DCJAPAN
DATA CENTER JAPAN

Exhibitor Services Manual

Dates
March 24th (Tue.) - 25th (Wed.) , 2026
10:00 a.m. - 5:00 p.m.
＊Set-up: March 23rd(Mon.)

Venue
Tokyo Metropolitan Industrial Trade Center Hamamatsucho-Kan
2F/4F/5F

Organizer: Japan Data Center Council
Co-Organizer: NANO OPT Media, Inc.

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List of submissions（Contact List）

DCJAPAN DATA CENTER JAPAN

Invoices for the various costs associated with your application will be issued by each company to which you submit your application.Cancellation after the submission deadline will result in a 100% fee. Please understand this in advance.

	Submission	Deadline	Submit to	Ref.
Please register at the Exhibitor`s website.				
Required	Company logo data	December 19	Show Management Office	
Required	[For official web site] Exhibit Profile Registration	December 19		P.17
optional	AiMeet-Visitor's lead acquisition support service	February 20		P.15-16
Please apply to each company by-email or fax using the form attached to the manual.				
optional	Application for Booth option (Furnishings・AV Equipment Rental)	February 13	Expo International	P.13-14 P.20
optional	Vehicle Moving-In/Out Application Form	January 9	Show Management Office	P.11 P.21

Show Management Office c/o NANO OPT Media, Inc.		
3F, Uni-works SHINJUKU GYOEN, 1-12-5 Shinjuku, Shinjuku-ku, Tokyo, 160-0022, Japan		
Operation	E-mail : dcj-exhi@f2ff.jp	TEL : 03-6258-0597
Sales	E-mail : sales-info@f2ff.jp	TEL : 03-6258-0582

partner company	Contact List		
Company		Contact Information	Content
Expo International Ltd.	Fujiseki Miyake	TEL:03-5687-3986 E-mail : dcj@expo.co.jp	Booth Furnishings AV Equipment Rental
AiMeet Management Office (Techsor Inc.)	Tamura	E-mail : aimeet-exhibition@techsor.co.jp	AiMeet (Visitor`s lead acquisition support service)
KISSEI COMTEC CO., LTD.	Anazawa	TEL:03-6709-2440 E-mail : dc-Tokyo@network.kcrent.jp	Computer Equipment Rental

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Event Profile / about exhibitor badge

DC JAPAN DATA CENTER JAPAN

Titles : Data Center Japan 2026

Date : March 24th (Tue) - 25th(Wed), 2026
10:00 a.m. - 5:00 p.m.
＊Set-up: March 23rd(Mon)

Venue : Tokyo Metropolitan Industrial Trade Center
Hamamatsucho-Kan 2F/4F/5F

Organizer : Japan Data Center Council

Organizer: NANO OPT Media, Inc.

Website: https://f2ff.jp/event/dcjapan

Official SNS Accounts	
Facebook (official)	https://www.facebook.com/InteropTokyo
X (official)	https://x.com/InteropTokyo30
YouTube (official)	https://www.youtube.com/@InteropTokyo30
LinkedIn	https://www.linkedin.com/company/64446566/

Exhibitor Budge

Exhibitor badges will not be sent out in advance.

Badges will be handed out at the reception desk in exchange for two business cards.

Please be sure to wear your badge while in the exhibition hall.

		Access area
Exhibitor	2F Reception	Exhibition・Seminar (only own company)

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Prohibited Acts

Exhibitors shall not do any of the following acts without prior written consent of the Organizer:

(For participation in a seminar, the term “exhibitor,” “exhibition” or “exhibition space” being hereinafter replaced with “presenter,” “presentation” or “presentation space”)

1. Exhibition, display, introduction, distribution or any other business activity of or relating to products or services that are deemed
   by Organizer to be inappropriate in light of the purpose of the Event or to prevent the smooth progress of the Event such as
   nuisances to other participants or visitors;
2. Other than the item (1) above, any nuisances to the Organizer, other participants or visitors;
3. Violation of law, act against public policy, infringement on intellectual property right, portrait right, right to privacy, reputation or
   any other right or interest of the Organizer or a third party (including other participants or visitors; the same applies hereinafter),
   torts, criminal offense or any other act related thereto;
4. Transfer or resale of the right to use all or part of the exhibition space or sublease of all or part of exhibition space;
5. Reverse engineering, decompiling, disassembling, duplication, alteration, adaptation, addition, processing or change of computer systems, computer networks, software, equipment, device or facilities or technical information related thereto
   that is/are required to hold or operate the Event (collectively, hereinafter referred to as the “System”);
6. Access to the System for the following purposes:
   *For benchmark of the System including measurement of availability, capability or functionality of the System;
   *For competing purpose including development of a product or service to compete with the Event or the System; or
   *For duplication of feature, function or graphics of the Event or the System;
7. Act that places excessive burden on the System;
8. Act to obstruct or likely obstruct management or operation of the Event or the System;
9. Unauthorized access, compromise, hacking or cracking to the System or any attempt thereof;
10. Act to interfere with or snarl accuracy, integrity, safety, utility or legality of the Event, the System or data of or relating to a third party contained in the System;
11. Use of other participant’s ID or password, or participation in the Event or use of the exhibition space by impersonating a third party or by using anyone else’s name or a fictitious name;
12. Promotion, advertising, soliciting or business activity at the Event or through the System without prior permission of the Organizer;
13. Collection of information on other participant (including registered items and personal information);
14. Act that brings, gives or causes detriment, damages, loss or unpleasantness to the Organizer or a third party;
15. Storing, sending, transmitting or making available for transmission the information that falls or the Organizer deems to fall into any of the following categories:
    *Information containing excessively violent or cruel expression
    *Information containing computer virus, computer worm, Trojan horse, time bomb, spyware or any other detrimental computer program;
    *Information containing expression that defames, or damages the credit of, the Organizer or a third party;
    *Information containing excessively obscene expression;
    *Information containing expression promoting discrimination;
    *Information containing expression promoting suicide or self-injury;
    *Information containing expression promoting inappropriate use of drug;
    *Information containing expression that gives unpleasantness to others;
    *Information for the purpose of the first encounter with a person of the opposite sex;
    *Information requesting to spread some information to a third party such as chain mail; and
    *Information containing antisocial expression;
16. Giving benefits to antisocial forces such as organized crime group, or any other act that promotes activities of antisocial forces
    or that is suspected to contribute to the operation of antisocial forces;
17. Act that conflicts or may conflict with the rules regarding the Event or use of the System;
18. Act that, directly or indirectly, causes or facilitates any act set forth in the items 1. through 17. above; and
19. Any other act that is deemed by the Organizer to be inappropriate.

