

Exhibitor Services Manual

Dates

June 15 (Wed.) – 17 (Fri.) , 2022

Venue

Makuhari Messe (Chiba, Japan)

Appendix

- **ShowNet Guide**
- **Guidelines for Preventing the Spread of COVID-19**

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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.
Due to working from home to prevent the spread of COVID-19, the phone may have an automatic response message. Thank you for your understanding.

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

Barcode Reader Rental Service	NANO OPT Media, Inc.	E-mail: exhi-info@f2ff.jp	P.11
Booth Decorations Anchor Bolts Hazardous Materials	Accost Corporation YAMAJI Mamiko	TEL: +81-3-5259-7971 FAX: +81-3-5259-7972 E-mail: exhibitor_service@accost.co.jp	P.17 P.21 P.23
Electrical Work	Iida Electrical Works Co., Ltd. MATSUSHITA Kosuke	TEL: +81-3-3522-3522 FAX: +81-3-3522-3699 E-mail: interop22@iidae.co.jp	P.22
Decoration Materials	Makuhari Messe Inc. MATSUI Mayumi	TEL: +81-43-296-0602 FAX: +81-43-296-0529 E-mail: m-matsui@m-messe.co.jp	P.20
Package Booth Rental	Expo International Ltd.	TEL: +81-3-5687-3986 E-mail: interop@expo.co.jp	P.26-27
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.29
Computer Equipment Rental	Kissei Comtec Co., Ltd. KUSHIMA Daiki	TEL: +81-3-6709-2440 FAX: +81-3-5979-6335 E-mail: interop@network.kcrent.jp	P.30-31
AV Equipment Rental	Kowa Co., Ltd. KUWAOKA Makoto	TEL: +81-3-3522-1040 FAX: +81-3-3522-2290 E-mail: interop@kowanet.co.jp	P.32
Internet	Makuhari Messe Inc. OTSUKA / OKADA	*Information Machinery Section TEL: +81-43-296-0493 FAX: +81-43-296-0492 Email: messe-kaisen@bz01.plala.or.jp	P.32
Radio Wave Supply	Makuhari Messe Inc. UCHIDA / SHISHIKURA	*Information Machinery Section TEL: +81-43-296-0536 FAX: +81-43-296-0012 E-mail: makuhari-m@tfvc.jp	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	KSA INTERNATIONAL INC. TANAKA Naomi / HAZUKI Oga	*Event & Exhibition Logistics Dept. TEL: +81-3-3505-867 FAX: +81-3505-9710 E-mail: mice-logistics@ksa.co.jp	—
Accommodation	Kinki Nippon Tourist Co., Ltd. INTEROP2022 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 2022
Digital Signage Japan 2022
APPS JAPAN 2022

Period : June 15 (Wed.) 10:00am - 6:00pm / Keynote 9:30am-
June 16 (Thu.) 10:00am - 6:00pm / Keynote 9:30am-
June 17 (Fri.) 10:00am - 5:00pm / Keynote 9:30am-
*Interop Tokyo Conference(Paid) : June 15 (Wed.) -17 (Fri.)

Period(Online) : June 20 (Mon.) -July 1 (Fri.)

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 4-6

Number of Attendees : 200,000 (Incl. online event)

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

Interop²²
Tokyo JUNE 15-17
MAKUHARI MESSE, JAPAN

Interop Tokyo 2022 (since 1994)

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

DSJ2022
Digital Signage Japan

Digital Signage Japan 2022 (since 2009)

Organizer : Digital Signage Japan Steering Committee
Management : Digital Signage Consortium / NANO OPT Media, Inc
Website : <https://www.dsignage-expo.jp/en/>

APPS JAPAN

APPS JAPAN 2022 (since 2014)

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

2. About Handling of Personal Information

1. The handling of personal information at Interop Tokyo, Digital Signage Japan, APPS JAPAN events (hereafter called "this Event") organized by the Steering Committee or NANO OPT Media In care 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,

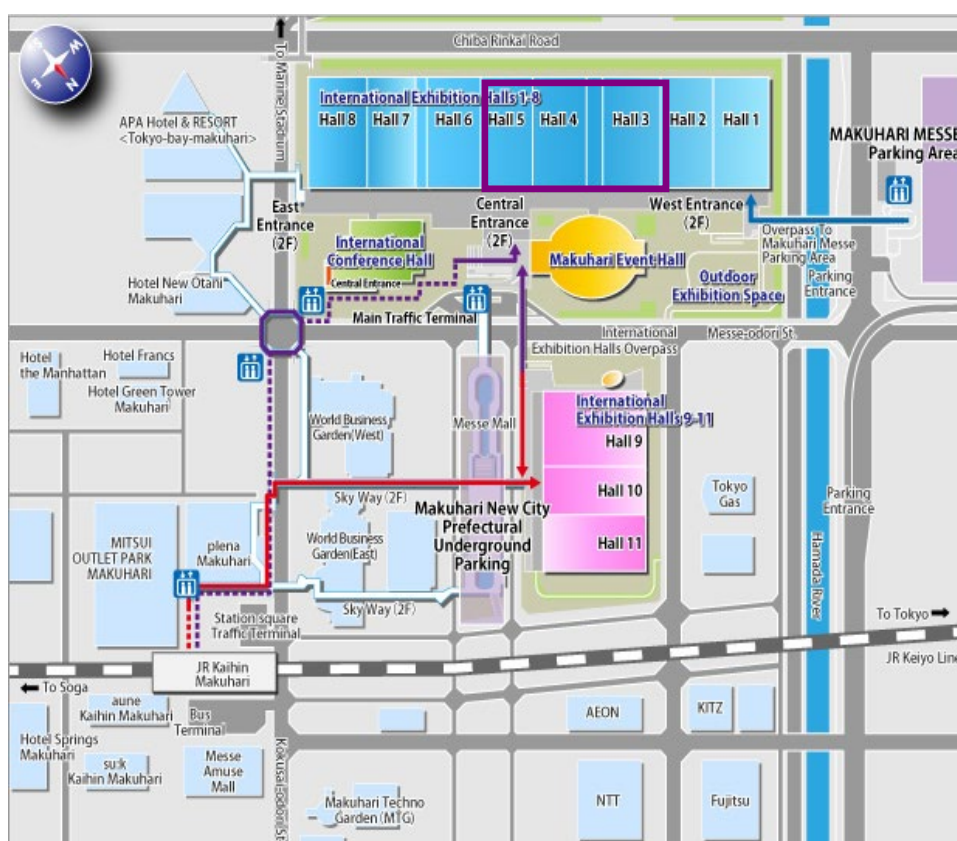
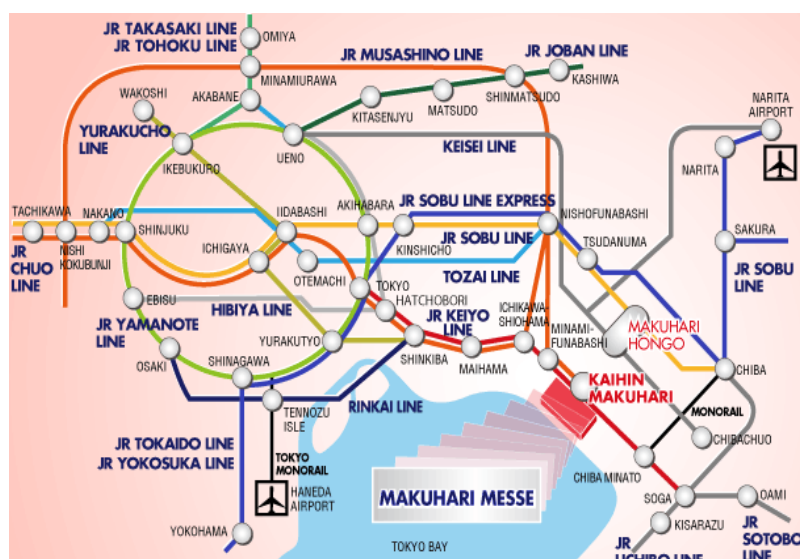
status, situation and the like regarding the exhibition space, and may take any measures that it thinks appropriate including suspension of exhibition by the exhibitor (provided, however, that the Organizer shall not be required to take such measure.).

