

DCJAPAN

DATA CENTER JAPAN

Exhibitor Seminar Manual

JDCC member

Dates March 24th (Tue.) - 25th (Wed.) , 2026

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

Organizer: Japan Data Center Council

Co-Organizer: NANO OPT Media, Inc.

Index

P.2

List of submissions

P.3

Event Profile

P.4

Venue Usage Plan

P.5

Access to the venue

P.6

Prohibited Acts

P.7

Handling of Personal Information / Exhibitor Name

P.8

Promotion Activities

P.9

Standard Equipment at seminar room

P.10

On-site Schedule

P.11

Show Management Office c/o NANO OPT Media, Inc.

3F, Uni-works SHINJUKU GYOEN, 1-12-5 Shinjuku, Shinjuku-ku, Tokyo, 160-0022, Japan

OperationE-mail : dcj-exhi@f2ff.jpTEL : 03-6258-0597

*The information contained in this manual is subject to change. Please understand this in advance.

Please submit all required documents via the exhibitor-website.
<https://forest2.f2ff.jp/20260302/?lang=en>)

Category	Submitted contents	Deadline
Required	Company logo data	December 19(Fri.)
Required	Seminar title / Speaker information	December 19(Fri.)
Required	Speaker’ s photo	December 19(Fri.)
Required	Seminar equipment / Seminar environment, etc.	February 27(Fri.)
Required	Presentation data (PPTX) *for seminar on the day	Bring on the day

Notes regarding submissions

- Seminar title / Speaker information

Some of the information you provide may be published on our official website, in promotional materials, and elsewhere. However, to ensure consistency in representation, we may adjust details such as corporate status and writing style. Furthermore, corporate status will be omitted from the list of participating companies.
- Speaker’ s photo

- Please submit in high resolution jpg or gif format.
 - If multiple speakers are presenting, please submit them as a zip file.
- Seminar equipment / Seminar environment, etc.

Please register the information such as the equipment used in the session, the content of the seminar, and the materials to be distributed in as much detail as possible.
- Presentation data (PPTX) *for seminar on the day

Presentation data doesn` t need to be submitted in advance. Please bring your own PC with you on the day of your presentation, or bring your data on a USB memory stick to the venue. Please create in PPTX format (PowerPoint 2007 or later) and create slides in 16:9. If you are using an application other than PPTX, please bring it in PDF format.

Titles : Data Center Japan 2026

Date : March 24th(Tue)-25th(Wed), 2026
10:00 a.m. - 5:00 p.m.
Seminar:10:10 - 16:45

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 (speaker badge)

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

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.

Tokyo Metropolitan Industrial Trade Center Hamamatsucho-Kan

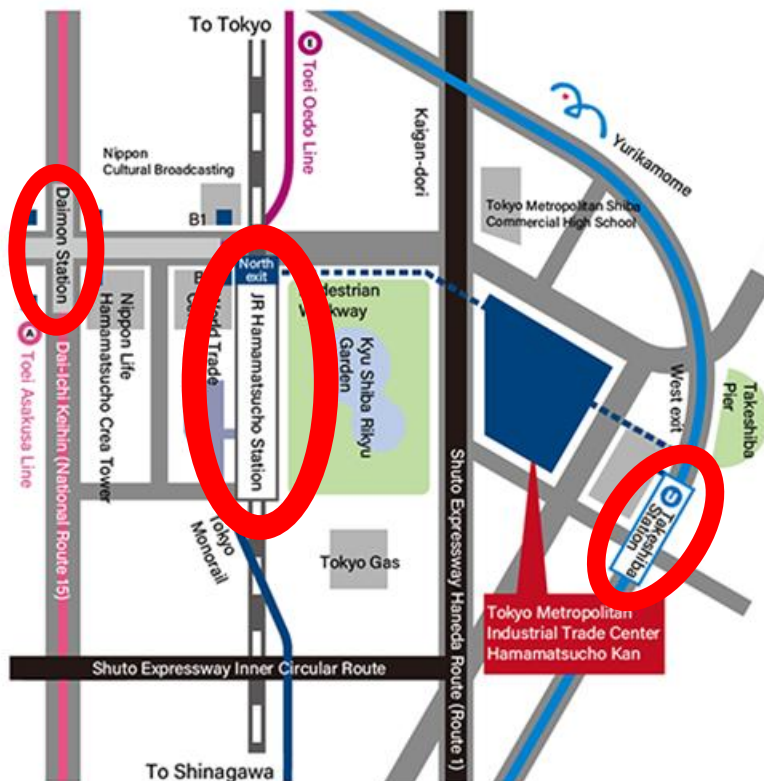
Tokyo Portcity Takeshiba Office Tower 1-7-1, Kaigan, Minato-ku, Tokyo, 105-7501

[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.



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.

Handling of Exhibitors' Personal Information

The Japan Data Center Council (JDCC), 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>

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 Exhibitor 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.

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.

Standard Equipment at seminar room (Theater 100 seats)

- Screen projector (16 : 9) × 1
- Podium × 1
- Laptop (Windows11 × Microsoft Standard 2021) × 1
- Internet connection (wireless)
- Hand mic × 2
- Wireless presenter (Laser pointer)

◆ Arrangement of non-basic equipment

If you use equipment other than those listed above, please contact Show Management Office. We will make arrangements for a fee. Please note that we may not be able to make such arrangements due to the specifications of the venue.

◆ Confirmation of the environment for creating presentation data

Please check the OS and Office version when creating the data. Differences in the environment may cause display problems. If the environment used for data creation differs from the specifications of the PC used for the seminar (see above), we recommend that you bring your own PC.

