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JALT2022 Online 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, "AM") for certain advertising and online exhibit space, to be assigned by JALT, during the JALT2022 on November 11~14 at Fukuoka International Congress Center and an online conference at the same time. This contract shall be in effect upon submission of the application form by the AM and the acceptance of the submission by JALT.

In consideration of the fees paid by the AM for advertising and exhibitor space (At Fukuoka and Online), the following are the terms and conditions of this contract:

Contract for Space for the Fukuoka and Online Conference November 11~14

The application for online 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 an online booth space and additional product pages as requested in the application submitted by the AM. Any and all changes to the application after the registration period has closed are subject to a processing fee.

Outstanding Dues

Any AM 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.

Online Booth Assignments

The organizers shall determine the online layout of the EME page based on the level of JALT participation. JALT offers a priority placement on the EME page 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, 2019 to March 31, 2021). 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 (1,000,000 yen +)

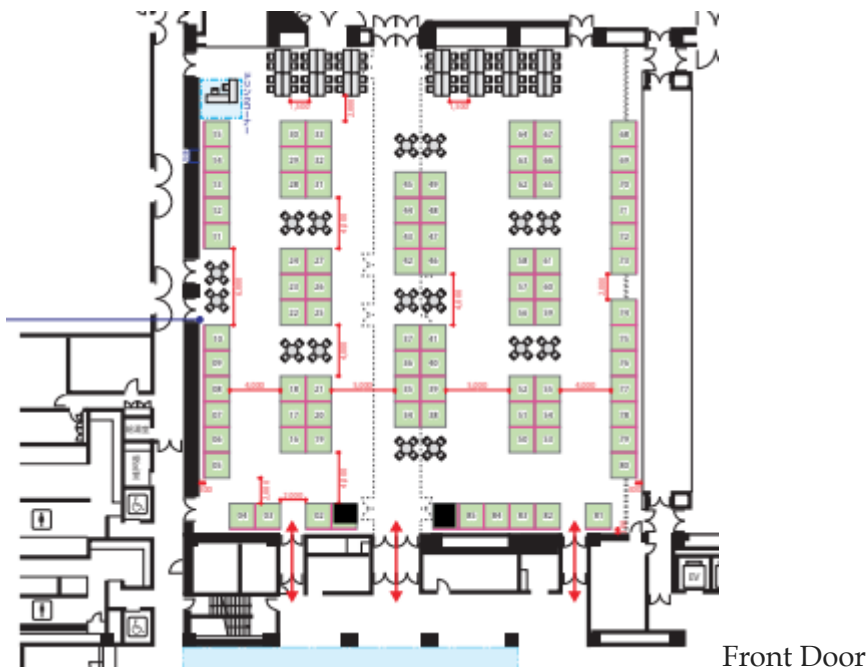
Phase 2: Gold Sponsors (600,000 - 999,999 yen)

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

JALT 2022 Booth Allocation / Bidding Schedule						
July	1	~	July	5	3 Business Days	Platinum Sponsor #1
July	6	~	July	8	3 Business Days	Platinum Sponsor #2
July	11	~	July	13	3 Business Days	Platinum Sponsor #3
July	14	~	July	19	3 Business Days	Platinum Sponsor #4
July	20	~	July	22	3 Business Days	Platinum Sponsor #5
July	25	~	July	27	3 Business Days	Interval
July	28	~	Aug	1	3 Business Days	Gold Sponsor #1
Aug	2	~	Aug	4	3 Business Days	Gold Sponsor #2
Aug	5	~	Aug	9	3 Business Days	Gold Sponsor #3
Aug	10	~	Aug	21	7 Business Days	Interval
Aug	22	~	Sept	13	17 Business Days	Silver Sponsors (Times-sensitive Lottery)

Draft Booth Floor Plan / Pricing

As of June 17, the initial design of the EME will be as follows: (84 Booths) 8 booth maximum. Back of the EME with a Coffee table (Upper Left) and Charging tables



Booth Pricing: Basic package: 95,000 yen (including electricity), additional booths 32,000 yen. Booth size is approximately 2 x 2 meters.

