

Exhibitor Services Manual

Pavilion Exhibit

Dates

June 12 (Wed.) – 14 (Fri.), 2024

Venue

Makuhari Messe (Chiba, Japan)

This manual pertinent projects

APPS Pavilion (APPS JAPAN 2024)

Digital Human Expo Pavilion (Digital Signage Japan / APPS JAPAN 2024)

Generative AI Zone (APPS JAPAN 2024)

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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

Inquiry	Contact company	Contact information
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
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
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 10:00am - 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 JUNE 12-14 MAKUHARI MESSE, JAPAN

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

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”)

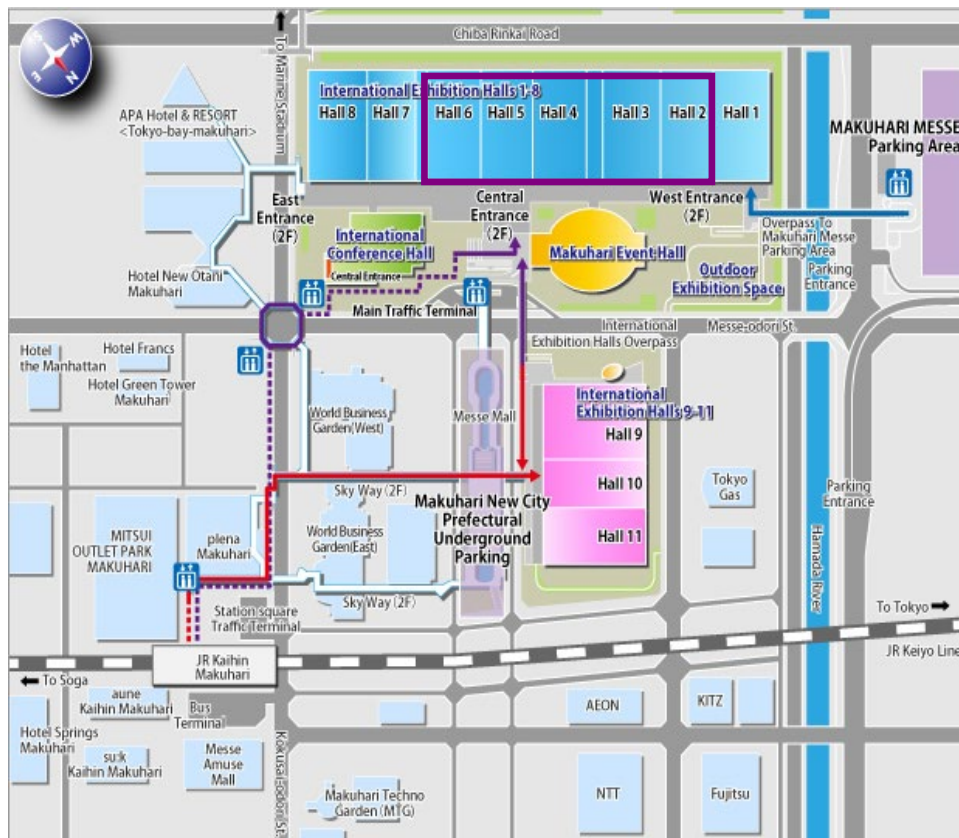
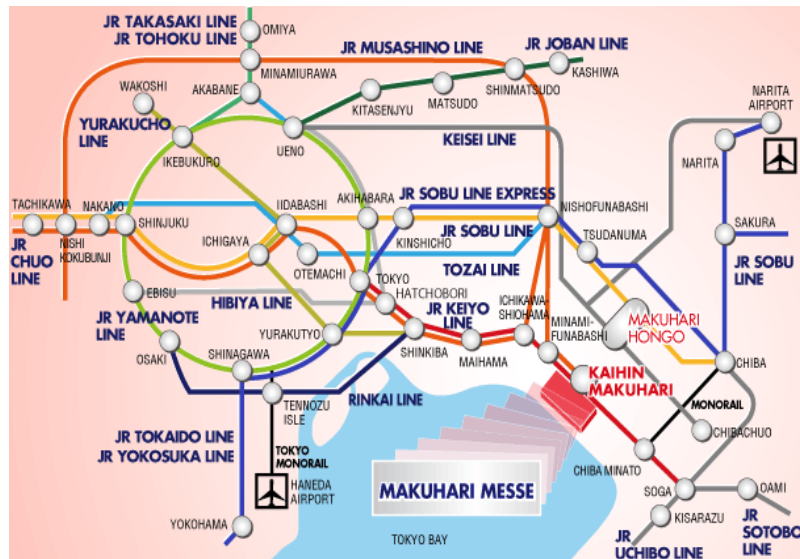
1. Exhibition, display, introduction, distribution or any other business activity of or relating to products or services that are deemed by Organizer to be inappropriate in light of the purpose of the Event or to prevent the smooth progress of the Event such as nuisances to other participants or visitors;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

