



# **EXHIBITORS MANUAL**

**CONNECT by technology for the future.**

# **JIMTOF 2018**

**The 29th JAPAN INTERNATIONAL MACHINE TOOL FAIR**  
**November 1 (Thu.) - November 6 (Tue.), 2018**



**Tokyo Big Sight** (Tokyo International Exhibition Center)  
Organizers : Japan Machine Tool Builders' Association  
Tokyo Big Sight Inc.

[www.jimtof.org](http://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](mailto:jimtof@tokyo-bigsight.co.jp)

URL: [www.jimtof.org/en](http://www.jimtof.org/en)

## Fair Outline

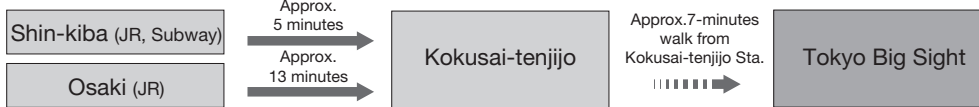
- **Title** JIMTOF2018 (The 29th JAPAN INTERNATIONAL MACHINE TOOL FAIR)
- **Purpose** For the contribution to the development of industry and trade promotion through increased international transactions and technical exchanges of machine tools and their related equipment.
- **Organizers** Japan Machine Tool Builders' Association  
Tokyo Big Sight Inc.
- **Supporting Organizations** Ministry of Foreign Affairs of Japan  
Ministry of Economy, Trade and Industry  
(to be confirmed) 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 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 1 (Thu.) - November 6 (Tue.), 2018 (6 days)
- **Opening Hours** 9:00 - 17:00
- **Venue** Tokyo Big Sight (Tokyo International Exhibition Center)  
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 JAPAN
- **Net Exhibit Space** 49,500 m<sup>2</sup> (about 5,500 booths) planned
- **Indoor Exhibition Space** 98,540 m<sup>2</sup>
- **Exhibits** Machine tools (Metal cutting, Metal forming) / Machine tool accessories /  
High speed steel tools / Cemented carbide tools / Diamond, CBN tools /  
Grinding wheels and abrasives / Gears and Gear Devices /  
Oil hydraulic, water hydraulic and pneumatic machinery /  
Precision measuring machines and instruments / Optical measuring instruments /  
Testing machinery / Controller and related software (CAD/CAM etc.) /  
Other associated machinery and equipment, raw materials, technologies and publications
- **ADMISSION (including 8% tax)**  
JPY3,000 for on-the-day tickets  
JPY1,000 for advanced tickets  
Free for students  
\*registration is required



## Access to Tokyo Big Sight



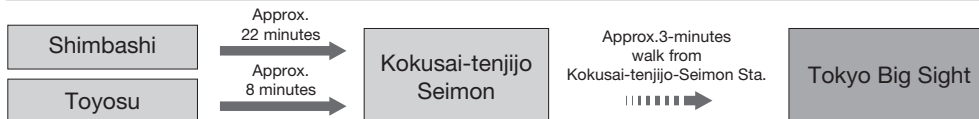
### Rinkai Line



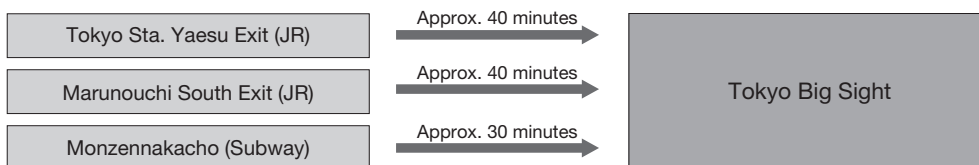
\*Direct service at Osaki to JR Saikyo Line  
Kokusai-Tenjijo Sta. ( )  
 → JR Shibuya Sta. (Approx. 20 minutes)  
 → JR Shinjuku Sta. (Approx. 25 minutes)  
 → JR Ikebukuro Sta. (Approx. 31 minutes)



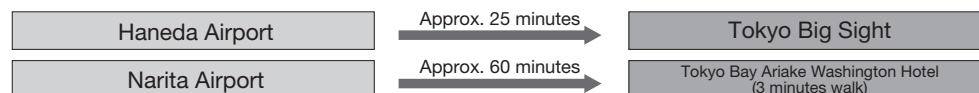
### Yurikamome Line



### Toei Bus



### Airport Bus (Limousine Bus, Keihin Kyuko Bus)



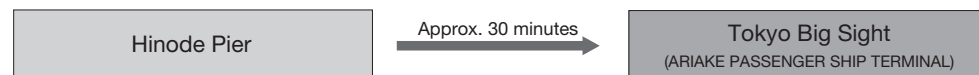
\*Please note that some buses may only be available during times of events being held.



### Express Bus (Keihin Kyuko Bus)



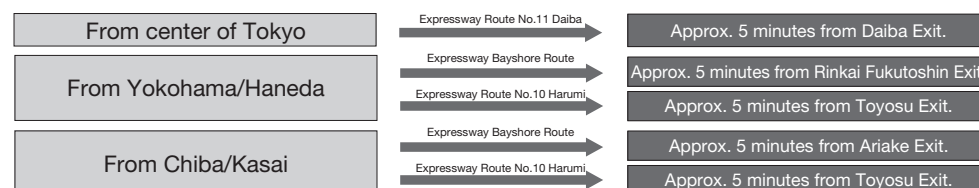
### Water Bus



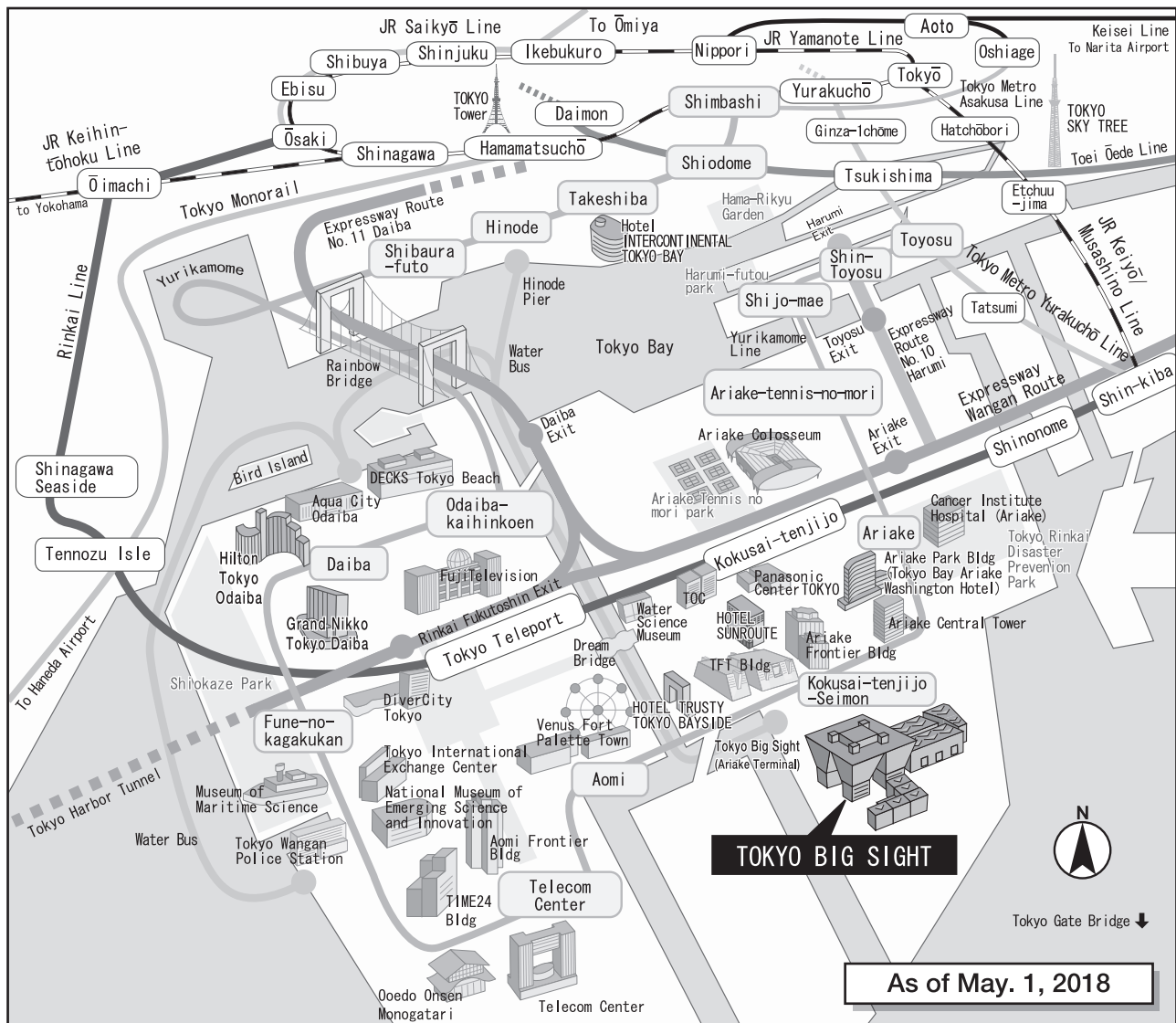
\*Non-regular service. Please refer to the TOKYO CRUISE SHIP CO., LTD. for the service information.



### CAR



## ■ Tokyo Big Sight Access Map





## 1. General Information

Required

## 1-1. The Schedule of JIMTOF2018

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

Important dates		Target	Form No.	Information	Ref. Page	
June	5 (Tue.)	Osaka		Exhibitors Briefing Seminar (Exhibitors Manual and explanation of services) [Locations] Osaka: Trust City Conference Shin-Osaka Nagoya: TKP Nagoya Ekimae Conference Center Tokyo: Tokyo Big Sight, Conference Tower, Reception Hall		
	6 (Wed.)	Nagoya				
	8 (Fri.)	Tokyo				
	15 (Fri.)	Applicants only (optional)	—	Start of hotel reservations	92	
	29 (Fri.)		—	End of priority exhibitor reservations for “Tokyo Big Sight Conference Rooms”	85	
July	6 (Fri.)	Applicants only (optional)	—	“Co-exhibitors” registration deadline	7	
	13 (Fri.)		11	“EXHIBITOR WORKSHOP” application deadline	31	
			8	“MEETING ROOM” application deadline	83	
			12	“STORAGE RESERVATION” application deadline	84	
	27 (Fri.)		9	“OFFICIAL WEBSITE BANNER ADVERTISEMENTS” application deadline	25	
August	10 (Fri.)	Applicants only (optional)	14	“ADVERTISEMENTS (On-site)” application deadline	27	
	22 (Wed.)		10	ADVERTISEMENTS IN THE “Official APP BANNER” application deadline	26	
	27 (Mon.)		—	“Represented companies” registration deadline	7	
	31 (Fri.)	All exhibitors	—	Online Catalogue manuscript submission deadline	22,23	
September	3 (Mon.)	—	—	Start of visitor (admission) pre-registration	18,19	
	5 (Wed.)	All exhibitors	1	“DELIVERY/REMOVAL ” application deadline	38	
			2	“EXHIBIT ITEMS” application deadline	45,56	
			3	“ELECTRICAL/DECORATION WORKS CONTRACTORS” application deadline	54,62	
			4	“FIRE & HAZARDOUS MATERIALS” application deadline	73	
			15	“BOOTH PARTITION / BOOTH NUMBER PLATE” application deadline	48,49	
			—	“Official Guidebook” manuscript submission deadline	22,23	
		Applicants only (optional)	13	“ADVERTISEMENTS (Official Guidebook/Guide Map)” application deadline	24	
			16	“TWO-STORY BOOTH / BANNERS” application deadline	52,53	
			17	“ELECTRICAL SERVICES” application deadline	62	
			18	“WATER SUPPLY & COMPRESSED AIR” application deadline	69,71	
			19	“ADMISSION PASS READERS” application deadline	79,82	
	14 (Fri.)	Applicants only (optional)	—	“ADVERTISEMENTS (On-site)” data submission deadline	27	
	19 (Wed.)	Applicants only (optional)	20	“SHELL SCHEME BOOTH APPLICATION FORM” application deadline	95	
			21	“RENTAL ITEMS APPLICATION FORM” application deadline	95	
			23	“CATALOGUE EXHIBITION” application deadline	30	
	28 (Fri.)	Applicants only (optional)	22	“INVITATION (for additional requirements)” application deadline	18	
			24	“CONTRACTOR PASS (for additional requirements)” application deadline	8	
			25	“FLOOR WORK” application deadline	58	
			26	“BILINGUAL RECEPTIONIST/INTERPRETER” application deadline	17,83	
			—	“COMMUNICATION EQUIPMENT” application deadline	67	
			—	“ADVERTISEMENTS (Official Guidebook/Guide Map)” data submission deadline	24	
			—	“HOTEL RESERVATION” application deadline	92	
	27 (Thu.), 28 (Fri.)	All exhibitors	5	“ELECTRICAL WORK PLAN” application deadline	64	
	October	5 (Fri.)	All exhibitors	—	“Exhibitor ID Registration (A/B Type)” application deadline	8
			Applicants only (optional)	28	“BUS PARKING LOT FOR GROUP” application deadline	91
				29	“VIP VEHICLE” application deadline	91
12 (Fri.)			All exhibitors	6	“WASTE DISPOSAL CONFIRMATION” application deadline	86
		Applicants only (optional)	27	“PREPAID CARD (BIG SIGHT CARD)” application deadline	89	
			30	“BOOTH CLEANING/WAX CLEANING SERVICE” application deadline	87	
			31	“GARBAGE DISPOSAL SERVICE” application deadline	86,87	
			32	“RENTAL FORKLIFT” application deadline	88	
			33	“PROCESSED OIL AND LUBRICANT RELATED SERVICE” application deadline	76	
25 (Thu.) to 31 (Wed.)		All exhibitors	7	“COMPLETION OF ELECTRICAL WORK” application deadline	66	
Set-Up (“Delivery”) Period				*See the detailed schedule on page 39.		
November	1 (Thu.) to 6 (Tue.)	JIMTOF2018 (The 29th Japan International Machine Tool Fair)				
	7 (Wed.) to 9 (Fri.)	Take-Down (“Removal”) Period				

## 1-2. Exhibition Agreement / General Regulation

Exhibition Agreement and General Regulation about JIMTOF2018 are noted in the “Guide to Exhibit”, so read it along with this Exhibitors Manual.

## 1-3. 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.21)	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)		JPY16,200-	JPY16,200-	JPY5,400-

\*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 6 (Fri.)** for co-exhibitors, **by August 27 (Mon.)** 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 an co-exhibitor / represented company can be corrected on the Exhibitors Website, but it cannot be deleted. **If you want to delete the information, please contact Fair Management Office.**



## 1-4. Admission to the Site

Required

An admission pass is required for admission to the site.

## 1) Types of admission passes

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

Name	Users	Delivery period Oct. 25 - 31	Exhibition period Nov. 1 - Nov. 6	Removal period Nov. 6 17:00 -
Contractor Pass	Contractors	Valid	Not valid	Valid
Exhibitor Pass	Exhibitors	Valid	Valid	Valid
Visitor Pass	Visitor	Not valid	Valid	Not valid

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

\*Refer to P.39 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 JPY100 (tax included) per each. If you want additional passes, submit **Order Form 24** on the Exhibitors Website by **September 28 (Fri.)**.

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
<b>Type A</b>	Company Name/Individual Name	Company name/Individual Name/Division/Title/Address/Tel/Fax/E-mail
<b>Type B</b>	Company Name / "Staff"	Company name

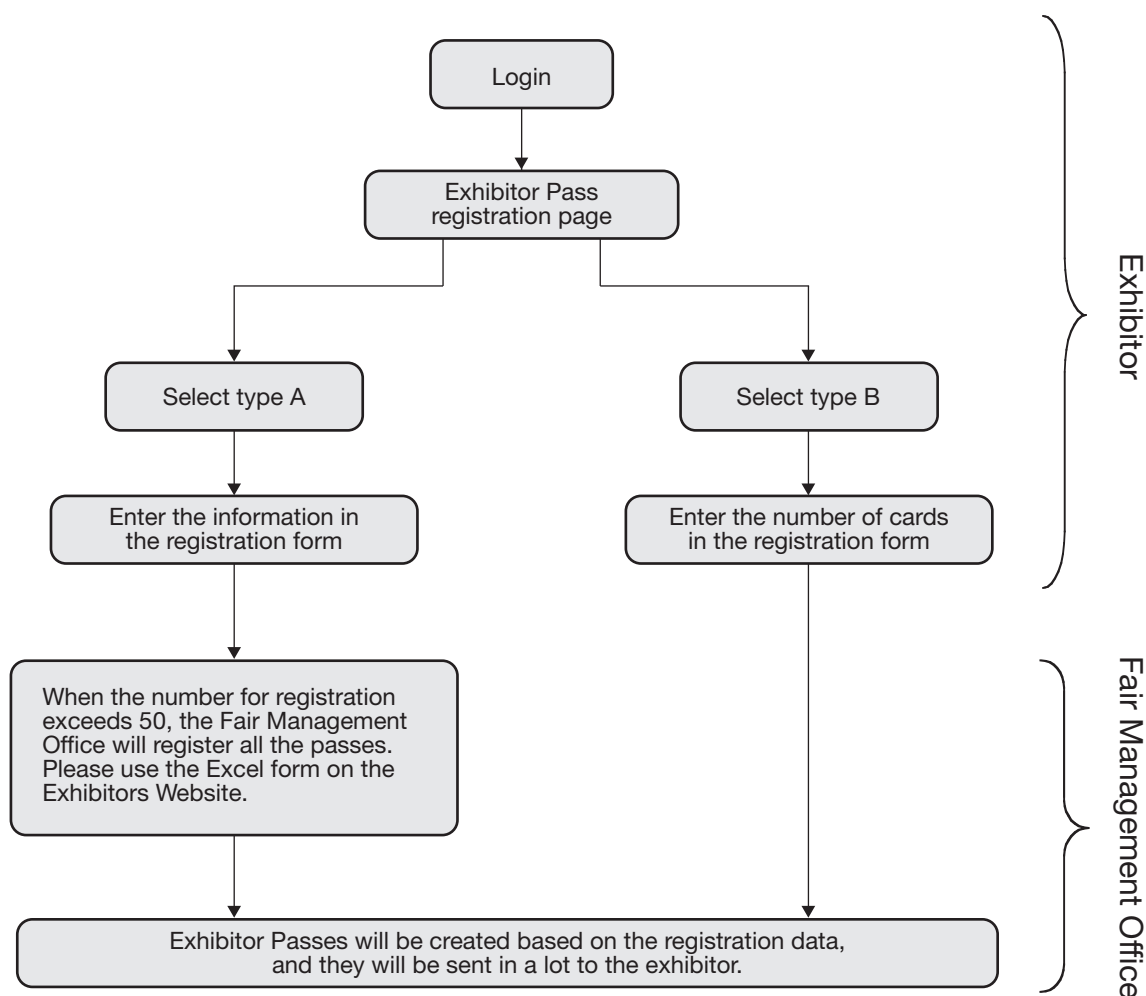
- Five exhibitor passes (Type A and Type B) will be distributed per booth, with up to 300 passes in total.
- If more passes are required, additional pass may be issued at a cost of JPY1,080 (tax included) per each.
- Type A passes can be read at the booth just like Visitor Passes, and they include all 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 5 (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.**

- Log-in to the Exhibitors Website.
- Click the [Exhibitor Pass Application] button on the top page of the Exhibitors Website.
- Select the desired type on the Exhibitor Pass registration page.
- Follow the direction and register.



### \*Notes

- When entering information such as an employee's data, be sure to reveal the intended purpose of the personal information to the person and gain the agreement from the person.
- When the amount of data exceeds the specified number (5 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.19 "2-5. Admission Method (Without the Invitation Card)".



## 1-5. 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 2011 Amended Law ([http://www.jpo.go.jp/shiryoku/kijun/kijun2/hatumei\\_reigai.htm](http://www.jpo.go.jp/shiryoku/kijun/kijun2/hatumei_reigai.htm))” and carry out the procedures.

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

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

### 3) Safety Management

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

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

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

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

**4) Insurance**

Fair Management 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.

**5) Public Address**

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

**6) Photography and Video Recording**

- (1) In principle, photography and video recording are prohibited in the site. However, 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.

**7) First Aid**

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

**8) 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
- Opening hours: 7:30-18:45(during the fair except the delivery/removal period)



## 1-6. Handling of Personal Information

### 1) Purpose of Usage for Personal Information

Tokyo Big Sight Inc. uses the personal information gathered by JIMTOF2018 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.

JIMTOF2018 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.

## 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**

## 1-7. Emergency Responses

### 1) Earthquake

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

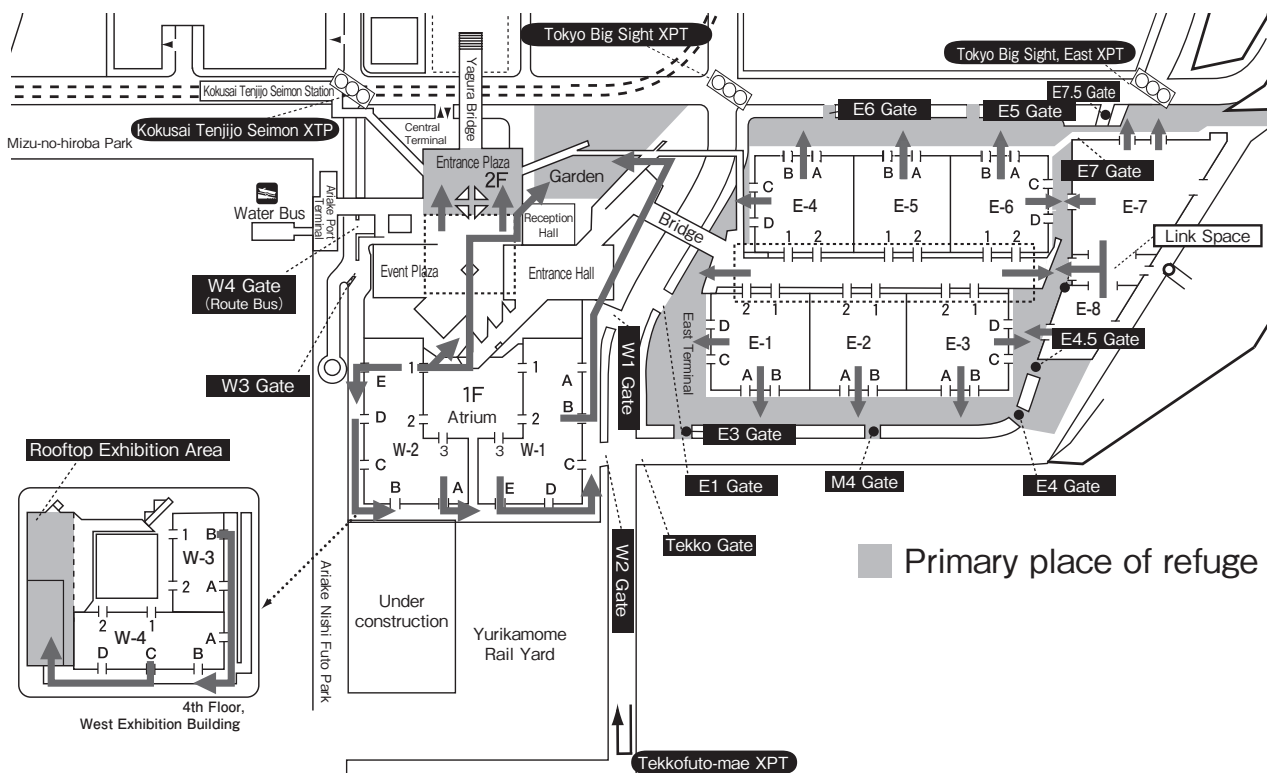
### 2) Fire

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

### 3) Medical Emergency

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

## Evacuation route map





## **1-8. Requests for Environmental Actions from Fair Management 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.32-36. 4-1. Exhibition Center Outline)

### **5) Idling stop**

To reduce CO<sub>2</sub> emissions, vehicles should be brought to an idling stop during delivery and removal.

