

BeSt³

BeSt
international

March 2nd to March 5th, 2017
The Job, Training and Education Fair

Messebüro

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Dear Ladies and Gentlemen!

BeSt³ – the Job and Education Fair – is Austria's largest education fair and provides expert advice and comprehensive and reliable information about training and education programmes as well as job opportunities in Austria and abroad. The fair is hosted jointly by the Federal Ministry of Education, the Federal Ministry for Science, Research and Economy and the Austrian Public Employment Service.

79,000 visitors as well as 345 exhibitors from Austria and many other countries gave evidence of the success of this event, which is an important source of information for Austrian students. Admission to the fair is free.

"BeSt International" is an important element of the fair; in 2016, 47 exhibitors from European and overseas countries used the opportunity to present themselves to an interested Austrian audience and to provide comprehensive information about requirements for participating in educational programmes and about stays in their respective countries.

In addition to counselling for visitors, the fair also offers an opportunity to establish and deepen contacts with Austrian and international institutions.

We would like to invite you to participate as an exhibitor at BeSt³. Please find detailed information on the pages below. We offer international exhibitors – upon previous arrangement – the opportunity of a three-day presence at the fair. If you choose this option you will have to inform us beforehand so we can include an appropriate note in our information material. At the same time, we inform you that choosing this option will not reduce stand prices.

Please completely fill in the registration form and send it to the BeSt³ office by Nov. 30th, 2016 . If you have any questions concerning organisational matters please contact us; we look forward to a beneficial co-operation.

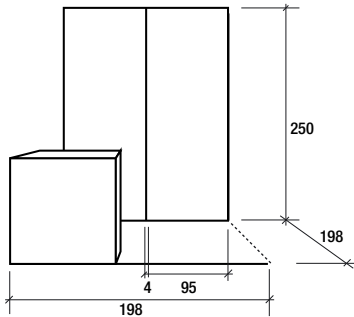
Best regards,

Your BeSt team

Ulrich Göttke-Krogmann

Dr. Horst Hundegger

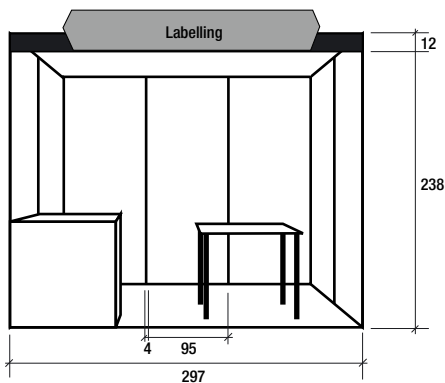
Furnishing and Stand Sizes



Type 4 sqm

(Stand: 2 x 2m)

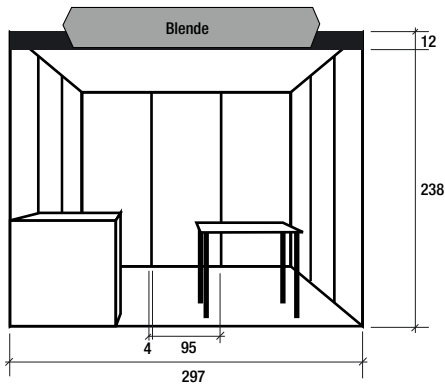
- 1 counter (height = 100cm, lock incl.)
- 1 bar stool
- carpet, lights
- on order:
 - wall outlet
 - stand labelling



Type 6 sqm

(Stand: 3 x 2m)

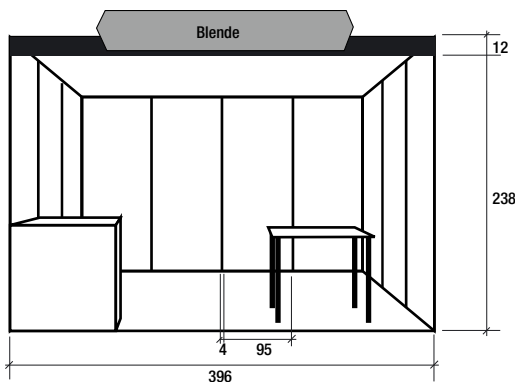
- 1 counter (height = 100cm, lock incl.)
- 1 bar stool
- 1 table (80cm x 80cm), 2 chairs
- carpet, lights, wall outlet
- on application:
 - wall coat hooks



