



EUROPEAN UNION

Delegation to Japan

Political, Press & Information Section

Tokyo, 12 January 2024

DELJPN PPI/rk

Annex 1

European Higher Education Fair 2024 Japan (EHEF 2024) Terms and Conditions

These are the Terms and Conditions for participation in EHEF 2024, drafted by the **Organizing Committee** (Delegation of the European Union to Japan, DAAD Japan), to be followed by the **Exhibitor** (the eligible institution, network or consortium of institutions, national representation, or their representative, which has made a successful application to the Organizing Committee to participate in EHEF 2024)

I. Exhibitor eligibility

In order to be eligible to exhibit at the EHEF 2024, an institution must be:

- an Embassy or official national education/cultural agency in Japan of one of the EU Member States
- a representative in Japan of an EU initiative or programme (e.g. Erasmus+, Horizon Europe, Vulcanus in Europe)
- an official national education agency in one of the EU Member States
- an officially accredited higher education institution with their headquarters in one of the EU Member States

II. EHEF 2024 outline

i) Dates and Venues

- Tokyo event: Saturday 15th June, 12:00-18:00
Venue: Satta Hall, Ichigaya Campus, Hosei University
- Kyoto event: Sunday 16th June, 12:00-18:00
Venue: Ryoshinkan, Imadegawa Campus, Doshisha University

ii) Format

- The running of a booth to promote study options to visitors. Students will register in advance to attend either in Tokyo or Kyoto.
- Each booth will consist of one table, two chairs for staff, and 4 chairs for visitors. A WIFI router will be provided at each booth.
- The EHEF 2024 website will go live 4-6 weeks before the event, and will feature individual pages for each exhibitor, which prospective students can access to download documents, watch pre-recorded presentations and other videos.
- No exhibitor participation fees will be charged by the Organizing Committee.

iii) Staff on 15th -16th June

- Exhibitors may decide how many staff to bring, **BUT** there will only be space for two staff to be behind the booth at any one time. Therefore, staff are asked to work in shifts behind the booth.

iv) Interpretation at booths

- In principle, it is expected that in-person consultation sessions with prospective students will take place in Japanese or English, or in English with Japanese interpretation. The Organizing Committee will not provide interpretation. Exhibitors are therefore requested to arrange their own interpreters as required.

III. Booth allocation

The event is free to attend. Booths are allocated to eligible education institutions on a first-come, first-served basis, with, in principle, two places guaranteed per eligible country. If after the initial deadline certain places have not been taken up, they will be offered to institutions from other countries in the order that applications were received. Should places still be available these will be made available to institutions in all eligible countries on a first come first served basis. Irrespective of this, the maximum number of booths permitted for any single country in either venue is twelve.

Institutions will only be considered on receipt of a complete online application form. The Organizing Committee reserves the right to select institutions to take part in the fair based on the exhibitor selection criteria, as described above. Flights and accommodation in Japan should not be booked until participation has been approved by the Organizing Committee.

Sharing of booths is not possible, however, applications for single or multiple booths made on behalf of a consortium may be considered. In this case the booth name will be that of the consortium, and not of the individual institutions that make up the consortium.

Institutions interested in exhibiting at EHEF 2024 must apply first via the online form:

<https://ec.europa.eu/eusurvey/runner/EHEF2024ApplicationForm>

Once participation is approved, institutions will be asked to complete institution details for use on the EHEF website on a separate form.

Exhibitors will accept the booth that is allocated to them by the Organizing Committee.

Exhibitors must not change the booth structure, fascia board, or any other element that is common to all booths without prior approval from the Organizing Committee. Depending on the location of the booth area, specific locations may have electrical boxes and cables running through or beside the booth.

IV. Accommodation, travel and freight

All accommodation, subsistence, visas, insurance, freight charges or international or domestic travel costs or other ancillary costs arising out of participation in EHEF 2024 are to be covered by the exhibitors. Flights and accommodation in Japan should not be booked until participation has been approved by the Organizing Committee.

