

IPF Japan 2026 EXHIBITION REGULATIONS

1. Qualification

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The company's products or services must align with the objectives of this exhibition.

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Machinery and equipment manufacturers cannot order the special booth for processing companies. Only for contract manufacturing company such as mold making companies or plastic products manufacturers.

2. Exhibit Space Fee Includes

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Exhibit space.

②

Separation walls for booths that are adjacent to another booth.

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Expenses for promotion and management of IPF Japan.

3. Items not Included in the Exhibit Space Fee

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Booth decorating and operating expenses.

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Installation and usage fees for electricity, water, Internet line and other utilities.

③

Damage insurance for the exhibits and other necessary insurances.

④

Expenses for injuries occurring during the exhibition or while transporting exhibit materials, or other similar expenses.

⑤

Alterations to exhibits, decorations, and related items required by regulations and exhibition rules.

⑥

Expenses for Guide map/Web banner/E-newsletter Advertisements, and other optional fees.

⑦

Other expenses not included in the exhibit space fee.

4. Cancellation

Exhibitors must submit a notification in writing or by E-mail to the Organizer for approval of cancellation. The following cancellation fee will apply. Should the exhibitor not have remitted the proper amount as noted below, immediate payment is required. If the exhibitor has already remitted more than the amount noted below, the excess amount will be refunded by the Organizer.

【Cancellation after applying to exhibit】

Date of Cancellation	Cancellation Fee
Until April 4, 2026	No cancellation fee
From April 2, to May 31, 2026	50% of the applied exhibit space fee
On or after June 1, 2026	100% of the applied exhibit space fee

【Cancellation after applying Exhibitor’s Presentation】

Date of Cancellation	Cancellation Fee
From June 1, to July 31, 2026	50% of the applied seminar fee
On or after August 1, 2026	100% of the applied seminar fee

【Cancellation after applying for guide map ads, or web banner ads】

Date of Cancellation	Cancellation Fee
From July 1, to September 15, 2026	50% of the applied exhibit space fee
On or after September 16, 2026	100% of the applied exhibit space fee

5. 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.

6. Prohibition of Reselling or Renting Exhibit Space

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

7. Installation and Removal of Exhibiting Materials

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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 day preceding the exhibition's first day. If the exhibitor does not install the exhibiting materials by the above time and date, the Organizer reserves the right to dispose of the exhibit space in whatever manner that the Organizer may deem appropriate. If this happens, the exhibitor must pay the designated cancellation fee (100% of the exhibit space fee) to the Organizer.

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If the exhibitor needs to 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.

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The exhibiting materials must be removed from the booth by 12 p.m. on the following day after 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.

8. Use of the Exhibition Space ① The exhibitor may must exhibit the products that 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 is responsible for ensuring the passageway in front of its booth remains free from congestion due to demonstrations or any other PR activities. ③ The exhibitor should carefully design its booth so as not to hinder 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 are required from the viewpoint of trade show management. ④ The Organizer reserves the right to impose restrictions on or to prohibit or to remove exhibits whose sound, handling methods, materials or any other item 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 that the Organizer deems unsuitable. In the event of such restriction or removal, the Organizer will not be responsible for any refunds or compensation. ⑤ On-site cash deals without the Organizer's approval are prohibited (excluding books and exhibits for which the Organizer has granted prior permission). ⑥ Two-story booths are prohibited.

