

EXHIBITOR MANUAL

– Application Forms –

[For East Hall 4-8]

- **SMART ENERGY WEEK [March] 2026**
- **Sustainability Management Week [March] 2026**
(Formerly “GREEN TRANSFORMATION WEEK”)

Built by



Dates: March 17 (Tue) – 19 (Thu), 2026

Venue: Tokyo Big Sight, Japan

Organised by: RX Japan GK

LIST OF OFFICIAL CONTRACTORS

*These companies are optional. Other companies are also available at your convenience.

<Applications for Booth Construction / Preparation>

Application for Rental Display System

Application

Access to Exhibitors Website

*If you encounter any issues with logging in, please contact Show Management.

DEADLINE :

Feb. 6 (Fri)

Additional Furniture for Rental Display System / Consultation about Booth Decoration

Type A
Type B

SHOEI BIJUTSU Co., Ltd.

25F Saint Luke's Tower, 8-1 Akashicho, Chuo-ku, Tokyo 104-0044, Japan

Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro

TEL: +81-3-5148-6683

E-mail: sew@shoei-bijutsu.co.jp



DEADLINE :

Feb. 6 (Fri)

Design
Type

SHOEI BIJUTSU Co., Ltd.

25F Saint Luke's Tower, 8-1 Akashicho, Chuo-ku, Tokyo 104-0044, Japan

Contact: Design Type Order Section

E-mail: designtype2603@shoei-bijutsu.co.jp



DEADLINE :

Feb. 13 (Fri)

If you wish to request Graphic Data Design, please contact SHOEI BIJUTSU Co., Ltd. by E-mail before

Feb. 6 (Fri)

Electricity

SHOHODENKI Co., Ltd.

1-28-15, Kami-ikebukuro, Toshima-ku, Tokyo 170-0012, Japan

Contact: Mr. Itabashi

TEL: +81-3-3918-7993

E-mail: sew26@shohodenki.co.jp



DEADLINE :

Feb. 6 (Fri)

Rental Furniture

Hiratsuka Lease Co., Ltd.

2-10-9 Sinkiba, Koto-ku, Tokyo 136-0082, Japan

Contact: Ms. Asanuma / Mr. Kogo

TEL: +81-3-3522-0151

E-mail: info@hiratsuka-lease.co.jp URL: http://www.hiratsuka-lease.co.jp/



DEADLINE :

Mar. 6 (Fri)

Communication Network Service

Access <http://www.bigsight.jp/english/organizer/services/network/>



Apply to Tokyo Big Sight directly.

DEADLINE :

Feb. 17 (Tue)

<< Wi-Fi connection at Tokyo Big Sight >>

Please refer to the following URL for further details of Wi-fi.

<https://www.bigsight.jp/english/visitor/services/wi-fi.html>

Visitor Badge Scanner (iPhone Rental Service)

Kissei Comtec Co., Ltd.

Hareza Tower 14F, 1-18-1 Higashi-Ikebukuro, Toshima-ku, Tokyo 170-0013, Japan
Contact: Mr. Kishi / Ms. Hasegawa
TEL: +81-3-6709-2440
E-mail: intl-rxj@network.kcrent.jp



DEADLINE :
Feb. 27 (Fri)

PC Rental

Kissei Comtec Co., Ltd.

Hareza Tower 14F, 1-18-1 Higashi-Ikebukuro, Toshima-ku, Tokyo 170-0013, Japan
Contact: Mr. Kishi / Ms. Hasegawa
TEL: +81-3-6709-2440
E-mail: intl-rxj@network.kcrent.jp



DEADLINE :
Feb. 20 (Fri)

AV Equipment Rental

Edith Grove Co., Ltd.

5F Marusada Ariake Bldg., 2-14-4 Shinonome, Koto-ku, Tokyo 135-0062, Japan
Contact: Mr. Yoshida
TEL: +81-3-5500-5362
E-mail: avrental@edithgrove.co.jp
URL: http://www.edithgrove.co.jp/index_english.html



DEADLINE :
Feb. 20 (Fri)

Floor Construction

SHOEI BIJUTSU Co., Ltd.

25F Saint Luke's Tower, 8-1 Akashicho, Chuo-ku, Tokyo 104-0044, Japan
Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro
TEL: +81-3-5148-6683
E-mail: sew@shoei-bijutsu.co.jp



DEADLINE :
Feb. 6 (Fri)

Water Supply

Yamazaki Kogyo Co., Ltd.

3F 4-22-2, Koenjiminami, Suginami-ku, Tokyo 166-0003, Japan
Contact: Mr. Ishizuka
TEL: +81-3-5305-5091
E-mail: ishizuka@yamazakikogyo.com



DEADLINE :
Feb. 6 (Fri)

Compressed Air Supply

Yamazaki Kogyo Co., Ltd.

3F 4-22-2, Koenjiminami, Suginami-ku, Tokyo 166-0003, Japan
Contact: Mr. Ishizuka
TEL: +81-3-5305-5091
E-mail: ishizuka@yamazakikogyo.com



DEADLINE :
Feb. 6 (Fri)

Booth Cleaning Service

Big Sight Services Co., Ltd.

3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan
Contact: Mr. Onojima
TEL: +81-3-5530-1290
E-mail: bss-koma@bigsight-services.com



DEADLINE :
Feb. 27 (Fri)

Handling Fire and Dangerous Materials for Exhibits and Demonstration

SHOEI BIJUTSU Co., Ltd.

25F Saint Luke's Tower, 8-1 Akashicho, Chuo-ku, Tokyo 104-0044, Japan

Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro

TEL: +81-3-5148-6683

E-mail: sew@shoei-bijutsu.co.jp



DEADLINE :

Jan. 23 (Fri)

Carrying-in / Demonstration of Hydrogen

SHOEI BIJUTSU Co., Ltd.

25F Saint Luke's Tower, 8-1 Akashicho, Chuo-ku, Tokyo 104-0044, Japan

Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro

TEL: +81-3-5148-6683

E-mail: sew@shoei-bijutsu.co.jp



DEADLINE :

Jan. 23 (Fri)

Ceiling Construction

SHOEI BIJUTSU Co., Ltd.

25F Saint Luke's Tower, 8-1 Akashicho, Chuo-ku, Tokyo 104-0044, Japan

Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro

TEL: +81-3-5148-6683

E-mail: sew@shoei-bijutsu.co.jp



DEADLINE :

Feb. 6 (Fri)

<Applications of Optional Services >

Shipping & Freight / Temporary Storage Service

Kintetsu World Express Sales, Inc.

24F New Pier Takeshiba North Tower, 1-11-1 Kaigan, Minato-ku, Tokyo
105-0022, Japan
Contact: Ms. Naya
TEL: +81-80-6618-7352
E-mail: event-ksi@kwe.com



**DEADLINE :
Feb. 20 (Fri)**

NISSIN CORPORATION

Corporate Business Solution Department Exhibition Team

1-6-4, Kojimachi, Chiyoda-ku, Tokyo, 102-8350, Japan
Contact: Mr. Matsumoto / Ms. Takahashi / Mr. Yoshizawa
TEL: +81-3-3238-6500
E-mail: exhibition@nissin-tw.com

Lunch Box and Drink Delivery Service

IWATA CO., LTD

Contact: Event Order Section
TEL: +81-3-3667-9930 FAX: +81-3-3662-4937
E-mail: tenjikai@e-bento.co.jp



**DEADLINE :
Mar. 11 (Wed)**

Interpreter / Translation Service

Japan Convention Services, Inc.

Daido Seimei Kasumigaseki Bldg. 1-4-2, Kasumigaseki, Chiyoda-ku, Tokyo
100-0013, Japan
Contact: Interpreter / Translator Section
TEL : +81-3-3508-1216
E-mail: event_jinzai@convention.co.jp



**DEADLINE :
Feb. 13 (Fri)**

*** Please contact Show Management for other inquiries.**

RX Japan GK Show Management

E-mail: sew.gxw_support_en.jp@rxglobal.com

[Type A and B] Additional Furniture for Rental Display System

Send this
Form to:

SHOEI BIJUTSU Co., Ltd.

Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro

TEL: +81-3-5148-6683

E-mail: sew@shoei-bijutsu.co.jp

DEADLINE

Feb. 6 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

Following items are available for exhibitors who requested Rental Display System.

(unit: mm)

1 Display Table (with storage) JPY17,160 ×[]=[JPY] * tick H 900 H 750	2 Display Table (with storage) JPY19,800 ×[]=[JPY] * tick H 900 H 750	3 Display Table JPY23,760 ×[]=[JPY] * tick H 900 H 750	4 Display Table JPY30,800 ×[]=[JPY] * tick H 900 H 750	5 Round Display Table JPY30,800 ×[]=[JPY] * tick H 900 H 750																
6 Mesh Panel JPY6,600 ×[]=[JPY] *For the color and size of Mesh Panel, please contact official contractor directly. Hook(L-100) @JPY330 ×____pcs.	7 Tilting Shelves JPY13,200 ×[]=[JPY] *For the weight limit of the shelves, please contact the contractor.	8 Shelf JPY2,640 ×[]=[JPY] *For the weight limit of the shelves, please contact the contractor.	9 Wall Panel JPY11,220 ×[]=[JPY] 	10 Coloring Sheet JPY7,700 ×[]=[JPY] *in addition to wall panel <table border="1"> <thead> <tr> <th>*tick</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td></td> <td>Red</td> </tr> <tr> <td></td> <td>Blue</td> </tr> <tr> <td></td> <td>Green</td> </tr> <tr> <td></td> <td>Yellow</td> </tr> <tr> <td></td> <td>Gray</td> </tr> <tr> <td></td> <td>Orange</td> </tr> <tr> <td></td> <td>Black</td> </tr> </tbody> </table>	*tick	Color		Red		Blue		Green		Yellow		Gray		Orange		Black
*tick	Color																			
	Red																			
	Blue																			
	Green																			
	Yellow																			
	Gray																			
	Orange																			
	Black																			
11 Chain & S-hook (2 pieces) JPY660 ×[]set=[JPY] 	12 Velcro (4 pieces) JPY660 ×[]set=[JPY] 	Grand Total JPY																		

*10% consumption tax is included in the price.

