**Application form for Manufacturing Engineering Zone**

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| --- |
| **Contact information** |
| Institution name |  |
| Contact person |  |
| Title / Position |  |
| E-mail |  | Telephone |  |

Please indicate which city of the Manufacturing Engineering Zone you wish to participate in.

|  |  |  |
| --- | --- | --- |
| City | Date | Please tick to apply |
| Beijing | 25 - 26 March  |   |
| Xi'an  | 28 March  |  |
| Zhengzhou | 30 March  |   |
| Shanghai | 02 April  |  |
| Nanjing | 04 April  |  |
| Chongqing | 06 April  |   |
| Guangzhou | 09 April  |   |
|  |  |

Please note that places will be allocated on a first-come, first-served basis. Please note that a minimum of four participating institutions in each exhibition city are required for the Zone to go ahead. The British Council China retains the right to cancel the Zone if minimum participation is not achieved.

The British Council will charge a participation fee of £500 per exhibition city. The participation fee, exclusive of VAT, will cover promotion, coordination, production of the Zone and logistical support during the event.

**DECLARATION**

I confirm that the above-named institution intends to take part in the Manufacturing Engineering Zone at the China International Education Exhibition Tour 2017. I understand that if this application is accepted, the Terms & Conditions listed below will form a binding contract between this institution and the British Council.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of applicant |  | Institution’s name |
|  |  |  |
| Date |  | Institution’s stamp |

**Terms & conditions**

1. **Accredited institutions only**

All participating institutions must be accredited by a recognised UK authority.

2. **Payment schedule**

Event participants will be invoiced by the British Council. Payment must be received within thirty days of the invoice date.

3. **Cancellation**

A participating institution may withdraw from the Manufacturing Engineering Zone by giving written notice. If an institution cancels at least three weeks prior to **28 February 2017**, it will not be required to pay the British Council any fees in connection with the cancelled services and any fees already paid in respect of such cancelled services will be refunded by the British Council. If an institution cancels less than three weeks prior to **28 February 2017**, it will be required to pay the British Council a percentage of the charges for such cancelled services as set out below:

|  |  |
| --- | --- |
|  Notice period |  Percentage of charges payable |
|  15 - 20 calendar days |  75% |
|  14 calendar days or less  |  100% |

4.  **Terms of service**

All institution representatives must abide by the British Council Services for International Education Marketing’s terms of service, which can be found at <https://siem.britishcouncil.org/terms-service>