

BUILDING MAINTENANCE HUMAN FAIR & CLEAN EXPO 2018

November 20 (Tues) to 22 (Thur), 2018 at Tokyo Big Sight

Application Form (Agreement Form)

To Japan Management Association

Application Date / /

The applying company agrees with below to comply with the exhibition rules (printed on the reverse of this application form.)

Application deadline : July 27 (Fri.), 2018

Payment deadline : August 31 (Fri.), 2018

■ Cancellation by the Exhibitor

No cancellation of this Contract is admitted without the Organizer's consent. In the event of the Organizer agreeing to any request for release from the Contract or in part, the Exhibitor will be liable to cancellation fees as follows:

1) 50% of the fee (excluding tax):

FROM the next day of application deadline <July 27 (Fri.), 2018> TO the day before the Official Exhibitor Meeting (until the day before the BUILDING MAINTENANCE HUMAN FAIR & CLEAN EXPO Secretariat determines the booth number unless the Official Exhibitor Meeting is held).

2) 100% of the fee (excluding tax):

FROM the day of Official Exhibitor Meeting (until the day before the BUILDING MAINTENANCE HUMAN FAIR & CLEAN EXPO Secretariat determines the booth number unless the Official Exhibitor Meeting is held).

Send to **BUILDING MAINTENANCE HUMAN FAIR & CLEAN EXPO Secretariat** → bmhf-cl@jma.or.jp

Japan Management Association(JMA)
3-1-22 Shibakoen, Minato-ku, Tokyo 105-8522, Japan
Tel: +81-3-3434-1988 Fax: +81-3-3434-8076
email : bmhf-cl@jma.or.jp

Exhibitor Information (Block letters)

Organization Company			
Address			
State/Province	Zip Postcode	Country	
Person in charge	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
Position/Title			
Signature			Date

We accept the Rules and Regulations described on the reverse side of this form. We will pay the space/booth cost by Friday, August 24, 2018 in accordance with the invoice presented by the Organizer.

Contact person	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
Position/Department			
Tel	FAX		
E-mail			

※ "hotmail" account is NOT accepted by our e-mail server.

Application & Fees for Exhibition Space

• Booth Type • One Booth size: about 9 sqm (W2.97m × D2.97m) *PLEASE CHECK THE ITEM(S) YOU ARE APPLYING FOR

Type of booth	Unit Price①	Tax②	Unit Price with Tax③	Quantity④	Overseas Exhibitor Processing Fee⑤	Fee⑥ (③×④+⑤)
Standard Booth	1st Booth	JPY 450,000	JPY 36,000	JPY 486,000	<input type="checkbox"/> 1 booth	+ JPY 4,000- =JPY 490,000
	After 2nd Booth	JPY 400,000	JPY 32,000	JPY 432,000	<input type="checkbox"/> booth(s)	=JPY
1 Booth with Package	1st Booth	JPY 580,000	JPY 46,400	JPY 626,400	<input type="checkbox"/> 1 booth	+ JPY 4,000- =JPY 630,400
	After 2nd Booth	JPY 530,000	JPY 42,400	JPY 572,400	<input type="checkbox"/> booth(s)	=JPY

• Optional Fees

Type of option	Unit Price①	Tax②	Unit Price with Tax③	Quantity④	Fee⑤ (③×④)
Corner Booth Choice Fee※1 ※2 1 booth Exhibitor Only	JPY 80,000	JPY 6,400	JPY 86,400	<input type="checkbox"/> × 1	=JPY

※1 Exhibitors booking 1 booth can request to have their booth placed on the corner of the aisles with an additional fee of JPY 86,400 Booth locations will be determined by the Organizer.

※2 This option is available for 20 companies on a first-come, first-served basis.

Total =JPY

From April 1st, 2017, All overseas exhibitors will be levied "Overseas Exhibitor Processing Fee" of 4,000 JPY.

