

# **EXHIBITOR MANUAL**

## **- Application Forms -**

**[ For East Hall 1-8 ]**

- **SMART ENERGY WEEK 2025 [February]**
- **Green Transformation Week 2025 [February]**

**Built by**



In the business of  
building businesses

**Dates: February 19 (Wed) – 21 (Fri), 2025**

**Venue: Tokyo Big Sight, Japan**

**Organised by: RX Japan Ltd.**

# LIST OF OFFICIAL CONTRACTORS

\*These companies are optional. Other companies are also available at your convenience.

## <Applications for Booth Construction / Preparation>

### Application for Rental Display System



#### Application

#### Access to Exhibitors Website

\*If you encounter any issues with logging in, please contact Show Management.

**DEADLINE :**  
**Jan. 10 (Fri)**


### Additional Furniture for Rental Display System / Consultation about Booth Decoration

|                          |                                                                                                                                                                                                                                                                                  |                                                                                    |                                           |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Type A<br/>Type B</b> | <b>Fujiya Co., Ltd.</b><br>3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan<br>Contact: Ms. Nakajima<br>TEL: +81-3-3533-5228<br>E-mail: sew-e2025@fujiya-net.co.jp<br>Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025) |  | <b>DEADLINE :</b><br><b>Jan. 10 (Fri)</b> |
|                          | <b>SHOEI BIJUTSU Co., Ltd.</b><br>25F Saint Luke's Tower, 8-1 Akashicho, Chuo-ku, Tokyo 104-0044, Japan<br>Contact: Mr. Fukumoto<br>E-mail: designtype2502@shoei-bijutsu.co.jp                                                                                                   |  | <b>DEADLINE :</b><br><b>Jan. 17 (Fri)</b> |

### Electricity

|                                                                                                                                                                                           |                                                                                      |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------|
| <b>IIDA Electrical Works Co., Ltd.</b><br>1-8-21 Shinkiba, Koto-ku, Tokyo 136-0082, Japan<br>Contact: Mr. Takitani / Mr. Sota<br>TEL: +81-3-3521-3522<br>E-mail: sew2025.intl@iidae.co.jp |  | <b>DEADLINE :</b><br><b>Jan. 10 (Fri)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------|

### Rental Furniture

|                                                                                                                                                                                                                                                                   |                                                                                      |                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------|
| <b>AZ Scene Corp.</b><br>10-8, Yochomachi, Shinjuku-ku, Tokyo 162-0055, Japan<br>Contact: Ms. Shoko Tamada<br>E-mail: info-overseas@azscene.co.jp<br>URL: <a href="http://www.azscene.co.jp/eng">http://www.azscene.co.jp/eng</a><br>Please contact us by E-mail. |  | <b>DEADLINE :</b><br><b>Feb. 7 (Fri)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------|

### Communication Network Service


|                                                                                                                                                                                                                                                                         |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Access <a href="http://www.bigsight.jp/english/organizer/services/network/">http://www.bigsight.jp/english/organizer/services/network/</a><br><br>Apply to Tokyo Big Sight directly. | <b>DEADLINE :</b><br><b>Jan. 17 (Fri)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|


#### << Wi-Fi connection at Tokyo Big Sight >>


Please refer to the following URL for further details of Wi-fi.


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

### Visitor Badge QR Scanners (iPhone Rental Service)


|                                                                                                                                                                                                 |                                                                                      |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Kissei Comtec Co., Ltd.</b><br>Otsuka S&S Bldg., 3-32-1 Minami-Otsuka, Toshima-ku, Tokyo 170-0005, Japan<br>Contact: Mr. Kishi<br>TEL: +81-3-6709-2440<br>E-mail: intl-rxj@network.kcrent.jp |  | <b>DEADLINE :</b><br><b>Jan. 31 (Fri)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------|

| <b>PC Rental</b>                                                                                                                                                                                |                                                                                    |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Kissei Comtec Co., Ltd.</b><br>Otsuka S&S Bldg., 3-32-1 Minami-Otsuka, Toshima-ku, Tokyo 170-0005, Japan<br>Contact: Mr. Kishi<br>TEL: +81-3-6709-2440<br>E-mail: intl-rxj@network.kcrent.jp |  | <b>DEADLINE :</b><br><b>Jan. 24 (Fri)</b> |

| <b>AV Equipment Rental</b>                                                                                                                                                                                                                                                                                          |                                                                                    |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Edith Grove Co., Ltd.</b><br>5F Marusada Ariake Bldg., 2-14-4 Shinonome, Koto-ku, Tokyo 135-0062, Japan<br>Contact: Mr. Yoshida<br>TEL: +81-3-5500-5362<br>E-mail: avrental@edithgrove.co.jp<br>URL: <a href="http://www.edithgrove.co.jp/index_english.html">http://www.edithgrove.co.jp/index_english.html</a> |  | <b>DEADLINE :</b><br><b>Jan. 24 (Fri)</b> |

| <b>Floor Construction</b>                                                                                                                                                                                                                                                        |                                                                                    |                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Fujiya Co., Ltd.</b><br>3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan<br>Contact: Ms. Nakajima<br>TEL: +81-3-3533-5228<br>E-mail: sew-e2025@fujiya-net.co.jp<br>Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025) |  | <b>DEADLINE :</b><br><b>Jan. 10 (Fri)</b> |

| <b>Water Supply</b>                                                                                                                                                                   |                                                                                      |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Yamazaki Kogyo Co., Ltd.</b><br>3F 4-22-2, Koenjiminami, Sugunami-ku, Tokyo 166-0033, Japan<br>Contact: Mr. Ishizuka<br>TEL: +81-3-5305-5091<br>E-mail: ishizuka@yamazakikogyo.com |  | <b>DEADLINE :</b><br><b>Jan. 10 (Fri)</b> |

| <b>Compressed Air Supply</b>                                                                                                                                                          |                                                                                      |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Yamazaki Kogyo Co., Ltd.</b><br>3F 4-22-2, Koenjiminami, Sugunami-ku, Tokyo 166-0033, Japan<br>Contact: Mr. Ishizuka<br>TEL: +81-3-5305-5091<br>E-mail: ishizuka@yamazakikogyo.com |  | <b>DEADLINE :</b><br><b>Jan. 10 (Fri)</b> |


| <b>Booth Cleaning Service</b>                                                                                                                                                  |                                                                                      |                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Big Sight Services Co., Ltd.</b><br>3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan<br>Contact: Mr. Onojima<br>TEL: +81-3-5530-1290<br>E-mail: bss-koma@bigsight-services.com |  | <b>DEADLINE :</b><br><b>Jan. 31 (Fri)</b> |

| <b>Handling Fire and Dangerous Materials for Exhibits and Demonstration</b>                                                                                                                                                                                                      |                                                                                      |                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Fujiya Co., Ltd.</b><br>3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan<br>Contact: Ms. Nakajima<br>TEL: +81-3-3533-5228<br>E-mail: sew-e2025@fujiya-net.co.jp<br>Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025) |  | <b>DEADLINE :</b><br><b>Dec. 27 (Fri)</b> |

## Carrying-in / Demonstration of Hydrogen

|                                                                                                                                                                                                                                                                                              |                                                                                    |                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|
| <p><b>Fujiya Co., Ltd.</b><br/>3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan<br/>Contact: Ms. Nakajima<br/>TEL: +81-3-3533-5228<br/>E-mail: sew-e2025@fujiya-net.co.jp<br/>Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025)</p> |  | <b>DEADLINE :</b><br><b>Dec. 27 (Fri)</b> |
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## Ceiling Construction

|                                                                                                                                                                                                                                                                                              |                                                                                    |                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|
| <p><b>Fujiya Co., Ltd.</b><br/>3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan<br/>Contact: Ms. Nakajima<br/>TEL: +81-3-3533-5228<br/>E-mail: sew-e2025@fujiya-net.co.jp<br/>Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025)</p> |  | <b>DEADLINE :</b><br><b>Jan. 10 (Fri)</b> |
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## <Applications of Optional Services >

### Shipping & Freight / Temporary Storage Service

**Kintetsu World Express Sales, Inc.**

24F New Pier Takeshiba North Tower, 1-11-1 Kaigan, Minato-ku, Tokyo  
105-0022, Japan  
Contact: Ms. Naya  
TEL: +81-80-6618-7352  
E-mail: event-ksi@kwe.com

**NISSIN CORPORATION**

7-7 Kawaramachi 1-Chome, Chuo-ku, Osaka-city, Osaka 541-0048, Japan  
Contact: Mr. Kajimoto / Mr. Tanabe  
TEL: +81-6-6228-4553  
E-mail: osa-removal@nissin-tw.com / exhibition@nissin-tw.com



**DEADLINE :**  
**Jan. 31 (Fri)**

### Lunch Box and Drink Delivery Service

**Wao Corporation**

Contact: Event Order Section  
TEL: +81-50-5526-6029  
E-mail: event@wao-cart.com



**DEADLINE :**  
**Feb. 13 (Thu)**

### Interpreter / Translation Service

**Japan Convention Services, Inc.**

Daido Seimei Kasumigaseki Bldg. 1-4-2, Kasumigaseki, Chiyoda-ku, Tokyo  
100-0013, Japan  
Contact: Interpreter / Translator Section  
TEL : +81-3-3508-1216  
E-mail: event\_jinzai@convention.co.jp



**DEADLINE :**  
**Jan. 17 (Fri)**

# [Type A and B] Additional Furniture for Rental Display System

|                    |                                                                                                                                                                                                  |                                         |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Send this Form to: | Fujiya Co., Ltd.<br>Contact: Ms. Nakajima<br>TEL: +81-3-3533-5228<br>E-mail: sew-e2025@fujiya-net.co.jp<br>Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025) | <b>DEADLINE</b><br><b>Jan. 10 (Fri)</b> |
|                    | Show Title:                                                                                                                                                                                      |                                         |
| Company Name:      |                                                                                                                                                                                                  |                                         |
| Contact (Mr./Ms.): |                                                                                                                                                                                                  | TEL:                                    |
| E-mail:            |                                                                                                                                                                                                  |                                         |

Following items are available for exhibitors who requested Rental Display System.

(unit: mm)

|                                                                                                                                                                                                                                                  |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----|--|------|--|-------|--|--------|--|------|--|--------|--|-------|--------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>1 Display Table (with storage)</b><br>JPY18,700 x[ ]=[JPY]<br>                                                                                                                                                                                | <b>2 Display Table (with storage)</b><br>JPY22,000 x[ ]=[JPY]<br> | <b>3 Display Table</b><br>JPY26,400 x[ ]=[JPY]<br>                                                                                                                                                                                                                                                                                                                                         | <b>4 Mesh Panel</b><br>JPY7,700 x[ ]=[JPY]<br><p>*For the color and size of Mesh Panel, please contact official contractor directly.<br/>Hook(L-100) @JPY330 x _____ pcs.</p> | <b>5 Tilting Shelves</b><br>JPY15,400 x[ ]=[JPY]<br><p>(triple)<br/>*For the weight limit of the shelves, please contact the contractor.</p> |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
| <b>6 Shelf</b><br>JPY3,300 x[ ]=[JPY]<br><p>(single)<br/>*For the weight limit of the shelves, please contact the contractor.</p>                                                                                                                | <b>7 Wall Panel</b><br>JPY13,200 x[ ]=[JPY]<br>                   | <b>8 Coloring Sheet</b><br>JPY9,350 x[ ]=[JPY]<br><p>*in addition to wall panel</p> <table border="1"> <tr><td>*tick</td><td>Color</td></tr> <tr><td></td><td>Red</td></tr> <tr><td></td><td>Blue</td></tr> <tr><td></td><td>Green</td></tr> <tr><td></td><td>Yellow</td></tr> <tr><td></td><td>Gray</td></tr> <tr><td></td><td>Orange</td></tr> <tr><td></td><td>Black</td></tr> </table> | *tick                                                                                                                                                                         | Color                                                                                                                                        |                    | Red |  | Blue |  | Green |  | Yellow |  | Gray |  | Orange |  | Black | <b>9 Chain &amp; S-hook (2 pieces)</b><br>JPY660 x[ ]set=[JPY]<br> | <b>10 Velcro (4 pieces)</b><br>JPY660 x[ ]set=[JPY]<br><p>Velcro Tape</p> |
| *tick                                                                                                                                                                                                                                            | Color                                                             |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
|                                                                                                                                                                                                                                                  | Red                                                               |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
|                                                                                                                                                                                                                                                  | Blue                                                              |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
|                                                                                                                                                                                                                                                  | Green                                                             |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
|                                                                                                                                                                                                                                                  | Yellow                                                            |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
|                                                                                                                                                                                                                                                  | Gray                                                              |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
|                                                                                                                                                                                                                                                  | Orange                                                            |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
|                                                                                                                                                                                                                                                  | Black                                                             |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
| <b>11 Beam hanger (for Display Wall-mounting installation)</b><br>JPY3,300 x[ ]=[JPY]<br><p>*The required number varies depending on the size of the monitor. Please check with the official contractor company for the rental AV Equipment.</p> | <b>12 O-ring (2 pieces/set)</b><br>JPY660 x[ ]=[JPY]<br>          | <table border="1"> <tr> <td><b>Grand Total</b></td> <td>JPY</td> </tr> </table> <p>*10% consumption tax is included in the price.</p>                                                                                                                                                                                                                                                      |                                                                                                                                                                               |                                                                                                                                              | <b>Grand Total</b> | JPY |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |
| <b>Grand Total</b>                                                                                                                                                                                                                               | JPY                                                               |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                              |                    |     |  |      |  |       |  |        |  |      |  |        |  |       |                                                                    |                                                                           |

