

DCJAPAN

DATA CENTER JAPAN

Exhibitor Manual

Exhibition

Dates March 24 (Wed.)-25 (Thu.), 2027

Venue TOKYO PORTCITY TAKESHIBA

* Exhibits/Seminars:

Tokyo Metropolitan Industrial Trade Center,
Hamamatsucho Building, 2nd-5th Floors

* Keynote Speech:

Port Hall, 1st Floor

Organizer: Japan Data Center Council

Co-Organizer: NANO OPT Media, Inc.

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Please note that the information contained in this manual is subject to change.

Event Overview

Name	Data Center Japan 2027
Dates	March 24 (Wed.)-25 (Thu.), 2027, 10:00 a.m.-5:00 p.m.
Venue	TOKYO PORTCITY TAKESHIBA * Exhibits/Seminars: Tokyo Metropolitan Industrial Trade Center, Hamamatsucho Building, 2nd-5th Floors * Keynote Speech: Port Hall, 1st Floor
Organizer	Japan Data Center Council
Co-Organizer	NANO OPT Media, Inc.
Official Website	https://f2ff.jp/event/dcjapan?lang=en

Official SNS Accounts (Hashtag: #DCJ27)

Facebook (Official)	https://www.facebook.com/InteropTokyo
X (Official)	https://x.com/InteropTokyo30
LinkedIn	https://www.linkedin.com/company/64446566/

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

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 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 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, BLOCKS 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.

- **Nomination 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.

Invoices for fees associated with your application will be issued by the respective companies to which you submit your application.

Please note that cancellations made after the submission deadline will incur a 100% cancellation fee.

	NO	Document Name	Submission Deadline	Submission Address	Reference Page
Submissions Required for Registration on the Exhibitor Website					
Required	—	Company Logo File (For Web Publication)	Dec. 18 (Fri.)	Show Management Office	—
Required	—	[Official Website] Exhibitor Information / Exhibition Overview Registration	Dec. 18 (Fri.) Can be updated at any time	Show Management Office	P. 22
Options	1	Booth Options Application (Equipment and AV Equipment Rental, etc.) <i>*If not applying, please select "Do not apply" on the Exhibitor Website.</i>	Feb. 12 (Fri.)	Expo International	P. 16-17 P. 23
Optional	—	AiMeet-Visitor's lead acquisition support service	Feb. 19 (Fri.)	Show Management Office	P. 20-21

※ Please submit the materials listed on Submission Forms No. 1 using the submission form at the end.

Partner Company Contact Information			
Details	Company Name		Contact Information
General Booth Inquiries Equipment & Audio-Visual Equipment Rental	Expo International Ltd.	Fujiseki Miyake	TEL: 03-5687-3986 E-mail: dcj@expo.co.jp
AiMeet Visitor's lead acquisition support service	AiMeet Management Office (Techsor Inc.) <i>*Regarding Usage and Operation</i>	Tamura	E-mail: aimet-exhibition@techsor.co.jp
	Show Management Office <i>*Regarding Applications and Invoices</i>	—	TEL: 03-6258-0597 E-mail: dcj-exhi@f2ff.jp
Freight	KSA INTERNATIONAL INC.	Fujiwara	<i>*Event & Exhibition Logistics Dept.</i> TEL: 03-3505-8674 E-mail: mice-logistics@ksa.co.jp

Tokyo Metropolitan Industrial Trade Center, Hamamatsucho Building Tokyo Port City Takeshiba, Port Hall

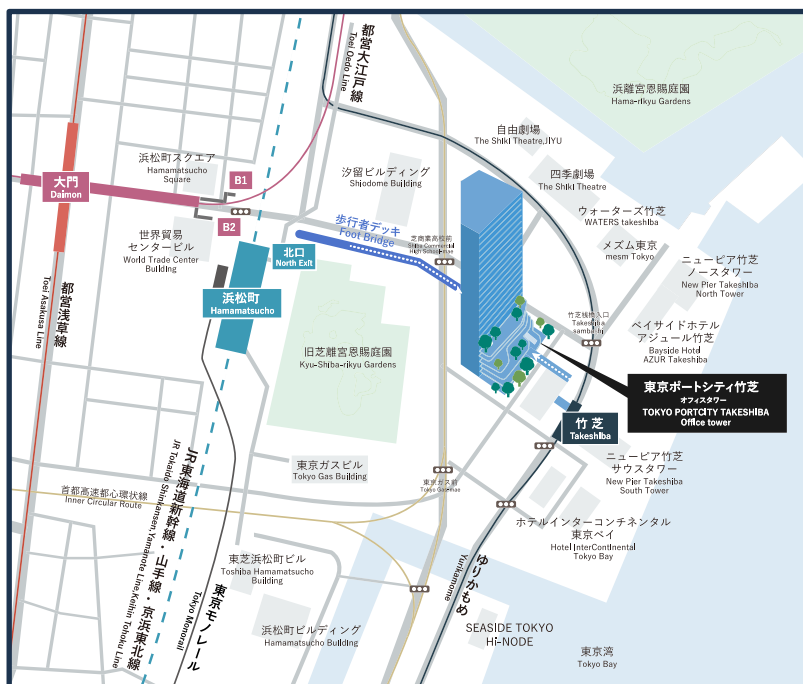
1-7-1 Kaigan, Minato-ku, Tokyo 105-7501

<https://tokyo-portcity-takeshiba.jp/access/>



[By Train]

- A four-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 Line : 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.



[Access by Car]

Approximately 10 minutes from Shiba Park IC on the Metropolitan Expressway;

Approximately 10 minutes from Shiodome IC

There is a paid parking lot on the B1 level.