Type 9 sqm

(Stand: 3 x 3m)

- 1 counter (height = 100cm, lock incl.)
- 1 bar stool
- 1 table (80cm x 80cm), 3 chairs
- carpet, lights, wall outlet
- on application:
 - wall coat hooks
 - 1 linm shelf
 - 1 sqm storage space



Type 12 sqm

(Stand: 4 x 3m)

- 1 counter (height = 100cm, lock incl.)
- 2 bar stools
- 1 table (80cm x 80cm), 3 chairs
- carpet, lights, wall outlet
- on application:
 - wall coat hooks
 - 1 linm shelf
 - 1 sqm storage space

Each stand has a rear wall and side walls.

Corner stands with only one side wall may result according to the general layout of the fair.

Terms and Conditions for Exhibitors

1) Organization

The BeSt³ (the Job and Education Fair Vienna with “BeSt International” and “BeSt Continuing Education”) is organised jointly by the Austrian Public Employment Service (AMS), the Federal Ministry of Education (BMB) and the Federal Ministry for Science, Research and Economy (BMWFW). The BMB’s Department I/7, is in charge of the organisation of the fair. Practical realisation is the responsibility of the BeSt³ office at Strozzigasse 2, A-1080 Vienna, Austria.

2) Goals

The fair aims to provide pupils, students, parents and educators with an overview of a great number of education and training programmes as well as job opportunities after the Matura secondary school leaving exam. Austrian students will have the opportunity to gather information about study programmes at universities abroad as well as about post-graduate study programmes. Visitors can get into direct contact with companies offering training programmes and/or jobs. For exhibitors the fair will be a platform for the establishment of co-operation projects and for the exchange of information. Exhibitors contribute to the realisation of these goals by assigning experts as consultants to the fair.

3) Admission requirements

In order to ensure implementation of the goals stated in item 2) the organisers reserve the right to examine submitted registrations. Rejections may occur, in particular, if registrations are received after Nov. 30th, 2016.

4) Charges for rent

For information on charges please refer to the registration form. Charges include:

- Rent for space;
- Stand/Booth assembly/setting up & furnishing/equipment;
- Power supply and power consumption;
- Stand labelling;
- Entry in the fair catalogue;
- Entry on the BeSt³ web pages;
- Advertising the fair in various media;
- Insurance as stated in item 16;
- Daily cleaning of the stand/booth.

For exhibitors who do not offer counselling on training, education or job opportunities in their respective fields and who want to use the fair merely for the purpose of recruiting new customers for their products, different rates will apply and have to be agreed with the BeSt³ office.

5) Payment

You will be invoiced at the beginning of February; information concerning bank and account number will also be submitted at this time.

The total amount due for the rent must be paid by February 28th, 2017 at the latest.

6) Registration, rent and cancellation policy

For registration deadlines please refer to the respective registration forms.

Registration and order of a stand at the BeSt³ Vienna shall be legally binding for the exhibitor/client from the date the respective form is duly signed. Agreements with the organiser shall be legally binding only when confirmed by the BeSt³ office by e-mail. If you do not receive a confirmation within seven days after registration, please contact the BeSt³ office.

In case of cancellation of the contract (signed registration form) by December 15th, 2016 a cancellation fee of 50 per cent of the rent for the stand is due and shall be paid four weeks after cancellation at the latest. For cancellations after this date the full rent for the stand is due and shall be paid four weeks after cancellation at the latest.

7) Allocation of stands

In allocating stands, the BeSt³ office takes into account the criteria below:

- Requests by exhibitors
- Overall concept of the fair.
Exhibitors are classified according to different areas which will be marked by different stand labelling colours to help visitors find their way through the fair:
A – General Advice and Information
B – Lifelong Learning
G – Health and social issues
i – Integration "Without Barriers"
J – Law and Administration
K – Arts and Culture
M – Media and Communication
S – Languages
T – Technology and Natural Sciences
U – Universities, Universities of Applied Science, Education (teaching)
W – Economy
- Floor plan; the surface area of stands may be increased or reduced by up to 10 per cent in order to adapt stands to available space in the exhibition hall if necessary.

