The 15th International Auto Aftermarket EXPO2017

APPLICATION FORM FOR EXHIBITION

Our company ("the Exhibitor") applies to the International Auto Aftermarket EXPO Steering Committee ("the Steering Committee") for exhibition space at the 15th International Auto Aftermarket EXPO 2017 to be held at Tokyo Big Sight from March 15 (Wednesday) to March 17 (Friday), 2017.
The application for exhibition space between the Exhibitor and the Steering Committee shall be concluded when the Steering Committee has accepted and signed this application. The Exhibitor agrees to comply with the Exhibition Rules on the reverse of this application and any additional rules (Guidelines for Exhibitors etc.) that the Steering Committee considers necessary.
Please complete and sign this application and send it to the address below. If necessary, please keep a copy for your record.

SEND TO: International Auto Aftermarket EXPO Show Management Office c/o JC Resonance Co., Ltd.
E-mail:office@iaae-jp.com FAX:+81-3-5565-6909

1. Applicant

Date of Application	(month / day / year) / /		
Name of Exhibitor (Company or Organization)			
Address			
Telephone		Fax	
E-mail			
Representative of company		Signature	
Title			
Contact Person			
Title / Section			
Contents of Exhibit			
Co - Exhibitor (If applicable)			

2. Exhibition Fees

☐ IAAE2016 exhibitor * Please check the sign here

Exhibition Space : (Only raw space) ____ booth unit(s) x ¥ _____ = ¥ _____

Package Booth : ____ type of package booth x ____ booth unit(s) x ¥ _____ = ¥ _____

Total Amount of Exhibition Fees: ¥ _____ (tax included)

＊ Package booths are available for the convenience of the exhibitors. There are some types of package booths by content, design, and size. If you need any further information about the package booths, please contact IAAE show Management Office.

For Steering Committee use only:

Accepted the above application on ____/____/____ (month / day / year)

Total amount including consumption tax (8%) : ¥ _____

Receipt of your deposit ¥ _____ was confirmed by Operational Secretariat on ____/____/____.

The balance of your exhibition fee is ¥ _____. Payment due date is written on a separate invoice.

Masaru Ichikawa
Chairman
International Auto Aftermarket EXPO Steering Committee

Hiroshi Matsunaga
Chief
International Auto Aftermarket EXPO Show Management Office

The 15th International Auto Aftermarket EXPO2017

Exhibition Rules

1. Provision and decoration of exhibition space

Booth unit size is 9 square meters (3m x 3m) and the minimum space of application is one unit.

(1) If you order only space:
Basically, only the space is provided. If there is/are an adjoining booth/booths, a partition panel(s) of 2,700mm in height (system panel, white color) is/are furnished. Decoration of the allocated space shall be arranged and (I13 by each Exhibitor.

(2) If you order package booth:
In case of A-1 type, the following items will be provided.

Company name :	Exhibitor's company name and booth number printed on the parapet
Flooring :	Punch carpet
Lighting :	2 x 40W fluorescent lights, 1 x 100W spot lamp
Electricity :	1 x electric outlet (100V/750W), set-up fee and electricity use (up to 1KW)
Furnishings :	1 x reception counter (W900 x D450 x H750), 2 x folding chairs

2. How to pay the exhibition fee

(1) After submitting the application to the Steering Committee, the Applicant is requested to remit

of submitting your application. After confirming the receipt of your payment, Show Management Office will accept your application as a formal application. The balance of the exhibition fee should be made by January 31st(Tue.), 2017. Payments of both the deposit and the balance of the exhibition fees will not be refunded in case the applicant cancels its participants subsequently.

(2) Designated bank account:

Bank: The Bank of Tokyo-Mitsubishi UFJ
Swift Code: BOTKJPJT
Branch name: Tsukiji Branch
Account holder's name: JC Resonance Co., Ltd.
Account number: 0056398(Ordinary account)
* Payment by bank transfer only.
* The bank charges will be borne by the Applicant.

3. Cancellation of application for exhibition

Cancellation, as a rule, shall not be accepted after the submission of the Exhibition application (even if the Applicant fails to obtain the required visas for the Exhibition). However, it may be accepted if the Steering Committee considers it unavoidable. The Applicant shall submit a written request for cancellation to the Steering Committee.
For cancellation after the submission of the Exhibition Contract, the whole of the exhibition fee (total amount including consumption tax)will be charged as the cancellation fee, whether the Applicant has already paid the exhibition fee or not.
* The same applies to partial cancellation of exhibition space.

The Steering Committee shall be entitled to reallocate the cancelled space at its discretion, regardless of payment of cancellation fee. Even if the cancelled space is allocated to other Exhibitor(s) later, the Exhibitor who has cancelled it shall pay the cancellation fee.

4. Assignment of exhibition space

The Steering Committee will decide on the allocation of exhibition space, considering applications on a first-come- first-served basis, number of booth units requested, contents of exhibits, difficulty of moving-in/moving-out, and so on. In addition, the Steering Committee shall be entitled to reallocate exhibition space for the purposes of enhancing exhibition effects, arranging routes to guide visitors etc. However, such changes will not be made unless the Show Management Office agrees that they are necessary. If any changes are necessary, the Exhibitor(s) concerned shall be notified of them in advance. However, the Steering Committee shall not be liable for any damage suffered by the Exhibitor(s) due to such changes.

