

Exhibitor Services Manual

Pavilion Exhibit

Dates

June 10 (Wed.) – 12 (Fri.), 2026

Venue

Makuhari Messe (Chiba, Japan)

This manual pertinent projects

Sleep Tech Pavilion (Interop Tokyo 2026)

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When you contact to the offices below, please specify the exhibition name and your booth number.
Someone with ill intent, not shown above, may call you pretending an official partner company.

Show Management Office c/o NANO OPT Media, Inc.		
3F, Uni-works SHINJUKU GYOEN, 1-12-5 Shinjuku, Shinjuku-ku, Tokyo, 160-0022, Japan		
Sales	E-mail: sales-info@f2ff.jp	TEL: +81-3-6258-0582
ShowNet	E-mail: netserv@f2ff.jp	
Marketing & Operation	E-mail: exhi-info@f2ff.jp	TEL: +81-3-6258-0584

Inquiry	Contact company	Contact information
AiMeet (Visitor's lead acquisition support service)	[Application and billing] NANO OPT Media, Inc.	E-mail: exhi-info@f2ff.jp
	[Usage and functions] AiMeet Management Office (Techsor Inc.)	E-mail: aimeet-exhibition@techsor.co.jp
Booth	Expo International Ltd.	TEL: +81-3-5687-3986 E-mail: interop@expo.co.jp
Computer Equipment Rental	Kissei Comtec Co., Ltd. ANAZAWA / NOZAWA	TEL: +81-3-6709-2440 FAX: +81-3-5979-6335 E-mail: interop@network.kcrent.jp
Freight	KSA INTERNATIONAL INC. ADACHI Masahiro	*Event & Exhibition Logistics Dept. TEL: +81-3-3505-8674 FAX: +81-3-3505-9710 E-mail: mice-logistics@ksa.co.jp
Accommodation	Kinki Nippon Tourist Co., Ltd. INTEROP2025 Desk	* Business hours: Mon-Fri 10:00am - 5:00pm FAX: +81-3-6891-9406 E-mail: ec-desk18@or.knt.co.jp
Interpreter arrangement	KYT Co., Ltd. LIN Xiayu	TEL: +81-80-3499-9354 / +81-3-5501-7811 E-mail: xiayu.lin@kytrade.co.jp team2-b@kytrade.co.jp

No.	Form Title	Deadline	Submit to	Ref.
Please register at the Exhibitor's Website.				
-	Listing in the Official Website	27-Mar	NANO OPT Media, Inc.	P.12
-	Company Logo Data <File Format> Outlined ai or eps format	10-Apr	NANO OPT Media, Inc.	-
-	ShowNet (Internet Connection)	7-May	NANO OPT Media, Inc.	P.22
-	AiMeet -Visitor's lead acquisition support service	15-May	NANO OPT Media, Inc.	P.13-14
-	Storage Rental	15-May	NANO OPT Media, Inc.	P.28
Please contact us by e-mail. (exhi-info@f2ff.jp)				
-	Best of Show Award (Interop only)	22-May	NANO OPT Media, Inc.	P.12
Please apply to each company by e-mail or fax using the form attached to the manual.				
1	Booth Options - Additional Electricity - Furnishings Rental - AV Equipment Rental	23-Apr	Expo International Ltd.	P.20-21
2	Accommodation	7-May	Kinki Nippon Tourist Co., Ltd.	-
3	Computer Equipment Rental	15-May	Kissei Comtec, Co., Ltd.	P.25-26

Requisite form to all exhibitors

- Please settle the account promptly upon receipt of invoices from the offices concerned.

Exhibitor's Website

<https://forest2.f2ff.jp/20260601/?lang=en>

We will send an invitation to set up a login ID/password to the e-mail address of the person in charge. Please set up your login ID and password by yourself by clicking on the “Set Login ID/Password” URL provided in the e-mail.

1. Event Profile

Titles : Interop Tokyo 2026
Digital Signage Japan 2026
AI NATIVE EXPO 2026
Vision AI Expo 2026

Period : June 10 (Wed.) 10:00 a.m. - 6:00 p.m.
June 11 (Thu.) 10:00 a.m. - 6:00 p.m.
June 12 (Fri.) 10:00 a.m. - 5:00 p.m.
* Keynote (International Conference Hall) starts at 9:30 a.m.
* Interop Tokyo Conference(Paid) : June 10 (Wed.) -12 (Fri.)

Venue : Makuhari Messe
2-1, Nakase, Mihama-ku, Chiba City, Chiba 261-8550 Japan
<https://www.m-messe.co.jp/en/index.html>
Exhibition : International Exhibition Hall 3-8

Number of Attendees : 150,000 (Incl. simultaneous holding events)

Admission : Admission free upon pre-registration

Interop26
Tokyo JUNE 10-12
MAKUHARI MESSE, JAPAN

Interop Tokyo 2026 (since 1994)

Organizer : Interop Tokyo Steering Committee

Management : Internet Association Japan / NANO OPT Media, Inc.

Special Support : WIDE Project

Website : <https://www.interop.jp/en/>

DSJ2026
Digital Signage Japan

Digital Signage Japan 2026 (since 2009)

Organizer : Digital Signage Japan Steering Committee

Management : Digital Signage Consortium / NANO OPT Media, Inc

Website : <https://www.dsignage-expo.jp/en/>

**AI NATIVE
EXPO 2026**

AI NATIVE EXPO 2026(first time held)

Organizer : AI NATIVE EXPO Steering Committee

Management : NANO OPT Media, Inc

Website : <https://www.ainative-expo.jp/en/>

Vision AI Expo

Vision AI Expo 2026 (since 2023)

Organizer : NANO OPT Media, Inc

Support : Alsmiley, Inc.

Website : <https://www.vision-ai-expo.jp/en/>

2. Handling of Personal Information

Handling of Personal Information by Show Management Office

The handling of personal information at Interop Tokyo, Digital Signage Japan, AI NATIVE EXPO, Vision AI Expo events (hereafter called “this Event”) organized by the Steering Committee or NANO OPT Media In care entrusted to as Show Management Office (hereafter called “the Office”) for this Event.

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

– INQUIRIES –
NANO OPT Media, Inc.
E-mail: nom-info@f2ff.jp

Handling of Personal Information by Exhibitors

When collecting personal information of visitors to the exhibition by means of business cards, name book entries, filling out questionnaires and attaching them to business cards, or using the QR code system, we recommend that you ask visitors to confirm the purpose of use and handling of personal information and obtain their consent before collecting their personal information. Appropriate measures for handling personal information should be taken based on each company's privacy policy and in accordance with the Personal Information Protection Law.

Portrait rights

By entering the event, all visitors and all persons entering, including related parties, are consented to being filmed and photographed. This videos and photographs may be used for promotion/marketing material across all our various websites and in print media.

