

# SURTECH 2016

## Application Form

Secretariat of SURTECH executive committee c/o ICS Convention Design, Inc.  
Chiyoda Bldg,1-5-18 Sarugakucho, Chiyoda-ku, Tokyo 101-8449, JAPAN  
Phone: +81-3-3219-3564 Fax: +81-3-3219-3628 E-mail: surtech@ics-inc.co.jp.

**FAX : +81-3-3219-3628**

Send your filled form to the above Fax number or by e-mail attachment.  
Keep a copy for your records.

**Application Deadline:**

**Sept. 30, 2015**

**Payment Deadline : Oct. 30, 2015**

**Date: 2015**

**M**

**D**

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

\*Allocation of spaces is on a "first-come-first-served" basis. Choose 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 フリガナ .....

Exhibitor Name  
(English)

Domestic/Foreign  Domestic (Japanese) Exhibitor  Foreign Exhibitor (please indicate country name):

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

Company Name  
(English)

Company  
Address

URL http://

Department:

Contact Person  
for the Exhibition

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: SURTECH executive committee  
URL: <http://www.surtech.jp/en/privacy.html>  I agree.

● **Application/Fees** (including tax.) Will be invoiced after the application is confirmed by the secretariat. Payment deadline: Oct. 30, 2015

◆Exhibition Space (1 booth: 3m x 3m=9m <sup>2</sup> )	unit price (incl. tax)	no. of booths	total price (incl. tax)	requested space number (choose from the layout on the official web site)
<input type="checkbox"/> Company Area	¥345,600	× ( ) booths =	¥	( )
<input type="checkbox"/> Public Organizations <input type="checkbox"/> Overseas Pavilions <input type="checkbox"/> University Labs	Area ¥172,800	× ( ) booths =	¥	( )
◆Exhibitor Presentation (1 slot 45min.)	unit price (incl. tax)	no. of slots	total price (incl. tax)	requested date & time
Seeds & Needs Seminar	A Seminar	¥162,000 × ( ) =	¥	( )
	B Seminar with Simultaneous interpreting (English-Japanese)	¥291,600 × ( ) =	¥	( )
	C Seminar	¥162,000 × ( ) =	¥	( )
	D Seminar	¥162,000 × ( ) =	¥	( )
Main Theater Presentation	¥270,000	× ( ) =	¥	( )

◆ **Product or Technology  
to be presented**  
(as far as planned)

Remarks or comments:	Approved	Received	Application no.
	Secretariat use		

# 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, 2015 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. Guaranty

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 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. Show cancellation

The organizer, based on its own judgment, may change the period of or cancel the exhibition if the land or structure used for the venue becomes inappropriate for use, or if the show is interrupted owing to a legitimate cause. In such cases, the organizer shall not be held liable for resultant damages, cost increases, or any other problems.

## 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 July 31, 2015.

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.

From Aug. 1 to Sep. 30, 2015:	50% of the invoiced amount (including taxes).
From October 1, 2015:	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.