

# Online Exhibitor Manual

## 【Phase 02】

**Period**    **June 20 (Mon.) – July 1 (Fri.) , 2022**

**exhibitors' website | <https://f2ff.jp/go/f22/en/>**

This manual is for the online exhibition (Phase 02).  
For the exhibition to be held at Makuhari Messe from June15(Wed.) to 17 (Fri.),  
please refer to the corresponding exhibitor manual .

The contents of this manual are subject to change. Any changes will be announced by E-mail.

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**Show management office****NANO OPT Media, Inc.**

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**▼ Exhibitors' website▼**<https://f2ff.jp/go/f22/en>**Please submit all items via the exhibitors' website or E-mail.**

## 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.

## 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](mailto:nom-info@f2ff.jp)

## 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

**Interop<sup>®</sup>22**  
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)**

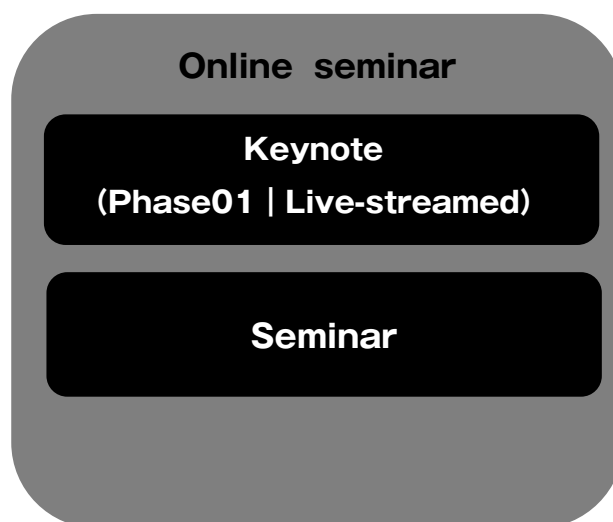
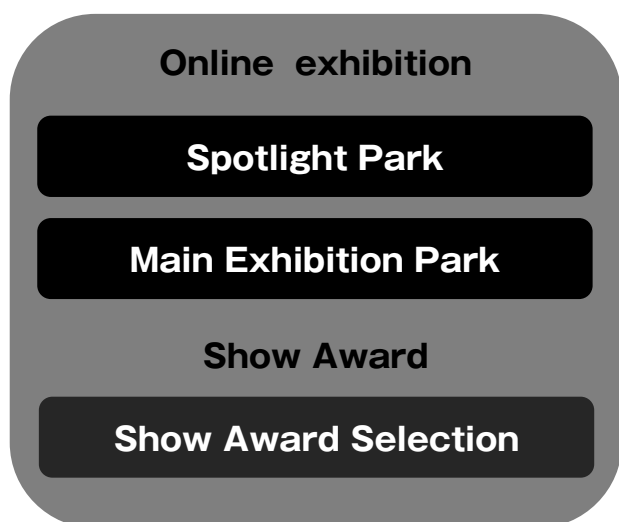
**Organizer :** APPS JAPAN Steering Committee  
**Management :** NANO OPT Media, Inc  
**Website :** <https://www.apps-japan.jp/en/>

**\*This event will be held in a hybrid format using all three phases.**

|                           |                                                                                                        |                                                                                            |
|---------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Phase</b><br><b>01</b> | <div>On-site</div> <p>◆Period : June 15(Wed.)-17(Fri.)</p> <p>◆Registration : Free (Phase01・02)</p>    | <p>Exhibition and Conference as usual will be held at Makuhari Messe.</p>                  |
| <b>Phase</b><br><b>02</b> | <div>Online</div> <p>◆Period : June 20(Mon.)-July 1(Fri.)</p> <p>◆Registration : Free (Phase01・02)</p> | <p>In addition to the content from Phase01, new content from Phase02 will be released.</p> |

## Phase 02 Online Exhibition Structure (Contents)

From Phase02, online exhibitions (visiting booths of each company) and seminars will be available to visitors after they log in to My Page.



| Plan              |                      | Participating Exhibitors                                                                                                                                                 |
|-------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Online exhibition | Spotlight Park       | [Phase02] Diamond and Platinum sponsor<br>*Exhibitors participating from [Phase01] only<br>*The contents of this page are the same as those of the Main Exhibition Park. |
|                   | Main Exhibition Park | All exhibitors in [Phase 01] and exhibitors participating from [Phase 02]                                                                                                |
|                   | Show Award Selection | [Phase01] Exhibitors selected finalists for the Best of Show Award                                                                                                       |
| Online seminar    | Keynote              | Exhibitors participating from [Phase01] and [Phase02]                                                                                                                    |
|                   | Seminar              | Exhibitors participating from [Phase01] and [Phase02]                                                                                                                    |

Information on the exhibitors' website

Log-in URL <https://f2ff.jp/go/f22/en/>

Please submit all items via the exhibitors' website or E-mail. If you are unsure of your login information for the exhibitors' website, please contact show management office.