## **1-9. Smoking**

**Smoking at the fair site (booths, halls and public use areas) is strictly prohibited. Smoking is only allowed in the designated areas. (Please refer to P.32-36. 4-1. Exhibition Center Outline)**

## 2. Visitor Promotion

There were 147,602 visitors during JIMTOF2016, and active negotiations for business deals were made. Also, there were 11,533 foreign visitors from 77 different countries and regions. Approximately 70% of those visitors were from China, Korea, and Taiwan, which are the major export destinations of the Japanese machine tools.

To have more industry participants and user organizations as visitors than the previous exhibition, Fair Management 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 Activities

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

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

**[Promotional activities completed]** (as of April 2018)

2017: IMTEX in India, TIMTOS in Taiwan, CMT in China, METALLOOBRABOTKA in Russia, INNOPROM in Russia, EMO Hannover in Germany, METALEX in Thailand

2018: CCMT in China, SIMTOS in South Korea

**[Scheduled promotional activities]**

IMTS in USA and other PR activities focused on Asia

##### 2) 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.

##### 3) Utilizing the official website

Exhibition information such as exhibitor and product information, and about joint events can be viewed at the official website, which is accessed more than two million times per month. The contents are available in three different languages (English, Chinese (Simplified/Traditional) and Korean) in addition to Japanese. Also, a mobile-phone application will be released to make it more convenient to collect information. Furthermore, the latest information will be provided via our official SNS (Facebook, Twitter).

 @JIMTOF     @JIMTOF\_official

##### 4) E-mail newsletters

E-mail newsletters with exhibitor information, joint event programs and similar information will be sent to the registrants of the JIMTOF2016 and new registrants of the JIMTOF2018.

##### 5) Requesting of visitor promotion cooperation in Japan

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

- Previous result: Sent leaflets to 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 JIMTOF2018 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.20 “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.

### 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 JIMTOF2018 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 “Bilingual Receptionist / Interpreter” by September 28 (Fri.) on the Exhibitors Website.**

- 1) Sign board.....Displayed in 4 languages (Japanese, English, Chinese (Simplified and Traditional) and Korean)
- 2) Information .....Information 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)
- 7) Mobile-phone application (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 information sheet)..... 100 each
- English invitation card (including information sheet)..... 10 each
- Envelope..... 110 each

## (2) Overseas exhibitor

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

If you do not need envelopes, please inform Fair Management Office by July 20 (Fri.).

## 2) Additional purchase

Exhibitors can purchase additional invitation card with the following price. Submit **Order Form 22 "INVITATION (for additional requirements)"** by **September 28 (Fri.) on the Exhibitors Website**.

- (1) Invitation card (including information sheet)...JPY100 each (tax included)
- (2) Invitation card & Envelope .....JPY120 each (tax included)



(image)



(image)

## 3) 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.

Registration method	Registration period	Obtaining the pass
Web registration	From September 3 (Mon.) to 16:00 on November 6 (Tue.)	A. Print out visitor pass and bring to the fair B. Visitor pass is issued at ticket window
On-site registration	From November 1 (Thu.) to November 6 (Tue.)	Admission pass is issued after registering

## 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 3 (Mon.) to October 31 (Wed.)	JPY1,000	Web registration (*1)	Credit card transaction upon registration (*2)	Print out and bring visitor pass, or issued at ticket window
2		November 1 (Thu.) to 16:00 on November 6 (Tue.)	JPY3,000			
3	Tokyo Big Sight (Service corner on 2nd floor)	September 3 (Mon.) to October 31 (Wed.)	JPY1,000	Web registration (*1), on-site registration	Sales window	Admission pass is issued after the registration
4	Convenience store terminal (*3)			On-site registration	Sales window	
5	JIMTOF 2018 site	November 1 (Thu.) to November 6 (Tue.)	JPY3,000	On-site registration	Sales window (Cash only)	

\*1: For details about registration on the website, please refer to P.18 “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, Circle K-Sunkus, 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 16 (Tue.)**. 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 Aug. 20)

JIMTOF2018 Registration Office

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

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

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

### 3. Promotion Tools

#### 3-1. Website

**OPTION**

##### 1) JIMTOF official website

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

#### ■ Major uses

##### (1) Online catalogue

Pages that introduce information about the exhibitors will be included on the official website. Refer to P.21 “3-2 Official Guidebook / Online Catalogue”.

##### (2) Post exhibitors' news release

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

##### (3) Web banner advertisement

We are accepting applications for web banner advertisements from exhibiting companies. Please make use of promotional opportunity. Refer to P.25 “3-3.4) Website Banner advertisement”.

##### (4) Links from the exhibitor list page

Exhibitors Website is linked from the exhibitor list page on the official website. We would appreciate it if exhibitors would link back to the official website.

##### (5) Use of the JIMTOF web banner

When you want to use the JIMTOF web banner, you can download it from the official website.





## 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) For details on the login, refer to the next page.
- (3) Exhibitors Website will open at the beginning of June.

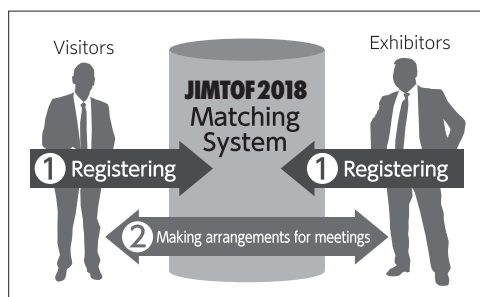
### ■ Main functions of the Exhibitors Website

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

## 3-2. Official Guidebook/Online Catalogue

Required

### 1) Official Guidebook

- (1) Number to be published: 8,000 (planned)
- (2) Size: A5 (About 520 pages)
- (3) Language: Japanese and English
- (4) Date of publication: November 1 (Thu.), (first day of the fair)
- (5) Price: JPY1,000 each (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)

### 2) Contents (Official Guidebook / Online Catalogue)

#### (1) Exhibitor Information

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

## (2) Index

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

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

## (3) Exhibitor Advertisement (Pay option)

## (4) Joint events information

## (5) Exhibition Layout / List of Exhibitors by Halls

## (6) Others



Official Guidebook (JIMTOF2016)

## 3) Submission Procedure (Official Guidebook/Online Catalogue)

Please submit the manuscript on the Exhibitors Website.

\*The Exhibitors Website is scheduled to open at the beginning of June.

<Official Guidebook>

[Submission deadline: **September 5 (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 (Fri.)**]

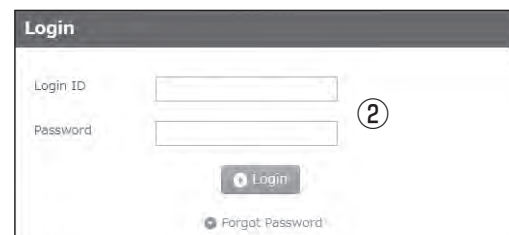
- The Online Catalogue will contain the material that has been submitted by the deadline and will be released after **September 3 (Mon.)**. Revisions, if necessary, can be made starting on **September 4 (Tue.)**. At that time, the new information will be released in order, after the revisions.

- ① Access the "Exhibitors Website" from the top page of the JIMTOF 2018 official website or by following URL:  
<http://www.jimtof.org/en>



[JIMTOF 2018 official website]

- ② Enter the exhibitors ID / password and log in. ID / password would be provided from the Fair Management Office in good time.



[log in page]

- ③ Select "Online Catalogue" or "Official Guide Book".
- ④ Select the [Apply · Edit] of "A. Official Guide Book" or "B. Online Catalogue".
- ⑤ Enter the required items.
- ⑥ Go to the confirmation page.
- ⑦ Submit once you have confirmed the data.



[ Exhibitors Website (Sample Image) ]

\* Actual contents and screen layout are subject to change.

## 4) Pay Option (Official Guidebook / Online Catalogue)

### (1) Exhibit's Photo / Company Logo

- Size: Within 40mm × 40mm
- Official Guidebook : black/white
- Online Catalogue on the website: full color
- Price: **JPY16,200** (Tax included) The price will be invoiced to the exhibitor after the fair.
- File format: BMP, GIF, JPEG, PNG
- Submission: Upload the image of the exhibited product or company logo that meets the requirements on the Exhibitors Website. One image can be submitted for the Official Guidebook and for the Online Catalogue, respectively.
- Submission Deadline: <Official Guidebook> **September 5 (Wed.)**  
 <Online Catalogue> **August 31 (Fri.)**  
 \*Submissions to the Online Catalogue are accepted even after **August 31 (Fri.)**.

### (2) Text translation service (Pay option)

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

#### ■ Translation service:

SIMUL INTERNATIONAL, INC.

TEL:+81-3-3524-3110

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

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



## 3-3. 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	JPY702,000
Inside Front Cover & Facing Page			1 each	JPY486,000
Inside Back Cover & Facing Page			1 each	JPY432,000
Inside Pages (Front & Back)			Unlimited	JPY270,000
Inside Pages (Black & White)		Black & White	Unlimited	JPY108,000

## (2) Application Procedure

Please submit **Order Form 13** to Fair Management Office 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.

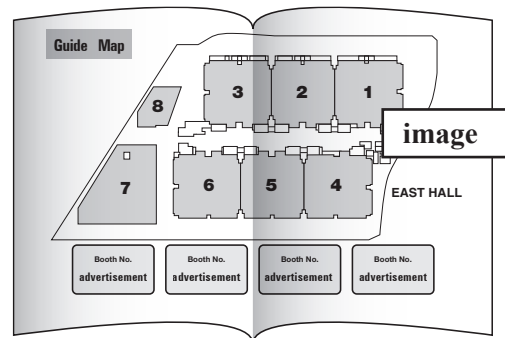
Application deadline: **September 5 (Wed.)**

## (3) Data Submission

- Submission deadline : **September 28 (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 1 (Thu.) (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/passages)
- (4) Size..... A4 (planned)

Type	Size (mm)	Color	Number	Price (Tax included)
Japanese	H55 × W90	4	15	JPY216,000
English		2	15	JPY108,000
Japanese & English Set		As above	As above	JPY270,000

\* 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.

## (5) Application Procedure

Please submit **Order Form 13** to Fair Management Office on the Exhibitor Website. The price will be invoiced to the exhibitors after the fair.

## (6) Data Submission

- Submission deadline : **September 28 (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 1 (Thu.) to November 6 (Tue.)** for each day

(2) Number of Publication: 23,000 / per day

\*Differ from day to day.(planned)

\*Two Transcriptions for both in Japanese and English

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

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

(5) Contents of Article

- Report of Seminar
- Trend analysis report of exhibitors from the perspective of the user
- Explanation article for JIMTOF
- Introduction article of exhibitors
- Interview of visitors etc.

[Opening Date for Advertising Application]

**From July 2 (Mon.), 2018**

[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:+81-3-5644-7303 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

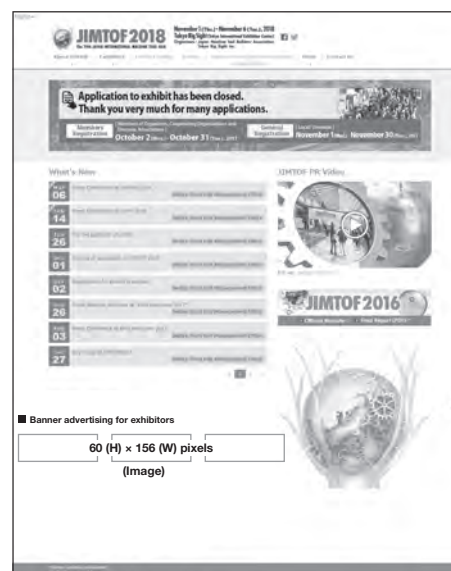
(3) Displayed during the four months from **August 1 (Wed.) to November 30 (Fri.)**.

(4) Size: 60 (H) × 156 (W) pixels

(5) Price: JPY270,000 (tax included)

(6) How to apply: Submit **Order Form 9 to Fair Management Office by July 27 (Fri.) on the Exhibitors Website.**

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



## (7) Data submission

- Submission deadline: **July 27 (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) Advertisements in the “Official APP Banner”

- (1) Release date: The middle of October, 2018
- (2) Size: 210(H)×1,536(W) pixels.(planned)
- (3) Numbers: Limited to 5 units
- (4) Price: JPY250,000(tax included)
- (5) How to apply:

**Submit Order Form 10 to Fair Management Office by August 22 (Wed.) on the Exhibitors Website.** However, if there are many requests, it will be decided by Fair Management Office. Assignment will be sent by August 24 (Fri.) by e-mail. The exhibitors will be charged for the service after the fair.

## (6) Date Submission

- Submission deadline: **August 29 (Wed.)**
- Submit to JIMTOF Fair Management Office
- Submission format: png, ai, psd
- Please upload the file on the Exhibitors Website.

<Image>



## 6) 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 1 (Thu.) to 6 (Tue.) 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	JPY216,000	5
2	Conference Tower 1F Passage	Column sign	JPY216,000	4
3	South Concourse	Column sign	JPY540,000	2
4/11	In front of landing plat form of East Hall / West Hall Escalators	Floor sheet	JPY324,000	East : 1 West : 2
5/10	Atrium (West Hall 1F) / East Hall 1F Galleria	Column sign	JPY324,000	East : 6 West : 4
6/12	East Hall / West Hall 1F Entrance	Entrance arch	JPY324,000	2 for each hall (3 for west hall 1-2)
7/13	East Hall / West Hall Booth Information	Bottom of the hall overview onsite	JPY54,000	—
8	Connecting bridge (Both sides)	Indoor display board	JPY162,000	15 each at East and West
	Connecting bridge (One side)	Indoor display board	JPY108,000	
	*8-e: East Hall exhibitor has priority, 8-w: West Hall exhibitor has priority			
9	East Hall 1F Galleria	Mediaway Banner	JPY162,000	18
14	West Hall Atrium	Banner above escalator	JPY280,800	4
15	Exhibit Hall (interior)	Above booth banner	Refer to P. 53, 8) Seeting up Above Booth Banner	

### (3) Application method

Apply **Order Form 14 by August 10 (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 14 (Fri.)**
- Submit to: MURAYAMA INC. by e-mail
- E-mail: ad-jimtof@murayama.co.jp
- File format: Illustrator CS3~6.0
- 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 8% tax.

## 1 Bottom of Outdoor display frames

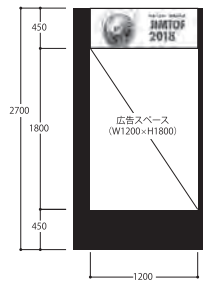
Limited to 5



Ad Space	Ad Size (W × H)	Price
1 Side	1,800mm × 1,000mm	JPY216,000

## 2 Column sign (Conference Tower 1F Passage)

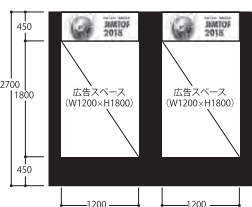
Limited to 4



Ad Space	Ad Size (W × H)	Price
1 Side	1,200mm × 1,800mm	JPY216,000

## 3 Column sign (South Concourse)

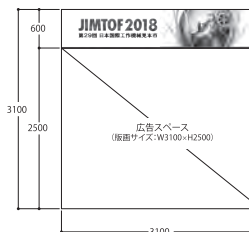
Limited to 2



Ad Space	Ad Size (W × H)	Price
Both Sides	1,200mm × 1,800mm	JPY540,000

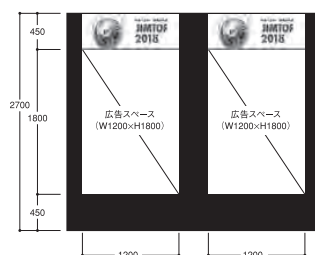
## 4/11 East Hall / West Hall escalator Floor sheet

Limited to 1 (East)  
Limited to 2 (West)



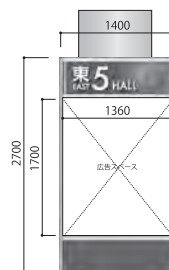
Ad Space	Ad Size (W × H)	Price
1 Side	3,100mm × 2,500mm	JPY324,000

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



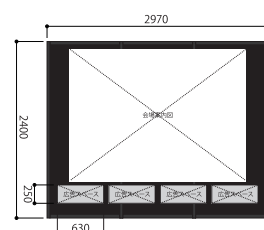
Ad Space	Ad Size (W × H)	Price
Both Sides	1,200mm × 1,800mm	JPY324,000

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



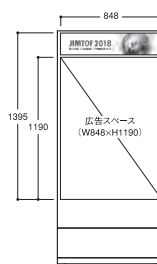
Ad Space	Ad Size (W × H)	Price
1 Side	1,360mm × 1,700mm	JPY324,000

## 7/13 Bottom of East Hall / West Hall overview onsite



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

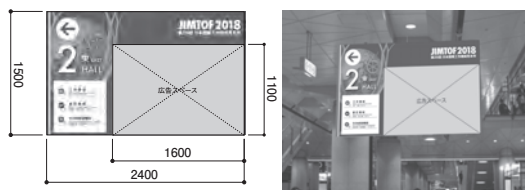
## 8 Indoor display board (Connecting bridge)



Ad Space	Ad Size (W × H)	Price
Both Sides 1 Side	848mm × 1,190mm	JPY162,000 JPY108,000

9

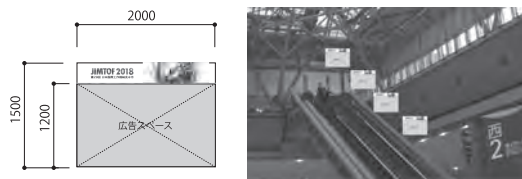
## Mediaway Banner (East Hall) Both Sides



Ad Space	Ad Size (W × H)	Price
Both Sides	1,600mm × 1,100mm	JPY162,000

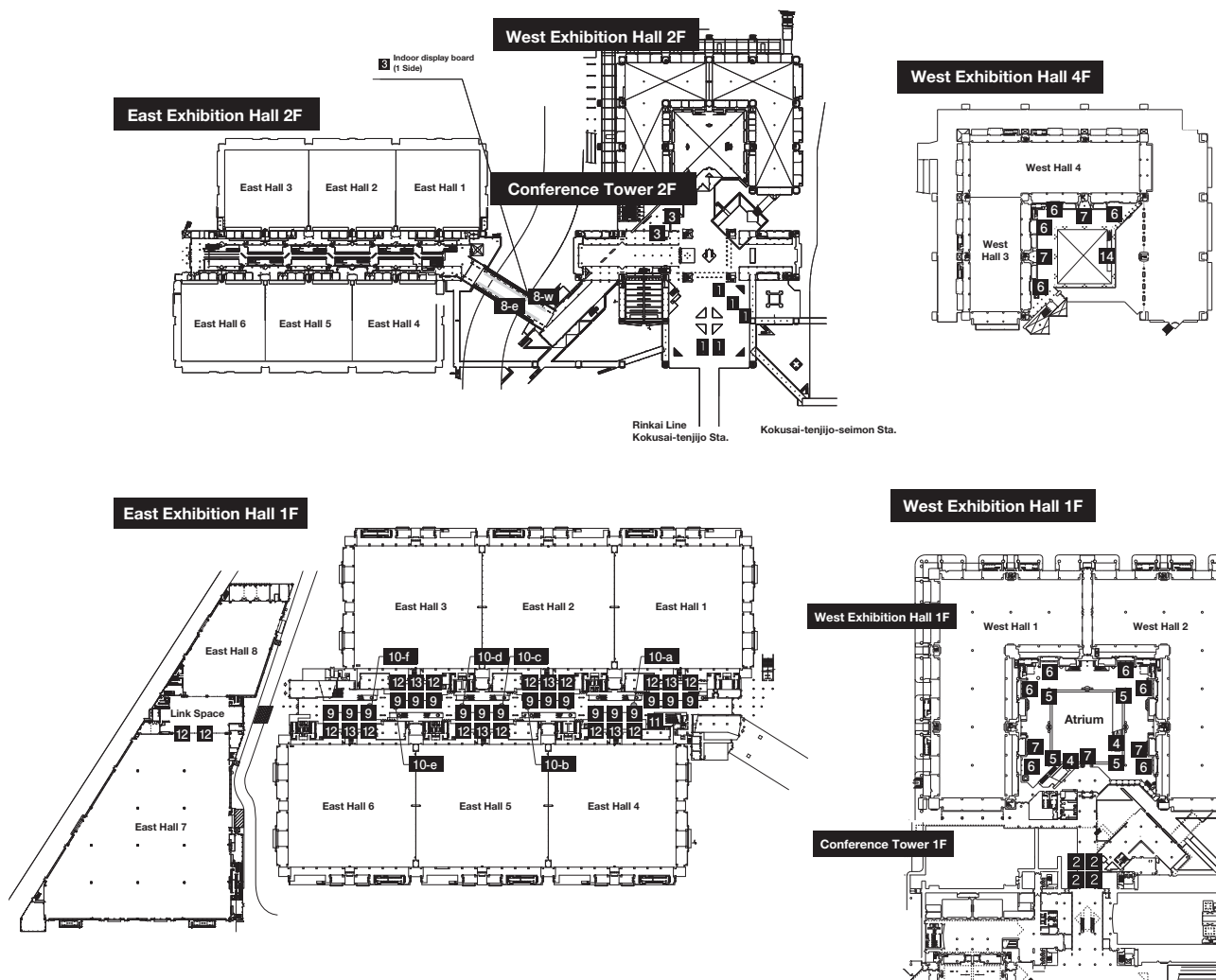
14

## Banner above escalator Both Sides Limited to 4



Ad Space	Ad Size (W × H)	Price
Both Sides	2,000mm × 1,200mm	JPY280,800

## LOCATION MAP



## 3-4. 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 1 - November 6, 9:00 - 17:00

## 2) Display of exhibitor catalogues and other publications

- (1) Price: Free
- (2) Procedure: Please bring your catalogues/publications to the Press Center anytime from October 31 (18:00 - 21:00) to November 6
- (3) Quantity: Each company can leave about 50 copies at the Center.
- (4) Other: Each exhibitor will be responsible for replenishing materials.

## 3-5. Catalogue Exhibition

OPTION

The catalogue exhibition corner is set up to provide a location to supply information such as company advertisements and product guides to visitors. 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 19 (Wed.)** and **send one copy of the catalogue you plan to exhibit (enclose a Japanese version if available) to the Fair Management Office.**

## 1) Exhibition period: November 1 (Thu.) - November 6 (Tue.), 2018, 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



JIMTOF2016

<b>Price</b>	JPY21,600 (Tax included) *Special price for exhibitors
<b>Exhibition target</b>	Manufacturers, firms, and organizations connected to exhibition products noted in the exhibition outline
<b>Exhibition space</b>	For one A4-sized catalog *Company name and booth number will be provided
<b>Format</b>	Catalogue, CD-R, DVD, etc.
<b>Provided amount</b>	Approx. 300 catalogues
<b>Provided data</b>	Information of visitors who request catalogues
<b>Delivery period</b>	October 29 (Mon.) to 31 (Wed.)
<b>Delivery address</b>	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 12 (Fri.)**. Please adhere to these regulations.
- (2) Usage fees will be billed to the exhibitors after the fair.

## 3-6. Exhibitor Workshops

**OPTION**

Workshop rooms will be set up for exhibitors to hold their seminars and new product presentations during the fair. If you wish to apply, Please submit **Order Form 11 by July 6 (Fri.) on the Exhibitors Website**.

- 1) **Venue: Conference Tower 6F, Tokyo Big Sight (Planned for about classroom seating, 120 seats)**
- 2) **Date: November 1 (Thu.) to November 6 (Tue.), 2018 11:00~16:00 for each day**

	Nov.1 (Thu.)	Nov.2 (Fri.)	Nov.3 (Sat.)	Nov.4 (Sun.)	Nov.5 (Mon.)	Nov.6 (Tue.)
<b>11:00 to 12:00</b>	A1	B1	C1	D1	E1	F1
<b>13:00 to 14:00</b>	A2	B2	C2	D2	E2	F2
<b>15:00 to 16:00</b>	A3	B3	C3	D3	E3	F3

\*Only one session can be assigned to one company.

### 3) Rental fees: JPY108,000 (Tax included) / unit (1 hour)

### 4) Equipment: Projector, Screen, Microphone, Podium, Admission pass reader, Laser pointer

### 5) Notice

- (1) You may start to use the room 30 minutes in advance to prepare, and 30 minutes over to clear up.
- (2) Fair Management Office will introduce Exhibitor Workshops on the JIMTOF official website, printed matters such as guidebook and guide map, 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 12 (Thu.) by e-mail. Please adhere to the regulation.
- (3) Fair Management Office will issue an invoice for the Exhibitor Workshop fees to the Exhibitor after the removal period.