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

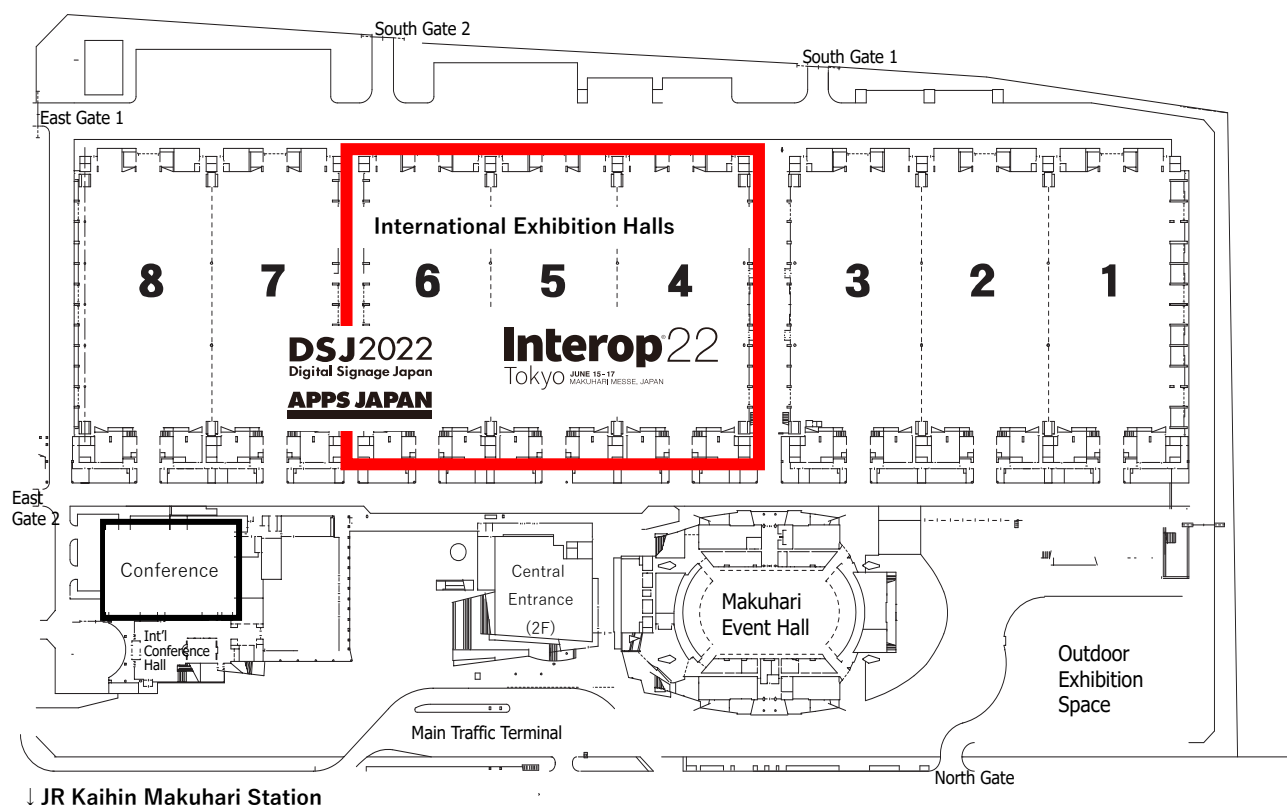
Please refer to Makuhari Messe Access Guide

