

# **EXHIBITOR MANUAL**

## **– Application Forms –**

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

**Built by**



In the business of  
building businesses

**Dates: June 28 (Wed) – 30 (Fri), 2023**

**Venue: Tokyo Big Sight, Japan**

**Organised by: RX Japan Ltd.**

## LIST OF OFFICIAL CONTRACTORS

\*These companies are optional. Other companies are also available at your convenience.

### <Applications for Booth Construction / Preparation>

#### Application for Rental Display System

Access <https://content-xrmt2023-jun.tems-system.com/system?lang=en>

Click "Booth Construction" and register.

**DEADLINE :**  
**May 19 (Fri)**

#### Electricity

**SUZUKI DENKI Co., Ltd.**

2-12-5, Hanakawado, Taito-ku, Tokyo 111-0033, Japan

Contact: Ms. Arai / Mr. Toda

TEL: +81-3-3842-8201

E-mail: content-tokyo@suzukidenki.co.jp



**DEADLINE :**  
**May 19 (Fri)**

#### Rental Display System / Additional Furniture for Rental Display System / Consultation about Booth Decoration

**Fujiya Co., Ltd.**

3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan

Contact: Ms. Matsuda

TEL: +81-3-3533-5228

E-mail: con-e2023@fujiya-net.co.jp



**DEADLINE :**  
**May 19 (Fri)**

#### Rental Furniture

**AZ Scene Corp.**

10-8, Yochomachi, Shinjuku-ku, Tokyo 162-0055, Japan

Contact: Ms. Shoko Tamada

E-mail: overseas@azscene.co.jp

URL: <http://www.azscene.co.jp/eng>

Please contact us by E-mail.



**DEADLINE :**  
**Jun. 16 (Fri)**

#### PC Rental

**Kissei Comtec Co., Ltd.**

Otsuka S&S Bldg., 3-32-1 Minami-Otsuka, Toshima-ku, Tokyo 170-0005, Japan

Contact: Mr. Kishi

TEL: +81-3-6709-2440

E-mail: intl-rxj@network.kcrent.jp



**DEADLINE :**  
**Jun. 9 (Fri)**

#### AV Equipment Rental

**Edith Grove Co., Ltd.**

5F Marusada Ariake Bldg., 2-14-4 Shinonome, Koto-ku, Tokyo 135-0062, Japan

Contact: Ms. Linnea Wahlund

TEL: +81-3-5500-5362

E-mail: avrental@edithgrove.co.jp

URL: [http://www.edithgrove.co.jp/index\\_english.html](http://www.edithgrove.co.jp/index_english.html)



**DEADLINE :**  
**Jun. 2 (Fri)**

#### Floor Construction

**Fujiya Co., Ltd.**

3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan

Contact: Ms. Matsuda

TEL: +81-3-3533-5228

E-mail: con-e2023@fujiya-net.co.jp



**DEADLINE :**  
**Jun. 9 (Fri)**

## Water Supply

### Yamazaki Kogyo Co., Ltd.

3F 4-22-2, Koenjiminami, Suginami-ku, Tokyo 166-0033, Japan  
Contact: Mr. Ishizuka  
TEL: +81-3-5305-5091  
E-mail: ishizuka@yamazakikogyo.com



**DEADLINE :**  
**Jun. 9 (Fri)**

## Compressed Air Supply

### Yamazaki Kogyo Co., Ltd.

3F 4-22-2, Koenjiminami, Suginami-ku, Tokyo 166-0033, Japan  
Contact: Mr. Ishizuka  
TEL: +81-3-5305-5091  
E-mail: ishizuka@yamazakikogyo.com



**DEADLINE :**  
**Jun. 9 (Fri)**

## Booth Cleaning Service

### Big Sight Services Co., Ltd.

3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan  
Contact: Mr. Onojima  
TEL: +81-3-5530-1290  
E-mail: onojima@bigsight-services.com



**DEADLINE :**  
**Jun. 16 (Fri)**

## Handling Fire and Dangerous Materials for Exhibits and Demonstration

### Fujiya Co., Ltd.

3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan  
Contact: Ms. Matsuda  
TEL: +81-3-3533-5228  
E-mail: con-e2023@fujiya-net.co.jp



**DEADLINE :**  
**May 19 (Fri)**

## Carrying-in / Demonstration of Hydrogen

### Fujiya Co., Ltd.

3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan  
Contact: Ms. Matsuda  
TEL: +81-3-3533-5228  
E-mail: con-e2023@fujiya-net.co.jp



**DEADLINE :**  
**May 12 (Fri)**

## Ceiling Construction

### Fujiya Co., Ltd.

3F Toyosu Prime Square, 5-6-36 Toyosu, Koto-ku, Tokyo 135-0061, Japan  
Contact: Ms. Matsuda  
TEL: +81-3-3533-5228  
E-mail: con-e2023@fujiya-net.co.jp



**DEADLINE :**  
**May 19 (Fri)**

## <Applications of Optional Services >

### Shipping & Freight / Temporary Storage Service

**Nippon Express Co., Ltd. FBU**

Gotanda Air Sales Division 42-18, 5-Chome, Minami-Magome, Ohta-Ku,  
Tokyo 143-0025, Japan  
Contact: Mr. K. Shiota  
TEL: +81-3-3778-8274  
E-mail: kenji.shiota@nipponexpress.com / nittsu-events-gte@nipponexpress.com



**DEADLINE :**  
**May 19 (Fri)**

### Lunch Box and Drink Delivery Service

**Wao Corporation**

Contact: Event Order Section  
TEL: +81-50-5526-6029  
E-mail: event@wao-cart.com



**DEADLINE :**  
**Jun. 23 (Fri)**

### Communication Network Service

**Access** <http://www.bigsight.jp/english/organizer/services/network/>



Apply to Tokyo Big Sight directly.

**DEADLINE :**  
**May 19 (Fri)**

### << Wi-Fi connection at Tokyo Big Sight >>

Please refer to the following URL for further details of Wi-fi.

<https://www.bigsight.jp/english/visitor/services/wi-fi.html>

### Interpreter / Translation Service

**KIYO Corporation**

5-2-18-1410 Mita, Minato-ku, Tokyo 108-0073, Japan  
Contact: Ms. Aoki  
TEL: +81-3-3453-1210  
E-mail: sales@kiyocorp.com



**DEADLINE :**  
**May 26 (Fri)**

### Barcode System

**RX Japan Ltd.**

Contact: Exhibitor Success  
TEL: +81-3-3349-8507  
E-mail: content-tokyo-online-en.jp@rxglobal.com

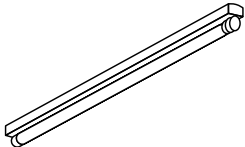

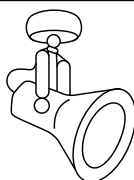
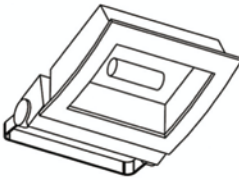

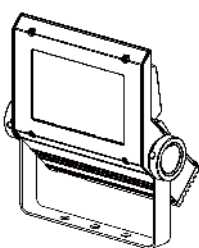


**DEADLINE :**  
**Jun. 16 (Fri)**

## ● Electricity

- In case of using the Rental Display System, it is not required to submit "Electrical Service ( I )".
- The Rental Display System includes basic electrical service. In case you need extra lighting, it is required to fill in "Electrical Service ( II )" to apply.
- If you require extra lighting, note that the additional primary wiring and branch circuit construction is required, regardless of the current wiring circuit construction and electrical consumption.
- Exhibitors are requested to refrain from bringing their own lighting equipment to avoid any electrical trouble on site. If there are any other items you require, contact the official contractor directly.
- Total price is calculated by adding the amount in (A), (C) and (D). Amount in (C) and (D) depend on the wattage of the lighting equipment you order.
- Amount indicated in (C) includes both construction and electricity consumption charge.
- Amount in (C) and (D) will be automatically charged according to the equipment you order. The period or the span in which the electricity is consumed is irrelevant. e.g. Either when the electricity was consumed from 8:00am (move-in time) or from 10:00am, the amount charged in (C) and (D) will be the same.

