



WALES EMPLOYMENT FAIR

In partnership with the RFCA
and the Welsh Government



WREXHAM
27th June 2024

**PROMOTE YOUR BRAND AND MEET
CANDIDATES FROM OUR TALENT POOL**

ctpevents@ctp.org.uk

[#CTPEF](https://twitter.com/CTPEF)



The Ministry of Defence
partnering with Right Management
Y Weinyddiaeth Amddiffyn
yn partneru â Right Management



FFAIR GYFLOGAETH CYMRU

Mewn partneriaeth â RFCA
a'r Llywodraeth Cymru



WRECSAM

27 Mehefin 2024

**HYRWYDDWCH EICH BRAND A CHWRDD AG
YMGEISWYR POSIBL O'N CRONFA DALENT**

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DISCOVER YOUR ULTIMATE CAREER

☎ 0203 162 4410

#CTPEF



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WRECSAM
27 Mehefin 2024

DARGANFYDDWCH EICH GYRFA ORAU

☎ 0203 162 4410

#CTPEF



EXHIBITOR REGISTRATION FORM

REGISTRATION TO EXHIBIT AT A CTP EMPLOYMENT FAIR

Thank you for your interest in exhibiting at the North Wales Employment Event, taking place at Wrexham University, Mold Road, Wrexham. LL11 2AW on Thursday 27TH June 2024
 In order for us to register your interest in this event, please complete and return this form and send to sstafford@ctp.org.uk.

If your booking is accepted, you will receive an email which will outline the next stages. Your booking will include allocation of a stand with refreshments and lunch for 2 exhibitors. Our Event Co-ordinator will contact you prior to the event to keep you updated and to collect more details of your requirement.

Due to the security implications of events like this, it is a requirement that you are registered with The Career Transition Partnership (CTP) in order to be allocated a stand. If you are not already registered with us, please do so here <https://www.ctp.org.uk/contact-registrations>. This will allow us to keep you informed of future events and to work with you on any other recruitment initiatives.

CONTACT DETAILS

Company Name		
Company Website		
Company Address		
	Main Contact	Second Contact
Full Name		
Job Title		
Email		

COMPANY INFORMATION

<input checked="" type="checkbox"/>	Please tick one of the boxes below to indicate which category your organisation falls into: If your organisation falls under any other category than those listed above, please email us to discuss further.		
<input type="checkbox"/>	Employer (offering PAYE jobs)	<input type="checkbox"/>	Recruitment Company (offering live vacancies)
<input checked="" type="checkbox"/>	Please tick below which industry sector your organisation represents (as many as apply):		
<input type="checkbox"/>	Administration, Secretarial	<input type="checkbox"/>	Accounting, Financial Services
<input type="checkbox"/>	Building & Construction	<input type="checkbox"/>	Aviation, Aerospace
<input type="checkbox"/>	Education & Training	<input type="checkbox"/>	Catering & Hospitality
<input type="checkbox"/>	Health, Safety and Risk Management	<input type="checkbox"/>	Engineering
<input type="checkbox"/>	Leisure, Sport & Tourism	<input type="checkbox"/>	Facilities Management
<input type="checkbox"/>	Retail	<input type="checkbox"/>	Healthcare
<input type="checkbox"/>	Transport & Logistics	<input type="checkbox"/>	IT & Telecoms
		<input type="checkbox"/>	Public Sector
		<input type="checkbox"/>	Oil & Offshore
		<input type="checkbox"/>	Other (please state in the box)

TERMS AND CONDITIONS FOR EXHIBITORS AT CAREER TRANSITION PARTNERSHIP EVENTS

Within these Terms and Conditions, **“you”** and **“your”** mean the persons signing the booking form as primary exhibitor and all other persons in the party who are representing the company which is exhibiting at a Career Transition Partnership (CTP) event (including anyone who is added or substituted at a later date). **“CTP”, “we”, “us”** and **“our”** mean Right Management Ltd, registered company number 01479160, and pertains to the Career Transition Partnership.

