To RETAIL EXPO Tokyo 2026 Exhibition Office

Date: / /

We hereby apply to exhibit at RETAIL EXPO Tokyo 2026.

The Exhibition Office will use the same company name/organizational name described in this form on the official website and direct mail to recruiting participants. Please note that the capitalization (uppercase and lowercase letters) you provide　will be used as-is in all official materials.

Fields marked with \* are mandatory.

**Company/ Organization Information**

|  |  |
| --- | --- |
| Company/Organization Name\* |   |
| Web URL |   |

**Person in charge**

Up to three representatives may be registered. All communications from the secretariat, including the exhibition acceptance notice and invoice, will be sent to the registered representatives. If there are any changes to the information provided or if the representatives change, please be sure to inform the secretariat by email.

|  |  |
| --- | --- |
| Department\* |   |
| Title\* |   |
| Name\* |   |
| E-mail Address\* |   |

If someone else will also be serving as a representative, please enter their details here.

|  |  |
| --- | --- |
| Department\* |   |
| Title\* |   |
| Name\* |   |
| E-mail Address\* |   |

|  |  |
| --- | --- |
| Department\* |   |
| Title\* |   |
| Name\* |   |
| E-mail Address\* |   |

**Address of the Responsible Department**

|  |  |
| --- | --- |
| Address\* |   |
| Phone Number\* |   |

**Application Category\***

Please select a theme from one of the categories below.

|  |
| --- |
| Cutting-edge Retailers and Distribution Zone |
| [ ]  Japanese Retailers | [ ]  Asia-Pacific Retailers | [ ] Activities of manufacturers, wholesalers, and industry association |
| Japanese Culture and Tradition Zone |
| [ ]  Japanese tradition and culture | [ ]  Japanese subcultures |
| Retail Business Solutions Zone |
| [ ]  IT/ Systems | [ ]  Network and security | [ ]  Marketing |
| [ ]  Equipment and furnishings | [ ]  Logistics | [ ]  Human resources and SDGs |

**Main Exhibition Content\***

Please provide a short summary of your exhibition.

*Note: The information provided here will not be used for publication on the official website or in direct mail communications to visitors.*

|  |
| --- |
|   |

**Number of Booths Applied For\***

Please select a Number of Booths Applied For below. The exhibition fee for one booth is 450,000JPY (Tax excluded).

|  |  |  |
| --- | --- | --- |
| [ ]  1 Booth | [ ]  2 Booths | [ ]  3 Booths |
| [ ]  4 Booths | [ ]  5 Booths | [ ]  6 Booths |

**Will there be any co-exhibitors? \***

|  |
| --- |
| [ ]  Yes  |
| [ ]  No |

*NOTE:*

*-In case of co-exhibition, please ensure that the total number of booths applied for corresponds to the number of exhibitors.
-Only the representative exhibitor should submit the application.*

If you have any co-exhibitors, please provide the company’s name.

|  |
| --- |
|    |

**Others**

If you have any additional information or requests, please enter them here.

|  |
| --- |
|    |

**Exhibition Regulations \***

To complete your application, you are required to review the Exhibition Regulations.
Please check “I agree to the Exhibition Regulations” after reviewing the entire document.

[ ]  **I agree to the Exhibition Regulations**

**Handling of obtained Information \***

The information obtained through this application will be used only for the 22nd Asia-Pacific Retailers Convention & Exhibition organized by the Japan Retailers Association.

Management of applications is outsourced to Japan Convention Services, Inc.

Please review the [Privacy Policy of Japan Convention Services, Inc](https://www.convention.co.jp/en/privacy/). and then check “I agree to the handling of obtained information”.

The information above will be provided to partner companies such as venues within the scope the Japan Retailers Association finds necessary. It will not be provided to non-related third parties without prior consent.

All personal information obtained for the conference will be deleted after a certain period after the conference period.

For corrections/deletion of registered personal information and any other questions, please e-mail the secretariat.

[ ]  **I agree to the handling of obtained information**

**＜Application form submission＞**

RETAIL EXPO Tokyo 2026 Exhibition Office

(c/o JAPANCONVENTION SERVICES, INC.)