## Rental Lighting Equipment Catalogue

<b>1</b> Fluorescent Lamp JPY4,400 	<b>2</b> Spotlight with arm Light bulb color: JPY5,500 Daylight color: JPY5,500 
<b>3</b> Spotlight Light bulb color: JPY4,950 Daylight color: JPY4,950 	<b>4</b> LED 30W (Daylight Color) JPY11,000 
<b>5</b> Outlet 100V up to 1.5kW JPY3,300 	<b>6</b> LED 60W (Daylight Color) JPY19,800 

\*10% consumption tax included.

\*10% related costs will be charged.

\*Order these equipment by submitting the form "Electrical Service ( II )".

**MUST SUBMIT**

# Electrical Service ( I )

**Send this  
Form to:****SUZUKI DENKI Co., Ltd.**

Contact: Ms. Arai / Mr. Toda

TEL: +81-3-3842-8201

E-mail: content-tokyo@suzukidenki.co.jp

**DEADLINE****May 19 (Fri)****Show Title:****Booth #:**

—

**Company Name:****Contact (Mr./Ms.):****TEL:****E-mail:**

For exhibitors who do not apply for the Rental Display System, it is required to apply for this service to use electricity in your booth. Please fill in the blanks below and submit via E-mail.

Summary of Total Cost:

Sub-Total of (A)	JPY
Sub-Total of (C)	JPY
Sub-Total of (D)	JPY
Grand Total (A)+(C)+(D)	JPY

Primary Wiring Service for:

-Space Only Exhibitors

-Rental Display System Exhibitors who request a different power supply

100V single phase	50Hz		kW	JPY
200V single phase	50Hz		kW	JPY
200V three phase	50Hz		kW	JPY

Position

- Please specify the position of the main switch or submit a booth layout which indicates the position of the main switch.

Symbol of Main Switch

☐ 100V

☒ 200V single phase

☒ 200V three phase

  
**Front of Booth**

Send confirmation of order to:

Name:	TEL:
E-mail:	

Send invoice to:

Name:	TEL:
Company:	E-mail:

Payment to be made via:

☐ Japanese yen (cash)☐ Credit card (AMEX, VISA or Master)**Notes for Application:**

- Forward all inquiries via **E-mail**. (See the contact details above.)
- Submit a **booth layout** which indicates all of your equipment and wattage per each.

< **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 directly to the contractor for early / late electrical supply or any other inquiries.

**Method of  
Payment**

Official contractor will visit your booth to collect payment during the show period either in Japanese yen (cash) or the following credit cards (AMEX, VISA or Master).

# Electrical Service ( II )

Send this  
Form to:

**SUZUKI DENKI Co., Ltd.**

Contact: Ms. Arai / Mr. Toda

TEL: +81-3-3842-8201

E-mail: content-tokyo@suzukidenki.co.jp

**DEADLINE**

**May 19 (Fri)**

Show Title:

Booth #:

—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

Your electrical contractor: \_\_\_\_\_

Person in charge: Mr./Ms. \_\_\_\_\_ TEL: \_\_\_\_\_

## Connections at 100V (Secondary Wiring)

\*10% consumption tax included

Lighting Equipment	Amount*		Watts	
1. Fluorescent Lamp	JPY 4,400 ×	pcs.= JPY	pcs.=	W
2. Spotlight with arm ( <input type="checkbox"/> Light bulb color / <input type="checkbox"/> Daylight color)	JPY 5,500 ×	pcs.= JPY	pcs.=	W
3. Spotlight ( <input type="checkbox"/> Light bulb color / <input type="checkbox"/> Daylight color)	JPY 4,950 ×	pcs.= JPY	pcs.=	W
4. LED 30W (Daylight color)	JPY 11,000 ×	pcs.= JPY	pcs.=	W
5. Outlet 100V up to 1.5kW	JPY 3,300 ×	pcs.= JPY	( W) ×	pcs.= W
6. LED 60W (Daylight color)	JPY 19,800 ×	pcs.= JPY	pcs.=	W
<b>Total Amount (A) = JPY</b>			<b>Total Watts (B) = W</b>	

\*Please contact the contractor when you need outlets for 200V.

Primary  
Wiring

Branch Circuit  
Construction

Total Watts (B)	Amount (C)
under 1kW	JPY 13,200
1.01~2.0kW	JPY 26,400
2.01~3.0kW	JPY 39,600
3.01~4.0kW	JPY 52,800
Above 4.01kW	JPY 13,200/1.0kW

Total Watts (B)	Amount (D)
under 1.5kW	JPY 5,500
1.51~3.0kW	JPY 11,000
3.01~4.5kW	JPY 16,500
4.51~6.0kW	JPY 22,000
Above 6.01kW	JPY 5,500/1.5kW

# Additional Furniture for Rental Display System

Send this  
Form to:

**Fujiya Co., Ltd.**  
Contact: Ms. Matsuda  
TEL: +81-3-3533-5228  
E-mail: con-e2023@fujiya-net.co.jp

**DEADLINE**  
**May 19 (Fri)**

Show Title:

Booth #:

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

Following items are available for exhibitors who requested Rental Display System.

(unit: mm)

<b>1 Display Table (with storage)</b> JPY17,160 ×[ ] = [JPY] 	<b>2 Display Table (with storage)</b> JPY19,800 ×[ ] = [JPY] 	<b>3 Display Table</b> JPY23,760 ×[ ] = [JPY] 	<b>4 Display Table</b> JPY30,800 ×[ ] = [JPY] 	<b>5 Round Display Table</b> JPY30,800 ×[ ] = [JPY] 																
<b>6 Mesh Panel</b> JPY6,600 ×[ ] = [JPY] <p>*For the color and size of Mesh Panel, please contact official contractor directly. Hook(L-100) @JPY330 × _____ pcs.</p>	<b>7 Tilting Shelves</b> JPY13,200 ×[ ] = [JPY] <p>(triple) *For the weight limit of the shelves, please contact the contractor.</p>	<b>8 Shelf</b> JPY2,640 ×[ ] = [JPY] <p>(single) *For the weight limit of the shelves, please contact the contractor.</p>	<b>9 Wall Panel</b> JPY11,220 ×[ ] = [JPY] 	<b>10 Coloring Sheet</b> JPY7,700 ×[ ] = [JPY] <p>*in addition to wall panel</p> <table border="1"> <thead> <tr> <th>* tick</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td></td> <td>Red</td> </tr> <tr> <td></td> <td>Blue</td> </tr> <tr> <td></td> <td>Green</td> </tr> <tr> <td></td> <td>Yellow</td> </tr> <tr> <td></td> <td>Gray</td> </tr> <tr> <td></td> <td>Orange</td> </tr> <tr> <td></td> <td>Black</td> </tr> </tbody> </table>	* tick	Color		Red		Blue		Green		Yellow		Gray		Orange		Black
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	Red																			
	Blue																			
	Green																			
	Yellow																			
	Gray																			
	Orange																			
	Black																			
<b>11 Chain &amp; S-hook (2 pieces)</b> JPY660 ×[ ] set= [JPY] 	<b>12 Velcro (4 pieces)</b> JPY660 ×[ ] set= [JPY] 	<table border="1"> <tr> <td><b>Grand Total</b></td> <td>JPY</td> </tr> </table> <p>*10% consumption tax is included in the price.</p>			<b>Grand Total</b>	JPY														
<b>Grand Total</b>	JPY																			

