

APPLICATION FORM

interiorlifestyle TOKYO

3 – 5 June 2020

Tokyo Big Sight, Aomi Exhibition Hall
(Tokyo International Exhibition Center)



Messe Frankfurt Japan Ltd.
Interior Lifestyle Tokyo organiser's office
Shosankan 7F 1-3-2 Iidabashi
Chiyoda-ku Tokyo
102-0072, Japan
Tel. +81-3-3262-8443
E-mail. info@interior-lifestyle.com
Web. www.interior-lifestyle.com

**Application deadline:
31 January 2020**

Please read carefully general terms & conditions on page 2 before you complete and sign this application form on page 3-4.

After signing, please submit the following documents via e-mail or air mail.

1. Application form
2. Product catalogue/pictures
3. Booth presentation plan or photo of previous booth presentation
4. Company profile (only for first-time exhibitor)

General terms & conditions

1. Application

Application must be made by submitting a duly completed and signed application form together with the information shown below.

Upon receipt of the application form and information shown below, the organiser will screen your products and decide the availability of participation and number of the booth(s). Then the organiser will send "Confirmation of your application for participation".

1. Application form
2. Product catalogue/pictures
3. Booth presentation plan or photo of previous booth presentation
4. Company profile (only for first-time exhibitor)

Please note that there is a possibility that we cannot meet your requested number of the booths.

The use of an appointed package booth is required depending on the zone. If you pass the special screening, we will ask you to submit the application form for this package booth.

2. Application deadline

Application deadline is 31 January 2020 or as soon as all space is sold out. Please contact the organiser for the application after this date.

3. Participation fee & payment term

Upon receipt of the invoice issued by the organiser, payment of the participation fee must be completed by the date on the invoice. Payment must be made by bank transfer in Japanese Yen to the designated bank account. All bank transfer fees, if any, are to be borne by the exhibitor. Without the full payment, the organiser reserves the right to refuse participation.

*Consumption tax will be applied to the price declared.

■ Participation fee (tax excluded)

1 booth *Including basic booth fitting	¥456,000
2 booths- *Raw space only	¥340,000/booth

*Application is available with the multiple of 9m²(W3m x D3m)

*With adherence to the Consumption Tax Act in Japan, 10% tax is charged upon all prices declared for fairs of Messe Frankfurt Japan Ltd. taking place after 1st of October, 2019.

■ Additional fees

For exhibitors requesting stands open on more than one side, the additional fee outlined below will apply. However, the open side of your stand is decided based on adjustment of whole halls. For those who will be offered equal to or less than the requested open sides, additional fee is invoiced after booth allocation assignment.

Additional payment is required by the date on the invoice.

- 2 side open JPY 30,000 (tax excluded) *No additional charge more than 3 booths
- 3 side open JPY 50,000 (tax excluded) *No additional charge more than 5 booths
- 4 side open JPY 100,000 (tax excluded) *No additional charge more than 9 booths

*Open sides may not always face aisles, and open side request is to request stands open on more than one side, not to guarantee any specific location or zone of the booth.

4. Cancellation charge

Cancellation of all or part of the applied exhibition space will not be accepted. However, if the notice of cancellation is made in writing and the reason for cancellation is deemed unavoidable, the cancellation will only be accepted upon the payment of the following charge:

From the date of "Confirmation of your application for participation",

- Regardless of the cancellation date: 50% of the total participation fee

- After assignment of booth location: 100% of the total participation fee (and, if any, the reimbursement for the organiser's expenses caused by the cancellation)

This cancellation policy will also be applied to those exhibitors who find they are unable to obtain Japanese entry visas to attend the fair or unable to have their exhibits cleared through Japanese customs.

5. Booth allocation

The organiser will decide on the booth location based on product category, booth plan and hall layout plan, etc. The organiser's office will accept the exhibitor's perspective of booth presentation by 31 January 2020.

Interior Lifestyle Tokyo holds a special feature area whose exhibitors are specially screened by their taste and style referring to the submitted materials as well as the normal zones. The organiser shall give details upon request.

The organiser may change the location when it is necessary due to the screening after the notification to the exhibitor.

6. Subletting / exchanging of the booth space

Without the approval from the organiser, the exhibitor cannot sublet, sell, give all or part of the booth space to the third party nor exchange the aforementioned space with the third party. If an unapproved conduct is found, the participation in the fair may be deemed invalid.

7. Prohibited conducts of exhibitor

Exhibits, decoration and any other materials belonging to the exhibitor should be confined within the booth space. Promotional activities such as handing out of brochures and samples, questionnaire survey and demonstration are prohibited beyond his / her own applied booth space.

