

Please return to : Messe Frankfurt Japan Ltd.

Shosankan 7F 1-3-2 Iidabashi Chiyoda-ku Tokyo 102-0072, Japan

Tel. +81-3-3262-8410 E-mail. info@formnextforum.jp Web. www.formnextforum.jp

Please submit this application form together with copies of your product brochures. Please make copies of both sides of this form for your record.

### 1. Your head office information

Company name			
Address			
Postal code:		City:	Country:
Tel.		Web.	
Your business nature <input type="checkbox"/> Manufacturer <input type="checkbox"/> Importer / Exporter <input type="checkbox"/> Distributor / Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Governmental agency / Association / Embassy (Please tick all that apply) <input type="checkbox"/> Service <input type="checkbox"/> Others ( )			

### 2. Contact information

Contact person (Mr. <input type="checkbox"/> /Ms. <input type="checkbox"/> )	
Department	Title
Company name * In case it is different from the company above.	
Tel.	E-mail.
Address	
Postal code:	
City:	
Country:	

### 3. Space requirements & participation fee

Type	Size	Participation fee (tax excluded)	Unit	Total (tax excluded)
<input type="checkbox"/> Type-A (with Basic equipments & furnitures)	1 booth (9sqm=W3m×D3m)	JPY 300,000		=
<input type="checkbox"/> Type-B (with Basic equipments & furnitures)	1 booth (6sqm=W3m×D2m)	JPY 230,000		=

\*Consumption tax will be applied to the prices declared.

### 4. Product categories

- Solutions for additive manufacturing  Design / Product development  Materials  
 Manufacturing preparation / Pre-processing  Solutions for component processing  Quality management / Measurement  
 Digitization / Services / Tool and Die making  Apprenticeship, training and qualification  Research and development (R&D)  
 Organisations and publishing companies  Others ( )

### 5. Main exhibits

Demonstration  Conduct  Not Conduct

Weight total \_\_\_\_\_ kg

\*The weight capacity of the hall is 1t per sqm

\*The load capacity of the luggage elevator is 3t (Dimension: W3.0m x D3.5m x H2.6m) and 5t (Dimension: W4.0m x D3.5m x H2.6m or W3.2m x D4.0m x H2.6m).

### 6. Reason for participation

- Good experience of last show  For market exposure  To find new contacts  Getting orders  
 High reputation of Brand name (show)  For branding  Superior Salesmanship  Recommendation from others  
 Good show schedule  Others ( )

### Signature

We have read and accepted the General terms & conditions shown overleaf and the handling of personal information below.

Day: \_\_\_\_\_ month: \_\_\_\_\_ year: \_\_\_\_\_  
Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Authorized signature : \_\_\_\_\_

For organiser use only ① SLX  ② CNF  ③ INV  ④ PA  ⑤ EMS

# Formnext Forum Tokyo

## General terms & conditions

---

### 1. Application

Application must be made by submitting a duly completed and signed application form together with brochures of exhibits. Upon receipt of the application form, the organiser will send "Confirmation of your application for participation".

### 2. Application deadline

Application deadline is **30 June 2020** or as soon as all available space is sold out. Please contact the organiser for the application after this date.

### 3. Participation fee & payment term (tax excluded)

Type-A with basic equipments & furnitures (9sqm =W3mxD3m)	JPY 300,000
Type-B with basic equipments & furnitures (6sqm =W3mxD2m)	JPY 230,000

\*Consumption tax will be applied to the prices declared.

Upon receipt of the invoice issued by the organiser, payment of the participation fee must be completed by the date on the invoice. Payment must be made by bank transfer in Japanese Yen to the designated bank account. All bank transfer fees, if any, are to be borne by the exhibitor. Without the full payment, the organiser reserves the right to refuse participation.

### 4. Cancellation charge

Cancellation of all or part of the applied space will not be accepted. However, if the notice of cancellation request is submitted as a written notice and the reason for cancellation is deemed unavoidable, the cancellation will only be accepted upon the payment of the following charge:

-From the date of "Confirmation of your application for participation": 50% of the total participation fee

-After the date of "Confirmation of booth location": 100% of the total participation fee (and, if any, the reimbursement for the organiser's expenses caused by the cancellation.)

This cancellation policy will also be applied to those exhibitors who find they are unable to participate the event for a failure to obtain Japanese entry visas to attend the event or to have their exhibits cleared through Japanese customs.

### 5. Booth allocation

The booth location will be proposed and decided only after the full payment of the participation fee is received by the organiser. No proposal or request for booth location stand valid until the payment is completed. The organiser may change the location when it is necessary after the notification to the exhibitor.

### 6. Subletting / exchanging of the booth space

Without the approval from the organiser, the exhibitor cannot sublet, sell, give all or part of the booth space to the third party nor exchange the aforementioned space with a third party. If an unapproved conduct is found, the participation in the event may be deemed invalid.

### 7. Prohibited conducts of exhibitor

Exhibits, decorations and any other materials belonging to the exhibitor should be confined within the booth space. Promotional activities such as handing out of brochures and samples, questionnaire surveys, demonstrations are prohibited beyond his / her applied booth space.

