Show Profile

Exhibition Title: POWTEX TOKYO 2020
The 23rd International Powder Technology Exhibition Tokyo

Exhibition Period: November 18 (Wed.) –20 (Fri.), 2020

Venue: Tokyo Big Sight, South Hall 1・2・3・4
Address: 3-11-1, Ariake, Koto-ku, Tokyo 135-0063, Japan

Organizer: The Association of Powder Process Industry and Engineering, JAPAN (APPIE)

Admission Fee: 1,000 Yen
(Free of charge for attendees with invitation tickets, pre-registrants from Web site)
Students (high school students or older) can enter the site free of charge with the registration.
(Students in junior high school and younger children cannot enter the site)

Supporting Organizations:
Related Government Ministries and Organizations

Special Cooperation: The Society of Powder Technology Japan
The Society of Chemical Engineers, Japan
The Business and Technology Daily News
Fuji Sankei Business
Technologies & Products for Exhibiting

Powder Processing Machinery

- Powder handling
  - Cutting · Storage · Feed · Transportation · Bag opener · Anti-clogging · Peripheral Machinery
- Grinding · Comminution · Pulverizing
  - Grinding · Comminution · Pulverizing · Fine/Micro pulverizing · Disintegration
- Classification · Screen · Sieving
  - Classification · Sieving · Screen · Separation · Foreign body removal
- Dust collection
- Crystallization · Emulsion · Dissolution
- Mixing · Agitation · Dispersion
- Wet processing
  - Filtration · Press · Dehydration · Concentration · Solid · liquid separation · Film separation · Deforming
- Fine bubble
- Drying · Cooling
- Mulling · Kneading
- Granulation · Coating · Surface treatment
  - Granulation · Coating · Surface treatment · Size reduction
- Foaming · Tableting
  - Foaming · Tableting · Capsulizing
- Additive technology
  - Additive manufacturing · Additive technology
- Firing · Incineration
- Packing · Filling · Weighing
- Instrumentation
  - Instrumentation · Sampling · Control · Environmental measurement
- Engineering
  - Engineering · Plant construction · Factory construction
- Others
  - Recycling · Explosion safety · Sterilization · Screen · Metal wire cloth · Resin net · Filter · Container · Packing materials · Heat-retention · Heat insulation · Noise reduction · Containment

Powder Measuring Instrument

Laboratory Machinery

Contract Processing · Contract Measurement

Simulation Software

Powder materials

- Grinding media
- Dispersants
- Functional materials
- Powder materials
- Pharmaceutical excipients

Books, JIS Standards, and Standard Powders
【Special Zone】

**Advanced Material Zone**

- **Nano materials**
  Cellulose nanofiber carbon nanotubes; graphene; metallic, inorganic or organic nanoparticles, and nanorods, measurement/evaluation, safety of nanoparticles, nano-processing technology and so on

- **Battery materials**
  Positive-electrode materials (cobalt, manganese, nickel, etc.), negative-electrode materials (graphite, hard carbon, tin, silicon materials, etc.), electrolyte solution/electrolyte, separator (polyolefin, etc.), copper foil, binders, additives and so on

- **Pharmaceutical materials**
  Diluents, disintegrants, binders, lubricants, coatings and so on

- **Food materials**
  Health food, functional food, nursing care food, additives and so on

- **Composite materials**
  Particle dispersion composites, multilayer-coated particles, organic-inorganic hybrid materials and so on

- **Material manufacturing methods**
  Particle coating, particle deposition, particle synthesis and other manufacturing methods for new materials

**Powder Simulation Zone**

- **Software**
  Commercial software, video editor, DEM, CAD, CFD, and workstation

- **Obtaining physical properties for simulation**
  AFM, pycnometer, adhesive force measuring apparatus, and zeta-potential measuring equipment

- **Equipment for verification tests**
  PIV, high-speed camera, laser microscope, and SEM
## Booth Type and Participation Fee (Including tax)

<table>
<thead>
<tr>
<th>Booth Type</th>
<th>Booth Size</th>
<th>Participation Fee per 1 Booth</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Booth</td>
<td>2.97m W × 2.97m D × 2.7m H*</td>
<td>JPY 396,000</td>
</tr>
</tbody>
</table>

*Max. 5m height is allowed for consisting of 10 booths.