Exhibit Category (Choose 1 from the following)

4	FACILITY MAINTENANCE SECTION	<input type="checkbox"/> Environmental Sanitation Management	<input type="checkbox"/> Building Facility Management
		<input type="checkbox"/> Building Reform Service	<input type="checkbox"/> Energy Saving <input type="checkbox"/> Security Service
	CLEANING TECHNOLOGY SECTION	<input type="checkbox"/> Facility and Industrial Hygiene	<input type="checkbox"/> Cleaning Machinery <input type="checkbox"/> Cleaning Tools and Gears
		<input type="checkbox"/> Cleaning Agents and Chemicals	<input type="checkbox"/> Other Services

Information to be Listed on Official Exhibition Home Page

5	Products to be displayed	
	URL	http://

Indicated Name of Exhibitors

6	Japanese	<input type="checkbox"/> The same name as is written at left side	<input type="checkbox"/> Different (please fill in below)
	English	<input type="checkbox"/> Same as company name at left	<input type="checkbox"/> Different (please fill in below)

※Please indicate the name of the exhibitor here. This name will be used in the official publications (floor map, etc). Leave it Blank if the same as 1

Necessary Facilities *Please check the box.

7	<input type="checkbox"/> Water Supply / Drainage Facilities	<input type="checkbox"/> Anchor Bolt Installation	<input type="checkbox"/> Gas
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Booth layout Type

8	<input type="checkbox"/> Single Booth	<input type="checkbox"/> Double Booth 4 or more booths	<input type="checkbox"/> Space Booth 8 or more booths
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Contact in Japan (in English or Japanese)

We also need materials sent for exhibiting. Yes No

9	Organization/Company			
	Address in Japan			
	Contact person	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
	Position/Department			
	Tel	Fax		
	E-mail			

In the case where the payment will be made by a third party, please describe the details of the payer below;

10	Organization/Company			
	Address			
	State/Province	Zip/Postcode	Country	
	Person in charge	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
	Position			
	Tel	Fax		
	E-mail			

Treatment of Personal Information Clause

JMA carefully protects all personal information it receives from exhibitors and visitors.

The personal information received from exhibitors will be used to contact you regarding this exhibition and to send you additional information.

We inform you in advance that companies that have signed confidentiality agreements with JMA may also use your personal information to send materials and/or confirm information related to this exhibition. We thank you for your understanding on this issue.

N.B. Please keep a duplicate copy of this application form and the rules and regulations printed on the reverse side for your reference.

■For the Secretariat use only

	受付①	受付②	受付③	申込受付番号	請求書発行日	備考
事務局 記入欄						

Exhibition Rules & Regulations

1. Qualifications

- The Exhibitor must, at all times, adhere to all regulations set forth by the Exhibitor Manual as well as the Organizer's instruction. The Organizer reserves the right to reject or nullify the Exhibitor's application with regards to admitting the Exhibitor or exhibiting content which does not fall within the scope and purpose of the event. The reasons for the rejection will not be disclosed. The Organizer is not responsible for any exhibition preparation expenses. The following on the part of the Exhibitor are grounds for disqualification:
 - Contradictions in the application.
 - Applications that are not applicable to the intendment of the exhibition
 - Confliction for Exhibitor or product against the third party, which might give negative impact to Exhibition.
 - Claims including predictable claims from visitors, other exhibitors, or a third party.
 - The Organizer deems that the application violates the rules and regulations of the exhibition.
 - Not qualified for any other reason.
 - The Exhibitor must agree to all of the above prior to submitting an application.

