



# Application Form

**E-mail: [tctjapan@jtbcom.co.jp](mailto:tctjapan@jtbcom.co.jp)**

Send your completed form to the above e-mail address, or send by fax to +81-3-5657-0645. Please retain a copy for your records.

Secretariat of TCT Japan c/o JTB Communication Design, Inc.  
Celestine Shiba Mitsui Building, 3-23-1, Shiba, Minato-ku, Tokyo, Japan 105-8335  
Tel: +81-3-5657-0765 Fax: +81-3-5657-0645 E-mail: [tctjapan@jtbcom.co.jp](mailto:tctjapan@jtbcom.co.jp)

**Application Deadline:**

**Sep. 30, 2022**

We hereby apply to exhibit at this exhibition, fully understanding and approving the contents described in the "Exhibitor Prospectus" and the terms and conditions on the back side of this application form.

M: \_\_\_\_\_ D: \_\_\_\_\_ 2022

\*Spaces are allocated on a first come, first served basis. Please select your preferred location from the layout on the exhibition web site.

**● Exhibitor Name** (Exhibitor name and country will be listed on the exhibition web site and in all printed material for the event.)

Exhibitor Name			
Exhibitor's Country / Region			

**● Applicant** (The below information will be used to send information about the exhibition. Please inform the Secretariat in case of changes)

Company Name			
Company Address			
URL	<a href="http://">http://</a>		
Contact Person for the Exhibition	Department:		
	Name:	TEL :	FAX :
	Job Title:	E-mail :	

**● About the Handling of Personal Information**  
After reviewing the following URL, please consent to the provisions concerning handling of personal information. Organizer: JTB Communication Design, Inc.  
URL : [www.tctjapan.jp/privacy\\_en.html](http://www.tctjapan.jp/privacy_en.html)  I agree.

**● GDPR Notice**  
[https://www.ics-expo.jp/pdf/privacy\\_notice\\_en.pdf](https://www.ics-expo.jp/pdf/privacy_notice_en.pdf)

**● Application/Fees** (Prices listed tax included) Booth location will be announced in June in order of application submission time / date.

Exhibition Space (1 space: 3m x 3m=9m <sup>2</sup> )	unit price	no. of spaces	total price	preferred location <small>(Please contact the secretariat for the latest layout.)</small>
<input type="checkbox"/> Company	¥374,000	× ( ) spaces =	¥ ( )	( )
<input type="checkbox"/> Public Organizations University Labs	¥198,000	× ( ) spaces =	¥ ( )	( )
TCT Introducing (Exhibitor Presentation) <small>(1 slot: 30 min.)</small>	unit price	no. of slots	total price	preferred date & time
	¥110,000	× ( ) =	¥ ( )	( )

**◆ Your technology and/ or product(s)**

Remarks or comments:

Secretariat use	Approved	Received	Application no.
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**Handling of personal and private information**  
All personal and private information will be obtained, used, and offered in a reasonable manner and only to the extent necessary. No personal information will be provided to unrelated third parties without the client's prior consent. However, this information may be provided to partner companies that have established their own information protection systems and signed a confidentiality agreement with the organizer.

# Terms and Conditions

## 1. Contract formation and withdrawal

With signing the reverse application form, the exhibitor and the organizer agree on the below terms and conditions of this exhibition contract. The exhibitor can withdraw from the contract by written notice until July 31, 2022 without prejudice. Withdrawals after this date are only possible in the cases mentioned under no.13 of this contract and are subject to cancellation fees. The organizer can withdraw from the contract in cases as mentioned under no. 11.

## 2. Prohibited transfer of booths

The exhibitor cannot lend out, sell, exchange, or transfer usage rights of its own booth without the permission of the organizer.

## 3. Co-exhibitors

If two or more applicants exhibit jointly, one of them must submit the application as the representative and notify the organizer of the company names, etc., of co-exhibitor(s).

## 4. Installation and removal of exhibits

The exhibitor shall decorate and move-in/ move-out all exhibits and displays within the period stipulated by the organizer.

If the exhibitor needs to move in and out or transfer the exhibits during the open period, the exhibitor shall conduct such an operation after obtaining the approval of the organizer.

## 5. Use of the exhibition space

Advertisement and sales activities shall be conducted within the booth space. Each exhibitor shall be responsible for avoiding congestion due to advertisement activities at the passage near the booth.

Decoration and other articles shall not exceed the border of the allocated space. The organizer shall have the authority to prohibit or remove any conduct against the purpose of the exhibition such as decorations and exhibit items that are regarded to be a problem arising from any sound, operating manners, materials or other reasons.

If the abovementioned prohibition or removal is exerted, the organizer shall not bear the burden for any repayment or any other related expenses to the exhibitor.

## 6. Exhibition management and waiving of responsibility

The organizer will do its best to efficiently manage and secure the exhibition as a whole including items displayed by engaging security guards. However, the organizer shall not be held liable to compensate for losses and/or damages resulting from any reasons.

## 7. Copyright and Guaranty

(1)The exhibitor allow the organizer to publish on the official website and various printed materials, advertisements, e-mail magazines, media for the purpose of PR of the exhibition.

(2)Exhibitors shall guarantee the Organizer that the exhibits, the related printed matters or other media do not infringe any third party's trademark rights, design rights, patent, utility model rights, copyrights, portrait rights or other intellectual property rights.

