

Exhibitor Services Manual

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

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

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When you contact to the offices below, please specify the exhibition name and your booth number.
Someone with ill intent, not shown above, may call you pretending an official partner company.

Show Management Office c/o NANO OPT Media, Inc.		
3F, Uni-works SHINJUKU GYOEN, 1-12-5 Shinjuku, Shinjuku-ku, Tokyo, 140-0022, 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

AiMeet (Visitor's lead acquisition support service)	[Application and billing] NANO OPT Media, Inc.	E-mail: exhi-info@f2ff.jp
	[Usage and functions] AiMeet Management Office (Techsor Inc.)	E-mail: aimeet-exhibition@techsor.co.jp
Booth	Expo International Ltd.	TEL: +81-3-5687-3986 E-mail: interop@expo.co.jp
Furnishings Rental	AZ Scene Corporation IWASE Shoichi	TEL: +81-3-5368-1961 FAX: +81-3-5368-1968 E-mail: s-iwase@azscene.co.jp
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
AV Equipment Rental	Kowa Co., Ltd. KUWAOKA Makoto	TEL: +81-3-3522-1040 FAX: +81-3-3522-2290 E-mail: interop@kowanet.co.jp
Freight	KSA INTERNATIONAL INC. ADACHI Masahiro	*Event & Exhibition Logistics Dept. TEL: +81-3-3505-867 FAX: +81-3-3505-9710 E-mail: mice-logistics@ksa.co.jp
Accommodation	Kinki Nippon Tourist Co., Ltd. INTEROP2024 Desk	*Business hours: Mon-Fri 10:00am - 5:00pm 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.) 10:00am - 6:00pm / Keynote 9:30am-
June 13 (Thu.) 10:00am - 6:00pm / Keynote 9:30am-
June 14 (Fri.) 10:00am - 5:00pm / Keynote 9:30am-
*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)

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 2012)

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

1. 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 Inc 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. (<https://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.

– INQUIRIES –

NANO OPT Media, Inc.

E-mail: nom-info@f2ff.jp

3. Prohibited Acts

Exhibitors shall not do any of the following acts without prior written consent of the Organizer:

(in case of participation in the Event by making, giving or holding a presentation or seminar, the term “exhibitor,” “exhibition” or “exhibition space” being hereinafter replaced with “presenter,” “presentation” or “presentation space”)

1. Exhibition, display, introduction, distribution or any other business activity of or relating to products or services that are deemed by Organizer to be inappropriate in light of the purpose of the Event or to prevent the smooth progress of the Event such as nuisances to other participants or visitors;
2. Other than the item (1) above, any nuisances to the Organizer, other participants or visitors;
3. Violation of law, act against public policy, infringement on intellectual property right, portrait right, right to privacy, reputation or any other right or interest of the Organizer or a third party (including other participants or visitors; the same applies hereinafter), torts, criminal offense or any other act related thereto;
4. Transfer or resale of the right to use all or part of the exhibition space or sublease of all or part of exhibition space;
5. Reverse engineering, decompiling, disassembling, duplication, alteration, adaptation, addition, processing or change of computer systems, computer networks, software, equipment, device or facilities or technical information related thereto that is/are required to hold or operate the Event (collectively, hereinafter referred to as the “System”);
6. Access to the System for the following purposes:
*For benchmark of the System including measurement of availability, capability or functionality of the System;
*For competing purpose including development of a product or service to compete with the Event or the System; or
*For duplication of feature, function or graphics of the Event or the System;
7. Act that places excessive burden on the System;
8. Act to obstruct or likely obstruct management or operation of the Event or the System;
9. Unauthorized access, compromise, hacking or cracking to the System or any attempt thereof;
10. Act to interfere with or snarl accuracy, integrity, safety, utility or legality of the Event, the System or data of or relating to a third party contained in the System;
11. Use of other participant’ s ID or password, or participation in the Event or use of the exhibition space by impersonating a third party or by using anyone else’ s name or a fictitious name;
12. Promotion, advertising, soliciting or business activity at the Event or through the System without prior permission of the Organizer;
13. Collection of information on other participant (including registered items and personal information);
14. Act that brings, gives or causes detriment, damages, loss or unpleasantness to the Organizer or a third party;
15. Storing, sending, transmitting or making available for transmission the information that falls or the Organizer deems to fall into any of the following categories:
*Information containing excessively violent or cruel expression
*Information containing computer virus, computer worm, Trojan horse, time bomb, spyware or any other detrimental computer program;
*Information containing expression that defames, or damages the credit of, the Organizer or a third party;
*Information containing excessively obscene expression;
*Information containing expression promoting discrimination;
*Information containing expression promoting suicide or self-injury;
*Information containing expression promoting inappropriate use of drug;
*Information containing expression that gives unpleasantness to others;
*Information for the purpose of the first encounter with a person of the opposite sex;
*Information requesting to spread some information to a third party such as chain mail; and
*Information containing antisocial expression;
16. Giving benefits to antisocial forces such as organized crime group, or any other act that promotes activities of antisocial forces or that is suspected to contribute to the operation of antisocial forces;
17. Act that conflicts or may conflict with the rules regarding the Event or use of the System;
18. Act that, directly or indirectly, causes or facilitates any act set forth in the items 1. through 17. above; and
19. Any other act that is deemed by the Organizer to be inappropriate.