## Note:

- The basic color of the display tables and wall panels is white.
- Please contact official contractor directly for more details such as exterior frames or for any inquiry to place heavy items on the shelves that exceed the weight limit.
- The standard load capacity is 10 to 15 kg for the display stand and about 5 kg for the two chain hooks.  
Please contact us in advance, as the load capacity of the display stand can be increased by reinforcement.
- You cannot decorate the walls and display tables in the manner they cannot be restored to their original conditions, such as making holes with nails, screws and thumbtacks, painting the wall panels, etc. Repairing cost shall be charged for such an act, e.g. it costs JPY 21,450/ panel for wall panels.
- Other Items are also available upon request.
- There are no refunds available after the payment.
- Although on-site orders can be accepted, there is no guarantee that your request can be processed. Payment for such orders must be made on-site and in cash only (Japanese yen).

Method of  
Payment

Invoice will be issued by the official contractor after the application. Please transfer to the designated account within one week from the issue date stated on the invoice.  
All bank charges must be paid by the exhibitor.  
The exhibitor will be charged for the bank commission fee. Please choose "OUR(Applicant)" relating to the transfer charge when making an international wire transfer.



# Rental Furniture

Send this  
Form to:

**AZ Scene Corp.**  
Contact: Ms. Shoko Tamada  
E-mail: [overseas@azscene.co.jp](mailto:overseas@azscene.co.jp)  
URL: <http://www.azscene.co.jp/eng>  
Please contact us by E-mail.

**DEADLINE**  
**Jun. 16 (Fri)**

Show Title:	Booth #:
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

- Please access the following web page to see the catalogue for rental furniture.  
[https://lp.rxjapan.jp/b\\_azscene\\_10\\_2\\_en/](https://lp.rxjapan.jp/b_azscene_10_2_en/) For ordering furniture, please submit this form.

NO	Item	Unit Price in JPY	Quantity	Total (JPY)
1	Meeting Table & Chair (white)	JPY 20,350		
2	Meeting Table & Chair (black)	JPY 20,350		
3	Meeting Table & Chair (white)	JPY 13,750		
4	Meeting Table & Chair (black)	JPY 13,750		
5	Meeting Table & Chair (round)	JPY 19,800		
6	High Counter Set	JPY 18,700		
7	Dining Table (W1200:white)	JPY 7,150		
8	Dining Table (W750:white)	JPY 7,150		
9	Dining Table (W1200:black)	JPY 7,150		
10	Dining Table (W750:black)	JPY 7,150		
11	Folding Table (W1800)	JPY 3,850		
12	Folding Table (W1500)	JPY 3,850		
13	Folding Table (W1200)	JPY 3,850		
14	Folding Table (W1800)	JPY 4,400		
15	Angular Table	JPY 2,200		
16	Round Table (Ø750)	JPY 4,400		
17	Round Table (Ø600)	JPY 4,400		
18	Stacking Chair	JPY 3,300		
19	Folding Chair	JPY 660		
20	Stand Chair (SH450)	JPY 3,850		
21	Stand Chair (SH600)	JPY 3,850		
22	Chair for computer use	JPY 4,400		
23	Cafe Chair (plywood)	JPY 6,050		
24	Cafe Chair (red)	JPY 6,050		
25	Unit Counter (W1200)	JPY 13,200		
26	Unit Counter (W1500)	JPY 14,300		
27	Unit Counter (W1800)	JPY 20,900		
28	Reception Counter (H750)	JPY 6,600		

NO	Item	Unit Price in JPY	Quantity	Total (JPY)
29	Reception Counter (H930)	JPY 7,700		
30	Stand Counter	JPY 11,000		
31	Gondola (H1650)	JPY 16,500		
32	Gondola (H1350)	JPY 16,500		
33	Partitions	JPY 12,650		
34	Mesh Panel	JPY 9,900		
35	Catalog stand	JPY 1,650		
36	Catalog stand	JPY 6,050		
37	Panel Stand	JPY 2,750		
38	Universal Stand	JPY 6,050		
39	Water Server	JPY 11,000		
40	Mineral Water (3 gallons)	JPY 2,750		
41	Refrigerator (100L)	JPY 16,500		
42	Refrigerator (70L)	JPY 14,300		
43	Coffee Manufacture	JPY 14,300		
44	Coffee Set (For 100 cups)	JPY 8,800		
45	Single Hanger	JPY 3,300		
46	Visiting Card Box	JPY 1,650		
47	Multipurpose Box (W600)	JPY 8,250		
48	Multipurpose Box (W900)	JPY 13,200		
49	Dust Box	JPY 715		
50	White Cloth	JPY 1,760		
51	Fire Extinguisher	JPY 4,400		
52	Indoor Plant	JPY 4,950		

(unit: mm)

\*10% consumption tax included

<b>Grand Total</b>	JPY
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## NOTE:

- **AZ Scene Corp.** will contact you for confirmation within a week after your application.  
If not, please contact them directly, since your application may not be delivered properly.
- Product may differ slightly from the photo in the catalogue depending on the stock status.
- The prices in the above list cover the fee to lease, bring in and place the furniture in your booth.
- Furniture not listed above is also available. Contact **AZ Scene Corp.** directly.
- On-site orders can be accepted during the move-in and show period. In those cases, it is required to pay on site.
- The total amount must be paid on site in cash (Japanese yen) or credit cards (VISA, Master, AMEX, or JCB).

For further Information: <http://www.azscene.co.jp/eng/>

Method of  
Payment

Please tick the appropriate box.

- ☐ By bank transfer—Exhibitor will be charged for the bank commission fee of JPY 4,000 additionally.
- ☐ On-site payment—Credit card (JCB, AMEX, Diners Club, UC, VISA or MasterCard ) or cash (only Japanese yen).
- ☐ Invoice needs to be issued by the official contractor.

## ● PC Rental

Please refer to the following list for types of rental PC.

>>> Send application form to Kissei Comtec Co., Ltd.

### Package Plan (PC rental with popular software installation and Windows Update)

No.	Presentation Plan	Price	OS	Microsoft Office 2019 Standard Edition is installed computers which includes Word, Excel and Power Point. (ACCESS is not included) If you require the following version of MS Office(2016,2021), please contact Kissei Comtec Co., Ltd.
E1	HP ProBook 450 G3 (English)	¥17,500	Windows10-Pro 64bit	
E2	HP ProDesk 600 G2 SF (English) ※1	¥18,500	Windows10-Pro 64bit	
No.	Security Plan	Price	OS	Antivirus software and the latest version of the Windows update software are installed for the security countermeasure.
E3	HP ProBook 450 G3 (English)	¥16,100	Windows10-Pro 64bit	
E4	HP ProDesk 600 G2 SF (English) ※1	¥17,100	Windows10-Pro 64bit	
No.	All in One Plan	Price	OS	Microsoft Office 2019 Standard Edition, Antivirus software and the latest version of the Windows update software are installed. If you require the following version of MS Office(2016,2021), please contact Kissei Comtec Co., Ltd.
E5	HP ProBook 450 G3 (English)	¥22,500	Windows10-Pro 64bit	
E6	HP ProDesk 600 G2 SF (English) ※1	¥23,500	Windows10-Pro 64bit	

※1 Display is not included.

