

EXHIBITORS MANUAL

Open the door to the future -

Meet the technologies moving the world forward

JIMTOF 2022

The 31st JAPAN INTERNATIONAL MACHINE TOOL FAIR

Additive
Manufacturing
Area in JIMTOF2022

Special
Event

November 8 (Tue.) - November 13 (Sun.), 2022
Tokyo Big Sight (Tokyo International Exhibition Center)

Organizers:

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



www.jimtof.org

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Dear Exhibitor

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:

Tokyo Big Sight Inc.
JIMTOF Fair Management Office

3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan

TEL: +81-3-5530-1333 FAX: +81-3-5530-1222

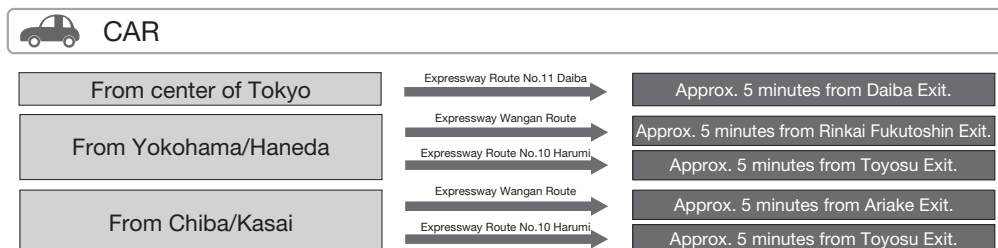
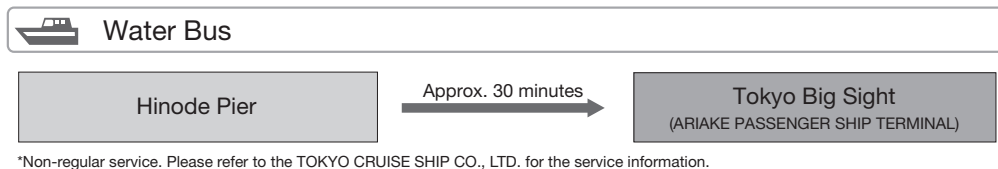
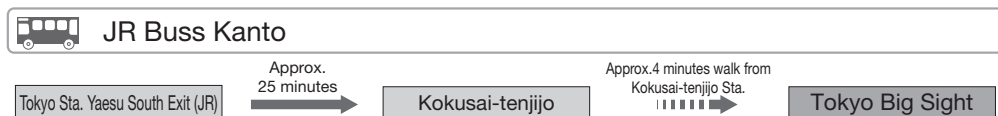
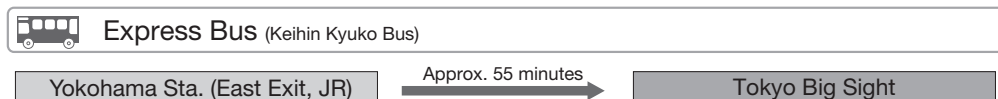
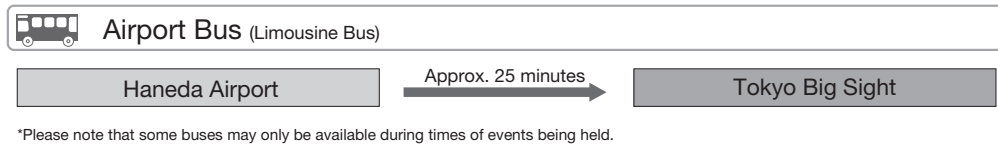
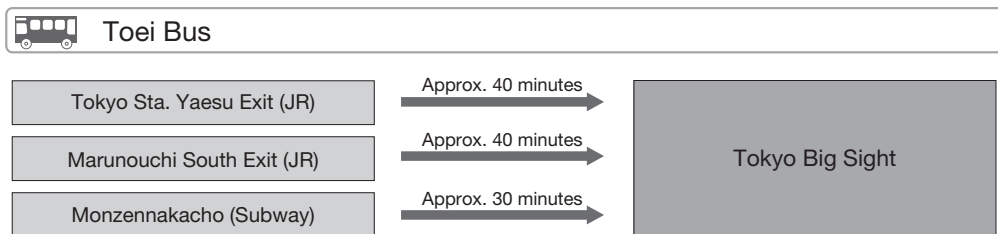
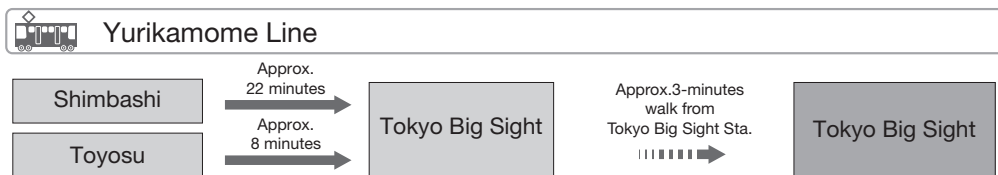
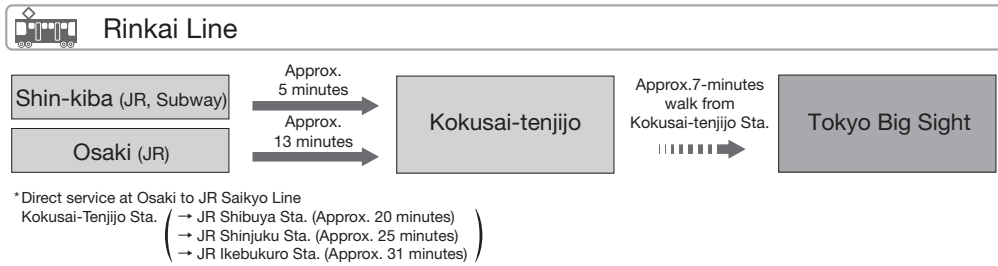
E-mail: jimtof@tokyo-bigsight.co.jp

URL: www.jimtof.org/en

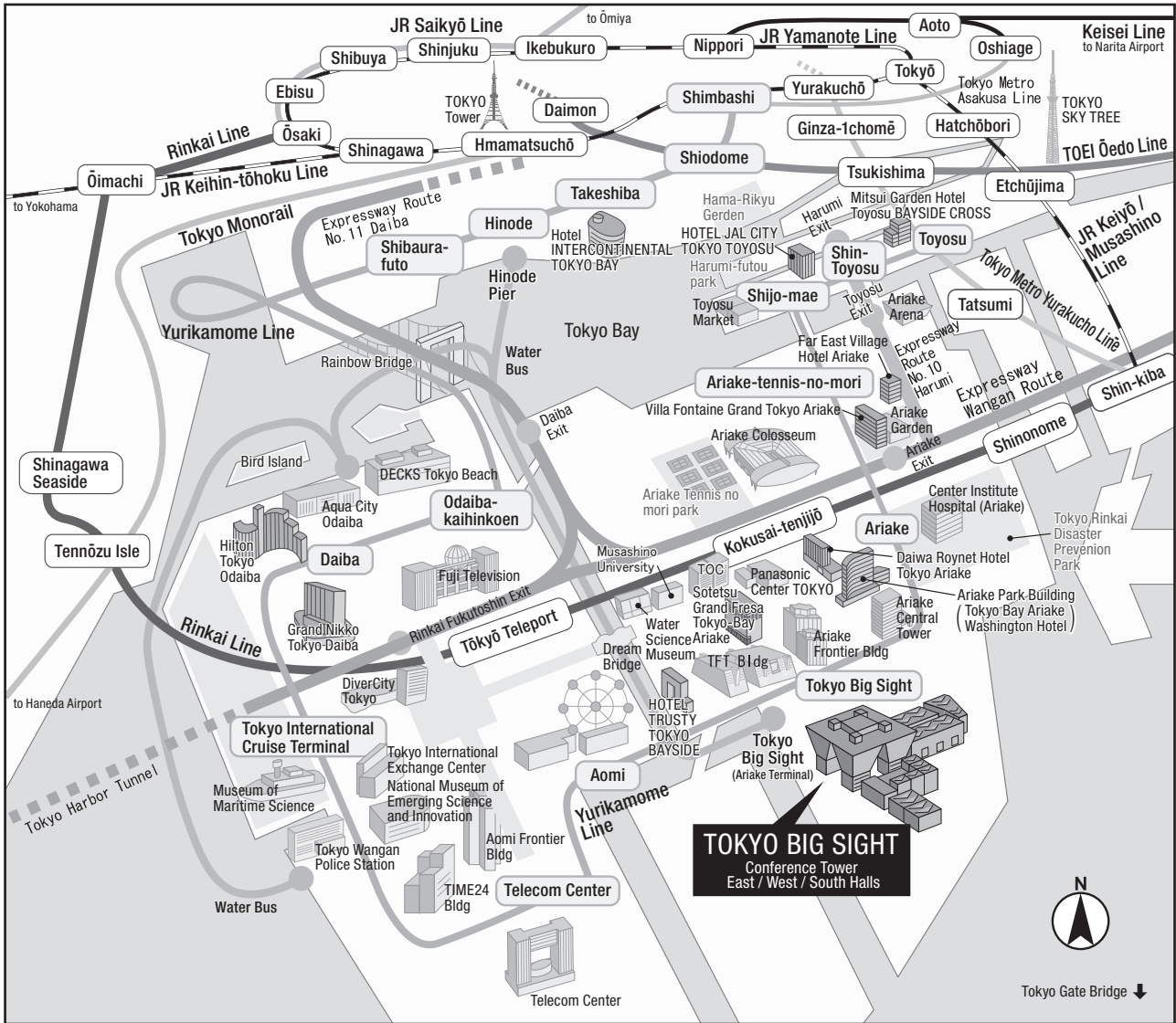
Fair Outline

- **Title** JIMTOF2022 (The 31st 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 (to be confirmed)** Ministry of Economy, Trade and Industry
Tokyo Metropolitan Government
The Japan Chamber of Commerce and Industry
- **Cooperating Organizations**
Japan Machine Tool Importers' Association /
Japan Forming Machinery Association /
Japan Precision Machine Association /
Japan Cutting & Wear -resistant Tool Association /
Japan Machine Accessory Association /
Japan Precision Measuring Instruments Manufacturers 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** November 8 (Tue.) - November 13 (Sun.), 2022 (6 days)
- **Opening Hours** 9:00 - 17:00 (9:00 - 16:00 on last day)
- **Venue** Tokyo Big Sight (Tokyo International Exhibition Center)
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 JAPAN
- **Net Exhibit Space** 50,400 m² (about 5,600 booths) planned
- **Indoor Exhibition Space** 118,540 m²
- **Exhibits** Machine tools (Metal cutting, Metal forming) / Machine tool accessories /
Tools for machines (Cutting tool & wear-resistant tool) / 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 (tax included)**
JPY3,000 for on-the-day tickets
JPY1,000 for advanced tickets
Free for students
*registration is required
- **Special Event (Exhibits)** Additive Manufacturing Area in JIMTOF 2022
Additive Manufacturing Machine / 3D printer,
Associated Equipment and Software for Additive Manufacturing Machine,
Additive Manufacturing, Manufacturing / 3D printing Services,
Associated Equipment with Measuring, Materials,
Other Associated Machinery and Equipment, Technology

Access to Tokyo Big Sight



■ Tokyo Big Sight Access Map



As of April, 2022

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 JIMTOF2022

The various application forms ("Order Forms") can be submitted by using the Exhibitors Website.

Important dates		Target	Form No.	Information	Ref. Page
June	1 (Wed.)	Applicants only (optional)	—	Start of hotel reservations	104
	3 (Fri.)	Tokyo	/	Exhibitors Briefing Seminar (Exhibitors Manual and explanation of services) [Locations]	
	8 (Wed.)	Nagoya		Tokyo: Tokyo Big Sight, Conference Tower, Reception Hall	
	9 (Thu.)	Osaka		Nagoya: TKP Nagoya Ekimae Conference Center Osaka: Meeting Space AP Osaka Ekimae	
	30 (Thu.)	Applicants only (optional)	—	End of priority exhibitor reservations for "Tokyo Big Sight Conference Rooms"	
July	1 (Fri.)	Applicants only (optional)	—	Start of application for advertisements in the "JIMTOF Daily"	32
	8 (Fri.)		—	"Co-exhibitors" registration deadline	8
			11	"EXHIBITOR WORKSHOP" application deadline	38
			12	"AM AREA EXHIBITOR WORKSHOP" application deadline	39
			7	"MEETING ROOM" application deadline	94
			8	"EXHIBITOR ANTEROOMS IN SOUTH HALL" application deadline	95
	15 (Fri.)		13	"STORAGE RESERVATION" application deadline	96
22 (Fri.)	10	"OFFICIAL WEBSITE BANNER ADVERTISEMENTS" application deadline	32		
August	5 (Fri.)	Applicants only (optional)	9	"EXHIBITOR ONLINE CHANNEL" application deadline	30
	12 (Fri.)		15	"ADVERTISEMENTS (On-site)" application deadline	34
	31 (Wed.)		—	"Represented companies" registration deadline	8
		All exhibitors	—	Online Catalogue manuscript submission deadline	23-28
September	1 (Thu.)	—	—	Start of visitor (admission) pre-registration	20,21
	7 (Wed.)	All exhibitors	1	"DELIVERY/REMOVAL" application deadline	49
			2	"EXHIBIT ITEMS" application deadline	57,68
			3	"ELECTRICAL/DECORATION WORKS CONTRACTORS" application deadline	66,74
			4	"FIRE & HAZARDOUS MATERIALS" application deadline	85
			5-1	"ELECTRICAL SERVICES" application deadline	74
			16	"BOOTH PARTITION / BOOTH NUMBER PLATE" application deadline	60,61
			—	"Official Guidebook" manuscript submission deadline	23-26
			14	"ADVERTISEMENTS (Official Guidebook/Guide Map)" application deadline	31
			17	"TWO-STORY BOOTH / BANNERS" application deadline	64,65
			18	"WATER SUPPLY & COMPRESSED AIR" application deadline	81,83
	16 (Fri.)	—	"ADVERTISEMENTS (On-site)" data submission deadline	34	
	21 (Wed.)	Applicants only (optional)	20	"PACKAGE BOOTH APPLICATION FORM" application deadline	108
			21	"RENTAL ITEMS APPLICATION FORM" application deadline	108
			23	"CATALOGUE EXHIBITION" application deadline	37
			22	"INVITATION (for additional requirements)" application deadline	20
	22 (Thu.)		24	"CONTRACTOR PASS (for additional requirements)" application deadline	9
	29 (Thu.)	All exhibitors	5-2	"ELECTRICAL WORK PLAN" application deadline	76
	30 (Fri.)		5-4	"TEMPORARY ELECTRICAL SERVICES" application deadline	75
	30 (Fri.)	Applicants only (optional)	25	"FLOOR WORK" application deadline	70
26			"BILINGUAL RECEPTIONIST/INTERPRETER" application deadline	19,94	
—			"Exhibitor Online Channel" data submission deadline	30	
—			"ADVERTISEMENTS (Official Guidebook/Guide Map)" data submission deadline	31	
—			"COMMUNICATION EQUIPMENT" application deadline	79	
—			"HOTEL RESERVATION" application deadline	104	
—					
October	6 (Thu.)	Applicable exhibitor only	C	"Products taller than 3m, Ceiling construction, Exhibitors of 30 or more booths" data submission deadline	62,63,65
	7 (Fri.)	Applicants only (optional)	All exhibitors	"Exhibitor ID Registration (A/B Type)" application deadline	9,10
			19	"ADMISSION PASS READERS" application deadline	90,91
			28	"BUS PARKING LOT FOR GROUP" application deadline	103
			29	"VIP VEHICLE" application deadline	103
			32	"RENTAL FORKLIFT" application deadline	100
	14 (Fri.)	Applicants only (optional)	All exhibitors	"WASTE DISPOSAL CONFIRMATION" application deadline	98
			30	"BOOTH CLEANING/WAX CLEANING SERVICE" application deadline	99
			31	"GARBAGE DISPOSAL SERVICE" application deadline	98
			33	"PROCESSED OIL AND LUBRICANT RELATED SERVICE" application deadline	88
18 (Tue.)		27	"PREPAID CARD (BIG SIGHT CARD)" application deadline	101	
November	1 (Tue.) to 7 (Mon.)	All exhibitors	5-3	"COMPLETION OF ELECTRICAL WORK" application deadline	78
				Set-Up ("Delivery") Period	*See the detailed schedule on P.50, 51.
	8 (Tue.) to 13 (Sun.)			JIMTOF2022 (The 31th Japan International Machine Tool Fair)	
14 (Mon.) to 16 (Wed.)			Take-Down ("Removal") Period		

2) Use of the Exhibitors Website

Enter the ID/password to login.

- (1) ID/password will be provided from Fair Management Office in good time.
- (2) The Exhibitors Website will open at the middle of June.

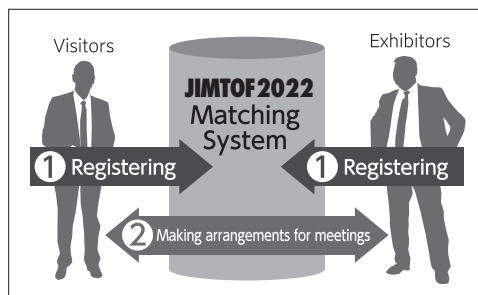
■ Main functions of the Exhibitors Website

- Submission of copy for the online catalogue
- Submission and management of various applications
- Management of Exhibitor Online Channel
- Upload of news releases from the exhibitor
- Browse the delivered mail from Fair Management Office
- Download of documents

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

- Visitor matching system

This tool is for supporting communication between exhibitors and even more visitors who want to discuss business and products.



In order to increase the opportunities to discuss business and products, we have introduced a [Matching System] that allows visitors and exhibitors to make appointments with each other before the fair. Please feel free to register and use the system.

1-2. Exhibition Agreement / General Regulation

Exhibition Agreement and General Regulation about JIMTOF2022 are noted in the “Guide to Exhibit”. And Exhibition Agreement and Exhibition Guidelines about Additive Manufacturing Area in JIMTOF 2022 are noted in the “Additive Manufacturing Area in JIMTOF 2022 Guide to Exhibit”. So read it along with this Exhibitors Manual.

1-3. Measures for Preventing the Spread of COVID-19

At JIMTOF, we will take through measures to prevent the spread of COVID-19 by following our “Guidelines for Preventing the Spread of COVID-19 at JIMTOF2022”, which were created based on the guidelines established by the Government of Japan, Tokyo Metropolitan Government, facilities, trade associations, and other organizations.

For details, please visit the JIMTOF official website.

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

1-4. Co-Exhibitors • Represented Companies

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.
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.
Employee from the company is not present at the booth for above companies.

3) Posting on the website and in publications

Represented companies will be charged for posting on website and publications. There are A type and B type, and the information that can be posted is different as listed below.

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" (refer to P.23)	Listing the company name on index	Available	Available	Available
	Individual information page	Available	Available	Not available
Guide Map (hand out)	Listing the company name	Available	Available	Available
Leaflets	Listing the company name	Available	Not available	Not available
Hall Overview Onsite (entrance of the hall)	Listing the company name	Available	Available	Available
Posting fee (Tax included)		JPY16,500-	JPY16,500-	JPY5,500-

*Co-Exhibitors • Represented Companies 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 8 (Fri.)** for co-exhibitors, by **August 31 (Wed.)** for represented companies. For any registrations after that, submissions may not be included in printed materials such as leaflets or the Official Guidebook.

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 Office.
- (2) If you exhibited with co-exhibitors / represented companies without the approval, we may demand you to 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 a co-exhibitor / represented company cannot be corrected or deleted on the Exhibitors Website. **If you want to correct or delete the information, please contact Fair Management Office.**

1-5. 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 Nov. 1 - Nov. 7	Fair period Nov. 8 - Nov. 13	Removal period Nov. 13 16:00 -
Contractor Pass	Contractors	Valid	Not valid	Valid
Exhibitor Pass	Exhibitors	Valid	Valid	Valid
Visitor Pass	Visitor	Not valid	Valid	Not valid

*Always wear the admission passes when entering or leaving the exhibition halls.

*Refer to P.50,51 for the entrance period.

- (2) Visitor's industrial field is classified according to the color and icon 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

*** Visitor passes must be registered and printed out on the Official Website. Visitor passes will not be sent out by mail or courier.**

2) Issuing passes

(1) Contractor Pass

- Passes are distributed according to the number of booths as indicated aside.
- If more passes are required, they can be additionally issued for JPY110 (tax included) per each. If you want additional passes, submit **Order Form 24** on the Exhibitors Website by **September 22 (Thu.)**.

Number of Booth	Number of Passes
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) and the other without personal data but only with 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	Company Name / "Staff"	Company name

- Five exhibitor passes (Type A and Type B) will be distributed per booth, with up to 300 passes in total.
- If more passes are required, additional pass may be issued at a cost of JPY1,100 (tax included) per each.
- Type A passes can be read at the booth just like Visitor Passes, and they include all of the information commonly found on a business card. We encourage you to register Type A to help business discussions between exhibitors.
- Exhibitor personal information will only be used for issuing an Exhibitor Pass. (This includes contacting the exhibition manager.)
- Applications for Exhibitor Passes must be done by **October 7 (Fri.)**. **Exhibitor Passes can be issued only on the Exhibitors Website. Exhibitor Passes Type B will be issued in case the application has not been submitted.**

■ Procedures to apply for an Exhibitor Pass

* The Web page for registering exhibitor pass will be opened around the middle of September.
 All applications must all be submitted at once by the person in charge of the exhibition.

- (a) Log-in to the Exhibitors Website.
- (b) Click the [Exhibitor Pass Application] button on the top page of the Exhibitors Website.
- (c) Select either A type or B type on the Exhibitor Pass registration page.
- (d) Follow the direction and register.
- (e) Exhibitor Passes will be created based on the registration data, and they will be sent in a lot to the exhibitor.

*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.
- In principle, the registered data cannot be changed.
- When the amount of data exceeds the specified number (5 passes/booth, Max. 300 passes), it is treated as an additional application and extra charge will be billed 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 before admission. The passes for visitors are issued all based on the admission registration. For more details, refer to P.21 "2-5. Admission Method (Without the Invitation Card)".

1-6. Management of Exhibits and Exhibition Hall

Fair Management Office 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 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 while the Fair is open. Please inform Fair Management Office 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 Patent Act Article 30 revised in 2018 (https://www.jpo.go.jp/e/system/laws/rule/other/patent/hatumei_reigai.html)” 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.

If you are planning to file at foreign office(s), you have to give an attention to Exceptions to Lack of Novelty of Invention at the office(s). In some cases, you can't obtain a patent for your invention due to domestic laws/regulations at the office(s) if you publish the invention by yourself before application.

If you are planning to seek for the application of Exceptions to Lack of Novelty of Invention for two or more published inventions, you have to take the procedure for seeking the application of Exceptions to Lack of Novelty of Invention for each of the published inventions.

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 the 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) Management of Exhibit

Fair Management Office will manage the entire venue, including the exhibits, during the fair period and during deliver/removal period, but will not be responsible for any theft or damage to the exhibits. Exhibitors are responsible for managing the exhibits in the booth.

5) Insurance

Fair Management Office will provide security for the general area during the delivery/removal period and fair hours in order to protect Exhibitors booths as much as is reasonably possible. However, Fair Management Office 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 Office recommends that exhibitors individually take out insurance, such as theft insurance or other property/casualty insurance, liability insurance, and property damage insurance.

6) Public Address

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

7) Photography and Video Recording

- (1) In principle, photography and video recording are prohibited in the site. However, photography and video recording in an exhibitor's own booth is allowed if the photographer/camera operator wears a "For own booth only" armband that is specified by Fair Management Office. "For own booth only" armbands are provided by the Fair Management Office of each site. Exhibitors must apply for such armbands before performing any photography or video recording.
- (2) For exhibition items where photography and video recording are prohibited in an exhibitor's own booth, we recommend that the exhibitor take measures such as individually displaying that photography and video recording is prohibited. The Fair Management Office provides sign data to indicate "Photography and Video Recording Prohibited." This can be downloaded from the Exhibitors Website for your use.
- (3) All members of the media and Fair Management staff must wear armbands when taking photos or recording video.
- (4) Please cooperate with members of the media and others when they are taking photos or recording video. Please be sure to also cooperate with Fair Management Office staff when they are taking photos or recording video inside the fair site and exhibitors' booths in order to make a record of this fair.
- (5) Copyright of images, photographs and articles covering the event, and their usage right for TV broadcasting, newspapers, magazines and the internet, belongs to Fair Management Office.

8) First Aid

There is each one room for first aid located in the East and West Hall.
(please refer to the map of P.32-36 4-1. Exhibition Center Outline)

9) Dressing Room

There are dressing rooms available for ladies during the fair (except the delivery/removal period). 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 / South 2 Meeting Room(5)(6), South Hall 2F
- Opening days: Nov. 8(Tue.) – Nov. 13(Sun.)
- Opening hours: 7:30-18:45(7:30-17:45 on last day)

1-7. Handling of Personal Information

1) Purpose of Usage for Personal Information

Tokyo Big Sight Inc. uses the personal information gathered by JIMTOF2022 for the following purposes:

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

JIMTOF2022 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 pass read at the exhibition booth.

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.

General Privacy Statement on the organization of trade fairs

The below provides you with an overview concerning our collection and processing of your personal data as well as your rights under the privacy law and privacy policy of Tokyo Big Sight Inc., when conducting organization of trade fairs. EU Commission made an adequacy decision based on Article 45 GDPR to Japan on 23 January, 2019. Tokyo Big Sight Inc. manages your personal data in accordance with the framework for the adequacy decision agreed by Japan and EU.

Name and contact information for responsible person

The responsible party is:
 Tokyo Big Sight Inc.
 3 11 1 Ariake, Koto ku, Tokyo 135 0063 JAPAN
 Email: privacy.info@tokyo.bigsight.co.jp
 FAX: +81 3 5530 1222
 You can reach our data protection officer at:
 Tokyo Big Sight Inc.
 Personal information management
 3 11 1 Ariake, Koto ku, Tokyo 135 0063 JAPAN
 Email: privacy.info@tokyo.bigsight.co.jp
 FAX: +81 3 5530 1222

Purposes of processing the data

Tokyo Big Sight Inc., co-organizer, and its contractor process your registered personal data for the purposes as below, if you give us your consent.

- (1) To satisfy contractual requirements
 Tokyo Big Sight Inc., co organizer, and its contractors may use personal information registered with consent beforehand for the purpose of satisfaction of contractual requirements.
- (2) To send e-mail newsletter
 Tokyo Big Sight Inc. usually use email for provision of information related to exhibitions, conferences, and other business activities organized by Tokyo Big Sight Inc.
- (3) To answer the inquiry, if any
- (4) Correspondence to the request, if any (e.g. providing the show brochure or information, etc.)
- (5) To introduce vendor/service provider for the exhibition
- (6) To provide information from vendor/service provider for the exhibition
- (7) To introduce seminar/event/exhibition
- (8) To investigate and analyze access tendencies of official website of the respective exhibition organized by Tokyo Big Sight Inc.

Recipients of the data

Only those who absolutely need your data to satisfy our pre-contractual, contractual and legal obligations or to communicate with you will receive access to said data. These can include:

- Tokyo Big Sight Inc.
- Co-organizer of the exhibition
- Contractors of respective exhibition organized by Tokyo Big Sight Inc.
- Data processor assigned by Tokyo Big Sight Inc.
- Exhibitors who utilize lead retrieval system at the respective exhibition organized by Tokyo big Sight Inc.

Additional data recipients can be those to whom you have given your consent for data transmission on a case-by-case basis.

Transmission to Japan

Japan has the adequacy decision by the EU Commission. With your consent or to satisfy contractual or legal obligations, we transmit data to Japan. Tokyo Big Sight Inc. manages personal data with appropriate protection measures such as identification and recognition of access, restriction, management of authorization, recording, measure for the malware, and safety measure at data transmission. You can get detail of measures with contact to Tokyo Big Sight Inc.

Categories of personal data concerned

Tokyo Big Sight Inc. will collect and process your personal information such as your name, name of company, section, position, address, phone number, fax number, e-mail address, country, and business category.

Duration of storage

Your data will be stored until our contractual obligations have been met. The data will be deleted if your knowledge is no longer necessary or if the purpose ceases to exist.

Your rights under the data privacy law

With respect to personal data concerning you, you have the right to access your information, rectification, erasure, restriction of processing, and data portability.

At any time you can revoke consent given to us to process your personal data with effect for the future.

EU residents also have the right to lodge a complaint with a supervisory data protection authority according to Article 77 GDPR.

Your consent of data provision

Provision of personal data isn't a statutory or contractual requirement, or a requirement necessary to enter into a contract. Data subject is not obligated for making contract. But you can't register as exhibitor or visitor unless you provide your personal information required to fulfill on the form.

Automated decision-making including profiling

We do not use personal data for any automated decision-making including profiling to create or perform contractual relationships.

Encrypted transmission

The inquiry form of the respective exhibition organized by Tokyo Big Sight Inc. uses encrypted transmission via SSL for the purpose of personal data protection.

Implement appropriate measures

Tokyo Big Sight Inc. implements appropriate technical and organizational measures to ensure a level of security appropriate to the risk.

2) Usage of personal information by each exhibitor

Tokyo Big Sight Inc. assumes that the handling of personal information 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

1-8. 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.

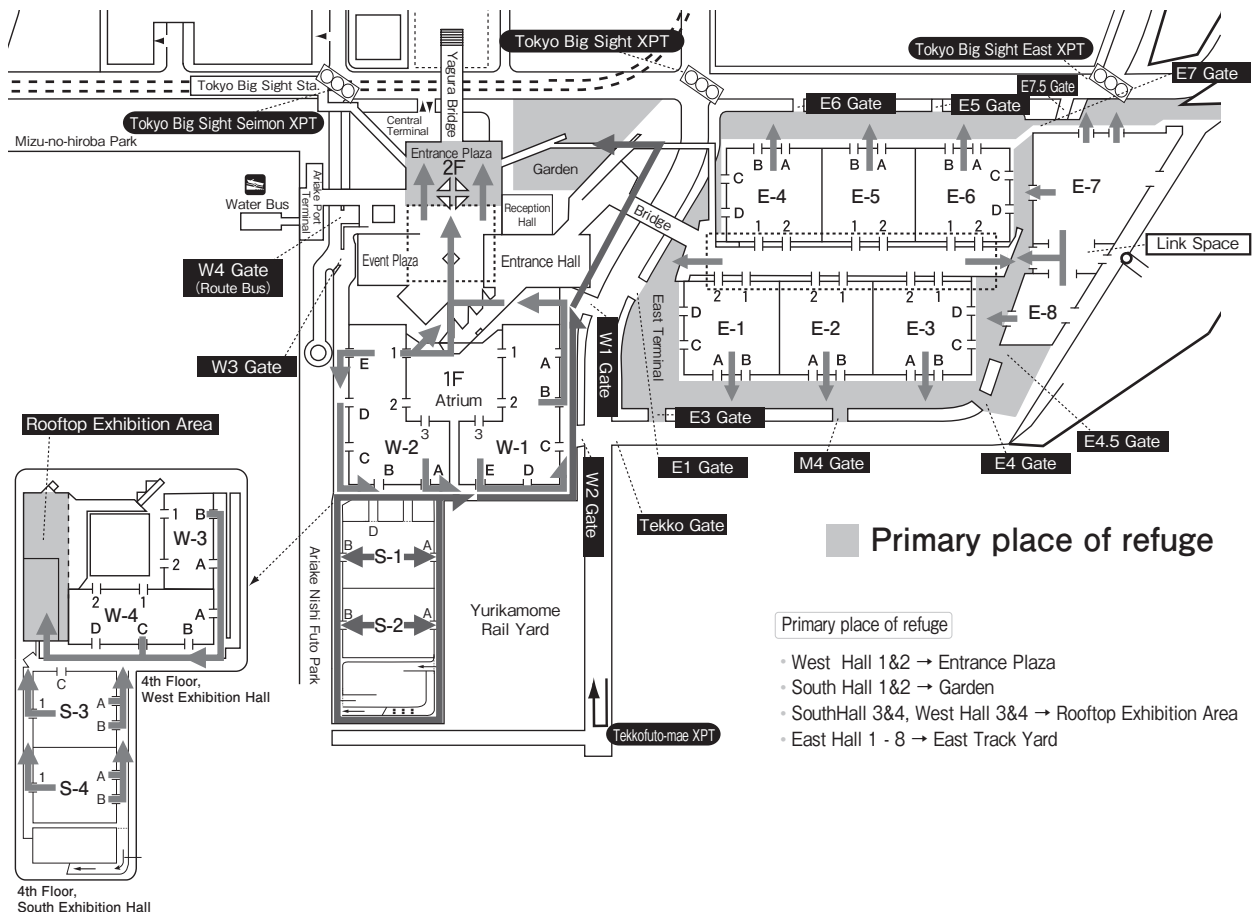
2) Fire

- (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



4th Floor, South Exhibition Hall

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

1-9. Requests for Environmental Actions from Fair Management Office

We appreciate your cooperation in the following matters.