If the Organizer judges that an exhibitor is likely engaging in any act set forth above, the Organizer may check the usage conditions,

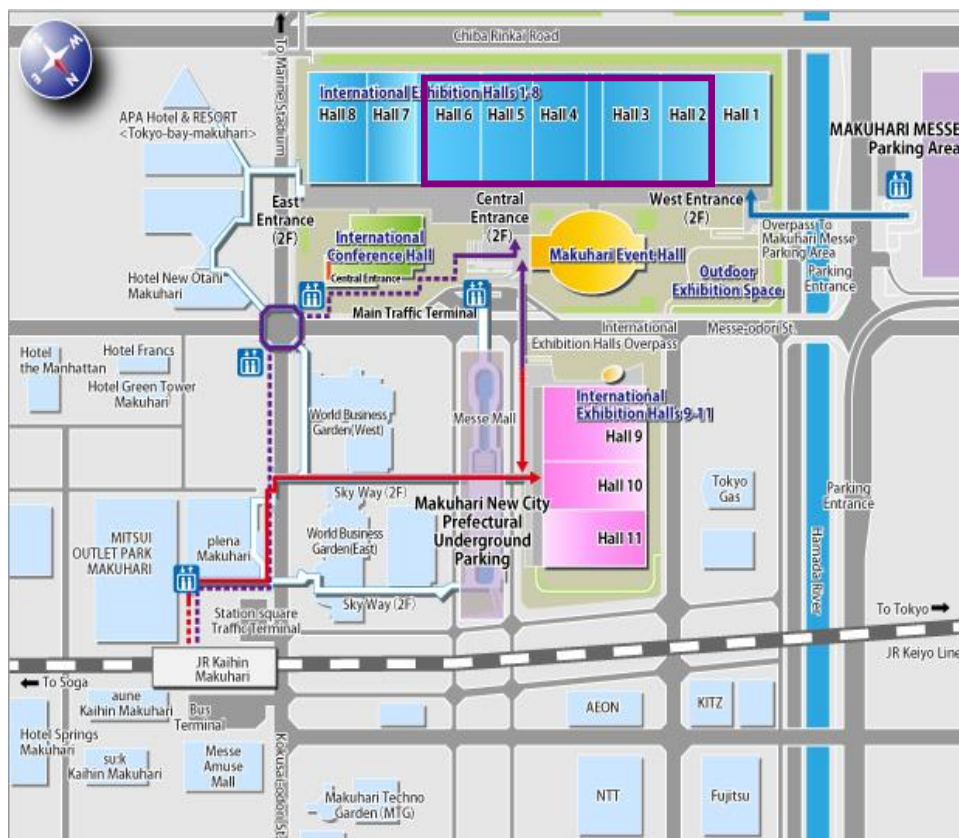
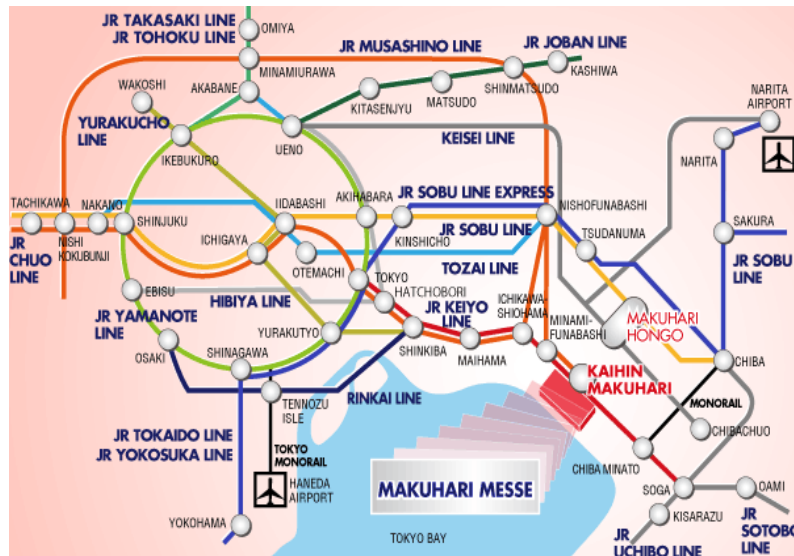
status, situation and the like regarding the exhibition space, and may take any measures that it thinks appropriate including suspension of exhibition by the exhibitor (provided, however, that the Organizer shall not be required to take such measure.).

Even if such measure taken by the Organizer causes damages, loss or expenses to the exhibitor or any third party, the Organizer shall not be liable for any such damages, loss or expenses in any respect.