Hours: 7:00 a.m. - 11:00 p.m. Rate: 300 yen per 20 minutes Maximum charge: 3,300 yen per 24 hours

* Please note that this is a shared parking lot, not one exclusively reserved for the Tokyo Metropolitan Industrial Trade Center, Hamamatsucho Building.

* Loading and unloading are not permitted from the paid parking lot.

Tokyo Metropolitan
Industrial and
Trade Center
(2-5F)

5F

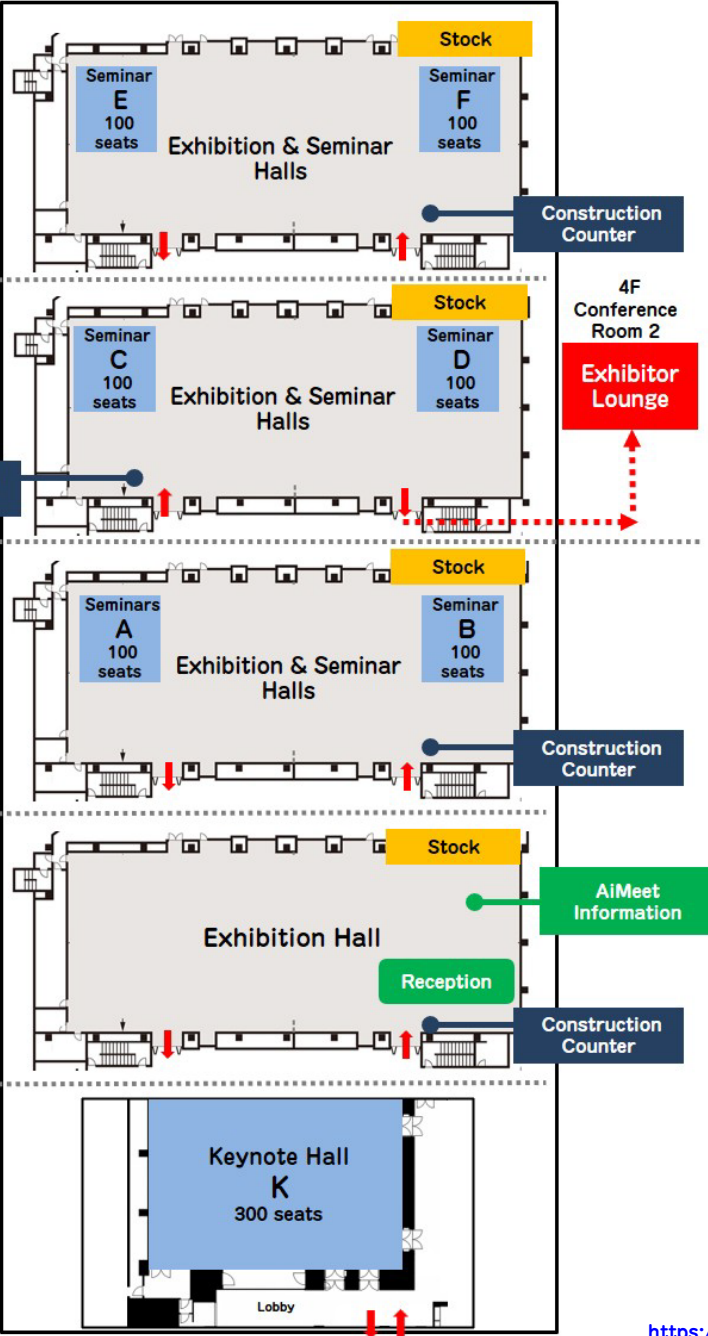
4F

3F

2F

Port Hall
(1F)

1F



Building Facilities
Shop Information



<https://tokyo-portcity-takeshiba.jp/floor/>

*Please note that venue arrangements are subject to change. We appreciate your understanding.

Inquiry Details	Location	Dates and Times
General Event and Seminar Operations	Reception (2nd Floor)	Setup Day: Tuesday, March 23, 2:00 p.m. – 5:00 p.m. Event Day: All day
Inquiries Regarding Booth Construction and Decoration	Construction Counter (near the entrance of each floor)	Setup Day: Tuesday, March 23, 2:00 p.m. – 5:00 p.m. Wednesday, March 24, 9:00 a.m. – 10:00 a.m. *Service hours during the event will be announced separately.
Pickup of AiMeet Smartphones	AiMeet Information Desk (2nd Floor)	Setup Day: Tuesday, March 23, 2:00 p.m. – 5:00 p.m. Event Day: All day

1. Overall Schedule

Date	8:00 a.m.		10:00 a.m.		12:00 p.m.		2:00 p.m.		4:00 p.m.		6:00 p.m.		8:00 p.m.		
	9:00 a.m.		11:00 a.m.		1:00 p.m.		3:00 p.m.		5:00 p.m.		7:00 p.m.				
Mar.23 (Tue.)					11:00 a.m.-5:00 p.m. Move-in& Sen-up <i>*Only Self-built Exhibitors</i>		2:00 p.m-5:00 p.m. Move-in& Sen-up <i>*All Exhibitors</i>		5:00 p.m.~8:00 p.m. Chargeable Work Hours						
Mar.24 (Wed.)	9:00 a.m.~ Entry			10:00 a.m.~5:00 p.m. Exhibition											
Mar.25 (Thu.)	9:00 a.m.~ Entry			10:00 a.m.~5:00 p.m. Exhibition						Removal/ Carrying Out ~6:00 p.m. ~8:00 p.m. <i>*Only Self-built Exhibitors</i>					



Exhibitor
Work Hours



Chargeable work hours *22,000 yen per
hour (including 10% consumption tax)

- Exhibitors may only work for one hour before the show opens each day (9:00 a.m.-10:00 a.m.). Please complete all necessary work on the day before the show, March 23(Tue.), which is designated as the move-in and setup day.
- Loading and unloading are not permitted during the exhibition. If unavoidable work, such as equipment replacement, is necessary, please consult with the Show Management Office in advance.

