



HALAL EXPO JAPAN 2016

~Halal for All~

Organized by: Halal Expo Japan 2016 Executive Committee

Please ensure you read this booklet and
abide to the exhibition rules and regulations.

HALAL EXPO JAPAN 2016

~Halal for All~

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◆ Exhibition Outline ◆

- Exhibition name: HALAL EXPO JAPAN 2016 ~Halal for All~
- Exhibition Period and Opening Hours :
The Exhibition will be held from November 22 (Tue) to 23 (Wed), 2016, for two days,
from 10:00~17:00.
- Venue : Tokyo Metropolitan Industrial Trade Center Taito-kan
4th floor (1495 m² · 3mH) 5th floor (1495 m² · 3mH)
2-6-5 Hanakawado Taito-ku Tokyo 1110033 TEL: 81 3 3844 6190
Website: <http://www.sanbo.metro.tokyo.jp/taito/access/>
東京都立産業貿易センター台東館
〒111-0033 東京都台東区花川戸 2-6-5
- Organized by: Halal Expo Japan 2016 Organizing Committee
- Sponsored by: MBIC Life Co., Ltd., ADF Co., Ltd.
- Supported by:
Japan External Trade Organization (JETRO), Kinki District Transport Bureau,
Taito City, Tochigi Prefecture, Chiba City, Sano City, Beppu City, Obihiro City, Hioki City,
Tokyo Chamber of Commerce and Industry, Obihiro Chamber of Commerce and Industry,
Singapore Malay Chamber of Commerce and Industry, The Japan Times, Ltd.,
SANKEI SHIMBUN Co., Ltd., Tokushima Export Promotion Network for Agriculture, Fisheries
and Processed Food Products, et al. Total 42 organizations
- Special cooperation: Halal Expo Japan 2016 Advisory Board
- Exhibitors scale : 100 booths
- Booth Fees :
Early Bird Application: JPY 150,000 per booth (8% tax not included)
Regular Application: JPY 200,000 per booth (8% tax not included)
- Exhibition application deadline :
Early Bird Application: June 1 (Wed) to July 15 (Fri)
Regular Application: July 16 (Sat) to August 31 (Wed)
- Payment deadline :
Early Bird Application: August 1, 2016 (Mon)
Regular Application: September 12, 2016 (Mon)
Cancellation Fees: Cancellation after September 15: 50% of fees
Cancellation after November 1: 100% of fees
- Exhibit Explanatory Meeting :

Details will be sent at a later date to all exhibitors who are participating (around mid-Sep 2016).

■Target Participants :

Producers and importers/exporters of Japanese and foreign fresh and processed food products, fashion items and cosmetics, travel companies, local government representatives and other related companies and groups.

■Number of attendees : 10,000 (projected)

◆ Event Details ◆

- Exhibitions, sales and demonstrations of Halal-certified products from globally.
- Exhibitions, sales and demonstrations of products that have been confirmed to be Halal.
- Exhibitions, sales and demonstrations related to Muslim fashion, Muslim beauty and Muslim tourism.

In accordance with Japanese law, only items that have passed through importation and customs procedures will be exhibited.

- Inbound success story seminar
- Live cooking stage with Japanese and international chefs
- Muslim fashion show
- Symposium by Muslim students in Japan, business matching event and etc.

◆ Event Schedule ◆

	Monday, November 21	Tuesday, November 22	Wednesday, November 23 (Public Holiday)
	Preparation Day	Day 1 of the Event	Day 2 of the Event
9:00	Exhibitor admission (9:00~)	Event preparation starting (9:00~)	Event preparation starting (9:00~)
10:00		General admission (10:00~17:00)	General admission (10:00~17:00) Final admission 16:30
11:00			
12:00			
13:00	Exhibitor venue preparation (13:00~16:30)	Seminar	Seminar
14:00			
16:00			
17:00			
18:00	Cleanup/next-day preparation	(Exhibitor's Session) (17:00~17:50)	Cleanup/pack-up (17:00~18:30)

19:00		Networking Session (to be planned) (18:00~20:00)	Booth power off (17:30) Removal
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Regarding exhibit installation time in the venue, a list of time slots will be sent out at a later date. Please abide by this list when installing your exhibition. Work at other times will not be allowed, so please keep strict observation of your time slot.

