



**Japanese Component & Material Buyers' Exhibition in Poland  
Wroclaw 4-5 November 2015**

Dear Madam/Sir,

We are glad to inform you that a "Japanese Component & Material Buyers' Exhibition" will be held on **4-5 November 2015 in Wroclaw**. The event will be co-organized by Japan External Trade Organization (JETRO), Auto Forum Club and Polish Information and Foreign Investment Agency (PAIiIZ).

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 Warsaw office by email ([pow-info@jetro.go.jp](mailto:pow-info@jetro.go.jp)). **The deadline for sending application is August 31<sup>st</sup>, 2015.**

**The event is free of charge!**

For more information please contact JETRO Warsaw, Tel.: (+48) 22 322 75 00, e-mail: [Malgorzata\\_Szmidt@jetro.go.jp](mailto:Malgorzata_Szmidt@jetro.go.jp)

We look forward to hearing from you soon.

With best regards

Naofumi Makino  
General Director  
JETRO Warsaw

## **Outline of the Japanese Component & Material Buyers' Exhibition in Poland**

**1. Date: November 4<sup>th</sup> 2015 (Wednesday), 9:00 – 17:00**

**9:00 - 10:00** Opening session of the Business Day

(presentations of partners and buyers)

**10:00 - 13:00** Start of product exhibitions and trade talks

**13:00 - 14:00** Lunch

**14:00 - 18:00** Continuation of trade talks and product exhibitions

About **19: 00** Business dinner

**November 5<sup>th</sup>, 2015 (Thursday), 9:00 – 12:00**

**9:00 - 12:00** Continuation of trade talks and product exhibitions

About **12:00** End of the trade talks and product exhibitions

\* The above event will be accompanied by the similar event organized by Auto Forum Club - “Autoforum Supplier’s Day” in which exhibitors from European and American automotive companies will take part. To those companies which will be interested to participate as suppliers in this event, detailed information will be sent separately. As a part of the “Autoforum Supplier’s Day”, the automotive seminar will be held as well on the 5<sup>th</sup> of November. If you are interested to participate, please send your inquiry directly to JETRO Warsaw.

**2. Venue: Haston City Hotel**

ul. Irysowa 1-3, 51-117 Wrocław, Poland

<http://www.haston.pl/>

**3. Organizer:** Japan External Trade Organization (JETRO) Warsaw office  
Polish Information and Foreign Investment Agency (PAIIZ)  
Auto Forum Club

**4. Organization of the event:**

- a) Exhibiting companies send application form to JETRO Warsaw.
- b) JETRO Warsaw 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 Warsaw.
- e) JETRO Warsaw organizes meeting requests and create Supplier list for each Exhibiting companies.
- f) Exhibiting companies send to JETRO Warsaw the list of suppliers with whom they wish to have a meeting.
- g) JETRO Warsaw arranges the meeting schedule for each exhibitor and send it back to exhibiting companies.

\*The official language of the exhibition will be English. JETRO does not provide any translating arrangements in that matter.

## **5. 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 Warsaw).

## **6. Event invitation and receivers**

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

Suppliers: Suppliers in Poland and CEE

## **7. Application process**

Please send the attached application form to JETRO Warsaw office **by e-mail** (pow-info@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.

## **8. Application deadline:**

August 31<sup>st</sup> , 2015