## 3-7. Promotion for Students

**OPTION**

At JIMTOF2018, 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

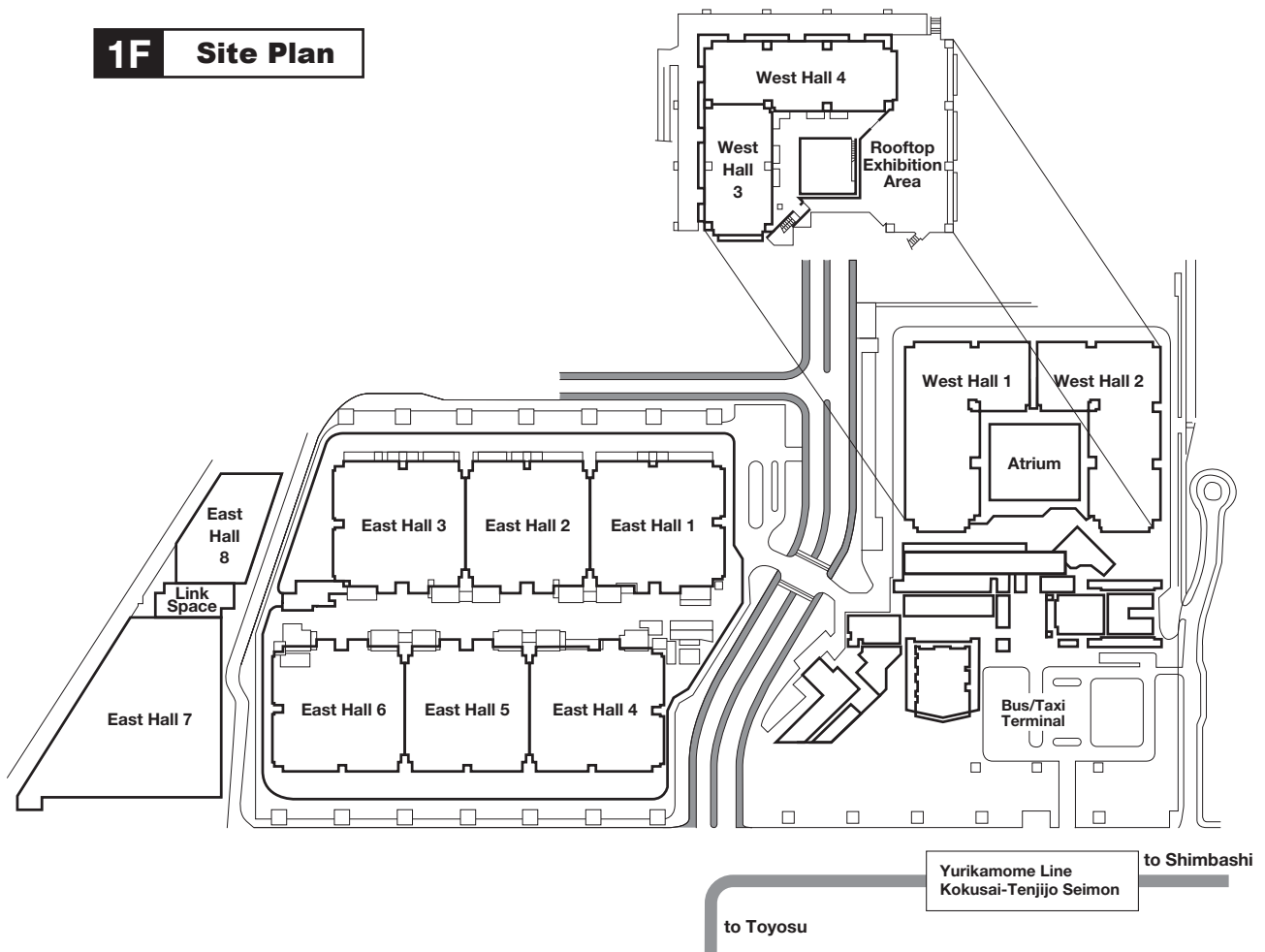
	East Hall								Link Space
	1	2	3	4	5	6	7	8	
Exhibition Area	8,670 m <sup>2</sup>	8,350 m <sup>2</sup>	8,670 m <sup>2</sup>	8,670 m <sup>2</sup>	8,350 m <sup>2</sup>	8,670 m <sup>2</sup>	11,680 m <sup>2</sup>	3,080 m <sup>2</sup>	1,120 m <sup>2</sup>
Ceiling Height	17m (lowest point) 31m (highest point)						12m (lowest point) 13m (highest point)	10m (lowest point) 12m (highest point)	10m (lowest point) 12m (highest point)
Floor Load	5t/m <sup>2</sup>								
Carry-in Entrances	4	2	4	4	2	4	4	2	—

#### West Exhibition Hall Data

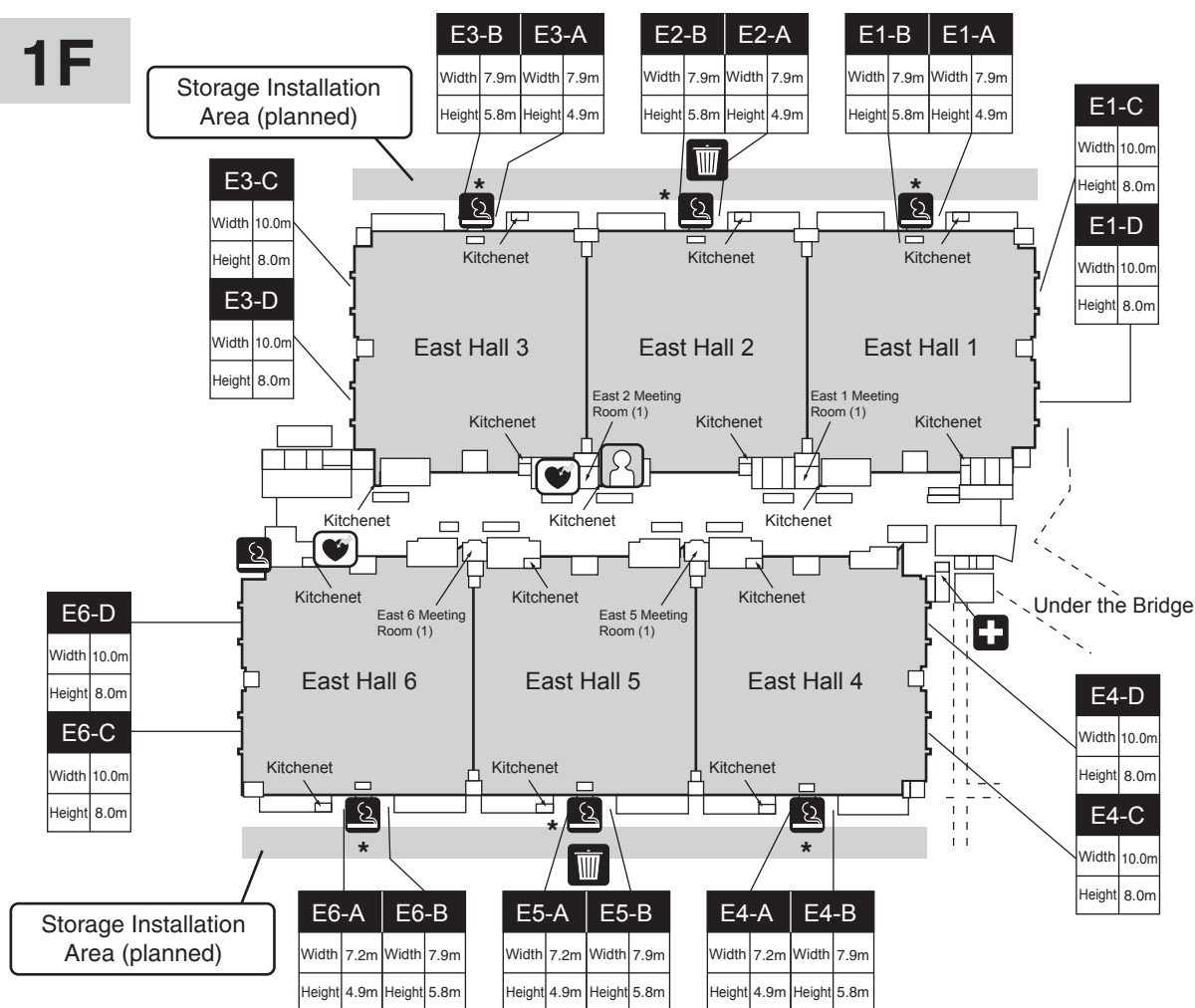
	West Hall				Atrium	Rooftop Exhibition Area
	1	2	3	4		
Exhibition Area	8,880 m <sup>2</sup>	8,880 m <sup>2</sup>	4,680 m <sup>2</sup>	6,840 m <sup>2</sup>	2,000 m <sup>2</sup>	6,000 m <sup>2</sup>
Ceiling Height	12m	12m	13m (lowest point) 18m (highest point)		23m	—
Floor Load	5t/m <sup>2</sup>	5t/m <sup>2</sup>	2t/m <sup>2</sup>	2t/m <sup>2</sup>	0.36t/m <sup>2</sup>	2t/m <sup>2</sup>
Carry-in Entrances	5	5	2	4	—	—

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

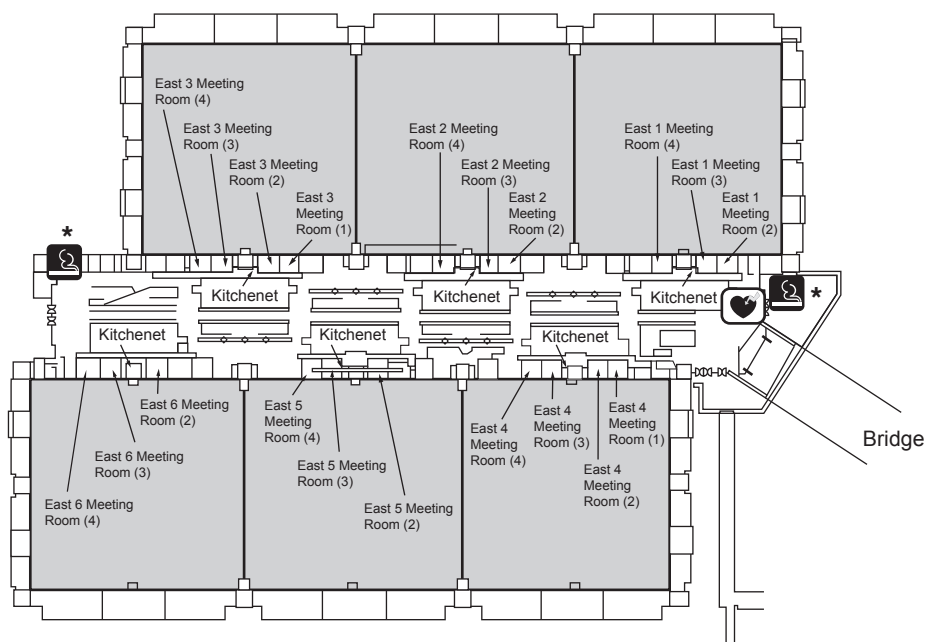
### 1F Site Plan



1F



2F



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

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

Fair Outline

General Information

Visitor Promotion

Promotion Tools

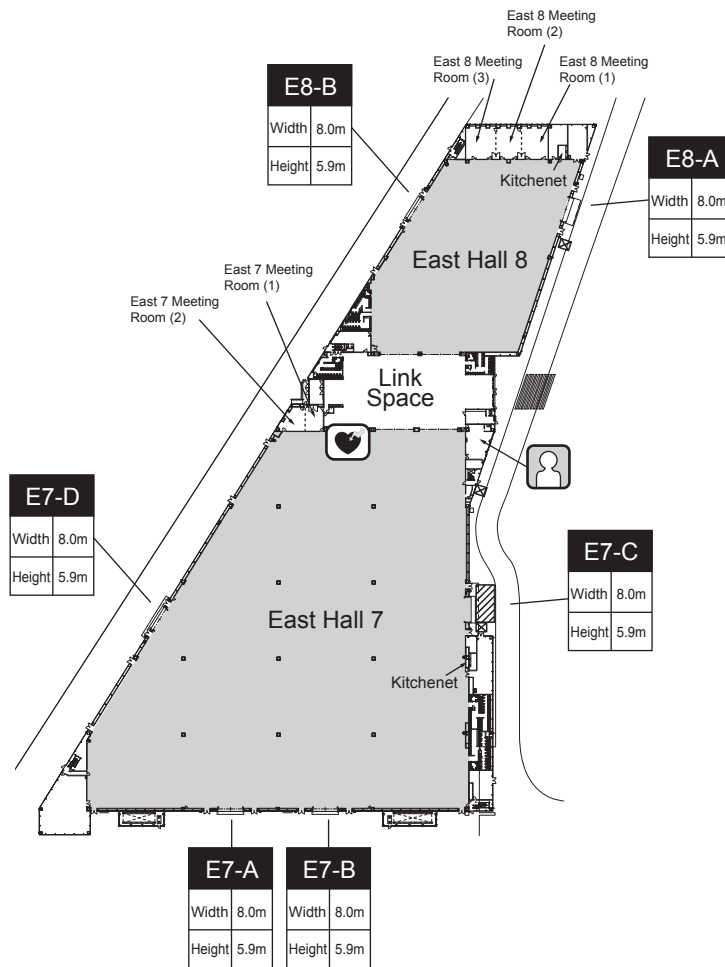
Delivery / Removal

Booth Setup and Management

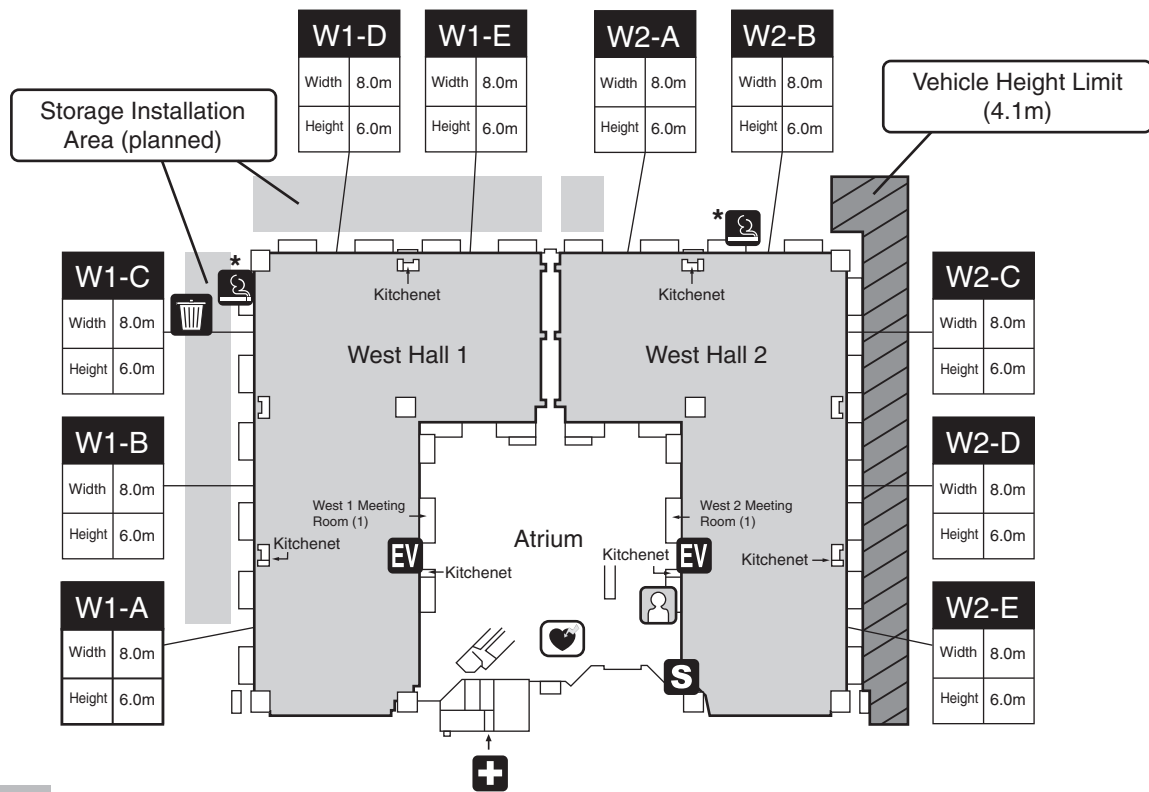
Visitor Management System

Various Support Services

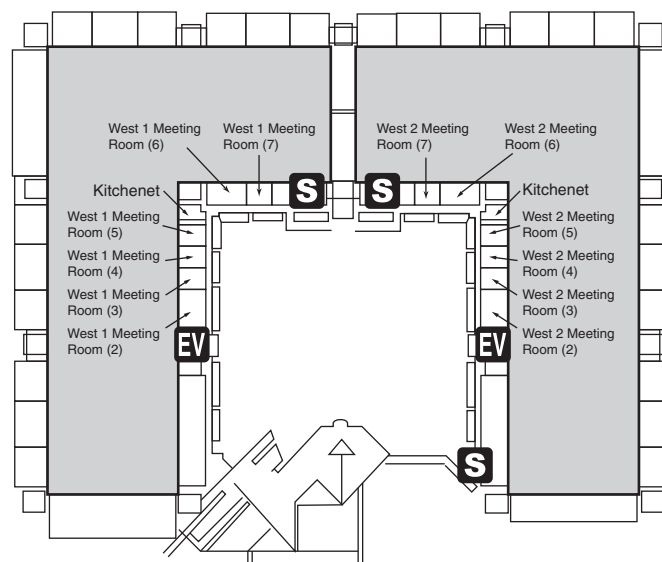
1F



## 1F



## 2F

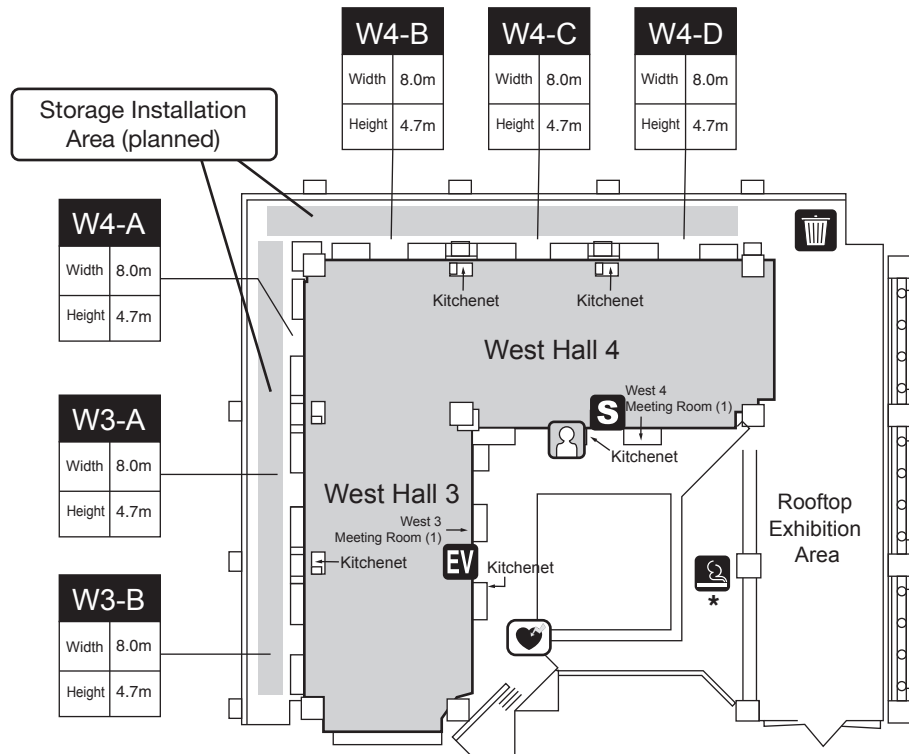


\*Smoking areas may change according to conditions at the venue.

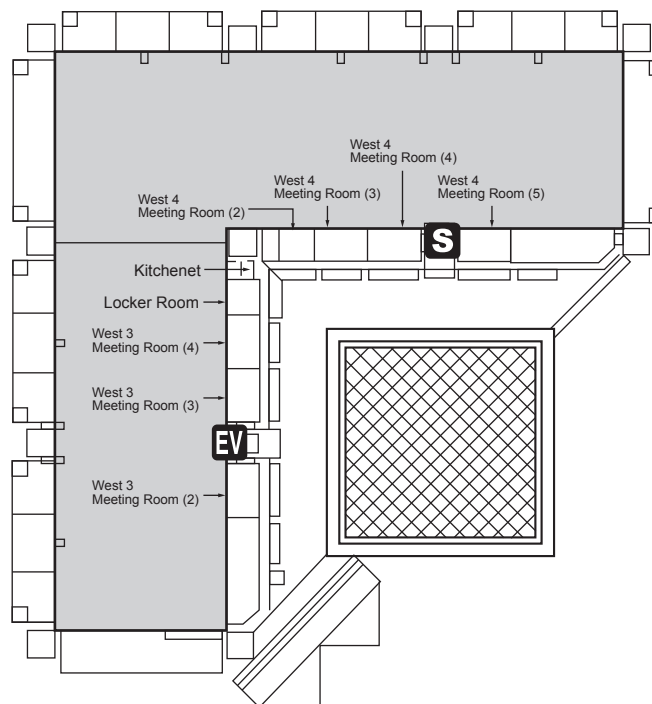
- Fair Management Office
- Stairs
- Elevator
- Smoking Area
- First Aid
- Metal cutting waste storage space



**4F**



**5F**



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



Fair Management Office



Stairs



Elevator



Smoking Area

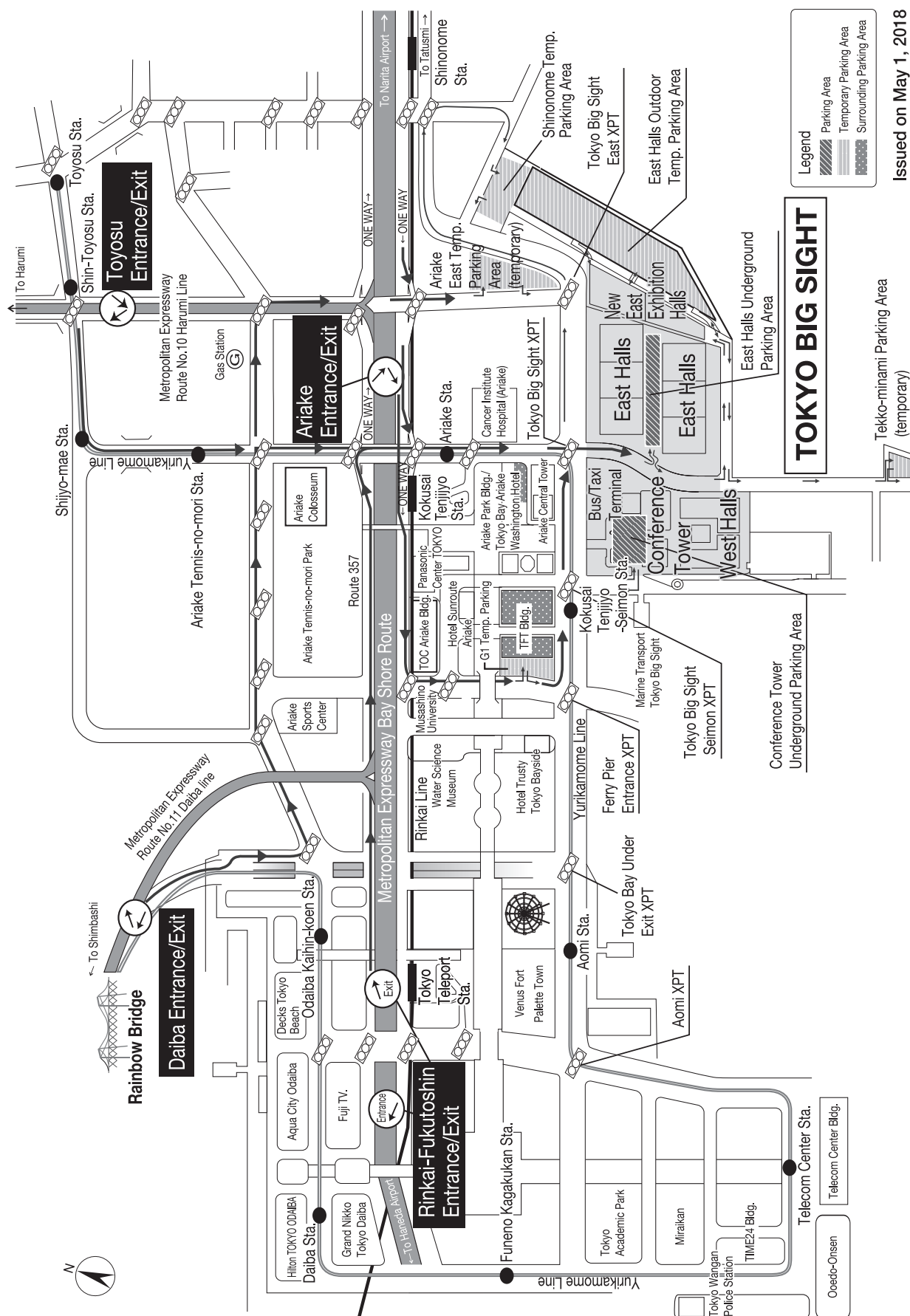


Metal cutting waste storage space

Please refer to

<http://www.bigsight.jp/english/services/floormap/>

## 4-2. Freight Access Routes



Issued on May 1, 2018

## 4-3. Delivery / Removal

Required

## 1) Designation of Delivery/Removal Dates

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

## (1) 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 **Monday, August 20, 2018**)

- During delivery/removal periods, a JIMTOF Delivery/Removal Desk "Reception Area" 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 [planned])

