

IPF JAPAN 2026



Exhibitor's Manual

December 1 - 5, 2026 10:00 — 17:00 [Last day 16:00]

Makuhari Messe, Hall 1-8 (Total Area: 54,000 sqm.)

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

IPF Japan



Please go to the
“Exhibitors Only”
section of the site.

The Organizer's office will be in operation on the site for 11 days from

Nov. 26 to Dec. 6, open from 8:00 to 20:00 every day.

E-mail : office_ipfjapan@ipfjapan.jp

Note for the Exhibition

Be aware of weight limits!!

» **Weight limit of move-in / out trucks**

1. The gross weight of trucks allowed to enter the exhibition site must be less than 30 tonnes (vehicle 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 exhibited items (exhibition items requiring load dispersion using a steel plate, etc.)**

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

» **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 power restrictions are anticipated. However, please cooperate from the planning stage 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.)

» **Clothing**

Due to the building structure, it is not possible to maintain a uniformly comfortable temperature in the exhibition hall. To reduce staff fatigue, we recommend that exhibitors dress comfortably and flexibly during the exhibition.

» **Food Delivery**

Uber Eats and other food delivery services are not permitted to enter the exhibition hall. If exhibitors use these services, please specify a pick-up location outside the exhibition hall.

*Packages like catalog replenishment by courier companies (e.g., Yamato Transport, Sagawa Express) are allowed to be delivered to the booths.

» **Free Wi-Fi**

A complimentary Wi-Fi service is available in the exhibition halls.

- Fee: Free
- Duration: 180 minutes per session (unlimited sessions)
- SSID: Messe_Free_Wi-Fi

*Speed, stability, and security are not guaranteed. We do not recommend using this service for demonstrations at the booth, sending/receiving large amounts of data, or communicating important information. Please consider subscribing to a separate wired internet connection (for a fee).

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Section I General Information / Schedule

① Show Schedule / Event Schedule

July 6	Deadline for registering exhibitor information to be printed in the Guide Map.
Early Sep.	Visitor registration will start on the IPF Japan official website.
Oct. 2	Deadline for registering exhibitor's information to be printed in the Guide Map.
Early Nov.	Truck pass and parking ticket will be sent-out to exhibitors.
Nov. 26	Organizer's Construction Works / The Secretariat moves to Makuhari Messe
Nov. 27 - 30	Move-in period
Dec. 1 - 5	Show period
Dec. 5, 6	Move-out period





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.



» Description panel

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



» Presentations, Seminars and Videos

Please indicate the duration of presentations / seminars and videos. Most visitors think, "I can watch a video if it's 3 minutes long, but if it's 10 minutes, I don't want to stand 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. Displaying the remaining time is also effective because visitors can guess when the next screening will start.

» Multi Languages

Many buyers that come to IPF Japan 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. Attract more visitors to your booth by providing Japanese versions of brochures, flyers, and posters for Japanese visitors.

Section I > General Information / Schedule

2 Schedule of Move-in / Show-period / Move-out

Nov.	Thu, 26	12:00-24:00	Organizer's work
	Fri, 27	00:00-	Move-in period for exhibitors; with 20 or more booth units
		13:00-	with 4 or more booth units
	Sat, 28	08:00-	All Exhibitors
	Sun, 29	08:00-	All Exhibitors Move-in Electricity supply starts
		13:00-	Water and Air supply starts
	Mon, 30	08:00-12:00	All Exhibitors Move-in [Vehicles to enter the halls must be less than 4 tonnes]
		12:00-20:00	Machinery Adjustment & Hand-carry Move-in [No vehicles allowed inside the halls]
Dec.	Tue, 1	10:00-17:00	Show period
	Wed, 2	10:00-17:00	Show period
	Thu, 3	10:00-17:00	Show period
	Fri, 4	10:00-17:00	Show period
		22:00-	"L Block" parking lot opening time.
	Sat, 5	10:00-16:00	Show period
		16:00-	Move-out period [Vehicles will be allowed to enter the halls around 17:30]
		22:00	"L Block" parking lot closing time.
	Sun, 6	08:00-12:00	Move-out period [Overtime work is not permitted]

» Overtime work during the move-in and show periods

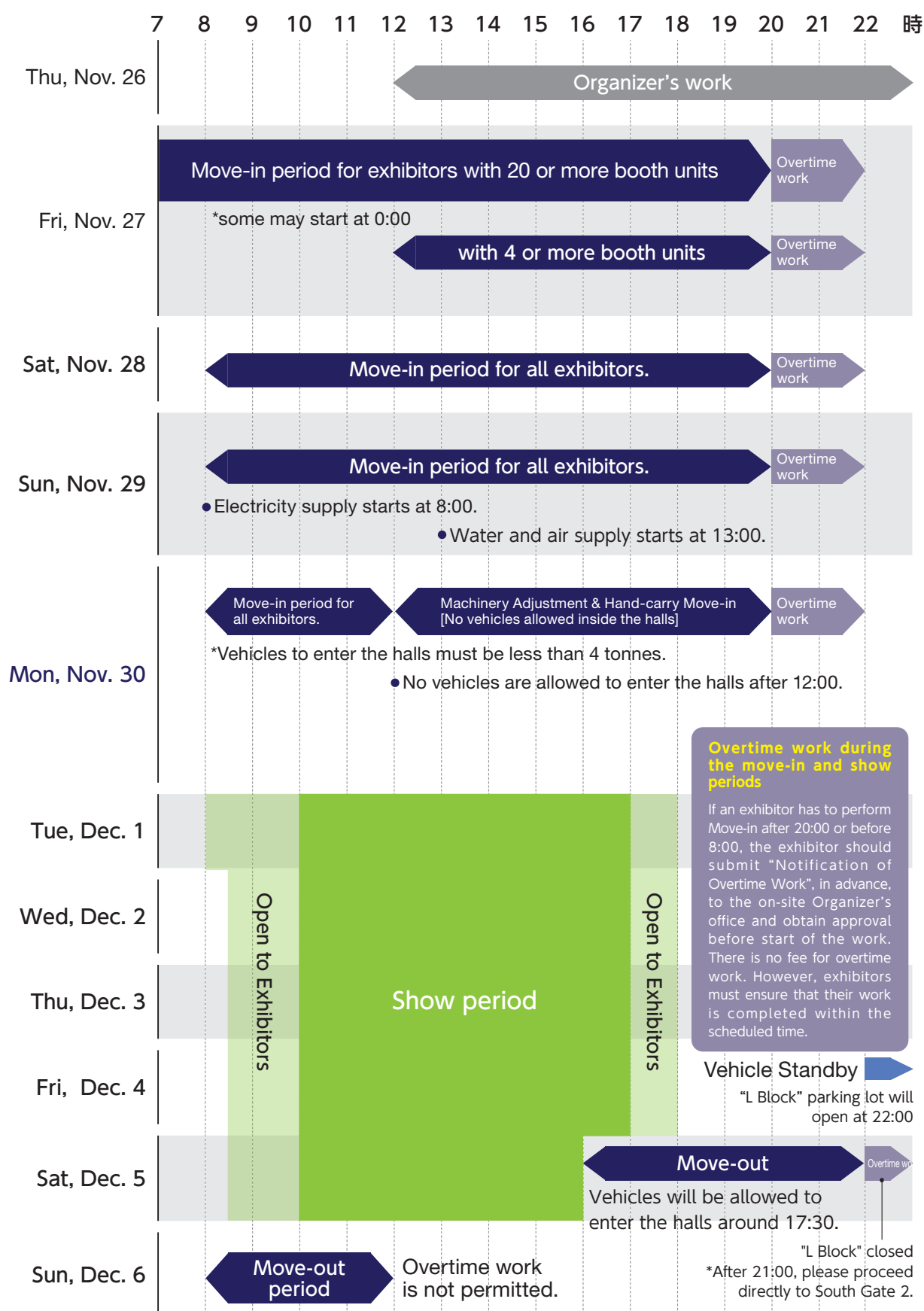
If an exhibitor has to perform Move-in after 20:00 or before 8:00, the exhibitor should submit "Notification of Overtime Work", in advance, to the on-site Organizer's office and obtain approval before start of the work. There is no fee for overtime work. However, exhibitors must ensure that their work is completed within the scheduled time.

» Exhibitor admission time during show period

08:30 - 18:00 [First day: 8:00 -]

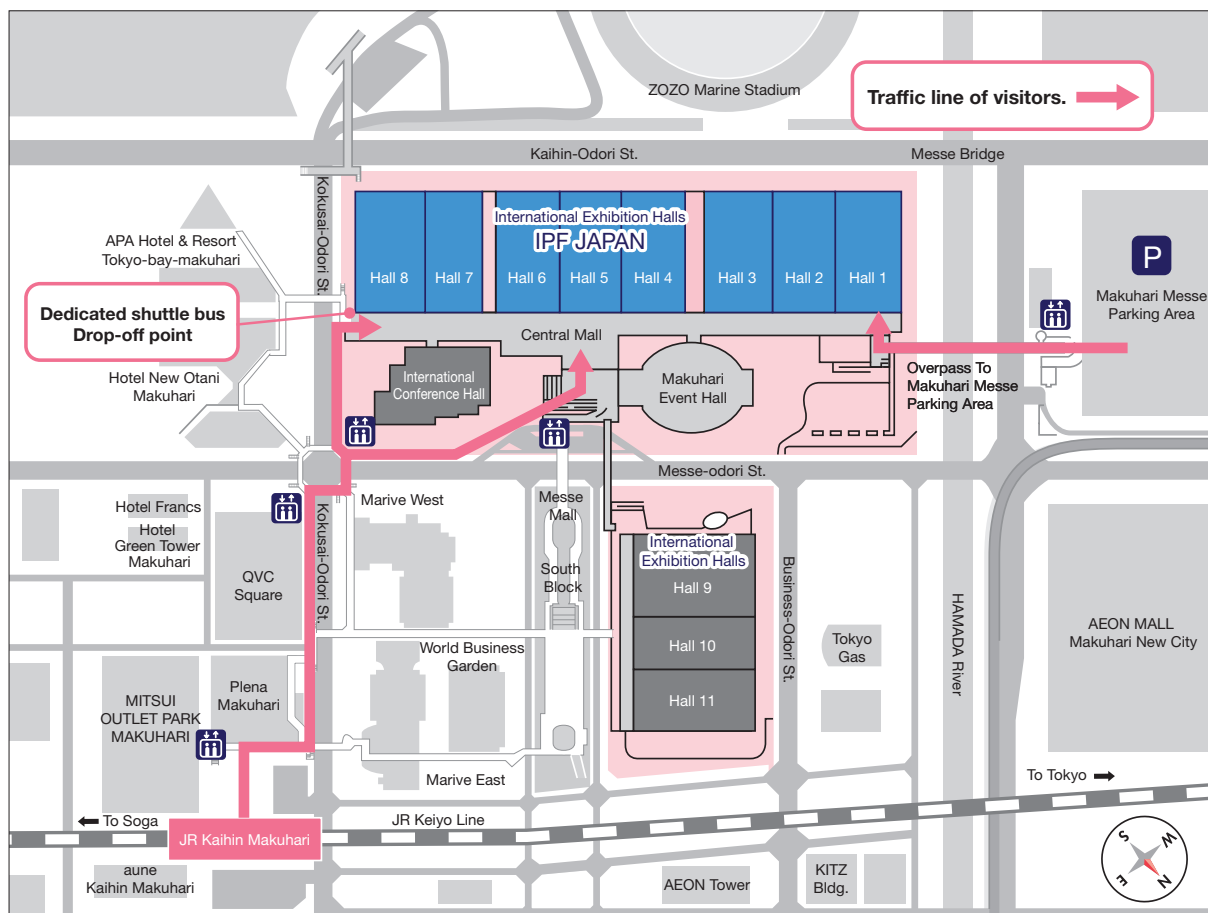


Schedule of Move-in / Show-period / Move-out



3 Makuhari Messe - Show Venue

1 Around the Show Venue



Service Facilities

The following services are available at a Central Mall located near the hall 5 exit.

- » **Convenience store** (courier service, food items, photocopy and facsimile)
- » **ATM** (Aeon Bank, Seven Bank)

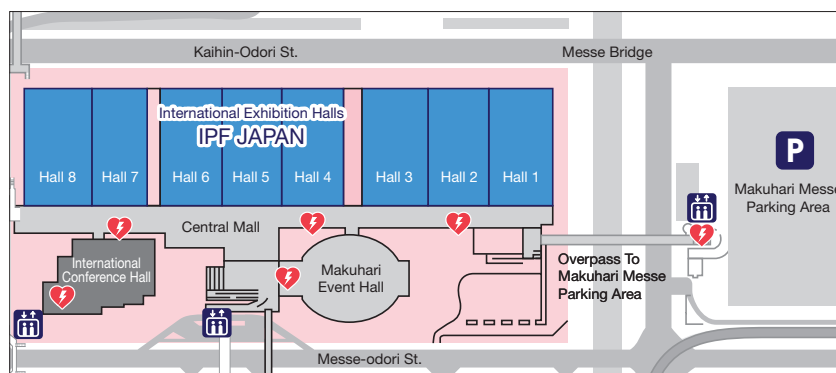
2 Emergency Response

In the event of an evacuation, instructions will be given via announcements from the Organizer's office.

» In the event of a major tsunami warning

Evacuate to the second-floor corridor of Makuhari Messe (9.5 meters above sea level).

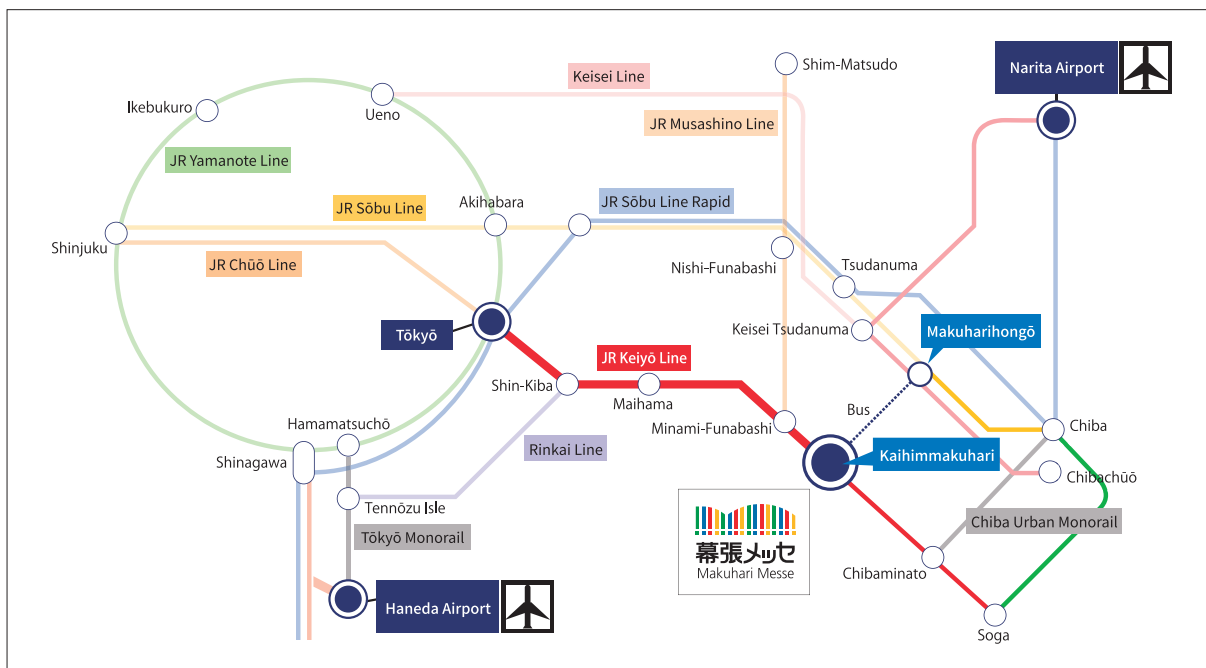
♥ AED locations



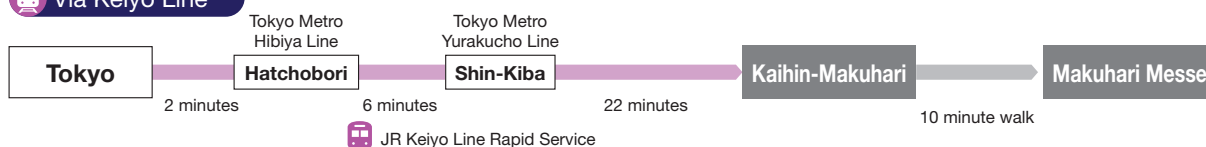
3 Access to the Venue



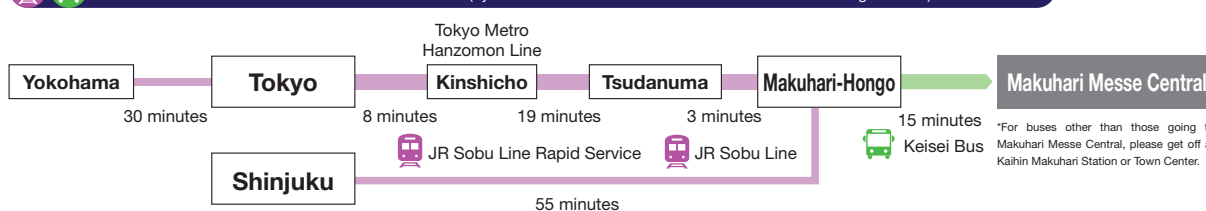
By Train



Via Keiyo Line



Via Yokosuka Line and Sobu Line (by local bus or dedicated shuttle bus from Makuhari-Hongo Station)



Private Shuttle Bus [Free of Charge / Runs every 10-15 minutes]

Makuhari Hongo Station

First Bus 09:05

Last Bus 15:50(11:55 on the Last Day)

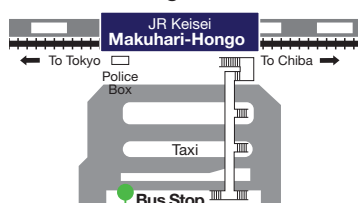
Makuhari Messe

First Bus 11:45(12:00 on the Last Day)

Last Bus 17:40(14:50 on the Last Day)

Operates from the day before the show until the last day.

