

EXHIBITOR MANUAL

– Regulations –

- **13th CONTENTTOKYO**
- **3rd XR Fair Tokyo -VR/AR/MR- [Summer]**
- **1st Metaverse Expo Tokyo [Summer]**

Built by



Dates: June 28 (Wed) – 30 (Fri), 2023

Venue: Tokyo Big Sight, Japan

Organised by: RX Japan Ltd.

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I. Basic Information of Exhibition Venue

● Tokyo Big Sight Facility Guide

Please check from the URL below:

◆ <https://www.bigsight.jp/english/organizer/floormap/>

● Access

Please check from the URL below:

◆ <https://www.bigsight.jp/english/organizer/access/>

● Parking

Please check from the URL below:

◆ <https://www.bigsight.jp/english/visitor/parking/>

● Show Schedule

DATE	SCHEDULE	Time permitted for VEHICLES
June 26 (Mon) <div>Move-in</div>	8:00am–8:00pm Move-in and Booth Construction *Exhibitors (including your own booth contractors) who wish to work overtime after 8:00pm are required to submit an application form at the on-site Show Management Office. (Free)	8:00am–8:00pm <div>Pass Required</div> *Vehicle Pass is required for every vehicle that will enter/exit the exhibition halls.
June 27 (Tue) <div>Move-in</div>	8:00am–1:00pm Move-in and Booth Construction 1:00pm–8:00pm Exhibits Move-in (hand-carry only) *Exhibitors (including your own booth contractors) who wish to work overtime after 8:00pm are required to submit an application form at the on-site Show Management Office. (Free)	8:00am–1:00pm <div>Pass Required</div> *No vehicles are allowed to enter the halls after 1:00pm. *Vehicle Pass is required for every vehicle that will enter/exit the exhibition halls.
June 28 (Wed) <div>Exhibition</div>	8:00am–10:00am Doors Open for Exhibitors (preparation for the show) <hr/> 10:00am–5:00pm Show Hours [No overtime work is allowed.]	*No vehicles are allowed to enter the halls. (hand carry only)
June 29 (Thu) <div>Exhibition</div>	8:30am–10:00am Doors Open for Exhibitors (preparation for the show) <hr/> 10:00am–5:00pm Show Hours [No overtime work is allowed.]	
June 30 (Fri) <div>Exhibition</div> <div>Move-out</div>	8:30am–10:00am Doors Open for Exhibitors (preparation for the show) <hr/> 10:00am–5:00pm Show Hours <hr/> 5:00pm–6:00pm Exhibits Move-out (hand carry only) 6:00pm–10:00pm Dismantling and Move-out	*The guards on site will conduct the vehicles with "Vehicle Pass for Priority Move-out" preferentially to the Gates. <hr/> *Vehicles are permitted to enter the halls from 6:00pm–10:00pm. <div>Pass Required</div> *For the vehicles loading exhibits, please have "Vehicle Pass for Priority Move-out" on each. The vehicles are allowed to enter the halls only after 6:00pm. Until then, please keep out of the halls and follow the directions of guards on-site. *For the vehicles loading displays and constructions, please have "Vehicle Pass" on each. If loading by using vehicles, it is needed to have numbered tickets issued in the waiting spot.

Note:

- No vehicles are allowed to enter the halls after **1:00pm on the second day of move-in**. Be sure to finish moving in all the large machinery/luggage before **1:00pm**.
- Removal of exhibits and dismantling of stands are strictly prohibited before **5:00pm on the last day of the show**.
- Be careful for any possible accidents while moving out. Booth dismantling takes place simultaneously for all exhibitors.

● Rules and On-site Regulations

1) Attending Your Booth

You MUST assign at least one staff at your booth all times during the exhibition. The following acts are strictly prohibited as they project unprofessional images:

- **coming late/leaving early**
- **packing/carrying out exhibits during the show hours**
- **leaving your booth unattended**

Make sure to be at your booth during the entire show period.

2) Preparing Table and Chairs for Business Talks

In response to the strong requests of visitors, at least one set of business table and chairs is required to place in the booth for conducting concrete business negotiations while seated.

3) Smoking Prohibited

Tokyo Big Sight is a non-smoking venue. Smoking in the exhibition halls, including inside your own booths, is prohibited for the entire show period as well as move-in/out days. It is only permitted in designated smoking areas outside the building. Make sure that your contractors as well as your own staff do not smoke. They may be asked to leave the halls if they are found smoking inside the building.

4) No Photography/Filming/Video-taking

Only the official photographers and accredited press, wearing press badges issued by Show Management, will be permitted to film or to take photographs/videos in the exhibition halls. All photography, filming and video-taking outside your own booth is strictly prohibited. Contact Show Management if you need to take photos or videos for business purpose. When you are asked for press interviews, your cooperation would be deeply appreciated.

5) No Sales Activities Outside Your Booth

Sales activities (such as handing out pamphlets and questionnaire, etc.) are permitted only inside your booth. Placing them outside your booth (hall entrance/exit) without permission of Show Management is prohibited.

6) Preventing Accidents caused by Demonstrations

Be sure to take precautions against any damage, loss, fire disaster, etc. that may be caused by demonstrations. Make sure that beam, hot air, dust, gas, odor, vibration, etc. from your booth do not harm other exhibitors.

7) Responsibility for Exhibits and Insurance

Exhibitors are responsible for securing their own booth, display and products. Neither Show Management, Tokyo Big Sight, the contractors, nor any of their officers/agents/employees are responsible for loss, damage or theft of property.

Exhibitors are strongly advised to insure their exhibits against loss and take every precaution to protect exhibit products and personal belongings. Do not leave expensive items at the booth each night after the show.

8) Copyright

Show Management has no copyright responsibility in respect of any exhibitors. Exhibitors are reminded that third party copyrights should not be infringed. Should any copyright dispute arise, Show Management may require the exhibitor to make changes in its exhibits.

9) Securing Aisles

If you hold presentations or demonstrations in your booth, you must keep enough room inside your booth for your audiences and also arrange staff to keep the aisles clear for other visitors.

10) Sampling Food and Drink

In case of selling or providing food and drink, it is required to consult with the Health Center and Show Management.

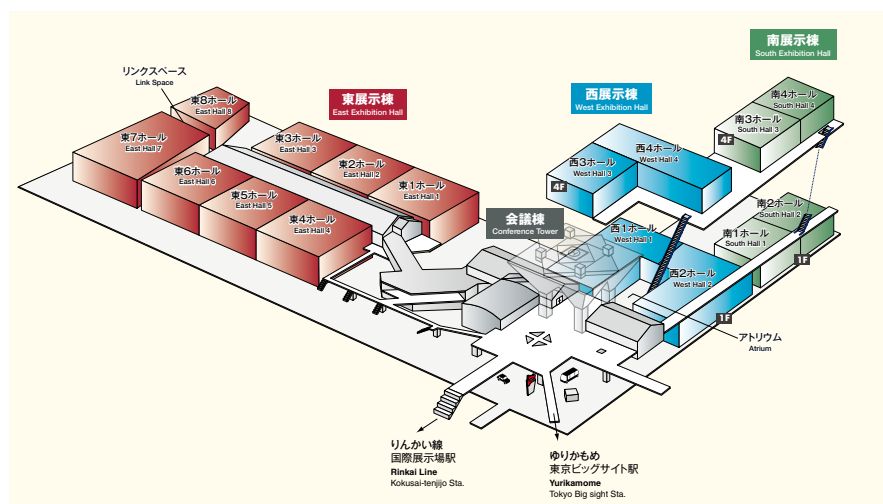
11) Demonstration of E-cigarettes

Demonstrations of e-cigarettes containing harmful substances such as nicotine are prohibited. Yet, it is possible to hold demonstrations of e-cigarettes without harmful substances if certain criteria are fulfilled. If you are considering such demonstrations, please consult with Show Management.

12) Exhibiting Heavy Products

If the weight of a single exhibit itself is equal or extremely close to the floor load capacity of the respective halls, additional consultation of placement is necessary. Please consult with Show Management in advance.

	East Hall 1-8 West Hall 1-2 South Hall 1-2	Linkspace	West Hall 3-4 South Hall 3-4	Atrium
Floor Finishing	Concrete	Concrete	Concrete	Terrazzo Tile
Floor Load Capacity	5t/m ²	5t/m ²	2t/m ²	0.36t/m ²

**13) Demonstration of Drones and Robots with Lithium-ion Battery Installed**

Application for Handling Dangerous Materials is required because the following acts may cause fire if the objects fall or crash.