2. Exhibits

- All exhibits are required to adhere to the scope and purpose of the event and to have obtained prior approval of the Organizer before being displayed.
- Exhibition of the following items is prohibited:
 - Items prohibited from import, export, or sale as well as narcotic drugs or other items prohibited by law.
 - Flammable, explosive, or radioactive materials.
 - Any items infringing or likely to infringe on industrial property rights.
 - Any item using open fire, (except for cases where prior permission from the local fire authorities has been obtained).
 - Items not having obtained the prior consent of the Organizer.
 - Items under special cautionary advisory from local authorities.
 - Items likely to conflict with applicable laws and ordinances as well as those contrary to public decency.
- The Organizer reserves the right to restrict or prohibit exhibition of items other than those indicated in the preceding section if deemed likely to cause a disturbance to normal exhibition operations, both before and during said Exhibition.
- Both before or after the acceptance of the application, if the Organizer becomes aware of the Exhibitor's intent to or actual exhibition of items prohibited in paragraphs 2) and 3) above or any other restricted articles, the Organizer will issue notice to the Exhibitor who upon receiving said notice must comply by removing said items from said Exhibition or adjusting them to adhere to regulations.
- In the event that the Exhibitor fails to follow the Organizer's instructions in regard to the preceding paragraph, said Exhibitor is required to promptly pay a penalty at an amount equivalent to three times the cost of booth rental fees. The Organizer may remove or deal with, as the Organizer deems appropriate, said items on behalf of the Exhibitor at the Exhibitor's expense and the Exhibitor may not hold the Organizer liable.
 - It is understood that the Exhibitor is aware of the items before applying to exhibit them at the Exhibition and is therefore prohibited from lodging an objection to these items at any time.
 - All overseas items to be exhibited should undergo the appropriate customs clearance procedures so that they may be treated as domestic cargo.

3. Layout of Booths

The Organizer alone shall determine booth layout taking into account previous results (such as number of times of participation in the Organizer's Exhibition), number of booths, items, to be exhibited, demonstrations, and order in which application is received.

4. Exhibition Period and Open Hours

The Exhibition will be held from November 20 (Tues.) to 22 (Thur.), 2018, for 3 days.
Open hours: November 20 (Tues.) to 22 (Thur.) 10:00 - 17:00

5. Booth Fees

The booth fees are as follows:(includes 8% consumption tax)
 ●Standard Booth
 · 1st Booth JPY 486,000
 · After 2nd Booth JPY 432,000 per booth
 (One booth = approximately 9.0 sqm (2.97 m (W) x 2.97 m (D) x 2.7 m (H))

<Equipment Included in 1 Standard Booth>

- Back and side partition walls (white)
- Electrical wiring work for 300W (100V/Single phase)
*Breaker switch ONLY, outlet not included)
- Booth number plate

●1 Booth with Package
 · 1st Booth JPY 626,400
 · After 2nd Booth JPY 572,400 per booth

<Equipment Included in 1 Package Booth>

- Company name on upper fascia board
- Booth number plate
- Back and side partition walls (white)
- 1 Information desk
- 1 Folding chair
- Carpeting (Color can be chosen)
- Electrical wiring work for 1.0 kW (100V/Single phase)
- 1 electricity outlet (plug)
- Free electricity up to 1.0kW
- Booth cleaning for 3 days
- 3 spotlights

6. Application for Exhibition Space

The submission of a completed Application Form to the Organizer will serve as an Exhibition Contract for participation and shall be acknowledged as legally binding. This Contract for participation in the Exhibition shall become effective between the Organizer and the Exhibitor as of the Organizer's invoicing to the Exhibitor for the space / booth fee pursuant to the regulations. The method and deadline for application are as follows:
<Method>
 Application method: Application form with ALL sections completed.

If you have not ever exhibited in the exhibitions.organizecl by Japan Management Association, submit a copy of a company profile or brochure and a catalogue of products to be exhibited (or the Exhibitor's general product catalogue) with this Application Form.

<Deadline>

Application deadline: **July 27 (Fri.), 2018**

<Submission>

The original Application Form should be sent to the following address:
 BUILDING MAINTENANCE HUMAN FAIR Secretariat
 c/o Japan Management Association
 3-1-22 Shibakoen, Minato-ku, Tokyo 105-8522, Japan
 Tel: +81-3-3434-1988 Fax: +81-3-3434-8076
 E-mail: bmhf-cl@jma.or.jp

< Payment of Exhibition Space >

The payment method and due date are as follows:
 * Payment should be made in JAPANESE YEN ONLY.
 * Payment is due within: 2 weeks of the invoice date.
 * Bank transfer fees are NOT included in this amount.
 * All Bank transfer fees are to be covered by the Exhibitor.
 * Your booth is only ready when payment is made in full.
 * Please inform us when the payment process is complete.
 If the full payment is NOT made by the due date, the exhibition space may be cancelled and allocated to another applicant. A cancellation fee may also be applied.
 From April 1st, 2017, ALL overseas exhibitors will be levied "Overseas Exhibitor Processing Fee" of 4,000 JPY.

