

Exhibitor Services Manual

Dates **April 13 (Mon.) – 15 (Wed.) , 2020**

Venue **Makuhari Messe (Chiba, Japan)**

Exhibitor's Website

<https://frm.f2ff.jp/form/2020-exhibitorsite/>

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<attachment> ShowNet Guide

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. Please be careful.

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

12F SHINJUKU L TOWER, 1-6-1 Nishshinjuku, Shinjuku-ku, Tokyo 163-1512 Japan

FAX: +81-3-6258-0598

Sales:	E-mail: sales-info@f2ff.jp	TEL: +81-3-6258-0582
ShowNet:	E-mail: netserve@f2ff.jp	
Marketing & Operation:	E-mail: exhi-info@f2ff.jp	TEL: +81-3-6258-0584

Barcode Reader Rental Service	NANO OPT Media, Inc.	E-mail: exhi-info@f2ff.jp	P.10
Booth Decorations Flooring, TEL/FAX Hazardous Materials	Accost Corporation PARK Moae / YAMAJI Mamiko	TEL: +81-3-5259-7971 FAX: +81-3-5259-7972 E-mail: exhibitor_service@accost.co.jp	P.16 P.20 P.22 P.32
Electrical Work	Iida Electrical Works Co., Ltd. ASADA Noriko	TEL: +81-3-3521-3522 FAX: +81-3-3521-3699 E-mail: interop20@iidae.co.jp	P.21
Decoration Materials	Makuhari Messe Inc. MATSUI Mayumi	TEL: +81-43-296-0602 FAX: +81-43-296-0529	P.19
Package Booth Rental	Expo International Ltd. IITSUKA Risa	TEL: +81-3-5687-3986 E-mail: interop@expo.co.jp	P.25-26
Furnishings Rental	AZ Scene Corporation IWASE Shoichi	TEL: +81-3-5368-1961 FAX: +81-3-5368-1968 E-mail: s-iwase@azscene.co.jp	P.28
Computer Equipment Rental	Kissei Comtec Co., Ltd. SEINO Kanta	TEL: +81-3-6709-2440 FAX: +81-3-5979-6335 E-mail: interop@network.kcrent.jp	P.29-30
AV Equipment Rental	Kowa Co., Ltd. KUWAOKA Makoto	TEL: +81-3-3522-1040 FAX: +81-3-3522-2190 E-mail: interop@kowanet.co.jp	P.31
Internet	Makuhari Messe Inc. ONISAWA / TAKAUCHI	*Information Machinery Section TEL: +81-43-296-0493 FAX: +81-43-296-0492 Email: messe-kaisen@bz01.plala.or.jp	P.33
CATV	Makuhari Messe Inc. UCHIDA / SHISHIKURA	*Information Machinery Section TEL: +81-43-296-0536 FAX: +81-43-296-0012	P.33
Booth Cleaning	In-Support Co., Ltd. GOTO Shin-ichi	TEL: +81-3-5683-3886 FAX: +81-3-5683-3887 E-mail: goto@yellow.interq.or.jp	—
Freight	KINTETSU WORLD EXPRESS SALES, INC. ONO Keisuke	*Event & Exhibition Logistics Dept. TEL: +81-3-5443-9455 FAX: +81-3-5443-9457 E-mail: interop2020@kwe.com	—
Accommodation	Kinki Nippon Tourist Co., Ltd. INTEROP2020 Desk	*Business hours: Mon-Fri 10:00am - 5:00pm FAX: +81-3-6891-9406 E-mail: ec-desk18@or.knt.co.jp	—

1. Event Profile

Titles : Interop Tokyo 2020
Connected Media Tokyo 2020
Digital Signage Japan 2020
Location Business Japan 2020
APPS JAPAN 2020

Period : April 13 (Mon.) 10:00am - 6:00pm
April 14 (Tue.) 10:00am - 6:00pm
April 15 (Wed.) 10:00am - 5:00pm

Venue : Makuhari Messe
2-1, Nakase, Mihama-ku, Chiba City, Chiba 261-8550 Japan
<http://www.m-messe.co.jp/en/index.html>
Exhibition: International Exhibition Hall 1-5

Number of Attendees : 150,000 (planned)

Admission : ¥5,000 (incl. 10% consumption tax). Admission free upon pre-registration

Interop Tokyo 2020 (since 1994)

Organizer : Interop Tokyo Steering Committee
Management : Internet Association Japan / NANO OPT Media, Inc.
Special Support : WIDE Project
Website : <https://www.interop.jp/2020/en/>

Interop²⁰
Tokyo APRIL 13 - 15
MAKUHARI MESSE, JAPAN

Connected Media Tokyo 2020 (since 2006)

Formerly : IMC Tokyo - Interop Media Convergence -

Organizer : Connected Media Tokyo Steering Committee
Management : NANO OPT Media, Inc.
Website : <https://www.f2ff.jp/cmt/2020/en/>

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

Digital Signage Japan 2020 (since 2009)

Organizer : Digital Signage Japan Steering Committee
Management : Digital Signage Consortium / NANO OPT Media, Inc.
Website : <https://www.f2ff.jp/dsj/2020/en/>

DSJ2020
Digital Signage Japan

Location Business Japan 2020 (since 2012)

Organizer : Location Business Japan Steering Committee
Management : NANO OPT Media, Inc.

**Location
Business
Japan 2020**

APPS JAPAN 2020 (since 2014)

Organizer : APPS JAPAN Steering Committee
Management : NANO OPT Media, Inc.
Website : <https://www.f2ff.jp/apps-japan/2020/en/>

APPS JAPAN

2. About Handling of Personal Information

1. The handling of personal information at Interop Tokyo, Connected Media Tokyo, Digital Signage Japan, Location Business Japan, APPS JAPAN events (hereafter called "this Event") organized by the Steering Committee or NANO OPT Media Inc entrusted to as the Show Management Office (hereafter called "the Office") for this Event.
2. 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.
(<http://nanooptmedia.jp/privacy#eng>)
3. 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.
4. 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.

For — INQUIRIES — , please contact:

NANO OPT Media, Inc.

E-mail: nom-info@f2ff.jp

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”)

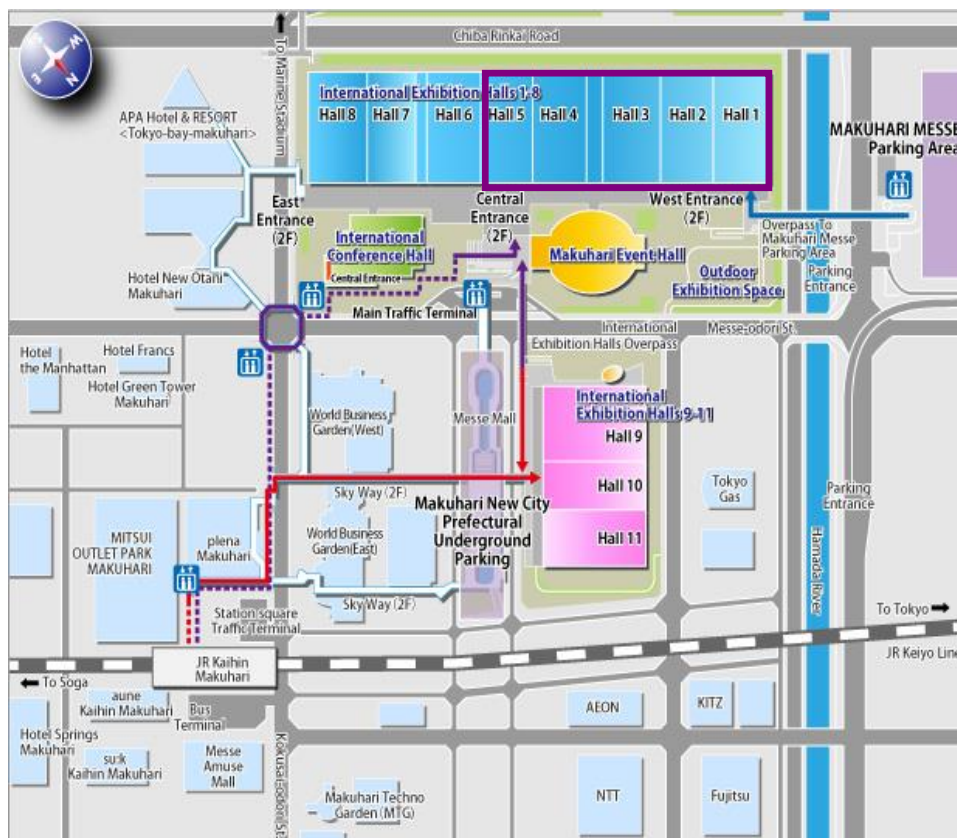
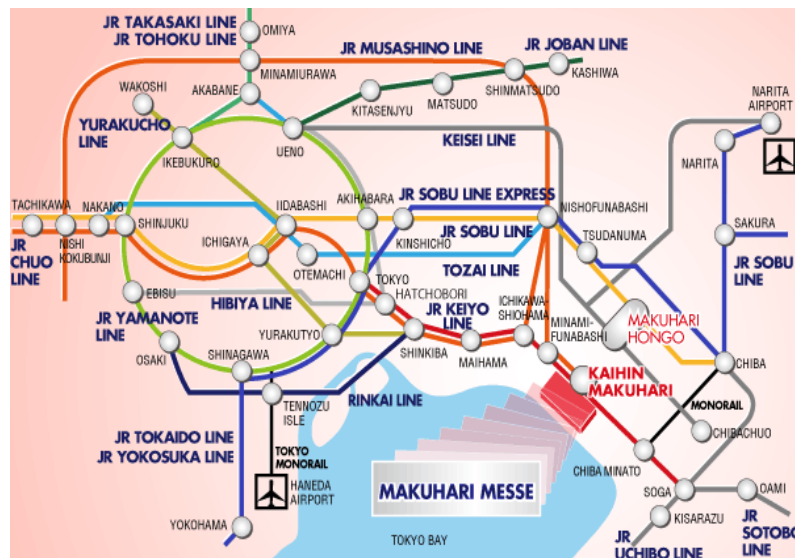
1. Exhibition, display, introduction, distribution or any other business activity of or relating to products or services that are deemed by Organizer to be inappropriate in light of the purpose of the Event or to prevent the smooth progress of the Event such as nuisances to other participants or visitors;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