### Laptop PC

No.	Items	Price	RAM	CPU	Graphic/VRAM/output-terminal	Drive	OS
E7	HP ProBook 450 G3 (English) (1366 × 768)	¥11,500	8GB	Corei5-6200U 2.5G	Intel HD VGA・HDMI	DVDSuperMulti	Win10-Pro 64bit
E8	Apple MacBook Pro MK1A3J/A M1 Max/32G/SSD1T/Liquid RetinaXDR	¥27,600	32GB	M1 MAX	HDMI	NONE	OS (13.0.1)

The theft of laptop PCs has been on increase at the exhibition.

We recommend you use security cables or keep PCs in a cabinet which can be locked every day after the exhibition.

### Desktop PC

No.	Items	Price	RAM	CPU	Graphic/VRAM/output-terminal	Drive	OS
E9	DELL OptiPlex 3050SFF (English) ※2	¥14,000	16GB	Corei7-7700 3.6G	Intel HD HDMI・VGA・DisplayPort	DVDSuperMulti	Win10-Pro 64bit
E10	HP ProDesk 600G2 SF (English) ※2	¥13,000	8GB	Corei7-860 2.8G	onboard graphics VGA・DisplayPort × 2	DVDSuperMulti	Win10-Pro 64bit
E11	(For Desktop PC) ※3 24" TFT widescreen LCD display iiyama ProLite E2483HS-B1 others	¥10,500	FHD 24"(1920 × 1080)、VGA・HDMI etc...				

※2 Display is not included. / ※3 it should be ordered with PC

### iPad/iPhone

No.	Items	Price	Reference
E12	Apple 12.9-inch iPad Pro MTEJ2J/A Wi-Fi 64GB Space Gray	¥13,500	Wi-Fi model 【IEEE802.11a/b/g/n/ac】
E13	Apple iPad 2021 Autumn MK2L3J/A Wi-Fi Silver (equivalent)	¥8,500	Wi-Fi model 【IEEE802.11a/b/g/n/ac】
E14	Apple iPhone12 64GB White SIM free ※4	¥16,100	Wi-Fi & SIM free model 【IEEE802.11a/b/g/n/ac】

※4 SIM card is not included. Please contact Kissei Comtec Co., Ltd.

(10% consumption tax is not included)

**Delivery fee is included in the above prices. Fee of packing, setting-up and consumption tax are not included to the above prices.**

Item(s) would be changed as equivalent devices depends on the stock.

Please keep all the packing materials during the exhibition period.

Kissei Comtec Co., Ltd. also provide booth network wiring, configuration, installation, dismantling, etc.. Please contact Kissei Comtec Co., Ltd. if you need these services.

Any cancellations after confirming your order, actual operation cost will be charged.

Please prepare 100 voltage outlet (electricity supply level of Japan standard) in case of using internet in your booth.

The internet device is only functionable to 100 voltage electricity.

\*\*\*\*At least 2 outlets are needed for the devices\*\*\*\* Please check and confirm the electricity supply condition before making orders.

Please feel free to contact Kissei Comtec Co., Ltd. for more lineups.

# PC Rental

Send this  
Form to:

Kissei Comtec Co., Ltd.  
Contact: Mr. Kishi  
TEL: +81-3-6709-2440  
E-mail: intl-rxj@network.kcrent.jp

**DEADLINE**  
**Jun. 9 (Fri)**

Show Title:	Booth #:
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

☒ We apply for PC Rental service.

Kissei Comtec Co., Ltd. will contact you for confirmation within 3 days after application. If not, please contact them directly, since your email may not have been delivered properly.

## Date, Time and Place for Delivery and Return:

	Date / Time	Place
Delivery	Choose one only: <input type="checkbox"/> <b>The second day of move-in</b> 10am–noon <input type="checkbox"/> Other time and date* ( )	Choose one only: <input type="checkbox"/> On-site <input type="checkbox"/> Other ( )
	* Extra fee will be added if you choose "other time and date".	
	Date / Time	Place
Return	Choose one only: <input type="checkbox"/> <b>The last day of the show</b> until 8pm <input type="checkbox"/> Other time and date* ( )	Choose one only: <input type="checkbox"/> On-site <input type="checkbox"/> Other ( )
	* Extra fee will be added if you choose "other time and date".	

Item No.	Item	Quantity	Amount

\* The list shows only a part of our stock. Please contact Kissei Comtec Co., Ltd. if you need other items.

\* Please note that we might not be able to take your last-minute order.

## Please pay the total amount by PayPal or bank transfer.

☐ **Make a payment by PayPal.**

\*If you have your PayPal account, please fill in your e-mail below.

If not, please create your PayPal account and fill in your e-mail address.

E-mail: \_\_\_\_\_

\*We will charge you via your PayPal account. You will receive the payment confirmation e-mail, read it carefully and make a payment before the due date.

☐ **Make a payment by bank transfer**

\*Please transfer a whole amount of remittance charge including fees for wire transfer and receiving commissions.

## ● AV Equipment Rental

● Please access the following web page to see the catalogue for AV equipment rental.

[https://lp.rxjapan.jp/g\\_edithgrove\\_3days\\_10](https://lp.rxjapan.jp/g_edithgrove_3days_10)

For ordering products, please submit the application form to Edith Grove Co., Ltd.