**Note:**

- The basic color of the display tables and wall panels is white.
- Please contact official contractor directly for more details such as exterior frames or for any inquiry to place heavy items on the shelves that exceed the weight limit.
- The standard load capacity is 10 to 15 kg for the display stand and about 5 kg for the two chain hooks. Please contact us in advance, as the load capacity of the display stand can be increased by reinforcement.
- You cannot decorate the walls and display tables in the manner they cannot be restored to their original conditions, such as making holes with nails, screws and thumbtacks, painting the wall panels, etc. Repairing cost shall be charged for such an act, e.g. it costs JPY 21,450/ panel for wall panels.
- Other Items are also available upon request.
- There are no refunds available after the payment.
- Although on-site orders can be accepted, there is no guarantee that your request can be processed. Payment for such orders must be made on-site and in cash only (Japanese yen).

**Method of Payment**

Invoice will be issued by the official contractor after the application. Please transfer to the designated account within one week from the issue date stated on the invoice. All bank charges must be paid by the exhibitor. The exhibitor will be charged for the bank commission fee. Please choose "OUR(Applicant)" relating to the transfer charge when making an international wire transfer.

## [Design Type]

### Additional Furniture for Rental Display System / Graphic Data Design

#### Contact

SHOEI BIJUTSU Co., Ltd.  
Contact: Mr. Fukumoto  
E-mail: [designtype2502@shoei-bijutsu.co.jp](mailto:designtype2502@shoei-bijutsu.co.jp)

#### DEADLINE

**Jan. 17 (Fri)**

If you wish to request Graphic Data Design,  
please contact SHOEI BIJUTSU Co., Ltd.  
by E-mail before

**Jan. 10 (Fri)**

If you would like to order the additional furniture for booth decoration, please order from the following URL.

\*For exhibitors who registered Design Type in Exhibitors Website only.

#### URL for Application for Additional Furniture for Rental Display System or Submission of Graphic Data

<https://www.event-site.co.jp/designtype2502>

\*Refer to the e-mail sent from SHOEI BIJUTSU Co., Ltd. for Login ID and password.

**\*This is not an order form. Please order the additional furniture via the above URL.**

## Graphic Data Design

**\*For Reference only. Varies depending on design data**

| Complete Data                                                         | Data Design 1                                                                             | Data Design 2                                                                                | Data Design 3                                                     |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| No additional cost                                                    | From JPY 55,000 / pc                                                                      | From JPY 110,000 / pc                                                                        | From JPY 165,000 / pc                                             |
| Complete data is ready.<br>or<br>Prepare yourself before<br>deadline. | Data can be used for<br>reference which provided<br>in AI format<br><br>eg. flyer, poster | No AI data but<br>usable materials, graphics<br>or introductory description<br>is available. | Design from zero base<br>with no materials or<br>design provided. |

**\*10% consumption tax is included.**

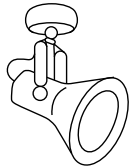

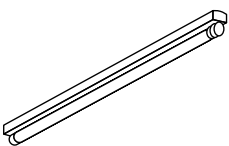
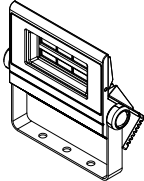

## ● Electricity

- **In case of using the Rental Display System, it is not required to submit this form.**
- The Rental Display System includes basic electrical service. In case you need extra lighting, it is required to fill in **"Electrical Service"** to apply.
- If you require extra lighting, note that the additional primary wiring and branch circuit construction is required, regardless of the current wiring circuit construction and electrical consumption.
- Exhibitors are requested to refrain from bringing their own lighting equipment to avoid any electrical trouble on site. If there are any other items you require, contact the official contractor directly.
- Total price is calculated by adding the amount in (A), (C) and (D). Amount in (C) and (D) depend on the wattage of the lighting equipment you order.
- Amount indicated in (C) includes both construction and electricity consumption charge.
- Amount in (C) and (D) will be automatically charged according to the equipment you order. The period or the span in which the electricity is consumed is irrelevant. e.g. Either when the electricity was consumed from 8:00am (move-in time) or from 10:00am, the amount charged in (C) and (D) will be the same.

|                               |                                 |                              |
|-------------------------------|---------------------------------|------------------------------|
| <b>&lt; SUPPLY HOURS &gt;</b> | <b>The 2nd day of move-in</b>   | noon – 10:00pm               |
|                               | <b>The 1st day of the show</b>  | 8:00am – the end of the show |
|                               | <b>The 2nd day of the show</b>  | 8:30am – the end of the show |
|                               | <b>The last day of the show</b> | 8:30am – the end of the show |

\*Contact directly to the contractor for early / late electrical supply or any other inquiries.

## Rental Lighting Equipment Catalogue

|                                                                                     |                                                                   |                                                                                       |                                                                            |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>1</b>                                                                            | LED Spotlight 15W (light bulb color / daylight color)<br>JPY2,750 | <b>2</b>                                                                              | LED Spotlight with arm 15W (light bulb color / daylight color)<br>JPY3,300 |
|  |                                                                   |   |                                                                            |
| <b>3</b>                                                                            | Fluorescent LED Lamp 21W (white lamp)<br>JPY2,750                 | <b>4</b>                                                                              | LED 60W (daylight color)<br>JPY 16,500                                     |
|  |                                                                   |  |                                                                            |
| <b>5</b>                                                                            | Outlet 100V up to 1.5kW<br>JPY 3,300                              |                                                                                       |                                                                            |
|  |                                                                   |                                                                                       |                                                                            |

- \*10% consumption tax included.
- \*If no color is specified for the spotlight, light bulb color will be set as default.
- \*Order these equipment by submitting the form **"Electrical Service"**.

### Method of Payment

Official contractor will visit your booth to collect payment during the show period either in Japanese yen (cash) or the following credit cards (AMEX, VISA or Master).  
 \*We will not take any cancellations after the construction is completed and will charge you the actual cost of the work.  
 \*All paid fees are non-refundable and non-transferable.  
 \*If additional work is required on site, please make the payment during the exhibition period.



**MUST SUBMIT**

# Electrical Service

**Send this Form to:**

**IIDA Electrical Works Co., Ltd.**  
 Contact: Mr. Takitani / Mr. Sota  
 TEL: +81-3-3521-3522  
 E-mail: sew2025.intl@iidae.co.jp

**DEADLINE**  
**Jan. 10 (Fri)**

|                           |                 |   |
|---------------------------|-----------------|---|
| <b>Show Title:</b>        | <b>Booth #:</b> | - |
| <b>Company Name:</b>      |                 |   |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>     |   |
| <b>E-mail:</b>            |                 |   |

Please tick  Rental Display System : Fill in 3) and 4) Custom-made Booth (Space Only) : Fill in 1) to 4)**1) Your Electrical Contractor:**

|                      |             |
|----------------------|-------------|
| <b>Company Name:</b> | <b>TEL:</b> |
| <b>E-mail:</b>       |             |

**2) Send invoice to:**

|                 |                |
|-----------------|----------------|
| <b>Name:</b>    | <b>TEL:</b>    |
| <b>Company:</b> | <b>E-mail:</b> |

**3) Primary Wiring Service for:**

-Space Only Exhibitors

-Rental Display System Exhibitors who request a different power supply

|                        |  |    |     |
|------------------------|--|----|-----|
| 100V single phase 50Hz |  | kW | JPY |
| 200V single phase 50Hz |  | kW | JPY |
| 200V three phase 50Hz  |  | kW | JPY |

**4) Position**

- Please specify the position of the main switch or submit a booth layout which indicates the position of the main switch.

Symbol of Main Switch

- 100V
- 200V single phase
- 200V three phase

▲  
**Front of Booth**

**Connections at 100V (Secondary Wiring)**

\*10% consumption tax included

| Lighting Equipment                                                | Amount*                | Watts                      |
|-------------------------------------------------------------------|------------------------|----------------------------|
| 1. LED Spotlight 15W (light bulb color / daylight color)          | JPY 2,750 × pcs.= JPY  | pcs.= W                    |
| 2. LED Spotlight with arm 15W (light bulb color / daylight color) | JPY 3,300 × pcs.= JPY  | pcs.= W                    |
| 3. Fluorescent LED Lamp 21W (white lamp)                          | JPY 2,750 × pcs.= JPY  | pcs.= W                    |
| 4. LED 60W (daylight color)                                       | JPY 16,500 × pcs.= JPY | pcs.= W                    |
| 5. Outlet 100V up to 1.5kW                                        | JPY 3,300 × pcs.= JPY  | ( W) × pcs.= W             |
| <b>Total Amount (A) = JPY</b>                                     |                        | <b>Total Watts (B) = W</b> |

\*Please specify the color of spotlight.

If not, light bulb color will be set as default.

\*Please contact the contractor when you need outlets for 200V.

Primary Wiring

Branch Circuit Construction

| Total Watts (B) | Amount (C)       |
|-----------------|------------------|
| under 1kW       | JPY 13,200       |
| 1.01~2.0kW      | JPY 26,400       |
| 2.01~3.0kW      | JPY 39,600       |
| 3.01~4.0kW      | JPY 52,800       |
| Above 4.01kW    | JPY 13,200/1.0kW |

| Total Watts (B) | Amount (D)      |
|-----------------|-----------------|
| under 1.5kW     | -               |
| 1.51~3.0kW      | JPY 5,500       |
| 3.01~4.5kW      | JPY 7,700       |
| 4.51~6.0kW      | JPY 9,900       |
| Above 6.01kW    | JPY 2,200/1.5kW |

**Method of Payment**

Official contractor will visit your booth to collect payment during the show period either in Japanese yen (cash) or the following credit cards (AMEX, VISA or Master).

\*We will not take any cancellations after the construction is completed and will charge you the actual cost of the work.

\*All paid fees are non-refundable and non-transferable.

\*If additional work is required on site, please make the payment during the exhibition period.

# Rental Furniture

Send this Form to:

**AZ Scene Corp.**  
 Contact: Ms. Shoko Tamada  
 E-mail: info-overseas@azscene.co.jp  
 URL: http://www.azscene.co.jp/eng  
 Please contact us by E-mail.