<Payment deadline>

Payment deadline: **August 31 (Fri.), 2018**

7. Establishment of a Contract

The contract for participation in the Exhibition shall become effective between the Organizer and the Exhibitor as of the issuing of an invoice by the Organizer to the Exhibitor for participation fees pursuant to these Rules and Regulations.

8. Administration of Exhibits

- Move-in and move-out and the administration of exhibits must be undertaken at the Exhibitor's risk and expense.
- Except for cases not attributable to the Exhibitor, the Organizer declines all responsibility for any damage to the exhibits including those caused by natural disasters or force majeure, or any accident to the exhibits.

9. "Safety First" Measures and Responsibilities

- The Exhibitor must pay the utmost attention during move-in and move-out, setting up and removing items, displaying and demonstrating, etc., in order to prevent any accidents, the results of which would be the complete responsibility of the Exhibitor.
- The Organizer may order the Exhibitor to discontinue or restrict construction work or order any other measures to prevent accidents, all of which is at the Exhibitor's expense.
- The Organizer declines all responsibility for the occurrence of accidents and/or theft except for the cases due to any cause imputable to the Organizer. The Exhibitor is cautioned to maintain high safety standards at all times, as the results of any accidents caused by falling or loose exhibit items will be the full responsibility of the Exhibitor.

10. Exhibition Changes or Cancellation

- The Organizer may change the Exhibition period or cancel the exhibition (thereby dissolving this Agreement) due to natural disasters or any other unforeseen or uncontrollable circumstance.
- The Organizer reserves the right to nullify this Agreement or cancel any exhibition content deemed to not foster the achievement of the exhibition's aims and goals, based on consideration of the exhibition scale, content, and visitor circumstances.
- The Organizer cannot be responsible for loss or damage to Exhibitors or other individuals in the event of 1) or 2) above.

11. Cancellation by the Exhibitor

No cancellation of this Contract is admitted without the Organizer's consent. In the event of the Organizer agreeing to any request for release from the Contract or in part, the Exhibitor will be liable to cancellation fees as follows:

- 50% of the fee (excluding tax):
FROM the next day of application deadline TO the day before the Official Exhibitor Meeting (until the day before the BUILDING MAINTENANCE HUMAN FAIR & CLEAN EXPO Secretariat determines the booth number and location unless the Official Exhibitor Meeting is held).
- 100% of the fee (excluding tax):
FROM the day of Official Exhibitor Meeting (until the day before the BUILDING MAINTENANCE HUMAN FAIR & CLEAN EXPO Secretariat determines the booth number and location unless the Official Exhibitor Meeting is held).

The Exhibitor must submit all declarations of cancellation or cancellation in part in writing to the Organizer. The cancellation period is judged at the point when such written declaration reaches the Organizer.

12. Immigration Procedures

The Exhibitor must handle all formalities related to entering Japan independently, and the Organizer shall not be responsible for any immigration formalities or related fees involved in obtaining permission for entry. If the Exhibitor should cancel this Contract on account of not receiving permission to enter Japan, the Exhibitor is liable to the cancellation fee according to the Exhibitor Manual.

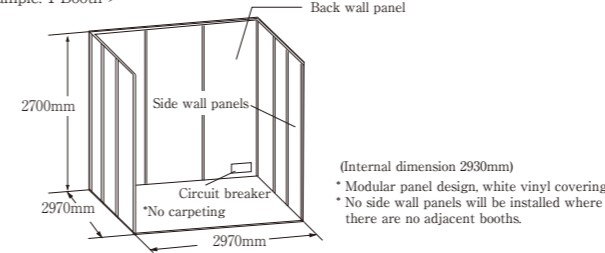
13. Move-in and Move-out Period

- Venue
Tokyo Big Sight
3-11-1 Ariake, Koto-ku, Tokyo, Japan 135-0063
TEL: +81-3-5530-1111
- Move-in Schedule:
Sunday November 18 - Monday November 19, 2018 8:00-18:00 (plan)
*Overtime work is permitted with the Organizer's consent.
- Move-out Schedule:
Thursday November 22, 2018 17:00-22:00
*All work must be completed within the period set forth above. The time schedule may be changed. Please see the details in the "Exhibitor Manual".

