

**Logis-Tech Tokyo 2018** Application Form (Overseas Exhibitor Only)  
Material Handling & Logistics Exhibition **<出展申込書(海外出展者専用)>**

Dates: September 11 (Tue.) - 14 (Fri.), 2018  
会期: 2018年9月11日(火)~14日(金)  
Venue: Tokyo Big Sight  
会場: 東京ビッグサイト

Application Deadline : April 27(Fri.), 2018 申込期限: 2018年4月27日(金)

Payment due : May 31(Thu.), 2018 支払期限: 2018年5月31日(木)

Payment method : Bank transfer (Japanese Yen only) 支払方法: 指定口座にお振込みください。

**Important** Complete ALL Sections 1~7 on this Form. Sign ALL four sheets to acknowledge documents.  
**注意** 本出展申込書の項目 1~7 を全てご記入ください。各ページに承認サインしてください。

We acknowledge the content of "Exhibition Rules & Regulations" (Pages <3/4>, <4/4>) and we wish to exhibit as follows:  
記載の出展規定(ページ<3/4>, <4/4>)を遵守することを約束し、下記のとおり出展申し込みをいたします。

Type of stand ・小間タイプ	Price ・単価(税込)	Exhibit Scale ・出展規模	Total Price ・料金
① "Space Only" Plan	¥ 421,200 per booth (¥390,000 + 8% consumption tax)	booth(s)	Japanese Yen ¥
② "Package" Plan	¥ 572,400 per booth (¥530,000 + 8% consumption tax)	booth(s)	Japanese Yen ¥
TOTAL			¥

\*One booth : 2.97m x 2.97m = approx 9.0sqm 1小間(2.97m x 2.97m = 約9.0sqm)  
\*All cancellations or cancellation in part on or after April 30, 2018, are subject to penalty charges.  
Please review, "Exhibition Rules & Regulations" Article 10 (Page <3/4>) before submitting your application.  
2018年4月30日以降の出展解約および出展申込規模の一部取り消しにはキャンセル料がかかります。お申込みの際は、出展規定(ページ<3/4> 10条)を必ずご確認ください。  
\*The above fee is calculated on the assumption that the consumption tax rate shall be 8% as of April 1, 2016. Balance shall be refunded based on the actual tax rate in case it is below 8%.

Option ・オプション	Price ・単価(税込)	Unit	Total Price ・料金
Value-up System (This service is in JAPANESE ONLY)	¥ 54,000	× 1	Japanese Yen ¥
Booth Map Advertisement	¥ 108,000	× 1	Japanese Yen ¥
Website Banner Advertisement	¥ 216,000	× 1	Japanese Yen ¥
Stock Room Service	¥ 108,000	×	Japanese Yen ¥

\*The above fee is calculated on the assumption that the consumption tax rate shall be 8% as of April 1, 2016. Balance shall be refunded based on the actual tax rate in case it is below 8%.

**Main Contact (in English and Block Letters) ・連絡先(英語/活字体)**

Organisation / Company 機関・団体・企業			
Address 住所			
Town, Postcode 郵便番号	Country 国		
URL			
Person in charge 代表者	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
Position, Department 役職・部署			
Signature サイン・印	Date 日付		
Contact person for this event 出展担当者	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
Position, Department 所属・役職			
Tel	Fax		
E-mail			

The information given above may be used on the LOGIS-TECH TOKYO website / 上記情報は、国際物流総合展ホームページに掲載する場合があります。  
For Secretariat use only

	受付	PM	GM	申込受付番号	請求書発行日	備考
事務局 記入欄						

Booth ID.	Invoice No.

**Logis-Tech Tokyo 2018** Application Form (Overseas Exhibitor Only) **<出展申込書(海外出展者専用)>**  
Material Handling & Logistics Exhibition

**Contact in Japan (in English or Japanese) ・日本国内の連絡先(英語または日本語)**

Organisation / Company 機関・団体・企業			
Address in Japan 日本の住所			
Contact person for this event 出展担当者	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
Position, Department 所属・役職			
Tel	Fax		
E-mail			

In the case where the payment will be made by a third party, complete the details of the payer below:  
第三者が出展料をお支払いになる場合は、ご請求先を下記の欄にご記入ください。

Organisation / Company 機関・団体・企業			
Address 住所			
Town, Postcode 郵便番号	Country 国		
Tel	Fax		
E-mail			