### Booth Layout

<table>
<thead>
<tr>
<th>Number of booths</th>
<th>Height of decoration</th>
<th>Available booth type</th>
<th>Arrangement condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>2.7m</td>
<td>Linear booths</td>
<td>Two-side open (available with an additional fee)</td>
</tr>
<tr>
<td>5 and 7</td>
<td>2.7m</td>
<td>Linear booths</td>
<td>Two-side open (peninsula)</td>
</tr>
<tr>
<td>4, 6, and 8</td>
<td>2.7m</td>
<td>Linear booths</td>
<td>Two-side open (peninsula)</td>
</tr>
<tr>
<td>4, 6, and 8</td>
<td>2.7m</td>
<td>Two-row booths</td>
<td>Two-side open (peninsula), three-side open (available with an additional fee)</td>
</tr>
<tr>
<td>9</td>
<td>2.7m</td>
<td>Three-row booths</td>
<td>Three-side open</td>
</tr>
<tr>
<td>10 to 18</td>
<td>5m</td>
<td>Two-row booths (even booths only)</td>
<td>Three-side open</td>
</tr>
<tr>
<td>10 to 18</td>
<td>5m</td>
<td>Three-row booths (12, 15, or 18 booths only)</td>
<td>Three-side open</td>
</tr>
<tr>
<td>20 or more</td>
<td>5m</td>
<td>Independent</td>
<td>Four-side open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Please ask us about the layout depending on the venue configuration.)</td>
<td></td>
</tr>
</tbody>
</table>
Examples of Arrangement

- **Linear booths**
  - 4 booths
  - 2 booths

- **Two-row booths**
  - 4 booths
  - 8 booths
  - 10 booths
  - 12 booths

- **Three-row booths**
  - 9 booths
  - 12 booths

- **Independent**
  - 21 booths

Specifying open sides
An exhibitor who rents 1 to 3 booths or 4/6/8 booths (two-row booths only) can specify their open sides with an additional fee. This service will be available on a first-come-first-served basis, and will be closed when the number of applicants reaches the quota.

<table>
<thead>
<tr>
<th>Number of desired booths</th>
<th>Open side booking fee (with 10% tax)</th>
<th>Quota (on a first-come-first-served basis)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-side open (peninsula)</td>
<td>1 to 3 JPY 77,000</td>
<td>60 companies</td>
</tr>
<tr>
<td>Three-side open</td>
<td>4, 6, and 8 JPY 396,000</td>
<td>15 companies</td>
</tr>
</tbody>
</table>

Notes on exhibiting

- **Weight of the exhibit to be delivered**
  [Requirement for all exhibitors] In the prescribed column of the application form, enter the maximum weight of the exhibit and the schedule of delivery with 10-ton or heavier vehicle.

<table>
<thead>
<tr>
<th>Exhibition hall</th>
<th>Weight limit</th>
<th>Total weight of the vehicle upon delivery (Vehicle weight + Load weight)</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Halls 1 and 2 (1st floor)</td>
<td>5t/m²</td>
<td>45t max.</td>
</tr>
<tr>
<td>South Halls 3 and 4 (4th floor)</td>
<td>2t/m²</td>
<td>10t max</td>
</tr>
</tbody>
</table>

Vehicles with a total weight of 10 tons or more cannot climb the slope to the 4th floor exhibition hall. (Vehicle weight + Load weight ≤ 10 t)
Side panel in basic booths
As a rule, the side panel cannot protrude to the end of the aisle. If an exhibitor wants to expand the side panel, the consent of the neighboring exhibitor must be obtained. The fee for this panel (JPY 5,280) will be paid to the exhibitor's own components.

