



EXHIBITORS MANUAL

**“Mono-Zukuri DNA”
connects to the Future and the World**

JIMTOF 2014

The 27th JAPAN INTERNATIONAL MACHINE TOOL FAIR

October 30 (Thu.) – November 4 (Tue.)



Organizers: Japan Machine Tool Builders' Association / Tokyo Big Sight Inc.

Venue: Tokyo Big Sight (Tokyo International Exhibition Center) www.jimtof.org

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D e a r E x h i b i t o r

This Exhibitors Manual is a summary of the procedures, regulations, notes, etc., regarding the preparation to the end of the exhibition.

Exhibitors should understand each item fully, and in addition to successful exhibition, please help us for “safe”, “reassured”, and “comfortable” operation of the exhibition.

For more details about this manual:

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JIMTOF Fair Management

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E-mail: jimtof@tokyo-bigsight.co.jp

URL: <http://www.jimtof.org>

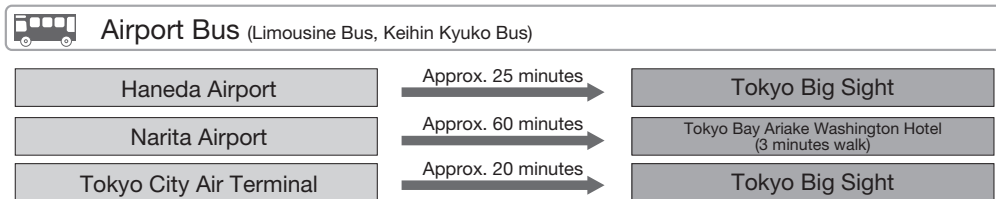
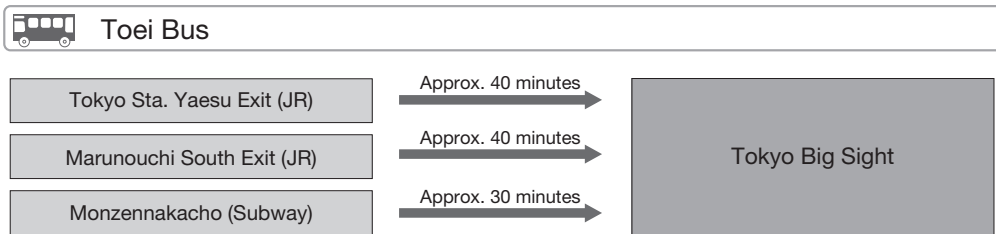
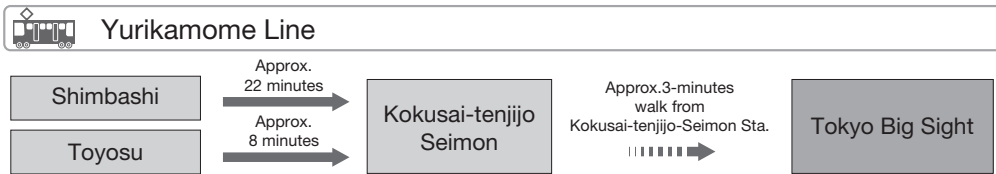
Fair Outline

- **Title** JIMTOF2014 (The 27th Japan International Machine Tool Fair)
- **Purpose** For the contribution to the development of industry and trade promotion through increased international transactions and technical exchanges of machine tools and their related equipment.
- **Organizers** Japan Machine Tool Builders' Association
Tokyo Big Sight Inc.
- **Supporting Organizations** Ministry of Foreign Affairs of Japan
Ministry of Economy, Trade and Industry
NHK (Nippon Hoso Kyokai: Japan Broadcasting Corporation)(to be confirmed)
- **Cooperating Organizations**
Japan Machine Tool Importers' Association /
Japan Forming Machinery Association /
Japan Precision Machine Association /
The Japan Solid Cutting Tools' Association /
Japan Cemented Carbide Tool Manufacturers' Association /
Japan Machine Accessory Association /
Japan Precision Measuring Instruments Association /
Japan Grinding Wheel Association /
Industrial Diamond Association of Japan /
Japan Optical Measuring Instruments Manufacturers' Association /
Japan Fluid Power Association /
Japan Testing Machinery Association /
Japan Gear Manufacturers Association
- **Date** October 30 (Thu.) - November 4 (Tue.), 2014 (6 days)
- **Opening Hours** 9:00 - 17:00
- **Venue** Tokyo Big Sight (Tokyo International Exhibition Center)
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 JAPAN
- **Net Exhibit Space** 45,000 m² (about 5,000 booths) planned
- **Indoor Exhibition Space** 82,660 m²
- **Exhibits** Machine tools (Metal cutting, Metal forming) / Machine tool accessories /
High speed steel tools / Cemented carbide tools / Diamond, CBN tools /
Grinding wheels and abrasives / Gears and Gear Devices /
Oil hydraulic, water hydraulic and pneumatic machinery /
Precision measuring machines and instruments / Optical measuring instruments /
Testing machinery / Controller and related software (CAD/CAM etc.) /
Other associated machinery and equipment, raw materials,
technologies and publications
- **ADMISSION (including 8% tax)**
¥3,000 for On-site tickets
¥1,000 for advanced ticket sales
Free for students
*registration is required

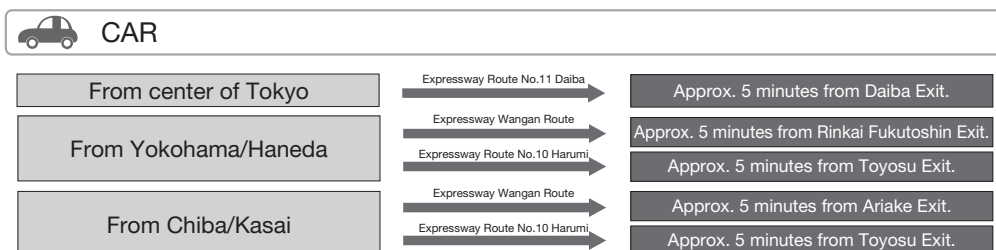
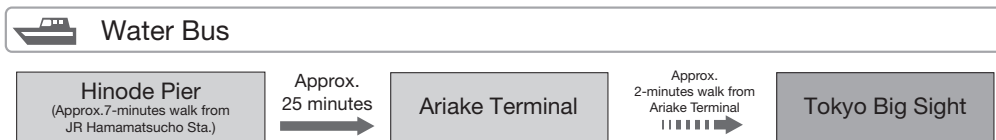
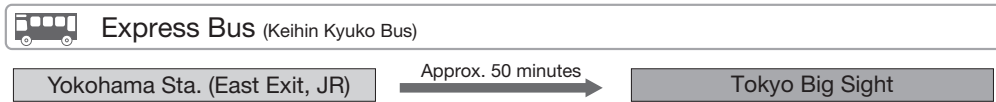
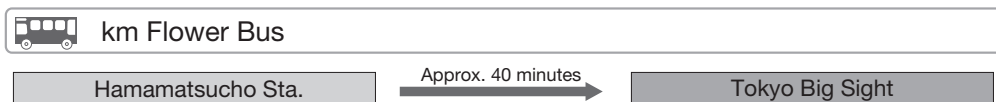
Access to Tokyo Big Sight



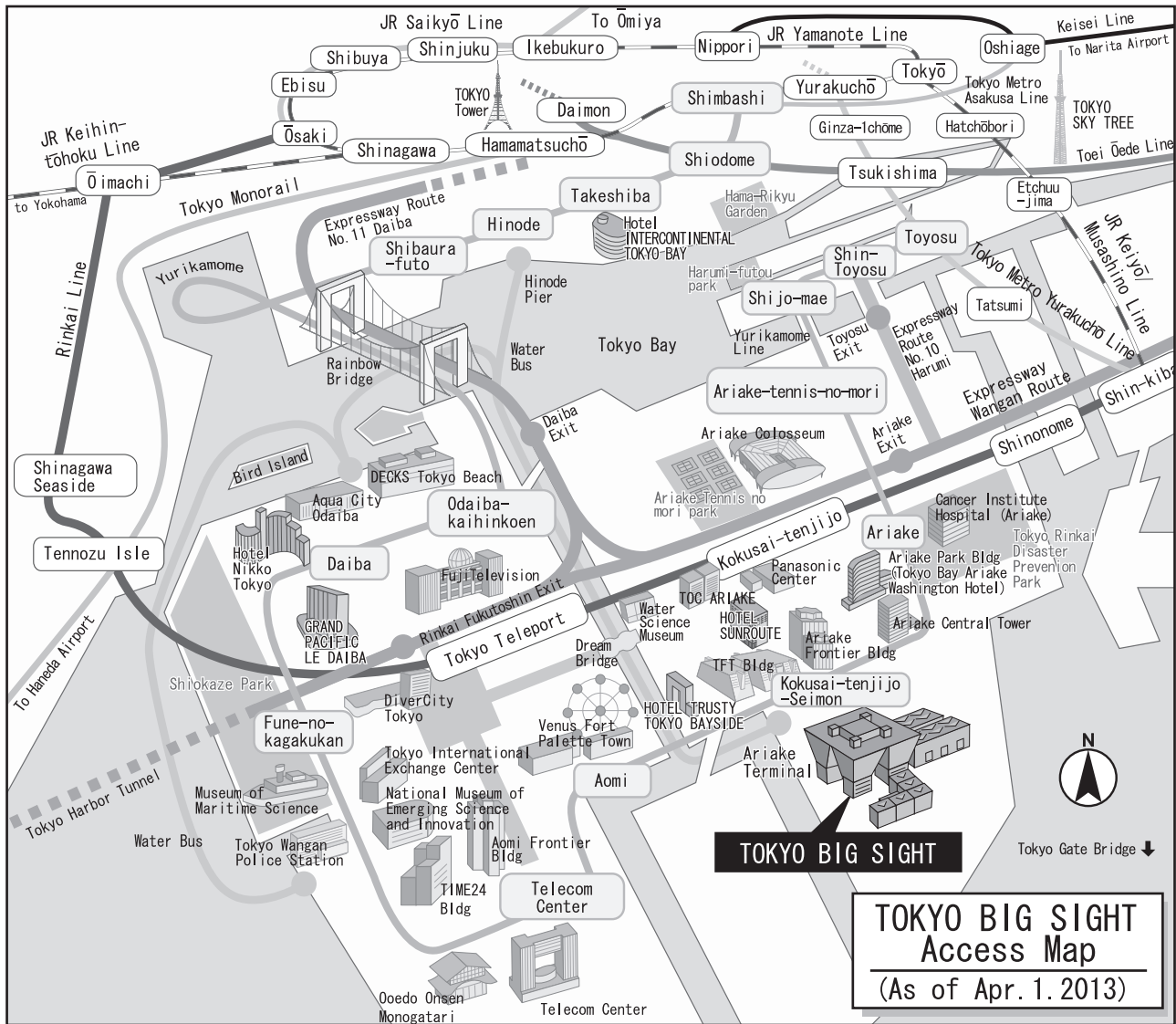
* Direct service at Osaki to JR Saikyo Line
 Kokusai-Tenjijo Sta. (→ JR Shibuya Sta. (Approx. 20 minutes)
 → JR Shinjuku Sta. (Approx. 25 minutes)
 → JR Ikebukuro Sta. (Approx. 31 minutes)



*Please note that some buses may only be available during times of events being held.



■ Tokyo Big Sight Access Map



Fair Outline

General Information

Visitor Promotion

Promotion Tools

Delivery / Removal

Booth Setup and Management

Visitor Management System

Various Support Services

1. General Information

Required

1-1. The Schedule of JIMTOF2014

Important dates		Target	Form No.	Information	Ref. Page		
May	27 (Tue.)	Tokyo		Exhibitors Manual and introduction to Services [Location] Tokyo: Tokyo Big Sight, Conference Tower, Reception Hall Nagoya: TKP Nagoya Ekimae Conference Center Osaka: HERBIS HALL			
	29 (Thu.)	Nagoya					
	30 (Fri.)	Osaka					
June	3 (Tue.)					Start of hotel reservations	90
	28 (Sta.)					End of priority exhibitor reservations for "Tokyo Big Sight Conference Tower"	83
July	2 (Wed.)	Applicants only (optional)				8	Submit "MEETING ROOM" Application
			10	Submit "EXHIBITOR WORKSHOP" Application	30		
			11	Submit "STORAGE RESERVATION" Application	82		
	11 (Fri.)		9	Submit "OFFICIAL WEBSITE BANNER ADVERTISEMENTS" Application	25		
22 (Tue.)	Web		"Co-exhibitor" registration deadline	7			
August	29 (Fri.)			Web	"Represented company" registration deadline	7	
September	1 (Mon.)			Start of visitor (admission) pre-registration	18		
	3 (Wed.)	All exhibitors	1	Submit "DELIVERY/REMOVAL" Application	36		
			2	Submit "EXHIBIT ITEMS" Application	43,54		
			3	Submit "ELECTRICAL/DECORATION WORKS CONTRACTORS" Application	52,60		
			4	Submit "FIRE & HAZARDOUS MATERIALS" Application	71		
			Web	[Official Guidebook] Deadline for "Official Guidebook" text	22		
			14	Submit "BOOTH PARTITION / BOOTH NUMBER PLATE" Application	46		
		Applicants only (optional)	Web	[Official Guidebook] Submit "Exhibition Photograph/Company Logo Application"	23		
			12	Submit "ADVERTISEMENTS (Official Guidebook/Guide Map)" Application	24		
			13	Submit "ADVERTISEMENTS (On-site)" Application	26		
			15	Submit "TWO-STORY BOOTH / BANNERS" Application	50,51		
	17 (Wed.)	Applicants only (optional)	16	Submit "ELECTRICAL SERVICES" Application	59,60		
			17	Submit "WATER SUPPLY & COMPRESSED AIR" Application	67,69		
			18	Submit "ADMISSION PASS READERS" Application	77		
			19	Submit "PACKAGE BOOTH APPLICATION FORM" Application	93		
			20	Submit "RENTAL FURNITURE APPLICATION FORM" Application	93		
			22	Submit "CATALOGUE EXHIBITION" Application	29		
			26 (Fri.)	Applicants only (optional)	21	Submit "INVITATION (for additional requirements)" Application	18
					[ADVERTISEMENTS] Deadline for artwork	24,26	
23	Submit "CONTRACTOR PASS (for additional requirements)" Application	8					
24	Submit "FLOOR WORK" Application	56					
25	Submit "COMMUNICATION EQUIPMENT" Application	65					
26	Submit "HOTEL RESERVATION" Application	90					
October	2 (Thu.), 3 (Fri.)	All exhibitors	5	Submit "ELECTRICAL WORK PLAN" Application	62		
	3 (Fri.)	All exhibitors	Web	Submit "Exhibitor ID Registration (A/B Type)"	8		
	9 (Thu.)	Applicants only (optional)	28	Submit "PREPAID CARD (BIG SIGHT CARD)" Application	87		
	10 (Fri.)	Applicants only (optional)	All exhibitors	6	Submit "WASTE DISPOSAL CONFIRMATION" Application	84	
				29	Submit "BUS PARKING LOT FOR GROUP" Application	89	
				30	Submit "VIP VEHICLE" Application	89	
				31	Submit "BOOTH CLEANING/WAX CLEANING SERVICE" Application	85	
				32	Submit "RENTAL FORKLIFT" Application	86	
		33	Submit "PROCESSED OIL AND LUBRICANT RELATED SERVICE" Application	74			
	23 (Thu.) to 29 (Wed.)	All exhibitors	7	Submit "COMPLETION OF ELECTRICAL WORK" Application	64		
30 (Thu.) to November 4 (Tue.)	JIMTOF2014 (27th Japan International Machine Tool Fair) October 30 (Thu.) to November 4 (Tue.) (9:00 am to 5:00 pm)			*See the detailed schedule on page 37.			
November	5 (Wed.) to 7 (Fri.)	Removal period					

1-2. Exhibition Agreement / General Regulation

Exhibition Agreement and General Regulation about exhibition are noted in the “Guide to Exhibit”, so read that along with this Exhibitors Manual.

1-3. Co-Exhibitors

OPTION

1) Definition of a co-exhibitor

- (1) Exhibiting companies other than the principal applicant when multiple companies exhibit in the same booth.
- (2) Manufacturers of the exhibited products when a trading company or an agency exhibits their products on their behalf.
- (3) **Employee from the company is present** at the booth for above companies.

2) Definition of represented company

- (1) Exhibiting companies other than the principal applicant when multiple companies exhibit in the same booth.
- (2) Manufacturers of the exhibited products when a trading company or an agency exhibits their products on their behalf.
- (3) **Employee from the company is not present** at the booth for above companies.

3) Posting on the website and in publications by represented companies

Represented companies will be charged for posting on website and publications. There are A type and B type exhibitors, and the information that can be posted, such as notation of the company name on publications and the individual information page on the official guidebook, is different.

Posting place	Item	Co-exhibitor	Represented company	
			Type A	Type B
Official website “Exhibitors List”	Listing the company name	Available	Available	Available
Official website “Online Catalogue” & official guidebook (see page 21)	Listing the company name on index	Available	Available	Available
	Individual information page	Available	Available	Not available
Guide Map (prints)	Listing the company name	Available	Available	Available
Leaflets	Listing the company name	Available	Not available	Not available
Information board (entrance of the hall)	Listing the company name	Available	Available	Available
Posting fee (Tax included)		¥16,200-	¥16,200-	¥5,400-

*Will appear in the list only. Will not appear in Guide Map.

4) Registration method for co-exhibitors / represented companies

Please register from the Exhibitors Website on the JIMTOF official website **by July 22 (Tue.)** for co-exhibitors, by **August 29 (Fri.)** for represented companies.

5) Notes

- (1) Co-exhibitors / represented companies must be registered. For the smooth management of exhibitors, exhibitors must conduct the proper procedure to register co-exhibitors / represented companies and obtain approval from Fair Management.
- (2) If your co-exhibitors / represented companies are not approved, we may demand you stop the exhibition.
- (3) For the submission of copy for co-exhibitors / represented companies, the representative exhibitor must deal with the documents and submit them all at once.
- (4) The representative exhibitor will be charged for the posting after the fair is over.
- (5) Information of an co-exhibitor / represented company can be corrected on the Exhibitors Website, but it cannot be deleted. **If you want to delete the information, please contact Fair Management.**

1-4. Admission to the Site

Required

An admission pass is required for admission to the site.

1) Types of admission passes

(1) The following types of admission passes are available.

Name	Users	Delivery period Oct. 23 - 29	Exhibition period Oct. 30 - Nov. 4	Removal period Nov. 4 17:00 -
Contractor Pass	Contractors	Valid	Not valid	Valid
Exhibitor Pass	Exhibitors	Valid	Valid	Valid
Visitor Pass	Visitor	Not valid	Valid	Not valid

*Always wear the badge when entering or leaving the exhibition halls.

*Refer to P.37 for the entrance times.

(2) Visitor industry's type is classified according to the color of visitor's badge. For the Manufacturer, a detailed industrial field is printed on the category.

Type	Manufacturer	Trading company/ Agent	Government Office/ Organization/Others	Student
Color	Red	Green	Dark Blue	Pink

2) Issuing passes

(1) Contractor Pass

- Passes are distributed according to the number of booths as indicated below.
- If you need more passes, please fill in **Order Form 23**, and send the form to Fair Management by **September 26 (Fri.)**. The additional contractor pass costs ¥100 / pass (Tax included).

Number of Booth	Number of distribution
1 booth - 3 booths	10 passes
4 booths - 10 booths	20 passes
11 booths - 20 booths	40 passes
21 booths and Over	60 passes

(2) Exhibitor Pass

- There are two types of Exhibitor pass, one includes personal data (Type A) the other without personal data only his/her company's name (Type B).

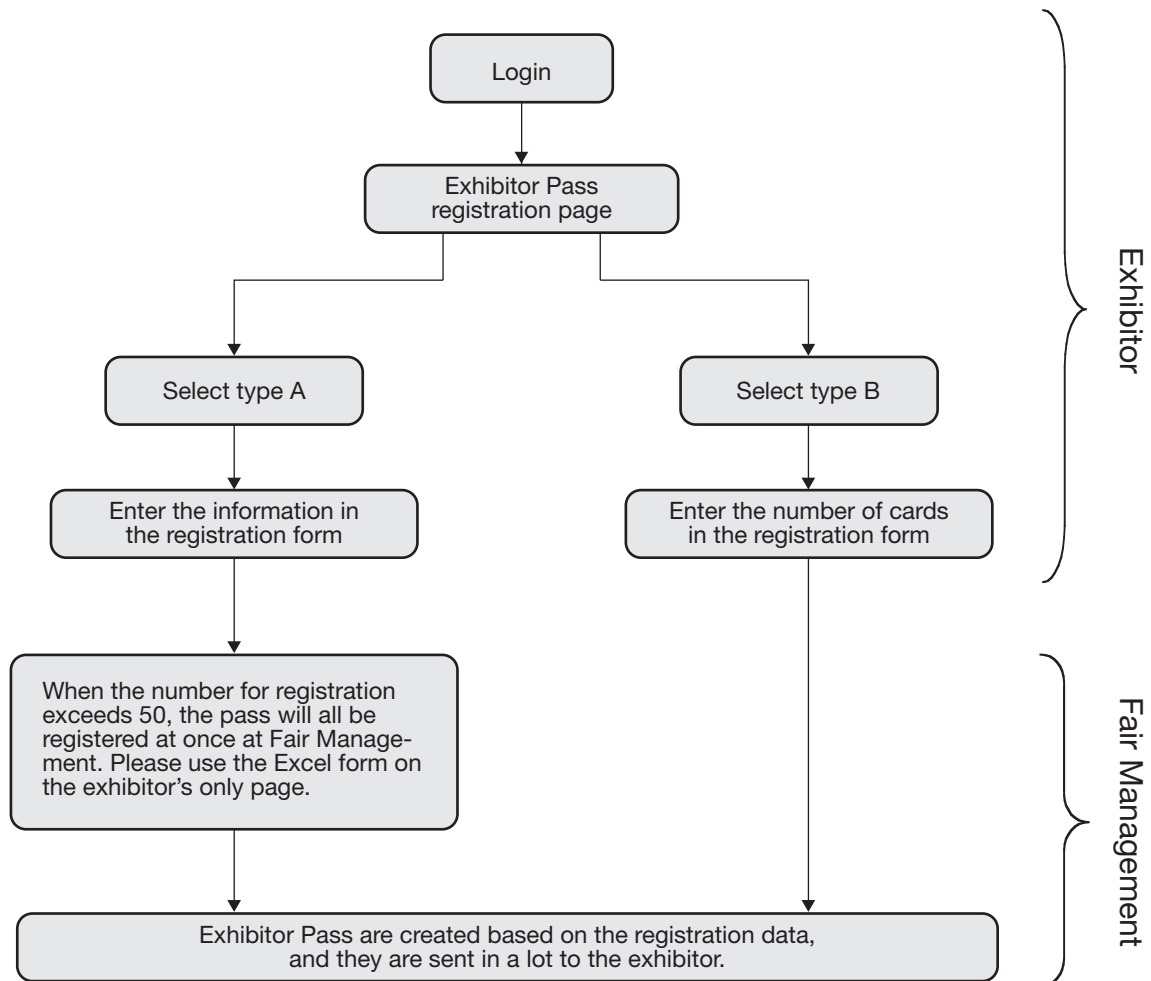
	Printed Items	Data
Type A	Company Name/Individual Name	Company name/Individual Name/Division/Title/Address/Tel/Fax/E-mail
Type B	Staff Member/Company Name	Company name

- Five exhibitor passes (Type A and Type B) will be distributed per booth, with up to 300 pass in total.
- If more pass are required, additional pass may be issued at a cost of ¥1,080 (tax included) per pass.
- Type A passes can be read at a booth just like Visitor Passes, and they include all of the information commonly found on a business card. We encourage you to register as many people as possible to help smooth the way for business discussions between exhibitors.
- Exhibitor personal information will only be used for issuing an Exhibitor Pass. (This includes contacting the exhibition manager for business related to the pass.)
- Applications for Exhibitor Passes must be received by **October 3 (Fri.)** **Exhibitor Passes can be issued only at Exhibitor's Page on JIMTOF2014 Official Website. Exhibitor Passes Type B will be issued case the application has not been submitted.**

■ Procedures to apply for an Exhibitor Pass

Applications must all be submitted at once by the person in charge of the exhibition.

- (a) Log-in to the exhibitor's only page on the official website.
- (b) Select the desired type on the Exhibitor Pass registration page.
- (c) Follow the direction on the screen and register.



*Notes

- When entering information such as an employee's data, be sure to reveal the intended purpose of the personal information to the person and gain the agreement from the person.
- When the amount of data exceeds the specified number (5 sheets/booth, Max. 300 sheets), it is treated as an additional application and extra charge will be incurred at a later date.
- During the period of the fair, the people of the exhibiting company who come to the fair just as a visitor must register for admission in the same way as general visitors before entering the site. At that time, they can enter the site only during the same open hours as general visitors.

③ Visitor Pass

- Visitors must register with JIMTOF2014 before admission. The passes for General visitors are issued all based on the admission registration. For more details, refer to P.19 "2-5. Admission Method (Without the Invitation Card)".

1-5. Management of Exhibits and Exhibition Hall

Fair Management will provide security for the general area during delivery, the Fair duration and final removal. Exhibitors are responsible for all accidents occurring within their booths.

1) Security

- (1) The safety and maintenance of general security will be entrusted to a security company.
- (2) Exhibitors are responsible for all theft, loss, damage, fire or personal injury occurring within their booths. Please take all necessary precautions and provide necessary protections (safety barriers, devices, etc.) to visitors when operating or demonstrating exhibits.
- (3) Booths must be staffed at all times with booth personnel while the Fair is open. Please inform Fair Management immediately in the event of any accident

2) Exhibiting invention-related product prior to applying for an industrial property right

Exhibitors who wish to exhibit or publicly disclose an invention prior to applying for an industrial property right and wish to receive an “exception to the lack of novelty of the invention” should refer to “Operational Guidelines for Applicants to Seek the Application of Exceptions to Lack of Novelty of Invention, Corresponding to the 2011 Amended Law (http://www.jpo.go.jp/shiryoku/kijun/kijun2/hatumei_reigai.htm)” and carry out the procedures.

Note: Please be mindful that this regulation is strictly an exception. Even if an inventor publicly discloses his/her invention prior to patent application and has become eligible for the application of this regulation/exception, he/she will not receive a patent if, for instance, a third party has applied for a patent for the same invention first or has publicly disclosed it first. Therefore, it is important to apply for a patent as early as possible.

Also, if you are planning to apply for patents overseas, you must be mindful of other countries' exceptions (to the lack of novelty of the invention) as well. Carefully study the domestic laws of other countries, because in some countries you may lose the ability to obtain a patent if you have publicly disclosed the invention yourself.

3) Safety Management

In order to observe occupational safety and health regulations, and to prevent the occurrence of accidents, each exhibitor and contractor should observe the following items strictly.

- (1) During delivery/removal period, secure the safety of all workers around the site as well as on-site cargo workers and passages.
- (2) Use a rolling tower for work in high places if a stepladder cannot be used.
- (3) When using a rolling tower for work at a height above 70cm off the floor, install a framework around the rolling tower.
- (4) Secure the outrigger bases of the crane after extending the outrigger bases evenly to the specified length.
- (5) Do not use any horse scaffold (pipe stepladder) independently. Correctly use them by passing a board between horse scaffolds.

- | | | |
|------|---|---|
| [NG] | × | Independent use of horse scaffolds (pipe stepladders) |
| | × | With no helmets |
| | × | With no safety belts |

- (6) Each worker should carry a license or certificate for performing scaffold, crane, or work at a height.
- (7) Work at a height of 2.0m or over is defined as work at a height, for which each worker should wear safety gear, such as a helmet and safety belt. Work using stepladders is regarded as work at a height as well.
- (8) Electrical work should be conducted by authorized people who are qualified according to the Electrical Engineers Law.

4) Insurance

Fair Management will provide security for the general area during the delivery/removal times and fair hours in order to protect Exhibitors booths as much as is reasonably possible. However, Fair Management has no responsibility for any loss, damage, theft, fire or unavoidable accidents occurring within exhibitor's booths. Exhibitor shall take the responsibility for their exhibits. Fair Management recommends that exhibitors individually take out insurance, such as theft insurance or other property/casualty insurance, liability insurance, and property damage insurance.

5) Public Address

Fair Management will not provide any paging in the Exhibition Halls while the Fair is open.

6) Photography and Video Recording

- (1) In principle, photography and video recording are prohibited in the site. However, regarding the photography and video recording in the exhibitor's own booth, it is allowed if the photographer/camera operator wears the "For own booth only" armband that is specified by Fair Management. The "For own booth only" armband is provided at Fair Management of each site. You can use it by applying for it before the photography and video recording.
- (2) All the media people and Fair Management staff wear armbands when they take photos and record videos.
- (3) Regarding photography and video recording by the media, please cooperate with them as much as possible. In addition, your cooperation is appreciated when Fair Management take photos and record videos of the inside of the site and the exhibitor's booth so that Fair Management may record the fair.

7) First Aid

There is each one room for first aid located in the East and West Hall.
(please refer to the map of P.31-34 4-1. Exhibition Center Outline)

8) Dressing Room

There are dressing rooms available for ladies. Storage is not permitted in them. Users are responsible for any loss, theft, or unavoidable accidents occurring in the rooms.

- Location: East 2 Dressing Room, East Hall 2F / West 3 Dressing Room, West Hall 5F
- Opening hours: 7:30-18:45

1-6. Handling of Personal Information

1) Purpose of Usage for Personal Information

Tokyo Big Sight Inc. uses the personal information gathered by JIMTOF2014 for the following purposes:

- (1) Issuing entry passes for JIMTOF
- (2) Providing information related to JIMTOF
- (3) Introducing exhibitions, conventions, and other business opportunities organized by Tokyo Big Sight Inc.

JIMTOF2014 will also use the visitor management system. When using this system, personal information will be provided to exhibitors only when a visitor agrees to have his or her admission card read at the exhibition booth and to provide personal information to the exhibitor.

Tokyo Big Sight Inc., the organizer of JIMTOF manages the Personal Information properly to comply with Personal Information Protection Laws.

Tokyo Big Sight Inc. Personal Information Protection Policy

Tokyo Big Sight Inc. (hereafter known as Tokyo Big Sight) performs operation and management of the Tokyo International Exhibition Center and conducts organization of trade fairs and building management.

Tokyo Big Sight recognizes that the protection of personal information is very important and considers it to be a social responsibility and duty.

Therefore, the following personal information protection policies have been defined and all employees should be familiarized with the contents.

1. Collection, Usage, and Provision of Personal Information

When Tokyo Big Sight acquires personal information, the purpose of usage must be clarified and the information must be gathered in legal and fair means. The usage and provision of personal information must remain within the clarified and predefined usage and provision.

2. Purpose of Usage for Personal Information

Tokyo Big Sight uses personal information gathered from customers for the following purposes.

- (1) Contact parties or follow procedures related to the use of facilities managed by Tokyo Big Sight.
- (2) Provide Information related to exhibitions, conferences, and other business activities organized by Tokyo Big Sight.
- (3) Perform tasks including sending information and necessary materials, confirming receipts, payment to parties that have applied for an exhibition, or conference organized by Tokyo Big Sight.
- (4) Perform surveys related to improving customer satisfaction, related to the planning and development of organizing an event, or providing building services.
- (5) Send the Tokyo Big Sight promotional magazine or invitations to Tokyo Big Sight organizing events.
- (6) When personal information is gathered for other purposes, the purpose of usage is clarified.
- (7) Comply with laws, directives, and guidance from governmental organizations.

3. Provision to Third Parties

Tokyo Big Sight will not provide or disclose personal information provided by customers to third parties except in cases where the customers' consent is given or where the information must be supplied for legal reasons.

However, necessary personal information may be provided to the subsidiary company Big Sight Services for the purpose of providing a requested service.

4. Outsourcing

Tokyo Big Sight may outsource the handling of personal information in order to fulfill the purpose of usage. The entrusted parties enter into a contract with the personal information protection protocols so that the handling of personal information continues to be managed and controlled.

5. Proper Management of Personal Information

Tokyo Big Sight takes appropriate safety measures for collected personal information to prevent unauthorized access, falsification, destruction, leakage, or loss. Employees who handle personal information are provided with training and educational activities to protect personal information.

6. Disclosure, Correction, or Deletion of Personal Information

Tokyo Big Sight endeavors to manage the latest and most accurate personal information. Tokyo Big Sight will promptly comply with customer requests to check, change, or correct registered information, to stop providing services, or to delete registration.

7. Compliance to Laws and Other Standard Practices

Tokyo Big Sight practices the handling of personal information according to laws and other standard practices, and constantly strives to make improvements to the above activities.

2) Usage of personal information by each exhibitor

Tokyo Big Sight Inc. assumes that the handling of personal information at JIMTOF2014 will be enacted in full compliance of Personal Information Protection Laws.

The preferences of the visitors should be taken into consideration when handling the personal information at each booth.

(1) Disclosure of purpose of usage

When reading an admissions card with the visitor management system or receiving other personal information from a visitor through methods such as exchange of business cards or surveys, the purpose of usage must be clarified to the visitor.

(2) Manager

The management of acquired personal information must be handled by a manager from each exhibitor. **A personal information manager must be defined for each exhibitor and preventative measures must be taken to prevent information leakage.**

(3) Adherence to other personal information protection laws

Personal information must not be provided to third parties without consent from the visitor. Please follow all other actions necessary to comply with laws for the handling of personal information.

3) Example of a notice on the usage of personal information in each exhibition booth. The organizer recommends that you put a notice of the usage of personal information in each exhibition booth.

<Notice example>

We observe the laws and related regulations, the national guidelines, and other regulations concerning personal information and strictly handle the provided personal information. In addition, we take necessary measures as shown below to manage and handle the provided personal information with great caution.

(1) Purpose of use of personal information

- **To provide information about the exhibition products from our sales staff**
- **To inform you about products and services**
- **To inform you of the next JIMTOF and send an invitation**

(2) Provision to third parties

We will never provide the obtained personal information to a third party without permission from the individual.

(3) Security

We take proper and reasonable security management measures to prevent the unauthorized access, loss, destruction, modification, and leakage of personal information.

(4) Disclosure and Correction

The disclosure, confirmation, correction, deletion, or ceased usage of personal information shall be executed after verifying the identity of the person.

Personal information management director

Manager XX, XX Division, XX Corporation

Tel: XX-XXX-XXXX, E-mail:XXX@XXX.co.jp

1-7. Emergency Responses

1) Earthquake

- (1) If an earthquake of 5 or higher seismic intensity is detected by the seismometer at the Tokyo Big Sight disaster control center, an emergency announcement will be broadcast in all facilities. Please take action in accordance with the announcement.
- (2) Secure your personal safety. If you are using fire, immediately stop using it. Also, stop exhibition demonstrations and similar activities.
- (3) Tokyo Big Sight will guide the evacuation to the second floor or higher (approximately 13 m) when a tsunami warning is issued by the Japan Meteorological Agency. Altitude of the Tokyo Big Sight is 6.91 m. This altitude is higher than the highest expected tsunami at the Tokyo Bay.

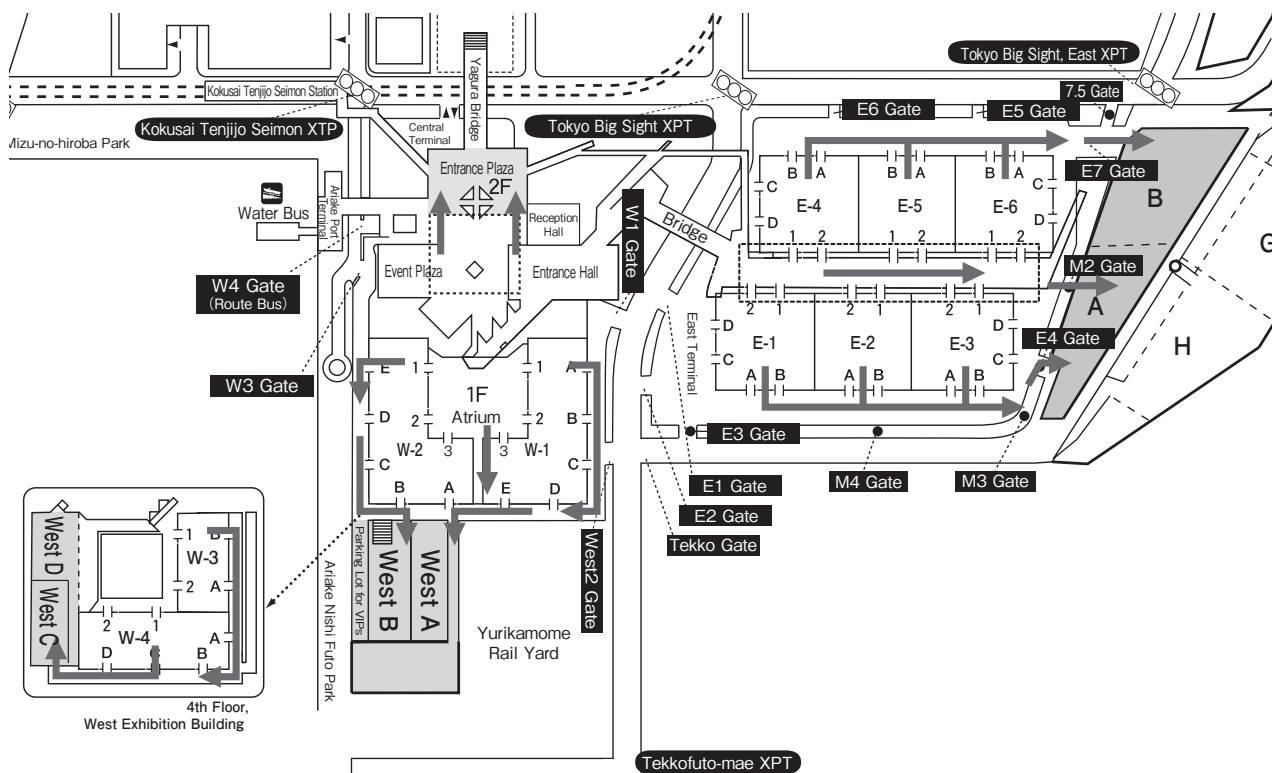
2) Fire

- (1) If a fire is spotted, first attempt to put out the flames with a nearby fire extinguisher.
- (2) Alert neighboring or surrounding booths and notify a nearby guard or Organizer.
- (3) Also notify the above persons when contacting 119 (emergency services).

3) Medical Emergency

- (1) Notify a nearby guard or Organizer.
- (2) Also notify the above persons when contacting 119 (emergency services).
- (3) AED is installed in various locations. It is possible for the exhibitor or the visitor to use it in case of emergency.

Evacuation route map



1-8. Requests for Environmental Actions from Fair Management

Fair Management is expanding efforts to work on environmental measures, which have recently become an important issue in the exhibition industry. As a part of our efforts, we will use green electricity for the power that is used in some related facilities. We appreciate your cooperation in the following matters.

*Green electricity

This refers to power that has a small effect on environment, such as wind power, solar light, biomass, and geothermal heat.

1) Reduced generation of waste

For setup of the exhibition booth, please start planning from the design stage to reduce the amount of industrial waste by dramatically cutting back on on-site work and instead bringing pre-constructed parts or finishing work beforehand.

2) Aggressive reuse of recyclables

Reuse or recycle used materials whenever possible.

3) Reduction of trash during delivery and removal

Exhibitors are asked to take any waste and remaining materials from delivery and removal and to not leave the materials in aisles or common areas. Inform contractor or other parties about this request.

Fair Management will perform minimal cleaning to clear paths for vehicles during delivery, but waste and remaining materials from construction will not be taken away.

4) Increase recycling of waste

To increase the percentage of recycled industrial waste, Fair Management has established a chip dump in the truck yard. Bring scraps to this location. (Accepted materials: Iron, aluminum, nonferrous materials) (Please refer to P.31-34. 4-1. Exhibition Center Outline)

5) Idling stop

To reduce CO₂ emissions, vehicles should be brought to an idling stop during delivery and removal.

1-9. Smoking

Smoking at the fair site (booths, halls and public use areas) is strictly prohibited. Smoking is only allowed in the designated areas. (Please refer to P.31-34. 4-1. Exhibition Center Outline)

2. Visitor Promotion

There were 128,674 visitors during JIMTOF2012, and active negotiations for business deals were made. Also, there were 8,347 foreign visitors from 73 different countries and regions. Approximately 60% of those visitors were from China, Korea, and Taiwan, which are the major export destinations of the Japanese machine tools.

To have more industry participants and user organizations as visitors than the previous exhibition, Fair Management is utilizing the domestic and overseas media and using various promotion tools to effectively transmit the information.

We appreciate proactive visitor promotion activities by the exhibitors, too.