3. Prohibited Acts

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

(in case of participation in the Event by making, giving or holding a presentation or seminar, the term “exhibitor,” “exhibition” or “exhibition space” being hereinafter replaced with “presenter,” “presentation” or “presentation space”)

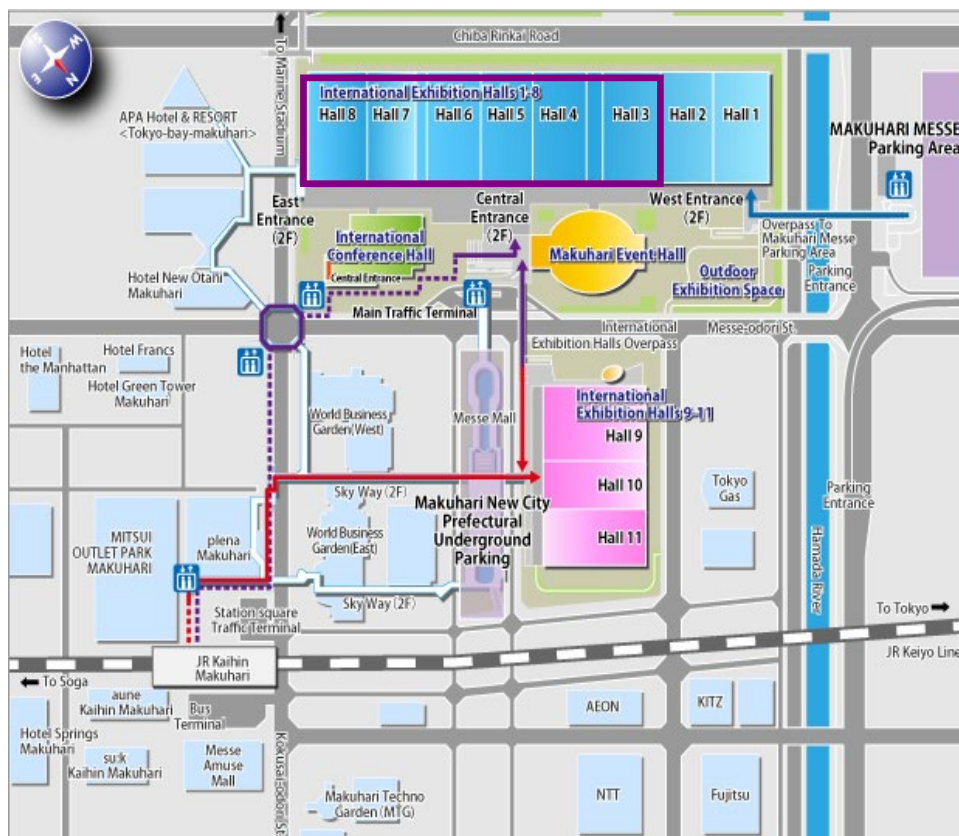
1. Exhibition, display, introduction, distribution or any other business activity of or relating to products or services that are deemed by Organizer to be inappropriate in light of the purpose of the Event or to prevent the smooth progress of the Event such as nuisances to other participants or visitors;
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 there to 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 are likely to 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, 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 the spread of 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.

4. Access to the Venue

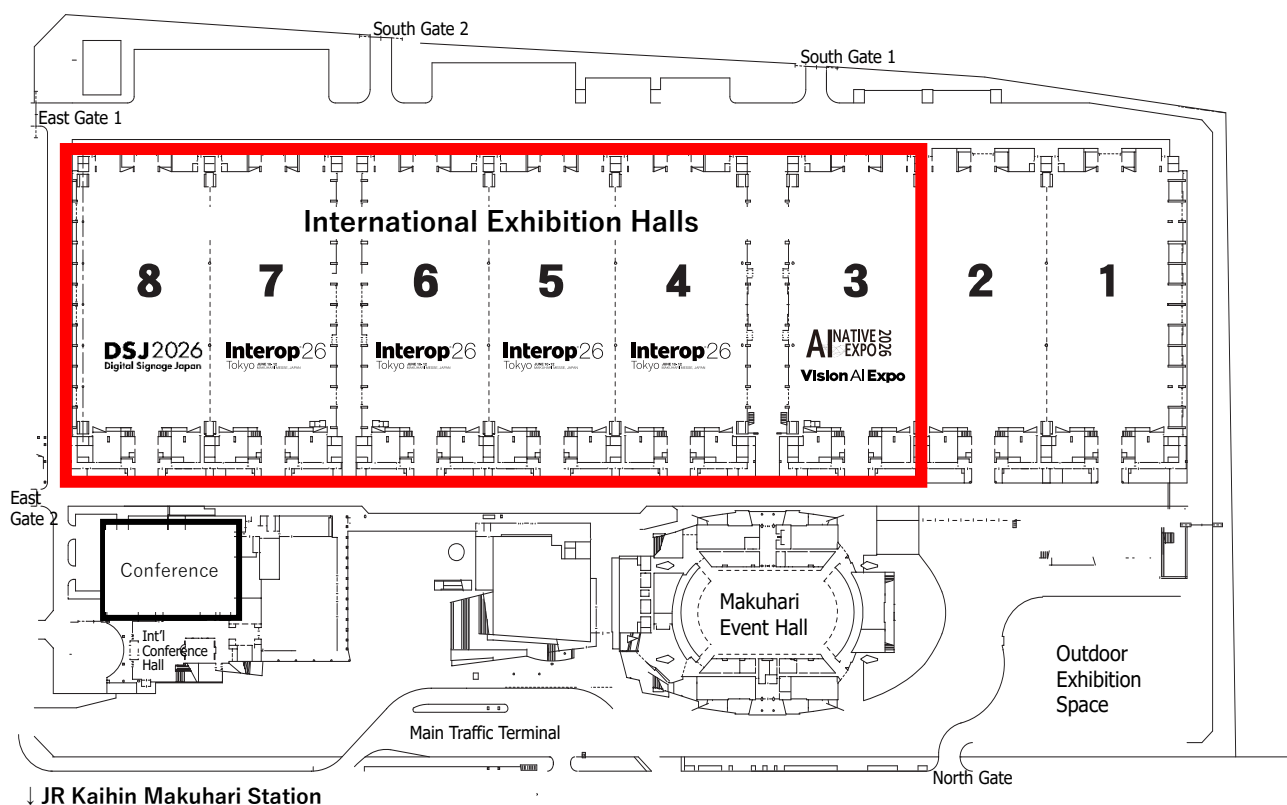
Please refer to Makuhari Messe access guide.

