

Deadline for Early Bird	July 14th, 2017
Deadline for Normal Application	September 1st, 2017

We (Exhibitor) apply to The 1st Clean Business Forum 2017 by agreeing to comply with the Exhibition rules printed on the reverse of the Application.

SEND TO: Clean Business Forum Management Office
c/o JC Resonance Co., Ltd. **E-mail: info@clean-bf.com**

Please fill out necessary information in the Exhibition Application and send it to us by e-mail or fax.
After receiving the application, we, Show Management Office will inform you of the confirmation of its Application.

Applicant ※Please inform promptly in case of any change of company name, address, telephone, and contact person.
Date of application (month / day / year / / /)

Name of exhibitor (Name of company)			
Company representative	Title	Name	
Co-exhibitor	<input type="checkbox"/> YES • <input type="checkbox"/> NO ※Registration fee would be charged for JPY50,000 per co-exhibitor.		
Exhibitor of the International Coin-operated Laundry EXPO 2016	<input type="checkbox"/> NO • <input type="checkbox"/> YES () booth(s)		
Contents of exhibit			
Person in charge	Company name		URL http://
	Division	Title	Name
	TEL:	FAX:	e-mail:
	Address:		
Remarks			

Exhibition Fee

Japanese Yen Only

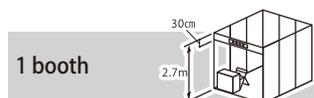
Booth Space (A)

Number of booth	Normal (tax included) / per booth	Early Bird (tax included) / per booth (until July 14th, (Fri.), 2017)	Number of Booth
1~11booths	<input type="checkbox"/> ¥ 334,800	<input type="checkbox"/> ¥ 324,000	
12~20booths	<input type="checkbox"/> ¥ 329,400	<input type="checkbox"/> ¥ 318,600	
21booths~	<input type="checkbox"/> ¥ 324,000	<input type="checkbox"/> ¥ 313,200	

Display package (1-3 booths) (B)

With additional fee, the following arrangement is available.

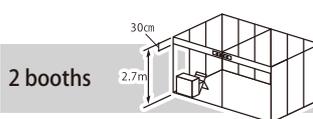
Display package Fee (tax included)	
1 booth	<input type="checkbox"/> ¥ 97,200
2 booths	<input type="checkbox"/> ¥ 151,200
3 booths	<input type="checkbox"/> ¥ 194,400



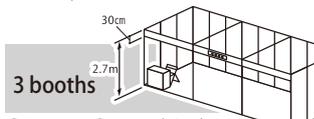
- 1 booth**
- Carpet ● Parapet (white)
 - Company name board (gothic, black)
 - Reception counter ● Folding chair
 - Business card box ● Fluorescent lights (40w) × 2
 - Outlet (up to 1kw)

Consecutive exhibitor Discount (Exhibitor exhibited in 2016) (A)

Number of booth	Normal (tax included) / per booth	Early Bird (tax included) / per booth (until July 14th, (Fri.), 2017)	Number of Booth
1~11booths	<input type="checkbox"/> ¥ 275,400	<input type="checkbox"/> ¥ 270,000	
12~20booths	<input type="checkbox"/> ¥ 270,000	<input type="checkbox"/> ¥ 264,600	
21booths~	<input type="checkbox"/> ¥ 264,600	<input type="checkbox"/> ¥ 259,200	



- 2 booths**
- Carpet ● Parapet (white)
 - Company name board (gothic, black)
 - Reception counter ● Folding chair
 - Business card box
 - Fluorescent lights (40w) × 4
 - Outlet (up to 1kw)



- 3 booths**
- Carpet ● Parapet (white)
 - Company name board (gothic, black)
 - Reception counter ● Folding chair
 - Business card box
 - Fluorescent lights (40w) × 6
 - Outlet (up to 1kw)

* For more than 4 booths, please contact to the show management office.