## 8. Exhibitor's Obligations

(1) If any third-party asserts to the Organizer that an exhibitor's acts related to its exhibition at infringes on such party's trademark right, design right, patent, utility model right or other intellectual property right, the exhibitor shall assume the obligation to settle such dispute with such third-party on its own responsibility and not to hinder the normal and smooth proceedings of exhibition.

(2) The person responsible in the case of a Group Exhibition shall assume similar obligations as specified in the preceding paragraph for any claim concerning the infringement of intellectual property rights from any third-party against the exhibitor who is a member of the said group.

## 9. Compensation for damage:

(1) The exhibitor shall be responsible for any damage to exhibition facilities, building structures or injury accidents owing to negligence or other reasons of the exhibitor or its agent.

(2) Exhibitors shall agree to assume the obligation to compensate the Organizer for legal costs, debts (including attorney's fee), necessary expenses, and other damages arising from a lawsuit based on the claims in the following cases:

(a) A lawsuit is filed against the Organizer based on the assertion that an exhibitor's acts related to its exhibition infringe such party's trademark right, design right, patent, utility model right or other intellectual property right (including the case where the Organizer becomes the accused together with the exhibitor).

(b) The Organizer assumes the obligation of compensating damages as a result of court judgment, or reconciliation whether judicial or non-judicial, with respect to the lawsuit as specified in (a) above. (In case of reconciliation, the Organizer shall not be bound by the exhibitor's intention.)

## 10. Booth Allocation

It is on first-come-first-served basis.

## 11. Cancellation, Suspension or Changes to the Exhibition

(1) The organizer may cancel, suspend, shorten the period of, or change the schedule or venue of the exhibition if the organizer deems it impossible or difficult to hold and continue the exhibition in the event that:

(a) the land or building used for the venue becomes unavailable, and the organizer deems the land or building inappropriate for use;

(b) the organizer deems it not appropriate to hold the exhibition following a request or order for, or a request for consideration of, self-restraint or cancellation of events by the government, administration or any public agency; or

(c) it becomes impossible to hold the exhibition on the occurrence of any event of force majeure, or the organizer deems it not appropriate to hold the exhibition.

(2) The force majeure events described in the preceding paragraph shall mean acts of God, including typhoons, heavy rain, tempests, floods and earthquakes, epidemics, public health risk, delay or suspension of service of public transportation systems, war, civil war, terrorist attacks, strikes and other causes not attributable to the organizer.

(3) In no event shall the exhibitor claim compensation against the organizer for any damages caused to the exhibitor resulting from any decision made by the organizer, nor shall the organizer be liable for any damages, increased expenses or other unfavorable circumstances caused to the exhibitor as a result of any such decision.

(4) If the organizer decides to cancel or suspend or abbreviate the exhibition prior to or after the start of the exhibition period, the organizer shall refund the exhibition fee to the exhibitor after subtracting any expenses incurred up to that point.

However, if cancellation or suspension or abbreviation is due to force majeure, the organizer will not refund or compensate for any lost opportunities.

If it is not possible to provide any online services due to system failures, etc., the organizers may extend the period of the digital exhibition.

(5) In regards to (4), in case the exhibition fee has already been paid by the exhibitor, the organizer shall refund the exhibition fee to the exhibitor after deduction of expenses incurred until such decision on cancellation or suspension of the exhibition. If the exhibition fee has not been paid yet, the exhibitor is requested to destroy the exhibition fee invoice, and the organizer will issue a separate invoice for expenses incurred until such decision. Payment for the invoice shall be made by the exhibitor by the specified date.

## 12. Payment

Exhibitors are to make payment by the date as stipulated on the invoice. Payment is to be made by bank transfer, in Japanese yen with the transfer charges being paid by the exhibitor. Promissory notes and person/company checks are not accepted.

## 13. Cancellation charges

In principle, cancellations will not be accepted after Aug 1, 2022.

Only when the Secretariat deems it unavoidable will cancellations be accepted, and in such cases the following penalties will be incurred based on the date when written notice of cancellation is received.

Until July 31, 2022	0% of the invoiced amount (including taxes).
From Aug 1 to Sep.30, 2022	50% of the invoiced amount (including taxes).
From Oct. 1, 2022	100% of the invoiced amount (including taxes).

## 14. Obtaining the visa

If an overseas exhibitor needs to obtain a visa, the exhibitor shall take responsibility to create, or follow the procedures for obtaining, the necessary documents.

In principal, the organizer shall not issue, an invitation letter and a letter of guarantee according to the format designated by the Ministry of Foreign Affairs of Japan for any exhibitors.

Exhibitors who cannot exhibit due the inability to obtain a visa (ie. Refusal by Japanese authorities, insufficient process time) shall not have the right to claim against the organizer compensation for damages arising therein.

## 15. Observance of regulations

The exhibitor hereby agrees to observe the regulations set by the organizer as part of this contract and to abide by them. In addition, the exhibitor shall interpret all the regulations set by the organizer as aiming to preserve the benefits of this exhibition and agrees to cooperate in the execution of said regulations.

## 16. Changes and additions for the terms

Exhibitors agree to obey the decision of the organizer about the any matter not provided in these rules. The organizer reserves the right to change or add rules by notification to exhibitors when they judge it is necessary for the aim of exhibition.

## 17. Governing Law

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

## 18. 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.

(Valid from 14.01.2022)