4. Access to the Venue

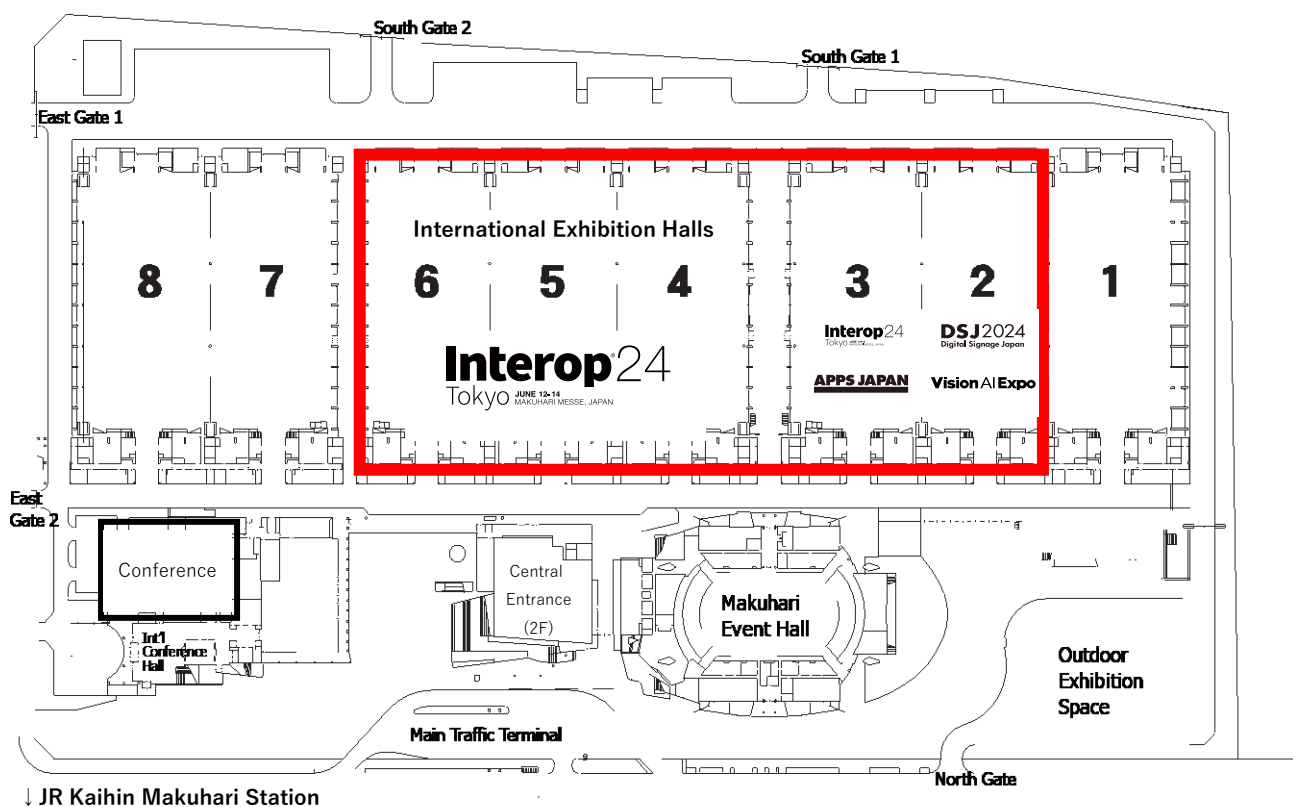
Please refer to Makuhari Messe Access Guide

