

102nd Tokyo International Gift Show

Tokyo Big Sight, Tokyo, Japan

2nd Sept - 4th Sept 2026

Application Form for Participation

India SME Forum Membership ID (If you are a Member)		Photo (Mandatory)		
Name of the Applicant: Designation:				
Name of the Enterprise:				
Telephone: E mail:				
Fax: Mobile No:				
Address of the Enterprise:				
City:		State:		
Year of Establishment	Export Turnover (Last Year)	No. of Employees		
Udyam Registration No. - Mandatory		Import Export Code:		
Are you a: Manufacturer ☐ Service Provider ☐ Retailer / Trader ☐				
Do you have ZED Certificate? Yes ☐ No ☐				
If yes, Select the Level: Bronze ☐ Silver ☐ Gold ☐ (Attach the Certificate)				
Annual Turnover - March 2025 (in Indian Rupees)		Annual Turnover - March 2026 (in Indian Rupees)		
Attach Personal Profile of the Applicant (Not more than 150 words, your professional background as well as any other point you may like to highlight) - Mandatory				
Attach Company & Products/ Services Profile (A summary in not more than 200 words each, about your company, products / services as well as any other point about your enterprise that you may like to highlight.) - Mandatory				
Attach Specific Business Interests / Statement of Purpose of the Visit (In not more than 200 words) - Mandatory				
Passport No.	Date of Issue	Date of Expiry	Place of Issue	Date of Birth
Attach Details of your previous overseas travels and any travel to Japan with date of Travel and cities visited (if any)				
Please also attach copies of your Passport and previous Visa (if any)				
Category of Ownership (select anyone): Women Owned Business ☐ SC-ST ☐ General ☐				
Is your business located in: NER ☐ J&K ☐ Rural Area ☐ None ☐				
Have you ever participated in any International Trade Fair/Exhibition under the IC Scheme of Ministry of MSME in the last 3 years? If yes, mention the name of the fair and year of participation.				
Do you have any Quality Certifications (ISO) for your products? Yes ☐ No ☐ If yes, please attach the certificate.				
Does your business have any registered Patents? Yes ☐ No ☐ If yes, please attach the copy of certificate.				
What is the main objective of your Participation? B2B ☐ Exports ☐ Networking ☐ B2C ☐				
Please note that:				
1) Supporting Documents to be attached with the Application are: Personal Identification (ID), A Six- month Valid Passport, Udyam Registration Certificate, Copy of Valid Visa (if any), GST Certificate, Certificate of Incorporation / Partnership Deed, ITR for past 3 years, Company Pan Card, Company Profile & any other applicable documents.				
2) This application form is invalid without the Acceptance of the Terms & Conditions in 2nd page; the form must be duly signed and stamped.				

TERMS & CONDITIONS:

- Applicant should be a citizen of India.
- Udyam Registration for all participating MSME Units is Mandatory.
- Applications without complete information and/ or with no signature & company stamp or authorized signatory's seal will be rejected.
- The Applicant should secure score of a minimum 60% or more as prescribed in the IC Scheme of Ministry of MSME, GoI to be eligible to participate as part of the delegation.
- India SME Forum reserves the right for selection of participants based on the receipt of applications for the respective fairs and approval by the organizers, space availability and other terms as decided by the competent authority.
- All the applications will be evaluated by the screening committee, and confirmation or rejection decision will be sent to the registered email ID.

Upon receipt of confirmation, the applicants are required to remit the expo participation fees towards participation in the fair within 72 hours, failing which the space will be allocated to the next waitlisted applicant only.

- Only products selected prior to expo opening are permitted to be showcased / exhibited at the Trade Fair.
- India SME Forum and its show designers reserve all powers & rights to allocate stall/s and/or space in any manner it deems fit at its sole discretion, and every such decision of India SME Forum to that effect shall be final and binding on all the participants.
- The Display shall not be left unattended at any time during the open hours of the Exhibition. The exhibitor/staff/representative must be present at the relevant booth at least 30 (thirty) minutes before the opening hours and leave the Exhibition Hall not later than 30(thirty) minutes after the closing hours.
- The exhibitor must attend the exhibition for the whole duration; non-compliance of the condition will attract forfeiture of the claim for reimbursement.
- Exhibitors must travel by the shortest route to the approved destination country; travel to or return from other countries, as well as overstay beyond the period prescribed under the IC Scheme guidelines, is not permitted.
- Reimbursement of international economy class airfare for one representative per company/firm will be provided on an actual cost basis, subject to a maximum of ₹1,50,000. Claims must be supported by submission of the e-ticket with cost breakup on the ticket itself, proof of payment, original boarding passes (both onward and return journeys), and a copy of the passport along with visa and immigration stamps.
- For freight reimbursement claim, only freight bills/invoices will be accepted; no reimbursement will be provided for extra luggage.
- The reimbursements for exhibition participation charges, airfare, and freight will be submitted as a group application by India SME Forum and is expected to be processed by the Ministry of MSME within 180 days from the date of submission of complete reimbursement documents.
- India SME Forum will provide support in preparing documents for Visa Application, getting the Visa Invitation Letter from the Organizer of the exhibition, and Communication with the respective Embassy for the Group Visa Appointment; however, issuing or refusal of the visa is the sole discretion and full responsibility of the respective Embassy only.
- All travel is governed by the travel guidelines of the various countries. India SME Forum is not liable for any changes in the travel guidelines issued by respective countries from time to time.
- It would be the responsibility of the applicant to insure themselves & carry their own Medical Insurance.
- The participant shall be responsible for the conduct of all its staff, agents or representatives and safekeep of its material and property.
- In case of any cancellation of the event due to any unforeseen reasons, India SME Forum will not be liable for any direct refunds, and refunds will be as per organizers refund policy.
- The participation fee is refundable only if Space is not allotted / participation in fair is cancelled and not for withdrawal by members after application is approved.
- In the event of an Applicant/participant either cancelling or withdrawing himself, for any reason whatsoever, including refusal of visa of the organizing country by the concerned authorities or any personal / business decision, India SME Forum will not be liable for any refund or reimbursement; the applicant/participant shall be liable to bear the entire cost of its participation as applicable. India SME Forum shall also have the right to forfeit any amounts over and above the cost & charges as applicable.

☐ I have read and accepted the above terms and conditions. (Please tick inside the box)

DECLARATION:

I understand that if I am selected for the delegation, I will be required to pay for the pavilion participation, Visa, travel and other costs, in advance, on my own. I also declare that no criminal case is pending / decided against me in any court in India or overseas & the above info is true and correct in all respect.

I agree to abide by all terms and conditions set by the delegation leaders.

I have not sought financial assistance from another Ministry/Department for the claim submitted under the IC scheme.

I agree to abide by any & all travel guidelines issued by airlines/respective countries at my own cost & consequences thereof.

All information provided by me in this Application & Contract Form is true and correct.

We hereby confirm our participation in Japan Fair 2026 if approved and we confirm our acceptance of the rules & regulations governing our participation and the T&Cs forming part of this Application Form.

Signature & Stamp of Applicant

**Place:
Date:**

For More Information, please contact us at:

INDIA SME FORUM

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