

EXHIBITOR'S MANUAL

Bringing Fun, Dreams, and Memorable Experiences to Everyone Worldwide



Leisure Japan 2024

The Largest Theme Park, Outdoor and Leisure Industry Exhibition in Japan

October 16 (Wed) • 17 (Thu) • 18 (Fri) 2023 10am-5pm
TOKYO BIG SIGHT - SOUTH Hall

This exhibition will be operated in accordance with the guidelines established by TSO International Inc, Japan Exhibition Association and Tokyo Big Sight.

Please note that some operations and regulations have changed from the usual year.

In addition, admission to the exhibition hall is a complete registration system for both exhibitors (including part-time staff) and visitors. Please note that you will be required to show your business card and ID.

1-1. Organizer • Subcontractor List

Organizer	Address • TEL • FAX
TSO International Inc.	[October 14, 2024 (Mon), 3pm~October 18, 2024 (Fri), 6pm] 3-11-1, Ariake, Koto-ku, Tokyo, Japan 135-0063 Tokyo Big Sight - South Hall TEL: +81-3-5363-1701 / FAX: +81-3-5363-0301

Organizer is cooperating with below companies to operate the exhibition.
Please contact them directly for any inquiry.

Construction Work	Contact: Miyagi / Mori TEL: +81-3-3537-8810 / FAX: +81-3-3537-8815 Email: tenji-1@cube-ct.co.jp
CUBE CREATE Co., Ltd.	
Electrical Work	Contact: Fujimoto / Nakamura TEL: +81-3-3521-3522 Email: iloj2024@iida.co.jp
IIDA Electrical Works Co., Ltd.	
Tel/Internet	TEL: +81-3-5530-1107 / FAX: +81-3-5530-1106 Email: tsushin@tokyo-bigsight.co.jp
Tokyo Big Sight Service In House Communication Line Service Desk	
Cleaning	Contact: Onojima / Ishii TEL: +81-3-5530-1290 / FAX: +81-3-5564-5430 Email: onojima@bigsight-services.com
Big Sight Services Corporation	
Shipping Transportation	TEL: +81-3-3778-8274 / FAX: +81-3-3778-8264 Email: nittsu-events-gte@nipponexpress.com
Nippon Express Co., Ltd.	
Water/Air/Gas	Contact: Ishikawa TEL: +81-3-3638-0730 / FAX: +81-3-3638-4937 Email: m.ishikawa@fukudo.co.jp
FUKUDO KOGYO CO.,LTD	
Part-time Staff Service	Contact: Ishino / Fujita TEL: +81-43-400-3149 Email: y.ishino@highest-crew.co.jp
Highest Crew	

1-2. Important Reminder

IMPORTANT

Please observe the next rule during the exhibition.

If exhibitors are not following the rule, they will be warned to stop the behavior. And also, please pay extra attention on your belongings to avoid from the theft during the exhibition and at the time of set up/clean up the booth.

1) No Smoking in the venue

Smoking is prohibited in the exhibition area, including exhibition each booth. Please use the designated smoking area.



2) Sound Level and Prohibited Activities at the booth

- Sound coming from your booth (including presentations, demonstrations, narration, etc.) must be lower than 80 decibels measured at 1 meter away from your booth.
- It is prohibited to install the speakers facing toward the aisle.
- The use of loudspeakers, bells, trumpets, percussion instruments, and other noises that may interfere with business negotiations is prohibited.
- Nuisances such as irritating odors, light sources that irritate the eyes, or other nuisances that interfere with business negotiations are prohibited.



3) Restricted to take photographs and video recording outside of your booth

Taking photograph and video recording are prohibited to do outside of your booth. If you would like to take a picture / record videos, please ask for permission from the objected exhibitors. Please cooperate with media interview if you agree to do it when they requested.



4) Disturb the aisle and space other than your booth is prohibited

It is prohibited to handout the brochure, doing the survey, sales call on the aisle, in front of reception counter, and the entrance hall. And also, leave your brochure and any other document related with your business outside of your booth is restricted.



5) Exhibition products management and insurance

Please take responsibility on your products, equipment and supplies during exhibition even organizer will arrange the security person in the venue. We strongly recommend you to purchase the insurance on your items from installation day to last day of exhibition. Especially for your valued items, please take them with you when you are not at the booth. The organizer bare no responsibility for any stolen, lost, and damaged items during the exhibition.



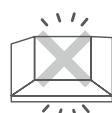
6) Prohibited to display the imitation items

Copied / imitation items (violation of intellectual properly rights) display is prohibited.



7) No abandonment the booth without notice

Removing the decorations and/or leaving the booth with unattended without the organizer's permission is prohibited. In addition, it is not possible to carry out work before the show end.



8) About organizer's management and disclaimer

- In case of accident, injury, theft or damage among exhibitors or vendors during loading and unloading, the organizer does not take any responsibility.
- In addition, the organizer does not take all responsibility for any experiences or services such as tasting and etc. provided to third parties at the exhibitor's booth during the exhibition period
- Please make sure that your staff members give safety priority first and foremost in taking part in demonstrations and providing services to visitors during the exhibition period.
- For demonstrations and experiences, if there is a strong thing or thing with a risk of injury, allergy, etc. prepare a written consent and confirm with the signature, etc. Please deal with your own.
- During the show (including loading and unloading), it is recommended that exhibitors participate in their own exhibition insurance.

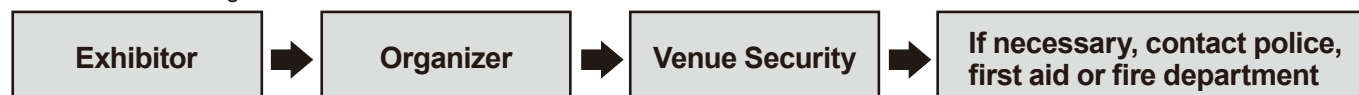
Contact

TSI Co, Ltd.

TEL:+81-3-3667-7770 FAX:+81-3-6206-2401 MAIL:funatsuki@tmnf-tsi.co.jp

9) About emergency response

If an accident, an incident, a sudden sick person, an injured person, etc. occurs during the session (including loading and unloading), be sure to contact the organizer.




※ Please take care of yourself in case of a car accident on a parking lot or public road.

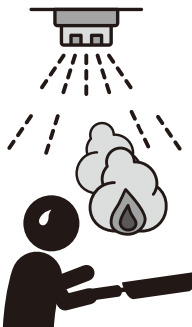
Dear All Exhibitors

In organizing this exhibition, we would like to ask you to comply with the following items in particular. We have received complaints and problems at the exhibition site, as well as reminders from the exhibition site. Please ensure that not only the exhibitors but also the constructors comply with the following 8 items. Failure to comply may result in the cancellation or suspension of the exhibitors and liability for damages.


Important




1 When conducting demonstrations or seminars in your booth, please make sure to keep all attendees and staff within your booth. Please make sure that all attendees and waiting lines in the aisles are kept within your booth, as they may obstruct the passage of other participants and interfere with the operation of other exhibitors' booths.



2 Demonstrations or cooking with smoke, steam, and other smoke may activate the smoke detectors in the exhibition hall and start the sprinklers discharging water. Please consult with the organizer in advance to confirm whether or not installation is allowed. Some locations, such as near low ceilings, may not be allowed. Please be sure to check with the organizer in advance.



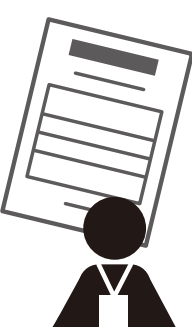
3 Exhibits or demonstrations using strong odors, intense light or heat sources, etc., will not only interfere with the business negotiations of other exhibitors and visitors but also cause physical discomfort. Exhibits with odors or light sources that are considered potentially disruptive to the surrounding environment are strictly prohibited unless prior permission has been granted.



4 When conducting seminars or demonstrations in the exhibitor booth, please ensure that the volume is kept below 80 decibels when measured at a point 1 meter away from the booth sleeve on the aisle. Please keep the volume of seminars and demonstrations using microphones at 80 decibels or lower so as not to interfere with other exhibitors' business negotiations.



5 The use of loudspeakers, bells, trumpets, percussion instruments, and other musical instruments to attract visitors to your booth is prohibited. Since this exhibition is a business meeting, live music, comedy performances, concerts, etc., which are not related to the company's PR and advertising activities, are prohibited in the booths, as they may interfere with business negotiations at other booths.



6 For security reasons, exhibitors are prohibited from using their own exhibitor badges for other staff or giving their badges to their own customers to enter the exhibition. Exhibitor badges must be registered with the organizer and issued to all staff members for use during the exhibition, and each exhibitor must carry his/her own badge during the exhibition.



7 The organizer will instruct exhibitors to remove exhibits that exceed the designated exhibit space. In addition, if exhibitors install decorations that are difficult to remove and exceed your company's exhibition space, you will be invoiced for the area in which you exceed your booth space at a later date. Please be sure to check the area of your booth and make sure that the booth decorations fit within the area of your company.



8 Please be sure to take any leftover decoration materials from your exhibition home with you and dispose of them yourself. Leaving leftover materials, dumping garbage and waste oil in the pit is strictly prohibited. If leftover materials are left at the venue, the organizer will charge a separate fee for cleaning up and disposal of leftover materials (JPY50,000 (NOT include tax) per sqm). Additionally, for waste disposal during the exhibition, we will be selling garbage stickers for JPY5,000 (including tax) at the on-site office. These stickers cover a 3-day period. (Refer to p37-7)

■ Area Map of Tokyo BigSight



■ Access



By Train

- Rinkai Line
8 min. walk from Kokusai Tenjijo Sta.
- Yurikamome Line
4 min. walk from Big Sight Sta.



From Airport

<From Haneda Airport (Limousine Bus)>

- 25 min. from Haneda Airport

<From Narita Airport (Limousine Bus)>

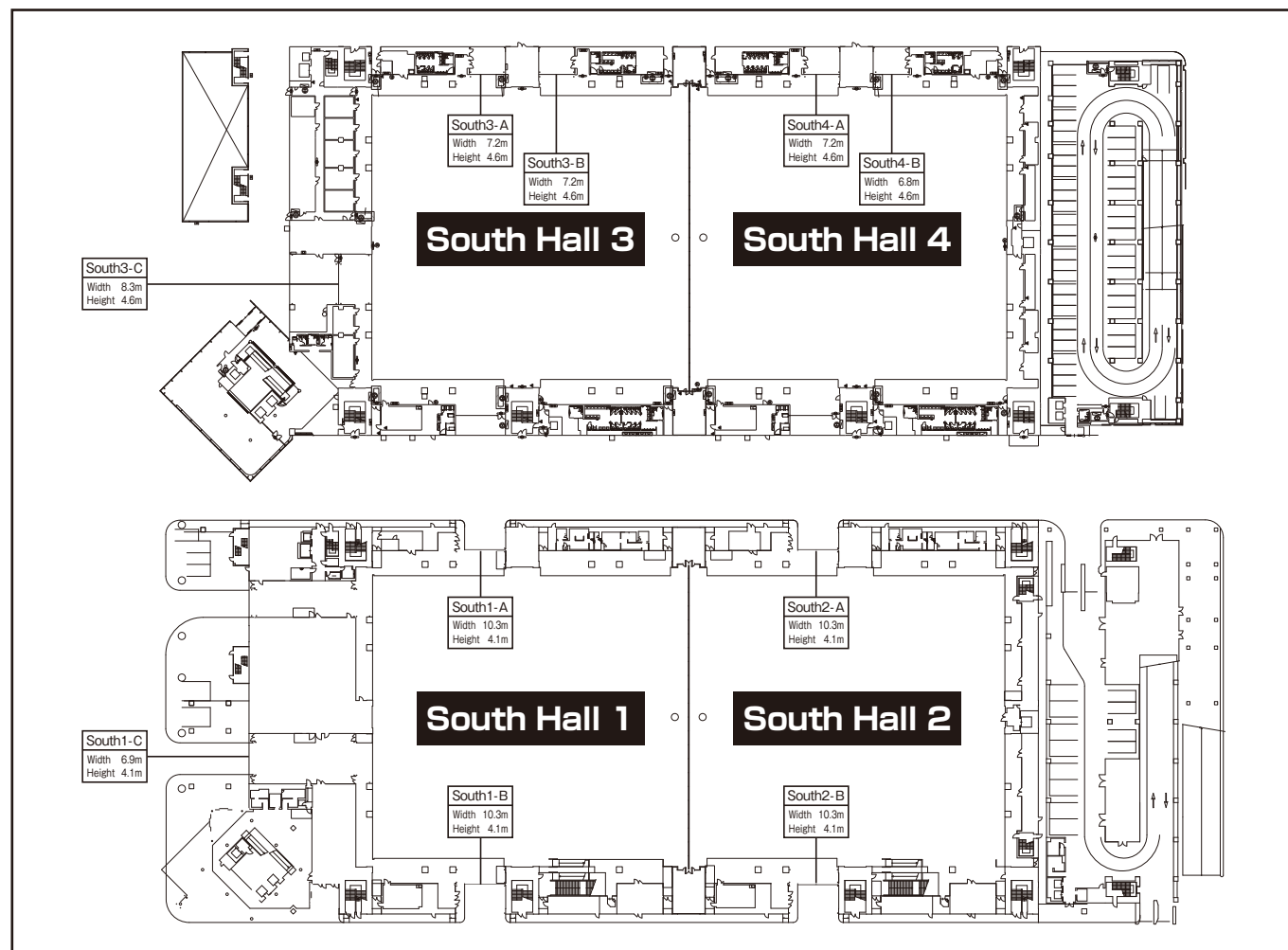
- Approx. 80 min. Tokyo Bay Ariake Washington Hotel (Ariake Park Building)
- 3 min. walk from Big Sight Sta.

■ Outline of venue

① Drawing of venue (South Hall 1 ~ 4)

• Total Exhibition Square Measure 20,000m²

General view



- Total Exhibition Square Measure Hall 1 ~ 4 20,000m² (Each Hall 5,000m²)
- Floor load Hall 1·2: 5t/m², Hall 3·4: 2t/m²
- Ceiling height Hall 1·2: About 12m, Hall 3·4: About 13 ~ 18m
- Floor construction Concrete
- Freight entrances 10 entrance (Hall1: 3entrance, Hall2: 2entrance, Hall3: 3entrance, Hall4: 2entrance)

1) Copy / FAX / Internet access

- Copy and FAX machines are located at business center at Tokyo Big Sight. If you would like to use, please go to the business center.
- White/Black copy (any size) JPY10/sheet, full colored copy (Depending on the number and sizes of sheets) JPY45 ~ /sheet, incoming FAX JPY55/sheet, send FAX inside of Japan JPY55/sheet at the business center.
- Fax, Internet connections, and e-mails sent and received from or to overseas are available at the business center.

2) Phone / FAX / Internet connection(Please to the page of 38.)

- If you would like to apply for connection of phone, fax, and internet services in your booth, Please fill out the applicable application and apply to the organizer.
- To avoid disturbing demonstration and any other presentation during the exhibition, paging service is not available. (Please use either mobile or public phone.)

3) Paid Locker

- Small size: JPY400/day, Medium size: JPY500/day, Large size: JPY700/day, Extra Large size JPY700/day is available at Tokyo Big Sight.
- Exhibitor lockers are available at the entrance of each hall.

1-5 Exhibitor badge and vehicle entry permit

●Exhibitor badge

- Exhibitor Badges are not required during the move-in day. Please be sure to manage the information each company so that you can contact your staff and cooperate companies' staff. We recommend that you use our subcontractor company for booth construction.
- During the exhibition period, there is no limit to the number of issues, but **you have to register your exhibitor badges though the exhibitor portal site in advance.**
- Exhibitor badges will not be sent in advance. Please register and download them from the website which the organizer will announce for issuance.
- At the entrance of the venue, badge holders are available for your convenience.
- Your cooperate staff such as part-time staff and so on also have to register their exhibitor badge as well in advance. We recommend that you use our subcontractor company for part-time staffs.

●Vehicle entry permit

- When you would like to enter the venue with your own vehicle, you need to have the vehicle enter permit for all vehicles. **You have to register your vehicle enter permit though the exhibitor portal site in advance.**
- Please register the vehicle enter permit though the exhibitor portal site as below;
【Log in the exhibitor portal site】→【Exhibitor Badge/Permit License】→【Permit License】
Please refer to the "Permit License," download the vehicle entry permit, and print it in color on both sides of an A4 size before bringing it with you.
- ※The vehicle enter permit is only applied though the exhibitor portal site, so if the construction company staff would like to use it, please contact your exhibitor directly.
- The area around the venue will be very crowded when move-in and move-out day. The organizer will issue the vehicle permit to organize the vehicles (loading vehicles, crane vehicles, unic vehicles, construction vehicles, etc.).
- The limited number of vehicle permits is set according to the number of booths.

1~2 Booth	Up to 2 permit
3~5 Booth	Up to 5 permit
6~10 Booth	Up to 8 permit
More then 11 Booth	Up to 12 permit

- If you applied more than limited number of vehicle permits, the organizer will issue the invoice during the exhibition. The fee is 1 permit with JPY 1,100 (Tax included).
- The vehicle permit have to be placed front glass of each vehicle.
- Please fill in booth number, exhibitor name, contact number (cell phone) clearly on the vehicle permit.
- Regarding the location of the vehicle waiting area during move-in and move-out, please refer to the back of the vehicle entry permit.

Valid Period	Move-in	October 14(Mon)・October 15(Tue)
	Show Period	October 16(Wed)・October 17(Thu)・October 18(Fri) 8am-10am
	Move-out	October 18(Fri) 8am~ (※However, access to the truck yard is permitted from 3pm)

- ※The traffic to the track yard for off-loading the items is available from 8:00AM to 10:00AM before exhibition open time on October 16 [Wed] - 18 [Fri].
- ※Parking the vehicle is not allowed. Please move the vehicle as soon as after you finish the offloading.
- ※On move-out day (October 18), the organizer will guide you to the vehicle waiting area from 8am. The organizer will expect to start to announce vehicle entering the truck yard from 3pm.
Vehicles will enter the venue from 6pm. (On the day of the exhibition, please note that security guards will take precedence due to operational reasons.)