Submission list

Please keep the deadlines.

| NO                                                                    | Required | Content                                                                                                                       | Deadline                                     | Ref. | Note                                                             |
|-----------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------|------------------------------------------------------------------|
| All exhibitors                                                        |          |                                                                                                                               |                                              |      |                                                                  |
| 1                                                                     | required | Agreement on Obtaining of Personal Information                                                                                | June 3 (Fri)                                 | P.6  | <a href="mailto:exhi-info@f2ff.jp">exhi-info@f2ff.jp</a> (FormA) |
| Submissions   Online exhibition (applicable exhibitors only)          |          |                                                                                                                               |                                              |      |                                                                  |
| 2                                                                     | required | Official website<br>Exhibitor's information and exhibition outline<br><small>*Published before the opening of Phase01</small> | June 3 (Fri)<br>Updates possible at any time | P.4  | Exhibitors' website                                              |
|                                                                       | required | Product information ; Document for downloading(pdf)                                                                           | June 3 (Fri)                                 | P.4  | Exhibitors' website                                              |
|                                                                       | required | Product information ; Movie                                                                                                   | June 3 (Fri)                                 | P.4  | Exhibitors' website                                              |
| 3                                                                     | required | Theme choice                                                                                                                  | June 3 (Fri)                                 | P.4  | Exhibitors' website                                              |
| Submissions   Online keynote and seminar (applicable exhibitors only) |          |                                                                                                                               |                                              |      |                                                                  |
| 4                                                                     | required | Seminar movie file                                                                                                            | June 3 (Fri)                                 | P.5  | <a href="mailto:exhi-info@f2ff.jp">exhi-info@f2ff.jp</a>         |
|                                                                       | optional | Seminar document (pdf)                                                                                                        | June 3 (Fri)                                 | P.5  | <a href="mailto:exhi-info@f2ff.jp">exhi-info@f2ff.jp</a>         |
|                                                                       | optional | Questionnaire website URL                                                                                                     | June 3 (Fri)                                 | P.5  | <a href="mailto:exhi-info@f2ff.jp">exhi-info@f2ff.jp</a>         |

\*For the Show Award Selection page, we will post the information that were submitted at the time of entry.

\*Seminar title and speaker information will be retained from Phase 01.

The number of products that can be listed on the official website and the number of themes that can be selected depends on the sponsor rank.

| Sponsor rank          | Diamond | Platinum | Gold | Silver | Bronze | Online pavilion |
|-----------------------|---------|----------|------|--------|--------|-----------------|
| Exhibitors' logo      | O       | O        | —    | —      | —      | —               |
| Products' information | 30      | 15       | 10   | 5      | 2      | 1               |
| Theme choice          | 8       | 5        | 3    | 2      | 1      | 1               |

## 1. Agreement on Obtaining of Personal Information

### Phase 02

Documents that need to be agreed to provide the registrant's personal data.

- ▶ Where to register : fill out “ Form A ” and submit by E-mail ( [exhi-info@f2ff.jp](mailto:exhi-info@f2ff.jp) ).
- ▶ Registration deadline : June 3 (Fri.)

## 2. Official website, Exhibitor' s information and exhibition outline

### Before the event

### Phase 01

### Phase 02

The official website will provide visitors with a list of exhibitors, an overview of the exhibition, and contact information. For registration details, please refer to the exhibitors' website.

- ▶ Where to register : exhibitors' site : “Official website, Exhibitor' s information and exhibition outline”
- ▶ Registration deadline : June 3(Fri.) \* July 1(Fri.) Updates are available until the end of the exhibition.

**\*The information you register will be posted on the official website before and after the Online Event.**

## Product information ; Document for downloading(PDF)

### Phase 02

We will provide a download service of product documents for visitors to the exhibition site.

Please submit your product catalogs, white papers, etc.

File size (PDF): up to 3MB

**\*The document (PDF) will be available from the start of the online event on June 20 (Mon.).**

## Product information ; Movie

### Phase 02

Please upload your own video to YouTube or Vimeo and enter the embed code.

Please note that other video distribution platforms cannot be used.

Please be sure to enter the embed code, as entering the URL will not allow you to retrieve the visitor's viewing history.

[ Procedure reference ]

YouTube | <https://support.google.com/youtube/answer/171780?hl=ja>

Vimeo | <https://vimeo.zendesk.com/hc/ja/articles/360000710167>

**\*The video will be available from the start of the Online Event on June 20(Mon.).**

## 3. Theme choice

### Phase 02

Please select from eight themes the keywords that visitors use to search for exhibitors' products and services.

- ▶ Where to register : exhibitors' website “Online event | Theme choice”
- ▶ Registration deadline : June 3 (Fri.)

## 4. Online | Submissions for keynote and seminar

On-demand delivery of your seminar on Phase02 Online event

Please register and enter your submissions below using the "Online | Submissions for keynote and seminar" form on the exhibitors' website.

