

## Maintenance & Resilience TOKYO 2018

**Plant Maintenance Show**  
**Social Infrastructure Maintenance Show**  
**Disaster Prevention Japan**

**Occupational Safety & Health Exhibition Japan**  
**Construction Material Tokyo**  
**i-Construction EXPO**  
**NON-POLE EXPO**

**APPLICATION FORM** Date: July 18(Wed) - 20(Fri), 2018 Venue: Tokyo Big Sight

Please fill in all relevant areas below and send to the Secretariat.

**Application deadline** ■ [Early Bird] February 2(Fri), 2018  
 ■ [Ordinary] March 9(Fri), 2018

**Payment due date** April 27(Fri), 2018

**Secretariat of Maintenance & Resilience TOKYO**  
 c/o Japan Management Association (JMA)  
 3-1-22 Shibakoen, Minato-ku, Tokyo 105-8522, Japan  
 Fax: +81-3-3434-8076 E-mail: mente@jma.or.jp HP: http://www.jma.or.jp/mente/en/

### 1 Exhibitor Information (in English / Block Letters)

Company / Organization \_\_\_\_\_

Address [P.O. BOX is NOT accepted] \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

URL http:// \_\_\_\_\_

Person with Authority  Mr.  Ms. \_\_\_\_\_

Position / Title \_\_\_\_\_

※Please keep a duplicate copy of this application form and the rules and regulations printed on the reverse side for your reference.

### 2 Main Contact Person

Person in charge  Mr.  Ms. \_\_\_\_\_

Position / Department \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### 3 Contact in Japan (in English or Japanese) ・ 日本国内代理店の連絡先 (英語または日本語)

Company \_\_\_\_\_

Address in Japan 〒 \_\_\_\_\_

Person in charge  Mr.  Ms. \_\_\_\_\_

Position / Department \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### Acknowledgment

I have read and accepted the Rules and Regulations on the reverse side of the application form and hereby submit it to exhibit.  
 The payment of the exhibition space cost will be made 2 weeks within the invoice date.

→ Sign here : \_\_\_\_\_ Date \_\_\_\_\_

	受付①	受付②	受付③	申込受付番号	請求書発行日	備考
For Secretariat use only						

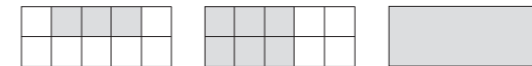
### 4 Exhibiting Fee Please fill in the applicable items.

	Unit Price* (tax excluded)	Consumption tax (8%)	Unit Price ① (incl. 8% consumption tax)	Unit ②	Fee ③ (①×②)	
Booth Fee	[Early Bird] Before February 2(Fri), 2018	Standard Booth (one booth: 2.97 m x 2.97 m)	¥350,000	¥28,000	¥378,000	×( ) booth(s) =¥
		Booth with Package (one booth: 2.97 m x 2.97 m)	¥500,000	¥40,000	¥540,000	×( ) booth(s) =¥
	[Ordinary] Between February 3(Sat), to March 9(Fri), 2018	Standard Booth (one booth: 2.97 m x 2.97 m)	¥400,000	¥32,000	¥432,000	×( ) booth(s) =¥
		Booth with Package (one booth: 2.97 m x 2.97 m)	¥550,000	¥44,000	¥594,000	×( ) booth(s) =¥
Entry in Show Directory on the web. (Compulsory)	¥50,000	¥4,000	¥54,000	1	=¥54,000	
Corner Booth Fee <One or two booths exhibitor only> Booth location will be allocated by Secretariat.	¥80,000	¥6,400	¥86,400	1	=¥	
Double Booth Fee <4 booths exhibitor only>	¥400,000	¥32,000	¥432,000	1	=¥	
Stock Room(2㎡)	¥50,000	¥4,000	¥54,000	×( )	=¥	
				<b>Total</b>	<b>¥</b>	

\*Tax rate would apply to the one at the end of event period.

