



**CYBERTECH**TOKYO  
NOVEMBER 26-27, 2019



**CYBERTECH**TOKYO  
NOVEMBER 26-27, 2019

---

# Exhibitor Manual For STARTUP

---

Date : November 26th (Tue), 27th (Wed) , 2019

Venue : Toranomon Hills Forum(Minato-ku, Tokyo)

## INDEX

Index/Contact Information	P.1
Event Profile	P.2
About Handling of Personal Information	P.3
Submissions	P.4
Access to the Venue	P.5
Floor Plan and Schedule	P.6
■ About Booth	
Notes on exhibition booth use	P.7
Booth Plan (For Startup Booth)	P.8
Booth Optional Items	P.9
■ Move-in & Move-out	
Move-in & Move-out	P.10
Exhibit Luggage	P.11

---

### Contact

---

Cybertech Tokyo Management Office  
c/o NANO OPT Media, Inc.  
E-mail: [cybertechtokyo-info@f2ff.jp](mailto:cybertechtokyo-info@f2ff.jp)

**[ About Booth Decorations ]**

Accost Corporation  
E-mail: [cybertechtokyo@accost.co.jp](mailto:cybertechtokyo@accost.co.jp)

## Event Overview

<b>Title</b>	<b>Cybertech Tokyo 2019</b>
<b>Date</b>	<b>November 26th (Tue), 27th (Wed) , 2019</b> <b>09:00am - 05:00pm</b>
<b>Venue</b>	<b>Toranomon Hills Forum(1 Toranomom, Minato-ku, Tokyo)</b>
<b>Organizer</b>	<b>Cybertech Tokyo 2019 Committee</b>
<b>Management</b>	<b>NANO OPT Media, Inc.</b>
<b>Website</b>	<b><a href="http://tokyo.cybertechconference.com/">http://tokyo.cybertechconference.com/</a></b>

1. The handling of Personal Information at Cybertech Tokyo 2019 event organized by Cybertech Tokyo 2019 Committee is entrusted to NANO OPT Media as the Management Office (hereafter called “the Office” ) for this Event.
2. The Office will oversee the handling of Personal Information at this Event to ensure that it is managed appropriately in accordance with its own Privacy Policy and Privacy Statement. Please read our Privacy Policy. (<http://nanooptmedia.jp/privacy#eng>)
3. The Personal Information entered will be used in the operation and management of this Event and to provide notification of forthcoming events. The Office will send out direct mail via the post, e-mail, or fax, or use distribution proxy services to provide information on IT-related events, exhibitions, and conferences to be organized by the Office.
4. The Office may outsource the handling of Personal Information for the sending of notices and information, etc. In such cases, the Office will ensure that the Personal Information is handled appropriately.

**For inquiries, please contact:**

**NANO OPT Media, Inc.**

**E-mail: [nom-info@f2ff.jp](mailto:nom-info@f2ff.jp)**

## Cybertech Tokyo 2019 Exhibitor's Website

### What is Exhibitor's Website?

- (1) Download Exhibitor Manual
- (2) Application for submissions
- (3) Browsing notifications from Show Management Office

<https://frm.f2ff.jp/form/cybertechtokyo19-exhibitorsite/>

Please access and enter necessary information by the due date.