◆ About Sales and Food/Drink Samples ◆

(Sales)

Since the products and services exhibited will generally be for commercial purposes, please be prepared to provide visitors who are interested in making a purchase with guidance to the correct channels for ordering products. However, certain products will be allowed to be sold, subject to the following conditions.

- (1) Bagged or sealed in a container (can, bottle etc.) such that the actual product is not exposed to the outside air, and in addition, not requiring a public health center sales license or cosmetics/pharmaceuticals sales license.
- (2) The Bureau assumes no responsibility for trouble or accidents arising from products sold. Exhibitors should resolve any issues in good faith with the customer.

The sale of foods and beverages specified below which require preparation/and or serving within the exhibition hall requires a public health center sales license. Food (including beverages which are poured into a cup, etc.), seafood, dairy products (milk, etc.)

- (3) Certain items may be regulated or prohibited based on the regulations of relevant administrative agencies.

(Food and Drink Samples)

- (1) Exhibitors who will offer food or beverage samples or conduct food or beverage production, cooking or processing must provide this information at the time of application.

Exhibitors should fill out the separate applicable forms (for food samples, beverage samples etc.) and submit them; the Bureau will then submit them as a single package to the public health office for insurance purposes.

- (2) Only simple, ready-to-eat-style food may be served from booths.
- (3) If performing cooking, cutting or dispensing of food items, please set up a hand washing (L-5) sink and sanitizing equipment in the booth (surcharge required).

Alcohol sprays may not be used.

(About the handling of food)

- ① Please fully observe food safety precautions and procedures when cooking or processing food. Since the event organizers cannot assume any responsibility in the unlikely case of an accident (such as food poisoning), please work to fully ensure full preparation and product quality management.

- ② Advance notice must be submitted to the public health office even for very simple sample foods and beverages offered at an exhibit.
- ③ If a refrigerator is used, day and night power must be made available to it during the period of the exhibition. Please be sure to check the appropriate field in the equipment order form.
- ④ Hand washing and sink equipment is not required for coffee or tea served for free to welcome guests to an exhibit.

◆ Hotel Accommodation ◆

Inquiry arrangements of hotels

J-Links Co., Ltd.

4-2-13 Kitahama Chuo-ku Osaka Japan 5410041

Tel. 81 50 5883 7451 Fax. 81 6 7635 7615 <http://jlinksjapan.com/main/?p=683>

◆ Exhibition Rules & Regulations ◆

Article 1: Qualification

1. Registrations for the exhibit shall strictly follow the terms set forth herein by the organizer.
2. The Organizer retains the right to determine the nature of the exhibit and the suitability of registrants to participate or not participate. In the event that the Organizer deems a registrant unsuitable, the application is revoked or, where a contract has been entered into, the contract is annulled. The basis, evidence, and reasons for said revocation or annulment are not disclosed. The Organizer waives all liability for any costs the registrant or Exhibitor has borne up to that point.
3. Application to and registration for the Exhibit shall indicate consent with the terms above. If you do not consent to these terms, do not proceed to register.

Article 2: Exhibits

1. Exhibited articles shall be limited to those items corresponding to the nature and purpose of the exhibit and for which advance consent has been obtained from the organizer.
2. Exhibiting is forbidden in the cases below;
 - Import/export and/or sale of forbidden articles, including but not limited to narcotics and other contraband, and inflammable, explosive, or radioactive articles
 - Articles that infringe or may infringe on industrial property or other intangible property rights
 - Articles using, involving, or requiring an open flame (excepting those authorized by the fire department of jurisdiction)
 - Articles for which the advance consent of the organizer has not been obtained
 - Articles designated or recommended by the government administration of jurisdiction as prohibited from import
 - Other articles that infringe or may infringe on laws, statutes, or regulations, and articles infringing on public decency and morals
3. All other articles not described above but deemed to be damaging to the proper operation of the exhibit shall be restricted or barred from exhibiting, be said restriction or barring in advance of the exhibit or during its operation.

