

formnext

forum TOKYO

Exhibitor manual

27 — 28 September 2022

**Tokyo Metropolitan Industrial Trade Center
Hamamatsucho Hall**

Please contact the respective contractors and confirm the consumption tax rate on the purchased materials and services.

Deadline List

This exhibitor manual covers the information about the venue, the fair and also the basic rules and procedures to be followed by exhibitors. Please read this manual to make appropriate preparations and submit the necessary forms to the appropriate offices before the deadlines. For matters and regulations not covered in this manual, please contact the organiser or the official contractors.

1. Media package manager

Register your "Exhibitor name" and "Your Company Profile" through Media package manager.

“Exhibitor name” registered as of 30 June will be printed on the invitation (The exhibitor name registered as of 30 July will be printed on the floor map and booth fascia at on site).

“Your Company Profile registration” Please register your company information, product information and highlights for targeted visitors before the page opens.

Registration flow: Two-step registration is required to use the new exhibitor search.



<https://formnextforum.jp.messefrankfurt.com/tokyo/en/exhibitor-services/MPM.html>

Your Company Profile registration

<https://mediapackage.messefrankfurt.com/login?language=EN>

Preview of Exhibitor search registration



<https://formnextforum.jp.messefrankfurt.com/tokyo/en/exhibitor-search1.html>

Form	Items	Deadline	Submit to
	Exhibitor name registration	30 June	Messe Frankfurt Japan Ltd
	Exhibitors & products page contents registration	15 July	

2. Exhibitor's page

Please register / submit appropriate orders through online exhibitor's page or by forms attached to the last part of this manual.

<https://formnextforum.jp.messefrankfurt.com/tokyo/en/exhibitor-services/exhibitors-page.html>

Form	Items	Deadline	Submit to
	Questionnaire of onsite preparation -Stand contactor registration -Onsite emergency contact registration -Electricity work - Internet installation	5 August	Messe Frankfurt Japan Ltd. BOX-1 Co., Ltd.
	Electricity power supply / Internet installation	5 August	Iida Electrical Works Co., Ltd.
2	Hazardous materials	5 August	BOX-1 Co., Ltd.
3	Quotation for shipment	5 August	Kintetsu World Express Sales, Inc.
4	Interpreter / Receptionist service	2 September	Iris link.
	Waste disposal Application	9 September	Messe Frankfurt Japan Ltd.

All exhibitors are requested to submit these forms.

Corresponding exhibitors are requested to submit these forms.



Complete through online exhibitor's page.

Official contractor contact list

For Enquiry, please contact the company indicated on the page.

Organiser	Messe Frankfurt Japan Ltd. Formnext Forum Tokyo Organiser's Office Shosankan 7F 1-3-2 Iidabashi Chiyoda-ku Tokyo 102-0072, Japan Tel. 81-3-3262-8410 E-mail. op@formnextforum.jp Contact : Mr. Yamamoto, Ms. Nagata
Stand contractor - Optional furniture - Hazardous materials / Fire prevention	BOX-1 Co., Ltd. 1-27-12-4F Nishi-Koiwa Edogawa-ku Tokyo 133-0057, Japan Tel. 81-3-5622-7542 E-mail. fft@box1.co.jp Contact : Mr. Nakase, Mr. Hashizume, Mr. Yoshida
Electric power supply Internet installation	Iida Electrical Works Co., Ltd. 1-8-21 Shinkiba Koto-ku Tokyo 136-0082, Japan Tel. 81-3-3521-3522 E-mail. fft@iidae.co.jp Contact : Mr. Shoji
Forwarder	Kintetsu World Express Sales, Inc. Exclusive Logistics Dept. TDS Mita Bldg. 5F 2-7-13 Mita, Minato-ku Tokyo 108-0073 Japan Tel. +81-3-5443-9455 Fax. +81-3-5443-9457 E-mail. masaho.naya@kwe.com Contact: Ms. Naya
Interpreter / Receptionist service	iris link 1-10-8 Jindaiji Higashimachi Chofu-shi Tokyo 182-0012, Japan Tel. +81-90-8443-5079 E-mail. michiko.fuchigami@iris-link.jp Contact: Ms. Fuchigami
Organiser's office at the venue	Organiser's office: Tel. 81-3-3434-4271 4F Exhibition Hall During 27 (Mon) – 29 (Wed) September 2021 Tel. +81-3-5530-1192 (available during the above period only)

Schedule

Jul	Receive exhibitor manual	This manual covers the information about the venue, the basic rules, services and procedures of the fair. Please read it thoroughly to enhance the result of your participation.
	Registrations / orders	Please register / place orders through online exhibitor's page or by forms. www.mmfcservice.com/exhibitors > [Exhibitor's page]
Aug	Online exhibitor search released	Online exhibitor search page will open. Please register your company information, product information and highlights for targeted visitors before the page opens
	Information for visitors uploaded	Official information for visitors will be uploaded at the exhibitor's page
Sep	Move-in / booth set up	26(Mon) September 13:00 – 17:00
	Event opening	27(Tue) September 10:00 – 17:00 28(Wed) September 10:00 – 17:00 Move-out / dismantling 28 (Wed) September 17:00 – 21:00
After the event	Follow up	Send thank-you letters and strengthen relations with new customers for further business opportunities

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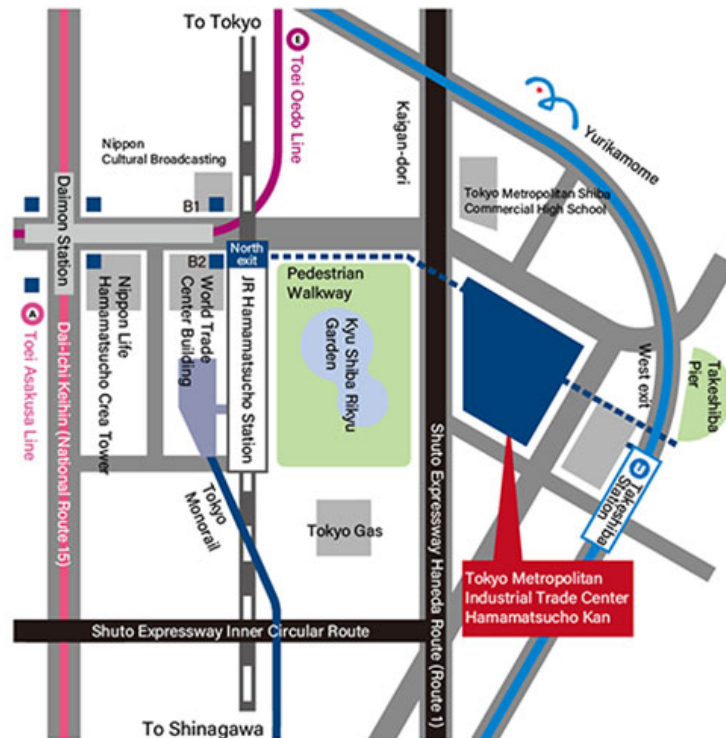
1. General Information

Outline of the event

Title	Formnext Forum Tokyo 2022
Period	27 (Tue)—28(Wed) September, 2022 10:00—17:00
Venue	Tokyo Metropolitan Industrial Trade Center Hamamatsucho-Kan 1-7-1, Kaigan Minato-ku Tokyo, 105-7501 Japan
About the fair	a leading event featuring a range of topical seminars and exhibition area, covering a variety of additive manufacturing and next generation intelligent industrial production solutions
Orgerniser	Messe Frankfurt Japan Ltd. Formnext Forum Tokyo orgerniser's office Shosankan 7F 1-3-2 lidabashi Chiyoda-ku Tokyo 102-0072, Japan Tel. 03-3262-8410 Fax. 03-3262-8442 Web. www.formnextforum.jp
Admission	Free on charge (online registration required)
Special highlight	Special Seminar Industrial Forum Exhibitor Presentation etc.

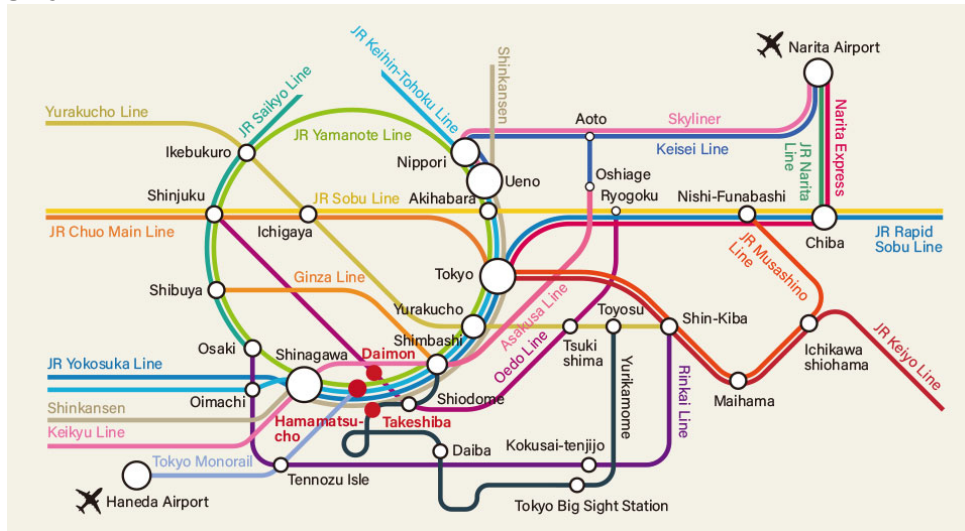
Location and access

Tokyo Metropolitan Industrial Trade Center Hamamatsucho-Kan
1-7-1 Kaigan Minato-ku Tokyo, 105-7501 Japan



For more information around the area of venue, please visit <https://visit-minato-city.tokyo/en/>
Hotel information is also available.

When coming by train



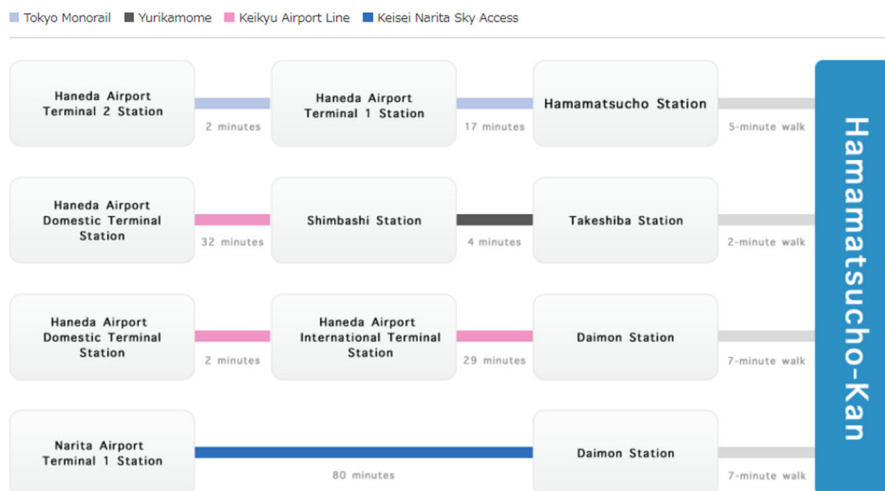
- JR JR A five-minute walk (350 m) from Hamamatsucho Station (north exit) Exit to Takeshiba-dori and proceed toward Takeshiba Pier.
- Tokyo Monorail A five-minute walk (350 m) from Hamamatsucho Station (north exit) After exiting the monorail ticket gate, turn right at the front entrance of the World Trade Center Building and proceed toward Takeshiba Pier.
- Yurikamome (new option) A two-minute walk (100 m) from Takeshiba Station After leaving the ticket gate, go out the west exit and proceed toward Hamamatsucho Station.
- Toei Asakusa Line (subway) A seven-minute walk (450 m) from Daimon Station Leaving the Daimon/ Hamamatsucho Station ticket gate, go out the B2 exit. When outside, go past JR Hamamatsucho Station (north exit) toward Takeshiba Pier.
- Toei Oedo Line (subway) A seven-minute walk (450 m) from Daimon Station Leaving the Daimon/ Hamamatsucho Station ticket gate, go out the B2 exit. When outside, go past JR Hamamatsucho Station (north exit) toward Takeshiba Pier.

The times shown are travel times and do not include the time required for transfers.