1-6 Schedule

Time	8	9	10	11	12	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	
October 14 (Mon)									3pm~8pm Carry materials in (Own Booth decoration only)						8pm ~ Overtime work (application needed)
Move-in Day 1									3pm~7pm Available time for vehicles into the halls Vehicle entry permit						
October 15 (Tue)	8am~8pm Carry material in, Booth decoration													8pm ~ Overtime work (application needed)	
							1pm (expect)	Shell Scheme Package is ready Electricity supply start Water and Gas supply start							
	8am~6pm Available time for vehicles into the halls Vehicle entry permit														
October 16 (Wed)	8am~10am Exhibitors entry, preparation for exhibit Exhibitor badge Vehicle entry permit	10am~5pm Opening hours Exhibitor badge Visitor badge													
	*No parking in truck yard. Please park your vehicle at the paid parking lot.														
October 17 (Thu)	8am~10am Exhibitors entry, preparation for exhibit Exhibitor badge Vehicle entry permit	10am~5pm Opening hours Exhibitor badge Visitor badge													
	*No parking in truck yard. Please park your vehicle at the paid parking lot.														
October 18 (Fri)	8am~10am Exhibitors entry, preparation for exhibit Exhibitor badge Vehicle entry permit	10am~5pm Opening hours Exhibitor badge Visitor badge							5pm~9pm Remove booth decoration, carry materials out						
	8am~ The vehicle waiting area open Vehicle entry permit								3pm~ Schedule to start entering the truck yard			6pm~9pm Available time for vehicles into the hall			
	Day 3/ Move-out														
Time	8	9	10	11	12	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	

※Please apply to the organizer for overtime work for convenience of night guard after 8pm on October 14 (Mon) and 15 (Tue).

※Please plan the installation of any structures or decorations exceeding a height of 4.0 meters so that you can be removed by 9:00 PM on the final day (October 18 (Fri)) within the scope of what can be dismantled. If installation requiring dismantling after 9:00 PM is unavoidable, please be sure to contact the show management office at [Tel: +81-3-5363-1701] in advance.

※Please note that the above schedule may change due to operational reasons.

2-1 Schedule of Move-in / Move out

■ Schedule of Move-in / Move out

① Move-in Schedule

October 14 [Mon] Move-in Day 1	3:00PM – 8:00PM Carry materials in, Booth decoration (Own Booth decoration only) 8:00PM – Overtime work (application needed) * Please apply to the organizer for overtime work for convenience of night guard	Available time for vehicles into the hall 9:00AM – 7:00PM * Vehicle entry permit is needed for all vehicles.
October 15 [Tue] Move-in Day 2	8:00AM – 8:00PM Carry materials in, Booth decoration 1:00PM – [Expect] Shell Scheme Package is ready [Expect] Electricity Supply Start [Expect] Water and gas supply start 8:00PM – Overtime work (application needed) * Please apply to the organizer for overtime work for convenience of night guard	Available time for vehicles into the hall 8:00AM – 6:00PM * Vehicle entry permit is needed for all vehicles.
October 16 [Wed] October 17 [Thu] October 18 [Fri]	8:00AM – 10:00AM Exhibitors entry, preparation for exhibit 10:00AM – 5:00PM Opening hours	* No parking in truck yard. Please park your vehicle at the paid parking lot.

※ **The vehicle permit have to be placed front glass of each vehicle. Please fill in booth number, exhibitor name, contact number (Cell phone) clearly on the vehicle permit. The vehicle enter permit is only applied though the exhibitor portal site, so if the construction company staff would like to use it, please contact your exhibitor directly.**

※ If you park your vehicle in the venue for a long time, it will interfere with the work around other exhibitors, so please remove the vehicle as soon as possible when you done your work.

② Move-out Schedule

The move-out day is expected to be particularly crowded, so please follow the guidance of the organizer and security guards.

October 18 [Fri] Move-out day Day 3	5:00PM – Exhibition end 5:00PM – Removal action (packing, hand-carried) Water and gas service will be stopped 5:30PM – Electricity service will be stopped	※ For safety reasons, no vehicles can enter the exhibition hall. ※ It can only be carried out by hand using a dolly.
	5:00PM – 9:00PM Remove booth decoration, carry materials out 9:00PM – 10:00PM Cleaning	Available time for vehicles into the hall 6:00PM(scheduled) – 9:00PM * Vehicle entry permit is needed for all vehicles. * There is no storage or incineration place for packing materials, leftover materials, etc. in the venue, so please be sure to take away them with you at the exhibitor's responsibility. * Overtime work is not permitted.

※ The move-out day is expected to be particularly crowded, so please follow the guidance of the organizer and security guards.

※ **Please note that move-out day will be divided by time as described above depending on the work content.**

※ **Move-out work before 5pm is strictly prohibited because it impedes the business negotiations and visitors. The organizer will demand the immediate suspension of move-out work if exhibitors start move-out work before 5pm.**

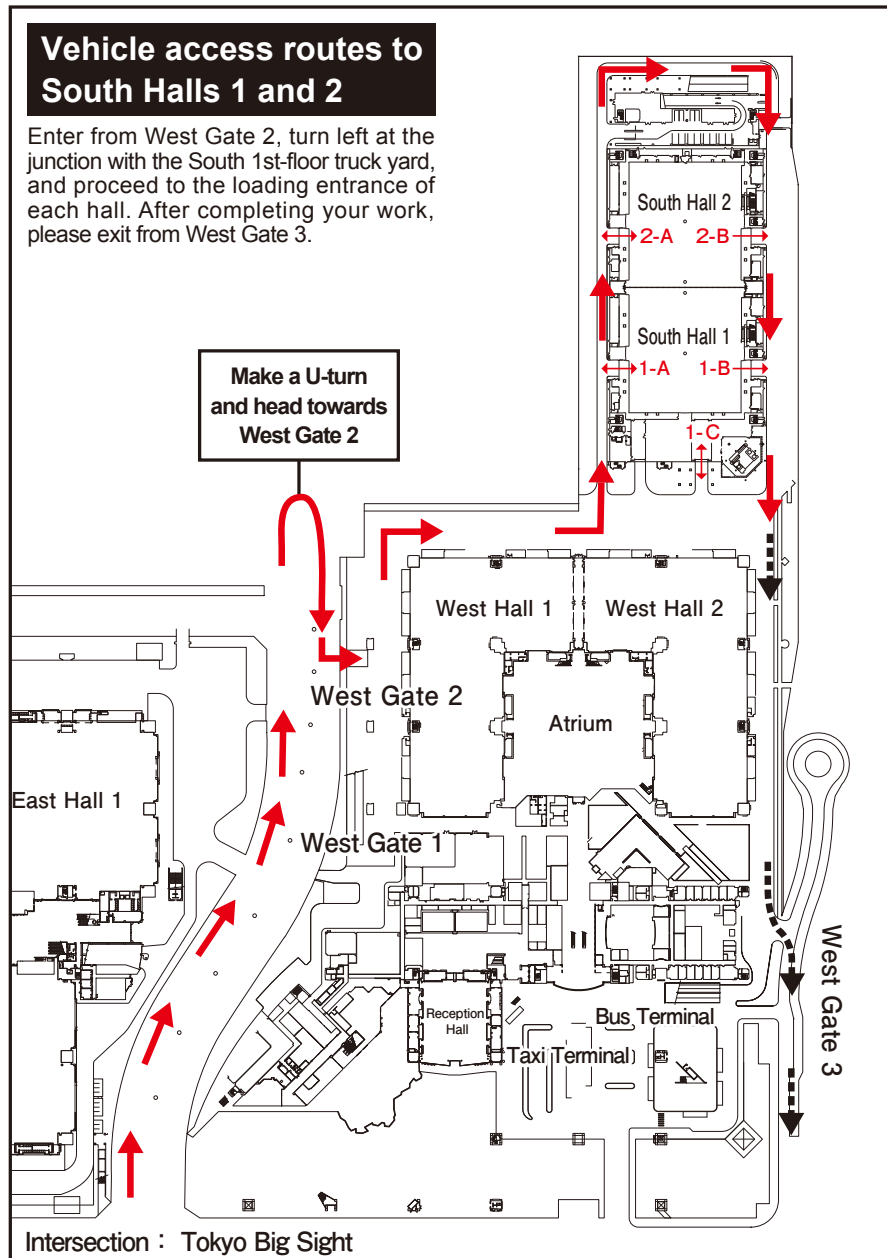
※ The vehicle permit have to be placed front glass of each vehicle.

※ If any exhibits or leftover materials are left in the venue on Move-out day, the organizer will dispose of them voluntarily. Exhibitors will be responsible for the cost of disposal. (JPY 50,000 (NOT include tax) will be charged per square meter of leftover material.) Additionally, for waste disposal during the exhibition, we will be selling garbage stickers for JPY5,000 (including tax) at the on-site office. These stickers cover a 3-day period. (Refer to p37-7) Please be careful.

2-2. Move in / Move out

- Please follow the rule to do the smooth handling for move-in and move-out for your equipment to/from the venue. And also these rules will apply to all delivery company and decoration company, please kindly notice them this rule prior.
- Safety is the high priority to consider at the time of move in and move out . To ensure safety and prevent theft, please follow the schedule and the precautions, and follow the instructions of the organizer / security guards smoothly.

■ Move in / out



- Please be noted that in principle, there are 5 move-in/out entrances, but the shutters that can be used may be limited depending on the construction conditions and weather.

※ Please move your vehicle right away when you finish unloading/loading.

※ Cautions

Move in/out route will be changed depending on other exhibitions.

Please note this may subject to be changed. please follow security guards advise on the day.

In principle, we do not prioritize load-in and load-out services. However, if there is a need for loading and unloading using truck-mounted cranes, small trucks, or crane trucks, vehicle access outside regular hours may be allowed.

For companies planning to conduct decoration work using large vehicles, please consult with the organizer in advance.

※ Please refer to the back of the "Vehicle entry permit" for the location of the vehicle waiting area.

2-2. Move in / Move out

- Please follow the rule to do the smooth handling for move-in and move-out for your equipment to/from the venue. And also these rules will apply to all delivery company and decoration company, please kindly notice them this rule prior.
- Safety is the high priority to consider at the time of move in and move out . To ensure safety and prevent theft, please follow the schedule and the precautions, and follow the instructions of the organizer / security guards smoothly.

The vehicles allowed to pass are generally limited to medium-sized trucks (with a total length of less than 8 meters).

■ Move in / out

Regarding the ramps to South Halls 3 and 4 (4th floor)

Organizers and exhibitors must strictly adhere to the following to prevent the collapse of cargo, slipping and other accidents

① **Maximum gross weight on the ramp is 10t.**

(Weight of vehicle + weight of load \leq 10t)

※ Maximum gross weight on the West Rooftop Exhibition Area is 10t. (Weight of vehicle + weight of load \leq 10t)

② **When ascending or descending, drivers must wait until the vehicle ahead of them has left the ramp areas before proceeding.**

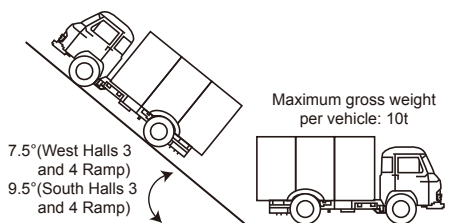
<1st floor→4th floor>

Please use the West Hall ramp.

<4th floor→1st floor>

Please use the South Hall ramp (downward only).

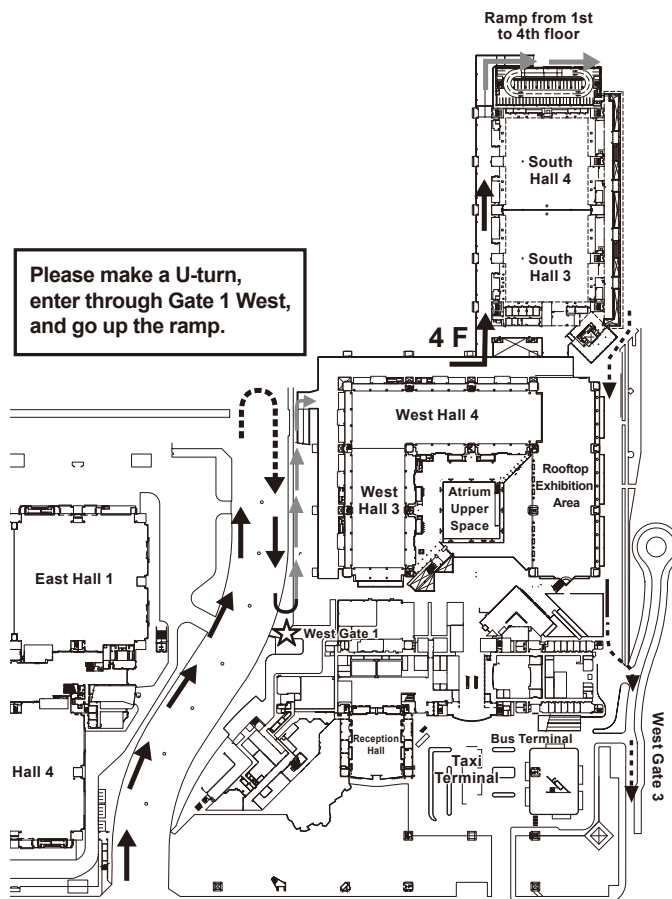
Location	Road width	Maximum gradient of incline
West Halls 3 and 4 Ramp	7.2m (one lane: 3.6m)	13.1% (7.5°)
South Halls 3 and 4 Ramp	7.2m (one-way traffic) 4F→1F	16.7% (9.5°)



Freight access routes to South Halls 3 and 4

Enter from West Gate 1, use the West Hall ramp, turn left at the South 4th Floor Truck Yard junction, and proceed to each hall loading bay. After completing your work, please exit through West Gate 3 using the South Exhibition Hall ramp.

※ In principle, entry from West Gate 3 is prohibited and is one-way only.



※ Please move your vehicle right away when you finish unloading/loading.

※ **Cautions**

Move in/out route will be changed depending on other exhibitions.

Please note this may subject to be changed. please follow security guards advise on the day.

In principle, we do not prioritize load-in and load-out services. However, if there is a need for loading and unloading using truck-mounted cranes, small trucks, or crane trucks, vehicle access outside regular hours may be allowed.

For companies planning to conduct decoration work using large vehicles, please consult with the organizer in advance.

※ Please refer to the back of the "Vehicle entry permit" for the location of the vehicle waiting area.

2-3 Important Points to Remember During Move in / out

■ Important Points to Remember During Move in / out

① About the exhibitor badge

During the move-in and move-out period, wearing the exhibitor's badge is not required.

However, during the 3-day exhibition period, wearing the exhibitor's badge is mandatory. Our staff will check the badges at the entrance to the venue.

Please be sure to prepare your exhibitor's badge through the designated page.

② We will provide a storage room within the venue for storing materials at an additional cost

※Please note that there may be changes in the specifications.

※We kindly request that you do not place materials or equipment in aisles or behind booths.

Storage Room

Storage Room Specifications

(Prices are NOT include tax, and the usage cost is for the 3-day exhibition period)

【A Plan】 Size : 6sqm	• Content : With wall panel & lockable	• Price : JPY 170,000 (NOT include tax)
【B Plan】 Size : 4sqm	• Content : With wall panel & lockable	• Price : JPY 120,000 (NOT include tax)
【C Plan】 Size : About 4sqm	• Content : Without wall panel & lockable, Just provide the space	• Price : JPY 70,000 (NOT include tax)

※ Quantities are limited and will be available on a first-come, first-served basis.

※ We accept applications through an email.

※ Keys will be provided on the 2nd day of move-in (specific time will be communicated separately by the organizer).

※ We charge an additional fee of JPY 15,000 (NOT include tax) for lost keys.

※ During the exhibition period, the management of keys and the storage room is the responsibility of the exhibitors.

※ The location of the storage room will be determined by the organizer after your application.

※ This service is available only for companies that have pre-registered.

※ After confirming your application, we will issue an invoice. Please pay before the exhibition period.

③ Please do not leave any trash

The amendment of the law has made the responsibility of emission companies heavier. **Please bring back any trash and unnecessary materials with you move in/out days.** Please inform to your construction and partner companies this precaution to as well. **Any trash and unnecessary materials left in the venue will be discard with your payment.** (JPY 50,000 (NOT include tax) will be charged per square meter of leftover material.)

If you would like to order the paid pick up the trash services, please contact Tokyo Big Sight Service (TEL: +81-3-5530-1290 / Onojima)

Additionally, for waste disposal during the exhibition, we will be selling garbage stickers for JPY5,000 (including tax) at the on-site office. These stickers cover a 3-day period. (Refer to p37-7)

④ Please receive all items by yourself

When sending exhibition products or printed materials to the venue via courier services, **please ensure to indicate the booth number, exhibitor's name, contact person's name, and contact information in the recipient section of the delivery slip.** Additionally, to mitigate the risk of loss or theft, we recommend specifying a time slot when someone will be available at the booth for delivery, rather than opting for unattended delivery. In the event of loss or theft, the organizer cannot accept any responsibility, so we advise that valuable items be managed by your own company, similar to handling other valuables.

<Example>

Leisure Japan 2024	
TOKYO BIG SIGHT - South Hall 1・2 or 3・4	
3-11-1 Ariake, Koto-ku, Tokyo 135-0063	
Booth No.	_____
Exhibitor Name	_____
Contact Person	_____
Cell-Phone No.	_____
*Be sure to fill in the telephone number that you can receive the phone call	

※Please arrange the items' arrival time after 3pm on October 14 (Mon). If you use the shell scheme package plan, please arrange the items' arrival time after 1pm on October 15 (Tue).

※Please pack the package carefully to avoid any damages or lost during the delivery.

※Please attach the booth number, company name and statement on the exhibit items.

2-3 Important Points to Remember During Move in / out

⑤ Please follow the below rule regarding the move in/out vehicles.

- Wangan Police Department inform that violation for street parking is critical issue. Street parking is severely punished. Please notice to the construction company and delivery company also. On the day, it is expected that Wangan Police Department control will be carried out, so please refrain from violating.
- Please use the vehicle size which is match the road size since the road width is about 3m inside of the venue. Move your vehicle to outside of the venue as soon as after you finish the loading/unloading. There are the vehicle waiting area, so please move there after you finish the loading/unloading.
- Loading limits of the floor in the venue is 5t/m² (South Hall 1・2) or 2t/m² (South Hall 3・4). Please use a concrete panel and the iron plate, if the exhibited product exceeds the load capacity.
- When you use outrigger for lifting machines such as mobile cranes for installing exhibited items, be sure to cure the ground plane. Please be noted that outrigger bases must not be placed on pit lids or surrounding areas.

⑥ During the exhibition period, the move-in schedule is as follows: From 8am to 10am, you may use the truck yard for move-in, and after 10am, please use the entrance to the exhibition hall.

After 10:00 during the exhibition period, vehicles belonging to exhibitors and construction companies are not allowed to enter the gate area, including the truck yard.

For the delivery of catalogs, surveys, and similar items during the exhibition period, you may use the truck yard for move-in between 8am to 10am, or after 10am, you should manually transport them from the front entrance of the exhibition hall, just like visitors do. Additionally, please utilize the general visitor parking area (temporary parking) for your vehicles.

⑦ Regarding the rental of hand trucks, step ladders, and forklifts

The organizer does not provide rental services for step ladders or hand trucks at the show management office, so please make arrangements on your own if you require them.

For the rental of forklifts, Tokyo Big Sight is accepting reservations through the Big Site Services website. Please refer to the following URL for more information.

Contact information for the rental of forklifts

Tokyo Big Sight Services Cleaning Department 1

TEL : +81-3-5530-1290 FAX : +81-3-5564-5430

H P : <https://www.bigsight-services.co.jp/organizer-exhibitor/exhibition/lift.html>

■ Foreign goods move-in

The venue is not in the bonded exhibition place. Therefore, we recommend that you obtain the ATA Carnet for cargo from overseas that is known to be returned to your home country or transferred to another country after the exhibition is over.

