

SCAD rules and regulations

General Rules and Regulations:

- Selection criteria is based on "First Come First Served" this is applied for applications and payment
- Registration is not valid until SCAD send a registration confirmation
- Please assure that your reservation process is complete, payment is settled, participation agreement is signed and stamped, along with the filled-in online applications before the specified deadlines
- All the information entered throughout the SCAD portal is the company's own responsibility and will be published in our respective Fair Booklet without any amendments from our side. Therefore, please verify and revise all your information/material entered (grammar, spelling etc...) prior to our deadline
- Resumes & data collected during the fair should be used strictly for internship/employment opportunities offered by your company; none of these can be forwarded to other companies for any other purposes
- GUC annual internship & employment fair is a private event and open for GUC community members only (students, seniors, alumni, postgraduate students, and postgraduate alumni)
- All exhibitors must abide by submissions deadlines and fair action plan
- Any delay in submitting the needed materials will be the company's own responsibility and may result in losing some of the package benefits

Application process rules & regulations:

- All inquiries should be directed to scad.fair@guc.edu.eg only
- Registration is not accepted until all the fair online applications are completed and payment is settled
- No amendments in the applications is accepted after the specified deadlines
- Any delay in the payment may results in excluding the company from the fair booklet
- Complete, signed & stamped Fair Participation Agreement must be delivered to SCAD office maximum by 12/03/2017 otherwise the company might be excluded from the fair, the agreement can be delivered via any of the below methods:
 - o Hard Copy by Courier
 - o Scanned Soft copy e-mailed to scad.fair@guc.edu.eg

Logo Criteria:

The company should upload its corporate logo to SCAD portal according to the GUC requirements, if not the logo will be excluded from the fair booklet/other marketing materials

Sponsors:

- Colored and Black & White Logo (Soft copy of corporate logo, CD or via email, High resolution (300 DPI), Format: PSD, JPEG, EPS or CDR)

Regular Participant:

- Logo in black & white format (Soft copy of corporate logo, CD or via email, High resolution (300 DPI), Format: PSD, JPEG, EPS or CDR)

Setup Rules & Regulations:

General:

- For safety measurements participating companies are requested to abide by SCAD rules and regulations
- Fair Exhibitors are located inside the venue by the SCAD office
- Fair Exhibitors are requested to abide by the provided setup plan
- Provided electricity is 220 volt only
- No heater machines or boilers are allowed inside the venue
- Exhibitors who are willing to install anything inside their booth (i.e. chairs, roll-up banner, etc.,) or to bring giveaways, are requested to bring it two days prior to the fair (Thursday 20/04/2017 from 03:00 pm till 05:00 pm)
- Exhibitors are not allowed to enter the venue on 21/04/2017 with no exceptions
- Exhibitors are requested to remove their booths & branding materials by the end of the fair (Sunday 23/04/2017 from 06:00 pm till 10:00 pm), otherwise it'll be removed from the venue without any liability on the GUC

Regular Set-up:

- Regular participants will be located in the indoor venue on a first come first served basis, once the indoor places are booked the rest of the participants will be located in the fair outdoor venue "applied for regular participants and sponsors), booths will be placed in the fair ground by the GUC
- Regular sponsors are only allowed to use the provided partition, without any construction inside it
- Regular participants are not allowed to hang anything on the booth walls "i.e. frames, LCD, light box, etc.", or on the booth ceil "i.e. hanged banner, lighting tools, etc."
- Light boxes are not allowed in the regular partitions even if it's not hanged
- Sticking vinyl paper on the walls of the booth is not allowed
- Regular booths could be U shaped or L shaped based on its allocation in the venue, please get back to the SCAD office for booth shape confirmation

Self-Structured Set-up "Sponsors":

- Only sponsors are allowed to construct their booths
- Sponsors must send all details of their booth "booth specs" + booth picture in order to be approved from the SCAD office
- Booth shape for all sponsors is Semi Island shape booth, in case the booth got side(s), please ensure that you informed SCAD office representatives in order to place you in a convenient location, and make sure that the side(s) of your booth are branded with your corporate identity
- No painting or sawmills activities (دهانات او نشارة خشب) is allowed inside the fair venue, in case you need to perform any of these activities or similar one, please inform the SCAD office in order to provide you with a place near to the fair venue
- Sponsors are requested to bring linoleum (مشمع) triple the size of their booth
- Sponsors must bring an electricity cable (مشترك كهرباء) with a 70 meters wire
- Sponsors are requested to remove any constructions equipment/materials from inside/outside the fair venue before 21/04/2017, in case the company left any equipment/materials inside/outside the venue, it'll be removed without any liability on the side of the GUC
- No construction activities are allowed inside the venue after 20/04/2017 (05:30 pm)
- Sponsors must remove their booths from the venue by the end of Sunday 23/04/2017 from 06:00 pm till 10:00 pm

Important dates:

Date	Action
09/02/2017	Last day for early registration
09/03/2017	Last day for registration
12/03/2017	Last day for submitting all applications & Booklet materials
12/03/2017	Last day for submitting company's logo – "Sponsors must submit their logos with their registration agreement"
12/03/2017	Last day for submitting Fair Participation Agreement stamped & signed
12/03/2017	Registration fees payment deadline
12/03/2017	Booklet Ad submission "Main, Platinum & Gold sponsors only"
30/03/2017	Last day for extra branding opportunities registration
19/04/2017 & 20/04/2017 08:30 am till 05:30 pm	Sponsors Setup
22/04/2017 & 23/04/2017	Employment Fair
23/04/2017 from 06:00 pm till 10:00 pm	Sponsors' booths dismantling