



Exhibition / Seminar Sponsor Manual

Date September 3rd (Thu.) – 4th (Fri.), 2026

Venue Tokyo Metropolitan Industrial Trade
Center Hamamatsucho-Kan 5F

The information contained in this manual is subject to change without notice.

Index	P.2
List of submissions	P.3
Note regarding submissions	P.4~5
Event outline / On-site schedule	P.6
Access	P.7
Venue usage plan	P.8
【Exhibition】	
Basic booth specifications	P.9
List of paid options	P.10~12
Paid option application form	P.13
Precautions for the use of the exhibition hall	P.14
AiMeet Visitor's lead acquisition support service	P.15
AiMeet data delivery	P.16
【Seminar】	
Facilities at seminar room / Interviewing and Filming	P.17
Distribution of materials/ On-site schedule	P.18
Seminar data delivery	P.19
Information on Monitor Advertising (Paid Option)	P.20
Loading and Unloading (Domestic Courier Shipping)	P.21
Delivery label (Exhibition)	P.22
Delivery label (Seminar)	P.23
Handling of personal information / Exhibitor's name notation	P.24
Prohibited acts	P.25

【Inquiries】

Show Management Office 【NANO OPT Media, Inc.】

E-mail: t-events-exhi@f2ff.jp

◆ List of submissions

Please submit required materials via the NANO OPT Media exhibitor-exclusive website.

An email titled "Information on the Exhibitor-Exclusive Website" will be sent to the primary exhibitor contact.

Please access the site and submit the materials by the deadline.

***The submission site is in Japanese. Please use your browser's translation function to check.**

(Recommended browsers: Google Chrome, Microsoft Edge)

For inquiries, please contact t-events-exhi@f2ff.jp.

Log-in URL

<https://forest2.f2ff.jp/20260901/?lang=en>

NO	Submission details	Deadline	Category	Page
01	Company logo data	5/29 (Fri.)	All Required	P.4
02	Exhibitor information / Exhibition overview	5/29 (Fri.)	Exhibitor company required	P.4
03	Seminar title / Speaker information	5/29 (Fri.)	Speaker company required	P.4
04	Speaker's photo	5/29 (Fri.)	Speaker company required	P.4
05	Competitor domain	5/29 (Fri.)	Speaker company optional	P.5
06	Monitor advertisement application (Paid)	7/31 (Fri.)	Optional	P.20
07	Request for SNS image for announcement	7/31 (Fri.)	Optional	P.5
08	AiMeet Visitor's lead acquisition support service	8/21 (Fri.)	Exhibitor company optional	P.15~16
09	Seminar equipment / Seminar environment, etc.	8/21 (Fri.)	Speaker company required	P.5
10	Presentation data (PDF) *download service for visitors	8/21 (Fri.)	Speaker company optional	P.5
11	Presentation data (PPTX) *for seminar on the day or backup	Bring to the venue on the day	Speaker company required	P.5

Applications for paid exhibition booth options should be submitted to Expo International Ltd., rather than through the exhibitor-exclusive website.

NO	Submission details	Deadline	Category	Page
12	Application for paid options for exhibition booths *Rental of Equipment, AV Gear, etc.	7/22 (Wed.)	Exhibitor company optional	P.10~13

Invoices for fees associated with your application will be issued by the respective organizations to which the application is submitted.

Cancellations made after the submission deadline will incur a charge of 100% of the total cost. Please note this in advance.

◆ Note regarding submissions

1. Company logo data

Deadline : 5/29 (Fri.)

The logo will be displayed on the official website and on slides shown between sessions at the venue.

Please submit the file in either EPS or AI format with all text converted to outlines. If you have separate logo files for web (RGB) and print (CMYK), please submit both. If there are guidelines regarding the use of the logo, please submit them as well.

*Product logos are not accepted.

2. Exhibitor information / Exhibition overview

Deadline : 5/29 (Fri.)

Please register details such as the products to be exhibited, booth highlights (approx. 150 words), and contact information for visitor inquiries.

Some of the information provided will be published on the official website and in promotional materials.

Please note that Show Management Office may adjust the content—such as corporate designations and writing style—to ensure consistency.

Corporate designations will be omitted from the list of participating companies.

The promotional text for your exhibit (optional) may be used in emails to attract visitors or in social media posts during the event.

3. Seminar title / Speaker information

Deadline : 5/29 (Fri.)

Please register the session title (up to 30 words) and session summary (about 150 words). Updates can also be made after submission.

Please submit the seminar title and speaker information in Japanese and English, and the seminar summary in Japanese.

4. Speaker's photo

Deadline : 5/29 (Fri.)

Please submit the file in high-resolution JPG or GIF format.

If there are multiple speakers, please bundle the files into a ZIP archive for submission.

◆ Note regarding submissions

5. Competitor domain

Deadline : 5/29 (Fri.)

The registrant of the email domain you specify will not be able to register for your session systematically.

*Notes

- Before specifying domains, please make sure that it is a competitor. Show Management Office will not confirm or check the domain name registered, so please make sure that your registration is correct.
- Please note that we cannot accept checks with domains other than the email address domain (company name, URL, etc.). Please register your domain including @.
- Any inquiries or complaints from the concerned person may be returned to the concerned company.
- Requests made after the start of registration for your session will not be accepted. Also, we will not be able to check it at the seminar venue on the day of the event.
- If you exclude the domain name of your own arranged PR firm or agency, please register the relevant domain name together.

7. Monitor advertisement application (Paid)

Deadline : 7/31 (Fri.)