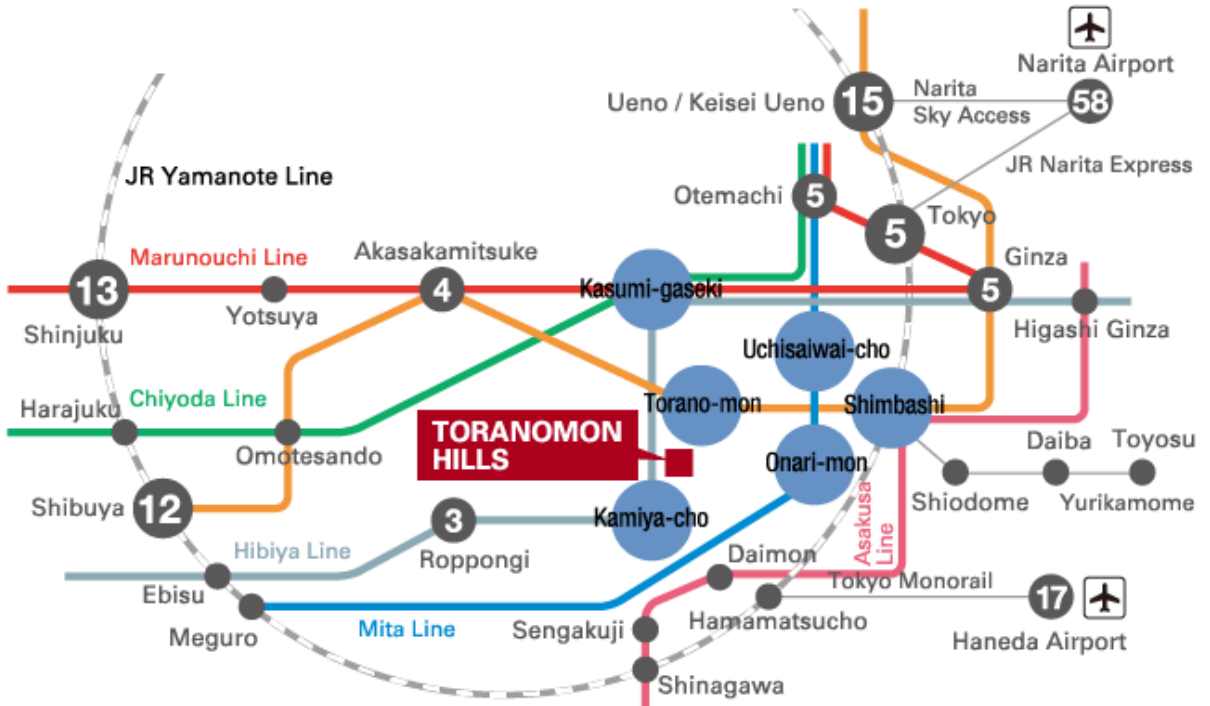
## Materials to be submitted

NO	Submission	Deadline	Submit to
1	Exhibitor Company Logo * eps or ai format	ASAP	Exhibitor's Website
2	Exhibitor Information Entry Form	ASAP	Exhibitor's Website
3	Package Booth Optional Items Application	October 18	Accost Corporation

**Requisite form to all exhibitors**

## Location

**Toranomon Hills Forum**  
Toranomon Hills Mori Tower 5th Floor,  
1-23-3 Toranomon, Minato-ku, Tokyo 105-6035, JAPAN  
TEL. +81-3-6406-6226  
<http://forum.academyhills.com/toranomon/en/access/index.html>



### <By train>

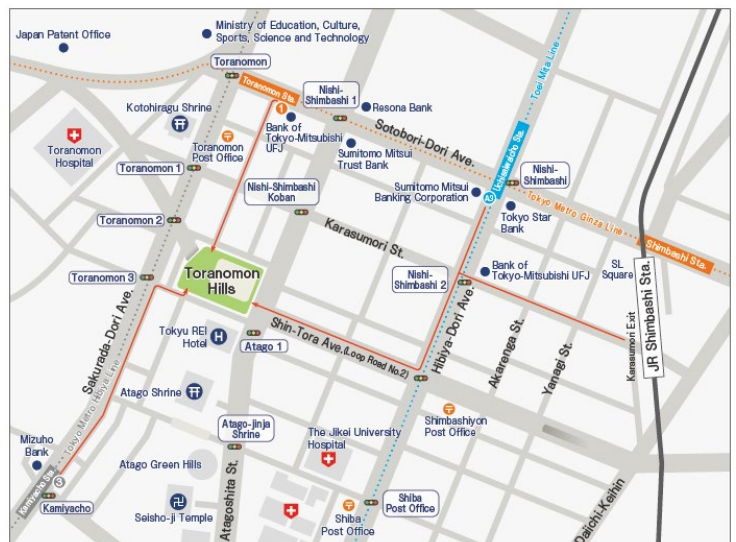
- Toranomon Stn. (Exit #1 / 5 minutes)  
Subway Ginza Line
- Kamiyacho Stn. (Exit #3 / 6minutes)  
Subway Hibiya Line
- kasumigaseki Stn. (Exit #A12 / 8 minutes)  
Subway Chiyoda Line / Subway Marunouchi Line / Subway Hibiya Line
- Shinbashi Stn. (Exit # Karasumori / 11 minutes)  
JR Yamanote / Keihintohoku Line / Subway Ginzai Line / Subway Asakusa Line

\* Walking distance in minutes is calculated at a pace of 80m per minute from the closest station exit.