2-1. Advertising Performed by Fair Management

Major Activities

1) Promotional activities and registration promotion activities at the related exhibitions abroad

Fair Management will perform the promotional activities by organizing press releases and exhibiting a booth at the major exhibitions abroad.

[Promotional activities completed] (as of April 2014)

2013: CIMT in China, EMO in Germany, METALEX in Thailand

2014: CCMT in China, SIMTOS in South Korea

[Promotional activities planned]

EASTPO in China, IMTS in USA, as well as other PR activities centering on Asian region

2) Publishing advertisements and publicity activities

Advertisements are published in the newspapers and magazines high in promotional effect, and various media such as related Web sites. Press releases are actively distributed to the press.

3) Utilizing the official Web site

The exhibition information such as exhibitor and product information, and joint events are sent out from the official Web site with more than 2 million accesses per month. The contents will be created in 4 different languages (English, Chinese (Simplified/Traditional), Korean, and German) in addition to Japanese. A dedicated site for the smartphone will be opened newly, making the collection of the information more conveniently.

4) Distribution of e-mail news letters

E-mail news letters with exhibitor information and joint event program will be distributed to the registrant of the JIMTOF2012 and new registrant of the JIMTOF2014.

5) Requesting of visitor promotion cooperation in Japan

Cooperation of visitor promotion will be requested to government agencies, public institutions, domestic industry associations, domestic academic organizations, etc.

- Previous result: Sent leaflets to more than 320 related organizations/associations and universities/academic organizations

6) Requesting of visitor promotion cooperation abroad

We will request visitor promotion from overseas by approaching the foreign embassies in Japan, chamber of commerce, and overseas industry associations. Linking and banner exchange with the Web sites of major overseas exhibitions and media will also be performed.

7) Invitation of overseas journalists

Journalists from major overseas media are invited before the exhibition for promotion of JIMTOF2014 and visitation to the Japanese machine tool manufacturers to dispatch information to overseas media.

2-2. Advertising Performed by Exhibitors

We appreciate your cooperation and ask that you conduct the following promotional activities for JIMTOF2014.

1) Posting news releases

Exhibitors will be provided with a page on the JIMTOF official website that can contain detailed information about the exhibitor and the latest information (news release) for exhibitors on the JIMTOF official website. We would like for you to actively participate by cooperating in this information transmission. For details, please see “3-1. Official Website” on page 20.

2) Linking to the official website

Please link your website to the JIMTOF official website. You can download the JIMTOF logo banner from the official website.

3) Distribution of invitations

Please take an active stance in distributing invitations to your customers. Fair Management provides you with two types of the invitation cards: a Japanese version, and a foreign language version (in Japanese, English, Chinese, and Korean).

4) Poster

We will distribute the JIMTOF poster to exhibitors. Please post it at all of your related locations.

2-3. Supporting the Overseas Visitors

Fare management is performing the following supports for overseas visitors to welcome a large number of visitors from abroad. We kindly request the exhibitors to support multiple languages in the exhibitor information and arrangement of personnel to support the overseas visitors within the booth.

***Bilingual staff or an interpreter can be requested with Order Form 27 “Bilingual Receptionist / Interpreter” [refer to P.81].**

- 1) Site guide board.....Displayed in 5 languages (Japanese, English, Chinese (Simplified and Traditional), and Korean)
- 2) InformationInformation staff will support 4 languages (Japanese, English, Chinese, and Korean)
- 3) Official website.....Displayed in 6 languages (Japanese, English, Chinese (Simplified and Traditional), Korean, and German)
- 4) Leaflet and site map.....Displayed in 4 languages (Japanese, English, Chinese, and Korean)
- 5) Official Guidebook (Japanese and English)
- 6) Press release (Japanese and English)



2-4. Invitations

OPTION

1) Sent free of charge

Fair Management will send the following quantity of invitation cards and envelopes free of charge to the exhibitors. We appreciate proactive visitor promotion activities by the exhibitors by delivering them to customers.

<Specified quantity (per each booth)>

(1) Domestic exhibitor

- Japanese language invitation card (including information sheet) 100 each
- Foreign language invitation card (including information sheet) 10 each
- Envelope 110 each

(2) Overseas exhibitor

- Japanese language invitation card (including information sheet) 10 each
- Foreign language invitation card (including information sheet) 100 each
- Envelope 110 each

If you do not need envelopes, please inform Fair Management by August 1 (Friday).

2) Additional purchase

It is possible to additionally purchase with the following price if more invitation than specified quantity is required. Submit **Order Form 21 “INVITATION (for additional requirements)”** by **September 26 (Fri)**.

- (1) Invitation (including information sheet) ¥100 each (tax included)
- (2) Invitation & Envelope ¥120 each (tax included)



(image)



(image)

3) Registering

- (1) Customers who are given invitations are asked to register themselves.
- (2) Customer registration consists of the following types:

Registration method	Registration Period	To get the pass
Internet registration	From September 1 to October 23	A entrance pass will be mailed from Fair Management
	From October 24 to 16:00 on November 4	Print and bring a registration confirmation from website to exchange for the Entrance Pass
On-site registration	From October 30 to November 4	An entrance pass will be issued on-site.

4) Cautions

- (1) Each invitation permits entry for one visitor.
- (2) Copies or forgeries of invitations are not accepted.
- (3) Each invitation contains an ID number. Once this ID number is used for registration, it cannot be used again.

2-5. Admission Method (Without the Invitation Card)

1) General

Admission to JIMTOF without an invitation may be gained through the following methods.

	Sale at	Sales period	Price (Tax included)	Payment method	Registration method	How to receive the admission pass
1	Official website	September 1 (Mon.) to October 23 (Thu.)	¥1,000	Credit card transaction upon registration (*1)	Web pre-registration (*2)	Admission pass is sent from Fair Management
2		October 24 (Fri.) to October 29 (Wed.)				Print and bring the registration confirmation → Admission pass will be issued at the sales window
3		October 30 (Thu.) to 16:00 on November 4 (Tue.)	¥3,000	Credit card transaction upon registration (*1)	Web on-the-day registration (*2)	Print and bring the registration confirmation → Admission pass will be issued at the sales window
4	Tokyo Big Sight (Service corner on 2nd floor)	September 1 (Mon.) to October 29 (Wed.)	¥1,000	Sales window	Web pre-registration (*2), On-the-day registration	Depends on the time and method of the registration
5	Convenience store terminal (*3)			Sales window	On-the-day registration	Admission pass is issued after the registration
6	JIMTOF 2014 site	October 30 (Thu.) to November 4 (Tue.)	¥3,000	Sales window (Cash only)	On-the-day registration	Admission pass is issued after the registration

*1: The following credit cards may be used. [VISA, Master, JCB, AMEX]

*2: For details about pre-registration on the website, please see “3) Registering” on page 18.

*3: The following convenience stores handle tickets. [Seven-Eleven, Lawson, FamilyMart, Circle K, Sunkus in Japan]

2) Registration of Students (High School or Upper School Students)

- (1) Students who are high school or upper school students need to register. Normal entrance charge is required if a student ID card is not presented.
- (2) If accompanied by a parent, guardian, or group leader, students will not require registration and may enter the site free of charge.

3) Pre-Registration of Students in Group (Japanese Only)

Students in a group, such as a school, are objects for group prior registration the number of members is a minimum of 15.

(1) Registration Method

- A person in charge of a school contact Fair Management for the entrance of organized students.
- The leader input necessary data on the students (visitors) of its college faculty belongs. and submit the file to Fair Management.
- Students bring the entrance passes and student ID to enter the site.

*One leader is admitted free of charge per 15 students.

(2) Registration Deadline

Group Student Registration dead line will be **October 14 (Tue.)**. After this day registration will be at the registration desk on-site.

4) Attention

Exhibitors inviting students should use the invitation.

■ Contact for Exhibitors for Information about Admission Registration (From Aug. 22)

JIMTOF2014 Registration Office

Tokyo Big Sight, 3-11-1 Ariake, Koto-ku, Tokyo 135-0063

TEL: +81-3-5530-1364 FAX: +81-3-5530-1365

E-mail: toroku-jimtof@tokyo-bigsight.co.jp

3. Promotion Tools

3-1. Official Website

OPTION

1) Major utilization method regarding the promotion

JIMTOF official website is recording up to 2 million accesses per month, and many visitors seeking the event information and exhibitor information are accessing the website before JIMTOF is in session. Therefore, official website will provide a chance for the exhibitors to promote with the page to introduce the exhibitors (online catalog) and banner advertisement. Please use this in a proactive manner.

■ Major uses

(1) Online catalogue

Pages that introduce information about the exhibitors will be included on the official website. See “3-2.1 Official Guidebook / online catalogue” on page 21.

(2) Post exhibitors' news release

Exhibitor's news releases can be uploaded from the exhibitor's page. The titles of the news releases are posted in order on the top page of the official website.

(3) Banner advertisement

We are accepting applications for banner advertisements from exhibiting companies. Please make use of promotional opportunity. See “3-4.3) Website Banner advertisement” on page 25.

(4) Links from the exhibitor list page

Exhibitor's websites are linked from the exhibitor list page on the official website. We would appreciate it if exhibitors would link back to the official website.

(5) Use of the JIMTOF logo

When you want to use the JIMTOF logo, please contact Fair Management. In addition, you can download it from the official website, too.



2) Use of the Exhibitors Website

Enter the ID/password to login.

- (1) ID/password is notified from Fair Management separately.
- (2) For details on the login method, refer to next page.
- (3) Opening of the Exhibitors Website is planned on mid-June.

■ Main functions of the Exhibitors Website

- Submission of copy for the online catalogue
- Submission and management of various applications
- Upload of news releases from the exhibitor
- Browse the delivered mail from Fair Management

There is a mail folder to browse the notice mail that is sent from Fair Management

- Download of documents

Various documents that are distributed from Fair Management, such as the exhibitors manual, booth plan, and pit diagram, can be downloaded.

- Visitor matching system

This tool supports communication between exhibitors and visitors who wish to engage in business discussions.

3-2. Official Guidebook/Online catalogue

Required

1) Official Guidebook

- (1) Number to be published: 8,000 (planned)
- (2) Size: A5 (About 520 pages)
- (3) Language: Both Japanese and English
- (4) Date of publication: October 30 (Thu.), 2014 (first day of the exhibition)
- (5) Price: 1,000 Yen each (Tax included) (sold to the visitors at the site.)
- (6) Distribution to the exhibitor: One copy will be distributed free of charge per 20 booths (one copy will be distributed if under 20 booths)

2) Contents (Official Guidebook / Online catalogue)

(1) Exhibitor Catalogue (Directory)

- Company Name
- Booth Number
- Address / Tel / Fax / URL / E-mail
- Line of Business / Exhibits
- Agency / Sales channel
- Photo or Company Logo (Applicants only (Pay Option), refer to P.23 4)-(1) Exhibit's photo / Company Logo)

(2) Index

Indexed by Exhibitors name, Exhibits category and Overseas exhibit per country.

- Kana syllabary/ Alphabetical order Index
- Exhibits Index
- Country of Origin Index

(3) Exhibitor Advertisement

(4) Joint events information

(5) Exhibition Layout / Exhibitors by Halls

(6) Others



3) Submitting material for printing (Official Guidebook/Online Catalogue)

The same text/manuscript will be used for the Official Guidebook and Online Catalogue.

Exhibitors who wish to submit text for the Official Guidebook and Online Catalogue should do so from the “Exhibitors Website”.

*The Exhibitors Website is scheduled to open in mid-June.

[Submission deadline: **September 3 (Wed)**]

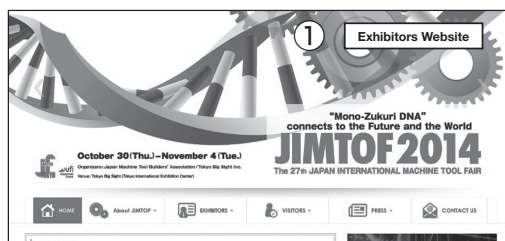
<Text revisions>

- The Official Guidebook will contain material that has been submitted by the deadline (Wednesday, September 3). Revisions after that time will not be accepted.

- On September 10 (Wed), the Online Catalogue is expected to show material that has been submitted by the deadline (Wednesday, September 3). Revisions, if necessary, can be made starting on September 4 (Thu). At that time, the new information will be released in order, starting from the expected release date.

- ① Access the “Exhibitors Website” from the top page of the JIMTOF 2014 official website or by following this URL:

<https://www.jimtof.org/system/index.asp>.



[JIMTOF 2014 official website]

- ② Enter the exhibitors ID and password to log in.

[log in page]

- ③ Select “Online Catalogue”.

- ④ Enter the required items.

- ⑤ Click the Edit

- ⑥ The submitted data can be checked and corrected by previewing it.

Exhibitors Website (Image)

(Image)

[Exhibitors Website on JIMTOF website]

* When you make changes on the data, make sure to click the Edit as described in step ⑤ to apply changes to the data.

* Actual contents and screen layout may be changed slightly.

4) Pay Option (Official Guidebook / Online catalogue)

(1) Exhibit's Photo / Company Logo

- Size: Within 40mm × 40mm
- Official Guidebook : black/white
- Online catalogue on the website: full color
- Fee: **¥16,200** (Tax included) The fee will be invoiced to the Exhibitor after the publication.
- Submission method: Upload the photo of the product to be exhibited or company logo that fulfills the specification from the “Exhibitors Website”.
- Submission Deadline: **September 3 (Wed.)**

(2) Text translation service (Pay Option)

An exhibitor requiring translation service for the Official Guidebook and Online Catalogue, please contact the contact below.

■ Translation service:

Linktrans Simul Inc.

TEL:+81-3-6226-3212 Email : inquiry@linktrans.co.jp

URL:<http://www.simul.co.jp/en/translation/index.html>

*Please specify a translation for JIMTOF when you contact us.

3-3. Advertisements

OPTION

1) Exhibitor advertisement

(1) Fees for ads

Type	Size (mm)	Color	Numbers	Price (Tax included)
Outside Back Cover	H210 × W148	4	1	¥702,000
Inside Front Cover & Facing Page			1 each	¥486,000
Inside Back Cover & Facing Page			1 each	¥432,000
Inside Pages (Front & Back)			Unlimited	¥270,000
Inside Pages		1	Unlimited	¥108,000

(2) Application deadline: Not later than September 3 (Wed.)

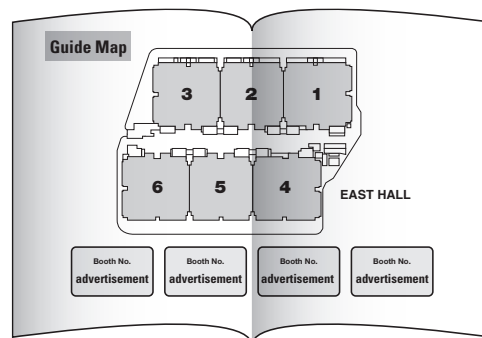
Please submit **Order Form 12** to Fair Management. If multiple companies want to be displayed on the same page, Fair Management will decide on the placement. The exhibitors will be charged for the service after the exhibition is over.

(3) Copy submission

- Submission deadline : **September 26 (Fri.)**
- Submit to Tokyo Big Sight Inc., JIMTOF Fair Management
- E-mail : jimtof@tokyo-bigsight.co.jp
- Data format : Illustrator CS3
- Submission method : By e-mail

2) Advertisements in the “Guide Map”

During the six days of the exhibition, the “Guide Map” (Japanese and English) showing the position of the booths for all exhibitors will be distributed free of charge to all visitors. Advertisements in the “Guide Map” can emphasize the position of a booth and help prompt visitors to come to the company’s booth.



[Details]

- (1) Date of Publication October 30 (Thu.), 2014 (first day of the exhibition)
- (2) Number of copies printed Japanese version-about 150,000, English version-about 15,000
- (3) Place of distribution Throughout the exhibition halls (entrance/East Hall/West Hall/passages)
- (4) Size..... A4 (planned)

* Please make sure to put your booth number in your ad.

Type	Size (mm)	Color	Number	Price (Tax included)
Japanese	H55 × W90	4	Unlimited	¥216,000
English		1	Unlimited	¥108,000
Japanese & English Set		As above	Unlimited	¥270,000

* The diagram is a sample image. The advertisements will be noted on the same page with a map of the hall where the exhibitor is located.

(5) Submission: **Order Form 12 “ADVERTISEMENTS (Official Guidebook/Guide Map)”**

Application Deadline: September 3 (Wed.)

(6) Copy submission

- Submission deadline : **September 26 (Fri.)**
- Submit to Tokyo Big Sight Inc., JIMTOF Fair Management
- E-mail : jimtof@tokyo-bigsight.co.jp
- Data format : Illustrator CS3
- Submission method : By e-mail

3) Website Banner advertisement

- (1) Inserted onto the top page
- (2) Published format: Banner advertisement in GIF/JPEG
- (3) Displayed during the four months from **August 4 (Mon.), 2014 to November 28 (Fri.), 2014.**
- (4) Size: 60 (H) × 156 (W) pixels
- (5) Price: 270,000 yen (tax included)
- (6) How to apply: Submit **Order Form 9 to Fair Management by July 11 (Fri.)**.

The exhibitors will be charged for the service after the exhibition is over.

(7) Copy submission

- Submission deadline: **Friday, July 11**
- Submit to: Tokyo Big Sight, JIMTOF Fair Management
- E-mail: jimtof@tokyo-bigsight.co.jp
- Submission format: Banner file size: 10KB or less
Banner file format: GIF or JPEG format
- Submission method: By e-mail



4) On-site advertisement

The advertisement space is set in the common use area in the site. Please make use of the space for promotional purposes.

(1) Setting period: 6 days from October 30 (Thu.) 2014 to November 4 (Tue.)

(2) Details: As shown below

No.	Location	AD TYPE	Price (Tax included)	Number of location
1	Entrance Plaza (Outdoor)	Bottom of Outdoor display frames	¥216,000	4
2	Conference Tower 1F Passage	Pole sign	¥216,000	4
3	South Concourse	Pole sign	¥540,000	2
4/11	Under East Hall / West Hall Escalators	Floor sheet	¥324,000	1 for each hall
5	Atrium (West Hall 1F)	Pole sign	¥324,000	4
14	West Hall Atrium	Banner on escalator	¥280,800	4
6/12	East Hall / West Hall Entrance	Entrance arch	¥324,000	2 for each hall
7/13	East Hall / West Hall Booth Information	Top of booth information	¥54,000	—
8	Connecting bridge (Both sides)	Indoor display board	¥162,000	15 each at East and West
	Connecting bridge (One side)	Indoor display board	¥108,000	
	*8-e: East Hall exhibitor has priority, 8-w: West Hall exhibitor has priority			
9	East Hall 1F Galleria	Mediaway Banner	¥162,000	18
10	East Hall 1F Galleria	Pole sign	¥324,000	5
15	Exhibit Hall (interior)	Banner in booth	See P. 51, 8) Setting up Banners In Booths	

(3) Application method

Apply by using **Order Form 13 by September 3 (Wed.)** to Fair Management. Exhibitors will be charged after the fair is over.

(4) Copy submission

- **Submission deadline: September 26 (Fri.)**
- Submit to: Tokyo Big Sight Inc., JIMTOF Fair Management
- E-mail: jimtof@tokyo-bigsight.co.jp
- Data format: Illustrator CS3
- Image resolution: Around 100 dpi in original size
- Submission method: By e-mail

(5) Notes

- Multiple applications can be submitted by one company. However, when the number of applications exceeds the allotted number, Fair Management decides which companies may use the space.
- We do not accept application when the content of the advertisement is not related to the fair.

*The prices below include 8% tax.

1 Bottom of Outdoor display frames Restricted to 4

Ad Space	Ad Size (W × H)	Price
1 Side	1,800mm × 1,000mm	¥216,000

2 Pole sign (Conference Tower 1F Passage) Restricted to 4

Ad Space	Ad Size (W × H)	Price
1 Side	1,200mm × 1,800mm	¥216,000

3 Pole sign (South Concourse) Restricted to 2

Ad Space	Ad Size (W × H)	Price
Both Side	1,200mm × 1,800mm	¥540,000

4/11 East Hall / West Hall escalator Floor carpet Restricted to 1 each

Ad Space	Ad Size (W × H)	Price
1 Side	3,100mm × 2,500mm	¥324,000

5/10 Pole sign (Atrium • West Hall 1F)
Pole sign (Galleria • East Hall)

Ad Space	Ad Size (W × H)	Price
Both Side	1,200mm × 1,800mm	¥324,000

6/12 East hall and West hall 1F Entrance arch

Ad Space	Ad Size (W × H)	Price
1 Side	1,360mm × 1,700mm	¥324,000

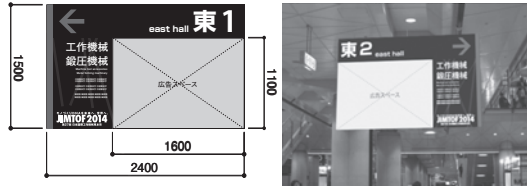
7/13 Top of East Hall / West Hall booth information

Ad Space	Ad Size (W × H)	Price
1 Side	630mm × 250mm	¥54,000

8 Indoor display board (Connecting bridge)

Ad Space	Ad Size (W × H)	Price
Both Side	848mm × 1,190mm	¥162,000
1 Side	848mm × 1,190mm	¥108,000

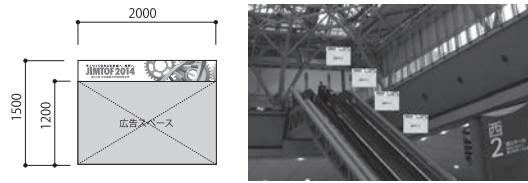
9 Mediaway Banner (East Hall) Both Side



Ad Space	Ad Size (W × H)	Price
Both Side	1,600mm × 1,100mm	¥162,000

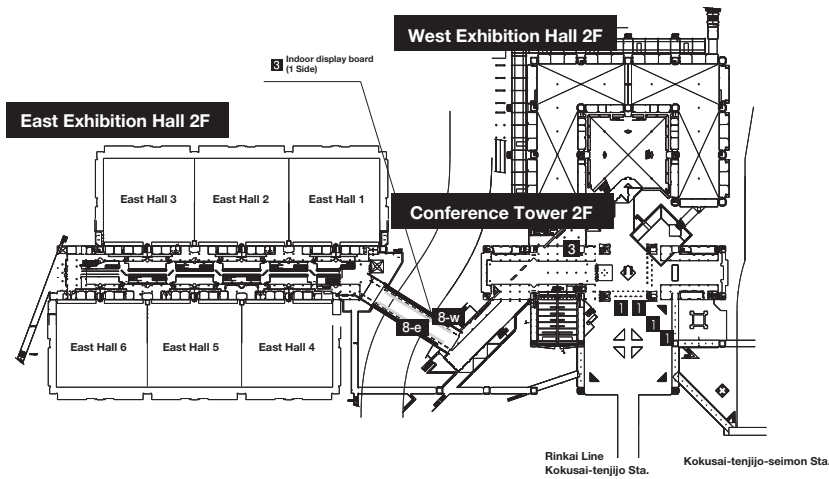
14 Banner on escalator

Restricted to 4

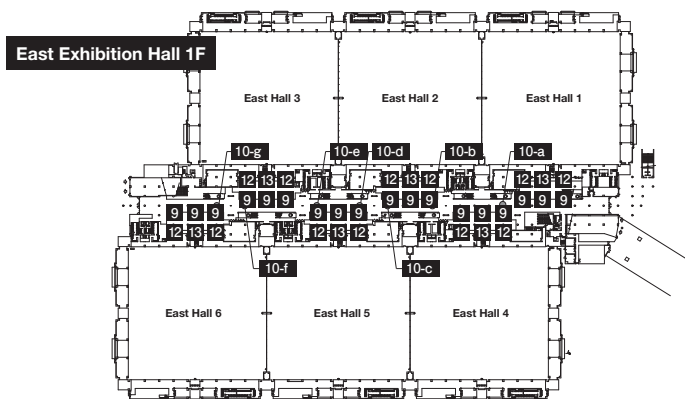
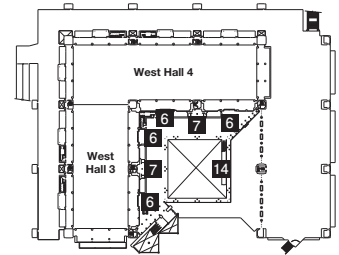


Ad Space	Ad Size (W × H)	Price
Both Side	2,000mm × 1,200mm	¥280,800

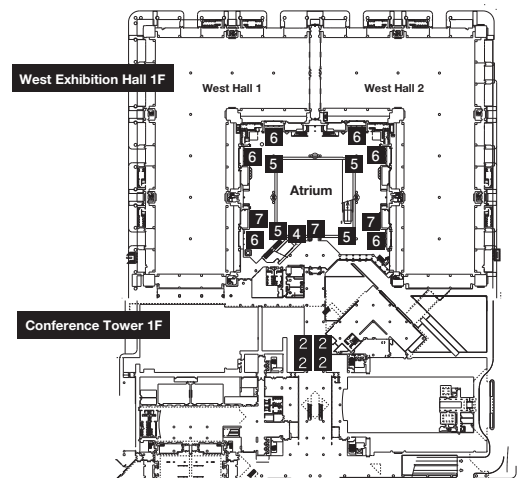
LOCATION MAP



West Exhibition Hall 4F



West Exhibition Hall 1F



3-4. Establishing the Press Center

OPTION

During the fair, a Press Center will be set up so that members of the domestic and foreign media can carry out news-gathering activities smoothly. Press kits prepared by Fair Management will also be given out. Exhibitors can display various releases, catalogues, and other publications at the Press Center. By all means, take full advantage of this resource.

1) Press Center summary

- (1) Location: Conference Tower first floor, meeting rooms 103 and 104 (90 m²)
- (2) Available: October 30 - November 4, 9:00 - 17:00

2) Display of exhibitor catalogues and other publications

- (1) Cost: Free
- (2) Procedure: Please bring your catalogues/publications to the Press Center anytime from October 29 (18:00 - 21:00) to November 4.
- (3) Quantity: Each company can leave about 50 copies at the Center.
- (4) Other: Each exhibitor will be responsible for replenishing materials.

3-5. Catalogue Exhibition

OPTION

The catalogue exhibition corner is set up to provide a location to supply information such as company advertisements and product guides to visitors. Use this area as one of a wide variety of promotional activities. Exhibitors who wish to participate should send **Order Form 22** with one copy of the planned exhibition catalogue (companies with an Japanese language copy should also submit one of those) by **September 17 (Wed.)**. As a rule, each exhibitor is allowed to apply for one space.

1) Exhibition period: October 30 (Thu.) - November 4 (Tue.), 2014, 6 days

2) Exhibit location: South Concourse at West Hall 2F

(Passage from the main entrance of Tokyo Big Sight to the West Halls.)

3) Specifications and fees

Fees	¥21,600 (Tax included) *Special price for exhibitors
Exhibition target	Manufacturers, firms, and organizations connected to exhibition products noted in the exhibition outline
Exhibition standard	Space for one A4-sized catalog *Company name and booth number are provided
Format	Catalogue, CD-R, DVD, etc.
Provided amount	Approx. 300 catalogues (rough guideline)
Provided data	Provide data of visitors who request catalogues (only in Japanese)
Delivery period	October 27 (Mon.) to 29 (Wed.)
Delivery address	Tokyo Big Sight Inc. Business Development Department, Business Development Division 3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN

4) Management

- (1) Fair Management staff members will be regularly assigned to the catalogue exhibit area and will perform catalogue distribution and management duties during the exhibition period. There will be no individual space in the area for the exhibitors themselves.
- (2) Persons wishing to receive a catalogue can receive one after their visitor ID information has been scanned. Even if a catalogue is out of stock, the visitor ID information of persons desiring a catalogue will be scanned.

- (3) After the fair has ended, the scanned visitor ID information of persons desiring a catalogue will be presented to exhibitors.
- (4) Remaining copies of catalogues will either be returned at the site or disposed of by Fair Management.

5) Decisions and detailed regulations for usage

- (1) The position in the exhibition rack is determined by Fair Management. After positions are determined, Regulations for Use of Catalogue Exhibition with the regulations for usage will be sent by **October 10 (Fri.)**. Please adhere to these regulations.
- (2) Usage fees will be billed to the user after the exhibition.

3-6. Exhibitor Workshops

OPTION

Workshop rooms will be set up for exhibitors to hold their seminars and new product presentations during the fair. If you wish to apply, Please submit **Order Form 10 by July 2 (Wed.)**.

- 1) Venue: Conference Tower 6F, Tokyo Big Sight (School Style, 120 seats)**
- 2) Date: October 30 (Thu.) to November 4 (Tue.), 2014 11:00~16:00**

	10/30 (Thu.)	10/31 (Fri.)	11/1 (Sat.)	11/2 (Sun.)	11/3 (Mon.)	11/4 (Tue.)
11:00 to 12:00	A1	B1	C1	D1	E1	F1
13:00 to 14:00	A2	B2	C2	D2	E2	F2
15:00 to 16:00	A3	B3	C3	D3	E3	F3

*As a rule, only one session can be assigned to one company.

- 3) Rental fees: ¥108,000 / unit (Tax included) *Include the equipment charge.**
- 4) Equipment: Projector, Screen, Microphone, Podium, Admission pass reader, Laser pointer**
- 5) Notice**

- (1) You may start to use the room 30 minutes in advance to prepare, and 30 minutes over to clear up.
- (2) Fair Management will introduce Exhibitor Workshops on the JIMTOF official website, printed matters, and announce during the fair. Applicant is responsible for attracting visitors and reception and operation.

(6) Allocation and Regulation of Use

- (1) Fair Management will allocate the rooms to applicants according to their forms submitted. When multiple applications for the same room are received, Fair Management will decide and allocate the rooms.
- (2) Assignment and regulations for using the meeting room will be sent by July 25 (Fri.) by mail. Please read the regulations and keep them handy for reference.
- (3) Fair Management will issue an invoice for the Exhibitor Workshop fees to the Exhibitor after the removal period.

3-7. Promotion for Students

OPTION

At JIMTOF 2014, there is a plan to provide students and other leaders of the next generation with opportunities to deepen their knowledge of the machine tool industry.

Details of the plan will be provided separately.

4. Delivery / Removal

4-1. Exhibition Center Outline

East Exhibition Hall Data

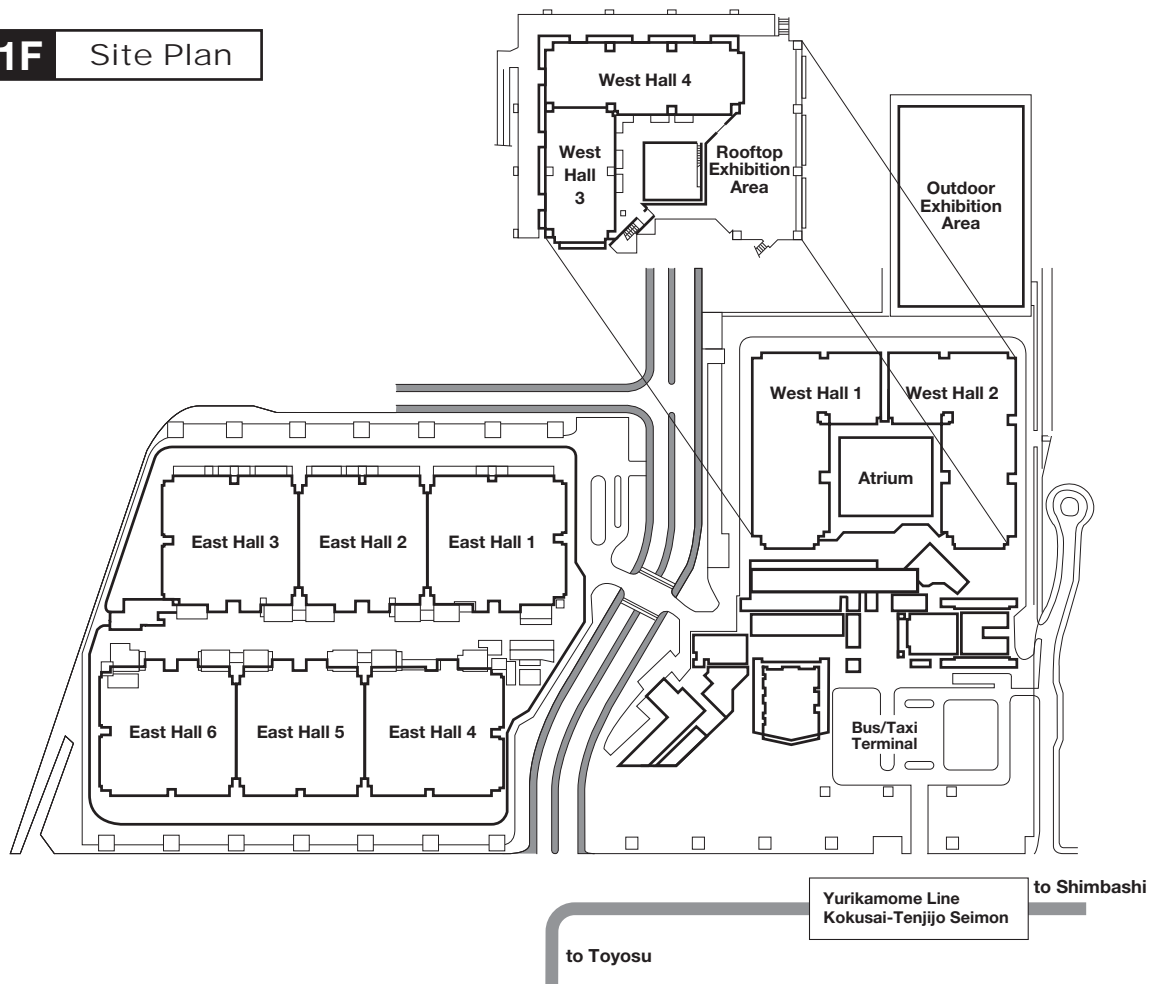
	East Hall					
	1	2	3	4	5	6
Floor Area	8,670 m ²	8,350 m ²	8,670 m ²	8,670 m ²	8,350 m ²	8,670 m ²
Ceiling Height	17m (lowest point) 31m (highest point)					
Floor Load	5t/m ²					
Rear Entrances	4	2	4	4	2	4

West Exhibition Hall Data

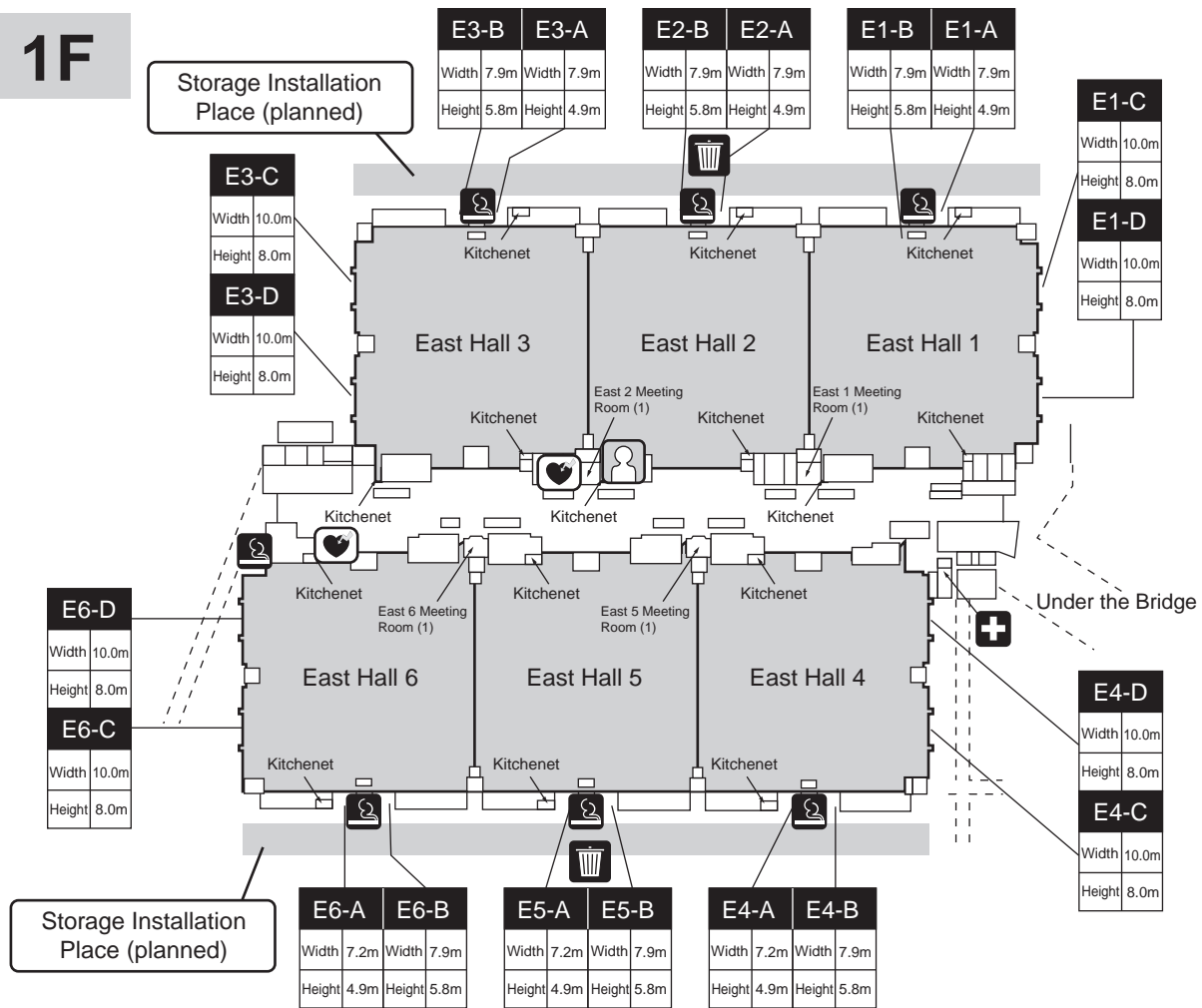
	West Hall				Atrium	Outdoor Exhibition Area	Rooftop Exhibition Area
	1	2	3	4			
Floor Area	8,880 m ²	8,880 m ²	4,680 m ²	6,840 m ²	2,000 m ²	9,000 m ²	6,000 m ²
Ceiling Height	12m	12m	13m (lowest point) 18m (highest point)		23m		
Floor Load	5t/m ²	5t/m ²	2t/m ²	2t/m ²	0.36t/m ²	5t/m ²	2t/m ²
Rear Entrances	5	5	2	4			

*In the West Hall 3 & 4, fixed in the pit are only tools for electricity and communication equipment.

