

Exhibitor Services Manual

Interop / DSJ Pavilion

Dates

April 13 (Mon.) – 15 (Wed.) , 2020

Venue

Makuhari Messe (Chiba, Japan)

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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. 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: netserv@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
Booth	Expo International Ltd. SATO Keita	TEL: +81-3-5687-3986 E-mail: interop@expo.co.jp
Furnishings Rental	AZ Scene Corporation IWASE Shoichi	TEL: +81-3-5368-1961 FAX: +81-3-5368-1968 http://www.azscene.co.jp/ E-mail: s-iwase@azscene.co.jp
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
AV Equipment Rental	Kowa Co., Ltd. KUWAOKA Makoto	TEL: +81-3-3522-1040 FAX: +81-3-3522-2190 E-mail: interop@kowanet.co.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. is entrusted to 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”)

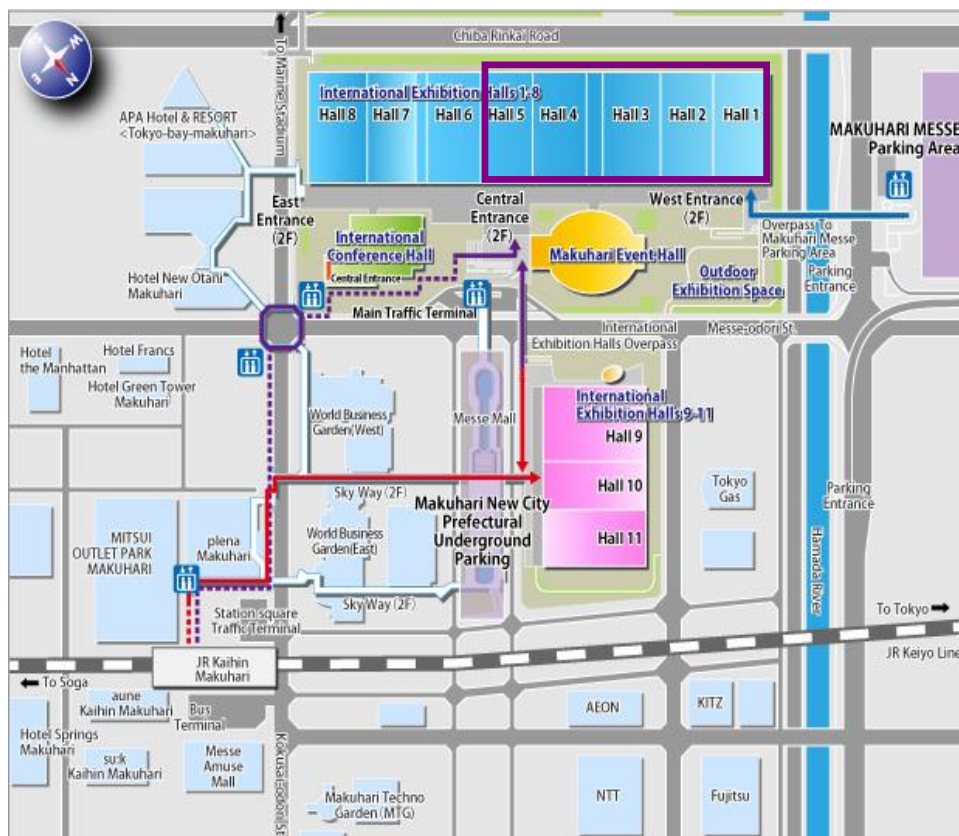
1. Exhibition, display, introduction, distribution or any other business activity of or relating to products or services that are deemed by Organizer to be inappropriate in light of the purpose of the Event or to prevent the smooth progress of the Event such as nuisances to other participants or visitors;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

