The future starts here

Guide to exhibit

JIMTOF 2016

The 28th JAPAN INTERNATIONAL MACHINE TOOL FAIR

November 17 (Thu.) - November 22 (Tue.), 2016

Venue: Tokyo Big Sight (Tokyo International Exhibition Center)
Organizers: Japan Machine Tool Builders’ Association / Tokyo Big Sight Inc.

www.jimtof.org
JIMTOF 2016
JAPAN INTERNATIONAL MACHINE TOOL FAIR

Japan takes the initiative in world manufacturing.

At JIMTOF, top domestic and foreign manufacturers gather and compete to present new products and technologies. This is because all the makers regard JIMTOF as a place where they unveil technologies that they have been developing over many years. Moreover, JIMTOF has always been well-received by users and buyers visiting from around the world as a trade show where state-of-the-art and high-performance machine tools and peripherals are first introduced.

JIMTOF represents an excellent stage for seizing global business opportunities. In generating connections between Japan and overseas, it provides a platform for moving ahead towards future developments.

About JIMTOF

The trade show that is among the first in the world to show cutting-edge technologies

JIMTOF is highly appreciated by industry participants from all around the world as a showcase that is among the first to introduce most advanced technologies. Therefore, many exhibitors that develop their new products with an eye to JIMTOF.

The top level quality and quantity! A wide range of visitors

In recent years, over 100,000 visitors attend JIMTOF continuously without being affected by the business situation. The ability to attract customers has a high reputation.

Complete joint program·Highly specialized information exchanging platform

JIMTOF will host various joint programs where highly specialized information will be exchanged, including professional engineering conferences, lectures and seminars at which industry leaders will discuss their business strategies.

JIMTOF2016 will be held on the largest scale ever with an expansion of the venue!

Overview  Name: East New Exhibition Hall  Area: approximately 16,000 square meters

The East New Exhibition Hall is planned to be built at Tokyo Big Sight. At JIMTOF2016, the East New Exhibition Hall will be available to host exhibition venues mainly for exhibitors from overseas. In addition, a part of the space will be provided as the spaces for rest and refreshments, and an International Lounge for exhibitors and visitors from overseas. We aim at providing a more comfortable and thoroughly international trade show by creating spaces proving highly satisfactory to both exhibitors and visitors.
**Why you should exhibit JIMTOF?**

**01 Overwhelming ability to attract visitors mainly involved in manufacturing industry**

The number of visitors to JIMTOF has steadily increased, with over 130,000 visitors at JIMTOF2014. In addition, over 70% of the visitors are involved in manufacturing industry.

*Visitor trends at JIMTOF of recent years*

- 2008: 114,558
- 2010: 128,674
- 2012: 136,198
- 2014: 140,000 (2016 Expectation)

*Business type of JIMTOF2014 Visitors*

- Manufacturing industry: 74.3%
- Trading company / Agent: 16.6%
- General machines: 13.7%
- Steel / Nonferrous: 12.1%
- Automobile and Parts: 10.4%
- Other manufactures: 16.4%
- Electric machines: 13.7%
- Other: 3.0%

*Reaching 150,000 visitors*

*Over 70% from manufacturing industry*

**02 Attracts worldwide attention, good chance to develop global business**

Buyers from all over the world visit the trade show to find quality and high-performance products and services. At JIMTOF2014, the number of visitors from overseas exceeded 10,000 people for the first time since we employed the pre-registration system. Visitors from over 79 countries and regions visited JIMTOF2014.

*Breakdown of JIMTOF2014 overseas visitors*

- Singapore: 1.8%
- Hong Kong: 1.9%
- Malaysia: 2.1%
- Indonesia: 2.1%
- U.S.A.: 2.6%
- Germany: 2.6%
- India: 3.4%
- Thailand: 4.1%
- China: 18.9%
- Korea: 23.0%
- Taiwan: 26.1%
- Others: 11.4%

**10,527人**

**03 Many opportunities for talking face to face, with a number of visitors who are involved in the purchase of products**

There are many visitors to JIMTOF who are executives and purchase decision maker, or technical expert who actually handle machine tools and are involved in purchase. This trade show provides opportunities to show your products and technologies for an effective marketing.

*Type of Occupation of JIMTOF2014 Visitors*

- University, Research Institution: 12.5%
- Overseas: 28.1%
- Sales, Management etc: 26.4%
- Domestic: 59.4%
- Others: 7.3%
- University, Research Institution, Others: 66.3%
JIMTOF has installed a visitor management system, which enabled accurate visitor counts and timely and efficient customer management. It facilitates more reliable follow-up contacts after the show.

Exhibitors can promote their state-of-art technologies and solutions at workshop. The inclusion of your workshop information in official event materials and on the website represents an excellent opportunity to promote your company’s products and services.

Information on exhibitors, products and location of booths will be available on the website about a month before the trade show. In addition, exhibitors can distribute their own latest news releases. Providing information on exhibitors in advance will help attract visitors to each booth and enhance the effectiveness of business negotiations.

You can set an appointment with a visitor directly by registering your product information with the matching system before the opening of JIMTOF. At JIMTOF2014, our interactive appointment system became available, with many visitors participating in the system. A similar system will be used at JIMTOF2016 to provide more helpful and efficient opportunities to conduct business meetings.

Exhibitors can make use of advertising media exclusively. A variety of advertising media will be available, including ads on signboards inside and outside the venue and official guidebook and banner ads on the official website.

New technologies and cutting-edge tools are prepared at every JIMTOF. I think it is a very valuable trade show for providing an opportunity to introduce our products to many visitors.

It is a great chance to introduce new products and technologies to the general public. In particular, as JIMTOF is the largest trade show in Japan, we can disseminate new technologies both within Japan and around the world.

We can view products and technologies of Japanese or international machine tool manufacturers. I think of JIMTOF as an indicator of the future in the machine tool industry.

We can meet almost all of the Japanese buyers. It is a great occasion for communicating with them.
Concurrent Programs

Lectures and seminars
In addition to the International Machine Tool Engineers’ Conference (IMEC), which focuses on the trend of cutting-edge technologies, current information on manufacturing will be offered with authorities and pioneers in various industries as lecturers.

