

— ifia JAPAN 2017/ HFE JAPAN 2017 Rules & Regulations —

1. Show Period

Wed. 24th to Fri. 26th, May, 2017

Show period is subject to change due to hall conditions/natural disaster.

2. Venue: Tokyo International Exhibition Center (Tokyo Big Sight)

3-11-1, Ariake, Koto-ku, Tokyo 135-0063 JAPAN

3. Organizer

< Organizer : Food Chemicals Newspaper Inc.>

Shobunkan bldg., 3-2-8, Kanda Jimbocho, Chiyoda-ku, Tokyo 101-0051 JAPAN

TEL : +81-3-3238-7818/ FAX : +81-3-3238-7898

4. Exhibit fee

• **Package Booth JPY480,000 / booth(9sqm): basic decoration included. (before-tax price)**

Package booth includes ; Side-back panel,

English-Japanese fascia board (1 company name per booth),

Carpet, 1 Reception desk, 2 Folding chairs, 2 Fluorescent lights

1 electrical outlet (100V/800W, not included power rate), 1 trash box, booth cleaning (not included power rate)

• **Raw space JPY359,000 / booth(9sqm): (before-tax price)**

Space only. No decorations such as side-back panel included.

*10% discount is to be applied if ordered for more than 10 booths.

• **Main aisle charge JPY20,000 per main aisle (before-tax price)**

The location along main aisle is additionally charged when the booth faces to main aisle.

• **Early Bird contract *only 2017 the following date and discount rate**

10% discount is to be applied if ordered by October 31st, 2016.

5. Exhibitor Presentation fee

◆ Exhibitor Presentation JPY38,000 / 1session (15min) (before-tax price)

Price includes : Projector, Screen, Microphone and Pointer

Room Capacity : 60 people

*Presentation program shall be adjusted by Show Management.

*Cancellation after contract confirmed by Show Management requires 100% of exhibitor presentation fee as a cancellation charge.

*4 presentations in a row (60 min) are able to be made at a maximum.

*Attendees' business cards for exhibitor presentation shall be provided after the presentation.

6. Contract period

(A) **Closing date for contract : Feb. 28th, 2017**

Contract period might be shortened if available space is occupied.

(B) **How to contract**

Please fill in the Contract form and submit to Show Management by e-mail or fax.

(C) **Space order**

Due to hall conditions or other circumstances, Show Management might adjust total space.

(D) **Effective date of contract**

Contract comes into effect when received by Show Management.

Show Management might reject exhibit order when contract is judged as inappropriate.

7. Payment schedule

Exhibitor should pay 100% of exhibit fee immediately upon contract.

• Exhibitor agrees to bear the bank handling charge when wire transfer.

• For those who need invitation letter to apply for VISA, Show Management issue it after we confirm 100% exhibit fee payment.

8. Cancellation/Change

In case of Cancellation / Change exhibit space, Cancellation charge is

required as follows:

Deadline	Cancellation charge(including change exhibit space)
by October 31st, 2016 (Early Bird contract)	100% of exhibit fee
by Nov. 30th, 2016 (except for Early Bird Contract)	50% of exhibit fee
After Dec. 1st, 2016	100% of exhibit fee

*Above deadline is determined when intention of cancellation/change is informed to Show Management by official letter.

*In case of change from package booth into raw space after April 1st 2017, 100% of exhibit fee is required as a cancellation charge.

9. Prohibits of space resale

It is prohibited to sublet, resale, exchange or transfer exhibit space to others without approval from Organizer.

10. Co-exhibit

More than 2 companies shall be able to co-exhibit. In such case, one company should submit a contract as a representative and take necessary procedure for exhibit fee payment.

11. Move-in/Move-out

(A) Move-in and Move-out period of exhibits at the hall will be notified by Organizer through the Exhibitor's manual.

(B) During the show period, it is prohibited to Move-in, Move-out or remove any exhibits without approval from Organizer.

(C) Please be sure to complete all set-up by 10:00 AM on May 24th, 2017.

Any empty boxes or unused materials must be removed from show area.

(D) Exhibitor must remove its exhibit products by 9:00 PM on May 26th, 2017.

If any products are left, Organizer will remove them with costs against the exhibitor.

12. Printed materials and Promotion

(A) Organizer owns the right to issue overall printing materials of the show.

(B) Organizer shall attempt to avoid, but shall not be held liable for, any error or omission in the Official Show Directory or in promotional materials.

(C) Exhibitor shall distribute catalogues, samples, publications, etc., and conduct demonstrations or other promotional activities, only within its own booth.

(D) It is prohibited to distribute or advertise any printing materials which is not directly related to the show.

13. Compensation

If Exhibitor and/or its proxy causes any damage to other exhibitor's booth, organizer's facilities, exhibit hall's facilities or any persons on site, its compensation is responsibility of the Exhibitor.

14. Control of exhibit products and exemption from responsibility

Organizer will contract with security company from preparation to removal period for the hall. However, organizer shall not be held responsible for any damage or loss of exhibits.

15. Insurance

Exhibitor is advised to insure against risks involving its exhibit and other aspects of its participation in the exhibition, including theft, property loss or damage, and public liability.

16. Others

(A) Exhibitor shall at its own expense keep its exhibit clean and in good order, and dispose of trash in accord with trash removal arrangement.

(B) Permission of photo-taking or sketching of exhibit products should be judged by each exhibitor.

(C) Organizer may terminate the exhibition when the organizer reasonably believes that holding of the event is substantially or materially interfered by a cause or causes not reasonably within the organizer's control. If such a termination occurs, the organizer may retain that part of the exhibitor's fee which will compensate the organizer for its exhibition related expenses incurred up to the time the contingency occurred.

If still any surplus, it will be divided based on space order and refunded to exhibitor.

(D) In case exhibitor violates regulation indicated in the exhibitor's manual, organizer holds the right to reject its exhibit. In such case, organizer holds all rights to handle/terminate the exhibit space, and exhibit fee will not be refunded.

(E) In case exhibitor violates regulations of booth decoration, the exhibitor must modify its booth decoration immediately. Additionally, all expenses for the modifications should be borne by the exhibitor.

(F) In case of dispute among organizer, exhibitor and/or related party, the parties to this contract consent to the jurisdiction of the court governing the area where organizer's address.

(G) Other exhibition management details shall be explained in the exhibitor's manual to be issued and also at briefing session for exhibitors.