Display Package
Proposed Ready-to-move-in Display Packages are the most functional and economical way to use for the exhibition and a wide range of selection is available from the basic package to the optional one with exhibition tables, reception desk, etc.

Examples of the Display Package:

One booth
Price: JPY 131,558
   (including tax, excluding participation fee)
- Back and side walls (Octanorm system)
- Company name board
- Carpet (red, blue, or green)

Devices: Display tables (W990 × D990 × H800) × 3
        Reception desk (W990 × D495 × H800) × 1
        Slide door × 1

Electric Devices: Fluorescent lamp 20W × 1
                Arm spotlight 15W × 3
                Power outlet (ground equipped) 100V × 2
                Power wiring × 1KW
                Electricity cost × 1KW

Other Items: Folding chair × 2
            Business card tray × 1

Two Booths
Price: JPY 245,142
   (including tax, excluding participation fee)
- Back and side walls (Octanorm system)
- Company name board
- Carpet (red, blue, or green)

Devices: Display table (W990 × D990 × H800) × 6
        Reception desk (W990 × D495 × H800) × 1
        Slide door × 2

Electric Devices: Fluorescent lamp 20W × 2
                Arm spotlight 15W × 6
                Power outlet (ground equipped) 100V × 4
                Power wiring × 2KW
                Electricity cost × 2KW

Other Items: Folding chair × 3
            Business card tray × 1
**Trial Booth**

**Trial Booth for New Participants!!**

POWTEX TOKYO 2020 facilitates the Trial Booth for the exhibitors who are going to participate in the POWTEX exhibition for the first time. The booth is equipped with the fundamental items such as company’s name board, lightings and carpet and easy to build up, which enable the exhibitors to substantially save the participation costs for the exhibition. Don’t miss this opportunity, and why not experience the benefits you can get from participating POWTEX.

**Trial Booth**

**Booth Size:** 2.97mW × 2.97mD × 2.7mH

**Fee per one booth:** JPY 396,000 (including tax)

Fee includes following items:
- exhibition space (2.97mW × 2.97mD)
- Basic facility
  - Back and side walls (Octanorm system), Carpet (blue), Company name board,
  - Two arm spotlights, Power outlet 100V × 1, Power wiring × 1kW, Electricity cost × 1kW,
  - Display table (W990 × D990 × H800) × 3, Folding chair × 1
  ※ Even if you do not use any of the above facilities, the fee as mentioned the above will be charged in full.

The exhibitors selecting to take this Trial Booth are requested to meet the following conditions:

1. The exhibitor is limited only to the people who is participating POWTEX TOKYO for the first time.
2. Number of the booth block is limited to two blocks maximum.

**Total 20 Trial booths are available!!**
**Special Zone** (Advanced Material Zone, Powder Simulation Zone)

In addition to general and trial booths, the inexpensive specification with basic display is also available.

Booth Size: 1.98mW × 1.98mD × 2.7mH

Fee per one booth: JPY 242,000 (including tax)

Fee includes following items:

- exhibition space (1.98mW × 1.98mD)
- Basic facility
  
  Back and side walls (Octanorm system), Carpet, Company name board, Spotlights × 2, Display table, Folding chair × 1, Power outlet 100V x 1, Power wiring×1kW, Electricity cost×1kW,
  
  ※Even if you do not use any of the above facilities, the fee as mentioned the above will be charged in full.

[Privileges of exhibitors for this zone]

Those parties / companies who are participating this zone will be granted a privilege to deliver a 15 minutes presentation on their products and technologies at the Presentation Corner. (The First 8 companies can have this presentation)
Promotions for POWTEX TOKYO 2020

VIP Invitation
We will be invited to POWTEX TOKYO as the VIP guests and they will be entitled to receive a VIP badge for the priority registration and free entry to the VIP lounge where they can enjoy having business talks with their guests in a comfortable atmosphere. Exhibition organizer will also invite the guests as VIP when recommended by the exhibitors.
Please contact the Show Management Office for further information.

