

Terms and Conditions for Registration and Participation: EducationUSA Spain's U.S. College & University Fair in Madrid (September 29, 2025)

Registration:

- Registration will open April 23, 2025. The final registration deadline, via the online registration form on the EducationUSA Fairs Portal, is August 31, 2025 or when capacity is reached (whichever comes first).
 - EducationUSA seeks to have representatives from accredited U.S. Higher Education Institutions (HEIs) participate in fairs and meet with students. Agents may be allowed to participate in the EducationUSA Spain fair if the accredited U.S. higher education institution that they will represent at the event sends us proof of their relationship with them. That can be achieved by having a representative from that HEI send educationusa@fulbright.es a statement in an official correspondence from their institution (signed and on letterhead) indicating there is a formal agreement between the parties and that the agent has approval to represent the HEI at the event.
- There will be only one registration per institution accepted.
- Registration fee of \$800 per institution includes expenses for up to two representatives at one booth for the institution. Student or alumni representatives can participate when given prior training and guidance by the participating higher education institution. There can be no more than 2 representatives per institution.
- All registration and registration related fees must be made within 15 business days in order to complete the registration process. If registration fees are not received in that period of time the institution's place may be filled by the next on the list. If for any reason the payment can not be done on time, please contact EducationUSA Spain in Madrid as soon as possible at educationusa@fulbright.es.

The EducationUSA Spain Advising Center will:

- Advertise and extensively promote the events to students & families, as well as teachers, counselors and mobility coordinators at high schools and universities in Spain.
- Provide counter space, bottled water and sign for each participating institution. If special accommodations are needed, please request them from the EducationUSA staff in advance.

- Include institutional profiles in the on-line and printed event materials (website, student fair guide, etc.) All profiles must be received by September 8th to guarantee inclusion.
- Share general information in regards to the total number of registrants and attendees once the fair has ended.
- Provide resources related to travel regulations and recommendations.
- **NOT share registrants' personal data, due to the EU's GDPR (General Data Protection Regulation).** It is the responsibility of each HEI to collect the contact information of students that they meet. Your contact information will also be shared with the attendees via the digital and print student guides.
- **NOT** be able to guarantee visitors to your booth.
- **NOT** be responsible for any lost or damaged items.
- **NOT** be responsible for any mailed packages that may be stopped at customs and will **not** perform any customs clearance activities.
- **NOT** be able to ship any leftover materials.
- **NOT** be responsible for obtaining visas for fair participants (if applicable).

Participating Institutions agree to the following:

- Participating higher education institutions must hold U.S. Regional or National Accreditation and have a physical campus in the U.S. Verification may be requested. We reserve the right to refuse registration of any institution.
- Participating higher education institutions must support and adhere to the NAFSA Code of Ethics, provide ongoing services for international students and follow the NACAC guidelines at all fairs.
- **Participation by agents representing an HEI can only be permitted if they can demonstrate there is a formal agreement between the parties and that the agent has approval to represent the HEI at the event.** That can be achieved by having a representative from that HEI send educationusa@fulbright.es a statement in an official correspondence from their institution (signed and on letterhead) indicating so. Agents will only be allowed to represent one HEI.
 - Agent engagement in EducationUSA recruitment fairs is limited to the representation of the authorizing U.S. institution. **Agent engagement may not include business development activities or representation of non-U.S.institutional clients.**
- Exhibitors are responsible for their visas (if applicable), airline tickets, hotel reservations, and ground transfers.

- Exhibitors are responsible for shipping materials with sufficient time for delivery. To avoid delays or large customs tariffs, send your materials well in advance of the event and follow the instructions provided by EducationUSA Spain. Exhibitors are responsible for shipping materials with sufficient time for delivery, ensuring any sent materials arrive at the EducationUSA Spain office in Madrid no later than September 22, 2024. Please be aware of local customs issues. All printed materials and fair items should be sent to the addresses provided (after registration payment is received).
 - The EducationUSA center **cannot** be responsible for materials that may be lost or damaged in delivery or held up in customs, and furthermore cannot ship any materials which are left over.
 - We encourage you to have digital materials, and use QR codes to share them, when possible.

Cancellation Policy:

- Cancellations must be made by contacting EducationUSA Spain at educationusa@fulbright.es.
- Cancellations received on or before September 3, 2025 will be given a 50% reimbursement. All cancellations after September 3, 2025 will not be reimbursed.

No-show policy:

- No reimbursement. If materials have been received, they will be displayed without a representative at the table.

Force Majeure:

- These policies may be suspended in the event of any circumstance beyond the control of the EducationUSA Spain - such as acts of war, acts of terrorism, government regulations, natural disasters, pandemics - as long as said circumstances make it illegal or impossible for the event to take place.