<https://www.m-messe.co.jp/en/access/index.html>



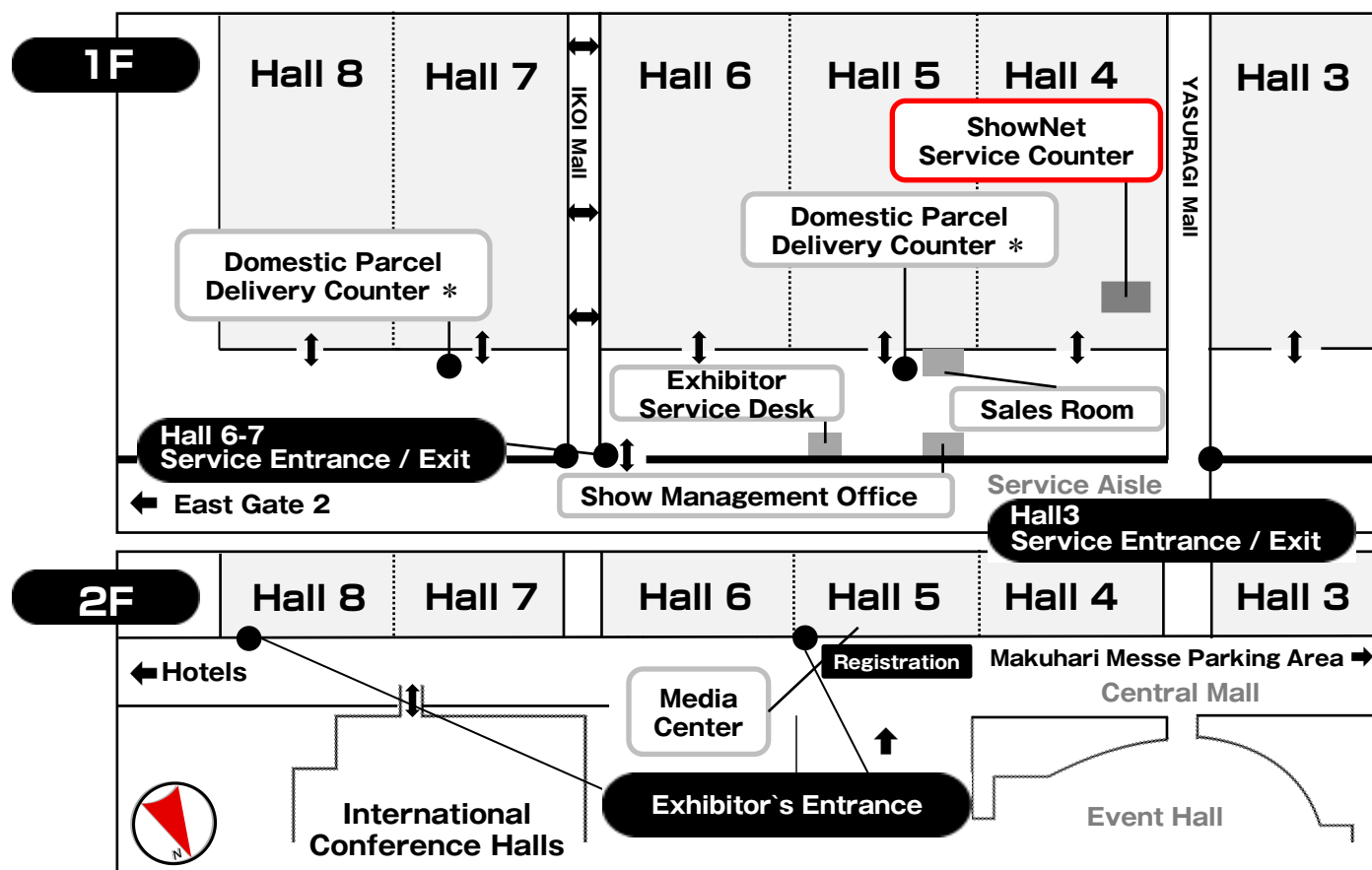
- JR Kaihin Makuhari Station (JR Keiyo Line) ⇄ 5min. walk
- JR Makuhari Hongo Station (JR Sobu Line) ⇄ 16 min. by local bus
- From New Tokyo International Airport (Narita), Approx. 30 min. by car via the Higashi Kanto Expressway. Exit at the Wangan Chiba Interchange. ⇄ 5 min. to Makuhari Messe
Access by Limousine Bus is also available.
- * Car Parking - Makuhari Messe Parking Area
Open: 8:00 a.m. - 11:00 p.m. (No entry after 9:00 p.m.) ¥1,000 per day

5. Hall Information



Hall information	Floor Load: per sqm 5t/sq. root of S (S = loaded area) Ceiling Height:16m - 30m
Hall illumination *During the exhibition period	●Hall 3・4・5・6 1/2 light (approximate illuminance when fully lit: approx. 400-480Lx) ●Hall 7 *LED lighting 1/4 light (approximate illuminance when all lights are on: approximately 830Lx) ●Hall 8 *LED lighting 1/4 light (approximate illuminance when all lights are on: approx. 700Lx)

6. Service Offices



Show Management Office	Hall 5, North side (1F)
Sales Room	Hall 5, North side (1F)
Exhibitor Service Desk – INQUIRIES – (booth decoration, rental furnishings and electrical work)	Hall 5, North side (1F)
ShowNet Service Counter	Hall 4 (1F)
Domestic Parcel Delivery Service Counter *June 12(Fri.) only	Hall 5 / 7, North side (1F)
AiMeet(smartphone) Delivery Counter	AiMeet information booth (1F)
Media Center	Hall 5 Central Mall (2F)
Exhibitor's Entrance during the working hours	Hall 5 / 8 (2F)
Service Entrance/Exit during the overtime working hours	Hall 6-7, Hall 3 North Side (1F)

[Service Facilities]

Please refer to the official site of Makuhari Messe for details.

<https://www.m-messe.co.jp/en/facility/index.html>

1. Promotional Activities

Direct Mail and E-mail

We will implement the direct mail plan taking advantage of each media.

It will include registration for the exhibition, distribution of information to the attendees by paper-based direct mail, which has a high retention rate, and by e-mail, which has a high degree of immediacy.

■ E-mail

Interop Tokyo : Approx. 200,000 e-mails are to be distributed before the opening.

Digital Signage : Approx. 50,000

AI NATIVE Expo : Approx. 50,000

Vision AI Expo : Approx. 30,000

■ Direct mail

Interop Tokyo : 300,000 direct mails are to be distributed.

Digital Signage : 50,000 issues

AI NATIVE Expo : 30,000 issues

Vision AI Expo : 30,000 issues

Main Targets:

- ◇ Attendee data, registered and on-site registration, of the past held event
- ◇ Selected attendees of exhibitions and seminars held by NANO OPT Media, Inc.
- ◇ Recipients of all affiliated media
- ◇ Members of all kinds of IT magazines
- ◇ Members of sponsorship and other related parties
- ◇ Selected personnel in charge of IT at the companies around the country

Advertising Plan

	Early Apr.	Mid Apr.	Late Apr.	Early May	Mid May	Late May	June
Email DM from Show Management Office							
Ad network							
Email/banner ads (industry media)							
Sending of invitation tickets							
Disseminating information from official SNS accounts							
Articles announcing the event in related media							

Media tie-up

Through tie-ups with multiple media sponsors, we will provide exposure through advance notices and special features, coverage during the event, and post-event articles.

2. Marketing Tool

Official Website

Your information will be posted on our Official Website (FREE).

Visitors to our Official Website expect to find more information about exhibitors and products prospected to exhibit. On this web site, we post the list of exhibitors, and also you can post details of your products, services, company information, and more.

- Please post the outline of your exhibits, etc. on the “ [Exhibitor's Website](#)” by March 27 to attract visitors to your booth.

Best of Show Award Entry

Many companies and organizations exhibit at Interop Tokyo 2026, and they introduce their products, solutions and services. From those products, solutions, and services, a jury of IT experts select Grand Prix and special award. Products, Solutions, Services which Finalist, and selected as Best of Show Award representing IT trend of this year.

To learn about Best of Show Award Entry, please contact Show Management Office (NANO OPT Media, Inc.)

– INQUIRIES –

NANO OPT Media, Inc.
Marketing & Operation

TEL: +81-3-6258-0584
E-mail: exhi-info@f2ff.jp

3. AiMeet -Visitor`s lead acquisition support service

"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. To order, please apply through the "[Exhibitor's Website](#)" by May 15.

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

- ※ If you cancel after May 15th following your application, a cancellation fee equivalent to 100% of the application amount will be charged.
- ※ 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.
- ※ The recommended environment includes 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.

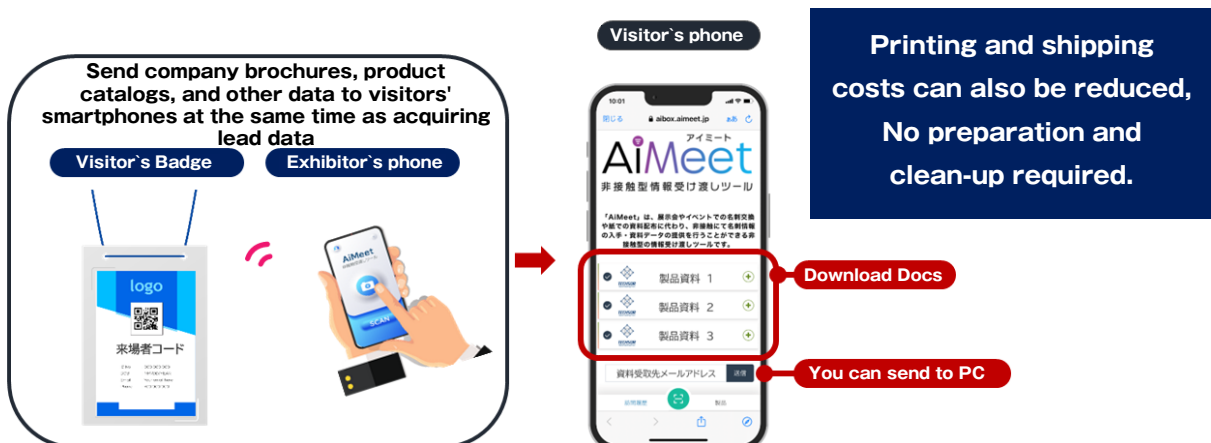
How to Use

Visitor`s information acquisition in real time with "AiMeet"



Visitor`s can download documents

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



Image

Delivery of visitor leads

1) Handling of personal information provided by us to exhibitors

We will provide exhibitors with the business card information of visitors scanned 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 collection 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 secretariat 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 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]

NANO OPT Media, Inc.