Note:

- The basic color of the display tables and wall panels is white.
- Please contact official contractor directly for more details such as exterior frames or for any inquiry to place heavy items on the shelves that exceed the weight limit.
- The standard load capacity is 10 to 15 kg for the display stand and about 5 kg for the two chain hooks.
Please contact us in advance, as the load capacity of the display stand can be increased by reinforcement.
- You cannot decorate the walls and display tables in the manner they cannot be restored to their original conditions, such as making holes with nails, screws and thumbtacks, painting the wall panels, etc. Repairing cost shall be charged for such an act, e.g. it costs JPY 21,450/ panel for wall panels.
- Other Items are also available upon request.
- There are no refunds available after the payment.
- Although on-site orders can be accepted, there is no guarantee that your request can be processed.

**Method of
Payment**

Invoice will be issued by the official contractor after the application. Please transfer to the designated account within one week from the issue date stated on the invoice.
The exhibitor will be charged for the bank commission fee. Please choose "SHA(Share)" relating to the transfer charge when making an international wire transfer.

[Design Type]

Additional Furniture for Rental Display System / Graphic Data Design

Contact

SHOEI BIJUTSU Co., Ltd.
Contact: Design Type Order Section
E-mail: designtype2603@shoei-bijutsu.co.jp

DEADLINE

Feb. 13 (Fri)

If you wish to request Graphic Data Design,
please contact SHOEI BIJUTSU Co., Ltd.
by E-mail before

Feb. 6 (Fri)

If you would like to order the additional furniture for booth decoration, please order from the following URL.

*For exhibitors who registered Design Type in Exhibitors Website only. (Please submit by the deadline of "Application for Rental Display System" stated on page 2.)

URL for Application for Additional Furniture for Rental Display System or Submission of Graphic Data

<https://www.event-site.co.jp/designtype2603>

*Refer to the e-mail sent from SHOEI BIJUTSU Co., Ltd. for Login ID and password.

*This is not an order form. Please order the additional furniture via the above URL.

Graphic Data Design

*For Reference only. Varies depends on design data.

Complete Data	Data Design 1	Data Design 2	Data Design 3
No additional cost	From JPY 55,000 / pc	From JPY 110,000 / pc	From JPY 165,000 / pc
Complete data is ready. or Prepare yourself before deadline	Data can be used for reference which provided in AI format eg. flyer, poster	No reference data in AI format, but usable materials, graphics or introductory description is available.	Design from zero base with no materials or design provided.

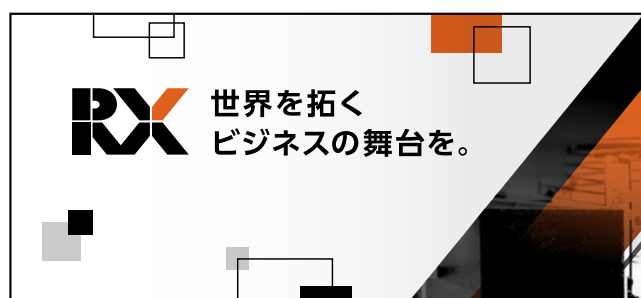
* 10 % consumption tax is included.

Samples of Graphic Data

Mini booth



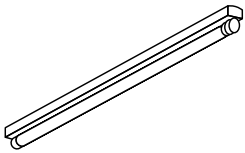


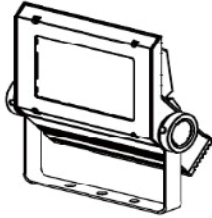
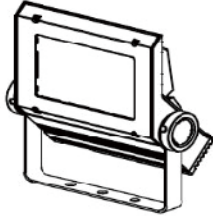
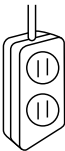
1 Regular booth



● Electricity

- In case of using the Rental Display System, it is not required to submit "Electrical Service (I)".
- The Rental Display System includes basic electrical service. In case you need extra lighting, it is required to fill in "Electrical Service (II)" to apply.
- If you require extra lighting, note that the additional primary wiring and branch circuit construction is required, regardless of the current wiring circuit construction and electrical consumption.
- Exhibitors are requested to refrain from bringing their own lighting equipment to avoid any electrical trouble on site. If there are any other items you require, contact the official contractor directly.
- Total price is calculated by adding the amount in (A), (C) and (D). Amount in (C) and (D) depend on the wattage of the lighting equipment you order.
- Amount indicated in (C) includes both construction and electricity consumption charge.
- Amount in (C) and (D) will be automatically charged according to the equipment you order. The period or the span in which the electricity is consumed is irrelevant. e.g. Either when the electricity was consumed from 8:00am (move-in time) or from 10:00am, the amount charged in (C) and (D) will be the same.

Rental Lighting Equipment Catalogue

<p>1 Fluorescent Lamp</p> <p>JPY4,840</p> 	<p>2 Spotlight with arm</p> <p>light bulb color : JPY6,050</p> <p>daylight color : JPY6,050</p> 
<p>3 Spotlight</p> <p>light bulb color : JPY5,445</p> <p>daylight color : JPY5,445</p> 	<p>4 LED 30W</p> <p>JPY12,100</p> 
<p>5 LED 60W</p> <p>JPY21,780</p> 	<p>6 Outlet 100V up to 1.5kW</p> <p>JPY3,630</p> 

*10% consumption tax included.

*5% related costs will be charged.

*Order these equipment by submitting the form "Electrical Service (II)".

MUST SUBMIT

Electrical Service (I)

**Send this
Form to:****SHOHODENKI Co., Ltd.**Contact: Mr. Itabashi
TEL: +81-3-3918-7993
E-mail: sew26@shohodenki.co.jp**DEADLINE****Feb. 6 (Fri)****Show Title:****Booth #:** *Leave it blank if the booth number is not yet confirmed.
—**Company Name:****Contact (Mr./Ms.):****TEL:****E-mail:**

For exhibitors who do not apply for the Rental Display System, it is required to apply for this service to use electricity in your booth. Please fill in the blanks below and submit via E-mail.

Summary of Total Cost:

Sub-Total of (A)	JPY
Sub-Total of (C)	JPY
Sub-Total of (D)	JPY
Grand Total (A)+(C)+(D)	JPY

Primary Wiring Service for:

- Space Only Exhibitors
- Rental Display System Exhibitors who request a different power supply

100V single phase	50Hz		kW	JPY
200V single phase	50Hz		kW	JPY
200V three phase	50Hz		kW	JPY

Position

- Please specify the position of the main switch or submit a booth layout which indicates the position of the main switch.

Symbol of Main Switch

- ☐ 100V
- ☐ 200V single phase
- ☐ 200V three phase

▲
Front of Booth

Send confirmation of order to:

Name:	TEL:
E-mail:	

Send invoice to:

Name:	TEL:
Company:	E-mail:

Payment to be made via:

- ☐ Japanese yen (cash) ☐ Credit card (AMEX, VISA or Master)

Notes for Application:

- Forward all inquiries via **E-mail**. (See the contact details above.)
- Submissions after the deadline or requests for changes after the deadline will incur an additional charge fee as a drawing redesign and reapplication to the venue.
- Submit a **booth layout** which indicates all of your equipment and wattage per each.

< SUPPLY HOURS >

The 2nd day of move-in noon – 10:00pm
The 1st day of the show 8:00am – the end of the show
The 2nd day of the show 8:30am – the end of the show
The last day of the show 8:30am – the end of the show

*Contact directly to the contractor for early / late electrical supply or any other inquiries.

**Method of
Payment**

Official contractor will visit your booth to collect payment during the show period either in Japanese yen (cash) or the following credit cards (AMEX, VISA or Master).

Electrical Service (II)

Send this
Form to:

SHOHODENKI Co., Ltd.
Contact: Mr. Itabashi
TEL: +81-3-3918-7993
E-mail: sew26@shohodenki.co.jp

DEADLINE
Feb. 6 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

Your electrical contractor: _____

Person in charge: Mr./Ms. _____ TEL: _____

Connections at 100V (Secondary Wiring)

*10% consumption tax included

Lighting Equipment	Amount*		Watts	
1. Fluorescent Lamp	JPY 4,840 ×	pcs.= JPY	pcs.=	W
2. Spotlight with arm (light bulb color)	JPY 6,050 ×	pcs.= JPY	pcs.=	W
Spotlight with arm (daylight color)	JPY 6,050 ×	pcs.= JPY	pcs.=	W
3. Spotlight (light bulb color)	JPY 5,445 ×	pcs.= JPY	pcs.=	W
Spotlight (daylight color)	JPY 5,445 ×	pcs.= JPY	pcs.=	W
4. LED 30W	JPY 12,100 ×	pcs.= JPY	pcs.=	W
5. LED 60W	JPY 21,780 ×	pcs.= JPY	pcs.=	W
6. Outlet 100V up to 1.5kW	JPY 3,630 ×	pcs.= JPY	(W) ×	pcs.= W
Total Amount (A) = JPY			Total Watts (B) = W	

*Please contact the contractor when you need outlets for 200V.

Primary
Wiring



Total Watts (B)	Amount (C)
under 1kW	JPY 13,200
1.01~2.0kW	JPY 26,400
2.01~3.0kW	JPY 39,600
3.01~4.0kW	JPY 52,800
Above 4.01kW	JPY 13,200/1.0kW

Branch Circuit
Construction



Total Watts (B)	Amount (D)
under 1.5kW	JPY 6,050
1.51~3.0kW	JPY 12,100
3.01~4.5kW	JPY 18,150
4.51~6.0kW	JPY 24,200
Above 6.01kW	JPY 6,050/1.5kW

Rental Furniture

Send this
Form to:

Hiratsuka Lease Co., Ltd.

