



AIEF Fair Policies

- School representatives must staff booth during all fair hours. See Fair Itinerary for fair hours.
- All school representatives at the booth must wear an authorized AIEF name badge at all times during the fair. Alumnus and friends, who do not have a name badge, should not work at the booth passing out school information to visitors. On site registration is (KRW10,000, NT350, and/or RM B100) per person per city to receive a name badge and fair materials.
- Primary School representatives who are pre-registered with AIEF cannot be substituted by representatives that sign up on-site to attend events and programs arranged by AIEF before and during the fair.
- Each fair booth must be represented by at least one primary school representative. The primary school representative must be authorized by a campus-based official and be pre-registered with AIEF's California office prior to the fair.
- School representatives must confine all materials and activities to their contracted booth space. Recruiting students in an aisle way or any other location outside of the booth assigned by AIEF is prohibited. Failure to adhere to this policy could result in removal from the booth.
- Bilingual assistants provided by AIEF shall assist schools only within the premises of the fair venue. Due to insurance liabilities, bilingual assistants are not permitted to perform duties outside the fair venue.
- In the event of fire, strike, war, or any other unforeseen occurrence that renders the fulfillment of the Fair impossible, AIEF may, at AIEF's option, terminate, cancel, or change the Fair dates, venue locations, and Fair programs. Under such circumstances, AIEF shall notify the fair participants as early as is practical. AIEF shall not be financially liable for such changes.
- All exhibitors are prohibited from displaying signage or disseminating materials at their booths from other businesses, educational organizations, political organizations, associations, or any other entities without obtaining advance written permission from AIEF.

****The primary school representative is responsible for ensuring that all other school representatives comply with these stated policies.**

Cancellations: To cancel your fair participation, please email a written statement to info@aief-usa.org. Written requests are the only accepted method of cancellation. Your cancellation will be finalized upon your receiving a confirmation reply from AIEF. No charges will be incurred for cancellations made by December 30, 2009 (March 30, 2010 for China Fair). Cancellations made between December 31, 2009 – January 30, 2010 (March 31 – April 30, 2010 for China Fair) will incur a cancellation fee of \$600 per fair city. Cancellations made after January 30, 2010 (April 30, 2010 for China Fair) will incur the full price of the fair(s). Payments should be made by U.S. check. Fair payments received after January 30, 2010 (April 30, 2010 for China Fair) are subject to a 5% late fee. Optional services payments are due by February 15, 2010 (May 15, 2010 for China Fair). Optional services will not be provided if payments are not received by February 28, 2010 (May 30, 2010 for China Fair).