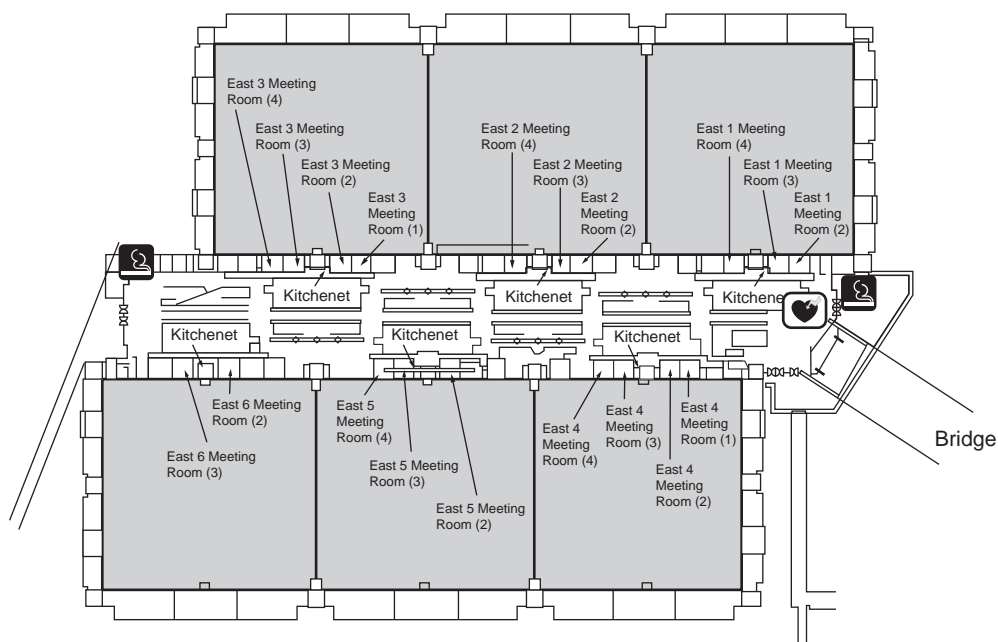
1F Site Plan



1F



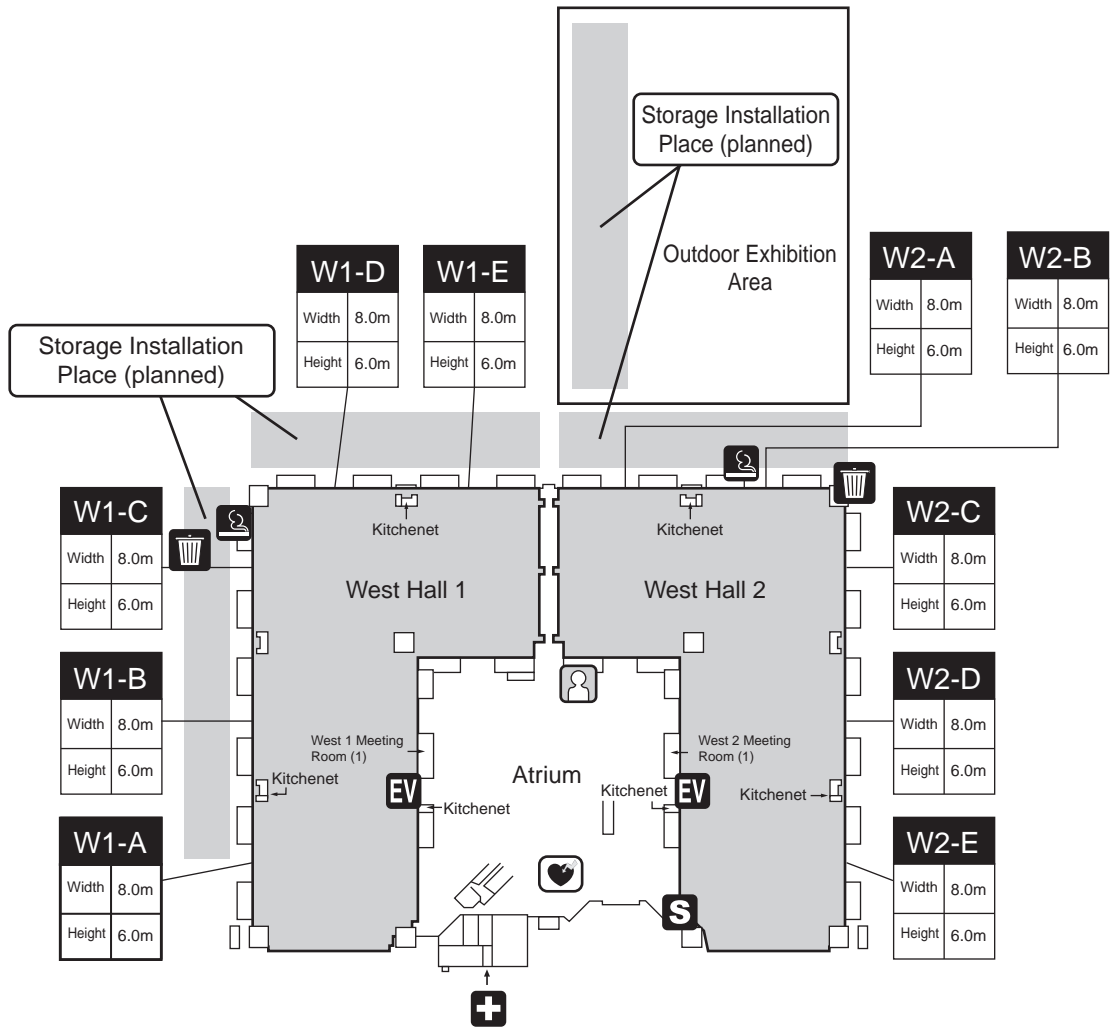
2F



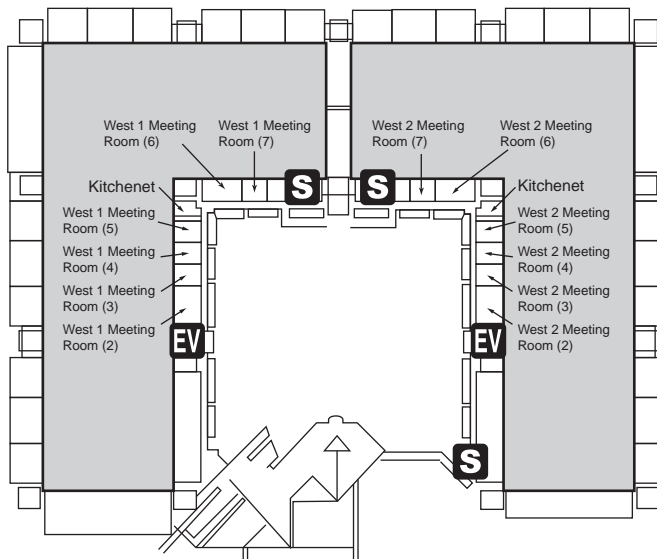
Smoking areas may change according to conditions at the venue.

Fair Management Office
 AED
 Smoking Area
 First Aid
 Metal cutting waste storage space

1F



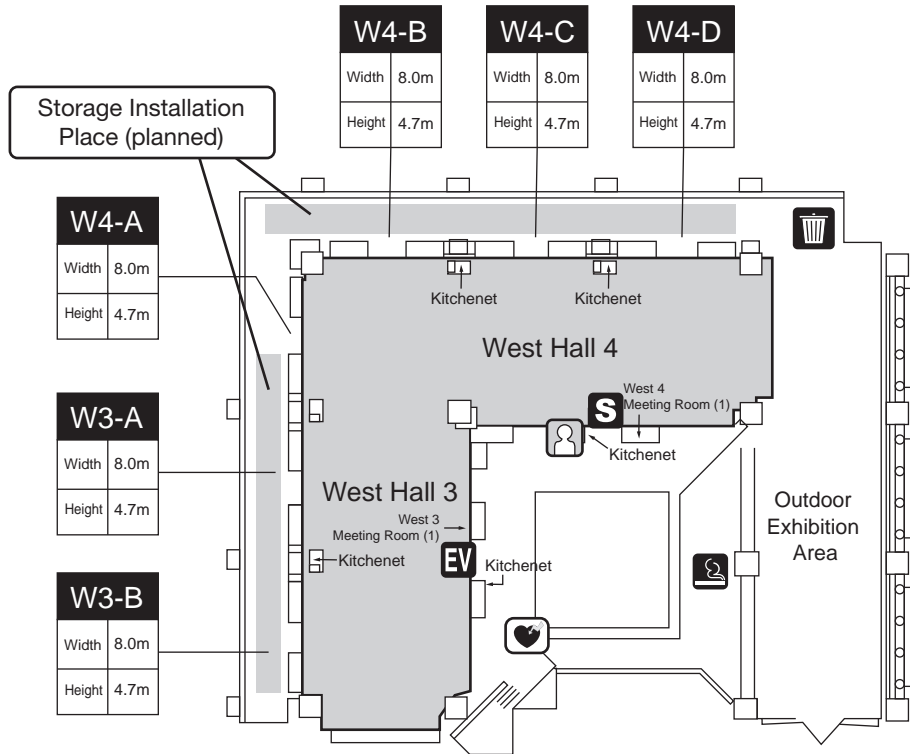
2F



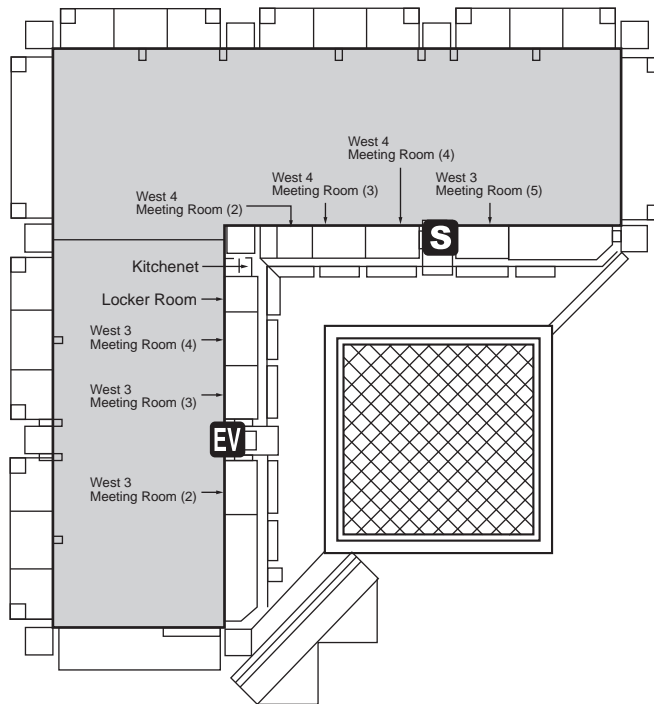
Smoking areas may change according to conditions at the venue.



4F



5F



Smoking areas may change according to conditions at the venue.



Fair Management Office



Stairs



Elevator



Smoking Area

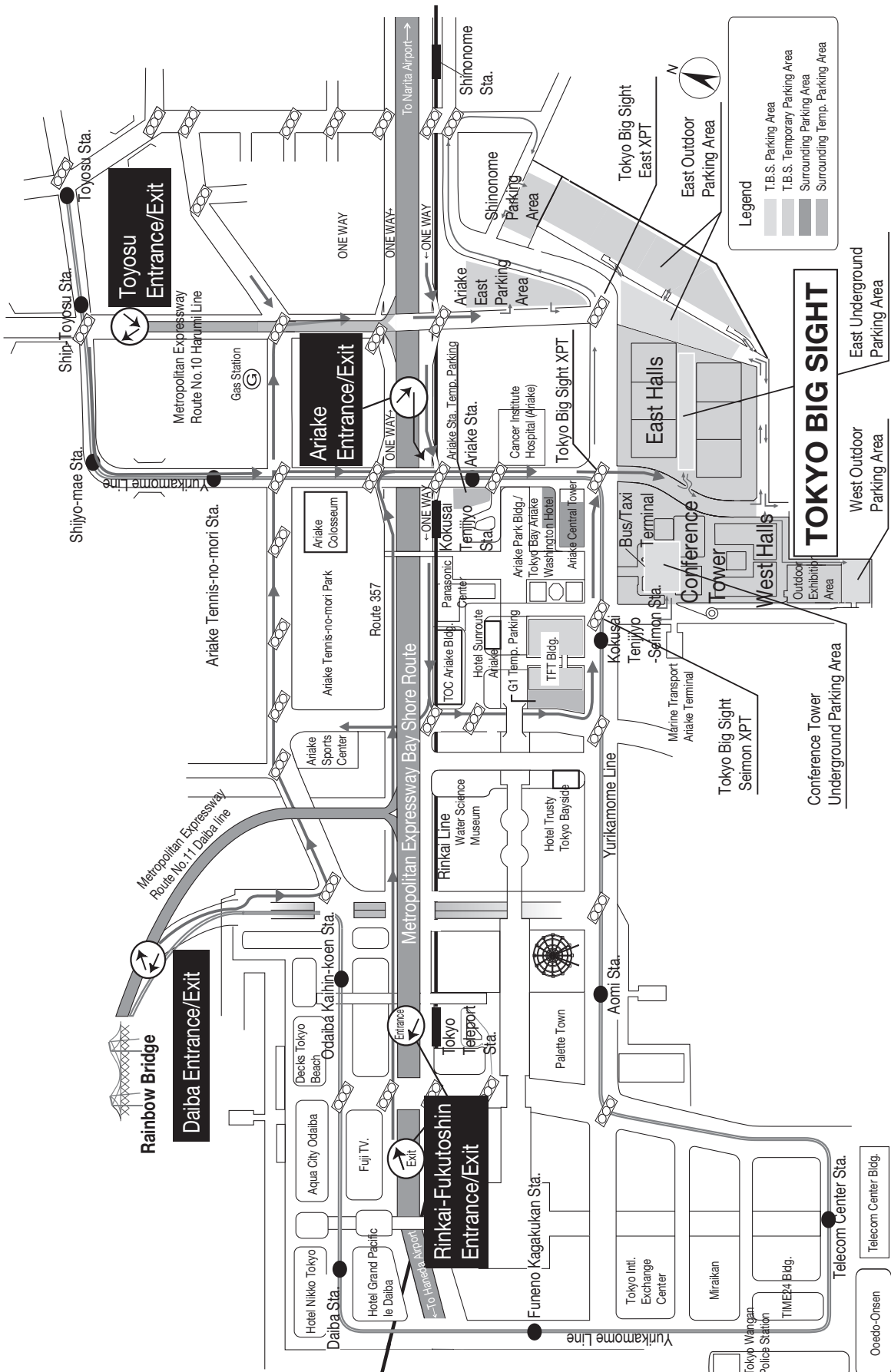


Metal cutting waste storage space

Please refer to

<http://www.bigsight.jp/services/floormap/index.html>

4-2. Freight Access Routes



As of May 2014

Fair Outline

General Information

Visitor Promotion

Promotion Tools

Delivery / Removal

Booth Setup and Management

Visitor Management System

Various Support Services

4-3. Delivery / Removal

Required

1) Designation of Delivery/Removal Dates

For the purpose of smoothing on-site delivery/removal work with less congestion, JIMTOF will implement a planned delivery / removal.

(1) Establishment of JIMTOF Distribution Desk

- A Distribution Desk will be established at JIMTOF as a general liaison office for delivery and removal of exhibit materials.

(Period of operation: Starting from Monday, August 18, 2014)

- During delivery/removal periods, a JIMTOF Distribution Desk "Reception Area" will be set up at the venue. (East Exhibition Hall: in front of East Hall 2; West Exhibition Hall: in Atrium [planned])

■ Who to contact: JIMTOF Distribution Desk, Big Sight Services Corporation

In charge: Mitamura, Sugita

TEL: +81-3-5530-1174 FAX: +81-3-5564-5430

E-mail: bss1@bigsight-services.com

(2) Delivery/removal (move-in/move-out) planning

- Fair Management (JIMTOF Distribution Desk) will inform each exhibitor when to start delivery/removal work, including decorative construction.
- The delivery/removal period for each exhibitor will start from the designated start date for delivery/removal.
- Prior to the designated delivery/removal date, vehicles and heavy equipment (such as forklifts and cranes) will not be permitted entry.
- Prior to the designated delivery (setup) date, no decorative construction (including laying of carpet in booths) or line/duct work (electrical, air, etc.) shall take place. **If this term is violated, the decorative work may be forcibly removed.** If that occurs, the cost will be billed separately to the exhibitor. Also, Fair Management will bear no responsibility for any damage or loss associated with decorative objects during delivery and removal.

(3) Designation of delivery/removal start date

- All exhibitors must submit **DELIVERY/REMOVAL (Order Form 1) by September 3 (Wed)**. Fair Management (JIMTOF Distribution Desk) will make adjustments to the designated delivery/removal start date and notify each exhibitor according to the submitted **DELIVERY/REMOVAL (Order Form 1)**.
- When filling out the form, enter the process for exhibited product and booth decoration. Fair Management will take into consideration booth locations and other factors when making overall adjustments. For that reason, assignments may not match exhibitors' hopes.

(4) Precautions regarding delivery/removal

- All vehicles must display a vehicle pass. First, vehicles will be checked by Fair Management security at the designated vehicle waiting area. Please wait (stand by) as instructed. **Vehicles cannot enter the Exhibit Hall or Truck Yard (hereinafter "Venue") directly.**
- During the delivery/removal period, congestion can be expected at the venue and truck yard. For that reason, entry of light vans, minivans, and other small vehicles may be restricted. (Please cooperate in hand-carrying decorations and maintenance materials.)
- Parking or holding vehicles in the truck yard with a "delivery vehicle pass" is prohibited. Please cooperate in promptly removing your vehicle or moving it to the waiting area after unloading.)

2) Delivery / Removal Periods:

JIMTOF2014 Operation Schedule

(hour)

		7:30	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
DELIVERY	Oct.23 Thu.	Preparation by the Organizer					Move-in and Set-up for Exhibitors (12:00 to 20:00)												
	Oct.24 Fri.	Move-in and Set-up for Exhibitors (8:00 to 20:00)																	
	Oct.25 Sat.	Move-in and Set-up for Exhibitors (8:00 to 20:00)																	
	Oct.26 Sun.	Move-in and Set-up for Exhibitors (8:00 to 20:00)																	
	Oct.27 Mon.	Move-in and Set-up for Exhibitors (8:00 to 20:00)																	
	Oct.28 Tue.	Move-in and Set-up for Exhibitors (8:00 to 20:00)																	
	Oct.29 Wed.	Move-in and Set-up for Exhibitors (8:00 to 20:00) *Vehicles can enter hall until 17:00.																	
FAIR PERIOD	Oct.30 Thu.	Preparation (7:30 to 9:00)		Fair period (9:00 to 17:00)									Leaving (18:00)						
		Supply of Compressed Air (7:30 to 20:00)																	
	Oct.31 Fri.	Preparation (7:30 to 9:00)		Fair period (9:00 to 17:00)									Leaving (18:00)						
		Supply of Compressed Air (7:30 to 20:00)																	
	Nov.1 Sat.	Preparation (7:30 to 9:00)		Fair period (9:00 to 17:00)									Leaving (18:00)						
		Supply of Compressed Air (7:30 to 20:00)																	
	Nov.2 Sun.	Preparation (7:30 to 9:00)		Fair period (9:00 to 17:00)									Leaving (18:00)						
		Supply of Compressed Air (7:30 to 20:00)																	
	Nov.3 Mon.	Preparation (7:30 to 9:00)		Fair period (9:00 to 17:00)									Leaving (18:00)						
		Supply of Compressed Air (7:30 to 20:00)																	
	Nov.4 Tue.	Preparation (7:30 to 9:00)		Fair period (9:00 to 17:00)									Move out & Removal (In-Booth Work Only to 20:00)						
		Supply of Compressed Air (7:30 to 19:00)																	
	REMOVAL	Nov.5 Wed.	Move out & Removal (8:00 to 20:00)																
		Nov.6 Thu.	Move out & Removal (8:00 to 20:00)																
Nov.7 Fri.		Move out & Removal (8:00 to 13:00)																	

- Regular Work time
- Overtime Work Hours (¥10,800/h)
- Preparations by the Organizer

Fair Outline
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Delivery / Removal
 Booth Setup and Management
 Visitor Management System
 Various Support Services

3) Delivery (move-in and setup) October 23 (Thu.) to 29 (Wed.)

- (1) Fair Management (JIMTOF Distribution Desk) will create an overall delivery/removal plan based on the DELIVERY/REMOVAL, and then notify each exhibitor of the delivery (move-in) start date.
- (2) Since the Fair Management construction period will last until **12:00, October 23 (Thu)**, exhibitors cannot perform any work during that period.
- (3) A JIMTOF Distribution Desk Reception Area will be set up in the East and West Exhibition Halls (East Exhibition Hall: in front of East Hall 2; West Exhibition Hall: in Atrium [planned]). Exhibitors who wish to participate in the vehicle paging system should first confirm that their company's delivery/transport vehicles are together and ready, and then make a request at the JIMTOF Distribution Desk. The JIMTOF Distribution Desk (security staff) will monitor venue congestion and guide vehicles from the waiting area according to circumstances. Vehicles cannot enter an exhibition hall until instructed by the JIMTOF Distribution Desk (security staff).
- (4) On **October 29 (Wed)**, the final delivery (move-in) day, Fair Management work (such as final cleaning and passageway carpet laying) will be taking place. For that reason, please move all vehicles (including heavy equipment) from the hall interior by 17:00.

4) During the fair October 30 (Thu.) to November 4 (Tue.)

- (1) Fair hours (9:00 - 17:00)

Vehicles cannot enter the exhibition area.

- (2) Before and after fair hours (7:30 - 9:00 and 17:00 - 19:00)

Vehicles can enter as far as the truck yard, but cannot enter the halls. Cargo must be brought in from each hall's carry-in (service) entrance either by cart or by hand. (Carts must be supplied by the exhibitors.) When doing so, please follow the guidance and instructions of the Fair Management security staff, and after delivering/removing materials, promptly move your vehicle(s) outside of the exhibition area.

- (3) Exhibitor parking lot

- During the fair, an exhibitor parking lot will be provided as described below. Please display your exhibitor vehicle pass and exhibitor pass when using the lot.
- You cannot leave vehicles parked in the exhibitor parking lot throughout the period of the fair. Also, you cannot enter or leave a parking lot outside of its regular operating hours.
- The East Hall underground parking lot has a height clearance of 2.1 meters. Use caution.

Exhibitors	Parking Lot	Opening Hours
East Hall	East Hall underground	7:30 to 23:00
West Hall	Outdoor Exhibition Area	7:30 to 23:00
	Rooftop Exhibition Area	7:30 to 23:00

5) Removal (move-out) November 4 (Tue.) to 7 (Fri.)

- (1) Fair Management will notify each exhibitor of the removal (move-out) start date.
- (2) On the last day of the fair, **November 4 (Tue)**, Fair Management will be engaged in dismantling/removal work. On that day, exhibitors may only engage in the dismantling of decorations, packing of exhibited items, and other booth interior work.
- (3) Some exhibitors may be asked by the JIMTOF Distribution Desk for same-day removal of objects if such objects obstruct removal plans at the carry-in entrances and/or flow of work. Should that occur, we ask for your cooperation. (After 19:00, vehicles used in same-day removals will be guided first to the waiting area and then, once safety has been confirmed, to the truck yard. Please do not wait along general roadways prior to 19:00.)
For other same-day removal matters, please contact the JIMTOF Distribution Desk.
- (4) Materials and supplies can be hand-carried from the venue to a vehicle parked in the exhibitor parking lot (one vehicle per company).
- (5) **The venue must be returned to its original condition by 13:00 on November 7 (Fri), the last day of the removal period. Extensions cannot be granted.**

6) Vehicle passes

- (1) Exhibit delivery/decorator vehicle passes will be valid from the designated delivery/removal date specified by Fair Management. Delivery/removal work prior to the specified date will not be allowed.
- (2) Vehicle waiting areas in the vicinity of the Tokyo Big Sight are limited. Please use the minimum number of vehicles necessary to move materials in and out.
- (3) A vehicle pass will be required if you wish to drive a vehicle to the venue in connection with exhibit delivery/removal work or decoration construction/dismantling. Vehicle pass types, period of validity, and quantity issued are shown below.

Vehicle Pass Type	Period of Validity	To Whom Issued	Qty Issued
Exhibit delivery	Delivery/removal period only	Exhibitors/exhibit delivery agents	Issued based on DELIVERY/REMOVAL (Order Form 1)
Decorator	Delivery/removal period only	Decorators and related constructors	1-5 booths: – 2 passes 6-9 booths: – 3 10-15 booths: – 4 16-20 booths: – 5 21-29 booths: – 6 30+ booths: Consult JIMTOF Distribution Desk
Exhibitor	During fair only	Exhibitors	1 pass per company

- (4) The vehicle pass should contain the exhibitor's name and driver's contact information, and should be displayed at all times. If the pass is not displayed, the vehicle cannot enter the venue.
- (5) To change the number of vehicle passes (except for exhibitor vehicle passes), contact the JIMTOF Distribution Desk. Note, however, that the desired number of passes may not be issued due to limits on the number of vehicles

7) Vehicle weight limits

Hall	Weight Limit
East Hall 1-6, West Hall 1-2	45t
West Hall 3-4	10t

*Vehicles cannot enter the Atrium.

- (1) Vehicles that exceed the gross weight (weight of vehicle + weight of load) shown above cannot enter the corresponding hall.
- (2) A ramp is used to enter West Halls 3 and 4, and vehicles whose gross weight exceeds 10t cannot pass over it. Before delivering materials, divide loads accordingly. A vehicle will generally weigh up to about 4t. Incidentally, vehicles are allowed to pass to the Rooftop Exhibition Area only if their gross weight is less than 4t.
- (3) Vehicles are not allowed in the Atrium area. Please transport materials by cart, etc., from adjacent West Hall 1 or 2

8) Material delivery route

The carry-in routes for the East and West Exhibition Halls differ. For details, refer to the map shown on the back of the vehicle pass.

9) Disposal of leftover materials

Exhibitors are responsible for removing their exhibits, decorations, and other materials. If any materials remain after the removal period has expired, they will be regarded as having been abandoned and Fair Management will dispose of them as it wishes. In such case, the cost of disposal will be billed to the exhibitor.

10) Exhibitor and contractor passes

During the delivery and removal periods, please wear your exhibitor pass or contractor pass. For details, refer to P. 8, "4. Admission to the Site"

11) Working hours (overtime work)

- (1) During the delivery (move-in) and removal (move-out) periods, working hours will be 8:00 to 20:00. If work is to be performed outside of those hours, please submit a Request for Overtime Work at the **East/West Fair Management Office**. As a general rule, personnel must exit by 23:00 at the latest.
- (2) During the period of the fair, exhibitors can be in the halls from 7:30 to 18:00, which includes exhibit preparation time and departure-related work time. If work is to be performed outside of those hours, please submit a Request for Overtime Work at the **East/West Fair Management Office**. As a general rule, personnel must exit by 23:00 at the latest.
- (3) Fair Management will issue an invoice for overtime work, based on the Request for Overtime Work (¥10,800/hour, tax included). In addition, if compressed air is used after 20:00, a separate overtime charge of ¥5,400/hour (tax included) will be added. (Refer to P. 69, "5-7. Compressed Air.")

4-4. Transportation / Delivery Service

OPTION

1) Shipping Service

- (1) This shipping service is recommended by Fair Management.
- (2) Exhibitors who wish to utilize this service should consult directly with a shipping company.
- (3) Exhibitors may deliver goods and decorations to the venue or remove them from the venue without using the recommended service.

Service name	Service description	Company					
		Schenker-Seino Co., Ltd.	Kintetsu World Express Sales Inc.	Logipal Express Inc.	Sagawa Express Co., Ltd	Kawaguchi Matsumoto Express Service Co., Ltd	Nippon Express Co., Ltd.
Parcel Shipping	Parcels can be shipped either one way from a designated location to the exhibition booth or both ways to and from the booth.	×	×	○	○	×	○
Charter service	A large number of parcels can be shipped either one way from a designated location to the exhibition booth or both ways to and from the booth.	○	○	○	○	○	○
Large parcel shipping Heavy machinery Shipping	Large parcels or heavy machinery can be shipped either one way from a designated location to the exhibition booth or both ways to and from the booth.	○	○	×	×	○	○
Overseas shipping	The following services are offered for shipping from overseas. (1) Shipping between the booth and an airport or port during delivery and removal. (2) Coordinating the delivery of cargo from overseas. (3) Helping delivered cargo clear customs upon arrival to Japan. (4) Arranging for return shipment to the overseas loading point.	○	○	×	×	×	○
Loans of heavy machinery	The service provides loans of cranes or fork lifts.	○	○	×	×	○	×
Cargo handling	Services include unloading cargo, assembly, dismantling, unpacking packages, and packing items.	○	○	×	×	○	○
Storage	Empty cartons, materials, and other items can be stored.	○	○	×	×	○	○

*Contact the shipping company directly for the fees related to each service.

Company	TEL	FAX	Person in Charge	MOBILE
Schenker-Seino Co., Ltd.	+81-3-5769 -7380	+81-3-5769 -7381	International Exhibition Logistics Group Mr. Matsuzaki, Mr. Sofuku	+81-80-1206-7785 +81-80-5381-8625
Kintetsu World Express Sales Inc.	+81-3-5443-9455	+81-3-5443-9457	Event & Exhibition Logistics Group Mr. Naya	—
Logipal Express Inc	+81-3-3671-0131	+81-3-3671-0138	Event Team Mr. Mito	+81-90-5764-0281
Sagawa Express Co., Ltd	+81-3-3522-3120	+81-3-3522-3101	Mr. Tsukino Mr. Saito	—
Kawaguchi Matsumoto Express Service Co., Ltd	+81-48-282-3114	+81-48-284-5086	Mr. Osawa	+81-80-5376-3114
Nippon Express Co., Ltd.	+81-3-3778-8274	+81-3-3778-8264	Sales 4th Mr. Ukon	—

2) Delivery

- (1) Please consider using the designated Tokyo Big Sight Smart shipping service.
- (2) Make sure that all items for shipping are properly labeled. Exhibitors are requested to advise courier companies of the delivery dates and times and assure that all exhibit packages are properly addressed.
- (3) Fair Management will not be responsible for items delivered by courier to Exhibitors. It can only be accepted by Exhibitors or their representatives.
- (4) Courier companies do not require delivery and removal vehicle passes.
- (5) The Tokyo Big Sight's West Exhibition Hall/Conference Tower and East Exhibition Hall have different addresses.

[West Exhibition Hall and Conference Tower]

3-11-1 Ariake, Koto-ku, Tokyo

[East Exhibition Hall]

3-10-1 Ariake, Koto-ku, Tokyo

(Address Label example)

Delivery Date:	Mobile Phone No.
Person in Charge:	
Company Name:	
Booth No.	Hall No.
JIMTOF2014	
Tokyo Big Sight	
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 JAPAN	

*Make sure to write the hall number, booth number, company name and delivery date.

3) Courier vehicles

(1) During delivery / Removal

Vehicles are allowed in the loading/unloading area outside the exhibition halls, but not in the exhibition halls.

(2) During the fair

- Opening hours (9:00 - 17:00)

Courier vehicles are not allowed in the exhibition area. If Exhibitors must add or remove items, they must do so by using carts only from the gate.

- Closing hours (7:30 - 9:00 or 17:15 - 19:00)

Vehicles are allowed in the loading/unloading area outside the exhibition halls, but not in the exhibition halls. The transport of goods in/out of the exhibition halls by courier is permitted by the use of carts only.

4) Courier Counter

Fair Management will prepare a courier service counter at the site during the fair period.

4-5. Bonded Display Items

1) Bonded Display Items

Bonded Display Items means items which were produced or manufactured outside Japan and have not been cleared by the customs in Japan to display at JIMTOF2014. This also applies to display materials and items used in other locations, not just exhibition products.

2) Bonded display area

Fair Management will allocate booths or halls at JIMTOF2014 to Tokyo Customs as a designated bonded display area. This way, the foreign products can be displayed as bonded display items without needing to clear customs. Bonded Display Items need the approval of customs to exhibit at the Fair.

3) Application for bonded display items

Exhibitors wishing to display such bonded items and need their booth to be in the bonded area must advise the Fair Management by submitting **Order Form 2 by September 3 (Wed.)**. Fair Management will send the relevant documents to Exhibitors.

4) Overall handling of bonded display items

Fair Management uses Schenker-Seino Co., Ltd. as the general agent for handling bonded display items. Instead of contacting Fair Management, exhibitors must use the official agent Schenker-Seino Co., Ltd. for the procedures of applying for bonded display to Tokyo Customs. Please contact the official agent beforehand.

■ Overall handling of bonded display items :

Schenker-Seino Co., Ltd.

TEL: +81-3-5769-7380 FAX: +81-3-5769-7381

E-mail: takayuki.matsuzaki@schenker-seino.co.jp

Contact: Mr. Matsuzaki, Mr. Soufuku

5. Booth Setup and Management

5-1. Examples of booth Regulations

Required

*Decorations beside Passage ways

- Decorations which height are between 90cm and 3.0m and placed beside a passage way shall take up no more than one-third of each side.
This rule does not apply to decorations which are less than 90cm.

Installation of Smoke Detector(s)

- It is possible to make meeting space/room inside the booth. The height of the facility shall be lower than 3.0m. For reasons of fire safety, the construction of roofed or covered booths is limited to approval of Fair Management. A smoke detector shall be installed in the facility, please contact Fair Management.

Indirect Lighting

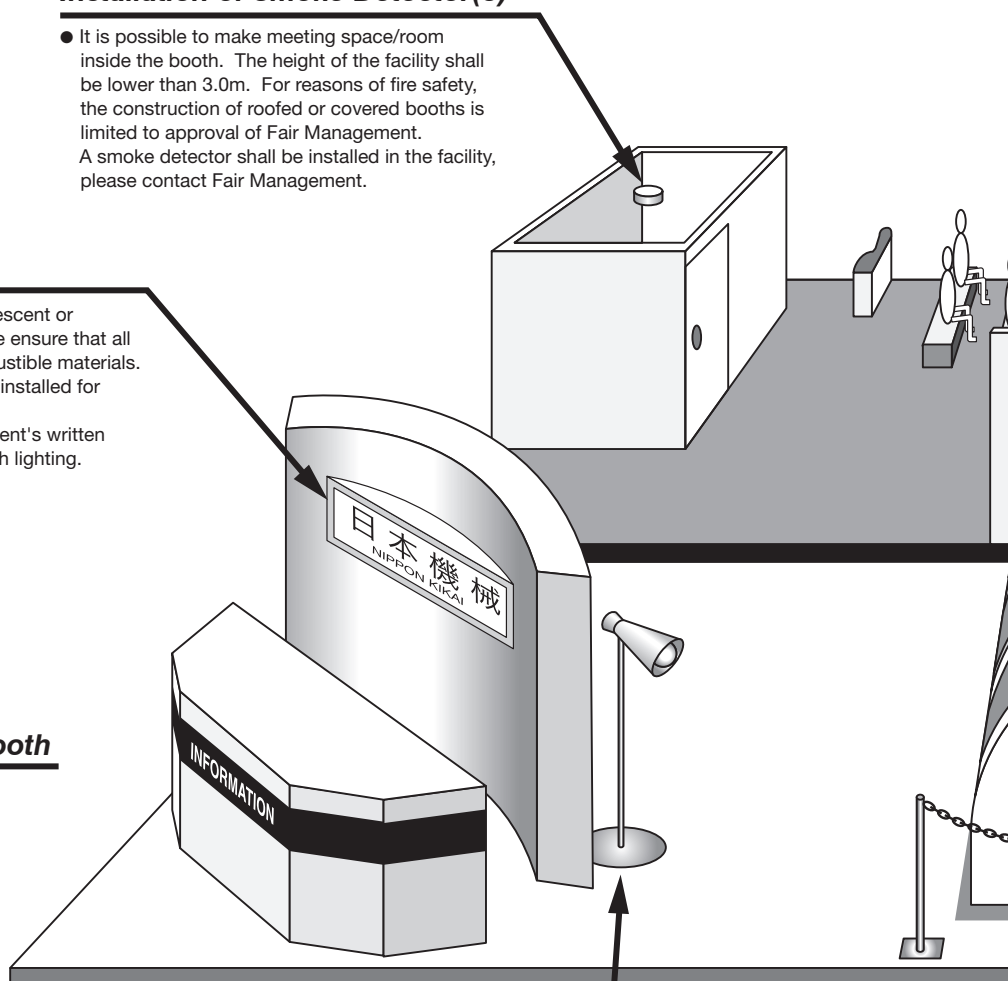
- When using concealed fluorescent or incandescent lighting, please ensure that all fixtures are made of incombustible materials. Proper ventilation should be installed for adequate heat dissipation. Please obtain Fair Management's written approval when installing such lighting.

Two Story Booth

- Refer to p.50

Banners inside a Booth

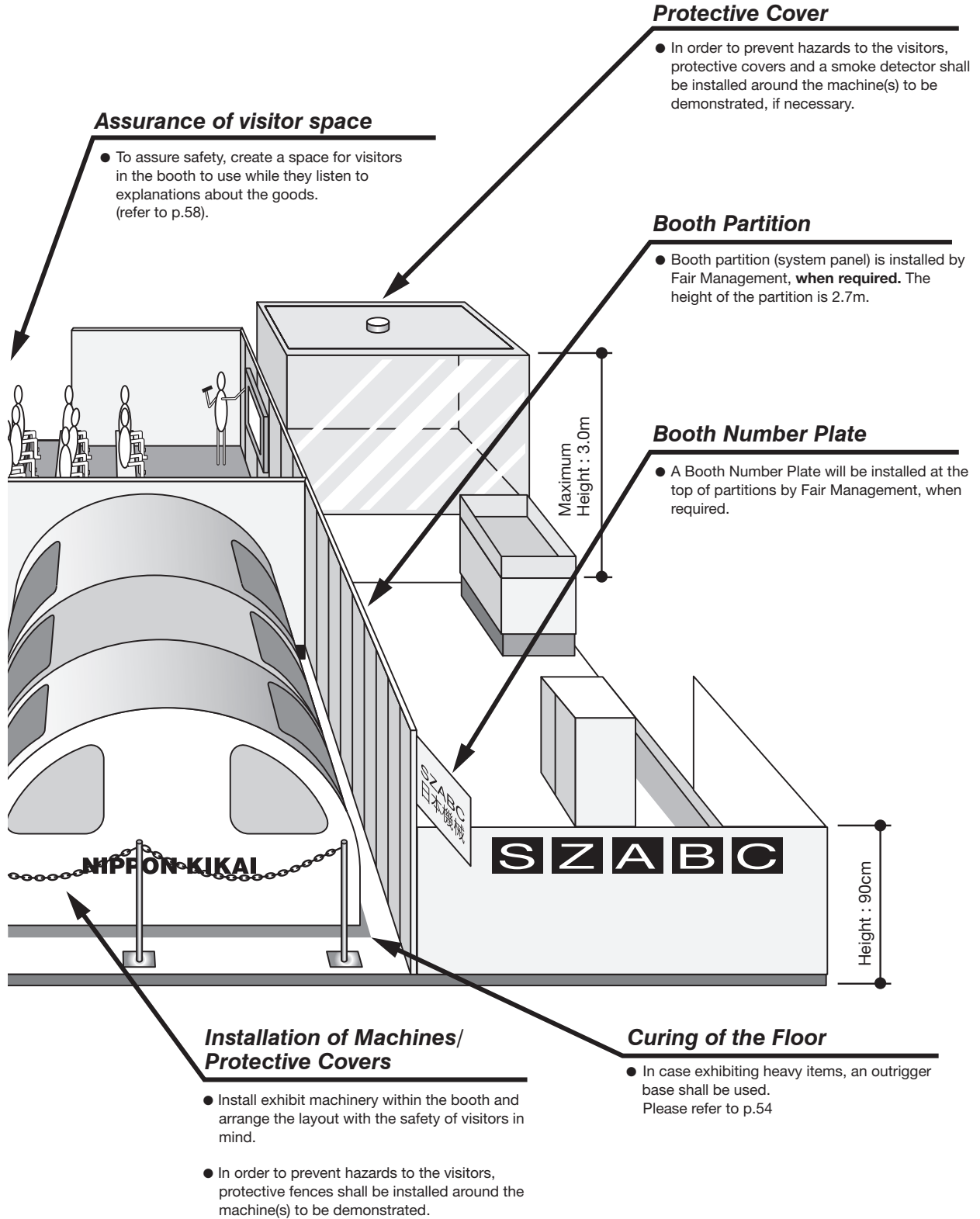
- Refer to p.51



Lighting

- * Decoration Height Requirements:
The height limit for decorations rises up to 6.0m in the area which is 3.0m away from passageways, adjacent booths and walls (refer to p.48).
- * Demonstration of Exhibits:
Please use insulate equipment for noise and vibration, not to be objections to other exhibitors and visitors. (refer to p.57).

- Lighting must be less than 3.0m in height as decorations.
- Colored light as neon cannot be used.
- Lighting shall be installed facing your booth.



5-2. Display and Decoration

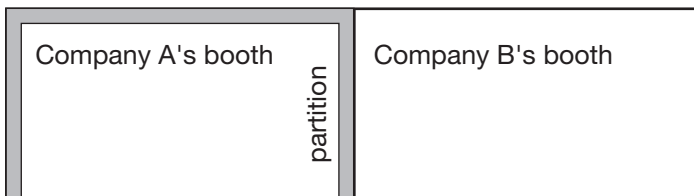
Required

Decorations shall not block the view of the halls or their overall improvement, harmony and appearance. All labor activities relating to installation and decoration shall take place only within the booths. Do not place any exhibit material or decoration in the passageways or in other Exhibitors booths. **Fair Management may request Exhibitors to take necessary measures or stop the work if it is improper. Also, any associated costs that arise will be the responsibility of the exhibitor.**

1) Booth Specification

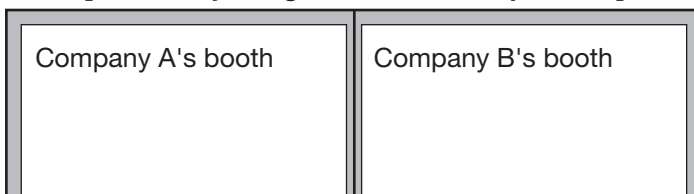
- (1) A standard booth is as large as 9m² (3 x 3 m). A transformed booth will be prepared according to the scale of the exhibition and in consideration of passages and facility sizes.
- (2) All exhibitors need to submit **Order Form 14 “BOOTH PARTITION / BOOTH NUMBER PLATE” by September 3 (Wed)**. Booth partition (system panel) will be installed free of charge for the requesting exhibitor.
- (3) In that case, the booth will be narrowed in proportion to the partition thickness. (No partition panels will be installed on the passage side.) A white line will be drawn along the boundary if no partition panel is installed.
- (4) Exhibitors should consider the reverse side of the decorations if no partition panels will be installed. It basically should be plain white or ivory, unless an alternative is discussed and agreed upon. Likewise, exhibitors should consider the reverse side of the decorations which exceed 2.7m and faces the adjacent Exhibitor’s booths.