Presentation (C)

Japanese Yen Only

Exhibitor Presentation (free)	Application no. of booth(s)
<input type="checkbox"/> 1 slot	1-11 booth(s)
<input type="checkbox"/> 1 slot <input type="checkbox"/> 2 slots	12-20 booths
<input type="checkbox"/> 1 slot <input type="checkbox"/> 2 slots <input type="checkbox"/> 3 slots	Over 21 booths

Presentation fee	Slot (s)
1 slot (45 min) <input type="checkbox"/> ¥ 75,600	× _____ slot(s)

* Exhibitors are entitled to make presentation depending on its application booth number.

* Presentation time slot is 45min.

* Presentation schedule is subjected to change.

* First come, first served basis including exhibitor's free presentation.

* Organizer will program presentation schedule according to the requests.

However, please note that it may not meet applicant's request.

* Presentation room capacity is about 80 seats by theater seating.

However it is subject to change for certain reasons of venue.

* Projector, screen and microphone are included in the presentation fee.

For more details, please contact to the management office.

* Organizer will arrange presentation room and presentation information will be posted on the leaflet.

However organizer will not responsible for its promotion to draw audience.



Total cost of application

(A) Basic Booth Fee	+	(B) Display package	+	(C) Presentation	=	Total	¥	(tax included)
¥ _____		¥ _____		¥ _____		¥ _____		

Exhibition Rules

1. How to apply

Please fill out necessary information in contract and send it to Show Management Office.

2. Co-exhibitor

For application and payment of booth fee, please represent one exhibitor.

Regarding to information of co-exhibitor, Show Management Office will send designated registration form for co-exhibitor after application.

Please fill out the form and submit to Show Management Office.

3. Application Deadline

Early bird : July 14th (Fri.) , 2017

Normal application: September 1st (Fri.), 2017

Though the application deadline is by September 1st, application would be closed when filling up with exhibit booth.

4. Contract

The contract would be concluded when Show Management Office received the Exhibition Contract.

5. How to pay the exhibition fee

After receiving the Exhibition Contract, Show Management Office issues an invoice, and please make a payment as following designated bank account by the date of the invoice issued.

Currency: JPY only

Bank: The Bank of Tokyo-Mitsubishi UFJ, Ltd.

Swift Code: BOTKJPIT

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 Applicant.

6. Terms of payment

All fees must be paid upon receipt of the application, otherwise, the organizer has the right to cancel and/or reserve the contract until the exhibitor makes a full payment.

7. Cancellation of application for exhibition

Cancellation, as a rule, shall not be accepted after the submission of the Exhibition Contract. However, it may be accepted if the Organizer considers it unavoidable.

Cancellation fee

Until September 1st (Fri.), 2017 50% of Exhibition fee

After September 2nd (Sat.), 2017 100% of Exhibition fee

Cancellation Date would be the date when Show Management Office received a written document to inform the cancellation from the Applicant.

By the Cancellation Date, the Contract for exhibition would be expired, and charge for cancellation fee based on the Exhibition rule.

Please note that the contract for exhibition would be expired and cancellation fee would be occurred in case of unprepared for exhibit booth by November 28th (Tue.), 2017.

When exhibitor reduce the number of booth after application, cancellation charge will be calculated by normal fee.

8. VISA Information

Citizens may be required to obtain a visa in order to enter Japan.

The visa application process is often very complicated and time-consuming so we strongly recommend that you begin this procedure as soon as you have made your decision to participate in International Coin-operated Laundry EXPO 2017.

The regulations and time required to receive a Japanese visa differ by country.

For information on the visa application procedures for your country, please refer to the site below.

http://www.mofa.go.jp/j_info/visit/visa/index.html

As a matter of organization policy, show Management Office is unable to provide letters of invitation to any exhibitor or visitor for visa application purposes. All exhibitors and visitors must arrange their own visas for Japan. Please contact your nearest Japanese Consulate for further advice.

9. Exhibit regulation

Please note that organizer might refuse to exhibit if the exhibits are not suitable for the exhibition.

10. Booth allocation

Organizer will decide booth allocation, considering the exhibit, booth size, booth configuration.

Exhibiting by striding across aisle is prohibited.

Organizer will make a zoning of machine, material based on the exhibit, however, please note that it might allocate booth space to not applicable zone depending on exhibition hall.

