

**Japanese Component & Material Buyers' Exhibition in Czech Republic  
September 16<sup>th</sup>, 2015**

Dear Madam/Sir,

We are glad to inform you that a “Japanese Component & Material Buyers' Exhibition” will be held on **September 16<sup>th</sup>, 2015 in Brno** during International Engineering Fair. Exhibition will be organized by Japan External Trade Organization (JETRO) with support of Business and Investment Development Agency CzechInvest.

With above mentioned event JETRO aims to support the effort of Japanese-affiliated companies to find local suppliers of components and materials.

The Japanese companies display the parts, components and materials that they would like to procure from local suppliers. JETRO provides to exhibitors and suppliers an opportunity of a business meeting.

Detail information about the event is enclosed to this invitation.

Those who would like to participate in the event as exhibitors are requested to fill in the attached application form and send it to JETRO Prague office by email (CRP@jetro.go.jp). **The deadline for sending application is June 19<sup>th</sup>, 2015.**

**The event is free of charge!**

For more information please contact JETRO Prague, Tel.: (+420) 224 814 972, e-mail: Mikulas\_Kotrba@jetro.go.jp (Czech)

We look forward to hearing from you soon.

With best regards

Tadashi Murakami  
General Director  
JETRO Prague

## Outline of the Japanese Component & Material Buyers' Exhibition in Czech Republic

1. **Date:** September 16<sup>th</sup>, 2015 (Wednesday), 9:00 – 18:00
2. **Venue:** Brněnské výstaviště  
Výstaviště 1, 647 00 Brno, Czech Republic  
Pavilion E, 1<sup>st</sup> floor  
<http://www.bvv.cz/en/visitors/>
3. **Organizer:** Japan External Trade Organization (JETRO) Prague office
4. **Co-operation:** CzechInvest
5. **Organization of the event:**
  - a) Exhibiting companies send application form to JETRO Prague.
  - b) JETRO Prague will create list of Exhibiting companies.
  - c) The list of exhibitors will be attached to invitation and sent to potential suppliers. This list will contain only some of the information taken from the application form, such as: name of the company, website and interested procurement item (it will not contain any personal or contact information about the company).
  - d) Based on list of exhibitors, suppliers send meeting request to JETRO Prague.
  - e) JETRO Prague organize meeting requests and create Supplier list for each Exhibiting companies.
  - f) Exhibiting companies contact to supplier companies. **JETRO Prague will not participate on arranging the meeting.**  
\*The official language of the exhibition will be English. JETRO does not provide any translating arrangements in that matter.
6. **Product category**
  - a) Parts of Automotive, Electric, Electronics and Machinery
  - b) Materials, such as tools and packing materials, etc.  
\*If you required any other materials, please contact us (JETRO Prague).

## **7. Event invitation and receivers**

Exhibitors: Japan-affiliated manufacturers (including trading firms and etc.)

Suppliers: Suppliers in Czech Republic and CEE

## **8. Application process**

Please send the attached application form to JETRO Prague office **by e-mail** (CPR@jetro.go.jp). We will confirm receipt of each application form.

(Requirement)

- Application form has to be filled out **in English**
- Interested procurement items should be described in details. If you have a picture for procurement item, please send it.

## **9. Application deadline:**

June 19<sup>th</sup> 2015

## **10. Accommodation**

If you need accommodation in Brno during the period, please filled in required information in an attached form. Or you can contact directly to following contact person on exhibition site.

Mrs. Jana Hirlíková

Phone:+420 541 152 775、 Mobile:+420 723 858 174、 e-mail: [hotels@bvv.cz](mailto:hotels@bvv.cz)

Link: <http://www.bvv.cz/en/accommodation/contact/>