

DSJ2024
Digital Signage Japan

APPS JAPAN

Vision AI Expo

Exhibitor Services Manual

Dates **June 12 (Wed.) – 14 (Fri.), 2024**

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

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Exhibitor's Website

<https://forest2.f2ff.jp/20240601/>

Login ID and password will be sent by email.

This site is in Japanese. Please use the translation function to check it.

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.

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

Inquiry	Contact company	Contact information	Page
AiMeet (Visitor's lead acquisition support service)	[About Application and billing] NANO OPT Media, Inc.	E-mail: exhi-info@f2ff.jp	P.12~13
	[Usage and functions] AiMeet Management Office (Techsor Inc.)	E-mail: aimet-exhibition@techsor.co.jp	
Booth Decorations Anchor Bolts Hazardous Materials Request a Pit Drawing	Expo International Ltd. ISHI / IWAMOTO	TEL: +81-3-5687-3986 E-mail: s-service@expo.co.jp	P.19 P.22 P.25
Electrical Work	Iida Electrical Works Co., Ltd. MATSUSHITA Kosuke	TEL: +81-3-3522-3522 FAX: +81-3-3522-3699 E-mail: interop24@iidae.co.jp	P.24
Decoration Materials	Makuhari Messe Inc. MATSUI / CHIBA	TEL: +81-43-296-0602 FAX: +81-43-296-0529 E-mail: MATSUI m-mtsi@m-messe.co.jp CHIBA t-cnb@m-messe.co.jp	P.23
Package Booth Rental	Expo International Ltd. MIYAKE / KINO	TEL: +81-3-5687-3986 E-mail: interop@expo.co.jp	P.28-30
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.31
Computer Equipment Rental	Kissei Comtec Co., Ltd. ANAZAWA / NOZAWA	TEL: +81-3-6709-2440 FAX: +81-3-5979-6335 E-mail: interop@network.kcrent.jp	P.33-34
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 / SASAKI	*Information Machinery Section TEL: +81-43-296-0493 FAX: +81-43-296-0492 Email: messe-kaisen@bz01.plala.or.jp	P.35
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.35
LED Vision Rental	LED TOKYO FUKUDOME / KIMOTO	TEL : 03-6804-5393 E-mail : saise@led-tokyo.co.jp	P.36
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. ADACHI Masahiro	*Event & Exhibition Logistics Dept. TEL: +81-3-3505-8674 FAX: +81-3-3505-9710 E-mail: mice-logistics@ksa.co.jp	—
Accommodation	Kinki Nippon Tourist Co., Ltd. INTEROP2024 Desk	*Business hours: Mon-Fri 10:00 a.m. - 5:00 p.m. FAX: +81-3-6891-9406 E-mail: ec-desk18@or.knt.co.jp	—

1. Event Profile

Titles : Interop Tokyo 2024
Digital Signage Japan 2024
APPS JAPAN 2024
Vision AI Expo 2024

Period : June 12 (Wed.) 10:00 a.m. - 6:00 p.m. / Keynote 9:30 a.m. -
June 13 (Thu.) 10:00 a.m. - 6:00 p.m. / Keynote 9:30 a.m. -
June 14 (Fri.) 10:00 a.m. - 5:00 p.m. / Keynote 9:30 a.m. -
*Interop Tokyo Conference(Paid) : June 12 (Wed.) -14 (Fri.)

Venue : Makuhari Messe
2-1, Nakase, Mihama-ku, Chiba City, Chiba 261-8550 Japan
<https://www.m-messe.co.jp/en/index.html>
Exhibition : International Exhibition Hall 2-6

Number of Attendees : 150,000 (Incl. simultaneous holding events)

Admission : Admission free upon pre-registration

Interop²⁴ Tokyo

Interop Tokyo 2024 (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/>

DSJ2024 Digital Signage Japan

Digital Signage Japan 2024 (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 2024 (since 2014)

Organizer : APPS JAPAN Steering Committee

Management : NANO OPT Media, Inc

Website : <https://www.apps-japan.jp/en/>

Vision AI Expo

Vision AI Expo 2024 (since 2023)

Organizer : NANO OPT Media, Inc / Alsmiley, Inc.

Management : NANO OPT Media, Inc

Website : <https://www.vision-ai-expo.jp/en/>

2. About Handling of Personal Information

About Handling of Personal Information by Show Management Office

The handling of personal information at Interop Tokyo, Digital Signage Japan, APPS JAPAN, Vision AI Expo events (hereafter called "this Event") organized by the Steering Committee or NANO OPT Media In care entrusted to as Show Management Office (hereafter called "the Office") for this Event.

1. 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. (<https://nanooptmedia.jp/privacy#eng>)
2. 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.
3. 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.

– INQUIRIES –
NANO OPT Media, Inc.
E-mail: nom-info@f2ff.jp

About Handling of Personal Information by Exhibitors

When collecting personal information of visitors to the exhibition by means of business cards, name book entries, filling out questionnaires and attaching them to business cards, or using the QR code system, we recommend that you ask visitors to confirm the purpose of use and handling of personal information and obtain their consent before collecting their personal information. Appropriate measures for handling personal information should be taken based on each company's privacy policy and in accordance with the Personal Information Protection Law.

About portrait rights

By entering the event, all visitors and all persons entering including related parties, are consented to being filmed and photographed. this videos and photographs may be used for promotion/marketing material across all our various websites and in print media.

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”)

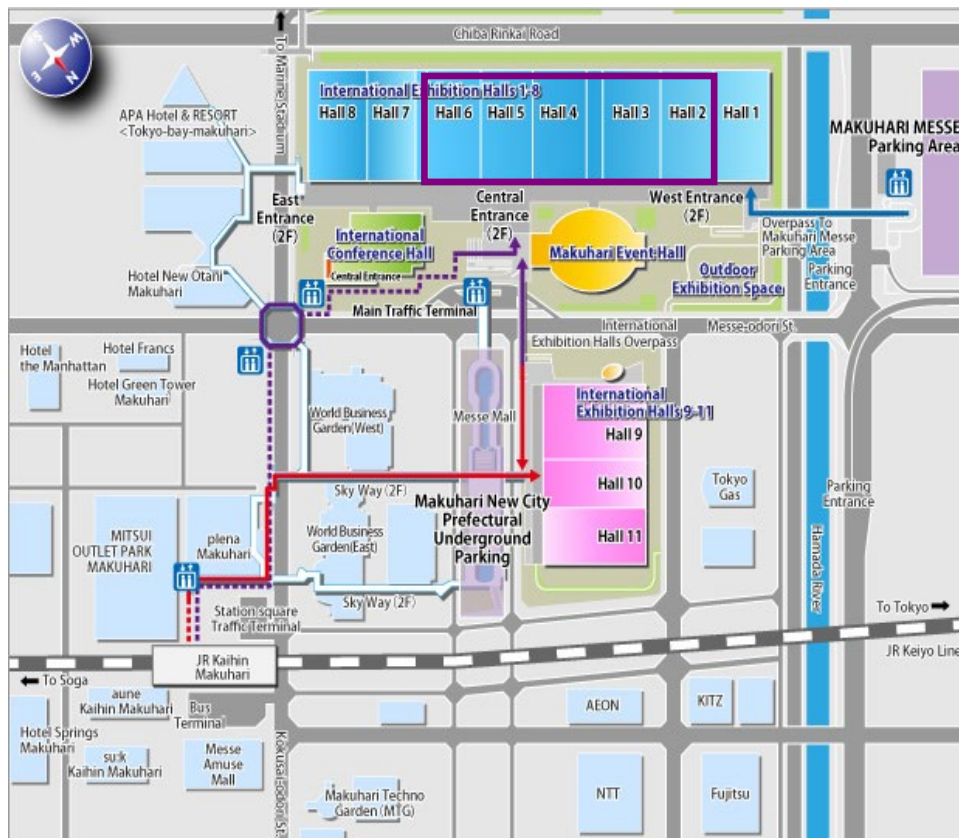
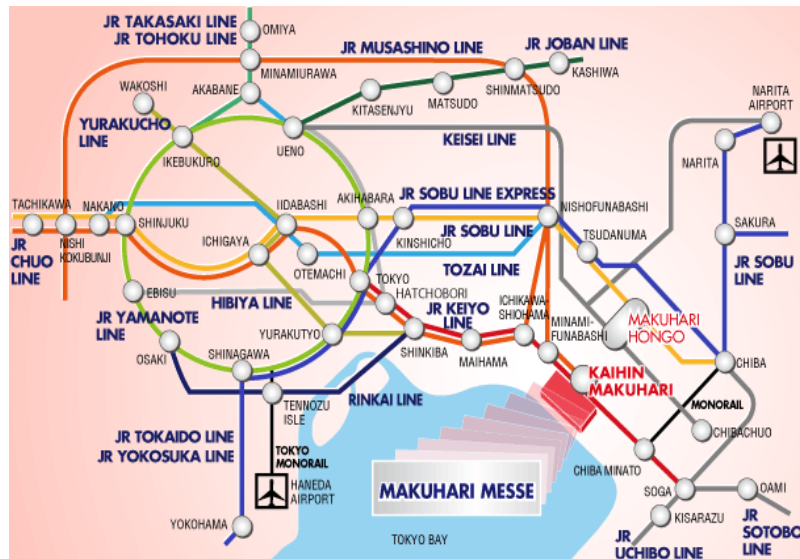
1. Exhibition, display, introduction, distribution or any other business activity of or relating to products or services that are deemed by Organizer to be inappropriate in light of the purpose of the Event or to prevent the smooth progress of the Event such as nuisances to other participants or visitors;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