We will send you SNS images (featuring the session details) that you can use for promotion. Please let us know whether or not you would like us to create them.

9. Seminar equipment / Seminar environment, etc.

Deadline : 8/21 (Fri.)

Please register information such as the equipment used in the session, the content of the seminar, and the materials to be distributed in as much detail as possible.

10. Presentation data (PDF) *download service for visitors

Deadline : 8/21 (Fri.)

Downloadable materials will be made available on the registrants' "My Page" starting the day after the event concludes.

When making materials available, please remove any slides that are not permitted for public release and convert the file to PDF.

11. Presentation data (PPTX) *for seminar on the day or backup

Bring to the venue on the day

There is no need to submit session data in advance.

Please bring the data with you to the venue on the day of the session, for example on a USB flash drive.

If you are bringing your own laptop for the session, please store the data on the device and also bring a backup copy on a USB flash drive.

◆Event outline / On-site schedule

Event outline

Title	AI Commerce Expo 2026 SNS Operation Strategies Expo 2026
Dates	September 3rd (Thu.) – 4th (Fri.) , 2026 Exhibition : 10:00 – 18:00 Seminar : 10:00 - 17:55
Venue	Tokyo Metropolitan Industrial Trade Center Hamamatsu Cho-Kan 5F (1-7-1, Kaigan, Minato-ku, Tokyo, 105-7501)
Management	NANO OPT Media, Inc.
Official Website	https://f2ff.jp/event/commerce-sns

On-site schedule

Date	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
9/3 (Thu.)													
			9:00-10:00 Exhibitor preparation	10:00 - 18:00 Exhibition opens Seminar 10:00-17:55								18:10-19:00 Party	
9/4 (Fri.)													
			9:00-10:00 Exhibitor preparation	10:00 - 18:00 Exhibition opens Seminar 10:00-17:55								18:00-19:00 Carry-out	

The setup time on the day is one hour (9:00–10:00) for both days.

Tokyo Metropolitan Industrial Trade Center Hamamatsucho-Kan

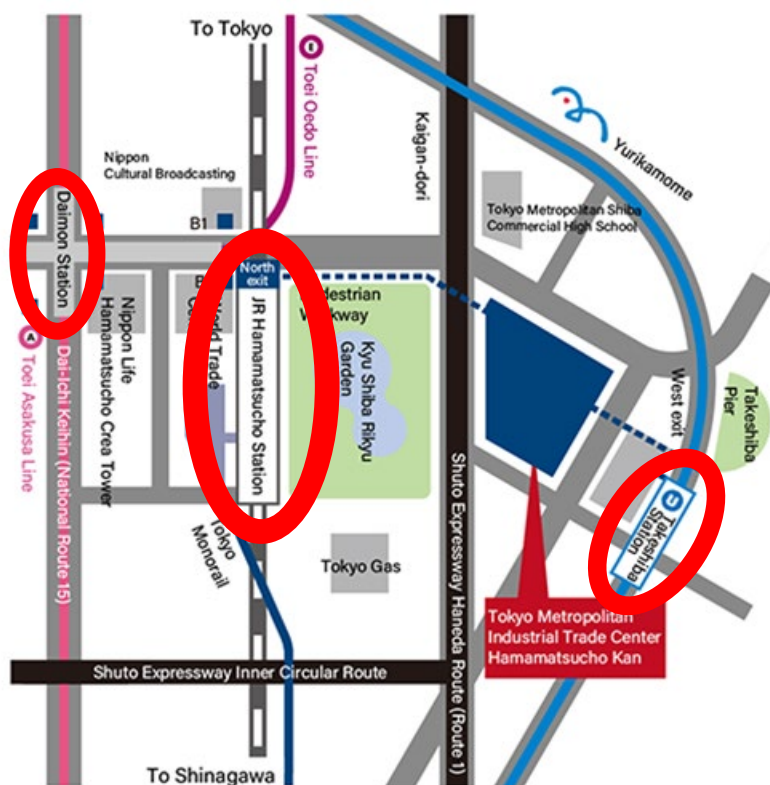
Tokyo Portcity Takeshiba Office Tower 1-7-1, Kaigan, Minato-ku, Tokyo, 105-7501

[TEL] 03-3434-4242

<https://www.sanbo.metro.tokyo.lg.jp/hamamatsucho/language/eng/>

【When coming by train】

- A five-minute walk (350 m) from Hamamatsu Cho Station (north exit)
JR • • • Exit to Takeshiba-dori and proceed toward Takeshiba Pier.
Tokyo Monorail • • • After exiting the monorail ticket gate, turn right at the front entrance of the World Trade Center Building and proceed toward Takeshiba Pier.
- Yurikamome (new option) A two-minute walk (100 m) from Takeshiba Station
After leaving the ticket gate, go out the west exit and proceed toward Hamamatsucho Station.
- Toei Asakusa Line / Toei Oedo Line (subway) A seven-minute walk (450 m) from Daimon Station
Leaving the Daimon/ Hamamatsucho Station ticket gate, go out the B2 exit. When outside, go past JR Hamamatsucho Station (north exit) toward Takeshiba Pier.



◆Venue usage plan

5F | Exhibition / Seminar

Badges will not be mailed in advance.
Please exchange two business cards at the General Reception desk to receive your "Exhibitor Badge."
You must wear your badge at all times while inside the venue.