If the Organizer judges that an exhibitor is likely engaging in any act set forth above, the Organizer may check the usage conditions,
status, situation and the like regarding the exhibition space, and may take any measures that it thinks appropriate including
suspension of exhibition by the exhibitor (provided, however, that the Organizer shall not be required to take such measure.).
Even if such measure taken by the Organizer causes damages, loss or expenses to the exhibitor or any third party,
the Organizer shall not be liable for any such damages, loss or expenses in any respect.

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Handling of Exhibitors' Personal Information by Show Management Office

The Japan Data Center Council, the organizer of this event, has entrusted the handling of personal information to Show Management Office, NANO OPT Media, Inc. The handling of personal information is governed by the "Personal Information Protection Policy" and the "Privacy Policy" set forth by Show Management Office itself.
Show Management Office will supervise the appropriate management of personal information in accordance with the "Personal Information Protection Policy" and the "Privacy Policy" set forth by Show Management Office itself.

- The personal information you provide in the various submission forms in accordance with the Exhibitor Manual will be used by Show Management Office to send you administrative communications regarding the submitted forms.
- We may use the information you provide to send you information about IT-related conferences, exhibitions, events, and related marketing services handled by Show Management Office, but we will not disclose or provide your registered personal information to any third party without your consent.
- Please be advised that we may outsource the handling of your personal information to companies selected by Show Management Office for the purpose of sending you information. In such cases, we will supervise the contractor to ensure that the personal information is handled appropriately.

Please click here to view the privacy policy/privacy policy of NANO OPT Media, Inc.
https://nanooptmedia.jp/privacy/#eng

Handling of Personal Information by Exhibitors

When collecting personal information of visitors to the exhibition through the use of business cards, name book entries, questionnaires, business card attachments, or barcode systems, we recommend that you confirm the purpose of use and handling of personal information with the visitors themselves and obtain their consent before collecting their personal information. Please take appropriate measures to handle personal information based on each company's personal information protection policy and in accordance with the Personal Information Protection Law.

Portrait rights

By entering this event, all visitors, including visitors and related parties, are deemed to have consented to being photographed. Videos and photos taken by management staff or members of the press may be used as promotional/marketing materials. It may be posted or distributed on various websites and paper media.

【Inquiries about personal information】
NANO OPT Media, Inc.
3F, Uni-works SHINJUKU GYOEN, 1-12-5 Shinjuku, Shinjuku-ku, Tokyo, 160-0022, Japan
E-mail: nom-info@f2ff.jp

Notes about Exibitor Name

Exhibitor names will be listed as a list of participating companies on the official website, in the event pamphlet, exhibition hall map, and other printed materials. Basically, the names of exhibitors will be listed based on the company name entered in the application form. The following are the rules regarding the use of company names for exhibitors.

- Nonation of Legal Entity
  - To make it easier for visitors to see the company name in the list of companies, etc., we will use abbreviated names. Corporate names such as "Kabushiki Kaisha, Inc." will not be listed in either Japanese or English.
  - Since the main purpose is to be listed in the list of participating companies for visitors to index the company name, "product/service names" are not allowed to be listed in place of the company name.
  - Environment-dependent characters are not allowed.

- In the case of a joint exhibition by two companies, the following description options are available (Example: Company A is the main exhibitor)
  1) For 2 companies including the main exhibitor
  The name of each exhibiting company should be separated by "one-byte spaces, one-byte slashes, and one-byte spaces" and written together.
  Ex.) 「Company A / Company B」
  2) For 3 or more companies including the main exhibitor
  Alphabetical listing of main exhibitors as follows
  Ex.) Company A
  -Company B
  -Company C

- Rules for Domestic/International Exhibitors
  In principle, even if a company is a foreign company, it will be treated as a "domestic exhibitor" if it has a Japanese corporation or branch office in Japan, otherwise it will be treated as an "overseas exhibitor".

If you have any questions, please contact Show Management Office.

