

14 – 16 June 2023 Tokyo Big Sight, West Exhibition Halls

Please return to : Messe Frankfurt Japan Ltd

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Please submit this application form together with copies of your product brochures and booth presentation plan. Please make copies 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 *Please tick all that apply. We are looking for an agent in Japan. We have an agent in Japan.

Contact person (Mr. <input type="checkbox"/> /Ms. <input type="checkbox"/>)	
Department	Title
Company name * In case it is different from the company above.	
Tel <input type="checkbox"/> Company: *Fill in both phone numbers and tick the main contact. <input type="checkbox"/> Mobile:	E-mail
Address	Postal code: City: Country:

3. Space requirements & participation fees

<input checked="" type="checkbox"/>	Type	Booth size	Fees (tax excluded)	Number of booth(s)	Total (tax excluded)
1 booth					
<input type="checkbox"/>	Package booth A	1 booth = 9 m ² (W3m x D3m x H2.7m)	¥456,000 (Raw space ¥340,000 + basic booth fitting ¥116,000)	× booth Please fill in "1".	= ¥
<input type="checkbox"/>	Package booth B *	1 booth = 6.3 m ² (W3m x D2.1m x H2.7m)	¥348,000 (Raw space ¥252,000 + basic booth fitting ¥96,000)	× booth Please fill in "1".	= ¥
2 booths or more					
<input type="checkbox"/>	Raw space A	1 booth = 9 m ² (W3m x D3m)	¥340,000 per booth	× booths	= ¥
<input type="checkbox"/>	Raw space B *	1 booth = 6.3 m ² (W3m x D2.1m)	¥252,000 per booth	× booths	= ¥

*Applicants limiting their application to one booth can only apply for one of the above packages.

*Package booth B and Raw space B are not available for MOVEMENT zone.

Open side options *Multiple choices allowed.

(tax excluded)

<input type="checkbox"/> 2 side open	<input type="checkbox"/> 3 side open	<input type="checkbox"/> 4 side open	<input type="checkbox"/> 1 side open
JPY 30,000 *No additional charge more than 3 booths	JPY 50,000 *No additional charge more than 5 booths	JPY 100,000 *No additional charge more than 9 booths	JPY 0 *No additional charge

*Open sides may not always face aisles, and open side request is to request stands open on more than one side, not to guarantee any specific location or zone of the booth.

*The open side of your stand is decided based on adjustment of whole halls, so it may not be able to meet your request.

*Those who will be offered equal to or less than the requested open side booth receive an invoice after booth location assignment. Additional payment is required by the date on the invoice.

4. Product categories *Please tick up to 5.

- Tableware Kitchenware Houseware Gift item Garments Baby & Kids
 Home accessories Furniture Textiles Food & Beverage Design business Interior equipment
 Others:

*The organiser is to determine exhibit zone and booth location based on product information submitted.

5. Selling points to visitors *Multiple choices allowed.

*One of the selected items can be posted on the booth number plate installed in the exhibition booth. Please enter the number.

1. Contract 2. Ethical 3. Made in Japan 4. Small lot order available 5. Seeking distributor

Item number (1-5):
(Enter "X" if not required.)

6. Target visitor *Multiple choices allowed.

- Retail specialty shop Department store Large scale retail outlet E-commerce Distributor/Wholesaler Importer/Exporter
 Manufacturer Design studio Interior designer/Decorator Architect office Housing manufacturer Hotel/Leisure
 Restaurant/Cafe Others:

7. Hazardous materials

We are going to exhibit / bring alcohol contained (more than 60%) display. Yes No

*Alcohol contained display is strictly limited and the organiser may ask the exhibitor to decrease the quantity of the exhibits.

*Advanced permission is required for exhibiting hazardous materials such as candles and diffusers. Please follow the regulations indicated in the exhibitor manual (issuing February 2023).

8. Booth fittings for 2 booths or more

The space is provided without any booth fittings. All exhibitors are required to arrange booth fittings at their own expense.

1. We will appoint our own constructor for the booth fittings. *Please follow the regulations indicated in the exhibitor manual. (issuing February 2023)
 2. We will order "Rental stand" to the appointed constructor. *Please submit the order form provided in the exhibitor manual. (issuing February 2023)

9. Co-exhibitor Available (Please fill in the form on the next page.) Not available

10. Signature

We have read and accepted the General terms & conditions shown on page 3 and the handling of personal information below.

Date : day / month / year

Authorized signature & stamp :

We will count the number of exhibitors in accordance with international trade fair standards, with the aim of announcing correct information to visitors and the media.

