



JALT2019 Conference Terms of Agreement

This contract is made between The Japan Association for Language Teaching (hereafter, "JALT") and the Associate Member that completed the application (hereafter, "Exhibitor") for lease of certain exhibit space, to be assigned by JALT, during the JALT2019 Educational Materials Exhibition at the Aichi Industry & Labor Center (WINC Aichi) in Nagoya city. [Hereafter, the leased exhibition space shall be referred to as the "Exhibit" and WINC Aichi shall be referred to as the "Site."] This contract shall be in effect upon submission of the application form by the Exhibitor and the acceptance of the submission by JALT.

In consideration of the fees paid by Exhibitor for lease of space and the lease of such space by JALT, the parties agree to the following terms and conditions of this Contract:

Contract for Space

The online application for exhibit space constitutes a contract for the right to use the space provided by JALT. Regarding fees related to the exhibit space, the balance is due upon notice of assignment and no later than 30 days after receipt of invoice. This contract constitutes rental of booth space and furnishings as requested in the application submitted by the Exhibitor. Any and all changes to the application after the registration period has closed are subject to a processing fee.

Outstanding Dues

Any Exhibitor whose JALT membership is not paid up at the time of application will be denied space until such a time as the amount due has been paid in full.

Booth Assignments

The organizers shall determine the layout of the exhibition area. Booth allocation will be on a first-come first-served basis, with the exception of those eligible for Priority Registration.

Priority Registration

JALT offers a priority booth allocation system for the Associate Members whose total contributions are compiled from participation at the international conference, regional and local events, and

advertising with JALT throughout the previous fiscal year (April 1, 2018 to March 31, 2019). These contributions, which include exhibition payments, sponsorships, Associate Member membership fees, annual advertising fees, and other miscellaneous expenses, fall within the categories below.

Phase 1: Platinum Sponsors (1,00,000 yen +)

Phase 2: Gold Sponsors (600,000 – 999,999 yen)

Phase 3: Silver Sponsors (300,000 – 599,999 yen)

Booth allocation for Phases 1 and 2 are chosen in order of total contributions during the conference and advertising with JALT throughout the previous fiscal year. Booth allocation for Phase 3 is by time sensitive lottery.

Set up and Use of Booth

- a) Display materials, equipment and personnel must be contained within the dimensions of your display area. The aisles and other areas cannot be used for displays, consultations, or other activities.
- b) In the event of limitations on space or location, JALT reserves the right to change the layout or size of any display. In such situations, the Exhibitor will be consulted.
- c) Exhibits are solely for the use of the Exhibitor listed on the Application Form. No unauthorized materials may be displayed or promoted in the exhibit, nor may any personnel from any other organization be promoted in the exhibit without prior approval in writing from JALT.

Staffing of Booth

Exhibits must be open and staffed for business during Exhibit Hall Hours.

Exhibit Hall Hours

The Educational Materials Exhibition (EME) will be held for two days from November 2 to 3, 2019. The day prior to the first day of the exhibition is exclusively for exhibit set up. The EME is open to JALT2019 participants for two days, November 2 and 3, 2019.

November 1 14:00-19:00 (set up only)

November 2 9:00-18:00

November 3 9:00-16:30 (Break down from 16:00)

NOTE: Do not start taking down your booth BEFORE closing time of the EME on Sunday. AMs are expected to continue their full display during the EME period. If a special case requires early breakdown, the AM is expected to notify JALT and receive approval prior to the beginning of the conference. **Early breakdown of EME displays could affect booth allocation procedures for the AM for the following conference year.** Please close down your booth and have all materials off-site by 21:00.

Booth & Equipment Rental Fees

Rental fees including Electricity (One outlet with 2 plugs, maximum load 1,500W) and tax are as follows :

Initial Unit (Type A) – Includes one 2m x 2m unit of floor space, 1 table and 2 chairs: 95,000 yen

Initial Unit (Type B) – Includes one 2m x 3.5m unit of floor space, 1 table and 2 chairs: 119,000 yen

Initial Unit (Type C) – Includes one 2m x 4m unit of floor space, 1 table and 2 chairs: 127,000 yen

Additional units of space (Type A) - Includes one 2m x 2m unit of floor space only: 32,000 yen

Additional units of space (Type B) - Includes one 2m x 3.5m unit of floor space only: 56,000 yen

Additional units of space (Type C) - Includes one 2m x 4m unit of floor space only: 64,000 yen

Tables (Size-180): 2,500 yen each (W:180cm x D:60cm x H:70cm) (30kg weight limits)

Tables (Size-150): 2,500 yen each (W:150cm x D:60cm x H:70cm) (30kg weight limits)