1. Booking contract

- 1.1 You agree not to pass information gained during the event to other organisations.
- 1.2 You are willing to feedback to the CTP on applications to job vacancies advertised by you that are made by Service leavers as a result of attending the Employment Event.
- 1.3 Submission of a completed booking form does not constitute confirmation of a stand until you receive an email to confirm your space.
- 1.4 CTP reserves the right to select organisations to take part in Employment Fairs based on the selection criteria stated below. To meet the Service leavers expectations of the types of organisations they wish to be represented at our events, priority will be given in the following order:
 - CTP registered employers
 - CTP registered recruitment organisations
 - Service support organisations
 - CTP accredited preferred training provider (only if offering PAYE job opportunities)
 - Industry Associations (by invitation)
 - Resettlement Magazine Publishers (by invitation)
- 1.5 Definition of an approved recruitment company is one that is offering live PAYE job vacancies that meet the skills and experience of Service leavers, on behalf of a company by contract. They will be registered on RightJob and actively posting PAYE vacancies. Job-boards or generic recruitment agencies will not meet approval criteria. Final approval will be issued by a nominated CTP Employment Relationship Manager (ERM).
- 1.6 If you are representing a company who is an accredited preferred training provider to the CTP you will have current PAYE employment opportunities and attend the event to only publicise these job vacancies. Promotion of training courses to Service leavers is not permitted in any way. Job vacancies should not be on the condition that a job will or may be offered on completion of a training course undertaken with your organisation or any other training provider. If you are found to not be complying with these terms and conditions, you and your organisation will not be permitted to attend future CTP events. Refer also to point 1.8.
- 1.7 Promotional materials, exhibition display stands and all other collateral must only represent your company branding and advertise job opportunities and you are not permitted to promote training at a CTP Employment Event. Should your organisation contravene this, we reserve the right to request removal of the material(s) during the event and this may lead to suspension of attending CTP events in the future.

2. Alterations or cancellation by you

- 2.1 Cancellation by you of your booking must be in writing. The effective date of cancellation is the date we receive written notification.

3. Media and Marketing

- 3.1 The CTP reserves the right to publish your company name and logo on websites, promotional material and in third party publications in order to further promote CTP events and in post-event articles, without any request being made direct to you.
- 3.2 Information which you are asked to provide on your company for the event booklet and website should be 60 words or more. CTP reserve the right to edit text if required due to design restrictions.
- 3.3 We may use quotes, photographs or film footage captured at employment events in publicity and marketing materials, including use on our website. Your attendance at an event may mean that you are featured in such media and you are deemed not to object. If you do not wish to be included in any photograph or footage, please notify the CTP Event Co-ordinator at the event, prior to the photographs or footage being taken.
- 3.4 Due to security considerations related to a Military event, exhibitors should refrain from promoting attendance at CTP events until after the event has taken place, particularly not to publish any details of the venue name and location on social media or website.
- 3.5 If you or your colleagues wish to organise any publicity or media coverage to promote your organisation attending a CTP event, you are requested to discuss with the CTP Head of Marketing Communications & Events prior to publication.
- 3.6 We will contact you post-event with an online survey to assess your satisfaction of attendance at the event and to measure how successful it was in terms of providing you with suitable candidates for your vacancies. We will appreciate your co-operation with completing the survey and feeding back your comments.

4. Liability

- 4.1 We do not accept liability for any loss or damage to property belonging to your company; or personal injury or death of you or any of your party, unless caused by proven negligence of the CTP.
- 4.2 The CTP is covered by all necessary public liability insurance and the Certificate of Insurance will be displayed at the event.
- 4.3 Any damages caused by your representatives must be reported to the CTP Event Co-ordinator and you may be required to reimburse costs of repair.
- 4.4 The CTP is not responsible for the safekeeping of any equipment or materials sent by you (either directly or through a courier, or other third party) to the venue ahead of, during or after the event. The security of such items is entirely your responsibility.

