

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. And you will receive an e-mail confirmation your sponsorship application. The date mentioned in this confirmation 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 2023 Sendai Colloquium Organizing Committee

E-mail: info@cigre2023sendai.jp

(2) Application period: From Sep. 1st, 2022 till Jun. 30th, 2023

(3) Overview of the sponsorship benefits: Please refer to the attached "CIGRE 2023 Sendai Colloquium Call for sponsors" for details.

Rank	Sponsorship fee (in JPY)	Sponsorship benefits						
		Number of free invitation to colloquium	Display corporate logo (website/venue)	Corporate introduction (website)	Advertisement in guidebook	Corporate Introduction Video (during breaks)	Short presentation ¹⁾	Exhibition booth ²⁾ (width × depth)
Platinum	¥1,500,000	7	Large	Picture + Description	2 pages	60s×1 or 30s×2types	Available	6m×3m
Gold	¥1,000,000	5	2/3 of Platinum	Description (6 - 10 lines)	1 page	30s	(Depends on Platinum)	4.5m×3m
Silver	¥500,000	A. 3	1/2 of Platinum	Description (3 - 5 lines)	1/2 page	15s	-	A. brochure only
		B. 2						B. 3m×3m
Bronze	¥200,000	2	2/5 of Platinum	Logo only	Logo only	5s (Logo only; Batch display)	-	brochure only

1) Short presentation is expected to be 2-3 minutes, but the venue and format have not been decided yet.

2) It is possible to exhibit without sponsorship, but the fee will be charged and the booth size will be 3m × 3m only.

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 (s.cigre-scb2.fg@tohoku-epco.co.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.

Contact for cancellation: CIGRE 2023 Sendai Colloquium Organizing Committee

E-mail: info@cigre2023sendai.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 Mar. 2023: 50% of the sponsorship fee
Apr. 1st, 2023 and after: 100% of the sponsorship fee

(3) Cancellation or shortening of duration of the colloquium 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 colloquium either before or during the colloquium. 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 colloquium forces the colloquium 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 colloquium is shortened by a force majeure after the opening of the colloquium, 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. However, the corporate logo on the website will be reflected at the time of updating the website after the sponsorship contract is signed.
- Sponsors shall submit to the Committee the sponsor's logo, explanation material, introduction video to be published on site, on the website, in brochures by the specified date in the format specified separately by the Committee.
- Platinum (or Gold) 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 2023 Sendai Colloquium Organizing Committee (s.cigre-scb2.fg@tohoku-epco.co.jp) by E-mail.

(5) Considerations in corporate exhibition booths

- Sponsors shall setup and remove their exhibition booths at the date and time specified by the Committee.

Setup (scheduled)	: from Oct. 2nd, 2023 13:00 to Oct. 3rd, 2023 12:00
Exhibition (scheduled)	: from Oct. 3rd, 2023 13:00 to Oct. 5th, 2023 15:00
Removal (scheduled)	: Oct. 5th, 2023 15:00 to 19:00
 - 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 (Sendai International 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 (Sendai International 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.
 - If you wish to exhibit without sponsorship, please apply separately to the CIGRE 2023 Sendai Colloquium Organizing Committee (info@cigre2023sendai.jp).
 - You are not permitted to sell in the booth area.
 - Please note that the number of visitors to the colloquium may be lower than expected, depending on the situation of the entry restrictions by the government of Japan for the prevention of COVID-19 at the time of the Sendai Colloquium.
- We plan to hold an online exhibition only if the colloquium is unavoidably held fully online due to restrictions imposed by the government of Japan or local governments related to COVID-19 in Japan.

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.