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Tokyo Metropolitan Industrial Trade Center Hamamatsucho-Kan

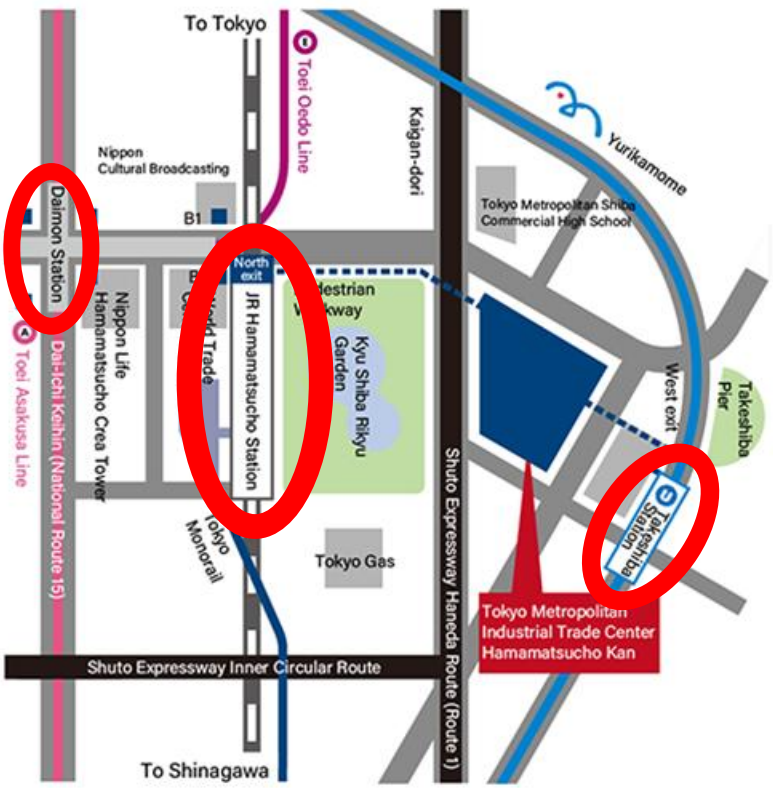
Tokyo Portcity Takeshiba Office Tower 1-7-1,Kaigan,Minato-ku,Tokyo, 105-7501
[TEL] 03-3434-4242
https://www.sanbo.metro.tokyo.lg.jp/hamamatsucho/language/eng/

【When coming by train】

- A five-minute walk (350 m) from Hamamatsucho Station (north exit)
  JR・・・Exit to Takeshiba-dori and proceed toward Takeshiba Pier.
  Tokyo Monorail・・・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 / 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.



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2・4・5F Seminar / Exhibition

Seminar・Exhibition 5F

Seminar・Exhibition 4F

Exhibitor`s Waiting room

Keynote・Exhibition 2F

Reception

※The smoking areas on the 4th and 5th floors are currently closed.
Please use the smoking areas on the 1st and 2nd floors.

※Venue usage is subject to change.

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Overall schedule (Move in / Out)

1. Schedule

Exhibitor set-up time

Date	8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00
Mon. Mar.23	14:00～17:00 Exhibitor`s Move in and set-up
Tue. Mar.24	9:00～ Exhibitor Entry / 10:00～17:00 Exhibition
Wed. Mar.25	9:00～ Exhibitor Entry / 10:00～17:00 Exhibition / 17:00～ Removal / carrying out

- On both days of the exhibition, exhibitors will have one hour (9:00-10:00) to complete their work prior to the opening of the exhibition, but basically all work should be completed on the move-in and set-up day, Monday, March 23.
- Exhibitors with more than 4 booths and who are unable to complete the work within the above time frame, please consult with the Show Management Office in advance.
- Removal/Installation work is not allowed during the exhibition. For unavoidable work such as replacement of equipment, etc., please consult with the Show Management Office separately.

2. Notes about move in-out

- If you need a push cart, please prepare one by yourself. The use of push cart is strictly prohibited in the unprotected area of the foyer and on other floors in Tokyo Port City Takeshiba. Please work by hand.
- Please be sure to work in your own booth. It is prohibited to leave materials in the aisles or in other exhibitors' booths. The same applies to removal of materials.
- The Show Management office will not be responsible for any thefts in the exhibition hall.
- The Show Management office will not be responsible for any lost and found items that are left behind at the time of pick-up. The Show Managemant Office will dispose of all the lost and found items left at the time of final cleaning
- Please do not leave any waste from the display or used materials at the time of removal, but take them back to your own selves. If exhibits or decoration materials are left at the venue, the Show Management office will dispose of them. Please note that The Show Management office will bill the exhibitors for the cost of disposal at a later date.
- Tokyo Port City Takeshiba In principle, the paid parking lot (B1F) cannot be used for move in-out. However, it is possible to use it as a normal parking lot. If use of a car is unavoidable, please use it only to move items, and do not use a cart. Exhibitors with less than 3 booths will not be able to use the loading dock. Please note that it is not possible to carry in or out by cab.

