



European Higher Education Fairs. Malaysia 2016. Exhibitors' Manual

This project is funded
by the European
Union



This project is
implemented by:



European Higher Education Fairs in Central Asia and Asia Contract Number 2013/333-992

EXHIBITOR'S MANUAL

FAIR INFORMATION:	3
DATE AND LOCATION	3
OPENING HOURS	3
OPENING CEREMONY	3
BOOTH AND FLOORPLAN	4
INTERNET ACCESS.....	5
SHIPMENT OF MATERIALS.....	5
CATERING SERVICES	5
EXHIBITOR INFORMATION	6
CONTACTS: SICI DOMINUS.....	6
FACON EXPO ORGANIZERS CONTACTS:	6
RECOMMENDED HOTELS	6
COUNTRY PRACTICAL TIPS	7
CURRENCY /MONEY/ CREDIT CARDS	7
TIME	7
TRANSPORTS / TAXIS.....	7
TELEPHONE CODES / MOBILE PHONE COMPANIES	7
POWER AND ELECTRICITY	7
WEATHER	7
LANGUAGE	7
CULTURAL TIPS	7
SECURITY	7
EMERGENCY TELEPHONE NUMBERS	8
EMBASSY INFORMATION	8



FAIR INFORMATION:

DATE AND LOCATION

The European Higher Education Fair will take place on Saturday 12th and Sunday 13th March 2016.

Venue:

Kuala Lumpur Convention Centre

How to get to the Fair

<http://www.faconedufair.com/education-fair-december-2015/how-to-get-there/>

Access to the Fair:

From the entrance next to Traders Hotel or Mandarin Oriental Hotel.

http://www.klccconventioncentre.com/Location-@-Directions_and_Maps.aspx

OPENING HOURS

For visitors:

12th – 13th March 2016

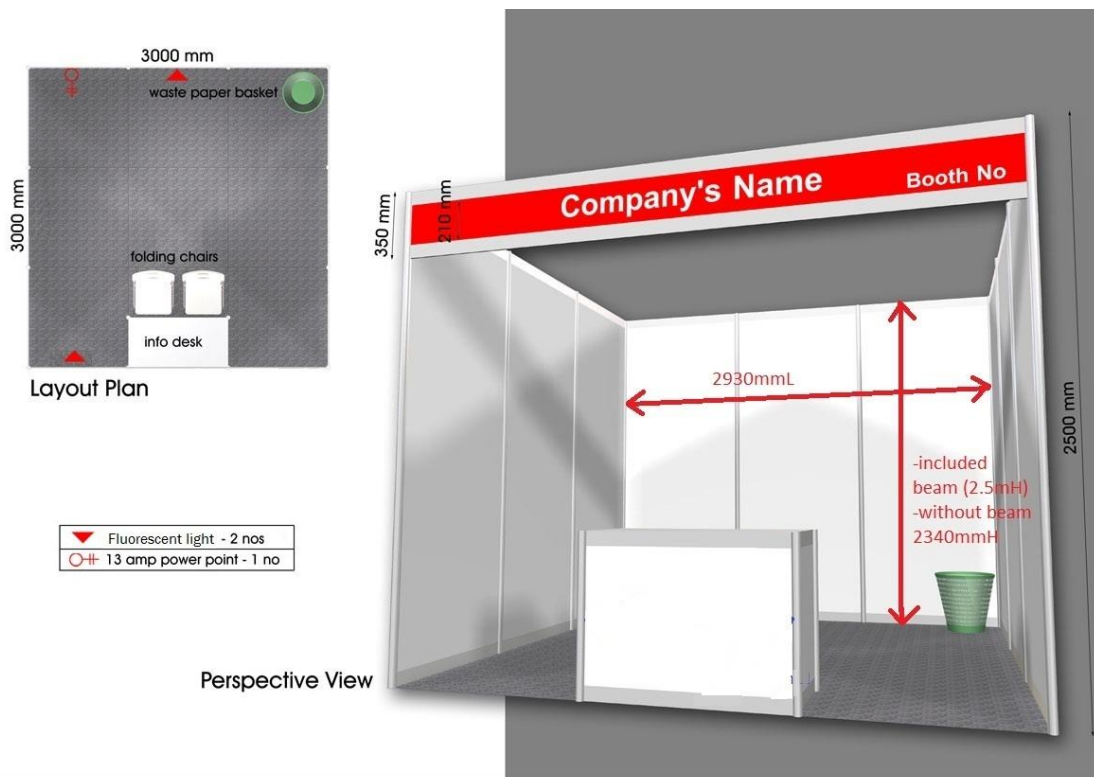
11 a.m. – 6 p.m.