**DEADLINE**  
**Feb. 7 (Fri)**

|                           |                 |   |
|---------------------------|-----------------|---|
| <b>Show Title:</b>        | <b>Booth #:</b> | — |
| <b>Company Name:</b>      |                 |   |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>     |   |
| <b>E-mail:</b>            |                 |   |

- Please access the following web page to see the catalogue for rental furniture.  
[https://lp.rxjapan.jp/b\\_azscene\\_10\\_2\\_en/](https://lp.rxjapan.jp/b_azscene_10_2_en/) For ordering furniture, please submit this form.

| NO | Item                          | Unit Price in JPY | Quantity | Total (JPY) |
|----|-------------------------------|-------------------|----------|-------------|
| 1  | Meeting Table & Chair (white) | JPY 20,350        |          |             |
| 2  | Meeting Table & Chair (black) | JPY 20,350        |          |             |
| 3  | Meeting Table & Chair (white) | JPY 13,750        |          |             |
| 4  | Meeting Table & Chair (black) | JPY 13,750        |          |             |
| 5  | Meeting Table & Chair (round) | JPY 19,800        |          |             |
| 6  | High Counter Set              | JPY 18,700        |          |             |
| 7  | Dining Table (W1200:white)    | JPY 7,150         |          |             |
| 8  | Dining Table (W750:white)     | JPY 7,150         |          |             |
| 9  | Dining Table (W1200:black)    | JPY 7,150         |          |             |
| 10 | Dining Table (W750:black)     | JPY 7,150         |          |             |
| 11 | Folding Table (W1800)         | JPY 3,850         |          |             |
| 12 | Folding Table (W1500)         | JPY 3,850         |          |             |
| 13 | Folding Table (W1200)         | JPY 3,850         |          |             |
| 14 | Folding Table (W1800)         | JPY 4,400         |          |             |
| 15 | Angular Table                 | JPY 2,200         |          |             |
| 16 | Round Table (Ø750)            | JPY 4,400         |          |             |
| 17 | Round Table (Ø600)            | JPY 4,400         |          |             |
| 18 | Stacking Chair                | JPY 3,300         |          |             |
| 19 | Folding Chair                 | JPY 660           |          |             |
| 20 | Stand Chair (SH450)           | JPY 3,850         |          |             |
| 21 | Stand Chair (SH600)           | JPY 3,850         |          |             |
| 22 | Chair for computer use        | JPY 4,400         |          |             |
| 23 | Cafe Chair (plywood)          | JPY 6,050         |          |             |
| 24 | Cafe Chair (red)              | JPY 6,050         |          |             |
| 25 | Unit Counter (W1200)          | JPY 13,200        |          |             |
| 26 | Unit Counter (W1500)          | JPY 14,300        |          |             |
| 27 | Unit Counter (W1800)          | JPY 20,900        |          |             |
| 28 | Reception Counter (H750)      | JPY 6,600         |          |             |

| NO | Item                      | Unit Price in JPY | Quantity | Total (JPY) |
|----|---------------------------|-------------------|----------|-------------|
| 29 | Reception Counter (H930)  | JPY 7,700         |          |             |
| 30 | Stand Counter             | JPY 11,000        |          |             |
| 31 | Gondola (H1650)           | JPY 16,500        |          |             |
| 32 | Gondola (H1350)           | JPY 16,500        |          |             |
| 33 | Partitions                | JPY 12,650        |          |             |
| 34 | Mesh Panel                | JPY 9,900         |          |             |
| 35 | Catalog stand             | JPY 1,650         |          |             |
| 36 | Catalog stand             | JPY 6,050         |          |             |
| 37 | Panel Stand               | JPY 2,750         |          |             |
| 38 | Universal Stand           | JPY 6,050         |          |             |
| 39 | Water Server              | JPY 11,000        |          |             |
| 40 | Mineral Water (3 gallons) | JPY 2,750         |          |             |
| 41 | Refrigerator (100L)       | JPY 16,500        |          |             |
| 42 | Refrigerator (70L)        | JPY 14,300        |          |             |
| 43 | Coffee Manufacture        | JPY 14,300        |          |             |
| 44 | Coffee Set (For 100 cups) | JPY 8,800         |          |             |
| 45 | Single Hanger             | JPY 3,300         |          |             |
| 46 | Visiting Card Box         | JPY 1,650         |          |             |
| 47 | Multipurpose Box (W600)   | JPY 8,250         |          |             |
| 48 | Multipurpose Box (W900)   | JPY 13,200        |          |             |
| 49 | Dust Box                  | JPY 715           |          |             |
| 50 | White Cloth               | JPY 1,760         |          |             |
| 51 | Fire Extinguisher         | JPY 4,400         |          |             |
| 52 | Indoor Plant              | JPY 4,950         |          |             |

(unit: mm)

\*10% consumption tax included

|                    |     |
|--------------------|-----|
| <b>Grand Total</b> | JPY |
|--------------------|-----|

## NOTE:

- **AZ Scene Corp.** will contact you for confirmation within a week after your application. If not, please contact them directly, since your application may not be delivered properly.
- Product may differ slightly from the photo in the catalogue depending on the stock status.
- The prices in the above list cover the fee to lease, bring in and place the furniture in your booth.
- Furniture not listed above is also available. Contact **AZ Scene Corp.** directly.
- On-site orders can be accepted during the move-in and show period. In those cases, it is required to pay on site.
- The total amount must be paid on site in cash (Japanese yen) or credit cards (VISA, Master, AMEX, or JCB).

For further Information: <http://www.azscene.co.jp/eng/>

**Method of Payment**

**Please tick the appropriate box.**

- By bank transfer—Exhibitor will be charged for the bank commission fee of JPY 4,000 additionally.
- On-site payment—Credit card (JCB, AMEX, Diners Club, UC, VISA or MasterCard ) or cash (only Japanese yen).
- Invoice needs to be issued by the official contractor.

# Visitor Badge QR Scanners (iPhone Rental Service)

Booth #: —

Show Title:

Hall:

Company Name:

[Exhibitor Name]

Contact:

TEL:

( ) —

Required

E-mail :

Send this  
Form to:

**Kissei Comtec Co., Ltd.**

Contact: Mr. Kishi

TEL: +81-3-6709-2440

E-mail: intl-rxj@network.kcrent.jp

**DEADLINE**

**Jan. 31 (Fri)**

## Application

| Item                                                                  | Unit Price                                                         | Quantity | Grand Total |
|-----------------------------------------------------------------------|--------------------------------------------------------------------|----------|-------------|
| <b>Apple iPhone (SIM FREE)</b><br>* iPhone Model cannot be specified. | <b>JPY 31,900</b><br><small>(10% consumption tax included)</small> |          | ¥           |

\*The above price includes the following services.

- KC Rental SIM2 LTE <nano> 5GB/month
- Administration fee of KC Rental SIM2 LTE (for the starting month only)

\*Application fee of RX Lead Manager (Former Emperia) (\*for two or more devices) will be charged from RX Japan, Ltd.

\*Extra orders are not acceptable on site. Please apply before the exhibition starts.

## Pick-up & Return

Location of reception counter: in front of Show Management Office (\*further notice will be announced if changes)

• Reception Hours

Pick up: 2nd day of move-in: 10:00am - 6:00pm  
1st day of the Exhibition: 8:30am - 10:00am

Return: After the show hours ends: 5:00pm - 7:00pm

## Notes

\*Model of iPhone varies depends on the stock availability (iPhone X, iPhone 12, iPhone SE, etc.)

\*APP "RX Lead Manager" is installed before delivery. Login before using the app.

\*Other setting besides installation of "RX Lead Manager" is not included.

\*The DATA SIM is not available for receiving or making phone calls (including messages).

\*The DATA SIM is 5GB. No extra data can be added if it exceeds the amount. Use the DATA for "RX Lead Manager" only.

\*Compensation of the device will occur if the device is lost, stolen or unreturned.

\*Kissei Comtec Co., Ltd. is not responsible for any lost or leakage of data (personal information) if the device is stolen or lost. Implement security measures yourself to prevent any loss.

\*Please contact Show Management regarding the usage of "RX Lead Manager".

## Please pay the total amount by PayPal or bank transfer.

Make a payment by PayPal

\*If you have your PayPal account, please fill in your e-mail below. If not, please create your PayPal account and fill in your e-mail address.

E-mail: \_\_\_\_\_

\*We will charge you via your PayPal account. You will receive the payment confirmation e-mail, read it carefully and make a payment before the due date.

Make a payment by bank transfer

\*Please transfer a whole amount of remittance charge including fees for wire transfer and receiving commissions.

Information filled will only be used for necessary contact from Kissei Comtec Co., Ltd.

Please visit the homepage for the newest version of rental agreement.

## ● PC Rental

Please refer to the following list for types of rental PC.

>>> Send application form to Kissei Comtec Co., Ltd.

### Package Plan (PC rental with popular software installation and Windows Update)

| No. | Presentation Plan                  | Price   | OS                  | MS Office2021 is installed computers which includes Word, Excel and Power Point. (ACCESS is not included)<br>If you require the following version of MS Office(2019, 2024), please contact us. |
|-----|------------------------------------|---------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E1  | DELL Latitude 3520 (English)       | ¥19,000 | Windows10-Pro 64bit |                                                                                                                                                                                                |
| E2  | DELL OptiPlex 3070SFF (English) ※1 | ¥21,500 | Windows10-Pro 64bit |                                                                                                                                                                                                |

| No. | Security Plan                      | Price   | OS                  | Antivirus software and the latest version of the Windows update software are installed for the security countermeasure. |
|-----|------------------------------------|---------|---------------------|-------------------------------------------------------------------------------------------------------------------------|
| E3  | DELL Latitude 3520 (English)       | ¥17,000 | Windows10-Pro 64bit |                                                                                                                         |
| E4  | DELL OptiPlex 3070SFF (English) ※1 | ¥19,500 | Windows10-Pro 64bit |                                                                                                                         |

| No. | All in One Plan                    | Price   | OS                  | Microsoft Office 2021 Standard Edition, Antivirus software and the latest version of the Windows update software are installed. If you require the following version of MS Office(2019, 2024), please contact us. |
|-----|------------------------------------|---------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E5  | DELL Latitude 3520 (English)       | ¥24,000 | Windows10-Pro 64bit |                                                                                                                                                                                                                   |
| E6  | DELL OptiPlex 3070SFF (English) ※1 | ¥26,500 | Windows10-Pro 64bit |                                                                                                                                                                                                                   |

※1 Display is not included.

### Laptop PC

| No. | Items                                                        | Price   | RAM  | CPU                | Graphic/VRAM/output-terminal         | Drive        | OS              |
|-----|--------------------------------------------------------------|---------|------|--------------------|--------------------------------------|--------------|-----------------|
| E7  | DELL Latitude 3520 (English)                                 | ¥12,000 | 16GB | Corei5-1135G7 2.4G | Intel Iris Xe Graphics<br>HDMI       | No DVD Drive | Win10-Pro 64bit |
| E8  | Apple MacBook Pro MK1A3J/A M1 Max/32G/SSD1T/Liquid RetinaXDR | ¥28,000 | 32GB | M1 MAX             | Thunderbolt 4(USB-TypeC)<br>x 3+HDMI | No DVD Drive | MAC OS 14       |

The theft of laptop PCs has been on increase at the exhibition.

We recommend you use security cables or keep PCs in a cabinet which can be locked every day after the exhibition.

### Desktop PC

| No. | Items                                                                                  | Price   | RAM                                  | CPU              | Graphic/VRAM/output-terminal     | Drive         | OS                                    |
|-----|----------------------------------------------------------------------------------------|---------|--------------------------------------|------------------|----------------------------------|---------------|---------------------------------------|
| E9  | DELL OptiPlex 3070SFF (English) ※2                                                     | ¥13,000 | 8GB                                  | Corei5-9500 3.0G | Intel HD<br>VGA+HDMI+DisplayPort | DVDSuperMulti | Win10-Pro 64bit or<br>Win11-Pro 64bit |
| E10 | DELL OptiPlex 3050SFF (English) ※2                                                     | ¥14,500 | 16GB                                 | Corei7-7700 3.6G | Intel HD<br>HDMI+VGA+DisplayPort | DVDSuperMulti | Win10-Pro 64bit                       |
| E11 | (For Desktop PC) ※3<br>24" TFT widescreen LCD display iiyama ProLite E2483HS-B1 others | ¥11,000 | FHD 24"(1920 x 1080)、VGA+HDMI etc... |                  |                                  |               |                                       |

※2 Display is not included. / ※3 it should be ordered with PC

### iPad

| No. | Items                                                     | Price   | Reference                          |
|-----|-----------------------------------------------------------|---------|------------------------------------|
| E12 | Apple iPad 2021 Autumn MK2L3J/A Wi-Fi Silver (equivalent) | ¥9,000  | Wi-Fi model [IEEE802.11a/b/g/n/ac] |
| E13 | Apple 12.9-inch iPad Pro MTEL2J/A Wi-Fi 64GB Space Gray   | ¥14,000 | Wi-Fi model [IEEE802.11a/b/g/n/ac] |

(10% consumption tax is not included)

**Delivery fee is included to the prices. Fee of packing, setting-up, and tax are not included in the prices.**

PC Monitor is only available with the set of PC. Orders of monitor(s) alone are not acceptable.

