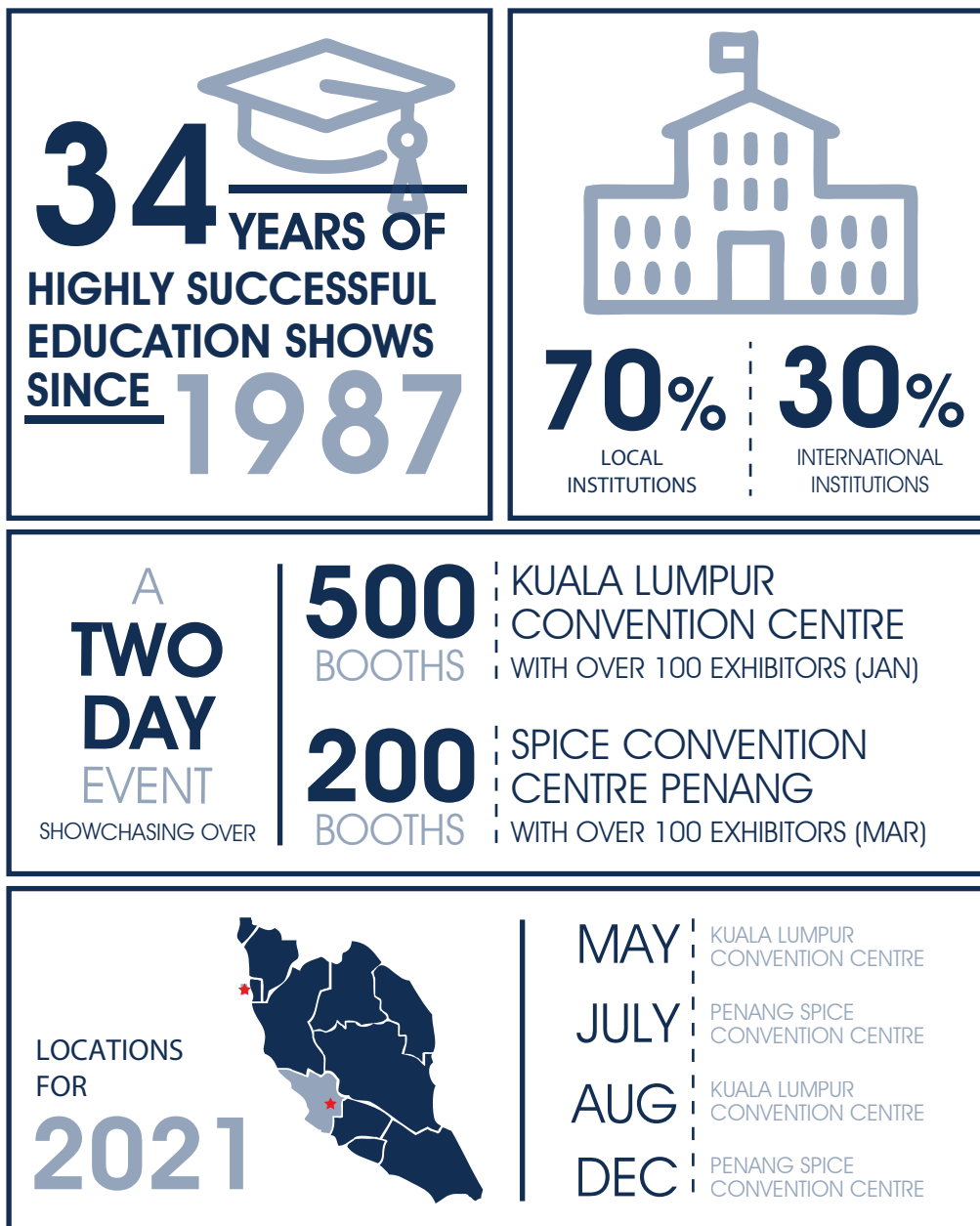




2021
BOOKING KIT

QUICK FACTS

A complete one-stop education exhibition for both foreign and local exhibitors offering educational programmes ranging from pre-university, diploma, undergraduate, postgraduate as well as professional and vocational courses. Visitors are able to obtain the latest information from the biggest selection of exhibitors, get education and career guidance from industry experts from career talks as well as career personality test and other organisations regarding scholarships and financial assistants available to students and much more.



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04 Additional Information

- Promote your institution's scholarship for FREE in our Education Fair Site, Facebook, Instagram & other online platforms

05 Course Listing

- Promote your course listings for FREE in our Education Fair Site, Facebook, Instagram & other online platforms

BASIC INFORMATION / TERMS & CONDITIONS



*more details will be in the exhibitor's kit and will be sent out just before the balloting session

ADMISSION

Admission is FREE. The Organiser reserves the right to refuse admission or to remove any person without giving a reason. This applies also to the build-up and tear down periods.

