Agreement

Uppsala Union of Engineering and Science
Students’ Career Fair Utnarm - 7 November 2024

By submitting this Initial registration, you accept the following terms.

This registration is binding from 2024-05-24 and cancellation will result in an administrative fee (See section §18).

§1. Definitions

§1.1 Utnarm is in this agreement called the Organizer and the registrator is called the Exhibitor.

§1.2 Jexpo is the registration system.

§1.3 The Initial registration refers to the registration process which is open: 2024-04-11 to 2024-05-17.

§1.4 The Complete registration (CR) refers to the registration period where the exhibitor submits company information and applies for extra services and events.
   The Complete registration is open from: 2024-08-07 to 2024-09-29.

§2. Parties and agreement

§2.1 This agreement is concluded between Utnarm and the Exhibitor.

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---|---|---|---
info@utn.se  |  070 - 308 95 27  |  Uthgård  |  Uthgård
www.utn.se  |  752 37 Uppsala  |  Polacksbacken hus 73
§3. Validity

§3.1 This agreement is valid from the moment of the Exhibitor's submission of the Initial registration until full payment to the Organizer has been received.

§4. The Exhibitor’s Responsibilities

§4.1 The Exhibitor is responsible for any equipment that belongs to the Exhibitor. The Organizer is responsible for the surveillance of the facilities used during the night before the fair and during the fair day. Unless agreed with the Organizer, any marketing or exposure other than that in the assigned booth area is forbidden.

§4.2 The Exhibitor is only allowed to display one Exhibitor per booth. For each additional Exhibitor displayed in the booth, the Exhibitor is required to pay an additional Utnarm’s Base Package (28 800 SEK).

§4.3 The Exhibitor should not have any unpaid invoices at Uppsala Union of Engineering and Science Students before the Initial registration closes.

§4.4 The Exhibitor should start dismantling their booth when the fair closes at 15:30.

§5. The Organizer’s Responsibilities

§5.1 Should a fault of a service provided by the Organizer be observed, the Organizer should at first hand be allowed to remedy the fault if possible. The Exhibitor has, if not able to use the service due to the fault, the right to fair compensation corresponding to the value of the faulty service and the period during which the service was unavailable.

§5.2 Handle the Exhibitor's information according to the Integrity policy of UTN. Which can be found here.
§6. Rights

§6.1 The Exhibitor is not allowed to use the Organizer's logos without the written consent of the Organizer.

§7. Orders and Participation

§7.1 Orders shall be submitted in the way assigned by the Organizer.

§7.2 The Organizer reserves the right to choose which Exhibitors are allowed to participate as an Exhibitor at the fair after the Initial registration has closed. Exhibitors who are not chosen will not be charged any fee.

§7.3 Please note that due to a lack of space, we only accept a limited number of Exhibitors. A confirmation if you got the spot will be sent out in the week after the registration becomes binding.

§8. Exhibition Package and Cost

§8.1 The Organizer will provide the Exhibitor with their ordered Utnarm Package, (Base, Silver or Gold.)

§8.2 Utnarm’s Base Package costs 28 800 SEK and includes:
  - Booth 3x2m large, 2.3 m high
  - Two day envelopes
  - One corporate host
  - Two power outlets (230 V)
  - Wi-Fi
  - One parking spot
  - Two reserved tickets to the banquet (not paid)
  - Climate compensation with a minimum of 1 ton of CO2-equivalents
  - Market job advertisements on the website

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**Postadress**

Uthgård

752 37 Uppsala

**Besöksadress**

Uthgård

Polacksbacken hus 73
- Exposure through Utnarm.se in the company catalogue

If the order is not submitted to the Organizer in the specified format or within the time limit, the Organizer is entitled to omit it from the directory.

§8.3 Utnarm’s Silver Package costs 43 200 SEK and includes:

- Booth 4x2m large, 3 m high
- Two day envelopes
- One corporate host
- Two power outlets (230 V)
- Wi-Fi
- One parking spot
- Two tickets to the banquet
- Climate compensation with a minimum of 1 ton of CO2-equivalents
- Market job advertisements on the website
- Exposure through Utnarm.se in the company catalogue
- Tables, chairs and bowls ordered before CR closes (2024-09-29).
- 30% cheaper base price for events
- One Lunch lecture during the Event weeks, if booked before CR closes (2024-09-29). Cost per student still applies. The time of the lecture is set by the Organizer.
- Six Contact talks during the fair day
- Six lunch tickets

If the order is not submitted to the Organizer in the specified format or within the time limit, the Organizer is entitled to omit it from the directory.

§8.4 Utnarm’s Gold Package costs 64 800 SEK and includes:

- Booth 5x2m large, 3 m high

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**Epost, Webb**

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- Two day envelopes
- One corporate host
- Two power outlets (230 V)
- Wi-Fi
- One parking spot
- Four tickets to the banquet
- Climate compensation with a minimum of 1 ton of CO2-equivalents
- Market job advertisements on the website
- Exposure through Utnarm.se in the company catalogue
- Tables, chairs and bowls ordered before CR closes (2024-09-29).
- 40% cheaper base price for events
- One Lunch lecture during the Event weeks, if booked before CR closes (2024-09-29). Cost per student still applies. The time of the lecture is set by the Organizer.
- One Evening event during the Event weeks, if booked before CR closes (2024-09-29). Cost per student still applies. The time of the event is set by the Organizer.
- Six Contact talks during the fair day
- Ten lunch tickets

If the order is not submitted to the Organizer in the specified format or within the time limit, the Organizer is entitled to omit it from the directory.

