RISCON TOKYO Security & Safety Trade Expo 2023 Security & Safety Trade Expo 2023

No.2 Exhibit Category from is mandatory for ALL

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

Application Deadling June 30, Fri., 2023

Date Month	/ Day	/ 2023	Do you have co-exhibitors?	Please submit Co-Exhibitors Registration Form (No. 3) along with your application.	🗆 No
Company Name					
Company Address				Country(	
TEL Cou	ntry Code( )		FAX Country C	Code()	
Name (Mr	. / Ms.)		Position		
Contact Departme	nt/Section				
http://			E-mail		
Ease tick. For further c	ommunication with	our company, pleas	e contact our representative / agent.	[All documents and invoices are going to be	e sent to them
Agent Name					
Name Agent				Country(	
Name	ntry Code( )		FAX Country C		
Name Agent Address	ntry Code( )		FAX Country C Position		
Năme Agent Address <u>TEL Cou</u>	,				

(http://www.bigsight.jp/english/visitor/privacy-statement/). [NOTE] RISCON Management Office sends you infomation via Email. Please put <u>ofc@kikikanri.biz</u> to the safe list to receive important information successfully.

3 Space Required & Exhibit Fee (Tax Incl)

Booth Type	OUnit Price	e 🛛 🕞 Ouantity	© Corner Re	servation	Total Space	Fee(@xb+c)	Payment Deadline		
		e Quantity							
Standard	JPY 435,60	00	□ Yes JPY □ No				July 21 Man 2022		
(WDI1:5111×21/11)		Booth(	s)		JPY		July 31, Mon., 2023 Bank Charge is to be paid by the applicant		
		1					additionally. (Chargeable JPY 10,000 for each bank remittance.)		
(WDH:2m×2m×2.7m)	JPY 217,80	JU Boot	h			(Tax Incl)			
Corganizer's Special Plan is only available for first-time exhibitors participating in any of "Risk Control DX/Cyber Security Solution" or "Risk Control Drone Solution."									
Booth Type Reques	•			noing to be type a	a.)				
a. Single-row		b. Double-ro			c. Island boo	oths Available f	(or 12) ( m ) ( m)		
booths		booths (Available for		_	(Please cons to Managem	III bootho or i			
		4 booths or r	,		Office.)		a multiple of 3m.		
(5) Exhibit Details (No.2	0,	,	,				)		
(e.g. DMAT equipment [Premiere]	Made In U.S.A.: Sp	becially developed for	XXX and YYY function	ons are imroved.	Demonstrations at	RISCON is planned	1.)		
					*Exhibits proh	bited by Japanese I	law cannot be displayed in this exhibition.		
Message	out your product, t	technology, service, o	or solution to be ext	ibited within 15	words in English c	r 20 letters in Japar	nese. *Will be used it on Website etc.		
to visitors									
6 Target Solution (Yo									
For Government and	d Municipal offic		Manufacture		Wholesaler and		For Medical and Welfare		
<ul> <li>For Infrastructure</li> <li>Exhibiting / Constr</li> </ul>	ustion Diana		Construction		Educational faci	lities	For Back office		
Gas Piping	Plumbing		am Piping	Compressed	Air Pining	Anchor Bolt	ts Sampling Food / Beverage		
							1 3 3		
Yes • No	Yes •	No Yes	• No	Yes •	No		No Yes No		
Demonstration	Sample Sell	ling Japan	ese Available	Exhibits Hi 2.7		Heavy Exhib e of vehicle 4 t or l	its Exhibits with heavier) Smoke / Exhaust		
Yes • No	Yes •	No Yes	• No	Yes •	No	Yes • N	No Yes • No		
8 Exhibitor Presentat	ion	9	Advertisem	ent/e-News	sletter 🔟 N	lote			
Yes • No			Yes •	No					
Please complete the attached form (No. 4 "Exhibitors participating in "Risk Control D> "Risk Control Drone Solution."can make a (*applicable to only one session per one e	) to apply. (/Cyber Security Solutic a presentation free of ch xhibitor).	on" or narge	ease complete the attach	ed form (No. 4) to a	pply.				
1 Authorised Signatu			s approved by Expo	Management, the	e cancellation fee	shall be charged for	your withdrawal.		
Authorised	Person		Tit	le		Sig	nature (mandatory)		
		Be sure to	read general regulat	*The si	igner have to be a	uthorised to sign on	behalf of the applicant mentioned above. on paper as a duplicate of your company.		
	Date	No.	Confirmed 1	Confirmed 2	Approved	Remarks			
Management Office Use Only									

# [GENERAL REGULATIONS]

# 1. Application Approval

Application period is by June 30 (Fri.), 2023.