■ Who to contact: JIMTOF Delivery / Removal Desk, Big Sight Services Corporation  
In charge: Mr. Kuramoto, Mr. Ikeshiro, Mr. Hirakawa  
TEL: +81-3-5530-1174 FAX: +81-3-5564-5430  
E-mail: bss1@bigsight-services.com

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

- Fair Management 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 **DELIVERY/REMOVAL (Order Form 1) on the Exhibitors Website by September 5 (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 **DELIVERY/REMOVAL (Order Form 1)**.
- When filling out the form, enter the process for exhibited product 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) Delivery / Removal Periods:

#### JIMTOF2018 Operation Schedule

(hour)

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

-  Regular Work time
-  Overtime Work Hours (JPY10,800/h)
-  Preparations by the Organizer (Exhibitors cannot perform any work during this period)



### 3) Delivery (move-in and setup) October 25 (Thu.) to 31 (Wed.)

- (1) Fair Management Office (JIMTOF Delivery/Removal Desk) will create an overall delivery/removal plan based on the DELIVERY/REMOVAL, and then notify each exhibitor of the delivery (move-in) start date.
- (2) Since the Fair Management Office construction period will last until **12:00, October 25 (Thu)**, exhibitors cannot perform any work during that period.
- (3) A JIMTOF Delivery/Removal Desk "Reception Area" will be set up in the East and West Exhibition Halls (East Exhibition Hall: in front of East Hall 2; New East Exhibition Hall: in Link Space West Exhibition Hall: in Atrium [planned]). Exhibitors who wish to participate in the vehicle paging system should first confirm that their company's delivery/transport vehicles are together and ready, and then make a request at the JIMTOF 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 **October 31 (Wed)**, the final delivery (move-in) day, Fair Management Office work (such as final cleaning and passageway carpet laying) will be taking place. For that reason, please move all vehicles (including heavy equipment) from the hall interior by 17:00.

### 4) During the fair November 1 (Thu.) to November 6 (Tue.)

- (1) Fair hours (9:00 - 17:00) **Vehicles cannot enter the exhibition area.**

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

\*Depending on the level of congestion in the truck yard, we may restrict vehicle entrances.

- (3) Exhibitor parking lot

- During the fair, an exhibitor parking lot will be provided as described below. Please display your exhibitor vehicle pass and exhibitor pass when using the lot.
- You cannot leave vehicles parked in the exhibitor parking lot throughout the period of the fair. Also, you cannot enter or leave a parking lot outside of its regular operating hours.
- The East Hall underground parking lot has a height clearance of 2.1 meters. Use caution.
- 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 East Outdoor Parking Area (temporary)	7:30 to 23:00
West Hall	G1 Temporary parking Area	7:30 to 23:00

### 5) Removal (move-out) November 6 (Tue.) to 9 (Fri.)

- (1) Fair Management Office will notify each exhibitor of the removal (move-out) start date.
- (2) On the last day of the fair, **November 6 (Tue)**, 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.
- (3) Some exhibitors may be asked by the JIMTOF Delivery/Removal Desk for same-day removal of objects if such objects obstruct removal plans at the carry-in entrances and/or flow of work. Should that occur, we ask for your cooperation.(After 19:00, vehicles used in same-day removals will be guided first to the waiting area and then, once safety has been confirmed, to the truck yard. Please do not wait along general roadways prior to 19:00.)  
For other same-day removal matters, please contact the JIMTOF Distribution Desk.
- (4) Materials and supplies can be hand-carried from the venue to a vehicle parked in the exhibitor parking lot (one vehicle per company).
- (5) **The venue must be returned to its original condition by 13:00 on November 9 (Fri), the last day of the removal period. Extensions cannot be granted.**

## 6) Vehicle passes

- (1) Exhibit delivery/decorator vehicle passes will be valid from the designated delivery/removal date specified by Fair Management 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
<b>Exhibit delivery</b>	Delivery/removal period only	Exhibitors/exhibit delivery agents	Issued based on DELIVERY/REMOVAL (Order Form 1)
<b>Decorator</b>	Delivery/removal period only	Decorators and related constructors	1-5 booths: – 2 passes 6-9 booths: – 3 10-15 booths: – 4 16-20 booths: – 5 21-29 booths: – 6 30+ booths: Consult JIMTOF Delivery/Removal Desk
<b>Exhibitor</b>	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. (The copy of 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
<b>East Hall 1-8, West Hall 1-2</b>	45t
<b>West Hall 3-4</b>	10t

\*Vehicles cannot enter the Atrium.

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

## 8) Vehicle height limits

Please be aware the truck yard in front of West Hall 2 W2-C shutter, W2-D shutter, and W2-E shutter has a vehicle height limitation of 4.1 m. (Refer to P. 35 “Vehicle Height Limit”.)

## 9) Material delivery route

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

## 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. 8, "1-4. Admission to the Site"

**12) Working hours (overtime work)**

- (1) During the delivery (move-in) and removal (move-out) periods, working hours will be 8:00 to 20:00. If work is to be performed outside of those hours, please submit a Request for Overtime Work at the **East/West Fair Management Office**. As a general rule, personnel must exit by 23:00 at the latest.
- (2) During the period of the fair, exhibitors can be in the halls from 7:30 to 18:00, which includes exhibit preparation time and departure-related work time. If work is to be performed outside of those hours, please submit a Request for Overtime Work at the **East/West Fair Management Office**. As a general rule, personnel must exit by 23:00 at the latest.
- (3) Fair Management Office will issue an invoice for overtime work, based on the Request for Overtime Work (JPY10,800/hour, tax included). In addition, if compressed air is used after 20:00, a separate overtime charge of JPY5,400/hour (tax included) will be added. (Refer to P. 71, "5-7. 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.	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	MOBILE
Schenker-Seino Co., Ltd.	+81-3-5769-7380	+81-3-5769-7381	Fairs & Exhibitions / Relocations Department Ms. Takano, Ms. Ohki	—
Nippon Express Co., Ltd.	+81-3-3778-8274	+81-3-3778-8264	Sales 4th Mr. Shiota Mr. Taketani	—
Kintetsu World Express Sales Inc.	+81-3-5443-9455	+81-3-5443-9457	Event & Exhibition Logistics Department Mr. Naya	—
Sagawa Express Co., Ltd.	+81-3-3522-3120	+81-3-3522-3101	Ms. Uchiyama	+81-70-3545-6236
Kawaguchi Matsumoto Express Service Co., Ltd.	+81-48-282-3114	+81-48-284-5086	Mr. Matsumoto Ms. Yuasa	+81-80-5523-3114
Nissin Corporation	+81-3-3238-6500	+81-3-3238-6508	Mr. Sakamaki	—



**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, East Exhibition Hall and New East Exhibition Hall have different addresses.  
 [West Exhibition Hall and Conference Tower]  
 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.
JIMTOF2018	
Tokyo Big Sight	
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 JAPAN	

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

**3) Courier vehicles****(1) During delivery / removal 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)

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 JIMTOF2018. This also applies to display materials, not just exhibition products.

### 2) Bonded display area

Fair Management Office will allocate booths or halls at JIMTOF2018 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 5 (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.

#### ■ Overall handling of bonded display items :

Schenker-Seino Co., Ltd.

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

E-mail: [tyo.messe@schenker-seino.co.jp](mailto:tyo.messe@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

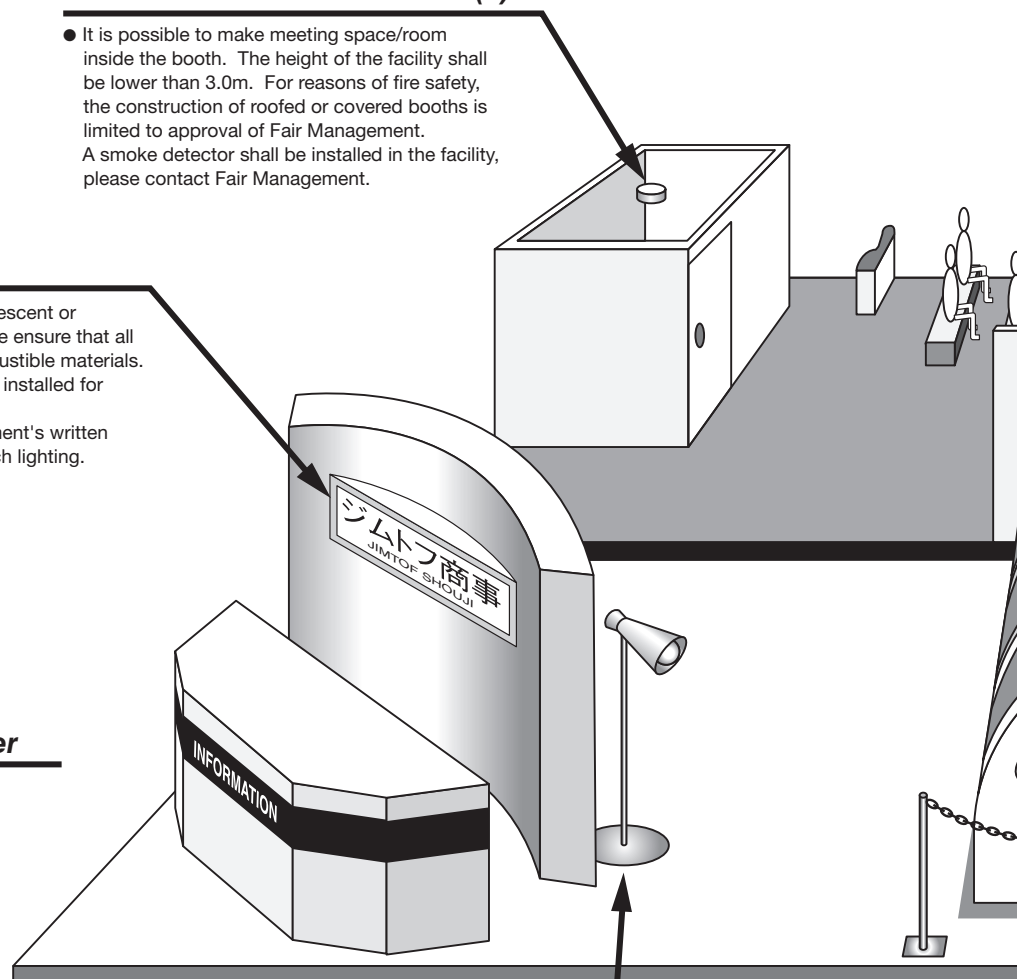
- When using concealed fluorescent or incandescent lighting, please ensure that all fixtures are made of incombustible materials. Proper ventilation should be installed for adequate heat dissipation. Please obtain Fair Management's written approval when installing such lighting.

#### Two Story Booth

- Refer to P.52

#### Above Booth Banner

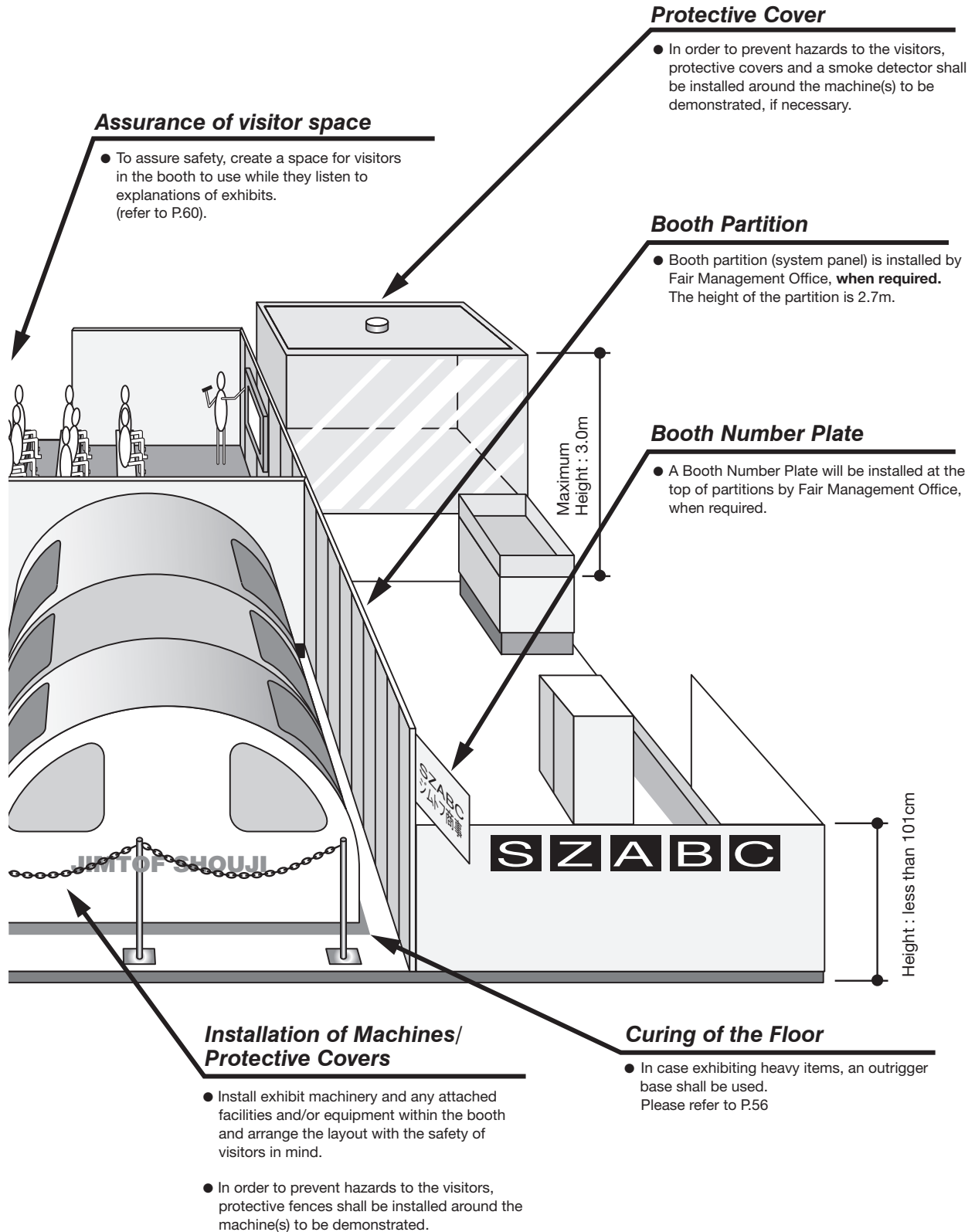
- Refer to P.53



#### 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.50).
- \* Demonstration of Exhibits:  
Please use insulate equipment for noise and vibration, not to be objections to other exhibitors and visitors. (refer to P.59).

- 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

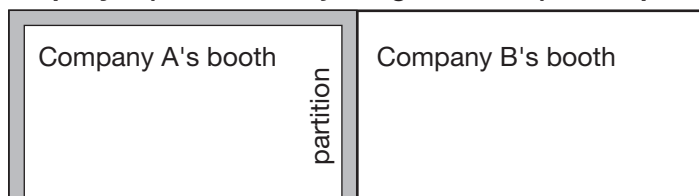
Required

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

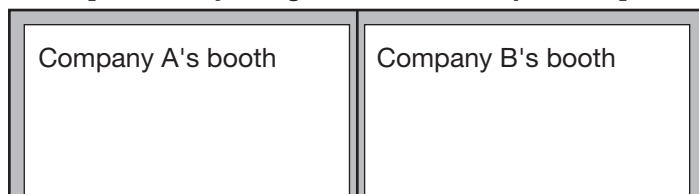
- (1) A standard booth is as large as 9m<sup>2</sup> (3 x 3 m). A transformed booth will be prepared according to the scale of the exhibition and in consideration of passages and facility sizes.
- (2) All exhibitors need to submit **Order Form 15 "BOOTH PARTITION / BOOTH NUMBER PLATE"** by **September 5 (Wed.) on the Exhibitors Wosite**. 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.

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



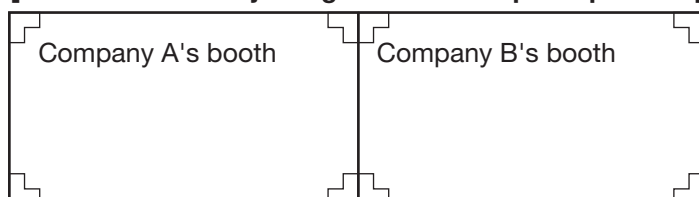
A partition panel will be installed in Company A's booth.

**[If both adjoining exhibitors need partition]**



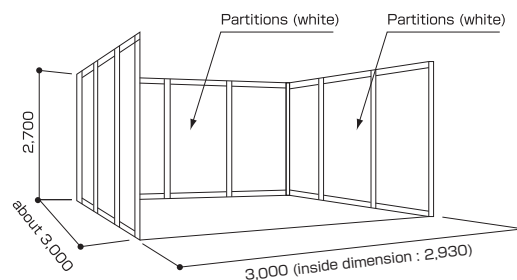
A partition panel will be installed on the boundary line of the adjoining booths.

**[If neither of the adjoining exhibitors requires partition]**



Four corners of each booth is displayed.

### [Booth Partitions]



## &lt;System Panels (fireproof) Regulations&gt;

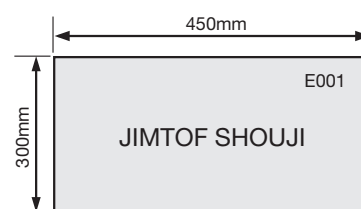
- Exhibitors cannot replace, remove, or change the panels.
- As all system panels are leased to Exhibitors, care MUST be taken in their handling. Exhibitors will be liable for any damage caused to the system panels.
- System Panels cannot be used for decorations. Any improvement, cutting, or driving 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 15 “BOOTH PARTITION / BOOTH NUMBER PLATE”** by **September 5 (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 shell scheme 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.

## ■ Booth Partitions / Booth Number Plate

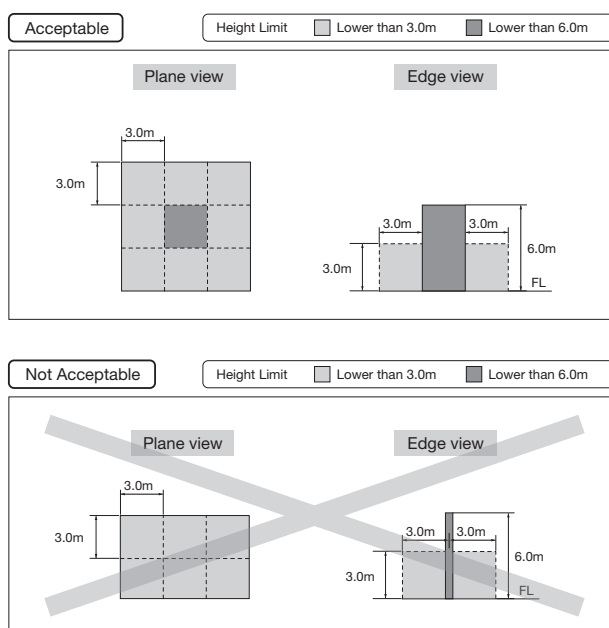
Official Contractor: MURAYAMA INC.

TEL: +81-3-6221-0843 FAX: +81-3-6221-1915

Contact: Ms. Norose, Ms. Yamada, Mr. Hirata

### 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 4 (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.



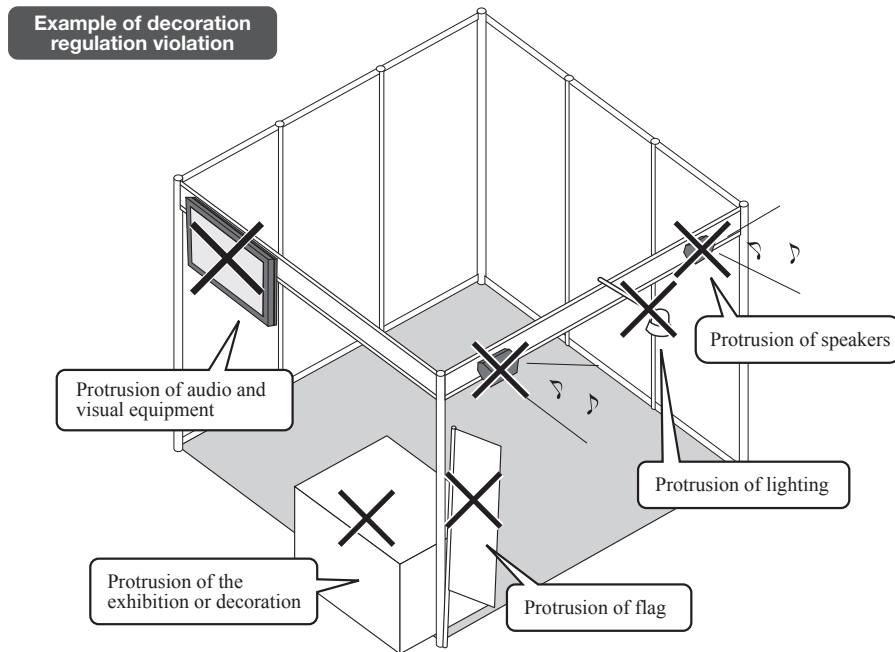
#### ■ Preferential measure regarding the lighting height limit

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 4 (Thu.) on the Exhibitors Website** and receive confirmation before installing a ceiling structure.
- (3) If both the width and depth of the ceiling structure protrudes more than 1.2 meters or it is determined that it interferes with the Tokyo Big Sight's fire protection equipment, it will be necessary to install wireless smoke detectors, package-type fire extinguishing equipment, or fire extinguishers based on the Tokyo Big Sight's fire prevention guidelines. Please understand that the cost of installation will be the responsibility of the exhibitor. Even 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 16 to Fair Management Office by September 5 (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 JIMTOF2018, More than 15 booths of exhibit at one location may apply for banners and 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.