[If Company A (one of the adjoining exhibitors) needs partition]



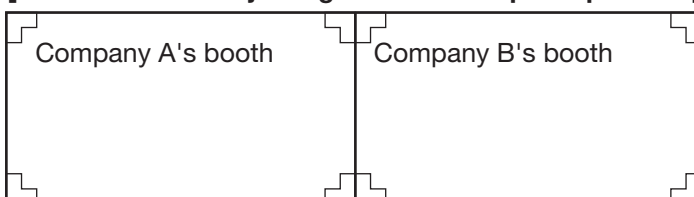
A partition panel will be installed in Company A's booth.

[If both adjoining exhibitors need partition]



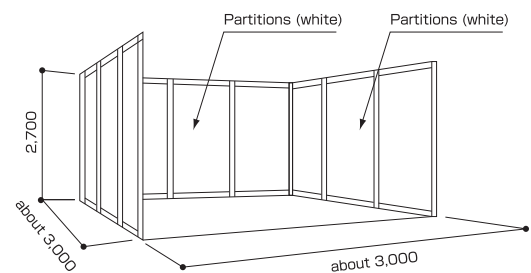
A partition panel will be installed on the boundary line of the adjoining booths.

[If neither of the adjoining exhibitors requires partition]



Four corners of each booth is displayed.

[Booth Partitions]



<System Panels (fireproof) Regulations>

- Exhibitors cannot replace, remove, or change the panels.
- As all system panels are leased to Exhibitors, care **MUST** be taken in their handling. Exhibitors will be liable for any damage caused to the system panels.
- System Panels cannot be used for decorations. Any improvement, cutting, or driving nails, screws, rivets or hooks to the system panels is prohibited. Please do not prop any exhibits or decorations against the panels.
- The following is allowed, but restoration to the original condition is required.
 - Putting up posters and lightweight picture panels with double faced tape
 - Signs made of Cutting Sheets
 - Slings explanation panels with chained hooks
 - Installing spotlights with clips

2) Booth Number Plate

- Fair Management will create and install the standard booth number plate in the following design to the booth of the requested exhibitor. All exhibitors need to submit **Order Form 14 “BOOTH PARTITION / BOOTH NUMBER PLATE”** by **September 3 (Wed)**. Only the contract exhibitor (exhibit applicant) is allowed to request. Booth number plate for co-exhibitor and internal exhibitor will not be created. Also, contents of display will be the company name at the time of application as a basic rule.
- The booth number plate will be included in a package booth automatically.

(Size of Booth Number Plate)

Size	300 mm × 450 mm	
Contents	① Name of Exhibitor (Expressions such as “Co.” “GmbH” will be omitted.) ② Booth Number * As a rule, Company name will be indicated in Japanese and English. (Or English only if there is no Japanese name). * Type of Font is Gothic. * Indication is on one side of the plate	
Number of Plates	1–10	1 plate
	11 or more booths	1 to 2 plate(s)

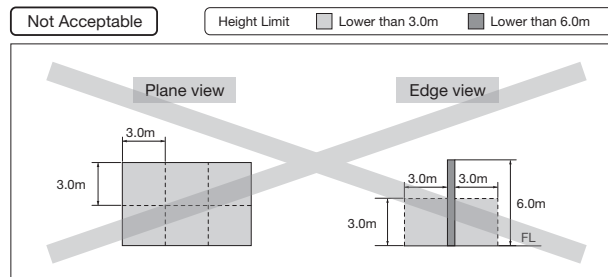
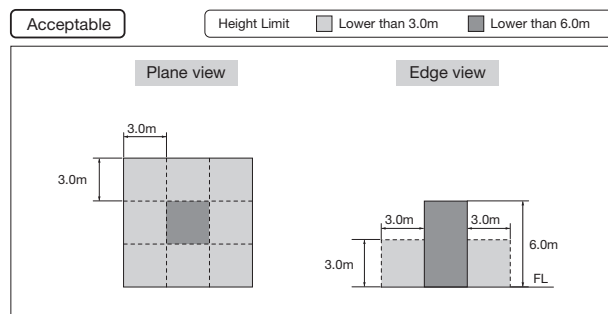


■ Booth Partitions / Booth Number Plate

Official Contractor: MURAYAMA INC.
 TEL: +81-3-3813-1590 FAX: +81-3-3813-1274
 Contact: Mr. Norose, Mr. Onishi, Mr. Shibano

3) Decoration Height Requirements

- All decorations (including cabinets, audio visual materials and booth interior lighting) must be confined to a **maximum height of 3.0m**.
- However, **the height limit for decorations rises up to 6.0m in the area which is 3.0m away from passageways, adjacent booths and walls. For reasons of fire safety, the construction of roofed or covered booths and decorations over 3.0m high are limited to the approval of Fair Management.**
- Balloons or similar decorations raised within the booth must also fall within the height limit. Only helium gas can be used. Also, gas canisters cannot be stored on site.
- There is no height limit on the actual exhibition products. However, please contact Fair Management when displaying products **taller than 3m**.
- Exhibitors wishing to include any of these contradictions must apply and submit blueprints to Fair Management to obtain permission by **October 2 (Thu.)**. If there are on-site items not confirmed with drawings or not in conformity with the drawings beforehand, Fair Management may demand corrections to the fixtures or the fixtures removal on-site.



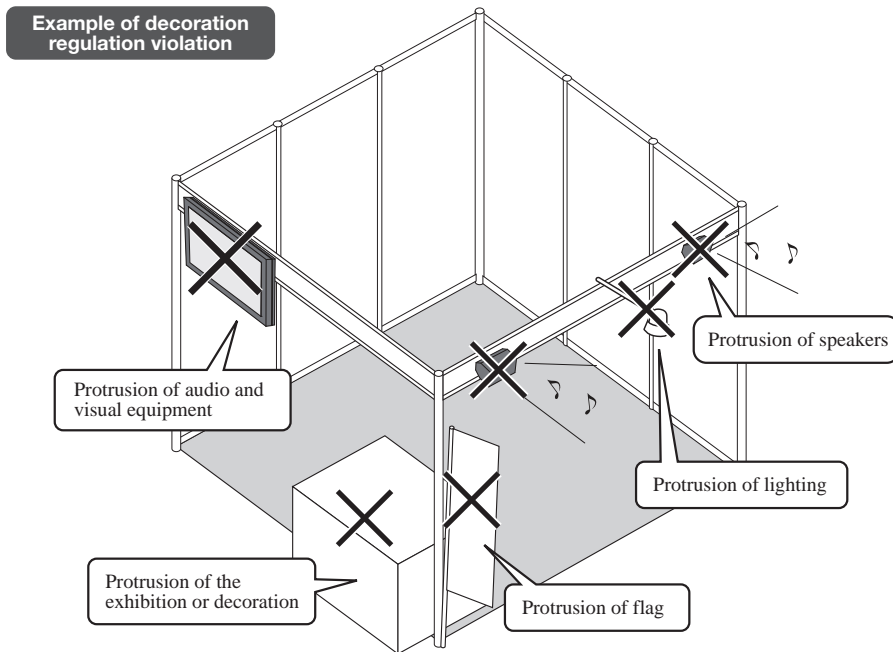
■ Preferential measure regarding the lighting height limit

An exhibitor who has at least 15 booths and meets the following conditions can install lighting fixtures up to 6 meters in height, with no setback from the passageway edge and a 1-meter setback from adjacent booths.

- (1) Due to the nature of the exhibit, lighting up to 3 meters in height cannot provide sufficient illumination for visitors who are observing (such as when large machinery is exhibited at the edge of a passageway).
- (2) The exhibitor's booth is adjacent to the exhibition area wall, and even though the applicable light is at least 3 meters in height, it does not have a recognized adverse effect on the visibility of other companies' booths.
- (3) The exhibitor has submitted an installation plan to the Fair Management in advance and has received approval.
- (4) Installable lighting
 - Lighting, including related supporting structure, must illuminate the exhibit and have no decorative elements.
 - The upper part of the supporting structure must have an appropriate shape for supporting a light source.
 - The supporting structure will contain only what is necessary for supporting the light source.
 - Lighting fixtures and supporting structures will not contain the exhibitor's name, a logo or other element associated with a particular company.
 - The appearance will be white, black, silver, or other simple color, and will not be markedly conspicuous.

4) Do not protrude out of booth

- (1) The lighting, speakers, signs installed on the truss, etc., cannot protrude out from the booth.
- (2) Fair Management will patrol during the installation and during the exhibition. It will be requested to remove at the site if it is violated.



5) Ceiling construction

- (1) A ceiling structure refers to a roof, curtain, or other structure that is installed in the ceiling and whose open ratio is less than 70%.
- (2) To ensure that there is no interference with the Tokyo Big Sight's fire protection equipment (scanning fire detectors, water cannons, sprinklers, etc.), submit drawings to Fair Management by **October 2 (Thu)** and receive confirmation before installing a ceiling structure.
- (3) If the width or depth of the ceiling structure protrudes more than 1.2 meters or it is determined that it interferes with the Tokyo Big Sight's fire protection equipment, it will be necessary to install wireless smoke detectors, package-type fire extinguishing equipment, or fire extinguishers based on the Tokyo Big Sight's fire prevention guidelines. Please understand that the cost of installation will be the responsibility of the exhibitor. Even if Fair Management confirmation has been received, Fair Management may ask you to install fire protection equipment if there are items or inconsistencies that cannot be confirmed with the drawings at the site.
- (4) Regardless of the items mentioned above, the installation of fire protection equipment may be requested if a ceiling structure is installed over an enclosed space, such as a space surrounded by walls on all sides.
- (5) A ceiling structure that creates a double ceiling shall not be installed under any circumstances.

6) Raised floor

- (1) A raised floor higher than 30 cm will be allowed only as a stage or for viewing an exhibited product.
- (2) Construct it in a way that will prevent people from going underneath the floor except to perform inspections.
- (3) Do not place distribution panels, wiring connections, and such under the floor.
- (4) Take steps to prevent falling.
- (5) Do not install flame-producing equipment or store/handle hazardous materials under the floor.

7) Two-story Construction (For 15 or more booths)

Exhibitors wishing to make a two-story booth are required to submit **Order Form 15 to Fair Management by September 3 (Wed.)**. Blueprints of the booth decorations must be attached to the form. Fair Management will permit two-story booths if checks reveal no structural problems with the plan. The structure must comply with the following conditions.

(1) Requirement for setting up

- For JIMTOF2014, More than 15 booths of exhibit at one location may apply for banners.
- Booths must be constructed so that **the outer perimeter is 3m** from aisles, adjacent booths, or walls.
- **The maximum height for two story constructions is 6m**, including a 1.2m handrail.
- Three or more story booths are not allowed.

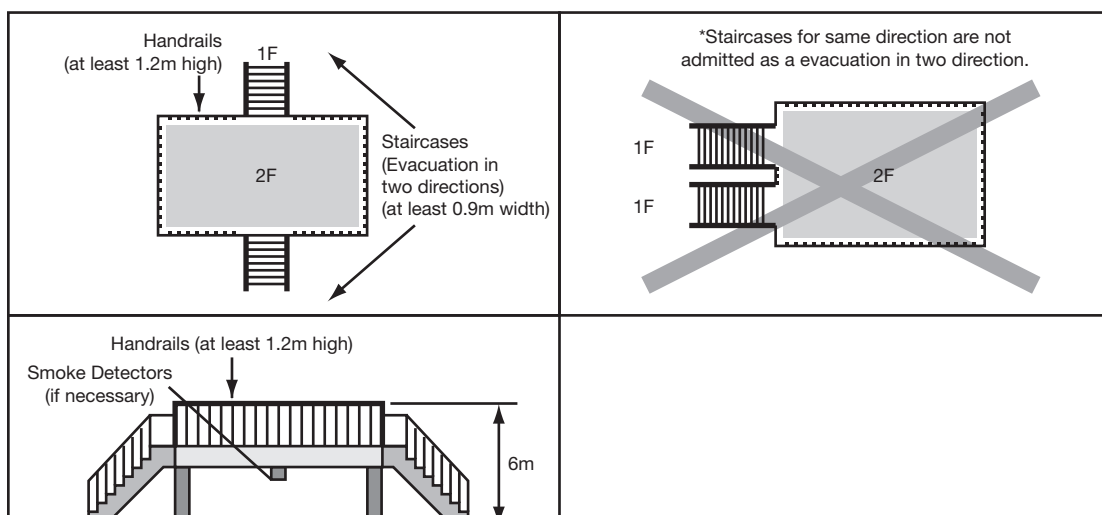
(2) Fees

The floor area for the second story of booths will be free

(3) Regulations for setting up

To operate the fair smoothly under the fire regulations of the venue, two-story- booths which do not comply with the following conditions are not allowed to be built.

- Second-story-area is for meeting, dressing, or stock rooms use only.
- Exhibitors should consider the surrounding exhibitors.
- More than 2 staircases (minimum width: 90cm) are required.
- To prevent falls from the second floor or staircases, these areas must include handrails at least 1.2m high as a barrier.
- Emergency exit lighting or signs must be included near the stairs.
- Columns and beams must be made from a fire resistance steel frame construction of appropriate strength.
- Install an additional detector if the structure interferes with the smoke detectors or fire alarms at the venue.
- Install a fire extinguisher if the structure interferes with the sprinklers at the venue.
- Install emergency lighting in case of an emergency.



8) Setting up Banners In Booths (For 21 or more booths)

The following is information for exhibitors who wish to set up banners inside the booths. To ensure safety as well as smooth delivery and removal, Fair Management is selling packages that include banner creation and hanging. Exhibitors who wish to take advantage of this package should fill out the **Order Form 15** Submit the form to Fair Management by September 3 (Wed.), along with a diagram of the installation position and the design data. The following conditions must be observed when setting up a banner.

(1) Requirement for setting up

More than 21 booths of exhibit at one location may apply for banners.

(2) Number of banners

The number of banners that can apply depends on the total number of exhibit of booths.

Number of booths	Number of banners allowed
21 - 40	1 sheet
41 - 60	2 sheets
61 - 80	3 sheets
81 - 100	4 sheets
101 or more booths	5 sheets

* One large size is calculated as two small size.

* Fair Management will confirm the position of the banner considering the regulations for fire prevention. Contact Fair Management if you have any request.

(3) Fees

The following information indicates the fees for banner installation. The fees include banner creation, installation, and removal.

	Basic Size (3600mm length × 4500mm wide)		Special Size (3600mm length × 9000mm wide)	
	East Exhibition Hall	West Exhibition Halls	East Exhibition Hall	West Exhibition Halls
Price (One side print)	¥518,400/Sheet	¥432,000/Sheet	¥1,036,800/Sheet	¥864,000/Sheet
Price (Both sides print)	¥691,200/Sheet	¥648,000/Sheet	¥1,382,400/Sheet	¥1,296,000/Sheet

*The above prices include 8% tax.

(4) Setup conditions

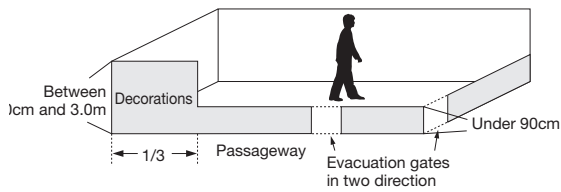
The following setup conditions must be observed to avoid problems with the structure of the facilities and to ensure safety according to the Fire Defense Law.

- The lowest point of regulation banners must be at least 11m from the floor. (However, this may be different depending on the exhibition hall.)
- The position where the banner is hung must be within the boundaries of the booth. However, if there are problems due to the structure of the facilities, Fair Management may request changes. After setting up the banners, the hanging position cannot be changed.

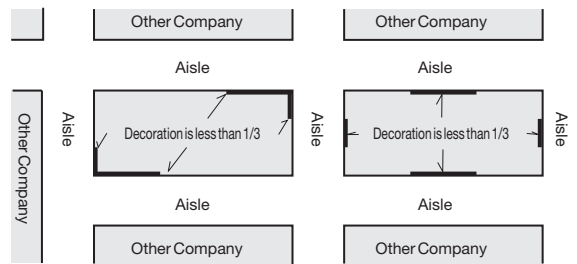
9) Decorations Facing the aisles the Passageways

- (1) In order to ensure enough space for emergency exits, booths must be kept wide open.
- (2) Decorations which are between 90cm and 3.0m and placed beside passageways shall take up no more than one-third of each side. This rule does not apply to decorations which are less than 90cm. A booth should have evacuation gates (escape gates) that allow evacuation in two directions.
- (3) Exhibitors of 30 or more booths should submit a blueprint of booth decoration to Fair Management for approval by October 2 (Thu.).

[Elevation Plan]



[Ground Plan]



10) Decoration Regulations

(1) Submission

The display and decoration of booths is the responsibility of individual Exhibitors. Each Exhibitor is required to select a contractor for such works and to submit the name of the contractor to Fair Management using **Order Form 3 by September 3 (Wed.)**.

(2) Dignified expressions

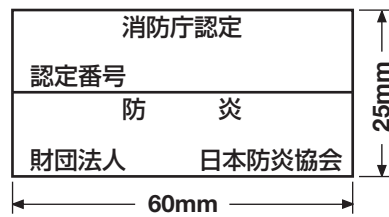
Expressions of exhibit explanation panels should be dignified for the Fair. Expressions such as the prices, "Sold out", etc. are prohibited.

(3) Flame Retardancy

For fire prevention, please pay attention to the followings:

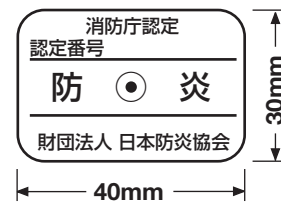
- All plywood, veneer should be treated with fire retardant liquids and bear the "Flame Retardant" label.
- All thick coverings used in exhibit decoration such as cloth, paper or wall covering must be certified as flame retardant and bear the Flame Retardant label. Thin coverings i.e. paper completely overlapped to the fire retardant plywood may be used.
- All decorative materials such as curtains, artificial flowers, banners, drapes and clothing should be certified as flame retardant by a qualified fire prevention contractor and bear the Flame Retardant label. Antiflaming works are prohibited at the venue.
- The exhibitor should attach a fire retardant label to each of all fireproof products, such as curtains. In that case, the labels should be ones issued by the Japan Fire Retardant Association.
- All plastic flowers or other items made of Styrofoam, urethane, acetate, polyester, acrylic or nylon may not be used. However, Styrofoam lettering may be used as long as it is not within reach of the public.
- Prior approval must be obtained from the Fukagawa Fire Department for the use of any unspecified decorative material. Exhibitors are requested to provide a sample for testing to Fair Management. Material to be used in the fair must be approved as fire proofed by the Japanese Fire Defense Law. Exhibitors who need to use material approved by overseas' laws are required to submit a copy of its certification should be with Japanese translation and a sample of the material to Organizers. Organizers will submit those documents to the fire authorities, and material only which approved by the fire authorities can be used at the fair.
- Booths must be equipped with a fire extinguisher whenever welding or other fire risks are involved. Anything flammable should be removed from the area where there are sparks.

(Flame Retardant Plywood)



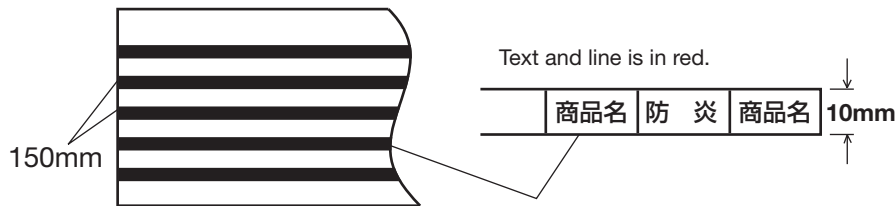
Coloring will be white base with "Flame Retardant" text in red and other text and horizontal line in black.

(Flame Retardant Carpet)



Coloring will be white base with "Flame Retardant" text in red and other text and horizontal line in black.

Fire and Disaster Management Agency Approved



(4) Disposal of remaining exhibits

- The construction workers must take any leftover materials or debris when constructing and removing decorations to the booths.
- If the materials cannot be brought back to the company, please contact the cleaning service designated by Fair Management, Big Sight Services Corporation. The service will dispose of materials for a fee. Fair Management will dispose of any other materials left at the venue, and the exhibitors will be billed for the fee.

(5) Protective Covers / soundproof

- In order to prevent hazards to the visitors, protective covers shall be installed around the machine(s) to be demonstrated, if necessary. When the covers are installed, fire alarm systems are required.
- Same as soundproof. Please ask to the fair management for further information.

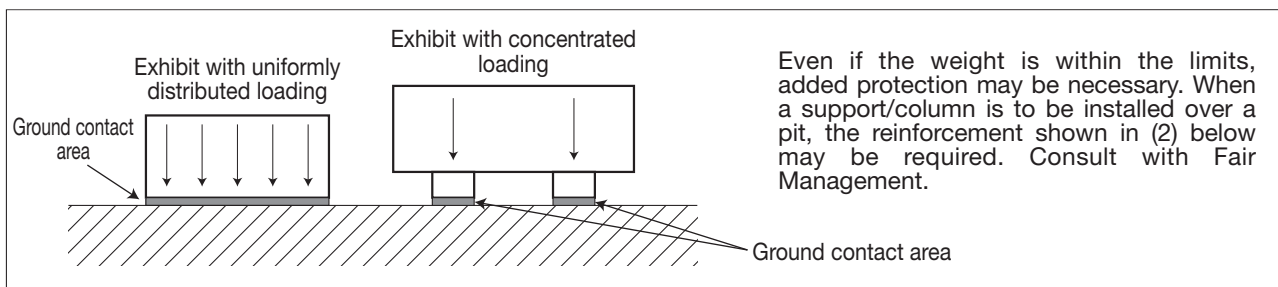
11) Exhibiting Heavy Items

(1) Weight Limits

Each exhibition hall has a weight limit due to the structure of the facility, so plan the installation plan after confirming the following installation method and preparation method. **All exhibitors are required to submit Order Form 2 “EXHIBIT ITEMS” by September 3 (Wed.)**

	East Hall 1-6, West Hall 1 and 2	West Hall3 and 4	Atrium
Finish	Concrete		Artificial tile
Weight resistance*	5t/m ²	2t/m ²	360kg/m ²
Anchor bolt	Yes (φ16mm, depth : 60mm or shorter, on the pits / NO)		NO
Weight limit	<ul style="list-style-type: none"> When exhibiting one item exceeding 50t, please contact Fair Management. Exhibits exceeding the weight limit of one block dividing pits (next page), Fair Management may ask Exhibitors to relocate or reduce the weight etc. of exhibits. 	<ul style="list-style-type: none"> When exhibiting one item exceeding 6t, please contact Fair Management. When exhibiting one item exceeding 2t-6t, they must be at least 3m apart. Fair Management may ask Exhibitors to relocate or reduce the weight etc. of exhibits. 	Heavy items cannot be exhibited.
Others	Vehicles exceeding 45t (vehicle weight + loads weight) cannot enter the halls.	Vehicles exceeding 10t (vehicle weight + loads weight) cannot enter the halls.	Vehicles cannot enter the halls.

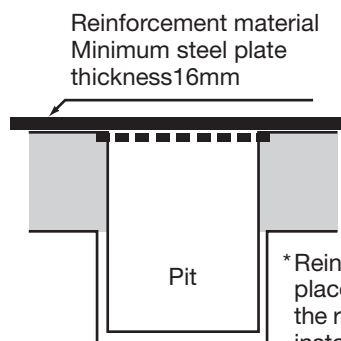
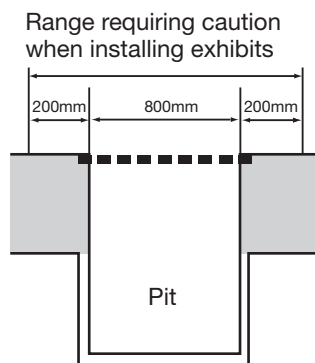
*Stand-alone weight of the exhibition product ÷ Ground contact area of the exhibition product



(2) Pits and its vicinity

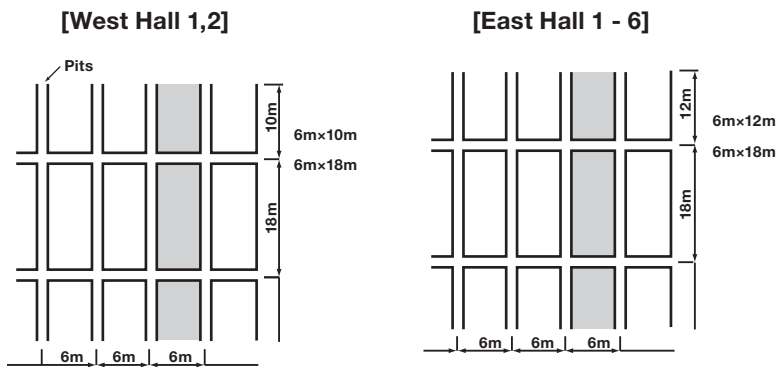
In case items (East Hall 1-6, West Hall 1 and 2; 3t or more / West Hall 3 and 4; 1t or more) need to be placed on pits or their vicinity, they shall be reinforced according to the instructions shown below. Please contact Fair Management for details.

*Anchor bolts MUST NOT be placed in the range requiring caution when installing exhibits.



*Reinforcement steel plate shall be placed in such way that it will cover the range requiring caution when installing exhibits.

(3) Restriction for installation



Pit compartment figure

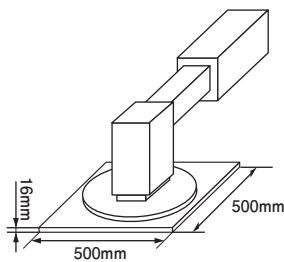
Method of Installation	Maximum Weight of Exhibit		
	6m x 18m Area	6m x 12m Area	6m x 10m Area
Placed flat on the floor 	Up to 80t	Up to 50t	Up to 40t
With legs or pillars 	Up to 60t and Up to 8t/leg or pillar	Up to 35t and Up to 8t/leg or pillar	Up to 30t and Up to 8t/leg or pillar

(4) Restrictions when installing the display

- Hanging crane shall be 45t rafter crane or smaller.
- Outrigger base shall not be placed on or near the pit cover under any circumstances.
- Curing for outrigger base by size is as shown in the following.

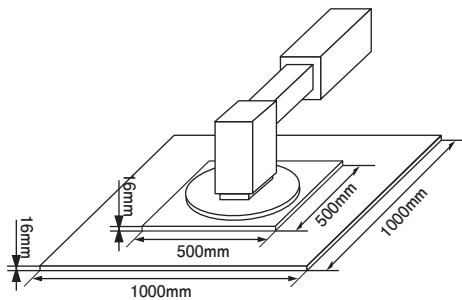
■ to 35t Rafter

500 x 500 (mm) Steel Plate



■ to 45t Rafter

500 x 500 (mm) Steel Plate
+ 1,000 x 1,000 (mm) Steel Plate



12) Flooring Work

Fair Management will be notified of all intended flooring work using **Order Form 24 by September 26 (Fri.)**, which they will examine. **If an exhibitor performs work that has not been reported in advance or is prohibited, Fair Management may halt the work immediately and later charge a fine.**

(1) Driving Anchor Bolts

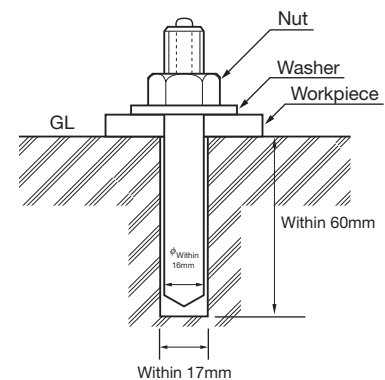
- Only anchor bolts which are 16mm in diameter and 60mm long or shorter are permitted. All other anchor bolts **MUST NOT** be driven into the floor. (Including concrete nails, concrete pins, femalescrew anchors, chemical anchors etc.)
- You may not affix anchor bolts to pits or an area with 200mm of a pit lid.
- Driving anchor bolts into the Atrium floor is prohibited.
- The cost of the permit is ¥1,080/anchor bolt (including tax). Exhibitors will be invoiced after the Fair.
- You may not affix anchor bolts to the low roof area on the park of Galleria (East Halls)

(2) Floors of West Hall 3 and 4

When using tape on the floor of West Hall 3 and 4, please use tapes that are easily removed and do not leave any residue.

(3) Prohibited Works

- Digging or excavating the floor.
- Drills with a diameter of more than 17mm.
- Application of paint, varnish or glue directly to the any part of the building.
- Use of powerful adhesive tape.
- Application of glue on the back side of carpets or other floor coverings.
- Other work that cannot be approved due to the building structure or due to management or operations.



(4) Restoration to Original Condition

The exhibitor should undo any floor construction after the exhibition ends.

- All floors should be restored to their original state at the Exhibitors expense at the end of the Fair. All anchor bolts that protrude from the ground should be cut at surface level with a sander. They may not be hammered or burnt off with a welding torch.
- The heads of anchor bolts that protrude from the floor shall be cut with a sander. Anchors bolts shall not be driven in with a hammer or gas welded because those methods will damage the floor surface.
- If the above restoration work is not undertaken by the Exhibitor, Fair Management shall undertake all necessary floor restoration work and bill the Exhibitor accordingly.

5-3. Exhibit and Demonstration

1) Demonstration Regulations

All demonstrations should be consistent with the fair objectives. Demonstrations should not be operated in any manner objectionable (noise, odor, vibration) to other Exhibitors, visitors, or Fair Management. During the event, Fair Management or other authorities (fire prevention, security or insurance, etc.) reserve the right to stop such objectionable or dangerous demonstrations.

(1) Protective fences

In order to prevent hazards to the visitors, protective fences must be installed around machines to be demonstrated.

(2) Installations

- Install exhibit machinery within the booth and arrange the layout with the safety of visitors in mind.
- Machines for exhibit and demonstrations mentioned here refers to machine tools and forming machines, etc.. The same rule shall apply to moving parts as well as to peripheral equipment other than the machines main unit such as a control panel, chip conveyor, compressors, electricity hydraulic / air pressure and water supply / drainage pipes.

(3) Assurance from security staff

Contact the security staff at any time to assure visitor safety.

(4) Noise Control

Please use insulate equipment for noise and vibration, not to be objections to other exhibitors and visitors. Fair Management may request Exhibitors to suspend the demonstration when the noise seems to disturb others.

(5) Processing waste oil and chips

- Waste oil: See page 74, 8) Disposal of Lubrication oil, Cutting oil etc.
- Chips: A chip dump will be set up in the truck yard (loading / unloading area). Please take all chips to this location (Please refer to P.31-34, 4-1. Exhibiton Center Outline).

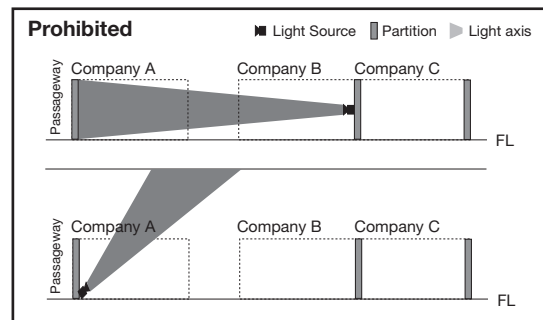
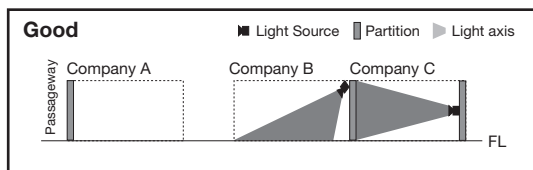
2) Exhibit Regulations

(1) Retail Sales

The on-site sale of exhibit items is strictly prohibited during the period of the Fair. Only publications related to machine tools can be sold during the Fair.

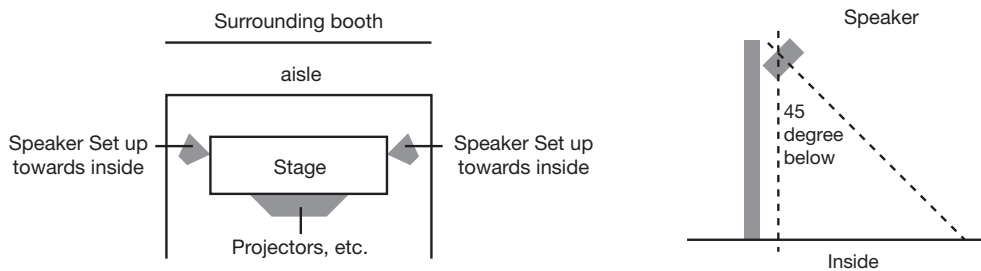
(2) Lighting inside the booth

- Although lighting inside the booth is permitted, colored light such as neon cannot be used.
- Lighting shall be installed facing your booth (refer to the pictures below). Regarding the height limit for the lighting inside the booth.



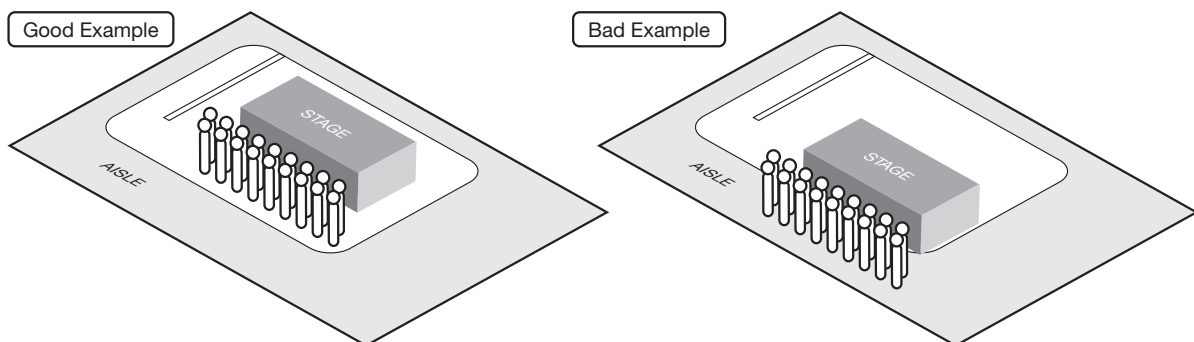
(3) Sound volume

- When exhibitors use megaphones or other equipment in the booths for explaining products, the audio source (such as the speakers) must be adjusted so that the sound level is no more than 80dB when measured from a position 2m from the border of the booth. This rule is enforced to prevent inconveniences to visitors or other exhibitors.
- If the volume exceeds the above standards, Fair Management may request that the volume be lowered within the limits or that explanations are stopped.
- Audio sources may not set up towards aisles. Please set up audio sources towards inside. It is prohibited to set up outside your booth.
- When you set up audio sources on the surface of wall or the pillar, please set up downward 45 degree below. (as the diagram below indicates)



(4) Assurance of visitors space

- To assure safety, create a space for visitors in the booth to use while they listen to explanations about the goods. When companies exclude this space and proceed with product explanations outside of the booth, visitors block the aisles and cause dangerous congestion.
- When narrators or other staff are explaining the product, direct the explanation to visitors who are within the booth. Directing the explanation to visitors in the aisles can block the aisles and cause dangerous congestion. Explanations toward aisles cause dangerous congestion.
- If any problems occur as a result of the above points, Fair Management may ask that explanations are stopped or reworked.



(5) Prohibited activities

The following activities are prohibited:

- Any show or attraction (dance, playing music, etc.) which Fair Management deem offensive to public order and morals other than inoffensive demonstrations of exhibits.
- Distributing any advertising, inquiry or promotional material outside the Exhibitor s own rented booth space.
- Exhibition products, decorations, or other products placed outside of the company booth.

5-4. Electricity

Required

1) Lighting of Exhibition Halls

The average intensity of lighting in the halls is 400lux.

2) Electricity in Booths

Each booth space will be provided with a main power source and a circuit breaker. All power sources will be installed by Fair Management, according to the power requirements applied for by each Exhibitor.

3) Electric System

Each booth space will be equipped with power for two types of outlets: lighting and utility, and motor and equipment.

Lighting and utility outlets are for illumination and lighting equipment, computers, and other apparatus which require power outlets of single phase 100V and 200V. Motor and equipment outlets are for demonstration equipment which require power outlets of triple phase 200V.

Supply	Capacity	Frequency	Voltage	Wiring system
Display lighting for booths	Up to 30A	50Hz	100V	AC1 ϕ , 2-wire
	in excess of 30A	50Hz	100/200V	AC1 ϕ , 3-wire
Power for demonstration	All capacities	50Hz	200V	AC3 ϕ , 3-wire

4) Circuit Breaker

A circuit breaker will be installed in each booth to prevent the burnout of electrical devices or wiring fire hazards due to excess current flow. If the power exceeds the amount applied for, the circuit breaker will automatically break the flow. Circuit can be restored automatically, after readjustment of power. There is no need to replace the fuse.

(1) Selection of adequate breaker

Since the breaker is operated by current, Exhibitors should select an adequate set point after sufficient review of the electric capacity and current ratings of fluorescent lamps or motors to be used. When more current flows than the set point, the circuit is broken automatically.

(2) Set point of the breaker

100V AC single-phase-2 wire system

Breaker set point (A)	Fixed rating load capacity (kW) Power factor 100%
15	1.5
20	2.0
30	3.0

200V AC single-phase 3 wire system

Breaker set point (A)	Fixed rating load capacity (kW) Power factor 100%
20	4.0
30	6.0
50	10.0
75	15.0
100	20.0
125	25.0
150	30.0
175	35.0
200	40.0
225	45.0

200V AC 3-phase 3 wire system

Breaker set point (A)	Fixed rating load capacity (kW) Power factor 100%
15	5.19
20	6.92
30	10.38
50	17.30
75	25.95
100	34.60
125	43.25
150	51.90
175	60.55
200	69.20
225	77.85
250	86.50
300	103.80
350	121.10
400	138.40

*Over 400 Amp, 2 circuits are necessary.

5) Electrical Services Application

Please complete the **Order Form 16 and submit to Fair Management by September 3 (Wed.)**. Please indicate clearly the type of outlets you require (lighting and utility, or motor and equipment) and a set point of the breaker.

6) Electricity Charges

Fair Management will bill the Exhibitor for trunk line construction work and setting the breaker. This charge which Fair Management will bill does not include works inside the booth. This charge will include the electricity consumption rate.

The account should be paid by the due date indicated on the invoice.

■ Charge (The prices below include 8% tax.)

100V AC single-phase 2 wire system

Breaker set point	Price
10A	¥10,800
15A	¥16,200
20A	¥21,600
30A	¥32,400

200V AC 3-phase 3 wire system

Breaker set point	Price
15A	¥56,052
20A	¥74,736
30A	¥112,104
50A	¥186,840
75A	¥280,260
100A	¥373,680
125A	¥467,100
150A	¥560,520
175A	¥653,940
200A	¥747,360
225A	¥840,780
250A	¥934,200
300A	¥1,121,040
350A	¥1,307,880
400A	¥1,494,720

200V AC single-phase 3 wire system

Breaker set point	Price
20A	¥43,200
30A	¥64,800
50A	¥108,000
75A	¥162,000
100A	¥216,000
125A	¥270,000
150A	¥324,000
175A	¥378,000
200A	¥432,000
225A	¥486,000

*Over 400 Amp is calculated in proportion to above rates.

7) Electrical Work inside Booth

All extension works from the current breaker, such as setting up a distribution board, installation of fluorescent, incandescent lights, additional outlets, switches, or electrical motors, etc. should be carried out by electrical work contractors who are approved by Fair Management with **Order Form 3 and submit to Fair Management by September 3 (Wed.)**. The cost for the works will be at Exhibitor's expense.

(1) Special electric power supply system

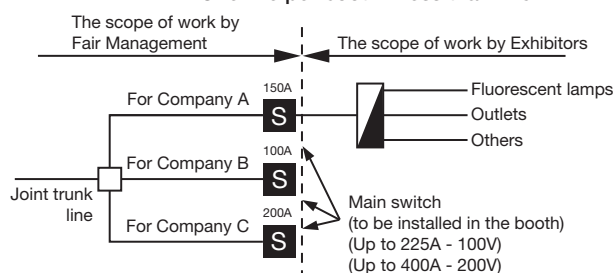
For additional wattage, amps, horsepower, voltage, phase, or for additional outlets, please contact Fair Management beforehand.

All additional works will be at Exhibitor's expense.

(2) Maintenance during the fair

In order to prevent accidents and ensure rapid repairs, Exhibitors shall have an authorized representative present at the booth throughout the Fair, or appoint an electrical contractor in advance of the exhibit, and furnish the name of the electrical contractor to Fair Management.