- **Demonstrations of any machines with lithium-ion battery installed, which may be affected by strong shock due to falling or crashing (e.g. drone)**
- **Demonstrations of any machines with lithium-ion battery installed, for moving people or objects (e.g. smart mobility or robot)**

Please submit the application before the deadline.

14) About exhibiting devices that might interfere with others

Please inform Show Management in advance if you plan to exhibit devices that might cause interference with others.

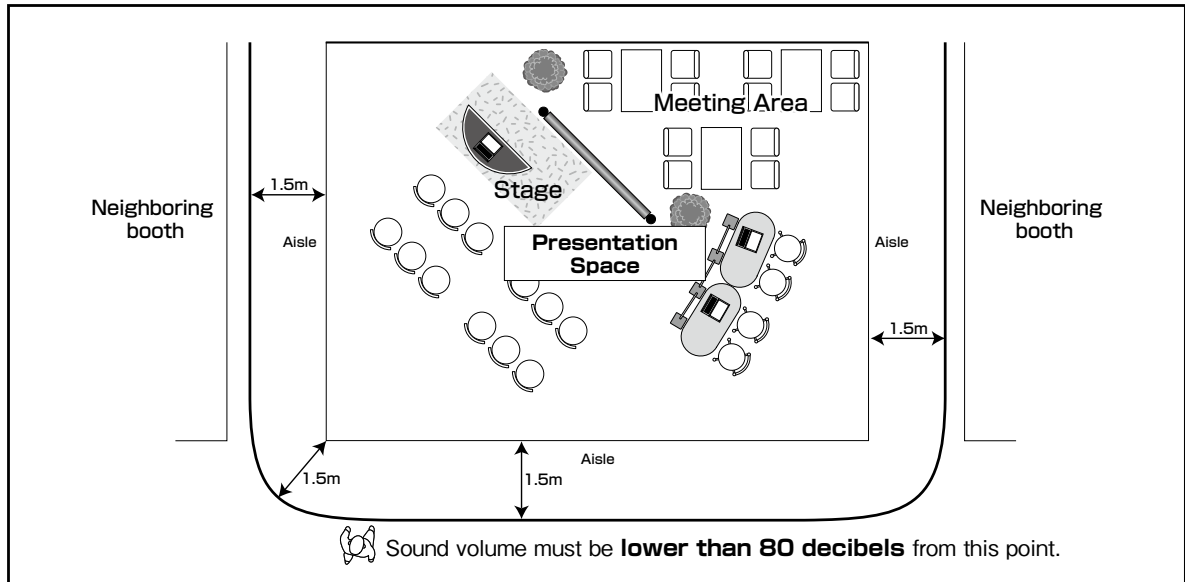
Please note that the exhibitor must take measures to avoid interference between each devices.

Examples: VIVE from HTC Corporation, HoloLensVR from Microsoft Corporation

● Sound Level and Prohibited Activities

- (1) Sound coming from your booth (including presentations, demonstrations, narration, etc.) must be lower than 80 decibels.**

If you hold demonstrations or presentations inside your booth, be sure to keep the volume lower than 80 decibels measured at 1.5 meters away from your booth. Show Management will warn you to turn down the volume if you do not comply with the regulation.



- (2) The following sales activities are prohibited OUTSIDE your booth.**

- Booth attendees (including booth bunnies) handing out giveaways, questionnaires, etc.
- High-pressure sales by booth attendees (including sales representative).

- (3) Leading visitors and advertising in a loud voice is prohibited.**

- (4) Blowing bugles, ringing bells, playing instruments and using other noisemakers (megaphone, etc.) are strictly prohibited.**

*If you go against the regulations above, you may get banned from participating in the show.

II. Move-in/out

● Routes for Move-in/out

The routes for move-in and move-out are indicated on the Vehicle Pass. Please download the Vehicle Pass from Exhibitors Website.

● Cautions for Move-in/out of Exhibits

- 1) For exhibits from abroad, please contact a freight forwarder.
- 2) There is no storage space for empty cases, crates and boxes, and Show Management will not provide any. If you require empty crates/boxes for your move-out, please store them properly. Contact the official forwarding agent (refer to the contractor list in the EXHIBITOR MANUAL –Application Forms–), or your own contractor in advance for storage service (charged).
- 3) It is exhibitor's responsibility to remove or store all crates, boxes and plywood properly. Any crates, boxes and plywood left after the show will be disposed and its cost will be charged to the exhibitor. Note that disposal of large volume wastes costs additional fees. Contact the official contractor, if you request for cleaning service.
- 4) **Illegal parking, especially double/triple parking, is not allowed and is subject to heavy penalty. This applies to all exhibitors as well as contractors. Kindly advise your contractors and staff.**
- 5) If exhibits are delivered to the booth directly by vehicles, please confirm the width of the aisles of the exhibition hall in advance.
- 6) Delivery companies such as DHL, FedEx, OCS, TNT, etc. do not require Exhibitor Badges nor Vehicle Passes. They will receive instructions from security guards for the route to the exhibition halls.
- 7) **Removal of any materials including exhibits/decoration is permitted only after the show. Even partial removal of the booth is strictly prohibited during the show period.**
- 8) Evacuate all exhibits and booth materials during the period of Dismantle and Move-out. Show Management will dispose or remove all the exhibits and booth materials found in the exhibition halls after the period of Dismantle and Move-out ends. Show Management takes no responsibility for any damages or loss arising from the disposal or removal. Please check the Show Schedule for the duration of Dismantle and Move-out. The cost incurred during the disposal or removal may be charged to the exhibitor.
- 9) Specify the time of delivery when sending the parcels and make sure there is a recipient at the booth during the selected timeslot. If you send parcels of exhibits or publication materials directly to the booth, please indicate your booth number, company name and name of the person in charge of the shipping label clearly. Show Management cannot receive nor keep the parcels on your behalf.
- 10) Vehicle Pass
 - "Vehicle Pass" is required for all vehicles to enter the exhibition halls during the move-in/out period. Download the pass via Exhibitors Website.
 - No vehicles are permitted to enter the exhibition halls **during the show period**. Exhibits/catalogues/ brochures, etc. must be hand-carried to the exhibition halls from the hall entrances. In this case, parking lots (charged) are available for unloading.
 - "Vehicle Pass for Priority Move-out" is a vehicle pass for preferential parking in the truck yard on the day of Move-out. Only one per exhibitor. It is for loading the hand-carry items from the booth to the vehicles. (Vehicles are not permitted to enter the exhibition halls for 1 hour after the closing of the exhibition.)

11) Regarding Vehicles Entry to Halls

<For East Halls>

- Vehicles cannot enter the Linkspace area (the area between East Hall 7 and 8).
- The total weight of the vehicle entering the hall (including the cargo) must be less than 45t.

<For West Halls>

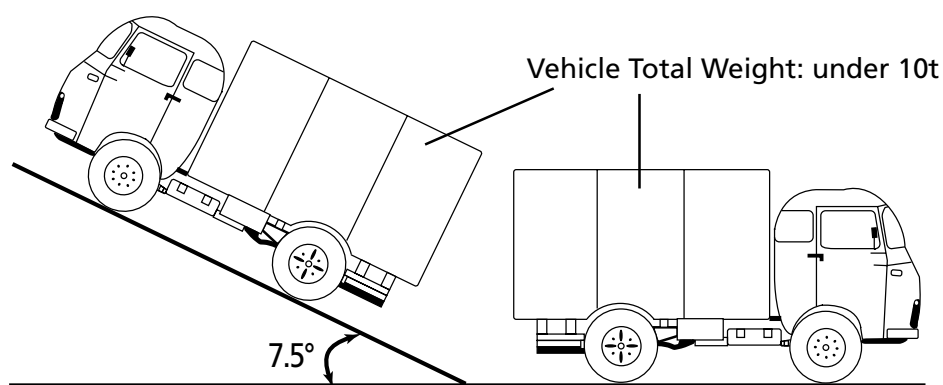
- Vehicles cannot enter the atrium area on the 1F of West Hall.
- The total weight of the vehicle entering West Hall 1-2 (including the cargo) must be less than 45t.
- The total weight of the vehicle entering West Hall 3-4 (including the cargo) must be less than 10t.