When coming by car

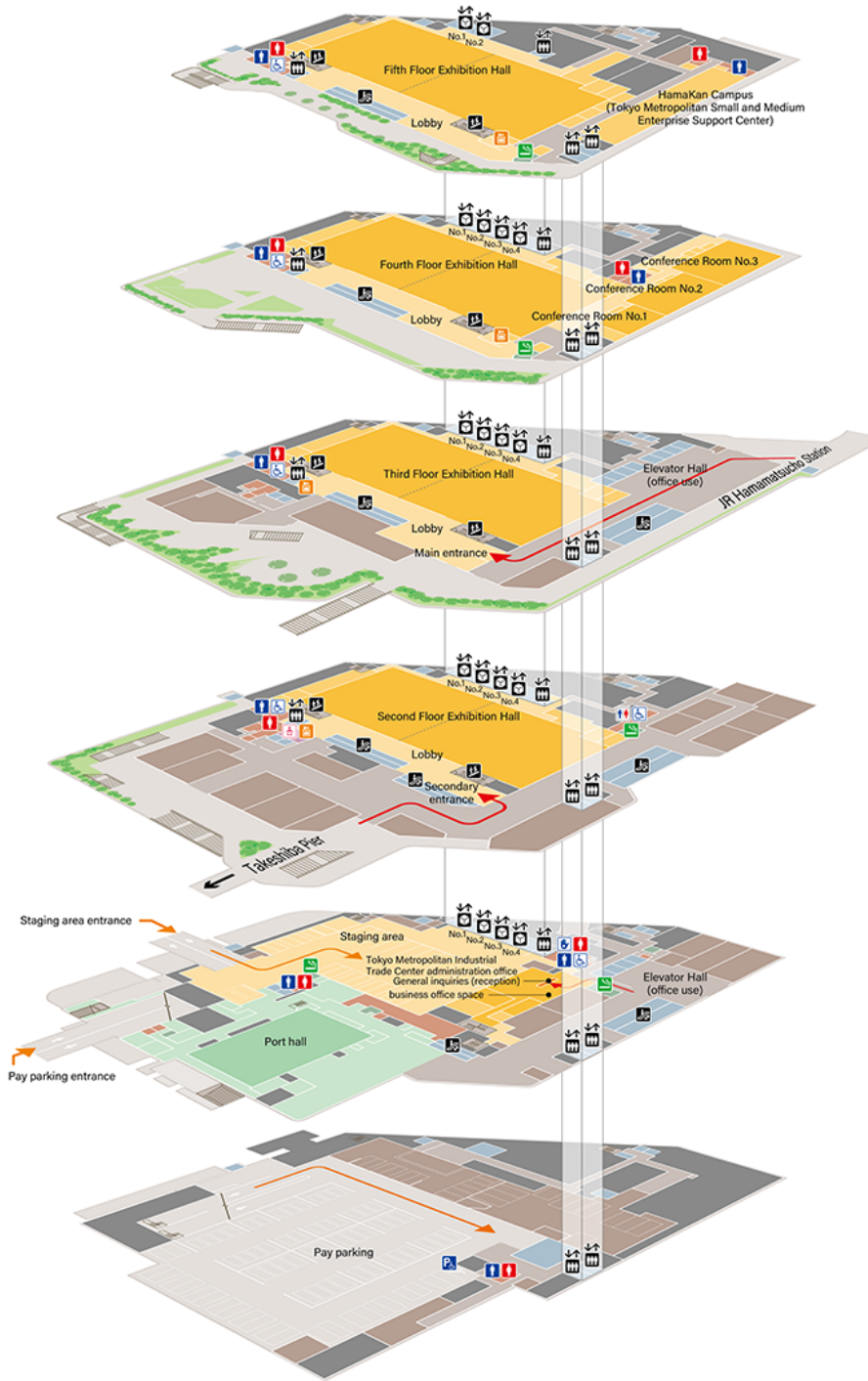
- Highway Approx. 10 minutes from the Shiba-koen or Shiodome interchange on the Shuto Expressway Inner Circular Route, or from the Shibaura interchange on the Shuto Expressway Haneda Route. Shared-used pay parking facilities are available on the B1 level.

When coming from the airport



The times shown are travel times and do not include the time required for transfers.

Service facilities of the venue



5F Exhibition Hall (approx. 1,530m²)
Lockers, smoking room

4F Exhibition Hall (approx. 1,530m²)
Conference rooms
(approx.83m², 182m², and 257m²)
Lockers, smoking room

3F Exhibition Hall (approx. 1,530m²)
Main entrance, lockers

2F Exhibition Hall (approx. 1,530m²)
Secondary entrance, lockers
Baby care area
(Nursing room, diaper change station)
Smoking room

1F Tokyo Metropolitan Industrial
Trade Center administration office
General inquiries (reception)
business office space
Loading/unloading area
smoking room
first aid room

B1F Pay parking

Legend

- Men's restroom Women's restroom
- Multipurpose restroom Lockers
- Nursing room, diaper change station
- First aid station Smoking room
- Elevators Freight elevators Stairs
- Handicapped parking Escalators

Service facilities of the venue

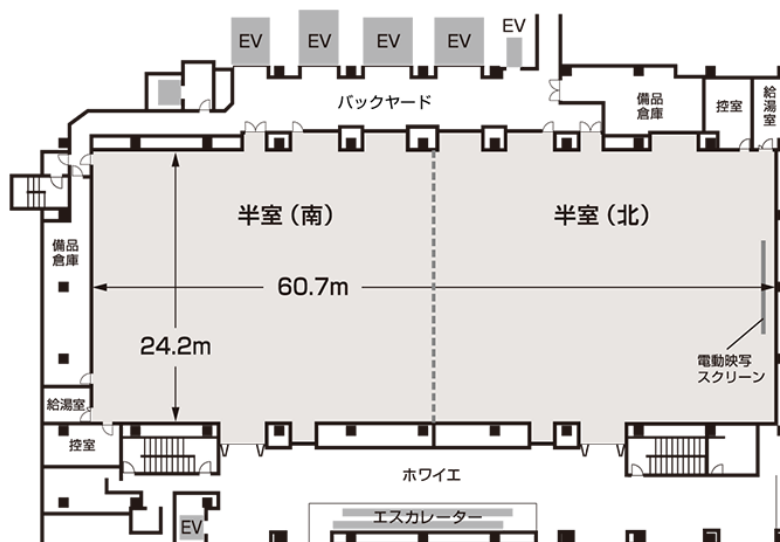
Rental Exhibition Halls	2~5F	Four halls, each 1,530m ² in size (with optional partition to divide hall in half), ceiling height: 5m, floor load: 1 ton/m ²
Rental Conference Rooms	4F	Three rental conference rooms with capacities of approximately 35, 100, and 150 people (classroom format). Size: approx. 83m ² , 182m ² and 257m ² (with optional partition to divide room in half).
Administration Room / Business Office Space	1F	Administration space for exhibition business and consultation. Business office space.
Baby Care Area (Nursing Room, Diaper Change Station)	2F	Exhibition hall lobby —private room for nursing, diaper changing station, bottle warmer, hand washing facilities
Smoking Rooms	1F	Next to the office elevator halls
	2F	Next to the shared-use restrooms Next to the shared-use elevators ※May not be available to prevent infectious diseases
First Aid Station	1F	Next to the administration room. Furnished with a bed and two changes of bedclothes.
Loading Unloading Area	1F	Parking space: approx. 1,200m ² , work area: approx. 300m ² , platform height: 0.72m, entrance height limit: 4.3m
Other		https://www2.sanbo.metro.tokyo.jp/hamamatsucho/

Equipment of the venue

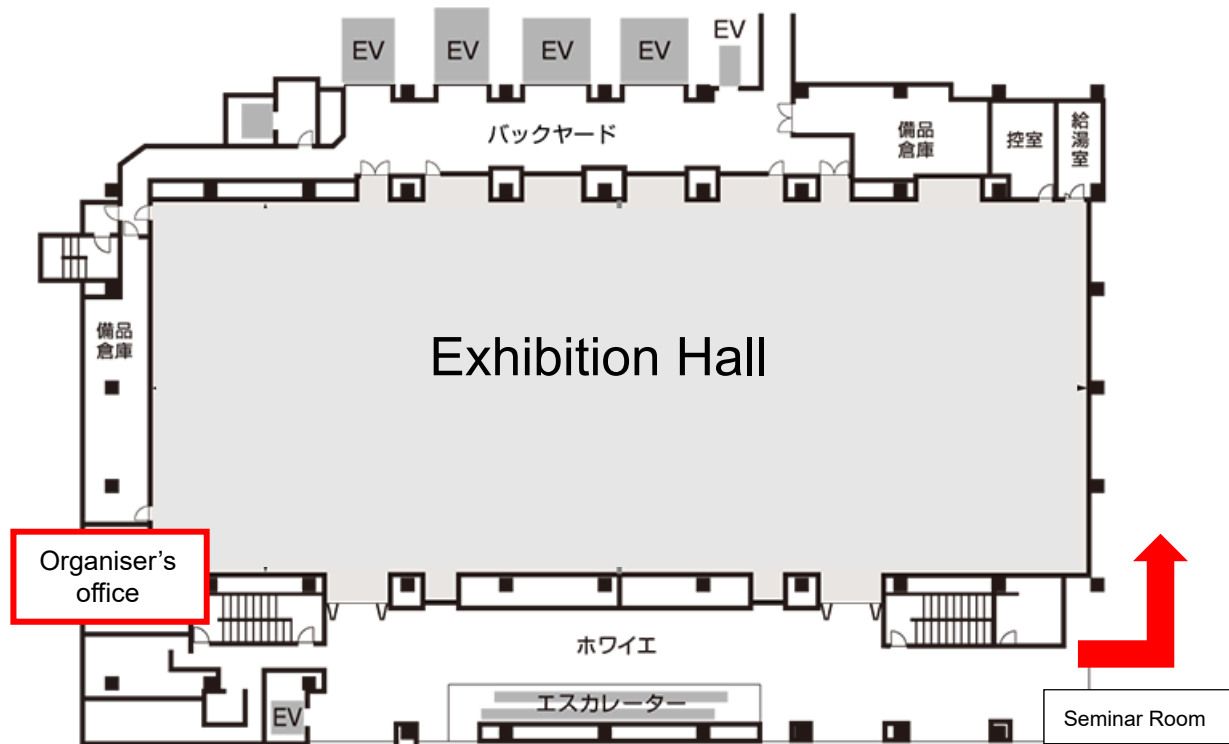
Escalators	2~5F	Located between exhibition hall lobbies (width: 600 mm)
Passenger elevators	2~5F	One elevator, capacity: 20, wheelchair accessible
	1~5F	Exhibition hall loading area, one elevator, capacity: 15
	B1~6F	Building shared-use hall, two elevators, capacity: 15, wheelchair accessible
Freight elevators (exhibition hall loading area access)	1~5F	Max load 5t, elevator no.2, inside dimensions (m): 3.2w×4.0d×2.6h Max load 5t, elevator no.3 and 4, inside dimensions: 4.0w×3.5d×2.6h Max load 3t, elevator no.1, inside dimensions: 3.0w × 3.5d × 2.6h
	1~2F	Shared-use halls
General restrooms	2~5F	Exhibition hall lobbies
	4F	Conference room area
Multipurpose restrooms	1~2F	Shared-use halls
	2~5F	Exhibition hall lobbies

Event hall

Floor area	4F	1,530 sqm
Ceiling height		5.0 m
Withstand load		1t / sqm



Organiser's office and service facilities



Organiser's office Various services including information about the event.

Press area Exhibitors can display and provide their information materials to the press such as product catalogues & press releases.
Period: 26(Mon) September 15:00 – 28 (Wed) September

Lost and found Lost items will be kept at the Tokyo Port City Takeshiba Office Building Disaster Prevention Center 81-3-6854-1090

2. Rules and Regulations

Rules and Regulations

The organiser has issued rules and regulations in order that all exhibitors will have optimum opportunities to present their exhibits and attract attendees and interested parties to visit their booths. The rules and regulations are binding upon all exhibitors. In the interest of all participants, the organiser reserves the right to verify compliance with these regulations. Thus, please read carefully following rules and regulations for your successful participation in the event.

Tokyo Metropolitan Industrial Trade Center Hamamastucho-kan is located in Tokyo Port City Takeshiba Office Building Disaster Prevention Center. As a complex facility, please observe the following, including the rules for the office tower.