TARGET AUDIENCES

Secondary and tertiary level students preparing for or interested in further studies, working adults seeking further education, educationists, parents and others interested in or related to the education industry.

APPLICATION FOR PARTICIPATION

Submission of the booking form together with the company stamp shall be deemed as confirmation of participation and acceptance of all the terms and conditions, as well as the Rules and Regulations set forth by the Organiser.

RENTAL OF BOOTHS AND FLOOR SPACE AREA

- A. Standard Booth (Shell Scheme Booth) - the following facilities will be supplied on loan basis to all Exhibitors taking up the shell scheme package for the two (2) days:
- 3m x 3m
 - 2500mm height partition on both back and side walls complete with white laminated panel aluminium frame
 - 300mm aluminium framed fascia board with Exhibitor's name
 - 2 units of 40W florescent tubes mounted behind fascia board
 - 2 units of folding chairs
 - 1 unit of information desk
 - 1 unit of 13amp power point*
 - Concrete floor is covered with needle-punch carpet
- B. Standard Open Space (Open Space) - None of the above items will be provided. Just a bare space for rental of two (2) days:
- (3m x 3m)

PAYMENT

- A. Full payment must be made before the balloting session. Exhibitors are not permitted to attend the balloting session if payments are not settled prior to the balloting date. If payment cannot be made within that stipulated time, an undertaking letter with your company's letter head must be submitted to us with date of payment. All payments should be made to I.Star Events Sdn Bhd or via bank transfer to Standard Chartered Bank Malaysia Berhad, account number: 312-193795750. Bank transfer confirmation slip must be email to edufair@thestar.com.my
- B. Performance Bond should be made to the Organiser's designated Official Contractor and deadlines must be met for setup to take place.

CANCELLATION AND/OR CHANGES/EXTENDED SETUP TIME

- A. While every effort would be taken to hold the exhibition as scheduled, the Organiser reserves the right to cancel, postpone or make changes should circumstances warrant it. In the event of a postponement or change, the agreement to participate shall remain in force.
- B. Cancellations
- After balloting session (usually a month before the event) a penalty fee of RM1,000.00 per booth / space taken will be charge to the exhibitor.
 - 1 week before the event or event day, 70% of the full payment / rental of booths. E.g. RM5,500 rental for shell scheme booth, 70% will be RM3,850.00
- C. Extended Setup Time
- If a contractor does not complete their booth in the given time frame, hourly penalty will be charged;
- RM2,000 for the 1st hour and
 - RM1,000 for every subsequent hour thereon.
 - Payment must be made in cash to the organiser immediately before the setup.

BOOTH ALLOCATION

All rented booth(s) will be allocated by balloting. Only Exhibitors that have made full payment will be invited for the balloting. Exhibitors can authorise the Organiser to ballot on their behalf.

OFFICIAL MAIN CONTRACTOR

Will be informed once confirmed

GENERAL INFORMATION

- A. This independent Contractor appointed by the Exhibitor must be a registered contractor with the Official Main Contractor. The said contractor shall not commence with any form of work in the venue(s) unless and until the performance bond has been lodged and authorisation obtained from the respective Official Contractor.
- B. Performance Bond is to be made payable to the official contractor. The Exhibitor will also have to bear any charges levied by the Facility Landlord for damages caused to their property, flooring or for debris not cleared away. Provided the booth is completed on time, and no damages are caused, the Bond will be returned to the contractor in full after the exhibition.
- C. No worker pass will be issued to outside contractors without complying with the above rules and conditions.
- D. The permitted stand height may differ from different venues. Any design for a structure exceeding 2.44m in height must be submitted for approval at least 3 weeks prior to the exhibition and will be considered on a case-by-case basis. If approved, this structure will be restricted to a distance of 1 metre (3.28F) away from the dividing walls of the adjoining stands.
- E. Exhibitors are to comply with the build-up and tear-down schedules and procedures issued by the Organisers.

PROMOTION DURING THE EXHIBITION

Exhibitors are prohibited from placing stickers, signs or posters anywhere in the halls other than within their own stand. Likewise, Exhibitors' or their representative(s) may not distribute brochures, invitations, etc. along the aisle or near the entrances but only at their respective booth(s). Exhibitors who do not abide to this rule will be penalized with the said staff expelled from the hall and power of the booth disconnected.

FOOD AND BEVERAGE

Exhibitors are advised that food and beverages are not allowed into the exhibition halls. Exhibitors who wish to conduct food sampling exercise, please fill up the Centre Food Sampling Request form.