Makuhari Hongo Station ↔ Makuhari Messe



¥ Fee free

Makuhari-Hongo Bus Stop

15 minutes

Makuhari Messe

Drop-off: in front of Hall 8
Boarding: in front of Hall 1



From Airport by Bus

¥ Fee Adults: ¥1,500

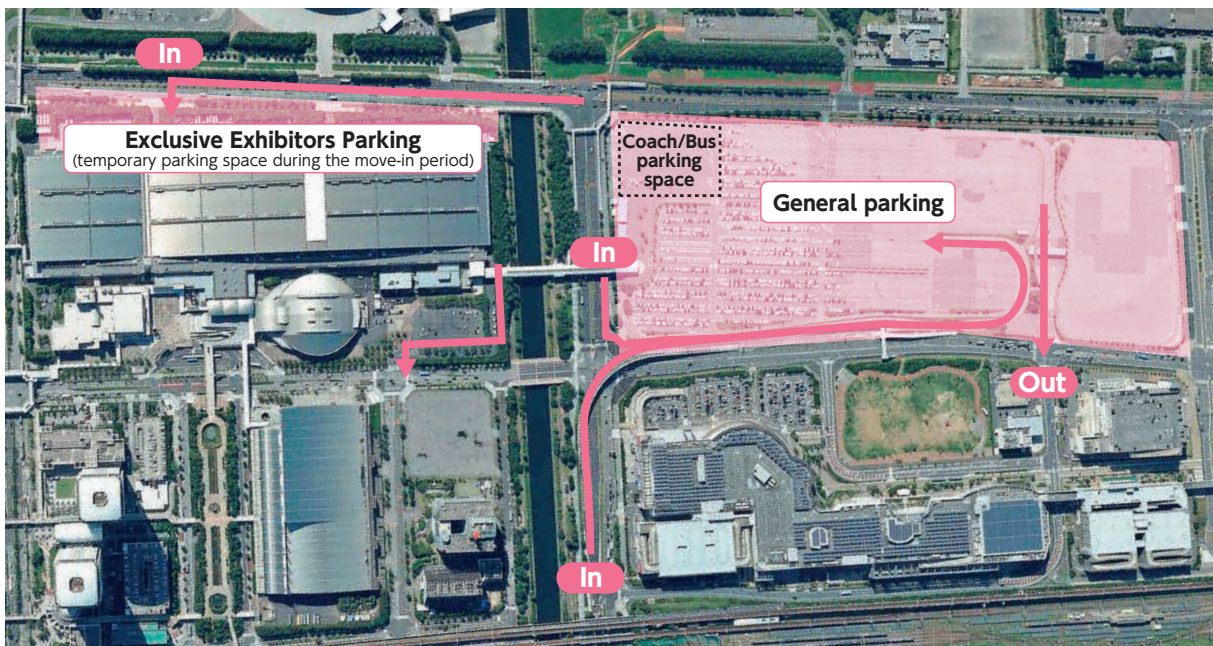
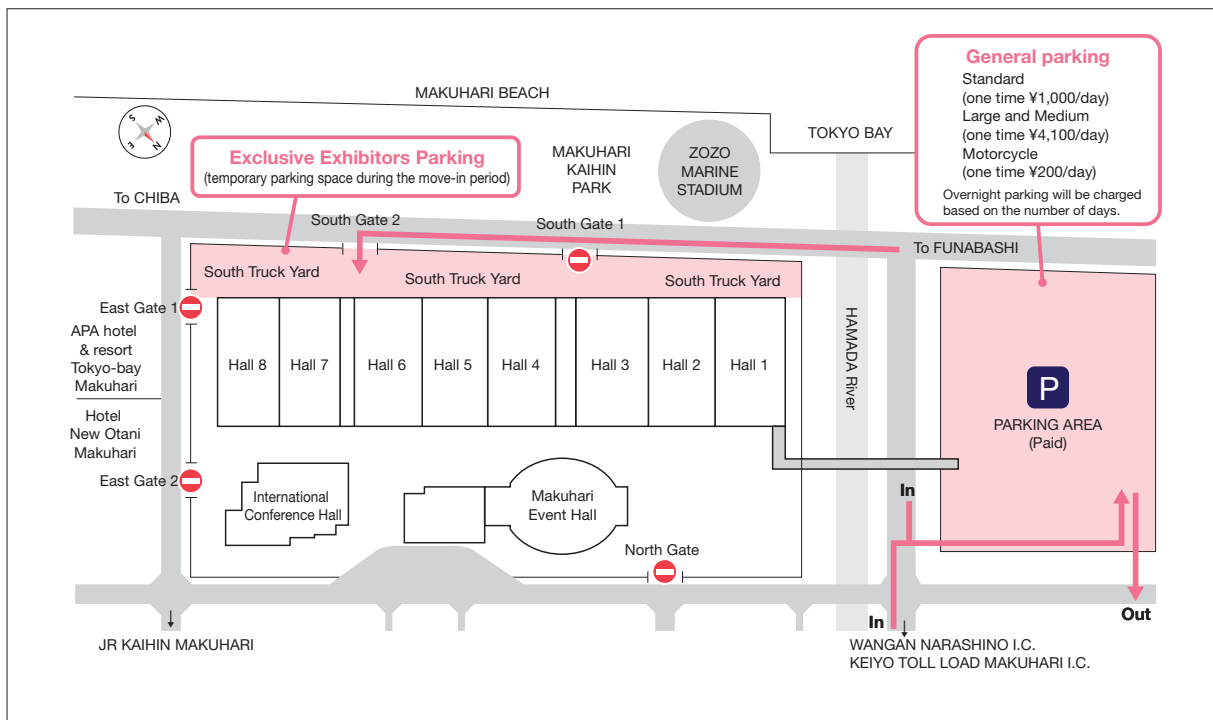
¥ Fee Adults: ¥1,200



*Please check each service provider's website for the latest operating schedule.

4 Parking

- » During the move-in period: Temporary parking is permitted in the South Truck Yard (please note that spaces are limited). A "Truck Pass" must be displayed on the vehicle's windshield.
- » During the show period: Please park in the general public parking lot. (You may use the Exclusive Exhibitors Parking if you apply in advance).
- » During the move-out period: Please refer to page p. 21 **2 Move-out Method**



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 (standard and semi-mid-sized motor vehicle) ¥4,100 : Large and mid-sized motor vehicle ¥200 : Motorcycle	Makuhari Messe Parking Management Center Tel: +81-43-296-0766

2 Parking Spaces During the Move-In/Move-Out Periods

During the move-in period (Nov. 27-30), temporary parking for loading and unloading is available in the “South Truck Yard” on the south side of the Exhibition Hall.

Advance application is not required, but the “Truck Pass” must be displayed. Please refer to the “Move-In Procedures” on page 16-18 of this manual for entry methods, routes, and other details.

During the move-out period (Dec. 5-6), there are restrictions on vehicle entry onto the Makuhari Messe premises.

Please refer to the “Move-Out Procedures” on page 20-23 of this manual.

3 Parking Spaces During the Show Period

① Exclusive Exhibitors Parking (Fee Required)

Limited to the exhibition period (Dec. 1-5). 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 JPY 22,000 (tax included).
- (b) Period Dec. 1-5 (5 days)
- (c) Eligible Vehicles Parking is limited to passenger vehicles, minivans, 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) Inbound/Outbound Traffic There is no limit on the number of times you can enter and exit, except on the final day (Dec. 5), when entry is limited to once (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 Nov.

② Vehicles for Waste Pickup and Courtesy

Vehicles for waste collection generated by demonstrations, as well as courtesy buses, may enter the truck yard during the exhibition. However, parking is limited to less than 30 minutes.

Please apply to the Organizer in advance and present the exclusive-vehicle certificate.

Section II General Regulations

1 General Regulations / Reminders

- » When exhibiting foreign goods (including consumables), please clear them through customs either by importing them as domestic goods or by using an ATA Carnet.
- » Please comply with the volume regulations regarding the use of audio equipment and speakers, as well as mechanical operating noise from demonstrations.

1 Exhibition Items

- ① Exhibition items are limited to those that align with the purpose and concept of this exhibition.
- ② 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.

Caution

- ③ 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 the management and security of items during the exhibition period, the Organizer will do their 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

- ① It is the responsibility of the exhibitor to prevent accidents during carry in / out of exhibition items, and decoration, display and demonstration.
- ② When deemed necessary to ensure ① above, the Organizer may order the exhibitor to take accident-prevention measures, or impose restriction or discontinuation of operation.
- ③ The exhibitor shall bear full responsibility for all damage to venue equipment, the exhibition building, and for any personal injury, etc., resulting from negligence by the exhibitor or their representatives.

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 bear 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 Staffing the Booth

A staff member must always be stationed in your booth from the beginning to the end of move-in/out operations, as well as to manage exhibition items and respond to visitors, etc.

7 Demonstration and Advertising Activities

- ① 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.
- ② Do not block the aisles around your booth.
- ③ Avoid disturbing or causing trouble to nearby exhibitors.

8 Volume Control

The volume of audio, speakers, and video equipment must be kept below 80 dB when measured 2 meters 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. Regarding mechanical operating noise, although a uniform decibel limit is not set, we may ask you to restrict demonstration times if complaints are received from neighboring exhibitors. Please take necessary preventive measures in advance.



9 Photographing and Copying

① Photographing Exhibition Items

Photographing, copying and measuring, of exhibition items without the permission of the exhibitor is prohibited.

② 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.

③ 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 paging announcements will not be made during the exhibition, as this may interfere with business talks. However, paging an exhibitor during carrying in / out will be available.

12 Cleaning

- ① 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.
- ② Please clean inside your booth on your own, with your own cleaning supplies.
- ③ 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 Prohibition of On-the-Spot Sales

No sales with the transaction of money without the organizer's permission are allowed (excluding books).

14 Burden of Various Costs

- ① 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.
- ② 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.

15 Revisions and Additional Regulations

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 Copyright of Music / Video

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
<https://www.jasrac.or.jp>

2 Exhibitor Badge, Invitation Card, Truck Pass for moving-in / out

- » Please wear your exhibitor badge when you are in the venue during the exhibition period. Wearing the badge is not required during the move-in and move-out periods.
- » The Truck Pass must be presented for vehicle entry onto the Makuhari Messe premises throughout the move-in, show, and move-out periods.
- » Information leaflets for visitors will be provided free of charge.

1 Exhibitor Badge and Truck Pass

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

*Exhibitor badges are not required during the setup and teardown period.

Exhibitors who occupy an exhibit space equivalent to	Exhibitor badge issuance Limit	Truck pass for Moving in / out
1 Booth Unit	10	5
2 Booth Unit	15	7
3 Booth Unit	20	9
4 Booth Unit	25	11
6 Booth Unit	35	15
8 Booth Unit	45	19
9 Booth Unit	50	21
10 Booth Unit	55	23
12 Booth Unit	65	27
14 Booth Unit	75	31
15 Booth Unit	80	33
16 Booth Unit	85	35
18 Booth Unit	95	39
20 Booth Unit	105	43
...	...	...
50 Booth Unit	255	50
100 Booth Unit	505	50

① Exhibitor Badge

Regulations: 10 sheets per booth, 5 sheets per booth thereafter.

Registration from the “Exhibit Only” page on the official website and a printout of the exhibitor badges are required. Exhibitor badges cannot be issued at the on-site venue.

Those who are coming to the venue as a visitor, not to assist at a booth, should register as a visitor and enter with a visitor badge.

② Truck Pass for Moving-in / out

Regulations: 5 sheets per booth, 2 sheets per booth thereafter, 50 sheets maximum.

Truck Passes will be sent to the exhibitors in late October.

Also, truck pass printed from the website or photocopied can be used. For vehicles without truck pass, it will be available at the gate during moving-in period for free.

2 Visitor Badge

Visitors must wear a visitor badge to enter the exhibition hall during the exhibition period. Visitor badges differ depending on the industry.

＜Image of Exhibitor / Visitor Badges＞

Exhibitor and visitor badges are designed to be printed on A4-size paper, folded into quarters (approx. 105 mm x 148.5 mm), and inserted into badge holders provided free of charge at the venue.

Image of Exhibitor Badges (IPF Japan 2023 for reference)

1.こちらの入場証をA4用紙にカラー印刷していただき4つ折りの上、ご来場ください。
2.入場証のコピーや複製は厳禁しております。
当日会場においてもコピーや複製による入場証を利用することはできません。
1.Please print this Admission Pass in color, A4 size. Please fold the pass in quattro, and bring it with you.
2.You must not copy this Admission Pass. You can not enter by using a copied Admission Pass.

入場証の使い方
How to Use the Admission Pass

1

入場証を2つに折ります
Fold in half

2

さらに2つに折ります
Fold again

3

ケースに入れて使います
Put it in a case at the venue

会場まで無料バス
Free Shuttle Bus

馬場本場駅 開発9:00 終発17:10 (最終日14:40)
乗降メッセ 開発9:25 終発17:35 (最終日15:05)
The bus departs approx. every 10 min.



IPF Japan 2023
国際プラスチックフェア
www.ipfjapan.jp

2023.11.28(水)~12.2(木)
10:00~17:00 (最終日16:00)
会場/馬場メッセ1ホール

Nov.28(水)~Dec.2(木),2023
10:00~17:00 (Last day 16:00)
Venue: Makuhari Messe, Hall 1-8

各種セミナー、出展者プレゼンテーション、企画展
などの詳細は公式ウェブサイトをご覧ください。
Numerous events will also be available, such as
lectures, seminars, planned exhibitions,
exhibitor workshops, etc.
For more information, please visit the official website.