Article 3. Layout of Booths

Booth position, organizers, the number of booths, exhibits, the presence or absence of the demonstration, are to be determined after taking into consideration the application order, and the like.

Article 4. Exhibition Period and Open Hours

The Exhibition will be held from November 22 (Tue) to 23 (Wed) 2016 for two days.

Article 5. Booth Fees

The booth fees are as follows:

Early Bird Application: JPY 150,000 per booth (8% tax not included)

Regular Application: JPY 200,000 per booth (8% tax not included)

■Items included in the Booth Fees

- 1) The Organizer will provide a white system-panel (vinyl back) and side walls as basic booth amenities, however, additional items such as carpeting, tables, and shelves, are the responsibility of the Exhibitor.
- 2) Invitation and Event Information Guide are provided.
- 3) Electrical supply is not available. Power outlet is excluded. In case of electrical use, outlet installation is necessary at an extra cost to be borne by the exhibitor.
- 4) Booth number plate is hung on the panel.

Article 6. Application for Exhibition Space

■Application

Fill in the Exhibition application form on website <http://www.halalmedia.jp/expo2016/en/index.html>

Acceptance to Exhibitors based on full Application forms received and confirmed.

However the website submissions would be accepted to be the first confirmation.

■Exhibition application deadline

<Early Bird Application> June 1 (Wed) to July 15 (Fri)

< Regular Application> July 16 (Sat) to August 31 (Wed)

However, as soon as the number of registrations hit the number of scheduled booths, registration will close. Please understand in advance.

■Payment of Exhibition Space

The payment method and due date are as follows:

* Bank transfer fees are not included in this amount.

* All Bank transfer fees are to be covered by the Exhibitor.

* Please inform us when the payment process is complete.

If you do not make payment within the stated dates, we understand it as cancellation of the exhibition, so please do not delay the payment.

■Payment deadline

Early Bird Application: August 1, 2016 (Mon)

Regular Application: September 12, 2016 (Mon)

Article 7. Establishment of a Contract

The contract for participation in the Exhibition shall become effective between the Organizer and the Exhibitor as of the issuing of an invoice by the Organizer to the Exhibitor for participation fees pursuant to these Rules and Regulations.

Article 8. Administration of Exhibits

1) Move-in and move-out and the administration of exhibits must be undertaken at the Exhibitor's risk and expense.

Article 9. "Safety First" Measures and, Responsibilities

- 1) The Exhibitor must pay the utmost attention during move-in and move-out, setting up and removing items, displaying and demonstrating, etc., in order to prevent any accidents, the results of which would be the complete responsibility of the Exhibitor.
- 2) The Organizer may order the Exhibitor to discontinue or restrict construction work or order any other measures to prevent accidents, all of which is at the Exhibitor's expense. The Organizer declines all responsibility for the occurrence of accidents and/or theft except for the cases due to any cause imputable to the Organizer. The Exhibitor is cautioned to maintain high safety standards at all times, as the results of any accidents caused by falling or loose exhibit items will be the full responsibility of the Exhibitor.

Article 10. Exhibition Changes or Cancellation

- 1) The Organizer may change the Exhibition period or cancel the exhibition (thereby dissolving this Agreement) due to natural disasters or any other unforeseen or uncontrollable circumstance.
- 2) The Organizer reserves the right to nullify this Agreement or cancel any exhibition content deemed to not foster the achievement of the exhibition's aims and goals, based on consideration of the exhibition scale, content, and visitor circumstances.
- 3) The Organizer cannot be responsible for loss or damage to Exhibitors or other individuals in the event of 1) or 2) above.

Article 11: Removal or Annulment of application by exhibitors

- 1) Removal or annulment of an exhibitor application, in whole or in part, shall not be permitted except with the express consent of the organizer. (Includes but is not limited to deletion of applied-for booths, etc.)
- 2) Where, per the above, the organizer consents to the removal or annulment, in whole or in part, of an application, the exhibitor shall pay the cancellation fees below:

Cancellation after September 15: 50% of fees

Cancellation after November 1: 100% of fees

Article 12: Entry procedures for Japan

Where exhibitors must complete entry procedures for Japan, the exhibitor(s) shall do so at their own discretion and expense. All procedures and/or expenses associated with Japanese immigration shall be borne in their entirety by the exhibitor; the organizer waives all liability for the above. In the event that an exhibitor is unable to enter Japan and the contract must be annulled, the exhibitor in question shall pay the cancellation fees defined in Article 11 to the organizer.