ORGANISER'S OFFICE

The Organiser's office will be set up at the exhibition site. It will also serve as an information and reception counter for the duration of the exhibition.

BOOTH (S) OPERATION

All exhibition stands must be fully staffed and operational throughout the opening hours of the exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause annoyance to visitors or other exhibitors.

SMOKING POLICY

Smoking is prohibited within the premises.

TEMPORARY PASSES AND EXHIBITOR TAGS

Each Exhibitor will be issued four (4) identity tags per booths in advance for security as well as for identification purposes. All exhibitors and their staff must wear these tags at all times.

INSURANCE/INDEMNITY

It is mandatory for all exhibitors to indemnify the Organiser and the Facility Landlord against all claims, demands, costs and expenses to which they may be subjected to as a result of loss, damage or injury to any person(s) while passing or visiting their displays during the exhibition. The Organiser will not be responsible for the safety of articles of any kind brought into the exhibition site by exhibitor(s), their staff or any person(s) whomsoever.

INTERPRETATION

The Organiser reserves the right to make changes, amendments and/or additions to the terms and conditions, rules and regulations, and the layout facilities governing the exhibition as and when considered necessary for the proper conduct of the exhibition. Interpretation of clauses contained herein shall rest entirely with the Organiser, whose decision shall be final and binding.

DISPUTES & ARBITRATION

Any unresolved disputes between the Organiser and the Exhibitor(s) shall be referred to a mutually-acceptable independent arbitrator operating under the Malaysian law.

ORGANISERS - ENQUIRIES

Star Education Fair
I.Star Events Sdn Bhd (104269-T)
Subsidiary of Star Media Group Berhad (10894-D)
Level 7, Menara Star, 15 Jalan 16/11
46350 Petaling Jaya, Selangor
Tel. No : 0 3-7967 1388 ext 1505 (Christine) /1097 (Ashley) /1541 (Asyraf)
E-mail : edufair@thestar.com.my

BOOKING FORM

SPECIAL PACKAGE

Confirm 4 venues and receive a 5% discount for you bookings!

| 22 & 23 MAY KL Convention Centre | | | 03 & 04 JULY Setia Spice Convention Centre, PG | | | 21 & 22 AUGUST KL Convention Centre | | |
|---|--|--|---|--|--|---|--|--|
| Booth Type Please Tick <input checked="" type="checkbox"/> | Shell Scheme <input type="checkbox"/> | Open Space <input type="checkbox"/> | Booth Type Please Tick <input checked="" type="checkbox"/> | Shell Scheme <input type="checkbox"/> | Open Space <input type="checkbox"/> | Booth Type Please Tick <input checked="" type="checkbox"/> | Shell Scheme <input type="checkbox"/> | Open Space <input type="checkbox"/> |
| Price Per Booth (RM) | 5,500 | 5,000 | Price Per Booth (RM) | 5,500 | 5,000 | Price Per Booth (RM) | 5,500 | 5,000 |
| No. of booth(s) | | | No. of booth(s) | | | No. of booth(s) | | |
| Total Rental | | | Total Rental | | | Total Rental | | |

| 11 & 12 DECEMBER Setia Spice Convention Centre, PG | | |
|---|--|--|
| Booth Type Please Tick <input checked="" type="checkbox"/> | Shell Scheme <input type="checkbox"/> | Open Space <input type="checkbox"/> |
| Price Per Booth (RM) | 5,500 | 5,000 |
| No. of booth(s) | | |
| Total Rental | | |

Name of Institution:
(To appear in fascia & listings)

Name of Company: ROC No:
(Tax Invoice issued to)

Address:

Contact Person: Date: Signature:

Designation:

Tel No. (Mobile): Company Stamp:
(As per ROC registered)

Tel No. (Office):

Email Address:

TERMS & CONDITIONS

All booths are subjected to balloting.

- Following receipt of the booking form, an Invoice indicating the full amount for each booked Fair will be issued.
- Once the Invoice is issued, Exhibitors are required to make payment in FULL. Full amount MUST be made before the balloting session for each Fair which will held about two(2) months before the Fair.
- Once the full amount is received for each Fair, a receipt will be issued upon request.
- CANCELLATIONS:**
 - After balloting session (usually a month before the event) a penalty fee of RM1, 000.00 per booth / space taken will be charge to the exhibitor.
 - 1 week before the event or event day, 70% of the full payment / rental of booths. E.g. RM5,500 rental for shell scheme booth, 70% will be RM3,850.00
- The organiser reserves the right to release the booking if full amount is no received within the stipulated dateline.
- If payment is not made before the balloting session, an LOU is require stating the date of when the payment will be made.
- By sending the booking form, your booking is confirmed and you have agreed to the basic informations/ terms & conditions on the previous page.

