

EXHIBITOR MANUAL



EUROPEAN UNION



in cooperation with the Government of Indonesia

EUROPEAN HIGHER EDUCATION FAIR



YOGYAKARTA

1 November 2017
Jogja Expo Center

JAKARTA

4-5 November 2017
Kartika Expo Center

3rd City

7 November 2017
(TBC)

EHEFIndonesia

EHEF 2017

www.ehef.id



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Europe has been one of the leading study and research destinations for international students, offering both cutting-edge education and value for money. European Higher Education Institutions offer high academic standards, a great variety of international degree programmes, advanced research facilities and a most impressive diverse cultures, languages and societies. Those have been the reasons for hundreds of thousands of foreign students each year to study in Europe.

European Higher Education Fair (EHEF) is an annual education exhibition, which facilitates European higher education institutions to directly meet Indonesian prospective students who are seeking to further their higher education specifically in Europe. This event is dedicated to helping students discover the numerous educational opportunities available in Europe. Students will connect with representatives from universities, institutes, colleges, government agencies and many more international institutions. EHEF 2016 was the eight-annual event and became Indonesia's biggest European education fair with 140 institutions from over 14 European countries participating. EHEF have successfully attracted more than 20,000 students from high schools and universities across three cities. Beyond the number of participants recorded, we expect even more students to come as we utilize an extensive promotional campaign that stretch out across various channels.

Following the success story of previous EHEFs, the EHEF Committee and Delegation of the European Union to Indonesia, and Brunei Darussalam presents the 9th European Higher Education Fair in Indonesia, that accommodates the information delivery on studying in Europe as an alternative destination to pursue excellent quality of higher education for Indonesian students and professionals.

Venue Information

YOGYAKARTA

Wed, 1 November 2017
14.00 - 19.00 WIB
Jogja Expo Center
www.jogjaexpocenter.com

JAKARTA

Sat - Sun, 4 - 5 Nov 2017
11.00 - 18.00 WIB
Kartika Expo Center
www.balalkartini.com

3rd CITY

Tue, 7 November 2017
(TBC)
(TBC)

Main Contacts

EHEF Committee

c/o Neso Indonesia
Jl. H.R. Rasuna Said Kav. S-3
Setiabudi, Jakarta 12950
Phone : +62 21 524 8267
Web : www.ehef.id

Information

Information about Fair : fair@ehef-indonesia.org
Information about Invoice : finance@ehef-indonesia.org
Information about Hotel : hotel@ehef-indonesia.org
General info : info@ehef-indonesia.org

Important Dates

Friday, 25 August 2017	: 1 st step of Registration Process (Confirmation to participate EHEF)
Wednesday, 20 September 2017	: 2 nd step of Registration Process (Submit additional info about institution and confirmation about additional services)
Wednesday, 20 September 2017	: Payment Deadline
Wednesday, 1 November 2017	: Booth Preparation & EHEF Yogyakarta
Friday, 3 November 2017	: Booth Preparation EHEF Jakarta
Saturday - Sunday, 4 - 5 November 2017	: EHEF Jakarta
Tuesday, 7 November 2017	: Booth Preparation & EHEF 3rd CITY

EHEF INTRODUCTION

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In 2008, as part of the Asia-Link Programme, a consortium consisting of CampusFrance, DAAD, Nuffic Neso and British Council successfully organized and initiated the 1st European Higher Education Fair (EHEF) in Indonesia. This event was a part of series of seven events in Asia during 2006-2008, which was funded by the European Commission. The consortium obtained very positive feedbacks from the exhibitors and visitors. EHEF Jakarta was very successful, there were more than 15,000 visitors (three times more than the expected number) and it was the highest number of visitors from the series of EHEF from 2006 - 2008 in sole exhibitions.

The 2nd European Higher Education Fair (EHEF) in Indonesia as a local initiated was successfully held by the consortium of CampusFrance, DAAD and Nuffic Neso. The exhibitors came from 56 Higher Education Institutions and 15 National Representatives of the EU Member States. Since EHEF 2010 was a self-funded project with some support from Delegation of the European Union to Indonesia, Brunei Darussalam and ASEAN, the promotion and publicity cost was reduced around 50% compared to the previous EHEF in 2008. However, EHEF 2010 - 2013, in such limitation, was able to maintain the success of the previous EHEF. In 2016, more than 20,000 visitors came to explore the opportunities to continue their study in Europe.

The positive results of the past EHEFs have strengthened the consortium's belief that there is a significant positive interest among Indonesian students to continue their study in Europe. Europe has been known for their excellent quality of education and now being an alternative study destination for Indonesian students. Accordingly, the consortium would maintain the promotion of European higher education institution. In order to promote the high-quality education that European higher education institutions offered as an excellent alternative study destination for Indonesian students, the committee of EHEF Indonesia together with the European Delegation Office in Indonesia are preparing EHEF Indonesia 2017, which will be held in three cities.