4. Access to the Venue

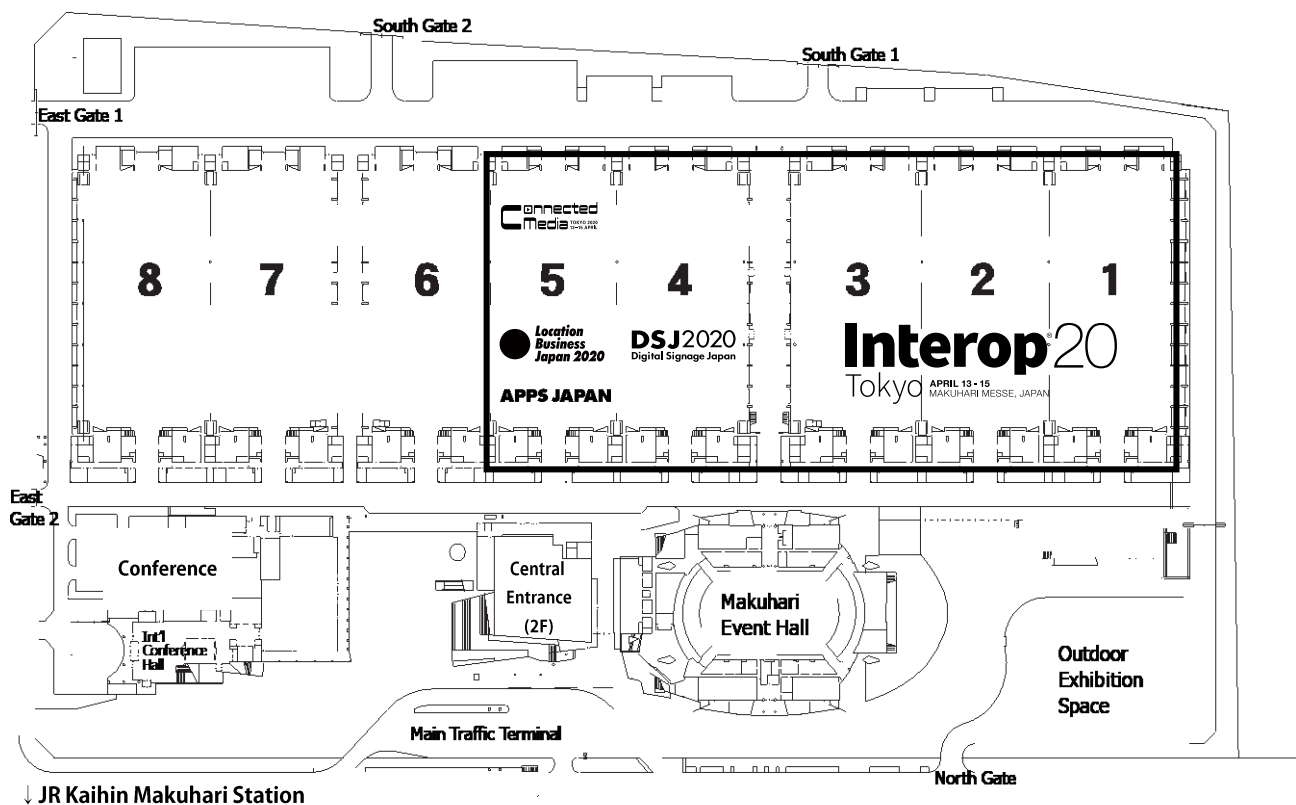
Please refer to Makuhari Messe Access Guide

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



- JR Kaihin Makuhari Station (JR Keiyo Line) ⇔ 7min. walk
- JR Makuhari Hongo Station (JR Sobu Line) ⇔ 15 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: 8:00am-11:00pm (No entry after 9:00pm) ¥1,000 per day

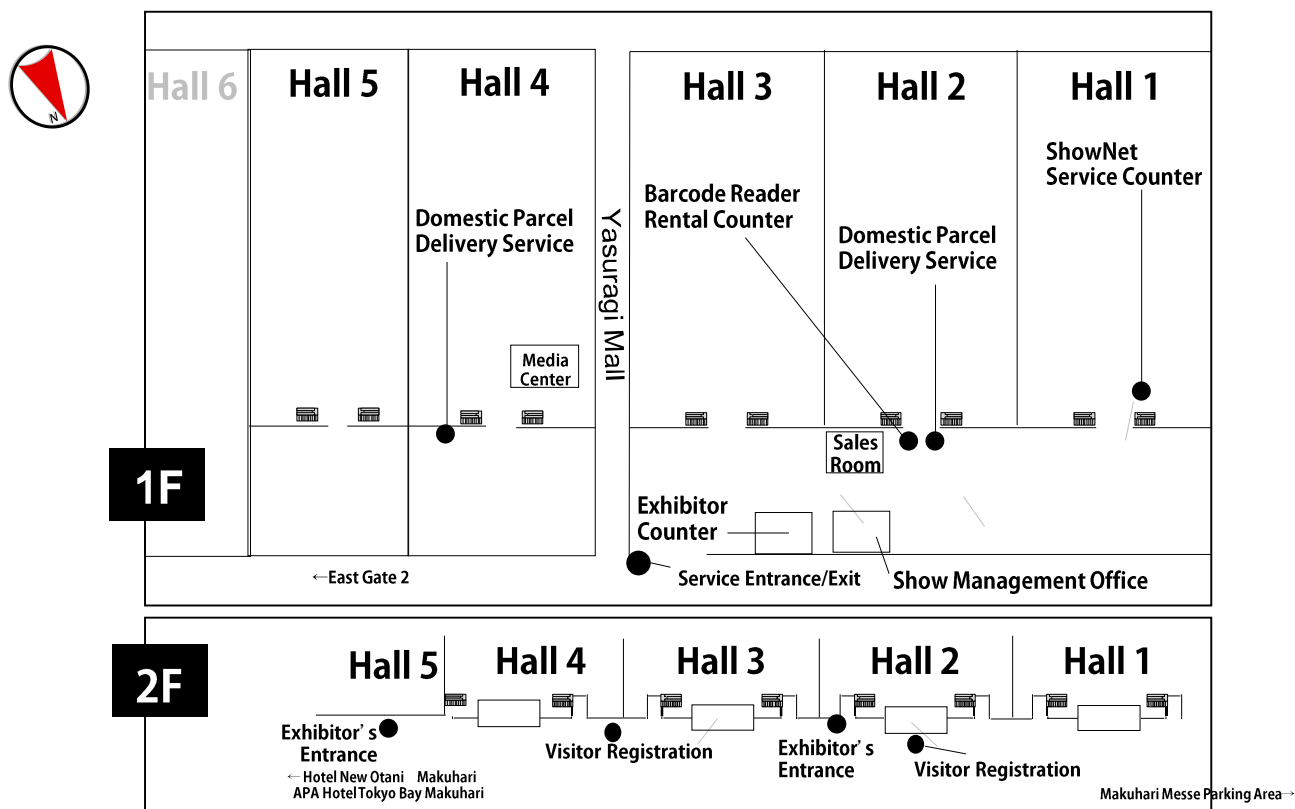
5. Hall Information



Hall Information	Floor Load: per sqm 5t/sq. root of S (S = loaded area) Ceiling Height: 15m - 30m
Hall Illumination *During the exhibition period	Hall1-4 200-240lux. Hall5 500lux.

*** The ceiling lights at the south part of hall 1-5 are out during exhibition. (Refer to the booth map for more detail.)**

6. Service Offices



Show Management Office	Hall 2, North side
Sales Room	Hall 2, North side
Media Center	Hall Undecided
Exhibitor Service Room (— INQUIRIES — about booth decoration, rental furnishings, TEL/FAX and electrical work)	Hall 3, North side
ShowNet Service Counter	Hall 1
Domestic Parcel Delivery Service Counter	Hall 2, North side (April 15)
Barcode Reader Rental Counter	Hall 2, North side
Exhibitor's Entrance during the working hours	Hall 2 • 5,2F
Service Entrance/Exit during the overtime working hours	Hall3, North Side

Service Facilities

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

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

1. Promotion Activities

Direct mail and e-mail

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

It will include registration to 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 : Approx. 200,000 e-mails are to be distributed before the opening.