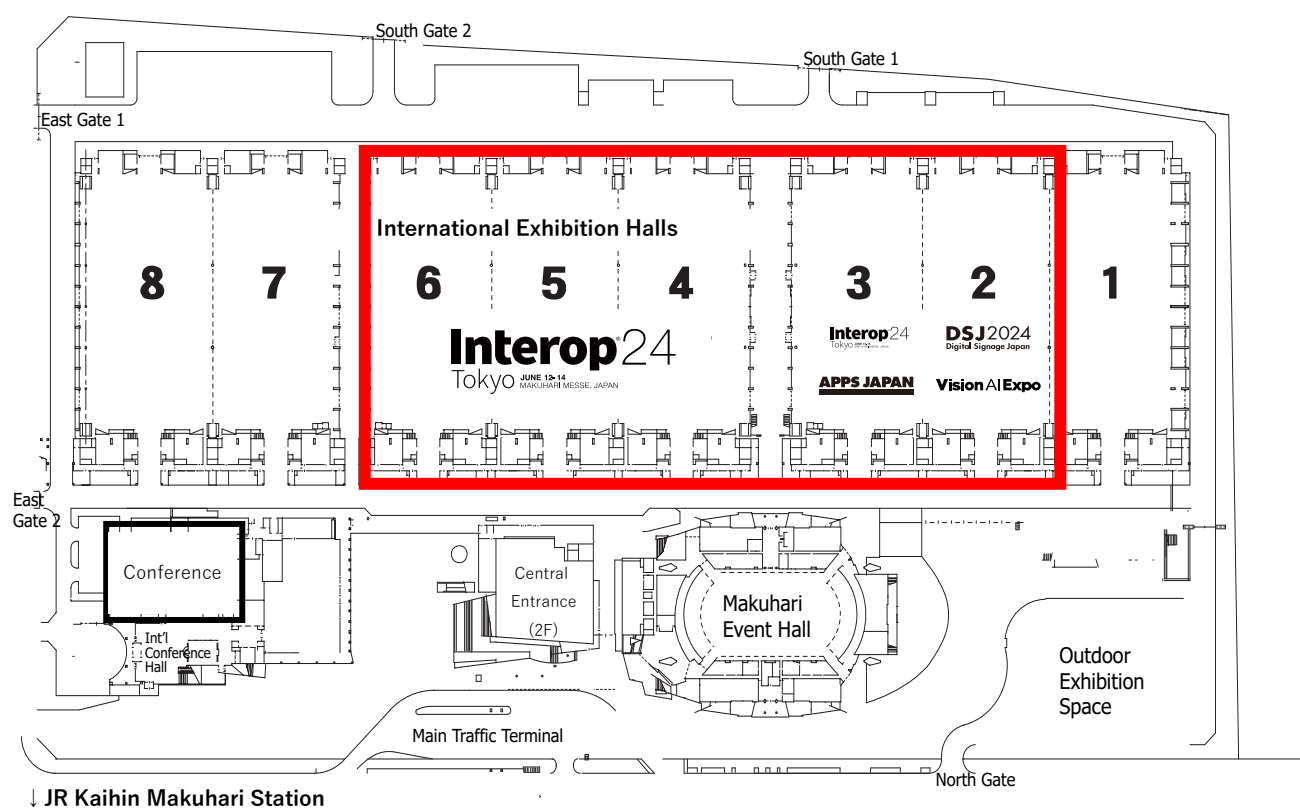
Please refer to Makuhari Messe Access Guide

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



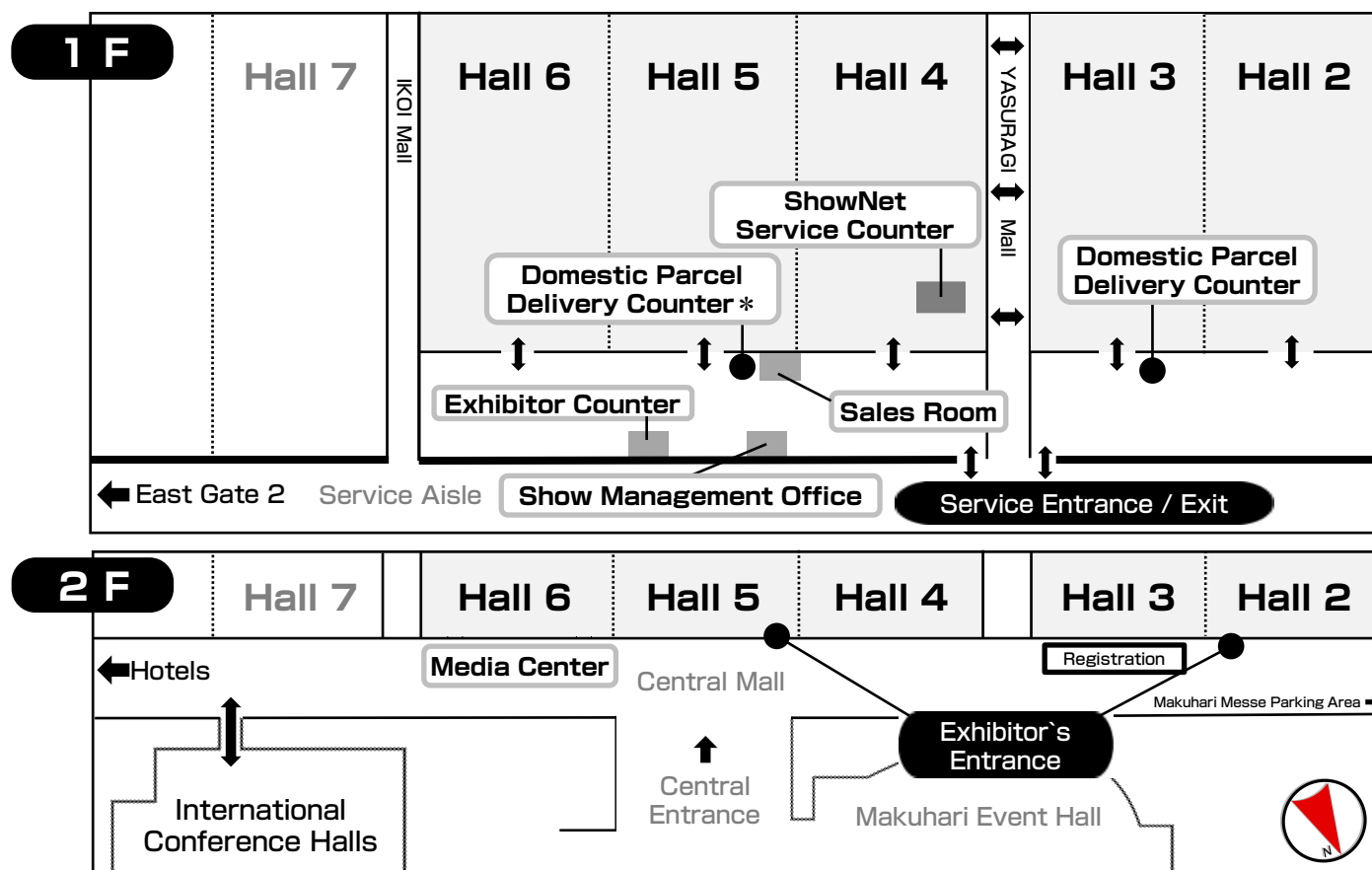
- JR Kaihin Makuhari Station (JR Keiyo Line) ⇄ 5min. walk
- JR Makuhari Hongo Station (JR Sobu Line) ⇄ 16 min. by local bus
- From New Tokyo International Airport (Narita), Approx. 30 min. by car via the Higashi Kanto Expressway. Exit at the Wangan Chiba Interchange. ⇄ 5 min. to Makuhari Messe
Access by Limousine Bus is also available.
- * Car Parking - Makuhari Messe Parking Area
Open: 8:00 a.m. - 11:00 p.m. (No entry after 9:00 p.m.) ¥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.

6. Service Offices



Show Management Office	Hall 5, North side (1F)
Sales Room	Hall 5, North side (1F)
Media Center	Central Mall (2F)
Exhibitor Service Room – INQUIRIES – (booth decoration, rental furnishings and electrical work)	Hall 5, North side (1F)
ShowNet Service Counter	Hall 4 (1F)
Domestic Parcel Delivery Service Counter *June 14(Fri.) only	Hall 3 / 5, North side (1F)
AiMeet(smartphone) Delivery Counter	AiMeet information booth (1F)
Exhibitor's Entrance during the working hours	Hall 2 / 5 (2F)
Service Entrance/Exit during the overtime working hours	Hall 3 / 4, North Side (1F)

Service Facilities

Please refer to the official site of Makuhari Messe for details.
<https://www.m-messe.co.jp/en/facility/index.html>

1. Promotion Activities

Direct mail and e-mail

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

It will include registration to the exhibition, distribution of information to the attendees by paper-based direct mail, which has a high retention rate, and by e-mail, which has a high degree of immediacy.