* "Self-built Exhibitors" applies only to exhibitors with prior approval from the Secretariat.

2. Exhibitor Badges

Exhibitor badges must be worn at all times inside the venue during the setup, exhibition, and teardown periods. All individuals, including exhibition staff and speakers at exhibitor seminars, must apply for their badges individually online in advance. *We will provide separate instructions on how to apply.

If you need badges for staff or promotional models who do not have business cards,
please contact the Show Management Office in advance.

1. Move in

<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 date.
- If a package does not arrive, please have the tracking number available when making an inquiry.
- We cannot accept packages arriving before the specified arrival date or packages sent collect.
- Please be sure to print and attach the "Exhibition Booth Luggage" label (on the last page) to your package.
- 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 P.M. on the 23).

How to fill out the shipping label *Sagawa Express (Japan) only

✓ For international shipping or the delivery of large exhibits, please contact below.

KSA INTERNATIONAL INC.
Event & Exhibition Logistics Dept.
TEL: 03-3505-8674 E-mail: mice-logistics@ksa.co.jp

2. Move Out

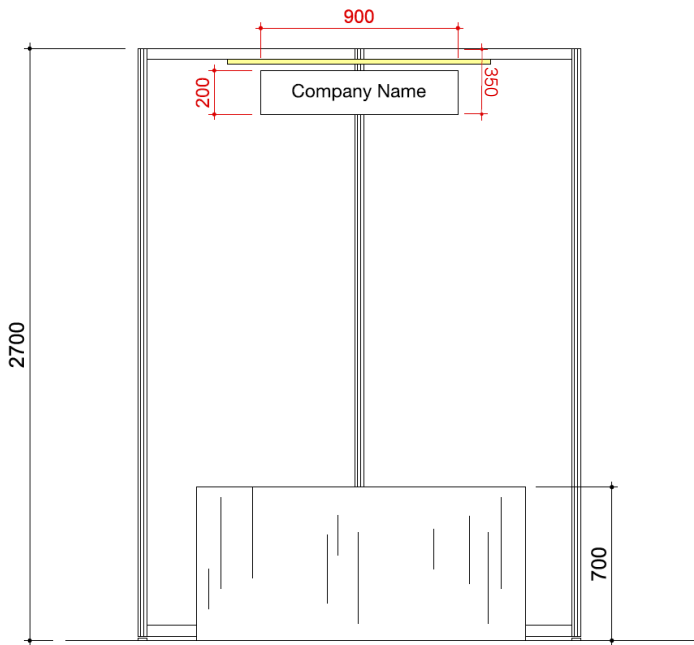
At this exhibition, "Kintetsu Cosmos" shipping counters will be set up on each floor after the event concludes. If you are shipping items that are not covered by the "Bulk Delivery and Pickup Service," please use these shipping counters.

3. Important Notes

- Hand trucks may only be used within the exhibition hall. Their use outside the exhibition hall is strictly prohibited; Please carry all items by hand when moving them outside the exhibition hall.
- Unpacking and packing must be done exclusively within your own booth. Please refrain from working in areas such as aisles where you may obstruct other exhibitors or staff.
- The Show Management Office assumes no responsibility whatsoever for theft or loss occurring within the exhibition hall. Please manage your valuables and exhibits at your own risk, and consider purchasing insurance as necessary.
- The Show Management Office assumes no responsibility for items left behind during unloading. Any items left behind during the final cleanup after the event concludes will be disposed of by the Show Management Office.
- The Tokyo Port City Takeshiba Paid Parking Lot (B1F) cannot be used for loading or unloading. While it may be used as a general parking lot, if you must use a car, please limit your cargo to carry-on luggage, and the use of hand trucks or similar equipment is strictly prohibited. Please also note that loading and unloading by taxi is not permitted.

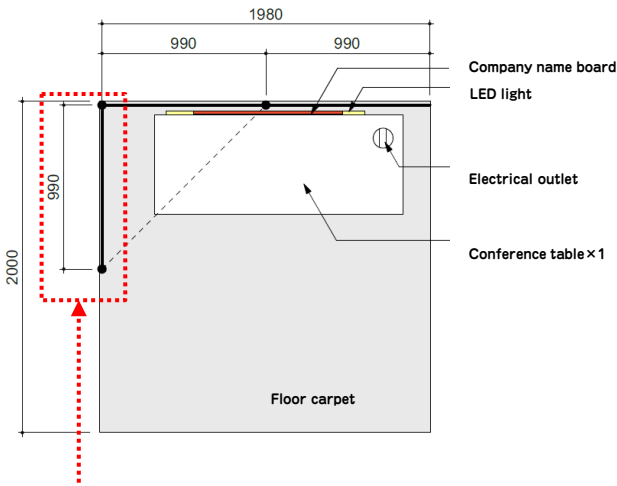
1 booth=W2 m×D2 m (4 m²)