### 5 Designated Booth Type Please circle your desired booth type.

A "Single Booth" B "Double Booth" (6 booths or more) C "Space Booth" (8 booths or more)



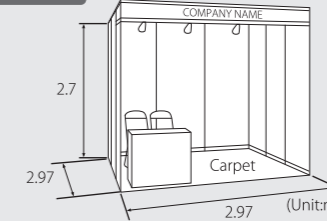
- Note:
- Type of 5 booths or less is "Single Booth" excluding ordered "Double Booth" when applying for 4 booths.
  - Type of 6 booths or more is "Double Booth" subject to availability.
  - Type of 8 booths or more is "Space Booth" subject to availability. The area of "Space Booth" is limited. ("Space Booth" : 1 booth = 6 m x 12 m)  
 (1) The partition of each exhibition booth is set by the Organizer. (System panel specification: white vinyl finishes.)  
 (2) No partition unless there is an adjoining booth.

\* Please be aware that there may be cases where we cannot meet your wishes.

#### Booth with Package

\*This package provides combination of rental space and necessities to serve for your convenience.

Example of 1 booth



Materials and Equipment included in Booth with Package(Model Plan):

- Fascia Board (white) & Company name
- Side and back partition walls (white, height 2.7m)
- Carpeting
- Three spotlights
- One power outlet
- One information desk (0.9m(w)×0.45m(d)×0.75m(h))
- Two folding chairs
- Electrical wiring for 1kW (single phase/100V) (including charge for electricity)
- Booth cleaning for 3 days (July 18 - 20)

Note 1) Additional rental furniture, electrical appliances and other furnishings can be ordered at the exhibitor's own expense.

Note 2) Corner booths will have two open sides unless requested otherwise by exhibitors.  
 \*Measured from the center of the pole on each side.

### 6 Please tick one exhibition for which you apply and describe the main products to be exhibited below.

Tick here	Exhibitions	Main product(s) to be exhibited
<input type="checkbox"/>	Plant Maintenance Show	
<input type="checkbox"/>	Social Infrastructure Maintenance Show	
<input type="checkbox"/>	Disaster Prevention Japan	
<input type="checkbox"/>	Occupational Safety & Health Exhibition Japan	
<input type="checkbox"/>	Construction Material Tokyo	
<input type="checkbox"/>	i-Construction EXPO	
<input type="checkbox"/>	NON-POLE EXPO	

### 7 Your target visitors

Industry Sector	Specific Company name if any

### 8 Required Facilities Please circle the applicable items.

Water supply & drainage	Gas	Air
Yes / No	Yes ( ) kcal/w / No	Yes / No

\* Additional applications and cost are required for Water, Gas, Air.

(Treatment of Personal Information)

JMA carefully protects all personal information it receives from exhibitors and visitors. Please see JMA's Privacy Policy (http://www.jma.or.jp/e.is.hp.transer.com/privacy/index.html) for details. The personal information received from exhibitors will be used to contact you regarding this exhibition and to send you additional information. We inform you in advance that companies that have signed confidentiality agreements with JMA may also use your personal information to send materials and/or confirm information related to this exhibition. We thank you for your understanding on this issue.

# Exhibition Rules and Regulations Maintenance & Resilience TOKYO 2018

Rule compliance: The rules presented here are to be strictly followed by all exhibitors and related personnel. Any disputes involving duties and capabilities resulting from these rules are to be resolved in Tokyo district court.

## 1. Qualifications

The Exhibitor must, at all times, adhere to all regulations set forth by the Exhibitor Manual as well as the Organizer's instruction. The Organizer reserves the right to reject or nullify the Exhibitor's application with regards to admitting the Exhibitor or exhibiting content which does not fall within the scope and purpose of the event. The reasons for the rejection will not be disclosed. The Organizer is not responsible for any exhibition preparation expenses. The following on the part of the Exhibitor are grounds for disqualification:

- 1) Contradictions in the application.
- 2) Applications that are not applicable to the intent of the exhibition
- 3) Conflict for Exhibitor or product against the third party, which might give negative impact to Exhibition.
- 4) Claims including predictable claims from visitors, other exhibitors, or a third party.
- 5) The Organizer deems that the application violates the rules and regulations of the exhibition.
- 6) Not qualified for any other reason.
- 7) The Exhibitor must agree to all of the above prior to submitting an application.

## 2. Exhibits

2.1 All exhibits are required to adhere to the scope and purpose of the event and to have obtained prior approval of the Organizer before being displayed.