Daido Seimei Kasumigaseki Bldg. 1-4-2, Kasumigaseki, Chiyodaku, Tokyo 100-0013, Japan

Mail:　aprce2026-ex@convention.co.jp

1. **Compliance with Rules**

The exhibitor must observe the respective rules below and the respective terms and conditions of the “Exhibitors’ Guide” provided by the organizer and the “Exhibitors’ Manual” distributed at the “Exhibitor Briefing Session” for companies that apply for participation (if there is any change in content in these due to social conditions, the exhibitor shall observe changed content). If the organizer finds that the exhibitor violates these, the organizer may reject a participation application, cancel participation, or order withdrawal or changes of booths, exhibits, or decorations regardless of timing of the violation. In such a case, the organizer will not publicize information such as grounds for the decision of the organizer. The organizer will neither return expenses paid by the exhibitor in advance nor compensate the exhibitor and related people for damage caused by cancellation of participation or withdrawal, changes of booths, exhibits or decorations.

1. **Exhibition Guidelines and Important Notices**
	1. The organizer limits the eligible exhibitor to a party such as a legal entity/organization providing products/services that meet the purpose of the exhibition defined by the organizer. The organizer also has the right to decide whether or not matters such as products/services, etc. are suitable as exhibits in accordance with its internal participation standards.
	2. If the organizer finds that the information required for an exhibition application is insufficient or incomplete, the organizer has the right to decline participation.
	3. The organizer declines any participation aimed at providing goods/services with payment of cash (i.e, spot-sale acts) within the venue except as approved by the organizer.
	4. For joint participation, the exhibitor should apply for at least one booth per company/organization. Two companies/organizations may not apply for one booth.
	5. After officially accepting a participation application, if the organizer finds that the participant company violates any provision of the “Exhibition Rules,” the organizer has the right to cancel the exhibition application.
	6. There may be some cases where the organizer reserves or declines participation from countries or areas that are designated or classified as infectious disease outbreak or endemic areas by institutions such as the World Health Organization (WHO), the Ministry of Health, Labour and Welfare and the Ministry of Foreign Affairs. In some cases, the organizer at its own discretion requests the exhibitor from non-designated countries or areas to submit relevant documents.
	7. The organizer might request the exhibitor submit materials such as its logo for the purpose of utilizing these materials for public relations for the exhibition and guide materials for the event days. The organizer considers that submitted logos and other materials to be licensed to the organizer to the extent necessary for public relations or advertising of the exhibition, venue guides, post-event reports and any other implementation of the exhibition.
	8. Please note that any photo and video (containing the exhibitor/exhibits) shot by the organizer within the venue might appear on the official website, event reports and other information.

1. **Application of Exhibition and Payment of Exhibition Participation Fees**
	1. Upon the organizer’s accepting an exhibition application, examining participation and then sending an “Exhibition acceptance notification” (by electronic mail or mail), it shall be officially accepted as an exhibitor. The exhibitor should retain the “Exhibition acceptance notification” carefully.
	2. After official acceptance of participation as stated in the paragraph above, the organizer will invoice exhibition fees to the exhibitor. The exhibitor is requested to transfer the fees to bank accounts designated on the invoice by Friday, January 30, 2026. In case of failing to transfer the exhibition fees by the date designated by the organizer, the organizer has the right to cancel the application.
2. **Cancellation of Exhibition**
	1. No cancellations or terminations will be accepted from Saturday, December 20, 2025. If the exhibitor cancels or terminates all or part of the exhibition due to unavoidable circumstances, the exhibitor must notify the cancellation or termination by methods approved by the organizer and then pay predetermined cancellation fees to the organizer.
	2. Cancellation Fees

From December 20, 2025 (Sat) to January 30, 2026 (Fri): 50% of invoiced amount

From January 31, 2026 (Sat) to end of the event: 100% of invoiced amount

* 1. The exhibitor is required to bear transfer fees for cancellation fees.
1. **Allocation of Exhibit Space**
	1. The exhibition space will be determined in accordance with the prescribed procedures, based on both the booth arrangements and layouts defined by the organizer. The exhibitor shall follow the decision.
	2. The exhibitor may not, for any reason whatsoever, exchange, assign, or lease the exhibit space decided by the organizer to any other party.
	3. If there is any reason, such as instructions or orders from the venue or relevant authorities—such as the police, fire department, or public health center—or the cancellation of exhibition applications, the organizer may change the overall layout of booth locations.
2. **Submission of Documents**

After accepting an exhibition application, the exhibitor must submit documents requested by the organizer for submission by designated dates. If these documents are not submitted on time, the organizer has the right to decide whether or not it will perform exhibition application matters.

