

All Exhibitors**Submit
before****Oct. 30****No.7****Booth Construction [No Charge]****Submit to****IPF Association**

E-mail: office_ipfjapan@ipfjapan.jp FAX: +81-3-6630-7068 TEL: +81-3-6273-2966

Exhibitor				Date:
Section / Department				
Contact: Mr./Ms.			Booth No.	
TEL		E-mail		

Please provide the Organizer with the details of your booth set up contractor. The exhibitor must observe all the rules and regulations and is responsible for restoring the hall space to its original state.

1. Booth Decoration

- ☐ We will set up our booth on our own.
☐ We will submit the "Packaged Decoration." Note: A separate order form must be submitted.
☐ Our booth set up contractor is as follows:

Name of Contractor			
Address	TEL:	E-mail:	
Name of Representative			
Name of Person in Charge	Mobile phone:		

2. Forwarder and unloading the machines from the truck

- ☐ No machinery to exhibit
☐ Move-in/out & setup by our own staff (Hand-carry)
☐ Using courier/delivery services
☐ Delegate to the following contractor:

Operated by	☐ Exhibitor	☐ Vantec HTS Forwarding	☐ Hitachi Transport System	☐ Following Forwarder
Company Name:	Contact Person:			
Address:				
TEL:				
E-mail:				

3. Construction period

Period of Decoration Work	Starting from: _____	Finished by: _____
Period of Forwarding and Installation work	Starting from: _____	Finished by: _____

Note: Please note that the moving-in schedule is subject to change by the Organizer due to adjustment of moving plans.