E-mail: exhi-info@f2ff.jp

[Usage and functions]

AiMeet Management Office (Techsor Inc.)

E-mail: aimeet-exhibition@techsor.co.jp

2. Entry - Badges

Badges

To ensure the security and safety of the exhibition, Show Management Office will control the entry of personnel with badges. All personnel are required to wear the appropriate Badge throughout the exhibition period inclusive of move-in and move-out. The passes will be distributed upon request.

	Image design	Quantity of distribution (max.)	Access
Exhibitor		10 badges per company	• Exhibition • Keynotes

Exhibitor's Access

- During the regulated working hours, Exhibitors' Entrance will open at 2F, Hall 5/8.
- During the overtime working hours, Service Entrance/Exit, Hall 6/7, North side (See P.10) will open.

Exhibitor badge may be issued during the regulated working hours, in exchange for business card at Exhibitors' Entrance, Hall 5, 2F.

*** Exhibitor Reception in Hall 5 during the show.**

3. Entry - Vehicles

Vehicle Pass

Vehicles for making deliveries for the exhibition during move-in and move-out must have appropriate Vehicle Passes. The passes will be sent upon request.

Vehicle Pass	Access	Qty. of distribution (max)
① Move-in / Move-out	Move-in: June 7-9 Move-out: June 12 from 7:00 p.m. *Pavilion exhibitors will be allowed to move in only on Tuesday, June 9, and remove their exhibits on Friday, June 12.	Unlimited download from Exhibitor's Website
② Priority	Prior access to the premise during 8:00 a.m. - 2:00 p.m. June 12 *You can enter Makuhari Messe site directly without going through the vehicle waiting area (L block). After 2:00 p.m., you will have to go through the vehicle waiting area (L Block).	1 pass per company
③ Exhibits Move-out	June 12 from 5:00 p.m. *You will not be able to enter Makuhari Messe directly. Please follow the instructions and guidance of the staff at the vehicle waiting area (L Block) before entering.	1 pass per company

①

Interop26 Tokyo	DSJ2026 デジタルサイネージジャパン	AI NATIVE EXPO 2026	Vision AI Expo 画像認識 AI EXPO 2026
車庫待機場 Lブロック			
搬入出車証 Move-in/Move-out Vehicles			
出展社名 Exhibitor	[Booth No.]		
作業社名 Contractor			
搬入期間 Move-in	Hall 4・5・6 出展社 (自社設備) Hall 5・7・9 出展社 (自社設備) Hall 5 15:00~	6/7 (日) ~ 6/9 (火)	8:00
搬出期間 Move-out	パビリオン / パフォーマンスなど (自社設備を搬出する会場)	6/9 (火)	20:00
搬出期間 Move-out			
6/12 (金) 19:00 ~ 23:00 完全退出			

※ 車庫待機場 (Lブロック) 内に、この車庫待機場 (Lブロック) に入庫する場合は、搬入前には必ず入庫許可証を提出してください。

②

Interop26 Tokyo	DSJ2026 デジタルサイネージジャパン	AI NATIVE EXPO 2026	Vision AI Expo 画像認識 AI EXPO 2026
車庫待機場 南2			
優先搬出車証 Priority Vehicle Pass			
出展社名 Exhibitor	[Booth No.]		
作業社名 Contractor			
搬出期間 Move-out	6/12 (金) 17:00 ~ 23:00 完全退出		
6/12 (金) 8:00 ~ 幕張メッセ敷地内進入待機可。 ※ 14:00以降は、車庫待機場 (Lブロック) 経由となります。			

※ 車庫待機場 (Lブロック) 内に、この車庫待機場 (Lブロック) に入庫する場合は、搬入前には必ず入庫許可証を提出してください。
※ 搬出期間 (Lブロック) 内、この車庫待機場 (Lブロック) に入庫する場合は、搬出前には必ず入庫許可証を提出してください。
※ 上記のスケジュールは変更される場合があります。あらかじめご了承ください。

③

Interop26 Tokyo	DSJ2026 デジタルサイネージジャパン	AI NATIVE EXPO 2026	Vision AI Expo 画像認識 AI EXPO 2026
車庫待機場 Lブロック			
製品搬出車証 Exhibits Move-out Vehicles Pass			
出展社名 Exhibitor	[Booth No.]		
作業社名 Contractor			
搬出期間 Move-out	6/12 (金) 17:00 ~ 23:00 完全退出		
※ 搬出期間 (Lブロック) 内、この車庫待機場 (Lブロック) に入庫する場合は、搬出前には必ず入庫許可証を提出してください。			

※ 車庫待機場 (Lブロック) 内に、この車庫待機場 (Lブロック) に入庫する場合は、搬入前には必ず入庫許可証を提出してください。
※ 搬出期間 (Lブロック) 内、この車庫待機場 (Lブロック) に入庫する場合は、搬出前には必ず入庫許可証を提出してください。
※ 上記のスケジュールは変更される場合があります。あらかじめご了承ください。

image design

Notes

- Any vehicles may not park on the public roads during the move-in/move-out period.
- Please follow the instructions by the guards who will guide vehicles one by one to the premises.
- Any vehicles for commuting purpose cannot enter the premises. Please park at the paid parking area.
- Please refer to the Schedule (See P.15) for the vehicle entry to the premises and exhibition hall.
- During the move-in period, vehicles may enter the premises (outside the exhibition halls) from 8:00 a.m. till 8:00 p.m.