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



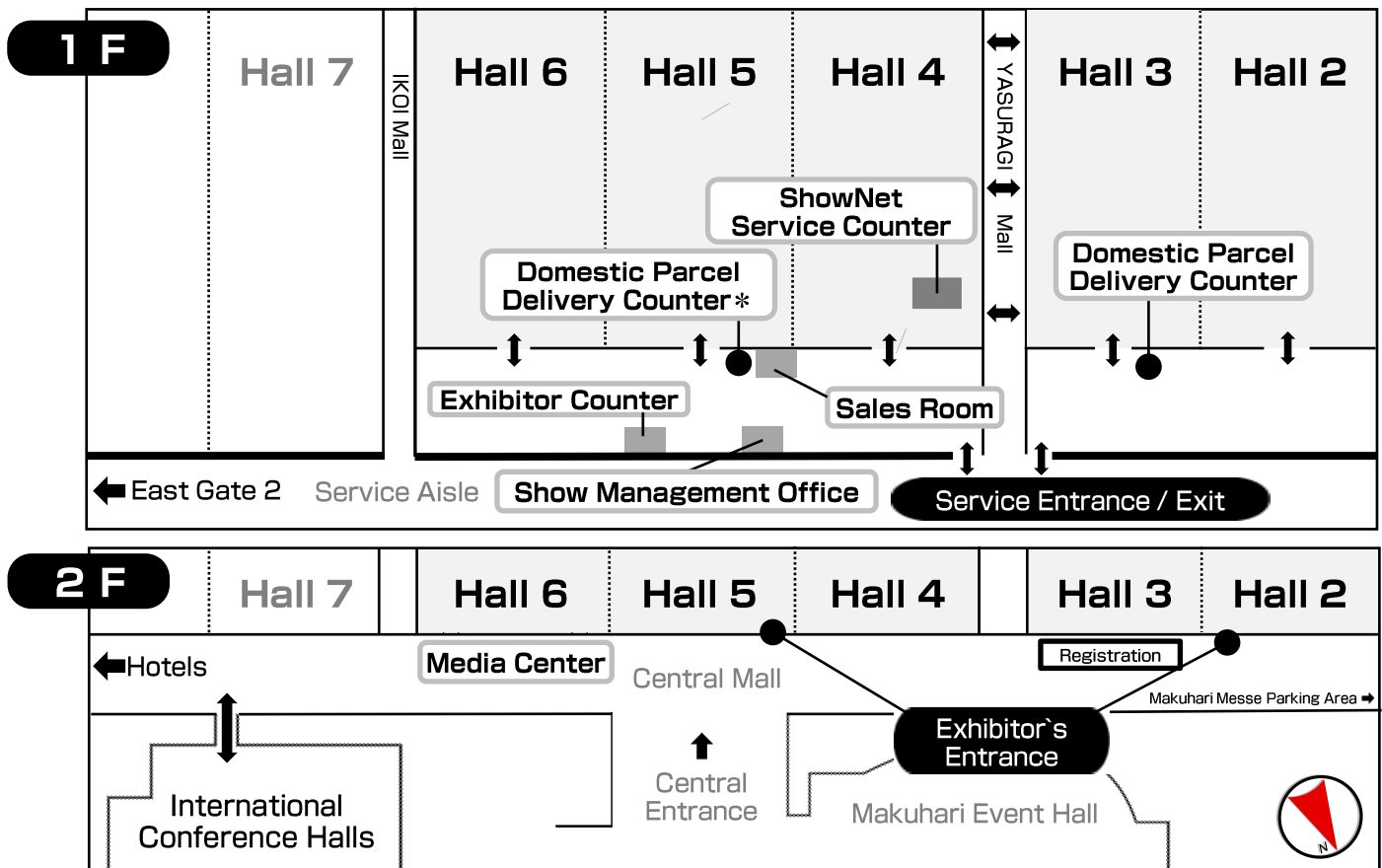
- JR Kaihin Makuhari Station (JR Keiyo Line) ⇄ 7min. walk
 - JR Makuhari Hongo Station (JR Sobu Line) ⇄ 14 min. by local bus
 - From New Tokyo International Airport (Narita), Approx. 30 min. by car via the Higashi Kanto Expressway. Exit at the Wangan Chiba Interchange. ⇄ 5 min. to Makuhari Messe
Access by Limousine Bus is also available.
 - * Car Parking - Makuhari Messe Parking Area
- Open: 8:00am-11:00pm (No entry after 9:00pm) ¥1,000 per day

5. Hall Information



Hall Information	Floor Load: per sqm 5t/sq. root of S (S = loaded area) Ceiling Height:14m - 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.

Best of Show Award Entry (FREE)

Many companies and organizations exhibit Interop Tokyo 2024, and they introduce their products, solutions and services. From those products, solutions ,and services, jury who are expert of IT select Grandprix and special award. Products, Solutions, Services which Finalist, and selected as Best of Show Award representing IT trend of this year.

To learn about Interop Tokyo and exhibiting opportunities, please contact Interop Tokyo 2024 Show Management Office (NANO OPT Media, Inc.)

– INQUIRIES –

NANO OPT Media, Inc. Marketing & Operation

TEL: +81-3-6258-0584

E-mail: exhi-info@f2ff.jp

3. 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	¥165,00 / 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.

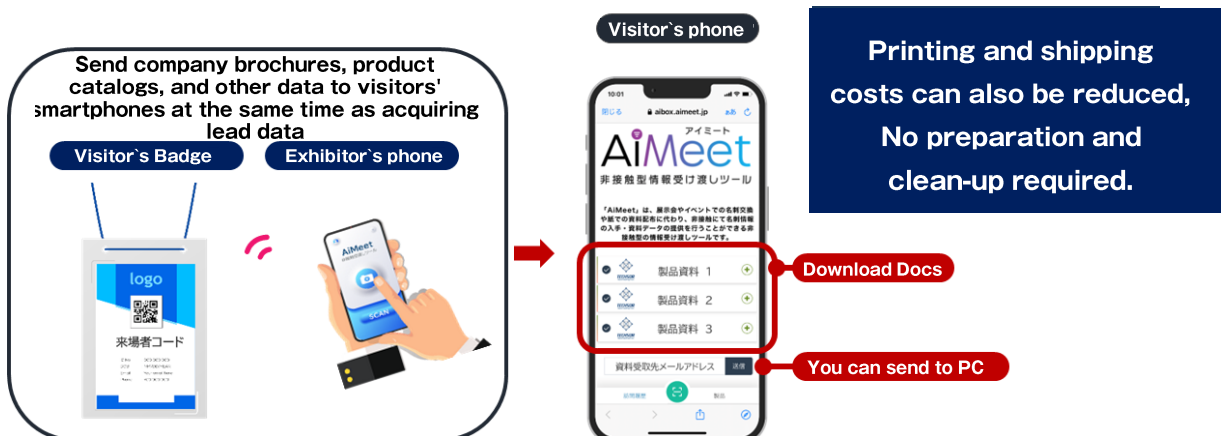
How To Use

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.



