World Post Graduate Expo 2018

WORLD POST GRADUATE EXPO

JAKARTA CONVENTION CENTER
(MERAK ROOM)
12 - 13 May 2018

Proposal

Organized by:

Supported By:

Media Partners:
Number : H51/D1.2 /L1/2018
Subject : Supporting Request for World Higher Education Fair “World Post Graduate Expo Indonesia (WPG)

March 2018

To
President Director of PT. MSW Global
in Jakarta

Following your letter number MSW/WPG/2018/III/002 regarding Supporting Request for World Higher Education Fair entitled “World Post Graduate Expo Indonesia (WPG)”, Directorate General of Resources for Science, Technology and Higher Education would like to convey our utmost appreciation on existing collaboration between PT. MSW Global with Ministry of Research, Technology and Higher Education, especially in term of providing educational choices for pursuing master degree in universities around the world.

WPG activity will become part of National Education Day Celebration agenda of Ministry of Research, Technology and Higher Education in which for this year will be hosted by Directorate General of Resources for Science, Technology and Higher Education. As part of our support for the Higher Education Fair, we would like to actively participate by opening booth, providing public services related to higher education activities, giving consultation on collaboration scheme for international universities and hosting seminar or workshop during WPG. Hence, we expect you can involve as many as possible universities both reputable universities from Indonesia as well as relevant international universities, furthermore independent organizations which have concern in developing Indonesian education to participate in WPG program.

We hope this World Post Graduate Expo Indonesia could generate fruitful outcome for every involving parties and give great benefit for higher education improvement in Indonesia. Thank you for your kind support and may the event can run well.

Sincerely yours,
Secretary to Directorate General of Resources for Science, Technology and Higher Education

[Signature]

Jalan Jenderal Sudirman, Pintu Satu Senayan, Jakarta 10270
Telepon: (021) 57956100, Faks (021) 57946052, Laman ristekdikti.go.id
OVERVIEW

After success with World PostGraduate Expo (WPG) last year, MSW Global in collaboration with The Ministry of Research Technology & Higher Education will presents the 2nd World PostGRaduate (WPG) Expo, that will be held in Jakarta 12 – 13 May 2018, at Jakarta Convention Center (JCC).

The growth of number of postgraduate students in Indonesia is evident in recent years. Tertiary students, business owners, professionals, and executives are increasingly pursuing post graduate education. Despite their busy schedules, these adult learners are taking up a post graduate course to further their knowledge and to improve their skills relevant in the rapidly evolving economy. Employers value that experience and often entrust PG-qualified applicants with greater responsibilities. In fact, in some fields, a postgraduate qualification is the only way into certain stages of a career, especially so in academia. Postgraduates may begin on a higher starting salary and advance more quickly for some lines of work, but for other careers work experience is valued over postgraduate study.

Tertiary students and working adults know the importance, and have become an increasing trend in taking postgraduate studies. Based on the report “Postgraduate mobility trends to 2024” by British Council, Indonesia is one of the top 5 countries in the world with the largest number of postgraduate students by 2024.

With this upcoming trend and need of the industry, WPG aims to provide this need by bringing world class institutions from all over the world, including Indonesia, to present to interested participants. WPG will invite Postgraduate providers from over 20 countries including Indonesia and showcase them in the form of an education exhibition. This is to provide interested participants the widest options available in-country and overseas. In addition to the exhibition, WPG will also have useful and beneficial seminars such as aptitude tests, scholarship opportunities, and career talks by industry professionals.

The Ministry of Research Technology and Higher Education will inform this event to the current university students numbering over five million. In addition, WPG will promote the event through various media channels, online and offline, and also partnering with Human Resources Companies to promote the event to their databases of working adults.

Indonesian institutions will benefit from the international ambience and exposure, and also high amount of quality students for recruitment. Also, as many overseas universities are also looking for educational partners in Indonesia, this event will serve also as a networking event for Indonesian institutions which presents opportunities for future collaborations.

This event is also supported by embassies, overseas governmental educational bodies, sponsors and partners.
MISSION & OBJECTIVES

I. MISSION
WPG aims to provide as many study options as possible for future postgraduate students. Options foremost available in Indonesia, and also overseas countries.