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



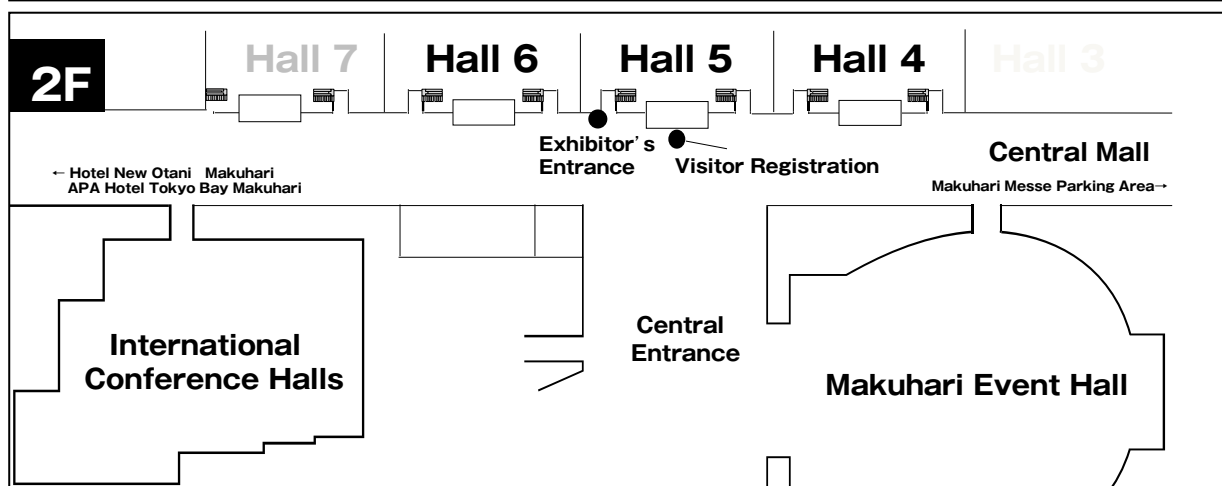
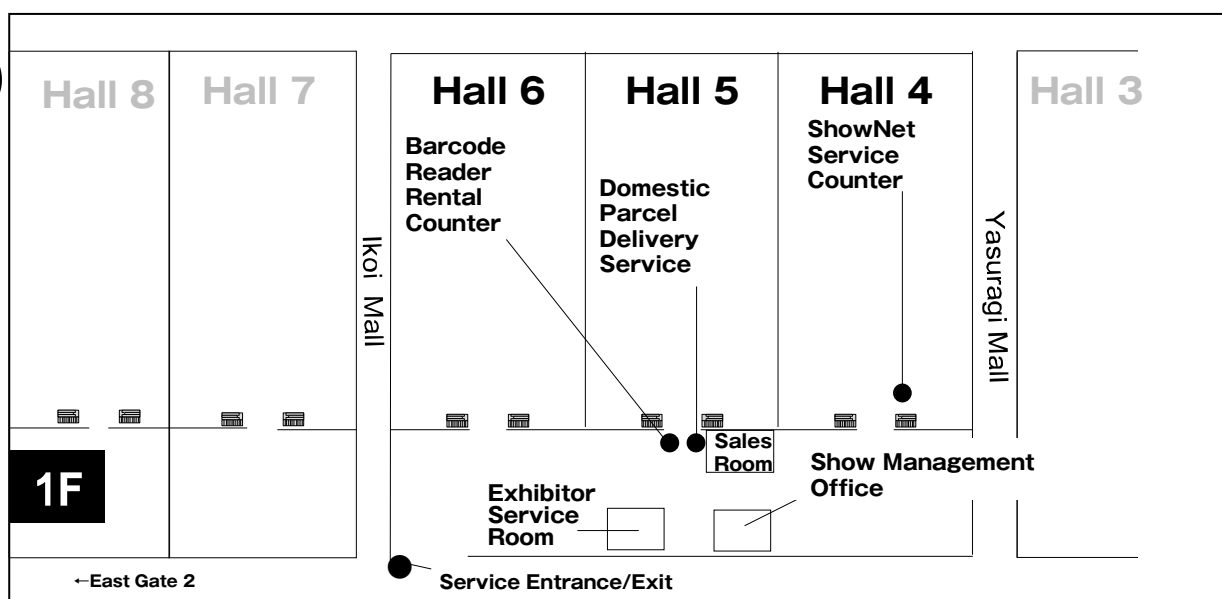
- JR Kaihin Makuhari Station (JR Keiyo Line) ⇄ 7min. walk
- JR Makuhari Hongo Station (JR Sobu Line) ⇄ 16 min. by local bus
- From New Tokyo International Airport (Narita), Approx. 30 min. by car via the Higashi Kanto Expressway. Exit at the Wangan Chiba Interchange. ⇄ 5 min. to Makuhari Messe
Access by Limousine Bus is also available.
- * Car Parking - Makuhari Messe Parking Area
Open: 8:00am-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:16m - 30m
Hall Illumination *During the exhibition period	200-240lux.

5. Service Offices



Show Management Office	Hall 5, North side
Sales Room	Hall 5, North side
Media Center	Under adjustment
Exhibitor Service Room – INQUIRIES – (booth decoration, rental furnishings and electrical work)	Hall 5, North side
ShowNet Service Counter	Hall 4
Domestic Parcel Delivery Service Counter *June 17(Fri.) only	Hall 5, North side
Barcode Reader Rental Counter	Hall 5 , North side
Exhibitor's Entrance during the working hours	Hall 5, 2F
Service Entrance/Exit during the overtime working hours	Hall6, North Side

Service Facilities

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

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

Digital Signage : Approx. 50,000

APPS JAPAN : Approx. 50,000

■ Direct mail

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

Digital Signage : 50,000 issues

APPS JAPAN : 30,000 issues

Main Targets:

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

Advertising Plan

	April	May	June
Newspapers		●	●
Business Magazines		●	
IT Magazines	●	●	
Online Media		●	●
Listing	●	●	●

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.

Exhibitor`s Website
<https://f2ff.jp/go/f22/en/>

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 June 14, by 6:00pm. We suggest to prepare not only catalog but also press release about your new products, etc.

Best of Show Award Entry (FREE)

Many companies and organizations exhibit Interop Tokyo 2022, 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 2022 Show Management Office (NANO OPT Media, Inc.)

– INQUIRIES –

NANO OPT Media, Inc. Marketing & Operation

TEL: +81-3-6258-0584

E-mail: exhi-info@f2ff.jp

3. 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 May 20.

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, June 14 and return: 5:00pm-5:30pm, June 17.
 - * 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.

– INQUIRIES –

NANO OPT Media, Inc. Marketing & Operation

TEL: +81-3-6258-0584

E-mail: exhi-info@f2ff.jp

1. Schedule

		8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	0:00
Sun. June 12															
Mon. June 13															
Tue. June 14															
Wed. June 15															
Thu. June 16															
Fri. June 17															

 Regulated Working Hours

 Overtime Work Permitted @22,000yen per hour * incl. 10% consumption tax

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 5.
- During the overtime working hours, Service Entrance/Exit, Hall 6, North side (See P.8) will open.

Exhibitor badge may be issued during the regulated working hours, in exchange for business card at Exhibitor's Entrance, Hall 5, 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: June 12-14 Move-out: June 16 from 7:00pm	Unlimited (download from Exhibitor' s Website)
② Priority	Prior access to the premise during 11:00am-3:00pm, June 17	1 pass per company
③ Exhibits Move-out	June 17 from 5:00 pm	2 passes per company



