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## IIFES 2024(Physical Exhibition)

# Exhibit Rules and Regulations

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### ❖ **Fulfillment of covenants:**

All companies, organizations, etc. (hereinafter referred to as "Exhibitors") who will exhibit or conduct seminars, etc. at IIFES 2024 (hereinafter referred to as "the Exhibition") to be held at Tokyo Big Sight must comply with the following rules and regulations as well as the rules and regulations in the "Exhibit Manual" presented by the organizer.

If the organizer deems that there is any violation of the above, or any act that may cause inconvenience to third parties or offend public order and morals, the organizer reserves the right to refuse the application, terminate the exhibition contract, or order the removal or change of booths, exhibits, and decorations, respectively.

In such cases, the organizer will not refund any fees paid in advance by the exhibitor, nor will the organizer compensate any exhibitor or related parties for any damage caused by the cancellation of the exhibition contract or the removal or alteration of booths, exhibits, or decorations, and if the organizer incurs any damage, the exhibitor will be required to pay the full amount of such damage.

### ❖ **Exhibitor Eligibility:**

Exhibitors are companies, organizations, or other entities that provide products, services, etc. that meet the main objectives of the exhibition as defined by the organizer.

The organizer reserves the right to determine whether or not the products, services, etc. meet the purpose of the exhibition.

### ❖ **Exhibitor's name:**

The name of the exhibitor entered in the application form may appear in advertisements and on the official website of the exhibition, so please be sure to enter the official name of your company or organization.

### ❖ **Determination of number and location of booths and seminar dates and times:**

In principle, the number of booths applied for will be reserved. However, the final number of booths may be adjusted after the application deadline.

Booth locations will be selected by the booth location selection meeting in the order of the date and time of application. The date and time of the seminar will be decided by the organizer, taking into consideration the date and time of the exhibitor application, and

will be announced at the exhibitor briefing.

❖ **Formation of Exhibit Contracts:**

After the exhibitor submits the application form and the organizer confirms the details of the application, a [Notice of Acceptance of Application] will be issued by e-mail.

This action completes the execution of the exhibition contract.

❖ **Payment of Exhibit Fee:**

The exhibitor must pay the full amount of the invoiced exhibition fee to the bank account designated by the organizer by the date indicated on the invoice.

The payment shall be made by bank transfer. In principle, payment must be made in advance. If the payment of the exhibition fee is not confirmed by the due date, the exhibition contract will naturally be cancelled. In this case, if there is any damage to the organizer, the exhibitor shall indemnify the organizer for all damages.

The exhibition fee covers all exhibition booths, seminar slots, and the contents of the application.

In addition to the exhibition fee, exhibitors may incur other expenses such as decoration and internet access, which are to be borne entirely by the exhibitor.

❖ **Cancellation of Exhibit Contract:**

Cancellation or reduction of booth space will not be permitted after exhibitor application has been submitted. However, if the organizer deems it unavoidable, cancellation or reduction will be permitted, and the following cancellation fee will be charged.

- From Tuesday, August 1, 2023 to Sunday, October 29, 2023: 50% of the exhibition fee
- After Tuesday, August 1, 2023: 100% of the exhibition fee

➤ If the organizer has incurred damages more than the cancellation fee, the organizer will be separately compensated for such damages.

➤ The cancellation fee shall be transferred to the bank account designated by the organizer by the date indicated on the invoice.

❖ **Prohibition of subleasing:**

Exhibitors are prohibited from transferring, renting, or exchanging all or part of their contracted booths to other companies regardless of whether or not there is a transfer fee or rental fee.

❖ **Postponement, change, or cancellation of exhibitions:**

In the event that the organizer postpones, changes the duration of the exhibition, or cancels the exhibition for reasons attributable to the organizer, and in the event that the Exhibitor is unable to use all or part of booths, the Organizer shall refund the Exhibitor the pro-rated amount of the exhibition fee based on the number of remaining days of the exhibition.

In addition, the organizer may postpone, change the duration of, or cancel the exhibition if, in the judgment of the organizer, a force majeure event makes it difficult or impossible to hold the exhibition, or is likely to cause such a force majeure event.

In this case, however, the organizer will not refund the exhibition fee already received by the exhibitor.

Even if the exhibitor suffers damages due to the postponement, change of the exhibition period, or cancellation of the exhibition based on any of the above-mentioned reasons, the organizer shall not be liable to the exhibitor in any way.

For the purposes of this Agreement, force majeure shall include each of the following.