II. OBJECTIVES
WPG has the following beneficial objectives for participants of the event:

- To invite more than 20,000 visitors comprising current university students in Indonesia and working adults, by working with the Ministry, professionals recruitment company and also through other promotional efforts.

- Showcase over 100 world class institutions from more than 20 countries including Indonesia

- Present more than 30 seminar and workshop sessions for visitors to increase their knowledge in various skill sets and information regarding postgraduate studies in various skill sets and information regarding postgraduate studies

- Bringing overseas universities representatives to meet with Indonesian counterparts for any opportunity of collaboration so that they can learn from each other and to increase education potentality together.
DATE & VENUE

JAKARTA CONVENTION CENTER (MERAK ROOM)
Jl. Jendral Gatot Subroto, Senayan, Gelora, RT.1/RW.3, Gelora, Kota Jakarta Pusat, DKI Jakarta 10270, Indonesia

DATE
12 - 13 May 2018 (Saturday & Sunday)
10 AM - 5 PM per day

EVENT SHOWCASE

Education Expo
WPG main show will be the education exhibition which aims to showcase over 100 world class institutions from more than 20 countries, offering a range more than 300 courses in various degrees programs of masters degree (S2), doctorate (S3) and other postgraduate programs. The countries that are participating includes: (see page 9 - 10)

WPG targets to invite more than 20,000 visitors to cater to the demand of the exhibiting institutions. The organizer will work closely with the Ministry of Research Technology and Higher Education to promote this event to the over 5 million university students; and also working with a number of job recruitment companies to promote this event to their list of job seekers. In addition, WPG will also apply modes of promotion such as above and below the line advertising, outdoor advertising, TV and Radio, and online promotions.

Seminars and Workshops
WPG prepares more than 20 seminars and workshop sessions for visitors to increase their knowledge and also additional skills. The seminar and workshops will be carried out by professionals from education industry and also corporations providing additional services. (Please see Seminar Schedule).

Networking Session
WPG presents an opportunity for Indonesian universities’ representatives, rectors, academic coordinators etc, to meet up with their foreign counterparts to discuss and enlarge their network abroad.
**BOOTH DETAILS**

Exhibitors are entitled to the following:

- Booth (H: 2m x W: 3M with backdrop)
- Carpet around booth area
- Wi-Fi coverage
- Food and coffee break
- Name tag

*We will print all exhibitors’ backdrops (artwork size H: 1.7m x W: 3m ; PDF, High Resolution)*

**Actual Backdrop sample**
Opportunity to recruit quality students
WPG is an event for the world and not only Indonesia, the quality of students that are targeted have to cater to overseas universities too. Therefore, the opportunity for recruitment is higher with better quality students, and also from middle income and above families.

Opportunity to collaborate with overseas universities
WPG presents opportunities for Indonesian universities to seek partnerships and collaborations with overseas institutions so that together they may provide a wider and more attractive education options.

International Exposure
By participating in WPG, Indonesian universities are able to be known to their overseas counterparts. This may prove beneficial for future collaborative purposes and also opportunities for inter-study programs such as Student Exchange etc.

Indonesian Pavillion by Ministry of Research Technology and Higher Education
The Ministry of Research Technology and Higher Education is having a Pavilion in World PostGraduate Expo, and inviting all interested universities from Indonesia to participate in this prestigious event.