Contact: Ms. Asanuma / Mr. Kogo

TEL: +81-3-3522-0151

E-mail: info@hiratsuka-lease.co.jp URL: http://www.hiratsuka-lease.co.jp/

DEADLINE

Mar. 6 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

● Please access the following web page to see the catalogue for rental furniture.

https://lp.rxjapan.jp/c_hiratsuka_10 For ordering furniture, please submit this form.

NO	Item	Unit Price	Quantity	Total(JPY)
1	Meeting Table & Chair	JPY17,160		
2	Meeting Table & Chair	JPY17,160		
3	Meeting Table & Chair	JPY24,200		
4	Meeting Table & Chair	JPY31,680		
5	Meeting Table & Chair	JPY22,880		
6	Meeting Table & Chair	JPY22,880		
7	Meeting Table & Chair	JPY22,880		
8	Meeting Table & Chair	JPY33,880		
9	Meeting Table & Chair	JPY33,880		
10	Meeting Table & Chair	JPY33,880		
11	High Counter Table & Chair	JPY25,080		
	Meeting Table & Chair A	JPY17,160		
12	Meeting Table & Chair B	JPY17,160		
	Meeting Table & Chair C	JPY17,160		
	Meeting Table & Chair E	JPY17,160		
13	Lounge Set	JPY17,600		
14	Lounge Set	JPY17,600		
15	Lounge Set	JPY28,600		
16	Folding Chair	JPY704		
	Stacking Chair A	JPY2,640		
	Stacking Chair B	JPY2,640		
17	Stacking Chair C	JPY2,640		
	Stacking Chair E	JPY2,640		
	Stacking Chair F	JPY2,640		
18	Folding Chair	JPY4,400		
	Stand Chair A	JPY4,400		
19	Stand Chair B	JPY4,400		
	Stand Chair A(SH500)	JPY3,520		
20	Stand Chair B(SH600)	JPY3,520		
	Stand Chair C(SH700)	JPY3,520		
	Stand Chair A(SH500)	JPY4,400		
21	Stand Chair B(SH600)	JPY4,400		
	Stand Chair C(SH700)	JPY4,400		
	Round Table A(ø600)	JPY4,400		
22	Round Table B(ø750)	JPY4,400		
	Round Table C(ø900)	JPY4,400		
23	Round Table(ø750)	JPY5,280		
24	Stand Table(ø600)	JPY7,480		
25	Stand Table(ø600)	JPY7,480		
26	Square Table(W800)	JPY2,200		
27	Dining Table(W1200)	JPY6,600		
28	Dining Table(W1200)	JPY6,600		
	Folding Table A(W1200 D600)	JPY2,640		
29	Folding Table B(W1500 D600)	JPY3,520		
	Folding Table C(W1800 D600)	JPY3,520		
	Folding Table E(W1800 D450)	JPY3,520		
30	Folding Table(W600)	JPY1,320		
31	Reception Counter(W900)	JPY8,800		
32	Reception Counter(W900)	JPY6,600		
	Unit Counter A(W1200)	JPY11,000		
33	Unit Counter B(W1500)	JPY11,000		
	Unit Counter C(W1800)	JPY17,600		
	Unit Counter A(W1200)	JPY11,000		
34	Unit Counter B(W1500)	JPY13,200		
	Unit Counter C(W1800)	JPY17,600		

NO	Item	Unit Price	Quantity	Total(JPY)
	Unit System Counter A	JPY13,200		
35	Unit System Counter B	JPY13,200		
	Unit System Counter C	JPY13,200		
	Unit System Counter A	JPY26,400		
36	Unit System Counter B	JPY26,400		
	Unit System Counter C	JPY26,400		
	LED Light Panel A(A1)	JPY22,000		
37	LED Light Panel B(A2)	JPY17,600		
	LED Light Panel C(A3)	JPY13,200		
	Panel Stand A	JPY6,600		
38	Panel Stand B	JPY4,400		
	Panel Stand C	JPY4,400		
39	Universal Stand	JPY5,720		
40	Easel A	JPY2,200		
	Easel B	JPY3,080		
41	Panel Stand	JPY2,640		
	Catalogue Stand A	JPY5,280		
42	Catalogue Stand B	JPY6,160		
	Catalogue Stand C	JPY6,160		
43	Catalogue Stand	JPY13,200		
44	Panel Stand	JPY1,320		
45	Catalogue Stand	JPY1,760		
46	Partition A	JPY13,200		
	Partition B	JPY13,200		
47	Pole Partition	JPY1,760		
	Plastic Chain A	JPY264		
	Plastic Chain B	JPY264		
48	Plastic Chain C	JPY264		
	Plastic Chain E	JPY264		
	Plastic Chain F	JPY264		
49	Visiting Card Box	JPY1,760		
50	Display Rack(W900)	JPY15,400		
51	Lockable Cabinet(W900)	JPY6,600		
52	Steel Rack A(D300)	JPY7,040		
	Steel Rack B(D450)	JPY7,040		
53	Hanger Rack	JPY2,640		
54	Hanger	JPY132		
55	White Cloth	JPY1,320		
56	Coffee Machine	JPY15,400		
57	Coffee Set	JPY10,368		
	Water Server	JPY13,200		
58	Water Bottle	JPY3,024		
	Refrigerator(170L)	JPY22,000		
59	Refrigerator(100L)	JPY17,600		
	Refrigerator(70L)	JPY13,200		
60	Dustbin	JPY2,640		
61	Dustbin	JPY704		
62	Fire extinguisher	JPY4,400		
	Indoor Plant(1920)	JPY7,040		
63	Indoor Plant(1440)	JPY5,170		
	Indoor Plant(640)	JPY2,420		

(unit: mm) *10% consumption tax included

Grand Total	JPY
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NOTE:

- Within a week after sending this application form, you will receive an E-mail confirmation from **Hiratsuka Lease Co., Ltd.** If you did not receive your confirmation E-mail, contact via info@hiratsuka-lease.co.jp.
- Depending on stock status, actual products may be different from photos provided.
- The above prices are for the duration of the show and include delivery to your booth.
- Other furniture is available at <http://www.hiratsuka-lease.co.jp/>. Please contact info@hiratsuka-lease.co.jp to make an order.
- On-site orders can be accepted during the move-in and show period.
- The total amount must be paid on site in cash (Japanese yen) or credit cards (VISA, Master, AMEX, or JCB).

**Method of
Payment**

On-site payment—Credit card or cash (only Japanese yen will be accepted).

Visitor Badge Scanner (iPhone Rental Service)

Booth #: —

Show Title:

Hall:

Company Name:

[Exhibitor Name]

Contact:

TEL:

() —

Required

E-mail :

Send this
Form to:

Kissei Comtec Co., Ltd.

Contact: Mr. Kishi / Ms. Hasegawa

TEL: +81-3-6709-2440

E-mail: intl-rxj@network.kcrent.jp

DEADLINE
Feb. 27 (Fri)

■ Application

Item	Unit Price	Quantity	Grand Total
Apple iPhone (SIM FREE) * iPhone Model cannot be specified.	JPY 31,900 (10% consumption tax included)		¥

*The above price includes the following services.

- KC Rental SIM2 LTE <nano> 5GB/month
- Administration fee of KC Rental SIM2 LTE (for the starting month only)

*Application fee of RX Lead Manager (Former Emperia) (*for two or more devices) will be charged from RX Japan GK.

*Extra orders are not acceptable on site. Please apply before the exhibition starts.

■ Pick-up & Return

Location of reception counter: in front of Show Management Office (*further notice will be announced if changes)

• Reception Hours

Pick up: 2nd day of move-in: 10:00am - 6:00pm
1st day of the Exhibition: 8:30am - 10:00am

Return: After the show hours ends: 5:00pm - 7:00pm

■ Notes

*Model of iPhone varies depends on the stock availability (iPhone X, iPhone 12, iPhone SE, etc.)

*APP "RX Lead Manager" is installed before delivery. Login before using the app.

*Other setting besides installation of "RX Lead Manager" is not included.

*The DATA SIM is not available for receiving or making phone calls (including messages).

*The DATA SIM is 5GB. No extra data can be added if it exceeds the amount. Use the DATA for "RX Lead Manager" only.

*Compensation of the device will occur if the device is lost, stolen or unreturned.

*Kissei Comtec Co., Ltd. is not responsible for any lost or leakage of data (personal information) if the device is stolen or lost. Implement security measures yourself to prevent any loss.

*Please contact Show Management regarding the usage of "RX Lead Manager".

■ Please pay the total amount by PayPal or bank transfer.

☐ Make a payment by PayPal

*If you have your PayPal account, please fill in your e-mail below. If not, please create your PayPal account and fill in your e-mail address.

E-mail: _____

*We will charge you via your PayPal account. You will receive the payment confirmation e-mail, read it carefully and make a payment before the due date.

☐ Make a payment by bank transfer

*Please transfer a whole amount of remittance charge including fees for wire transfer and receiving commissions.

Information filled will only be used for necessary contact from Kissei Comtec Co., Ltd.

Please visit the homepage for the newest version of rental agreement.

● PC Rental

Please refer to the following list for types of rental PC.

>>> Send application form to Kissei Comtec Co., Ltd.

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

No.	Presentation Plan	Price	OS	MS Office2024 is installed computers which includes Word, Excel and Power Point. (ACCESS is not included) If you require the following version of MS Office 2021, please contact us.
E1	DELL Latitude 3520 (English)	¥19,000	Windows11-Pro 64bit	
E2	DELL OptiPlex 3070SFF (English) ※1	¥21,500	Windows11-Pro 64bit	
No.	Security Plan	Price	OS	Antivirus software and the latest version of the Windows update software are installed for the security countermeasure.
E3	DELL Latitude 3520 (English)	¥17,000	Windows11-Pro 64bit	
E4	DELL OptiPlex 3070SFF (English) ※1	¥19,500	Windows11-Pro 64bit	
No.	All in One Plan	Price	OS	Microsoft Office 2024 Standard Edition, Antivirus software and the latest version of the Windows update software are installed. If you require the following version of MS Office 2021, please contact us.
E5	DELL Latitude 3520 (English)	¥24,000	Windows11-Pro 64bit	
E6	DELL OptiPlex 3070SFF (English) ※1	¥26,500	Windows11-Pro 64bit	

※1 Display is not included.