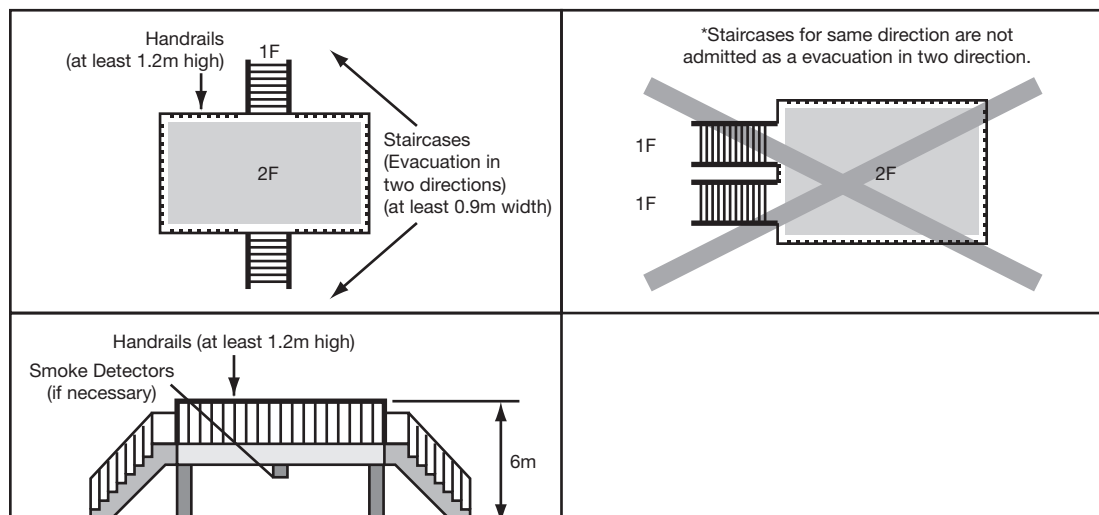
### (2) Fees

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 16** and submit the form to Fair Management Office by September 5 (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
<b>Price</b> (One side print)	JPY518,400/Sheet	JPY432,000/Sheet	JPY1,036,800/Sheet	JPY864,000/Sheet
<b>Price</b> (Both sides print)	JPY691,200/Sheet	JPY648,000/Sheet	JPY1,382,400/Sheet	JPY1,296,000/Sheet

\*The above prices include 8% tax.

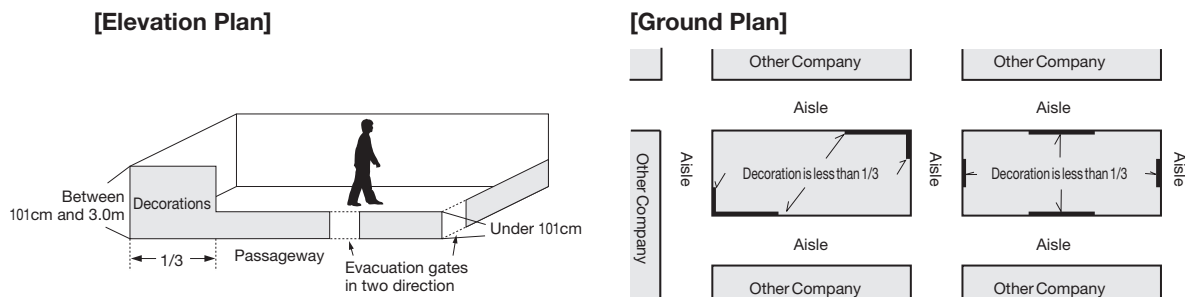
### (4) Setup conditions

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

- The lowest point of regulation banners must be at least 11m from the floor. (However, this may be different depending on the exhibition hall.)
- The position where 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 4 (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 5 (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:

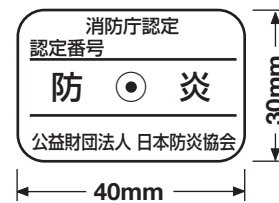
- All plywood, veneer should be treated with fire retardant liquids and put the "Flame Retardant" label.
- All thick coverings used in exhibit decoration such as cloth, paper or wall covering must be certified as flame retardant and put the Flame Retardant label. Thin coverings i.e. paper completely 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 Fukagawa 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)



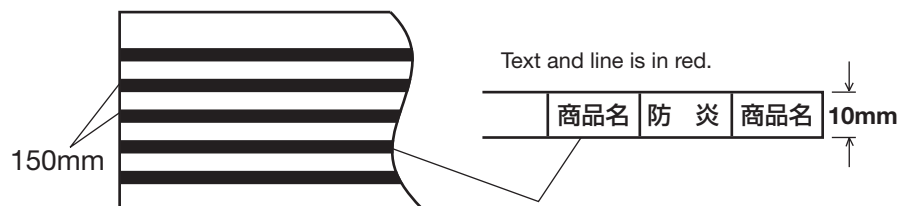
Coloring will be white base with "Flame Retardant" text in red and other text and horizontal line in black.

## (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 P86 "7-12. 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.



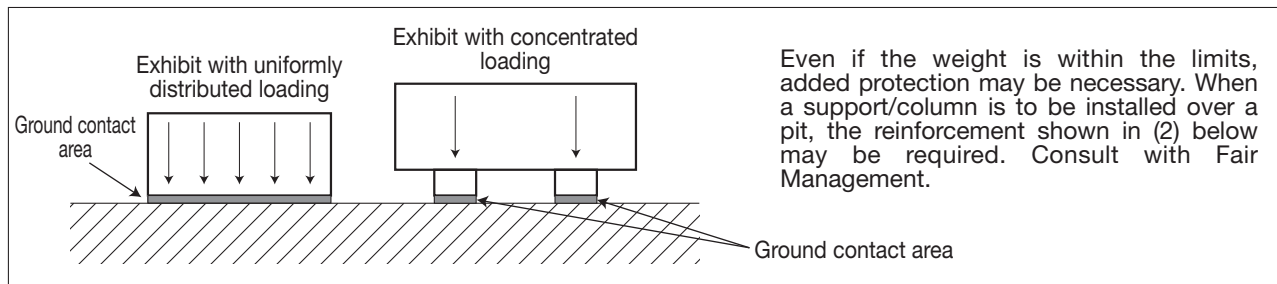
## 11) Exhibiting Heavy Items

### (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 “EXHIBIT ITEMS” by September 5 (Wed.) on the Exhibitors Website**

	East Hall 1-8, West Hall 1 and 2	Link Space	West Hall3 and 4	Atrium
<b>Finish</b>	Concrete			Artificial tile
<b>Floor load*</b>	5t/m <sup>2</sup>			360kg/m <sup>2</sup>
<b>Anchor bolt</b>	Yes (φ16mm, depth : 60mm or shorter, on the pits / NO)	NO	Yes (φ16mm, depth : 60mm or shorter, on the pits / NO)	NO
<b>Weight limit</b>	<ul style="list-style-type: none"> <li>When exhibiting one item exceeding 50t, please contact Fair management Office.</li> <li>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.</li> </ul>		<ul style="list-style-type: none"> <li>When exhibiting one item exceeding 6t, please contact Fair Management Office.</li> <li>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.</li> </ul>	Heavy items cannot be exhibited.
<b>Others</b>	Vehicles exceeding 45t (vehicle weight + loads weight) cannot enter the halls.			Vehicles cannot enter the halls.

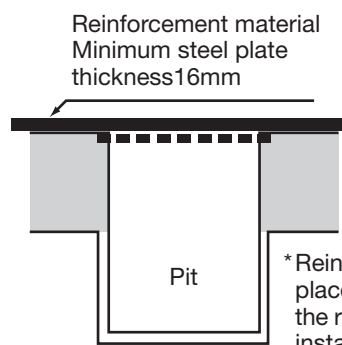
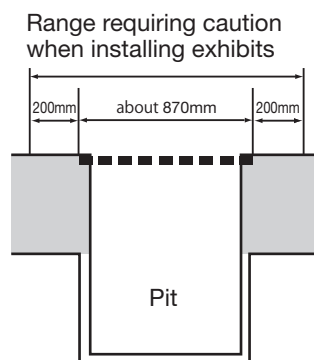
\*Stand-alone weight of the exhibition product ÷ Ground contact area of the exhibition product



### (2) Pits and its vicinity

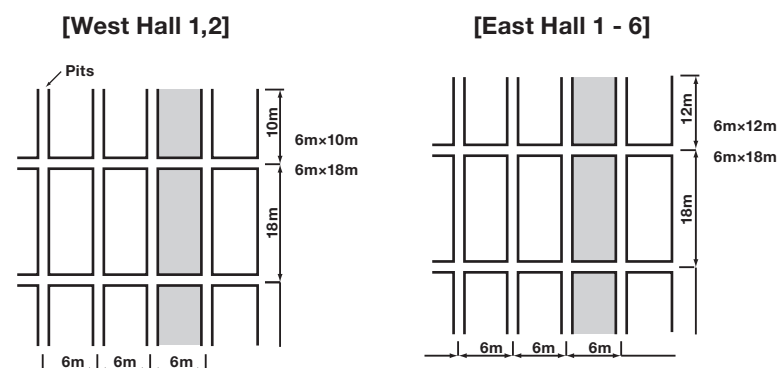
In case items (East Hall 1-8, West Hall 1 and 2; 3t or more / West Hall 3 and 4; 1t or more) need to be placed on pits or their vicinity, they shall be reinforced according to the instructions shown below. Please contact Fair Management Office for details.

\*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

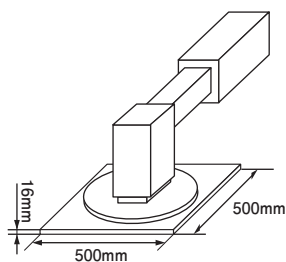
Method of Installation	Maximum Weight of Exhibit		
	6m x 18m Area	6m x 12m Area	6m x 10m Area
Placed flat on the floor 	Up to 80t	Up to 50t	Up to 40t
With legs or pillars 	Up to 60t and Up to 8t/leg or pillar	Up to 35t and Up to 8t/leg or pillar	Up to 30t and Up to 8t/leg or pillar

### (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.

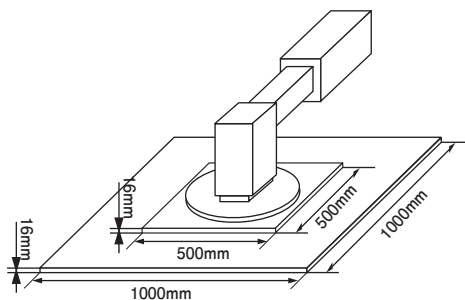
#### ■ to 35t Rafter

500 × 500 (mm) Steel Plate



#### ■ to 45t Rafter

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



## 12) Flooring Work

Fair Management will be notified of all intended flooring work using **Order Form 25 by September 28 (Fri.)**, which they will examine. **If an exhibitor performs work that has not been reported in advance or is prohibited, Fair Management may halt the work immediately and later charge a fine.**

### (1) Driving Anchor Bolts

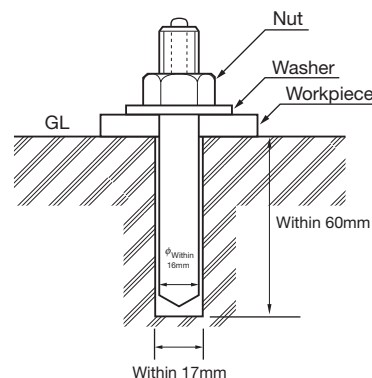
- Only anchor bolts which are 16mm in diameter and 60mm long or shorter are permitted. All other anchor bolts **MUST NOT** be driven into the floor. (Including concrete nails, concrete pins, femalescrew anchors, chemical anchors etc.)
- You may not affix anchor bolts to pits or an area with 200mm of the edge of a pit lid.
- Hitting anchor bolts are not allowed in the Atrium and Link Space.
- The cost of the permit is JPY1,080/anchor bolt (including tax). Exhibitors will be invoiced after the Fair.
- You may not affix anchor bolts to the low roof area on the park of Galleria (East Halls)

### (2) Floors of West Hall 3 and 4

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

### (3) Prohibited Works

- Digging or excavating the floor.
- Drills with a diameter of more than 17mm.
- 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.

## 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 P76, 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.32-36, 4-1. Exhibiton Center Outline).

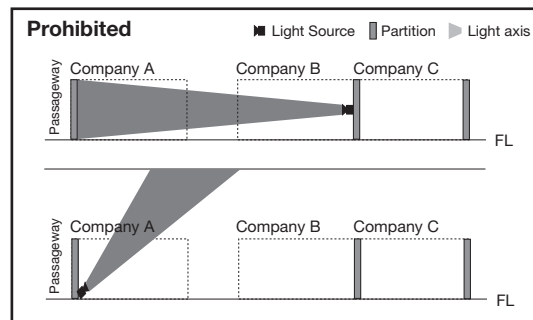
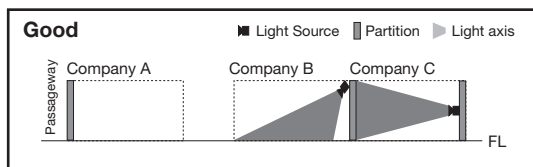
### 2) Exhibit Regulations

#### (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.

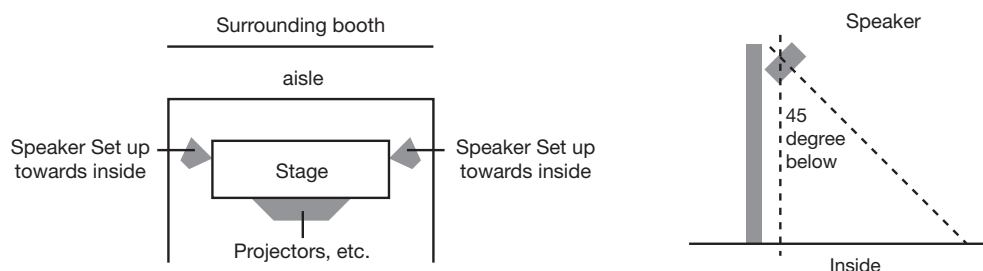
#### (2) Lighting inside the booth

- 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.



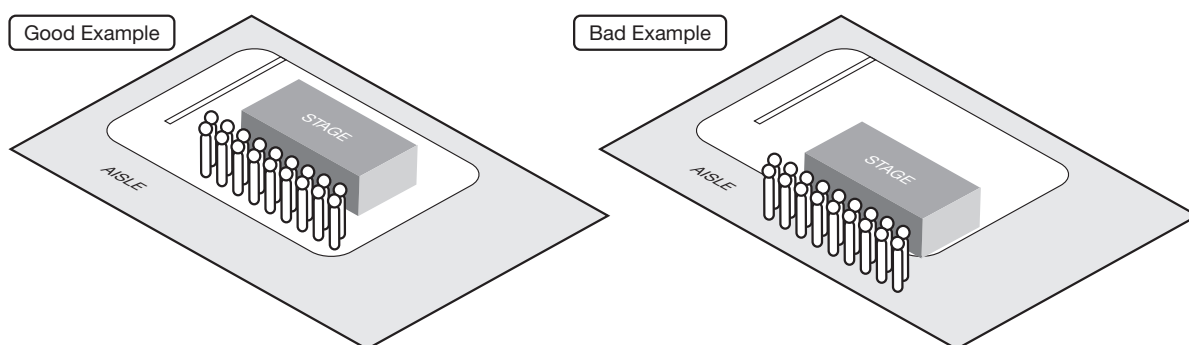
### (3) Sound volume

- 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.
- 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

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

## 2) Electricity in Booths

Each booth space will be provided with a main power source and a circuit breaker. All power sources will be installed by Fair Management 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 $\phi$ , 2-wire
	in excess of 30A	50Hz	100/200V	AC1 $\phi$ , 3-wire
Power for demonstration	All capacities	50Hz	200V	AC3 $\phi$ , 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 17 by September 5 (Wed.) on the Exhibitors Website to Fair Management Office**. 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 shell scheme booth, 100V 1.5kW electrical equipment is included in the set. (For details, refer to P. 95 “7-20. Guide to Shell Scheme Booth and Rental Items”.) If you need electrical equipment in excess of 100V 1.5kW or for 200V, please inquire with the Fair Management Office’s contracted electrical company, “Senyo Denki Kogyo K.K.”

## 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 (The prices below include 8% tax.)

#### 100V AC single-phase 2 wire system

Breaker set point	Price
10A	JPY10,800
15A	JPY16,200
20A	JPY21,600
30A	JPY32,400

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

Breaker set point	Price
20A	JPY43,200
30A	JPY64,800
50A	JPY108,000
75A	JPY162,000
100A	JPY216,000
125A	JPY270,000
150A	JPY324,000
175A	JPY378,000
200A	JPY432,000
225A	JPY486,000

#### 200V AC 3-phase 3 wire system \*2

Breaker set point	Price
15A	JPY56,052
20A	JPY74,736
30A	JPY112,104
50A	JPY186,840
75A	JPY280,260
100A	JPY373,680
125A	JPY467,100
150A	JPY560,520
175A	JPY653,940
200A	JPY747,360
225A	JPY840,780
250A	JPY934,200
300A	JPY1,121,040
350A	JPY1,307,880
400A	JPY1,494,720

\*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 to Fair Management Office on the Exhibitors Website by September 5 (Wed.)**. The cost for the works will be at Exhibitor’s expense.

### (1) Special electric power supply system

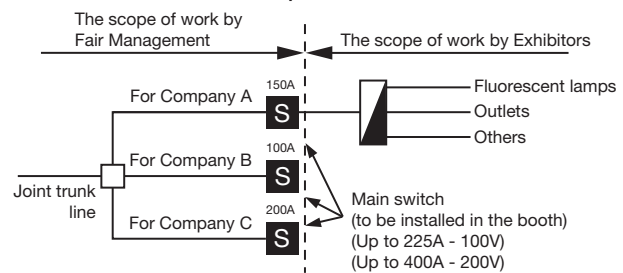
For additional wattage, amps, horsepower, voltage, phase, or for additional outlets, please contact Senyo Denki Kogyo K.K. beforehand.

All additional works will be at Exhibitor’s expense.

**(2) Maintenance during the fair**

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

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

**8) Deadline for Electrical Works**

All electrical works within the booth should be completed by **13:00, October 31 (Wed.)**.

**9) Inspection**

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

**10) Electricity Supply****(1) Date**

Electricity supply will be available from **13:00 on October 31 (Wed.) to 18:00 on November 6 (Tue.)**.

\*You must submit **Order Form7** for use.

**(2) Regular Supply Hours**

Electricity supply will be turned on from **7:30 to 18:00** during the Fair. When closing the booth at the end of the day, please turn off the main power supply to the booth. Otherwise electrical hazards may occur the next morning when the power is supplied to the halls.

**(3) Request for Supply of Temporary Electricity**

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

**■ Period of Temporary Electrical Supply**

	Hall	Period of Temporary Electrical Supply
<b>Delivery Period</b>	All Halls / Link Space / Atrium	Oct. 27 (Sat.) 9:00 -
<b>Removal Period</b>	All Halls / Link Space / Atrium	Nov. 6 (Tue.) 18:00 to Nov. 9 (Fri.) 12:00 noon

**(4) Distribution boards for work**

Distribution boards for work (100V/200V power outlets) are available in several areas of the exhibition halls. **Work-use distribution boards can be used until 13:00 on October 31 (Wed.) and after 17:00 on November 6 (Tue.). 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, "Senyo Denki Kogyo K.K." 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** "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.

**Application Period: September 27 (Thu.) - September 28 (Fri.)**

**Time: 9:30 – 11:00 and 13:00 – 16:00**

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

- Drawings must be approved by Fair Management 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. All 200V wiring must be grounded. The installation of a cut-out switch is strictly prohibited.

When the switchboard is installed on the boundary line between booths and the passageways, the back side of the switchboard should face to passageways. It is not to be operated from passageways accessed by unauthorized people.

■ Electric Work Materials and Equipment

- All wiring, motors, electrical installations, and other electrical materials must preferably be new and comply with Japanese safety codes.
- All equipment which conforms to the Electrical Appliance and Material Control Law should bear the official seal (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 7** to Fair Management Office.

### (2) Inspection of Completed Work

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

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

#### ■ Contact information:

Senyo Denki Kogyo K.K.

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

Contact: Mr. Jitsukawa, Mr. Oshiro

## 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 28 (Fri.) .

## ■ Contact information:

Engineering Div., Big Sight Services Corporation

TEL: +81-3-5530-1107 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.

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

## 2) Payment

Approximately one week after receiving your provisional application, we 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, we 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.), we 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

October 31 (Wed.) 14:00 – November 6 (Tue.) 17:00

\*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	JPY10,285 (Tax included)
Call fees	On the basis of NTT or SoftBank (Nippon Telegraph and Telephone Corp. or SoftBank) charge

## (3) Others

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

■ Shared internet connection / High-speed optical connection

(1) Shared internet connection

10Mbps: JPY32,400 (Tax Included) / 100Mbps: JPY54,000 (Tax Included)

(2) High-speed optical connection

10Mbps: JPY75,600 (Tax Included) / 100Mbps: JPY108,000 (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](mailto: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

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

**5-6. Water Supply and Drainage****OPTION**

Exhibitors requiring water supply and drainage services for their booth must submit **Order Form 18** on the Exhibitors Website by **September 5 (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**

October 31 (Wed.) 10:00 - November 6 (Tue.) 19:00

**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 $\phi$	*Price (Tax included)	Water utility charge
13mm $\phi$	JPY84,240	JPY972/m <sup>3</sup> (over 10m <sup>3</sup> )
20mm $\phi$	JPY129,600	
25mm $\phi$	JPY162,000	

\*This charge will include the water utility account of 10m<sup>3</sup>.

**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 Fair Management Office before draining cold or hot water into a drainage pit.
- (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 regarding the water supply and drainage work :

YAMAZAKI KOGYO Co., Ltd.

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

E-mail: [ishizuka@yamazakikogyo.com](mailto:ishizuka@yamazakikogyo.com)

Contact: Mr. Ishizuka, Mr. Yamada, Mr. Jimbo



**5-7. Compressed Air****OPTION**

Exhibitors requiring supply of compressed air in the booths shall apply to Fair Management Office with **Order Form 18 by September 5 (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 ~ 0.7Mpa

**2) Period of Supply**

October 27 (Sat.) - Afternoon

October 28 (Sun.) - October 31 (Wed.) 8:00 am - 8:00 pm

November 1 (Thu.) - November 5 (Mon.) 7:30 am - 8:00 pm

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

\* Overtime use of compressed air costs JPY5,400/hour (This rate include 8% tax.) addition to the overtime work charge (refer to P.42, 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.)

\* A compressed air will be made available until 7:00 pm on Nov. 6, but work from 7:00 pm to 11:00 pm will cost as noted above.

**3) Compressed Air Charges**

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

<b>Basic fees</b> <b>(Main line construction fee + fees for up to 300 liters)</b>	JPY91,800 (Tax included)
<b>Fees for additional air volume</b> <b>(Fees per one liter from the 301 liter)</b>	JPY108 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) Exhibitors requiring air pressure higher than 0.7Mpa shall install their own compression unit.
- (3) 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.
- (4) Construction works inside the booth shall be performed at the Exhibitors expense.

**■ Contact regarding the compressed air work :**

YAMAZAKI KOGYO Co., Ltd.

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

E-mail: [ishizuka@yamazakikogyo.com](mailto:ishizuka@yamazakikogyo.com)

Contact: Mr. Ishizuka, Mr. Yamada, Mr. Jimbo

## 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 5 (Wed.)** to Fair Management Office 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 station under jurisdiction. However, if the management of fire protection and fire safety measures are not performed to satisfaction when the on-site inspection is conducted, the exhibitor may be required to correct or cease using the corresponding equipment, and the above prohibited actions will not be accepted.

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

## 3) Smoking

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

## 4) Notification for using fire and hazardous materials

If the exhibitor plans to use fire or hazardous materials in the site during the period of the fair, the exhibitor must submit **Order Form 4 by September 5 (Wed.)** to Fair Management Office on the Exhibitors Website. Fair Management Office will collect the forms and submit them all at once to the Fukagawa fire station, at which point they will be examined. Please be sure to witness the on-site inspection that will be conducted on the day before the fair starts.

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

- (1) Document specifying type, quantity, and position of the hazardous material
  - Catalogue of the applicable equipment (3 copies)
  - Material Safety Data Sheet of the hazardous material (oils)
- (2) Document specifying the distance between each hazardous material
  - Booth drawings (clearly specify the position and quantity of the equipment and hazardous material)

## ■ 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.76, 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 24 (Fri.) if you are going to use fireworks for a demonstration that emit sparks beyond a distance of 10 cm, or 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 part of equipment not covered, protected or contained. (Including laser machine tools)
- Electrical appliances that can generate red heat (not including hot plates, hair dryers, or ovens that have a covering or protection over their heated parts), and can result in fire hazards. Exhibitors wishing to use the above mentioned equipment should contact Fair Management Office.