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

2. Entry - Badges

Badges

To secure the security and safety of the exhibition, the Show Management Office will control the entry of personnel with badges. All personnel are required to wear the appropriate Badge throughout the exhibition period inclusive of move-in and move-out. The passes will be distributed upon request.

	Image design	Quantity of distribution (max.)	Access
Exhibitor		10 badges per company	• Exhibition • Keynotes

Exhibitor's Access

- During the regulated working hours, Exhibit's Entrance will open at 2F, Hall 5.
- During the overtime working hours, Service Entrance/Exit, Hall 6, North side (See P.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 9-11 Move-out: June 14 from 7:00pm*	Unlimited (download from Exhibitor' s Website)
② Priority	Prior access to the premise during 8:00am-2:00pm, June 14	1 pass per company
③ Exhibits Move-out	June 14 from 5:00 pm	2 passes per company

①

Interop24 DSJ2024 APPS JAPAN Vision AI Expo	
車前待機場 Lブロック	搬入出車輦証 Move-in/Move-out Vehicles
出展社名 Exhibitor	[Booth No.]
作業社名 Contractor	
搬入期間 Move-in	Hall 3・4・5・6 自社業務 6/9 (日) ~ 6/11 (火) 6/10 (月) ~ 6/11 (火) 8:00 ~ 20:00
搬出期間 Move-out	パビリオン / パッケージブースなど (自社業務をされない出展社) 6/11 (火) 6/14 (金) 19:00 ~ 23:00 完全退出

②

Interop24 DSJ2024 APPS JAPAN Vision AI Expo	
南2	優先搬出車輦証 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、車前待機場 (Lブロック) 経由となります。
※ 搬出期間中は、会場内に入場券を提示し、入場する必要があります。
※ 搬出期間中は、会場内に入場券を提示し、入場する必要があります。
※ 搬出期間中は、会場内に入場券を提示し、入場する必要があります。

③

Interop24 DSJ2024 APPS JAPAN Vision AI Expo	
車前待機場 Lブロック	製品搬出車輦証 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 ※ 優先搬出車輦の後の敷地内進入開始

image design

Notes

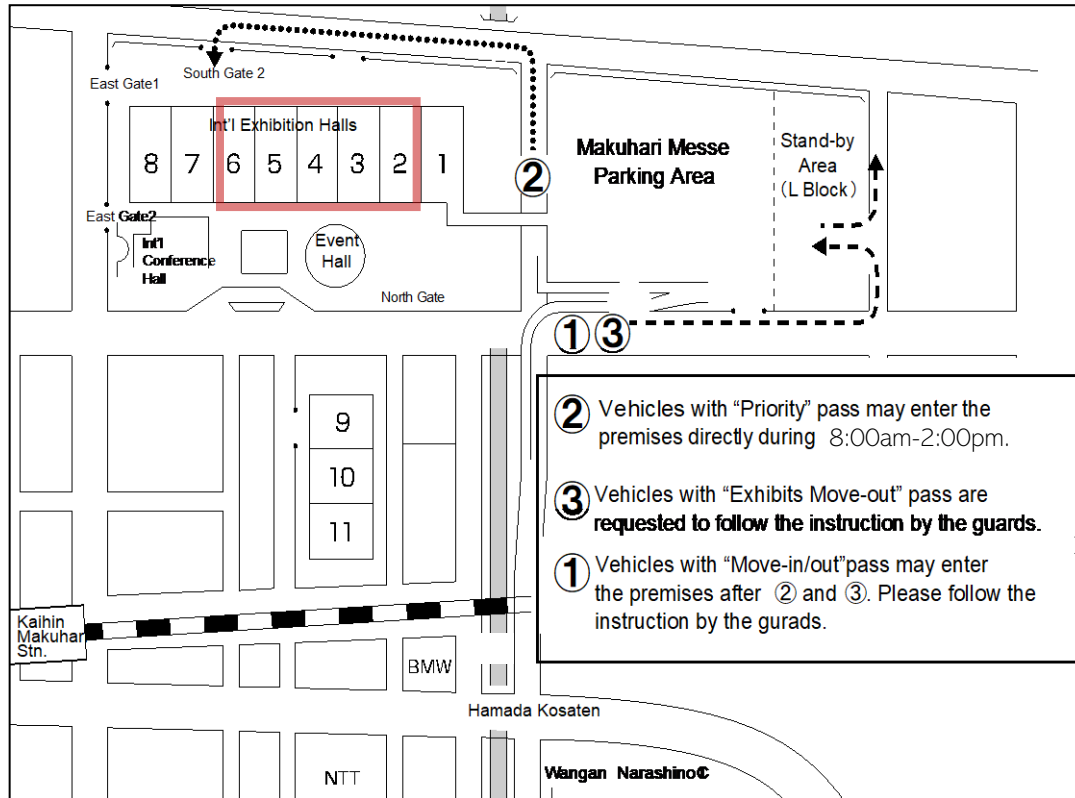
- Any vehicles may not park on the public roads during the move-in/move-out period.
- Please follow the instructions by the guards who will guide vehicles one by one to the premises.
- Any vehicles for commuting purpose cannot enter the premises. Please park at the paid parking area.
- Please refer to the Schedule (See P.14) for the vehicle entry to the premises and exhibition hall.