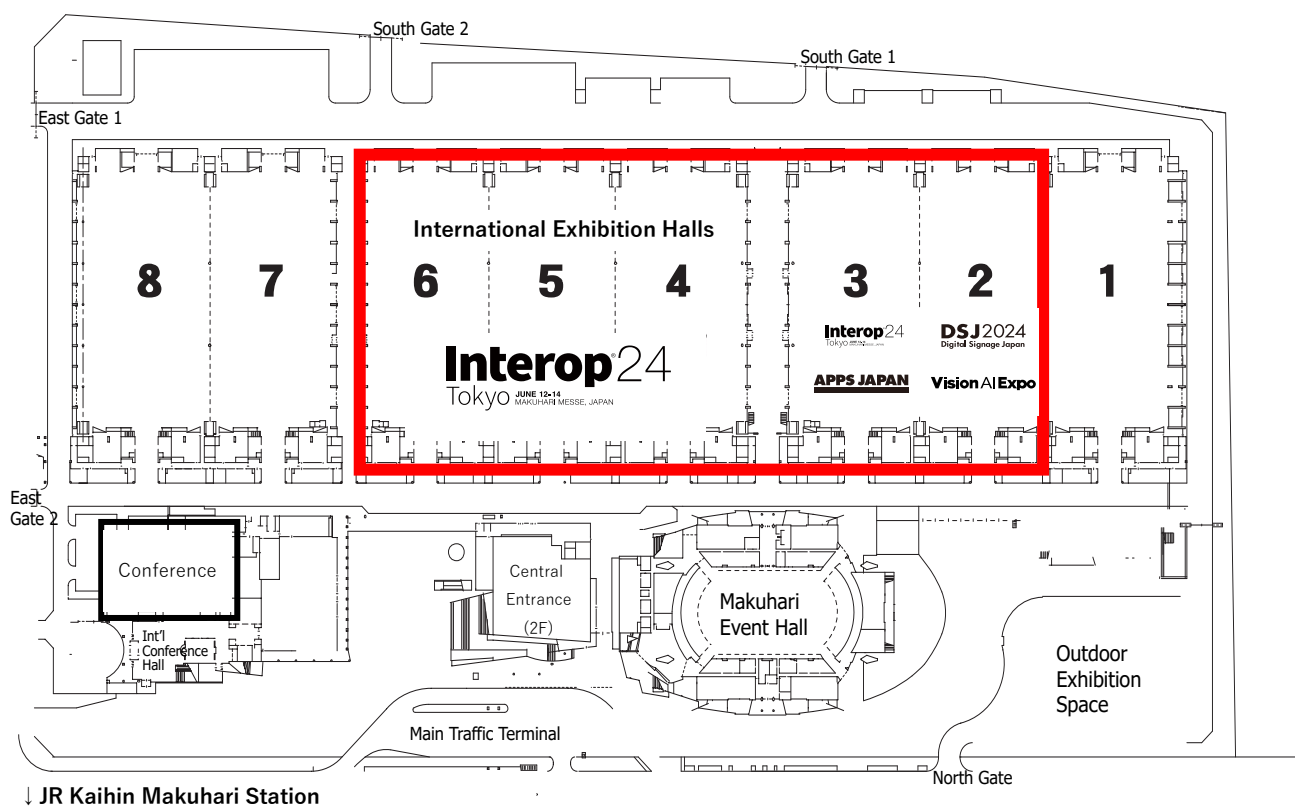
Please refer to Makuhari Messe Access Guide