(Acceptance of applications is going to be closed once all exhibition spaces are occupied, even if before June 30.)

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 July 31 (Mon.), 2023.

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.

In the event that the exhibit space fee is not received by the above date, the Organizer or the Management Office may cancel the approval of the application.

### 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 July 31, Mon., 2023	50% of Total Exhibit Space Fee included tax.
On / After Aug 1, Tue, 2023	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 ac "anticacial forces")

(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 reallotment.

# 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 Organaizer 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

In the event the Exhibition is canceled or postponed indefinitely for reasons of Force Majeure, including but not limited to, a natural disaster, pandemic, an order or request of the competent government, administrative or other public authorities, and loss of adequate access to the premises and buildings of the Exhibition venue, then the Organizer and the Management Office will return any exhibit space fee already received in accordance with the following rules. However, neither the Organizer nor the Management Office shall be held liable for any expenses that may have incurred to the Exhibitor in relation to the exhibit.

Date of Cancellation/Postponement	Amount Returned to the Exhibitor
Application date ~ June 30, Fri., 2023	100% of Total Exhibit Space Fee included tax.
July 1, Sat., 2023 ~ Aug 18, Fri., 2023	70% of Total Exhibit Space Fee included tax.
Aug 19, Sat., 2023 ~ Oct 6, Fri., 2023	50% of Total Exhibit Space Fee included tax.
Oct 7, Sat., 2023 ~ Oct 13, Fri., 2023	0%

#### 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.

### 16. Court of Jurisdiction

Each party hereby agrees that any court action over disputes between the Organizer and the Exhibitor arising out of or in connection with this Exhibition Contract shall be subject to the exclusive jurisdiction of the Tokyo District Court at the first instance. In such cases, both parties shall comply with regulations written in Japanese language and Japanese laws in terms of the interpretation of the regulations of the Exhibition Contract.

Risk Control in Tokyo	
RISCON	Security&SafetyTradeExpo2023

Submit as Needed No.3 for Exhibit Spac Exhibit Category TOKYO From is **Co-Exhibitors Registration Form** SEECAT SpecialEquipmentExhibition&ConferenceforAnti-Terrorism'23 mandatory for AL Within ATEX Co., Ltd. 4F. Daido Seimei Kasumigaseki Submit to : RISCON TOKYO Management Office 1-4-2 Kasumigaseki, Chiyoda-Ku FAX : +81-3-3503-7620 100-0013 JAPA Applicant<Please type only.> Date Month / Day / 2023 Department/Section Title Company Contact Name (Mr. / Ms.) Name Email **Co-Exhibitor Names** [Exhibitor names is going to be listed as shown below] Deadline for listing names on the show information pamphlet : July. 21st, Fri. Main Exhibitor (Applicant) Deadline for listing names on the floor map : Sep. 22nd, Fri. \*Co-exhibitor \*Co-exhibitor 2 NO deadline for listing names on the official website. \*Exhibitors list is going to be on the official website at late August. After "Exhibitor's Page" online is ready, information of co-exhibitors can be added and editted by the applicant. [NOTE] On the exhibitors list of show information pamphlet 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. Co-Exhibitor Name Co-Exhibitor Name Registration Registration 8 1 Cancel Cancel Company Address Company Address (Country (Country ) ) Co-Exhibitor Name Co-Exhibitor Name Registration Registration 9 Cancel Cancel Company Company Address Address (Country (Country ) ) Co-Exhibitor Name Co-Exhibitor Name Registration Registration 10 Cancel Cancel Company Address Company Address (Country ) (Country ) Co-Exhibitor Name Co-Exhibitor Name Registration Registration Cancel Cancel Company Address Company Address (Country ) (Country ) Co-Exhibitor Name Co-Exhibitor Name Registration Registration Cancel Cancel Company Company Address Address (Country ) (Country ) Co-Exhibitor Name Co-Exhibitor Name Registration Registration 6 Cancel Cancel Company Address Company Address (Country ) (Country Co-Exhibitor Name Co-Exhibitor Name Registration Registration 14 Cancel Cancel Company Company

%Please take a copy for your record.