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 Office 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 Office has established a chip dump in the truck yard. Bring scraps to this location. (Accepted materials: Iron, aluminum, nonferrous materials) (Please refer to P.40-47. 4-1. Exhibition Center Outline)

5) Idling stop

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

1-10. Smoking

Smoking at the fair site (booths, halls and public use areas) is strictly prohibited.

Smoking is only allowed in the designated areas.

Please provide thorough guidance to decoration companies and other related parties from each exhibitor.

(Please refer to P.40-47. 4-1. Exhibition Center Outline.)

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

2. Visitor Promotion

There were 153,103 visitors during JIMTOF 2018, and active negotiations for business deals were made. Also, there were 12,934 foreign visitors from 63 different countries and regions.

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

Also, we appreciate proactive visitor promotion activities by the exhibitors.

2-1. Advertising Performed by Fair Management Office

Major Activitie

1) Publishing advertisements and publicity activities

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

2) Utilizing the official website and social media

Exhibition information such as exhibitor and product information, and about joint events can be viewed at the official website, which is accessed more than 1.2 million times per month. The contents are available in three different languages (English, Chinese (Simplified/Traditional) and Korean) in addition to Japanese.

Also, the latest information will be provided via our official social media (Facebook, Twitter).

 @JIMTOF  @JIMTOF_official

3) E-mail newsletters

E-mail newsletters with exhibitor information, joint event programs and similar information will be sent to past JIMTOF visitors and those who have registered in JIMTOF 2022.

4) Promotional activities and registration promotion activities at related exhibitions domestic and abroad

Fair Management Office will perform promotional activities by organizing press releases and exhibiting booths at major exhibitions held domestic and abroad.

[Promotional activities completed] (as of April 2022)

2021: CIMT in China, EMO MILANO in Italy, METALLOBRABOTKA in Russia

2022: TIMTOS x TMTS in Taiwan

[Scheduled promotional activities]

MEX KANAZAWA in Japan, SIMTOS in South Korea, IMTS in America and other PR activities

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.

- Achievement in JIMTOF 2018: Sent leaflets to about 200 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 JIMTOF 2022 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 you to conduct the following promotional activities.

1) Posting news releases

Exhibitors will be provided a page on the JIMTOF official website that can contain detailed information about the exhibitor and the latest information (news release) on the JIMTOF official website. We would like you to cooperate in this information transmission. For details, please refer to P.22 “3-1. Website”.

2) Linking to the official website

Please link your website to the JIMTOF official website. You can download the JIMTOF web banner from the official website and the Exhibitors Website.

3) Distribution of invitations

Please actively distribute the invitations to your customers. Fair Management Office provides you with two types of the invitation cards: a Japanese version, and an English version.

4) Poster

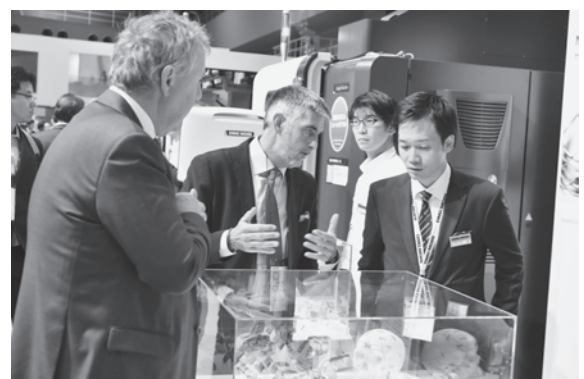
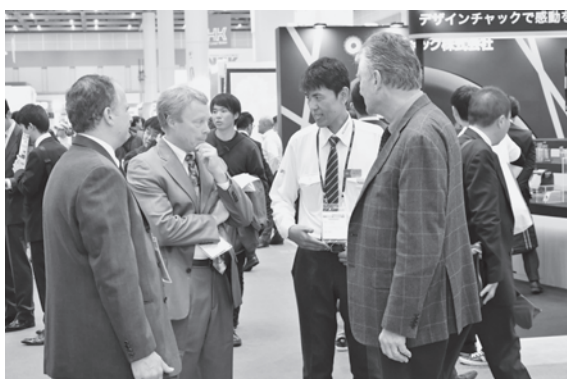
We will distribute the JIMTOF 2022 poster to exhibitors. Please post it at your related locations.

2-3. Supporting the Overseas Visitors

Fair Management Office is performing the following supports for overseas visitors to welcome a large number of visitors from all around the world. We kindly request the exhibitors to provide multiple languages for the exhibitor information and arrange personnel to support the overseas visitors within the booth.

***Bilingual staff or an interpreter can be requested from Order Form 26 by September 30 (Fri.) on the Exhibitors Website.**

- 1) Sign board.....Displayed in 4 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 4 languages (Japanese, English, Chinese (Simplified and Traditional) and Korean)
- 4) Leaflet and guide map Displayed in 4 languages (Japanese, English, Chinese (Simplified) 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 Office 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 through delivering them to customers.

<Specified quantity (per each booth)>

(1) Domestic exhibitor

- Japanese invitation card (including leaflet)..... 100 each
- English invitation card (including leaflet)..... 10 each
- Envelope..... 110 each

(2) Overseas exhibitor

- Japanese invitation card (including leaflet)..... 10 each
- English invitation card (including leaflet)..... 100 each
- Envelope..... 110 each

If you do not need envelopes, please inform Fair Management Office by July 15 (Fri.).

To exhibitors in the Additive Manufacturing area, we will send the dedicated leaflets. If you want to change the dedicated leaflets to the normal leaflets, please inform Fair Management Office by July 15 (Fri.).

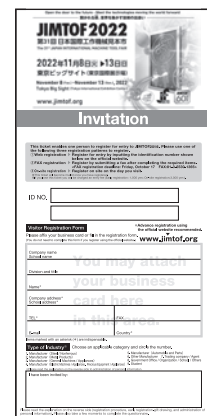
2) Additional purchase

Exhibitors can purchase additional invitation card with the following price. Submit **Order Form 22 by September 22 (Thu.) on the Exhibitors Website.**

- (1) Invitation card (including leaflet).....JPY110 each (tax included)
- (2) Invitation card & EnvelopeJPY121 each (tax included)



(image)



(image)

3) Registering

Registration method	Registration period	Obtaining the pass
Web registration	From September 1 (Thu.) to 15:00 on November 13 (Sun.)	A. Print out visitor pass and bring to the fair B. Visitor pass is issued at ticket window
On-site registration	From November 8 (Tue.) to November 13 (Sun.)	Admission pass is issued after registering

Persons with invitations must also register. Visitor can choose between Web or on-site registration. Visitors who have received the invitation card are requested to register by themselves.

4) Cautions

- Each invitation card is only valid for the registration and admission of one person. (Each invitation is assigned an ID number, which can only be used once and cannot be reused to register another person.)
- It is strictly prohibited to use copies or reproductions of invitations and admission passes. Copies or reproductions of invitation cards and admission passes cannot be used at the fair on-site.

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

1) General

	Sale at	Sales period	Price (Tax included)	Registration method	Payment method	How to receive the admission pass
1	Official website	September 1 (Thu.) to November 7 (Mon.)	JPY1,000	Web registration (*1)	Credit card transaction upon registration (*2)	Print out and bring visitor pass, or issued at ticket window
2		November 8 (Tue.) to 15:00 on November 13 (Sun.)	JPY3,000			
3	Tokyo Big Sight (Service corner and business center on 2nd floor)	October 1 (Sat.) to November 7 (Mon.)	JPY1,000	Web registration (*1), on-site registration	Sales window	Admission pass is issued after the registration
4	Convenience store terminal (*3)	September 1 (Thu.) to November 7 (Mon.)		On-site registration	Sales window	
5	JIMTOF 2022 site	November 8 (Tue.) to 15:00 on November 13 (Sun.)	JPY3,000	On-site registration	Sales window (Cash only)	

*1: For details about registration on the website, please refer to P.20 “3) Registering”.

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

*3: The following convenience stores sell the visitor pass. [Seven-Eleven, Lawson, FamilyMart, MINI STOP in Japan]

2) Students (High School or Upper School Students)

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

3) 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 Procedure

- A person in charge of a school should contact Fair Management Office for the entrance of organized students.
 - The leader should input necessary data on the students (visitors) of its college faculty belongs. And submit the file to Fair Management Office.
 - Students should bring the visitor 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 (Fri.)**. After this day registration will be at the registration desk on-site.

4) Attention

Exhibitors inviting students should use the invitation card.

■ Contact for Exhibitors for Information about Admission Registration (From early Sept.)

JIMTOF2022 Registration Office

*Details will be announced later on the Exhibitors Website.

3. Promotion Tools

3-1. Website

OPTION

1) JIMTOF official website

JIMTOF official website is recording up to 1.2 million accesses per month, and many visitors seeking the event information and exhibitor information are accessing the website before the fair. Therefore, official website will provide a chance for the exhibitors to promote with the page to introduce the exhibitors (online catalogue) and banner advertisement. Please use this in a proactive manner.

■ Major uses

(1) Online catalogue **Functions Expanded !**

On the official website, we have an online catalogue that all exhibitors can register for free. You can publicize the highlights of your company's products and new products not only during the exhibition period but also before and after the exhibition period. In addition, from this time on, multiple images and videos can be posted as an option, making it possible for visitors to provide more complete information.

Refer to P.23 "3-2 Official Guidebook / Online Catalogue".

(2) Exhibitor Online Channel **NEW**

We have developed a new tool for posting videos such as online seminars or promotional videos for products on the official website and making them available as on-demand content.

In addition, you can attach various materials related to the videos you post in order to provide your viewers with more information.

By providing your exhibition information to the press and buyers in advance, there will be even greater effectiveness in attracting customers to your booth and expanding your own business negotiations at your booth.

Refer to P.29 "3-3 Exhibitor Online Channel".

(3) 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.

(4) Web banner advertisement

We are accepting applications for web banner advertisements from exhibiting companies. Please make use of promotional opportunity.

Refer to P.32 "Web Banner advertisement".

(5) Use of the JIMTOF logo and web banner

When you want to use the JIMTOF logo, web banner and QR code that links to the official website, you can download it from the Exhibitors Website.



3-2. Official Guidebook / Online Catalogue

Required

1) Outline

<Official Guidebook>

This is the official JIMTOF Guidebook with all the information about JIMTOF 2022. In addition to basic information such as information about the exhibitors, lectures and seminars, and exhibitor workshops, it provides details about cooperating organizations and organizers' special exhibits. There is no posting fee. (*Posting fees apply to some images)

■ Details

- (1) Number to be published: 8,000 copies (planned)
- (2) Size: A5 (About 700 pages)
- (3) Language: Japanese and English
- (4) Date of publication: November 8 (Tue.) (first day of the fair)
- (5) Price: JPY1,000/copy (tax included) (sold to the visitors on-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)

<Online Catalogue>

Information about the exhibitors at JIMTOF is also published on the JIMTOF official website. Exhibitors can begin their promotional activities before the start of the fair by sharing a wide range of information such as exhibits at their booths or promotional materials for their products. There is no posting fee. (*Posting fees apply to some videos and images.)

2) Contents

<Official Guidebook>

- (1) Exhibitor Information
 - Company name
 - Booth number
 - Address / Tel / Fax / URL / E-mail
 - Product Lineup
 - Exhibits and exhibits features
 - Agency / Sales channel
 - Photo or company logo (Refer to P.26 "Posting images and videos")



Official Guidebook (JIMTOF 2018)

- (2) Index

Exhibitors can be searched by Exhibitors name, Exhibits category and participating country and region.

- Kana syllabary / Alphabetical order index
 - Exhibitor index by exhibit type
 - Exhibitor index by participating country or region
 - Booth number index
- (3) Exhibitor advertisement (pay option)
 - (4) Joint events information
 - (5) Exhibition layout / List of exhibitors by halls
 - (6) Others

<Online Catalogue>

(1) Exhibitor information

- Company name
- Booth number
- Address / Tel / Fax / URL / E-mail
- Line of business
- Features
- Exhibits
- Photos and videos (Refer to P.26 "Posting images and videos")
- Official SNS account
- Country or region of origin
- Exhibits category
- Proposed business field

(2) Search function

This function allows you to look for exhibitors by specifying the search conditions.

- Search by name of exhibitors (kana syllabary)
- Search from booth layout
- Search by exhibits category

The exhibits category search option also allows you to search for exhibitors by keyword, proposed business field, use / non-use of videos in their presentation, and other conditions.

*When submitting information for the Official Guidebook or Online Catalogue, you can automatically copy any of the common items between the two forms. To understand how this works, see the information submission page for the Official Guidebook or Online Catalogue on the Exhibitors Website.

3) Submission procedure

Please submit the manuscript for the Official Guidebook or Online Catalogue from the Exhibitors Website.

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

<Official Guidebook>

[Submission deadline: **September 7 (Wed.)**]

The Official Guidebook will contain the material that has been submitted by the deadline. Revision after the deadline is not accepted.

<Online Catalogue>

[Submission deadline: **August 31 (Wed.)**]

The Online Catalogue will contain the material that has been submitted by the deadline and will be released after **September 1 (Thu.)**. Revisions, if necessary, can be made starting on **September 2 (Fri.)**. At that time, the new information will be released in order, after the revisions. Submission and information revisions can be made until **November 4 (Fri.)**.



[Online Catalogue (Sample Image)]

*The page shown in the photo is a work in progress and actual contents and screen layout are subject to change.

- ① Access the “Exhibitors Website” from the top page of the JIMTOF 2022 official website and log in.



[JIMTOF 2022 official website]

- ② Select the “Official Guidebook / Online Catalogue” tab.
- ③ Select the [Apply / Edit] button of “A. Official Guidebook (Printing)” or “B. Online Catalogue (Web)”.



[Exhibitors Website (Sample Image)]

* Actual contents and screen layout are subject to change.

- ④ Enter the required items and go to the confirmation page.
- ⑤ Submit once you have confirmed the data.

4) Posting images and videos

(1) Posting exhibit's photo / Company logo

- Posting place: Inside the frame with the exhibitor's information in the Official Guidebook / On the exhibitor's page in the Online Catalogue
- Posting fee: <Official Guidebook> JPY11,000 (tax included)
<Online Catalogue> The first item is free. The fee for each subsequent item is JPY16,500 (tax included). The fee will be invoiced to the exhibitor after the fair.
- Posting method: Upload an image that meets the data requirements on the Exhibitors Website.
- Posting details

	Official Guidebook	Online Catalogue
Max. Number of Items per Post	Up to 1 item	Up to 10 items (the first one is free)
Data Requirements	Color: Black / white File format: BMP, GIF, JPEG, PNG Max. size: 40mm x 40mm	Color: Full color File format: BMP, GIF, JPEG, PNG
Submission Deadline	September 7 (Wed.)	August 31 (Wed.) *The Online Catalogue is scheduled to be released on September 1 (Thu.). *Submission and information revisions can be made from September 2 (Fri.) to November 4 (Fri.).

(2) Posting videos (Online Catalogue only)

- Posting place: On the exhibitor's page in the Online Catalogue
- Posting fee: JPY33,000 per item (tax included)
The posting fee will be invoiced to the exhibitor after the fair.
- Posting method: Upload a video on the Exhibitors Website by following either of the two procedures below.
 - (1) Upload a video to an external website (YouTube, Twitter, Facebook) and submit the link to it through the Exhibitors Website.
 - (2) Upload a video file (supported formats: MP4 or 3GPP) that is not larger than 1GB to the Exhibitors Website and submit it.
- Max. number of videos: Up to 5 videos

(3) Notes

- Please note that **we do not provide exhibitors with any information about the number of views for any photos or videos posted in the Online Catalogue, or any personal information about users who view those photos or videos.**
- The posting fees for co-exhibitors and represented companies will be invoiced by Fair Management Office to the representative exhibitor after the fair.

(Reference) How to post an image in the Online Catalogue

- (1) Select the [Apply / Edit] button of “B. Online Catalogue (Web)” on the Exhibitors Website. (Refer to P.25.)
- (2) To post the first image (free of charge), click the “Select File” button in the “Image” section and attach the image you wish to post.
- (3) To post more than one image (pay option), use the drop-down menu in the “Image *Additional Post Order (Pay Option)” section and select the number of order items.

*Actual contents and screen layout are subject to change.

- (4) After you select a number of order items, a corresponding number of the “Select File” buttons will appear on the screen. Click each of them to post an image.

*Actual contents and screen layout are subject to change.

- (5) Enter the required information and submit once you have confirmed the data. (Refer to P.25.)

How to Post a Video in the Online Catalogue

- (1) Select the [Apply / Edit] button of “B. Online Catalogue (Web)” on the Exhibitors Website. (Refer to P.25.)
- (2) Use the drop-down menu in the “PR Video” section and select the number of order items.

*Actual contents and screen layout are subject to change.

- (3) After you select the number of order items, a corresponding number of the “Upload Video File” and “Embed Link to Video Uploaded to External Website” items appear on the screen. Attach the video files you wish to upload or enter the URL to the videos you uploaded to an external website.

*Actual contents and screen layout are subject to change.

- (4) Enter the required information and submit once you have confirmed the data. (Refer to P.25.)

5) Text translation service for the Official Guidebook and Online Catalogue (pay option)

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

■ Contact information:

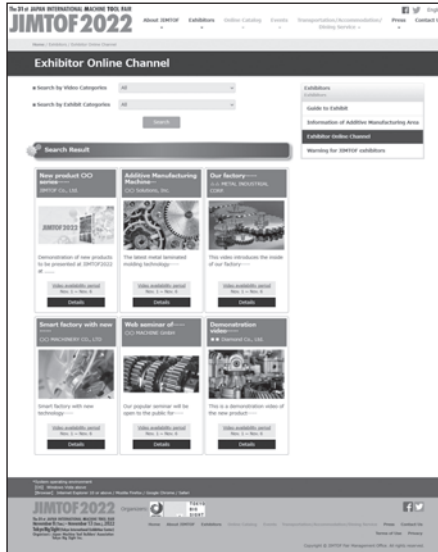
Simul International, Inc.
 TEL: +81-3-3524-3110 E-mail: arimura@simul.co.jp
 Contact: Ms. Arimura
 Please specify that your inquiry is about the JIMTOF.

3-3. Exhibitor Online Channel

OPTION

We have developed a new tool for posting videos such as online seminars or promotional videos for products on the official website and making them available as on-demand content. In addition, you can attach various materials related to the videos you post in order to provide your viewers with more information. There is also the option to set up the video showing period to make the videos available for a limited time.

Information posted on the Exhibitor Online Channel will be visible on the top page of the official website from October 3 (Mon.) to November 2 (Wed.). Furthermore, we are planning to use our SNS to promote the Exhibitor Online Channel function to visitors.



Names of companies, video titles, and other information will appear in random order on the top page of the official website (from October 3 (Mon.) to November 2 (Wed.)).

The page shown in the image is a work in progress and actual contents and screen layout are subject to change.

1) Outline of the Exhibitor Online Channel

- (1) Availability period: From October 3 (Mon.) to November 30 (Wed.)
- (2) Number of posting spaces: Approximately between 20 and 30 spaces *In case of a large number of applications, Fair Management Office may have to make arrangements accordingly.
- (3) Posting fee: JPY165,000 (tax included)

2) Contents

- (1) Video file (up to 1 file, which can be replaced)
- (2) Information about the video
 - Company name
 - Booth number
 - Video title
 - Video description
- (3) Materials related to the video
 - Data related to the video (up to 5 items, which can be replaced)
- (4) Exhibitor information
 - Company description
 - Company URL
 - Online Catalogue URL
- (5) Video availability period
 - You can reserve a release date to publish your video.



*The page shown in the image is a work in progress and actual contents and screen layout are subject to change.

(6) Remarks

- The information you wish to post can be submitted both in Japanese and English separately. The information you submit is going to be published on the Japanese and English official websites.

3) Application and submission procedures

(1) How to apply:

Submit **Order Form 9** on the Exhibitors Website by **August 5 (Fri.)**. By the end of August, the Fair Management Office will make all the necessary arrangements and notify you whether your application is accepted or not. The fee will be invoiced to the exhibitor after the fair.

(2) How to submit information:

After receiving the notification from the Fair Management Office, you can submit the information on the Exhibitors Website. Each exhibitor is required to upload their own text and other data.

(3) Submission deadline: **September 30 (Fri.)**

Your post will contain the material that has been submitted by the deadline and will be released after **October 3 (Mon.)**. Revisions, if necessary, can be made starting on **October 4 (Tue.)**. At that time, the new information will be released in order, after the revisions.

(4) Data formats:

<For your video>

Submit the video URL of an external website (such as YouTube, Twitter, or Facebook) or submit your data by directly uploading a video file that is not larger than 1GB (supported formats: MP4 and 3GPP).

<For data related to your video>

You can post up to 5 items of PDF or image data (supported formats: BMP, PNG, JPG, JPEG, GIF).

4) Other

- Exhibitors can check the total number of views for each video on the Exhibitors Website. We will provide the personnel in charge with instructions on how to do that at a later date.
- Please note that **we do not provide exhibitors with any personal information about users who view the videos or attached materials.**

3-4. Advertisements

OPTION

1) Advertisements in the “Official Guidebook”

(1) Fees for ads

Type	Size (mm)	Color	Numbers	Price (Tax included)
Outside Back Cover	H210 × W148	4	1	JPY715,000
Inside Front Cover & Facing Page			1 each	JPY495,000
Inside Back Cover & Facing Page			1 each	JPY440,000
Inside Pages (Front & Back)			Unlimited	JPY275,000
Inside Pages (Black & White)		Black & White	Unlimited	JPY110,000

(2) Application Procedure

Please submit **Order Form 14** on the Exhibitor Website. If multiple companies applied on the same page, Fair Management Office will decide the placement. The exhibitors will be charged for the service after the fair.

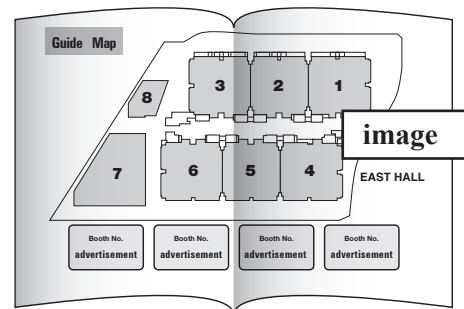
Application deadline: **September 7 (Wed.)**

(3) Data Submission

- Submission deadline : **September 30 (Fri.)**
- Submit to : Location is informed to applicants individually.
- File format : Later than Illustrator CS3 (ai/eps) *Should be outlined
- File size : H210×W148 (Please leave the extra 5mm length to the both sides when you submit.)
- Please Submit the file 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. The exhibitors who placed the advertisements in the “Guide Map” would be emphasized by placing the company logo on their booth location. It would help promoting visitors to visit the exhibitor’s booth.



[Details]

- (1) Date of Publication November 8 (Tue.) (first day of the fair)
- (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/South Hall/passages)
- (4) Size..... A4 (planned)

Type	Size (mm)	Color	Number	Price (Tax included)
Japanese	H55 × W90	4	15	JPY220,000
English		2	15	JPY110,000
Japanese & English Set		As above	As above	JPY275,000

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

* There might be a case that the advertisements will not be placed on the same page with exhibitor’s location.

* The English version will be printed in two colors specified by Fair Management Office.

(5) Application Procedure

Please submit **Order Form 14** on the Exhibitor Website. The price will be invoiced to the exhibitors after the fair.

Application deadline: **September 7 (Wed.)**

(6) Data Submission

- Submission deadline : **September 30 (Fri.)**
- Submit to : Location is informed to applicants individually.
- File format : Later than Illustrator CS3 (ai/eps) *Should be outlined.
- Please submit the company logo which will be posted on the booth location in the Guide Map.
- Please submit the file by e-mail.

3) Advertisements in the “JIMTOF Daily”

At JIMTOF, we issue the "JIMTOF Daily" distributed inside the venue during the fair in order to better convey information to visitors. We include information about events, special articles, and more to convey the latest information every day during the fair.

[Details]

(1) Date of Publication: **November 8 (Tue.) to November 13 (Sun.)** for each day

(2) Number of Publication: 11,000 / per day

*Differ from day to day.(planned)

*Two Transcriptions for both in Japanese and English

(3) Place of distribution: Entrance of East, West and South Hall / other passages

(4) Size: Tabloid Paper, 8 pages (planned)

(5) Contents of Article

- User's Guide to JIMTOF
- Trend analysis report of exhibitors from the perspective of the user
- Explanation article for JIMTOF
- Introduction article of exhibitors
- Remarkable point of Additive Manufacturing area etc.

[Opening Date for Advertising Application]

From July 1 (Fri.)

[Application Procedure / Contact]

“JIMTOF Daily” is created by THE NIKKAN KOGYO SHIMBUN, LTD. For details about advertising spots and fees, please inquire below.

<The previous version>



■ Contact information:

THE NIKKAN KOGYO SHIMBUN, LTD.

TEL:+81-3-5644-7359 Email : k-info@media.nikkan.co.jp

*Please specify advertisement for JIMTOF Daily when you contact us.

4) Web Banner advertisement

(1) Inserted onto the top page

(2) Published format: GIF/JPEG

(3) Displayed during the four months from **August 1 (Mon.) to November 30 (Wed).**

(4) Size: 60 (H) × 156 (W) pixels

(5) Price: JPY275,000 (tax included)

(6) How to apply: Submit **Order Form 10** by **July 22 (Fri.) on the Exhibitors Website.**

The exhibitors will be charged for the service after the fair.

(7) Data submission

- Submission deadline: **July 22 (Fri.)**
- Submit to: JIMTOF Fair Management Office
- Submission format: File format: GIF / JPEG
Files size: 10KB or less
- Submission: Upload the file on the Exhibitors Website.



5) 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: November 8 (Tue.) to November 13 (Sun.) for 6 days
- (2) Details: As shown below

No.	Location	AD TYPE	Price (Tax included)	Number of location
1	Entrance Plaza (Outdoor)	Bottom of Outdoor display frames	JPY220,000	6
2	Conference Tower 1F Passage	Column sign	JPY220,000	4
3	South Concourse	Column sign	JPY550,000	2
4/11	In front of landing plat form of East Hall / West Hall Escalators	Floor sheet	JPY330,000	East : 1 West : 2
5/10	West Hall 1F Atrium/East Hall 1F Galleria	Column sign	JPY330,000	East : 6 West : 4
6/12/18	East Hall / South Hall / West Hall Entrance	Entrance arch	JPY330,000	2 for each hall (3 for West Hall 1-2)
7/13	East Hall / West Hall Booth Information	Bottom of the hall overview onsite	JPY55,000	—
8/16	Connecting Bridge / South Hall 2F Connecting Passage (Both sides)	Indoor display board	JPY165,000	15 each at East and West* South : 6
	Connecting Bridge / South Hall 2F Connecting Passage (One side)	Indoor display board	JPY110,000	
	*8-e: East Hall exhibitor has priority, 8-w: West Hall exhibitor has priority			
9	East Hall 1F Galleria	Mediaway Banner	JPY165,000	18
14	West Hall Atrium	Banner above escalator	JPY286,000	4
15	Exhibit Hall (interior)	Above booth banner	Refer to P65, (8) Seeting up Above Booth Banner	
17	South Hall 1F Passage between shutters (Both sides)	Free-standing signboard	JPY165,000	4
	South Hall 1F Passage between shutters (One side)	Free-standing signboard	JPY110,000	
19	South Hall Booth Information	Side of the hall overview onsite	JPY165,000	2

(3) Application method

Apply **Order Form 15 by August 12 (Fri.)** to Fair Management Office on the Exhibitors Website. The Fair Management Office will make arrangements regarding the advertisement location and then inform applicants by the end of August. Applicants will be charged after the fair.

(4) Data submission

- **Submission deadline: September 16 (Fri.)**
- Submit to: MURAYAMA INC. by e-mail
- E-mail: ad-jimtof@murayama.co.jp
- File format: Illustrator CS3.0 - CC (ai/eps) *outlined
- Data created in Office software (Word, Excel, PowerPoint, etc.) will not be accepted.
- Place linked images within the same folder as the document.
- Be sure to include a PDF for review.
- For submissions by e-mail, we recommend using a file transfer website.
- As we do not return submitted media, be sure to perform a backup for the data.
- Maximum size for a single file should not exceed 1GB.
- Image resolution: Around 100 dpi in original size

(5) Notes

- Multiple applications can be submitted by one company. However, when the number of applications exceeds the allotted number, Fair Management Office decides which companies may use the space.
- In principle, we plan to post advertising in the location corresponding to your exhibition hall.
- We do not accept application when the content of the advertisement is not related to the fair.

*Prices below include tax.