Event	Place of issuance	Type	Access area
AI Commerce Expo 2026 SNS Operation Strategies Expo 2026	Reception (5F)	Exhibitor badge	Exhibition hall, session hall (company-hosted sessions only), exhibitor lounge (4th floor)

5F

AI Commerce Expo
SNS Operation Strategies Expo

General reception

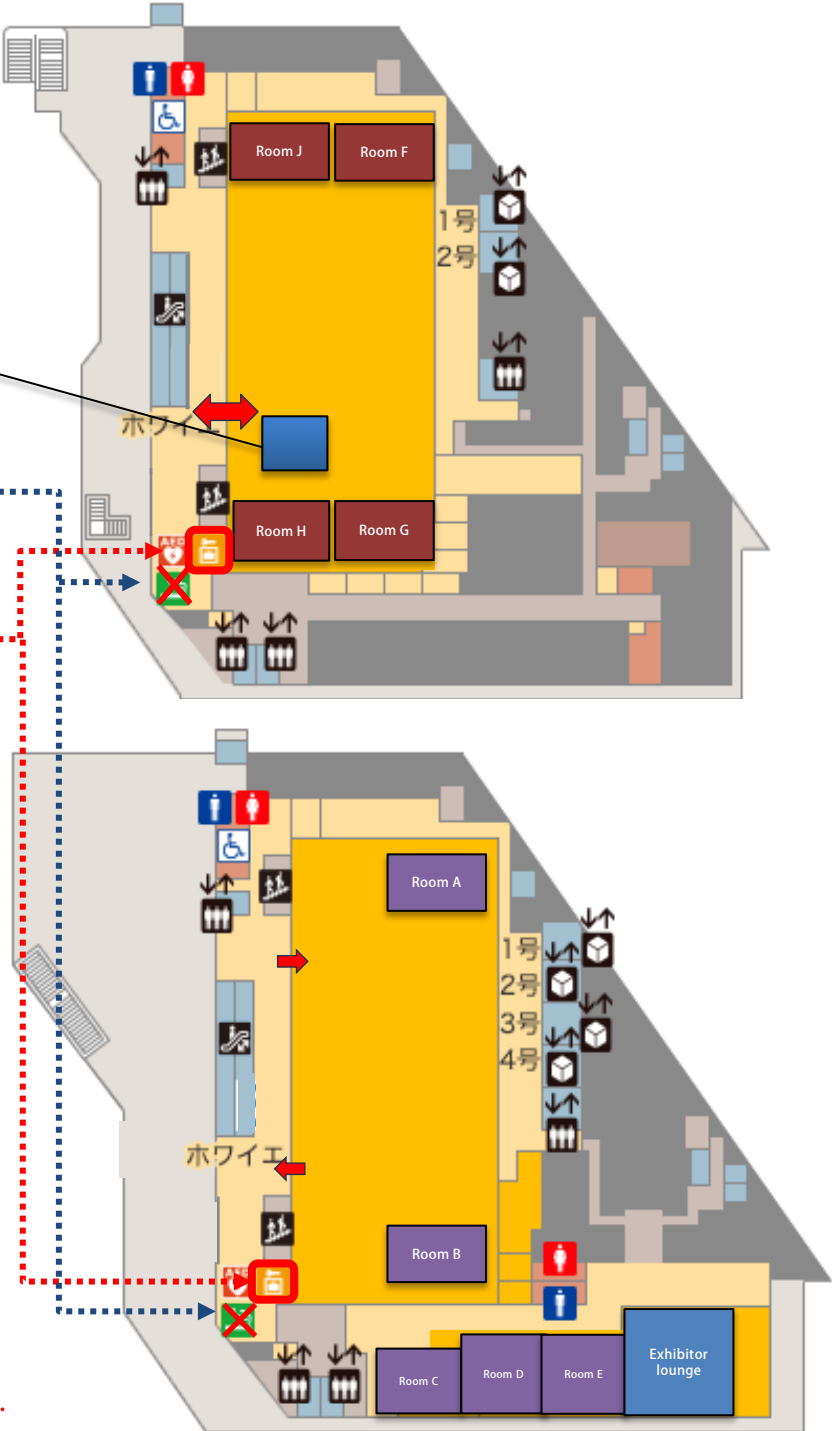
The smoking areas on the 4th and 5th floors are currently closed.
Please use the smoking areas on the 1st and 2nd floors.

Coin locker

4F

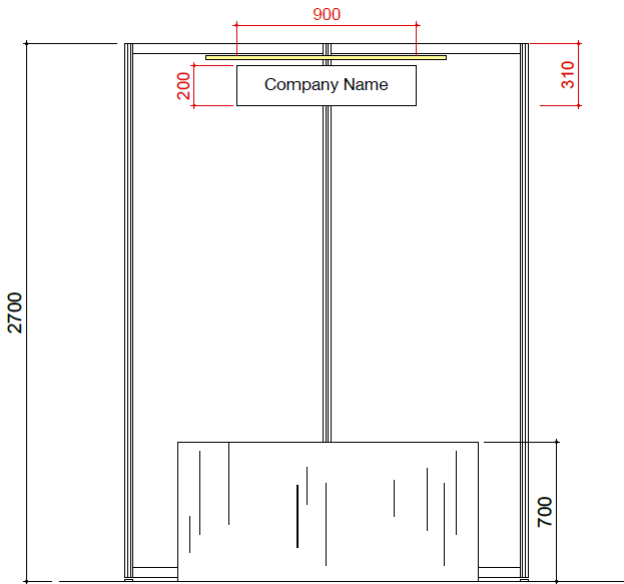
Held concurrently
DX System Development Expo
Manufacturing DX Expo

*The venue usage plan is subject to change.