Address

[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 (https://www.bigsight.jp/english/visitor/privacy-statement/).

(Country

Address

Management Office Use Only

(Country

)

Submit Required for ALL No.2

cation Deadlin e 30, Fri., 2023

SEECAT SpecialEquipmentExhibition&Conference	forAnti-Terrorism'23	Exhibit	Catego	ory For	m	Irganizer: Tokyo Big Sight Inc	mandatory for ALL
Submit to : RISCON TOKYO N	lanagement Of	fice			-2 Kasumiga	aseki, Chiyoda-Ku, <sup>-</sup>	imei Kasumigaseki Bldg. Tokyo 100-0013, JAPAN E-mail: ofc@kikikanri.biz
Applicant <please only.="" type=""></please>							]
Company Name	/ 2023		Contact N:	epartment/Section tte ame (Mr. / Ms.) mail	on		
Exhibit Category (Please select ON	IE category that	your exnib	lit(s) belong	(s to.)			
Disaster Risk Reduction	η ΒΟΡ·Βι	ısiness Ri	sk Manag	ement		Secur	ity
- Special Theme –  Evacuation Shelter / Stockpile, Stranded Commuter Measures  Emergency Information Transmission / Disaster Prevention Application	Energy or Securing Safety Co	- Special Electrical power Emergency Communication onfirmation on	er / Water / on / Emergency			for Building / Offic	ce
Building Community with Disaster Resiliend     Earthquake · TSUNAMI · Volcano Measure     Weather Disaster Measures     Fire Protection and Large Fire Measures     Rescue · Emergency Medicine     Restoration · Reconstruction     Mobility for Disaster Measures     Robot · Al for Disaster Measures     Location Information / Map Information Util     Disaster Management Goods and Service     from Municipality, Group and Organization     Other Disaster Risk Reduction Measures	M Formulation Disease Mea rance / Consul for Law / Laws Healthcare M / Transport Ri / Management	ting suit / SNS Mea easures isk Measures of Dangerous ( obal warming / res asures / M&A	I Review	_ Monitorii _ Detectic _ Access _ Security	Robot / Virtual Synapping and Alert System n / Inspection / A Control / Authenti Service / Special acurity Equipment	em / Camera nalysis / Video Analysis ication System Equipment	
Affiliated Eve Risk Control DX/Cyber S		tion		Risk Co		ed Event Drone Solu	tion
Proposal for Promotion of Digitalization a     Proposal for Promotion of Digitalization a     Business Risk Management     Proposal for Promotion of Digitalization a     Cyber Security Measures	ntrol	<ul> <li>Utilization of Drone in Disaster Control</li> <li>Utilization of Drone in BCP/Business Risk Management</li> <li>Utilization of Drone in Security</li> <li>Drone (UAV/ROV/Platform )</li> <li>Equipments and devices for Drones / Other Drone Solutions</li> </ul>					
*Please complete the attached form (No. 4) to appl *Including the cost to hold 1 session of exhibitor pr	-		*Please complete the attached form (No. 4) to apply.           *Including the cost to hold 1 session of exhibitor presentation.				
SEECAT (Spec	ial Equipmen	t Exhibiti	on & Con	ference 1	for Ant	i-Terrorism	)
- Special Ther		- Theme Exhibition –     Robot & Drone     Harbor Guard Solution &Border Control Measures     Counter Terrorism for Softtarget     CBRNE Terrorism Measures				sures	
Detection, Inspection, and Analysi Communication Equipment and Er Special Equipment Refuge Rescue Emergency Medici Other Anti-Terrorist Measures	3		onitoring and A respassing Pre nd Biometric S mulators and <sup>-</sup> MP Measures	evention Fa System	cilities and Equip	ment Access Control	
Management Office Use Only	No.	Confirmed 1	Confirmed 2	Approved	Remark	5	

[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 (https://www.bigsight.jp/english/visitor/privacy-statement/).