■ E-mail

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

Digital Signage : Approx. 50,000

APPS JAPAN : Approx. 50,000

Vision AI Expo : Approx. 30,000

■ Direct mail

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

Digital Signage : 50,000 issues

APPS JAPAN : 30,000 issues

Vision AI Expo : 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

	Early Apr.	Mid Apr.	Late Apr.	Early May	Mid May	Late May	June
Email DM from Show Management Office							
Ad network							
Email/banner ads (industry media)							
Sending of invitation tickets							
Disseminating information from official SNS accounts							
Articles announcing the event in related media							

Media tie-up

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

2. Marketing Tool

Official Website(FREE)

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

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

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

Exhibitor`s Website

<https://forest2.f2ff.jp/20240601/>

Login ID and password will be sent by email.

This site is in Japanese. Please use the translation function to check it.

— INQUIRIES —

NANO OPT Media, Inc. Marketing & Operation

TEL: +81-3-6258-0584

E-mail: exhi-info@f2ff.jp

3. AiMeet -Visitor`s lead acquisition support service

"AiMeet" is a contactless information delivery tool that replaces the exchange of business cards and distribution of paper document. In addition, visitor's information that is scanned with a smartphone can be checked in real time from the management page. Please contact us to apply for use it.

Usage Fee

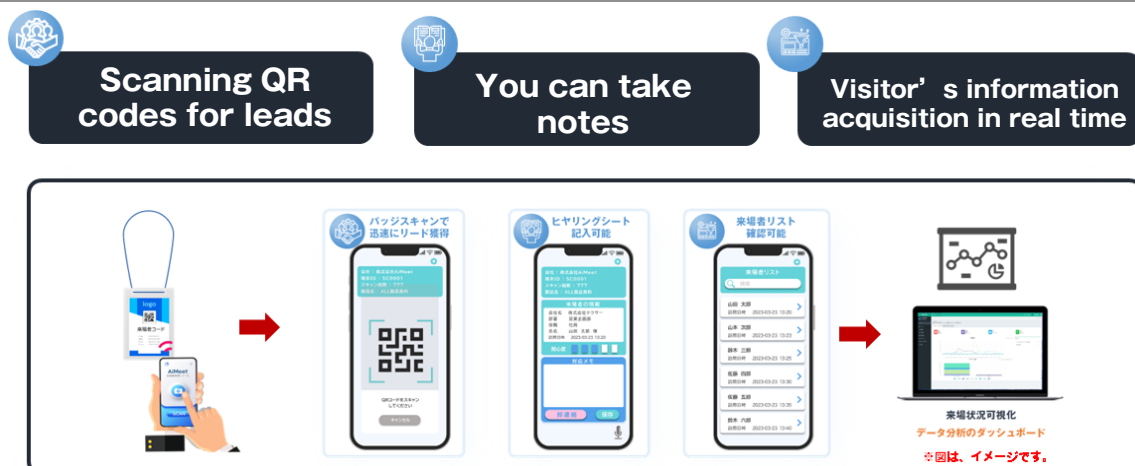
● Usage fee *incl. 10% consumption tax

System (AiManager platform) basic usage fee *1 license included	Show Management Office's cost (*partially not covered)
License addition	¥16,500 / 1 license
Smartphone rental for scanning	¥16,500 / 1 smartphone
Visitor's personal information data extraction fee	¥132 / 1 scan

- ※ System (AiManager platform) basic usage fee and License addition are not inclusive smartphone for scanning use. Please prepare your own or apply for Smartphone rental.
- ※ Recommended environment are iOS 12 or later, Safari latest version, Android 9 or later, Google Chrome latest version.1 smart phone for scanning is required per license.We do not guarantee operation with foreign-made smartphones.
- ※ The visitor's personal information data extraction fee will be charged based on the number of visitor badge QR codes scanned. Please understand this in advance.

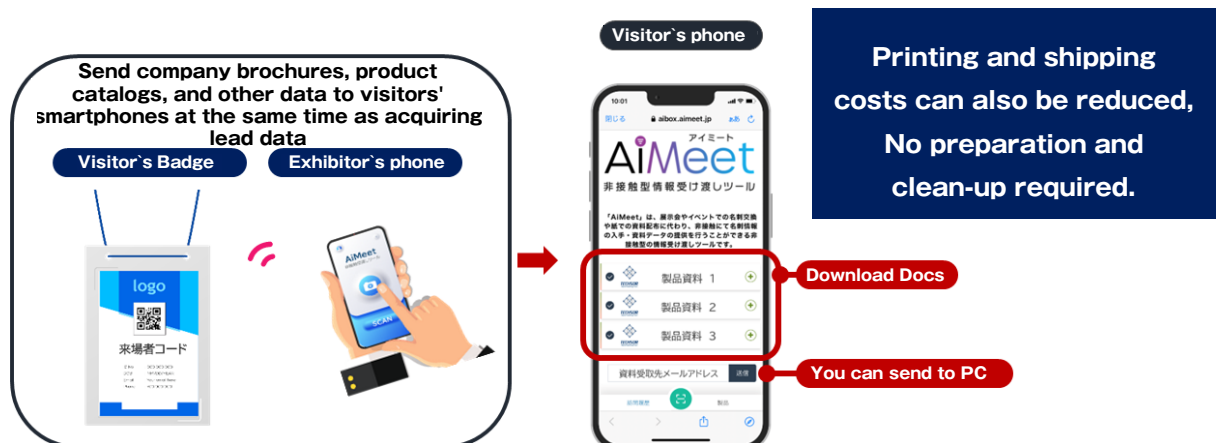
How To Use

Visitor`s information acquisition in real time with "AiMeet"



Visitor`s can download documents

Documents can be distributed to visitor`s, you can go paperless as well.



Image

Delivery of visitor leads**1) Handling of personal information provided by us to exhibitors**

We will provide exhibitors business card information of visitors that they have read in their booths. [Agreement on Obtaining of Personal Information] (please review the sample https://frm.f2ff.jp/event-jp/images/Agreement_E.pdf) after receiving your consent, we will provide it to you with security precautions. All personal information provided should be handled under the management responsibility of each exhibitor and in compliance with the Personal Information Protection Law and other applicable laws and regulations.

2) Providing visitor's data

AiManager account information will be sent to the person in charge by the AiMeet office prior to the event,

Pre-registered visitor data can be viewed and retrieved in real time on the AiManager page during the event.

3) Deliverable items

The items to be delivered are the date and time of data reading and personal information: name, name (furigana), corporation name, corporation name (furigana), department, title, address, telephone number, and e-mail address.

However, the visitor data to be delivered will be the data as registered by the visitor himself/herself, so there may be some inadequacies. The secretariat will not clean the data or translate it into other languages. Please understand this in advance. The file format for delivery is CSV.

In addition to the above personal information, we will deliver data with each visitor's action history.

- . Date and time of booth visit.
- . documents download.
- . notes you take at the time.

4) Other precautions

This service does not guarantee data integrity, We recommend exchanging business cards in conjunction with the use of this service, The following personal information data will be deleted during the scrutiny phase and will not be provided.

- . Data from visitors who have refused to provide personal information after registration.
- . Data deemed to be deleted by the show management office.
- . If a barcode not used for this event is read or if there is a reading error, In addition, if there is no visitor data associated with the badge code, etc.

※ Leads for seminars will be delivered by the end of the next week. Please understand this in advance.

– INQUIRIES –

[Application and billing]
NANO OPT Media, Inc.
E-mail: exhi-info@f2ff.jp

[Usage and functions]
AiMeet Management Office (Techsor Inc.)
E-mail: aimet-exhibition@techsor.co.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
Mon. June 10			8:00 a.m. - 8:00 p.m. Move-in												8:00 p.m. ~ Overtime Work
			Vehicles Entry 8:00 a.m. ~ 8:00 p.m.												
Tue. June 11	~8:00 a.m. Overtime Work		8:00 a.m. - 8:00 p.m. Move-in												8:00 p.m. ~ Overtime Work
			Vehicles Entry 8:00 a.m. ~ 12:00 a.m.												
Wed. June 12	~8:00 a.m. Overtime Work		8:00 a.m. ~	10:00 a.m. - 6:00 p.m. Exhibition								~ 7:00 p.m.	7:00 p.m. ~ Overtime Work		
Thu. June 13	~8:00 a.m. Overtime Work		8:00 a.m. ~	10:00 a.m. - 6:00 p.m. Exhibition								~ 7:00 p.m.	7:00 p.m. - Overtime Work		
Fri. June 14	~8:00 a.m. Overtime Work		8:00 a.m. ~	10:00 a.m. - 5:00 p.m. Exhibition								5:00 p.m. - 11:00 p.m. Tear-down/Move-out			
												5:30 p.m. ~ Tear booth decoration down			
												6:30 p.m. ~ Vehicles Entry			
		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

 Regulated Working Hours

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

※ When you cannot complete your work within the regulated working hours, please submit the application for overtime work at Show Management Office (See P.9). Overtime work may be allowed in the following hours. Overtime work charge will be ¥22,000 (incl. 10% consumption tax) per hour. When your work is completed, please report it back to the Office. Without such a report, you may be charged for overtime until 8:00 a.m., next morning.