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3. Move in / out in parcel delivery service

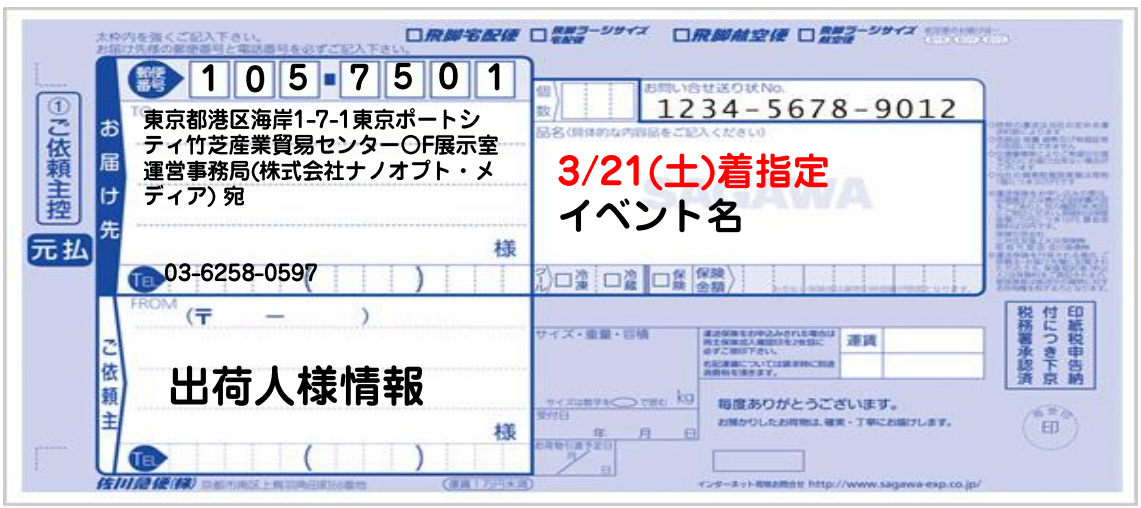
Exhibitors with less than 3 booths will be limited to delivery by courier service.

When arranging for parcel delivery, please copy, cut and paste the “label for carry-in” at the end of this page on each package to ensure smooth sorting at the venue.

<Notes for move in and out in parcel delivery service>

- Due to venue management requirements, only Sagawa Express courier services are accepted. Due to shipping constraints, please specify delivery on March 21. If shipped on or after March 22, there is a possibility it may not arrive by the event.
- In case of non-delivery of packages, please take note of the invoice number (the number of packages to be sent).
- We cannot accept packages arriving before the specified arrival date or packages sent collect.
- The Show Management Office and venue cannot be held responsible for any loss, theft, damage, or malfunction of packages arriving after the specified date, packages without labels, or packages with unknown addresses. Please understand this in advance.
- After your luggage arrives at the venue, our staff will sort it and deliver it to each booth by the set-up day (by 2:00 PM on the 23rd).

How to fill out the shipping label *Japanese Sagawa only



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4. Move in / out by vehicle *Only for exhibitors with more than 4 booths

Due to the limited space in the loading dock (1F), only exhibitors with 4 or more booths will be allowed to bring in vehicles. The Show Management Office will set up a time schedule for the smooth move in out by vehicle on the loading dock for the purpose of ensuring smooth entry and exit. Please understand this in advance.
If you wish to use vehicles for move in / out, please complete “Vehicle Moving-In/Out Application Form” with all required information and submit it to the office by January 9th.
Around late January, we will send detailed instructions and information regarding move-in .
※Due to anticipated congestion at the loading dock, vehicle move in / out may be declined depending on the nature of the items being transported.

Notes Move in / out by vehicle

- Vehicles permitted to enter the loading dock must not exceed the following dimensions:『Length: 9.2m、Width: 2.3m、Height: 4.3m』.
  Vehicles exceeding these specifications, such as 4-ton long trucks or 6-ton trucks, are not permitted to enter the loading dock.
- As the loading dock is covered, vehicles exceeding 4.3m in height cannot be used. and forklifts are not available at the loading dock.
- Please note that move in / out from outside the loading dock (street parking, nearby parking lots, etc.) is prohibited. Additionally, prolonged waiting near the loading dock or around the building before your scheduled time is also prohibited.
- Parking time is limited to 20 minutes as a general rule. Please move your vehicle promptly after completing your work.
- Push car available in the loading dock may be used freely. Please ensure they are returned to their original location after use. (Maximum load: 500kg / Loading surface: 750 x 1200mm)
- The loading dock is not a space for parking vehicles. For vehicle parking, please use the paid parking lot (B1F) within Tokyo Port City Takeshiba.
- Advance application is mandatory when using charter services or similar arrangements.
- Strictly adhere to the “move in / out times” specified in the instructions sent by us after your application is approved. Use outside the approved times is not permitted.
- Use without prior application on the day is not possible. Please be aware.
- As the loading dock may fill up, applications submitted close to the event period may not be accepted. We appreciate your cooperation in applying within the specified deadlines.
- There are restrictions on the specifications of the freight elevators in the loading dock.If you have concerns regarding move in / out of heavy or tall exhibits, please contact the show management office.