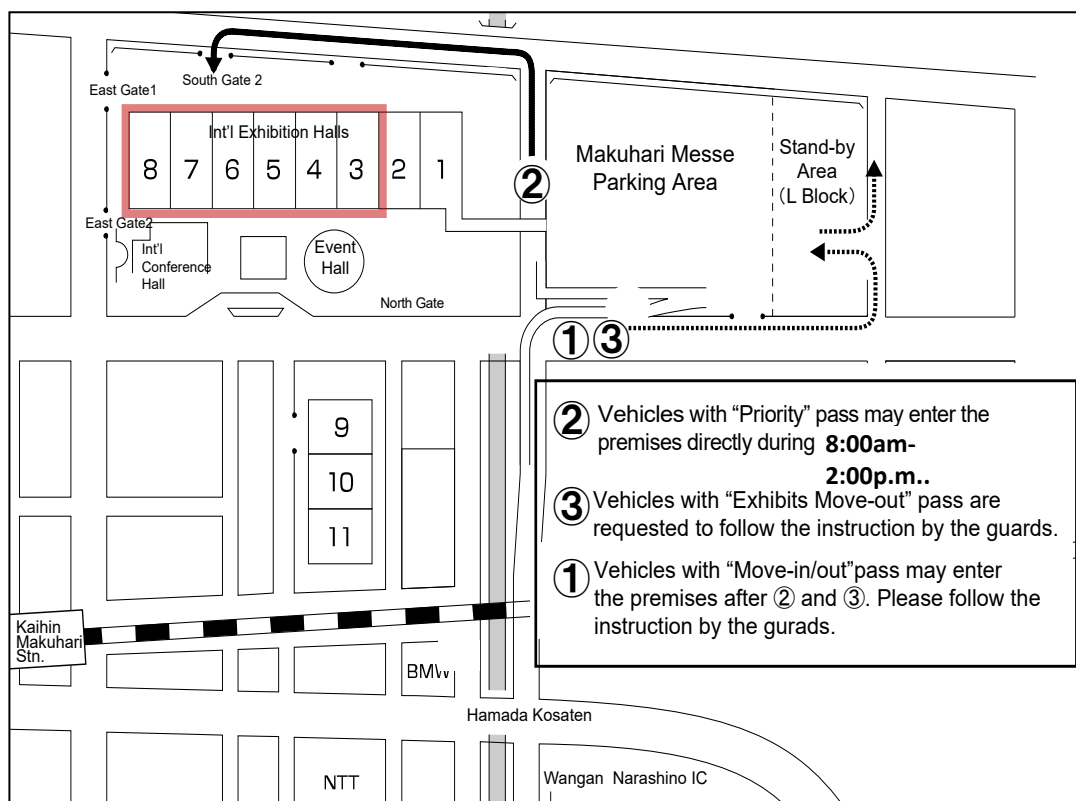
You can download just Move-in/Move-out Vehicle Pass(①) from Exhibitor's Website.

Please print it out and use it.

Other Vehicle Pass(②③) may be issued during the regulated working hours on the day of set up, in exchange for business card at Exhibitor's Entrance, Hall 5, 2F.

3. Entry - Vehicles

Move-in / out Route



4. Move-in & Move-out

Schedule

Please refer to the Schedule section (See P.15) and plan to complete the work during the designated hours.

Badges

All personnel without the appropriate badge (See P.16) will not enter the exhibition hall for security reasons.

Working Boundaries

Exhibitors should unpack or display equipment only in their designated booth area so as not to interfere with other exhibitor, work, passage of vehicles.

Delivery and Collections

When sending equipment or exhibits to the exhibition hall via delivery services, please make sure to specify the delivery date and time, booth number and contact person and receive it on your own. Show Management Office will not be responsible for such deliveries or receive any parcels on behalf of exhibitors.

Event Name: xxxxxxxxxx 2026 Hall No.& Booth No.: xxxx

Exhibitor Name: xxxxxxxxxxxxxxxxxx

Contact person at booth: xxxxxx xxxxxx

2-1 Nakase, Mihama-ku, Chiba 261-8550, Makuhari Messe

TEL (Cell. phone): xxx-xxxx-xxxx

Overtime Work

When you cannot complete your work within the regulated working hours, please submit the application for overtime work at Show Management Office (See P.10). Overtime work may be allowed in the following hours. Overtime work charge will be ¥22,000 (incl. 10% consumption tax) per hour. When your work is completed, please report it back to the Office. Without such a report, you may be charged for overtime until 8:00 a.m. the next morning.

Move-in / out during the Exhibition

As a rule, carrying in and taking out of products during the exhibition is not allowed. In case of emergency such as when a product is broken and exchange is required, please consult with Show Management Office.

Disposal of Waste

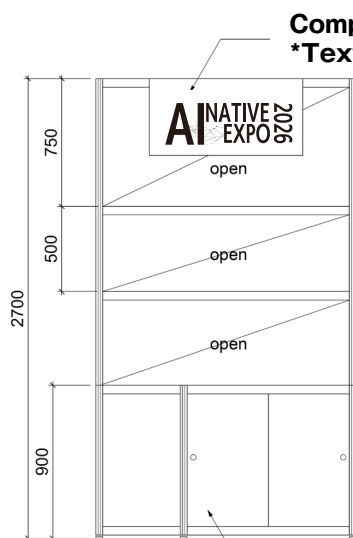
All articles left in the hall including in the aisles will be regarded as waste material and disposed without prior notice to the exhibitor. The disposal costs will be charged to the exhibitor after the exhibition.

Official Forwarder

For the transport of exhibits and handling customs clearance, KSA INTERNATIONAL INC. has been appointed as the official forwarder and will provide you the complete transportation up to the booth as well as labor for on-site handling. Please refer to the Shipping manual and the tariff (mice-logistics@ksa.co.jp) for details.

1. Pavilion Booth

1 unit (image diagram)



Company name board W900×H450
*Text company name (Logo display is a paid option.)

- The area above the exhibition stand will be open.
- Although there is no wall surface, materials for mounting panels etc. are included. However, displaying posters or attaching monitors to walls is not permitted.
- Please note that this space will be shared with the booth installed at the back of the frame.

Exhibition stand W1485×D700×H900
*Can be stored inside.

Booth specifications (accessories)	1 unit	2 unit
Exhibition space	W1.5m x D1m x H2.7m	W3m x D1m x H2.7m
Company name board	Text company name (corporate personality is abbreviated) *Logo display is a paid option.	
Exhibition stand	W1.5m x D0.7m x H0.9m	W3m x D0.7m x H0.9m
Electrical outlet	3 holes 2 ports(100V/0.5kW)×1	3 holes 2 ports(100V/0.5kW)×2
Spotlight	1 light	2 lights
Internet Connection	ShowNet(See P.21)	

- In addition to the basic equipment listed above, if you would like options (fees apply), please apply to Expo International Ltd. by April 23 (Thursday) using [FORM No.1: Booth Options] please.
 - We will issue invoices in the order of applications, so please make your payment by Friday, May 22.
 - Arrangements for delivery, additions, and changes during the exhibition period will be made upon receipt of on-site payment in cash.
- If you bring your own explanation panel, our office staff will assist you in installing it.
A1 size (vertical and horizontal) possible (594x841mm)

※ Regarding wireless LAN, the signal condition is very poor every year, so you may not be able to connect stably. Additionally, the organizer cannot guarantee the quality of the wireless communication. Therefore, please consider demos using 5G/4G or LTE, as well as offline demos. Alternatively, please apply for ShowNet (wired internet connection, see P.27)

Power Supply Schedule

8:00am, June 9 - 5:30pm, June 12

- In the case that electricity is needed other than the above period, i.e. 24-hour supply, is required, please request it in writing on the FORM.

– INQUIRIES –

Expo International Ltd.

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

2. Notes on using the booth

- All stand booth decorations will be carried out by the designated contractor listed below (Expo International Ltd.). Exhibitors themselves or their own contractors are not allowed to carry out any construction or decoration work.
- All booth parts and equipment are leased items. Drilling, tacking, or nailing into the booth walls is not permitted. Please handle with care as you will be required to pay for any damage or loss.
- All decorations, including exhibit products, must be kept within the exhibit space. Exhibits, decorations, catalogs, equipment, packaging materials, etc. may not be placed in the aisles around the booth or on the back or sides of the booth.
- Promotional activities for products and services (distribution of catalogs and novelties, solicitation of surveys, etc.) must be carried out within the exhibition space. Promotional activities are not allowed in common areas such as aisles and lounges.
- Audio equipment such as microphones and speakers cannot be used in the counter booth.

3. Booth options

If you would like to add fixtures or electrical work, please apply to Expo International Ltd. **by April 23 (Thursday) using [FORM No.1: Booth Options]**.

- ※ We will issue invoices in the order of applications, so please make your payment by Friday, May 22.
- ※ Arrangements for delivery, additions, and changes during the exhibition period will be made upon receipt of on-site payment in cash.

