

Exhibit Fee and Regulations

1. Terms of Payment

- (1) TVO EXPRO Ltd. will issue an invoice based on the application content to the person in charge of the exhibit. Please submit the exhibition fee by the date listed below.

Payment Dates

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| Overseas exhibitors | Within 10 business days of the issuing date on the invoice |
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- (2) Any Bank transfer fees are the responsibility of the exhibitor.
(3) Please consult the invoice for information regarding the account to which payment should be made.
(4) If payment is not received by the above mentioned dates, and no prior notice has been received, the application will be automatically cancelled.
(5) For new exhibitors and overseas exhibitors, the application will be considered accepted only after payment has been confirmed.

2. Cancellation Policy

- (1) Cancellation will not be accepted after official confirmation of your application without submitting written documents explaining the reason for cancellation and its approval from organizer. If the exhibitor must cancel or change details of the application (including cancelling/ changing number of booths), the exhibitor is required to submit a document explaining the situation and receive approval from the head office.
(2) If the exhibitor cancels or changes their application after the application deadline (Dec. 23, 2021) for unforeseen reasons, cancellation fees will apply as below according to the date of acceptance. Please note that said date is the date the head office approves cancellation document.

<Date of Approval for Cancellation/Change of Application>

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| December 23, 2021 - January 21, 2022 | Cancellation Fee 50% of Exhibitor Fee |
| After January 22, 2022 | Cancellation Fee 100% of Exhibitor Fee |

- (3) If the exhibitor has not completed full payment, the exhibitor is required to complete payment for the difference immediately after cancellation. If the exhibitor has already completed their payment and the amount exceeds the above cancellation fee, the head office will refund the difference. In this case, the exhibitor will be liable for all bank wiring fees.
(4) The head office reserves the right to cancel the exhibitors' application without notice and the exhibitor is liable for the exhibition fee in the following situation. In this case, the head office may use the allotted space accordingly at their discretion.
① Payment of exhibition fee is not completed by January 20 (Thu.), 2022
② If the exhibitor does not begin load-in by 12pm on Apr. 1st (Fri), 2022 without prior notice.
③ If the exhibitor breaches the terms and conditions set forth in the exhibit regulations and does not show improvement regardless of the head office's request.

3. Assignment of Spaces

The Secretariat will assign locations, taking into account the exhibition size, exhibition product, and need for the test-ride course. Locations will be announced by email. No complain about the location is accepted.

4. Booth layout and Exhibition Rules

Booth layout, exhibition rules, promotion plan will be announced in late February.

5. Main Provisions Regarding Exhibits and Display

- (1) Examination of exhibit bicycles
To be a highly informative and attractive show for the visitors, Cycle Mode sets the following standards for the bicycles to be exhibited.
1. They can be enjoyed in bicycling as a hobby or a sport.
2. They can be an expression of the owners' lifestyles and preferences.
3. They reflect innovative and newsworthy technology and ideas.
4. Their safety is ensured.

※At the time of exhibit application, the Secretariat may examine the details of the bicycles to be exhibited. If you are exhibiting for the first time, please consult the Secretariat in advance. If the sponsors determine that an exhibit item does not meet the above-mentioned standards, the exhibitor may be asked to withdraw the item. There will be no refund of the exhibit fee, in case of a withdrawal.
※If you are exhibiting vehicles such as bicycles with no brakes on either wheel or with a brake on only one wheel, make sure to indicate clearly that such vehicles are prohibited from public roads in Japan.

- (2) Main exhibit items
•Bicycles (Mostly sports bicycles. Non-sports bicycles may be accepted if the organizer determines that they meet the above-mentioned standards).
•Bicycle-related products.
•Information on schools and software.
•Information on facilities, etc.
※If you are exhibiting foreign products, please complete the required customs clearance procedures before exhibiting. Exhibit items that are to be consumed or processed at the venue must be domestic products.

- (3) Sale of products
Sale of products within the booth is prohibited, with the exception of the items listed below. If you have a plan selling these items, please provide the required information on the application form and obtain the Secretariat's approval. Sale of these items will not be approved without advance application.
1. Catalogs.
2. Brand novelties that are not available on the market.
3. Visual merchandise, such as books and DVDs.
4. Food and drinks. *Additional notification to the health department and other agencies is required.
5. Other items determined by the organizer in advance.
(Note) Sale of any merchandise is prohibited in the Bicycle Information Booth.