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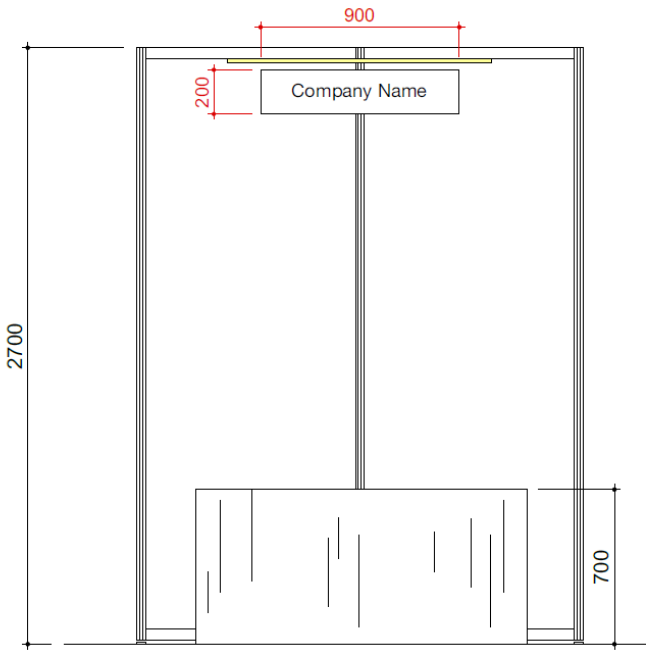
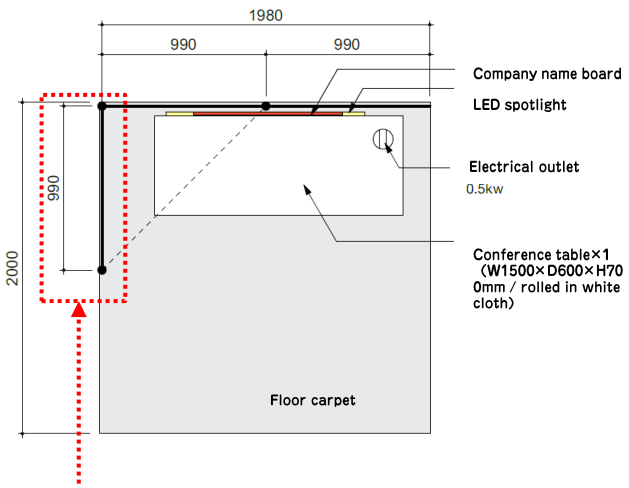
Booth specifications

1booth=W2m×D2m（4㎡）

elevation



*image



Booth specifications : 1Booth
Exhibit Space:2m×2m=4㎡
Wall（Colored:White） : W1980×H2700mm
Company name board×1 （W900×H200mm）
LED spotlight×1
Conference table×1 （W1500×D600×H700mm / rolled in white cloth）
Electrical outlet×1
Floor carpet(4㎡) *No color selection

A W990 x H2700 mm system panel will be installed between adjacent booths.
It will not be installed on the aisle surface.

*Exhibitors with two or more booths will be provided with accompanying equipment according to the number of booths. However, only one company name plate will be provided.

*If you wish to use 200V for electrical work, please contact the Show Management Office as the capacity is limited due to the venue facilities.

*If you wish to add other options, or product panels, please refer to “Booth Option” on P.13-14.

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Booth Option

If you would like to apply for the booth option, please fill out the required information on 【Application for Booth option】 (P.20) and submit it to Expo International Ltd. by Friday, February 13.

Furnishings / AV Equipment Rental - List

1 Name Card Box
¥1,650

2 Acrylic Catalog Pocket (A4 size)
¥3,300

3 Desktop Catalog Stand
¥1,650

(A4 vertical 12 columns)

4 Catalog Stand
¥6,050

(A4 vertical 12 columns)

5 Catalog Stand
¥5,500

(A4 vertical 6 columns)

6 White Cloth
¥1,320

(1,000Φ)

7 Pipe Chair
¥550

8 Stand Chair
¥3,850

9 Conference Table
¥3,850

(W1500×D600×H700)

10 Round Table
¥4,400

(1600Φ×H650)
Color: Top Board White

11 TV
¥52,800

(43" LCD)

12 Wide TV
¥60,500

(50" LCD)

13 LCD Monitor
¥26,400

(for 23" PC)

14 LCD Monitor
¥33,000

(for 27" PC)

15 Wall Mounting Bracket for Monitor
¥16,500

*Wall mount brackets: 1 set of 2
*Monitor mounting brackets: 1 set of 2
*No.11, 12, 13, and 14 are available.
(Above rates include installation fee.)

16 Monitor Stand
¥13,200

(No.11・12 are available)

Additional electrical trunk line installation

17 Electrical outlet
¥5,500

(3穴2口)
*1

18 LED spotlight
¥7,150

LED
(100W)
*1

19 Additional electrical trunk line installation cost
¥13,200

Please apply in 1Kw units.Please contact us if you require 200V.

* incl. 10% consumption tax

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Booth Decoration

20	Logo company name board	¥13,200
Please send an outline file in ai or eps format to Expo International.		

21	Panel installation cost (velcro or chain included) *A0 size and larger on request	¥1,100
【21-1】Velcro only (6 pcs., 1 set)¥660 【21-2】Chain & Hook (2 pcs., 1 set) only ¥660		

22	Wall sheeting		
【22-1】	Graphic paper for all wall surface*1	W950*H2580	¥38,500
【22-2】	Graphic paper for up to the table*1	W950*H1950	¥29,700
【22-3】	Color sheet for all wall surface*1	W950*H2580	¥11,000
【22-4】	Color sheet for up to the table*1	W950*H1950	¥8,800

- Grapic paper
  Please submit complete ai or eps data to Expo International by Friday, February 27. If data adjustment or other adjustments are necessary, additional fees will be charged. Color proofing is not available. Prices include construction, shipping, and installation.
- Color Sheet
  Prices are for single color sheet application. Please contact Expo International for sheet color.

