

**Attention!** This form can be filled in from the computer. To fill in a field, place the mouse pointer in the corresponding space, you can also move to another field using the tab key. Fill in the form with CAPITAL LETTERS.

## Participation contract for the XXV Comillas Employment Forum - 25th and 26th October 2023

### Tax details for invoicing

Tax or Business Name:					
Trade Name*:					
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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### Details for participating company

Website	
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We hereby undertake to participate in the 25th Comillas Employment Forum in academic year 2023/24 and hire:

- Stand booking: **1750 € tax not included**
  - Attendance day: **25th October**  **26th 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)
  - ¿Would you like to participate in company meetings with students? YES  No   
Please, mark the desired option with an X.
- Choose the format
- Face- to- Face
- Online

In \_\_\_\_\_, on \_\_\_\_\_ 2023

Signature

# General Contracting Rules

All exhibitors, by the mere fact of formalising their registration for the 25th Comillas Employment Forum, 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 25th Comillas Employment Forum.

### 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 companies 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 company to be informed of its assigned stand number.

In the event that payment is not made within the established deadlines, the exhibitor 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 companies or the shape of the spaces.

### 1.5. Payment of services

The rental price for each stand is 1750 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 Company'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 company of each and every one of the conditions and characteristics of the XXV Comillas Employment Forum.

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 exhibitor

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 company will not be entitled to a refund. In any case, the inclusion of the company in the advertising material of the Comillas Employment Forum will imply the obligation of the company 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 XXV Employment Forum

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 participating company must also provide the Forum organisers with a logo of their company so that it can be included in the company 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 participating company.

Comillas Pontifical University may use the logo of the participating company, solely and exclusively, to identify it as a collaborating company of the XXV Comillas Employment Forum. The logo of the participating company may only be used for the aforementioned purposes, on the university website and during the time the Forum is held and until the end of the 2023/2024 academic year, with a direct link to the corresponding company's website.

In any case, any use of the participating company'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 29 September. If this information arrives later, the University does not guarantee its inclusion in the catalogue, nor its accuracy.

### 1.8. Access

Access for exhibitors 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 company 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.

Companies attending the stand on 25th October can send the material on 24th October from 12:00 a.m. onwards, with labels indicating the name of the company and the stand number, and any surplus material will be collected by the company on 25th October before 19:30 p.m.

Companies attending the stand on 26 October can send the material on 25 October from 20:00 p.m. onwards with labels indicating the name of the company and stand number. Surplus material will be collected by the company on the 26th 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 companies or institutions that have not formalised their presence at this Forum may be carried out.

## 2. SPACES AND SERVICES

### 2.1. Exhibitor's rights

At the contracted stand, the titular company 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 company 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 XXV Employment Forum.

### 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 XXV Employment Forum, exhibitors 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 68 stands for companies each day, 60 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 exhibitor 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 company to which each stand has been allocated. In the event that the company 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 XXV Comillas Employment Forum.

### 5.2. Obligations of the exhibitor.

Without prejudice to other obligations under these rules, the exhibitor 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 company 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 exhibitors, 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 XXV Comillas Employment Forum.

## 7. DATA PROTECTION

### 7.1. Data Processing by Comillas Pontifical University.

The data of the individuals included in this contract will be processed by the University in order to manage the company's participation in the Comillas Employment Forum. The basis of legitimacy for the processing derives from the execution of this contract in the terms established in Article 19 of Organic Law 3/2018, of 5 December, on the Protection of Personal Data and Guarantee of Digital Rights.

In compliance with the provisions of Regulation (EU) 2016/769, Organic Law 3/2018 on the Protection of Personal Data and Guarantee of Digital Rights and other implementing regulations, we inform you that you have the right to access, rectify and delete data, limit its processing, oppose its processing and exercise your right to the portability of personal data, all of this free of charge, by writing to the Universidad Pontificia Comillas - General Secretariat, Calle Alberto Aguilera, 23, 28015 Madrid or by sending an e-mail to [prodatos@comillas.edu](mailto:prodatos@comillas.edu). In order to deal with your request, it is essential that you previously prove your identity by sending us a copy of your DNI, NIE, Passport or equivalent document.

#### *7.2. Data processing by exhibiting companies*

The exhibiting companies declare that they have the necessary security measures in place to guarantee the confidentiality, integrity, availability and permanent resilience of their personal data processing systems and services, in order to prevent the loss, deletion or destruction of data and improper or unauthorised access thereto.

Attendee data obtained directly at the exhibitor's stand:

Where exhibiting companies collect personal data directly from the data subject, they shall be obliged to comply with the provisions contained in the GDPR for data controllers. Specifically, they shall ensure the implementation of the following measures:

- Comply with the obligations provided for in the Personal Data Protection regulations for a Data Controller.
- Allow the exercise of the rights of access, rectification, deletion, opposition, limitation and portability by the owners of the data transferred, providing them with an address for this purpose.
- To adopt the necessary security measures to guarantee confidentiality, integrity and permanent resilience.
- To respect the confidentiality of the Files transferred for the purposes of this Contract and not to disclose them or make them available to third parties, unless required to do so by a Court or supervisory authority.
- To comply with each of the obligations set forth in this contract, in those cases in which the exhibitor company decides to proceed with the transfer, to a third party, of the personal data received as a consequence of the formalisation of this Contract.

#### *7.3. Photographs at the XXV Comillas Forum*

By participating in the XXV Comillas Employment Forum you may be photographed or recorded for the production of a photo and/or video report that will be featured on the Comillas Pontifical University website and social networks in order to publicise and publicise the event.

You hereby AUTHORISE Comillas Pontifical University to use your personal image resulting from this photographic session for the aforementioned purpose, in accordance with the provisions of Organic Law 1/1982, of 5 May, on the Civil Protection of the Right to Honour, Personal and Family Privacy and Self-Image, without this authorisation being subject to any time limit or restricted to the national scope of

any country. You may revoke this assignment at any time by letter sent to Pontificia Comillas – Secretaría General, Calle Alberto Aguilera, 23, 28015 Madrid or by sending an e-mail to [prodatos@comillas.edu](mailto:prodatos@comillas.edu) attaching a photograph of your ID card. In any case, it will be understood that you unequivocally consent to the transfer of your image rights if you allow the photographer to take the image.