

Japan Robot Week 2024 Rules and Regulations

1 Booth allocation, Prohibition of booth transfer, Height restrictions on booth decorations

1 The secretariat will decide booth location by taking into consideration exhibit contents, shape, order of application, number of booths, venue structure, and so on. Booth locations will be announced in late June.

2 No part of the allocated booth space may be transferred or lent without permission of the secretariat. Further, it may not be subleased or used as collateral.

3 Limits on the height of booth decorations are 2.7m to 4.5m based on number of booths.

2 Payment Deadline

Upon confirmation of the Application Form, the secretariat will issue an invoice. **Please be sure to pay the booth rental fee within one month from the date on the invoice.**

3 Changes or Cancellation of the Exhibitor's Contract

Change or cancellation of exhibition contracts due to exhibitor's reasons.

Any exhibits that are not appropriate for the exhibition may be turned down. Further, any changes or cancellations to booths that have already been applied-for shall be made in writing including the reason for the change and approved by the secretariat.

[Cancellation Fee]

Application acceptance → Jun. 30 (Sun.) 2024	50% of Booth Rental Fee
After Jul. 1 (Mon.) 2024	100% of Booth Rental Fee

4 Management and Maintenance of Exhibit

1 The secretariat is in charge of careful management of the whole exhibition site. However, exhibitors shall take responsibility and bear costs for their own exhibits.

2 The secretariat assumes no responsibility for compensation for theft, loss, damage, or fire of exhibits and for any damage to exhibits attributed to a natural disaster. Exhibitors are recommended to take measures such as purchasing adequate insurance coverage for their exhibits.

5 Use of Hazardous Objects on the Exhibition Site

1 Exhibitors are prohibited from bringing in hazardous objects such as flammable or explosive items. Any items using hazardous objects/open flame specified in the Fire Prevention Law or otherwise not approved by the local fire department are prohibited from being carried onsite. (Exemptions relating to use of hazardous objects at the venue will be explained at the exhibitor orientation session.)

2 Objects that are offensive to public order and morals, prohibited by the related laws and regulations, or are not approved by the organizer are prohibited from the exhibition.

6 Precautions in Demonstration, Prevention of Accidents

1 Demonstration of exhibits is not restricted; however, the secretariat may stop a demonstration if it causes excessive sound, fumes, light emission, odors, or hazards.

2 Exhibitors shall take responsibility for disposal of all rubbish/waste generated from demonstrations. Please do not dispose of waste at the exhibition site.

3 Exhibitors shall take great care to prevent accidents during move-in/out, exhibitions, and demonstrations. In addition, exhibitors shall take all possible precautions and station someone to watch the booth at all times. The organizer has no responsibility for any accident except when it is the secretariat's fault.

7 Restoring the Site to its Original Condition

1 After the exhibition, exhibitors shall restore the booths to the original state within the given move-out time. If the exhibitors do not restore them to their original state, the secretariat will do the work and the exhibitors shall bear the costs.

2 If there is anything left by the exhibitors after the booths are returned, the secretariat shall inform the exhibitors and dispose of it. The exhibitor shall bear the disposal costs.

8 Bearing the cost of various types of construction

The cost of using electricity at the booth, construction costs for setting up and using electricity lines, water lines, air, gas, telecommunications lines etc. will be borne by the exhibitor. Details on how to apply and the costs will be explained in Exhibitor Manual.

9 On-site Inspections

1 The organizer and the companies in charge of security and accident prevention during the exhibition can inspect the booths with the exhibitors consent if they decide that an inspection is necessary for the prevention of fire and accidents.

2 During the move-in/out and the exhibition, the organizer shall inspect the booths in accordance with the administrative directions from the competent authorities in charge of prevention of fire and accidents. The exhibitor shall quickly follow the administrative directions when directed during the inspection.

10 VISA-related Issues

If exhibitors from overseas require a visa, exhibitors are responsible for preparing and processing necessary paperwork including the letter of reason for invitation or letter of guarantee.

As a general rule, the organizers will not issue letters of reason for invitation or letters of guarantee as defined by the Japanese Ministry of Foreign Affairs. Additionally, the organizers take no responsibility for any loss or damage incurred in the event the Japanese embassy or consulate does not issue a visa and an exhibition applicant is unable to exhibit.

11 Cancellation, Shortening, or Postponement of the event

1 The organizer may announce in advance or even during the exhibition a cancellation, shortening, or postponement in the case of natural disaster, infectious disease, terrorism, orders and directives from the national government, or other unavoidable circumstances that make it difficult to hold the exhibition. If this happens, after the organizer has made a decision as mentioned above, the organizer will notify exhibitors and make the decision public. The organizer will not take responsibility for any damages to exhibitors due to the decision and its execution.

2 If the exhibition must be completely cancelled before it begins due to unavoidable circumstances, the organizer will return the exhibition fee to exhibitors minus any costs that had already been incurred.

3 There will be no refund if unavoidable circumstances occurring during the exhibition result in a shortening of days or hours of the length of the exhibition. No compensation will be paid for costs incurred by exhibitors because of this.

4 In the event of exhibition postponement or relocation of the venue, the exhibition fee and other expenses incurred under the direct contract between the organizer and exhibitor shall not be refunded in accordance with 1. above.