elevation



*Illustration for reference only

Floor Plan



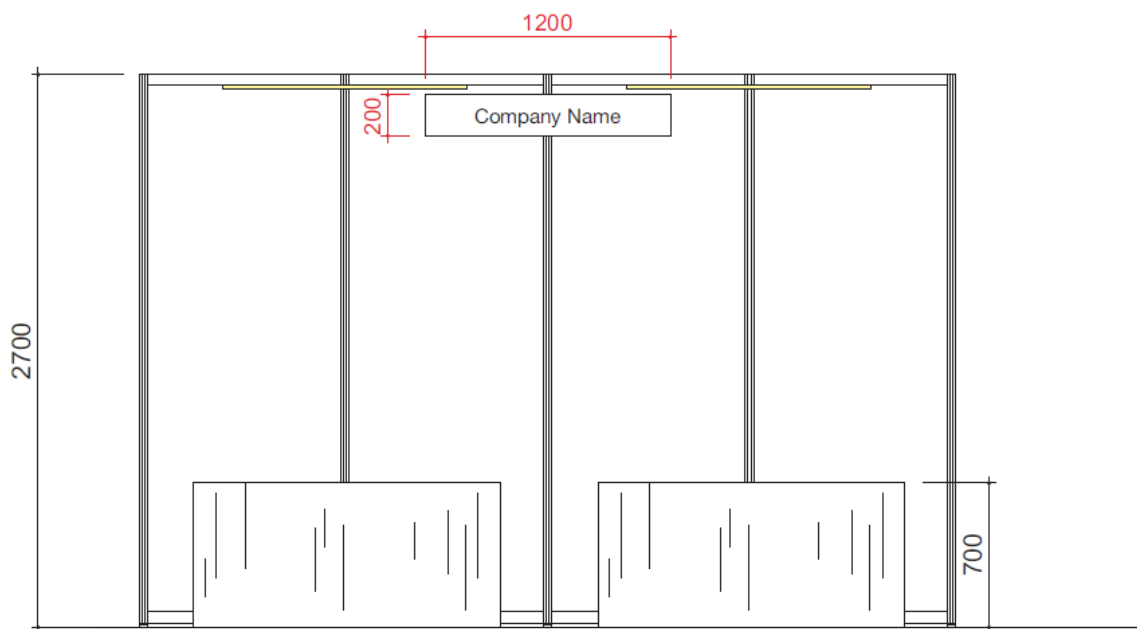
System panels measuring W990 × H2700 mm will be installed between adjacent booths (two panels if adjacent to a booth decorated by the exhibitor). They will not be installed in walkways.

Booth Specifications
1 booth = W2m × D2m (4 m²)
Wall (White): W1980 × H2700mm
Company Name Board (text display) × 1 (W900 × H200mm)
Seamless LED lights × 1
Conference table × 1 (W1500 × D600 × H700mm / covered with white cloth)
2-outlet power outlets × 1 * Includes electrical work for 100 V power supply up to 500 W and electricity usage
Floor carpet(4m²) *No color selection

- ※ If you wish to add other equipment, select optional items, install product panels, request additional electrical work, or arrange for trash disposal, please refer to “Booth Options” on pages 16-17.
- ※ Conference tables can be moved. If you wish to do so, please arrange this yourself as the exhibitor. If removal is necessary, please contact Expo International directly in advance.

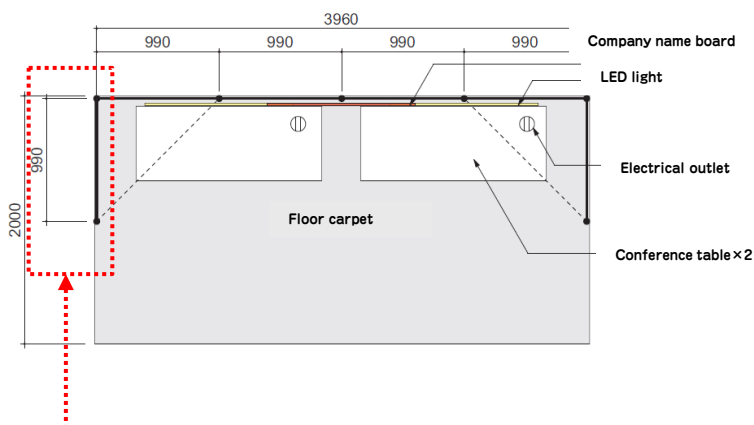
2 booths = W4 m × D2 m (8 m²)

Elevation



*Illustration for reference only

Floor Plan



System panels measuring W990 × H2700 mm will be installed between adjacent booths (two panels if adjacent to a booth decorated by the exhibitor). They will not be installed in walkways.

Booth Specifications

2 booths = W4m × D2 m (8 m²)

Wall (White): W3960 × H2700 mm

Company Name Board (text display) × 1
(W1200 × H200mm)

Seamless LED lights × 2

Conference table × 2
(W1500 × D600 × H700mm / covered with white cloth)