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 . The Show Management Office will not be responsible for such deliveries or will not receive any parcels on behalf of exhibitors.

Event Name: xxxxxxxxxx 2024 Hall No.& Booth No.: xxxx

Exhibitor Name: xxxxxxxxxxxxxxxxxx

Contact person at booth: xxxxxx xxxxxx

2-1 Nakase, Mihama-ku, Chiba 261-8550, Makuhari Messe

TEL (Cell. phone): xxx-xxxx-xxxx

Overtime Work

When you cannot complete your work within the regulated working hours, please submit the application for overtime work at the Show Management Office (See P.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 8:00am, next morning.

Move-in/out during the Exhibition

As a rule, carrying in and taking out of products during the exhibition cannot be performed. In case of emergency such as when a product is broken and exchange is required, please consult with the Show Management Office.

Disposal of Waste

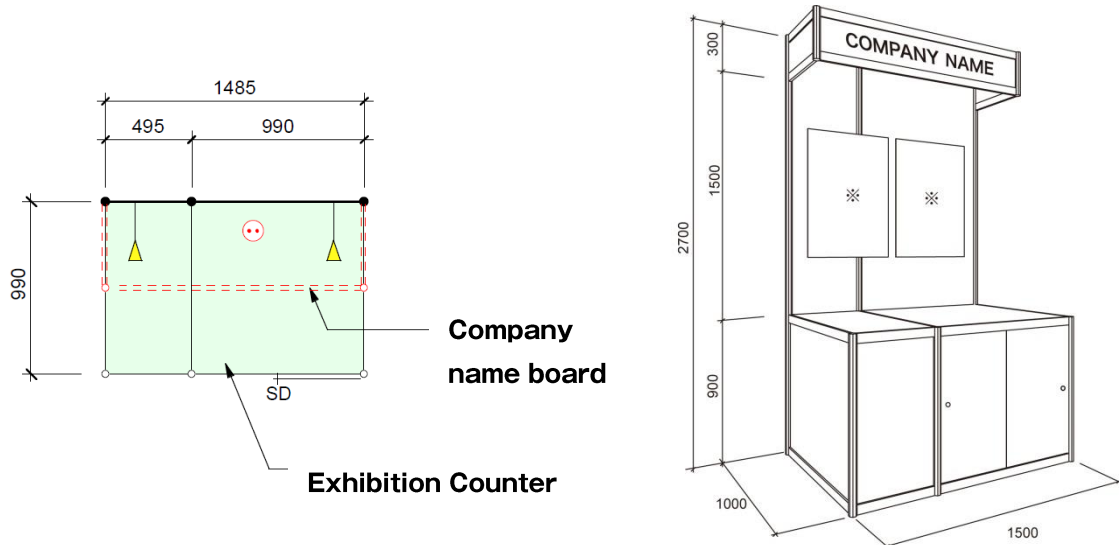
All articles left in the hall including in the aisles will be regarded as waste material and disposed without prior notice to the exhibitor. The disposal costs will be charged to the exhibitor after the exhibition.

Official Forwarder

For the transport of exhibits and handling customs clearance, KSA INTERNATIONAL INC. has been appointed as the official forwarder and will provide you the complete transportation up to the booth as well as labor for on-site handling. Please refer to Shipping manual and tariff (mice-logistics@ksa.co.jp) for details.

1. Pavilion Booth

Counter Booth : 1unit = 2.25m² (W1300 x D1300 x H2700)



[1unit] Includes

- Company name board (W1259mm×H220mm) and Fluorescent light×2
- Exhibition Counter (W1300mm×D700mm×H900mm)
- Electrical power supply (100V-0.5KW) /Electrical outlet (for two 3-prong plugs) ×2
- Internet Connection (ShowNet) * Only Interop Pavilion (DSJ Pavilion Charged Option)

Notes on exhibition booth use

- **Handling of components**
All of the component and fixtures of an exhibition booth are lease articles. Puncturing to the booth surface of a wall and so on are prohibited.
- **Replacing the monitor to booth wall**
If you would like the installation of the monitor to the booth wall, refer to booth option (See P.20), please apply to management office. Exhibitor can not bring your equipment , please understand .
- **Explanation panel**
We help the attachment to the wall of the explanation panel etc. Please voice credit gives a worker.
- **Storage Space**
The lower part of an exhibition stand serves as storage space. Please use for storing a spare catalog, an empty box, etc. Since locking is impossible, please do not use it for storage of valuables.
- **Audio equipment**
We are prohibit using acoustic equipment such as a microphone speaker.