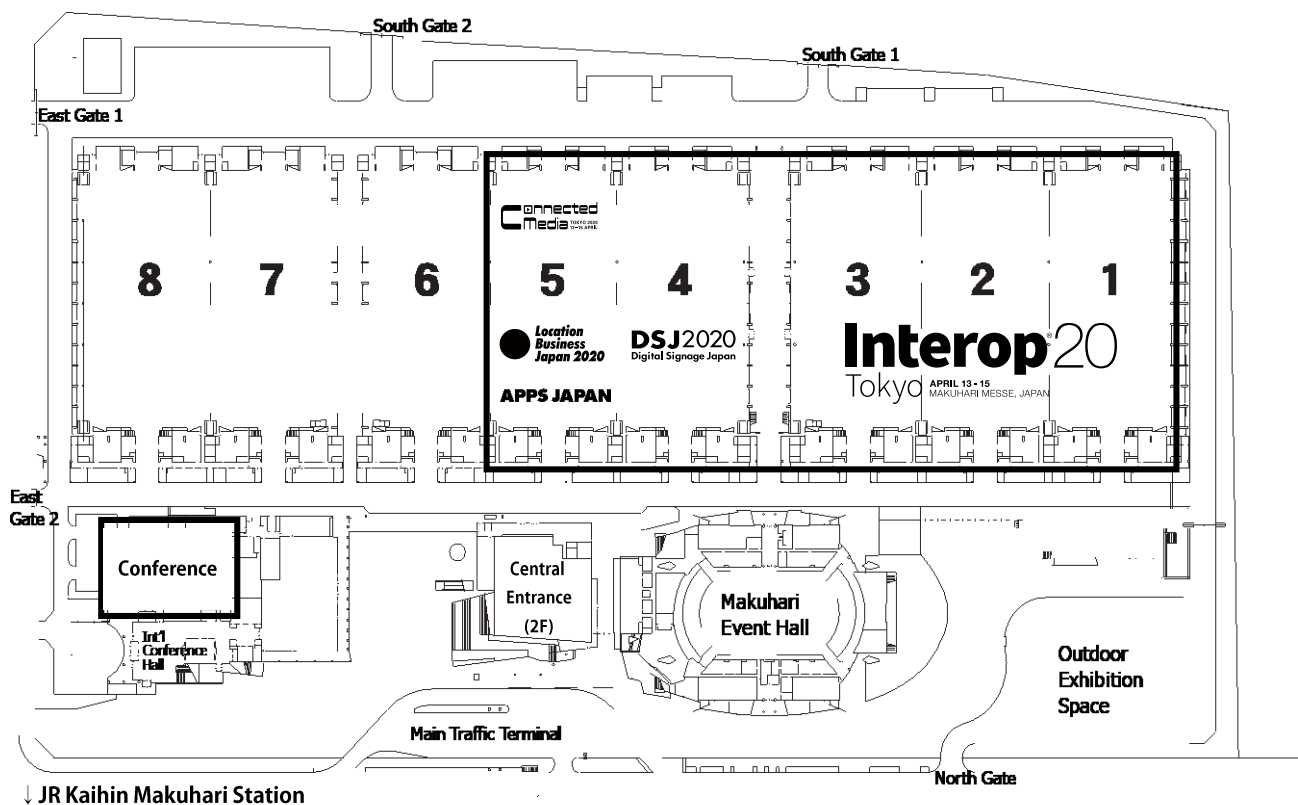
Please refer to Makuhari Messe Access Guide

