



Global
Gateway



EXHIBITORS
MANUAL

EHEF 2026
EUROPEAN HIGHER
EDUCATION FAIR *INDONESIA*



Welcome to EHEF Indonesia 2026

Dear Exhibitors,

It is our great pleasure to welcome you to the 18th edition of the European Higher Education Fair (EHEF) Indonesia 2026. The Delegation of the EU to Indonesia and Brunei Darussalam has been proudly organizing the EHEF in Indonesia since 2008, establishing it as the leading platform for European universities to connect with Indonesian students. As an integral component of the Global Gateway, the EU's global strategy for sustainable investments in education and infrastructure, this fair goes beyond recruitment: it fosters long-term institutional partnerships, joint research initiatives, and international academic mobility.

Indonesia continues to be one of Southeast Asia's most dynamic student mobility markets. More than 4,000 Indonesian students embark on higher education journeys in Europe each year, supported by self-funding and competitive scholarship schemes—including LPDP, Garuda Scholarships, Erasmus+, and individual EU Member States grants offering over 1,200 opportunities annually.

For 2026, we are targeting:

- 90 Participating Institutions from across the European Union Member States.
- 14,000 Pre-registered Candidates seeking undergraduate, postgraduate, and doctoral pathways.
- 7,000 On-site Visitors actively engaging with university representatives across the event footprint.

This Exhibitor Manual is designed as your operational handbook. It contains essential guidance, technical specifications, and key schedules to ensure a smooth and efficient event experience for your team. EHEF organising committee and technical team remain at your disposal to ensure your participation yields exceptional outcomes.

Venue Information

Yogyakarta

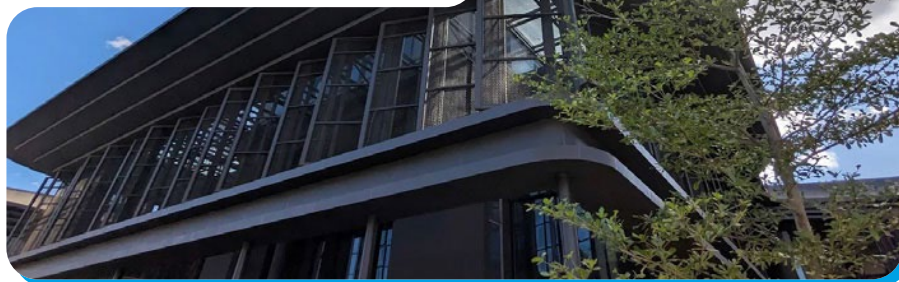
4 November 2026

11.00 - 17.00 WIB

**Gelanggang Inovasi
dan Kreativitas**

Universitas Gadjah Mada

<https://gik.ugm.ac.id/>



Jakarta

7-8 November 2026

11.00 - 17.00 WIB

Catur Dharma Hall

Menara ASTRA

www.menara-astra.co.id

Contact Details

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Information about Invoice	iffa.kusuma@pactoconvex.com
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Important Dates

8 JUNE 2026

Exhibitors Registration Open

26 SEPTEMBER 2026

Exhibitors Application Deadline

17 OCTOBER 2026

Exhibitors Data Collection Deadline

24 OCTOBER 2026

Exhibitors Payment Deadline

1 - 31 OCTOBER 2026

Publication of Institutional Data on EHEF Website

22 - 23 OCTOBER 2026

Exhibitors Technical Meeting

4 NOVEMBER 2026

EHEF 2026 Yogyakarta

7 - 8 NOVEMBER 2026

EHEF 2026 Jakarta

5 DECEMBER 2026

Dissemination of Event Report to Exhibitors

Programme Information

Wednesday, 4 November 2026

EHEF in Yogyakarta

08.30 – 10.30 Booth preparation

10.30 – 11.00 Opening Ceremony

11.00 – 17.00 European Higher Education Fair

Friday, 6 November 2026

18.00 – 20.00 Booth preparation

Saturday, 7 November 2026

EHEF in Jakarta

08.30 – 10.30 Booth preparation

10.30 – 11.00 Opening Ceremony

11.00 – 17.00 European Higher Education Fair

Sunday, 8 November 2026

EHEF in Jakarta

11.00 – 17.00 European Higher Education Fair

Participation Fee

MAIN PACKAGE

Offline event in Jakarta for **EUR 1,500**

Including:

- 1 (one) booth in Jakarta for 2 (two) days
- Publication of exhibitor's profile on the EHEF website
- Publication of exhibitor's profile on the EHEF Digital Catalogue
- On-site technical support
- Student leads report

COMPLETE PACKAGE

Offline event in Yogyakarta and Jakarta for **EUR 1,900**

Including:

- 1 (one) booth in Yogyakarta for 1 (one) day and in Jakarta for 2 (two) days
- Publication of exhibitor's profile on the EHEF website
- Publication of exhibitor's profile on the EHEF Digital Catalogue
- On-site technical support
- Student leads report

The Participation Fee only covers booth space, core event services, and digital features listed above. It does not include:

- Personnel travel expenses (international and domestic airfare).
- Local ground transportation.
- Hotel accommodation.
- Freight and shipping costs for exhibition materials.
- Daily per diem and personal allowances for booth staff.

