

# How to fill out the documents you need for the participation application

## ① HOW TO FILL OUT THE APPLICATION FORM

### A. Booth name

Please write down the name of the booth you wish want to set up.

### B. Purpose of participation

This will be considered when we make a final decision on acceptance. Please write only a short description with 100 – 200 letters. (For example: abcd = 4 letters)

### C. Exhibition content (This will be introduced on our website, etc.)

Please write in 100~200 letters.

### D. Type of participation

- ① Please make sure that you check which type of booth is suitable for your purposes. Please refer to Page 6 on the registration guidelines.
- ② The type of booth for each participation category is limited. Please refer to Page 7
- ③ Regarding things you can do in each type of booth, please see pages:

- general booth → Page 10
- food-sales booth → Pages 11 – 12

### E. Options (Please refer to p.9)

- ① Any equipment, other than items listed on Page 9, needs to be prepared by each group.
- ② If you want to rent extra tables or chairs, make sure there is enough space for them before submitting your application.
- ③ You can bring safety-approved substitutes of equipment that we supply.
- ④ **If you cook or use any heating device such as a burner, in a food-sales booth, you must have a fire extinguisher with a volume of more than 1.5L. You can rent one from the Fair organizers as an option.**

### F. Exhibitors' information

- ① This information will not be disclosed. It is for our office use only.
- ② In most cases, we will contact you by e-mail if necessary. Please write down your e-mail address here.

### G. Contact information in the case of an emergency (This will not be disclosed.)

Please write down the name of the person in charge whom we can contact on the days of the Fair and his/her mobile phone number as well.

NOTE: Your personal information will not be used for purposes other than for the management of the International Exchange Fair.

② **HOW TO FILL OUT THE REPORT OF INTERNATIONAL EXCHANGE ACTIVITIES.**

**A. The period you need to report:**

Activities from April 2018 to Dec 2019.

**B. The content of activities:**

International exchange activity/ assistance between foreign residents/ support of foreign residents/ activities for inter-cultural understanding.

Please fill out activities which you have done in the above period.

**C. Plans for future activities.**

Please describe any plans or activities you would like to do in the future.

※ Please fill out either 2 or 3. (Of course, you can fill out both.)

**D. Other documents.**

Applicants may submit original activity reports.