EMPLOYMENT FAIR REGULATIONS

The Fall 2009 Employment Fair will be held on Saturday, November 7, 2009 at the American University in Cairo’s (AUC) New Cairo Campus.

DIRECTION TO NEW CAIRO CAMPUS
The AUC New Cairo campus is located at AUC Avenue, at the end of the 90th St., New Cairo, Cairo. It is around 45 minutes from downtown, 30 minutes from Cairo International Airport, 30-35 minutes from Maadi, and 35-40 minutes from Heliopolis.

PARKING AND ENTRANCE
Parking on the day of the fair is available at gates 4 on a first-come, first-served basis due to the limited number of slots. Parking on the day of the fair is free and complementary for participating company representatives, students and alumni.

ACCESS TO NEW CAIRO CAMPUS
AUC shall have the sole discretion over all admission policies at all times. Exhibiting company personnel will be provided with badges for access to the Exhibit floor during the event. Registration for corporates’ representatives and entrance to the exhibit floor will be open until 4:00 p.m. on Saturday, November 7, 2009. On the day of the fair, each corporate representative is required to present the fair invitation along with a personal identification card to be admitted on campus; failure to present the required identifications will result in denial of campus access. Badges must be worn at all times and swapping badges is strictly prohibited.

AUC’S RIGHT TO REVOKE REGISTRATION OR REQUIRE LEAVE
AUC reserves the right to remove the exhibit of any corporate participant whose display is deemed inappropriate for the event’s audience, or if the exhibit will interfere with AUC’s rules, interfere with other participating companies and/or attendees, or create any hazards. In the event that the company representatives or any other company related personnel (e.g. advertising agency personnel) violate any of the event’s rules and regulations, AUC reserves the right to request the person(s) to leave and/or revoke the company’s registration and require the participating company to leave the event.

LIABILITY
Participating company agrees to hold AUC, the office of Career Advising and Placement Services (CAPS), and AUC employees, and all individuals and organizations performing services for them in connection with the Employment Fair harmless for all claims for losses or damages, injuries, liabilities, judgments, or settlements, including reasonable attorney fees, cost and other expenses, any or all of them incurred on account of actions, negligence or otherwise of the company or its employees or agents. Participating company also releases AUC from liability for any expenses incurred or other damages suffered by the company if AUC’s employment fair is cancelled because of fire, strike, riot, act of God, or any other cause beyond the control of AUC and the office of Career Advising and Placement Services.

INSURANCE
Participating company shall, at its sole cost and expense, procure and maintain throughout the term of this agreement, the following insurance: Comprehensive General Liability Insurance, including Contractual Liability and Products Liability coverage and Workers’ Compensation in full compliance with all laws covering the participating company’s employees.

PHOTOGRAPHY AND VIDEO SHOOTING
The university policy does not authorize bringing cameras/video cameras to the campus. A university photographer will be available on campus to take shots of the event. If you wish to receive copies of your corporate booth photos, you can make direct arrangements with the event’s photographer during the fair. Please note that by participating in the fall 2009 employment fair, you authorize the American University in Cairo to use photographs taken at the event in any publication, multimedia production, display, advertisement or world-wide-web publications for the university and its constituents. The company releases and forever discharges the American University in Cairo from any and all claims and demands arising out of or in connection with the use of photographs/images, including but not limited to, any claims for invasion of privacy.

SOUND
Public address systems, sound producing or amplifying devices, which project sound beyond the participating company’s space, or excessive operating noise that distracts neighboring exhibits are expressly prohibited. AUC reserves the right to restrict exhibits, which because of noise or any other reason, may detract from the general character of the event.

SMOKING POLICY
As an educational institution, the American University in Cairo is committed to maintaining a smoke-free environment on campus to protect the health of students, faculty, staff and visitors. Smoking is not allowed in any AUC Building or Vehicle owned or leased by the University. Smoking is defined as the burning of any variety of lighted pipe, cigar, cigarette or other
smoking equipment. An AUC Building is defined as a permanent or temporary built and occupied structure, including all the spaces within the exterior perimeter (i.e. single or multiple occupancy offices, laboratories, classrooms, balconies, stairways, hallways, bridge connections, storage areas, etc.) of the structure; or within 6 meters (20 feet) of windows, air intake grills or entry/exit locations. Vehicles are defined as any motorized transport including automobiles, vans, mini vans, trucks, buses, motorcycles and utility carts.

### SHIPPING AND MATERIAL HANDLING

For companies operating outside Egypt, if you are planning to send any material to the exhibit by courier, please arrange for your courier service to handle any required custom clearances and deliver the material to AUC’s new campus at least one week before the event date. Shipments should be directed to the following address:

Ms. Taline Toufayan, Manager, Corporate Research & Data Management  
The American University in Cairo  
Career Advising & Placement Service  
AUC Avenue  
P.O. Box 74 New Cairo 11835, Egypt  
Mobile: 012.900.9976

Please note that AUC will not handle any required custom clearances or courier expenses and is not liable for ensuring delivery of material in due time. The University will not be responsible for re-shipment of any left-behind material; should you wish to re-ship back any of the material you will use during the exhibit, make sure to arrange with the courier company to handle all logistics and payments on your behalf.

### INSTALLATION AND DISMANTLING OF EXHIBITS

Installation of exhibits must be completed between 9:00 a.m. and 5:00 p.m. on Friday, November 6, 2009. Sponsors can start their booths’ installation on Thursday, November 5, 2009 by 5:00 p.m. They are requested to bring ready to install stands – no carpentry or painting will be allowed on campus. No material is to be installed on any of AUC walls. Please note that a corporate representative must be available to guide/supervise your marketing/advertising agency during the set-up and dismantling of your fair exhibit. AUC and the office of Career Advising and Placement Services (CAPS) will not liaise with your marketing agency. All exhibits must be ready for inspection by the CAPS office on Friday, November 6, 2009 at 5:00 p.m. AUC reserves the right to bar the use of exhibits which will interfere with other participating companies, interfere with attendees or others, or which create any hazards.

DISMANTLING – Dismantling of exhibits should take place between 6:15 p.m. and 10:00 p.m. on Saturday, November 7, 2009. Any exhibits not dismantled by that date and time will be removed by AUC at the expense of participating company.

### CORPORATE REPRESENTATIVES

Attendance to the fair is exclusively for AUC alumni/students. Please make sure that your representatives on the day of the fair are fully aware and informed about career opportunities announced in the fair booklet and application procedure and can best project your image and market your corporate presence among AUC alumni/students.

### CORPORATE DISPLAY

All property and material of the company is understood to be in the company’s custody and control at all times, including while in transit to and from the Exhibit space. The company is responsible for collecting all its material including but not limited to, its exhibit display material before departure. AUC is not accountable for any corporate material left behind on campus.

### POSITIONING OF EXHIBITS WITH RELATION TO AISLES

All display equipment must remain within the boundaries of the Participating company’s own booth. Exhibits may not be placed in the aisles, obstruct the general view, or hide other participating companies.

### MATERIAL HANDLING SERVICE

Support in material transfer from your exhibit space will be provided on a first-come, first-serve basis. If you wish to use the material handling service after the fair closing, please sign up at www.caps.aucegypt.edu/corporatesignup.html prior to the event to reserve a time slot on the material handling service schedule. Assistance in material transit will start at 6:15 p.m. every quarter of an hour from your exhibit space to the university entrance only.