Depending on our warehouse stocks, the item could be changed to an equivalent device.

Please keep the accessories during the exhibition.

We also provide booth network wiring, configuration, installation, dismantling, etc.. Please contact Kissei Comtec Co.,Ltd. if you want.

After confirmation of your order, actual cost may be charged.

Please prepare 100-volts outlet for charging or operating our rental devices.

Our internet device work 100-volts electricity only.

# PC Rental

|                           |                                                                                                                    |                                         |
|---------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Kissei Comtec Co., Ltd.</b><br>Contact: Mr. Kishi<br>TEL: +81-3-6709-2440<br>E-mail: intl-rxj@network.kcrent.jp | <b>DEADLINE</b><br><b>Jan. 24 (Fri)</b> |
| <b>Show Title:</b>        | <b>Booth #:</b>                                                                                                    | -                                       |
| <b>Company Name:</b>      |                                                                                                                    |                                         |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>                                                                                                        |                                         |
| <b>E-mail:</b>            |                                                                                                                    |                                         |

**We apply for PC Rental service.**

Kissei Comtec Co., Ltd. will contact you for confirmation within 3 days after application. If not, please contact them directly, since your email may not have been delivered properly.

### Date, Time and Place for Delivery and Return:

|                 |                                                                                                                                                                                                                                  |                                                                                               |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Delivery</b> | <b>Date / Time</b>                                                                                                                                                                                                               | <b>Place</b>                                                                                  |
|                 | Choose one only:<br><input type="checkbox"/> <b>The second day of move-in</b> 10am–noon<br><input type="checkbox"/> Other time and date*<br>( )<br><small>* Extra fee will be added if you choose "other time and date".</small> | Choose one only:<br><input type="checkbox"/> On-site<br><input type="checkbox"/> Other<br>( ) |
| <b>Return</b>   | <b>Date / Time</b>                                                                                                                                                                                                               | <b>Place</b>                                                                                  |
|                 | Choose one only:<br><input type="checkbox"/> <b>The last day of the show</b> until 8pm<br><input type="checkbox"/> Other time and date*<br>( )<br><small>* Extra fee will be added if you choose "other time and date".</small>  | Choose one only:<br><input type="checkbox"/> On-site<br><input type="checkbox"/> Other<br>( ) |

| Item No. | Item | Quantity | Amount |
|----------|------|----------|--------|
|          |      |          |        |
|          |      |          |        |
|          |      |          |        |
|          |      |          |        |
|          |      |          |        |
|          |      |          |        |

\* The list shows only a part of our stock. Please contact Kissei Comtec Co., Ltd. if you need other items.  
 \* Please note that we might not be able to take your last-minute order.

### Please pay the total amount by PayPal or bank transfer.

**Make a payment by PayPal.**

\*If you have your PayPal account, please fill in your e-mail below.  
 If not, please create your PayPal account and fill in your e-mail address.

E-mail: \_\_\_\_\_

\*We will charge you via your PayPal account. You will receive the payment confirmation e-mail, read it carefully and make a payment before the due date.

**Make a payment by bank transfer**

\*Please transfer a whole amount of remittance charge including fees for wire transfer and receiving commissions.

## ● AV Equipment Rental

● Please access the following web page to see the catalogue for AV equipment rental.

[https://lp.rxjapan.jp/edithgrove\\_catalogue/](https://lp.rxjapan.jp/edithgrove_catalogue/)

For ordering products, please submit the application form to Edith Grove Co., Ltd.

| ◆ Full Hi-Vision LCD           |                                                        |                        |                                                                                                                                                             |             |
|--------------------------------|--------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Product name                   |                                                        | Product Specifications |                                                                                                                                                             | Rental Fee  |
| 1                              | 90 inches LCD                                          | SHARP PN-R903          | Hi-stand included • HDMI/VGA input • Screen size: 1993 × 1121mm<br>◆ Please consult us if you wish to wall-mount the LCD.                                   | 396,000 JPY |
| 2                              | 70 inches LCD                                          | SHARP PN-R703          | HDMI/VGA input • Screen size: 1538.9 × 865.6mm<br>◆ Please consult us if you wish to install the LCD on a Foot-stand.                                       | 143,000 JPY |
| 3                              | 60 inches LCD                                          | SHARP PN-R603          | HDMI/VGA input • Screen size: 1329.1 × 747.6mm<br>◆ Please consult us if you wish to install the LCD on a Foot-stand.                                       | 132,000 JPY |
| 4                              | 55 inches LCD (Built-in USB Media Player)              | Panasonic TH-55LF8J    | Foot-stand included • HDMI/VGA/USB input • Screen size: 1209 × 680mm                                                                                        | 88,000 JPY  |
| 5                              | 48 inches LCD (Built-in USB Media Player)              | Panasonic TH-48FE8J    | Foot-stand included • HDMI/VGA/USB input • Screen size: 1054 × 592mm                                                                                        | 77,000 JPY  |
| 6                              | 42 inches LCD (Built-in USB Media Player)              | Panasonic TH-42LF8J    | Foot-stand included • HDMI/VGA/USB input • Screen size: 927 × 521mm                                                                                         | 57,200 JPY  |
| 7                              | 32 inches LCD (Built-in USB Media Player)              | Panasonic TH-32EF1J    | Foot-stand included • HDMI/VGA/USB input • Screen size: 698 × 392mm                                                                                         | 33,000 JPY  |
| 8                              | 27 inches LCD                                          | I-O DATA EX-LD2702DB   | Foot-stand included • HDMI/VGA input • Screen size: 597.9 × 336.3mm                                                                                         | 16,500 JPY  |
| 9                              | 21.5 inches LCD                                        | I-O DATA LCD-MF223EBR  | Foot-stand included • HDMI/VGA input • Screen size: 476.6 × 268.1mm                                                                                         | 8,800 JPY   |
| ◆ 4K Compatible LCD            |                                                        |                        |                                                                                                                                                             |             |
| Product name                   |                                                        | Product Specifications |                                                                                                                                                             | Rental Fee  |
| 10                             | 4K Compatible 84 inches LCD                            | Panasonic TH-84LQ70J   | Hi-stand included • HDMI/VGA input • Screen size: 1860 × 1047mm<br>◆ Please consult us if you wish to wall-mount the LCD.                                   | 440,000 JPY |
| 11                             | 4K Compatible 75 inches LCD                            | SONY KJ-75X8500E/BZ    | Foot-stand included • HDMI/USB input • Screen size: 1653.7 × 932mm                                                                                          | 176,000 JPY |
| 12                             | 4K Compatible 65 inches LCD                            | SONY KJ-65X8500E/BZ    | Foot-stand included • HDMI/USB input • Screen size: 1433.5 × 808.7mm                                                                                        | 148,500 JPY |
| 13                             | 4K Compatible 55 inches LCD                            | SONY KJ-55X8500E/BZ    | Foot-stand included • HDMI/USB input • Screen size: 1213.6 × 684.4mm                                                                                        | 99,000 JPY  |
| ◆ Display Installation Options |                                                        |                        |                                                                                                                                                             |             |
| Product name                   |                                                        | Product Specifications |                                                                                                                                                             | Rental Fee  |
| 14                             | Large Hi-stand (65-90 inches Displays)                 |                        | Floor stand, moveable & height-adjustable for LCD Display • Installation included<br>◆ Only applicable to customers ordering displays.                      | 19,800 JPY  |
| 15                             | Hi-stand (20-60 inches Displays)                       |                        | Floor stand, moveable & height-adjustable for LCD Display • Installation included<br>◆ Only applicable to customers ordering displays.                      | 16,500 JPY  |
| 16                             | Display wall-mount Installation (60-75 inches)         |                        | With wall-mount bracket. ◆ Only applicable to customers ordering displays.                                                                                  | 33,000 JPY  |
| 17                             | Display wall-mount Installation (32-55 inches)         |                        | With wall-mount bracket. ◆ Only applicable to customers ordering displays.                                                                                  | 22,000 JPY  |
| 18                             | Display wall-mount Installation (21.5-27 inches)       |                        | With wall-mount bracket. ◆ Only applicable to customers ordering displays.                                                                                  | 11,000 JPY  |
| ◆ Playback Equipment           |                                                        |                        |                                                                                                                                                             |             |
| Product name                   |                                                        | Product Specifications |                                                                                                                                                             | Rental Fee  |
| 19                             | Blu-ray Player                                         | SONY UBP-X800          | HDMI output • Playable media: BD-R/DVD-R/CD-R/USB                                                                                                           | 16,500 JPY  |
| 20                             | Region Free DVD Player                                 | PLANTEC AV-2100CPRM    | HDMI output • Playable media: DVD-R/CD-R                                                                                                                    | 13,200 JPY  |
| 21                             | 4K Compatible Media Player                             | BrightSign HD224       | HDMI output • Playable media: microSD card (Included with the player)<br>◆ We urge you to send your video / image files to us in advance.                   | 16,500 JPY  |
| 22                             | Media Player                                           | BrightSign HD223       | HDMI output • Playable media: microSD card (Included with the player)<br>◆ We urge you to send your video / image files to us in advance.                   | 13,200 JPY  |
| ◆ Audio Equipment              |                                                        |                        |                                                                                                                                                             |             |
| Product name                   |                                                        | Product Specifications |                                                                                                                                                             | Rental Fee  |
| 23                             | PA Pack ① (Speaker × 2, amp, wired mic × 1)            |                        | With clamp bracket • Mic input × 1 • Mic type: Headset or Handheld (can be selected)<br>◆ Please consult us if you wish to install the speakers on a stand. | 33,000 JPY  |
| 24                             | PA Pack ② (Speaker × 2, amp)                           |                        | With clamp bracket • Mini stereo/RCA input<br>◆ Please consult us if you wish to install the speakers on a stand.                                           | 26,400 JPY  |
| 25                             | Compact PA system (Powered speaker × 1, wired mic × 1) |                        | Mic input × 2 • Line input × 2 • Mic type: Headset or Handheld (can be selected)<br>Installation: Floor-standing/On the stand                               | 16,500 JPY  |
| 26                             | PA Mixer                                               |                        | Mic input × 2~4<br>◆ If you wish to use more than one microphone in the PA pack, please order this equipment as well.                                       | 4,400 JPY   |
| 27                             | Wired Handheld/Headset mic                             |                        | Cable attached                                                                                                                                              | 4,400 JPY   |

\*10% consumption tax included

### Note:

1. To ensure your request, submit this form before the stated deadline. An alternative equipment will be recommended if your requested equipment is run out of stock.
2. The contractor will accept your order by confirmation of your payment. In the event of cancellation, refund will be made according to the Rental Agreement.
3. The contractor will be available for any maintenance required during the show period.
4. The above price includes lease, delivery, and adjustment/ maintenance fee. The price does not include any operator/ labor/ construction fee.

# AV Equipment Rental

|                           |                                                                                                                                                                                                                                       |                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Edith Grove Co., Ltd.</b><br>Contact: Mr. Yoshida<br>TEL: +81-3-5500-5362<br>E-mail: avrental@edithgrove.co.jp<br>URL: <a href="http://www.edithgrove.co.jp/index_english.html">http://www.edithgrove.co.jp/index_english.html</a> | <b>DEADLINE</b><br><b>Jan. 24 (Fri)</b> |
| <b>Show Title:</b>        | <b>Booth #:</b>                                                                                                                                                                                                                       | -                                       |
| <b>Company Name:</b>      |                                                                                                                                                                                                                                       |                                         |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>                                                                                                                                                                                                                           |                                         |
| <b>E-mail:</b>            |                                                                                                                                                                                                                                       |                                         |

Please choose from the product list and fill in the following form.

| Item No. | Item | Quantity | Amount |
|----------|------|----------|--------|
|          |      |          |        |
|          |      |          |        |
|          |      |          |        |
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|          |      |          |        |

\*10% consumption tax included

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Method of Payment</b> | Upon receipt of application, <b>Edith Grove Co., Ltd.</b> will send an estimate. We will send you an invoice after confirming the reply of the order documents.<br>All payment must be made via <b>BANK TRANSFER</b> and in <b>JAPANESE YEN</b> to the following account:<br>Bank : <b>SUMITOMO MITSUI BANKING CORPORATION, SHIBUYA-Branch</b><br>A/C Name: <b>Edith Grove Co., Ltd.</b> Branch No.: <b>654</b> A/C No.: <b>7874902</b> |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

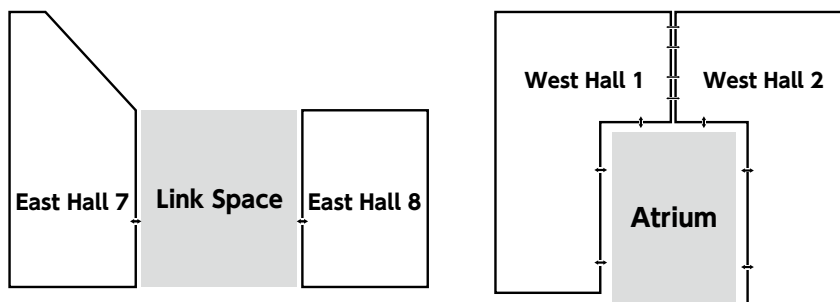
\*Include remittance charge in your payment.