Article 13: Transport and set-up and venue

Details on transport/set-up and the venue are below:

- 1) Venue : Tokyo Metropolitan Industrial Trade Center Taito-kan
4th floor (1495m² · 3mH) 5th floor (1495m² · 3mH)

2) Move-in Schedule: November 21, 2016, 1:00 PM-4:30 PM * **Overtime work is not permitted**

3) Move-out Schedule

November 23, 2016, 5:00 PM-6:30 PM

*Complete all removal work, including dismantling of decorations, within the allotted time.

4) Standard Booth Design

One booth is approximately 9.0sqm (2.97m (W) x 2.97m (D) x 2.7m(H)) of floor space.

Multiple booths are aligned in single or double rows.

<Booth Type>

A "Single Booth"

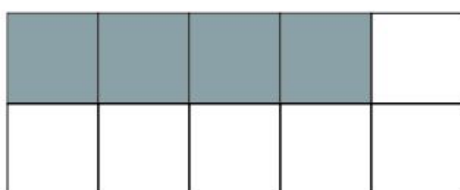
B "Double Booth" (Over 6 booths)

① Type of booth for below 5 booths is referred to as a "Single Booth".

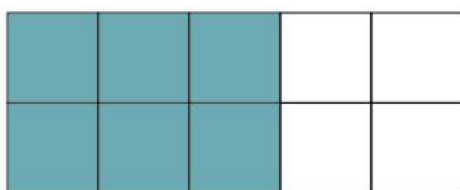
② Type of booth for over 6 booths is referred to as a "Double Booth" (subject to availability).

■ Booth Type

A "Single Booth"

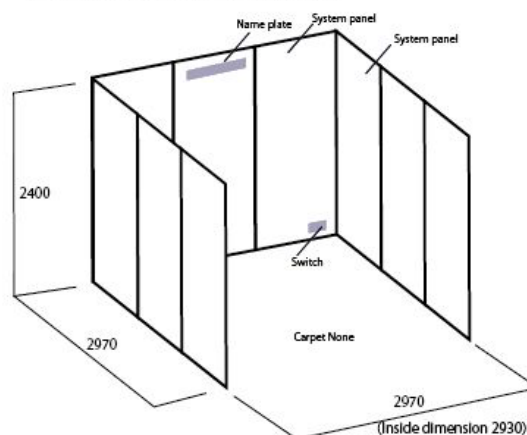


B "Double Booth" (Over 6 booths)



■ 1 booth example

(System panel specification: white vinyl finishes.)



The partition of each exhibition booth is set by the Organizer.

(System panel specification: white vinyl finish.)

No partition unless there is an adjoining booth.

5) Electrical Facilities

Electrical supply primary side trunk line construction of up to single phase 100V / 300W capacity per booth is done in the organizer's side. No power socket is available. Additional connections and wiring works, as well as electricity costs shall be paid by the Exhibitor.

6) Water Supply and Drainage Facilities

The main water supply and additional piping works, as well as the water charges shall be paid by the Exhibitor.

Article 14: Expenses

1) Exhibitors requiring separate drainage, plumbing, or electrical installation shall apply by the separately stipulated procedures and pay the designated costs.

2) Expenses and insurance, damages, or otherwise (to exhibited articles or the exhibitor) sustained in shipment, transport, exhibiting, presentation, and removal of exhibited articles shall be borne in their entirety by the exhibitor.

Article 15: Changes to exhibit regulations

The organizer reserves the right to change the terms of these regulations. By registering, exhibitors indicate their advance consent to the above and shall comply with the new regulations.

