

**TO REGISTER PLEASE RETURN THIS FORM BY FAX OR SCAN AND E-MAIL**



16 – 19 February 2007  
 12th International Education Fair, Russia  
 16 - 17 Feb 07 in Moscow and 18 - 19 Feb 07 in Saint Petersburg

**Exhibition booking form**

Recommended deadline: 10 January 07      10% 'Early Bird' discount deadline: 1 November 06

The undersigned wishes to participate in the 12th International Education Fair 2007, subject to the terms and conditions described on the second and third pages of this document.

**Name of organisation**

**Nature of business**

**Contact**

**Position / Department**

**Address**

**Postal code**  **City**

**Country**

**Telephone**  **Fax**

**E-mail contact**  **Website**

**Bookings** We kindly advise you to return the completed form as soon as possible, this will ensure your participation on the exhibition.

**Exhibition participation**

**Moscow**  We require \_\_\_\_\_ sq.m at £195 per sq.m (min. area 9 sq.m)

**Saint Petersburg**  We require \_\_\_\_\_ sq.m at £195 per sq.m (min. area 6 sq.m)

**Advertising**

**Guide to International Education**  £336 - 1/2 page, full colour display

£637 - 1/1 page, full colour display

**Available discount** (10% Early Bird discount and/or 10% discount for booking both exhibitions)

**Total**

The fee is to be paid in full to Studycentral Ltd within two weeks from the date of the invoice. The payment must be sent by bank transfer or cheque to Studycentral. We will reserve the exhibition space and a place in the catalogue (if applicable) for you during this time. If the full payment is not received by Studycentral during this time, we can't guarantee you the above booking and any discounts given.

In case of registration of less than 30 days before the first day of the event, the total fee is to be fully paid on the same day or next consecutive day by urgent bank transfer and confirmed by a copy of payment to Studycentral by fax or e-mail.

Date	Name undersigned Mr./Ms./Mrs./Dr.	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please return order form to:**  
 Studycentral Ltd Reg No: 5958144  
 Fax: +44 (0) 1686 630 720  
 E-mail: irina@studycentral.co.uk

**For Studycentral use only**  
 Order no: \_\_\_\_\_ Client no: \_\_\_\_\_  
 Date: \_\_\_\_\_ Processed by: \_\_\_\_\_

# TERMS AND CONDITIONS

## 1. DEFINITIONS

In these Terms and Conditions:

- a) The word 'EXHIBITOR' means the person, company, firm or other organisation to whom space at the Exhibition has been allocated by the Organisers and, in relation to any term or condition imposing any prohibition, shall include employees, servants or agents of the Exhibitor.
- b) The word 'EXHIBITION' means 'Access Siberia' International Education Exhibition 2007.
- c) The word 'ORGANISERS' means 'Studycentral Ltd.'.

## 2. APPLICATION FOR PARTICIPATION AT THE FAIR

Exhibition Booking form must be sent to Studycentral per fax or e-mail. Applications will be dealt with in order of receipt.

The return of this form will be deemed as acceptance by the Exhibitor of exhibition space and applicable services and shall be deemed to be a contract in acceptance and in accordance with these Terms and Conditions. The Organisers shall reserve the right to refuse any application.

## 3. CHARGES FOR PARTICIPATION.

The charge for participation is as shown on the Exhibition Booking Form.

## 4. PAYMENT FOR PARTICIPATION AT THE EXHIBITION AND SERVICES

The Exhibitor shall pay a full amount by cheque or bank transfer within 14 days of the date of the invoice issued by the Organisers. In case of booking 30 days before the event, the participation at the exhibition and booked services has to be paid in full on the same day or next consecutive day by "same day" or urgent bank transfer and confirmed by a copy of payment to Studycentral by e-mail or fax.

If full balance is not paid by allocated date, the Organiser can't guarantee an allocated space and any applicable discounts. The Organiser has a right to charge a full price after the Exhibitor will fail to pay in full within the payment term of the Organiser's invoice. If payment is not received by the exhibition opening the Exhibitor has to pay 1% penalty calculated from the full amount of the booked exhibition participation and services per every overdue day excluding discount(s).