Connected Media : Approx. 40,000

Digital Signage : Approx. 50,000

Location Business : Approx. 50,000

APPS JAPAN : Approx. 50,000

■Direct mail

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

Connected Media : 20,000 issues

Digital Signage : 50,000 issues

Location Business : 20,000 issues

APPS JAPAN : 30,000 issues

Main Targets:

- ◇ Attendees 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

	last February	first March	middle March	last March	first April
Newspapers				●	●
Business Magazines		●		●	
IT Magazines	●	●		●	
Online Media	●	●	●	●	●

Media tie-up

Media Sponsors will have featured articles of the event which is expected to start from February.

2. Marketing Tool

Official Website(FREE)

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

Visitors to our Official Website anticipate to get more information about exhibitors and products prospected to exhibit. In this web site, we post the list of exhibitors, and also you can post detail of your products, services, company information, and more.

Please post the outline of your exhibits, etc. on the "Exhibitor`s Website" as soon as possible so as to appeal your booth to visitors.

<https://frm.f2ff.jp/form/2020-exhibitorsite/>

Announce your NEW PRODUCTS at Media Center (FREE)

During the term of the exhibition, Media Center will have space to set your press kit.

You can set your press kit at this room to get more attention, and get more publicity.

Please prepare 100 sets of press kits and bring to Media Center on April 12, by 6:00pm.

We suggest to prepare not only catalog but also press release about your new products, etc.

Best of Show Award(FREE)

About 500 companies and organizations exhibit Interop Tokyo 2020, and they introduce their products, solutions and services. From those products, solutions, and services, jury who are expert of IT select Grandprix and special award. Products, Solutions, Services which Finalist, and selected as Best of Show Award representing IT trend of this year.

To learn about Interop Tokyo and exhibiting opportunities, please contact Interop Tokyo 2020 Show Management Office (NANO OPT Media, Inc.)

Marketing & Operation:

E-mail: exhi-info@f2ff.jp



image design

3. Barcode Reader Rental Service

The exhibition employs a barcode system on visitor control.

By barcode reader, you may get the visitor personal data at your booth who registered with the Show Management Office. The data you read during the exhibition will be sent to you after the exhibition. Rental fee of one barcode reader is included in the participation fee. (Data generation fee is JPY 66 per data.) For the use of barcode reader, please submit **【 FORM No.13 Barcode Readers Rental 】** to NANO OPT Media, Inc. by March 27.

Please note that the order can make subject to the consent of the use of personal data.

●Fee (incl. 10% consumption tax) :

- Rental fee of one barcode reader will be covered by the Show Management Office.

Additional barcode reader (from the 2nd reader) is JPY 22,000 per reader.

- Data generation fee, JPY 66 per data, will be charged after the exhibition.

* Invoice will be issued by the Show Management Office.

●Memo :

- Set of barcode reader, charging stand and AC adapter will be rent to exhibitors on-site

You may pick-up: 12:00pm-5:00pm, April 12 and return: 5:00pm-5:30pm, April 15

* location will be informed to the exhibitors at the end of March.

- Please note that lead data source is the information captured upon registration, that is given by the registrant.

Data cleansing, cleaning and translation are not performed.

- This service does not guarantee data integrity. You are recommended business card exchange in conjunction with the use of this service in the case of out of delivery due to the reading error, etc.

Directions for barcode reader in your booth

Please scan QR code of Visitor badge.



Visitor badge (Image design)

— INQUIRIES —

NANO OPT Media, Inc.

TEL: +81-3-6258-0584 FAX: +81-3-6258-0598 E-mail: exhi-info@f2ff.jp

2. Entry - Badges

Badges

To secure the security and safety of the exhibition, the 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	 The badge is blue and white. It features logos for Interop20, Connected Media, DSJ2020, Location Business Japan 2020, and APPS JAPAN. The main title is 'EXHIBITOR 出展社'. Below this, it lists dates (April 11-15, 2020) and times (9:00-18:00). It also includes a field for '会社名 Company' and '氏名 Name'.	10 badges per company	• Exhibition • Keynotes
Contractor	 The badge is red and white. It features the title '工事者 Contractor'. Below this, it includes fields for '社名 Company' and '氏名 Name'.	5 seals per company	• Exhibition Move-in and move-out period only.

Exhibitor's Access

- During the regulated working hours, Exhibit' s Entrance will open at 2F, Hall 2・5.
- During the overtime working hours, Service Entrance/Exit, Hall 3, North side (See P.7) will open.

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

3. Entry - Vehicles

Vehicle Pass

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

Vehicle Pass	Access	Qty. of distribution (max)
① Move-in/Move-out	Move-in: April 10-12 Move-out: April 15 from 7:00pm	Unlimited (download from Exhibitor's Website)
② Priority	Prior access to the premise during 11:00am-3:00pm, April 15	1 passes per company
③ Exhibits Move-out	April 15 from 5:00 pm	2 passes per company

①

Interop20 Tokyo 2020		Connected Media		DSJ2020		Location Business Japan 2020		APPS JAPAN	
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		4/10(土)~4/11(日)		8:00					
		4/9(土)・4/10(日)		20:00					
搬出期間 Move-out		4/15(水) 19:00~23:00 完全退出							

②

Interop20 Tokyo 2020		Connected Media		DSJ2020		Location Business Japan 2020		APPS JAPAN	
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		4/15(水) 17:00~23:00 完全退出							
4/15(水) 11:00~幕張メッセ敷地内進入待機可。 ※ 15:00以降は、車検待機場(Lブロック) 経由となります。									

③

Interop20 Tokyo 2020		Connected Media		DSJ2020		Location Business Japan 2020		APPS JAPAN	
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		4/15(水) 17:00~23:00 完全退出							

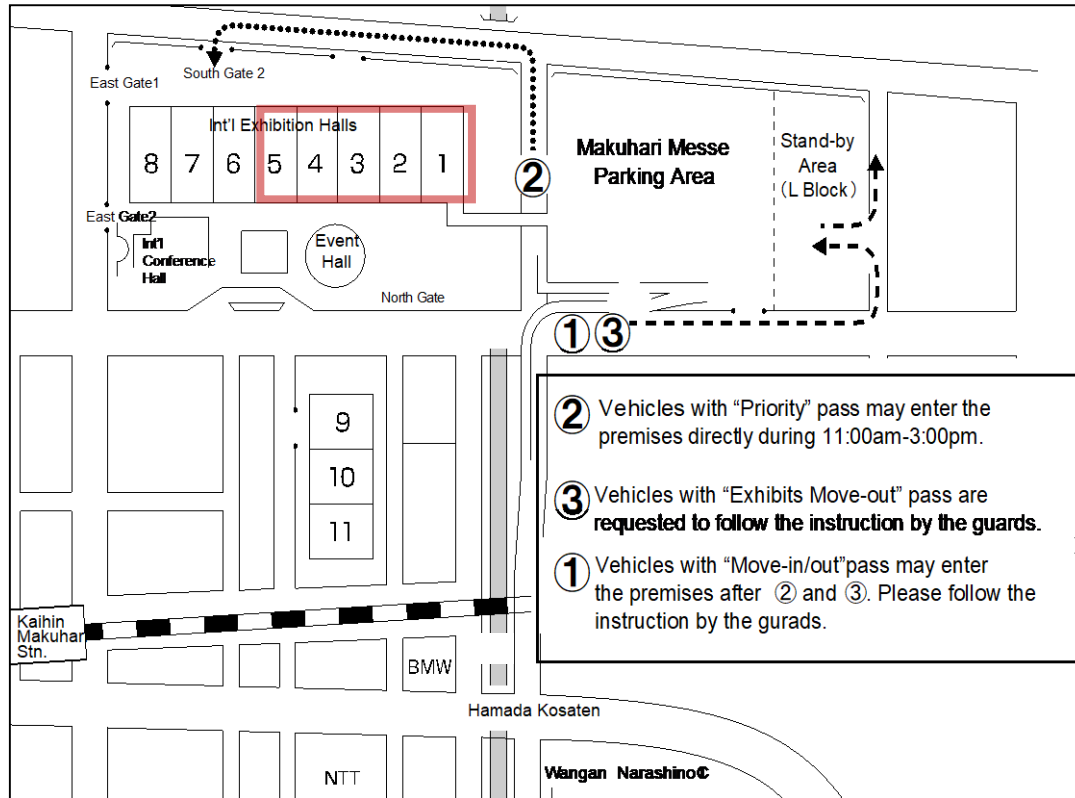
image design

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.11) 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 8:00am till 8:00pm.

**Vehicle Pass may be issued during the regulated working hours,
in exchange for business card at Exhibitor's Entrance, Hall 2・5,2F**

Move-in/out Route



4. Move-in & Move-out

Schedule

Please refer to the Schedule section (See P.11) and plan to complete the work during the designated hours.

Badges

All personnel without the appropriate badge (See P.12) will not be allowed to enter the exhibition hall for security reason.

Working Boundaries

Exhibitors should unpack, pack or display equipment only in their designated booth area as not to interfere with other exhibitors' works and/or 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. The Show Management Office will not be responsible for such deliveries or will not receive any parcels on behalf of exhibitors.

Event Name: xxxxxxxxx 2020 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 the Show Management Office (See P.7). 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 8:00am, next morning.