# ● Floor Construction Regulations

## 1. Installation of Hole-in Anchors

- 1) Anchor bolts installed without application may be charged. If you wish to change the number of anchor bolts (including not to install any) after your application, please submit the application again by noon on the day before the show. No change is accepted after the exhibition.
- 2) Exhibitors planning to install hole-in anchors should submit a detailed drawing of the booth construction, including the number and location of anchors. The hole-in anchor should not be deeper than 60mm and wider than 16mm in diameter, as shown in the images below.
- 3) Actions listed below are strictly prohibited. In case of violation, the exhibitor will be charged for restoration after the show.
  - a) Installing hole-in anchors onto pit covers
  - b) Using materials other than hole-in anchors (concrete screws, nails, etc.)
  - c) Using strong adhesive tape that damages the original state of the floor
  - d) Coloring the floor
  - e) Installing anchors within 200mm from the edge of the pit
  - f) Using inside screw type anchor bolt
  - g) Using anchor bolts other than "Strike Anchors"
  - h) Installing hole-in anchor at Atrium and Linkspace

\*Other kinds of anchor bolts including "Drop-in Anchors", "Cut Anchors" and "Sleeve Anchors" are NOT acceptable.

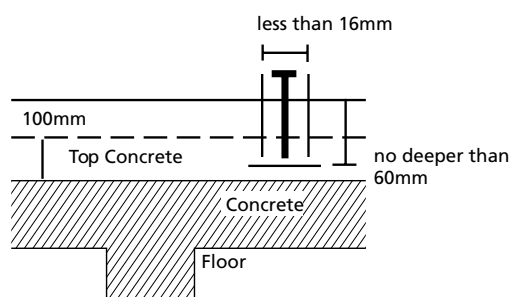


## 2. Restorations to the Original State

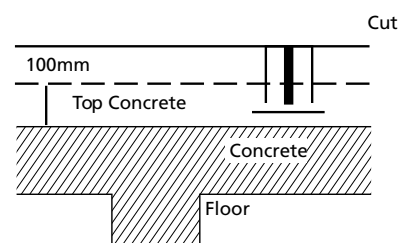
If the hole-in anchors protrude from the floor surface, instead of pulling them out, be sure to cut them off in order to restore the floor to its flat state. It is prohibited to drive hole-in anchors into the concrete with a hammer nor cutting them off with gas.

If such are found, including damaging the floor, the exhibitor will be charged for restoration after the show.

### ■ Hole-in Anchor Installation



### ■ Restoration



## 3. Requests for PIT Plan

Please refer to the page of "Inquiries Regarding PIT Plan" in the EXHIBITOR MANUAL – Regulations – and contact RX Japan for PIT Plan.



# Floor Construction

|                           |                                                                                                                                                                                                         |                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Fujiya Co., Ltd.</b><br>Contact: Ms. Nakajima<br>TEL: +81-3-3533-5228<br>E-mail: sew-e2025@fujiya-net.co.jp<br>Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025) | <b>DEADLINE</b><br><b>Jan. 10 (Fri)</b> |
| <b>Show Title:</b>        | <b>Booth #:</b>                                                                                                                                                                                         | -                                       |
| <b>Company Name:</b>      |                                                                                                                                                                                                         |                                         |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>                                                                                                                                                                                             |                                         |
| <b>E-mail:</b>            |                                                                                                                                                                                                         |                                         |

- Exhibitors who wish to lay a temporary concrete foundation or install anchor bolts for the purpose of installing machines for demonstrations, are required to apply to Show Management for pre-approval. Forward a copy of the booth layout along with this application.
- If anchor bolts are embedded without submitting this form, the fee may be billed to the exhibitor.
- If you lay temporary concrete foundation or install anchor bolts without approval, be aware that these will be charged after the show period.
- Anchor bolts installed without application may be charged. If you wish to change the number of anchor bolts (including not to install any) after your application, please submit the application again by noon on the day before the show. No change is accepted after the exhibition.
- The size of anchor bolt must be within 60mm in length and 16mm in diameter.

Booth Contractor:

|                          |                        |  |              |     |            |
|--------------------------|------------------------|--|--------------|-----|------------|
| <b>Booth Contractor</b>  |                        |  |              |     |            |
| <b>Person in Charge</b>  | <b>Dept.</b>           |  | <b>Name</b>  |     | <b>TEL</b> |
| <b>Construction</b>      | anchor bolt <Diameter> |  | mm, <Length> | mm, | pieces     |
| <b>Construction Date</b> |                        |  |              |     |            |

Note: Carry out the construction in the presence of the staff from Tokyo Big Sight.

**Check the box if you have read and agree the following list defines the actions that are prohibited.**

Any violations of the following actions may be charged for restoration.

- a ) Installing hole-in anchors onto pit covers
- b ) Using materials other than hole-in anchors (concrete screws, nails, etc.)
- c ) Using strong adhesive tape that damages the original state of the floor
- d ) Coloring the floor
- e ) Installing anchors within 200mm from the edge of the pit
- f ) Using inside screw type anchor bolt
- g ) Using anchor bolts other than "Strike Anchors"
- h ) Installing hole-in anchor at Atrium and Linkspace.

**I have read and agree to the above actions of violations.**

# Water Supply

|                           |                                                                                                                        |                                         |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Yamazaki Kogyo Co., Ltd.</b><br>Contact: Mr. Ishizuka<br>TEL: +81-3-5305-5091<br>E-mail: ishizuka@yamazakikogyo.com | <b>DEADLINE</b><br><b>Jan. 10 (Fri)</b> |
|                           | <b>Show Title:</b>                                                                                                     |                                         |
| <b>Company Name:</b>      |                                                                                                                        |                                         |
| <b>Contact (Mr./Ms.):</b> |                                                                                                                        | <b>TEL:</b>                             |
| <b>E-mail:</b>            |                                                                                                                        |                                         |

**Specification** \*All prices include 10% consumption tax.

**< WATER SUPPLY >**

**Standard Inlet:** 1/2" or 3/4"

**Standard Outlet:** 3/4" to 2"

**Hydraulic Pressure:** under 0.2MPa – 0.3MPa

**Cost:** JPY 93,500/unit for construction

\*Including maintenance fee but excluding connecting charge to your equipment

JPY 941/cubic meter for use of water

**< SUPPLY HOURS >**

**The 2nd day of move-in** noon – 10:00pm

**The 1st day of the show** 8:00am – the end of the show

**The 2nd day of the show** 8:30am – the end of the show

**The last day of the show** 8:30am – the end of the show

\*Contact the official contractor directly for early / late water supply or any other inquiries.

## 1. Application

|                                                                                   |                  |
|-----------------------------------------------------------------------------------|------------------|
| We require:                                                                       |                  |
| Water Volume                                                                      | _____ liter/min. |
| Hydraulic Pressure                                                                | _____ MPa        |
| Water Inlet                                                                       | _____ inches     |
| Water Outlet                                                                      | _____ inches     |
| <input type="checkbox"/> Connection to our booth                                  | JPY 93,500       |
| <input type="checkbox"/> Connection to our equipment (additional charge incurred) |                  |

## 2. Position

Specify the position of water/drain or submit a booth layout which indicates the position of water/drain.



|                          |                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Method of Payment</b> | Invoice will be issued by the official contractor after the application. Please transfer to the following bank account(JPY ONLY) 10 days before the first day of exhibition. The exhibitor will be charged for the bank transfer fee.<br>Bank: MUFG Bank, LTD<br>Branch No.: 206 KOENJI BRANCH<br>A/C Name: YAMAZAKI KOGYO Co., Ltd.<br>A/C No.: 155-1345042<br>Swift Code: BOTKJPJT |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Compressed Air Supply

|                           |                                                                                                                        |                                         |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Yamazaki Kogyo Co., Ltd.</b><br>Contact: Mr. Ishizuka<br>TEL: +81-3-5305-5091<br>E-mail: ishizuka@yamazakikogyo.com | <b>DEADLINE</b><br><b>Jan. 10 (Fri)</b> |
|                           | <b>Show Title:</b>                                                                                                     |                                         |
| <b>Company Name:</b>      |                                                                                                                        |                                         |
| <b>Contact (Mr./Ms.):</b> |                                                                                                                        | <b>TEL:</b>                             |
| <b>E-mail:</b>            |                                                                                                                        |                                         |

**Specification** \*All prices include 10% consumption tax.

## <AIR PLUMBING>

**Standard Air Lines:** 1/2" or 3/4"  
**Standard Air Supply:** 0.5MPa – 0.75MPa, 300 liter/min.  
**Exceeding in 300 liter:** JPY 11,000/100 liter  
**Cost:** JPY 93,500/unit  
 \*Including maintenance fee but excluding connecting charge to your equipment

## <SUPPLY HOURS>

**The 2nd day of move-in** noon – 10:00pm  
**The 1st day of the show** 8:00am – the end of the show  
**The 2nd day of the show** 8:30am – the end of the show  
**The last day of the show** 8:30am – the end of the show

\*Contact the official contractor directly for early / late compressed air supply or any other inquiries.

## 1. Application

We require:  
 Pressure \_\_\_\_\_ MPa Volume \_\_\_\_\_ liter/min.  
 Supply Only JPY 93,500  
 Supply and connection to our equipment (additional charge incurred)

## 2. Position

Specify the position of air supply or submit a booth layout which indicates the position of air supply.



## Method of Payment

Invoice will be issued by the official contractor after the application. Please transfer to the following bank account(JPY ONLY) 10 days before the first day of exhibition. The exhibitor will be charged for the bank transfer fee.

Bank: MUFG Bank, LTD  
 Branch No.: 206 KOENJI BRANCH  
 A/C Name: YAMAZAKI KOGYO Co., Ltd.  
 A/C No.: 155-1345042  
 Swift Code: BOTKJPJT

# Booth Cleaning Service

|                           |                                                                                                                               |                                         |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Big Sight Services Co., Ltd.</b><br>Contact: Mr. Onojima<br>TEL: +81-3-5530-1290<br>E-mail: bss-koma@bigsight-services.com | <b>DEADLINE</b><br><b>Jan. 31 (Fri)</b> |
| <b>Show Title:</b>        | <b>Booth #:</b>                                                                                                               | -                                       |
| <b>Company Name:</b>      |                                                                                                                               |                                         |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>                                                                                                                   |                                         |
| <b>E-mail:</b>            |                                                                                                                               |                                         |

■ **We apply for daily booth cleaning service.**

JPY5,280 × \_\_\_\_\_ booth(s) = JPY \_\_\_\_\_

\*10% consumption tax is included.

■ **We apply for the collection and disposal of remaining materials on the day of move-out.**

**Yes**                       **No**

\*The charge of collection and disposal of remaining materials depending on the volume of the remaining materials. If you wish to apply for this service, please contact the official contractor in advance for the quotation.

