

Exhibitor's Manual

Explore new possibilities of
plastics and rubber.

~Gateway to the high-tech Japanese market~



High-performance Raw Materials,
Additives & Fillers Expo



Industrial Plastic &
Rubber Components Procurement Expo
for Automobile, Electronics & Medical



Plastic Molding Machines &
System Expo



Contracted Manufacturing &
Processing Service Expo



Mold Design & Manufacturing
System Expo for Plastic & Rubber



Recycling Equipment Expo



THE HIGH-TECH SHOW

2017年10月24^火日~28^土日

October 24-28, 2017



Rubber Materials &
Molding System Expo



Composite Materials &
Molding System Expo -FRP & CFRP & FRTP-



Foamed Plastic Expo

Tips for exhibitors

★ Company sign (parapet, etc.)

When displaying your company name on a sign, include your featured products, exhibition details, or company description, in order to attract new customers to your booth.

Ex: IPF Corporation (changed →) Plastic and Rubber Grinder Specialist. "IPF Corporation"

★ Description panel

Please prepare panels and boards briefly describing the features of your products. Don't let potential customers pass your booth by.

Ex: An exceptionally **quiet** grinder. Stop and listen for a minute.

★ Presentations, Seminars and Videos

Please indicate the duration of presentations/seminars and videos. The honest thoughts of most visitors is "I can watch the whole video if it's 3 minutes but if it's 10 minutes I don't want to be standing in front of the monitor for that long". Therefore, if visitors have no idea of the duration, they may refuse to watch/listen from the start.

★ Multi Languages

Many buyers that come to IPF are from various countries. Please display your description panels and brochures in Japanese, English, Chinese and Korean if possible. Having an interpreter in the booth on a regular basis will also promote business talks. Increase visitors to your booth by presenting a Japanese version of brochure, flyer, poster etc. for Japanese visitors who don't know other languages enough.

You can download this
Exhibitor's Manual and Application Forms
at the official website of IPF Japan.

IPF Japan

Search



Please go to
"Exhibitor's Only" section
of the site.

Introduction

Thank you for your participation in IPF Japan.

This Exhibitor's Manual explains various matters related to the exhibition, including restrictions, necessary procedures, and other information.

To make your participation more successful, please read this manual carefully.

We hope that the show will provide you with a good opportunity to promote your business.

International Plastic Fair Association

■ IPF Organizer's Office on Site

The Organizer's Office will be in operation on the show site from Oct. 19 to 29, and will be open 8:00 to 20:00 every day.

Note for the Exhibition

■ Be aware of weight limits! ■

● Weight limit of move-in/out trucks

1. Weight of trucks which can enter into the exhibition site is less than a total of weight 30tons (trucks weight + load weight).
2. When operating a crane, floor protection (load dispersion) may be required depending on the weight (weight of the crane vehicle + weight of the suspended object).

● Weight limit of exhibition items (exhibition items requiring load dispersion by a steel plate, etc.)

1. In cases where the load is more than 5tons (dynamic load) on a PC plate (one piece: 2m×5m).
2. In cases where the load is concentrated on the pit lid.

(Refer to Exhibitor's Manual P24~27 for details.)

★ Please give your cooperation in energy saving measures

1. Use lighting equipment with lower electricity consumption.
2. Consider ways to design a brighter booth with minimal lighting.
3. When using several machines for a demonstration, avoid simultaneous operation, operating them one at a time.

*At this point, no electricity limit is assumed. However, please cooperate from the planning phase in order to avoid unexpected problems later.

★ No Smoking

No smoking is allowed inside the exhibition halls, and during move-in/out and during the event. (A smoking corner is provided outside the exhibition halls.)



CONTENTS

Section I General Information / Schedule

1. Outline of the Show	2
2. Schedule to the Show	2
3. Schedule of Move-in/Move out	2
4. Makuhari Messe - Show Venue	4
5. Parking	7

Section II General Regulations

1. General Regulations / Reminders	8
2. Exhibitor Badge, Invitation Card and Truck Pass	10

Section III Move-in and Move-out of Exhibited Items

1. Move-in Procedure	11
2. Move-in/out During the Show Period	13
3. Move-out Procedure	14
4. Official Forwarder	16
5. Procedure of Move-in/out	16
6. Foreign Cargo Handling	16

Section IV Exhibition and Decoration

1. Booth Location	17
2. Restrictions of Booth Decoration	17
3. Height Restrictions of Exhibited Items	17
4. Partition Walls (partition set up by Organizer)	17
5. Decoration by Exhibitors (Secondary Decoration)	20
6. Decoration Rules	20
7. Handling of Heavy Exhibited Items (over 5 tons)	24
8. Application to Anchor Bolt Works Permission	28

Section V Fire Prevention-Disaster Prevention

1. Prohibited Matter	30
2. Conditions for Lifting the Ban on Prohibited Matter	31
3. Prior Application for Lifting the Ban on Prohibited Matter	32

Section VI Electricity, Water, Compressed Air Supply

1. Electrical Work	33
2. Water Supply and Drainage	37
3. Compressed Air Piping Work	39

Section VII Demonstrations

1. Precautions	40
2. Food Sanitation	40
3. Inspection at the End of Open Hour	41
4. Restriction and Discontinuation of Demonstration	41

Section VIII Imports / Customs Clearance

Overseas Agent	Inside Back Cover
Official Contractors	Back Cover

Section I General Information / Schedule

1 Outline of the Show

- Show Name: IPF Japan 2017 (International Plastic Fair)
- Show Period: Oct. 24–28, 2017
10:00–17:00 (16:00 on the last day)
- Venue: MAKUHARI MESSE
[2-1 Nakase, Mihama-ku, Chiba City, Chiba 261-0023, JAPAN]
- Organizer: International Plastic Fair Association
- Total Floor Area: 54,000 m² (Hall 1~8)
- Admission Fee: ¥1,000 (valid for 5 days, consumption tax included)

2 Schedule to the Show

late in May	The list of exhibitors will be released to the public on the IPF official website. Exhibitors must register online your company information, co-exhibitors and manufacturers for publication.
middle of June	Orientation meeting for exhibitors. (Tokyo and Osaka)
early in July	Visitor registration will start on the IPF official website.
middle in July	Invitation card will be sent-out to exhibitors. Exhibitors must request desired number of invitation card with a prescribed form.
Aug. 24	Deadline to register exhibitor's information for the Official Directory. Exhibitors must register online their company information, co-exhibitors and manufacturers.
Aug. 31	First deadline to submit application forms for official constructors.
Sept. 30	Second deadline to submit application forms for official constructors.
early in Oct.	Exhibitor badge, truck pass and parking ticket will be sent-out to exhibitors.
Oct. 24-29	Move in to Move out

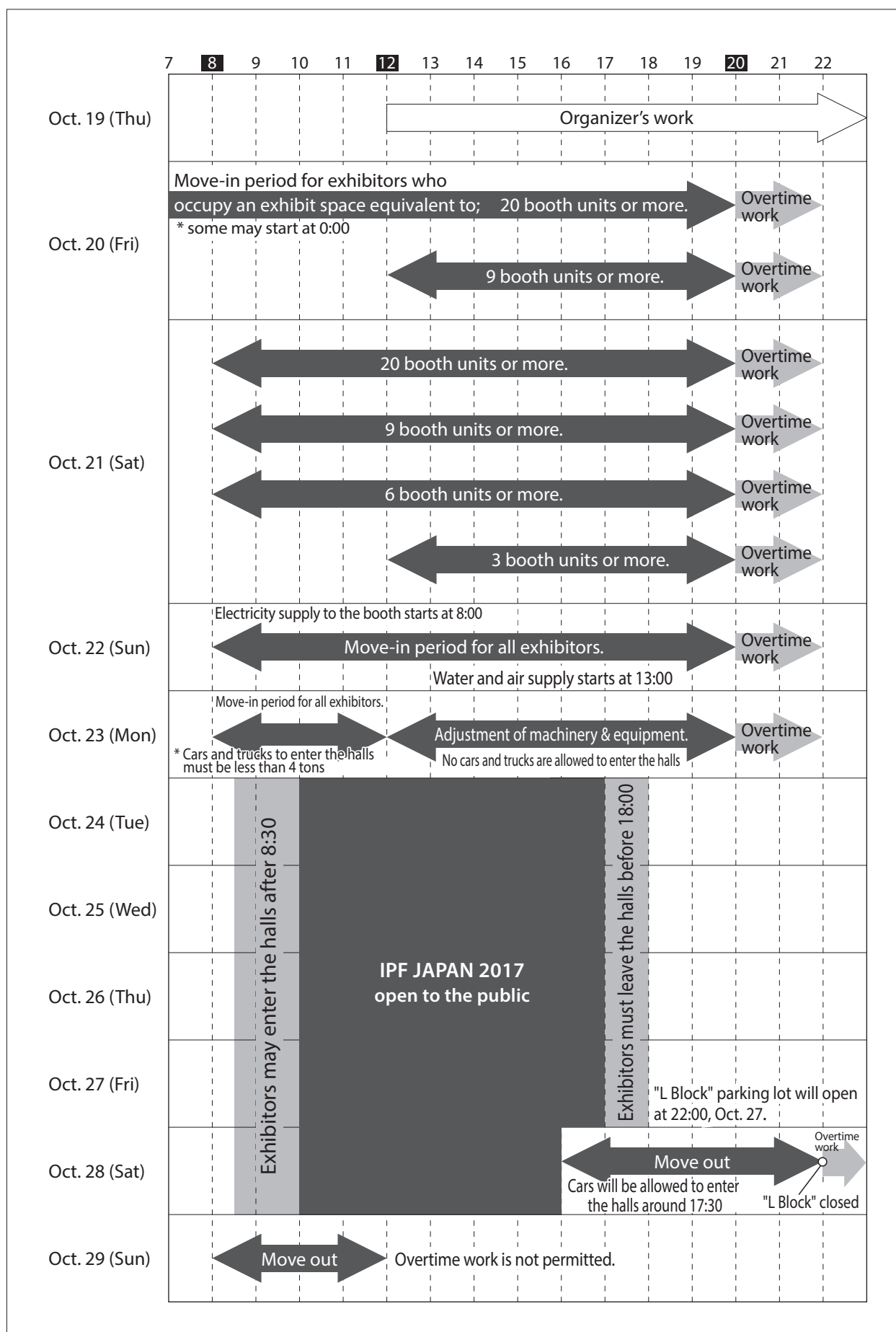
3 Schedule of Move-in/Move-out

- **Move-in period:**

Exhibitors who occupy an exhibit space equivalent to;	12:00–24:00, Oct. 19 [Organizer's work]
	<u>Start Time (Japan time)</u>
◆ 20 booth units or more	00:00, Oct. 20
◆ 9 booth units or more	12:00, Oct. 20
◆ 6 booth units or more	08:00, Oct. 21
◆ 3 booth units or more	12:00, Oct. 21
◆ All Exhibitors	08:00, Oct. 22
◆ All Exhibitors	08:00–12:00, Oct. 23 [Cars and trucks to enter the halls must be less than 4 tons]
- **Adjustment of machinery & equipment:** 12:00–20:00, Oct. 23 [No cars and trucks are allowed to enter the halls]
- **Move-out period:**

	16:00, Oct. 28 [Cars and trucks will be allowed to enter the halls around 17:30]
	08:00–12:00, Oct. 29

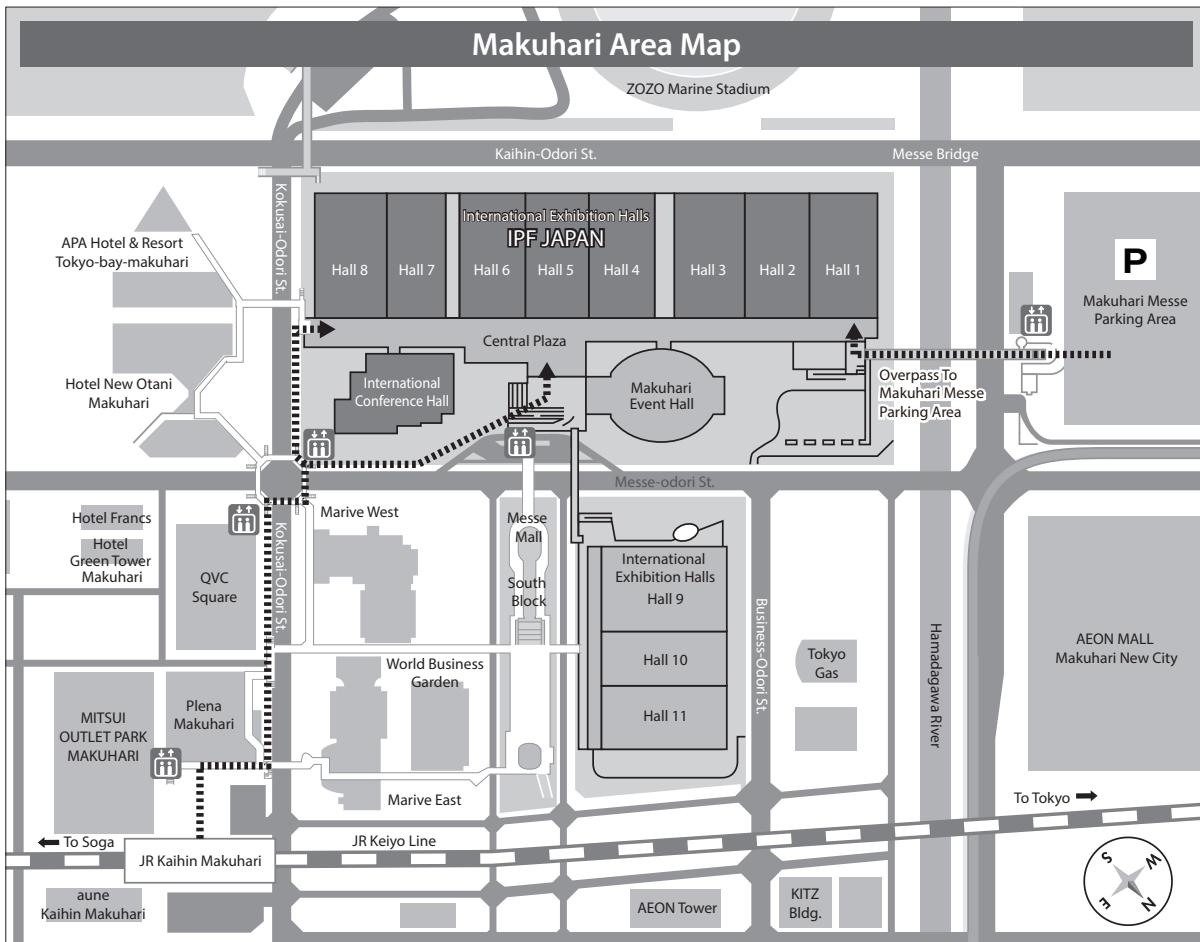
★ If unable to complete the work within the scheduled time, an exhibitor must report to the on-site Organizer's office and submit a "Notification of Overtime Work".



4 Makuhari Messe – Show Venue

(1) Around the Show Venue

※ traffic line of visitors.



Business center and other services

The following services will be available at a Central Plaza located near the hall 5 exit.

- Photocopy and Facsimile
- Internet Access
- Convenience store (courier service, food items)
- ATM (Aeon Bank, Seven Bank)



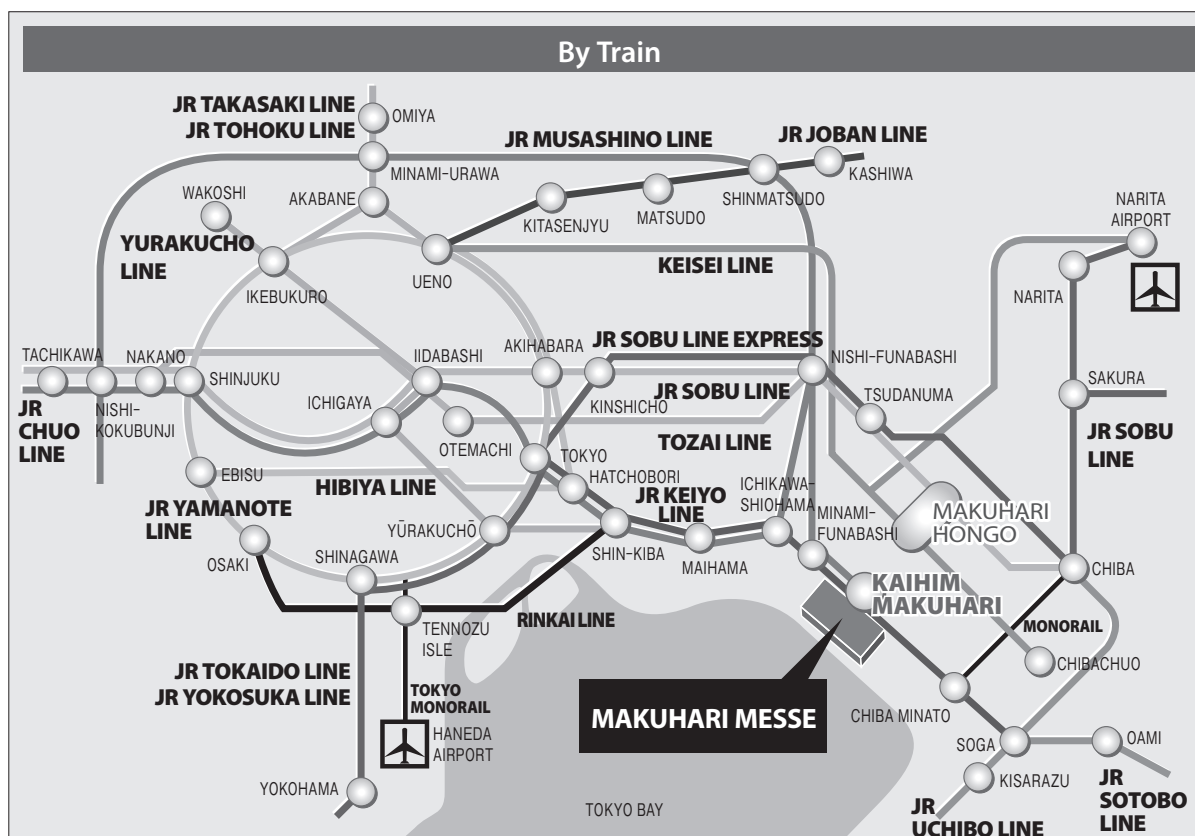
(2) Structural Configuration

Ceiling Height	Highest 23.9 m Lowest 10.8 m	Be aware of weight limits!!
Floor	Reinforced Concrete	
Loading	Less than 5 ton/m ² or 5 ton/PC board (2 m × 5 m). Load dispersion measures must be taken. Please inform the organizer if total load is over 5 ton.	
Freight Entrance	South: Width 8.3 m Height 5.6 m North: Width 5.2 m Height 4.0 m	
Ceiling Light	400 ~ 500 lux	
Floor Pit	10 electric cable pits and 9 mechanical pits (tubing for water, gas and air supply) alternately arranged at intervals of 6 meters in the hall.	