IPF Japan 2023

出展者
Exhibitor

23150000001



IPF製作所
IPF Manufacturing

IPF 太郎
Taro IPF

IPF Japan 2023

出展者
Exhibitor

23150000001



IPF製作所
IPF Manufacturing

IPF 太郎
Taro IPF

Image of Visitor Badges (IPF Japan 2023 for reference)

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さらに2つに折ります
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3

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会場まで無料バス
Free Shuttle Bus

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乗降メッセ 開発9:25 終発17:35 (最終日15:05)
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IPF Japan 2023
国際プラスチックフェア
www.ipfjapan.jp

2023.11.28(水)~12.2(木)
10:00~17:00 (最終日16:00)
会場/馬場メッセ1ホール

Nov.28(水)~Dec.2(木),2023
10:00~17:00 (Last day 16:00)
Venue: Makuhari Messe, Hall 1-8

各種セミナー、出展者プレゼンテーション、企画展
などの詳細は公式ウェブサイトをご覧ください。
Numerous events will also be available, such as
lectures, seminars, planned exhibitions,
exhibitor workshops, etc.
For more information, please visit the official website.

IPF Japan 2023

来場者
Visitor

国内/Japan 23150000001

成形加工/二次加工業
Polymer Molding /
Secondary Processing

IPF製作所
IPF Manufacturing

IPF 太郎
Taro IPF

IPF Japan 2023

来場者
Visitor

国内/Japan 23150000001

成形加工/二次加工業
Polymer Molding /
Secondary Processing

IPF製作所
IPF Manufacturing

IPF 太郎
Taro IPF

3 Information Leaflet

The information leaflet will be distributed to exhibitors free of charge. Please inform the organizer of the number of leaflets required using the appropriate form. Japanese and English versions are available. For exhibitors with co-exhibitors, the leaflets will be sent collectively to the representative exhibitor.

⚠ Caution

Online registration and printing of visitor badges is required for all visitors, without exception. Please advise all guests that they must register as visitors online and print their visitor badges before visiting. Even if someone brings a hard copy of the leaflet, online registration is still required as it may take a considerable amount of time to enter the hall.

- » Set includes an envelope (120mm x 235mm) and a printed announcement.
- » When using the provided envelope for mailing, please include your company name and address on the back.

《Image of Information Leaflet》



» Previous version (IPF Japan 2023) specifications

Information leaflet : 205 mm (W) x 95 mm (H) *When folded

Envelope : 220 mm (W) x 110 mm (H)

*The same specifications are planned for IPF Japan 2026.

Section III

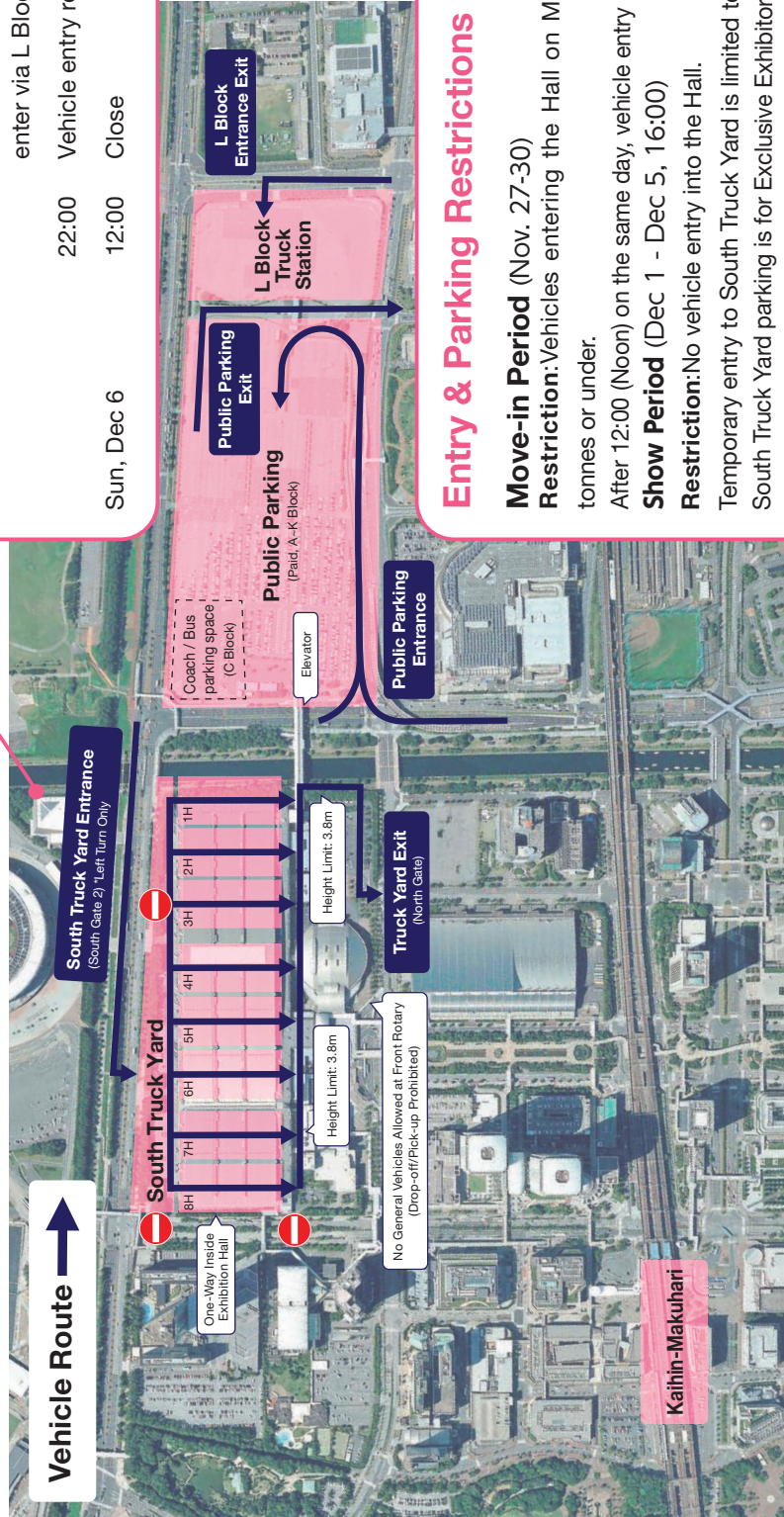
Move-in and Move-out of Exhibited Items

South Truck Yard

Thu, Nov. 26	12:00	Open
Mon, Nov. 30	- 24:00	All vehicles must vacate (Except Exclusive Exhibitors Parking applicants)
Tue, Dec. 1 – Fri, 5		Exclusive Exhibitors Parking
		Exclusive Exhibitors Parking applicants only
Sat, Dec 5	15:00	Vehicle entry restrictions start (Must enter via L Block)
	22:00	Vehicle entry restrictions lifted
Sun, Dec 6	12:00	Close

Move-in/Out Vehicles: Routes, Parking & Restrictions

Vehicle Route



Entry & Parking Restrictions by Area

Move-in Period (Nov. 27-30)

Restriction: Vehicles entering the Hall on Mon, Nov. 30 must be 4 tonnes or under.

After 12:00 (Noon) on the same day, vehicle entry into the Hall is prohibited.

Show Period (Dec 1 – Dec 5, 16:00)

Restriction: No vehicle entry into the Hall.

Temporary entry to South Truck Yard is limited to 30 minutes.

South Truck Yard parking is for Exclusive Exhibitors Parking applicants only.

Move-out Period (From 16:00, Dec 5)

Restriction: Vehicles entering the South Truck Yard or Hall must go through the L Block Truck Station to obtain a pass. (Until 21:00, Sat, Dec 5)

1 Move-in Procedure

- » The move-in start date and time vary depending on the number of booths you have.
- » If you need to work beyond the designated working hours (8:00 - 20:00), please submit an overtime work application.
- » The “Truck Pass” is required for vehicles to enter the Makuhari Messe premises during the move-in period.
- » Wearing an Exhibitor Badge is not required during the move-in period.

1 Move-in Schedule

Please refer to the schedule shown on Page 5 .

① Move-in Start Time

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

② Overtime Work

If an exhibitor has to perform Move-in after 20:00 or before 8:00, the exhibitor should 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 that they complete their work within the scheduled time.

③ Machinery Adjustment Period

From 12 : 00 (noon) Mon, Nov. 30, no cars and trucks are allowed to enter the halls.

2 Move-in Method

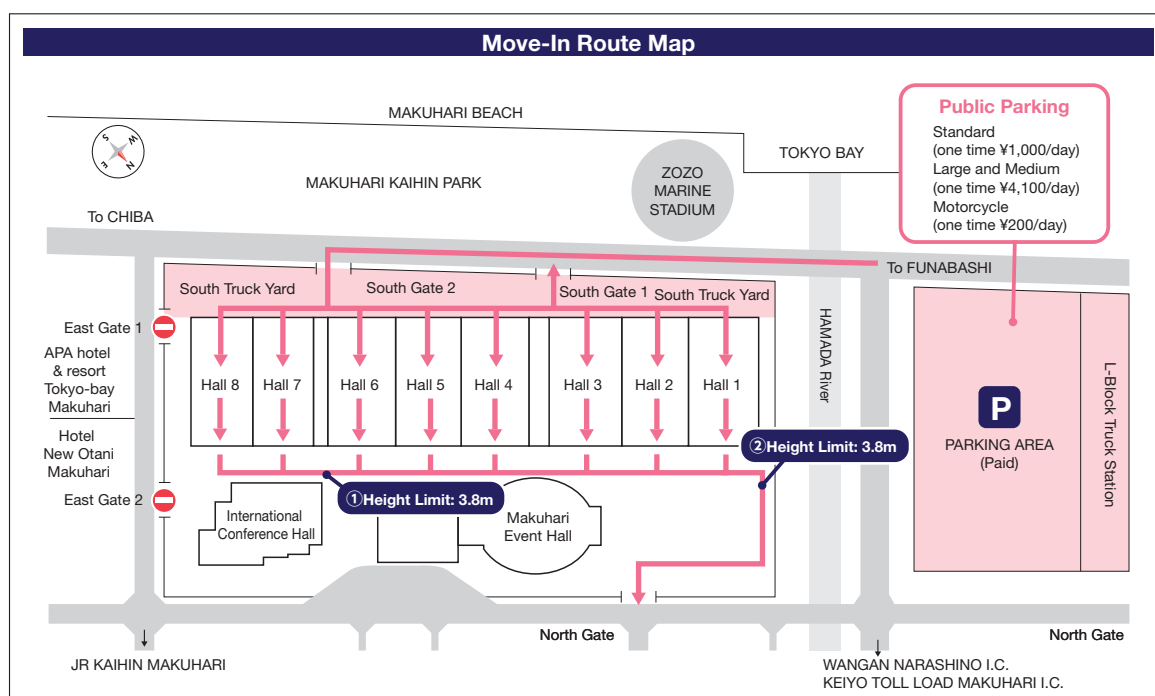
- ① Exhibitors must attach the truck pass to their own vehicle.
- ② This “Truck Pass” will be distributed until late-October. (See page 12.) Exhibitors must enter necessary information on it and attach the pass to the front windshield of the Move-in / out vehicle to show it to a security guard.
*In case of necessity, a photocopy of the truck pass also can be used. For vehicles without truck pass, it will be available at the gate during moving-in period for free.
- ③ When using any forwarder, **the exhibitors must write the following information clearly on each item 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 Name	“IPF Japan”
Exhibitor Name	○○○○○(Co.,Ltd)
Booth No.	○○○○○
The Person in Charge	○○○○○
Mobile Phone	+(country code)○○○○-○○○○

3 Move-in Route

Follow the route shown in the below map during Move-in (Nov. 27 - 30).



- 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 (Nov. 30), no vehicles are permitted to enter the exhibition hall. It is permitted to move-in by hand from South Gate Truck Yard.
- The following two locations have height restrictions for passing vehicles.
 - (a) Under the bridge connecting Hall 7 and the International Conference Center: 3.8 m
 - (b) Under the bridge connecting Hall 1 to the parking lot: 3.8 m
 - (c) Move-in/out entrance: 5.6m

Vehicle height restriction -1

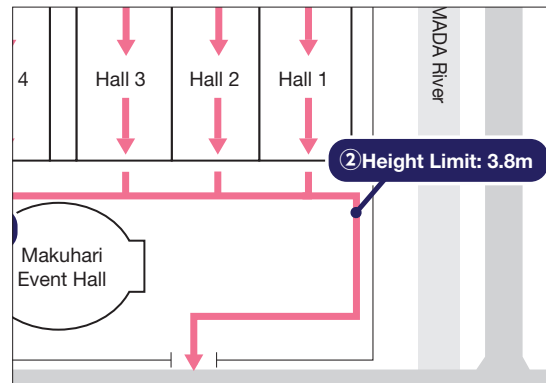
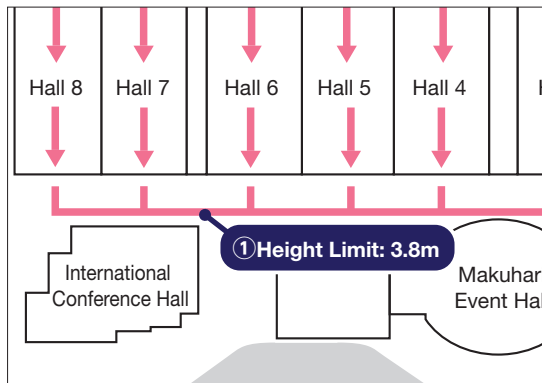


Move-in/out entrance

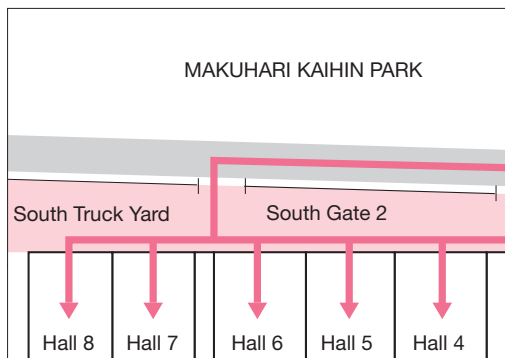


When move-in/out entrance is open

Vehicle height restriction – 2



South Truck Yard Entrance (South Gate 2)



2 Move-in / out During the Show Period

- » During the show period, move-in / out by vehicle is generally not permitted.
- » During the show period, any vehicles entering the south side truck yard to move-in / out goods must leave **within 30 minutes**.

1 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) .

Exhibitor admission time: **8:30-18:00 [First day : 08:00-]**

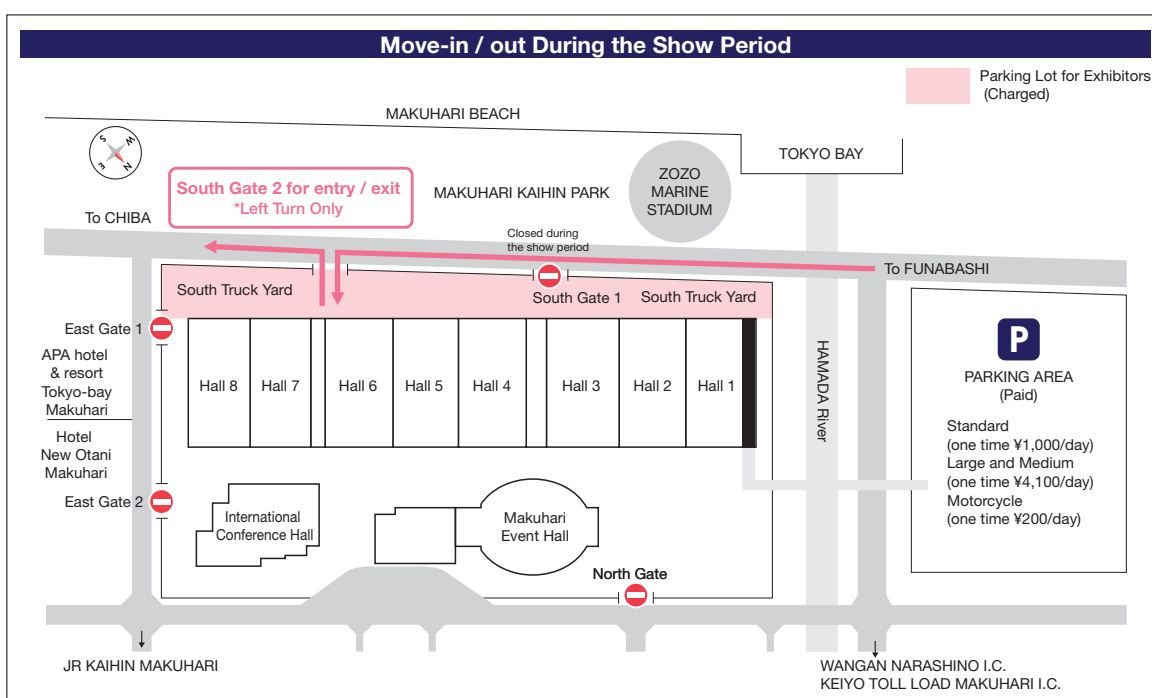
Vehicles Entry to the Truck Yard During the Show Period

- ① The exhibitor that has signed up for “Exclusive Exhibitors Parking” [for the parking, please refer to page. #]
→Charged : JPY 22,000 / 5 Days (tax included)
- ② Exhibitors except the above
→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 charge JPY 22,000 per day as a management fee for exit. Furthermore, the exhibitor is required to submit their own business card at entry.