Payment details will be indicated on the Invoice / 振込先はInvoiceに表記しています。

7	Main exhibit products 主な出展製品をご記入ください
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- Please send this original Exhibitor Application Form to the Secretariat (address given below) by the deadline date.  
申込期限日までに原本を下記事務局宛にご郵送ください。
- If you did not exhibit in LOGIS-TECH TOKYO 2016, submit a copy of a company profile or brochure and a catalogue of products to be exhibited (or the Exhibitor's general product catalogue) with this Application Form.  
前回(国際物流総合展2016)出展していない場合は、会社案内・製品カタログを添付してください。
- Retain a copy of these Forms (Pages <1/4, 2/4>) and Exhibition Rules & Regulations (Pages <3/4, 4/4>) for your reference.  
本申込書(ページ<1/4>, <2/4>) および出展規定(ページ<3/4>, <4/4>)のコピーを取り、貴社の控えとして保存してください。

**Send your completed Application Form to: / 出展申込書送付先:**

The Secretariat of <b>Logis-Tech Tokyo</b>	
<p><b>Japan Management Association (JMA)</b> c/o Japan Management Association (JMA) Convention Business Center Sumitomo Corporation Takebashi Bldg, 14F 1-2-2 Hitotsubashi, Chiyoda-ku Tokyo 100-0003, Japan Tel: +81-3-3434-1988 Fax: +81-3-3434-8076 E-mail: logis-tech@convention.jma.or.jp *We will move our office from Hitotsubashi to Shiba Park in January, 2018.</p>	<p><b>Japan Institute of Logistics Systems (JILS)</b> Suzuebaydium, 1-15-1 Kaigan, Minato-ku, Tokyo 105-0022 Japan Tel: +81-3-3436-3191 Fax: +81-3-3436-3190 E-mail: logis-tech@logistics.or.jp</p>

<Treatment of Personal Information Clause>  
JMA and JILS carefully protects all personal information it receives from exhibitors and visitors. Personal information received from exhibitors will be used to contact you regarding this exhibition and to send you additional information. We inform you in advance that outsourced services that have signed confidentiality agreements with JMA and JILS may also use your personal information to send materials and/or confirm information related to this exhibition. We thank you for your understanding on this issue.

<個人情報のお取扱いについて>  
一般社団法人日本能率協会および公益社団法人日本ロジスティクスシステム協会では、個人情報の保護に努めています。詳細は両会の個人情報保護方針(JMA: http://www.jma.or.jp/privacy) (JILS: http://www.logistics.or.jp/privacy.html)をご覧ください。今回、ご記入いただきました出展者の個人情報は、本催しの出展に関する諸手続および各種案内のために利用させていただきます。なお、個人情報は本催しに関する確認・連絡および各種手続のため機密保持契約を締結した業務委託先に預託することがありますのであらかじめご承知おきください。

# Rules and Regulations

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## REGULATIONS FOR EXHIBITION

### 1. Exhibits

1.1 The Exhibits are required to be fit for the gist and purpose of the Exhibition and to obtain the Organizer's prior consent.

1.2 The goods falling under any of the items mentioned below are not allowed for exhibition.

- 1) Goods not allowed to import, export, and sell, narcotic drugs, or legally prohibited goods.
- 2) Flammable, explosive or radioactive materials.
- 3) Any goods infringing or likely to infringe upon industrial property rights.
- 4) Things that employ open fire (unless approved by the local fire authorities)
- 5) Goods obtaining no prior consent of the Organizer.
- 6) Goods having any directions or advice by the competent administrative authorities.
- 7) Goods likely to conflict with relative laws and ordinances, and those contrary to the public morals.

1.3 The Organizer may put restrictions on or not allow exhibition of any goods besides those falling under any item in the preceding paragraph, if deemed to be likely to cause any disturbance to the normal operation of the exhibition both before and during such exhibition.

1.4 Regardless of whether before or after acceptance of the application, if the Organizer becomes aware of the Exhibitor's intent to exhibit, or exhibition of goods prohibited in paragraphs 1.2 and 1.3 above or any otherwise restricted articles, the Organizer will issue notice to the Exhibitor who upon receiving said notice must comply by removing the offending goods from exhibition or adjust them to adhere to regulations.