Power Supply Schedule

8:00am, June 11 - 5:30pm, June 14

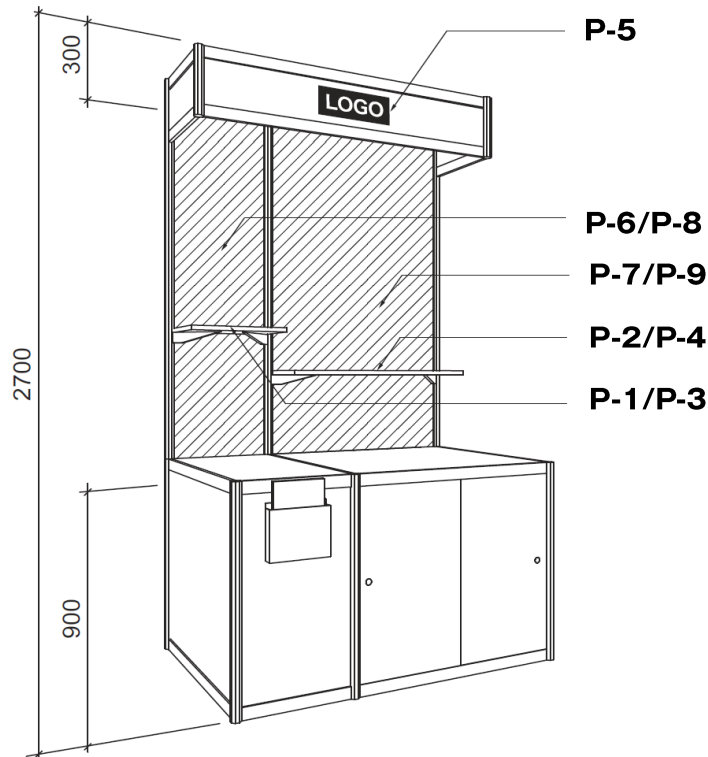
- In the case that electricity is needed other than the above period, i.e. 24-hour supply, is required, please request it in writing on the FORM.

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

2. Booth Options/Additional Electricity

To order additional items and electricity items

To order additional items and electricity items to the Booth, please submit [FORM No.1 Booth Options/Additional Electricity] to Expo International Ltd. by Apr 25.



No.	Items	Price incl. 10% consumption tax
P-1	Wood Flat shelf (W455mm x D300mm)	¥2,200
P-2	Wood Flat shelf (W950mm x D300mm)	¥3,300
P-3	Glass Flat shelf (W455mm x D300mm)	¥4,400
P-4	Glass Flat shelf (W950mm x D300mm)	¥4,400
P-5	Logo on Company Name Board (W1259mm x H220mm) *	¥9,240
P-6	Color sheet for Wall (W500mm x H1800mm)	¥4,620
P-7	Color sheet for Wall (W1000mm x H1800mm)	¥8,800
P-8	Digital Print Graphic (W500mm x H1800mm)	¥12,100
P-9	Digital Print Graphic (W1000mm x H1800mm)	¥19,800
P-10	Acrylic Brochure Pocket (A4 size)	¥3,300
P-11	Electrical power supply (100V Single Phase, unit : KW)	¥13,750
P-12	Electrical outlet (for two 3-prong plugs)	¥3,300
P-13	Spotlight100w	¥3,850

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

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

3. ShowNet services(Internet) standard connectivity

To order ShowNet standard connectivity services, please submit [FORM No.2 ShowNet (Internet) Connection] by May 10 5:00 p.m..

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

Event	Deadline Application by May 10 5:00 p.m.	Application On or after May 10 5:00 p.m.
Interop Pavilion	Free of Charge	Free of Charge
DSJ Pavilion	¥55,000	¥82,500

Easy Connection package

* incl. 10% consumption tax

(1) Standard Cable

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

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

Precautions

Preparation of device

To connect your booth to ShowNet, you will need to have the right network equipment which has the proper interface for the standard network cables or additional network cables. Please be sure to prepare the device with the right connector for the "cable". Also, please be sure to prepare for the cables which it will connect between your devices. ShowNet and the Show Management office will not have cables and devices for rental.

Protection of the cable of ShowNet

In ShowNet, it has spread cables, such as an optical fiber / UTP Cable, under your booth. In the case of ornament things, such as preparation construction or a signboard installed in each booth, Please be careful not to damage ShowNet cable. If the exhibitor cause the damage to ShowNet cable, ShowNet (Show Management Office) will charge the amount equivalent required for restoration. Please have exhibition ornament regulation read carefully. Because position adjustment of a network cable and clearing work may be performed during move in and preparation, please do not take up a passage etc. with a carrying-in thing, garbage, etc. In order to do the prompt Move out work after a term, please do not fix, such as binding various cables to a fixtures thing etc.

The connection request to ShowNet

When exhibitor is ready to connect to the ShowNet, you can start connecting network. Network cable will be delivered from the underneath of your booth. In case of any network trouble, please visit ShowNet Service Counter at hall 4.

Lending of device

According to the kind of cables, it may need a device to be installed in your booth. In this case, ShowNet will lent out this device for connection and having exhibitor to fill out a lending document in exchange for this device by STM. Also when the show is over responsible person needs to wait at their booth for the pick up of the lent device.

Notes about security

When various security countermeasures are not performed by the exhibitor side, the attack from the Internet may be received. Please be sure to take the measure to security against all the device linked to ShowNet. The rental PC in particular may not be done in security countermeasures. Please be sure to connect to the network after performing security countermeasures. By the device which the exhibitor connected, when causing employment of ShowNet, ShowNet may disconnect your network. ShowNet will not allow you to connect to the network unless you restores your device and finish the security countermeasures. Moreover, when there is a possibility that an obstacle may occur, please give the measures from the ShowNet side and please give us the maximum cooperation in that case.

