

No.	Form Title	Deadline	Submit to	Ref.
Web	Listing in the Official Website	21-Feb	Show Management Office via "Exhibitor's Website"	P.9
1	Package Booth Rental/Options	28-Feb	Expo International Ltd.	P.25-26
2	Accommodation	6-Mar	Kinki Nippon Tourist Corporate Business Co., Ltd.	-
3	Electricity Supply	13-Mar	Iida Electrical Works, Co., Ltd.	P.21
4	Decoration Contractor	13-Mar	Accost Corporation	P.16
5	Anchor Bolts Installation	13-Mar	Accost Corporation	P.20
6	Use of Fire/Hazardous Materials	13-Mar	Accost Corporation	P.22
7	Telephone/FAX	13-Mar	Accost Corporation	P.32
8	Storage Rental	13-Mar	Show Management Office	-
9	AV Equipment Rental	13-Mar	Kowa Co., Ltd.	P.31
10	Furnishings Rental	27-Mar	AZ Scene Corp.	P.28
11	Computer Equipment Rental	27-Mar	Kissei Comtec, Co., Ltd.	P.29-30
12	Booth Cleaning	27-Mar	In Support Co., Ltd.	-
13	Barcode Readers Rental	27-Mar	NANO OPT Media, Inc	P.10

Requisite form to all exhibitors

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

<Exhibitor's Website>

<https://frm.f2ff.jp/form/june2020-exhibitorsite/>

For inquiries, please contact E-mail: exhi-info@f2ff.jp

Form
No. 1

Package Booth Rental/Options

Option
Ref. P. 25-26

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name			Booth No
Contact			
Company Name		Contact	☐ Mr. ☐ Ms.
Title/Dept.		E-mail	
TEL		FAX	
Address			

As we will issue an invoice in order of application, please pay by March 27st, 2020
When you request on-site additional order, we will arrange after the payment.

■ Package Booth (Please complete necessary information)

Booth Size	() Booth
Signage on Company Name Board	a. ☐ Text (Font : Gothic) *Please indicate below b. ☐ Logo Option(¥ 8,800) + Text (Font : Gothic) *Please indicate below *Please check " b " ,if you choose your product logo, your company name will be listed together. c. ☐ Logo Option(¥ 8,800) *Not required to indicate company name on fascia
	one-byte E X P O double-byte E X P O
	Company name board layout
Carpet	☐ Red ☐ Blue ☐ Navy Blue ☐ Green ☐ Brown ☐ Grey ☐ Orange

■ Package Booth Optional Items (Please complete necessary information)

No.	Item	Qty	Price

No.	Item	Qty	Price

■ Please indicate the position of the optional items you ordered.

← Neighboring Booth ▲ Neighboring Booth →
 () <Front> ()

■ Requests, if any.

Submit to

Expo International Ltd.

SATO Keita E-mail: interop@expo.co.jp

FAX : +81-3-5687-5437 Tel: +81-3-5687-3986

Deadline
Feb 28

Form No. 2

Accommodation

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name			Booth No
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 From April 10 th (Friday) to 15 th (Wednesday), 16 th out(Thursday)	Room type	Room Rate (per 1 person, per night)
Hotel New Otani Makuhari	Twin or double room(26m ²)	¥22,000
Apa Hotel & Resort Tokyo Bay Makuhari	Single room(17.8m ²)	¥12,500
	Casual twin room(17.8m ²)	¥12,500
	West wing twin room(13m ²)	¥12,500

- 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, laundry and 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/interop20/images/knte.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. Dead line for hotel reservation: April 16, 2020.

Guest Name FAMILY NAME, First Name	Hotel	Room Type	Smoking*	Check in / Check out date
☐ Mr. ☐ Ms. ☐ Dr. ☐ Prof.			Smoking Non-smoking	Check in: Check out:
☐ Mr. ☐ Ms. ☐ Dr. ☐ Prof.			Smoking Non-smoking	Check in: Check out:
☐ Mr. ☐ Ms. ☐ Dr. ☐ Prof.			Smoking Non-smoking	Check in: Check out:

Payment

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

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 4 April(Friday) 17:00, please contact each hotel directly.

Submit to

Kinki Nippon Tourist Corporate Business Co., Ltd. INTEROP2020 Desk
 Business hours: Mon-Fri 10:00am-17:00pm *Except on Saturdays, Sundays and national holidays.
 E-mail: ec-desk18@or.knt.co.jp FAX: 81-3-6891-9406

Deadline
Mar 6

Form
No. 3

Electricity Supply

Requisite
Ref. P. 21

Exhibitors who ordered Package Booth (Form No.1) do not need to submit this form.

