

< Japanese companies are looking for local suppliers >

Dear Madam/Sir,

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

JETRO Bucharest Office (Organizatia Japoneza pentru Comert Exterior) has been functioning in Romania since 1971. Our mission is to support mutual investments between Romania and Japan and to promote the bilateral trade between Japan and Romania. For further details please access the following link.
<http://www.jetro.go.jp/>

It is our pleasure to invite you to participate as a supplier in “**Parts & Components Procurement Exhibition 2020**” that will take place in Bucharest, on **February 28th (Friday), 2020**. This event is organized by JETRO Bucharest in partnership with the Chamber of Commerce and Industry of Romania, with the support of the Romanian Plastics Processor Employers' Association (ASPAPLAST), local chambers of commerce and industry, and other business associations / organizations. The purpose of the event is to enforce the business relationships between local suppliers and the Japanese companies.

The event will provide the opportunity for business meetings for the participants, where the Japanese affiliated companies (exhibitors) will offer information regarding the parts and components that they would like to procure from the local suppliers. Detailed information about the event can be found further in this invitation.

Please see the “List of Parts & Components Requested by the Japanese Exhibitors (Buyers)” (attached to this letter). If you are interested in supplying products to Japanese companies, please register for the event by filling in the attached “**Application Form for Suppliers**”

and send it to JETRO Bucharest by e-mail to **RUB@jetro.go.jp**

Registration deadline: February 17th (Monday), 2020

Participation is free of charge, but the participants should cover their own travelling and accommodation costs.

For further information please contact

JETRO Bucharest	Telephone: (+40 21) 310-6801 E-mail: RUB@jetro.go.jp
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Hoping this event will bring new great opportunities for your business, we look forward to meeting you at “**Parts & Components Procurement Exhibition 2020**”.

Best regards,
Keisuke MIZUNO
General Director

Event Outline

1. **Date and time** February 28th, 2020 (Friday); 9:30 - 17:30
2. **Venue** the Headquarters of the Chamber of Commerce and Industry of Romania, CCIR Business Center, entrance C, mezzanine, “Aurel Ghibutiu” Hall, Octavian Goga Blvd. no. 2, 3rd District, Bucharest.
3. **Organizers** Japan External Trade Organization (JETRO) Bucharest in partnership with the Chamber of Commerce and Industry of Romania, supported by the Romanian Plastics Processor Employers' Association (ASPAPLAST), local chambers of commerce and industry, and business associations / organizations.
4. **Organization of the event**
 - A) Suppliers will be recruited by organizers, but also with the support of other business organizations.
 - B) Local Suppliers fill in and send the Application Form to JETRO Bucharest **by February 17th, 2020**.
 - C) JETRO Bucharest will arrange the business meetings in advance. Around February 24th, 2020 the organizer will send the meetings schedule to Exhibitors and Suppliers.

**The language used during this event will be English. JETRO does not provide any translating arrangements.*
5. **Participants**

Exhibitors: Japan-affiliated companies – 6 companies (as of January 27th, 2020)
Suppliers: Mainly local suppliers – around 20 ~ 30 companies
6. **Participation fee**

Participation is free of charge, but participants should cover their own travelling and accommodation costs.
7. **Application process**

Please fill out in English the attached Application Form and send it to JETRO Bucharest office by e-mail to **RUB@jetro.go.jp** We will confirm the receipt of each application form.
8. **Application deadline: February 17th, 2020 (Monday)**

Note: We recommend suppliers to apply as soon as possible if they find potential Japanese customers in the “List of Parts & Components Requested by the Japanese Exhibitors (Buyers)”. Since the number of meetings is limited, suppliers may lose the chance to set up appointments.

However, the organizers might also be able to establish some business meetings for you on the day of the event, according to the exhibitors' availability.

- the draft of Event Schedule –

After arranging the meetings, the Organizer will send the final schedule to each participant

- *We strongly recommend you to arrive 20 minutes before your first scheduled meeting time.*
- *To ensure the participants stay on schedule, if you're more than 5 minutes late for a meeting, the organizer might be forced to reschedule your meeting, if there is availability in the exhibitors' schedule.*
- *We understand that sometimes due to unforeseen circumstances you may not be able to follow the schedule. Please call JETRO Bucharest at +40-799-889901 as early as possible to cancel/reschedule your appointment.*

9:00 – 9:20	Guests registration & Welcome coffee
9:20 – 9:30	Opening remarks
9:30 - Business meetings – 1st session (25 minutes each with a 5-minutes break)	
9:30 – 9:55	Business meeting 1
10:00 – 10:25	Business meeting 2
10:30 – 10:55	Business meeting 3
11:00 – 11:25	Business meeting 4
11:30 – 11:55	Business meeting 5
12:00 – 12:25	Business meeting 6
12:30 – 13:30	Lunch break - Open buffet arranged by the organizer at the venue
13:30 - Business meetings – 2nd session (25 minutes each with a 5-minutes break)	
13:30 – 13:55	Business meeting 7
14:00 – 14:25	Business meeting 8
14:30 – 14:55	Business meeting 9
15:00 – 15:25	Business meeting 10
15:30 – 15:55	Business meeting 11
16:00 – 16:25	Business meeting 12
16:30 – 16:55	Business meeting 13
17:00 – 17:25	Business meeting 14
Closing the event	

Exhibitors/Buyers list

1	DIAMOND ELECTRIC
2	EBARA PUMPS EUROPE
3	HITACHI EUROPE LTD.
4	HONDA TRADING EUROPE LTD. Germany Branch
5	KOYO ROMANIA
6	MAKITA EU S.R.L.

For the targeted products please see the attached “List of Parts & Components Requested by the Japanese Exhibitors (Buyers)”