

# ifia JAPAN 2008/ HFE JAPAN 2008 Rules & Regulation

## 1. Show Period

Wed. 21st to Fri. 23rd, May, 2008

Show period is subject to change due to hall conditions/natural disaster.

## 2. Venue: Tokyo International Exhibition Center (Tokyo Big Sight)

3-21-1, Ariake, Koto-ku, Tokyo 135-0063 JAPAN

## 3. Organizer/co-Organizer

Organizer: Food Chemicals Newspaper Inc.

Shobunkan bldg., 3-2-8, Kanda Jimbocho, Chiyoda-ku, Tokyo 101-0051 JAPAN  
TEL: +81-3-3238-7818/ FAX: +81-3-3238-7898

Co-Organizer/Management office: EJK Japan, Ltd.

Akasaka daiichi bldg., 4-9-17, Akasaka, Minato-ku, Tokyo, 107-0052 JAPAN  
TEL: +81-3-5772-1321/ FAX: +81-3-572-1324

## 4. Exhibit fee

### ◆ Package booth JPY504,000 / booth (9mf): basic decoration included.

Package to be included per booth: Side-back panel,  
English-Japanese company name panel (1 company name per booth)  
Carpet, 1 Counter table, 2 Folding chairs, 2 Fluorescent lights  
1 Electrical outlet (800 w), 1 trash box, booth cleaning

### ◆ Raw space JPY366,660 / booth (9mf)

Space only. No decorations such as side-back panel included.

### ◆ Presentation JPY39,900 / 1session (15min)

Price includes: Projector, Screen, Microphone and Pointer

Room Capacity: 60 people

\*Presentation program shall be adjusted by Management office.

\*3 presentations in a row (45 min) are able to be made at a maximum.

\*Attendees' business cards for exhibitor presentation shall be provided after the presentation.

## 5. Discount

◆ 10% discount is to be applied if ordered for more than 10 booths.

## 6. Application period

(A) Closing date for application: Feb. 29, 2008

Application period might be shortened if available space is sold out.

(B) How to apply

Please fill in the Application form and submit to Management office by mail or fax.

(C) Space order

Due to hall conditions or other circumstances, management office might adjust total space.

(D) Effective date of application

**Application comes into effect when received by Management office.**

Management office might reject exhibit order when application is judged as inappropriate.

## 7. Payment schedule

\* 1st payment due: When application is submitted. 50% exhibit fee

\* 2nd payment due: Jan. 31, 2008 50% exhibit fee

◆ 100% Exhibit fee is to be invoiced if an application is made after deadline.

◆ We do not accept payment by Promissory note.

◆ Exhibitor agrees to bear the bank handling charge when wire transfer.

◆ Please notify management office if you wish to make a full amount payment.

◆ For those who need invitation letter, Management office issue it after we confirm 100% exhibit fee payment.

## 8. Cancellation

Cancellation charge is calculated as follows:

= Deadline = = Cancellation charge =

\* From the date of application till Dec. 21, 2007 50% of exhibit fee

\* After Dec. 22, 2007 100% of exhibit fee

Above deadline is determined when intention of cancellation is informed to Management office.

## 9. Prohibits of space resale

It is prohibited to sublet, resale, exchange or transfer exhibit space to others without approval from Organizer.

## 10. Co-exhibit

More than 2 companies shall be able to co-exhibit. In such case, one company should submit an application as a representative and take necessary procedure for exhibit fee payment.

## 11. Move-in/Move-out

(A) Move-in and move-out period of exhibits at the hall will be notified by organizer through the Exhibitor's manual.

(B) During the show period, it is prohibited to carry in, carry out or remove any exhibits without approval from organizer.

(C) Please be sure to complete all set-up by 9:00 AM on May 21, 2008.

Any empty boxes or unused materials must be removed from show area.

(D) Exhibitor must remove its exhibit products by 22:00 pm on May 23, 2008.

If any products are left, Organizer will remove them with costs against the exhibitor.

## 12. Printed materials and Promotion

(A) Organizer owns the right to issue overall printing materials of the show, such as Exhibitor's Official Directory.

(B) The organizer shall attempt to avoid, but shall not be held liable for, any error or omission in the Exhibitor's Official Directory or in promotional materials.

(C) Exhibitor shall distribute catalogues, samples, publications, etc., and conduct demonstrations or other promotional activities, only within its exhibition booth.

(D) It is prohibited to distribute or advertise any printing materials which is not directly related to the show.

## 13. Compensation

If Exhibitor and/or its proxy causes any damage to other exhibitor's booth, organizer's facilities, exhibit hall's facilities or any persons on site, its compensation is responsibility of the Exhibitor.

## 14. Control of exhibit products and exemption from responsibility

Organizer will contract with security company from preparation to removal period for the hall. However, organizer shall not be held responsible for any damage or loss of exhibits.

## 15. Insurance

Exhibitor is advised to insure against risks involving its exhibit and other aspects of its participation in the exhibition, including theft, property loss or damage, and public liability.

## 16. Others

(A) Exhibitor shall at its own expense keep its exhibit clean and in good order, and dispose of trash in accord with trash removal arrangement.

(B) Permission of photo-taking or sketching of exhibit products should be judged by each exhibitor.

(C) The organizer may terminate the exhibition when the organizer reasonably believes that the holding of the event is substantially or materially interfered by a cause or causes not reasonably within the organizer's control. If such a termination occurs, the organizer may retain that part of the Exhibitor's fee which will compensate the organizer for its Exhibition related expenses incurred up to the time the contingency occurred. If still any surplus, it will be divided based on space order and refunded to exhibitor.

(D) In case exhibitor violates regulation indicated in the Exhibitor's manual, organizer holds the right to reject its exhibit. In such case, organizer holds all rights to handle/terminate the exhibit space, and exhibit fee will not be refunded.

(E) In case of dispute among organizer, exhibitor and/or related party, the parties to this contract consent to the jurisdiction of the court governing the area where organizer's address.

(F) Other exhibition management details shall be explained in the Exhibitor's manual to be issued and also at Exhibitor briefing.