### (2) Conditions for using naked flame

#### ■ Unit of use

- A certain unit of use has been designated for each exhibition hall. Use may be restricted if the determined unit of use is exceeded.
- Use of equipment generating fire in a demonstration shall be limited to one type in each booth.
- Candles and kerosene lamps cannot be used as decorations.

#### ■ Location of use

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

### (3) Safety Measures

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

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

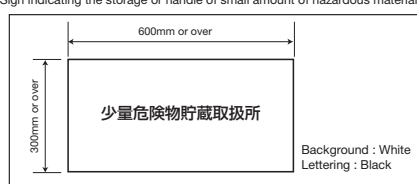
### (1) Hazardous Materials are:

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

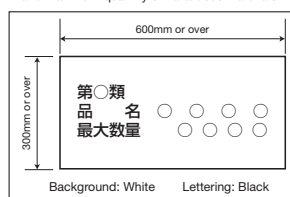
It will be recognized as “small amount hazardous material storage and handling area” by the fire prevention ordinance when hazardous material exceeding specified amount is carried in. In such cases, exhibitor is required to install the following signs displaying handling of small amount hazardous material 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

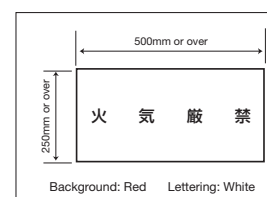


**<Fire prevention ordinance, Appendix 2>**

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 barrier.
- All hazardous materials shall be kept 5m away from demonstrations using fire, unless protected by an incombustible safety barrier.

### (4) Safety Measures

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

(e.g.)

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

\*(Minimum A-2)

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



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

## 7) Electric discharge machine

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

## 8) Disposal of Lubrication oil, Cutting oil etc.

**Oil may not be disposed of in the pits.** Exhibitors must take used oil with them after the Fair or request **Form 33 by October 12 (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. Suzuki

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	—

\*1<sup>st</sup> class: Petroleum with flash point below 21°C such as acetone and gasoline.

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

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

\*4<sup>th</sup> class: Petroleum with flash point between 200°C and 250°C such as gear oil, cylinder oil, etc.

## 6. Visitor Management System

### 6-1. Visitor Management System

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

#### Visitor management system and exhibitor booth functions

A bar code is printed on the admission pass of each visitor. Reading the bar code on the admission pass, allows exhibitors to gather data such as a record of visitors who stop by the booth. After reading the bar code on the admission pass, exhibitors can input additional information previously specified by the exhibitor, such as “Requested catalogue XX” or notes about the visitor, can be input. Up to 10 items out of 30 types of additional information can be added for each visitor.

Select and enter the additional information from the PC screen.



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



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

#### Important points about the visitor management system

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

- (1) Bar codes are printed on the admission passes. No personal information other than the ID number is registered to the bar code.
- (2) The personal information on person of the admission pass that is read at a booth is displayed on the exhibitor's PC from Fair Management Office's server via a special line during the period of the fair. However when downloading and saving the data from the server, encrypted data is provided to help prevent leakage of personal information. The encrypted data can be restored to the original form using the password that is given to the person in charge of the management of personal information.

##### 2) Management of the personal information

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

### 3) Method to rent an admission pass reader

(1) Both types of readers

To secure stability of operations, the admission pass reader can only be connected to a PC that is rented from Fair Management Office. as the monitor to connect the admission pass reader.

(2) Wired admission pass reader

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

(3) Handheld admission pass reader

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

### 4) Connection to the Internet

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

## 6-2. Devices Related to the Admission Pass Reader

OPTION

## 1) Admission Pass Reader

A set including the admission pass reader and personal computer (PC) provided by Fair Management Office is necessary for exhibitors to read the admission pass bar codes.

Devices are distributed by Fair Management Office. If you would like to use a reader, please apply using **Order Form 19 by September 5 (Wed.) on the Exhibitors Website**. The available number of devices is limited, such that Fair Management Office will determine distribution of the readers if there are a large number of applications.

## &lt; IMPORTANT &gt;

**You must rent the admission pass reader and personal computer provided by Fair Management Office in order to read the admission pass bar codes. Personal computers brought in from outside the fair cannot be used to connect with an admission pass reader.**

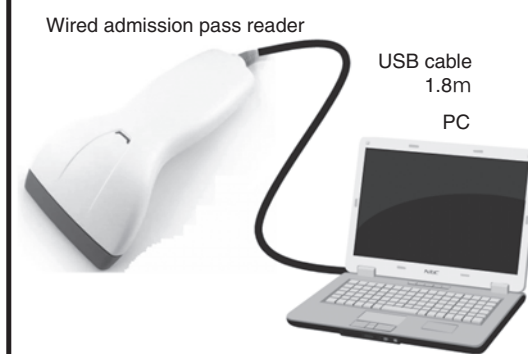
## ■ Admission Pass Reader

There are the following two types of admission pass readers:

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

- You can register additional information from a PC.
- This is a wired reader that is connected to the PC via USB. One PC must be rented for one reader. The PC is available as a set with the reader.
- The reader must be installed near the PC since the reader is connected to the PC via USB cable.

## &lt;Wired admission pass reader and installation example&gt;

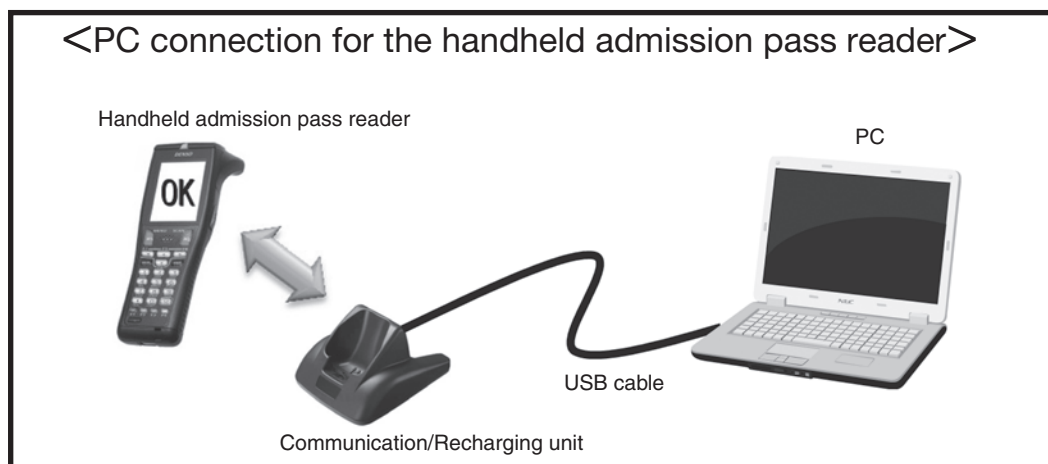


This image is a sample. The actual devices and connection method are subject to change.

Product name	Rental fee (Tax included)	Rental period
Wired admission pass reader set ① • Wired admission pass reader (USB cable is attached) • Notebook computer Windows7 Professional Dedicated software for the admission pass reader No other application software are installed	JPY25,000/unit	November 1 (Thu.) to November 6 (Tue.)
Wired admission pass reader set ② • Wired admission pass reader (USB cable is attached) • Notebook computer Windows7 Professional Dedicated software for the admission pass reader MS Word and Excel are installed	JPY33,750/unit	

## (2) Handheld admission pass reader

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



This image is a sample. The actual devices and connection method are subject to change.



Product name	Rental fee (Tax included)	Rental period
Handheld admission pass reader set (1) <ul style="list-style-type: none"> <li>• Handheld admission pass reader (Includes communication/recharging unit and USB cable)</li> <li>• PC (Laptop) Windows 7 Professional</li> </ul> Dedicated software for the admission pass reader No other application software is installed.	JPY48,600/unit	November 1 (Thu.) to November 6 (Tue.)
Handheld admission pass reader set (2) <ul style="list-style-type: none"> <li>• Handheld admission pass reader (Includes communication/recharging unit and USB cable)</li> <li>• PC (Laptop) Windows 7 Professional</li> </ul> Dedicated software for the admission pass reader MS Word and Excel are installed.	JPY57,350/unit	
Handheld admission pass reader (individual unit) <ul style="list-style-type: none"> <li>• Handheld admission pass reader (Includes communication/recharging unit and USB cable)</li> </ul> * Can be additionally requested by exhibitors who have already requested one of the above sets.	JPY38,880/unit	

\* Installation of a power source is required for use of the PC and communication/recharging unit.

## 2) How to receive visitor's data

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

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

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

## 3) Installation of the visitor management system support center

"Visitor management system support center" will be open from October 29 (Mon.) to November 6 (Tue.) (scheduled).

#### 4) Installation of the visitor registration system

Fair Management Office will perform the installation of the visitor registration system (PC and admission pass reader) with a fee. To request, fill in **Order Form 19 “ADMISSION PASS READERS”**, and submit by **September 5 (Wed.) on the Exhibitors Website**.

##### (1) Installation fee

Type	Installation fee (Tax included)
<b>Wired admission pass reader</b> PC and admission pass reader	JPY 3,240 per set
<b>Handheld admission pass reader</b> PC and admission pass reader	JPY 3,240 per set

##### (2) Work performed

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

**For details about the admission registration for exhibitors  
(from August 20 (Mon.))**

JIMTOF2018 Registration Office  
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan  
TEL: +81-3-5530-1364 FAX: +81-3-5530-1365  
E-mail: toroku-jimtof@tokyo-bigsight.co.jp

## 7. Various Support Services

### 7-1. Bilingual Receptionist / Interpreter

**OPTION**

Exhibitors wishing to hire a bilingual receptionist or interpreter who can help you for reception or business meeting, please submit **Order Form 26 by September 28 (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.43,44

**OPTION**

### 7-3. Advertisements →Refer to P.24 - 29

**OPTION**

### 7-4. Press Center →Refer to P.30

**OPTION**

### 7-5. Catalogue Exhibition →Refer to P.30

**OPTION**

### 7-6. Exhibitor Workshops →Refer to P.31

**OPTION**

### 7-7. Meeting Rooms

**OPTION**

To reserve a meeting room, please submit **Order Form 8 by July 13 (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

October 28 (Sun.) – November 7 (Wed.) 11 days.

#### 2) Types of Meeting Room

Hall	Type	Size	Furnishing	Price (Tax included)
East	A	About 65m <sup>2</sup>	4 tables, 16 chairs, 1 telephone for internal line, 4 partition, 1 wastebasket	JPY345,600
	B	About 65m <sup>2</sup>	1 telephone for internal line, 1 wastebasket	JPY280,800
West	C	About 85m <sup>2</sup>	8 tables, 32 chairs, 1 telephone for internal line, 8 partition, 1 wastebasket	JPY464,400
	D	About 85m <sup>2</sup>	1 telephone for internal line, 1 wastebasket	JPY345,600
	E	About 45m <sup>2</sup>	1 telephone for internal line, 1 wastebasket	JPY205,200

\*Smoking is not permitted in the meeting rooms.

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

### 3) Overtime use

- (1) Extension fee (JPY3,240/h (tax included)) is charged to use the meeting room outside Regular work time at JIMTOF2018 Operation Schedule on P.39. 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 3 (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. 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 2018. Be sure to register for this system by using the Exhibitors Website and use it effectively.

## 7-9. 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 12**, enter the desired type of storage (see the table below), and submit the information by **July 13 (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

October 28 (Sun.) – November 7 (Wed.) 11 days.

## 2) Types of Storage

Hall	Type	Size	Facility	Price (Tax included)
East	A	About 9m <sup>2</sup>	L 3774 × W 2402 × H 2700, 1 Door / Window, 2 Fluorescent (40W), Single - phase 100V outlet(2) × 2	JPY180,144
	B	About 13m <sup>2</sup>	L 5412 × W2402 × H 2700, 1 Door / Window, 3 Fluorescent (40W), Single - phase 100V outlet(2) × 2	JPY226,800
New East (in East Hall 7)	C	About 9m <sup>2</sup>	L 2970 × W2970 × H 2700, System panel construction, 1 door * No power supply facilities and no ceiling	JPY75,600
West	A	About 9m <sup>2</sup>	L 3774 × W2402 × H 2700, 1 Door / Window, 2 Fluorescent (40W), Single - phase 100V outlet(2) × 2	JPY180,144

\*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 10 (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.

## 7-10. 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. JIMTOF2018 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".

<http://www.bigsight.jp/organizer/howto/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 29 (Fri.)

- 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 June 30 (Sat.)

- 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 [http://www.bigsight.jp/english/Various\\_facilities\\_Information/tft/](http://www.bigsight.jp/english/Various_facilities_Information/tft/)

TIME24 Building [http://www.bigsight.jp/english/Various\\_facilities\\_Information/time/](http://www.bigsight.jp/english/Various_facilities_Information/time/)

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

## 7-11. Visitor &amp; Business Center

A Visitor & Business Center 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 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.



■ Inquiries: Visitor & Business Center

TEL: +81-3-5530-1292

Business hours: 9:00 to 18:00

## 7-12. Cleaning

**OPTION**

## 1) Disposal of Waste

## (1) During Delivery and Removal

- Each exhibitor is asked to appoint a supervisor in charge of waste disposal. Submit the **Order Form 6 to Fair Management Office by October 12 (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 to Fair Management Office by October 12 (Fri.) on the Exhibitors Website** if you wish to use it.

**(2) Cleaning During Exhibition 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 October 27 (Sat.) to November 8 (Thu.). Please refer to P.32-36 4-1. Exhibitor Center Outline.
- Please submit **Order Form 31 to Fair Management Office by October 12 (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)	JPY1,080 for a bag	waste paper / PET bottle / glass bottles / can
Garbage cart (500L)	JPY5,400 for a cart	
Container (W90cm×D90cm×H180cm)	JPY10,800 for a container	waste paper / PET bottle / glass bottle / can / garbage from settlement・dismantle

\*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.76 "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 to Fair Management Office by October 12 (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 October 31 (Wed.) – Evening of November 5 (Mon.) 6 days
- (3) Fee: JPY4,536 / booth (tax included)

**3) Wax Cleaning**

- When using long sheet or vinyl tiles on the floor, waxing not only protects the floor and improves the appearance, but also prevents dirt and scratching from harming the floor. Companies who would like to request waxing should submit **Order Form 30 to Fair Management Office by October 12 (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 October 31 (Wed.), or a date specified by the exhibitor
- (3) Fee (per waxing): JPY540 / m<sup>2</sup> (tax included)
  - \*Entry into the booths is limited during cleaning
  - \*Contact Big Sight Services Corporation for an estimate when requesting waxing 100m<sup>2</sup> or more.

**■ Contact information:**

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

## 7-13. Forklift Rental

**OPTION**

We offer a rental service for forklifts. If you wish to rent a forklift, Please submit **Order Form 32** by **October 12 (Fri.)** to Big Sight Services Corporation.

## 1) FUNCTIONS

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

## 2) RENTAL FEE (Tax included)

	2 hours	6 hours	1 day
2.5t forklift	JPY10,800	JPY16,200	JPY21,600
2.0t forklift	JPY8,640	JPY12,960	JPY17,280
1.5t forklift	JPY5,400	JPY8,640	JPY12,960

## (3) NOTES

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

## 7-14. 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, Hotel Sunroute Ariake, 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.

## 1) Denominations

Cards are only available in JPY1,000 denomination.

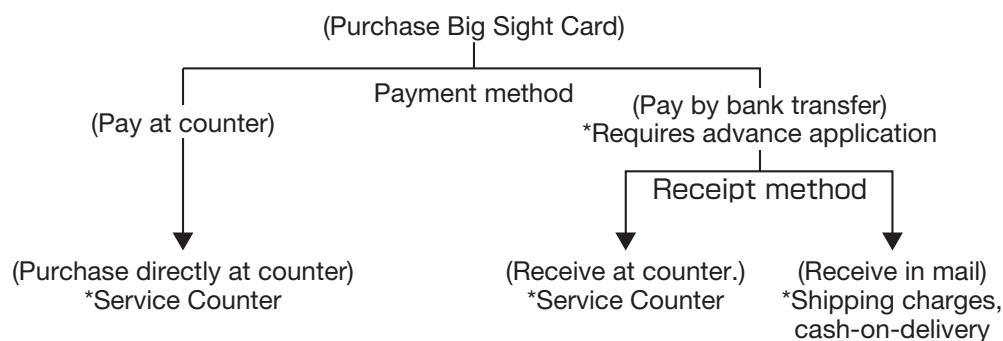
## 2) How to apply

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 12 (Fri.)**.
- (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]



## 3) Period of validity

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

## 4) Facilities that can be used

- (1) All shops and restaurants within the Tokyo Big Sight. (Card may not be usable at some temporary outdoor restaurants.)
- (2) Restaurants in the Ariake Park Building, Hotel Sunroute Ariake, 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.

<http://www.bigsight-services.co.jp/sale/card.html>

## \*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 the Japan's bank only.

## 5) Settlement method

The remaining balance for a valid multi-restaurant meal ticket (hereinafter, "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 the Japan's bank 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.

You may also settle balances in person at the Service Counter. However, as it takes time to confirm the contents, we ask that you settle by post if at all possible.

- \* We cannot provide refunds in cash.
- \* There is a fee of 40 JPY per Big Sight Card. (Partially used Big Sight Cards with a balance of 41 JPY 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 on the 25th of the following month (or previous bank business day if the 25th falls on a Saturday, Sunday, or holiday).
- \* 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.

### Prepaid Card Image



Front



Back

#### Term of validity

Within the six-month period indicated on the card.

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

## 7-15. Resting Space / Catering Car / International Lounge

Resting spaces will be provided in East Exhibition Hall Truck Yard (loading/unloading area), and West Hall Rooftop Exhibition Areas. 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. (Refer to P. 32-36 "4-1 Exhibition Center Outline".)

## 7-16. 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.



## 7-17. Parties and Receptions

### 1) Al Porto, Tokyo Big Sight

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



■ Contact: 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 Site website  
<http://www.bigsight.jp/english/services/shop/>  
(Also refer to P.106 "7-21. Tokyo Big Site Service Facilities")

### 3) Ariake Park Building and TFT Building

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

<b>Ariake Park Building</b>	<a href="http://www.bigsight.jp/english/Various_facilities_Information/park/">http://www.bigsight.jp/english/Various_facilities_Information/park/</a>
<b>TFT Building</b>	<a href="http://www.bigsight.jp/english/Various_facilities_Information/tft/">http://www.bigsight.jp/english/Various_facilities_Information/tft/</a>

## 7-18. Attending the exhibition by group bus and VIP vehicles **OPTION**

### [Attending the exhibition by group bus]

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

There is a limited amount of space at the bus parking lot. Apply for a space by submitting the **Order Form 28 on the Exhibitors Website by October 5 (Fri.)**. (Buses applied in advance will be given priority.) Please note that if the lot bus parking becomes full, buses will be asked to use the pay parking lot.

### [Guiding VIP Vehicles]

When company VIPs (board members or higher status) are invited to visit the site in a company car, the vehicle can be guided carefully. Please submit **Order Form 29 by October 5 (Fri.) on the Exhibitors Website**.

## 7-19. Hotel Reservations (Official Travel Agency)

OPTION

Arrangements have been made with various hotels during JIMTOF2018. Please make use of these hotels. Reservations can be made for the dates from **October 29 (Mon.) to November 6 (Tue.) 2018.**

**(1) Charges included in the accommodation fee**

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

**(2) Application procedures Room reservations will start from 10:00 AM (Japan time) June 15 (Fri.)**

- ① **Input the required items on the JTB Global Marketing & Travel website by September 28 (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://mice3.jtbgmt.com/JIMTOF2018/?lang=ja>

URL (English): <https://mice3.jtbgmt.com/JIMTOF2018/?lang=en>

\* Contact by e-mail the JIMTOF2018 JTB Desk if you need to make reservations for 15 persons or more.

- 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. Failure to make a bank transfer by the deadline will result in the reservation being automatically cancelled. The customer must pay any applicable bank transfer charges.

- ③ For group reservations (15 persons or more), please apply by using the group reservations sheet.

\* You can download the group reservations sheet from the JTB Global Marketing & Travel website.

\* The full amount of the accommodation fee must be paid all at once.

Please send the group reservations sheet by e-mail to JIMTOF2018 JTB Desk on or after the starting date for reception.

JIMTOF2018 JTB Desk will contact you by e-mail once the reservation arrangements have been completed.

Please pay the full amount of your accommodation fee to JIMTOF2018 JTB Desk by credit card or bank transfer by the payment deadline.

(The payment deadline is within approximately one month from the completion of the reservation arrangements.)

Failure to make a bank transfer by the deadline will result in the reservation being automatically cancelled.

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

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: JIMTOF2018.

**(3) Confirmation sheet**

After making your reservation and payment online, a confirmation sheet will be displayed under each application index 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 Sept. 29th, 2018.

- 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. 29), inform us in writing either by e-mail or FAX. Changes cannot be made by telephone.
- ② The following cancellation fees will be charged.