- ▶ Where to register: submit by E-mail ( [exhi-info@f2ff.jp](mailto:exhi-info@f2ff.jp) ).
- ▶ Registration deadline : June 3 (Fri.)

### Seminar movie file

### Phase 02

Please send a video of your presentation by E-mail ( [exhi-info@f2ff.jp](mailto:exhi-info@f2ff.jp) ).

[\*Note\*]

●Movie file format

It will be distributed on Vimeo. There are no restrictions on the format as long as it is a video file.

● Video file size

You can upload up to 20GB. If the data size is large, it may take some time to upload.

If it is not possible to upload the file using the method we have specified, please send it to show management office([exhi-info@f2ff.jp](mailto:exhi-info@f2ff.jp)) using your company's file transmission system.

●Length of the seminar video

Up to 40 minutes. (Recommended 20-25 minutes)

**\*The use of recorded video at on-site events is a paid option. Please contact our sales staff for details.**

### Seminar document (PDF)

### Phase 02

Please submit presentation documents, product catalogs, white papers, etc. For presentation documents, please make a PDF file of one page per slide (color) with printable settings. If your presentation is divided into separate documents for a session with multiple participants, please upload them as a zip file.

### Questionnaire website URL

### Phase 02

A link button to the questionnaire website will be placed on the video viewing page. Please create your own questionnaire website and register it. In order to increase the response rate, it is acceptable for your company to offer novelties to those who answer.

Please operate in accordance with the privacy policy of each company when personal information, etc., is obtained on the questionnaire websites. The show management office (NanoOpto Media, Inc.) is not involved in the operation and management of each sponsor's questionnaire website (linked external website).

**\*It will also be placed on the live viewing page for keynote presentations that are live-streamed.**

**\*Please note that submissions received after the deadline will not be reflected on the page.**

## Providing a list of registrants

### (1) Delivery date: One week after the end of the exhibition (tentative)

\*Delivery may be delayed in case of unforeseen circumstances.

### (2) Delivery method: You can download the delivery data file from the dedicated website.

The URL of the download site (login ID/password) and instructions for operation will be sent to the e-mail address of one person in charge of the exhibition.

\*After logging in, you will need to enter the "company name," "department/position," and "name" of the person in charge and agree to the "Agreement on Obtaining of Personal Information\*" specified by show management office.

< \* Reference > [https://frm.f2ff.jp/interop22/images/Agreement\\_E.pdf](https://frm.f2ff.jp/interop22/images/Agreement_E.pdf)

\*For security reasons, please note that after a certain period of time, downloading will no longer be possible. Also, during this period, you will be able to download the file only once.

### (3) Data format : CSV

### (4) Notes on data

- The items to be delivered are the individual's name and the minimum information that can be used to contact the individual (TEL, e-mail address, fax, or address).
- The pre-registrant data to be delivered will be the same as the registrant's own registration. No data cleaning or translation into other languages will be provided.
- For those who register on the day of the event, if the business card provided is written in both Japanese and English, only the Japanese information will be entered into the data. Characters that are illegible by handwriting or impossible to enter in Asian countries (countries that use Chinese characters) will be displayed with "■". If there are any fields that are not filled in, they will be displayed as blank.

## Paid options

| N<br>O                                     | Option                                                                                                                     | Price<br>(+tax) | Dead<br>line       | Note                                                                                                          |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|---------------------------------------------------------------------------------------------------------------|
| Online Keynote and seminar exhibitors only |                                                                                                                            |                 |                    |                                                                                                               |
| 1                                          | Seminar video recording service                                                                                            | ¥200,000        | April 22<br>(Fri.) | Videos recorded in advance at the show management office's studio will be distributed on Phase02 (on demand). |
| 2                                          | Phase01<br>Keynote Live Filming Service                                                                                    | ¥300,000        | May 31<br>(Thu.)   | Videos recorded at Phase01 (Makuhari Messe) will be distributed in Phase02 (on demand).                       |
| 3                                          | Phase01<br>Live filming service for seminars in the exhibition hall<br><i>*Only audio and screen-out will be recorded.</i> | ¥200,000        | May 31<br>(Thu.)   | Videos recorded at Phase01 (Makuhari Messe) will be distributed in Phase02 (on demand).                       |
| Online Booth only                          |                                                                                                                            |                 |                    |                                                                                                               |
| 5                                          | Phase02<br>Publication of product information / DL of documents / Addition of themes                                       | ¥200,000        | April 23<br>(Fri.) | The amount is 200,000 yen for each item.                                                                      |
| 5                                          | Phase02<br>Publication of product information / DL of documents / Addition of themes                                       | ¥200,000        | April 23<br>(Fri.) | The amount is 200,000 yen for each item.                                                                      |

[ Inquiries/applications for paid options ]

Sales Representative, NANO OPT Media, Inc. TEL:03-6258-0582 E-mail: [exhi-info@f2ff.jp](mailto:exhi-info@f2ff.jp)

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