1. **Rules for Exhibits**
	1. Only the companies, organizations, and their products or services described in the exhibition application form are eligible to participate. Related or affiliated companies, those in a group or alliance relationship, and their products or services are not allowed to participate or be displayed within the exhibitor’s booth. If the organizer identifies any such violations, it may cancel participation or require the withdrawal, relocation, or modification of booths, exhibits, or decorations. The exhibitor must comply with the organizer’s decision.
	2. If there is any change in matters described in an exhibition application form such as companies, organizations and exhibition content including products or services, etc., the Exhibitor must notify the organizer promptly.
	3. The methods for bringing in, removing, and displaying decorations, exhibits, and other materials are outlined in the "Exhibitors’ Manual" provided by the organizer. Exhibitors are required to adhere to these guidelines.
	4. If the exhibitor outsources work to a third party such as a construction company, the exhibitor shall retain the responsibility for managing behavior, actions and other relevant matters of the third party. If any damage arises from a third party’s actions and other matters, the exhibitor shall be jointly and severally liable for such damages with the third party.
	5. The exhibitor shall refrain from engaging in activities such as exhibiting, advertising and conducting sales outside of their designated booth area such as passages or other common areas. The exhibitor must not interfere with the exhibits neighboring exhibitors. The organizer shall have the sole discretion to determine whether the exhibitor interfered and the exhibitor shall follow this decision.
	6. The exhibitor shall not take any actions that may disturb other exhibitors such as demonstrations involving strong light, heat, odor or loud sound. If the organizer determines that such actions cause significant disruption to other exhibitors, the organizer reserves the right to require the exhibitor to stop or modify these actions. Additionally, the use of naked flames, smoke machines, neon tubes, or similar items for decoration or standing purposes is strictly prohibited.
	7. The exhibitor shall strictly observe all fire-prevention and safety laws and regulations or administrative guidance that are applicable to the exhibition venue.
	8. If the organizer determines that any actions during the exhibition period are causing disturbance to visitors, exhibitors, or other personnel (such as forceful sales, solicitations, defamation, obstruction of business or similar actions), the organizer reserves the right to make a request the exhibitor cease such actions or even discontinue participation as an exhibitor. The exhibitor shall comply with such requests.
	9. The organizer shall not be held responsible for any matters related to sales negotiations, contract terms or conditions between the exhibitor and visitors both during and after the exhibition event period.
	10. In principle, taking photos or videos is prohibited at the exhibition venue. The exhibitor may take photos and videos of its booth only after receiving approval from the organizer in accordance with the “Exhibitors’ Manual.”
	11. In addition to the rules, the exhibitor shall refrain from any actions that go against public order and morals. In case of such actions, the organizer reserves the right to request that the exhibitor cease participation. The exhibitor shall comply with this request.
	12. If the exhibitor offers alcohol as a sample at the exhibition venue, the exhibitor must ensure that it is not provided to individuals under the age of 20 or to vehicle drivers. The organizer shall not be held responsible for any incidents or accidents resulting from underage drinking or drunken driving, or any other consequences arising after the exhibitor has offered alcohol as a sample.
2. **Postponement, Changes or Cancellation of the exhibition**

In the case where the organizer postpones the exhibition, changes the exhibition period or cancels the exhibition due to reasons attributable to the organizer, if the exhibitor cannot use all or part of the booth, the organizer shall refund exhibition fees that are calculated on a pro-rata basis based on the number of days until the exhibition. If the organizer finds it difficult, impossible or potentially inevitable to hold the exhibition due to force majeure, the organizer may postpone the exhibition, change the exhibition period or cancel the exhibition. However, in such a case, the exhibition fees already received by the organizer will not be refunded to the exhibitor. If the exhibitor incurs any damage due to postponement of the exhibition, changes in the exhibition period or cancellation of the exhibition based on each reason above, the organizer shall not be held responsible for the exhibitor.