2. Entry - Badges

Badges

To secure the security and safety of the exhibition, 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 3/4, North side (See P.9) will open.

Exhibitor badge may be issued during the regulated working hours, in exchange for business card at Exhibitor's Entrance, Hall 5, 2F.

*** Exhibitor Reception in Hall 3 during the show.**

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 10-11 Move-out: June 14 from 7:00 p.m.	Unlimited (download from Exhibitor's Website)
② Priority	Prior access to the premise during 8:00 a.m. - 2:00 p.m. June 14	1 pass per company
③ Exhibits Move-out	June 14 from 5:00 p.m.	2 passes per company

①

Interop24 Tokyo 2024	DSJ2024 Digital Signage Japan	APPS JAPAN	Vision AI Expo
搬入出車証 Move-in/Move-out Vehicles			
出展社名 Exhibitor	[Booth No.]		
作業社名 Contractor			
搬入期間 Move-in	Interop Tokyo 出展社 (自社業務)	6/8 (日) ~ 6/11 (水)	8:00 ~ 20:00
搬出期間 Move-out	デジタルサイネージ / APPS JAPAN / 東京国際 AI Expo (自社業務)	6/10 (月) ~ 6/11 (水)	8:00 ~ 20:00
	デジタルサイネージ / Vision AI Expo (自社業務)	6/11 (水)	8:00 ~ 20:00
	6/14 (金) 19:00 ~ 23:00 完全退出		

* 本会場のフロントデスクにて、この用紙を提出して発行ください (Key Card)。搬入期間中は用紙を携帯してください。

②

Interop24 Tokyo 2024	DSJ2024 Digital Signage Japan	APPS JAPAN	Vision AI Expo
優先搬出車証 Priority Vehicle Pass			
出展社名 Exhibitor	[Booth No.]		
作業社名 Contractor			
搬出期間 Move-out	6/14 (金) 17:00 ~ 23:00 完全退出		

6/14 (金) 8:00 ~ 幕張メッセ敷地内進入待機可。
※ 14:00以降は、車輛待機場 (Lブロック) 経由となります。

* 本会場の敷地内へ進入し、この用紙を提出して発行ください (Key Card)。搬入期間中は用紙を携帯してください。
* 本会場のフロントデスクにて、この用紙を提出して発行ください (Key Card)。搬入期間中は用紙を携帯してください。
* 上記の用紙は、本会場の敷地内へ進入する際に必要となります。あらかじめご了承ください。

③

Interop24 Tokyo 2024	DSJ2024 Digital Signage Japan	APPS JAPAN	Vision AI Expo
製品搬出車証 Exhibits Move-out Vehicles Pass			
出展社名 Exhibitor	[Booth No.]		
作業社名 Contractor			
搬出期間 Move-out	6/14 (金) 17:00 ~ 23:00 完全退出		

※ 優先搬出車証の後の敷地内進入開始

* 本会場の敷地内へ進入し、この用紙を提出して発行ください (Key Card)。搬入期間中は用紙を携帯してください。
* 上記の用紙は、本会場の敷地内へ進入する際に必要となります。あらかじめご了承ください。

image design

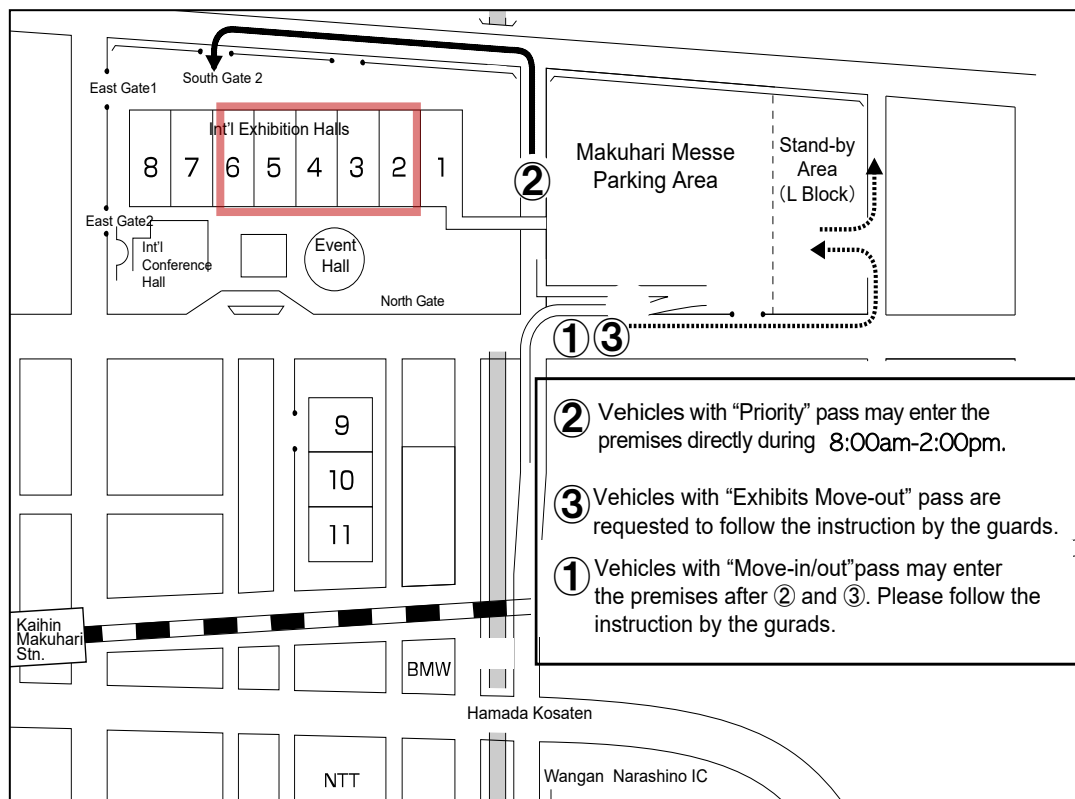
Notes

- 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.14) 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 8:00 a.m. till 8:00 p.m.

You can download just Move-in/Move-out Vehicle Pass(①) from Exhibitor's Website.
Please print it out and use it.

Other Vehicle Pass(②③) may be issued during the regulated working hours on the day of set up, 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.14) and plan to complete the work during the designated hours.

Badges

All personnel without the appropriate badge (See P.15) 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. Show Management Office will not be responsible for such deliveries or will not receive any parcels on behalf of exhibitors.

Event Name: xxxxxxxxx 2024 Hall No.& Booth No.: xxxxx

Exhibitor Name: xxxxxxxxxxxxxxxxxxx

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 Show Management Office (See P.9). Overtime work may be allowed in the following hours. Overtime work charge will be ¥22,000 (incl. 10% consumption tax) per hour. When your work is completed, please report it back to the Office. Without such a report, you may be charged for overtime until 8:00 a.m., next morning.

- All Halls : June 10,11 8:00 p.m. - 8:00 a.m. (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 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. Show Management Office 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.28).

Notification of Contractor

All exhibitors are requested to register their stand fitting contractor by [FORM No. 3 Decoration Contractor] to Expo International by May 10. 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.20) 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 Expo International for their consultation by May 10.

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 Expo International with a drawing by May 10. 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 Expo International.

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 Show Management Office in advance. Please be sure to inform Show Management Office (exhi-info@f2ff.jp) in advance.

– INQUIRIES –

Expo International Ltd.

NISHI / IWAMOTO

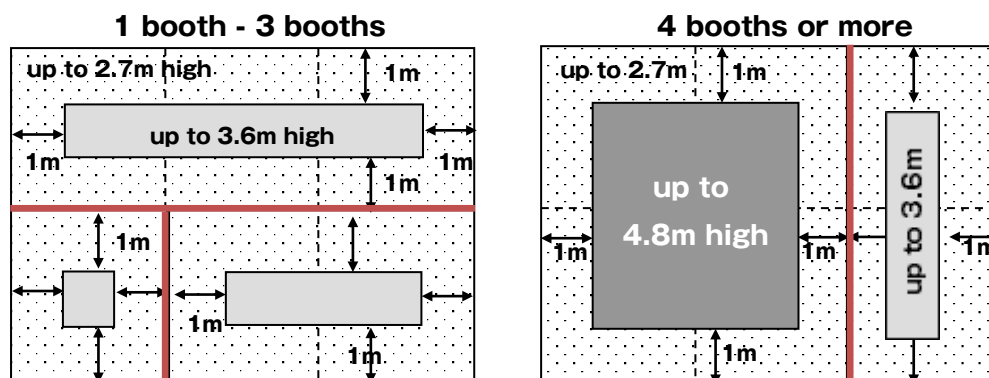
TEL: +81-3-5687-3986 E-mail: s-service@expo.co.jp