Note:

Exclusive to National Education Representatives, Embassies of EU Member States, and Official EU Institutions. The first booth is FREE; if you apply for an extra booth, the normal price will apply to the second booth.

Payment Procedures

Organising Committee will send an invoice to all exhibitors after receiving the signed and stamped registration form. The amount invoiced by the EHEF Indonesia 2026 Organising Committee is exempt from VAT.

Payments should be made only after receiving the invoice sent by the Organising Committee. If the exhibitor needs additional support (printing, customs assistance, booth assistance, and/or specific equipment that supports booth activity), a separate invoice will be sent by the Committee based on the agreed price/cost.

Payment for participation fee and additional support (if any) shall be made via bank transfer to:

Bank Negara Indonesia (BNI)

Account Number: 2121 667 531

SWIFT Code: BNINIDJA

Account Holder: PT. PACTOCONVEX NIAGATAMA

Address : BNI Menara Thamrin

Gd. Menara Thamrin Kav. 3, Jakarta 10250, Indonesia

Note:

- Exhibitor must state the invoice number on its transfer slip, for easy check and audit.
- Exhibitor is responsible to all charges that comes along with fund transfer.

Cancellation Procedures

Exhibitor must notify the EHEF Indonesia 2026 Organising Committee about its participation cancellation/withdrawal in a formal letter, letter with a formal letterhead can be sent via email to **ehéf2026@ehéf.id**.

Cancellation fees will be charged to the exhibitor for its withdrawal from the EHEF Indonesia 2026 (due to any reason), under the following terms:

- **No payment** will be charged if the cancellation is made **before 16 October 2026**
- **100% payment** will be charged if the cancellation is made **after 16 October 2026**

Registration Guidelines

To secure your institution's booth and ensure smooth operational preparation, all participating Higher Education Institutions (HEIs) and European Union Member States (EUMS) are required to complete a registration process via the official portal at registration.ehef.id. The number of booths is limited and allocated on a first-come, first-served basis.

Phase 1: Institutional Application & Approval

Deadline: Friday, 26 September 2026

- Access the Exhibitor section on registration.ehef.id and complete the application form. After submitting, you will receive an automated confirmation email.
- Please print, sign, and official-stamp the completed form.
- Send the signed/stamped form to ehf2026@ehf.id.

Phase 2: Institution Data Request and Exhibitor Manual

Deadline: Friday, 17 October 2026

- Participation Confirmation: Within 5 working days of receiving your signed application form, the EHEF Committee will formally confirm your participation.
- The EHEF Organiser will send the Phase 2 Registration Form with the Exhibitor Manual. The Phase 2 registration includes an institution's data request for the Fair catalogue and digital database at virtual.ehef.id. It also requests additional services such as equipment, booth assistant, and printing assistance.

Key Deadlines

Institutional Profiles

Deadline: Friday, 16 October 2026

An official **EHEF 2026 Digital Catalogue**—featuring detailed profiles of participating institutions and EU Member States—will be produced and distributed free of charge to all registered visitors.

- Each registered exhibitor is entitled to **one (1) complimentary institutional profile**. European Union Member States (EUMS) delegations are additionally requested to submit a country-level education profile.
- All profiles must be submitted in English via the Phase 2 Registration Form that was distributed through email.
- The Organising Committee reserves the right to edit, proofread, or shorten submitted texts for length, clarity, and formatting consistency. Please ensure all submitted copy is thoroughly checked for grammar and spelling prior to submission.
- Institutional profile slots not submitted by the deadline will be removed from the final publication.

Background Design

Deadline: Friday, 16 October 2026

To distinguish your institution and showcase your brand, each booth features a dedicated printed backwall backdrop. Exhibitors must provide high-resolution print-ready artwork conforming to the technical specifications below.

The EHEF Organising Committee retains **full authority over the event floorplan, national pavilions grouping, and booth assignments**.



Booth Background Specifications:

Size	2 (width) x 2.5 (height) sqm
Colour	All back-wall design will be printed in full colour
Artwork Format	PDF, Adobe Illustrator, PSD, EPS, Tiff or JPEG, with 150 dpi resolution. If you send an open file please remember to attach fonts (it is preferable to convert fonts in letter contours), pictures and illustrations.
Delivery Artwork	Please upload the file to the internet, and send the download link to EHEF Committee, ehf2026@ehf.id
Deadline	Due to the time constraints, if we don't receive any design, we will use standard template for your institutions.

Representatives Badges

Deadline: Friday, 30 October 2026

Official EHEF Exhibitor Badges serve as primary security accreditation and must be worn prominently by all representatives at all times during exhibition hours. Due to venue capacity, each exhibiting institution is allocated a **maximum of two (2) official badges**. The EHEF Organising Committee will collect the representative's name after the technical meeting.

Additional Services: Equipment Rental

Deadline: Friday, 16 October 2026

Exhibitors may order supplementary equipment, staffing support, and local printing assistance via the Phase 2 Registration Form.