◆ Exhibition | Basic booth specifications

1 booth : W2m×D2m (4m²)



A system panel measuring W990 x H2700 mm will be installed between adjacent booths; no panel will be installed on the aisle side.

Booth specification (Included equipment/accessories)

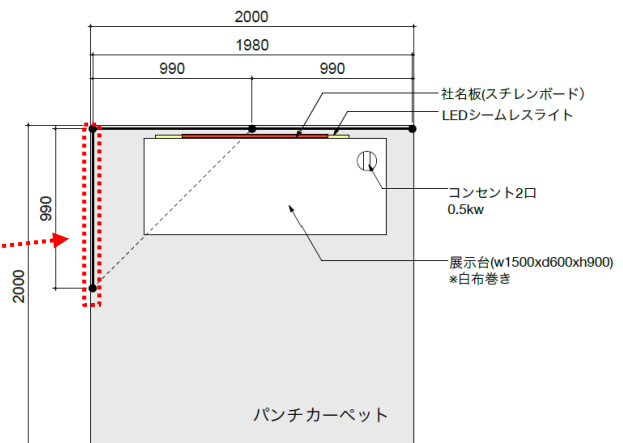
Wall surface (white) : W1980×H2700mm

Company name board (Company name text display) × 1 (W900×H200mm)

LED seamless light × 1

Conference table (W1500×D600×H700mm / white cloth wrapping)

Two-outlet socket (Includes electrical installation work (up to 100V/500W) and electricity usage.)



- ※ The figure is for illustrative purposes only. Actual specifications may differ.
- ※ The exhibition booth will be handed over with a unified design.
- ※ The company name board will display the exhibitor's name in accordance with the "Exhibitor Name Display" guidelines on page 29. (Displaying a company logo is also available as a paid option.)
- ※ Restoration to the original condition is required.
You may not use items that create holes—such as nails or thumbtacks—or any type of double-sided tape (including paper or cloth varieties).

Matters Concerning Liability and Exemption from Liability Regarding the Use of Stepladders

- Show Management Office and Expo International Ltd. assume no liability for any accidents or injuries arising from the use of stepladders. Exhibitors use them at their own risk.
- Show Management Office and Expo International, Inc. assume no liability whatsoever for any personal injury or property damage (including damage to third parties) arising from the use of stepladders.
- In the event that a loaned stepladder is lost or damaged, or causes damage to venue facilities or other exhibits during use, the exhibitor shall bear the actual costs incurred.

◆ Exhibition | List of paid options

Rental Equipment & Video Equipment

If you wish to request booth options, please fill out the "Booth Paid Option Application Form" on page 16 and email it to Expo International Ltd. (E-mail: inncom@expo.co.jp) by Wednesday, July 22.

* The costs below include consumption tax.

1 Name Card Box ¥1,650 	2 Acrylic Catalog Pocket (A4 size) ¥3,300 	3 Desktop Catalog Stand ¥1,650  (A4 vertical 12 columns)	4 Catalog Stand ¥6,050  (A4 vertical 12 columns)
5 Catalog Stand ¥5,500  (A4 vertical 6 columns)	6 White Cloth ¥1,320  (1,000Φ)	7 Pipe Chair ¥550 	8 Stand Chair ¥3,850 
9 Conference Table ¥3,850  (W1500×D600×H700)	10 Round Table ¥4,400  (1600Φ×H650) Color: Top Board White	11 TV ¥52,800  (43"LCD)	12 Wide TV ¥60,500  (50"LCD)
13 LCD Monitor ¥22,000  (for 23"PC)	14 LCD Monitor ¥26,400  (for 27"PC)	15 Wall Mounting Bracket for Monitor ¥16,500 *Wall mount brackets: 1 set of 2 *Monitor mounting brackets: 1 set of 2 *No.11, 12, 13, and 14 are available. *Bringing in wall-mounted monitors is not permitted.	

Additional electrical main line construction (equipment)

16 Electrical outlet ¥5,500  (3-pin 2-outlet) *1	17 LED spotlight ¥7,150  LED (100W) *1	18 Additional electrical trunk line installation cost ¥13,200 / 1kw Please apply in 1Kw units. Please contact us if you require 200V.
---	---	---

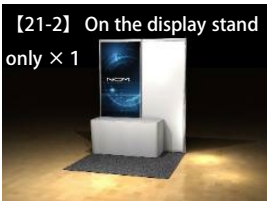
*1

When adding "No. 16" and "No. 17," you must apply for "No. 18: Additional electrical trunk line installation cost."

Booth Decoration & Construction Options (*tax included)

19	Company logo on company name board	¥13,200
After submitting your application, please send a file in AI or EPS format with outlined text to Expo International Ltd.		
20	Panel installation fee (includes cost of Velcro or chains) *A separate quote is required for sizes A0 and larger.	¥1,100 /1 panel
[20-1] Mounting parts only (Velcro, set of 6): ¥660		
[20-2] Chain & Hook (set of 2) only ¥660		
21	Back panel graphic	
[21-1] Back panel graphic Full-surface W950 x H2580 (entire wall surface)		¥38,500 / 1 panel
[21-2] Back panel graphic (display stand section only); W950 x H1950 (visible area)		¥29,700 / 1 panel
[21-3] Back Panel Color Sheet – Full Coverage W950 x H2580 (Entire Wall Surface)		¥11,000 /1 panel
[21-4] Back Panel Color Sheet (Display Stand Section Only) – W950 x H1950 (Visible Area)		¥8,800 /1 panel

- Back panel graphic
Please submit print-ready data in AI or EPS format to Expo International Ltd. by Wednesday, July 22.
Additional fees will apply if data adjustments or similar work are required.
Color proofing is not provided.
The price includes installation, shipping, and setup.
- Back Panel Color Sheet
The price applies to the application of a solid-color vinyl sheet.
Please contact Expo International Co., Ltd. regarding available sheet colors.