<For South Halls>

- The total weight of the vehicle entering South Hall 1-2 (including the cargo) must be less than 45t.
- The total weight of the vehicle entering South Hall 3-4 (including the cargo) must be less than 10t.

<Regarding the slopes to West Hall 4F and South Hall 4F>

- Please check with the following regulations.



West Hall:

Width of Slope 7.2m (one lane 3.6m) / Maximum Angle of Inclination 13.1%

South Hall:

<From 4F to 1F ONLY> Width of Slope 7.2m (one-way) / Maximum Angle of Inclination 16.7%

<From 1F to 4F ONLY> Use the slope of West Hall.

● Procedures about Entry to the Hall

Exhibitor Badge

- Exhibitor Badge is required to enter the exhibition halls during the 3 days of the show. Download the Exchange Form via Exhibitors Website and bring it to the on-site Registration Counter with business card per person.
- No badge is necessary **during move-in and move-out period.**
- Exhibitor badge will be issued by automatic reception system. Please prepare the Exchange Form or QR in advance.

III. Regulations and Applications for Booth Construction

● Regulations and Applications for Booth Construction

For better preparation, please check with the following list to avoid missing any deadlines.

<Must Submit>

For Rental Display System

- ☐ Apply via Exhibitors Website

Click here for Types of Rental Display System

- ☐ Electrical Service Form *If extra lighting is needed

For Booth Decoration with your own contractor

- ☐ Electrical Service Form

<Application (Optional)>

- ☐ Additional Furniture for Rental Display System
- ☐ Rental Furniture
- ☐ PC Rental
- ☐ AV Equipment Rental
- ☐ Floor Construction
- ☐ Water Supply
- ☐ Compressed Air Supply
- ☐ Booth Cleaning Service
- ☐ Handling Fire and Dangerous Materials for Exhibits and Demonstration
- ☐ Carrying-in/Demonstration of Hydrogen
- ☐ Ceiling Construction

Application Forms are available in the EXHIBITOR MANUAL -Application Forms-

● Regulations for Booth Construction

1) **All stands must be furnished with at least decorations below.**

- Carpet
- Back & Side Walls (2.7m-3.6m height)
- Company Name Board

*These decorations are not included in raw space charge.

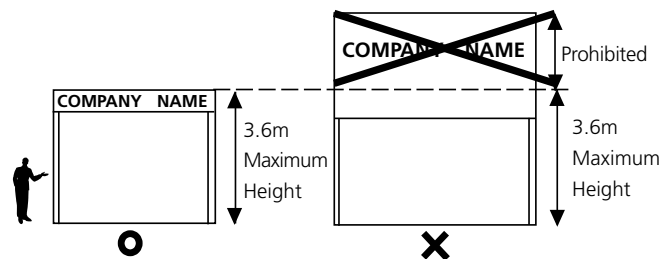
*If the booth is exposed to aisles on all four sides, back and side walls are not needed.

Yet, back wall(s) is(are) needed for the side which is not facing the aisle.

2) **Preparing Table and Chairs for Business Talks**

In response to the strong requests of visitors, at least one set of business table and chairs is required to place in the booth for concrete business negotiations while seated.

3) **The height limit of the stand (including decoration) is 3.6m (without setback). The walls must be built between the adjacent stands and they cannot be lower than 2.7m.**



a) All booth decoration and its associated equipment should be set below the height of 3.6m, including signboards, arches, floating objects (e.g. balloons) and plants for display.

b) If your exhibits are higher than 3.6m, contact Show Management in advance.

4) **Stand construction is confined to the contracted stand space only.** Any signboards, arches, flags, furniture or exhibits should not protrude into the aisles nor extend beyond the contracted space. It is also prohibited to spray any mist outside your booth. The carpet covering your booth should be limited to your contracted space.

This does not apply to:

- booth number plates and other materials distributed by Show Management
- lightings to illuminate Company Name Board

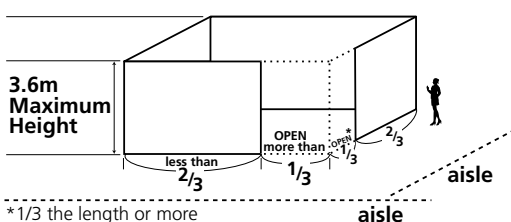
5) If your stand is higher than adjacent stands, you must paint or cover the rear surface of the portion with white wall paper or white panels. When the wall height is different from the adjacent stands, it is prohibited to place any letters including company name facing those stands within 1 meter from the adjacent wall.

6) When constructing a wall within 1 meter from the aisle, the wall **must always be kept open for 1/3 of the length or more on each side.**

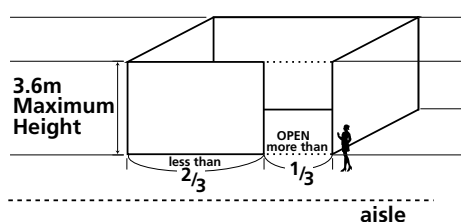
This does not apply to:

- the wall facing the wall/pillar of the venue.
- the side walls of the booth which is located at the outermost of the venue.

Example of a corner booth with 2 open sides

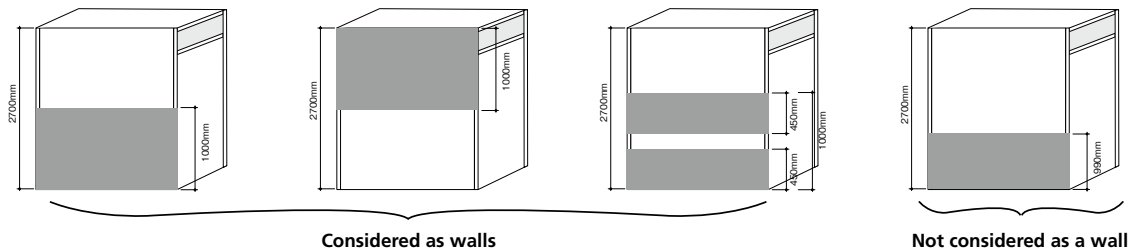


Example of a booth in between booths



III. Regulations and Applications for Booth Construction

When a panel higher than 1m is constructed between the ground and 2.7m height as shown below, it will be considered as a wall. *This does not apply to the part higher than 2.7m.



- 7) Hanging any decorative materials such as banners or wires from the ceiling of the exhibition halls is strictly prohibited.
- 8) If you plan to hold demonstrations or presentations in your booth, leave enough room for your audience to keep their attention inside your booth space.
- 9) **Two-story construction in the stand is strictly prohibited.** This rule applies to all types of construction including storage/stockroom, information counter, business meeting rooms, waiting rooms, etc. Construction of bridge or any kind of archway is also prohibited.
- 10) Carpet in the stand may only be laid using weak double-sided adhesive tape. Using glues or adhesive bonds is prohibited.
- 11) Any decorations or exhibits must not obstruct firefighting equipment and facilities, such as fire extinguishers, fire hydrants, sprinklers, emergency bells, emergency exit signs, etc. Also, exhibits should not be left unattended in these areas. Contact Show Management for the location of firefighting equipment.
- 12) If the vehicle for display meets all of the following conditions, it may be considered as ceiling construction.
Please contact Show Management in advance.
 - Above mid-size vehicle (conforming to Japanese Standard)
 - Vehicle with ceiling
 - People will get in or out of the vehicle during the exhibition
- 13) Ceiling construction and shielding curtains are prohibited in principle. Any exhibitors planning to have a ceiling construction or shielding curtains are required to submit application for ceiling construction.
- 14) If your booth is located near the shutter, strengthen the booth structure in order to prevent any damages from strong wind.
Contact Show Management for inquiries regarding the distance between your booth and shutter.

● **Inquiries Regarding PIT Plan**

1. Request for PIT Plan

Contact: Person in Charge of PIT Plan, RX Japan
E-mail: pit.jp@rxglobal.com

2. Required Information

Please send the following information by e-mail.

- a) Exhibition: Show Title, Exhibition Venue
- b) Booth: Booth Number, Exhibitor Name
- c) Contact: Company Name, Person in charge, E-mail Address

3. Notice

- 1) PIT plan is available from 2 months before the exhibition. PIT plan is not ready for earlier inquiries.
- 2) PIT plan will be sent within 3 working days.
- 3) If you wish to install anchors or conduct floor construction, please refer to the page of "Floor Construction Regulations" and submit the application form required.

