



**TERTIARY
EDUCATION
SPECIALIST**

升学辅导中心

GEN EDUCATION GROUP

UK
UNITED KINGDOM

**EDUCATION
FAIR**

KUALA LUMPUR
7th NOVEMBER 2016 (MONDAY)
INTERCONTINENTAL HOTEL
1PM - 5PM



PARTICIPATION REPLY FORM

United Kingdom Education Fair

Kindly complete the following information and return this form to GEN Education (Media) Sdn Bhd. by:


Email: marketing@gen-education.com

Tel: Kuala Lumpur: (+6) 03 2161 5875 / (+6) 03 2181 5875

Kuching: (+6) 082 57 2875 / (+6) 082 57 3875

Mobile: (+6) 016 886 7875 (Ms. Wei Ling)

Please select your chosen venue(s)

Venue	Participating Fee
 KUALA LUMPUR - InterContinental Hotel 7 th November 2016 (Monday)	RM 5,000

I, on behalf of _____ (Name of Institution), hereby confirm my/our participation in the above-mentioned Fair organised by GEN Education and hereby agree to abide by the terms and conditions as stipulated herein.

Authorised Signature,

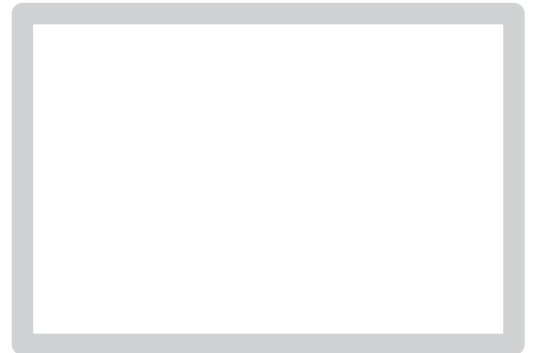
Official Stamp

Name: _____

Position: _____

Email: _____

Contact No: _____



Special notes:

- The information provided herewith is true and correct at the same time of publication; GEN reserves the right to change the details without prior notice.
- An official invoice will be issued by GEN upon receiving this Participation Form.
- Booking of venues is only confirmed after the duly completed Participation Form and full payment have been received by GEN.
- Payment in full must reach GEN no later than one (1) month before the events' dates as specified.

GENERAL INFORMATION FOR PARTICIPANTS

1) Exhibition Hours:

- 1.00 pm – 5.00 pm

2) Target Audiences:

- All students who are serviced and counselled by GEN Counsellors in whole Malaysia, students from GEN Education Hub (tuition centre, seminars, dancing studio, etc.), all secondary and tertiary level students preparing for or interested in further studies, working adults seeking for further education, educationists, parents and others who are interested in or related to the education industry.

3) Floor Space Area:

- 3 x 3 metres per booth

4) Each Booth Includes:

- 1 table (2ft X 6ft rectangular table) with 4 chairs

5) Booth Allocation:

- Booth availability and allocation at all venues are based on first-come-first-served basis.

RULES & REGULATIONS FOR EXHIBITORS

1) Booth Set-up & Dismantle (Dismantling)

- A dedicated set-up times will be allocated to Exhibitors; updated timing and details will be provided by Organiser not lesser than 5 working days before the Fair.
- Aisle ways indicated on the floor plan must be kept clear of all exhibition goods and/or decoration materials in order to facilitate traffic flow.
- Exhibitors and/or its authorised personnel must clear out items not for display purposes (e.g. containers, packing items, etc.) on the day prior to the commencement of the Fair and remove all exhibits and decoration materials immediately after the Fair.
- Exhibitors shall at all times, display their identification tags, especially prior to the official halls opening hours; i.e. set-up hours before fair started for security reasons as no person(s) will be allowed into the hub without the appropriate passes.

2) Exhibit Profile & Display Specification

- Exhibitors shall display legal and licensed materials and items only.
- Every Exhibitor must equip their space with exhibits which are operational and are adequately manned by competent and presentable personnel during the whole duration of the exhibition.
- Exhibitors shall not undertake or cause to undertake any activity, which in the opinion of the Organiser, is likely to cause disturbance or annoyance to visitors or to other exhibitors.
- The Organiser reserves the right to determine the acceptability and extent of presentation or display, and remove/dispose of any item and/or disallow any person, which in the opinion of the Organizer, is deemed unfit / inappropriate / illegal / unlicensed in the exhibition.