*Representative image (carpet not included in specifications)

22	Original cloth for display stand (W2900*H1300)	¥39,600
----	--	---------

After you submit your application, Expo International Co., Ltd. will send you the design template.
Please submit your print-ready data (in .ai or .eps format) by Wednesday, July 22.
Additional fees will apply if data adjustments or other modifications are required.
Color proofing is not provided.
The fee includes installation, shipping, and setup.

Other

23	Waste disposal fees (90L garbage bags) *Excluding food and beverage waste	¥2,200
*Excludes food waste (such as bento box trash) and beverage waste (such as PET bottles, glass bottles, and cans).		

【 General Exhibition Booth / Equipment Inquiries 】

Expo International Ltd.
Nakayama / Suzuki
E-mail: inncom@expo.co.jp

Option
Deadline : 7/22 (Wed.)

No.	Item	Number	Fee	Subtotal
Total				

E-mail: inncom@expo.co.jp

◆ Precautions for the use of the exhibition hall

- ◆ On-site safety management
Show Management Office assumes no liability for any injury to persons or damage to property resulting from natural disasters, fire, theft, loss, or other events beyond its control.
We recommend taking precautionary measures, such as insuring your exhibits and securing PCs with security cables. In the event of an accident, please contact Show Management Office immediately.
- ◆ Exhibition booth
Drilling holes, driving tacks, or hammering nails into booth walls or display stands is prohibited.
Please be aware that exhibitors may be required to cover the costs of repair or replacement in the event of damage or loss.
- ◆ Use of shared spaces is prohibited
Exhibitors are responsible for managing visitor flow, maintaining order, and ensuring that the aisles surrounding their booths remain clear; visitors must not be allowed to congregate in these aisles. Exhibitors will be required to make corrections or halt activities if the situation is deemed hazardous. Additionally, exhibits, packing materials, and the like must not be placed in the aisles surrounding the booth or behind or beside the booth itself.
- ◆ Internet
Internet access is not provided.
If you use the internet within your booth, please bring your own mobile devices.
- ◆ Storage space
We plan to provide a shared storage area in the exhibitor lounge or an available space at the venue.
Show Management Office accepts no liability for theft, loss, or damage; please manage your items at your own responsibility.
- ◆ Audio equipment
Presentations using microphones or speakers within the booth are not permitted. You may play videos with sound on your displays; however, if Show Management Office determines that the sound is disturbing neighboring exhibitors, you may be required to adjust the volume.
- ◆ Waste disposal within the booth
Please either arrange for waste disposal via a paid option or take the waste away with you.
If any trash or leftover materials are left at the venue, you will be charged for the cost of disposal.
- ◆ Food and drinks provided
As a general rule, bringing food or beverages into the exhibition venue is prohibited; however, if you wish to distribute items (such as bottled or canned drinks, snacks, etc.) as novelty gifts associated with your exhibit, please consult Show Management Office in advance.
- ◆ Disaster prevention regulations for materials
 - When using flammable items such as flags, banners, cloths, fabrics, floor coverings, or other decorative materials, please ensure that all items bear a label indicating they have undergone flame-retardant treatment via immersion. Items that cannot be treated for flame retardancy may not be used.
 - Please do not use materials such as Hong Kong flowers, urethane, acetate, polyester, or nylon, as it is difficult to impart flame-retardant properties to them.
 - The use of expanded polystyrene (Styrofoam) is strictly prohibited; please use materials such as Styrofoam-type insulation boards instead.
- ◆ Photographing
 - Photography by attendees
Show Management Office does not specifically restrict photography by visitors. If exhibitors need to restrict photography to protect equipment, products, designs, or the like, please take appropriate measures yourselves, such as by installing signage.
 - Reporting and filming by members of the press wearing press badges
We would appreciate your cooperation, provided it is convenient for you.
 - Photography of the exhibitor's own booth
There are no specific restrictions. Please take photos in a manner that does not inconvenience other visitors or companies. If you photograph another company's booth, please obtain permission from the respective exhibitor.
 - Photo taken by Show Management Office's staff
Show Management Office photography staff will be conducting interviews and filming for the purpose of posting immediate updates on the official website and utilizing the material in promotional tools.
We ask for your cooperation.

◆Exhibition | AiMeet Visitor's lead acquisition support service

"AiMeet" is a contactless information exchange tool that replaces exchanging business cards and distributing paper materials by contactlessly acquiring business card information and providing data such as company information and product catalogues. In addition, visitor information scanned with a smartphone can be obtained in real time from the management screen.

To use the booth, please apply from the event management site [AiMeet Visitor's lead acquisition support service].

System usage fee

● Usage fees (tax included)

System (AiManager platform) Basic usage fee *Includes 1 license	¥33,000
Additional License	¥16,500 / 1 license
Rental of scanning devices (smartphones)	¥16,500 / 1 device
Fee for extracting personal data of attendees	¥132 / 1 item

*The basic system usage fee and additional licenses do not include the scanning device (smartphone); please provide your own or arrange for a rental.

Recommended environment: iOS 12 or later with the latest version of Safari | Android 9 or later with the latest version of Google Chrome.