A. Equipment Rental

Standard booths include basic furniture. Additional audiovisual equipment, specialised display stands, or extra furniture can be ordered at an additional cost.

B. Student Booth Assistants / Interpreters

The EHEF Organising Committee could recruit English-speaking local booth assistants to support institutional representatives with student engagement and language translation. Service Rate: EUR 30 per day per assistant.

C. Printing Assistance

To eliminate international shipping costs and customs delays for heavy promotional goods, the EHEF Organising Committee offers high-quality local printing services in Indonesia for brochures, flyers, and banners.

Note on Additional Service Billing:

All optional add-on services selected in Phase 2 will be billed separately by the Organising Committee based on agreement between exhibitors and suppliers.

Freight Forwarding

Exhibitors are responsible for the shipping of their exhibition materials to the EHEF Indonesia 2025 storage. Exhibitors may use any freight forwarder of their choice. **All shipments must arrive at EHEF Indonesia 2026's storage by Friday, 23 October 2026 at the latest.**

Freight Services

Please send your package to:
EHEF Indonesia 2026 Organising Committee - Storage

PT. Vissasa Parama Nati

Kawasan Pergudangan Duta Indah Starhub Blok X.09
Jl. Saluran Irigasi Cisadane Timur, Belendung, Benda,
Tangerang, Indonesia 15123

Contact Person : Andi Mulyadi +62 812 840 4335

Nurul +62 878 8140 0402

Email : exhibition@vissasa.id

cs-care@vissasa.id

Kindly mark your package clearly with either **"EHEF Yogyakarta"** or **"EHEF Jakarta"** to indicate its intended destination.

Each single package must be labelled clearly in English, stating:

(Country name)

(Name of institution)

(Name of representative)

(Contact number of the representative)

For:

European Higher Education Fair 2026

Exhibitor Name : (Institution Name)

Practical Suggestion

- EHEF Indonesia 2026 is expecting 6,000 visitors over a total of 3 days event. We recommend you not sending more than 1000 copies/pieces per item.
- For a more practical management and to avoid high shipping cost, we recommend exhibitors to send the soft copy of the document and print them in Indonesia with our support. The costs of such printing will be communicated after receiving the soft copies.

Please be advised that:

- Contractual arrangement between the exhibitor and the freight forwarder is exclusive between the two parties. The EHEF Organising Committee will not be liable for services or payments between the freight forwarder and the exhibitor.
- To track your shipment, please inform your shipment details via email: **ehef2026@ehef.id**.
- All exhibitors should ensure that all materials are packed in appropriate containers (solid boxes, thick cartons, securely closed).
- **Always ensure the weight is up to a maximum of 50 kg per box, in order to avoid problems at our customs.** Commonly, a box with a weight of more than 50 kg will be subject to paying high import tax duty.
- All exhibitors must include shipping insurance to prevent items from being damaged or lost. Exhibitors may arrange shipping insurance directly with the shipping company.
- Please take into account that the Indonesian customs procedure for clearing the shipping materials may take 2-3 weeks.
- In the event that an additional fee is charged by the customs authority for various reasons, the Organising Committee can take a pre-financing position after receiving a formal email and commitment from the exhibitor to make the payment once receiving an invoice.
- All exhibitors should be responsible for bringing or shipping back the remaining promotional items.

Visa & Immigration Guidelines

Under Indonesian Immigration regulations, foreign representatives actively manning a booth at trade shows, educational fairs, or promotional expos are required to hold an Exhibitor Single-Entry Business Visit Visa.

To ensure seamless operations and avoid regulatory issues during EHEF Organising Committee advises all foreign exhibitors to secure the appropriate business visa prior to travel. All foreign participants must adhere to the following visa requirements.

Visa Classification & Eligibility

- **Exhibitors / Booth Staff:** Foreign representatives actively manning a booth, engaging with visitors, or distributing materials must hold an Exhibitor Single-Entry Business Visit Visa (Index C11).
- **General Visitors / Attendees:** Non-exhibiting attendees may enter Indonesia using a Visa on Arrival (VoA / e-VoA) or the ASEAN Visa Exemption, where applicable.
- Visa processing times can vary. Exhibitors are strongly advised to initiate their application at least 3 to 4 weeks prior to travel.
- Securing the correct visa remains the sole legal responsibility of the participating institution and its individual representatives.

Step-by-Step Application Process (Exhibitor Visa - Index C11)

• Request an Official Invitation Letter:

Confirmed exhibitors should email ehf2026@ehf.id to request an official EHEF Invitation Letter from the Organising Committee.

• Submit Online Application:

Apply directly through the official Directorate General of Immigration portal at <https://evisa.imigrasi.go.id/>

• Prepare Required Documents:

- Passport valid for at least six (6) months from the planned date of arrival.
- Official EHEF 2026 Visa Invitation Letter.
- Confirmed return flight itinerary, and personal or institutional bank statement proving sufficient funds.

