

Exhibition Application Form

FAX: +81-3-3292-1813

Please send Application Form to the Secretariat.

CITE Japan Secretariat:

c/o ICS Convention Design, Inc.

Sumitomo Corporation Jimbocho Bldg., 3-24 Kanda-Nishikicho, Chiyoda-ku, Tokyo 101-8449, JAPAN

Tel: +81-3-3219-3592 Fax: +81-3-3292-1813 E-mail: cite@ics-inc.co.jp

Date: _____

※Be sure to make a copy for yourself.

We hereby apply to exhibit, fully understanding and approving the contents described in Exhibitor Prospectus, Terms & Condition on the back of the form and Exhibitor's Manual.

Applicant

Company name			
	*The information of this field will be appear on the exhibitors list of visitors brochure and official website.	Co-exhibitor ※If any.	
Address	Zip code	Country	
	TEL :	FAX :	
Contact person	Name	Title	Company representative
	Dept.		
	E-mail:	URL http://	

Number of booth(s) and exhibition fee

Booth type	Exhibition fee per booth	Number of booth	Total amount*tax included.
Space only	¥ ×	booth(s) ...	¥
Package A type	¥ ×	booth(s) ...	¥
Package B type	¥ ×	1 booth ...	¥

Booth type for 4 booths

*Please choose booth type and circle it.

Application rules

4 booths

Single

Double

- 5 booths are NOT accepted.
- In case more than 5 booths, prime number booths are NOT accepted. (ex. 7, 11, 13 booths)
- In case more than 6 booth, single row booths are NOT accepted.
- If you need more than 16 booths, please contact the secretariat.
- In principle, the change of booth type is not allowed

Exhibit items

*Please check the appropriate category of your exhibit items.

- Cosmetic raw-materials
 Fragrance
 Package
 Manufacturing equipment/Measuring devices
 Cosmetic tools
 OEM
 Others ()

Exhibitor Technology Forum

Fee per session(30min.) *tax included.	Number of session	Total amount
¥100,000(tax included.)	×	¥
*Please write abstract or title of the presentation. (Tentative information will be OK.)		

*As for the exhibition fee, please make payment by the date as stipulated on the invoice.

*Payment is to be made by bank transfer, in Japanese Yen with transfer charge being paid by exhibitor.

*All personal and private information will be used only for CITE Japan 2009 in a reasonable manner. The obtained personal data will not be disclosed or shared with any third party without your consent unless required by law. However, this information may be provided to partner companies that have established their own information protection systems and signed a confidentiality agreement.

● Remarks

Secretariat use	
Seal of receipt	Ref. No.

CITE Japan 2009

Cosmetic Ingredients & Technology Exhibition Japan 2009

Terms & Condition

● **Prohibition of subletting of booths**
Exhibitors may not sublet, buy and sell, exchange, or transfer their company's booth without the approval of the Organizer.

● **Handling of joint displays**
In the case that applicants from two or more companies will exhibit jointly, one company shall apply as representative and inform the Organizer at the time of application of the name of the other company and related information.

● **Installation and removal of display items, etc.**
Exhibitors must install and remove booth decorations and display items according to the schedule set by the Organizer. Exhibitors installing, moving, or removing display items during the exhibition period shall do so only after obtaining the approval of the Organizer.

● **Use of venue**
All advertising and sales activities shall be conducted strictly within the booths.
Each Exhibitor assumes responsibility for ensuring that the aisles surrounding their booth do not become crowded as a result of their advertising activities.
In addition, Exhibitors shall agree not to construct their company booths in a way that impedes neighboring displays in any way whatsoever.
Should a complaint be made by a neighboring booth and the Organizer considers it necessary for the operation of the Exhibition to modify the booth, the Exhibitor of the booth in question shall agree to said modifications.

The Organizer reserves the right to restrict display items that they believe will cause problems due to noise, method of operation, materials, or other reasons, and to prohibit or remove display items that they consider incompatible with the purposes of the Exhibition. This right shall apply to all persons, items, actions, printed materials and behaviors that the Organizer considers to be a problem.

In the case of the restriction or removal described above, the Organizer shall not be liable for any refund to the Exhibitor or for other costs of display.

Exhibitors shall agree to observe all terms and conditions and the contents described in 'Exhibitor's Manual' for displaying items and advertising activity.

● **Administration of and discharge of liability for display items**
Regarding the administration and security of display items, while the Organizer will arrange security personnel and take other measures to endeavor to prevent incidents from occurring, the Organizer is not liable for loss or damage sustained from any cause whatsoever.

● **Compensation for damages**
Exhibitors shall accept liability for all damage to venue facilities, display structures or persons, etc. sustained as a result of negligence or other cause attributable to the Exhibitor or their representative.

● **Cancellation of Exhibition**
In the event that the land and buildings in which the Exhibition is to be held become unsuitable for entry or the Exhibition cannot be held due to any reasonable cause beyond its

control, the Organizer may, at its discretion, change the dates for or cancel the holding of the Exhibition. The Organizer shall not be liable for any damages, increased costs, or other detrimental situations experienced by Exhibitors as a result of such change or suspension.

● **Method of payment of exhibition fees**
The Organizer shall, after receiving the display application form, issue an invoice for exhibition fees from the Exhibition Secretariat to the Exhibitor. Exhibitors shall transfer payment of the exhibition fees in Japanese yen to the bank account designated below by the date listed on the invoice. Promissory notes, checks, etc. will not be accepted.

Bank Name: Bank of Tokyo-Mitsubishi UFJ, Ltd.,
Shin-Marunouchi Branch
Account No.4724769 (SWIFT Code: BOTKJPJT)
Account Name: CITE Japan

● **Display modification or cancellation policy**
After application, in the event of unavoidable changes to the number of booths or cancellation of display, the following cancellation fees will be charged.

*Please be sure to inform the Organizer of cancellation in writing. The cancellation fee will be calculated based on the date of arrival of the written instruction.

Before 26 December 2008 (Friday)	50% of exhibition fee
On and after 27 December 2008 (Saturday)	100% of exhibition fee

*In the case that the Exhibitor has not paid the applicable amount listed above as of the date of modification or cancellation, the Exhibitor shall promptly make payment of the amount.

*In the case that, at the time of modification or cancellation, the amount the Exhibitor has paid exceeds the applicable amount listed above, the excess amount will be refunded by the Organizer.

● **Obtaining the Visa**
If an overseas exhibitor needs to obtain a visa, the exhibitor shall take responsibility to make, 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.

● **Observance of policies**
Exhibitors shall agree to observe all terms and conditions established by the Organizer as part of this contract. In addition, Exhibitors shall interpret all of the Organizer's terms and conditions as being for the protection of the interests of this Exhibition and cooperate towards the execution of the same.