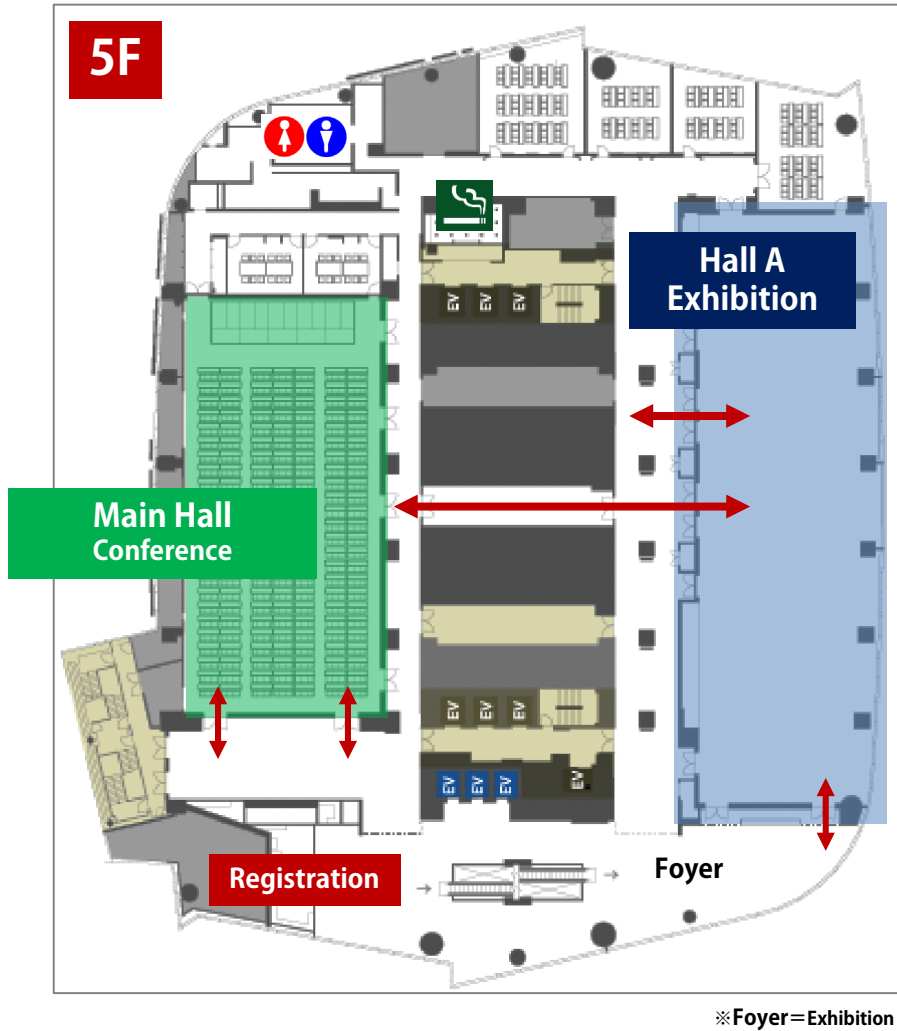
### <Taxi>

- Kasumigaseki Exit, Shuto Expressway (10 minutes)
- Tokyo Stn. (10 minutes)
- Shinjuku (20 minutes)
- Haneda Airport (27 minutes)
- Narita Airport (90 minutes)

\* The above times are all approximate and depend on traffic or may be delayed.



## Toranomon Hills Forum



## Schedule

	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	
November 25(Mon.)									3:00pm-7:00pm				
November 26(Tue.)		9:30am-	10:00am - 5:00pm Exhibition Open Hours										
November 27(Wed.)		9:30am-	10:00am - 5:00pm Exhibition Open Hours									-6:00pm	

 Exhibitor Working Hours

**\*There's a possibility that schedule may be modified.**

All exhibitors are required to have exhibition pass on for three days, including exhibitor working hours. Please make sure to complete the reception before entering the venue.