イメージ

*1 No.19 additional electrical main line installation is required when adding No.17 and No.1.

- Prices include rental, delivery, and installation fees during the exhibition period.
- For equipment rentals other than those listed above, please contact Expo International.

Other

23	Waste Disposal Costs (90ℓ garbage bag)	¥2,200
Food and beverage refuse are excluded		

* incl. 10% consumption tax

– INQUIRIES –

Expo International Ltd.

Fujiseki / Miyake

TEL: +81-3-5687-3986 E-mail: dcj@expo.co.jp

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AiMeet -Visitor`s lead acquisition support service

DC JAPAN DATA CENTER JAPAN

"AiMeet" is a contactless information delivery tool that replaces the exchange of business cards and distribution of paper document. In addition, visitor's information that is scanned with a smartphone can be checked in real time from the management page. If you would like to use this service, please register via the exhibitor website by Friday, February 20.

Usage Fee

● Usage fee *incl. 10% consumption tax	
System (AiManager platform) basic usage fee *1 license included	Show Management Office's cost(*partially not covered)
License addition	￥16,500 / 1 license
Smartphone rental for scanning	￥16,500 / 1 smartphone
Visitor's personal information data extraction fee	￥132 / 1 scan

※ System (AiManager platform) basic usage fee and License addition are not inclusive smartphone for scanning use. Please prepare your own or apply for Smartphone rental.
※ Recommended environment are iOS 12 or later, Safari latest version, Android 9 or later, Google Chrome latest version.1 smart phone for scanning is required per license. We do not guarantee operation with foreign-made smartphones.
※ The visitor's personal information data extraction fee will be charged based on the number of visitor badge QR codes scanned. Please understand this in advance.
※ In the event of loss or damage to loaned devices, we may charge an amount equivalent to the cost of purchasing a replacement unit.
※ Cancellations after the submission deadline will incur a 100% fee.

How To Use

Visitor`s information acquisition in real time with “AiMeet”

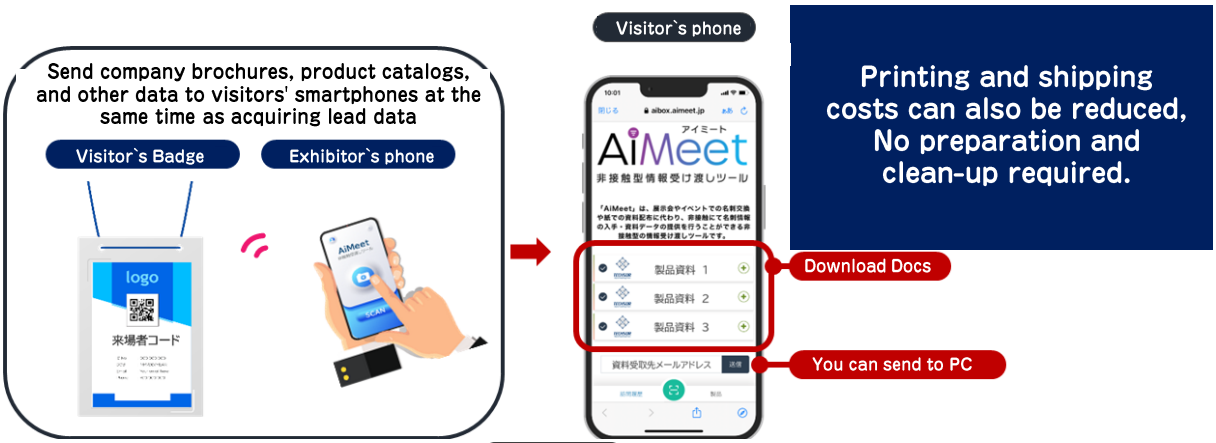
Scanning QR codes for leads

You can take notes

Visitor’ s information acquisition in real time

Visitor`s can download documents

Documents can be distributed to visitor`s, you can go paperless as well.



*Image

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Delivery of visitor leads

1) Handling of personal information provided by us to exhibitors

We will provide exhibitors business card information of visitors that they have read in their booths.

【Agreement on Obtaining of Personal Information】 (please review the sample https://frm.f2ff.jp/event-jp/images/Agreement_E.pdf) after receiving your consent, we will provide it to you with security precautions. All personal information provided should be handled under the management responsibility of each exhibitor and in compliance with the Personal Information Protection Law and other applicable laws and regulations.

2) Providing visitor's data

AiManager account information will be sent to the person in charge by the AiMeet office prior to the event,

Pre-registered visitor data can be viewed and retrieved in real time on the AiManager page during the event.

3) Deliverable items

The items to be delivered are the date and time of data reading and personal information: name, name (furigana), corporation name, corporation name (furigana), department, title, address, telephone number, and e-mail address.

However, the visitor data to be delivered will be the data as registered by the visitor himself/herself, so there may be some inadequacies. The Show Management Office will not clean the data or translate it into other languages. Please understand this in advance. The file format for delivery is CSV.

In addition to the above personal information, we will deliver data with each visitor's action history.

. Date and time of booth visit.

. documents download.

. notes you take at the time.

4) Other precautions

This service does not guarantee data integrity, We recommend exchanging business cards in conjunction with the use of this service, The following personal information data will be deleted during the scrutiny phase and will not be provided.

. Data from visitors who have refused to provide personal information after registration.

. Data deemed to be deleted by the show management office.

