

WECC2015 is organized by the Japan Federation of Engineering Societies. In signing and submitting to the organizers the Exhibitor Application Form requesting use of exhibition booths and halls, exhibitors agree to comply with the exhibition guidelines set out below.

## Article 1: Exhibit Content and Language for Displays

1. WECC2015 exhibition content, namely items displayed in exhibition hall booths and at exhibitor seminars, shall comprise items that fall within the categories of exhibit sought by the organizers and are approved by the organizers.
2. All signage shall be in English only, and English shall be the language used in exhibitor booths.
3. When installing and operating displays at WECC2015, exhibitors must comply with rules determined by the organizers (as set out in these guidelines, the Exhibitors' Manual, etc.) and with instructions issued by the organizers.

## Article 2: Fees

Exhibitors shall be responsible for payment of the prescribed exhibitor fees and all other fees required to participate in the Exhibition.

## Article 3: Exhibitor Applications

1. Exhibitors shall complete the Exhibitor Application Form and submit it to the Exhibition Secretariat by the prescribed deadline.
2. The deadline for applications is **Wednesday, September 30, 2015**. Please note, however, that applications will close as soon as all available booths have been filled.
3. The Exhibition Secretariat will issue an invoice once your application has been received. Exhibitors shall transfer the amount invoiced to the bank account specified on the invoice **within one month of the invoice issue date**. Bank transfer charges shall be the responsibility of the exhibitor. Applications will be formally completed once payment has been confirmed.

Note: Please contact the Exhibition Secretariat if you would like to discuss the payment date.

## Article 4: Changes and Cancellations

1. Exhibitors wishing to cancel their exhibit after submitting the Exhibitor Application Form to the organizers and completing the payment shall notify the Exhibition Secretariat in writing.
2. If the Exhibition Secretariat receives such notification **by Monday, November 2, 2015**, the exhibitor shall pay the organizers a cancellation and handling fee amounting to **50% of the exhibitor fee**. If notification is received **on or after Tuesday, November 3, 2015**, the exhibitor shall pay the organizers **100% of the exhibitor fee**.

## Article 5: Booth Fees

1. All booth fees shall be paid in yen.
2. Exhibitors are requested to keep a copy of the bank transfer statement in lieu of a receipt.
3. Exhibitors shall be responsible for paying bank transfer charges.

## Article 6: Booth Allocations

Booth allocations within the Exhibition venue shall be determined by the organizers after the deadline for applications.

## Article 7: Sundry Expenses

All expenses arising from exhibitor actions (including installation, display, decoration, demonstration, and removal of exhibits) shall be the responsibility of the exhibitor.

## Article 8: Settlement of Sundry Expenses

Exhibitors must pay sundry expenses, including those relating to electricity usage, installation and use of wiring, floor restoration work, and water use, in yen by the prescribed date.

## Article 9: Change or Cancellation of Exhibition

1. In the event of force majeure or other unavoidable circumstances, the organizers may need to change the Exhibition dates, venue (booth positioning), or opening times. Exhibitor applications cannot be withdrawn on the grounds of such changes.
2. In the event that the Exhibition is cancelled prior to the scheduled dates, the organizers shall refund exhibitor fees paid after deducting any expenses that need to be discharged. Please note, however, that the organizers shall not compensate exhibitors for any other losses they may incur due to such cancellation.

## Article 10: Responsibilities and Liability for Compensation

1. Exhibitors shall conduct all displays and handouts within their own booths.
2. Exhibitors shall be responsible for managing their own exhibits and making their own insurance arrangements, since the organizers can take no responsibility whatsoever for exhibits, nor make any guarantees concerning security against theft, loss, or damage. Moreover, the organizers can take no responsibility whatsoever for any accident occurring as a result of exhibitor actions, and exhibitors will be responsible for resolving any issues arising from such accidents.
3. The organizers shall station security personnel within the venue as required and make every effort to prevent risks including fire, theft, and accident. At the same time, exhibitors also have a responsibility to prevent such risks and safeguard their exhibits.
4. Exhibitors shall be responsible for compensating for any damage caused by accidents, fires, etc. that may occur due to their own negligence.

## Article 11: Restrictions and Prohibitions

1. Exhibits and decoration must not exceed the height restrictions set out in the Exhibitor Manual (to be handed out at the Exhibitor Briefing). The organizers may instruct exhibitors to take any steps deemed necessary for the purposes of accident prevention, or to limit or halt work when they are preparing their exhibits.
2. Exhibitors are not permitted to affix items directly to the floor (with adhesive tape, anchor bolts, etc.), or to bring hazardous substances such as gas, gasoline, or explosives into the venue.
3. Exhibitors are not permitted to hang exhibits or decorative materials from the ceiling.
4. Exhibitors shall ensure that staffs capable of explaining exhibits are stationed in their booths whenever possible to manage exhibits and respond to visitor inquiries.
5. Exhibitors must refrain from any conduct that could cause annoyance to visitors or nearby booths, such as displays using noisy electrical devices or audio systems, excessive light shows, or demonstrations that emit odors. All audio systems must be equipped with volume controls.
6. Exhibitors are not permitted to hand over exhibits in exchange for cash.
7. Exhibitors may hand out literature or samples within their own booths only.
8. Exhibitors may conduct demonstrations within their own booths, provided there is enough space to for visitors to view them from within the booth.
9. Exhibits and demonstrations must not protrude into corridors or obstruct or impede adjoining booths.
10. Exhibitors must not plan or conduct any activities that do not conform to the purpose of the Exhibition.
11. The organizers may ask exhibitors to restrict or cease any conduct that is deemed to cause annoyance to visitors or nearby booths.
12. The organizers hold photography rights for the Exhibition.