Extensive Promotion
To attract and promote a larger number of people visiting the exhibition domestically and globally, we will continuously run the comprehensive promotional campaigns as follows:

Direct mail by the exhibition organizer
Since the direct mail is deemed as the most effective tool to encourage the people to visit the exhibition site, we will send the invitation letters to the individuals and industrial groups in Japan as well as in overseas countries, mainly in Asia.

Posters
The exhibition posters will be sent to the users, potential customers and governmental and any other powder related organizations. The posters will also be sent to the participant companies for their own use.

Invitation Tickets
Required number of admission free tickets will be delivered to the participants of exhibition so that they can encourage their customers to attend the exhibition. Also the tickets will be sent to the people in powder related industries all over the world.

Public Relations through Mass Media
Advertising on the selected journals and industry newspapers and also providing the press release periodically to these media.

Inter-net Web Site
Transmitting detailed information on the products from exhibitors, topics of powder industry, attractions, pre-registration, etc. through the inter-net official site.

Cooperation with Industrial Association
Tie up with other related organizations of overseas countries, and information is distributed to the wide range of customers.

Visitor Support Service and Comprehensive Information Counters
This year’s exhibit will feature a comprehensive information counter at the entrance, which will act as a supporting concierge for overseas visitors, as well as aid in exhibit and product search on the computer, which will make it more convenient for the visitors.
Exhibitor’s Technical Presentation

Exhibitor Presentation provides exhibitors with opportunities to introduce their products and the latest technologies at the special room provided in the exhibition hall. Inviting your prospective customers to the presentation is obviously an excellent way of not only introducing your products or technologies, but also promoting your corporate image for many visitors.

The room will be reserved with the additional fee.

Schedule:

<table>
<thead>
<tr>
<th>Nov. 18 (Wed.)</th>
<th>Nov. 19 (Thu.)</th>
<th>Nov. 20 (Fri.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A room</td>
<td>A room</td>
<td>A room</td>
</tr>
<tr>
<td>B room</td>
<td>B room</td>
<td>B room</td>
</tr>
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<td>C room</td>
<td>C room</td>
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<tr>
<td>D room</td>
<td>D room</td>
<td>D room</td>
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<tr>
<td>11:00~11:30</td>
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<tr>
<td>A1</td>
<td>A8</td>
<td>A15</td>
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<tr>
<td>B1</td>
<td>B8</td>
<td>B15</td>
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<tr>
<td>C1</td>
<td>C8</td>
<td>C15</td>
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<tr>
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<td>A9</td>
<td>A16</td>
</tr>
<tr>
<td>B2</td>
<td>B9</td>
<td>B16</td>
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<tr>
<td>C2</td>
<td>C9</td>
<td>C16</td>
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<tr>
<td>D2</td>
<td>D9</td>
<td>D16</td>
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<tr>
<td>12:30~13:00</td>
<td>12:30~13:00</td>
<td>12:30~13:00</td>
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<tr>
<td>A3</td>
<td>A10</td>
<td>A17</td>
</tr>
<tr>
<td>B3</td>
<td>B10</td>
<td>B17</td>
</tr>
<tr>
<td>C3</td>
<td>C10</td>
<td>C17</td>
</tr>
<tr>
<td>D3</td>
<td>D10</td>
<td>D17</td>
</tr>
<tr>
<td>A4</td>
<td>A11</td>
<td>A18</td>
</tr>
<tr>
<td>B4</td>
<td>B11</td>
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<tr>
<td>C4</td>
<td>C11</td>
<td>C18</td>
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<tr>
<td>D4</td>
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<td>D18</td>
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<tr>
<td>14:00~14:30</td>
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<tr>
<td>A5</td>
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<td>A19</td>
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<tr>
<td>B5</td>
<td>B12</td>
<td>B19</td>
</tr>
<tr>
<td>C5</td>
<td>C12</td>
<td>C19</td>
</tr>
<tr>
<td>D5</td>
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<td>D19</td>
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<td>14:45~15:15</td>
<td>14:45~15:15</td>
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<td>A6</td>
<td>A13</td>
<td>A20</td>
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<tr>
<td>B6</td>
<td>B13</td>
<td>B20</td>
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<tr>
<td>C6</td>
<td>C13</td>
<td>C20</td>
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<tr>
<td>D6</td>
<td>D13</td>
<td>D20</td>
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<tr>
<td>15:30~16:00</td>
<td>15:30~16:00</td>
<td>15:30~16:00</td>
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<td>A7</td>
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<tr>
<td>B7</td>
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<tr>
<td>C7</td>
<td>C14</td>
<td>C21</td>
</tr>
<tr>
<td>D7</td>
<td>D14</td>
<td>D21</td>
</tr>
</tbody>
</table>