Exhibitions by organizers
Through exhibitions as well as demonstrations given by skilled people who are active in the field of Mono-Zukuri, the attraction of Mono-Zukuri will be introduced.

Programs for students
Information will be provided in order to get students interested in the world of Mono-Zukuri and to be of help in their future.

Promotional Activities for Visitors

01 Advertising and publicity campaigns
i. An announcement of JIMTOF 2016 will be posted in national newspapers and trade papers and on various internet media.
ii. Influential foreign media specialized in machine tools will be encouraged to run articles to introduce JIMTOF in advance and to cover the trade show at the venue.

Countries and regions of media at the previous JIMTOF
India, Korea, Thailand, Taiwan, Czech Republic, China, Germany, Poland, Republic of South Africa, and U.S.A.

02 Delivery of information on the official website
Exhibitions, lectures, and seminars, and various events will be introduced on the official website of JIMTOF. Exhibitors will be able to effectively publicize their products by posting information and updates on the website.

03 Delivery of information via e-mail magazines
E-mail magazines will be sent to those who have registered in JIMTOF 2014/2016 in order to continuously generate interest for the period up to the trade show.

04 Promotional activities related to trade shows around the world
Activities to call for participation in JIMTOF and to attract visitors to the trade show will be conducted at related trade shows at home and abroad. Especially as an overseas promotion, JIMTOF will be publicized for local people concerned by setting up a booth for PR and holding a press conference.

Countries and regions of media at the previous JIMTOF
CIMT (China), EASTPO (China), EMO Hannover (Germany), IMTS (U.S.A.), METALEX (Thailand), METALLOOBRABOTKA (Russia), SIMTOS (Korea), TIMTOS (Taiwan), etc.

05 Request for cooperation in Japan to attract visitors
To increase the number of visitors, we will conduct organizational promotion activities including direct visits to request the cooperation of industrial associations, administrative agencies, and concerned bodies throughout Japan.

JIMTOF2014 DATA

- Visitors: 136,196 (Overseas visitors: 10,527)
- Exhibitors: 865 (Overseas Exhibitors: 254)
- Exhibition scale: 5,083 booths (45,747 m²)
- Conferences & Seminars: 33 sessions
- Exhibitors Workshops: 35 sessions
- International associations: 15 associations
- Universities & institutions for IMEC poster sessions: 38 organizations / 65 sessions
- Catalogue exhibit: 33

Media Coverage
Japanese: 878 Overseas: 123 Total: 1,001
Name of Exhibition: JIMTOF2016
The 28th Japan International Machine Tool Fair
Purpose: For the contribution to the development of industry and trade promotion through increased international transactions and technical exchanges of machine tools and their related equipments.
Date: November 17 (Thu.) - November 22 (Tue.), 2016 (6 days)
Opening Hours: 9:00 - 17:00
Venue: Tokyo Big Sight (Tokyo International Exhibition Center)
Organizers: Japan Machine Tool Builders’ Association
Supporting Organizations: (to be confirmed)
Ministry of Foreign Affairs
Ministry of Economy, Trade and Industry
NHK (Nippon Hoso Kyokai: Japan Broadcasting Corporation)
Cooperating Organizations:
Japan Machine Tool Importers’ Association /
Japan Forming Machinery Association /
Japan Precision Machine Association /
Japan Cutting & Wear-resistant Tool Association /
Japan Machine Accessory Association /
Japan Precision Measuring Instruments Manufacturers Association /
Japan Grinding Wheel Association /
Industrial Diamond Association of Japan /
Japan Optical Measuring Instruments Manufacturers’ Association /
Japan Fluid Power Association /
Japan Testing Machinery Association /
Japan Gear Manufacturers Association

Outline

1. Booth Rental Fees

<table>
<thead>
<tr>
<th>Size</th>
<th>Per Booth</th>
<th>Consumption Tax (8%) (¥)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizers’ Members</td>
<td>9m²</td>
<td>JPY 270,000</td>
<td>JPY 21,600</td>
</tr>
<tr>
<td>Members of Cooperating Organizations, and Overseas Associations</td>
<td>9m² (3m×3m)</td>
<td>JPY 300,000</td>
<td>JPY 24,000</td>
</tr>
<tr>
<td>Non-members (Domestic/Overseas)</td>
<td>9m²</td>
<td>JPY 360,000</td>
<td>JPY 28,800</td>
</tr>
</tbody>
</table>

*The consumption tax rate is 8% in accordance with the Consumption Tax Act. The consumption tax rate as of the last date of removal (Friday, November 25, 2016) will be applied regardless of the date of payment for the exhibition.

1-1 The "Overseas Associations" are associations which had taken part in the International Information Center at the 25th, 26th and 27th JIMTOF. Members of overseas associations shall apply for the fair through the association of which they hold the membership. Overseas government agencies which Organizers admit have same conditions as overseas associations.

*For participation in the past three exhibitions, contact: Japan Machine Tool Builders’ Association (Please refer to P.7)

1-2 A 10% discount granted for the application of 21 booths or more. (No discount granted for 20 booths or less)
For example, if a member of an overseas association applies for 30 booths,
1-20 booth: 20 booths x JPY300,000 = JPY6,000,000
21-30 booth: 10 booths x JPY270,000 = JPY2,700,000
8% Consumption Tax: JPY696,000 TOTAL AMOUNT: JPY9,396,000

1-3 Booth specifications:
Space Only (If Exhibitors need partitions, Organizers will prepare partitions that they have. The partitions make the booth space a little bit smaller by their thickness.)
*For package booths including basic decorations, please refer to "Exhibitors Manual".
1-4 Booth rental fees include the following:
(1) Exhibition space during the trade show as well as the delivery/removal periods.
(2) Exhibitor’s badges. (The number of the badges provided differ according to the size of booth.)
(3) Invitations (The number of the invitations provided differ according to the size of booth.)
(4) Listing on the Official Guidebook and its offer.*
(5) Listing on JIMTOF official website.*
* Listing of co-exhibitors and represented companies costs additionally. (Please refer to 2-3-(3) for “co-exhibitors and represented companies”.)