1 Bottom of Outdoor display frames Limited to 6

Ad Space	Ad Size (W × H)	Price
1 Side	1,800mm × 1,000mm	JPY220,000

2 Column sign (Conference Tower 1F Passage) Limited to 4

Ad Space	Ad Size (W × H)	Price
1 Side	1,200mm × 1,800mm	JPY220,000

3 Column sign (South Concourse) Limited to 2

Ad Space	Ad Size (W × H)	Price
Both Sides	1,200mm × 1,800mm	JPY550,000

4/11 East Hall / West Hall escalator Floor sheet Limited to 1 (East)
Limited to 2 (West)

Ad Space	Ad Size (W × H)	Price
1 Side	3,100mm × 2,500mm	JPY330,000

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

Ad Space	Ad Size (W × H)	Price
Both Sides	1,200mm × 1,800mm	JPY330,000

6/12/18 East Hall / South Hall / West Hall Entrance

Ad Space	Ad Size (W × H)	Price
1 Side	1,360mm × 1,700mm	JPY324,000

7/13 Bottom of East Hall / West Hall onsite

Ad Space	Ad Size (W × H)	Price
1 Side	630mm × 250mm	JPY54,000

8/16 Indoor display board
(Connecting Bridge / South Hall 2F Connecting Passage)

Ad Space	Ad Size (W × H)	Price
Both Sides	848mm × 1,190mm	JPY165,000
1 Side		JPY110,000

9 Mediaway Banner (East Hall) Both Sides

Ad Space	Ad Size (W × H)	Price
Both Sides	1,600mm × 1,100mm	JPY165,000

14 Banner above escalator Both Sides **Limited to 4**

Ad Space	Ad Size (W × H)	Price
Both Sides	2,000mm × 1,200mm	JPY286,000

17 South Hall 1F Passage between shutters
Free-standing signboard

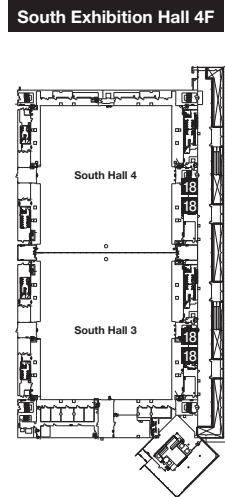
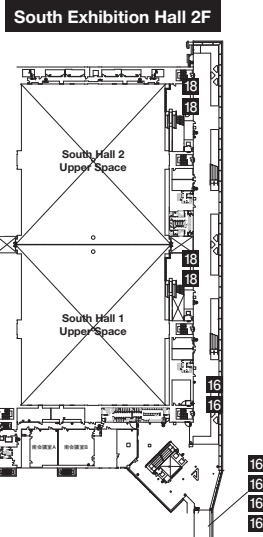
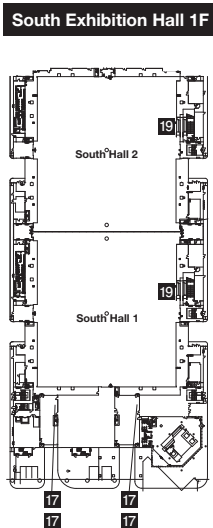
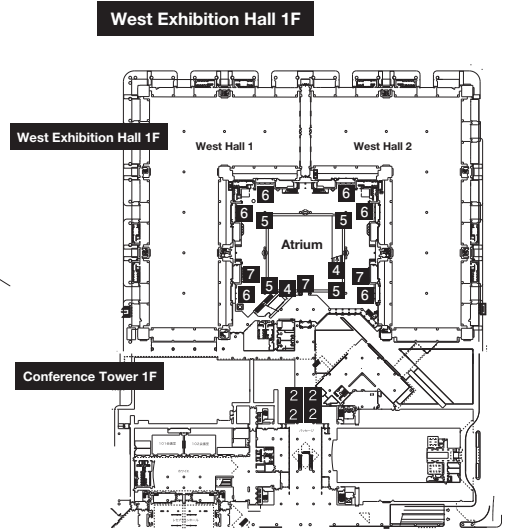
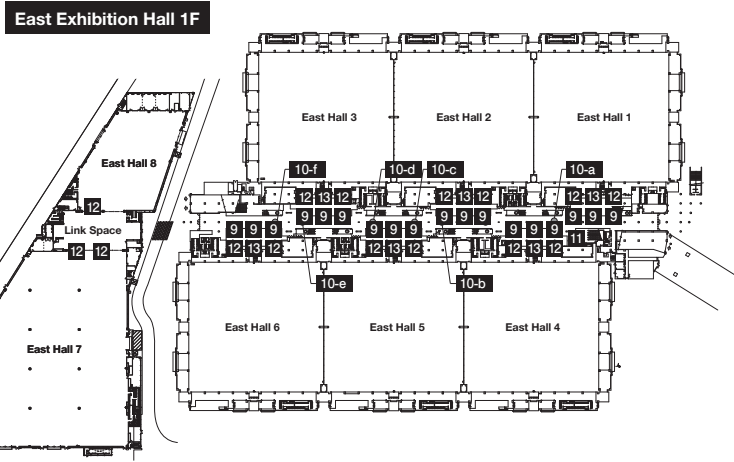
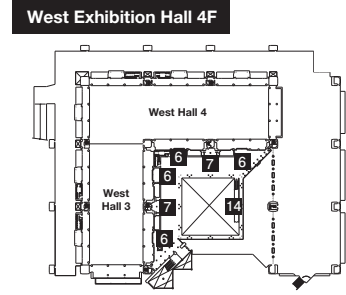
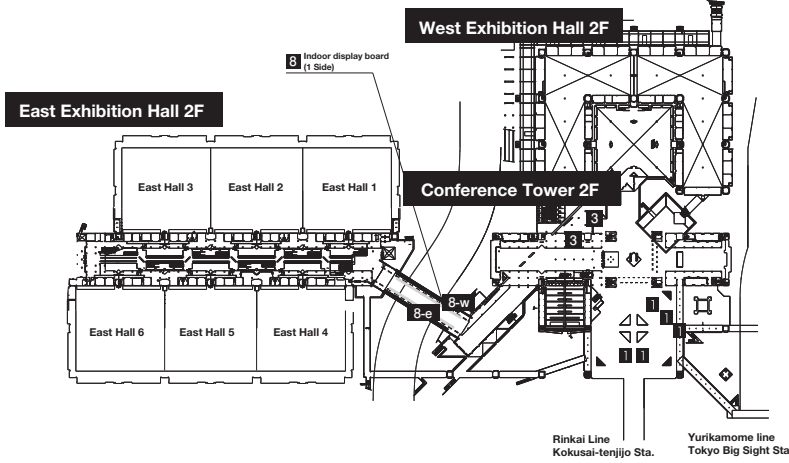
Ad Space	Ad Size (W × H)	Price
Both Sides	950mm × 1,200mm	JPY165,000
1 Side		JPY110,000

19 Side of South Hall onsite **Limited to 2**

Ad Space	Ad Size (W × H)	Price
1 Side	1,360mm × 1,700mm	JPY165,000

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

LOCATION MAP



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

3-5. 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 Office 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) Location and Business hour

- (1) Location: Conference Tower first floor, conference rooms 103 and 104
- (2) Business hour: November 8 (Tue.) - November 13 (Sun.), 9:00 - 17:00 (9:00 - 16:00 on last day)

2) Display of exhibitor catalogues and other publications

- (1) Price: Free
- (2) Procedure: Please bring your catalogues/publications to the Press Center anytime from November 7 (Mon.) (18:00 - 21:00) to November 13 (Sun.)
- (3) Quantity: Each company can leave about 50 copies at the Center.
- (4) Other: Each exhibitor will be responsible for replenishing materials.

3-6. 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. Please make use of this space for promoting your company. If you wish to use the catalogue exhibition corner, **submit Order Form 23 on the Exhibitors Website by September 21 (Wed.)** and **send one copy of the catalogue you plan to exhibit (enclose a Japanese version if available).**

1) Exhibition period: November 8 (Tue.) - November 13 (Sun.), 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 Price



JIMTOF2018

Price	JPY22,000 (Tax included) *Special price for exhibitors
Exhibition target	Manufacturers, firms, and organizations connected to exhibition products noted in the exhibition outline
Exhibition space	For one A4-sized catalogue *Company name and booth number will be provided
Format	Catalogue, CD-R, DVD, etc.
Provided amount	Approx. 300 catalogues
Provided data	Information of visitors who request catalogues
Delivery period	November 5 (Sat.) to 7 (Mon.)
Delivery address	Tokyo Big Sight Inc. JIMTOF Fair Management Office, 3-11-1 Ariake, Koto-ku, Tokyo 135-0063, JAPAN

4) Management

- (1) Fair Management staff members will be regularly assigned to the catalogue exhibition corner 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) Visitors can receive a catalogue after allowing their visitor data to be scanned and recorded. Even if a catalogue is out of stock, the visitor data of persons desiring a catalogue will be scanned so that you can directly send them a catalogue at the later date.

- (3) After the fair has ended, the scanned visitor data will be presented to exhibitors.
- (4) Remaining copies of catalogues will either be returned to the exhibitors at the site or disposed by Fair Management Office. (If you did not pick up the remaining catalogues until the last day of the fair, it would be disposed.)

5) Decisions and detailed regulations

- (1) The position of the exhibition rack will be determined by Fair Management Office. After the positions are determined, “Regulations for the Use of Catalogue Exhibition” will be sent by **October 14 (Fri.)**. Please adhere to these regulations.
- (2) Usage fees will be billed to the exhibitors after the fair.

3-7. 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 11 by July 8 (Fri.) on the Exhibitors Website.**

1) Venue: Conference Tower 6F, Tokyo Big Sight (Planned for about classroom seating, 60 seats)
***The seats will be physically distanced.**

2) Date: November 8 (Tue.) to November 13 (Sun), 11:00 - 16:00 on each day

	Nov.8 (Tue.)	Nov.9 (Wed.)	Nov.10 (Thu.)	Nov.11 (Fri.)	Nov.12 (Sat.)	Nov.13 (Sun.)
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

*Only one session can be assigned to one company.

3) Rental fees: JPY110,000 (tax included) / unit (1 hour)

4) Attached equipment: Projector, Screen, Microphone, Podium, Admission pass reader, Laser pointer

5) Remarks

- (1) You may start to use the room 30 minutes in advance to prepare, and 30 minutes over to clear up.
- (2) Fair Management Office will introduce Exhibitor Workshops on the JIMTOF official website, printed matters and by announcement during the fair. Applicant is responsible for attracting visitors and reception and operation.
- (3) Admission pass readers will be provided to scan the data of workshop participants. The scanned data of workshop participants will be provided to the corresponding exhibitors at the end of the fair.

(6) Allocation and Regulation

- (1) Fair Management Office will allocate the rooms to applicants according to the submitted forms. If there were multiple applications for the same room, Fair Management Office will decide and allocate.
- (2) Assignment and regulations for using the conference room will be sent by July 14 (Thu.) by e-mail. Please adhere to the regulation.
- (3) The rental fee will be invoiced to each exhibitor after the fair.

3-8. AM Area Exhibitor Workshops

OPTION

Inside AM (Additive Manufacturing) Area, there is going to be a workshop space where exhibitors can give presentations. If you wish to give a presentation there, please submit **Order Form 12** on the Exhibitors Website by **July 8 (Fri.)**.

1) Venue: Exhibitor workshop venue inside AM Area (planned for approx. 100 seats)

**The seats will be physically distanced.*

2) Times and dates: From November 8 (Tue.) to November 13 (Sun.), 9:45 to 16:00 on each day

	Nov. 8 (Tue.)	Nov. 9 (Wed.)	Nov. 10 (Thu.)	Nov. 11 (Fri.)	Nov. 12 (Sat.)	Nov. 13 (Sun.)
9:45 to 10:45		H1	J1	K1	L1	M1
11:30 to 12:30	G1	H2	J2	K2	L2	M2
13:15 to 14:15	G2	H3	J3	K3	L3	M3
15:00 to 16:00	G3	H4	J4	K4	L4	

3) Rental fees: JPY55,000 (tax included) / unit (1 hour)

4) Attached equipment: Projector, screen, microphone, podium, admission pass reader

5) Remarks

- (1) All presentations must be related to Additive Manufacturing.
- (2) You may start to use the room 30 minutes in advance to prepare, and 15 minutes over to clear up. Be sure to finish your workshop within the time slot you applied for. Do not exceed your time limit. After finishing your session, please clear up your space as quickly as possible to make room for the next group.
- (3) Fair Management Office will introduce the exhibitor workshops in AM Area on the JIMTOF official website, in printed materials, and by public announcements during the fair. However, **each applicant is responsible for attracting audiences, reception, and workshop operation.**
- (4) Admission pass readers will be provided to scan the data of workshop participants. The scanned data of workshop participants will be provided to the corresponding exhibitors at the end of the fair.
- (5) **The exhibitor workshop venue in AM Area is located inside the JIMTOF2022 venue. Please note that in order to participate, audiences need to register as a visitor beforehand.**

6) Allocation and Regulation

- (1) Fair Management Office will allocate the rooms to applicants according to the submitted forms. If there were multiple applications for the same unit (time slot), Fair Management Office will decide and allocate. The applicants will be notified of its decision by July 14 (Thu.).
- (2) In addition to the aforementioned notification, a list of regulations regarding the use of the workshop space titled “Regulations Regarding the Use of Exhibitor Workshop Space in AM Area” will be sent to the applicants. Please adhere to the regulations.
- (3) The rental fee will be invoiced to each exhibitor after the fair.

3-7. Promotion for Students

OPTION

At JIMTOF2022, 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 around the end of July.

4. Delivery / Removal

4-1. Exhibition Center Outline

East Exhibition Hall Data

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

New East Exhibition Hall Data

	East Hall 7	East Hall 8	Link Space
Exhibition Area	11,680m ²	3,080m ²	1,120m ²
Ceiling Height	12m (lowest point) 13m (highest point)	10m (lowest point) 12m (highest point)	10m (lowest point) 12m (highest point)
Floor Load	5t/m ²	5t/m ²	5t/m ²
Carry-in/out Entrances	4	2	—

West Exhibition Hall Data

	West Hall 1	West Hall 2	West Hall 3	West Hall 4	Atrium	Rooftop Exhibition Area
Exhibition Area	8,880m ²	8,880m ²	4,680m ²	6,840m ²	2,000m ²	6,000m ²
Ceiling Height	12m	12m	13m (lowest point) 18m (highest point)	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	2t/m ²
Carry-in/out Entrances	5	5	2	4	—	—

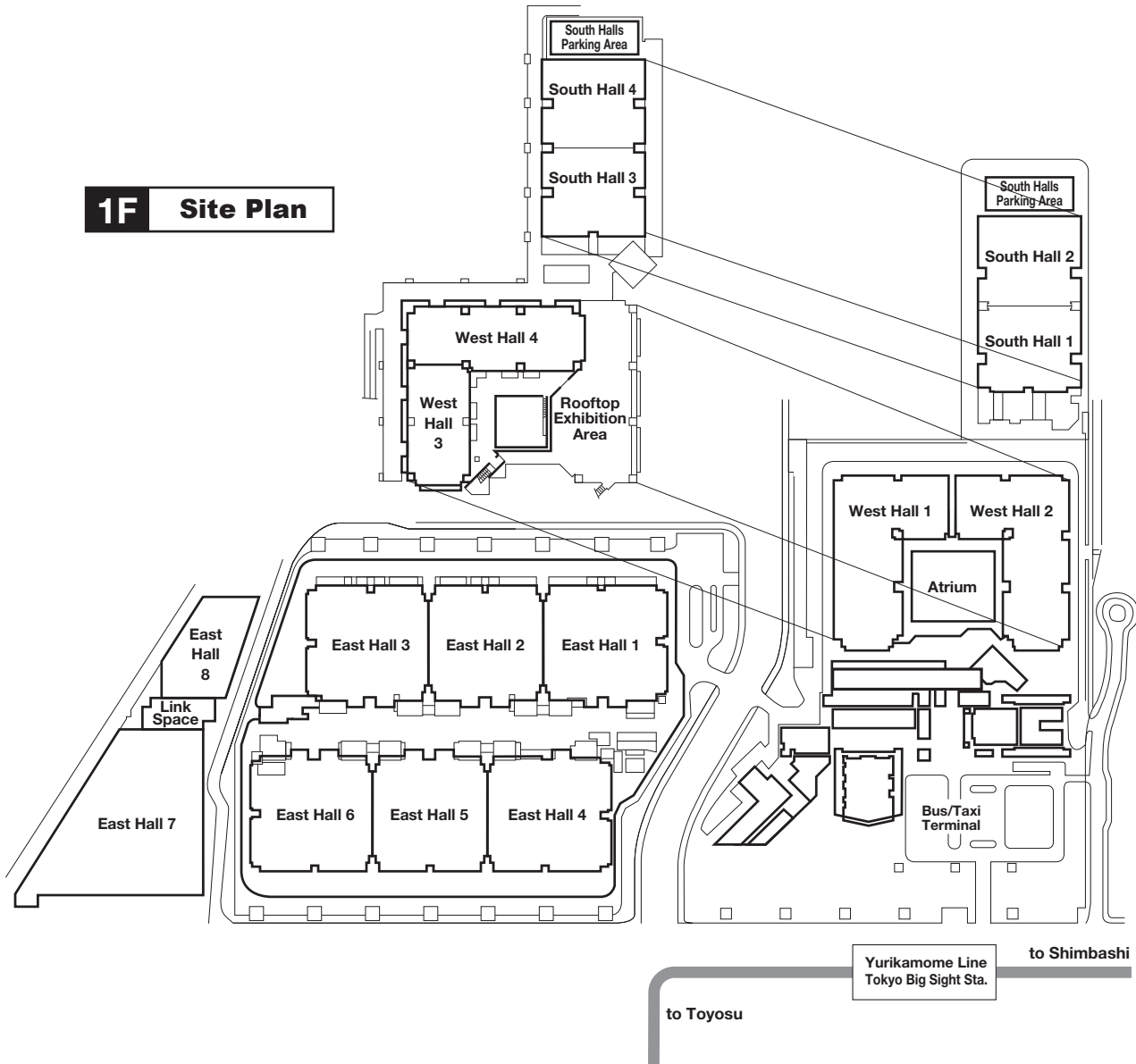
*In the West Hall 3 & 4, fixed in the pit are only tools for electricity and communication equipment.

South Exhibition Hall Data

	South Hall 1	South Hall 2	South Hall 3	South Hall 4
Exhibition Area	5,000m ²	5,000m ²	5,000m ²	5,000m ²
Ceiling Height	12m	12m	13m (lowest point) 18m (highest point)	13m (lowest point) 18m (highest point)
Floor Load	5t/m ²	5t/m ²	2t/m ²	2t/m ²
Carry-in/out Entrances	3	2	3	2

*In every exhibition hall, the ceiling in some of the areas near the walls is low.

1F Site Plan



Fair Outline

General Information

Visitor Promotion

Promotion Tools

Delivery / Removal

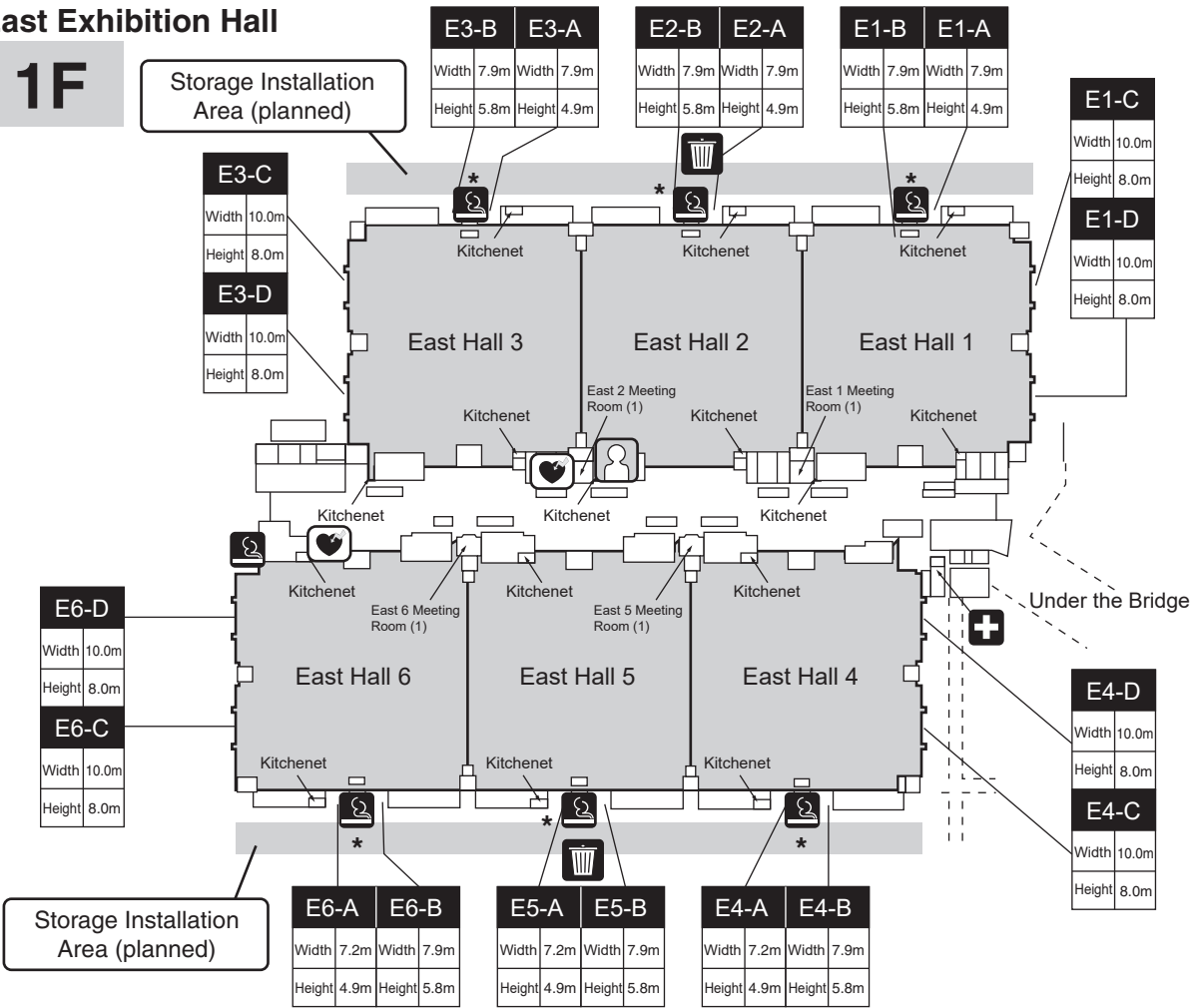
Booth Setup and Management

Visitor Management System

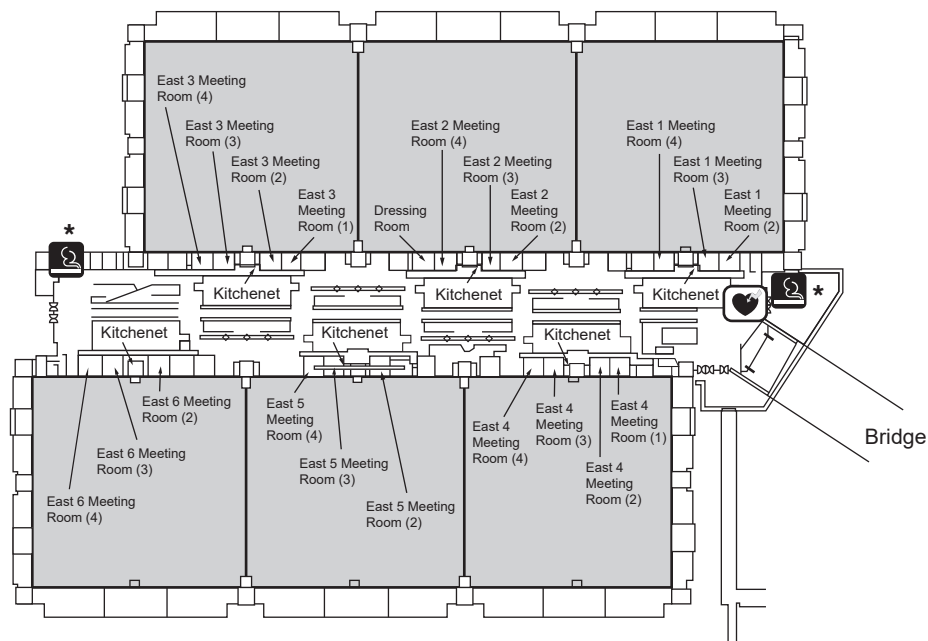
Various Support Services

East Exhibition Hall

1F



2F



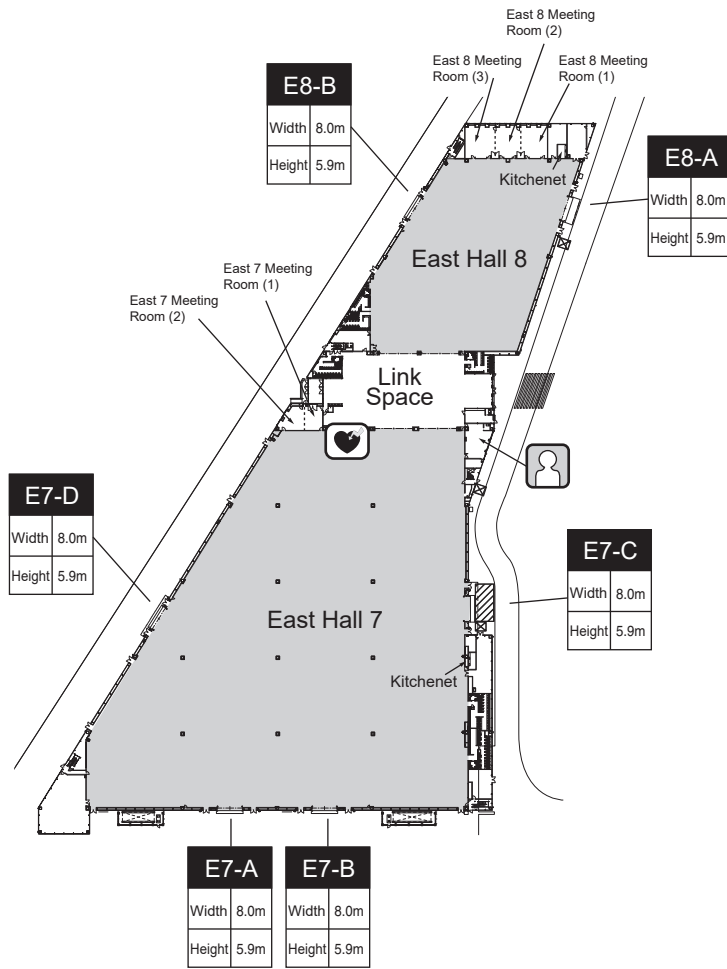
***Smoking areas may change according to conditions at the venue.**

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

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

New East Exhibition Hall

1F



Fair Outline

General Information

Visitor Promotion

Promotion Tools

Delivery / Removal

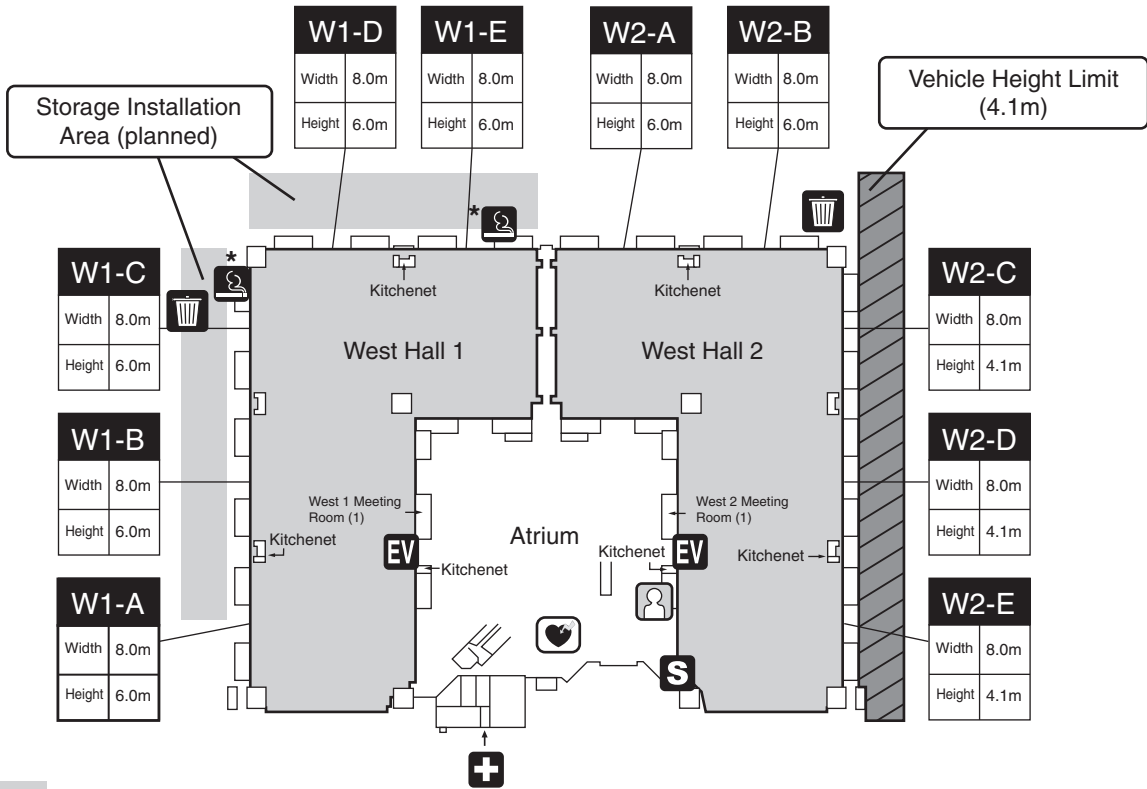
Booth Setup and Management

Visitor Management System

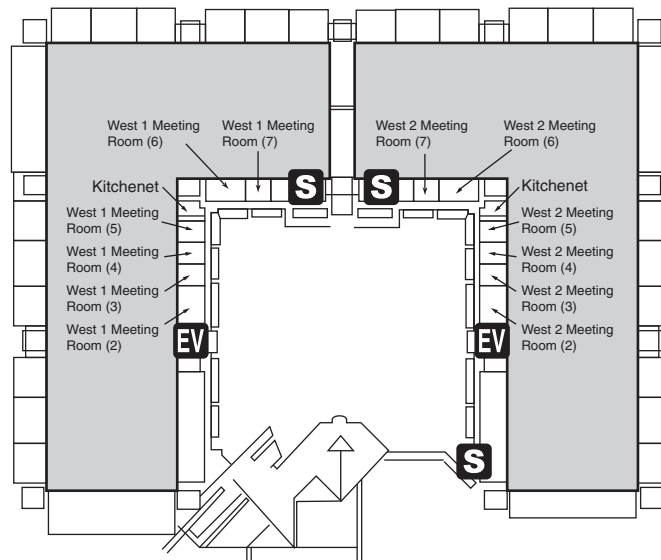
Various Support Services

West Exhibition Hall

1F



2F



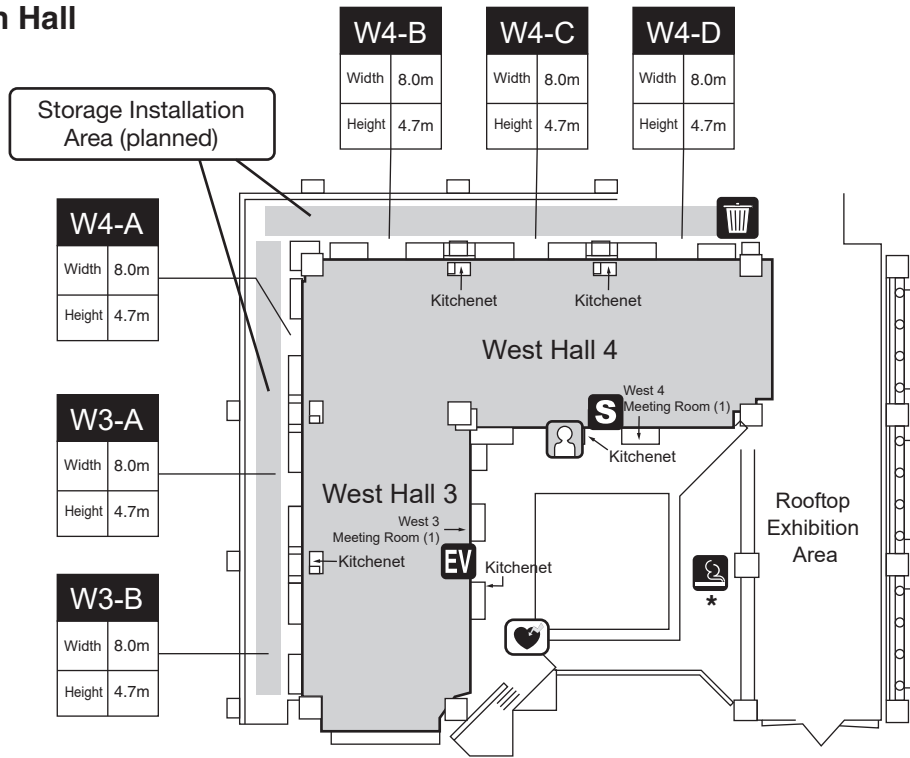
***Smoking areas may change according to conditions at the venue.**

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

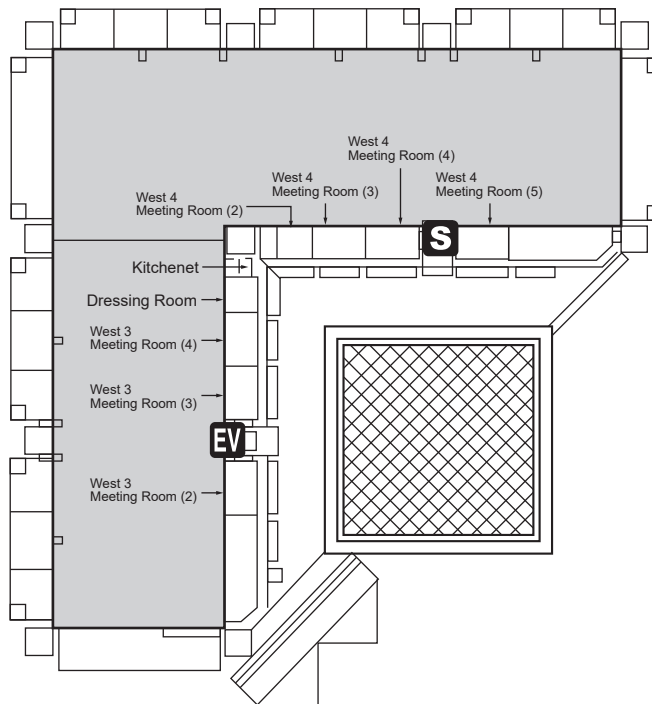
Fair Outline
 General Information
 Visitor Promotion
 Promotion Tools
 Delivery / Removal
 Booth Setup and Management
 Visitor Management System
 Various Support Services

West Exhibition Hall

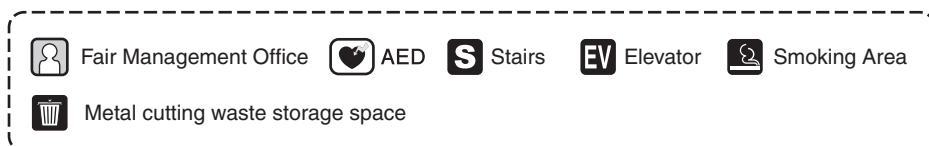
4F



5F

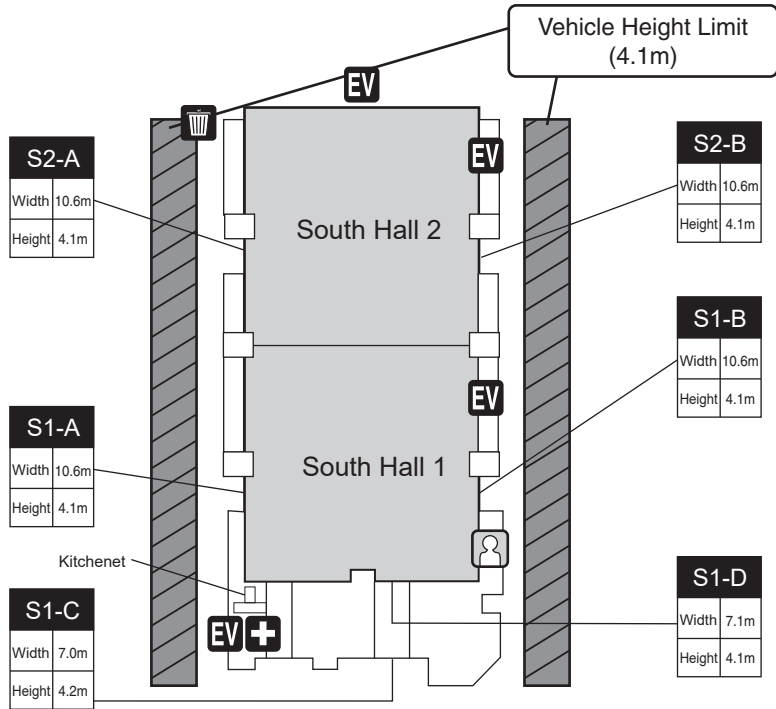


*Smoking areas may change according to conditions at the venue.