2.2 Exhibition of the following items is prohibited:

- 1) Items prohibited from import, export, or sale as well as narcotic drugs or other items prohibited by law.
- 2) Flammable, explosive, or radioactive materials.
- 3) Any items infringing or likely to infringe on industrial property rights.
- 4) Any item using open fire. (except for cases where prior permission from the local fire authorities has been obtained).
- 5) Items not having obtained the prior consent of the Organizer.
- 6) Items under special cautionary advisory from local authorities.
- 7) Items likely to conflict with applicable laws and ordinances as well as those contrary to public decency.

2.3 The Organizer reserves the right to restrict or prohibit exhibition of items other than those indicated in the preceding section if deemed likely to cause a disturbance to normal exhibition operations, both before and during said Exhibition.

2.4 Both before or after the acceptance of the application, if the Organizer becomes aware of the Exhibitor's intent to or actual exhibition of items prohibited in paragraphs 2.2 and 2.3 above or any other restricted articles, the Organizer will issue notice to the Exhibitor who upon receiving said notice must comply by removing said items from said Exhibition or adjusting them to adhere to regulations.

2.5 1) In the event that the Exhibitor fails to follow the Organizer's instructions in regard to the preceding paragraph, said Exhibitor is required to promptly pay a penalty at an amount equivalent to three times the cost of booth rental fees. The Organizer may remove or deal with, as the Organizer deems appropriate, said items on behalf of the Exhibitor at the Exhibitor's expense and the Exhibitor may not hold the Organizer liable. 2) It is understood that the Exhibitor is aware of the items before applying to exhibit them at the Exhibition and is therefore prohibited from lodging an objection to these items at any time.

2.6 All overseas items to be exhibited should undergo the appropriate customs clearance procedures so that they may be treated as domestic cargo.

## 3. Layout of Booths

The Organizer alone shall determine booth layout taking into account previous results (such as number of times of participation in the Organizer's Exhibition), number of booths, items, to be exhibited, demonstrations, and order in which application is received.

## 4. Exhibition Period and Open Hours

The Exhibition will be held from July 18 (Wed) to 20 (Fri), 2018, for three days.  
Open hours: 10:00 - 17:00

## 5. Booth Fee

The booth fees are as follows:

- "Standard" Booth
- [Early bird] JPY 378,000 per booth (includes 8% consumption tax)
- [Ordinary] JPY 432,000 per booth (includes 8% consumption tax)
- (One booth = approximately 9.0 sqm (2.97 m (W) x 2.97 m (D) x 2.7 m (H))

Booth with Package

- [Early bird] JPY 540,000 per booth (includes 8% consumption tax)
- [Ordinary] JPY 594,000 per booth (includes 8% consumption tax)
- (Minimum one booth = approximately 9.0 sqm (2.97 m (W) x 2.97 m (D))

<Included Booth Fee>

- 1) The Organizer will provide a white system-panel (vinyl back) and side walls as standard booth amenities, however, additional items such as carpeting, company name plate, tables, and shelves, are the responsibility of the Exhibitor.
- 2) Invitation and envelopes are provided.
- 3) Electrical supply is not available. A power outlet is excluded. In case of electrical use, outlet installation is necessary.
- 4) Booth number plate is hung on the panel.

## 6. Application for Exhibition Space

The submission of a completed Application Form to the Organizer will serve as an Exhibition Contract for participation and shall be acknowledged as legally binding. This Contract for participation in the Exhibition shall become effective between the Organizer and the Exhibitor as of the Organizer's invoicing to the Exhibitor for the space/booth fee pursuant to the regulations. The method and deadline for application are as follows:

<Method>

Application method: Application form with ALL sections completed. If you did not exhibit at any of our exhibitions before, submit a copy of a company profile or brochure and a catalogue of products to be exhibited (or the Exhibitor's general product catalogue) with this Application Form.

<Deadline>

Application deadline: [Early bird] February 2 (Fri), 2018  
[Ordinary] March 9 (Fri), 2018

<Submission>

The original Application Form should be sent to the following address:  
Maintenance & Resilience TOKYO Secretariat  
C/O Japan Management Association  
3-1-22 Shibakoen, Minato-ku, Tokyo 105-8522, Japan  
TEL: +81-3-3434-1988 FAX: +81-3-3434-8076 E-mail: mente@jma.or.jp

< Payment of Exhibition Space >

The payment method and due date are as follows:

- \* Payment should be made in JAPANESE YEN ONLY.
  - \* Payment is due within 2 weeks of the invoice date.
  - \* Bank transfer fees are NOT included in this amount.
  - \* All Bank transfer fees are to be covered by the Exhibitor.
  - \* Your booth is only ready when payment is made in full.
  - \* Please inform us when the payment process is complete.
- If the full payment is NOT made by the due date, the exhibition space may be cancelled and allocated to another applicant. A cancellation fee may also be applied.