1-5 Payment of utility usage and service fees(after the trade show):
We charge for the utility usage and service as below after the trade show.
(1) Use of electricity, water supply & drainage, compressed air, communication equipment, and flooring works
(2) Visitor Invitations’ fee beyond the provided number
(3) Use of meeting or conference rooms
(4) Advertisements on the organizer-issued printed materials
(5) Publication of information on co-exhibitors and represented companies in the official guidebook and on the official website.
(6) Other service provided by the Organizer
*Please see the “Exhibitors Manual” for more details.

2. Exhibition Application and Agreement
2-1 Application Period

<table>
<thead>
<tr>
<th>Members of Organizers, Cooperating Organizations, and Overseas Associations</th>
<th>October 1 - October 31, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-members (Domestic/Overseas)</td>
<td>November 1 - November 30, 2015</td>
</tr>
</tbody>
</table>

*Please note that applications will only be accepted during the above period. Any application submitted later than the deadline is not acceptable.
*Applications ARE NOT handled on a first-come-first-served basis. Organizers decide to receive an application taking the classification of exhibits into account. Some application may not be accepted as stated in 2-4. (Please refer to P.8.)

2-2 Application Schedule (It may be changed according to the situations)

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle of January 2016 Notification of application acceptance</td>
<td>The 1st invoice for the half amount of the total booth rental fees</td>
</tr>
<tr>
<td>End of February</td>
<td>Payment Deadline for the half amount of the total booth rental fees</td>
</tr>
<tr>
<td>April</td>
<td>Notification of the booth location</td>
</tr>
<tr>
<td>April - May</td>
<td>Payment Deadline for the balance of the total booth rental fees</td>
</tr>
</tbody>
</table>

Exhibition Agreement

| June | Exhibitor Briefing (Tokyo, Osaka, Nagoya) |
| July - November | Submit all of the application documents for services (Application found in the "Exhibitors Manual" or on the website) |
| November | Delivery period (Time periods differ according to exhibitor) |
| November | JIMTOF2016 Date: November 17 (Thu.) - November 22 (Tue.), 2016 |
| November | Removal period (Time periods differ according to exhibitor) |
| December | The invoice for the utility usage and service fees |
| February 2017 | The issue of Final Report for JIMTOF2016 |
**2-3 Application to exhibit**

1. Fill in the required information on the official application form and either mail it to the address given below during the application period. Applications sent by post must be postmarked no later than the deadline. Applications to exhibit must be accompanied by simple documentation for the products to be displayed of sufficient detail to allow the organizers to determine what categories they belong to. (Please refer to "Classified List of Exhibits" on page 13.) First-time applicant should also include a company profile with their application.

2. If you are a registered member of the organizer or cooperating organizations, send your application to their office; they can supply any further information you might require.

3. In the case that multiple companies apply to exhibit within the same booth space, the application and all other arrangements should be completed by a principal representative applicant, including the payment of all applicable fees and other procedures.

Exhibitors other than representative exhibitors,
- those who provide their own employees along with products and services are referred to as co-exhibitors,
- those who provide only their own products and services without providing employees are referred to as represented companies.

Co-exhibitors and represented companies should notify the organizer of JIMTOF of the items to be exhibited in the joint booth, and provide their company name, addresses, telephone and fax numbers (there is no prescribed format for this notification, although it should be provided in either Japanese or English). Also, in the case of trading companies or sales agents exhibiting the products or services of other companies, the manufacturing company’s consent or letter of proxy (explained in the following section) is acceptable in place of the co-exhibitor/represented company notice, provided that the document includes the requisite information. (Please note that the conditions for services provided to exhibitors by the JIMTOF organizer differ for principal representative applicants, co-exhibitors and represented companies (including for example, the fees for guidebook listing). Further details will be notified in the "Exhibitor Manual."

4. If an agent is making an application on behalf of a manufacturer, the application must be accompanied by a consent form or letter of proxy signed by a representative of the manufacturer of the products to be displayed. There is no prescribed format for the consent form or letter of proxy; however, if the manufacturer in question is based overseas, the document must be in either Japanese or English.

5. The person making the application must have authority within the applicant organization for signing a contract to exhibit at this trade show. Moreover, the application itself is a contract; therefore, it will only be accepted if signed by the said representative of the applicant organization, or if it bears the impression of his/her registered seal.

6. Should any of the information provided on or with the application change at a later date, please notify the JIMTOF Fair Management Office at Tokyo Big Sight Inc. as soon as possible and obtain its approval.

**Send Applications to: (for the Members of Organizers and Cooperating Organizations)**

Please note that the organizations to which and the manner in which the applications are to be sent differ depending on the organizations. Applicants are requested to contact the respective organizations to confirm.