2 During the show period, no cars and trucks are permitted to enter the exhibition hall.

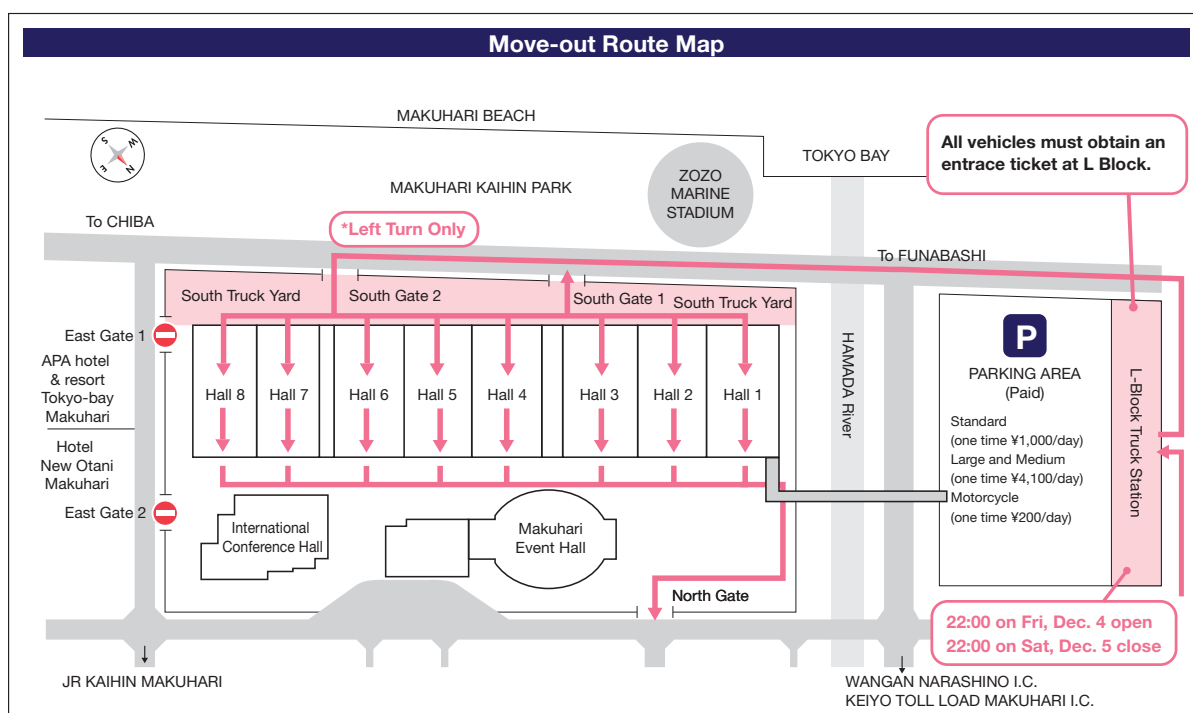
During opening hours (10:00-17:00), please carry your items in by hand. Outside of opening hours, you may use a hand cart to bring in your items.

3 Follow the route shown in the below map during the show period.



3 Move-out Procedure

- » During the same-day move-out on Saturday, December 5, vehicles will not be permitted to enter the Makuhari Messe premises unless they have passed through L Block (the vehicle standby area).
- » L Block will open at 22:00 on Friday, December 4.
- » After 21:00 on Saturday, December 5, please head directly to South Gate 2 without passing through L Block.



- 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.



1 Move-out Schedule

Sat, Dec. 5	16 : 00 - 17 : 30	Move-out by hand (No vehicles are allowed to enter the hall.)
	17 : 30 - 22 : 00	Move-out
Sun, Dec.6	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 will be announced in advance and shown at entrance / exit of each hall and the on-site Organizer's office.

①Wearing the exhibitor's badge is not required during the move-out periods.

(a)At 22:00 on Fri, Dec. 4 , "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 .

(b)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 the first row to the fifth 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 the relevant exhibitors in late-October.) This pass will be also issued to only vehicles with 4 tonnes or less weight.

②After 21:00 on Saturday, Dec. 5 (this rule also applies throughout the move-out period on Sunday, Dec. 6), the cars and trucks entering the venue premises for move-out must proceed directly to South Gate 2 without going through the L Block Parking Lot. A security guard will provide directions at the South Gate 2 entrance.

③Exhibitors 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 Dec. 5, 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 Dec. 6 whenever possible.

3 Precautions

- ① 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 (Dec. 5) (It may be brought forward or delayed depending on the situation.) During this period, piping for electricity / water / air supply will be stopped and removed on the aisle. Accordingly, exhibitors must perform Move-out and packing by hand.
- ② Exhibitors must be present till the end of Move-out work. During Move-out, theft, property loss, and injury tend to occur. Responsible person of the exhibitor must be present at Move-out.
- ③ 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 much as possible.
- ④ 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.
- ⑤ In case the exhibitor uses outsourcing forwarder for Move-out, the exhibitor must inform the forwarder instructions described in this manual thoroughly.
- ⑥ 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.)
- ⑦ The cars and trucks that have not obtained a truck pass at L Block cannot enter the truck yard. (No truck pass is required after 21:00 on Dec. 5.)
- ⑧ The cars and trucks that have received a numbered ticket at L Block must park inside L Block following the instructions of the security guards. Drivers may leave their vehicles after parking; however, please ensure you are ready to move your vehicle at the designated time (estimated around 17:00 on Saturday, December 5). Please note that this time may be moved forward or delayed depending on the on-site situation.

4 Official Forwarder to Move - in / out work

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

- ① During Move-in / out work, pay special attention not to cause inconvenience to other exhibitors.
- ② When receiving the deliveries, the exhibitor must station the person in charge of the matter in their 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.
- ③ Exhibitors must open and pack objects in their own booth.
- ④ 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.
- ⑤ Total weight per vehicle for Move-in / out must be within 30 tonnes. In case the total weight of a vehicle for Move-in / out exceeds 30 tonnes, 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 36 to 41.)
- ⑥ During Move-in / out work, take care not to cause oil leakage, which 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 in which applications are received, and other circumstances of each exhibitor.

The Organizer has a right to change and rearrange the booth layout for improving the effect of exhibition. However, such changes will not be implemented except the in cases where the Organizer thinks it necessary. The exhibitor cannot claim the damage caused by the change of booth.

2 Booth Decoration Restrictions

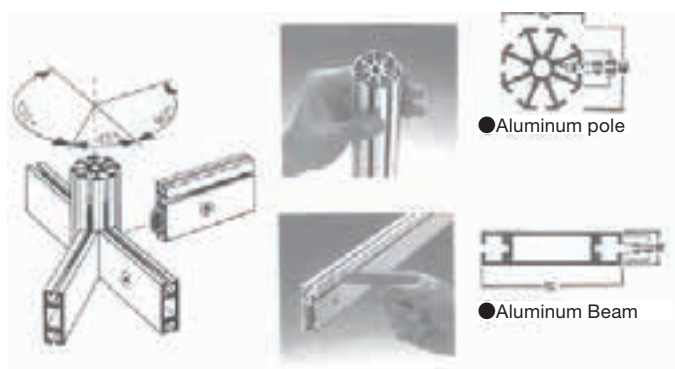
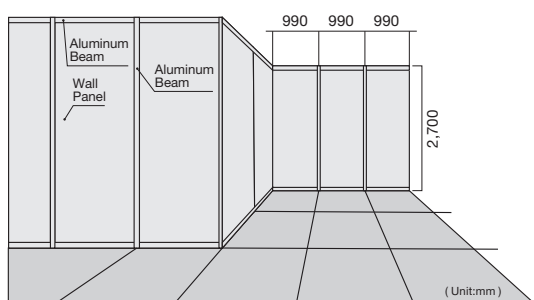
Restrictions will be applied to all exhibitors in order to make unified standard so as to maintain neat appearance and an effective display. If the Organizer judges that an exhibitor has failed to observe the rules / regulations, the exhibitor may be requested to alter, discontinue, modify, or remove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

3 Partition Walls (Partition Set Up by the Organizer)

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

1 System Panels

- ① System panels are made of PVC boards (white), aluminum poles and aluminum beams.
- ② An aluminum pole is installed every 1 meter.
- ③ You will not be able to pin thumb tacks, use nails, adhesives or wallpaper on the veneer wall (4 mm).

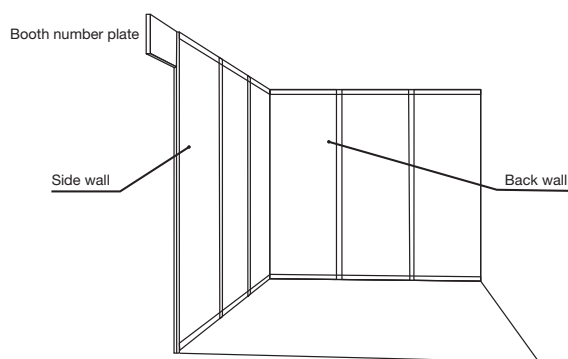


2 Types of Booths

① Regular Booth

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

If a booth is not adjacent to another booth (island booth type), the dimensions of one booth are 3,000 mm (width) × 3,000 mm (depth).

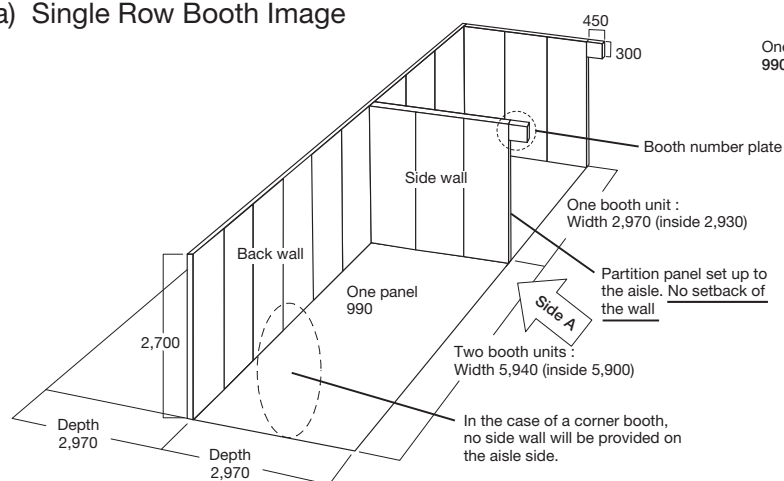


*Example of a one booth (image of a corner booth)

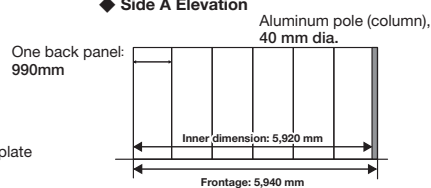


*Carpet is optional.

(a) Single Row Booth Image



◆ Side A Elevation



@Example: For a 2-booth space

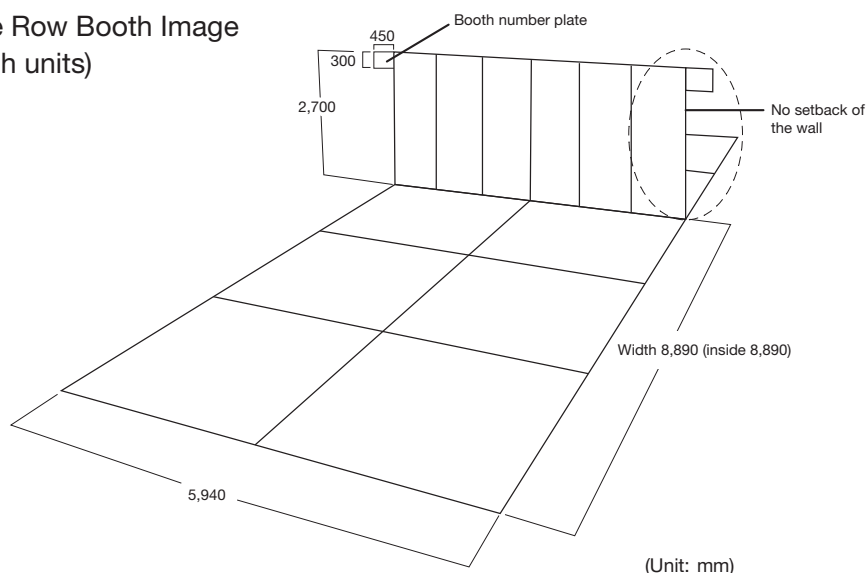
As shown in the left and top diagrams, if a corner booth has a corner where no aluminum pole is installed, the inner dimensions of the open sides adjacent to that corner are 5,920 mm (long side) × 2,950 mm (short side).

If aluminum poles are installed at all corners—for example, when using a package booth—the inner dimensions are 5,900 mm (long side) × 2,930 mm (short side).

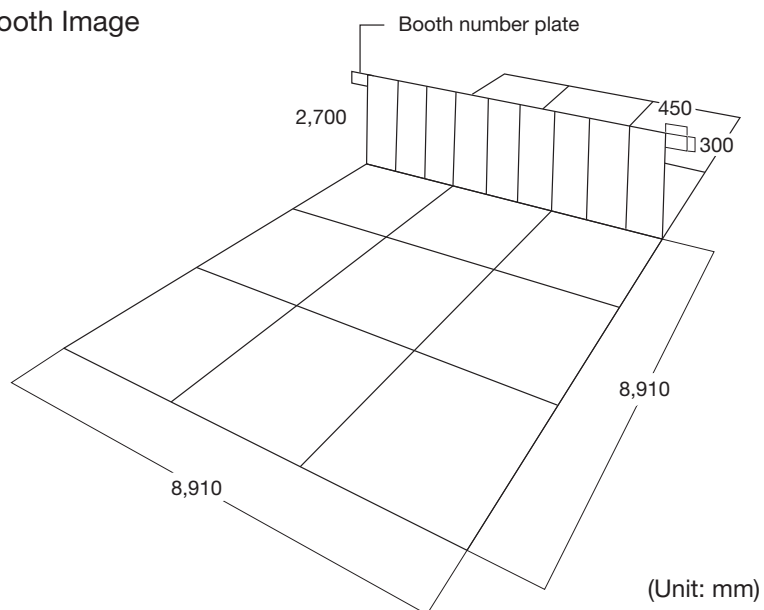
In either case, the frontage is 5,940 mm (long side) × 2,970 mm (short side) (center-to-center dimension of the panels).