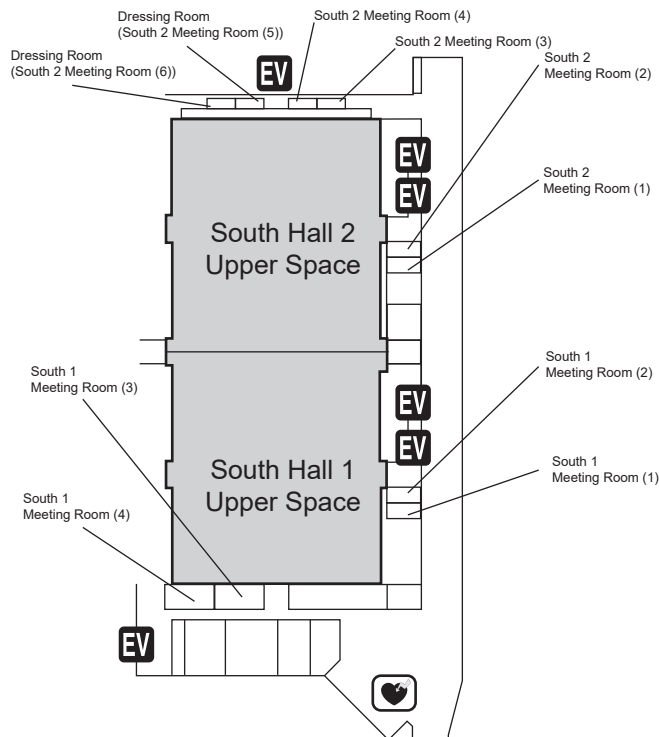


South Exhibition Hall

1F



2F

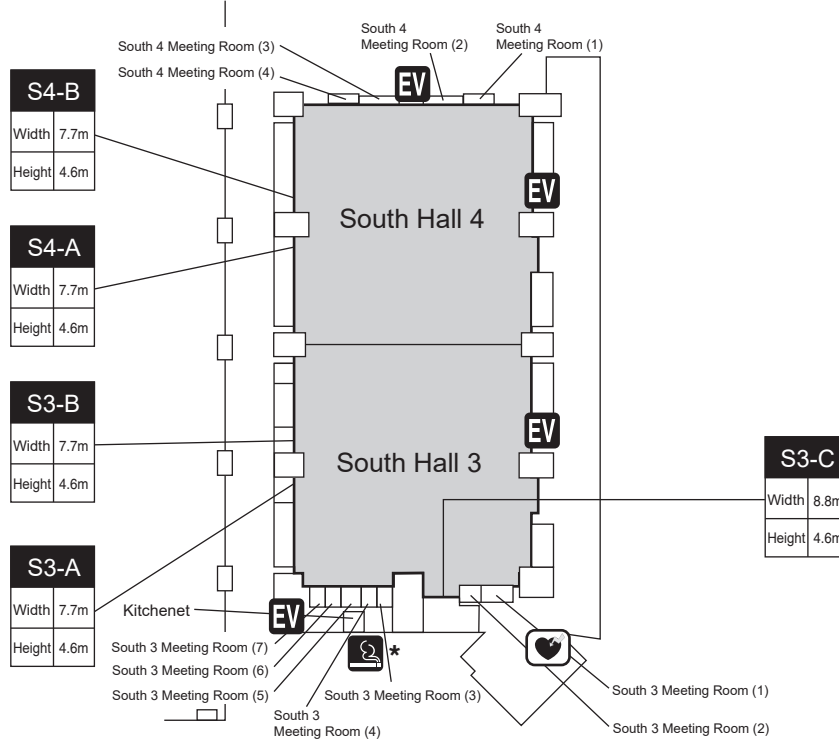


***Smoking areas may change according to conditions at the venue.**

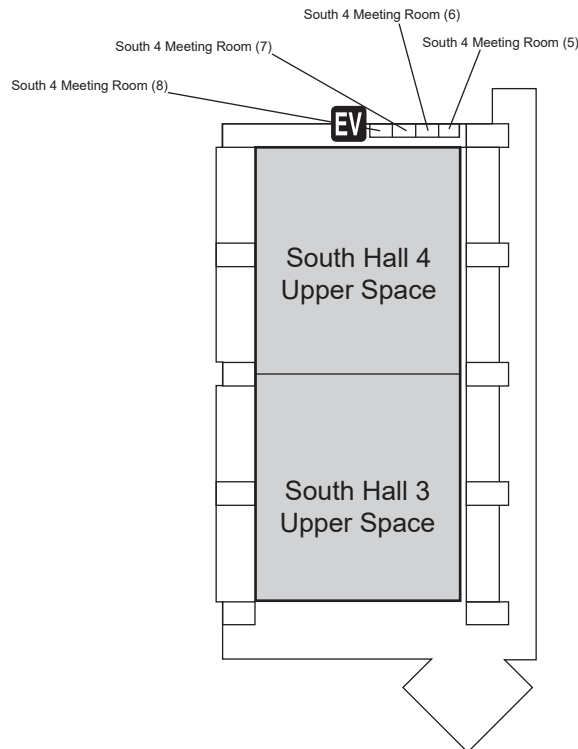


South Exhibition Hall

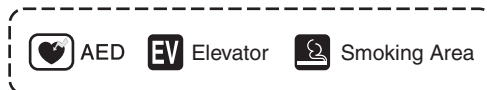
4F



5F



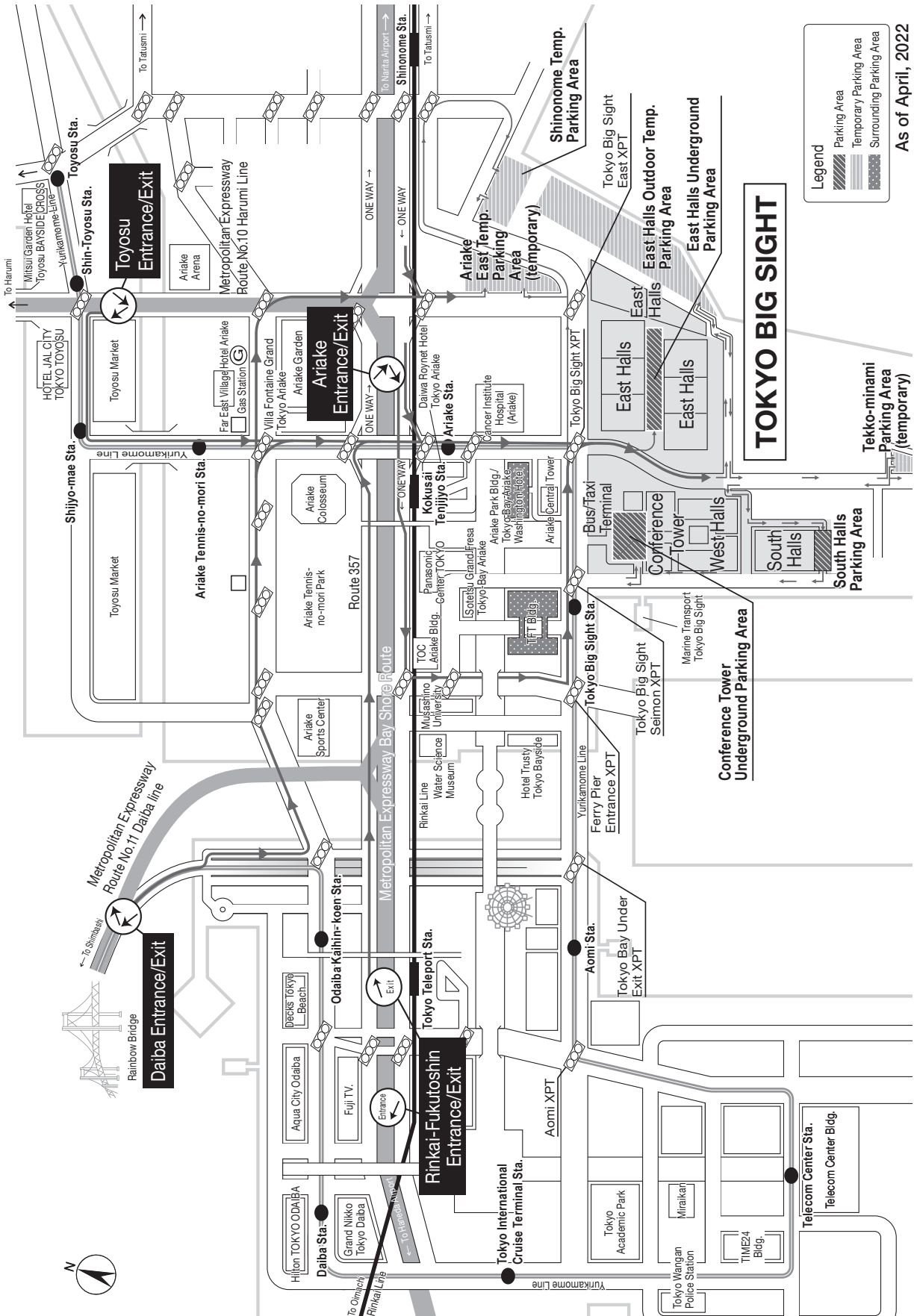
***Smoking areas may change according to conditions at the venue.**



Please refer to

<https://www.bigsight.jp/visitor/floormap>

4-2. Freight Access Routes



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

4-3. Delivery, Removal and Vehicle Policy

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) JIMTOF Delivery / Removal Desk

- A Delivery / Removal Desk will be established at JIMTOF as a general liaison office for delivery and removal of exhibit materials. (Period of operation: Starting from August 25 (Thu.))
- During the delivery / removal period, a JIMTOF Delivery / Removal Desk physically will be set up at the venue. (East Exhibition Hall: in front of East Hall 2; New East Exhibition Hall: in Link Space; West Exhibition Hall: in Atrium, South Exhibition Hall: in South Hall 1 [planned])

■ Contact information: JIMTOF Delivery / Removal Desk, Big Sight Services Corporation
 TEL: +81-3-5530-1174 FAX: +81-3-5564-5430
 E-mail: bss1@bigsight-services.com
 Contact: Mr. Ishii, Mr. Mitamura

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

- Fair Management Office (JIMTOF Delivery / Removal 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 Office 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 **Order Form 1** on the Exhibitors Website **by September 7 (Wed.)**. Fair Management Office (JIMTOF Delivery / Removal Desk) will make adjustments to the designated delivery / removal start date and notify each exhibitor according to the submitted **Order Form 1**.
- When filling out the form, enter the process for the exhibited products and booth decoration. Fair Management Office 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 Office 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) JIMTOF2022 Operation Schedule

[East Exhibition Hall]

(Hour)

			7:30	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
DELIVERY	Nov. 1	Tue.	(Preparation by the Organizer)					Move-in and Set-up for Exhibitors (12:00 to 20:00)												
	Nov. 2	Wed.	Move-in and Set-up for Exhibitors (8:00 to 20:00)																	
	Nov. 3	Thu.	Move-in and Set-up for Exhibitors (8:00 to 20:00)										Supply of Compressed Air (from afternoon)							
	Nov. 4	Fri.	Move-in and Set-up for Exhibitors (8:00 to 20:00)										Supply of Compressed Air (8:00 to 20:00)							
	Nov. 5	Sat.	Move-in and Set-up for Exhibitors (8:00 to 20:00)										Supply of Compressed Air (8:00 to 20:00)							
	Nov. 6	Sun.	Move-in and Set-up for Exhibitors (8:00 to 20:00)										Supply of Compressed Air (8:00 to 20:00)							
	Nov. 7	Mon.	Move-in and Set-up for Exhibitors (8:00 to 20:00) *Vehicles can enter hall until 17:00.										Supply of Compressed Air (8:00 to 20:00)							
FAIR PERIOD	Nov. 8	Tue.	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. 9	Wed.	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. 10	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)																
Nov. 11	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. 12	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. 13	Sun.	Preparation (7:30 to 9:00)	Fair period (9:00 to 16:00)									Move out & Removal (In-booth work only) (Approx. 19:00)		Move out & Removal (Vehicles may enter the venue) (Approx. 19:00 to following day)						
			Supply of Compressed Air (7:30 to 18:00)																	
REMOVAL	Nov. 14	Mon.	Move out & Removal (Previous day to 20:00)																	
	Nov. 15	Tue.	Move out & Removal (8:00 to 20:00)																	
	Nov. 16	Wed.	Move out & Removal (8:00 to 13:00)																	

- Regular work time
- Over-time work period (Fee: JPY11,000/hr.)
*Refer to p. 54 for details.
- Preparations by the Organizer (Exhibitors cannot perform any work during this period)

[West and South Exhibition Halls]

(Hour)

		7:30	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
DELIVERY	Nov. 3 Thu.	(Preparation by the Organizer)					Move-in and Set-up for Exhibitors (12:00 to 20:00)											
	Nov. 4 Fri.	Move-in and Set-up for Exhibitors (8:00 to 20:00)																
	Nov. 5 Sat.	Move-in and Set-up for Exhibitors (8:00 to 20:00)																
	Nov. 6 Sun.	Move-in and Set-up for Exhibitors (8:00 to 20:00)																
	Nov. 7 Mon.	Move-in and Set-up for Exhibitors (8:00 to 20:00) *Vehicles can enter hall until 17:00.																
		Supply of Compressed Air (from afternoon)																
FAIR PERIOD	Nov. 8 Tue.	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. 9 Wed.	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. 10 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)																
	Nov. 11 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. 12 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. 13 Sun.	Preparation (7:30 to 9:00)	Fair period (9:00 to 16:00)									Move out & Removal (In-booth work only) (Approx. 19:00)		Move out & Removal (Vehicles may enter the venue) (Approx. 19:00 to following day)				
		Supply of Compressed Air (7:30 to 18:00)																
	REMOVAL	Nov. 14 Mon.	Move out & Removal (Previous day to 20:00)															
Nov. 15 Tue.		Move out & Removal (8:00 to 20:00)																
Nov. 16 Wed.		Move out & Removal (8:00 to 13:00)																

- Regular work time
- Over-time work period (Fee: JPY11,000/hr.)
*Refer to p. 54 for details.
- Preparations by the Organizer (Exhibitors cannot perform any work during this period)

3) Delivery (move-in and setup) [East Exhibition Hall: November 1 (Tue.) to 7 (Mon.), West and South Exhibition Halls: November 3 (Thu.) to 7 (Mon.)]

- (1) Fair Management Office (JIMTOF Delivery/Removal Desk) will create an overall delivery/removal plan based on the submitted Order Form 1 “DELIVERY / REMOVAL”, and then notify each exhibitor of the delivery (move-in) start date.
- (2) **Exhibitors cannot perform any work during the Fair Management Office construction period (East Exhibition Hall: Until 12:00 on November 1 (Tue.) / West and South Exhibition Halls: Until 12:00 on November 3 (Thu.).**
- (3) A JIMTOF Delivery/Removal Desk “Reception Area” will be set up in the East, West, and South Exhibition Halls (East Exhibition Hall: in front of East Hall 2; New East Exhibition Hall: in Link Space; West Exhibition Hall: in Atrium; South Exhibition Hall: in South Hall 1 [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 Delivery/Removal Desk. The JIMTOF Delivery/Removal 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 Delivery/Removal Desk (security staff).
Exhibitors in East Hall 7 and East Hall 8 must report to the JIMTOF Delivery/Removal Desk that is scheduled to be set up in the Link Space.
- (4) On the final delivery (move-in) day of **November 7 (Mon.)**, Fair Management Office work (such as final cleaning and passageway carpet laying) will be taking place. For that reason, please remove all vehicles (including heavy equipment) from the hall interior by 17:00.

4) During the fair [November 8 (Tue.) to November 13 (Sun.)]

- (1) Fair hours (9:00 - 17:00 *Until 16:00 on November 13 (Sun.)) **Vehicles cannot enter the exhibition area.**
- (2) Before and after fair hours (7:30 - 9:00 and 17:00 - 18:00)
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.
*Vehicle entrance may be restricted depending on the level of congestion in the truck yard.
- (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, and you cannot enter or leave a parking lot outside of its regular operating hours.
 - If exhibitor parking lot becomes full, you will be informed of an alternate parking lot.

Exhibitors	Parking Lot	Opening Hours
East Hall / New East Exhibition Hall	East Hall Underground Parking Area East Hall Outdoor Temporary Parking Area	7:30 to 23:00
West Hall / South Hall	South Halls Parking Area (planned)	7:30 to 23:00

*Use caution entering the East Hall Underground Parking Area and the South Hall Multistory Parking Area as they have a height clearance of 2.1 meters.

5) Removal (move-out) [November 13 (Sun.) to 16 (Wed.)]

- (1) Fair Management Office will notify each exhibitor of the removal (move-out) start date.
- (2) **Vehicles cannot enter the exhibition area on the last day of the fair, November 13 (Sun.) from 16:00 to around 19:00 because Fair Management Office 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.
Vehicle will be permitted to enter the exhibition area from around 19:00 that same day.

- (3) Some exhibitors may be asked by the JIMTOF Delivery/Removal Desk for removal on the same day of November 13 (Sun.) of objects obstructing removal plans at the carry-in entrances and/or flow of work. Should that occur, we ask for your cooperation.
- (4) **The venue must be returned to its original condition by 13:00 on November 16 (Wed.), 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 Office. 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	Quantity 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 passes 10-15 booths: - 4 passes 16-20 booths: - 5 passes 21-29 booths: - 6 passes 30+ booths: Consult JIMTOF Delivery/Removal 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. **(Copying of a vehicle pass is prohibited.)**
- (5) To change the number of vehicle passes (except for exhibitor vehicle passes), contact the JIMTOF Delivery/Removal 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 1-8, West Hall 1-2, South Hall 1-2	45t
West Hall 3-4, South 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 South 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. Note that vehicles are allowed to pass to the Rooftop Exhibition Area only if their gross weight is less than 10t.
- (3) Vehicles are not allowed in the Atrium area. Please transport materials by cart, etc., from West Hall 1 or 2.

8) Vehicle height limits

Please be aware the truck yards in front of West Hall 2 W2-C, W2-D, W2-E, S1-A/B, and S2-A/B shutters have a vehicle height limitation of 4.1 m. (Refer to P. 44 and 46 “Vehicle Height Limit”).

9) Material delivery route

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

10) 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 Office will dispose of them as it wishes. In such case, the cost of disposal will be billed to the exhibitor.

11) Exhibitor and contractor passes

During the delivery and removal periods, please wear your exhibitor pass or contractor pass. For details, refer to P. 9, “5. Admission to the Site”.

12) Working hours (overtime work)

- (1) During the delivery/removal period, working hours will be basically 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/South Fair Management Office**. As a general rule, personnel must exit by 23:00 at the latest (all-night work is permitted on the last day of the fair).
- (2) During the fair period, 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/South Fair Management Office**. As a general rule, personnel must exit by 23:00 at the latest.
- (3) Fair Management Office will issue an invoice for overtime work, based on the Request for Overtime Work (JPY11,000/hour, tax included) (total overtime work: round up 30 minutes and longer to 1 hour, round down shorter than 30 minutes). However, no fee will be charged for overtime work performed from 20:00 on November 13 (Sun.) until 8:00 on November 14 (Mon.).
- (4) Use of compressed air outside of the specified supply periods or times will result in a fee of 5,500 yen/hr. being charged in addition to the above overtime fee. (Refer to P. 83 “7. Compressed Air”.)

4-4. Transportation / Delivery Service

OPTION

1) Shipping Service

- (1) The following companies are recommended by Fair Management Office.
- (2) Exhibitors who wish to utilize the service should consult directly with the following shipping companies.
- (3) Exhibitors may use the shipping company which is not listed below.

Service	Service contents	Schenker-Seino Co., Ltd.	Nippon Express Co., Ltd.	Kintetsu World Express Sales Inc.	Kintetsu Cosmos Inc.	Sagawa Express Co., Ltd	Kawaguchi Matsumoto Express Service Co., Ltd	Nissin Corporation
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	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 rental fees for each service.

Company	TEL	FAX	Person in Charge	E-mail
Schenker-Seino Co., Ltd.	+81-3-5769-7380	+81-3-5769-7381	Fairs & Exhibitions / Relocations Department Ms. Takano, Ms. Ohki	Ms. Takano yachiyo.takano@schenker-seino.co.jp Ms. Ohki Kana.Ohki@schenker-seino.co.jp
Nippon Express Co., Ltd.	+81-3-3778-8274	+81-3-3778-8264	Sales 3rd Mr. Shiota	nittsu-events-gte@nipponexpress.com
Kintetsu World Express Sales Inc.	+81-3-5443-9455	+81-3-5443-9457	Exclusive Logistics Sales Department Mr.Naya, Mr.Kobayashi	Mr.Naya:masaho.naya@kwe.com Mr.Kobayashi:nobumasa.kobayashi@kwe.com
Kintetsu Cosmos Inc.	+81-3-5148-3960	+81-3-3542-6910	Ginza Sales Office Mr.Sugawara, Mr.Mizukami, Mr.Matsukawa, Mr.Kashiwada	kci-events@kwe.com
Sagawa Express Co., Ltd	+81-3-3522-3120	+81-3-3522-3101	Koto Sales Office Mr. Sasaki	s_sasaki013@sagawa-exp.co.jp
Kawaguchi Matsumoto Express Service Co., Ltd	+81-48-282-3114	+81-48-284-5086	Mr. Matsumoto Ms. Yuasa	of-1@kmu.co.jp
Nissin Corporation	+81-3-3238-6500	+81-3-3238-6508	Mr. Sakamaki, Mr.Kase	y_sakamaki@nissin-tw.com

2) Delivery

- (1) 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.
- (2) Fair Management Office is not responsible for items delivered by courier to Exhibitors. It can only be received by Exhibitors or their representatives.
- (3) Courier companies do not require delivery and removal vehicle passes.
- (4) The Tokyo Big Sight's West Exhibition Hall/Conference Tower/South Exhibition Hall, East Exhibition Hall and New East Exhibition Hall have different addresses.
 [West Exhibition Hall, Conference Tower and South Exhibition Hall]
 3-11-1 Ariake, Koto-ku, Tokyo
 [East Exhibition Hall and New East Exhibition Hall]
 3-10-1 Ariake, Koto-ku, Tokyo

(Address Label example)

Delivery Date:	
Person in Charge:	Mobile Phone No.
Company Name:	
Booth No.	Hall No.
JIMTOF2022	
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 the delivery / removal period

Vehicles are allowed to drive in to the truck yard outside the exhibition halls, but not inside the exhibition halls.

(2) During the fair

- Opening hours (9:00 - 17:00 (9:00 - 16:00 on last day))

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

- Closing hours (7:30 - 9:00 and 17:15 - 18:00)

Vehicles are allowed to drive in to the truck yard outside the exhibition halls, but not inside 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 Office 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 JIMTOF2022. This also applies to display materials, not just exhibition products.

2) Bonded display area

Fair Management Office will allocate booths or halls at JIMTOF2022 to Tokyo Customs as a designated bonded display area. This way, the foreign products can be displayed as bonded display items without paying import duty and tax. 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 Office by submitting **Order Form 2 by September 7 (Wed.) on the Exhibitors Website**. Fair Management Office will send the relevant documents to exhibitors.

4) Overall handling of bonded display items

Fair Management Office uses Schenker-Seino Co., Ltd. as the official agent for handling bonded display items. Instead of contacting Fair Management Office, 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.

■ Contact information:

Schenker-Seino Co., Ltd.

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

E-mail: yachiyo.takano@schenker-seino.co.jp

Kana.Ohki@schenker-seino.co.jp

Contact: Ms. Takano, Ms. Ohki

5. Booth Setup and Management

5-1. Examples of booth Regulations

Required

*Decorations beside Passage ways

- Decorations which height are between 101cm 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 101cm.

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

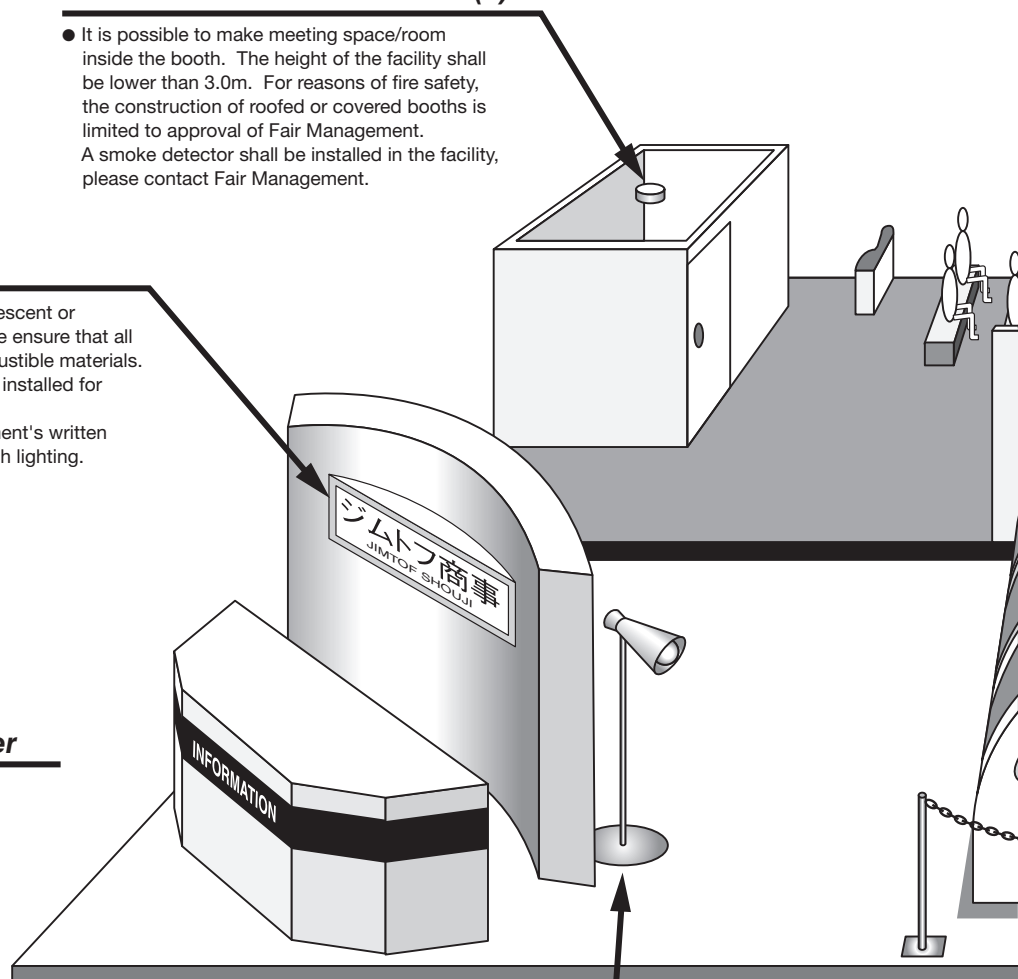
- When using concealed fluorescent or incandescent lighting, please ensure that all fixtures are made of incombustible materials. Proper ventilation should be installed for adequate heat dissipation. Please obtain Fair Management's written approval when installing such lighting.

