

No.	Form Title	Deadline	Submit to	Ref.
Web	Listing in the Official Website	21-Feb	Show Management Office via "Exhibitor's Website"	P.9
1	Booth Options/Additional Electricity	28-Feb	Expo International Ltd.	P.17
2	Accommodation	6-Mar	Kinki Nippon Tourist Corporate Business Co., Ltd.	-
3	ShowNet (Internet) Connection *for DSJ Pavilion.	6-Mar	NANO OPT Media, Inc	P.18
4	Storage Rental	13-Mar	Show Management Office	-
5	AV Equipment Rental	13-Mar	Kowa Co., Ltd.	P.24
6	Furnishings Rental	27-Mar	AZ Scene Corp.	P.21
7	Computer Equipment Rental	27-Mar	Kissei Comtec, Co., Ltd.	P.22-23
8	Barcode Readers Rental	27-Mar	NANO OPT Media, Inc	P.10

Requisite form to all exhibitors

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

<Exhibitor's Website>

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

Login ID and password will be informed to each exhibitor by the Show Management Office accordingly.

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

Form
No. 1

Booth Options/Additional Electricity

Option
Ref. P. 17

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

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

Submit to

Expo International Ltd.
IITSUKA Risa Tel: +81-3-5687-3986
E-mail: interop@expo.co.jp

Deadline
Feb 28

Form
No. 2

Accommodation

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

Hotel List

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

Hotel List From April 10 th (Friday) to 15 th (Wednesday), 16 th out(Thursday)	Room type	Room Rate (per 1 person, per night)
Hotel New Otani Makuhari	Twin or double room(26m ²)	¥22,000
Apa Hotel & Resort Tokyo Bay Makuhari	Single room(17.8m ²)	¥12,500
	Casual twin room(17.8m ²)	¥12,500
	West wing twin room(13m ²)	¥12,500

- Please note that the hotel reservation will be made on first-come-first-served basis with complete payment.
- Room Rates are per person, per night, including service fee, consumption tax, stay tax,.
- Any personal expenses (e.g. telephone, laundry and etc.) should be settled either by cash or by credit card when you check-out.
- To proceed with reservation, please confirm our "Agent-Organized Tour Terms & Conditions" . <https://frm.f2ff.jp/interop20/images/knte.pdf>

Room Reservation Request

Please fill-in your information as below and send this Accommodation Form to KNT office by E-mail, and an invoice will be sent to you. In case of any changes or cancellations, please inform KNT. You are subjected to pay the cancellation fee in accordance with the cancellation policy below. Dead line for hotel reservation: **March 6, 2020.**

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

Payment

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

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

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

Cancellation policy

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

*Any change or cancel your reservation after on 3 April(Friday) 17:00, please contact each hotel directly.

Submit to

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

Deadline
Mar 6

Form
No. 3

ShowNet (Internet) Connection

Option
Ref. P. 18

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

Event	Deadline Application by March 6	Application On or after March 7
Interop Pavilion	Free of Charge	Free of Charge
DSJ Pavilion	¥33,000	¥55,000

* incl. 10% consumption tax

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

2020/ /

Signature

Submit to

Show Management Office c/o NANO OPT Media, Inc.
E-mail: netserv@f2ff.jp
FAX: +81-3-6258-0598

Deadline

Mar 6

Form
No. 4

Storage Rental

Exhibiting Event	☐ Interop Pavilion ☐ DSJ Pavilion		
Exhibitor Name			

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

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

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

- 1 lockable door or 1 lockable accordion door is installed.
- Partitions are basically not to be installed when 2 or more units are ordered.
- In case of the lost of the keys, ¥5,500 is to be charged as compensation.
(* incl. 10% tax)

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

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

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

We order unit(s) of rental storage.

Submit to

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

E-mail: exhi-info@f2ff.jp

FAX: +81-3-6258-0598 TEL: +81-3-6258-0590

Deadline
Mar 13

Form
No. 5

AV Equipment Rental

Option
Ref. P. 31

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

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

Total Amount		¥
---------------------	--	---

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

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

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

Submit to

Kowa Co., Ltd.

E-mail: interop@kowanet.co.jp

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

Deadline
Mar 13

Form
No. 7

Computer Equipment Rental

Option
Ref. P. 22

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

■ Items to order (Please fill in)

Item No.	Item	Qty

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

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

Delivery to: _____

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

Pick up at: _____

Please note:

- After the receipt of this form, KISSEI will send you an estimate and official application form for confirmation, please fill it out and send it back to KISSEI by fax.
- Payment may be made by bank T/T or by credit card.
- Delivery, pick up fee, pack, unpack fee, setting-up fee, and tax are not included to the prices.

Submit to

Kissei Comtec. Co., Ltd. PC Rental Services
E-mail: interop@network.kcrent.jp
FAX +81-3-5979-6335 TEL: +81-3-5843-0329

Deadline
Mar 27

Form
No. 8

Barcode Readers Rental

Option
Ref. P. 10

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

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

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

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

With regard to the receipt of personal information regarding visitors (hereinafter, "Information") to Interop Tokyo 2020 and the co-located events (hereinafter, "Event") through the intermediation of NANO OPT Media, Inc. (hereinafter, "NOM"), we, the undersigned, hereby acknowledge and agree as follows:

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

Date: _____, 2020

Signature: _____

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

Submit to

NANO OPT Media, Inc.
E-mail: exhi-info@f2ff.jp

Deadline
Mar 27

Interop²⁰
Tokyo APRIL 13-15
MAKUHARI MESSE, JAPAN

**C^onnected
Media** TOKYO 2020
13-15 APRIL

DSJ2020
Digital Signage Japan

 **Location
Business
Japan 2020**

APPS JAPAN