(3) Access to the Venue

■ “MAKUHARI MESSE” (<http://www.m-messe.co.jp>)

Please check the current public transportation on the website.



[By train]

Approximately 30 minutes from Tokyo Station to Kaihin Makuhari Station on JR Keiyo line and Musashino line, 10 minute walk to Makuhari Messe.

Approximately 40 minutes from Akihabara Station to Makuhari Hongo Station on JR Sobu line and Keisei line, 15 minutes by bus to Makuhari Messe Marine Stadium.

[From Airport by bus]

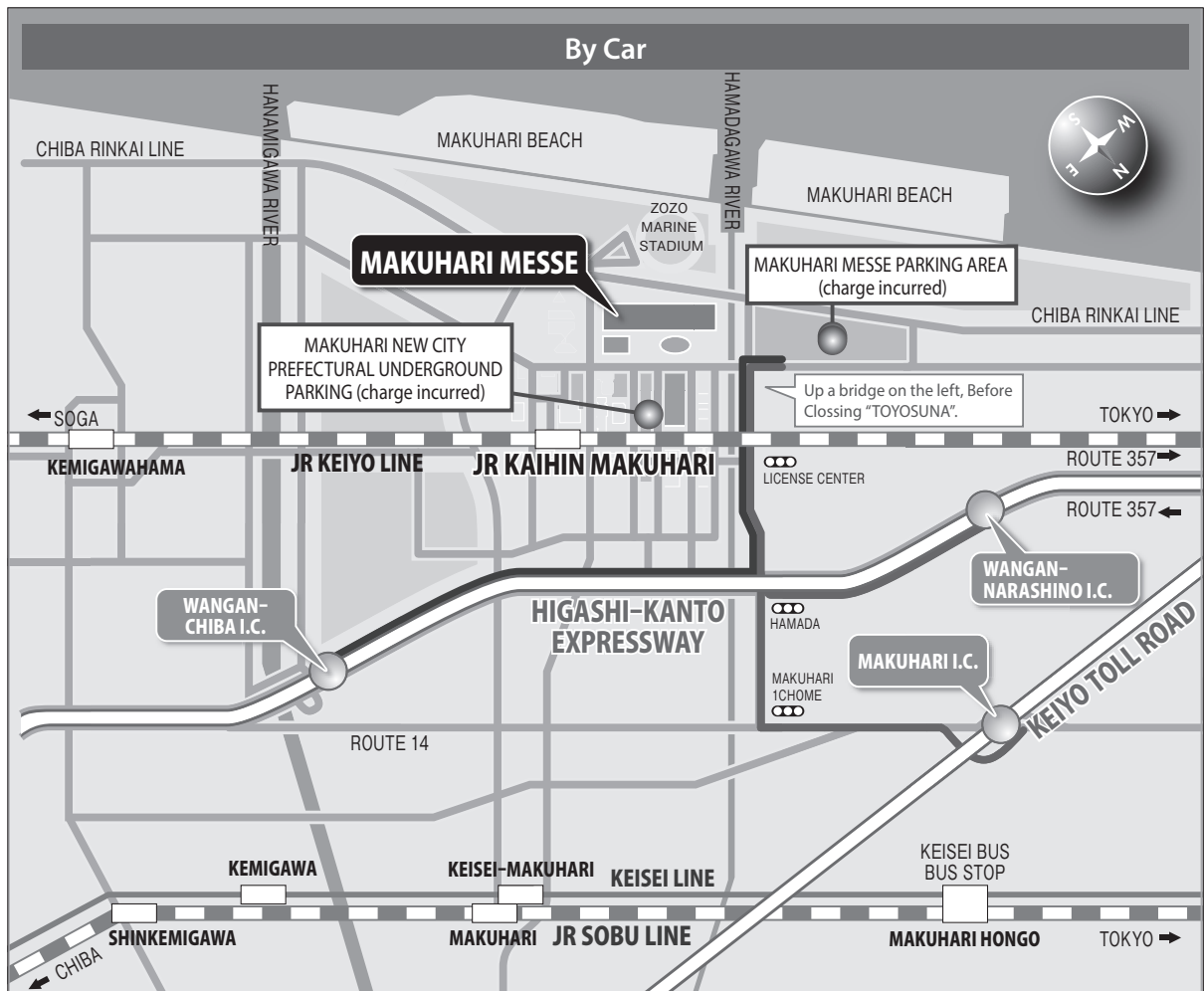
Tokyo Int'l Airport (Haneda) ↔ Makuhari Messe
 50 minutes
 JPY ¥1,120

New Tokyo Int'l Airport (Narita) ↔ Makuhari Messe
 40 minutes
 JPY ¥900

[From station by bus]

JR Tokyo Station ↔ Makuhari Messe
 60 minutes
 JPY ¥820 (Adults, Keisei bus)
 JPY ¥800 (Adults, Heiwakotsu / Asukakotsu)

JR Yokohama Station (YCAT) ↔ Makuhari Messe
 70 minutes
 JPY ¥1,550 (Adults)
 * Available only during the show, please check service status on the website.



[From Central Tokyo]

Approximately 40 minutes from both central Tokyo and the Tokyo International Airport (Haneda). Take the Higashi Kanto Expressway and exit at the Wangan Narashino Interchange or take the Keiyo Toll Road to the Makuhari Interchange. (5 minutes to Makuhari Messe from all above interchanges.)

[From Narita Airport]

Approximately 30 minutes by car from the New Tokyo International Airport (Narita) via the Higashi Kanto Expressway. Exit at the Wangan Chiba Interchange. (5 minutes to Makuhari Messe from the interchange.)

5 Parking

(1) General Parking

	Open Hours	Charge	Contact
Makuhari Messe Parking	8:00-23:00 (Entering is until 21:00)	¥1,000 per day, one time (Large vehicles ¥4,100, Motorcycle ¥200)	Makuhari Messe Parking Management Center Tel: 043-296-0766

(2) Exclusive exhibitors parking (charge incurred)

Limited to the exhibition period (October 24 – 28). The truck yard on the south side of the exhibition site (South Square) has been set as the exclusive exhibitors parking. If you would like to use this parking, please apply using the appropriate form.

(a) Fee: ¥10,000 (tax included)

(b) Period: October 24 – 28 (Five days)

(c) Allowed vehicles: Parking is limited to passenger vehicles, passenger and full-size vans. (dimensions 5,000 mm × 2,000 mm or less)
(Large vehicles such as trucks are not allowed.)

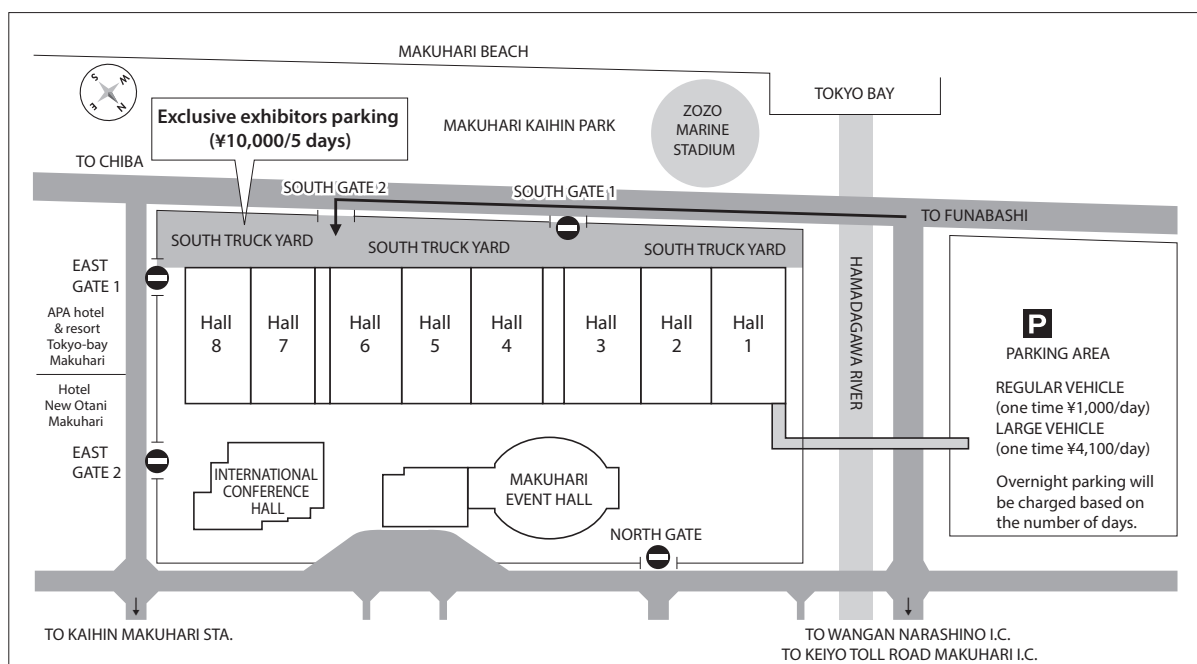
(d) Overnight parking: allowed.

(e) Entering and exiting: There is no limit on the times of entering and exiting the parking, **except on the final day of the exhibition (October 28) which is limited to once a day** (Once you leave, you cannot re-enter).

* **Parking capacity: 200 cars**

Parking space is limited, applications will be accepted on a first-come, first-served basis.

When an application is received, an invoice will be promptly sent to you. **After receipt of payment of the parking fee has been confirmed, a parking ticket will be sent to you before the exhibition period (early October).**



(3) Vehicles for waste pickup and courtesy vehicles

Shipping vehicles or trucks to collect waste which is manufactured by the demonstration, and vehicles such as courtesy buses may enter the truck yard during the exhibition. However, parking is limited to less than one hour.

Please file an application to the Organizer in advance, and present the exclusive vehicle certification.

Section II General Regulations

1 General Regulations / Reminders

(1) Exhibition items

- (a) Exhibition items are limited to items which are fitted with the purpose and concept of this exhibition.
- (b) The Organizer may limit exhibition items which may pose a problem due to volume, operation method, material or other reason. Exhibition items which do not conform to the purpose of the exhibition from the standpoint of the Organizer may be prohibited or removed.
- (c) **Caution** When exhibiting foreign cargo, please do so after completing any required customs procedures to convert it to domestic cargo, or after clearing customs by ATA Carnet. In particular, please convert any exhibition items which will be processed or consumed on-site to domestic cargo.

(2) Management and exemption of exhibition items

Regarding management and security of items during the exhibition period, the Organizer shall do his utmost to provide a safe environment, such as assigning security guards, etc. However the Organizer does not bear responsibility for loss or damage due to any unforeseen cause, such as force majeure (natural disaster, fire, theft, loss, etc.), or accident related to the exhibition site or building.

(3) Accident prevention and responsibility

- (a) It is the responsibility of the exhibitor to prevent accidents during carry in/out of exhibition items, and decoration, display and demonstration.
- (b) In order to ensure (a) above is considered necessary, the Organizer may order the exhibitor to carry out accident prevention measures, or impose restriction or discontinuation of operation.
- (c) The exhibitor shall bear responsibility for all damage to site equipment, the exhibition building, personal injury, etc., which may occur due to the poor judgment of the exhibitor or a representative of the exhibitor.

(4) Accident and Theft prevention

To proactively prevent accident and theft, the following prevention measures are recommended. In the event of theft occurring within a booth, the exhibitor shall undertake the full responsibility.

● During exhibition hours

- (a) Store all bags, etc., in a storage locker which can be locked.

● After closing

- (b) Take all valuables with you when you leave, or store them in the locked storage locker.
- (c) Cover the booth table with a cloth, so products are not in plain sight.
- (d) Close off the booth with a chain or rope, to avoid unauthorized entry.

(5) Insurance

Purchase of various types of insurance, such as in case of theft, damage, liability, property damage, etc., is recommended.

(6) Stationing of an staff in the booth

Always station someone in your booth from the beginning to the end of carrying in/out operations, as well as to manage exhibition items and respond to visitors, etc.

(7) Volume control

Volume of audio, speaker, and video equipment should be set to be less than 80 dB when measured 2 meters away from the front of the booth. Volume exceeding this during the exhibition or a demonstration may interfere with the emergency broadcasting system and disturb other exhibitors. Please keep the volume to a minimum.

Likewise, when explaining a product using a microphone, please follow the above volume control.

(8) Demonstration and Advertising activities

- (a) Do not carry out any demonstrations and advertising activities (distribution of flyers, placement of a signboard or poster, or positioning of a staff) outside your company's booth.
- (b) Do not block the aisles around your booth.
- Important** (c) Avoid disturbing or causing trouble to nearby exhibitors.

(9) Photographing and copying

- (a) Photographing exhibition items, etc.
Photographing, copying and measuring, of exhibition items without the permission of the exhibitor is prohibited.
- (b) Photographing of your company's booth
When photographing your company's booth, avoid blocking a passage. If you would like to take photographs at times outside opening hours, please apply to the Organizer in advance for available times.
- (c) Photographing by the news media
A Press ID Card is issued to authorized members of the press and the photographer from the Organizer. Please cooperate with cameramen wearing the Press ID Card.

(10) Prohibition of resale / sublease of a booth

Exhibitors are not allowed to resell or sublease a booth to a third party without permission from the Organizer.

(11) Discontinuation of public paging

In principle, public broadcasts at the exhibition site, such as paging, is not performed during the exhibition, as this may interfere with business talks.
However, paging an exhibitor during carrying in/out will be available.

(12) Cleaning

- (a) During construction, please dispose of any scrap wood or packing materials, such as cut wood, plywood, cardboard boxes, plastic, and electrical wire, on your own.
- (b) Please clean inside your booth on your own, with your own cleaning supplies.
- (c) Any exhibition items, decorations, etc. are left at the exhibition site past the regulated period, the Organizer may dispose of them. In such case, cost for disposal will be charged to the exhibitor.

(13) Burden of various costs

- (a) If you need supplies such as electricity, water supply/drainage, or telephone line, please apply using the appropriate form. Submit payment according to the amount requested by the Organizer or related party.
- (b) All costs related to your activities, such as display, demonstration, carrying in/out operations, costs to repair exhibition decorations according to the law, regulations, or rules, and non-life insurance premiums for exhibition items shall be borne by the exhibitor.

(14) Prohibition of on the spot sales

On the spot sales in which money is received at the exhibition site are prohibited (excluding books).

(15) Revisions and additional regulations, etc.

In the event of an unavoidable situation, the Organizer may revise or add to the regulations or rules of the exhibition. At such time, the exhibitors will be promptly notified.

(16) Copyrights when using music or video software, etc.

When using commercially recorded items or video software at the exhibition, a copyright royalty may be incurred according to the Copyright Act. Before using any music or video software, please contact the following organization.

Contact to:
Japanese Society for Rights of Authors, Composers and Publishers <http://www.jasrac.or.jp>

2**Exhibitor Badge, Invitation Card, Truck Pass for moving-in/out****(1) Exhibitor badge and truck pass** To be sent to exhibitors in early October.

To prevent accident and theft, please wear your Exhibitor Badge when entering the exhibition site during the exhibition period. Persons not wearing a badge are not allowed to enter. Please be sure all related personnel follow these directions.

(a) Set number: as described below.

* Company employees who is not stationing in the booth should register at the entrance as a visitor, either by "invitation" or "online visitor registration (free)."

Exhibitors who occupy an exhibit space equivalent to;	Exhibitor Badge	Truck Pass for moving-in/out
1 – 5 booth units	Number of units × 5	Number of units × 3
6 – 10 booth units	30	20
11 – 20 booth units	40	30
21 – 30 booth units	50	30
31 – 50 booth units	60	30
51 – 60 booth units	70	30
61 – 70 booth units	80	30
71 – 80 booth units	90	30
81 – booth units	100	30

(b) If additional badges are needed, these will be provided at the show site as described below.