(Unit: mm)

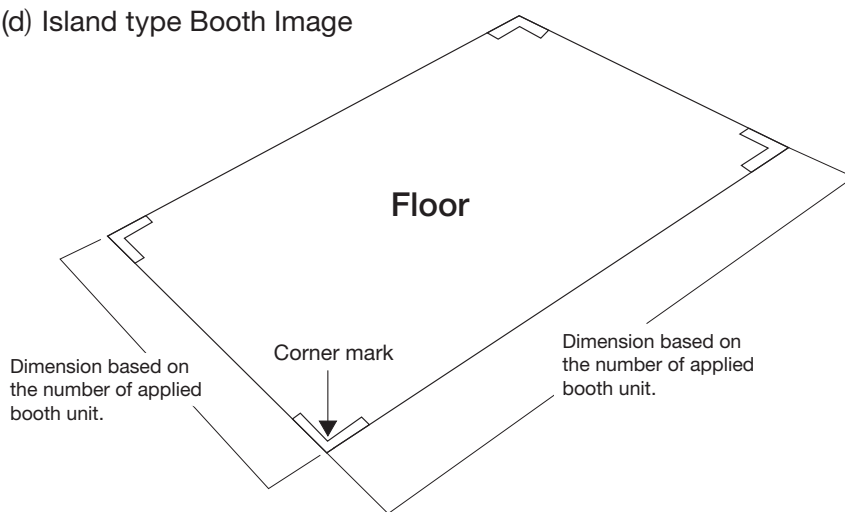
(b) Double Row Booth Image (6 booth units)



(c) Triple Row Booth Image
(9 units)



(d) Island type Booth Image

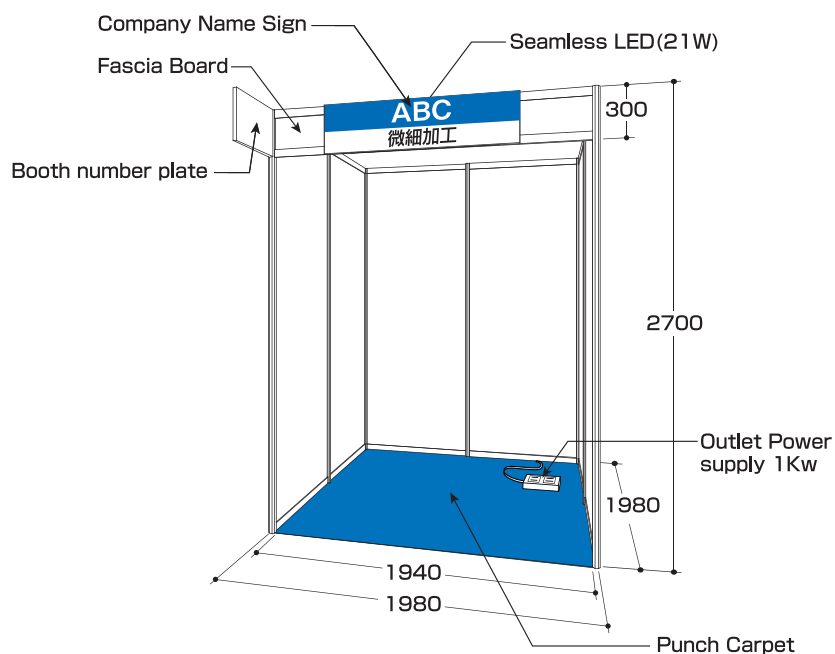


*For island booths, the dimensions per booth are 3,000mm wide x 3,000mm deep.



Example of a double room (carpet is optional.)

<Special Booth for Contracted Manufacturing & Processing Service>

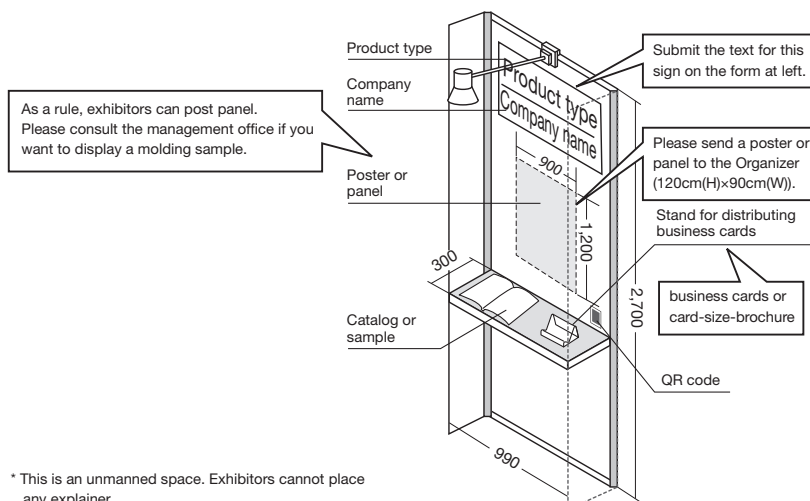


In the case of a corner booth, no side wall will be provided on the aisle side.
(Unit : mm)



<Poster Stand>

Poster / Catalog Distribution Stand



4 Decorations by the Organizers

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



5 Decoration by Exhibitors (Secondary Decoration)

1 Selection of Decorator for Exhibition Booth

Exhibitors may choose their own contractor for secondary booth decoration. The Organizer will arrange the decoration contractor for exhibitors who need it.

2 Notification of Rules to Contactors

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

<https://www.ipfjapan.jp/english/users/#manual>

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.

Caution

In all previous editions of the exhibition, there have been violations of the booth decoration regulations. These violations require on-site modifications (such as dismantling walls or trimming signboards), which places a severe burden on both exhibitors and booth contractors. Please note that such cases have occurred even when exhibitors hired major, well-known contractors. We strongly urge you to pay close attention to the regulations to avoid these issues.

6 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.

7 Decoration Rules

- » Decorations (including trusses) must not exceed 2.7 m in height. Under certain conditions, decorations may be built up to a maximum of 5.0 m, but prior notification to the Organizer is required.
- » Full walls are prohibited within 1.0 m of the booth border. Under certain conditions, a full wall may be constructed, but prior notification to the Organizer is required.
- » Outward-opening doors that protrude into the venue aisles are prohibited.

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 to each other. 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 immediately.

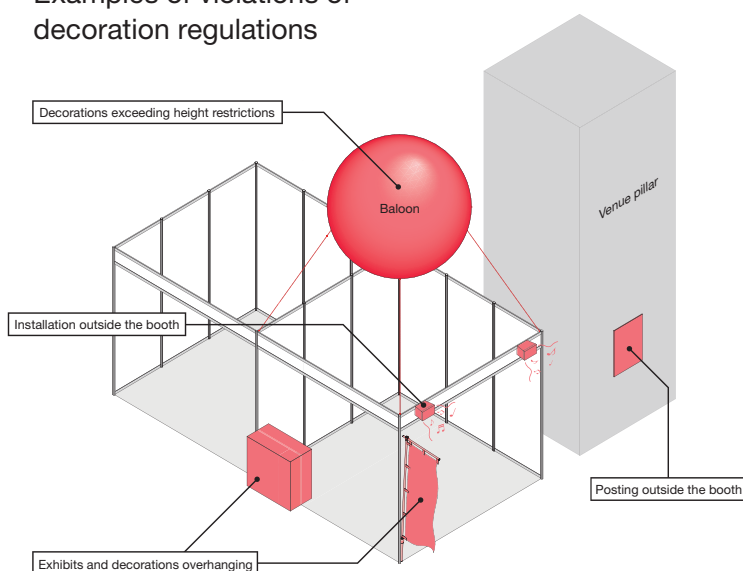
If an exhibitor wishes to build a booth with a height exceeding 2.7m, it must submit a drawing of its booth's decoration to the Organizer in advance and obtain approval. **In this case, the height of decoration that is placed within 1m from the border with adjacent booth shall be up to 4m and the height 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 faces the wall of the building (there is no aisle or no other exhibition booth), no setback is required. However, depending on the structure of buildings, the Organizer will ask exhibitors to follow some height restrictions. Please consult the Organizer in advance.

2 Prohibition of Protrusion

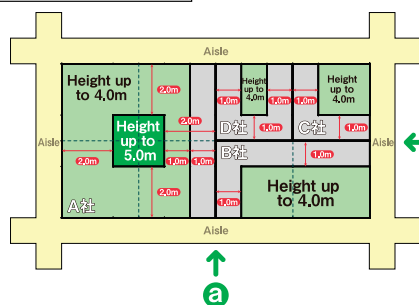
Exhibitors must ensure that the exhibited items, decoration works, display board, chairs, desks, catalogue stand, plants do not protrude from their own booth. It is prohibited to install a spot light and the like, protruding to the aisle side.

Examples of violations of decoration regulations

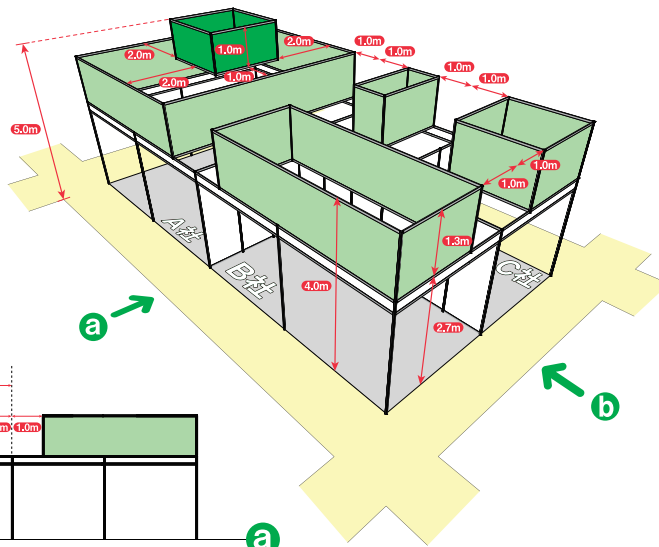
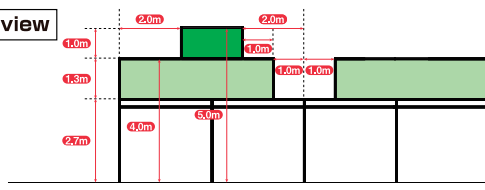


- Location where decoration is permitted up to 2.7m
 Location where decoration is permitted beyond 2.7m up to 4.0m
 Location where decoration is permitted beyond 4.0m up to 5.0m

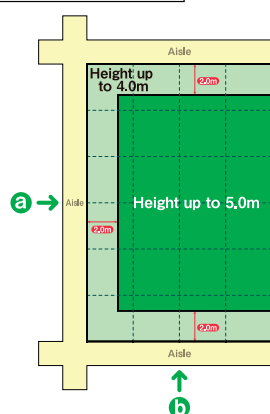
Floor plan view



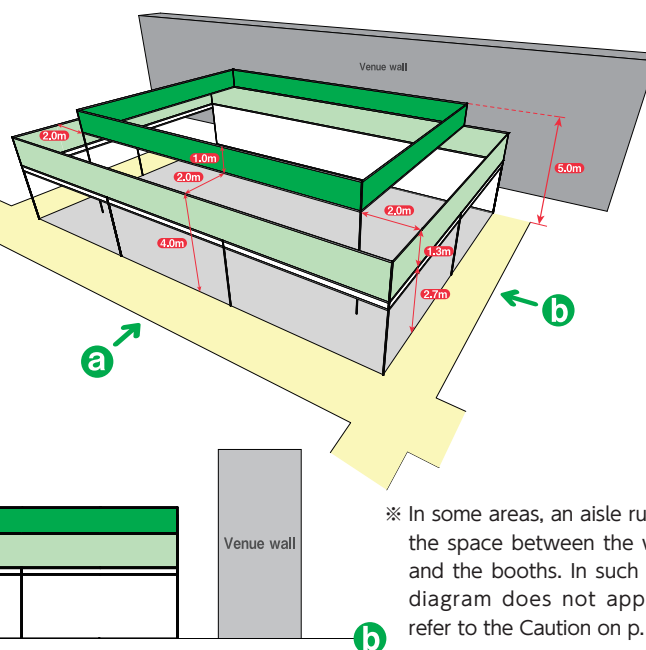
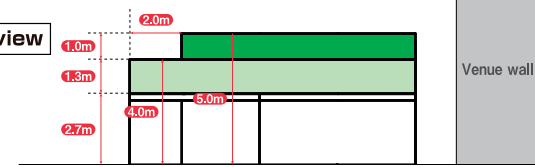
Elevation drawing view



Floor plan view



Elevation drawing view



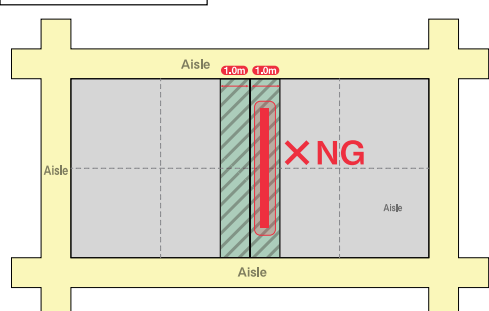
※ In some areas, an aisle runs through the space between the venue wall and the booths. In such cases, this diagram does not apply. Please refer to the Caution on p. 32.

Examples of height restriction violations

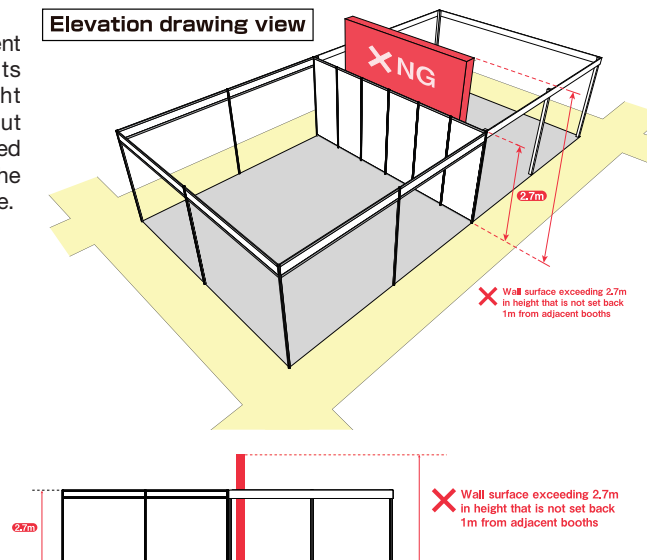


Although there is an adjacent booth, decorative elements exceeding 2.7 m in height have been installed without being set back. When viewed from the adjacent booth, the decorative elements protrude.