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



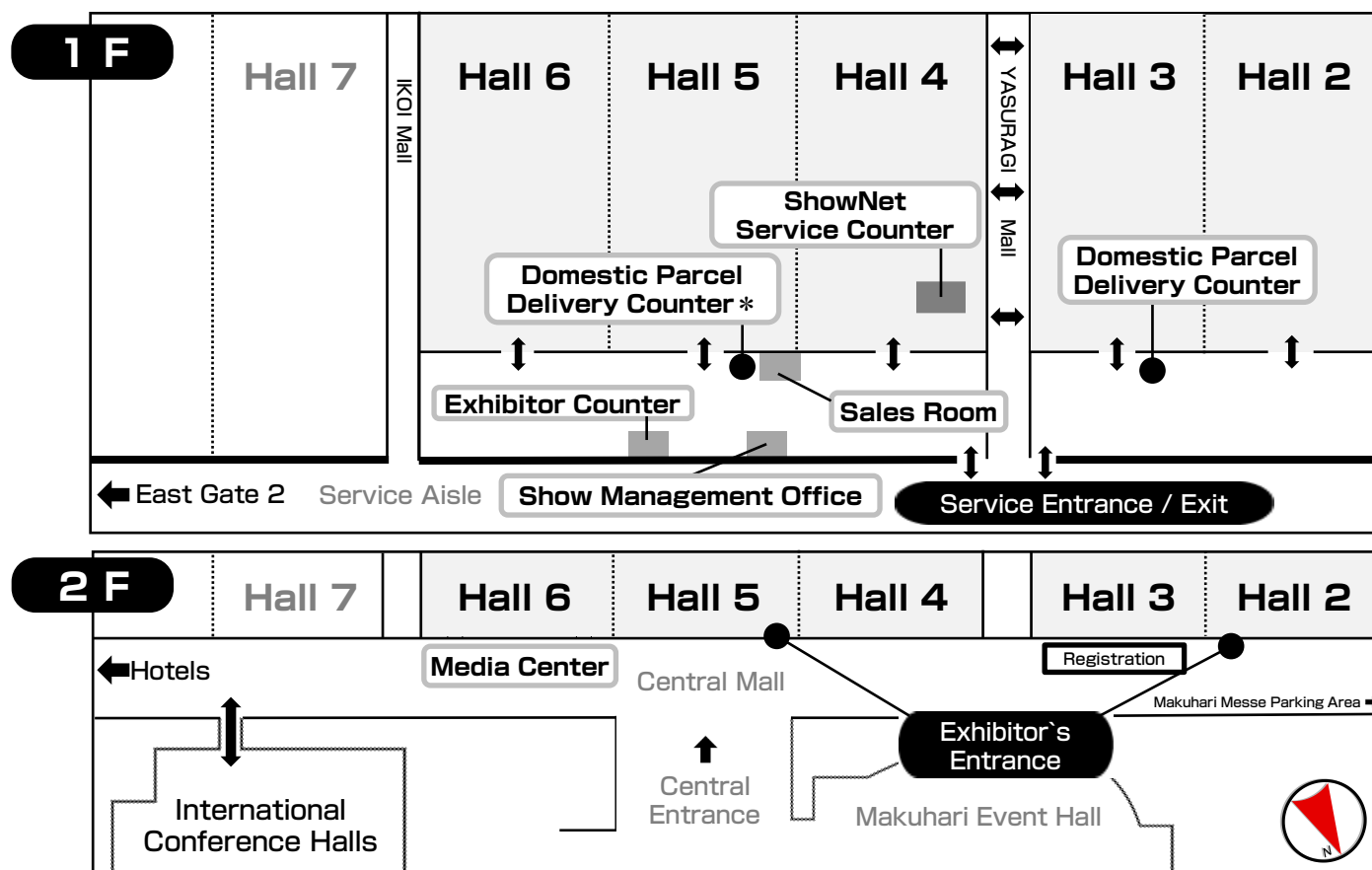
- JR Kaihin Makuhari Station (JR Keiyo Line) ⇄ 5min. walk
- JR Makuhari Hongo Station (JR Sobu Line) ⇄ 14 min. by local bus
- From New Tokyo International Airport (Narita), Approx. 30 min. by car via the Higashi Kanto Expressway. Exit at the Wangan Chiba Interchange. ⇄ 5 min. to Makuhari Messe
Access 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.