◆ Multi-Display Systems				
Product name			Product Specifications	Rental Fee
1	46 inches LCD × 9 (138inch Multi-Display)	SAMSUNG UD46C (3 × 3)	46inch LCD × 9 & Installation bracket (Wall-mounted / Standing) & Configuration Service	990,000 JPY
2	46 inches LCD × 4 (92 inch Multi-Display)	SAMSUNG UD46C (3 × 3)	46inch LCD × 4 & Installation bracket (Wall-mounted / Standing) & Configuration Service	484,000 JPY
◆ 4K Compatible LCD				
Product name			Product Specifications	Rental Fee
3	4K Compatible 84 inches LCD	Panasonic TH-84LQ70J	Hi-stand included ・ HDMI/VGA input ・ Screen size: 1880 × 1047mm ◆ Please consult us if you wish to wall-mount the LCD.	440,000 JPY
4	4K Compatible 75 inches LCD	SONY KJ-75X8500E/BZ	Foot-stand included ・ HDMI/USB input ・ Screen size: 1653.7 × 932mm	176,000 JPY
5	4K Compatible 65 inches LCD	SONY KJ-65X8500E/BZ	Foot-stand included ・ HDMI/USB input ・ Screen size: 1433.5 × 808.7mm	148,500 JPY
6	4K Compatible 55 inches LCD	SONY KJ-55X8500E/BZ	Foot-stand included ・ HDMI/USB input ・ Screen size: 1213.6 × 684.4mm	99,000 JPY
◆ Full Hi-Vision LCD				
Product name			Product Specifications	Rental Fee
7	90 inches LCD	SHARP PN-R903	Hi-stand included ・ HDMI/VGA input ・ Screen size: 1993 × 1121mm ◆ Please consult us if you wish to wall-mount the LCD.	396,000 JPY
8	70 inches LCD	SHARP PN-R703	HDMI/VGA input ・ Screen size: 1538.9 × 865.6mm ◆ Please consult us if you wish to install the LCD on a Foot-stand.	143,000 JPY
9	60 inches LCD	SHARP PN-R603	HDMI/VGA input ・ Screen size: 1329.1 × 747.6mm ◆ Please consult us if you wish to install the LCD on a Foot-stand.	132,000 JPY
10	55 inches LCD (Built-in USB Media Player)	Panasonic TH-55LF8J	Foot-stand included ・ HDMI/VGA/USB input ・ Screen size: 1209 × 680mm	88,000 JPY
11	48 inches LCD (Built-in USB Media Player)	Panasonic TH-48LF8J	Foot-stand included ・ HDMI/VGA/USB input ・ Screen size: 1054 × 592mm	77,000 JPY
12	42 inches LCD (Built-in USB Media Player)	Panasonic TH-42LF8J	Foot-stand included ・ HDMI/VGA/USB input ・ Screen size: 927 × 521mm	57,200 JPY
13	32 inches LCD (Built-in USB Media Player)	Panasonic TH-32EF1J	Foot-stand included ・ HDMI/VGA/USB input ・ Screen size: 698 × 392mm	33,000 JPY
14	27 inches LCD	I-O DATA EX-LD2702DB	Foot-stand included ・ HDMI/VGA input ・ Screen size: 597.9 × 336.3mm	16,500 JPY
15	21.5 inches LCD	I-O DATA LCD-MF223EBR	Foot-stand included ・ HDMI/VGA input ・ Screen size: 476.6 × 268.1mm	8,800 JPY
◆ Display Installation Options				
Product name			Product Specifications	Rental Fee
16	Large Hi-stand (65-90 inches Displays)		Floor stand, moveable & height-adjustable for LCD Display ・ Installation included ◆ Only applicable to customers ordering displays.	19,800 JPY
17	Hi-stand (20-60 inches Displays)		Floor stand, moveable & height-adjustable for LCD Display ・ Installation included ◆ Only applicable to customers ordering displays.	16,500 JPY
18	Display wall-mount Installation (60-75 inches)		With wall-mount bracket. ◆ Only applicable to customers ordering displays.	27,500 JPY
19	Display wall-mount Installation (32-55 inches)		With wall-mount bracket. ◆ Only applicable to customers ordering displays.	16,500 JPY
20	Display wall-mount Installation (20-27 inches)		With wall-mount bracket. ◆ Only applicable to customers ordering displays.	8,800 JPY
◆ Playback Equipment				
Product name			Product Specifications	Rental Fee
21	Blu-ray Player	SONY UBP-X800	HDMI output ・ Playable media: BD-R/DVD-R/CD-R/USB	16,500 JPY
22	Region Free DVD Player	PLANTEC AV-2100CPRM	HDMI output ・ Playable media: DVD-R/CD-R	13,200 JPY
23	4K Compatible Media Player	BrightSign HD224	HDMI output ・ Playable media: microSD card (Included with the player) ◆ We urge you to send your video / image files to us in advance.	16,500 JPY
24	Media Player	BrightSign HD223	HDMI output ・ Playable media: microSD card (Included with the player) ◆ We urge you to send your video / image files to us in advance.	13,200 JPY
◆ Audio Equipment				
Product name			Product Specifications	Rental Fee
25	PA Pack ① (Speaker × 2, amp, wired mic × 1)	Speaker: BOSE 101MM	With clamp bracket ・ Mic input × 1 ・ Mic type: Headset or Handheld (can be selected) ◆ Please consult us if you wish to install the speakers on a stand.	33,000 JPY
26	PA Pack ② (Speaker × 2, amp)	Speaker: BOSE 101MM	With clamp bracket ・ Mini stereo/RCA input ◆ Please consult us if you wish to install the speakers on a stand.	26,400 JPY
27	Compact PA system (Powered speaker × 1, wired mic × 1)	JBL EON ONE Compact-Y3	Mic input × 2 ・ Line input × 2 ・ Mic type: Headset or Handheld (can be selected) Installation: Floor-standing	16,500 JPY
28	PA Mixer		Mic input × 2~4 ◆ If you wish to use more than one microphone in the PA pack, please order this equipment as well.	4,400 JPY
29	Wired Handheld/Headset mic		Cable attached	4,400 JPY

\*10% consumption tax included

### Note:

1. To ensure your request, submit this form before the stated deadline. An alternative equipment will be recommended if your requested equipment is run out of stock.
2. The contractor will accept your order by confirmation of your payment. In the event of cancellation, refund will be made according to the Rental Agreement.
3. The contractor will be available for any maintenance required during the show period.
4. The above price includes lease, delivery, and adjustment/ maintenance fee. The price does not include any operator/ labor/ construction fee.

# AV Equipment Rental

Send this  
Form to:

**Edith Grove Co., Ltd.**

Contact: Ms. Linnea Wahlund

TEL: +81-3-5500-5362

E-mail: [avrental@edithgrove.co.jp](mailto:avrental@edithgrove.co.jp)

URL: [http://www.edithgrove.co.jp/index\\_english.html](http://www.edithgrove.co.jp/index_english.html)

**DEADLINE**

**Jun. 2 (Fri)**

Show Title:

Booth #:

—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

Please choose from the product list and fill in the following form.

Item No.	Item	Quantity	Amount

\*10% consumption tax included

**Method of  
Payment**

Upon receipt of application, **Edith Grove Co., Ltd.** will send an estimate. We will send you an invoice after confirming the reply of the order documents.

All payment must be made via **BANK TRANSFER** and in **JAPANESE YEN** to the following account:

Bank : **SUMITOMO MITSUI BANKING CORPORATION, SHIBUYA-Branch**

A/C Name: **Edith Grove Co., Ltd.** Branch No.: **654** A/C No.: **7874902**

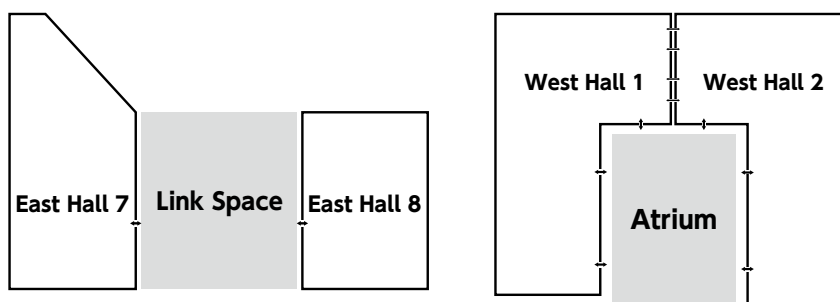
\*Include remittance charge in your payment.

## ● 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.

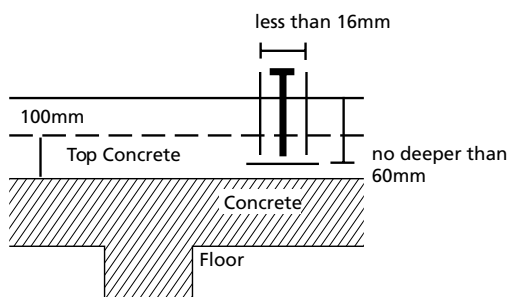


### 2. Restorations to the Original State

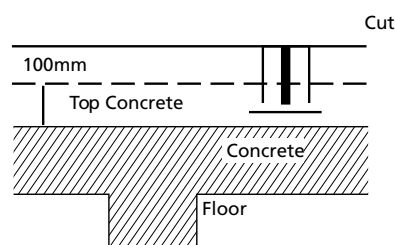
If the hole-in anchors protrude from the floor surface, instead of pulling them out, be sure to cut them off in order to restore the floor to its flat state. It is prohibited to drive hole-in anchors into the concrete with a hammer nor cutting them off with gas.