2. Height Restriction, Open Structure

Height Restriction

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

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



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

Open Structure

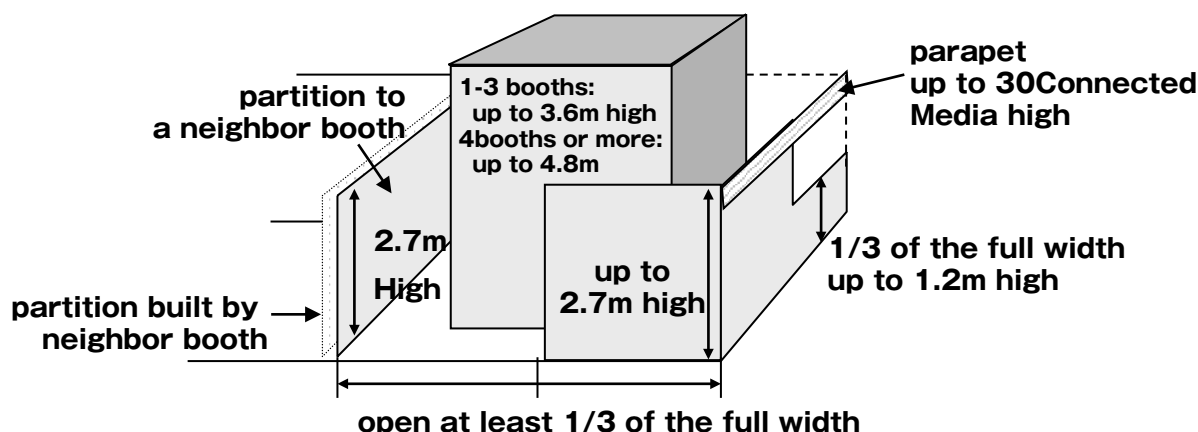
As a general rule, each booth must be an "open structure" having openings on all sides facing to aisles. When walls or display fixtures are to be situated within 1m from borderline(s), such sides of booth shall have openings at least half width of the full width. When a wall or display fixture is to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

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

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

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

Partitions to Neighboring Booth



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

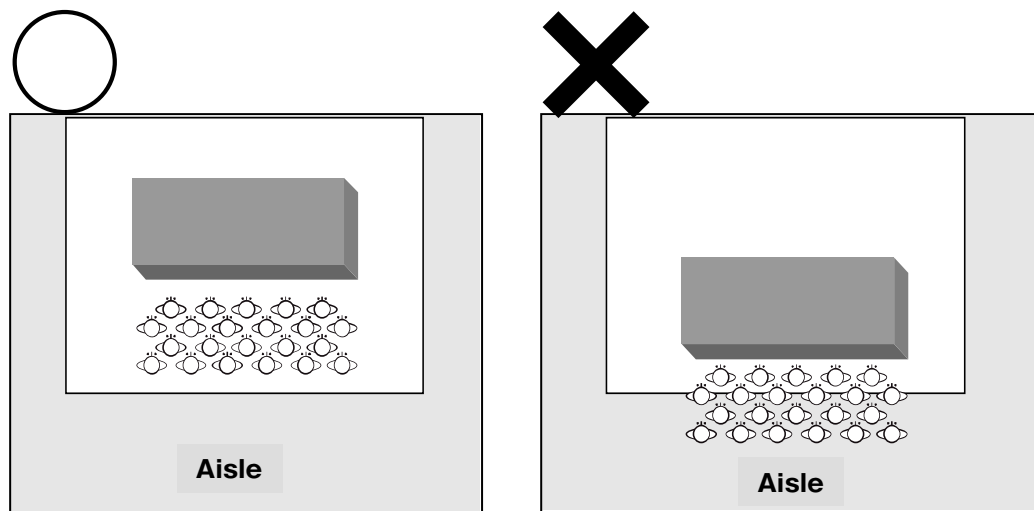
3. Demonstration at booth & Installation of Speakers

Demonstration at booth

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

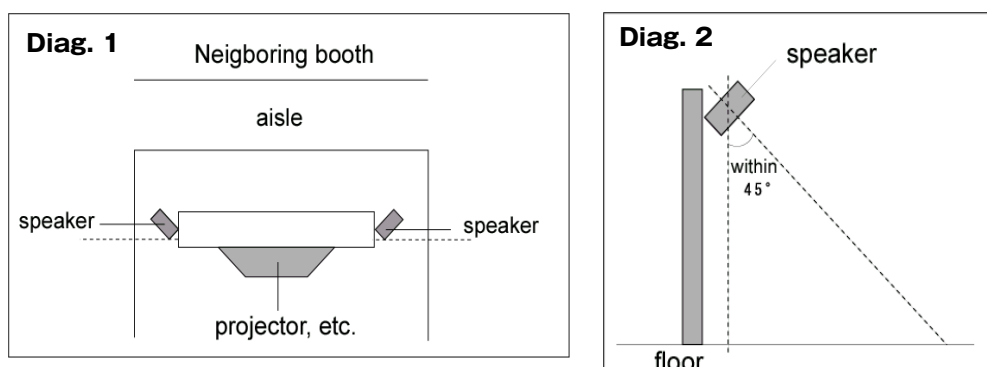
When stages are planned, please submit the booth plan to Expo International by May 10 appending to [FORM No.4 Decoration Contractor] .

When large crowds gather to your booth and interfere the flow of traffic down aisles or create excessive crowds in neighboring booths, Show Management Office 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.26).



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 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

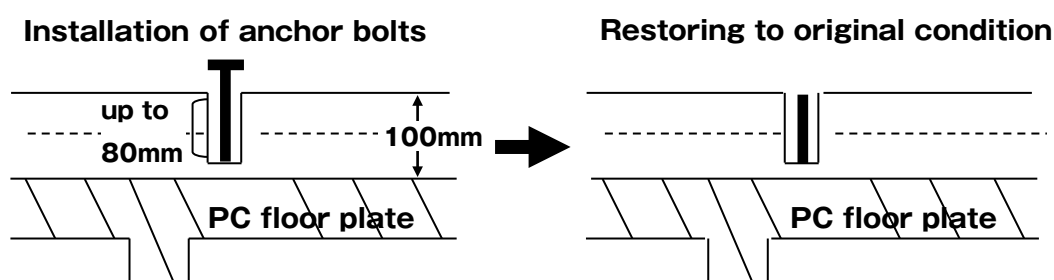
- During the booth construction and moving of the materials, please pay attention not to damage any of the hall facilities, electrical equipment, telephones, city water supplies, and/or other exhibitors' decorations/ exhibits, etc. The exhibitor who incurred the damages will be deemed responsible, and 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 Expo International . 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, 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 Expo International 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 Expo International by May 10.

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, Show Management Office 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-mtsi@m-messe.co.jp

*Others

Expo International Ltd.

NISHI / IWAMOTO

• TEL: +81-3-5687-3986 E-mail: s-service@expo.co.jp

6. Electricity Supply

For primary electrical work, Iida Electrical Works Co., Ltd. has been appointed. To order the main power supply, please submit [FORM No.5 Electricity Supply] by May 10. 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

Start : 1:00 p.m., June 11

Finish : 5:30 p.m., June 14

- 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 : ¥11,550 per KW (incl. 10% consumption tax)

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

Electricity usage: ¥4,400 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 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 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

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

1. Fire Prevention

Smoking

Smoking is only permitted in the designated smoking area.

Use of Fire, Bringing-in Hazardous Materials

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

Please see below and submit [FORM No. 6 Use of Fire / Hazardous Materials] to by May 10 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 Expo International if you are not sure that your exhibits and/ or presentation may require advance permission.

– INQUIRIES –

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

2. Precautions in the Exhibition Hall

Show Management Office 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.
- Show Management Office 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, Show Management Office request to stop it immediately.
- Publications which fulfills the below all (a)-(c) are approved for sale in the exhibition.
 - (a) Books or magazines which have distribution code, ISBN code/magazine code.
 - (b) If the books or magazines have attachment(s) of electronic media, it should be just a supplement.
 - (c) Publication/electronic media should be adult-free
- Exhibitors are to be responsible for any personnel and property damaged caused by their demonstrations.
- All demonstrations in the booth must be scheduled to finish before the end of the exhibition.

Sound Level Policy

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

Eating and Drinking in The Booth

As a rule, it is prohibited to provide food and beverages to visitors in the booth. Sealed snacks or bottled beverages do not apply to this rule. When serving foods and beverages is planned, those exhibitors need to get an approval from the City Health Center first due to the sanitation law. Please contact below office for consultation.

The Chiba-City Health Center, Food Sanitation Section

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

Use of the Wireless LAN

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

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

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

Please contact Show Management Office (netserv@f2ff.jp) if you are planning to use wireless LAN for the demonstration of your products.

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

Security for Exhibits

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 Show Management Office immediately.

Radio Communications

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

[IMPORTANT Notice]

Some radio wave frequencies are prohibited to use by Japanese Law. Also some radio wave frequencies requires appropriate license to use by Japanese government. Please make sure your wireless products are legal to use in Japan. If you violate the law, you will be punished by Japanese government.

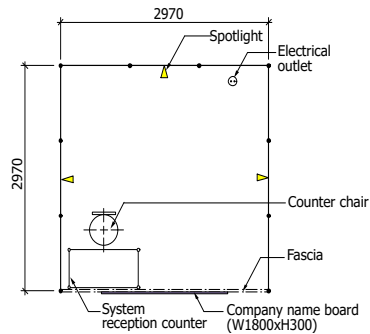
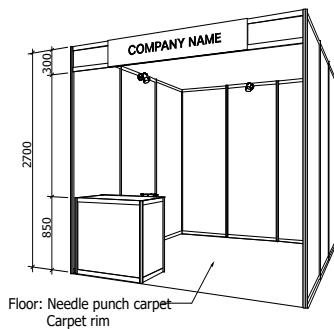
1-1. Package Booth Rental

Package booth equips the minimum facilities. To order, please submit [FORM No.1 Package Booth Rental / Options] to Expo International by April 25 Optional items is available. Please see P.28 for details.