Visa on Arrival (VoA)

- Citizens of 90+ countries can apply for an Indonesian Visa on Arrival (VOA) for tourism, business, or government duties:
<https://www.imigrasi.go.id/wna/daftar-negara-voa-bvk-calling-visa>
- The Visa on Arrival (VoA) can be purchased upon arrival or applied for online as an e-VOA on the official Indonesian immigration website before traveling.

Step-by-Step Application Process

1. e-VoA:

Visit the official Indonesian immigration website: <https://evisa.imigrasi.go.id/>; Fill out the application form and pay the fee online. You will receive an electronic visa via email, which is then stamped into your passport upon arrival.

2. VoA Upon Arrival:

Ensure you meet the entry requirements before your trip. Present your passport and pay the required fee in cash or by card at the immigration counter. The visa is stamped into your passport at the entry point.

• Prepare Required Documents:

- Passport valid for at least six (6) months from the planned date of arrival.
- Confirmed return flight itinerary.
- Proof of Funds/Accommodation: Be prepared to show proof of financial means and your hotel reservation.

Indonesia Digital Arrival Card

Starting September 1, 2025, all passengers and crew bound for Indonesia are required to complete a Customs Declaration through **allindonesia.imigrasi.go.id**

Exhibitors coming from Europe are encouraged to fill out the online arrival card before departing to Indonesia. You can click the link below and fill out the form. Alternatively, exhibitors can download the application "All Indonesia" from App Store or Google Play Store.

<https://allindonesia.imigrasi.go.id/arrival-card-submission/personal-information>





Languages   Help

Foreign Visitor

Arrival Card Submission
Please complete your Arrival Card before entering Indonesia by filling out the required information.

1 Personal Information

2 Travel Details

3 Mode of Transportation & Address

4 Declaration

Lead Traveller

Personal Data

Please ensure that the data on this page is correct according to the passport, and then fill the remaining information.

 Scan QR

 Please use the same passport as for other immigration service applications

Passport/Country/Region

Select Passport/Country/Region

Full Name

Enter Full Name

Date of Birth

DD/MM/YYYY

Country/Place of Birth

Select Country/Place of Birth

Gender

☐ MALE ☐ FEMALE

Passport Number

Enter Passport Number

Date of Passport Expiry

DD/MM/YYYY

Account Information

Enter your contact information properly and correctly.

 Please make sure your email address is correct

Mobile Number

Select  Enter Mobile Number

Email

Enter Email

Add Traveller

Cancel

Next

EHEF 2026 - EXHIBITOR MANUAL 16

Recommended Hotels

All participants are requested to arrange their own accommodation and ground transportation. Exhibitors are highly encouraged to reserve their hotel rooms as soon as possible, no later than **Friday, 16 October 2026**.

- **Jakarta**

- **AYANA MidPlaza, Jakarta**

- Jl. Jenderal Sudirman, Kav 10-11, Jakarta 10220, Indonesia

- <https://www.ayana.com/jakarta/ayana-midplaza-jakarta>

- EHEF Official Room Rate:

- Deluxe Room (Single Occupancy) : IDR 2.117.500 / (apprx) EUR 103 nett

- Deluxe Room (Double Occupancy) : IDR 2.299.000 / (apprx) EUR 113 nett

- Rate eligibility: 5 – 9 November 2026

- Link for Reservation :

- <https://drive.google.com/file/d/1LFY3qtga-uB8pCWRNYpl4mf4HYk7CqqL/view>

- **Yogyakarta**

- **Hotel Tentrem Yogyakarta**

- Jl. P. Mangkubumi No.72 A, Yogyakarta 55233, Indonesia

- <https://yogyakarta.hoteltentrem.com/>

- EHEF Official Room Rate:

- Deluxe Room : IDR 2.000.000 / (apprx) EUR 98 nett

- Premier Room : IDR 2.400.000 / (apprx) EUR 117 nett

- Rate eligibility: 3 – 5 November 2026

- Link for Reservation : <https://shorturl.at/gUUCP>

Please fill in the form, sign, and email it back to respective hotel, and cc the email to ehf2026@ehf.id. If you attend in all cities, do not forget to submit a different forms.

Please be advised that:

- Exhibitor can make direct booking to the hotel by filling out a form in the booking link.
- Exhibitors participating in both Yogyakarta and Jakarta should fill out two hotel booking forms.
- Contractual arrangement between the exhibitor and the hotel is exclusive between the two parties. Hotel payments will be the sole responsibility of all exhibitors.

Recommended Flights

Yogyakarta is served by two airports. Please review the details below to plan your arrival and local transport efficiently.

1. Yogyakarta International Airport (YIA), as a Main Airport, YIA handles almost all commercial domestic and international flights into Yogyakarta.

Recommended Transport :

- Airport Train - KA Bandara (Recommended)): Takes approximately 39–45 minutes directly to Tugu Station in the city center, bypassing road traffic. Tickets can be booked via the Access by KAI mobile app or at station kiosks.

Travel Tip: Airport trains from YIA to Stasiun Tugu generally run once every hour. When selecting your train ticket, ensure you budget at least 45 minutes after landing to clear arrival, pick up checked bags, and walk to the YIA train station.

