



Best Option to Internationalize Your Campus

# China Education Expo (CEE) 2023 Application & Contract

## Two ways to register:

1. Register online: [www.ChinaEducationExpo.com](http://www.ChinaEducationExpo.com)
2. or complete and email this form to Show Management Office: YuanSheng Education Ltd.

Contact: Ms. Sophie ZHOU, Ms. Lulu CHEN, Mr. Tao HUANG

Email: [Sophie@ceaie.edu.cn](mailto:Sophie@ceaie.edu.cn), [Chenhanyu@ceaie.edu.cn](mailto:Chenhanyu@ceaie.edu.cn), [Huangtao@ceaie.edu.cn](mailto:Huangtao@ceaie.edu.cn)

Tel: +86-10 6609 0069 ext. 8160, 8162, 8168

The confirmation letter with invoice will be sent to you within 2 days after your application is accepted.

## Exhibitor Information

Booth Name (English): \_\_\_\_\_ Country/Region: \_\_\_\_\_

(Chinese): \_\_\_\_\_

(Booth name will be shown both in exhibitor list and on the fascia board. Please write clearly and correctly.)

Please select which categories your institution can be indexed:

- University     College     TVET     High School     Language Training School  
 Embassy or Governmental Organization     Joint Programs and Institutions     Student services providers before and after studying abroad  
 (study tour camp, banking, accommodations, insurance, airlines, law office, internet plus & career development companies etc.)  
 Others (please specify): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

(For contact and invoice, if different from the booth name.)

Contact Person: \_\_\_\_\_ (First Name) \_\_\_\_\_ (Last/Family Name)    Prof.  Assoc. Prof.  Dr.  Mr.  Mrs.  Ms.

Job Title: \_\_\_\_\_ Full Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

## Booth & Requirements (10% off on all-4 cities)

Cities & Booth Sizes (W x D x H)	Dates & Times	Early Bird Prices in CNY before July 20				Regular Prices in CNY after July 21			
		Standard Booth		Raw Space		Standard Booth		Raw Space	
		Regular	Corner	Regular	Corner	Regular	Corner	Regular	Corner
Shanghai 3m x 2.5m x 2.5m	Oct. 21-22 Sat.-Sun. 10:00-16:00	¥ 24,000 <input type="checkbox"/>	¥ 26,500 <input type="checkbox"/>	¥ 21,500 <input type="checkbox"/>	¥ 23,650 <input type="checkbox"/>	¥ 25,000 <input type="checkbox"/>	¥ 27,500 <input type="checkbox"/>	¥ 22,500 <input type="checkbox"/>	¥ 24,500 <input type="checkbox"/>
Guangzhou 3m x 2m x 2.5m	Oct. 24 Tue. 10:00-16:00	¥ 17,000 <input type="checkbox"/>	¥ 18,500 <input type="checkbox"/>	¥ 15,500 <input type="checkbox"/>	¥ 17,000 <input type="checkbox"/>	¥ 18,000 <input type="checkbox"/>	¥ 19,500 <input type="checkbox"/>	¥ 16,500 <input type="checkbox"/>	¥ 18,000 <input type="checkbox"/>
Chengdu 3m x 2m x 2.5m	Oct. 26 Thur. 10:00-16:00	¥ 17,000 <input type="checkbox"/>	¥ 18,500 <input type="checkbox"/>	¥ 15,500 <input type="checkbox"/>	¥ 17,000 <input type="checkbox"/>	¥ 18,000 <input type="checkbox"/>	¥ 19,500 <input type="checkbox"/>	¥ 16,500 <input type="checkbox"/>	¥ 18,000 <input type="checkbox"/>
Beijing* 3m x 2.5m x 2.5m	Oct. 27-28 Fri.-Sat. 09:30-16:00	¥ 25,000 <input type="checkbox"/>	¥ 27,500 <input type="checkbox"/>	¥ 22,500 <input type="checkbox"/>	¥ 24,500 <input type="checkbox"/>	¥ 26,500 <input type="checkbox"/>	¥ 29,000 <input type="checkbox"/>	¥ 23,500 <input type="checkbox"/>	¥ 26,000 <input type="checkbox"/>
<input type="checkbox"/> *Beijing Hanging Sign (mimimum 4 booths and 10% surcharge to booth total) ¥ _____									