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name		Booth No	
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

Overseas exhibitors are requested to pay the electric bills 'on-site' in cash or by credit card.
(VISA / Master / AMEX)

■ Required Electric Power Supply

100 V	Luminaries and Machine Capacity	W	W	W	W	W	Grand Total for 100V W
	Quantity						
	Sub Total	W	W	W	W	W	
200V	Machine Capacity	W	W	W	W	W	Grand Total for 200V W
	Quantity						
	Sub Total	W	W	W	W	W	

■ Contractor for Secondary Electrical Works in Booth

Company Name:	Contact Person:
Address:	
TEL:	FAX:
E-mail:	

■ Electric Design Drawing in Booth

Fill the machine capacity column with symbol and wattage (W) like a 100 watt spotlight as ①100w, a 40watt fluorescent as FL-40w, 100watt plug socket as ②100w. When indicating total capacities of fluorescent lamp and high-pressure mercury lamp, multiply the total wattage by 150%.

Neighboring Booth
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Neighboring Booth
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▲
<Front>

Submit to

Iida Electrical Works Co., Ltd.
ASADA Noriko E-mail: interop20@iidae.co.jp
FAX: +81-3-3521-3699 TEL: +81-3-3521-3522

Deadline
Mar 13

Form
No. 4

Decoration Contractor

Requisite
Ref. P. 16

Exhibitors who ordered Package Booth (Form No.1) do not need to submit this form.

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name		Booth No	
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

■ Booth Decoration Plan (Please tick)

- ☐ We will appoint a decoration contractor on our own. → Please fill out below.
☐ We will order Package Booth to Expo International, Ltd. → Please submit 4-6.

■ Representative (if any)

Company name:	
Person in charge:	TEL:
E-mail:	FAX:
Address:	

■ Decoration Contractor

Company name:	
Person in charge:	TEL:
E-mail:	FAX:
Address:	

We agree that we peruse the Exhibitor Services Manual, and will abide by the rules and regulations which is written in the Exhibitor Services Manual.

Date: , 2020

Name or sign: _____

Please note:

The Above decoration contractor or representative is required to submit the respective booth design drawings (plan and elevation) to Accost Corporation together with this form by Mar 13. (PDF by E-mail or FAX) This is simply intended to grasp the design features of the decorations in the respective booths, and not intended to grant any permissions to the requests made by the exhibitors.

Submit to

Accost Corporation

YAMAJI Mamiko E-mail: exhibitor_service@accost.co.jp

FAX: +81-3-5259-7972 TEL: +81-3-5259-7971

Deadline
Mar 13

Form
No. 5

Anchor Bolts Installation

Option
Ref. P. 20

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name			Booth No
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			
Billing Address (if different from the exhibitor)			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

■ Contractor information

Installation	Anchor Bolts	mmφ	pcs
Date	June		
Contractor			
Address	(〒 -)		
Person in charge		Dept.	
TEL	- -	E-mail	@

Please note:

- Please send the drawing (PDF by E-mail or FAX) showing the installation points together with this form.
- Positions of pits, i.e. electricity, water, drainage, must be checked before execution of works.
- ¥1,650 (incl. 10% consumption tax) per anchor will be charged as the floor restoration cost.
- When other floor work than anchor bolts installation is planned, please contact to Accost Corporation.

Submit to

Accost Corporation

YAMAJI Mamiko E-mail: exhibitor_service@accost.co.jp

FAX: +81-3-5259-7972 TEL: +81-3-5259-7971

Deadline
Mar 13

Form
No. 6

Use of Fire/Hazardous Materials

Option
Ref. P. 22

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name		Booth No	
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

■ Use of Fire

Equipment	Heat Source	Maximum energy used per hour (kcal/kw)	Purpose

■ Bringing in Hazardous Materials

Item	Quantity	Types of container (liter, gal, qt. etc.)	Purpose

Please note:

Accost Corporation may contact the applicant for further details upon the receipt of this application.

When a permission granted, a fire extinguisher must be placed in booth.

Submit to

Accost Corporation

YAMAJI Mamiko E-mail: exhibitor_service@accost.co.jp

FAX: +81-3-5259-7972 TEL: +81-3-5259-7971

Deadline
Mar 13

Form
No. 7

Telephone/FAX

Option
Ref. P. 32

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name			Booth No
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			
Billing Address (if different from the exhibitor)			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

■ Application (please fill in)

	Charge (incl. 10% consumption tax)	Qty	Sub total
Temporary Telephone (with a handset)	¥ 44,000		
Temporary Telephone line (MJ only)	¥ 44,000		
		Total	

■ Location (please outline desired position to install and your booth and neighboring booths)

●Telephone

◎Modular Jack

○FAX machine

△ISDN64

▲

<Front>

← Neighboring Booth

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Neighboring Booth →

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Submit to

Accost Corporation
YAMAJI Mamiko / HIRANO Takeshi E-mail: exhibitor_service@accost.co.jp
FAX: +81-3-5259-7972 TEL: +81-3-5259-7971

Deadline
Mar 13

Form
No. 8

Storage Rental

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name			Booth No.
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			
Billing Address (if different from the exhibitor)			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

For storing distribution materials, equipment, containers and boxes, etc. storage (stock space) is available. To order, please fill in this form and submit by FAX.