1	¥1,650	2	¥3,300	3	¥1,650	4	¥3,850
Name Card Box		Acrylic Catalog Pocket (A4 size)		Desktop Catalog Stand (A4 vertical size/ 3 rows)		Stand Chair	
5	¥6,050	6	¥5,500	7	¥26,400	8	¥35,200
Catalog Stand (A4 vertical 12 columns/ 1 row)		Catalog Stand (A4 vertical 6 columns/ 1 row)		20" LCD(4 : 3) Television *Unable to connect to computer		26" LCD Wide Television	
9	¥22,000	10	¥26,400	11	¥16,500	12	¥5,500
20" LCD Monitor (for PC)		23" LCD Monitor (for PC)		Monitor wall mounting bracket *Wall hanging brackets, 2 pieces, 1 set *Monitor mounting bracket, 2 pieces 1 set *No.7・8・9・10 Available (The above price includes installation fee.)	Electrical Outlet (3 holes 2 ports) ※1 		
13	¥7,150	14	¥14,850	Notes			
Spotlight (100W) ※1		Additional Electrical Main Line Construction Cost *Please apply in units of 1Kw. Please contact us if you require 200V.	※1...When adding No.12 outlet and No.13 spotlight, you will need to apply for No.14 additional electrical main line work. ※2...The price includes rental fees during the exhibition period, loading/unloading, and installation costs. ※3...If you bring your own monitor, please check the manual [4-1] and contact the designated vendor (Expo International).				
15	¥13,200	* incl. 10% consumption tax					
Display company nameboard logo							

— INQUIRIES —

Expo International Ltd.

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

3. ShowNet services(Internet) standard connectivity

Easy Connection package

(1) Standard Cable

100 / 1000Base-T, UTP category 5e Cable / RJ-45 connector / straight

(2) IP address type : Global IPv6[Auto Configuration], Private IPv4[DHCP].

Precautions

Preparation of device

To connect your booth to ShowNet, you will need to have the right network equipment which has the proper interface for the standard network cables or additional network cables. Please be sure to prepare the device with the right connector for the "cable". Also, please be sure to prepare for the cables which it will connect between your devices. ShowNet and Show Management Office will not have cables and devices for rental.

Protection of the cable of ShowNet

In ShowNet, it has spread cables, such as an optical fiber / UTP Cable, under your booth. In the case of ornament things, such as preparation construction or a signboard installed in each booth, Please be careful not to damage ShowNet cable. If the exhibitor cause the damage to ShowNet cable, ShowNet (Show Management Office) will charge the amount equivalent required for restoration. Please have exhibition ornament regulation read carefully. Because position adjustment of a network cable and clearing work may be performed during move in and preparation, please do not take up a passage etc. with a carrying-in thing, garbage, etc. In order to do the prompt Move out work after a term, please do not fix, such as binding various cables to a fixture thing etc.

The connection request to ShowNet

When exhibitor is ready to connect to the ShowNet, you can start connecting network. Network cable will be delivered from the underneath of your booth. In case of any network trouble, please visit ShowNet Service Counter at hall 4.

Lending of device

According to the kind of cables, it may need a device to be installed in your booth. In this case, ShowNet will rent out this device for connection and having exhibitor to fill out a lending document in exchange for this device by STM. Also, when the show is over responsible person needs to wait at their booth for the pick up of the lent device.

Notes about security

When various security countermeasures are not performed by the exhibitor side, the attack from the Internet may be received. Please be sure to take the measure to security against all the device linked to ShowNet. The rental PC in particular may not be done in security countermeasures. Please be sure to connect to the network after performing security countermeasures. By the device which the exhibitor connected, when causing employment of ShowNet, ShowNet may disconnect your network. ShowNet will not allow you to connect to the network unless you restores your device and finish the security countermeasures. Moreover, when there is a possibility that an obstacle may occur, please give the measures from the ShowNet side and please give us the maximum cooperation in that case.

Notes about use of wireless LAN

When much wireless LAN access point are used in the same area, various problems, such as interference of an electric wave, may occur. Therefore, when wireless LAN is used, a positive demonstration is not guaranteed depending on the situation in the hall. When wireless LAN is connected to ShowNet, please be sure to perform security countermeasures like the next example. If it should be invaded by the third person it may influence other exhibitor.

The example of the security measures about wireless LAN

- Access restrictions by a MAC Address
- Access restrictions by the WPA2 etc.

Please understand that the hall is closed space and electric wave resources are limited. In order to make an electric wave collision into the minimum, please withhold use of the wireless LAN to the use which is not related to a demonstration.

1. Precautions in the Exhibition Hall

Show Management Office reserves the right to evict any violating vendor at anytime. Exhibitors are requested to cooperate in maintaining the order, dignity and reputation of this exhibition.

Fire Prevention

- Prohibited using of Fire and smoke machine, bringing in Hazardous Materials (gasoline, lacquer, thinner, alcohol, lamp oil, light oil, heavy oil, lubricating oil, diesel engine oil, gear oil, and plant & animal oil, inflammable gas, hydrogen gas, liquefied petroleum gas, including spray cans, paint, etc.) in the pavilion booth.
- Smoking is only permitted in the designated smoking area.

Photographing

- Exhibitors may photograph/videotape their own booths freely. It must be done in such a manner so as not to hinder the visitors or other exhibitors.
- Show Management Office will issue "Press" badge to press representatives for photographing, which must be worn at all times. Exhibitors are requested to cooperate with those photographers.
- Visitors may photograph in the exhibition hall. If you have any materials, etc. which you do not like to be photographed, please put signs, etc. to appeal to visitors.

Promotion & Advertising

- Exhibitors may freely distribute catalogs, pamphlets, samples of their exhibiting merchandises, etc. in their own booth. When such acts are done outside the booth, Show Management Office requests to stop it immediately.
- Publications which fulfill the below all (a)-(c) are approved for sale in the exhibition.
 - (a) Books or magazines which have distribution code, ISBN code/magazine code.
 - (b) If the books or magazines have attachment(s) of electronic media, it should be just a supplement.
 - (c) Publication/electronic media should be adult-free
- Exhibitors are to be responsible for any personnel and property damage caused by their demonstrations.
- All demonstrations in the booth must be scheduled to finish before the end of the exhibition.

Sound Policy

Prohibited using audio equipment(microphone, speaker,etc.) in the pavilion booth.

Eating and Drinking in The Booth

As a rule, it is prohibited to provide food and beverages to visitors in the booth. Sealed snacks or bottled beverages do not apply to this rule. When serving foods and beverages is planned, those exhibitors need to get an approval from the City Health Center first due to the sanitation law. Please contact below office for consultation.

The Chiba-City Health Center, Food Safety Division

TEL: +81-43-238-9934 FAX: +81-43-238-9936

Use of the Wireless LAN

Important Notes on Using Wireless LAN at Your Booth

- **Radio Wave Environment and Recommendation for Wired Connections**

A vast number of wireless LAN devices will be in operation from the setup period through the duration of the event, which may lead to various issues such as signal interference. For this reason, we strongly recommend using a wired ShowNet connection for critical applications, such as booth demonstrations.

- **Wireless LAN Provided by ShowNet**

ShowNet will provide a wireless LAN internet environment during the three days of the event. Please use this service for non-critical purposes, such as checking email or general web browsing.

Setup Period: Please note that the ShowNet wireless environment will be under construction during the setup period and will not be available.

Coverage: Please be aware that the ShowNet wireless LAN does not fully cover the entire exhibition hall. Depending on your booth's location, signals may be weak or difficult to connect to.

- **Connecting Your Own Wireless Access Points to ShowNet Wired Lines**

If you connect your own wireless LAN access points or similar equipment to a wired ShowNet line at your booth, you must always implement security measures.

