



# IPF Japan 2023 APPLICATION for EXHIBIT SPACE

You can download a writable PDF and fill in the form on your computer.  
Search for "IPF Japan" → click on "To Exhibit"  
<https://www.ipfjapan.jp> <If writing by hand, please make sure each letter is clear.>

◆ IPF Association: JLB Grand et Cru Yotsuya 6F, 2-11-15 Yotsuya, Shinjuku-ku, Tokyo 160-0004, JAPAN  
TEL: +81-3-6273-2966 FAX: +81-3-6630-7068 E-mail: office\_ipfjapan@ipfjapan.jp

We hereby apply for exhibit space at the above show.  
We agree to abide by the show rules on the reverse side of this form and regulations as defined in the Exhibitor's Manual and memos issued prior to the show.  
\* All prices include 10% Japanese Consumption Tax. \* The applicant shall pay the Bank Remittance Charge (JPY 5,000 additional for each bank remittance).

Date: Month/Day/Year / / Application Deadline: April 5, 2023

## 1. SIGNATURE

Authorized Person Mr./Ms. Signature  
Title \* This person must be authorized to sign on behalf of the exhibiting company.

## 2. APPLICANT

Company Name (English)  
Company Address (English) Country:  
TEL + FAX +  
URL https:// Company E-mail  
Contact Personnel Name Contact E-mail  
Department/Position

## 3. SPACE

Enter the number of units and the extended amount after checking the box  for the appropriate type of booth. Space information P. 10-12

Check	Type	Price Per Unit (tax incl.) (a)	Number of Units (b)	Extended Amount (a) × (b)
<input type="checkbox"/>	Standard Booth	JPY 341,000 / approx. 9m <sup>2</sup>	units	JPY
<input type="checkbox"/>	Special Booth for Contracted Manufacturing & Processing Service Expo	JPY 220,000 / approx. 4m <sup>2</sup>	units	JPY
<input type="checkbox"/>	Poster Stand	Poster stand only	units	JPY
<input type="checkbox"/>		Additional booth for standard/Special Booth	units	JPY

- Please pay the exhibit space fee before May 31, 2023.
- Guaranteed corner booths: Standard booths with 3 or more units will be facing at least two aisles (two-side open) at no additional charge. In case of 4 units or more, the booth will be three-side open (and it could also be the case that single row booth with two-side open). For 12 units or more, the booth will be four-side open (island booth). \* Guarantee only applies to applications received by April 5. Corner booths cannot be guaranteed for applications made after April 5.
- Machines/Manufacturing equipment is not allowed to be exhibited at Contracted Manufacturing & Processing Service Expo.
- JPY= Japanese Yen. Approximate exchange rate US \$1 ≈ JPY 130.

## 3. CONFIGURATION

Check the box  to select the shape of the required booth. (Excluding Poster Stand)

<input type="checkbox"/> Single Row Any number of units	e.g.	① One side facing the aisle. ② In case of 3 units, two sides will face the aisle, and in case of 4 or more units, two or three sides will face the aisle. ③ In case of 3 or fewer units, you can choose only a single row booth. ④ The image is an example based on 2 units. * Applications must be submitted by April 5 for ② to be applied.
<input type="checkbox"/> Double Row 4 or more units	e.g.	① Three sides facing the aisle. ② In case of 12 or more units, four sides will be facing the aisle (island booth). ③ In case of 4 or more units, you can choose a double row booth. ④ The image is an example based on 4 units. * Applications must be submitted by April 5 for ① and ② to be applied.
<input type="checkbox"/> Triple Row 9 or more units	e.g.	① Three sides facing the aisle. ② In case of 12 or more units, all sides facing the aisle. (island booth). ③ In case of 9 or more units, you can choose triple row booth. ④ The image is an example based on 9 units. * Applications must be submitted by April 5 for ① and ② to be applied.
<input type="checkbox"/> Island 12 or more units	units × units	① All sides facing the aisle. ② Enter the required booth size. (1 unit is 3 m wide. Example: In case of 16 units, you can choose 4 units × 4 units or 8 units × 2 units.) ③ In case of 12 or more units, you can choose island booth. ④ Please consult with the Organizer for more information about the shape of the booth. * Applications must be submitted by April 5 for ① and ③ to be applied.

5. MAIN PRODUCTS	Enter the general name and type of product (not the unique name or product's number).	Category
Example: Grinder, dryer, extruder, contracted manufacturing of electrical parts (injection).		MANAGEMENT OFFICE USE

## 6. ZONING

Check the box  only for one main expo/zone. Consideration is given to a layout where competing companies are not facing each other or next to each other. Therefore, the zones may be loosely divided with no clear boundaries.