- April 10*, 11, 12 8:00pm - 8:00am (next morning) *Working day of Hall 1・2・3 only
- April 13, 14 7:00pm - 8:00am (next morning)

Move-in/out during the Exhibition

As a rule, carrying in and taking out of products during the exhibition cannot be performed. In case of emergency such as when a product is broken and exchange is required, please consult with the 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, KINTETSU WORLD EXPRESS SALES, 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 Shipping manual and tariff (interop2020@kwe.com) for details.

1. Regulations on Booth Decoration

During the process of completing exhibition and decoration plans, exhibitors are requested to observe the rules and take necessary precautions to prevent possible accidents, dangerous situations, fire, and etc. The Show Management will not admit any exception to the rules. Please ensure that your contractor is also fully aware of these regulations mentioned in this manual. Thank you for your cooperation.

Booth Unit

1 booth: 3m x 3m (9sqm), space only

Exhibit space will be provided with floor markings. There will be no booth fittings. Please decorate your respective booths at your own expense.

At minimum, the following items in booth spaces must be facilitated:

- Carpeting
- Exhibitor Name
- Dividing walls, 2.7m high (partitions to neighboring booths)

Please construct a wall of height 2.7 m at the boundary between the side-by-side booths.

Please do decoration processing (process white paper etc.) at the expense of exhibitors at the back wall of your booth.

As an option, "Package Booth Rental" is available. Please refer to Package Booth Rental Section (See P.25).

Notification of Contractor

All exhibitors are requested to register their stand fitting contractor by 【FORM No. 4 Decoration Contractor】 to Accost Corporation by March 13. Together with the form, please submit the respective booth design drawings, front view and plan view. (The submission of drawings is not necessary when you ordered Package Booth) This is intended to overview the decoration plan and the design features of decorations in the respective booths, and not intended to grant any permissions to requests made by exhibitors. To prevent problems during the construction, exhibitors are requested to designate a person to be in charge of the management.

Banners, Wires and Balloons

All decorations must be installed within the assigned booth space. Hanging banners and/or wires from the hall ceiling is not permitted. When displaying floating decorations, such as balloons, etc. Height restriction regulation (P.17) should be observed and it must be fixed on the booth structure. When you plan to make such decoration, please send the respective design drawings to Accost Corporation for their consultation by March 13.

Ceiling, Roof Structure

Since the ceiling structure (awning, roof, two-storied structure, workpiece) will be out of range from the water discharge and the smoke detector of the venue, please provide the appropriate fire prevention tool. Please note that the notification to the fire department may be necessary. If you are planning to have a such construction, please contact Accost corporation with a drawing by March 13.

If you are planning to have a ceiling hanging structure (hanging decorative objects from the existing ceiling of the venue), we limit it to the booth number of 20 booths or more.

Please note that there may be restrictions depending on the booth location, fire prevention measure and the state of the frame, If you are planning the hanging structure, please contact accost corporation.

Flying a Drone

In case of flying a drone, it is necessary to take measures such as sticking the net on all sides and the ceiling of the flight area for security reason.

It will be necessary to exchange the safety agreement with the show management office in advance. Please be sure to inform the show management office (exhi-info@f2ff.jp) in advance.

— INQUIRIES —

Accost Corporation

PARK Moae / YAMAJI Mamiko

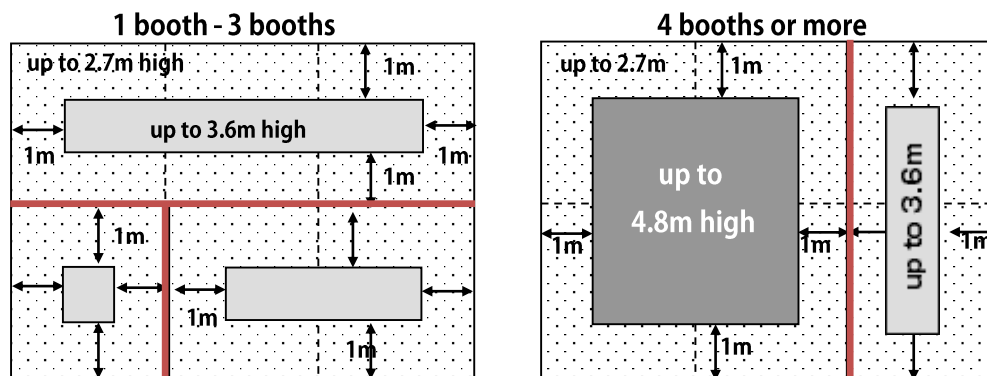
TEL: +81-3-5259-7971 FAX: +81-3-5259-7972 E-mail: exhibitor_service@accost.co.jp

2. Height Restriction, Open Structure

Height Restriction

Booth height, including, booth decoration exhibits, AV, signs, etc. is restricted as below.

- 1 booth - 3 booths : up to 3.6m high
- 4 booths or more: up to 4.8m high
- On booth boundaries and/or within 1m of boundaries up to 2.7m high



— Partitions, to neighbor booth, 2.7mH, to be installed by each exhibitor.

Open Structure

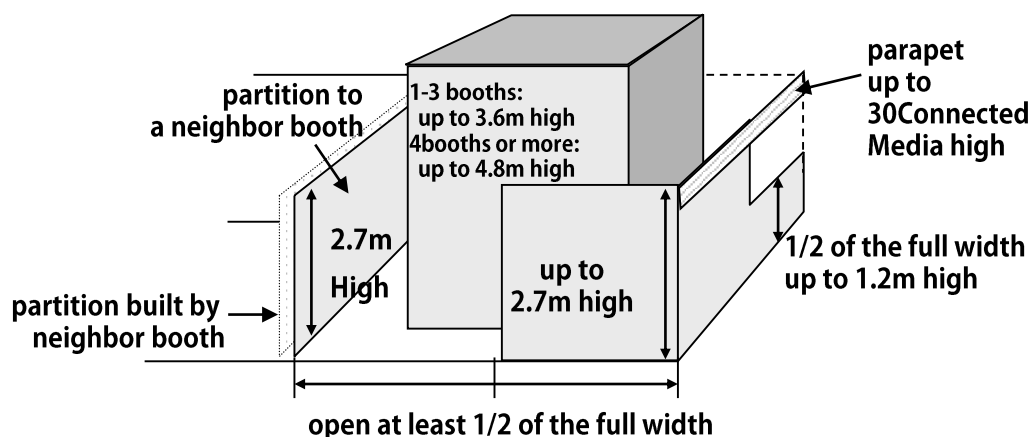
As a general rule, each booth must be an "open structure" having openings on all sides facing to aisles. When walls or display fixtures are to be situated within 1m from borderline(s), such sides of booth shall have openings at least half width of the full width. When a wall or display fixture is to be installed in full width of a borderline within 1m from a borderline, the height of the wall decoration must be 1.2m high or lower at least half of the total width to maintain open view.

When your booth has neighboring booth(s), wall(s) in 2.7m high must be installed to all the borderline(s) to the booth(s) at your own expense. It is not allowed to utilize the wall of a neighboring booth.

If your booth is facing to the building frame, the lounge next to the building frame or the stock yards, you do not need to have the open structure on the applicable side of your booth.

*There is no open structure requirement for parallel booth exhibitors (from 1 to 4 booth units).

Partitions to Neighboring Booth



- Booths that are 100sqm or larger are required to have two emergency exits running at right angles to one another.
- When your booth is an island booth and located along with a wall of the exhibition hall, a high and full wall can be built on that side. Please make sure to provide an emergency exit and indicate its location clearly. The rear side of the wall should be decorated at your expense.
- If your booth is facing to the building frame, the lounge next to the building frame or the stock yards, you do not need to have the setback on the applicable side of your booth.

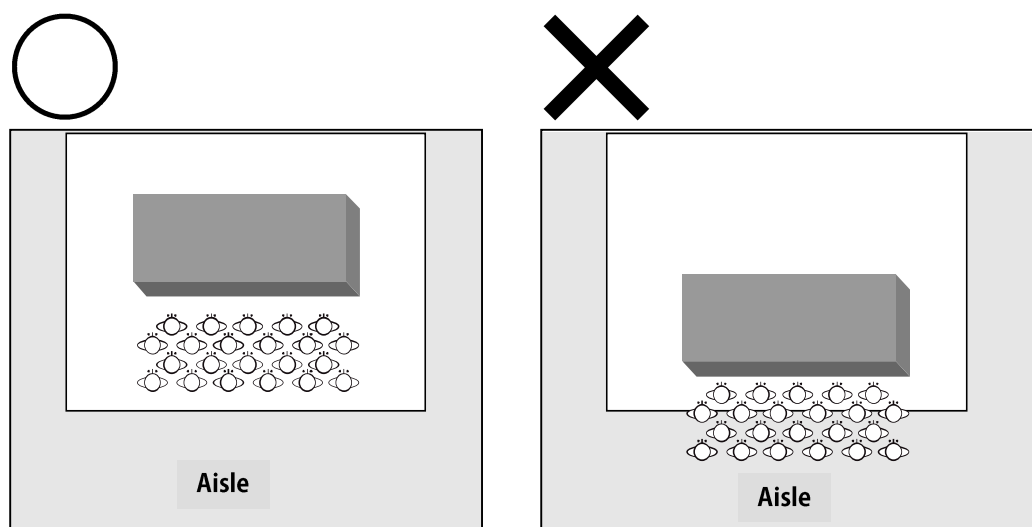
3. Demonstration at booth & Installation of Speakers

Demonstration at booth

By installation of stages, including demonstration and/or any attraction that may have audience/attendees at booth, please design in order to keep sufficient flow of aisle traffic. Your cooperation is highly appreciated.