If an exhibitor's equipment suffers a cyberattack—thereby hindering the stable operation of ShowNet—or if an exhibitor becomes a source of attacks against other booths or the internet, we may perform an emergency disconnection of your ShowNet access.

Security for Exhibits

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

In the event of accident, please notify Show Management Office immediately.

Radio Communications

Exhibitors who use walkie-talkies and/or wireless microphones for demonstrations, are requested to arrange equipment which are officially registered based on the radio-wave law.

[IMPORTANT Notice]

Some radio wave frequencies are prohibited to use by Japanese Law. Also, some radio wave frequencies requires appropriate license to use by Japanese government. Please make sure your wireless products are legal to use in Japan. If you violates the law, you will be punished by Japanese government.

1. Computer Equipment Rental – Item List

To order Computer Equipment Rental, please submit [FORM No.3 Computer Equipment Rental] to Kissei Comtec by May 15.

Package Plan (PC rental with popular software installation and Windows Update)

No.	Presentation Plan	Price	OS	MS Office2021 is installed computers which includes Word, Excel and Power Point. (ACCESS is not included) If you require the following version of MS Office(2019 , 2024), please contact us.
1	DELL Latitude 3520 (English)	¥18,370	Windows10-Pro 64bit	
2	DELL OptiPlex 3070SFF (English) ※1	¥19,470	Windows10-Pro 64bit	
No.	Internet connection Plan	Price	OS	Antivirus software and the latest version of the Windows update software are installed for the security countermeasure.
3	DELL Latitude 3520 (English)	¥16,500	Windows10-Pro 64bit	
4	DELL OptiPlex 3070SFF (English) ※1	¥17,600	Windows10-Pro 64bit	
No.	All in One Plan	Price	OS	Microsoft Office 2021 Standard Edition, Antivirus software and the latest version of the Windows update software are installed. If you require the following version of MS Office(2019, 2024), please contact us.
5	DELL Latitude 3520 (English)	¥23,320	Windows10-Pro 64bit	
6	DELL OptiPlex 3070SFF (English) ※1	¥24,420	Windows10-Pro 64bit	

※1 Display is not included. Wi-Fi connection is not installed.

Laptop PC

No.	Items	Price	RAM	CPU	Graphic/VRAM/output-terminal	Drive	OS
7	DELL Latitude 3520 (English)	¥14,850	16GB	Core i5-1135G7 2.4G	Intel Iris Xe Graphics HDMI	No DVD Drive	Win10-Pro 64bit or Win11-Pro 64bit
8	ASUS TUF Gaming F15 FX506LU (Japanese) (1920×1080)	¥20,350	16GB	Corei7-10870H 2.2G	NVIDIA Geforce GTX 1660 Ti HDMI	No DVD Drive	Win10-Pro 64bit or Win11-Pro 64bit
9	mouse MB-K670X-KSCT (Japanese) (1920×1080)	¥17,050	16GB	Corei7-6700HQ 2.6G	NVIDIA Geforce GTX950M VGA・HDMI	DVDSuperMulti	Win10-Pro 64bit
10	dynabook BJ65 A6BJFSF8PD11 (Japanese) (1920×1080)	¥12,650	8GB	Corei5-10210U 1.6G	Intel UHD Graphics HDMI	DVDSuperMulti	Win10-Pro 64bit or Win11-Pro 64bit
11	Apple MacBook Pro MK1A3J/A M1 Max (3456×2234)	¥27,610	32GB	M1 Max	Thunderbolt 4(USB-TypeC)×3・ HDMI	No DVD Drive	MAC OS 14
12	Security cable (slot size : 3×7mm)	¥4,950					

The theft of laptop PCs has been on the increase at the exhibition.

We recommend you use security cables or keep PCs in a cabinet which can be locked every day after the exhibition.

Desktop PC

No.	Items	Price	RAM	CPU	Graphic/VRAM/output-terminal	Drive	OS
13	DELL OptiPlex 3050SFF (English) ※2	¥14,300	16GB	Corei7-7700 3.6G	Intel HD HDMI・VGA・DisplayPort	DVDSuperMulti	Win10-Pro 64bit
14	DELL OptiPlex 3070SFF (English) ※2	¥13,200	8GB	Corei5-9500 3.0G	Intel HD VGA・HDMI・DisplayPort	DVDSuperMulti	Win10-Pro 64bit or Win11-Pro 64bit

※2 Display is not included. Wi-Fi connection is not installed.

Software Rental

No.	Items	Price	Reference
15	MS Office2019/2021 or 2024 Professional Plus	¥6,270	Japanese / English(Windows only) An extra installation fee will be charged.
16	MS Office2019/2021 or 2024 Standard	¥4,620	Japanese / English(Windows only) An extra installation fee will be charged.
17	ESET Endpoint Antivirus	¥550	Japanese / English(Windows only) An extra installation fee will be charged.
18	Windows Update	¥2,200	Important update only
19	Mac OS Update	¥2,200	Important update only
20	Software installation fee per unit	¥2,200	
21	Installation fee for store sale and free application software	¥2,200~	
22	Data erasure software Installed version NextErase ※3	¥550	

※3 Date erasure process will take approximately 2hours.

1. Computer Equipment Rental – Item List

LCD Monitor

No.	Items	Price	Reference
23	27" TFT widescreen LCD display I-O DATA LCD-MQ271XDB-A others	¥11,220	FHD 27"(2560×1440), HDMI・DisplayPort others
24	24" TFT widescreen LCD display iiyama ProLite E2483HS-B1 others	¥9,680	FHD 24"(1920×1080), VGA・HDMI others
25	21.5" TFT widescreen LCD display iiyama ProLite E2282HS-GB1 others	¥9,130	FHD 21.5"(1920×1080), VGA・DVI others
26	Wall mount bracket (For 15"~27", VESA standard) ※4	¥8,580	Monitor perestal removal fee is 2,000yen,

※4 A separate shipping fee will be charged if you rent the monitor wall mounts.

iPad/iPhone

No.	Items	Price	Reference
27	Apple 12.9-inch iPad Pro MTE2J/A Wifi 64GB Space Gray	¥13,750	Wifi model [IEEE802.11a/b/g/n/ac]
28	Apple iPad 2021 Autumn MK2L3J/A Wifi 64GB Silver	¥8,800	Wifi model [IEEE802.11a/b/g/n/ac]
29	Apple iPhone12 64GB White SIM free version ※5	¥16,170	Wifi & SIM free model [IEEE802.11a/b/g/n/ac]
30	Apple iPhoneXR 64GB White SIM free version ※5	¥12,210	Wifi & SIM free model [IEEE802.11a/b/g/n/ac]

※5 SIM card is not included. Please contact us.

Printer

No.	Items	Price	Reference
31	(Inkjet) CANON TR153 (USB/Wi-Fi)	¥10,890	A4 ※ink included
32	(Inkjet) CANON PIXUS TS6030 (USB/NIC)	¥12,980	A4 ※ink included
33	(Black&White Laser) Canon Satera LBP321 (USB/NIC)	¥34,870	A4 ※toners included

Network equipment

No.	Items	Price	Reference
34	(HUB) BUFFALO LSW6-GT-8NS	¥4,510	10/100/1000M 8 port Switching HUB
35	(HUB) BUFFALO LSW5-GT-16NSR	¥5,940	10/100/1000M 16 port Switching HUB
36	(Router) YAMAHA NVR510	¥8,910	ADSL/FTTH/CATV broadband router

Useware

No.	Items	Price	Reference
37	Network wiring work, setting up ect.	Ask	Network construction work in your booth
38	Unpacking installation, demolition work	Ask	

* incl. 10% consumption tax

Delivery fee is included to the prices. Fee of packing, setting-up are not included to the prices.