*As we will issue an invoice in order of application, please pay by May 24.

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

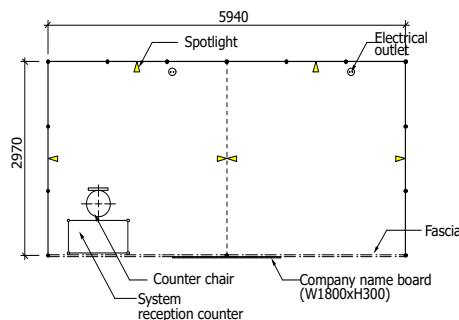
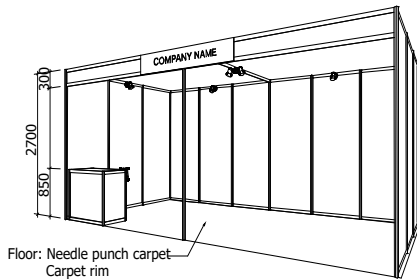
■ 1 Booth (W2970 x D2970 x H2700 mm)



Price¥ 154,000
(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(Daylight color)	3pcs
Electrical outlet (100v/0.9KW)	1pc

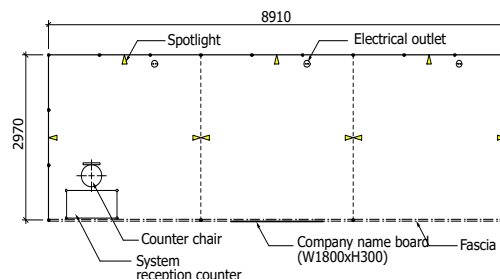
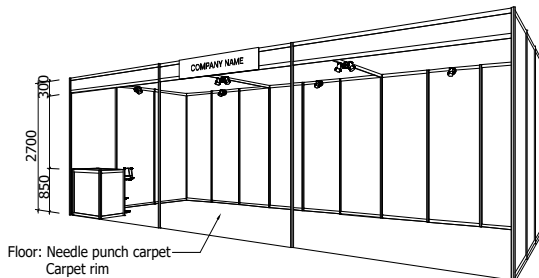
■ 2 Booths (W5940 x D2970 x H2700 mm)



Price¥ 242,000
(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(Daylight color)	6pcs
Electrical outlet (100v/0.9KW)	2pcs

■ 3 Booths (W8910 x D2970 x H2700 mm)



Price¥ 330,000
(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(Daylight color)	9pcs
Electrical outlet (100v/0.9KW)	3pcs

1-2. Package Booth Rental (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 25. As we will issue an invoice in order of application, please pay by May 24. When you request on-site additional order, we will arrange after the payment.



No.	Item	Details	Price
A-1	System reception counter	W990xD495xH850	¥15,400
A-2	System display counter	W990xD495xH850	¥12,100
A-3	System display counter	W990xD700xH850	¥15,400
A-4	System display counter	W990xD990xH850	¥18,700
A-5	Sliding door		¥5,500
A-6	Sliding door key		¥550
A-7	Tower additional graphics (side) *1	W990xH820(data size) W950xH800(apparent size)	¥11,000
B-1	Wall panel	W990xH2700	¥11,000
B-2	Color sheet for All Wall surface *1	W990xH2700	¥8,800
B-3	Color sheet for Wall *1	H300/m	¥2,200
B-4	Graphic paper for All Wall surface *1	W964xH2600(data size) W950xH2580(apparent size)	¥27,500
B-5	Color sheet for counter	1m	¥6,600
B-6	Graphic paper for counter *1	W964xH750(data size) W950xH730(apparent size)	¥9,900
B-7	Additional of company name board	W1800xH300	¥6,600
B-8	Logo company name board	W1800xH300(data size)	¥9,900
C-1	Accordion Door	*If stockroom is to be built, it will also need to be add B-1.	¥16,500
C-2	Door	*If stockroom is to be built, it will also need to be add B-1.	¥22,000
C-3	a) Flat Shelf b) Slanted Shelf	W950xD300	¥3,300
C-4	Rental monitor mount on wall		¥4,400
C-5	Carry-on monitor mount on wall		¥18,150
C-6	Velcro (6 pcs., 1 set)		¥660
C-7	Chain & Hook (2 pcs., 1 set)		¥660
D-1	Additional electrical main line construction	100V single Phase, unit : KW	¥15,950
D-2	Electrical outlet		¥3,300
D-3	Spotlight 15w LED		¥3,850

*incl. 10% consumption tax

* 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.

MIYAKE / KINO

TEL: +81-3-5687-3986

E-mail: interop@expo.co.jp

2. Original Booth Decoration

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

※image sketches



Work flow



Inquiry



Discussion



Plans

Placing
order



Fabrication



Site work

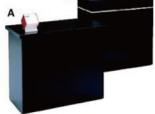
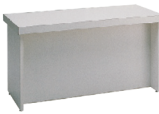
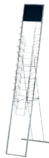
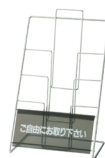
— INQUIRIES —

Expo International Ltd.

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

3. Furnishings Rental - List

To order Furnishings Rental , please submit [FORM No.9 Furnishings Rental] to AZ Scene Corporation by May 17.

1 Reception Counter  GR-601A ¥6,600 W900×D450×H750 GR-601B ¥7,700 W900×D450×H930 Color : White	2 Reception Counter  GR-633A ¥9,900 W900×D450×H750 GR-633B ¥11,000 W900×D450×H900 Color : Black	3 Unit Counter  GR-602B/W ¥13,200 W1200×D600×H930 GR-635B/W ¥14,300 W1500×D600×H930 Color : White	4 System Counter  GR-8601 ¥11,000 W600×D600×H985 Color : White	5 System Counter  GR-8602 ¥22,000 W1200×D600×H985 Color : White
6 Round Table  ¥4,400 DT-330/S φ600×H650 DT-330/M φ750×H650 Color : Top Board White	7 Conference Table  ¥3,850 DT-332 W1800×D600×H700 DT-335 W1500×D600×H700 DT-334 W1200×D600×H700 Color : Top Board White	8 Square Table  ¥2,200 DT-328W/S W450×D450×H650 DT-328W/L W750×D450×H650 Color : Top Board White	9 High Table  DT-281 ¥7,700 φ600×H1000 Color : Top Board A Black B Chrome Plating C Silver	10 Pipe Chair  BC-107BR ¥660 W420×D460×H700×SH400 Color : Brown
11 Stand Chair  BC-38W ¥3,850 W440×D440×SH450 A 450 B 500 C 600 D 750 H170 Color : White	12 Cafe Chair  BC-49W ¥3,300 W500×D530×SH420×H770 Color : White	13 Tealess Set  AS-38 ¥19,800 Color : White	14 Reception Set  AS-29A ¥11,000 Color : White	15 High Counter Set  TS-960 ¥17,600 Color : Black
16 Catalog Stand  ES-446A ¥6,050 W250×D550×H1700 ES-446B ¥5,500 W250×D390×H1243	17 Desktop Catalog Stand  ES-469A ¥1,650 W230×D150×H370	18 Name Card Box  JQ-832D ¥1,650	19 White Cloth  ¥1,320 1,000mm×2,000 Color : White	20 Panel Stand  ES-439A ¥2,750 W300×D300×H900~1400 Board Face : 150×150
21 Steel Cabinet  CQ-230S ¥7,150 W900×D300×H1800 CQ-230L ¥7,150 W900×D450×H1800 Color : Gray	22 Multi-purpose Box  CQ-243 ¥8,250 W600×D450×H750 Color : White	23 Pole Partition  EP-423W ¥1,650 Pole Partition φ360×H960 (1 object) 425E ¥330 Chain for pole (1m) Color : White	24 Coffee Maker Set (For 100 persons)  HE-770 ¥23,100 W190×D350×H400 Power Consumption : 100V・950W	25 Refrigerator  HE-765/L (170L) ¥22,000 W525~545×D580~630×H1360~1445 HE-765/M (100L) ¥16,500 W415~475×D500~560×H1000~1200 HE-765/S (70L) ¥14,300 W405~440×D430~520×H790~840
26 Fire Extinguisher  JQ-840L ¥4,400	27 Dust Box  JQ-856G ¥2,750 W420×D275×H630 Color : Gray  JQ-860BK ¥715 φ240×H280 Color : Black	28 Trees  Big ¥3,850 Medium ¥2,750 Small ¥1,650	*incl. 10% consumption tax	

— 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 17.

	Item	NO	Item
1	Blu-ray disc / DVD recorder Panasonic DMR-MC500 ¥22,000 	5	55"LCD Monitor (4K 3840x2160) SONY FW-55BZ30J1 ¥88,000 
2	21.5 "PC Monitor(1920x1080) LCD-DF221ED8-F ¥33,000 	6	65"LCD Monitor (4K 3840x2160) SONY FW-65BZ35F ¥121,000 
3	32"LCD Friitor (1920x1080) Panasonic TH-32EF1J ¥55,000 	7	Audio Equipment(Small) (Microphone*1 Amplifire*1 SP*2) BOSE101 ¥44,000 
4	40"LCD Friitor (1920x1080) NEC LCD-V404 ¥66,000 	8	Monitor Stand ¥22,000 

*incl. 10% consumption tax

- 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 " <https://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 17.