**NOTE:** • Standard booth fees include fascia board with institution's E/C names, aluminum frame system, white plywood panel walls on all closed sides of the booth, 2 information counters and 1 table with 5 chairs for Shanghai and Beijing each, 1 IBM table with 4 chairs for Guangzhou and Chengdu each, 2 lights, 1 waste basket, 1 single-phase socket (220V/5A) and booth fully carpeted, additional side panels are included in Beijing and Shanghai Booths. Corner booth is offered on 'first come, first served' basis and subject to availability. (The Fascia board and Side-panels shall be uniformly made by the organizer and shall not be modified by exhibitors; the self-decoration area only includes the White Wall Panel and Information Counter, and the expenses shall be borne by exhibitors.)

• Raw space is available with minimum size of 4 booths. Exhibitors will design and build their own booths at their own cost.

• Co-exhibitor means two institutions share one booth, and booth fee is subject to 25% surcharge based on each booth. Co-exhibitor will be entitled to two exhibitor names in the fascia board and two descriptions at CEE website.

• Please note that the Beijing hanging sign fee is only for the advertisement fee. Exhibitors will also have to pay 2500 CNY for the hanging point fee. Any other expenses caused by the design and build of the hanging sign should pay the relevant company separately.

## Seminar

**Price: CNY5,000/Session** Each session includes 30 minutes duration, 50-people capacity room, laptop with free wireless internet connection, AV equipment and multi-media projector.

Shanghai: Seminar \_\_\_\_ session(s)    Guangzhou: Seminar \_\_\_\_ session(s)    Chengdu: Seminar \_\_\_\_ session(s)    Beijing: Seminar \_\_\_\_ session(s)

Subtotal in CNY: \_\_\_\_\_



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# Maximizing Your Visibility...

The following promotional services are for exhibitors reference. If you would like to make your booking, you will need to complete the details required below and return it to us by the deadline.

## Advertisement Opportunities

**Booking & Artwork Deadline August 20, 2023**

Visitor's Guide	Trim Size (W x H)	Bleed	Price in CNY	Please tick "✓"
Back Cover	130 x 210 mm	3mm	¥ 22,000	
Center Spread	260 x 210 mm	3mm	¥ 20,900	<b>SOLD OUT</b>
Inside Front Cover	130 x 210 mm	3mm	¥ 12,100	<b>SOLD OUT</b>
Inside First Page	130 x 210 mm	3mm	¥ 12,100	<b>SOLD OUT</b>
Inside Back Cover	130 x 210 mm	3mm	¥ 10,500	<b>SOLD OUT</b>
Inside Full Page	130 x 210 mm	3mm	¥ 9,500	

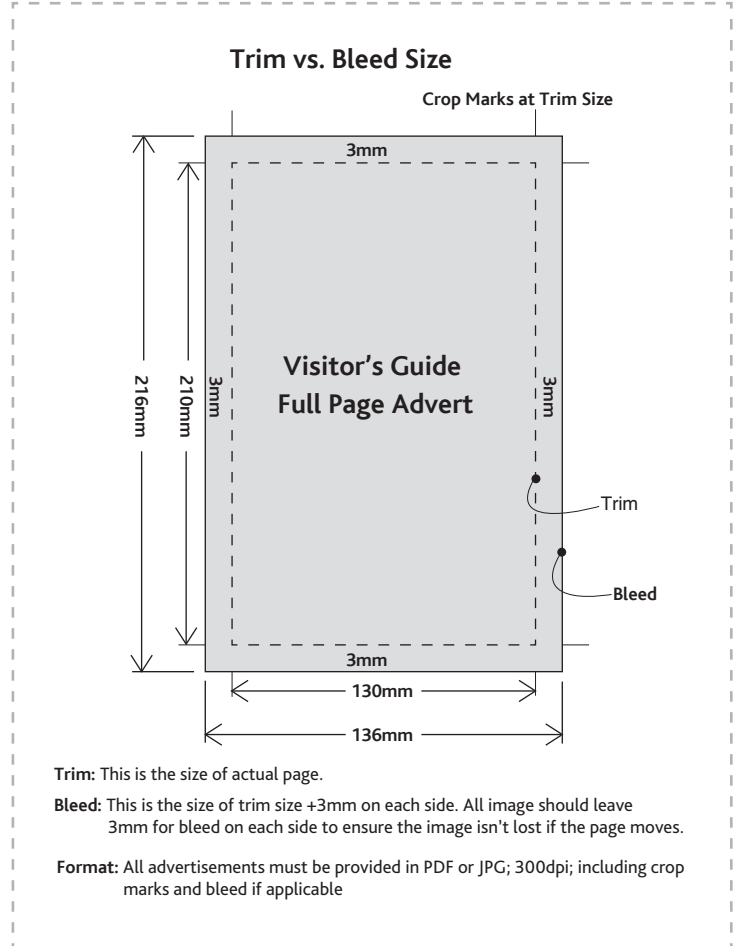
Carpet Advert on the main aisle*	Location	Size	Price in CNY	Please tick "✓"
	Shanghai	1.5 x 1.5 m	¥ 5,500	
	Beijing	1.5 x 1.5 m	¥ 5,500	