- Note 1** 200V: Multiple lines if exceeding 400A.
One line per booth if less than 400A.
- Note 2** 100V: Multiple lines if exceeding 225A.
One line per booth if less than 225A.



8) Deadline for Electrical Works

All electrical works within the booth should be completed by **13:00, October 29 (Wed.)**.

9) Inspection

All electrical facilities and displays will be inspected by Fair Management personnel and government inspectors. Any Exhibitor deviating from the regulations must make the necessary modifications or replacements to their exhibits. Electrical supply will be cut until all necessary measures are taken.

10) Electricity Supply

(1) Date

Electricity supply will be available from **13:00 on October 29 (Wed.) to 17:00 on November 4 (Tue.)**.

*You must submit **Order Form 7** for use.

(2) Regular Supply Hours

Electricity supply will be turned on from **9:00 to 17:00** during the Fair. When closing the booth at the end of the day, please turn off the main power supply to the booth. Otherwise electrical hazards may occur the next morning when the power is supplied to the halls.

(3) Request for Supply of Temporary Electricity

Exhibitors requiring additional electricity in excess of the regular supply hours for assembling/disassembling, testing, removal, etc. of equipment should submit a written request to Fair Management. The cost for the extra wiring will be at the Exhibitor's expense.

■ Period of Temporary Electrical Supply

	Hall	Period of Temporary Electrical Supply
Delivery Period	All Halls / Atrium	Oct. 25 (Sat.) 9:00 -
Removal Period	All Halls / Atrium	Nov. 4 (Tue.) 17:00 to Nov. 7 (Fri.) 12:00 noon

(4) Distribution boards for work

Distribution boards for work (100V/200V power outlets) are available in several areas of the exhibition halls. **Work-use distribution boards can be used until 13:00 on October 29 (Wed) and after 17:00 on November 4 (Tue). Wall outlets at the venue cannot be used.**

(5) 24 Hour Power Supply and Dedicated Circuits

Exhibitors requiring 24 hour power supply, please apply using the form ready in the Organizer's Office to Fair Management. Upon approval, allocated circuits will be installed at the Exhibitor's expense. Failure to submit application will result in Fair Management cutting the main power to the booth. Fair Management will not be responsible for any damage caused due to power failure.

11) Staggered Operating Hours

Fair Management may request Exhibitors to stagger operation hours for the demonstration of the machines if circumstances make it imperative.

12) Protective Devices

Fair Management will not be responsible for any damage occurring to the machines because of voltage fluctuations or power failure. For your protection, please install a surge protector and other protective devices on all electrical equipment, especially displays requiring rated voltage and frequency.

13) Precautions for Electrical Works

(1) Electrical work design drawing

Submit **Order Form 5** “ELECTRICAL WORK PLAN” to Fair Management for approval. It can be submitted by the person in charge of electrical work that can give explanation in person between the following period. Submission by postal service is accepted only for the exhibitors requiring 50 A or less.

Application Period: October 2 (Thu.) - October 3 (Fri.)

Time: 9:30 – 11:00 and 13:00 – 16:00

Place of Application: Tokyo Big Sight Inc. (3-11-1, Ariake, Koto-ku, Tokyo)

- Drawings must be approved by Fair Management on the designated date and time stated above. Works in the exhibition halls may not be started before obtaining proper approval. Electrical contractors not abiding by this amendment will have their approvals to carry out the electrical works revoked.
- Please submit two sets of original drawings and copies. (One set will be returned after being checked.)
- The contractor should confirm power capacity approved by Fair Management with the Exhibitor and an accurate entry should be made in the drawing. In case the approved capacity is exceeded, the Exhibitor should obtain approval directly from Fair Management.
- Drawings should show the position of electric outlets and wiring systems (100V single-phase 2-wire, 100V single-phase 3-wire, 200V single-phase 2-wire, 200V 3-phase 2-wire and 200V 3-phase 3-wire and 200V single-phase 3-wire).

(2) Certificate of work specialist

Workers to perform electrical work are not allowed to work without carrying the certificate granted in accordance with the Electric Work Specialist Law. Particular care should be taken by electrical work assistants who do not understand Japanese. It should be noted that Fair Management will order the suspension of work when the electrical worker is doing the job without carrying a certificate license.

(3) Power supply

■ Changing Circuit Breaker Location

If the location of the main power source/circuit breaker, and outlets must be changed, please contact Fair Management. Changes will be made at the Exhibitor's expense. Please report to Fair Management if the circuit breaker is lost or damaged. Exhibitors will be responsible for any loss or damage.

■ Power Distribution System

Please incorporate an automatic power distribution system in your booth if you require many standard outlets.

All 200V wiring must be grounded. The installation of a cut-out switch is strictly prohibited. When the switchboard is installed on the boundary line between booths and the passageways, the back side of the switchboard should face to passageways. It is not to be operated from passageways accessed by unauthorized people.

■ Electric Work Materials and Equipment

- All wiring, motors, electrical installations, and other electrical materials must preferably be new and comply with Japanese safety codes.
- All equipment which conforms to the Electrical Appliance and Material Control Law should bear the official seal issued by the Ministry of Economy, Trade and Industry.
- Since all wiring, electrical material, and equipment are subject to restrictions by the Electrical Appliance and Material Control Law of Japan, the use of Japanese products is strongly recommended. Please consult your electrical contractor before using foreign made products.

■ High Output Illumination

All high output fluorescent lamps or high pressure mercury lamps should be equipped with a high discharge rate condenser.

■ Cords and Interconnecting Plugs and Fittings

All wiring for lighting and small appliances must be properly installed. All cables must be interconnected with approved plugs or fittings. All connections to the main power source should use a crimped terminal.

■ Prohibited Electrical Equipment

Electric heaters, transformers other than for demonstration of exhibits, or the use of neon lights are strictly prohibited.

■ Ground Connections

- All equipment that exceeds 150V should be grounded.
- Wiring

All wiring should be resistant to heat (VVF-cable settled at technical standard, or better). Floor wiring in passageways must be VVF-cable and qualify for “extra hard usage”. All wiring should be insulated in metal pipes or ducts. Direct laying of exposed wiring or simple covering with tape or plastic molding is prohibited. Please use “saddle covers” to fix wiring firmly to the floor.

■ Indirect Lighting

When using concealed fluorescent or incandescent lighting, please ensure that all fixtures are made of incombustible materials. Proper ventilation should be installed for adequate heat dissipation. Changes to layout or removal of portions of booths may be required from booths that fail to meet these conditions.

■ Please affix the name and telephone number of your electrical contractor responsible for wiring your booth(s) to the switchboard.

■ The main power switch should be installed in a location that provides easy access for repairs and inspection.

■ All wiring and equipment should be firmly fixed.

■ Do not use damaged electric equipment.

■ All drum switches should be housed in a steel box and installed in a location that provides easy access for repairs and inspection.

■ Exhibitors must obtain the approval of Fair Management when they bring in transformers.

■ Safety Measures

- Please pay attention to prevent accidents for involving the public, property or others at work. Special attention should be given to the prevention of electrical shock.
- **It is extremely dangerous to use a power cord reel (drum type) while the cord is in a wrapped condition, because it will generate heat. To prevent fire, be sure to unwrap the entire length of the cord.**

- All electric lighting, resistors, and other heat generating equipment should be kept away from flammable materials and fire sprinklers.
- Lamp sockets should not be exposed and lamp bulbs should fit firmly.
- All electrical lighting and equipment should be firmly affixed when installed.
- Equipment which emits sparks must be placed in a non flammable container.
- All switchboards should be clearly marked with a sign indicating Danger! Switchboard .
- Multi-branching from the main power source is prohibited. Do not overload electrical outlets with an excess number of plugs.
- Do not install spotlights at floor or low levels, and please ensure that they do not pose a hazard to the public.
- Wiring and cables should not be hidden under decorations or exhibits.
- Exhibitors are requested not to hang any wiring on the wall during temporary use prior to completion of the work.

(14) Completion of Electrical Work

(1) Completion of Electrical Work

After completing electrical work inside the booth, please submit **Order Form 7** to Fair Management.

(2) Inspection of Completed Work

Although the term of the Fair is rather short, the works in the booths are not legally admitted as temporary constructions. To ensure works are completed as for permanent construction, inspections are performed in conformity with the ordinances of the following:

- (1) Ministry of Economy, Trade and Industry
- (2) Electrical Appliance and Material Control Law
- (3) Metropolitan by law of Fire Prevention

■ Contact information:

Senyo Denki Kogyo K.K.

TEL: +81-3-3264-3171 FAX: +81-3-3264-3175 E-mail: senyo@sny.jp

Contact: Mr.Yajima, Mr. Jitsukawa, Mr. Oshiro

5-5. Communication Equipment

OPTION

1) Analogue Line

Please submit **Order Form 25 to Fair Management by September 26 (Fri.)** if you wish to use the line for telephone and fax.

(1) Period of Use

October 29 (Wed.) 14:00 - November 4 (Tue.) 17:00

* The time for telephone set ups will vary from hall to hall and may be delayed depending on the work load.

(2) Telephone Charges

The installation, line and telephone set charges are as follows. An invoice will be issued after the Fair. (Invoices for collect call charges will be issued separately.)

Description	Charges
Installation fee for Analogous Line and Telephone Set	¥12,960 (Tax included)
Call fees	On the basis of NTT (Nippon Telegraph and Telephone Corp.) charge

(3) Others

- Fair Management will install a telephone set. Exhibitors requiring a fax machine should obtain one at their own expense.
- If it is difficult to install the telephone in the location where you indicated on the form, the jack will be installed at the discretion of Fair Management.

2) ADSL/Private Line

Exhibitors requiring an ADSL or Private line for computers or other transmission equipment should contact the following address. (Prices below include 8% tax)

(1) DSL line (ADSL or VDSL line) ¥54,000

(2) Optical High-speed Communication Service

10Mbps: ¥75,600 / 100Mbps: ¥108,000

(3) Secondary side service

Extension works inside booths can be provided.

*For more details, please contact the following address.

■ Contact information:

Tokyo Big Sight Inc.

Engineering Div. TEL: +81-3-5530-1107 FAX: +81-3-5530-1106

3) Terrestrial wave digital broadcasting line

Contact the Fair Management when using the terrestrial wave digital broadcasting line within the booth. The work will be performed with a fee.

4) Disconnection of the line

When the line is disconnected by the exhibitor, or when the phone equipment is damaged, the fees for recovery and any reimbursement, etc., will be responsible of the exhibitor.

5) Moving of the phone line

Moving of the phone line after the phone line is installed may be declined depending on the surrounding conditions.

6) Using of the mobile phone

Tokyo Big Sight has independently installed the antenna for the mobile communication carriers, so it is possible to use the mobile phone. However, the service may become temporary unavailable depending on the radio wave interference or usage condition.

7) Using of the wireless LAN

Wireless LAN service inside the exhibition hall is not provided due to possibility of communication failure due to interference with the equipment carried in by the exhibitor. Thank you for your understanding.

5-6. Water Supply and Drainage

OPTION

Exhibitors requiring water and drainage services within their booths, please submit **Order Form 17** by **September 3 (Wed.)** to Fair Management.

1) General Facilities

Plumbing outlet (basic) will be made available at a location in the booth. Exhibitors can not choose the location of the outlet. Hot and cold drinking water is available in each hall.

2) Period of Supply

October 29 (Wed.) 10:00 - November 4 (Tue.) 19:00

3) Plumbing Equipment Charges

Fair Management will bill the Exhibitor for the plumbing work required to outlets, which does not include works inside the booths. The charge should be paid by the due date indicated on the invoice. Outlets size will be determined according to the volume requirement applied for by each Exhibitor.

Nominal Diameter of Service Pipe ϕ	*Charge (Tax included)	Water utility charge
13mm ϕ	¥84,240	¥972/m ³ (over 10m ³)
20mm ϕ	¥129,600	
25mm ϕ	¥162,000	

*This charge will include the water utility account. of 10m³.

4) Works performed by Exhibitors

- (1) Piping works inside the booth from the outlet shall be performed at the expense of Exhibitors.
- (2) Larger outlets and pressure devices should be installed at Exhibitor's expense with the approval by Fair Management.
- (3) Ensure all equipment does not obstruct the fire prevention facilities, and kept out of passageways and other areas to be used by visitors.
- (4) Contact Fair Management before draining cold or hot water into a drainage pit.
- (5) Never allow water to enter an electric pit. Also, do not drain oil, chemicals, or paint into a drainage pit.
- (6) Please install oil traps.
- (7) Please undertake all necessary restoration work.

5) Protective Devices

Fair Management will not be responsible for any damage occurring to machinery due to pressure fluctuations. For your protection, please install protective devices such as pressure regulator valves at your own expense. Exhibitors also should supply their own filter or any other equipment to handle moisture, water or damage to exhibits.

6) Water Rationing

When the municipal authorities determine that there is a water shortage or other problems with the water supply, Fair Management may choose to limit access to water.

- Contact regarding the water supply and drainage work :
Yamazaki Kogyosho Co., Ltd.
TEL: +81-3-3383-3541 FAX: +81-3-3380-1298
Contact: Mr. Katsuya, Mr. Yumoto

5-7. Compressed Air

OPTION

Exhibitors requiring supply of compressed air in the booths shall apply to Fair Management using **Order Form 17 by September 3 (Wed.)**.

1) Supply Outlet

Supply outlet from the main compressed air supply line (basic) will be made available at one location in the booth.

Exhibitors cannot choose the location of the outlet.

- (1) Valve size: PT1 / 2 (Size differs according to the volume requirement.)
- (2) Pressure: about 0.7Mpa/cm²

2) Period of Supply

October 25 (Sat.) - Afternoon

October 26 (Sun.) - October 29 (Wed.) 8:00 - 20:00

October 30 (Thu.) - November 3 (Mon.) 7:30 - 20:00

November 4 (Tue.) 7:30 - 17:00

* Overtime use of compressed air costs ¥5,400/hour (This rate include 8% tax.) addition to the overtime work charge (refer to p.40, 11)Working hours).

(The balance is calculated from the total amount of time. A total of less than 30 minutes is rounded down, while 30 minutes or longer are rounded up and counted as one hour.)

* For companies that apply for supplies on Nov.4, delivery is free until 7:00 pm, but work from 7:00 to 11:00 pm will cost fees for being outside of the compressed air time noted above.

3) Compressed Air Charges

The charge, which consists of basic construction charge and actual cost of air volume, will be invoiced to the Exhibitor after the Fair.

Basic fees (Main line construction fee + fees for up to 300 liters)	¥91,800 (Tax included)
Fees for additional air volume (Fees per one liter from the 301st liter)	¥108 per liter (Tax included)

4) Works performed by Exhibitors

- (1) Piping works inside the booth from the outlet shall be performed at the expense of Exhibitors.
- (2) Works performed by Exhibitors shall be removed at the close of the Fair and the site shall be restored to its original condition at Exhibitors expense.
- (3) All equipment must not obstruct the fire prevention facilities, and be kept out of passageways and other areas to be used by visitors.

5) Preparations

- (1) Exhibitors requiring air pressure less than 0.7Mpa / cm² shall install their own decompression unit.
- (2) Exhibitors requiring air pressure higher than 0.7Mpa / cm² shall install their own compression unit.
- (3) Exhibitors requiring dry air shall install their own air dryer.
- (4) Construction works inside the booth shall be performed at the Exhibitors expense.

■ Contact regarding the compressed air work :

Yamazaki Kogyosho Co., Ltd.

TEL: +81-3-3383-3541 FAX: +81-3-3380-1298

Contact: Mr. Katsuya, Mr. Yumoto

5-8. Fire and Hazardous Materials

Required

OPTION

1) Select a person in charge of fire safety (for all exhibitors)

Please select a person in charge of fire safety to confirm the safety of the booth and submit **Order Form 4 by September 3 (Wed.)** to Fair Management. Please note that even exhibitors whose booth does not use fire or hazardous materials still must select a person in charge of fire and submit the application under the name of the person in charge.

2) Prohibited actions

The following three actions are prohibited in each exhibition hall by the Tokyo fire prevention regulation.

- (1) Smoking
- (2) Use of naked fire
- (3) Bringing in hazardous materials

If absolutely necessary for demonstration of exhibitions, the actions under “(2) Use of naked fire” and “(3) Bringing in hazardous materials” may be accepted after the approval of the fire station under jurisdiction. However, if the management of fire protection and fire safety measures are not performed to satisfaction when the on-site inspection is conducted, the exhibitor may be required to correct or cease using the corresponding equipment, and the above prohibited actions will not be accepted.

In addition, when an electric discharge machine is used, the “Installation of Facilities to Use Fire” notification must be submitted.

3) Smoking

Smoking is prohibited in the whole site, including the booths, halls, and shared areas during the period of the fair. Please make sure to smoke only in predetermined smoking areas.

4) Notification for using fire and hazardous materials

If the exhibitor plans to use fire or hazardous materials in the site during the period of the fair, the exhibitor must submit **Order Form 4 by September 3 (Wed.)** to Fair Management. Fair Management will collect the forms and submit them all at once to the Fukagawa fire station, at which point they will be examined. Please be sure to witness the on-site inspection that will be conducted on the day before the fair starts.

***Accompanying document of Order Form 4 “FIRE & HAZARDOUS MATERIALS”**

- (1) Document specifying type, quantity, and position of the hazardous material
 - Catalogue of the applicable equipment (3 copies)
 - Material Safety Data Sheet of the hazardous material (oils)
- (2) Document specifying the distance between each hazardous material
 - Booth drawings (clearly specify the position and quantity of the equipment and hazardous material)
 - **We appreciate your cooperation in strictly observing the deadline for submitting information about the volume of hazardous materials to use**
 - **The application will be submitted not by exhibitors but by Fair Management. Therefore, any changes or delay from a single exhibitor affect overall management. Please be sure to observe the deadline when submitted an application.**
 - **Please bring in only the minimum amount of hazardous materials. The amount of hazardous materials that can be brought in is determined for an area that is measured by aisles of the width of 5 m or larger, and the amount of hazardous materials must not exceed the determined number (Please refer to P.74, Annexed Table of the Fire Service Law 4th Group).**
 - **If you apply with an amount of hazardous materials that exceeds the determined number, we will adjust the number.**

5) Fire and Other Sources of Heat

(1) A Naked flame is:

- Any gas, liquid, solid fuel, combustible materials or exposed equipment giving off a spark or flame; or any exposed part of equipment not covered, protected or contained. (Including laser machine tools)
- Electrical appliances that can generate red heat (not including hot plates, hair dryers, or ovens that have a covering or protection over their heated parts), and can result in fire hazards. Exhibitors wishing to use the above mentioned equipment should contact Fair Management.

(2) Conditions for using naked flame

■ 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.
- Candles and kerosene lamps cannot be used as decorations.

■ Location of use

- For fire prevention, ensure combustible materials are kept a safe distance from any naked flame.
- Naked flame shall be kept 5m away from emergency exits, hazardous and flammable materials unless it is separated by an incombustible safety barrier.
- A naked flame should only be used in a place where there is no danger of the item falling or tumbling near combustible materials.

(3) Safety Measures

- The authorized fire safety representative for each Exhibitor shall establish a system of monitoring and inspection of naked flame both during and after use.
- Measures that will enable the user to easily stop the use of naked flame shall be established.
- All booths operating naked flame should be equipped with a fire extinguisher (minimum standard +2).
- Fire equipment shall be in proper working order.
- All equipment using gas should be equipped with a protective cap or a gas leak detection device.
- If you have equipment that uses gaseous fuel, ensure that the maximum amount of consumption is 58 kW per unit.
- All piping for gas should be metal and all connections should use screw couplings, flanges or be welded to be firmly fixed to the floor. To join metal pipes to other types of pipes, please use appropriate connectors.
- Please ensure that liquefied petroleum gas is securely confined in incombustible and cartridge type containers.
- Exhaust pipes shall be vented outside.
- Flames emitted from equipment shall be less than 10cm in length.
- Equipment emitting sparks shall be contained in incombustible materials to prevent scattering of sparks.
- Equipment using liquid fuel shall use the minimum volume of fuel allowed. Refueling during the Fair opening hours is strictly prohibited.
- Taking the possibility of earthquakes into account, take steps to prevent objects from tipping over or falling. For example, fasten objects to the floor and walls.
- Protective measures shall be taken to prevent exposing visitors to the risks of a naked flame.
- If you have equipment that uses solid fuel as a heat source, use the minimum amount necessary.
- As a general rule, explosives cannot be used.

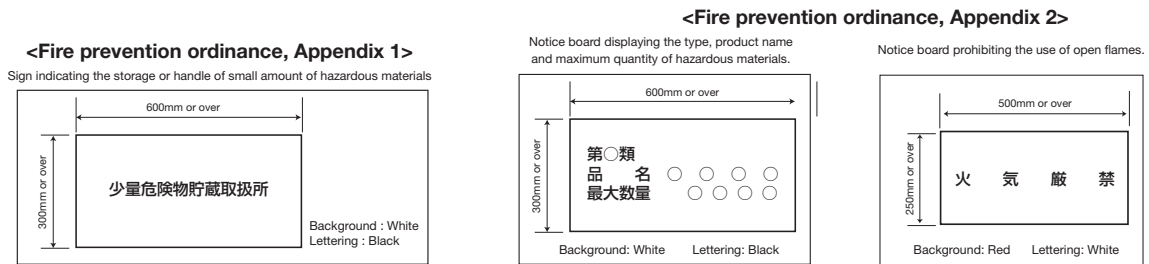
6) Hazardous Materials *Fuel in the tank of an exhibition device counts as hazardous material.

(1) Hazardous Materials are:

- Inflammable liquids such as gasoline and light fuel oil, oxidizing liquids/solids.
- Hazardous items that are listed in Table 7 of the Annex to the Fire Prevention Regulations.
- Powder explosives, articles processed with heat, toy fireworks that are included in Explosives Control Act (Law No. 149 of 1950).
- Combustible gas such as propane, acetylene, hydrogen and ammonia gas that are included in General High Pressure Gas Security Regulations (Ministry of International Trade and Industry Ordinance No.53 of 1966).

(2) Displaying a notice about small amounts of hazardous materials in booths

It will be recognized as “small amount hazardous material storage and handling area” by the fire prevention ordinance when hazardous material exceeding specified amount is carried in. In such cases, exhibitor is required to install the following signs displaying handling of small amount hazardous material and keeping fire away inside the booth. The signs are created by Fair Management. Submission of application to the fire department is required for corresponding exhibitor. It will be notified by Fair Management in later date if the exhibitor correspond.



(3) Location of Hazardous Materials

- All hazardous materials shall be kept 6m away from emergency exits and 3m away from other hazardous materials except the case separated by incombustible safety barrier.
- All hazardous materials shall be kept 5m away from demonstrations using fire, unless protected by an incombustible safety barrier.

(4) Safety Measures

- The authorized fire safety representative of each Exhibitor shall establish a system of monitoring and inspection of hazardous materials both during and after use.
- **All booths exhibiting hazardous materials shall be equipped with a fire extinguisher (minimum standard +2). *A fire extinguisher that has undergone inspection from a fire protection engineer.**

(e.g.)

Model number	Extinguisher ○○○
Manufacture year	20XX
Manufacture number	12345
Performance unit	A-○•B-○•C
Emission distance	3 to 6 m

*(Minimum A-2)

- All piping for liquid hazardous materials shall be metal, and all connections will use screw couplings, flanges or be welded to be firmly fixed to the floor.
- Equipment emitting liquid hazardous materials shall be contained in incombustible materials.
- Hazardous articles with risk of ignition by contact or mixture shall not be used in the same location.
- Refueling of liquid hazardous materials during the Fair opening hours is strictly prohibited.
- The fuel inside the tank of exhibit machines shall be kept down to the minimum volume needed.
- Toy fireworks shall not be mixed with other articles and shall be kept in covered containers made of incombustible material.

- As for other hazardous articles, safety measures according to their properties shall be taken.
- If considerable flammable vapor is generated, provide equipment that will discharge the vapor to a safe location outdoors.
- When storing hazardous materials, use an airtight seal and separate the materials from other materials.
- Take steps to prevent oil leaks (for example, prepare oil-absorbing sheets).

7) Electric discharge machine

A separate submission of application is required to perform demonstration with the electric discharge machine. For details, contact Fair Management.

8) Disposal of Lubrication oil, Cutting oil etc.

Oil may not be disposed of in the pits. Exhibitors must take used oil with them after the Fair or request **Form 33 by October 10 (Fri.)** that the oil be processed by the handler of lubricating oil or cutting oil recommended by Fair Management, TOKYO SEKIYU CO., LTD (see below). TOKYO SEKIYU CO., LTD will be stationed in the exhibition center from the delivery period through to the end of the removal period.

■ Contact information:

TOKYO SEKIYU CO., LTD
 TEL: +81-48-731-5811 FAX: +81-48-733-5522
 E-mail: kanto@tokioc.co.jp
 Contact: Mr. Kobayashi, Mr. Kamai

Please use this recommended company to handle supplying, draining, and disposing of oil and storage of new/drained oil and containers. This will make the delivery and removal more effective and improve unified management of hazardous material.

Annexed Table of the Fire Service Law 4th Group (per one section)

Type	Property	Specified Qty(Lit)	Dangerous Good Limited Qty (Lit.) <small>*more than 1/5 of specified Qty.</small>	Remarks
Special flammable		50	10	–
*1st Class Petroleum	water insoluble	200	40	Gasoline, etc.
	water soluble	400	80	
Alcohol		400	80	Alcohol more than 60%
*2nd Class Petroleum	water insoluble	1,000	200	Cutting oil, kerosene, light oil, etc.
	water soluble	2,000	400	
*3rd Class Petroleum	water insoluble	2,000	400	Lubricating oil, heavy oil, etc
	water soluble	4,000	800	
*4th Class Petroleum		6,000	1200	Gear oil, cylinder oil, etc.
Animal and vegetable oil		10,000	2000	–

*1st class: Petroleum with flash point below 21°C such as acetone and gasoline.

*2nd class: Petroleum with flash point between 21°C and 70°C such as kerosene and light oil.

*3rd class: Petroleum with flash point between 70°C and 200°C such as heavy oil, creosote oil, etc.

*4th class: Petroleum with flash point over 200°C such as gear oil, cylinder oil, etc.

6. Visitor Management System

6-1. Visitor Management System

JIMTOF continues to use the “Visitor Management System” in order to promote effective business meetings and obtain correct data about the number of visitors. Therefore, all visitors must register for admission when entering the site.

Visitor management system and exhibitor booth functions

An IC chip is attached on the admission pass. By reading IC chips on the admission pass, exhibitors can gather data including a record of visitors who stop by the booth. After reading the IC chip on the admission pass, previously set information, such as “Request a catalogue XX” or notes about the visitor, can be added. Up to 10 items out of 50 types of additional information can be added for each visitor.

Select and enter the additional information from the PC screen.



*Visitor data which is registered in Japanese will be shown in Japanese only.



The image is a sample and it may differ from the actual screen.

Important points about the visitor management system

1) Recording media and the method of providing the personal information

- (1) As in previous fair, an IC chip is attached to the admission pass. Personal information other than the ID number is not recorded on the IC chip.
- (2) The personal information on person of the admission pass that is read at a booth is displayed on the exhibitor's PC from Fair Management’s server via a special line during the period of the fair. However when downloading and saving the data from the server, encrypted data is provided to help prevent leakage of personal information. The encrypted data can be restored to the original form using the password that is given to the person in charge of the management of personal information.

2) Management of the personal information

To manage the personal information, please make sure to control access to the PC using ID and password, use a chain to prevent theft of the PC, and use a screen filter to prevent third parties from seeing the screen.

3) Method to rent an admission pass reader

(1) Both types of readers

To secure stability of operations, the admission pass reader can only be connected to a PC that is rented from Fair Management. as the monitor to connect the admission pass reader. However, the rental costs for the admission pass reader and the PC have been reduced compared to previous year.

(2) Wired admission pass reader

It is available only as a set of the reader and the PC.

(3) Handheld admission pass reader

- The first reader rented for each booth must be rented in combination with the PC.
- The second or the later readers can be rented separately from the PC. However, the readers can only be connected to rental PC.

4) Connection to the Internet

The line used with this system cannot connect to the Internet.

5) Equipment associated with an admission pass reader

Information will be provided separately.

6-2. Devices Related to the Admission Pass Reader

OPTION

1) Admission Pass Reader

A set including the admission pass reader and the PC from Fair Management is necessary to read the IC chip in the exhibitor's booth.

Devices are prepared by Fair Management. If you would like to use a reader, please apply using **Order Form 18 by September 3 (Wed.)**. The available number of devices is limited, and therefore if there are numerous applications, Fair Management adjusts numbers.

< Important >

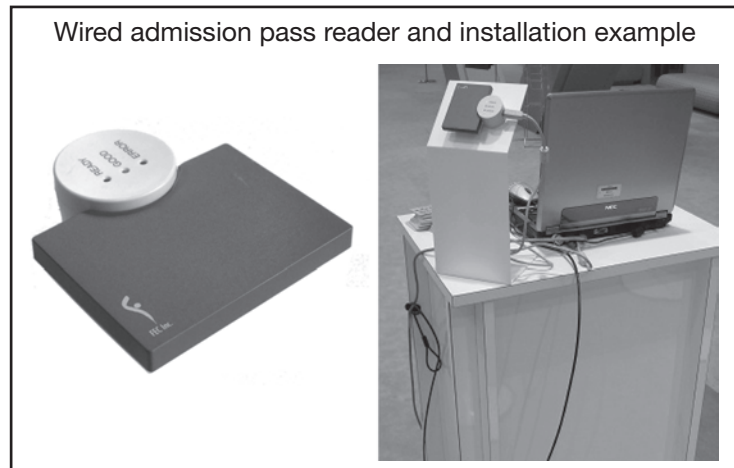
To read the IC chip of the admission pass, you need to rent the admission pass reader and the PC from Fir Management. You cannot use your own PC to connect the admission pass reader.

■ Admission Pass Reader

There are the following two types of admission pass readers:

(1) Wired admission pass reader (USB connection type)

- Due to being a fixed wire device, it is used in a fixed position, and you can register additional information from a PC.
- This is a wired reader that is connected to the PC via USB. One PC must be rented for one reader. The PC is available as a set with the reader.
- The reader must be installed near the PC since the reader is connected to the PC via USB cable. If you need a stand for installation, please apply for it from Fair Management.

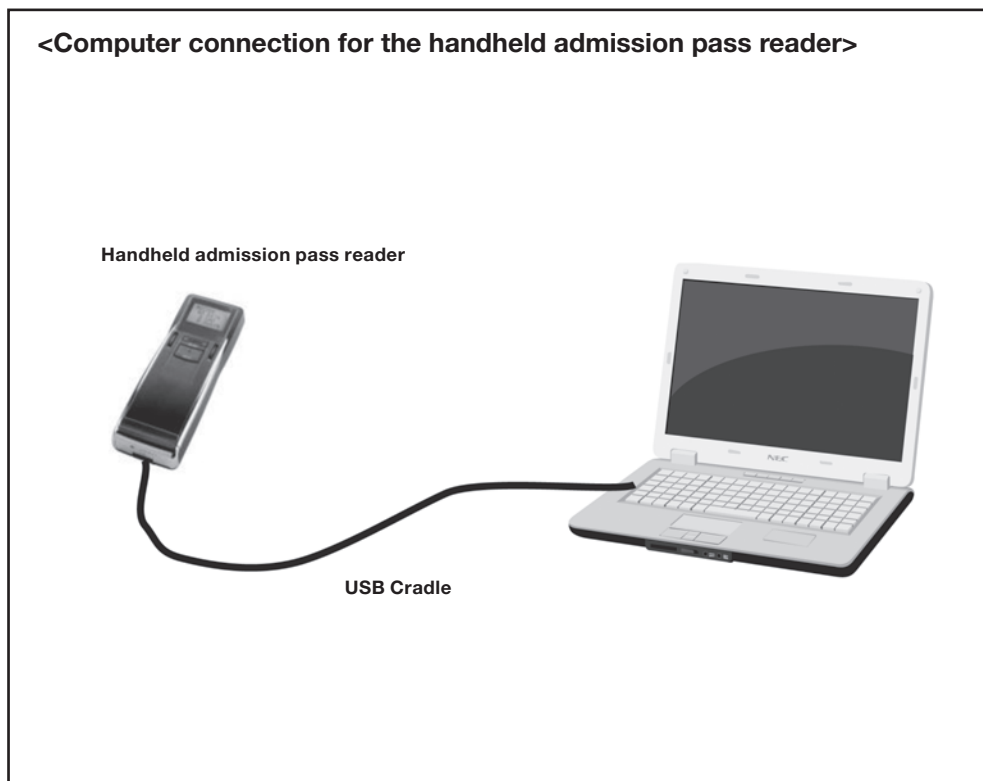


The image is a sample and it may differ from the actual installation.

Product name	Rental fee (Tax included)	Rental period
Wired admission pass reader set ① • Wired admission pass reader (USB cable is attached) • Notebook computer Windows7 Professional Dedicated software for the admission pass reader No other application software are installed	¥27,770/unit	October 30 (Thu.) to November 4 (Tue.)
Wired admission pass reader set ② • Wired admission pass reader (USB cable is attached) • Notebook computer Windows7 Professional Dedicated software for the admission pass reader MS Word and Excel are installed	¥37,500/unit	

(2) Handheld admission pass reader

- This handheld type does not require a cable, allowing you to carry it around the booth. After an admission pass is read, the IC tag with additional information can be read, and this additional information can be registered as visitor data.
- It is connected by USB cable in order to send and receive data with a PC. One PC must be rented by each booth. You can also use multiple handheld readers with a single personal computer.



The image is a sample and it may differ from the actual device and the connection method.

Product name	Rental fee (Tax included)	Rental period
Handheld admission pass reader set (1) <ul style="list-style-type: none"> • Handheld admission pass reader • Connection cradle • Notebook computer Windows7 Professional Dedicated software for the admission pass reader No other application software are installed	¥54,000/unit	October 30 (Thu.) to November 4 (Tue.)
Handheld admission pass reader set (2) <ul style="list-style-type: none"> • Handheld admission pass reader • Connection cradle • Notebook computer Windows7 Professional Dedicated software for the admission pass reader MS Word and Excel are installed	¥63,720/unit	
Handheld admission pass reader (alone) <ul style="list-style-type: none"> • Handheld admission pass reader *Available as an additional application after applying for the set.	¥43,200/unit	

2) How to receive visitor's data

Please note the following information when downloading the visitor's data that is read in the exhibitor's booth.

- The visitor's data can be downloaded to the PC that is connected to the admission pass reader in the visitor's booth from the server. The downloaded data is encrypted and it needs to be restored to the original form using the password that is given to the person in charge of management of personal information beforehand.
- It may take a long time to download the data during the evening on the final day of the fair since the server is busy due to the concentrated download operations.
- In order to prevent the leakage of personal information, make sure that the person in charge of management of personal information restores the encrypted data to the original form in a secure environment.

***The visitor's data that is read at each booth will be delivered by CD-R (encrypted data) after the fair is over.**

3) Installation of the visitor management system support center

Fair Management will establish the "Visitor management system support center" during the period from October 27 (Mon.) to November 4 (Tue.) (scheduled).

4) Installation of the visitor registration system

Fair Management will perform the installation of the visitor registration system (PC and admission pass reader) with a fee. To request, fill out **Order Form 18 “ADMISSION PASS READERS”, and submit by September 3 (Wed).**

- (1) Operation cost
- (2) Work performed

Type	Installation fee (Tax included)
Wired admission pass reader PC and admission pass reader	¥ 3,240 per set
Handy admission pass reader PC and admission pass reader	¥ 3,240 per set

- Delivery and installation of the PC and the admission pass reader to specified location
- Confirmation of the system operation
- Removal of the PC and the admission pass reader

For details about the admission registration for exhibitors (after August 20 (Wed.))

Tokyo Big Sight Inc.
 JIMTOF2014 Registration Office
 3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan
 TEL: +81-3-5530-1364 FAX: +81-3-5530-1365
 E-mail: toroku-jimtof@tokyo-bigsight.co.jp

7. Various Support Services

7-1. Bilingual Receptionist / Interpreter

OPTION

Exhibitors wishing to hire a bilingual receptionist or interpreter who can help you for overseas customers reception or business meeting, please submit **Order Form 27 by September 26 (Fri.)** to Simul Business Communications., Inc. JIMTOF Desk

■ Contact information:

Simul Business Communications., Inc. JIMTOF Desk
 TEL: +81-3-3524-3350 FAX: +81-3-3524-3345 E-mail: sbc@simul.co.jp

7-2. Transportation / Delivery Service →Refer to P.41,42

OPTION

7-3. Advertisements →Refer to P.24 - 28

OPTION

7-4. Establishing the Press Center →Refer to P.29

OPTION

7-5. Catalogue Exhibition →Refer to P.29

OPTION

7-6. Exhibitor Workshops →Refer to P.30

OPTION

7-7. Meeting Rooms

OPTION

To reserve a meeting room, please submit **Order Form 8 by July 2 (Wed.)** to Fair Management according to the room specifications listed below. Each Exhibitor may apply for one room only. The usage is for the entire exhibition. It cannot be used on a daily basis.

1) Period of use

October 26 (Sun.) – November 5 (Wed.) 11 days.

2) Types of Meeting Room

Hall	Type	Size	Furnishing	Price (Tax included)
East	A	About 65m ²	4 tables, 16 chairs, 1 telephone for internal line, 4 partition, 1 wastebasket	¥345,600
	B	About 65m ²	1 telephone for internal line, 1 wastebasket	¥280,800
West	C	About 85m ²	8 tables, 32 chairs, 1 telephone for internal line, 8 partition, 1 wastebasket	¥464,400
	D1	About 85m ²	1 telephone for internal line, 1 wastebasket	¥345,600
	D2	About 42m ² (Type D1 split)	No furnishings. Sound leakage, etc., may occur due to simple split using system panels.	¥194,400
	E	About 45m ²	1 telephone for internal line, 1 wastebasket	¥205,200

*Smoking is not permitted in the meeting rooms.

*Outside calls using the internal line are an additional cost.

3) Overtime use

- (1) Extension fee (¥3,240/h (tax included)) is charged to use the meeting room outside Regular work time at JIMTOF2014 Operation Schedule on page 37. The meeting room can be used until 23:00.
- (2) Make sure to submit application to Fair Management when requesting extension.

4) Allocation and Regulation of Use

- (1) Because the number of meeting rooms is limited, there is no guarantee that a room will be available even if applied for.
- (2) Fair Management will allocate the rooms to applicants according to their forms submitted. When multiple applications for the same meeting room are received, Fair Management will decide and allocate the rooms. Assignment and regulations for using the meeting room will be sent by July 18 (Fri.) by mail. Please read the regulations and keep them handy for reference.
- (3) Meeting Room Usage Regulations, a document containing the regulations for use, is sent with notification of the results. Users must follow these rules carefully.
- (4) If the room is canceled after allocation, a separate cancellation fee is charged.
- (5) Fair Management will issue an invoice for the meeting room fees to the Exhibitor after the removal period.

7-8. Storage

OPTION

Storage will be set up in the truck yard for storing catalogues and other materials. Exhibitors who wish to use a storage room should fill out **Order Form 11**, enter the desired type of storage (see the information below), and submit the information **by July 2 (Wed.)**. In general, each exhibitor may only apply for one storage room. However, if the number of applicants does not fill the number of available rooms, more rooms can be rented. Applicants who want more than one room should fill out the desired number of rooms on the Order Form.

1) Period of use

October 26 (Sun.) – November 5 (Wed.) 11 days.

2) Types of Storage

Hall	Type	Size	Facility	Price (Tax included)
East	A	About 9m ²	L 3774 × W 2402 × H 2700, 1 Door / Window, 2 Fluorescent (40W), Single - phase 100V outlet(2) × 2	¥147,744
	B	About 13m ²	L 5412 × W2402 × H 2700, 1 Door / Window, 3 Fluorescent (40W), Single - phase 100V outlet(2) × 2	¥194,400
West	A	About 9m ²	L 3774 × W2402 × H 2700, 1 Door / Window, 2 Fluorescent (40W), Single - phase 100V outlet(2) × 2	¥147,744

*Only Type A is available in the West Halls.

3) Out of period use

- (1) Additional fee is charged when it is used out of period described above. (10% of fee per day)
- (2) Exhibitor requiring this should contact Fair Management.

4) Allocation and Regulation of Use

- (1) Fair Management will allocate the rooms to applicants according to their forms submitted. When multiple applications for the same room are received, Fair Management will decide and allocate the rooms. Assignment and regulations for using the meeting room will be sent by August 8 (Fri.) by mail. Please read the regulations and keep them handy for reference.
- (2) Fair Management will issue an invoice for the storage room fees to the Exhibitor after the removal period.

