

IPF Japan 2020
APPLICATION for EXHIBIT SPACE

You can download a writable PDF and fill in the form on your computer.
Pleaser search "IPF Japan" → click on "To Exhibit"
<https://www.ipfjapan.jp> <In case of handwriting, please write each letter clearly.>

◆IPF Association: JLB Grand et Cru Yotsuya 6F, 2-11-15 Yotsuya, Shinjuku-ku, Tokyo 160-0004, JAPAN	TEL: +81-3-6273-2966	FAX: +81-3-6630-7068	E-mail: office_ipfjapan@ipfjapan.jp
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We hereby apply for exhibit space at the above show.
We agree to abide by show rules on the reverse side of this form and regulations as defined in the Exhibitor's Manual and memos issued prior to the show.
* All prices include 10% Japanese Consumption Tax. * The applicant shall pay the Bank Remittance Charge (JPY 5,000 additional for each bank remittance).

Date: Month/Day/Year	/ /	Application Deadline: April 3, 2020
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SIGNATURE

Authorized Person	Mr./Ms.	Signature	
Title	* This person must be authorized to sign on behalf of exhibiting company.		

1. APPLICANT

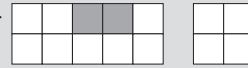
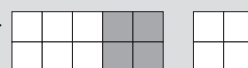
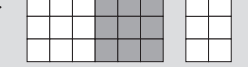
Company Name (English)	
Company Address (English)	Country:
TEL	+
FAX	+
URL	http://
Company E-mail	
Contact Personnel Name	Contact E-mail
Department/Position	

2. SPACE Enter the number of units and the extended amount after checking the box for the appropriate type of booth.

Check	Type	Price per Unit (a)	Number of Units (b)	Extended Amount (a) × (b)
<input type="checkbox"/>	Standard Booth	JPY 341,000 / approx. 9m ²	units	JPY
<input type="checkbox"/>	Contracted Manufacturing & Processing Service Expo	JPY 220,000 / approx. 4m ²	units	JPY
<input type="checkbox"/>	Industrial Plastic & Rubber Components Procurement Expo	JPY 220,000 / approx. 4m ²	units	JPY
<input type="checkbox"/>	Poster Stand (Catalog Distribution Stand)	JPY 110,000 / stand	units	JPY

① Please pay the exhibit space fee before May 31, 2020.
② Guaranteed corner booths: Standard booths with 3 and more units will be facing at least two isles (two-side open) at no additional charge. In case 4 units or more, the booth will be three-side open (and it could also be the case that single row booth with two-side open). For 12 units or more, the booth will be four-side open (island booth). * Guarantee only applies to applications received by April 3. Corner booths cannot be guaranteed for applications made after April 3.
③ Machines/Manufacturing equipment is not allowed to be exhibited at Contracted Manufacturing & Processing Service Expo / Industrial Plastic & Rubber Components Procurement Expo. Please refer to the leaflet. Corner position is not guaranteed in these two expo.
④ JPY= Japanese Yen. Approximately US \$1 ≙ JPY 100.

3. CONFIGURATION Check the box to select the shape of the required booth. (Excluding catalog distribution stand)

<input type="checkbox"/> Single Row Any number of units	e.g. 	① One side facing the aisle. (Two sides facing the aisle if applying 3 and more units by April 3.) ② In case of 3 or fewer units, you can choose only a single row booth. ③ You will have two or three sides facing the aisle if applying for more than four booths. ④ The figure is an example based on 2 units.
<input type="checkbox"/> Double Row 4 and/or more units	e.g. 	① Three sides facing the aisle. ② In case of 4 or more units, you can choose double row booth. ③ In case of 12 or more units, four sides is facing the aisle (island booth). ④ The figure is an example based on 4 units.
<input type="checkbox"/> Triple Row 9 and/or more units	e.g. 	① In case of 9 or more units, you can choose triple row booth. ② In case of 12 or more units, all sides facing the aisle. ③ The figure is an example based on 9 units.
<input type="checkbox"/> Island 16 and/or more units	units × units	① All sides facing the aisle. ② In case of 16 or more units, you can choose island booth. ③ Please enter the required booth size. (1 unit is 3 m wide. Example: In case of 16 units, you can choose 4 units × 4 units or 8 units × 2 units.) ④ Please consult with the organizer for more information about the shape of the booth.