[Export/Import Procedure Using ATA Carnet (Japanese Carnet)]

The ATA Carnet is an international, unified Customs document under an international system based on "Customs Conventions in the ATA Carnet for the Temporary Admission of Goods" and concluded among major countries.

In cases where articles, such as commercial samples, display articles, and professional equipment, are brought into a foreign country which is a signatory country to the convention, taken out of the country after the completion of business, and then carried into another country, or brought back to home country, the ATA Carnet System can facilitate the export/import Customs formalities due to duty-free admission of goods without preparing the Customs document for every foreign customhouse.

Articles carried when leaving/entering a country party to the ATA Carnet are handled as traveling goods clearance using simplified Customs formalities. However, if there are some goods whose export/import are restricted among them, you must obtain a permit and approval prior to export/import.

In using the ATA Carnet, pay attention to the following:

- ◎ The nation into which you bring articles must be a member of the ATA Convention.
- ◎ The ATA Carnet is valid for one year.
- ◎ The major goods covered by the ATA Carnet are commercial samples, professional equipment, and display articles, however, depending on the nation, all these goods are not always admitted.
- ◎ The holder has an obligation to take out the goods which he/she has brought into a foreign country.
- ◎ Articles requiring a permit or approval prior to their export/import under the provisions in laws and regulations must have the permit or the approval attached to clear Customs.

The ATA Carnet is issued and guaranteed by the Japan Commercial Arbitration Association.

If you are planning to sell or give the imported items in Japan, please take a regular process for import duty procedure and deliver the item as domestic freight.

[Immigration and custom for Japan]

If the exhibitor is required immigration procedures to enter Japan for this exhibition, the exhibitor shall carry out the entry procedure at your own responsibility. The organizer is not responsible for all immigration procedures and expenses. In addition, if exhibitors cancel the exhibitor contract because the exhibitors cannot enter Japan for some reason, the exhibitor must pay a cancellation fee to the organizer.

*** Please contact the following when you ask the international Shipping Service.**

(except courier service, DHL or FEDEX)

NIPPON EXPRESS CO., LTD.

TEL: +81-3-3778-8274 FAX: +81-3-3778-8264

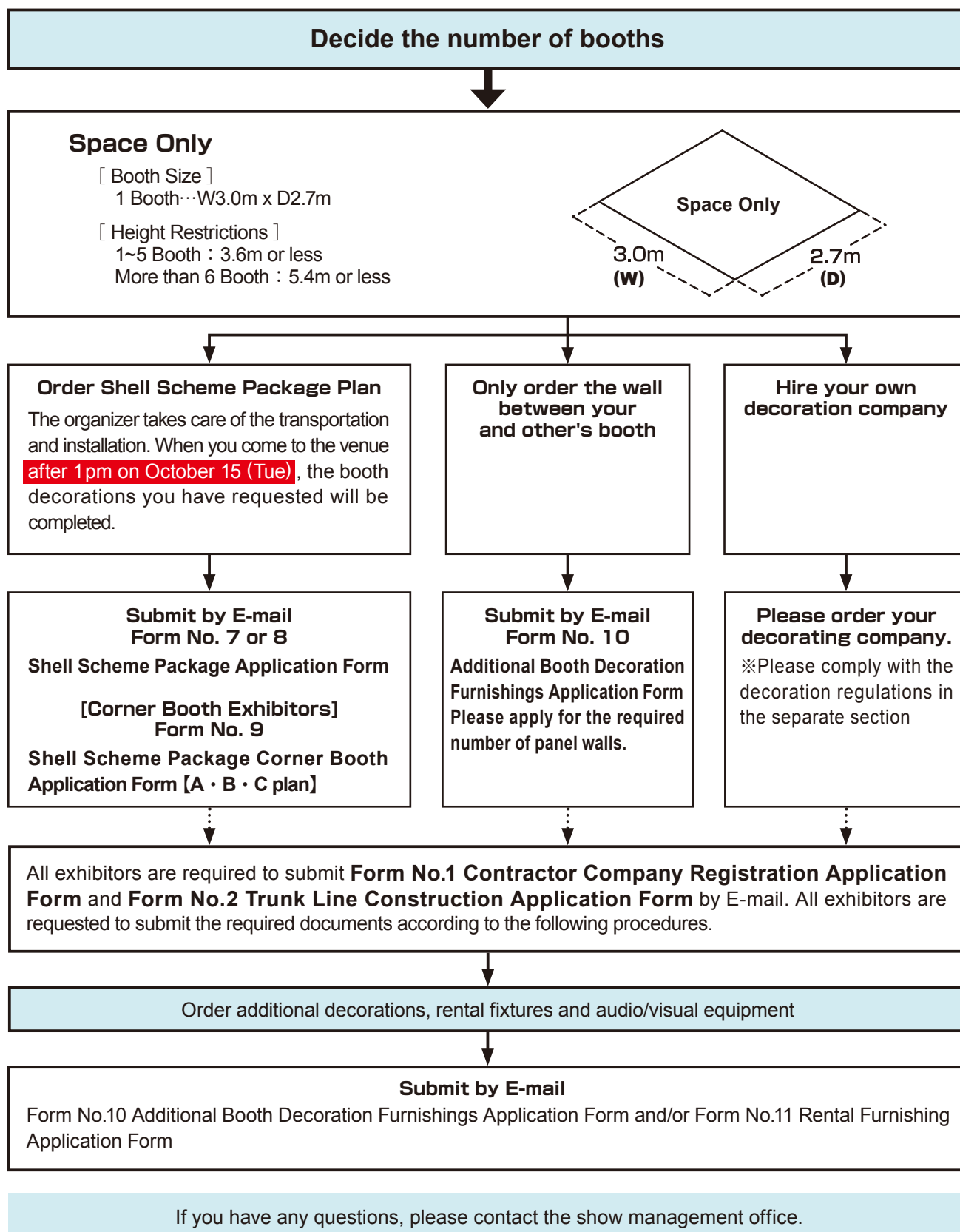
Email: nittsu-events-gte@nipponexpress.com

- When you use the delivery service company expect Nippon Express Co., Ltd., please be sure to fill in the venue name, hall number, booth number, company name and contract information. Please check more details on P.11.
- Please receive the shipment on your own responsibility.
- The organizer is unable to receive your items on behalf on you. Please arrange specify the time when staff are at the booth when you arrange the shipment.

3-1 Application for Decorations and Furnishings

■ The application process for decorations and furnishings

- This exhibition is space only plan, so your booth does not include any equipment.
Please apply for a rental package or hire your own decoration company.
- All exhibitors are required to submit Form No.1 Contractor Company Registration Application Form and Form No.2 Trunk Line Construction Application Form by E-mail. All exhibitors are requested to submit the required documents according to the following procedures.



3-2 Booth Regulations

■ Contact

CUBE CREATE Co., Ltd. Contact: Miyagi / Mori
TEL: +81-3-3537-8810 E-mail: tenji-1@cube-ct.co.jp

It is compulsory for all exhibitors to register their booth contractor using Form No.1 Contractor Company Registration Application Form by email.

■ Move-in schedule

Date	Vehicle access into the exhibition hall
October 14 [Mon] 3:00PM ~ 8:00PM	3:00PM ~ 7:00PM
October 15 [Tue] 8:00AM ~ 8:00PM	8:00AM ~ 6:00PM

※Please complete your booth construction by October 15 (Tue).

※Shell Scheme Package will be delivered at 1pm on October 15 (Tue).

For additional furniture and equipment, please apply Form No.10 "Additional Booth Decoration Furnishings Application Form" and No.11 "Rental Furnishing Application Form" by e-mail.

■ Booth Regulations

When the organizer has judged that the exhibitor is in violation with the regulations as follows, the organizer may order the improvement or the removal of the decoration or exhibit items for any reason whatsoever. **If you do not comply with this, you may be asked to suspend your exhibit. Exhibitors are responsible for all charges incurred if this is happened.**

① The size of booth is 3.0m x 2.7m(space only)

② Height restriction and protrusion toward aisle

- All facilities, displays and so on cannot be set up on the aisles and airspace zone above the booth (outside of booth). All materials such as angle materials for panel independence should be accommodated in the booth.
- Exhibitors must not set up protruding lights, signboards, banners or other decorations and exhibits to aisles. Carpets covering the floor of the shared aisle are not allowed to be used.
- Height restriction is as follow (No setback): 1-5 booths: less than 3.6m, more than 6 booths: less than 5.4m. If the exhibited products will exceed the height limit, please inform Cube Create Co., Ltd.
- Please plan the installation of any structures or decorations exceeding a height of 4.0 meters so that you can be removed by 9:00 PM on the final day (October 18 (Fri)) within the scope of what can be dismantled. If installation requiring dismantling after 9:00 PM is unavoidable, please be sure to contact the show management office at [Tel: +81-3-5363-1701] in advance.

- Wall and fixture (Exhibited product and decoration) which height over 3m and width over 3m may be required the installation of firefighting equipment such as smoke detectors under the guidance of the local fire department.
- Exhibitors who install wall and fixture (Exhibited product and decoration) which height over 3m and width over 3m must submit the 2D and 3D booth drawing (Height size describe clearly) to Cube Create Co., Ltd. by September 13(Fri).
- The design change might be requested from the organizer according to the content, please be noted.

③ Regulations regarding booth walls

The partitioning with the adjacent booth, please set up with one side panel more than 2.7m in height. (Please adjust the width to match the booth size.) Exhibitors who use a partition higher than the adjacent booth should treat the back side of the partition with the exposed adjacent booth with a plain white panel with a cover. (When partition height is different from adjacent booth, it is prohibited to put the company name, etc. on the side of adjacent booth within the range of 1m from the adjacent booth.)

3-2 Booth Regulations

④ Required open spaces at the booth entrance

- When walls or booth design elements (the high is more than 1m) face the aisles (distance to aisle 1m or less), at least 1/3 of the wall or design element length must be left open. This does not apply to those areas of booths that face structural elements of the exhibition hall itself such as perimeter walls, or is the island booth.
- If one side of the booth is 10 meters or longer, it must have at 1/3 of that side open (for people to pass through). However, this requirement doesn't apply if there's decoration more than 1 meter inside the booth's outer frame, or if there are no other booths between your booth and the venue structure (including cases where there's an aisle in between).

⑤ Installation of the balloons

- Only the exhibitors with more than 4 booths can set up the balloons. Balloons shall only be set up within the booth area.
- There is no height restriction when the horizontal projection area of the balloon is 9m² or less. However, please ensure there is a distance of at least 1 meter between the booth and any panels. Additionally, if the horizontal projected area exceeds 9 square meters but is 50 square meters or less, the lower edge must be positioned at least 11 meters above the floor. Balloons with a horizontal projected area exceeding 50 square meters are not permitted to be installed.
- The exhibitors who would like to set up the balloon must inform Cube Create Co., Ltd. (Miyagi mail: tenji-1@cube-ct.co.jp) by **September 13 (Fri)** accompanied by the **2D and 3D booth drawing and details of balloon**. If you did not apply in advance, you are not able to install the balloon.

⑥ Hanging any decorative materials such as banners, fixtures or truss from the ceiling of the exhibition halls are strictly prohibited.

⑦ All the decor such as signboards, lights, arches, floating objects and others should be set up within the booth.

⑧ Since there is no stock space in the hall, please keep packing materials and empty boxes in the stock rooms in your booth or take them back with you. If you would like to order a storage room, please check P.11.

⑨ Ceiling structure

Ceiling blackout construction is generally prohibited due to the risk of causing water discharge interference with sprinkler systems and large space water spray fire extinguishing systems. Installation of ceiling coverings, rooftop exhibits, and decorations that may interfere with fire protection equipment within the exhibition venue is also prohibited. However, if blackout or dust prevention measures are necessary for the exhibit, or if the exhibit itself forms part of the ceiling structure, consultation with the fire department is required. Therefore, please submit the following drawings to Cube Create Co., Ltd. (Miyagi Email: tenji-1@cube-ct.co.jp) by September 13 (Fri).

- ① 2D and 3D drawing of booth decoration and overall booth diagram (define clearly the construction range of the ceiling blackout curtain and the fire extinguisher location, etc.)
- ② Detailed drawing needed to explain the ceiling structure (explain in the word such as flameproof label, etc.)

⑩ About two-story structure

Because of disaster prevention and fire defense law, exhibitors cannot construct a two-story structure such as the information booth, business negotiation space, waiting room, staff lounge and warehouse in a booth. Moreover, the installation of bridges that visitors or staffs can cross is prohibited.

⑪ Electrical cables are pulled up through access holes to the underground pits, and these holes are limited in number. We ask for your cooperation and understanding when these cables have to be laid through your booth. Please contact to IIDA Electrical Works Co., Ltd. (Fujimoto / Nakamura TEL: +81-3-3521-3522) for details.

⑫ Heavy Objects

The weight of each individual exhibit divided by the horizontal projected area of the exhibit must not exceed 5t/m² at South Hall 1・2 or 2t/m² at South Hall 3・4.

- Vehicles inside the exhibition halls are restricted to a maximum speed limit of 10km/h.
- Hanging cranes are limited to less than 10 tons, and no rougher cranes are allowed. Outrigger bases and heavy vehicles such as trailers must not be placed/parked on pit lids.

Rafter Crane weight	Protection Method
Up to 35t	500mm x 500mm floor plate(Thickness:16mm)

3-2 Booth Regulations

⑬ Prohibition of direct construction work to the venue facility

In order to protect and maintain the facilities, **it is prohibited to engage in the following direct construction work:**

- a. Use of nails and rivets directly on the facility (For information relating to anchor bolts, please see other page.)
- b. Drilling, raveling, cutting and gas welding
- c. Direct application of paints and other coating materials
- d. Direct application of adhesives
- e. Winding wires around facility pillars
- f. Using the facility's external framework as supports for display boards, signs, etc.
- g. Any activity that may cause damage to Tokyo Big Sight

- The organizer apply for flooring work (anchor bolts) in a lump. **If there is a plan to use hole-in-anchors, fill out Form No.13 Floor Work Application Form and submit with a PDF construction plan specifying installation location.**
- **Please submit the form by October 2 (Wed).** If you did not submit the form by the deadline the organizer will charge you JPY15,000~ (NOT include tax) as violate terms of use or construction provisions. If there is any possibility to anchor bolt drilling, please recommend to submit the form. Furthermore, it is recommended to apply for a slightly higher number of installations. **Cube Create Co., Ltd. only charge you the number of anchor bolts, so we recommend to apply more additional number of anchor bolts than expect.**
- **【Anchor bolts permitted for use】** Anchor bolts are restricted to strike anchors with a diameter of 16mm or less and shield depth of 60mm or less. It is prohibited that affixing of anchor bolts to pits or an area within 200mm of a pit edge. If these happen, Cube Create Co., Ltd. charge additional repair cost.
- **【Anchor bolt removal】** Anchor bolts should be cut using a sander or the like after the exhibition over, and restore to original state so that no protrusion is left on the floor. Do not hammer them in or use gas fusing. In case the floor is damaged upon removing anchor bolts and for other reasons, additional repair cost will be charged JPY15,000 (NOT include tax) per an anchor bolt.
- **【Floor recovery expense】** Cube Create Co., Ltd. will charge JPY1,400 (NOT include tax) per anchor bolt to the exhibitor or construction company as floor recovery expense cooperation in advance.

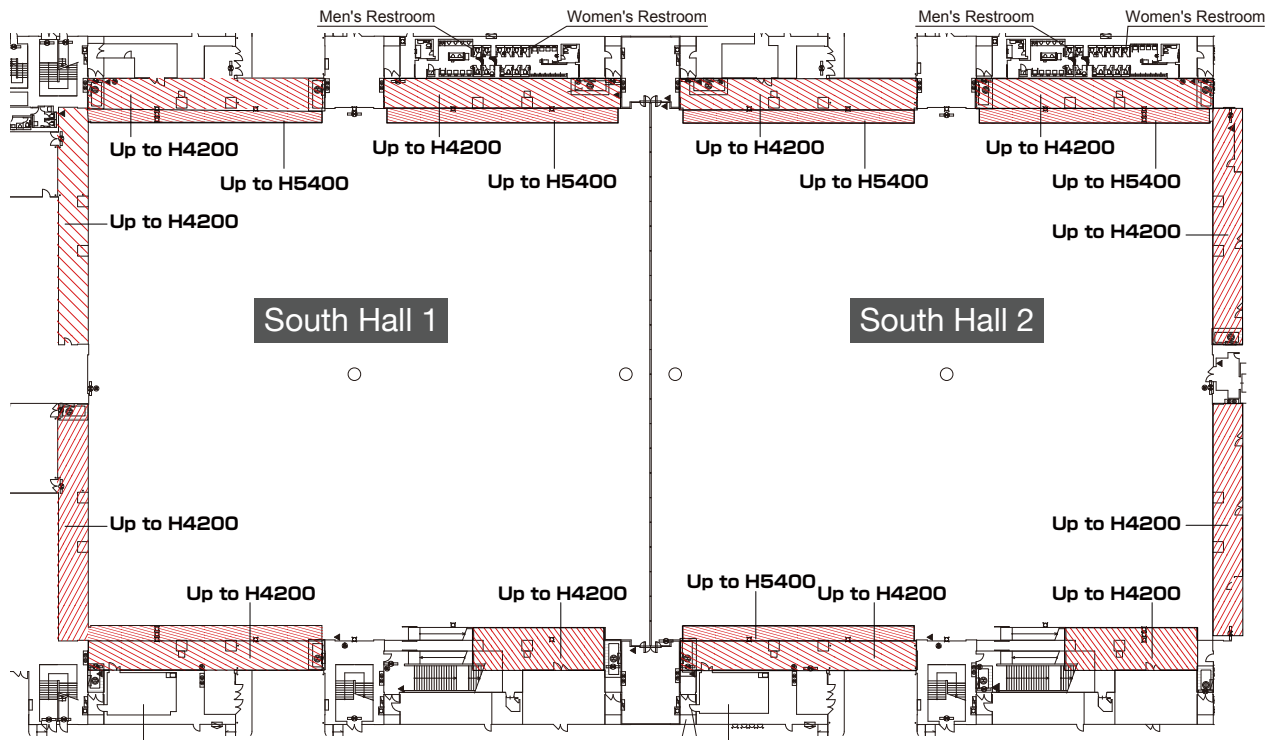
3-2 Booth Regulations

Important

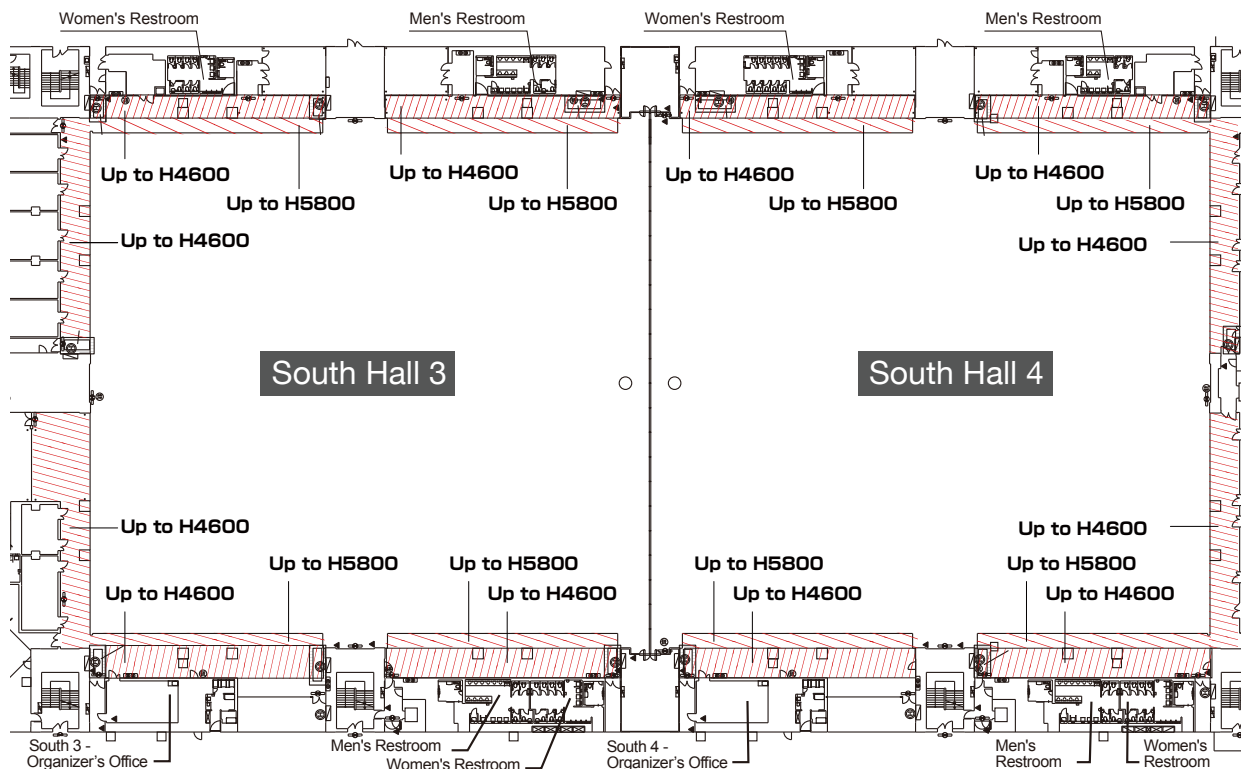
Depending on the exhibition space, there may be areas with lower ceiling heights. Before planning your decorations and installations, please make sure to confirm the ceiling height of your exhibition space.

