



Booking Form for AWAY fairs in June 2009

Please complete and fax to: +49 241-9633191 or +49 2306-758884

Prices:

Price per single fair (two staff members allowed):	650 €
Price per single fair after Jan. 31 st 2009:	750 €
Price per package (one staff member):	2050 €
Price per package after Jan. 31 st 2009:	2350 €
Price for 2 nd staff member package:	200 €
Price for 2 nd staff member after Jan. 31 st 2009:	300 €

An additional sales tax of 19% will be added to all prices given above.

Discount:

Booking AWAY fairs for 2nd or 3rd time: 5% of total amount due

We would like to register for the following AWAY fairs:

- Frankfurt, Friday, June 19th
- Aachen, Saturday, June 20th
- Essen, Sunday, June 21st

- package tour for one staff member: all 3 fairs (incl. transportation)
- plus package for 2nd staff member at same booth (incl. transportation)

We will present the following programs or services at the AWAY fairs:

- High School
- Private School and/ or Boarding School
- University Studies
- Language Studies
- Au Pair
- Work & Travel
- Volunteer Programs
- Internships
- Other: _____

We have read and understood the terms and conditions of the AWAY fairs:

Name of Institution: _____

Contact Person: _____

Address: _____

Zip-Code / City: _____

Country: _____

Phone: _____

Fax: _____

E-mail: _____

Web: _____

Name of Staff Member 1: _____

Name of Staff Member 2: _____

Date & Signature: _____

Stamp:

Contact details in case you have any questions:

Ms Annike Hueske, Associate Director away fairs
International Education Network GmbH & Co. KG
Office Aachen – Technologiezentrum am Europaplatz
Dennewartstraße 25-27 – 52068 Aachen – Germany
Phone: +49 241 9633190
Fax: +49 241 9633191
Email: info@away-fair.com



Terms and Conditions

General Information

We will provide the exhibitors with a rectangular, standard-sized table and two chairs at every location. We will not provide any room dividers or displays; the exhibitors are welcome to bring their own (max. 1.5m x 2m). Exhibitors are not allowed to bring their own booths. The organiser does not guarantee power supply or internet access at the fair venues.

The fair on Friday will take place from 11am until 5pm, the weekend fairs will take place from 10am until 4pm. Exhibitors will have access to the exhibition halls about one hour before the beginning of the fair.

1. Organisation

The AWAY fairs are organised by the International Education Network GmbH & Co. KG, Schloss Cappenberg, 59379 Selm-Cappenberg, Germany.

2. Booking

2.1 A booking is only valid if the official AWAY booking form has been completed and signed by a legal representative of the exhibiting institution and was sent to the AWAY office in Aachen (or Selm), Germany, via postal mail or facsimile.

2.2 If a potential exhibitor sends in the completed and signed booking form, this institution will not automatically earn the right to exhibit at the AWAY fairs. The booking form is a contract offer from the exhibitor to the organiser that the organiser needs to accept before it becomes valid.

2.3 By signing the booking form, the exhibitor accepts the terms and conditions of the AWAY fairs. The organiser will not accept any unilateral conditions or reservations made by the exhibitor. It is the exhibiting institution's responsibility that all staff members or otherwise related persons oblige to the terms and conditions of the fairs.

3. Acceptance of the Booking

3.1 The organiser decides which exhibitors are accepted. The organiser can exclude any exhibitor from the fair at his own discretion.

3.2 The exhibitor will receive a written acceptance notice of his booking (usually via email), which serves as the conclusion of the contract between the exhibitor and the organiser.

3.3 The organiser may exclude any exhibitors from the fair, who have not met their financial obligations to the organiser in the past. For the same reason, the organiser may revoke any acceptance letter/ email sent.

3.4 It is prohibited for two separate institutions to share one table or to promote the programs or services of more than one service at one table.

4. Prices

4.1 The prices to exhibit at the AWAY fair are listed on the AWAY booking form.

4.2 The booking prices are net prices. This means that the current sales tax will be added to the prices listed on the booking form and it will be stated on the invoice.

