

JETRO ZONE
at
‘FOODEX JAPAN 2011’

Application Forms

JETRO

Japan External Trade Organization

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DEADLINES

Applicants are requested to complete and submit the attached Application Forms (FORM 1, 2, 3 and 4) through the Country Organizer by each designated deadlines.

	Contents	Deadline	Submission
FORM 1	Exhibitor Application Form (To be accompanied with <u>2</u> copies of Product Catalogues)	September 9, 2010	Each Exhibitor ▼
FORM 2	Exhibitor Information Sheet	November 25, 2010	Country Organizer ▼
FORM 3	Food Handling Notification		JETRO Overseas Office ▼
FORM 4	Follow-up Questionnaire	June 30, 2011	JETRO Headquarters

-Notes-

1. Country Organizer in each country (an organization responsible for coordination between JETRO and Exhibitors from the country) is required to collect fully completed (in English) application forms from the Exhibitors, and submit all together to the nearest JETRO overseas office, by each designated deadlines.
2. **FORM 1** will not be accepted without the attachment of two copies of product catalogues. This form must be typewritten, as the information will be printed on FOODEX Exhibitor Directory. Forms with no signature will not be accepted. Please note that submitting the applications does not guarantee your participation.
3. **FORM 2** with no names of attendants (attendant from the company who can be responsible for business talks during the whole period) will not be accepted.
4. **FORM 3** will be submitted to a public health centre of Chiba Prefecture through JETRO Headquarters. All exhibitors who plans to offer samples or tasting of products must submit this form before deadline. Those who do not tender the form are not allowed to serve or distribute products to visitors.
5. **FORM 4** must be submitted by each Exhibitor to report JETRO on the business results.

JETRO ZONE at FOOD EX JAPAN 2011

FORM 1 : EXHIBITOR APPLICATION FORM (1/2)	
DEADLINE	September 9 (Thu.), 2010
WHERE TO SUBMIT	(EXHIBITOR ⇒ COUNTRY ORGANIZER ⇒) YOUR NEAREST JETRO OFFICE

PLEASE COMPLETE AND SUBMIT "FORM 1" together with TWO COPIES of PRODUCT CATALOGUES or PHOTOS. Please make sure to sign the application before submitting it (unsigned applications will not be accepted). The information you enter below will be printed in the FOOD EX Exhibitor Directory, so we ask you to please TYPE ALL ENTRIES.

COUNTRY ORGANIZER			
COMPANY NAME			
ADDRESS			
TEL (+country code)		FAX (+country code)	
CONTACT PERSON	<input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.		
	Title: _____		
	E-mail: _____		
	Website: _____		
PREVIOUS PARTICIPATION	Have you participated in the JETRO Zone at FOOD EX Japan before? <input type="checkbox"/> YES / <input type="checkbox"/> No If YES, how many times and when? ()		
CERTIFICATIONS	<input type="checkbox"/> JAS <input type="checkbox"/> NOP <input type="checkbox"/> HACCP <input type="checkbox"/> GMP <input type="checkbox"/> GLOBALGAP <input type="checkbox"/> ISO9001 <input type="checkbox"/> ISO22000 <input type="checkbox"/> Other certifications ()		
PRIZES	NAME:		
Major Exporting Countries			
EXHIBITS Please attach list of exhibits if necessary.	(ITEM*1)	(CONDITION*2)	
	<input type="checkbox"/> No agricultural chemicals <input type="checkbox"/> No preservatives <input type="checkbox"/> No artificial colorings <input type="checkbox"/> Traceability of ingredients <input type="checkbox"/> Low fat <input type="checkbox"/> Low calorie <input type="checkbox"/> Low cholesterol <input type="checkbox"/> High nutritional value <input type="checkbox"/> Anti-aging effects		
	(ITEM*1)	(CONDITION*2)	
	<input type="checkbox"/> No agricultural chemicals <input type="checkbox"/> No preservatives <input type="checkbox"/> No artificial colorings <input type="checkbox"/> Traceability of ingredients <input type="checkbox"/> Low fat <input type="checkbox"/> Low calorie <input type="checkbox"/> Low cholesterol <input type="checkbox"/> High nutritional value <input type="checkbox"/> Anti-aging effects		
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(ITEM*1)	(CONDITION*2)		
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<p>*1 Itemize in generic terms (not product names) with specific details e.g.) do not write as "vegetables", but write as "freeze dried carrot".</p> <p>*2 fresh, frozen, dried, processed etc.</p>			

JETRO ZONE at FOOD EX JAPAN 2011

FORM 1 : EXHIBITOR APPLICATION FORM (2/2)	
DEADLINE	September 9 (Thu.), 2010
WHERE TO SUBMIT	(EXHIBITOR ⇒COUNTRY ORGANIZER ⇒) YOUR NEAREST JETRO OFFICE