V. Promotional materials and displays

Exhibitors are NOT allowed to distribute literature or materials or any promotional items of any sort outside of their booth, either inside or outside the Fair exhibition area. Exhibitors may be asked to submit all promotional items, materials, literature and displays to the Organizing Committee for approval and to make such changes as shall be agreed. If agreement cannot be reached, the Exhibitor must withdraw the literature, material or display. The Organizing Committee reserves the right to close down any booth not respecting the Organizing Committee's requirements.

VI. Use of venues

The venues shall not be used for any illegal or immoral purpose and the Organizing Committee reserves the right to remove all material that in their sole opinion may be considered offensive or obscene. It is forbidden to have any cash transaction at the venues.

VII. Loss or damage to Exhibitor's property

The Organizing Committee shall have no liability for the damage, theft or loss of any Exhibitor's property in any circumstances. The Exhibitor is responsible for taking out adequate insurance.

VIII. Loss or damage caused by the Exhibitor

The Exhibitor will indemnify the Organizing Committee against: all actions, claims, suits, costs, expenses, demands (whether in respect of damage to property, personal injury or otherwise and including all legal costs and other expenses suffered or incurred by the Organizing Committee) which

any person may bring or claim arising from and out of the use of the Venues by the Exhibitor, its employees, servants, contractors and invitees; loss and damage to the Venues and to any property therein arising out of the use of the Venues by the Exhibitor, its employees, servants, contractors or invitees and in particular but without prejudice to the generality, of the foregoing caused by the use or misuse of water, gas or electricity.

IX. Personal accidents

The Exhibitor must occupy and use the Venues and the space there allocated to it at its own risk and neither the owner nor the Organizing Committee accept any liability for any accident, damage or injuries suffered at the Venues by the Exhibitor, its servants, agents, contractors, invitees, member of the public, or any person whatsoever.

X. Cancellation of participation

Notice of cancellation must be given in writing by e-mail to the Organizing Committee at delegation-japan-event@eeas.europa.eu, by 1st May at the latest. Depending on the reasons given, cancellation notifications may result in applications for future EHEF Japan events not being approved by the Organizing Committee.

XI. Cancellation or format change

The Organizing Committee reserves the right to change the format (i.e. to go fully online), postpone, curtail, move, extend or abandon EHEF 2024, if unforeseen events so require. Exhibitors will be informed immediately should such changes be required.

XII. Disclaimer

The Organizing Committee accepts no liability for loss or damage suffered by the exhibitor and caused by:

- The failure of any service or amenities which the Organizing Committee is responsible for providing;
- The failure of any service or amenities to be provided by the EHEF 2024 contractors;
- Cancellation or suspension of the EHEF 2024 due to force majeure, including but not limited to earthquake, typhoon, adverse weather, strikes, fires, floods, terrorism, pandemics, acts of god or any natural disaster, or by reason beyond the Organizing Committee's control.

Exhibitors will be responsible for any cancellation charges on flights, accommodation and any other costs that they may incur.

There are circumstances where acts of god, natural disasters, tension or incidents will raise a safety threat but not be sufficient to cancel EHEF 2024. In such circumstances, some individuals or institutions may feel unwilling to visit the country and therefore decide to withdraw from the event. The Organizing Committee would make every effort to facilitate this with the minimum penalty to the Institution.

The Organizing Committee accepts no responsibility whatsoever for licensing matters, customs duties, import charges, taxes, and the delivery of visas, hotel rooms or Exhibitors' travel arrangements.

XIII. Termination of participation

The Organizing Committee is entitled to terminate without notice the participation of an Exhibitor if:

- The Exhibitor or its designated representative commits any breach of, or fails to observe, any of the conditions or regulations set out in these terms and conditions;
- The Organizing Committee, at its sole and absolute discretion, decides that participation shall be terminated;
- The Exhibitor has a receiver appointed over all or part of its assets, enters into liquidation, or commits an act of bankruptcy, whether compulsorily or voluntarily;

XIV. Agreement to Terms and Conditions

By submitting the online application form to exhibit at the Fair, the Exhibitor agrees to these Terms and Conditions.