EHEF GOALS

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- Promoting high-quality education in Europe as an excellent alternative for Indonesian students as their study destination.
- Providing opportunities for the European Higher Education Institution to have direct interaction with prospective Indonesian student at all level.
- Raising the profile of Study in Europe and reinforcing its image.
- Enhancing mutual awareness and contributing to the further development of EU-Indonesian cooperation in the field of higher education and cultural exchange.
- Increasing the exposure and raise the awareness of EU's support for higher education in Indonesia through the prerequisite information on study opportunities in Europe, including scholarships.
- Attracting at least 120 higher education institutions from Europe to participate in EHEF 2017

BOOTH INFORMATION

The exhibitors registration will be treated on a first come first served basis. The exhibitors in Jakarta and Yogyakarta will get our standard booth as mentioned below. For 3rd city, we only provide a table and chairs.

Booth sharing is NOT possible. The organizer is having a full authority in assigning exhibition space to the exhibitor.

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- 3x2 sqm backwall octanorm system booth
- Digital printing for backwall
- Institution name on fascia board
- Pylon finishing sticker printing
- 6 m² needle punch carpet, dark blue colour
- 1 information lockable counter
- 1 table and 4 chairs
- 220V/2Amp single-phase power
- Paper bin



BOOTH INFORMATION *Continued*

Booth Decoration Guidelines in accordance with Fair Terms and Conditions

Exhibitors are free to decorate their own booth according to the following guidelines for booth decoration:

- Booth and exhibition decorations should only be posted or placed within the individual booth and may not be placed beyond the assigned space of each booth (maximum height is 2 meters);
- Do not cover any signs, logos and/or country/institutional names which have been applied by the organisers to each booth. Please do not post any decorative materials on the fascia board;
- Decorative materials may only be posted on the display panel using (double-sided) tape. Do not use nails or pins or other type of materials which might damage the booth material;
- Do not block the aisles of the exhibition hall and/or affect in any way the displays of other exhibitors. Any activities conducted outside an exhibitor's assigned space could be ground for immediate expulsion from the exhibition hall;
- Do not install revolving or flickering lights or sound equipment which might disturb other exhibitors;
- At the end of the event, exhibitors are obliged to hand over the assigned exhibit space to the organisers in the same condition as it was at the beginning. The exhibitor is responsible for any damage caused to the assigned booth, furniture and its fixtures during the work of assembly and dismantling as well as during the event itself;
- Exhibitors are expected to demonstrate professional behaviour at all times during the event;

The organisers reserve the right to expel exhibitors if the above-mentioned guidelines are not followed.

OTHER SERVICES

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Internet Connection

Internet is available for exhibitors at both venues through Wi-Fi. The organisers will provide secured internet connection (login password required) on the day at the fair. EHEF exhibitors are required to provide their own laptop to access internet at the assigned booths.

Catering

Lunch will be provided to the exhibitors during the fairs. Water will be distributed to each booth. Please do not consume your meals inside the booth during opening hours. Tea, coffee and drinking water will be served free of charge in the Exhibitors' Lounge located near the exhibition hall.

Security

During the fair, there will be security guards at the venue. However, exhibitors are responsible for their own belongings and materials left at the booths. All exhibitors are urged to insure their own staff members and property. The organizers cannot be held liable for personal injuries, losses or any kind of damages.

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Wednesday, 1 November 2017

EHEF in Yogyakarta

10.00 – 13.00 Booth preparation
13.30 – 14.00 Opening Ceremony
14.00 – 19.00 European Higher Education Fair

Thursday, 2 November 2017

Free day

Friday, 3 November 2017

16.00 – 22.00 Booth preparation

Saturday, 4 November 2017

EHEF in Jakarta

08.00 – 10.00 Booth preparation
10.30 – 11.00 Opening Ceremony
11.00 – 18.00 European Higher Education Fair

Sunday, 5 November 2017

EHEF in Jakarta

11.00 – 18.00 European Higher Education Fair

Monday, 6 November 2017

Free day

Tuesday, 7 November 2017

To be informed.

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All participants are requested to arrange their own accommodation and transportation. You are urged to book your rooms as soon as possible due to the high peak season, and no later than **Friday, 13 October 2017**.

• Jakarta

Le Meridien Hotel Jakarta

www.lemeridienjakarta.com

EHEF Official Room Rate: IDR 1,300,000 / EUR 90 nett (Superior Room)

EHEF Official Room Rate: IDR 1,500,000 / EUR 105 nett (Premier Room)

Rate eligibility: 2 - 6 November 2017

The Ayana MidPlaza Hotel (previously known as InterContinental Jakarta MidPlaza)

www.ayana.com/jakarta

EHEF Official Room Rate: IDR 1,500,000 / EUR 105 nett (Deluxe Room)

Rate eligibility: 2 - 6 November 2017

• Yogyakarta

Royal Ambarrukmo Hotel

www.royalambarrukmo.com

EHEF Official Room Rate: IDR 1,200,000 / EUR 83 nett (Deluxe Room)

The Phoenix Hotel by Accor

<http://www.accorhotels.com/gb/hotel-5451-the-phoenix-hotel-yogyakarta-mgallery-collection/index.shtml>

EHEF Official Room Rate: IDR 900,000 / EUR 62 nett (Superior Room)

IDR 1,055,000 / EUR 73 nett (Deluxe City View Room)

• 3rd city

to be informed

PROMOTIONAL CAMPAIGN

To ensure that EHEF reaches the main targeted visitors, including young professionals, university students and staffs; also the other targeted visitors such as parents, teachers, media, government officials, and academicians, the EHEF Promotional campaign focuses on four major communication channels: traditional promotional channels (poster, flyer, banner, event, etc), traditional PR channels (media placement, radio, press conference and story pitching), electronic channels (website, website banner, email blast, etc) and on site promotion (banner).