For exhibitors: to be confirmed

OPENING CEREMONY

To be confirmed

BOOTH AND FLOORPLAN



3 x 3m Shell Scheme Booth

The Nametag (see the picture Company's Name) will be installed by the EHEF project, with your Institution Name (see [the list: http://www.ehef.asia/malaysia-info-for-visitors/list-of-exhibitors](http://www.ehef.asia/malaysia-info-for-visitors/list-of-exhibitors)), MS Flag and EU Flag.

Each booth has:

- 9 sqm needle punch carpet
- 1 info desk
- 2 folding chairs
- 1 power point
- 2 fluorescent light
- 1 basket

Floorplan to be confirmed.



INTERNET ACCESS

To be confirmed

SHIPMENT OF MATERIALS

EHEF Project doesn't support the cost of transportation, custom clearance and logistics. If you need freight arranged, please contact directly the official freight forwarder of FACON Education Expo

FACON Official freight forwarder

Curio Pack Sdn Bhd

Tel: 603 – 3325 3777 / 3585

Fax: 603 – 3325 3666 / 3775

PIC: Mr Ngiam Chong Lee

Email: chonglee@curiopack.com.my; ctngiam@curiopack.com.my

CATERING SERVICES

The EHEF project will support 2 lunch boxes per exhibitor, which will be delivered to each booth, we will send further information as soon as possible.

PRE-EVENT ACTIVITIES

The EHEF project will be arranging optional pre-event activities for exhibitors on Thursday 10th and Friday 11th March. These are yet to be confirmed but we expect them to involve visits to international schools and universities in Kuala Lumpur. Further details will be sent as soon as we have confirmation, but meanwhile please bear the dates in mind when arranging your flights and other meetings/activities.



EXHIBITOR INFORMATION

CONTACTS: SICI DOMINUS

European Higher Education Fairs in Central Asia and Asia (EHEF)

EHEF Project Team / S.I.C.I. Dominus Granada Office

C/Ángel 16 – 18002 Granada

T: +34 958 523 544

F: +34 958 520 589

info@ehf.asia

<http://ehf.asia>

FACON EXPO ORGANIZERS CONTACTS:

Christopher Chin: +60129089951

Nadia Zamri: +60149604108

Daphne Bernardine: +60129615151

RECOMMENDED HOTELS

Pullman Hotel KLCC

<http://www.pullmanhotels.com/gb/hotel-A0C5-pullman-kuala-lumpur-city-centre-hotel-and-residences/index.shtml>

Traders Hotel

<http://www.shangri-la.com/kualalumpur/traders/>

COUNTRY PRACTICAL TIPS

CURRENCY /MONEY/ CREDIT CARDS

Malaysian currency is Ringgit Malaysia (RM).

Credit cards (both Visa and MasterCard) are widely acceptable in urban areas.

TIME

Malaysia Time Zone is UTC +08:00.

TRANSPORTS / TAXIS

Please visit this URL for details of transportation to the fair venue:

<http://www.faconedufair.com/education-fair-december-2015/how-to-get-there/>

TELEPHONE CODES / MOBILE PHONE COMPANIES

The main telecommunications providers are Maxis, Digi, UMobile and Celcom. You can get the information at the airport (depending on which airline you're taking as Kuala Lumpur has 2 different airports – KLIA & KLIA2).

POWER AND ELECTRICITY

240V 50Hz

The electrical sockets in Malaysia are "Type G" British BS-1363 (3 rectangular blades in triangular pattern).

WEATHER

Malaysian weather is normally hot and humid, however do take note that it could be quite cold inside the fair venue (KL Convention Centre).

LANGUAGE

Malaysians normally converse in Mandarin Chinese, Malay Language and English.

Conversing in English would not be a problem.

CULTURAL TIPS

Malaysia is known for its multiculturalism, its people of different races and religions. It is advisable to dress respectfully, particularly in rural areas (trousers or long skirts etc).

SECURITY

Crime towards tourists is rare but it is still important to keep a close eye on valuable items as street crime such as bag snatching and pickpocketing may happen.



Generally, you are unlikely to be assaulted if you avoid deserted areas and being alone.

EMERGENCY TELEPHONE NUMBERS

999

EMBASSY INFORMATION

You can visit this URL <http://www.eumcci.com/eu-embassies-in-malaysia> for a list of Embassies of European Union countries.