Floor plan view

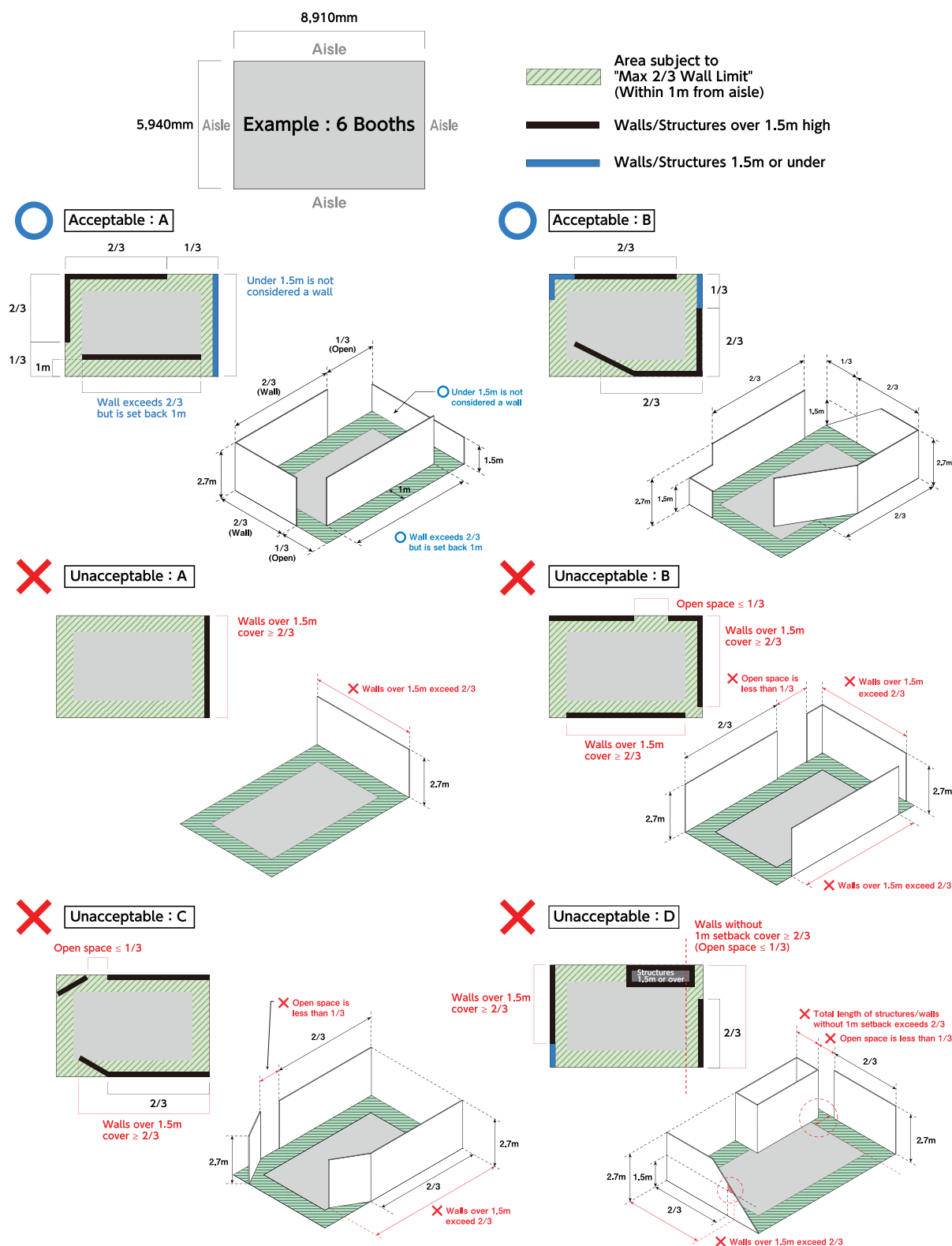


Elevation drawing view



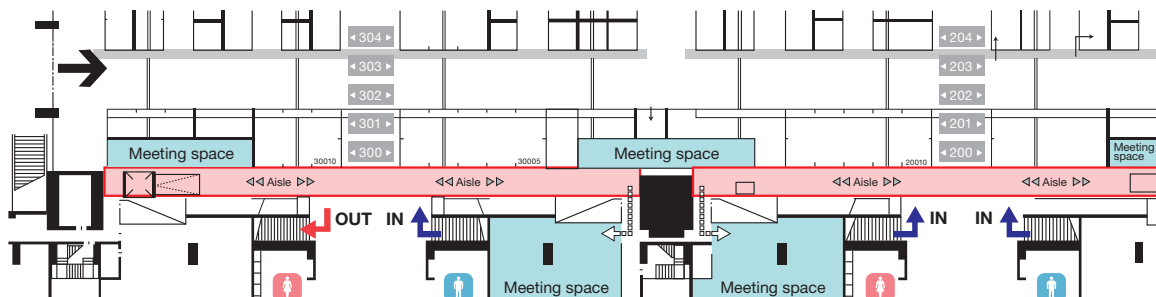
3 Prohibition of the Full-wall

Length of a wall or shelf facing the aisle within the range of 1m from the border is limited to less than $\frac{2}{3}$ of the booth width. The remaining $\frac{1}{3}$ must be open or a structure that does not block visitors' view, such as (transparent glass window, louver, the wall surface or shelf with the height of 150cm or less from the floor). If the back side of the booth faces a venue wall (no aisles or other exhibitor booths), a full wall is permitted, but please be sure to consult with the Organizer in advance.



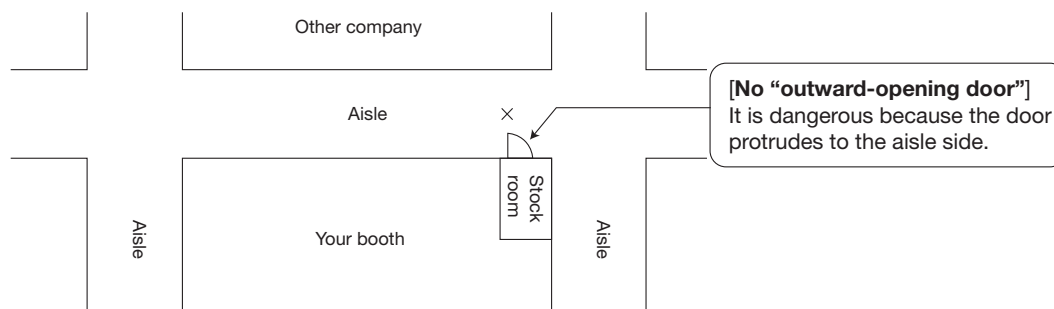
⚠ Caution

Areas marked ‘◀◀ Aisle ▶▶’ on the booth plans—such as the space between the venue wall and the booth plans on the visitors’ entrance side (north side of the exhibition hall)—are designated as aisles by the organizers. Full-height walls may not be erected on the sides of booths facing these aisles. Furthermore, a setback is required for any decorative elements exceeding 4.0 m in height.



4 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.



5 Prohibition of Projection

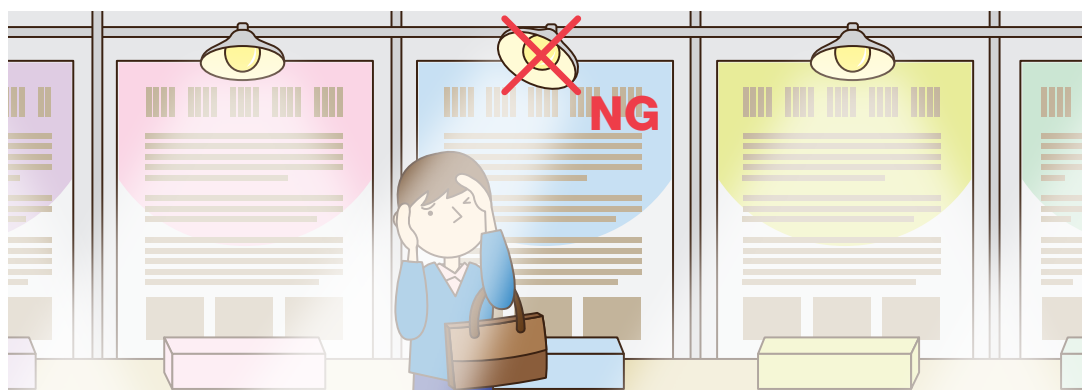
Projection of any images on the wall surface, ceiling, or common aisle are prohibited. (except inside of the exhibitor's own booth)

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 year by year.
- 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

Since the exhibition halls are equipped with fire extinguishing water cannons, exhibitors are, in principle, prohibited from installing ceilings or roofs that obstruct water discharge or fire detection. 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 Fri, Sep. 8. 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. Terayama / Mr. Kuboshima
2-1 Nakase, Mihama-Ku, Chiba City, 261-8550 TEL : +81-43-296-0602 FAX : +81-43-296-0529
E-mail : y-trym@m-messe.co.jp , h-kbshm@m-messe.co.jp

Submit the layout plan to

HIROMEYA CO., LTD. Mr. Igata / Mr. Masui
1-6-1, Ginza, Chuo-Ku, Tokyo 104-0061 TEL : +81-3-3563-0018 FAX : +81-3-3563-0023
E-mail : ipf_en@hiromeia.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.

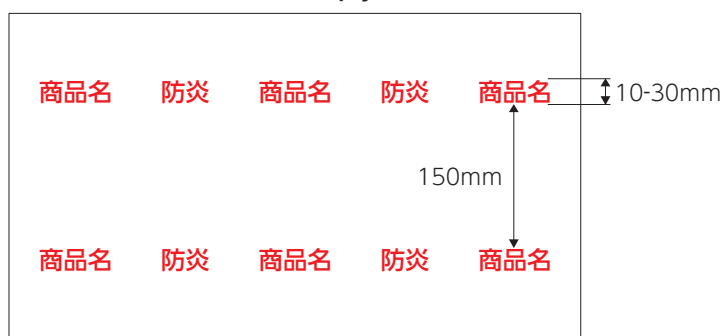
- ① Under the fire laws, exhibitors must use only fireproofed plywood for exhibition, carpet, and curtain attached with "Official Fireproof Label".
- ② Exhibitors must use the above flame retardant plywood and fiber plate regardless of their thickness. Exhibitors must also use the above flame retardant 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.
- 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.

[Flame Retardant Plywood]

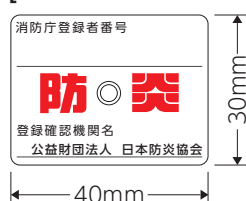


*The curtain to partition stock space in a booth also needs the flame retardant label.

Back side of fire retardant plywood is as below.



[Flame Retardant Carpet]



10 Precautions in Other Decoration and Construction

When planning and decorating the display, exhibitors must ensure to avoid disturbing neighboring exhibitors and to keep visitors' view as 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 laying 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 their 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 in 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.

8 Handling of Heavy Exhibited Items

- » If you plan to install heavy items, you must submit an exhibition and move-in/move-out plan that includes specific load distribution measures, and obtain prior approval from Makuhari Messe. You will not be allowed to bring these items into the venue if the required documents are not submitted or if approval has not been granted.
- » To prevent any damage to the venue floor, please thoroughly review the Exhibitor Manual when making your plans. Please proceed with the utmost caution, as any damage to the floor may result in substantial compensation claims.
- » Depending on the details of your plan, you may be required to change the placement of heavy items or lay steel plates for weight distribution. Since this could force you to redesign your booth from scratch, we strongly advise submitting your application as early as possible.

1 Heavy Items Requiring Application for Exhibition Permission (Installation, Move-in/out)

If any of the conditions ① through ③ below apply, you are required to submit the "Application for permission to install heavy items". Please submit the application form along with the prescribed supporting documents.

① Installation of heavy items exceeding 5 tonnes.

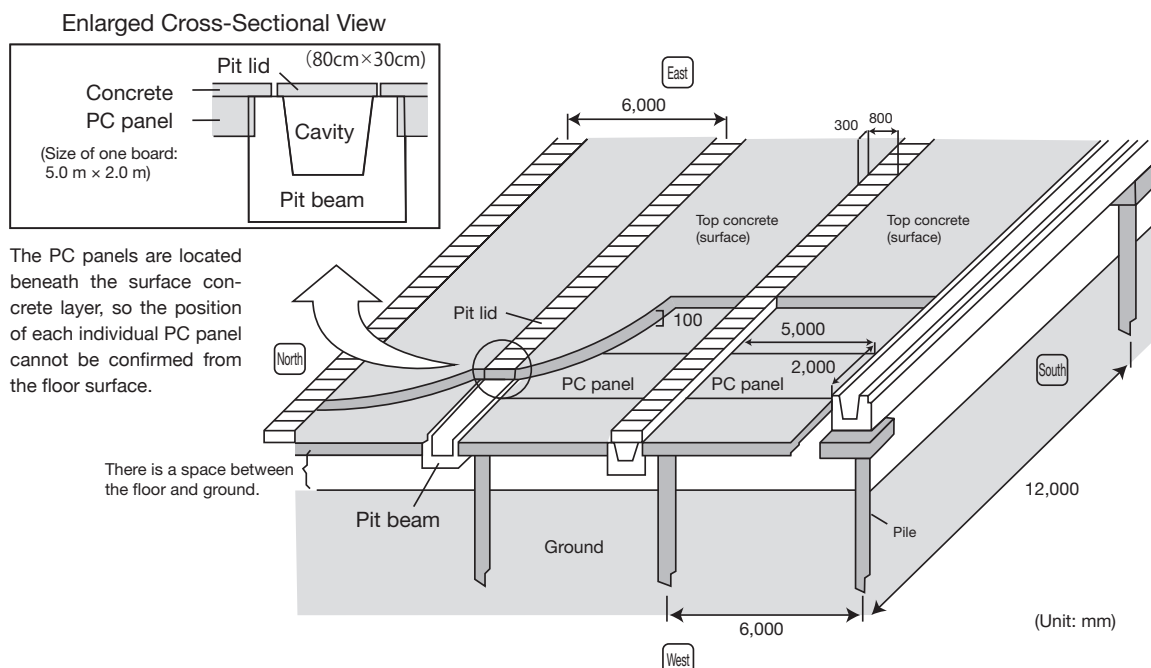
* For live demonstrations or machinery in operation, dynamic loads must be taken into account.

② Gross weight of the transport vehicle (vehicle weight + load weight, e.g., trailers) exceeding 30 tonnes.

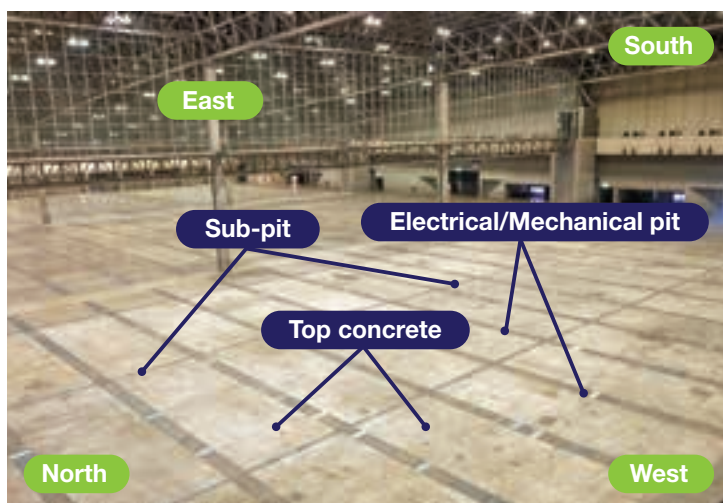
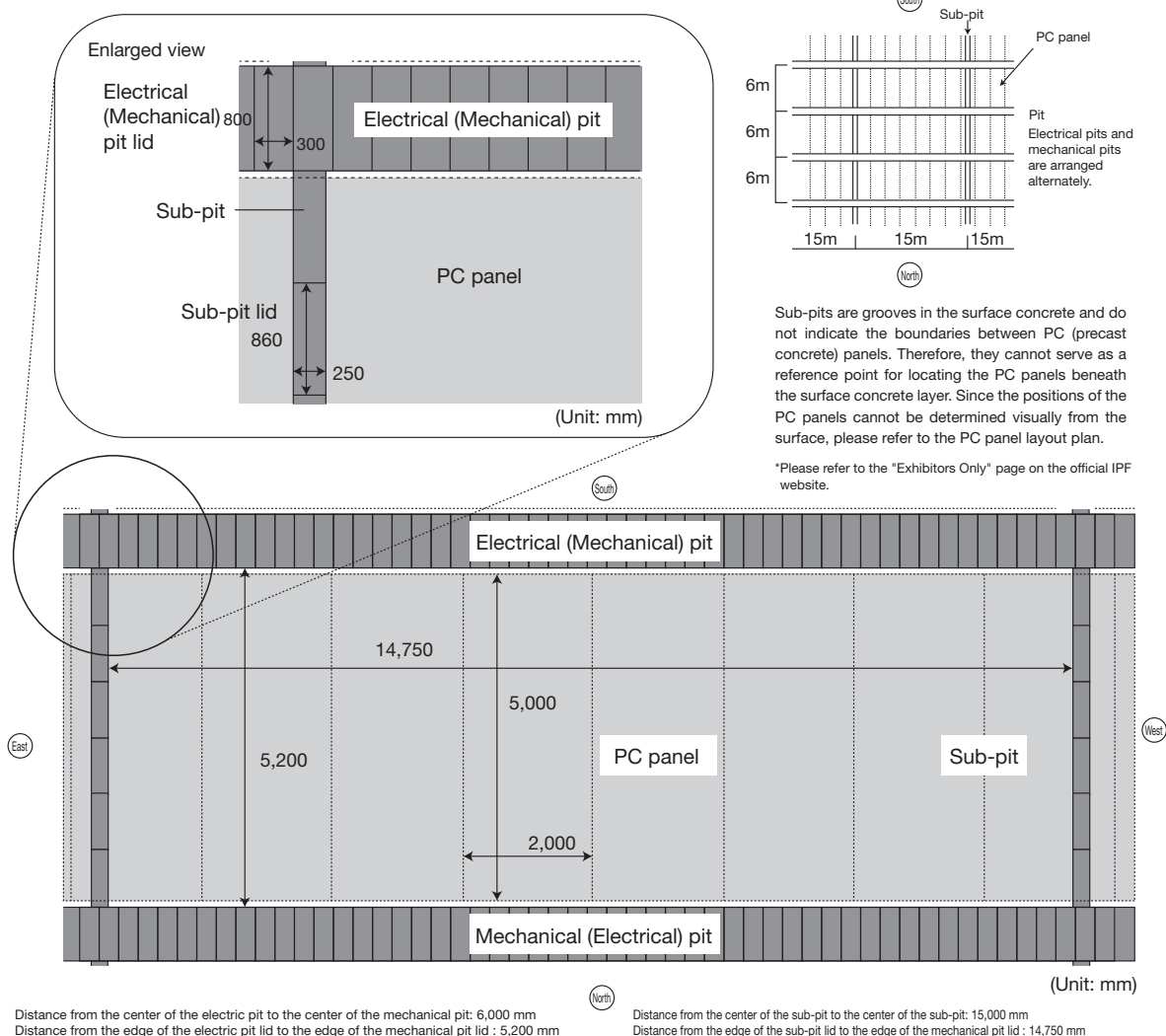
③ Load on a single outrigger during crane operations exceeding 7 tonnes at any one point.