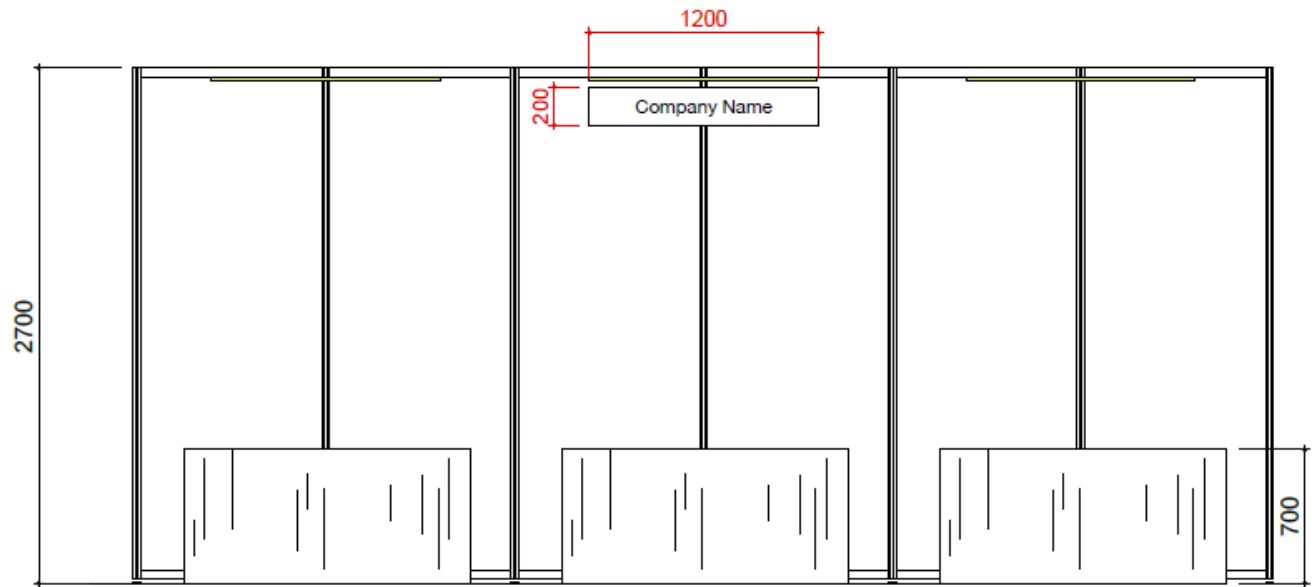
2-outlet power outlets × 2
* Includes electrical work for 100 V power supply up to 1000W and electricity usage

Floor carpet(8m²) *No color selection

- ※ If you wish to add other equipment, select optional items, install product panels, request additional electrical work, or arrange for trash disposal, please refer to “Booth Options” on pages 16-17.
- ※ Conference tables can be moved. If you wish to do so, please arrange this yourself as the exhibitor. If removal is necessary, please contact Expo International directly in advance.

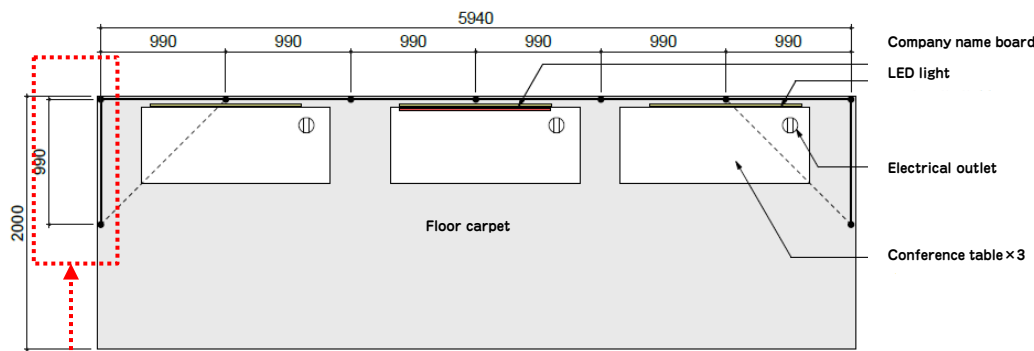
3 booths = W6 m × D2 m (12 m²)

Elevation



Floor Plan

*Illustration for reference only



System panels measuring W990 × H2700 mm will be installed between adjacent booths (two panels if adjacent to a booth decorated by the exhibitor). They will not be installed in walkways.

- ※ If you wish to add other equipment, select optional items, install product panels, request additional electrical work, or arrange for trash disposal, please refer to “Booth Options” on pages 16–17.
- ※ Conference tables can be moved. If you wish to do so, please arrange this yourself as the exhibitor. If removal is necessary, please contact Expo International directly in advance.

Booth Specifications

3 booths = W6m×D2m (12 m²)

Wall (White): W5940 × H2700mm

Company Name Board (text display) × 1
(W1200 × H200mm)

Seamless LED lights × 3

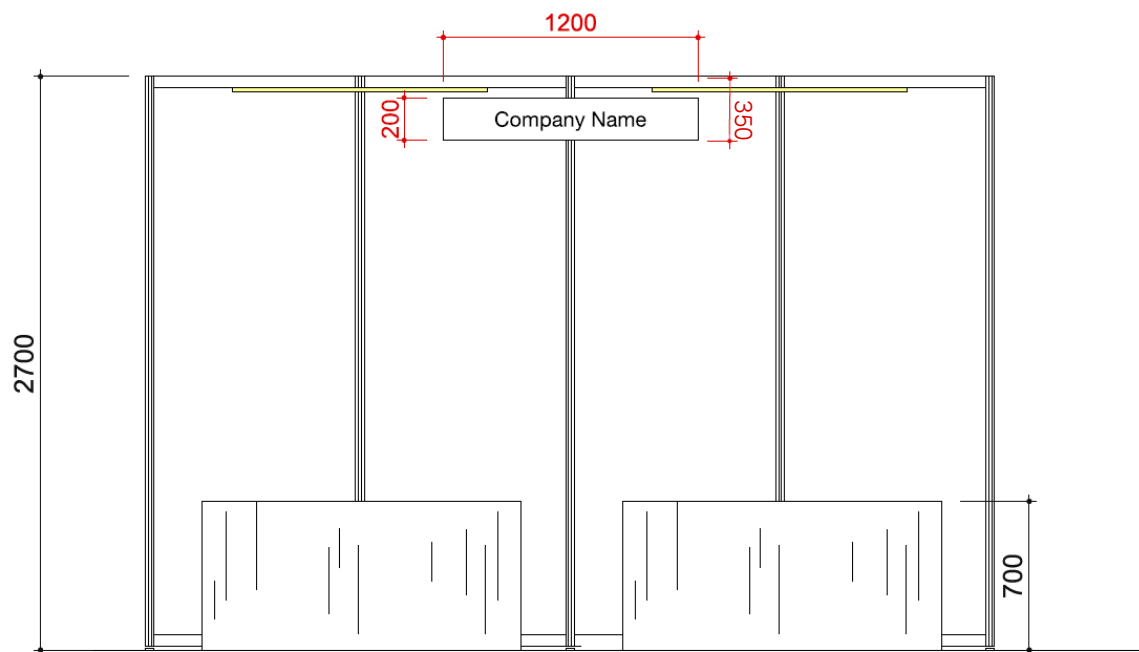
Conference table × 3
(W1500×D600×H700mm / covered with white cloth)

