



EDUCATION EXHIBITION AND JOB FAIR

SRI LANKA EXHIBITION AND CONVENTION CENTRE, COLOMBO 10 - (SLECC)

09TH, 10TH AND 11TH FEBRUARY 2024

KANDY CITY CENTRE - (KCC)

17TH AND 18TH FEBRUARY 2024

REQUEST FORM FOR SPACE ALLOCATION

Secretary - EDEX Expo 2024,

I/We hereby convey my/our willingness to take part in EDEX EXPO 2024 and kindly request you to reserve the below mentioned location(s) for me/us as per indicated order of preference.

Preference	EDUCATION EXPO			JOB FAIR		KANDY
1st Preference						
2st Preference						
3st Preference						

Name of Institution

Address

Telephone No(s)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Fax No.

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Contact Person

Contact Person’s Designation

Contact Person’s Mobile No.

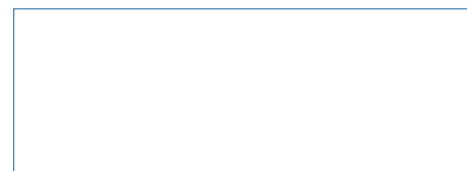
Contact Person’s E-mail

Company Website

I/We, _____
 holding NIC / Passport No _____ have been duly authorised by (name of
 company / establishment _____ to transact business including
 the signing of the "REQUEST FORM FOR SPACE ALLOCATION" for Exhibition. Having read and understood the "INSTRUCTIONS TO
 APPLICANTS" as appearing below, I / We hereby agree to abide by the Terms and Conditions and the Exhibition Rules and
 Regulations of EDEX EXPO 2024, as appearing in the official web site www.edex.lk. Enclose herewith is our Cheque / Bank Draft No:
 _____ for Rs. _____ drawn in favour of EDEX EXPO and crossed "Account Payee Only",
 being advance / full payment for our booking(s).

Designation: _____

Signature: _____ Date: _____



OFFICIAL COMPANY STAMP

INSTRUCTIONS TO APPLICANTS

- 1) Duly completed "REQUEST FORM FOR SPACE ALLOCATIONS" should be forwarded to the EDEX Secretariat at the address given in page 3, along with the payment of specified advance.

Note: Only bare space/s will be allocated initially. Preferred shell scheme booths will be erected by the official booth contractor at an extra cost at the given location on request. (Please refer the Rate Card for bare space fees, shell scheme rates, early bird discounts and advance payment details)

- 2) EDEX EXPO 2024 Committee will process and allocate demarcated bare space giving due consideration to a combination of following factors; 1) Requests from Event Sponsors, 2) Number of years of participation at EDEX Expo (by the applicant), 3) Total space to be occupied at EDEX EXPO 2024. The Committee's decision with regard to the allocation of demarcated bare space and/or any other matter related to the exhibition shall be final. The EDEX EXPO 2024 committee reserves the right to reject any application without offering reasons.
- 3) The applicant should enter into a formal agreement with the EDEX EXPO 2024 committee, within 1 week of receipt of confirmation on the allocation of space.
- 4) In the event the allocated space(s) by EDEX is not acceptable, the exhibitor may request the organiser to return the advance payment on the respective space allocation within 30 days. Such a request would need to be made within 7 days of receiving the confirmation of allocation by the EDEX EXPO 2024 Committee. No refunds will be considered after the expiry of the said 7 days.

In the event the advance payment is not returned within 30 days the Exhibitor would be entitled to interest calculated at the rate of 2.5% pa. with regard to payments in USD and 4% pa. with regard to payments in local currency (LKR) for the days in excess of 30 days.

- 5) "Request Form for Space Allocation" and the accompanying "Advance Payment" is only a counter offer and does not constitute to an offer and acceptance. No reservation can be considered confirmed until the applicant enters in to a formal "Legal Agreement" with the Organisers. No extensions will be allowed for early bird discount and / or the final payment.
- 6) All cheques to be drawn in favour of "EDEX EXPO" and crossed 'Account Payee Only' for overseas applicants, remittance details are as follows. Account No. 0034 6000 0938, Bank: Sampath Bank PLC (7278) Branch: Thimbirigasyaya (034) SWIFT Code: BSAMLKLX.
- 7) Organisers reserve the right to reallocate any previously reserved bare space to a fresh applicant without any notice or refund of payments made, in the event the former applicant fails to make the necessary balance payments strictly in accordance with the payment schedule appearing in the Rate Card.
- 8) The Organiser reserve the right to change the date, the venue or floor layout at their sole discretion if circumstances warrant such action.