This event will be opened by the office of Minister, and is a golden opportunity to spearhead Indonesian Universities to World Class Level.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00</td>
<td>Gate open for Exhibitors</td>
</tr>
<tr>
<td>10:00 - 12:00</td>
<td>Open Discussion “Milenial Berkarir”</td>
</tr>
<tr>
<td></td>
<td>Challenge of Millenial Generation in The Digital Era</td>
</tr>
<tr>
<td></td>
<td>The Urgency of Postgraduate Education for Millenial Generation</td>
</tr>
<tr>
<td></td>
<td>Facing the work challenge of Millenial Generation</td>
</tr>
<tr>
<td></td>
<td>The Influence of modern technology towards the career opportunity of Millenials in Indonesia</td>
</tr>
<tr>
<td></td>
<td>Q &amp; A</td>
</tr>
<tr>
<td>12:30 - 12:35</td>
<td>Flag Ceremony</td>
</tr>
<tr>
<td>12:35 - 12:37</td>
<td>Opening Speech by Anastasya Sri</td>
</tr>
<tr>
<td>12:37 - 12:50</td>
<td>Opening by KeyNote Speaker - Secretary General Ministry of Research, Technology &amp; Higher Education</td>
</tr>
<tr>
<td>12:50 - 13:00</td>
<td>Opening Ceremony - Gong Striking</td>
</tr>
<tr>
<td>13:00</td>
<td>Exhibitions open for public</td>
</tr>
<tr>
<td>12:00 - 14:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>15:00</td>
<td>Refreshment / Coffee Break</td>
</tr>
<tr>
<td>18:00</td>
<td>Exhibition Hours End</td>
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</tbody>
</table>
## PROGRAM SCHEDULE (13 May 2018)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00</td>
<td>Gate open for Exhibitors</td>
</tr>
<tr>
<td><strong>SCHOLARSHIP INFO SESSION</strong></td>
<td></td>
</tr>
<tr>
<td>10:00 - 12:00</td>
<td>Scholarship Info Session &amp; Career Excalation: Can Postgraduate Develop Your Career?</td>
</tr>
<tr>
<td>10:00 - 10:20</td>
<td>Scholarship session - Representatives from Ministry of Higher Education</td>
</tr>
<tr>
<td>10:20 - 10:40</td>
<td>Scholarship session - Representative from Embassy</td>
</tr>
<tr>
<td>11:00 - 11:20</td>
<td>Scholarship session - Representative from Embassy</td>
</tr>
<tr>
<td>11:20 - 11:40</td>
<td>Scholarship session - Representative from Embassy</td>
</tr>
<tr>
<td>11:40 - 12:00</td>
<td>Career Excalation - Representative from Company</td>
</tr>
<tr>
<td>12:00 - 12:30</td>
<td>Q &amp; A</td>
</tr>
<tr>
<td><strong>EXHIBITION HOURS</strong></td>
<td></td>
</tr>
<tr>
<td>13:00</td>
<td>Exhibitions open for public</td>
</tr>
<tr>
<td>12:00 - 14:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>15:00</td>
<td>Refreshment / Coffee Break</td>
</tr>
<tr>
<td>18:00</td>
<td>Exhibition Hours End</td>
</tr>
</tbody>
</table>
# SEMINAR SCHEDULE
## (12 & 13 May 2018)

### 12 May 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>13:30 - 14:30</td>
<td>60’</td>
<td>Ways to make a powerful thesis</td>
</tr>
<tr>
<td>15:00 - 16:00</td>
<td>60’</td>
<td>Journey finding a scholarship for Postgraduate Program</td>
</tr>
<tr>
<td>16:30 - 17:30</td>
<td>60’</td>
<td>Accreditation Process and selection to get jobs in Indonesia for students that has postgraduate degree from overseas</td>
</tr>
</tbody>
</table>

### 13 May 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>13:30 - 14:30</td>
<td>60’</td>
<td>Can you do an internship in overseas?</td>
</tr>
<tr>
<td>15:00 - 16:00</td>
<td>60’</td>
<td>Managing financial throughout Post-graduate study program</td>
</tr>
<tr>
<td>16:30 - 17:30</td>
<td>60’</td>
<td>Career Trend in Indonesia that requires Postgraduate Degree</td>
</tr>
</tbody>
</table>
# LIST OF UNIVERSITIES THAT HAD PARTICIPATED IN WORLD POST GRADUATE EXPO 2017 (LAST EVENT)

### AUSTRALIA
- Trade & Investment Queensland

### GERMANY
- University of Applied Sciences Wurzburg-Schweinfurt

### ITALY
- Italia - Di Cultura Uni Italia

### INDONESIA
- Kemenristek DIKTI & LPDP
- Universitas Terbuka
- Indonesia International Institute for Life Sciences
- IPMI International Business School
- London School and Public Relations
- Magister of Management Faculty of Economics & Business
- Universitas Gadjah Mada Kampus Yogyakarta & Jakarta
- UNIKA Atmajaya
- SBM-ITB
- Pintaria
- Universitas Negeri Jakarta
- Universitas Kristen Indonesia
- Universitas Mercu Buana
- Universitas Pendidikan Indonesia
- Universitas Pelita Harapan
- Universitas Prasetya Mulya
- Universitas Udayana

