## Registration

A registration fee is required to participate in the fair; AUC shall not process any request, should the organization fail to settle the required registration fee by the designated deadline. The employment fair registration fee is non-refundable.

## Shipping Corporate Material

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 prior to the event. Shipments should be directed to the attention of:

Ms. Taline Toufayan, Assistant Director, Operations & Assessment
The American University in Cairo
Career Center
AUC Avenue, P.O. Box 74 New Cairo 11835, Egypt
Mobile: 012.2900.9976

Please note that AUC will not handle any required custom clearance or courier expenses and shall bear no liability 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 shall be using during the exhibit, make sure to arrange with the courier company to handle all logistics and payments on your behalf.

## Corporate Representatives Access to New Cairo Campus

Admission policies are at the sole discretion of AUC at all times. Corporate passes are only for the use of professionals representing your company. Exhibiting company personnel will be provided with nametags and hand-bracelets for access to the exhibit floor during the event. Both the nametags and bracelets must be worn at all times during the event. Registration for corporate representatives and entrance to the exhibit floor will be open until 4:00 p.m. on Saturday, May 6, 2017. On the day of the fair, each corporate representative is required to present the corporate pass and business card along with a personal identification card to be admitted on campus; failure to present the required identifications will result in denial of campus access. Any changes or updates in representatives’ names received after Tuesday, May 2, will not enable the Career Center to prepare the necessary nametag(s) on the day of the fair.

## Corporate Contact and Representatives

The participating company’s contact person should ensure that the corporate representatives attending the fair are fully aware of the event’s terms and regulations. Attendance to the fair is exclusive for AUC alumni/students; please make sure that the representatives are well informed about career opportunities and application procedures announced in the fair booklet, and can best project your image and market your corporate presence among AUC alumni/students.

## Installation - Dismantling of Exhibits

**INSTALLATION**- Installation of exhibits must be completed between 9:00 a.m. and 5:00 p.m. on Wednesday, May 3, 2017. Official, Associate and Contributing Sponsors can start their booths’ installation on Tuesday, May 2, between 9:00 a.m. and 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 and floor. 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. All exhibits must be ready for inspection by the Career Center on Wednesday, May 3, 2017 at 5:00 p.m. AUC reserves the right to bar the use of exhibits which may interfere with other participating companies, attendees or others, or which create any hazards.

**DISMANTLING**- Dismantling of exhibits should take place between 6:00 p.m. and 8:00 p.m. on Saturday, May 6, 2017. Any exhibit not dismantled during the designated date and time will be removed by AUC at the expense of the participating company. Support in material transfer from your exhibit space will be provided by zone.

## 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. Please note that the booth of regular participants and contributing sponsors is surrounded by partitions from 3 sides.

## 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, if 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 Career Center 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 force majeure, fire, strike, riot, act of God, act of government or any other cause beyond the control of AUC and the Career Center.

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 or unattained on campus.

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.

SOUND
Public address systems, sound producing or amplifying devices, which project sound beyond the participating company’s space, or excessive operating noise that detracts 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.

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 Spring 2017 employment fair, you authorize the American University in Cairo to use photographs taken at the event in any publication, social media platforms, 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.

SMOKING POLICY
As an educational institution, the American University in Cairo is committed to maintain 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.