

# FOOMA JAPAN 2025 Exhibit Requirements

## 1 FOOMA JAPAN 2025 booth types

### (1) About your booth type

● Choose your booth type from Type A (1 unit) to Type G (9 units).

Type	Unit (s)	Aisle side	Depth
A	1	2.970 m ×	2.475 m
B	2	5.940 m ×	2.475 m
D	4	5.940 m ×	4.950 m

Type	Unit (s)	Aisle side	Depth
E	6	8.910 m ×	4.950 m
G	9	8.910 m ×	7.425 m

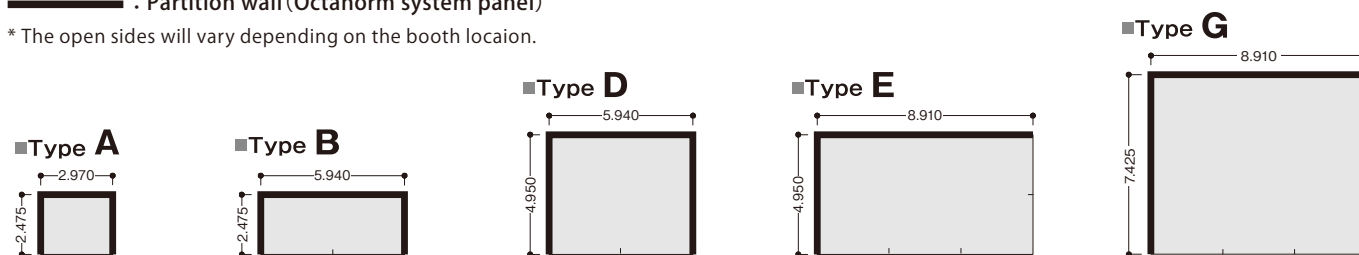
\*The unit is a unit of exhibition space scale which consists of Type A (about 7.5m<sup>2</sup>) as one unit.

\*The sizes are system dimensions (center-to-center dimensions).

### Example of exhibit space type dimension diagram

— : Partition wall (Octanorm system panel)

\* The open sides will vary depending on the booth location.



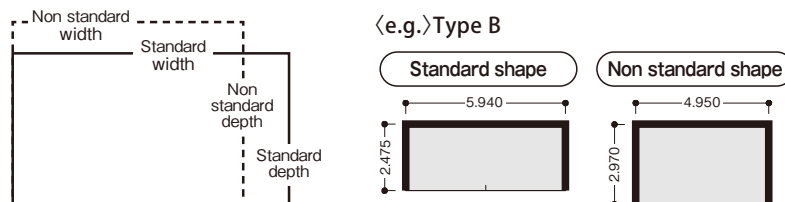
### (2) Open sides by booth positioning

Booth types A, B, and D: one side open as a rule.

Other booth types: at least two sides open.

### (3) Booth variation by booth positioning

Booth width and depth will vary somewhat in accordance with booth positioning, as shown in the diagrams, but the floor space will be consistent among all booths of the same type.



### (4) Booth positioning on the truckyard side

All booths adjacent to the truckyard will be open on all sides.

Some booths, depending on the hall layout and architecture, will be of nonstandard shape or will encompass a structural pillar. Such booths will have the same floor space in accordance with each booth type.

A gas piping intake will be installed in some booths depending on the hall layout and architecture.

## 2 Exhibition fees (Excluding 10% Sales tax)

Type	Booth fee (Excluding 10% Sales tax)
A	¥298,000
B	¥596,000
D	¥1,192,000
E	¥1,788,000
G	¥2,682,000

### Included in exhibition fee

1. Exhibit space
2. Partition walls (Octanorm system panels) (N.B. Partition walls are not installed in case of booths open on all four sides)
3. Works for installation of single-phase electric cable of up to 100 V/0.3 kW
4. Works for construction and maintenance of shared facilities
5. Advertising (posters, brochures, etc.)
6. Visitor services
7. Safety management, personnel, security, etc.