Best of Show Award Entry (FREE)*Interop Only

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.)

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	¥33,000
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.

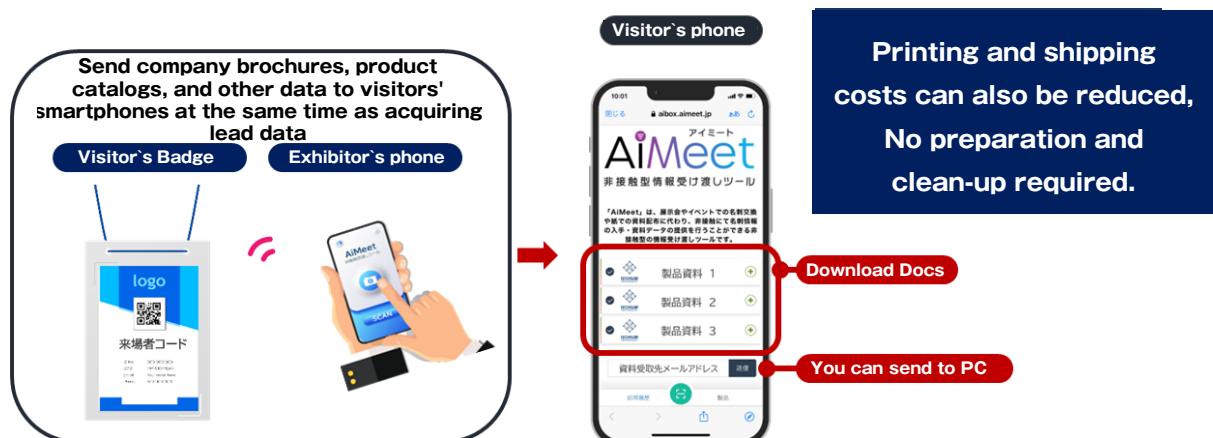
How To Use

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 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
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 8:00a.m.~12:00a.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

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 Tokyo 2024	DSJ2024 Digital Signage Japan	APPS JAPAN	Vision AI Expo
搬入出車 搬入出車 搬入出車 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)	6/9 (日) ~ 6/11 (火)	8:00 ~ 20:00
搬出期間 Move-out	デジタルサイネージ / APPS JAPAN / 産業機械 AI Expo (自社業務)	6/10 (月) ~ 6/11 (火)	8:00 ~ 20:00
	デジタルサイネージ / APPS JAPAN / 産業機械 AI Expo (自社業務)	6/11 (火)	8:00 ~ 20:00
	6/14 (金) 19:00 ~ 23:00 完全退出		

②

Interop24 Tokyo 2024	DSJ2024 Digital Signage Japan	APPS JAPAN	Vision AI Expo
優先搬出車 優先搬出車 優先搬出車 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。

③

Interop24 Tokyo 2024	DSJ2024 Digital Signage Japan	APPS JAPAN	Vision AI Expo
製品搬出車 製品搬出車 製品搬出車 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		