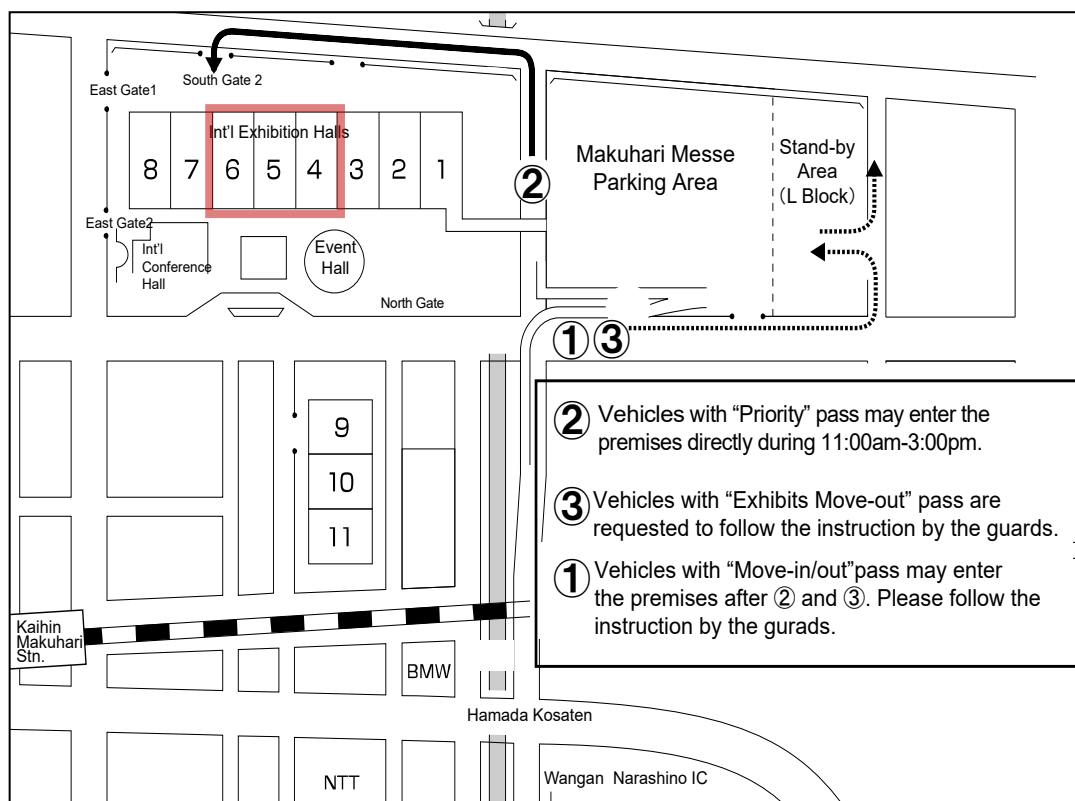
image design

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.12) 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 5, 2F

Move-in/out Route



4. Move-in & Move-out

Schedule

Please refer to the Schedule section (See P.12) and plan to complete the work during the designated hours.

Badges

All personnel without the appropriate badge (See P.13) will not be enter the exhibition hall for security reason.

Working Boundaries

Exhibitors should unpack or display equipment only in their designated booth area as not to interfere with other exhibitor, workses, 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 2022 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.8). Overtime work may be alloFri 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.

- June 12^{*1}, 13^{*2}, 14 8:00pm - 8:00am (next morning)

^{*}Working hours for Exhibitor at Hall 4,5,6. , Exhibitor at Hall 7 may start working 8:00am, June 13.

- June 14, 15 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, KSA INTERNATIONAL INC. has been appointed as the official forwarder and will provide you the complete transportation up to the booth as well as labor for on-site handling. Please refer to Shipping manual and tariff (mice-logistics@ksa.co.jp) 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:

1. Carpeting
2. Exhibitor Name
3. 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.26).

Notification of Contractor

All exhibitors are requested to register their stand fitting contractor by [FORM No. 3 Decoration Contractor] to Accost Corporation by May 16. 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.18) 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 May 16.

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 May 16. 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

YAMAJI Mamiko

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

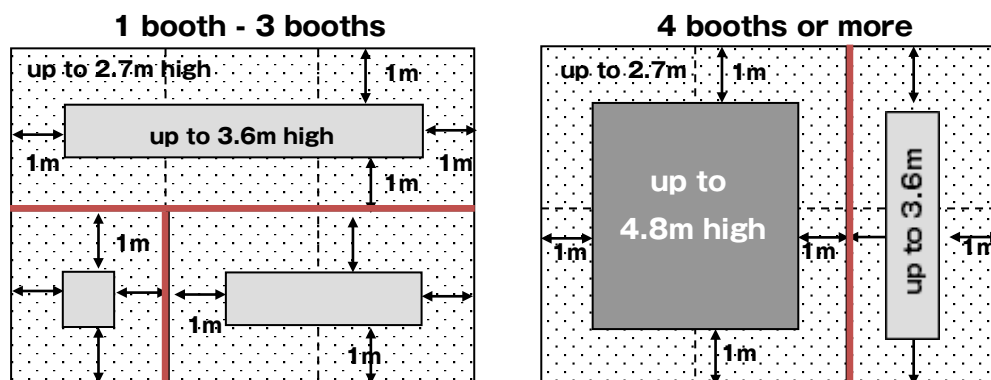
E-mail: exhibitor_service@accost.co.jp

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

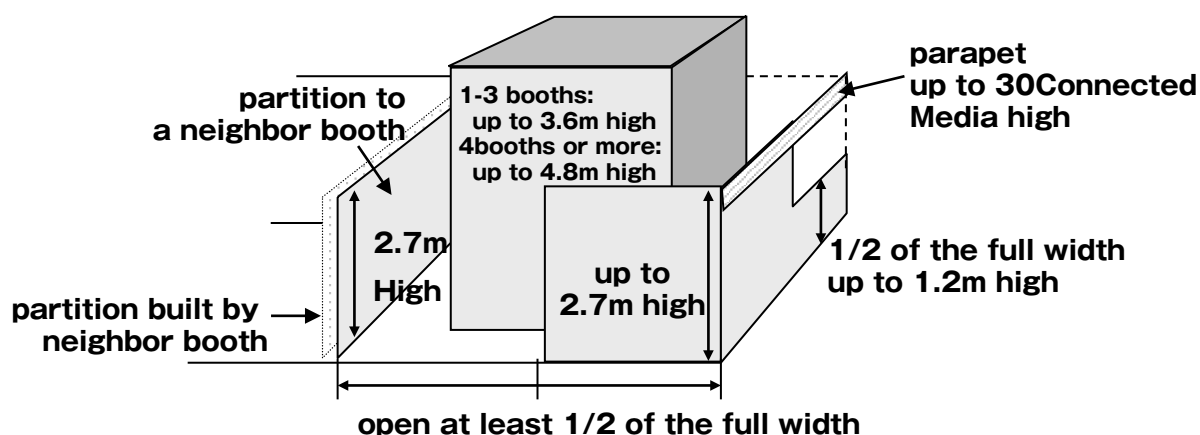
As a general rule, each booth must be an "open structure" having openings on all sides facing to aisles. When walls or display fixtures are to be situated within 1m from borderline(s), such sides of booth shall have openings at least half width of the full width. When a wall or display fixture is to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

