

TRANSPORT SYSTEM EXPO 2020

EXHIBITION RULES AND REGULATIONS

1. Show Period

Wednesday 13th to Friday 15th May, 2020

2. Venue

Aomi Exhibition Hall A, Tokyo Big Sight
1-2-33, Aomi, Koto-ku, Tokyo, 135-0064 JAPAN

3. Organizer

EJK Japan, Ltd.

4. 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

5. Basic price list

Package Booth: JPY 494,120/ 9 sqm. (JPY 444,708: 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: JPY384,120/ 9 sqm. (JPY 345,708: 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: JPY22,000 per corner

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

Exhibitor seminar fee: JPY66,000 / 1 session (20min)

Price includes : a projector, screen, corded microphone, and pointer
Seat Capacity : 80 people

6. Application period

Early bird : **Sep. 30, 2019**

End of registration : **Feb. 28, 2020**

(A) 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 the organizer.

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 Wireless Japan 2020 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. 29, 2019 - 50% of the exhibition fee

After Dec. 1, 2019 - 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 2019**.

- 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 **Wednesday 1st April 2020**.

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 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 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 13, 2020.

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 15, 2020.

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 organizer'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 safeguard 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 organizer'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>

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