8. Indemnification

It is the exhibitor's liability in case his / her personnel or contractors cause damage to other exhibitors' stands, exhibits, organiser's facilities, exhibition hall facilities or visitors.

9. Insurance

The organiser recommends that the exhibitor covers insurance on exhibits against any and all incidents for the whole period from move-in to move-out.

10. Cancellation or postponement of the fair

[Natural and man-made disasters, etc.]

The organiser may cancel or postpone the fair because of natural and man-made disasters, disease occurrence and any other cause beyond control. In the case of cancellation, the remaining balance of participation fee after deduction of necessary expenses shall be refunded to the exhibitor; the organiser is not liable for any other damages and financial losses.

[Other reasons]

If the fair is judged to fail to have the desired success for the exhibitors, the organiser may postpone or cancel the fair. An appropriate explanation will be forwarded to the exhibitors two months prior to the fair date.

In such case, the charges paid by the exhibitor will be returned without delay.

However, the organiser will not be liable for any compensation for the exhibitor's expenditure or damages incurred.

11. Move-in / out of the exhibits and stand construction

The details will be explained in the exhibitor manual which will be delivered two months prior to the fair.

12. Visa application

A visa assistance service is available for exhibitors when the full payment of the participation fee and the application fee of the VISA are confirmed.

[Application fee of the VISA: JPY15,000(tax excluded / shipping fee included) per person]

The maximum number of persons to be applied for is 2 persons per booth. In case of reissuing and re-posting of invitation letters, additional fees (non-refundable) will be charged. The organiser will not be responsible for rejected applications in any cases.

13. Customs clearance

The organiser will provide appropriate services to exhibitors for the procedure of customs clearance in Japan. However, the organiser will not accept any liability whatsoever even if the exhibits fail to be cleared.

14. Sales during the fair

As the fair is held for trade purpose, open sales will not be permitted during the fair period.

15. Protection of the industrial property right

For products, services, technologies and the like for which the right of patent, utility model, design and trademark is to be protected, the exhibitor is requested to take necessary procedures for protection at the Japanese Patent Office prior to the fair. When making an application for participation, the exhibitor is also requested to confirm that his / her exhibit does not infringe on the right of the third party. The organiser will reserve the right to reject the participation in case of the infringement. In addition, the organiser has the right to refuse participation of the exhibition and / or remove the exhibits in a following case.

[A product with the expired intellectual property rights]

In case original right holder continuously produces the product, the organiser shall respect the right of the original manufacturer. Thus, the product produced by third party will be prohibited or removed from the fair.

16. Exclusion of liability of organiser

The exhibitor agrees to observe this general terms & conditions, rules and regulations (including exhibitor manual) issued by the organiser. The organiser may add or amend regulations for the smooth operation of the fair by written notice or the exhibitor manual. The organiser may refuse the exhibitor who breaks the regulations. In such case, charges already paid are not refundable.

When the organiser judges an exhibit is not suitable for the scope of the fair, the organiser may refuse such exhibit.

The organiser will hire the security company and make his best effort for the safety of the exhibition hall during move-in / out and the fair period. However, the organiser is not liable for the damage or loss of the exhibits.

17. Agreement on the terms & conditions and other regulations

By a submission of the application form, exhibitors are recognized that they have agreed to comply with the terms & conditions stated above and all other regulations announced by the organizer.

18. Governing law

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

19. 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.

[Visual and sound recordings by the organiser] The organiser and its group companies are entitled to make, or to have made on their behalf, visual and sound recordings, as well as sketches of exhibition stands or individual exhibits, for the purposes of documentation or for their own publications. This also applies to any persons included in such recordings.

[Privacy policy] Your personal data may be used for the purpose of providing information on fairs / magazines and related services of the *Messe Frankfurt Group companies as well as on products and services provided by exhibitors and sponsors. We will utilize your data for no other purposes. The personal information received will be kept under our strict control and management.

In addition, your company's information (including information of a contact person and representative of your company) stated in the application form may be provided to the *Messe Frankfurt Group companies and official contractors for the above purpose. The exhibitor is required to obtain the consent of the individual concerned with respect to our provision of such information to the *Messe Frankfurt Group companies and official contractors.

*Messe Frankfurt Group companies is defined in our Privacy policy provided on our website.
<https://www.jp.messefrankfurt.com/tokyo/en/privacy-policy.html>

For enquiry of privacy policy
E-mail: privacy@japan.messefrankfurt.com



APPLICATION FORM

Organiser's use: ① SLX ② CNT ③ INV ④ OLM

【1. Company information】

Company name:		
<Head office>		
Address:		
_____	Postal code: _____	Country: _____
Tel: _____	Website: _____	
<Contact person>		
Name: <input type="checkbox"/> Mr./ <input type="checkbox"/> Ms.	Title: _____	
Address:		
_____	Postal code: _____	Country: _____
<small>*If it is different from above.</small>		
Tel: _____	Email: _____	

【2. Agent in Japan】 (Please tick) Please contact below agent for fair procedure. You do not need to contact below agent.