# RISCON Security & Safety Trade Expo 2023

Submit as Needed

**Promotional Tools Application Form** 

No.1]Application Form for Exhibit SpaceNo.2 Exhibit Category From is mandatory for ALL

Submit to : RISCON TOKYO Management Office

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

No.4

Applicant <please only.="" type=""></please>									
Date	Month	/ Day	/ 2023						
Company						Department/Section	n		
Name						Position			
					Contact	Name (Mr. / Ms.)			
Address						TEL ( ) Country code	-	/ FAX() Country code	-
		Country(		)		Mobile ( ) Country code	-	/ Email	

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

I. Exhibitor Presentation Exhibitor presentation Exhibitor free of charge (*applicable to only one session per one exhibitor). Please fill in the following 1 to 4, and put "0" in the box of payment.					
①Style and session quantity					
□ Stage Presentation(1 session / 45 mir	nutes) Session				
Room Presentation(1 session / 60 mir	nutes) Session				
JPY 165,000 $\times$ Total	Sessions = JPY	(Tax Incl)			

# **OSpeaker** (if he is different from the applicant)

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

# **③Title**

%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
L	
(	(4) <b>Request</b> %If you have a preferable schedule (Day, AM/PM), please list here. (e.g. PM of October 11th)
ſ	

# 2. Advertisement

Option	Ounit Price (Tax Incl)	(b) Quantity	© Subtotal (Tax Incl)(@×ⓑ)	Total (Tax Incl)
Banner on Official Website	JPY 165,000		JPY	
Floor Map Advertisement	JPY 165,000		JPY	
Combo (Banner & Ad)	JPY 275,000		JPY	
e-Newsletter	JPY 165,000		JPY	JPY

# **TOTAL** (Presentation+Advertisement)

JPY(Tax Incl)

 $\ensuremath{\Re}$  Please take a copy for your record.

*A invoice is going to be issued after the	Management Office received	the applicatior
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\*Bank Charge is to be paid by the applicant additionally.(Chargeable JPY 10,000 for each bank remittance.)

	Date	No.	Confirmed	Approved	Remarks		
Management Office Use Only							
Drivery Deliny The personal information you provide to up is going to be reasonable mensored by the Organizar and the Management Office on the basic of privacy policy of the Organizar							

[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 (https://www.bigsight.jp/english/visitor/privacy-statement/).

# 1. Exhibitor Presentation

# Extra exposure on invitation tickets and more

Schedule, title, and company name are going to be shown on the official website, 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 100 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.

: Special Stage within RISCON TOKYO

: Oct. 11 Wed. - 13, Fri., 2023

- Dates
- Venue
- Capacity Plan : 100 seats
- Time :45 minutes / 1 session
- Equipment Plan : Screen, projector, lectern, microphone,
- chairs for audience

[Fee] JPY 165,000 (Tax Incl) [Deadline] Jul. 31, Mon., 2023

# **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. 11 Wed. 13, Fri., 2023 : At special room within RISCON TOKYO
- Venue
- Capacity Plan : 80 seats
   Time : 60 minute
  - : 60 minutes / 1 session
- Equipment Plan : Screen, projector, lectern, microphone, chairs for audience

### [Fee] JPY 165,000 (Tax Incl) [Deadline] Jul. 31, Mon., 2023

# [NOTE]

※Exhibitors participating in "Risk Control DX/Cyber Security Solution" or "Risk Control Drone Solution"can make a presentation free of charge (\*applicable to only one session per one exhibitor).
※Session slots basically is going to be taken by first-come-first-served basis, but RISCON Management Office may adjust schedule if nessesary.
※Please contact RISCON TOKYO Management Office for availability of slots and additional equipment.

Prease contact Riscold Tok To Management Office does not guarantee a certain number of audience.

# 2. Advertisement

# **Banner on Official Website**

Promote on RISCON's official website that recorded 350,000 PV last year.

Guaranteed Linking Period

Jul. 2023 - Jan. 2024 (For 7 months)

- The banner is going to be shown after payment.
- Banner data shall be H490 pixel × W280 pixel and format of .jpg or .gif.
   [Fee] JPY 165,000 (Tax Incl)
- [Deadline] Aug. 31, Thu., 2023

# Combo (Banner & Floor Map)

Powerful combination of promotions through seasons for reasonable price.

[Fee] JPY 275,000 (Tax Incl)
 [Deadline] Aug. 31, Thu., 2023
 %Terms of use and data conditions are the same as separate application form.



Printed floor maps are going to be distributed to ALL visitors

**Floor Map** 

for free. In addion to your advertisement, your booth location will be highlighted to draw visitors' attention.

•Quantity Plan : 14,000 copies (expected)

Advertisement date shall be H37mm×W69mm, CMYK, .ai format.
 [Fee] JPY 165,000 (Tax Incl)

[Deadline] Aug. 31, Thu., 2023

# 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, Thu., 2023

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

Please use the form on the back side to apply or online application form