Tentative EHEF's Promotion Campaign:

- 1,500 hard copy catalogues
- 3,000 posters and 50,000 flyers to be displayed at schools, universities, cultural centres, etc.
- Press Conference & Press Release
- T-shirts with EHEF & sponsor logo for the fair staffs
- Giant Banners & 20 Vertical Banners (in each city)
- Advertisements in newspapers and magazines
- Banner placement in popular websites
- Media Partnership
- Social Media Campaign (email blast, facebook, twitter and other social network)

The EHEF Indonesia Promotion Campaign will be finalized in September 2017. Detailed promotional plans will be made available to you upon request.

Please fill in the form, sign, and email it back to respective hotel, and cc the email to hotel@ehf-indonesia.org if you attend in all cities, do not forget to submit a different forms.

Please note that the hotel booking is solely an arrangement between the selected hotel and the fair exhibitor. The EHEF Committee will take no responsibility whatsoever in the event of services or payments not being provided as agreed upon.

In order to be eligible to participate at EHEF Indonesia, the institutions must:

- Be a higher education institution with headquarters in one of the 28 EU Member States,
- Be recommended by the appointed national coordinator of the relevant EU Member State,
- Provide courses at the undergraduate level and / or the postgraduate level of higher education leading to a recognized degree,
- Provide degree courses that are accredited by the competent national authority in the relevant EU Member State,
- Have a strong international dimension or be actively seeking to develop one, i.e. offer courses (preferably English-taught) and support services particularly aimed at international students.
- Officially represent the European country language center or cultural center
- Priority will be given to individual higher education institutions with a focus on postgraduate courses.

For each country, booths are allocated for eligible higher education institutions on a first-come first-served basis, based on the date and time of arrival of the complete and signed application form by email at the EHEF Committee office before the application deadline. If the number of applications exceeds the number of booths available, a waiting list will be constituted. Eligible institutions will be placed on this waiting list according to the date and time of arrival of complete and signed application form at EHEF Committee office before the application deadline.

The EHEF Committee reserves the right to select institutions that will take part in the European Higher Education Fair based on the exhibitor's selection criteria, as described above. Applicants will be notified by email of the decision.

EHEF Indonesia Registration Procedures

1. Register online and complete the HEI / NAT Exhibitor application form at Exhibitor section. You will get automatic email response directly. **Please print your application form, sign and stamp your completed application form.** and email it to:

EHEF Administration: fair@ehf-indonesia.org

Within 48 hours, you will get an email notification for the second phase and download link for Exhibitor Manual.

DEADLINE FOR THE 1st PHASE REGISTRATION PROCESS: Friday, 25 August 2017

2. Within 5 working days after receiving the signed application form, the EHEF Committee will confirm your participation and inform the following registration process
3. After the confirmation, the institution should complete the 2nd phase of registration process, such as institutional profile for the fair catalogue and requesting additional services such as booth assistant, freight assistant, printing assistance, fair catalogue advertisement, etc.

DEADLINE FOR THE 2nd PHASE REGISTRATION PROCESS: Wednesday, 20 September 2017

Cancellation

Cancellation fees will be charged for withdrawal, for whatever reason, from a European Higher Education Fair as of the date of receipt of notice of withdrawal by original letter. Cancellation rates are as follows:

- **50 percent of the full EHEF exhibitor fee will be charged if the cancellation is made BEFORE Wednesday, 20 September 2017**
- **100 percent of the full EHEF exhibitor fee will be charged if the cancellation is made AFTER Wednesday, 20 September 2017**

Cancellation notification must be supplied in writing to the EHEF Committee. If it is sent through facsimile, it should be followed by the original copy by post. Notification by email alone is not sufficient.

9.1 Short Profile of Exhibiting Institutions

An EHEF Fair Catalogue containing country and institutional profiles will be printed and distributed to all visitors free of charge. Each exhibitor is allowed to include one institutional profile in the EHEF catalogue free of charge using the online Catalogue Entry Form during the 2nd phase of the application procedure. National representatives are requested to provide a country profile for the respective country.

Please complete the form in English. **The submission deadline for the institutional profile is Wednesday, 20 September 2017.** If the institutional profile is not received by the deadline, the allocated space will be removed. The organisers reserve the right to edit and shorten the content of the profiles. Please ensure that there are no grammatical or spelling errors in your text.

9.2 Background Design and Name on the Fascia Board

In order to allow the visitors to recognize your institution, EHEF booth will use background printing (3 meters width x 2.5 meters height) to differentiate between institutions. Please provide the design. **The submission deadline for the institutional profile is Wednesday, 20 September 2017.**



Booth Background Specifications:

Size	3 (width) x 2.5 (height) sqm
Colour	All back-wall design will be printed in full colour
Artwork Format	PDF, Adobe Illustrator, Corel Draw, EPS, FreeHand, Tiff or JPEG, with 150 dpi resolution. If you send an open file please remember to attach fonts (it is preferable to convert fonts in letter contours), pictures and illustrations.
Delivery Artwork	Please upload the file to the internet, and send the download link to EHEF Committee, fair@ehf-indonesia.org
Deadline	Due to the time constraints, if we don't receive any design, we will use standard template for your institutions.

