

# BOOKING INFORMATION & REGULATIONS

## INTERMOLD TOKYO April 17 - 20, 2019 at Tokyo Big Sight

If you are in Korea, Taiwan or China, you should contact our sales representative in each area. For contact information please visit our website at [http://intermold.jp/english/overseas\\_agents](http://intermold.jp/english/overseas_agents)

### 1. BOOTH SIZE

3,000W x 3,000D x 2,700H (m/m)

\*This is the minimum unit to be accepted as a regular booth. The booking will be accepted on a booth unit basis. If booking for more than 4 regular booths (36 sq.m.) the exhibitor can choose either double line combination or single line combination. For 36 sq.m. booking : the secretariat can arrange both 6m x 6m, double line or 3m x 12m, single line according to the request by the exhibitor.

If you have any inquiry about the booth size, please consult with the secretariat.

### 2. BOOTH RENTAL CHARGE

#### Basic Type (Raw Space Only) ¥345,600/Booth

Exhibitors will have to order the booth construction company for the booth construction by themselves. If exhibitors need some help for that, please consult with the secretariat.

#### Shell Scheme Type ¥423,360/Booth

Shell Scheme type including wall panels (Back, Side), carpeted floor space, two fluorescent lights, two spot lights, one outlet (100v/300w), fascia board with the company name, one information desk with a folding chair, electric wiring charge (1kw), electricity usage charge (1kw).

\*Electricity charge (Up to 1kw) is included.

In case electricity usage is over 1kw, the exhibitor is charged extra.

\*Only 1 company name board, 1 information desk, and 1 folding chair will be utilized regardless of the number of booked booths.

\*Consumption tax 8% is included in above price.

#### First Time Package ¥453,600/Booth

Exhibitor who participates in INTERMOLD "first time from overseas" can select this booth type.

First Time Package including wall panels (Back, Side), carpeted floor space, two fluorescent lights, two spot lights, one outlet (100v/300w), one fascia board with the company name, one glass showcase, one meeting set, a wastebasket, a brochure stand, electric wiring charge (1kw), electricity usage charge (1kw).

\*You can select color for carpet, a fascia board and 2 panels of walls.

\*Electricity usage charge (Up to 1kw) is included. In case electricity usage is over 1kw, the exhibitor is charged extra.

\*Only 1 company name board and 1 meeting set will be utilized regardless of the number of booked booths.

\*Consumption tax 8% is included in above price.

#### Corner Booth Charge ¥54,000

One or two booth(s) applicants are charged JPY54,000 as a corner booth request. Three booth and more applicants are excluded.

### 3. OTHER COSTS

Exhibitors must bear all expenses that are needed for their promotion in the show other than booth rental charges such as booth building cost, electricity, compressed air, rental furniture, travel, accommodation, catalogues, and so on. Exhibitors who booked Shell Scheme booth can save some booth building cost. Normally it depends on how many additional things exhibitors order. If you need further information about the cost, please contact the secretariat.

### 4. POLICY FOR APPLICATION & CANCELLATION

Anyone who tries to reserve exhibit space must submit the complete application form via through website or email. After the secretariat receives it, the exhibit space will be secured for the exhibitor. The exhibitor must also be financially responsible for the reserved space. **Payment must be completed within 30 (thirty) days after the secretariat issues an invoice.**

**The exhibitor who apply for the show at the first time must pay the Booth Rental Charge within 14 (fourteen) days after the secretariat issues an invoice.**

If the exhibitor tries to cancel all or part of the booked space, the exhibitor must inform the secretariat in writing.

The date the secretariat receives the letter of cancellation is considered as the official date of cancellation. After the application deadline, the exhibitor will be responsible for all or part of the cost for the space contract. The exhibitor must pay the cancellation charge in accordance with the following scale.

Period in which cancellation notice is accepted	Cancellation Charge
Application Date - December 21, 2018	10% of Total Booth Rental Charge
December 22, 2018 - January 7, 2019	50% of Total Booth Rental Charge
January 8, 2019 - January 31, 2019	75% of Total Booth Rental Charge
After February 1, 2019	100% of Total Booth Rental Charge

Note : The secretariat will not accept any tentative reservation for exhibit space. Submission of the complete application form is considered as an official space reservation.

### 5. PAYMENT METHODS

The secretariat will issue an invoice after processing the complete application form sent by the exhibitor. **The exhibitor must make the necessary arrangement of payment within 30 (thirty) days after the date of the invoice issuance. (The new exhibitor must make the necessary arrangement of payment within 14 (fourteen) days after the date of the invoice issuance.)**

\*Application will be turned down if the secretariat has determined that the exhibits don't fit in the contents of the exhibition, when the space is fully booked, or the payment is not completed appropriately.

\*Payment must be made by bank transfer in Japanese Yen at the time of the application.

\*Bank transfer charge both side in your country and in Japan should be paid by the applicant.

\*Please note that the secretariat will not accept credit cards, checks, and money orders.

\*The booking with unpaid all or the part of booth rental charge will automatically be cancelled by the secretariat 30 (thirty) days after the issuance of the invoice. The applicant must be aware that the secretariat and the organizer do not accept any complaints about the damage occurred by this rule.

### 6. BOOKING PROCEDURE

1. Please apply from our website.
2. After the secretariat has approved, you will receive a confirmation email.
3. The secretariat will issue you an invoice.
4. You are requested to pay the full amount of the booth rental charges within 30 (thirty) days after the invoice issuance to secure your booking. (See "Payment Methods" for detail)
5. Your booth reservation has been completed.

#### For the New Exhibitor

1. Please apply from our website.
2. The secretariat will issue you an invoice.
3. You are requested to pay the full amount of the booth rental charges within 14 (fourteen) days after the invoice issuance to secure your booking. (See "Payment Methods" for detail)
4. After the secretariat confirms your payment, you will receive a confirmation email.
5. Your booth reservation has been completed.

### 7. POST BOOKING PROCEDURE

#### ◆ FLOOR PLAN

The Floor Plan is arranged by the secretariat after the deadline of the application process. It takes a certain amount of time to be checked by several government officials. The exhibitors will be informed after these procedures finish. \*The secretariat reserves all rights regarding the floor plan, and no complaints about it will be accepted.

#### ◆ EXHIBITOR'S PACKET

Exhibitor's Packet that includes Exhibitor's Manual, Application Forms for the exhibition preparation, Badges and so on, will be provided to exhibitors around February, 2019. All exhibitors must check everything in the packet and go over the manual carefully. Exhibitors are responsible for doing the preparation promptly and properly within the deadlines designated on the manual.

\*The secretariat will not be responsible for any disadvantage that may arise from the failure of doing the preparation of exhibitors.

#### ◆ EXHIBIT ITEMS FROM FOREIGN COUNTRIES

Tokyo Customs office may not recognize this fairground as "Bonded Exhibition Area", if we have few offers of "Bonded Exhibition Area".

In that case, please use the ATA Carnet when you ship your exhibition cargo to Japan.

If you don't use ATA Carnet, all items must be cleared through regular customs formalities paying applicable duty and 8% of consumption tax. Duty and consumption tax you paid can not be refunded.

#### Exhibition Management

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