

Terms and Conditions of Sponsorship Application/Contract

1. Application

Applicants shall fill out the required information in the “Sponsorship Application/Contract Form” and send it as a PDF file attached to an e-mail to the following address.

CIGRE 2022 Kyoto Symposium Local Organizing Committee (hereinafter referred to as the “Committee”) will send an acknowledgement of receipt in reply by e-mail. The date mentioned in this reply e-mail will be the contract date of sponsorship.

Note: All dates and times in this document are shown based on Japan Standard Time.

(1) Contact for application: CIGRE Japan National Committee 2022 Kyoto Symposium Local Organizing Committee

E-mail: cigre.kyoto-symposium@b5.kansai-td.co.jp

(2) Application period: From Oct. 1st, 2020 till Oct. 31st, 2021

(3) Overview of the sponsorship benefits: Please refer to the attached “CIGRE 2022 Kyoto Symposium Call for sponsors” for details.

Rank	Sponsorship fee (in JPY)	Sponsorship benefits					
		Exhibition booth (width × depth)	Display corporate logo (venue/website)	Advertisement in guidebook	Company introduction (website)	Presentation	Number of free invitation to Symposium
Platinum	¥1,500,000	3m×2m	Large	2 pages	Picture+ Description	Available	4
Gold	¥1,000,000	2m×2m	Medium	1 page	Description (6 to 10 lines)	—	3
Silver	¥500,000	1.5m×2m	Small	0.5 page	Description (3 to 5 lines)	—	1
Bronze	¥200,000	—	Small	—	—	—	—

2. Considerations for sponsorship contract

(1) Payment of the sponsorship fee

- Applicants shall make the payment for the sponsorship fee via bank deposit transfer to the account mentioned in the invoice to be sent from the accountant of the Committee (cigre-kyoto@tepcoco.jp) after the sponsorship contract is concluded. Payment due date is also mentioned in the invoice.
- Applicants shall notify the scheduled date of deposit to the above accountant for smooth confirmation of payment.

(2) Cancellation of the sponsorship contract

- Applicants shall inform the Committee by E-mail for cancellation of the contract by the applicant’s convenience. The Committee will send an acknowledgement of receipt in reply by e-mail. The date mentioned in this reply e-mail will be the cancellation date of the contract. The contact for cancellation of the contract is as follows.

CIGRE Japan National Committee 2022 Kyoto Symposium Local Organizing Committee

E-mail: cigre.kyoto-symposium@b5.kansai-td.co.jp

- Cancellation of the contract by the applicant’s convenience is subject to the following cancellation fee.

From the day of deposit of sponsorship fee till the end of Jan. 2022: 50% of the sponsorship fee

Feb. 1st, 2022 and after: 100% of the sponsorship fee

(3) Cancellation or shortening of duration of the symposium due to force majeure

- In an event of force majeure, such as, but not limited to, an earthquake, typhoon, fire, infective disease(including COVID-19), terrorist act or order from the public authorities, the Committee reserve the right to cancel or shorten the duration of

the symposium either before or during the symposium. The Committee shall not assume any liability for losses incurred by the sponsors in such a case.

- If a force majeure which has occurred prior to the opening of symposium forces the symposium to be cancelled, the Committee will deduct the charges for expenses incurred from the sponsorship fees paid by the applicant and refund the rest, if any.
- However, if the duration of the symposium is shortened by a force majeure after the opening of the symposium, the Committee shall not be held liable to refund either full or partial sponsorship fees.
- The Committee assumes no responsibility for other expenses already incurred by the sponsors.

(4) Grant of benefits for the sponsorship

- All benefits for the sponsorship will be granted only after the Committee confirms the payment of the sponsorship fee.
- Sponsors shall submit their logo, explanation material etc. to be posted or published at the venue, web, brochures etc. to the Committee in the format and by the date separately specified by the Committee.
- Platinum sponsors must make their own arrangements required for the Presentation, such as set up, display and distribution of materials.
- Details of the procedure for sponsorship benefits such as advertisement, promotion and exhibition will be provided from CIGRE 2022 Kyoto Symposium sponsorship operation secretariat (Nippon Travel Agency Co., LTD. (cigre2022@nta-secretariat.com)) by E-mail.

(5) Considerations in company exhibition booths

- Sponsors shall setup and remove their exhibition booths at the date and time specified by the Committee.
 - Setup (scheduled) : Apr. 4th, 2022 (13:00 ~ 18:00)
 - Exhibition (scheduled) : from Apr. 5th to Apr. 7th, 2022
 - Removal (scheduled) : Apr. 7th, 2022
- The Committee or those commissioned by the Committee will remove the booth if the removal is not completed by the specified date. The relevant sponsor shall pay all charges incurred in such case.
- Sponsors shall not obstruct either the progress of the symposium or other exhibitors' activities.
- Booth staffs can enter the exhibition area free of charge, but cannot enter other areas of the symposium without registration.
- Sponsors must abide strictly by the laws and regulations of Japan and the venue (Kyoto International Conference Center).
- Any accidents and disputes concerning exhibits, including but not limited to, publicity materials related to exhibits, intellectual property or the use of booths shall be resolved between the parties concerned. The Committee and the venue (Kyoto International Conference Center) shall bear no responsibility whatsoever in such instances.
- Priority of allocation of exhibition booths will be given to sponsors with higher ranks and then by first-come-first-served basis. The Committee reserves the right to decline applications when all available space are filled.
- Sponsors are obliged to grant a free permission to CIGRE to use photos and videos of the symposium and exhibition area for promotion of CIGRE and its activities.

3. Handling of translation

The Japanese language version of this “Terms and Conditions of Sponsorship Application / Contract” shall be controlling in all respects and shall prevail in case of any inconsistencies with translated versions, if any.