9.3 Representatives Badges

EHEF Exhibitor Badges will be used as identification during the event. All EHEF exhibitors need to wear them at all time of the fair. Please submit the names of all your official representatives (up to a maximum of 5 per booth).

Deadline: Wednesday, 20 September 2017.

9.4 Country Presentations (for National Representations Only)

Each National Representation (NAT) will be given 25 minutes time allocation (free of charge) to deliver a short presentation about its respective country and the education system to the visitors. Due to time constraints, it will not be possible for HEIs to give presentations. A time slot can be booked during Phase 2 of the registration procedure by National Representations only. **Deadline: Wednesday, 20 September 2017.**

The presentation about your country will be listed in the seminar schedule which will be announced through the EHEF website and posters in the exhibition area. It is advised to personally invite visitors to attend your country presentation. All speakers are expected to be present at the seminar rooms at least 5 minutes before the presentation.

A laptop and LCD projector will be provided in the seminar rooms to support the presentation. Each speaker is requested to bring an electronic PowerPoint presentation, preferably saved on a USB drive or CD-Rom. **The presentation should be in English and a softcopy should be sent by Friday, 27 October 2017** to fair@ehf-indonesia.org, in order to ensure a smooth transition of speakers in the seminar rooms.

For the final programme details, please see the announcement posters at the entrance and the organisers' office at the venue.

9.5 Additional Services: Equipment and Furniture Rental

In addition to the basic furniture provided in the booth, other equipment and furniture items can be rented online with additional costs. The complete list of items will available will be provided on the website.

Deadline: Wednesday, 20 September 2017.

9.6 Additional Services: Booth Assistant

The organisers will recruit English-speaking booth assistants to assist you at your booth (booth assistant will help you to interpret during your information delivery to the visitors). **Cost of booth assistant is EUR 40 per day.** Please indicate in the reservation form if you wish to make use of this service. **Deadline: Wednesday, 20 September 2017.**

9.7 Additional Services: Freight Assistance

Exhibitors are responsible for the shipping of their exhibition materials. Exhibitors may use any contractor of their choice. The EHEF committee will not be held liable for any arrangements in relations to this.

9.8 Additional Services: Printing Assistance

To anticipate the high shipping costs in sending brochures and other promotional materials from your country, the EHEF Committee is providing additional services of printing brochures and/or other materials in Indonesia. For these services, please refer to point 11: Printing Assistance. **Deadline: Wednesday, 20 September 2017** is applicable to indicate whether the exhibitor would use these services or not.

9.9 Advertisement in the Fair Catalogue

In addition to the institutional profile in the catalogue, exhibitors also have the possibility to book one full-page advertisement (4-colours) for the price of €500 per advertisement. **Deadline: Wednesday, 20 September 2017.**

Advertisement Specifications:

Size	A5, width 148 mm x height 210 mm
Colour	All advertisements will be printed in full colour
Artwork Format	PDF, Adobe Illustrator, PSD, Tiff or JPEG, with 300 dpi resolution. If sending an open file please remember to attach fonts (it is preferable to convert fonts in letter contours), pictures and illustrations.
Delivery Artwork	Please upload the file to the internet, and send the download link to EHEF Committee, fair@ehf-indonesia.org
Deadline	The advertisement must be sent Wednesday, 20 September 2017. Due to the time constraints no advertisements can be accepted after this date.

Exhibitors are responsible for the shipping of their exhibition materials to the EHEF Indonesia venue. Exhibitors may use any contractor of their choice. Any contractual arrangement between the exhibitor and the freight forwarder is solely an arrangement between the two parties. The EHEF committee will not be liable in the event of services or payments between the freight forwarder and an exhibitor when things are not being provided as contractually agreed upon.

Arranged Freight Services

Based on our experiences, there are 3 countries that arranged their shipment together, which are Germany (through DAAD Jakarta), The Netherlands (through Nuffic Neso Indonesia) and United Kingdom (through DJG Exhibition Freight Services, Mr Tim Simmons, email: info@djgefsl.co.uk).

Should you choose to transport your materials through your own chosen contractor, you should consign the shipment to be delivered to the EHEF venue:

- **Yogyakarta – Jogja Expo Center**, on 31 October 2017 between 11.00 – 17.00.
- **Jakarta – Kartika Expo Center, Balai Kartini**, on 3 November 2017 between 10.00 – 16.00
- **3rd City**, drop the package at Kartika Expo Center, Balai Kartini, on 3 November 2017 between 10.00 – 16.00, we will arrange the shipment to the 3rd city.