<table>
<thead>
<tr>
<th>Organization</th>
<th>TEL</th>
<th>FAX</th>
<th>E-mail</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japan Machine Tool Builders' Association</td>
<td>+81-3-3434-3961</td>
<td>+81-3-3434-3763</td>
<td><a href="mailto:imd2k11@jmtba.or.jp">imd2k11@jmtba.or.jp</a></td>
<td><a href="http://www.jmtba.or.jp">http://www.jmtba.or.jp</a></td>
</tr>
<tr>
<td>Japan Machine Tool Importers' Association</td>
<td>+81-3-3501-5030</td>
<td>+81-3-3501-5040</td>
<td><a href="mailto:info@jmtia.gr.jp">info@jmtia.gr.jp</a></td>
<td><a href="http://www.jmtia.gr.jp">http://www.jmtia.gr.jp</a></td>
</tr>
<tr>
<td>Japan Forming Machinery Association</td>
<td>+81-3-3432-4579</td>
<td>+81-3-3432-4804</td>
<td><a href="mailto:info@fma.or.jp">info@fma.or.jp</a></td>
<td><a href="http://www.fma.or.jp">http://www.fma.or.jp</a></td>
</tr>
<tr>
<td>Japan Precision Machine Association</td>
<td>+81-3-3431-5054</td>
<td>+81-3-3434-6955</td>
<td><a href="mailto:info@japma.jp">info@japma.jp</a></td>
<td><a href="http://www.japma.jp">http://www.japma.jp</a></td>
</tr>
<tr>
<td>Japan Cutting &amp; Wear-resistant Tool Association</td>
<td>+81-3-3526-6200</td>
<td>+81-3-3526-6301</td>
<td><a href="mailto:info@jta-tool.jp">info@jta-tool.jp</a></td>
<td><a href="http://www.jta-tool.jp">http://www.jta-tool.jp</a></td>
</tr>
<tr>
<td>Japan Machine Accessory Association</td>
<td>+81-3-3431-4103</td>
<td>+81-3-3434-2613</td>
<td><a href="mailto:info@jmaa.or.jp">info@jmaa.or.jp</a></td>
<td><a href="http://www.jmaa.or.jp">http://www.jmaa.or.jp</a></td>
</tr>
<tr>
<td>Japan Precision Measuring Instruments Manufacturers Association</td>
<td>+81-3-3434-9557</td>
<td>+81-3-3434-1696</td>
<td><a href="mailto:info@jpmia.gr.jp">info@jpmia.gr.jp</a></td>
<td><a href="http://www.jpmia.gr.jp">http://www.jpmia.gr.jp</a></td>
</tr>
<tr>
<td>Japan Grinding Wheel Association</td>
<td>+81-3-3431-5644</td>
<td>+81-3-3431-5645</td>
<td><a href="mailto:kanri@gw-asn.com">kanri@gw-asn.com</a></td>
<td><a href="http://www.gw-asn.com">http://www.gw-asn.com</a></td>
</tr>
<tr>
<td>Industrial Diamond Association of Japan</td>
<td>+81-3-3580-0849</td>
<td>+81-3-3580-0840</td>
<td><a href="mailto:idajapan@ales.or.jp">idajapan@ales.or.jp</a></td>
<td><a href="http://www.ales.or.jp/~idajapan">http://www.ales.or.jp/~idajapan</a></td>
</tr>
<tr>
<td>Japan Optical Measuring Instruments Manufacturers' Association</td>
<td>+81-3-3435-8083</td>
<td>+81-3-3435-8083</td>
<td><a href="mailto:info@ij-oma.jp">info@ij-oma.jp</a></td>
<td><a href="http://www.ij-oma.jp">http://www.ij-oma.jp</a></td>
</tr>
<tr>
<td>Japan Fluid Power Association</td>
<td>+81-3-3433-5391</td>
<td>+81-3-3433-3354</td>
<td><a href="mailto:info@jfpaa.biz">info@jfpaa.biz</a></td>
<td><a href="http://www.jfpaa.biz">http://www.jfpaa.biz</a></td>
</tr>
<tr>
<td>Japan Testing Machinery Association</td>
<td>+81-3-5289-7885</td>
<td>+81-3-5289-7889</td>
<td><a href="mailto:jtm@jta.jp">jtm@jta.jp</a></td>
<td><a href="http://www.jta.jp">http://www.jta.jp</a></td>
</tr>
<tr>
<td>Japan Gear Manufacturers Association</td>
<td>+81-3-3431-1871</td>
<td>+81-3-3431-1872</td>
<td><a href="mailto:info@igma.org">info@igma.org</a></td>
<td><a href="http://www.igma.org">http://www.igma.org</a></td>
</tr>
</tbody>
</table>

**Send Applications to: (for the Members of Overseas Associations and the Non-members)**

Tokyo Big Sight Inc. JIMTOF Fair Management Office
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 JAPAN
Tel: +81-3-5530-1333 Fax: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp [http://www.jimtof.org](http://www.jimtof.org)
2-4 Application Acceptance and Booth Adjustment

After receipt of the application, Organizers will notify the applicant in writing as the official acknowledgement by the middle of January 2016. However, there might be cases that Organizers coordinate the number of the booths requested or cannot accommodate the application taking previous exhibit records of applicants into account when total demand exceeds the exhibition floor capacity or reviews of the application reveal irregularities. In these cases, Organizers will notify such applicants in writing by the middle of January, 2016. In this regard, Organizers or the cooperating organizations shall not be liable for any damage caused by rejection of the application or reducing the number of booths.

2-5 Payment Terms

Organizers will send the applicant the first invoice for the half amount of the total booth rental fees as subscription money, together with the official acknowledgement by the middle of January, 2016, which the applicant shall remit to the specified bank account by the due date stated on the invoice. Then, Organizers will send the applicant the second invoice for the balance of the total booth rental fees by the end of April, 2016, which the applicant shall remit to the specified bank account by the due date stated on the invoice. (Bank handling charges are the liability of the applicant.) In case the applicant is a member of cooperating organizations, the organization may handle billing and collection of the fees on behalf of Organizers.

2-6 Cancellation or Modification of Application

Organizers will not accept cancellation or modification of the application after it is approved, except for the case in which Organizers exceptionally approve them after receipt of written requests from the applicant. In case of cancellation, Organizers, or the cooperating organizations will not refund the paid-up amount to the applicant, regardless of the reasons for it.

2-7 Exhibition Space Allocation

Organizers will decide on the allocation of the exhibition space (please refer to Article 3 of "The Provison of Exhibition Agreement," page 11) and will notify the applicant of the space allocation, with the second invoice. The applicant has no right to oppose or demand changes with respect to the allocated exhibition space. Also, the applicant is not allowed to conduct such actions on part or all of the allocated exhibition space as selling/buying, collateralizing, transferring or lending to any third party, except for co-exhibitors and represented companies. (Please refer to 2-3-(3) for "co-exhibitors and represented companies").

2-8 Exhibition Agreement

The exhibition agreement shall take effect from the date when Organizers confirm the full payment of the booth rental fees by the applicant. After the effective date, the applicant will have the right as an exhibitor to use the allocated exhibition space. If the payment is not made by the specified due date, the agreement shall not take effect, and therefore the applicant will not have the right to use the exhibition space. In this case, Organizers, or the cooperating organizations will not refund the paid-up amount to the applicant, regardless of the reasons for it.