As a result, the definition of co-exhibitors will be changed as follows. Only if the following conditions are met, applicants will be certified as a co-exhibitor. In addition, co-exhibitors will qualify to have their own exhibitor search page with some exceptions. However, if the co-exhibitor has its own booth by applying separately, the registration as a co-exhibitor will be deleted.

Conditions for approval

- ① The products / services of the co-exhibitors are on display at your booth.
- ② The staff of the co-exhibitors will be present at your booth throughout the fair period.

Co-exhibitor 1

Company name					
Address (Headquarters) _____					
Postal code:		City:		Country:	
Tel (Headquarters)			Web		
Contact person (Mr. <input type="checkbox"/> /Ms. <input type="checkbox"/>		Department		Title	
Tel (Contact)			E-mail		
Address (Headquarters) _____					
Postal code:		City:		Country:	
Your business nature (Please tick all that apply)					
<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	
<input type="checkbox"/> Service	<input type="checkbox"/> Others (_____)				
Product categories *Please tick up to 3.					
<input type="checkbox"/> Tableware	<input type="checkbox"/> Kitchenware	<input type="checkbox"/> Houseware	<input type="checkbox"/> Gift item	<input type="checkbox"/> Garments	<input type="checkbox"/> Baby & Kids
<input type="checkbox"/> Home accessories	<input type="checkbox"/> Furniture	<input type="checkbox"/> Textiles	<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Design business	<input type="checkbox"/> Interior equipment
<input type="checkbox"/> Others (_____)					
Selling points to visitors (Please tick all that apply)					
<input type="checkbox"/> Contract	<input type="checkbox"/> Ethical	<input type="checkbox"/> Made in Japan	<input type="checkbox"/> Small lot order available	<input type="checkbox"/> Seeking distributor	

Co-exhibitor 2

Company name					
Address (Headquarters) _____					
Postal code:		City:		Country:	
Tel (Headquarters)			Web		
Contact person (Mr. <input type="checkbox"/> /Ms. <input type="checkbox"/>		Department		Title	
Tel (Contact)			E-mail		
Address (Headquarters) _____					
Postal code:		City:		Country:	
Your business nature (Please tick all that apply)					
<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	
<input type="checkbox"/> Service	<input type="checkbox"/> Others (_____)				
Product categories *Please tick up to 3.					
<input type="checkbox"/> Tableware	<input type="checkbox"/> Kitchenware	<input type="checkbox"/> Houseware	<input type="checkbox"/> Gift item	<input type="checkbox"/> Garments	<input type="checkbox"/> Baby & Kids
<input type="checkbox"/> Home accessories	<input type="checkbox"/> Furniture	<input type="checkbox"/> Textiles	<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Design business	<input type="checkbox"/> Interior equipment
<input type="checkbox"/> Others (_____)					
Selling points to visitors (Please tick all that apply)					
<input type="checkbox"/> Contract	<input type="checkbox"/> Ethical	<input type="checkbox"/> Made in Japan	<input type="checkbox"/> Small lot order available	<input type="checkbox"/> Seeking distributor	

*If you are participating with more than 2 co-exhibitors, please copy and use this form.

General terms & conditions

1. Application

Application must be made by submitting a duly completed and signed application form together with the information shown below.

Upon receipt of the application form and information shown below, the organiser will screen your products and decide the availability of participation and number of the booth(s). Then the organiser will send "Confirmation of your application for participation".

1. Application form
2. Product catalogue/pictures
3. Booth presentation plan or photo of previous booth presentation
4. Company profile (only for first-time exhibitor)

Please note that there is a possibility that we cannot meet your requested number of the booths. The use of an appointed package booth is required depending on the zone. If you pass the special screening, we will ask you to submit the application form for this package booth.

2. Application deadline

Application deadline is 16 December 2022 or as soon as all space is sold out. Please contact the organiser for the application after this date.

3. Participation fee & payment term

Type	Booth size	Fees (tax excluded)
1 booth		
Package booth A	1 booth = 9 m ² (W3m x D3m x H2.7m)	¥456,000 (Raw space ¥340,000 + basic booth fitting ¥116,000)
Package booth B	1 booth = 6.3 m ² (W3m x D2.1m x H2.7m)	¥348,000 (Raw space ¥252,000 + basic booth fitting ¥96,000)
2 booths or more		
Raw space A	1 booth = 9 m ² (W3m x D3m)	¥340,000 per booth (Raw space only)
Raw space B	1 booth = 6.3 m ² (W3m x D2.1m)	¥252,000 per booth (Raw space only)

*Consumption tax will be applied to the price declared.

*Package booth B and Raw space B are not available for MOVEMENT zone.

Upon receipt of the invoice issued by the organiser, the payment has to be made 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 the participation.