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

No.	Presentation Plan	Price	OS	MS Office2021 is installed computers which includes Word, Excel and Power Point. (ACCESS is not included) The installed version of MS Office is 2021. If you require the following version of MS Office(2016, 2019), please contact us.
1	DELL Latitude 3520 (English)	¥17,930	Windows10-Pro 64bit	
2	DELL OptiPlex 3070SFF (English) ※1	¥19,030	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	DELL Latitude 3520 (English)	¥16,500	Windows10-Pro 64bit	
4	DELL OptiPlex 3070SFF (English) ※1	¥17,600	Windows10-Pro 64bit	

No.	All in One Plan	Price	OS	Microsoft Office 2021 Standard Edition, Antivirus software and the latest version of the Windows update software are installed. If you require the following version of MS Office(2016, 2019), please contact us.
5	DELL Latitude 3520 (English)	¥22,880	Windows10-Pro 64bit	
6	DELL OptiPlex 3070SFF (English) ※1	¥23,980	Windows10-Pro 64bit	

※1 Display is not included. Wi-Fi connection is not installed.

Laptop PC

No.	Items	Price	RAM	CPU	raphic/VRAM/output-termin	Drive	OS
7	ASUS TUF Gaming F15 FX506LU (Japanese) (1920×1080)	¥20,350	16GB	Corei7-10870H 2.2G	NVIDIA Geforce GTX 1660 Ti HDMI	No DVD Drive	Win10-Pro 64bit or Win11-Pro 64bit
8	mouse MB-K670X-KSCT (Japanese) (1920×1080)	¥17,050	16GB	Corei7-6700HQ 2.6G	NVIDIA Geforce GTX950M VGA・HDMI	DVDSuperMulti	Win10-Pro 64bit
9	dynabook BJ65 A6BJFSF8PD11 (Japanese) (1920×1080)	¥12,650	8GB	Corei5-10210U 1.6G	Intel UHD Graphics HDMI	DVDSuperMulti	Win10-Pro 64bit or Win11-Pro 64bit
10	Apple MacBook Pro MK1A3J/A M1 Max (3456×2234)	¥27,610	32GB	M1 Max	Thunderbolt 4(USB-TypeC)×3・HDMI	No DVD Drive	MAC OS 14
11	Security cable (slot size : 3×7mm)	¥4,950					

The theft of laptop PCs has been on the increase at the exhibition.

We recommend you use security cables or keep PCs in a cabinet which can be locked every day after the exhibition.

Desktop PC

No.	Items	Price	RAM	CPU	raphic/VRAM/output-termin	Drive	OS
12	DELL OptiPlex 3050SFF (English) ※2	¥14,300	16GB	Corei7-7700 3.6G	Intel HD HDMI・VGA・DisplayPort	DVDSuperMulti	Win10-Pro 64bit
13	DELL OptiPlex 3070SFF (English) ※1	¥13,200	8GB	Corei5-9500 3.0G	Intel HD VGA・HDMI・DisplayPort	DVDSuperMulti	Win10-Pro 64bit or Win11-Pro 64bit

※2 Display is not included. Wi-Fi connection is not installed.

Software Rental

No.	Items	Price	Reference
14	MS Office2016/2019 or 2021 Professional Plus	¥5,720	Japanese / English(Windows only) An extra installation fee will be charged.
15	MS Office2016/2019 or 2021 Standard	¥4,180	Japanese / English(Windows only) An extra installation fee will be charged.
16	ESET Endpoint Antivirus	¥550	Japanese / English(Windows only) An extra installation fee will be charged.
17	Windows Update	¥2,200	Important update only
18	Mac OS Update	¥2,200	Important update only
19	Software installation fee per unit	¥2,200	
20	Installation fee for store sale and free application software	¥2,200~	
21	Data erasure software Installed version NextErase ※	¥550	

※3 Data erasure process will take approximately 2hours.

5. Computer Equipment Rental – Item List

LCD Monitor

No.	Items	Price	Reference
22	27" TFT widescreen LCD display I-O DATA LCD-MQ271XDB-A others	¥11,220	FHD 27"(2560×1440), HDMI・DisplayPort others
23	24" TFT widescreen LCD display iiyama ProLite E2483HS-B1 others	¥9,680	FHD 24"(1920×1080), VGA・HDMI others
24	21.5" TFT widescreen LCD display iiyama ProLite E2282HS-GB1 others	¥9,130	FHD 21.5"(1920×1080), VGA・DVI others
25	Wall mount bracket (For 15"~27", VESA standard) ※4	¥8,580	Monitor perestal removal fee is 2,000yen,

※4 A separate shipping fee will be charged if you rent the monitor wall mounts.

Touch screen

No.	Items	Price	Reference
26	Eizo Multitouch 23" FlexScan T2381W_B	¥16,060	FHD 23.0"(1920×1080), Windows8・7 support

iPad/iPhone

No.	Items	Price	Reference
27	Apple 12.9-inch iPad Pro MTE2J/A Wifi 64GB Space Gray	¥13,750	Wifi model [IEEE802.11a/b/g/n/ac]
28	Apple iPad 2021 Autumn MK2L3J/A Wifi 64GB Silver	¥8,800	Wifi model [IEEE802.11a/b/g/n/ac]
29	Apple iPhone12 64GB White SIM free version ※5	¥16,170	Wifi & SIM free model [IEEE802.11a/b/g/n/ac]
30	Apple iPhoneXR 64GB White SIM free version ※5	¥12,210	Wifi & SIM free model [IEEE802.11a/b/g/n/ac]

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

Printer

No.	Items	Price	Reference
31	(Inkjet) CANON TR153 (USB/Wi-Fi)	¥10,890	A4 ※ink included
32	(Inkjet) CANON PIXUS TS6030 (USB/NIC)	¥12,980	A4 ※ink included
33	(Black&White Laser) Canon Satera LBP321 (USB/NIC)	¥34,870	A4 ※toners included

Network equipment

No.	Items	Price	Reference
34	(HUB) BUFFALO LSW6-GT-8NS	¥4,510	10/100/1000M 8 port Switching HUB
35	(HUB) BUFFALO LSW5-GT-16NSR	¥5,940	10/100/1000M 16 port Switching HUB
36	(Router) YAMAHA NVR510	¥8,910	ADSL/FTTH/CATV broadband router

Useware

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

* incl. 10% consumption tax

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 supply level) 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.
ANAZAWA / NOZAWA
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 Guide" section (appendix) for details.

Event	Deadline Application by May 10 5:00 p.m.	Application after May 10 5:00 p.m.
Interop Tokyo 2024	Free of Charge	Free of Charge
Digital Signage Japan 2024	¥55,000	¥82,500
APPS JAPAN 2024		
Vision AI Expo 2024		

* 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 Office cannot guarantee the stable wireless connection during the exhibition.

When other special line is needed at your booth, please contact below directly for arrangement details. Earlier contact is recommended.

– INQUIRIES – <u>Makuhari Messe Inc.</u> Information Machinery Section OTSUKA / SASAKI TEL: +81-43-296-0493 FAX: +81-43-296-0492 Email: messe-kaisen@bz01.plala.or.jp
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Radio Wave Supply

Radio Wave Supply for connections with TV antenna is available. Please contact Makuhari Messe for costs and further details.

– INQUIRIES – <u>Makuhari Messe Inc.</u> Information Machinery Section UCHIDA / SHISHIKURA TEL: +81-43-296-0536 FAX: +81-43-296-0012 E-mail: makuhari-m@tfvc.jp

No.	Form Title	Deadline	Submit to	Ref.
Please register at the Exhibitor's Website.				
Exhibitor's Website	Listing in the Official Website	12-Apr	NANO OPT Media, Inc	P.11
Exhibitor's Website	ShowNet (Internet Connection)	10-May	NANO OPT Media, Inc	ShowNet Guide
Exhibitor's Website	Best of Show Award	24-May	NANO OPT Media, Inc	P.11
Please apply to each company by e-mail or fax using the form attached to the manual.				
1	Package Booth Rental/Options	25-Apr	Expo International Ltd.	P.28-30
2	Accommodation	9-May	Kinki Nippon Tourist Co., Ltd.	-
3	Decoration Contractor	10-May	Expo International Ltd.	P.19
4	Anchor Bolts Installation	10-May	Expo International Ltd.	P.23
5	Electricity Supply	10-May	Iida Electrical Works, Co., Ltd.	P.24
6	Use of Fire/Hazardous Materials	10-May	Expo International Ltd.	P.25
7	Storage Rental	17-May	NANO OPT Media, Inc	-
8	AiMeet -Visitor's lead acquisition support service	17-May	NANO OPT Media, Inc	P.12-13
9	Furnishings Rental	17-May	AZ Scene Corp.	P.31
10	AV Equipment Rental	17-May	Kowa Co., Ltd.	P.32
11	Computer Equipment Rental	17-May	Kissei Comtec, Co., Ltd.	P.33-34
12	Booth Cleaning	24-May	In Support Co., Ltd.	-
13	LED Vision Package Rental	17-May	LED TOKYO	P.36

Requisite form to all exhibitors

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

Exhibitor's Website

<https://forest2.f2ff.jp/20240601/>

Login ID and password will be sent by email.

