

# FOROEMPLEO COMILLAS

**Attention!** This form can be completed on the computer. To fill in a field, place the mouse pointer in the corresponding space; you can also move from field to field using the tab key. Please fill out the form in UPPERCASE LETTERS.

## Participation Agreement for Foroempleo Comillas – 23 and 24 October, 2024

### Tax details for invoicing

Tax or Business Name:			
Trade Name for the Stand*:			
Fiscal Address:		Tax ID or VAT Number	
City:	Country	Postal Code:	
Please state PO Number in case you need it on the invoice:			

\*If not given, Tax Name will prevail.

### Details for the contact person

Name:		Position:	
Telephone:		E-mail:	

### Invoicing:

Invoices will be sent by e-mail, in the same format as paper invoices, to the address indicated below

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### Participant Details

Website	
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We hereby undertake to participate in the **Foroempleo Comillas** in the academic year 2024/2025 and hire:

- Stand booking: **1800 € tax not included**
- Attendance day: **23 October**  **24 October**   
You can only attend one day
- Please indicate the number of stand you wish to book: \_\_\_\_\_  
(Please state up to three options in order of preference)
- The University makes available to the participants a digital mailbox where students can submit their resumes. Would you like to make use of this mailbox?    
**Si**      **No**  
If Yes, please provide the email address you would like to receive the resumes

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In \_\_\_\_\_, on \_\_\_\_\_ de 2024

Signature



# General Contracting Rules

All participants, by the mere fact of formalising their registration for the Forempleo Comillas, accept these rules of participation and the organisation's regulations.

## 1. GENERAL CONDITIONS

### 1.1. Participation.

Any individual or legal entity whose activity contributes to achieving the general objective pursued by this Forum may apply to participate in the Forempleo Comillas. (hereinafter "the Applicant or Participant").

### 1.2. Application Form.

Applications for space must be formalised using the official form provided by the organisation, in accordance with the methods of payment set out therein.

The deadline for applications to participate is open from the moment of receipt, by e-mail, of this documentation and will close on 20 July, or earlier, if all available stands have been requested prior to this date.

It is essential that participants send the duly completed and signed participation contract to the University's OPE Service. Receipt of this document, signed by the company, will confirm its provisional status as a participant in the Forum, and will enable the participant to be informed of its assigned stand number.

In the event that payment is not made within the established deadlines, the participant will lose all rights to the reserved space, which will be made available to the organisers.

### 1.3. Acceptance of Participation

Final acceptance of participation is reserved to the organisers, who may reject applications which, in their opinion, do not fit the purpose of the Forum.

The admission of applications will be closed when all the spaces available for stand assembly have been filled.

### 1.4. Space Allocation

Stands will be allocated on a first-come, first-served basis. In the event of a clash of interests, the Forum organisers will decide on the allocation of stands. The organisers reserve the right, for technical reasons, to change the location of participants or the shape of the spaces.

### 1.5. Payment of services

The rental price for each stand is **1800 euros**. These prices, **which do not include VAT**, include ancillary services such as standard furniture, energy consumption, cleaning, security, etc. Upon receipt of this document, duly completed and signed either with a digital signature certified by a qualified provider or with a handwritten signature, the University will reserve the status of participant to the Company and will issue the corresponding invoice for the total amount (including VAT), indicating the method of payment. The definitive right to participate in the Forum shall be acquired from the moment in which the total amount of the invoice is paid in full or the payment of the invoice is guaranteed. Failure to pay by this date will result in the express waiver of the participant's right to participate in the Forum, its exclusion from the Forum documentation and the loss of the right to participate in subsequent editions of the Forum. The signing of this document implies the total acceptance by the

participant of each and every one of the conditions and characteristics of the Forempleo Comillas.

If, for reasons attributable to the University, the Forum has to be suspended, participants will be entitled to a full refund of all payments made, with express waiver of any type of compensation.

If for reasons of force majeure, unforeseeable circumstances or the actions of third parties not related to the University, the normal development of the Forum is totally or partially altered, the University will not assume any responsibility whatsoever.

### 1.6. Resignation and cancellation of Participant

If, once payment has been made, a participant decides to cancel his/her participation in the Forum, he/she will only be entitled to a refund of 50% of the amount paid. If the cancellation occurs less than ten days before the start of the Forum, the participant will not be entitled to a refund. In any case, the inclusion of the participant in the advertising material of the Forempleo Comillas will imply the obligation of the participant to pay the University the amount corresponding to the aforementioned material, even if it cancels its participation in the stand.

### 1.7. Digital official Catalogue for the Forempleo Comillas

The organisation will publish a digital Official Catalogue which will include a list of all the participants with a brief report of their activity.