● Fire Regulations

Local fire officials will carry out inspections of the exhibition halls during move-in and show period. Fire officials have **final authority** on all safety and fire regulations, and have a right to order exhibitors **to remove any materials or to dismantle a booth if they do not comply with the fire regulations**.

Tokyo Big Sight is designated as a fireproof building, according to the eighth article of the fire laws. Therefore, please use anti-flammable decorations at the exhibition.

1) Panels for booth construction

Panels or any wall materials i.e. plywood board and printed plywood board, used for booth construction or for other furniture including decorations and reception counters, are required to be soaked in an anti-flammable liquid in advance and should be labeled as anti-flammable accordingly. Application of anti-flammable spray onsite will not be accepted as a proper procedure.

2) The use of fireproof materials

(I) Materials which have to be anti-flammable

- Accordion curtains or screens made of cloth, used for partition
- Hanging materials made of cloth, used for decoration on the wall
- Blinds made of cloth
- Curtains (all kinds of cloth curtains, drapes and blackout curtains, etc.)
- Screens for projectors
- Carpets, artificial lawns, mats
- Sheets

(II) Fireproof materials

- Nonflammable materials, prescribed in Article 2-9 of the Building Standard Act
- Quasi-nonflammable materials, prescribed in Article 1-5 of the Order for Enforcement of the Building Standard Act
- Plywood which is considered as a flame-retardant material, prescribed in Article 1-6 of the Order for Enforcement of the Building Standard Act

3) Anti-flammable label for each fireproof material

- The label must be attached at the most visible place.
- The label must be properly attached on the materials so that it does not come off easily.

4) Materials without fireproof capacity

Refrain from using plastic materials such as artificial flowers, urethane, acetate fiber, polyester, coolite or isolite, acrylic, nylon, etc. It is hard to apply fireproof finish to these materials.

5) Use of materials with domestic anti-flammable labels

- Foreign goods under the flame retardancy requirement, described as in 1) and 2) above, must have domestic anti-flammable labels in order to meet the domestic regulations.
- Foreign goods without anti-flammable labels must have the authorization from the Japanese qualifying activity.

6) Any actions that cause fire

Gas welding and any actions that cause fire are strictly prohibited unless pre-approved by Show Management. Please note that you must contact Show Management in advance, and must have a fire extinguisher in your booth when you use fire.

● Notes and Precautions

- 1) Due to the actual location of electrical pit in the venue, the electric cable may not be possible to be arranged to an unnoticeable location inside the booth. Contact the official contractor to confirm the location of electric mainline in advance before designing your booth.
- 2) Vehicles may be restricted temporarily from entering the exhibition halls for purpose of safety and adjustments. Please also note that vehicles may be required to wait outside.
- 3) Exhibitors must not damage or alter in any way the exhibition facilities, including electrical lines, lights, water facilities, stand decorations or exhibits of other exhibitors. In case of damage, exhibitors must return any damaged objects to their original state regardless of any reasons.
- 4) It is not allowed to paint directly on the pillars, or stick posters with adhesives or adhesive tapes. Building panels around the pillar or covering it with cloth without using adhesives are permitted. There may be fire extinguishers by the pillar. In such cases, please be sure they are not covered or hid away. For details, please contact Show Management in advance.
- 5) In case of using a drum-type cord reel, be sure to pull the wound cord completely off from the reel.
- 6) Booth construction and demolishing should be done inside your contracted space. No material is allowed to be left in the aisle or other space.
- 7) Redecorating your booth during the show period is prohibited.
- 8) There is no storage space in the exhibition halls. Prepare stock space in your own booth if necessary.

● Removal of Trash

Exhibitors are responsible for the removal of all trash. Any items including catalogues, books, etc. remaining in stands will be regarded as trash, and exhibitors will be charged for its removal. Contact the official contractor (refer to the list in the EXHIBITOR MANUAL –Application Forms–), if you request for cleaning service.

● No Smoking

Smoking in the exhibition halls, including inside your own booth, is strictly prohibited.

*About the Use of Personal Information

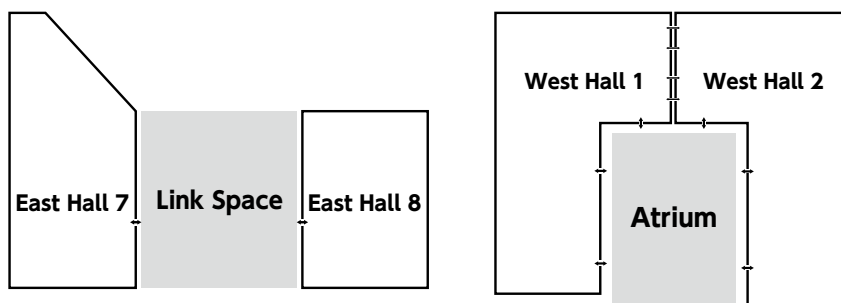
We are taking the utmost care with personal information. Please visit the following URL to see our company policy. <https://privacy.rxglobal.com/>

● Floor Construction Regulations

1. Installation of Hole-in Anchors

- 1) Anchor bolts installed without application may be charged. If you wish to change the number of anchor bolts (including not to install any) after your application, please submit the application again by noon on the day before the show. No change is accepted after the exhibition.
- 2) Exhibitors planning to install hole-in anchors should submit a detailed drawing of the booth construction, including the number and location of anchors. The hole-in anchor should not be deeper than 60mm and wider than 16mm in diameter, as shown in the images below.
- 3) Actions listed below are strictly prohibited. In case of violation, the exhibitor will be charged for restoration after the show.
 - a) Installing hole-in anchors onto pit covers
 - b) Using materials other than hole-in anchors (concrete screws, nails, etc.)
 - c) Using strong adhesive tape that damages the original state of the floor
 - d) Coloring the floor
 - e) Installing anchors within 200mm from the edge of the pit
 - f) Using inside screw type anchor bolt
 - g) Using anchor bolts other than "Strike Anchors"
 - h) Installing hole-in anchor at Atrium and Linkspace

*Other kinds of anchor bolts including "Drop-in Anchors", "Cut Anchors" and "Sleeve Anchors" are NOT acceptable.

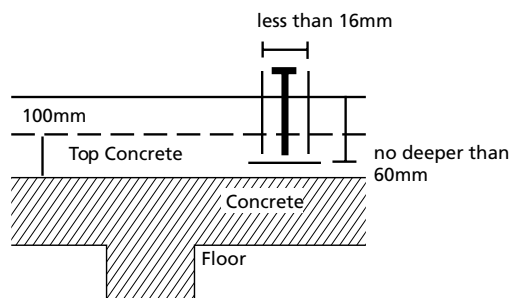


2. Restorations to the Original State

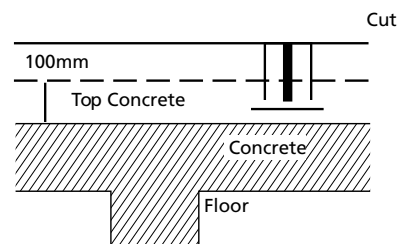
If the hole-in anchors protrude from the floor surface, instead of pulling them out, be sure to cut them off in order to restore the floor to its flat state. It is prohibited to drive hole-in anchors into the concrete with a hammer nor cutting them off with gas.

If such are found, including damaging the floor, the exhibitor will be charged for restoration after the show.

■ Hole-in Anchor Installation



■ Restoration



3. Requests for PIT Plan

Please refer to the page of "Inquiries Regarding PIT Plan" and contact RX Japan for PIT Plan.

● Electricity

Please submit the application for electrical service in your booth.

In case of using the Rental Display System, it is not required to submit this form.

If you need extra lighting for Rental Display System, please submit application.

● Water Supply

Specification *All prices include 10% consumption tax.

< WATER SUPPLY >

Standard Inlet: 1/2 " or 3/4 "

Standard Outlet: 3/4 " to 2 "

Hydraulic Pressure: under 0.2MPa – 0.3MPa

Cost: JPY 93,500/unit for construction

*Including maintenance fee but excluding connecting charge to your equipment

JPY 941/cubic meter for use of water

< SUPPLY HOURS >

The 2nd day of move-in noon - 10:00pm

The 1st day of the show 8:00am - the end of the show

The 2nd day of the show 8:30am - the end of the show

The last day of the show 8:30am - the end of the show

*Contact the official contractor directly for early/late water supply or any other inquiries.

● Compressed Air Supply

Specification *All prices include 10% consumption tax.