2-outlet power outlets × 3
* Includes electrical work for 100 V power supply up to 1,500 W and electricity usage

Floor carpet(12m²) *No color selection

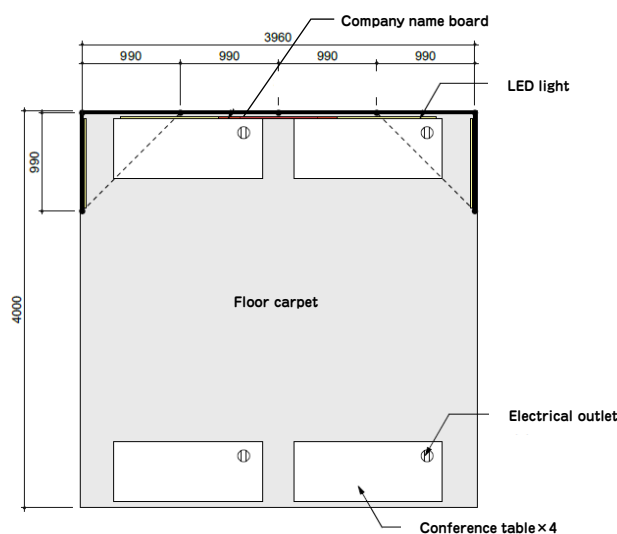
4 booths (island booths) = W4 m × D4 m (16 m²)

Elevation



*Illustration for reference only

Floor Plan



Booth Specifications

4booths = W4 m × D4 m (16m²)

Wall (White): W3960 × H2700mm

Company Name Board (text display) × 1
(W1200 × H200mm)

Seamless LED lights × 2 *1 light per 2 wall panels

Conference table × 4
(W1500 × D600 × H700mm / covered with white cloth)

2-outlet power outlets × 4
* Includes electrical work for 100 V power supply up to 2,000W and electricity usage

Floor carpet(16m²) *No color selection

- ※ If you wish to add other equipment, select optional items, install product panels, request additional electrical work, or arrange for trash disposal, please refer to “Booth Options” on pages 16-17.
- ※ Conference tables can be moved. If you wish to do so, please arrange this yourself as the exhibitor. If removal is necessary, please contact Expo International directly in advance.

1. Height of Exhibits and Floor Load Capacity

Please ensure that the height of exhibits does not exceed 2.7 meters. Additionally, since **The floor load capacity of the exhibition hall is 1 ton/m²**, please pay close attention to the weight of your exhibits.

2. Prohibition on the Use of Open Flames and Gas

As Tokyo Port City Takeshiba (Tokyo Metropolitan Industrial Trade Center Hamamatsucho Building and Port Hall) is a commercial facility, the use of open flames and gas is prohibited for safety reasons.

3. Modifications to Booth Walls

You may not drill holes or drive tacks or nails into booth walls or display stands. Please note that if damage or loss occurs due to the exhibitor's actions, you may be required to cover the costs of repairs.

4. Methods for Mounting Product Description Panels on Walls

Exhibitors must install product description panels themselves or use the paid "Panel Installation Fee" option (p. 17). Please note that installation of panels other than styrene boards (such as LED panels) may require additional installation fees depending on the specifications; please contact Expo International Co., Ltd. in advance.

5. How to Mount Monitors on Walls

If you wish to mount a display monitor on the booth wall, please refer to the list of paid options (P. 16-17) and submit your request to Expo International Co., Ltd.

6. Audio Equipment

To avoid disturbing other exhibitors and visitors, the use of audio equipment such as microphones and speakers is prohibited.

7. Internet Use

Internet access, including Wi-Fi, is not provided at the venue or in the exhibition booths. If you need to use the internet, please use a mobile Wi-Fi router or tethering.

8. Use of Storage Space Under Display Stands and the Stockroom

Please use the storage space under the display stand to store spare handouts, empty boxes, and other items.

In addition, shared storage rooms for exhibitors are available on each floor. Please use these if your belongings do not fit in the storage space under the display stand. (See P. 8.) Please note that the Show Management Office cannot accept any responsibility for loss or theft; therefore, please ensure you keep your belongings, including valuables, under your own supervision at all times.

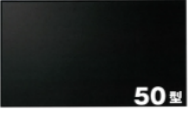
Space in the storage rooms is limited, so we ask that exhibitors refrain from occupying an excessive amount of space.

9. Waste Disposal

Please do not leave any waste—such as exhibits or used materials—at the venue when packing out. Each company must either take all waste home or sign up for the paid option "Waste Disposal Fee (45L and 90L trash bags) *Excludes food and beverage waste" (See P. 17). Please note that any waste left at the venue will be disposed of by the Show Management Office, and the disposal costs will be billed to the responsible exhibitor at a later date.