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" in the EXHIBITOR MANUAL – Regulations – and contact RX Japan for PIT Plan.

# Floor Construction

**Send this  
Form to:**

**Fujiya Co., Ltd.**  
Contact: Ms. Matsuda  
TEL: +81-3-3533-5228  
E-mail: con-e2023@fujiya-net.co.jp

**DEADLINE**  
**Jun. 9 (Fri)**

<b>Show Title:</b>	<b>Booth #:</b>
—	
<b>Company Name:</b>	
<b>Contact (Mr./Ms.):</b>	<b>TEL:</b>
<b>E-mail:</b>	

- Exhibitors who wish to lay a temporary concrete foundation or install anchor bolts for the purpose of installing machines for demonstrations, are required to apply to Show Management for pre-approval. Forward a copy of the booth layout along with this application.
- If anchor bolts are embedded without submitting this form, the fee may be billed to the exhibitor.
- If you lay temporary concrete foundation or install anchor bolts without approval, be aware that these will be charged after the show period.
- 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.
- The size of anchor bolt must be within 60mm in length and 16mm in diameter.

Booth Contractor:

<b>Booth Contractor</b>					
<b>Person in Charge</b>	<b>Dept.</b>		<b>Name</b>		<b>TEL</b>
<b>Construction</b>	anchor bolt <Diameter> mm, <Length> mm, pieces				
<b>Construction Date</b>					

Note: Carry out the construction in the presence of the staff from Tokyo Big Sight.

**Check the box if you have read and agree the following list defines the actions that are prohibited.**

Any violations of the following actions may be charged for restoration.

- 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.

☐ **I have read and agree to the above actions of violations.**

# Water Supply

Send this  
Form to:

**Yamazaki Kogyo Co., Ltd.**  
Contact: Mr. Ishizuka  
TEL: +81-3-5305-5091  
E-mail: ishizuka@yamazakikogyo.com

**DEADLINE**  
**Jun. 9 (Fri)**

Show Title:

Booth #:

—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

## 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.

## 1. Application

We require:

Water Volume \_\_\_\_\_ liter/min.

Hydraulic Pressure \_\_\_\_\_ MPa

Water Inlet \_\_\_\_\_ inches

Water Outlet \_\_\_\_\_ inches

☐ Connection to our booth JPY 93,500

☐ Connection to our equipment (additional charge incurred)

## 2. Position

Specify the position of water/drain or submit a booth layout which indicates the position of water/drain.

Left

Right

Aisle

**Method of  
Payment**

The official contractor will visit your booth to collect full payment during the show period either in Japanese yen (cash) or credit card (VISA or Master).



# Compressed Air Supply

Send this  
Form to:

**Yamazaki Kogyo Co., Ltd.**  
Contact: Mr. Ishizuka  
TEL: +81-3-5305-5091  
E-mail: ishizuka@yamazakikogyo.com

**DEADLINE**  
**Jun. 9 (Fri)**

Show Title:

Booth #:

—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

## 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 compressed air supply or any other inquiries.

## 1. Application

We require:

Pressure \_\_\_\_\_ MPa Volume \_\_\_\_\_ liter/min.

☐ Supply Only JPY 93,500

☐ Supply and connection to our equipment (additional charge incurred)

## 2. Position

Specify the position of air supply or submit a booth layout which indicates the position of air supply.



**Method of  
Payment**

The official contractor will visit your booth to collect full payment during the show period either in Japanese yen (cash) or credit card (VISA or Master).

# Booth Cleaning Service

Send this Form to:	Big Sight Services Co., Ltd. Contact: Mr. Onojima TEL: +81-3-5530-1290 E-mail: onojima@bigsight-services.com	<b>DEADLINE</b> <b>Jun. 16 (Fri)</b>
Show Title:	Booth #: —	
Company Name:		
Contact (Mr./Ms.):	TEL:	
E-mail:		

## ■ We apply for daily booth cleaning service.

JPY5,280 × \_\_\_\_\_ booth(s) = JPY \_\_\_\_\_

\*10% consumption tax is included.

## ■ We apply for the collection and disposal of remaining materials on the day of move-out.

☐ Yes

☐ No

\*The charge of collection and disposal of remaining materials depending on the volume of the remaining materials.  
If you wish to apply for this service, please contact the official contractor in advance for the quotation.

## ■ Notice

- The service charge is JPY 5,280\* per 1 regular booth (JPY 2,640\* per a mini-booth) for 3 days, including 2nd day of move-in, 1st and 2nd day of the show.  
\*10% consumption tax is included.
- This service includes basic booth cleaning only and it does not include cleaning or polishing of exhibits, furniture and equipment.
- Exhibitors are responsible for the removal of any large garbage. Thus, any such wastes removed on behalf of the exhibitor will be charged to the exhibitor.
- It is the responsibility of the exhibitor to ensure that all crates, boxes or plywood are removed or stored properly. There is no storage in the exhibition halls.
- The cleaning service is available **by advance order only. On-site orders including move-in period will not be accepted.**

Method of Payment	Payment should be made directly to <b>the official contractor</b> . They will visit your booth to collect full payment during the show period. Japanese yen (cash) or credit card (VISA, Master, AMEX or DINERS) will be accepted.
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# ● 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 sparksSpecial 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.

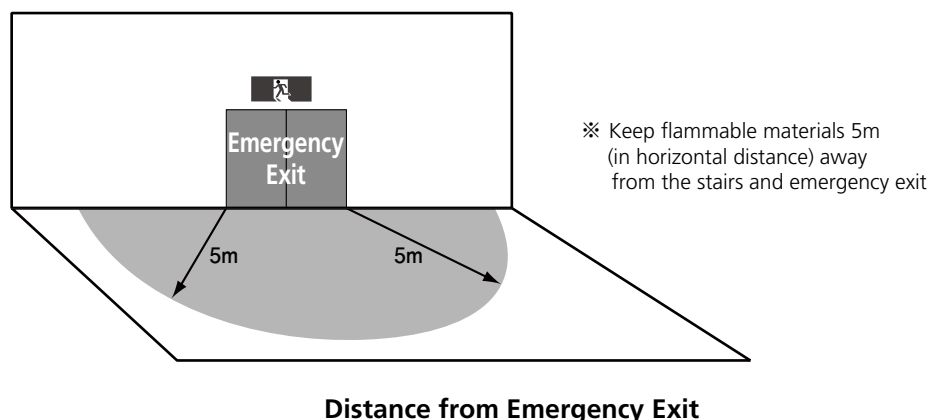
#### (I) Use of Gas Facilities

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

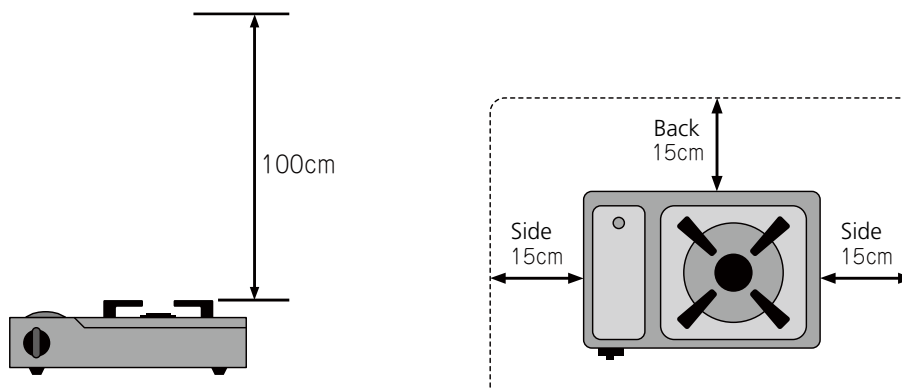
In principle, the combined use of LPG and Town Gas is not possible at the same exhibition hall.