- Taxi / Ride-Hailing: Takes approximately 1.5 to 2 hours depending on traffic conditions. Available at designated pickup points at the arrival terminal.

2. Adisutjipto Airport (JOG) — City-Center Airport Adisutjipto Airport is currently operates a very limited number of commercial domestic routes. It located directly inside the city (approx. 20 minutes from the city center). If your airline offers a direct flight to Adisutjipto Airport (JOG), choosing this destination offers the shortest transfer to the city center.

Note: Most commercial airline tickets booked into Yogyakarta will arrive at YIA. Please double-check your flight arrival code (YIA vs. JOG) before booking ground transfers

GARUDA INDONESIA AIRWAYS FLIGHTS : JAKARTA - YOGYAKARTA

DEPARTURE	DATE	TIME	ARRIVAL	TIME	PRICE
Soekarno Hatta International Airport (CGK)	3-Nov	11.30	Yogyakarta International Airport (YIA)	12.50	IDR 1.560.263 EUR 75
Soekarno Hatta International Airport (CGK)	3-Nov	14.45	Yogyakarta International Airport (YIA)	16.05	IDR 1.560.263 EUR 75
Soekarno Hatta International Airport (CGK)	3-Nov	16.55	Yogyakarta International Airport (YIA)	18.15	IDR 1.141.800 EUR 55
Soekarno Hatta International Airport (CGK)	3-Nov	18.55	Yogyakarta International Airport (YIA)	20.15	IDR 1.560.263 EUR 75

GARUDA INDONESIA AIRWAYS FLIGHTS : YOGYAKARTA - JAKARTA

DEPARTURE	DATE	TIME	ARRIVAL	TIME	PRICE
Yogyakarta International Airport (YIA)	5-Nov	06.25	Soekarno Hatta International Airport (CGK)	07.40	IDR 1.120.236 EUR 54
Yogyakarta International Airport (YIA)	5-Nov	13.40	Soekarno Hatta International Airport (CGK)	14.55	IDR 1.534.236 EUR 74
Yogyakarta International Airport (YIA)	5-Nov	16.50	Soekarno Hatta International Airport (CGK)	18.10	IDR 1.534.236 EUR 74
Yogyakarta International Airport (YIA)	5-Nov	19.00	Soekarno Hatta International Airport (CGK)	20.15	IDR 1.534.236 EUR 74

CITILINK FLIGHTS : JAKARTA - YOGYAKARTA

DEPARTURE	DATE	TIME	ARRIVAL	TIME	PRICE
Halim Perdanakusuma (HLP)	3-Nov	05.55	Adi Sutjipto (JOG)	07.20	IDR 1.717.500 EUR 83
Halim Perdanakusuma (HLP)	3-Nov	09.55	Adi Sutjipto (JOG)	11.20	IDR 1.717.500 EUR 83
Soekarno Hatta International Airport (CGK)	3-Nov	13.35	Yogyakarta International Airport (YIA)	14.50	IDR 1.113.000 EUR 53
Halim Perdanakusuma (HLP)	3-Nov	13.40	Adi Sutjipto (JOG)	15.05	IDR 1.717.500 EUR 83
Soekarno Hatta International Airport (CGK)	3-Nov	18.30	Yogyakarta International Airport (YIA)	19.45	IDR 1.717.500 EUR 83

CITILINK FLIGHTS : YOGYAKARTA - JAKARTA

DEPARTURE	DATE	TIME	ARRIVAL	TIME	PRICE
Yogyakarta International Airport (YIA)	5-Nov	06.05	Soekarno Hatta International Airport (CGK)	07.20	IDR 788.800 EUR 38
Adi Sutjipto (JOG)	5-Nov	08.00	Halim Perdanakusuma (HLP)	09.30	IDR 1.706.300 EUR 82
Adi Sutjipto (JOG)	5-Nov	11.45	Halim Perdanakusuma (HLP)	13.15	IDR 1.706.300 EUR 82
Yogyakarta International Airport (YIA)	5-Nov	15.20	Soekarno Hatta International Airport (CGK)	16.35	IDR 788.800 EUR 38
Adi Sutjipto (JOG)	5-Nov	15.30	Halim Perdanakusuma (HLP)	17.00	IDR 1.706.300 EUR 82

Booth Specification

EHEF Indonesia 2026 Organising Committee will provide booths to all exhibitors who have finalised their payments by **31 October 2026**.

