

Terms of Conditions For Participating As a Sponsor for Reflections | Projections 2022

This agreement details the arrangements between the Company you represent ("the Company") and the R|P Career Week 2022 ("the Host"). The purpose of this agreement is to detail what responsibilities the Company has as a participant in the conference and the accommodations provided by the Host during the conference.

Responsibilities of the Host

The Host will provide the following:

- Advertising for the Company on the Reflections | Projections website. Advertising on the website will consist of a small logo, which is to be provided by the Company in a vector format or as a high-resolution PNG. If the Company would not like the Host to use their logo or does not provide one, we will display the Company's name in text.
- Advertising for any A La Carte events purchased on the Reflections | Projections website and schedule.

The Host will provide nothing else than the provisions listed above unless verified by written or verbal agreement with the Host.

Responsibilities of the Company

The Company will follow these guidelines before, during, and after the conference:

- Any information requested by the Host in regards to logistics for the conference will be provided before the specified date.
- Any special requests or special internet provisions will be placed at least two weeks prior to the conference.
- The Company will provide payment within one month of receiving an invoice from the Host.

Cancellation

The Company may not terminate the agreement without a cost. Cancellation by the Company will result in a cancellation fee of the full sponsorship cost.

The Host may terminate the agreement at any time, but agrees to refund the full cost of the Company's sponsorship fee up to the week before the conference. The Host is exempt from refunding the Company due to breach of contract or external conditions beyond the Host's control.

The current conference plans are subject to change if there are new updates from the government and/or county and/or department and the Host shifts to a virtual conference. In the case that the Host shifts to a virtual conference and the Company was planning on attending in-person and would like a refund, the Host will try to provide a full refund. Refunds may not be feasible if the Host has already used the funds to make orders.

Any termination of the agreement must include written (electronic or physical) notification from the terminating party to the other party. The date of termination for fee or refund purposes will be the date when the notification is received by the other party.

Terms of Conditions For Participating At the Reflections Projections Career Fair

This agreement details the arrangements between the Company you represent ("the Company") and the R/P Career Week 2022 ("the Host") for the date of September 28th. The purpose of this agreement is to detail what responsibilities the Company has as a participant in the job fair ("the Fair") and the accommodations provided by the Host during the Fair.

The cancellation fees are below.

- Before September 1st: Free.
- Between September 2nd and September 10th: 50% cost.
- From September 11th: Full cost.

Responsibilities of the Host

The Host will provide the following:

- One or more tables, plus an area behind the table(s) for displays.
- Storage for shipped job fair equipment. The Host will also provide package pickup after the Fair, but is not responsible for handling packages that are too damaged to be shipped. The Host will also not pay any shipping fees.
- Free parking for the entire weekend at a nearby parking lot.
- Printed name badges for the Company's representatives, as long as the Host is notified of the representatives' names at least a week before the Fair.

The Host will provide nothing else than the provisions listed above unless verified by written or verbal agreement with the Host.

Responsibilities of the Company

The Company will follow these guidelines before, during, and after the Fair:

- Any information requested by the Host in regards to logistics for the Fair such as package tracking number or company representative names will be provided before the specified date.
- Any special requests such as audio and video access or special internet provisions will be placed at least two weeks prior to the Fair.
- The Company representatives will comply with all requests during the Fair regarding table, display, and representative location. Failure to comply with these requests, especially if the Company is violating fire and safety codes, may result in expulsion from the Fair.
- The Company will provide Fedex shipping labels, complete with relevant payment information, for any packages to be shipped from the Fair. If the Company cannot provide the shipping labels, they must bring all relevant information, including destination and Fedex account information, to be filled out on a label provided by the Host.
- The Company will provide payment within one month of receiving an invoice from the Host, or by November 1st, 2022, whichever date comes later.

Cancellation

The Company may terminate the agreement by September 1st, 2022 at no cost. Cancellation of the agreement by the Company between September 2nd, 2022 and September 10th, 2022 will result in a cancellation fee that is 50% of your attendance cost. Cancellation by the Company after September 11th, 2022 will result in a cancellation fee of the full attendance cost.

The Host may terminate the agreement at any time, but agrees to refund the full cost of the Company's attendance fee up to the week before the Fair. The Host is exempt from refunding the Company due to breach of contract or external conditions beyond the Host's control.

Any termination of the agreement must include written (electronic or physical) notification from the terminating party to the other party. The date of termination for fee or refund purposes will be the date when the notification is received by the other party.