1.5 In the preceding paragraph, the Exhibitor, if failing to follow the Organizer's instructions, is required to promptly pay the penalty at the amount equivalent to three times the booth rent and the Organizer may remove the goods in question or take any proper measures for them behalf of the Exhibitor at the Exhibitor's expense, and in this connection, the Exhibitor may not call the Organizer to account.

1.6 The Exhibitor has understood the matters in the preceding paragraph 1.5 before applying for the exhibition, and therefore in future his objection to those matters is not admitted.

### 2. Layout of Booth

2.1 The layout of the booth is determined by the Organizer by taking into account the past results (such as number of times of participation in the Organizer's Exhibition), number of booths, applied exhibits, demonstration, and rank in the application.

### 3. The Period of Exhibition and Exhibition Times

3.1 The exhibition will be held for four days from September 11 to 14, 2018.

### 4. Space & Booth Rent

4.1 The space & booth rent is as follows.

● ¥421,200 per booth (approx. 9sq.m., 2.97m×2.97m) [Space Only plan]

● ¥572,400 per booth with shell scheme (approx. 9sq.m., 2.97m×2.97m) [Package plan]

\*8% consumption tax included.

\*The above fee is calculated on the assumption that the consumption tax rate shall be 8% as of April 1, 2016. Balance shall be refunded based on the actual tax rate in case it is below 8%.

\*The exhibitor is responsible for the bank transfer fee.

### 5. Application for Exhibition Space

5.1 The manner and time limit of the application for exhibition as well as the due date and the method of payment of the rent, are as follows.

Manner of application : In the application form, with the required items filled  
Deadline for application : April 27, 2018  
Payment due : May 31, 2018  
Payment : Bank transfer

#### The Japanese Yen is used for all payments.

\*Those exhibiting for the first time are requested to send a copy of company profile (or company brochure), and catalogue of products to be exhibited (or catalogue of the products that your company carries), in advance to the Secretariat.

\*Please note that the final deadline may be determined by filling of the set capacity for the number of total booths.

\*Please inform the secretariat if you need a receipt. A receipt shall be issued upon the actual paid account only.

Please send applications to : The Secretariat of LOGIS-TECH TOKYO  
Japan Institute of Logistics Systems (JILS)  
Suzuebaydium, 1-15-1 Kaigan, Minato-ku,  
Tokyo 105-0022 Japan  
Tel: +81-3-3436-3191 Fax: +81-3-3436-3190  
E-mail: logis-tech@logistics.or.jp

c/o Japan Management Association (JMA)  
Convention Business Center  
Sumitomo Corporation Takebashi Bldg, 14F 1-2-2  
Hitotsubashi, Chiyoda-ku Tokyo 100-0003, Japan  
Tel: +81-3-3434-1988 Fax: +81-3-3434-8076  
E-mail: logis-tech@convention.jma.or.jp  
\*We will move our office from Hitotsubashi to Shiba Park in January, 2018.

\*Please be advised of the possibility of removal from the exhibition if payment is not received within the allotted time-period.

### Establishment of Contract

The contract for participation in the Exhibition shall become effective between the Organizer and the Exhibitor as of the Organizer's invoicing the Exhibitor for the participation fee pursuant to these Rules and Regulations.

### Administration of Exhibits

Move-in and-out, and administration of Exhibits must be done by the Exhibitor at his own risk and expense.

The Organizer except for the cases due to any cause imputable to him, declines all responsibility for damage to the Exhibits including those caused by the natural disaster or force majeure, and any accident to the Exhibits.

### "Safety First" Measures, Responsibility

The Exhibitor must pay his utmost attention in moving-in and out displaying, demonstrating, removing etc., in order to prevent any accident. In the case of an accident, responsibility shall lie with the exhibitor.

The Organizer may order the Exhibitor discontinuations or restriction on the construction work or any measures for preventing an accident, each to be done at the Exhibitor's expense.

Except for the case due to any cause imputable to him, the Organizer declines all responsibility for any accident occurrence.

### Change in or Cancellation of Exhibition

9.1 The Organizer may change the exhibition period, or cancel the exhibition (thereby dissolving this contract) due to natural disaster, or any other unforeseen or uncontrollable circumstances.

9.2 The Organizer reserves the right to nollify this contract or cancel the exhibition content which will not foster the achievement of exhibition aims and goals.