Two Story Booth

- Refer to P.64

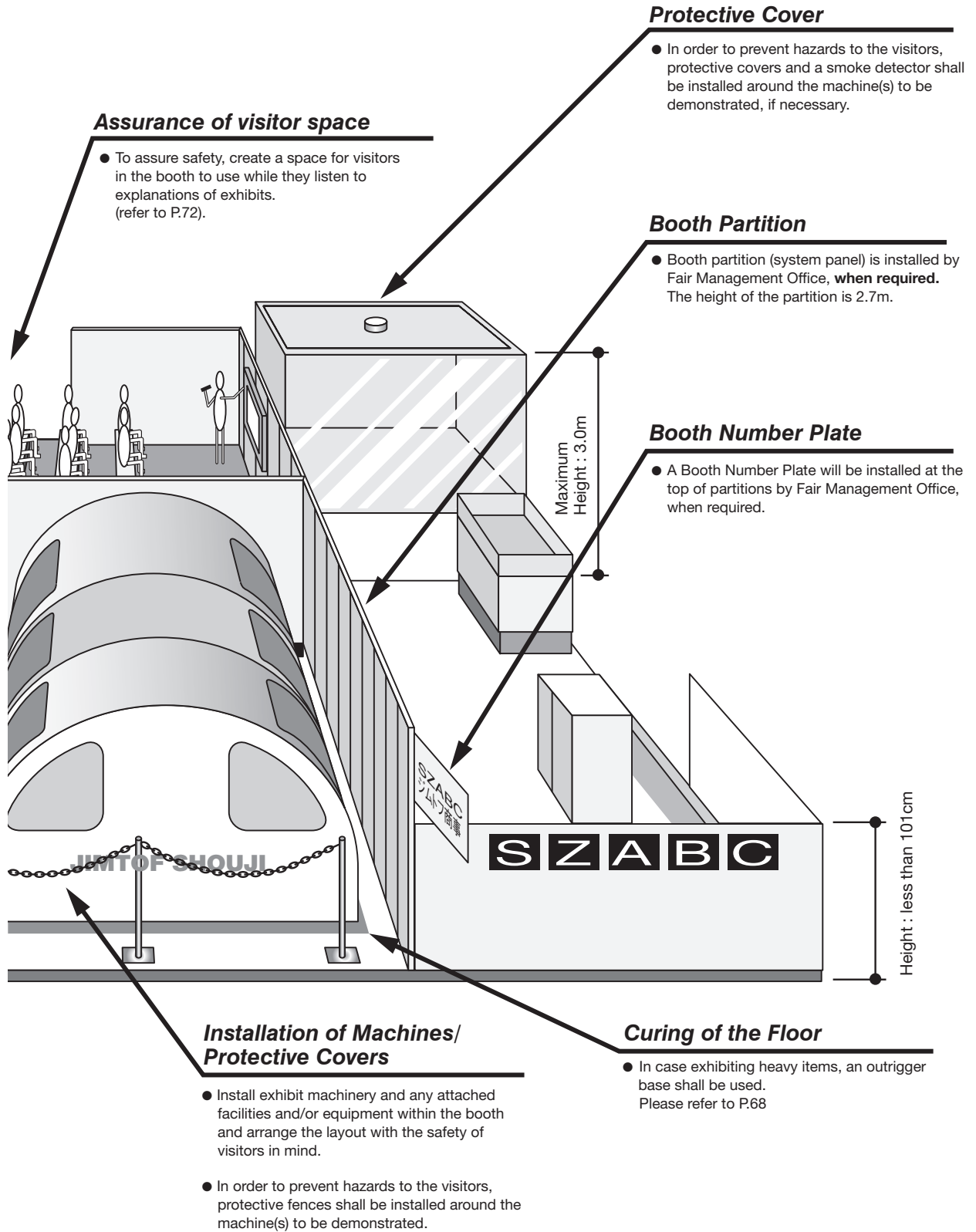
Above Booth Banner

- Refer to P.65



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.62).
- * Demonstration of Exhibits:**
Please use insulate equipment for noise and vibration, not to be objections to other exhibitors and visitors. (refer to P.71).
- 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

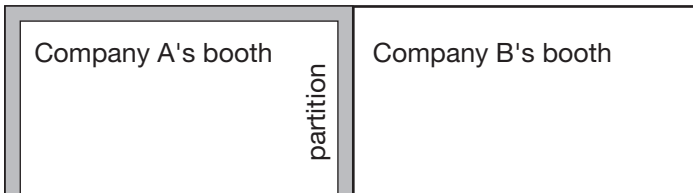
Decorations shall not block the view of the halls or their overall improvement, harmony and appearance. All labor activities relating to installation and decoration shall take place only within the booths. Do not place any exhibit material or decoration in the passageways or in other Exhibitors booths. **Fair Management Office 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) (Additive Manufacturing Area includes 6m² (3m x 2m)). 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 16 by September 7 (Wed.) on the Exhibitors Website.** Booth partition (system panel) will be installed free of charge for the requesting exhibitor.
- (3) In the case above, 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.

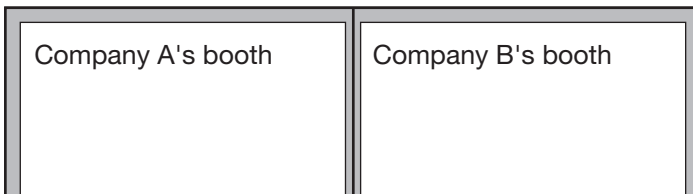
<System Panels (fireproof) Regulations>

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



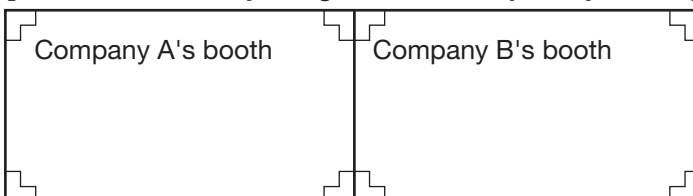
A partition panel will be installed in Company A's booth.

[If both adjoining exhibitors need partition]



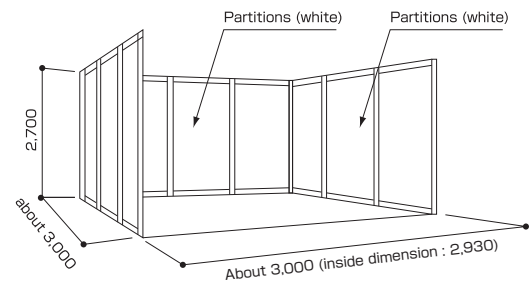
A partition panel will be installed on the boundary line of the adjoining booths.

[If neither of the adjoining exhibitors requires partition]



Four corners of each booth is displayed.

[Booth Partitions]



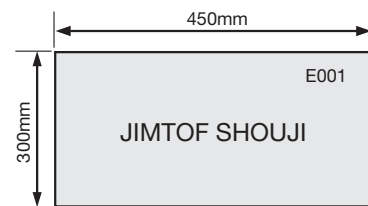
- Exhibitors cannot replace, remove, or change the panels.
- As all system panels are leased to Exhibitors, care MUST be taken in their handling. Exhibitors will be liable for any damage caused to the system panels.
- System Panels cannot be used for decorations. Any improvement, cutting, or driving 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 Office 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 16 by September 7 (Wed.) on the Exhibitors Website**. Only the contract exhibitor (exhibit applicant) is allowed to request. Booth number plate for co-exhibitor and represented company will not be provided. 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)



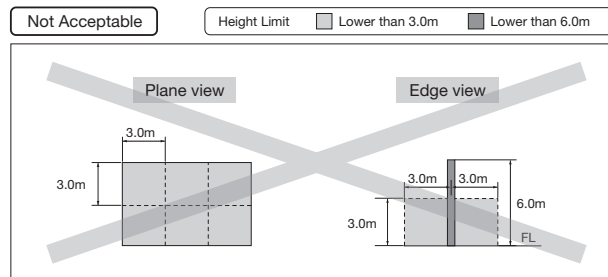
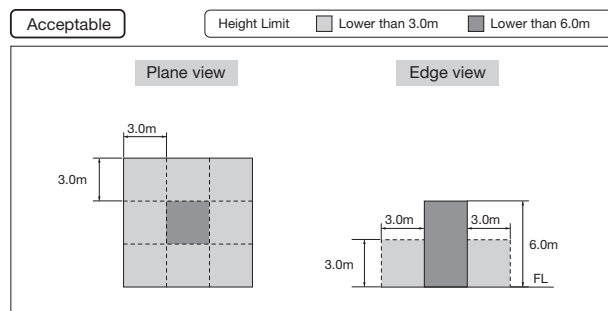
*Booth Number Plate cannot be ordered on-site.

■ Contact information:

Official Contractor: MURAYAMA INC.
 TEL: +81-3-6221-1960 FAX: +81-3-6221-1915
 E-mail: intl-jimtof2022@murayama.co.jp
 Contact: Ms. Norose, Ms. Takamura, Ms. Ushijima

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 Office.**
- 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 Office when displaying products **taller than 3m**.
- Exhibitors wishing to include any of these contradictions must apply and submit blueprints on the Exhibitors Website to obtain permission by **October 6 (Thu.)**. If there are on-site items not confirmed with drawings beforehand, Fair Management Office may demand corrections or removal of the fixtures on-site.



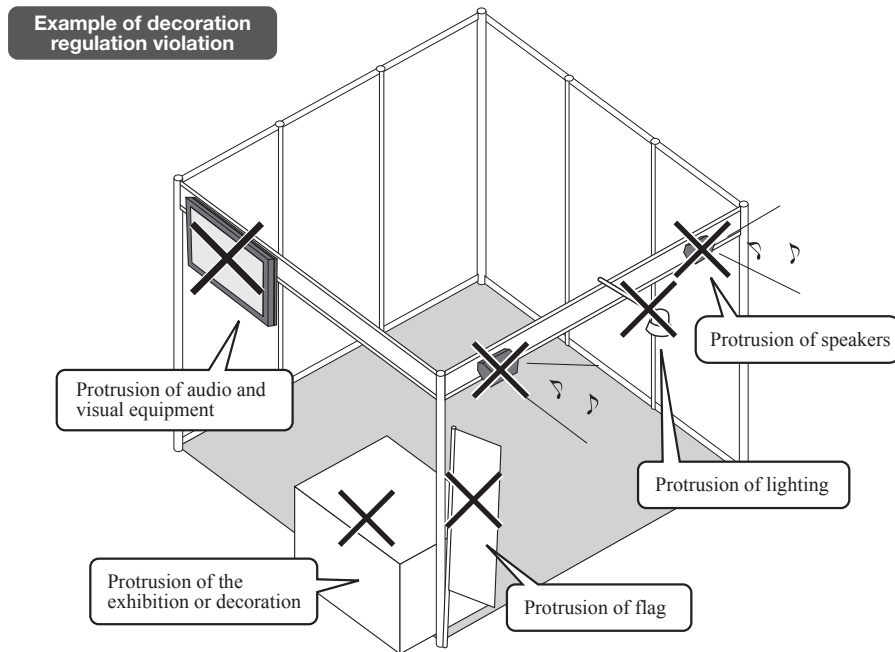
■ Preferential measure regarding the lighting height limit

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 should submit an installation plan to the Fair Management Office in advance and receive 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 Office 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 Office by **October 6 (Thu.) on the Exhibitors Website** and receive confirmation before installing a ceiling structure.
- (3) If the ceiling structure 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 Fair Management Office confirmation has been received, Fair Management Office 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) Platform

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

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

Exhibitors wishing to make a two-story booth are required to submit **Order Form 17 by September 7 (Wed.) on the Exhibitors Website**. Blueprints of the booth decorations must be attached to the form. Fair Management Office 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 JIMTOF2022, More than 15 booths of exhibit at one location may apply for two-story construction.
- 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 and/or double layer ceiling or roof are not allowed.

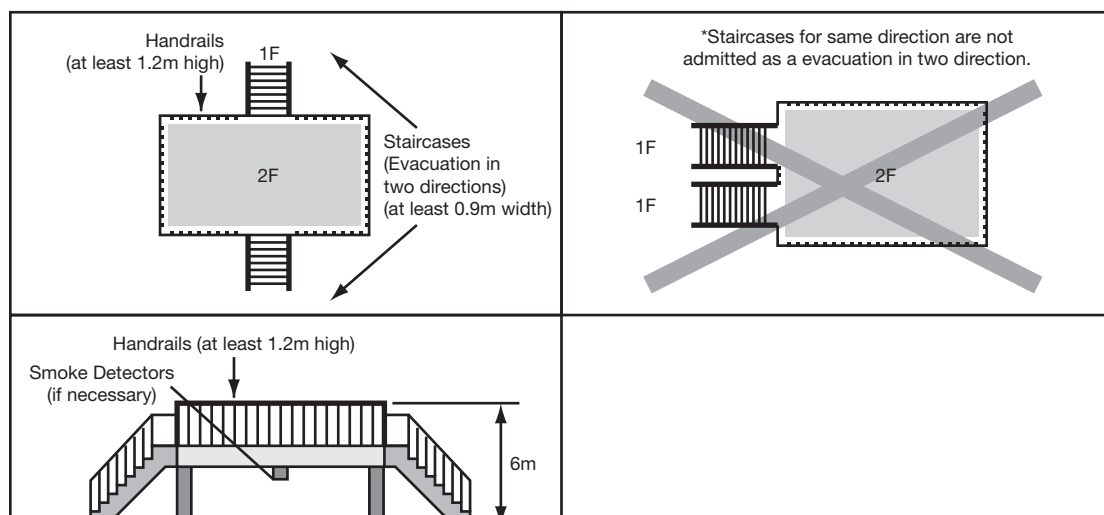
(2) Fees

The floor area of the second story 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 (Display of exhibits is not allowed).
- 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 Above Booth Banner (For 21 or more booths)

The following is information for exhibitors who wish to set up banners above the booths. To ensure safety as well as smooth delivery and removal, Fair Management Office is selling packages that include banner creation and hanging. Exhibitors who wish to take advantage of this package should fill in the **Order Form 17 and submit the form by September 7 (Wed.) on the Exhibitors Website**, 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) Price

The following information indicates the price for banner installation. The price includes banner printing, hanging, and removal.

	Basic Size (L3600mm × W4500mm)		Special Size (L3600mm × W9000mm)	
	East Exhibition Hall	New East Exhibition Hall West Exhibition Hall	East Exhibition Hall	New East Exhibition Hall West Exhibition Hall
Price (One side print)	JPY528,000/Sheet	JPY440,000/Sheet	JPY1,056,000/Sheet	JPY880,000/Sheet
Price (Both sides print)	JPY704,000/Sheet	JPY660,000/Sheet	JPY1,408,000/Sheet	JPY1,320,000/Sheet

*The above prices include tax.

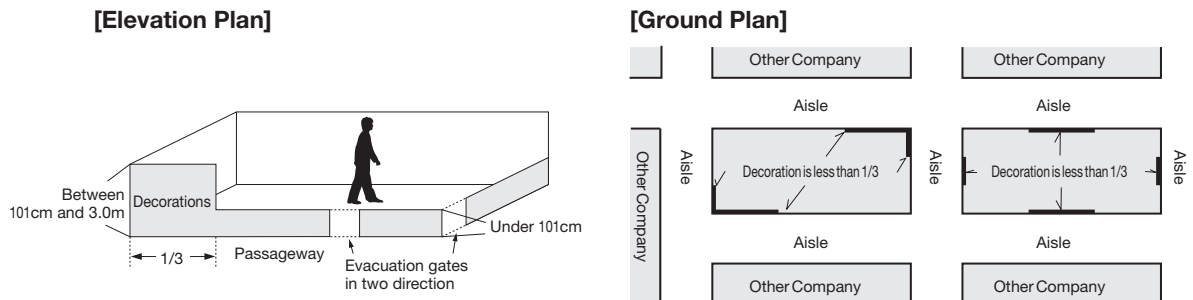
(4) Setup conditions

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

- 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 a banner is hung must be within the boundaries of the booth. However, Fair Management may request an exhibitor to change the hanging position if there are problems due to the structure of the facilities. The hanging position cannot be changed after the banner has been set up.

9) Decorations facing the Passageways

- (1) In order to ensure enough space for emergency exits, booths must be kept wide open.
- (2) Decorations which are between 101cm 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 101cm. 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 Office for approval by October 6 (Thu.) on the Exhibitors Website.



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 Office with **Order Form 3 by September 7 (Wed.) on the Exhibitors Website.**

(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:

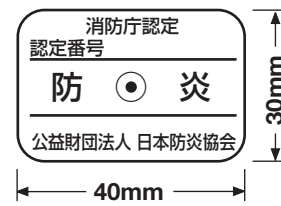
- All plywood, veneer should be treated with fire retardant liquids and put the "Flame Retardant" label.
- All thick coverings used in exhibit decoration such as cloth, paper or wall covering must be certified as flame retardant and put the Flame Retardant label. Thin coverings i.e. paper completely 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 put the Flame Retardant label. Antiflaming works are prohibited at the venue.
- The exhibitor should put 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 local Fire Department for the use of any unspecified decorative material. Exhibitors are requested to provide a sample for testing to Fair Management Office. Material to be used in the fair must be approved as fire proofed by the Japanese Fire Service Act. 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 Fair Management Office. Fair Management Office 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)



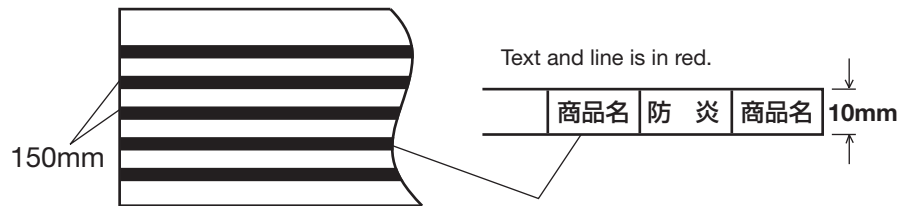
Coloring will be white base with "Flame Retardant" text in red and other text and horizontal line in black.

(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 materials

- 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 Office, Big Sight Services Corporation. Big Sight Services Corporation will dispose the materials for a fee. Fair Management Office will dispose any other materials left at the venue, and the exhibitors will be billed.

Please refer to P.98 "7-13. Cleaning 1) Disposal of Waste"

(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.
- Soundproof is same as above. Please ask to the Fair Management Office for further information.

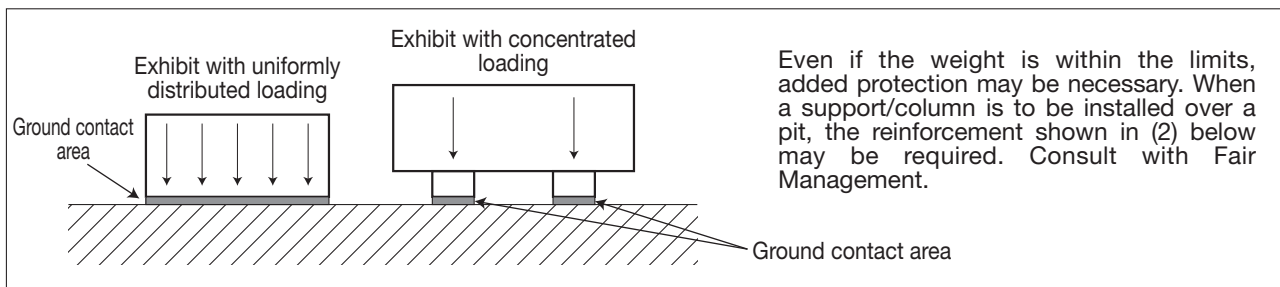
11) Exhibiting Heavy Items

(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 by September 7 (Wed.) on the Exhibitors Website**

	East Hall 1-8, West Hall 1&2, South Hall 1&2	Link Space	West Hall 3&4, South Hall 3&4	Atrium
Finish	Concrete			Artificial tile
Floor load*	5t/m ²		2t/m ²	360kg/m ²
Anchor bolt	Yes (φ16mm, depth : 60mm or shorter, on the pits / NO)	NO	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 Office. Exhibits exceeding the weight limit of one block dividing pits (next page), Fair Management Office 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 Office. When exhibiting one item exceeding 2t-6t, they must be at least 3m apart. Fair Management Office may ask exhibitors to relocate or reduce the weight etc. 	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.

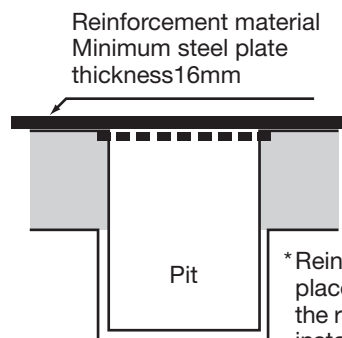
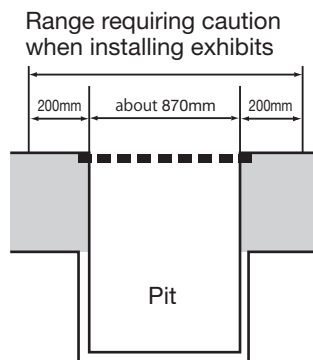
*Stand-alone weight of the exhibition product ÷ Ground contact area of the exhibition product



(2) Pits and its vicinity

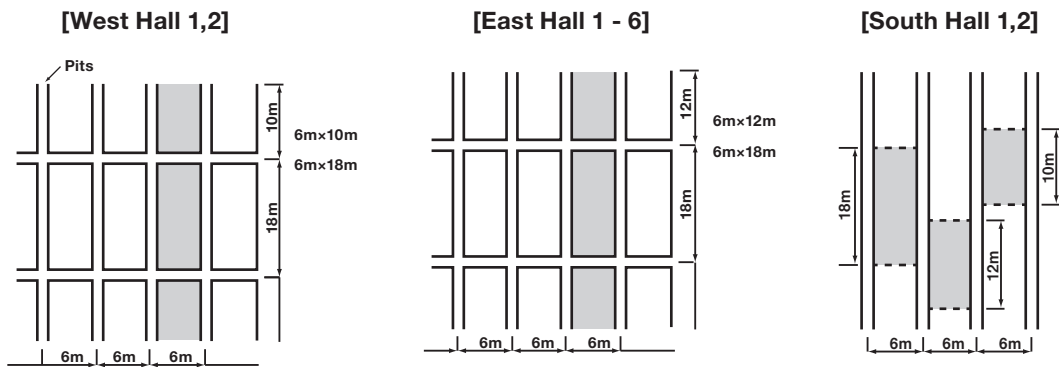
In case items (East Hall 1-8, West Hall 1&2, South Hall 1&2; 3t or more / West Hall 3&4, South Hall 3&4; 1t or more) need to be placed on pits or their vicinity, they shall be reinforced according to the instructions shown below. Please contact Fair Management Office for details.

*Anchor bolts MUST NOT be hit 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

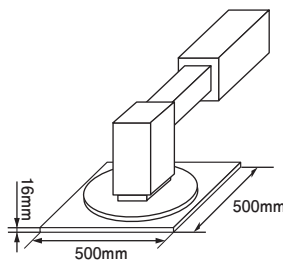
Method of Installation	Maximum Weight of Exhibit		
	6m x 18m Area	6m x 12m Area	6m x 10m Area
Placed flat on the floor 	Up to 80t	Up to 50t	Up to 40t
With legs or pillars 	Up to 60t and Up to 8t/leg or pillar	Up to 35t and Up to 8t/leg or pillar	Up to 30t and Up to 8t/leg or pillar

(4) Restrictions when installing the display

- Hanging crane shall be 45t rafter type 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.

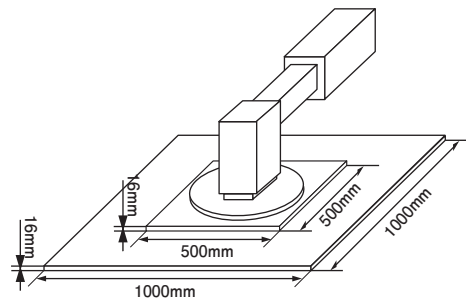
■ to 35t Rafter

500 x 500 (mm) Steel Plate



■ to 45t Rafter

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



12) Floor Work

Fair Management Office will be notified of all intended floor work using **Order Form 25** by **September 30 (Fri.)**, which they will examine. **If an exhibitor performs work that has not been reported in advance or is prohibited, Fair Management Office may halt the work immediately and later charge a fine.**

(1) Driving Anchor Bolts

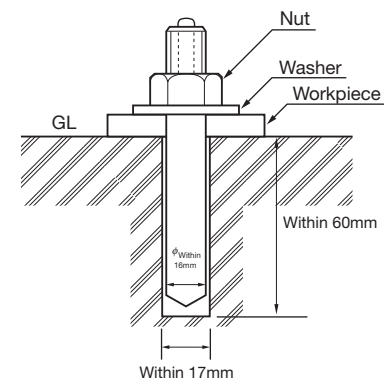
- Anchor bolts are restricted to strike anchors with a diameter of 16mm or less and shield depth of 60mm or less (drill diameter of 17mm or less). All other anchor bolts **MUST NOT** be driven into the floor. (Including concrete nails, concrete pins, femalescrew anchors, chemical anchors etc.)
- You may not affix anchor bolts to pits or an area with 200mm of the edge of a pit lid.
- Hitting anchor bolts are not allowed in the Atrium and Link Space.
- The cost of the permit is JPY1,100/anchor bolt (tax included). 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.
- Painting, varnishing or glueing directly to the any part of the building.
- Use of powerful adhesive tape.
- Glueing 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.
- 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.

■ Contact Information

MURAYAMA INC.
 TEL: +81-3-6221-1960 FAX: +81-3-6221-1915
 E-mail: jimtof2022@murayama.co.jp
 Contact: Mr. Kawakami, Ms. Hattori

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) Setting of security staff

Set 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 debris

- Waste oil: Refer to P.88, 8) Disposal of Lubrication oil, Cutting oil etc.
- Debris: A dustbin will be set up in the truck yard (Delivery/Removal area). Please take all debris to this location (Please refer to P.40-47, 4-1. Exhibiton Center Outline).

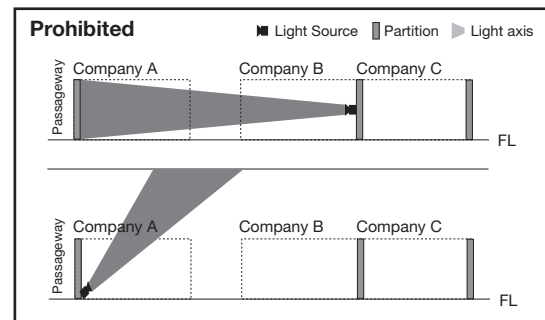
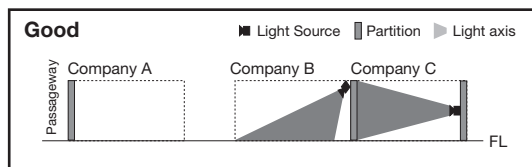
2) Exhibit Regulations

(1) Retail Sales

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

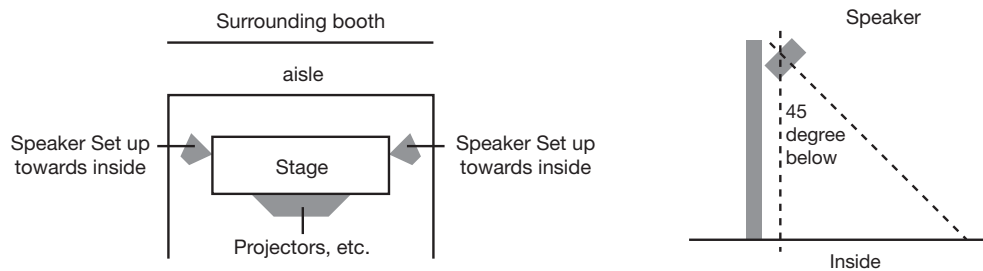
(2) Lighting inside the booth

- 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.



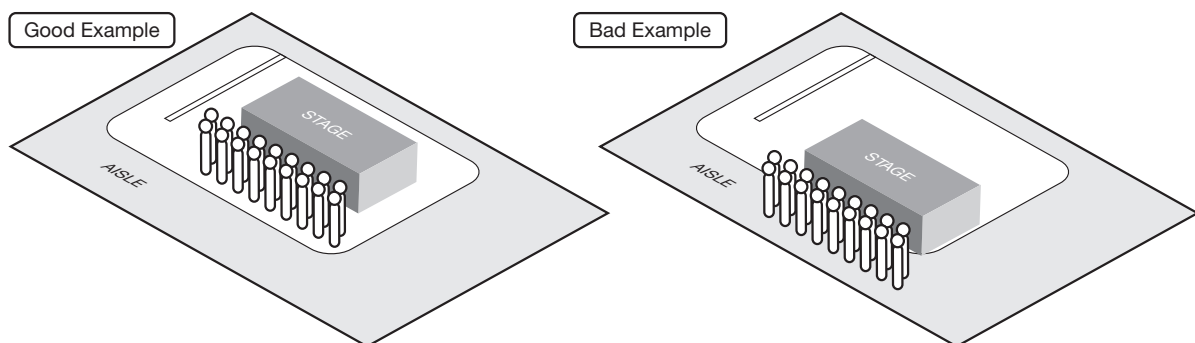
(3) Sound volume

- 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) Prepare space for audience

- To assure safety, prepare 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.
- Please be careful not to make the aisles by audience when you use video equipment.
- If any problems occur as a result of the above points, Fair Management Office 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 Office judge 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

Exhibition hall ceilings are installed with HID lighting (East Halls 7 & 8, West Halls 1 to 4, South Halls 1 to 4 and Link Space are LED).

The light intensity is 400LX or more in the exhibition halls (East Halls 7& 8, West Halls 1 to 4, South Halls 1 to 4 are 600LX or more).

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 Office, according to the power requirements applied for by each Exhibitor.

* Although, in general, electric wiring will be provided in each booth, it might be necessary to connect through near booths due to the conditions of the facilities.

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%
10	1.0
15	1.5
20	2.0
30	3.0

100V/200V AC single-phase 3 wire system *1

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

*1) Over 225A, 2 circuits are necessary.

200V AC 3-phase 3 wire system *2

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

*2) Over 400A, 2 circuits are necessary.

5) Electrical Services Application

- (1) Please submit the **Order Form 5-1 by September 7 (Wed.) on the Exhibitors Website**. Please indicate clearly the type of outlets you require (lighting and utility, or motor and equipment) and a set point of the breaker.
- (2) If using a package booth, 100V 1.5kW electrical equipment is included in the set. (For details, refer to P.108 “7-21. Guide to Package Booth and Rental Items”.) If you need electrical equipment in excess of 100V 1.5kW or for 200V, please inquire to submit **Order Form 5-1 by September 7 (Wed.)**.”

The exhibitors need to contract electricity main breaker with ampere not wattage.

Please fill AMPERAGE in “Current Breaker Capacity” appropriate for requiring wattage.

6) Electricity Charges

Fair Management Office will bill the Exhibitor for trunk line construction work and setting the breaker. This charge which Fair Management Office 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 (tax included)

100V AC single-phase 2 wire system

Breaker set point	Price
10A	JPY12,100
15A	JPY18,150
20A	JPY24,200
30A	JPY36,300

200V AC 3-phase 3 wire system *2

Breaker set point	Price
15A	JPY62,799
20A	JPY83,732
30A	JPY125,598
50A	JPY209,330
75A	JPY313,995
100A	JPY418,660
125A	JPY523,325
150A	JPY627,990
175A	JPY732,655
200A	JPY837,320
225A	JPY941,985
250A	JPY1,046,650
300A	JPY1,255,980
350A	JPY1,465,310
400A	JPY1,674,640

100V/200V AC single-phase 3 wire system *1

Breaker set point	Price
20A	JPY48,400
30A	JPY72,600
50A	JPY121,000
75A	JPY181,500
100A	JPY242,000
125A	JPY302,500
150A	JPY363,000
175A	JPY423,500
200A	JPY484,000
225A	JPY544,500

*2) Over 400A is calculated in proportion to above rates.

*1) Over 225A 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 Office with **Order Form 3 and submit on the Exhibitors Website by September 7 (Wed.)**. The cost for the works will be at Exhibitor’s expense.

(1) Special electric power supply system

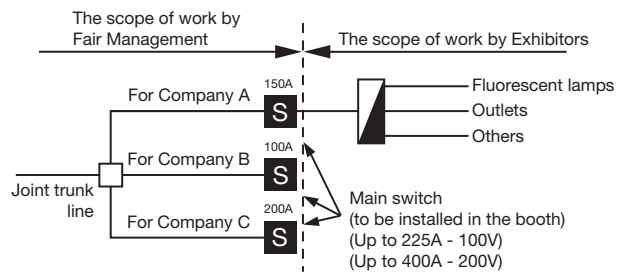
For additional wattage, amps, horsepower, voltage, phase, or for additional outlets, please contact IIDA Electrical Works Co.,Ltd. beforehand.

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, November 7(Mon.)**.

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 November 7 (Mon.) to 17:00 on November 13 (Sun.)**. If you need electricity supply before 13:00 on November 7 (Mon.) or after 17:00 on November 13 (Sun.), please inquire to submit **Order Form 5-4** on the Exhibitors Website.
*You must submit **Order Form5-3** for use.

(2) Regular Supply Hours

Electricity supply will be turned on from **7:30 to 18:00 (7:30 to 17:00 on November 13(Sun.))** 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 **Order Form 5-4 on the Exhibitors Website by September 29 (Thu.)**. The cost for the extra wiring will be at the Exhibitor's expense. please inquire to.

