

MF-TOKYO 2027

The 9th METAL FORMING FAIR TOKYO

Exhibition Rules and Regulations

1. Application for Exhibition and Contract Agreement

- (1) Upon submission of the prescribed application form to the exhibition organizer, THE NIKKAN KOGYO SHIMBUN,LTD. and confirmation of its receipt, the application for exhibition and the exhibition contract for MF-TOKYO 2027 shall be deemed to have been duly made.
- (2) The deadline for early exhibition application is Oct 30 (Fri.), 2026, and the final application deadline is Nov 30 (Mon.), 2026. Please note that applications may be closed prior to the deadline if the planned number of booths is reached.

2. Payment of Exhibition Fees

After the Secretariat has reviewed and confirmed the details provided in the exhibition application form, an invoice will be issued. Please make payment to the designated bank account by the due date specified on the invoice.

3. Effectiveness of Contract and Right to Use Booth Space

- (1) The exhibition contract shall become effective upon confirmation of full payment of the exhibition fee by the exhibitor. Upon such effectiveness, the exhibitor shall obtain the right to use the allocated booth space.
- (2) If the exhibitor fails to pay the exhibition fee by the designated deadline, the exhibition contract shall be deemed not to have become effective, and the exhibitor shall not obtain the right to use the booth space.

4. Change or Cancellation of Exhibition Contract

- (1) In principle, exhibitors may not change or cancel the exhibition contract after submission of the application form. However, changes or cancellations may be permitted if the exhibitor submits the reason in writing and obtains approval from the organizer.
- (2) If the exhibitor reduces the number of booths already applied for, no refund shall be made for any portion of the exhibition fee already paid.
- (3) If the exhibition contract is cancelled, the following cancellation administrative fees shall apply:

● From Application Receipt Date to December 25 (Fri.), 2026	50% of the total booth rental fee
● On or after December 26 (Sat.), 2026	100% of the total booth rental fee

5. Booth allocation, Prohibition of Transfer, and Height Restrictions

- (1) Booth locations shall be determined by the Secretariat, taking into consideration the exhibit contents, booth configuration, order of application, number of booths, venue layout, and other relevant factors. Booth locations will be announced to exhibitors in late January 2027.
- (2) No part or the whole of the allocated booth space may be transferred or lent to a third party without prior approval of the Secretariat. Subleasing or use of the booth space as collateral is strictly prohibited.
- (3) The height of booth decorations shall be limited to between 2.7 meters and 4.5 meters depending on the number of booths. In certain cases, partial height up to 6 meters may be permitted.

6. Management and Safekeeping of Exhibits

- (1) The Secretariat shall exercise due care in managing the overall exhibition site. However, exhibitors shall be responsible, at their own expense, for the management and safekeeping of their own exhibits.
- (2) The Secretariat shall not be liable for any loss, theft, damage, fire, or other damage to exhibits caused by natural disasters or other unforeseen events. Exhibitors are advised to take appropriate measures, including obtaining adequate insurance coverage.

7. Use of Hazardous Materials and Prohibited Items

- (1) The use or bringing in of hazardous materials, including flammable or explosive items, is prohibited. Items subject to the Fire Prevention Law or other regulations that involve hazardous materials or open flames may not be brought into the venue unless approval has been obtained from the competent fire authorities.
- (2) Items that are offensive to public order and morals, violate applicable laws and regulations, or have not been approved by the organizer are prohibited from exhibition.