<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

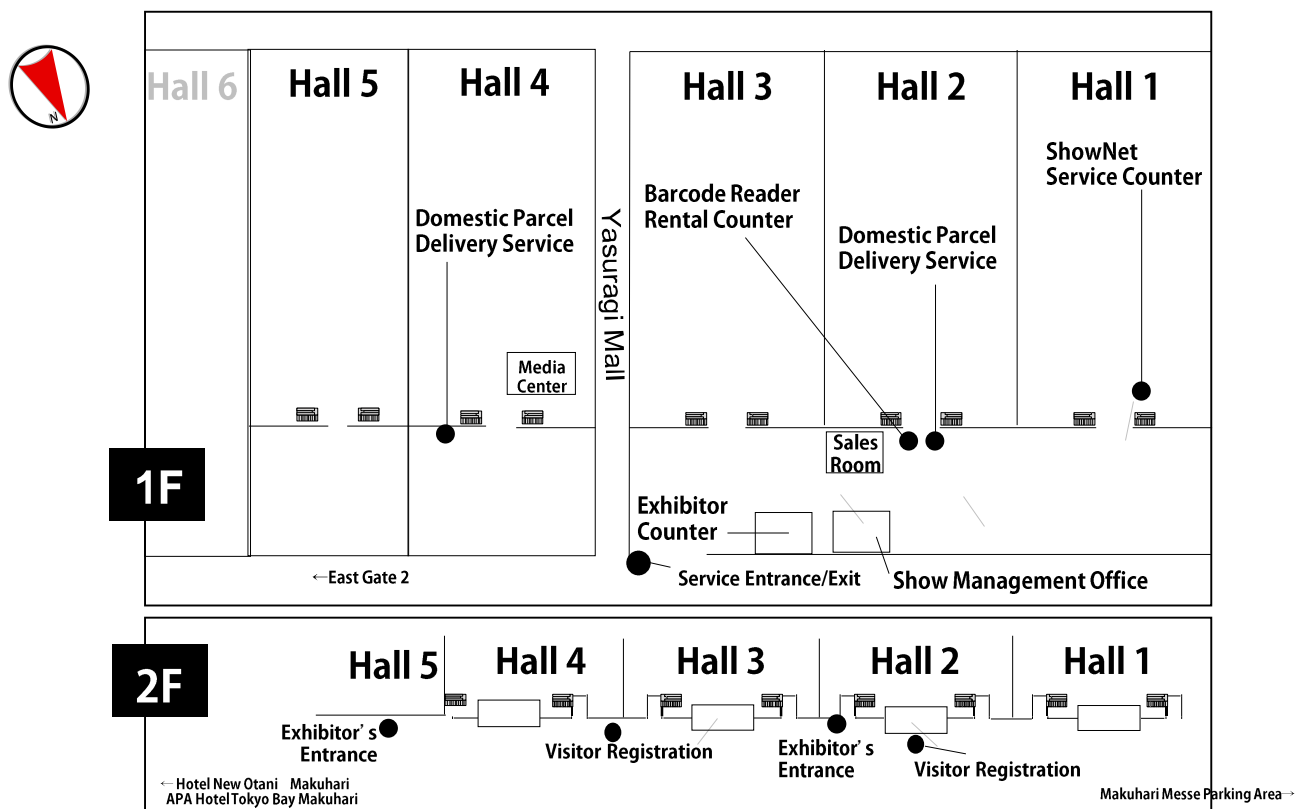
5. Hall Information



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 April.

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/>

ID and Password will be informed to each exhibitor by the Show Management Office accordingly. You may update your information anytime.

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 (1F) 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.8 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		10 badges per company	• Exhibition • Keynotes
Contractor		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.
- 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 3, 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 (*)April 11-12 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

(*) Access to Hall 4/5

①

Interop20 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	Hall1・2・3 自社業務 4/10(金)~4/12(日) 8:00 Hall4 自社業務 4/11(土)・4/12(日) 20:00 Hall1・2・3 マスター・リブス / パビリオン他施設 4/12(日)
搬出期間 Move-out	4/15(水) 19:00~23:00 完全退出

②

Interop20 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、車前待機場 (Lブロック) 経由となります。