7-9. Conference Rooms

OPTION

If you wish to use a conference room located in the Conference Tower at Tokyo Big Sight, contains several conference rooms and classrooms. JIMTOF2014 exhibitors are given priority reservations. Any exhibitors who wish to use one of these rooms should contact Fair Management.

1) Tokyo Big Sight Conference Room

Please inquire with the Tokyo Big Sight “Conference Facility Usage Inquiry Form”.
<http://www.bigsight.jp/organizer/howto/conference/>

(1) Until June 28 (Sat)

- It will be a priority period for JIMTOF exhibitor.
 - However, if there are many requests, it will be adjusted by Fair Management.
 - Please understand that your request may not be granted.
- Contact: JIMTOF Fair Management

(2) After June 29 (Sun)

- It will be adjusted after above requests.
 - Please understand that your request may not be granted.
- Contact: Tokyo Big Sight Conference Room Administrator

2) TFT Building conference room / TIME24 Building conference room

Please inquire with the “Conference Facility Usage Inquiry Form” for each building.
 TFT Building <https://www.tokyo-bigsight.co.jp/tft/hall/organizer/index.php>
 TIME24 Building <https://www.tokyo-bigsight.co.jp/time/hall/organizer/index.php>

■ Contact: TFT Building / TIME24 Building Conference Room Administrators TEL: +81-3-5530-5010

7-10. Business Center

OPTION

A business center is located in the Entrance Hall, 2nd floor of the Conference Tower Tokyo Big Sight. Services include: Copy Machine (color & B/W), FAX (domestic/international) PC use, Internet, Publication (i.e. business cards, etc.), Translation services, etc.

7-11. Cleaning

OPTION

1) Disposal of Waste

(1) During Delivery or Removal

- Each exhibitor is asked to appoint a supervisor in charge of waste disposal. Submit the **Order Form 6 to Fair Management by October 10 (Fri.)**.
- Fair Management will perform basic cleaning during the delivery period in order to keep the delivery routes clear, but Fair Management will not dispose of other waste, such as leftover materials from decorations.
- During delivery and removal periods, do not leave waste materials or leftover materials in aisles or common areas.
- Instead, caution construction companies and other concerned parties to clean their trash and to take it with them when they leave. We ask for everyone's cooperation to eliminate waste.
- During delivery and removal, Fair Management staff will patrol the venue for waste or leftover materials left in aisles or common areas. The staff may ask the exhibitors to dispose of the waste and may notify the supervisor for waste disposal if the waste is particularly obstructive.
- If the exhibitors cannot carry away the waste, the cleaning company designated by Fair Management (Big Sight Services Corporation) can dispose of waste for a fee. Contact the service beforehand using the information below.

(Reference)

Type	Price (Tax included)
90L Garbage bag (13.5kg convert)	¥1,080 for a bag
Garbage cart (500L)	¥5,400 for a cart

*If the waste materials are disposed of in an unlawful manner, exhibitors may be responsible for fines or other penalties according to the law. The waste disposal supervisor is responsible for verifying that any contracted construction workers uphold the laws for waste disposal.

(2) Cleaning During Exhibition Period

- During the fair, Fair Management will set garbage cart in common areas, but not in Halls. Please take waste as much as possible.
- Fair Management will establish a chip dump in the truck yard for chips from demonstrations. This storage space will be established in front of East Hall 2 and 5, from October 25 (Sat.) to November 6 (Thu.). Please refer to P.31-34 "4-1. Exhibitoin Center Outline."

(3) Disposal of Lubrication oil, Cutting oil etc.

Please refer to P.74 "8) Disposal of Lubrication oil, Cutting oil etc."

2) Cleaning in The Booth

Fair Management cleans only the passageways of the hall, not in the booths. If you wish to order cleaning in your booth (for a charge), please submit **Order Form 31 to Fair Management by October 10 (Fri.)**.

- (1) Cleaning in the booth includes cleaning of the floors only.
(Vacuum or mopping depends on the type of flooring.)
- (2) Period of cleaning: Evening of October 29 (Wed.) – Evening of November 3 (Mon.) 6 days
- (3) Fee: ¥4,536 / booth (tax included)

3) Wax Cleaning

- When using long sheet or vinyl tiles on the floor, waxing not only protects the floor and improves the appearance, but also prevents dirt and scratching from harming the floor. Companies who would like to request waxing should send a Booth Cleaning Application **Order Form 31 to Fair Management by October 10 (Fri.)**.

Exhibitors will be billed for the services after the exhibition is over. The following information provides more details about wax cleaning.

- (1) Description: Floor waxing
- (2) Time: Night of Wednesday, October 29, or a date specified by the exhibitor
- (3) Fee (per waxing): ¥540 / 1m² (tax included)
 - *Entry into the booths is limited during cleaning
 - *Contact Fair Management for a separate quote when requesting waxing 100m² or more times.

■ Contact information:

Big Sight Services Corporation
Contact: Mr. Onojima, Mr. Kuramoto, Ms. Midorikawa
TEL: +81-3-5530-1290 FAX: +81-3-5564-5430

7-12. Information on Forklift Rental

OPTION

We offer a rental service for forklifts. Both 2.5 ton and 1.5 ton forklifts are available. If you wish to rent a forklift, Please submit **Order Form 32 by October 10 (Fri.)** to Big Sight Services Corporation.

1) FUNCTIONS

	Max. lifting height	Fork length	Load rating
2.5t forklift	3,000 mm	1,500 mm	2,500 kg
2.0t forklift	2,800 mm	1,800 mm	2,000 kg
1.5t forklift	3,000 mm	1,070 mm	1,500 kg

2) RENTAL FEE (Tax included)

	2 hours	6 hours	1 day
2.5t forklift	¥10,800	¥16,200	¥21,600
2.0t forklift	¥8,640	¥12,960	¥17,280
1.5t forklift	¥5,400	¥8,640	¥12,960

(3) NOTES

- (1) Forklifts are covered by Compulsory Automobile Liability insurance. However, we assume no responsibility whatsoever for any accidents that occur during operation.
- (2) A copy of a certificate indicating completion of a skill training course and a mobile phone number are required for the application.
- (3) We do not handle arrangements for forklift operators.
- (4) Be sure to wear a helmet during operation.
- (5) We must be informed of cancellations by the day before the rental date as indicated on the application.
- (6) To apply for the service, please visit the office of Big Sight Services Corporation shown below, which is located on the first floor of the conference tower of Tokyo Big Sight.

■ Contact information:

Big Sight Services Corporation
 TEL: +81-3-5530-1290 FAX: +81-3-5564-5430
 Contact: Mr. Kuramoto, Mr. Sugita

7-13. Prepaid Card (Big Sight Card)

OPTION

A "Big Sight Card/Multi-Restaurant Meal Ticket" which can be used at all restaurants and shops at the Tokyo Big Sight, Ariake Park Building, Hotel Sunroute Ariake, and TFT Building, can be purchased at the Service Corner. The cards can be used to entertain your customers or provide meals for staff members.

1) Denominations

Cards are available in two denominations: 1,000 yen and 3,000 yen.

2) How to apply for one

You can purchase a card at the Service Corner counter or by bank transfer through advance application.

[To apply in advance]

(1) Apply through the Internet.

Either search for "Big Sight application" or access the following URL:

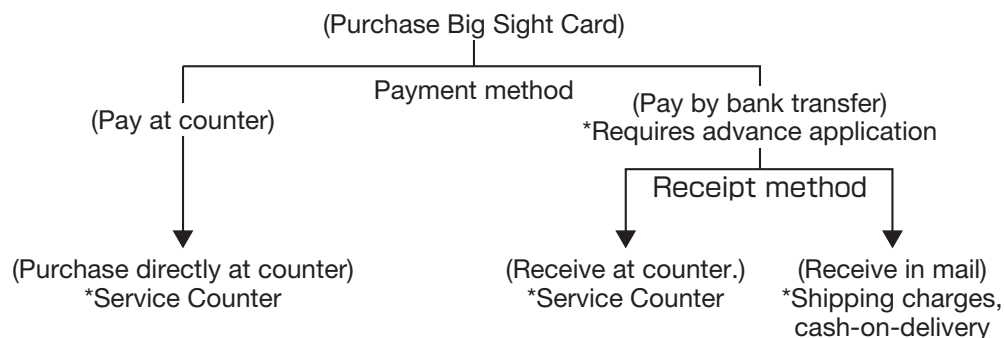
<https://www.bigsight-services.co.jp/sale/card/form.php>

*You can also apply by fax.

Using the "PREPAID CARD (BIG SIGHT CARD)" (Order Form 28), apply by **October 9 (Thu)**.

(2) After the wire transfer is confirmed, you can receive your card and receipt by [mail] or at the [Service Corner counter].

[Big Sight Card purchase procedure]



3) Period of validity

(1) Six months as noted on the card

(2) The card cannot be used after the expiration date. Also, after the expiration date, the card owner will lose the right to reimbursement of the remaining balance noted on the card.

4) Facilities that can be used

(1) All shops and restaurants at the Tokyo Big Sight. (Card may not be usable at some temporary businesses outdoors.)

(2) Restaurants in Ariake Park Building and Hotel Sunroute Ariake. (Card may not be usable at some businesses. For details, refer to the home page.)

***The card cannot be used for the following products:**

(3) Delivery services, public utility charges, and trash disposal fees

(4) Cash vouchers

(5) The card may not be used for some products and services, depending on the member store.

5) Settlement of remaining balances

Mail unused cards or partially used cards along with the purchase receipt (no copies) and settlement application form to the Service Corner on the second floor of the Conference Hall. You may also settle balances in person at the counter.

* A settlement handling fee of 40 yen per card will be charged, regardless of whether the card is unused or partially used.

* The settlement amount, equal to the remaining balance minus the handling fee, will be paid by bank transfer at the end of the following month.

* Settlements will be accepted within the period of validity noted on the card.

* Payments will be sent only to the name shown on the receipt.

* One settlement will be made for one receipt only.

Two types of denominations



1000 yen : Front



3000 yen : Front



1000 yen : Back



3000 yen : Back

Term of validity

Six months noted on the card.

■ Big Sight Services Corporation Service Corner (ask for Big Sight Card)

TEL: +81-3-5530-1215 FAX: +81-3-3520-2059

7-14. Resting Space / Catering Car

OPTION

Resting spaces will be prepared at Truck Yard (loading/unloading area) in East Hall, Outdoor Exhibition Area and Rooftops Exhibition Area. And catering cars (Temporary Restaurants) will be placed near the resting spaces. (please refer to P.31-34, “4-1. Exhibition Center Outline”)

7-15. Booking of Boxed Lunches for Exhibitors

OPTION

We are now accepting orders for boxed lunches. They can be delivered to the booth starting from the delivery period.

7-16. Sky Restaurant, Parties, and Receptions

1) Al Porto, Tokyo Big Sight

Chef Mamoru Kataoka, the owner of a well-known establishment, Al Porto in Azabu, has helped create Al Porto, Tokyo Big Sight. It is an Italian restaurant where dining can be enjoyed in a relaxing atmosphere. Located on the eighth floor of the Tokyo Big Sight Conference Tower, the view inside the restaurant is unsurpassed. Guests can have a delightful dinner or party, while taking in a spectacular view of the bay area at night.



■ Contact: Al Porto, Tokyo Big Sight

TEL: +81-3-5530-1221

2) In-house restaurants

With fourteen restaurants and cafes, the Tokyo Big Sight provides a rich variety of Japanese, Western, and Chinese cuisine. Various parties / gatherings can be hosted at 7 restaurants, so please take advantage of them.

■ Tokyo Big Site website

<http://www.bigsight.jp/english/services/shop/>
(Also refer to P.104 “7-21. Tokyo Big Site Service Facilities”)

3) Ariake Park Building and TFT Building

Tokyo Big Sight visitors can find a variety of restaurants for any taste with the Japanese, Western, Chinese, and other ethnic restaurants at the Ariake Park Building or the dining and shopping opportunities at the TFT building.

Ariake Park Building	http://www.tokyo-bigsight.co.jp/park/
TFT Building	http://www.tokyo-bigsight.co.jp/tft/

7-17. Discounts / Perks Provided for Adjacent Facilities

The Rinkai District (Ariake and Odaiba), where the Tokyo Big Site is located, is a district that is one of the most popular districts in Tokyo with varieties of shopping, dining, cultural, and entertainment facilities. Fair Management will supply limited time offer coupons. Adjacent facilities will provide various discounts, making your visit more entertaining.

7-18. Attending the exhibition by group bus

OPTION

[Attending the exhibition by group bus]

If invited guests choose to attend the exhibition by group bus, they are invited to use the bus parking lot established at the West and East Exhibition Halls.

There is a limited amount of space at the bus parking lot. Apply for a space by submitting the **Order Form 29 by October 10 (Fri.)**. (Buses applied in advance will be given priority.) Please note that if the lot becomes full, buses will be asked to use the pay parking lot.

[Guiding VIP Vehicles]

When company VIPs (board members or higher status) are invited to visit the site in a company car, the vehicle can be guided carefully. Submit **Order Form 30 by October 10 (Fri.)**.

7-19. Hotel Reservations (Official Travel Agency)

OPTION

Fair Management has reserved a sufficient number of rooms at hotels near the site from **October 27 (Mon.) to November 4 (Tue.)**. Reservations will be confirmed in order of receipt of application form. Availability of rooms is not guaranteed for late applications.

(1) RESERVATION AND PAYMENT FOR HOTEL

Reservation starts from June 3 (Tue.)

- ① For hotel reservation, please apply online or complete the hotel application form and send it to JTB Global Marketing & Travel Inc. (JTBGMT) by FAX no later than 26 September, 2014. Online application URL: <https://mice.jtbgmt.com/jimtof2014/> (There is a link on the official website.)
- ② Application should be accompanied by a remittance covering total fare due JTB GMT. No reservation will be confirmed in the absence of this payment. Personal checks are not accepted. All payments must be in Japanese yen. If the remittance covers more than one person, please inform us the name of each participant.

Payment should be in the form of:

- One of the following credit cards:

1. VISA 2. MasterCard 3. Diners Club 4. AMEX 5. JCB

- A bank transfer to JTB Global Marketing & Travel Inc. (Message: JIMTOF2014)

Account at The Bank of Tokyo-Mitsubishi UFJ, Ltd. Shin-Marunouchi Branch
(swift code: BOTKJPJT)

1-4-1, Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan (Account number: 4760327)

* After making a remittance, please send us a copy of the bank receipt to avoid possible confusion.

CONFIRMATION (Online reservation)

Your reservation would be completed upon receipt of your online reservation information and verifying your payment. The Confirmation button will be displayed when you complete your payment. Please print your confirmation slip by clicking the Confirmation button and bring it with you to the reception desk upon checking-in at the hotel.

CONFIRMATION (FAX reservation)

Your reservation would be completed upon receipt of your FAX reservation and verifying your payment. The Confirmation will be sent by JTBGMT after completing your payment. Please bring it with you to the reception desk upon checking-in at the hotel.

(2) CANCELLATION CHARGE

To cancel or to change a booking, please fax a written notification to JTB GMT.

The following cancellation fees will be deducted before refunding.

From reservation date	Cancellation charge
Up to 10 days before the first night of stay	No charge
9-2 days before	10% of one night charge
1 day before	80% of one night charge
On the day of arrival / No notice given	100% of one night charge

■ Contact Information: JTB Global Marketing & Travel Inc. (JIMTOF2014 JTB Desk)

2-3-11, Higashishinagawa, Shinagawa-ku, Tokyo 140-8604, Japan

TEL: +81-3-5796-5446 FAX: +81-3-5495-0785

E-mail: JIMTOF2014@gmt.jtb.jp

Contact: JIMTOF2014 JTB Desk

Office Hour: 10:00-17:30 Mon-Fri except national holidays

Hotels you can stay with special discount price is set for JIMTOF2014. Please take advantage of this.

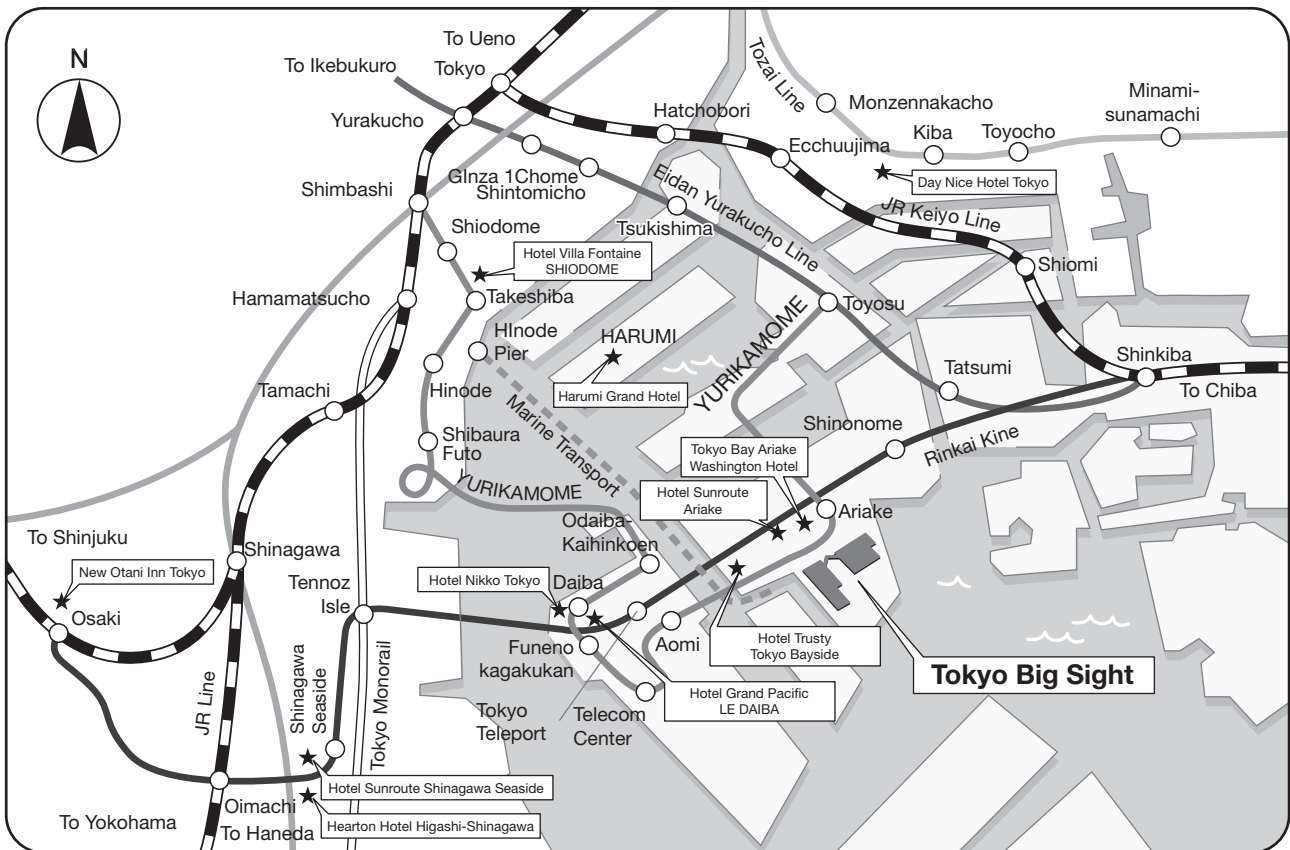
Available Period: October 27 (Mon.) - November 4 (Tue.)

Area (Access to venue)	Name of Hotel	Single with bath	Twin with bath
Ariake (3 min. on foot)	Tokyo Bay Ariake Washington Hotel 3-7-11 Ariake, Koto-ku, Tokyo 135-0063 Phone: +81-(0)3-5564-0111	JPY8,316 (14.3 sqm) JPY11,224 (Nov.1-Nov.2)	JPY14,688 (21.5 sqm) JPY20,088 (Nov.1-Nov.2)
Ariake (5 min. on foot)	Hotel Sunroute Ariake 3-6-6 Ariake, Koto-ku, Tokyo 135-0063 Phone: +81-(0)3-5530-3610	JPY9,180 (17.3 sqm)	JPY16,200 (23.3 sqm)
Ariake (13 min. on foot)	Hotel Trusty Tokyo Bayside 3-1-15 Ariake, Koto-ku, Tokyo 135-0063 Phone: +81-(0)3-6700-0001	JPY12,000 (14.2 sqm) with breakfast	JPY19,000 (22.4 sqm) with breakfast
Daiba (10 min. by Yurikamome line)	Hotel Nikko Tokyo 1-9-1 Daiba, Minato-ku, Tokyo 135-8625 Phone: +81-(0)3-5500-5500	JPY23,960 (33 sqm)	JPY28,712 (33 sqm)
Daiba (10 min. by Yurikamome line)	Hotel Grand Pacific LE DAIBA 2-6-1 Daiba, Minato-ku, Tokyo 135-8701 Phone: +81-(0)3-5500-6711	JPY15,760 (30-33 sqm)	JPY16,200 (33 sqm)
Shinagawa Seaside (7 min. by Rinkai-line)	Sunroute Shinagawa Seaside 4-12-8 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002 Phone: +81-(0)3-6716-0011	JPY8,964 (16.6 sqm)	JPY13,608 (21.5 sqm)
Shinagawa Seaside (7 min. by Rinkai-line)	Hearton Hotel Higashi-Shinagawa 4-13-27 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002 Phone: +81-(0)3-5495-0810	JPY13,100 (16 sqm)	JPY21,000 (21-24 sqm)
Osaki (12min. by Rinkai Line)	New Otani Inn Tokyo 1-6-2 Osaki Shinagawa-ku, Tokyo 141-0033 Phone: +81-(0)3-3779-9111	JPY11,980 (15 m sqm)	JPY16,200 (23 m sqm)
Kiba (17 min. by JR Keiyo line)	Day Nice Hotel Tokyo 2-1-1 Kiba, Koto-ku, Tokyo 135-0042 Phone: +81-(0)3-3642-0011	JPY7,560 (13 sqm)	JPY14,040 (16.5 sqm)
Harumi (20 min. by shuttle bus)	Harumi Grand Hotel 3-8-1 Harumi Chuo-ku, Tokyo 104-0053 Phone: +81-(0)3-3533-7111	JPY9,504 (24 sqm) with breakfast	JPY12,960 (24 sqm) with breakfast
Shiodome (21 min. by Yurikamome line)	Hotel Villa Fontaine SHIODOME 1-9-2 Higashi-shinbashi Minato-ku, Tokyo 105-0021 Phone: +81-(0)3-3569-2220	JPY15,426 (20 sqm) with breakfast	JPY22,622 (30 sqm) with breakfast

● Access to Tokyo Big Sight

Hotels	Access
Tokyo Bay Ariake Washington Hotel	Hotel Tokyo Big Sight (3 min walk)
Hotel Sunroute Ariake	Hotel Tokyo Big Sight (5 min walk)
Hotel Trusty Tokyo Bayside	Hotel Tokyo Big Sight (13 min walk)
Hotel Nikko Tokyo	Hotel Daiba Sta. ————— Kokusai-tenjijo Seimon Sta. (3min.walk) (2 min walk) (8 min. by Yurikamome)
HotelGrand Pacific LE DAIBA	Hotel Daiba Sta. ————— Kokusai-tenjijo Seimon Sta. (3min.walk) (2 min walk) (8 min. by Yurikamome)
Hotel Sunroute Shinagawa Seaside	Hotel Shinagawa Seaside Sta. ————— Kokusai-tenjijo Sta. (7min.walk) (Directly connected) (7 min. by Rinkai Line)
Hearnton Hotel Higashi-Shinagawa	Hotel Shinagawa Seaside Sta. ————— Kokusai-tenjijo Sta. (7 min. walk) (1 min walk) (7 min. by Rinkai Line)
New Otani Inn Tokyo	Hotel Osaki Sta. ————— Kokusai-tenjijo Sta. (7 min. walk) (Directly connected) (12 min. by Rinkai Line)
Day Nice Hotel Tokyo	Hotel Ecchujima Sta. ————— Shin Kiba Sta. ————— Kokusai-tenjijo Sta. (7 min. walk) (13 min walk) (6 min. by JR Keiyo Line) (5 min. by Rinkai Line)
Harumi Grand Hotel	Hotel = [Bus for Kinshi-cho Sta.] = Toyosu Sta. ————— Kokusai-tenjijo-seimon Sta. (3min.walk) (Short walk) (10-15min) (about 8 min. by Yurikamome Line)
Hotel Villa Fontaine SHIODOME	Hotel Shiodome Sta. ————— Kokusai-tenjijo Seimon Sta. (3min.walk) (2 min walk) (21 min. by Yurikamome)

● Access to Hotels



Fair Outline
 General Information
 Visitor Promotion
 Promotion Tools
 Delivery / Removal
 Booth Setup and Management
 Visitor Management System
 Various Support Services

7-20. Guide to Package Booth and Rental Items

OPTION

The Organizer suggests Exhibitors to make use of the Shell Scheme Booth using Octanorm system following 3R (Reduce/Recycle/Reuse). The Package Booth (1 booth and 2 booths plan) make the exhibit cost lower and more effective for Exhibitors.

Please submit **Order form 19** for Package Booth **Order form 20** for Rental Items by **September 17 (Wed.)** to MURAYAMA INC.

■ Package Booth and Rental Items

Request and contact: MURAYAMA INC.
2-13-10 Koraku, Bunkyo-ku, Tokyo 112-0004
TEL: +81-3-3813-1590 FAX: +81-3-3813-1274
Contact: SP 1 Group
Mr. Norose: t_norose@murayama.co.jp
Mr. Onishi: s_onishi@murayama.co.jp

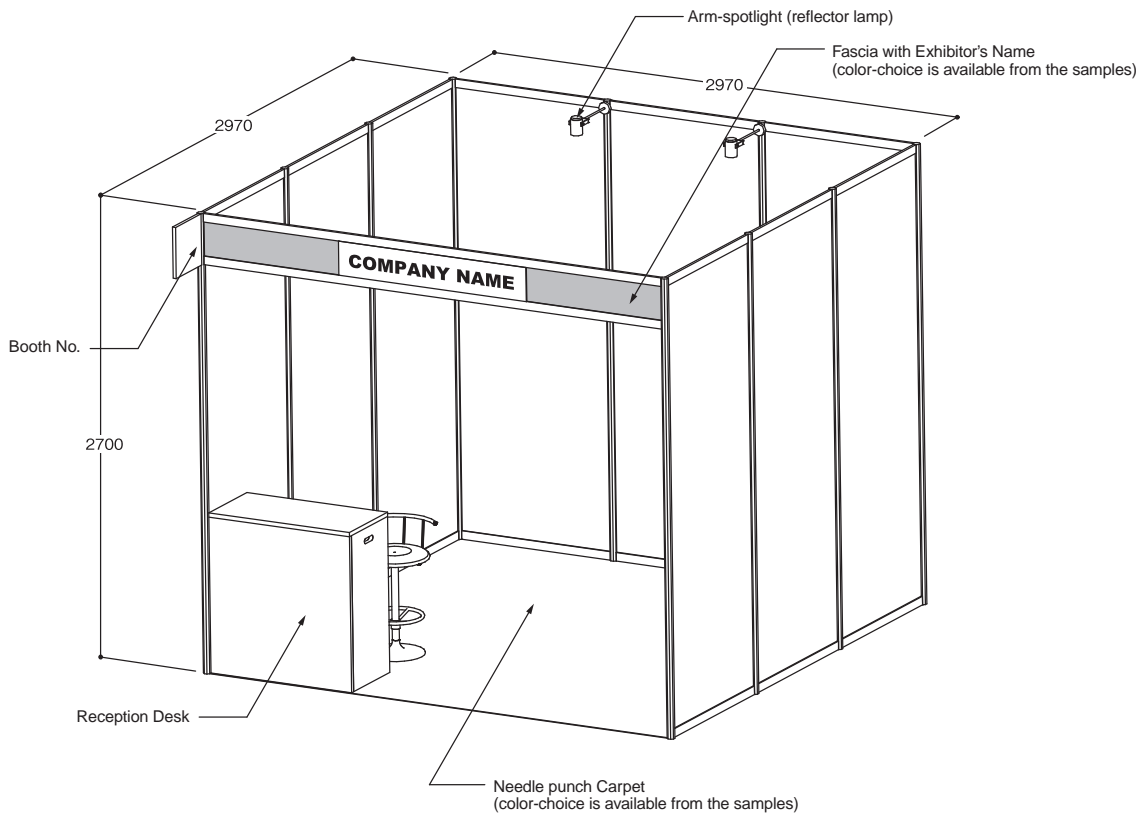
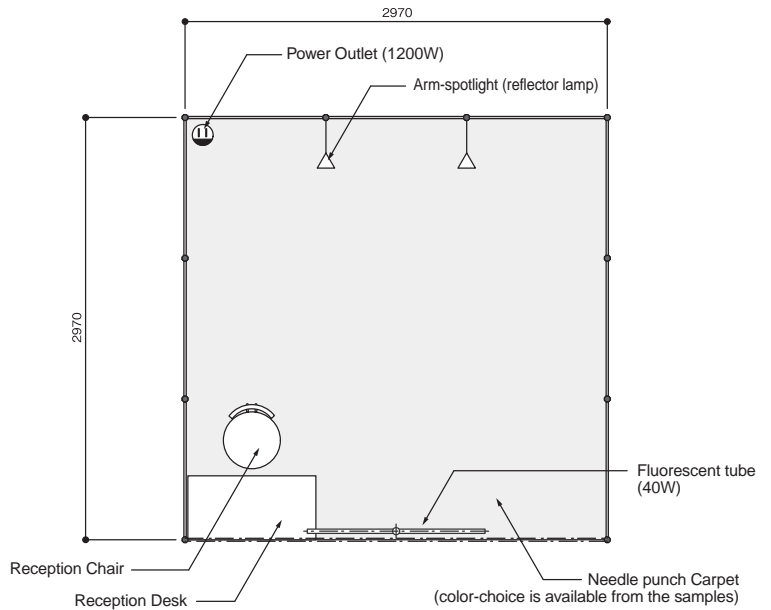
Shell Scheme Booth & Rental Furniture

■ One-booth A type

One-booth A type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	1booth
2	Fascia with Exhibitor's Name	1set
3	Reception Desk	1unit
4	Reception Chair	1pc
5	Fluorescent tube (40watts)	1pc
6	Power Outlet (100voltage:450watts)	1pc
7	Arm-spotlight (reflector lamp)	2pcs
8	Main Power Supply Charge (100voltage)	1.5kw

Total Price JPY82,080.- (incl. tax)

*The excess power over the capacity above is not included in the above.



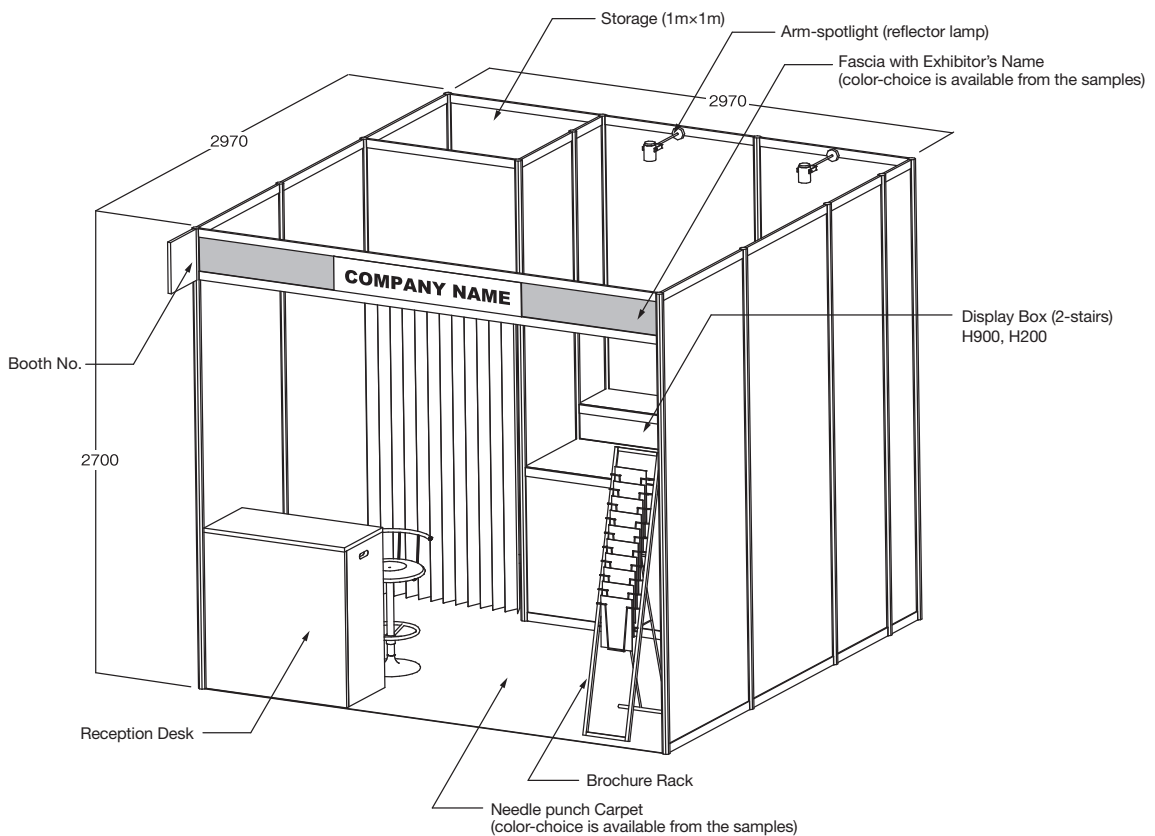
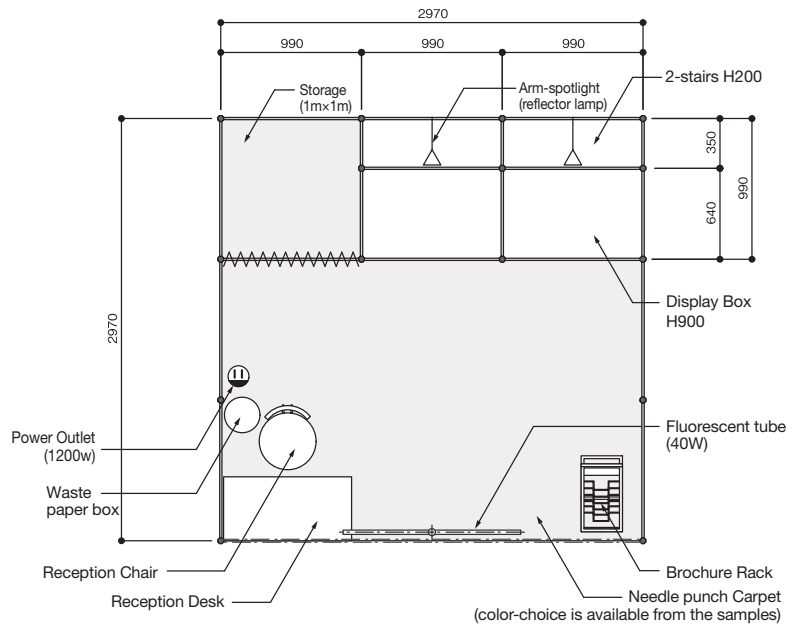
Shell Scheme Booth & Rental Furniture

One-booth B type

One-booth B type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	1booth
2	Fascia with Exhibitor's Name	1set
3	Reception Desk	1unit
4	Reception Chair	1pc
5	Brochure Rack	1unit
6	Display Box (2-stairs)	2units
7	Storage (1m×1m)	1set
8	Wastepaper-box	1box
9	Fluorescent tube (40watts)	2pcs
10	Power Outlet (100voltage:450watts)	2pcs
11	Arm-spotlight (reflector lamp)	2pcs
12	Main Power Supply Charge(100voltage)	1.5kw

Total Price JPY153,360.- (incl. tax)

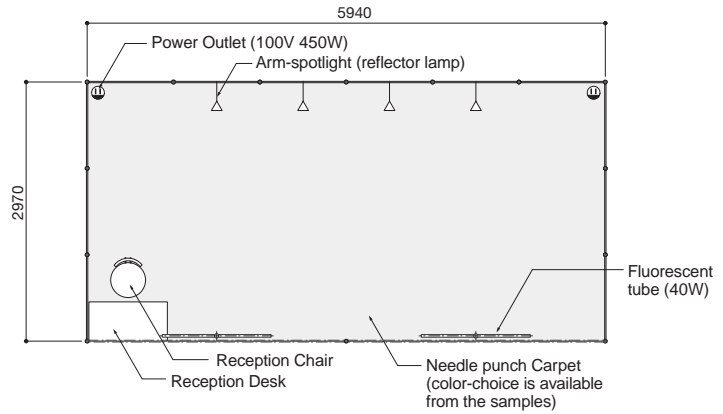
*The excess power over the capacity above is not included in the above.



Shell Scheme Booth & Rental Furniture

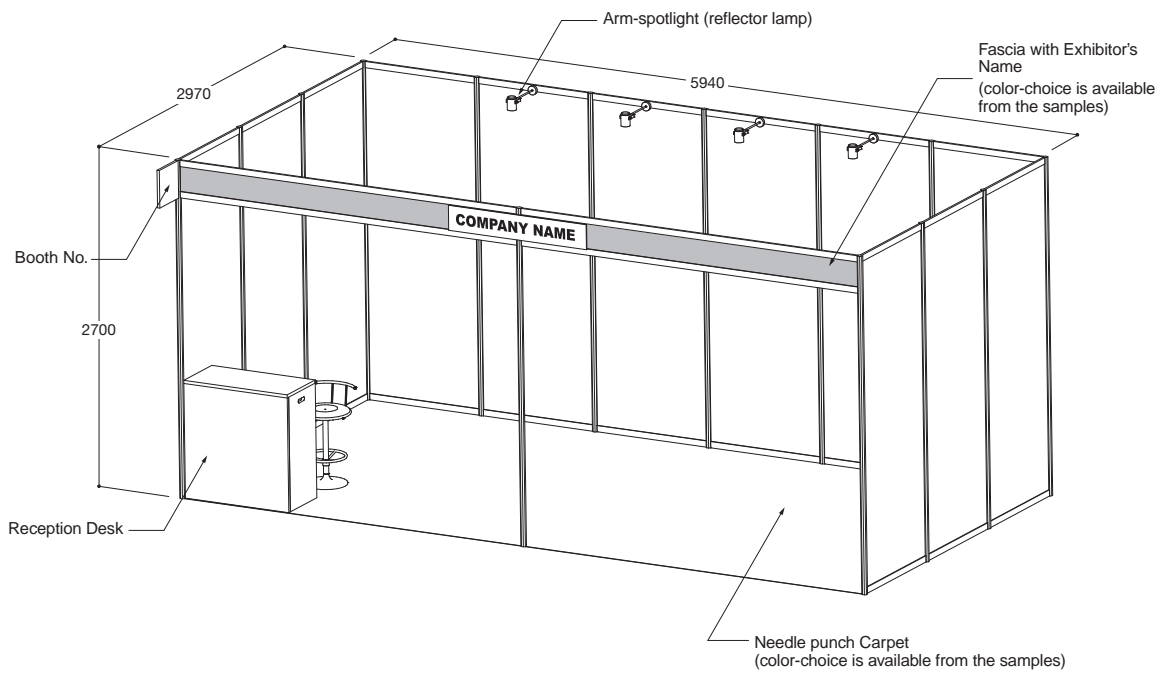
Two-booths A type

Two-booths A type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	2booths
2	Fascia with Exhibitor's Name	1set
3	Reception Desk	1unit
4	Reception Chair	1pc
5	Fluorescent tube (40watts)	2pcs
6	Arm-spotlight (reflector lamp)	4pcs
7	Power Outlet (100voltage:450watts)	2pcs
8	Main Power Supply Charge(100voltage)	1.5kw



Total Price JPY136,080.- (incl. tax)

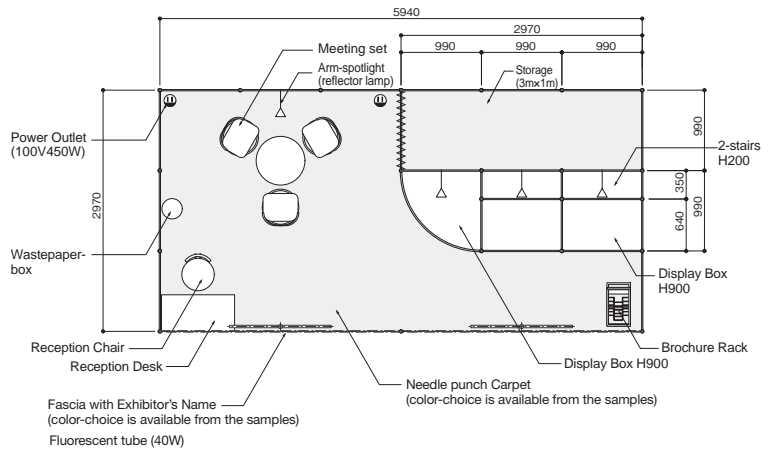
*The excess power over the capacity above is not included in the above.