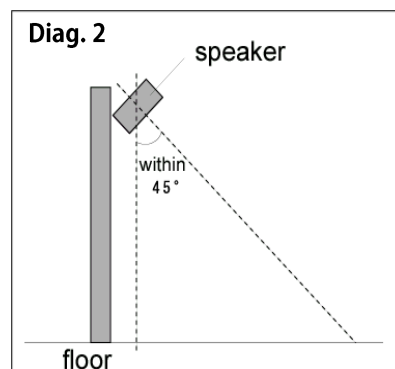
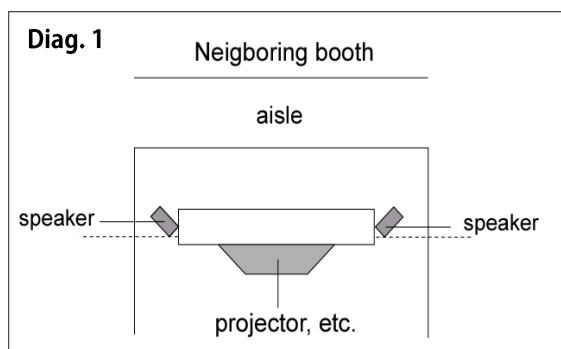
When stages are planned, please submit the booth plan to Accost Corporation by March 13 appending to 【FORM No.4 Decoration Contractor】.

When large crowds gather to your booth and interfere the flow of traffic down aisles or create excessive crowds in neighboring booths, the Show Management will requests the exhibitor to stop the presentation immediately.



Installation of Speakers

When installing speakers and/or microphone(s) at your booth, please ensure to place at a reasonable angle. (Diag.1) Please also keep in mind when installing a speaker etc. in the surface of a wall or a fixtures pillar, a speaker should face in 45 degrees from its perpendicular lower part. (Diag.2) Regarding the volume control, please also refer to Precautions in the Exhibition Hall Section (See P.23).



4. Decoration Materials

Fire-resistant Materials

All materials to be used for booth construction, display, etc. must adhere to the fire prevention regulations. If the materials used have not been adequately fireproofed, the Fire Station order take down or rearrange the decorations upon the inspection on the first day of the exhibition.

- Plywood and printed veneer must be fire-resistant, irrespective of the thickness. (use only those with a “Fire resistant label” affixed on the surface, and have five red lines on the back as identification.)
- Carpets and curtains shall also be fire-proofed and bearing “Fire resistant labels.”
- When pasting thick cloth and/or frilled paper on the fire-resistant veneer for decorative purposes, those pasted materials must also be fire resistant. However, in case of thin paper, wall paper, etc., this rule does not apply.
- When flammable decorative materials are used such as flag(s), banner(s), clot, carpet(s), artificial lawn(s), etc., must be bearing labels indicates that they have been given fire-resistant treatments must be used. No other materials will be permitted for decoration.
- Since it is nearly impossible to fire-resistant petrochemical products such as foamed poly-styrene (plastic flowers, urethane, acetate, polyester, acrylic, nylon, etc.), such materials must not be used. However styrene, may be used for graphic letterings in small quantities when they are displayed far away from the visitors.
- When specialized decorative materials including materials manufactured outside Japan are to be used, samples must be sent to the Makuhari Messe for prior approval.
- If the materials have not been adequately fire-resistant, the Fire Station reserves the right to order to take down or rearrange the decorations during the fire inspections.

General Notes on Booth Construction

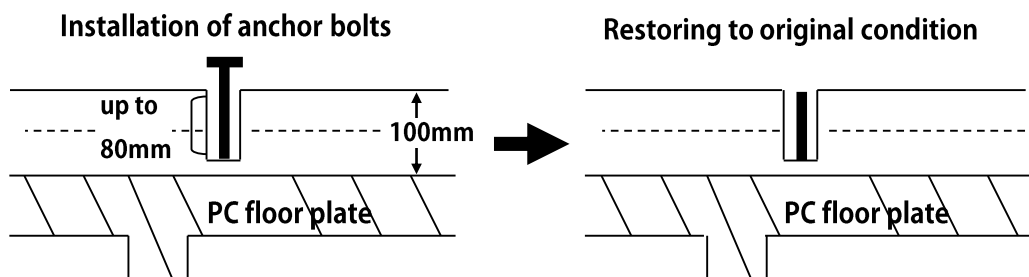
- During the booth construction and moving of the materials, please pay attention not to damage any of the hall facilities, electrical equipment, telephones, city water supplies, and/or other exhibitors' decorations/ exhibits, etc. The exhibitor who incurred the damages will be deemed responsible, and will be requested to repair the damage immediately at the exhibitors' expense.
- When carpeting, use only lightly glued double-sided adhesive tapes. Do not use any permanent glues or other strong adhesives.
- When using flames producer by electricity or gas for welding and any other purposes while moving-in/out, exhibition, such work must obtain an approval from Accost Corporation. Further, be sure to keep a fire extinguisher nearby.
- Please prepare and arrange decorations only in the assigned booth area. Please do not leave materials in the aisles or other exhibitors' booths. This rule also applies to the move-out period.
- Please do not place decorations over fire extinguishers, indoor fire hydrants, sprinklers, automatic fire alarm systems, emergency bells, pilot lamps and etc. Do not display exhibits or decorations which may hinder the use of these devices in case of emergency.
- Please be responsible to dispose any trash and waste materials from your booth. If any materials are left in the hall, the Show Management Office will dispose such materials without notifying the exhibitor and will charge the cost to the exhibitor.
- Smoking is prohibited in the exhibition halls by the Fire Prevention Law. Please smoke at the designated smoking areas.
- 1 Decoration over aisles (Exhibitors whose booths are divided into two island booths across the aisle)
Only the upper part of the aisle between booths can be decorated.
Please contact Accost Corporation for details.
※This regulation is only applied for exhibitors with over 19 booths that bought the area over the aisle in advance.

5. Anchor Bolts Installation

When anchor bolts are to be used in concrete foundation, please submit 【FORM No.5 Anchor Bolts Installation】 along with two copies of the plan to Accost Corporation by March 13.

Such applications are approved with the assumption that exhibitors restore the floor to its original state at exhibitors' expense after the exhibition.

When installing anchor bolts, exhibitors are required to pay the floor restoration charge, ¥1,650 (incl. 10% consumption tax). Please be careful not to damage halls' floor surfaces. If any damages occurs, the Show Management will charge the exhibitors for those damage.



- The size of anchor bolts shall not protrude no more than 80mm.
- Please do not use anchor bolts in floor pit cover area or in pits.
- The PC floor plate must not be altered.
- When restoring to original condition, part of the anchor bolts maybe left in the holes as shown in the diagram. If the bolt heads are left above the floor, cut it off by sander to make it level. Driving in with a hammer or gas welding is strictly prohibited.

— INQUIRIES —

* Specialized decorative materials including materials manufactured outside Japan

Makuhari Messe Inc.

MATSUI mayumi

TEL: +81-43-296-0602 FAX: +81-43-296-0529

* Others

Accost Corporation

PARK Moae / YAMAJI Mamiko

TEL: +81-3-5259-7971 FAX: +81-3-5259-7972 E-mail: exhibitor_service@accost.co.jp

6. Electricity Supply

For primary electrical work, Iida Denki Kogyo, Co., Ltd. has been appointed. To order the main power supply, please submit 【FORM No.3 Electricity Supply】 by March 13. For secondary electrical works (in-booth), you may appoint a contractor. If you do not find any appropriate one, please contact Iida Denki Kogyo for such work.

Main Power Supply

100V Single-phase, 3-line system 50Hz

200V Single-phase, 2-line system 50Hz

200V Three-phase, 3-line system 50Hz

- Special voltages and frequencies other than the above cannot be supplied.
- One main switch will be installed to booth (regardless the number of booth units) according to the location request by the exhibitor on the FORM.
- The trunk line may cut across your booth due to locations of electricity pits.



Japanese plug type

Power Supply Schedule

【Hall1・2・3】 12:00am, April 11 - 5:30pm, April 15

【Hall4・5】 8:00am, April 12 - 5:30pm, April 15

- 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.

Charges

Power supply: ¥10,450 per KW (incl. 10% consumption tax)

*application less than 1KW is to be rounded up to 1KW)

Electricity usage: ¥3,300 per KW (incl. 10% consumption tax)

Overseas exhibitors are requested to pay the bill on-site either in cash or by credit card.

In-Booth Electrical Works (Secondary Work)

- All workers engaged in electrical works must be licensed as "Class 1 electrical service staff" under the Electric Work Specialist Act.
- For light fixtures and cables for equipment, please use cables with insulation strength higher than "F" cables.
- Please be sure to arrange ground (earth) works for all equipment and distribution boards which utilize more than 100V. Connect the ground cable to the master switch will be installed by the Show Management Office.
- Please install the distribution boards where they could be easily inspected and maintained.
- The use of any neon lighting equipment is prohibited.
- During the electrical works, extreme care must be taken to prevent fire, personal injuries, and property damages.
- Please be sure to provide ground leakage breakers on the main switch of distribution boards.