Participation Fee: 1 session per 30 minutes: JPY 77,000 (including tax)

Deadline: May 22 (Fri.) * The application will be closed when the number is reached.

For further details and application, please contact the show management office.
POWTEX TOKYO 2018 REPORT

Exhibition period:  November 28 (Wed.) - 30 (Fri.), 2018
Venue:  Tokyo Big Sight, East Hall 1・2・3
Number of Exhibitors and booths:  299 companies and 1,109 booths

VISITOR PROFILE

Breakdown by Industry

<table>
<thead>
<tr>
<th>Industry</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemicals, Rubber, Plastics, Paper, Pulp</td>
<td>25.0%</td>
</tr>
<tr>
<td>Machinery</td>
<td>15.2%</td>
</tr>
<tr>
<td>Foodstuff, Feedstuff</td>
<td>14.4%</td>
</tr>
<tr>
<td>Finance, Insurance, Trading</td>
<td>7.3%</td>
</tr>
<tr>
<td>Steel, Metals, Mining, Cement</td>
<td>7.2%</td>
</tr>
<tr>
<td>Inorganic materials, Ceramics</td>
<td>7.2%</td>
</tr>
<tr>
<td>Engineering, Construction</td>
<td>5.9%</td>
</tr>
<tr>
<td>Electric, Batteries, Electronics</td>
<td>5.6%</td>
</tr>
<tr>
<td>Pharmaceuticals, Health Food, Cosmetics</td>
<td>5.1%</td>
</tr>
<tr>
<td>Governmental, Academic &amp; Research institutions</td>
<td>4.4%</td>
</tr>
<tr>
<td>Environment protection, Energy</td>
<td>2.7%</td>
</tr>
</tbody>
</table>

Breakdown by Job Function

<table>
<thead>
<tr>
<th>Job Function</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering, Manufacturing</td>
<td>31.4%</td>
</tr>
<tr>
<td>Research &amp; Development</td>
<td>23.4%</td>
</tr>
<tr>
<td>Sales</td>
<td>21.9%</td>
</tr>
<tr>
<td>Management, Administration</td>
<td>7.5%</td>
</tr>
<tr>
<td>Design</td>
<td>5.5%</td>
</tr>
<tr>
<td>Planning, Survey</td>
<td>4.6%</td>
</tr>
<tr>
<td>Others</td>
<td>5.7%</td>
</tr>
</tbody>
</table>
General Terms and Conditions

Application for Participation
Please complete the attached application form and send it to the exhibition management office by mail. Those who are participating the exhibition for the first time are requested to submit a copy of the company’s brochure and catalogue(s) for the product(s) to be exhibited. In the event that the applied exhibit is deemed to be unsuitable for the exhibition, the participation may not be accepted.

Application Deadline
1st application deadline : May 22 (Fri.) , 2020 [priority given to sponsoring members]
2nd application deadline : June 22 (Mon.), 2020
(Please note that the application will be closed even before the deadline when the booths allocated for the exhibition are fully booked)

Payment of Participation Fee
After receiving the application form, the organizer will send the exhibitor confirmation by mail together with the invoice.
The exhibitor shall pay 100% of the participation fee when making the application.
The payment of the participation fee must be made in Japanese Yen, and all commissions concerning the bank transfer are also charged to the exhibitor.
Please transfer the fee after receiving the invoice. In the event of the exhibitor failing to pay the participation fee by the each application deadline, an exhibition booth cannot be reserved.