## 5. CANCELLATION OF THE BOOKING

If, after booking of exhibition space, an Exhibitor shall desire to cancel the participation at the exhibition, he must give written notice to the Organiser that he desires to withdraw and if the Organiser allows such withdrawal they will notify the Exhibitor of their decision in writing. A cancellation fee of 50% of the total charge for the exhibition space can be refunded to Exhibitor if the cancellation was officially made not later than 60 days before the start date of the exhibition. The Organisers will endeavour to re-let the exhibition space not required by the Exhibitor but if they shall be unable to do so, the Exhibitor shall remain liable to pay the full charge for the exhibition space allocated to him. Refund of any services/ products booked on its own or in a package with the exhibition is not possible.

## 6. CANCELLATION AND ALTERATIONS TO EXHIBITION PARTICIPATION BY ORGANISER

Whilst every endeavour will be made to adhere to the published dates, venue, schedule, duration and content of the Exhibition, the Organisers shall be entitled to slightly vary venue, content, schedule and dates of the exhibition, if in their opinion, this is in the general interest of the Exhibition.

In the event of the above mentioned alterations, the agreement to participate shall remain in force so long as the Exhibitor is informed at least one month before such changes will take place. In the event of cancellation of the Exhibition by the Organiser due to the low number of exhibitors, the Exhibitors will be entitled to the exhibition total fee. The Organisers shall be under no liability to the Exhibitor in respect of any other claims, losses, costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor because of the Exhibition cancellation. The cancellation for the exhibition will not affect other services and products on their own or as part of the package. The Exhibitor is still fully responsible to pay services and products booked in full.

## 7. BANKRUPTCY OR LIQUIDATION

In the event of an Exhibitor becoming bankrupt or (being a company) entering into liquidation other than for the purpose of reconstruction or amalgamation, or having a receiver appointed, the Organisers shall be at liberty to terminate forthwith the contract with such an Exhibitor and to cancel the allotment of exhibition space to the Exhibitor, and all sums paid by the Exhibitor under the contract shall be forfeited.

## 8. OCCUPATION OF EXHIBITION SPACE

The Exhibitor, his servants, agents, -employees and contractors, may enter the Exhibition area for the purpose of erecting and preparing his exhibit/s during the build-up time specified in the Exhibitor's Manual. In the event of an Exhibitor failing to take possession of his allocated exhibition space, the charges for such allocated exhibition space will nevertheless remain due to the Organisers.

The Organisers shall have the right to refuse to permit the Exhibitor to occupy or use the exhibition space until all sums due to the Organiser from the Exhibitor have been paid. Allocated space at the exhibition must be open for viewing and staffed during all exhibition open for public hours. Upon being required to do so by the Organisers, the Exhibitor shall cease to employ at the Exhibition any servant of the Exhibitor who shall be guilty of any conduct which, in the opinion of the Organisers, is prejudicial to the proper management of the Exhibition. The Organisers' tenancy of the Exhibition Hall terminates on the last day of the exhibition and the Exhibitor shall remove by the time specified in the Exhibitor's Manual all exhibits, displays and materials and other things brought to the Exhibition Hall by the Exhibitor.

Removal of exhibits and dismantling of stands/exhibition space may not commence until the official closing time of the fair in an allocated exhibition city.

## 9. ADVERTISING

Distribution of illustrative material is allowed only on the single exhibition area. No manifests can be exposed outside the area. Any other kind of advertisement is forbidden outside the exhibition area, including also the passage promotion near the same area. In case of professional misconduct above mentioned rule will cause an application fee introduced by Studycentral.

## 10. INSTALLATION

- a) No Exhibitor will be permitted to install his display or exhibits in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces of gangways.
- b) The organisers reserve the right to examine and exclude any exhibit. No Exhibitor will be permitted to install display material or exhibits which contravene security regulations as laid down by the venue proprietor.
- c) Gangways must be kept clear and free for passage and must not be littered or obstructed.
- f) All structures and materials, including signs, shall conform to the requirements of the Organisers.
- i) All electrical installations and connections must be carried out by the contractors appointed by the Organisers.
- j) No storage for packing cases or packing materials is provided within the Exhibition Hall. All such cases and materials must be removed from the premises before the Exhibition opens and not brought back until the official end of the fair.

## 10. PROMOTION

- a) Stand holders are not permitted to promote for sale (including display of posters, catalogues etc.) any product which is protected under UK patents, nor to display any actual finished products.

