



# **Kyoto Congress Exhibition**

## **Application Requirements**

**Date: April 20-27, 2020**

**Venue: Kyoto International Conference Centre**

## **1 Summary of the Event**

### **1 Title**

Kyoto Congress Exhibition

### **2 Date and Time**

April 20-27, 2020

9:00 am – 5:00 pm

(subject to change in accordance with the meeting schedule of the Kyoto Congress)

### **3 Venue**

Kyoto International Conference Center Event Hall, New Hall

Takaragaike, Sakyo-ku, Kyoto, 606-0001, Japan

<http://www.icckyoto.or.jp/en/>

### **4 What is the Crime Congress?**

The United Nations Congress on Crime Prevention and Criminal Justice has been held every five years since 1955. The Congress brings together high-level representatives of governments, inter-governmental organizations, criminal justice professionals, non-governmental organizations and scholars of international repute to discuss common problems, share experiences and seek viable solutions to problems related to crime prevention and criminal justice.

The last Crime Congress took place in Doha and was attended by approximately 4,000 participants from about 150 countries. The participants included former UN Secretary-General Ban Ki-moon.

The 14th UN Congress will be held in Kyoto, Japan in 2020. During the Kyoto Congress, April 20-27, 2020, companies, governments and other organizations will have the opportunity to exhibit their programs, goods or services at booths within the Kyoto International Conference Center (ICC Kyoto). This is an excellent opportunity to present products, ideas, solutions and projects related to crime prevention and criminal justice that contribute to the achievement of the SDGs.

## **2 Exhibition Area**

The exhibition area will be in the Kyoto International Conference Center Event Hall and part of the New Hall. These halls are located in a high-traffic area between the main entrance and the plenary hall. Thus, the exhibition area is well situated for public relations and advertisement.

## **3 Size of Exhibition Booth**

Booth size 3.0 m × 3.0 m

\* Exhibitors may apply for a minimum of one booth. Exhibitors who would like to use over five (5) booths are requested to contact the Secretariat in advance.

\* Regarding utilities and other details of the exhibit booth, a manual for exhibitors will be distributed by the end of November to accepted exhibitors.

\* Please refer to Paragraph 10, below.

#### **4 Exhibition Costs**

- |   |   |                          |
|---|---|--------------------------|
| 1 | Commercial exhibitors   | ¥ 200,000 (Tax included) |
| 2 | Foreign-government or foreign-government-related organizations    | ¥ 100,000 (Tax included) |
| 3 | Non-governmental organizations and non-profit organizations, etc. | ¥ 50,000 (Tax included)  |

\* Payment methods and timing will be announced in due course.

\* The exhibitors agree to bear their own costs associated with the exhibition, such as exhibition panels, transportation costs, etc.)

#### **5 Exhibition Topics**

Exhibition topics should be relevant to the main theme of the Kyoto Congress, “Advancing crime prevention, criminal justice and the rule of law: towards the achievement of the 2030 Agenda”.

For example:

- Security-related technologies, products and services, which may include security cameras, image recognition technology, global positioning information systems, information security technology, measures against cyberattack, artificial intelligence, security robots and so forth.
- Showcasing initiatives and services relevant to the SDGs, such as initiatives to address environmental issues, educational issues, etc.

#### **6 Terms, Conditions and Restrictions**

- 1 Exhibitors shall not damage the facilities of the hall during the course of the exhibition, including the installation and removal of exhibits.
- 2 An exhibitor shall immediately report any damage caused during installation, exhibition or removal to the secretariat and follow their instructions to repair the damage at the exhibitor’s expense.
- 3 Exhibitors shall follow any and all instructions or rules established by the secretariat regarding entering and leaving the conference building, including such rules on registration and wearing of conference badges.

- 4 Exhibitors shall follow the secretariat's instructions to remedy any case of noncompliance with the exhibition manual and other exhibition requirements.
- 5 Force Majeure. If an exhibitor suffers damages due to an event that is beyond the control of the parties, including but not limited to theft, fire or natural disaster, the exhibitor shall bear the risk of loss or damage to their exhibited objects.
- 6 Booth assignments, as determined by the secretariat in its sole discretion, are final.
- 7 On-site sales of products at the exhibition booth during the Congress are prohibited.

## **7 Application (Please also refer to Paragraph 10 below regarding schedules)**

- 1 The application period for the exhibition is scheduled to start on August 26, 2019. The application form will be posted on the Kyoto Congress website.  
Please fill out the form, and fax or email it to the address/number specified in Paragraph 11.
- 2 Deadline for application is October 25, 2019.  
Once all available booths have been assigned, applications will no longer be accepted.
- 3 Other matters  
Booth assignments will be determined by the secretariat upon receipt of application forms. Applications may be rejected if they are deemed to be outside the scope of the exhibition topics.  
Details of the cancellation procedure will be announced later.

## **8 Installation and Removal**

Further details will be provided in the manual for exhibitors

## **9 Prohibited Conduct**

- 1 Exhibitors may not act in any manner that degrades the Kyoto Congress.
- 2 Exhibitors may not disturb, and must be considerate toward, others. For example, the volume of audio-video displays, recordings, etc. at each booth must be kept at reasonable levels as determined by the secretariat.
- 3 Exhibitors are prohibited from entering restricted areas.
- 4 Exhibitors may not transfer all or any part of their assigned booth to any third party, nor may booths be exchanged without prior permission of the secretariat.

## **10 Application Dates and Deadlines**

Aug. 26, 2019	Application period opens (submit via the Kyoto Congress website)
Oct. 25, 2019	Application period closes. (Once all available booths have been assigned, we will stop accepting applications.)
Oct. 2019	Decision notifications will be sent to exhibitors.

- Nov. 2019      Exhibitor information, exhibit fee payment information and exhibit manuals will be sent to exhibitors.
- Jan. 2020      Briefing Sessions for exhibitors will be held.

## **11 Contact Information ( Secretariat )**

1-1-1, Kasumigaseki, Chiyoda-ku, Tokyo, 100-8977, Japan

Office of the Kyoto Congress Organizing Committee, International  
Affairs Division, Minister's Secretariat, Ministry of Justice  
(Kyoto Congress Secretariat)

TEL: +81-3-3592-7423

FAX: +81-3-3592-7425

E-mail: [exhibits\\_kyotocongress@i.moj.go.jp](mailto:exhibits_kyotocongress@i.moj.go.jp)

\* Please DO NOT contact the Kyoto International Conference Center directly.