

# ifa JAPAN 2025 / HFE JAPAN 2025 Rules & Regulations

## 1. Show Period

Wed.21nd to Fri.23th, May, 2025

**2. Venue:** Tokyo BigSight South 1・2・3 Hall and Conference Hall  
3-11-1, Ariake, Koutou-ku, Tokyo 135-0063, Japan

## 3. Organizer

Food Chemicals Newspaper Inc.  
Shobunkan bldg., 3-2-8, Kanda Jimbocho, Chiyoda-ku, Tokyo 101-0051  
JAPAN  
TEL: +81-3-3238-7520 / FAX: +81-3-3238-7898

## 4. Exhibit fee

◆Package Booth:  
JPY583,000 / booth(9sqm): basic decoration included.  
Package booth includes; Raw space, Japanese and English company's name sign panel(Red/Blue/ Navy blue/Light Gray/White), Booth carpet(Red/Blue/Green/Orange/Gray), Side & Back panel(W2970mm x D2970mm x H2700mm), 1 electrical outlet (100V; 800W), Business card box, 1 Reception Desk, 1 chair, 1 trash box, 3 spot lights, Booth cleaning, Panel installation service \*not panel production expenses

◆Raw space:  
JPY438,000 / booth(9sqm):  
Space only. No decorations such as side-back panel included.  
\*10% discount is to be applied if ordered for more than 10 booths.

◆Corner location charge:  
JPY22,000 per one corner  
The corner location is additionally charged.

◆Mini Booth:  
JPY253,000 (W2m x D2m x H2.7m)  
Exhibit space, Exhibit hard wall, shell stand, Booth carpet, Company board name, Business card box, Chair, Booth cleaning, Panel installation service \*not panel production expenses  
※Please refer the Exhibitor's Guide concerning another option.

## 5. Exhibitor Presentation fee

◆Exhibitor Presentation JPY41,800 / 1session (15min)  
Price includes: Projector, Screen, Microphone, Pointer and PC  
Room Capacity: 60 people

\*Presentation program shall be adjusted by Show Management.  
\*Cancellation after contract confirmed by Show Management requires 100% of exhibitor presentation fee as a cancellation charge.  
\*4 presentations in a row (60 min) are able to be made at a maximum.  
\*Attendees' business cards for exhibitor presentation shall be provided after the presentation.

## 6. Contract period

(A) Closing date for contract: Fri. Jan.31st, 2025  
Contract period might be shortened if available space is occupied.  
(B) How to contract  
Please apply from the ifa/HFE JAPAN's website.  
(C) Application booth arrangement  
Regarding booth placement, we will tentatively determine the desired position of each exhibitor according to the order of application. However, the secretariat may adjust the venue layout depending on the circumstances of the venue, the content of the project, or the status of the exhibition application. We may ask exhibitors to move the booth position when the final layout is decided.

(D) Effective date of contract  
It will take effect as soon as the secretariat receives the exhibition application. The organizer may refuse to exhibit if it determines that the application for exhibiting is not appropriate.  
In addition, we may cancel the exhibition if the facts that were not known at the time of receipt of the application become clear after the fact and it is judged that the application for exhibition is not appropriate.  
(E) Handling of information related to application  
As a general rule, the information provided by the exhibitor to the organizer when applying for an exhibition will be used only for the purpose of the organizer to manage the exhibition smoothly and to inform the organizer of the exhibition from the next fiscal year onward.  
(F) Handling of information by exhibitors  
It is the exhibitor's responsibility to manage the information acquired by the exhibitor within each booth or at the opportunity of the presentation.  
The organizer will not be liable for any damages resulting from such neglect of management and any damages related thereto.

## 7. Payment schedule

First payment due date: By the end of the following month after applying for exhibition (50% of the exhibition fee)  
Second payment due date: Mon. 31st, Mar. 2025 the end of 2 months before the event/ Exhibit fee balance (50% of the exhibition fee)  
※An invoice will be issued within one week after receiving the application. The due date stated in the application is the "first payment due date". If the early bird discount is applied, the second payment deadline will be December 31st (Tuesday).

◆If the first payment due date is after the second payment due date depending on the time of application for exhibition; please pay the full exhibition fee.  
◆Please transfer to the designated account. Please note that we cannot accept payment by bill.  
◆The transfer fee will be borne by the applicant.

## 8. Cancellation/Change

(A) If the exhibitor changes the exhibition contents after completing the exhibition application, the difference will be charged based on the fees described in 4 and 5 above. However, if the organizer finds that the changes are minor, we may hold discussions.

(B) If the exhibitor cancels the exhibition for his / her own convenience after completing the exhibition application, the cancellation fee will be charged as follows;  
1. from the application date to 6 months before the date of the event  
.....15% of the exhibition fee  
2. from 6 months before the date to 2 months before  
.....50% of the exhibition fee  
2. Two months before the date of the event  
.....Full amount of exhibition Fee

\*) In addition, the above-mentioned applicable judgment shall be made when the organizer receives the written intention of the exhibitor to cancel the exhibition.

\*) If you change the booth type from package booth to space booth, no cancellation fee will be charged up to 4 months before the date of the event. 50% of the difference will be charged from 4 months before to the second payment date, and the full difference will be charged as a cancellation fee after the second payment date.

## 9. Prohibition of subleasing space

Exhibitors may not sublease, exchange, transfer, or pledge the booths assigned by the organizer on behalf of a third party without the consent of the organizer.

## 10. Handling of co-exhibitor

Two or more exhibitors can jointly apply for exhibition. In this case, one person should apply for the exhibition on behalf of the person and perform the billing procedure such as payment of the exhibition fee. However, since all co-exhibitors will be exhibitors at the exhibition, all exhibitor introductions such as leaflets and the web can be done individually by companies and groups. Please contact the secretariat for details.

