



UNIVERSITY OF GUYANA

# University of Guyana

# OPEN DAY & JOB FAIR 2025

THEME: Explore. Connect. Evolve.

# Company Registration Form

COMPANY NAME			
ADDRESS			
TELEPHONE NO.		MOBILE	
CONTACT NAME		POSITION	
EMAIL			

PACKAGES	BENEFITS	SELECT OPTION
<b>DIAMOND</b> US\$7,500	Includes: Double Booth Space, 2 6ft Table, 4 Chairs- Days 1-2; Recruitment (Special Interview Room, Waiting Area); Speaking Opportunity at Career Resource Workshop- April 10 or 11; Branding Opportunities across campus & reception; Advertising on Social Media, Main Billboard, Auditorium; Bronze Booth Space at UG Berbice Campus Open Day & Job Fair- April 24; Career Fair in Essequibo Coast- May 8; Access to Recruitment Portal for 12 months; Invitations to Reception with Senior Faculty and Administration member; Company Designed Workshop with space and event organised by DECC- UG	
<b>GOLD</b> US\$5,800	Includes: Double Booth Space, 2 6ft Table, 4 Chairs- Days 1-2; Recruitment (Special Interview Room, Waiting Area); Speaking Opportunity at Career Resource Workshop- April 10 or 11; Branding Opportunities across campus & reception; Advertising on Social Media, Main Billboard, Auditorium; Bronze Booth Space at UG Berbice Campus Open Day & Job Fair- April 24; Career Fair in Essequibo Coast- May 8; Access to Recruitment Portal for 12 months; Invitations to Reception with Senior Faculty and Administration member;	
<b>SILVER</b> US\$4,700	Includes: Single Booth Space, 2 6ft Table, 4 Chairs- Days 1-2; Recruitment (Special Interview Room, Waiting Area); Speaking Opportunity at Career Resource Workshop- April 10 or 11; Branding Opportunities across campus & reception; Advertising on Social Media, Main Billboard, Auditorium; Bronze Booth Space at UG Berbice Campus Open Day & Job Fair- April 24; Access to Recruitment Portal for 12 months; Invitations to Reception with Senior Faculty and Administration member;	
<b>BRONZE</b> US\$2,800	Includes: Single Booth Space, 2 6ft Table, 4 Chairs- Days 1-2; Recruitment Speaking Opportunity at Career Resource Workshop- April 10 or 11; Branding Opportunities across campus; Advertising on Social Media, Main Billboard, Auditorium; Access to Recruitment Portal for 12 months; Invitations to Reception with Senior Faculty and Administration member;	

ADDITIONAL ITEMS	QUANTITY	UNIT COST	TOTAL COST
Chair		US \$2	
Table		US \$8	

Please enter your total cost of participation:

Please indicate your preferred booth number:

Please indicate any special request:

**Please make payment to:**

- **Swift Code:** RBGLGYGG
- **Bank Name:** Republic Bank (Guyana) Limited
- **Account Name:** University of Guyana
- **Address:** Turkeyen, Greater Georgetown, Guyana.
- **Payment Description:** Open Day 2026

**Branch:** Camp Street**Account Number:** 962956710990

*Please note that we can only confirm participation if the completed registration form and full payment, along with a copy of the credit advice being sent, is made by **April 2, 2026**.*

NAME: DATE: SIGNATURE: 

For queries, contact Kirly Bacchus at (592) 623-5904/marketing@uog.edu.gy or Joelly Valentine at (592) 623-1310/pace@uog.edu.gy.

## TERMS AND CONDITIONS

Sponsors (which term shall include the company and any stand sharer) shall be bound by the conditions, rules and regulations set forth in this agreement and any changes must be made in writing and signed by an authorised official of the University of Guyana (herein referred to as UG) who shall have full power to interpret and to make or amend these rules, provided that such amendments and additions do not operate to diminish the rights reserved for the Exhibitor/Sponsor under this contract, and shall not operate to increase liabilities of its Sponsors or Employees.

Payment is due in accordance with the schedule: 100% on receipt of invoice. If a Sponsor wishes to cancel their participation, cancellation must be made in writing to UG. UG will acknowledge receipt within seven (7) days. Upon cancellation the following balances will remain payable: 30% two (2) months prior to the event, 60% within two (3) weeks of the event.

No Sponsor shall be permitted to exhibit unless they have paid prior to the exhibition all of the fees agreed to on the reverse side.

Sponsors are expected to comply with any building regulations and any and all Government rules and regulations.

Rights of a Sponsor shall not be assignable to any other firm or person and no Sponsor may assign their space or sublet the whole or any part of the space contracted for. A Sponsor has no right to occupy any particular space, although its requirements will be considered when it comes to allocating space.

Sponsor shall not obstruct the view of adjoining exhibit nor be operated in any manner objectionable to other Sponsors. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent exhibits. Phonographs, radios or other sound devices operated in a manner objectionable to the Exhibit committee shall be prohibited.

Sponsor shall not permit raffles, donations or other promotional measures that require members or guests to be present at a specified location and time; the Organising Committee must approve all unusual promotional plans.

Attendance hours shall be controlled solely by the Organising Committee who will specify hours etc., and admission shall be ticket or badge, and identification badges shall not be transferable.

No Sponsor will be allowed to remove their exhibit from the Exhibition floor, prior to the official termination of the Exhibition, and the Sponsor shall have an authorised representative present at the Exhibition throughout all exhibit periods and during the installation and dismantling of his exhibit.

The Organising Committee, Sponsors, UG, its Employees or Agents are not responsible for any loss, theft or damage by fire or injury of any nature to any person or article. Reputable watchmen will be on duty day and night, but the Exhibit Committee, while taking precautions against loss, will not guarantee against it and it is hereby expressly released from any liabilities for injury or damage therefrom. The Sponsor is urged to adequately insure their exhibits, other equipment for which they are responsible and personal effects.

The Organising Committee, Sponsors, UG, its Agents or Employees shall not be liable for loss, damage or delay resulting from acts of war, civil commotion, strikes or lockouts intervention or regulation, military activity or any other circumstances which shall make it impossible or inadvisable for the Exhibit Committee to hold the Exhibition/Conference at the time and place provided.

The Organising Committee reserves the right to reschedule the exhibition at another date and/ or at an alternative site. Furthermore, UG will not be responsible and will be held harmless should any conflicts or misinterpretations arise within Guyana, its sponsors, agents or other bodies regarding any and all aspects of the Exhibition that may affect the Exhibitor/Sponsors. The said Sponsor acknowledges that UG have sustained damages and losses as a result of the foregoing, as well, and shall and does hereby waive all claims for damages or compensation. The sums paid to UG as fees or otherwise in connection with the Exhibition shall remain the property of UG. Such substitution shall be the sole responsibility of the contracting Sponsor.

The Organising Committee, Sponsors, UG, its Agents or Employees are not responsible for any loss due to cancellation, abandonment, postponement or curtailment in whole or in part of the Exhibition for causes outside its control. The Sponsor is recommended to adequately insure their participation expenses in case of such cancellation etc.

This agreement shall be governed by and construed according to the laws of the Cooperative Republic of Guyana. The parties under this Agreement hereby submits to the jurisdiction of the Courts in the Cooperative Republic of Guyana.