Article 16: Prohibited item

Exhibitors are forbidden from engaging in the following conduct:

- 1) Transfer, sale, lease, or collateralization of one's rights as a party to this contract as an exhibitor
- 2) Installation of signage, bulletin boards, advertising placards, and other items within the exhibit building and environs in places other than those expressly designated
(excepting those items for which the organizer has given advance consent)
- 3) Sales and promotional activities, including but not limited to soliciting customers, in areas other than one's own booth (including but not limited to halls and passages)
- 4) Transport into the exhibit space of articles that would disturb others
- 5) Actions that damage or would damage exhibited articles
- 6) Actions that disturb visitors or other exhibitors (loud noises, odors, performances, etc.)
- 7) Sleeping overnight (lodging) in the exhibit booth
- 8) Decorating/changing the interior of a booth during opening hours (except where repairing or maintaining products)
- 9) Other acts forbidden by the terms herein

Article 17: Annulment of contract

In the event that any of the below are found to apply to the exhibitor, the organizer reserves the right to annul this contract without prior warning. The organizer waives liability for all damages sustained by the exhibitor as a result of said annulment.

- 1) Non-payment of exhibit fees, in whole or in part
- 2) Exhibiting of prohibited articles or failure to follow the regulations, stipulations, and guidelines made by the organizer
- 3) Use of exhibit booth for reasons other than the intended exhibiting purpose
- 4) Exhibit booth is not used
- 5) If facts come to light that would forfeit the organizer's trust in the exhibitor
- 6) Infraction of the terms herein or the Exhibitor Handbook based on the same, or on any stipulations and guidelines

Article 18: Restoration

When this contract terminates, be it during the exhibit or after its completion and regardless of the reason for the same, the exhibitor must follow the terms below return the booth to the organizer.

- 1) Restore booth to its original state

In the event that the exhibitor does not restore the booth to its original state, the costs to achieve the same shall be borne by the exhibitor (if the organizer sustains any damages from the above, the exhibitor shall be liable)

- 2) After return of the booth to the organizer, any items left behind by the exhibitor can be disposed of at the discretion of the organizer.

Article 19: Entry screening

1) Where required by the organizer for maintenance of the venue building, for hygiene, for crime prevention, fire prevention, or other reasons, the organizer can, following advance notification to the exhibitor, enter an exhibitor's space and perform an inspection, taking measures as needed. Where advance notification is not provided, the organizer shall report the entrance to the exhibitor after the fact.

Article 20: Installation of exhibitors in exhibit booth

For the duration of the exhibit, exhibitors shall wear the designated exhibitor badge and remain stationed at their booth(s), where they can engage with visitors and maintain exhibited articles.

Article 21. Decoration and, Construction Work

- 1) Decorations is prohibited that protrude outside the frame of the partition between the exhibitors.
- 2) No items or signs may be placed on walkways in the hall.
- 3) The height of the decorations will be up to H2400.

This does not apply to items that have received special permission from the Organizer.

- 4) Use of ceiling structure Upon exhibitors is prohibited.

- 5) The Exhibitor will observe all other rules and items as explained by the Organizer at the Official Exhibitor Meeting.

- 6) The Exhibitor is not entitled to raise any objection against, nor make any claims against the Organizer in the event that the Exhibitor violates any of the provisions of sections 25 1) to 5), and disregards the Organizer's notification to correct any violation. In addition, all materials in violation of regulations are to be removed at the expense of the Exhibitor.

Article 22. Fire, Theft, and Other Incidents

- 1) The Organizer does not assume any responsibility for any third party including the Exhibitor and visitors in the event of a fire or, accident caused by falling or loose exhibit items, and/or theft by the Organizer, an employee, contractor, subcontractor, or any other cooperative person, or company.

- 2) The Organizer does not assume any responsibility for any accidental misspellings in publications, such as invitation letters, information on the website, Exhibition layout, promotional items, etc.

- 3) The Exhibitor is liable for any damages as a result of a fire or, accident caused by falling or loose exhibit items, and/or theft by the Organizer, visitors, or third parties including an employee, contractor, subcontractor, cooperative person, or company.

Article 23. Governing Laws and Jurisdiction

This contract shall be construed and enforced in accordance with the Laws of Japan. Any legal declaration and process shall be subject to the exclusive jurisdiction of Tokyo District Court.