For its proper publication, we need the following information from the companies, duly filled in

- Business Activity.
- Degrees the company is interested in.
- Job and Internship opportunities.
- Application link to the company opportunities.

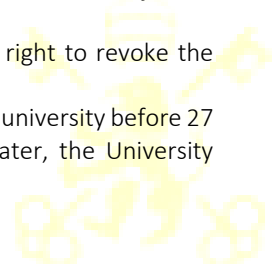
The participant must also provide the Forum organisers with a logo of their company so that it can be included in the participant catalogue and on the Forum's own website. The format of the company logos must be colour images in vector format (freehand or Illustrator). Along with this logo it is necessary to send also the direct link to the website of the participant.

Comillas Pontifical University may use the logo of the participant, solely and exclusively, to identify it as a collaborating company of the Forempleo Comillas. The logo of the participant may only be used for the aforementioned purposes, on the university website and during the time the Forum is held and until the 31<sup>st</sup> December of the following year, with a direct link to the corresponding company's website.

In any case, any use of the participant's logo must be in accordance with the corporate identity guidelines. Once the academic year has ended, the use of each company's brand will end and any new use of the brand must be subject to prior written authorisation.

The participating company reserves the right to revoke the use of its trademark at any time.

This information must be provided to the university before 27 September. If this information arrives later, the University



does not guarantee its inclusion in the catalogue, nor its accuracy.

At the same time, the participant may use the COMILLAS brand and logo on its website and social media to announce their participation in the COMILLAS Employment Forum until October 31 of the year following its celebration. Outside the scope expressly stated in this clause, no rights will be granted to the participant to use the name, trademark, distinctive sign, slogan, emblems, or their translation, which currently or in the future may be owned by Comillas, for advertising purposes or in their business relations with third parties, or, in general, for any other purpose, either in Spain or abroad.

#### 1.8. Access

Access for participants and visitors and the entry of material will take place at the times and through the gates indicated by the Organisers.

#### 1.9. Promotional material

The stand material to be used by each participant will be sent to the university the day before the stand is contracted. No storage space will be provided at the university for this material. It will be placed at the contracted stand.

Participants attending the stand on 23<sup>rd</sup> October can send the material on 22<sup>nd</sup> October from 12:00 a.m. onwards, with labels indicating the name of the participant and the stand number, and any surplus material will be collected by the participant on 23<sup>rd</sup> October before 19:30 p.m.

Participants attending the stand on 24<sup>th</sup> October can send the material on 23<sup>rd</sup> October from 20:00 p.m. onwards with labels indicating the name of the participant and stand number. Surplus material will be collected by the participant on the 24th before 20:00 pm.

The distribution of any advertising will be carried out within the spaces set aside by the organisation for this purpose, and no advertising from participants or institutions that have not formalised their presence at this Forum may be carried out.

## 2. SPACES AND SERVICES

### 2.1. Participant's rights

At the contracted stand, the titular participant may carry out any information and promotion tasks it deems appropriate in order to recruit future professionals and subject to the rules of coexistence within the University.

The information timetable for the students within the stand will be set by each participant at their convenience, within the space between 10:00 and 17:30 hours.

Acquiring the definitive status of participant entitles the company to use the spaces and services contracted with the University and to carry out the activities related to the purpose of the Forum. In any case, participants, in the development of these activities, will abide by the internal operating rules of the University and advertising outside the stand and outside the contracted services is expressly forbidden.

## 3. SAFETY REGULATIONS

### 3.1. Prohibited activities

All activities involving a risk of accident or accident beyond the normal activities of setting up or dismantling the stands are forbidden on the site of the Forempleo Comillas.

### 3.2. Enclosure surveillance

The organisation will take care of the general surveillance of the site, with its own staff and the staff of a security company.

Despite this special surveillance system, the University will not be responsible for any loss, theft or damage to the elements belonging to the participants.

### 3.3. Corridors

During stand assembly, material must generally remain within the confines of the stand space, leaving the aisles and common areas clean.

The cleaning service is authorised to remove materials deposited in aisles and common areas.

During the Employment Forum, participants must leave these areas completely clear.

### 3.4. Safety Equipment

The location of fire-fighting equipment and other furniture and common areas provided by the organisation to ensure safety shall be respected.

## 4. STAND DECORATION AND ASSEMBLY

4.1. The Forum will take place in the central building of the University, 23 Alberto Aguilera Street. The stands will be set up in the two central courtyards of the building.

4.2. The University provides 64 stands for participants each day, 56 of 3x2.5 metres in size and 8 of 2x4 metres, distributed as shown in the attached plan.

