

CareerCentral Exhibitor and Sponsorship Terms and Conditions 2025/26

CareerCentral follows a [statement of principles](#) which underpins how we work with external organisations. We also have terms and conditions for all our careers events below.

Definitions

- You = the organisation requesting to sponsor a CareerCentral event or requesting to have a bespoke, pop-up event on campus
- We/us = CareerCentral, based within the University of East Anglia (UEA)
- Sponsorship = an agreement between UEA CareerCentral and you as the sponsor, where UEA CareerCentral receives money to publicise your organisation at an event, campaign or initiative
- Pop-up = a stand (in any format) showcasing careers with your company/organisation that is organised on campus outside of a central careers event
- Large Organisation = >250 staff
- Recruitment Agency = facilitating employment for other companies
- SME = <250 staff.

The CareerCentral marketing team follows a clear engagement strategy to market CareerCentral events and whilst the team do all they can to boost student engagement, there is no guarantee on the number of students that will attend these events. We also advertise based on career interest so cannot guarantee that students studying specific subjects will be in attendance.

Sponsorship

By sponsoring a CareerCentral event, you are agreeing that:

- You will pay a non-refundable sum of money, specified in our [Employer Brochure](#), to sponsor an event, campaign or initiative run by CareerCentral at the University of East Anglia
- You understand that UEA CareerCentral is an impartial careers service and that sponsorship material you provide can only relate to your organisation and its careers.
- CareerCentral reserves the sole right to accept which organisations we engage with and that any substitutions need to be agreed by CareerCentral
- The cost of sponsorship is specified in the brochure and relates to items within the list only.
- You are not entering a long-term financial agreement or a partnership with the Careers Service; your sponsorship payment is for the agreed timeframe of the sponsorship only, which will include pre-event advertising and the day of the event itself. Dates will be set and specified in email correspondence if you require them
- You will provide us with a logo from your company or organisation and ensure that we have permission to use it on our marketing material. You are giving us permission to use your name/organisation in the ways specified in the [Employer Brochure](#)
- You will supply all creative images/logos as specified in the [Employer Brochure](#) within deadlines set. After the deadlines set, we reserve the right to refuse to accept any amends of creatives, images, or logos on assets

- Both CareerCentral and the sponsor will sign off and approve sponsorship wording and visuals before assets are circulated
- We will revoke the sponsorship, which includes removing your company from any advertising materials that we have produced, and not refund the payment if you are in breach of our Code of Conduct (see below)
- You will not use the CareerCentral or UEA logo on any of your marketing materials without prior approval from CareerCentral or the University of East Anglia.

CareerCentral is an independent service, exclusively for UEA students, apprentices and recent graduates. We're not part of any wider careers service and we work on behalf of and for the benefit of UEA students.

We are an active member of the Association of Graduate Careers Advisory Services (AGCAS) and we've successfully secured the AGCAS Membership Quality Standard. The AGCAS Member Code of Ethics underpins the work that we do.

Our mission is to provide impartial, inclusive and impactful careers education, information, advice and guidance. We don't advocate any particular career choice or endorse any sector, organisation or type of role. We advocate for student choice.

We believe in [freedom of speech](#), encouraging open and peaceful dialogue about the issues that matter to our students, in line with the general regulations for students.

Careers Fair Terms and Conditions

Code of Conduct

By exhibiting at our careers fairs, you agree that:

- You will not bring anything to the fair that is considered offensive, abusive or illegal
- We reserve the right to ask you to remove any of your content if it is deemed inappropriate or offensive
- You will supply the names of attendees from your organisation alongside booking and let us know if there are any changes to this. We then submit these names to our security team to check and log in line with Government Prevent Policy
- The University of East Anglia is dedicated to providing a harassment-free exhibition experience for everyone, regardless of gender, age, sexual orientation, disability, religion, and origin. We will not tolerate the harassment of exhibition participants in any way.

Anyone violating this code of conduct may be requested to leave the event at the discretion of the CareerCentral team.

Payment of exhibitor fee

- If you are eligible to pay an exhibitor fee, you must pay the exhibitor fee no later than one week before the event date. You will receive instructions on how to pay via your booking confirmation and you will be asked to pay your fee via our online store
- If you are paying by invoice, you will need to let us know the name and contact details of the person within your organisation that we are requesting payment from no later than three weeks before the event. Paying by our online store is preferred.

- Failure to pay the fee as outlined in our brochure will mean you are unable to exhibit at the event
- If you opt to book a **sponsorship stand** at a careers fair, these are limited and allocated on a first come, first serve basis
- These cost more than a standard exhibitor stand and you are agreeing to pay extra for this space, in line with the details within the [Employer Brochure](#)
- While we do our best to supply you with access to a power socket, due to the limited supply of these in our main exhibition space, access is provided on a first-come, first-served basis and should only be requested for items that make up part of your exhibition at the fair.

Cancellation and Refund

- If you cancel your place at a careers event at least three working days before the event is due to start, we will be able to refund your payment fee in full. Please cancel by emailing careers.events@uea.ac.uk with your company's name and the date and name of the event that you were booked to attend
- We will not refund payments if you cancel your place at a careers event less than three working days before the event is due to start. We will also not refund payments if you do not show up on the day of the event without notifying us in advance
- If you have opted to host a pop-up stand outside on campus, we are unable to offer internal alternatives and we are unable to refund your fee if the weather is unsuitable, unless we receive a cancellation notification from you no later than three working days before the event.

Health and Safety and Risk Assessment

- You must provide public liability insurance unless you are exempt from this. Your public liability insurance must be in date at the time of the event.
- You must assess risks of your own equipment and stand
- UEA CareerCentral carries out a risk assessment of the careers fair overall but is not responsible for your equipment.
- You are responsible for equipment you bring to a careers fair, the manual handling of the equipment and the set up and pack down. We may offer help from staff and students who have had UEA manual handling training.

Student protests

- Whilst we have a standard operating procedure internally in place if a student protest occurs, our students are allowed to protest peacefully, in line with our [freedom of speech policy](#). If you come across a protest during your pop up, please do notify us on the contact number we provide when you book with us. Security can also be called in an emergency on 01603 592222.

Pop-ups

- You must complete an online [Event Permission Form](#) and, if you want to bring catering to campus, the [Food Trader Enquiries Form](#). You will need sign-off from UEA before your pop-up space is reserved.
- You must pay the pitch fee and electricity cost, if applicable, within the details outlined within your booking confirmation.
- Our campus is a public space and not a controlled environment. CareerCentral is not responsible for student behaviour across campus. If you ever feel concerned about student behaviour during your pop-up stand, please notify CareerCentral via the contact number you are provided with in your booking form and we can call UEA's security team.

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