

Travel Regulations for Buyers – The 14th Great Okinawa Trade Fair 2026

[For Overseas Buyers]

■ Buyers confirmed to participate in the on-site business meetings of The 14th Great Okinawa Trade Fair 2026 will be eligible to receive reimbursement from the Executive Committee of The Great Okinawa Trade Fair (hereinafter referred to as “the Organizer”) for one round-trip airfare per company and necessary accommodation expenses for participation in the business meetings, provided that such claims are deemed appropriate in accordance with these Regulations.

1. Conditions for Reimbursement of Airfare and Accommodation Expenses

Reimbursement will be made subject to the following conditions:

- Participation in all business meeting programs designated in advance by the Organizer during The 14th Great Okinawa Trade Fair 2026 (November 26–27, 2026)
- Submission of post-meeting responses regarding the results of the business meetings

2. Reimbursement Amount

Reimbursement will be provided based on the following criteria, depending on the buyer’s place of business (departure location).

| Country / Region | Reimbursement Amount | Country / Region | Reimbursement Amount |
|------------------|----------------------|------------------|----------------------|
| China | JPY 20,000 | Thailand | JPY 50,000 |
| Hong Kong | JPY 20,000 | Vietnam | JPY 50,000 |
| Makau | JPY 20,000 | Singapore | JPY 60,000 |
| Taiwan | JPY 20,000 | India | JPY 60,000 |
| Korea | JPY 20,000 | Australia | JPY 80,000 |
| the Philippines | JPY 20,000 | The USA | JPY150,000 |
| Malaysia | JPY 50,000 | Europe | JPY150,000 |

Note:

Packages that include airfare, accommodation, and car rental will also be eligible for reimbursement from this year onward.

However, only packages that clearly specify the following items will be accepted:

- a. Name of the participant
- b. Dates of arrival in and departure from Okinawa
- c. Included eligible services/items

3. Required Documents for Airfare Reimbursement (Must be submitted in advance)

① Documents to be Submitted in Advance to the Support Desk

- i) "Itinerary" (in English) issued at the time of booking/purchase of the airline ticket

The following information must be clearly indicated:

- a. Name of the participant
- b. Date of arrival in Okinawa
- c. Date of departure from Okinawa
- d. Airfare amount

- ii) "Invoice" or "Receipt" (in English) issued upon payment of the airline ticket

The following information must be clearly indicated:

- a. Name of the participant
- b. Flight number
- c. Amount paid

② Documents to be Submitted to the Support Desk on the Day of the Event (Copies Accepted)

- iii) "Travel Expense Claim Form"

(to be sent in advance by the Support Desk via email)

- iv) Outbound boarding pass stub issued at the departure location or mobile boarding pass

- a. Submit the original boarding pass stub to the Support Desk, or present the electronic boarding pass displayed on a smartphone or other device to the Support Desk and submit it later by email.
- b. If the boarding pass has been lost, please contact the airline to obtain a boarding certificate and submit it to the Support Desk at a later date.

4. Payment of Airfare

Please prepare all documents specified in Section 3 above and submit them to the Support Desk during the on-site business meetings of The 14th Great Okinawa Trade Fair 2026. Details regarding the reimbursement location and hours will be provided in the final information prior to the event.

Must Provide that all submitted documents are complete and in order, reimbursement (in Japanese yen) will be made after the conclusion of the event on Friday, November 27, subject to the submission of business meeting results and completion of the questionnaire via the BMS of The Great Okinawa Trade Fair.

5. Accommodation

- ① Transportation to the hotel arranged by the Organizer will be provided by means designated by the Organizer.
Arrangements will be made after submission of the “Itinerary” as specified in Section 3 (Required Documents for Airfare Reimbursement).
 - ② Accommodation for two nights—Nov. 25 (the day before the event) and Nov. 26 (Day 1 of the business meetings)—will be arranged and covered by the Organizer. Details of the hotel will be announced at a later date.
 - ③ If participants are unable to return to their place of business on Nov.27 due to flight schedules or other transportation constraints, please consult the Support Desk. A third night of accommodation may be considered at the discretion of the Organizer.
 - ④ Accommodation will be provided on a single-room basis, with breakfast included for each night.
 - ⑤ Any personal expenses incurred during the stay, including but not limited to communication charges, meals, and laundry services, shall be borne by the participant. (Please settle such expenses individually at check-out.)
 - ⑥ Participants who wish to stay at accommodation other than that arranged by the Organizer must make their own arrangements and bear all related expenses, including transportation and accommodation costs.
 - ⑦ Please note that all guest rooms are non-smoking.
 - ⑧ All expenses for accompanying persons shall be borne by the participant. If you wish to have an accompanying person stay in the same room, please consult the Support Desk in advance.
 - ⑨ Cancellation Policy for Accommodation
Cancellation charges will apply from Oct.11, 2026. Please note that, after participation has been confirmed, the following cancellation fees will be charged for cancellations made on or after this date:
 - a. Oct.11. and Oct.20., 2026: 10% of the accommodation fee
 - b. Oct.21. and Nov.10., 2026: 30% of the accommodation fee
 - c. Nov.11. and Nov.19., 2026: 50% of the accommodation fee
 - d. After Nov.20., 2026 : 100% of the accommodation fee
- For any matters not stipulated in these Travel Regulations, please contact the Support Desk.
- *Supplementary Provision
These Travel Regulations shall come into effect on April 20, 2026.
Great Okinawa Trade Fair Executive Committee

Contact Information

Buyer Support Desk, The 14th Great Okinawa Trade Fair 2026

(Aglin Co., Ltd.) Contact: Onodera, Yoshimitsu

609, 2-19-15 Shibuya, Shibuya-ku, Tokyo 150-0002, Japan

Tel: +81-50-1720-2108

(Weekdays 9:30–17:30 JST, excluding Saturdays, Sundays, and public holidays)

Email: buyer_okinawa-trade-fair@aglin.jp