5. Your Responsibilities

- 5.1 You should apply using your company's official registered name and should represent only that company. No other subsidiaries, sub-contractors or employers are permitted to exhibit or display promotional material unless specifically agreed with the CTP prior to the event.
- 5.2 CTP will allocate a stand position to you on the day of the event and you should not change spaces without prior permission from the CTP Event Co-ordinator.
- 5.3 You agree to set up and be fully ready before the declared opening time of the event, and to set down and vacate the venue promptly at the end of the event.
- 5.4 Some Service leavers attend our events to speak with specific companies and their assumption is they will be in attendance throughout the published times of the event. Should you wish to leave the event prior to the published finish time you are requested to discuss with the CTP Event Co-ordinator before dismantling your stand and leaving.

- 5.5 You should ensure your stand does not exceed the space allocated to you and CTP reserve the right to request this is adhered to during an event, should additional floor space be encroached upon.
- 5.6 If you are representing a training company you have agreed to exhibit as an employer/recruiter and are an accredited preferred training provider to the CTP. You will have current PAYE employment opportunities and attend the event to publicise these vacancies only and not to publicise training courses in any way. Job vacancies should not be on the condition that a job will or may be offered on completion of a training course undertaken with your organisation or any other training provider. If you are found to not be complying with these terms and conditions, you and your organisation will not be permitted to attend future CTP events.
- 5.7 If you are representing a recruitment company, you are there to recruit for specific PAYE job vacancies on behalf of other employers and not to "fish" for CVs. You are not to share personal details provided by Service leavers to any persons or organisations, without prior permission from the individual. If you are found to not be complying with these terms and conditions, you and your organisation will not be permitted to attend future CTP events.
- 5.8 If you are representing an industry body you are there to inform Service leavers about the industry you represent and offer advice on routes into the industry, required qualifications and job opportunities through your members. Promotion of paid-for memberships or other services is deemed inappropriate.
- 5.9 If you are representing a resettlement publication you are in attendance on the understanding that the event is an opportunity to promote your publication to Service leavers. Any approaches made to other exhibitors, particularly as potential advertisers, will be viewed as wholly inappropriate and will affect your opportunity to attend future events. We encourage you to promote any routes to employment you may have via your publication but also note that promotion of training providers and training courses is not permitted by any exhibitor as stated in point 1.6 and 7.6 of this document.

6. Security

- 6.1 Access to CTP supported events is controlled due to Military personnel in attendance.
- 6.2 All exhibitors are required to carry photographic identification and sign in and out of the venue.
- 6.3 Security checks will be conducted routinely during the event.
- 6.4 Exhibitors are requested to not publish any reference to the name or address of the venue in the public domain.

7. Complaints

- 7.1 In the event that you have reason to complain whilst you are in attendance at the event, you should raise it with a member of on-site CTP management or any CTP staff member promptly, to allow us an opportunity to rectify the matter. The CTP stand will be manned all day.
- 7.2 If the problem is not resolved to your reasonable satisfaction during the event, you should put your comments in writing to the CTP Head of Marketing, Communications and Events within fourteen days of the event kcarroll@ctp.org.uk

8. Health and Safety

- 8.1 Smoking is permitted in the venue under any circumstances. Please use designated smoking areas.
- 8.2 Ensure that your stand and equipment comply with Health and Safety regulations.

8.4 CTP reserves the right to remove anyone from the event who does not comply with Health and Safety policy, or who is jeopardising the safety of others.

9. Privacy Policy

9.1 We will ensure your personal information provided to us is secure and confidential. We will not disclose your personal information to third parties. We will only disclose any personal information when required to do so by any lawful authority or as required by law.

9.2 CTP accepts no responsibility for the views and opinions of others at the event.

9.3 We may use your data in the future to update you on our services, unless you advise otherwise.