



Terms & Conditions – 2025 Careers Expo

1. Booth Allocation

COGSY will allocate booth spaces and endeavour to group like-minded exhibitors together. A map of allocations will be provided to all exhibitors prior to the event. While preferences may be considered, final placement is at the sole discretion of COGSY.

2. Exhibitor Registration & Fees

- Exhibitors must complete the official registration form and submit full payment by the deadline to secure a booth.
- Fees are non-transferable and must be paid in full prior to the event date.
- Any additional services or special requests must be arranged in advance and may incur extra charges.

3. Setup & Dismantling

- Exhibitors may set up their booths within the designated setup window prior to the event.
- Booths must be fully operational for the entire event duration.
- Dismantling must not commence before the official closing time.

4. Use of Space & Conduct

- Booths must be used solely for exhibiting purposes relevant to the Career's expo.
- Exhibitors are responsible for keeping their space clean and professional.
- Any disruptive behaviour or non-compliance with event rules may result in removal from the event without refund.

5. Liability & Insurance

- COGSY is not liable for any loss, theft, or damage to exhibitor property.
- Exhibitors are encouraged to arrange appropriate insurance coverage.
- Any damage caused to the venue by an exhibitor will be the exhibitor's responsibility.

6. Event Cancellation & Force Majeure

- COGSY reserves the right to cancel, reschedule, or modify the event due to unforeseen circumstances beyond its reasonable control, including but not limited to natural disasters, government-imposed restrictions, pandemics, industrial disputes, acts of terrorism, or failure of venue services.



- In such cases, exhibitors will be notified as soon as possible, and COGSY will endeavour to reschedule the event. If rescheduling is not feasible, a refund policy will be communicated based on incurred costs.
- COGSY shall not be liable for any costs incurred by exhibitors due to force majeure-related cancellations, including but not limited to travel, accommodation, or promotional expenses.

Cancellation Policy

Cancellation by Exhibitor

- All cancellations must be made in writing to COGSY at least **30 days before the event**.
- Cancellations received:
 - **More than 60 days before the event:** Full refund minus a \$50 processing fee.
 - **30-60 days before the event:** 50% refund.
 - **Less than 30 days before the event:** No refund. Exhibitors who cancel within

Cancellation by Organiser

- If the event is cancelled by COGSY for reasons other than force majeure, a full refund will be issued to exhibitors.
- If the event is cancelled due to force majeure, COGSY will determine refund eligibility based on incurred costs and the feasibility of rescheduling.
- COGSY is not responsible for additional costs incurred by exhibitors due to cancellation.

For any questions regarding these terms, please contact admin@cogsy.org.