\* For carpet advert, you could send us your banner or logo and the advert design will be set by us.

### Journal of International Education (Bimonthly)

	Trim Size (W x H)	Bleed	Price in CNY	Please tick "✓"
Back Cover	210 x 285 mm	3mm	¥ 50,000	
Inside Front Cover	210 x 285 mm	3mm	¥ 35,000	
Inside Back Cover	210 x 285 mm	3mm	¥ 35,000	

**NOTE:** The above prices are net and do not include design and productions.



## Sponsorship Opportunities \*

**Booking & Artwork Deadline August 20, 2023**

Branded Item	Price in CNY	Please tick "✓"
Exhibitor Badge Holder	¥ 80,000	<b>SOLD OUT</b>
Exhibitor Bag	¥ 60,000	
Coffee Cup	¥ 25,000	
Short Video (max 5 minutes)	¥ 20,000	
Exhibitor Bag Insert (flyer/USB/others)	¥ 12,000	

Branded Item	Price in CNY	Please tick "✓"
Visitor Bag	¥ 60,000	<b>SOLD OUT</b>
Water Bottle	¥ 50,000	
Visitor Pen	¥ 35,000	
Mobile Page Sponsorship (max 5 seconds)	¥ 20,000	
Visitor Bag Insert (flyer/USB/others)	¥ 12,000	

\* 10% off for every two sponsorship items.

For non-exhibitor, an additional 20% surcharge will be added upon above price.

Subtotal in CNY: \_\_\_\_\_

For enquiries, please contact the Show Management Office: YuanSheng Education Ltd.

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# The Services at your fingertips...

The following services applications should be submitted online. Please log on our website at [www.ChinaEducationExpo.com](http://www.ChinaEducationExpo.com) for more detailed information. Exhibitors will have their user name and password for filling out and submitting the forms after participation.

## 1. Exhibitor Online Profiles

Exhibitor profiles with photos, videos and PDF brochure could be filled up online for visitors to view by clicking the exhibitor list. It will help promote the institution before, during and after the exhibition.

All exhibitors are entitled to a free description of their organization (max 1500 letters in EN or 750 characters in CN). All exhibitors are kindly requested to submit their profile through exhibitor online account. The Organiser reserves the right to edit any submissions.

## 2. Exhibitors Badges

Each exhibitor will have 2 free badges for the whole tour to gain admission into the exhibition hall. Additional badges will be charged. Detailed information can be referred in exhibitor online account.

## 3. Invitation Letters for Visa

Before your applying for a visa to China, we highly suggest you contact your local Chinese Embassy or Consulate for their advice first. The CEE invitation letter service will open later and requires applicants to submit personal information. Further notice will be provided in exhibitor online account.

## 4. Interpreters (DEADLINE: August 20, 2023) *Optional*

Temporary staff to serve as interpreters can be engaged from the Organiser. Unless exhibitors have their own Chinese-speaking staff, the Organiser highly recommend the employment of interpreters.

