

Transport Infrastructure WEEK 2019

Station & Airport Terminal Expo 2019 Bus & Truck Service System Expo 2019 Parking System Expo 2019

Date April 17(Wed)-19(Fri), 2018 10:00-17:00 **Venue** Makuhari Messe, Japan

APPLICATION FORM

Deadline Nov. 30, 2018

1 We wish to exhibit at :

- Station & Airport Terminal Expo 2019 Parking System Expo 2019
 Bus & Truck Service System Expo 2019

2 Booth(s) & Optional Fees: One Booth size : 2.97m(W)×2.97m(D)×2.7m(H)

Type	Price per unit	Number of booth(s)	Total
Standard Booth	JPY 442,800		= JPY
Booth with Package	JPY 572,400		= JPY
Corner Booth Fee (option)	JPY 86,400	1	= JPY
Location Choice Fee (option)	JPY 216,000	1	= JPY
3 sides open Choice Fee (option for 4 booths)	JPY 324,000	1	= JPY
Booth Map Advertisement	JPY 108,000	1	= JPY
Website Banner Advertisement (Extra Large)	JPY 864,000	1	= JPY
Website Banner Advertisement (Large)	JPY 540,000	1	= JPY
Website Banner Advertisement (Middle)	JPY 270,000	1	= JPY
Stock Room Service	JPY 54,000		= JPY

(includes 8% consumption tax)

Total	JPY
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<Treatment of Personal Information Clause>

JMA carefully protects all personal information it receives from exhibitors and visitors. 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.

The Secretariat of Transport Infrastructure WEEK 2019

c/o Japan Management Association (JMA) Convention Business Center
3-1-22 Shibakoen, Minato-ku Tokyo 105-8522, Japan

Tel:+81-3-3434-0587 Fax:+81-3-3434-8076 E-mail:tf@jma.or.jp

For the Secretariat use only	事務局記入欄	受付	PM	GM	申込受付番号	請求書発行日	備考	Booth ID	Invoice No.

3 Exhibitor Information (Please TYPE or Write in Block Letters)

Organization / Company			
Address			Country
			Zip/Postcode
	TEL		FAX
Position / Department			
Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. (First Name)		(Family Name)
E-mail	※ "hotmail" account is NOT accepted by our e-mail server.		
URL	http:// www.		
We accept the Rules and Regulations described on the reverse side of this form. We will pay the space / booth cost by Wednesday, January 31, 2019 in accordance with the invoice presented by the Organizer.			
Signature			Date

4 Scheduled Facilities/Demonstration

Please check the applicable box.

Water Supply & Drainage	<input type="checkbox"/> Necessary	<input type="checkbox"/> Unnecessary
Gas Supply	<input type="checkbox"/> Necessary ()kcal/h	<input type="checkbox"/> Unnecessary
Air Supply	<input type="checkbox"/> Necessary ()kcal/h	<input type="checkbox"/> Unnecessary

N.B. This is a preliminary check of exhibitors' usage of facilities and utilities, and will NOT act as an application form for any services or equipment.
 You will be required to fill out and submit additional documents if you are in need of electricity, water supply, gas, and/or wish to use cooking oil. These documents will be sent to you after receipt of the application form.
 Above-mentioned equipment (water supply and gas) will be at the exhibitor's expense.

5 Please Write down if you have any questions or requests.

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

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

2 Exhibits

- 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.
- Exhibition of the following items is prohibited:
 - Items prohibited from import, export, or sale as well as narcotic drugs or other items prohibited by law.
 - Flammable, explosive, or radioactive materials.
 - Any items infringing or likely to infringe on industrial property rights.
 - Any item using open fire. (except for cases where prior permission from the local fire authorities has been obtained).
 - Items not having obtained the prior consent of the Organizer.
 - Items under special cautionary advisory from local authorities.
 - Items likely to conflict with applicable laws and ordinances as well as those contrary to public decency.
- 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.
- 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) and 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.
- (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.
 - 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.
- 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 April 17 (Wed.) to 19 (Fri), 2019, for three days.
Open hours: April 17 (Wed.) – 19(Fri) 10:00 – 17:00

5 Booth Fees (includes 8% consumption tax)

The booth fees are as follows:
"Raw space only (per booth)" Type
• JPY 442,800 per booth
(One booth = approximately 9.0 sqm (2.97 m (W) x 2.97 m (D) x 2.7 m (H))
"Booth with Package" Type
• JPY 572,400 per booth
(Minimum one booth = approximately 9.0 sqm (2.97 m (W) x 2.97 m (D))
"Corner Booth Fee (option)"
• JPY 86,400
"Location Choice Fee (option)"
• JPY 216,000
"3 sides open Choice Fee (option for 4 booths)"
• JPY 324,000

<Included Booth Fee>

- The Organizer will provide a white system-panel (vinyl back) and side walls as basic booth amenities, however, additional items such as carpeting, company name plate, tables, and shelves, are the responsibility of the Exhibitor.
- Invitation and envelopes are provided.
- Electrical supply is not available. A power outlet is excluded. In case of electrical use, outlet installation is necessary.
- 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 have not exhibited at this show 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: Friday November 30, 2018

<Submission>

The original Application Form should be sent to the following address:
The Secretariat of Transport Infrastructure WEEK 2019 C/- Japan Management Association
3-1-22 Shibakoen, Minato-ku Tokyo 105-8522, Japan
TEL: +81-3-3434-0587 FAX: +81-3-3434-8076
E-mail:tf@jma.or.jp

< Payment of Exhibition Space >

The payment method and due date are as follows:
* Payment should be made in JAPANESE YEN ONLY.
* 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. Please note that from April 1st 2017, "Overseas Exhibitor Processing Fee" of 4,000 JPY will be applied.

