

Application forms can be downloaded from the official website.

A fillable PDF version of this checklist is available on the website.
www.ipfjapan.jp ➡ Exhibitors Only

Checklist

No	Forms	Deadline to submit					Who should submit	Memo	✓
		July	Aug.	Sep.	Oct.	Nov.			
1	Information Leaflet	31					All Exhibitors		
2	Bring-in of Dangerous Material			18			All Exhibitors		
3AB	Electricity Supply			18			All Exhibitors		
4	Water Supply and Drainage			30			All Exhibitors		
5	Compressed Air Supply			30			All Exhibitors		
6	Contact Personnel				30		All Exhibitors		
7	Booth Construction / Move-in & Out Notification				30		All Exhibitors		
8	Anchor Bolt				30		All Exhibitors		
9	Parking Lot	In the Order of Arrival					Optional		
10	Storage Container / Stockroom	In the Order of Arrival		11	Except Indoor Stockrooms		Optional		
11ABC	Application for Permission to Install Heavy Items			30			Optional		
12	Internet				16		Optional		
13	Requests for Estimates for On-site Work and Transportation				9		Optional		
14	Booth Cleaning				9		Optional		
15	Special Booth for Contract Manufacturing Company				2		Special Booth Only		
16	Poster Stand				9		Poster Stand Only		
17	Exhibitor's Presentation	In the Order of Arrival					Optional		
18	Advertising	31					Optional		
19	Temporary Personnel / Interpreter				30		Optional		
20	Rental of Visitor's Code Reader				30		Optional		
Supplement	Rental Furniture				2		Optional		
Website	Hotel Reservation	In the Order of Arrival					Optional		
Website	Official Directory Entry / Company profile registration (When an exhibitor completed their own registration online, each profile will be released to the public right away.)	First 6			Second 2		All Exhibitors		

IPF (International Plastic Fair) Association

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