

# SENSOR EXPO JAPAN 2018

## Application Form

26th (Wed) -28th(Fri) September 2018  
10:00-17:00 Tokyo Big Sight

\*Please retain a photocopy of the completed form for your records.

We hereby apply to book exhibition space and other services as follows for the above exhibition.

Date: \_\_\_\_\_

### ◆ Information for the Invitation card and other promotional documents

Company Name\*: \_\_\_\_\_

URL (to be shown in the official website):  
http:// \_\_\_\_\_

Description of the products / services to be exhibited\* (within 15 words):  
\_\_\_\_\_

Number of Invitation cards you wish to obtain (free of charge):

English: [            ] Japanese: [            ]

\*mandatory fields

### ◆ Contact information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Mr.  Ms.

Person in Charge: \_\_\_\_\_ Title/Dept: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type	Rate(excluding tax)	Quantity	Total
<b>EXHIBITION FEE</b>			
<input type="checkbox"/> <b>Type A (3m×3m)</b> For 4 booths and more: <input type="checkbox"/> Row type <input type="checkbox"/> Block type (4 booths only) <input type="checkbox"/> Island booth (6 booths or more, even numbered)	¥370,000		
OR			
<input type="checkbox"/> <b>Type B (2m×2m)</b>		¥210,000	
<b>Additional Services</b>			
<b>Exhibitor Presentation (45 min session)</b>	¥50,000		
Presentation Title (within 10 words): _____			
<b>Web Banner</b>	¥50,000		

We acknowledge all points of the overleaf conditions of application. Date : \_\_\_\_\_ Signature : \_\_\_\_\_

"Sensor Expo Japan" Show office, The Nihon Kogyo Shimbun Co., Ltd.  
(Fuji Sankei Business i.)

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**Application deadline**  
**May 31 (Thu.), 2018**

# Agreement Other Precautions Concerning Participation

## Booth Application

Companies desiring a booth at Sensor Expo Japan 2018 should fill out the necessary items in the reversed Booth Application Form and mail it to the Show Office. Booths may be rejected if they are judged to not meet the purpose of the exhibition.

## Booth charge payment method

An invoice will be sent from the office based on the Booth Application. Please wire the funds to the designated before payment deadline. Furthermore, the booth entry may be terminated if the payment is not received prior to the deadline. Payment by note is not accepted.

## Cancellation of application for participation

Once you have made an application to participate in the exhibition, you are not allowed to cancel or change, in whole or in part, the number of booths or the area concerning which you have made an application, as a general rule. However, if the organizer judges that it is unavoidably necessary, cancellation will be allowed subject to the payment of the following cancellation fee.

100 % of the exhibition fee shall be charged as a cancellation charge after May 31, 2018.

## Costs included in the booth charge

Basic booth  
Site use fee during standard hours  
Construction and maintenance costs for common facilities  
Visitor promotion costs  
Costs for running copy in the guidebook  
Production costs for user invitations  
Costs of visitor services (production of site guides, etc.)  
Site office operation, safety management and security costs

## Costs not included in the booth charge

Transportation costs, operation costs, costs for decorating exhibitor's own booth. Gas, water and other facilities (primary line construction costs, secondary construction costs and use costs)  
Costs for laying communication lines and communication charges  
Exhibitor publications and liability and other insurance Damage and loss compensation for site facility, accessories and other exhibit objects  
Costs for disposing of remaining materials left over from decoration and garbage  
Other costs not ordinarily deemed as being included in the booth charge

## Location of booth

The sponsor's office will determine the booth location after considering the order of application, number of booth and exhibit items. These will be announced in July.

## Prohibition of leasing, selling, conveying and exchanging booth areas

The exhibitors and booth applicants must obtain the approval of the sponsor in advance when lending, selling, conveying or exchanging a part or all of the exhibit area.

## Constant presence in booth

The exhibitor or its agent must wear an exhibitor badge designated by the sponsor during the exhibit period and must always be present in the booth. These individuals shall serve visitors and manage the booth items.

## Compensation

When an exhibitor or its agent damages another booth, exhibition facilities, site facilities or injures an individual or such, said exhibitor will be responsible for compensation.

## Insurance

It is recommended that the exhibitor enter a liability insurance policy for necessary items from the period exhibit items are transported to the venue until they are removed.

## Delay or suspension of the exhibition

When it is decided that holding the trade fair would be difficult due to natural or human induced disasters or unavoidable forces, the sponsor shall delay or suspend the trade fair. When suspended, the booth charge will be returned to the exhibitor minus necessary costs. Other costs, damages and such that were incurred shall not be borne under the responsibility of the sponsor

## Delivery and removal of exhibit items

The delivery period for exhibit items and such to the venue, the installation construction period at the site and other details will be explained at the explanatory session for exhibitors. During the period of the trade fair, exhibitors may not deliver, remove or move exhibit items without the permission of the sponsor.

The maintenance and cleaning of exhibited items and items in the booth shall be carried out under the responsibility of the exhibitor.

The sponsor at the expense and danger burden of the exhibitor shall remove exhibited items and articles not removed by the designated removal date.

## Use of microphones and restrictions on volume

The use of microphones inside booth to explain products, volume of AV equipment and the volume emitted by the products themselves shall be kept within common sense levels as much as possible considering the relation with neighboring booths.

Live music is prohibited.

## Operation and exemption of responsibility of the exhibition

The sponsor shall establish and revise various regulations to ensure the smooth running of the exhibition. In addition, items not included in the exhibit procedures may be newly decided and the contents added to or changed.

When the exhibitor violates the exhibit procedures, exhibit rules or other contents of the exhibitor manual, placing of a booth may be rejected. In this case, the previously paid booth charge will not be refunded. The sponsor shall control the site by contracting with a security firm for the entire period from delivery and other preparations to removal, but shall bear absolutely no responsibility for damage, loss, theft or such of exhibit items.

## Approval of exhibit procedures and rules

All exhibitors and their agents shall be deemed as having approved the exhibit procedures and other rules established by the sponsor when they submit a booth Application.

## Schedule up to exhibition

Submission of Booth Application Form	Until May 31, 2018
Payment of Exhibition Fee by transfer	See payment deadline on your invoice
Floor Plan release	Mid - July 2018
Exhibitor Manual, Application Forms & Invitation Card release (Exhibitor Manual includes explanation concerning delivery, decoration work, operation, removal, etc.)	End of July 2018
Basic sponsor construction, exhibitor decoration and equipment delivery	September 24 and 25, 2018
Exhibition Period	September 26 to 28, 2018
Removal	From September 28, 2018 17:00

## Cancellation of the exhibition

If natural catastrophes or other circumstances beyond the control of the organizers should necessitate the exhibition to be suspended, rescheduled or cancelled, the organizers shall not be held liable for any damages, expenses, or whatever incurred by the exhibitors.