<Payment deadline>

Payment deadline: Thursday January 31, 2019

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

- Move-in and move-out and the administration of exhibits must be undertaken at the Exhibitor's risk and expense.
- Except for cases not attributable to the Exhibitor, the Organizer declines all responsibility for any damage to exhibits including those caused by natural disasters or force majeure, or any accident to the exhibits.

9 "Safety First" Measures and Responsibilities

- 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.
- 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.
- 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

- The Organizer may change the Exhibition period or cancel the exhibition (thereby dissolving this Agreement) due to natural disasters or any other unforeseen or uncontrollable circumstance.
- 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.
- The Organizer cannot be responsible for loss or damage to Exhibitors or other individuals in the event of 1) or 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:

- 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 Station & Airport Terminal Expo Secretariat determines the booth number unless the Official Exhibitor Meeting is held).
- 100% of the fee (excluding tax):
FROM the day of Official Exhibitor Meeting (until the day before the this show 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

- Venue
Makuhari Messe
2-1 Nakase, Mihama-ku, Chiba, Japan 261-0023
TEL: +81-43-296-0001
- Move-in Schedule:
Monday April 15 (9:00-18:00) Tuesday April 16 (8:00-18:00) (plan)
*The time move-in begins on April 18 may change depending on the time prior work by the Organizer's contractor is completed.
*Overtime work is permitted with the Organizer's consent.

3) Move-out Schedule:

Friday April 19, 2019 17:00-22:00
*All work must be completed within the period set forth above. The time schedule may change. Please see the details in the "Exhibitor Manual".

4) Standard Booth Design

- "Raw space Only" Type
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

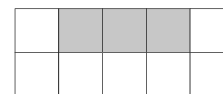
<Sample: 1 Booth >

(2) Standard Booth

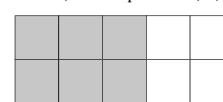
One booth is approximately 9.0 sqm (2.97 m (W) x 2.97 m (D) x 2.7 m(H)) of floor space. Multiple booths are aligned in single or double rows.

<Booth Type>

A "Single Booth"



B "Double Booth (3 sides open booth)" (Over 6 booths)



C "Space Booth" (Over 10 booths)



Note:

- Type of booth for less than 6 booths is "Single Booth".
- Type of booth for over 6 booths is "Double Booth (3 sides open booth)" subject to availability.
*The Exhibitor have to pay "3 sides open Choice Fee" hoping for "Double Booth (3 sides open booth)" in 4 booth.
- Type of booth for over 10 booths is "Space Booth" subject to availability. The area of "Space Booth" is limited.
("Space Booth": booth = 6 m x 15 m or over)
(i) The partition of each exhibition booth is set by the Organizer.(System panel specification: white vinyl finishes.)
(ii) No partition unless there is an adjoining booth.

5) Electrical Facilities

The Organizer will provide a main electrical connection consisting of a 300 W capacity (100 V/single phase) 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.

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

- 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.
- 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

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.
- 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.
- To carry heavy weight items or articles disturbing other exhibitors due to dirtiness, bad odor, etc.
- To perform acts which are in any way annoying to other Exhibitors (noise, bad odor, performance, etc.)
- To cause damage to hall property, including booths.
- To charge for exhibit items, products, or services. Selling items requires the Organizer's consent.
- Staying overnight in the booth space.
- 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.

- Denies all or part of payment.
- Disregards the Rules & Regulations, such as exhibiting prohibited items, etc.
- Attempts to use the booth for any purpose other than exhibiting at the Exhibition.
- Fails to use the booth.
- If the Exhibitor faces provisional seizure or other temporary measures, forced execution or auction, liquidation, bankruptcy, civil rehabilitation, corporate rehabilitation or company dissolution.
- Dishonors a bill or cheque.
- Receives a disposition for failure to pay taxes or public dues.
- Requires credit from the Organizer.
- 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:

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

20 Spot Inspection

- 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.
- 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

- Exhibit explanations with the use of a microphone is allowed with the Organizer's consent. For details, refer to the Exhibitor Manual.
- 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.
- No live music performance is allowed within the hall premises.

24 Disposal of Waste

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

- Decorations protruding into the space of other exhibitors are prohibited.
- No items or signs may be placed on walkways in the hall.
- 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.
- The use of the ceiling is not allowed for the exhibition without consent of the Organizer.
- The Exhibitor will observe all other rules and items as explained by the Organizer at the Official Exhibitor Meeting.
- 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 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

- 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.
- 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.
- 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.