### Not included in exhibition fee

1. Decoration and management of your company's exhibit space
2. Cost of secondary works and usage charges within your company's exhibit space for electricity, water supply and drainage, gas, and air
3. Premiums for damage insurance covering your own exhibited products, equipment, etc.
4. Expenses related to personal injury, property damage, etc., occurring during exhibition, demonstration, or carriage of products
5. Expenses for repair of exhibit decorations, etc., required by law or by the Exhibit Requirements

### 3 Exhibit Application

#### (1) Regarding the "Exhibit booth type"

Please ensure that you select both your first-choice exhibit booth type and alternative types for your application. The alternative types should be smaller units than your first choice. Please be aware that we may not be able to provide your first-choice exhibit booth type.

#### (2) Application closing date

The application closing date is as indicated below, and application processing is not on a first-come, first-served basis. Please submit your applications to the FOOMA JAPAN Secretariat by the closing date accompanied by a Notification of Products for Exhibit form. Applications will only be valid if received no later than the final day of the reception period.

<b>Application Closing Date</b>
<b>Until 23:59:59 on Monday, October 28, 2024 (JST)</b>

#### (3) Send applications to

<b>FOOMA JAPAN Secretariat</b> 3F FOOMA Bldg., 3-19-20 Shibaura, Minato-ku, Tokyo 108-0023
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#### (4) Decision on applications

After the exhibition application deadline, the organizer will determine the exhibitors based on factors such as the exhibited products/services, exhibition scale, past record, and utility requirements. The exhibition will be confirmed once the letter of acceptance is issued by the Secretariat.

### 4 Corner booth spaces

- (1) Applicants can request corner booths open on two sides when requesting booths of type B or D.
- (2) Hall layouts will necessitate limitations on the number of corner booths open on two sides.
- (3) The timing for the decision on booth location will coincide with the timing of the exhibitor orientation.
- (4) Corner booths open on two sides will entail an additional charge. The organizer will submit a bill for the additional charge to applicants who have requested a type B or type D corner booth open on two sides and who receive an allocation of such a booth. That billing will take place after the exhibitor orientation.
- (5) Selection fee for corner booth open on two sides.

\* The open sides will vary depending on the booth location.

#### ■ Type B

¥50,000  
(Excl. 10%  
Sales tax)



#### ■ Type D

¥66,700  
(Excl. 10%  
Sales tax)



### 5 Joint exhibits

A joint exhibit refers to cases in which one exhibiting company submits an application and multiple companies use the exhibit space together. The company that makes such an application must, when applying, notify the Secretariat of the names of the companies participating in the joint exhibit, and comply with the following conditions.

- (1) The organizer must be able to determine clearly that the exhibit space is the applicant company's booth.
- (2) The exhibit space must not be divided up and configured into independent parts. (If that were to occur, the space concerned would be deemed to have been sublet, resold, or transferred.)
- (3) Drawings must be submitted in advance and approved by the Secretariat. The names of the companies participating in joint exhibits will be posted in official publications and the official website as ancillary to the applicant company. Items distributed or provided to exhibiting companies will be provided to the applicant only.

\*Some exhibitors apply independently but request booths adjacent to each other, in which case the total exhibit space will be subject to the limitations described above in section 1 (FOOMA JAPAN 2025 booth types).

In these cases, when each exhibitor applies it must indicate in its application form the booth type for the combined booth units, and the company's portion of the exhibition fees calculated on the basis of the number of units it will use.

The above requests may only be made by fellow regular members, fellow supporting members, and fellow nonmembers for which the booth fees are the same.

### 6 Deadline for payment of the exhibition fee

**Friday, January 31, 2025**

### 7 Bank transfers

#### Account name:

The Japan Food Machinery Manufacturers' Association

#### Address:

FOOMA Bldg., 3-19-20 Shibaura, Minato-ku,  
Tokyo 108-0023

**Account number:** Ordinary account #795164

**Bank:** Mizuho Bank, Shimbashi Branch

### 8 Basic application condition

All exhibitors shall agree with the purpose for which FOOMA JAPAN is being organized and shall not be permitted to exhibit any items not specified in the column of the application form in which the products to be exhibited are specified.