8) Sublease

Subleasing stand space to another institution or company is admissible only with prior written consent from the BeSt³ office.

As a matter of principle, leaving advertising space to another company is not admissible; exceptions are possible only on special arrangement with the BeSt³ office.

9) Joint stands

It is possible to share a stand with another exhibitor.

Entries in the catalogue and on the web pages are included in the price.

10) Opening hours and attendance

The fair will be open from March 2 to March 4, 2017 from 9:00 to 18:00 and on March 5 from 9:00 to 17:00. Exhibitors have to ensure – in their own interest – that their stand is attended during opening hours.

11) Setting up, application and removal of decoration

Exhibitors will be informed in time about the schedule for stand decoration and removal. **Decoration items must be made of fireproof, non-flammable materials. Exhibitors using carpets and textile decoration of their own will need a fire-resistance certificate, which has to be presented on demand.**

Exhibitors using audiovisual equipment have to ensure that adjacent exhibitors are not disturbed. Exhibitors will be informed in time about size and location of their stand so they can prepare stand decoration accordingly. Structural changes of stands will not be possible on setup day before the beginning of the fair.

12) Stand design

The structure consists of aluminium posts and aluminium frames fitted with particleboard wall elements. It is prohibited to nail, screw or glue anything to the posts or frames or to apply paint. It is also prohibited to apply paint, non-removable wallpaper or carpet adhesive tape to the particle board wall elements; in case of non-compliance exhibitors have to bear the costs incurred. The use of removable wallpaper and of pins that do not perforate the wall boards is admissible; however, these have to be removed immediately after the end of the fair, otherwise the exhibitor will have to pay for additional costs. Exhibitors are responsible for any damage – even through negligence – to rented equipment and furnishing until these materials are duly returned to the stand construction company. If rented objects are not returned in good condition, the exhibitor will be charged the original price of missing or damaged objects. Complaints will be accepted only if put forward prior to the beginning of the fair.

13) Direct sale, contracts, prize competitions

Goods, products or brochures may be sold only with the express consent by the BeSt³ office. Concluding contracts or recruiting members is not admissible.

Any prize competition requires agreement with the BeSt³ office.

14) Catalogue

Entry of the institution/university in the BeSt³ catalogue and on the web pages is mandatory for all exhibitors and included in the charges for rent. After printing of the catalogue (mid-January) entries will be made on the web pages.

15) Internet access

The Wiener Stadthalle IT-department provides Internet access via WLAN or network cable.

Information about costs and other relevant issues is available in "Service for exhibitors" on www.bestinfo.at. If you choose the "Internet access" option on the registration form, this is a preliminary application, the contract proper will be concluded with the Wiener Stadthalle ITdepartment. You will be invoiced directly by Wiener Stadthalle.

16) Insurance

Exhibitors will have the opportunity to take out insurance for objects and equipment brought to the fair. Exhibitors will be informed about terms and conditions in time. Books, folders, brochures and floral decoration cannot be insured.

The organisers and the BeSt³ office will not assume any responsibility for objects that are deposited in the office or in spaces that have not been rented by exhibitors.

17) Promotion, advertising on the fairground

Distributing printed matter or any promotional gifts **outside** stands is not admissible.

18) "Service for exhibitors"

The BeSt³ office will provide exhibitors with information about the fair in the "Service for exhibitors" area at www.bestinfo.at. Please find the Login in the e-mail confirming your registration.

19) Jurisdiction

Place of jurisdiction and performance shall be Vienna, Austria.

20) Conclusion

The BeSt³ office reserves the right of decision on all matters not mentioned in items 1) to 18) of these Terms and Conditions as well as the right to take all requisite measures in such cases. By signing the registration form, the exhibitor/client accepts these Terms and Conditions for Exhibitors.