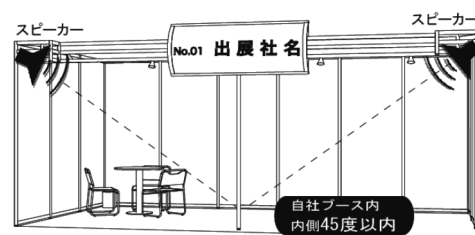
No open flames	<p>An open flame is a "fire with flames, sparks, or heat generating parts exposed to the outside."</p> <p>*For equipment that uses fire that uses gas, liquid, or solid fuel as a heat source, use equipment other than sealed combustion equipment (FF type) that takes in air directly from the outside and discharges exhaust gas and other products directly to the outside. All are banned as open flames.</p> <p>*For electric appliances that use electricity as a heat source, in addition to those with the red hot part exposed to the outside (electric heating equipment with exposed nichrome wire), if flammable materials come into contact with the externally exposed heat generating part. Those that may ignite instantly (corresponding to flames and sparks and judged with a surface temperature of approximately 400 degrees or higher as a guide) are considered to be open flames.</p>
Do not bring in dangerous goods	<p>Bringing in ignition or flammable materials, explosives, weapons, powerful drugs, and other dangerous materials is prohibited. The range of dangerous goods subject to bans is excluding dangerous goods, semi-dangerous goods, matches, flammable gases, explosives and toys, which are always carried and easy to carry.</p> <p>※If you wish to temporarily cancel prohibited acts (such as bringing in dangerous goods), you need to apply for cancellation to the fire department in your jurisdiction. Please read the Fire Service Act rules (bringing, using, etc. of fire and dangerous goods) in this manual carefully, and submit Document 2 [Hazardous materials / Fire prevention]. Please note that the product cannot be exhibited without the approval of the fire department. In addition, additional applications cannot be made in this case.</p>
No smoke / fog	Making smoke and using fog machines / smoke machines are prohibited.
Prohibitions for exhibitions and demonstrations	<p>Exhibition demonstrations are prohibited for items that fall under the following items.</p> <ul style="list-style-type: none">• Easy to ignite• Flame, smoke emitting• Noise, vibration, dust or foul odor• Items that may cause an accident due to contact or approach• Items that may leak to the floor• Items that may stain or damage other facilities
Prohibition of harassment	<ul style="list-style-type: none">• Distributing leaflets, soliciting, donating, signing, etc. out of the booth• Smoking, eating and drinking outside the designated areas• Drinking alcohol outside the designated area• Bringing in animals (excluding assistance dogs and living organisms approved for exhibition)
Prohibition of exhibiting abandonment	Exhibits may not be removed or the booth may be left unattended during the session without the permission of the organiser.
Exhibits / decorations stick out	Exhibits and decorations must be kept inside the company's booth, and it is prohibited to go outside the frame of the company's booth. If you cannot remove it even after the caution from the secretariat, the secretariat will

	<p>completely remove it. In addition, it is prohibited to leave exhibits, decorations, packing materials, etc. in the aisles or behind the company's booths.</p> <p>* Construction using materials that violate related laws and regulations such as the Fire Service Act and the use of fire are strictly prohibited and may be ordered to be removed by inspection by the fire department.</p>
No gas balloon	Using / having gas balloons are prohibited.
Floor	The flooring at the venue is easily damaged by flooring, so please cure it as necessary when loading and unloading. If there is significant floor or wall damage, the exhibitor will be charged for the repair. Please be careful when using the dolly and when installing and removing furniture.
Promotional activities in shared spaces	When distributing free samples, catalogues and questionnaires to visitors, please conduct it within your booth only.。
No smoking	The entire Hamamastucho-kan is non-smoking. Please smoke at the smoking area shared by the 1st and 2nd floors of the Tokyo Port City Takeshiba Office Building during the loading and unloading period and during the exhibition period.
Handling of food and drink	From the standpoint of ensuring food safety and public health, eating and drinking inside the venue (including foyer and aisles) and providing food and drink inside the booth are prohibited. Please eat and drink at the exhibitor waiting room or at restaurants inside and outside the facility.
Prohibition of spot sale	This event is held for the purpose of business negotiations. Selling to an unspecified number of visitors under the name of spot sale of samples is strictly prohibited as it will be a nuisance to other exhibitors.
Water supply and drainage work	Construction with water supply and drainage trunk lines is not allowed

Prohibition of improper use of facilities

- Acts that hinder fire and disaster prevention management
- Acts that violate facility management instructions
- Use of incidental equipment / equipment other than the original purpose and movement to a place other than the designated place
- Unauthorized entry, occupancy, installation of signboards, advertisements, etc. in places other than the designated place
- Distributing and submitting signs, posters, leaflets, etc. in places and methods other than those specified
- Carrying in / out using a dolly, etc. from other than the cargo loading area (1F)
- Other acts that the Tokyo Metropolitan Industrial Trade Center Hamamastucho-kan deems inappropriate

Exhibitor badge	Exhibitors entering the exhibition hall and all other related parties are required to wear the designated exhibitor badge or worker sticker to prevent accidents and theft from the exhibition period to the carry-out. In addition, at this event, as a measure to prevent infection with the new coronavirus, the number of staff stationed at the company's booth is 2 per booth (both 9 sqm / 6 sqm) (the number of staff in the booth at the same time). If the maximum number of people in the booth is exceeded, please maintain a social distance such as one of the exhibitors temporarily waiting outside the booth.
Visitor badge	All visitors are registered and managed by a QRcode system. All visitors are required to wear QRcode-attached badges. As the fair is held for the trade purpose, people under 18 years old are refused to enter. The organiser will refuse the entry of a visitor, without any admonition, who is determined as a crime syndicate, a member of a crime syndicate, an affiliate of a crime syndicate, a corporate extortionist, a social activist, etc.
Demonstration of exhibits	If a nearby exhibitor complains about the performance, or if the organizer determines that it will hinder the performance, we may ask you to limit or cancel the performance. Pay particular attention to the volume of microphones and AV equipment.
Volume Control	<p>When using a microphone, broadcasting a video, or exhibiting a product that produces sound, please be careful not to disturb other exhibitors. The volume of AV equipment such as microphones and speakers should be 75 decibels or less as measured on the boundary line with the adjacent passage.</p> <p>Also, do not point the public address system such as speakers toward the aisle side, and be sure to install it so that it faces inward with respect to the inside of your booth. When installing on a wall, keep the center axis of the speaker within 45 degrees vertically downward. (See the figure on the right)</p> <p>Exhibitors are requested to take soundproofing measures for the operating noise of equipment and devices operating in the booth. If you want to operate a device that produces noise continuously, such as a pump or compressor, please take soundproofing measures such as enclosing it. If you receive a warning from the organizer, please follow the instructions immediately. Please note that if the organizer deems it necessary, we may prohibit the act or cancel the exhibition.</p>
Announcement and paging	No announcements for paging or any other private purpose will be made during the event.
Security precaution	<p>Each exhibitor must take measures such as covering the product with white cloth and tape to prevent people from entering the booth when leaving the booth at the time of delivery or after closing.</p> <p>* If you find a suspicious person or object, please report it to Organiser's office or the venue management company immediately.</p>
Insurance	The organiser will provide security guards for the hall during the event period, however, assumeno legal responsibility for exhibits from damage, theft, loss or any other accidents. It is strongly recommended to carry insurance on exhibits, etc. during the whole event period including move-in and move-out.



Protection of rights

Protection of intellectual property rights of exhibits



The organiser strives to prevent the copy of exhibits and to protect intellectual property in order to make the event a place where all exhibitors can display their new products with a sense of security. To better protect company-owned products and the industrial property rights to brands, we request the attention and cooperation of every exhibitor, both in their advance preparations and during the event.

Registration of intellectual property rights and copyrights

The organiser recommends that exhibitors register their trademarks and products with appropriate authorities in their respective countries and in Japan in advance of the event. By the registration, exhibitors can establish a clear basis to present the evidence necessary to instigate legal action in the event of intellectual property infringement. For more information, please consult Japan Patent Office. www.jpo.go.jp

In the event of infringement of intellectual property rights at the event, exhibitors will be required to present appropriate evidence at the venue. Therefore, exhibitors are encouraged to bring appropriate documents required for submission in such case, including original documents or certified copies, particularly certificates for patents, trademarks, registered designs or utility models, together with any proof of final verdicts already obtained against a copier that is exhibiting.

Exhibitors must ensure that their exhibits, packages and related publicity materials do not in any way violate or infringe the rights of third parties with respect to trademarks, copyrights, design rights, names and patents, whether registered or otherwise, in accordance with laws and regulations in Japan. The organiser maintains the right to refuse participation of exhibitors that violate such laws and regulations. In the event that the organiser uncovers such a case at the event, it maintains the right to remove an exhibitor's products and refuse participation of such exhibitor. In addition, the organiser may also refuse participation of an exhibitor or remove exhibits in the cases described in the article "Right-expired products".

Right-expired products

The organiser shall respect the rights of original manufacturers. In case the original right holder continuously produces the product, the organiser shall respect the right of the original manufacturer. In the event that another party at the event is producing such products, the organiser will prohibit its display and have it removed from the event. Conversely, if an original holder of the rights to a product no longer produces it, other parties will be permitted to display such product at the event.

Photographing and videotaping

The organiser has strengthened its strict regulations on photographing and videotaping in order to support exhibitors in the fight against product and brand piracy.

· Media representatives

With the exception of journalists wearing a press badge and an armband that the organiser issued, all visitors are prohibited from photographing or videotaping at the venue. Armbands will be issued exclusively to media representatives directly involved in news reporting. If you notice anyone photographing or videotaping without wearing a press badge and an armband, please inform the organiser or security guards at the venue.

· Visual and sound recording by the organiser

The organiser and its group companies are entitled to make, or to have made on their behalf, visual and sound recordings, as well as sketches of exhibition stands or individual exhibits, for the purposes of documentation or for their own publications. This also applies to any persons included in such recordings.

· Exhibitors

Exhibitors are permitted to photograph and videotape their own booths and products, but are prohibited from photographing and videotaping elsewhere at the venue. If photographs of the overall event are needed, please contact the organiser.

· Ban on photographing sticker

Exhibitors are encouraged to display the "Ban on photographing" sticker given by the organiser at their booth.

Ban on photographing sticker



Exhibitor's personal information [Organiser]	The personal information received from exhibitors will be kept under strict control and management by the organiser. Please note that the data will be shared with official contractors for operating the event.
Visitor's personal information [Organiser]	<p>Visitor's personal data may be used for the purpose of providing information on events/ magazines and related services of the *Messe Frankfurt Group companies as well as on products and services provided by exhibitors and sponsors. We will utilize visitor's data for no other purposes. The personal information received will be kept under our strict control and management.</p> <p>In addition, visitor's personal data stated in the application form may be provided to the *Messe Frankfurt Group companies for the above purpose. *Messe Frankfurt Group companies is defined in our Privacy policy provided on our website. https://www.jp.messefrankfurt.com/tokyo/en/privacy-policy.html</p> <p>You can e-mail us for enquiries regarding your personal information. E-mail. privacy@japan.messefrankfurt.com</p>
Visitor's personal information [Exhibitor]	Based on the Personal Information Protection Law in Japan, the organiser recommends exhibitors that those who acquire visitor's personal information by any means including collecting business cards and / or questionnaires should explain the purpose of usage and data management to obtain the agreement from the visitors. The information acquired should be handled appropriately within the scope of the purposes of use.

3. COVID-19 Prevention Manual

Coronavirus Disease 2019 (COVID-19) Prevention Manual

We have established these guidelines, based on "Exhibition Industry Guidelines for Preventing the Spread of COVID-19 Infection" created by the Japan Exhibition Association in order to prevent the spread of COVID-19 infection during the event period.

In addition, we also provide information on optional equipment related to droplet infection prevention in the **Package Booth / Optional furniture**], so please consider it as well.

Coronavirus Disease 2019 (COVID-19) Prevention Manual

About these guidelines

We have established these guidelines, based on "**Exhibition Industry Guidelines for Preventing the Spread of COVID - 19 Infection**" created by the Japan Exhibition Association and "**COVID-19 Prevention Measures at Trade fairs**" created by Tokyo Big Sight inc., in order to prevent the spread of COVID-19 infection during the trade fair period.

In order to take all possible measures for trade fairs, 1.[Infection control measures to be taken by the organiser] 2.[Infection prevention measures to be taken by exhibitors] 3.[Infection control measures addressed to visitors] are specified. We ask that you read these guidelines and to cooperate with infection prevention measures.

* These guidelines are as of 30 June, 2022. The content of these guidelines may be reviewed and revised as necessary based upon the advice of experts and changes in infection rates.

Basic Policies

Organisers should plan the venue structure and site operation to reduce as far as possible crowding of exhibitors and visitors so as to prevent infection, which are **1) Closed spaces with poor ventilation 2) Crowded places with many people nearby 3) Close-contact setting such as close-range conversations**, and publicize the specific measures to the attendees (e.g. exhibitors, visitors, relevant parties, and supporting companies) and make efforts so the attendees would comply thoroughly with the measures.

Request of enforcement of modified basic lifestyle

To prevent infection, we ask that you cooperate with the following basic lifestyle modifications routinely, including during trade fairs.

- Frequent hand washing / sanitizing
- Use of a mask and observe coughing etiquette
- Avoidance of 3 C's
- Maintenance of a social distance at least 1 meter, preferably 2 meter
- Checking of body temperature and physical condition every morning

* Anyone with a temperature of 37.5°C or over, or who is not feeling well, should not come to the venue.

Those who apply to the following conditions on the day of visit to our trade fairs will not be allowed to enter

- Those who are not wearing a mask (* non-woven mask is recommended) at the venue entrance
- Those who do not disinfect their hands with hand sanitizer at the venue entrance
- Those who present with a body temperature of 37.5°C or over
- Those who reject registration of information including personal information at pre-registration or reception at the venue
- Those who have symptoms such as cough, sore throat, or difficulty breathing
- Those who have been infected with COVID-19 and are still within the past 14-days since a negative test result was obtained.
- Those who enter or return from countries/regions designated by the government and are in self-quarantine period, or have had close contact with applicable residents.
- Those who are not feeling well (e.g., abnormal sense of taste or smell, fatigue)

<<Request to install the COVID-19 Contact-Confirming Application (COCOA)>>

The contact-confirming application is a smartphone app that enables you to receive notifications about the possibility of contact with someone infected with COVID-19.