■ Period of Temporary Electrical Supply

	Hall	Period of Temporary Electrical Supply
Delivery Period	All Halls / Link Space / Atrium	East Hall : Nov. 3 (Thu.) 9:00 - West / South Hall : Nov. 5 (Sat.) 9:00 -
Removal Period	All Halls / Link Space / Atrium	Nov. 13 (Sun.) 17:00 to Nov. 16 (Wed.) 10:00

(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 November 7 (Mon.) and after 16:00 on November 13 (Sun.). Wall outlets at the venue cannot be used.**

- (5) If you require 24-hour power supply during the exhibition, please inquire in advance with the Fair Management Office's contracted electrical company, "IIDA Electrical Works Co.,Ltd." In order to prevent electrical accidents and the waste of energy, please be sure to turn off all switches except those circuits that require 24-hour power supply before closing the booth at the end of the day. Also, for exhibitors who do not require 24-hour power supply, please be sure to turn off the main switch (breaker) at the end of the day in order to prevent electrical accidents.

11) Staggered Operating Hours

Fair Management Office 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 5-2** "ELECTRICAL WORK PLAN" to Fair Management Office 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.

■ Submission of ELECTRICAL WORK PLAN

Application Period: September 29 (Thu.) - September 30 (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)

Remarks: Please submit 3 copies of the form. One copy will be returned.

■ Submission destination for the exhibitors requiring 50 A or less

IIDA Electrical Works Co.,Ltd

1-8-21 Shinkiba, Koto-ku, Tokyo, Japan 135-0082

TEL: +81-3-3521-3522 FAX: +81-3521-3524

E-mail : jimtof2022@iida.co.jp

- Drawings must be approved by Fair Management Office 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 three sets of original drawings and copies. (One set will be returned after being checked.)
- The contractor should confirm power capacity approved by Fair Management Office 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 Office.
- 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 Office 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 Office. After approval, the changes will be performed by the Fair

Management Office's contracted electrical company; however, the changes will be made at the exhibitor's expense. Please report to Fair Management Office 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 wiring and devices with a voltage-to-ground over 150V must be grounded. Grounding should be done using branch wires from the earth terminal in the circuit breaker.

Assembling the circuit breaker should be considered carefully by its size of the circuit and branching fraction.

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 (PSE Label) 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. Also, if there are uneven sections, include a step slope so that there are no obstacles for people walking.

- Wiring Connections

When connecting wires, use a junction box together with sleeves joints and connectors to properly perform connections.

■ 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.
- Exhibitors must obtain the approval of Fair Management Office 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. 100V should be branched every 1.5kW and 200V must also be branched using appropriate capacity.
 - 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 5-3** to Fair Management Office.

A package booth user does not have to submit Form 5-3.

(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:

IIDA Electrical Works Co.,Ltd.
 TEL: +81-3-3521-3522 FAX: +81-3521-3524
 E-mail: jimtof2022@iida.co.jp
 Contact: Mr. Harano, Mr. Ota, Mr. Kasuya

5-5. Communication Equipment

OPTION

1) Application Procedure

Exhibitors requiring Analog line for telephone and fax or shared internet connection or High-speed optical connection for computers or other transmission equipment within booths should contact the following address **by September 30 (Fri.)**.

■ Contact information:

In House Communication Line Services Desk

FAX: +81-3-5530-1106

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

*The application can be downloaded from the website of Tokyo Big Sight below.

<https://www.bigsight.jp/english/organizer/services/network/>

2) Payment

Approximately one week after receiving your provisional application, In House Communication Line Services Desk will send to you a bill showing a monetary amount that is attained by calculating the total usage fees for temporary line services and consumption tax.

After payment is received, In House Communication Line Services Desk will issue a receipt to you. Your application will then be considered finalized.

It should be noted that if your billing is to include an amount that corresponds to actual use (calling charges, etc.), In House Communication Line Services Desk will send to you an additional billing statement that covers such charges approximately two weeks after the end of your exhibit.

3) Service type

■ Analog line

(1) Period of Use

November 7 (Mon.) 14:00 - November 13 (Sun.) 16:00

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

(2) Telephone Charges

Description	Charges
Installation fee for Analog Line and Telephone Set	JPY10,476 (Tax included)
Call fees	On the basis of the amount used (Nippon Telegraph and Telephone Corp. or SoftBank) charge

(3) Others

- In House Communication Line Services Desk 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 In House Communication Line Services Desk.

■ Shared internet connection / High-speed optical connection

(1) Shared internet connection

10Mbps: JPY33,000 (Tax Included) / 100Mbps: JPY55,000 (Tax Included)

(2) High-speed optical connection

10Mbps: JPY77,000 (Tax Included) / 100Mbps: JPY110,000 (Tax Included)

(3) Secondary services

Extension works inside booths can be provided.

*For more details, please contact the following address,

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

■ Terrestrial digital broadcasting line

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

4) Preparations

■ Disconnection of the line

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

■ Moving of the phone line

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

■ Using of the wireless LAN

(1) Fair Management Office does not provide wireless LAN service in the exhibition hall.

(2) Tokyo Big Sight offers a free Wi-Fi service that can be used throughout the facility.

For details, please check the official website of Tokyo Big Sight.

URL:<https://www.bigsight.jp/english/visitor/services/wi-fi.html>

5-6. Water Supply and Drainage

OPTION

Exhibitors requiring water supply and drainage services for their booth must submit **Order Form 18** on the Exhibitors Website by **September 7 (Wed.)**.

1) General Facilities

A water supply outlet (basic) will be made available at one location in the booth. Exhibitors cannot choose the location of the outlet. It might be necessary to install the outlet in a nearby booth due to the conditions of the facilities. A pantry is available in each hall for hot and cold drinking water.

2) Period of Supply

November 7 (Mon.) 10:00 - November 13 (Sun.) 18:00

3) Plumbing Equipment Charges

Fair Management Office 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	*Price (Tax included)	Water utility charge
13mm ϕ	JPY85,800	JPY990/m ³ (over 10m ³)
20mm ϕ	JPY132,000	
25mm ϕ	JPY165,000	

*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 of Fair Management Office.
- (3) Ensure all equipment does not obstruct the fire prevention facilities, and kept out of passageways and other areas.
- (4) Contact YAMAZAKI KOGYO Co., Ltd. before draining cold or hot water into a drainage pit.
If exhibitors who do not require water supply and drainage services for their booth drain cold or hot water into a drainage pit, also please contact YAMAZAKI KOGYO Co., Ltd. to prevent accidents.
- (5) Never pour into 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 Office 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 Office may choose to limit access to water.

■ Contact information:

YAMAZAKI KOGYO Co., Ltd.

TEL: +81-3-5305-5091 FAX: +81-3-5305-5092

E-mail: jimtof2022@yamazakikogyo.com

Contact: Mr. Ishizuka, Mr. Tobii, Mr. Takeuchi

5-7. Compressed Air

OPTION

Exhibitors requiring supply of compressed air in the booths shall apply with **Order Form 18** by **September 7 (Wed.) on the Exhibitors Website.**

1) Supply Outlet

A compressed air supply outlet (basic) will be made available at one location in the booth. Exhibitors cannot choose the location of the outlet. It might be necessary to install the outlet in a nearby booth due to the conditions of the facilities.

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

(2) Pressure: about 0.5 - 0.65Mpa

* For exhibitors who require pressure exceeding 0.65MPa, please contact YAMAZAKI KOGYO Co., Ltd.

2) Period of Supply

[East Exhibition Hall]

November 3 (Thu.) - Afternoon

November 4 (Fri.) - November 7 (Mon.) 8:00 am - 8:00 pm

November 8 (Tue.) - November 12 (Sat.) 7:30 am - 8:00 pm

November 13 (Sun.) 7:30 am - 6:00 pm

[West / South Exhibition Hall]

November 5 (Sat.) - Afternoon

November 6 (Sun.) - November 7 (Mon.) 8:00 am - 8:00 pm

November 8 (Tue.) - November 12 (Sat.) 7:30 am - 8:00 pm

November 13 (Sun.) 7:30 am - 6:00 pm

* Overtime use of compressed air costs JPY5,500/hour (This rate include tax.) addition to the overtime work charge (refer to P.54, 12)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.)

* Compressed air can be used until 23:00 during the delivery period and the fair period. If you want to use it after 23:00, please contact YAMAZAKI KOGYO Co., Ltd. in advance.

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)	JPY93,500 (Tax included)
Fees for additional air volume (Fees per one liter from the 301 liter)	JPY110 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 exhibitor.

(2) Works performed by exhibitor shall be removed at the close of the fair and the site shall be restored to its original condition at exhibitor's expense.

(3) All equipment must not obstruct the fire prevention facilities, and be kept out of passageways and other areas.

5) Preparations

- (1) Exhibitors requiring air pressure less than 0.5Mpa shall install their own decompression unit.
- (2) The provided air may include water, oil, mist, or the like. Exhibitors requiring dry air shall install their own air dryer or the like for their exhibited products. The Fair Management Office's contracted compressed air company handles arrangements for air dryers and the like. Please inquire with YAMAZAKI KOGYO Co., Ltd., listed below.
- (3) Construction works inside the booth shall be performed at the Exhibitors expense.

■ Contact information:

YAMAZAKI KOGYO Co., Ltd.

TEL: +81-3-5305-5091 FAX: +81-3-5305-5092

E-mail: jimtof2022@yamazakikogyo.com

Contact: Mr. Ishizuka, Mr. Tobii, Mr. Takeuchi

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 7 (Wed.)** on the Exhibitors Website. 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 Fire prevention ordinance.

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

If absolutely necessary for demonstration of exhibitions, the actions under “(2) Use of naked flame” and “(3) Bringing in hazardous materials” may be accepted after the approval of the fire department 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 above prohibited actions will not be accepted. And even if the approval requirements are not observed, the exhibitor may be required to correct or cease using the corresponding equipment.

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 7 (Wed.)** on the Exhibitors Website. Fair Management Office will collect the forms and submit them all at once to the local fire department, 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
 - 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)
- (3) Materials showing how to demonstrate Use of naked flame and Bringing in hazardous materials.
- (4) Document indicating appearance, material, and capacity of the container (when hazardous materials are exhibited or stored).

■ Important:

- 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 Office. 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.89, Annexed Table of the Fire Service Act 4th Group).
- If you apply with an amount of hazardous materials that exceeds the determined number, we will ask exhibitors to reduce the number of them.
- Contact the Fair Management Office by August 26 (Fri.) if you are going to bring a mainly hydrogen, acetylene and methane or similar flammable material into the exhibition site due to the time required for inspection by the fire department.

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 heated part of equipment not covered, protected or contained. (Including laser machine tools)
- Electrical appliances that can generate a spark, red heat (not including hot plates, hair dryers, or ovens that have a covering or protection over their heated parts), or can result in fire hazards when a combustible material touches on the exposed heated part (heated part over 400°C).

(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.

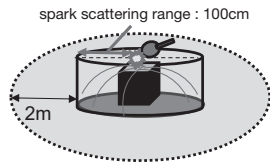
■ Location of use

- 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.
- 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.
- 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.
- If you have equipment that uses solid fuel as a heat source, use the minimum amount necessary.
- 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.
- As a general rule, explosives cannot be used.
- When sparks are generated by grinders, arc welding, etc., do not place combustible materials within the cylindrical shape enclosed by the maximum height and width of the sparks. In addition, cover the floor surface within the area and within the surrounding area of 2m with materials with fire protection performance (quasi-incombustible materials stipulated in Item 5 of Article 1 of the Enforcement Order of the Building Standards Law, flame retardant materials stipulated in Item 6 of Article 1 of the Enforcement Order of the Building Standards Law, or flame retardant materials stipulated in Article 8-3 of the Fire Service Act).

Demonstration example of grinding machine (when the spark scattering range is 100 cm)



- Do not place combustible materials within the cylindrical (spark scattering range).
- The top board of the demonstration stand must be made of incombustible material.
- Cover with materials with fire protection performance.

6) Hazardous Materials *Fuel in the tank of an exhibition device, lubricating oil and cylinder oil 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 Ordinance.
- 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 Security Regulations for General High-Pressure Gas (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 Office. Submission of application to the fire department is required for corresponding exhibitor. It will be notified by Fair Management Office in later if the exhibitor correspond.

<Fire prevention ordinance, Appendix 1>

Sign indicating the storage or handle of small amount of hazardous materials

600mm or over

少量危険物貯蔵取扱所

Background : White
Lettering : Black

600mm or over

第○類
品名
最大数量 ○ ○ ○ ○

Background: White Lettering: Black

500mm or over

火 気 厳 禁

Background: Red Lettering: White

<Fire prevention ordinance, Appendix 2>

Notice board displaying the type, product name and maximum quantity of hazardous materials.

Notice board prohibiting the use of open flames.

(3) Location of Hazardous Materials

- All hazardous materials shall be kept 6m away from emergency exits and 3m away from other hazardous materials except in the case separated by incombustible safety wall.
- 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)

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

7) Electric discharge machine

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

If a prototype machine, etc., has not received a type test confirmation by Hazardous Materials Safety Techniques Association, submission of a document indicating that the machine complies with the "Standard for Fire Prevention of Electric Discharge Machines" and prior consultation with the local fire department are required.

8) Disposal of Lubrication oil, Cutting oil etc.

Oil such as lubrication oil and cutting oil (including water-soluble 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 14 (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. Kamai, Mr. Negishi

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 Act 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 between 200°C and 250°C such as gear oil, cylinder oil, etc.

<Information regarding the use of alcohol for sanitizing hands>

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

Furthermore, sanitizers that contain 60% alcohol or more may be brought into the Exhibition Hall without prior application since that **does not constitute a prohibited action (bringing in hazardous materials) as long as such sanitizers meet all of the following conditions.**

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

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

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

[Case examples]

Case 1: Bringing in and using one alcohol spray bottle (with the capacity not exceeding 500 ml) → Not considered a prohibited action

Case 2: Bringing in and using multiple alcohol spray bottles (with the capacity not exceeding 500 ml) → Not considered a prohibited action (*Please note that the minimum necessary amount is allowed to bring.)

Case 3: Bringing in and using one alcohol spray bottle (with the capacity exceeding 500 ml) → Considered a prohibited action

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

6 . Visitor Management System and Exhibitor Booth Functions

JIMTOF uses 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 and wear their admission passes at all times.

6-1. About Visitor Management System and Exhibitor Booth Functions

A QR code is printed on the admission pass of each visitor. Reading the QR code on the admission pass allows exhibitors to gather data such as a record of visitors who stop by the booth. By reading the “Request Code” after reading the QR code on the admission pass, exhibitors can input additional information previously specified by the exhibitor, such as “Requested catalogue XX / Person in charge of sales at the booth”.



Important points about the visitor management system

1) Recording media and the method of providing personal information

- QR codes are printed on the admission passes. No personal information other than the ID number is registered to the QR code.
- Any personal information on the admission passes that are read at the booths can be downloaded from a dedicated download website.

2) Management of personal information

To manage personal information, please be sure to control access to PCs or tablets with visitors' information by using IDs and passwords, use a chain to prevent theft of the PCs, and use a screen filter to prevent third parties from seeing the screen.

6-2. Devices and Services Related to the Admission Pass Reader

1) Admission pass reader

- Wireless admission pass reader

This is a handheld wireless device with 4G connectivity. It does not require a cable, allowing you to carry it around the booth. If you would like to use an admission pass reader, please apply using **Order Form 19 on the Exhibitors Website by October 7 (Fri.)**.



[Reader Device Features]

- Wireless reading capability
- 4G connectivity
- Reading function unaffected by connection interruptions
- Data read from QR codes available for download at any time

OS	Android
Communication SIM	4G
Device size	79 x 158 x 16mm *Not including protrusions.
Display size	5-inch HD display
Weight	Approx. 275g *Including the battery.

<Important>

- You can submit or change your application by October 7 (Fri.). Please note that if you cancel your order from October 8 (Sat.) onwards, we will charge you a full cancellation fee equivalent to your order.
- There is a limited number of devices available. In case of a large number of applications, Fair Management Office may have to make arrangements and allocate the devices accordingly.

Item Name	Contents	Price (Tax Included)
Basic set	- Admission pass reader (1 unit) - Charging cable - Charging adapter - Request Code List (20 QR codes)	JPY27,500 / set
Additional admission pass reader *If you require more than 1 admission pass reader	- Admission pass reader (1 unit) - Charging cable - Charging adapter	JPY27,500 / unit
Additional Request Code List *If you require more than 20 Request Codes	- Additional QR codes (10 codes / set)	JPY1,100 / set
Mobile battery *The device uses a rechargeable battery. The device will get you through one day (while the fair is open) on a full charge. However, an extra mobile battery may come in handy if, for instance, you forget to charge your device before the fair.	- Mobile battery (20,000mAh)	JPY2,200 / unit

Notes

- The admission pass reader does not display the names of visitors who had their QR codes read. Also, the information read from the QR code cannot be browsed. To access that data, use your PC, tablet, or a similar device, download the data from a dedicated download website, and open it using Microsoft Excel.
- The device uses a rechargeable battery. Exhibitors can simply recharge it after the fair closes for the day. The device will get you through one day (while the fair is open) on a full charge.

2) How to use the device

2 weeks before the fair: On or around October 25 (Tue.)	E-mails are sent out to contact person with details on how to use admission pass readers, Request Code Lists, and other matters.
Immediately before the fair: From November 5 (Sat.) to November 7 (Mon.)	Admission pass readers are handed over to the exhibitors in the designated location at the venue.
During the fair: From November 8 (Tue.) to November 13 (Sun.)	Exhibitors scan the admission pass QR codes and Request Codes.
Last day of the fair: After the fair closes on November 13 (Sun.)	Admission pass readers are returned to the designated location at the venue.

3) Download function for visitor data

- Visitor data read from the QR codes with the admission pass reader can be sent and downloaded from a dedicated download website in the Microsoft Excel format (xlsx format) at any time. Use your PC, tablet, or a similar device to download the data.
We will send out the information about the dedicated download website to the contact person via e-mail before the fair starts.
*If you use multiple admission pass readers, the downloadable data on the dedicated download website is gathered in a single file.
- If too many exhibitors try to download the data at the same time, downloads may take longer.
- Please exercise due caution when handling the downloaded visitor data and ensure that personal information is protected.
- Information about visitors who register for admission beforehand can be read, sent, and then downloaded from a dedicated download website at any time. Information about visitors who register for admission at the ticket window on the day they visit the fair can be downloaded approximately 1 week after the fair ends (most probably from late afternoon on November 21 (Mon.)).
*If you download the data before it is fully updated, the file you download will not include any visitor information and will only contain the QR code numbers of the admission passes, times and dates when each data unit was read, and Request Codes.

4) Other characteristics of the function

(1) Checking data read with the device

You can use your admission pass reader to check parts of the visitor information read with the device (IDs (QR code number), company names, job titles).

Also, if a QR code (ID) is read when the device is in offline mode, the data will be sent automatically when the connection is reestablished, which allows you to continue reading QR codes even if the connection is interrupted.

*Parts of visitor information are only visible if the corresponding visitors have registered for admission on the registration website. Any information related to visitors who register at the ticket window on the day they visit the fair will not be visible. That information will also not be visible when the device is in offline mode.

(2) Request Codes

- Request Codes allow exhibitors to register various types of information in addition to that on their business cards.
- Enter the details you would like to register as additional information in the Request Code List (sent separately in the PDF format before the fair) and print it out.
- The data you download shows the number of each Request Code you read. Use the data by replacing each Request Code number with catalogue titles, names of the personnel in charge, or other items.

Example: If you read the Request Code “1 (Catalogue A)” / “8 (In charge: ■■)”,

→ the values [\$01\$0001, \$01\$0008] are delivered.

*The end values represent Request Code numbers. (Example: [\$01\$0001 → [1], \$01\$0008 → [8])

(3) Note function

You can use your admission pass reader to make and register notes for each admission pass (visitor) you scan. (There is a character limit.)

***Notes regarding visitor data**

- (1) If the same admission pass QR code is scanned multiple times, the data in the QR code will not be aggregated under the same name but will be delivered in duplicates.
- (2) Data of visitors who register for admission beforehand will be delivered without any modifications to the information entered by those visitors. If the information registered by visitors includes any device-specific characters or characters that cannot be displayed by the system, those characters may appear as garbled text such as "?". Please note that there is no data cleaning or translation service available.
- (3) If visitors registering for admission on-site on the day provide their business cards with information written both in Japanese and English, the data stored will be in Japanese. Illegible handwritten text or incompatible characters used in China or other Asian countries will appear as black square boxes (■). If any of the items are left blank, those items will appear as blank spaces.
- (4) If a QR code not used at this fair is read, if a reading error occurs, or if there is no visitor data linked to the QR code, the data will not be delivered. Please note that there may be a discrepancy between the number of readings shown on the device and the number of actual data units delivered.
- (5) This service does not guarantee data completeness. Therefore, we recommend exchanging actual business cards in addition to using the service.
- (6) Please make sure that all personal information obtained through this service is managed in accordance with regulations for the protection of personal information established by each exhibitor.

5) Installation of the visitor management system support center

“Visitor management system support center” will be open from November 5 (Sat.) to November 14 (Mon.). Applicants will receive the necessary information separately.

■ Contact information:

Shanon Inc. Exhibitor Services

Business hours: 10:00 to 17:00 (Saturdays, Sundays, and public holidays excluded)

E-mail: jimtof_exh@shanon.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 reception or business meeting, please submit **Order Form 26 by September 30 (Fri.) on the Exhibitors Website.**

■ 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.55, 56

OPTION

7-3. Advertisements →Refer to P.31 - 36

OPTION

7-4. Press Center →Refer to P.37

OPTION

7-5. Catalogue Exhibition →Refer to P.37

OPTION

7-6. Exhibitor Workshops / AM Area Exhibitor Workshops →Refer to P.38, 39

OPTION

7-7. Meeting Rooms

OPTION

To reserve a meeting room, please submit **Order Form 7 by July 15 (Fri.)** to Fair Management Office on the Exhibitors Website 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

November 4 (Tue.) – November 14 (Mon.) 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 partitions, 1 wastebasket	JPY352,000
	B	About 65m ²	1 telephone for internal line, 1 wastebasket	JPY286,000
New East	F	About 95m ²	1 telephone for internal line, 1 wastebasket	JPY418,000
	G	About 55m ²	1 telephone for internal line, 1 wastebasket	JPY242,000
West	C	About 85m ²	8 tables, 32 chairs, 1 telephone for internal line, 8 partitions, 1 wastebasket	JPY473,000
	D	About 85m ²	1 telephone for internal line, 1 wastebasket	JPY352,000
	E	About 45m ²	1 telephone for internal line, 1 wastebasket	JPY209,000
South	H	About 40m ²	4 tables, 16 chairs, 1 telephone for internal line, 4 partitions, 1 wastebasket	JPY242,000
	I	About 75m ²	1 telephone for internal line, 2 wastebaskets	JPY308,000
	J	About 25m ²	1 telephone for internal line, 2 wastebaskets	JPY110,000

*Smoking is not permitted in the meeting rooms.

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

3) Overtime use

- (1) Extension fee (JPY3,300/h (tax included)) is charged to use the meeting room outside Regular work time at JIMTOF2022 Operation Schedule on P.50, 51. The meeting room can be used until 23:00.
- (2) Make sure to submit application to Fair Management Office 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 August 19 (Fri.) by e-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. Exhibitor Anterooms in South Exhibition Hall

In South Exhibition Hall 3, there are going to be anterooms which the exhibitors can use freely as exclusive areas for storing their products or holding business negotiations. To reserve the anteroom, please specify the number of rooms you require and submit **Order Form 8 on the Exhibitors Website by July 15 (Fri.)**.

1) Period of use

November 5 (Sat.) to November 14 (Sun.) 10 days

2) Specifications and fees

Hall	Size	Features	Fee (Tax Included)
South Exhibition Hall (inside South Hall 3)	About 50m ²	9,900mm (L) x 4,950mm (W) x 2,700mm (H) System panel structure, 1 door, 2 single-phase duplex outlets for 100 V *There is no ceiling.	JPY154,000

3) Overtime use

- (1) If you wish to use the exhibitor anterooms outside the regular work time specified in “(2) Operation Schedule” on P. 50 and P. 51, be sure to submit the application to Fair Management Office beforehand. The anterooms can be used until 23:00.
- (2) An extension fee (JPY3,300 (tax included)) is charged to the exhibitors after the fair based on how long they used their allocated anterooms.
- (3) If you wish to use the anterooms outside the regular hours, contact Fair Management Office. Please note, however, that depending on the construction and removal schedule or other factors, we may not be able to accommodate your request.

4) Allocation and regulation of use

- (1) Fair Management Office will allocate the anterooms to the applicants according to their forms submitted. The applicants will be notified of the allocation by August 26 (Fri.). Please note that the rooms you applied for may not be available depending on the number of applicants.

- (2) “Regulations for the Use of South Exhibition Hall Exhibitor Anterooms,” a document containing the regulations for use, is sent together with a notification of the results. Users must follow these rules carefully.
- (3) If an anteroom reservation is canceled from September onwards, a cancellation fee equivalent to the exhibitor anteroom fee in the application will be charged.
- (4) Fair Management Office will issue an invoice for the anteroom fees to each exhibitor after the fair.

5) Others

Details about options (pay options) such as storage and meeting room specifications will be announced via the Exhibitors Website and by other means of communication at a later date.

7-9. Support for Business Meetings

[Matching System]

Registering information for matching by using the Exhibitors Website allows you to exchange information and arrange appointments with visitors registered in this system before the fair. Please use this system as a support tool for more efficiently preparing for business meetings. It is scheduled to be available from September 2022. Be sure to register for this system by using the Exhibitors Website and use it effectively.

7-10. 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 13**, enter the desired type of storage (see the table below), and submit the information by **July 15 (Fri.) on the Exhibitors Website**. In general, each exhibitor may only apply for one storage room. However, please understand that storage space might not be available if there are more applicants than rooms available. Applicants who want more than one room should fill in the desired number of rooms on the Order Form and they will be provided with more rooms as long as other applicants have not taken all the rooms planned to be available.

1) Period of use

East / New East Exhibition Hall November 4 (Fri.) – November 14 (Mon.) 11 days.

West / South Exhibition Hall November 5 (Sat.) – November 14 (Mon.) 10 days.

2) Types of Storage

Hall	Type	Size	Facility	Price (Tax included)
East	A	About 10m ²	L 4,320 × W 2,350 × H 2,700, 1 Door, 2 Windows, 2 Fluorescent (40W), Single-phase 100V outlet(2) × 2	JPY211,200
	B	About 13m ²	L 5,700 × W 2,400 × H 2,700, 1 Door, 2 Windows, 3 Fluorescent (40W), Single-phase 100V outlet(2) × 2	JPY266,200
New East (in East Hall 7)	C	About 9m ²	L 2,970 × W 2,970 × H 2,700, System panel construction, 1 door * No power supply facilities and no ceiling	JPY77,000
West	A	About 10m ²	L 4,320 × W 2,350 × H 2,700, 1 Door, 2 Windows, 2 Fluorescent (40W), Single-phase 100V outlet(2) × 2	JPY192,500
South	C	About 9m ²	L 2,970 × W 2,970 × H 2,700, System panel construction, 1 door * No power supply facilities and no ceiling	JPY70,400

*Only Type A is available in the West Halls.

*For cancellations in September and later, we charge a cancellation fee equivalent to the price for the storage room you applied for.

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) Exhibitors requiring out of period use should contact Fair Management Office. However, please understand that it might not be possible to allow such usage depending on the construction and removal schedules.

4) Allocation and Regulation of Use

- (1) Fair Management Office will allocate the rooms to applicants according to their forms submitted. When multiple applications are received, Fair Management Office will decide and allocate the rooms. Assignment and regulations for using the room will be sent by August 26 (Fri.) by e-mail. Please read the regulations and keep them handy for reference.
- (2) Fair Management Office will issue an invoice for the storage room fees to the Exhibitor after the removal period.

7-11. 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. JIMTOF2022 exhibitors are given priority reservations. Any exhibitors who wish to use one of these rooms should contact Fair Management Office.

1) Tokyo Big Sight Conference Room

Please inquire with the Tokyo Big Sight “Conference Facility Usage Inquiry Form”.

<https://www.bigsight.jp/organizer/guide/inquiry/conference>

We cannot inform you of the availability for conference room by telephone. Be sure to use the above indicated order form for any inquiries.

(1) Until June 30 (Thu.)

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

(2) After July 1 (Fri.)

- It will be decided after above requests.
- Please understand that your request may not be granted.

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.bigsight.jp/organizer/buildings/tft/facilities/inquiry>

TIME24 Building <https://www.bigsight.jp/organizer/buildings/time/facilities/inquiry>

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

7-12. Visitor & Business Center Ariake Branch

The Visitor & Business Center Ariake Branch is located in the Entrance Hall, 2nd floor of the Conference Tower of Tokyo Big Sight.

(1) Main Services

Services (charged) include copies, personal computers, faxes, business card and large-scale printing, sales of PC supplies and stationary, and luggage storage. (<http://www.bigsight-services.co.jp/VB/index-en.html>)

(2) Prayer Room

The Visitor & Business Center Ariake Branch also contains a Prayer Room available for free-of-charge from 9:00 to 18:00. Please inquire with the Visitor & Business Center staff if you wish to use this room.



■ Visitor & Business Center Ariake Branch

TEL: +81-3-5530-1292 FAX: +81-3-5530-1293

E-mail: bssbiz@guitar.ocn.ne.jp

Business hours: 9:00 to 18:00

7-13. Cleaning

OPTION

1) Disposal of Waste

(1) During the delivery/removal period

- Each exhibitor is asked to appoint a supervisor in charge of waste disposal. Submit the **Order Form 6 by October 14 (Fri.) on the Exhibitors Website.**
- Fair Management Office will perform basic cleaning during the delivery period in order to keep the delivery routes clear, but Fair Management Office will not dispose of other waste, such as leftover materials from decorations.(packing material, wooden boxes and palettes etc.)
- 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 Office staff will patrol the venue for waste or leftover materials 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 Office (Big Sight Services Corporation) can dispose of waste for a fee. Please submit **Order Form 31 by October 14 (Fri.) on the Exhibitors Website** if you wish to use it.

(2) Cleaning During the fair period

- During the fair, Fair Management Office will set garbage cart in common areas, but not in Halls. Please take waste as much as possible.
- Fair Management Office will establish a dustbin in the truck yard for debris from demonstrations. This storage space will be established, from November 6 (Sun.) to November 14 (Mon.). Please refer to P.40-47 4-1. Exhibitoin Center Outline.
- Please submit **Order Form 31 by October 14 (Fri.) on the Exhibitors Website** if you wish to use it.

(Reference)

Type	Price (Tax included)	Garbage we can pick up
90L Garbage bag (13.5kg convert)	JPY1,430 for a bag	wastepaper / PET bottle /glass bottles / can
Garbage cart (500L)	JPY6,710 for a cart	
Container (W90cm×D90cm×H180cm)	JPY14,300 for a container	wastepaper / PET bottle /glass bottle /can / garbage from constructions & dismantles

*We can't pick up wood. It is exhibitor's responsibility to remove it.

*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.

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

Please refer to P.88 “(8) Disposal of Lubrication oil, Cutting oil etc.”

2) Cleaning in The Booth

Fair Management Office cleans only the aisles of the hall, not in the booths. If you wish to order cleaning in your booth (for a charge), please submit **Order Form 30 by October 14 (Fri.) on the Exhibitors Website.**

- (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 November 7 (Mon.) – Evening of November 12 (Sat.) 6 days
- (3) Fee: JPY4,620 / 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 submit **Order Form 30 by October 14 (Fri.) on the Exhibitors Website.**

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: Evening of November 7 (Mon.), or a date specified by the exhibitor
- (3) Fee (per waxing): JPY660 / m² (tax included)
 - *Entry into the booths is limited during cleaning
 - *Contact Big Sight Services Corporation for an estimate when requesting waxing 100m² or more.

■ Contact information:

Big Sight Services Corporation
 TEL: +81-3-5530-1290 FAX: +81-3-5564-5430
 E-mail: bss1@bigsight-services.com
 Contact: Mr. Onojima, Ms. Midorikawa

7-14. Forklift Rental

OPTION

We offer a rental service for forklifts. If you wish to rent a forklift, Please submit **Order Form 32** by **October 7 (Fri.)** to Big Sight Services Corporation.