4. MAIN PRODUCTS	Category
Enter the general name and type of product and not the unique name or product's number. Example: Grinder, dryer, extruder, contracted manufacturing of electrical parts (injection).	MANAGEMENT OFFICE USE

5. ZONING Check the box only one main expo/zone.

Raw Materials, Additives & Fillers Expo
 Plastic Molding Machines & System Expo ⇒ Check the box for the subdivided zone.
 Injection Zone Extrusion Zone Blow & Bottle Zone Thermoforming & Other Molding Zone Ancillary Equipment Zone
 Secondary Processing Zone Parts & Component Zone Controller & Measuring Equipment Zone Factory Facilities Zone
 Mold Design & Manufacturing System Expo Rubber Materials & Molding System Expo Composite Materials & Molding System Expo
 Foamed Plastic Expo Recycling Equipment Expo
 Contracted Manufacturing & Processing Service Expo Industrial Plastic & Rubber Components Procurement Expo Press & Media

6. REQUEST ON BOOTH LOCATION The organizer will carefully consider your request. However the organizer is not bound in any way to meet your request.

① If you do not want your competitors' booths next to your booth, please name those companies.	<input type="checkbox"/> Request → <input type="checkbox"/> No such company.
② If you want your booth adjacent to other company's booth because of technical/sales tie-up, please name those companies.	<input type="checkbox"/> Request → <input type="checkbox"/> No such company.
③ Other request on booth location. * If any.	<input type="checkbox"/> If any → <input type="checkbox"/> Nothing

7. WATER / AIR SUPPLY Check the box of the required facilities, if you are planning to install any of them for demonstrating your equipment. We will take this information into account when laying out the booth. You must submit a separate form (we will send it later on) for the water/air supply later.

Water Supply and Drainage Compressed Air Steam Other []

8. SIZE OF MACHINES

Our exhibits will exceed 5 tons in weight.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Our exhibits will exceed 4.5 meters in height.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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9. EXHIBITOR'S PRESENTATION SEMINAR

Applicant will receive a questionnaire on the preferred time and date after April 3, 2020.
After the Applicant agree on the time and date, the Organizer will send the invoice. Payment deadline is May 31, 2020.

Capacity	Price [tax included] (a)	Number of sessions for the exhibitor's seminars per day (b) (up to two sessions per day)	Number of days of seminars (c)	Total number of sessions [b × c] (d)	Extended amount (a) × (d)
100 Seats	JPY 99,000/30 min.		days	Sessions	JPY

10. GUIDEBOOK ADVERTISING

Position	Number of Pages	Extended Amount	Advertisement Rates [tax included]	
			Position	Rates (bilingual edition, Japanese and English)
	Pages	JPY	Inside Front Cover (4 color)	JPY 715,000
			Inside Back Cover (4 color)	JPY 440,000
			Back Cover (4 color)	JPY 825,000
			Inside Front Cover Opposite (4 color)	JPY 550,000
			Inside Back Cover Opposite (B&W)	JPY 330,000
			Full Page (4 color)	JPY 440,000
			Full Page (B&W)	JPY 330,000

* Rates are based upon the submission of "print-ready" files. The fee does not include design fee.
* Size : A4 297mm x 210mm.
Please do not include any characters in the top/bottom/left/right margin of 1 cm.

11. BOOTH SHARE You must submit the firm's name and contact information in the event of sharing the booth jointly with other companies. If the two companies have applied individually for a separate booth and then attach the two booths together, you do not need to fill in this section. The management office will contact or notify only the company, which has signed the application.

Names of Co-Exhibitors	Contact Name/Title	TEL	E-mail

12. Other Request/Message to the Management Office. * If any. ⇒

MANAGEMENT OFFICE USE	Date	No.	Approval
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IPF Japan 2020 GENERAL REGULATIONS

1. Qualification

- ① Company's products or services should fit the purposes of this exhibition.
- ② Machinery and equipment makers cannot apply for the Contracted Manufacturing & Processing Service Expo / Industrial Plastic & Rubber Components Procurement Expo. Machinery and equipment for manufacturing cannot be registered as exhibit products at the above two Expo.

2. Exhibit Space Fee Includes

- ① Exhibit space.
- ② Booth separation walls if the booth is directly connected to another booth.
- ③ Expenses for promotion and management of IPF Japan.

3. Not Included in the Exhibit Space Fee

- ① Booth decorating and operating expenses.
- ② Installation and usage fee of electricity, water, internet line and other utilities.
- ③ Damage insurance for the exhibits or other insurances.
- ④ Expenses for injuries arising during exhibition or while transporting equipment or other similar expenses.
- ⑤ Renovating exhibits, decorations, and suchlike required by regulations and exhibition rules.
- ⑥ Guidebook advertising fee.
- ⑦ Other expenses not included in the booth's fee.