4.3 The organiser reserves the right to grant discounts to specific non-profit organisations at his own discretion.

5. Terms and Conditions of Payment

5.1 The payment to the organiser has to be made in full, in Euros and without any subtractions within 30 days of the date on the invoice. The timely payment of the invoice is a pre-condition for the assignment of any exhibition space at the AWAY fairs.

5.2 In case an exhibitor does not meet his obligations regarding the payment, the organiser reserves the right to terminate the contract with the exhibitor and assign the exhibition space to other participants of the fair.

6. Withdrawal from the Contract and Non-Participation in the Fair

6.1 The exhibitor may withdraw from the contract with the organiser on the following terms: withdrawal after the acceptance of the contract and

- more than 90 days before the fair(s): 75% refund
- less than 90 days before the fair(s): 60% refund
- less than 60 days before the fair(s): 40% refund
- less than 30 days before the fair(s): no refund

6.2 In case that an exhibitor does not officially withdraw from the contract and does not participate in the fair, no refund will be paid by the organiser.

7. Assignment, Design, Equipment and Staffing of the Exhibition Space

7.1 The assignment of exhibition space will take place at the day of the fair based on a lottery system. The organiser reserves the right to assign exhibition space in case of conflict among exhibitors.

7.2 The exhibitors will be provided with a rectangular, standard-sized table and two chairs. Exhibitors are now allowed to bring their own booths.

7.3 No room dividers or displays that exceed the size of 1.5m x 2m in width and height can be used.

7.4 Every exhibitor may design his exhibition space at his own discretion as long as this design blends in with the overall design of the fair. The organiser reserves the right to prohibit the instalment of any items that do not match.

7.5 Speakers or any similar devices are prohibited at the fair.

7.6 The organiser does not guarantee power supply or internet access at the fair venues.

7.7 To attach posters, flyers or any other promotional materials to the table, display or walls, the exhibitors will only use materials that neither dirt nor damage the table or the exhibition hall. In the case that the organiser has any additional costs due to the disregard of this condition, he reserves the right to defer these costs to the exhibitor.

7.8 Every exhibitor is required to have his or her table staffed with at least one student counsellor during the official exhibition time. Except for short periods of time, booths cannot be left unattended.

7.9 Up to two staff members are allowed at each booth (if package for 2nd staff member was booked or if exhibiting institution booked single fairs which includes payment for second staff member). Staff members have to stay behind the tables when talking to visitors to prevent the obstruction of other exhibitors.

8. Advertising Materials and Waste

8.1 It is prohibited to send any promotional materials (such as brochures) to the fair locations directly. Exhibition materials may usually be sent to the recommended hotels.

8.2 The exhibitors are not allowed to leave any promotional materials or waste at the exhibition space. They need to leave the space in a clean condition.

8.3 If exhibitors violate rule 8.1 or 8.2, the organiser reserves the right to exclude them from the fair and defer any payments/fees to the exhibitors.

9. Reservations

9.1 The organiser reserves the right to cancel the fairs or to change their location and duration, if

- a) less than 10 exhibitors book exhibition space at a fair location.
- b) the landlord of an exhibition hall terminates the leasing-contract because of necessary repair work or an accidental double-booking.

9.2 The exhibitors may terminate the contract with the organiser within 14 days after they have been informed by the organiser that the location or the time/ duration of the fair will be altered or the fair will be cancelled.

9.3 The exhibitors may also terminate the contract with the organiser if less than 10 exhibitors will participate in the fair. The current number of bookings may be requested from the organiser at any time. A termination of the contract is not possible less than four weeks before the beginning of the AWAY fairs.

9.4 The exhibitors will get a 100% refund if they terminate the contract due to the reasons mentioned in 9.2 and 9.3.

10. Domestic Authority and Violations

10.1 During the fairs, the exhibitors have to accept the domestic authority of the organiser on the premises of the fairs' venues. The exhibitors will have to follow the instructions of the organiser and his staff. The organiser reserves the right to exclude any exhibitor who violates the terms and conditions of this contract or does not follow the organiser's instructions from the participation in the fairs. In this case, no refund of any kind will be paid to the exhibitor.

In case that any conditions of these "Terms and Conditions" are void, not all terms and conditions are void.

Place of fulfilment and venue for both parties shall be the company address of IEN.