1. Natural disasters (including earthquakes, typhoons, storms, tsunamis, floods, landslides, lightning strikes, explosions, fires, etc.)
2. Social disorder (including war, terrorism, hostilities, civil war, riot, civil disturbance, etc.)
3. Acts by public authority (including enactment, amendment or repeal of laws and regulations, intervention by government agencies, administrative orders, prohibition of trade, etc.)
4. Spread of infectious and contagious diseases (including various bacteria, various viruses, etc.)
5. Accidents involving public infrastructure (including power outages, communication line cuts, transportation accidents, etc.)
6. Shortage of materials and resources (including electricity, gas, and water supply outages, oil shortages, raw material and material shortages, etc.)
7. Fluctuations and sharp rises in foreign exchange rates, freight rates, etc.
8. Labor disputes (including strikes, sabotage, lockouts, etc.)
9. Default of important business partners (including bankruptcy or insolvency of management company)
10. Other events not attributable to the organizer in addition to the preceding items.

❖ **Matters related to the posting contents:**

The copyrights and portrait rights to the content and contents posted on each exhibitor's page, etc., belong to the exhibitor concerned.

When posting videos, etc., or playing audio or video recordings, copyright and portrait rights must be addressed.

(Not required for content for which you own the rights and for which the rights have already been separately processed).

For details on copyrights, please contact the Japan Music Copyright Association (JASRAC) or other relevant organizations.

The organizers reserve the right to publish the contents submitted by exhibitors on the "IIFES 2024" website for the purpose of publicity and planning of the exhibition. The organizers reserve the right to publish the contents submitted by exhibitors on the IIFES 2024 website for the purpose of publicity and planning of the exhibition. Please understand this in advance.

Displaying, distributing, or showing any goods that infringe on the intellectual property rights (including but not limited to patent rights, trademark rights, design rights, and copyrights, etc.) of any third party (so-called counterfeit or imitation goods) or any other acts are prohibited.

If the organizer determines that any product or other content posted on the site is or is likely to be a counterfeit or imitation product, the organizer will, at its discretion, suspend the publication of such content. Exhibitors shall not object to such action and shall bear any costs incurred as a result of suspension, deletion, or modification of the posted contents.

Exhibitors shall cooperate with the organizer in any investigation conducted by the organizer as to whether or not the listed products or other items are counterfeit or imitation products.

Exhibitors are responsible for resolving any disputes related to intellectual property rights of the listed products.

When displaying comparative information on products, etc., in principle, compare the products, products, technologies, etc. of your company and its affiliated group companies. If you wish to compare your product with other companies' products, products, technologies, etc., please obtain permission from those companies and display your product in such a way that it will not cause any inconvenience to other companies. If the organizer confirms any display contrary to the above, the organizer will request that the

relevant display be discontinued or improved.

The organizer will not compensate any exhibitor for any loss or damage incurred by the exhibitor as a result of this request. If the organizer determines that sufficient measures have not been taken in response to the request for improvement, the exhibitor may be denied the right to exhibit at the next and subsequent shows.

❖ **Liability for damages:**

- The organizer shall not be liable for any loss or damage incurred by the exhibitor or its related parties through participation in the exhibition for any reason whatsoever, including, but not limited to, loss or damage caused by the exhibitor or its related parties to the exhibition.
- Exhibitors must immediately compensate for any and all damages caused to the facilities and equipment of the venue, as well as to the persons or property of third parties, due to the intentional, negligent or unintentional actions of their employees, agents or related parties.

If the organizer receives a claim for compensation for such damages, the exhibitor concerned shall be responsible for payment of such compensation and shall be liable to pay the amount of such compensation to the organizer. If the organizer incurs any damage, the exhibitor shall promptly pay the organizer the full amount of the damage, including the starting fee and remuneration paid to the attorney.

- The organizer shall not be liable for any typographical errors or omissions, recordings or sound recordings made in any productions in the exhibition.

❖ **Move-in and Move-out:**

Exhibitors shall deliver booth decorations and exhibits within the period specified in the "Exhibit Manual" provided by organizers, and complete all booth decorations by the time of the exhibition.

If the organizer deems that the booth decorations do not comply with the regulations, the exhibitor shall change or modify the booth decorations according to the instructions of the organizer.