◆ Bringing your own laptops

The connector shape for connecting to the projector is "HDMI". If you bring a PC or mobile device that does not have the corresponding interface, please bring a conversion adapter to the above connector. Please note that display problems may occur depending on compatibility with the venue equipment. Also, to ensure a stable demonstration, the Internet will be wired, so if you have a PC without a LAN port, please bring an Ethernet conversion adapter. Please note that we will not provide one. Also, please take security measures when using the Internet.

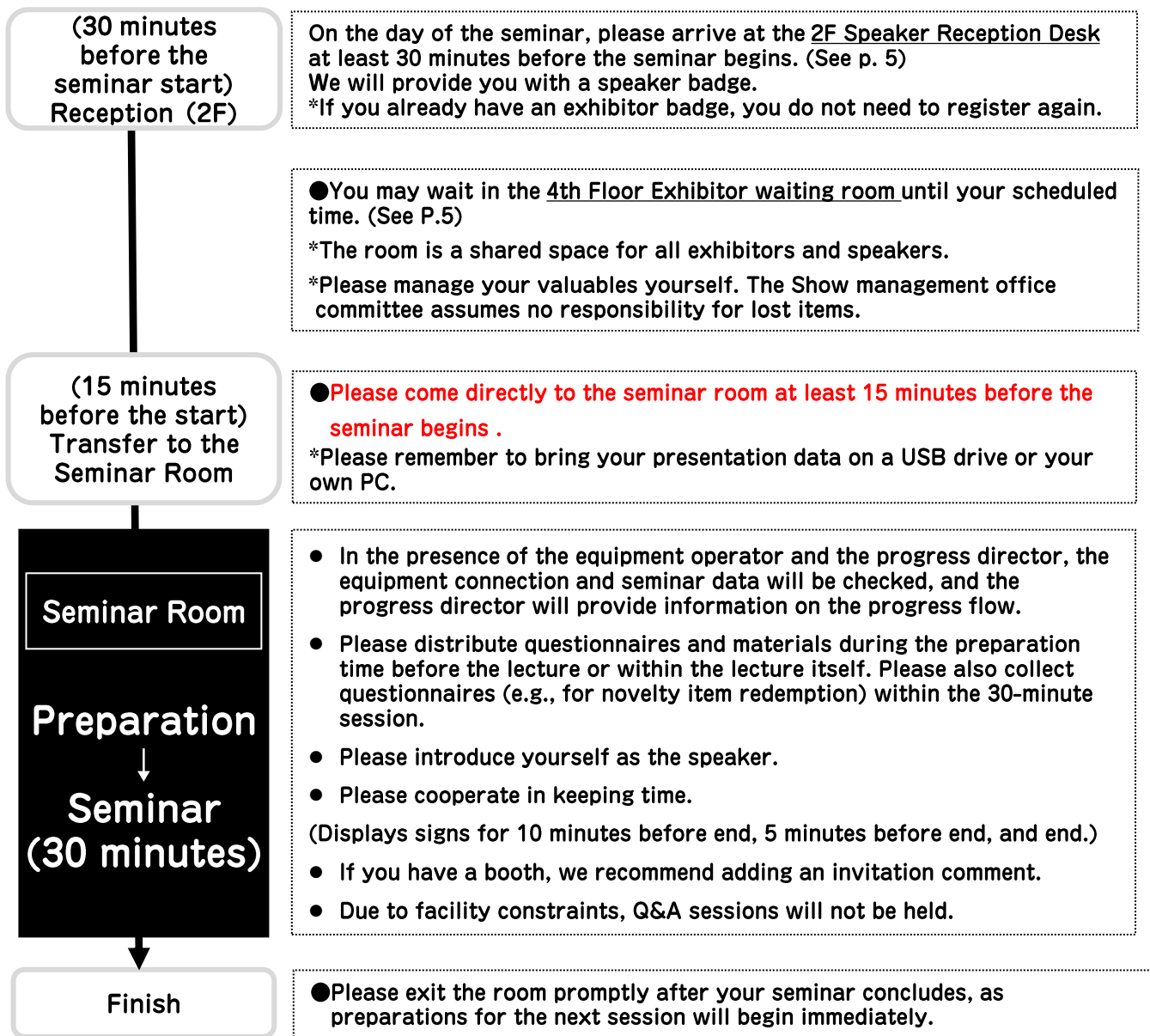
◆ Connecting multiple laptops at the same time

We will provide one PC per venue. If you use multiple PCs, please bring your own computers from the second PC onwards. However, please note that simultaneous projection is not possible.

◆ Distributing questionnaires and materials

If you wish to distribute questionnaires and materials, please manage this independently. The Show Management Office staff will not be involved. Please distribute questionnaires and materials during the preparation time before the seminar or within the seminar itself. Please also collect questionnaires (including the exchange of novelty items) within the 30-minute session. Please exit the room promptly after your seminar concludes, as preparations for the next session will begin immediately.

Flow on the seminar



Notes

- Equipment connection test
Only equipment connections will be checked prior to the start of the seminar.
*If you have a separate test or rehearsal, such as for a complex demonstration, please contact Show Management Office in advance.
- Visiting by related persons
Three seats will be provided in front of the podium for each session (including the speaker), but please bring a minimum number of attendees in order to prevent new coronavirus infection.
- Photographing
 - Show Management Office will not restrict photography by visitors. If you prohibit photography of presentation slides, please inform the attendees before the start of the presentation or in the slides themselves.
 - Please cooperate with the filming by the media (wearing a filming armband) and the recording by Show Management Office if we allows them to do so. **If you do not allow the media to enter the room or take photographs, please register the relevant items in the [Japanese] Seminar title / Speaker Information" in advance.**

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