Service Period: 2.0mW x 3.0mD x 2.5mH per unit

- 1 lockable door or 1 lockable accordion 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 is to be charged as compensation.
(* incl. 10% consumption tax)

Service Period: 12:00 noon, April 11 - 7:00pm, April 15

Price: ¥99,000 per unit (From the 2nd unit, ¥77,000 per unit) * incl. 10% consumption tax.

- Notes:
- The location will be assigned by the Show Management and informed 10 days prior to the show.
 - Installing temporary telephones or any electric cables are not possible.
 - The area is non-smoking and should not be used for meeting/waiting space.
 - The Show Management cannot be responsible for theft or the lost. Exhibitors are requested to take any necessary precautions to protect items.

We order unit(s) of rental storage.

Stock yards (Exhibitors with over 9 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.

Submit to

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

E-mail: exhi-info@f2ff.jp

FAX : +81-3-6431-7850 TEL: +81-3-6431-7804

Deadline
Mar 13

Form
No. 9

AV Equipment Rental

Option
Ref. P. 31

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name		Booth No	
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

	Item	Qty	Amount	NO	Item	Qty	Amount
1	Blu-ray disc / DVD recorder Panasonic DMR-MC500 ¥15,000 			5	55"LCD Monitor(1920x1080) TOSHIBA TD-Z551 ¥80,000 		
2	19"LCD TV(1366x768) SHARP LC-19K20 ¥12,000 			6	65"LCD Monitor(1920x1080) Panasonic TH-65LFC70J ¥100,000 		
3	32"LCD Monitor(1920x1080) Panasonic TH-32EF1J ¥25,000 			7	Audio Equipment(Small) (Microphone*1 Amplifire*1 SP*2) BOSE101 ¥36,000 		
4	32"LCD Monitor(1920x1080) Panasonic TH-32EF1J ¥25,000 			8	Audio Equipment(Large) (Microphone*1 Amplifire*1 SP*2) BOSE101 RAMSA WS-A200 ¥68,000 		

Total Amount	¥
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The aforementioned fares include rental charge during the show days, transportation fee, and setting charge.
(consumption tax (10%) will be added.)

* If you have special request or need other equipment, please consult us separately.

* Please access out URL " <http://www.kowanet.co.jp> " for more detailed equipment information.

Submit to

Kowa Co., Ltd.

E-mail: interop@kowanet.co.jp

FAX : +81-3-3522-2190 TEL: +81-3-3522-1040

Deadline
Mar 13

Form
No. 10

Furnishings Rental

Option
Ref. P. 28

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN			
Exhibitor Name			Booth No	
Contact				
Company Name		Contact ☐ Mr. ☐ Ms.		
Title/Dept.		E-mail		
TEL		FAX		
Address				
Billing Address (if different from the exhibitor)				
Company Name		Contact ☐ Mr. ☐ Ms.		
Title/Dept.		E-mail		
TEL		FAX		
Address				

■ Items to order (Please fill in)

No.	Item	Unit Price	Qty	Amount
Sub Total ¥		10% consumption tax ¥	Total ¥	

Submit to

AZ Scene Corporation
E-mail: s-iwase@azscene.co.jp
FAX: +81-3-5368-1968 TEL: +81-3-5368-1961Deadline
Mar 27

Form
No. 11

Computer Equipment Rental

Option
Ref. P. 29-30

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name		Booth No	

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

■ Items to order (Please fill in)

Item No.	Item	Qty

■ Delivery and Pick-up (please check and fill in the required information.)

- Delivery: ☐ On-site, between 10:00am-12:00pm, April 12
- ☐ On-site, another date/time. Date: _____ Time: _____
- ☐ Different place, before the exhibition

Delivery to: _____

- Pick-up: ☐ On-site, between 5:00pm-7:00pm, April 15
- ☐ On-site, another date/time. Date: _____ Time: _____
- ☐ Different place, after the exhibition

Pick up at: _____

Please note:

- After the receipt of this form, KISSEI will send you an estimate and official application form for confirmation, please fill it out and send it back to KISSEI by fax.
 - Delivery, pick up fee, pack, unpack fee, setting-up fee, and tax are not included to the prices.
 - Method of payment (The due date is Wednesday, April 8)
 - Make a payment by Pay Pal
 - If you have your PayPal account, please fill in your e-mail address below.
 - IF NOT, please create your PayPal account and fill in your e-mail address.
 - ()
 - We will charge you via your PayPal account.
 - You will receive the Payment confirmation e-mail and read it carefully then make a payment by the due date.
 - Make a payment by bank wire transfer in advance.
- * Please owe a whole amount of remittance charge including fees for wire transfer and receiving commissions.