Voltage

The voltage in Japan is 100 volt which is different from North America, Central Europe and many other regions of the world.

The frequency of electric current is 50 Hertz in the Makuhari Messe.

Please make sure specification of your products and apply the appropriate electricity. It may cause fire if you plug with the wrong electricity voltage.

Protective Devices

The Show Management Office will not be responsible for any damages caused to demonstration exhibits and devices due to a power failure, accidental service interruption, or voltage drop. Exhibitors must provide proper protective devices in the event of such problems. Maintenance personnel will be available on-site during the entire exhibition period. In the event of problem, even in minor, please be sure to report it to the Show Management Office.

1. Fire Prevention

Smoking

Smoking is only permitted in the designated smoking area.

Use of Fire, Bringing-in Hazardous Materials

In accordance with the Fire Regulations, the use of fire or bringing in hazardous materials specified in the Disaster Prevention Guide is prohibited. However, if these are necessary for the demonstration of the exhibits, etc. a minimum quantity / use may be approved by the Fire Station.

Please see below and submit 【 FORM No. 6 Use of Fire / Hazardous Materials】 to Accost Corporation by March 13 when necessary.

- Use of Fire

About fire which is built in machine equipment and is not exposed, it is not applied to the regulation. However, when using flames producer by electricity or gas for welding and any other purposes while moving-in/out, it must obtain a prior approval from the Fire Station.

- Bringing in Hazardous Materials

Contents apparatus requiring prior permission are;

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.

When a smoke machine is used for stage effects, please use Co². Any use of oil, such as diffusion and concept, is forbidden. Moreover, please install the smoked machine inside your exhibit space. Using it towards an aisle or a ceiling is prohibited.

During the first day of the exhibition, the Fire Station will make an inspection and reserves the right to order a reconstruction of any booths violating the regulations.

Please consult with Accost Corporation if you are not sure that your exhibits and/ or presentation may require advance permission.

— INQUIRIES —

Accost Corporation

PARK Moae / YAMAJI Mamiko

TEL: +81-3-5259-7971 FAX: +81-3-5259-7972 E-mail: exhibitor_service@accost.co.jp

2. Precautions in the Exhibition Hall

The Show Management 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.

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.
- The Show Management 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 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, the Show Management request to stop it immediately.
- Publications which fulfills 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 damaged caused by their demonstrations.
- All demonstrations in the booth must be scheduled to finish before the end of the exhibition.

Sound Level Policy

When using apparatus and electric appliances (such as microphones, speakers) which amplify the sound, the volume shall not be over 80 phones which is measured in aisles 1m back from booth and 1.5m high. If an exhibitor exceeds this level, or it is considered that the volume is interfering with other exhibitors, the Show Management reserves the right to stop such a demonstration.

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 Sanitation Section

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

Use of the Wireless LAN

If there are many wireless LAN access points in the same area, you may find difficulty to connect with wireless LAN.

If your exhibiting products are not wireless products, please refrain setting up wireless access points. For checking email or/and web sites, please use the official wireless network provided by the show management office.

If your demonstration need to use wireless network, please prepare the backup with wired connection to secure your demonstration environment.

Please contact show management office (netserv@f2ff.jp) if you are planning to use wireless LAN for the demonstration of your products.

If you connect with the wireless LAN provided by show management office, please configure the appropriate security set up (e.g. access control with MAC address, WPA, etc) to prevent security problem.

Security for Exhibits

The Show Management office will not be responsible for any loss incurred by natural disasters, theft, and loss of equipment. It is highly recommended that each exhibitor to take necessary measures, i.e. obtain an insurance policy for the booth, or station 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 the 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 violate the law, you will be punished by Japanese government.

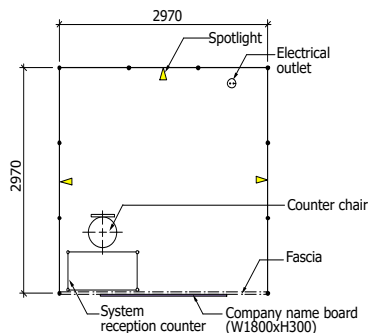
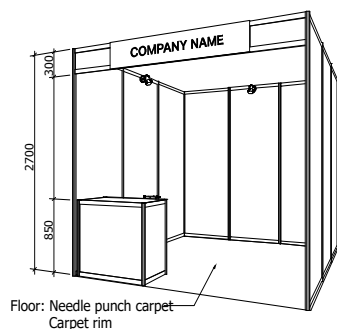
1. Package Booth Rental

Package booth equips the minimum facilities. To order, please submit 【FORM No.1 Package Booth Rental / Options】 to Expo International Ltd. by February 28th. Optional items is available. Please see P.26 for details.

*As we will issue a invoice in order of application, please pay by March 27th.

*When you request on-site additional order, we will arrange after the payment.

■ 1 Booth (W2970 x D2970 x H2700 mm)

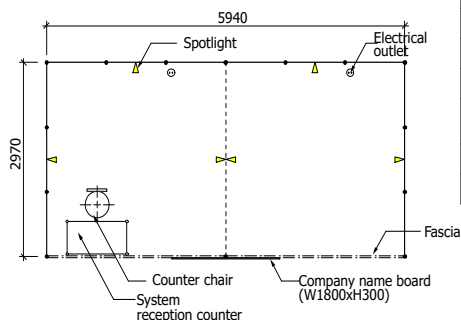
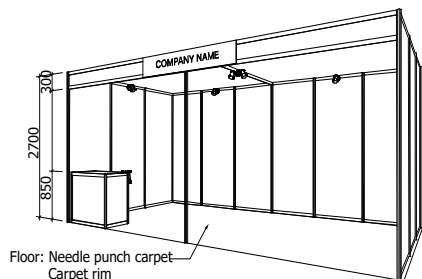


Price¥ 110,000

(incl. 10% consumption tax)

Includes:	Qty.
Needle punch carpet	1booth
Carpet rim	3m
Fascia	3m
System reception counter	1pc
Counter chair	1pc
Company name board (W1800×H300)	1pc
LED spotlight	3pcs
Electrical outlet (100v/0.9KW)	1pc

■ 2 Booths (W5940 x D2970 x H2700 mm)

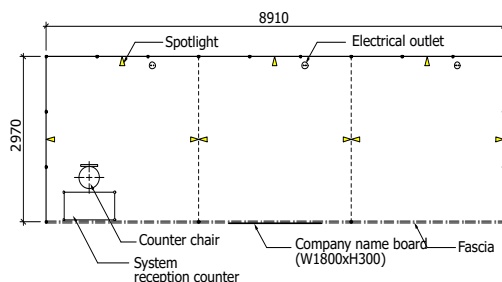
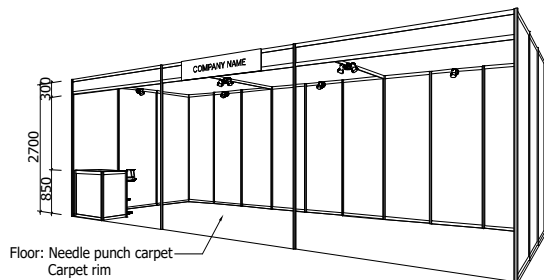


Price¥ 176,000

(incl. 10% consumption tax)

Includes:	Qty.
Needle punch carpet	2booth
Carpet rim	6m
Fascia	6m
System reception counter	1pc
Counter chair	1pc
Company name board (W1800×H300)	1pc
LED spotlight	6pcs
Electrical outlet (100v/0.9KW)	2pcs

■ 3 Booths (W8910 x D2970 x H2700 mm)



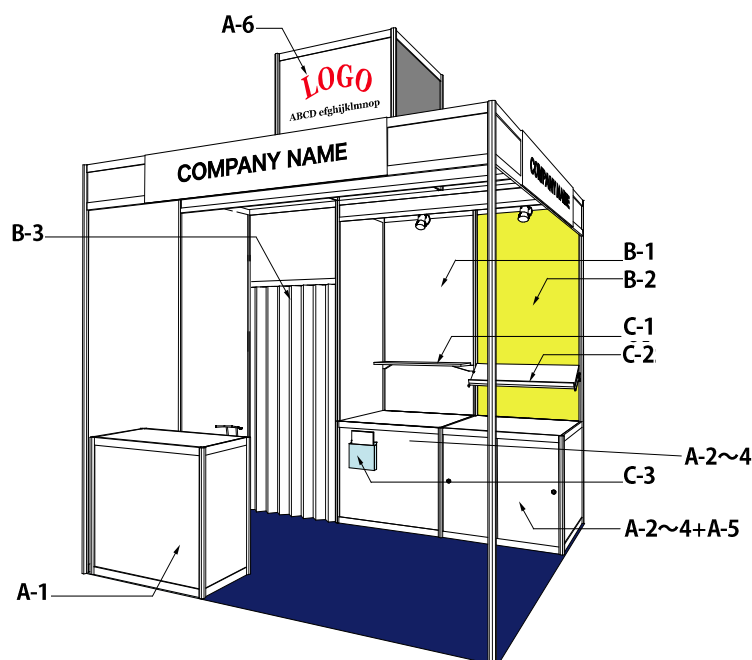
Price¥ 242,000

(incl. 10% consumption tax)

Includes:	Qty.
Needle punch carpet	3booth
Carpet rim	9m
Fascia	9m
System reception counter	1pc
Counter chair	1pc
Company name board (W1800×H300)	1pc
LED spotlight	9pcs
Electrical outlet (100v/0.9KW)	3pcs

1. Package Booth Optional Items

To order additional items and electricity items to the Package Booth, please submit **【FORM No.1 Package Booth Rental / Options】** to Expo International Ltd. by February 28th.
As we will issue a invoice in order of application, please pay by March 27th, 2020.
When you request on-site additional order, we will arrange after the payment.