If you wish to select booth options, please fill out the required information on [Booth Options Application Form] and submit it via the Exhibitor Website by Feb. 12(Fri.).

Rental Equipment & Audio-Visual Equipment

1 Name Card Box ¥1,650 	2 Acrylic Catalog Pocket (A4 size) ¥3,300 	3 Desktop Catalog Stand ¥1,650  (A4 vertical 3 columns)	4 Catalog Stand ¥6,050  (A4 vertical 12 columns)
5 Catalog Stand ¥5,500  (A4 vertical 6 columns)	6 White Cloth ¥1,320  (w1m)	7 Pipe Chair ¥550 	8 Stand Chair ¥3,850 
9 Conference Table ¥3,850  (W1500×D600×H700)	10 Round Table ¥4,400  (600Φ×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 Circuit Installation (Equipment)

17 Electrical outlet ¥5,500  (for two 3-prong plugs) *1	18 LED lights ¥7,150 LED (15W) *1 	19 Additional electrical trunk line installation cost ¥14,850 Please apply in 1 kW units. Please contact us if you require 200V.
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* incl. 10% consumption tax

※ When ordering "No. 17 Outlet" and/or "No. 18 LED Light," you must also order "No. 19 Additional Electrical Trunk Line Work."
※ Prices include rental fees for the event period, delivery and removal, and installation costs.

Booth Decoration and Construction Options

20	Company Name Board with Logo	¥13,200
When applying, please submit an outlined file in .ai or .eps format. *As a rule, please use a corporate logo. If using a product logo, the company name (text) is required.		
21	Panel installation fee (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

- **Graphic paper**

Please submit complete ai or eps data to Expo International by Feb. 26(Fri.). 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.



***1 No.19 additional electrical main line installation is required when adding No.17 and No.18.**

- 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 Fees *Excludes food and beverage waste.	
[23-1]	45-liter trash bag	¥1,100
[23-2]	90-liter trash bag	¥2,200

* incl. 10% consumption tax

– INQUIRIES –

Expo International Co., Ltd.
Contacts: Fujiseki, Miyake
TEL: 03-5687-3986 FAX: 03-5687-5437
E-mail: dcj@expo.co.jp

1. Use of the Venue

Prohibition on Use of Aisles and Common Areas

You may not place exhibits, decorations, catalogs, equipment, potted plants, packing materials, or similar items in the aisles surrounding your booth, or behind or to the sides of your booth.

Sampling

Please conduct activities such as soliciting survey responses or distributing flyers and promotional items only within your own booth. If such activities are observed outside your booth, you will be required to stop them immediately.

Wireless Devices

For exhibits, wireless microphones used in demonstrations, and two-way radios used for communication, only equipment bearing the “Technical Conformity” mark and certification number—indicating compliance with the technical standards of Japan’s Radio Act—or equipment covered by the “Special Provisions for Experiments Using Equipment Without Technical Conformity Certification (*1)” may be used.

If you use equipment that does not meet the above requirements, you may be found in violation of the Radio Wave Act and subject to penalties. Please exercise particular caution when using foreign-made equipment. If the use of unauthorized equipment is discovered, the Secretariat will take measures such as turning off the power. Please be aware of this in advance.

➤ Other Precautions Regarding Wireless Equipment

When exhibiting the following devices, please ensure they are handled appropriately by your respective companies.

- Equipment that emits radio waves in frequency bands prohibited for use in Japan
- Equipment that emits radio waves requiring a license for use

(*1) Under certain conditions—such as meeting technical standards equivalent to those stipulated in the Radio Act (e.g., international standards)—it is now possible to conduct experiments for new services using Wi-Fi and similar technologies for up to 180 days by filing a notification, even without obtaining a Certificate of Conformity to Technical Standards (Giteki). [Amendments to the Radio Act took effect on November 20, 2022]

- #### ➤ For details on applicable standards and procedures, please refer to the Ministry of Internal Affairs and Communications’ Radio Wave Utilization website.

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

Photography

● Photography by Visitors

The Show Management Office does not impose any specific restrictions on photography by visitors. If exhibitors need to restrict photography to protect their equipment, products, or designs, they are responsible for taking appropriate measures, such as posting signs.

● Media Representatives

We ask for your cooperation in allowing press personnel wearing press badges to conduct interviews and take photographs, provided it does not cause any disruption.

● Exhibitors

There are no restrictions on photographing your own booth. Please ensure that your photography does not disturb visitors or other exhibitors. If photographing another exhibitor’s booth, please obtain permission from that exhibitor.

● Show Management Office Staff

Show Management Office photography staff will be conducting interviews and taking photographs for the purpose of posting breaking news on the official website and for use as promotional materials. We appreciate your cooperation.

Provision of Food and Beverages

As a general rule, bringing food and beverages into the venue is prohibited. However, if you plan to distribute plastic bottles, canned drinks, snacks, or other items as promotional giveaways as part of your exhibit, please consult with the Show Management Office in advance.

2. Security Management

Accidents and Insurance

- The Show Management Office will exercise the utmost care to prevent accidents and ensure the management and security of the venue during the event; however, it assumes no liability for any injury or damage to persons or property resulting from natural disasters, fire, theft, loss, or other acts of God. Please take appropriate measures, such as purchasing insurance or stationing security guards on-site. In particular, please take care to secure valuables within your booth, including computers, business cards, raffle prizes, and personal valuables belonging to staff members.