Each single package must be labelled clearly in English, stating:

(Country name)
(Name of institution)
(Name of representative)

For:
European Higher Education Fair 2017
Exhibitor Name : (Institution Name)
 Box number (xx) of (xx)
 City: xxxxx

Non Arranged Freight Services

If your institution decided not to use arranged freight service, please send your package to:

EHEF Committee - Storage
 Jl Jelambar Baru I no 11
 Jakarta Barat, Jakarta 11460, Indonesia
 Phone : +62 878 08 500 800

Please be advised that:

- Always inform us about your shipment details to fair@ehf-indonesia.org, in order for us to track your shipment,
- Always ensure the weight up to maximum of 50 kg per box, in order to avoid problem at our custom. Commonly, a box with weight more than 50 kg will be implied to pay high import tax duty
- Please make sure that your material is packed in suitable packing (strong cartons, securely closed)
- When you calculate the shipping time, please take into account that Indonesian custom and tax procedures could take a long time (2-3 weeks).
- Please ensure that the cargo and packages are already cleared by the customs. If necessary, EHEF Committee could pay for the custom fee and made an arrangement, however a confirmation through email is mandatory, and we expect to be paid in cash on the day of the event based on the invoice.
- Each single package must be labelled clearly in English, stating:

(Country name)
(Name of institution)
(Name of representative)

For:
European Higher Education Fair 2017
Exhibitor Name : (Institution Name)
 Box number (xx) of (xx)
 City: xxxxx

Practical Matters

- If possible, kindly use our Printing Services Assistance to avoid high shipping cost.
- EHEF expected number of visitors are 15,000 over 3 days event. We recommend you not to send more than 1,000 copies per brochure. Furthermore, it will not be possible to return any of your material to your home country after the fair unless you make an arrangement and pay the return shipping cost by yourself.
- Insure your shipment, as this will not be insured by the organisers. In case you want it to be insured, you need to arrange this with the shipping company.
- Put a clear label on each box as we mention above, and always ensure that the maximum weight of 50 kg per box to avoid problem at our custom. Commonly, a box with weight more than 50 kg will be implied to pay high import tax duty

Payment Procedures

The EHEF committee have prepared additional printing services for the Exhibitors. Based on experience, the costs for sending brochures and other promotional materials are quite expensive. Therefore, the committee provides this additional service to print the brochures and other materials in Indonesia with a reasonable price.

To access this service, the exhibitors have to complete the following steps:

- Step 1 : Select Printing Assistance on the Phase 2 registration form.
- Step 2 : The EHEF Committee will contact the exhibitor's PIC for details of the materials and specifications to be printed, as well as the number of printed materials needed, in order to make a Printing Assistance offer.
- Step 3 : If the price stated on the offer is agreed, then an official purchase order will be issued by the exhibitor requesting the printing assistance.
- Step 4 : The exhibitor have to send the Final Artwork softcopy to the EHEF Committee by uploading the file online.

If you choose this option, please be advised that:

- The EHEF Committee will not be responsible for any mistakes in the design and content. Our responsibility is limited only to the quantity and product specification.
- The EHEF Committee will only receive Final Artwork (in Adobe Illustrator, EPS, PDF, TIFF) and will not do any design modification.
- The printing time could take up to 10 working days, depending on the printing company workload. Therefore, it is very crucial to respect the deadline agreed upon in sending the materials to be printed.
- The printing materials will be ready at your booth before the event. However, in order to obtain the printed materials, the exhibitors must first settle the payment due according to the amount stated on the invoice.

EHEF Committee will sent an invoice to all exhibitors for EHEF Indonesia participation fee within 48 hours after we received the signed and stamped confirmation. Please do not make any payment before you receive an invoice. In order to guarantee the participation slot of your institution, please make sure that the registration fee is received by the organizers within the indicated payment terms. National representations are not required to pay participation fees for the single booth they are entitled to, except for additional booth and equipment.

If your institution order an additional request (based on Phase 2 registration form), an additional invoice will be issued based on agreed price for additional services (i.e. student helper, catalogue placement, printing services, additional equipment, customs reimbursement, etc.)

The exhibitors are responsible to all charges that comes along with any other fee related to the fund transfer and kindly quote the invoice number. Should you have further questions concerning payment and accounting, please contact the EHEF Project Office.

Participation fee must be received in full amount by Wednesday, 20 September 2017, the Organizer have the right to offer the slot to other institutions in the waiting list, if the payment has not been received on that date.

CONTACT DETAILS

PAYMENT

Exhibitors Fees

- Higher Education Institution (HEI)
 - o 1 city participation fee EUR 1,200
 - o 2 cities participation fee EUR 1,300
 - o 3 cities participation fee EUR 1,400
- National Representative (NAT) from EU Member States are eligible to have 1 (one) free booth. An additional booth could be provided with the same HEI's participation fee.

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Contact Person	Daniel Darmawan (<i>EHEF Local Expert</i>) Hilda Novita (<i>Liaison</i>) Arifianto (<i>Infrastructure & Finance</i>)
Address	Neso Indonesia Jl. H.R. Rasuna Said Kav. S-3, Setiabudi, Jakarta 12950
Phone	+62 21 524 8267
Website	www.ehef.id
Registration Website	register.ehef-indonesia.org
Contact Person email	daniel.darmawan@ehef-indonesia.org
Exhibitor Issues	fair@ehef-indonesia.org
General info	info@ehef-indonesia.org
Invoice info	finance@ehef-indonesia.org
Hotel info	hotel@ehef-indonesia.org

These are the Terms and Conditions Agreed by:

“The EHEF Committee”, (CampusFrance, DAAD, Neso Indonesia and Uni-Italia).

“The Exhibitor”, the eligible institution, network or consortium of institutions, National Representation, or their representative which has made a successful application to the EHEF Committee to participate at the European Higher Education Fair.

