

[GENERAL REGULATIONS]

1. Application Approval

Application period is by June 15 (Mon.), 2020.

(Acceptance of applications is going to be closed once all exhibition spaces are occupied, even if before June 15.)

The Organizer reserves the right to decline applications if the exhibit of the Applicant is considered unsuitable to the purpose of the exhibition.

The Organizer is not going to be liable for any damages caused by this.

2. Payment of Exhibit Space Fee

An invoice of the exhibit space fee is going to be sent to the Applicant after obtaining approval of the Organizer. The total fee have to be paid by Japanese Yen only. No check is accepted.

Please pay the total fee by June 30 (Tue.), 2020.

You are required to make a bank transfer to the bank account specified on the invoice. Please note that bank-handling charges are the liability of the Applicant. And please note that international transfer fee (JPY 10,000) is going to be charged when you're paying.

3. Cancellation

In case of cancellation, the Applicant shall submit a written notice to the Organizer. The following cancellation fee is charged. In the event that the Applicant have not yet remitted the proper amount as noted above, the Applicant must remit it immediately. If the applicants have already remitted more than the amount noted above, the excess amount is going to be refunded by the Organizer. (bank-handling charges are the liability of the Applicant.)

Deadline of Cancellation (in writing)	Cancellation Fee
On / Before June 30, Tue., 2020	50% of Total Exhibit Space Fee included tax.
On / After July 1st, Wed., 2020	100% of Total Exhibit Space Fee included tax.

4. Cancellation by the Organizer

- (1)The Organizer will be able to cancel the exhibit without any admonition when the exhibitor is determined as a crime syndicate, a member or an affiliate of a crime syndicate, a corporate extortionist, a social activist, etc. (collectively referred to as "antisocial forces").
- (2)In such case as (1), the Organizer is allowed to demand compensation of damages caused by this to the corresponding exhibitor. Any paid exhibit space fee is not going to be refunded.
- (3)In such case as (1), the Organizer is not going to be responsible for any payment or liable for any damage to the exhibitor.

5. Booth Allotment

The Organizer reserves the right to decide booth allocation and reallocation, taking the following into consideration: the overall zoning plan, the type and scale of exhibits, demonstration plans and application date, exhibition effect as a whole, etc.

The Applicant cannot claim any damage caused by booth allotment or reallocation.

6. Prohibition of Reselling and Renting Booth

The Applicant cannot rent, resell and exchange or sell the booth allotted for the Applicant, without obtaining permission from the Organizer.

7. Sharing a Booth by Two or More Exhibitors

If two or more companies share a booth, one representative of them shall apply and inform to the Organizer the names of other companies as co-exhibitors.

8. Installation and Removal of Exhibition Materials

- (1)Transportation and installation of exhibiting materials have to be carried out during the period designated by the Organizer. The facilities within the booth have to be installed before 4 p.m. on the last day of installation period. The Organizer reserves the right to dispose of the booth in whatever manner the Organizer thinks appropriately, if the applicant fails to install their exhibiting materials by the designated time and date. If this happened, the Applicant must pay the designated cancellation charge (100% of the exhibit space fee) to the Organizer.

- (2)If the Applicant must move, remove, or transport the exhibiting materials during the period of the exhibition, the Applicant must obtain permission of the Organizer in advance.

- (3)Any materials have to be removed from booths by the stated time and date. The materials left within the booths after this time and date is going to be removed by the Organizer by the Applicant's expense.

9. Use of the Venue

- (1)The Applicant should exhibit the products which fulfill the purposes of this exhibition and which are specified on the application form.

- (2)All demonstrations or any other advertising and sales activities shall be restricted to areas inside of each booth. The Applicant shall be responsible for ensuring that the aisles near the booth not to be excessively crowded because of its demonstrations or any other advertising and sales activities.