Examples of precautions: Securing items with cables, not leaving items unattended, storing items in lockable areas, taking items home after the exhibition ends, and purchasing insurance. Please also exercise caution when distributing exhibitor badges.

- Exhibitors must immediately compensate for any personal injury or property damage occurring at the venue, whether caused by the exhibitor's negligence or not. To prevent accidents, exhibitors must be present at their booths at all times—from the start of setup through the duration of the event until the completion of teardown.
- In the event of an accident, please contact the Show Management Office immediately.

[Insurance Inquiries]
Hoken no Partners, Contact: Miyazaki
Akashicho Twin Cross 512, 1-3 Akashicho, Chuo-ku, Tokyo 104-0044
TEL: 080-7638-3030 E-mail: miyazaki@hokepa.jp

Matters Regarding Disclaimer and Liability Related to the Use of Stepladders

- The Show Management Office and Expo International Co., Ltd. assume no responsibility whatsoever for any accidents or injuries resulting from the use of stepladders. Exhibitors shall use stepladders at their own risk.
- The Show Management Office and Expo International Co., Ltd. assume no responsibility whatsoever for any personal injury or property damage (including damage to third parties) caused by the use of stepladders.
- In the event of loss or damage to a rented stepladder, or if damage is caused to venue facilities, other exhibits, etc., due to stepladder use, the exhibitor concerned shall bear the actual costs.

3. Laws and Rights

Copyright

If an exhibitor performs music, plays recorded music, or screens videos during the exhibition period, copyright procedures are required, except for works for which the exhibitor holds the copyright or for which rights have already been cleared. For music, the exhibitor must apply to the Japan Society for Rights of Authors, Composers and Publishers (JASRAC) and pay the prescribed usage fees. For audiovisual content (such as movies, videos, and recorded broadcasts), please obtain permission from the copyright holders, such as production companies or broadcasters.

[Contact Information]
Japan Society for Rights of Authors, Composers and Publishers (JASRAC) Tokyo Events &
Concerts Branch
5F Hibiya Building, 1-1-1 Shimbashi, Minato-ku, Tokyo 105-0004
E-mail: tokyo-ec-contact@jasrac.or.jp <https://www.jasrac.or.jp/en/>

“AiMeet” is a contactless information exchange tool that replaces traditional methods such as exchanging business cards and distributing paper materials. It allows you to collect visitor business card information and provide data—such as company brochures and product catalogs—contactlessly. Additionally, the management dashboard enables you to view visitor information (lead data) scanned via smartphone and corresponding interaction records in real time.If you wish to use this service, please apply via the [AiMeet Visitor Lead Acquisition Support Service Application] on the Exhibitor Website by Feb 19(Fri.).

1. System Usage Fee

● Usage fee *incl. 10% consumption tax	
System (AiManager platform) basic usage fee *1 license included	Included in the exhibition fee *Application required
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 do not include a 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 smartphone for scanning is required per license. We do not guarantee operation with foreign-made smartphones.
- ※ The fee for extracting visitors` personal information 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.

2. Service Details (For details, see: <https://aimeet.cloud/aimeet20>)

✓ Collect Attendee Information in Real Time with AiMeet

Quickly Capture Leads by Scanning Attendee Badges

You can add notes

Available for download the same day via the management platform

(Data for on-site registrants will be available approximately one week after the event concludes)

✓ Download Service System for Attendees

You can also distribute materials to visitors in real time, enabling a paperless experience.

Scan the QR code on your badge

View your visit history on the visitor webpage

Email to PC

Reduction in printing and shipping costs (Reduces the effort required for setup and cleanup)

This reduces printing and shipping costs for catalogs and other materials, and eliminates the hassle of counting large quantities of printed materials, packaging them, arranging for reprints during the event, and handling returns after the event.

Visitors can download materials, and you can track email forwarding history

3. Delivery of Attendee Data

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.

– 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

1. Promotional Activities

Direct mail and e-mail

Selecting visitors / registered visitors to the company 's events held by NANO OPT 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. [Official Website] * free Exhibitor Information / Exhibition Overview Registration

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.

✓ Please post through the Exhibitor Website.

Booth Options Application Form

optional
Ref. P.16-17

Exhibitor Name		Booth No	
Applicant			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		TEL	
E-mail			
Booth Option Contact (if different from the applicant)			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		TEL	
E-mail			
Billing Address (if different from the applicant)			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		TEL	
E-mail			

■ Items to order (Please fill in)

No.	Item	Unit Price	Qty	Amount
Total ¥				

- For items subject to application fees via this form, an invoice will be issued by the company listed below.

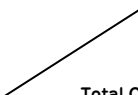
Upload this PDF via “Booth Options Application” on the Exhibitor Website.

Submit to	Expo International Ltd.	Deadline Feb.12
	E-mail : dcj@expo.co.jp	
	TEL:03-5687-3986	

Exhibition Booth Luggage

Exhibitor Name		
Booth 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 展示室2F 運営事務局(株式会社ナノオプト・メディア) 宛 ※Shipping via Sagawa Express only※		
3月21日(日) 着指定		
開催日：3月24日(水)・25日(木)		
Sender's Company Name		
Name		Number of Bags
Cell phone number		 Total Quantity

Exhibition Booth Luggage

Exhibitor Name		
Booth 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 展示室2F 運営事務局(株式会社ナノオプト・メディア) 宛 ※Shipping via Sagawa Express only※		
3月21日(日) 着指定		
開催日：3月24日(水)・25日(木)		
Sender's Company Name		
Name		Number of Bags
Cell phone number		 Total Quantity

DCJAPAN
DATA CENTER JAPAN