Shell Requirement (Please Tick as appropriate):

Expo Venue	Colombo		Kandy	
	Yes	No	Yes	No
Shell Required				

Name Panel (Compulsory for all Shell Scheme Exhibitors)

Name of Institution (25 characters)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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Design Stalls

Designs together with dimensions should be submitted to the Secretariat on or before 15th January 2024.

Profile Information

All exhibitors automatically qualify for a free editorial entry in the Exhibitor Catalogue which includes Company contact details, logo, Company description up to 65 words, boxed entry.

To ensure that proper details of your organisation appears in the catalogue, please complete the below Section.

Address

Country

Email / Web

Telephone Fax

Person Responsible

Logo

Please email to **chanakalr@gmail.com** only in illustrator format (EPS Files) or High Resolution JPEG. Kindly note the emailed logo will be used to print the exhibitor catalogue.

Text to be published (maximum of 65 words) should be typed in a word document and emailed to **shafin_izy@hotmail.com** or **chanakalr@gmail.com**. Kindly note that the word document name should be equal to the company name. (If text exceeds more than 65 words, only the first 65 words will be extracted for publication in the catalogue)

Please Note

- The organisers reserve the right to edit your editorial where necessary to maintain uniformity in the final catalogue.
- The organisers will take no responsibility for any omission of any editorial content resulting from insufficient, late or illegible information received from the exhibitor.
- Changes to be submitted to editorials will only be accepted until 29th January 2024.
- Late submissions will not be printed on the catalogue.
- Complete the below table based on your specialisations.

Restrictions

- Please note only one editorial per applicant will be published.
- Any requests to publish editorials for co-exhibitors will incur a charge of LKR. 5,000/- per co-exhibitor.

CLASSIFIED INDEX DETAILS

SECTION A : Field of Specialisation

(Please specify (X) the field(s) of studies conducted / career opportunities offered)

<input type="checkbox"/>	Overseas Education Consultants / Reps	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	MBA / MSc Programmes
<input type="checkbox"/>	Advertising / Marketing	<input type="checkbox"/>	English Language	<input type="checkbox"/>	Nursing
<input type="checkbox"/>	Agchitecture / Bio Sciences	<input type="checkbox"/>	Fashion Designing	<input type="checkbox"/>	Pharmacy
<input type="checkbox"/>	Architecture / Interior Design	<input type="checkbox"/>	Environmental Science	<input type="checkbox"/>	Psychology
<input type="checkbox"/>	Accountancy / Business Studies	<input type="checkbox"/>	Health Science / Medicine	<input type="checkbox"/>	Secretarial
<input type="checkbox"/>	Art / Music / Drama	<input type="checkbox"/>	Hospitality Managemet / Tourism	<input type="checkbox"/>	Social Science
<input type="checkbox"/>	Aviation	<input type="checkbox"/>	Human Resource Management	<input type="checkbox"/>	Statistics
<input type="checkbox"/>	Banking / Finance	<input type="checkbox"/>	Industrial Management	<input type="checkbox"/>	Surveying
<input type="checkbox"/>	Career Guidance	<input type="checkbox"/>	Insurance	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Communication	<input type="checkbox"/>	International Relations	<input type="checkbox"/>	Technical Education
<input type="checkbox"/>	Computing / IT	<input type="checkbox"/>	Journalism / Media	<input type="checkbox"/>	Vocational
<input type="checkbox"/>	Dental Science	<input type="checkbox"/>	Law	<input type="checkbox"/>	Veterinary
<input type="checkbox"/>	Economics	<input type="checkbox"/>	Management	<input type="checkbox"/>	Other (Please specify)
<input type="checkbox"/>	Education & Training	<input type="checkbox"/>	Marine Science	<input type="checkbox"/>	

If your organisation is an Overseas Education Consultant / Representative please avoid selecting all fields, and select only the Overseas Education Consultant / Reps Fields.

PLEASE KEEP A COPY FOR YOUR RECORDS

Organised By



Royal College Union

Live your dream
සිතීමට ඉඩ
සංකල්පයක් නොමැතිව



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