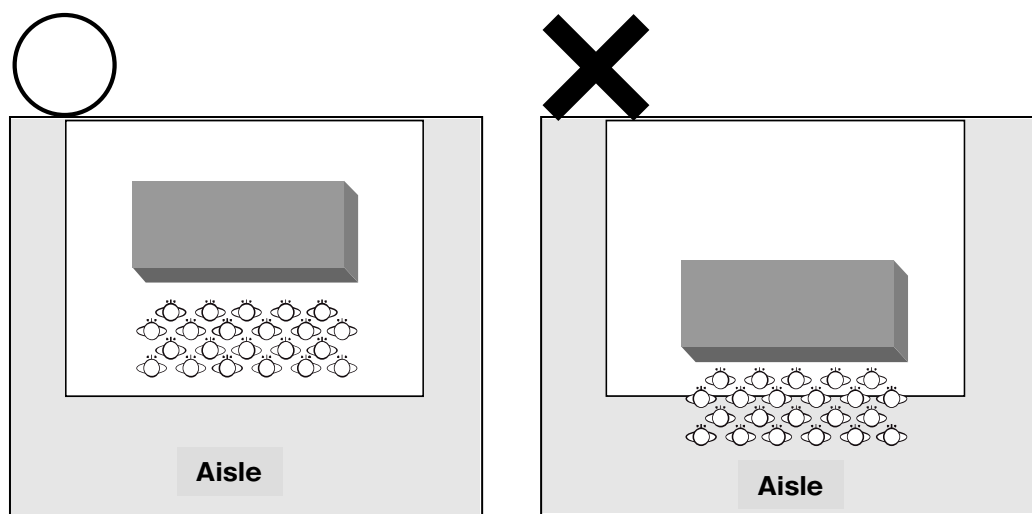
3. DeFristration at booth & Installation of Speakers

DeFristration at booth

By installation of stages, including deFristration 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.

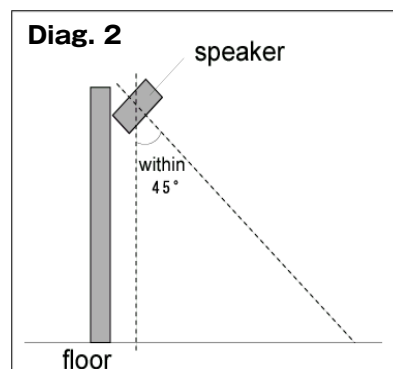
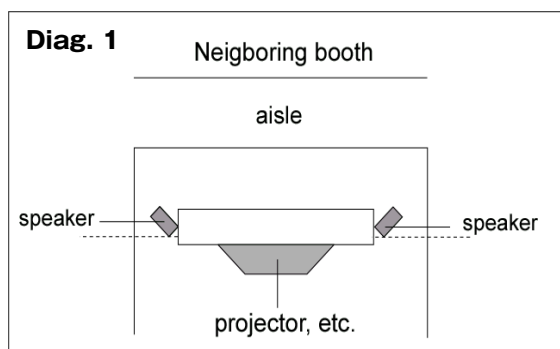
When stages are planned, please submit the booth plan to Accost Corporation by May 16 appending to [FORM No.4 Decoration Contractor] .

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.24).



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

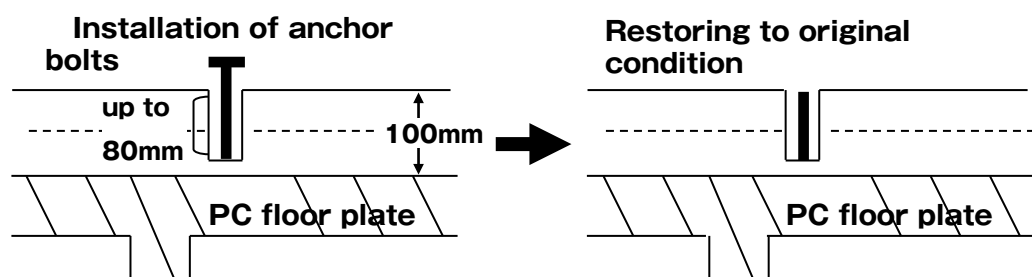
- During the booth construction and moving of the materials, please pay attention not to damage any of the hall facilities, electrical equipment, telephones, city water supplies, and/or other exhibitors' decorations/ exhibits, etc. The exhibitor who incurred the damages will be deemed responsible, and 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.4 Anchor Bolts Installation] along with two copies of the plan to Accost Corporation by May 16.

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

E-mail: m-matsui@m-messe.co.jp

* Others

Accost Corporation

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.5 Electricity Supply] by May 16. 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

8:00am, June 13 - 5:30pm, June 17

- 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 deFristration 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 deFristration 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 May 16 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

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 deFristrations.
- All deFristrations 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 deFristration.

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

Please contact show management office (netserv@f2ff.jp) if you are planning to use wireless LAN for the deFristration 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 deFristrations, 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.

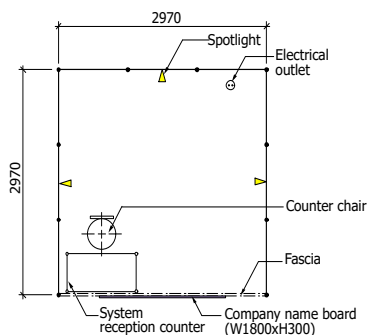
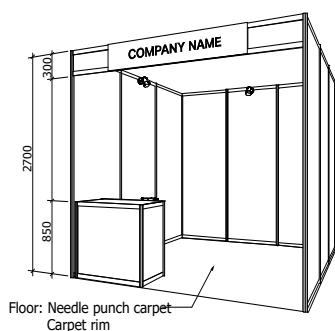
1. Package Booth Rental

Package booth equips the minimum facilities. To order, please submit [FORM No.1 Package Booth Rental / Options] to Expo International Ltd. by April 28th Optional items is available. Please see P.27 for details.

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

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

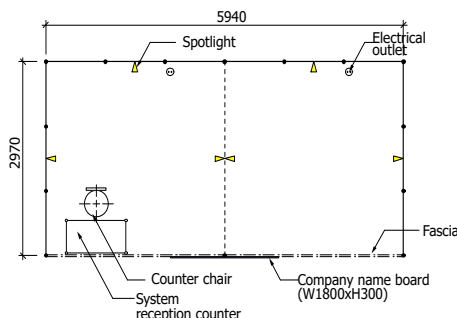
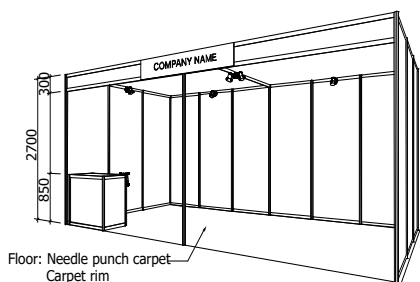
■ 1 Booth (W2970 x D2970 x H2700 mm)