- For areas with low ceilings, please ensure that both decorations and exhibits are kept within the height limits indicated in the diagram below. In areas with low ceilings, sprinklers and smoke detectors are installed. Therefore, if you plan to conduct cooking activities, please be aware that depending on the level of smoke generated by exhibits or demonstrations, there may be restrictions on live demonstrations. Your understanding is appreciated.

■ South Hall 1-2 Maximum floor load : 5t/m2 (The hatched area represents the low ceiling.)



■ South Hall 3-4 Maximum floor load : 5t/m2 (The hatched area represents the low ceiling.)



3-3 Fire Prevention Rules other precautions

■ Fire prevention rules

The local Fukagawa fire authorities will make a fire prevention inspection on the day before the exhibition, and the first day of the exhibition. If any exhibitor is found to be in violation of the rules below, they may be required to tear down their exhibit.

- ① Paneling used in booth construction must be made of fire-retardant materials
All plywood and printed veneer plywood, regardless of thickness, must be treated by immersion soaking of fire-retardant chemicals. Paneling treated only by a superficial spray-on of fire-retardant chemicals is not permitted. Not only the partitions, but all surfaces made of paneling such as booth displays, reception counters, shelves, etc., must be made of this fire-retardant treated construction material.
- ② If thick cloths or pleated papers are pasted or nailed to fireproofing plywood, fire-retardant performance is also required to those materials. However, thin cloths and papers which are tightly adhered to the entire surface of fireproofing plywood are considered as a unit.
- ③ Please apply flameproof labels to all combustible items, such as curtains, stage curtains, cloth, textile items, carpets, and other decoration materials, after their anti-flaming treatment. It is not allowed to apply disaster prevention processing by on-site spraying at the venue.
- ④ Please put 1 label on each piece of fire-resistant material used. Please inquire the constructor company how to get the flameproof label.
- ⑤ Please do not use materials which are difficult to treat for fire-resistance. Make every effort to avoid the use of the following or similar materials or objects made out of petroleum or chemical materials: artificial flowers, urethane, acetate, polyester, styrofoam, acrylics and nylon. However, it is allowed to use minimum styrene foam characters on inaccessible locations.
- ⑥ If the item is certifying as fireproofing in foreign countries and it shows a certificate of country of manufacture, it is also needed to be certified by Japan.

Please inform above points your constructor company. Exhibitors and constructor companies often do not follow above points, so the organizer sometimes face to the trouble.

If you have any questions or concerns, please contact to Cube Create Co., Ltd. (TEL: +81-3-3537-8810/ E-mail: tenji-1@cube-ct.co.jp, Contact person: Miyagi)

■ Other precautions

- ① Please be informed that the organizer might ask to demolish violating or incomplete decoration. When you plan your booth construction, please care about this. If you have any questions, please contact to Cube Create Co., Ltd with your booth design.
- ② It might be limited to drive vehicles into the hall for safety and organize. During that time, the organizer will ask to wait at the vehicle waiting area.
- ③ During move-in / out day and the show period, please be careful not to damage the venue, electricity, telephone, aqueduct and other exhibitor's decoration and products. When if exhibitors or constructor company damage, the organizer will ask that they must be restored to original state for any reason whatsoever.
- ④ The carpet in the booth must be secured with double-faces tape. The exhibitors are not able to use glue. After the show period, please remove the carpet and double-faces tape by own.
- ⑤ When move-in/out day and during show period, the use of products causing fire or smoke such as electric/gas welding should be informed to the organizer in advance and be gained approval. Moreover, please have the fire extinguisher handy while at work.
- ⑥ Please work within your booth in the hall. It is prohibited to leave the materials in aisles or in other booths. This rule applied to move-out day, too.
- ⑦ It is prohibited to hang decoration and products from the hall facilities such as ceiling, pillars or wall, to prop them or to fix them.
- ⑧ When the exhibitor violates rules stipulated by the organizer or the exhibitor would not follow the recommendation of the organizer, the organizer can remove the infringing items or take other measures. In this case, the exhibitor cannot express an objection to the organizer or charge to the organizer. Moreover, expense related to this action shall be borne by exhibitor.
- ⑨ Please do not conceal fire extinguisher, indoor fire hydrant, sprinkler system, automatic fire alarm, emergency bell and guidance light by decorations. Moreover, do not leave the exhibiting products or decorations near this equipment.
- ⑩ As a general rule, the exchange of exhibition equipment, remodeling of decoration and so on are not allowed during the show period.
- ⑪ Smoking in the hall is prohibited. Please smoke in the smoking area.

■ Please do not leave any trash

Please bring back any trash and unnecessary materials with you move in/out days. Please inform to your construction and partner companies this precaution to as well. **Any trash and unnecessary materials left in the venue will be discard with your payment.** (JPY 50,000 (NOT include tax) will be charged per square meter of leftover material.) If you would like to order the paid pick up the trash services, please contact Tokyo Big Sight Service (TEL: +81-3-5530-1290 / Onojima).

3-4 About Shell Scheme Package and Rental Furniture

■ About Schell Scheme Package

If you use the Schell Scheme Package, the organizer will take care of the transportation and construction work related to decoration, so you can minimize the work and cost of installing the booth. Your Shell Scheme Package that you instructed will be ready until 1pm on October 15 (Tue).

Please refer to **the Shell Scheme Package on P.21 ~ 25** and select the booth that suits your exhibit purpose.

In addition, the Shell Scheme Package can be changed in various ways, such as changing the layout of the Shell Scheme Package according to the number of booths, and order additional the display shelves and equipment, change carpet color, etc.

■ Shell Scheme Package regulations and cautions

- ① The exhibitor will apply for the Shell Scheme Package, and **the organizer will issue an invoice before the show period. Invoice will be issued starting 2 weeks before the show period. Please pay by payment due date.**
- ② Shell Scheme Package is reduced in cost by placing a bulk order from the organizer to the official contractor. **Therefore, we cannot change the price even though you reduce the furniture of Shell Scheme Package, please be noted.**
- ③ For additional furniture and equipment of Shell Scheme Package, please apply **Form No.10 "Additional Booth Decoration Furnishings Application Form"** and **Form No.11 "Rental Furnishings Application Form"** by e-mail. In addition, we can prepare furniture and equipment that is not on the list, so please feel free to contact Cube Create Co., Ltd.
- ④ **When you come to 1pm on October 15(Tue), Shell Scheme Package will finish the construction of the booth and will hand it over to the exhibitors. It is expected that some delay will occur depending on the construction procedure and number, please be noted.**
- ⑤ We use a PVC panel for Wall panels, etc.
【Feature】 You can make a lot of arrangements such as display counters and partitions.
You can easily design a booth to suit your purpose.
【Caution】 **Please do not drilling hole the panel. Using concrete nails, nail guns, glue, double-sided tape other than the designated products (weak adhesive double-sided mesh tape) is prohibited.** Double-sided tape that leaves sticking marks and glue cannot be used.
Please use designated double-sided tape, hook-and-pile fasteners or special chains to attach decorations on the walls.
If you do not comply, maintenance costs will be incurred, please be noted.

■ About Rental Furniture

15% of the total order amount will be added as a "transportation fee" to cover the cost of transporting the rental furniture.

- ① Confirmation items when apply
 - Please fill out the form and send by email. If you would like to order or change the items, please fill in it clearly and send it by email again.
 - The organizer will issue an invoice before the show period. **Invoice will be issued starting 2 weeks before the show period.**
Please pay by payment due date.
 - **Please bear the transfer fee by the exhibitor.**
 - Due to inventory reasons, the furniture and equipment may differ slightly from the photo, please be noted.
- ② About change and cancel
 - Please order at the venue the furniture additions, changes, applications, etc. during move-in day or the show period will be accepted. However, depending on the stock status, we may not be able to meet your request, please be noted.
 - **Cancellation is not possible during Move-in day and the show period. If rental furniture is canceled on the move-in day, we may invoice you for the charges, and if payment has already been made, please note that we may not be able to provide a refund. We kindly ask for your understanding in this matter.**
- ③ The following included in the price
 - Rental charge
 - Installation cost

■ Contact


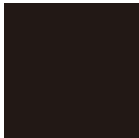





CUBE CREATE Co., Ltd.























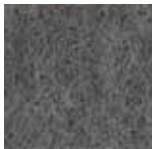
Contact: Miyagi / Mori
TEL: +81-3-3537-8810
Email: tenji-1@cube-ct.co.jp

Color samples for Panel Wall and Carpet

These are color samples of Panel Wall and Carpet.
Please select your desired color from the following and fill out the Application Form.

The following optional colors can be changed by paying the additional fee.
Please feel free to choose.

Panel Wall							
Standard color [NO additional fee]				Optional color [Additional fee JPY11,000 (Included local tax)]			
							
White	Black	Blue		Red	Green	Yellow	Navy

Carpet											
Standard color [NO additional fee]						Optional color [Additional fee JPY11,000 (Included local tax)]					
											
Red	Orange	Blue	Green	Marbling Gray	Black	Pink	Deep Pink	Lemon	Yellow	Marbled Orange	Navy Blue
											
Marbling Blue	Deep Blue	Light Green	Yellowish Green	Deep Green	Marbling Purple	Beige	Caramel	Brown	Light Gray	Deep Gray	

※Other colors are also available. Please feel free to contact CUBE CREATE Co., Ltd.

※If you want 2 or 3 colors or other color for Panel Wall or Carpet, please feel free to contact the organizer. We will quote separately.

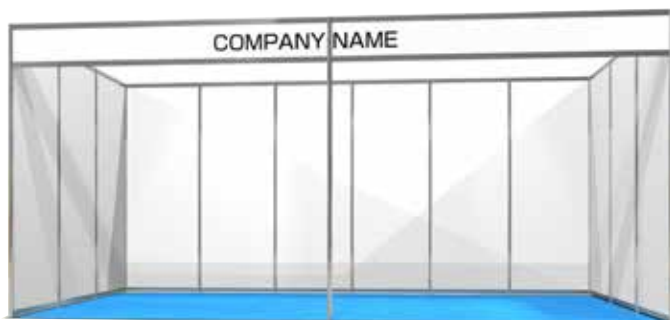
The above color samples may differ from the actual colors due to printing reasons. In additional, the material and color may differ depending on the purchasing situation. Please note.

Shell Scheme Package A Plan 【1- 4 Booths】

We have prepared the minimum necessary items for exhibiting in the regular exhibition space.
This is the simplest design package.



1 Booth



2 Booths

Contents of Shell Scheme Package A

- Panel Wall (H2.7m)
- Parapet
- Company Name Board (Up to 40 letters)
- Carpet
- 100V Outlet Electric Outlet (up to 1000w, Electricity charge included)

※Spotlights are not included.

※Please choose color for Panel Wall and Carpet from the color sample on Page 21.

※Furnishings such as information counter, chairs, and business meeting sets are optional. These will be charged separately.

※Even your booth is more than 2 booths, company name signboard and outlet comes one set each.

※You are free to bring your own equipment and supplies.

※[Option] Additional Company Name Board : JPY16,500/board

Price for A Plan (Included local tax)

- JPY137,500/1 Booth
- JPY192,500/2 Booths
- JPY247,500/3 Booths
- JPY302,500/4 Booths

Shell Scheme Package A Plan Image Sample



1 Booth



1 Booth



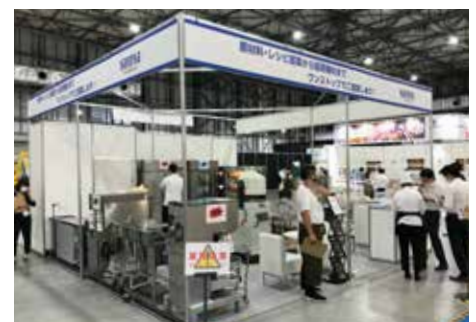
2 Booths



2 Booths



3 Booths



4 Booths

Shell Scheme Package B Plan 【1-4 Booths】

Since the company name signboard which your company designed will be posted higher location, the booth will be looked like a unique decoration even though it is the shell scheme package plan.



1 Booth



2 Booths



4 Booths

Contents of Shell Scheme Package B

- Panel Wall
- Company name designed signboard (Design Size: W1940 x H500)
- Carpet
- 100V Outlet Electric Outlet (up to 1000w, Electricity charge included)

※Spotlights are not included.

※Please choose color for Panel Wall and Carpet from the color sample on Page 21.

※Furnishings such as information counter, chairs, and business meeting sets are optional. These will be charged separately.

※Even your booth is more than 2 booths, company name signboard and outlet comes one set each.

※You are free to bring your own equipment and supplies.

※[Option] Additional Company Name Board : JPY33,000/board

【About data for the company name signboard】

- Data format: Adobe Illustrator recommended, EPS, font outline data.
- If the graphic has a photo, the minimum required image resolution is 75dpi at full scale. Please use the one with the best image quality.
- We recommend to upload if the data that has been subjected to drop shadow or blurring, the data process on the illustrator in the actual size. (There may be an error in the filter effect due to scaling.)
- Please be sure to attach a pdf for confirmation.
- ※ If you would like to request for the design, you will be charged additional fee.

Price for B Plan (Included local tax)

- JPY170,500/1 Booth
- JPY225,500/2 Booths
- JPY280,500/3 Booths
- JPY335,500/4 Booths

Shell Scheme Package B Plan Image Sample



1 Booth



2 Booths



2 Booths

Shell Scheme Package C Plan 【2-6 Booths】

※Truss Stand Booth Package Plan

A truss type package for companies with more than two booths.

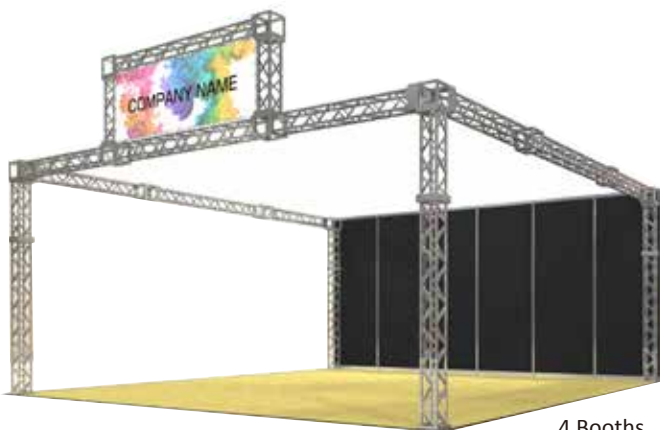
The company name signboard which your company designed will be posted higher place, and the use of the truss will complete a good-looking booth.



2 Booths



3 Booths



4 Booths

Contents of Shell Scheme Package C

- Panel Wall
- Company name designed signboard (Design Size: W1950 x H650)
- Carpet
- 100V Outlet Electric Outlet (up to 1000w, Electricity charge included)

※Spotlights are not included.

※Please choose color for Panel Wall and Carpet from the color sample on Page 21.

※Furnishings such as information counter, chairs, and business meeting sets are optional. These will be charged separately.

※Even your booth is more than 3 booths, company name signboard and outlet comes one set each

※You are free to bring your own equipment and supplies.

※[Option] Additional Company Name Board : JPY44,000/board

【About data for the company name signboard】

- Data format: Adobe Illustrator recommended, EPS, font outline data.
- If the graphic has a photo, the minimum required image resolution is 75dpi at full scale. Please use the one with the best image quality.
- We recommend to upload if the data that has been subjected to drop shadow or blurring, the data process on the illustrator in the actual size. (There may be an error in the filter effect due to scaling.)
- Please be sure to attach a pdf for confirmation.
- ※ If you would like to request for the design, you will be charged additional fee.

Price for C Plan (Included local tax)

- JPY269,500/2 Booths
- JPY335,500/3 Booths
- JPY423,500/4 Booths
- JPY665,500/6 Booths

Shell Scheme Package C Plan Image Sample



2 Booths



2 Booths



4 Booths

Shell Scheme Package D Plan 【1-2 Booths】

※Only for 1 or 2 Booths exhibitor

You can create the fashionable and calm atmosphere with the wooden panel wall.



