

# ifa JAPAN 2009/ HFE JAPAN 2009 Rules & Regulations

## 1. Show Period

Wed. 20th to Fri. 22nd, May, 2009

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

< 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

< Show Management : EJK Japan, Ltd.>

Akasaka daichi bldg., 4-9-17, Akasaka, Mintato-ku, Tokyo, 107-0052 JAPAN

TEL:+81-3-5772-1321/ FAX:+81-3-572-1324

## 4. Exhibit fee

◆ **Package Space USD5,040 / booth (9sqm) : basic decoration included.**

Package booth includes ; Side-back panel,

English-Japanese fascia board (1 company name per booth),

Carpet, 1 Reception desk, 2 Folding chairs, 2 Fluorescent lights

1 Electrical outlet (100V/800W), 1 trash box, booth cleaning

◆ **Raw space USD407 per sqm** \*A minimum of 27sqm is required.

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

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

## 5. Exhibitor Presentation fee

◆ **Exhibitor Presentation USD399 / 1session (15min)**

Price includes : Projector, Screen, Microphone and Pointer

Room Capacity : 60 people

\*Presentation program shall be adjusted by Show Management.

\*Cancellation after application confirmed by Show Management requires 100% of exhibitor presentation fee as a cancellation charge.

\*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.

## 6. Application period

(A) **Closing date for application : Feb. 27, 2009**

Application period might be shortened if available space is occupied.

(B) **How to apply**

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

(C) **Space order**

Due to hall conditions or other circumstances, Show Management might adjust total space.

(D) **Effective date of application**

Application comes into effect when received by Show Management.

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

## 7. Payment schedule

\* 1st payment due: 50% of exhibit fee on application

\* 2nd payment due: 50% of exhibit fee no later than Jan. 31, 2009

◆ 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 Show Management if you wish to make a full amount payment.

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

## 8. Cancellation/Change

In case of Cancellation / Change exhibit space, Cancellation charge is required as follows:

= Deadline = = Cancellation charge =

**From the date of application till Dec. 22, 2008 50% of exhibit fee**

**After Dec. 23, 2008 100% of exhibit fee**

\*Above deadline is determined when intention of cancellation/change is informed to Show Management by official letter.

\*In case of change from package booth into raw space after April 20th 2009, 100% of exhibit fee is required as a cancellation charge.

## 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 Move-in, Move-out or remove any exhibits without approval from Organizer.

(C) Please be sure to complete all set-up by 9:00 AM on May 20, 2009.

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

(D) Exhibitor must remove its exhibit products by 10:00 pm on May 22, 2009.

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 Official Show Directory.

(B) Organizer shall attempt to avoid, but shall not be held liable for, any error or omission in the Official Show Directory or in promotional materials.

(C) Exhibitor shall distribute catalogues, samples, publications, etc., and conduct demonstrations or other promotional activities, only within its own 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) Organizer may terminate the exhibition when the organizer reasonably believes that 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 exhibitor violates regulations of booth decoration, the exhibitor must modify its booth decoration immediately. Additionally, all expenses for the modifications should be borne by the exhibitor.

(F) 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.

(G) Other exhibition management details shall be explained in the exhibitor's manual to be issued and also at briefing session for exhibitors.

**FAX To****+81-3-5772-1324****ifia JAPAN 2009 / HFE JAPAN 2009- APPLICATION**

14th International Food Ingredients &amp; Additives Exhibition and Conference / 7th Health Food Exposition &amp; Conference

**- Please send this application by mail or FAX to the Show Management, after confirm the show regulations -**

Show Period: May 20~May 22, 2009

Date: \_\_\_\_\_

Please indicate exhibition you are going to exhibit.  ifia JAPAN  HFE JAPAN Booth Number: \_\_\_\_\_

Company name:

\*Company name written here will be registered as an official exhibitor's name.

Address:

TEL:

FAX:

Person in charge:

Title:

Signature:

E-mail :

Website address :

 **Package space:USD5,040 / booth (9 sqm)**

Package Booth includes ; Side-back panel, Japanese-English fascia board (1 company per booth), Carpet, 1 Reception desk, 2 Folding chair, 2 Fluorescent light, 100V/800W Outlet, 1 trash box, Booth cleaning

USD5,040.- ×  1 booth  2 booth \_\_\_\_\_ Booth USD \_\_\_\_\_ **Raw space: USD407 / sqm**

(Note) Exhibit space only. No decoration such as side-back panel is included.

USD407 × \_\_\_\_\_ sqm USD \_\_\_\_\_

 **Exhibitor Presentation: USD399 / Session (15min)**

Price includes ; Projector, Screen, Microphone and Pointer

We require ;  1 day only  2 days  3 days Total \_\_\_\_\_ session(s)

USD399.- × \_\_\_\_\_ session(s) USD \_\_\_\_\_

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

\*Show Management will adjust the date and time of your sessions.

And time table will be fixed and advised around the middle of March.

\*Arrangement of interpreter is highly recommended. Please submit order form to our contractor.

**Grand Total : USD \_\_\_\_\_**

Main exhibits:

If foreign affiliate company, please indicate the country of head office. If dealing with foreign products, please indicate the country name.

Please indicate co-exhibitor's name and country if any.

Do you need 'Invitation Letter' from Show Management to apply for VISA ?  YES  NO**●Please send Invoice to: (\*Please indicate if different from the exhibitor's information above.)**

Company name:

Address:

TEL:

FAX:

Person in charge:

E-mail:

**●Inquiry : Contact ifia/HFE JAPAN Show Management at [ifia-info@ejk-japan.co.jp](mailto:ifia-info@ejk-japan.co.jp) TEL:+81-3-5772-1321****●Organizer's use**

ifia JAPAN 2009 Show Management (EJK Japan, Ltd.) confirmed your order.

Date: \_\_\_\_\_