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

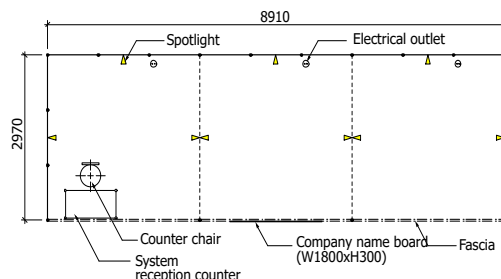
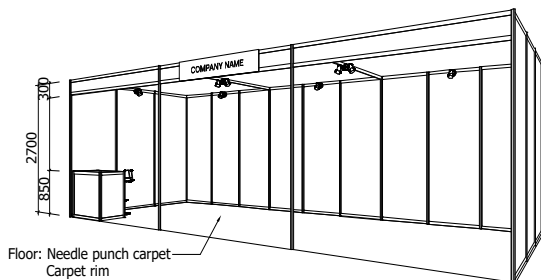
■ 2 Booths (W5940 x D2970 x H2700 mm)



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)

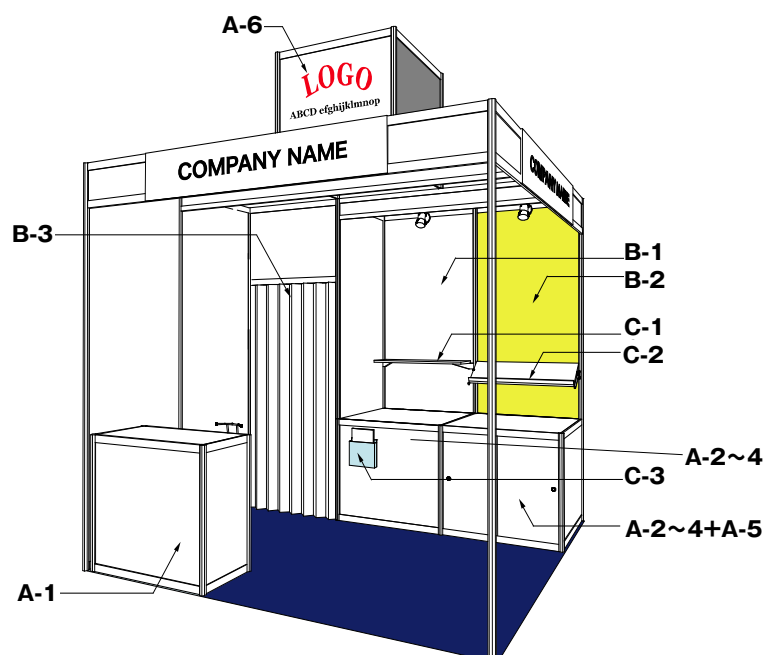


Price¥ 242,000
(incl. 10% consumption tax)

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 April 28th. As we will issue an invoice in order of application, please pay by May 27th. 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	¥14,200
A-2	System display counter	W990xD495xH850	¥9,900
A-3	System display counter	W990xD700xH850	¥14,200
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	¥14,750
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

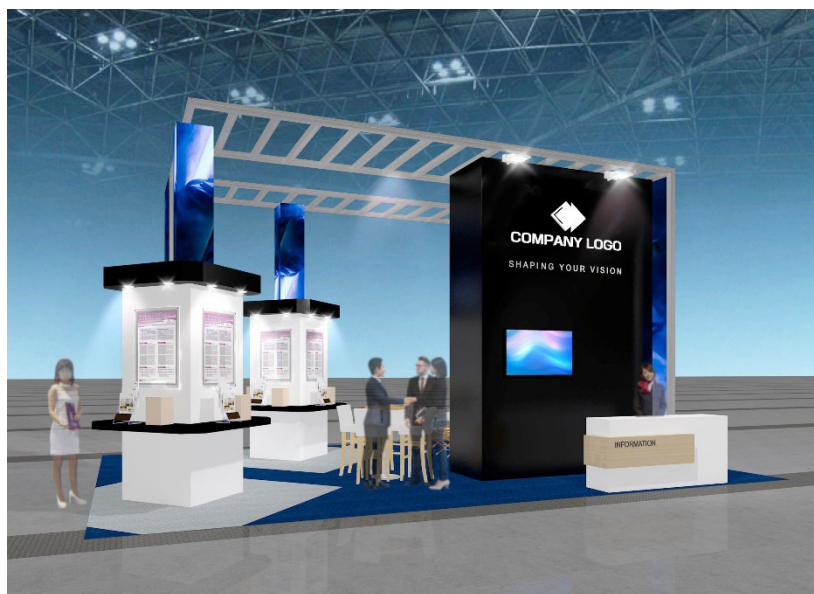
– INQUIRIES –

Expo International Ltd.

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

YAMAJI Mamiko

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

E-mail: exhibitor_service@accost.co.jp

Expo International Ltd.

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

3. Furnishings Rental - List

To order Furnishings Rental , please submit **[FORM No.9 Furnishings Rental]** to AZ Scene Corporation by May 20th.

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 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 W440xD440xSH450 H:600 W: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: 160 x 160	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:W525-545xH680-830xH1360-1445 M:W415-475xH500-560xH1000-1200 S:W405-440xH430-520xH790-840 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.

— INQUIRIES —

AZ Scene Corporation
IWASE Shouichi

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

4. AV Equipment Rental

To order AV Equipment Rental, please submit [FORM No.10 AV Equipment Rental] to Kowa Co., Ltd. by May 20th.

	Item	NO	Item
1	Blu-ray disc / DVD recorder Panasonic DMR-MC500  ¥15,000	5	55"LCD Friitor (1920x1080) TOSHIBA TD-Z551  ¥70,000
2	19"LCD TV(1466x768) SHARP LC-19K20  ¥20,000	6	65"LCD Friitor (1920x1080) Panasonic TH-65LFC70J  ¥100,000
3	32"LCD Friitor (1920x1080) Panasonic TH-32EF1J  ¥40,000	7	Audio Equipment(Small) (Microphone*1 Amplifire*1 SP*2) BOSE101  ¥36,000
4	40"LCD Friitor (1920x1080) NEC LCD-X401S  ¥50,000	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: +81-3-3522-2290

E-mail: interop@kowanet.co.jp

5. Computer Equipment Rental – Item List

To order Computer Equipment Rental , please submit [FORM No.11 Computer Equipment Rental] to Kissei Comtec by May 20th.

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

No.	Presentation Plan	Price	OS	MS Office2019 is installed computers which includes Word, Excel and Power Point. (ACCESS is not included) The installed version of MS Office is 2019. If you require the following version of MS Office(2013, 2016), please contact us.
1	HP ProBook 450 G3 (English)	¥11,000	Windows10-Pro 64bit	
2	HP ProDesk 600 G2 SF (English) ※1	¥10,500	Windows10-Pro 64bit	
No.	Internet connection Plan	Price	OS	Antivirus software and the latest version of the Windows update software are installed for the security countermeasure.
3	HP ProBook 450 G3 (English)	¥11,500	Windows10-Pro 64bit	
4	HP ProDesk 600 G2 SF (English) ※1	¥11,000	Windows10-Pro 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 the following version of MS Office(2013, 2016), please contact us.
5	HP ProBook 450 G3 (English)	¥15,500	Windows10-Pro 64bit	
6	HP ProDesk 600 G2 SF (English) ※1	¥15,000	Windows10-Pro 64bit	

※1 Display is not included.