<Payment deadline>

Payment deadline: April 27 (Fri), 2018

## 7. Establishment of a Contract

The contract for participation in the Exhibition shall become effective between the Organizer and the Exhibitor as of the issuing of an invoice by the Organizer to the Exhibitor for participation fees pursuant to these Rules and Regulations.

## 8. Administration of Exhibits

8.1 Move-in and move-out and the administration of exhibits must be undertaken at the Exhibitor's risk and expense.

8.2 Except for cases not attributable to the Exhibitor the Organizer declines all responsibility for any damage to the exhibits including those caused by natural disasters or force majeure, or any accident to the exhibits.

## 9. "Safety First" Measures and Responsibilities

9.1 The Exhibitor must pay the utmost attention during move-in and move-out, setting up and removing items, displaying and demonstrating, etc., in order to prevent any accidents, the results of which would be the complete responsibility of the Exhibitor.

9.2 The Organizer may order the Exhibitor to discontinue or restrict construction work or order any other measures to prevent accidents, all of which is at the Exhibitor's expense.

9.3 The Organizer declines all responsibility for the occurrence of accidents and/or theft except for the cases due to any cause imputable to the Organizer. The Exhibitor is cautioned to maintain high safety standards at all times, as the results of any accidents caused by falling or loose exhibit items will be the full responsibility of the Exhibitor.

## 10. Exhibition Changes or Cancellation

10.1 The Organizer may change the Exhibition period or cancel the exhibition (there by dissolving this Agreement) due to natural disasters or any other unforeseen or uncontrollable circumstance.

10.2 The Organizer reserves the right to nullify this Agreement or cancel any exhibition content deemed to not foster the achievement of the exhibition's aims and goals, based on consideration of the exhibition scale, content, and visitor circumstances.

10.3 The Organizer cannot be responsible for loss or damage to Exhibitors or other individuals in the event of 10.1 or 10.2 above.

## 11. Cancellation by the Exhibitor

No cancellation of this Contract is admitted without the Organizer's consent. In the event of the Organizer agreeing to any request for release from the Contract or in part, the Exhibitor will be liable to cancellation fees as follows:

11.1 50% of the fee (excluding tax):  
FROM the next day of application deadline TO the day before the Official Exhibitor Meeting (until the day before the Maintenance & Resilience TOKYO Secretariat determines the booth number unless the Official Exhibitor Meeting is held).

11.2 100% of the fee (excluding tax):  
FROM the day of Official Exhibitor Meeting (until the day before the Maintenance & Resilience TOKYO Secretariat determines the booth number unless the Official Exhibitor Meeting is held).

The Exhibitor must submit all declarations of cancellation or cancellation in part in writing to the Organizer. The cancellation period is judged at the point when such written declaration reaches the Organizer.

## 12. Immigration Procedures

The Exhibitor must handle all formalities related to entering Japan independently, and the Organizer shall not be responsible for any immigration formalities or related fees involved in obtaining permission for entry. If the Exhibitor should cancel this Contract on account of not receiving permission to enter Japan, the Exhibitor is liable to the cancellation fee according to the Exhibitor Manual.

## 13. Move-in and Move-out Period

13.1 Venue : Tokyo Big Sight 3-11-1 Ariake, Koto-ku, Tokyo, Japan 135-0063

13.2 Move-in Schedule:

Monday July 16 - Tuesday July 17, 2018 8:00-18:00 (plan)  
\*The time move-in begins on July 16 may change depending on the time prior work by the Organizer's contractor is completed.  
\*Overtime work is permitted with the Organizer's consent.

13.3 Move-out Schedule:

Friday July 20, 2018 17:00-22:00  
\*All work must be completed within the period set forth above. The time schedule may be changed. Please see the details in the "Exhibitor Manual" .