Exhibitors are entitled, in Yogyakarta and Jakarta, a standard booth with the following specification:

- Institution backwall – 2 x 2.5 sqm octanorm system booth
- Pylon finishing sticker printing for flag and country name
- 4m2 needle punch carpet, dark blue colour
- 1 table and 4 chairs
- 2 fluorescents 40-watt lamps
- 220V/2Amp single-phase power
- Paper bin



Promotional Materials and Displays

- Booth sharing is NOT ALLOWED. One booth must be occupied and managed by 1 (one) institution/member state.
- Exhibitors are free to decorate their own booth according to the following guidelines:
 1. Exhibitors must not change the booth structure, fascia board, flag, carpeting or walls or any other element that is common to all booths.
 2. Booth and exhibition decorations should only be posted or placed within the individual booth and may not be placed beyond the assigned space (maximum height is 2 meters).
 3. Do not cover any signs, logos and/or country/institutional names which have been applied by the EHEF Organising Committee to each booth.
 4. Please do not post any decorative materials on the fascia board.
 5. Decorative materials may only be posted on the display panel using (double-sided) tape. Do not use nails or pins or other type of materials which might damage the booth material.
 6. Do not block the aisles of the exhibition hall and/or affect in any way the displays of other exhibitors.
 7. Do not install revolving or flickering lights or sound equipment which might disturb other exhibitors.
 8. Any material displays and/or activities conducted outside an exhibitor's assigned space might pose to a consequence of exclusion of the exhibitor from the exhibition hall.

Loss and Damages

- All exhibitors should secure and be responsible for their belongings, such as bags, laptops, mobile phones, and other gadgets, especially during the peak time.
- The EHEF Organising Committee will provide security personnel for the event to ensure the highest security measures. They will be stationed at strategic points to maintain a safe environment throughout the event.
- Nevertheless, neither the Organising Committee nor security officers will be held responsible for any loss that occurs during the event.
- At the end of the event, exhibitors are obliged to hand over the assigned exhibit space to the EHEF Organising Committee in the same condition as it was at the beginning.
- Exhibitors are responsible for any damage caused to the assigned booth, furniture and its fixtures that occurs during the event.

Meals Coupon

- The EHEF Organising Committee will provide lunch for the exhibitors, during the exhibition days.
- Each exhibitor will receive meal coupon for lunch.
- As a form of awareness and efforts to keep a green environment, exhibitors are expected to bring their own water bottle/tumbler. The EHEF Organising Committee will provide water dispensers for the exhibitors.

Personal Safety

and Emergency Measure

- Exhibitors and visitors are encouraged to pay attention to the building security briefing/details and follow the safety procedure in emergency.
- The EHEF Organising Committee provides standard first aid kit, health workers and medical supply for emergency, ambulance, and access to medical facilities/hospitals nearby the venue.
- The exhibitor must occupy and use the venue and the space allocated to it at its own risk and neither the owner nor the EHEF Indonesia 2026 Organising Committee accept any liability for any accident, damage or injuries suffered at the venue by the exhibitor, its supporters, agents, contractors, invitees, members of the public, or any person.

CITY	NAME	ADDRESS	EMERGENCY CONTACT INFO
Yogyakarta	Dr. Sardjito General Hospital	Jl. Kesehatan No. 1 Sekip, Sinduadi, Yogyakarta, 55284	Email : humas@sardjitohospital.co.id Telephone : (0274) 583613 (Emergency Call)
Jakarta	MRCCC Siloam Hospitals Semanggi	Jl. Garnisun Dalam No. 2-3 Semanggi, 12930	Contact Center : 1-500-911 WhatsApp (Text Only) : +62 811 8951 181

Promotional Campaign

In addition to digital communication channels such as the website, social media platforms, email campaigns, and other digital means, as well as media partnerships, and outdoor displays, EHEF Indonesia Organising Committee 2026 will include outreach through public relations and targeted engagement with high schools. Teachers and students will be invited to attend webinars, webinars, podcast, instagram live and gatherings designed to provide relevant information and encourage participation in the event.

Those promotional activities are aimed to communicate the event's purpose and value to key audiences, including university students, high school students, young professionals, academic community, parents, teachers, media, and government representatives.

PRE-EVENT

To build momentum and deliver value to the audience prior to the exhibition, EHEF 2026 will host a series of engagement initiatives, including:

- **Webinar Series** – Expert-led online sessions covering essential topics about studying in Europe
- **Instagram Live** – Casual, interactive Q&A sessions with alumni and education representatives
- **Podcast Show** – Inspiring stories and practical insights available on-demand
- **Social Media Campaign** - Regular posts and paid advertising.
- **School Briefings** – Direct outreach to high schools, engaging teachers and students.
- **Media Partnerships** - To reach a wider audience.
- **Story Pitch** – Media engagement to secure press coverage and amplify the message.
- **Press Conference** – To announce officially the EHEF Indonesia 2026.
- **Outdoor Promotions** - Videotron promotion, giant banner, vertical banners.

MAIN EVENT

The exhibition will serve as the central platform where exhibitors can connect directly with participants. The event will also feature talk shows and panel discussions, offering in-depth perspectives on studying in Europe.

POST-EVENT

Following the exhibition, EHEF will provide a comprehensive post-event report, including visitor statistics, feedback, and documentation, giving exhibitors measurable insights into their participation and impact.

