

## SIGNING UP FOR CIEET!

Please email the completed application form to [cieet\\_info@cscse.edu.cn](mailto:cieet_info@cscse.edu.cn)

Please complete the form below and email to the CIEET Organizing Committee. Your application is subject to the approval of the Organizer (Chinese Service Center for Scholarly Exchange).

### **Please read all the notes below before making the reservation:**

- Application deadline: There is no official deadline for booth application as far as there are booths available. However, exhibitor may miss the free info display on CIEET official website after the submission deadline.
- The application must be made directly from institutions. A copy of the institutions' authorization letter is required if the domestic agency is entrusted for registration, and the letter must be directly submitted by email from that authorizing institution, fax copy is not acceptable.
- A General Booth is usually a linear booth that has three partition walls, or other booth type assigned on a "first-come, first-served" basis by the Organizer in its absolute and exclusive discretion. The standard booth is 3m x 2.5m in Beijing, Shanghai and Guangzhou, and is 3m x 2m in Chongqing. Each standard booth is equipped with basic fittings of space, partition walls up to three sides, fascia board with exhibitor's name in Chinese and English, information counter, chairs and two lights.
- A 25% additional booth rental shall be levied for Corner booth.
- An additional 50% levy on booth rental shall be imposed on booth sharing institutions. No more than 2 institutions can share a standard booth.
- The exhibition agenda: 8th April 2023(Saturday) in Beijing, 11<sup>th</sup> April 2023(Tuesday) in Chongqing, 15<sup>th</sup> April (Saturday) in Guangzhou and 16<sup>th</sup> April (Sunday) in Shanghai. All exhibitors will be provided a detailed itinerary in due course.
- Overseas exhibitors unable to participate in the on-site exhibition due to international travel restrictions can apply for online exhibition. CIEET Organizing Committee will provide technical guide and staff support for online exhibitors.
- Exhibitors are not allowed to carry out any promotion activities (e.g. distributing flyers or other promotion materials) outside their own booths. Promotion activities in passageways are strictly prohibited.
- The payments could be settled in USD/ RMB /GBP /AUD or EUR (Please tick to confirm the currency you prefer for payment and invoice on the application form). The payment should be received by 14 calendar days from the date of invoice(s) or at least before 7<sup>th</sup> April, 2023. Any overdue bookings /incomplete payment may be cancelled without prior notice.
- All subsequent cancellation requests must be made in writing. No refund shall be made if the cancellation request is made on or after 24<sup>th</sup> March, 2023 and 50% charge shall be levied if the request is made between 8<sup>th</sup> Mar 2023 and 24<sup>th</sup> March 2023 (both dates inclusive).

# 2023 CIEET Application Form

Note: The Chinese and English Exhibitor Names below will be used in exhibitor list and booths' fascia boards etc.

Please contact the Organizing Committee before 31<sup>st</sup> March 2023 should there be any changes.

Institute Name (in English) :			
Institute Name (in Chinese) :			Country/Region:
Institute Address:			
Institute web site:		Fax:	
Contact Person:		Job Title:	
Tel:		Email:	
Date	City	Standard Booth Size	Prices for Standard Booth /Online Exhibition (Tick on ONE currency you preferred for invoice)
8 <sup>th</sup> April (Saturday) 10:00-16:30	Beijing	3m x 2.5m	CNY23,000 <input type="checkbox"/> / US\$3,400 <input type="checkbox"/> / GBP3,000 <input type="checkbox"/> / EUR3,400 <input type="checkbox"/> / AUD5,200 <input type="checkbox"/> <b>Apply for ( ) booth(s)</b>
11 <sup>th</sup> April (Tuesday) 10:00-16:30	Chongqing	3m x 2m	CNY18,000 <input type="checkbox"/> / US\$2,700 <input type="checkbox"/> / GBP2,400 <input type="checkbox"/> / EUR2,700 <input type="checkbox"/> / AUD4,100 <input type="checkbox"/> <b>Apply for ( ) booth(s)</b>
15 <sup>th</sup> April (Saturday) 10:00-16:30	Guangzhou	3m x 2.5m	CNY22,000 <input type="checkbox"/> / US\$3,200 <input type="checkbox"/> / GBP2,800 <input type="checkbox"/> / EUR3,200 <input type="checkbox"/> / AUD5,000 <input type="checkbox"/> <b>Apply for ( ) booth(s)</b>
16 <sup>th</sup> April (Sunday) 10:00-16:30	Shanghai	3m x 2.5m	CNY22,000 <input type="checkbox"/> / US\$3,200 <input type="checkbox"/> / GBP2,800 <input type="checkbox"/> / EUR3,200 <input type="checkbox"/> / AUD5,000 <input type="checkbox"/> <b>Apply for ( ) booth(s)</b>
March-April	Online Exhibition		CNY22,000 <input type="checkbox"/> / US\$3,200 <input type="checkbox"/> / GBP2,800 <input type="checkbox"/> / EUR3,200 <input type="checkbox"/> / AUD5,000 <input type="checkbox"/>
Signature:		Date:	

## Discount Policy:

- Each registered exhibitor will be offered online info-display on the CIEET official website.
- Early bird Discount:
  - A discount of 10% off for exhibitors registered before 10th February 2023
  - A discount of 5% off for exhibitors registered before 10th March, 2023
- Register for more than one station (cannot be combined with early bird discount at the same time):
  - A discount of 10% off for exhibitors registered for 2 cities.
  - A discount of 15% off for exhibitors registered for 3 cities.
  - A discount of 20% off for exhibitors registered for 4 cities.
- Online Exhibition  
A discount of 25% off will be given for online exhibition for exhibitors who registered on-site exhibition at the same time.

Note: The organizer reserves the right for final interpretation of above information.