#### (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.

# Handling Fire and Dangerous Materials for Exhibits and Demonstration

Send this  
Form to:

Fujiya Co., Ltd.  
Contact: Ms. Matsuda  
TEL: +81-3-3533-5228  
E-mail: con-e2023@fujiya-net.co.jp

**DEADLINE**  
**May 19 (Fri)**

Show Title:	Booth #:
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

If you do not receive any contact from the official contractor in one week after the application, please contact them to avoid any oversight.

## ■ The Use of Naked Flame

Equipment Name (Dangerous Material's Name)	Heat Source	Maximum Consumption (kw/hour)	Number of Equipment	Purpose

When using naked flame, please submit three copies of the picture or the catalogue of the dangerous equipment, and a floor plan indicating the location of naked flame and fire extinguishers.

## ■ Display of Dangerous Materials (Please refer to the following classification and fill in below.)

First Petroleum: acetone, gasoline    Second Petroleum: kerosene, gas oil    Third Petroleum: heavy oil, creosote oil    Fourth Petroleum: gear oil, cylinder oil

Classification	Name	Quantity	Type of Container	Demonstration	Purpose
First Petroleum					
Second Petroleum					
Third Petroleum					
Fourth Petroleum					
Alcohol					
Other					
Other					
Other					

\*Please indicate the weight and the number of each solid fuel such as candles.

\*Please submit three copies of an installation floor plan, a catalogue, and a material safety data sheet (SDS/MSDS).

\*Please take fixed measures when you bring a cylinder of flammable gas and high pressure gas.

## ■ The Use of High-pressure Gas

Name/Type	Quantity	Number	Purpose

\*Please indicate the quantity and the number of flammable gas materials such as lighters.

## ■ Cautions

- 1) A person in charge of the booth takes full responsibility for the management of construction, display, and removal.
- 2) An ABC fire extinguisher (type 10 or more) must be installed in a booth.
- 3) A guard must observe the booth all the time in case of unexpected accidents such as fire.

## ● Carrying-in/Demonstration of Hydrogen

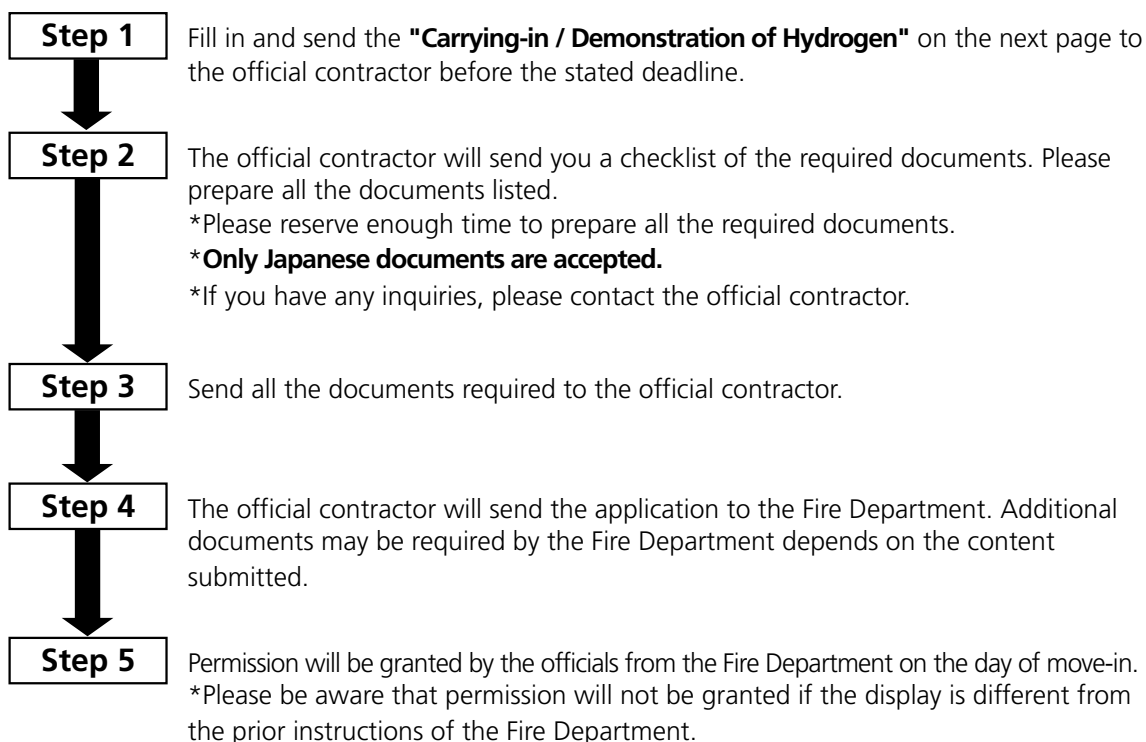
Carrying in hydrogen and demonstration of products using hydrogen are prohibited in the exhibition halls. However, it is permitted if it fulfills the requirements of the fire regulations.

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.



# Carrying-in/Demonstration of Hydrogen

**Send this  
Form to:**

**Fujiya Co., Ltd.**  
Contact: Ms. Matsuda  
TEL: +81-3-3533-5228  
E-mail: con-e2023@fujiya-net.co.jp

**DEADLINE**  
**May 12 (Fri)**

<b>Show Title:</b>	<b>Booth #:</b> —
<b>Company Name:</b>	
<b>Contact (Mr./Ms.):</b>	<b>TEL:</b>
<b>E-mail:</b>	

If you do not receive any contact from the official contractor in one week after the application, please contact them to avoid any oversight.

## APPLICATION FORM

☐ I would like to apply as follows.

Company			
Address			
Person in Charge		TEL	
Person in Charge of Safety		Emergency Number (mobile phone)	
Carrying-in Amount of Hydrogen	_____ kg × _____ tank		
Type of Container	Storage alloy / Mixed gas cylinder / Others ( )		
Dangerous Materials other than Hydrogen			
Exhibiting Experience at Tokyo Big Sight	(year) (month) Show Name		

## ● 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.

# Ceiling Construction

Send this  
Form to:

Fujiya Co., Ltd.

Contact: Ms. Matsuda

TEL: +81-3-3533-5228

E-mail: con-e2023@fujiya-net.co.jp

**DEADLINE**

**May 19 (Fri)**

Show Title:

Booth #:

—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

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.**

## ● Details for Shipping and Handling of Exhibits

### 1. Freight Forwarder

- a) Submit application form if you wish to choose the official freight forwarder as your forwarder.  
In that case, consult with the official freight forwarder about arrival date of your items.
- b) The private forwarder you choose will be responsible for both import and delivery within Japan. Arrange directly with the freight forwarder you employ regarding the cargo / exhibit arrival, delivery of cargo to your booth, sending back your cargo, payment schedule and other details.
- c) Show Management will not accept your goods, cargo, parcel, etc. on your behalf under any circumstances.

### 2. Shipping and Handling of Exhibits

#### IMPORTANT

**Tokyo Big Sight is NOT declared as a bonded area.**

You need to arrange your own shipper / forwarder when you would like to ship out your package.  
e.g.) FedEx, UPS, OCS etc.