Additional fees

For exhibitors requesting stands open on more than one side, the additional fee outlined below will apply. However, the open side of your stand is decided based on adjustment of whole halls. For those who will be offered equal to or less than the requested open sides, additional fee is invoiced after booth allocation assignment. Additional payment is required by the date on the invoice.

- 2 side open JPY 30,000 (tax excluded) *No additional charge more than 3 booths
- 3 side open JPY 50,000 (tax excluded) *No additional charge more than 5 booths
- 4 side open JPY 100,000 (tax excluded) *No additional charge more than 9 booths

*Open sides may not always face aisles, and open side request is to request stands open on more than one side, not to guarantee any specific location or zone of the booth.

4. Cancellation charge

Cancellation of all or part of the applied exhibition space will not be accepted. However, if the notice of cancellation is made in writing 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.)

Fees other than participation fees, such as promotional items, open side options and other items will be dealt with according to the regulations stipulated on the relevant application form.

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 standvalid until the payment is completed.

The organiser will decide on the booth location based on product category, booth plan and hall layout plan, etc. The organiser's office will accept the exhibitor's perspective of booth presentation by 16 December 2022. Interior Lifestyle Tokyo holds a special feature area whose exhibitors are specially screened by their taste and style referring to the submitted materials as well as the normal zones. The organiser shall give details upon request. The organiser may change the location when it is necessary, even 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 the third party. If an unapproved conduct is found, the participation in the fair 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 own 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, exhibition hall facilities or visitors.

9. Insurance

The organiser recommends that the exhibitor will cover insurance on exhibits against any and all incidents for the whole period from move-in to move-out.

10. Cancellation or postponement of the fair

The organiser may cancel or postpone the fair because of natural and man-made disasters, infectious disease, strike, war, terrorism or any other cause beyond the organisers control. The fair may also be postponed or canceled in the event that it is anticipated that the fair will fail to meet the desired objectives of exhibitors. In the case of cancellation, the participation fee balance will be deferred or refunded in accordance with the guidelines below. Full refund will be given for the open side options fees. Other charges, including the charges for paid promotion tools, are subject to the refund policy stated in the promotion tool application form or each terms and conditions. We are not responsible for any other costs incurred by the exhibitor.

[Deferral]

Exhibitors can request their participation fee to be carried forward to next fair. If there is a cost difference from the original participation fee, the difference will either be refunded based on the refund guidelines below, or the costs will be borne by the exhibitor. However if the fair is judged to fail to defer the fair, participation fee will be refunded.

[Refund]

After the deduction of necessary expenses, the participation fee will be refunded to the exhibitor in accordance with the time frames below.

Up to 30 days before first move-in date: 70% refund

Between 7 to 29 days before the first move-in date: 50% refund

Between 6 to 1 day before the first move-in date: 30% refund

On or after the first move-in date: no refund

11. Reduced duration of the fair

The organiser may shorten the opening times of the fair due to natural and man made disasters, infectious disease, strike, war, terrorism, or any other cause beyond the organiser's control. In this case the exhibitor participation fee will not be refunded.

12. 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 fair.

13. Restoration of rented space to original condition

At the end of the fair, the exhibitor is responsible for returning the rented space and any rented installations in their original condition by the specified time. If the exhibitor does not carry out the necessary restoration, the organiser will charge the exhibitor the relevant cost. The organiser is not liable for damage or loss of exhibits or any other damage caused.

14. 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 (nonrefundable) will be charged. The organiser will not be responsible for rejected applications in any cases. If the exhibitor cancels participation due to a rejected visa application, a cancellation fee will be applied based on the terms stipulated in section 4 (Cancellation charge).

15. 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.

16. Observance of disaster safety regulations

Exhibitors must conform to all disaster safety regulations in force at the exhibition site. If the organiser judges that the exhibitor is in breach of the regulations, the organiser has the right to refuse the exhibitor participation.

17. Sales during the fair

As the fair is held for trade purpose, open sales will not be permitted during the fair period.

18. Protection of the industrial property right

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

In addition, the organiser has the right to refuse participation of the exhibition and / or remove the exhibits in the following cases. In such cases, the participation fee will not be refunded.

[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 fair.

19. Exclusion of liability of 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 fair by written notice on the official fair website. The organiser may refuse the exhibitor who breaks the regulations.

When the organiser judges an exhibit is not suitable for the scope of the fair, the organiser may refuse such exhibit. In such case, participation fee will not be refunded.

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

20. 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.

21. Governing law

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

22. Jurisdiction

In case any disputes arise out of or in connection with the exhibition 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] Personal data and company information may be used for the purpose of conducting questionnaires as well as providing information on fairs, events, seminars (including online), magazines and related services of the *Messe Frankfurt Group companies as well as on products and services provided by co-organisers, 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, personal data and company 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