3) Promotions at the Exhibition

- Exhibitors are prohibited from placing stickers, signs or posters anywhere in the halls other than within their own stand and dedicated space.
- Exhibitors and/or their representative(s) must not distribute brochures, invitations cards, and any form of promotional materials beyond their allocated booth boundaries or along the aisle and the entrances of the Exhibition Hall. This is unfair to other Exhibitors and will cause inconvenience to visitors. Exhibitors who do not abide to this rule will be penalised with the involved personnel to be expelled from the Hall.

4) Booth Operation

- All exhibition stands must be fully staffed and operational throughout the opening hours of the exhibition.
- Exhibitors must not participate in any activity that causes, or is likely to cause annoyance to visitors and/or other exhibitors.

RULES & REGULATIONS FOR EXHIBITORS

5) Security

- Exhibitors are not allowed to leave the exhibition hall with any item except validated empty boxes and containers. Any other items taken out would require the written validation of the Organiser.
- There will be no security control of items going in or out of the exhibition site during the official exhibition hours. The Organiser will not be held responsible for any loss or damage to the exhibits or belongings, suffered by the exhibitors before, during or after the exhibition.

6) Insurance

- It is mandatory for all exhibitors to indemnify the Organiser against all claims, demands, costs and expenses to which they may be subjected to as a result of loss, damage or injury to any person(s) while passing or visiting their displays during the exhibition.
- The Organiser will not be responsible for the safety of articles of any kind brought into the exhibition site by exhibitor(s), their staff or any person(s) whomsoever.
- Exhibitors must insure themselves against fire, theft or loss of property and third party liability that may arise.
- Exhibitors must ensure that their staffs, whether permanent or temporary, are insured against personal accidents, with provision for medical expenses arising from such accidents.

7) Cleaning

- Exhibitors are responsible for cleaning their own booths and given spaces.

8) Letting / Sub-Letting

- Letting / Sub-letting in whatever manner or form is strictly prohibited, which includes but shall not be limited to the practice of a principal renting / sub-letting / assigning wholly or in part of its rented booth(s) to its agent(s) / distributor(s) and business associates and vice versa. The Organiser reserves the right to expel any unauthorised exhibitor(s). Any cost(s) incurred shall be borne by the contracting party.

9) Storage of Materials for the Fair

- Exhibitors may request the Organiser to receive and store the materials for the Fair, such as Prospectus and Roll-up Buntings, before the Fair. Any of such request has to be in formal writing and subject to Organiser's discretion. Exhibitors must make sure the materials arrive at dedicated office at least seven (7) working days before the Fair.
- Organiser is not liable to any losses, damages, or misplaced of materials sent by the Exhibitors.

10) Cancellation and/or Changes

- While every effort would be taken to hold the exhibition as scheduled, the Organiser reserves the right to cancel, postpone or make changes should circumstances warrant it. In the event of a postponement or change, the agreement to participate shall remain in force.

11) Extra Items Request for the Booth

- Any additional power point, equipment, or furniture requirement shall be request at least seven (7) days before the Fair.
- Extra items requested are subjected to extra charges, unless special approval by the Organiser.

12) Damages of the Booth

- In case of damages to the Booth and items associated to the Booth, the Exhibitor has to bear the damages with charges levied by the Organiser.

13) Payment of Participation Fee

- Upon submitting the Participation Form, Exhibitor is borne to the Rules and Regulations as indicated herewith, and obliged to pay the Participation Fee as per Invoice by the Organiser.
- Participation Fees paid is not refundable or transferable unless written consent by the Organiser.

14) Interpretation

- The Organiser reserves the right to make changes, amendments and/or additions to the terms and conditions, rules and regulations, and the layout facilities governing the exhibition as and when considered necessary for the proper conduct of the exhibition. Interpretation of clauses contained herein shall rest entirely with the Organiser, whose decision shall be final and binding

15) Dispute and Arbitration

- Any dispute, difference or disagreement that may arise at any time hereafter between the Organiser and Exhibitor(s) regarding areas of the contract of participation, or the rights or liabilities of the parties concerned, shall be referred to an independent arbitrator to be agreed upon by the respective parties in accordance with the laws of Malaysia. Failure to comply with any of the above clauses, as well as the Facility Landlord's conditions and/or other governing Rules and Regulations imposed by the authorities from time to time may result in the Exhibitor(s) concerned being expelled from the Exhibition and any fee paid shall not be refunded. The Organiser reserves the right to claim compensation / reimbursement arising from such compliance / infringement.

~~~~~ End of Rules & Regulations ~~~~~