ONGROUND VENUE A&P GUIDE

The Star Education Fair would like to provide more publicity for our exhibitors. This is a good opportunity for on-ground advertising to create a better impact and more exposure at our fair.

OPTION 1



HANGING BANNER

- 1 Unit (2 sides)
- Size: 2000mm x 4000mm

*only available for fairs in KLCC

RM2,400

OPTION 2



BRANDING PANEL

- 1 Unit
- Size: 2500mm x 1000mm

RM800

OPTION 3



HANGING BANNER

- 1 Unit (2 sides)
- Size: 2000mm x 4000mm

*only available for fairs in KLCC



BRANDING PANEL

- 1 Unit
- Size: 2500mm x 1000mm

RM2,800

ONGROUND VENUE A&P GUIDE

OPTION 4

SPONSORSHIP ON TALKS AREA

- Title: Powered by
- Logo appearance on Programme Board (min 2 pieces on ground)
- Logo appearance on Stage Backdrop (x1 piece on ground)
- Logo appearance on Talks Schedule (Event Supplement & Facebook)



Programme Board



Stage Backdrop



Talk Schedule

ONGROUND VENUE A&P GUIDE

OPTION 4



BRANDING PANEL (on partition)

- Size: 2500mm x 1000mm



BRANDING PANEL x3 (inside talks area)

- Size: 2500mm x 3000mm



LOGO APPEARANCE ON EDUCATION & CAREER TALKS HANGING BANNER

*only available for fairs in KLCC

RM25,000

ADDITIONAL INFORMATION

The Star Education Fair would like to promote your scholarships and other promotions during the period of the fairs for FREE in our Education Fair Site, Facebook, Instagram and other online platforms. Please fill in the details below in order for us to plan ahead for the publicity.

Submission deadline: 30 March 2021.

Name of Institution:

Name of Scholarship:

Details of Scholarship:

Period of Scholarship:

Contact person:

Email:

TYPE OF PROMOTION DURING THE FAIR

22 & 23 May
 3 & 4 July
 21 & 22 Aug
 11 & 12 Dec

ANY OTHER ACTIVITIES THAT YOU WOULD LIKE US TO PROMOTE?

22 & 23 May
 3 & 4 July
 21 & 22 Aug
 11 & 12 Dec

COURSE LISTINGS

Submission Deadline: 30 March 2021



NAME OF INSTITUTION

Please tick in the appropriate box(as many as applicable)

Pre-University

- A Level
- ADP / AUP
- AUSMAT
- IB
- CIMP / CPU
- Foundation
- Other Pre-U course
- Accounting
- Actuarial Science
- Advertising
- Aerospace
- Animation / Media Design
- Architecture
- Audio Engineering
- Automotive Engineering
- Aviation
- Baking / Pastry
- Biochemistry
- Biology
- Biotechnology
- Biosciences
- Building Management
- Business
- Chemical Engineering
- Chemistry
- Civil & Structural Engineering
- Communication / Mass Communications
- Computer Science
- Computing & IT
- Culinary Arts
- Dentistry
- Design / Graphic Design
- Drama / Fine Arts
- E-Commerce
- Early Childhood Education
- Economics
- Education
- Electrical & Electronic Engineering
- English
- Entrepreneurship
- Environmental Science
- Event Management
- Fashion Design
- Finance
- Food Science / Food Technology / Nutrition
- Games Design

- Hair / Make-up / Image Consultancy / Beauty
- Hospitality / Hotel Management
- Human Resource Management
- Information Systems
- Interior Design
- International Business
- Law
- Marine Science / Biology
- Marketing
- Materials Science / Engineering
- Mathematics / Statistics
- Mechatronics
- Mechanical Engineering
- Media Studies / Radio / TV / Film
- Medicine
- Music
- Multimedia Design / Technology
- Nursing
- Occupational Therapy
- Optometry
- Pharmacy
- Physiotherapy
- Pilot Training
- Polytechnic Science
- Psychology
- Public Relations
- Quantity Surveying
- Radiography
- Secretarial
- Skills Training
- Software Engineering
- Tourism / Travel
- Veterinary Science
- Other Courses

Postgraduate Courses

- Master of Arts (MA)
- Master of Business Administration (MBA)
- Master of Education (M.Ed)
- Master of Science (Engineering) MSc
- Master of Information Technology (MIT)
- Master of Laws (LLM)
- Other Postgraduate Course
- Doctor of Philosophy (PhD)
- Doctor of Business Administration (DBA)
- Professional course

Countries of Universities your Institution is currently affiliated / twinning with:.....