1 Booth



2 Booths

Contents of Shell Scheme Package D

- Wooden Panel Wall
- Company Name Board (Up to 20 letters)
- Catchphrase A (Up to 20 letters)
- Catchphrase B (Up to 40 letters)
- ※ If you would like to use the company logo, you will be charged additional fee.
- Carpet
- Spotlight (1 booth: 2 spotlight, 2 booths: 3 spotlight)
- 100V Outlet Electric Outlet (up to 1000w, Electricity charge included)

※Please choose color for Panel Wall and Carpet from the color sample on Page 21.

※Furnishings such as information counter, chairs, and business meeting sets are optional. These will be charged separately.

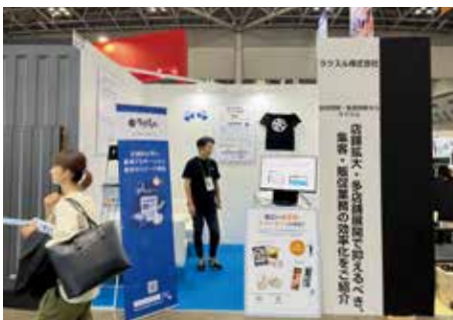
※Even your booth is more than 2 booths, company name signboard and outlet comes one set each.

※You are free to bring your own equipment and supplies.

Price for D Plan (Included local tax)

- JPY247,500/1 Booth
- JPY324,500/2 Booths

Shell Scheme Package D Plan Image Sample



1 Booth



1 Booth



1 Booth



2 Booths



2 Booths



2 Booths

3-4 About Shell Scheme Package and Rental Furniture

■ About additional booth decoration furnishings

This optional service is not only for exhibitors who order shell scheme package plan, its available for exhibitors who use your own constructor. We can prepare furniture and equipment that is not on the list, so please feel free to contact Cube Create Co., Ltd.

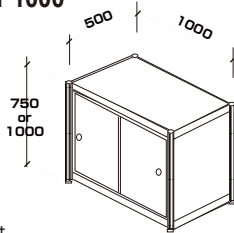
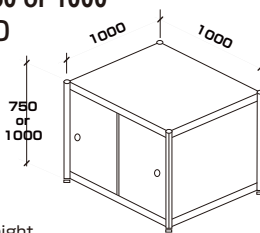
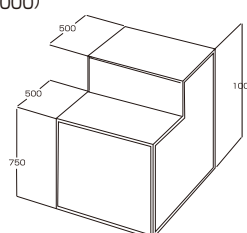
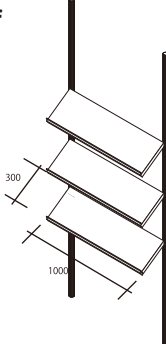


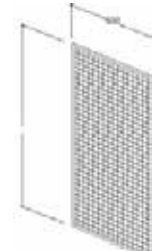
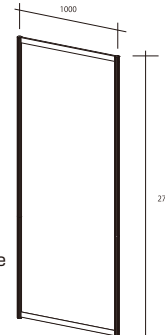
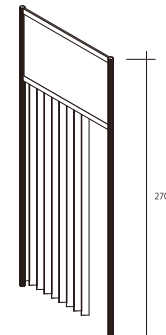
■ How to apply additional booth decoration furnishings Form

Please apply the Form No.10 "Additional Booth Decoration Furnishings Application Form" by e-mail.

※Size: mm

※All prices listed below do NOT include tax.

※15% of the total order amount will be added as a "transportation fee" to cover the cost of transporting the rental furniture.

<div>1. Display stand(with storage) 1000x500x750 or 1000 JPY15,000 (NOT include tax)</div> <div><table><tr><td>H750</td></tr><tr><td>H1000</td></tr></table></div> <div><p>*Please choose a height. *If you do not choose height, H1000 will be prepared.</p></div>	H750	H1000	<div>2. Display stand(with storage) 1000x1000x750 or 1000 JPY17,000 (NOT include tax)</div> <div><table><tr><td>H750</td></tr><tr><td>H1000</td></tr></table></div> <div><p>*Please choose a height. *If you do not choose height, H1000 will be prepared.</p></div>	H750	H1000	<div>3. Stepped display stand 1000x500x(750~1000) JPY20,000 (NOT include tax)</div> <div></div> <div><p>*H1000 is only available</p></div>
H750						
H1000						
H750						
H1000						
<div>4. Tilted display shelf 1000x300 (3 shelf is set) JPY12,000 (NOT include tax)</div> <div></div>	<div>5. 1/4 R Display stand (500x500)Rx750 or1000 JPY10,000 (NOT include tax)</div> <div><table><tr><td>H750</td></tr><tr><td>H1000</td></tr></table></div> <div><p>*Please choose a height. *If you do not choose height, H1000 will be prepared.</p></div>	H750	H1000	<div>6. Display stand 1000 or 700x300 JPY2,500 (NOT include tax)</div> <div></div> <div><p>*5kg loading capacity per shelf</p></div>		
H750						
H1000						
<div>7. Mesh panel:900x900 JPY5,000 (NOT include tax)</div> <div><table><tr><td>Hook</td></tr><tr><td>100mm Hook JPY160 (NOT include tax)</td></tr><tr><td>150mm Hook JPY160 (NOT include tax)</td></tr><tr><td>200mm Hook JPY240 (NOT include tax)</td></tr></table></div>	Hook	100mm Hook JPY160 (NOT include tax)	150mm Hook JPY160 (NOT include tax)	200mm Hook JPY240 (NOT include tax)	<div>8. Panel(White) 1000x2700 JPY8,000 (NOT include tax) 700x2700 JPY7,000 (NOT include tax)</div> <div></div> <div><p>*If you order Shell Scheme Package, we will prepare same color as wall. *If you apply for a wall only, it may be reinforced to make it freestanding.</p></div>	<div>9. Accordion Door 700~1000x2700 JPY15,000 (NOT include tax)</div> <div></div>
Hook						
100mm Hook JPY160 (NOT include tax)						
150mm Hook JPY160 (NOT include tax)						
200mm Hook JPY240 (NOT include tax)						

※We can prepare furniture and equipment that is not on the list, so please feel free to contact Cube Create Co., Ltd

[Payment method]

The organizer will issue an invoice before the show period. Invoice will be issued starting 2 weeks before the show period.

Please pay by payment due date.

3-4 About Shell Scheme Package and Rental Furniture

■ About Rental Furnishings

About rental furnishings, please contact to CUBE CREATE Co., Ltd.

CUBE CREATE Co., Ltd. Contact: Miyagi
TEL: +81-3-3537-8810 E-mail: tenji-1@cube-ct.co.jp

① Confirmation items when apply

- 15% of the total order amount will be added as a "transportation fee" to cover the cost of transporting the rental furniture.
- The organizer will issue an invoice before the show period. Invoice will be issued starting 2 weeks before the show period. Please pay by payment due date.
- Please bear the transfer fee by the exhibitor.
- Due to inventory reasons, the furniture and equipment may differ slightly from the photo, please be noted.

② About change and cancel

- Please order at the venue the furniture additions, changes, applications, etc. during move-in day or the show period will be accepted. However, depending on the stock status, we may not be able to meet your request, please be noted.
- Cancellation is not possible during Move-in day and the show period. Please be noted. If rental furnishing is canceled on the move-in day, we may invoice you for the charges, and if payment has already been made, please note that we may not be able to provide a refund. We kindly ask for your understanding in this matter.

③ The following included in the price

- Rental charge
- Installation cost

We can prepare furniture and equipment that is not on the list, so please feel free to contact Cube Create Co., Ltd.

Please apply the Form No.10 "Additional Booth Decoration Furnishings Application Form" and the Form No.11 "Rental Furnishings Application Form" by e-mail.

Photo of Rental Furnishings

***15% of the total order amount will be added as a "transportation fee" to cover the cost of transporting the rental furniture.**

***The furniture and equipment may differ slightly from the photo, please be noted.
All prices listed below do NOT include tax.**



1.Meeting Table Set
JPY10,500



2.Meeting Table Set
JPY17,700



3. Meeting Table Set
JPY 28,500



4.Foldable Chair
SH430
JPY840



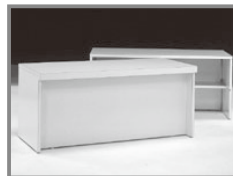
5.Round Table
Φ900xH600
JPY4,200



6.Round Table
Φ600xH600
JPY4,200



7.Unit Counter
W1200xD600xH940
JPY10,500



8.Unit Counter
W1600xD700xH700
JPY12,500



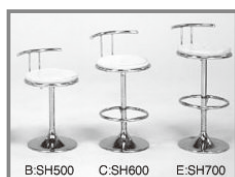
9. 10.Unit Counter
W1800xD700xH800,940
JPY16,500



11. Counter Table
Φ600xH1000
Top: Wood grain JPY8,200



12.Counter Table
Φ600xH1000
Top: Black JPY7,000



13.14.15.Counter Chair
SH500 ~ SH700
JPY3,400



16.Stacking Chair
SH425
JPY2,600



17.Meeting Table
W1800xD600xH730
JPY3,400



18.Meeting Table
W1500xD600xH730
JPY3,400

3-4 About Shell Scheme Package and Rental Furniture

■ About Rental furnishings

Photo of Rental Furnishings

***15% of the total order amount will be added as a "transportation fee" to cover the cost of transporting the rental furniture.**

***The furniture and equipment may differ slightly from the photo, please be noted.
All prices listed below do NOT include tax.**



19. Information Counter
W900xD450xH800
JPY6,200



20. Information Counter
W650xD450xH900
JPY10,500



21. Brochure Stand W250xD550xH1700
A4 12 Shelves
JPY5,800



22. Sign Stand
H900-1800
JPY2,600



23. White Cloth
2200x1000
JPY1,400



24. Card Box
JPY1,800



25. Steel Shelf
W900xD450xH1800
JPY6,600



26. Display Case
W1500xD600xH920
JPY16,500



27. Display Case
W1800xD600xH920
JPY20,500



28. Plant(Large)
JPY5,000



29. Plant(Medium)
JPY4,000



30. Plant(Small)
JPY3,000



32. Panel Partition
W900xH2100
JPY12,500



33. 20 inch LCD Monitor ※ Video Supported
JPY42,500

34. 32 inch LCD Monitor JPY90,500

35. 40 inch LCD Monitor JPY121,000

36. 45 inch LCD Monitor JPY 127,000

*It can be place on table top.
*Parts for wall hanging will additionally cost.



37. DVD Player
JPY12,500



38. Sound System(Small)
(2SP, 1AMP, 1 Microphone)
JPY36,500



39. Cabled Microphone
(Hand, Headset)
JPY9,200



41. Trash Can 25L
W200xD391xH565
JPY1,800



42. Trash Can 32L
W390xD260xH577
JPY2,200

3-5 Electricity Construction

■ Contact

IIDA Electrical Works Co., Ltd.
TEL: +81-3-3521-3522

Contact: Fujimoto / Nakamura
Email: iloj2024@iidae.co.jp

※ The power will be supplied to the shell scheme package exhibitors. Please refer more details in shell scheme package information in this manual.

※ All exhibitors have to submit the **Form No.2 Trunk Line Construction Application Form** by email.

■ Fees for trunk line installation(NOT include tax)

Power	Construction(NOT include tax)	Consumption(NOT include tax)	Total(NOT include tax)
Up to 1.00kw	JPY 9,000(NOT include tax)	JPY 3,000(NOT include tax)	JPY 12,000(NOT include tax)
1.01 – 2.00kw	JPY 18,000(NOT include tax)	JPY 6,000(NOT include tax)	JPY 24,000(NOT include tax)
2.01 – 3.00kw	JPY 27,000(NOT include tax)	JPY 9,000(NOT include tax)	JPY 36,000(NOT include tax)
3.01 – 4.00kw	JPY 36,000(NOT include tax)	JPY 12,000(NOT include tax)	JPY 48,000(NOT include tax)
4.01 – 5.00kw	JPY 45,000(NOT include tax)	JPY 15,000(NOT include tax)	JPY 60,000(NOT include tax)
Above 5.01kw	addition fee of JPY9,000(NOT include tax) /kw	addition fee of JPY3,000(NOT include tax) /kw	


Construction Fee: Based on the application capacity, the fee is JPY9,000/kw (NOT include tax).

Consumption Fee: Based on the application capacity, the fee is JPY3,000/kw (NOT include tax).


※ If you order 200V electricity additional with 100V electricity, it will be additional fee. The construction and consumption fee will be charge from IIDA Electrical Works Co., Ltd while the show period.


■ Electrical construction work inside booths


- Please submit the **Form No.3 Lighting and Outlet Application Form** if you would like to order additional.
- The following unit price includes the installation, wiring and the removal construction cost.
- If the total capacity of 100V exceeds 1.5kw (1,500W), a separate distribution board construction is required.
(Separate distribution board construction is JPY5,000(NOT include tax) up until first 3.0kw and subsequent cost is JPY2,000 (NOT include tax) per 1.5kw in additional.)
- As for 200V construction, fee is different depending on the capacitance and the number of machine. Please contact IIDA Electrical Works Co., Ltd.

①	LED Seamless(Daylight color)
JPY3,000 (NOT include tax)	Power Consumption 100v/21w
	

②	LED Spotlight(Daylight color)
JPY4,000 (NOT include tax)	Power Consumption 100v/15w
	

③	LED Arm-spotlight(Daylight color)
JPY4,500 (NOT include tax)	Power Consumption 100v/15w
	

④	LED 60w(Daylight color)
JPY15,000 (NOT include tax)	Power Consumption 100v/60w
	

⑤	Power Outlet (100V)
JPY3,000 (NOT include tax)	Power Consumption 100V/Max.1500w
	

Even though the exhibitors who apply Shell Scheme Package plan apply the additional lighting and so on, fee for consumption and construction are separately charged. Please check the additional fee in above.

3-5 Electricity Construction

■ Electricity supply

If exhibitors carry out special electrical work in the booth, please notify about the electrical supply and construction.

- ※ Even though the number of booth are more than 2 booth, opening/closing outlet is installed only 1 location.
- ※ The electric cable will be started from inside the booth.
- ※ Electrical cables are pulled up through access holes to the underground pits, and these holes are limited in number. We ask for your cooperation and understanding when these cables have to be laid through your booth.

■ Supply specifications

AC Single phase	100V / 200V	50 Hertz
AC Triple phase	200V	50 Hertz

※ Special voltage and hertz ranges other than the above are not permitted.

■ Power-supply time

Supply Start	October 15[Tue] 1:00PM~
Supply Stop	October 18[Fri] 5:30PM~

- ※ When leaving the Hall, please make sure to turn off the switch.
- ※ If electricity supply is needed for adjusting machines or test operation before the electricity supply start, electricity will be provided within the possible range. Please contact to IIDA Electrical Works Co., Ltd. in advance.

■ Maintenance during the exhibition period

Electric maintenance person stands by in the organizer office in the hall. Please offer when the breakdown is caused by any chance.

■ Caution upon construction

- ① For electric construction, the person entitled to Electric Work Specialist Act must conduct the construction.
- ② Construction must be conducted under Electrical Appliance and Material Control Law, the ministerial ordinance that establishes technical standards concerning electrical equipment, Tokyo Fire Prevention Ordinance and so on, please be noted.
 - Please install switchboard, and distribution board or circuit breaker in a place easily accessed for inspection. When installing in a stock room, etc., please do not obstruct its operation by leaving any items in front of it.
 - Please use electrical cable above F Cable for wiring lighting equipment and appliances. Please protect the cable in a metallic conduit if it must be exposed on a floor, and also install a fall prevention slope. In addition, please do not use vinyl cable laying and octopus wiring.
 - For a breaker in in-booth electrical wiring equipment, please provide protection such as an earth leakage breaker. Please ensure use of correct fuse in an in-booth equipment switch.
 - Do not bring a transformer more than 20kw to the hall
 - For the equipment and the distribution board which voltage to ground exceed 150V, conduct installation work of electric shock prevention by insulation failure.
 - When installing equipment which produce heat such as incandescent lamp or resistance unit, please be careful not to make contact with or heat up inflammable material. Moreover, provide the equipment hazard prevention such as burn injury to visitors, and fall-prevention by earthquake motion.
 - The switchboard and flashing drum switch are in an iron box, please install them in a place easily accessed for inspection.
 - Use crimp terminals, etc. to connect the wires.
 - Do not expose the charging parts such as the base and socket of the lamp.

■ Inspection of electric equipment

Inspection by Fire Department will be held in move-in day and exhibition session. In that case, defective construction might stop the power supply according to Electrical Appliance and Material Control Law, the ministerial ordinance that establishes technical standards concerning electrical equipment, Tokyo Fire Prevention Ordinance and so on.

■ Protective equipment

The organizer will not be held responsible for any damage to the demonstration exhibit, equipment, etc. due to a power failure or accident, or a voltage drop. Exhibitors are requested to provide sufficient protective equipment to prevent accidents during the demonstration.

3-6 Water Supply and Drainage, Compressed Air Gas

■ Contact

FUKUDO KOGYO CO.,LTD Contact: Ishikawa
TEL: +81-3-3638-0730 E-mail: m.ishikawa@fukudo.co.jp

■ Supply schedule

October 15 [Tue] Move-in Day 2	1pm~ ※Gas can use after the fire inspection
October 16 [Wed] Day 1 October 17 [Thu] Day 2	8am~5pm
October 18 [Fri] Day 3	8am~5pm 【Water】※No extended supply • Separate consultation. 8am~5pm 【Gas】※No extended supply • Separate consultation.

※Please note that the supply will be stopped outside of supply hours.

■ Water supply and drainage work

- For exhibitors who need water supply and drainage facility, **please submit the form by September 6 (Fri)**.
- Standard pipe of water supply is 13mm or 20mm, drainpipe is 40-50mm and water pressure is from 1.5-3.0kg/m² (without pressure adjustment).
- Construction cost in one location (to the edge of the booth): JPY80,000 (NOT include tax) (including primary side piping construction fee and maintenance fee)
- The secondary piping special construction from the edge of the booth to the exhibition machine will be conducted by actual expenses. Please call FUKUDO KOGYO CO.,LTD to inquire about estimation for secondary piping construction.
- Water charge JPY880/m² (NOT include tax) will be charged after the exhibition. Please pay to FUKUDO KOGYO CO., LTD. directly.

■ Compressed air

- **Construction cost in one location (to the edge of the booth): JPY80,000 (NOT include tax) (including maintenance fee)**
- Air supply is pressure 5-7 kg/m², 300 liter/minute standard, pipe installed to the edge of the booth, ½ inch valve is fixed. (Dryer will not be installed to air pipe). However, when the air volume exceeds 300 liters, JPY10,000 (NOT include tax) per 100 liter will be charged. Outside of supply hours, a fee is charged.
- We consider to install compressor lease in a booth, if there are a few applications. Regarding fee, the above amount is not applicable. We will estimate separately.

■ Gas construction

Depending on the contents of the construction that the exhibitor's request is, the price will also change.

We would like to make an estimate separately for the desired exhibitor, so please contact Fukudo Kogyo Co., Ltd.

※ Gas construction cost and gas usage fee will be billed directly from Fukudo Kogyo Co., Ltd.

※ 32A or more will be charged separately.