■ **Notice**

- The service charge is JPY 5,280\* per 1 regular booth (JPY 2,640\* per a mini-booth) for 3 days, including 2nd day of move-in, 1st and 2nd day of the show.  
\*10% consumption tax is included.
- This service includes basic booth cleaning only and it does not include cleaning or polishing of exhibits, furniture and equipment.
- Exhibitors are responsible for the removal of any large garbage. Thus, any such wastes removed on behalf of the exhibitor will be charged to the exhibitor.
- It is the responsibility of the exhibitor to ensure that all crates, boxes or plywood are removed or stored properly. There is no storage in the exhibition halls.
- The cleaning service is available **by advance order only. On-site orders including move-in period will not be accepted.**

|                          |                                                                                                                                                                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Method of Payment</b> | Payment should be made directly to <b>the official contractor</b> . They will visit your booth to collect full payment during the show period.<br>Japanese yen (cash) or credit card (VISA, Master, AMEX or DINERS) will be accepted. |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# ● Handling Fire and Dangerous Materials for Exhibits and Demonstration

## 1. Application to Fire Department

- According to the Fire Service Act, the following acts are prohibited in the exhibition halls.
  - Use of fire
  - Carrying in hydrogen and demonstration of products using hydrogen\*
  - Demonstration generating flames or sparksSpecial permission from the Fire Department is required if you wish to carry out any of the above acts. Please submit the application form before the stated deadline. Any applications made after the deadline will not be guaranteed.
- \*For carrying in hydrogen, demonstration using hydrogen or generating flames or sparks, additional documents certifying safety issued by authorised bodies are required. Please submit the application form as soon as possible.
- Inspections will be conducted during the move-in and exhibition period by the Fire Department. Please be aware that if there are any violations to fire regulations such as handling dangerous goods without application or incomplete construction, you will be ordered to remove them. In addition, application submitted after the deadline may not be approved by the Fire Department. Show Management will handle all applications to the Fire Department.
- Prepare 3 copies of booth layout indicating the position of equipment, a catalogue of the equipment, a schedule of demonstration, a calculation report of consumption and quantity of heat released and a material safety data sheet (SDS/MSDS) for application.
- If you do not receive any replies within a week after your application, please contact the official contractor.

## 2. Guidelines for Application of the Use of Fire

### About equipment which involve the use of fire

Only the minimum amount required for exhibiting and demonstration is allowed. If you wish to use fire, permission from the Head of Fire Department is required. Please follow the regulations below in respect of heat consumption and installation.

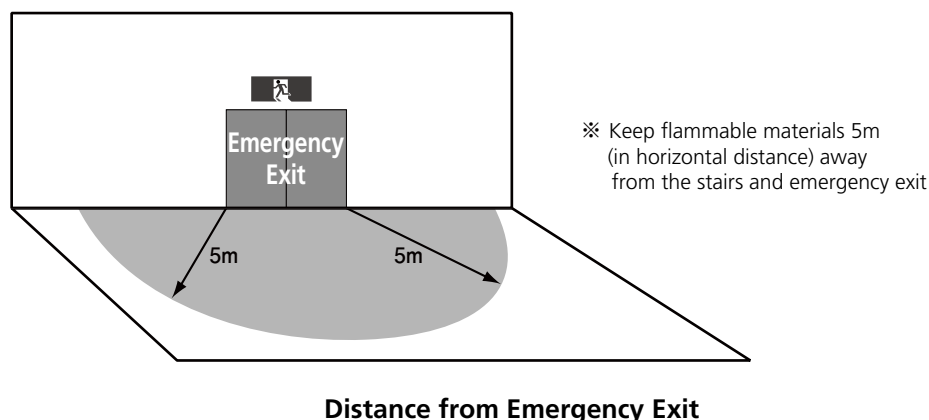
#### (I) Use of Gas Facilities

If you wish to use gas, please consult with Tokyo Big Sight in advance for construction and management.

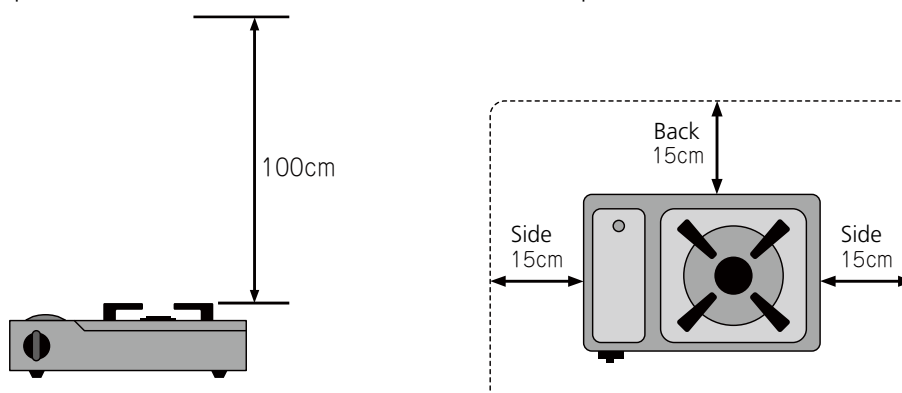
In principle, the combined use of LPG and Town Gas is not possible at the same exhibition hall.

#### (II) Position of Installation

- 1) For prevention of fire, flammable materials should be kept away from the stairs and emergency exits (refer to the figure below).



- 2) For using cassette stove, flammable materials should not be placed 100cm above and 15cm next to the equipment using fire (refer to the figures below). If it is not possible to leave 15cm space, separate the equipment with fireproof materials from the surroundings. In this case, the equipment should not be attached to the partition wall.
- e.g. Distance between the equipment and fireproof materials varies depends on the types of equipment. Please follow the instructions from Fire Department.



**e.g. Distance from the Equipment Using Fire**

### **(III) Safety Measures**

Please install the equipment using fire (including electric fryer) with measures to prevent any falls during earthquake and outbreak of fire.

- 1) The equipment should be placed at a fixed position which does not easily fall and get damaged due to earthquake or other vibrations of the floor.
- 2) Equipment using gas as fuel should be installed with a device of gas outage due to earthquake or other vibrations of the floor.
- 3) Equipment using gas as fuel must have a gas-leak alarm.
- 4) 1 or more fire extinguisher(s) should be placed in each regular booth (2 capacity unit or above).
- 5) The person in charge of operating the equipment should be at the booth all the time.
- 6) The equipment should be placed at a fixed position that cannot be moved easily by fixing with stopper or lever.
- 7) In order to prevent the sudden rise of temperature of boiling oil, the kitchen equipment for deep-fried food should be installed with a device that shuts down the heat source automatically.

## **3. Guidelines for Application of the Use of Naked Flame**

- (I) Naked Flame includes (a) materials which generate flames or sparks with the usage of gaseous, liquid and solid fuels, and equipment which its heating part is exposed, (b) surface temperature of externally exposed heating electrical equipment is 400°C or above. Using equipment generates fire is also considered as naked flame.
- (II) The position and structure of the equipment using naked flame should comply with the safety standards of the related regulations. It also has to fulfill the following requirements and restrict to the minimum amount needed. Candles or alcohol lamps as decorations are not permitted.

### **a) Unit of Usage**

- For fire prevention, the total heat consumption of gas in each hall has to be under 525kW (regardless of the number of equipment). However, if it exceeds 525kW, the time for the gas use will be limited to keep the total heat consumption under 525kW. If you wish to use gas, please consult with Tokyo Big Sight in advance.
- Equipment using fire should be limited to the minimum amount needed for demonstration in the same booth.

### **b) Position**

- Ensure a safe distance from the surrounding flammable materials in order to prevent fire.
- Ensure a distance of 5m or more from entrance or exit, stairs, dangerous goods and other flammable materials. (excluding cases which effective fire prevention measures taken, such as partitions made of noncombustible materials.)
- Keep the equipment away from the place where the flammable materials may fall down.

---

### **c) Safety Measures**

- Assign a person in charge of supervision and inspection after use.
- Instruct the staffs for monitoring and firefighting.
- Take measures to ensure the user can extinguish the naked flame easily.
- Place fire extinguisher in each regular booth using naked flame (2 capacity unit or above).
- Select the equipment using fire which is defined and safe in performance.
- Install a fuse cock or gas-leak alarm in the equipment using gas.
- Use metal gas piping and fix to the floor by jointing with screw and flange or welding.
- Use cartridges as the container of LPG (e.g. cassette stove).
- Use pipe to emit the exhaust gas outside the exhibition hall.
- Use fireproof materials to prevent the dispersion of sparkles.
- Restrict to the minimum amount of liquid fuel needed and refrain from refueling during the period of exhibition.
- Restrict to the minimum amount of solid fuel needed for equipment used during demonstration only.
- Take measures to protect the visitors from potential dangers of naked flame.

## **4. Guidelines for Application of Handling Dangerous Goods**

### **(I) Types of Dangerous Goods**

- Dangerous goods include flammable liquid, oxidizing solid and liquid (e.g. gasoline and diesel fuel) according to the Fire Service Act.
- Designated flammable goods include flammable liquid and flammable solid under the Fire Prevention Ordinance (Article No. 65 in Tokyo Metropolitan Ordinance).
- Flammable gas (e.g. propane, acetylene gas, ammonia gas, hydrogen) prescribed in the General High Pressure Security Regulations.
- Gunpowder, pyrotechnics and toy fireworks prescribed in the Explosives Control Law.

### **(II) Items that application is not required**

Application is not needed for the following items if the amount is restricted to the minimum as needed.

- Exhibit stored in a closed container for display only.
- Fuel or lubricant used in the tank of the vehicle for display only.
- Lubricant used in the motors and hydraulic machines for display.
- Oil for cooking and greasing the frying pan. (Deep-frying is not included.)

\*The Fire Service Act and the Fire Prevention Ordinance is also applied when the total amount exceeds the prescribed amount even if it is exempted from dangerous goods.

- Carrying in and using storage battery with sealed electrolyte (except use for vehicles) and devices equipped with such battery within the area where is visible to the staff.
- Using storage battery with sealed electrolyte (except use for vehicles) and devices equipped with such battery in the way specified by the manufacturers or importers.

\*Application for "Handling Fire and Dangerous Materials for Exhibits and Demonstration" is needed for demonstration of lithium ion battery or device with such battery which is still under modification or development. (except for items which can check how to use in the user manuals)

### **(III) Installation and Safety Measures**

- Assign a person in charge for supervision and inspection after use.
- Place fire extinguisher(s) (with a 2-unit minimum fire extinguishing capability) at the booth.
- Install device to emit the flammable steam outside the exhibition hall.
- Use fireproof materials to prevent the dispersion of flammable liquid.
- Avoid placing the dangerous goods together if they may get ignited easily.
- Refrain from refilling the liquid dangerous goods during the period of exhibition.
- Store the dangerous good in a closed container and keep it separated from the other goods.
- Follow the instructions of the Fire Department regarding the agreement of storing dangerous goods.

## **5. Demonstration and Display of Vehicles**

Application is not required for static demonstrations without starting the engine or charging process. Minimize the amount of fuel inside the vehicle.

Please submit an application if you wish to carry demonstrations include energizing, charging or starting the engine of vehicles with lithium-ion battery installed or hydrogen-fueled vehicles.

Please be reminded that starting the engine of vehicles powered by gasoline or diesel fuel is not allowed. If you are not sure if application is necessary, please consult with the official contractor in advance.

# Handling Fire and Dangerous Materials for Exhibits and Demonstration

|                           |                                                                                                                                                                                                          |                                         |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Fujiya Co., Ltd.</b><br>Contact: Ms. Nakajima<br>TEL: +81-3-3533-5228<br>E-mail: sew-e2025@fujiiya-net.co.jp<br>Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025) | <b>DEADLINE</b><br><b>Dec. 27 (Fri)</b> |
|                           | <b>Show Title:</b>                                                                                                                                                                                       | <b>Booth #:</b> -                       |
| <b>Company Name:</b>      |                                                                                                                                                                                                          |                                         |
| <b>Contact (Mr./Ms.):</b> |                                                                                                                                                                                                          | <b>TEL:</b>                             |
| <b>E-mail:</b>            |                                                                                                                                                                                                          |                                         |

If you do not receive any contact from the official contractor in one week after the application, please contact them to avoid any oversight.

## ■ The Use of Naked Flame

| Equipment Name<br>(Dangerous Material's Name) | Heat Source | Maximum Consumption (kw/hour) | Number of Equipment | Purpose |
|-----------------------------------------------|-------------|-------------------------------|---------------------|---------|
|                                               |             |                               |                     |         |
|                                               |             |                               |                     |         |
|                                               |             |                               |                     |         |

When using naked flame, please submit three copies of the picture or the catalogue of the dangerous equipment, and a floor plan indicating the location of naked flame and fire extinguishers.

