

## ● Ceiling Structure

### 1. Items which application is not required

#### (I) For All Halls

Louver and net (both should open for more than 70%)

#### (II) For East Halls, South Halls and Aomi Exhibition Halls Only

Ceilings which fulfill all of the following requirements.

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

#### (III) For West Halls Only

The depth or width of the ceiling is less than 1.2m with the long side of the booth completely opened.

### 2. Principles and Conditions of Ceiling Construction

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

### 3. Documents Required and Consultation

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

# Ceiling Construction

**Send this  
Form to:**

**Fujiya Co., Ltd.**

Contact: Ms. Irina Makarenko  
TEL: +81-3-3533-5228 FAX: +81-3-5548-2838  
E-mail: con-e2020@fujiya-net.co.jp

**DEADLINE**

**Sep. 4 (Fri)**

**Show Title:**

**Booth #:**

—

**Company Name:**

**Contact (Mr./Ms.):**

**TEL:**

**E-mail:**

**FAX:**

To: Fukagawa Fire Department

Date \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

Name of Person in Charge \_\_\_\_\_

Contact Number \_\_\_\_\_

## Application for Ceiling Structure at the Tokyo Big Sight

1) Exhibition Name: \_\_\_\_\_

2) Opening Period: \_\_\_\_\_

3) Venue: Tokyo Big Sight

4) Booth #: \_\_\_\_\_

5) Type of Structure: Ceiling Structure

6) Purpose of Setting Up Ceiling Structure:

\_\_\_\_\_

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

8) Materials for Ceiling Structure:

\_\_\_\_\_

9) Measures for Setting Up Ceiling Structure:

- \* An ABC fire extinguisher (type 10 or more) must be installed in a booth.
- \* \_\_\_\_\_ (Person's name) will be stationed at the booth for observation.
- \* Black curtains and lighting equipment will be placed more than 10 cm away from each other.
- \* Anti-flammable labels will be attached at a place that can be seen easily from the surrounding area.
- \* Other measures, if necessary.

\_\_\_\_\_  
\_\_\_\_\_

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