※ If gas supply is needed, a quotation will be provided for this. Please contact to Fukudo Kogyo Co., Ltd.

Regarding fill out the **Form No.4 Water Supply and Drainage, Compressed Air and Gas Application Form** for piping work, air supply and gas and submit to Fukudo Kogyo Co., Ltd. For details, please contact to Fukudo Kogyo Co., Ltd.

3-7 Naked Flame and Hazardous Materials

The Japanese Fire Service Act forbids the use of naked flame and the conveyance of hazardous materials into exhibition halls. However, when hazardous materials or naked flame are required for the proper demonstration of company products, these materials are allowed in to use only when proper authorization is first obtained.

- Applicant: The organizer will be applied to the fire department on behalf of you.
Please apply using the **Form No.5 Fire • Hydrogen and Hazardous Materials Usage Application Form**.
- Smoking : Absolutely no smoking in the exhibition halls (no exemptions). However, smoking is permitted at Tokyo Big Sight in the designated smoking areas

■ Use of naked flame

Naked flames defines that furnaces, kamado, boilers, stoves, electric heaters, fireworks, etc. , equipment with an installation area of more than 1 square meter, and other similar fires that use gas, liquid, and fixed fuel to generate flames and sparks.

- ※ Devices which use electricity as a heat source that produce heated visible parts (excluding devices like hot plates, hair dryers and ovens etc. in which the heating element heats an enclosed space, a blower, or an interior part) and may cause combustion when the exposed heating element comes in contact with combustible materials.

■ Conditions for using naked flame

① Unit of use

- A certain unit of use has been designated for each exhibition hall. Use may be restricted if the determined unit of use is exceeded.
- Use of equipment generating fire in a demonstration shall be limited to one type in each booth.

② Permission of the use of naked flame

- The use of naked flame is that its characteristic, performance and safety must be explicitly affirmed.
- Around the use position of open flame, secure a distance of 1 m or more, or install non-combustible materials such as gypsum board other than metal under and on three sides of the equipment to be used.
- To be stored and managed by a fire prevention supervisor.
- A fire extinguisher must be placed and be indicated what it is.
- Naked flame shall be kept 5m away from emergency exits, hazardous and flammable materials.

③ Requirements for bringing dangerous materials

- Please bring the minimum quantity of dangerous materials into the exhibition hall.
- Regarding the handling of dangerous goods, a person who has the qualification of "hazardous materials handler" or the person in charge should be appointed and stored and managed.
- Please keep a safe distance or provide shielding around exhibitor product with built-in hazardous materials to prevent fire.
- Please use nonflammable piping and securely fasten containers and piping.
- Hazardous materials not used in demonstrations should be displayed in different containers.
- Fire extinguishers must be provided.

④ Dangerous goods with quantity restrictions

- Even items that fall under the category of "dangerous items" may not be subject to regulation within the minimum necessary range. In addition, even if the dangerous goods are not subject to regulation, if the quantity is added up and the quantity exceeds the specified quantity, the standards such as the Fire Service Act Fire Prevention Ordinance will be applied. Please contact to the organizer for more details.

⑤ Other precautions

- If open flames are used or dangerous items are brought in without application, the demonstration may be canceled or the exhibits may be removed during the witness inspection of the fire department
- There is a limit to the number of dangerous items that can be brought in throughout the venue. In addition to bringing in the minimum necessary, in some cases, the organizer may ask for restrictions.
- In principle, we do not approve the use of candles, alcohol lamps, etc. as decorations.

⑥ Location of use

- Do not place any combustible materials within 15 cm of the side or back of the naked flame generating device, or within 100cm above it. If some material cannot avoid being placed within 15 cm of the device, that area must be isolated with a special fire-retardant material.
- Install safety devices that help extinguish the flame and prevent tipping during earthquakes.
- Install safety devices that automatically shut off gas sources of flame during an earthquake, and install gas leak alarms.

⑦ Safety Measures

- Please take measures such as monitoring manager and inspection after use by a fire prevention.
- Take measures to allow the user to easily stop the use of open flames.
- Always keep ABC extinguishers (type 10 or above) ready at hand.
- For items that scatter sparks, use non-combustible materials and take anti-scattering devices.
- When using liquid fuel, use the absolute minimum necessary. No refilling while the exhibition is in progress.
- Implement safety measures to reduce the risk of fire damage or personal injury due to naked flame.

3-7 Naked Flame and Hazardous Materials

■ Contact

CUBE CREATE Co., Ltd. Contact: Mori
TEL: +81-3-3537-8810 E-mail: tenji-2@cube-ct.co.jp

■ Submitting application for use of naked flame

- ① In principle, the use of fire or the bringing of hazardous materials in the exhibition hall is prohibited in accordance with fire laws and regulations. However, they may be used only when particularly necessary and with permission from the chief of the Fukagawa Fire Authorities. Please apply using the **Form No.5 Fire • Hydrogen and Hazardous Materials Usage Application Form**.
- ② **Regarding alcohol for hand disinfection, please bring in less than 60% concentration due to the quantity brought into the venue.** Please apply if you bring in a concentration of 60% or more for purposes other than disinfecting your hands. Regarding the bringing of alcohol-based hand sanitizers with a concentration of 60% or higher, please refer to page 33 for more information.
- ③ Please be aware that local fire authorities may conduct spot inspections during move-in and during the exhibition itself. If exhibitors are found to be using unapproved hazardous materials, or to be in violation of fire regulations, or to have unfinished installations, they may be required to tear down such installations. When applying for a fire or hazardous materials exemption, you must supply a drawing showing the usage and storage locations of all these materials along with the location of fire extinguisher in the booth and catalogs for each material and/or equipment. Send all these materials by mail, to Cube Create Co., Ltd. by **September 6(Fri)**. **Please note that no acceptance will be accepted after the deadline.**

■ Actions require the permission

- ① Use of open flame
The tables and surroundings where the open flame is used must be covered with a noncombustible material other than the metal. Smoking is prohibited in the exhibition area.
- ② Bringing / storage / handling of dangerous materials
Dangerous materials represent the following items listed in the attached table of the Service Act. These items are prohibited to bring in the hall without permission on fire department.
 - Type 4th
 - Class I petroleum (gasoline, lacquer, thinner)
 - Alcohols (relative of methanol and ethanol alcohol concentration 60% and over)
 - Class II petroleum (Kerosene, Hight oil)
 - Class III petroleum (relative of heavy oil and glycerin)
 - Class IV petroleum (relative of gear oil and machine oil)
 - Animal oil, vegetable oil (lard, relative of canola oil)
 - Relative of high pressure gas
 - Hydrogen, acetylene, butane and ammonia etc.
 - Designated combustibles : relative of cotton, relative of flammable liquids etc.
 - Others : matches, gun powders, incense stick, candle.

※ **This applies to items that bring in stored hydrogen (gas cylinders and hydrogen storage alloys).**
For details, please refer to the "Application Guidelines for Handling and Storage of Hydrogen to be brought in" on the next page.
(Eligible products, cartridge cylinders, fuel cell vehicles, hydrogen storage tanks, etc.)

※ **Lithium-ion batteries built in Segway, Delon and so on also have to submit the form.**

■ Precautions for application and construction

- ① Equipments which consume a large quantity of energy are not allowed.
- ② Use non-combustible piping for pipes for dangerous materials, and secure the container and piping securely.
- ③ Ensure a safe distance for fire prevention personnel between dangerous materials and fire, or provide an effective fire protection shield.
- ④ If sparks are generated during the work at the time of move-in and move-out day, be prepared to extinguish the fire and have a staff member stationed there. Smoking is prohibited in the exhibition area.
- ⑤ When displaying dangerous goods that are not used in the demonstration, change the contents of the container (for example, change to colored water).
- ⑥ Please note that alcohol for machine cleaning is considered as dangerous materials.

Application Guidelines for Handling and Storage of Hydrogen to be brought in

As a general rule, the bringing and storage of hydrogen into the exhibition hall and the demonstration of products using hydrogen are prohibited.

In order to obtain an application from the fire department, it is necessary to submit the appropriate application documents and prove that certain conditions are met at the fire department inspection.

Please read the following notes and submit the Form No.5 "Fire and Hazardous Materials Usage Application Form " and the required documentation.

※If you are in doubt, please be sure to consult with Cube Create Co., Ltd.

※Please note that in case of no notification or violation of fire laws and regulations, you may be ordered to demolish the building during the construction and fire inspection during the exhibition.

■ Requirements for hydrogen carry-in storage and handling

- Hydrogen may only be brought into the venue for a minimum amount of use per day. Refilling during the event hours is not allowed.
- Please make sure to have a person in charge of safety control stationed at your booth during the delivery and during the exhibition period for storage and management.
- Demonstrations are limited to products that have been approved in Japan.
- The screening will be conducted strictly in accordance with the Flame Prevention Ordinance.
- If the required documents are not submitted, the application may not be approved and the demonstration may not be allowed.
- Fire extinguishers must be provided.

■ Application Process

- ① Please submit the Form No.5 "Fire • Hydrogen and Hazardous Materials Usage Application Form " by E-mail by the due date.
- ② Cube Create Co., Ltd. will send you a checklist of documents required for firefighting submittal, so please prepare all the documents listed.
 - ※Please allow sufficient time for your schedule due to the large number of documents to be submitted.
 - ※If you have any questions, please contact Cube Create Co., Ltd.
- ③ Please prepare all the necessary documents and send them to Cube Create Co., Ltd.
 - ※After Cube Create Co., Ltd. submits the documents to the fire department, the fire department may request additional documents depending on the contents.
- ④ Permission will be granted after a fire inspection is conducted on the site on move-in day.
 - ※If the content of the exhibition differs from the prior instructions, no permission will be granted.

※Due to guidance from the Fire Department, the deadline for submission has been earlier than in previous years. If the documents are not submitted by the deadline, the demonstration will not be approved. Please be sure to submit your documents well in advance of the deadline.

※If you do not hear from us within one week after submitting your application, please contact Cube Create Co., Ltd. for confirmation, as your application may not have been received for some reason.

Sanitizers that contain less than 60% alcohol are not considered hazardous materials and may therefore be brought into the Hall in accordance with the regulations for fire prevention. Furthermore, sanitizers that contain 60% alcohol or more may be brought into the Exhibition Hall without prior application since that **does not constitute a prohibited action (bringing in hazardous materials) as long as such sanitizers meet all of the following conditions.**




◆Hand disinfection does not constitute a prohibited action (bringing in hazardous materials) as long as such sanitizers meet all of the following conditions if you bring into the exhibition hall.

[Conditions under which the use of alcohol is not considered a prohibited action]

- ① The alcohol is meant to be used for sanitizing hands in everyday life (the alcohol is meant for ordinary use and is brought into the venue for the purposes of hand sanitizing).
- ② The maximum capacity of each container must not exceed 500 ml.
- ③ Each container must include information about its volume, components, and other characteristics.

※Please keep in mind that by using additional containers for replacing or replenishing the alcohol, you will exceed the minimum necessary amount of alcohol to be brought into the venue, which constitutes a prohibited action.

◆Case examples

	Case 1 Bringing in and using one alcohol spray bottle (with the capacity not exceeding 500ml)	➡	Not considered a prohibited action
	Case 2 Bringing in and using multiple alcohol spray bottles (with the capacity not exceeding 500ml)	➡	Not considered a prohibited action (※Please note that the minimum necessary amount is allowed to bring.)
	Case 3 Bringing in and using one alcohol spray bottle (with the capacity exceeding 500ml)	➡	Considered a prohibited action

◆Additional containers for replacing or replenishing the alcohol

	Case 4 Bringing in additional alcohol for refilling (including containers whose capacity does not exceed 500ml)	➡	Considered a prohibited action
---	---	---	---------------------------------------

※Important point

Sanitizers that contain less than 60% alcohol are not considered hazardous materials and may therefore be brought into the hall in accordance with the regulations for fire prevention.

Please be noted that if the total of all dangerous goods is 1/5 or more of the specified quantity and less than the specified quantity, regardless of whether the prohibited acts are applicable or not, it will be a small amount of dangerous goods.

3-8 Food or Drink Tasting

■ Important notes

- ※ An application must be made to the Public Health center in advance if exhibitor request to offer food or drinks for tasting. The exhibitor must contact Cube Create Co., Ltd and submit Form No.6 Tasting of Foods and Beverage Application Form. Note that food or drink tasting may not be offered to visitors if appropriate notification has not been made.
- ※ Inspections will be conducted during the event period by the Koto Public Health Centre, the institution with jurisdiction over this event. If it is determined by these inspections that methods of the provision have insufficient consideration for sanitation, or that there are any inadequacies in equipment, the organizer will request exhibitors to take any required measures to resolve such issues. Note that if such requests are not appropriately responded to, exhibitors may be instructed to discontinue the applicable food or drink tasting.

Contact about tasting of foods and beverage	Cube Create Co., Ltd. Mori TEL : +81-3-3537-8810 E-mail : tenji-2@cube-ct.co.jp
For details regarding to tasting of foods and beverage	Koto Public Health Center, Daiichi-kakari Tokyo Big Sight Division TEL : +81-3-3647-5882

■ Acts that require permission

Tasting service	
Cooking action	Heating foods and beverage by hot plate, oven, etc. and putting foods on dish and so on.
Processing action	Cutting by kitchen knife or scissors and dishing out food by using tableware such as spoons and dishes

Tasting service	Required facility	Example
For tasting involving cooking and processing	Hand wash, Disinfectant apparatus, double-basin kitchen sink	Boil vegetables, then seasoning and provide
For tasting that is provided only by processing without cooking	Hand wash, Disinfectant apparatus, one tiered sink	Tasting soup out of a container, then heating in a pan and provide
For tasting without cooking or processing	Hand wash, Disinfectant apparatus	Take the dried foods out of the container into a disposable container and let them taste it with a toothpick, etc.

■ Facility

- Preparation sink: Fully equipped with water supply and drainage, at least 45cm x 36cm
- Hand washing sink: Fully equipped with water supply and drainage, at least 36cm x 28cm
- Disinfectant apparatus: Shall contain antiseptic solution for washing hands and fingers, such as invert soap

- ※ If you would like to order hand washing sink, disinfectant apparatus and so on, please contact to Katsushika Reiki Center (TEL: +81-3-5242-1711)
- ※ Combined use of the preparation sink and hand washing sink is not admitted.

- If you would like to use the shared sink, please apply with Form No.14.
- As a precaution when handling food and drink, please wear a mask and thoroughly clean and disinfect your hands.
- Tableware such as dishes and cups must be disposable ones and offer them individual. Please implement hygiene control for cooking or provide with disposable gloves, alcohol antiseptic spray and so on.
- ※ Alcohol-based sanitizer and so on will be treated as a hazardous materials, so please submit Form No.5.

Please contact to Cube Create Co., Ltd if you do food and beverage tasting during the exhibition.

■ Demonstration notes

If you anticipate the occurrence of "loud noise" or "strong odor" due to demonstrations, etc., please contact the organizer in advance.

If the organizer determines that it is inconvenient from the standpoint of exhibition management, organizer will ask that the demonstration may be canceled.

1. Hazard prevention device

Exhibitors accompanied by demonstrations should always keep safety in mind, pay particular attention to fire, and take all possible measures to prevent danger to people or property.

When using a flyer or a control, be sure to fix the table on which the equipment is placed to the wall or floor to prevent it from tipping over. Please be noted that use is not permitted if it is not fixed.

2. Damage compensation associated with the demonstration

Exhibitors are responsible for resolving compensation for damage to people or property during the demonstration.

3. Prohibition of bringing in gas boiler

Heavy oil and gas boilers cannot be brought into the hall for demonstration.

4. Consideration for the demonstration

Please be careful not to inconvenience other exhibitors and visitors regarding the intensity of sound, light heat, dust, gas, high frequency, ultrasonic waves, smoke, odor, etc. generated by the demonstration.

5. Disposal of waste oil

It is strictly forbidden to throw waste oil into the drainage ditch in the venue. Exhibitors are responsible for taking them out of the venue and disposing of them.

6. Maintenance and inspection of electric trunk line equipment

Even not the opening hours, organizer may look around the electric distribution panel and power switch in the booth for maintenance and inspection, so please keep the area around them without locking.

7. Garbage disposal

Please visit the show management office at the venue if you want your garbage collected during the show period (JPY5,000 (included local tax) for 3 days). Exhibitors who apply will receive a garbage collection sticker in exchange for cash. Place the sticker on your trash bags and leave them in the aisle for the cleaning staff to collect.

※Please prepare your trash bags.

※Trash without a sticker or left inside the booth will generally not be collected.

※We cannot dispose of large items and booth materials. Please take them with you.

※Any cardboard or packaging material larger than 100cm on any side will be considered leftover material if left behind.

※If uncollectable materials are left at the venue on Moving-out day, you will be charged a disposal fee of JPY50,000 (NOT include tax) per sqm.



8. Only packaged food items that can be stored for a long period at room temperature may be sold in the booth.

A business license is required for the sale of small portions of beverages.

■ Please apply for the construction and equipment required for tasting food and beverage from the following.

About tasting food and beverage

Cube Create Co., Ltd.
Mori
TEL : +81-3-3537-8810
E-Mail : tenji-2@cube-ct.co.jp

About electrical work

IIDA Electrical Works Co., Ltd.
Fujimoto / Nakamura
TEL : +81-3-3521-3522
E-mail : iloj2024@iidae.co.jp

About Water and Gas

Fukudo Kogyo Co., Ltd.
Ishikawa
TEL : +81-3-3638-0730
E-Mail : m.ishikawa@fukudo.co.jp

About cleaning

Big Sight Services Corporation
Onojima / Ishii
TEL : +81-3-5530-1290
E-mail : onojima@bigsight-services.com

■ Temporary internet connection (Telephone, FAX, Shared internet connection and High-speed internet connection)

Your pocket WIFI or mobile phone tethering may not be able to connect or may be interrupted.
If you need a communication line for product demonstrations or PC equipment, we recommend that you apply for the communication line in below.

① **High-speed internet connection service (Provider connection: 100 Mbps).....JPY120,000 (NOT include tax) /line • exhibition period**

This service is a service that connects to the optical line service provided by NTT East and provides a high-speed, always-on Internet connection. This service includes advance consultants, cable wiring to booths, wiring tests, setting of connected devices provided by Tokyo Big Sight, and troubleshooting related to these.

[Items included in the high-speed internet connection]

- Prior consultation
- Cable wiring and termination up to the booth or installation of our routers.
- Line testing
- Setting of connection devices supplied by Tokyo Big Sight
- Handling of malfunctions and consultation

[Items not included in the high-speed internet connection] (but available through secondary services)

- Setting of your router
- Wiring in your booth and connection to your PC
- Setting and management of devices from your server that are brought in by you
- Handling of malfunctions and consultation pertaining to the above items

② **Shared internet connection service (In-house LAN connection: 100 Mbps).....JPY65,000 (NOT include tax) /line • exhibition period**

The shared internet connection service provides the 1 Gbps internet through the permanent LAN installed in-house. This service requires using our dedicated router to connect in-house LAN. This service is included in prior consultation, dedicated router and cable wiring up to the booth, line testing, setting of connection devices supplied by Tokyo Big Sight and handling of malfunctions and consultation.