English: CNY1,000/day/person      Other languages: CNY1,500/day/person

Language	Shanghai		Guangzhou		Chengdu		Beijing	
	Day	Person	Day	Person	Day	Person	Day	Person
<b>Subtotal in CNY:</b>								

**Payment:** To save the bank charges, we strongly recommend you to order the above service together with the Application & Contract in order to be included in one invoice.

## 5. Hotel Reservation (Opens until the rooms are fully booked) *Optional*

Hotels around the exhibition hall with favourable prices could be booked online through exhibitor account. For room prices and detailed information, please refer to the website: [www.ChinaEducationExpo.com](http://www.ChinaEducationExpo.com).

## 6. Other Services

The organiser will provide the official booth contractor and freight forwarder for exhibitors. If you need assistance with any booth building or material shipping, please contact our appointed partners. Contact information is available in exhibitor account and CEE website [www.chinaeducationexpo.com](http://www.chinaeducationexpo.com).

**Contract Total in CNY:** \_\_\_\_\_

For enquiries, please contact the Show Management Office: YuanSheng Education Ltd.

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Tel: +86-10 6609 0069 ext. 8160, 8162, 8168      Website: [www.ChinaEducationExpo.com](http://www.ChinaEducationExpo.com)

# TERMS OF CONTRACT

## 1. Terms of Reference

Under these rules and regulations the term "exhibitor" shall include all employees, servants and agents of any company partnership, firm or individual to whom space has been allocated for the purposes of exhibiting. The term "exhibition" shall mean the exhibition referred to on the application and contract form. The term "contract" means the contract for exhibition space at the Exhibition entered into between the Organisers and the Exhibitor which incorporates the rules and regulations.

## 2. Application For Participation

All applications for participation shall be made on the prescribed application form. The application form shall be submitted to the Organisers. The submission of the form shall deem to be confirmation of participation and acceptance by the Exhibitor of the Terms of Contract. The Organisers shall reserve the right to accept or refuse any application without disclosing to the Exhibitor any reasons thereof. The organisers shall reserve the right to verify the exhibitors qualification in order to guarantee the credibility of the exhibition.

## 3. Allocation of Exhibition Space

The Organisers shall allocate the space in accordance with "first come, first served" basis or in any manner they may deem fit. The Organiser shall reserve the right to change the space allocated to the Exhibitor at any time prior to the commencement of the erection of the booth of the Exhibitor should exceptional circumstances demand and, to alter the space to transfer or close entrances and exits to the Exhibition facilities and to undertake other structural alterations as they may deem fit. Such changes shall be at the discretion of the Organisers and the Exhibitor shall have no claim for compensation as a result of such changes.

## 4. Use of Exhibition Space

Exhibitors are only entitled to exhibit the announced products and to man the exhibits with competent personnel during the opening hours of the Exhibition. The Organisers reserve the rights to refuse admittance to any visitor to the Exhibition or to have access to any stand. Exhibitors are not allowed to sub-let or assign the stand/s allotted to them to other parties either wholly or in part without the written consent of the Organisers. Exhibitors will be liable for any damage to the walls or to any part of the Exhibition hall in which their exhibits are placed and shall not paint or otherwise alter the floors, ceilings, pillars, or walls without the prior consent of the Organisers.

## 5. Terms of Payment

- The full payment should be made within 15 working days upon signing of the contract and no later than July 20, 2023. After that, the payment should be paid immediately.
- Failure to pay booth fee by the due date will be subject to cancellation of contract.

## 6. Breach of Contract and Withdrawal by Exhibitor

Without prejudice to the rights and remedies of the Organisers in respect of any breach of the Contract on the part of the Exhibitor the Organisers may at their discretion allow the Exhibitor to withdraw from the Exhibition subject to the following conditions:

- The application is considered as binding and the contract becomes effective with the dispatch of the confirmation. Cancellation Policy:
  - 60+ days before exhibition opens: 70% refund
  - 30-59 days before exhibition opens: 50% refund
  - 0-29 days before exhibition opens: No refund
- Should the Exhibitor fail to observe or comply with any of the terms and conditions contained herein or if the Exhibitor shall fail to pay any of the unit costs at the time and in the manner aforesaid, then the Organisers may thereupon by written notices given to the Exhibitor rescind the contract.
- Upon the Organisers exercising their right to rescind the contract under subclause(b) of this clause, they may but are not obliged to relet or otherwise deal with the Exhibition space contracted by the Exhibitor in default on such conditions as the Organisers shall deem fit. In the event the Organisers having elected to but not able to relet the said Exhibition space, the Exhibitor in default shall be liable to pay the entire unit costs to the Organisers as liquidated damages for the loss of rental.