image design

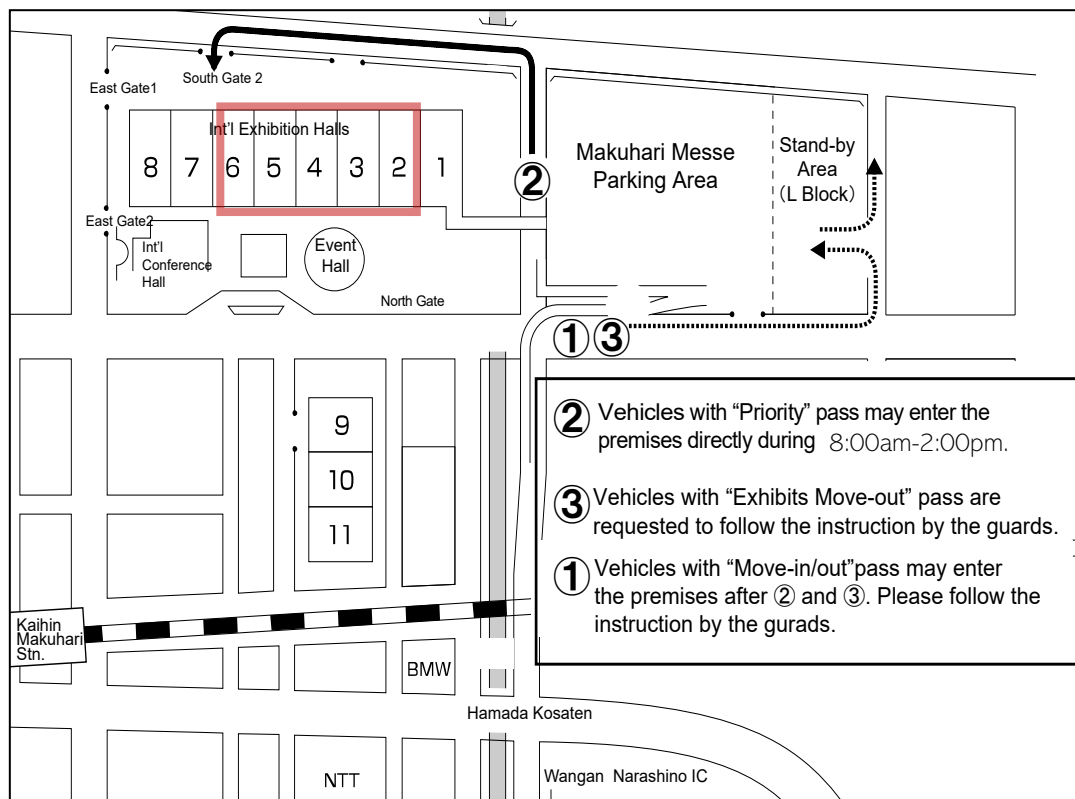
Notes

- 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. 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.: 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 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 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

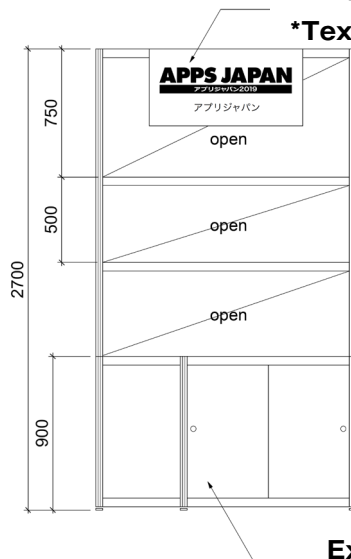
For the transport of exhibits and handling customs clearance, KSA INTERNATIONAL INC. has been appointed as the official forwarder and will provide you the complete transportation up to the booth as well as labor for on-site handling. Please refer to Shipping manual and tariff (mice-logistics@ksa.co.jp)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

1. Pavilion Booth

1 unit (image diagram)

Company name board W900×H450

*Text company name (Logo display is a paid option.)



Exhibition stand W1485×D700×H900

*Can be stored inside.

- The area above the exhibition stand will be open.
- Although there is no wall surface, materials for mounting panels etc. are included. However, displaying posters or attaching monitors to walls is not permitted.
- Please note that this space will be shared with the booth installed at the back of the frame.

Booth specifications (accessories)	1 unit	2 unit
Exhibition space	W1.5m x D1m x H2.7m	W3m x D1m x H2.7m
Company name board	Text company name (corporate personality is abbreviated) *Logo display is a paid option.	
Exhibition stand	W1.5m x D0.7m x H0.9m	W3m x D0.7m x H0.9m
Electrical outlet	3 holes 2 ports(100V/0.5kW)×1	3 holes 2 ports(100V/0.5kW)×2
Spotlight	1 light	2 lights

- In addition to the basic equipment listed above, if you would like options (fees apply), please apply to Expo International Ltd. by April 25 (Thursday) using [FORM No.1: Booth Options/Additional Electricity] please.
 - We will issue invoices in the order of applications, so please make your payment by Friday, May 24.
 - Arrangements for delivery, additions, and changes during the exhibition period will be made upon receipt of on-site payment in cash.
- If you bring your own explanation panel, our office staff will assist you in installing it.
A1 size (vertical and horizontal) possible (594x841mm)