2-9 Cancellation or Modification of Exhibition Agreement

Organizers will not accept cancellation or modification of the exhibition agreement after it is concluded, except for the case in which Organizers exceptionally approve them after receipt of written requests from the exhibitor. Organizers will not refund the paid-up amount to the exhibitor because of the cancellation or the reduced amount because of the modification, regardless of the reasons for them. If the exhibitor loses the qualification of the member of cooperating organizations or overseas associations, the agreement shall be automatically changed, and the status of the exhibitor shall be changed to the "Non-member". In this case, Organizers will additionally charge the exhibitor with the difference of the booth rental fees. If the exhibitor does not start using the allocated exhibition space by 13:00 on November 16, 2016, Organizers will take it as the cancellation of the agreement, and the exhibitor will lose the right to use the space. In this case, Organizers will not refund the paid-up amount to the exhibitor. Furthermore, Organizers or the cooperating organizations shall not be liable for any damage caused by such actions.
3. Display and Decoration

3-1 Decoration Height Requirements

All decorations including lighting must be confined to a maximum height of 3.0m (refer to the picture A below). However, the height limit for decorations rises up to 6.0m in the area which is 3.0m away from passage-ways, adjacent booths and walls (refer to the picture B below). Banners are the exceptions. Please see “3-4 Banners in Booths”). For reasons of fire safety, the construction of roofed or covered booths and decorations over 3.0m high are limited to the approval of Organizers. Exhibitors wishing to include any of these contradictions must apply and submit blueprints to Organizers to obtain permission. After consulting with the Fire Department, Organizers will study the drawings and advise the Exhibitor as to the location of smoke detectors and the necessity to install package-type fire extinguishing equipment or fire extinguishers (the cost of installation will be the responsibility of the exhibitor). There is no height limit for the exhibits, however, please check with the application form and notify Organizers when the exhibit is over 3.0m.

3-2 Eased restrictions on the height for installation of lighting equipment

Only when exhibitors, which occupy 15 or more exhibition stand units, meet the following requirements, they shall be able to install lighting equipment measuring up to 6.0m in height, with no setback away from passage-ways and a 1.0m setback from the adjacent booths.

1) If lighting equipment measuring up to 3.0m in height cannot apply enough light in showing exhibits to visitors due to the characteristics of these exhibits (for example, when a large machine is displayed at the edge of a passage).
2) If it is considered that the lighting equipment measuring more than 3.0m, which should be placed in an exhibition stand set adjacent to a wall of the venue, does not affect the view of other companies’ exhibition stands.
3) The exhibitor has submitted an installment plan document to the organizer in advance and has obtained permission.
4) The lighting equipment should meet the following requirements:
   ① The lighting equipment should consist of lighting that applies light to exhibits and the support structure and should not have a decorative factor.
   ② Their shapes should enable the lighting to be installed on the top of the support structure.
   ③ The support structure must be necessary for the installation of the lighting.
   ④ The lighting and its support structure should not have any factors suggestive of certain companies such as the name of exhibitors and logos.
   ⑤ The color of appearance should be a simple color such as white, black, or silver, and should not extremely stand out.

3-3 2-Story Booth (Three or more stories are not permitted.)

At JIMTOF 2016 there will be no fees levied on 2nd floor space; however, a 2-story structure may only be erected by exhibitors who have contracted for 15 booths or more at that location. Also, 2nd floor space may only be used for business meetings. Full details of conditions applying to such structures will be made available in the “Exhibitors Manual.”

3-4 Banners in Booths

More than 21 booths of exhibit at one location may apply for banner. For security reasons, Organizers will make and put up all banners for the Exhibitors at the Exhibitors’ expense.

3-5 Decoration Materials

All materials used for decorations must be approved as fire proofed by the Japanese Fire Defense Law. Exhibitors wishing to use materials approved by overseas laws are required to submit a written notice as required along with a product sample to Japan Fire Retardant Association for quality assurance certification in order to prove that the materials meets the applicable standards.

*For more details about displays and decorations, including regulations above, please refer to “Exhibitors Manual”.*
4. Handling of Fire and Hazardous Materials

The exhibitor is not permitted to use open flame or to bring hazardous materials in the exhibition area by The Fire Prevention Ordinance in Tokyo, except for the case in which they obtain the written permission in advance from the local fire station under jurisdiction. Even in the case of the permission from the fire authorities, there might be a limit to the amount of hazardous materials that can be brought in, which is determined by the layout of the hazardous materials in the booths, and the surrounding conditions. Also, the exhibitor is not permitted to operate machines containing oil in excess of specified volume. If the exhibitor apply an amount of hazardous materials that exceeds the specified volume, organizers will adjust the number. The “open flame” means a device or an object that generates a flame or spark, or a device the heating unit of which is exposed to the outside. The “hazardous materials” indicates gunpowder, combustible gas, and other materials listed on the annexed table of the Fire Service Law, 4th group. (See the annexed table.) The exhibitor who wants to use these hazardous materials in the trade show is requested to notify the effect in the application form. Also, the exhibitor can contact Organizers for the reference materials or more detailed information.

<table>
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<tr>
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<th>Property</th>
<th>Specified Volume (L)</th>
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<tr>
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</table>

5. General Information

5-1 Retail Sales

The on-site sale of exhibit items is strictly prohibited during the trade show period. Only publications related to machine tools can be sold.

5-2 Cancellation of Trade Show

The organizers may be forced to cancel the trade show due to causes not attributable to organizers such as natural disasters or acts of God. The organizers, however, shall not be liable to the exhibitor for any damage caused by the cancellation.

5-3 Change of Trade Show Schedule and Opening Hours or the Site Scale

The organizers may be forced to change the trade show schedule and its opening hours or the site scale due to causes which are not attributable to organizer such as natural disasters or acts of God. The exhibitor cannot cancel or modify the application or the agreement based on such changes. Also, the organizers shall not be liable to the exhibitors for any damage or the added costs caused by the changes shown above.