Laptop PC

No.	Items	Price	RAM	CPU	Graphic/VRAM/output-terminal	Drive	OS
E7	DELL Latitude 3520 (English)	¥12,000	16GB	Corei5-1135G7 2.4G	Intel Iris Xe Graphics HDMI	No DVD Drive	Win11-Pro 64bit
E8	Apple MacBook Pro MK1A3J/A M1 Max/32G/SSD1T/Liquid RetinaXDR	¥28,000	32GB	M1 MAX	Thunderbolt 4(USB-TypeC) ×3+HDMI	No DVD Drive	MAC OS 14

The theft of laptop PCs has been on 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	Graphic/VRAM/output-terminal	Drive	OS
E9	DELL OptiPlex 3070SFF (English) ※2	¥13,000	8GB	Corei5-9500 3.0G	Intel HD VGA+HDMI+DisplayPort	DVDSuperMulti	Win11-Pro 64bit
E10	DELL OptiPlex 5090SFF (English) ※2	¥15,500	16GB	Corei7-11700 2.5G	Intel UHD Graphics 750 HDMI+DisplayPort	DVDスーパ-マルチ	Win11-Pro 64bit
E11	(For Desktop PC) ※3 24" TFT widescreen LCD display iiyama ProLite E2483HS-B1 others	¥11,000	FHD 24"(1920×1080)、VGA+HDMI etc...				

※2 Display is not included. / ※3 it should be ordered with PC

iPad

No.	Items	Price	Reference
E12	Apple iPad 2021 Autumn MK2L3J/A Wi-Fi Silver (equivalent)	¥9,000	Wi-Fi model 【IEEE802.11a/b/g/n/ac】
E13	Apple 12.9-inch iPad Pro MTEL2J/A Wi-Fi 64GB Space Gray	¥14,000	Wi-Fi model 【IEEE802.11a/b/g/n/ac】

(10% consumption tax is not included)

Delivery fee is included to the prices. Fee of packing, setting-up, and tax are not included to the prices.

PC Monitor is only available with the set of PC. Orders of monitor(s) alone are not acceptable.

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 Kissei Comtec Co.,Ltd. if you want.

After confirmation of your order, actual cost may be charged.

Please prepare 100 voltage outlet for charging or operating our rental devices.

Our internet device work 100V electricity only.

PC Rental

Send this
Form to:

Kissei Comtec Co., Ltd.
Contact: Mr. Kishi / Ms. Hasegawa
TEL: +81-3-6709-2440
E-mail: intl-rxj@network.kcrent.jp

DEADLINE
Feb. 20 (Fri)

Show Title:	Booth #: <small>*Leave it blank if the booth number is not yet confirmed.</small> —
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

☒ We apply for PC Rental service.

Kissei Comtec Co., Ltd. will contact you for confirmation within 3 days after application. If not, please contact them directly, since your email may not have been delivered properly.

Date, Time and Place for Delivery and Return:

	Date / Time	Place
Delivery	Choose one only: <input type="checkbox"/> The second day of move-in 10am–noon <input type="checkbox"/> Other time and date* () <small>* Extra fee will be added if you choose "other time and date".</small>	Choose one only: <input type="checkbox"/> On-site <input type="checkbox"/> Other ()
	Date / Time	Place
Return	Choose one only: <input type="checkbox"/> The last day of the show until 8pm <input type="checkbox"/> Other time and date* () <small>* Extra fee will be added if you choose "other time and date".</small>	Choose one only: <input type="checkbox"/> On-site <input type="checkbox"/> Other ()

Item No.	Item	Quantity	Amount

* The list shows only a part of our stock. Please contact Kissei Comtec Co., Ltd. if you need other items.

* Please note that we might not be able to take your last-minute order.

Please pay the total amount by PayPal or bank transfer.

☐ **Make a payment by PayPal.**

*If you have your PayPal account, please fill in your e-mail below.

If not, please create your PayPal account and fill in your e-mail address.

E-mail: _____

*We will charge you via your PayPal account. You will receive the payment confirmation e-mail, read it carefully and make a payment before the due date.

☐ **Make a payment by bank transfer**

*Please transfer a whole amount of remittance charge including fees for wire transfer and receiving commissions.

● AV Equipment Rental

● Please access the following web page to see the catalogue for AV equipment rental.

https://lp.rxjapan.jp/edithgrove_catalogue/

For ordering products, please submit the application form to Edith Grove Co., Ltd.

◆ Full Hi-Vision LCD			
Product name		Product Specifications	Rental Fee
1	90 inches LCD	SHARP PN-R903 Hi-stand included • HDMI/VGA input • Screen size: 1993 × 1121mm ◆ Please consult us if you wish to wall-mount the LCD.	396,000 JPY
2	70 inches LCD	SHARP PN-R703 HDMI/VGA input • Screen size: 1538.9 × 865.6mm ◆ Please consult us if you wish to install the LCD on a Foot-stand.	143,000 JPY
3	60 inches LCD	SHARP PN-R603 HDMI/VGA input • Screen size: 1329.1 × 747.6mm ◆ Please consult us if you wish to install the LCD on a Foot-stand.	132,000 JPY
4	55 inches LCD (Built-in USB Media Player)	Panasonic TH-55LF8J Foot-stand included • HDMI/VGA/USB input • Screen size: 1209 × 680mm	88,000 JPY
5	48 inches LCD (Built-in USB Media Player)	Panasonic TH-48LF8J Foot-stand included • HDMI/VGA/USB input • Screen size: 1054 × 592mm	77,000 JPY
6	42 inches LCD (Built-in USB Media Player)	Panasonic TH-42LF8J Foot-stand included • HDMI/VGA/USB input • Screen size: 927 × 521mm	57,200 JPY
7	32 inches LCD (Built-in USB Media Player)	Panasonic TH-32EF1J Foot-stand included • HDMI/VGA/USB input • Screen size: 698 × 392mm	33,000 JPY
8	27 inches LCD	I-O DATA EX-LD2702DB Foot-stand included • HDMI/VGA input • Screen size: 597.9 × 336.3mm	16,500 JPY
9	21.5 inches LCD	I-O DATA LCD-MF223EBR Foot-stand included • HDMI/VGA input • Screen size: 476.6 × 268.1mm	8,800 JPY
◆ 4K Compatible LCD			
Product name		Product Specifications	Rental Fee
10	4K Compatible 84 inches LCD	Panasonic TH-84LQ70J Hi-stand included • HDMI/VGA input • Screen size: 1860 × 1047mm ◆ Please consult us if you wish to wall-mount the LCD.	440,000 JPY
11	4K Compatible 75 inches LCD	SONY KJ-75X8500E/BZ Foot-stand included • HDMI/USB input • Screen size: 1653.7 × 932mm	176,000 JPY
12	4K Compatible 65 inches LCD	SONY KJ-65X8500E/BZ Foot-stand included • HDMI/USB input • Screen size: 1433.5 × 808.7mm	148,500 JPY
13	4K Compatible 55 inches LCD	SONY KJ-55X8500E/BZ Foot-stand included • HDMI/USB input • Screen size: 1213.6 × 684.4mm	99,000 JPY
◆ Display Installation Options			
Product name		Product Specifications	Rental Fee
14	Large Hi-stand (65-90 inches Displays)	Floor stand, moveable & height-adjustable for LCD Display • Installation included ◆ Only applicable to customers ordering displays.	19,800 JPY
15	Hi-stand (20-60 inches Displays)	Floor stand, moveable & height-adjustable for LCD Display • Installation included ◆ Only applicable to customers ordering displays.	16,500 JPY
16	Display wall-mount Installation (60-75 inches)	With wall-mount bracket. ◆ Only applicable to customers ordering displays.	33,000 JPY
17	Display wall-mount Installation (32-55 inches)	With wall-mount bracket. ◆ Only applicable to customers ordering displays.	22,000 JPY
18	Display wall-mount Installation (21.5-27 inches)	With wall-mount bracket. ◆ Only applicable to customers ordering displays.	11,000 JPY
◆ Playback Equipment			
Product name		Product Specifications	Rental Fee
19	Blu-ray Player	SONY UBP-X800 HDMI output • Playable media: BD-R/DVD-R/CD-R/USB	16,500 JPY
20	Region Free DVD Player	PLANTEC AV-2100CPRM HDMI output • Playable media: DVD-R/CD-R	13,200 JPY
21	4K Compatible Media Player	BrightSign HD224 HDMI output • Playable media: microSD card (Included with the player) ◆ We urge you to send your video / image files to us in advance.	16,500 JPY
22	Media Player	BrightSign HD223 HDMI output • Playable media: microSD card (Included with the player) ◆ We urge you to send your video / image files to us in advance.	13,200 JPY
◆ Audio Equipment			
Product name		Product Specifications	Rental Fee
23	PA Pack ① (Speaker × 2, amp, wired mic × 1)	With clamp bracket • Mic input × 1 • Mic type: Headset or Handheld (can be selected) ◆ Please consult us if you wish to install the speakers on a stand.	33,000 JPY
24	PA Pack ② (Speaker × 2, amp)	With clamp bracket • Mini stereo/RCA input ◆ Please consult us if you wish to install the speakers on a stand.	26,400 JPY
25	Compact PA system (Powered speaker × 1, wired mic × 1)	Mic input × 2 • Line input × 2 • Mic type: Headset or Handheld (can be selected) Installation: Floor-standing/On the stand	16,500 JPY
26	PA Mixer	Mic input × 2~4 ◆ If you wish to use more than one microphone in the PA pack, please order this equipment as well.	4,400 JPY
27	Wired Handheld/Headset mic	Cable attached	4,400 JPY

*10% consumption tax included

Note:

1. To ensure your request, submit this form before the stated deadline. An alternative equipment will be recommended if your requested equipment is run out of stock.
2. The contractor will accept your order by confirmation of your payment. In the event of cancellation, refund will be made according to the Rental Agreement.
3. The contractor will be available for any maintenance required during the show period.
4. The above price includes lease, delivery, and adjustment/ maintenance fee. The price does not include any operator/ labor/ construction fee.