Laptop PC

No.	Items	Price	RAM		Graphic/VRAM/ output-terminal	Drive	OS
7	ASUS TUF Gaming F15 FX506LU (Japanese) (1920×1080)	¥15,000	16GB	Corei7-10870H 2.2G	NVIDIA Geforce GTX 1660 Ti HDMI	No DVD Drive	Win10-Pro 64bit
8	mouse MB-K670X-KSCT (Japanese) (1920×1080)	¥12,000	16GB	Corei7-6700HQ 2.6G	NVIDIA Geforce GTX950M VGA・HDMI	DVDSupe Multi	Win10-Pro 64bit
9	dynabook BJ65 A6BJFSF8PD11 (Japanese) (1920×1080)	¥8,500	8GB	Corei5-10210U 1.6G	Intel UHD Graphics HDMI	DVDSupe Mult	Win10-Pro 64bit
10	HP ProBook 450 G3 (English) (1366×768)	¥7,500	8GB	Corei5-6200U 2.5G	Intel HD VGA・HDMI	DVDSupe Mult	Win10-Pro 64bit
11	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)
12	Expansion Memory 2048MB	¥500					
13	Expansion Memory 4096MB	¥700					
14	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		Graphic/VRAM/ output-terminal	Drive	OS
15	DELL OptiPlex 3050SFF (English) ※2	¥8,000	16GB	Corei7-7700 3.6G	Intel HD HDMI・VGA・DisplayPort	DVDSupe Multi	Win10-Pro 64bit
16	HP ProDesk 600G2 SF (English) ※2	¥7,000	8GB	Corei7-860 2.8G	onboard graphics VGA・DisplayPort×2	DVDSupe Multi	Win10-Pro 64bit

※2 Display is not included.

Software Rental

No.	Items	Price	Reference				
17	MS Office2013/2016 or 2019 Professional Plus	¥2,500	Japanese / English(Windows only) An extra installation fee will be charged.				
18	MS Office2013/2016 or 2019 Standard	¥2,000	Japanese / English(Windows only) An extra installation fee will be charged.				
19	ESET Endpoint Antivirus	¥500	Japanese / English(Windows only) An extra installation fee will be charged.				
20	Windows Update	¥2,000	Important update only				
21	Mac OS Update	¥2,000	Important update only				
22	Software installation fee per unit	¥2,000					
23	Installation fee for store sale and free application software	¥2,000~					
24	Data erasure software Ultra-X, Inc. Flash Erase ※3	¥500					

※3 Date erasure process will take approximately 2hours.

4. Computer Equipment Rental – Item List

LCD Monitor

No.	Items	Price	Reference
25	24" TFT widescreen LCD display iiyama ProLite E2483HS-B1 others	¥3,300	FHD 24"(1920×1080), VGA・HDMI others
26	21.5" TFT widescreen LCD display iiyama ProLite E2282HS-GB1 others	¥2,700	FHD 21.5"(1920×1080), VGA・DVI others
27	19" TFT NEC Mitsubishi 194LM and others	¥2,200	SXGA 19"(1280×1024), VGA others
28	17" TFT SHARP, Samsung 740N PLUS others	¥1,600	SXGA 17"(1280×1024), VGA
29	Wall mount bracket (For 15"~24", VESA standard)	¥1,300	Monitor perestal removal fee is 2,000yen,

Touch screen

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

iPad/iPhone

No.	Items	Price	Reference
31	Apple 12.9-inch iPad Pro MTE2J/A Wifi 64GB Space Gray	¥9,000	Wifi model [IEEE802.11a/b/g/n/ac]
32	Apple iPad 2019 Autumn MW752J/A Wifi 32GB Silver	¥4,500	Wifi model [IEEE802.11a/b/g/n/ac]
33	Apple iPhoneXR 64GB White SIM free version ※4	¥7,600	Wifi & SIM free model [IEEE802.11a/b/g/n/ac]
34	Apple iPhone8 64GB Silver SIM free version ※4	¥7,200	Wifi & SIM free model [IEEE802.11a/b/g/n/ac]

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

Printer

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

Network equipment

No.	Items	Price	Reference
39	(HUB) BUFFALO LSW6-GT-8NS	¥600	10/100/1000M 8 port Switching HUB
40	(HUB) BUFFALO LSW2-GT-16NSRR	¥1,800	10/100/1000M 16 port Switching HUB
41	(Router) YAMAHA NVR510	¥4,600	ADSL/FTTH/CATV broadband router

Useware

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

* consumption tax (10%) will be added.

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

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

– INQUIRIES –

Kissei Comtec Co., Ltd.

KUSHIMA Daiki

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

E-mail: interop@network.kcrent.jp

6. Internet / Radio Wave Supply

Internet

ShowNet connectivity will be provided upon request.

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

Event	Deadline Application by May 11	Application after May 12
Interop Tokyo 2022	Free of Charge	Free of Charge
Digital Signage Japan 2022	¥55,000	¥82,500
APPS JAPAN 2022		

* incl. 10% consumption tax

* Please prepare to use 4G/5G 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
OTUSKS / OKADA
TEL: +81-43-296-0493 FAX: +81-43-296-0492
Email: messe-kaisen@bz01.plala.or.jp

Radio Wave Supply

Radio Wave Supply 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 / SEN
TEL: +81-43-296-0536 FAX: +81-43-296-0012
E-mail: makuhari-m@tfvc.jp

No.	Form Title	Deadline	Submit to	Ref.
Web	Listing in the Official Website	15-Apr	Show Management Office via "Exhibitor's Website"	P.10
1	Package Booth Rental/Options	28-Apr	Expo International Ltd.	P.26-27
2	Accommodation	12-May	Kinki Nippon Tourist Corporate Business Co., Ltd.	-
3	Decoration Contractor	16-May	Accost Corporation	P.17
4	Anchor Bolts Installation	16-May	Accost Corporation	P.21
5	Electricity Supply	16-May	Iida Electrical Works, Co., Ltd.	P.22
6	Use of Fire/Hazardous Materials	16-May	Accost Corporation	P.23
7	Storage Rental	20-May	Show Management Office	-
8	Barcode Readers Rental	20-May	NANO OPT Media, Inc	P.11
9	Furnishings Rental	20-May	AZ Scene Corp.	P.29
10	AV Equipment Rental	20-May	Kowa Co., Ltd.	P.30
11	Computer Equipment Rental	20-May	Kissei Comtec, Co., Ltd.	P.31-32
12	Booth Cleaning	27-May	In Support Co., Ltd.	-

Requisite form to all exhibitors

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

Form

No. 1

Package Booth Rental/Options

Option

Ref. P. 26-27

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

As we will issue an invoice in order of application, please pay by May 27th, 2022.
When you request on-site additional order, we will arrange after the payment.