5-4 Organizers’ Care and Exemption from Liability

The organizers shall exercise their due care for the management, maintenance, protection and preservation of the entire exhibition hall and the exhibits. The organizers, however, shall bear no liability for any damage or pilferage loss of the exhibits and other displayed items due to causes which are not attributable to organizer such as natural disasters or acts of God.

5-5 Compensation for Damages

The exhibitor shall take full responsibility for any damage to the facilities, building structures of the venue, or persons caused by the negligence of the exhibitor, its agents or representatives.

5-6 Responsibility for Payment

Exhibitors will pay all booth rental fees and other expenses invoiced by the JIMTOF organizers and bear responsibility until all payment are completed.

5-7 Bonded Display Area

The organizers will apply for the designation of bonded display area so that the exhibits can be displayed as bonded items. The exhibitor who wants to display the exhibits as bonded items is requested to notify Organizers in advance by indicating to the effect in the application form.

5-8 Observance of Regulations

The exhibitor shall observe the regulations laid out in the “General Regulations”, “The Provision of Exhibition Agreement”, “Exhibitors Manual” and other regulations established by the organizers. The organizers reserve the right to cancel the application or the exhibition agreement if the exhibitor fails to observe the regulations. In this case, the organizers shall not be liable for any damage to the exhibitor caused by such actions.

5-9 Jurisdiction and Interpretation of Agreement

Any litigation between the organizers and the exhibitor arising from the “General Regulations”, “The Provision of Exhibition Agreement”, “Exhibitors Manual” and other regulations established by the organizers shall fall under the jurisdiction of the Tokyo District Court. In this case, all the regulations shall be interpreted on the basis of the Japanese language version of the agreement and in accordance with the laws of Japan.
The Provision of Exhibition Agreement for JIMTOF2016

The Applicant and Tokyo Big Sight Inc. (hereinafter referred to as “TBSI”) agree with and observe this “The Provision of Exhibition Agreement for JIMTOF2016” (hereinafter referred to as “JIMTOF2016”) to be held from November 17 to 22, 2016.

Article 1 - Application for Exhibition and Agreement

(1) The applications for both the exhibition and the exhibition agreement shall take effect when TBSI receives the application form from the Applicant.

(2) In case that the Applicant holds a membership of the organizer or the cooperating organizations (hereinafter referred to as the “Member”), its submission of the application to the organization of which the Applicant is a member shall be deemed to be a formal application for both the exhibition and the exhibition agreement.

Article 2 - Subscription Fee

(1) TBSI shall send the Applicant the first invoice for the half amount of the total booth rental fees as subscription fee that shall be calculated on the size of the exhibition space allocated as stipulated in Article 3 together with the official acknowledgement of the exhibition application. The Applicant shall pay the amount by remittance to the bank account by the due date, all of which are as per specified in the invoice. In cases that TBSI exceptionally approves the written requests of the application cancellation from the Applicant or the payment of the subscription fee from the Applicant is not confirmed by TBSI by the due date, the application shall be deemed cancelled and lost its effect. In this case, TBSI shall not be required to refund any amount of fees already received, regardless of the reason.

(2) In case that the Applicant is a Member and the organization itself charges the Applicant with the subscription fee, the payment to the organization by the Applicant shall be deemed the payment to TBSI. (The same shall apply with respect to both the payment and receipt of the subscription fee under this Agreement.)

Article 3 - Exhibition Size and the Location

The size of the exhibition space shall be determined by TBSI through booth adjustment based on the number of booths applied for by the Applicant, and notified the Applicant with the official acknowledgement. TBSI shall notify the Applicant of the location of the exhibition space after the booth allocation is determined. The Applicant shall have no right to object to the allocation of the exhibition space or request change of the exhibition space determined by TBSI. (The size and location of the exhibition space are hereinafter referred to as the “Exhibition Space”.)

Article 4 - Booth Rental Fees

(1) TBSI shall send the Applicant the second invoice for the remaining half amount of the total booth rental fees. The Applicant shall pay the amount by remittance to the bank account by the due date, all of which are as per specified in the invoice.

(2) In case that the Applicant is a Member and the organization itself charges the Applicant with the booth rental fees, the payment to the organization by the Applicant shall be deemed the payment to TBSI. (The same shall apply with respect to both the payment and receipt of the booth rental fees under this Agreement.)

Article 5 - Exhibition Agreement andUsufructuary Right to Exhibition Space

The exhibition agreement shall take effect from the date when TBSI confirms the full payment of the booth rental fees by the Applicant. After the effective date, the Applicant shall have the right to use the Exhibition Space as an exhibitor. In cases that TBSI exceptionally approves the written requests of the cancellation from the Applicant after receipt of the full payment of the booth rental fees or the full payment by the Applicant is not confirmed by TBSI by the due date, the exhibition agreement shall be deemed cancelled and the Applicant loses the right to use the Exhibition Space. In this case, TBSI shall not be required to refund any amount of fees already received, regardless of the reason.

Article 6 - Period of Usufructuary Right

The Exhibitor may use the Exhibition Space for the fair period, from November 17 to 22, 2016, and the delivery/removal periods as assigned by TBSI. However, the Exhibitor shall lose its usufructuary right once the Exhibitor is deemed by TBSI to have restored the Exhibition Space to its original condition as stipulated in Article 16 prior to the expiration of said period.

Article 7 - Prohibition of Assignment of Exhibition Space

The Exhibitor may not pledge, hypothecate, assign or sublet all or any part of the Exhibition Space to any third party, whether consideration or otherwise, nor exchange it with another Exhibitor. However, that this shall not apply in case where a part of the Exhibition Space is to be used by or sublet to a Co-exhibitor or Represented company who has filed a prior written notification with and received approval from TBSI in advance.