③

Interop20 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

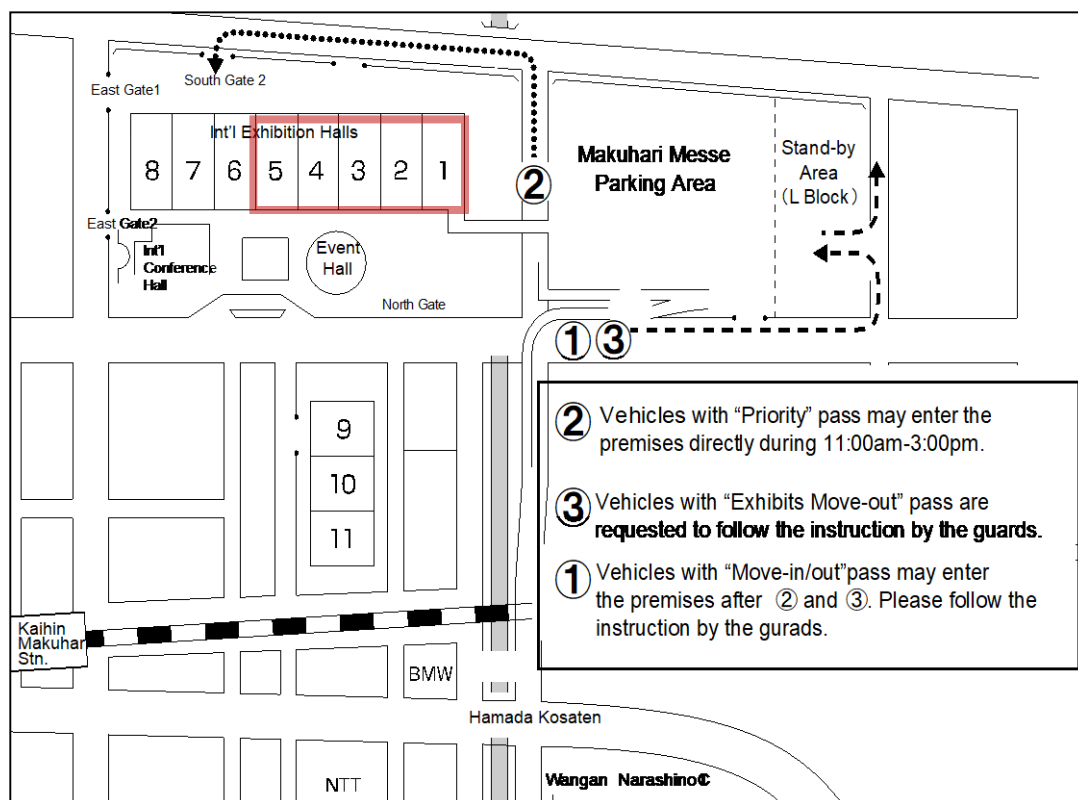
image design

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,**

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 (xxxx Pavilion)

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 12 8:00pm - 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

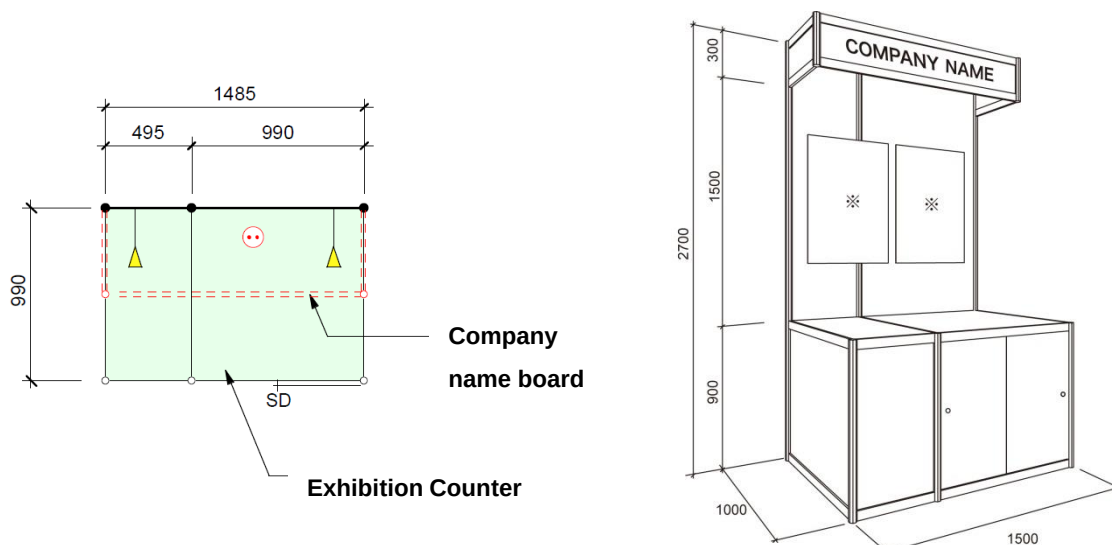
All articles left in the hall including in the aisles will be regarded as waste material and disposed without prior notice to the exhibitor. The disposal costs will be charged to the exhibitor after the exhibition.