AV Equipment Rental

Send this
Form to:

Edith Grove Co., Ltd.

Contact: Mr. Yoshida

TEL: +81-3-5500-5362

E-mail: avrental@edithgrove.co.jp

URL: http://www.edithgrove.co.jp/index_english.html

DEADLINE

Feb. 20 (Fri)

Show Title:

Booth #:

*Leave it blank if the booth number is not yet confirmed.

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

Please choose from the product list and fill in the following form.

Item No.	Item	Quantity	Amount

*10% consumption tax included

**Method of
Payment**

Upon receipt of application, **Edith Grove Co., Ltd.** will send an estimate. We will send you an invoice after confirming the reply of the order documents.

All payment must be made via **BANK TRANSFER** and in **JAPANESE YEN** to the following account:

Bank : **SUMITOMO MITSUI BANKING CORPORATION, SHIBUYA-Branch**

A/C Name: **Edith Grove Co., Ltd.** Branch No.: **654** A/C No.: **7874902**

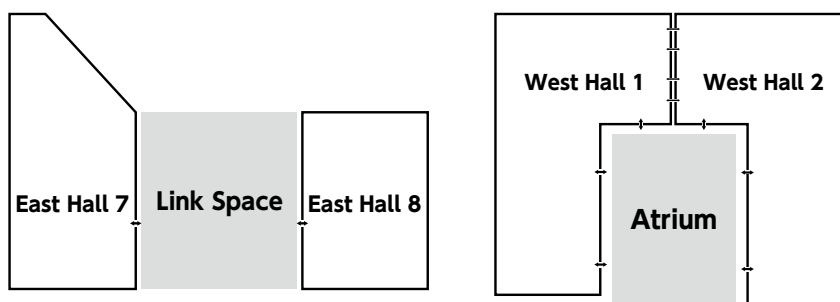
*Include remittance charge in your payment.

● Floor Construction Regulations

1. Installation of Hole-in Anchors

- 1) Anchor bolts installed without application may be charged. If you wish to change the number of anchor bolts (including not to install any) after your application, please submit the application again by noon on the day before the show. No change is accepted after the exhibition.
- 2) Exhibitors planning to install hole-in anchors should submit a detailed drawing of the booth construction, including the number and location of anchors. The hole-in anchor should not be deeper than 60mm and wider than 16mm in diameter, as shown in the images below.
- 3) Actions listed below are strictly prohibited. In case of violation, the exhibitor will be charged for restoration after the show.
 - a) Installing hole-in anchors onto pit covers
 - b) Using materials other than hole-in anchors (concrete screws, nails, etc.)
 - c) Using strong adhesive tape that damages the original state of the floor
 - d) Coloring the floor
 - e) Installing anchors within 200mm from the edge of the pit
 - f) Using inside screw type anchor bolt
 - g) Using anchor bolts other than "Strike Anchors"
 - h) Installing hole-in anchor at Atrium and Linkspace

*Other kinds of anchor bolts including "Drop-in Anchors", "Cut Anchors" and "Sleeve Anchors" are NOT acceptable.

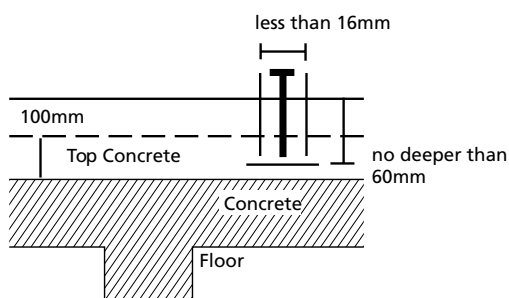


2. Restorations to the Original State

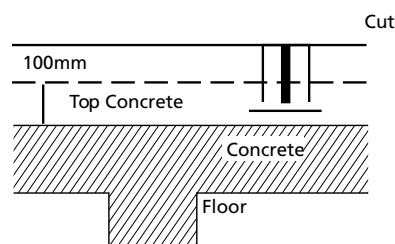
If the hole-in anchors protrude from the floor surface, instead of pulling them out, be sure to cut them off in order to restore the floor to its flat state. It is prohibited to drive hole-in anchors into the concrete with a hammer nor cutting them off with gas.

If such are found, including damaging the floor, the exhibitor will be charged for restoration after the show. Before cutting the anchor bolts, please ensure that there are no combustible materials nearby to prevent fires caused by sparks. It is recommended to wear protective goggles and long-sleeved flame-resistant work clothes to prevent injuries and burns.

■ Hole-in Anchor Installation



■ Restoration



3. Requests for PIT Plan

Please refer to the page of "Inquiries Regarding PIT Plan" in the EXHIBITOR MANUAL – Regulations – and contact RX Japan for PIT Plan.

Floor Construction

**Send this
Form to:**

SHOEI BIJUTSU Co., Ltd.

Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro
TEL: +81-3-5148-6683

E-mail: sew@shoei-bijutsu.co.jp

DEADLINE

Feb. 6 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

- Exhibitors who wish to lay a temporary concrete foundation or install anchor bolts for the purpose of installing machines for demonstrations, are required to apply to Show Management for pre-approval. Forward a copy of the booth layout along with this application.
- If anchor bolts are embedded without submitting this form, the fee may be billed to the exhibitor.
- If you lay temporary concrete foundation or install anchor bolts without approval, be aware that these will be charged after the show period.
- Anchor bolts installed without application may be charged. If you wish to change the number of anchor bolts (including not to install any) after your application, please submit the application again by noon on the day before the show. No change is accepted after the exhibition.
- The size of anchor bolt must be within 60mm in length and 16mm in diameter.

Booth Contractor:

Booth Contractor					
Person in Charge	Dept.		Name		TEL
Construction	anchor bolt <Diameter> mm, <Length> mm, pieces				
Construction Date					

Note: Carry out the construction in the presence of the staff from Tokyo Big Sight.

Check the box if you have read and agree the following list defines the actions that are prohibited.

Any violations of the following actions may be charged for restoration.

- a) Installing hole-in anchors onto pit covers
- b) Using materials other than hole-in anchors (concrete screws, nails, etc.)
- c) Using strong adhesive tape that damages the original state of the floor
- d) Coloring the floor
- e) Installing anchors within 200mm from the edge of the pit
- f) Using inside screw type anchor bolt
- g) Using anchor bolts other than "Strike Anchors"
- h) Installing hole-in anchor at Atrium and Linkspace.

☐ **I have read and agree to the above actions of violations.**

Water Supply

Send this
Form to:

Yamazaki Kogyo Co., Ltd.
Contact: Mr. Ishizuka
TEL: +81-3-5305-5091
E-mail: ishizuka@yamazakikogyo.com

DEADLINE
Feb. 6 (Fri)

Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. —
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

Specification *All prices include 10% consumption tax.

< WATER SUPPLY >

Standard Inlet: 1/2" or 3/4"

Standard Outlet: 3/4" to 2"

Hydraulic Pressure: under 0.2MPa – 0.3MPa

Cost: JPY 93,500/unit for construction

*Including maintenance fee but excluding connecting charge to your equipment

JPY 941/cubic meter for use of water

< SUPPLY HOURS >

The 2nd day of move-in noon – 10:00pm

The 1st day of the show 8:00am – the end of the show

The 2nd day of the show 8:30am – the end of the show

The last day of the show 8:30am – the end of the show

*Contact the official contractor directly for early / late water supply or any other inquiries.

1. Application

We require:

Water Volume _____ liter/min.

Hydraulic Pressure _____ MPa

Water Inlet _____ inches

Water Outlet _____ inches

☐ Connection to our booth JPY 93,500

☐ Connection to our equipment (additional charge incurred)

2. Position

Specify the position of water/drain or submit a booth layout which indicates the position of water/drain.



**Method of
Payment**

Invoice will be issued by the official contractor after the application. Please transfer to the following bank account(JPY ONLY) 10 days before the first day of exhibition. The exhibitor will be charged for the bank transfer fee.
Bank: MUFG Bank, LTD
Branch No.: 206 KOENJI BRANCH
A/C Name: YAMAZAKI KOGYO Co., Ltd.
A/C No.: 155-1345042
Swift Code: BOTKJPJT

Compressed Air Supply

Send this
Form to:

Yamazaki Kogyo Co., Ltd.
Contact: Mr. Ishizuka
TEL: +81-3-5305-5091
E-mail: ishizuka@yamazakikogyo.com

DEADLINE
Feb. 6 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

Specification *All prices include 10% consumption tax.

<AIR PLUMBING>

Standard Air Lines: 1/2" or 3/4"
Standard Air Supply: 0.5MPa – 0.75MPa, 300 liter/min.
Exceeding in 300 liter: JPY 11,000/100 liter
Cost: JPY 93,500/unit
*Including maintenance fee but excluding connecting charge to your equipment

<SUPPLY HOURS>

The 2nd day of move-in noon – 10:00pm
The 1st day of the show 8:00am – the end of the show
The 2nd day of the show 8:30am – the end of the show
The last day of the show 8:30am – the end of the show

*Contact the official contractor directly for early / late compressed air supply or any other inquiries.

1. Application

We require:
Pressure_____MPa Volume_____liter/min.
☐ Supply Only JPY 93,500
☐ Supply and connection to our equipment (additional charge incurred)

2. Position

Specify the position of air supply or submit a booth layout which indicates the position of air supply.