4) Standard Booth Design

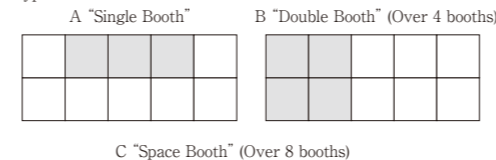
- Item includes:
 - Approximately 9.0 sqm (2.97 m (W) x 2.97 m (D) x 2.7 m(H)) of floor space
 - Electrical wiring work for 100 V / 300 W
 - Side and back partitions

<Sample: 1 Booth >



One booth is approximately 9.0 sqm (2.97 m (W) x 2.97 m (D) x 2.7 m(H)) of floor space. Multiple booths are aligned in single or double rows.

<Booth Type>



Note:

- Type of booth for below 3 booths is "Single Booth".
- Type of booth for over 4 booths is "Double Booth" subject to availability.
- Type of booth for over 8 booths is "Space Booth" subject to availability. The area of "Space Booth" is limited.
 - The partition of each exhibition booth is set by the Organizer. (System panel specification: white vinyl finishes.)
 - No partition unless there is an adjoining booth.

5) Electrical Facilities

The Organizer will provide a main electrical connection consisting of a 300 W capacity (100 V/single phase) per 9.0 sqm to each booth is provided for by the Organizer. This connection powers the booth; a switch is installed in the booth. Additional connections and wiring works, as well as electricity costs shall be paid by the Exhibitor.

6) Water Supply and Drainage Facilities

The main water supply and additional piping works, as well as the water charges shall be paid by the Exhibitor.

14. Facilities Construction Expenses

- Exhibitors planning to use electricity, gas, water, telephone services, etc., during the exhibition period will be required to submit separate applications and pay all the fees for both construction and usage charged by each service contractor.
- Exhibitors are responsible for expenses regarding transportation, move-in and move-out of materials, as well as insurance premium on the exhibits and the Exhibitor.

15. Amendment of Regulations

The Organizer may amend the regulations owing to unavoidable circumstances. The Exhibitor must agree beforehand to such amendments and adhere to the amendments subsequent to the changes.

16. Prohibited Items

The Exhibitor is not allowed to engage in any of the following acts:

- To assign, sell, sub-lease, or offer as a security, the position or rights of the Exhibitor in the Contract, in whole or part.
- To post or display a signboard, notice board, advertising sign—, inside, outside, or around the Hall premises, except in designated areas approved by the Organizer.
- To carry heavy weight items or articles disturbing other exhibitors due to dirtiness, bad odor, etc.
- To perform acts which are in any way annoying to other Exhibitors (noise, bad odor, performance, etc.)
- To cause damage to hall property, including booths.
- To charge for exhibit items, products, or services. Selling items requires the Organizer's consent.
- Staying overnight in the booth space.
- Any other matters not allowed as stated in these Rules & Regulations.

17. Termination of the Contract by the Organizer

In the event the Exhibitor falls under one of the cases set forth below, the Organizer is entitled to terminate the Contract without giving any notice to the Exhibitor. In such cases, the Organizer may claim compensation for damage, if any, against the Exhibitor.

- Denies all or part of payment.
- Disregards the Rules & Regulations, such as exhibiting prohibited items, etc.
- Attempts to use the booth for any purpose other than exhibiting at the Exhibition.
- Fails to use the booth.
- If the Exhibitor faces provisional seizure or other temporary measures, forced execution or auction, liquidation, bankruptcy, civil rehabilitation, corporate rehabilitation or company dissolution.
- Dishonors a bill or cheque.
- Fails to pay public charges.

- Requires credit from the Organizer.
- Violates any of these Rules & Regulations.

