

APPLICATION FOR EXHIBITORS

Read carefully the terms and conditions on the back and send this application by e-mail or FAX.

Company name:			
*The exhibitor name written here will be officially published. It must be the English language in legible block letters.			
Address:			
TEL:	FAX:	E-mail :	
Contact person:		Job Title:	
Website URL:			
Description			
<input type="checkbox"/> Package Booth JPY 577,800/ 9 sqm. Package Booth includes ; Side and back panels, 1 Japanese-English fascia board, 1 carpet, 1 Reception desk, 2 Folding chairs, 2 Fluorescent lights, 100V/800W outlets, 1 trash box, and booth cleaning <input type="checkbox"/> YRP member rate JPY 535,680 (subject to confirmation)		Quantity: _____	Total: _____
<input type="checkbox"/> Raw space JPY 469,800/ 9 sqm. Booth space only Please note that this does not include booth decorations, walls, and furniture. You will be required to make the necessary arrangements on your end. <input type="checkbox"/> YRP member rate JPY 427,680 (subject to confirmation)		Quantity: _____	Total: _____
<input type="checkbox"/> Corner location charge JPY21,600/ corner An additional fee for corner booths that face 2 aisles without neighboring other exhibitors		Quantity: _____	Total: _____
<input type="checkbox"/> Trial package JPY 162,000/ 2.25 sqm. 1 fluorescent light, company name board, 100V/500W outlet, back panel (W1m x H2.7m), display counter (W1m x H1m x D0.5m)		Quantity: _____	Total: _____
<input type="checkbox"/> Limited startup package JPY 50,000 (Mini counter booth) 4 orders only 1 fluorescent light, company name board, 100V/500W outlet, back panel (W1m x H2.7m), display counter (W1m x H1m x D0.5m)		Quantity: _____	Total: _____
Sponsorships (Not all the sponsorships are listed here.)			
<input type="checkbox"/> Exhibitor Presentation JPY216,000 / 40-min session Incl. a projector, screen, corded microphone, and pointer - The maximum length you can purchase per day is 120 min, and it is equivalent to 4 consecutive presentations. (Subject to confirmation) - The timetable will be finalized and announced around mid March in 2019. - If you need an interpreter, please contact the affiliated agency found in the exhibitor manual as soon as is convenient.		Quantity: _____	Total: _____
		1st day _____	
		2nd day _____	
		3rd day _____	
<input type="checkbox"/> CRM barcode service JPY54,000 Your visitor data will be provided in an Excel format within 8 business days after the show.		Quantity: _____	Total: _____
<input type="checkbox"/> Targeting email advertisement JPY 108,000/ email magazine Your company/ products will be promoted in an email magazine published by the show management.		Quantity: _____	Total: _____
<input type="checkbox"/> Web banner JPY 108,000/ 3 months (March - June 2019) Digital banner promotion on the official website		Quantity: _____	Total: _____
		Promo code: _____	Discount: _____
[Note] Payments must be complete in lump sum within 10 days upon contract. Installment plan is not available. Should you have a question, please feel free to contact the management office for further assistance.			Grand Total: _____
Due date	Currency	JPY	Available payment method
			Bank transfer
Describe your main exhibit. (_____)			
If you are an affiliated company, indicate the country of the parent company. (_____)			
Please indicate your co-exhibitor's company name and its country if any. (_____)			
Do you need an official invitation letter for visa acquisition to participate in this event? <input type="checkbox"/> YES <input type="checkbox"/> NO			
●Billing address: (Only if different from the exhibitor's information above.)			
Company name:		Address:	
TEL:		FAX:	
Person in charge:		E-mail:	

SEND YOUR PURCHASE ORDER TO: Email: wtp-info2019@ejk-japan.co.jp OR FAX: +81-3-6459-0445

In accordance with the terms and conditions, we hereby sign a contract to become an exhibitor of WTP 2019. On receipt of the show management's signature, we shall recognize that the application is fully accepted.

Exhibitor Corporate seal Signed by Signature (Tool > Fill & Sign)

Show management (on behalf of the organizer) Approval date Signed by Signature
 EJK Japan, Ltd.

Thank you for your business. Once your application is accepted, we will give you an acknowledgement of receipt as an order confirmation. Please follow the payment instructions found on the invoice to complete your order accordingly.

WIRELESS TECHNOLOGY PARK 2019

TERMS AND CONDITIONS

1. Show Period

Wednesday 29th to Friday 31st May, 2019

2. Venue:

Tokyo International Exhibition Center (Tokyo Big Sight)
3-21-1, Ariake, Koto-ku, Tokyo 135-0063 JAPAN

3. Organizer

National Institute of Information and Communications Technology
YRP R&D Promotion Committee
YRP Academia Collaboration Network

< Show Management >

EJK Japan, Ltd.

Landmark Shiba Kouen bldg., 1-2-6, Shibakouen,

Mintato-ku, Tokyo, 105-0011 JAPAN

TEL : +81-3-6459-0444 / FAX : +81-3-6459-0445

Email: wtp-info2019@ejk-japan.co.jp

4. Basic price list

Package Booth: JPY577,800/ 9 sqm. (JPY 520,020: Early bird application)

Includes: Side and back panels, an English-and-Japanese exhibitor name board, a carpet, 1 Reception desk, 2 Folding chairs, 2 Fluorescent lights, 1 Electrical outlet (100V/800W), 1 trash box, booth cleaning

Raw space: JPY469,800/ 9 sqm. (JPY 422,820: Early bird application)

Space only. No decorations included.

*10% discount for an order of more than 90 sqm.