In these Conditions:

“The European Higher Education Fair” or “Fair” is organised by the EHEF Committee in the country specified in the Fair profile;

“The Venue” as defined in the Fair details;

Exhibitor Selection Criteria for Higher Education Institutions

In order to be eligible to exhibit at EHEF Indonesia, the institutions must:

- Be a higher education institution with their headquarters in one of the 28 EU Member States,
- Be recommended by the appointed national coordinator of the relevant EU Member State,
- Provide undergraduate and / or postgraduate courses leading to recognized degrees,
- Provide degree courses that are accredited by the competent national authority in the relevant EU Member State,
- Have a strong international dimension or be actively seeking to develop one, i.e. offer courses (preferably English-taught) and support services particularly aimed at international students.
- Officially represent the European country's language centre or cultural centre.

Note: Priority will be given to individual higher education institutions with a focus on postgraduate courses.

For each country, booths are allocated for eligible higher education institutions on a first-come first-served basis, based on the date and time the committee receive the completed, signed application form by fax at the EHEF Committee office before the application deadline. If the number of applications exceeds the number of booths available, a waiting list will be created. Eligible institutions will be placed on this waiting list according to the date and time the committee receives the completed, signed application form by fax at the EHEF Committee office before the application deadline.

The EHEF Committee reserves the right to select the institutions that will take part in the European Higher Education Fair based on the exhibitor selection criteria, as described above. Applicants will be notified by email for the decision.

Cancellation of a European Higher Education Fair

The EHEF Committee reserves the right to postpone, curtail, move, extend or cancel a Fair, or move Exhibitors, or close a part or all sections of the Exhibition temporarily or permanently, if unforeseen events so require. Should it be necessary to postpone, curtail, move, extend or cancel the Fair, or move an Exhibitor, the Exhibitor shall not be entitled to withdraw from the contract nor to claim indemnity.

If the EHEF Committee cancel a European Higher Education Fair due to *force majeure*, all efforts will be made to reimburse exhibitor fees and any additional fees paid to the EHEF Committee included in the official application form (i.e. additional equipment or catalogue advertisement). Exhibitors will be responsible for any cancellation charges on flights, accommodation and any other costs they may incur.

Participant's Cancellation

Cancellation fees will be charged for whatever reason, based on the date the committee receive the cancellation notice by original letter. Cancellation rates are as follows:

- **50 percent of the full EHEF exhibitor fee will be charged if the cancellation is made BEFORE 20 September 2017.**
- **100 percent of the full EHEF exhibitor fee will be charged if the cancellation is made AFTER 20 September 2017.**

Payment Schedule

The EHEF Committee will issue an invoice to the Exhibitors for the European Higher Education Fair booth and any additional costs before the event takes place. Terms of payment and deadlines are stated on the application form and must be respected in order for the Exhibitor to secure their slot in the Fair. The EHEF Committee reserves the right to cancel the contract and otherwise re-arrange the space reserved if payments are not issued on time. In such an event, the EHEF Committee shall not be liable for any resulting costs, damages and/or losses charged to the Exhibitor.

If invoices are made out to a third party based on the instructions of the Exhibitor; the Exhibitor is liable for all charges.

VAT

Amounts invoiced by the EHEF Committee are exempt from VAT. The EHEF Committee reserves the right to send a supplementary invoice for VAT if required by EU legislation.

Accommodation, Travel and Freight

Please note that the European Higher Education Fair exhibitor fee does not include accommodation, freight, international and/or domestic travel costs.

Loss or Damage to Exhibitor's Property

The EHEF Committee will not be liable for the damage, theft or loss of any Exhibitor's property in any circumstances. The Exhibitor is responsible for taking out adequate insurance.

Loss or Damage Caused by Exhibitor

The Exhibitor will indemnify EHEF Committee for: all actions, claims, suits, costs, expenses, demands (whether in respect of damage to property, personal injury or otherwise and including all legal costs and other expenses suffered or incurred by the Implementing Agencies) which any person may bring or claim arising from and out of the use of the Venue by the Exhibitor, its employees, servants, contractors and invitees; Loss and damage to the Venue and to any property therein arising out of the use of Venue by the Exhibitor, its employees, servants, contractors or invitees and in particular but without prejudice to the generality of the foregoing caused by the use or misuse of water, gas or electricity.

Personal Accidents

The Exhibitor must occupy and use the Venue and the space allocated to it at its own risk and neither the owner nor the EHEF Committee accept any liability for any accident, damage or injuries suffered at the Venue by the Exhibitor, its servants, agents, contractors, invitees, members of the public, or any person whatsoever.

Disclaimer

The EHEF Committee accept no liability for loss or damage suffered by the Exhibitor and caused by:

- The failure of any service or amenities which the Implementing Agencies is responsible for providing;
- The failure of any service or amenities to be provided by the European Higher Education Fair subcontractors;
- Cancellation or suspension of the European Higher Education Fair due to *force majeure*, including war, earthquake, typhoon, adverse weather, strikes or by reason beyond the EHEF Committee's control.

The EHEF Committee accepts no responsibility whatsoever for licensing matters, customs duties, import charges, taxes, delivery of visas, and hotel rooms or Exhibitors' travel arrangements.