\* Excluding Hotel Sunroute Ariake, Hotel Sunroute Shinagawa Seaside and Hotel Trusty Tokyo Bayside

From reservation date	Cancellation charge
Up to 10 days before the first night of stay	No charge
9-2 days before	20% of one night charge
1 day before	80% of one night charge
On the day of arrival / No notice given	100% of one night charge

\* For Hotel Sunroute Ariake

From reservation date	Cancellation charge
Up to 21 days before the first night of stay	No charge
20-7 days before	10% of one night charge
6-2 days before	30% of one night charge
1 day before	80% of one night charge
On the day of arrival / No notice given	100% of one night charge

\* For 15 or more persons

From reservation date	Cancellation charge
Up to 21 days before the first night of stay	No charge
20-7 days before	20% of one night charge
6-2 days before	30% of one night charge
1 day before	80% of one night charge
On the day of arrival / No notice given	100% of one night charge

\* For Hotel Trusty Tokyo Bayside

From reservation date	Cancellation charge
Up to 22 days before the first night of stay	No charge
21-15 days before	10% of one night charge
14-8 days before	20% of one night charge
7-3 days before	30% of one night charge
2 days before	50% of one night charge
On the day of arrival	80% of one night charge
No notice given	100% of one night charge

\*For Sunroute Shinagawa Seaside

From reservation date	Cancellation charge
Up to 21 days before the first night of stay	No charge
20-7 days before	10% of one night charge
6-2 days before	20% of one night charge
1 day before	40% of one night charge
On the day of arrival	80% of one night charge
No notice given	100% of one night charge

■ Contact Information: JTB Global Marketing & Travel Inc. (JIMTOF2018 JTB Desk)

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

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

E-mail: JIMTOF2018@gmt.jtb.jp

Contact: JIMTOF2018 JTB Desk

Office Hour: 10:00-17:00 (Mon.)-(Fri.) except national holidays

## Available Period: October 29 (Mon.) - November 6 (Tue.)

Area (Access to venue)	Name of Hotel	Single with bath	Twin with bath
<b>Ariake</b> (3 min. on foot)	<b>Tokyo Bay Ariake Washington Hotel</b> 3-7-11 Ariake, Koto-ku, Tokyo 135-0063 Phone: +81-(0)3-5564-0111	<b>JPY15,544</b> (14.3m <sup>2</sup> )	<b>JPY27,848</b> (21.5m <sup>2</sup> )
<b>Ariake</b> (5 min. on foot)	<b>Hotel Sunroute Ariake</b> 3-6-6 Ariake, Koto-ku, Tokyo 135-0063 Phone: +81-(0)3-5530-3610	<b>JPY9,500 (10/29)</b> <b>JPY10,500 (10/30 · 31,</b> <b>11/2 · 4 · 5 · 6)</b> <b>JPY11,100 (11/1)</b> <b>JPY12,600 (11/3)</b> (17.3m <sup>2</sup> )	<b>JPY17,000 (10/29)</b> <b>JPY18,000 (10/30 · 31,</b> <b>11/2 · 4 · 5 · 6)</b> <b>JPY19,000 (11/1)</b> <b>JPY24,200 (11/3)</b> (26m <sup>2</sup> )
<b>Ariake</b> (13 min. on foot)	<b>Hotel Trusty Tokyo Bayside</b> 3-1-15 Ariake, Koto-ku, Tokyo 135-0063 Phone: +81-(0)3-6700-0001	<b>JPY16,050</b> (14.2m <sup>2</sup> )	<b>JPY33,200</b> (22.4m <sup>2</sup> )
<b>Daiba</b> (10 min. by Yurikamome line)	<b>Grand Nikko Tokyo Daiba</b> 2-6-1 Daiba, Minato-ku, Tokyo 135-8701 Phone: +81-(0)3-5500-6711	<b>*JPY22,880 (except 11/3)</b> <b>*JPY27,200 (11/3)</b> (30~33m <sup>2</sup> )	<b>JPY23,960 (except 11/3)</b> <b>JPY32,800 (11/3)</b> (33m <sup>2</sup> )
<b>Shinagawa Seaside</b> (7 min. by Rinkai-line)	<b>Sunroute Shinagawa Seaside</b> 4-12-8 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002 Phone: +81-(0)3-6716-0011	<b>JPY9,000 (except 11/2 · 3)</b> <b>JPY10,600 (11/2 · 3)</b> (16.6m <sup>2</sup> )	<b>JPY14,000 (except 11/2 · 3)</b> <b>JPY15,800 (11/2 · 3)</b> (21.5m <sup>2</sup> )
<b>Shinagawa Seaside</b> (7 min. by Rinkai-line)	<b>Hearton Hotel Higashi-Shinagawa</b> 4-13-27 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002 Phone: +81-(0)3-5495-0810	<b>JPY11,340</b> (16m <sup>2</sup> ) *Smoking only	<b>JPY17,280</b> (21~24m <sup>2</sup> ) *Smoking only
<b>Osaki</b> (12min. by Rinkai Line)	<b>New Otani Inn Tokyo</b> 1-6-2 Osaki Shinagawa-ku, Tokyo 141-0032 Phone: +81-(0)3-3779-9111	<b>JPY15,220 (except 11/3)</b> <b>JPY19,100 (11/3)</b> (15m <sup>2</sup> ) *No Smoking only	—
<b>Shiodome</b> (21 min. by Yurikamome line)	<b>Hotel Villa Fontaine SHIODOME</b> 1-9-2 Higashi-shimbashi Minato-ku, Tokyo 105-0021 Phone: +81-(0)3-3569-2220	<b>*JPY27,000 (10/31, 11/1~5)</b> <b>*JPY18,000 (10/29 · 30, 11/6)</b> (20m <sup>2</sup> ) with breakfast	<b>JPY29,000 (10/31, 11/1~5)</b> <b>JPY20,000 (10/29 · 30, 11/6)</b> (20m <sup>2</sup> ) with breakfast
<b>Oimachi</b> (15min. by Rinkai Line)	<b>Hotel Route-Inn Shinagawa Oimachi</b> 1-35-2, Oi, Shinagawa-ku, Tokyo 140-0014 Phone: +81-(0)3-3777-5711	<b>JPY9,700</b> (10m <sup>2</sup> ) with breakfast	—

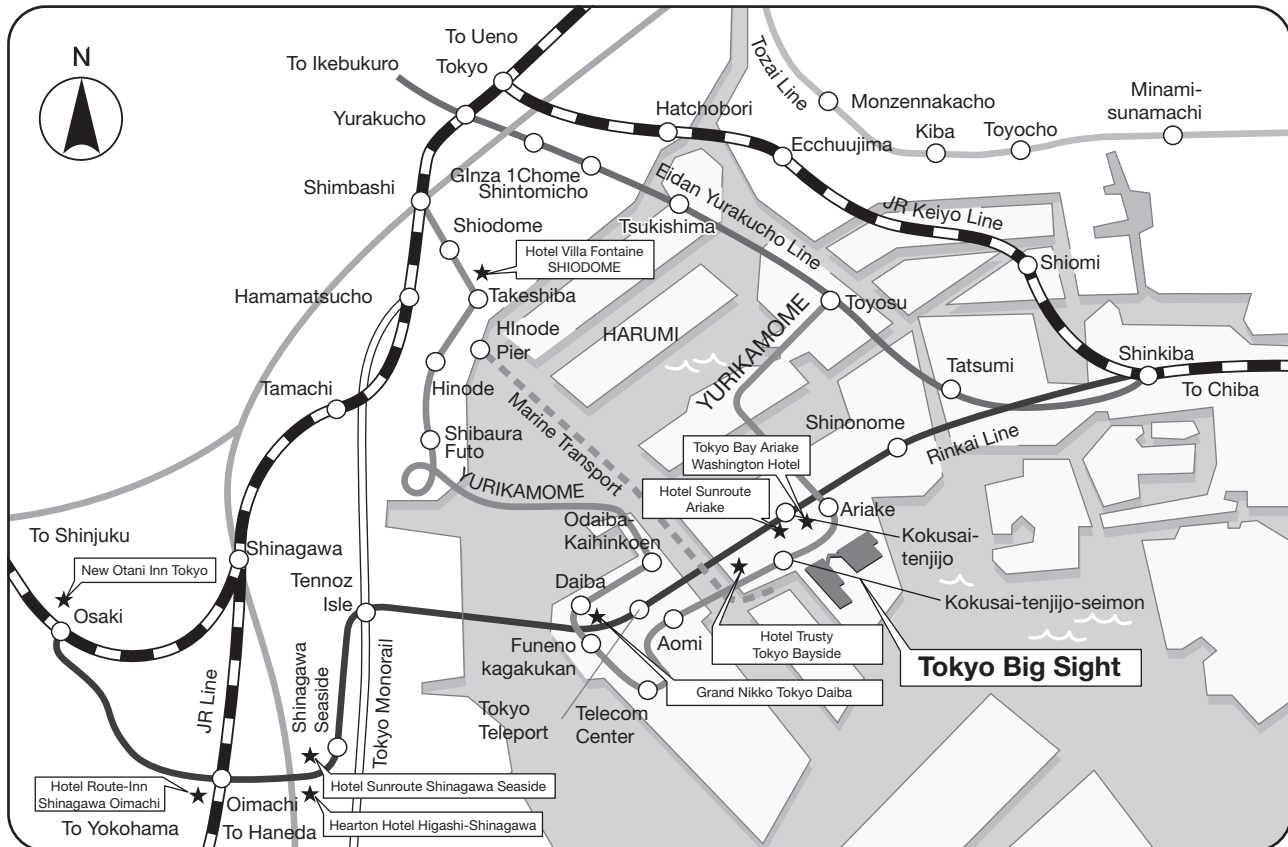
\* is the price of twin or double room for one person.

## ● Access to Tokyo Big Sight

Hotels	Access
<b>Tokyo Bay Ariake Washington Hotel</b>	Hotel ..... Tokyo Big Sight (3 min walk)
<b>Hotel Sunroute Ariake</b>	Hotel ..... Tokyo Big Sight (5 min walk)
<b>Hotel Trusty Tokyo Bayside</b>	Hotel ..... Tokyo Big Sight (13 min walk)
<b>Grand Nikko Tokyo Daiba</b>	Hotel ..... Daiba Sta. ————— Kokusai-tenjijo Seimon Sta. (3min.walk) (2 min walk) (8 min. by Yurikamome)
<b>Hotel Sunroute Shinagawa Seaside</b>	Hotel ..... Shinagawa Seaside Sta. ————— Kokusai-tenjijo Sta. (7min.walk) (Directly connected) (7 min. by Rinkai Line)
<b>Hearton Hotel Higashi-Shinagawa</b>	Hotel ..... Shinagawa Seaside Sta. ————— Kokusai-tenjijo Sta. (7 min. walk) (1 min walk) (7 min. by Rinkai Line)
<b>New Otani Inn Tokyo</b>	Hotel ..... Osaki Sta. ————— Kokusai-tenjijo Sta. (7 min. walk) (Directly connected) (12 min. by Rinkai Line)
<b>Hotel Villa Fontaine SHIODOME</b>	Hotel ..... Shiodome Sta. ————— Kokusai-tenjijo Seimon Sta. (3min.walk) (2 min walk) (21 min. by Yurikamome)
<b>Hotel Route - Inn Shinagawa Oimachi</b>	Hotel ..... Oimachi Sta. ————— Kokusai-tenjijo Sta. (7min.walk) (5 min walk) (10 min. by Rinkai Line)



## ● Access to Hotels



## 7-20. Guide to Shell Scheme Booth and Rental Items

**OPTION**

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

Please submit **Order form 20** for Shell Scheme Booth and **Order form 21** for Rental Items by **September 19 (Wed.) on the Exhibitors Website**.

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

Payment Due: October 12 (Fri.)

### ■ Shell Scheme Booth and Rental Items

Request and contact: MURAYAMA INC.

Toyosu foresia, 3-2-24, Toyosu, Koto-ku, Tokyo 135-0061

TEL: +81-3-6221-0843 FAX: +81-3-6221-1915

Contact:

Ms. Norose, Ms. Yamada, Mr. Hirata : intl-jimtof2018@murayama.co.jp



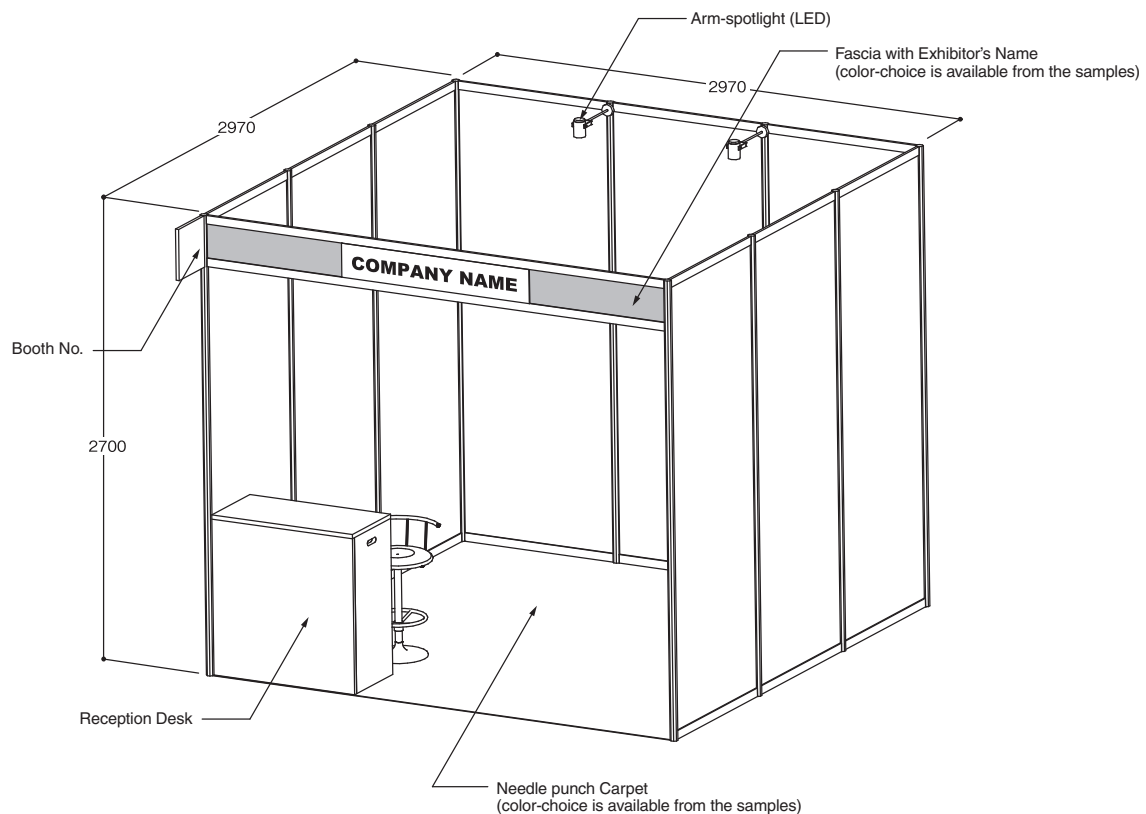
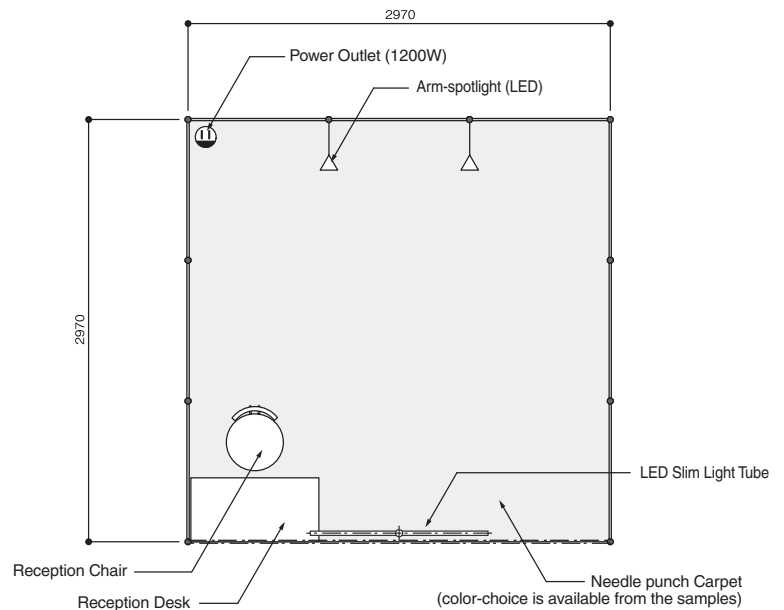
## Shell Scheme Booth & Rental Furniture

### ■ One-booth A type

One-booth A type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	1booth
2	Fascia with Exhibitor's Name	1set
3	Reception Desk	1unit
4	Reception Chair	1pc
5	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 JPY85,320.- (incl. tax)

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



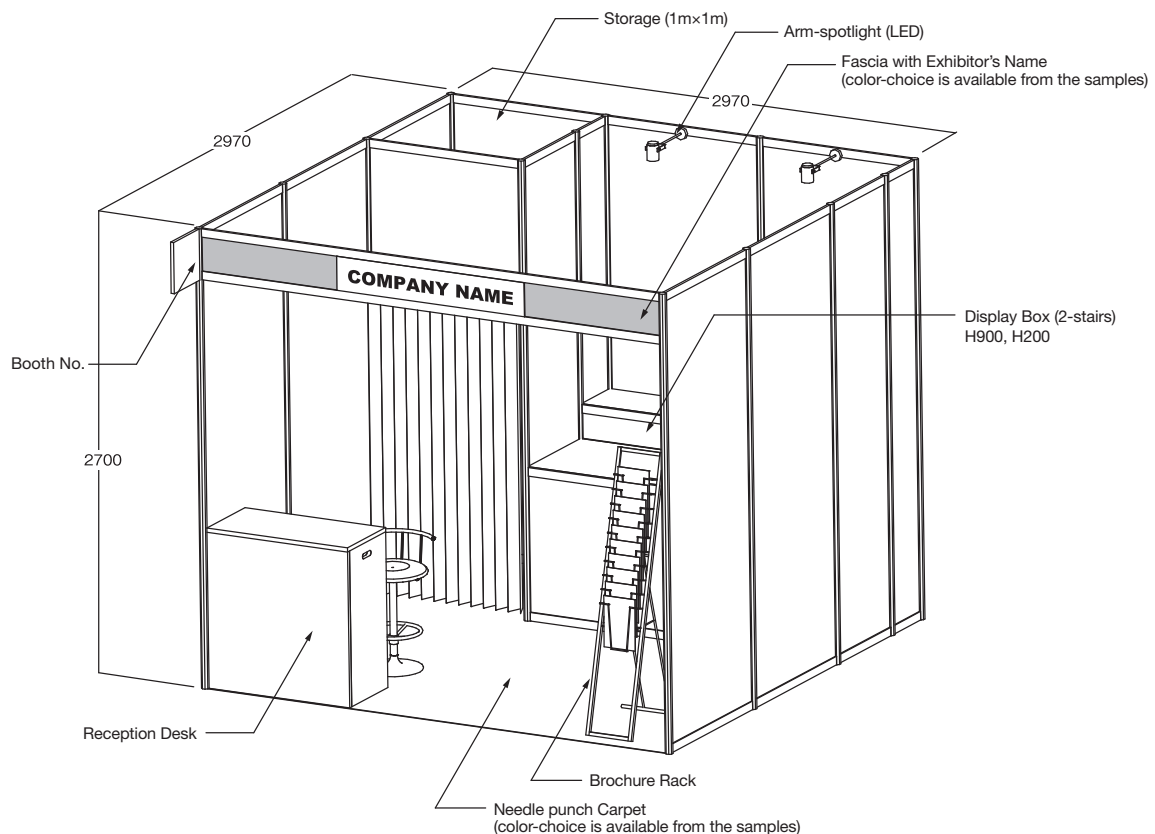
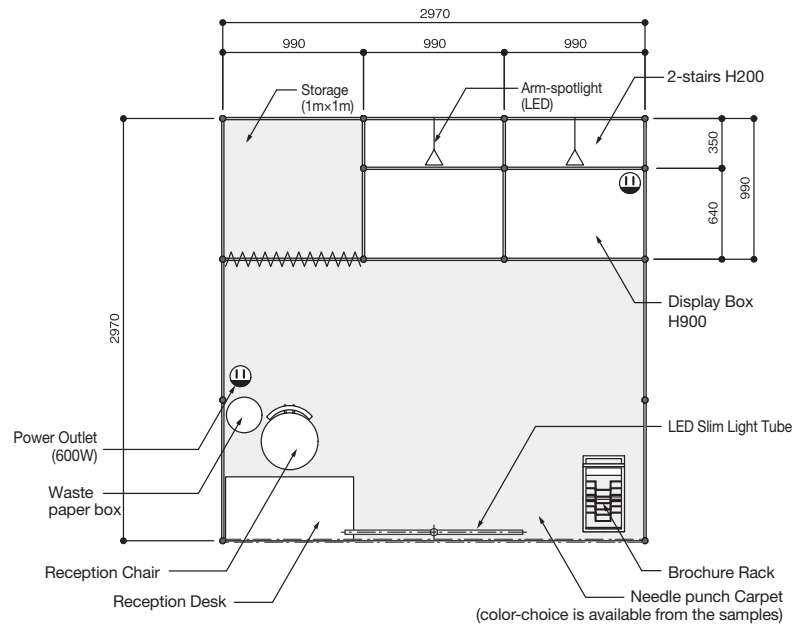
## Shell Scheme Booth & Rental Furniture

### ■ One-booth B type

One-booth B type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	1booth
2	Fascia with Exhibitor's Name	1set
3	Reception Desk	1unit
4	Reception Chair	1pc
5	Brochure Rack	1unit
6	Display Box (2-stairs)	2units
7	Storage (1m×1m)	1set
8	Wastepaper-box	1box
9	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 JPY156,600.- (incl. tax)

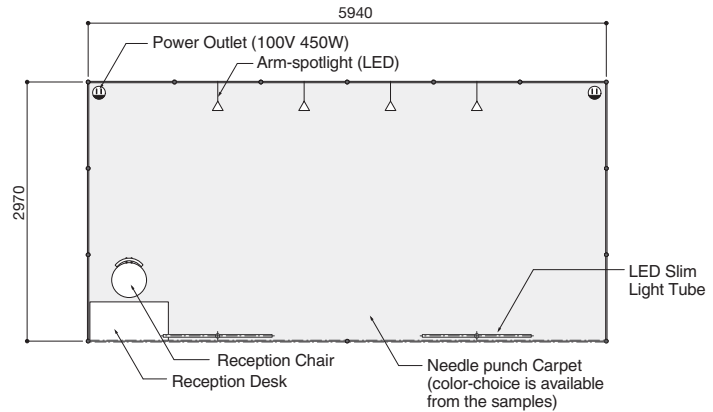
\*The excess power over the capacity above is not included in the above.



## Shell Scheme Booth & Rental Furniture

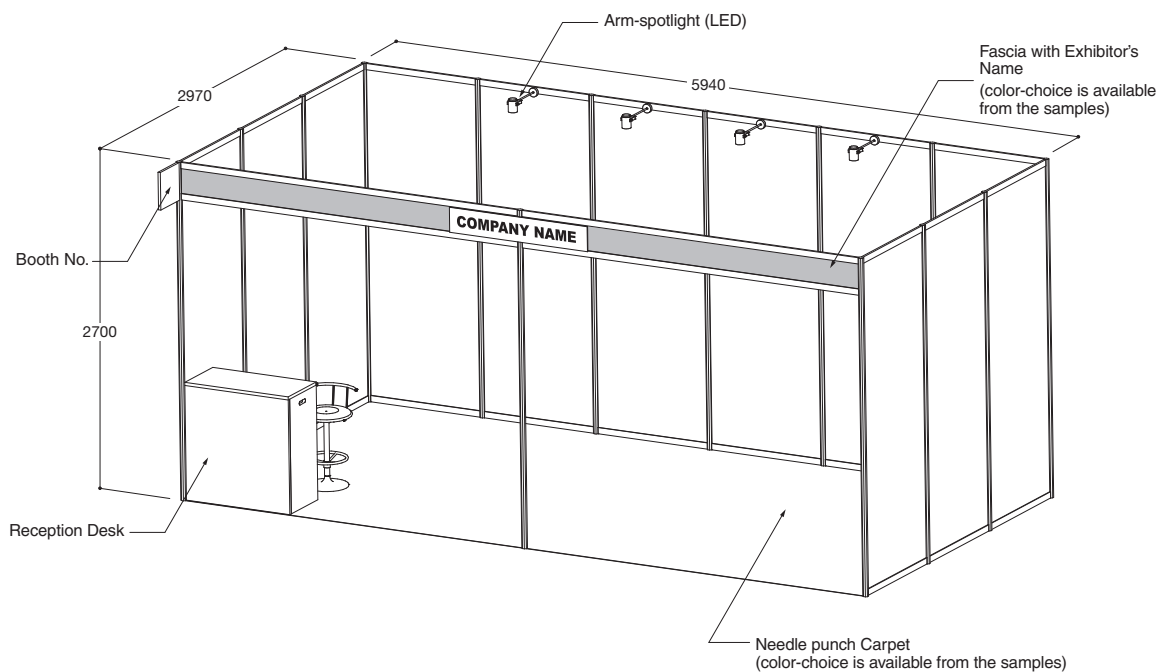
### ■ Two-booths A type

Two-booths A type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	2booths
2	Fascia with Exhibitor's Name	1set
3	Reception Desk	1unit
4	Reception Chair	1pc
5	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 JPY142,560.- (incl. tax)

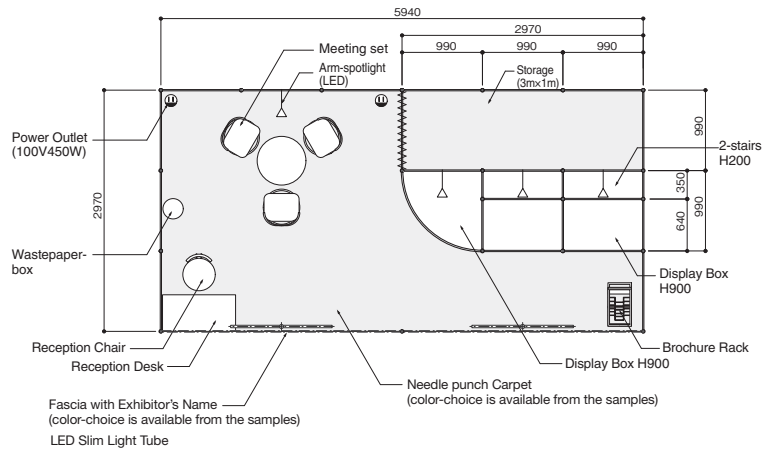
\*The excess power over the capacity above is not included in the above.