### IRELAND
- Embassy of Ireland, Jakarta
- Dublin Institute of Technology
- Griffith College of Dublin
- Limerick Institute of Technology
- Dundalk Institute of Technology

### MALAYSIA
- Education Malaysia Global Services
- Cyberjaya University College of Medical Sciences (CUCMS)
- Universiti Teknologi Malaysia (UTM)
- Asia Pacific University of Technology and Innovation (APU)
- Penang Medical College (PMC)
- Binary University
- Heriot-Watt University Malaysia
- Universiti Teknologi Mara (UiTM)
- Universiti Tunku Abdul Rahman (UTAR)
- SEGi University
- Universiti Selangor (UNISEL)
- Management and Science University (MSU)
- Universiti Sains Malaysia (USM)
- Universiti Malaya (UM)
- Universiti Tun Hussein Onn Malaysia (UTHM)
- Universiti Putra Malaysia (UPM)
- Universiti Kuala Lumpur (UniKL)
- Universiti Pendidikan Sultan Idris (UPSRI)
- DRB-HICOM University (DHU)
### WPG 2017 STATISTICS

**Total Visitors:** 2721

<table>
<thead>
<tr>
<th>Age</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;18</td>
<td>2%</td>
</tr>
<tr>
<td>18 - 24</td>
<td>16%</td>
</tr>
<tr>
<td>25 - 35</td>
<td>57%</td>
</tr>
<tr>
<td>35 - 44</td>
<td>18%</td>
</tr>
<tr>
<td>&gt;45</td>
<td>7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment status</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Studying</td>
<td>12%</td>
</tr>
<tr>
<td>Fresh Grad</td>
<td>36%</td>
</tr>
<tr>
<td>Working</td>
<td>52%</td>
</tr>
</tbody>
</table>

**Interested Level**
- Masters Degree: 83%
- Doctorate: 17%

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<table>
<thead>
<tr>
<th>Location</th>
<th>Institutions</th>
</tr>
</thead>
</table>
| **NETHERLANDS** | Leiden University  
Nuffic Neso |
| **THAILAND** | Prince of Songkla University |
| **SINGAPORE** | Nanyang Institute of Education  
Singapore Management University  
Singapore Institute of Management |
| **SWITZERLAND** | Swiss Education Group  
Business Hotel & Management School  
The FBA - The Football Business Academy |
| **UNITED KINGDOM** | University of Sheffield |
Above the Line advertising
WPG will advertise in national newspapers, magazines, radio and also TV through media partners

Below the Line advertising
WPG will distribute flyers and posters to favorite hangout places, offices, and also campuses to inform interested public of this event

Online Promotion
Promotion through online means such as Facebook, Twitter, Instagram, Snapchat will also be used

Media Partners
With WPG dedicated media partners, press conference will also be conducted before the event.

Database
With over 100,000 email databases from the organizer, WPG will promote to past visitors from previous Word Education Expo events

Community Partner
WPG will also work with community groups to promote this event.

Partnership with Recruitment companies
WPG will work with job recruitment companies to promote this event to its databases numbering over 4 million job seekers

Promotion by Kemenristekdikti
With over 5 million university students that can be informed
CONCLUSION

World PostGraduate Expo can be an information platform for all Indonesian students who want to continue their education to postgraduate level. And hope in the future becomes the venue to bring universities from all over the world in order to establish cooperation both in the interests of profit or non-profit relationship.
ABOUT INDONESIAN HIGHER EDUCATION INDUSTRY

The Ministry of Research, Technology, & Higher Education is a result of merger from 2 known institution, Directorate General of Higher Education and Ministry of Research & Technology. Previously the Directorate General of Higher Education was governed by the Ministry of Education & Culture.