To smoothly allocate booth space, please make a decision for booth size and configuration by the application deadline and submit the contact.

Organizer would like to make maximum efforts for booth allocation as exhibitor's request, however, please be understanding in advance that it cannot be accepted all request.

11. Exhibition / Move-in & out schedule

Exhibition period: November 29th (Wed.) – December 1st (Fri.), 2017

Hours: 10:00 a.m.-5:00 p.m., December 1st will be 10:00 a.m.-4:00 p.m.

Move-in period: November 27th (Mon.) 9:00 a.m. – 8:00 p.m.

December 28th (Tue.) 9:00 a.m. – 8:00 p.m.

Move-out period: December 1st (Fri.) 4:00 p.m. – 10:00 p.m.

12. Control and Protection of exhibits

Regarding to management of exhibits in the exhibition hall, organizer shall do its best to take charge of control and protection, however, it shall not be liable for any disaster, theft, loss, damage, and other accident. In case of any accidents, organizer recommends to purchase insurance for exhibits.

13. Change and Cancellation of the Exhibition

Due to natural disaster or any reason, organizer may change the exhibition period or cancel the exhibition. Organizer will not make a compensation for any damage occurred by above reason, however, it may make restitution of a part or full of exhibition fee, in case of cancellation of the exhibition beforehand.

14. Subsidiary rules and Change of regulations

Regarding any regulations of the rules and operation of exhibition, organizer shall be announced through "Exhibitor Manual" or any documents. Due to unavoidable reasons, organizer may change the exhibition period or partly change the rule.

15. Privacy Policy

Personal information would be used for various information of the Exhibition from Organizer.

Please also be forewarned that personal information might be provided to cooperating companies or delivery related that has made conclusion of contract confidentially agreement.

Regarding to protection policy for personal information, please refer to Privacy Policy on International Coin-operated Laundry EXPO official website. (<http://www.iclexpo.com>)

Presentation regulation

1. Application

Please fill out necessary information in contract and send it to the Management Office.

2. Deadline

September 1st (Fri.), 2017

Application would be closed when filling up with presentation slots.

3. Contract

The contract would be concluded when the Management Office received the Presentation Application Form.

4. Presentation Fee

After receiving the Presentation Application, the Management Office issues an invoice.

Please make a payment as following designated bank account by the date of the invoice issued.

Bank information

Name : JC Resonance Co., Ltd.

Bank: The Bank of Tokyo-Mitsubishi UFJ, Ltd.

Branch: Tsukiji Branch

Address: 1-10-6, Tsukiji, Chuo-ku, Tokyo, Japan 104-0045

Account: Ordinary account No.0056398

Swift Code: BOTKJPIT

※Currency: JPY only.

※Payment by bank transfer only.

※The bank charges will be borne by Applicant.

5. Cancellation of Application for Presentation

Cancellation, as a rule, shall not be accepted after the submission of the Presentation Application. However, it may be accepted if the Organizer considers it unavoidable.

Cancellation fee

Until September 1st (Fri.), 2017 50% of Presentation fee

After September 2nd (Sat.), 2017 100% of Presentation fee

Cancellation Date would be the date when the Management Office received a written document to inform the cancellation from the Applicant.

By the Cancellation Date, the Contract for exhibition would be expired, and charge for cancellation fee based on the presentation rule.

6. Presentation Regulation

Please note that organizer might refuse to make a presentation if the contents are not suitable for the presentation.

7. Change and Cancellation of the Presentation

Due to natural disaster or any reason, organizer may change the period or cancel the presentation. Organizer will not make a compensation for any damage occurred by above reason, however, it may make restitution of a part or full of presentation fee, in case of cancellation of the presentation beforehand.

8. Subsidiary Rules and Change of Regulations

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9. Privacy Policy

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Regarding to protection policy for personal information, please refer to Privacy Policy on Clean Business Forum official website. (<http://www.clean-bf.com/en>)

Contact

Clean Business Forum Management Office

c/o JC Resonance Co., Ltd. News Tsukiji 9F, Chuo-ku, Tokyo 104-0045, Japan

E-mail: info@clean-bf.com