## 7. Changes

The Organisers reserve the right to change the venue and duration of the Exhibition if exceptional circumstances so demand. In the event of change of venue and/or duration, the agreement to participate shall remain in force so long as the Exhibitor is informed at least a month before such changes will take place. In the event of a change of venue and/or duration or cancellation of the Exhibition, the Exhibitors shall not be entitled to any claim for compensation in connection with their reservation for participation.

## 8. Construction and Decoration of Stand

Exhibitors will be allowed to decorate their booth as per schedule in Exhibitor's online account. Any damages caused by the Exhibitor or his/its contractors to other Exhibitors or common property shall be the responsibility of the Exhibitor. All Exhibitors must complete their construction and decoration by the date and time stipulated by the Organisers.

## 9. Movement of Exhibits

- Exhibitors shall bear the responsibility and expenses for the transport of exhibits to the Exhibition venue.
- Exhibitors shall make their own arrangement for storage and warehousing of their exhibits.
- Exhibitors shall remove all exhibits from the Exhibition hall within the period stipulated by the Organisers and shall indemnify the Organisers against any loss by reason of the delay or damage to the Exhibition hall.

## 10. Failure of Services

The Organisers shall not be liable for any loss sustained by the Exhibitor directly or indirectly attributable to the cancellation, suspension or reduction of duration of the scheduled Exhibition from the period advertised or specified due to:

- Force Majeure.
- Acts of War, Military Activity, Municipal Statutory or Civil Authority requisition.
- Fire, flood, typhoon, epidemic, excessively inclement of weather, earthquake, or a combination of the same.
- Damage caused by an aerial object or aircraft.
- Strikes or lockouts by workmen.

If the Exhibition is cancelled, reduced or postponed then and in such event the unit costs paid to the Organisers, or any part thereof may be refunded at the sole discretion of the Organisers to the Exhibitors but without prejudice to the Organisers' right to appropriate the entire sum or any part thereof for expenses they have already incurred for the Exhibition.

## 11. Security

The Organisers shall take all security precautions in the interest of the Exhibitors and visitors. However, the Organisers shall not be held responsible for any loss or theft of exhibits at the Exhibition hall during the build-up, exhibition and dismantling period. The Organisers shall also not be held responsible for any loss or damage to exhibits or any articles belonging to the Exhibitors.

## 12. Fire Regulations

All materials used in stands and exhibition constructions must be properly fire-proofed in accordance with local regulations. Fire marshals will patrol the Exhibition facilities and will be authorised to stop any demonstration that are potential fire hazards.

## 13. Insurance, Liability and Risks

All Exhibitors shall insure, indemnify and hold the Organisers and the venue owners harmless in respect of all costs, claims, demands and expenses to which they may be subject as a result of loss or injury arising to any persons howsoever caused while the said persons are upon or examining or passing the Exhibition stands, during the tenancy of the Exhibition. The liability or risks of the employees, agents or exhibits shall be the responsibilities of the Exhibitors.

## 14. Supplementary Clauses

Whenever necessary, the Organisers shall have the right to issue supplementary regulations in addition to those in the Terms of Contract to ensure the smooth management of the Exhibition. Any additional written regulations and/or instructions shall form part of these Terms of Contract and they shall be binding on the Exhibitors.

## 15. Conditions

By signing this application/contract, the above named exhibiting organization agrees to abide by all rules, regulations, terms and conditions as outline on both the front and the back of this application/contract in its entirety. This application becomes a contract and is binding on both parties on the date last written below when accepted and signed by Organizer. The document contains the entire Agreement between the parties and supersedes any prior agreement. The terms of this document may not be changed except in writing and signed by the parties.

Exhibitor Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CEE Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_