

Careers and Placement Fair sponsored by Hazlewoods Tuesday 20 October 2026

General Information for the Day

The Careers and Placement Fair sponsored by Hazlewoods, is the University of Exeter's flagship careers fair and takes place during the busy autumn term. The fair is open to a range of exhibitors from a variety of sectors and is used to promote graduate vacancies, internships, placements and postgraduate study opportunities. It is promoted to Exeter students from all years and disciplines, including those studying at our Penryn campus in Cornwall and all PGT students. As we encourage early consideration of career pathways, you can expect students in their first year through to their final year to be in attendance. Our graduates are also welcome.

Fair charges

Most companies are eligible for our **standard rate of £565+VAT** except where special rates apply - please see below.

- **Agency Rate** - £680+VAT - all recruitment agencies and jobs portals (specialising in graduate recruitment only).
- **Charity and Local SME Rate** - £225+VAT - registered charities directly recruiting to their own organisation for paid positions; professional bodies; and SMEs based exclusively in Cornwall, Devon, or Somerset with fewer than 250 staff.
- **Internal Rate** - Free - internal bookings only.

Due to high demand for this event, we limit the number of spaces available to recruitment agencies and jobs portals (specialising in graduate recruitment only) to a maximum of three. If you fall within this category, you are strongly advised to book promptly to avoid disappointment. Limited spaces are available for those eligible for our discounted rate and are allocated at our discretion.

Whilst this event is open to a variety of companies it is not suitable for teaching agencies seeking to engage with our PGCE students, those looking to recruit nursing students, those offering volunteering opportunities or unpaid/chargeable internships. Companies offering paid-for services, with the exception of postgraduate courses, are also not permitted.

The fair charges include:

- A stand space: 2m height x 2.5m width x 1.5m depth
- One table and two chairs
- One electrical point
- Wifi access (subject to restrictions, you will need to bring a dongle if you have an encrypted laptop)
- Tea, coffee, water and biscuits available throughout the day
- A standard entry in our fair booklet.

Optional charges:

- Lunch vouchers (maximum of 4 per organisation) at £7.50 each
- One parking space (extremely limited and subject to availability) at £12+VAT

Invoicing will take place after the event. Failure to provide accurate and complete invoicing details, including supplier forms and purchase order numbers, may result in a processing fee of up to £100. Please note we cannot accept payment by credit card.

Booking Information

If you haven't already, before booking a place at the fair you will need to [set up your My Career Zone account](#) to access the event registration form. Once you have set up your account, our vacancies team will approve your organisation so you can register for the fair. Once approved, you will then need to click register to begin the booking process. If you are an agency booking on behalf of your client, then the booking **must** be submitted under the client's name and record on My Career Zone.

When registering on the system, the organisation description you provide within your profile will be visible to students on the My Career Zone fair listing. We recommend

ensuring the description includes a thorough outline of your organisation to assist students' when researching exhibitors.

In making career choices students often look for additional organisational information aligned to their own values. If your organisation has a documented policy linked to the common social values (sustainability; equality, diversity and inclusivity; wellbeing; community) then we would encourage you to reference this in the organisation description and any vacancy submissions.

Employer registration will close on Friday 28 August, or earlier if full.

Fair Venue The Great Hall and Sanctuary, University of Exeter, Stocker Road, Exeter, Devon EX4 4PY.

Venue Access From 8:30 to 17:00 on the day. Student helpers will be available throughout these times.

Opening Times The fair is open to students from **11:30 to 15:30**.

Accessible Period The fair will include a 30-minute accessible period. During this time, we aim to limit the number of students in the venue to those who will benefit most from a less busy, calmer space.

Lunch Up to four lunch tickets can be purchased at the time of booking. Exhibitors can select their lunches from our nearby Market Place supermarket in the Forum. Tickets to exchange for your preferred food options, are distributed to exhibitors on the day. Please note, due to health and safety reasons, we can only accommodate a maximum number of four people per stand and therefore restrict the number of lunch tickets that can be purchased to four.

Refreshments Tea, coffee, water and biscuits will be available throughout the day at designated refreshment stands. Exhibitors are encouraged to bring refillable cups and water bottles to replenish at the refreshments stations to help reduce waste.

Attendance In the past we have had over 70 exhibitors and between 2,500-3,500 students visit the fair. There will be up to 70 spaces available – our maximum capacity this year.

Parking Parking spaces on campus are extremely limited and subject to availability. A parking permit for Visitors Car Park C costs £12+VAT and must be requested at the time of booking. Parking spaces will be offered on a first-come, first serve basis – any parking spaces requested are non-refundable.

Alternative parking is available on Prince of Wales Road. Please note this is council run and a pay-and-display system is in operation.

Deliveries If you wish to make special arrangements for the delivery and/or collection of stands and/or materials for the fair in advance of the event, this can be arranged with Beth Sharp – details will be given in the final fair mailing. All materials delivered on the day should be accompanied by a contractor or representative from the exhibiting company. **We are unable to sign for material delivered by couriers or manage the receipt of any unaccompanied deliveries on the day of the fair.** All deliveries are the responsibility of the exhibiting organisation. The University of Exeter cannot accept responsibility for any loss of, or damage to, items that are delivered to campus.

It is the responsibility of the exhibitors to arrange collection of their materials and to ensure that any goods for collection are packaged and labelled accordingly. All equipment and promotional material must be **removed by 17:00** on the day of the event. There are no storage facilities available, and any items are left at the owner's own risk. Charges apply for material left for disposal. Neither Student Employability and Academic Success nor the University of Exeter will accept liability for any losses or damage to third party equipment.

Cancellation

You will be charged the full cost of the fair if you cancel your booking after Tuesday 8 September 2026. Bookings made after this date will also be fully payable if cancelled. Cancellations need to be made in writing to employer-events@exeter.ac.uk.