This app uses the short-range communication function (Bluetooth) on smartphones upon user approval to receive notifications about the possibility of contact with a person who has tested positive for COVID-19, while ensuring anonymity for your privacy. Users can receive support, such as testing from a public health centre, sooner, by knowing that they might have been in contact with someone who has tested positive. The more users, the more effective it will be in preventing the spread of infection.

For more details, please go to the website of Ministry of Health, Labour and Welfare
<https://www.mhlw.go.jp/english/>

1. Infection control measures to be taken by the organiser

<p>Pre-fair (During planning)</p>	<p>[Management of Attendees]</p> <ul style="list-style-type: none"> • Call to participants to prevent infection - call for thorough basic lifestyle modifications through the official website, visitor pre-registration page, email distribution, etc. • Disseminate the infection control measures taken by the organiser to visitors and obtain their consent to the measures. • For exhibitors and visitors from prefectures under special precautions and overseas, we will set another rule that emphasizes safety in accordance with infection conditions as well as policies and instructions from the central and local governments. • All visitors are to pre-register on the official website so that the expected number of attendees is known in advance. <p>[Plan of on-site operation and traffic line]</p> <ul style="list-style-type: none"> • Plan the venue structure that avoids 3 C's. <ul style="list-style-type: none"> - The aisle should be 3 meters wide or more. - Social distancing at least 1 meter, preferably 2 meters, mandatory mask wearing, frequent hand washing/sanitizing are reminded by signs. - Barriers such as acrylic panels and plastic curtains should be installed at places where the mask may be removed, such as a place where you eat or drink. <p>[Hygiene measures]</p> <ul style="list-style-type: none"> • Install hand sanitizer at the entrance of the exhibition halls and require visitors to disinfect their hands. • If temporary rest areas or lounge are installed in the exhibition halls, disinfectant should be provided at each table or at a location that is specifically set up for that, except for simple rest areas consisting of benches only. • Prepare equipment such as thermography and take the temperature of visitors upon entry to the venue. <p>[Measures to be taken during selling/providing food and drink]</p> <ul style="list-style-type: none"> • If tables and chairs are provided, these should not be placed directly in front, or they should be equipped with partitions (acrylic plates, etc.) and arranged to ensure physical separation of at least 1 meter (preferably 2 meters) between visitors. • Ensure that all visitors eat and drink at the designated areas where necessary infection measures are taken which should be reminded by signs. • Frequently disinfect tables and chairs, using alcohol-based disinfectant, etc. • In the case of rest areas consisting only of tables and chairs and without selling/providing food and drink, tables, chair backrests and other high-contact surfaces should be disinfected. • Disposable tableware should be used as much as possible. If trays are reused, they should be cleaned or disinfected. • Hand sanitizer should be provided at each table or area for visitors to use. • Sales staff and kitchen staff should wear masks (* non-woven mask is recommended) or other face coverings and wash/sanitize hands frequently. • Clear plastic sheeting or other type of partition should be installed between sales staff and visitors. • If installing splash guards or other physical barriers, avoid installing them near heat-or incandescent-light-emitting equipment of fixtures. If such barriers are needed for infection control, ensure that fire-retardant, non-combustible or flame-resistant materials are used. • Encourage the use of cashless payment at restaurants and shops as much as possible.
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Coronavirus Disease 2019 (COVID-19) Prevention Manual

<p>Pre-fair (During planning)</p>	<p>[Co-sponsored programs during the trade fair]</p> <ul style="list-style-type: none"> • At incidental events (e.g., opening ceremony, exhibitor party, social gathering) that present risks of infection, the number of attendees should be limited. Such events may be cancelled based on the infection conditions. • For sessions such as seminars, a layout should be created so that the distance between the speakers and the audience is at least 2 meters, or a shield such as acrylic panels should be installed on the stage to prevent droplets, and the distance between members of the audience should be maintained appropriately based on seminar's scale, purposes, and anticipated congestion. • At programs such as seminars, presentation and stage demonstrations, personal information of the attendees must be collected. • To prevent infections, inform the audience in advance that writing implements, water and so forth will not be provided by the organiser. • If monetary exchanges occur, implement online payments as much as possible. <p>[Others]</p> <ul style="list-style-type: none"> • Create and disseminate infection control measures to exhibitors (See 2. [Infection control measures to be taken by exhibitors]). • If staffs from the organiser and supporting companies take public transportations to the venue, ask them to come to the venue separately at different times as much as possible. • Create a response manual for suspected cases of infection and publicize the manual to the sponsors/supporting companies. • Request to install the COVID-19 contact confirmation application (COCOA). • Obtain attendees' name and contact information (i.e., exhibitors, visitors, relevant parties, supporting companies). * For exhibitors and supporting companies, obtain the information of the contact person only.
<p>During move-in & move-out and the fair</p>	<ul style="list-style-type: none"> • Call all visitors to wear a mask (* non-woven mask is recommended). • Temperature to be taken at admission by thermography. * Those with a fever of 37.5°C or over are not allowed to enter the venue, and the contact information of the infection consultation centre is given. If their symptoms prevent them from going home, take them to the medical room. • Install hand sanitizers and signage that encourage their use at the venue entrance and other high-traffic areas. Sanitizers should be refilled regularly. • Frequent ventilation in the venue. • Make announcements about avoiding 3 C's in the exhibition halls. • Frequently disinfect and clean contacted items and surface, except for exhibitors' booth, shared by many (e.g., tables, chair backs, door handles, electric switches, phones, keyboards, tablets, touch panels, cash registers, faucets, handrails). • Providing alcoholic beverages and holding social gatherings in the exhibition hall should be reduced or refrained from taking into consideration the infection situation. • Obtain personal information of those attending seminars, presentation and stage demonstrations that are conducted by the organiser or the sponsor, at each session. Chairs and equipment are cleaned and disinfected for each session. • Implement admission restrictions when the maximum capacity is exceeded. • Admission fees and other payments at the venue should be handled by cashless payment or in a method that requires no direct contact. • Encourage visitors to leave promptly after the closing of the fair. Encourage exhibitors to leave promptly after the closing of the fair and move-in&move-out.
<p>After the fair</p>	<ul style="list-style-type: none"> • Keep attendees' information (name and contact information) for at least 3 weeks after the fair. * In cases of infection, we disclose necessary information at the request of government agencies / municipalities in order to identify the route of Infection.

Coronavirus Disease 2019 (COVID-19) Prevention Manual

2. Infection control measures to be taken by exhibitors

Exhibitors should read and share these guidelines with their staffs and subcontractors (excluding official stand constructor).

<p>Pre-fair (During planning)</p>	<p><input type="checkbox"/> Selection of booth construction company: It is recommended to place an order with a reputable company from the safety standpoint, including member companies of the Japan Exhibition Association, the Nippon Display Federation, Events & Trade fair Safety Construction Promotion.</p> <ul style="list-style-type: none"> - Create a booth design that considers prevention of 3 C's - Install barriers such as acrylic panels and plastic curtains at places where the mask may be removed, such as a place where you eat or drink. <p>(Available for a fee from official stand contractors).</p> <ul style="list-style-type: none"> - Disinfect exhibited products frequently or take other measures to prevent visitors from touching the exhibits <p>* Structures exceeding 4 meters in height and two-story construction are prohibited in order to reduce the workload and the number of staffs/workers on site. In addition, we ask the exhibitors to follow the construction regulations established by the organiser (refer to the Exhibitor Manual "Booth fitting regulations").</p>						
<p><input type="checkbox"/></p>	<p>Plan for management of in-house and outsourced staffs attending the exhibitors' booths, and preventive measures.</p> <ul style="list-style-type: none"> - Create a list of in-house and outsourced staffs for each day. <p>* We ask to limit the number of people (including visitors) who will be present in the booth at the same time to the maximum number of people specified for each booth size.</p> <table border="1" data-bbox="437 927 968 1093"> <thead> <tr> <th>Size</th> <th>the maximum number of people</th> </tr> </thead> <tbody> <tr> <td>9m²</td> <td>4</td> </tr> <tr> <td>6m²</td> <td>3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> - Arrange to have necessary protective equipment (e.g., masks, face shields) for booth attendants - Arrange to have masks for staffs at exhibitors' booth and disinfectant used at booth 	Size	the maximum number of people	9m ²	4	6m ²	3
Size	the maximum number of people						
9m ²	4						
6m ²	3						
<p><input type="checkbox"/></p>	<p>Inform business partners and clients that masks and temperature check prior to visit are required.</p>						
<p><input type="checkbox"/></p>	<p>Consider an advance appointment system for business meetings. If possible, create a business meeting schedule that includes a list of prospective clients in advance.</p>						
<p><input type="checkbox"/></p>	<p>Install the COVID-19 contact confirmation application (COCOA) developed by the Ministry of Health, Labor and Welfare.</p>						
<p><input type="checkbox"/></p>	<p>Register with the Osaka COVID-19 Tracing System.</p>						
<p><input type="checkbox"/></p>	<p>In holding events such as seminars, consider a pre-registration system, management with numbered tickets, shipping at a later date, and events held at multiple locations / times.</p>						
<p><input type="checkbox"/></p>	<p>Consider digitalization of distribution materials within the exhibitors' booth.</p>						
<p><input type="checkbox"/></p>	<p>If food and beverages will be provided to many unspecified visitors (e.g., tasting), Form <Food & Beverage> in the Exhibitor Manual should be submitted in advance and the required facilities and provision methods specified by the public health centre should be followed. Persons in charge of tasting should wear masks (* non-woven mask is recommended) and gloves, use disposable tableware, and make sure to dispose of garbage after completely sealing the waste bags. Tasting staff should also wear face shields in order to prevent infection by splash. When serving beverages such as water or tea during business meetings, provide them the bottled one or in a form that poses lower risk of infection.</p>						

Coronavirus Disease 2019 (COVID-19) Prevention Manual

During move-in & move-out and the fair	<input type="checkbox"/>	Mandatory mask (* non-woven mask is recommended) wearing and frequent hand washing / sanitizing.
	<input type="checkbox"/>	Frequently disinfect and clean contacted items and surface shared by many (e.g., exhibited products, tables, chair backs, door handles, electric switches, phones, keyboards, tablets, touch panels, cash registers, faucets, handrails).
	<input type="checkbox"/>	Garbage that may be infected with viruses (e.g., masks, used tissues, leftover food, leftover drink cups) should always be put in a sealed container such as a plastic bag, and should be disposed of in a place designated by the organiser.
	<input type="checkbox"/>	Do not call in visitors to your own booth or speak loudly during business meetings and demonstrations.
	<input type="checkbox"/>	Create and manage a list of in-house staffs, outsourced staffs, and visitors for each day.
	<input type="checkbox"/>	<p>Strive to prevent 3 C's in the booth.</p> <ul style="list-style-type: none"> - Reduce the duration of business meetings. If a meeting appears to prolong, consider using e-mail, phone, or online meeting. Record the date and time of business meetings and the name of the business partners and internal personnel present - Manage your booth so that it is not crowded - Use the digital version for business card exchange and pamphlet distribution, or take measures to avoid direct/close contact - For demonstrations within the exhibitors' booths, each company is responsible for ensuring the distance between visitors and limiting the number of attendees. When performing a close-up demonstration or giving treatment, record the personal information of the operator and the visitor present and the date and time of the demonstration / treatment
	<input type="checkbox"/>	Providing alcoholic beverages and drinking alcohol in the exhibition hall will be reduced or refrained from taking into consideration the infection situation. In addition, alcoholic beverages should be provided in a short time and on a small scale, and infection control measures should be taken in accordance with the COVID-19 Prevention Manual, and at the same time, notification should be given to our company (organiser) in advance according to the exhibitor manual.
	<input type="checkbox"/>	Avoid direct/close contact by using cashless transactions or items such as trays for cash payment during monetary exchanges in the exhibitors' booths.
<input type="checkbox"/>	After work during the move-in and move-out period, and after closing during the event period, wipe out and sterilize within the booth and leave the venue immediately.	
After the fair	<input type="checkbox"/>	<ul style="list-style-type: none"> • Keep attendees' information (name and contact information) of the in-house and outsourced staffs and visitors for at least 3 weeks after the fair. • If in-person services/treatment such as makeup and massage services were performed, keep the personal information of the visitor who received such treatment and the date and the time of the treatment for at least 3 weeks. <p>*When cases of infection arise, we may ask you to disclose necessary personal information at the request of government agencies or municipalities for reasons such as specifying the route of infection.</p>

Coronavirus Disease 2019 (COVID-19) Prevention Manual

3. Infection control measures addressed to visitors

The organiser announces the following requests through the official website, visitor pre-registration page, email distribution, etc.