- Exhibitor badge: Badges will be available at the Organizer's office after October 20. (no additional charge)
- Truck pass for moving-in/out: A photocopy of the general truck pass for moving-in/out also can be used to enter. For vehicles without any pass, new pass will be available at the gate during moving in. (no additional charge)

(2) Invitation Card To be sent to the exhibitors in mid-July.

Invitation card will be distributed to exhibitors free of charge. Please inform the Organizer of the number of invitation card needed using the appropriate form.

For exhibitors (representative exhibitors) with a joint exhibitor, invitation card will be collectively sent to the representative exhibitor.

* Visitors can enter free of charge if they pre-register on IPF's official website. Pre-registration on the site will begin the end of July.

(3) Languages

Japanese version and English version invitation cards are available.

(4) Visitor registration

For persons who register on the official IPF website in advance, the entrance fee (1,000 yen) will be waived, even if without an invitation card.

1 Move-in Procedure

(1) Move-in Schedule

Please refer to the schedule shown on Page 2 and 3.

(a) Move-in start time

Differs according to the size of the booth to avoid heavy congestion during Move-in.

(b) Overtime Work

If an exhibitor has to perform Move-in after 20:00 or before 8:00, **the exhibitor must submit “Notification of Overtime Work”, in advance, to the on-site Organizer’s office and obtain approval before start of the work.** Exhibitors don’t need to pay for overtime work. However, exhibitors should ensure to complete their work within the scheduled time.

(c) Machinery Adjustment Period

From 12 : 00 (noon) in Oct. 23 (Mon.), no cars and trucks are allowed to enter the halls.

(2) Move-in Method

(a) Exhibitors must attach the truck pass to own vehicle.

This “Truck Pass” will be distributed in early October. (See page 10.) Exhibitors must enter necessary information on it and attach the pass to the front windshield of the Move-in/out vehicle to show it to a security guard.

* In case of necessity, a photocopy of the general truck pass for moving-in/out also can be used to enter. For vehicles without any pass, new pass will be available at the gate during moving in. (No additional fee needed.)

(b) When using any forwarder, the exhibitors must write the following information clearly on the object to be moved-in.

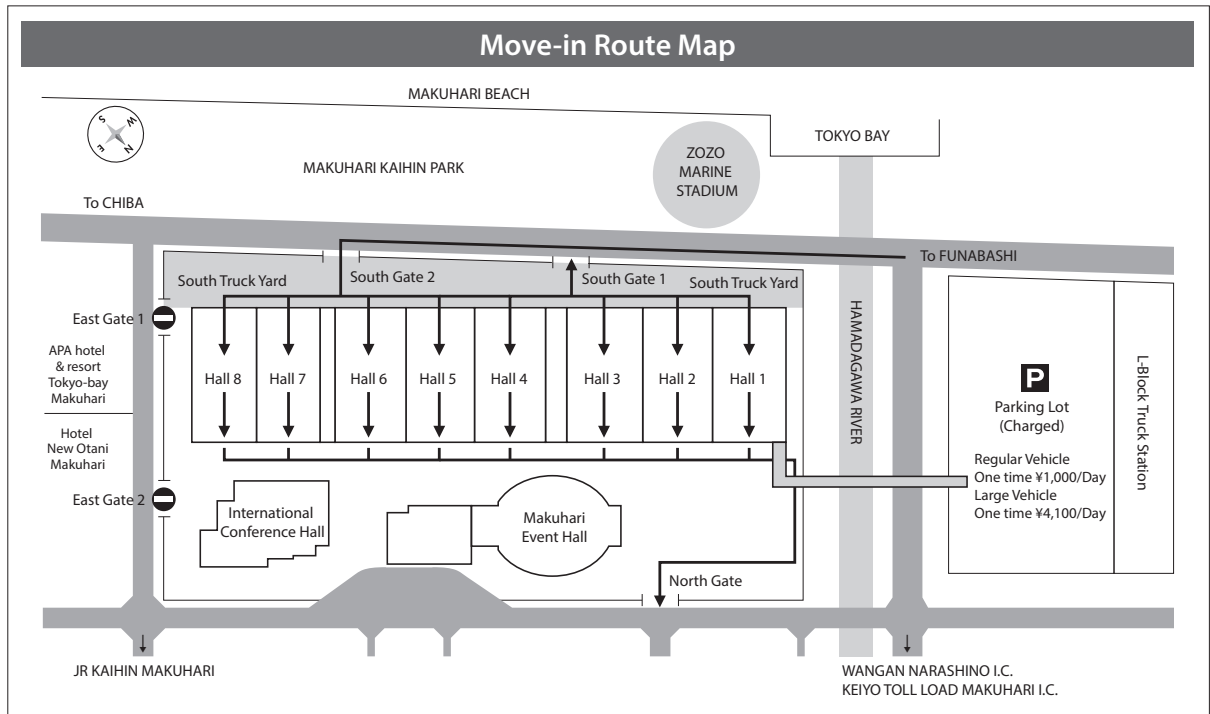
Sample of Packing Slip

Address :	2-1 Nakase, Mihama-Ku, Chiba City Japan
Postal Code :	261-8550
Building Name :	MAKUHARI MESSE Exhibition Hall 1-8
Exhibition Name :	“IPF JAPAN”
Exhibitor Name :	○○○○○ (Co., Ltd.)
Booth No. :	○○○○○
The Person in Charge :	○○○○○
Mobile Phone. :	+(country code) ○○○○-○○○○

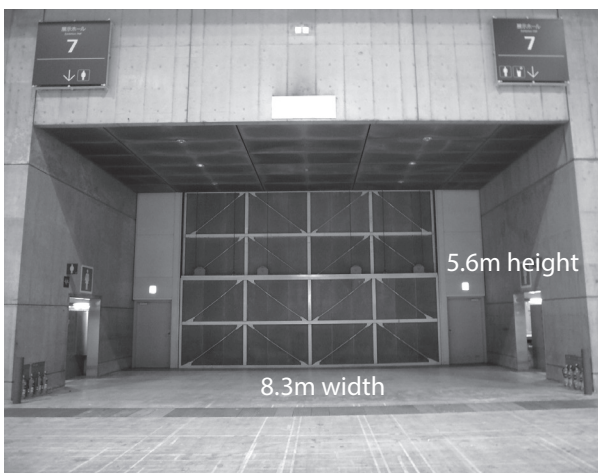


Section III Move-in and Move-out of Exhibited Items

(c) Follow the route shown in the below map during Move-in (Oct. 20-23).



- Please use South Gate 2 to enter the exhibition hall.
- Please use South Gate 1 only to exit.
- Please use North Gate to exit from the exhibition hall.
- Follow One-way traffic inside the exhibition hall.
- After 12 : 00 (noon) on the last Move-in day (Oct. 23), No vehicles are permitted to enter the exhibition hall. It is permitted to move-in by hand from South Gate Truck Yard.



Hall entrance



Side view of hall entrance

2 Move-in/out During the Show Period

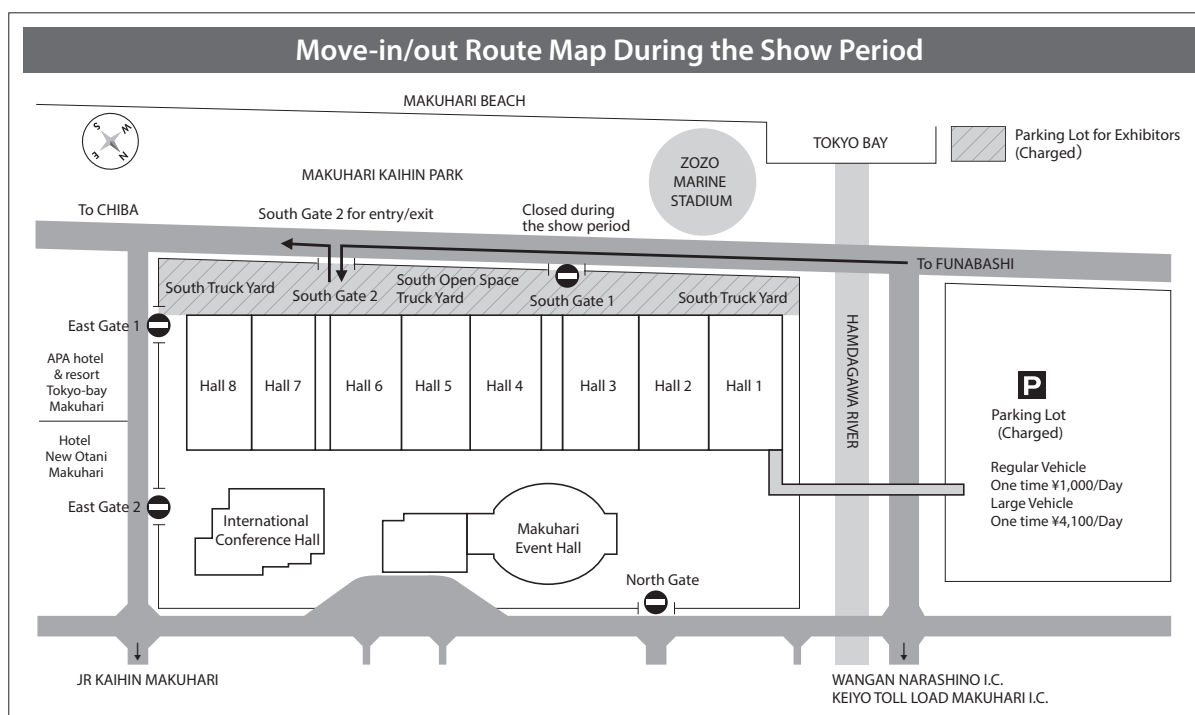
(a) During the show period, move-in/out by cars and trucks are not permitted as a rule.

Where an exhibitor has to perform Move-in/out during the show period in order to adjust the exhibited items or to replenish brochures and material, please submit the designated application form for the work to the Organizer and perform the work not during the opening hours of the show (10 : 00 – 17 : 00).

<08 : 30 – 10 : 00, 17 : 00 – 18 : 00>

(b) During the show period, no cars and trucks are permitted to enter the exhibition hall. Please use a hand cart or perform move-in by hand.

(c) Follow the route shown in the below map during the show period.



Move-in and Move-out of Exhibited Items

[Vehicles entry to the Truck Yard during the show period]

① The company that has signed up for "Parking Lot for Exhibitors"
Charged : ¥10,000/5 Days (consumption tax included)

② Exhibitors except the above ①

→ Exhibitors can enter their cars to the truck yard for Move-in of catalogues and the like. In that case, exhibitors must exit truck yard within an hour. If the exhibitor fails to exit truck yard within an hour, the Organizer will collect ¥10,000 (per day) as management fee for exit. Furthermore, the exhibitor is required to submit own business card at entry.

For parking lot for exhibitors, please refer to Page 7.

3 Move-out Procedure

(1) Move-out Schedule

Oct. 28 (SAT.) 16 : 00 – 17 : 30 Move-out by hand (No cars and trucks are allowed to enter the exhibition hall.)
 Oct. 28 (SAT.) 17 : 30 – 22 : 00 Move-out
 Oct. 29 (SUN.) 08 : 00 – 12 : 00 Move-out of large equipment

(2) Move-out Method

Significant congestion is expected on the day of Move-out. Exhibitors must follow instruction of the security guard. Detailed schedule and information on the Move-out will be informed beforehand and shown at entrance/exit of each hall and the on-site Organizer's office.

(a) The cars and trucks for Move-out must be parked at the designated location.

① At 22:00 on Oct. 27 (FRI.) , "L Block" Parking Lot will be open. Move-out cars and trucks must go to "L Block" to obtain an entrance ticket.

* An entrance ticket will be distributed to waiting vehicles in L Block Parking Lot. Please note that the cars and trucks which don't have the entrance ticket can not enter the show site .

② To mitigate congestion, the cars and trucks of exhibitors whose booths are located on the north side that is far from the Move-in gate (the booths that are from first row to seventh or eighth row from the entrance/exit gate for visitors) will be preferentially guided.

* "Priority Move-out Truck Pass" will be issued to the appropriate exhibitors. (One pass/one company will be issued. Additional issue/reissue is not allowed. This pass will be sent to appropriate exhibitors, in early October.) This pass will be also issued to only vehicles with 4 tons or less weight.

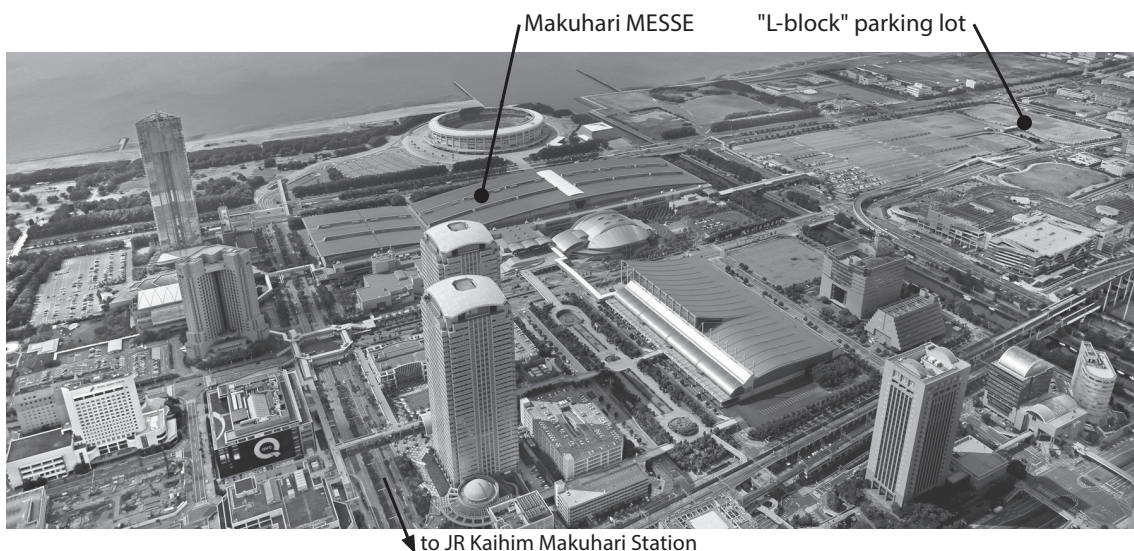
(b) Exhibitors must attach "Move-in/out Truck Pass" to the front windshield of the vehicle.

Clearly write the booth No. and the company name on "Move-in/out Truck Pass" that was distributed by the Organizer in advance and attach the pass to the front windshield of the vehicle to show it to a security guard.

Move-out of Large Equipment

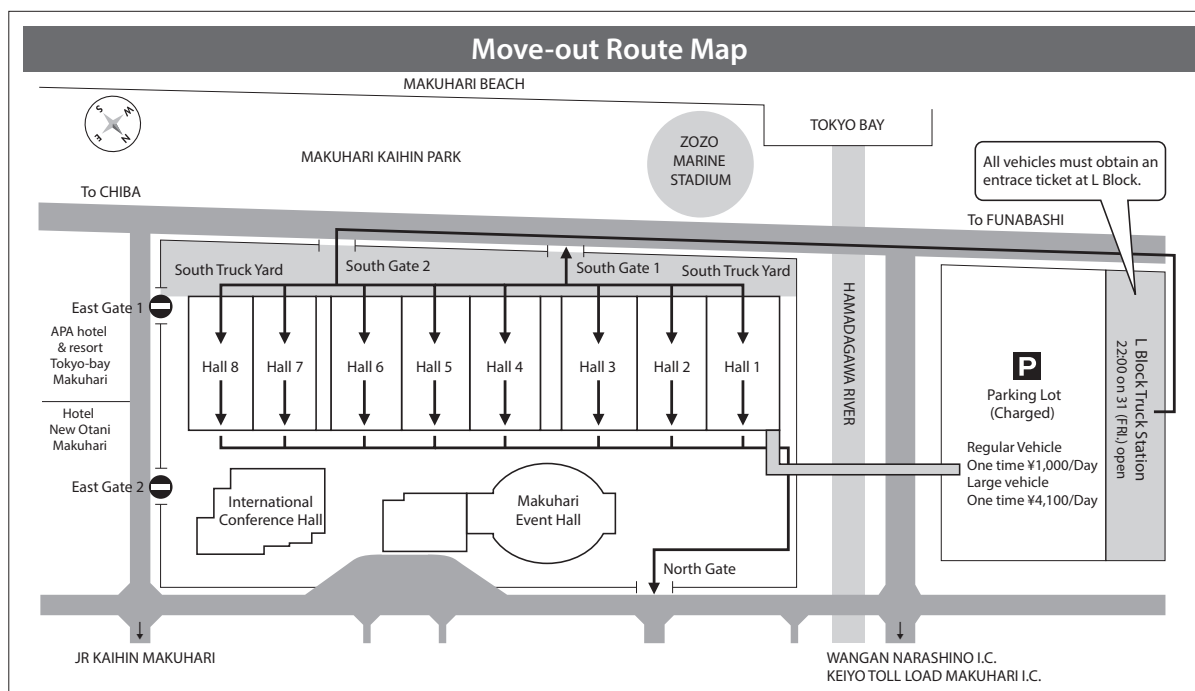
On Oct. 28, the last day of the show, significant congestion is expected because Move-out vehicles are concentrated.

As for the exhibited items that require large-sized crane or truck, please perform Move-out work on Oct. 29 as possible.



MAKUHARI MESSE and surrounding area (as of March, 2014)

(c) Follow the route shown in the below map during Move-out.



