



Kyoto Congress Exhibition

Application Procedure

Date: April 20-27, 2020

Venue: Kyoto International Conference Center

1 Application

1 Application Method

Please fill out the application form posted on the Kyoto Congress website, and email or fax it to the Kyoto Congress Secretariat:

Contact Information (Secretariat)

Office of the Kyoto Congress Organizing Committee

International Affairs Division

Minister's Secretariat, Ministry of Justice

(Kyoto Congress Secretariat)

E-mail: exhibits_kyotocongress@i.moj.go.jp

FAX: +81-3-3592-7425

2 Application Form Instructions

- *Exhibit Description*

Please briefly describe the primary focus of the exhibition.

For example, "AI-equipped security robots"

- *Number of booths desired*

Exhibitors who would like to use more than five (5) booths are requested to contact the Secretariat prior to submitting an application.

- *Request for arrangement of booths*

For example, "We would like to use two booths side by side arranged as . . ."

Please note that we may not be able to meet your request.

- *Exhibits Details*

Applications may be rejected if they are deemed to be outside the scope of the exhibition topics. Please describe the details of the exhibit.

If you need more space, please attach a separate sheet.

The secretariat may request additional information regarding the content of the exhibition.

- *Exhibition Method*

If "other", please explain in the space provided. For example, "We are planning a demonstration of equipment such as . . ."

- *Additional Information (optional)*

Please provide any additional information relevant to your exhibit that will be helpful to the Secretariat in reviewing your application and assigning appropriate booths.

For example, "Will use display equipment that generates sound such as . . ."

Please note that we may not be able to meet your request.

3 Deadline

The application deadline is October 25, 2019.

Once all available booths have been assigned, applications will no longer be accepted.

4 Booth Assignments

There will be eighty (80) booths in total.

Booth assignments will be determined by the secretariat on a rolling basis (upon receipt of application forms).

5 Cancellation

Any exhibitor wishing to cancel will be required to submit a written explanation stating the reason(s) for cancellation. Cancellations may only be due to unavoidable reasons (i.e., unforeseeable circumstances beyond the exhibitor's control). In that case, a cancellation fee may be charged.

The secretariat reserves the right to reassign open booth space created by the cancellation of the exhibition.

2 Equipment

The secretariat will provide three (3) partition panels and a board displaying the name of the exhibitor for use at the booth.

3 Installation and Removal

1 Installation

From April 16, 2020 (planned)

2 Removal

Until April 28, 2020 (planned)

Installation and removal are prohibited during the exhibition period.

4 Other matters

For matters not described in this document, please refer to the application requirements already posted on the Kyoto Congress website.