

June 16, 2015

Recruitment of Local Suppliers

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

Dear Madam/Sir,

Japan External Trade Organization (JETRO) is a government-related organization established in 1958, headquartered in Tokyo, which works to promote Japanese export abroad and mutual trade and investments between Japan and the rest of the world.

JETRO Prague office has been functioning in Czech Republic since 1993. Our mission is to support mutual investments between Czech Republic and Japan and to promote trade between Japan and Czech Republic. For further details please access the following link: <http://www.jetro.go.jp>

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

The “List of Items Requested by Japanese Buyers” is attached to this letter. If your company is interested in this event and wants to supply your products to Japanese companies, please fill in the attached Application Form and send it to JETRO Praha,

E-mail: Mikulas_Kotrba@jetro.go.jp and CPR@jetro.go.jp

The deadline for sending application is July 10, 2015.

Participants should cover their own travelling and accommodation costs.

If you have further questions please feel free to contact JETRO Praha, Tel.: +420 224 814 972

We look forward to hearing from you soon.

With best regards

Tadashi Murakami
General Director
JETRO Praha

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

1. **Date:** September 16th, 2015 (Wednesday), 9:00 – 18:00
2. **Venue:** Brněnské výstaviště
Výstaviště 1, 647 00 Brno, Czech Republic
Pavilion E, 1st floor
<http://www.bvv.cz/navstevnici/>
3. **Organizers:** Japan External Trade Organization (JETRO) Praha
4. **Support:** CzechInvest
5. **Organization of the event:**
 - During the business meetings, exhibiting companies will offer information regarding the component and materials that they would like to procure from the Companies (including foreign companies) in Czech Republic.
 - The official language of the exhibition will be English. JETRO does not provide any translating arrangements in this matter.
6. **Product category**
 - Parts of Automotive, Electric, Electronics and Machinery
 - Materials, such as tools and packing materials, etc.
7. **Event invitation and information receivers**
 - Exhibitors: Japan-affiliated manufacturers (including trading firms and etc.)
 - Suppliers: Companies / Suppliers (including foreign companies) in Czech Republic and CEE
8. **Application process**
 - Please fill out in English the attached **Application Form** and send it to JETRO Praha office by e-mail to Mikulas_Kotrba@jetro.go.jp and (cc) CPR@jetro.go.jp. We will confirm receipt of each application form.
9. **Application deadline:**
 - July 10, 2015 (*Note: JETRO Praha recommends suppliers to apply ASAP if they find any potential Japanese customers in the “List of Items Requested by Japanese Buyers”. Since the meeting time during the event is very limited, suppliers may lose the chance to get appointments if exhibitors have got enough offers from the supplier side before contacting them.*)

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10. Suppliers recruitment and fixing the meeting time

- Suppliers will be recruited through several business organizations and associations cooperating with JETRO. At the time of recruitment, the list of exhibitors will be attached to invitation and send 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).
- To those suppliers who will be interested in participating in the exhibition and send back filled Application Form, JETRO will individually send a list with the contact information and the name of a person in charge from exhibitor's side. On this basis of this list, the suppliers will make direct contact to the exhibitors with whom they would like to meet.
- According to point "b)", suppliers will contact exhibitors individually and if both sides will be willing to have a meeting with each other, they will set up a meeting time in advance between each other (the organizer will not arrange a meeting time). Meanwhile, on the exhibition day it could be that some suppliers who did not make appointments beforehand participate in this exhibition.