- Please use South Gate 2 to enter the exhibition hall.
- Please use South Gate 1 only to exit.
- Please use North Gate to exit from the exhibition hall.
- Follow One-way traffic inside the exhibition hall.

(3) Precautions

(a) **Move-out cars and trucks cannot enter the exhibition hall from the time when the exhibition ends to 17:30 on the last day of the show (Oct. 28) (It may be brought forward or delayed depending on the situation.)**

During this period, piping for water/air supply will be removed. Accordingly, exhibitors must perform Move-out and packing by hand.

(b) **Exhibitors must be present till the end of Move-out work.**

During Move-out, theft, property loss, and injury tend to happen. Responsible person of the exhibitor must be present at Move-out.

(c) **At the end of exhibition, exhibitors must ensure to prevent accident sufficiently.**

Exhibitors must implement Move-out or packing of valuable goods and objects that tends to be lost or broken easily immediately after the end of the show in order to prevent them from being exposed to theft and accident.

* Exhibitors should perform Move-out of valuable goods, PC, various data, audio-visual equipment and the like on the same day as possible.

(d) **Exhibitors must not leave the exhibited items and decoration material in the exhibition site.**

If anything is left in the exhibition site, it will be discarded by the Organizer. The expense incurred in such a case must be borne by the exhibitor.

(e) **In case the exhibitor uses outsourcing forwarder for Move-out, the exhibitor must inform the forwarder instructions described in this manual thoroughly.**

(f) **Exhibitors can use the official forwarder's service for temporary storage and distribution to the booth of packing materials. Please contact the official forwarder for details. Please understand that it is difficult to specify the arrival time such as "We want the forwarder to arrive at our booth just 17 : 30". (It may cause a further delay of completion of Move-out.)**

(g) **The cars and trucks that hasn't obtained a truck pass at L Block cannot enter the truck yard.**

4 Official Forwarder

(1) Application to Move-in/out work

The official forwarder will station on the site. The exhibitor who wants to use its service, please submit the designated form to the official forwarder.

5 Procedure of Move-in/out

(1) Submission of Move-in/out Plan

Exhibitors must submit Move-in/out plan to the Organizer with the designated form.

(2) Arrangement of the work schedule

If necessary, the Organizer will ask the exhibitor's desired schedule to be changed.

(3) Precautions

(a) During Move-in/out work, pay special attention not to cause inconvenience to other exhibitors.

(b) **When receiving the deliveries, the exhibitor must station the person in charge of the matter in own booth.**
The Organizer doesn't alternatively receive and temporarily keep the deliveries for exhibitors. If the exhibitor isn't present on the booth during Move-in work, the Organizer will ask the forwarder to bring the cargo back.

(c) Exhibitors must open and pack objects in own booth.

(d) Exhibitors must keep and manage empty containers and boxes by themselves.

Objects left on the aisle will be discarded by the Organizer's cleaning agency. If the exhibitor wishes to keep empty containers or boxes, please submit the designated form to the official forwarder.

(e) **Total weight per vehicle for Move-in/out must be within 30 tons.**

In case the total weight of a vehicle for Move-in/out exceeds 30 tons, taking measures for distributing the load by steel plate, is needed on the entry aisle. In that case, the exhibitor must notify to the Organizer. (See Page 24 to 27.)

(f) During Move-in/out work, take care not to happen oil leakage that is very dangerous.

6 Foreign Cargo Handling

(1) Foreign Cargo

"Foreign cargo" refers to the cargo that was produced or manufactured in other countries than Japan and that hasn't passed the import clearance procedure yet. In order to display foreign cargo in this exhibition, the exhibitor must pass the cargo through the import clearance procedure to change to domestic cargo or pass through ATA Carnet.

(2) Contact

See the back cover of this manual for "List of Official Contractors and Other Related Contacts".

Section IV Exhibition and Decoration

1 Booth Location

The booth location will be decided by the Organizer, considering the booth size, exhibited products, demonstration plan and the order of application arrived and other situation of each exhibitor.

The Organizer has a right to change and rearrange the booth layout for improving the effect of exhibition. However, those change will not be implemented except the case in which the Organizer think it necessary. The exhibitor cannot claim the damage caused by the change of booth.

2 Restrictions of Booth Decoration

Restrictions will be applied to all exhibitors in order to make unified standard so as to maintain neat appearance and an effective display. If the Organizer judges that an exhibitor has failed to observe the rules / regulations, the exhibitor may be requested to alter, discontinue, modify, or remove the booth decoration.

3 Height Restrictions of Exhibited Items

No height restriction is applied to the exhibited items. However, if the height of the exhibited item exceeds 4.5m, the location to place the exhibited item will be restricted in consideration of the fire equipment. Please consult the Organizer by submitting a layout plan in advance.

* Height of hall entrance is 5.6m (Height of truck deck + height of the exhibited item). Exhibitors cannot move-in the items with the height exceeding 5.6m.

4 Partition Walls (partition set up by Organizer)

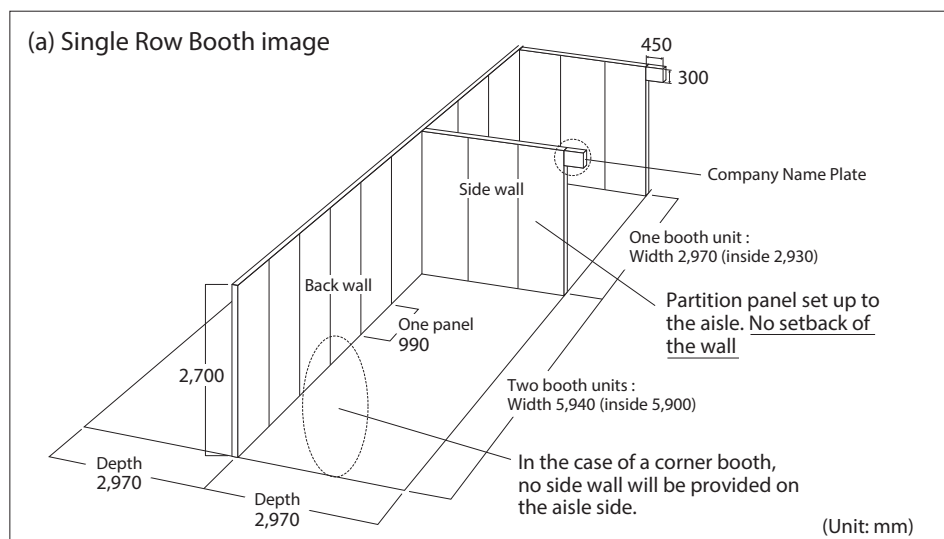
Partition walls between the booths (system panels) are set up by the Organizer's expense. However, the island booth is subject to marking only.

(1) Standard Size of Booth

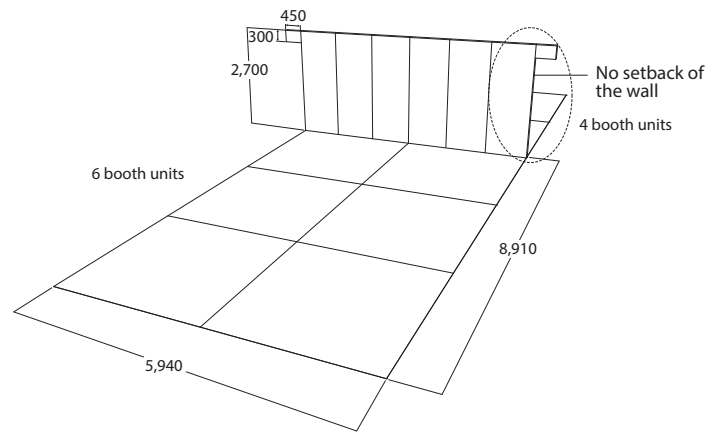
The dimension of a booth is 2,970mm (width) × 2,970mm (depth) × 2,700mm (height) (center-to-center dimension of a panel).

(2) Type of Booth

[Regular Booth]

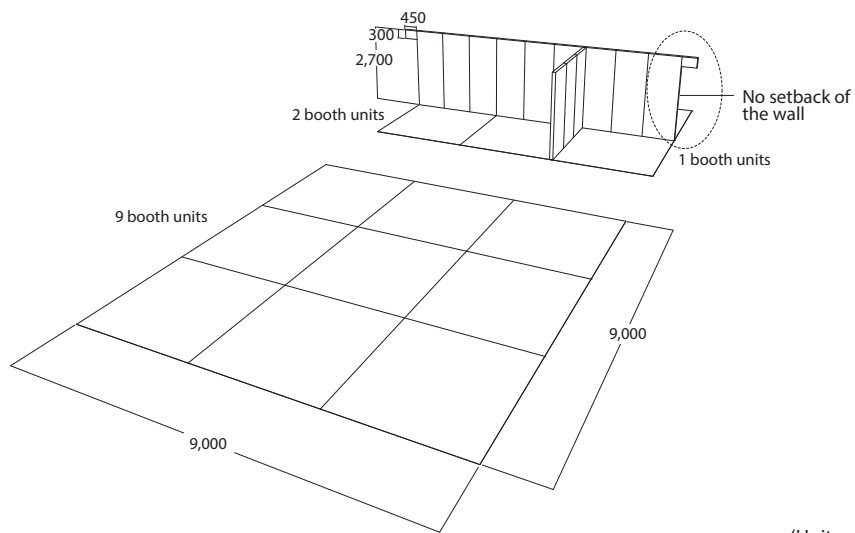


(b) Double Row Booth image



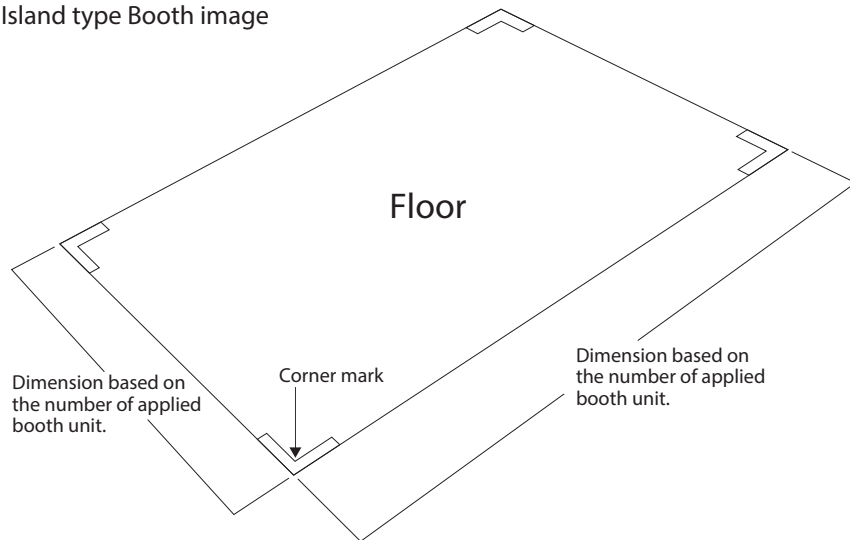
(Unit: mm)

(c) Triple Row Booth image

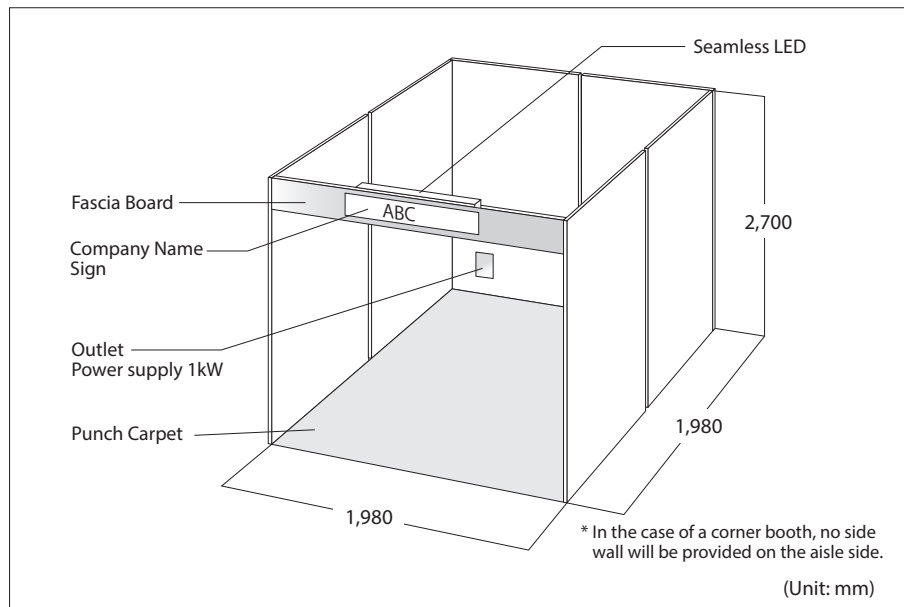


(Unit: mm)

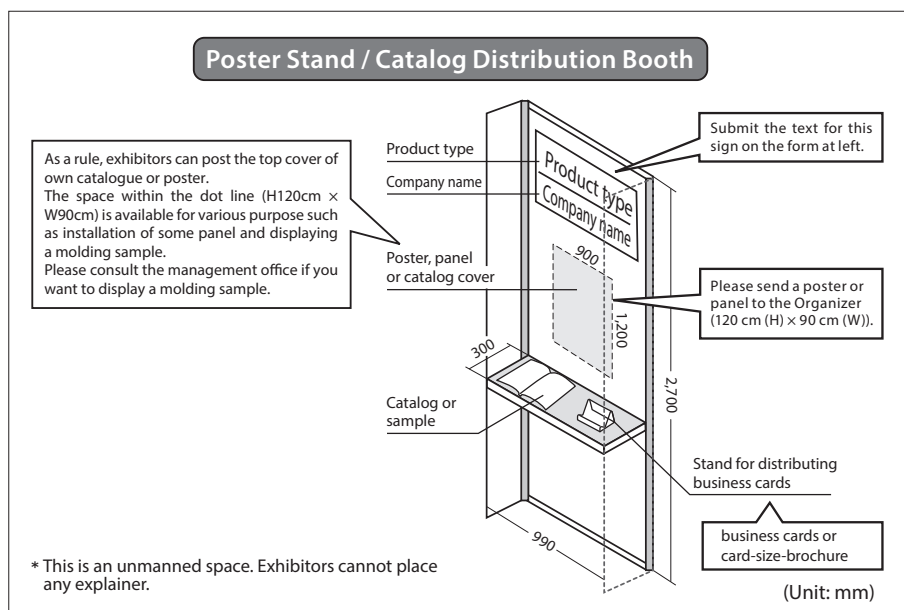
(d) Island type Booth image



[Special Booth for Contracted Manufacturing & Processing Service]



[Poster Stand / Catalog Distribution Booth]



(3) Other construction work

(a) The color of carpet on the main (6m-wide) aisle is red.

(b) Precautions

- ① Partition walls provided by the Organizer are double-sided white coloring finished. Exhibitors can perform coloring work at option. [Charged]
- ② The wall panels are vinyl-coated plywood. Exhibitors cannot directly decorate and process them.
 - * When installing an explanation panel, please use a double-sided tape, or chain hook.
- ③ Exhibitors must not perform cutting, nailing, drilling and other processing on the wall panels, polls, and beams of the system to be used.
 - * If you cannot avoid drilling or other processing for your decoration, please consult to the Organizer in advance. In this case, you may bear the actual expenses depending on the degree of damage.

5 Decoration by Exhibitors (Secondary Decoration)

(1) Selection of Decorator for exhibition booth

Exhibitor will designate any contractor for own secondary booth decoration. The Organizer will arrange the decoration contractor for the exhibitors who needs.

(2) Notification of rules to contractors

Exhibitors must ensure that the contractor knows the rules before they start design and construction of the booth.

This manual is also available on Internet. Download from Exhibitor's Page: www.ipfjapan.jp

Exhibitors must not arrange the decoration violating the rules for any reason. If the Organizer finds such a violation, the exhibitor must alter or remove the decoration immediately.

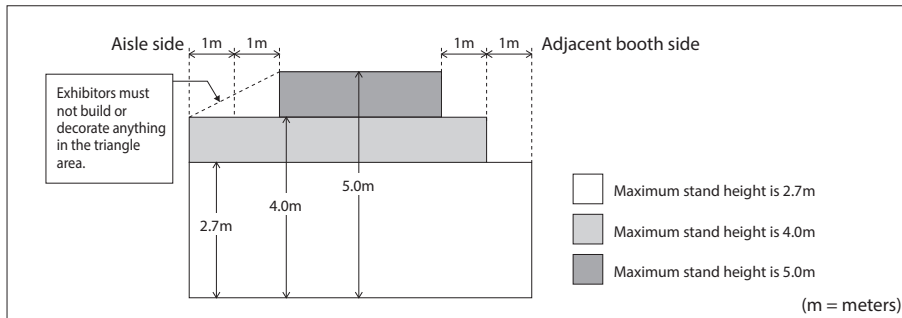
6 Decoration Rules

(1) Height Restrictions for decoration material (flag, streamer, balloon, column, wall, signboard, etc.)