Advertisement / Sponsorship Opportunities Allocation

For the conference, advertisement / Sponsorship allocations will be on a first-come first-served basis during the week of July 19 Monday. Advertisement requests will be via a form submission to the AM liaison during the said registration periods.

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 to four regular registrations (depending on the membership category) valid for both conferences. Valid email addresses of these participants are required at time of registration. For Exhibitors using the AM Sampler package, two registration are allowed.
- 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 10,000 yen/ 1 day and 15,000 all days.

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 AMs 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 for advertisements and / or online conference space

- 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 on or after 42 days before the conference – 50% of fees
 - Cancellation on or after 28 days before the conference – 100% of fees

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 AM in whole or part, established in this Exhibition Agreement.
- b) Solicitation and distribution of promotional materials on site, other than in the confines of the presentation room for the duration of officially recognized AM-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.

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.

Non-Compliance

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

Advertisement / Sponsorship opportunities for the November 11~14 Conference at Fukuoka International Congress Center and Online

General Conference Information:

JALT expects to have between 250~300 presentations, about 1,500 attendees, and 6 plenary speakers.

Here are the approximate current statistics:

170 accepted vetted 25- or 60-minute presentations

29 posters

6 forums

90 unvetted presentations (SIG events, AMs, etc.)

For the Fukuoka Venue: There will be approximately 25 presentation rooms located on floors 4, 5, and Sun Palace Hotel (next door). Two rooms will be reserved for Teaching Young Learner themed presentations.

Advertisement / Sponsorship Opportunities: Bidding **Jul 19, 2022** Start

1. Associate Member Advertisements in the **Conference Digital Handbook** utilized for the Fukuoka and Online conferences. This year, a digital conference handbook will be produced. This open advertisement opportunities for color ads for the following placements:

Inside Front cover: 75,000 yen

Inside back cover: 75,000 yen

Back Cover: 60,000 yen

1 full page: 40,000 yen

½ page: 20,000 yen

¼ page: 10,000 yen

2. **Video Before Plenary Session Advertisement**

For the Fukuoka Conference, 6 plenary speeches are planned for the conference. All will be streaming at the online conference. Here is a [link to their backgrounds](#).

November 12: Saturday John Cresswell

Ryoko Tsuneyoshi

November 13: Sunday Kensaku Yoshida

Karen Hill Anton

November 14: Monday Yilin Sun

Jim McKinley

We would like sponsorship opportunities for an AM to show a 1-2 minute advertisement video before each plenary.

These sponsorship opportunities are:

1 plenary sponsorship: 25,000 yen

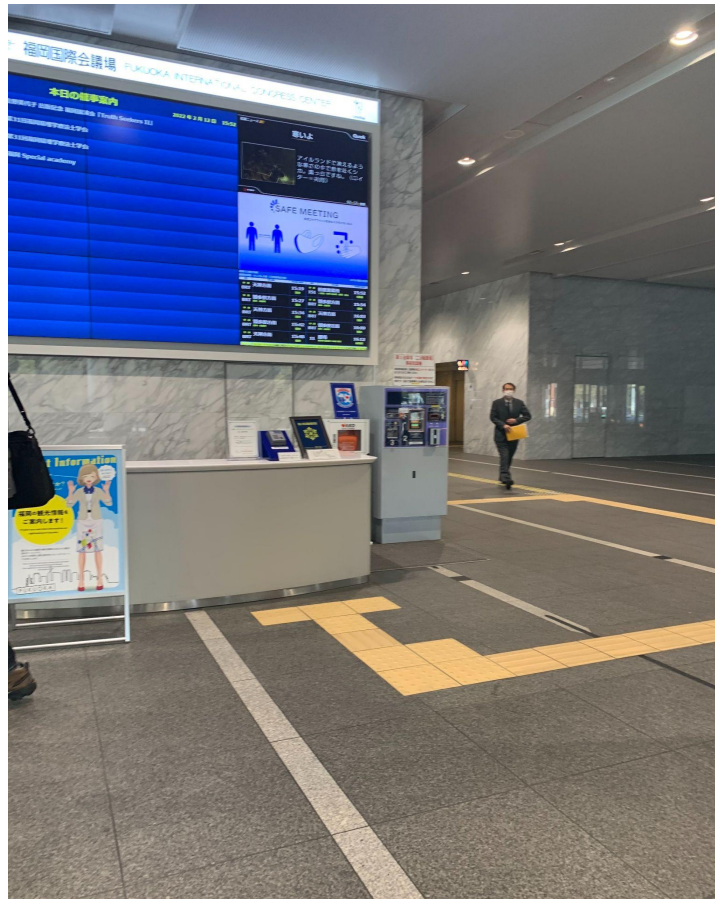
2 plenary sponsorships: 40,000 yen

3 plenary sponsorships: 55,000 yen

3. Lobby Digital Display

8 spots for 8 Associate Members to display their logo / brand name, center will be conference logo. This display will be alternating with a floor schedule display of the conference. The images will alternate every 30 seconds. Pricing will be 50,000 Yen / square.

AM#1	AM#4	AM#6
AM#2	JALT	AM#7
AM#3	AM#5	AM#8



4. Pink/Intern Shirts

One year or optional two year contract

150,000 yen per year/ contract reserve bid

150,000 yen plus 135,000 yen = 285,000 yen two year / contract (or, second year is 10% off successful first year bid)

Design is limited to specified printing contract (i.e., one color, one printed area, etc.)

JALT branding and purpose (Ask Me!, Tech Support, etc.) must be predominate along with branding of successful sponsor

Overall design (including color) can be negotiated with JALT and successful sponsor

Additional design modifications (additional areas or printing, etc.) can be negotiated with JALT and successful sponsor: AM pays any additional actual design / printing

AMs can collaborate on bids

AMs can bid for one or two year packages

Approximately 100 shirts will be ordered.

5. **Face Masks**, logo

JALT is looking for a vendor and sponsor. Currently, our plan is to provide one mask in each conference bag, 1800 masks are needed.

6. **Conference Bag** (Sturdy, reusable for every day activities)

JALT will provide the vendor. 1800 needed. A price per logo on the bag TBD.

7. **Directive Signs**

All site directive signs, A4 size. One year or optional two year contract
100,000 yen per year / contract reserve bid

100,000 yen plus 90,000 yen = 190,000 yen two year / contract (or, second year is 10% off successful first year bid)

AMs can collaborate on bids

AMs can bid for one or two year packages

Design to be negotiated between JALT and successful sponsor

60% of design space allotted for conference direction / information

Remaining space (40%) to be divided by AM advertising (30%) and JALT branding (10%)

8. **Conference Bag Inserts**

No paper inserts in 2022. The environment is of deep concern and the environmental committee has noted that a good part of conference garbage are the paper inserts. A paper EME map, A3 (2-A4 size together) size will be placed in the conference bag. This map will have advertisement space and we encourage you to provide QR codes with links to your advertisement inserts. There are spaces for 4- color advertisements on each side of this map. 1/8 page size for 6,000 yen.

As for other kinds of inserts, pens, rulers, magnets, clips, etc. will be allowed for NO Fee!

9. **Name Tags**

One year or optional two year contract

200,000 yen per year / contract reserve bid

200,000 yen plus 180,000 yen = 380,000 two year / contract (or, second year is 10% off successful first year bid)

Design to be negotiated between JALT and successful sponsor

Overall advertising on name tags will be governed by the following:

1. Name space will occupy no less than 30% of the name tag design
2. JALT branding space will occupy no less than 40% of the name tag design
3. AM advertising / branding space will occupy no less than 30% of the name tag design

AMs can collaborate on bids

AMs can bid for one or two year packages

10. Additional Sponsorship Opportunities

Proposals for new or innovative sponsorships not included in the bidding process must be made three months prior to the first conference day

Successful proposals for additional sponsorships would:

- Enhance the conference experience for participants

- Not incur cost nor liability for JALT (including human resources)

- Would benefit (promote) both the sponsoring AM and JALT

Donations of commercial products-textbooks, graded readers, digital materials, etc. from Associate Members may be considered if they meet the above criteria, but such in kind support will not be credited towards Total Contributions.