1. Disclaimers

- "The European Higher Education Fair" or "Fair" is organised by the EHEF Committee in the country specified in the Fair profile.
- "The Venue" as defined in the Fair details.
- The EHEF Committee accept no liability for loss or damage suffered by the Exhibitor and caused by:
 - The failure of any service or amenities which the Implementing Agencies is responsible for providing.
 - The failure of any service or amenities to be provided by the European Higher Education Fair subcontractors.
 - Cancellation or suspension of the European Higher Education Fair due to force majeure, including war, earthquake, typhoon, adverse weather, strikes or by reason beyond the EHEF Committee's control.
 - The EHEF Committee accepts no responsibility whatsoever for licensing matters, customs duties, import charges, taxes, delivery of visas, and hotel rooms or Exhibitors' travel arrangements.

2. Disputes

Should the Exhibitor and the EHEF Committee be in dispute on the meaning or interpretation of any of the terms of this agreement, including failure to agree on an event of force majeure, the matter will be referred to the European Commission for Arbitration.

3. Notices

If either party wishes to give notice to the other party under this agreement it shall be by registered delivery or mail to the EHEF Committee (see Fair Profile).

4. Termination of Agreement

The EHEF Committee are entitled to terminate without prior notification the agreement with an Exhibitor if:

- The Exhibitor or its designated representative commits any breach of, or fails to observe, any of the conditions or regulations set out in these terms and conditions.
- The EHEF Committee, in their sole and absolute discretion, decide that the agreement shall be terminated.
- The Exhibitor fails to pay any sum due.

5. Loss or Damage

- Loss or Damage of the Exhibitor's Properties
 - The Exhibitors may consider support from insurance company to protect themselves and their properties from loss and damages. This needs to be arranged independently by the Exhibitor.
 - The EHEF Indonesia 2025 Organising Committee will not be liable for the damage, theft or loss of any exhibitor's property in any circumstances.
- Loss or Damage Caused by the Exhibitor
 - The Exhibitor will indemnify the EHEF Committee for all actions, claims, suits, costs, expenses, demands (whether in respect of damage to property, personal injury or otherwise, and including all legal costs and other expenses suffered or incurred by the Implementing Agencies) which any person may bring or claim arising from and out of the use of the venue by the Exhibitor, its employees, supporters, contractors and invitees.
 - Loss and damage to the Venue and to any property therein arising out of the use of venue by the exhibitor, its employees, supporters, contractors or invitees, including but not limited to the foregoing caused by the use or misuse of water, gas or electricity.

6. Privacy Policy

- This Privacy Policy sets out the data processing practices carried out by the internet and the www.ehef.id or virtual.ehef.id and corresponding EHEF Indonesia social media.
- We collect personal information through the registration process and booth visits only. We do not sell, trade, or lease your personal information to third parties.
- We will only disclose personal information to our partners and to other organisations related to the event you register to, and to the suppliers we engage to process data on our behalf.
- If you have any requests concerning your personal information, any queries regarding these practices or if you wish to modify or to remove your personal data, please contact us at **ehf2026@ehef.id**.

7. Governing Law

- By submitting the application to exhibit at the Fair, the Exhibitor agrees to these Terms and Conditions.
- The mutual rights and obligations residing in this contractual relationship shall be interpreted in accordance with the laws of the Republic of Indonesia.
- Should any of the above conditions be or become null and void, the other conditions shall continue to be valid.

8. Exhibitor Selection Criteria for Higher Education Institutions

In order to be eligible to exhibit at EHEF Indonesia, the institutions must:

- Be a higher education institution with their headquarters in one of the 27 EU Member States,
- Be recommended by the appointed national coordinator of the relevant EU Member State,
- Provide undergraduate and / or postgraduate courses leading to recognized degrees,
- Provide degree courses that are accredited by the competent national authority in the relevant EU Member State,
- Have a strong international dimension or be actively seeking to develop one, i.e. offer courses (preferably English-taught) and support services particularly aimed at international students.
- Officially represent the European country's language centre or cultural centre.

Note: Priority will be given to individual higher education institutions with a focus on postgraduate courses.

For each country, booths are allocated for eligible higher education institutions on a first-come, first-served basis, based on the date and time the committee receives the completed, signed application form by email before the deadline. If the number of applications exceeds the number of booths available, a waiting list will be created. Eligible institutions will be placed on this waiting list according to the date and time the committee receives the completed, signed application form by fax at the EHEF Organising Committee office before the application deadline.

The EHEF Organising Committee reserves the right to select the institutions that will take part in the European Higher Education Fair based on the exhibitor selection criteria, as described above. Applicants will be notified by email for the decision.

9. VAT

Amounts invoiced by the EHEF Organising Committee are exempt from VAT. The EHEF Organising Committee reserves the right to send a supplementary invoice for VAT if required by EU legislation.

10. Cancellation of a European Higher Education Fair

The EHEF Organising Committee reserves the right to postpone, curtail, move, extend or cancel a Fair, or move Exhibitors, or close a part or all sections of the Exhibition temporarily or permanently, if unforeseen events so require. Should it be necessary to postpone, curtail, move, extend or cancel the Fair, or move an Exhibitor, the Exhibitor shall not be entitled to withdraw from the contract nor to claim indemnity.

