Dear ladies and gentlemen,

BeSt³ – the Job and Education Fair – is Austria’s largest education fair and provides expert advice and comprehensive and reliable information about training and education programmes as well as job opportunities in Austria and abroad. The fair is hosted jointly by the Federal Ministry of Education, Science and Research and the Austrian Public Employment Service.

Regularly more than 55,000 visitors and about 300 exhibitors from Austria and many other countries give evidence of the success of this event, which is an important source of information for Austrian students. Admission to the fair is free.

As one of its main topics, “BeSt International” is an important programme element of the fair. In 2022, 42 exhibitors either from European and overseas countries or Austrian institutions offering international programmes used the opportunity to present themselves to an interested Austrian audience and to provide comprehensive information about stays in their respective countries or requirements for participating in international educational programmes.

In addition to counselling visitors, the fair also offers an opportunity to establish and deepen contacts between Austrian and international institutions.

We would like to invite you to participate as an exhibitor at BeSt³. Please find detailed information on the pages below. We offer international exhibitors – by prior arrangement – the opportunity of a three-day presence at the fair. If you choose this option, you will have to inform us beforehand so we can include an appropriate note in our information material. At the same time, we inform you that choosing this option will not reduce stand prices.

Please completely fill in the registration form and send it to the BeSt³ office by Nov. 30th, 2022. If you have any questions concerning organisational matters, please don`t hesitate to contact us any time. We are looking forward to a beneficial co-operation.

Best regards,

Your BeSt team

Ulrich Göttke-Krogmann Dr. Stefan Krist Dr. Horst Hundegger
Each stand has a rear wall and side walls. Corner stands with only one side wall may result according to the general layout of the fair.

You can order a ‘Green Booth’ at an extra cost of 3 %. The Green Booth is made exclusively of environmentally certified materials. This is the start to gradually transform BeSt³ into a green event over the next few years.

* For non-standard power connections such as high or three-phase power € 450,- will be charged.
Terms and Conditions for Exhibitors

1) Organization
“BeSt3 – the Job and Education Fair” in Vienna with “BeSt International” and “BeSt Continuing Education” is organised jointly by the Austrian Federal Ministry of Education, Science and Research (BMBWF) and the Austrian Public Employment Service (AMS). The Department of Public Relations / Science Communication of the BMBWF is in charge of the organisation of the fair.

Practical responsibility is the responsibility of the BeSt3 Office at Strozzigasse 2, A-1080 Vienna, Austria.

2) Goals
The fair aims to provide pupils, students, parents and educators with an overview of as many education and training programmes as possible as well as job opportunities after high school graduation. For students the fair should provide the opportunity to gain information about study programmes at universities abroad as well as about postgraduate study programmes. Visitors of the fair should have the possibility to get into direct contact with companies offering training programmes and/or jobs.

For exhibitors the fair should 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 registration applications. Rejections may occur, in particular, if registrations are received after Nov. 30, 2022.

4) Rental charges

For information on charges please refer to the registration form. Charges include:

• rent for space;
• stand/booth assembly and basic furnishing/equipment;
• standard power supply and power consumption (For supply lines varying from the standard, € 450,- will be charged.);
• stand labelling (up to 80 characters);
• entry in the fair catalogue;
• entry on the BeSt3 web pages;
• advertising the fair in various media;
• insurance as stated in item 18;
• daily cleaning of the stand/booth.

For exhibitors who do not offer counselling on training, education or job opportunities in their respective fields different rates will apply and have to be agreed with the BeSt3 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 March 1st, 2023 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 BeSt3 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 BeSt3 Office by e-mail. If you do not receive a confirmation within six days after registration, please contact the BeSt3 Office. In case of cancellation of the contract (signed registration form) by December 15th, 2022, 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) Force majeure, important reasons
When the event cannot be held due to reasons of force majeure (such as strikes, political events, epidemics, natural disasters, fire, official orders, delayed or missing official permits, changes in the law, terrorism, restrictions on energy supply) or other important reasons (spread of the SARS-CoV-2 virus or other infectious diseases and related official requirements and orders), which are not within the sphere of influence of the organiser and which make the implementation of the event unreasonable or impossible, the exhibitor will be informed immediately. The organiser is also entitled to cancel the event for economic reasons. In the case of a cancellation in this regard, the exhibitor is not obliged to pay the fee to the organiser in accordance with point 6; a fee that has already been paid is to be repaid by the organiser.

The exhibitor is not entitled to any other claims, in particular, no claims for damages; the obligation to pay cancellation fees to the organiser in accordance with point 6 also does not apply.

8) Allocation of stands
In allocating stands, the BeSt3 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 Sector
I – Integration and Accessibility
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 and Pedagogy
W – Economy

• Floor plan; the surface area of stands may be increased or reduced by up to 10 percent in order to adapt stands to available space in the exhibition hall if necessary.
9) Sublease
Subleasing stand space to another institution or company is admissible only with prior written consent from the BeSt3 Office.
As a matter of principle, leaving advertising space to another company is not admissible; exceptions are possible only on special arrangement with the BeSt3 Office.

10) 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.

11) Opening hours and attendance
The fair will be open from March 2 to March 4, 2023 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.

12) 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 transmitted to the BeSt3 Office before the fair begins.
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. Structural changes of stands will not be possible on the setup day before the beginning of the fair.

13) 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 accidental damage – 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 accepted only if put forward prior to the beginning of the fair. Exhibitors with their own stand construction cannot begin assembly until the stand area has been approved by the general stand construction company. Special services on the part of the Stadthalle (hangings, etc.) will be invoiced directly.

14) Promotion and advertising on the fairground
Distributing printed matter or any promotional gifts outside stands is prohibited.

15) Direct sale, contracts, prize competitions
Goods, products or brochures may be sold only with the explicit consent by the BeSt3 Office. Concluding contracts or recruiting members is not admissible. Any prize competition requires agreement with the BeSt3 office.

16) Catalogue
Entry of the institution/university in the BeSt3 catalogue and on the web pages is mandatory for all exhibitors and included in the rental charges. After printing of the catalogue (mid-January) entries will be made on the webpages only.

17) Internet access
The Wiener Stadthalle IT-department provides Internet access via WLAN or network cable. One can choose between two variants on the registration form. The costs will be invoiced together with the fees for the booth by the organisers. Special requests concerning Internet access as well as technical assistance services by the Wiener Stadthalle IT-department can be ordered at best@stadthalle.com and will be directly charged by the Wiener Stadthalle.

18) 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.

19) ”Service for exhibitors”
The BeSt3 Office will provide exhibitors with information about the fair in the ”Service for exhibitors” area at www.bestinfo.at. Please find the Login in the e-mail confirming your registration.

20) Data protection
The data submitted to the BeSt3 office will be exclusively used for purposes related to the BeSt3 (communication, stand calculation, catalogue entry, internet presentation, media partners, etc.).

21) Jurisdiction
Place of jurisdiction and performance shall be Vienna, Austria.

22) Conclusion
The BeSt3 Office reserves the right of decision on all matters not mentioned in items 1 to 20 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.