1) FUNCTIONS

	Max. lifting height	Load rating	Fork length	Fork thickness	Unit(s)
2.5t forklift	3,000 mm	2,500 kg	1,500 mm	60 mm	4
2.0t forklift	3,000 mm	2,000 kg	1,800 mm	40 mm	4
1.5t forklift	3,000 mm	1,500 kg	1,070 mm	40 mm	4

2) RENTAL FEE (Tax included)

	2 hours	6 hours	1 day
2.5t forklift	JPY11,000	JPY16,500	JPY22,000
2.0t forklift	JPY8,800	JPY13,200	JPY17,600
1.5t forklift	JPY5,720	JPY9,350	JPY14,300

(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 at least 2 days in advance before the rental date as indicated on the application.

A cancellation charge will be applied as follows:

If we are informed of cancellation 1 day before 10%

On the day 100%

- (6) To apply for the service, please visit the office of Big Sight Services Corporation shown below within business hours (8:00 - 18:00), which is located on the first floor of the conference tower of Tokyo Big Sight.
- (7) Be sure to contact Big Sight Services Corporation if there are any changes in your application content.
- (8) There is a limit on the number available. Please be aware applicants may be unavailable.

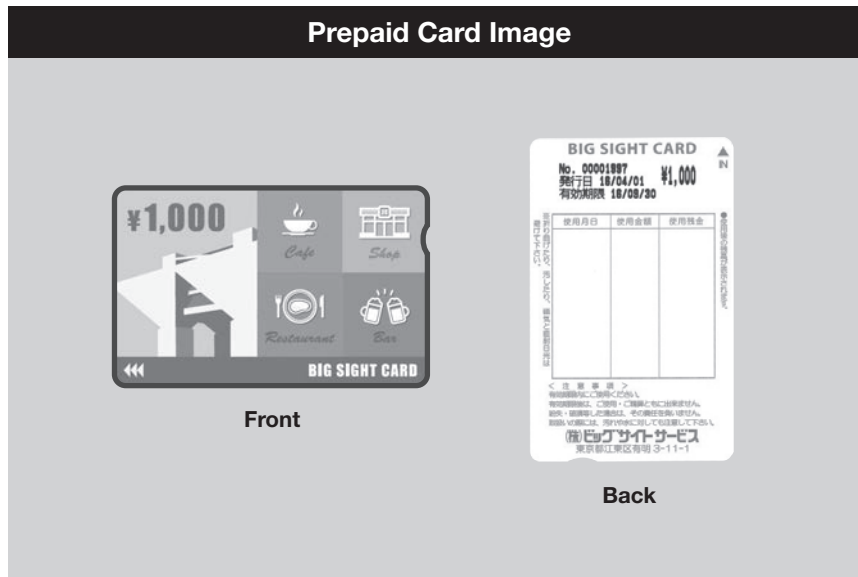
■ Contact information:

Big Sight Services Corporation
 TEL: +81-3-5530-1290 FAX: +81-3-5564-5430
 E-mail: bss1@bigsight-services.com
 Contact: Mr. Hasezaki, Mr. Ishii

7-15. Prepaid Card (Big Sight Card)

OPTION

A "Big Sight Card/Multi-Restaurant Meal Ticket" which can be used at restaurants and shops at the Tokyo Big Sight, Ariake Park Building, Tokyo bay Ariake Washington Hotel 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.



Term of validity Within the six-month period indicated on the card.

*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.

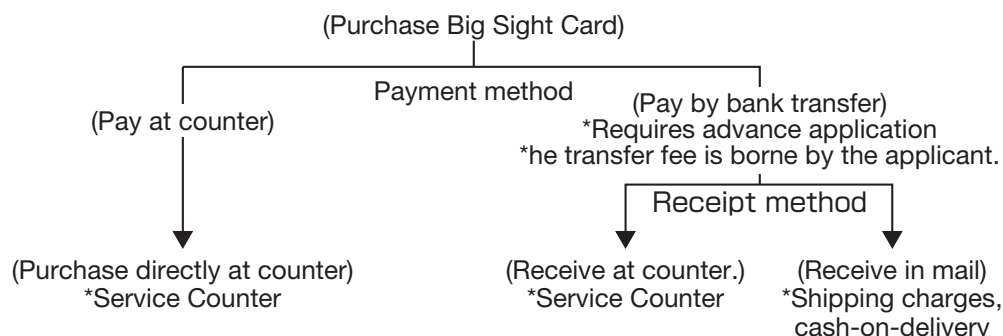
1) How to apply

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

[To apply in advance]

- (1) Submit **Order Form 27 on the Exhibitors Website by October 18 (Tue.)**.
- (2) After the bank transfer has been confirmed, the card and receipt can be received by [post] or at the [Service Corner counter].

[Big Sight Card purchase procedure]



2) Facilities that can be used

- (1) All shops and restaurants within the Tokyo Big Sight. (Card may not be usable at some temporary outdoor restaurants.)
- (2) Restaurants in the Ariake Park Building, Tokyo Bay Ariake Washington Hotel and TFT Building. (Card may not be usable at some restaurants. For details, refer to the website for the Big Sight Card.)

* Detailed information for the Big Sight Card.

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



Please check from the QR code.

***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. However, account of a bank in Japan only.

3) Settlement method

The remaining balance for a valid Big Sight Card can be paid.

The refund will be paid by bank transfer to the account listed on the receipt issued upon purchase. However, account of a bank in Japan only.

Send the three necessary items ("Big Sight Card," "original purchase receipt," and "settlement application form") via registered post to the Service Corner listed below.

- * We cannot provide refunds in cash.
- * There is a fee of JPY40 per Big Sight Card. (Partially used Big Sight Cards with a balance of JPY41 or more can be refunded.)
- * Settlements are handled with the end of each month as the deadline (postmarked), and will be transferred to the account listed on the receipt by the last day of the following month.
- * The original receipt is stamped "Settled" as soon as the procedure is complete and then returned by post.
- * We cannot reissue receipts.
- * The receipt can be used for one settlement only.
- * The "settlement application form" can be printed from the Service Corner website of Big Sight Services Corporation.
- * The "settlement application form" can be printed from the Service Corner website of Big Sight Services Corporation.

■ Big Sight Services Corporation Service Corner

Tokyo Big Sight Conference Tower 2F, 3-11-1 Ariake, Koto-ku, Tokyo

TEL: +81-3-5530-1215 FAX: +81-3-3520-2059 (Business Hours 9:00-18:00)

E-mail: bss2@bigsight-services.com

7-16. Resting Space / Catering Car / International Lounge

Resting spaces will be provided in East Exhibition Hall Truck Yard (loading/unloading area), and South Exhibition Hall 4F. Catering cars will be stationed near these resting spaces. There will also be an International Lounge for exhibitors and visitors from overseas. Please feel free to make use of these facilities.

7-17. Box Lunch Reservation Service for Exhibitors

OPTION

Box Lunch reservation service will be provided for exhibitors. They can be delivered to each exhibitor's booth during the delivery/removal period and the fair period.

7-18. Restaurants

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, in the spectacular night view of the bay area.



■ Al Porto, Tokyo Big Sight
TEL: +81-3-5530-1221

2) Restaurants in the venue

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

■ Tokyo Big Sight website
<https://www.bigsight.jp/english/visitor/shop/>
(Also refer to P.119 “7-22. Tokyo Big Sight 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	https://www.bigsight.jp/english/organizer/buildings/park/shop/
TFT Building	https://www.bigsight.jp/english/organizer/buildings/tft/shop/

7-19. Attending the exhibition by group bus and VIP vehicles **OPTION**

[Attending the exhibition by group bus]

If the invited guest comes by group bus, we have a boarding / alighting place set up in the East Exhibition Hall. The number of parking lots is limited, but we offer them free of charge, so please use them. If you wish to use it, please apply by submitting the **Order Form 28 on the Exhibitors Website by October 7 (Fri.)**. (Buses applied in advance will be given priority.) However, **please note that we will refuse if the parking lot becomes full.**

[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. Please submit **Order Form 29 by October 7 (Fri.) on the Exhibitors Website.**

7-20. Hotel Reservations (Official Travel Agency)

OPTION

Arrangements have been made with various hotels during JIMTOF2022. Please make use of these hotels. Reservations can be made for the dates **from November 6 (Sun.) to November 14 (Mon.)**.

(1) Charges included in the accommodation fee

Room charge per person per night tax and service charge (Includes breakfast for some hotels)

(2) Application procedures Room reservations will start from June 1 (Wed.).**① Input the required items on the JTB Global Marketing & Travel website by September 30 (Fri.).** (Reservations cannot be made by telephone.)

Online application of JTB Global Marketing & Travel (Can also be accessed from the Exhibitors Website)

URL (Japanese): <https://amarys-jtb.jp/JIMTOF2022/?&g=0>

URL (English): <https://amarys-jtb.jp/JIMTOF2022/?&g=1>

* An operation manual is available. Please check on the application website.

② The full payment must be made in advance by credit card or bank transfer before the payment due .**<Paying by Credit Card>**

Enter your card information on the online application to make your payment.

<Paying by Bank Transfer>

Select the scheduled date of your bank transfer on the application website and then transfer accordingly. After you complete the payment by bank transfer, send a copy of the bank transfer receipt, and clearly indicate the name of the fair and reception number. The customer must pay any applicable bank transfer charges.

Failure to make a bank transfer by September 30 (Fri.) of the deadline will result in the reservation being automatically cancelled.

Refunds for changes or cancellations after payment will be provided in accordance with the cancellation policy after the fair.

MUFG Bank, Ltd.
Shin-Marunouchi Branch
1-4-1, Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan
Account number: 422-4760327 (swift code: BOTKJPJT)
Account name: JTB Global Marketing & Travel Inc.
Message: JIMTOF2022.

(3) Confirmation sheet

After making your reservation and payment online, a confirmation sheet will be displayed under each application status tab on your personal page. To perform smooth check-in, please print out this sheet and bring it with you when you check in. (Your ID number and password are required to check your personal page.)

(4) Changes and cancellations

*Any changes or cancellation can be made by online until September 30 (Fri.).

- ① If you need to change any application details (such as names of guests or room type) or cancel a reservation, perform the procedure online and be sure to check your personal page to ensure that there are no mistakes in the change or cancellation. After the application deadline (after Sept. 30), inform us in writing either by e-mail or FAX. Changes cannot be made by telephone.
- ② The following cancellation fees will be charged.

Cancellation Policy

21 or more days prior to the first night of stay	No charge
20 to 8 days before the first night of stay	20% of total room rate
7 to 2 days before the first night of stay	30% of total room rate
1 day before the first night of stay	40% of total room rate
On the day of arrival (until 12:00)	50% of total room rate
On the day of arrival (after 12:00) or no notice given	100% of total room rate

Requests for changes and cancellations by fax or e-mail after the following office hours will be handled on the next business day.

■ Contact Information: JTB Global Marketing & Travel Inc.

2-3-14, Higashishinagawa, Shinagawa-ku, Tokyo 140-8604, Japan

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

E-mail: JIMTOF2022@gmt.jtb.jp

Business Hours: 10:00-17:00 (Mon.)-(Fri.) except national holidays

Contact: JIMTOF2022 JTB Desk

Available Period: November 6 (Sun.) – November 14 (Mon.)

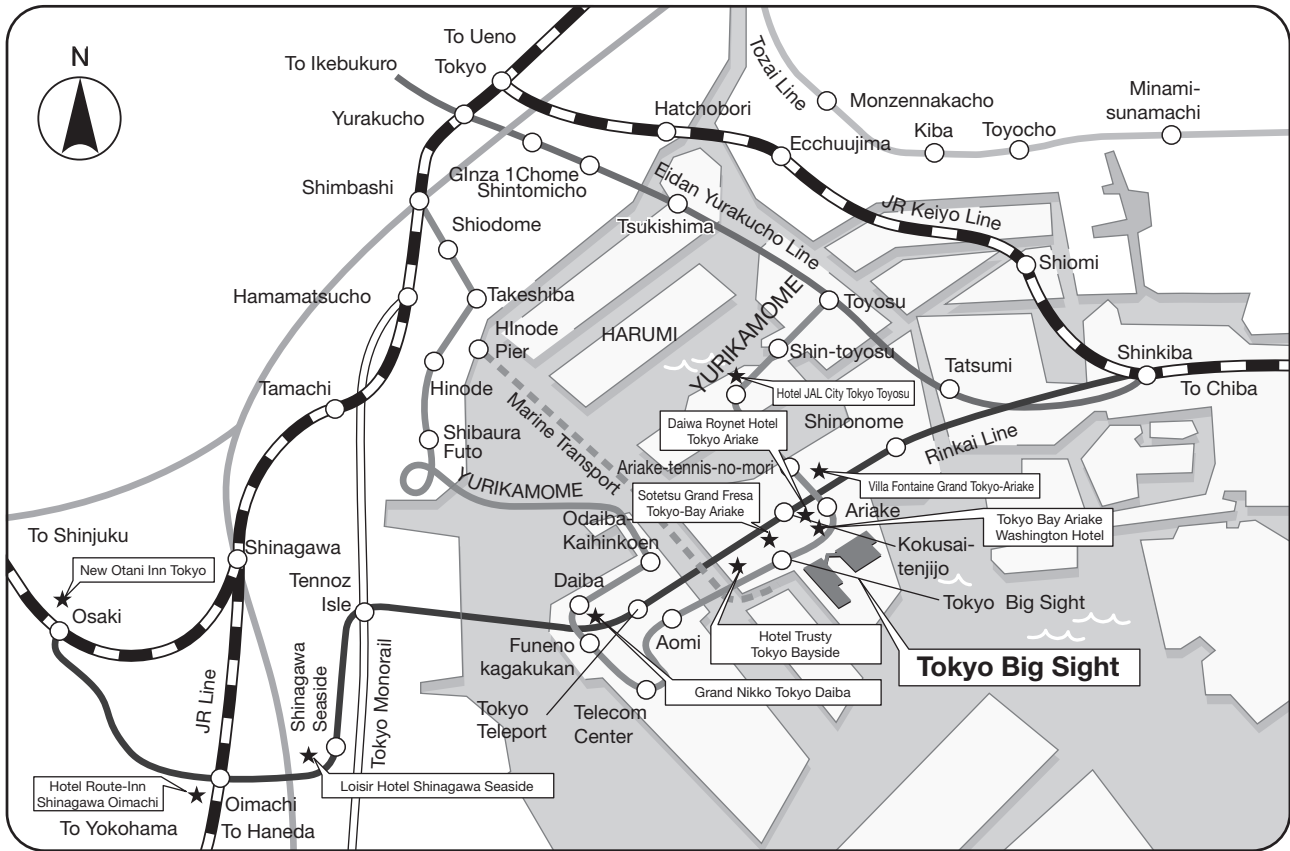
Area (Access to venue)	Name of Hotel	Single with bath	Twin with bath
Ariake (3 min. on foot)	Tokyo Bay Ariake Washington Hotel 3-7-11 Ariake, Koto-ku, Tokyo 135-0063	JPY 6,270 (11/6-9, 13) JPY 15,170 (11/10-12) (14.3m ²)	JPY 9,240 (11/6-9, 13) JPY 27,040 (11/10-12) (21.5m ²)
Ariake (5 min. on foot)	Sotetsu Grand Fresa Tokyo-Bay Ariake 3-6-6 Ariake, Koto-ku, Tokyo 135-0063	JPY 10,780 (11/6) JPY 11,430 (11/7-11, 13) JPY 14,180 (11/12) (17.3m ²)	JPY 16,610 (11/6) JPY 17,160 (11/7-11, 13) JPY 19,910 (11/12) (23.3-26m ²)
Ariake (10 min. on foot)	Daiwa Roynet Hotel Tokyo Ariake 3-7-3 Ariake, Koto-ku, Tokyo 135-0063	JPY 14,730 (21.0m ²)	JPY 22,860 (29.0m ²)
Ariake (13 min. on foot)	Hotel Trusty Tokyo Bayside 3-1-15 Ariake, Koto-ku, Tokyo 135-0063	JPY 8,030 (11/6, 13) JPY 11,930 (11/7-12) (15.0m ²)	JPY 11,660 (11/6, 13) JPY 18,060 (11/7-12) (22.0m ²)
Ariake (15 min. on foot)	Villa Fontaine Grand Tokyo-Ariake 2-1-5 Ariake, Koto-ku, Tokyo 135-0063	JPY 18,130 (20.0m ²)	JPY 23,080 (22.0m ²)
Shijo-mae (5 min. by Yurikamome line)	Hotel JAL City Tokyo Toyosu 6-4-20 Toyosu, Koto-ku, Tokyo 135-0061	JPY 10,230 (24.0m ²)	—
Daiba (10 min. by Yurikamome line)	Grand Nikko Tokyo Daiba 2-6-1 Daiba, Minato-ku, Tokyo 135-8701	* JPY 25,830 (11/7-11, 13) * JPY 28,030 (11/12) (33.0m ²)	JPY 29,460 (11/7-11, 13) JPY 33,860 (11/12) (33.0m ²)
Shinagawa Seaside (7 min. by Rinkai Line)	Loisir Hotel Shinagawa Seaside 4-12-8 Higashishinagawa, Shinagawa-ku, Tokyo 140-0002	JPY 11,430 (16.6m ²)	—
Osaki (12 min. by Rinkai Line)	New Otani Inn Tokyo 1-6-2 Osaki Shinagawa-ku, Tokyo 141-0032	JPY 9,130 (11/7, 13) JPY 13,630 (11/8-12) (15.0m ²)	JPY 11,660 (11/7, 13) JPY 18,260 (11/8-12) (23.0m ²)
Oimachi (15 min. by Rinkai Line)	Hotel Route-Inn Shinagawa Oimachi 1-35-2 Oi, Shinagawa-ku, Tokyo 140-0014	JPY 9,130 (10.0m ²)	—

* is the price of twin or double room for one person.

● Access to Tokyo Big Sight

Hotels	Access
Tokyo Bay Ariake Washington Hotel	Hotel Tokyo Big Sight (3 min walk)
Sotetsu Grand Fresa Tokyo-Bay Ariake	Hotel Tokyo Big Sight (5 min walk)
Daiwa Roynet Hotel Tokyo Ariake	Hotel Tokyo Big Sight (10 min walk)
Hotel Trusty Tokyo Bayside	Hotel Tokyo Big Sight (13 min walk)
Villa Fontaine Grand Tokyo-Ariake	Hotel Tokyo Big Sight (15 min walk)
Hotel JAL City Tokyo Toyosu	Hotel Shijo-mae Sta. ——— Tokyo Big Sight Sta. (3 min. walk) (2 min walk) (5 min. by Yurikamome)
Grand Nikko Tokyo Daiba1	Hotel Daiba Sta. ——— Tokyo Big Sight Sta. (3 min. walk) (2 min walk) (8 min. by Yurikamome)
Loisir Hotel Shinagawa Seaside	Hotel Shinagawa Seaside Sta. ——— Kokusai-tenjijo Sta. (7 min. walk) (Directly connected) (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)
Hotel Route-Inn Shinagawa Oimachi	Hotel Oimachi Sta. ——— Kokusai-tenjijo Sta. (7min.walk) (5 min walk) (10 min. by Rinkai Line)

● Access to Hotels



7-21. Guide to Package Booth and Rental Items

OPTION

The Organizer suggests Exhibitors to make use of the Package 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.

For the Package Booth of 6m² plan(2m x 3m) in the Additive Manufacturing area, please contact Murayama Inc.

Please submit **Order form 20** for Package Booth and **Order form 21** for Rental Items by **September 21 (Wed.) on the Exhibitors Website**.

Invoice will be issued from Murayama Inc. upon the confirmation of orders.

Payment Due: October 14 (Fri.)

■ Contact information:

Request and contact: MURAYAMA INC.
Toyosu foresia, 3-2-24, Toyosu, Koto-ku, Tokyo 135-0061
TEL: +81-3-6221-1960 FAX: +81-3-6221-1915
E-mail: intl-jimtof2022@murayama.co.jp
Contact: Ms. Norose, Ms. Takamura, Ms. Ushijima

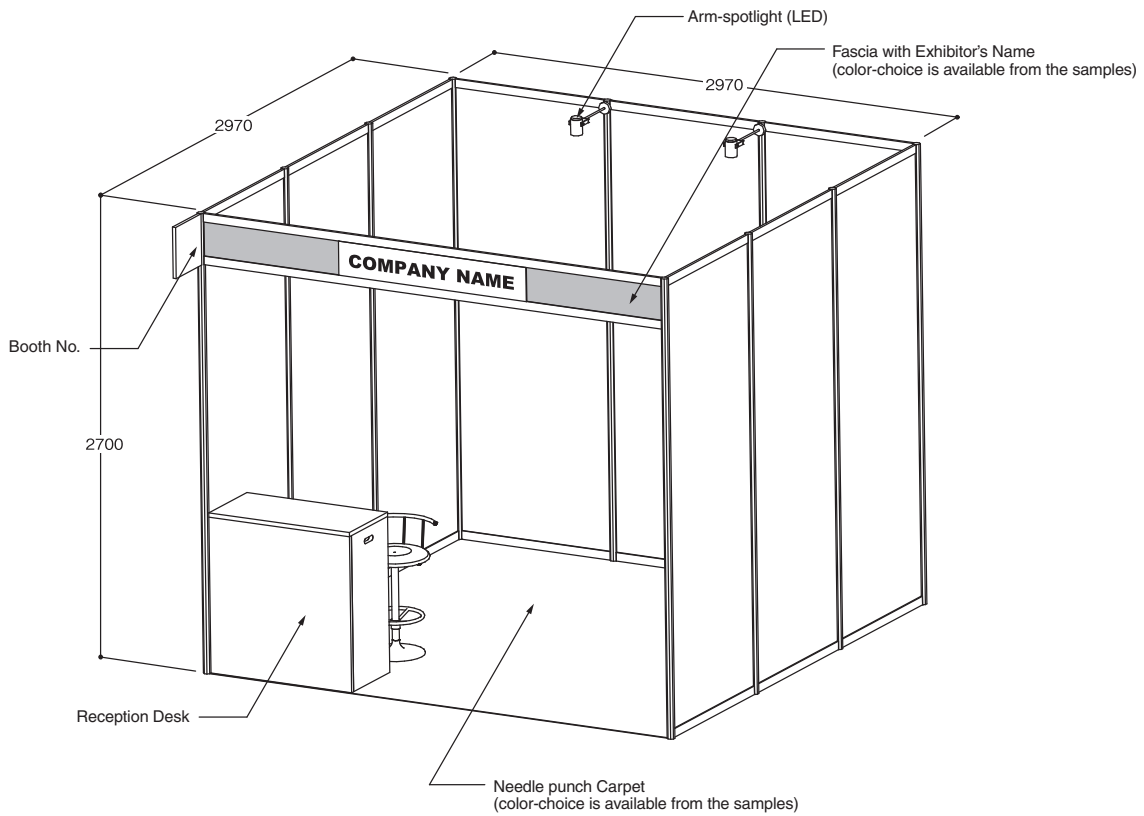
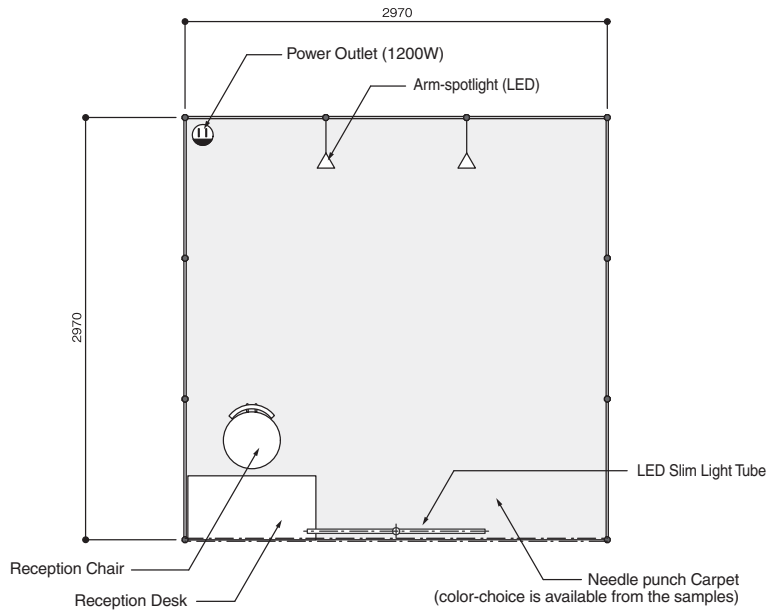
Package Booth & Rental Furniture

■ 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	LED Slim Light Tube 1200mm	1pc
6	Power Outlet (100voltage:1200watts)	1pc
7	Arm-spotlight (LED)	2pcs
8	Main Power Supply Charge (100voltage)	1.5kw

Total Price JPY91,300.- (incl. tax)

*The passage surface of the corner booth will be changed to a fascia.

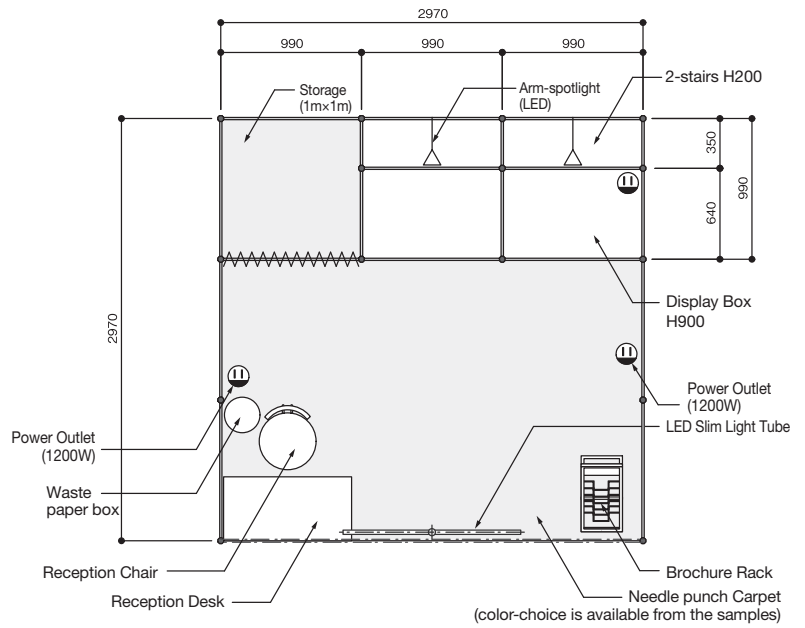


Package Booth & Rental Furniture

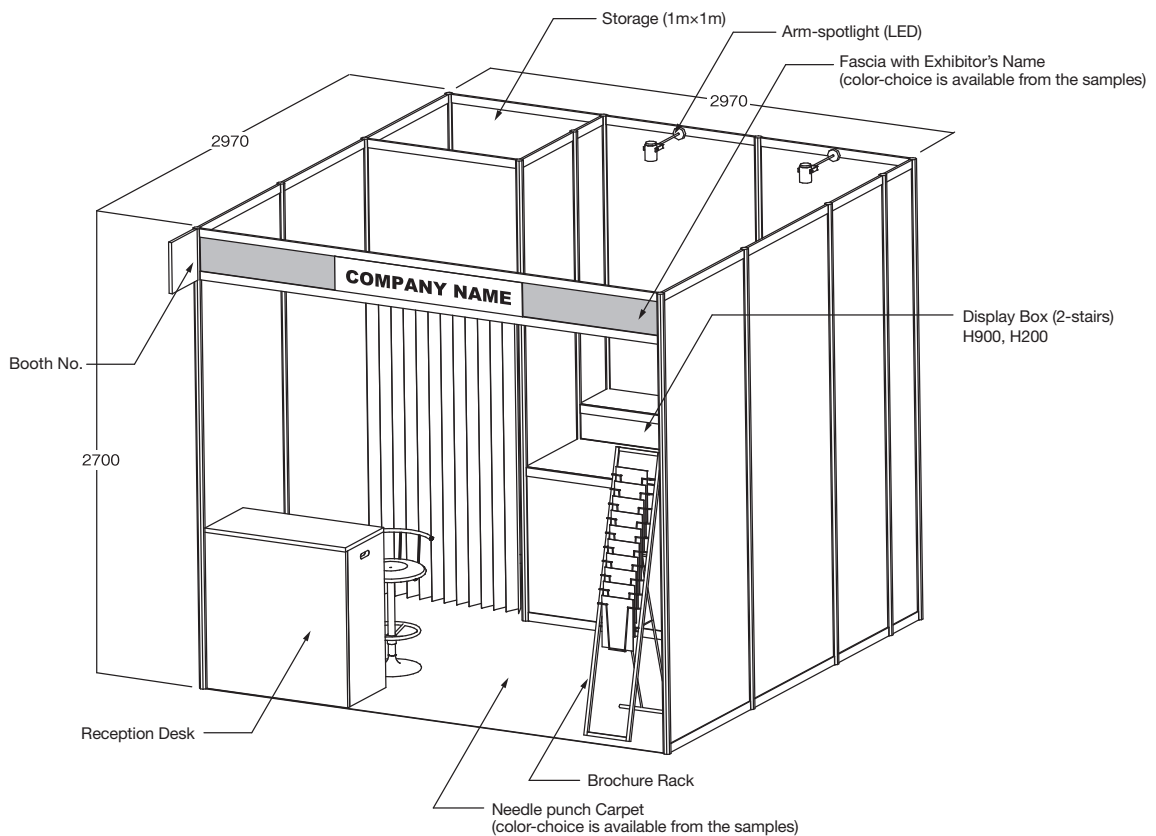
■ One-booth B type

One-booth B type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	1booth
2	Fascia with Exhibitor's Name	1set
3	Reception Desk	1 unit
4	Reception Chair	1pc
5	Brochure Rack	1 unit
6	Display Box (2-stairs)	2units
7	Storage (1m×1m)	1set
8	Wastepaper-box	1box
9	LED Slim Light Tube 1200mm	1pcs
10	Power Outlet (100voltage:600watts/ea)	2pcs
11	Arm-spotlight (LED)	2pcs
12	Main Power Supply Charge(100voltage)	1.5kw

Total Price JPY163,900.- (incl. tax)



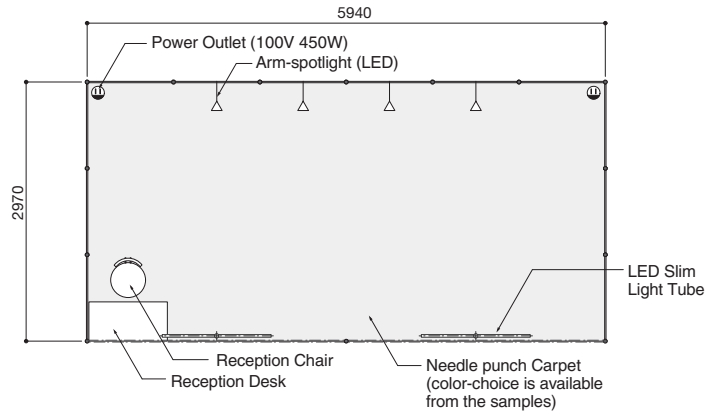
*The passage surface of the corner booth will be changed to a fascia.