2 Exhibition hall floor structure

The bottom part under the floor of the exhibition hall is an integrated structure of PC panel (precast reinforced concrete plate), pit, and pile. The load applied on the floor is transferred to the PC panel and pit that are supported by a pile. Therefore, if the load exceeds the load-bearing capacity of any of the components, measures to distribute the load will be necessary. The upper part is covered with concrete (thickness: 100mm) so the exhibitor cannot check the position of PC panel from the surface.

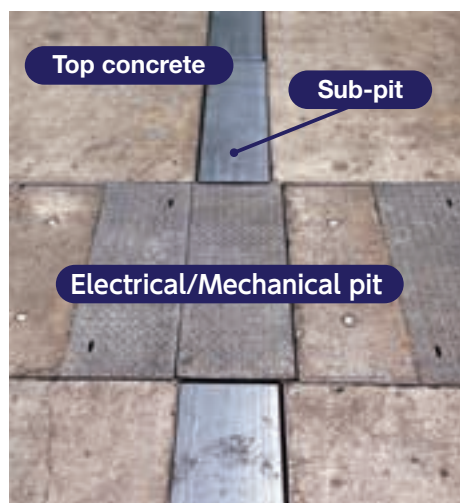


Floor Plane View



Exhibition hall floor and pit (overhead view)

*The PC panels lie beneath the surface concrete and cannot be located individually from the floor.



Electrical/Mechanical pits and sub-pits

[illegible]

Top view

250

860

Cross-sectional view

Sub-pit lid: 860×250

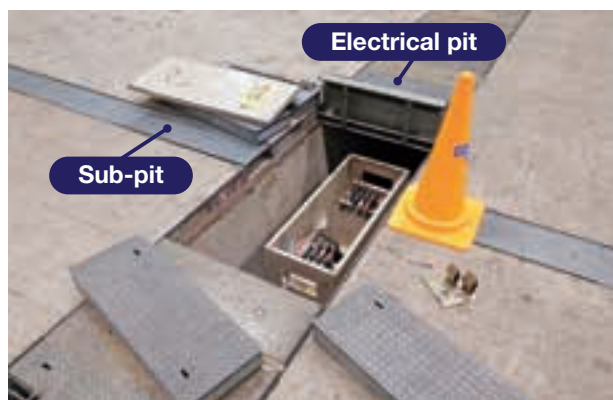
250

Top concrete

70 100

PC panel

(Unit: mm)



Inside the pit (electrical) and sub-pit



Electrical/Mechanical pit lids

The material varies depending on the location, and some lids have uneven surfaces.

3 Weight limit for exhibits

The weight placed on a single PC panel (2m [East-West] x 5m [North-South]) must not exceed 5 tonnes in principle. If you plan to install heavy items exceeding 5 tonnes, you must submit the “Application for permission to install heavy items” and obtain approval from Makuhari Messe. Even if individual items weigh 5 tonnes or less, the total combined weight of all exhibits, decorations, and other structures placed on a single PC panel must not exceed 5 tonnes.

For exhibits involving live demonstrations, please calculate the weight by taking the dynamic load into account.

Example: Static load 4.8 tonnes / Dynamic load 5.1 tonnes → Submission of the “Application for permission to install heavy items” is required.

⚠ Caution

After submitting the “Application for permission to install heavy items” you may be required to change the placement of heavy items or lay steel plates for load distribution. As this could force you to redesign your booth from scratch, we strongly recommend submitting your application as early as possible. If you are considering exhibiting ultra-heavy items with a load exceeding 15 tonnes from a single contact point, please consult with us from the planning stage.



Tips

When exhibiting heavy items over 5 tonnes, one of the determining factors for approval is how many PC panels the load is distributed across. Please determine the placement (contact points) of your heavy items by carefully considering the dimensions of a single PC panel (2m x 5m) and the locations of the pits. By placing a heavy item across multiple PC panels, you may be able to install it without the need for steel load-distribution plates. Please refer to the exhibition examples in the diagram below when considering your layout plan.

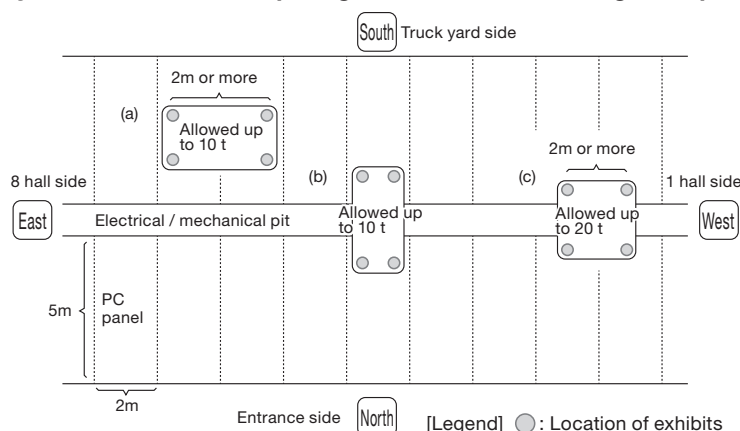
① Exhibits not requiring load distribution using steel plates

(a) When exhibiting heavy items weighing 5 tonnes or less.

(b) Even for heavy items exceeding 5 tonnes, when the load on a single PC panel is kept to 5 tonnes or less by placing the item across multiple PC panels.

*Note: Even in case “b” above, if you are installing heavy items exceeding 5 tonnes, you must submit the “Application for permission to install heavy items” and obtain approval from Makuhari Messe.

[Examples of heavy item exhibits not requiring load distribution using steel plates]



(a) When grounding points are apart more than 2m in the east-west direction (parallel direction to electricity or mechanical pit). (The sub-pit location is not related to PC panel position) and also the load is dispersed to two PC panels.

(b) When grounding points across the pit and the load is dispersed to two PC panels.

(c) When grounding points are apart more than 2m in the east-west direction across the pit. The load is dispersed to four PC panels.

When installing heavy items directly on the concrete floor, please ensure the specified contact area for each contact point to prevent the load from concentrating on a small area, even for items weighing 5 tonnes or less (refer to the table on the right).

Furthermore, if adjusters or leveling pads alone do not provide sufficient contact area, please lay plates made of rigid, non-bending materials, such as steel plates.

*This does not apply if the legs/feet of the item rest on pit covers. Please refer to the next section.

Load per ground contact point	ground contact area	square size
More than 4t but less than 5t	625cm ² or more	25cm square or more
More than 3t but less than 4t	529cm ² or more	23cm square or more
More than 2t but less than 3t	400cm ² or more	20cm square or more
More than 1t but less than 2t	256cm ² or more	16cm square or more
1t or less	144cm ² or more	12cm square or more

② Exhibits requiring load distribution using steel plates

(a) When a load exceeding 5 tonnes is applied to a single PC panel As a general rule, if a load exceeding 5 tonnes is placed on a single PC panel, you must lay a steel plate (at least 22mm thick) measuring over 2m in the East-West direction and over 1.2m in the North-South direction to distribute the load across multiple PC panels.

[Load Dispersion Sample]

(i) Without Iron Plate

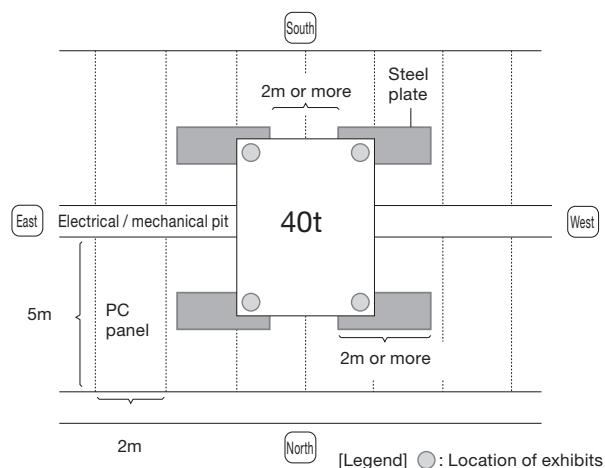
4 PC panels × 5 tonnes = 20 tonnes is the upper limit.

(ii) Steel Plate is Laid

The load is dispersed to eight PC panels.

8 PC panels × 5 tonnes = 40 tonnes is the upper limit.

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

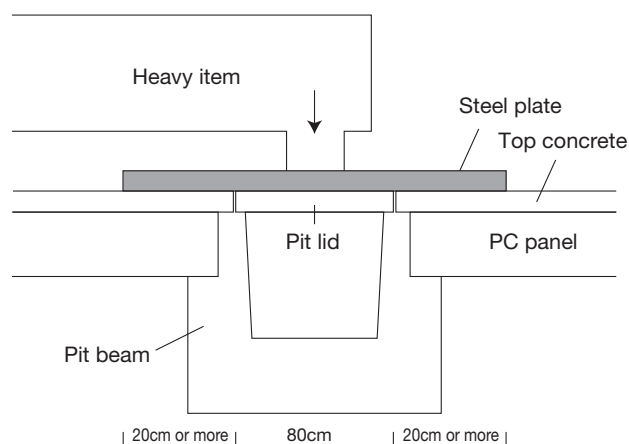


(b) When a concentrated load exceeding 1 tonne is applied to an electrical/mechanical pit lid

Please lay a steel plate (at least 22mm thick) long enough to completely span the pit, in order to distribute the load to the PC panels on both sides of the pit (See the figure on the right). The steel plate must extend at least 20cm beyond both edges of the pit lid.

*The size of the electrical/mechanical pit lid is 30cm × 80cm.

*The lids of electrical/mechanical pits and sub-pits are unstable and not perfectly level. We strongly recommend avoiding placing the legs of demonstration machines on these lids, even if the load is 1 tonne or less.



(c) When a concentrated load exceeding 1 tonne is applied to a sub-pit lid

Please lay a steel plate (at least 22mm thick) long enough to completely span the pit, in order to distribute the load to the PC panels on both sides of the pit. The steel plate must extend at least 10cm beyond both edges of the pit lid.

*The size of the Sub-pit lid is 25cm × 86cm.

4 Weight Limits for Transport Vehicles (Exceeding 30 tonnes)

In principle, transport vehicles (such as trailers) allowed to enter the exhibition hall must have a gross weight (vehicle weight + cargo weight) of 30 tonnes or less and be wheeled vehicles equipped with 4 or more tires. If a transport vehicle exceeding a gross weight of 30 tonnes needs to enter the venue, you must submit the "Notification of Heavy Item Installation" and obtain approval from Makuhari Messe. When a transport vehicle exceeding a gross weight of 30 tonnes drives inside the venue, load distribution measures using protective steel plates along the driving route are required. (Costs for common aisles up to the booth will be borne by the Organizer; costs within the booth must be borne by the Exhibitor).

5 Weight Limits for Crane Outrigger Loads

In principle, cranes permitted to operate inside the exhibition hall are limited to those with a load of 7 tonnes or less per outrigger. If the load applied to a single outrigger exceeds 7 tonnes, you must submit the "Application for permission to install heavy items" and obtain approval from Makuhari Messe.

When lifting heavy items using a crane, please implement the following load distribution measures according to the maximum load applied to each outrigger. In all of the following cases, ensure that the outrigger is placed exactly in the center of the steel plate and/or outrigger pad.

① 7 tonnes or less per outrigger

Place the outrigger pads (approx. 50cm × 50cm) provided with the crane. (Ensure they do not overlap with pit covers).

② Over 7 tonnes up to 15 tonnes per outrigger

At the contact point of the outrigger on the lifting side, lay a steel plate (at least 22mm thick) over 1.2m wide and over 2m long (See Figure ① below; ensure it spans across multiple PC panels), and place the crane's outrigger pad on top of it.

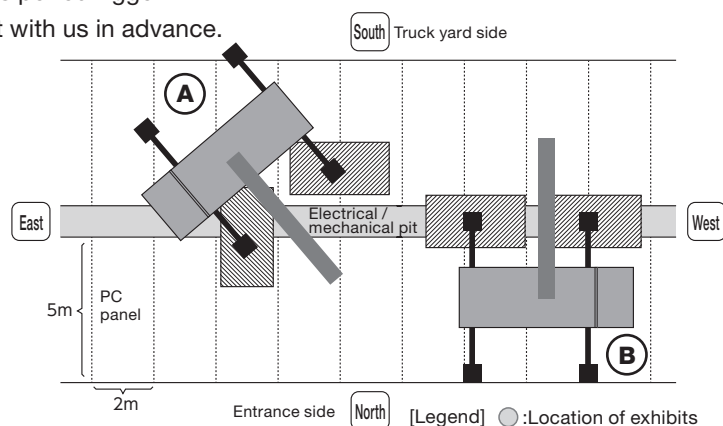
③ Over 15 tonnes up to 30 tonnes per outrigger

At the contact point of the outrigger on the lifting side, lay a steel plate (at least 22mm thick) over 1.2m wide and over 2m long (See Figure ② below; ensure the center line of the electrical/mechanical pit aligns with the center line of the long edge of the steel plate), or distribute the load using steel H-beams, and place the crane's outrigger pad on top of it.

*If you are considering load distribution using steel H-beams, please consult with us in advance.

④ Over 30 tonnes per outrigger

Please consult with us in advance.



6 Expense for Curing with the Steel Plate

- ① **Aisle** Steel plates for shared aisles leading to the exhibition booths will be laid at the organizer's expense.
- ② **Others** ... The laying of steel plates for the protection of exhibits, for crane operations, and within exhibition booths shall be at the exhibitor's expense.

9 Permit Application for Anchor Bolt

- » If you wish to embed anchor bolts, you must submit the "Anchor Bolt" application form and obtain approval from MAKUHARI MESSE.
- » If the number of anchor bolts you actually embed differs from the number you applied for, be sure to report the correction during the move-in period. Even if you embed fewer than the number you applied for, you will be charged the embedding charge for the full number applied for unless you report the difference.

1 Anchor Bolt Works

The exhibitor who needs hall-in anchor bolt embedding in the exhibition floor in order to install machinery or secure decorations 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.

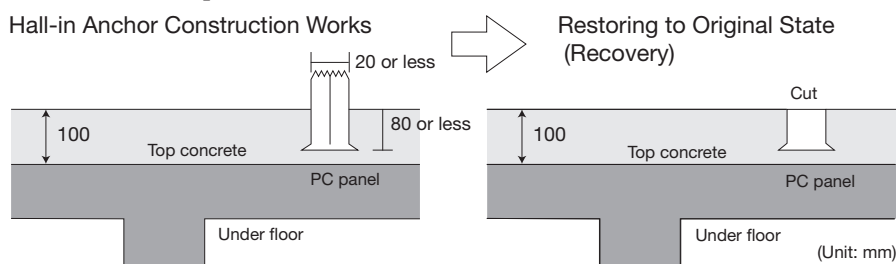
2 Anchor Bolt Embedding Charge

Hall-in anchor bolt embedding charge (floor surface recovery corporation fee)
1,650 JPY / piece (tax included)

3 Precautions in Construction Work

- ① The floor structure within the exhibition hall is as shown in the "Floor plane view" below; therefore, the length of hall-in anchor embedded in the concrete must be 80 mm or less and the thickness must be 20 mm or less. Exhibitors must ensure that their anchor bolts have no effect on PC panel.
- ② 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.
- ③ As shown in the diagram below, 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.
- ④ Chemical anchors are prohibited.