The Ministry of Research, Technology & Higher Education coordinate private and state universities, Private University Coordinator (KOPERTIS), and other government agencies non-ministry (LPNK) such as:
- Nuclear Energy Agency (BAPETEN)
- National Nuclear Energy Agency (BATAN)
- Agency for the Assessment & Application of Technology (BPPT)
- National Standardation Agency of Indonesia (BSN)
- National Institute of Aeronautics and Space (LAPAN)
- Indonesian Institute of Science (LIPI)

The Ministry of Research, Technology, & Higher Education policies way forward are as follows:
- Increase the number of educated and skilled work force having higher education.
- Enhance the quality for higher education provider and R&D institution
- Increase the number of qualified resource within R&D and higher education
- Improve productivity of research and development; and
- Advance nations capability in innovation

Source from official website RISTEKDIKTI http://international.ristekdikti.go.id/profile/
A marketing communication and public relations company that focuses primarily in the education industry. MSW Global is the pipeline for institutions abroad to schools, media, and related organizations. MSW Global provides services such as media management, events management, print and video in-house production, and social media management. Its clients and partners include worldwide renowned institutions and multi-national companies.

For more information, please contact:

Mr Michael Tan  
Director  
PT MSW Global  
Grand Ruko Aries Niaga  
Block G1 No. 2Q, Jalan Taman Aries  
West Jakarta 11470  
Telephone: +6221 2931 9384  
Fax: +6221 2931 9385  
Mobile: +62812 9388 3883  
Email: michael@msw-global.com /  
michaeltanashwin@gmail.com
Please complete and send via email/fax to:
Mr Michael Tan
Email: michael@msw-global.com
michaeltanashwin@gmail.com
Fax: +6221 2931 9385
Mobile Phone No: +62812 9388 3883
Website: www.weeindonesia.com

EXHIBITION BOOTH APPLICATION FORM

Institutions: 
Country: 

please select which categories your Company can be indexed
☐ University ☐ College ☐ High School ☐ Vocational School
☐ Language Training ☐ Embassy and Consulate ☐ Others: ......................

NOTE: The above information will be shown either on booth and exhibitor list. Please write clearly and correctly

CONTACT PERSON (For Administrative purposes)
First name: ......................................................... Title: Mr, Mrs, Ms, Dr Gender: M / F
Last name: ............................................................. Position: ................................................
Address: ............................................................ Fax: ..................................................
Telephone: .......................................................... Website: ...........................................
Email: ...............................................................
BOOTH RESERVATIONS

<table>
<thead>
<tr>
<th>Cities</th>
<th>Date</th>
<th>Hours</th>
<th>Size Format</th>
<th>Rate (USD)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jakarta</td>
<td>12 - 13 May 2018</td>
<td>10:00 -</td>
<td>3m x 2m with backdrop</td>
<td>2,200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Saturday &amp; Sunday)</td>
<td>17:00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EXHIBITORS REPRESENTATIVE ATTENDING FORM

(Please fill in the name of events and representatives attending according to the event you have participated. Please make multiple copies of this form if needed)

Event Name:

REPRESENTATIVE #1
First name  : .................................................................
Last name   : .................................................................
Job Title (Essential) : .........................................................
Telephone   : .................................................................
Email       : .................................................................

Title: Mr, Mrs, Dr.
Gender: M / F

REPRESENTATIVE #2
First name  : .................................................................
Last name   : .................................................................
Job Title (Essential) : .........................................................
Telephone   : .................................................................
Email       : .................................................................

Title: Mr, Mrs, Dr.
Gender: M / F

NOTE: please attach a separate list if different exhibitors will be representing in different cities. Exhibitors are permitted to bring more than two representatives. However, meals will be prepared for a maximum of two representatives per booth. All Education Exhibitors are to adhere to regulation of "Agent policy".)
GUIDEBOOK ADVERTISING

Maximize your exposure with our guidebook! 20,000 copies will be printed each event and will be distributed to all students that attend the World Education Expo in all cities, free of charge. The remaining will be distributed to students from the top 200 high schools. Size 135Wx200H (mm). resolution 300(dpi). Full color. 5mm bleed and 5mm trim.

<table>
<thead>
<tr>
<th>Placement</th>
<th>Rate (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Front Cover</td>
<td>1,200</td>
</tr>
<tr>
<td>Inside Back Cover</td>
<td>1,000</td>
</tr>
<tr>
<td>Back Cover</td>
<td>1,500</td>
</tr>
<tr>
<td>Inside Full Page</td>
<td>700</td>
</tr>
<tr>
<td>Inside First Page</td>
<td>1,500</td>
</tr>
<tr>
<td>Center Spread</td>
<td>1,200</td>
</tr>
<tr>
<td>Advertorial</td>
<td>700</td>
</tr>
<tr>
<td><strong>Total (USD)</strong></td>
<td></td>
</tr>
</tbody>
</table>

SEMINAR ROOM

The seminar is an excellent opportunity for you to interact in greater depth with the students. reservation includes audience promotion by World Education Expo. Attendance by reservation is also available. Each seminar is 45 minutes in duration. Each seminar room can fit between 50-60 people depending on the city. room includes Av equipment, multi-media projector.

