



New Date for our Exhibitions and Conferences to be rescheduled in December 2020

JTB Communication Design Co., Ltd.

Monday, 15 June, 2020

It is our pleasure to announce that TCT Japan and co-located exhibitions have been rescheduled to be held from 9th to 11th December, 2020, at West & South Hall and Conference Tower, Tokyo Big Sight. This change was made due to the postponement of the Tokyo 2020 Olympic and Paralympic Games, by which our originally planned showdates and venue, 29th-31st January, 2021 at East Halls, has been no longer available. In accordance with the decision on the new outline, the deadline for the application for exhibition is changed to Tuesday, 15 September, 2020. The cancellation policies on exhibitions are also revised.

We strongly believe that our events provide the best possible opportunities to be connected, and to enhance visibility and networking for our exhibitors and visitors. We continue to make our best to ensure everything runs smoothly and to provide safe environment as best as possible during exhibitions.

Again, we appreciate your understanding and cooperation, and sincerely look forward to your participation.

1. New Outline of Events

A total of 15 exhibitions will be held at the same time and place in the fields of Materials, Processing technology, Energy, and Water solution.

Show Dates & Time: 10:00-17:00, Wednesday 9th - Friday 11th December, 2020

Venue: West and South Halls, Conference Tower, Tokyo Big Sight

(3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan)

Move-in: Monday 7th & Tuesday 8th December, 2020

Move-out: Friday 11th December, 2020

The hall assignments for each exhibition will be announced in early July and starts booth allocations at a later date.

2. Overall Schedule and Cancellation Policy

	June	July	August	September	October	November	December
Shcedule			Application deadline 15th Sep.	Exhibitors manual will be sent End of Sep.	Submitting contraction/order forms Early Oct.		Show date 9th-11th December, 2020
Cancellation fee		0% ~15th Aug. <u>No cancellation fee until 15th Aug.</u>	10% 16th Aug.-15th Sep.	50% 16th Sep.-15th Oct.	100% 16th Oct.-		



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3. Guaranty of Exhibition Applications

To confirm your application already accepted by the organiser, you will be requested to agree with the new event outline and abide by renewed terms and conditions. Details of procedures will be informed to you by the Secretariat at a later date.

4. Policies for Reducing the Spread of COVID-19 (ver.1)

As the organizer of the exhibitions, we have been working on our event guideline and best practice in response to COVID-19 coronavirus outbreak for our exhibitors, visitors, and all our staff. The response policies should be formulated to ensure the safety of the exhibition and its implementation. From now on, in consideration of the policies and requests of the Japanese government, relevant ministries and agencies, and local governments, we will plan and implement the exhibition in accordance with the Tokyo Big Sight's response guidelines and in consultation with the facility side. The participants are asked to cooperate in measures to prevent the spread and exposure to the infection. In addition, measures may be added or changed when it is judged necessary to take without prior notice depending on the situation. A summary is presented below.

a) Major Efforts to Prevent the Spread of Infection

- We will allocate the entire layout, seminar venue, and restroom space to avoid Three "C"s: Closed spaces, Crowded places, and Close-contact settings at the venue.
- It is obligatory to wear masks during stay, and we refuse to admit people who are not wearing them.
- At the entrance to the hall, we check the temperature of the visitors and disinfect them. Those who have a fever may be refused to enter.
- We will inform participants in advance and on site of information in accordance with measures against infectious diseases, announced by the Ministry of Health, Labour and Welfare.
- We will implement safety measures in accordance with the response manual established by the facility in case where the infection is suspected.
- In consideration of the safety of participants, the organizer and the exhibition management staff will wear masks to respond to the situation.

b) Requests to Exhibitors

- Please check the temperature and physical condition every day and refrain from participating if you are in bad physical condition .
- Please wear a mask, wash your mouth and hands, and disinfect your hands and fingers thoroughly.
- Please prepare your own masks, disruptive solutions, and other necessary equipment.
- Please thoroughly clean and disinfect the booth equipment, such as exhibited products and reception desks.
- Regarding paper publication, novelties, etc., for visitors at your booth, please take measures to reduce the risk of infection through, for example, encouraging the visitor to pick them up themselves or thoroughly cleaning and disinfecting the storage areas.



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c) Requests to Visitors

- Please refrain from visiting if you have a fever or are in bad physical condition.
- Wear a mask while you enter and stay in the venue. We refuse to let those who do not wear a mask enter in or stay.
- If the organizer determines it is necessary, entry to the venue may be restricted or you may be asked to wait before entering the venue without prior notice.

* The venue in the above refers to the place leased by the organizer from the relevant facility with the purpose of holding the exhibition. This policies are prepared as of 15 June, 2020. In the future, we will closely monitor the status of the infection conditions and review them as needed upon the policies, guidance, and requests of the government, relevant ministries and agencies, and local governments. In addition, in the event that the government, public institution, or local government declare the state of emergency concerning COVID-19, the event may be cancelled at the discretion of the organizer before or during the exhibition, considering the social situation. The policies do not ensure the complete prevention of infection, but are our efforts to reduce the risk of infection. In addition to such efforts, we plan and hold exhibitions with the aim of providing safe and secure business opportunities in cooperation with exhibitors, visitors, and other parties involved in the exhibition.

Please do not hesitate to contact us, if you have any concerns or questions.

Contact to:

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