In addition, exhibitors shall complete the removal and dismantling of all exhibits and decorations within the time period specified in the Exhibit Manual. If the Exhibitor is unable to complete the removal of all exhibits and decorations within the time specified in the Exhibit Manual, and the Organizers and related parties suffer any damage, the Exhibitor shall indemnify the Organizers and related parties for all damages incurred.

If an exhibitor does not follow the organizer's instructions and fails to complete move-in and move-out within the time period, the organizer may refuse the exhibitor's participation in the next and subsequent exhibits.

❖ **Booth decoration and exhibition regulations:**

Exhibitors must follow the instructions of the organizer and the "Exhibit Manual" provided by the organizer regarding decoration and display methods, etc.

Exhibitors are prohibited from interfering with other exhibitors in the vicinity of the exhibition.

In the event of trouble with neighboring exhibitors, the organizer will take measures to prevent interference based on the provisions of the "Exhibitor Manual".

The exhibitor shall be responsible for determining whether or not a violation has occurred and shall abide by this determination.

❖ **Protection and management of exhibits:**

The organizer will be responsible for the overall management and preservation of the venue. The secretariat will take care of the protection of exhibits. However, in the event of theft or other accidents, the organizer will not be held responsible.

Exhibitors shall be responsible for the protection and management of their exhibits by stationing themselves in their own booths during preparation and exhibition hours.

Organizers shall not be held responsible for any damage, loss, fire, theft, or other accidents resulting from natural disasters or other force majeure.

Therefore, exhibitors are requested to protect their exhibits and take measures such as purchasing insurance.

❖ **Prohibitions and Restrictions:**

- Except for publication and press booths, exhibits and decorations may not be sold immediately for any reason during the exhibition.
- No activities that may cause large numbers of visitors to remain in the aisles around booths are allowed.
- Exhibitors are not allowed to conduct any similar activities outside their own booths, such as attracting visitors, conducting questionnaires, drawing lots, distributing flyers or giveaways, etc.
- Please make sure that lighting, volume and sound quality do not disturb other exhibitors.
- The use of audio/visual equipment for explanations or demonstrations is permitted in the booth, but is not permitted in the exhibition hall. Speakers may not be placed

facing outward from your booth. They must face the inside of your booth.

❖ **Ensure safety:**

- Exhibitors are requested to take measures to prevent accidents in all aspects of their work, such as loading/unloading, construction, demonstrations, etc.
- If an accident occurs as a result of an exhibitor's conduct, the exhibitor shall be responsible for resolving the problem.
- Exhibitors shall be responsible for the cost of any modifications to display decorations to ensure safety in accordance with the Fire Defense Law and other laws and regulations.
- Major items such as exhibits, disaster prevention, etc. will be described in the Exhibitor Manual distributed at the Exhibitor Briefing Session.

❖ **Photography and Videography:**

The organizer reserves the right to permit photography and videotaping at the exhibition, as well as all other rights related to images.

Photography by exhibitors in the exhibition hall is prohibited except in their own booths. Exhibitors wishing to take photographs in their own booths must submit an application to the secretariat. When filming in your own booth, please be careful not to show the faces of visitors. In the event of any damage to visitors, exhibitors shall bear full responsibility and shall settle disputes on their own. The organizers shall not be liable to the exhibitor in any way.

❖ **Protection of exhibits with respect to industrial property rights:**

For products, services, etc., using new ideas, we recommend that you file an application with the Japan Patent Office at a point in time prior to the exhibition period (before exhibiting).

❖ **Handling of personal information:**

When acquiring personal information through this exhibition, exhibitors shall comply with the Personal Information Protection Law and related laws and regulations, and shall use the information in a lawful and appropriate manner.

Exhibitors must be sure to announce or notify the purpose of use and use the information within the scope of that announcement or notification.

In addition, exhibitors shall be responsible for the management and operation of any personal information obtained.

In the event of any damage to visitors, exhibitors shall assume full responsibility and

settle disputes on their own.

The organizer will provide exhibitor information to contractors for business reasons.  
Please understand this in advance.

\* Please refer to the organizer's privacy policy <https://iifes.jp/ex/privacypolicy.html>

❖ **Other:**

- The details of implementation of the exhibition will be determined by the secretariat. Details will be clearly indicated in the Exhibit Manual to be distributed at a later date.
- This exhibition is not a bonded exhibition hall. Exhibits from overseas should be treated as domestic currency or ATA Carnet.
- The organizer reserves the right to change any part of these terms and conditions as it deems necessary. Changes will be notified to exhibitors on the "IIFES Official Website" or by other means.

January 25, 2023, Establishment