<table>
<thead>
<tr>
<th>City</th>
<th>Cost</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jakarta (12 May 2018)</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Jakarta (13 May 2018)</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td><strong>Total (USD)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ADDITIONAL SERVICES

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>RATE (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERPRETING SERVICE</strong></td>
<td></td>
</tr>
<tr>
<td>We can organize a temporary staff to serve as your personal interpreter upon request. Unless you have your own Bahasa-speaking staff, we highly recommend the use of interpreters. (Interpreters are in English only, price may vary with other languages) please indicate city &amp; no.of days: ...............................................................</td>
<td>100 Per Day</td>
</tr>
<tr>
<td><strong>INVITATION LETTER FOR VISA</strong></td>
<td></td>
</tr>
<tr>
<td>If you need an invitation letter to aid your visa application, we can provide this. Please send your scanned passport and exact dates you will be staying in Indonesia. The invitation letter will be sent via email within 7 working days from the date of applying</td>
<td>FREE</td>
</tr>
</tbody>
</table>

*Notes - For Organizer ________________________________
TERMS & CONDITIONS

1. TERMS OF REFERENCES
For the purpose of the terms and conditions herein, the term “the Organizer” shall mean the World Education Festival Organizer. The term “Exhibition” shall mean “World Post Graduate 2018 (WPG 2018)”. The term “Exhibitor” refers to all institutions, companies, employees, and agents to whom exhibition space has been allocated. The term “Representative” is the person being appointed to be on the booth during and throughout the Exhibition. The “Event Venue” refers to the Jakarta Convention Center, Merak Room in Jakarta. The “Event Date” refers to 12 - 13 May 2018.

2. APPLICATION AS AN EXHIBITOR
The submission of the Exhibition Booth Application Form (“Form”) shall be deemed acceptance of the terms and conditions of herein by the Exhibitor. The application procedure is complete only when the Organizer receives both the Form and full payment. The Organizer shall reserve the right to refuse any application and shall give the Exhibitor a notice in writing on the reason for the refusal of the application within ten (10) days from the date of such refusal. The Exhibitor must name one contact that will be responsible for all event administration.

Exhibition Opening Hours:
Jakarta, May 12 - 13, 2018: 10:00 AM – 17:00 PM

Please be at your booths at least 15 minutes before the start of the Exhibition. Booths must always be manned and easily accessible during these times. Each exhibitor must stay within his or her booth space. The Organizer reserves the right to change the Seminar Dates and/or times and the Seminar Venue that those Exhibitors are scheduled. Exhibitors will be notified of the changes.

3. SUBMISSION & PAYMENT
Deadline for submission of Exhibitor Booth Application Form: May 07, 2018
Deadline for submission of payment (in full): as per due date on invoice

4. ALLOCATIONS AND USE OF EXHIBITION SPACE
a) The organizer reserves the right to determine the pavilion allocation of the Exhibitor’s booth space. While all reasonable efforts will be made to accommodate the request of the Exhibitor, the Organizer reserves the right to alter or change the booth allocation without prior notice. All Exhibitors are required to adhere to the WPG2017 Exhibitor Manual while occupying the booth.

A copy of the WPG 2018 Exhibitor Manual will be provided to the Exhibitor once booking and payment is confirmed.
b) The Organizer also reserves the right to change the space allocated when it deems necessary in the general interest of the Exhibition.
c) The Exhibitor shall not assign, sublet or share the space allocated or use any space at the Event Venue other than that allocated without the prior written consent of the Organizer.
d) All activities must be confined to the allocated space.
e) No Exhibitor shall be permitted to exhibit unless he has paid all fees prior to the Exhibition.
f) Non-payment of fees will be deemed voluntary withdrawal and Clause 5 of the terms and conditions herein will apply to the remaining fees.
g) The Exhibitor may bring a representative or agent but need to adhere to Representatives and Agent’s Policy on Clause 14

