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SEND TO
Email: tp-ide-info2019@ejk-japan.co.jp
or
FAX: +81-3-6459-0445



Purchase Order

Booth# _____

APPLICATION FOR EXHIBITORS



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

Company name: _____
 *The company 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		Quantity:	Total:
<input type="checkbox"/> Package Booth JPY 485,136/ 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"/> Raw space JPY 377,136/ 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"/> Corner location charge JPY21,600/ corner	An additional fee for corner booths that face 2 aisles without neighboring other exhibitors	_____	_____
<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 xH1m x D0.5m)	_____	_____
Sponsorships (Not all the sponsorships are listed here.)			
<input type="checkbox"/> Exhibitor Seminar JPY64,800 / 20-min session	Incl. a projector, screen, corded microphone, and pointer - The maximum length you can purchase per day is 60 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"/> Email blast 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] Your payment must be made in a lump sum within 10 days upon contract. Should you have a question, please feel free to contact the management office for further assistance.		Grand Total: _____	

Payment due date	Available payment method	Bank transfer
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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? YES 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: tp-ide-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 Transport System Expo 2019. On receipt of the organizer's signature, we shall recognize that the application is dully accepted.

Exhibitor _____ Corporate seal _____ Signed by _____ Signature _____ TOOL > FILL&SIGN

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.

EJK JAPAN Salesperson:

TRANSPORT SYSTEM EXPO 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

EJK Japan, Ltd.

< Show Management : EJK Japan, Ltd.>

Landmark Shiba Kouen bldg., 1-2-6, Shiba Kouen,
Mintato-ku, Tokyo, 105-0011 JAPAN
TEL : +81-3-6459-0444 / FAX : +81-3-6459-0445
Email: tp-ide-info2019@ejk-japan.co.jp

4. Basic price list

Package Booth: JPY485,136/ 9 sqm. (JPY 436,623: Early bird application)

Includes: Side and back panels, an English-and-Japanese company 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: JPY377,136/ 9 sqm. (JPY 339,423: Early bird application)

Space only. No decorations included. *10% discount for an order of more than 90 sqm. *9 sqm = 3m x 3m

Corner location charge: JPY21,600 per corner

This corner location fee is additionally charged when the booth is located in a corner.

5. Exhibitor seminar fee

JPY64,800 / 1 session (20min)

Price includes : a projector, screen, corded microphone, and pointer

Seat Capacity : 60 people

- The seminar 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. (Subject to confirmation)

- 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

Fill in this purchase order and submit to the show management office by e-mail or fax.

(C) Floor plan arrangements

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

(D) Effective date of Contract & Eligibility

The contract comes into effect when signed by EJK Japan, Ltd.

The organizer may reject your application 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. Installments are negotiable. The details can be found in

the invoice. On registration with Transport System Expo 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 as liquidated damages:

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 31 August 2018**.

- As for exhibitors from early bird registration, the cancellation charge will be 100% of the exhibition fee.

- 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 show management's permission.

10. Co-exhibitor

Co-exhibition is allowed, but the application must be submitted by only one company, 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's manual.

(B) During the show period, it is prohibited to move in/out or remove booth decorations without the show management'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 alleys, the organizer will remove them at the exhibitor's expense. In compliance with this rule, all the exhibitors must agree to bear the cost incurred afterwards.

12. Printed materials and Promotion

(A) The organizer has the authority 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 right 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 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 use the authority to reject its participation and the exhibitor may have to forfeit the right 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 show management's decision and take immediate action to resolve the issue at the exhibitor's expense.

(F) If an exhibitor comes into conflict with the organizer, 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.

(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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