Article 8 - Cancellation or Modification of Exhibition Agreement

(1) The Exhibitor may not cancel or modify any part of this exhibition agreement, except the case in which TBSI exceptionally approves the cancellation or modification after receipt of written requests from the Exhibitor. In case of cancellation, TBSI shall not be required to refund any amount of fees already received, regardless of the reason. Even if such modification gives rise to a reduction of the amount of fees already received, TBSI shall not be required to refund any such fees. If the Exhibitor loses the qualification of the Member, the Agreement shall be automatically changed, and the status of the Exhibitor is also changed to the “Non-member”. In this case, TBSI will additionally charge the Exhibitor with the difference of the booth rental fees.

(2) If any of the following events should occur with the Exhibitor, TBSI may cancel or modify the exhibition agreement without any prior notification. In this case, TBSI shall not be required to refund any amount of fees already received, regardless of the reason, or shall not be liable for any resultant damage which may be incurred by the Exhibitor. If the exhibition agreement is cancelled during the fair period, the Exhibitor must cancel all exhibition actions and restore the Exhibition Space to its original condition at the Exhibitor’s expense as stipulated in Article 16 of this Agreement and return same to TBSI.

1) If the Exhibitor is deemed likely to contradict the purpose of the fair.
2) If the Exhibitor is deemed likely to disturb public order or offend good morals.
3) If the Exhibitor is deemed likely to cause trouble or material inconvenience to other exhibitors.
4) If the Exhibitor is deemed likely to cause damage to the venue building or equipment and facilities installed therein.
5) If the Exhibitor is deemed as a crime syndicate, a member of a crime syndicate, an affiliate of a crime syndicate, a corporate extortionist, a social activist, etc. (collectively referred to as “antisocial forces”), or if it is deemed that the exhibitor is not fit to the fair.
6) If any misrepresentation is discovered in the application form for the fair.
7) If TBSI withhold their consent to any changes in the Exhibitor’s statements included in the application form for the fair.
8) If the Exhibitor breaches any of the provisions of this “The Provision of Exhibition Agreement”, “General Regulations”, “Exhibitors Manual” or other regulations established by TBSI, or otherwise fails to comply with TBSI’s instructions.
9) If any of the foregoing events occurs with the Co-exhibitor or Represented company.
10) If the Exhibitor fails to remit the prescribed fee by the prescribed due date.
11) If the Exhibitor is otherwise deemed to constitute a hindrance to the management and operation of JIMTOF2016.

Article 9 - Change of Schedule and Cancellation of Fair

(1) TBSI may change the dates and the site scale of the fair or cancel holding the fair altogether due to any cause not attributable to its fault including natural disasters and acts of God.

(2) In the event of any change to the dates and the site scale of the fair under the preceding paragraph, TBSI may modify exhibition agreement without prior notice. The Exhibitor may not cancel or modify exhibition agreement by reason of such modification. TBSI shall not be liable for any resultant loss or damage which may be incurred by the Exhibitor because of such modification.

(3) In the event of the cancellation of the fair under Paragraph (1), TBSI may cancel this exhibition agreement without prior notice, and shall not be liable for any resultant loss or damage which may be incurred by the Exhibitor because of such cancellation.
Article 10 - Organizer's Care and Exemption from Liability
(1) TBSI shall exercise its due care for the management, maintenance, protection and preservation of the entire exhibition hall and the exhibits contained therein during the fair period as well as the delivery/removal periods, and thereby endeavor to achieve smooth operation of the fair. In such doing, TBSI may request the Exhibitor to suspend or restrict delivery, removal or exhibition of exhibits and demonstrations, and to take any other necessary measures. In such cases, the Exhibitor shall immediately take the necessary measures.
(2) If the Exhibitor fails to take such measures promptly as requested under the preceding Paragraph, TBSI shall be entitled to take any measures deemed necessary at the Exhibitor’s expense. In such a case, TBSI shall not be liable for any resultant loss or damage which may be incurred by the Exhibitor.
(3) TBSI shall not be liable for any loss or damage arising from any damage caused to, or theft of, the Exhibitor’s exhibits, booth display or other items due to any cause not attributable to its fault including natural disasters and acts of God.

Article 11 - Exhibitor’s Care
(1) The Exhibitor shall, on its own responsibility and cost, exercise its due care for the proper management of its exhibits, booth display and other such items during the fair period as well as the delivery/removal periods. In the course of delivery, removal and exhibition of the exhibits, and of their demonstration, the Exhibitor shall endeavor to contribute to the smooth operation of the fair in accordance with the provisions of this General Regulations, "Exhibitors Manual", and other regulations established separately by TBSI.
(2) The Exhibitor shall be jointly and severally liable with the Co-exhibitor or Represented company with respect to the liabilities of the Co-exhibitor or Represented company.
(3) Any act that may cause trouble to other exhibitors, visitors or TBSI may not be undertaken by the Exhibitor without prior approval by TBSI.

Article 12 - Exhibits
(1) The Exhibitor may exhibit only such articles as designated in the “Outline of the "Guide to Exhibit" and approved as such by TBSI beforehand.
(2) If the Exhibitor exhibits any article in violation of the preceding Paragraph, TBSI may require the Exhibitor to remove said article immediately at the Exhibitor’s expense. In such a case, the Exhibitor shall immediately remove the article in question from its exhibits.
(3) If the Exhibitor fails to remove the article immediately as required under the terms of the preceding Paragraph, TBSI shall be entitled to remove said article from the exhibits, and take other measures deemed appropriate by TBSI at the Exhibitor’s expense. In such a case, the Exhibitor may not place any demand or raise any objection against any such measure, and TBSI shall not be liable for any resultant loss or damage which may be incurred by the Exhibitor.

Article 13 - Fees Payable for Use of Facilities
(1) When the Exhibitor finds it necessary to use the facilities and services provided by TBSI, the Exhibitor must go through the formalities prescribed in the “Exhibitors Manual” separately established by TBSI and pay the prescribed fees by the prescribed due date.
(2) The Exhibitor shall apply for and be liable for the payment of the fees and any other necessary procedures for the Co-exhibitor or Represented company’s use of the facilities and services provided by TBSI.