**Method of
Payment**

Invoice will be issued by the official contractor after the application. Please transfer to the following bank account(JPY ONLY) 10 days before the first day of exhibition. The exhibitor will be charged for the bank transfer fee.
Bank: MUFG Bank, LTD
Branch No.: 206 KOENJI BRANCH
A/C Name: YAMAZAKI KOGYO Co., Ltd.
A/C No.: 155-1345042
Swift Code: BOTKJPJT

Booth Cleaning Service

Send this
Form to:

Big Sight Services Co., Ltd.

Contact: Mr. Onojima

TEL: +81-3-5530-1290

E-mail: bss-koma@bigsight-services.com

DEADLINE

Feb. 27 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

■ We apply for daily booth cleaning service.

JPY5,280 × _____ booth(s) = JPY _____

*10% consumption tax is included.

■ We apply for the collection and disposal of remaining materials on the day of move-out.

☐ Yes

☐ No

*The charge of collection and disposal of remaining materials depending on the volume of the remaining materials.
If you wish to apply for this service, please contact the official contractor in advance for the quotation.

■ Notice

- The service charge is JPY 5,280* per 1 regular booth (JPY 2,640* per a mini-booth) for 3 days, including 2nd day of move-in, 1st and 2nd day of the show.
*10% consumption tax is included.
- This service includes basic booth cleaning only and it does not include cleaning or polishing of exhibits, furniture and equipment.
- Exhibitors are responsible for the removal of any large garbage. Thus, any such wastes removed on behalf of the exhibitor will be charged to the exhibitor.
- It is the responsibility of the exhibitor to ensure that all crates, boxes or plywood are removed or stored properly. There is no storage in the exhibition halls.
- The cleaning service is available **by advance order only. On-site orders including move-in period will not be accepted.**

Method of
Payment

Payment should be made directly to **the official contractor**. They will visit your booth to collect full payment during the show period.
Japanese yen (cash) or credit card (VISA, Master, AMEX or DINERS) will be accepted.

● Handling Fire and Dangerous Materials for Exhibits and Demonstration

1. Application to Fire Department

- According to the Fire Service Act, the following acts are prohibited in the exhibition halls.
 - Use of fire
 - Carrying in hydrogen and demonstration of products using hydrogen*
 - Demonstration generating flames or sparksSpecial permission from the Fire Department is required if you wish to carry out any of the above acts. Please submit the application form before the stated deadline. Any applications made after the deadline will not be guaranteed.
- *For carrying in hydrogen, demonstration using hydrogen or generating flames or sparks, additional documents certifying safety issued by authorised bodies are required. Please submit the application form as soon as possible.
- Inspections will be conducted during the move-in and exhibition period by the Fire Department. Please be aware that if there are any violations to fire regulations such as handling dangerous goods without application or incomplete construction, you will be ordered to remove them. In addition, application submitted after the deadline may not be approved by the Fire Department. Show Management will handle all applications to the Fire Department.
- Prepare 3 copies of booth layout indicating the position of equipment, a catalogue of the equipment, a schedule of demonstration, a calculation report of consumption and quantity of heat released and a material safety data sheet (SDS/MSDS) for application.
- If you do not receive any replies within a week after your application, please contact the official contractor.

2. Guidelines for Application of the Use of Fire

About equipment which involve the use of fire

Only the minimum amount required for exhibiting and demonstration is allowed. If you wish to use fire, permission from the Head of Fire Department is required. Please follow the regulations below in respect of heat consumption and installation.

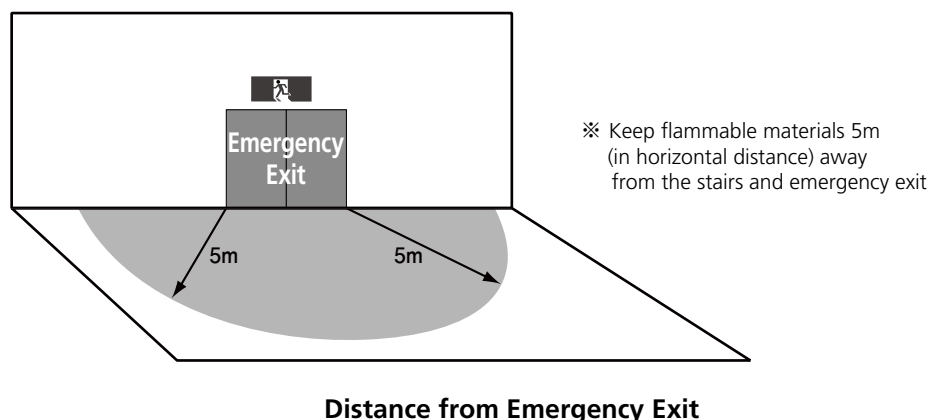
(I) Use of Gas Facilities

If you wish to use gas, please consult with Tokyo Big Sight in advance for construction and management.

In principle, the combined use of LPG and Town Gas is not possible at the same exhibition hall.

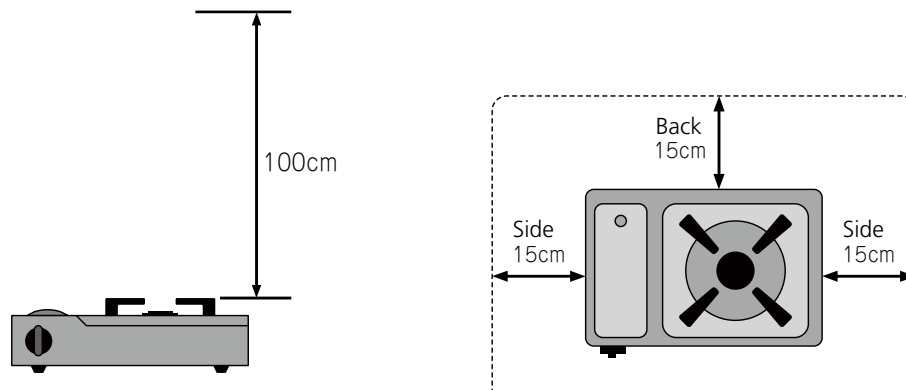
(II) Position of Installation

- 1) For prevention of fire, flammable materials should be kept away from the stairs and emergency exits (refer to the figure below).



- 2) For using cassette stove, flammable materials should not be placed 100cm above and 15cm next to the equipment using fire (refer to the figures below). If it is not possible to leave 15cm space, separate the equipment with fireproof materials from the surroundings. In this case, the equipment should not be attached to the partition wall.

e.g. Distance between the equipment and fireproof materials varies depends on the types of equipment. Please follow the instructions from Fire Department.



e.g. Distance from the Equipment Using Fire

(III) Safety Measures

Please install the equipment using fire (including electric fryer) with measures to prevent any falls during earthquake and outbreak of fire.

- 1) The equipment should be placed at a fixed position which does not easily fall and get damaged due to earthquake or other vibrations of the floor.
- 2) Equipment using gas as fuel should be installed with a device of gas outage due to earthquake or other vibrations of the floor.
- 3) Equipment using gas as fuel must have a gas-leak alarm.
- 4) 1 or more fire extinguisher(s) should be placed in each regular booth (2 capacity unit or above).
- 5) The person in charge of operating the equipment should be at the booth all the time.
- 6) The equipment should be placed at a fixed position that cannot be moved easily by fixing with stopper or lever.
- 7) In order to prevent the sudden rise of temperature of boiling oil, the kitchen equipment for deep-fried food should be installed with a device that shuts down the heat source automatically.

3. Guidelines for Application of the Use of Naked Flame

- (I) Naked Flame includes (a) materials which generate flames or sparks with the usage of gaseous, liquid and solid fuels, and equipment which its heating part is exposed, (b) surface temperature of externally exposed heating electrical equipment is 400°C or above. Using equipment generates fire is also considered as naked flame.
- (II) The position and structure of the equipment using naked flame should comply with the safety standards of the related regulations. It also has to fulfill the following requirements and restrict to the minimum amount needed. Candles or alcohol lamps as decorations are not permitted.

a) Unit of Usage

- For fire prevention, the total heat consumption of gas in each hall has to be under 525kW (regardless of the number of equipment). However, if it exceeds 525kW, the time for the gas use will be limited to keep the total heat consumption under 525kW. If you wish to use gas, please consult with Tokyo Big Sight in advance.
- Equipment using fire should be limited to the minimum amount needed for demonstration in the same booth.

b) Position

- Ensure a safe distance from the surrounding flammable materials in order to prevent fire.
- Ensure a distance of 5m or more from entrance or exit, stairs, dangerous goods and other flammable materials. (excluding cases which effective fire prevention measures taken, such as partitions made of noncombustible materials.)
- Keep the equipment away from the place where the flammable materials may fall down.

c) Safety Measures

- Assign a person in charge of supervision and inspection after use.
- Instruct the staffs for monitoring and firefighting.
- Take measures to ensure the user can extinguish the naked flame easily.
- Place fire extinguisher in each regular booth using naked flame (2 capacity unit or above).
- Select the equipment using fire which is defined and safe in performance.
- Install a fuse cock or gas-leak alarm in the equipment using gas.
- Use metal gas piping and fix to the floor by jointing with screw and flange or welding.
- Use cartridges as the container of LPG (e.g. cassette stove).
- Use pipe to emit the exhaust gas outside the exhibition hall.
- Use fireproof materials to prevent the dispersion of sparkles.
- Restrict to the minimum amount of liquid fuel needed and refrain from refueling during the period of exhibition.
- Restrict to the minimum amount of solid fuel needed for equipment used during demonstration only.
- Take measures to protect the visitors from potential dangers of naked flame.

4. Guidelines for Application of Handling Dangerous Goods

(I) Types of Dangerous Goods

- Dangerous goods include flammable liquid, oxidizing solid and liquid (e.g. gasoline and diesel fuel) according to the Fire Service Act.
- Designated flammable goods include flammable liquid and flammable solid under the Fire Prevention Ordinance (Article No. 65 in Tokyo Metropolitan Ordinance).
- Flammable gas (e.g. propane, acetylene gas, ammonia gas, hydrogen) prescribed in the General High Pressure Security Regulations.
- Gunpowder, pyrotechnics and toy fireworks prescribed in the Explosives Control Law.