- (3)The Applicant shall give sufficient consideration to making sure that the decorations and designs of its booth not to block the next to booths of other companies. If a complaint is lodged from next to exhibitor, the Organizer shall determine the need of changing the decorations or designs from the standpoint of running and managing the exhibition. If changes are judged to be necessary, the booth exhibitor we mentioned must agree with such changes.

- (4)The Organizer shall have the right to restrict or remove displayed items that are deemed problematic or unsuitable to the exhibition because of the noise, the operation procedures, materials, or any other reasons. This authority shall cover people, actions, printed matter and any other matters which the Organizers regard as being problematic.

- (5)As the aforementioned clauses, if there is a need for restrictions or removal, the Organizer shall not be responsible for any expenses or damages.

10. Exhibits

- (1)The Applicant should exhibit the products which fulfill the purposes of this exhibition.
- (2)Exhibits prohibited by Japanese laws are not to be permitted to display in this exhibition. The Organizer does not take any responsibility regarding the troubles made by violation.

11. Custody and Protection of Exhibits

The Organizer is going to take security measures such as assigning security guards for custody and protection of exhibits at the site; however, will not be liable for damages or compensation for fire, theft, loss, damage or any other accident.

12. Damage Compensation

The Applicant shall be responsible for any or all damages caused by the carelessness of itself or its agents to exhibition, facilities, materials, building, or people.

13. Alternation and cancellation of exhibition

If exhibition was postponed or cancelled because of inevitable factors (Natural disaster, War, and Other reasons), the organizer shall not pay you back exhibit fee and won't take any responsibility for damage, increased costs or any other disadvantages incurred by the abovementioned incidents.

14. Regarding Invitation Letters

The Organizer won't issue the Invitation letters for applying VISA even if exhibitors ask the organizer or management office to issue them.

15. Observance of Regulations

The Applicant need to agree with the provisions stated on this "General Regulations", "Exhibitors Manual" or any other regulations established separately by the Organizer.

If the Applicant breaches any of these provisions, the Organizer may cancel the Exhibition Contract regardless of the reason and shall not be liable for any resultant damage.

Submit to : RISCO TOKYO Management Office

Within ATEX Co., Ltd. 4F. Daido Seimei Kasumigaseki Bldg. 1-4-2 Kasumigaseki, Chiyoda-Ku, Tokyo 100-0013, JAPAN
TEL : +81-3-3503-7641 FAX : +81-3-3503-7620 E-mail: ofc@kikikanri.biz

Applicant<Please type only.>

Date	Month / Day / 2020	Company Name	Contact
			Department/Section Title Name (Mr. / Ms.) Email

Co-Exhibitor Names

Deadline for listing names on the invitation ticket : July. 31st, Fri.
Deadline for listing names on the floor map : Sep. 30th, Wed.
NO deadline for listing names on the official website.

[Exhibitor names is going to be listed as shown below]

- Main Exhibitor (Applicant)
- ※Co-exhibitor 1
- ※Co-exhibitor 2

※Exhibitors list is going to be on the official website at beginning of September. After "Exhibitor's Page" online is ready, information of co-exhibitors can be added and edited by the applicant.

[NOTE] On the exhibitors list of invitation ticket and floor map, co-exhibitors is going to be listed in the order on this form but not in alphabetical order. If it is a Japanese company, please write down its name in Japanese as well.

