



AIEF Fair Policies

- School representatives must staff their booth during all fair hours. See fair itinerary for fair hours.
- Each institution registration includes one primary school representative; this individual must be authorized by a campus-based official prior to the fair and must be present at the fair booth. Primary school representatives are eligible to attend scheduled AIEF events before/during/after the fairs. These representatives may not be substituted by any other representative.
- Additional representatives may be pre-registered for USD \$65 per person per city to receive an AIEF fair name badge and to attend scheduled AIEF events before/during/after the fairs. Representatives may also be registered on-site for KRW10,000 (Seoul fair) and NT350 (Taiwan fairs) per person per city to receive an AIEF fair name badge.
- All school representatives at the booth must wear their own authorized AIEF standard name badge at all times during the fair. Alumni and friends who do not have a name badge are not permitted to be in the designated booth area at any time during the events.
- School representatives must confine all materials and activities to their contracted booth space. Recruiting students in an aisle way or any location outside of their assigned booth is prohibited by AIEF.
- 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.
- 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.

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 spring fair cancellations made by December 30, 2011. A cancellation fee of \$600 per fair city will be incurred for cancellations made between December 31, 2011 and January 30, 2012. Cancellations made after January 30, 2012 will incur the full price of the fair(s).

Payments: Amounts are payable by check in U.S. currency. Please make your check payable to AIEF. Fair registrations or fair payments received after January 30, 2012 are subject to a 5% late fee.