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. Pavilion Booth

Counter Booth : 1unit = 2.25m² (W1500 x D1500 x H2700)



[1unit] Includes

- Company name board (W1459mm×H220mm) and Fluorescent light×2
- Exhibition Counter (W1500mm×D700mm×H900mm)
- Electrical power supply (100V-0.5KW) /Electrical outlet (for two 3-prong plugs) ×2
- Internet Connection (ShowNet) * Only Interop Pavilion (DSJ Pavilion Charged Option)

Notes on exhibition booth use

- Handling of components
All of the component and fixtures of an exhibition booth are lease articles. Puncturing to the booth surface of a wall and so on are prohibited
- Replacing the monitor to booth wall
If you would like the installation of the monitor to the booth wall, refer to booth option(Page20) , please apply to management office. Exhibitor can not bring your equipment , please understand .
- Explanation panel
We help the attachment to the wall of the explanation panel etc. Please voice credit gives a worker.
- Storage Space
The lower part of an exhibition stand serves as storage space. Please use for storing a spare catalog, an empty box, etc. Since locking is impossible, please do not use it for storage of valuables.
- Audio equipment
We are prohibit using acoustic equipment such as a microphone speaker.

Power Supply Schedule

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.

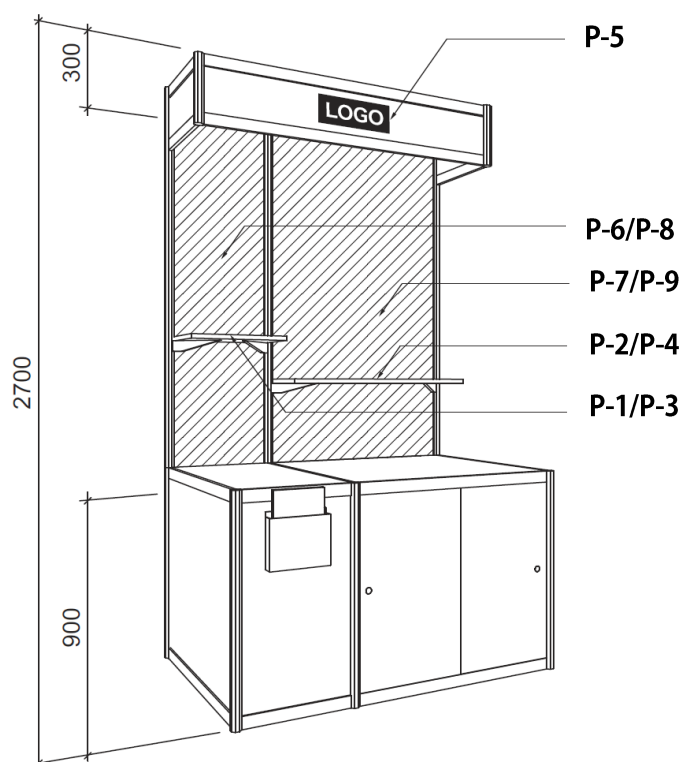
Inquiries
Expo International Ltd.
IITSUKA Risa

Sankei Bldg., 1-3-1 Kanda-Izumicho, Chiyoda-ku, Tokyo 101-0024
TEL: +81-3-5687-3986 E-mail: interop@expo.co.jp

2. Booth Options/Additional Electricity

To order additional items and electricity items

To order additional items and electricity items to the Booth, please submit **【FORM No.1 Booth Options/Additional Electricity】** to Expo International Ltd. by Feb 28.