One scanning device is required per license.

*The fee for extracting attendee personal data is based on the number of unique attendees scanned. (Please note that duplicate entries may appear in the delivered data, and charges are incurred at the time of scanning.)

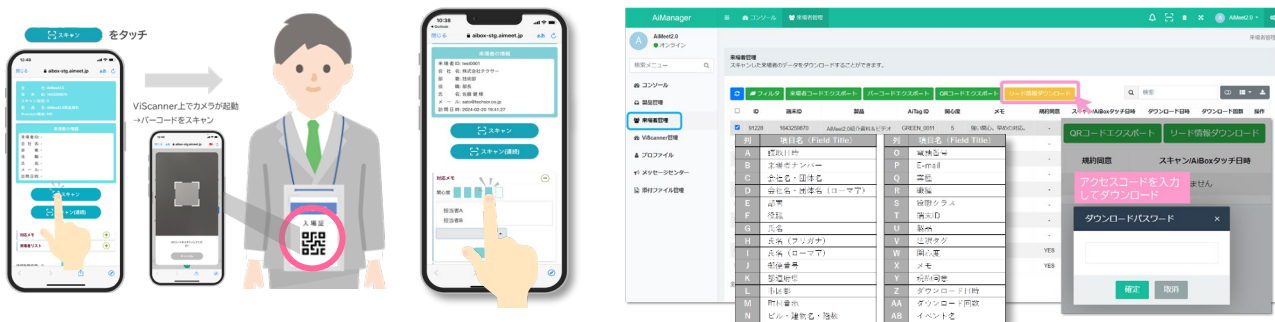
Service Details

Quickly capture leads by scanning attendee badges.

Record notes on the response.

Available for immediate download from the management platform.

*Data on visitors who register on the day of the event will be available approximately one week after the event concludes.



Document Download Service System for Attendees

Scan the badge's QR code

Display visit history on the visitor webpage.

Email forwarding to a PC is also possible.



Reduction of printing and transportation costs

You can reduce printing and shipping costs for items such as catalogs, while completely eliminating the hassle of verifying quantities, packing, arranging reprints during the event, and handling returns afterward.



Tap the document you want to view from the history to download it.

(1) Handling of Personal Information Provided by the Company to Exhibitors

We will provide exhibitors with the personal information (business card details) of attendees scanned at their respective booths. This personal data will be provided using a secure method, subject to agreement with the "Confirmation Items Regarding Data Transfer" (https://frm.f2ff.jp/event-jp/images/Agreement_E.pdf). Please handle the provided personal information under your company's own management and in compliance with the Act on the Protection of Personal Information and other applicable laws and regulations.

(2) Delivery of Attendee Data

Prior to the event, the AiMeet Management Office will send AiManager (exhibitor management site) account details to the designated contact person. Attendee data from online registrations can be viewed and downloaded in real-time via AiManager during the event.

Data regarding on-site registrants (i.e., those who did not register online, such as those presenting invitation tickets) is scheduled for delivery the week following the event's conclusion; Show Management Office will notify you via email when the data has been updated.

Please note that delivery may be delayed in the event of unforeseen circumstances.

(3) Deliverables

The data to be delivered includes the date and time of data capture and the following personal information: name, name (furigana), company name, company name (furigana), department, job title, address, phone number, and e-mail address. Please note that the delivered visitor data reflects exactly what the visitors themselves registered; therefore, the data may contain errors or omissions. Show Management Office does not perform data cleaning or translation into other languages. Please acknowledge this in advance. The delivery file format is CSV. In addition to the personal information mentioned above, the delivered data will include action history (flags) for each visitor.

- Booth Visit Date and Time
- Download documentation (one for each product) flag
- Details of the consultation, and other matters

(4) Other Points to Note

This service does not guarantee data integrity. We recommend exchanging business cards in conjunction with using this service.

The following personal information will be deleted during the review process and will not be provided.

- Data on attendees who refused to provide personal information after registration.
- Data deemed necessary to delete for reasons other than those listed above, such as the protection of personal information or operational requirements.
- In cases such as scanning a QR code not used for this event, encountering a scanning error, or finding no attendee data linked to the badge code

【 Usage and functions 】

AiMeet Management Office 【Techsor Inc.】

E-mail: aimeet-exhibition@techsor.co.jp

【 Application and billing 】

Show Management Office 【NANO OPT Media, Inc.】

E-mail: t-events-exhi@f2ff.jp

◆ Facilities at seminar room / Interviewing and Filming

Facilities at seminar room

- | | |
|-------------------------------------|---|
| ● Screen and projector (16 : 9) × 1 | ● Wireless presenter (Laser pointer) |
| ● Hamd mic × 2 | ● Laptop (Windows 11 × Microsoft 365) × 1 |
| ● Podium × 1 | ● Internet connection (wireless) |

- Bring your own data on the day of your presentation
Please bring your presentation data on a USB memory stick or similar device. If you bring your own PC, please store the data on the PC and bring a USB memory stick, etc. as a backup.
- Tools of making presentation data
Please check the Office version and OS. If the environment when the data is made is different form the facilities above, you should bring your own laptop for presentation, because the difference might cause a problem.
- Bringing own laptop
The connector shape for connection to the projector is "HDMI". If you bring a PC or mobile terminal that does not have this interface, you will need an adapter to convert it to the above connector. Show Management Office will not provide these adapters, so please be sure to bring your own.
- Using multiple laptops
Show Management Office prepare only a laptop. If you need multiple laptops, please bring the second laptop by yourself. However, it is not supported to project images from multiple laptops simultaneously.