## 13.4 Standard Booth Design

1) Standard Booth

Item includes:

- Approximately 9.0 sqm (2.97 m (W) x 2.97 m (D) x 2.7 m(H)) of floor space
- Electrical wiring work for 100 V / 300 W
- Side and back partitions

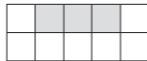
<Sample: 1 Booth >

2) Standard Booth

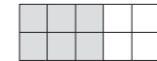
One booth is approximately 9.0 sqm (2.97 m (W) x 2.97 m (D) x 2.7 m(H)) of floor space. Multiple booths are aligned in single or double rows.

<Booth Type>

A "Single Booth"



B "Double Booth"  
(6 booths or more)



C "Space Booth"  
(8 booths or more)



Note:

- 1) Type of 5 booths or less is "Single Booth" excluding ordered "Double Booth" when applying for 4 booths.
- 2) Type of 6 booths or more is "Double Booth" subject to availability.
- 3) Type of 8 booths or more is "Space Booth" subject to availability. The area of "Space Booth" is limited. ("Space Booth" : 1 booth = 6 m x 12 m)
  - (1) The partition of each exhibition booth is set by the Organizer. (System panel specification: white vinyl finishes.)
  - (2) No partition unless there is an adjoining booth.

## 13.5 Electrical Facilities

The Organizer will provide a main electrical connection consisting of a 300 W capacity (100 V/singlephase) per 9.0 sqm to each booth is provided for by the Organizer. This connection powers the booth; a switch is installed in the booth. Additional connections and wiring works, as well as electricity costs shall be paid by the Exhibitor.

## 13.6 Water Supply and Drainage Facilities

The main water supply and additional piping works, as well as the water charges shall be paid by the Exhibitor.

## 14. Facilities Construction Expenses

14.1 Exhibitors planning to use electricity, gas, water, telephone services, etc., during the exhibition period will be required to submit separate applications and pay all the fees for both construction and usage charged by each service contractor.

14.2 Exhibitors are responsible for expenses regarding transportation, move-in and move-out of materials, as well as insurance premium on the exhibits and the Exhibitor.

## 15. Amendment of Regulations

The Organizer may amend the regulations owing to unavoidable circumstances. The Exhibitor must agree beforehand to such amendments and adhere to the amendments subsequent to the changes.

## 16. Prohibited Items

16.1 The Exhibitor is not allowed to engage in any of the following acts:  
To assign, sell, sub-lease, or offer as a security, the position or rights of the Exhibitor in the Contract, in whole or part.

16.2 To post or display a signboard, notice board, advertising sign—, inside, outside, or around the Hall premises, except in designated areas approved by the Organizer.

16.3 To carry heavy weight items or articles disturbing other exhibitors due to dirtiness, bad odor, etc.

16.4 To perform acts which are in any way annoying to other Exhibitors ( noise, bad odor, performance, etc.)

16.5 To cause damage to hall property, including booths.

16.6 To charge for exhibit items, products, or services. Selling items requires the Organizers consent.

16.7 Staying overnight in the booth space.

16.8 Any other matters not allowed as stated in these Rules & Regulations.

## 17. Termination of the Contract by the Organizer

In the event the Exhibitor falls under one of the cases set forth below, the Organizer is entitled to terminate the Contract without giving any notice to the Exhibitor. In such cases, the Organizer may claim compensation for damage, if any, against the Exhibitor.

17.1 Denies all or part of payment.

17.2 Disregards the Rules & Regulations, such as exhibiting prohibited items, etc.

17.3 Attempts to use the booth for any purpose other than exhibiting at the Exhibition.

17.4 Fails to use the booth.

17.5 If the Exhibitor faces provisional seizure or other temporary measures, forced execution or auction, liquidation, bankruptcy, civil rehabilitation, corporate rehabilitation or company dissolution.

17.6 Dishonors a bill or cheque.

17.7 Fails to pay public charges.

17.8 Requires credit from the Organizer

17.9 Violates any of these Rules & Regulations.

## 18. Restoration of the Original State

In the event that the Contract is terminated due to cancellation, termination, expiration of the term, or for other reasons, the Exhibitor must evacuate the booth in the following manner:

18.1 The booth should be restored to its original state. In the event the Exhibitor fails to do this, the Organizer does said work at the Exhibitor's expense.

18.2 After the booth is evacuated, the Organizer may, at his or her discretion, dispose of anything the Exhibitor leaves behind.