If the EHEF Organising Committee cancel a European Higher Education Fair due to force majeure, the committee will calculating the actual expenses and all efforts will be made to reimburse exhibitor fees and any additional fees paid to the EHEF Organising Committee included in the official application form (i.e. additional equipment or catalogue advertisement). Exhibitors will be responsible for any cancellation charges on flights, accommodation and any other costs that may incur.

11. Loss or Damage Caused by Exhibitor

The Exhibitor will indemnify EHEF Organising Committee for: all actions, claims, suits, costs, expenses, demands (whether in respect of damage to property, personal injury or otherwise and including all legal costs and other expenses suffered or incurred by the Implementing Agencies) which any person may bring or claim arising from and out of the use of the Venue by the Exhibitor, its employees, servants, contractors and invitees; Loss and damage to the Venue and to any property therein arising out of the use of Venue by the Exhibitor, its employees, servants, contractors or invitees and in particular but without prejudice to the generality of the foregoing caused by the use or misuse of water, gas or electricity.

12. Personal Accidents

The Exhibitor must occupy and use the Venue and the space allocated to it at its own risk and neither the owner nor the EHEF Organising Committee accept any liability for any accident, damage or injuries suffered at the Venue by the Exhibitor, its servants, agents, contractors, invitees, members of the public, or any person whatsoever.

**Delegation of the European Commission**

Delegation of the European Commission to Indonesia and Brunei Darussalam
 Menara Astra, 38th floor
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 Jakarta 10220 Indonesia
 Phone : 62 21 2554 6200
 Email : delegation-indonesia@ec.europa.eu
 Website : https://www.eeas.europa.eu/delegations/indonesia_en?s=168

**Austria**

Embassy of the Republic of Austria
 Jalan Diponegoro No. 44, Menteng
 Jakarta Pusat 10310
 Phone : 62 21 2355 4005
 Email : jakarta-ob@bmeia.gv.at
 Website : www.austrian-embassy.or.id

**Belgium**

Embassy of the Kingdom of Belgium
 Deutsche Bank Building, 16th floor
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 Phone : 62 21 316 2030
 Email : jakarta@diplobel.fed.be
 Website : www.diplomatie.be/jakarta

**Bulgaria**

Embassy of the Republic of Bulgaria
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 Jakarta 10310
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 62 21 391 3121
 Email : bgem.jkt@centrin.net.id
 Website : www.mfa.bg/embassies/indonesia

**Cyprus**

Cyprus High Commission
 30 Beale Crescent, Deakin ACT 2600
 Australia
 Phone : 61 2 6281 0832
 Email : info@cyprus.org.au
 Website : www.cyprus.org.au



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Embassy of the Czech Republic
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Phone : 62 21 390 4075 - 7
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Website : www.mfa.cz/jakarta



Denmark

Royal Danish Embassy
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Jalan Mega Kuningan Lot 5.1
Jakarta 12950
Phone : 62 21 866 55100
Email : jktamb@um.dk
Website : www.ambjakarta.um.dk



Finland

Embassy of Finland
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Phone : 62 21 2939 3000
Email : sanomat.JAK@formin.fi
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org
Website : www.ambafrance-id.org



Germany

Embassy of the Federal Republic of
Germany
Jalan M.H. Thamrin No. 1
Jakarta Pusat 10310
Phone : 62 21 3985 5000
Email : dtbotjak@indo.net.id
Website : www.jakarta.diplo.de



Greece

Embassy of the Hellenic Republic
Plaza 89, 12th Floor
Jalan H.R. Rasuna Said Kav X-7, No. 6,
Kuningan, Jakarta Selatan 12940
Phone : 62 21 520 7776
Email : grembas@cbn.net.id
Website : www.greekembassy.or.id

 Hungary

Embassy of the Republic of Hungary
Jalan H.R. Rasuna Said Kav. X-3, No. 1,
Kuningan, Jakarta 12950
Phone : 62 21 520 4643
Email : mission.jkt@kum.hu
Website : www.mfa.gov.hu/emb/jakarta

 Ireland

Embassy of Ireland Jakarta
World Trade Centre I, 14th Floor
Jalan Jend. Sudirman Kav. 29-31
Jakarta 12920 - Indonesia
Phone : 62 2809 4300
Email : jakartaemvisa@dfa.ie
Website : www.ireland.ie/en/indonesia/jakarta/

 Italy

Embassy of the Republic of Italy
Jalan Diponegoro No. 45, Menteng
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Email : embitaly@italambjkt.or.id
Website : www.ambjakarta.esteri.it

 Luxembourg

Embassy of the Grans-Duchy of
Luxembourg
Q House Lumpini 27th Floor
1 South Sathorn Road, Tunghamek
Sathon, Bangkok 10120, Thailand
Phone : 66 2610 3883
Email : bangkok.amb@mae.etat.lu
Website : bangkok.mae.lu

 The Netherlands

Royal Netherlands Embassy
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Jakarta 12950
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 Poland

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Website : www.gov.pl/web/indonezja



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or.id



Romania

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Phone : 62 21 390 0489
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