Interviewing and Filming

- Audience (visitors)
The Show Management Office does not restrict the taking of photographs by visitors. If you wish to prohibit the taking of photographs of the slides of your presentation, please inform the audience before the presentation starts or in the slides.
- Members of the Press
The press badges will be issued to members of the press. Press will be allowed to cover and film the event on their own, and we ask for their cooperation.
- Exhibitors
No restrictions will be placed on exhibitors filming their own sessions.
Please take photos so as not to disturb visitors or other exhibitors. If you wish to film sessions of other exhibitors, please obtain permission from the exhibitor concerned.
- Show Management Office
The filming staff will conduct interviews and filming for the purpose of posting bulletins on the official website and for use as promotional tools. We appreciate your cooperation.

◆ Distribution of materials/ On-site schedule

Preparation and distribution of materials at the venue

In order to ensure the smooth operation of the event, please enter the necessary information in the [Seminar equipment / Seminar environment, etc] . If you have handouts, please prepare them by your company.

Our staff will take care of the handouts and questionnaires until the start of your company's session after receiving them. We and the venue will not be responsible for any loss, theft, damage, or malfunction. Please understand that.

- Number of distribution points :
If you have multiple handouts (excluding questionnaires), please enclose them in a folder or envelope and combine them into one item. Please deliver the distributed items already sealed in advance, as we will not be able to seal them at the venue. If the questionnaire has a space for a business card, please affix double-sided tape to it in advance.
- Circulation :
Please prepare the number of seats in the hall (Theater: 60 seats) plus a reserve (about 20 copies) as a guide, referring to the pre-registration status of your company's session. . (Please contact your sales representative for pre-registration status.)
- Remaining use of collected questionnaires and handouts :
After the presentation, seminar's staff will hand them to the person in charge of the exhibit or the speaker on the spot, so please take them home with you. Please note that we will not be able to keep or send them to you.

On-site Schedule

On the day of your presentation, please come directly to the seminar room in the exhibition hall 15 minutes before the start of your session. Please bring your presentation data on a USB memory stick, etc. so that you do not forget it.



- ☐ For tests and rehearsals :
No rehearsal time will be provided, except for checking connections just before the start of the seminar.
- ☐ waiting room :
Exhibitors' waiting rooms are available.

Points to consider when conducting a questionnaires 🖱
The collection rate will be increased if the speaker makes a comment asking for cooperation in filling out the form during the lecture time.

Data delivery to seminar provider companies

■ Management of Personal Information that Show Management Office provides sponsor

We will provide the personal information (business card information) of registrants for each event who have agreed to provide their personal information and those who have downloaded session materials to the sponsor of the event. The provision of such personal data will be conducted in a secure manner after consent to [Handling of personal information regarding data delivery] (Please click here https://frm.f2ff.jp/event-jp/images/Agreement_E.pdf to see a sample of the text.)has been obtained. All personal information provided should be handled under the management responsibility of each sponsor and in compliance with the Personal Information Protection Law and other applicable laws and regulations.

■ Provision of personal information (for companies providing sessions)

The registrant's personal information data will be provided to the exhibiting company indicated on the application form, and will be clearly indicated on the session schedule, etc., as "Provided to". After the exhibition, the personal information data will be delivered to the person in charge of exhibits indicated on the application form. The following personal information data will be deleted at the stage of scrutiny and will not be provided.

- Data from participants who have refused to provide personal information after registration
- Data whose registration session has been changed or cancelled by the registrant after registration
- Data deemed necessary to be deleted for reasons other than those listed above for the protection of personal information or for operational reasons

■ Notes on data

- Items to be delivered will include name, name (furigana), company name, company name (furigana), department, position, address, telephone number, and e-mail address. However, the registrant's data to be delivered will be exactly as registered by the registrant himself/herself, and may be incomplete. Show Management Office will not clean the data or **translate it into other languages**. Please understand this in advance.
- Barcodes that are not used for this event, reading errors, or no registrant data associated with the badge code will not be considered for delivery.
- This service does not guarantee data integrity. We recommend exchanging business cards in conjunction with the use of this service.

For inquiries regarding the handling of personal information, : NANO OPT Media, Inc. E-mail:nom-info@f2ff.jp

◆ Information on Monitor Advertising (Paid Option)

Overview

We are inviting exhibitors who wish to display video (without sound) or still image advertisements on the 46-inch monitors installed in the shared area of the exhibition venue.

Display period: 2 days during the exhibition

Fee: 33,000 JPY (tax included)

Capacity: Limited to 5 companies

Content: Video (without sound) or still images provided by the exhibitor

Video duration: Maximum of 5 minutes

Display frequency: Broadcast at 20–30 minutes intervals (*subject to change depending on circumstances)

*As the exhibition venue layout is currently being finalized, we will provide information regarding the specific monitor locations at a later date.

Installation example



Items to Prepare

Exhibitors are required to provide the finalized data for their advertising materials.
Show Management Office will provide details regarding specifications after your application has been submitted.

How to Apply & Deadlines

Please apply via the "Monitor Advertising Application" section of the dedicated exhibitor website.