- Raw Materials, Additives & Fillers Expo (⇒Exhibiting  Biomass Plastic /Biodegradable Plastic Zone)  
 Plastic Molding Machines & System Expo ⇒Check the box  for the subdivided zone.  
 Injection Zone  Extrusion Zone  Blow & Bottle Zone  Thermoforming & Other Molding Zone  Secondary Processing Zone  
 Parts & Component Zone  Ancillary Equipment Zone  Controller & Measuring Equipment Zone  
 Factory Facilities Zone  3D Printing Zone  
 Mold Design & Manufacturing System Expo  Rubber Materials & Molding System Expo  Composite Materials & Molding System Expo  
 Foamed Plastic Expo  Recycling Equipment Expo  Contracted Manufacturing & Processing Service Expo  Press & Media

## 7. BOOTH LOCATION REQUESTS

Check the box  if you have a request. The Organizer will carefully consider your request. However, the Organizer is not bound in any way to meet your request.

- If you do not want your competitors' booths next to your booth, please name the companies from which you would like to keep a distance.  Request →  No such company.
- If you want your booth adjacent to another company's booth because of technical/sales tie-up, please name the companies.  Request →  No such company.
- Other booth location requests (if any).  If any →  Nothing  
※Please note that corner booths and main aisle locations are requested by most exhibitors and will not be taken into consideration.

## 8. WATER / AIR SUPPLY

Check the box  if you plan to install equipment. This will be used as a reference for the booth layout. For water and air supply construction work, apply form that will be sent separately later. Notification of 100V / 200V electrical use is not required at this stage.

Water Supply and Drainage  Compressed Air  Steam  Other [ ]

## 9. SIZE OF MACHINES

Check the box  if your exhibits exceed the following size.

Exhibits will exceed 5 tons.  Yes  No Exhibits will exceed 4.5 meters in height.  Yes  No

## 10. EXHIBITOR'S PRESENTATION SEMINAR

Capacity	Price [tax incl.]	Number of sessions for the exhibitor's seminars per day (up to two sessions per day)	Number of days of seminars	Applicants will receive a questionnaire on the preferred time and date after April 5, 2023. After the applicant agrees on the time and date, the Organizer will send the invoice. Payment deadline is May 31, 2023.
100 seats	JPY 99,000 / 30 min.		days	

## 11. GUIDEMAP ADVERTISING

Check the box  if you would like to apply. P. 13

Position	Japanese edition price (tax incl.)	Apply	English edition price (tax incl.)	Apply
Inside Front Cover	JPY 550,000	<input type="checkbox"/>	JPY 275,000	<input type="checkbox"/>
Inside Front Cover Opposite	JPY 550,000	<input type="checkbox"/>	JPY 275,000	<input type="checkbox"/>
Inside Back Cover	JPY 330,000	<input type="checkbox"/>	JPY 165,000	<input type="checkbox"/>
Inside Back Cover Opposite	JPY 330,000	<input type="checkbox"/>	JPY 165,000	<input type="checkbox"/>
Back Cover	JPY 660,000	<input type="checkbox"/>	JPY 330,000	<input type="checkbox"/>
One Page-Unspecified	JPY 330,000	<input type="checkbox"/>	JPY 165,000	<input type="checkbox"/>

① Deadline for application : July 28, 2023 ② In case of duplicate applications (except One Page-Unspecified), applications will be closed on April 5, and a drawing will be held. ③ Prices are for complete data supply. If design work is required, an additional fee will be charged. ④ All are in 4-color.

## 13. Additional pages in Exhibiting Products/Services Catalog

For an additional page (2 total pages in Japanese/English, tax incl.)	JPY 11,000	pages
Extra	Article ad	JPY 412,500

## 15. BOOTH SHARE

Submit the firm's name and contact information in the event of sharing the booth jointly with other companies. If the two companies have applied individually for a separate booth and then attach the two booths together, you do not need to fill in this section. The Management Office will contact or notify only the company that signed the application.

Names of Co-Exhibitors	Contact Name/Title	TEL	E-mail

## 16. Other Request/Message to the Management Office. \* If any.

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## IPF Japan 2023 GENERAL REGULATIONS

### 1. Qualification

- The company's products or services should fit the purposes of this exhibition.
- Machinery and equipment makers cannot apply for the Contracted Manufacturing & Processing Service Expo. Machinery and equipment for manufacturing cannot be registered as exhibit products at the above Expo.

### 2. Exhibit Space Fee Includes

- Exhibit space.
- Booth separation walls if the booth is directly connected to another booth.
- Expenses for promotion and management of IPF Japan.
- The stipulated quantity of "Exhibitor Profile Page" and "Exhibiting Products/Services Catalog Pages" in web contents.

### 3. Items not Included in the Exhibit Space Fee

- Booth decorating and operating expenses.
- Installation and usage fees for electricity, water, Internet line and other utilities.
- Damage insurance for the exhibits or other insurances.
- Expenses for injuries arising during exhibition or while transporting equipment or other similar expenses.
- Renovating exhibits, decorations, and suchlike required by regulations and exhibition rules.
- Expenses for Guidebook/Web Banner/Email Magazine Advertisements, Exhibitor's Presentation Seminar, "Exhibit Product/Service Catalog Pages" for online showcase exceeding the specified quantity.
- Other expenses not included in the booth fee.

### 4. Cancellation

Exhibitors must submit a notification in writing or by E-mail to the Organizer for approval of cancellation. The following cancellation fee will apply. In the event that the exhibitor has not yet remitted the proper amount as noted below, the exhibitor will remit it immediately. If the exhibitor has already remitted more than the amount noted below, the excess amount will be refunded by the Organizer.