## Notes on exhibition booth use

- **Security for Exhibits**

The Show Management office will not be responsible for any loss incurred by natural disasters, theft and loss of equipment. It is highly recommended that each exhibitor to take necessary measures, i.e. obtain an insurance policy for the booth, or station own security guard(s) in the booth, etc. The exhibitors are requested to take any necessary procedures to manage visitors and to maintain the booth as well. In the event of accident, please notify the Show management office immediately.

- **Public Space**

If your booth type is the Startup booth, please do not leave anything such as chairs, exhibits and equipments in front of the booth as the aisle is public space.

- **Audio equipment**

When using electric appliances such as microphones or audio speaker, please set the reasonable volume to other exhibitors.

If it is considered that the volume is interfering with other exhibitors, the Show Management office will notify to modify the volume or stop the demonstration.

- **For Disposal in the booth**

Please take all your waste. If exhibitor left any trash and residual material, etc. to the venue, exhibitor will bear the cost.

- **Photograph**

- **Visitors**

Visitors may photograph in the exhibition hall. If you have any materials, etc. which you do not like to be photographed, please put signs, etc. to appeal visitors.

- **Exhibitors (your booth)**

Exhibitors may photograph/videotape their own booths freely. It must be done in such a manner so as not to hinder the visitors or other exhibitors.

- **Management Office or Press**

The Show Management will issue "Press" badge to press representatives for photographing, which must be worn at all times. Exhibitors are requested to cooperate with those photographers.

### For Startup Booth

- **Handling of components**

All of the component and fixtures of an exhibition booth are lease articles. Puncturing to the booth surface of a wall and so on are prohibited.

- **Storage Space**

The lower part of an exhibition stand serves as storage space. Please use for storing a spare catalog, an empty box, etc. Since locking is impossible, please do not use it for storage of valuables.





<b>[1unit] Includes</b>
<b>Company logo sign board (W600x H400)</b>
<b>Exhibition Counter (Φ750 x H900)</b>
<b>Electrical power supply (100V-0.5KW) Electrical outlet (for two 3-prong plugs) ×1</b>

To order optional items and electricity items to the Booth, please download the FORM No. 3 [Package Booth Optional Items Application Form] from the Exhibitors website and submit to Accost Corporation by Oct. 18. The Invoice will be issued and sent from Accost Corporation.

<b>1</b>	Electrical power supply (100V-0.5KW) *Electrical outlet (for two 3-prong plugs)	¥ 11,000
<b>2</b>	Electrical outlet (for two 3-prong plugs)	¥ 3,500
<del><b>3</b></del>	<del>Halogen spotlight (100W)</del>	<del>¥ 5,500</del>
<del><b>4</b></del>	<del>System counter</del>	<del>¥ 18,000</del>
<del><b>5</b></del>	<del>Reception Counter (Black)</del>	<del>¥ 11,000</del>
<b>6</b>	Stand Chair(Black)	¥ 4,500
<del><b>7</b></del>	<del>Round Table( White)</del>	<del>¥ 5,000</del>
<del><b>8</b></del>	<del>Cafe Chair ( White)</del>	<del>¥ 2,500</del>
<b>9</b>	Catalog Stand	¥ 6,500
<b>10</b>	Catalog Stand	¥ 4,000
<del><b>11</b></del>	<del>Folding Table</del>	<del>¥ 4,500</del>
<b>12</b>	Internet connection (※Shared line)	¥ 50,000
<b>13</b>	Waste disposal fee(90 liter trash bag)	¥ 2,000
<b>14</b>	AV Equipment Rental	ASK
<del><b>15</b></del>	<del>Graphic sheet for Wall</del>	<del>ASK</del>

- ✓ For reception desk, No. 5 and 6 are available to use in combination.
- ✓ For meeting space, No. 7 and 8 are available to use in combination.