<AIR PLUMBING>

Standard Air Lines: 1/2 " or 3/4 "

Standard Air Supply: 0.5MPa – 0.75MPa, 300 liter/min.

Exceeding in 300 liter: JPY 11,000/100 liter

Cost: JPY 93,500/unit

*Including maintenance fee but excluding connecting charge to your equipment

< SUPPLY HOURS >

The 2nd day of move-in noon - 10:00pm

The 1st day of the show 8:00am - the end of the show

The 2nd day of the show 8:30am - the end of the show

The last day of the show 8:30am - the end of the show

*Contact the official contractor directly for early/late air supply or any other inquiries.

● Handling Fire and Dangerous Materials for Exhibits and Demonstration

1. Application to Fire Department

- According to the Fire Service Act, the following acts are prohibited in the exhibition halls.
 - Use of fire
 - Carrying in hydrogen and demonstration of products using hydrogen*
 - Demonstration generating flames or sparks

Special permission from the Fire Department is required if you wish to carry out any of the above acts. Please submit the application form before the stated deadline. Any applications made after the deadline will not be guaranteed.

*For carrying in hydrogen, demonstration using hydrogen or generating flames or sparks, additional documents certifying safety issued by authorised bodies are required. Please submit the application form as soon as possible.
- Inspections will be conducted during the move-in and exhibition period by the Fire Department. Please be aware that if there are any violations to fire regulations such as handling dangerous goods without application or incomplete construction, you will be ordered to remove them. In addition, application submitted after the deadline may not be approved by the Fire Department. Show Management will handle all applications to the Fire Department.
- Prepare 3 copies of booth layout indicating the position of equipment, a catalogue of the equipment, a schedule of demonstration, a calculation report of consumption and quantity of heat released and a material safety data sheet (SDS/MSDS) for application.
- If you do not receive any replies within a week after your application, please contact the official contractor.

2. Guidelines for Application of the Use of Fire

About equipment which involve the use of fire

Only the minimum amount required for exhibiting and demonstration is allowed. If you wish to use fire, permission from the Head of Fire Department is required. Please follow the regulations below in respect of heat consumption and installation.

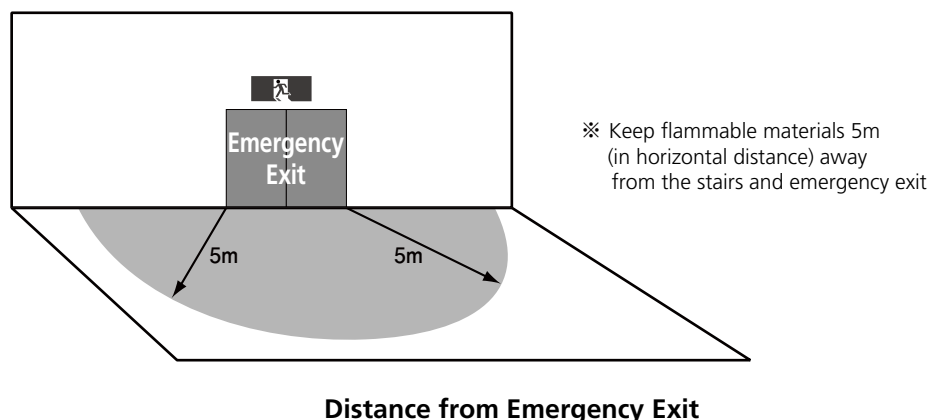
(I) Use of Gas Facilities

If you wish to use gas, please consult with Tokyo Big Sight in advance for construction and management.

In principle, the combined use of LPG and Town Gas is not possible at the same exhibition hall.

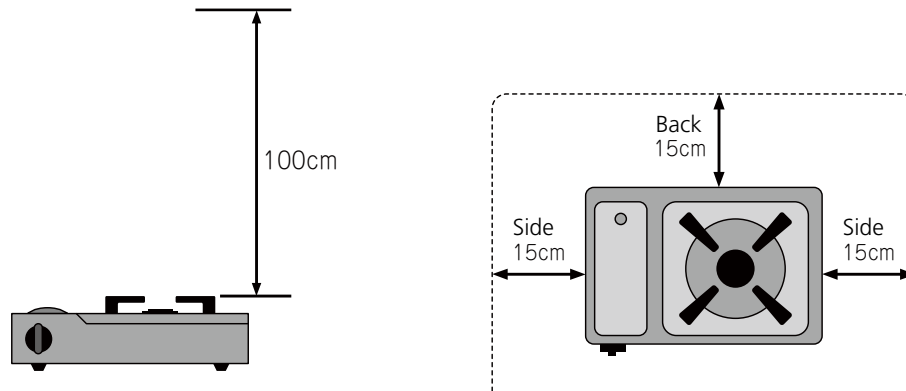
(II) Position of Installation

- 1) For prevention of fire, flammable materials should be kept away from the stairs and emergency exits (refer to the figure below).



- 2) For using cassette stove, flammable materials should not be placed 100cm above and 15cm next to the equipment using fire (refer to the figures below). If it is not possible to leave 15cm space, separate the equipment with fireproof materials from the surroundings. In this case, the equipment should not be attached to the partition wall.

e.g. Distance between the equipment and fireproof materials varies depends on the types of equipment. Please follow the instructions from Fire Department.



e.g. Distance from the Equipment Using Fire

(III) Safety Measures

Please install the equipment using fire (including electric fryer) with measures to prevent any falls during earthquake and outbreak of fire.

- 1) The equipment should be placed at a fixed position which does not easily fall and get damaged due to earthquake or other vibrations of the floor.
- 2) Equipment using gas as fuel should be installed with a device of gas outage due to earthquake or other vibrations of the floor.
- 3) Equipment using gas as fuel must have a gas-leak alarm.
- 4) 1 or more fire extinguisher(s) should be placed in each regular booth (2 capacity unit or above).
- 5) The person in charge of operating the equipment should be at the booth all the time.
- 6) The equipment should be placed at a fixed position that cannot be moved easily by fixing with stopper or lever.
- 7) In order to prevent the sudden rise of temperature of boiling oil, the kitchen equipment for deep-fried food should be installed with a device that shuts down the heat source automatically.

3. Guidelines for Application of the Use of Naked Flame

- (I) Naked Flame includes (a) materials which generate flames or sparks with the usage of gaseous, liquid and solid fuels, and equipment which its heating part is exposed, (b) equipment using electricity which its heating part is burning red visibly (hotplate, hair dryer and oven is not included), and the heating part exposed may ignite when flammable materials meet the heating part (surface temperature is 400°C or above). Using equipment generates fire is also considered as naked flame.
- (II) The position and structure of the equipment using naked flame should comply with the safety standards of the related regulations. It also has to fulfill the following requirements and restrict to the minimum amount needed. Candles or alcohol lamps as decorations are not permitted.

a) Unit of Usage

- For fire prevention, the total heat consumption of gas in each hall has to be under 525kW (regardless of the number of equipment). However, if it exceeds 525kW, the time for the gas use will be limited to keep the total heat consumption under 525kW. If you wish to use gas, please consult with Tokyo Big Sight in advance.
- Equipment using fire should be limited to the minimum amount needed for demonstration in the same booth.

b) Position

- Ensure a safe distance from the surrounding flammable materials in order to prevent fire.
- Ensure a distance of 5m or more from entrance or exit, stairs, dangerous goods and other flammable materials.
- Keep the equipment away from the place where the flammable materials may fall down.

c) Safety Measures

- Assign a person in charge of supervision and inspection after use.
- Instruct the staffs for monitoring and firefighting.
- Take measures to ensure the user can extinguish the naked flame easily.
- Place fire extinguisher in each regular booth using naked flame (2 capacity unit or above).
- Select the equipment using fire which is defined and safe in performance.
- Install a fuse cock or gas-leak alarm in the equipment using gas.
- Use metal gas piping and fix to the floor by jointing with screw and flange or welding.
- Use cartridges as the container of LPG (e.g. cassette stove).
- Use pipe to emit the exhaust gas outside the exhibition hall.
- Use fireproof materials to prevent the dispersion of sparkles.
- Restrict to the minimum amount of liquid fuel needed and refrain from refueling during the period of exhibition.
- Restrict to the minimum amount of solid fuel needed for equipment used during demonstration only.
- Take measures to protect the visitors from potential dangers of naked flame.

