DCJAPAN
DATA CENTER JAPAN

Exhibitor Seminar Manual

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.

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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

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

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List of submissions

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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.)
optional	Competitor domain	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.

■ Competitor domain

The registrant of the email domain you specify will not be able to register for your session systematically.
*Notes
- Before specifying domains, please make sure that it is a competitor.
  Show Management Office will not confirm or check the domain name registered, so please make sure that your registration is correct.
- Please note that we cannot accept checks with domains other than the email address domain (company name, URL, etc.).
- Please register your domain including @.
- Any inquiries or complaints from the concerned person may be returned to the concerned company.
- Requests made after the start of registration for your session will not be accepted. Also, we will not be able to check it at the seminar venue on the day of the event.
- If you exclude the domain name of your own arranged PR firm or agency, please register the relevant domain name together.

■ 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.

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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
Exibitor speaker	2F Reception	Exbition・Seminar (only own company)

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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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Tokyo Metropolitan Industrial Trade Center Hamamatsucho-Kan

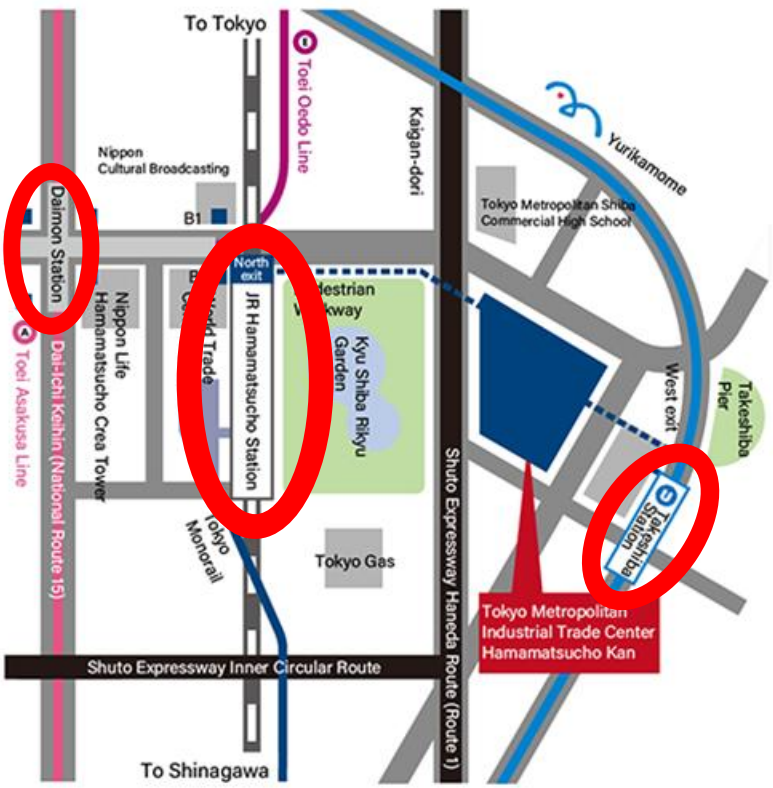
Tokyo Portcity Takeshiba Office Tower 1-7-1,Kaigan,Minato-ku,Tokyo, 105-7501
[TEL] 03-3434-4242
https://www.sanbo.metro.tokyo.lg.jp/hamamatsucho/language/eng/

【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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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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*Lead delivery is available only to exhibitors who have paid the standard fee (paid service).

1. Management of Personal Information that Show Management Office provides sponsor

We will provide the personal information (business card information) of registrants for each event who have agreed to provide their personal information and those who have downloaded session materials to the sponsor of the event. The provision of such personal data will be conducted in a secure manner after consent to [Handling of personal information regarding data delivery] (Please click here https://frm.f2ff.jp/event-jp/images/Agreement_E.pdf to see a sample of the text.) has been obtained. All personal information provided should be handled under the management responsibility of each sponsor and in compliance with the Personal Information Protection Law and other applicable laws and regulations.

2. Delivery Date

The delivery date is scheduled for one week after the end of the event period.
Please be advised that delivery may be delayed in the event of unforeseen circumstances.
Data acquisition information will be provided to the exhibiting representative via email.

3. Delivery The personal Information

The personal information to be delivered includes: name, name (furigana), company name, company name (furigana), department, position, address, phone number, and email address. However, attendee data delivered will be exactly as registered by the attendees themselves, so it may contain inaccuracies. The show management office will not perform data cleaning or translation into other languages. Please be aware of this in advance. The delivery file format will be CSV.

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

- Pre-registration
- In-person attendance

*There is a limit to the number of data sets delivered. Data exceeding this limit can be purchased for a fee. For details, please contact your sales representative.

4. Notes on data

- 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 at the stage of scrutiny and will not be provided.
  - Data from participants who have refused to provide personal information after registration
  - Data whose registration session has been changed or cancelled by the registrant after registration
  - Data deemed necessary to be deleted for reasons other than those listed above for the protection of personal information or for operational reasons
  - If a barcode not used for this event is scanned, if a scanning error occurs, or if there is no visitor data associated with the badge code, etc.

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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.

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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.

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Standard Equipment at seminar room (Theater 100 seats)

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

◆ 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.