※ Regarding wireless LAN, the signal condition is very poor every year, so you may not be able to connect stably. Additionally, the organizer cannot guarantee the quality of the wireless communication. Therefore, please consider demos using 5G/4G or LTE, as well as offline demos. Alternatively, please apply for ShowNet (wired internet connection, see P.27)

Power Supply Schedule

1:00pm, 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. Notes on using the booth

- All stand booth decorations will be carried out by the designated contractor listed below (Expo International Ltd.). Exhibitors themselves or their own contractors are not allowed to carry out any construction or decoration work.
- All booth parts and equipment are leased items. Drilling, tacking, or nailing into the booth walls is not permitted. Please handle with care as you will be required to pay for any damage or loss.
- All decorations, including exhibit products, must be kept within the exhibit space. Exhibits, decorations, catalogs, equipment, packaging materials, etc. may not be placed in the aisles around the booth or on the back or sides of the booth.
- Promotional activities for products and services (distribution of catalogs and novelties, solicitation of surveys, etc.) must be carried out within the exhibition space. Promotional activities are not allowed in common areas such as aisles and lounges.
- Audio equipment such as microphones and speakers cannot be used in the counter booth.

3. Booth options / Additional electrical work

If you would like to add fixtures or electrical work, please apply to Expo International Ltd. by April 25 (Thursday) using [FORM No.1: Booth Options/Additional Electricity].

- ※ We will issue invoices in the order of applications, so please make your payment by Friday, May 24.
- ※ Arrangements for delivery, additions, and changes during the exhibition period will be made upon receipt of on-site payment in cash.

1	¥1,650	2	¥3,300	3	¥1,650	4	¥3,850
Name Card Box 		Acrylic Catalog Pocket (A4 size) 		Desktop Catalog Stand (A4 vertical size 3 rows) 		Stand Chair 	
5	¥6,050	6	¥5,500	7	¥26,400	8	¥35,200
Catalog Stand (A4 vertical 12 columns / 1 row) 		Catalog Stand (A4 vertical 6 columns / 1 row) 		20" LCD (4 : 3) Television *Unable to connect to computer 		26" LCD Wide Television 	
9	¥22,000	10	¥26,400	11	¥16,500	12	¥3,300
20" LCD Monitor (for PC) 		23" LCD Monitor (for PC) 		Monitor wall mounting bracket *Wall hanging brackets, 2 pieces, 1 set *Monitor mounting bracket, 2 pieces 1 set *No.7・8・9・10 Available (The above price includes installation fee.)		Electrical Outlet (3 holes 2 ports) ※1 	
13	¥3,850	14	¥14,850	Notes			
Spotlight (100W) ※1 		Additional Electrical Main Line Construction Cost *Please apply in units of 1Kw. Please contact us if you require 200V.		※1...When adding No.12 outlet and No.13 spotlight, you will need to apply for No.14 additional electrical main line work. ※2...The price includes rental fees during the exhibition period, loading/unloading, and installation costs. ※3...If you bring your own monitor, please check the manual [4-1] and contact the designated vendor (Expo International).			
15	¥9,240						
Add logo to company name board				Please send complete eps or ai data and terms of use to interop@expo.co.jp .			

* incl. 10% consumption tax

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

4. 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.
APPS Pavilion Digital Human Expo Pavilion Generative AI Zone	¥55,000	¥82,500

* incl. 10% consumption tax

Easy Connection package

(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 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

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 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

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 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. Computer Equipment Rental – Item List

To order Computer Equipment Rental , please submit [FORM No.6 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 Date erasure process will take approximately 2hours.