4. Guidelines for Application of Handling Dangerous Goods

(I) Types of Dangerous Goods

- Dangerous goods include flammable liquid, oxidizing solid and liquid (e.g. gasoline and diesel fuel) according to the Fire Service Act.
- Designated flammable goods include flammable liquid and flammable solid under the Fire Prevention Ordinance (Article No. 65 in Tokyo Metropolitan Ordinance).
- Flammable gas which is difficult to be liquefied (e.g. propane, acetylene gas, ammonia gas, hydrogen) prescribed in the General High Pressure Security Regulations.
- Gunpowder, pyrotechnics and toy fireworks prescribed in the Explosives Control Law.

(II) Items that application is not required

Application is not needed for the following items if the amount is restricted to the minimum as needed.

- Exhibit stored in a closed container for display only.
- Fuel or lubricant used in the tank of the vehicle for display only.
- Lubricant used in the motors and hydraulic machines for display.
- Oil for cooking and greasing the frying pan. (Deep-frying is not included.)

*The Fire Service Act and the Fire Prevention Ordinance is also applied when the total amount exceeds the prescribed amount even if it is exempted from dangerous goods.

(III) Installation and Safety Measures

- Assign a person in charge for supervision and inspection after use.
- Place ABC dry chemical fire extinguisher (10lb or above) at the booth.
- Install device to emit the flammable steam outside the exhibition hall.
- Use fireproof materials to prevent the dispersion of flammable liquid.
- Avoid placing the dangerous goods together if they may get ignited easily.
- Refrain from refilling the liquid dangerous goods during the period of exhibition.
- Store the dangerous good in a closed container and keep it separated from the other goods.
- Follow the instructions of the Fire Department regarding the agreement of storing dangerous goods.

5. Demonstration of Drones and Robots with Lithium-ion Battery Installed

Application of Handling Dangerous Materials is required if you wish to carry out demonstration of any devices with lithium-ion battery. Application is needed for charging of the devices.

eg. Demonstration of drones

Demonstration of robots or smart mobilities

Demonstration of charging rechargeable batteries for emergency use

However, application for static demonstrations without energizing or charging process is not required.

Application of demonstrations of the following objects is not necessary.

- Light items always carried with (e.g. smart phones or laptops)
- Exhibits storing in a closed container which is for display only
- Machines operating by batteries which are not considered as dangerous goods

If you are not sure if application is necessary, please consult with the official contractor in advance.

6. Vehicle Display

Application is not required for static demonstrations without energizing or charging process. Minimize the amount of fuel inside the vehicle.

Please submit an application for demonstration of the following actions.

- Energizing or charging electric car, hydrogen-fueled car
- Turning on engine of the vehicles

Please remind that turning on engine of gasoline vehicles or diesel vehicles is not allowed.

● Carrying-in/Demonstration of Hydrogen

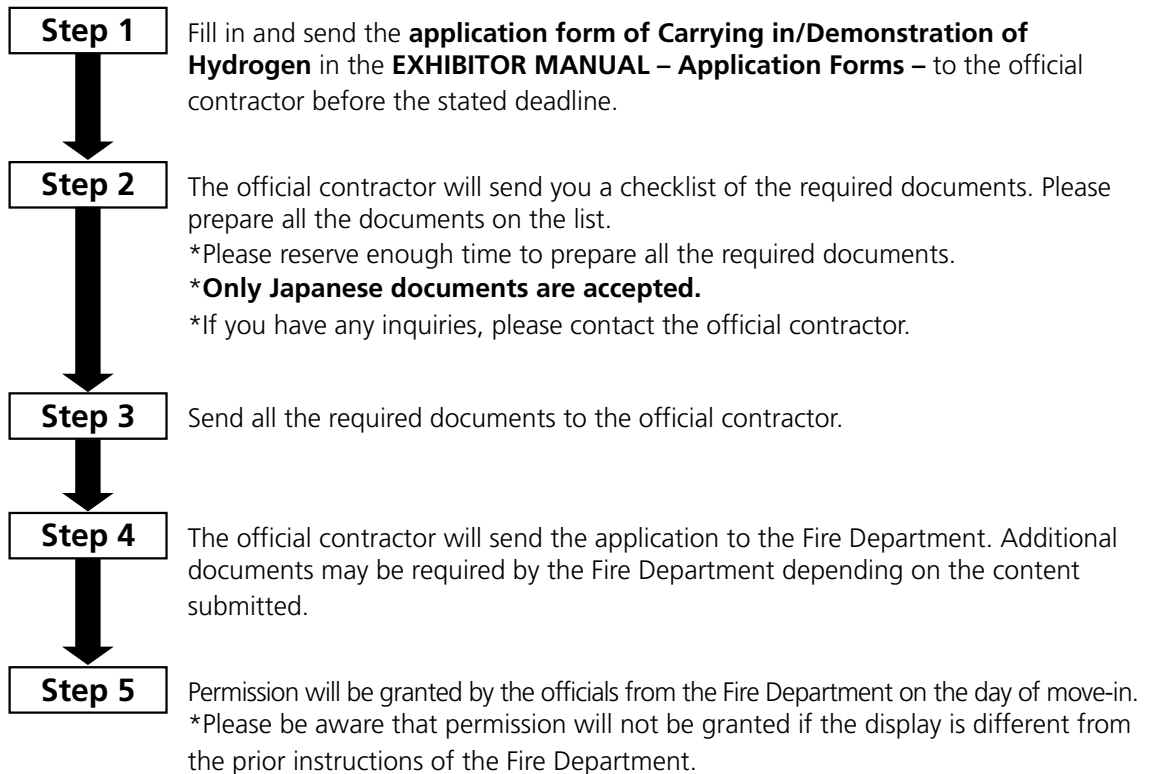
Carrying in hydrogen and demonstration of products using hydrogen are prohibited in the exhibition halls. However, it is permitted if it fulfills the requirements of the fire regulations.

The deadline of the application is earlier than the past years according to the instructions of the Fire Department.

Please submit the application form to the official contractor before the stated deadline. Any applications made after the deadline will not be guaranteed.

*If you do not receive any replies within a week after your application, please contact the official contractor.

1. Application Procedures



2. Caution

- (1) Application is required for carrying in hydrogen storage alloy according to the instructions of the Fire Department.
- (2) Only the minimum amount of hydrogen for daily usage is permitted for carrying in to the exhibition hall. Replenishment of hydrogen during the show period is not permitted.
- (3) Place fire extinguisher at the booth.
- (4) The person in charge for safety should be at the booth all the time, including the move-in period.
- (5) Only products approved in Japan are allowed to use in demonstrations.
- (6) Inspections will be conducted strictly based on the Fire Prevention Ordinance.
- (7) Demonstrations may not be permitted if there is any incomplete document for application.

*Application of demonstrations of generating hydrogen (electrolysis or hydrogen generator), such as hydrogen water server, hydrogen inhaler or beauty products is not necessary.
Such demonstrations in a closed environment that are enclosed by walls or ceilings are prohibited.

If you are not sure if application is necessary, please consult with the official contractor in advance.

● Ceiling Structure

1. Items which application is not required

(I) For East Halls and South 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).

(II) For West Halls Only

- a. Louver and net (both should open for more than 70%)
- b. 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. (II) a. 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.

● Protection of Industrial Property Rights

1. The exhibitor is responsible for the protection of industrial property rights (patents, utility model rights, design rights and trademarks) of the products to be displayed at the exhibition. The exhibitor must take necessary actions such as patent applications, prior to participating in the exhibition.
2. The organisers of the exhibition are not responsible for protection of industrial property rights on exhibits.

● About the Use of Personal Information

1. Show Management may release exhibitors' contact information on their behalf in the event that a global media service requests it for reporting on the tradeshow or one of Show Management's designated partner companies requests it for administrative matters related to exhibiting. Those not wishing to take advantage of this service are advised to contact Show Management.
2. We are taking the utmost care with personal information. Please visit the following URL to see our company policy. <https://privacy.rxglobal.com/>

Details of Rental Display System

Wall panels, carpet, electricity, lights and furniture will not be included in the raw space. If you are not going to build a custom-made booth, you are recommended to use the rental display system.

● Handover of the Rental Display System

Rental Display System will be ready by 10:00am on the second day of move in.

● Types of Rental Display System

- Refer to the following pages for the types and prices of rental display system.
- A corner booth will have company name board(s) instead of wall panels on the side(s) facing the aisle(s).

● Notes

*The prices below include 10% consumption tax.