Shell Scheme Booth & Rental Furniture

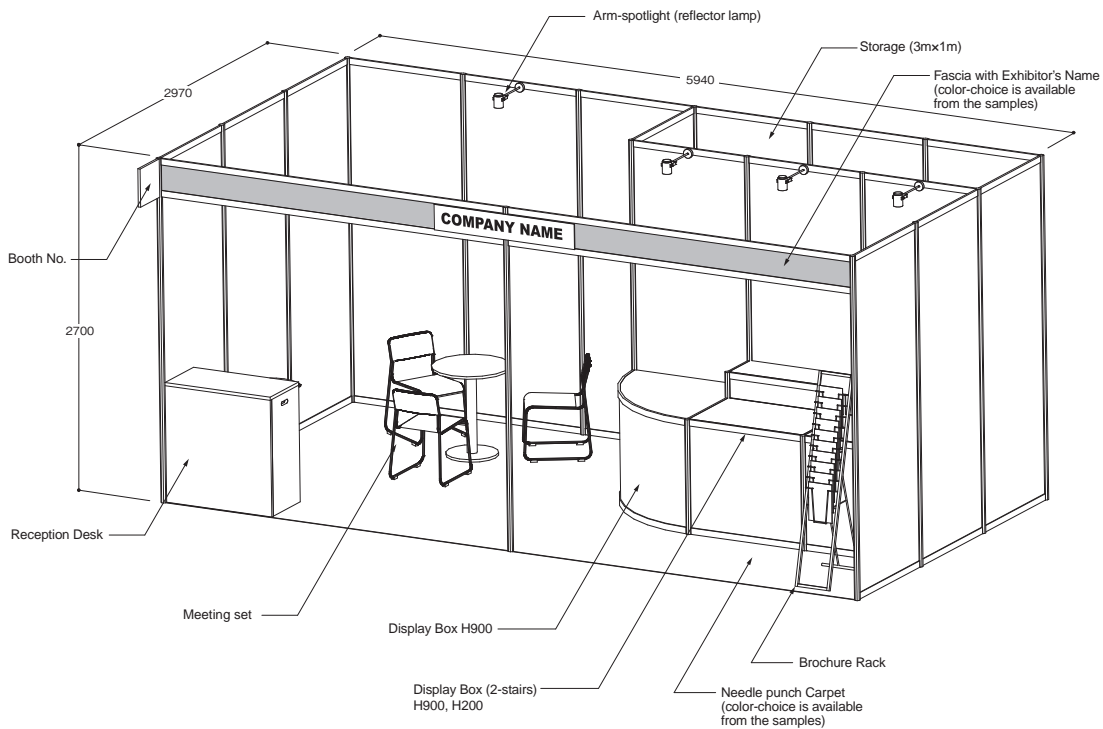
Two-booths B type

Two-booths B type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	2booths
2	Fascia with Exhibitor's Name	1set
3	Reception Chair	1pc
4	Meeting set	1set
5	Brochure Rack	1unit
6	Display Box (2-stairs)	2units
7	Storage (3m×1m)	1set
8	Wastepaper-box	1box
9	Fluorescent tube(40watts)	2pcs
10	Arm-spotlight (reflector lamp)	4pcs
11	Power Outlet (100voltage:450watts)	2pcs
12	Main Power Supply Charge (100voltage)	1.5kw



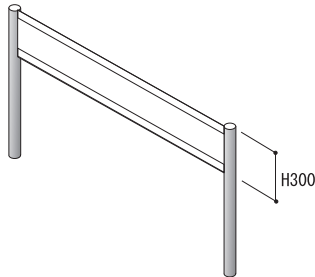
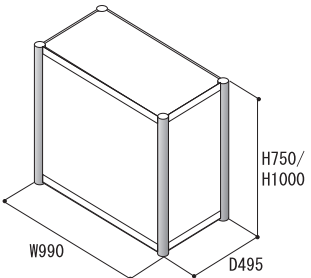
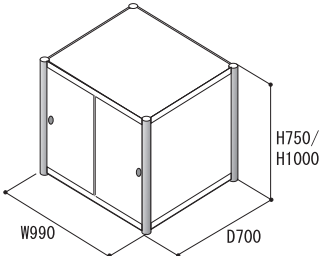
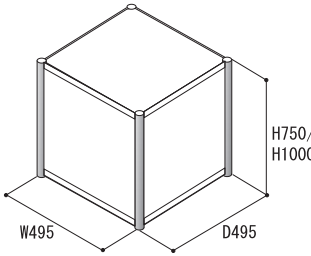
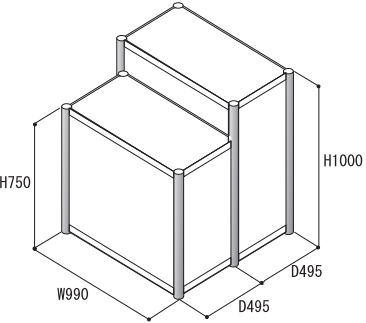
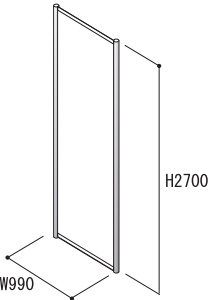
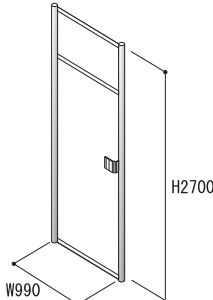
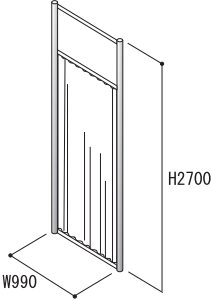
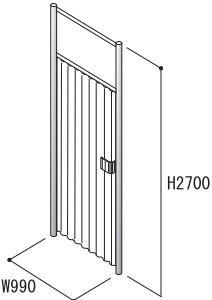
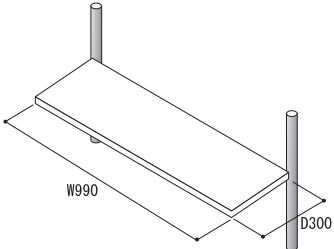
Total Price JPY265,680.- (incl. tax)

*The excess power over the capacity above is not included in the above.



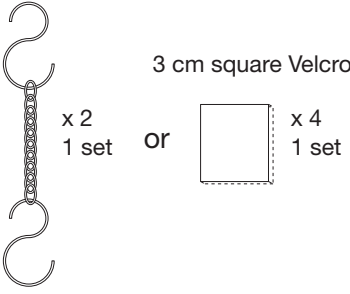

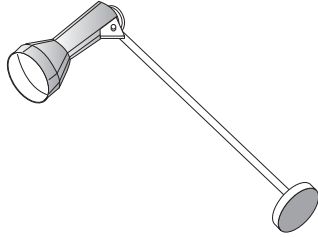
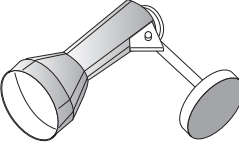
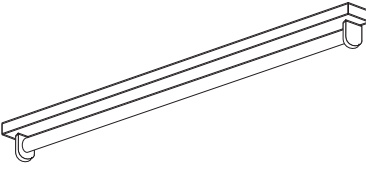
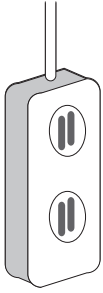
Optional Items - 1

*The Prices include Japanese Consumption Tax 8%.

<p>1.Floor Carpet</p> <p>Needle punch Carpet (Color-choice is available from the samples)</p> <p>*incl. carpet edge holder</p> <p>1booth JPY21,600</p>	<p>2.Wall Coloring</p> <p>Optional Color is available with additional charge.</p> <p>Coloring for the Octanorm Wall (Color choice is available from the samples)</p> <p>1sq.m JPY3,240</p>	<p>3.Octanorm Fascia</p>  <p>1m² JPY3,240</p>
<p>4.Octanorm Display Box A</p> <p>Please choose the height: h750mm or h1000mm</p>  <p>JPY10,800</p>	<p>5.Octanorm Display Box B</p> <p>Please choose the height: h750mm or h1000mm</p>  <p>JPY16,200</p>	<p>6.Octanorm Display Box C</p> <p>Please choose the height: h750mm or h1000mm</p>  <p>JPY8,640</p>
<p>7.Octanorm Display Box D</p>  <p>JPY19,440</p>	<p>8.Octanorm Wall Panel</p>  <p>JPY9,720</p>	<p>9.Door</p>  <p>JPY21,600</p>
<p>10.White Curtain</p>  <p>JPY12,960</p>	<p>11.Foldable Door</p>  <p>JPY21,600</p>	<p>12.Flat shelf</p>  <p>JPY3,240</p>

Optional Items - 2

*The Prices include Japanese Consumption Tax 8%.

13. Panel display supply	14. Vinyl Letters	15. Arm spotlight(reflector lamp)
<p>S-hook chain</p>  <p>x 2 1 set or x 4 1 set</p> <p>3 cm square Velcro</p> <p>1set JPY324</p>	<p>1letter H50 JPY540</p> <p>1letter H100 JPY864</p> <p>1letter H150 JPY1,296</p> <p>1letter H200 JPY1,620</p> <p>1letter H300 JPY2,160</p>  <p>H50~ H300</p>	<p>100W</p>  <p>JPY3,780</p>
16. Spotlight	17. Fluorescent tube	18. Power Outlet (100V)
<p>100W</p>  <p>JPY3,780</p>	<p>40W</p>  <p>1set JPY3,240</p>	 <p>JPY3,240</p>

*Please submit the electric application form when the above electric equipments (20. – 23.) are ordered as additional. The charges excess power of main power supply, electric consumption, distribution box, and wiring works are claimed separately. (Please refer the page 59 to 64 for details.)

Rental Furniture - 1

*The Prices include Japanese Consumption Tax 8%.

<p>19.Reception Desk (A)</p>  <p>W900×D450×H800/H940 (with inner shelf) JPY4,860</p> <p>The size might be different from the thing.</p>	<p>20.Reception Desk (B)</p>  <p>W1200×D600×H800/940 (with inner shelf) JPY8,100</p> <p>The size might be different from the thing.</p>	<p>21.Reception Desk (C)</p>  <p>W1500×D600×H800/H940 (with inner shelf) JPY8,100</p> <p>The size might be different from the thing.</p>
<p>22.Reception Desk (D)</p>  <p>W1800×D700×H800/H940 (with inner shelf) JPY12,960</p> <p>The size might be different from the thing.</p>	<p>23.Table</p>  <p>(A)W1800×D600×H730 JPY3,456 (B)W1500×D600×H730 JPY3,456 (C)W1200×D600×H730 JPY3,456 (D)W1800×D450×H730 JPY3,456 (E)W1500×D450×H730 JPY3,456</p> <p>The size might be different from the thing.</p>	<p>24.Round Table</p>  <p>(A)φ600×H600 JPY4,320 (B)φ750×H600 JPY4,320 (C)φ900×H600 JPY4,320</p> <p>The size might be different from the thing.</p>
<p>25.Table</p>  <p>(A)W450×D450×H600/H700 JPY2,160 (B)W600×D600×H600 JPY2,160 (C)W800×D450×H600 JPY2,160</p> <p>The size might be different from the thing.</p>	<p>26.Lounge set (A)</p>  <p>1set JPY23,760</p>	<p>27.Lounge set (B)</p>  <p>1set JPY11,340</p>
<p>28.Café Set</p>  <p>1set JPY18,144</p>	<p>29.Folding Chair</p>  <p>1pc JPY486</p>	<p>30.Stacking Chair</p>  <p>A • B JPY2,592</p>

Rental Furniture - 2

*The Prices include Japanese Consumption Tax 8%.

<p>31.Operator's Chair</p>  <p>JPY5,184</p>	<p>32.Reception Chair</p>  <p>(A) SH430 JPY3,456 (B) SH500 JPY3,456 (C) SH600 JPY3,456 (D) SH700 JPY3,456 (E) SH600 - 750 JPY3,456</p>	<p>33.Brochure Rack</p>  <p>JPY4,536</p>
<p>34.Table-top brochure rack</p>  <p>JPY1,728</p>	<p>35. Panel stand</p>  <p>JPY2,160</p>	<p>36.Sign stand</p>  <p>JPY4,320</p>
<p>37.Belt-partition</p>  <p>JPY6,480</p>	<p>38.Pole-partition</p>  <p>JPY1,728</p>	<p>49.Refrigerator</p> <p>*Power outlet shall be ordered separately</p>  <p>(A) W415 - 475xH1100 - H1200 100 - 106ℓ JPY17,280 (B) W405 - 440xH790 - H840 70 - 74ℓ JPY12,960</p>
<p>40.Glass showcase</p> <p>*Power outlet for inner lighting shall be ordered separately</p>  <p>W1500xD600xH920 JPY17,280</p>	<p>41.Steel rack</p>  <p>W900xD450xH1800 JPY6,480</p>	<p>42.Coffee server</p> <p>*Power outlet for inner lighting shall be ordered separately</p>  <p>JPY15,120</p>


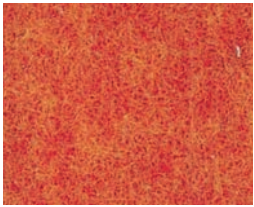
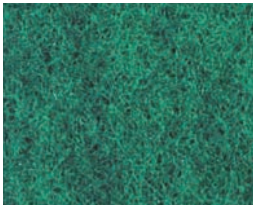
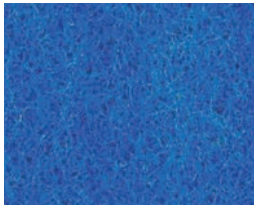
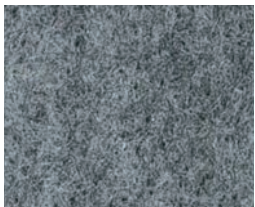
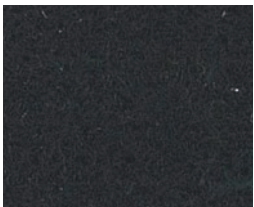
Rental Furniture - 3

*The Prices include Japanese Consumption Tax 8%.







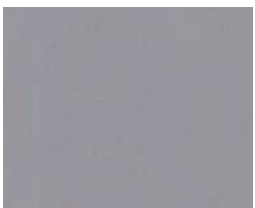
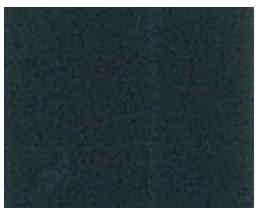
<p>43.Coffee set for 100cups</p>  <p>JPY10,368</p>	<p>44.Water Server</p>  <p>(A) W340×D360×H610 JPY12,960 (B) Mineral Water Three gallons(11.4ℓ) JPY3,024</p>	<p>45.Name card box</p>  <p>W200×D150 JPY1,728</p>
<p>46.Fire-extinguisher</p>  <p>No.10 Powder JPY4,320</p>	<p>47.Wastebasket</p>  <p>47ℓ JPY2,592</p>	<p>48.White Cloth</p>  <p>W2200×D1000 JPY1,296</p>
<p>49.Big-potted plant</p>  <p>JPY3,780</p>	<p>50.Midle-potted plant</p>  <p>JPY2,700</p>	<p>51.Small-potted plant</p>  <p>JPY1,296</p>
<p>52.Flower-potted plant</p>  <p>JPY1,080</p>		

Color sample

● Needle punch carpet color

Red	Orange	Green	Blue
			
Gray	Black		
			

● Fascia and point color / sheet affixing on wall and display box

Yellow	Red	Green	Sky-blue
			
Blue	Navy	Gray	Black
			

MURAYAMA INC.







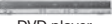








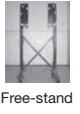



2-13-10 Koraku, Bunkyo-ku, Tokyo-to 112-0004

TEL: +81-3-3813-1590 FAX: +81-3-3813-1274




Mr. Norose: t_norose@murayama.co.jp, Mr. Onishi: s_onishi@murayama.co.jp

Audio-Visual Equipments (rental)

6 days

Set	Items	Screen size	Division	50 inch Plasma	52 inch LCD	60 inch Plasma	65 inch LCD
				Price incl. tax (price without tax)			
E-1	   		Rental-only	118,400 (109,630)	127,200 (117,778)	183,200 (169,630)	218,500 (202,315)
			Rental and Setting	130,000 (120,371)	138,800 (128,519)	206,300 (191,019)	241,600 (223,704)
E-2	  		Rental-only	107,800 (99,815)	116,600 (107,963)	172,600 (159,815)	207,900 (192,500)
			Rental and Setting	119,400 (110,556)	128,200 (118,704)	195,700 (181,204)	231,000 (213,889)
E-3	 		Rental-only	97,300 (90,093)	106,100 (98,241)	162,100 (150,093)	197,400 (182,778)
			Rental and Setting	108,800 (100,741)	117,600 (108,889)	185,200 (171,482)	220,500 (204,167)
E-4	  		Rental-only	109,600 (101,482)	118,400 (109,630)	174,400 (161,482)	209,700 (194,167)
			Rental and Setting	121,200 (112,223)	130,000 (120,371)	197,500 (182,871)	232,800 (215,556)
E-5	 		Rental-only	99,000 (91,667)	107,800 (99,815)	163,800 (151,667)	199,100 (184,352)
			Rental and Setting	110,600 (102,408)	119,400 (110,556)	186,900 (173,056)	222,200 (205,741)
E-6	  		Rental-only	107,800 (99,815)	116,600 (107,963)	172,600 (159,815)	207,900 (192,500)
			Rental and Setting	119,400 (110,556)	128,200 (118,704)	195,700 (181,204)	231,000 (213,889)
E-7	 		Rental-only	99,000 (91,667)	107,800 (99,815)	163,800 (151,667)	199,100 (184,352)
			Rental and Setting	110,600 (102,408)	119,400 (110,556)	186,900 (173,056)	222,200 (205,741)

◎ Unit Price

50inch	52inch	60inch	65inch	Free-stand	DVD player	Amplifier + Speaker
88,500 (81,945)	97,300 (90,093)	153,300 (141,945)	188,600 (174,630)	 8,800 (8,149)	 10,600 (9,815)	 10,600 (9,815)

- ◆ The above prices include Japanese consumption tax 8%.
The prices inside of () are without tax. Each price is 1set price.
- ◆ The transportation fee is included. "Setting" means "Setting to the free-stand with Display".
Other connections/setting charges are estimated and claimed separately.
- ◆ Please contact to MURAYAMA INC. for other equipments.
- ◆ Please mention the Item No. and screen size on the form.
- ◆ The photos above are images only.

Fair Outline

General Information

Visitor Promotion

Promotion Tools

Delivery / Removal

Booth Setup and Management

Visitor Management System

Various Support Services

7-21. Tokyo Big Sight Service Facilities

1. Restaurants

Location	Restaurant Name	Cuisine	TEL
Conference Tower	1F FOOD COURT & BEER Eat IT !	JAPANESE / WESTERN / CHINESE	+81-3-6426-0412
	2F Tully's Coffee	Cafe	+81-3-3527-5086
	2F PRONTO	Cafe/Beer	+81-3-3527-8767
	8F Al Porto	ITALIAN	+81-3-5530-1221
Restaurant Avenue	1F HIBIYA Matsumoto	MAINLY WESTERN	+81-3-5530-1158
	1F Cafeteria Mermaid	JAPANESE / WESTERN / CHINESE	+81-3-5530-1160
	1F Ramen Noodle Restaurant Daikei	CHINESE NOODLE	+81-3-5530-1155
	1F THE BIG LOUNGE	MAINLY WESTERN	+81-3-3599-6630
East hall	2F Tendonya Top Light	TEN-DON (BOWL OF RICE WITH FRIED FOOD)	+81-3-5530-1166
	2F Cafeteria Voir	JAPANESE / WESTERN	+81-3-5530-1166
	2F UNITED KINGDOM OF CURRY	CURRY	+81-3-5530-1173
	2F ROYAL CAFETERIA	MAINLY WESTERN	+81-3-5530-1168
	3F HONG KONG EXPRESS Le PARC	CASUAL CHINESE	+81-3-5530-1177
West hall	2F CAFE TERRACE ROYAL	Homemade Bakery, Light Meal, Coffee	+81-3-5530-1164

*The business hours for all restaurants or lounges are subject to change.

*See the homepage for more details.(<http://www.bigsight.jp>)

2. Shops

Location	Name	Contents	Opening Hours
Event Plaza	Family Mart (Event Plaza)	Copies/Domestic fax/Delivery/Office supplies Food/Sundry goods etc.	24 hours
Conference Tower 2F Entrance Hall	Family Mart (Entrance Hall)Galleria	Copies/Domestic fax/Delivery/Office supplies Food/Sundry goods etc.	8:00am to 8:00pm
	SERVICES CORNER	Big Sight Card (prepaid card) sales Original product sales etc.	9:00am to 6:00pm
East Hall 2F	Family Mart (Galleria)	Copies/Domestic fax/Delivery/Office supplies Food/Sundry goods etc.	8:00am to 8:00pm

3. Visitor & Business Center (TEL: +81-3-5530-1219, Opening Hours: 9:00am to 6:00pm)

Conference Tower 2F Entrance Hall	Copies/PC/FAX/Business card printing/Large format output/PC supplies, stationary, etc., sales/Cloakroom service etc. (http://www.bigsight-services.co.jp/VB/index.html)
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List of Contacts

(As of Apr, 2014)

Supervised business	Contact	Location/Supervisor	TEL/FAX/E-mail	
General management	Tokyo Big Sight JIMTOF Fair Management	Tokyo Big Sight 3-11-1 Ariake, Koto-ku, Tokyo 135-0063	TEL: +81-3-5530-1333 FAX: +81-3-5530-1222	
Basic decorations Booth decorations Package Booth Rental Item	Tokyo Big Sight JIMTOF Fair Management	Tokyo Big Sight 3-11-1 Ariake, Koto-ku, Tokyo 135-0063	TEL: +81-3-5530-1333 FAX: +81-3-5530-1222	
	MURAYAMA INC.	2-13-10 Koraku, Bunkyo-ku, Tokyo 112-0004 Supervisor: Mr.Norose, Mr.Onishi, Mr.Shibano	TEL: +81-3-3813-1590 FAX: +81-3-3813-1274	
Admission registration Admissions pass reader	JIMTOF2014 Registration Office	Tokyo Big Sight 3-11-1 Ariake, Koto-ku, Tokyo 135-0063	TEL: +81-3-5530-1364 FAX: +81-3-5530-1365	
Vehicle pass issuing Deliver/removal planning	Tokyo Big Sight JIMTOF Distribution Desk	3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Supervisor: Mr.Mitamura, Mr.Sugita	TEL: +81-3-5530-1174 FAX: +81-3-5530-5430	
Transportation service Bond	Schenker-Seino Co., Ltd.	Tennoz Central Tower 16F 2-2-24, Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002 JAPAN Supervisor: Mr.Matsuzaki, Mr.Takano	TEL: +81-3-5769-7380 FAX: +81-3-5769-7381 (Mobile) Mr.Matsuzaki: +81-80-1206-7785 E-mail: takayuki.matsuzaki@schenker-seino.co.jp	
Electrical construction	Senyo Denki Kogyo	1-8 Kojimachi, Chiyoda-ku, Tokyo 102-0083 Supervisor: Mr.Yajima, Mr.Jitsukawa, Mr.Oshiro	TEL: +81-3-3264-3171 FAX: +81-3-3264-3175	
Waterworks Air construction Gas construction	Yamazaki Kogyo CO.,Ltd.	4-23-17, Honmachi, Nakano-ku, Tokyo 164-0012 Supervisor: Mr.Katsuya, Mr.Yumoto	TEL: +81-3-3383-3541 FAX: +81-3-3380-1298	
Analog line ADSL line	Tokyo Big Sight Engineering Div.	3-11-1 Ariake, Koto-ku, Tokyo 135-0063	TEL: +81-3-5530-1107 FAX: +81-3-5530-1106	
Recommended lubricating oil handler	TOKYO SEKIYU Co., Ltd. Kita-Kanto Office	2-30-1 Toyonocho, Kasukabe-shi, Saitama-ken 344-0014 Supervisor: Mr.Kobayashi, Mr.Kamai	TEL: +81-48-731-5811 FAX: +81-48-733-5522	
Hotel	JTB Global Marketing & Travel Inc. JIMTOF2014 DESK	JTB Bldg, 2-3-11 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-8604	TEL: +81-3-5796-5446 FAX: +81-3-5495-0785 E-mail: jimtof2014@gmt.jtb.jp	
Bilingual Receptionist/Interpreter	Simul Business Communications JIMTOF DESK	1-12-6, Tsukiji, Chuo-ku, Tokyo 104-0045 JIMTOF DESK	TEL: +81-3-3524-3350 FAX: +81-3-3524-3345	
Cleaning	Big Sight Services Corp.	3-11-1 Ariake, Koto-ku, Tokyo 135-0063	Supervisor: Mr.Onojima, Mr.Kuramoto, Ms.Midorikawa	TEL: +81-3-5530-1290 FAX: +81-3-5564-5430
Forklift			Supervisor: Mr.Kuramoto, Mr.Sugita	TEL: +81-3-5530-1290 FAX: +81-3-5564-5430
Big Sight Card			Service Corner (Big Sight Card)	TEL: +81-3-5530-1215 FAX: +81-3-3520-2059

List of Documents to Submit *Please strictly observe the deadline

● Submissions from all exhibitors

Check	Form No.	Deadline	Name	Submit to	Ref. page	Obtained online
	Web	Sept. 3 (Wed.)	Deadline for "Official Guidebook" text	On the official web site	22	○
	1		DELIVERY/REMOVAL	JIMTOF Distribution Desk	36	○
	2		EXHIBIT ITEMS	Fair Management	43,54	○
	3		ELECTRICAL/DECORATION WORKS CONTRACTORS	Fair Management	52,60	○
	4		FIRE & HAZARDOUS MATERIALS	Fair Management	71	○
	14		BOOTH PARTITION / BOOTH NUMBER PLATE	MURAYAMA INC.	46	○
	5	Oct. 2 (Thu.) • Oct. 3 (Fri.)	ELECTRICAL WORK PLAN	Fair Management	62	×
	Web	Oct. 3 (Fri.)	Exhibitor ID Registration (A/B Type)	On the official web site	8	○
	6	Oct. 10 (Fri.)	WASTE DISPOSAL CONFIRMATION	Fair Management	84	○
	7	Oct. 23 (Thu.) to Oct. 29 (Wed.)	COMPLETION OF ELECTRICAL WORK	Fair Management	64	×

● Optional submissions from applicants who want the services

Check	Form No.	Deadline	Name	Submit to	Ref. page	Obtained online
	8	July 2 (Wed.)	MEETING ROOM	Fair Management	81	○
	10		EXHIBITOR WORKSHOP	Fair Management	30	○
	11		STORAGE RESERVATION	Fair Management	82	○
	9	July 11 (Fri.)	OFFICIAL WEBSITE BANNER ADVERTISEMENTS	Fair Management	25	○
		July 22 (Thu.)	Registration of co-exhibitors	Fair Management	7	○
		Aug. 29 (Fri.)	Registration of represented companies	Fair Management	7	○
		Sept. 3 (Wed.)	[Official Guidebook] Exhibition Photo/Logo Application	On the official web site	23	○
	12		ADVERTISEMENTS (Official Guide Book/Guide Map)	Fair Management	24	○
	13		ADVERTISEMENT (On-site)	Fair Management	26	○
	15		TWO-STORY BOOTH / BANNERS	Fair Management	50,51	○*
	16		ELECTRICAL SERVICES	Fair Management	59,60	○*
	17		WATER SUPPLY & COMPRESSED AIR	Yamazaki Kogyo CO., Ltd.	67,69	○
	18		ADMISSION PASS READERS	JIMTOF2014 Registration Office	77	○
	19		PACKAGE BOOTH APPLICATION FORM	MURAYAMA INC.	93	○
	20	Sept. 17 (Wed.)	RENTAL FURNITURE APPLICATION FORM	MURAYAMA INC.	93	○
	22		CATALOGUE EXHIBITION	Fair Management	29	○
		Sept. 26 (Fri.)	Artwork for Advertisements (Official Guide Book/Guide Map/On-site)	Fair Management	24,26	×
	21		INVITATION (for additional requirements)	Fair Management	18	○
	23		CONTRACTOR PASS (for additional requirements)	Fair Management	8	○
	24		FLOOR WORK	Fair Management	56	○
	25		COMMUNICATION EQUIPMENT	Tokyo Big Sight Inc.	65	○
	26		HOTEL RESERVATION	JTB Global Marketing & Travel Inc. (JIMTOF2014 JTB Desk)	90	○
	27		BILINGUAL RECEPTIONIST/INTERPRETER	Simul Business Communications., Inc. JIMTOF Desk	81	○
	28	Oct. 9 (Thu.)	PREPAID CARD (BIG SIGHT CARD)	Big Sight Services Corp.	87	○
	29	Oct. 10 (Fri.)	BUS PARKING LOT FOR GROUP	JIMTOF Distribution Desk	89	○
	30		VIP VEHICLE	JIMTOF Distribution Desk	89	○
	31		BOOTH CLEANING/WAX CLEANING SERVICE	Big Sight Services Corp.	85	○
	32		RENTAL FORKLIFT	Big Sight Services Corp.	86	○
	33		PROCESSED OIL AND LUBRICANT RELATED SERVICE	TOKYO SEKIYU CO., LTD.	74	×

*Partially : Need to submit the blueprint of the booths at the same time.

List of Contractors

	COMPANY	TEL	FAX
■ Electricity	IIDA Electrical Works Co., Ltd.	+81-3-3409-3331	+81-3-3409-3827
	Suzuki Denki Co., LTD.	+81-3-3842-8201	+81-3-3845-3040
■ Transportation Services	SCHENKER-SEINO CO., LTD.	+81-3-5769-7380	+81-3-5769-7381
■ Display	MURAYAMA INC.	+81-3-3813-1202	+81-3-3813-1225
■ Rental equipment	KISSEI COMTEC Co., Ltd.	+81-3-5843-0301	+81-3-5979-6335
■ Disposal of Oil	TOKYO SEKIYU COMPANY., LTD.	+81-48-731-5811	+81-48-733-5522

Application Deadline: September 3 (Wed.)

Ref.
P.36

/ / 2014

JIMTOF2014

DELIVERY / REMOVAL

1

Order Form 1

To: Big Sight Services Corporation
JIMTOF Distribution Desk
FAX: +81-3-5564-5430

ALL EXHIBITORS MUST SUBMIT THIS FORM

● If not using SMART SHIPPING SERVICE please fill in below.

Delivery/Removal vehicles (Enter the number of rafter cranes/unik cranes in Delivery method below.)		Trailer	Heavy vehicle	Midsize vehicle (4t)	Others (Type of vehicle)
	Delivery	vehicle (s)	vehicle (s)	vehicle (s)	vehicle (s)
	Removal	vehicle (s)	vehicle (s)	vehicle (s)	vehicle (s)
Starting date and time desired for Delivery/Removal	Delivery date desired	Date: [Time]			
	Removal date desired	Date: [Time]			
* Delivery date will be settled after the adjustment by Fair Management. Removal of Nov.4 will be allowed by hands only.					
Exhibited product/weight (2t or heavier machine)	Exhibited product weight Maximum () t		Expected number of 2t or heavier exhibited products Total () units		
Delivery method Exhibitor/Machines (Please check appropriate box)	Using rafter crane		() t × () vehicle (s)		
	Using unik truck		() t × () vehicle (s)		
	Using fork lift		Others (cart · carrying by hands, etc.)		
Shipping company (for exhibits)	①	Company Name		Section	
		Address		Contact person	
		TEL:		FAX:	
	②	Company Name		Section	
		Address		Contact person	
		TEL:		FAX: Handle by ourselves	
Cargo handling company	Company Name		Section		
	Address		Contact person		
	TEL:		FAX: Handle by ourselves		
Crane handling company	Company Name		Section		
	Address		Contact person		
	TEL:		FAX: Handle by ourselves		

● All Exhibitors must fill in below.

Vehicles for decorations (Enter the number of rafter cranes/unik cranes in Delivery method below.)		Large-sized car	Medium-sized car (4t)	Others (Type of vehicle)
	Delivery	vehicle (s)	vehicle (s)	vehicle (s)
	Removal	vehicle (s)	vehicle (s)	vehicle (s)
Equipment for decorations (please circle appropriate vehicle)	Rafter crane / Unik Truck		() t × () vehicle (s)	
	Fork lift		() t × () vehicle (s)	
Starting date and time desired for decoration	Delivery date desired	Date: [Time]		
	Removal date desired	Date: [Time]		
* Delivery date will be settled after the adjustment by Fair Management. Removal of Nov.4 will be allowed by hands only.				
Name of decoration agent	Contact person		(TEL:)	

● Delivery plan process (example: carpet laying → machine delivery → decorative work)



Exhibitor's Name	Booth Number		Official Use
Person in charge	Section/Title		
Address			
E-mail			
TEL	FAX		

Send to: Big Sight Services Corporation JIMTOF Distribution Desk
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1174 FAX: +81-3-5564-5430 E-mail: bss1@bigsight-services.com

Application Deadline: September 3 (Wed.)

Ref.
P.43, 54

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JIMTOF2014

EXHIBIT ITEMS

2

Order Form 2

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

ALL EXHIBITORS MUST SUBMIT THIS FORM

EXHIBITS

Name of Exhibits (Model Number)	Demonstration	Bonded Item	Amount of Items	Name of Manufacturer	Country of Origin	Size (W × D × Hcm)	Weight (kg)	Price (F.O.B/US\$)
e.g. NC lathe (FN-240II)	✓		1	○○ Co.,Ltd.	Japan	2500 × 1800 × 2200	3000	
()								
()								
()								
()								
()								

OTHER ITEMS

Name of items (Model Number)	Demonstration	Bonded Item	Amount of Items	Name of Manufacturer	Country of Origin	Size (W × D × Hcm)	Weight (kg)	Price (F.O.B/US\$)
()								
()								
()								
()								

- * Check "Demonstration" or "Bonded item" if applicable.
- * Even if you have not fully decided on items, please write your intentions as of now.
- * If this form is not submitted by the deadline, you may not exhibit the items.
- * Prices for non-bonded items do not have to be filled out.

Submit the Booth decoration drawing and the Exhibition placement drawing if exhibitor has 1 or more items below checked.

There is an exhibit item with stand-alone mass of 3 t (1 t for West 4th floor) or more.

Exhibitor's Name	Booth Number		Official Use
Sign and Date			
Person in charge	Section/Title		
Address			
E-mail			
TEL	FAX		

Application Deadline: September 3 (Wed.)

Ref.
P.52, 60

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JIMTOF2014

ELECTRICAL / DECORATION WORKS CONTRACTORS

3

Order Form 3

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

ALL EXHIBITORS MUST SUBMIT THIS FORM

*A package booth user does not have to submit this form.

1. Your Electrical Contractor Information (100V)

Company Name:	
Address:	
Tel:	Fax:
Contact Person:	
Phone Number during the fair: Please write the cellular phone number	
License No.	

2. Your Electrical Contractor Information (200V)

Company Name:	
Address:	
Tel:	Fax:
Contact Person:	
Phone Number during the fair: Please write the cellular phone number	
License No.	

3. Your Decoration Contractor Information

Company Name:	
Address:	
Tel:	Fax:
Contact Person:	
Phone Number during the fair: Please write the cellular phone number	
Remarks:	

Exhibitor's Name	Booth Number	Official Use
Sign and Date		
Person in charge	Section/Title	
Address		
E-mail		
TEL	FAX	

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: September 3 (Wed.)

Ref.
P.71

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JIMTOF2014

FIRE & HAZARDOUS MATERIALS

4

Order Form 4

To: JIMTOF Fair Management

ALL EXHIBITORS MUST SUBMIT THIS FORM

FAX: +81-3-5530-1222

Even if you will not use fire and/or hazardous materials, please fill in number 1 and submit this form.

1. Name and Title of Authorized Representative Responsible for Safety

Name		Title	
Phone Number during the fair	TEL.		

*Exhibitors who use fire and hazardous materials shall complete all sections of this form.

*Please write the cellular phone number.

*Fair Management will gather all of the applications and submit them for inspection with the Fukagawa Fire Station. That will be held on October 29.

2. Use of Fire

Type			
Fuel	Electricity (<input type="checkbox"/> 100V <input type="checkbox"/> 200V) <input type="checkbox"/> Gas <input type="checkbox"/> Others ()		
Max. calorie	kW		

3. Use of Hazardous Materials

* Electrical discharge machine needs other forms to submit. (The forms will be sent by Fair Management.)

Type	Name	Name of Machine	Name of Hazardous Materials	Water Solubility	Quantity (Within machinery)	Planned use of Hazardous Material*	Electrical discharge machine (Check if applicable)	Demonstration (Mark with <input type="checkbox"/> when it is operated constantly.)	
Class 4	1st Class Petroleum (Gasoline, etc.)			Yes No	0	1 2			
				Yes No	0	1 2			
	2nd Class Petroleum (Cutting oil, Light oil, etc.)				Yes No	0	1 2		
					Yes No	0	1 2		
	3rd Class Petroleum (Lubricating oil, Heavy oil, etc.)				Yes No	0	1 2		
					Yes No	0	1 2		
					Yes No	0	1 2		
					Yes No	0	1 2		
	4th Class Petroleum (Gear oil, Cylinder oil, etc.)				Yes No	0	1 2		
					Yes No	0	1 2		
					Yes No	0	1 2		
					Yes No	0	1 2		
Animal and Vegetable Oils				Yes No	0	1 2			

*Please circle the number that corresponds to your planned usage of the hazardous materials listed above. 1. Within machinery 2. Outside of machinery (e.g. Cleaning, etc.)

Designated Hazardous Materials (Flammable solid / Liquids)

Name of Materials	Quantity (Please specify unit.)	Purpose of use
		Exhibit·Demonstration
		Exhibit·Demonstration

* Please notify Fair Management immediately when you have changes.

* Submit all of the following documents when naked flame is used or hazardous material is brought in.

- Catalogue of the applicable product or equipment (3 copies)
- Booth drawings (clearly specify the position and quantity of the hazardous material)
- Material Safety Data Sheet of the oils (when hazardous material is brought in)

4. Safety measures planned (e.g. fire extinguisher etc.)

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Application Deadline: October 2 (Thu.) ~ 3 (Fri.)

Ref.
P.62

/ / 2014

JIMTOF2014

ELECTRICAL WORK PLAN

5

Order Form 5

Please bring this form to Fair Management during the designated dates. Forms sent by mail, fax or e-mail will not be accepted.
(Excluding exhibitor applying for 50 A or less)

ALL EXHIBITORS MUST SUBMIT THIS FORM

*A package booth user does not have to submit this form.

1. Electrical Contractor

Company Name			
Address			
TEL		FAX	
Person in charge	Section	Name	

2. Work Plan

(Please check appropriate box and indicate the electrical work to be performed clearly in the space below.)

Fluorescent lamp fixture	<input type="checkbox"/> High power factor fixture	<input type="checkbox"/> Low power factor fixture				<input type="checkbox"/> Low power factor fixture with condenser			
	Name of fixture								
100V	Capacity	W	W	W	W	W	W	W	W
	Unit								
200V	Capacity	kW	kW	kW	kW	kW	kW	kW	kW
	Unit								

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: October 10 (Fri.)

Ref.
P.84

/ / 2014

JIMTOF2014

WASTE DISPOSAL CONFIRMATION

6

Order Form 6

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

ALL EXHIBITORS MUST SUBMIT THIS FORM

1. Person in Charge of Waste Disposal (The registered individual must belong to the exhibiting company.)

Title		Name	
-------	--	------	--

2. Plan for waste disposal

(1) Choose the disposal method for each type of waste.

(2) When "Dispose by a contractor" is selected, also fill in the column for "Contractor".

Waste classification	Specific item	Disposal method <small>(Circle the appropriate method)</small>	Contractor
Industrial waste		Take back to your office	Company name: ----- Supervisor: ----- Tel: -----
		Disposed by a contractor	Company name: ----- Supervisor: ----- Tel: -----
		Take back to your office	Company name: ----- Supervisor: ----- Tel: -----
General waste		Take back to your office	Company name: ----- Supervisor: ----- Tel: -----
		Disposed by a contractor	Company name: ----- Supervisor: ----- Tel: -----
Cutting waste/Waste oil		Take back to your office	Company name: ----- Supervisor: ----- Tel: -----
		Disposed by a contractor	Company name: ----- Supervisor: ----- Tel: -----

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Deadline: At completion of the work.

Ref.
P.64

/ / 2014

JIMTOF2014

COMPLETION OF ELECTRICAL WORK

7

Order Form 7

ALL EXHIBITORS MUST SUBMIT THIS FORM

*A package booth user does not have to submit this form.