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

2. Internet / CATV (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.
APPS Pavilion Digital Human Expo Pavilion Generative AI Zone	¥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 Office 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

CATV (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

No.	Form Title	Deadline	Submit to	Ref.
Web	Listing in the Official Website	12-Apr	Show Management Office via "Exhibitor's Website"	P.11
1	Booth Options/Additional Electricity	25-Apr	Expo International Ltd.	P.19-20
2	ShowNet (Internet) Connection	10-May 5:00 p.m.	NANO OPT Media, Inc	P.21
3	Accommodation	9-May	Kinki Nippon Tourist Corporate Business Co., Ltd.	-
4	AiMeet -Visitor's lead acquisition support service	17-May	NANO OPT Media, Inc	P.12-13
5	Storage Rental	17-May	Show Management Office	-
6	Computer Equipment Rental	17-May	Kissei Comtec, Co., Ltd.	P24-25

Requisite form to all exhibitors

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

Form
No. 1

Booth Options/Additional Electricity

Option
Ref. P. 19 - 20

Exhibiting Event	☐ APPS Pavilion ☐ Digital Human Expo Pavilion ☐ Generative AI Zone		
Exhibitor Name			
Contact			
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

Expo International Ltd.
E-mail: interop@expo.co.jp
FAX : +81-3-5687-5437 Tel: +81-3-5687-3986

Deadline
Apr 25

Form
No. 2

ShowNet (Internet) Connection

Requisite
Ref. P. 21

Exhibiting Event	☐ APPS Pavilion ☐ Digital Human Expo Pavilion ☐ Generative AI Zone		
Exhibitor Name			
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

Event	Deadline Application by May 10 5:00 p.m.	Application On or after May 10 5:00 p.m.
APPS Pavilion Digital Human Expo Pavilion Generative AI Zone	¥55,000	¥82,500

* incl. 10% consumption tax

2024/ /

Signature

Submit to

Show Management Office c/o NANO OPT Media, Inc.
E-mail: netserv@f2ff.jpDeadline
May 10

Form
No. 3

Accommodation

Option

Exhibiting Event	☐ APPS Pavilion ☐ Digital Human Expo Pavilion ☐ Generative AI Zone		
Exhibitor Name			
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

Hotel List

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

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

- Please note that the hotel reservation will be made on first-come-first-served basis with complete payment.
- Room Rates are per person, per night, including service fee, consumption tax, stay tax,.
- Any personal expenses (e.g. telephone, laundry and etc.) should be settled either by cash or by credit card when you check-out.
- To proceed with reservation, please confirm our “Agent-Organized Tour Terms & Conditions” .
<https://frm.f2ff.jp/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 11, 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 5 June(Monday) 17:00, please contact each hotel directly.

Submit to

Kinki Nippon Tourist Corporate Business Co., Ltd. INTEROP2024 Desk
Business hours: Mon-Fri 10:00am-17:00pm *Except on Saturdays, Sundays and national holidays.
E-mail: ec-desk18@or.knt.co.jp FAX:81-3-6891-9406

Deadline
May 9

Form
No. 4

AiMeet

Option
Ref. P. 12-13

Exhibiting Event	☐ APPS Pavilion ☐ Digital Human Expo Pavilion ☐ Generative AI Zone		
Exhibitor Name			
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		TEL	
E-mail			
Address			
Billing Address (if different from the exhibitor)			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		TEL	
E-mail			
Address			

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

[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)

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. 5

Storage Rental

Option

Exhibiting Event	☐ APPS Pavilion ☐ Digital Human Expo Pavilion ☐ Generative AI Zone		
Exhibitor Name			
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			
Billing Address (if different from the exhibitor)			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

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

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

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

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

Service Period: ¥110,000 per unit * incl. 10% consumption tax.

Price:

- The location will be assigned by the Show Management and informed 10 days prior to the show.

Notes:

- 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. 6

Computer Equipment Rental

Option
Ref. P. 24-25

Exhibiting Event	☐ APPS Pavilion ☐ Digital Human Expo Pavilion ☐ Generative AI Zone		
Exhibitor Name			
Contact			
Company Name		Contact ☐ Mr. ☐ Ms.	
Title/Dept.		E-mail	
TEL		FAX	
Address			

■Items to order (Please fill in)

Item No.	Item	Qty

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

Delivery: ☐ On-site, between 10:00am-12:00pm, June 11☐ On-site, another date/time. Date: _____ Time: _____☐ Different place, before the exhibition

Delivery to: _____

Pick-up: ☐ On-site, between 5:00pm-7:00pm, 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.

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- 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

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

DSJ2024
Digital Signage Japan

APPS JAPAN

Vision AI Expo