Cancellation after Application
Cancellation of applied number and space of the booth as a whole or part is not basically accepted. In the event that such a cancellation is deemed as reasonable or unavoidable by the exhibition organizer, the cancellation dates and fees are as follows:

<table>
<thead>
<tr>
<th>Date of cancellation</th>
<th>Fee to be paid (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to each application deadline</td>
<td>60% of the participation fee</td>
</tr>
<tr>
<td>Up to each application deadline~ September 30, 2020</td>
<td>80% of the participation fee</td>
</tr>
<tr>
<td>October 1~ October 31, 2020</td>
<td>90% of the participation fee</td>
</tr>
<tr>
<td>After November 1, 2020</td>
<td>100% of the participation fee</td>
</tr>
</tbody>
</table>

Items included in Participation Fee
- Basic booth rental (using back panel and side panel/Octanorm system)
- Electricity supply single phase 100V/300W
- Participant’s company nameplate with booth number in the form designated by the organizer. (300mmH x 450mmW)
- Usage fee of the exhibition site.
- Construction and maintenance fees for common facilities.
- Promotion cost for visitors.
- Invitation tickets for customers.
- Utility costs for visitors. (Exhibition site guidance, etc.)
- Costs for exhibition management office, safety and security managements.

Items not included in Participation Fee
- Booth decoration, transportation and management costs for participants.
- Main electricity supply in excess of 100V/300W per one booth, installation of secondary power source and its usage costs.
- Utility costs for gas, water, etc. (Installation costs and rates for primary and secondary lines).
- Installation costs and usage rates of communication line for temporary telephone, etc.
- Insurance costs for participant’s own exhibits and personal injuries.
- Compensation costs for causing a damage or loss to the facilities and equipment at the exhibition hall and the exhibits of others.
- Other fees and costs, which are not usually included in the participation fee.
Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22 (Fri.)</td>
<td>1st application deadline (priority given to sponsoring members)</td>
</tr>
<tr>
<td>May 22 (Fri.)</td>
<td>Deadline of application for Exhibitor's Technical Presentation</td>
</tr>
<tr>
<td>June 22 (Mon.)</td>
<td>2nd application deadline</td>
</tr>
<tr>
<td>Late August</td>
<td>Briefing session of participants</td>
</tr>
<tr>
<td>Early September</td>
<td>Starting promotion and advertising activities</td>
</tr>
<tr>
<td>Early October</td>
<td>Dispatching the invitation tickets</td>
</tr>
<tr>
<td>Early October</td>
<td>Deadline of submitting documents for exhibition</td>
</tr>
<tr>
<td>Mid October</td>
<td>Advertising on newspapers and magazines</td>
</tr>
<tr>
<td>November 16 – 17</td>
<td>Carrying in the exhibits and installation</td>
</tr>
<tr>
<td>November 18 – 20</td>
<td>POWTEX TOKYO 2020</td>
</tr>
<tr>
<td>November 20</td>
<td>Removals</td>
</tr>
</tbody>
</table>

Booth layout
The booth allocations will be decided by the exhibition organizer in consideration of the following factors and announced to the participants at the briefing session:

① Participation record in the past (number of participations),
② Application order,
③ Required number of booth,
④ Product to exhibit,
⑤ Product demonstration is taking place or not.

Prohibitions
It is prohibited for the participants or applicants to sublet, sell, assign or exchange the exhibition space as a whole or part.

Continuous Presence by the Exhibitor’s Representative
Exhibitors or their agents are requested to take part in their booth continually by their representative wearing the exhibitor’s badge designated by the exhibition organizer on whole days through the exhibition period, attend the visitors and take care of their exhibits.