. If a barcode not used for this event is read or if there is a reading error, In addition, if there is no visitor data associated with the badge code, etc.

*Leads for seminars will be delivered by the end of the next week. Please understand this in advance.

– INQUIRIES –

【Application and billing】
Show Management Office (NANO OPT Media, Inc.)
E-mail: dcj-exhi@f2ff.jp

【Usage and functions】
AiMeet Management Office (Techsor Inc.)
E-mail: aimeet-exhibition@techsor.co.jp

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1. Promotion Activities

Direct mail and e-mail

- Selecting visitors / registered visitors to the company's events held by Nano-Opto Media, and sending e-mail invitations and sending mail direct mail to them (the relevant target audience). From the start of registration to the end of the event period, the information will be sent two to three times a week.

Advertisement placement.

- Google/Yahoo AD Display Network
- Facebook/X　advertisement etc…

Media tie-up

Through tie-ups with multiple media sponsors, we will provide exposure through pre-announcement advertisements and features, coverage during the exhibition, and post-event articles.

2. 【For official web site】Exhibit Profile Registration　＊free

The official website is the largest source of information for prospective visitors. The official website will provide visitors with a list of exhibitors and further details such as exhibit outlines.

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Precautions in the Exhibition

Prohibited Use of Common Areas

- Please conduct sampling activities such as soliciting for surveys, distributing flyers and novelties, etc. within your own booth. If such activities are conducted outside of your own space, you will be asked to cease them immediately.
- Exhibits, decorations, catalogs, equipment, plants, packing materials, etc. may not be placed in the aisles around the booth or behind or next to the booth.

Photographing

- Photography by visitors

Show Management Office does not restrict photography by visitors. If exhibitors need to restrict photography in order to protect their equipment, products or designs, they are kindly requested to do so by setting up signboards or other means.

- Members of the Press

We ask for the cooperation of members of the press wearing press badges to cover the exhibition and take photographs, as long as it does not interfere with the exhibition.

- Exhibitors

There are no restrictions on photographing at your own booth. Please take photos so as not to disturb visitors or other exhibitors. If you photograph other exhibitors' booths, please obtain permission from the exhibitor in question.

- Show Management Office Staff

Our Office`s filming staff will conduct interviews and filming for the purpose of posting bulletins on the official website and for use as promotional tools. We appreciate your cooperation.

Use of Transceiver

For products on display, wireless microphones used for demonstrations, and radio equipment used for liaison work, only equipment with a technical conformity mark and certification number that meets the technical standards of Japan's Radio Law and equipment that uses the "Special Exception System for Experiments Using Equipment Not Certified for Technical Conformity (*1)" will be permitted for use.

Use of equipment that does not fall under the above categories may result in the user himself/herself being in violation of the Radio Law and penalties may be imposed. Please be especially careful when using devices made in foreign countries. If any unauthorized equipment is found to be in use, Show Management Office will take measures such as turning off the power. Please understand this in advance.

➢ Other precautions regarding wireless equipment
When exhibiting the following devices, please handle them appropriately.
- Equipment that emits radio waves in frequency bands prohibited for use in Japan
- Equipment that emits radio waves that require a license for use

(*1) Under certain conditions, such as meeting technical standards (international standards, etc.) equivalent to those stipulated in the Radio Law, it can be possible to conduct experiments, etc. of new services using Wi-Fi, etc. for up to 180 days by notification, even without obtaining a technical standards compliance certificate, etc. (technical compliance).

➢ For details on the applicable standards and procedures, please refer to the Ministry of Internal Affairs and Communications Radio Use homepage.

https://www.tele.soumu.go.jp/j/sys/others/exp-sp/index.htm

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Copyright Handling

Exhibitors who perform music, play recordings, or show videos during the exhibition are required to follow copyright procedures, except for those exhibitors who own the copyrights or have already processed the rights. For music, an application must be made to the Japanese Society for Rights of Authors, Composers and Publishers(JASRAC) and the prescribed royalty fee must be paid. For images (movies, videos, broadcast recordings, etc.), please obtain the consent of the copyright owner, such as the image production company or broadcasting company.

【Inquiries】
Japanese Society for Rights of Authors, Composers and Publishers(JASRAC) Tokyo Event & Concert Branch
Email: tokyo-ec-contact@jasrac.or.jp https://www.jasrac.or.jp

Booth Management & Insurance

- Show Management Office will take the utmost precautions to prevent accidents, such as assigning security guards to manage and protect the venue during the event period. However, Show Management Office will not be liable for any injury or damage to persons or property caused by natural disasters, fire, theft, loss, or other force majeure. Please take measures such as granting insurance and having security guards on duty. In particular, please take care of valuables in your booth, such as computers, business cards, raffle prizes, and other related valuables.

  Examples of countermeasures: secure them with wires, do not leave them unattended, store them in a lockable place, take them home after the exhibition, insure them, etc. Please also pay attention to the distribution of exhibitor badges and construction worker seals.

- Exhibitors must immediately compensate for any injury or damage to persons or property caused by their negligence or non-negligence at the venue. In order to prevent accidents from occurring, exhibitors are requested to be present at their own booths during the entire period from the start of move-in to the completion of move-out after the exhibition period.

- In the event of an accident, please contact Show Management Office immediately.

Food & Beverage

You may serve food and beverages, including alcohol, to visitors at your booth, but please be careful to maintain hygiene. If you cause a nuisance to other booths, you will be prohibited from serving food and beverages to visitors. We ask for your understanding in advance.