## Continued...

### 12. FREIGHT AND TRANSPORT

The official agent for freight forwarding, transportation and handling for the exhibition is to be found in the Exhibitor's Manual. Delivery agents (and exhibitors) must not deliver freight to the venues before the specified time for those purposes in the Exhibitor's Manual. Full details of the requirements for customs clearance and bonding formalities are available from the official agent.

Studycentral will do their best to ensure that all deliveries are allocated to the appropriate stands/exhibition space but this cannot be guaranteed and no responsibility can be taken for deliveries which do not arrive in time.

### 14. STAND CLEANING

Stand cleaning is included in the charge for stand space, but the Exhibitor is responsible to the Organisers for seeing that his stand is maintained in a clean and orderly state.

### 15. FIRE PRECAUTIONS

All materials used in constructional work, displays, etc. must be effectively fireproofed, or made of non-inflammable materials. Packing materials, litter and the like must be removed from the Exhibition areas. The Exhibitor must comply with any instructions given by the Organisers to avoid the risk of fire.

### 16. DAMAGE TO EXHIBITION BUILDING, FIXTURES, FITTINGS & SHELL SCHEME

The fixing of display material to the allocated space will be permitted only by methods laid down by the Organiser in Terms and Conditions. No any part of the Exhibition Building may be damaged or disfigured in any way. Should any damage occur, the Exhibitor responsible shall be liable for reparation charges incurred.

### 17. SECURITY

The Organisers will provide a site security service during the period of the tenancy but shall be under no liability for loss of damage. For the purposes of security, Exhibitor's name badges will be supplied. Badges must be worn at all times by the Exhibitor and his staff whilst within the exhibition area.

### 18. SUB-LETTING

Sub-letting or licensing the use of stand/exhibition space is not permitted, neither may the -products or services of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the Exhibitor is the sole United Kingdom selling agent for such products or firms, or express written permission has been obtained from the Organiser.

### 19. PUBLIC LIABILITY

The Organiser shall not be liable for any claims arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted, omitted or done thereon or there from during the period of the Exhibition or the construction and dismantling periods caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery, or other article of the Exhibitor or in the possession of or use of the Exhibitor or any servant or agency of his.

The Exhibitor will indemnify the Organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor shall effect adequate insurance in respect of all such claims, and the liability therefore assumed by the Exhibitor.

### 20. INSURANCE OF EXHIBITS

The Organisers do not accept responsibility for any loss or damage from any cause whatever, in respect of any property brought to the Exhibition premises by the Exhibitor or his servants, agents, sub-contractors or any other persons. The Exhibitor releases and indemnifies the Organisers in respect of any loss or damage to the exhibits or any other property brought to the premises whether it is his property or not. The Exhibitor shall adequately insure all such property in the joint names of himself and the Organisers on a full 'All Risks' basis for a sum insured equivalent to the full value of all exhibits and other property brought to the Exhibition. The Exhibitor shall provide the Organiser on request with satisfactory evidence that adequate insurance is in force.

### 21. POSTPONEMENT OR ABANDONMENT

If the Exhibition is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national/international emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, force majeure, the nonavailability, either wholly or partially, of the Exhibition premises, or any other cause not within the control of the Organisers, the Organisers shall be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential losses) costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the happening of any such events, if, by rearrangement or postponement of the period of the Exhibition, or by substitution or other premises, or in any other reasonable manner, the Exhibition can be carried through, the contracts for space shall be binding upon all parties, except as the size and position, as to which any modification, substitution or rearrangements considered necessary by the Organisers shall be determined.

### 22. FAILURE TO VACATE

If the Exhibitor, or his servants, agents or sub-contractors should fail to remove all his property or otherwise fail to vacate the Exhibition premises on the last day by the given time as per Exhibitor's Manual schedule due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the venue/exhibition hall owner, or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the Organisers, the Organisers may remove any property of the Exhibitor left at the Exhibition Hall by the Exhibitor after the said time and the costs of such removal shall be paid by the Exhibitor to the Organisers on demand.

### 23. INSURANCE

Insurance can be effected to meet the requirements of Conditions 18, 19, 20 and 21 and it is recommended that Exhibitors arrange such insurance of the type offered by various exhibition insurance companies.

### 24. EXHIBITORS' MANUAL

All information concerning the Exhibition, will be available on [www.studycentral.co.uk](http://www.studycentral.co.uk) in 2007 two month before the start date of the event.

### 25. SUPPLEMENTARY CLAUSES

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

The law of England and Wales will govern the construction of the Terms and Conditions here.