### 8. Indemnification

It is the exhibitor's liability in case his / her personnel or contractors cause damage to other exhibitors' stands, exhibits, organiser's facilities, event hall facilities or visitors.

### 9. Insurance

The organiser recommends that the exhibitor covers insurance against all possible accidents during the whole period from move-in to move-out.

### 10. Cancellation or postponement of the event

#### [Natural and man-made disasters, etc.]

The organiser may cancel or postpone the event because of natural and man-made disasters, disease occurrence and any other cause beyond control. In the case of cancellation, the remaining balance of participation fee after deduction of necessary expenses shall be refunded to the exhibitor; the organiser is not liable for any other damages and financial losses.

#### [Other reasons]

If the event is judged to fail to have the desired success for the exhibitors, the organiser may postpone or cancel the event. An appropriate explanation will be forwarded to the exhibitors two months prior to the event date. In such case, the charges paid by the exhibitor will be returned without delay. However, the organiser will not be liable for any other compensation for the exhibitor's expenditure or damages incurred.

### 11. Move-in / out of the exhibits and stand construction

The details will be explained in the exhibitor manual which will be delivered two months prior to the event.

### 12. Visa application

A visa assistance service is available for exhibitors when the full payment of the participation fee and the application fee of the VISA are confirmed.

[Application fee of the VISA: JPY15,000(tax excluded / shipping fee included) per person] The maximum number of persons to be applied for is 2 persons per booth. In case of reissuing and re-posting of invitation letters, additional fees (non-refundable) will be charged. The organiser will not be responsible for rejected applications in any cases.

### 13. Customs clearance

The organiser will provide appropriate services to exhibitors for the procedure of customs clearance in Japan. However, the organiser will not accept any liability whatsoever even if the exhibits fail to be cleared.

### 14. Protection of the industrial property right

For products, services, technologies etc. for which the right of patent, utility model, design and trademark are to be protected, the exhibitor is requested to take necessary procedure for protection at the Japanese Patent Office prior to the event. When making an application for participation, the exhibitor is also requested to confirm that his exhibit does not infringe on the right of a third party. The organiser will reserve the right to reject the participation in case of an infringement.

In addition, the organiser has the right to refuse participation of the event and / or remove the exhibits in the following cases.

#### [A product with the expired intellectual property rights]

In case original right holder continuously produces the product, the organiser shall respect the right of the original manufacturer. Thus, the product produced by third party will be prohibited or removed from the event.

### 15. Exclusion of liability of the organiser

The exhibitor agrees to follow this General terms & conditions, rules and regulations (including exhibitor manual) issued by the organiser. The organiser may add or amend regulations for smooth operations of the event by written notice or the exhibitor manual. The organiser may refuse the exhibitors who breaks the regulations. The organiser will cancel the exhibit without any admonition when the exhibitor is determined as a crime syndicate, a member of a crime syndicate, an affiliate of a crime syndicate, a corporate extortionist, a social activist, etc. (collectively referred to as "antisocial forces"), or if it is determined that the exhibitor is not fit to this event. In such cases, charges already paid are not refundable.

When the organiser judges an exhibit is not suitable for the scope of the event, the organiser may refuse such exhibit.

The organiser will hire a security company and make his best effort for the safety of the event hall during move in / out and the event period. However, the organiser is not liable for damage or loss of exhibits.

### 16. Agreement on the terms & conditions and other regulations

By a submission of the application form, exhibitors are recognised that they have agreed to comply with the terms & conditions stated above and all other regulations announced by the organiser.

### 17. Governing law

The event contract shall be governed by, and construed and interpreted in accordance with the laws of Japan.

### 18. Jurisdiction

In case any disputes arise out of or in connection with the event contract, the Tokyo District Court in Japan shall have the sole and exclusive jurisdiction.

---

### [Visual and sound recordings]

The organiser and its group companies are entitled to make, or to have made on their behalf, visual and sound recordings, as well as sketches of exhibition stands or individual exhibits, for the purposes of documentation or for their own publications. This also applies to any persons included in such recordings.

### [Privacy policy]

Your personal data may be used for the purpose of providing information on fairs and events / magazines and related services of the \*Messe Frankfurt Group companies as well as on products and services provided by exhibitors and sponsors. We will utilize your data for no other purposes. The personal information received will be kept under our strict control and management. In addition, your company's information (including information of a contact person and representative of your company) stated in the application form may be provided to the \*Messe Frankfurt Group companies and official contractors for the above purpose. The exhibitor is required to obtain the consent of the individual concerned with respect to our provision of such information to the \*Messe Frankfurt Group companies and official contractors.

\*Messe Frankfurt Group companies is defined in our Privacy policy provided on our website. <https://www.jp.messefrankfurt.com/tokyo/en/privacy-policy.html>

For enquiry of privacy policy

E-mail. [privacy@japan.messefrankfurt.com](mailto:privacy@japan.messefrankfurt.com)