<p>Pre-fair</p>	<input type="checkbox"/>	<ul style="list-style-type: none"> • All visitors are to pre-register on the website and those who refuse to register personal information at pre-registration or reception will not be allowed to enter the fair. • Install the COVID-19 contact confirmation application (COCOA) developed by the Ministry of Health, Labor and Welfare. • Register with the Osaka COVID-19 Tracing System. • Make an advance appointment for business meetings. If a meeting appears to prolong, consider using e-mail, phone, or online meeting to reduce the duration of business meetings.
<p>At admission</p>	<input type="checkbox"/>	<p>Visitors for whom any of the following applies on the day of the visit to our trade fairs will not be allowed to enter the fair.</p> <ul style="list-style-type: none"> • Those who present with a body temperature of 37.5°C or over. • Those who have symptoms such as cough, sore throat, or difficulty breathing. • Those who have been infected with COVID-19 and are still within the past 14-days since a negative test result was obtained. • Those who enter or return from countries/regions designated by the government and are in self-quarantine period, or have had close contact with applicable residents. • Those who are not feeling well (e.g., abnormal sense of taste or smell, fatigue). <p>Visitors who refuse any of following at admission will be not allowed to enter the fair.</p> <ul style="list-style-type: none"> • Those who are not wearing a mask (* non-woven mask is recommended) at the venue entrance. • Those who do not disinfect their hands with hand sanitizer at the venue entrance. • Those who do not take temperature check by thermography. <p>No alcoholic beverages are allowed to be brought into the exhibition halls.</p> <p>The organiser will implement admission restrictions when the maximum capacity is exceeded.</p>
<p>After entry to the venue (during business meeting)</p>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Mandatory mask (* non-woven mask is recommended) wearing and frequent hand washing / sanitizing. • Reduce the duration of business meetings to avoid 3Cs. • Keep social distance at least 1 meter, preferably 2 meters. • Wash hand frequently after touching exhibited products. • Do not speak loudly and strive to prevent 3Cs during business meeting. • Record the date and time of business meetings and the name of the business partners.
<p>After the fair</p>	<input type="checkbox"/>	<p>When cases of infection arise, we may ask you to disclose necessary personal information at the request of government agencies or municipalities for reasons such as specifying the route of infection.</p>

4. Booth fitting regulations

Booth fitting regulations

All exhibitors must observe the following regulations without exceptions. This is to ensure the safe and trouble-free environment for both exhibitors and visitors, and also to maintain the unified aesthetic appearance and smooth operation of the event. The organiser reserves the right to request modifications or suspend an exhibit at any time, if the display or booth design violates the booth fitting regulations.

Please copy these regulation pages and hand them over to your stand contractors to make them fully aware of these regulations.

the basic package booth specifications are as follows

A Type

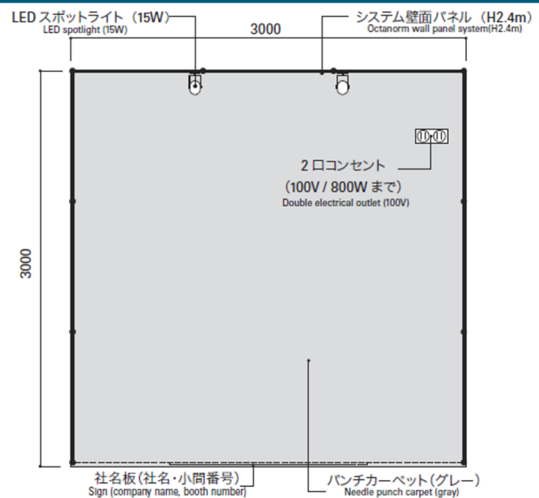
1小間 (9㎡ : 間口W3m×奥行D3m)

1小間 (9㎡) イメージ
1 booth (9㎡) image



※角小間の場合は通路に面したパネルは設置されません。
* No installation of side panels for a corner booth.

※社名板は角小間の場合は有料 (1枚 ¥8,000+Tax) にて追加可能です。
* For a corner booth, additional sign (company name, booth number) is available with extra charge (JPY8,000+TAX)



B Type

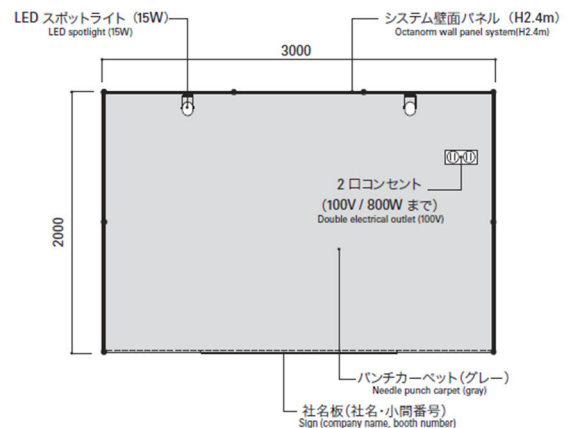
1小間 (6㎡ : 間口W3m×奥行D2m)

1小間 (6㎡) イメージ
1 booth (6㎡) image



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Included in the package booth]

System panel / punch carpet (gray) / LED spotlight (15W) / 2 outlets (can be used up to 100V / 800W) x1
Parapet and company name plate (company name / booth number) x1 Installation and removal / material transportation costs, electrical work fees and electricity usage fees (up to 1kW)

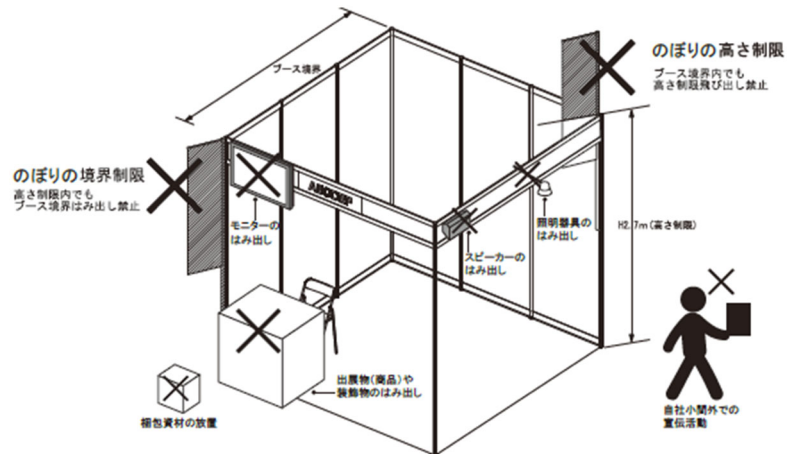
* Package booth contents are subject to change.

* Pushpins and nails cannot be struck directly on the system panel. Please use a weakly viscous tape so that no adhesive residue remains, and then restore the current status.

Booth decoration / About carry-out time	Please make sure that the work can be completed within the specified time for the construction of the booth, the decoration of the booth, the removal of the exhibited products, and the dismantling of the booth. In addition, we do not accept booth construction or booth decoration during the exhibition period. For details, see [Move-in / Move-out] .
Height restrictions on ornaments	The height limit for decorations is 2.4m.
Open surface restrictions	It is prohibited to completely conceal the surroundings of the booth for the purpose of safety management in firefighting and not interfering with the exhibition effect of neighboring exhibitors. When covering the booth with a wall surface, etc., secure 60% or more of the open part for the length of one side on the passage surface of the booth.
Two-storied booth	Two –stories booth decoration is not allowed in any case.
Ceiling / roof structure	Fire department regulations stipulate that in principle, exhibit structures should have no ceiling, roof, etc. to prevent any interference with automatic fire protection measures. In cases where an exhibitor deems the construction of a ceiling structure or roof as essential, the exhibitor must consult with the fire station through the official stand contractor in advance. Onsite inspection by the fire department will be conducted before the event and there may be the case that unreported or not approved ceilings shall be removed.
No gas balloon	Using / having gas balloons is prohibited.
No hanging objects from the ceiling	It is prohibited to hang and decorate exhibits from the ceiling of the exhibition hall. If found, the organizer will forcibly remove it.
Prohibition of construction on the floor	The floor material of the venue is flooring, which is easily damaged, so anchor bolts that damage the floor cannot be installed or decorated. In the unlikely event that the floor surface is damaged, the exhibitor will be billed for the replacement cost of the floor material. Please be careful when installing and removing furniture.
About installation of heavy objects	If a concentrated load is applied to the floor, take measures to disperse the weight and cure it. Floor load capacity 1t / sqm
Disposal of waste materials	Exhibitors must arrange for all packing materials, empty cartons and wooden crates to be carried away for disposal or storage before the event opens and after the move-out. The removal of any and all items or materials, remaining in the exhibition hall after move- out, will be charged back to the responsible exhibitor. Exhibitors are hereby cautioned that the organiser charges for the removal and disposal of abandoned items and the cost is very high. * If you wish to dispose of garbage at the time of carrying out, please be sure to consult us in advance ([Disposal of garbage at the time of carrying out]).
Boundary of exhibition decoration	Please keep all display decorations in your own booth. The following decorations are strictly prohibited. * Installation of decorations, exhibits, chairs, etc. on the aisle * Hanging banners and wires from the existing ceiling * Installation of decorations and exhibits on the skeleton (ceiling / wall surface) in the venue * Use of balloons

Exhibits / decorations
Prohibition of
protrusion

Exhibits (products) and decorations must be kept inside the company's booth, and it is prohibited to extend outside the frame of the company's booth. If you cannot remove it even after the precautions from the organizer, the organizer will completely remove it. In addition, it is prohibited to leave exhibits, decorations, packing materials, etc. in the aisles or behind the company's booths.



Use of Flame
Retardant materials

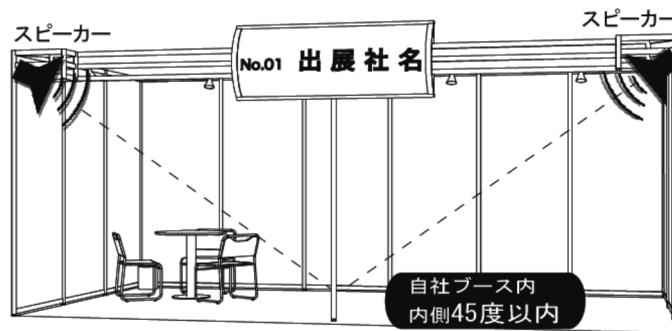


All materials to be used for booth construction, display etc. must adhere to the disaster / fire prevention regulations. If the materials used have not been adequately fireproofed, the Fire Station reserves the right to order to take down or rearrange the designs during the inspections.

- Decorative materials such as plywood, veneer have to be nonflammable and with authorized “Flame Retardant” (“防炎” BOEN in Japanese) labels.
- Carpets, curtains, draperies, flags, cloths and papers, which are considered to be inflammable, must be Flame Retardant with permeation processed and also with authorized “Flame Retardant” (“防炎” BOEN in Japanese) labels.
- Petrochemical products such as foamed polystyrene, urethane, acetate, polyester, nylon, etc. are prohibited because these materials are not easily processed for anti-flame capacities.
- Usages of materials manufactured outside Japan have to be authorized.

Volume control

Usage of microphone, mechanical reproduction of sound or music related to exhibits should be kept under 60 dB as measured in the adjacent aisle. When exhibitors install loudspeakers on your booth, adjust them towards the inner side of the booth panels within an angle of 45 degree. (See figure below).



When operating devices which make operating noise like compressors at your booth, please make any soundproofing measure by your own. The organizer reserves the right to impose limitations on noise levels and any method of operation which becomes objectionable.

Lighting in the hall

Lighting in the venue may vary depending on the location, such as lighting dimming during the seminar in the seminar area.

Fixing exhibits

Be sure to fix and install the booth structure and exhibits so that they will not fall, fall, or move due to an earthquake. However, it is not possible to directly damage the floor surface such as anchor bolts.

No direct decoration to
the venue floor and
wall

Direct decoration and construction (including posters, panels, banners, etc.) on floors and walls is prohibited.

Stand contractor & Onsite emergency contact registration

Enquiry	Messe Frankfurt Japan Ltd.
All Exhibitors	Questionnaire of onsite preparation https://willap.jp/p/acc_1609/FFT22_onsite_preparation/
Deadline	6 August

Stand contractor registration This event will be provided at the package booth, but please be sure to register as a contractor from the exhibitor-only page by the deadline.

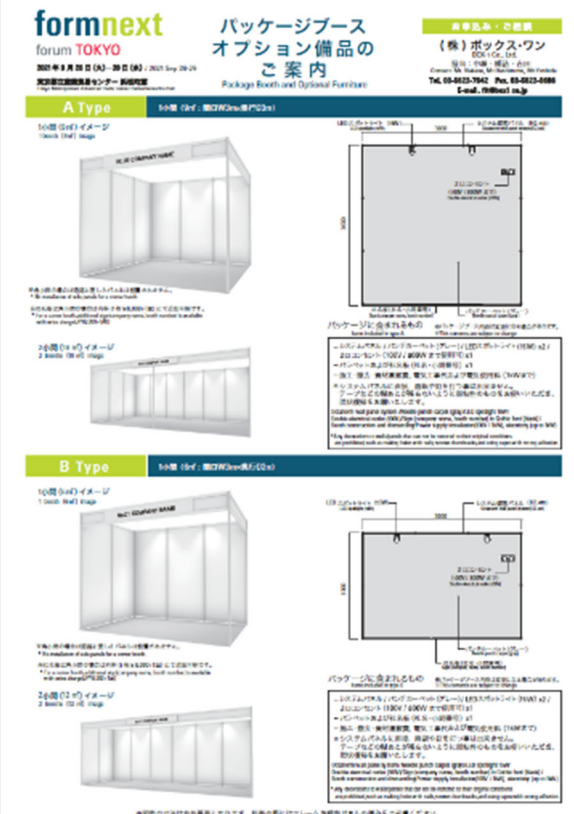
Onsite emergency contact registration The organizer may contact you in case of an emergency through carry-in-session-carry-out. Please register the contact information (mobile number / E-mail address) of the person in charge of your company.