18.3 The Exhibitor, when evacuating the booth, is not entitled to claim any expenses incurred for the booth, including fittings, facilities, refund of the expenses, removal expenses, compensation for removal expenses or key money, regardless of the reason or cause pertaining to the evacuation. In addition, the Exhibitor is not entitled to demand from the Organizer, the purchase of the fittings and facilities, provided for in the booth at the Exhibitor's expense.

18.4 In the event the Exhibitor fails to evacuate the booth after the termination of the Contract, the Exhibitor is required to pay the Organizer triple the amount equivalent to the booth fee and the sum equivalent to various expenses, for a period from the next day of said termination for the damage to the Organizer, if caused due to a delay in the evacuation.

## 19. Late Payment Charges

In the event the Exhibitor is late in the payment of damages incurred at the Exhibition according to the deadlines determined in this Contract, an additional charge calculated at a yearly interest rate of 14.6% will apply. The booth should be restored to its original state. In the event the Exhibitor fails to do this, the Organizer does said work at the Exhibitor's expense.

## 20. Spot Inspection

20.1 Out of necessity for the maintenance of the building, sanitation, crime or fire prevention, rescue or administration of the building, the Organizer or their employee is entitled to enter the booth after giving prior notice to the Exhibitor, in order to take proper measures. In case of an emergency, if the Organizer has no time to give said notice, a post fact report will suffice.

20.2 The Exhibitor must co-operate with the Organizer in the above said measures.

## 21. Exhibition Rules

The Exhibitor must, at all times, adhere to all regulations set forth by the Exhibitor Manual as well as these Rules and Regulations.

## 22. Stay at Booth

The Exhibitor is required to wear badges as designated by the Organizer, and present in the booth at all times in order to receive visitors and administer the Exhibits during the Exhibition period. It is important to ensure that the booth area is safe at all times.

## 23. Microphones and Sound Volume Control

23.1 Exhibit explanations with the use of a microphone is allowed with the Organizer's consent. For details, refer to the Exhibitor Manual.

23.2 The sound volume created by the audiovisual equipment or other equipment must be below 70 decibels at a distance of 2 meters from the front of the booth.

23.3 No live music performance is allowed within the hall premises.

## 24. Disposal of Waste

24.1 The waste from the Exhibition, used materials, and all other waste in and around the booth, must be removed by the Exhibitor.

24.2 The Organizer shall dispose of all waste left behind at the end of the exhibition period and disposal work will be charged to the Exhibitor. The Exhibitor must pay the bill promptly after receiving the invoice.

## 25. Decoration and, Construction Work

25.1 Decorations protruding into the space of other exhibitors are prohibited.

25.2 No items or signs may be placed on walkways in the hall.

25.3 The height of all decorations should adhere to the measures stipulated in the Exhibitor Manual. This does not apply to items that have received special permission from the Organizer.

25.4 The use of the ceiling is not allowed for the exhibition without consent of the Organizer.

25.5 The Exhibitor will observe all other rules and items as explained by the Organizer at the Official Exhibitor Meeting.

25.6 The Exhibitor is not entitled to raise any objection against, nor make any claims against the Organizer in the event that the Exhibitor violates any of the provisions of sections 25.1 to 25.5, and disregards the Organizer's notification to correct any violation. In addition, all materials in violation of regulations are to be removed at the expense of the Exhibitor.

## 26. Fire, Theft, and Other Incidents

26.1 The Organizer does not assume any responsibility for any third party including the Exhibitor and visitors in the event of a fire or, accident caused by falling or loose exhibit items, and/or theft by the Organizer, an employee, contractor, subcontractor, or any other cooperative person, or company.

26.2 The Organizer does not assume any responsibility for any accidental misspellings in publications, such as invitation letters, information on the website, Exhibition layout, promotional items, etc.

26.3 The Exhibitor is liable for any damages as a result of a fire or, accident caused by falling or loose exhibit items, and/or theft by the Organizer, visitors, or third parties including an employee, contractor, subcontractor, cooperative person, or company.

## 27. Privacy Policy

Any personal data from the Internet and barcode services is subject to the privacy protection policy.

## 28. Competent Court

Any dispute arising from these Rules and Regulations pertaining to rights and duties of relevant stakeholders are to be settled in the Tokyo District Court.