■ Package Booth (Please complete necessary information)

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

■ Package Booth Optional Items (Please complete necessary information)

No.	Item	Qty	Price

No.	Item	Qty	Price

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

←Neighboring Booth

▲
<Front>

Neighboring Booth→

()

()

■ Requests, if any.

--

Submit to

Expo International Ltd.

E-mail: interop@expo.co.jp

FAX : +81-3-5687-5437

Tel: +81-3-5687-3986

Deadline

Apr 28

**Form
No. 2**

Accommodation

Option

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

■Hotel List

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

Hotel List From April 11 th (Sunday) to 15 th (Thursday), 16 th out(Friday)	Room type	Room Rate (per 1 person, per night)
Hotel New Otani Makuhari	Twin or double room(26m)	¥22,000
Apa Hotel & Resort Tokyo Bay Makuhari	Single room(17.8m)	¥13,000
	Casual twin room(17.8m)	¥13,000
	West wing twin room(13m)	¥13,000

- Please note that the hotel reservation will be made on first-come-first-served basis with complete payment.
- Room Rates are per person, per night, including service fee, consumption tax, stay tax.,
- Any personal expenses (e.g. telephone, 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/interop22/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: **May 12, 2022.**

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

Submit to

Kinki Nippon Tourist Corporate Business Co., Ltd. INTEROP2022 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
May 12**

Form
No. 3

Decoration Contractor

Requisite
Ref. P. 17

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

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN		
Exhibitor Name		Booth No	

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

■ Booth Decoration Plan (Please tick)

- ☐ We will appoint a decoration contractor on our own. → Please fill out below.
☐ We will order Package Booth to Expo International, Ltd. → Please submit Form1.

■ Representative (if any)

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

■ Decoration Contractor

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

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

Date: _____, 2022 Name or sign: _____

Please note:

The Above decoration contractor or representative is required to submit the respective booth design drawings (plan and elevation) to Accost Corporation together with this form by May 15. (PDF by E-mail or FAX) This is simply intended to grasp the design features of the decorations in the respective booths, and not intended to grant any permissions to the requests made by the exhibitors.

Submit to

Accost Corporation

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

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

Deadline

May 16

Form
No. 4

Anchor Bolts Installation

Option
Ref. P. 21

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

■ Contractor information

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

Please note:

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

Submit to

Accost Corporation

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

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

Deadline

May 16

Form
No. 5

Electricity Supply

Requisite
Ref. P. 22

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

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

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

■Required Electric Power Supply

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

■Contractor for Secondary Electrical Works in Booth

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

■Electric Design Drawing in Booth

Fill the machine capacity column with symbol and wattage (W) like a 100 watt spotlight as ① 100w, a 40watt fluorescent as FL-40w, 100watt plug socket as ② 100w. When indicating total capacities of fluorescent lamp and high-pressure mercury lamp, multiply the total wattage by 150%.

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

Submit to

Iida Electrical Works Co., Ltd.
ASADA Noriko E-mail: interop22@iidae.co.jp
FAX : +81-3-3521-3699

TEL: +81-3-3521-3522

Deadline
May 16

Form
No. 6

Use of Fire/Hazardous Materials

Option
Ref. P. 23

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

■Use of Fire

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

■Bringing in Hazardous Materials

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

Please note:

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

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

Submit to

Accost Corporation

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

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

Deadline

May 16

Form
No. 7

Storage Rental

Option

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN		
Exhibitor Name		Booth No	

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

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

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

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

Service Period: 12:00 noon, June 13 - 7:00pm, April 17

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

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

We order unit(s) of rental storage.

Stock yards (Exhibitors with over 9 booths adjacent to the south part of the building)

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

Please contact Show Management Office for details.

Submit to

NANO OPT Media, Inc.

E-mail: exhi_info@f2ff.jpDeadline
May 20

Form

No. 8

Barcode Readers Rental

Requisite
Ref. P. 11

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

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

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

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

With regard to the receipt of personal information regarding visitors (hereinafter, "Information") to Interop Tokyo 2022 and the co-located events (hereinafter, "Event") through the intermediation of NANO OPT Media, Inc. (hereinafter, "NOM"), we, the undersigned, hereby acknowledge and agree as follows:

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

Date: _____, 2022

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

May 20

Form
No. 9

Furnishings Rental

Option
Ref. P. 29

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

■ Items to order (Please fill in)

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

Submit to

AZ Scene Corporation

E-mail: s-iwase@azscene.co.jp

FAX: +81-3-5368-1968 TEL: +81-3-5368-1961

Deadline

May 20

Form
No. 10

AV Equipment Rental

Option
Ref. P. 30

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

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

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
May 20

Form
No. 11

Computer Equipment Rental

Option
Ref. P. 31-32

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

■Items to order (Please fill in)

Item No.	Item	Qty

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

Delivery: ☐ On-site, between 10:00am-12:00pm, June 14
☐ On-site, another date/time. Date: _____ Time: _____
☐ Different place, before the exhibition
Delivery to: _____

Pick-up: ☐ On-site, between 5:00pm-7:00pm, June 17
☐ 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 E-mail or FAX.
- Delivery, pick up fee, pack, unpack fee, setting-up fee, and tax are not included to the prices.
- Method of payment (The due date is Wednesday, June 8)
 - Make a payment by Pay Pal
 - If you have your PayPal account, please fill in your e-mail address below.
 - IF NOT, please create your PayPal account and fill in your e-mail address.
 - ()
 - We will charge you via your PayPal account.
 - You will receive the Payment confirmation e-mail and read it carefully then make a payment by the due date.
 - Make a payment by bank wire transfer in advance.
- * Please owe a whole amount of remittance charge including fees for wire transfer and receiving commissions.

Submit to

Kissei Comtec Co., Ltd. PC Rental Services
E-mail : interop@network.kcrent.jp
FAX +81-3-5979-6335 TEL: +81-3-6709-2440

Deadline
May 20

Form
No. 12

Booth Cleaning

Option

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

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN		
Exhibitor Name		Booth No	

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

■Booth Cleaning (please fill out the form)

	booth units x ¥2,200 (incl. 10% consumption tax) = Total	¥
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Service includes	Vacuuming of the carpet area but not of counter, show cases, and exhibits.
Service Period	June 14, after move-in - June 16 (3 times)
Please note	The cleaning is charged based on the number of booth unit irrespective of the space of cleaning area.

Submit to

In-Support Co., Ltd.

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

FAX : +81-3-5683-3887

TEL: +81-3-5683-3886

Deadline

May 27

Interop[®]22
Tokyo JUNE 15・17
MAKUHARI MESSE, JAPAN

DSJ2022
Digital Signage Japan

APPS JAPAN