③ **Secondary services.....Estimated separately (Please contact to the organizer)**

These services provided everything from technical consultation on the network environment in your booth to rental, construction, and maintenance of communications equipment. Wiring and construction within your booth, rental of hubs, setting of devices, and other services are offered at Tokyo Big Sight if you wish to connect several PCs to a single line for Internet use, connect to a LAN, etc. They include everything up to connection of your own PC to the Internet. Please contact us for the provision of fixed IP.

④ **Analog lines with telephone/without telephoneJPY15,000 (NOT include tax) /line • exhibition period**

Includes call charges of JPY2,776 (NOT include tax). Excessive call charges will be charged separately.
No refund will be given if the amount is less than JPY2,776 (NOT include tax).

Please apply the Form No.12 " Temporary Internet Connection Application Form" by Email.

[Contact]

Big Sight Services Corporation – In House Communication Line Service Desk.
TEL: +81-3-5530-1107
E-Mail: tsushin@tokyo-bigsight.co.jp

4 Other Services

■ About Part-time staffing

If you would like to dispatch a part-time staff at your own booth reception desk or English staff during the exhibition period, please fill out **Form No.15 “Part-time Staffing Application Form”** and apply to the following.

<p style="text-align: center;">[Contact] Highest Crew Contact: Ishino / Fujita TEL: +81-43-400-3149 E-mail: y.ishino@highest-crew.co.jp</p>
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① Price List

Business content		Price / A Day (NOT include tax)
Attend staff	Reception, product sampling and Ancillary business	JPY22,000 / A Day
Staff with English skills	Communicate with visitors in English	JPY30,000 / A Day
Narrator	Narration of products based on manuscripts	JPY45,000 ~ / A Day

- ※ The above fee is for working hours from 10am to 5pm, including breaks, lunch, and transportation expenses.
- ※ Except for the meeting time (30 minutes before the work start), if the working hours are extended, an extension fee will be charged separately. Furthermore, please adjust the break time based on your work, with a basic duration of 90 to 120 minutes.
- ※ For the rehearsal and training on the previous day, we will charge half of above fee every half day (within 4 hours).

② Cancellation fee

From 14 to 8 days before the provision of the staffing service	30% of contract fee
From 7 to 4 days before the provision of the staffing service	50% of contract fee
From 3 days before the provision of the staffing service	100% of contract fee
Only the narrator will be 100% of the contract fee upon the decision to accept the order.	

■ Cleaning in the booth

This service will clean the booth on move-in day and during the exhibition period. This service will clean the paper scraps and dust generated during preparation with a vacuum cleaner and wipe with a mop. Please contact the following for application for cleaning the booth.

<p style="text-align: center;">[Contact] Big Sight Services Corporation Onojima / Ishii TEL: +81-3-5530-1290 E-mail: onojima@bigsight-services.com</p>
--

- Fee: JPY2,400 (NOT include tax) / booth for 3days
- Cleaning can only be done by vacuuming the floor or wiping with a mop.
Exhibition stands, showcases, exhibits, etc. are not included in the above price.
- ※Please contact above contact if you need additional cleaning service. (Additional fee might be applied)
- We also accept collection and transportation of residual materials due to construction removal, so please contact us in advance. (Additional fee might be applied)
- Cleaning will be carried out for 3days: October 15(Tue) [evening on move-in day], October 16(Wed), and October 17(Fri).

Applications Forms Checklist

The following checklist covers the schedule of deadline the form. Please be careful for the deadline.

1. Please submit the forms through Email to the contact company in below.
2. ALL exhibitors are required to submit, if you see the form name with ☐ box .
3. There is no need to submit an application that does not apply

Deadline	No.	Form Name	Contact	Check List
September 6(Fri)	1	Contractor Company Registration Application Form	Cube Create Co.,Ltd.	
September 6(Fri)	2	Trunk Line Construction Application Form	IIDA Electrical Works Co., Ltd.	
September 6(Fri)	3	Lighting and Outlet Application Form	IIDA Electrical Works Co., Ltd.	
September 6(Fri)	4	Water Supply and Drainage, Compressed Air and Gas Application Form	Fukudo Kogyo Co.,Ltd.	
September 6(Fri)	5	Fire-Hydrogen and Hazardous Materials Usage Application Form	Cube Create Co.,Ltd.	
September 6(Fri)	6	Tasting of Foods and Beverage Application Form	Cube Create Co.,Ltd.	
September 6(Fri)	7	Shell Scheme Package Application Form [A・B・C plan]	Cube Create Co.,Ltd.	
September 6(Fri)	8	Shell Scheme Package Application Form [D plan]	Cube Create Co.,Ltd.	
September 6(Fri)	9	Shell Scheme Package Corner Booth Application Form [A・B・C plan]	Cube Create Co.,Ltd.	
September 6(Fri)	10	Additional Booth Decoration Furnishings Application Form	Cube Create Co.,Ltd.	
September 6(Fri)	11	Rental Furnishing Application Form	Cube Create Co.,Ltd.	
September 13(Fri)	12	Temporary Internet Connection Application Form	Organizer	
September 20(Fri)	13	Floor Work Application Form	Cube Create Co.,Ltd.	
September 20(Fri)	14	Shared Sink Application Form	Organizer	
October 4(Fri)	15	Part-time Staffing Application Form	Highest Crew	

Contractor Company Registration Application Form **Mandatory**

Contact	Cube Create Co.,Ltd. Miyagi / Mori	E-mail : tenji-1@cube-ct.co.jp
	TEL : 81-3537-8810	Deadline : September 6(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

■ Please check following that applied for booth construction.

☐ **Order Shell Scheme Package Plan**

※ Please submit Form. 7 or 8 and 9 (corner booth exhibitors only) as well.

☐ **Arrange own construction company**

※ Please fill out a ~ e.

※ Space ONLY. MUST place panels at each adjoining sided with neighboring exhibitors.

Please be sure to submit the floor plan and 3D drawing with dimensions by September 6(Fri).

➔ a. Construction Company

Please fill out the following section your construction company information.

Construction Company Name			
Contact Person			
Address			
TEL		FAX	
Cellphone Number			
E-mail			

※ Please be sure to manage the information each company so that you can contact your staff and cooperate companies' staff.

➔ b. Height of Panel Hall (separation from adjacent booth) (m)

※ If the height is different from the adjacent booth, a wallpaper is required on the back side.

➔ c. Ceiling / Blackout work ※ Please check

☐ **Yes** ⇒ *Please submit the floor plan and 3D drawing with dimensions.

※ Please check Page 16-⑨

☐ **No**

➔ d. Balloon ※ Please check (Only the exhibitors with more than 4 booths)

☐ **Yes** ⇒ *Please submit the floor plan and 3D drawing with dimensions.

※ Please check Page 16-⑤

☐ **No**

➔ e. Wall surfaces and structures (exhibition products and decoration) exceeding height restriction

☐ **Yes** ⇒ *Please submit the floor plan and 3D drawing with dimensions.

※ Please check Page 15-②

☐ **No**

Trunk Line Construction Application Form **Mandatory**

Contact	IIDA Electrical Works Co., Ltd. Fujimoto / Nakamura	E-mail : iloj2024@iidae.co.jp
	TEL : 81-3-3521-3522	Deadline : September 6(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

※ If the billing address is not the exhibitor, please fill in.

Company		Contact Person	
Address		TEL	

Please check following that applied for booth construction.

- ☐ Do not use electrical service
☐ Order Shell Scheme Package Plan ※ If you order additional, please submit Form No.3 as well.
☐ Order trunk line construction to IIDA Electrical Works Co., Ltd. ※ Please submit Form No.3 as well.
☐ Hire own construction company ※ Please fill out ② and ③

② Construction Company Name

Booth Decoration Constructor		Contact Person		TEL	
Electrical Contractor		Contact Person		TEL	

③ Fill in the capacity (If you exceed the specified capacity of the Shell Scheme Package Plan, please only list the additional capacity.)

100V single phase	200V single phase	200V three phase
Kw	Kw	Kw

※ Please confirm the exact capacity before filling out the form. It is very difficult to increase the capacity at the venue.

	Please specify the position of the main switch or submit a both layout which indicates the position of the main switch	
Position	<div style="border: 1px solid black; padding: 5px; width: 150px; height: 50px; margin: 10px auto;">Neighboring exhibitor</div>	<div style="border: 1px solid black; padding: 5px; width: 150px; height: 50px; margin: 10px auto;">Neighboring exhibitor</div>
	↑ – Front of booth –	

- Please submit by the deadline even if the contents have not yet been finalized. Please submit it again as soon as it is finalized.
- Please attach a separate sheet if you are not able to fill out the layout in this form.
- Please fill out in the distribution board if you need 24-hour electric power transmission.
- The location of power supply in the venue cannot be changed by the convenience of the venue equipment.
- If you would like a quote, please contact IIDA Electrical Works Co., Ltd.

■ [Payment Method]

IIDA Electrical Works Co., Ltd. will issue an invoice before the show period. Please pay by payment due date.

Example

100V single phase	200V single phase	200V three phase
6.0kW	2.8kW	kW

	Please specify the position of the main switch or submit a both layout which indicates the position of the main switch	
Position	<div style="border: 1px solid black; padding: 5px; width: 150px; height: 50px; margin: 10px auto;">Neighboring exhibitor</div>	<div style="border: 1px solid black; padding: 5px; width: 150px; height: 50px; margin: 10px auto;">Neighboring exhibitor</div>
	↑ – Front of booth –	

Lighting and Outlet Application Form

Optional

Contact	IIDA Electrical Works Co., Ltd. Fujimoto / Nakamura	E-mail : iloj2024@iidae.co.jp
	TEL : 81-3-3521-3522	Deadline : September 6(Fri)

Please submit the forms through email

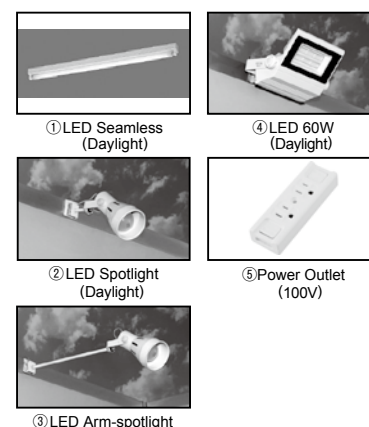
■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

■ We would like to apply for lease of the following lighting equipment.
The Shell Scheme Package Plan does not include lighting fixtures.
If you need lighting, please request it in advance. On-site additions of lighting may not be possible depending on the circumstances.

No.	Rental Product	Price (NOT include tax)	Qty.
①	LED Seamless (Daylight color)	JPY3,000	
②	LED Spotlight (Daylight color)	JPY4,000	
③	LED Arm-spotlight (Daylight color)	JPY4,500	
④	LED 60W (Daylight color)	JPY15,000	
⑤	Power Outlet(100V)	JPY3,000	



※ Please indicate the total power consumption of the devices to be used for each outlet.
Be sure to indicate the outlet capacity on the layout diagram below.

Rental Product	Price (NOT include tax)	Qty.	Total (W)
200 Outlet (Up to 2.2KW)	JPY6,500		W
200 Outlet (2.3KW~3.7KW)	JPY8,500		W
200 Outlet (3.8KW~5.5KW)	JPY9,500		W
200 Outlet (5.6KW~11.0KW)	JPY17,500		W
Total			W

※ When using a 200V outlet, be sure to send the shape of the outlet with a photo.

<p align="center">< Design Layout Overview ></p> <p align="center">Please fill out the location of breaker, spotlight and outlet(wattage as well) Backside of booth</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Neighboring exhibitor</div> <div style="flex-grow: 1; border: 1px solid black; position: relative;"> <div style="position: absolute; top: 0; right: 0; width: 50px; height: 50px; border: 1px solid black;"></div> </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Neighboring exhibitor</div> </div> <p align="center">Front of booth</p> </div>		<ul style="list-style-type: none"> LED Seamless(21W) LED spotlight(15W) LED arm-spotlight(15W) LED(60W) Breaker Outlet 200V outlet
--	--	--

※If the total capacity of 100V exceeds 1.5kw (1,500 W), a separate distribution board construction is required.
[Separate distribution board construction is JPY5,000 (Not include tax) up until first 3.0kw and subsequent cost is JPY2,000 (Not include tax) per 1.5kw in additional.]

※As for 200V construction, fee is different depending on the capacitance and the number of machine.

Please contact IIDA Electrical Works Co., Ltd.

・ We will charge you for main line installation and electricity usage for the total capacity of lighting and outlets.

[Payment Method]

IIDA Electrical Works Co., Ltd. will issue an invoice before the show period. Please pay by payment due date.

Water Supply and Drainage, Compressed Air and Gas Application Form Optional

Contact	FUKUDO KOGYO CO.,LTD. Ishikawa	E-mail : m.ishikawa@fukudo.co.jp
	TEL : 81-3-3638-0730	Deadline : September 6(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

■ If the billing address is not the exhibitor, please fill in.

Company Name			
Contact Person			
Address			
TEL		FAX	

■ Below is our application for water supply and drainage compressed air and gas

① Water Supply JPY80,000(NOT include tax)

※Including primary side piping construction fee and maintenance fee

Amount of water	m ² /Day
Water pipe diameter	13 · 20mm
Water drain pipe	40 · 50mm
Hot-water	Yes · No
24-hour water flow	Yes · No

② Drainage Compressed Air JPY80,000(NOT include tax)

※Including maintenance fee

Air pressure	kg/cm ²
Required flow rate	liter/min.

※In addition to the above, water usage fees apply to exhibitors who use running water (JPY880/m³, NOT include tax).

③ Construction range

☐ Only primary construction work up to the booth

☐ Indicate all devices to be connected

④ Gas Supply

Please contact FUKUDO KOGYO CO.,LTD. for a separate quote.

※ The amount of gas used is described for each hall, so we may ask you to adjusted.

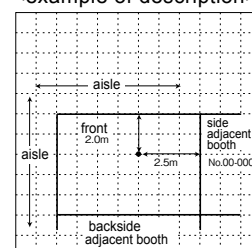
Gas	
Amount to use (Total)	kcal/h
Gas pipe size	20A 25A
Gas pressure	Low pressure only
Gas leak alarm (lease)	Yes · No (Bringing)

Machine name or machine model number	Number of machines	Use kcal/h

※ Please submit 2 copies of the demonstration equipment catalog.

Design drawing with specifications.
※ Please fill out the neighboring booth as well

<example of description>



■ [Payment Method]

Fukudo Kogyo Co., Ltd. will issue an invoice before the show period. Please pay by payment due date.

Fire • Hydrogen and Hazardous Materials Usage Application Form

Optional

Contact	Cube Create Co.,Ltd. Mori	E-mail : tenji-2@cube-ct.co.jp
	TEL : 81-3537-8810	Deadline : September 6(Fri)

Please submit the forms through email

■ **Company Information**

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

■ **CAUTION**

- ① Bringing in and storing in the venue is limited to the minimum daily usage fee.
- ② An ABC fire extinguisher (type 10) must be installed in a booth.
- ③ Please submit copies of an installation floor plan, a catalogue, and a material safety data sheet (MSDS).

Fire marshal ()

■ **Below is out application for use of a naked flame, bringing in and installing hazardous items.**

Naked flame				Hazardous items			
No.	Item type	Number of units	kw/h	Item type	Number of units	ml	Type of container
Example				Ethanol(for disinfection)	1	500ml	PET
1							
2							
3							
4							
5							
6							
7							

※If you use naked flame, please specify the protection method.

Tasting of Foods and Beverage Application Form Optional

Contact	Cube Create Co.,Ltd. Mori	E-mail : tenji-2@cube-ct.co.jp
	TEL : 81-3537-8810	Deadline : September 6(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

If you wish to tasting of food and beverage, you need to apply for water, gas, electricity, etc. Due to the water and gas piping at the venue, the booth position cannot be determined unless it is confirmed whether or not it is used, so please submit it by the due date.

Tasting and Sampling Activity Details : Please provide information on what and how you will be offering.

1.Tasting items (Exclude tea service related to negotiations.)

Item	Cooking method	Handling quantity / day
	Heating (Y/N), Processing [cut etc.] (Y/N)	
	Heating (Y/N), Processing [cut etc.] (Y/N)	
	Heating (Y/N), Processing [cut etc.] (Y/N)	
	Heating (Y/N), Processing [cut etc.] (Y/N)	
	Heating (Y/N), Processing [cut etc.] (Y/N)	

2.Facility and equipment

Facility	Freezing and refrigerating equipment () Hand-wash,Disinfectant apparatus,Storage of plates,Sink ()		
	Use of shared cooking area		
	Others ()		
Cookware	Cutting board,Kitchen knife,Others ()	Plates	Disposal plates Others()

3. Sales of foods/beverage

Item	Handling quantity / day	Individually packaged	Can be stored at room temperature	Long-term storage possible
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Shell Scheme Package Application Form [A・B・C plan] Optional

Contact	Cube Create Co.,Ltd. Miyagi / Mori	E-mail : tenji-1@cube-ct.co.jp
	TEL : 81-3-3537-8810	Deadline : September 6(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

■ Shell Scheme Package Plan

Plan Type	Plan	JPY
-----------	------	-----

■ [A Plan] Company Name Board

※ Logo and font selection will be extra charged. The letter is in Gothic black letters.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

※ The company name board can contain up to 40 letters.

※ If you would like to put the logo in the company name board, we will charge JPY 12,000 (NOT include tax).

※ If you order Shell Scheme Package B or C plan, you have to submit the data. Please outline and send us the illustrator data. If you would like to request for the design, you will be charged additional fee.

■ Please choose color for panel wall and carpet from the color sample on Page 21.

※ If you request an optional color, regardless of the number of booths, there will be an additional fee of JPY10,000 each (NOT include tax).

※ If you prefer the standard color, please indicate it with a ○ the desired color. If you wish for an optional color, please specify the color you prefer.

Panel Wall color	Standard color (White・Black・Blue) Optional color ()
Carpet color	Standard color (Red・Orange・Blue・Green・Marbling Gray・Black) Optional color ()

※ If you want 2 or 3 colors or other color for carpets, please feel free to contact Cube Create Co.,Ltd. We will quote separately.

If you order Shell Scheme Package Plan and do not submit this form, organizer will prepare as follow;

- ・ Company Name Board: Company name which you register in the application form
- ・ Panel Wall: White
- ・ Carpet: Gray

■ [Payment Method]

The organizer will issue an invoice before the show period. **Invoice will be issued starting 2 weeks before the show period.** Please pay by payment due date.