Notes when using the booth

- Exhibition Booths
  No holes, tacks, or nails may be drilled into the booth walls or display stands. Exhibitors who damage or lose their booths will be charged for the cost of repairing the damage or loss.

- Restrictions on Exhibits
  According to venue regulations, please ensure the height of exhibits doesn`t exceed 2.7 meters.
  Additionally, the floor load capacity of the exhibition hall is 1t/㎡.

- Attachment of display monitors to booth walls
  If you wish to install a display monitor on the booth wall, please refer to the list of paid options (p. 13) and apply to the Show Management Office. Please note that you cannot bring your own equipment. If you bring your own display monitor, please arrange for a desktop type.

- Product Explanation Panels
  Please install the panels by yourself. When panels other than styrene boards are to be hung (LED panels, etc.), installation may be required for a separate fee depending on the specifications.

- Audio Equipment
  Microphones, speakers, and other audio equipment are not allowed.

- Storage space
  Please use the storage space beneath the display stands for storing spare handouts, empty boxes, and similar items.We plan to designate material storage areas on each floor, but specific locations will be announced on the day of the event. Additionally, storage is available in the exhibitor lounge, so please make use of that as well. Please note that the organizing committee cannot be held responsible for loss or theft; items must be managed under your own responsibility. Furthermore, as space is limited, please refrain from occupying large portions of the area.

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Application for Booth option

optional
Ref. P.13-14

Exhibitor Name		Booth No	

Contact			
Company Name		Contact ☐Mr. ☐Ms.	
Title/Dept.		TEL	
E-mail			
Address			
Billing Address (if different from the exhibitor)			
Company Name		Contact ☐Mr. ☐Ms.	
Title/Dept.		TEL	
E-mail			
Address			

■Items to order (Please fill in)

No.	Item	Unit Price	Qty	Amount
Total ¥				

Submit to	Expo International Ltd. E-mail : dcj@expo.co.jp TEL:03-5687-3986	Deadline Feb.13rd

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Vehicle Moving-In/Out Application Form

optional
Ref. P.11

Exhibitor Name		Booth No	

Contact			
Company Name		Contact ☐Mr. ☐Ms.	
Title/Dept.		TEL	
E-mail			
Address			

■Please be sure to review page 11 and fill in the required information below.
After submission, the show management office will review the details and send you specific instructions regarding vehicle delivery and pickup starting around late January and on an on going basis.
*Space at the loading docks is limited. To ensure smooth move in / out operations, we will assign specific time slots for these activities.
*Please note that congestion at the loading docks is anticipated. Depending on the nature of the items being transported, we may decline vehicle access for move in / out.
*Unauthorized vehicles are strictly prohibited from entering or exiting the premises.

Delivered items (Size, quantity, etc.)	Vehicle Size	Desired Move-in Date	Vehicle Responsible Contact Information (Company Name, Name, Mobile Phone Number)
	☐ Medium-sized vehicles (L9m W2.39m H3.5m or less) ☐ Standard vehicles (L6m W1.9m H2.3m or less)	☐ March 23 (Mon.) ☐ March 24 (Tue.)	
	☐ Medium-sized vehicles (L9m W2.39m H3.5m or less) ☐ Standard vehicles (L6m W1.9m H2.3m or less)	☐ March 23 (Mon.) ☐ March 24 (Tue.)	
	☐ Medium-sized vehicles (L9m W2.39m H3.5m or less) ☐ Standard vehicles (L6m W1.9m H2.3m or less)	☐ March 23 (Mon.) ☐ March 24 (Tue.)	

■If you have any additional comments or questions, please fill them in below.

Submit to	Show Management Office c/o NANO OPT Media, Inc. E-mail : dcj-exhi@f2ff.jp TEL:03-6258-0597	Deadline Jan.9th

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DCJAPAN DATA CENTER JAPAN 展示ブース荷物(2F)

出展社名	
ブースNO.	

〒105-7501　東京都港区海岸1-7-1東京ポートシティ竹芝
東京都立産業貿易センター 2F 展示室 運営事務局(株式会社ナノオプト・メディア) 宛
※佐川急便のみの取り扱いです※

3月21日(土) 着指定

開催日：3月24日（火）・25日（水）

担当者会社名		
ご担当者名		送付個数
担当者TEL （当日連絡先）		／ 個

DCJAPAN DATA CENTER JAPAN 展示ブース荷物(4F)

出展社名	
ブースNO.	

〒105-7501　東京都港区海岸1-7-1東京ポートシティ竹芝
東京都立産業貿易センター 4F 展示室 運営事務局(株式会社ナノオプト・メディア) 宛
※佐川急便のみの取り扱いです※

3月21日(土) 着指定

開催日：3月24日（火）・25日（水）

担当者会社名		
ご担当者名		送付個数
担当者TEL （当日連絡先）		／ 個

DCJAPAN DATA CENTER JAPAN　展示ブース荷物(5F)

出展社名		
ブースNO.		

〒105-7501　東京都港区海岸1-7-1東京ポートシティ竹芝
東京都立産業貿易センター 5F 展示室 運営事務局(株式会社ナノオプト・メディア) 宛

※佐川急便のみの取り扱いです※

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担当者会社名		
ご担当者名		送付個数
担当者TEL （当日連絡先）		／　個

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