## 9 Exhibit items (products, technologies, services)

All items exhibited must conform to the purpose for which FOOMA JAPAN is being organized. Used products and imitation products may not be exhibited. All items (products, technologies, services) to be exhibited must be specified on the application and the Notification of Products for Exhibit form. At the time those forms are made, the organizer may screen exhibitors and exhibit items, and if they are found not to comply with the aims of the exhibition, the applications concerned may be deferred or rejected without explanation as to the reasons.

## 10 Invoicing and payment of the exhibition fee

The organizer will send each exhibiting company an invoice for the exhibition fee (excluding tax) after their applications are officially accepted. The exhibiting company will transfer the exhibition fee to the organizer's designated bank account by Friday, January 31, 2025, with bank transfer fees borne by the exhibiting company. The organizer reserves the right to cancel acceptance of an application and reject the exhibit of the exhibiting company concerned in the event that payment of the exhibition fee is not confirmed by the payment deadline. In that event, a cancellation fee will be charged.

## 11 Cancellation of exhibit

- (1) If an exhibitor cancels its exhibit for its own reasons following acceptance of their application, the exhibitor must send the organizer a written notice of cancellation that clearly states the reason for the cancellation.
- (2) A cancellation fee shall be calculated on the basis of the day that the written notice of the cancellation of the exhibit is received, and it will be charged as specified below. **Note that consumption tax will be charged on the exhibit cancellation fee.**

Date of receipt of written notice of cancellation	Exhibit cancellation fee
After application is accepted, to Saturday, November 30, 2024	50% of exhibition fee
From Sunday, December 1, 2024 to Friday, January 31, 2025	70% of exhibition fee
From Saturday, February 1, 2025 onwards	100% of exhibition fee

\*If an exhibiting company that has been selected for a corner booth open on two sides, cancels its exhibit after its placement in such a booth has been announced, it will incur an exhibition cancellation fee that includes the selection fee for a corner booth open on two sides.

- (3) If an exhibiting company has not yet paid the relevant amount as specified above, it must pay it promptly. If an exhibiting company has already paid the exhibition fee in an amount that exceeds the relevant amount specified above, the excess amount shall be refunded by the organizer.
- (4) If an exhibiting company is in serious violation of the Exhibit Rules, either prior to the start of the exhibition or during the course thereof, or if its exhibit application form contains false information, or if it exhibits something other than registered items, the Secretariat may cancel its exhibit immediately and charge a cancellation fee.

## 12 Changing the type of exhibit space

Changes in exhibition space type are not possible after applications have been accepted.

## 13 Determination of the location of exhibit space

- (1) The organizer decides on the positioning of exhibit spaces after considering the products and services for exhibit, exhibit size, past record, whether demonstrations will be given, etc.
- (2) The Secretariat has the right to change the location of exhibit space (venue layout) for the convenience of exhibition visitors or for the purpose of enhancing the impact of exhibits or of complying with relevant laws and regulations, and for that purpose to reallocate exhibit space. In that event, exhibitors may not claim compensation for changes to the location of exhibit space.

## 14 Prohibition of the resale, etc., of exhibit space

Exhibitors may not sublet, sell, exchange, or transfer their exhibit space, irrespective of whether money has been received.

## 15 Restrictions on the height of exhibited products

There are no restrictions on the height of exhibited products. However, if a company name, trademark, product name, etc., is affixed to such a product, the said company name, trademark, product name, etc., will be deemed to be a signboard, and the regulations governing the height of exhibit decorations will apply.

## 16 On-site demonstrations

- (1) Operations or demonstrations that entail the use of open flames or hazardous substances can only be conducted in booths or designated places after prior permission from the fire department has been obtained.
- (2) If gas, water supply/drainage, and compressed air, etc., are necessary, please indicate them in the application forms, then apply for them in the prescribed form distributed at the exhibitor orientation session.
- (3) Exhibitors who plan to offer tasting in their booths need to install water supply and drainage equipment in accordance with health regulations. Make the appropriate entries for that equipment on the application forms, and make an application for the equipment in accordance with the guidelines distributed at the orientation.

## 17 On-site sales of exhibited products

Exhibitors who wish to sell any exhibited products at their booths should state that in their application forms and must report details of their implementation, etc., plans in compliance with applicable laws and regulations to the Secretariat. Sales may only be conducted with the approval of the Secretariat.