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Liability for damages
The organizer shall pay full attention to the control, management, and integrity of this exhibition in general. The organizer is, however, not responsible for the following cases:

(1) If the exhibitor and its agents cause damage to other exhibition booths, management facilities for the exhibition or facilities in the exhibition hall, and persons.
(2) Damage to properties and persons from when the exhibits are carried in until they are removed.
(3) The organizer shall decide whether to postpone or cancel the exhibition when the organizer deems that it is difficult to hold the exhibition due to disasters, such as natural disasters and man-made disasters, and force majeures. In the event of the cancellation of the exhibition, the organizer will refund the participation fee after deducting the necessary expenses. The organizer will not be responsible for compensation including other expenses and damages incurred.
(4) Accidental misspellings and omissions in the media and materials published and provided by the organizer.

Warranties
In the event that the exhibitor or its agent has caused any damage to the booth of others or facility and personnel at the exhibition site, the exhibitor should bear the responsibility.

Insurance
We recommend for the exhibitors to cover the insurance against loss or damage of whatever is necessary during the exhibition period.
**Postponement or Discontinuation of Exhibition**
In the event that opening of the exhibition is deemed to be difficult and postponed or discontinued due to the natural or human disaster or force majeure, the organizer will decide to postpone or discontinue the exhibition. When discontinued, the paid-in fees will be refunded to the exhibitor by deducting all necessary expenses but the organizer is not liable for any other costs already incurred to the exhibitor.

**Carry in, Carry out and Removal of Exhibits**
The dates of carrying in the exhibits to the exhibition hall and the time frame required for installation works will be explained in detail at the briefing session for the exhibitors. Carrying in, carrying out, relocation and removal of the exhibits during the exhibition period are not allowed. The exhibitors should be liable for maintenance and cleaning of the booth and exhibits.
In the event that the exhibits and any other articles belonged to the exhibitor are not removed before the designated deadline, the organizer will do so at the exhibitor’s risk and expense.

**Using Microphone and Volume Restriction**
In relation to the neighboring booths, the maximum volume of microphone and AV equipment used at the booth and any sounds generated by the exhibits should be 75 db (when measured at the distance of 2 meters from the booth front and 1 meter height).
The live music performance is strictly prohibited.

**Liabilities and Immunities of Exhibition Management**
The exhibition organizer is entitled to set and amend various rules to perform smoother management of the exhibition and from time to time, add new rules and alterations to this terms and conditions. In case the exhibitor violates any of the exhibition rules, regulations and other exhibitor’s manuals, the organizer may decline his participation and the fees already paid in will not be refunded.
Although the exhibition site will be totally secured by the professional security company whole way through the exhibition period from carrying in to removal, the organizer will not be liable for any damages, losses and robberies occurred to the exhibitors.

**Approval of Exhibition Rules and Regulation**
It is hereby acknowledged that all rules and regulations established by the organizer and described herein are agreed and approved.

**Timetable until Commencement of Exhibition**
1. Submission of the application for participating the exhibition. 
   Please read this manual carefully and submit the application format duly filled in as soon as possible.
2. After receiving the application form, the organizer will send the exhibitor confirmation by mail together with the invoice. 
   The exhibitor shall pay 100% of the participation fee when making the application.
   The payment of the participation fee must be made in Japanese Yen, and all commissions concerning the bank transfer are also charged to the exhibitor.
   Please transfer the fee after receiving the invoice. In the event of the exhibitor failing to pay the participation fee by the application deadline, an exhibition booth cannot be reserved.
3. Briefing session. 
   The instruction manuals for preparation and management procedures and utility guide book will be distributed to the exhibitors and all necessary information on carrying in the exhibits, installation procedures and exhibition managements will be explained at the session.
   The briefing session will be held in Late August 2020.
4. Timetable for carry-in, exhibition and removal.

| Facility Work by organizer and decoration and carrying in by exhibitor | November 16 (Mon.) & 17 (Tue.), 2020 09:00~18:00 (Both days) |
| Exhibition dates | November 18 (Wed.) ~ 20 (Fri.), 2020 |
| Removals | November 20 (Fri.), 2020 17:00~22:00 |
Contact:

Organizer:
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