Highlights of your exhibits/ company	
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BUSINESS CONNECTIONS	Do you have any agent or importer of your exhibits in Japan? <input type="checkbox"/> YES → (<input type="checkbox"/> Agent / <input type="checkbox"/> Importer) <input type="checkbox"/> NO <i>*If you answered YES, please write down hereunder the details of exhibits concerned.</i>	
	PRODUCT NAME	NAME OF AGENT OR IMPORTER IN JAPAN
	→	
	→	
	→	
	→	
	EXPORT QUANTITY TO JAPAN (per year)	EXPORT FREQUENCY TO JAPAN

Equipment in common-use kitchen	Exhibitors will be able to access a common-use kitchen set up within the JETRO Zone. Which of the below items would you like in the common-use kitchen? (check all that apply) <input type="checkbox"/> REFRIGERATOR <input type="checkbox"/> FREEZER <input type="checkbox"/> MICROWAVE <input type="checkbox"/> HOT PLATE <i>*Please note: We may not be able to meet all requests; if you require equipment not listed here or would like to have above items for exclusive use in your booth, please rent such equipment yourself.</i>
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Product samples/ tasting	Do you plan to offer samples or tastings of your product? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>*If you answer YES, you will need to prepare "List of Ingredients", "Manufacturing Process Chart List" and "Certificate of Analysis" for each item and attach when shipping. Also you will need to submit "Food Handling Notification"(FORM3) to JETRO.</i>
	Product(s) you will offer as samples or tastings: (please include all items)

OEM (Original Equipment Manufacturer)	Can you supply as an OEM? / Are you able to produce or manufacture food & beverages under another company name? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Interpreter you are in need	<input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> SPANISH
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The undersigned (exhibitor) hereby ① applies for participation in the JETRO Zone at FOOD EX JAPAN 2011 (March 1 to 4, 2011 in Chiba) and, upon acceptance of the application and authorization by the Japan External Trade Organization (JETRO), ② agrees to participate in the fair and, ③ shall pay in full a booth participation fee by the deadline stated on the invoice. **The exhibitor hereby acknowledges and certifies that the exhibitor has read the JETRO Zone Rules and Regulations, which are attached hereto and made as part of this agreement, and agrees that the exhibitor shall abide by such Rules and Regulations and perform all obligations of the exhibitor thereunder.**

Name of Applicant:

Signature:

Date: / / 2010

JETRO ZONE at FOOD EX JAPAN 2011

FORM 2: EXHIBITOR INFORMATION SHEET	
DEADLINE	November 25 (Thu.), 2010
WHERE TO SUBMIT	(EXHIBITOR ⇒ COUNTRY ORGANIZER ⇒) YOUR NEAREST JETRO OFFICE

PLEASE TYPE or CLEARLY PRINT and make sure to FILL IN ALL ENTRIES.

COMPANY NAME:		COUNTRY:	
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<ON-SITE PERSONNEL>

NUMBER OF BOOTH ATTENDANTS				
	NAME OF ATTENDANTS	PERIOD OF STAY IN JAPAN (yyyy/mm/dd)	NATIONALITY	COMMENTS
1	Mr. / Ms.	2011/ / - 2011/03/		
2	Mr. / Ms.	2011/ / - 2011/03/		
3	Mr. / Ms.	2011/ / - 2011/03/		

*** EACH COMPANY SHOULD DISPATCH BOOTH ATTENDANTS WHO CAN BE RESPONSIBLE FOR BUSINESS TALKS FOR THE DURATION OF THE EXHIBITION. TO AVOID YOUR BOOTH TO BE EMPTY, JETRO SUGGESTS THAT YOU SEND MORE THAN 1 PERSON TO THE FAIR.**

<CUSTOMS CLEARANCE>

Forwarder in your country	COMPANY NAME:		
	TEL:		FAX:
Forwarder in Japan	COMPANY NAME:		
	TEL:		FAX:

Details of cargo (Please list on separate sheet if necessary.)

Product (brand & generic name)	Producer and country of origin	Quantity (set piece)	Scheduled date of arrival in Japan *

***NOTE: All the cargoes should arrive at air / sea port 4 weeks (by air / sea) before the opening of the Fair. (See II.8. (1) Transport)**

List of articles sent by courier or brought in hand-carried baggage

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***NOTE: You are not allowed to serve or distribute items sent by courier or brought in hand-carried baggage to visitors.**

<HANDLING PLAN OF YOUR EXHIBITS AFTER THE FAIR>

<input type="checkbox"/> RETURN	<input type="checkbox"/> FORWARD EXHIBITS TO POTENTIAL CLIENTS
<input type="checkbox"/> DONATE EXHIBITS TO THE EMBASSY IN JAPAN	<input type="checkbox"/> OTHERS ()

***NOTE: SPOT SALES ARE STRICTLY PROHIBITED IN THE JETRO ZONE.**

JETRO ZONE at FOOD EX JAPAN 2011

FORM 3: FOOD HANDLING NOTIFICATION (1/2)	
DEADLINE	November 25 (Thu.), 2010
WHERE TO SUBMIT	(EXHIBITOR ⇒ COUNTRY ORGANIZER ⇒) YOUR NEAREST JETRO OFFICE

PLEASE TYPE or CLEARLY PRINT and make sure to FILL IN ALL ENTRIES.