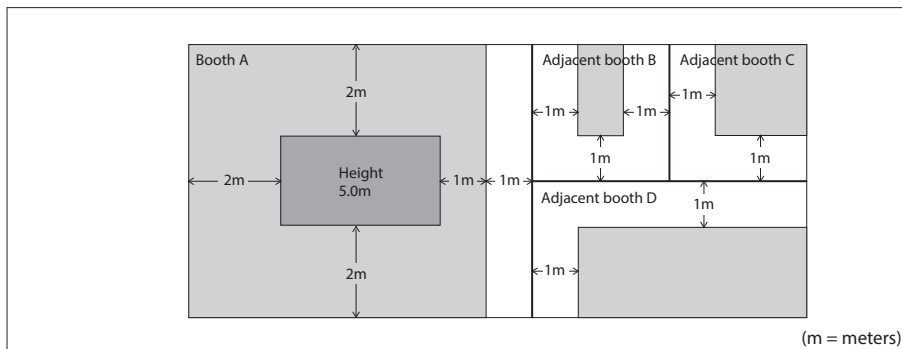
Booth decorations (including columns, truss pillars) must not exceed 2.7 meters in height. If necessary, please talk to your neighboring exhibitors in advance not to cause any inconvenience each other.

If an exhibitor wish to build a booth with a height exceeding 2.7m, it must submit a drawing of its booths decoration to the Organizer in advance and obtain approval. In this case, the height of decoration that is placed within 1m from the border with adjacent booth shall be up to 4m and the height of the decoration that is placed within 2m from the aisle or adjacent booth (2m from the border) shall be 5.0m. If the back side is facing with the wall of building (there is no aisle or no other exhibition booth), it is not necessary to have setback. However, depending on the structure of buildings, the Organizer will ask exhibitors to follow some height restrictions. Please consult the Organizer in advance.

Side view



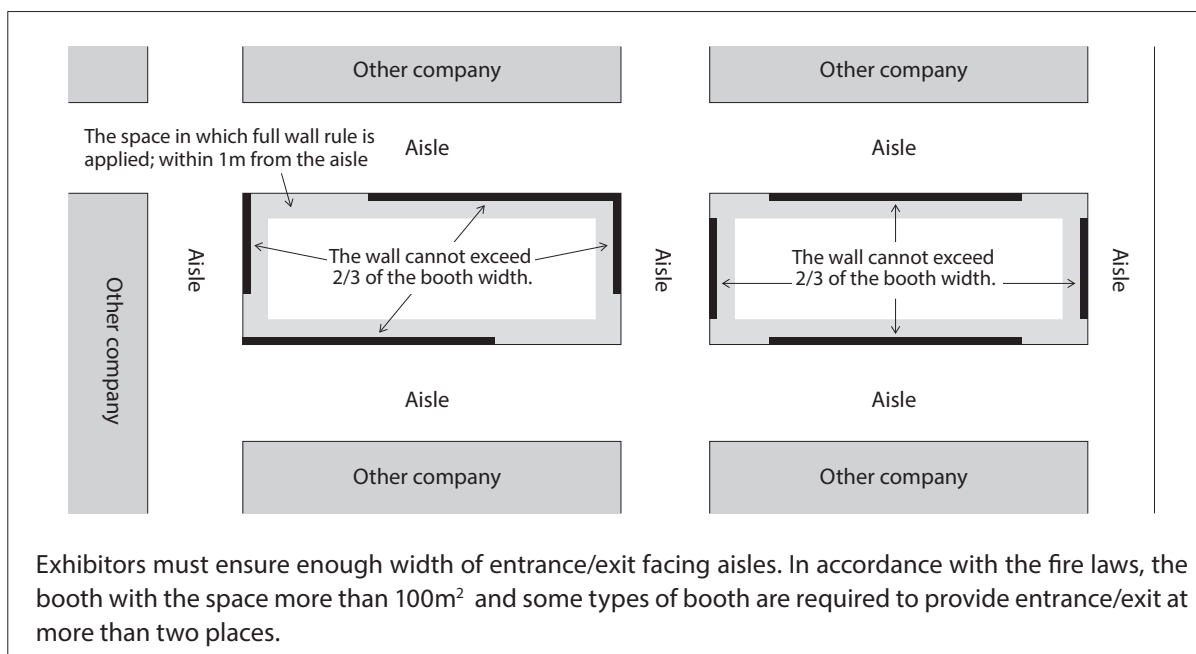
Over view



* Decoration refers to all works, except the exhibited items, such as flags, streamers, balloons, columns, walls, signboards, pillars and the like. **If the Organizer finds any decoration violating the rules, the exhibitor must remove it on the site immediately.**

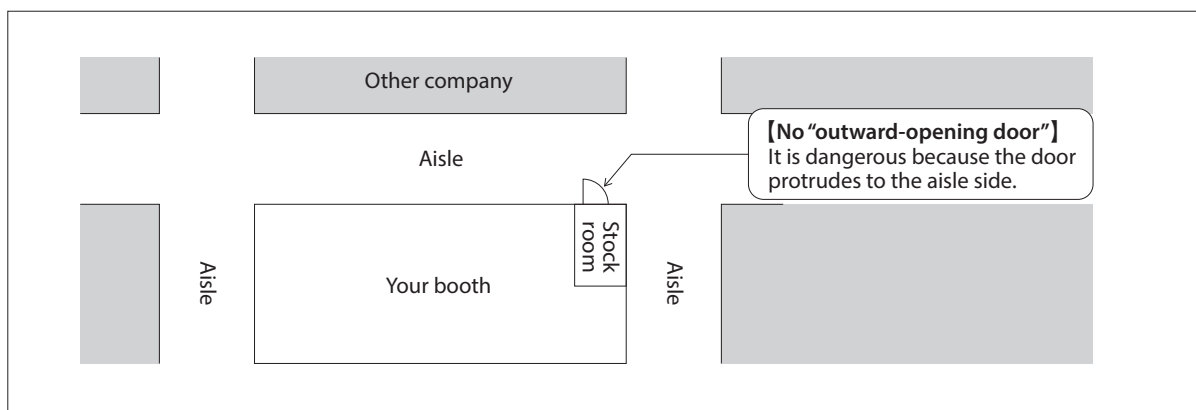
(2) Prohibition of the full-wall

Length of a wall or shelf to facing the aisle within the range of 1m from the border is limited less than 2/3 of the booth width. The remaining 1/3 must be open or structure not hindering visitor's view, such as (transparent glass window, louver, the wall surface or shelf with the height of 150cm or less from the floor).



(3) Prohibition of outward-opening door

In case exhibitors will install a door on the decoration works or stockroom, inside-opening door (it opens inside only and doesn't protrude to the aisle) must be used to prevent any accident from happening.



(4) Prohibition of Protrusion

Exhibitors must ensure that the exhibited items, decoration works, display board, chairs, desks, catalogue stand, plants are not protruded from own booth. It is prohibited to install a spot light and the like, protruding to the aisle side.

(5) Prohibition of Projection

Projection of any images on the wall surface, ceiling, or common aisle are prohibited. (except inside of the exhibitor's own booth)

(6) Prohibition of Two Story Construction

Two Story Construction is prohibited.

(7) Installation of Lighting Equipment

- ① In case exhibitors install lighting equipment, such as spot light, they must ensure that the light is not directly exposed to eyes of people on the adjacent booths or on the aisle. * The claim has been increasing in recent years.
- ② The lighting equipment, such as neon sign or flashing light, that causes displeasure to adjacent booths is prohibited.
- ③ Surrounding lights with paper or flammable materials may not be allowed in accordance with the fire laws.

(8) Prohibition of Ceiling Covering and Roof Structure.

A water cannon is installed as fire extinguishing system in the exhibition hall. Therefore, exhibitors cannot install ceiling covering and roof that obstruct water discharging and fire detection in principle. However, if exhibitors need a black curtain, partial ceiling, or roof by the situation of the exhibited items unavoidably, they must receive guidance from MAKUHARI MESSSE (exhibition site) in advance. After receiving the guidance, the exhibitor must submit two copies of the signed (it shows that guidance has been completed.) design drawing (over view and side view) to the designated contractor by the Organizer by August 31. The Organizer will collect all drawings and submit them to the fire station.

* If the decoration hasn't been approved, the fire station will order you to remove or improve it when on-site inspection conducted by the fire station.

Contact

Makuhari Messe Mr. Watanabe / Mr. Kobayashi
2-1 Nakase, Mihama-Ku, Chiba City, 261-8550
TEL : +81-43-296-0602 FAX : +81-43-296-0529

Submit the layout plan to:

HIROMEYA CO., LTD. Ms. Shimada
1-6-1, Ginza, Chuo-Ku, Tokyo 104-0061
TEL : +81-3-3563-0018 FAX : +81-3-3563-0076
E-mail : ipf-en@hiromeya.co.jp

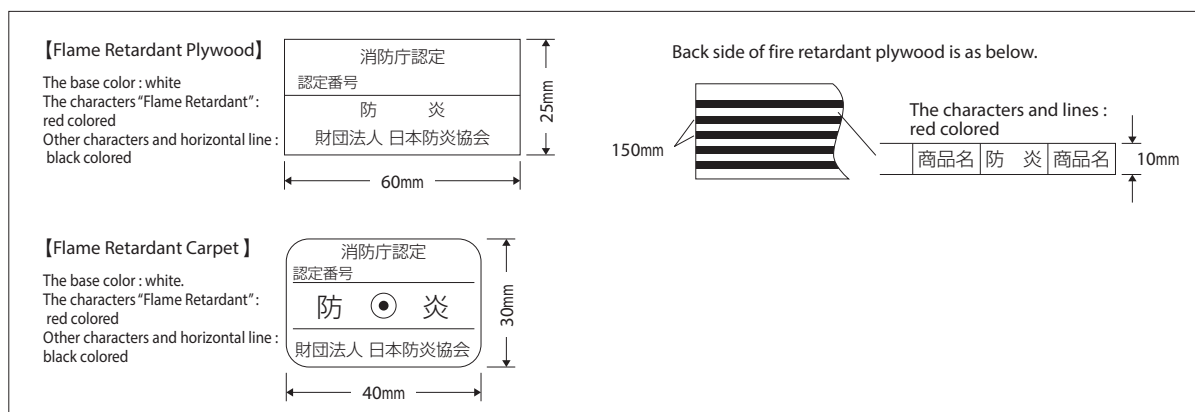
(9) Exhibitors must use fireproofed material for decoration (panel, carpet, or curtain, etc.).

Under the fire laws, exhibition hall must have a fire control and fire prevention equipment.

Make sure to observe the following items absolutely.

- ① Under the fire laws, exhibitors must use only fireproofed plywood for exhibition, carpet, and curtain attached with "Official Fireproof Label".
- ② Exhibitors must use the above **flame retardant plywood** and fiber plate regardless of their thickness. Exhibitors must also use the above **flame retardant carpet**.
- ③ In case exhibitors decorate or attach thick cloth or pleated paper on the flame retardant plywood, the exhibitor must use the material with flame retardant performance.
- ④ When using curtain, hanging screen, clothes, cloth paper, and other decoration material, the exhibitor must use the qualified product with a seal as immersion-processed flame retardant one.
- ⑤ Exhibitors must not use petroleum products such as foam polystyrene (urethane, acetate, polyester, nylon, and the like for the decoration). However, exhibitors can use styrol for just cutting letter at the place out of guest's reach.
- ⑥ **Exhibitors must not use the cloth without flame retardant performance. (be careful especially flag and banner, etc.)** Flame retardant treatment is made on woven goods through immersion. Therefore, the exhibitors cannot use the material containing acryl or polyester more than 20% because they cannot be exposed to secondary flame retardant treatment.

- ⑦ When exporting decoration materials from an overseas country, the exhibitor must obtain permission in accordance with Japanese fire laws. However, some material can be used depending on the country in which the material was approved. Please consult the Organizer in advance.
- ⑧ When using special decoration materials, please consult MAKUHARI MESSE, with bringing reference material (documents, data, sample), in advance.
- ⑨ The below shows "Flame Retardant Label" under flame retardant label indication system.



* The curtain to partition stock space in a booth also needs the flame retardant label.

(10) Precautions in Other Decoration and Construction

When planning and decorating the display, exhibitors must ensure to avoid annoying other company and to keep your visitors' view open as possible, as well as improving the effect of exhibition for all exhibitors.

- ① Exhibitors must not remove the walls and decoration that was constructed by the Organizer.
- ② Booth decorations must be prefabricated or preprocessed in the factory of contractor for the booth decoration in advance so that work in the hall is minimized to just assembling.
- ③ Exhibitors must not suspend or lean their decoration and the exhibited items on the existing object such as ceiling, column, or wall in the exhibition site.
- ④ During construction work and transportation of the materials, take care not to damage the exhibition site facilities and decoration works by other exhibitors. If any damage occurs, the exhibitor must have a responsibility to restore it to original state for any reason.
- ⑤ If lying a floor with a carpet in the booth, the exhibitor must fix it with a low viscosity type double-sided tape. The Organizer prohibits the use of adhesives such as bond.
- ⑥ Exhibitors must bring back the scrap and waste material generated in their works every day.
- ⑦ If using fire for welding or another processing by electricity or gas, the exhibitor must submit the appropriate form to the organization in advance to obtain an approval. During the work, exhibitors must have the fire extinguisher on hand.
- ⑧ Exhibitors must perform their decoration work in own booth. The Organizer prohibits exhibitors to leave their materials on the aisle or other booth during their decoration work. This rule is also applied to move-out works.
- ⑨ Exhibitors must not hide the fire extinguisher, sprinkler equipment, automated fire alarm, emergency bell, guidance light and the like with their decoration works. Exhibitors also must not display their decoration works at the place where those decoration works obstruct the use of them and must not leave their workpieces or other objects near those equipment.
- ⑩ During the show period, the decoration works cannot be changed as principle.
- ⑪ Exhibitors must not use decorative neon sign or equivalent for their decoration works.
- ⑫ Exhibitors must notify the Organizer in advance that special odor or smoke will occur from their exhibited items.

(11) Smoking

Smoking is prohibited in all exhibition halls. Smoking is limited to specified smoking area.

(12) Compliance with Rules

Failure to meet the rule, the Organizer may order the exhibitor to change, stop, alter, or remove the works. Exhibitors must pay attention not to violate rules during planning and designing sufficiently.

The Organizer and the authorities concerned have no responsibility for the damage, increasing of expenses incurred, and other unexpected situation caused by this violation.

7 Handling of Heavy Exhibited Items (over 5 tons)

(1) Rules for heavy goods (over 5 tons)

If displaying the heavy goods as below, the exhibitor must submit the designated forms with the layout drawing of the exhibited item. (The Organizer may ask the exhibitor to change the layout depending on the situation.)

- ① Display of heavy goods over 5 tons (include dynamic load during demonstration)
- ② Display of heavy goods with thumping vibration during demonstration

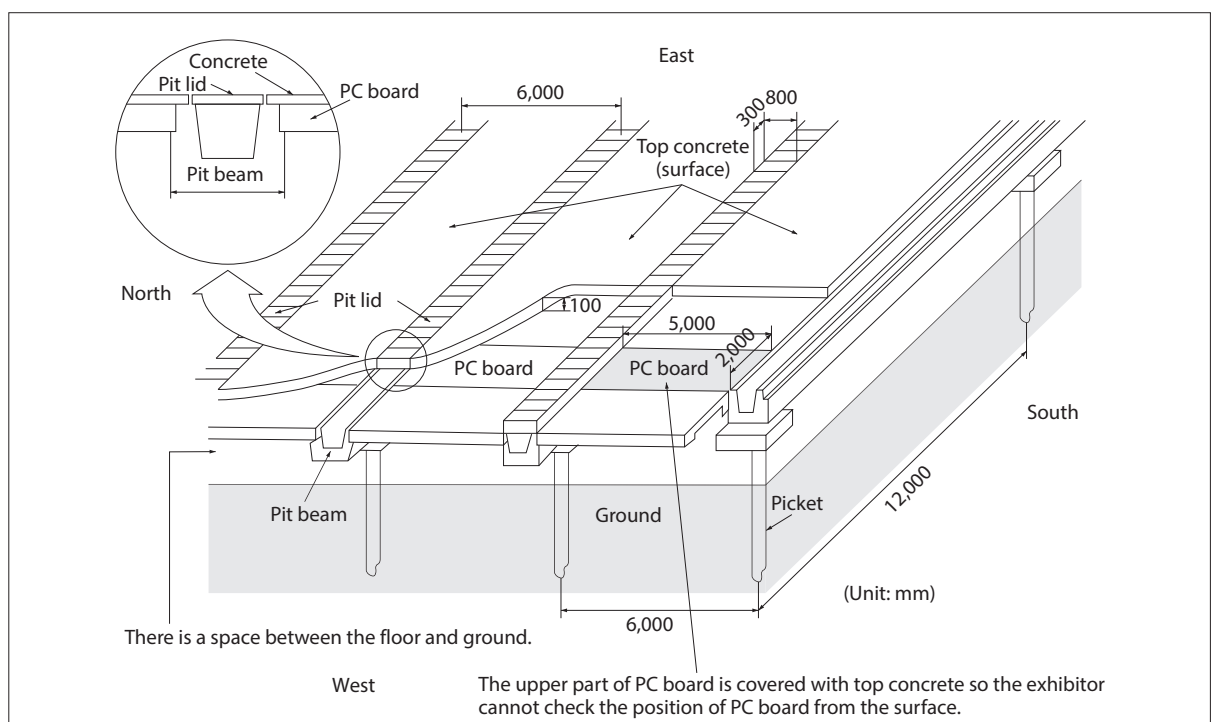
The bottom part under the floor of the exhibition hall is an integrated structure of PC board (precast reinforced concrete plate), pit, and picket. The load applied on the floor is transferred to the PC board and pit that are supported by a picket. (There is hollow space under the concrete floor.) Accordingly, when displaying the heavy goods, load dispersion measures must be taken.