9.3 In the event that the preceding listed in 9.1 or 9.2 occur, the Organizer cannot be responsible for loss or damage to Exhibitors or other individuals.

### Cancellation by Exhibitor

10.1 No cancellation of the application for exhibition and termination of the Exhibition Contract each by the Exhibitor, and admitted without the Organizer's consent.

10.2 In the preceding, if the Organizer gives consent to the Exhibitor's cancellation or termination, the Exhibitor must pay the cancellation fee as follows.

In the event of the Organizer agreeing to any written request for release from the contract, the Exhibitor will be liable for all, or part of the cost stated in the contract in accordance with the following scale:

Cancellation May 1 - May 31, 2018	50% of booth fee (before-tax)
Cancellation June 1 - June 30, 2018	80% of booth fee (before-tax)
Cancellation on or after July 1, 2018	100% of booth fee (before-tax)

The time to declare the intention of cancellation or termination is judged at the point of time when such declaration reaches the Organizer.

### 11. Japanese Immigration Procedures

In cases where in order to enter Japan for the exhibition, it is necessary for the Exhibitor to follow certain immigration formalities, the exhibitor shall handle such formalities independently, and the Organizer shall not be responsible for any such immigration formalities or related fees involved in obtaining permission for entry. Also, if due to a rejection of permission for entry into Japan, the exhibitor should have to cancel the Exhibition Contract, the exhibitor must pay the Organizer the cancellation fee according to the stipulations of article 10.

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### 12. Move-in and out, Hall Facilities

Move-in and out as well as the facilities at the Hall are provided for as follows:

- 1) Move-in  
September 8-10, 2018 08:00—18:00  
Vehicle cannot enter the Hall after 12pm on September 13.
- 2) Move-out  
September 14, 2018 17:00—24:00  
September 15, 2018 00:00—09:00  
Any work including the removal of decoration materials must be finished within the period set forth above.
- 3) Electrical facilities  
The main electrical connections of 300 W capacity (100V/single phase) per 9.0sq.m to each booth is provided for by the Organizer. This connection covers upto the booth, with the switch installed. Additional connections and wiring works as well as the electric charges shall be paid by the Exhibitor.
- 4) Water supply and drainage facilities  
The main water supply and additional piping works as well as the water charges shall be paid by the Exhibitor.

### 13. Bearing Expenses

13.1 The Exhibitor, if needing electricity, telephone, water supply and drainage facilities, and the invitation card, etc., is required to perform application formalities to be separately fixed, and pay the prescribed fee.

13.2 The Exhibitor pays any expenses for transportation, moving-in and out, displays, demonstration materials, and removal of the Exhibits, and those for his act, as well as the insurance premium on the Exhibits and the Exhibitor.

### 14. Amendment of Regulations

The Organizer may amend these Regulations and their Rules owing to unavoidable circumstances. The Exhibitor agrees beforehand to such amendments and observes those after amended.

### 15. Things Prohibited

The Exhibitor is not allowed to do any of the acts set forth below:

- 1) To assign, sell, sub-lease or offer as a security, the position or rights of the Exhibitor in the Exhibition Contract, in whole or part;
- 2) To post or display a signboard, notice-board, advertising sign, inside, outside or around the Hall, except the designated place. The same does not apply to the case where the Organizer's prior consent has been obtained;
- 3) To carry in heavy weight or articles causing other persons annoyance due to dirtiness or a bad smell etc;
- 4) To do any act annoying other Exhibitors or causing damage to the Hall including the booth;
- 5) Staying overnight in the booth space.
- 6) Any other matters not to be allowed in these Regulations;

### 16. Termination of Contract

In the event of the Exhibitor coming under one of the causes set forth below, the Organizer is entitled to terminate the Exhibition Contract without giving any notice to the Exhibitor. In case of termination, the Organizer may claim the compensation for the damage, if any, against the Exhibitor.

- 1) Not to pay the Rent, in whole, or part;
- 2) To exhibit the article not allowed to do so, or not to comply with the Organizer's restrictions on exhibition;
- 3) To attempt to use the booth for any other purpose than exhibition at the Exhibition;
- 4) Not to use the booth;
- 5) If the exhibiting company faces provisional seizure or other temporary measures, forced execution or auction, liquidation, bankruptcy, civil rehabilitation, corporate rehabilitation or company dissolution.
- 6) To dishonor a bill or cheque;
- 7) To be given the disposition for failure in payment of the public charges;
- 8) Any fact considerably implying the Organizer's credit;
- 9) To violate these Regulations or Rules.