Booths

Exhibitors will be provided a booth as detailed in the Fair profile. Exhibitors will accept the booth that is provided to them by the Implementing Agencies. Exhibitors must not change the booth structure, fascia board, flag, carpeting or walls or any other element that is common to all booths.

Depending on the location of the booth area, specific locations may have electrical boxes, cables, water pipes running through or beside the booth.

Promotional Materials and Displays

Exhibitors are not allowed to distribute literature or materials or any promotional items of any sort outside of their booth, either inside or outside the Fair exhibition area. Exhibitors may be asked to submit all promotional items, materials, literature and displays to the Implementing Agencies for approval and to make such changes as shall be agreed. If agreement cannot be reached, the Exhibitor must withdraw the literature, material or display. The EHEF Committee reserve the right to close down any booth not respecting the Implementing Agencies' requirements. Agent's promotional literature must not be displayed nor distributed at the Fair.

Use of Venue

The Venue shall not be used for any illegal or immoral purpose and the EHEF Committee reserves the right to remove all materials that in their sole opinion may be considered offensive or obscene. All goods and property brought into the Venue are brought in at the owner's risk.

Disputes

Should the Exhibitor and the EHEF Committee be in dispute on the meaning or interpretation of any of the terms of this agreement, including failure to agree on an event of *force majeure*, the matter will be referred to the European Commission for Arbitration.

Notices

If either party wishes to give notice to the other party under this agreement it shall be by registered delivery or first class mail to the EHEF Committee (see Fair Profile).

Termination of Agreement

The EHEF Committee are entitled to terminate without prior notification the agreement with an Exhibitor if:

- The Exhibitor or its designated representative commits any breach of, or fails to observe, any of the conditions or regulations set out in these terms and conditions;
- The EHEF Committee, in their sole and absolute discretion, decide that the agreement shall be terminated;
- The Exhibitor has a receiver appointed over all or part of its assets, enters into liquidation, or commits an act of bankruptcy, whether compulsorily or voluntarily;
- The Exhibitor fails to pay any sum due.

In the event that the Agreement is terminated by the EHEF Committee unless otherwise agreed between the EHEF Committee and the Exhibitor in writing, the Exhibitor will pay to the EHEF Committee any expenses or loss incurred by the EHEF Committee arising as a consequence of such termination.

Privacy Policy

This Privacy Policy sets out the data processing practices carried out through the use of the Internet and the www.ehefjakarta.org and corresponding EHEF fair websites. If you have any requests concerning your personal information, any queries with regard to these practices or if you wish to modify or to remove your personal data, please contact us at fair@ehf-indonesia.org

We collect personal information through the registration process only. We do not sell trade or lease your personal information to third parties. We will only disclose personal information to our partners and to other organizations related to the event you register to, and to the suppliers we engage to process data on our behalf.

Governing Law

By submitting the application to exhibit at the Fair, the Exhibitor agrees to these Terms and Conditions. The mutual rights and obligations residing in this contractual relationship shall be interpreted in accordance with the laws of the Republic of Indonesia. Should any of the above conditions be or become null and void, the other conditions shall continue to be valid.

APPENDIX 2

DIPLMATIC REPRESENTATIONS of EU MEMBER STATES

Addresses of diplomatic representations of EU Member States in Jakarta, Indonesia are given below.
Please note: the country code for Indonesia is +62.

Delegation of the European Commission 

Delegation of the European Commission to Indonesia and Brunei Darussalam
Intiland Tower, 16th floor
Jalan Jenderal Sudirman 32
Jakarta 10220
Phone : 62 21 2554 6200
Fax : 62 21 2554 6201
Email : delegation-indonesia@ec.europa.eu
Website : www.delidn.ec.europa.eu

Austria 

Embassy of the Republic of Austria
Jalan Diponegoro No. 44, Menteng
Jakarta Pusat 10310
Phone : 62 21 3193 8101
Fax : 62 21 390 4927
Email : jakarta-ob@bmeia.gv.at
Website : www.bmeia.gv.at

Belgium 

Embassy of the Kingdom of Belgium
Deutsche Bank Building, 16th floor
Jalan Imam Bonjol No. 80
Jakarta 10310
Phone : 62 21 316 2030
Fax : 62 21 316 2035
Email : jakarta@diplomabel.fed.be
Website : www.diplomatie.be/jakarta

Bulgaria 

Embassy of the Republic of Bulgaria
Jalan Imam Bonjol No. 34 – 36
Jakarta 10310
Phone : 62 21 390 4048, +62 21 391 3121
Fax : 62 21 315 1433
Email : bgem.jkt@centrin.net.id
Website : www.mfa.bg/embassies/indonesia

Cyprus 

Cyprus High Commission
30 Beale Crescent, Deakin ACT 2600
Australia
Phone : 61 2 6281 0832
Fax : 61 2 6281 0860
Email : info@cyprus.org.au
Website : www.cyprus.org.au

Czech Republic 

Embassy of the Czech Republic
Jalan Gereja Theresia No. 20, Menteng
Jakarta Pusat 10350
Phone : 62 21 390 4075 - 7
Fax : 62 21 390 4078
Email : jakarta@embassy.mzv.cz
Website : www.mfa.cz/jakarta

Denmark 

Royal Danish Embassy
Menara Rajawali, 25th Floor
Jalan Mega Kuningan Lot 5.1
Jakarta 12950
Phone : 62 21 576 1478
Fax : 62 21 576 1535
Email : jktamb@um.dk
Website : www.ambjakarta.um.dk