(Exhibitors must calculate the weight of exhibited items with demonstration by dynamic load.)

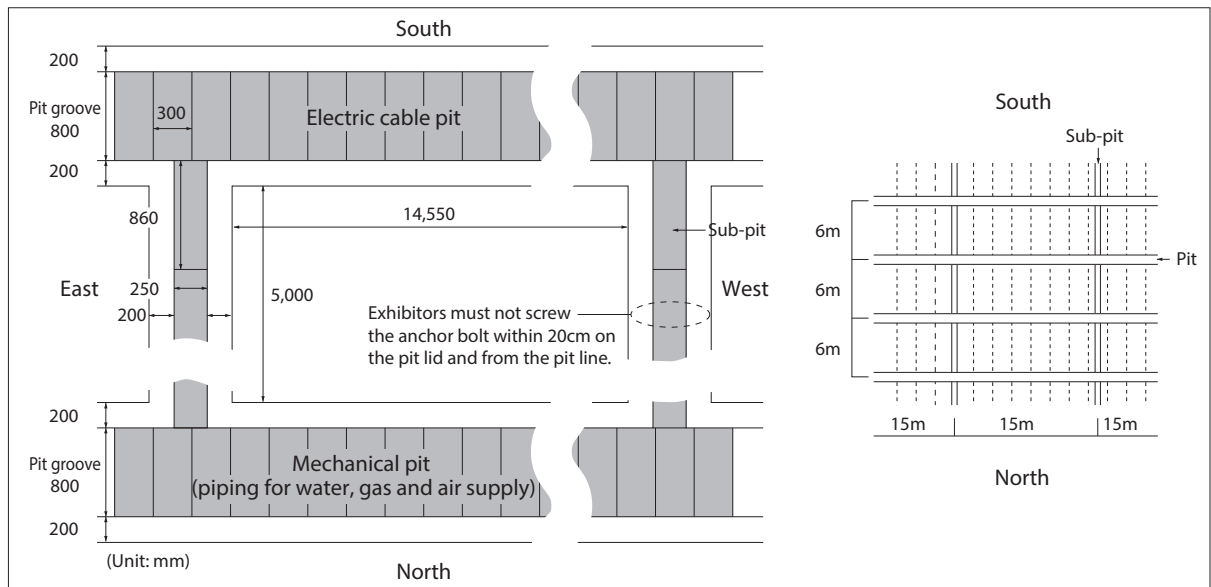
Allowable Load 5 tons per PC board (2m [the east-west direction] × 5m [the south-north direction])

The upper part is covered with concrete (thickness: 100mm) so the exhibitor cannot check the position of PC board from the surface.

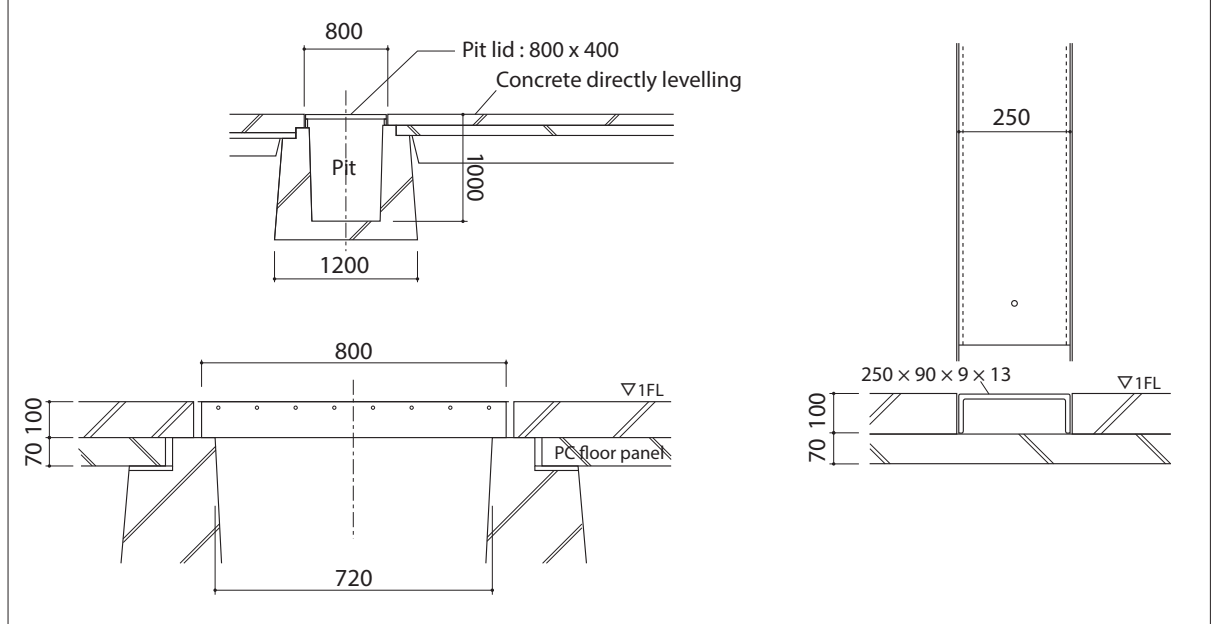
[Floor cross-section view]



[Floor plain view]



[Electric cable pit • Mechanical pit]



Pit (downward view)



Pit and Sub-pit

(2) Weight Restrictions for Move-in/out Vehicles

- ① Vehicles with 30 tons or less in total weight (vehicle weight + cargo weight) can enter the exhibition hall. It also must be tire type four or more-wheel vehicle.
If using the vehicle exceeding 30 tons in total weight, the exhibitor must consult the Organizer in advance.
- ② When using a crane truck with an outrigger, the following weight dispersion is required in accordance with the weight (the weight of crane truck + the weight of suspended object).
 - Below 30 tons
Curing with wall guard (approx. 50 cm×50 cm) equipped with the crane truck
 - From 30 tons to below 39 tons
Curing with wall guard equipped with the crane truck + iron plate (2m×1.5m, 22mm or more in thickness) or curing with H-shape steel
 - 39 tons or more
Curing with H-shaped steel
* If using iron plate or H-shaped steel, the exhibitor must notify it to the Organizer in advance to ask specified laying operation method.
- ② As for outrigger of a crane truck, arrange the load dispersion in accordance with the diagram “Display Method of the Heavy Goods” as below.

(3) Display Method of Heavy Goods

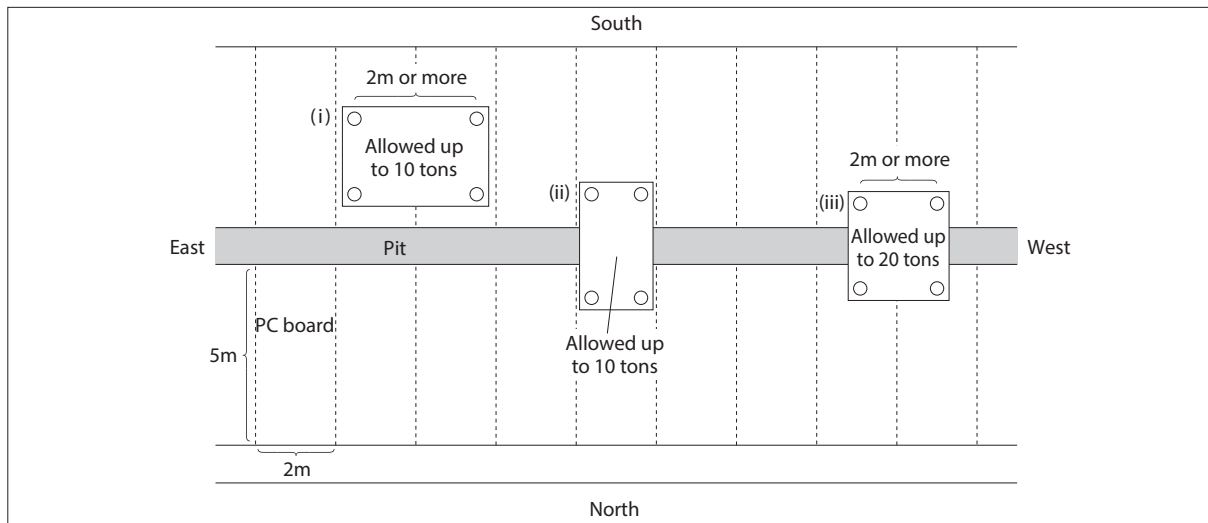
When displaying heavy goods, one of the factors deciding the evaluation whether the display is acceptable or not is “How many PC board is used to disperse the load?” Accordingly, exhibitors shall decide the installation location in consideration of the size of one PC board (2m×5m) and the pit location.

- (a) The display that doesn't need the load dispersion with an iron plate

The load applied on one PC board is below 5 tons.

[Display sample]

- (i) When grounding points are apart more than 2m in the east-west direction (parallel direction to electricity or machine pit. (The sub-pit location is not related to PC board position) and also the load is dispersed to two PC boards.
- (ii) When grounding points across the pit and the load is dispersed to two PC boards.
- (iii) When grounding points are apart more than 2m in the east-west direction across the pit. The load is dispersed to four PC boards.



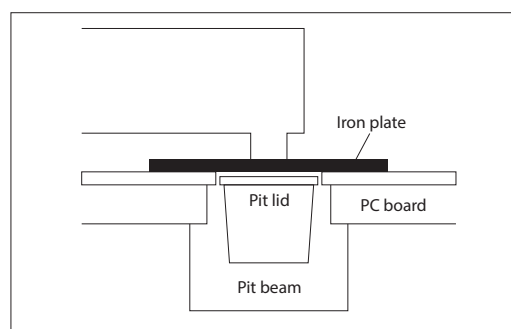
- * The symbol “○” shows the grounding points and it is assumed that the load is equally dispersed to the points shown with the symbol of ○. ○ shall be 25cm or more square and laid with inflexible material.
- * Exhibitors cannot check the position of PC board from the surface.

(b) The display that needs the load dispersion with an iron plate

The load applied on one PC board is 5 tons or more or the concentrated load is applied on the pit lid

[Laying method of iron plate]

- In case the load more than 5 tons is not applied on one PC, but the grounding points are 25 cm or less square, the exhibitor must lay the panel made of inflexible material such as iron plate more than 25 cm square.
- If concentrated load is applied on the pit lid, the exhibitor must lay an iron plate (22 mm or more in thickness) across the pit completely to distribute the load on PC board.



(c) When the load more than 5 tons is applied on PC board

- Exhibitors must lay an iron plate more than 2m in length in the east-west direction (22 mm or more in thickness) to distribute the load to PC board.

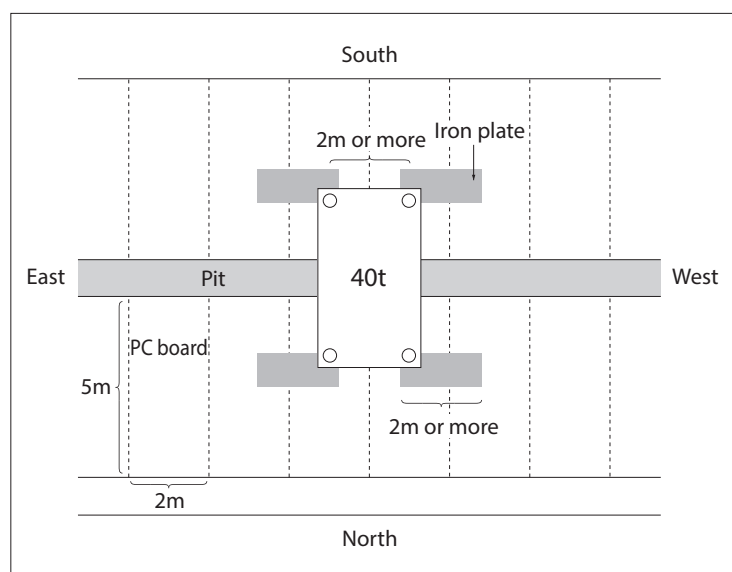
● **Load dispersion sample**

[Without iron plate] Four PC boards×5 tons = 20 tons is the upper limit.

[Iron plate is laid] The load is dispersed to eight PC boards

Eight PC boards ×5 tons = 40t is the upper limit.

* It is assumed that the load is equally dispersed to each grounding point (10 tons).



(d) Expense for curing with the iron plate

- AisleThe aisle to the booth is beared by the Organizer.
- Others ...Curing the iron plate for the exhibited items, curing for iron plate for crane works, other curing for iron plate in the booth are paid by the exhibitor.

8 Application to Anchor Bolt Works Permission

(1) Anchor Bolt Works

The exhibitor who needs hall-in anchor bolt embedding in the exhibition floor in order to install a machine or fix decorated items must apply for the permission with the appropriate form. The Organizer will send the forms to MAKUHARI MESSE (exhibition site) to obtain their construction works permission.

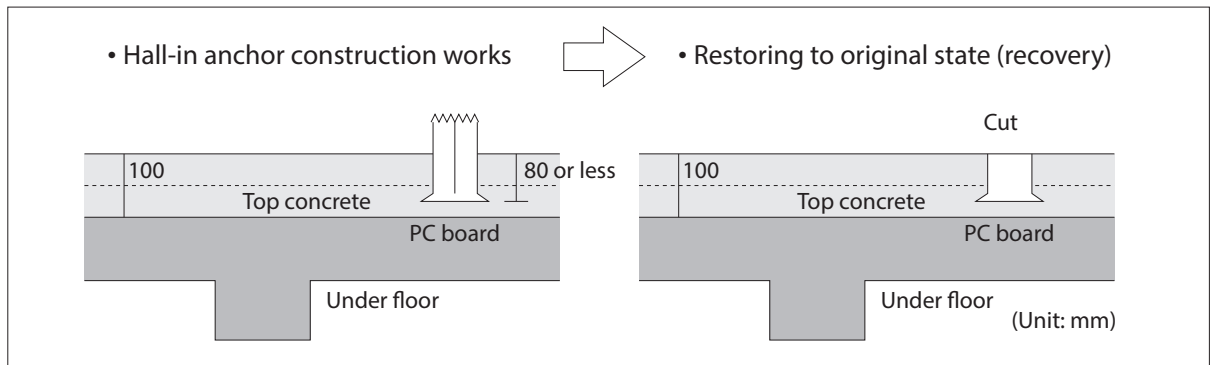
(2) Anchor Bolt Embedding Charge

Hall-in anchor bolt embedding charge (floor surface recovery corporation fee)
 ¥1,620/piece (consumption tax included)

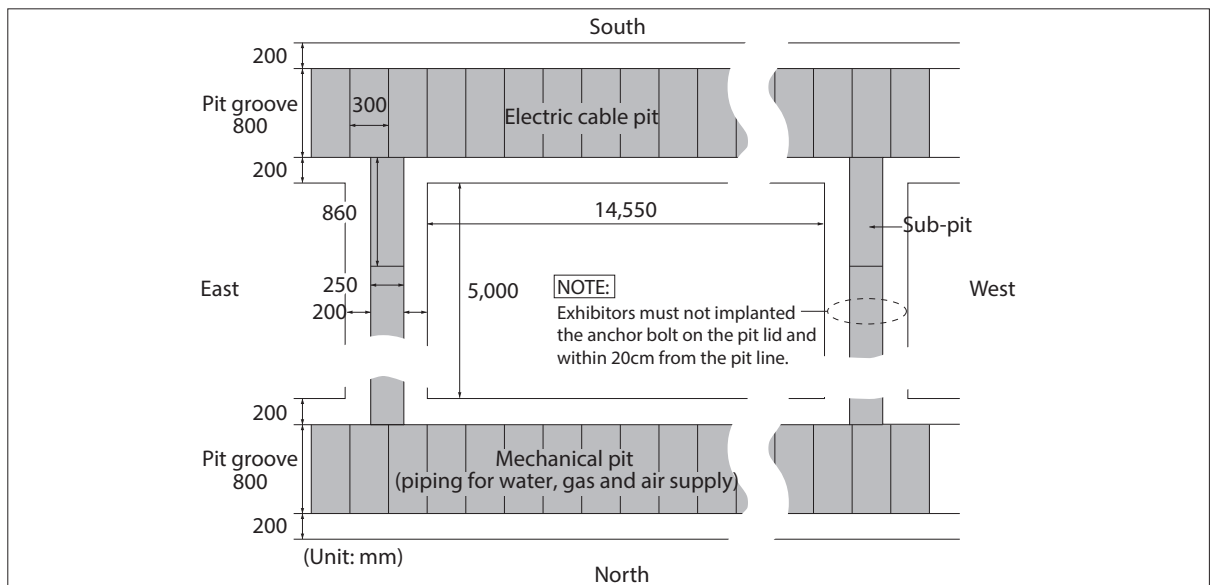
(3) Precautions in Construction Work

- (a) The length of hall-in anchor embedded in the concrete must be 80mm or less.
- (b) Exhibitors cannot implant the anchor bolt on the pit lid of the floor pit, within 20cm from the pit line, and inside of the pit.
- (c) Exhibitors must ensure that their anchor bolts have no effect on PC floor panel.
- (d) When restoring it to original state (as figured below), exhibitors must keep the anchor bolt embedded and cut the head, that appears on the floor, to the level surface with a sander. Exhibitors must not drive into the floor with hammer or cutting using gas burners.