8. Precautions for Demonstrations and Accident Prevention

- (1) Demonstrations of exhibits are generally permitted; however, the organizer may request the suspension of any demonstration that generates excessive noise, smoke, light, odors, or involves potential hazards.
- (2) Exhibitors shall be responsible for disposing of all food waste and exhibition waste generated by demonstrations. Please do not dispose of such waste within the exhibition venue.
- (3) Exhibitors shall exercise the utmost care to prevent accidents during move-in, move-out, exhibition, and demonstration periods. Exhibitors are also required to take all necessary safety measures and ensure that a responsible person is present at the booth at all times. Except in cases attributable to the organizer's own fault, the organizer shall not be liable for any accidents that occur.
- (4) In accordance with the High Pressure Gas Safety Act and related handling regulations, the sale of, referral to suppliers for, or arrangement of packaging for storage cylinders of nitrogen, oxygen, argon, or other high-pressure gases shall not be provided. Exhibitors shall make such arrangements at their own responsibility, if necessary.
- (5) Demonstrations of fiber laser welding machines or processing machines shall be conducted within a protective enclosure (demonstration or work room) that prevents laser light from leaking. Observation windows for visitors must be equipped with appropriate light-shielding filters. In addition, materials coated with substances such as polyvinyl chloride that generate toxic gases shall not be used.

9. Restoration of Booth to Original Condition

- (1) After the exhibition, exhibitors shall restore their booths to their original condition within the designated move-out period. If an exhibitor fails to do so, the Secretariat may carry out the restoration work, and the exhibitor shall bear the associated costs.
- (2) If any items are left behind after the booth has been returned, the Secretariat may dispose of such items after notifying the exhibitor, and the exhibitor shall bear the disposal costs.

10. Bearing the Cost of Various Construction and Utilities

All costs associated with the use of electricity at the booth, construction and installation of electrical wiring, water supply and drainage, compressed air, gas, and telecommunications lines, as well as usage fees for such services, shall be borne by the exhibitor. Details regarding application procedures and costs will be provided in the Exhibitor Manual.

11. On-site Inspections

- (1) When deemed necessary for fire prevention or disaster prevention purposes, the organizer and the security and disaster prevention contractors cooperating with the exhibition may, with the exhibitor's consent, conduct inspections inside the exhibitor's booth.
- (2) During move-in and throughout the exhibition period, the organizer shall conduct inspections inside booths in accordance with administrative guidance issued by the authorities responsible for fire prevention and disaster prevention. If an exhibitor receives instructions based on such administrative guidance during an inspection, the exhibitor shall promptly comply with them.

12. Visa-related Responsibilities

- (1) Exhibitor Responsibility : Exhibitors residing outside Japan (including staff) are solely responsible for obtaining the necessary visas and preparing all required documents (e.g., application forms, invitation letters, itineraries) in accordance with the regulations of the Ministry of Foreign Affairs of Japan.
- (2) No Documentation Support: The Organizer / The Secretariat does not issue invitation letters or any other visa-related documents, including those for internal corporate approvals.
- (3) Liability : The Organizer / The Secretariat will not act as a guarantor or proxy and shall not be liable for any loss or damage incurred if a visa application is rejected and the applicant is unable to participate.

13. Cancellation, Shortening, or Postponement, or Relocation of the Venue

- (1) The organizer may, prior to or during the exhibition, cancel, shorten, postpone, or relocate the exhibition due to natural disasters, infectious diseases, terrorism, orders or directives from national or local authorities, or other unavoidable circumstances that make it difficult to hold the exhibition. In such cases, the organizer shall promptly notify exhibitors and make such decision public. The organizer shall not be liable for any loss or damage incurred by exhibitors as a result of such decision or its implementation.
- (2) If the exhibition is completely cancelled prior to its commencement due to unavoidable circumstances, the organizer shall refund the remaining balance of the exhibition fee after deducting expenses already incurred.
- (3) If unavoidable circumstances arising during the exhibition (including the move-in, decoration, or exhibition period) result in a shortening or cancellation of the exhibition, the exhibition fee shall not be refunded. In addition, expenses incurred under direct contracts between the organizer and exhibitor (including, but not limited to, storage room fees) shall not be refunded, and no compensation shall be provided for any costs incurred by exhibitors.
- (4) In the event of postponement of the exhibition or relocation of the venue pursuant to Paragraph 1 above, the exhibition fee and expenses incurred under direct contracts between the organizer and exhibitor shall not be refunded.