(II) Items that application is not required

Application is not needed for the following items if the amount is restricted to the minimum as needed.

- Exhibit stored in a closed container for display only.
- Fuel or lubricant used in the tank of the vehicle for display only.
- Lubricant used in the motors and hydraulic machines for display.
- Oil for cooking and greasing the frying pan. (Deep-frying is not included.)

*The Fire Service Act and the Fire Prevention Ordinance is also applied when the total amount exceeds the prescribed amount even if it is exempted from dangerous goods.

- Carrying in and using storage battery with sealed electrolyte (except use for vehicles) and devices equipped with such battery within the area where is visible to the staff.
- Using storage battery with sealed electrolyte (except use for vehicles) and devices equipped with such battery in the way specified by the manufacturers or importers.

*Application for "Handling Fire and Dangerous Materials for Exhibits and Demonstration" is needed for demonstration of lithium ion battery or device with such battery which is still under modification or development. (except for items which can check how to use in the user manuals)

(III) Installation and Safety Measures

- Assign a person in charge for supervision and inspection after use.
- Place fire extinguisher(s) (with a 2-unit minimum fire extinguishing capability) at the booth.
- Install device to emit the flammable steam outside the exhibition hall.
- Use fireproof materials to prevent the dispersion of flammable liquid.
- Avoid placing the dangerous goods together if they may get ignited easily.
- Refrain from refilling the liquid dangerous goods during the period of exhibition.
- Store the dangerous good in a closed container and keep it separated from the other goods.
- Follow the instructions of the Fire Department regarding the agreement of storing dangerous goods.

5. Demonstration and Display of Vehicles

Application is not required for static demonstrations without starting the engine or charging process. Minimize the amount of fuel inside the vehicle.

Please submit an application if you wish to carry demonstrations include energizing, charging or starting the engine of vehicles with lithium-ion battery installed or hydrogen-fueled vehicles.

Please be reminded that starting the engine of vehicles powered by gasoline or diesel fuel is not allowed. If you are not sure if application is necessary, please consult with the official contractor in advance.

Handling Fire and Dangerous Materials for Exhibits and Demonstration

Send this
Form to:

SHOEI BIJUTSU Co., Ltd.

Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro

TEL: +81-3-5148-6683

E-mail: sew@shoei-bijutsu.co.jp

DEADLINE

Jan. 23 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

If you do not receive any contact from the official contractor in one week after the application, please contact them to avoid any oversight.

■ The Use of Naked Flame

Equipment Name (Dangerous Material's Name)	Heat Source	Maximum Consumption (kw/hour)	Number of Equipment	Purpose

When using naked flame, please submit three copies of the picture or the catalogue of the dangerous equipment, and a floor plan indicating the location of naked flame and fire extinguishers.

■ Display of Dangerous Materials (Please refer to the following classification and fill in below.)

First Petroleum: acetone, gasoline Second Petroleum: kerosene, gas oil Third Petroleum: heavy oil, creosote oil Fourth Petroleum: gear oil, cylinder oil

Classification	Name	Quantity	Type of Container	Demonstration	Purpose
First Petroleum					
Second Petroleum					
Third Petroleum					
Fourth Petroleum					
Alcohol					
Other					
Other					
Other					

*Please indicate the weight and the number of each solid fuel such as candles.

*Please submit three copies of an installation floor plan, a catalogue, and a material safety data sheet (SDS/MSDS).

*Please take fixed measures when you bring a cylinder of flammable gas and high pressure gas.

■ The Use of High-pressure Gas

Name/Type	Quantity	Number	Purpose

*Please indicate the quantity and the number of flammable gas materials such as lighters.

■ Cautions

- 1) A person in charge of the booth takes full responsibility for the management of construction, display, and removal.
- 2) An ABC fire extinguisher (type 10 or more) must be installed in a booth.
- 3) A guard must observe the booth all the time in case of unexpected accidents such as fire.

● Carrying-in/Demonstration of Hydrogen

Carrying in hydrogen and demonstration of products using hydrogen are prohibited in the exhibition halls. However, it is permitted if it fulfills the requirements of the fire regulations.

The deadline of the application is earlier than the past years according to the instructions of the Fire Department.

Please submit the application form to the official contractor before the stated deadline. Any applications made after the deadline will not be guaranteed.

*If you do not receive any replies within a week after your application, please contact the official contractor.

1. Application Procedures



2. Caution

- (1) Application is required for carrying in hydrogen storage alloy according to the instructions of the Fire Department.
- (2) Only the minimum amount of hydrogen for daily usage is permitted for carrying in to the exhibition hall. Replenishment of hydrogen during the show period is not permitted.
- (3) Place fire extinguisher at the booth.
- (4) The person in charge for safety should be at the booth all the time, including the move-in period.
- (5) Only products approved in Japan are allowed to use in demonstrations.
- (6) Inspections will be conducted strictly based on the Fire Prevention Ordinance.
- (7) Demonstrations may not be permitted if there is any incomplete document for application.

*Application of demonstrations of generating hydrogen (electrolysis or hydrogen generator), such as hydrogen water server, hydrogen inhaler or beauty products is not necessary.
Such demonstrations in a closed environment that are enclosed by walls or ceilings are prohibited.

If you are not sure if application is necessary, please consult with the official contractor in advance.

Carrying-in/Demonstration of Hydrogen

**Send this
Form to:**

SHOEI BIJUTSU Co., Ltd.

Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro

TEL: +81-3-5148-6683

E-mail: sew@shoei-bijutsu.co.jp

DEADLINE

Jan. 23 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

If you do not receive any contact from the official contractor in one week after the application, please contact them to avoid any oversight.

APPLICATION FORM

☐ I would like to apply as follows.

Company			
Address			
Person in Charge		TEL	
Person in Charge of Safety		Emergency Number (mobile phone)	
Carrying-in Amount of Hydrogen	_____ kg × _____ tank		
Type of Container	Storage alloy / Mixed gas cylinder / Others ()		
Dangerous Materials other than Hydrogen			
Exhibiting Experience at Tokyo Big Sight	(year) (month) Show Name		

● Ceiling Structure

1. Items which application is not required

(I) For East Halls and South Halls Only

Ceilings which fulfill all of the following requirements.

- a. Ceiling only (pillars are acceptable)
- b. The height of the ceiling is between 3m to 3.6m.
- c. The area of the ceiling is 50sqm or smaller (total 50sqm or smaller for multiple ceilings).
 - * Ceilings over 50sqm are strictly prohibited.

(II) For West Halls Only

- a. Louver and net (both should open for more than 70%)
- b. The depth or width of the ceiling is less than 1.2m with the long side of the booth completely opened.

2. Principles and Conditions of Ceiling Construction

- (I) Construction of ceilings except from the items stated above (1. (II) a. Items which application is not required) or construction of ceilings with walls is only restricted to the purpose of light shielding and dust control of the display. Ceiling structures intended for decorative purposes are not permitted. Ceilings above stockrooms are prohibited.
- (II) After submitting the layout of the booth and consulting with the Fire Department, the exhibitor is obligated to set fire-fighting facilities at the booth. (The exhibitor should bear the expenses of setting the fire-fighting facilities)
- (III) Permission will be granted if (II) is fully done and the inspection of the Fire Department is passed. During the inspection, the inspector will ask for the details of the construction. The person in charge of the construction of ceiling should be at the booth during the inspection in order to get the permission.
- (IV) Additional consultation is necessary for raising the floor for more than 30cm. Please make the consultation at the stage of design.
- (V) Double ceiling is prohibited in any case.
- (VI) If the permission of construction is not granted or any violation is found, the exhibitor should follow the instructions of Show Management to dismantle the ceiling and improve the decorations.
- (VII) Prohibited activities that requires a submission of "Handling Fire and Dangerous Materials for Exhibits and Demonstrations" are not allowed under ceilings.

3. Documents Required and Consultation

- (I) Construction of ceiling except from the items stated above (1. Items which application is not required), consultation with the Fire Department is required. Please attach the following documents with the application.
 - a. A plan and elevation of the booth decoration and a venue map including all booths (indicate the area of the construction of the blackout curtain and the location of the fire extinguisher)
 - b. A detailed drawing with written explanations of the ceiling construction (include the fire-proof label)
- (II) Consultation with the Fire Department may take time. Any applications submitted after the deadline will not be accepted.

Ceiling Construction

**Send this
Form to:**

SHOEI BIJUTSU Co., Ltd.

Contact: Ms. Takano / Ms. Morohoshi / Mr. Meguro

TEL: +81-3-5148-6683

E-mail: sew@shoei-bijutsu.co.jp

DEADLINE

Feb. 6 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

To: Fukagawa Fire Department

Date _____

Exhibitor Name _____

Name of Person in Charge _____

Contact Number _____

Application for Ceiling Structure at the Tokyo Big Sight

1) Exhibition Name: _____

2) Opening Period: _____

3) Venue: Tokyo Big Sight

4) Booth #: _____

5) Type of Structure: Ceiling Structure

6) Purpose of Setting Up Ceiling Structure:

7) The Area and Height of Ceiling Structure: _____ sqm (area), _____ m (height)

8) Materials for Ceiling Structure:

9) Measures for Setting Up Ceiling Structure:

* An ABC fire extinguisher (type 10 or more) must be installed in a booth.

* _____ (Person's name) will be stationed at the booth for observation.

* Black curtains and lighting equipment will be placed more than 10 cm away from each other.

* Anti-flammable labels will be attached at a place that can be seen easily from the surrounding area.

* Other measures, if necessary.

***Please submit flat / elevation plan of your booth and detailed booth plan with description of ceiling construction.**

● Details for Shipping and Handling of Exhibits

1. Freight Forwarder

- a) Submit application form if you wish to choose the official freight forwarder as your forwarder.
In that case, consult with the official freight forwarder about arrival date of your items.
- b) The private forwarder you choose will be responsible for both import and delivery within Japan. Arrange directly with the freight forwarder you employ regarding the cargo / exhibit arrival, delivery of cargo to your booth, sending back your cargo, payment schedule and other details.
- c) Show Management will not accept your goods, cargo, parcel, etc. on your behalf under any circumstances.