Internet installation Wifi in the venue, but if you want to send and receive high-speed, large (including high-resolution images) data, please notify if you would like to order a wired internet connection using.

Optional Item

Enquiry	BOX-1 Co., Ltd.
Optional	Package Booth / Optional furniture
Deadline	10 August

Optional items You can apply for optional equipment for a fee. For details, please see the attached sheet [Package Booth / Optional furniture]. We also have a large number of equipment not listed, so please contact us for details.



formnext forum TOKYO
2022年8月30日 (水) - 31日 (木) / 2022 Sep. 29-30
東京国際展示場ホールA 国際展示場
Tokyo International Exhibition Center A International Exhibition Center

パッケージブース オプション備品のご案内
Package Booth and Optional Furniture

(株) ボックスワン
〒100-0001 東京都千代田区千代田1-1-1
TEL 03-5523-7942 Fax 03-5523-0988
Email: info@box1.jp

A Type 10畳 (約) イメージ / 10畳 (約) 展示ブースタイプ
10畳 (約) イメージ / 10畳 (約) 展示ブースタイプ

B Type 10畳 (約) イメージ / 10畳 (約) 展示ブースタイプ
10畳 (約) イメージ / 10畳 (約) 展示ブースタイプ

オプション備品 Optional furniture

※ 下記内容はすべて消費税別価格となります。掲載品以外の備品につきましては(株)ボックスワンまでお問い合わせください。
All listed items are tax-separated price. Please contact Box One, Ltd. for other items.

テーブル・イス (Table & chair) / ディスプレイ備品 (Display equipment)

A-1 折りたたみ Folding chair ¥300	A-7 アクリルシェルフ Acrylic shelf ¥2,400	A-3 3Dシェルフ 3D shelf ¥1,200
A-4 カウンターシェルフ Counter shelf (table) ¥1,200	B-1 会議テーブル Table ¥400	B-2 会議テーブル Table ¥360
B-3 折りたたみ Table ¥360	B-4 フロアスタンド Round table (table) ¥4,000	B-5 ハイテーブル High table (table) ¥5,800
B-6 折りたたみ Round table (table) ¥8,400	B-7 フロアスタンド Round table (table) ¥12,000	C-1 フロアスタンド Round table (table) ¥15,000
C-2 折りたたみ Round table (table) ¥20,400	D-1 フロアスタンド Round table (table) ¥2,000	D-2 フロアスタンド Round table (table) ¥5,200
D-3 折りたたみ Round table (table) ¥1,800	D-4 折りたたみ Round table (table) ¥1,600	D-5 折りたたみ Round table (table) ¥1,600
D-6 折りたたみ Round table (table) ¥1,200	D-7 折りたたみ Round table (table) ¥640	D-8 折りたたみ Round table (table) ¥1,500

Electric power supply

Enquiry	Iida Electrical Works Co., Ltd.
All Exhibitors	Form1 Electricity power supply / Internet installation
Deadline	6 August

Primary installation **Without an application, there will be no electric power supply.**
 All exhibitors are required to order primary electrical service to the official contractor through Form 1 [Electric power supply]. They will connect a primary power line to the booth boundary and install the main switch. (One switch is to be installed for each booth.)
***Packaged booth includes electric power supply in its package. However, exhibitors using package booths are requested to tick the appropriate item in the form and submit it.**

Power supply system and charges	Single-phase	100V	50Hz
	Single-phase	200V	50Hz
	Three-phase	200V	50Hz
JPY 11,500 (tax excluded) per kW/h including construction cost and electrical consumption charge. In case of excessive use, extra fee will be charged			
<ul style="list-style-type: none"> • When you leave the exhibition hall, please ensure to turn off all switches 			

Power supply hours	26 September	14:00-17:00
	27 September	08:30-17:00
	28 September	09:15-17:15
	*When you leave the exhibition hall, please ensure to turn off all switches	

Secondary electrical service Exhibitors are requested to report their contractor for secondary electrical service, other than the primary power supply (trunk lines), to the official contractor by Form 1 [Electric power supply]. Please contact the official contractor if you cannot find any appropriate contractors.

Precaution

- All workers engaged in electrical works must hold a license for electric service staff under the Electric Work Specialist Act.
- Electric lamps, resistors and other heat-generating equipment shall be put in a location free from inflammables. Neon lights are prohibited.
- Switchboards should be installed where inspection and maintenance is easy. The name and telephone number of the contractor should be clearly written on the switchboards.
- Connection of electric wires shall use either sleeves or pressed-attached terminals.
- Vinyl-covered wires are not permitted.
- All electrical work is to be carried out with utmost care so that no accident, injury or property damage occurs. During the fair, no electrical work is permitted, so please complete all work before the fair opening.
- To prevent electric accidents, the local Fire Station and the organiser will inspect all electric facilities inside the booths and the condition of the demonstration apparatus. Exhibitors failing to pass this inspection will be ordered to make necessary repairs promptly.

Protective devices The organiser will not be responsible for any damages caused to demonstration, exhibits and electrical devices due to a power failure, accidental service interruption, or voltage drop. Exhibitors are advised to provide proper protective devices for the event of such problems. When any problems happen, please report it to the organiser immediately.

Hazardous materials / Fire prevention

Enquiry	BOX-1 Co., Ltd.
All Exhibitors	Form 2 Hazardous materials
Deadline	6 August

Prohibition of use of fire /	Fire prevention laws and regulations prohibit the use of fire and the bringing of hazardous materials in the exhibition hall. Only hazardous materials approved may be available to bring.
Fire inspection	Inspections by the fire department will be conducted during the delivery period and during the session (planned). If you do not report, violate firefighting laws, or if the danger prevention equipment is incomplete, you will be ordered to repair or prohibit the use of the equipment, so be sure to apply in advance. At the time of inspection, please be sure to have the person in charge of exhibition decoration resident in the booth.
No open flames	<p>An open flame is a "fire with flames, sparks, or heat generating parts exposed to the outside."</p> <p>*For equipment that uses fire that uses gas, liquid, or solid fuel as a heat source, use equipment other than sealed combustion equipment (FF type) that takes in air directly from the outside and discharges exhaust gas and other products directly to the outside. All are banned as open flames.</p> <p>*For electric appliances that use electricity as a heat source, in addition to those with the red hot part exposed to the outside (electric heating equipment with exposed nichrome wire), if flammable materials come into contact with the externally exposed heat generating part. Those that may ignite instantly (corresponding to flames and sparks and judged with a surface temperature of approximately 400 degrees or higher as a guide) are considered to be open flames.</p> <p>It is prohibited to use or bring in naked light that fall under the above.</p>
Bringing in hazardous materials	Hazardous materials, regardless of quantity, cannot be brought into the venue without permission. The same applies to hydraulic oil for machines, lubricating oil, alcohol contained in sprays exhibited as exhibits, solid fuels such as candles, alcohol contained in cosmetics, and lighter gas.
Contents apparatus	<p>Contents apparatus requiring advanced permission is as follows:</p> <ul style="list-style-type: none"> • Gasoline • Hydrogen • Light oil • Lube oil • Electric heater • Lighters (must be exhibited emptied of their oil or gas) • Sprays • Alcohol • LPG • Acetylene gas • Kerosene • Engine oil • Portable cassette gas range • Paint • Rubbing alcohol
Application for permission	<p>Please submit the following documents to the organizer cooperation construction company in advance together with [Dangerous goods carry-on permission application] <When you need to bring in dangerous goods></p> <ul style="list-style-type: none"> • Photos or pamphlets of items to be brought in / Layout in the booth / 1 copy each of Material Safety Data Sheet (MSDS) <p>* The Material Safety Data Sheet (MSDS) is a document that must be issued by the manufacturer, so please check it before submitting. For imported products from overseas, you can submit the Material Safety Data Sheet (MSDS) is also in English.</p>
Other	<ul style="list-style-type: none"> • There are detailed conditions and restrictions regarding carry-on and installation, so please check with the organizer's cooperating construction company and submit by the due date. • Please note that the product cannot be exhibited without the approval of the fire department. In addition, additional applications cannot be made in this case.

5. Move-in & move-out

Event Timetable

Open for Exhibitors No entry hours

Date	Time	
Move-in 26 September	13:00 - 17:00	Move-in period
Day 1 27 September	8:30 -	Open for exhibitors
	10:00 - 17:00	Event open hours
Day 2 28 September	9:15 -	Open for exhibitors
	10:00 - 17:00	Event open hours
Move-out	17:00 -	Move-out period *No earlier than 17:00
	- 20:00	Close *20:00 all out

Carrying in a vehicle

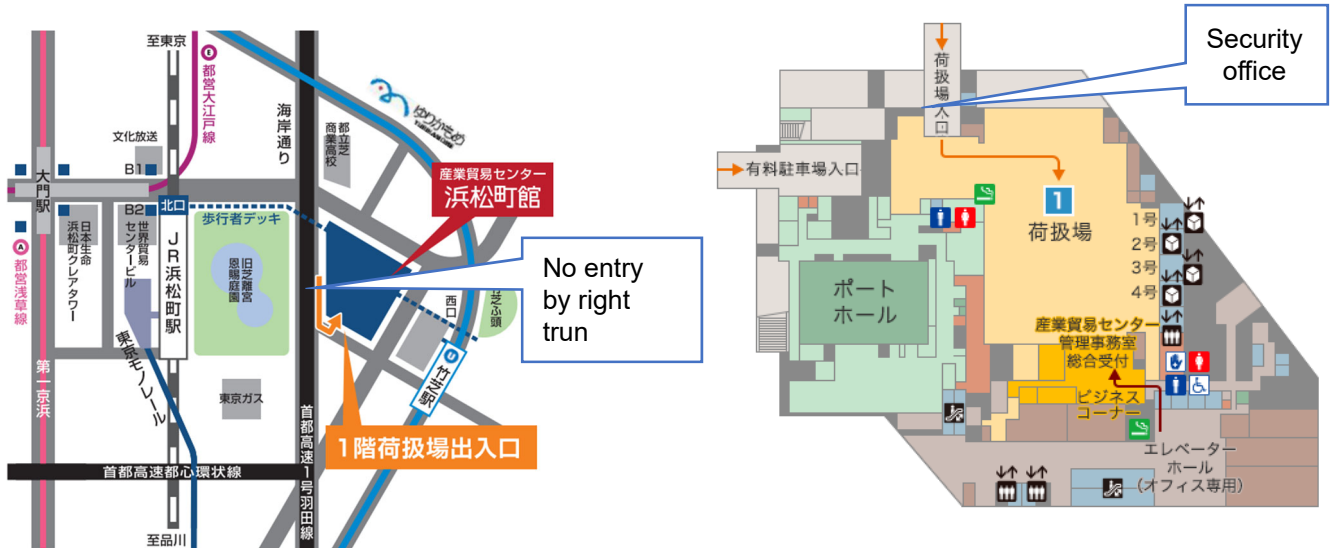
Vehicle pass After confirming the submitted delivery schedule notification, we will adjust the exhibitor's desired time and the secretariat will issue as many "carry-in / out vehicle certificates" as necessary. Vehicles without a vehicle certificate cannot enter or leave.
* The number of vehicles may be limited.
* Limited to vehicles for loading and unloading luggage.

Precaution No entry by right turn into the loading area
Please note that there are restrictions on the vehicles that can enter the loading and unloading cargo handling area.
Size limit
Regular size car parking: length 6.0m, width 1.9m, height 4.3m
Medium size vehicle parking length 9.2m, width 2.3m, height 4.3m

elevator ■Elevator size and capacity
Items that do not fit in the size and load capacity of the following elevators cannot be carried in. In addition, the elevators and routes that can be used may be limited depending on the event schedule.
Details will be announced before the event.

	Load capacity	Stop floor	Cabin size			Opening dimension	
			W	D	H	W	H
Elevator #1	3t	1F-5F	3.0m	3.5m	2.6m	3.0m	2.5m
Elevator #2	5t		3.2m	4.0m		3.2m	
Elevator #3		1F-4F	4.0m	3.5m		4.0m	
Elevator #4							

Route



Public Parking (B1F)

Parking		Vehicle size		L	W	H
Parking space	For 289 cars	Normal	6,000		2,500	3,000
Parking fee	JPY 300 / 30 min.	Puzzle	5,300		1,950	1,550
Open hours	7:00am – 23:00 pm	Rise	5,300		1,950	2,100/1,550
		Double	5,300		2,050	1,550/1,750

Precaution during the move in / out

Please read the following precautions carefully before loading and unloading, and ask for your cooperation in smooth loading and unloading.