## ■ Display of Dangerous Materials (Please refer to the following classification and fill in below.)

**First Petroleum:** acetone, gasoline   **Second Petroleum:** kerosene, gas oil   **Third Petroleum:** heavy oil, creosote oil   **Fourth Petroleum:** gear oil, cylinder oil

| Classification   | Name | Quantity | Type of Container | Demonstration | Purpose |
|------------------|------|----------|-------------------|---------------|---------|
| First Petroleum  |      |          |                   |               |         |
| Second Petroleum |      |          |                   |               |         |
| Third Petroleum  |      |          |                   |               |         |
| Fourth Petroleum |      |          |                   |               |         |
| Alcohol          |      |          |                   |               |         |
| Other            |      |          |                   |               |         |
| Other            |      |          |                   |               |         |
| Other            |      |          |                   |               |         |

\*Please indicate the weight and the number of each solid fuel such as candles.

\*Please submit three copies of an installation floor plan, a catalogue, and a material safety data sheet (SDS/MSDS).

\*Please take fixed measures when you bring a cylinder of flammable gas and high pressure gas.

## ■ The Use of High-pressure Gas

| Name/Type | Quantity | Number | Purpose |
|-----------|----------|--------|---------|
|           |          |        |         |
|           |          |        |         |
|           |          |        |         |

\*Please indicate the quantity and the number of flammable gas materials such as lighters.

## ■ Cautions

- 1) A person in charge of the booth takes full responsibility for the management of construction, display, and removal.
- 2) An ABC fire extinguisher (type 10 or more) must be installed in a booth.
- 3) A guard must observe the booth all the time in case of unexpected accidents such as fire.



## ● Carrying-in/Demonstration of Hydrogen

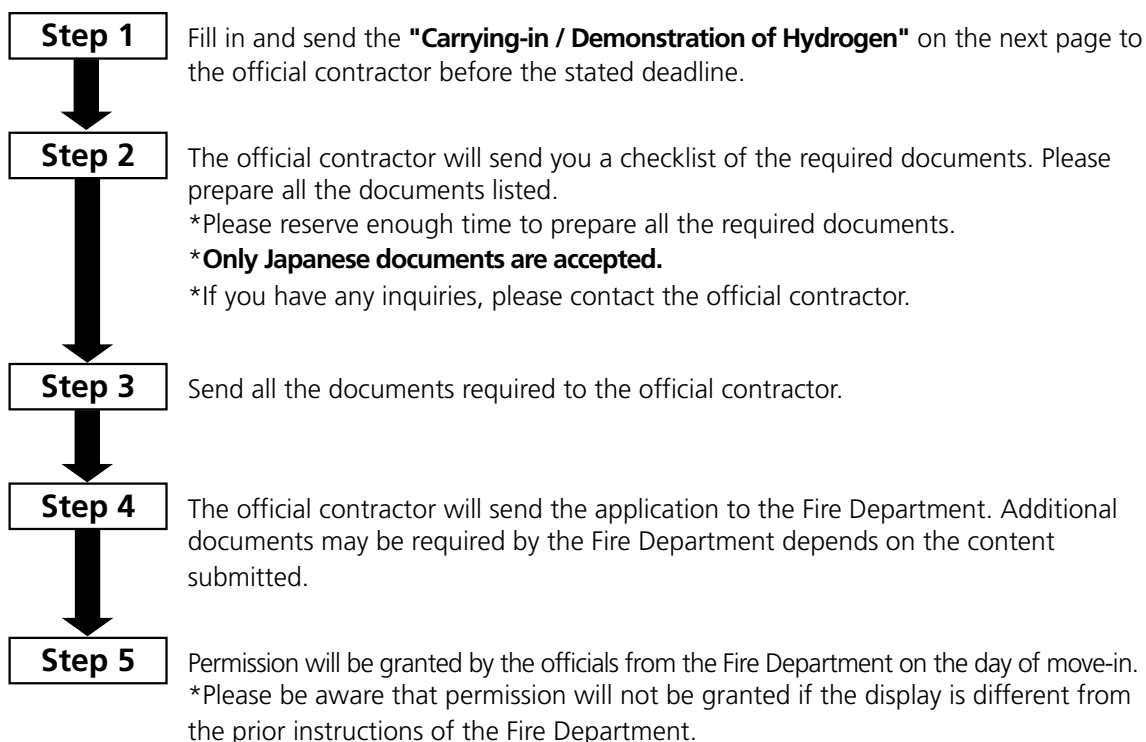
Carrying in hydrogen and demonstration of products using hydrogen are prohibited in the exhibition halls. However, it is permitted if it fulfills the requirements of the fire regulations.

The deadline of the application is earlier than the past years according to the instructions of the Fire Department.

**Please submit the application form to the official contractor before the stated deadline. Any applications made after the deadline will not be guaranteed.**

\*If you do not receive any replies within a week after your application, please contact the official contractor.

### 1. Application Procedures



### 2. Caution

- (1) Application is required for carrying in hydrogen storage alloy according to the instructions of the Fire Department.
- (2) Only the minimum amount of hydrogen for daily usage is permitted for carrying in to the exhibition hall. Replenishment of hydrogen during the show period is not permitted.
- (3) Place fire extinguisher at the booth.
- (4) The person in charge for safety should be at the booth all the time, including the move-in period.
- (5) Only products approved in Japan are allowed to use in demonstrations.
- (6) Inspections will be conducted strictly based on the Fire Prevention Ordinance.
- (7) Demonstrations may not be permitted if there is any incomplete document for application.

\*Application of demonstrations of generating hydrogen (electrolysis or hydrogen generator), such as hydrogen water server, hydrogen inhaler or beauty products is not necessary.  
Such demonstrations in a closed environment that are enclosed by walls or ceilings are prohibited.

If you are not sure if application is necessary, please consult with the official contractor in advance.

# Carrying-in/Demonstration of Hydrogen

Send this Form to:

**Fujiya Co., Ltd.**

Contact: Ms. Nakajima

TEL: +81-3-3533-5228

E-mail: sew-e2025@fujiya-net.co.jp

Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025)

**DEADLINE**

**Dec. 27 (Fri)**

|                           |                 |
|---------------------------|-----------------|
| <b>Show Title:</b>        | <b>Booth #:</b> |
| <b>Company Name:</b>      | -               |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>     |
| <b>E-mail:</b>            |                 |

If you do not receive any contact from the official contractor in one week after the application, please contact them to avoid any oversight.

## APPLICATION FORM

I would like to apply as follows.

|                                          |                                                       |                                 |           |
|------------------------------------------|-------------------------------------------------------|---------------------------------|-----------|
| Company                                  |                                                       |                                 |           |
| Address                                  |                                                       |                                 |           |
| Person in Charge                         |                                                       | TEL                             |           |
| Person in Charge of Safety               |                                                       | Emergency Number (mobile phone) |           |
| Carrying-in Amount of Hydrogen           | _____ kg × _____ tank                                 |                                 |           |
| Type of Container                        | Storage alloy / Mixed gas cylinder / Others ( _____ ) |                                 |           |
| Dangerous Materials other than Hydrogen  |                                                       |                                 |           |
| Exhibiting Experience at Tokyo Big Sight | (year)                                                | (month)                         | Show Name |

## ● Ceiling Structure

### 1. Items which application is not required

#### (I) For East Halls and South Halls Only

Ceilings which fulfill all of the following requirements.

- a. Ceiling only (pillars are acceptable)
- b. The height of the ceiling is between 3m to 3.6m.
- c. The area of the ceiling is 50sqm or smaller (total 50sqm or smaller for multiple ceilings).

#### (II) For West Halls Only

- a. Louver and net (both should open for more than 70%)
- b. The depth or width of the ceiling is less than 1.2m with the long side of the booth completely opened.

### 2. Principles and Conditions of Ceiling Construction

- (I) Construction of ceilings except from the items stated above ( 1. (II) a. Items which application is not required) or construction of ceilings with walls is only restricted to the purpose of light shielding and dust control of the display.
- (II) After submitting the layout of the booth and consulting with the Fire Department, the exhibitor is obligated to set fire-fighting facilities at the booth. (The exhibitor should bear the expenses of setting the fire-fighting facilities)
- (III) Permission will be granted if (II) is fully done and the inspection of the Fire Department is passed. During the inspection, the inspector will ask for the details of the construction. The person in charge of the construction of ceiling should be at the booth during the inspection in order to get the permission.
- (IV) Additional consultation is necessary for raising the floor for more than 30cm. Please make the consultation at the stage of design.
- (V) Double ceiling is prohibited in any case.
- (VI) If the permission of construction is not granted or any violation is found, the exhibitor should follow the instructions of Show Management to dismantle the ceiling and improve the decorations.

### 3. Documents Required and Consultation

- (I) Construction of ceiling except from the items stated above ( 1. Items which application is not required), consultation with the Fire Department is required. Please attach the following documents with the application.
  - a. A plan and elevation of the booth decoration and a venue map including all booths (indicate the area of the construction of the blackout curtain and the location of the fire extinguisher)
  - b. A detailed drawing with written explanations of the ceiling construction (include the fire-proof label)
- (II) Consultation with the Fire Department may take time. Any applications submitted after the deadline will not be accepted.

# Ceiling Construction

|                           |                                                                                                                                                                                                         |                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Fujiya Co., Ltd.</b><br>Contact: Ms. Nakajima<br>TEL: +81-3-3533-5228<br>E-mail: sew-e2025@fujiya-net.co.jp<br>Office Hours: Mon-Fri, excluding Year-end and New Year holiday(Dec 26th-Jan 5th 2025) | <b>DEADLINE</b><br><b>Jan. 10 (Fri)</b> |
| <b>Show Title:</b>        | <b>Booth #:</b>                                                                                                                                                                                         | -                                       |
| <b>Company Name:</b>      |                                                                                                                                                                                                         |                                         |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>                                                                                                                                                                                             |                                         |
| <b>E-mail:</b>            |                                                                                                                                                                                                         |                                         |

To: Fukagawa Fire Department

Date \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

Name of Person in Charge \_\_\_\_\_

Contact Number \_\_\_\_\_

## Application for Ceiling Structure at the Tokyo Big Sight

1) Exhibition Name: \_\_\_\_\_

2) Opening Period: \_\_\_\_\_

3) Venue: Tokyo Big Sight

4) Booth #: \_\_\_\_\_

5) Type of Structure: Ceiling Structure

6) Purpose of Setting Up Ceiling Structure:

\_\_\_\_\_

7) The Area and Height of Ceiling Structure: \_\_\_\_\_ sqm (area), \_\_\_\_\_ m (height)

8) Materials for Ceiling Structure:

\_\_\_\_\_

9) Measures for Setting Up Ceiling Structure:

- \* An ABC fire extinguisher (type 10 or more) must be installed in a booth.
- \* \_\_\_\_\_ (Person's name) will be stationed at the booth for observation.
- \* Black curtains and lighting equipment will be placed more than 10 cm away from each other.
- \* Anti-flammable labels will be attached at a place that can be seen easily from the surrounding area.
- \* Other measures, if necessary.

\_\_\_\_\_  
 \_\_\_\_\_

**\*Please submit flat / elevation plan of your booth and detailed booth plan with description of ceiling construction.**

## ● Details for Shipping and Handling of Exhibits

### 1. Freight Forwarder

- a) Submit application form if you wish to choose the official freight forwarder as your forwarder. In that case, consult with the official freight forwarder about arrival date of your items.
- b) The private forwarder you choose will be responsible for both import and delivery within Japan. Arrange directly with the freight forwarder you employ regarding the cargo / exhibit arrival, delivery of cargo to your booth, sending back your cargo, payment schedule and other details.
- c) Show Management will not accept your goods, cargo, parcel, etc. on your behalf under any circumstances.

### 2. Shipping and Handling of Exhibits

#### IMPORTANT

**Tokyo Big Sight is NOT declared as a bonded area.**

You need to arrange your own shipper / forwarder when you would like to ship out your package. e.g.) FedEx, UPS, OCS etc.

The following are the two major ways to handle your exhibits from overseas:

#### 1) Import

To import your products, you must submit relevant documents and pay duties/taxes. This enables you to sell and distribute your goods in Japan. Note that duties and taxes paid are not refundable.

#### 2) ATA Carnet

The ATA Carnet enables you to bring in your products without paying duties or taxes, but your exhibits must be exported again after the show. Goods imported by ATA Carnet are for exhibit only, NOT FOR SALE. All goods must be returned to the place where the Carnet was issued.

#### <Customs Clearance>

There are some items which cannot be imported before getting the governmental approval (ex. cosmetics, soap, medical solution, etc.). If you intend to import such items, it is essential to consult with your agent or the official forwarder in advance.