The price includes tax.

- Depending on our warehouse stocks, the item would be changed as equivalent devices.
- Please keep the accessories during the exhibition.
- We also provide booth network wiring, configuration, installation, dismantling, etc. Please contact us if you want.
- After confirmation of your order, actual cost may be charged.
- Please prepare 100voltage outlet(Japan standard electricity supply level) if it in case of using internet in your stand.
- Our internet device work 100volt electricity only.
****At least we need 2 outlets for our devices.
****Please check and confirm before place order electricity supply condition.
- We have more lineups, feel free to ask us.

– INQUIRIES –

Kissei Comtec Co., Ltd.

ANAZAWA Taisei

TEL: +81-3-6709-2440 FAX: +81-3-5979-6335

E-mail: interop@network.kcrent.jp

2. Internet / Radio Wave Supply

Internet

ShowNet connectivity will be provided upon request.

Please refer to "ShowNet Information" section (P.22) for details.

– INQUIRIES –

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

E-mail: netserv@f2ff.jp

When other special line is needed at your booth, please contact below directly
for arrangement details. Earlier contact is recommended.

– INQUIRIES –

Makuhari Messe Inc.

Information Machinery Section

OTSUKA / SASAKI

TEL: +81-43-296-0493 FAX: +81-43-296-0492

E-mail: kaisen-desk@messe-net.com

Radio Wave Supply

Radio Wave Supply for connections with TV antenna is available. Please contact Makuhari Messe
for costs and further details.

– INQUIRIES –

Makuhari Messe Inc.

Information Machinery Section

UCHIDA / SHISHIKURA

TEL: +81-43-296-0536 FAX: +81-43-296-0012

E-mail: makuhari-m@tfvc.jp

3. Storage Rental

For storing distribution materials, equipment, containers and boxes, etc. storage (stock space) is available. To order, please apply through the “[Exhibitor's Website](#)” by May 15.

Standard	2.0mW x 3.0mD x 2.7mH per unit • 1 lockable door or 1 lockable accordion-type door is installed. • Partitions are basically not to be installed when 2 or more units are ordered. • In case of the lost of the keys, ¥5,500 yen is to be charged as compensation. (*incl. 10% consumption tax)
Service Period	1:00 p.m., June 8- 6:00 p.m., June 12
Price	¥110,000 per unit (*incl. 10% consumption tax.)
Notes	• The location will be assigned by Show Management Office and informed 10 days prior to the exhibition. • Installing temporary telephones or any electric cables are not possible. • The area is non-smoking and should not be used for meeting/waiting space. • Show Management Office cannot be responsible for theft or lost items. Exhibitors are requested to take any necessary precautions to protect items. • For applications for delivery and installation during the event (including additional requests), an additional ¥33,000 yen (*incl. 10% consumption tax.) will be charged on top of the above price. Please note that we may not be able to accept your request due to the limited number of items that can be installed.

[Stock yards (Exhibitors with over 10 booths adjacent to the south part of the building)]

The area between the booth and the south part of the building can be used as stock yard for a fee, unless the area interferes escape route.

Please contact Show Management Office for details.

– INQUIRIES –

[Application and billing]
NANO OPT Media, Inc.
E-mail: exhi-info@f2ff.jp

No.	Form Title	Deadline	Submit to	Ref.
Please register at the Exhibitor's Website.				
-	Listing in the Official Website	27-Mar	NANO OPT Media, Inc.	P.12
-	Company Logo Data <File Format> Outlined ai or eps format	10-Apr	NANO OPT Media, Inc.	-
-	ShowNet (Internet Connection)	7-May	NANO OPT Media, Inc.	P.22
-	AiMeet -Visitor's lead acquisition support service	15-May	NANO OPT Media, Inc.	P.13-14
-	Storage Rental	15-May	NANO OPT Media, Inc.	P.28
Please contact us by e-mail. (exhi-info@f2ff.jp)				
-	Best of Show Award (Interop only)	22-May	NANO OPT Media, Inc.	P.12
Please apply to each company by e-mail or fax using the form attached to the manual.				
1	Booth Options - Additional Electricity - Furnishings Rental - AV Equipment Rental	23-Apr	Expo International Ltd.	P.20-21
2	Accommodation	7-May	Kinki Nippon Tourist Co., Ltd.	-
3	Computer Equipment Rental	15-May	Kissei Comtec, Co., Ltd.	P.25-26

Requisite form to all exhibitors

- Please settle the account promptly upon receipt of invoices from the offices concerned.

Form
No. 1

Booth Options

Option
Ref. P.20 - 21

Exhibiting Event	☐ Sleep Tech Pavilion ☐ Others		
Exhibitor Name			
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

■ Items to order (Please fill in)

No.	Item	Unit Price	Qty	Amount
		Total ¥		

Submit to

Expo International Ltd.

E-mail: interop@expo.co.jp

FAX: +81-3-5687-5437

Tel: +81-3-5687-3986

Deadline
Apr 23

Form

No. 2

Accommodation

Option

Exhibiting Event	☐ Sleep Tech Pavilion ☐ Others		
Exhibitor Name			
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

Hotel List

KNT, the official travel agency for hotel accommodations, will assist participants in reserving your hotel room.

Hotel List	Room type	Room Rate (per 1 person, per night,)
Apa Hotel & Resort Tokyo Bay Makuhari	Single room(12-17㎡)	¥13,000

- Please note that the hotel reservation will be made on first-come-first-served basis with complete payment.
- Room Rates are per person, per night, including service fee, consumption tax, stay tax.
- Any personal expenses (e.g. telephone and laundry, etc.) should be settled either by cash or by credit card when you check-out.
- To proceed with reservation, please confirm our “Agent-Organized Tour Terms & Conditions” .
<https://frm.f2ff.jp/interop/2026/manuals/kntcte.pdf>

Room Reservation Request

Please fill-in your information as below and send this Accommodation Form to KNT office by E-mail, and an invoice will be sent to you. In case of any changes or cancellations, please inform KNT. You are subjected to pay the cancellation fee in accordance with the cancellation policy below. Deadline for hotel reservation: May 7, 2026.

Guest Name FAMILY NAME, First Name	Name	Check in / Check out date
☐ Mr. ☐ Ms. ☐ Dr. ☐ Prof.		Check in: Check out:
☐ Mr. ☐ Ms. ☐ Dr. ☐ Prof.		Check in: Check out:
☐ Mr. ☐ Ms. ☐ Dr. ☐ Prof.		Check in: Check out:

*Please note that we are unable to guarantee Non-Smoking rooms in advance.

Payment

After we receive your Accommodation Form by e-mail, we will send credit card form.

Please note that we ask all the participants to make their payments in advance by credit card only.

Cancellation policy

	Cancellation fee
8-20 Days Prior to Check-in date	20% of Room Rate
2-7 Days Prior to Check-in date	30% of Room Rate
Previous Day	40% of Room Rate
On The Day	50% of Room Rate
Cancel without notice	Total Amount

*Any change or cancel your reservation after on June 2 (Mon.) 5:00 p.m., please contact each hotel directly.

Submit to

Kinki Nippon Tourist Co., Ltd. INTEROP2026 Desk
Business hours: Mon-Fri 10:00 a.m. - 5:00 p.m. *Except on Saturdays, Sundays and national holidays.
E-mail: ec-desk18@or.knt.co.jp

Deadline
May 7

Form
No. 3

Computer Equipment Rental

Option
Ref. P.25 - 26

Exhibiting Event	☐ Sleep Tech Pavilion ☐ Others		
Exhibitor Name			

Contact			
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☐ Different place, before the exhibition

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