Shell Scheme Package Application Form [D plan] Optional

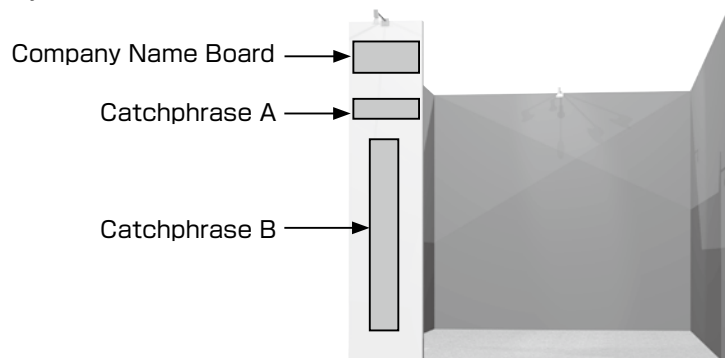
Contact	Cube Create Co.,Ltd. Miyagi / Mori	E-mail : tenji-1@cube-ct.co.jp
	TEL : 81-3-3537-8810	Deadline : September 6(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.



■ Company Name Board ※ Up to 20 letters. The letter is in Gothic black letters.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

■ Catchphrase A ※ Up to 20 letters. The letter is in Gothic black letters.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

■ Catchphrase B ※ Up to 40 letters. The letter is in Gothic black letters.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

※ Additional letter will be charge JPY 800 (NOT include tax) per letter.

※ If you would like to put the logo or select font in the company name board, we will charge JPY 12,000 (NOT include tax). Basically, the letter is in Gothic black letters.

■ Please choose color for panel wall and carpet from the color sample on Page 21.

※ If you request an optional color, regardless of the number of booths, there will be an additional fee of JPY10,000 each (NOT include tax).

※ If you prefer the standard color, please indicate it with a ○ the desired color. If you wish for an optional color, please specify the color you prefer.

Panel Wall color	Standard color (White · Black · Blue) Optional color ()
Carpet color	Standard color (Red · Orange · Blue · Green · Marbling Gray · Black) Optional color ()

※ If you want 2 or 3 colors or other color for carpets, please feel free to contact Cube Create Co.,Ltd. We will quote separately.

If you order Shell Scheme Package Plan and do not submit this form, organizer will prepare as follow;

- Company Name Board: Company name which you register in the application form
- Panel Wall: White · Carpet: Gray

■ [Payment Method]

The organizer will issue an invoice before the show period. **Invoice will be issued starting 2 weeks before the show period.** Please pay by payment due date.

Shell Scheme Package Corner Booth Application Form [A・B・C plan]

Optional

Contact	Cube Create Co.,Ltd. Miyagi / Mori	E-mail : tenji-1@cube-ct.co.jp
	TEL : 81-3-3537-8810	Deadline : September 6(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

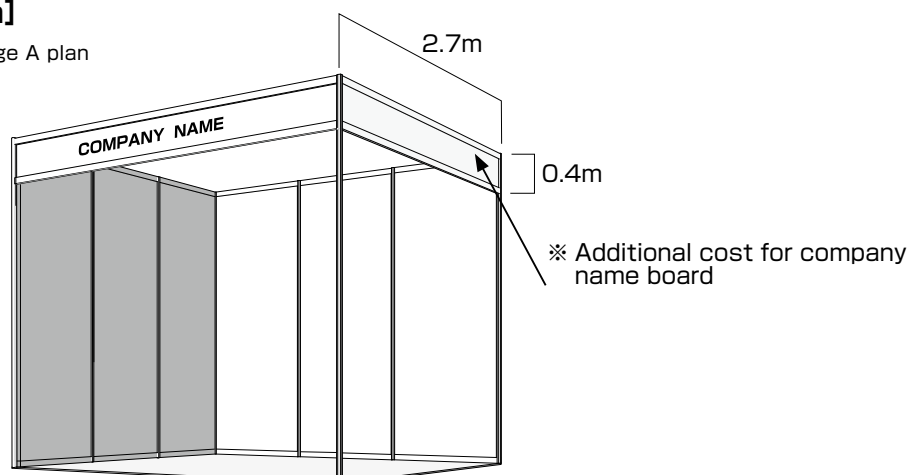
※ If you do not know your booth number, leave the column blank.

Exhibitors who order Shell Scheme Package A, B or C plan with corner booth have to submit this form and Form No.7.

The place facing the basic passage surface (the part without adjacent booths) is the opening part without the panel wall surface. The opening part has a parapet of 400mm in height (Shell Scheme Package A and B plan only). Exhibitors who want to build a panel wall in the opening part can build a wall up to 2/3 of the length facing the aisle.

[Image of corner booth]

※ Image of Shell Scheme Package A plan



■ Application for corner booth specifications

① [Panel Wall] (Free) ※ Basically, there is no wall.

☐ No need wall ☐ Request 1m wall ☐ Request 1.7m wall

② [Additional Company Name Board] (Additional cost)

- ※ We will charge JPY 15,000 (NOT include tax) for the additional company name board. Up to 40 letters.
- ※ If you would like to put the logo in the company name board, we will charge JPY 12,000 (NOT include tax).
- ※ The letter is in Gothic letters.
- ※ Please be noted that exhibitors who order to have a wall surface of 1.7m cannot enter the company name board due to space limitations.

* Additional Charge Company Name Board

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

■ [Payment Method]

The organizer will issue an invoice before the show period. **Invoice will be issued starting 2 weeks before the show period.** Please pay by payment due date.

Additional Booth Decoration Furnishings Application Form Optional

Contact Cube Create Co.,Ltd. Miyagi / Mori E-mail : **tenji-1@cube-ct.co.jp**
 TEL : 81-3537-8810 Deadline : **September 6(Fri)**

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

Please see page 26 for a reference image.

This optional service is not only for exhibitors who order shell scheme package plan, its available for exhibitors who use your own constructor. We can prepare furniture and equipment that is not on the list, so please feel free to contact Cube Create Co., Ltd.

15% of the total order amount will be added as a "transportation fee" to cover the cost of transporting the rental furniture.

■ Additional Booth Decoration Furnishings Application Form ※ Size: mm, NOT included tax

No	Rental Product	Price	Qty.	Total
1	Display stand (with storage) W1000 × D500 × H750	JPY15,000		
	Display stand (with storage) W1000 × D500 × H1000	JPY15,000		
2	Display stand (with storage) W1000 × D1000 × H750	JPY17,000		
	Display stand (with storage) W1000 × D1000 × H1000	JPY17,000		
3	Stepped display stand W1000 × D500 × H750 ~ 1000 (※ H1000 is only available)	JPY20,000		
4	Tilted display shelf W1000 × D300 (3 shelf is set)	JPY12,000		
5	1/4 R Display stand (W500 × 500) R × H750	JPY10,000		
	1/4 R Display stand (W500 × 500) R × H1000	JPY10,000		
6	Display stand 1000 × 300	JPY2,500		
	Display stand 700 × 300	JPY2,500		
7	Mesh panel W900 × H900	JPY5,000		
	100mm Hook	JPY160		
	150mm Hook	JPY160		
	200mm Hook	JPY240		
8	Panel (White) W700 × H2700 (※ If you order Shell Scheme Package Plan, we will prepare same color as wall.)	JPY7,000		
	Panel (White) W1000 × H2700 (※ If you order Shell Scheme Package Plan, we will prepare same color as wall.)	JPY8,000		
9	Accordion Door W700 × H2700	JPY15,000		
	Accordion Door W1000 × H2700	JPY15,000		

■ Note

If you would like to change the color, height and so on, please fill out in below or send the booth design. The additional fee may be applied. Please be noted.

For items 4, 6, 7, 8, and 9, we need the positioning and height details. Please provide this information here or contact us separately.

■ [Payment Method]

The organizer will issue an invoice before the show period. **Invoice will be issued starting 2 weeks before the show period.** Please pay by payment due date.

Rental Furnishings Application Form

Optional

Contact	Cube Create Co.,Ltd. Miyagi / Mori	E-mail : tenji-1@cube-ct.co.jp
	TEL : 81-3537-8810	Deadline : September 6(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

15% of the total order amount will be added as a "transportation fee" to cover the cost of transporting the rental furniture.

■ If you would like to order, please fill out this form and send back to the contact in above.

※ We can prepare furniture and equipment that is not on the list, so please feel free to contact Cube Create Co., Ltd

※ Size: mm, **NOT included tax**

No	Rental Product	Price	Qty.	Total	No	Rental Product	Price	Qty.	Total
1	Meeting table Set T W800 × D450 × H600 C W450 × D550 × SH350	JPY10,500			25	Steel Shelf W900 × D450 × H1800	JPY6,600		
2	Meeting table Set T W1100 × D600 × H600 C W435 × D470 × SH430	JPY17,700			26	Display Case W1500 × D600 × H920	JPY16,500		
3	Meeting table Set	JPY28,500			27	Display Case W1800 × D600 × H920	JPY20,500		
4	Foldable Chair SH430	JPY840			28	Plant(Large)	JPY5,000		
5	Round Table φ 900 × H600	JPY4,200			29	Plant(Medium)	JPY4,000		
6	Round Table φ 600 × H600	JPY4,200			30	Plant(Small)	JPY3,000		
7	Unit Counter W1200 × D600 × H940	JPY10,500			31	Carpet for 1 booth (3m x 2.7m)	JPY21,500		
8	Unit Counter W1600 × D700 × H700	JPY12,500			32	Panel Partition W900 × H2100	JPY12,500		
9	Unit Counter W1800 × D700 × H800	JPY16,500			33	20inch LCD Monitor *It can be place on table top. *Parts for wall hanging will additionally cost.	JPY42,500		
10	Unit Counter W1800 × D700 × H940	JPY16,500			34	32inch LCD Monitor *It can be place on table top. *Parts for wall hanging will additionally cost.	JPY90,500		
11	Counter Table φ 600 × H1000 (Top: Wood grain)	JPY8,200			35	40inch LCD Monitor *It can be place on table top. *Parts for wall hanging will additionally cost.	JPY121,000		
12	Counter Table φ 600 × H1000 (Top: Black)	JPY7,000			36	45inch LCD Monitor *It can be place on table top. *Parts for wall hanging will additionally cost.	JPY127,000		
13	Counter Chair SH500	JPY3,400			37	DVD Player	JPY12,500		
14	Counter Chair SH600	JPY3,400			38	Sound System(Small) (2SP, 1AMP, 1 Microphone)	JPY36,500		
15	Counter Chair SH700	JPY3,400			39	Cabled Microphone(Hand, Headset)	JPY9,200		
16	Stacking Chair SH425	JPY2,600			40	Hanger beam	JPY3,200		
17	Meeting Table W1800 × D600 × H730	JPY3,400			41	Trush Can 25ℓ W200 × D391 × H565	JPY1,800		
18	Meeting Table W1500 × D600 × H730	JPY3,400			42	Trush Can 32ℓ W390 × D260 × H577	JPY2,200		
19	Information Counter W900 × D450 × H800	JPY6,200			43	Fire Extinguisher	JPY4,200		
20	Information Counter W650 × D450 × H900	JPY10,500					Total		
21	Brochure Stand W250 × D550 × H1700 A4 12 shelves	JPY5,800			31	Please fill out the color if you order the carpet	Color		
22	Sign Stand H900 ~ 1800	JPY2,600							
23	White Cloth 2200 × 1000	JPY1,400							
24	Card Box	JPY1,800							

※ NOT included tax

■ [Payment Method]

The organizer will issue an invoice before the show period. **Invoice will be issued starting 2 weeks before the show period.** Please pay by payment due date.

Temporary Internet Connection Application Form Optional

Contact	Organizer	E-mail : office@tso-int.co.jp
	TEL : 81-3-5363-1701	Deadline : September 13(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

● If the billing address is not the exhibitor, please fill in.

Company			
Department			
Contact person			
Address			
TEL		FAX	
E-mail			

■ We apply for the temporary telephone line and internet connection during the exhibition period.

※ Exhibition period: October 15, 2024 (Tue) at 2pm ~ October 18, 2024 (Fri)

Type of line	Price (NOT include tax)	Number of lines
① High-speed internet connection service (Provider connection: 100 Mbps)	JPY 120,000	
② Shared internet connection service (In-house LAN connection: 100 Mbps)	JPY 65,000	
③ <input type="checkbox"/> Secondary services : Please check left box if you would like to order. Estimated separately (Please contact to the organizer)		
④ Analog lines with telephone/without telephone	JPY 15,000	

Specify where to put the line in your booth. Indicate ● for the installation location. ※ Please fill out the neighboring booth as well

Neighboring booth [Neighboring booth]
<input type="checkbox"/> See attachment <input type="checkbox"/> We do not confirm the location, so we will submit by		

■ [Payment Method]

The organizer will issue an invoice before the show period. **Invoice will be issued starting 2 weeks before the show period.** Please pay by payment due date.

Floor Work Application Form

Optional

Contact	Cube Create Co.,Ltd. Miyagi / Mori	E-mail : tenji-2@cube-ct.co.jp
	TEL : 81-3537-8810	Deadline : September 20(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

IMPORTANT

Exhibitors who wish to install anchor bolts for the purpose of installing machines for demonstrations, are required to apply to Cube Create Co., Ltd. for pre-approval.

① About Carpet

1. The carpet in the booth must be secured with double-faces tape.
2. Please remove the carpet and double-faces tape by own.

② About Anchor Bolt

1. If you need to install anchor bolts for installing machinery or demonstrations, you must submit this application along with a booth layout showing the anchor locations. There is also a floor restoration fee of JPY1,400 (NOT include tax) per anchor, which will be billed by Cube Create Co., Ltd. after the exhibition.
2. Installation Guidelines
Anchor bolts are restricted to strike anchors with a diameter of 16mm or less and shield depth of 60mm or less. It is prohibited that affixing of anchor bolts to pits or an area within 200mm of a pit edge. If these happen, Cube Create Co., Ltd. charge additional repair cost.
3. Anchor Bolt Removal
Anchor bolts should be cut using a sander or the like after the exhibition over, and restore to original state so that no protrusion is left on the floor. Do not hammer them in or use gas fusing. In case the floor is damaged upon removing anchor bolts and for other reasons, additional repair cost will be charged. (JPY15,000 (NOT included tax) per an anchor bolt.)
※ In case the floor is damaged upon removing anchor bolts and for other reasons, additional repair cost will be charged. (JPY15,000 (NOT included tax) per an anchor bolt.)

If there is any possibility to anchor bolt drilling, please submit the form. Cube Create Co., Ltd. only charge you the number of anchor bolts, so we recommend to apply more additional number of anchor bolts than expect. If you did not submit the form or submit after October 2 (Wed), the organizer will charge you JPY15,000 (NOT included tax) as violate terms of use or construction provisions.

Anchor bolts should be cut using a sander or the like after the exhibition over, and restore to original state so that no protrusion is left on the floor. Do not hammer them in or use gas fusing. In case the floor is damaged upon removing anchor bolts and for other reasons, additional repair cost will be charged JPY15,000 (NOT included tax) per an anchor bolt.

Please be noted that if you do not follow the rules, you will be charged an additional fee.

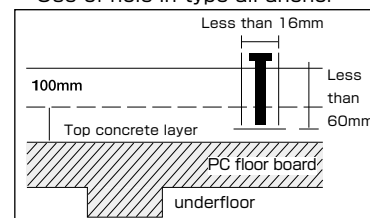
[Date:]

To: Tokyo Big Sight

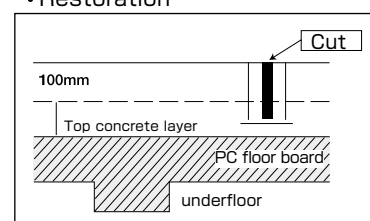
Please approve the application for floor work as follows. We attach a booth layout with the number and location of anchor bolts.

Contents of work	Anchor Bolt	mm	×
Period of work	July , 2024	-	July , 2024
Construction company name			
Construction TEL			
Contact person			

• Use of hole-in type all anchor



• Restoration



If the billing address is different from the exhibiting company, please contact Cube Create Co., Ltd.

Shared Sink Application Form

Optional

Contact	Organizer	E-mail : office@tso-int.co.jp
	TEL : 81-3-5363-1701	Deadline : September 20(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

■ If the billing address is not the exhibitor, please fill in.

Company			
Contact person			
Address			
TEL		FAX	
E-mail			

If you would like to use the shared sink, please be sure to submit this form.

※ Please be sure to refer to Page 36.



[Fee]

JPY60,000 (Water charge included, NOT included tax)

- ※ For exhibitors who have applied for a shared sink, we distribute user stickers starting from move-in day 2. Please come to the show management office to receive them. Kindly affix the user stickers to your exhibitor badge and present them when requested.
- ※ Entry to the shared sink room will be strictly denied for exhibitors who do not present user stickers.
- ※ When you put things to be sampled in different containers for tasting of food and beverage, be sure to do it at the shared sink, not in your own booth.
- ※ Please prepare sponges, detergents, etc. at each company. Gas and electricity cannot be used.

If you would like to apply, please Check below.

☐ We apply for the shared sink during the exhibition period.

※The location of shared sink will be fixed in consideration of booth location of exhibitors who applied the shared sink. Please use designated sink only.

■ [Payment Method]

The organizer will issue an invoice before the show period. Invoice will be issued starting 2 weeks before the show period. Please pay by payment due date.

Part-time Staffing Application Form

Optional

Contact	Highest Crew Ishino / Fujita	E-mail : y.ishino@highest-crew.co.jp
	TEL : 81-4-3400-3149	Deadline : October 4(Fri)

Please submit the forms through email

■ Company Information

Company Name		TEL		Booth No.(※)	
Contact Person		E-mail			

※ If you do not know your booth number, leave the column blank.

■ Apply for part-time staffing (※ Please check P.39 for more details)

Please fill out below and send back this form in above contact.

Please contact more details above contact.

Category	Business content (Please circle)	Price / A Day (NOT include tax)	Number of persons	Period	Total (NOT include tax)
Attend staff	Reception service · Sample distribution Collecting questionnaire · Assisting demonstration · Others	JPY22,000 / A Day			
Staff with English skills	Reception service · Sample distribution Collecting questionnaire · Assisting demonstration · Others	JPY30,000 / A Day			
Narrator	Narrator on stage · Narrator for demonstration	JPY45,000 ~ / A Day			

※ The above fee is for working hours from 10am to 5pm, including breaks, lunch, and transportation expenses.

※ Except for the meeting time (30 minutes before the work start), if the working hours are extended, an extension fee will be charged separately. Furthermore, please adjust the break time based on your work, with a basic duration of 90 to 120 minutes.

※ For the rehearsal and training on the previous day, we will charge half of above fee every half day (within 4 hours).

Cancellation fee

From 14 to 8 days before the provision of the staffing service	30% of contract fee
From 7 to 4 days before the provision of the staffing service	50% of contract fee
From 3 days before the provision of the staffing service	100% of contract fee
Only the narrator will be 100% of the contract fee upon the decision to accept the order.	

Clothes	Suite · Casual · Lending · Rental arrangements	※ If you would like to have a quotation for rental arrangement, please contact above contact.
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※ We will contact you within 3 business days after we received this form. If you do not get our reply within 3 business, please contact to above contact again.

■ [Payment Method]

Highest Crew will issue an invoice before the show period. Please pay by payment due date.