5. Establishing and observing rules

The 15th International Auto Aftermarket EXPO 2017 (hereinafter "the Exhibition") is planned and operated by the Steering Committee under a unified theme. To make it successful, the Steering Committee may establish necessary rules in the Guidelines for Exhibitors etc. concerning the operation of the Exhibition, for example, opening time/closing time, some matters on admission, including qualifications and admission fee, how to present and decorate exhibits, how to use the Exhibition site and exhibition space, how to deal with visitors, cleaning, security, safety, and others. The Exhibitor shall comply with such rules as well as instructions, and dispiay its exhibits in a way that does not disturb other Exhibitors. The Steering Committee may order the Exhibitor who violates the Exhibition Rules and/or the Rules for Decoration to take corrective action, and even remove its exhibits or decorations, depending on the situation.

6. Setting-up, exhibition, and removing periods

The Exhibitor may start moving in and setting up exhibits from the afternoon of March 13 (Monday), 2017 and is requested to finish setting up its exhibition space before the Exhibition opens on March 15 (Wednesday), 2017. As a general rule, the Exhibition opens at 10:00 and closes at 17:00 during the period (closes at 16:00 on March 17 (Friday)). The Exhibitor is strictly forbidden from removing its exhibits or decorations before 16:00 on March 17 (Friday), 2017 and is also requested to finish removing them on that day, between 16:00 and the time designated by the Steering Committee.

7. Management of exhibits

During the Exhibition period, the Exhibitor shall take responsibility for stationing staff at the booth to interact with visitors and to protect and maintain its exhibits. The Steering Committee shall manage the whole site by arranging management staff and guards, however, it shall not be liable for any damage suffered by the Exhibitor unless such damage is caused by an intentional or serious mistake by the Steering Committee or agents working for the Steering Committee. The Exhibitor shall have the obligation to pay the fee for exhibition space even if exhibits do not arrive in time for the Exhibition.

8. Registered patents

It is forbidden to display exhibits which infringe registered patents, designs, and trademarks.

9. Fire laws and regulations

The Exhibitor shall comply with all laws and regulations, as well as instructions on fire and safety that are applicable to the Exhibition site.

10. Cleaning

The Exhibitor is requested to keep the allocated space clean for the five days, including the preparatory period, the Exhibition period and the day of removal, and take necessary measures to prevent waste from accumulating. The Exhibitor is also requested to take away remaining items when decorating/setting up its exhibition space and removing its exhibits and decorations.

11. Noise

If the Exhibitor generates sounds using exhibited machinery/electrical or acoustic equipment that is used for demonstrations, it shall operate them in a way that does not disturb other Exhibitors. In such a case, the Steering Committee is entitled to set noise standards.

12. Photography/filming

Taking photographs, filming, and video recording inside the Exhibition site using cameras, video cameras, tape recorders or other audiovisual aids are permitted only for the Steering Committee or the pressmen who are especially given permission of the Steering Committee and the Exhibitor shall cooperate in such photography/filming and coverage as much as possible. The Exhibitor is permitted to take photos and/or film of its own booth only. If the Exhibitor wants to take photos and/or film of other part of the Exhibition, it shall apply for the permission to the Steering Committee in advance.

13. Cancellation of the Exhibition

The Steering Committee shall do its best to hold the Exhibition. However, it is entitled to cancel the Exhibition and the Contract only for any inevitable or unavoidable reasons. Under such circumstances, if the Exhibition is cancelled for any reason for which the Exhibitor is liable, or for such reasons as atomic risk, radiation risk, war, natural disasters including earthquake, volcanic eruption, tsunami, fire, and bad weather, political or economic turmoil, or the exercise of governmental authority, etc., and thus this Contract is cancelled, the Steering Committee shall be under no obligation to refund the exhibition space fee to the Exhibitor, nor be liable for any direct and/or indirect damage suffered by the Exhibitor due to the cancellation of the Contract.
In case the Exhibition is cancelled for any other reason, the Steering Committee shall refund the exhibition space fee to the Exhibitor in accordance with the following calculation:

Exhibition fee x Number of the remaining days of the Exhibition (The day when this Contract is cancelled is not included) divided by three (Number of days of the Exhibition).

However, the Steering Committee shall not be liable for any direct and/or indirect damage suffered by the Exhibitor due to the cancellation of the Contract.

14. Cancellation by the Steering Committee

The Exhibitor shall allow visitors to enter its allocated exhibition space and try to make its exhibits always comply with the Exhibition Rules or other rules. If the exhibits do not comply with the Exhibition Rules, the Steering Committee may cancel this Contract immediately without any notification nor without any refund of the exhibition fee, and regardless of the reason, it is entitled to refuse and remove the exhibits/the Exhibitor or its agents from the Exhibition. If the Steering Committee removes the Exhibitor and cancels the Contract for any unavoidable reason, it shall refund the fee for exhibition space that will not be used, based on the number of days remaining at the time of such removal.
Under the circumstances mentioned above, the Steering Committee shall not be liable for any direct and/or indirect damage suffered by the Exhibitor due to the cancellation of this Contract.

15. Changes of dates, venue, or opening hours

The Steering Committee may change the dates, venue, or opening hours of the Exhibition for any avoidable reason. The Exhibitor is not allowed to cancel its application for exhibition or to cancel the Exhibition Contract because of such changes. The Steering Committee shall not be liable for any direct and/or indirect damage suffered by the Exhibitor due to such changes.

International Auto Aftermarket EXPO Steering Committee