

## Registration Guidelines and Exhibitor Conditions

### 1. Exhibitor registration

To register with the exhibition, please complete the requisite sections of the enclosed Registration Form and return it to the Secretariat.

### 2. Exhibitor registration deadline and payment of fees

The final deadline for exhibitor registration is Friday March 30th, 2012.

Please contact us separately if you require an invoice.

Bank transfer charges are to be borne by the exhibitor. Please note that your exhibitor registration may be cancelled if fees are not transferred by the specified deadline. (In such cases, the cancellation fee stated below will be payable.)

### 3. Cancellation after exhibitor registration

We would urge exhibitors to refrain from canceling their registration once this form has been submitted (including forms sent by fax). In circumstances deemed unavoidable, however, cancellation may be accepted upon payment of the following cancellation fee.

By Sat. March 31st, 2012: JPY 6,000

Sun. April 1st – Mon. April 30th, 2012: 50% of the exhibitor fee

Tues. May 1st onwards: 100% of the exhibitor fee

If the exhibitor has not yet paid an amount equivalent to the fees specified above, it shall become immediately payable.

If the exhibitor has already paid an amount exceeding the fees specified above, the excess amount will be returned by the event promoter.

### 4. Costs including in the exhibitor fee

The costs included in the exhibitor fee are as shown below. For reference, costs not included in the exhibitor fee are also shown.

Costs include in the exhibitor fee	Reference (costs not included in the exhibitor fee)
<ul style="list-style-type: none"> <li>➤ Use of venue, lighting and air-conditioning costs during standard hours</li> <li>➤ Cost of installing and maintaining shared facilities</li> <li>➤ Visitor promotion costs</li> <li>➤ Costs related to visitor services (creation of venue information, etc.)</li> <li>➤ Venue Secretariat management, safety control and security costs</li> <li>➤ Fixtures included in the standard and wide booths</li> </ul>	<ul style="list-style-type: none"> <li>➤ Cost of outfitting exhibitor booths, transportation and exhibit management costs</li> <li>➤ Primary and secondary line installation costs for electric, gas, water supply and other utilities, and usage charges</li> <li>➤ Cost of installing and using communication lines</li> <li>➤ Insurance premiums covering damage to exhibited apparatus and injury to persons, etc.</li> <li>➤ Cost of compensating for damage to or loss of venue equipment and fixtures, or other companies' exhibits</li> <li>➤ Cost of disposing of discarded decorations and other construction materials</li> </ul>

**5. Decision of booth location**

Booths are decided as shown in the enclosed notice. In principle, we will allocate the position requested in the pre-registration. However, we may seek to change the arrangement in future, depending on the convenience of the Secretariat, etc. In that case, we will notify you separately.

**6. Handling of joint booths**

When two or more registering organizations are to share a booth, one of them should register as their representative and inform the promoters of the names of the other organizations involved when registering. Communication from the Secretariat will be addressed to the representative organization.

**7. Prohibition of subletting, sale, transfer and exchange of exhibition booths**

Exhibitors or persons registering as exhibitors are absolutely prohibited from subletting, selling, transferring or exchanging all or part of their exhibition booths. Should any of these become necessary, please obtain the permission of the Exhibition Secretariat in advance.

**8. Permanent manning of exhibition booths**

Exhibitors or persons registering as exhibitors must permanently attend their booths during the exhibition period, in order to maintain the booths and respond to visitors.

**9. Compensation**

Should an exhibitor or its representative damage another exhibitor's booth, equipment operated by the Exhibition Secretariat or the equipment of the exhibition venue, or cause bodily injury to a third party, etc., the exhibitor shall be responsible for providing compensation.

**10. Insurance**

Exhibitors are advised to insure their exhibits against damage if deemed necessary. Insurance should cover the period from the start of transportation to the venue to the removal of exhibits.

**11. Handling of personal information provided by visitors**

Exhibitors should handle the personal information provided by visitors as appropriate in line with their own personal information handling guidelines.

Should a dispute arise between an exhibitor and a person providing personal information obtained and managed by them via the exhibition, etc., it should be resolved through discussion between the parties concerned. The promoters shall accept no responsibility in such cases.

**12. Handling of exhibitors' personal information**

We may disclose exhibitors' contact details to various cooperating businesses when appropriate for the convenience of exhibitors. This may include administrative communications connected with exhibition procedures and invoicing work from cooperating businesses designated by the Secretariat (booth installation, electrics, etc.) that have signed confidentiality agreements.

**13. Transportation and removal of exhibits**

Exhibitors will be informed in due course of the dates for transporting exhibits and others to the venue and the period of installation work at the venue, etc. During the exhibition period it will not be possible to transport exhibits in or out, or dismantle or remove exhibits without the approval of the Exhibition Secretariat. Maintenance and cleaning of exhibits and booth interiors is the responsibility of the exhibitor. Exhibits and other properties not removed by the scheduled removal date will be removed by the Exhibition Secretariat at the cost and risk of the exhibitor.

**14. Exhibition management and liability disclaimer**

The Exhibition Secretariat will establish and update various rules and guidelines, etc., to ensure the smooth running of the exhibition. It may also determine new rules on matters not mentioned in these Exhibitor Conditions, and make various additions and amendments. If an exhibitor violates the Exhibition Rules or any other provision specified in the Manual (to be sent separately), it shall not be permitted to exhibit. In that case, no previously paid exhibitor fees, etc., shall be refunded. The Exhibition Secretariat will take care of venue management in agreement with a security company throughout the period from inward transportation and other preparations to the removal of exhibits. However, it can accept no responsibility for damage, loss, theft or other issues affecting the exhibits.

**15. Cancellation of the exhibition, etc.**

Should a situation arise in which it would be difficult to hold this exhibition due to a natural disaster or other unforeseen event, the dates or other details may be changed or the exhibition cancelled at the discretion of the promoters. The promoters, the venue and other related parties can accept no responsibility for damages or additional costs, or any other liability arising as a result of this.

**16. Acceptance of Exhibitor Conditions and Exhibition Rules**

All exhibitors or their representatives are assumed to have accepted these Exhibitor Conditions and the Exhibition Rules stipulated by the Exhibition Secretariat.