



# Terms and Conditions For Participating As a Sponsor for Reflections | Projections 2023

This agreement details the arrangements between the Company you represent ("the Company") and the RJP Career Week 2023 ("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.
- Additional perks will be provided as listed on the sponsor document.

The Host will provide nothing else than the provisions listed above unless verified by written 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 30 days 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 as listed below.

The cancellation fees are as follows:



- Before July 18th: Free.
- Within 10 days of signing this Sponsor Terms Agreement: Free.
- Between July 18th and August 18th: 50% cost.
- From August 18th: Full 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.

## **License to Use Sponsor Name and Logo**

The Company grants to the Board of Trustees of the University of Illinois a non-exclusive, royalty free, revocable license to use the Company's name and logo (collectively, "Marks"), in the form provided by the Company, exclusively to communicate the Company's participation in and to promote Reflections | Projections. The Marks may be in paper form (such as an event program guide and advertisements) or electronic form (such as a website or web advertising campaign). University may not sublicense or otherwise transfer to a third party its rights under this Article 4.0 University's use of the Marks pursuant to this Agreement is not an express or implied endorsement by University of Illinois or the Company's products and shall not suggest any formal relationship between University and the Company beyond any pre-existing relationship between them or, if no pre-existing relationship existed, the sponsorship established by this agreement. The Company may not use the name or trademarks of University or its affiliates in any publication, news release, advertising, or other releases of information without the prior written approval of the University's public affairs office.



# Terms and Conditions For Participating At the Reflections | Projections 2023 Career Fair

This agreement details the arrangements between the Company you represent ("the Company") and the R/P Career Week 2023 ("the Host") for the date of September 20th. The purpose of this agreement is to detail what responsibilities the Company has as a participant in the career fair ("the Fair") and the accommodations provided by the Host during the Fair.

## 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. The Company is responsible for providing shipping labels if needed.
- If any parking costs are incurred during the week of R/P, the Company will be reimbursed.
- 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 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 30 days 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 as listed below.

The cancellation fees are as follows:

- Before July 18th: Free
- Within 10 days of signing this Sponsor Terms Agreement: Free
- Between July 18th and August 18th: 50% cost
- From August 18th: Full 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.