Notes about use of wireless LAN

When much wireless LAN access point are used in the same area, various problems, such as interference of an electric wave, may occur. Therefore, when wireless LAN is used, a positive demonstration is not guaranteed depending on the situation in the hall. When wireless LAN is connected to ShowNet, please be sure to perform security countermeasures like the next example. If it should be invaded by the third person it may influence other exhibitor.

The example of the security measures about wireless LAN

- Access restrictions by a MAC Address
- Access restrictions by the WPA2 etc.

Please understand that the hall is closed space and electric wave resources are limited. In order to make an electric wave collision into the minimum, please withhold use of the wireless LAN to the use which is not related to a demonstration.

1. Precautions in the Exhibition Hall

The Show Management reserves the right to evict any violating vendor at anytime. Exhibitors are requested to cooperate in maintaining the order, dignity and reputation of this exhibition.

Fire Prevention

- Prohibited using of Fire and smoke machine, bringing in Hazardous Materials (gasoline, lacquer, thinner, alcohol, lamp oil, light oil, heavy oil, lubricating oil, diesel engine oil, gear oil, and plant & animal oil, inflammable gas, hydrogen gas, liquefied petroleum gas, including spray cans, paint, etc.) in the pavilion booth.
- Smoking is only permitted in the designated smoking area.

Photographing

- Exhibitors may photograph/videotape their own booths freely. It must be done in such a manner so as not to hinder the visitors or other exhibitors.
- The Show Management will issue "Press" badge to press representatives for photographing, which must be worn at all times. Exhibitors are requested to cooperate with those photographers.
- Visitors may photograph in the exhibition hall. If you have any materials, etc. which you do not like to be photographed, please put signs, etc. to appeal visitors.

Promotion & Advertising

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

Sound Policy

Prohibited using audio equipment(microphone, speaker,etc.) in the pavilion booth.

Eating and Drinking in The Booth

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

The Chiba-City Health Center, Food Sanitation Section

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

Use of the Wireless LAN

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

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

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

Please contact show management office (netserv@f2ff.jp) if you are planning to use wireless LAN for the demonstration of your products.

If you connect with the wireless LAN provided by show management office, please configure the appropriate security set up (e.g. access control with MAC address, WPA2, etc) to prevent security problem.

Security for Exhibits

The Show Management will not be responsible for any loss incurred by natural disasters, theft, and loss of equipment. It is highly recommended that each exhibitor to take necessary measures, i.e. obtain an insurance policy for the booth, or station own security guard(s) in the booth, etc. The exhibitors are requested to take any necessary procedures to manage visitors and to maintain the booth as well.

In the event of accident, please notify the Show Management Office immediately.

Radio Communications

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

[IMPORTANT Notice]

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

1. Furnishings Rental - List

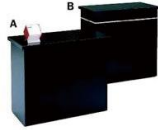
To order Furnishings Rental , please submit [FORM No.9 Furnishings Rental] to AZ Scene Corporation by May 17th.

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×H750
SH 450 50 60 70 750 H+170
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
1,000巾×2,000
Color : White

20 Panel Stand



ES-439A ¥2,750
W300×D300×H90 0 ~ 1400
Board Face : 150×150

21 Steel Cabinet



CO-230S ¥7,150
W900×D300×H1800
CO-230L ¥7,150
W900×D450×H1800
Color : Gray

22 Multi-purpose Box



CO-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 Refridgerator



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×H630φ240×H280
Color : Gray
JQ-860BK ¥715
W420×D275×H630φ240×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

2. AV Equipment Rental

To order AV Equipment Rental, please submit [FORM No.10 AV Equipment Rental] to Kowa Co., Ltd. by May 17th.

	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	
1	DELL Latitude 3520 (English)	¥17,930	Windows10-Pro 64bit	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.
2	DELL OptiPlex 3070SFF (English) ※1	¥19,030	Windows10-Pro 64bit	
No.	Internet connection Plan	Price	OS	
3	DELL Latitude 3520 (English)	¥16,500	Windows10-Pro 64bit	Antivirus software and the latest version of the Windows update software are installed for the security countermeasure.
4	DELL OptiPlex 3070SFF (English) ※1	¥17,600	Windows10-Pro 64bit	
No.	All in One Plan	Price	OS	
5	DELL Latitude 3520 (English)	¥22,880	Windows10-Pro 64bit	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.
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	DVDSuperMult	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 Date 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

Ueware

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

4. Internet / Radio Wave Supply

Internet

ShowNet connectivity will be provided upon request.

Please refer to "ShowNet Information" section (P.21) 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

* incl. 10% consumption tax

* Please prepare to use 4G/5G network for back up in case of jam of electronic wave of Wireless LAN. Show Management cannot guarantee the stable wireless connection during the show.

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

– INQUIRIES –

Makuhari Messe Inc.
Information Machinery Section
OTSUKA / SASAKI
TEL: +81-43-296-0493 FAX: +81-43-296-0492
Email: messe-kaisen@bz01.plala.or.jp

Radio Wave Supply

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

– INQUIRIES –

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