No.	Item	Details	Price (incl. 10% consumption tax)
A-1	System reception counter	W990xD495xH850	¥13,200
A-2	System display counter	W990xD495xH850	¥9,900
A-3	System display counter	W990xD700xH850	¥13,200
A-4	System display counter	W990xD990xH850	¥16,500
A-5	Sliding door for A-2~A-4		¥4,400
A-6*	Tower for one booth	Front:Graphic (Digital Printing) Data Size:W964xH820 Visible Size:W950xH800	¥27,500
A-7*	Tower for two booths	Front:Graphic (Digital Printing) Data Size:W1954xH820 Visible Size:W1940xH800	¥55,000
B-1	Wall panel		¥11,000
B-2	Color sheet for Wall	W990xH2700	¥8,800
B-3	Accordion door		¥16,500
B-4	Swing door		¥22,000
C-1	Sloping shelf	W950xD300	¥3,300
C-2	Flat shelf	W950xD300	¥3,300
C-3	Acrylic catalogue pocket	A4	¥3,300
D-1	Electrical power supply	100V Single Phase, unit : KW	¥13,750
D-2	Electrical outlet (for two 3-prong plugs)	Required to order electrical power supply	¥3,300
D-3	Spotlight100w	Required to order electrical power supply	¥3,850

* Above item is for exhibitor using package booth.

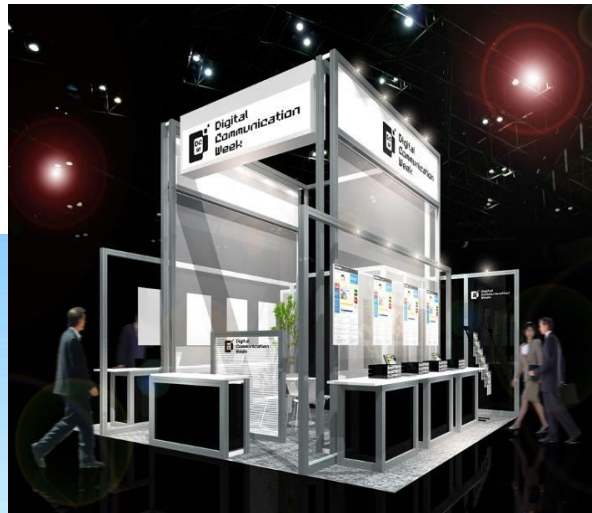
* Please send the outlined graphic data in eps or ai format to interop@expo.co.jp

— INQUIRIES —
Expo International Ltd.
IITSUKA Risa

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

2. Original Booth Decoration

The Show Management recommends the following experienced stand constructors. If you do not find any appropriate company for your booth decoration, please contact them for quotation.



※image sketches

— INQUIRIES —

Accost Corporation

PARK Moae / YAMAJI Mamiko

TEL: +81-3-5259-7971 FAX: +81-3-5259-7972 E-mail: exhibitor_service@accost.co.jp

Expo International Ltd.

IITSUKA Risa

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

3. Furnishings Rental - List

To order Furnishings Rental , please submit 【FORM No.10 Furnishings Rental 】 to AZ Scene Corporation by March 27th.

1 BC-107BR  Folding Chair ¥600 W420XD460XH700XH400 Color: Brown	2 GR-601A  Reception Counter ¥6,000 W900XD450XH750 Color: White	3 JQ-832D  Visiting Card Box ¥1,500	4 White Cloth  White Cloth ¥1,200 1000 x 2000
5 DT-330  Round Table ¥4,000 S:φ600xH650 M:φ750xH650 Color: White (Table Top)	6 DT332, DT-335, DT-334  Folding Table ¥3,500 DT-332/W1800XD600XH700 DT-335/W1500XD600XH700 DT-334/W1200XD600XH700 Color: White (Table Top)	7 AS-38  Tearest Set ¥18,000 Color: White	8 AS-29A  Tearest Set ¥10,000 Color: White
9 TS-960  High Counter Set ¥16,000 Color: Black	10 DT-328W  Square Table ¥2,000 S:W450xD450xH650 L:W750xD450xH650 Color: White (Table Top)	11 GR-602B, GR-635B  Unit Counter GR-602B/W1200xD600xH930 ¥12,000 GR-635B/W1500xD600xH930 ¥13,000 Color: White	12 BC-38W  Counter Chair ¥3,500 W440xD440xSH450 φ600φ750 H+170 Color: White
13 BC-49W  Stacking Chair ¥3,000 W500xD530xH770xSH420 Color: White	14 CO-230L  Steel Shelf ¥6,500 W900xD450xH1800 Color: Grey	15 ES-439A  Panel Stand ¥2,500 W300xD300xH900~1400 Base: 150 x 150	16 JQ-840L  Fire Extinguisher ¥4,000
17 CO-243  Multipurpose Box ¥7,500 W600xD450xH750 Color: White	18 ES-446A, ES-446B  Catalog Stand A W250xD550xH1700 ¥5,500 B W250xD390xH1243 ¥5,000	19 ES-469A  Catalog Stand ¥1,500 W230xD150xH370	20 HE-770  Coffee Maker ¥21,000 W190xD350xH400 Consumed Power 100V 950W
21 EP-423W, 425E  1 Pole Partition ¥1,500 φ360xH960 Pole Chain 1m ¥300 Color: White	22 HE-765L, M, S  Refrigerator L W20,000 M W15,000 S W13,000 L W625-545/D680-630/H1380-1445 M W415-475/D560-580/H1000-1200 S W405-440/D430-520/H790-840 L:170L M:100-105L S:70-74L	23 JQ-856G  Dust Box ¥2,500 W420xD275xH630 Color: White	24 Plant-L/M/S  Indoor Plant L ¥3,500 M ¥2,500 S ¥1,500

* consumption tax (8%) will be added.

— INQUIRIES —
AZ Scene Corporation
IWASE Shouichi

TEL: +81-3-5368-1961 FAX: +81-3-5368-1968 E-mail: s-iwase@azscene.co.jp

4. Computer Equipment Rental – Item List

To order Computer Equipment Rental , please submit 【FORM No.11 Computer Equipment Rental】 to Kissei Comtec by March 27th.

Package Plan (PC rental with popular software installation and Windows Update)				
No.	Presentation Plan	Price	OS	We supply MS Office2019 installed computer which is including Word,Excel and Power Point. (It is not including ACCESS) The installed version of MS Office is 2019. If you require following version of MS Office(2013,2016) Please ask us.
1	HP ProBook 450 G3 (English)	¥10,500	Windows10 64bit	
2	HP ProDesk 600 G2 SF (English) ※1	¥9,500	Windows10 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	HP ProBook 450 G3 (English)	¥11,000	Windows10 64bit	
4	HP ProDesk 600 G2 SF (English) ※1	¥10,000	Windows10 64bit	
No.	All in One Plan	Price	OS	Microsoft Office 2019 Standard Edition, Antivirus software and the latest version of the Windows update software are installed. If you require following version of MS Office(2013,2016) Please ask us.
5	HP ProBook 450 G3 (English)	¥15,000	Windows10 64bit	
6	HP ProDesk 600 G2 SF (English) ※1	¥14,000	Windows10 64bit	

※1 Display is not included.

Laptop PC							
No.	Items	Price	RAM	CPU	Graphic/VRAM/output-termin	Drive	OS
7	mouse MB-K670X-KSCT (Japanese) (1920×1080)	¥12,000	16GB	Corei7 2.6G	NVIDIA Geforce GTX950M VGA・HDMI	DVDSuperMulti	Win10 64bit or Win7-Pro 64bit or
8	LENOVO ThinkPad T540p 20BF-AOXTJP (Japanese) (1920×1080)	¥9,400	8GB	Core i7 2.7G	NVIDIA Geforce GT 730M VGA・MiniDisplayPort	DVDSuperMulti	Win8.1u-Pro 64bit or Win7 Pro 64bit
9	HP ProBook 450 G3 (English) (1366×768)	¥7,500	4GB	Corei5 3.2G	Intel HD VGA・HDMI	DVDSuperMulti	Win10 64bit or Win7-Pro 32bit/64bit
10	Apple MacBook Pro MJLT2J/A (Japanese) (2880×1800)	¥22,300	16GB	Core i7 2.5G	Intel Iris/AMD Radeon R9 M370X Thunderbolt・HDMI	No DVD Drive	OS X (10.10)
11	Expansion Memory 2048MB	¥500					
12	Expansion Memory 4096MB	¥700					
13	Security cable	¥1,000					

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-termin	Drive	OS
14	HP EliteDesk 800G1 SF/CT (English)	¥8,000	16GB	Corei7 3.4G	onboard graphics VGA・DisplayPort×2	DVDSuperMulti	Win8.1u-Pro 64bit or Win7-Pro 32bit/64bit
15	HP ProDesk 600G2 SF (English)	¥6,000	4GB	Corei7-860 2.8G	onboard graphics VGA・DisplayPort×2	DVDSuperMulti	Win10 64bit or Win7-Pro 32bit/64bit

Software Rental			
No.	Items	Price	Reference
16	MS Office2013/2016/2019 Professional Plus	¥2,500	Japanese / English(Windows only) An extra installation fee will be charged.
17	MS Office2013/2016/2019 Standard	¥2,000	Japanese / English(Windows only) An extra installation fee will be charged.
18	Symantec EndpointProtection	¥500	Japanese / English(Windows only) An extra installation fee will be charged.
19	Software installation fee per unit	¥2,000	
20	Data erasure software Ultra-X, Inc. Flash Erase ※2	¥500	

※2 Data erasure process will take approximately 2hours.