Submit to

Kissei Comtec Co., Ltd. PC Rental Services

E-mail: interop@network.kcrent.jp

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

Deadline
Mar 27

Form
No. 12

Booth Cleaning

Exhibitors who ordered Package Booth (Form No.1) do not need to submit this form.

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name		Booth No	

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

■ Booth Cleaning (please fill out the form)

	booth units x ¥2,200 (incl. 10% consumption tax) = Total	¥
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Service includes	Vacuuming of the carpet area but not of counter, show cases, and exhibits.
Service Period	April 12, after move-in - April 14 (3 times)
Please note	The cleaning is charged based on the number of booth unit irrespective of the space of cleaning area.

Submit to

In-Support Co., Ltd.

E-mail: goto@yellow.interq.or.jp

FAX : +81-3-5683-3887 TEL: +81-3-5683-3886

Deadline
Mar 27

Form
No. 13

Barcode Readers Rental

Option
Ref. P. 10

Exhibiting Event	☐ Interop ☐ Connected Media ☐ Digital Signage ☐ Location Business ☐ APPS JAPAN		
Exhibitor Name		Booth No	
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		TEL	
E-mail			
Address			
Billing Address (if different from the exhibitor)			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		TEL	
E-mail			
Address			

*This order is accepted subject to the consent of the use of data as below. Please confirm it by signature.

■ The Use of Barcode Reader (Please tick and fill in the appropriate item)

- ☐ We do not use barcode readers.
- ☐ We use 1 barcode reader . Data generation fee is JPY 66 (incl. 10% consumption tax) per data.
- ☐ We use 1 reader and order additional _____ reader (s) x @JPY 22,000 (incl. 10% consumption tax)

With regard to the receipt of personal information regarding visitors (hereinafter, "Information") to Interop Tokyo 2019 and the co-located events (hereinafter, "Event") through the intermediation of NANO OPT Media, Inc. (hereinafter, "NOM"), we, the undersigned, hereby acknowledge and agree as follows:

1. We acknowledge that an output of the barcode reader to be provided us by NOM will contain such visitors' personal information as defined in Section 2, Subsection 1 of the Act on the Protection of Personal Information (Law No. 57: 2003). We will comply with the Act on the Protection of Personal Information and other applicable laws and regulations in dealing with the Information.
2. We will not use the Information for any purposes other than the purpose of our promotional activities such as sending direct mail (hereinafter, "Purpose"), and we will manage the Information in accordance with our privacy policy. We will not disclose, distribute or sell the Information to any third party except for limited disclosure of the Information. We will cause our officers, employees or third parties who receive the Information from us to keep the Information in confidence, and we shall be liable for the use or disclosure of the Information by, or any other act or omission of, such officers, employees or third parties.
3. When sending direct mail or other information to visitors to the Event for the first time by utilizing the Information received through NOM, we will specify the name of the Event, the name and contact details of our company, and how to request for a change or deletion of his/her personal information. Further, if requested to change or delete personal information by any person, we will promptly change or delete the relevant personal information in accordance with the request.
4. In the event that any claim or dispute arises in connection with the use or disclosure of the Information or any other breach of this letter by us or any third party who receives the Information from us, we agree to indemnify, defend and hold NOM harmless from and against any liabilities, losses, damages, costs and expenses relating to such claim or dispute, and to resolve such claim or dispute at our cost and expense.
5. We will destroy, or cause any third party who receives the Information from us to destroy, all Information, including all copies thereof, within six (6) months from the date on which we received the Information from NOM. However, if an individual wishes to receive information from us or otherwise consents to the use of the Information regarding the individual by us, we may retain the relevant Information as though we have obtained the relevant Information directly from the individual.

Date: _____, 2020

Signature: _____

Please fill out the Form, and send it by E-mail.

Submit to

NANO OPT Media, Inc.

E-mail: exhi-info@f2ff.jpDeadline
Mar 27

Interop²⁰
Tokyo APRIL 13 - 15
MARIUHA MESSE, JAPAN

**Connected
Media** TOKYO 2020
13 - 15 APRIL

DSJ2020
Digital Signage Japan

 **Location
Business
Japan 2020**

APPS JAPAN