

# BeSt<sup>3</sup>

BeSt  
international **SPEZIAL**

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

in cooperation with

**fulbrightaustria**



Dear Ladies and Gentlemen!

The BeSt<sup>3</sup> – the Job and Education Fair in Vienna is Austria's largest and most important educational fair. Nearly all high school students in the Matura (college-bound) track visit the BeSt during their time at school. Many return during their studies or as young professionals seeking further educational and career opportunities.

One of the fair's annual highlights is the BeSt International. National advising services (Fulbright Austria, EducationUSA, British Council, Campus France, ZAV Deutschland, etc.) are on hand to counsel students about opportunities around the world, and international universities (generally those that use German as the language of instruction) attend the fair each year to recruit qualified local students.

Given Austrian students' excellent English skills, strong academic qualifications, and interest in studying in English-speaking countries, we are keen to attract more universities from English-speaking countries to participate in the BeSt<sup>3</sup>. To that end, we are pleased to be cooperating closely with **Fulbright Austria** and **EducationUSA** on a new program: **the BeSt International Spezial**. This will give international universities the opportunity to concentrate their presence at the BeSt<sup>3</sup> and appear for a **single day**.

**We invite you to introduce your university to Austrian students at the BeSt<sup>3</sup> as part of this year's BeSt International Spezial. The fair will take place March 2-5 2017 in Vienna.**

We are offering a special room reserved for international universities, where you can book one or more four-hour blocks on Friday (March 3), Saturday (March 4), or Sunday (March 5). The registration fee includes your university's listing on the [www.bestinfo.at](http://www.bestinfo.at) homepage and in the fair catalog.

You also have the option of reserving a display wall at the fair. Prominently located and staffed by fair personnel, this is a meter-long display with informational materials that will stay up for the four-day duration of the fair and increase your institution's visibility.

Please see the attached registration form for a detailed list of fair costs and associated services. We would be pleased to welcome you to the inaugural BeSt<sup>3</sup> International Spezial in 2017 and look forward to working with you!

Best wishes,  
Your BeSt<sup>3</sup> team

Ulrich Göttke-Krogmann

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**Fair Office**

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# Event Profile

## The BeSt<sup>3</sup>

targets pupils, high school graduates, students at universities, school and university drop-outs as well as parents, teachers, university graduates, professionals and others interested in continuing education.

## Exhibitors include

universities, post-secondary course and certification program providers, Fachhochschulen (colleges of applied science), academies, private educational program providers, language schools, interest groups, as well as companies informing about jobs and in-house training programs.

## BeSt<sup>3</sup> is jointly organized

by the Federal Ministry for Education and (BMB), the Federal Ministry for Science, Research and Economy (BMWFW) and the Austrian Employment Service (AMS)

## The catchment area

comprises mainly Vienna, Lower Austria and the Burgenland, but also Upper Austria, Styria and Salzburg as well as neighboring countries such as the Czech Republic, Slovakia, and Hungary.

**Duration:** Four days

**Number of visitors:** approx. 75,000

**Number of exhibitors:** approx. 350

**Exhibitors from abroad:** approx. 40

## Visitors Statistics 2016

Out of the total of 78,000 visitors on all four days, 1,757 participated in the survey.

[Download Visitors Report BeSt<sup>3</sup> 2016 \(German only\) PDF \(303 kB\)](#)



# Terms and Conditions for Exhibitors

## 1) Organization

The BeSt<sup>3</sup> (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 and (BMB) and the Federal Ministry for Science, Research and Economy (BMBWF). The BMB’s Budget Department is in charge of the organisation of the fair. Practical realisation is the responsibility of the BeSt<sup>3</sup> 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 postgraduate 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 cooperation 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 BeSt<sup>3</sup> 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 BeSt<sup>3</sup> 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 BeSt<sup>3</sup> 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 BeSt<sup>3</sup> office by e-mail. If you do not receive a confirmation within seven days after registration, please contact the BeSt<sup>3</sup> 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 BeSt<sup>3</sup> 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 BeSt<sup>3</sup> office. As a matter of principle, leaving advertising space to another company is not admissible; exceptions are possible only on special arrangement with the BeSt<sup>3</sup> 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. Special conditions for BeSt International Spezial (see Registration Form)

### **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 BeSt<sup>3</sup> office. Concluding contracts or recruiting members is not admissible. Any prize competition requires agreement with the BeSt<sup>3</sup> office.

### **14) Catalogue**

Entry of the institution/university in the BeSt<sup>3</sup> 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](http://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 IT-department. 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 BeSt<sup>3</sup> 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 BeSt<sup>3</sup> office will provide exhibitors with information about the fair in the "Service for exhibitors" area at [www.bestinfo.at](http://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 BeSt<sup>3</sup> 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.