5. CANCELLATION POLICY
a) All cancellations must be in writing. Please adhere to the following deadlines in accordance with WPG Cancellation Policy.
Cancellation received by 07 May 2018: 50% of total amount. The Organizer will not entertain any request for cancellation after 7 May 2018. The Exhibitor will also be responsible for paying any charges to third parties incurred as a result of the cancellation. Any violation will be enforceable under Indonesian law.
b) If the Exhibitor does not make full payment when due under the terms of this contract, the Organizer may terminate this exhibit space held for the Exhibitor and the Exhibitor shall be responsible for payment to Organizer for all amounts which does not exceed the exhibition fees and would have been due to the Organizer under the terms of subsection above, if the Exhibitor had cancelled this exhibition space as of the date of such default. All other provisions of the terms and conditions herein will continue to be in force until the Organizer cancels it.
c) The Exhibition may be cancelled by the Organizer as a result of any reasons, which in the opinion of the Organizer make it commercially prudent to do so and/or due to circumstances beyond its control. In such an event, all fees paid by the Exhibitor will be refunded. The Exhibitor agrees that under these circumstances he will have no further claim against the Organizer.
d) Any exhibitor that does not pay or inform of cancellation will be banned from participating in future events.

6. TRANSPORT OF EXHIBITS
a) The Exhibitor shall bear the responsibility and expenses for the transport of exhibits to the Event Venue.
b) The Exhibitor shall make their own arrangement for storage and warehousing for their exhibits and packaging materials before, during and after the event.
c) The Exhibitor shall remove their exhibits and decorative items from the Event Venue within the period stipulated by the Organizer and shall indemnify the Organizer for any loss by reason of delay or damage to the Event Venue caused by the...
exhibits and/or decorative items.
d) The Exhibitor shall abide by all customs formalities and bear applicable taxes in respect of his exhibits and materials brought into the country before and after the event.

7. UNDESIRABLE ACTIVITIES
a) The only goods displayed must be those used during the normal course of business. Sales by auction are prohibited. Betting, gaming and other activities that will, or may violate alcohol, music, dancing and similar licenses or other permissions relating to the Event Venue are prohibited.
b) Provisions for souvenirs, memorabilia or merchandise for either purchase or as premiums for free at or through booths are strongly discouraged.
c) The use of audio visual aids, if required, should be disclosed at the application stage, in order to facilitate required support from the venue and/or Organizers.

8. CHANGE OF SEMINAR DATES, SPEAKERS, PROGRAM CONTENT, AND VENUE
The Organizer reserves the right to change the Seminar Dates, speakers, program content and the Event Venue should circumstances so require. The Organizer, its sub-contractors, agent and/or employees have the right to immediately alter or cancel the Exhibition or any arrangements, timetables, plans or other items relating directly or indirectly to the Conference. Save for as set out in Clause 5(c) above, the Exhibitors shall not be entitled to any compensation for damages that result from such alteration or cancellation.

9. FORCE MAJEURE
The Organizer shall not be liable for any delay or failure to perform its obligations under the terms and conditions herein caused by circumstances beyond the control and without the fault or negligence of the Organizer including war (declared or undeclared), natural disaster, acts of God, fire, blockades, earthquakes, acts of terrorism and matters beyond the Organizer’s reasonable control. The Exhibitor agrees that under these circumstances he will have no further claim against the Organizer.

10. SECURITY
The Exhibitor warrants that nothing that he or his servants shall do in or for the Event shall contravene any law or regulations, encroach upon third parties rights, or pose any exceptional danger or risk which has not been previously disclosed to the Organizer with sufficient precautionary measures taken.

11. FIRE PREVENTION AND OTHER REGULATIONS
All Exhibits, materials and fittings used or displayed in the stand must be properly fireproofed and be in accordance with all applicable fire prevention and building regulations. The Exhibitors’ display shall not obstruct the view of other Sponsors/Exhibitors nor be in any manner objectionable to the general interest of the Event and other Sponsors/Exhibitors or cause any annoyance or nuisance to other Sponsors/Exhibitors. The Organizer reserves the right to issue such directions as it may deem necessary to the Sponsors/Exhibitor on remedying a breach of this Term. The Exhibitor shall comply with such directions forthwith.