\* Not incl. 10% consumption tax

### [ About Booth Decorations ]

Accost Corporation  
E-mail: [cybertechtokyo@accost.co.jp](mailto:cybertechtokyo@accost.co.jp)

## Move in/out

- ※ When sending equipment or exhibits to the venue via delivery services, please make sure to specify the delivery date and time. Be sure to paste the Exhibit Luggage label (see next page).  
When Moving out, management office arrange the Yamato Express cash on delivery slip.  
Otherwise please arrange on your own.

Delivery date	<b>November 25 (Mon) AM, 2019</b>
Receiver's address	<b>Toranomon Hills Mori Tower 5th Floor, 1-23-3 Toranomon, Minato-ku, Tokyo 105-6035, JAPAN Toranomon Hills Forum Forum Group Office TEL. +81-3-6406-6226</b>

– INQUIRIES –

**If you have any questions or using vehicle for moving in/out.**

**Cybertech Tokyo 2019 Management Office c/o NANO OPT Media, Inc.**

**E-mail: [cybertechtokyo-info@f2ff.jp](mailto:cybertechtokyo-info@f2ff.jp)**

Toranomon Hills Mori Tower 5th Floor,  
1-23-3 Toranomon, Minato-ku, Tokyo 105-6275, JAPAN

Event date : Nov. 26-27

## Cybertech Tokyo 2019 Exhibit Luggage

**Delivery date : Nov. 25 AM(Mon.)**

<b>Exhibitor Name</b>			
<b>Contact Name</b>		<b>Phone</b>	
<b>Packing Items</b>			<b>Delivery number</b>
			/

Toranomon Hills Mori Tower 5th Floor,  
1-23-3 Toranomon, Minato-ku, Tokyo 105-6275, JAPAN

Event date : Nov. 26-27

## Cybertech Tokyo 2019 Exhibit Luggage

**Delivery date : Nov. 25 AM(Mon.)**

<b>Exhibitor Name</b>			
<b>Contact Name</b>		<b>Phone</b>	
<b>Packing Items</b>			<b>Delivery number</b>
			/

**Form  
No. 3**

# Package Booth / Optional Items Application Form

Please fill out the Form, and send it by E-mail to Accost Corporation.

**100% Cancellation charge incurred after the Form is submitted.**

The Invoice will be issued and sent from Accost Corporation.

<b>Exhibitor Name</b>			
<b>Applicant</b>			
<b>Company Name</b>		<b>Contact Name</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	
<b>Title/Dept.</b>		<b>E-mail</b>	
<b>TEL</b>		<b>FAX</b>	
<b>Address</b>			

Package Booth				
NO	Items	Price	Qty.	Amount
—	4 sq. m booth (W2m×D2m)	¥120,000		
—	8 sq. m booth (W4m×D2m)	¥180,000		
—	12 sq. m booth (W6m×D2m)	¥240,000		

Optional Items				
NO	Items	Price	Qty.	Amount
1	Electrical power supply (100V-0.5KW) Electrical outlet (for two 3-prong plugs)	¥11,000		
2	Electrical outlet (for two 3-prong plugs)	¥3,500		
3	Halogen Spotlight (100W)	¥5,500		
4	System counter * Please fill in the size in the remarks. a (W) 495 / 700 / 990、 b (D) 495 / 700 / 990	¥18,000		
5	Reception Counter (Black)	¥11,000		
6	Stand Chair (Black)	¥4,500		
7	Round Table ( White)	¥5,000		
8	Cafe Chair ( White)	¥2,500		
9	Catalog Stand (A4 size / 12 shelves)	¥6,500		
10	Catalog Stand (A4 size / 3 shelves)	¥4,000		
11	Folding Table	¥4,500		
12	Internet connection (※Shared line)	¥50,000		
13	Waste disposal fee(90 liter trash bag)	¥2,000		
14	AV Equipment Rental	ASK		
15	Graphic sheet for Wall	ASK		

Total (not incl. 10% consumption tax) :

<b>Remarks</b> *Billing Address (if different from the Applicant)

**Submit to**
**Accost Corporation**
**E-mail: cybertechtokyo@accost.co.jp**
**FAX: +81-3-5259-7972 TEL: +81-3-5259-7971**
**Deadline**
**Oct 18**