## 18 Arrangement and removal of exhibit items

- (1) The installation of items to be exhibited in the venue must be conducted within the time period to be notified later by the Secretariat. The positioning of exhibit items in exhibit spaces must be completed by 2 p.m. on the day immediately preceding the start of the exhibition. If exhibitors do not occupy their exhibit space by the time specified above, the Secretariat will have the right to deem that to constitute a cancellation of the contract and to use the place concerned in any manner it considers appropriate. In that event, the exhibitors shall pay a cancellation fee to the organizer for cancellation as of that same day.
- (2) Exhibitors must obtain the prior approval of the Secretariat when taking out, moving, and bringing in exhibit items during the exhibition period.
- (3) Exhibit items and decorations, etc., in exhibit spaces must be removed within the time period to be notified later by the Secretariat. Items not removed by that time will be removed by the Secretariat at the exhibitors' expense.

## 19 Use of the exhibition hall

- (1) All demonstrations and other publicity activities shall be conducted within exhibit spaces only, and all exhibitors shall be responsible for ensuring that demonstrations and other publicity activities do not cause aisles close to their exhibit spaces to become congested.
- (2) Fixtures that might obstruct or interfere in any way with adjoining exhibit spaces are not permissible. If the Secretariat receives complaints in this regard, it will determine whether any interference in violation of the exhibition guidelines or any other violation of the guidelines has occurred and whether any rectification is required. Exhibitors must comply with any modifications ordered by the Secretariat to resolve such obstruction or interference.
- (3) The secretariat has the right to require exhibitors to moderate, cease, or remove exhibits that violate policy guidelines for noise, power consumption, odors, smoke, materials, or mode of operation. This right pertains to human behavior, booth fixtures, and exhibition materials.
- (4) The organizer will not return any portion of the exhibition fee or other payments received from exhibitors who incur the above-mentioned moderation, cessation, or removal order. Nor will the organizer be responsible for any losses incurred by exhibitors in connection with such moderation, cessation, or removal.

## 20 Management of exhibit items and disclaimer

With regard to the management and maintenance of exhibit items, the Secretariat will take the greatest possible care to prevent incidents, including by means of the stationing of security guards, but shall bear no responsibility for loss or damage arising from any cause.

## 21 Compensation for damage

In the event of damage or injury to fixtures or fittings or the structure of the exhibition hall or to persons, etc., as a result of negligence on the part of exhibitors or their agents, the said exhibitors shall bear full liability therefor.

## 22 Changes to and suspension of the exhibition

- (1) The organizer may close the exhibition early, postpone or cancel holding the exhibition, or change the period or venue of or scale down the exhibition due to a natural disaster, fire, an infectious disease, terrorism, any request, direction or order from authorities such as the Government or a local government, or other unavoidable force majeure events.
- (2) The organizer shall be entitled to postpone or cancel holding the exhibition, or change the period or venue of or scale down the exhibition if it determines that the meaning or purpose of the exhibition may not be fully achieved.
- (3) In cases of (1) and (2), the organizer shall bear no responsibility at all for any loss, damage, cost increase or other disadvantageous outcome that may be incurred by exhibitors or other persons as a result of such changes to the exhibition.
- (4) Only if the exhibition is canceled, the balance of exhibition fees will be refunded to exhibitors after necessary expenses are deducted. In the event of cancellation of the exhibition for the convenience of the organizer under (2), exhibition fees will be refunded in full.

## 23 Compliance with the rules and regulations

The making of an exhibition application implies agreement to comply with the Exhibit Requirements and all decoration, safety and other regulations set out in the exhibitors' manual.

### Applications and inquiries

#### FOOMA JAPAN Secretariat

3F FOOMA Bldg., 3-19-20 Shibaura, Minato-ku,  
Tokyo 108-0023, Japan

Phone: +81 (3) 6809-3745

Fax: +81 (3) 6809-3746

E-mail: [notification@foomajapan.jp](mailto:notification@foomajapan.jp)

<https://www.foomajapan.jp/int/>