1. **Handling of Personal Information**
	1. If the exhibitor collects “personal information” through exhibits or other means, the exhibitor must comply with the Act on the Protection of Personal Information and other related laws and regulations. The exhibitor is required to always publicly disclose the purpose of collecting personal information and ensure that they utilize the personal information within the scope of that purpose. If the exhibitors share the information with a third party, the exhibitor is required to obtain the “consent” of the individual whose information is being shared.
	2. Regarding the “personal information” obtained through exhibits and other means, the exhibitor is required to conduct appropriate control or management that observes “security control” requirements set out by applicable laws.
	3. If the exhibitor is requested to disclose, correct, add, delete, suspend use, erase, or handle complaints related to personal information obtained through exhibits or other methods, the exhibitor must respond in a lawful and appropriate manner, in compliance with relevant laws and regulations.
	4. If there is any dispute or issue arising with an individual regarding their personal information obtained and managed by the exhibitor through exhibits and other methods, the exhibitor is responsible for resolving the issue through consultation between both parties. In such a case, the organizer will not be held responsible for such disputes.
2. **Elimination of Anti-Social Forces**
	1. The Exhibitor hereby represents and warrants that neither the Exhibitor itself nor any of its agents or intermediaries currently falls under, has fallen under in the past five years, or will fall under in the future, any of the following categories: organized crime groups, members of organized crime groups, persons who ceased to be members of such groups within the past five years, quasi-members of organized crime groups, companies affiliated with such groups, corporate racketeers (sōkaiya), groups engaging in criminal activities under the pretext of social movements or political activities, special intellectual crime groups, or any other equivalent anti-social forces (hereinafter collectively referred to as “Anti-Social Forces”). The Exhibitor further covenants that none of the following items apply or will apply to it or its agents or intermediaries.

(1) The exhibitor or its agent or broker is under the control of an organized crime group member;
(2) The exhibitor or its agent or broker is substantially involved in the management of an organized crime group member;
(3)The exhibitor or its agent or broker unjustly uses an organized crime group member to pursue illicit gains or harm a third party;
(4) The exhibitor or its agent or broker provides funds or facilities to an organized crime group member;
(5) Any officer or individual substantially involved in the exhibitor or its agent or broker’s management has a socially condemnable relationship with the organized crime group member.

* 1. Against the commitment in the paragraph above, if the exhibitor or its agent or broker is found to be the organized crime group member or fall under any one of each item above, the organizer shall be able to cancel participation without any demand.
	2. In the case where the exhibitor executes an agreement such as a subcontracting or outsourcing agreement with a third party in relation to participation (the “Relevant Agreement”), if the party or its agent or broker of the Relevant Agreement is found to be the organized crime group member or fall under any one of each item above, the organizer shall be able to request the exhibitor to take necessary measures such as terminating the Relevant Agreement.
	3. If the exhibitor requests the party to execute the Relevant Agreement to take the measures in the paragraph above but the party fails to follow it, the organizer shall be able to cancel the participation.
1. **Liability for Damage**
	1. The organizer will, for any reason whatsoever, bear no responsibility for any injury, damage or the like of people and goods that are caused by using the exhibition space by the exhibitor and its employees or related people.
	2. The exhibitor shall immediately compensate for all damage to buildings or facilities within the exhibition venue and in its surrounding areas that is caused by carelessness of the exhibitor’s employees, related people or distributors.
	3. The organizer will not compensate the exhibitor and related people for any damage that is caused by changes in the event period or cancellation of the exhibition due to acts of providence, diseases, spread of infectious diseases, delay in or strikes of transportation, wars, civil wars, terrors and any other force majeure.
	4. The organizer will not compensate parties such as the exhibitor for any damage that is caused by misprints or other errors in venue maps, the official website, guidebooks and any other announcement advertisement.
	5. During the event period including a bringing-in period, if the exhibitor gives other exhibitors or visitors or the like any damage including damage to their life, physical bodies, assets, honor or trust due to actions of the exhibitor, the organizer shall bear no responsibility for it. If there is any dispute or other trouble with other exhibitors or visitors or the like, the exhibitor shall resolve it under its responsibility.
2. **Miscellaneous**

The exhibitor shall agree that any dispute arising in relation to the Exhibition Rules and other matters shall be subject to the exclusive agreed jurisdiction of the Tokyo District Court in the first instance.