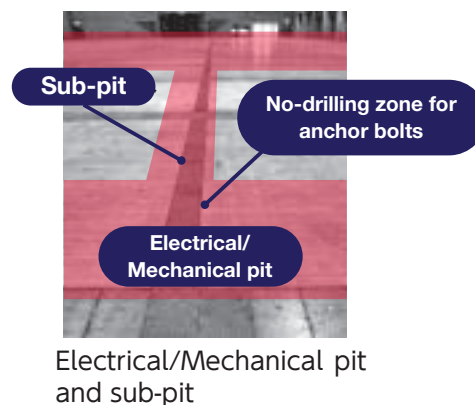
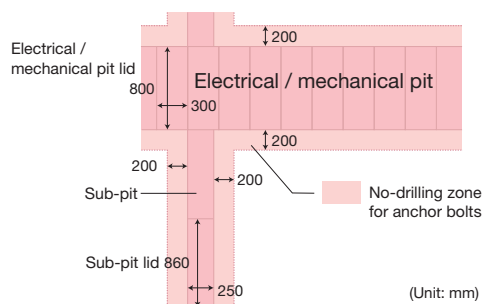
[Floor cross-section view]



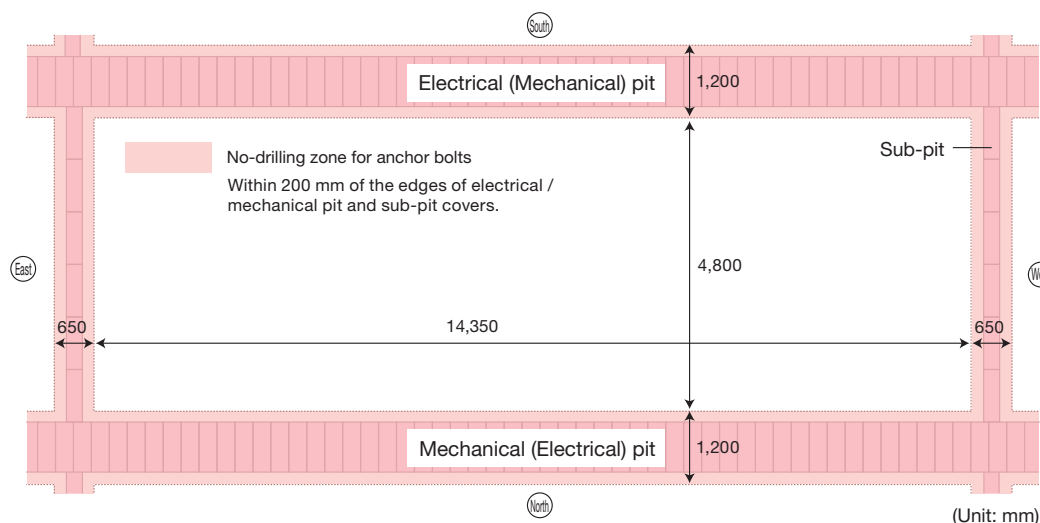
[Floor plane view]



Caution Anchor bolts cannot be driven onto the pit cover or within 20 cm of the pit edge.



[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.

11,000 JPY / piece (tax included)

5 Precautions

- ① Due to structure of the exhibition site or other circumstances, the floor works may not be permitted.
- ② The exhibitor who hasn't submitted the application for the construction works cannot implement anchor bolt works.
- ③ If the number of anchor bolts to be embedded changes on site, the exhibitor must notify the organizer immediately.

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 the outside.
- 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)

2 Conditions for Lifting the Ban on Prohibited Matter

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 The consumption of gaseous fuel must be 50,000 kcal/h or less per device, and a gas leak 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: 3 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 store dangerous materials securely to prevent ignition or combustion caused by the seepage of flammable liquids or by 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: 3 unit or more) and appropriate indication.
- ⑫ Exhibitors must not use liquefied petroleum gas (propane gas).
- ⑬ When bringing high-pressure gas cylinders into the venue to use inert/non-combustible 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 molding machines, etc., is not subject to regulations.)

3 Permit Application for Lifting the Ban on Prohibited Items

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 fire extinguisher (Type 10, Capacity: 3 unit or more) (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)

Section VI >> Electricity, Water, Compressed Air Supply

1 Electrical Works

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.

* Part of the supply may be wye (Δ -Y) wiring. If you require a specific wiring configuration, please consult the official electrical contractor.

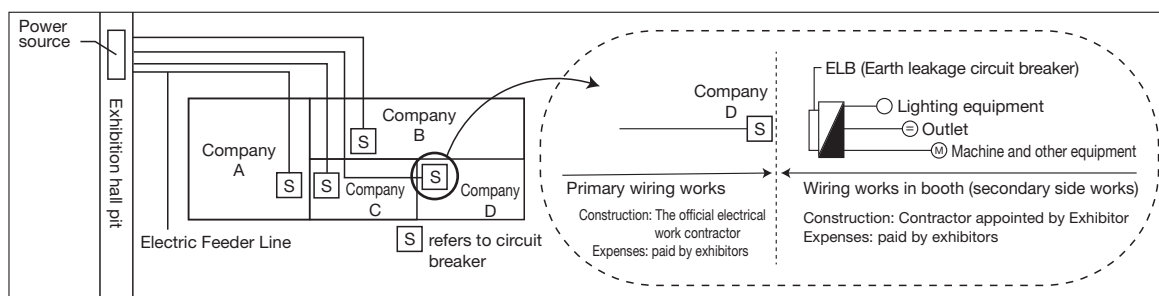
3 Application for Electricity

- (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 recommends that they apply for the 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 electrical 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.
- ③ If using circuit breakers other than the above, please consult the official electrical work contractor.
- ④ Single-phase 200V: From 2P10A.
- ⑤ In case of single-phase 200V, wiring works may be performed by means of the single-phase three-line 100V/200V method.

5 Electricity Supply Charge (Feeder line works cost and electricity 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 (tax included)
100V		200V			
2P	10A			1.0kW	¥9,900
2P	15A			1.5kW	¥14,850
2P	20A	2P	10A	2.0kW	¥19,800
2P	30A	2P	15A	3.0kW	¥29,700
3P	20A	2P	20A	4.0kW	¥39,600
3P	30A	2P	30A	6.0kW	¥59,400
3P	40A	2P	40A	8.0kW	¥79,200
3P	50A	2P	50A	10.0kW	¥99,000
3P	60A	2P	60A	12.0kW	¥118,800
3P	75A	2P	75A	15.0kW	¥148,500
3P	100A	2P	100A	20.0kW	¥198,000
3P	125A	2P	125A	25.0kW	¥247,500
3P	150A	2P	150A	30.0kW	¥297,000
3P	175A	2P	175A	35.0kW	¥346,500
3P	200A	2P	200A	40.0kW	¥396,000

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

Circuit Breaker		Rated load capacity (power factor 100%)	Price (tax included)
3P	5A	1.73kW	¥17,127
3P	10A	3.46kW	¥34,254
3P	15A	5.19kW	¥51,381
3P	20A	6.92kW	¥68,508
3P	30A	10.38kW	¥102,762
3P	40A	13.84kW	¥137,016
3P	50A	17.30kW	¥171,270
3P	60A	20.76kW	¥205,524
3P	75A	25.95kW	¥256,905
3P	100A	34.60kW	¥342,540
3P	125A	43.25kW	¥428,175
3P	150A	51.90kW	¥513,810
3P	175A	60.55kW	¥599,445
3P	200A	69.20kW	¥685,080
3P	225A	77.85kW	¥770,715
3P	250A	86.50kW	¥856,350
3P	275A	95.15kW	¥941,985
3P	300A	103.80kW	¥1,027,620
3P	350A	121.10kW	¥1,198,890
3P	400A	138.40kW	¥1,370,160
3P	500A	173.00kW	¥1,712,700
3P	600A	207.60kW	¥2,055,240

- ① Electricity supply charge is calculated based on “Electricity Supply” Application Form. For overseas exhibitors, Iida Electrical Works will go to the exhibitor’s booth during the exhibition. Please pay in Japanese Yen by cash or credit card. For domestic exhibitors, Iida Electrical Works will send an invoice after the exhibition. Please make payment directly after confirming the details.
- ② 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

① Supplying Hour (Regular Hour)

Nov. 29	The day for Move-in	8:00 - 20:00
Nov. 30	The day for Move-in	8:00 - 20:00
Dec. 1 - 4	First day of the show period - Fourth day	8:00 - 18:00
Dec. 5	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.

② Overtime Electricity Supply

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

The power rate and maintenance charge (@¥110/kW/hour, for necessary capacity, tax included) will be charged to the exhibitor.

③ 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 (@¥110/kW/hour, for necessary capacity, tax included) will be charged to the exhibitor.

7 Note Electrical Works in the Booth

① 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.

② License for Qualified Electricians

Exhibitors are free to appoint electricians to do the secondary wiring work. However, Electricians must carry a valid license that complies with Japanese laws at all times during construction.

③ Power Board in the Booth

(a) 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.

(b) 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.

(c) 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.

④ 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.

⑤ Materials for Electrical Work

(a) The materials used for electrical work must be as new as possible and must conform with the relevant standards and laws in Japan.

(b) 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.

(c) 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.

⑥ 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.

⑦ Starting Compensator

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

⑧ Wiring

- (a) Be sure all electrical cords are securely attached when wiring lighting equipment small electric appliances.
- (b) Use solderless terminals to connect to the power source.
- (c) Electric heaters with exposed heating wires, as well as neon lamps, cannot be used.
- (d) 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.)
- (e) As for general wiring, use VV cable or equivalent cables.
- (f) 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.
- (g) All wiring and equipment must be properly secured.
- (h) 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.

⑨ Concealment of Lighting Equipment

- (a) When concealing lighting equipment, such as fluorescent lamps and incandescent lamps, for decoration, take care to prevent fire and to use noncombustible materials.
- (b) During installation, exhibitors must ventilate sufficiently to prevent the inside temperature from rising too high.
- (c) Concealment by paper or corrugated plastics is not permitted in some cases in accordance with the Fire Defense Law.

⑩ Accident Prevention

- (a) Take every possible measure to prevent fire, injury, property damage, and other electrical accidents.
- (b) 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.
- (c) Exhibitors must not expose "live" parts, such as mouthpiece and receptacle, of an electric lamp.
- (d) When installing a power board on the aisle in the booth, exhibitors must indicate as "Danger! Power Board!".
- (e) Exhibitors must avoid multiple branching from the main switch.

⑪ Others

- (a) 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.
- (b) Exhibitors must remove the waste wires that are generated from electrical wiring works. Especially, keep the inside of the pit and the terminal board clean.
- (c) 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

- ① 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.
- ② 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

- ① Exhibitors shall not change the voltage without the prior approval of the Organizer.
- ② 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.
- ③ Multiple branching from a single outlet is prohibited.
- ④ 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.
- ⑤ 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

- ① 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.
- ② 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.

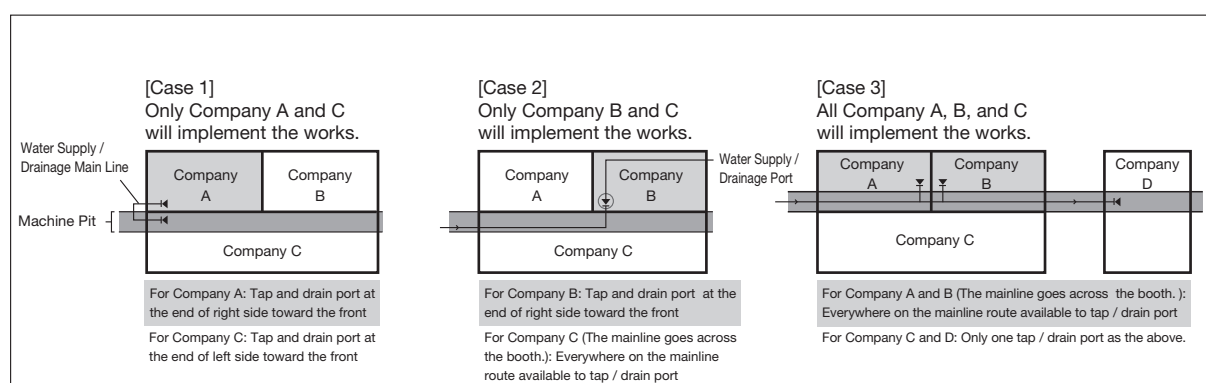
2 Water Supply and Drainage

1 Application for Water Supply / Drainage

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

2 Water Supply / Drainage Works

- ① The main water supply tap and drain port will be installed by the official plumber at the position requested by the exhibitor.
- ② 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”.

① 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. (¥1,210/m³, tax included)

② 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 forcibly 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 / drainpipes. The exhibitor subject to water supply / drainage with cooling tower should use the official plumber whenever possible.

*Please calculate the amount of water usage accurately in order to determine which the exhibitor applies the water supply / drainage method ① or ② 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

① Regular Supply

Nov. 29	The day of Move-in	13 : 00 - 20 : 00
Nov. 30	The day of Move-in	08 : 00 - 20 : 00
Dec. 1 - 4	First day of the show period - Fourth day	08 : 00 - 18 : 00
Dec. 5	Last day of the show period	08 : 00 - 16 : 30

② 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 Electrical Pit

Take care to prevent water from flowing into the electrical 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, a 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

① Regular Supply

Nov. 29	The day of Move-in	13 : 00 - 20 : 00
Nov. 30	The day of Move-in	08 : 00 - 20 : 00
Dec. 1 - 4	First day of the show period - Fourth day	08 : 00 - 18 : 00
Dec. 5	Last day of the show period	08 : 00 - 16 : 30

② 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) (tax included)

5 horsepower	¥9,350 / Day
10 horsepower	¥12,100 / Day
15 horsepower	¥14,300 / Day
20 horsepower	¥18,700 / Day
In addition to the above, ¥74,800 will be charged for Move-in / out and maintenance cost.	

*Quantities are limited, so please order early.

4 Compressed Air Piping Work Contractor

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

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 their own expense.

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 their 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.

To apply for permission, the exhibitor should contact the Public Health Department in Chiba City by the end of 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 their booth and stockroom at the end of each day, and thoroughly check for fire hazards, electrical switches, water supply/drainage valves, 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 hinder the management, maintenance, public order, or safety of the exhibition venue, 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 not to use straw (rice, 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 _____

Hall No. _____ / 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 / ATA 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 (import tax will apply).

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 ATA Carnet

The official forwarder can provide assistance with Exhibitor's ATA Carnet procedures. However, the official forwarder, ISHIKAWA-GUMI, LTD. will be a consignee.

a. Documents the Exhibitor Needs to Submit

- ① ATA Carnet or Invoice for no commercial value

Note: This exhibition site is not declared as bonded area.

- ②Packing List
- ③Bill of Lading or Air Waybill
- ④Insurance Policy in case that the exhibitor want the insurance for the cargo
- ⑤Catalogue for Exhibits / Specification Sheets
- ⑥Parameter Sheet / Judgement Sheet for Restricted or Non-restricted Goods according to export regulation of origin country. The shipment under ATA Carnet is not require Parameter Sheet / Judgment Sheet.
- ⑦Other 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. ISHIKAWA-GUMI, LTD. can not issue above license.

* 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 may use additional sheets as needed.
- (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 ATA Carnet

- ①Exhibit cargo must be sent back to the country of origin.
- ②When exporting exhibit cargo to Japan by CARNET, ISHIKAWA-GUMI, LTD. is also asked to arrange import customs clearance. Write "ISHIKAWA-GUMI, 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.
- ③CARNET 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.
- ④CARNET will be valid for one year.
- ⑤The import permission certificate must be provided for specific items for custom declaration.

7 Contacts

● **For More Details**

Please contact to ISHIKAWA-GUMI, LTD. about all overseas shipment. (See the back cover)

● The aerial photographs in this manual are based on aerial photographs taken by the Geospatial Information Authority of Japan (GSI), with original information added by the Organizer.

IPF Japan 2026 Overseas Agent

[China]



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E-mail : IPFJapan@adsale.com.hk

[Taiwan]



Taiwan External Trade

Development Council (TAITRA)

Contact : Ms. Sherry Chen

Department : Industry Marketing Department

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