- The booth must be returned to its original condition of the rental display system.
- Any decorations to the walls and display tables that cannot be restored to their original conditions are prohibited, such as making holes with nails, screws and thumbtacks, painting on panels, leaving any posters or notices, and using tapes with strong adhesion. (Repairing cost will be charged for such acts, e.g., JPY 21,450/panel for back and side walls.)
- Items in the rental display system cannot be replaced nor exchanged with other items. They can be removed but the charges will not be reduced.
- On-site order of furniture that was cancelled via the advance application will be considered as an additional order. You will be charged for the full cost of items ordered on site. (e.g. Ordering reception counter again which was once cancelled via the advance application)
- Changing the height of the display tables on site will cause an additional charge of JPY 11,000.
- Changing the form of display tables on site, such as connecting and detaching multiple tables, will result in an additional charge of JPY 5,500 per 30min to the exhibitor. Please request in advance.
- If you have any request on the booth layout, please send your booth layout to the official contractor.
- 100% of the total price (consumption tax included) will be charged if any cancellation of Rental Display System after a month before the first day of show occurs.

Detail & Price

Type A

1 Regular booth (6m x 2.7m)



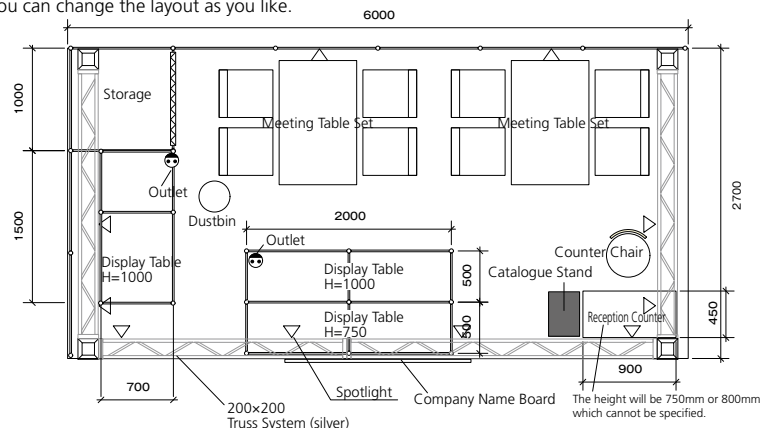
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< Option Service Signboard for Exhibit Highlights >

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*You can change the layout as you like.



JPY 580,000*

*10% consumption tax will be charged.

Type A / 1 Regular booth includes:

1	Back & Side Walls	H2700 Color: White / Gray / Blue / Navy / Black / Green / Red
2	Company Name Board	W1800 × H400 (both ends acute-angled) Color: White / Gray / Blue / Navy / Black / Red / Green / Vivid Green / Yellow / Pink
3	Company Name Letters	Font: Gothic script Color: White / Black / Blue / Navy / Green / Red / Yellow The number of letters is unlimited (The size depends on the number of letters you register).
4	Needle Punch Carpet	Color: Blue / Navy / Cream / Green / Gray / Red / Orange / Brown
5	Electricity/Lights	Spotlight (100W) × 10, Outlet (100V up to 500W) × 2 Mainline power (100V up to 2kW) is included.
6	Furniture	Meeting Table Set × 2 (Table × 2, Chair × 8), *Prepare at least one set of business table and chairs in your booth. Reception Counter × 1, Counter Chair × 1, Catalogue Stand (12 shelves) × 1, Dustbin × 1
7	Display Table (with storage)	1. (W1500 × D700 × H1000 or H750) × 1 *The color of the side of display tables is same as the walls. *Splittable to W1000 / W500 when requested beforehand. 2. 2-level type × 1 (Front: W2000 × D500 × H750 + Back: W2000 × D500 × H1000) *The color of the side of display tables is same as the walls. *Splittable by front and back / into W1000 when requested beforehand.

(unit: mm)

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Signboard for Exhibit Highlights

Signboard (two-line): W1800 × H450 JPY 7,000*/signboard

Signboard (one-line): W1800 × H300 JPY 5,000*/signboard

*Exhibitor have to make own exhibit highlights phrase for the application.

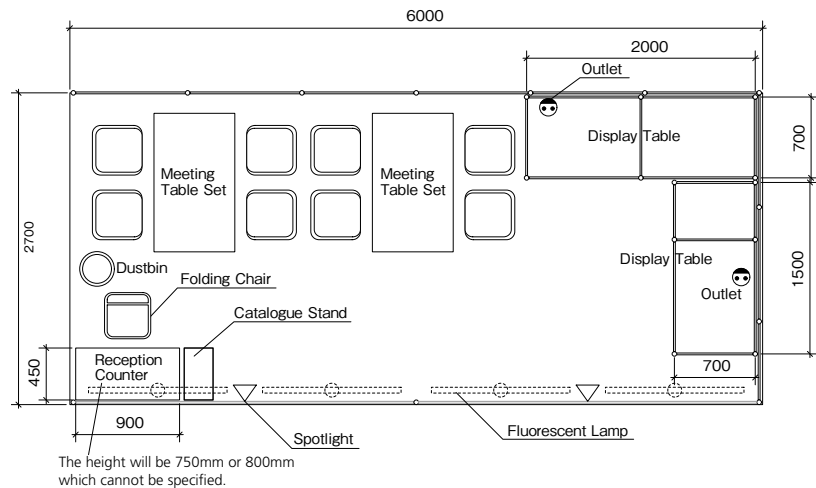
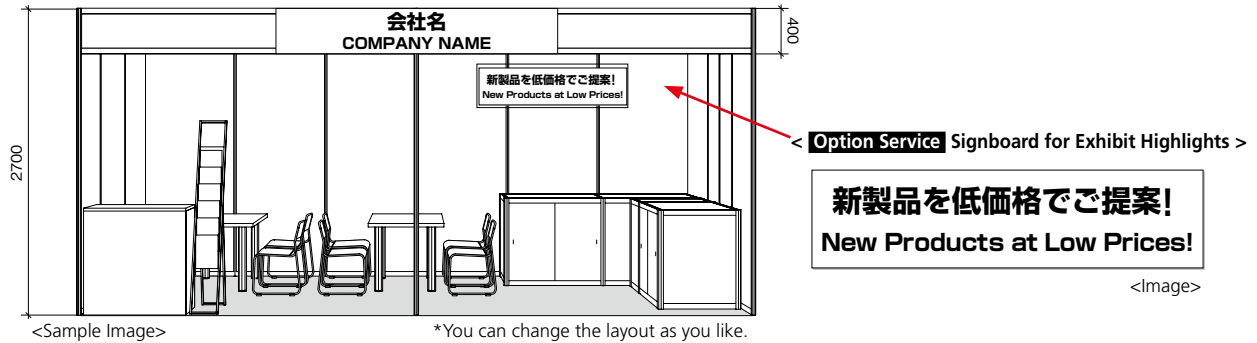
*Please contact Show Management if you need Japanese translation.

*Phrases not related to exhibit highlights, such as company names, will not be accepted.

*10% consumption tax will be charged.

Type B

1 Regular booth (6m x 2.7m)



Type B / 1 Regular booth includes:

JPY 440,000*

*10% consumption tax will be charged.

1	Back & Side Walls	H2700 Color: White
2	Company Name Board	W2400 × H400 Styrene Board Color: White / Blue / Black / Red / Navy
3	Company Name Letters	Font: Gothic script Black when Company Name Board is White White when Company Name Board is Blue / Black / Red / Navy The number of letters is unlimited (The size depends on the number of letters you register).
4	Needle Punch Carpet	Color: Gray / Red / Blue / Ivory / Charcoal
5	Electricity/Lights	Spotlight (100W) × 2, Fluorescent Lamp (40W) × 4, Outlet (100V up to 780W) × 2, Mainline power (100V up to 2kW) is included.
6	Furniture	Meeting Table Set × 2 (Table × 2, Chair × 8), *Prepare at least one set of business table and chairs in your booth. Reception Counter × 1, Folding Chair × 1, Catalogue Stand (12 shelves) × 1, Dustbin × 1
7	Display Table (with storage)	(W2000 × D700) × 1 *Choose H1000 or H750. Splittable by W1000 when requested beforehand. (W1500 × D700) × 1 *Choose H1000 or H750. Splittable into W1000 and W500 when requested beforehand.