[Floor cross-section view]



[Floor plane view]



(4) Restoring to Original State

The exhibitor must restore the floor to original state immediately after the show period ends. If restoring is not enough, or the exhibitor doesn't restore it to original state and the Organizer implements restoring for the exhibitor concerned, the expense incurred for restoring shall be charged on the exhibitor concerned.

¥10,800/piece (consumption tax included)

(5) Precautions

- (a) Due to structure of the exhibition site or other circumstances, the floor works may not be permitted.
- (b) The exhibitor who hasn't submitted the application for the construction works cannot implement anchor bolt works.
- (c) If the number of anchor bolt to be embedded is changed on the site, the exhibitor must notify it to the Organizer without delay.

(6) Prohibited Matter

The Organizer prohibits to perform direct works (nailing, shaving, attaching, etc.) to the ceiling, wall, door, glass, column, and others.

1 Prohibited Matter

Exhibition site is full of hazards such as flammable lumber, paper, oil, high-pressure gas, liquefied gas and the like. This section is especially important. Exhibitors must read carefully and be mindful of fire prevention and disaster prevention.

- (1) Smoking is prohibited except in designated areas.
- (2) The use of open fire is prohibited.
 - ① The expression "open fire" refers to various types of equipment to make fire or sparks using gas and liquid or solid fuel, as well as equipment with heating elements exposed to outside. The expression "open fire" refers to various types of equipment to make fire or sparks using gas and liquid or solid fuel, as well as equipment with heating elements exposed.
 - ② It also refers to electric heaters with heating elements visible from the outside which may instantly cause fire (the surface temperature more than approx. 400°C) when flammable materials come into contact with it.
 - * Toasters, hot plate, hair drier, electric fryer, ovens and the like with heating elements exposed to chamber, air duct, or inside the equipment are excluded.
- (3) Bring-in the following dangerous material is prohibited.
 - ① Dangerous material stipulated in the Fire Defense Law (gasoline, kerosene, heavy oil, hydraulic oil, print ink, wash oil, animal oil, vegetable oil, etc.)

Categorization of Dangerous Materials (as stipulated in the Fire Defense Law)

Class 1 oils (Flashing point: 21°C or less)	Gasoline, Acetone, Benzene, Thinner, Alcohol etc.
Class 2 oils (Flashing point: 21°C – 70°C)	Kerosene, Light oil, Wash oil, Turpentine oil, Alcohol etc.
Class 3 oils (Flashing point: 70°C – 200°C)	Heavy oil, Machine oil, Lubricating oil, etc.
Class 4 oils (200°C Over)	Gear oil, Cylinder oil, Turbine oil, Hydraulic oil, etc.
Animal/vegetable oil	Animal/vegetable oil (excluding the use for cooking other than boiling such as fried food.)

* Please use water-soluble cutting oil.

- ② Designated flammable objects (flammable objects stipulated in the Fire Defense law and fire prevention ordinance including lacquer putty, paraffin, **plastic raw material** and other designated flammable materials)
- ③ Flammable gas (general high pressure gas such as propane, acetylene, and hydrogen and flammable gas stipulated in safety regulation)
- ④ Match
- ⑤ Explosives
- ⑥ Compressor (built-in lubricating oil used in compressor)

Among previously mentioned “Prohibited Matter”, exhibitors can bring a minimum object into the exhibition site and use it for their demonstration if they submit prior application and obtain approval from the competent fire station but only provided that exhibitors meet the following requirements.

However, if the Organizer finds inappropriateness there after the application submitted, it may not be approved. If exhibitors perform prohibited matter without prior application, they must stop the use immediately.

(1) Use of Open Fire

- ① There must be only one same type fire implement.
- ② Consumption of gaseous fuels shall be “50,000 kcal/h” or less per equipment, in which a gas leakage detector must be installed.
- ③ Consumption of solid fuels (charcoal, briquette) shall be decided based on consultation with the competent fire station.
- ④ Exhibitors must not use liquid fuels (such as kerosene).
- ⑤ Exhibitors must not use candles, candle lamp, solid alcohol fuels for cooking.
- ⑥ Exhibitors must cover surrounding area of the place where open fire is used with non-combustible materials (such as plaster board).
- ⑦ Exhibitors must separate the place where open fire is used from dangerous material and other combustible material more than 5m in horizontal length.
- ⑧ When using a boiling apparatus such as fryer, the exhibitor must take actions to prevent the visitors from being injured.
- ⑨ When using the equipment to make fire or sparks, the exhibitor must not place the carpet on the floor.
- ⑩ Exhibitors must fix the fire implements not to move easily.
- ⑪ Exhibitors must use metallic pipes for gas plumbing to the point of use.
- ⑫ **Exhibitors must have a fire extinguisher (Type 10, Capacity: 2 unit or more) and appropriate indication.**
- ⑬ When using a burner or torch lamp, etc. for heating metals and the like, the exhibitor must not perform it during the show open hours (It is permitted before 10:00 and after 17:00). Exhibitors must not use it, bring it in the exhibition hall, and store it during the show open hours for any reason.
- ⑭ When performing demonstration with open fire, the exhibitor must place an attendant at the place.

(2) Bringing-in of Dangerous Material

- ① **Exhibitors must separate the dangerous material from emergency exit, more than 6m in horizontal length. (10m for large volume of dangerous material)**
- ② Exhibitors must separate the dangerous material from the place to use fire more than 5m in horizontal length. (except the case the exhibitor take safety actions such as effective blocking for fire prevention with incombustible materials)
- ③ **The volume of bringing-in of dangerous material should be limited to minimum level that is enough to perform demonstration on a day.**
- ④ Exhibitors must not perform refueling during the show open hours.
- ⑤ Exhibitors must keep the dangerous material strictly to avoid flash-off or light-off due to moistening or volatilization.
- ⑥ The oil level when boiling the dangerous material or designated flammable materials must be 60 % or less.
- ⑦ **The container of dangerous material that is brought in the exhibition booth only for display shall be empty cans. (spray can, etc.)**
- ⑧ Exhibitor must not use multiple dangerous material, that may contact or cause mixed ignition, at the same place.
- ⑨ Exhibitors must bring back empty cans and remaining oil and not leave them in the booth.

- ⑩ When using the equipment that significantly generates flammable vapor, the exhibitor must place an exhaust system for the vapor in safety place.
- ⑪ When bringing the dangerous material in the booth, the exhibitor must have a fire extinguisher (Type 10, Capacity: 2 unit or more) and appropriate indication.
- ⑫ Exhibitors must not use liquefied petroleum gas (propane gas).
- ⑬ When bringing a high pressure gas canister in the exhibition site in order to use incombustible gas (including nitrogen gas, Freon gas, helium gas, and oxygen gas), take care to the following matters.
 - To inspect it on a steady basis to prevent gas leakage
 - To take action to prevent the gas canister from falling.
 - Do not use it unless you perform demonstration.
- ⑭ Separate-type oil tank is subject to regulations. Accordingly, exhibitors must use the oil tank that has passed filling water test and water pressure test by the competent fire station. (Integrated- type oil tank, for injection molding, etc., is not subject to regulations.)

3 Prior Application for Lifting the Ban on Prohibited Matter

As for use of fire and dangerous material, based on the previously-mentioned “2 Conditions for Lifting the Ban on Prohibited Matter”, the Organizer will gather all application forms and submit them to the fire station. After those applications are approved by the fire station, exhibitors can use them.

(1) Application for Use of Fire and Bringing-in of Dangerous Material

The exhibitor who uses a fire or dangerous material must notify it to the Organizer with the designated forms and three copies of the specifications.

* An application after the deadline is not permitted. Make sure to submit all documents required by the fixed date.

For All Exhibitors

In accordance with the Fire Prevention Ordinance in Chiba City, a No.10 fire extinguisher (amount of agent is between 3kg and 3.5kg) must be located in the booth with fire or dangerous material. (One fire extinguisher/one place)

1 Electrical Work

(1) Ceiling Lighting in the Exhibition Hall

In the exhibition halls, high pressure mercury lamps are originally equipped and will be lit with an average illumination of between 400 and 500 lux in each hall.

(2) Electricity Supply System

Electric power can be supplied to the booths as below.

Electric System	Voltage	Frequency	Capacity
Single phase AC 2-wire system	100V	50Hz	Up to 3kW
Single phase AC 3-wire system	100/200V	50Hz	Over 3kW
Triple phase AC 3-wire system	200V	50Hz	All capacity

* Please consult the official electric work contractor if the special voltage other than the above is necessary.

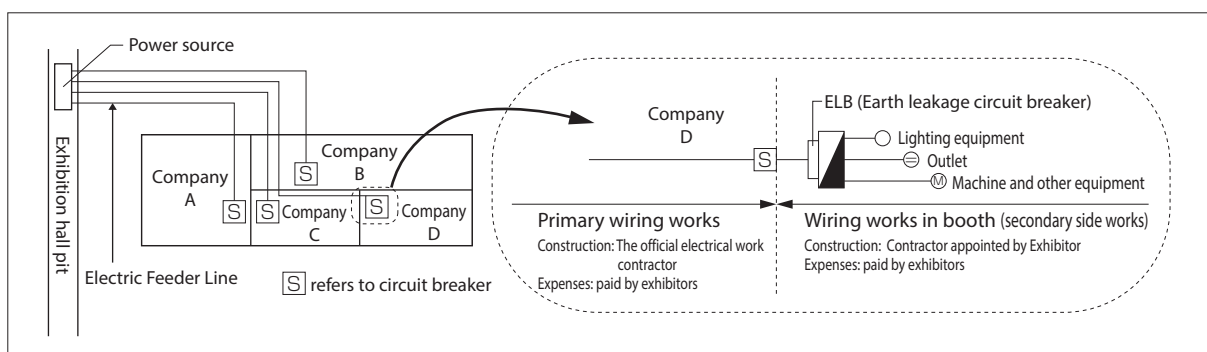
(3) Application for Electricity

- (a) Exhibitors who require electricity should order to the official electrical work contractor.
- (b) Exhibitors who require electricity of 100V should select the type of breakers from Table A (next page).
- (c) Exhibitors who require the voltage of 200V should select the type of breaker from Table B (next page).
- (d) Demonstration of multiple machines

For exhibitors who perform demonstration of multiple machines, the Organizer recommend them to apply necessary capacity with careful consideration of the demonstration method (running machines alternately or no-load running) in order to save unnecessary cost.

(4) The Range of Electrical Work

- (a) The Organizer will provide feeder lines of electricity into the booth and install a breaker at one location.
 - ① Please write clearly the desired location of breaker to be installed in the booth on the designated forms.
 - ② If the desired location is not specified on the layout plan, we will install them at some places on the back wall or left or right partition.
 - ③ Please be reminded that feeder lines go across the booth and the aisle in front of the booth, depending on the cable pit location.



- (b) The exhibitor-designated electrical work contractor will do wiring in the booth.

- ① Exhibitors are responsible for all expenses incurred for the construction.
- ② Wiring works in the booth should be done by the qualified electrical work contractor.

(5) Electricity Supply Charge (Feeder line works cost and electric usage rate)

[Table A] Single phase 100V・200V Feeder line wiring works cost (include electricity usage)

Circuit Breaker		Rated load capacity (power factor 100%)	Price
100V	200V		
2P 10A		1.0kW	¥9,000
2P 15A		1.5kW	¥13,500
2P 20A	2P 10A	2.0kW	¥18,000
2P 30A	2P 15A	3.0kW	¥27,000
3P 20A	2P 20A	4.0kW	¥36,000
3P 30A	2P 30A	6.0kW	¥54,000
3P 40A	2P 40A	8.0kW	¥72,000
3P 50A	2P 50A	10.0kW	¥90,000
3P 60A	2P 60A	12.0kW	¥108,000
3P 75A	2P 75A	15.0kW	¥135,000
3P 100A	2P 100A	20.0kW	¥180,000
3P 125A	2P 125A	25.0kW	¥225,000
3P 150A	2P 150A	30.0kW	¥270,000
3P 175A	2P 175A	35.0kW	¥315,000
3P 200A	2P 200A	40.0kW	¥360,000

[Table B] Three phase 200V Feeder line wiring works cost (include electricity usage)

Circuit Breaker		Rated load capacity (power factor 100%)	Price
3P 5A			
3P 10A		3.46kW	¥31,140
3P 15A		5.19kW	¥46,710
3P 20A		6.92kW	¥62,280
3P 30A		10.38kW	¥93,420
3P 40A		13.84kW	¥124,560
3P 50A		17.30kW	¥155,700
3P 60A		20.76kW	¥186,840
3P 75A		25.95kW	¥233,550
3P 100A		34.60kW	¥311,400
3P 125A		43.25kW	¥389,250
3P 150A		51.90kW	¥467,100
3P 175A		60.55kW	¥544,950
3P 200A		69.20kW	¥622,800
3P 225A		77.85kW	¥700,650
3P 250A		86.50kW	¥778,500
3P 275A		95.15kW	¥856,350
3P 300A		103.80kW	¥934,200
3P 350A		121.10kW	¥1,089,900
3P 400A		138.40kW	¥1,245,600
3P 500A		173.00kW	¥1,557,000
3P 600A		207.60kW	¥1,868,400

- If using other Circuit Breaker than the above, please consult the official electrical work contractor.
- Single phase 200V: From 2P10A.
- In case of single phase 200V, wiring works maybe performed with single phase three line 100/200V method.

- (a) Electricity supply charge is calculated based on “Electricity Supply” Application Form. We will also charge exhibitors the difference between the cost shown in the application form and actual wiring cost incurred during the show period.
- (b) If the applied capacity is changed, the exhibitor should add it on the copy of application form and resubmit it immediately.

(6) Power Supply to Booth

(a) Supplying Hour (Regular Hour)

Oct. 22 (SUN.)	The day for Move-in	8:00 – 20:00
Oct. 23 (MON.)	The day for Move-in	8:00 – 20:00
Oct. 24 (TUE.) – 27(FRI.)	First day of the show period – Fourth day	8:00 – 18:00
Oct. 28 (SAT.)	Last day of the show period	8:00 – 16:30

* The start time of power supply is basically as the above but may be delayed depending on the situation of construction works.

(b) Overtime Electricity Supply

If the exhibitor requires electricity supply for machine adjustment or trial running before/after the regular hour, the Organizer will arrange electricity supply as possible. Please inform it to the official electrical work contractor in advance.

The power rate and maintenance charge (@¥108/kW/hour, for necessary capacity, consumption tax included) will be charged to the exhibitor.

(c) 24-hour Electricity Supply

If day-and-night electricity supply is required, please consult the official electrical work contractor in advance. The power rate and maintenance charge (@¥108/kW/hour, for necessary capacity, consumption tax included) will be charged to the exhibitor.

(7) Note Electrical Works in the Booth

(a) Confirmation of the Works Contents

Exhibitors should confirm there is no difference between the description in submitted "Electricity Supply Works Application" and actual construction works. If there are any difference, please notify it to the official electrical work contractor immediately and receive an approval of the change.

(b) License for Qualified Electricians

Exhibitors are free to appoint electricians to do the secondary wiring work. However, no electrician can work unless he carries with him during the work a license conforming with Japanese laws.

(c) Power Board in the Booth

- ① In the event that the equipment has two or more circuits, install a main switch and a branch switch (use the current limiter as possible.) The use of a cutout switch for switching is prohibited.
- ② The name of the electrical work contractor and his telephone number must be stated or the name plate of the contractor must be attached to the power board.
- ③ Install the power board where it is easily accessible for inspection and maintenance after having a consultation by the exhibitor, decoration work contractor, and electrical work contractor.

(d) Installation of Electric Leakage Breaker

Install the power board where it is easily accessible for inspection and maintenance. Exhibitors who receive electricity supply in the booth must install an electric leakage detector in order to protect their own exhibited items as well as adjacent booths who share the feeder lines. Power will not be supplied to booths which do not have such a device installed.

(e) Materials for Electrical Work

- ① The materials used for electrical work must be as new as possible and must conform with the relevant standards and laws in Japan.
- ② As for electric appliances subject to Electrical Appliance and Material Control Law, exhibitors must use those appliance with type approval marking by the Minister of Economy, Trade and Industry.
- ③ Use of electric wire, materials and equipment manufactured in Japan for the electrical works is recommended because they are subject to the regulations for electric appliances. In the event products manufactured in another country are to be used for any reason, the exhibitor must obtain regal authorization prior to their use.

(f) Use of High Power Factor Lighting Equipment

For electrical discharge lamps such as fluorescent and high voltage mercury arc lamps, Exhibitors must use stabilizers of a high power factor wherever possible.

(g) Starting Compensator

Install a starting compensator on any motor of 7.5 kW or greater.

(h) Wiring

- ① Be sure all electrical cords are securely attached when wiring lighting equipment small electric appliances.
- ② Use solderless terminals to connect to the power source.
- ③ Electric heaters with exposed heating wires, as well as neon lamps, cannot be used.
- ④ Ground all equipment which has a voltage exceeding 150 V.
(If using power board in an iron box, be sure to put an earth case on it.)
- ⑤ As for general wiring, use VV cable or equivalent cables.
- ⑥ Use of Vinyl code is prohibited for wiring of lighting equipment and other electric appliances. Please use the cord appropriate for the voltage of the equipment and appliances.
- ⑦ All wiring and equipment must be properly secured.
- ⑧ For lighting equipment wiring, exhibitors must install one circuit for each piece of equipment of 15A or more. Exhibitors should install a separate circuit board attached with a branch service switch for each circuit with a total of 15A.

