



Cairo University

CU 2nd Job & Internship Fair April 2018

Payment Terms

- **The fair registration fees have to be fully paid through one of the following payment methods:**
 - Depositing in Cairo University, Community Service and Environmental Development NBE account number : 9/450/87825/2
 - Cheque named Cairo University Vice President for Community Service.
 - Cash invoice to Community Service and Environmental Development Sector Office.
- **Payment should be made by the 9th of April 2018. In the event of a payment delay, the participation will not be valid and thus the company will not be included as an employer in the fair.**
- **Corporate Firm's location within the fair venue is determined in accordance to fees payment date and selected participation package.**

Cancellation Policy

- Cancellations occurring 30 days prior the fair date are subject to full refund.
- Cancellations occurring from 29 to 15 days prior the fair date are subject to payment/ deduction of 25% of the fees.
- Cancellations occurring from 14 to 8 days prior the fair date are subject to payment/ deduction of 50% of the fees.
- Cancellations occurring from 7 to 1 day prior the fair date or no show companies on the employment fair day are subject to payment/deduction of 100% of the fees
- If CU cancels the fair, participants will be offered a full refund. Should circumstances arise that result in postponing the fair, CU has the right to either issue a full refund or transfer registration to the same fair at the new date or to any other service at CU based on the client's choice.
- Cancellations will be considered only via official email.

Guiding Rules

- The fair booklet is an A5 format Booklet, (page size: width 17.5 cm, height 25 cm - excluding a bleed area of 0.5 cm from all sides), including data about the employment fair and the participating employers in alphabetical order. The Main Sponsor will be featured on the first page followed by other forms of sponsorship and the remaining participating companies alphabetically arranged.
- The online registration form is to be made by the **9th of April,2018**.
- The job openings/internship opportunities form and booklet format will be sent to you by email as soon as you register for the fair.
- Available job openings/internship opportunities, and booklet information have to be submitted, by e-mail within one week from registration and maximum before **9th of April, 2018**. It has to be sent as a word document in order to be able to process it.
- Companies receiving resumes for their own use during the fair are not allowed to disclose this data to any third party. Failing to abide to this rule will eliminate the participating company from any future fairs.
- Colored ad and corporate logo should be provided before **9th of April, 2018** for the respective publications. The sponsor should submit its corporate ad and logo high resolution in full color (Adobe PhotoShop format) on a CD or via email.
- Advertising materials allowed inside the booth only include banners, rollups, promotional materials, video and projector displays without any sound or music and no advertising materials are allowed outside the booth.
- Participants are not allowed to bring in food or drinks to the University premises, all services are available on sale within the fair.
- Company name submitted by the employer will be used in all printing materials (booklet, banners, rollups, invitations, list of vacancies and the booth).
- An email guide with all preparations information and the floor plan will be sent 3 days before the employment fair date.
- Please note that by participating in the event, you authorize the Cairo University to use photographs and videos taken at the event in any publication, multimedia production, display, advertisement or world-wide-web publication for the university and its constituents. The company releases and forever discharges Cairo University 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.