## Shell Scheme Booth & Rental Furniture

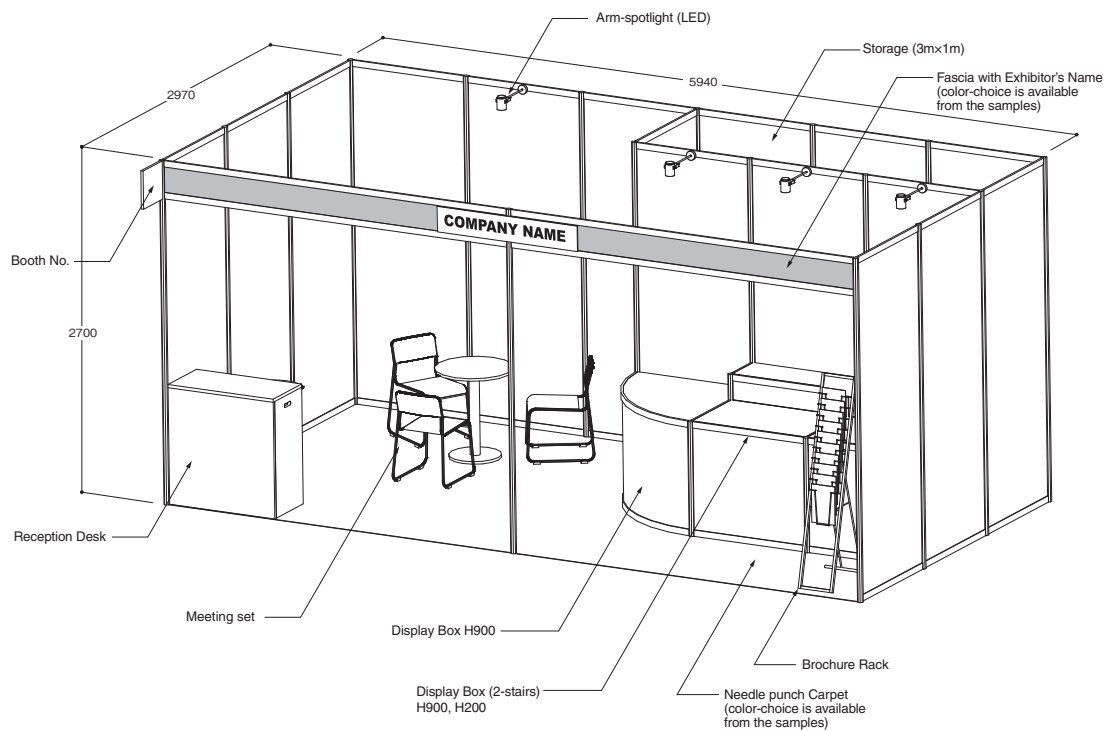
### Two-booths B type

Two-booths B type <Basic items>		
No.	Items	Qty
1	Needle punch Carpet	2booths
2	Fascia with Exhibitor's Name	1set
3	Reception 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



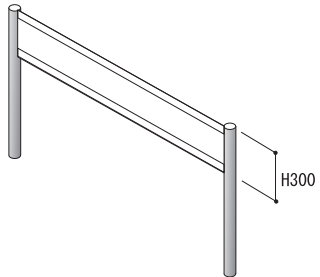
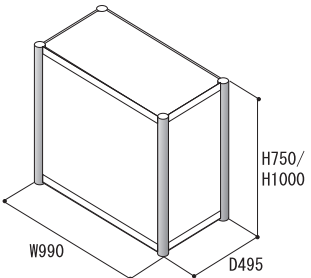
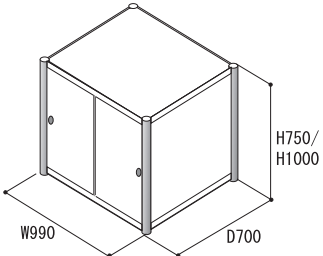
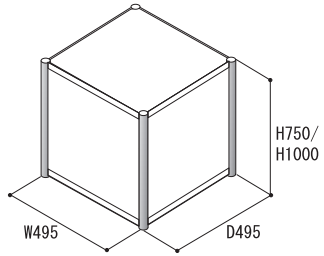
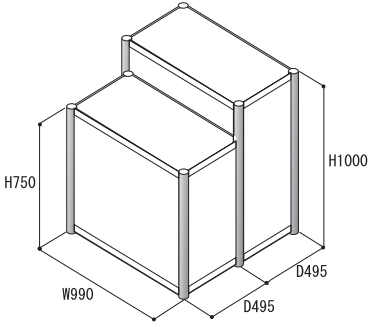
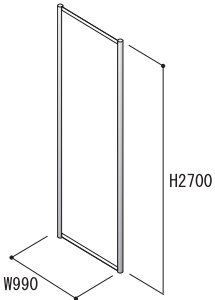
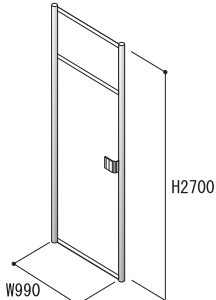
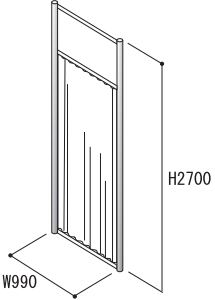
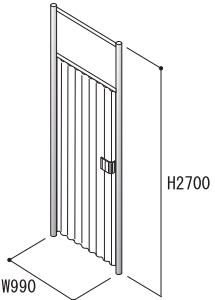
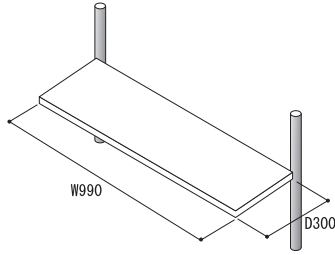
Total Price JPY272,160.- (incl. tax)

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



## Optional Items - 1


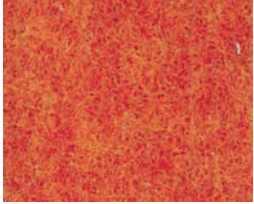

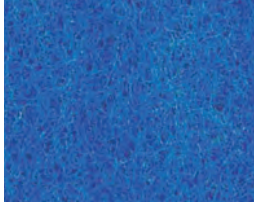

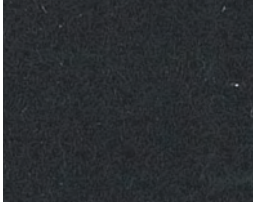
\*The Prices include Japanese Consumption Tax 8%.

1.Floor Carpet	2.Wall Coloring	3.Octanorm Fascia
<p>Needle punch Carpet (Color-choice is available from the samples)</p> <p>*incl. carpet edge holder</p> <p>1booth JPY21,600</p>	<p>Optional Color is available with additional charge.</p> <p>Coloring for the Octanorm Wall (Color choice is available from the samples)</p> <p>1sq.m JPY3,240</p>	 <p>1m<sup>2</sup> JPY3,240</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>JPY10,800</p>	<p>Please choose the height: h750mm or h1000mm</p>  <p>JPY16,200</p>	<p>Please choose the height: h750mm or h1000mm</p>  <p>JPY10,800</p>
7.Octanorm Display Box D	8.Octanorm Wall Panel	9.Door
 <p>JPY19,440</p>	 <p>JPY10,800</p>	 <p>JPY23,760</p>
10.White Curtain	11.Foldable Door	12.Flat shelf
 <p>JPY12,960</p>	 <p>JPY23,760</p>	 <p>JPY4,320</p>








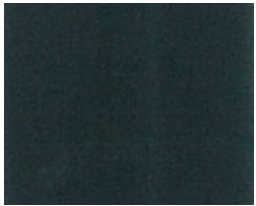


## Color sample

### ● Needle punch carpet color

Red	Orange	Green	Blue
			
Gray	Black		
			

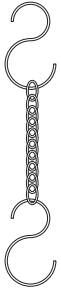

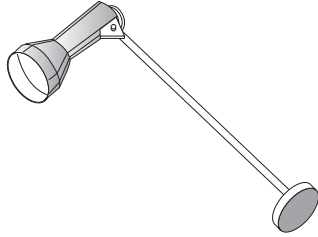
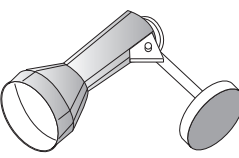
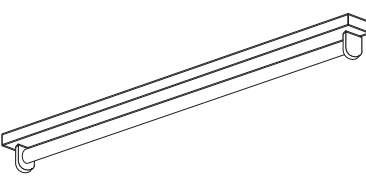
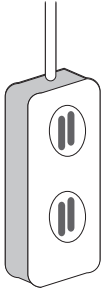
### ● Fascia and point color / sheet affixing on wall and display box

Yellow	Red	Green	Sky-blue
			
Blue	Navy	Gray	Black
			



## Optional Items - 2

\*The Prices include Japanese Consumption Tax 8%.

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 JPY324</p>	<p>1letter H50 JPY540</p> <p>1letter H100 JPY864</p> <p>1letter H150 JPY1,296</p> <p>1letter H200 JPY1,620</p> <p>1letter H300 JPY2,160</p> 	<p>16W</p>  <p>JPY5,400</p>
16. LED Spotlight (White Light)	17. Fluorescent tube	18. Power Outlet (100V)
<p>16W</p>  <p>JPY5,400</p>	<p>40W</p>  <p>1set JPY3,240</p>	 <p>JPY3,240</p>

Lev Spotlight 100W JPY3,780  
Lev Spotlight with Arm JPY3,780

\*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.61 to 66 for details.)

## Rental Furniture - 1

\*The Prices include Japanese Consumption Tax 8%.

19.Reception Desk (A)	20.Reception Desk (B)	21.Reception Desk (C)
		
W900×D450×H800/H940 (with inner shelf) <b>JPY7,344</b> The size might be different from the thing.	W1200×D600×H800/940 (with inner shelf) <b>JPY10,800</b> The size might be different from the thing.	W1500×D600×H800/H940 (with inner shelf) <b>JPY12,960</b> The size might be different from the thing.
22.Reception Desk (D)	23.Table	24.Round Table
		
W1800×D700×H800/H940 (with inner shelf) <b>JPY17,280</b> The size might be different from the thing.	(A)W1800×D600×H730 <b>JPY3,456</b> (B)W1500×D600×H730 <b>JPY3,456</b> (C)W1200×D600×H730 <b>JPY3,456</b> (D)W1800×D450×H730 <b>JPY3,456</b> (E)W1500×D450×H730 <b>JPY3,456</b> The size might be different from the thing.	(A)φ600×H600 <b>JPY4,320</b> (B)φ750×H600 <b>JPY4,320</b> (C)φ900×H600 <b>JPY4,320</b> The size might be different from the thing.
25.Table	26.Lounge set (A)	27.Lounge set (B)
		
(A)W450×D450×H600/H700 <b>JPY2,160</b> (B)W600×D600×H600 <b>JPY2,160</b> (C)W800×D450×H600 <b>JPY2,160</b> The size might be different from the thing.	1set <b>JPY23,760</b>	1set <b>JPY15,120</b>
28.Café Set	29.Folding Chair	30.Stacking Chair
		
1set <b>JPY18,144</b>	1pc <b>JPY691</b>	A (Blue) • B (White) <b>JPY2,592</b>

## Rental Furniture - 2

\*The Prices include Japanese Consumption Tax 8%.

<b>31.Operator's Chair</b>  <b>JPY5,184</b>	<b>32.Reception Chair</b>  (A) SH430 JPY3,456 (B) SH500 JPY3,456 (C) SH600 JPY3,456 (D) SH700 JPY3,456	<b>33.Brochure Rack</b>  <b>JPY6,048</b>
<b>34.Table-top brochure rack</b>  <b>JPY1,728</b>	<b>35. Panel stand</b>  <b>JPY2,160</b>	<b>36.Sign stand</b>  <b>JPY4,320</b>
<b>37.Belt-partition</b>  <b>JPY8,640</b>	<b>38.Pole-partition</b>  Pole JPY1,728 Chain JPY259/m	<b>39.Refrigerator</b> *Power outlet shall be ordered separately  (A) W415 - 475×H1100 - H1200 100 - 106ℓ JPY17,280 (B) W405 - 440×H790 - H840 70 - 74ℓ JPY12,960
<b>40.Glass showcase</b> *Power outlet for inner lighting shall be ordered separately  W1500×D600×H920 <b>JPY17,280</b>	<b>41.Steel rack</b>  W900×D450×H1800 <b>JPY6,480</b>	<b>42.Coffee server</b> *Power outlet for inner lighting shall be ordered separately  <b>JPY15,120</b>





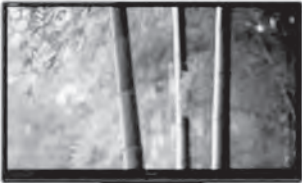
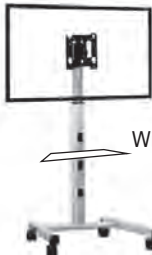

## Rental Furniture - 3

\*The Prices include Japanese Consumption Tax 8%.

<b>43.Coffee set for 100cups</b>  <b>JPY10,368</b>	<b>44.Water Server</b>  (A) W340×D360×H610 <b>JPY12,960</b> (B) Mineral Water Three gallons(11.4ℓ) <b>JPY3,024</b>	<b>45.Name card box</b>  W200×D150 <b>JPY1,728</b>
<b>46.Fire-extinguisher</b>  No.10 Powder <b>JPY4,320</b>	<b>47.Wastebasket</b>  47ℓ <b>JPY2,592</b>	<b>48.White Cloth</b>  W2200×D1000 <b>JPY1,296</b>
<b>49.Big-potted plant</b>  <b>JPY4,860</b>	<b>50.Middle-potted plant</b>  <b>JPY3,780</b>	<b>51.Small-potted plant</b>  <b>JPY1,944</b>
<b>52.Flower-potted plant</b>  <b>JPY1,080</b>		

## Audio-Visual Equipments (rental)

(※Tax is included in the prices.)

AV1 : 32" LCD Monitor	AV2 : 40" LCD Monitor	AV3 : 52" LCD Monitor
WXGA(1,366×768) Input: HDMI, Analog-RGB 	Full HD(1,920×1,080) Input: HDMI, Analog-RGB 	Full HD(1,920×1,080) Input: HDMI 
79W <b>JPY 97,200</b>	108W <b>JPY 140,400</b>	162W <b>JPY 205,200</b>
AV4 : 60" LCD Monitor	AV5 : Monitor Stand	AV6 : Wall-Mount Bracket
Full HD(1,920×1,080) Input: HDMI 	 <p>With Shelf</p>	 <p>Same price for shells scheme package or custom-build booth. Booth Drawing should be provided to Murayama Inc.</p>
172W <b>JPY 216,000</b>	<b>JPY 11,880</b>	<b>JPY 11,880</b>
AV7 : DVD Player	AV8 : Speaker / Amp	
		
15W <b>JPY 23,760</b>	100W <b>JPY 23,760</b>	

### Remarks for Audio Visual Equipment :

※Above prices include transpiration, 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 Apr, 2018)

Location	Restaurant Name	Cuisine	TEL
Conference Tower	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	+81-3-3527-8767
	8F Al Porto	ITALIAN	+81-3-5530-1221
Restaurant Avenue	1F HIBIYA Matsumoto	MAINLY WESTERN	+81-3-5530-1158
	1F Cafeteria Mermaid	JAPANESE / WESTERN / CHINESE	+81-3-5530-1160
	1F Starbucks Coffee	Cafe	+81-3-3599-1320
	1F THE BIG LOUNGE	MAINLY WESTERN	+81-3-3599-6630
	1F Washoku-ya	JAPANESE	+81-3-6426-0781
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

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

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

## 2. Shops

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

## 3. Visitor &amp; Business Center (TEL: +81-3-5530-1292, Opening Hours: 9:00am to 6:00pm)

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

Supervised business	Contact	Location/Supervisor	TEL/FAX/E-mail	
<b>General management</b>	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	
<b>Basic decorations Booth decorations Package Booth Rental Item</b>	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	
	MURAYAMA INC.	Toyosu foresia, 3-2-24, Toyosu, Koto-ku, Tokyo 135-0061 Supervisor: Ms.Norose, Ms.Yamada, Mr.Hirata	TEL: +81-3-6221-0843 FAX: +81-3-6221-1915	
<b>Admission registration Admissions pass reader</b>	JIMTOF2018 Registration Office From August 20 (Mon.)	Tokyo Big Sight Inc. 3-11-1 Ariake, Koto-ku, Tokyo 135-0063	TEL: +81-3-5530-1364 FAX: +81-3-5530-1365	
<b>Vehicle pass issuing Deliver/removal planning</b>	Big Sight Services Corp. JIMTOF Delivery/Removal Desk From August 20 (Mon.)	3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Supervisor: Mr.Kuramoto, Mr.Ikeshiro, Mr.Hirakawa	TEL: +81-3-5530-1174 FAX: +81-3-5564-5430	
<b>Transportation service Bond</b>	Schenker-Seino Co., Ltd.	Tennoz Central Tower 16F 2-2-24, Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002 JAPAN Supervisor: Ms.Takano, Ms.Ohki	TEL: +81-3-5769-7380 FAX: +81-3-5769-7381	
<b>Electrical construction</b>	Senyo Denki Kogyo K.K.	1-8 Kojimachi, Chiyoda-ku, Tokyo 102-0083 Supervisor: Mr.Jitsukawa, Mr.Oshiro	TEL: +81-3-3264-3171 FAX: +81-3-3264-3175	
<b>Waterworks Air construction Gas construction</b>	YAMAZAKI KOGYO CO.,LTD.	Fuji Bldg. 3F, 4-22-2 Koenjiminami, Suginami-ku, Tokyo, 166-0003 Supervisor: Mr.Ishizuka, Mr.Yamada, Mr.Jimbo	TEL: +81-3-5305-5091 FAX: +81-3-5305-5092	
<b>Communication Equipment</b>	Big Sight Services Corp. Engineering Div.	3-11-1 Ariake, Koto-ku, Tokyo 135-0063	TEL: +81-3-5530-1107 FAX: +81-3-5530-1106	
<b>Recommended lubricating oil handler</b>	TOKYO SEKIYU Co., Ltd. Kita-Kanto Office	2-30-1 Toyonocho, Kasukabe-shi, Saitama-ken 344-0014 Supervisor: Mr.Kamai, Mr.Suzuki	TEL: +81-48-731-5811 FAX: +81-48-733-5522	
<b>Hotel</b>	JTB Global Marketing & Travel Inc. JIMTOF2018 DESK	7F, Tokyo Front Terrace, 2-3-14 Higashi-Shinagawa, Shinagawa-ku, Tokyo, 140-8604 JIMTOF2018 DESK	TEL: +81-3-5796-5446 FAX: +81-3-5495-0785 E-mail: JIMTOF2018@gmt.jtb.jp	
<b>Bilingual Receptionist/Interpreter</b>	Simul Business Communications Inc. JIMTOF DESK	Tsukiji Eto Bldg., 5F, 1-12-6, Tsukiji, Chuo-ku, Tokyo 104-0045 JIMTOF DESK	TEL: +81-3-3524-3350 FAX: +81-3-3524-3345	
<b>Cleaning</b>	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
<b>Forklift</b>			Supervisor: Mr.Ishii, Mr.Yoshida	TEL: +81-3-5530-1290 FAX: +81-3-5564-5430
<b>Big Sight Card</b>			Service Corner (Big Sight Card)	TEL: +81-3-5530-1215 FAX: +81-3-3520-2059

### List of Documents to Submit \*Please strictly observe the deadline

#### ● Submissions from all exhibitors

Check	Form No.	Deadline	Name	Submit to	Ref. page	Obtained online
	—	Aug. 31 (Fri.)	"Online Catalogue" manuscript	Fair Management Office	22,23	○
	1	Sept. 5 (Wed.)	DELIVERY/REMOVAL	JIMTOF Delivery/Removal Desk	38	○
	2		EXHIBIT ITEMS	Fair Management Office	45,56	○
	3		ELECTRICAL/DECORATION WORKS CONTRACTORS	Fair Management Office	54,62	○
	4		FIRE & HAZARDOUS MATERIALS	Fair Management Office	73	○
	15		BOOTH PARTITION / BOOTH NUMBER PLATE	MURAYAMA INC.	48,49	○
	—		"Official Guidebook" manuscript	Fair Management Office	22,23	○
	5	Sept. 27 (Thu.) • Sept. 28 (Fri.)	ELECTRICAL WORK PLAN	Fair Management Office	64	×
	—	Oct. 5 (Fri.)	Exhibitor ID Registration (A/B Type)	Fair Management Office	8	○
	6	Oct. 12 (Fri.)	WASTE DISPOSAL CONFIRMATION	Fair Management Office	86	○
	7	Oct. 25 (Thu.) to Oct. 31 (Wed.)	COMPLETION OF ELECTRICAL WORK	Fair Management Office	66	×

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

Check	Form No.	Deadline	Name	Submit to	Ref. page	Obtained online
	11	July 6 (Fri.)	EXHIBITOR WORKSHOP	Fair Management Office	31	○
	—		Registration of co-exhibitors	Fair Management Office	7	○
	8	July 13 (Fri.)	MEETING ROOM	Fair Management Office	83	○
	12		STORAGE RESERVATION	Fair Management Office	84	○
	9	July 27 (Fri.)	OFFICIAL WEBSITE BANNER ADVERTISEMENTS	Fair Management Office	25	○
	14	Aug. 10 (Fri.)	ADVERTISEMENT (On-site)	Fair Management Office	27	○
	10	Aug. 22 (Wed.)	ADVERTISEMENT (Official APP BANNER)	Fair Management Office	26	○
	—	Aug. 27 (Mon.)	Registration of represented companies	Fair Management Office	7	○
	13	Sept. 5 (Wed.)	ADVERTISEMENTS (Official Guidebook/Guide Map)	Fair Management Office	24	○
	16		TWO-STORY BOOTH / BANNERS	Fair Management Office	52,53	○
	17		ELECTRICAL SERVICES	Fair Management Office	62	○
	18		WATER SUPPLY & COMPRESSED AIR	Yamazaki Kogyo CO., Ltd.	69,71	○
	19		ADMISSION PASS READERS	JIMTOF2018 Registration Office	79,82	○
	—	Sept. 14 (Fri.)	ADVERTISEMENTS (On-site) data submission	MURAYAMA INC.	27	mail
	20	Sept. 19 (Wed.)	SHELL SCHEME BOOTH APPLICATION FORM	MURAYAMA INC.	95	○
	21		RENTAL ITEMS APPLICATION FORM	MURAYAMA INC.	95	○
	23		CATALOGUE EXHIBITION	Fair Management Office	30	○
	22	Sept. 28 (Fri.)	INVITATION (for additional requirements)	JIMTOF2018 Registration Office	18	○
	24		CONTRACTOR PASS (for additional requirements)	JIMTOF2018 Registration Office	8	○
	25		FLOOR WORK	Fair Management Office	58	○
	26		BILINGUAL RECEPTIONIST/INTERPRETER	Simul Business Communications, Inc. JIMTOF Desk	17,83	○
	—		COMMUNICATION EQUIPMENT	Big Sight Services Corp.	67	mail
	—		ADVERTISEMENTS (Official Guidebook/Guide Map) data submission	Informed to applicants individually	24	mail
	—		HOTEL RESERVATION	JTB Global Marketing & Travel Inc. (JIMTOF2018 JTB Desk)	92	JTB external link
	28	Oct. 5 (Fri.)	BUS PARKING LOT FOR GROUP	JIMTOF Delivery/Removal Desk	91	○
	29		VIP VEHICLE	JIMTOF Delivery/Removal Desk	91	○
	27	Oct. 12 (Fri.)	PREPAID CARD (BIG SIGHT CARD)	Big Sight Services Corp.	89	○
	30		BOOTH CLEANING/WAX CLEANING SERVICE	Big Sight Services Corp.	87	○
	31		GARBAGE DISPOSAL SERVICE	Big Sight Services Corp.	86,87	○
	32		RENTAL FORKLIFT	Big Sight Services Corp.	88	○
	33		PROCESSED OIL AND LUBRICANT RELATED SERVICE	TOKYO SEKIYU CO., LTD.	76	○



**Other Supporting Companies**

	COMPANY	MAIL	TEL	FAX
■ Display	MURAYAMA Inc.	intl-jimtof2018@murayama.co.jp	+81-3-6221-0843	+81-3-6221-1915
	KOGEISHA CO.,LTD.	kageyama@kogeisha.co.jp	+81-3-5684-7345	+81-3-5684-7336
■ Rental equipment	Hibino Media Technical Corporation	rental@media-t.co.jp	+81-3-6457-2070	+81-3-6457-2075
	KISSEI COMTEC Co.,Ltd.	kcrent@comtec.kicnet.co.jp	+81-3-5843-0301	+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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