This site is in Japanese. Please use the translation function to check it.

Form
No. 1

Package Booth Rental / Options

Option
Ref. P. 28-30

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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 24th, 2024.
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	Basic company name board(text only) Font : Gothic Please indicate below. one-byte EXPO double-byte E X P O *If you would like to show your company' s logo on the fascia plate, please pick option B-8. Please ensure that the size of logo data is 1800mm in width and 300mm in height, and send us a "Ready-to-Print" data in either EPS or AI format. *If you would like to add 1 more fascia plate, you can separately choose option B-7.
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. MIYAKE / KINO

E-mail: interop@expo.co.jp

FAX : +81-3-5687-5437

Tel: +81-3-5687-3986

Deadline
Apr 25

Form

No. 2

Accommodation

Option

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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)	¥25,000
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/interop24/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 9, 2024.

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

Submit to

Kinki Nippon Tourist Co., Ltd. INTEROP2024 Desk
Business hours: Mon-Fri 10:00 a.m. - 5:00 p.m. *Except on Saturdays, Sundays and national holidays.
E-mail: ec-desk18@or.knt.co.jp FAX:81-3-6891-9406

Deadline
May 9

Form
No. 3

Decoration Contractor

Requisite
Ref. P. 19

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

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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: _____, 2024 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 10th. (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

Expo International Ltd. NISHI / IWAMOTO

E-mail: s-service@expo.co.jp

FAX : +81-3-5687-5437

Tel: +81-3-5687-3986

Deadline

May 10

Form
No. 4

Anchor Bolts Installation

Option
Ref. P. 23

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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

Expo International Ltd. NISHI / IWAMOTO

E-mail: s-service@expo.co.jp

FAX : +81-3-5687-5437

Tel: +81-3-5687-3986

Deadline

May 10

Form
No. 5

Electricity Supply

Requisite
Ref. P. 24

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

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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.

MATSUSHITA Kosuke E-mail: interop24@iida.co.jp

FAX : +81-3-3521-3699

TEL: +81-3-3521-3522

Deadline
May 10

Form
No. 6

Use of Fire / Hazardous Materials

Option
Ref. P. 25

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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

Expo International Ltd. NISHI / IWAMOTO

E-mail: s-service@expo.co.jp

FAX : +81-3-5687-5437

Tel: +81-3-5687-3986

Deadline
May 10

Form
No. 7

Storage Rental

Option

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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.

Standard: 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: 13:00, June 10 - 6:00 p.m., June 14

Price: ¥110,000 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.
 - For applications (including additions) made during the move-in and exhibition period, the above price plus 11,000 yen for the move-in date and 33,000 yen for the exhibition date will be charged. Please note that due to the limited number of installations, we may not be able to accept your request.

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.jp

Deadline

May 17

Form
No. 8

AiMeet -Visitor's lead acquisition support service

Requisite
Ref. P. 12

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

Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Dept./Post		TEL	
Email			
Contact TEL on the day			
Billing Address (if different from the exhibitor)			
Company Name		Contact ☐ Mr. ☐ Ms.	
Dept./Post		TEL	
Email			

[Required field] Use of services	☐ Use. *System (AiManager platform) basic usage fee Includes 1 license. A visitor data extraction fee of 132 yen (incl. 10% consumption tax) per scan will be charged separately. ☐ Do not use.		
	Option Items		
Additional licenses	× 16,500 yen (incl. 10% consumption tax) *One scanning terminal is required for each license.		
Total licenses	license		
Smartphone terminal rental	× 16,500 yen (incl. 10% consumption tax) *Scan terminal (smartphone) is not included in basic system usage fee and additional license. Please bring your own or request a rental. In addition, one terminal is required for each license.(Recommended environment: iOS 12 or later, Safari latest version / Android 9 or later, Google Chrome latest version)		
Total amount	yen (incl. 10% consumption tax)		

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

With regard to the receipt of personal information regarding visitors (hereinafter, "Information") to Interop Tokyo 2024 and the co-located events (hereinafter, "Event") through the intermediation of NANO OPT Media, Inc. (hereinafter, "NOM"), we, the undersigned, hereby acknowledge and agree as follows:

- We acknowledge that an output of the barcode reader to be provided us by NOM will contain such visitors' personal information as defined in Section 2, Subsection 1 of the Act on the Protection of Personal Information (Law No. 57: 2003). We will comply with the Act on the Protection of Personal Information and other applicable laws and regulations in dealing with the Information.
- We will not use the Information for any purposes other than the purpose of our promotional activities such as sending direct mail (hereinafter, "Purpose"), and we will manage the Information in accordance with our privacy policy. We will not disclose, distribute or sell the Information to any third party except for limited disclosure of the Information. We will cause our officers, employees or third parties who receive the Information from us to keep the Information in confidence, and we shall be liable for the use or disclosure of the Information by, or any other act or omission of, such officers, employees or third parties.
- When sending direct mail or other information to visitors to the Event for the first time by utilizing the Information received through NOM, we will specify the name of the Event, the name and contact details of our company, and how to request for a change or deletion of his/her personal information. Further, if requested to change or delete personal information by any person, we will promptly change or delete the relevant personal information in accordance with the request.
- In the event that any claim or dispute arises in connection with the use or disclosure of the Information or any other breach of this letter by us or any third party who receives the Information from us, we agree to indemnify, defend and hold NOM harmless from and against any liabilities, losses, damages, costs and expenses relating to such claim or dispute, and to resolve such claim or dispute at our cost and expense.
- If we provides data to the co-exhibitor/co-sponsor whose company name is listed as a recipient on the official website of this event, we will obtain consent to the above. We will take full responsibility for any problems caused by providing data to the company, and we will not cause any trouble or damage to NOM.
- We shall assume all responsibility for any problems arising from the fact that we designates a third party other than us as the data delivery destination, and shall not cause any trouble or damage to NOM.

Date: _____, 2024

Signature: _____

Submit to

NANO OPT Media, Inc.

E-mail: exhi-info@f2ff.jpDeadline
May 17

Form
No. 9

Furnishings Rental

Option
Ref. P. 31

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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
		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 17

Form
No. 10

AV Equipment Rental

Option
Ref. P. 32

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

NO	Item	Qty	Amount	NO	Item	Qty	Amount
1	Blu-ray disc / DVD recorder Panasonic DMR-MC500 ¥22,000 			5	55"LCD Monitor(4K 3840x2160) SONY FW-55BZ30J1 ¥88,000 		
2	21.5"LCD Monitor(1920x1080) LCD-DF221ED8-F ¥33,000 			6	65"LCD Monitor(4K 3840x2160) SONY FW-65BZ35F ¥121,000 		
3	32"LCD Monitor(1920x1080) Panasonic TH-32EF1J ¥55,000 			7	Audio Equipment(Small) (Microphone*1 Amplifier*1 SP*2) BOSE101 ¥44,000 		
4	40"LCD Monitor (1920x1080) NEC LCD-V404 ¥66,000 			8	Monitor Stand ¥22,000 		

*incl. 10% consumption tax

Total Amount	¥
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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 " <https://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 17

Form
No. 11

Computer Equipment Rental

Option
Ref. P. 33-34

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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 10:00 a.m. - 12:00 p.m., June 11
☐ On-site, another date/time. Date: _____ Time: _____
☐ Different place, before the exhibition

Delivery to: _____

Pick-up: ☐ On-site, between 5:00 p.m. - 7:00 p.m., June 14
☐ 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 Friday, May 31)

●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 17

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 ☐ Vision AI Expo		
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,Collection of household waste(individual packaging materials, lunch boxes, etc.)
Service Period	June 11, after move-in - June 13 (3 times)
Please note	• The cleaning is charged based on the number of booth unit irrespective of the space of cleaning area. • Waste may be charged separately for large quantities.Collection of leftover materials is not included.

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 24

Form
No. 13

LED Vision Package Rental

Option
Ref. P. 36

Exhibiting Event	☐ Interop Tokyo ☐ Digital Signage Japan ☐ APPS JAPAN ☐ Vision AI Expo		
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			

■ If art, interior decorating, or other vendors will be involved in the booth construction, please indicate below.

■ Decoration Contractor			
Company Name			
Title/Dept.		TEL	
Person in charge		E-mail	

■ Please selecte your preference at this time. After receiving your application form, we will contact you by phone for confirmation.

■ LED Vision			
Plan	☐ 130inch ☐ 160inch ☐ 200inch ☐ Negotiable		
Screen Size	mm × mm (W×H : min. unit 500mm)		
Installation Method	☐ Independence ☐ Sling ☐ Open fit ☐ Other ()		
Video Output	☐ PC Wired connection ☐ Media Player Playback ☐ Other ()		

■ Note

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Submit to

LED TOKYO Co., Ltd.
E-mail: saise@led-tokyo.co.jp
TEL: +81-3-6804-5393Deadline
May 17

Interop[®]24
Tokyo JUNE 12-14
MAKUHARI MESSE, JAPAN

DSJ2024
Digital Signage Japan

APPS JAPAN

Vision AI Expo