Advance Preparation & Distribution of Materials at the Venue

If you wish to distribute materials or questionnaires during your presentation, please indicate whether distribution will occur on the Exhibitor Portal under [Seminar equipment / Seminar environment, etc.]. Prepare materials according to the following guidelines.Presentation materials will be accepted by the Secretariat staff and stored until your session begins.Seminar staff will handle material distribution to attendees and questionnaire collection.

＊Notes

- Venue seating capacity (Theater: 100 seats) + reserve seats as a guideline. Please prepare based on the pre-registration status for your company's sessions. For pre-registration numbers, please contact your respective sales representative.
- If distributing multiple items (excluding questionnaires), please bundle them together in a folder or envelope. We cannot perform bundling on-site; please deliver pre-bundled items.
  *For questionnaires with a business card attachment section, please affix double-sided tape in advance.
- After the presentation, staff will deliver them to your booth. If you do not have a booth, the conference staff will hand them directly to the responsible person or presenter on-site for you to take with you. Please note that the showmanagement office cannot store or ship these items for you.

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Flow on the seminar

(30 minutes before the seminar start) Reception (2F)

On the day of the seminar, please arrive at the 2F Speaker Reception Desk at least 30 minutes before the seminar begins. (See p. 5)
We will provide you with a speaker badge.
*If you already have an exhibitor badge, you do not need to register again.

●You may wait in the 4th Floor Exhibitor waiting room until your scheduled time. (See P.5)

*The room is a shared space for all exhibitors and speakers.

*Please manage your valuables yourself. The Show management office committee assumes no responsibility for lost items.

(15 minutes before the start) Transfer to the Seminar Room

●Please come directly to the seminar room at least 15 minutes before the seminar begins .

*Please remember to bring your presentation data on a USB drive or your own PC.

Seminar Room

Preparation
↓
Seminar (30 minutes)

- In the presence of the equipment operator and the progress director, the equipment connection and seminar data will be checked, and the progress director will provide information on the progress flow.
- Please distribute questionnaires and materials during the preparation time before the lecture or within the lecture itself. Please also collect questionnaires (e.g., for novelty item redemption) within the 30-minute session.
- Please introduce yourself as the speaker.
- Please cooperate in keeping time.

(Displays signs for 10 minutes before end, 5 minutes before end, and end.)

- If you have a booth, we recommend adding an invitation comment.
- Due to facility constraints, Q&A sessions will not be held.

Finish

●Please collect the remaining materials and collection questionnaire from the staff.

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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Move-in of Seminar Handouts(courier service)

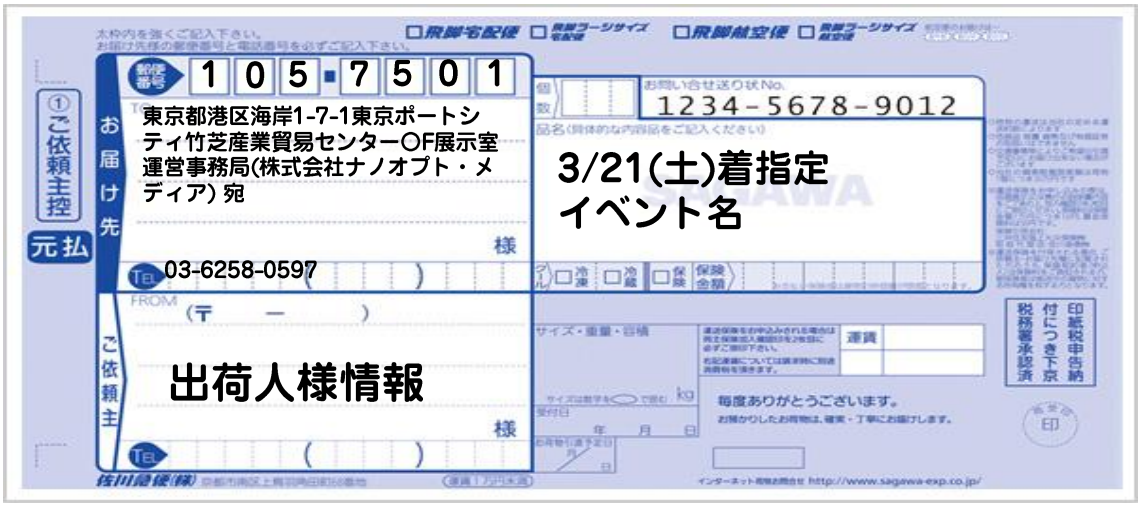
When arranging shipment of seminar materials, please copy and cut out the “Delivery Label” on the next page and affix it to each package to ensure smooth sorting at the venue.

Due to venue management requirements, only Sagawa Express courier services are accepted.

Notes on courier service

- Please ensure that exhibition and lecture materials are shipped separately using distinct packaging materials.
- In the unlikely event of non-delivery, please retain the tracking number (and number of packages shipped) for your records.
- 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.
- Handouts for your presentation will be distributed after receipt by Show Management Office and managed us until the start of your company's session. Remaining handouts will be returned to the person in charge after the presentation.

How to fill out the shipping label *Japanese Sagawa only



- Any remaining presentation materials and questionnaires will be delivered to your booth by staff after the presentation concludes.If you do not have a booth and wish to have items shipped, please speak to the staff outside your room.We will provide you with shipping label .
- Shipping and delivery of items will occur the day after the removal date (25th) or later. Specifying a delivery date is not possible.

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講演配布物

出展社名	
セッション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) 総合受付宛
※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

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講演配布物

出展社名	
セッション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) 総合受付宛
※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

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