### 17. Restoration of the Original State

In the event that the Exhibition Contract is terminated due to cancellation, termination expiration of the term or for whatsoever reason, the Exhibitor must evacuate the booth to the Organizer in the following manner;

- 1) The booth should be restored to its original state; In the event the Exhibitor fails to do the work to restore such state, the Organizer does said work at the Exhibitor's expense.
- 2) After evacuation of the booth, the Organizer may, at his discretion, dispose of anything the Exhibitor leaves behind at the booth.
- 3) The Exhibitor, when evacuating the booth, does not claim the expenses incurred for his booth, fittings, and facilities, refundment of the beneficial expenses, removing expenses, compensation for removing, or key money, regardless of the reason or cause. In addition, the Exhibitor is not entitled to demand from the Organizer purchase of the fittings and facilities provided for in the booth by Exhibitor at his own expense.

4) The Exhibitor is, when failing to evacuate the booth after termination of the Exhibition Contract, required to pay the Organizer the damage triple the amount equivalent to the booth rent and the sum equivalent to various expenses, for a period from the next day of said termination to the damage to the Organizer, if caused due to delay in evacuation.

### 18. Last Payment of Damages

In the case that the exhibitor is late in the payment of damages incurred at the exhibition according to deadlines determined in this contract, an additional charge calculated at a yearly interest rate of 14.6% will apply.

### 19. Spot Inspection

19.1 Out of necessity for maintenance of the building, sanitation, crime or fire prevention, rescue or administration of the building, the Organizer or his employee is entitled to enter the booth with a prior notice to the Exhibitor, in order to take the proper measures. In case of emergency, if the Organizer has no time to give said notice, a post fact report is sufficient.

19.2 In the preceding, the Exhibitor must co-operate with the Organizer in said measures.

### 20. Rules for Exhibition

The Exhibitor must observe the Rules to be laid down in accordance with these Regulations, which are attached to these Regulations. The Exhibitor shall adhere to the regulations set forth by Exhibitor Manual under all circumstances.

### 21. Stay at Booth

The Exhibitor is, during the exhibition period, required to wear badges designated by the Organizer, and always stay at the booth, in order to receive visitors and administer the Exhibits.

### 22. No Microphone, Sound Volume Control

- 22.1 No explanation of the goods through a microphone is allowed. However, at the discretion of the Organizer there may be certain cases for exception to this rule.
- 22.2 The sound volume created by the audiovisual equipment or by goods must be below 70 dB at a distance of 2 meters in front of the booth.
- 22.3 No live performance of music is allowed at the Hall.

### 23. Disposal of Waste

- 23.1 The waste from exhibition, used materials, and all rubbish in and around the booth, must be taken back at the Exhibitor's risk.
- 23.2 The disposal of the waste let alone is charged to the Exhibitor by the Organizer at the end of the exhibition period. The Exhibitor must pay the bill promptly after receiving it.

### 24. Decoration, Construction Work

- 24.1 No decorations are allowed to interfere with other Exhibitors.
- 24.2 No facilities and signs are allowed on the passage in the Hall.
- 24.3 Guidelines for height restrictions on decorations must be followed as printed in the Exhibitor's Manual.
- 24.4 No use of the ceiling is allowed for the exhibition without the Organizer's consent.
- 24.5 The Exhibitor observes the matters to be explained by the Organizer at the explanation meeting.

24.6 In case the Exhibitor violating any of the provisions of the paragraphs 24.1 to 24.5, disregards the Organizer's notice to correct such violation, the Organizer may take, at the Exhibitor's expense, any measures such as removal etc., of the goods under said violation. The Exhibitor does not raise any objection against said measures to the Organizer, nor he makes any claims.

### Competent Court

25. Any dispute arising from these Regulations about the rights and duties, are settled at the Tokyo District Court.

### Arbitration

26. Any dispute arising between the parties hereto in connection with or in relation to this Agreement shall be settled in Tokyo, Japan, in accordance with the commercial Arbitration Rules of the Japan Commercial Arbitration Association. The award given by the arbitrators shall be final and binding upon the parties hereto.