\*In case the goods are imported personally by hand-carry, exhibitors must individually declare their goods at customs.

### 3. Temporary Storage of Empty Crates/Boxes

There is no storage space for empty cases, crates and boxes, and Show Management will not provide any. If you require empty crates / boxes for your move-out, please store them properly. Contact the official forwarder, or your own contractor in advance for storage service.

### 4. Goods Sent to Tokyo Big Sight

#### 1) Consignee

The shipment must be consigned to a resident of Japan.

If your residency is not Japan, please consult with official freight forwarder to process customs clearance as your customs house broker.

#### 2) Arrival of Goods

Make sure that you or the person in charge is at the booth when your goods arrive. Show Management will not accept your goods on your behalf nor will couriers leave goods in an unattended booth. Also, note that Show Management will not be responsible for any loss or damage to your goods.

---

### 3) Box Marking

Make sure that all boxes are marked as below.

#### **For East Hall Exhibitors**

|                                                      |
|------------------------------------------------------|
| Company Name: _____                                  |
| Booth No.: _____ East Hall: _____                    |
| Attn.: Mr./Ms. _____                                 |
| Show Title: _____                                    |
| Tokyo Big Sight                                      |
| <u>3-10-1</u> Ariake, Koto-ku, Tokyo 135-0063, Japan |
| Case No.1/X (X=total number of cartons)              |

#### **For West Hall Exhibitors**

|                                                      |
|------------------------------------------------------|
| Company Name: _____                                  |
| Booth No.: _____ West Hall: _____                    |
| Attn.: Mr./Ms. _____                                 |
| Show Title: _____                                    |
| Tokyo Big Sight                                      |
| <u>3-11-1</u> Ariake, Koto-ku, Tokyo 135-0063, Japan |
| Case No.1/X (X=total number of cartons)              |

#### **For South Hall Exhibitors**

|                                                      |
|------------------------------------------------------|
| Company Name: _____                                  |
| Booth No.: _____ South Hall: _____                   |
| Attn.: Mr./Ms. _____                                 |
| Show Title: _____                                    |
| Tokyo Big Sight                                      |
| <u>3-11-1</u> Ariake, Koto-ku, Tokyo 135-0063, Japan |
| Case No.1/X (X=total number of cartons)              |

# Shipping of Exhibits

**Send this form to one of the following:**

**Kintetsu World Express Sales, Inc.**

Contact: Ms. Naya  
 TEL: +81-80-6618-7352  
 E-mail: event-ksi@kwe.com

**NISSIN CORPORATION**

Contact: Mr. Kajimoto / Mr. Tanabe  
 TEL: +81-6-6228-4553  
 E-mail: osa-removal@nissin-tw.com /  
 exhibition@nissin-tw.com

**DEADLINE**  
**Jan. 31 (Fri)**

|                           |                   |
|---------------------------|-------------------|
| <b>Show Title:</b>        | <b>Booth #:</b> - |
| <b>Company Name:</b>      |                   |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>       |
| <b>E-mail:</b>            |                   |

Tick  appropriate boxes:

**1. Our exhibits will be**

- |                                               |                                      |
|-----------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Imported into Japan: | <input type="checkbox"/> Air freight |
|                                               | or                                   |
|                                               | <input type="checkbox"/> Sea freight |

- |                                                 |                                      |
|-------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Covered by ATA carnet: | <input type="checkbox"/> Air freight |
|                                                 | or                                   |
|                                                 | <input type="checkbox"/> Sea freight |

**2. Details of your Cargo**

Weight: \_\_\_\_\_

Measurement: \_\_\_\_\_

Pieces: \_\_\_\_\_

Contents of your cargo: \_\_\_\_\_

# Lunch Box & Drink Delivery

|                           |                                                                                                               |                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Wao Corporation</b><br>Contact: Event Order Section<br>TEL: +81-50-5526-6029<br>E-mail: event@wao-cart.com | <b>DEADLINE</b><br><b>Feb. 13 (Thu)</b> |
|                           | <b>Show Title:</b>                                                                                            |                                         |
| <b>Company Name:</b>      |                                                                                                               |                                         |
| <b>Contact (Mr./Ms.):</b> |                                                                                                               | <b>TEL:</b>                             |
| <b>E-mail:</b>            |                                                                                                               |                                         |

| Menu             | Price<br>(*8%<br>consumption<br>tax included) | Quantity Per Day              |                            |                            |                             | Total<br>Quantity | Total<br>Amount |
|------------------|-----------------------------------------------|-------------------------------|----------------------------|----------------------------|-----------------------------|-------------------|-----------------|
|                  |                                               | The day<br>before the<br>show | The 1st day<br>of the show | The 2nd day<br>of the show | The last day<br>of the show |                   |                 |
| <Food>           |                                               |                               |                            |                            |                             |                   | <Food>          |
| Lunch of the day | JPY 864                                       |                               |                            |                            |                             |                   | JPY             |
| Lunch of the day | JPY 972                                       |                               |                            |                            |                             |                   | JPY             |
| Lunch of the day | JPY 1,188                                     |                               |                            |                            |                             |                   | JPY             |
| <Drink>          |                                               |                               |                            |                            |                             |                   | <Drink>         |
| Tea (250ml)      | JPY 108                                       |                               |                            |                            |                             |                   | JPY             |
|                  |                                               |                               |                            |                            |                             | <b>Total</b>      | JPY             |

**Note:**

- Your food and drink will be delivered to your booth by 11:45am.
- Lunch boxes at room temperature (not warmed) will be delivered.
- Please contact Event Order Section (TEL: +81-50-5526-6029) if you have any questions during the exhibition.
- Wao Corporation will send you the confirmation of order upon receipt of your application.  
Please keep it for your future reference.
- \*Changes to another types of Lunch Boxes after the application deadline are not possible.
- \*Cancellation after the deadline will be charged a cancellation fee.
- Please pay by credit card. (VISA / MasterCard / AMEX / JCB)

|                          |                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Method of Payment</b> | Wao Corporation will visit your booth in the afternoon on <b>the last day of the show</b> to collect payment (credit card only. VISA, MasterCard, AMEX, JCB). |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|



# Interpreter

|                           |                                                                                                                                                       |                                         |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Send this Form to:</b> | <b>Japan Convention Services, Inc.</b><br>Contact: Interpreter / Translator Section<br>TEL : +81-3-3508-1216<br>E-mail: event_jinzai@convention.co.jp | <b>DEADLINE</b><br><b>Jan. 17 (Fri)</b> |
| <b>Show Title:</b>        | <b>Booth #:</b>                                                                                                                                       | -                                       |
| <b>Company Name:</b>      |                                                                                                                                                       |                                         |
| <b>Contact (Mr./Ms.):</b> | <b>TEL:</b>                                                                                                                                           |                                         |
| <b>E-mail:</b>            |                                                                                                                                                       |                                         |

| Type                                                                                | Daily Rate*                   | Level Description                                                                                                                                                                                                                                                  | person(s) | Dates                           | Language                                                            |
|-------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------|---------------------------------------------------------------------|
| <b>T-1 Booth Assistant</b>                                                          | JPY 25,300                    | Booth Assistant including Reception<br>Assistants will communicate between an exhibitor and Japanese visitors and handle miscellaneous tasks within the booth.<br>They will not provide interpretation of business negotiations, press conferences                 |           | <b>From</b> ( / / )             | <input type="checkbox"/> English                                    |
| English-Japanese<br>Chinese-Japanese<br>Korean-Japanese                             |                               |                                                                                                                                                                                                                                                                    |           | <b>To</b> ( / / )<br>( ) day(s) | <input type="checkbox"/> Chinese<br><input type="checkbox"/> Korean |
| <b>T-2 Intermediate-level</b>                                                       | JPY 36,300                    | Intermediate-level Interpreter<br>Interpreters, who have an experience of living abroad or business communication in English/ Chinese/ Korean, will handle interpretation of business negotiations, but they will not provide interpretation of press conferences. |           | <b>From</b> ( / / )             | <input type="checkbox"/> English                                    |
| English-Japanese<br>Chinese-Japanese<br>Korean-Japanese                             |                               |                                                                                                                                                                                                                                                                    |           | <b>To</b> ( / / )<br>( ) day(s) | <input type="checkbox"/> Chinese<br><input type="checkbox"/> Korean |
| <b>T-3 Advanced-level</b>                                                           | JPY 51,700                    | Professional Interpreter<br>Professional interpreters will handle business negotiations including interpretation of closing a contract.                                                                                                                            |           | <b>From</b> ( / / )             | <input type="checkbox"/> English                                    |
| English-Japanese                                                                    |                               |                                                                                                                                                                                                                                                                    |           | <b>To</b> ( / / )<br>( ) day(s) |                                                                     |
| <b>T-4 Advanced-level</b>                                                           | JPY 59,400                    | Professional Interpreter<br>Professional interpreters will handle business negotiations including interpretation of closing a contract.                                                                                                                            |           | <b>From</b> ( / / )             | <input type="checkbox"/> Other languages ( )                        |
| Other languages-Japanese<br>(French, German, Chinese, Korean, Spanish, Italian etc) |                               |                                                                                                                                                                                                                                                                    |           | <b>To</b> ( / / )<br>( ) day(s) |                                                                     |
| <b>T-5 Others</b>                                                                   | Contact JCS for more details. | Other requests<br>Please feel free to contact us for Airport escort, Interpreter on the previous day of the exhibition, and translation of invitation, flier, business card and so on.                                                                             |           | <b>From</b> ( / / )             |                                                                     |
| Interpreter before/ after the exhibition, translation etc.                          |                               |                                                                                                                                                                                                                                                                    |           | <b>To</b> ( / / )<br>( ) day(s) |                                                                     |

\*The interpreter's transportation, lunch expenses and 10% consumption tax are included.

\*Working hours will be the same as the opening hours of the exhibition excluding an hour of lunch. The interpreter will come 30 minutes early on the first day of exhibition.

**<NOTE>**

- 1) An advanced-level interpreter is recommended for business negotiations.
- 2) Please send this form directly to Japan Convention Services, Inc. by E-mail.
- 3) Cancellation fees apply as follows:  
**4-7 days before opening day -50% of the total fee**  
**3 days or less before opening day-100% of the total fee**
- 4) Interpreter services may not be provided if payment is not confirmed by the day before the exhibition.
- 5) On-site orders for interpreters are not generally accepted, however in special circumstances, interpreters are available with a 50% surcharge.
- 6) Please forward your company profile/product leaflet and other relevant information to Japan Convention Services, Inc. for the interpreter's early reference before DEADLINE.
- 7) Please feel free to contact us for Airport escort, Interpreter on the previous day of the exhibition, and translation of invitation, flier, business card and so on.

**<Payment Method>** Please choose how to pay.  Credit Card  Bank Transfer  
 Please check if you need invoice.  Invoice

# Translation

Send this  
Form to:

**Japan Convention Services, Inc.**  
Contact: Interpreter / Translator Section  
TEL : +81-3-3508-1216  
E-mail: event\_jinzai@convention.co.jp

**DEADLINE**  
**Jan. 17 (Fri)**

|                    |          |
|--------------------|----------|
| Show Title:        | Booth #: |
|                    | -        |
| Company Name:      |          |
| Contact (Mr./Ms.): | TEL:     |
| E-mail:            |          |

## RATE:

|                                                                  |                         |
|------------------------------------------------------------------|-------------------------|
| <b>From English to Japanese</b>                                  | JPY 4,400 per 160 words |
| <b>From Italian/ German/ French/ Chinese/ Korean to Japanese</b> | JPY 5,280 per 160 words |

\*10% consumption tax is included.

\*Please send this form together with the materials you would like to be translated. Upon receipt of your order, an invoice relevant to the number of words and type of language will be forwarded for your immediate attention.

\*Please note that an additional 50% fee will be charged for short notices, e.g. when the time given for translation is less than a week.

\*Even if your order is less than 160 words, you will be charged the minimum amount as above.

## Please send the translated materials to:

Company:

Attn.:  Mr.  Ms.

Address:

E-mail:

Country:

TEL:

<country code>--<area code>--<direct no.>

## Payment Method

Please pay by credit card. Please inform the following credit card details.

- 1) Card type (AMEX, VISA, Master)
- 2) Card number
- 3) Card holder's name
- 4) Date of expiry