

# **APPLICATION & CONTRACT for EXHIBIT SPACE**

Submit to: GPEC Management Office Within ATEX Co., Ltd. 4F. Daido Seimei Kasumigaseki Bldg.

We hereby apply for exhibit space at the above exhibition. We agree to be bound by exhibition rules on the reverse side of

Date	ant <please da<="" month="" on="" th="" type=""><th>У</th><th>/ Year</th><th></th><th>Do you have</th><th>e co-exhil</th><th>oitors?</th><th></th><th>Yes</th><th>[</th><th> No</th></please>	У	/ Year		Do you have	e co-exhil	oitors?		Yes	[	No
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lease fill in c	accurate information as the	ey are basic	information to be	used in an officia	guide book,etc.						
Space	Required & Exhibi	it Fee (Sp	ecial rate for overs	eas exhibitor only	·.)					ayment	
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# [GENERAL REGULATIONS]

## 1. Application Deadline

February 28, Wed., 2018

(Acceptance of applications will be closed once all exhibition spaces are occupied, even if before February 28.)

## 2. Payment of Exhibit Space Fee

Upon receipt of the application form, an invoice of the exhibit space fee will be sent to you after obtaining approval of the GPEC management office. The total fee must be paid by Japanese Yen only. No check is accepted. (Bank charges must be paid by applicants. Chargeable JPY 5,000 for each bank remittance.)

#### 3. Payment Deadline

March 30, Fri., 2018

If the exhibit space fee is not paid before the deadline, the Show management office may cancel the exhibit application.

#### 4. Exhibition Contract

The exhibition contract will go into effect upon approval of the application form by the Show management office. The approved application form will then serve as the exhibition contract.

#### 5. Cancellation

In case of cancellation, applicants should submit a request to the Show management office for approval by written notice.

The following cancellation fee is charged.

Date of Cancellation	Cancellation Charge				
Before March 30, Fri., 2018	50% of Total Exhibit Space Fee				
After March 31, Sat., 2018	100% of Total Exhibit Space Fee				

In the event that the applicants have not yet remitted the proper amount as noted above, the applicants must remit it immediately. If the applicants have already remitted more than the amount noted above, the excess amount will be refunded by the management office.

# 6. Exhibit Space Fee Includes :

- \*Booth space.
- \*Construction and maintenance fee of the common facilities.
- \*Invitations fees.(There will be a standard number of invitation tickets.)
- \*Expenses for making official website, official guidebooks, signboard for the common facilities etc.
- \*Operating expenses of Management.

# 7. Not Included in the Exhibit Space Fee:

- \*Booth decoration and operation expenses.
- \*Installation and usage fee of electricity and utilities.
- \*Official guidebook advertising fee.
- \*Damage insurance for the exhibits, etc.
- \*Expenses for injuries arising during exhibition or while transporting equipment, etc.
- \*Renovating exhibits and decorations, etc., required by regulations and exhibition rules.
- \*Other expenses not included in the basic booth.

# 8. Booth Allotment

The organizer and management office reserves the right to decide booth allocation taking the following into consideration: the overall zoning plan, the type and scale of exhibits, demonstration plans and application date, etc.

# 9. Prohibition of Reselling or Renting Booth

The applicants can not rent, resell, exchange, or sell the booth allotted for the show, without obtaining permission from the management office.

# 10. Sharing a Booth by Two or More Exhibitors

If two or more companies share a booth, the representative of these exhibitors should make an application and inform the management office of the names of other exhibitors as co-exhibitors.

# 11. Use of the Exhibition Space

Exhibits prohibited by Japanese law can not be displayed in this exhibition.

The management office do not take any responsibility regarding the trouble made by this.

- (1)The applicants should exhibit the products which fulfill the purposes of this exhibition and which are specified on the reverse side on this page.
- (2)The applicants should make demonstrations or any other PR activities within their own booths.
- (3) The management office reserves the right to put restrictions on the exhibits of which sound, handling methods, materials or any other things are deemed unsuitable or to prohibit or remove the exhibits which are deemed unsuitable for the exhibition purposes from the management office's viewpoint. This right will extend to persons, articles, printed materials and any other things which the Show management office deems unsuitable. In case of the said restriction or removal, the Show management office will not be responsible for any payment.

# 12. Installation and Removal of Exhibition Materials

- (1)Transportation and installation of exhibiting materials must be carried out during the specific period designated by the management office. The facilities within the booth must be installed before 4 p.m. on the last day of installation period. The management office reserves the right to dispose of the booth in whatever manner the management office thinks appropriate, if the applicants do not install the exhibiting materials by the above time and date. If this happens, the applicants must pay the designated cancellation charge (100% of the exhibit space fee) to the management office.
- (2) If the applicants must remove, move, or transport the exhibiting materials during the period of the show, the applicants must obtain permission of the management office before commencement of such activities.
- (3)The exhibiting materials must be removed from the booths by the stated time and date. The exhibiting materials left within the booth after this time and date will be removed by the management office at the applicants' expense.

# 13. Custody and Protection of Exhibits

The management office will take security measures such as hiring security guards for custody and protection of exhibits at the site; however, will not be liable for damages or any other compensation for fire, theft, loss, damage or any other accident.

## 14. Damage Compensation

The applicants must be responsible for any or all damages caused by the carelessness of himself or his agents to exhibition, facilities, materials, building, or people.

# 15. Letters of Guarantee/Acquisition of Visa

In any circumstance, the management office shall not issue the letter of guarantee/written reasons for invitation in the form specified by the Ministry of Foreign Affairs of Japan. Also, if overseas applicants for the show require a visa, please create and process the documents including the letter of guarantee/written reasons for invitation on your own responsibility. The management office shall not be held responsible for any damages inccurered as a result of a failure to participate in the show because the visa is not issued.

# 16. Alteration and Cancellation of the Show

The organizer and management office reserves the right to change the show period or cancel the show if the exhibition site (grounds and buildings) has been deemed unsuitable for admitting visitors or if the exhibition has become unable to be opened on account of force majeure. In this case, the organizer and management office shall not assume any responsibility for damage, increased costs and any other disadvantages incurred by the above-mentioned incidents.