Use of dolly	<p>The use of trolleys other than the carry-in route from the cargo handling area to the exhibition room is prohibited. If you bring your luggage from other than the 1st floor cargo handling area, please cooperate in carrying it in and out so that you do not use the dolly.</p> <p>The exhibition hall can be used. However, the flooring of the event site is easily damaged by flooring, so please cure it as necessary when loading and unloading. If there is significant floor or wall damage, the exhibitor will be charged for the repair. Please be careful when using the dolly.</p>
No move in / out during the event	<p>In principle, loading and unloading during the session is not permitted. However, it is possible to carry it as much as you can carry it with you. If it is unavoidable, please contact the organizer.</p>
Stock storage	<p>The organizer will set up a stock space (for storing packaging materials) in the exhibition hall. However, space is limited and will be shared by all exhibitors. To avoid confusion, we recommend that you apply for a paid empty box storage service and set up a stock space in your booth or take it home.</p> <p>* If items other than packaging materials are in stock, we may remove them. We ask for your cooperation so that all exhibitors can use it equally.</p> <p>* Empty box storage service is available (* Advance application required, chargeable).</p> <p>For details, please contact the official contractor transportation company.</p>
Garbage disposal	<p>As a general rule, please take your garbage and exhibits from your booth with you. All waste disposal costs are charged, so if a large amount of waste or exhibits are left in the exhibition booth, we will charge the exhibitor.</p> <p>* Please be sure to consult us in advance if you wish to dispose of garbage when carrying it out. (Refer to [Disposal of garbage when carrying out]).</p> <p>For details, please contact the organizer cooperation transportation company.</p>

Shipping information

Enquiry	Kintetsu World Express Sales, Inc.
Optional	Form 3 Quotation for shipment
Deadline	5 August

The items sent by courier shipment may not delivered to your booth as planned / expected, and the organiser take no responsibility for these cases. Please make sure if your forwarder will send your exhibits directly to your booths. If not, please consult the organiser in advance. Please include the following information on delivery

Venue address: Tokyo Metropolitan Industrial Trade Center Hamamastucho-Kan
 1-7-1, Kaigan Minato-ku Tokyo, 105-7501 Japan
 The fair's name: Formnext Forum Tokyo 2022 **Delivery date: 26 September (only after 1:00 p.m.)
Exhibitor name / The person in charge / Booth number / Mobile Phone number are mandatory too.

ticket

For exhibitors requiring the shipping services from the port of entry to the exhibition site, please submit Form 3 [Quotation for Shipment] to the official forwarder.

Deadline for cargo arrival

SEA Freight	Arrival Date	Port of Arrival
LCL Shipment	during 1 – 5 August 2022	Tokyo Port
FCL Shipment	during 11 –13 August 2022	Tokyo Port

AIR Freight	Arrival Date	Port of Arrival
	during 12 –15 August 2022	Tokyo Narita Airport

Please make sure that all items arrive by the date above. If delayed, they may arrive at the venue during or after the fair period and urgent handling fee will be charged.

Exhibitor who is planning to ship Food or treats for pet to Japan, please contact Kintetsu World Express Sales, Inc. urgently for shipping instruction to avoid any trouble at animal quarantine and customs.

Freight charges All shipments sent to the exhibition hall by sea or air must be forwarded by freight prepaid.

Import customs clearance Exhibitors should realize that the regulation on concerning importation into Japan is different from other countries. The Japanese customs service is very strict. Please read the following notices very carefully.

Importing categories A: ATA Carnet must be returned to the country of origin by its valid date.
 B: Permanent Import
 = pay Duty. Tax. Free for disposal (giveaway/consumed).
 C: Courier Shipment
 Please contact to the official forwarder.

Packing All items should be packed separately according to the above three categories.

Case marking To enable quick identification and handling of cargoes, all cases must be stenciled or printed on two exterior sides with the following information.

Formnext Forum	<input type="checkbox"/>	Name of Exhibitor: _____	
Tokyo	<input type="checkbox"/>	Hall No.: _____	Booth No.: _____
		· Case No.: _____	of _____
		· Net Weight kg: _____	
		· Gross Weight kg: _____	
		· Made in : _____	

In addition to above, be certain to mark with “THIS SIDE UP”, “FRAGILE”, “KEEP DRY”, “OPEN THIS SIDE ONLY” etc. as required.

Consignee / notify	<p>Consignee on all bills of lading and air waybills. *A. If you have an agent in Japan → Consignee is your agent. *B. If you do not have any agent in Japan →Consignee is the organiser. *Waybills sample of B = Consignee is the organiser.</p>
	<p><Consignee if you do not have an agent in Japan> Messe Frankfurt Japan Ltd. Formnext Forum Tokyo2022 organiser's office Shosankan 7F 1-3-2 Iidabashi Chiyoda-ku Tokyo 102-0072, Japan</p>
	<p><Notify party on all bills of lading and air waybills. > Kintetsu World Express Sales, Inc. Exclusive Logistics Dept. Contact: Ms. Naya TDS Mita Bldg. 5F 2-7-13 Mita, Minato-ku Tokyo 108-0073 Japan Tel. +81-3-5443-9445 Fax. +81-3-5443-9457</p>

Shipping documents	<p>Each invoice / packing list should be as precise as possible regarding descriptions, quantities, unit prices, total amounts, gross weights and measurements. The document must be only in English with prices shown in U.S. dollars on CIF Japan basis. Documentation Deadline: 15 August 2022</p>						
	<table border="0" style="width: 100%;"> <tr> <td style="border: 1px solid black; padding: 2px; width: 150px;">See Freight</td> <td style="padding-left: 20px;"> a. Invoice / packing list 1 copy (each) b. Bill of lading 1 copy of Express BL c. Brochure for each exhibit ... 2 copies (Very important) </td> </tr> <tr> <td></td> <td style="padding-left: 20px;"> <ul style="list-style-type: none"> • Documents should be received at least 10 days prior to the berthing of the ship in Japan. Please send the bill of lading by rapid courier as soon as it is received from the shipping company. • Master bill of lading is strongly recommended. A consolidation bill of lading will take a long time to obtain cargo from an agent. </td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Air Freight</td> <td style="padding-left: 20px;"> a. Invoice / packing list 1 copy (each) b. Air waybill 1 copy c. Brochure for each exhibit ... 2 copies (Very important) </td> </tr> </table>	See Freight	a. Invoice / packing list 1 copy (each) b. Bill of lading 1 copy of Express BL c. Brochure for each exhibit ... 2 copies (Very important)		<ul style="list-style-type: none"> • Documents should be received at least 10 days prior to the berthing of the ship in Japan. Please send the bill of lading by rapid courier as soon as it is received from the shipping company. • Master bill of lading is strongly recommended. A consolidation bill of lading will take a long time to obtain cargo from an agent. 	Air Freight	a. Invoice / packing list 1 copy (each) b. Air waybill 1 copy c. Brochure for each exhibit ... 2 copies (Very important)
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Air Freight	a. Invoice / packing list 1 copy (each) b. Air waybill 1 copy c. Brochure for each exhibit ... 2 copies (Very important)						
Sending advance shipping notice	<p>The following information must be sent to Kintetsu World Express Sales, Inc. by fax as soon as possible (in advance of the shipment).</p>						
	<table border="0" style="width: 100%;"> <tr> <td style="background-color: black; color: white; padding: 2px; width: 150px;">Sea Freight</td> <td style="padding-left: 20px;"> a. Name of vessel b. Estimated time of departure and port of loading (ETD) c. Estimated time of arrival and port of discharge (ETA) d. Bill of lading number e. Number of packages and each volume </td> </tr> <tr> <td style="background-color: black; color: white; padding: 2px;">Air Freight</td> <td style="padding-left: 20px;"> a. Air waybill number (AWB No.) b. The flight number landing in Narita Airport c. Estimated time of arrival at Narita Airport d. Number of packages and each volume </td> </tr> </table>	Sea Freight	a. Name of vessel b. Estimated time of departure and port of loading (ETD) c. Estimated time of arrival and port of discharge (ETA) d. Bill of lading number e. Number of packages and each volume	Air Freight	a. Air waybill number (AWB No.) b. The flight number landing in Narita Airport c. Estimated time of arrival at Narita Airport d. Number of packages and each volume		
Sea Freight	a. Name of vessel b. Estimated time of departure and port of loading (ETD) c. Estimated time of arrival and port of discharge (ETA) d. Bill of lading number e. Number of packages and each volume						
Air Freight	a. Air waybill number (AWB No.) b. The flight number landing in Narita Airport c. Estimated time of arrival at Narita Airport d. Number of packages and each volume						

Insurance policy certificate	<p>An insurance policy / certificate should be purchased. Exhibitors should insure their goods from the time they are dispatched at their place until either being returned to these premises or collected by buyers after the exhibition. Kintetsu World Express Sales Inc. does not insure goods on exhibitors' behalf.</p>
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Importation of hand carry items	<p>In case exhibitors themselves bring hand carried items into Japan, all items will be chargeable, no matter of the amount of the items. Please make sure to fill out on Customs Declaration (Declaration of Personal Effects and Unaccompanied Articles), and submit to Customs upon arrival at the airport. In case of bringing any food items, tableware, and toys etc. into Japan, please follow the instructions of Customs Official at the airport. The organiser and the official forwarder take no responsibility for any item, brought to Japan as hand carried item.</p>
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**Please note that these trade fair halls are NOT bonded exhibition area.
 *Exhibitors who will display imported goods should go through customs clearance procedures.

6. Optional services

Internet installation

Enquiry	Messe Frankfurt Japan Ltd.
Mandatory	Questionnaire of onsite preparation https://willap.jp/p/acc_1609/FFT22_onsite_preparation/
Optional	Form1 Electricity power supply / Internet installation
Deadline	5 August

Application	You can use Wifi in the venue, but if you want to send and receive high-speed, large (including high-resolution images) data, please apply for a wired internet connection using [Internet connection application].
term	27 September 15:00 – 28 September 17:00
Price	100Mbps Shared line service JPY 35,000 (tax exclude) *After receiving your application, we will issue an invoice.
100Mbps Shared line connection	<ul style="list-style-type: none"> • We will install a router (number of free ports x 4) at the specified location (1 location for each application). • Exhibitors are requested to provide power outlets for routers and LAN cables from routers to terminals. <p>-As a security measure, the router will control communication between exhibitors, so be sure to connect the router before use.</p> <ul style="list-style-type: none"> • Each exhibitor must take security measures such as Windows update and anti-virus, and information leakage measures. Please note that the organizer cannot take any responsibility. <p>-This service is a best-effort service and does not guarantee communication speed or communication quality. The actual communication speed will vary depending on the network usage status.</p>
Installation	Please accurately indicate the desired installation position on the application form. The installation work will be carried out on the afternoon of September 27.

Disposal of garbage at the move out

Enquiry	Messe Frankfurt Japan Ltd.
Order form	Order form of Garbage bag for Disposal of garbage at the move out https://willap.jp/p/acc_1609/FFT22_Garbage_disposal//
Deadline	9 September

Garbage bag capacity	700
Price	JPY 2,500 (tax and disposal cost included)
Sales period	29 September 13:00 – 19:00
How to	Please bring it to the designated garbage collection place in the move-out period. (Details will be announced at a later date)
Precaution	The following items cannot be accepted. Garbage (including empty lunch boxes), cans, bottles, PET bottles, etc. that are dripping Glass, fluorescent lights, batteries, lighters, spray cans, oversized garbage, dangerous materials, etc.

Interpreter / Receptionist service

Enquiry	iris link
Optional	Form4 Interpreter / Receptionist service
Deadline	2 September

Employing an interpreter (Japanese speaker) is highly recommended for your smooth business with Japanese visitors.

Language J= Japanese / E= English / C= Chinese / F= French
G=German / S=Spanish / K=Korean

Charge
(tax excluded)

Language	Category	Fee per day
J - E	Receptionist	JPY 20,000 / day
J - E	Interpreter	JPY 29,000 / day
J - C	Interpreter	JPY 31,000 / day
J - F/G/S/K	Interpreter	JPY 41,000 / day

* Meal cost and transportation expenses are included in the above fees.
* Tax is excluded.

Category

Receptionist	Welcomes visitors. Gives a brief explanation of the products in English and Japanese. Capable of translating basic conversation between visitors and exhibitors. (Service only in Japanese-English)
Interpreter	The same role as the receptionist and that of an interpreter for business talk. More competent in linguistic ability and more experienced than the receptionist.

Working hours

27 Sep 9:30 - 17:00
28 Sep 9:50 - 17:00
* Including 30 minutes briefing on the first day. (9:30 - 10:00)
* Including lunch and other breaks (one hour a day) for each day.

Method of payment:
Choose (1) or (2)

Credit Card (Online)
When we receive a request form from you, we will send you a quotation and a confirmation of order. Please sign the confirmation of order and return it to us. On Thursday, September 16, we will contact you to make a final confirmation whether or not there is any change of your request. After that we will send you an invoice via online so please process your payment online by credit card by September 22.
In case your request is cancelled after the payment is made, the refund will be made via bank transfer on a later date based on our cancellation policy, but a handling charge of JPY5,500 will be deducted from the refund amount.
*For a credit card payment, there may be a case for some foreign exchange fees for payment by Japanese yen depending on the credit card you use. For such a case, we ask our clients to bear such fees.
*If it is difficult to make the credit card payment, we may accept consultation for a bank transfer.

