

# ICA2026 Sponsorship Application Form

Please submit your completed Application Form to the ICA2026 Sponsorship & Exhibition Subcommittee Secretary:  
[ica2026\\_sponsorship@congre.co.jp](mailto:ica2026_sponsorship@congre.co.jp)

## Contact Information

Company Name			
Address			Country
Contact Person	Name		Position /Title
	Phone		Mobile Phone
	Email		
Company Website			

## Sponsorship

Please check	Sponsorship Package	Sponsorship Fee (tax is NOT included)
<input type="checkbox"/>	Platinum	JPY 13,000,000
<input type="checkbox"/>	Gold	JPY 8,000,000
<input type="checkbox"/>	Silver	JPY 4,000,000
<input type="checkbox"/>	Bronze	JPY 800,000

■ Application Period:

The application period will close when the number of applications reaches the maximum number of sponsors. Please contact the secretariat for sponsorship package availability.

■ The application form for "Contributor Items" and "Exhibition Space" will be available separately, and distributed to Sponsors from April 2024 onwards.

■ All payments are to be made via bank transfer by the designated deadline. All bank transfer fees shall be paid by the applicant.

Once this Application Form is accepted by the Organizer, together with the Terms & Conditions, it will constitute the agreement between our organization and the Organizer. By completing this Application Form, I, as an authorized representative of my organization, confirm that I have read and agree to the Terms & Conditions and wish to become a Sponsor at ICA2026.

Date (month/date/year): \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_

■ After this Application Form has been processed, you will receive an invoice from the ICA2026 Sponsorship & Exhibition Subcommittee Secretary.

■ NOTE: The personal information obtained through this Application Form will exclusively be used for providing guidance and communication relevant to ICA2026. The Organizer will not share this information with any third parties without your consent. However, for the purpose of delivering services to Sponsors, this information may be entrusted to business partners or collaborating entities with whom the Organizer has established nondisclosure agreements.

In these Terms & Conditions, the following definitions apply:

- “Authorities” mean the relevant local, county and other public authorities and bodies relevant to the Congress;
- “Sponsor” means the person, firm or company submitting the sponsorship application form;
- “Application Form” means the sponsorship application form as completed by the Sponsor;
- “Organizer” means The Institute of Actuaries of Japan (IAJ);
- “Booth” means the booth (being single or multiple as applicable) at the Congress that has been allocated by the Organizer;
- “Agreement” means the agreement constituted between the Sponsor and the Organizer once the completed Application Form has been submitted and accepted;
- “Congress” means the 33rd International Congress of Actuaries (also known as ICA2026) to be held on November 8 to 13, 2026;
- “Sponsor Exhibition Manual” means the manual produced by the Organizer in relation to the exhibition area;
- “Venue” means the Tokyo International Forum or any replacement venue;
- “Personal Information” refers to any data or information which can identify an individual, either (a) solely from the data; or (b) from the data combined with other information which we have or are likely to have access to.

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## **RULES & REGULATIONS**

The Sponsor must comply with these Terms & Conditions, requirements of all Authorities, and where applicable, all rules and regulations issued by the Venue in force at the time of the Congress.

For those who select an exhibition plan, the Sponsor agrees to adhere to the obligations and duties outlined in the Agreement, including (without limitation) those specified in the Sponsor Exhibition Manual (distributed at a later date). The Organizer may grant exemptions from any of these obligations and duties at their discretion. However, any exemption provided by the Organizer will only be valid if in writing.

The Agreement consists of these Terms & Conditions, as well as those outlined in the Sponsor Exhibition Manual, unless modified in writing and signed by both parties.

If the Organizer determines that the Sponsor has violated the Agreement, the Organizer reserves the right to refuse the sponsorship application or revoke the Sponsor’s right to participate at any time.

The Sponsor is prohibited from disclosing the Terms & Conditions including the fees of this agreement to any other person without the Organizer’s prior written consent or as required by law.

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## **APPLICATION & PAYMENT OF FEES**

The Sponsor must complete and e-mail the Application Form to the ICA2026 Sponsorship & Exhibition Subcommittee Secretary.

If the Organizer accepts the Application Form, the Sponsor will receive a confirmation notice indicating the success of their application, along with an invoice for their sponsorship fee.

All fees are in Japanese yen and include Japanese consumption tax. If the prevailing rate of Japanese consumption tax changes after the Organizer confirms the signed Application Form, then any unpaid installments of the fees may be adjusted to cover the changes in Japanese consumption tax.

In principle, the Sponsor must pay the sponsorship fee in full by bank transfer to the bank account specified on the invoice within 30 days from the invoice date. Upon request, installment payments are accepted. The Sponsor shall bear all bank transfer fees.

The Organizer will not issue receipts for sponsorship fee payments. Remittance slips issued by the bank shall serve as proof of payment and substitute for a receipt.

The Sponsor will attain official sponsorship status upon making the full payment or first installment payment of their sponsorship fee.

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## **BOOTH ALLOCATION**

Booth allocation will be coordinated after the application deadline. The Organizer has sole discretion to decide the booth allocation for the Sponsor in consideration of the sponsorship package priorities, number of booths, and the nature of the exhibits, and will notify the Sponsor of their booth locations.

The Sponsor is not allowed to object to the organizer’s decision about booth allocation. Furthermore, the Sponsor is not allowed to assign/exchange all or any part of their booths to or with any other party, without prior consent of the Organizer.