6. Use of Tents

When using a tent or a similar item for booth decoration, always use a product with a Japan Fire Retardant Association (JFRA) label or a product with proof of similar or higher fire retardancy. Exhibitors using any other products may be ordered by the fire department to remove such items.

7. Other Regulations

- (1) Resale, exchange of booths is forbidden.
Exhibitors are not allowed to resell, assign, rent or exchange space between exhibitors or to a third party.
(2) Responsibilities of exhibitors
1. Exhibitors must comply with these exhibition regulations as well as with the regulations in the Exhibitor Manual to be distributed by the organizer.
2. The exhibitor is responsible for all exhibits and for managing the booths. The organizer will do its utmost to secure the exhibition hall and manage overall security but cannot be responsible or liable for loss and damage to the exhibit, accidents within the booth or during deliver and take down, nor for other accidents involving people or goods. Therefore, please consider taking damage insurance coverage, depending upon your needs. The organizer has taken insurance for visitor accidents on the test-ride course, but damage to the bicycles and maintenance of the bicycles are not covered. For test-rides, please make sure to provide a thorough explanation and work to prevent accidents
(3) On-site inspections
At any time the organizer decides that there is a need for an inspection by the local fire department, health department, or any other organization, an on-site inspection may be held regardless of whether or not permission is granted by the exhibitor.
(4) Change / Cancellation of the exhibition
The organizer may be forced to cancel, change the date or venue, scale down the exhibition if the exhibition becomes extremely difficult due to natural disasters and other force majeure regulated this section. The organizer shall not take responsibility for any damage, increase in costs, or other disadvantage to the exhibitor caused by this decision and execution.
1. Deal with exhibition date or venue change
The application for exhibition shall be valid for the changed exhibition date or venue, and may not be canceled the exhibition owing to the change.
2. The refund of the Exhibition fee
When the organizer cancels the exhibition in advance, the organizer will refund part of the remaining amount after deducting the incurred expenses from the paid exhibition fee.

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| Before December 31, 2021 | 100% | March 1 - March 20, 2022 | 35% |
| Jan. 1 - Jan. 31, 2022 | 65% | March 21 - March 28, 2022 | 25% |
| Feb. 1- Feb. 28, 2022 | 50% | After March 29, 2022 | 0% |

Also, if the organizer changes the exhibition date or venue, the organizer will not refund the payment fee unless uncontrollable circumstances. The refund rate includes the consumption tax.

3. Force majeure

It refers to all causes that the organizer cannot control, including War, riot, rebellion, civil war, terrorism, fire, explosion, flood, theft, intentional includes damage, strike, weather, Injunctive acts by third party, national defense, emergency situations involving public health, the act and regulation of national or local government.

- (5) Immigration procedures to enter Japan
If you are required immigration procedures to enter Japan in order to attend this exhibition, you shall go through immigration at your responsibility, and the organizer shall not take any responsibility for all procedures including immigration and expenses. In addition, when you cancel the exhibition because you cannot enter Japan for any reason, you must pay the cancellation fee to the organizer according to the prescribed cancellation charge in the preceding paragraph.
(6) Observation of exhibition agreement and rules
It is understood that exhibition applications are submitted with an understanding and agreement to all matters outlined in this document as well as in future communications. No objections will be allowed at any future point in time.
(7) Cancellation of exhibit agreement and future exhibition denial
The organizer reserves the right to rescind the contract without any notification if any of the following conditions apply. In that case, the organizer will charge the exhibitor for damages and the exhibitor is liable to pay for compensation. The organizer reserves the right to refuse participation of exhibitors that have had their contract rescinded in the past.
1. When all or part of the exhibit fees have not been paid.
2. When items not appropriate for the exhibit are exhibited.
3. When forbidden actions are taken without permission.
4. When exhibition booth is used for non-exhibition purposes.
5. When exhibition booth is not used.
6. If there are actions seriously damaging the trust of the exhibition.
7. When the rules and agreements outlined in this document and the exhibition manual are violated.
(8) Jurisdiction courthouse
If any disputes arise over this agreement, the Osaka District Court will be the first court of jurisdiction.

CONTACT

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