2. Shipping and Handling of Exhibits

IMPORTANT

Tokyo Big Sight is NOT declared as a bonded area.

You need to arrange your own shipper / forwarder when you would like to ship out your package.
e.g.) FedEx, UPS, OCS etc.

The following are the two major ways to handle your exhibits from overseas:

1) Import

To import your products, you must submit relevant documents and pay duties/taxes. This enables you to sell and distribute your goods in Japan. Note that duties and taxes paid are not refundable.

Japan Customs has amended import procedures in order to effectively enforce border controls, ensure appropriate tax collection, and secure smooth imports.

<Importer>

The importer has the right to dispose of the imported cargo at the time of import customs clearance, during, and after the exhibition.

An import agency that is only commissioned to handle the procedures cannot act as the importer.

2) ATA Carnet

The ATA Carnet enables you to bring in your products without paying duties or taxes, but your exhibits must be exported again after the show. Goods imported by ATA Carnet are for exhibit only, NOT FOR SALE. All goods must be returned to the place where the Carnet was issued.

<Customs Clearance>

There are some items which cannot be imported before getting the governmental approval (ex. cosmetics, soap, medical solution, etc.). If you intend to import such items, it is essential to consult with your agent or the official forwarder in advance.

*In case the goods are imported personally by hand-carry, exhibitors must individually declare their goods at customs.

3. Temporary Storage of Empty Crates/Boxes

There is no storage space for empty cases, crates and boxes, and Show Management will not provide any. If you require empty crates / boxes for your move-out, please store them properly. Contact the official forwarder, or your own contractor in advance for storage service.

4. Goods Sent to Tokyo Big Sight

1) Consignee (Importer)

The shipment must be consigned to a resident of Japan.

If your residency is not Japan, please consult with official freight forwarder to process customs clearance as your customs house broker.

<The rule of a person who acts as the importer>

1. Under lease contracts, a person who rents and uses the cargo.

(Copy of the contract must to be submitted to customs broker)

2. For consignment sales, a person who sells the cargo by accepting the commission.

(Copy of the sales contract must to be submitted to customs broker)

3. A person who has right to dispose the cargo.

(Copy of the agreement for disposal between the shipper and consignee must to be submitted to customs broker)

Customs broker must submit the contract(s) upon request from customs.

2) Arrival of Goods

Make sure that you or the person in charge is at the booth when your goods arrive. Show Management will not accept your goods on your behalf nor will couriers leave goods in an unattended booth. Also, note that Show Management will not be responsible for any loss or damage to your goods.

3) Box Marking

Make sure that all boxes are marked as below.

For East Hall Exhibitors

Company Name: _____
Booth No.: _____ East Hall: _____
Attn.: Mr./Ms. _____
Show Title: _____
Tokyo Big Sight
3-10-1 Ariake, Koto-ku, Tokyo 135-0063, Japan
Case No.1/X (X=total number of cartons)

For West Hall Exhibitors

Company Name: _____
Booth No.: _____ West Hall: _____
Attn.: Mr./Ms. _____
Show Title: _____
Tokyo Big Sight
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan
Case No.1/X (X=total number of cartons)

For South Hall Exhibitors

Company Name: _____
Booth No.: _____ South Hall: _____
Attn.: Mr./Ms. _____
Show Title: _____
Tokyo Big Sight
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan
Case No.1/X (X=total number of cartons)

Shipping of Exhibits

Send this Form to one of the following:

Kintetsu World Express Sales, Inc.

Contact: Ms. Naya
TEL: +81-80-6618-7352
E-mail: event-ksi@kwe.com

**NISSIN CORPORATION
Corporate Business Solution
Department Exhibition Team**

Contact: Mr. Matsumoto / Ms. Takahashi /
Mr. Yoshizawa
TEL: +81-3-3238-6500
E-mail: exhibition@nissin-tw.com

DEADLINE
Feb. 20 (Fri)

Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. —
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

Tick ☒ appropriate boxes:

1. Our exhibits will be

☐ Imported into Japan: ☐ Air freight
or
☐ Sea freight

☐ Covered by ATA carnet: ☐ Air freight
or
☐ Sea freight

2. Details of your Cargo

Weight: _____

Measurement: _____

Pieces: _____

Contents of your cargo: _____

Lunch Box & Drink Delivery

**Send this
Form to:**

IWATA CO., LTD

Contact: Event Order Section

TEL: +81-3-3667-9930 FAX: +81-3-3662-4937

E-mail: tenjikai@e-bento.co.jp

DEADLINE

Mar. 11 (Wed)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

*Reachable on days of the show.

E-mail:

Menu	Price (*8% consumption tax included)	Quantity Per Day			Total Quantity	Total Amount
		The 1st day of the show	The 2nd day of the show	The last day of the show		
<Food>						<Food>
Lunch of the day	JPY 800					JPY
<Drink>						<Drink>
Tea (250ml)	JPY 120					JPY
				Total		JPY

Note:

- Your food and drink will be delivered to your booth by 11:45am.
- Lunch boxes at room temperature (not warmed) will be delivered.
- Please contact Event Order Section (TEL: +81-3-3667-9930) if you have any questions.
- IWATA CO., LTD will send you the confirmation of order upon receipt of your application.
Please keep it for your future reference.
- *Changes to another types of Lunch Boxes after the application deadline are not possible.
- *Cancellation after the deadline will be charged a cancellation fee.
- Please pay by credit card. (VISA / MasterCard / AMEX / JCB)

**Method of
Payment**

IWATA CO., LTD will visit your booth in the afternoon on **the last day of the show** to collect payment (credit card only. VISA, MasterCard, AMEX, JCB).

Interpreter

Send this
Form to:

Japan Convention Services, Inc.
Contact: Interpreter / Translator Section
TEL : +81-3-3508-1216
E-mail: event_jinzai@convention.co.jp

DEADLINE
Feb. 13 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

Type	Daily Rate*	Level Description	Dates	Language
T-1 Booth Assistant	JPY 25,300	Booth Assistant including Reception Assistants will communicate between an exhibitor and Japanese visitors and handle miscellaneous tasks within the booth. They will not provide interpretation of business negotiations, press conferences	From (/ /) To (/ /) () day(s)	<input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Korean
English-Japanese Chinese-Japanese Korean-Japanese				
T-2 Intermediate-level	JPY 36,300	Intermediate-level Interpreter Interpreters, who have an experience of living abroad or business communication in English/ Chinese/ Korean, will handle interpretation of business negotiations, but they will not provide interpretation of press conferences.	From (/ /) To (/ /) () day(s)	<input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Korean
English-Japanese Chinese-Japanese Korean-Japanese				
T-3 Advanced-level	JPY 51,700	Professional Interpreter Professional interpreters will handle business negotiations including interpretation of closing a contract.	From (/ /) To (/ /) () day(s)	<input type="checkbox"/> English
English-Japanese				
T-4 Advanced-level	JPY 59,400	Professional Interpreter Professional interpreters will handle business negotiations including interpretation of closing a contract.	From (/ /) To (/ /) () day(s)	<input type="checkbox"/> Other languages ()
Other languages-Japanese (French, German, Chinese, Korean, Spanish, Italian etc)				
T-5 Others	Contact JCS for more details.	Other requests Please feel free to contact us for Airport escort, Interpreter on the previous day of the exhibition, and translation of invitation, flier, business card and so on.	From (/ /) To (/ /) () day(s)	
Interpreter before/ after the exhibition, translation etc.				

*The interpreter's transportation, lunch expenses and 10% consumption tax are included.

*Working hours will be the same as the opening hours of the exhibition excluding an hour of lunch. The interpreter will come 30 minutes early on the first day of exhibition.

<NOTE>

- 1) An advanced-level interpreter is recommended for business negotiations.
- 2) Please send this form directly to Japan Convention Services, Inc. by E-mail.
- 3) Cancellation fees apply as follows:
4-7 days before opening day -50% of the total fee
3 days or less before opening day-100% of the total fee
- 4) Interpreter services may not be provided if payment is not confirmed by the day before the exhibition.
- 5) On-site orders for interpreters are not generally accepted, however in special circumstances, interpreters are available with a 50% surcharge.
- 6) Please forward your company profile/product leaflet and other relevant information to Japan Convention Services, Inc. for the interpreter's early reference before DEADLINE.
- 7) Please feel free to contact us for Airport escort, Interpreter on the previous day of the exhibition, and translation of invitation, flier, business card and so on.

<Payment Method>

Please choose how to pay. ☐ Credit Card ☐ Bank Transfer
Please check if you need invoice. ☐ Invoice

Translation

**Send this
Form to:**

Japan Convention Services, Inc.
Contact: Interpreter / Translator Section
TEL : +81-3-3508-1216
E-mail: event_jinzai@convention.co.jp

DEADLINE
Feb. 13 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

RATE:

From English to Japanese	JPY 4,400 per 160 words
From Italian/ German/ French/ Chinese/ Korean to Japanese	JPY 5,280 per 160 words

*10% consumption tax is included.

*Please send this form together with the materials you would like to be translated. Upon receipt of your order, an invoice relevant to the number of words and type of language will be forwarded for your immediate attention.

*Please note that an additional 50% fee will be charged for short notices, e.g. when the time given for translation is less than a week.

*Even if your order is less than 160 words, you will be charged the minimum amount as above.

Please send the translated materials to:

Company:

Attn.: ☐ Mr. ☐ Ms.

Address:

E-mail:

Country:

TEL:

<country code>—<area code>—<direct no.>

Payment Method

Please pay by credit card. Please inform the following credit card details.

- 1) Card type (AMEX, VISA, Master)
- 2) Card number
- 3) Card holder's name
- 4) Date of expiry