Cancellation Fee

4 - 7 business day before 30% of the estimated fee
2 - 3 business day before 50% of the estimated fee
The day and the day before 100% of the estimated fee
* Any cancellation / changes being informed via e-mail after 17:00, Japan time, will be processed on the next working day.

*** The organiser's office will not arrange interpreter / receptionist services at the fairground during the trade fair period.**
Should you need interpreters / receptionist, please order in advance.

Assistance of application for Japanese entry visa

Exhibitors who require assistance with Japanese entry visa may be offered support by the organizer. Please note that issuing visas solely lies with the relevant Japanese authority and organizer will not be responsible in the event of rejected application.

Also the service is offered only when the full participation fee has been paid.

Application fee of the VISA JPY16, 500- (tax included / shipping fee included) per person.

(1) Procedure

- a) Check with your local Japanese Embassy / Consulate to confirm if you require a visa for entry to Japan in order to Formnext Forum Tokyo 2022 and also the requirements for an application. You will find the list of Embassy / Consulate in your region at :

Web. www.mofa.go.jp/j_info/visit/visa/index.html

- b) If the Embassy / Consulate advises you to submit an official invitation letter from the organizer as part of your visa application, please download excel form, [Assistance of application for Japanese entry visa] from the **Online exhibitor's page** and fill in all required information. Send the completed form, a copy photo and issuing data detail's page(s) of your Passport and proving full payment of the participation and application fee of the VISA to op@formnextforum.jp

- c) This service will be offered only when full participation fee / application fee of the VISA has been paid.

<< Application deadline: 12 August >>

- c) Upon receipt of the forms with information in full, the organizer will issue an official letter (in Japanese) addressed to your local Japanese Embassy / Consulate, confirming you as an exhibitor of Formnex Forum Tokyo. This letter and other relevant documents will be sent to you directly. Bring these documents with the other required items to the local Embassy / Consulate for your visa application.

(2) Conditions

- The maximum number of visa applications is 2 persons per 1 booth.
- The validity period of visa may not exceed a total of 10 days.
- This service is only for those who enter Japan for the purpose of participating in Formnext Forum Tokyo 2022. Any other activities not related to this fair are not admitted.
- This service is offered only when the full participation fee has been paid.

Notice In case that the reissue and re-sending of the invitation letter is required due to a modification upon its contents and / or applicant(s), after the organizer issued and completed its dispatch regardless of arrival confirmation by the applicant, the organizer will arrange it with service fees of JPY5,500 (tax included / non-refundable) per person and per post.

*This only applies when the organizer considers that the reason of modification is acceptable.

- Please note that this service does not guarantee a successful issuance of entry visa.
- The organizer will not be responsible in the event of rejected application.

(3) Inquiry

Formnext Forum Tokyo Organiser's office Attn: Ms. Bando
Shosankan 7F 1-3-2 Iidabashi Chiyoda-ku, Tokyo 102-0072 JAPAN
Tel. +81-3-3262-8410 / Fax: +81-3-3262-8442
E-mail. op@formnextforum.jp

Hotel accommodation

Introducing hotels close to the venue, please refer [Booking .com](https://www.booking.com) (There is no official fare at this event).

Hotel
<p>☆☆☆☆ Mitsui Garden Hotel Shiodome Italia-gai https://www.gardenhotels.co.jp/shiodome-italiagai/eng/ Tel. +81-3-3431-1131 2-14-24 Higashishinbashi, Minato-ku, Tokyo 105-0021 (8 min. walk from JR Hamamatsucho Sta.)</p>
<p>☆☆☆ Sotetsu Fresa Inn Daimon https://sotetsu-hotels.com/en/fresa-inn/daimon/ Tel. +81-3-3437-2011 105-0022 2-6-2 Shiba Daimon 2-6-2, Minato-ku, Tokyo (8 min. walk from JR Hamamatsucho Sta.)</p>
<p>☆☆☆ Hotel Tavinós Hamamatsucho https://hoteltavinos.com/en/hamamatsucho/ Tel. +81-3-6837-6863 105-0022 1-13-3 Kaigan, Minato-ku, Tokyo (Approx 1min. walk from Takeshiba Sta. Approx / 8min. walk from Hamamatsucho / Daimon Sta.)</p>

Order forms

1	Electricity power supply / Internet installation	5 August	Iida Electrical Works Co., Ltd.
2	Hazardous materials	5 August	BOX-1 Co., Ltd.
3	Quotation for shipment	5 August	Kintetsu World Express Sales, Inc.
4	Interpreter / Receptionist service	2 September	Iris link.

*Above forms are attached from next page.

Electric power supply / Internet installation

Date : / / 2022

Exhibitor name		Booth No.	
Address		Country	
Contact (<input type="checkbox"/> Mr./ <input type="checkbox"/> Ms.)		E-mail	
Tel		Fax	

[Caution] Without your application, there will be no electric power supply to your booth, except ordering rental stand and packaged booths.

Booth construction (Tick below.)

- Rental stand *standard electricity supply included
 Original stand
 Packaged booths (standard 1 booth, special exhibition area NEXT)

For primary wiring service (Tick below and fill out information)

Electricity consumption		Application field				Entry Example	
100V 50Hz	Equipment					Total	SP100W×8
	Capacity	kW	kW	kW	kW	kW	800W
200V 50Hz	Equipment					Total	Motor 3kW×1
	Phase	<input type="checkbox"/> Single <input type="checkbox"/> Three	<input type="checkbox"/> Single <input type="checkbox"/> Three	<input type="checkbox"/> Single <input type="checkbox"/> Three	<input type="checkbox"/> Single <input type="checkbox"/> Three		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Three
	Capacity	kW	kW	kW	kW		kW

*A charge of JPY 11,500 (tax excluded) per 1kW for construction cost and electrical consumption charge will be applied.

*For such equipment as spotlights and sockets, please submit an optional equipment application separately to this.

For in-booth electrical service (Secondary electrical service) (Tick below and fill out information)

- Official contractor (IIDA Electrical Works Co., Ltd.) Other contractor as specified below

Stand contractor		Electric contractor	
Contact (<input type="checkbox"/> Mr./ <input type="checkbox"/> Ms.)		Contact (<input type="checkbox"/> Mr./ <input type="checkbox"/> Ms.)	
Address			
Tel	Fax	Tel	Fax
E-mail		E-mail	

Please draw where to place the switchboard. *Also show neighboring booth walls and / or aisles in your booth plan.
 *This form is NOT for application of Optional furniture but Electric power supply ONLY.

<div style="display: flex; justify-content: space-between;"> <div style="border: 1px dashed black; padding: 5px;">Neighboring booth ()</div> <div style="border: 1px dashed black; padding: 5px;">Neighboring booth ()</div> </div> <div style="text-align: center; margin-top: 20px;">front</div>	<p>* Please submit each of your booth plans, if you have your booths separately in more than 2 islands.</p> <p>* Please show the Equipment by an abbreviation with capacity [W] (e.g. Fluorescent light 40 W = FL40W).</p> <p>* Please show the switchboard.</p> <p>* You may attach a substitutional sheet to this in case that this form does not provide enough space for your layout plan.</p>
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Internet installation

*Please also indicate your desired point if you apply for internet installation.
 (JPY35,000- for 1 line (100 MbpsShared type line)

- will apply
 will not apply

Billing address (If different from above exhibitor's address)

Company name	
Address	
Contact (<input type="checkbox"/> Mr./ <input type="checkbox"/> Ms.)	E-mail
Tel	Fax

Please send this form to: IIDA Electrical Works Co., Ltd.
 Contact: Mr. Shoji
 Tel +81-3-3262-8410 Fax +81-3-3521-3524
 E-mail fft@iidae.co.jp

Form	2
Deadline	5 August
All exhibitors	

Date : / / 2022

Exhibitor name	Booth No.
Address	Country
Contact (<input type="checkbox"/> Mr./ <input type="checkbox"/> Ms.)	E-mail.
Tel.	Fax.

At the exhibition venue, Tokyo Metropolitan Industrial Trade Center, the use of fire is completely prohibited.

- NO, we do not bring any hazardous materials and use any fire at the booth.
 YES, we bring hazardous materials

1. Bringing-in of hazardous materials										
	Machinery oil		Compressor oil		Flux		Cleaning Oil		Other	
	Name	Q'ty / Day	Name	Q'ty / Day	Name	Q'ty / Day	Name	Q'ty / Day	Name	Q'ty / Day
Oil 1		Lit.		Lit.		Lit.		Lit.		Lit.
Oil 2		Lit.		Lit.		Lit.		Lit.		Lit.
Oil 3		Lit.		Lit.		Lit.		Lit.		Lit.
Oil 4		Lit.		Lit.		Lit.		Lit.		Lit.

Oil 1: Ignition point below 21°C (ex. gasoline, thinner) Oil 3: Ignition point below 200°C (ex. heavy oil, lubricating oil)
 Oil 2: Ignition point below 70°C (ex. kerosene, cleaning oil) Oil 4: Ignition point below 250°C (ex. turbine oil size)

*Depending on the contained ingredients, the items listed as examples may not be categorized as above.

***When bringing alcohol hand sanitizers inside of the hall, please fill in the above.**

2. Others (Flammable gas, paint etc.)		
Product name	Quantity	Purpose of use

- 1 copy of product catalogues and a drawing indicating manner of use and method of protection must be submitted together with this form.
- Fire extinguisher must be provided by each exhibitor.
- During move-in period of the fair, the official inspection will be carried out. The person in charge of the booth must be present at the inspection.

Please send this form to:	BOX-1 Co., Ltd. Contact: Mr.Nakase, Mr.Hashizume Mr. Yoshida Tel. +81-3-5622-7542 Fax. +81-3-5622-0685 E-mail. fft@box1.co.jp
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Quotation for shipment

Form	3
Deadline	5 August

Date : / / 2022

Exhibitor name	Hall No.
	Booth No.
Address	Country
Contact (<input type="checkbox"/> Mr./ <input type="checkbox"/> Ms.)	E-mail.
Tel.	Fax.

■ Description of the single packages

Items	No. of pieces	Gross weight	Packaging	Dimensions (L x W x H)	Kind of import clearance
Total					

1. Total value of the shipment **US\$** _____

2. Please arrange the transportation to Tokyo

From: _____ (place).

Date: _____

By Sea freight Air freight (Please tick)

3. Insurance Yes No

Please send this form to:	Kintetsu World Express Sales, Inc. Contact: Ms. Naya Tel. +81-3-5443-9455 Fax. +81-3-5443-9457 E-mail. masaho.naya@kwe.com
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Date : / / 2022

Exhibitor name

Booth No.

Address

Country / region

Contact (Mr./ Ms.)

E-mail

Tel

Fax

Web

Category	Language *	Linguistic ability	Charge per day (tax excluded)	Number of people	Required days (Please tick <input checked="" type="checkbox"/>)	Remarks
Receptionist	J - E	Basic conversation	JPY 20,000		<input type="checkbox"/> 27 <input type="checkbox"/> 28 Sep	
Interpreter	J - E	Business negotiation	JPY 29,000		<input type="checkbox"/> 27 <input type="checkbox"/> 28 Sep	
	J - C	Business negotiation	JPY 31,000		<input type="checkbox"/> 27 <input type="checkbox"/> 28 Sep	
	J - F / G / S / K	Business negotiation	JPY 41,000		<input type="checkbox"/> 27 <input type="checkbox"/> 28 Sep	

* J= Japanese, E= English, C= Chinese, F= French, G= German, S= Spanish, K= Korean

* Meal cost and transportation expenses are included in the above fees (tax excluded).

Payment: Credit Card (Online)

When we receive a request form from you, we will send you a quotation and a confirmation of order. Please sign the confirmation of order and return it to us.

On Thursday, September 16, we will contact you to make a final confirmation whether or not there is any change of your request. After that we will send you an invoice via online so please process your payment online by credit card by September 22.

* In case your request is cancelled after the payment is made, the refund will be made via bank transfer on a later date based on our cancellation policy, but a handling charge of JPY5,500 will be deducted from the refund amount.

* For a credit card payment, there may be a case for some foreign exchange fees for payment by Japanese yen depending on the credit card you use. For such a case, we ask our clients to bear such fees.

* If it is difficult to make the credit card payment, we may accept consultation for a bank transfer.

Cancellation fee:

In case of cancellation, a written notification should be required.

4 – 7 business day before 30% of the estimated fee

2 – 3 business day before 50% of the estimated fee

On The day and the day before 100% of the estimated fee

* Any cancellation / changes being informed via e-mail after 17:00, Japan time, will be processed on the next working day.

Send this form to:	iris link Attn: Ms. Fuchigami Tel. + 81-90-8443-5079 E-mail. michiko.fuchigami@iris-link.jp
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