

Oxford Brookes University - Careers Events Policy

This policy is intended to establish and maintain clear standards of good practice for organisations attending Careers Fairs run by Oxford Brookes University - Careers.

Bookings:

- All exhibitors must complete the appropriate fair booking form.
- All exhibitors must provide details of their company and other materials which will be used in our fair guides, both in print and digitally.
- All exhibitors must provide a company logo which will be used in our fair guides, both in print and digitally. This should be sent to employers@brookes.ac.uk.
- Your booking is provisional until reviewed and approved by Oxford Brookes Careers. You will receive a email once this has been approved with a link to our payment system.
- Your booking will be confirmed once the payment has been received and you will be sent a confirmation email.
- Oxford Brookes Careers reserves the right to cancel your booking subject to suitability at the time of review. Oxford Brookes Careers will endeavour to present you with a suitable alternative event subject to availability.
- Charities and non profit organisations (excluding professional bodies and educational providers) can attend careers fairs run by Oxford Brookes Careers free of charge, however due to limited space attendance will be subject to availability and may not be confirmed until 4 weeks prior to the event date.

Requirements and Pitch

- All exhibitors will be given 1 table, 2 chairs and free access to WiFi.
- Access to electric supply must be requested ahead of the event and is available subject to availability.
- Oxford Brookes Careers reserves the right to make final decisions about allocated pitch locations according to the number, size and type of exhibitors.

Cancellation Policy:

- All cancellations must be made in writing to employers@brookes.ac.uk.
- In the event of an exhibitor giving written notice of their intention to cancel or failing to arrive 30 minutes prior to the event start time, Oxford Brookes Careers reserves the right to reallocate the pitch.
- Regrettably no refunds on bookings can be offered for cancellations 3 weeks before the event or failure to attend on the day.
- Cancellations made over 3 weeks before the event will be given a 50% refund their booking fee.
- Oxford Brookes Careers reserves the right to cancel the event should it consider this necessary. In this event a full refund will be given. The exhibitor agrees to waive all other claims including pre-booked travel.
- **Information Security, including the General Data Protection Regulations (GDPR)**

Careers complies with the University's Information Management protocols, including its Information Security Policy, to ensure the maintenance of confidentiality, integrity and the appropriate availability of data.

<https://www.brookes.ac.uk/it/information-management/>

Further detail of our offer to employers including advertising vacancies can be found in our [Employers Policy](#) and [Employer Guide](#).

For any additional queries please contact employers@brookes.ac.uk