

● **How to Apply**

This application is available for online from the REIF Fukushima 2019 homepage. All (*) must be filled in and then send us via e-mail.
 After receiving it, we will examine the document and will send URL, I.D. and password as our reply.
 Please access to the attached URL and complete your company profile, and contact us if there is no reply within one week.

● **Application Deadlines**

Monday, July 1, 2019

Please note that if the number of applications has reached the planned number, no further applications will be accepted even if it is received before the deadline
 In the meantime the deadline may be extended if there are still vacancies. Please contact us for details.

● **Decision of exhibitors and payment**

A bill will be sent by the end of July 2019. You are requested to pay your exhibition fee in full by bank transfer due by Friday August 30th, 2019. You shall be liable for the relevant bank fees.

● **Cancellation Policy**

Exhibitors are still requested to pay full exhibition fee for any cancellation done after August 9th, 2019.

● **Booth Allotment**

The Organizer will allot the booths through taking into account the contents and exhibitor's industry fields, as well as venue structure.

● **Change in exhibition period and cancellation of the exhibition**

The organizer may be forced to vary the exhibition period or cancel the exhibition due to the causes beyond its control such as natural disaster, force majeure, etc.
 The organizer shall not be responsible for any damages inflicted on the exhibitors due to the change in the exhibition period or cancellation of the exhibition.
 However, if the exhibition is cancelled before the date of the exhibition, the organizer will reimburse part or all of the exhibition fee.

● **Concerning Exhibitor / Grouping Companies Under One Exhibitor's Name**

In case of joint application where two or more applicants wish to exhibit in the same booth, one representative applicant shall be selected.
 The representative applicant shall be responsible for fulfilling the application procedures and informing the organizer of the name(s) of co-exhibitor(s). The organizer shall contact the representative applicant only.
 Please make sure to separate company names with a /. Abbreviations are accepted and please note that this name would be appear on websites and printed materials.
 *Name could be changed later at the exhibitor's information input page on the website.

○ **Example**

(E.G.) Japanese: ○○○(株) English: ○○○ Inc.

Applying Multiple Companies as one Organization) Japanese: ○○○(株) / △△(株) English: ○○○ Inc / △△ Co., Ltd.

● **Schedule**

	Date:	Content:
	4/1 (Monday)	Applying through homepage will be open
	7/1 (Monday)	Application deadline
	8/9 (Friday)	All online data must be submitted by exhibitors
	8/30 (Friday)	Booth fee payment deadline
	9/20(Fri)	Preparations for booth construction, such as contracts and documents submission to your agent needs to be finished.
	10/29 (Tuesday)	Booth assembly and event construction begins
Beginning & Ending times	10/30 (Wed), 31 (Thur)	Open/Closing times (10:00~17:00)
	10/31 (Thursday)	Final wrap up (17:30~)

*Apply through homepage → Decision will be made → Exhibitor application data must be input using your (I.D., PW assigned) → Exhibitor information will be input into the REIF homepage

● **Presentation Information**

The organizer will adjust the order of presentations after all applications have been received. One presentation will be set per exhibitor. Presentations will be held 10:30~16:00 2 days, Oct 30, 31)

● **Other**

The Exhibitor/Approved Applicant shall not sell, buy, mortgage, transfer all or part of the allocated space to a third party. The Exhibitor/Approved Applicant shall not exchange the allocated space with another Exhibitor/Approved Applicant.
 Sale of any goods by an exhibitor is prohibited during this event.
 If an exhibitor wishes to have a space outside, please contact the event organizer directly for further assistance.

◆◆ **Contact Information** ◆◆

Fukushima Renewable Energy Industry Fair Organization

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