#### [Cancellation after applying to exhibit]

Date of Cancellation	Cancellation Fee
Until April 5, 2023	No cancellation fee
From April 6, to May 31, 2023	50% of the applied exhibit space fee
On or after June 1, 2023	100% of the applied exhibit space fee

#### [Cancellation after applying Exhibitor's Presentation Seminar]

Date of Cancellation	Cancellation Fee
From June 1, to July 31, 2023	50% of the applied seminar fee
On or after August 1, 2023	100% of the applied seminar fee

#### [Cancellation after applying for guidebook ads, additional pages for online Showcase, or web banner ads]

Date of Cancellation	Cancellation Fee
From July 1, 2023 to September 15, 2023	50% of the applied exhibit space fee
On or after September 16, 2023	100% of the applied exhibit space fee

#### [Cancellation after applying for E-newsletter]

##### ◆ Monthly newsletter (Plastics Industry News)

Date of Cancellation	Cancellation Fee
From the 16th to the last day of the previous month to the distribution month	50% of the applied advertising fee
After the 1st of the distribution month	100% of the applied advertising fee

##### ◆ Extra editions of newsletter (Special editions of the Exhibits)

Date of Cancellation	Cancellation Fee
From 30 days to 14 days prior to the date of distribution	50% of the applied advertising fee
13 days or more before the date of distribution	100% of the applied advertising fee

### 5. Booth Allotment

The Organizer will allot booths in accordance with the followings: the overall zoning plan, the type and scale of exhibits, demonstration plans, application date, and suchlike. The Organizer reserves the right to change the allotment of booths after the announcement of booth allotment due to instructions from public agencies, merit to the entire trade show, etc. In such an event, the exhibitor cannot claim for expenses incurred by the change in booth allotment.

### 6. Prohibition of Reselling or Renting Exhibit Space

The exhibitor must not rent, resell, exchange, or sell its exhibit space to any third party, without obtaining permission from the Organizer.

### 7. Installation and Removal of Exhibiting Materials

- Transportation and installation of exhibiting materials must be carried out during the specific period designated by the Organizer. The facilities within the booth must be installed before 4 p.m. on the previous day before the exhibition's first day. If the exhibitor does not install the exhibiting materials by the above time and date, the Organizer reserves the right to dispose of the exhibit space in whatever manner that the Organizer may deem appropriate. If this happens, the exhibitor must pay the designated cancellation fee (100% of the exhibit space fee) to the Organizer.
- If the exhibitor needs to remove, move, or transport the exhibiting materials from its booth during the period of the exhibition, the exhibitor must obtain permission of the Organizer before commencement of such activities.
- The exhibiting materials must be removed from the booth by 12 p.m. on the following day after the exhibition's last day. The exhibiting materials left within the booth after the designated time and date will be removed by the Organizer at the exhibitor's expense.

### 8. Use of the Exhibition Space

- The exhibitor can not exhibit the products that do not fit the purposes of this exhibition.
- The exhibitor should make demonstrations or any other PR activities within its own booth. The exhibitor should be responsible for keeping the passageway in front of its booth free from congestion due to demonstrations or any other PR activities.
- The exhibitor should carefully design its booth so as not to hinder neighboring exhibitors. The exhibitor must consent to changes to their booth if complaints arise from adjacent booths or the Organizer determines that changes in the decoration or usage of the booth is required from the viewpoint of trade show management.
- The Organizer reserves the right to impose restrictions on or to prohibit or to remove exhibits whose sound, handling methods, materials or any other item are deemed unsuitable for the exhibition purposes from the Organizer's viewpoint. This right will extend to persons, articles, printed materials and any other things that the Organizer deems unsuitable. In case of the said restriction or removal, the Organizer will not be responsible for any payment.
- On-site cash deals without the Organizer's approval are prohibited. (Excludes books and exhibits with permission of the Organizer)
- Two-story booths are prohibited.**

### 9. Custody and Protection of Exhibits

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

### 10. Damage Compensation

The exhibitor will be responsible for any or all damages caused by carelessness of the exhibitor or agents thereof to the exhibition, facilities, materials, building, or people.

### 11. Indemnity

The Organizer reserves the right to change the exhibition period or cancel the exhibition at its own discretion if the land or building where the exhibition is to be held becomes unsuitable for admission, or if the exhibition is obstructed by a legitimate cause beyond the control of the Organizer. The Organizer shall not be liable for any damage, increase in expenses, or other adverse circumstances resulting from such changes or cancellations. However, only in the event that the Organizer decides to cancel the exhibition prior to the exhibition due to coronavirus or other infectious disease, the Organizer will refund the full amount of the exhibition space fee.

### 12. Other Rules

Other rules and regulations will be outlined in the exhibitor's manual, which will be sent later.

### 13. Exhibition Contract

The exhibition contract will take effect upon acceptance of the application form by the Organizer. The exhibitor must comply and cooperate with all rules designated by the Organizer to protect the interest of the trade show.