Furthermore, the Organizer reserves the right to substitute a different booth location at any time.

In its sole discretion, the Organizer may change the floor plan without obtaining consent from the Sponsor. This may occur if instructed or ordered by the police department, fire department, health center, or other Authorities, or if a sponsorship application is cancelled.

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#### **CANCELLATION**

In principle, once accepted, an application cannot be cancelled unless the Organizer deems that there is a justifiable reason. If the Sponsor wishes to terminate the Agreement in whole or in part after the date of the application, the Sponsor must notify the Organizer in writing.

The cancellation fee (including Japanese consumption tax) for Sponsor-initiated terminations shall be as follows.

Cancellation fee and deadlines:

- 50% of the sponsorship fee: on or before November 7, 2025 (JST)
- 100% of the sponsorship fee: on or after November 8, 2025 (JST)

The Sponsor must pay the cancellation fee within 30 days of receiving a cancellation invoice from the Organizer.

The Organizer shall not be responsible for any costs incurred by the Sponsor to prepare their exhibit.

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#### **CHANGES**

The Organizer, at its sole discretion, may make modifications to the Congress, including but not limited to:

- Amending the benefits
- Modifying the floor plan
- Altering, reallocating, or substituting booths
- Adjusting the hours during which the Congress is open
- Changing the Venue
- Adapting the Congress format from in-person to virtual, if necessary, in response to societal circumstances
- Postponing the Congress

In such cases, the Sponsor shall participate in the Congress held under the new conditions as determined by the Organizer. If the Sponsor withdraws from the Congress for their own reasons, the above cancellation policy shall apply.

If the Congress is cancelled for any reason, the Organizer may, at its discretion (but is not obliged to) reschedule and relocate the Congress to a more suitable time and Venue, or make other changes, including using technology to hold the Congress. If the Congress is so rearranged, this

agreement remains binding, with the Organizer entitled to make all reasonable adjustments to facilitate these rearrangements. If the Congress cannot be rearranged, the Organizer will refund the fee paid by the Sponsor.

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#### **DAMAGES & LIABILITY**

The Sponsor is liable to compensate for any damage caused by themselves or their associated parties to the exhibition hall, Venue facilities, third-party persons and their properties, etc. regardless of whether such damages result from negligence or intent. The Organizer shall not be held liable for any such damage.

The Sponsor shall be responsible for the management of their own exhibit, and the Organizer will not compensate or indemnify the Sponsor for any theft, loss, or damage to their exhibit. The Sponsor is required to take out insurance or take other appropriate measures to protect their exhibit. Should an accident occur due to the fault of the Sponsor, the Sponsor shall be solely responsible for handling the aftermath of the accident, and the Organizer will assume no responsibility for any damage resulting from the accident.

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#### **BOOTH INSTALLATION, USE, AND DISMANTLING**

The Sponsor shall install, use, and dismantle the booth or space only during the hours and dates specified by the Organizer. This shall be done in accordance with all rules, regulations, and relevant safety and environmental legislation set forth in the Sponsor Exhibition Manual, along with any additional instructions issued by the Organizer or the Venue.

The Sponsor must ensure the booth or space is returned to its original state, as it was at the beginning of their occupation. The Sponsor will be held liable for any associated costs, including cleaning expenses, required to restore the booth or space to its original state.

To facilitate the installation and dismantling of the booth and exhibition materials, as well as the provision of other services, the Sponsor shall appoint a representative authorized to enter into necessary agreements. This representative (or another designated person) must be present and assume responsibility during installation, exhibition hours, and dismantling.

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#### **PROMOTIONAL ACTIVITIES**

Advertising material and signs may not be distributed or displayed outside the Sponsor's booth or space. Sound equipment must be regulated and directed into the booth to avoid disturbing neighboring exhibits. The Organizer reserves the right to instruct the Sponsor to cease any activity, noise or music that is considered to be

objectionable. Further details will be included in the Sponsor Exhibition Manual.

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#### **HANDLING OF PERSONAL INFORMATION**

When acquiring Personal Information through the Congress, etc., the Sponsor must comply with the "Act on the Protection of Personal Information" and other applicable laws and regulations. The Sponsor must communicate or publicly disclose the purpose of gathering and using Personal Information. If the Sponsor intends to share Personal Information with a third party, consent from the individual identified in the Personal Information must be obtained, unless otherwise permitted by laws and regulations.

The Sponsor must lawfully manage and take appropriate control over Personal Information in accordance with the "Security Control Measures" provision outlined in the "Act on the Protection of Personal Information".

If the individual identified in the Personal Information requests the Sponsor to disclose, correct, add, delete, discontinue use, erase, or submits a complaint regarding the use of Personal Information acquired through the Congress, the Sponsor must take appropriate action as mandated by laws and regulations.

If a dispute occurs between the Sponsor and the individual identified by the Personal Information regarding the acquisition, use, handling and/or management of Personal Information through the Congress, the Sponsor shall be responsible for resolving the dispute. The Organizer will assume no responsibility for such dispute.

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#### **GOVERNING LAWS & JURISDICTION**

The Sponsor agrees that the Terms & Conditions of ICA2026 and the legal relationships based on them shall be governed by the laws of Japan, and the Tokyo District Court shall have exclusive jurisdiction as the first instance regarding all disputes that arise concerning the Terms & Conditions.

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