No.	Items	Price (incl. 10% consumption tax)
P-1	Wood Flat shelf (W455mm x D300mm)	¥2,200
P-2	Wood Flat shelf (W950mm x D300mm)	¥3,300
P-3	Glass Flat shelf (W455mm x D300mm)	¥4,400
P-4	Glass Flat shelf (W950mm x D300mm)	¥4,400
P-5	Logo on Company Name Board (W1459mm x H220mm) *	¥9,240
P-6	Color sheet for Wall (W500mm x H1800mm)	¥4,620
P-7	Color sheet for Wall (W1000mm x H1800mm)	¥8,800
P-8	Digital Print Graphic (W500mm x H1800mm)	¥12,100
P-9	Digital Print Graphic (W1000mm x H1800mm)	¥19,800
P-10	Acrylic Brochure Pocket (A4 size)	¥3,300
P-11	Electrical power supply (100V Single Phase, unit : KW)	¥13,750
P-12	Electrical outlet (for two 3-prong plugs)	¥3,300
P-13	Spotlight100w	¥3,850

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

Inquiries
Expo International Ltd.
IITSUKA Risa

Sankei Bldg., 1-3-1 Kanda-Izumicho, Chiyoda-ku, Tokyo 101-0024
TEL: +81-3-5687-3986 E-mail: interop@expo.co.jp

3. ShowNet services(Internet) standard connectivity

To order ShowNet standard connectivity services, please submit [FORM No.3 ShowNet (Internet) Connection] by March 6.

※ Exhibitor of Interop Pavilion will have network connectivity as Easy Connection package. Applications for ShowNet connection is not necessary.

Event	Deadline Application by March 6	Application On or after March 7
Interop Pavilion	Free of Charge	Free of Charge
DSJ Pavilion	¥50,000	¥75,000

Easy Connection package

* incl. 10% consumption tax

(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 the 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 fixtures 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 1.

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 lent 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 WPA 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

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.

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.
- 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 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 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 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

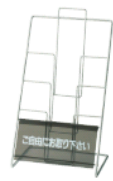
Exhibitors who use walkie-talkies and/ or wireless microphones for demonstrations, are requested to arrange equipment which are officially registered based on the radio-wave law.

[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 violates the law, you will be punished by Japanese government.

1. Furnishings Rental - List

To order Furnishings Rental , please submit 【FORM No.6 Furnishings Rental 】 to AZ Scene Corporation by March 27th.

1 BC-107BR  Folding Chair ¥600 W420XD460XH700XSH400 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 DT-332, 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 W440xD440xSH450B500 C:600D:750 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 ¥20,000 M ¥15,000 S ¥13,000 L:W525x545xD590~630xH1360~1445 M:W415~475xD500~590xH1000~1200 S:W405~440xD430~520xH790~840 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 (10%) will be added.

2. Computer Equipment Rental – Item List

To order Computer Equipment Rental , please submit 【FORM No.7 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

3. 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

4. Internet/CATV

Internet (ShowNet standard connectivity services)

To order ShowNet standard connectivity services, please submit [FORM No.3 ShowNet standard connectivity services] by March 6.

※ Exhibitor of Interop Pavilion will have network connectivity as Easy Connection package. Applications for ShowNet connection is not necessary.

Event	Deadline Application by March 6	Application after March 7
Interop Pavilion	Free of Charge	Free of Charge
DSJ Pavilion	¥50,000	¥75,000

* incl. 10% consumption tax

Easy Connection package

(1) Standard Cable

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

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

※ Please refer to "ShowNet standard connectivity services" (See P.18) for details.

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

* 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