Company:	Dept: _____
Contact person: <input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.	Title: _____
Address:	
_____	Postal code: _____ Country: _____
Tel: _____	E-mail: _____
Website: _____	

(Please tick) We are looking for an agent in Japan. We can take small lot orders. We can supply OEM products.

【3. Preference of zones】

Please fill in your 3 most preferred zones you would like to exhibit in. Zone details are available in the exhibitor's guide brochure.
Zones: HOME / ACCENT / KITCHEN LIFE / EVERYDAY / MOVEMENT* *Specialist zone.

1st	_____	2nd	_____	3rd	_____
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【4. Participation fee】 Please tick the applicable box and fill in the number of booth(s).

Booth size: 9m² (W 3m x D 3m) /booth

<input checked="" type="checkbox"/>	Booth type	Fee / JPY (tax excluded)	Number of booths	TOTAL / JPY (tax excluded)
<input type="checkbox"/>	1 booth *Including basic booth fitting	¥456,000		=¥
<input type="checkbox"/>	2 booths and more *Raw space only	¥340,000	X booth(s)	=¥

*Applicants who will only take one booth can only apply for packaged booth with fitting.

*With adherence to the Consumption Tax Act in Japan, 10% tax is charged upon all prices declared for fairs of Messe Frankfurt Japan Ltd. taking place after 1st of October, 2019.

【5. Booth fittings for 2 booths or more】

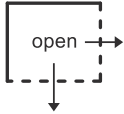
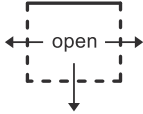
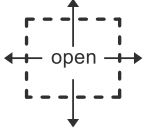
The space is provided without any booth fittings. All exhibitors are required to arrange booth fittings at their own expense.

1. We will appoint our own constructor for the booth fittings. *Please follow the regulations indicated in the exhibitor manual. (issuing February 2020)
 2. We will order "Rental stand" or "Appointed package booth" to the appointed constructor. *Please submit the order form provided.

*The use of appointed package booth is required if you exhibit in a specialist zone.

【5. Additional fees (occur upon your request)】 *multiple choice is allowed.

(tax excluded)

<input type="checkbox"/> 2 side open	<input type="checkbox"/> 3 side open	<input type="checkbox"/> 4 side open
<p style="text-align: center;">JPY 30,000</p>  <p style="text-align: center;">*No additional charge more than 3 booths</p>	<p style="text-align: center;">JPY 50,000</p>  <p style="text-align: center;">*No additional charge more than 5 booths</p>	<p style="text-align: center;">JPY 100,000</p>  <p style="text-align: center;">*No additional charge more than 9 booths</p>

*Open sides may not always face aisles, and open side request is to request stands open on more than one side, not to guarantee any specific location or zone of the booth.

*The open side of your stand is decided based on adjustment of whole halls, so it may not be able to meet your request.

*Those who will be offered equal to or less than the requested open side booth receive an invoice after booth location assignment. Additional payment is required by the date on the invoice.

【6. Product categories】

The exhibitor is required to provide all the information regarding the products to be exhibited. Please specify one product category below. Should the exhibitor want to display several product groups on a stand, please designate one of the groups as the main product category.

- | | | | | |
|-------------------------------------------------|-------------------------------------------|---------------------------------------------|--------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Tableware | <input type="checkbox"/> Kitchenware | <input type="checkbox"/> Houseware | <input type="checkbox"/> Gift Item | <input type="checkbox"/> Garments |
| <input type="checkbox"/> Baby & Kids | <input type="checkbox"/> Home accessories | <input type="checkbox"/> Furniture | <input type="checkbox"/> Textiles | <input type="checkbox"/> Food & Beverage |
| <input type="checkbox"/> Machines & Instruments | <input type="checkbox"/> Design Business | <input type="checkbox"/> Interior Equipment | <input type="checkbox"/> Contract business | |
| <input type="checkbox"/> Others: _____ | | | | |

Brief profile of your products and brand name / concept.

*The organiser is to determine exhibit zone and booth location based on product information submitted.

【7. Authorized signature】

※We hereby accept the general terms & conditions on page 2.

Name: _____ Title: _____

Signature: _____ Date: _____ / _____ / _____
(Day) (Month) (Year)