Application deadline: Friday, July 31, 2026

Material submission deadline: Friday, August 21, 2026

◆ Loading and Unloading (Domestic Courier Shipping)

Delivery of luggage

- Shipped exclusively via Sagawa Express.
[Scheduled delivery date: Monday, August 31]
- Please be sure to affix the "Delivery Label" found on the next page to your shipment.
Do not pack items for the exhibition and items for the seminar together; please ship them in separate packages.
- After Show Management Office receives the shipment for the exhibit, it will be delivered to your booth by the time exhibitors are permitted to begin setup (9:00 AM on the day of the event).
- To prepare for any unforeseen issues such as non-delivery, please be sure to keep a record of the tracking number (and the number of packages sent).
- Show Management Office will hold onto your seminar materials.
- **Show Management Office and the venue cannot accept any liability for loss, theft, damage, or malfunction regarding packages that arrive after the designated date, packages without labels, or items with unclear delivery addresses.**
- **We cannot accept packages that arrive prior to the designated arrival date or those sent via cash-on-delivery (COD). Please take note of this.**

Instructions for filling out the courier shipping slip (*A separate delivery label must also be attached)

Removal of luggage

- For outbound shipments via courier, we only accept Sagawa Express waybills for freight-collect (payment upon delivery) or contract shipments.
Please bring your packed shipment to the designated location indicated on the day, and make a note of the tracking number and the number of packages.
- Shipment and delivery of the items will take place starting from the day after or the second day after the move-out date.

Points to Note Regarding Loading and Unloading

- **Hand carts may only be used within the exhibition venue.**
The use of hand carts is strictly prohibited on other floors of Tokyo Portcity Takeshiba.
Please transport items by hand.
- If there is a risk of damaging the floor or other areas during loading or unloading, please take appropriate protective measures.

8月31日（月）着指定
(Arrival date)

展示用荷物 (Booth)

送付先 (Mailing address)	〒105-7501 東京都港区海岸1-7-1東京ポートシティ竹芝 産業貿易センター 5F 展示室 運営事務局（株式会社ナノオプト・メディア）宛 *Sagawa Express only		
Event	☐ AI Commerce Expo 2026 ☐ SNS Operation Strategies Expo 2026		
Exhibitor		Booth NO	
Contact name		TEL	
Contents			Quantity
			/

8月31日（月）着指定
(Arrival date)

展示用荷物 (Booth)

送付先 (Mailing address)	〒105-7501 東京都港区海岸1-7-1東京ポートシティ竹芝 産業貿易センター 5F 展示室 運営事務局（株式会社ナノオプト・メディア）宛 *Sagawa Express only		
Event	☐ AI Commerce Expo 2026 ☐ SNS Operation Strategies Expo 2026		
Exhibitor		Booth NO	
Contact name		TEL	
Contents			Quantity
			/

8月31日（月）着指定
(Arrival date)

講演用荷物 (Seminar)

送付先 (Mailing address)	〒105-7501 東京都港区海岸1-7-1東京ポートシティ竹芝 産業貿易センター 5F 展示室 運営事務局（株式会社ナノオプト・メディア）宛 *Sagawa Express only		
Event	☐ AI Commerce Expo 2026 ☐ SNS Operation Strategies Expo 2026		
Exhibitor		Session ID	
Contact name		TEL	
Contents			Quantity
			/

8月31日（月）着指定
(Arrival date)

講演用荷物 (Seminar)

送付先 (Mailing address)	〒105-7501 東京都港区海岸1-7-1東京ポートシティ竹芝 産業貿易センター 5F 展示室 運営事務局（株式会社ナノオプト・メディア）宛 *Sagawa Express only		
Event	☐ AI Commerce Expo 2026 ☐ SNS Operation Strategies Expo 2026		
Exhibitor		Session ID	
Contact name		TEL	
Contents			Quantity
			/

Handling of personal information

NANO OPT Media, Inc.(hereinafter referred to as “the Company”), the organizer of AIC/SNS Events (hereinafter referred to as “the Event”), will properly manage personal information in accordance with the “Personal Information Protection Policy / Privacy Policy” established by the Company. Our Personal Information Protection Policy / Privacy Policy is available at <https://nanooptmedia.jp/privacy#eng>.

- Handling of personal information provided to us by sponsors
Personal information provided to us by the sponsor will be used for administrative communications related to this event, and may also be used to inform the public of events organized/managed by us. In addition, personal information of speakers provided by sponsors for public use will be published on our official website and brochures. We will not disclose or provide such information to third parties without consent. However, there may be cases in which we outsource the handling of information provided by sponsors for purposes such as sending various types of information. In such cases, we will supervise the contractor to ensure that the information is handled appropriately.
- Collection and Handling of Personal Information by Sponsor
When sponsors collect personal information of visitors at this event by collecting questionnaires, etc., please do so in accordance with Personal Information Protection Policy / the privacy policy of each company. All personal information collected should be handled appropriately under the management responsibility of each company.
- Portrait rights
By entering this event, all visitors, including those involved, are deemed to have consented to filming. Videos and photos taken by event staff or media personnel may be posted or distributed on various websites and in print media as promotional/marketing materials.

For inquiries regarding the handling of personal information, :
NANO OPT Media, Inc. E-mail:nom-info@f2ff.jp

Exhibitor's name notation

The company name of the exhibitor entered on the application form will be listed as the sponsor's name on the official website. The following are the rules of this event regarding the use of exhibitor names.

Notation of Legal Entity

- The short names will be used in order to make it easier for participants to find the company names. Corporate names such as "Inc." will not be listed.
- It is not allowed to use the name of the product or service in place of the company name, as this is mainly intended for inclusion in the list of participating companies so that participants can index the company name.
- Environment-dependent characters cannot be used.

◆ Prohibited acts

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

(For participation in a 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.