(unit: mm)

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Signboard for Exhibit Highlights

Signboard (two-line): W1800 × H450 JPY 7,000*/signboard

Signboard (one-line): W1800 × H300 JPY 5,000*/signboard

*Exhibitor have to make own exhibit highlights phrase for the application.

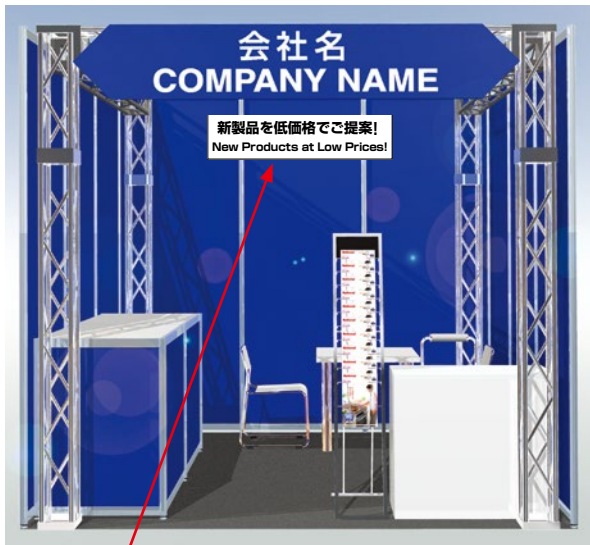
*Please contact Show Management if you need Japanese translation.

*Phrases not related to exhibit highlights, such as company names, will not be accepted.

*10% consumption tax will be charged.

Type A

Mini booth (3m × 2.7m)

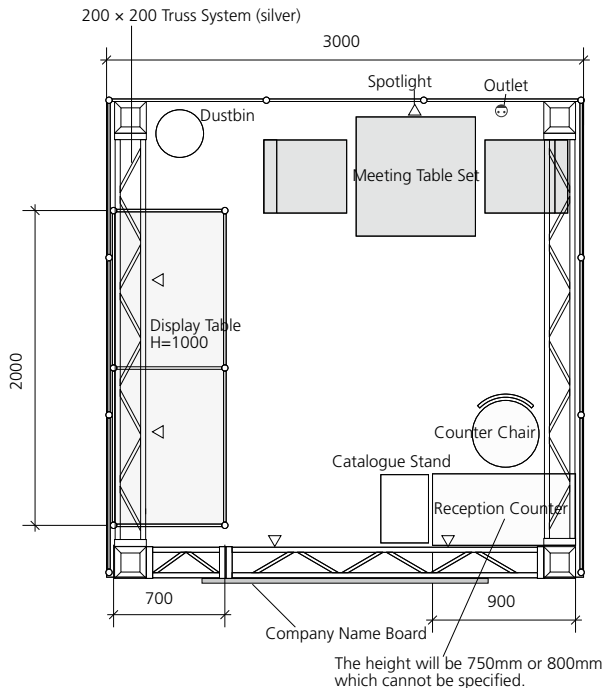


*You can change the layout as you like.

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JPY 290,000*

*10% consumption tax will be charged.

Type A / Mini booth includes:

1	Back & Side Walls	H2700 Color: White / Gray / Blue / Navy / Black / Green / Red
2	Company Name Board	W1800 × H400 (both ends acute-angled) Color: White / Gray / Blue / Navy / Black / Red / Green / Vivid Green / Yellow / Pink
3	Company Name Letters	Font: Gothic script Color: White / Black / Blue / Navy / Green / Red / Yellow The number of letters is unlimited (The size depends on the number of letters you register).
4	Needle Punch Carpet	Color: Blue / Navy / Cream / Green / Gray / Red / Orange / Brown
5	Electricity/Lights	Spotlight (100W) × 5, Outlet (100V up to 500W) × 1 Mainline power (100V up to 1kW) is included.
6	Furniture	Meeting Table Set × 1 (Table × 1, Chair × 2) *Business table and chairs are required to set in your booth. Reception Counter × 1, Counter Chair × 1, Catalogue Stand (12 shelves) × 1, Dustbin × 1
7	Display Table (with storage)	(W2000 × D700) × 1 *Choose H1000 or H750. Splittable by W1000 when requested beforehand. *Color: Same color as your Back & Side Walls (except tabletop)

(unit: mm)

< Option Service >

Signboard for Exhibit Highlights

Signboard (two-line): W1800 × H450 JPY 7,000*/signboard

Signboard (one-line): W1800 × H300 JPY 5,000*/signboard

*Exhibitor have to make own exhibit highlights phrase for the application.

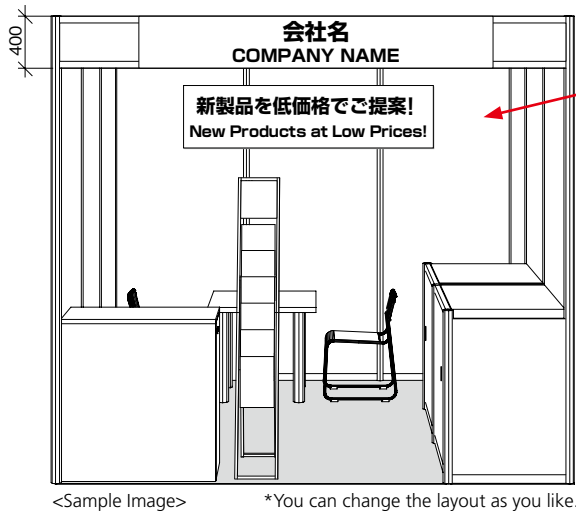
*Please contact Show Management if you need Japanese translation.

*Phrases not related to exhibit highlights, such as company names, will not be accepted.

*10% consumption tax will be charged.

Type B

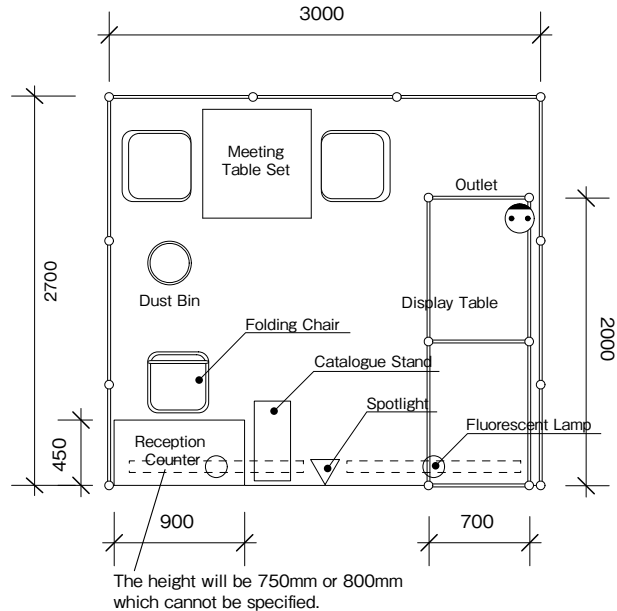
Mini booth (3m x 2.7m)



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<Image>



Type B / Mini booth includes:

JPY 220,000*

*10% consumption tax will be charged.

1	Back & Side Walls	H2700 Color: White
2	Company Name Board	W2400 × H400 Styrene Board Color: White / Blue / Black / Red / Navy
3	Company Name Letters	Font: Gothic script Black when Company Name Board is White White when Company Name Board is Blue / Black / Red / Navy The number of letters is unlimited (The size depends on the number of letters you register).
4	Needle Punch Carpet	Color: Gray / Red / Blue / Ivory / Charcoal
5	Electricity/Lights	Spotlight (100W) × 1, Fluorescent Lamp (40W) × 2, Outlet (100V up to 780W) × 1, Mainline power (100V up to 1kW) is included.
6	Furniture	Meeting Table Set × 1 (Table × 1, Chair × 2), *Business table and chairs are required to set in your booth. Reception Counter × 1, Folding Chair × 1, Dustbin × 1, Catalogue Stand (12 shelves) × 1
7	Display Table (with storage)	(W2000 × D700) × 1 *Choose H1000 or H750. Splittable by W1000 when requested beforehand.

(unit: mm)

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Signboard for Exhibit Highlights

Signboard (two-line): W1800 × H450 JPY 7,000*/signboard

Signboard (one-line): W1800 × H300 JPY 5,000*/signboard

*Exhibitor have to make own exhibit highlights phrase for the application.

*Please contact Show Management if you need Japanese translation.

*Phrases not related to exhibit highlights, such as company names, will not be accepted.

*10% consumption tax will be charged.