12. ELECTRIC LIGHTING AND POWER
All orders for electrical works must be placed with the Official Contractor. The Exhibitor is responsible for settling any payments directly with the Contractor. Lighting must be still (non-flashing) and direct lighting must be shielded to avoid causing a nuisance. Exhibitors are advised to bring their own plugs and adaptors.

13. EXHIBITOR PASSES
Each booth will entitle the Exhibitor to TWO (2) exhibitor badges to be worn by the booth representatives. The badges will allow them access to the lunches, coffee breaks and drinks. Exhibitors must wear badges at all times which will be provided by the Organizer free of charge. The Exhibitor must provide the names of representatives requiring badges by 7 May 2018. The Organizer reserves the right to refuse admissions or remove any person from the Exhibition at its absolute discretion, without incurring any liability whatsoever. This will include anyone deemed drunk, disorderly, under the influence of drugs, other than that medically prescribed, or whose dress appearance or general behavior is liable to disturb any Exhibitor or persons attending the Exhibition.

14. REPRESENTATIVES AND AGENTS
Exhibitors are required to adhere to World Post Graduate Expo 2018’s “Agent policy”: Agents are not allowed to open booth or display any promo items other than the institution represented.

15. NOISE LEVEL AND DISPLAY
Noisy or obstructive work and noisy operating displays or exhibits are not permitted.

16. ACCESS TO THE EXHIBITION AREA
Jakarta: Exhibitors will be permitted to have access to the Exhibition Area from 07:00 am on 12 and 13 May 2018 for set-up. (Please note that the Organizers reserve the right to adjust the time as deemed necessary. Exhibitors will be given ample notice to prepare for move in and set up.)

17. INDEMNITY AND LIMITATIONS OF LIABILITY
a) Indemnity
The Exhibitor shall indemnify the Organizer against any loss, costs, damage, injury, expenses and liabilities whatsoever which the Organizer incurs in respect of loss, destruction or damage to property which arises directly or indirectly out of the participation in the Exhibition by the Exhibitor or its agents, contractors, employees or any other person for whom the Exhibitor is responsible.
b) Limitation of Liability
The Organizer and its employees shall not be liable for any loss, theft, damage or injury to any persons or any property during the course of the Exhibition howsoever arising. Information given by the Organizer is accurate to the best of its knowledge and any mistake or omission does not entitle the Exhibitor to cancel his/her booking.

18. VENUE AND VENUE PROPERTY
The Exhibitor shall take all necessary precautions to prevent any harm done to the Event Venue and property of the Event Venue. The Exhibitor is liable to compensate the Organizer for any damage done to the Event Venue or property of the Event Venue.
19. REFUSAL OF ADMISSION
The Organizer shall reserve the right to refuse any person admission to the Event Venue or in the general interest of the Event Venue and shall inform the Exhibitors of the reason(s) of the refusal.

20. VENUE REGULATIONS
Exhibitors shall abide by the Rules and Regulations of the Event Venue. Failure to comply with the Rules and Regulations will constitute grounds for breach of the Agreement. A copy of the Rules and Regulations may be obtained from the Organizer, and will also be included in the WPG 2018 Exhibitor Manual given to each Exhibitor.

21. BREACH OF AGREEMENT
In cases where the Exhibitor fails to observe and perform any of the terms and conditions herein, the Organizer shall reserve the right to refuse performance of all its obligations towards the Exhibitor and all fees paid by the Exhibitor to the Organizer will be forfeited. Exhibitor shall furthermore indemnify the Organizer for all losses and damages resulting from such failure in observing or performing the terms and conditions herein.

22. INTERPRETATION, GOVERNING LAW, AND JURISDICTION
Interpretation of the terms and conditions herein lies solely with the Organizer. The terms and conditions herein shall be governed by and construed according to the law of Republic of Indonesia. The parties hereto hereby agree to submit to the exclusive jurisdiction of the Indonesian courts.

23. SUCCESSORS IN TITLE AND LAWFUL ASSIGNS
The terms and conditions herein shall be binding upon the parties, its successors in title and lawful assigns.

24. ANY OTHER REGULATIONS
Exhibitors are required to study, understand and adhere to all rules and regulations as stipulated in the WPG 2018 Exhibitor Manual, a copy that will be sent to Exhibitors once a booking is made.