4.3. Corner stands shall be open on two sides, unless the organisers decide otherwise.

4.4. Stands may be decorated on the inside, but under no circumstances may the participant decorate the outside walls, aisles or common areas. **Decoration shall be removed by the end of the appointed schedule.**

4.5. The University will be responsible for displaying, in standard lettering, the name of the participant to which each stand has been allocated. In the event that the participant wishes to place its own front sign with its name on it, it will be responsible for its assembly and dismantling within the established deadlines.

## 5. LEGAL AND CONTRACTUAL MATTERS

### 5.1. Disclaimer.

The organisation accepts no responsibility for any loss of material or objects deposited at each stand due to theft, robbery or damage that they may suffer before, during or after the Forempleo Comillas.

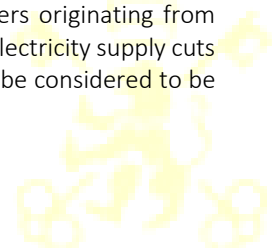
### 5.2. Obligations of the exhibitor.

Without prejudice to other obligations under these rules, the participant is obliged to:

- Keep the stand clean.
- Have the stand fully set up and ready by the opening time of the Forum.
- Leave the stand in the same condition as when it was received.
- Keep the stand manned by staff from the organisation during all opening hours.
- Adopt minimum security measures for personal and participant effects deposited on the stand

5.3. Any temporary or permanent, total or partial cancellation or suspension of the Forum for reasons of unforeseeable circumstances or force majeure, understood as such, in addition to those defined as usual, others originating from third parties, such as strikes, water and electricity supply cuts or cases of similar seriousness, shall not be considered to be a cause attributable to the organisation.

## 6. FINAL PROVISIONS



### *6.1. Complying with the rules of participation.*

All participants, by the mere fact of their registration, and accept these General Rules and Regulations.

### *6.2. VAT.*

All invoices issued by the organisation to the exhibitor shall be increased by the current percentage corresponding to Value Added Tax.

### *6.3. Legal Regulations.*

For any matters not provided for in these rules, the relevant substantive provisions regulating the activity covered by these Rules and the provisions of the Commercial Code and the Civil Code will be applicable. Furthermore, the Courts of Justice of Madrid will be competent to hear any incidents arising from the convening or holding of the Comillas Employment Forum.

## **7. DATA PROTECTION**

### *7.1. Data Processing by Comillas Pontifical University and participating companies.*

The parties undertake to process the personal data to which they may have access for the purposes indicated in this document. In accordance with the provisions of Regulation (EU) 2016/679, Organic Law 3/2018, of December 5, on the Protection of Personal Data and Guarantee of Digital Rights, and other applicable regulations ("Data Protection Regulations"), the processing of personal data arising from this agreement is subject to the provisions of current legal regulations. The parties undertake to fulfil all obligations applicable to them, not to use personal data for purposes other than those provided for in this agreement, and not to disclose or transfer them to third parties, even for storage. This obligation shall remain indefinitely even after the termination of the validity of this agreement.

For these purposes, and in accordance with the data protection regulations, measures will be taken to ensure adequate security of personal data to prevent unauthorized or unlawful processing, accidental loss, destruction, or damage through the application of appropriate technical and organizational measures.

The personal data provided by the parties, concerning contact persons, signatories, or attendees designated by the participant, will be processed for the purpose of managing the relationship established between them, with the legal basis for processing being the execution of this agreement; as well as the legitimate interest of the University in relation to the organization and sending of documentation or other materials following their participation in the Forum.

Personal data may be disclosed to third parties, who act as data processors of the Universidad Pontificia Comillas, for the purpose of fulfilling the aforementioned purposes.

The data will be retained for the time necessary to fulfil the purpose for which they were collected and to determine any liabilities that may arise from it.

Rights of access, rectification, erasure, objection, restriction of processing, data portability, and, where applicable, not to be subject to automated decision-making, can be exercised by contacting each of the parties in writing.

Furthermore, each party shall indemnify the other against any claim, damage, loss, fine, penalty, costs, and expenses arising from judicial and/or extrajudicial actions resulting from any breach by the personnel of that party of the

obligations contained in this clause, assuming no liability as a consequence of the other party's non-compliance with current data protection regulations.

### *7.2. Data processing by participants.*

The participants declare compliance with the Data Protection Regulations regarding the personal data that the participants may directly collect at the stands.

### *7.3. Photographs/videos at the Comillas Forum*

By participating in Foroempleo Comillas, in its XXVI edition, you confirm that the attendees at the Foroempleo, designated by the participant, are aware of the privacy policy of the Universidad Pontificia Comillas regarding the taking/dissemination of photographs and/or videos. However, at any time, attendees may express their opposition.

