

October 16th, 2014

Recruitment of Local Suppliers

**“Japanese Component & Material Buyers’ Exhibition”
Bucharest, November 18th, 2014**

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 export from Japan to Romania. 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 2014 in Bucharest”** will be held on **November 18th (Tuesday), 2014**. This event is organized by **JETRO Bucharest** in order to enforce the business relationships between Local Suppliers and the Japanese Companies.

With this Components & Material Buyers’ Exhibition, JETRO Bucharest aims to support the endeavors of Japanese affiliated companies to find component & material suppliers in Romania.

JETRO provides exhibitors and suppliers an opportunity for business meetings at the event venue, where the Japanese affiliated companies will offer information regarding the components and materials that they would like to procure from the local suppliers.

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

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 Bucharest,

E-mail: **Cristian_Neamtu@jetro.go.jp** and (CC): **RUB@jetro.go.jp**
or by fax to (+40 21) 310-6800

until **October 22nd (Wednesday), 2014** to the attention of Mr. Cristian NEAMȚU.

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

If you have further questions please feel free to contact JETRO Bucharest, **Tel: (+40 21) 310-6801**

We look forward to hearing from you soon.

Best regards,

Tasuku Furukawa
General Director
JETRO Bucharest

**Outline of the
“Japanese Component & Material Buyers’ Exhibition 2014” in Bucharest**

- 1) **Date and time** November 18th, 2014 (Tuesday)
9:00 ~ 18:00

 - 2) **Venue** Ramada Bucharest Parc Hotel, Terra Grand Ballroom
3-5 Poligrafiei Ave, 1st District, Bucharest, Romania 013704
Tel: +40 21 549 2000, Website: <http://www.ramadabucharestparc.ro/>

 - 3) **Organizer** Organizatia Japoneza pentru Comert Exterior - JETRO Bucharest

 - 4) **Organization of the event**
 - During the business meetings, exhibiting companies will offer information regarding the components and materials that they would like to procure from the Companies (including foreign companies) in Romania.
 - The official language of the exhibition will be English. JETRO does not provide any translating arrangements in that matter.

 - 5) **Product category**
 - Parts of Automotive, machinery, electric and electronics, railway infrastructure, etc.
 - Materials, such as tools and packing materials, etc. (You can find the details in the attached file).

 - 6) **Event invitation and information receivers**
 - Exhibitors: Japan-affiliated manufactures
 - Suppliers: Companies (including foreign companies) in Romania

 - 7) **Participation fee**
 - Participation is free of charge but participants should cover their own travelling and accommodation costs.
 - Parking is free of charge in the hotel’s parking area.

 - 8) **Application process**

Please fill out in English the attached **Application Form** and send it to JETRO Bucharest office either by e-mail to Cristian_Neamtu@jetro.go.jp and (CC) RUB@jetro.go.jp or Fax +40 21 310 68 00. We will confirm receipt of each application form.

 - 9) **Application deadline: October 22nd (Wednesday), 2014**
- Note: JETRO Bucharest 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.*
- 10) **Suppliers’ recruitment and fixing the meeting time**
 - Suppliers will be recruited through Local Business Organizations or by direct contact. Suppliers will have to apply for JETRO Bucharest, by sending the Application Form.

 - After receiving the supplier’s Application Form, JETRO Bucharest will forward it to the Japanese exhibitors (indicated by the supplier in the Application Form).

 - On the basis of this Application Form, the exhibitors will make direct contact to the suppliers with whom they would like to meet. Exhibitors will contact suppliers individually and if both sides will be willing to have a meeting with each other, they will set up the meeting time in advance between each other (the organizer will not arrange a meeting time).