Article 14 - Booth Display
(1) The Exhibitor shall, on its own responsibility and at its own cost, execute decorative work within the Exhibition Space.
(2) In executing said decorative work, the Exhibitor shall abide by the relevant provisions of the "Exhibitors Manual" established separately by TBSI.
(3) If the Exhibitor executes booth display in violation of the preceding Paragraph, TBSI may require the Exhibitor to carry out work immediately to repair or rectify same at the Exhibitor’s expense. In such a case, the Exhibitor shall immediately implement repairs or rectification to the decor in question.
(4) If the Exhibitor fails to carry out repair work or rectification immediately as required under the preceding Paragraph, TBSI shall be entitled to repair or rectify said booth display, and take all other measures deemed appropriate by TBSI at the Exhibitor’s expense. TBSI shall not be liable for any resultant loss or damage which may be incurred by the Exhibitor.

Article 15 - On-the-Spot Inspections
(1) When it is necessary for the security, fire or crime prevention, or other matters relating to the venue administration and operation, TBSI or its representative may enter the Exhibition Space, inspect the Exhibition Space and take any measures deemed appropriate by TBSI after giving prior notice to the Exhibitor; provided that in the case of an emergency where TBSI cannot give prior notice to the Exhibitor, TBSI may carry out such inspection and report same to the Exhibitor within the next business day.
(2) In the situation stipulated in the preceding Paragraph, the Exhibitor shall cooperate for the measures taken by TBSI.

Article 16 - Restoration to Original Condition
(1) The Exhibitor shall return the Exhibition Space to TBSI after removing all exhibits, booth display and all other fixtures and equipment set up by the Exhibitor within the Exhibition Space at its own expense, and restore the Exhibition Space to its original condition (these acts are hereinafter referred to as "Restoration to Original Condition") by the expiration of the period of usufructuary rights to the Exhibition Space or cancellation of the Agreement.
(2) When the Exhibitor fails to carry out Restoration to Original Condition pursuant to the preceding Paragraph, the Exhibitor shall be deemed to have waived its rights of ownership to any and all exhibits, decor and other articles found in the Exhibition Space, and TBSI may dispose of any such article as it sees fit at the Exhibitor’s expense. The Exhibitor may not make any demand or raise any objection in connection therewith.
(3) In carrying out Restoration to Original Condition of the Exhibition Space, the Exhibitor may not petition for the purchase of any of its exhibits, décor and other articles, demand payment of eviction compensation, nor make any other claim whatsoever to TBSI.

Article 17 - Prohibited Acts
(1) The Exhibitor may not resort to any of the following acts: The sale of exhibits on the spot (excluding books concerning exhibited articles or to the extent otherwise approved by TBSI)
(2) The display of exhibits, execution of booth display, or engagement in advertising such as distribution of catalogs at any site within the venue other than the allocated Exhibition Space, except to the extent otherwise approved by TBSI beforehand.
(3) Any act that may cause trouble to other exhibitors, visitors or TBSI
(4) Any act that may cause damage to the venue building, facilities or site including the Exhibition Space

Article 18 - Observance of Regulations
The Exhibitor shall observe the provisions laid out in this “The Provision of Exhibition Agreement”, “General Regulations”, “Exhibitors Manual” or other regulations established separately by TBSI.

Article 19 - Jurisdiction
Both parties hereto agree that the Tokyo District Court shall have jurisdiction over any litigation between the parties arising from this “The Provision of Exhibition Agreement”. In the case of such proceedings, all provisions shall be interpreted on the basis of the Japanese language version of this The Provision of Exhibition Agreement and in accordance with the laws of Japan.

Article 20 - Status of the Organizations
In case where TBSI entrusts the other organizer and/or any of the cooperating organizations regarding JIMTOF2016 in respect of the acceptance of the application for exhibition and for entering into the exhibition agreement by the Applicant (pursuant to Article 1-(2)), the receipt of payment of the subscription and exhibition fees by the Applicant or the Exhibitor (pursuant to Article 2-(2) and Article 4-(2)) and/or any other matters under this Agreement, the acts and deeds of such other organizer or the cooperating organization concerned vis-a-vis the Applicant or the Exhibitor shall be deemed those of TBSI vis-a-vis the Applicant or the Exhibitor, and the acts and deeds of the Applicant or the Exhibitor vis-a-vis the other organizer or the cooperating organization concerned shall be deemed those of the Applicant or the Exhibitor vis-a-vis TBSI.

Article 21 - Deliberation
Matters not stipulated in this “The Provision of Exhibition Agreement” shall be handled in accordance with the provisions of the “Exhibitors Manual” and other regulations established separately by TBSI. If other matters not provided for herein or therein or ambiguities are found, same shall be resolved in accordance with the decision of TBSI.
Access

Tokyo Big Sight (Venue)
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Japan

RINKAI LINE about 7-minute walk from Kukusai-tennjo Station
- Osaki Sta.(JR)  about 13 mins.  Kukusai-tennjo Sta.  about 2 mins.
- JR Shinjuku Sta.  about 30 mins.  Kukusai-tennjo Sta.  about 20 mins.
- JR Yotsuya Sta.  about 31 mins.  Kukusai-tennjo Sta.  about 22 mins.

YURIKAMOME about 3-minute walk from Kukusai-tennjo-seimon Station
- Shibaura Sta.(JR, Subway)  about 5 mins.  Kukusai-tennjo-geiman Sta.  about 3 mins.
- Tsukaya Sta.(Subway)  about 5 mins.  Kukusai-tennjo-geiman Sta.  about 3 mins.

CITY BUS
- Tokyo Sta.(Yurakucho, JR)  about 40 mins.
- Tokyo Sta.(Marunouchi East, JR)  about 40 mins.
- Monzen-Nakacho Sta.(Subway)  about 50 mins.
- Hamamatsucho Sta.(JR, Metropolitan)  about 40 mins.

AIRPORT BUS
- Haneda Airport  about 40 mins.
- Narita Airport  about 50 mins.

EXPRESS BUS
- Yokohama Sta.(East Exit, JR)  about 40 mins.

WATER BUS
- Takeshiba Pier  about 40 mins.

For More Information
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