1	<input type="checkbox"/> Registration	Co-Exhibitor Name	8	<input type="checkbox"/> Registration	Co-Exhibitor Name
	<input type="checkbox"/> Cancel	Company Address (Country)		<input type="checkbox"/> Cancel	Company Address (Country)
2	<input type="checkbox"/> Registration	Co-Exhibitor Name	9	<input type="checkbox"/> Registration	Co-Exhibitor Name
	<input type="checkbox"/> Cancel	Company Address (Country)		<input type="checkbox"/> Cancel	Company Address (Country)
3	<input type="checkbox"/> Registration	Co-Exhibitor Name	10	<input type="checkbox"/> Registration	Co-Exhibitor Name
	<input type="checkbox"/> Cancel	Company Address (Country)		<input type="checkbox"/> Cancel	Company Address (Country)
4	<input type="checkbox"/> Registration	Co-Exhibitor Name	11	<input type="checkbox"/> Registration	Co-Exhibitor Name
	<input type="checkbox"/> Cancel	Company Address (Country)		<input type="checkbox"/> Cancel	Company Address (Country)
5	<input type="checkbox"/> Registration	Co-Exhibitor Name	12	<input type="checkbox"/> Registration	Co-Exhibitor Name
	<input type="checkbox"/> Cancel	Company Address (Country)		<input type="checkbox"/> Cancel	Company Address (Country)
6	<input type="checkbox"/> Registration	Co-Exhibitor Name	13	<input type="checkbox"/> Registration	Co-Exhibitor Name
	<input type="checkbox"/> Cancel	Company Address (Country)		<input type="checkbox"/> Cancel	Company Address (Country)
7	<input type="checkbox"/> Registration	Co-Exhibitor Name	14	<input type="checkbox"/> Registration	Co-Exhibitor Name
	<input type="checkbox"/> Cancel	Company Address (Country)		<input type="checkbox"/> Cancel	Company Address (Country)

※Please take a copy for your record.

[Privacy Policy]

The personal information you provide to us is going to be rigorously managed by the Organizer and the Management Office on the basis of privacy policy of the Organizer (www.bigstight.jp/english/privacyStatement).

Management Office Use Only

Submit to : RISON TOKYO Management Office

Within ATEX Co., Ltd. 4F. Daido Seimei Kasumigaseki Bldg.
1-4-2 Kasumigaseki, Chiyoda-Ku, Tokyo 100-0013, JAPAN
TEL : +81-3-3503-7641 FAX : +81-3-3503-7620 E-mail: ofc@kikikanri.biz

Applicant<Please type only.>

Date	Month / Day / 2020		
Company Name		Contact	Department/Section
			Position
Address			Name (Mr. / Ms.)
			TEL () - /FAX() - <small>Country code</small>
	Country()		Mobile() - /Email <small>Country code</small>

[NOTE] RISON Management Office sends you information via Email. Please put ofc@kikikanri.biz to the safe list to receive important information successfully.

1. Exhibitor Presentation

① Style and session quantity

<input type="checkbox"/> Stage Presentation(1 session / 45 minutes)	_____ Session
<input type="checkbox"/> Room Presentation(1 session / 60 minutes)	_____ Session
JPY 165,000 × Total _____ Sessions = JPY _____ (Tax Incl)	

② Speaker (if he is different from the applicant)

Company Name			
Department / Section		Position	
Name	Mr. / Ms.	TEL () - /FAX () - <small>Country code</small>	
		Mobile () - /Email <small>Country code</small>	

③ Title

※Including "target audience," "what to solve," or "function of product" within the title is recommended to attract potential audience.
※If you apply two or more sessions and each session has different speaker/title, please inform Management Office.

Within 60 letters or 10 words

④ Request ※If you have a preferable schedule (Day, AM/PM), please list here. (e.g. PM of October 21st)

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2. Advertisement

Option	① Unit Price (Tax Incl)	② Quantity	③ Subtotal (Tax Incl)(①×②)	Total (Tax Incl)
<input type="checkbox"/> Banner on Official Website	JPY 165,000		JPY	JPY
<input type="checkbox"/> Floor Map Advertisement	JPY 165,000		JPY	
<input type="checkbox"/> Combo (Banner & Ad)	JPY 275,000		JPY	
<input type="checkbox"/> e-Newsletter	JPY 165,000	1 Time	JPY	

TOTAL (Presentation + Advertisement) JPY(Tax Incl)

※Please take a copy for your record.
※A invoice is going to be issued after the Management Office received the application.
※Bank Charge is to be paid by the applicant additionally.(Chargeable JPY 10,000 for each bank remittance.)