Finland 

Embassy of Finland
Menara Rajawali 9th Floor
Jalan Mega Kuningan Lot 5.1
Jakarta 12950
Phone : 62 21 576 1650
Fax : 62 21 576 1631
Email : sanomat.jak@formin.fi
Website : www.finland.or.id

France 

Embassy of the Republic of France
Jalan M. H. Thamrin No. 20
Jakarta Pusat 10350
Phone : 62 21 2355 7600
Fax : 62 21 2355 7602
Email : ambassade@ambafrance-id.org
Website : www.ambafrance-id.org

Germany 

Embassy of the Federal Republic of Germany
 Jalan M.H. Thamrin No. 1
 Jakarta Pusat 10310
 Phone : 62 21 3985 5000
 Fax : 62 21 390 1757
 Email : dtbotjak@indo.net.id
 Website : www.jakarta.diplo.de

Italy 

Embassy of the Republic of Italy
 Jalan Diponegoro No. 45, Menteng
 Jakarta 10310
 Phone : 62 21 3193 7445
 Fax : 62 21 3193 7422
 Email : embitaly@italambjkt.or.id
 Website : www.ambjakarta.esteri.it

Portugal 

Embassy of Portugal
 Jalan Indramayu No. 2, Menteng
 Jakarta 10310
 Phone : 62 21 3190 8030
 Fax : 62 21 3190 8031
 Email : prembjak@cbn.net.id
 Website : www.embassyportugaljakarta.or.id

Spain 

Embassy of the Kingdom of Spain
 Jalan Haji Agus Salim No. 61, Menteng
 Jakarta Pusat 10350
 Phone : 62 21 3193 5937, 62 21 3193 5134
 Email : emb.jakarta@mae.es
 Website : www.exteriores.gob.es/embajadas/yakarta

Greece 

Embassy of the Hellenic Republic
 Plaza 89, 12th Floor
 Jalan H.R. Rasuna Said Kav X-7, No. 6, Kuningan
 Jakarta Selatan 12940
 Phone : 62 21 520 7776
 Fax : 62 21 520 7753
 Email : grembas@cbn.net.id
 Website : www.greekembassy.or.id

Luxembourg 

Embassy of the Grans-Duchy of Luxembourg
 Q House Lumpini 27th Floor
 1 South Sathorn Road, Tunghamek Sathon
 Bangkok 10120, Thailand
 Phone : 66 2610 3883
 Fax : 66 2610 3733
 Email : bangkok.amb@mae.etat.lu
 Website : bangkok.mae.lu

Romania 

Embassy of Romania
 Jalan Teuku Cik Di Tiro No. 42 A, Menteng
 Jakarta Pusat
 Phone : 62 21 390 0489, +62 21 390 2610
 Fax : 62 21 310 6241
 Email : romind@indosat.net.id
 Website : jakarta.mae.ro

Sweden 

Embassy of Sweden
 Menara Rajawali 9th Floor
 Kawasan Mega Kuningan Lot 5.1
 Jakarta 12950
 Phone : 62 21 2553 5900
 Fax : 62 21 2553 5941
 Email : ambassaden.jakarta@gov.se
 Website : www.swedenabroad.com/jakarta

Hungary 

Embassy of the Republic of Hungary
 Jalan H.R. Rasuna Said Kav. X-3, No. 1, Kuningan
 Jakarta 12950
 Phone : 62 21 520 3459, 520 3460
 Fax : 62 21 520 3461
 Email : mission.jkt@kum.hu
 Website : www.mfa.gov.hv/emb/jakarta

The Netherlands 

Royal Netherlands Embassy
 Jalan H.R. Rasuna Said Kav. S-3, Kuningan
 Jakarta 12950
 Phone : 62 21 525 1515
 Fax : 62 21 570 0734
 Email : jak@minbuza.nl
 Website : indonesia.nlembassy.org

Slovakia 

Embassy of the Slovak Republic
 Jalan Prof. Mohammad Yamin No. 29, Menteng
 Jakarta 10310
 Phone : 62 21 310 1068, 62 21 315 1429
 Fax : 62 21 310 1180
 Email : slovemby@indo.net.id
 Website : www.mzv.sk/web/jakarta

United Kingdom 

Her Britannic Majesty's Embassy
 Jalan M. H. Thamrin No. 75
 Jakarta 10310
 Phone : 62 21 314 4229
 Fax : 62 21 2356 5353
 Email : info@ukvac-id.com
 Website : www.britishembassy.gov.uk/indonesia

Ireland 

Embassy of Ireland
 Ireland House, 541 Orchard Road
 Liat Towers 8th Floor
 Singapore 238881
 Phone : 65 6238 7616
 Fax : 65 6238 7615
 Email : ireland@magix.com.sg
 Website : www.embassyofireland.sg

Poland 

Embassy of the Republic of Poland
 Jalan H.R. Rasuna Said Kav. X Blok IV/3, Kuningan
 Jakarta 12950
 Phone : 62 21 252 5938, 62 21 252 5939,
 62 21 252 5940
 Fax : 62 21 252 5958
 Email : media@polandembjak.org
 Website : www.jakarta.polemb.net



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