4. Cancellation – Exhibit Space

Exhibitor must submit a notification in writing to the Organizer for approval of cancellation. The following cancellation fee will apply. In the event that the exhibitor has not yet remitted the proper amount as noted below, the exhibitor will remit it immediately. If the exhibitor has already remitted more than the amount noted below, the excess amount will be refunded by the Organizer.

Date of Cancellation	Cancellation Fee
From April 4 to May 31, 2020	50% of the applied exhibit space fee
On or After June 1, 2020	100% of the applied exhibit space fee

5. Cancellation – Seminar

Exhibitors must submit a notification in writing to the Organizer for approval of cancellation. The following cancellation fee will apply.

Date of Cancellation	Cancellation Fee
From June 1 to July 31, 2020	50% of the applied seminar fee
On or After August 1, 2020	100% of the applied seminar fee

6. Cancellation – Advertisement

Exhibitors must submit a notification in writing to the Organizer for approval of cancellation. The following cancellation fee will apply.

Date of Cancellation	Cancellation Fee
From July 1 to September 1, 2020	50% of the applied advertising fee
On or After September 16, 2020	100% of the applied advertising fee

7. Booth Allotment

The Organizer will allot booths in accordance with the followings: the overall zoning plan, the type and scale of exhibits, demonstration plans, application date, and suchlike. The Organizer reserves the right to change the allotment of booths after the announcement of booth allotment due to instructions from public agencies, merit to the entire trade show, etc. In such an event, the exhibitor cannot claim for expenses incurred by the change in booth allotment.

8. Prohibition of Reselling or Renting Exhibit Space

Exhibitor must not rent, resell, exchange, or sell its exhibit space to any third party, without obtaining permission from the Organizer.

9. Installation and Removal of Exhibiting Materials

- ① Transportation and installation of exhibiting materials must be carried out during the specific period designated by the Organizer. The facilities within the booth must be installed before 4 p.m. on the previous day of the exhibition's first day. The Organizer reserves the right to dispose of the exhibit space in whatever manner, which the Organizer may deem appropriate, if the exhibitor does not install the exhibiting materials by the above time and date. If this happens, the exhibitor must pay the designated cancellation fee (100% of the exhibit space fee) to the Organizer.
- ② If the exhibitor must remove, move, or transport the exhibiting materials from its booth during the period of the exhibition, the exhibitor must obtain permission of the Organizer before commencement of such activities.
- ③ The exhibiting materials must be removed from the booth by 12 p.m. on the following day of the exhibition's last day. The exhibiting materials left within the booth after the designated time and date will be removed by the Organizer at the exhibitor's expense.

10. Use of the Exhibition Space

- ① The exhibitor can not exhibit the products which do not fit the purposes of this exhibition.
- ② The exhibitor should make demonstrations or any other PR activities within its own booth. The exhibitor should be responsible for keeping the passageway in front of its booth free from congestion due to demonstrations or any other PR activities.
- ③ The exhibitor should carefully design its booth for not hindering the neighboring exhibitors. The exhibitor must consent to changes to their booth if complaints arise from adjacent booths or the Organizer determines that changes in the decoration or usage of the booth is required from the viewpoint of trade show management.
- ④ The Organizer reserves the right to put restrictions on or to prohibit or to remove the exhibits of which the sound, handling methods, materials or any other item, which are deemed unsuitable for the exhibition purposes from the Organizer's viewpoint. This right will extend to persons, articles, printed materials and any other things, which the Organizer deems unsuitable. In case of the said restriction or removal, the Organizer will not be responsible for any payment.
- ⑤ On-site cash deals without the Organizer's approval are prohibited. (Excluding books)
- ⑥ **Two-story booth is prohibited.**

11. Custody and Protection of Exhibits

The Organizer will take security measures such as hiring security guards for custody and protection of exhibits at the site. However, the Organizer will not be liable for damages or any other compensation for fire, theft, loss, damage or any other accident.

12. Damage Compensation

The exhibitor will be responsible for any or all damages caused by the exhibitor's own carelessness or of his agents to exhibition, facilities, materials, building, or people.

13. Indemnity

The Organizer may freely postpone or cancel the exhibition due to circumstances beyond his control. The Organizer will, however, not indemnify any other expenses incurred to exhibitors.

14. Other Rules

Other rules and regulations will be in the exhibitor's manual which will be sent later.

15. Exhibition Contract

The exhibition contract will go into effect upon acceptance of the application form by the Organizer. The exhibitor must comply and cooperate with the all rules designated by the Organizer to protect the interest of the trade show.

Booth