Management Office Use Only	Date	No.	Confirmed	Approved	Remarks

1. Exhibitor Presentation



Extra exposure on invitation tickets and more

Schedule, title, and company name are going to be shown on the official website, invitation ticket, floor map and more!

Get the list of your potential clients

Data of audience who are interested in your presentation is going to be provided after the presentation if you'd like to have. You will be able to use it for the following sales and marketing effectively.

Stage Presentation

At the special stage with 150 seats and open environment will be the best opportunity for introducing your service, holding a premiere of new product, having a panel discussion for RISCON visitors.

- Dates : Oct. 21 Wed. - 23, Fri., 2020
- Venue : Special Stage within RISCON TOKYO
- Capacity Plan : 150 seats
- Time : 45 minutes / 1 session
- Equipment Plan : Screen, projector, lectern, microphone, chairs for audience

【Fee】 JPY 165,000 (Tax Incl)

【Deadline】 Jul. 31, Fri., 2020

Room Presentation

Possible to invite visitors interested in your products and technology and explain details in a closed private room. Suitable for sales agents workshops too.

- Dates : Oct. 21 Wed. - 23, Fri., 2020
- Venue : At special room within RISCON TOKYO
- Capacity Plan : 80 seats
- Time : 60 minutes / 1 session
- Equipment Plan : Screen, projector, lectern, microphone, chairs for audience

【Fee】 JPY 165,000 (Tax Incl)

【Deadline】 Jul. 31, Fri., 2020

【NOTE】

- ※Session slots basically is going to be taken by first-come-first-served basis, but RISCON Management Office may adjust schedule if necessary.
- ※Please contact RISCON TOKYO Management Office for availability of slots and additional equipment.
- ※Promotions by RISCON TOKYO Management Office does not guarantee a certain number of audience.

2. Advertisement

Banner on Official Website

Promote on RISCON's official website that recorded 400,000 PV last year.



- Guaranteed Linking Period
Jul. 2020 - Jan. 2021 (For 7 months)
The banner is going to be shown after payment.
- Banner data shall be H200 pixel × W200 pixel and format of .jpg or .gif.
- 【Fee】 JPY 165,000 (Tax Incl)
- 【Deadline】 Aug. 31, Mon., 2020

Floor Map

Printed floor maps are going to be distributed to ALL visitors for free. In addition to your advertisement, your booth location will be highlighted to draw visitors' attention.



- Quantity Plan : 25,000 copies (expected)
- Advertisement date shall be H37mm×W69mm, CMYK, .ai format.
- 【Fee】 JPY 165,000 (Tax Incl)
- 【Deadline】 Aug. 31, Mon., 2020

Combo (Banner & Floor Map)

Powerful combination of promotions through seasons for reasonable price.

- 【Fee】 JPY 275,000 (Tax Incl)
- 【Deadline】 Aug. 31, Mon., 2020
- ※Terms of use and data conditions are the same as separate application form.

e-Newsletter

Your promotional texts are going to be sent from RISCON Management Office as a part of show information of its mailing list that has more than 40,000 accounts.

- One time use only
Schedule is determined by RISCON TOKYO Management Office (Sep. - Oct.)
- Data shall be within 200 letters or 35 words & 1 URL in .txt format.
- 【Fee】 JPY 165,000 (Tax Incl)
- 【Deadline】 Aug. 31, Mon., 2020

Contact
RISCON TOKYO
Management Office

Within ATEX Co., Ltd. 4F. Daido Seimei Kasumigaseki Bldg.
1-4-2 Kasumigaseki, Chiyoda-Ku, Tokyo 100-0013, JAPAN
TEL : +81-3-3503-7641 FAX : +81-3-3503-7620 E-mail: ofc@kikikanri.biz

Please use the form on the back side to apply