(i) Concealment of Lighting Equipment

- ① When concealing lighting equipment, such as fluorescent lamps and incandescent lamps, for decoration, take care to prevent fire and to use noncombustible materials.

- ② During installation, exhibitors must ventilate sufficiently to prevent the inside temperature from rising too high.
 - ③ Concealment by paper or corrugated plastics is not permitted in some cases in accordance with the Fire Defense Law.
- (j) Accident Prevention
- ① Take every possible measure to prevent fire, injury, property damage, and other electrical accidents.
 - ② When using equipment that generates heat, such as incandescent lamps and resistors, exhibitors must not place such equipment near combustible items or where people might touch them. Use of neon signs for decorative purposes or equivalent is prohibited.
 - ③ Exhibitors must not expose "live" parts, such as mouthpiece and receptacle, of an electric lamp.
 - ④ When installing a power board on the aisle in the booth, exhibitors must indicate as "Danger! Power Board!".
 - ⑤ Exhibitors must avoid multiple branching from the main switch.
- (k) Others
- ① When installing temporary wires on the floor where they may be damaged, adequate protection measures must be taken. Especially during installation and removal works, exhibitors must prevent damage from vehicles and scaffolding including electrical wiring for their works.
 - ② Exhibitors must remove the waste wires that are generated from electrical wiring works. Especially, keep the inside of the pot and the terminal board clean.
 - ③ In performing other electrical works, exhibitors must follow instruction by the Organizer.

(8) Inspection • Power Distribution

An inspection will be performed by the Organizer under the Ordinance of Ministry of Economy, Trade and Industry (Technical Standard concerning Electrical Facilities) and the Fire Prevention Ordinance of Chiba City. When failing to meet the inspection, the exhibitor must immediately modify inappropriate parts and report them to the official electrical work contractor after that.

(9) Limited Supply and Interval Operation

- (a) In the event that the total capacity of electricity applied for by the exhibitors exceed the exhibition facility's output from demanding necessity, exhibitors may be requested to use a limited supply.
- (b) By the demanding necessity, exhibitors may be requested to perform interval demonstration according to the instruction by the Organizer.

(10) Precautions in Use of Electricity

- (a) Exhibitors shall not change the voltage without the prior approval of the Organizer.
- (b) Exhibitors must turn off the main switch in the booth before leaving the booth. No turning off the main switch may result in hazardous conditions when power is supplied next morning.
- (c) Multiple branching from a single outlet is prohibited.
- (d) To prevent the accidents in the booth during the show period, the exhibitor shall have a technical expert or electrical work contractor, in its booth.
- (e) The exhibitor is responsible for the security of the electrical equipment in the booth.

(11) Inspection

To prevent electrical accidents, electrical equipment in the booth and the usage conditions will be inspected by the Organizer and the inspector of supervisory agency. During the inspection, when defective material or defective parts are found, the Organizer will ask the exhibitor or the electrical work contractor to change the material or construction works or to perform repair works. In this case, the Organizer may stop the power supply to the booth until those works are completed.

(12) Protective Devices and Maintenance during the Show Period

- (a) If the exhibited items, or equipment and the like are damaged by an interruption or drop in voltage due to power source error or accidents, the Organizer is not responsible for the damage. Exhibitors should take protective measures sufficiently.
- (b) During the show period, the official electrical work contractor will be stationed at the show site.

(13) Official Electrical Work Contractor

For details of the work, please contact the official electrical work contractor.

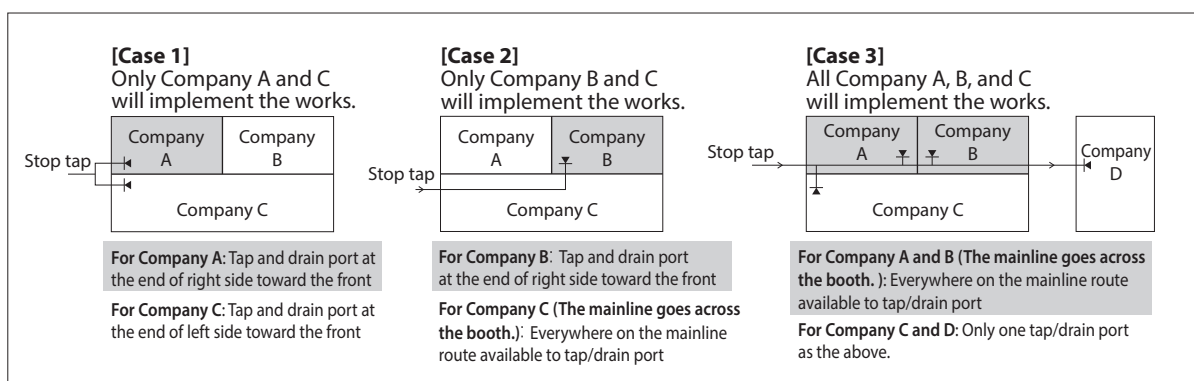
2 Water Supply and Drainage

(1) Application for Water Supply/Drainage

Exhibitors who require water supply and drainage must submit a designated form.

(2) Water Supply/Drainage Works

- (a) The main water supply tap and drain port will be installed by the official plumber at the position requested by the exhibitor.
- (b) Plumbing in the booth shall be conducted by the exhibitor. Its expenses and the water bill must be paid by the exhibitor.



(3) Water Supply Methods

Water for demonstration is available through the following two methods; "Use of clean tap water (disposable)" and "Circulation water with cooling tower".

(a) Use of Clean Tap Water (disposable)

In case circulation water cannot be used due to the nature of demonstration or the water amount is limited, the exhibitor will use disposal clean tap water (running water).

* However, water usage fee will be incurred. (¥1,080/m², consumption tax included)

(b) Circulation Water with Cooling Tower

In case the exhibitor use a large amount of water or many exhibitors use water (The official plumber will judge it.), exhibitors will use circulating water from "Cooling Tower". If water is supplied from "Cooling Tower", the plumber will inform it to the exhibitor concerned, after closing the application to water supply/drainage works.

In this case, the water is forcedly circulated. Exhibitor should design the exhibited items in encapsulated (closed) manner not to have the place that may reach ordinary pressure (contact the air) in the water supply/drain pipes. The exhibitor subject to water supply/drainage with cooling tower should use the official plumber as possible.

- * Please calculate the amount of water usage accurately in order to determine which the exhibitor applies the water supply/drainage method (a) or (b) in accordance with the cost.
- * If there are many exhibitors who use clean tap water, some exhibitors may be requested to change to water supply/drainage with cooling tower.

(4) Water/Supply/Drainage Construction Cost

Please see “Water Supply/Drainage” Application Forms to be submitted for details.

(5) Period and Time of Water Supply

(a) Regular Supply

Oct. 22 (SUN.)	The day of Move-in	13 : 00 – 20 : 00
Oct. 23 (MON.)	The day of Move-in	8 : 00 – 20 : 00
Oct. 24 (TUE.) – 27 (FRI.)	First day of the show period – Fourth day	8 : 00 – 18 : 00
Oct. 28 (SAT.)	Last day of the show period	8 : 00 – 16 : 30

(b) Overtime Water Supply and 24-hour Water Supply

If the exhibitor especially requires water supply for machine adjustment or trial running in other time than the above, we will arrange water supply as possible. Please inform it to the official plumber in advance. However, the power rate and maintenance charge, as well as the expenses incurred for arranging special piping, will be paid by the exhibitor.

(6) Protective Devices

To avoid a damage to the machines or equipment in care of accidents such as interruption in the water supply or a drop in water pressure, the exhibitor must install an appropriate protective device.

(7) Restriction on Use

When a drop in water pressure or interruption in water supply occurs due to abnormal water shortage or failure in water supply/drainage instruments, or the waterworks department orders a water supply restriction, the Organizer will limit the use of water.

(8) Lease Contract of Equipment

The official plumber will prepare sink cabinets (single-tank type), wash basins (TOTO product No. L5), and electric water heaters on a lease contract basis.

(9) Protection of Electric Cable Pit

Take care to prevent water from flowing into the electric cable pit. (Especially, pay attention to drainage when removing the machine.)

(10) Official Plumber

For details of the work, please contact the official plumber.

3 Compressed Air Piping Work

(1) Compressed Air Supply

Exhibitors who require compressed air supply must submit the designated form to the official plumber.

- * Compressed air piping work needs some instruments such as an air dryer. Please be sure to prepare them. Exhibitors can use them on a lease contract basis, but the available quantity is limited. We recommend that the exhibitor who wishes to use them on a lease contract basis applies for, as soon as possible.
- * Compressed air piping work are generally implemented with centralized piping method but, in some cases, an compressor lease is applied. In that case, the official plumber will inform it to the exhibitor concerned, after closing the application to air piping work.
- * The location to install air valves in centralized piping method is in accordance with the water supply/drainage work.

(2) Period and Time of Air Supply

(a) Regular Supply

Oct. 22 (SUN.)	The day of Move-in	13 : 00 – 20 : 00
Oct. 23 (MON.)	The day of Move-in	8 : 00 – 20 : 00
Oct. 24 (TUE.) – 27 (FRI.)	First day of the show period – Fourth day	8 : 00 – 18 : 00
Oct. 28 (SAT.)	Last day of the show period	8 : 00 – 16 : 30

(b) Overtime Air Supply

If the exhibitor especially requires air supply for machine adjustment or trial running in other time than the above, we will arrange air supply as possible. Please inform it to the official plumber in advance. However, the power rate and maintenance charge, as well as the expenses incurred for arranging special piping, will be paid by the exhibitor.

(3) Lease of Compressor

The exhibitor who wishes to lease a compressor must submit the designated forms to the official plumber.

- Compressor Lease Fee (Sound-proof • Screw type) (consumption tax included)

3 horsepower	¥5,400/Day
5 horsepower	¥6,480/Day
7.5 horsepower	¥7,560/Day
10 - 35 horsepower	¥8,640/Day
In addition to the above, ¥37,800 will be charged for Move-in/out and maintenance cost.	

(4) Compressed Air Piping Work Contractor

For details of the work, please contact the official contractor.

Section VII Demonstrations

1 Precautions

(1) Preventive Measures for Dangers

The exhibitor must ensure that the demonstration is safe. Every possible preventive measures must be taken to prevent, especially fire, injury and property damage.

(2) Compensation with Demonstration

Compensation for injury or property damage occurred in the demonstration is the responsibility of the exhibitor.

(3) Prohibition of Bring-in Gas Boiler

Demonstrations using heavy oil or gas boilers are prohibited in the exhibition halls.

(4) Considerations for Demonstration

Special attention should be given to avoid disturbing exhibitors and visitors such as annoying noise, heat, lighting, dust, gas, high-frequency waves, supersonic wave, smoke, odor, and the like.

(5) Treatment of Waste Oil

It is strictly prohibited to dispose waste oil in the drain within the exhibition site. Exhibitors must take it out of the exhibition site and dispose it responsibly.

(6) Maintenance and Inspection of Electrical Feeder Line

The Organizer may inspect a distribution board and breaker (cutout switch) in the booth outside the show open hour. Accordingly, exhibitors must open the place surrounding the breaker without locking.

(7) Waste Disposal

Small quantity of garbage such as paper waste should be segregated and put in a garbage bag. Then, please put the garbage bag in the dust collection cart that will be placed in the exhibition site. Exhibitors must provide garbage bags at own expenses.

The Organizer will provide a chargeable service of collecting plastic molding samples and waste oil that are generated during demonstration, and large volume of catalogs to be disposed. Exhibitors who wish to use this service, please apply for with the designated forms.

2 Food Sanitation

If treating food in the exhibition site of MAKUHARI MESSE, exhibitors must pay attention to the following matters to ensure the safety of food.

(1) Prior Notification

When providing canned or bottled drink without charge in own booth, or using a coffee maker, no notification is needed.

The exhibitors who wish to provide other food and drink (even if it is not food sales with receiving money) must obtain the permission of the competent public health department in advance. However, provision of tea and snacks for business talk is not subject to the notification.

When applying the permission, the exhibitor should contact the Public Health Department in Chiba City and apply for by August. After submitting application form, be sure to inform it to the Organizer.

* During the show period, the Public Health Department may provide a guidance or instruction for treating food and drink in the exhibition site.

(2) Contact

Contact the following for details.

Chiba City Public Health Department Food Safety Section
1-3-9, Saiwai-Cho, Mihama-Ku, Chiba City, Chiba Prefecture, 261-8755
TEL : +81-43-238-9934 FAX : +81-43-238-9936

3 Inspection at the End of Open Hour

Exhibitors must organize and clean in the booth and stockroom at the end of open hour every day and also securely inspect the fire, electrical switches, water supply/drainage valves, fire extinguishers before leaving the exhibition hall. On the occurrence of overtime work, responsible person of the exhibitor must inform it to the Organizer after completing the overtime work and leave the exhibition hall.

4 Restriction and Discontinuation of Demonstration

If a demonstration is judged to bring about obstacles to control, conservation, maintenance of order, and public safety of the exhibition sites, the Organizer may request the exhibitor to take necessary corrective actions. If the exhibitor doesn't follow the request, the Organizer may order to restrict or discontinue the demonstration.

Section VIII Imports / Customs Clearance

(1) Shipment

Exhibits and other materials shipped from outside Japan shall be made according to the shipping instructions described in Paragraph 2 below. The shipping documents should be in a complete set as required in the following paragraph. Failure to submit even one document would cause unnecessary delay and / or trouble in the customs clearance procedure.

(2) Shipping Instructions

The following shipping instructions should be observed to ensure the safe arrival of cargo at the exhibition site, avoid any unnecessary expenses and delays, as well as any other inconveniences in transportation and custom clearance procedures.

a. Packing

All goods should be separately packed according to the following classification:

- those for display only
- those for distribution as samples
- those for free distribution
- those for sale

The shipper should be given a special request to not use of straw (rice or wheat, etc.), as these are prohibited by the Plant Quarantine Law in Japan. As outer packing, strong sea-worthy packages (iron-hoped wooden cases, containers, etc.) should always be used to ensure the delivery of goods in satisfactory condition to the destination. The size of these packages should not exceed 3.5 meters in height or width because of the dimensions of the building exit (5.2m×4m)

b. Case Mark, Case No., etc.

(Specimen)

Exhibitor's Name _____ Booth No. _____
c / o IPF Japan Makuhari Messe
c / No. _____
Made in _____

(3) Customs Clearance

IPF Japan is not a bonded show. To bring machines/equipment into Japan, exhibitors must pass through the customs clearance / A.T.A. Carnet.

(4) Duty-free Articles

Articles described below will be exempted from import duty provided such cases are notified to Customs beforehand (prior to import declaration).

Catalogues, posters and other publicity materials, which the exhibitor intends to distribute to the visitors free of charge.

(5) Empty Cases

After unpacking, exhibitors should ask the custom clearing agent to save any empty cases for repacking later. Exhibitors should also be aware that there are no storage areas for empty cases at the exhibition site.

(6) Shipping from outside Japan by A.T.A. Carnet

The official forwarder can provide assistance with Exhibitor's A.T.A. Carnet procedures. However, the official forwarder can not be a consignee.

a. Documents the Exhibitor Needs to Submit

1. A.T.A. Carnet or Invoice for no commercial value
 Note: This exhibition site is not declared as bonded area.
2. Packing List
3. Bill of Lading or Air Waybill
4. Insurance Policy in case that the exhibitor want the insurance for the cargo
5. Catalogue for Exhibits/Specification Sheets
6. Parameter Sheet/Judgement Sheet for Restricted or Non-restricted Goods according to export regulation of origin country
7. Other Laws: Exhibitor should obtain and submit inspection certificate according to Export Design Law, Quarantine Act, Plant Infectious Disease Prevention Law, Food Hygiene Law, Pharmaceutical Affairs Law, etc, if required.

*** Notes**

- a. The exhibitor should prepare all the shipping document in English.
- b. Customs may ask the exhibitor about the raw material of goods and the applications. Please provide such information for the official forwarder.
- c. When the exhibitor wishes to deliver the goods by both sea and air freight, shipping documents for each mode of transport should be separately prepared.
- d. When one sheet of shipping document is not good enough to fill out, the exhibitor can use whatever pages they want.
- e. Please be sure to describe serial number on description column of shipping documents, if the goods have it. Serial number is necessary for temporary import in Japan and also for re-export procedure to origin country.
- f. The exhibitor must write down quantity and value for even catalogue, gift, ornament, etc., on shipping document.
- g. In case that customs finds some items not described on shipping documents at the time of inspection, the exhibitor must be responsible for the penalty or the treatment and the delay in the delivery for the exhibition.

b. Please pay attention to the following if you use A.T.A. CARNET

1. Exhibit cargo must be sent back to the country of origin.
2. When exporting exhibit cargo to Japan by CARNET, HTS is also asked to arrange import customs clearance. Write "Vantec HTS Forwarding, Ltd" on the CARNET application. Additionally, you are requested to send HTS authorization letter of CARNET. The authorization letter is required for Japanese customs clearance.
3. CARNET cannot be used for the following materials: catalogs, consumable goods, free samples, and items to be sold in Japan. These materials require standard customs clearance procedures, and may incur an import duty or tax.
4. CARNET will be valid for one year.
5. The import permission certificate must be provided for specific items for custom declaration.

(7) Contacts

■ **For more details**

Please contact to Vantec HTS Fowarding, Ltd. (See the back cover)