※If you require "MS Office 2019" application software for your Windows 10 rental computer it may takes additional update patch installation fee 2,000yen.

※MS Office 2019 already installed computer can not be install with other version of Office software,
Please check and confirm your rental computer's option before you place order us.

LCD Monitor			
No.	Items	Price	Reference
21	24"TFT widescreen LCD display iiyama ProLite E2483HS-B1 others	¥3,300	FHD 24"(1920×1080)
22	21.5"TFT widescreen LCD display iiyama ProLite E2282HS-GB1 othe	¥2,700	FHD 21.5"(1920×1080)
23	19"TFT NEC Mitsubishi 194LM and others	¥2,200	SXGA 19"(1280×1024)
24	17"TFT SHARP, Samsung740N PLUS others	¥1,600	SXGA 17"(1280×1024)
25	Wall mount bracket (For 15"~24", VESA standard)	¥1,300	Monitor perestal removal fee is 2,000yen,

Touch screen			
No.	Items	Price	Reference
26	Eizo Multitouch 23" FlexScan T2381W_B	¥8,100	FHD 23.0"(1920×1080)、Windows8 ・ 7 support

iPad/iPhone			
No.	Items	Price	Reference
27	Apple iPad Air2 MGLW2J/A Wifi 16GB Silver	¥4,500	Wifi model [IEEE802.11a/b/g/n/ac]
28	Apple iPad Air2 MGH72J/A 16GB Silver Wifi+ Cellular (SIM free version) ※3	¥7,200	Wifi & SIM free model [IEEE802.11a/b/g/n/ac]
29	Apple 12.9-inch iPad Pro MLOG2J/A Wifi 32GB Silver	¥9,000	Wifi model [IEEE802.11a/b/g/n/ac]
30	Apple iPhoneX 64GB Silver SIM free version ※3	¥10,300	Wifi & SIM free model [IEEE802.11a/b/g/n/ac]

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

Printer			
No.	Items	Price	Reference
31	(Inkjet) CANON PIXUS IP100 (USB)	¥6,200	A4 ※ink included
32	(Inkjet) CANON PIXUS TS6030 (USB/NIC)	¥6,800	A4 ※ink included
33	(Black&White Laser) CANON Satera LBP6600 (USB/NIC)	¥12,500	A4※toners included
34	(Black&White Laser) CANON Satera LBP8630 (USB/NIC)	¥27,000	A3 (network capable)※toners included

Network equipment			
No.	Items	Price	Reference
35	(HUB) BUFFALO LSW5-GT-8NS/WH	¥600	10/100/1000M 8 port Switching HUB
36	(HUB) BUFFALO LSW2-GT-16NSRR	¥1,800	10/100/1000M 16 port Switching HUB
37	(Router) YAMAHA NVR500	¥4,100	ADSL/FTTH/CATV broadband router

Peripheral Equipment			
No.	Items	Price	Reference
38	ELECOM DisplayPort to HDMI adapter AD-DPHBK	400	DisplayPort (male) - HDMI (type A female) cable length:0.15 m
39	ELECOM DisplayPort to DVI adapter AD-DPDBK	400	DisplayPort (male) - DVI-D (female) cable length 0.15 m
40	ELECOM Mini DisplayPort to HDMI adapter AD-MDPHDMIWH	400	Mini DisplayPort (male) - HDMI (type A female) cable length 0.15 m
41	ELECOM Mini DisplayPort to VGA adapter AD-MDPVGAWH	400	Mini DisplayPort (male) - DE-15 (female) cable length 0.15 m
42	Apple Lightning-Digital AV adapter (HDMI Connected) for iPad	1,700	Available products: iPhone 5 ・ iPod touch (5th generation) ・ iPad (4th generation) ・ iPad mini or later
43	Apple Lightning-VGA adapter for iPad	1,700	Available products: iPhone 5 ・ iPod touch (5th generation) ・ iPad (4th generation) ・ iPad mini or later
44	Security wire (Kensington lock)	1,000	Note : Don't lose the key.
45	E Security (suction cup type mounting parts)	400	It can be used for equipment without security slot. ※Security wire is required.
46	Anti-theft buzzer chaser EX minitag curl	1,000	It is a type of wire that will sound a security buzzer when tags come out.

Useware			
No.	Items	Price	Reference
47	Windows Update	2,000	Important update only
48	Network wiring work, setting up etc.	Ask	Network construction work in your booth
49	Unpacking installation, demolition work	Ask	
50	Installation fee for store sale and free application software	2,000~	

* consumption tax (10%) will be added.

- Fee of delivery, packing, setting-up ,and tax are not included to the prices.
- Depending on stock condition of computers in our warehouse computer's model may changed.
- Please keep the accessories during the exhibition.
- We also provide booth network wiring, configuration, installation, dismantling, etc.. Please contact us if you want.
- We have more lineups, feel free to ask us.

— INQUIRIES —

Kissei Comtec Co., Ltd.

SEINO Kanta

TEL: +81-3-6709-2440 FAX: +81-3-5979-6335 E-mail: interop@network.kcrent.jp

5. AV Equipment Rental

To order AV Equipment Rental, please submit 【FORM No.9 AV Equipment Rental】 to Kowa Co., Ltd. by March 13.

	Item	NO	Item
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	40"LCD Monitor (1920x1080) NEC LCD-X401S ¥55,000 	8	Audio Equipment(Large) (Microphone*1 Amplifire*1 SP*2) BOSE101 RAMSA WS-A200 ¥68,000 

* consumption tax (10%) will be added.

- The aforementioned fares include rental charge during the show days, transportation fee, and setting charge.
- 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.

— INQUIRIES —

Kowa Co., Ltd.

KUWAOKA Makoto

TEL: +81-3-3522-1040 FAX: +81-3-3522-2190 E-mail: interop@kowanet.co.jp

6. Telephone/ FAX

Exhibitors wishing to install temporary telephone and/or fax at booth are requested to submit 【 FORM No.7 Telephone/FAX】 to Accost Corporation by March 13. Applications to the local NTT are collectively made through Accost Corporation.

Service Period

- AM April 12th - 5:00pm April 15th.

Installation

Item	Price(incl. 10% consumption tax)
Temporary Telephone (with a handset)	¥44,000 per line
Temporary Telephone line (MJ only)	¥44,000 per line

- The above fee includes ¥33,000(incl. 10% consumption tax) of domestic call charges and installation fee. Any excess of domestic call charge and/or international call charges when it is made, it will be billed after the exhibition.
- FAX machine is installed with one roll of FAX paper. Additional rolls is available at the Exhibitor Service Room (See P.7), ¥1,100(incl. 10% consumption tax) per roll.
- The telephone/fax number will be informed to the exhibitor before the exhibition.

Cancellation Charge

Any cancellations being made after March 27, cancellation fee, ¥11,000(incl. 10% consumption tax) per order will be incurred.

Precautions

- The installation work will be done on April 10. Once the installation is completed, the set location cannot be changed. Please make sure to confirm the setting position at the time of order, and the installation.
- The exhibitors are solely responsible for any theft, lost equipment, and unauthorized use of the telephone after the installation.

— INQUIRIES —

Accost Corporation

PARK Moae / YAMAJI Mamiko

2-4-16 Kanda-Ogawamachi, Chiyoda-ku, Tokyo 101-0052

TEL: +81-3-5259-7971 FAX: +81-3-5259-7972 E-mail: exhibitor_service@accost.co.jp

7. Internet/CATV

Internet

ShowNet connectivity will be provided upon request.

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

Event	Deadline Application by March 6	Application after March 7
Interop Tokyo 2020	Free of Charge	Free of Charge
Connected Media Tokyo 2020	¥55,000	¥82,500
Digital Signage Japan 2020Location		
Business Japan 2020		
APPS JAPAN 2020		

* incl. 10% consumption tax

- * Please prepare to use 3G/4G network for back up in case of jam of electronic wave of Wireless LAN. Show Management cannot guarantee the stable wireless connection during the show.

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

ONISAWA / TAKAUCHI

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

Email: messe-kaisen@bz01.plala.or.jp

CATV

CATV terminal for connections with TV antenna is available. Please contact the 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