This form should be completed by the Japanese contractor and submitted in person.

日本の工事施工者が記入・提出してください。

1. Electrical Contractor Information

Company Name:	
Address:	
Tel:	Fax:
Contractor Name:	
License No.	

2. Date of Measurement

The electrical work for JIMTOF2014 has been completed and we measured the value of insulation resistance on:

_____ / 2014
Month / Date

3. Result of Measurement

Please write measured value of insulation resistance for every circuit.

Place of Measurement	Measured Value	Method of Measurement
		(Between Installations) (Between wires)

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: July 2 (Wed.)Ref.
P.81

/ / 2014

JIMTOF2014**MEETING ROOM****8**

Order Form 8

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

Optional

1. Meeting Room

Please write your first and second choice of the Room type which you wish to use.
In case multiple applications are received for the same rooms, Fair Management will choose which applicant will gain the right to use the room.

	Room Type
1st Choice	
2nd Choice	
3rd Choice	

● Only one room can be assigned to one company.

■ Period of use

October 26 (Sun.) – November 5 (Wed.) 11 days.

■ Types of Meeting Room

Hall	Type	Size (m ²)	Furnishing	Price (Tax included)
East	A	About 65	4 tables, 16 chairs, 1 telephone for internal line, 4 partition, 1 wastebasket	¥345,600
	B	About 65	1 telephone for internal line, 1 wastebasket	¥280,800
West	C	About 85	8 tables, 32 chairs, 1 telephone for internal line, 8 partition, 1 wastebasket	¥464,400
	D1	About 85	1 telephone for internal line, 1 wastebasket	¥345,600
	D2	About 42 (Type D1 split)	No furnishings. Sound leakage, etc., may occur due to simple split using system panels.	¥194,400
	E	About 45	1 telephone for internal line, 1 wastebasket	¥205,200

* Additional fee is charged when it is used outside Regular work time at JIMTOF2014 Operation Schedule on page 37. (10% of the above price per day)
Exhibitor requiring this should contact Fair Management.

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: July 11 (Fri.)

Ref.
P.25

/ / 2014

JIMTOF2014

OFFICIAL WEBSITE BANNER ADVERTISEMENTS

9

Order Form 9

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

Optional

- Location: Inserted onto the top page
- Format: GIF / JPEG file is acceptable
- Period: August 4 (Mon.) to November 28 (Fri.), 2014
- Submission method: By e-mail

Size (pixels)	Size (KB)	Format	Price (Tax included)	Check
60 (H) × 156 (W)	10 KB or less	GIF or JPEG	¥270,000	

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: July 2 (Wed.)

Ref.
P.30

/ / 2014

JIMTOF2014

EXHIBITOR WORKSHOP

10
Order Form 10

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

Optional

1. The Date and Time Desired *As a rule, only one session can be assigned to one company

Schedule	10/30 (Thu.)	10/31 (Fri.)	11/1 (Sat.)	11/2 (Sun.)	11/3 (Mon.)	11/4 (Tue.)
11:00 - 12:00	A1	B1	C1	D1	E1	F1
13:00 - 14:00	A2	B2	C2	D2	E2	F2
15:00 - 16:00	A3	B3	C3	D3	E3	F3

1st Choice () 2nd Choice () 3rd Choice ()

2. Workshop Information (Within 100 characters)

*Please provide every detail about your workshop.

*This information will be printed in the official materials.

Name of Workshop (Bilingual) Japanese _____ *if possible
English _____

Lecturer : _____

Content
(about 100
characters,
Japanese
preferred)

--

3. Administration language (Please circle the language used.)

Japanese • English • Other ()

4. Notice

- ① All the application will be screened and examined by Fair Management. Confirmation letter will be sent only to an application which is accepted.
- ② Fair Management will introduce your workshop in printing as JIMTOF Guide Book, Guide Map and also in the official website. But applicants have to attract visitors by themselves for the workshop.
- ③ The workshops must be finished within the above time schedule excluding preparations (30min. before) and closing (30min. after).
- ④ Charge will be mailed after the fair.

• Person In Charge of Workshop

Exhibitor's Name	Booth Number	Official Use
Sign and Date		
Person in charge	Section/Title	
Address		
E-mail		
TEL	FAX	

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: July 2 (Wed.)Ref.
P.82

/ / 2014

JIMTOF2014**STORAGE RESERVATION****11**

Order Form 11

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

Optional

1. Storage

Location	Type	Size (m ²)	Price (Tax included)	Unit (s)
East Halls	A	About 9	¥147,744	
	B	About 13	¥194,400	
West Halls	A	About 9	¥147,744	

* Storage B is not available at West Halls.

* Fair Management will check the application, and notify the Exhibitors of their storage number and location. Storage will be allotted by Fair Management when multiple applications for the same space are received.

* One application is permitted for each exhibitor as a general rule, but it will be notified sequentially when the application does not reach planned quantity.

■ Storage Details

Storage A ① Size Length 3774mm × Width 2402mm × Height 2700mm
 ② Floor 9.0m²
 ③ Facility Door/Window × 1, Fluorescent (40W) × 2, Single-phase 100V outlet (2) × 2

Storage B ① Size Length 5412mm × Width 2402mm × Height 2700mm
 ② Floor 13.0m²
 ③ Facility Door/Window × 1, Fluorescent (40W) × 3, Single-phase 100V outlet (2) × 2

■ Period of use

October 26 (Sun.) – November 5 (Wed.) 11 days.

* Additional fee is charged when it is used out of period described above.
Exhibitor requiring this should contact Fair Management.

Exhibitor's Name			Booth Number		Official Use
Sign and Date					
Person in charge		Section/Title			
Address					
E-mail					
TEL		FAX			

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
 3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
 TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: September 3 (Wed.)Ref.
P.24

/ / 2014

JIMTOF2014**ADVERTISEMENTS** (Official Guide Book/Guide Map)**12**
Order Form 12To: JIMTOF Fair Management
FAX: +81-3-5530-1222

Optional

1. Official Guide Book Advertisement

Check	Type	Size (mm)	Color	Number	Price (Tax included)
	Outside Back Cover	H210 × W148	4	1	¥702,000
	Inside Front Cover & Facing Page		4	1 each	¥486,000
	Inside Back Cover & Facing Page		4	1 each	¥432,000
	Inside Pages (Front & Back)		4	Unlimited	¥270,000
	Inside Pages		1	Unlimited	¥108,000

2. "Guide Map" Advertisement

Check	Type	Size (mm)	Color	Number	Price (Tax included)
	Japanese	H55 × W90	4	Unlimited	¥216,000
	English		1	Unlimited	¥108,000
	Japanese & English Set		As above	Unlimited	¥270,000

*Please make sure to put your booth number in your ad.

Fair Management will make the decision when the application is conflicting with other company. The fee will be invoiced to the published exhibitor after the exhibition is over. Submit the camera-ready master or data (attachment to E-mail possible) to Fair Management as the advertisement layout.

Artwork deadline: September 26 (Fri.)

■ Person in charge

Exhibitor's Name	Booth Number		Official Use
Sign and Date			
Person in charge	Section/Title		
Address			
E-mail			
TEL	FAX		

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: September 3 (Wed.)Ref.
P.26

/ / 2014

JIMTOF2014**ADVERTISEMENTS** (On-site)**13**

Order Form 13

To: JIMTOF Fair Management

FAX: +81-3-5530-1222

Optional

1. On-site Advertisement

Unit(s) to apply	No.	Location	AD TYPE	Price (Tax included)	Number of location
	1	Entrance Plaza (Outdoor)	Bottom of Outdoor display frames	¥216,000	4
	2	Conference Tower 1F Passage	Pole sign	¥216,000	4
	3	South Concourse	Pole sign	¥540,000	2
	4/11	Under East Hall / West Hall Escalators*	Floor sheet	¥324,000	1 for each hall
	5	Atrium (West Hall 1F)	Pole sign	¥324,000	4
	14	West Hall Atrium	Banner on escalator	¥280,800	4
	6/12	East Hall / West Hall 1F Hall Entrance*	East Hall Entrance arch	¥324,000	2 for each hall
	7/13	East Hall / West Hall Booth Information*	Bottom of booth information	¥54,000	—
	8	Connecting Bridge (both sides)*	Indoor display board	¥162,000	15 each at East and West
		Connecting Bridge (one side)*	Indoor display board	¥108,000	
	9	East Hall Galleria	Mediaway Banner	¥162,000	18
	10	East Hall Galleria	Pole sign	¥324,000	5

* Advertisement is published at the corresponding location of the exhibiting hall as a basic rule.

* Make sure to enter the booth number in the advertisement copy.

Multiple applications from a single company are possible. However, Fair Management will make the decision when the application is conflicting with other company.

The fee will be invoiced to the published exhibitor after the exhibition is over.

Submit the or data (attachment to E-mail possible) to Fair Management as the advertisement layout.

Artwork deadline: September 26 (Fri.)

■ Person in charge

Exhibitor's Name	Booth Number		Official Use
Sign and Date			
Person in charge	Section/Title		
Address			
E-mail			
TEL	FAX		

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN

TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: September 3 (Wed.)

Ref.
P.46

/ / 2014

JIMTOF 2014

BOOTH PARTITION / BOOTH NUMBER PLATE

14
Order Form 14

To: MURAYAMA INC.
FAX: +81-3-3813-1274

ALL EXHIBITORS MUST SUBMIT THIS FORM

1. Booth Partition [Required / Not required]

Please draw the layout including the passageways and your neighbors.
Please specify with a double line the partitions you need.

2. Company Name Plate [Required / Not required]

(Please specify the number of plate needed when your booth is over 11 booths.)

Number of booths	Number of booth number plate	
1-10 booths	<input type="checkbox"/> One plate	*Please tick when needed.
Over 11booths	<input type="checkbox"/> One plate	<input type="checkbox"/> Two plates

*Expressions of name plate will be limited to Exhibitor's name.

*Expressions such as "Co." "GmbH" will be omitted.

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: MURAYAMA INC.

2-13-10, Koraku, Bunkyo-ku, Tokyo 112-0004 JAPAN

TEL: +81-3-3813-1590 FAX: +81-3-3813-1274

E-mail: Mr. Norose: t_norose@murayama.co.jp, Mr. Onishi: s_onishi@murayama.co.jp, Mr. Shibano: k_shibano@murayama.co.jp

Application Deadline: September 3 (Wed.)

Ref.
P.59, 60

/ / 2014

JIMTOF 2014

ELECTRICAL SERVICES

16
Order Form 16

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

Optional

1. 100V equipment (Lighting Requirements)

Lighting and Utility Outlets (single-phase 100V)				
Type (ex: spotlight)	Amount of items	Total Capacity (W)	Remarks	Current Breaker Capacity
				*1 Setting desired by the exhibitor 100V AC Single-phase 2 wire type (When the total power consumption is less than 3kW) ■ Single phase _____A 100V AC Single-phase 3 wire type (When exceeding 3kW, 3-phase is required.) ■ 3-phase _____A

Total ¥ _____
(Tax included)

2. 200V equipment (Motor and Equipment Outlets)

Motor and Equipment Outlets (triple-phase 200V)						
Name of Exhibits	Amount of items	Total Capacity (KW)	Start Compensator: (Yes or No)	Control Board: (Yes or No)	Remarks	Current Breaker Capacity Setting desired by the Exhibitor
						*1 3-phase 3wire type _____ A

Total ¥ _____ *2
(Tax included)

*1: Enter the value of P.59 4) (2) "Set point of the breaker".
*2: Enter the charge based on the table in P.60 6) "Electricity Charge".

Exhibitor's Name			Booth Number		Official Use
Sign and Date					
Person in charge		Section/Title			
Address					
E-mail					
TEL		FAX			

Application Deadline: September 3 (Wed.)Ref.
P.67,69

/ / 2014

JIMTOF2014**WATER SUPPLY & COMPRESSED AIR****17**
Order Form 17

To: Yamazaki Kogyo CO., Ltd.

FAX: +81-3-3380-1298

Optional

1. Water Supply

(1) Please specify size of connection and indicate the use of water

Diameter	Connection Rates (Tax included)	Purpose (e.g. Hand-wash, Demonstration etc.)
<input type="checkbox"/> 13 mm ϕ	¥84,240	
<input type="checkbox"/> 20 mm ϕ	¥129,600	
<input type="checkbox"/> 25 mm ϕ	¥162,000	

*Water supply & drainage construction inside the booth should be performed at the expense of exhibitors.

(2) Water & Drainage Contractor Information

Company Name:	
Address:	
Tel:	Fax:
Contractor Name:	
License No.	

2. Compressed Air

(1) Compressed Air (Please note that charge will be changed according to the volume supplied.)

Capacity	<input type="text"/>	ϕ /min.
----------	----------------------	--------------

*Pressure: About 0.7MPa/cm²

*Valve Size: PT1/2 (Size differs according to the volume requirement.)

(2) Compressed Air Contractor

Company Name	<input type="text"/>		
Address	<input type="text"/>		
TEL	<input type="text"/>	FAX	<input type="text"/>
Person in Charge	Section	Name	

*Piping works inside the booth from the outlet should be performed at the expense of Exhibitors.

Exhibitor's Name	<input type="text"/>	Booth Number	<input type="text"/>	Official Use
Sign and Date	<input type="text"/>			
Person in charge	<input type="text"/>	Section/Title	<input type="text"/>	
Address	<input type="text"/>			
E-mail	<input type="text"/>			
TEL	<input type="text"/>	FAX	<input type="text"/>	

Send to: Yamazaki Kogyo CO., Ltd.
 4-23-17, Honmach, Nakano-ku, Tokyo 164-0012, JAPAN
 TEL: +81-3-3383-3541 FAX: +81-3-3380-1298

Application Deadline: September 3 (Wed.)Ref.
P.77

/ / 2014

JIMTOF2014**ADMISSION PASS READERS****18**

Order Form 18

To: JIMTOF2014 Registration Office

FAX: +81-3-5530-1365

Optional

1. Wired admission pass reader

*The prices below include 8% tax.

Product name	Content	Rental fee	Unit(s)	Total
Wired admission pass reader set ①	<ul style="list-style-type: none"> Wired admission pass reader (USB cable is attached) Notebook computer Windows7 Professional Dedicated software for the admission pass reader 	¥27,770/unit		¥
Wired admission pass reader set ②	<ul style="list-style-type: none"> Wired admission pass reader (USB cable is attached) Notebook computer Windows7 Professional Dedicated software for the admission pass reader MS Word and Excel are installed 	¥37,500/unit		¥

2. Handheld admission pass reader

*The prices below include 8% tax.

Product name	Content	Rental fee	Unit(s)	Total
Handheld admission pass reader set ①	<ul style="list-style-type: none"> Handheld admission pass reader Connection cradle Notebook computer Windows7 Professional Dedicated software for the admission pass reader No other application software are installed 	¥54,000/unit		¥
Handheld admission pass reader set ②	<ul style="list-style-type: none"> Handheld admission pass reader Connection cradle Notebook computer Windows7 Professional Dedicated software for the admission pass reader MS Word and Excel are installed 	¥63,720/unit		¥
Handheld admission pass reader (alone)	<ul style="list-style-type: none"> Handheld admission pass reader *Available as an additional application after applying for the set. 	¥43,200/unit		¥

3. Admission pass reader installation work [Proposed installation date and time: October , 2014, around :]

Price (Tax included)	Installation number	Total	Cell phone number of person in charge
¥3,240	Set	¥	

4. Please specify the place where you set your PC

--

Please follow all other actions necessary to comply with laws for the handling of Personal Information.
Define Personal Information manager at the Box (Person in charge) below.

Exhibitor's Name	Booth Number	Official Use
Sign and Date		
Person in charge	Section/Title	
Address		
E-mail		
TEL	FAX	

Send to: Tokyo Big Sight Inc. JIMTOF2014 Registration Office
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1364 FAX: +81-3-5530-1365 E-mail: toroku-jimtof@tokyo-bigsight.co.jp

Application Deadline: September 17 (Wed.)

Ref.
P.93

/ / 2014

JIMTOF2014

PACKAGE BOOTH APPLICATION FORM

19
Order Form 19

To: MURAYAMA INC.
FAX: +81-3-3813-1274

Optional

■ We apply for Package (Shell Scheme) Booth. *Please tick (✓) in the appropriate box.

(1) Package Type

One booth-A type	<input type="checkbox"/>	Two booths-A type	<input type="checkbox"/>
One booth-B type	<input type="checkbox"/>	Two booths-B type	<input type="checkbox"/>

(2) Needle punch Carpet

*color-choice is available from the samples

Red	<input type="checkbox"/>	Orange	<input type="checkbox"/>	Green	<input type="checkbox"/>
Blue	<input type="checkbox"/>	Gray	<input type="checkbox"/>	Black	<input type="checkbox"/>

(3) Exhibitor's Name board and Point-coloring

Yellow	<input type="checkbox"/>	Red	<input type="checkbox"/>	Green	<input type="checkbox"/>	Sky-blue	<input type="checkbox"/>
Blue	<input type="checkbox"/>	Navy	<input type="checkbox"/>	Gray	<input type="checkbox"/>	Black	<input type="checkbox"/>

*Please tick (✓) in the appropriate box if necessary (as additional)

(4) Manuscript *Exhibitor's name for Name board,
*Within character ten characters

()

(5) Sheet affixing on wall and display box (charged separately)

Yellow	<input type="checkbox"/>	Red	<input type="checkbox"/>	Green	<input type="checkbox"/>	Sky-blue	<input type="checkbox"/>
Blue	<input type="checkbox"/>	Navy	<input type="checkbox"/>	Gray	<input type="checkbox"/>	Black	<input type="checkbox"/>

Exhibitor's Name			Booth Number		Official Use
Sign and Date					
Person in charge			Section/Title		
Address					
E-mail					
TEL			FAX		

Send to: MURAYAMA INC.
2-13-10, Koraku, Bunkyo-ku, Tokyo 112-0004 JAPAN
TEL: +81-3-3813-1590 FAX: +81-3-3813-1274
E-mail: Mr. Norose: t_norose@murayama.co.jp, Mr. Onishi: s_onishi@murayama.co.jp

Application Deadline: September 17 (Wed.)

Ref.
P.93

/ / 2014

JIMTOF2014

RENTAL FURNITURE APPLICATION FORM

20
Order Form 20

To: MURAYAMA INC.
FAX: +81-3-3813-1274

Optional

■ Optional Items/Rental Items

No.	Item	Qty	Price	No.	Item	Qty	Price
			¥				¥
			¥				¥
			¥				¥
			¥				¥
			¥				¥
			¥				¥
			¥				¥
			¥				¥
			¥				¥

Total	¥
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Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: MURAYAMA INC.
2-13-10, Koraku, Bunkyo-ku, Tokyo 112-0004 JAPAN
TEL: +81-3-3813-1590 FAX: +81-3-3813-1274
E-mail: Mr. Norose: t_norose@murayama.co.jp, Mr. Onishi: s_onishi@murayama.co.jp

Application Deadline: September 26 (Fri.)Ref.
P.18

/ / 2014

JIMTOF2014**INVITATION** (for additional requirements)**21**
Order Form 21To: JIMTOF2014 Registration Office
FAX: +81-3-5530-1365

Optional

• Additional Invitation Order (1 unit: 50 invitations)

If you wish Additional Invitation, please fill in the form below. Please order by 1 unit (50 pieces)

Type	Application Date (M/D)	Application Unit(s)	Total
Invitations (Japanese Version)	/	pcs × ¥100 (Tax included)	¥
	/	pcs × ¥100 (Tax included)	¥
	/	pcs × ¥100 (Tax included)	¥
Invitations + Envelope (Japanese Version)	/	pcs × ¥120 (Tax included)	¥
	/	pcs × ¥120 (Tax included)	¥
	/	pcs × ¥120 (Tax included)	¥
Invitations (English Version)	/	pcs × ¥100 (Tax included)	¥
	/	pcs × ¥100 (Tax included)	¥
	/	pcs × ¥100 (Tax included)	¥
Invitations + Envelope (English Version)	/	pcs × ¥120 (Tax included)	¥
	/	pcs × ¥120 (Tax included)	¥
	/	pcs × ¥120 (Tax included)	¥
		Total	¥

Exhibitor's Name			Booth Number		Official Use
Sign and Date					
Person in charge		Section/Title			
Address					
E-mail					
TEL		FAX			

Send to: Tokyo Big Sight Inc. JIMTOF2014 Registration Office
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1364 FAX: +81-3-5530-1365 E-mail: toroku-jimtof@tokyo-bigsight.co.jp

Application Deadline: September 17 (Wed.)

Ref.
P.29

/ / 2014

JIMTOF2014

CATALOGUE EXHIBITION

22
Order Form 22

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

Optional

1. Application of Catalogue Exhibition

Fee for One Space (Tax included)	Number of space you need	Total
¥21,600	space	¥

- Exhibitors who wish to participate should send one copy of the planned exhibition catalogue (companies with a Japanese language copy should also submit one of those).
- In general, each exhibitor may only apply for one storage room. However, if the number of applicants does not fill the number of available spaces, more spaces can be assigned.
- The position in the exhibition rack is determined by Fair Management.

2. Method of Catalogue Exhibition

Exhibition standard	Space for one A4-sized catalogue *Company name and booth number are indicated
Format	Catalogue, CD-R, DVD, etc.
Provided amount	Approx. 300 catalogues (rough guideline)
Provided data	Provide data of visitors who request catalogues

Catalogue Delivery Period: October 27(Mon.) to October 29 (Wed.)

Please send your catalogues to the address below.

Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN

3. If returned (Please circle the appropriate method)

1. Hand over on site (Nov, 4 17:00 - 18:00)
2. Discarded by Fair Management

It will be processed by Fair Management if not picked up.

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: September 26 (Fri.)

Ref.
P. 8

/ / 2014

JIMTOF2014

CONTRACTOR PASS (For additional requirements)

23
Order Form 23

To: JIMTOF2014 Registration Office
FAX: +81-3-5530-1365

Optional

Contractor Pass

- * The Contractor Pass is valid during the delivery/removal periods only.
- * The price above includes 8% tax.

Number of additional required pieces	Total
piece(s) × ¥100 (Tax included)	¥

● Number of passes Issued

Passes are distributed according to the number of booths as indicated below.

Number of Booth	Number of distribution
1 booths - 3 booths	10 passes
4 booths - 10 booths	20 passes
11 booths - 20 booths	40 passes
21 booths and Over	60 passes

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Tokyo Big Sight Inc. JIMTOF2014 Registration Office
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1364 FAX: +81-3-5530-1365 E-mail: toroku-jimtof@tokyo-bigsight.co.jp

Application Deadline: September 26 (Fri.)

Ref.
P.56

/ / 2014

JIMTOF2014

FLOOR WORK

24
Order Form 24

To: JIMTOF Fair Management
FAX: +81-3-5530-1222

Optional

By signing and submitting this form to Fair Management, the Exhibitor agrees to all terms and conditions printed on this form. **This form should be submitted with a blueprint.**

Period of work		/ / 2014 - / / 2014	
Contractor of floor work	Company name		
	Address		
	TEL		FAX
	Person in charge of work	Section	
		Name	
* Billing Information	Address		
	Person in charge	Section	
		Name	

*Please fill in only if it differs from exhibitors' name.

SPECIFY LABOR REQUIRED (Please check appropriate box and write details.)

Anchor bolts (_____ pieces / ϕ _____ mm • depth _____ mm)

Driving anchor bolt = ¥1,080 / bolt (Tax included)

Others (Please specify.)

(_____)

- You do not have to submit this form for application of double faced mesh tape on the back side of carpets.
- **Anchor bolts which are smaller than ϕ 16mm and shorter than 60mm depth may be used, all others are restricted.**
- **If an exhibitor performs work that has not been reported or is prohibited in the Exhibitors Manual, Fair Management will charge a fine later.**

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Tokyo Big Sight Inc. JIMTOF Fair Management
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 E-mail: jimtof@tokyo-bigsight.co.jp

Application Deadline: September 26 (Fri.)

Ref.
P.65

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JIMTOF2014

COMMUNICATION EQUIPMENT

25
Order Form 25

To: Tokyo Big Sight Inc. Communication Equipment Service Div.
FAX: +81-3-5530-1106

Optional

(Change after September 26 (Fri) is not accepted.)

By signing and submitting this form to Fair Management, the Exhibitor agrees to all terms and conditions printed on this form.

1. Please write the number of lines you need

Analogue Line		Total
Telephone (for telephone)	Modular jack (for FAX or PC)	
Line (s)	Line (s)	Line (s)

*Fair Management will install a telephone set. Exhibitors requiring a fax machine should obtain one at their own expense.

2. The Location of Telephone Installation

Please specify (mark X) where you wish to install a telephone set. Please draw it including your booth, neighbor's booths and passageways.

In case you do not provide us the location, Fair Management will install the telephone set at our discretion.

↑
front side of the booth

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Tokyo Big Sight Inc. Communication Equipment Service Div.
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1107 FAX: +81-3-5530-1106

Application Deadline: September 26 (Fri.)

Ref.
P.90

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JIMTOF2014

HOTEL RESERVATION

26
Order Form 26

To: JTB Global Marketing & Travel Inc. JIMTOF2014 JTB Desk
FAX: +81-3-5495-0785

Optional

Reservation starts from June 3 (Tue.)

1. CONTACT INFORMATION:

NAME: Mr. Ms. _____
(Family Name) (Given Name)

TITLE : _____

COMPANY : _____

ADDRESS: Office Home _____

_____ Postal Code: _____ Country: _____

_____ Phone: _____ Fax: _____ E-mail: _____

2. HOTEL ACCOMMODATIONS:

	Family name	Given name	Twin Room shared with		Check-in/out Number of nights	Room type
			Family Name	Given name		
1	Mr.		Mr.		-	<input type="checkbox"/> Single
	Ms.		Ms.		() nights	<input type="checkbox"/> Twin
2	Mr.		Mr.		-	<input type="checkbox"/> Single
	Ms.		Ms.		() nights	<input type="checkbox"/> Twin
3	Mr.		Mr.		-	<input type="checkbox"/> Single
	Ms.		Ms.		() nights	<input type="checkbox"/> Twin
4	Mr.		Mr.		-	<input type="checkbox"/> Single
	Ms.		Ms.		() nights	<input type="checkbox"/> Twin
5	Mr.		Mr.		-	<input type="checkbox"/> Single
	Ms.		Ms.		() nights	<input type="checkbox"/> Twin
HOTEL	1st choice		Remarks:			
	2nd choice					

* You can also use the copies of this application form * You need to pay in advance.

3. PAYMENT:

I agree to pay the total room charge in Japanese Yen by the following credit card:

VISA MASTER DINERS CLUB AMEX JCB

Card Number: _____ Date of expire Month/Year: _____ / _____

Name on Card: _____

Authorized Signature: _____

Security code: _____

*Other than AMEX: final 3 digits on the reverse side of the end, AMEX: final 4 digits on the front of the card

Send to : JTB Global Marketing & Travel Inc.
2-3-11, Higashishinagawa, Shinagawa-ku, Tokyo 140-8604, Japan
Contact: JIMTOF2014 JTB Desk
TEL: +81-3-5796-5446 FAX: +81-3-5495-0785
E-mail: jimtof2014@jtb.jp

Application Deadline: September 26 (Fri.)

*After due date, please consult separately

Ref.
P.81

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JIMTOF2014**BILINGUAL RECEPTIONIST/INTERPRETER****27**
Order Form 27

To: Simul Business Communications., Inc. JIMTOF Desk

FAX: +81-3-3524-3345

Optional

1. Service Rate

Content	Language	Level	Fee (Tax included)		
			1day	Half day	Over time work
Bilingual Receptionist	Japanese – English	For daily conversation (TOEIC 800 score or STEP EIKEN grade pre-1 holder)	¥22,680	¥15,120	¥4,104
Interpreter	Japanese – English	For business negotiation (TOEIC 900 score or STEP EIKEN grade 1 holder)	¥34,020	¥22,680	¥5,832

- **Bilingual Receptionist** = Japanese-English Attendance as a receptionist. As an interpreter, only daily conversation is acceptable. (Staff is TOEIC 800 score or STEP EIKEN grade pre-1 holder, or has same level English skill)
- **Interpreter** = Acceptable as an interpreter from daily conversation to business negotiation besides receptionist. (Staff is TOEIC 900 score or STEP EIKEN grade 1 holder, or has same level English skill, well experienced in translation at trade fair, exhibition attending booths.)
- 1day : 9:00 - 17:30 The maximum period of employment is 8hrs/day, including 1hour for lunch break.
- Half day: The maximum period of employment is 4hrs/day during 9:00 - 17:30.
- When you need an interpreter for business, Please apply for INTERPRETER.
- For other language, please contact directly.

2. Application

Type (☑ Check)	Date	Time (Please circle)	Number of personnel	Subtotal
<input type="checkbox"/> Receptionist / <input type="checkbox"/> Interpreter		1day • Half day (: ~ :)		¥
<input type="checkbox"/> Receptionist / <input type="checkbox"/> Interpreter		1day • Half day (: ~ :)		¥
<input type="checkbox"/> Receptionist / <input type="checkbox"/> Interpreter		1day • Half day (: ~ :)		¥
<input type="checkbox"/> Receptionist / <input type="checkbox"/> Interpreter		1day • Half day (: ~ :)		¥
<input type="checkbox"/> Receptionist / <input type="checkbox"/> Interpreter		1day • Half day (: ~ :)		¥
<input type="checkbox"/> Receptionist / <input type="checkbox"/> Interpreter		1day • Half day (: ~ :)		¥

TOTAL ¥ _____

3. Cancellation Charge

In the event of cancellation, a cancellation charge will be applied as follows:

If the notice is received	2weeks ~ 8days before	30%
(against the first day of work)	7 - 3days before	50%
	2 - 1day(s) before and on the day	100%

*Dates above are business days excluding Saturday, Sunday and holidays.

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Simul Business Communications., Inc. JIMTOF Desk
 1-12-6 Tsukiji, Chuo-ku, Tokyo 104-0645, JAPAN
 TEL: +81-3-3524-3350 FAX: +81-3-3524-3345 E-mail: sbc@simul.co.jp

Application Deadline: October 9 (Thu.)Ref.
P.87

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JIMTOF2014**PREPAID CARD (BIG SIGHT CARD)****28**
Order Form 28To: Big Sight Services Corporation
FAX: +81-3-3520-2059

Optional

1. For advance mailing

Apply as indicated below. (Check the applicable boxes and fill in the required information.)

Number of cards	¥1,000 × _____ cards = _____ yen	
	¥3,000 × _____ cards = _____ yen	
	Total _____ yen	
Purchase by advance application	<input type="checkbox"/> Planned bank transfer date month day (Deadline: October 23 [Thu])	<input type="checkbox"/> Desire mail delivery <input type="checkbox"/> Desire pickup at counter With business card in hand, proceed directly to Service Corner (9 a.m. - 6 p.m.)
	Invoice	<input type="checkbox"/> Required <input type="checkbox"/> Not required

■ Bank deposit location

Bank of Tokyo-Mitsubishi UFJ, Swift Code: BOTKJPJT Tsukishima Branch (Branch No. 326),
 Account number 3554059, Big Sight Services *Banking Charges must be paid by the applicant.

2. Purchase at the exhibition

Exhibitors who wish to purchase cards at the exhibition can make the purchase at the Service Corner on the second floor of the Conference Tower.

3. Settling the remaining balance*

- The remaining card balance can be settled by mail or at the Service Corner on the second floor of the Conference Tower.
- Submit the cards to settle with the original receipt (copies are not accepted) and a settlement application form.
- A service fee of 40 yen is charged per card.
- The settled amount is the remaining charge on the card minus the service fee. This amount is paid by bank deposit transfer the next day (transfer service fees will be paid by Big Sight Service).
- The balance cannot be settled in cash at the Service Corner.
- The bank account used to pay the balance must be under the same name as the name on the receipt.
- Settlement can be accepted during the validity period for the card.
- The receipt is returned after it is checked by Big Sight Services. Check the returned balance on the balance receipt that is given.

Exhibitor's Name			Booth Number		Official Use
Sign and Date					
Person in charge		Section/Title			
Address					
E-mail					
TEL		FAX			

Send to: Big Sight Services Corporation
 3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
 TEL: +81-3-5530-1215 FAX: +81-3-5564-2059

Application Deadline: October 10 (Fri.)

Ref.
P.89

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JIMTOF2014

BUS PARKING LOT FOR GROUP

29
Order Form 29

To: JIMTOF Distribution Desk
FAX: +81-3-5564-5430

Optional

1. Attendance

Date	Arrival time	Number of buses	Name of bus agent	Pre-registration	Parking lot desired
	: - :			Done / Not yet	East / West
	: - :			Done / Not yet	East / West
	: - :			Done / Not yet	East / West

- Parking lot area may change as the matter of Fair Management's convenience. (Please check with the map refer to P.35)
- Admissions are not allowed before registration. Make sure to register in advance. In this case, Fair Management will assign the dropping off point on-site.
- Registration are required even if you have an invitation. If you have an invitation but not yet register, representative should fill in the form in advance or submit their name card at the entrance.
- Without invitations, you may ask for purchase of a ticket before on-site registration.

2. Contact person on-site

Arrival date	Company name	TEL	FAX	Cellular phone
Date:				
Date:				
Date:				

3. Note for attending the exhibition by group bus

- ① Fair Management will allocate the parking space to applicants according to their forms submitted. Confirmation for the parking lot will announce to applicants by fair management. Be sure to bring the confirmation on-site on the arrival day. Please note that if the lot becomes full, buses will be asked to use the pay parking lot. (4,000yen for per day).
- ② Make sure to register in advance, on-site registration may require 30 minutes before procedure.
- ③ Dropping off points are limited, make sure to dropping off your guests at prescribed area.

Exhibitor's Name	Booth Number	Official Use
Sign and Date		
Person in charge	Section/Title	
Address		
E-mail		
TEL	FAX	

Send to: Big Sight Services Corporation JIMTOF Distribution Desk
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1174 FAX: +81-3-5564-5430 E-mail: bss1@big sight-services.com

Application Deadline: October 10 (Fri.)

Ref.
P.89

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VIP VEHICLE

30
Order Form 30

To: JIMTOF Distribution Desk
FAX: +81-3-5564-5430

Optional

- When company VIPs (board members or higher status) are invited to visit the site in a company car, the vehicle can be guided carefully.

VIP's Name		Job Title	
Company Name			
Time of Visit	(m) / (d) Morning / Afternoon	:	to :
	(m) / (d) Morning / Afternoon	:	to :
	(m) / (d) Morning / Afternoon	:	to :
	(m) / (d) Morning / Afternoon	:	to :
	(m) / (d) Morning / Afternoon	:	to :
	(m) / (d) Morning / Afternoon	:	to :
Vehicle Type		Vehicle Number	
Person in Charge		Section of Person in Charge	

- VIP Vehicle Pass will be mailed at the middle of October according to the application.
- This form is only for VIP vehicle guide. In order to enter the site, you need to register separately.

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Big Sight Services Corporation JIMTOF Distribution Desk
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1174 FAX: +81-3-5564-5430 E-mail: bss1@big-sight-services.com

Application Deadline: October 10 (Fri.)

Ref.
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JIMTOF2014

BOOTH CLEANING/WAX CLEANING SERVICE

31
Order Form 31

To: Big Sight Services Corporation
FAX: +81-3-5564-5430

Optional

1. Cleaning Service

- (1) Booth Number _____
(2) Number of your booth _____ booth (s)
(3) Fee $\text{¥4,536 (for 6 days)} \times \text{_____ booth (s)} = \text{¥_____}$

*The above rate includes 8% tax.

The fee will be billed to the Exhibitor after the fair.

Remarks

- Period of cleaning is from evening of October 29 (Wed.) to evening of November 3 (Mon.), for a total of 6 days.
- The fee is ¥4,536 per booth (3m × 3m) for all 6 days.
- Cleaning service includes floor cleaning (Vacuuming or mopping), excludes cleaning the show counter, the showcase or your exhibits.
- Industrial waste can be removed for a charge. If you wish to, please contact Fair Management.

2. Wax cleaning

- (1) Booth Number _____
(2) Number of your booth _____ booth (s)
Fee ¥540/m^2 (Tax included: per waxing) \times _____ m^2 time(s) = ¥ _____
(3) Cleaning Date ____ / ____

When using long sheet or vinyl tiles on the floor, waxing not only protects the floor and improves the appearance, but also prevents dirt and scratching from harming the floor.

*Please contact Fair Management for a separate quote when requesting waxing 100m² or more times.

Exhibitor's Name		Booth Number		Official Use
Sign and Date				
Person in charge		Section/Title		
Address				
E-mail				
TEL		FAX		

Send to: Big Sight Services Corporation
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1290 FAX: +81-3-5564-5430

Application Deadline: October 10 (Fri.)

Ref.
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JIMTOF2014

RENTAL FORKLIFT

32
Order Form 32

To: Big Sight Services Corporation
FAX: +81-3-5564-5430

Optional

***A copy of a certificate indicating completion of a skill training course are required for forklift operators. Please submit the certificate by fax separately.**

1. Functions

	Max. lifting height	Fork length	Load rating
2.5t forklift	3000mm	1500mm	2500kg
2.0t forklift	2800mm	1800mm	2000kg
1.5t forklift	3000mm	1070mm	1500kg

2. Rental fee (Tax included)

	2 hours	6 hours	1 day
2.5t forklift	¥10,800	¥16,200	¥21,600
2.0t forklift	¥8,640	¥12,960	¥17,280
1.5t forklift	¥5,400	¥8,640	¥12,960

3. Rental Application

Move-in and Set Up Period				
Date	Type of Forklift	Unit(s)	Hours	Rental Fee
October 23	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
October 24	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
October 25	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
October 26	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
October 27	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
October 28	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
October 29	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
Total				¥

Move-out and Removal Period				
Date	Type of Forklift	Unit(s)	Hours	Rental Fee
November 5	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
November 6	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
November 7	1.5t forklift		:00 ~ :00	¥
	2.5t forklift		:00 ~ :00	¥
Total				¥

Total Rental Fee ¥ _____

Exhibitor's Name			Booth Number		Official Use
Sign and Date					
Person in charge			Section/Title		
Address					
E-mail					
TEL			FAX		

Send to: Big Sight Services Corporation
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1290 FAX: +81-3-5564-5430

Application Deadline: October 10 (Fri.)Ref.
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JIMTOF2014**PROCESSED OIL AND LUBRICANT RELATED SERVICE****33**
Order Form 33To: TOKYO SEKIYU CO., LTD
FAX: +81-48-733-5522

Optional

Ordered goods

Product name	Package	Number	Quantity	Requested date
				Delivery location
				1. On-site office
				2. Exhibitor's booth

Oil supply date

/ / 2014	Requested time	to
----------	----------------	----

Exhibit machine name

Model number

Work items

Item	Oil name	Total Qty.	No. of devices
1. Oily			
2. Water-soluble			

Oil drainage date

/ / 2014	Requested time	to
----------	----------------	----

Work items

Item	Oil name	Total Qty.	No. of devices	Disposal method	
1. Oily				1. Waste oil processing	2. Exhibitor takes away
2. Water-soluble				1. Waste oil processing	2. Exhibitor takes away

<Service Fee Chart for Processed Oil and Lubricant Services>**Basic fees**

Item	1 company, up to 3 units	1 company, 4 or more units
A. Oil supply	¥12,000	Receive an estimate
B. Oil drainage		
C. Oil supply + drainage	¥20,000	

Storage fees

Item	Price (including transport to the site)	
Container storage	Drum	¥2,000/canister
	Can	¥500/canister
Air container processing, etc.	Receive an estimate	

Work fees

Item	Price (per 1L)	
A. Oil supply	Oily	¥25
	Water-soluble	¥25
B. Oil drainage	¥20	
C. Industrial waste fee	Oily	¥25
	Water-soluble	¥45

New oil price

Recently the price of oil has been fluctuating greatly, and the price cannot be guaranteed for the time of the exhibition. We apologize for the inconvenience, but kindly request that you receive a current estimate for the price of oil after September of this year.

Application

There is a good chance that the requested dates and times on the received applications will overlap. In particular, drainage removal work tends to concentrate around night of the last day of the exhibition. Understand that the actual work may be performed slightly earlier or later than the requested time.

Payment

Product charges and work fees must be paid by bank deposit by December 31, 2014.

Exhibitor's Name	Booth Number		Official Use
Sign and Date			
Person in charge	Section/Title		
Address			
E-mail			
TEL	FAX		

Send to : TOKYO SEKIYU CO., LTD

1-81 Sakaemachi, Kasukabe-City, Saitama 344-0058 TEL: +81-48-731-5811 FAX: +81-48-733-5522

E-mail kanto@tokioc.co.jp Contact : Mr, Kobayashi, Mr, Kamai



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2014**