Corner location charge: JPY21,600 per corner

This corner location fee is additionally charged when the booth is located in a corner. *9 sqm = 3m x 3m

5. Exhibitor presentation fee

JPY216,000 / 1 session (40min)

Price includes : a projector, screen, corded microphone, and pointer
Capacity : 60 people

- The presentation schedule is subject to change without consent.
- Cancellation requires 100% of the presentation fee.
- The maximum length allowed per day is 60 min and it is equivalent to 4 consecutive presentations.
- Business cards will be collected from attendees and delivered to the presenter.

6. Application period

(A) End of registration : **Feb. 28, 2019**

Application will be closed if all the available booth spaces are sold out.

(B) How to become an exhibitor:

Submit the application to the show management office by e-mail or fax.

(C) Floor plan arrangements :

Depending on the hall regulations or other extenuating circumstances, the show management will make changes to the floor plan from time to time without mutual consent.

(D) Effective date of Contract:

The contract comes into effect when signed by EJK Japan, Ltd. The organizer may reject your request if the contract is deemed inappropriate.

7. Payment conditions

Exhibitors must pay 100% of the exhibition fee within 10 days upon contract.

- The available payment method is bank transfer only. The details can be found in the invoice.
- On registration with WTP 2019 as an exhibitor through this purchase order, an order confirmation will be issued shortly together with an invoice. Please follow the payment instructions there to complete your order.
- Exhibitors must bear the necessary handling charges when making payments by bank transfer.
- Invitation letters for visa acquisition will be issued to those in need subject to confirmation.

8. Cancellation/Change

Cancellation will be charged as follows:

Until Nov. 30, 2018 - 50% of the exhibition fee

After Dec. 1, 2018 - 100% of the exhibition fee

- On receipt of an acknowledgement from the show management, you can confirm your cancellation.
- An early bird discount of 10% is available **until the 30 September 2018**.
- As for exhibitors from early bird registration, the cancellation charge will be 100% of the exhibition fee as liquidated damages.
- Please note that the exhibition fee you have paid will not be refunded if you want to switch from a package booth to a raw booth space after **Friday 12th April 2019**.

9. Prohibition

It is prohibited to sublet, resale, exchange, or transfer the booth space to others without the organizer's permission.

10. Co-exhibitor

Co-exhibition is allowed, but the application must be submitted by only one exhibitor, the responsible person from which acts as a sole contact window for all the necessary booth arrangements and payment procedures.

11. Move-in/out

(A) Move-in/out schedules will be found in the exhibitor manual.

(B) During the show period, it is prohibited to move in/out or remove booth decorations without the organizer's permission.

(C) Be sure to complete your move-in by 9:30 AM on May 29, 2019.

On no account must you leave empty boxes and unused materials in your booth and aisle.

(D) Exhibitors must remove their exhibits by 9:00 PM on May 31, 2019.

If articles are left around the booth area including aisles, the organizer will remove them at the exhibitor's expense.

In compliance with these rules, all the exhibitors must agree to bear the cost incurred afterwards.

12. Printed materials and Promotion

(A) The organizer owns the rights to issue overall printing materials of the show.

(B) The organizer shall attempt to avoid, but shall not be held liable for, errors or omissions issued in the official show directory and all other related promotional materials.

(C) Exhibitors shall distribute catalogs, samples, publications, etc., and conduct demonstrations or other promotional activities, only within their own booths.

(D) It is prohibited to distribute and advertise any printing materials considered irrelevant to the show.

13. Compensation

If an exhibitor or its proxy causes damage to other exhibitor's booth, the show management's facility, or the exhibition hall including injuries on-site, the exhibitor will be held responsible for clear accountability and must agree to make restitution.

14. Disclaimer

The organizer will hire a security company during the show including the preparation and dismantling periods. However, the organizer is not liable for compensation for any damage and loss of properties that belong to exhibitors.

The organizer has the right to rearrange or adjust exhibitors booth locations in order to serve the best interests of the show.

15. Insurance

Exhibitors are advised to take out an insurance policy as safety measures against theft, damage, loss, injuries, and other possible risks posed to their properties and employees. The organizer is not liable for compensation damages, let alone make restitution in this regard.

16. Misc.

(A) Exhibitors must keep their booths clean in an orderly manner and follow the guidelines of garbage collection.

(B) Permission to take pictures and filming exhibits is left to the discretion of each exhibitor.

(C) The organizer has the rights to call off the show if the event is deemed out of its control under extenuating circumstances such as strikes, natural disasters, riots, civil wars, contingencies, etc. Exhibitors shall agree that the exhibition fee may not be refunded in such a case.

(D) In the event that an exhibitor violates the regulations stipulated in the manual, the organizer will exercise the rights to reject its participation and the exhibitor may have to forfeit the rights to apply for the future events.

(E) If the booth construction/decoration is not following the regulations such as violating the height limit, the exhibitor must agree to comply with the organizer's decision and take immediate to resolve the issue at the exhibitor's expense.

(F) If an exhibitor comes into conflict with the organizer, the show management, another exhibitor, or a related party, both parties must agree to resolve the dispute under the jurisdiction of the Japanese governing law in Tokyo Japan.

(G) All other details about the exhibition shall be found in the exhibitor manual, and they will be explained during the upcoming exhibitor orientations.

(H) The show period and its venue may change in the event of force majeure.

(I) Exhibitors are required to follow the rules and regulations found in the exhibitor manual.

<Show Management >

EJK JAPAN, LTD.

Landmark Shibakoen 7F, 1-2-6, Shibakoen, Minato-ku,
Tokyo 105-0011 JAPAN

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URL <http://www.ejk-japan.co.jp>

