

January, 2020

Dear Madam/Sir,

**“Japanese Component & Material Buyers’ Business Fair in Budapest”
February 26th, 2020**

Novotel Budapest City & Congress Center.

Recruitment of Local Suppliers

We are glad to inform you that according to our tradition a ‘**Japanese Component & Material Buyers’ Business Fair 2020**’ in Budapest will be held on **February 26th, (Wednesday) 2020** by **JETRO** (Japan External Trade Organization) Budapest and **HIPA** (Hungarian Investment Promotion Agency).

This year we will organize the ‘Japanese Component & Material Buyers’ Business Fair’ at Novotel Budapest City & Congress Center.

With this Japanese Components & Material Buyers’ Business Fair, JETRO Budapest aims to support the endeavors of Japan-affiliated companies to find local component suppliers in Hungary. Due to the increase of the manufacture demand, we would also like to focus on the service suppliers and other indirect suppliers such as IT, logistics, tool making, engineering services, packaging, etc.

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

In the past, JETRO Budapest has already organized such procurement events for 12 times.

The list of parts and components required by the Japanese companies is attached to this letter. If your company is interested in this event and wants to supply your products to Japanese companies, please send the attached application to JETRO Budapest until **February 7th, 2020**.

Detailed information about the event can be found further in this invitation.

We look forward to hearing from you soon.

Best regards,

Akiko Okumura
General Director
JETRO Budapest

JETRO Budapest

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Outline of the Japanese Component & Material Buyers' Business Fair 2020 in Budapest

1. Date:

February 26th, 2020 (Thursday) 10:00~17:00

2. Venue:

NOVOTEL BUDAPEST CITY & CONGRESS CENTER
63-67, Alkotás utca, 1123 BUDAPEST HUNGARY

3. Organizers:

Japan External Trade Organization (JETRO) Budapest
HIPA (The Hungarian Investment Promotion Agency)

4. Organization of the event

- 1) Exhibiting companies send application form to JETRO Budapest.
- 2) JETRO Budapest provides a table (size: 50 cm*170 cm) with four chairs for each exhibitor. (JETRO Budapest does not offer booths or any dividing walls for the exhibitors.)
- 3) JETRO Budapest will create Exhibiting companies list.
- 4) The list of exhibitors will be attached to the 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 items (It will not contain any personal or contact information about the company.)
- 5) Based on Exhibiting companies list, Supplier sends meeting request to JETRO Budapest.
- 6) JETRO Budapest organizes meeting requests and creates Supplier list for each Exhibiting companies.
- 7) Exhibiting companies contact to supplier companies. **JETRO Budapest will not arrange the meetings.**

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

5. Product categories

Parts of automotive, electric, electronics and machinery
Materials, such as tools and packaging materials, etc.
Service industry, engineering services, IT, logistics, etc.

6. Event invitation and information receivers

Exhibitors: Japan-affiliated manufactures and trading firms
Suppliers: Suppliers in Hungary

7. Application process

By E-mail

Please send the attached application form to JETRO Budapest office by e-mail or fax.
We will confirm receiving each application form.

(Requirement)

- Application form has to be filled out **in English**.
- Company presentations are welcome but we ask you not to exceed 1 MB.

8. Application deadline

February 7th, 2020

Note, JETRO Budapest recommends suppliers to apply ASAP, if suppliers find any potential Japanese customers in the list. Since the meeting time during the exhibition is very limited, suppliers may lose the chance to get appointments if exhibitors will have got enough offers from the supplier side before contacting them!

9. Suppliers recruitment and fixing the meeting time

- 1) Suppliers will be recruited by local business institutions and organizations, **but all of the suppliers will have to apply to JETRO Budapest!**
- 2) After JETRO Budapest has received the supplier's application form, then it will be sent to the Japanese exhibitors. Exhibitors will directly contact the suppliers.

10. Participation fee

Participation is free of charge for the Japanese Component & Material Buyers' Business Fair but the participant should cover travelling and accommodation fee. **We cannot provide lunch for the participants. Parking fee should also be covered by the participants.**

11. Additional information

In case of need for assistance please contact Mr. Zsolt Ormandy or Ms. Akiko Okumura at JETRO Budapest at the following e-mail addresses: Zsolt_Ormandy@jetro.go.jp and/or Akiko_Okumura@jetro.go.jp .