## 11. Carry-in and carry-out

(A) The organizer will notify you of the period for bringing the exhibits into and out of the venue at a later date in the "Exhibition Rules / Operating Guidelines".  
(B) During the exhibition period, exhibitors may not bring in or remove booth decorations or large exhibits without the approval of the organizer.  
(C) Please maintain the booth by 10 am on the first day of the event and complete the exhibition. Please remove empty boxes and residual materials at the same time.  
(D) Exhibitors must complete the removal of exhibits and restoration of the booth by 9 pm on the final day of the event. Movable, etc. left in the booth or in the assigned storage area after the final day of the event will be deemed to have been relinquished by the exhibitor and will be removed by the organizer. In this case, if there is a cost for removal, the exhibitor will be responsible for the cost, and the cost will be the amount estimated by the organizer or the contractor requested by the organizer to remove it.

## 12. Printed matter and advertising

(A) The organizer owns the copyright for printed materials other than the printed materials created and brought by the exhibitors at this exhibition.  
(B) The organizer will pay close attention to the creation of printed matter, but if there are any errors or omissions in the posted information, we will make an effort to correct them by other means.  
(C) When exhibitors distribute, install, and display printed materials such as catalogs, they shall do so within the booths assigned by each exhibitor, and in principle this cannot be done elsewhere. Exhibitor presentations, seminars, specialized corners by organizer, etc. may be distributed and installed at the discretion of the organizer. Please contact the organizer separately.  
(D) When an exhibitor brings a printed matter to this exhibition for distribution, installation, or exhibition, the exhibitor is obliged to be careful not to infringe the intellectual property rights or other rights of other companies in the printed matter. The organizer will not be liable for any infringement of the rights of others if the printed matter that the exhibitor brought to the exhibition, distributed, installed, or exhibited.  
(E) Exhibitors promise not to exercise intellectual property rights, possessions, trademark rights or other rights regarding the distribution and exhibition of printed materials for this exhibition by the organizer. However, this does not apply if the organizer did not use it to hold or manage this exhibition.  
(F) Printed materials that are not directly related to the purpose of this exhibition cannot be distributed or promoted.

## 13. Safety and Compensation during the show date

(A) Organizer puts the safety of visitors and exhibitors first during the exhibition period and can take appropriate measures including cancellation of the exhibition.  
(B) If the exhibitor and his / her agent damage the booth of other companies, the facilities of the organizer, the facilities of the exhibition hall, or personal injury, the exhibitor shall be responsible for the compensation. That is, the organizer does not take any responsibility.

## 14. Exhibit management and disclaimer

The organizer contracts with a security company to manage the venue throughout the show period from preparation to removal, but the organizer is not responsible for damage, loss or theft of exhibits, so each exhibitor is responsible for managing them.

## 15. Insurance

(A) Exhibitors are requested to take out various types of insurance for what they think is necessary during the show period from the start of bringing goods into the venue to the end of removal.  
(B) The organizer will take out insurance for unexpected accidents, injuries and illness in the operation of the entire exhibition, but insurance contracts limit the number of insurance accidents that can be covered. Therefore, if the exhibitor is liable to a third party, the organizer's insurance will not be able to cover it. Exhibitors are requested to take out various types of insurance as described in (A).

## 16. Tasting

When exhibitors perform tasting and tasting, it is necessary to make the following notifications and preparations in advance and submit each. If you neglect to do so, the secretariat may cancel part or all of the exhibits.  
(A) Notification to the organizer  
(B) Notification to the Koto Ward Health Center under the jurisdiction of Tokyo Big Sight  
(C) Set up a hand-washing area in your own booth, or apply for a shared hand-washing area

## 17. Violations by exhibitors, etc.

(A) If an exhibitor violates the rules of the "Exhibition Rules / Operating Guidelines", the organizer may refuse the exhibitor's exhibition and unilaterally cancel the exhibitor's application for exhibition. In this case, the organizer can dispose of the exhibition space reserved by the exhibitor. In addition, we are not obligated to return the exhibition fee.  
(B) If the exhibitor violates the "Decoration Regulations", we will promptly correct it. In addition, each exhibitor will be responsible for the costs incurred due to the correction work.

## 18. Cancellation of exhibition, etc.

(A) The organizer may cancel the exhibition if it cannot be held due to natural disasters, illness, transportation obstacles, strikes, wars, civil wars, terrorism or other reasons not attributable to the organizer. However, in order to reduce the burden on exhibitors, the organizer will endeavor to collect information so that the decision to cancel will be made as soon as possible.  
(B) If the exhibition is canceled due to the reason specified in (A), the exhibition fee of each exhibitor will be returned to each exhibitor by multiplying the total exhibition fee of each exhibitor by the following ratio;  
\*1 month before the event: 60% of the total exhibition fee  
\*1 month to 2 weeks before the event : 40% of the total exhibition fee  
\*2 weeks to the date before the event : 0% of the total exhibition fee  
As we approach the date of the event, we are spending expenses for the event, so we have stated as above. We appreciate your understanding in advance.

## 19. Other

(A) Exhibitors are responsible for the maintenance and cleaning of exhibits and booths.  
(B) It is the exhibitor's responsibility to allow the exhibitor to shoot exhibits, shoot videos, record, etc. in the booth or in the presentation.  
(C) In case of dispute among organizer, exhibitor and / or related party, the parties to this contract, the court where the organizer is located may be left to a ruling.  
(D) Other exhibition management details shall be explained in the exhibitor's manual to be issued and also at briefing session for exhibitors.