Chairs: 600 yen each

Panels: 5,000 yen each (W: 90cm x H: 210cm)

2,500 yen each (W: 45cm x H: 210cm)

Internet Connection: (The Internet Fee is being waived this year – **there is no WiFi in the Exhibit Hall**)

Participant Fees and Conditions

Participation at the conference is subject to the following fees and conditions:

- a) Each exhibitor is entitled to the receipt of two regular participant badges valid for the entire conference. For Exhibitors using the AM Sampler package, two display personnel are allowed in the EME area only.
- b) Regular participants have access to all parts of the conference for all three (3) days of the conference. The fee for a regular participant is 18,000 yen, however, the fee will be 21,000 yen for onsite registrations.
 - i) Individual participants sponsored by the Exhibitor should proceed to their sponsor's booth to collect their conference badge unless they are asked by JALT to go to the Registration Help Desk.
 - ii) It is the Exhibitor's responsibility to inform their sponsored participants of the registration process.
 - iii) Responsibility for cancellation and reimbursement of the sponsored participants rests solely with the Exhibitor.
- c) Display staff may enter the Exhibit area free of charge. Display staff participants do not have access to the presentation room areas of the conference, with the exception of entering the presentation room of Exhibitor-sponsored presentations for the purpose of providing support and assistance.

Cancellation by JALT

- a) JALT may change the Exhibition period or cancel the exhibition (thereby dissolving this Agreement) due to natural disaster or any other unforeseen or uncontrollable circumstance.
- b) JALT cannot be held responsible for loss or damage to exhibitors or other individuals in the event of (a).
- c) JALT reserves the right to refund a portion of the amount paid in the event of (a).

Cancellation by Exhibitor

- a) No cancellation of this contract or the exhibition application will be admitted without approval of JALT, following a written request including Exhibitor's name, name of staff member in charge, contact details, date of cancellation, and reason for cancellation.
- b) In the event that JALT agrees to any request for release from this agreement, the Exhibitor will be liable for all or part of the costs agreed to per this agreement and the application in accordance with the following scale:

Cancellation between August 25, 2019 and September 14, 2019 – 50% of fees

Cancellation between September 15, 2019 and October 14, 2019 – 75% of fees

Cancellation on or after October 15, 2019 – 100% of fees

Disposal of Waste

- a) Removal of all waste, refuse materials and rubbish in and around the booth is the responsibility of the Exhibitor.
- b) JALT will either provide a dedicated place to dispose of waste or provide a waste collection service.

Prohibited Items and Activities

The Exhibitor is prohibited from any and all of the following:

- a) Assigning, selling, sub-leasing or offering as a security the position or rights of the Exhibitor, in whole or part, established in the Exhibition Agreement.
- b) Posting or displaying signboards, notice boards, advertising, etc. inside, outside or around the Site, except in designated areas. This does not apply when prior consent of JALT has been obtained.
- c) Solicitation and distribution of promotional materials on site, other than in the confines of the Exhibitor's booth space and the confines of the presentation room for the duration of officially recognized Exhibitor-sponsored presentations. Exceptions may be arranged with the prior consent of JALT.
- d) Performing acts which are in any way disruptive to other exhibitors or cause damage to the Site or the booth.

- e) Placing display materials or equipment, or stationing personnel, outside your display area. The aisles and other areas cannot be used for displays, consultations or other activities.
- f) Serving coffee from the Exhibitor's booth space without proper floor covering.
- g) If the AM would like to give away any food or beverage (other than coffee) items, notification of at least 2 weeks in advance of the type of item to be distributed at the conference site must be done, so the JALT environmental committee can plan for disposal of any garbage generated from this activity.
- h) If any floor or wall areas are damaged in the AM booth location, cleanup costs are covered separately by the AM in agreement/ consultation with the WINC staff.
- i) Smoking in areas other than designated smoking areas.

Sexual Harassment

JALT is committed to having a conference that is free from sexual harassment. Sexual harassment whether verbal, physical, or environmental, and whether in the EME, at the conference site, or outside, will not be tolerated. JALT reserves the right to take any administrative or legal steps deemed appropriate to address any situation in which sexual harassment occurs.

Sound Regulations

- a) No microphones can be used at allocated booths. Exceptions may be made at JALT's discretion and require written approval from JALT.
- b) No live performance of music is allowed within the Exhibition space without prior consent of JALT.

Non-Compliance

Any breach of this agreement will result in a written warning being delivered to the Exhibitor. Further transgressions following a written warning will result in the barring of the Exhibitor in JALT activities for one year.