COMPANY NAME:		COUNTRY:	
ADDRESS:			
Person responsible for food sanitation:	Mr. / Ms.		

1. Foods and beverages to be cooked and served

- Please enter the appropriate number(s), circle the preparation method, and list the quantity per day in the table below.

1. Meat, 2. Vegetable, 3. Miscellaneous prepared food, 4. Seafood, 5. Grain
6. Milk and dairy products, 7. Confectionery, 8. Other

No.	Exhibit Item	Preparation Method	Quantity / Day
EXAMPLE 4	Canned Salmon	Grill / Simmer / Steam / Boil / Deep Fry / Cut Pour / Other ()	200g / can 10 cans / day
		Grill / Simmer / Steam / Boil / Deep Fry / Cut Pour / Other ()	
		Grill / Simmer / Steam / Boil / Deep Fry / Cut Pour / Other ()	
		Grill / Simmer / Steam / Boil / Deep Fry / Cut Pour / Other ()	
		Grill / Simmer / Steam / Boil / Deep Fry / Cut Pour / Other ()	
		Grill / Simmer / Steam / Boil / Deep Fry / Cut Pour / Other ()	
		Grill / Simmer / Steam / Boil / Deep Fry / Cut Pour / Other ()	
		Grill / Simmer / Steam / Boil / Deep Fry / Cut Pour / Other ()	
		Grill / Simmer / Steam / Boil / Deep Fry / Cut Pour / Other ()	

2. Foods and beverages to be distributed as samples. (Packed items only)

- Please fill out the columns below.

Item	Maximum Amount Handled / Day
EXAMPLE Olive Cracker	50 cans

JETRO ZONE at FOOD EX JAPAN 2011

FORM 3: FOOD HANDLING NOTIFICATION (2/2)	
DEADLINE	November 25 (Thu.), 2010
WHERE TO SUBMIT	(EXHIBITOR ⇒ COUNTRY ORGANIZER ⇒) YOUR NEAREST JETRO OFFICE

3. List of Suppliers

- Please supply details of suppliers of exhibit items and ingredients

Name of Products / Ingredients	Packaging	Scheduled Delivery Time & Quantity	Supplier (Contact name, Address, TEL)	Method of Transportation	Storage Method after Delivery	Disposal Method for Remaining Stock
EXAMPLE Canned Salmon	CAN	19, Feb, 2011	*** Co., Ltd.	Cold Storage/ Frozen Storage/ <u>Room Temp.</u> / Other ()	Cold Storage/ Frozen Storage/ <u>Room Temp.</u> / Other ()	<u>Disposal</u> / Re-export/ Other ()
				Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Disposal/ Re-export/ Other ()
				Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Disposal/ Re-export/ Other ()
				Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Disposal/ Re-export/ Other ()
				Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Disposal/ Re-export/ Other ()
				Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Disposal/ Re-export/ Other ()
				Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Disposal/ Re-export/ Other ()
				Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Disposal/ Re-export/ Other ()
				Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Cold Storage/ Frozen Storage/ Room Temp./ Other ()	Disposal/ Re-export/ Other ()

Name of Applicant: _____

Signature: _____ **Date:** / / 2010

JETRO ZONE at FOOD EX JAPAN 2011
FORM 4: FOLLOW-UP QUESTIONNAIRE

DEADLINE	JUNE 30 (Tue.), 2011
WHERE TO SUBMIT	(EXHIBITOR ⇒COUNTRY ORGANIZER ⇒) YOUR NEAREST JETRO OFFICE

COMPANY NAME		PERSON IN CHARGE	
TOTAL <u>NUMBER</u> OF CONTRACTS CONCLUDED AFTER THE FAIR		TOTAL <u>VALUE</u> OF CONTRACTS IN US\$	US\$

PLEASE REPORT ON YOUR SUCCESS AFTER THE FAIR (FOR EACH CLIENT)

ONE FORM PER CLIENT (IF YOU HAVE MORE THAN ONE CLIENT, PLEASE MAKE COPIES OF THIS FORM BEFORE COMPLETING IT)

NAME OF CLIENT		PRODUCTS (EXHIBITS) CONTRACTED	
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Q1. PLEASE PROVIDE SPECIFIC DETAILS ON BUSINESS TALKS YOU HAD AT THE FAIR IN THE SPACE BELOW.

(E.g. CONTENTS OF NEGOTIATION, ORDER OF SPECIAL ARRANGEMENT, POINT OF AGREEMENT, ETC.)

TOTAL <u>VALUE</u> OF CONTRACT WITH THE CLIENT	US\$
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Q2. WHAT DO YOU THINK IS THE CAUSE OF SUCCESS (OR FAILURE) ON YOUR SIDE?

Q3. HOW ARE YOU GOING TO DEVELOP THIS BUSINESS CONNECTION IN THE FUTURE?

PLEASE WRITE ANY SUGGESTIONS, REQUESTS OR COMMENTS BELOW.

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Thank you very much for your cooperation.