Package Booth & Rental Furniture

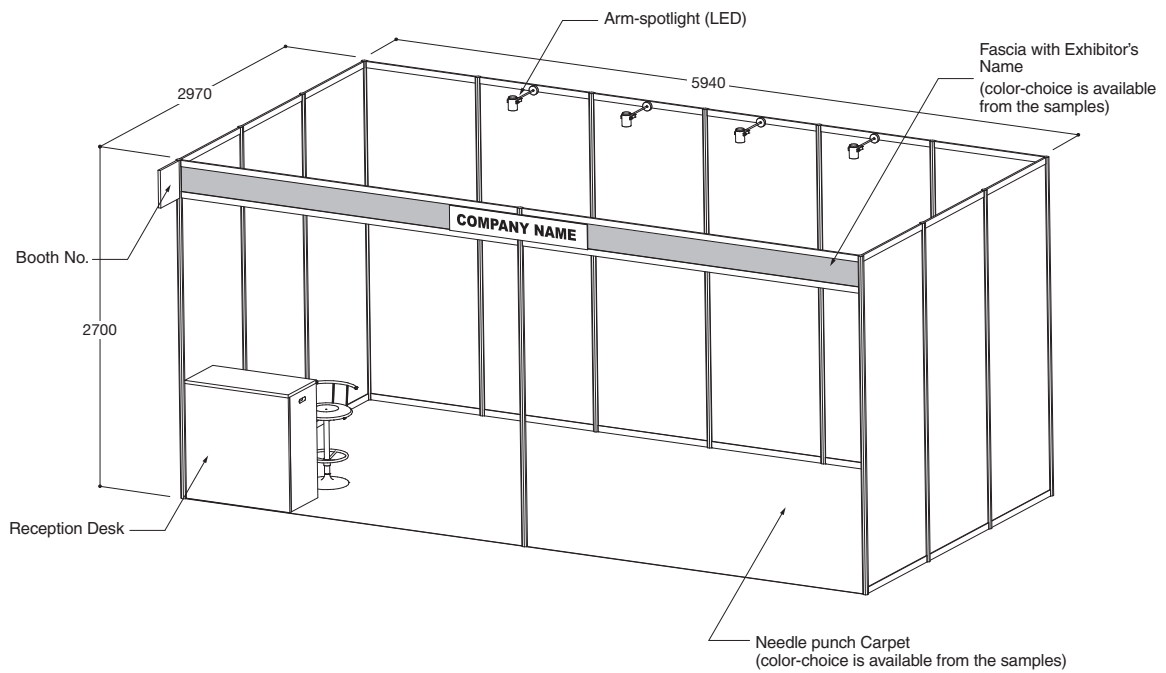
Two-booths A type

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	LED Slim Light Tube 1200mm	2pcs
6	Arm-spotlight (LED)	4pcs
7	Power Outlet (100voltage:450watts/ea)	2pcs
8	Main Power Supply Charge(100voltage)	1.5kw



Total Price JPY154,000.- (incl. tax)

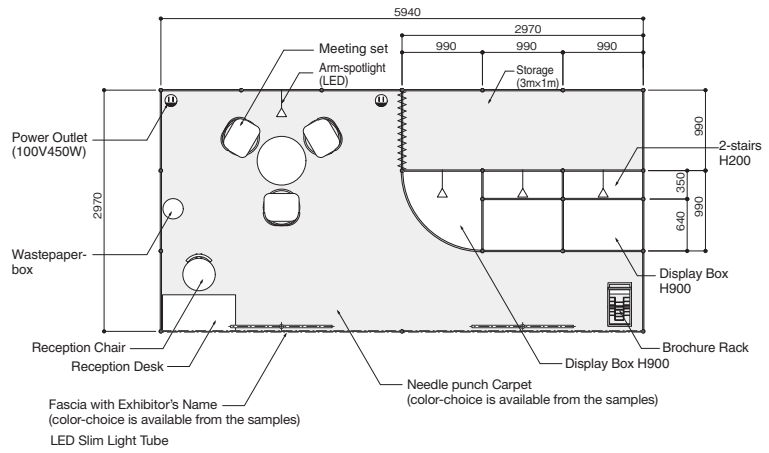
*The passage surface of the corner booth will be changed to a fascia.



Package Booth & Rental Furniture

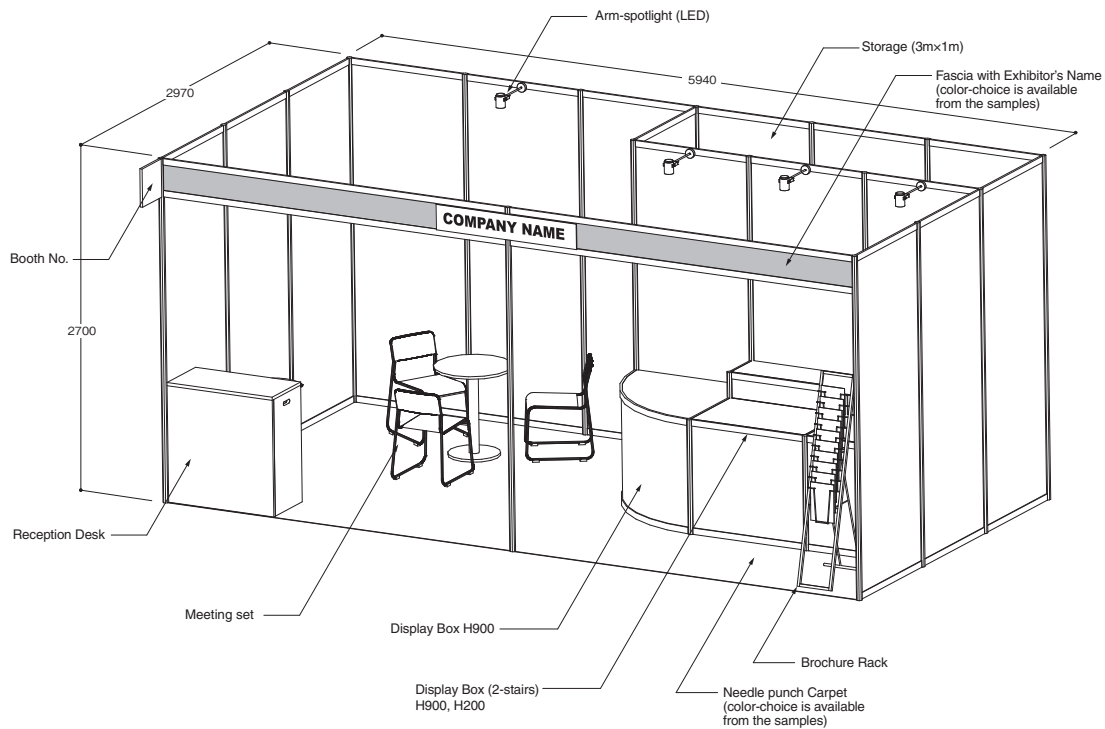
Two-booths B type

Two-booths B type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	2booths
2	Fascia with Exhibitor's Name	1set
3	Reception Desk & Reception Chair	1set
4	Meeting set	1set
5	Brochure Rack	1unit
6	Display Box (2-stairs)	1set
7	Storage (3m×1m)	1set
8	Wastepaper-box	1box
9	LED Slim Light Tube 1200mm	2pcs
10	Arm-spotlight (LED)	4pcs
11	Power Outlet (100voltage:450watts/ea)	2pcs
12	Main Power Supply Charge (100voltage)	1.5kw



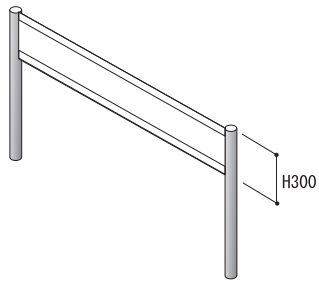
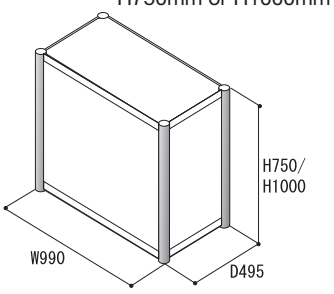
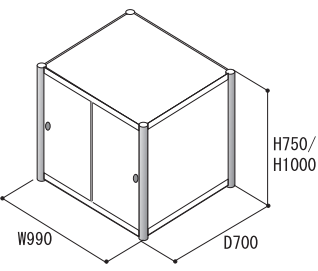
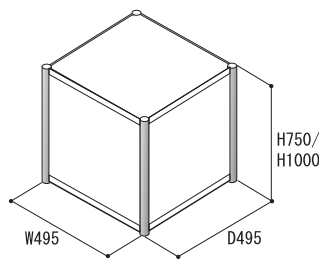
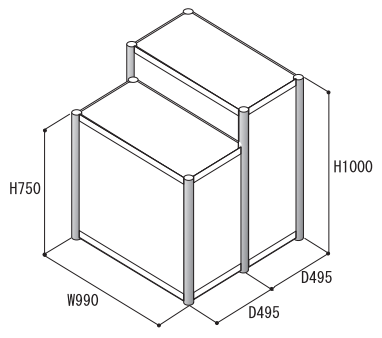
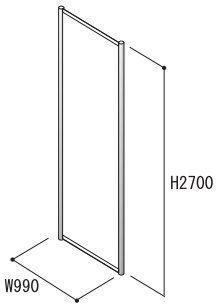
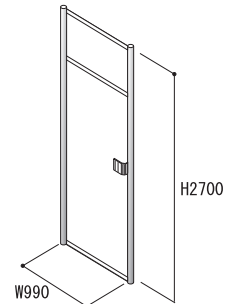
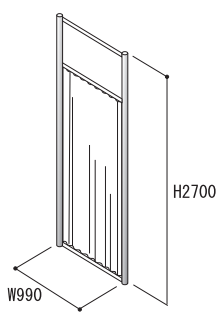
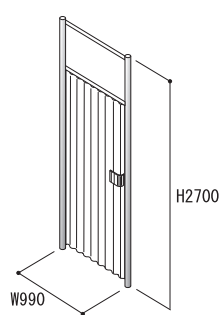
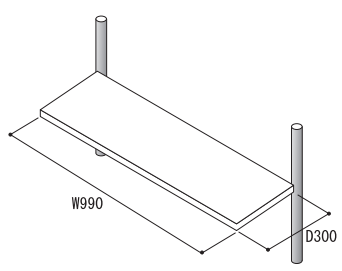
Total Price JPY286,000.- (incl. tax)

*The passage surface of the corner booth will be changed to a fascia.



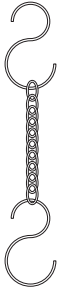

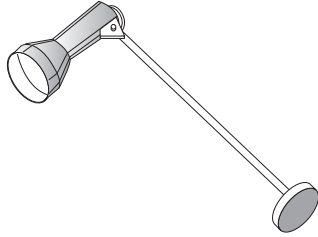
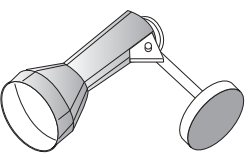
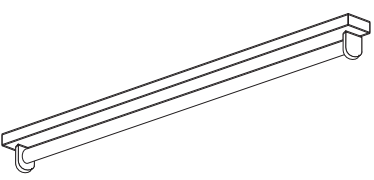
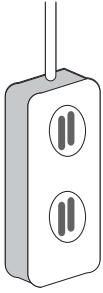
Optional Items - 1

*The Prices include Japanese Consumption Tax.

1.Floor Carpet	2.Wall Color	3.Octanorm Fascia
<p>Needle punch Carpet (Color-choice is available from the samples)</p> <p>*incl. carpet edge holder</p> <p>1booth JPY26,400</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 JPY3,300</p>	 <p>1m² JPY3,300</p>
4.Octanorm Display Box A	5.Octanorm Display Box B	6.Octanorm Display Box C
<p>Please choose the height: H750mm or H1000mm</p>  <p>JPY11,000</p>	<p>Please choose the height: H750mm or H1000mm</p>  <p>JPY16,500</p>	<p>Please choose the height: H750mm or H1000mm</p>  <p>JPY11,000</p>
7.Octanorm Display Box D	8.Octanorm Wall Panel	9.Door
 <p>JPY19,800</p>	 <p>JPY11,000</p>	 <p>JPY24,200</p>
10.White Curtain	11.Foldable Door	12.Flat shelf
 <p>JPY13,200</p>	 <p>JPY24,200</p>	 <p>JPY4,400</p>

Optional Items - 2


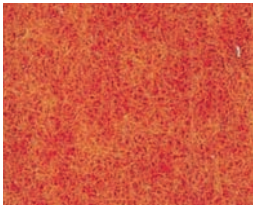
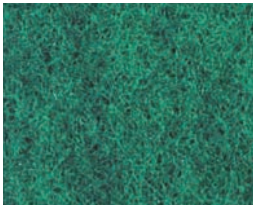
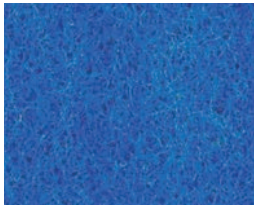
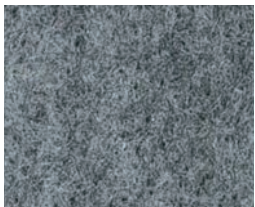
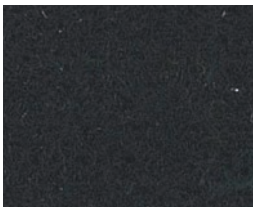
*The Prices include Japanese Consumption Tax.

13. Panel display supply	14. Vinyl Letters	15. LED Spotlight with Arm (White Light)
<p>S-hook chain</p>  <p>x 2 1 set</p> <p>1set JPY330</p>	<p>1letter H50 JPY550</p> <p>1letter H100 JPY880</p> <p>1letter H150 JPY1,320</p> <p>1letter H200 JPY1,650</p> <p>1letter H300 JPY2,200</p> 	<p>16W</p>  <p>JPY5,500</p>
16. LED Spotlight (White Light)	17. Fluorescent tube	18. Power Outlet (100V)
<p>16W</p>  <p>JPY5,500</p>	<p>40W</p>  <p>1set JPY3,300</p>	 <p>JPY3,300</p>







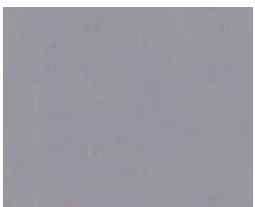
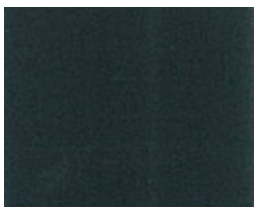
*Please submit the electric application form when the above electric equipments (15. - 18.) are ordered as additional. The charges excess power of main power supply, electric consumption, distribution box, and wiring works are claimed separately. (Please refer the P.73 to 78 for details.)

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
			

Rental Furniture - 1

*The Prices include Japanese Consumption Tax.

<p>19.Reception Desk (A)</p>  <p>W900×D450×H800/H940 (with inner shelf) JPY7,480</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) JPY11,000</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) JPY13,200</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) JPY17,600</p> <p>The size might be different from the thing.</p>	<p>23.Table</p>  <p>(A)W1800×D600×H730 JPY3,520 (B)W1500×D600×H730 JPY3,520 (C)W1200×D600×H730 JPY3,520 (D)W1800×D450×H730 JPY3,520 (E)W1500×D450×H730 JPY3,520</p> <p>The size might be different from the thing.</p>	<p>24.Round Table</p>  <p>(A)φ600×H600 JPY4,400 (B)φ750×H600 JPY4,400 (C)φ900×H600 JPY4,400</p> <p>The size might be different from the thing.</p>
<p>25.Table</p>  <p>(A)W450×D450×H600/H700 JPY2,200 (B)W600×D600×H600 JPY2,200 (C)W800×D450×H600 JPY2,200</p> <p>The size might be different from the thing.</p>	<p>26.Lounge set (A)</p>  <p>1set JPY24,200</p>	<p>27.Lounge set (B)</p>  <p>1set JPY15,400</p>
<p>28.Café Set</p>  <p>1set JPY18,480</p>	<p>29.Folding Chair</p>  <p>1pc JPY704</p>	<p>30.Stacking Chair</p>  <p>A (Blue) • B (White) JPY2,640</p>

Rental Furniture - 2

*The Prices include Japanese Consumption Tax.

<p>31.Operator's Chair</p>  <p>JPY5,280</p>	<p>32.Reception Chair</p>  <p>(A) SH430 JPY3,520 (B) SH500 JPY3,520 (C) SH600 JPY3,520 (D) SH700 JPY3,520</p>	<p>33.Brochure Rack</p>  <p>JPY6,160</p>
<p>34.Table-top brochure rack</p>  <p>JPY1,760</p>	<p>35. Panel stand</p>  <p>JPY2,200</p>	<p>36.Sign stand</p>  <p>JPY4,400</p>
<p>37.Belt-partition</p>  <p>JPY8,800</p>	<p>38.Pole-partition</p>  <p>Pole JPY1,760 Chain JPY264/m</p>	<p>39.Refrigerator</p> <p>*Power outlet shall be ordered separately</p>  <p>(A) W415 - 475×H1100 - H1200 100 - 106ℓ JPY17,600 (B) W405 - 440×H790 - H840 70 - 74ℓ JPY13,200</p>
<p>40.Glass showcase</p> <p>*Power outlet for inner lighting shall be ordered separately</p>  <p>W1500×D600×H920 JPY17,600</p>	<p>41.Steel rack</p>  <p>W900×D450×H1800 JPY6,600</p>	<p>42.Coffee server</p> <p>*Power outlet for inner lighting shall be ordered separately</p>  <p>JPY15,400</p>

Rental Furniture - 3

*The Prices include Japanese Consumption Tax.

<p>43.Coffee set for 100cups</p>  <p>JPY10,560</p>	<p>44.Water Server</p>  <p>(A) W340×D360×H610 JPY13,200 (B) Mineral Water Three gallons(11.4ℓ) JPY3,080</p>	<p>45.Name card box</p>  <p>W200×D150 JPY1,760</p>
<p>46.Fire-extinguisher</p>  <p>No.10 Powder JPY4,400</p>	<p>47.Wastebasket</p>  <p>47ℓ JPY2,640</p>	<p>48.White Cloth</p>  <p>W2200×D1000 JPY1,320</p>
<p>49.Big-potted plant</p>  <p>JPY5,500</p>	<p>50.Middle-potted plant</p>  <p>JPY4,400</p>	<p>51.Small-potted plant</p>  <p>JPY2,530</p>
<p>52.Flower-potted plant</p>  <p>JPY1,650</p>		

Audio-Visual Equipments (rental)

*The Prices include Japanese Consumption Tax.

AV1 : 32" LCD Monitor	AV2 : 40" LCD Monitor	AV3 : 55" LCD Monitor
WXGA(1,366×768) Input: HDMI, Analog-RGB 	Full HD(1,920×1,080) Input: HDMI 	Full HD(1,920×1,080) Input: HDMI 
79W JPY 99,000	108W JPY 132,000	162W JPY 198,000
AV4 : 60" LCD Monitor	AV5 : Monitor Stand	AV6 : Wall-Mount Bracket
Full HD(1,920×1,080) Input: HDMI 	 With Shelf	 Same price for package booth or custom-build booth. Booth Drawing should be provided to Murayama Inc.
172W JPY 220,000	JPY 12,100	JPY 12,100
AV7 : DVD Player	AV8 : Speaker / Amp	AV9 : Signage Player
		
15W JPY 24,200	100W JPY 24,200	30W JPY 27,500

Remarks for Audio Visual Equipment :

※Above prices include transportation, set-up and rental fee for entire exhibition period.

※Please feel free to contact us when you are looking for other items.

※Electric Power Supply and outlet are required.

※For those exhibitors who bring MPEG4 video files in USB, please inform Murayama Inc., when you order.

We'd like to remind you that there might be such cases that USB Signal converter does not work well with the monitor, so we recommend PC connections.

7-21. Tokyo Big Sight Service Facilities

1. Restaurants

(As of April, 2022)

Location	Restaurant Name	Cuisine	TEL
Conference Tower 2F	1F FOOD COURT & BEER Eat it!	JAPANESE / WESTERN	+81-3-6426-0412
	2F Tully's Coffee	Cafe	+81-3-3527-5086
	2F PRONTO	Cafe/Beer	+81-3-3599-5550
	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 Starbucks Coffee	Cafe	+81-3-3599-1320
	1F Washoku-ya	JAPANESE	+81-3-5962-1501
East hall	2F Tokyo Bay Kitchen	MAINLY JAPANESE	+81-3-3599-7240
	2F Tsukijishokudo Genchan	SEAFOOD	+81-3-5579-6248
	2F Curry shop C&C dining	Curry-rice	+81-3-5530-1172
	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
South hall	4F FOOD SQUARE	Ramen, Hamburger, Beer	+81-3-5962-1895

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

*See the homepage for more details. (<https://www.bigsight.jp/english/visitor/shop/>)

2. Shops

Location	Name	Contents	Opening Hours
Event Plaza	SEVEN-ELEVEN (Event Plaza)	Copies/Domestic fax/Delivery/Of-fice supplies Food/Sundry goods etc.	7:00 - 18:00
Conference Tower Entrance Hall	LAWSON (Entrance Hall)	Copies/Domestic fax/Delivery/Office supplies Food/Sundry goods etc.	8:00 - 20:00
	SERVICES CORNER	Big Sight Card (prepaid card) sales Original product sales etc.	9:00 - 18:00
East Hall 2F	Family Mart (Galleria)	Copies/Domestic fax/Delivery/Office supplies Food/Sundry goods etc.	8:00 - 20:00
South Hall 2F	LAWSON (South Hall)	Copies/Domestic fax/Office supplies Food/Sundry goods etc.	9:00 - 16:00

3. Visitor & Business Center (TEL: +81-3-5530-1292, Opening Hours: 9:00 - 18:00)

Ariake Branch (Conference Tower 2F Entrance Hall)	Copies/PC/FAX/Business card printing/Large format output/PC supplies, stationary, etc., sales/ Cloakroom service etc. (https://www.bigsight-services.co.jp/visitor/VB/en/)
South Branch (South Hall 2F)	Copies/Battery Charging *unstaffed store

List of Contacts

Supervised business	Contact	Location/Supervisor	TEL/FAX/E-mail
General management	Tokyo Big Sight Inc. JIMTOF Fair Management Office	Tokyo Big Sight Inc. 3-11-1 Ariake, Koto-ku, Tokyo 135-0063	TEL: +81-3-5530-1333 FAX: +81-3-5530-1222 jimtof@tokyo-bigsight.co.jp
Basic decoration Booth Partition Booth Number Plate	MURAYAMA INC.	Toyosu foresia, 3-2-24, Toyosu, Koto-ku, Tokyo 135-0061 Supervisor: Ms.Norose, Ms.Takamura, Ms.Ushijima	TEL: +81-3-6221-1960 FAX: +81-3-6221-1915 intl-jimtof2022@murayama.co.jp
Package booth Rental item			
Floor Work		Toyosu foresia, 3-2-24, Toyosu, Koto-ku, Tokyo 135-0061 Supervisor: Mr.Kawakami, Ms.Hattori	TEL: +81-3-6221-1960 FAX: +81-3-6221-1915 jimtof2022@murayama.co.jp
Admission registration	JIMTOF2022 Registration Office (From early Sept.)	*Details will be announced later on the Exhibitors Website.	
Visitor management system Admission pass reader	Shanon Inc. Exhibitor Services	MITA 43 MT Building 4F, 3-13-16, Mita,Minato-ku, Tokyo 108-0073	jimtof_exh@shanon.co.jp
Deliver/removal planning Vehicle pass issuing	Big Sight Services Corp. JIMTOF Delivery/Removal Desk (From August 25(Thu.))	3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Supervisor: Mr.Ishii, Mr.Mitamura	TEL: +81-3-5530-1174 FAX: +81-3-5564-5430 bss1@bigsight-services.com
Transportation service Bond	Schenker-Seino Co., Ltd.	Tennoz Central Tower 16F, 2-2-24, Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002 Supervisor: Ms.Takano, Ms.Ohki	TEL: +81-3-5769-7380 FAX: +81-3-5769-7381 yachiyo.takano@schenker-seino.co.jp Kana.Ohki@schenker-seino.co.jp
Electrical construction	IIDA Electrical Works Co., Ltd.	1-8-21 Shinkiba, Koto-ku, Tokyo 135-0082 Supervisor: Mr.Harano, Mr.Ota, Mr.Kasuya	TEL: +81-3-3521-3522 FAX: +81-3-3521-3524 E-mail: jimtof2022@iida.co.jp
Water Supply Compressed Air	YAMAZAKI KOGYO Co., Ltd.	Fuji Bldg. 3F, 4-22-2 Koenjiminami, Suginami-ku, Tokyo 166-0003 Supervisor: Mr.Ishizuka, Mr.Tobii, Mr.Takeuchi	TEL: +81-3-5305-5091 FAX: +81-3-5305-5092 jimtof2022@yamazakikogyo.com
Communication equipment	In House Communication Line Services Desk	3-11-1 Ariake, Koto-ku, Tokyo 135-0063	FAX: +81-3-5530-1106 tsushin@tokyo-bigsight.co.jp
Lubricating oil handler	TOKYO SEKIYU Co., Ltd. Kita-Kanto Office	2-30-1 Toyonocho, Kasukabe-shi, Saitama-ken 344-0014 Supervisor: Mr.Kamai, Mr.Negishi	TEL: +81-48-731-5811 FAX: +81-48-733-5522 kanto@tokioco.jp
Hotel	JTB Global Marketing & Travel Inc.	2-3-14, Higashishinagawa, Shinagawa-ku, Tokyo 140-8604 JIMTOF2022 JTB Desk	TEL: +81-3-5796-5446 FAX: +81-3-5495-0785 JIMTOF2022@gmt.jtb.jp
Bilingual receptionist Interpreter	Simul Business Communications, Inc. JIMTOF DESK	G-7 Building, 7-6-12, Ginza, Chuo-ku, Tokyo 104-0061	TEL: +81-3-3524-3350 FAX: +81-3-3524-3345 sbc@simul.co.jp
Cleaning	Big Sight Services Corp.	3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Supervisor: Mr.Onojima, Ms. Midorikawa	TEL: +81-3-5530-1290 FAX: +81-3-5564-5430 bss1@bigsight-services.com
Forklift		3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Supervisor: Mr.Hasezaki, Mr.Ishii	TEL: +81-3-5530-1290 FAX: +81-3-5564-5430 bss1@bigsight-services.com
Big Sight Card		3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Service Corner (Big Sight Card)	TEL: +81-3-5530-1215 FAX: +81-3-3520-2059 bss2@bigsight-services.com

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
	—	Aug. 31 (Wed.)	“Online Catalogue” manuscript	Fair Management Office	23-28	○
	1	Sept. 7 (Wed.)	DELIVERY/REMOVAL	JIMTOF Delivery/Removal Desk	49	○
	2		EXHIBIT ITEMS	Fair Management Office	57,68	○
	3		ELECTRICAL/DECORATION WORKS CONTRACTORS	Fair Management Office	66,74	○
	4		FIRE & HAZARDOUS MATERIALS	Fair Management Office	85	○
	5-1		ELECTRICAL SERVICES	IIDA Electrical Works Co.,Ltd.	74	○
	16		BOOTH PARTITION / BOOTH NUMBER PLATE	MURAYAMA Inc.	60,61	○
	—		“Official Guidebook” manuscript	Fair Management Office	23-26	○
	5-2		Sept. 29 (Thu.) Sept.30 (Fri.)	ELECTRICAL WORK PLAN	IIDA Electrical Works Co.,Ltd.	76
	—	Oct. 7 (Fri.)	Exhibitor ID Registration (A/B Type)	JIMTOF2022 Registration Office	9,10	○
	6	Oct. 14 (Fri.)	WASTE DISPOSAL CONFIRMATION	Fair Management Office	98	○
	5-3	Nov. 1 (Tue.)to Nov.7 (Mon.)	COMPLETION OF ELECTRICAL WORK	IIDA Electrical Works Co.,Ltd.	78	×

● **Optional submissions from applicants who want the services**

Check	Form No.	Deadline	Name	Submit to	Ref. page	Obtained online
	—	Jun. 30(Thu.)	Priority exhibitor reservations for “Tokyo Big Sight Conference Rooms”	Fair Management Office	97	external link
	—	July 8(Fri.)	Registration of co-exhibitors	Fair Management Office	8	○
	11		EXHIBITOR WORKSHOP	Fair Management Office	38	○
	12		AM AREA EXHIBITOR WORKSHOP	Fair Management Office	39	○
	7	July 15(Fri.)	MEETING ROOM	Fair Management Office	94	○
	8		EXHIBITOR ANTEROOMS IN SOUTH HALL	Fair Management Office	95	○
	13		STORAGE RESERVATION	Fair Management Office	96	○
	10	July 22(Fri.)	OFFICIAL WEBSITE BANNER ADVERTISEMENTS	Fair Management Office	32	○
	9	Aug. 5(Fri.)	EXHIBITOR ONLINE CHANNEL	Fair Management Office	30	○
	15	Aug. 12(Fri.)	ADVERTISEMENT (On-site)	Fair Management Office	34	○
	—	Aug. 31(Wed.)	Registration of represented companies	Fair Management Office	8	○
	14	Sept. 7(Wed.)	ADVERTISEMENTS (Official Guidebook/Guide Map)	Fair Management Office	31	○
	17		TWO-STORY BOOTH / BANNERS	Fair Management Office	64,65	○
	18		WATER SUPPLY & COMPRESSED AIR	YAMAZAKI KOGYO Co., Ltd.	81,83	○
	—	Sept. 16(Fri.)	ADVERTISEMENTS (On-site) data submission	MURAYAMA Inc.	34	mail
	20	Sept. 21(Wed.)	PACKAGE BOOTH APPLICATION FORM	MURAYAMA Inc.	108	○
	21		RENTAL ITEMS APPLICATION FORM	MURAYAMA Inc.	108	○
	23		CATALOGUE EXHIBITION	Fair Management Office	37	○
	22	Sept. 22(Thu.)	INVITATION (for additional requirements)	JIMTOF2022 Registration Office	20	○
	24		CONTRACTOR PASS (for additional requirements)	JIMTOF2022 Registration Office	9	○
	5-4	Sept. 29(Thu.)	TEMPORARY ELECTRICAL SERVICES	IIDA Electrical Works Co., Ltd.	75	○
	25	Sept. 30(Fri.)	FLOOR WORK	MURAYAMA Inc.	70	○
	26		BILINGUAL RECEPTIONIST/INTERPRETER	Simul Business Communications, Inc. JIMTOF Desk	19,94	○
	—		EXHIBITOR ONLINE CHANNEL data submission	Fair Management Office	30	○
	—		ADVERTISEMENTS (Official Guidebook/Guide Map) data submission	Informed to applicants individually	31	mail
	—		COMMUNICATION EQUIPMENT	Big Sight Services Corp.	79	mail
	—		HOTEL RESERVATION	JTB Global Marketing & Travel Inc. JIMTOF2022 Desk	104	JTB external link
	C	Oct. 6(Thu.)	*Products taller than 3m, Ceiling construction, Exhibitors of 30 or more booths” data submission	Fair Management Office	62,63,65	○
	19	Oct. 7(Fri.)	ADMISSION PASS READERS	Shanon Inc. Exhibitor Services	90,91	external link
	28		BUS PARKING LOT FOR GROUP	JIMTOF Delivery/Removal Desk	103	○
	29		VIP VEHICLE	JIMTOF Delivery/Removal Desk	103	○
	32		RENTAL FORKLIFT	Big Sight Services Corp.	100	○
	30	Oct. 14(Fri.)	BOOTH CLEANING/WAX CLEANING SERVICE	Big Sight Services Corp.	99	○
	31		GARBAGE DISPOSAL SERVICE	Big Sight Services Corp.	98	○
	33		PROCESSED OIL AND LUBRICANT RELATED SERVICE	TOKYO SEKIYU Co., Ltd.	88	○
	27	Oct. 18(Tue.)	PREPAID CARD (BIG SIGHT CARD)	Big Sight Services Corp. Service Corner	101	○

Other Supporting Companies

	COMPANY	E-mail	TEL	FAX
■ Display	MURAYAMA INC.	intl-jimtof2022@murayama.co.jp	+81-3-6221-1960	+81-3-6221-1915
	KOGEISHA Co., Ltd.	asayama@kogeisha.co.jp	+81-3-5801-0791	+81-3-5801-0795
	Fujiya Co., Ltd.	t-kawai@fujiya-net.co.jp	+81-3-5548-2811	+81-3-5548-2821
■ Rental equipment	KISSEI COMTEC Co., Ltd.	kcrent@comtec.kicnet.co.jp	+81-3-6709-2440	+81-3-5979-6335
■ Transportation	Schenker-Seino Co., Ltd.	tyo.messe@schenker-seino.co.jp	+81-3-5769-7380	+81-3-5769-7381

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