18. Restoration of the Original State

In the event that the Contract is terminated due to cancellation, termination, expiration of the term, or for other reasons, the Exhibitor must evacuate the booth in the following manner:

- The booth should be restored to its original state. In the event the Exhibitor fails to do this, the Organizer does said work at the Exhibitor's expense.
- After the booth is evacuated, the Organizer may, at his or her discretion, dispose of anything the Exhibitor leaves behind.
- The Exhibitor, when evacuating the booth, is not entitled to claim any expenses incurred for the booth, including fittings, facilities, refund of the expenses, removal expenses, compensation for removal expenses or key money, regardless of the reason or cause pertaining to the evacuation. In addition, the Exhibitor is not entitled to demand from the Organizer, the purchase of the fittings and facilities, provided for in the booth at the Exhibitor's expense.
- In the event the Exhibitor fails to evacuate the booth after the termination of the Contract, the Exhibitor is required to pay the Organizer triple the amount equivalent to the booth fee and the sum equivalent to various expenses, for a period from the next day of said termination for the damage to the Organizer, if caused due to a delay in the evacuation.

19. Late Payment Charges

In the event the Exhibitor is late in the payment of damages incurred at the Exhibition according to the deadlines determined in this Contract, an additional charge calculated at a yearly interest rate of 14.6% will apply.

20. Spot Inspection

- Out of necessity for the maintenance of the building, sanitation, crime or fire prevention, rescue or administration of the building, the Organizer or their employee is entitled to enter the booth after giving prior notice to the Exhibitor, in order to take proper measures. In case of an emergency, if the Organizer has no time to give said notice, a post fact report will suffice.
- The Exhibitor must co-operate with the Organizer in the above said measures.

21. Exhibition Rules

The Exhibitor must, at all times, adhere to all regulations set forth by the Exhibitor Manual as well as these Rules and Regulations.

22. Stay at Booth

The Exhibitor is required to wear badges as designated by the Organizer, and present in the booth at all times in order to receive visitors and administer the Exhibits during the Exhibition period. It is important to ensure that the booth area is safe at all times.

23. Microphones and Sound Volume Control

- Exhibit explanations with the use of a microphone is allowed with the Organizer's consent. For details, refer to the Exhibitor Manual.
- The sound volume created by the audiovisual equipment or other equipment must be below 70 decibels at a distance of 2 meters from the front of the booth.
- No live music performance is allowed within the hall premises.

24. Disposal of Waste

- The waste from the Exhibition, used materials, and all other waste in and around the booth, must be removed by the Exhibitor.
- The Organizer shall dispose of all waste left behind at the end of the exhibition period and disposal work will be charged to the Exhibitor. The Exhibitor must pay the bill promptly after receiving the invoice.

25. Decoration and Construction Work

- Decorations protruding into the space of other exhibitors are prohibited.
- No items or signs may be placed on walkways in the hall.
- The height of all decorations should adhere to the measures stipulated in the Exhibitor Manual. This does not apply to items that have received special permission from the Organizer.
- The use of the ceiling is not allowed for the exhibition without consent of the Organizer.
- The Exhibitor will observe all other rules and items as explained by the Organizer at the Official Exhibitor Meeting.
- The Exhibitor is not entitled to raise any objection against, nor make any claims against the Organizer in the event that the Exhibitor violates any of the provisions of sections 25 1) to 5), and disregards the Organizer's notification to correct any violation. In addition, all materials in violation of regulations are to be removed at the expense of the Exhibitor.

26. Fire, Theft, and Other Incidents

- The Organizer does not assume any responsibility for any third party including the Exhibitor and visitors in the event of a fire or, accident caused by falling or loose exhibit items, and/or theft by the Organizer, an employee, contractor, subcontractor, or any other cooperative person, or company.
- The Organizer does not assume any responsibility for any accidental misspellings in publications, such as invitation letters, information on the website, Exhibition layout, promotional items, etc.
- The Exhibitor is liable for any damages as a result of a fire or, accident caused by falling or loose exhibit items, and/or theft by the Organizer, visitors, or third parties including an employee, contractor, subcontractor, cooperative person, or company.

27. Privacy Policy

Any personal data from the Internet and barcode services is subject to the privacy protection policy.

28. Competent Court

Any dispute arising from these Rules and Regulations pertaining to rights and duties of relevant stakeholders are to be settled in the Tokyo District Court.