

Attachment 1. Invitation Letter

Welcome to the 2024 China International Education Exhibition Tour

To sign up for CIEET, please e-mail the completed application form to cieet01@cscse.edu.cn.

Note: All applications are subject to the approval by the CIEET organizer Chinese Service Center for Scholarly Exchange (CSCSE).

Please read the following notes carefully before submitting your application:

- The exhibition's itinerary:

CIEET Beijing: April 13, 2024 (Saturday)

CIEET Wuhan: April 17, 2024 (Wednesday)

CIEET Shanghai: April 20, 2024 (Saturday)

CIEET Guangzhou: April 21, 2024 (Sunday)

All exhibitors will be provided with a detailed program in due course.

- The participation fee includes the standard booth fee and the value-added service fee. Exhibitors are advised to select the standard booths and relevant value-added services (non-compulsory) based on their needs and are requested to submit the completed registration application form (see below for details).

For detailed discount mechanism concerning standard booths, please refer to the instructions in the following registration form.

- Application deadline: The deadline for registration is the time when all the booths in the exhibition tour cities are fully booked. Upon securing a booth, exhibitors will be granted a

complimentary opportunity to display and promote themselves in text, picture, video and other formats on the CIEET's official website. However, exhibitors may not be eligible for the display on CIEET's website once the registration form is submitted later than April 8, 2024.

- The application form must be submitted to CSCSE directly by participating institutions. An authorization letter from participating institutions is required if a domestic agency is entrusted for registration on their behalf, and the letter must be submitted by e-mail from that authorizing institution to the exhibition organizer CSCSE via e-mail (cieet01@cscse.edu.cn). The application will be confirmed only after being reviewed and approved by the organizer.
- A standard booth is usually a linear booth fitted with three partition walls assigned on a "first-come, first-served" basis by the organizer in its absolute and exclusive discretion. Each standard booth in Beijing, Shanghai, Guangzhou and Wuhan has an area of 7.5 square meters. Each standard booth is equipped with basic fittings of space, partition walls up to three sides, a fascia board with the exhibitor's name in Chinese and English, an information counter, chairs and two lights.
- A 25% additional booth rental shall be levied for a 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.
- Exhibitors are prohibited from conducting any promotional activities (e.g., distributing materials) outside their booths. Any promotional activities along the aisle or in other public areas are not permitted, and items such as roll-up banners, posters, tables and chairs shall not be placed in public passage routes.
- Payment should be completed within 14 calendar working days from the date of invoice(s) or

at least before the April 12, 2024 deadline. The payments could be settled in RMB/USD/GBP/EUR/AUD/HKD (Please tick to confirm the currency you prefer for payment and invoice on the application form). The exhibition organizer reserves the right to cancel unpaid reservations and services before the payment is remitted to the designated account.

- All subsequent cancellation requests must be made in writing. Please make sure the cancellation request is received and confirmed by the organizer. A 50% charge shall be levied if the request is received between March 15 2024 and March 31 2024 (both dates inclusive). No refund shall be made if the cancellation request is received later than March 31, 2024 (not included).