§9. Exposure Packages and Additional Services

§9.1 Various extra services will be provided prior to the Complete registration. The Exhibitor can report interest of a service in the Initial registration, and

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it will not be binding until the Complete registration has closed, unless otherwise stated by the Organizer. As the availability of extra exposure packages is limited, the Exhibitor will be contacted after the Complete registration closes regarding the extra exposure the Exhibitor have applied for. The contents of the exposure packages will be specified in the Complete registration.

§10. Larger booth

§10.1 In the Initial registration, the Exhibitor can report interest in a larger booth size. If the Organizer considers that there is no space for a larger booth, the Organizer will notify the Exhibitor about this before the CR closes (2024-09-29).

§11. Goods

§11.1 It is the Exhibitor's responsibility that all goods stored in the goods reception do not arrive before 2024-11-04, unless agreed upon with the Organizer. The goods reception is open:

- Monday: 2024-11-04, 08.00-18:00
- Tuesday: 2024-11-05, 08.00-18:00
- Wednesday: 2024-11-06, 08.00-20.00

It is the Exhibitor's responsibility that all goods stored in the goods reception are picked up before 12:00 the day after the fair: 2024-11-8, unless other arrangements have been made with the Organizer. The Exhibitor is to pay an administration fee of 1000 SEK if the goods stored in the goods reception are picked up after 12:00 the day after the fair: 2024-11-8. Additionally, the Exhibitor is to pay a separate administration fee of 1000 SEK/day that goods are stored before or the day after the fair outside the above dates.
§12. Information and marketing

§12.1 The Exhibitor is obliged to provide catalog information and materials for marketing no later than 2024-09-29 when the Complete registration closes. If material for marketing is not submitted to the Organizer in the specified format or within the time limit, the Organizer is entitled to omit it from the directory.

§13. Events and Webinars

§13.1 Application for events and webinars is an application of interest, and the Exhibitor will be contacted by the Event managers to create an event which is to the Exhibitor's satisfaction. The application is binding when a separate deal has been signed, unless otherwise stated by the Organizer.

§14. Physical Contact Talks

§14.1 The application of interest for contact talks is binding only after the Exhibitor has sent in the Complete registration. If cancellation of contact talks is made later than the given date, the Exhibitor will be charged full price. Due to limited availability, the Organizer reserves the right to exclude any Exhibitor in participating, the Organizer will notify this before 2024-09-29. The Organizer reserves the right to not offer physical contact talks.

§15. Lunch and Banquet

§15.1 The Exhibitor is obliged to provide names and food preferences as well as allergies for the company's representatives who will be present during lunch and/or banquet by 2024-09-29, unless otherwise agreed with the Organizer.

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§16. Payment

§16.1 Payment is made within 30 days of the invoice being issued, unless otherwise agreed with the Organizer. Detailed prices will be published in the Complete registration. The Organizer has the right to withdraw the price of the Exhibitors selected package for the fair in advance. The Exhibitor can choose to be invoiced with e-invoice or PDF-invoice in the registration. If the Exhibitor chooses this billing option, then the Exhibitor is responsible for ensuring that relevant information for billing stated is correct. The Exhibitor is responsible for ensuring that the invoice enters their internal system. If the billing information is not correct before the Complete registration (2024-09-29) closes, the Exhibitor will be charged with an additional fee of 1000 SEK.

§16.2 If the Exhibitor chooses to be invoiced with a paper invoice, the Exhibitor assures that the billing address stated is correct. An administrative fee of 30 SEK will be added if the Exhibitor chooses to be invoiced with a paper invoice.

§16.3 If the billing information for the e-invoice or the billing address is changed after the fair day, 2024-11-7, the Exhibitor will be charged with an additional fee of 1000 SEK.

§16.4 If the Organizer is required to register on an external supplier portal to be able to send the invoice, the Exhibitor will be charged with an additional fee of 1000 SEK.

§17. Late Payment

§17.1 If the payment is not received before the due date, interest will be applied in accordance with the Swedish Interest Act (1975:635). The Exhibitor is charged an administrative fee of 45 SEK if a reminder invoice is sent out by mail.
§18. Cancellation

§18.1 If the Exhibitor is to cancel the registration, the following applies:
- Cancellation before 2024-05-26 - free of charge.
- Cancellation between 2024-05-26 and 2024-08-06 – half base kit is charged, 14 400 SEK.
- Cancellation after 2024-08-06 – full base kit is charged, 28 800 SEK.

§18.2 The application of additional services is legally binding after 2024-09-29.

§19. Force Majeure

§19.1 Should the contents of the contract become significantly impeded as a result of external circumstances beyond the scope of the parties, such as measures taken by public authorities, epidemic, pandemic, war, mobilization, enhanced defence preparedness, fire, labor shortage, labor dispute, natural disaster, adverse weather conditions, bankruptcy, any party may, if it can be assumed that the aggravating circumstance is not of a temporary nature, withdraw from the contract without liability. The party wishing to withdraw from the agreement shall inform the other party in writing without reasonable delay after the aggravating circumstance has become known to them.

§20. Disputes

§20.1 Disputes related to this agreement will be settled by the Swedish court according to Swedish law.