The following are the two major ways to handle your exhibits from overseas:

#### 1) Import

To import your products, you must submit relevant documents and pay duties/taxes. This enables you to sell and distribute your goods in Japan. Note that duties and taxes paid are not refundable.

#### 2) ATA Carnet

The ATA Carnet enables you to bring in your products without paying duties or taxes, but your exhibits must be exported again after the show. Goods imported by ATA Carnet are for exhibit only, NOT FOR SALE. All goods must be returned to the place where the Carnet was issued.

#### <Customs Clearance>

There are some items which cannot be imported before getting the governmental approval (ex. cosmetics, soap, medical solution, etc.). If you intend to import such items, it is essential to consult with your agent or the official forwarder in advance.

\*In case the goods are imported personally by hand-carry, exhibitors must individually declare their goods at customs.

### 3. Temporary Storage of Empty Crates/Boxes

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 forwarder, or your own contractor in advance for storage service.

### 4. Goods Sent to Tokyo Big Sight

#### 1) Consignee

The shipment must be consigned to a resident of Japan.

If your residency is not Japan, please consult with official freight forwarder to process customs clearance as your customs house broker.

#### 2) Arrival of Goods

Make sure that you or the person in charge is at the booth when your goods arrive. Show Management will not accept your goods on your behalf nor will couriers leave goods in an unattended booth. Also, note that Show Management will not be responsible for any loss or damage to your goods.

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### 3) Box Marking

Make sure that all boxes are marked as below.

#### **For East Hall Exhibitors**

Company Name: \_\_\_\_\_  
Booth No.: \_\_\_\_\_ East Hall: \_\_\_\_\_  
Attn.: Mr./Ms. \_\_\_\_\_  
Show Title: \_\_\_\_\_  
Tokyo Big Sight  
3-10-1 Ariake, Koto-ku, Tokyo 135-0063, Japan  
Case No.1/X (X=total number of cartons)

#### **For West Hall Exhibitors**

Company Name: \_\_\_\_\_  
Booth No.: \_\_\_\_\_ West Hall: \_\_\_\_\_  
Attn.: Mr./Ms. \_\_\_\_\_  
Show Title: \_\_\_\_\_  
Tokyo Big Sight  
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan  
Case No.1/X (X=total number of cartons)

#### **For South Hall Exhibitors**

Company Name: \_\_\_\_\_  
Booth No.: \_\_\_\_\_ South Hall: \_\_\_\_\_  
Attn.: Mr./Ms. \_\_\_\_\_  
Show Title: \_\_\_\_\_  
Tokyo Big Sight  
3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan  
Case No.1/X (X=total number of cartons)

# Shipping of Exhibits

Send this  
Form to:

**Nippon Express Co., Ltd. FBU**

Contact: Mr. K. Shiota

TEL: +81-3-3778-8274

E-mail: kenji.shiota@nipponexpress.com / nittsu-events-gte@  
nipponexpress.com

**DEADLINE**

**May 19 (Fri)**

Show Title:

Booth #:

—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

Tick ☒ appropriate boxes:

**1. Our exhibits will be**

☐ Imported into Japan:

☐ Air freight

or

☐ Sea freight

☐ Covered by ATA carnet:

☐ Air freight

or

☐ Sea freight

**2. Details of your Cargo**

Weight: \_\_\_\_\_

Measurement: \_\_\_\_\_

Pieces: \_\_\_\_\_

Contents of your cargo: \_\_\_\_\_

# Lunch Box & Drink Delivery

Send this  
Form to:

**Wao Corporation**  
Contact: Event Order Section  
TEL: +81-50-5526-6029  
E-mail: event@wao-cart.com

**DEADLINE**  
**Jun. 23 (Fri)**

Show Title:	Booth #:
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

Menu	Price (*8% consumption tax included)	Quantity Per Day				Total Quantity	Total Amount
		The day before the show	The 1st day of the show	The 2nd day of the show	The last day of the show		
<Food>							<Food>
Lunch of the day	JPY 700						JPY
Lunch of the day	JPY 900						JPY
Lunch of the day	JPY 1,100						JPY
<Drink>							<Drink>
Tea (2L bottle)	JPY 430						JPY
Tea (500ml)	JPY 160						JPY
					Total		JPY

Note:

- Your food and drink will be delivered to your booth by 11:45am.
- Please contact Event Order Section (TEL: +81-50-5526-6029) if you have any questions during the exhibition.
- Wao Corporation will send you the confirmation of order upon receipt of your application.  
Please keep it for your future reference.
- Please check the following box for method of payment.  
☐ Cash (Japanese Yen only)      ☐ Credit cards

Method of  
Payment

Wao Corporation will visit your booth in the afternoon on **the last day of the show** to collect payment (cash or credit card).

# Interpreter

Send this  
Form to:

**KIYO Corporation**  
Contact: Ms. Aoki  
TEL: +81-3-3453-1210  
E-mail: sales@kiyocorp.com

**DEADLINE**  
**May 26 (Fri)**

<b>Show Title:</b>	<b>Booth #:</b>
<b>Company Name:</b>	
<b>Contact (Mr./Ms.):</b>	<b>TEL:</b>
<b>E-mail:</b>	

Type	Daily Rate*	Level Description	Dates and Number of Person and Language	
<b>T-1</b> A. English- Japanese B. Chinese- Japanese C. Korean- Japanese	JPY 24,000	Assist exhibitors in communication with visitors as a booth staff. Service is provided only within the venue. No sales promotion and business negotiation interpretation will be provided.	person(s)	From : – To : ( days) Language: _____
<b>T-2</b> A. English- Japanese B. Chinese- Japanese C. Korean- Japanese	JPY 33,000	Provide these kinds of support (e.g. interpreting business negotiation, handing out the marketing materials, collecting business cards during the show) within the venue except for closing contracts, press conference and seminar interpretation. *Reasonable and highly recommended Follow-up service is available with separate application. Please contact the interpreter further information.	person(s)	From : – To : ( days) Language: _____
<b>T-3</b> English-Japanese Interpreter, Business Negotiation Interpreter/ Business Advisor	JPY 47,000	Interpret closing a contract and capable of acting as a business advisor. Recommended if you have pre-arranged business meetings and intend to close deals. Also capable of interpreting press conference. Follow-up service is available with separate application. Please contact the interpreter for further information.	person(s)	From : – To : ( days) Language: _____
<b>T-4</b> Other Languages, Business Negotiation Interpreter/ Business Advisor (Italian, German, French, Korean and Chinese, etc.)	JPY 54,000	Interpret closing a contract and capable of acting as a business advisor. Recommended if you have pre-arranged business meetings and intend to close deals. Also capable of interpreting press conference. Follow-up service is available with separate application. Please contact the interpreter for further information.	person(s)	From : – To : ( days) Language: _____

(\*1) Fee for "follow-up service" will differ from the fee of our service during the exhibition period.

\*Daily rate includes interpreters' transportation cost. 10% consumption tax is not included.

\*Lunch cost JPY 1,000 (consumption tax included) will be charged for one interpreter per day.

<Follow-up service after the exhibition>

Available with additional charge. For detailed information, please contact **KIYO Corporation** directly.

All services will be provided only within the venue.

Interpreter service outside the venue is available. 50% of the regular fee for the service at exhibitions will be added.

Working hours will be the same as the opening hours of the exhibition excluding an hour of lunch. The interpreter will come 30 minutes early on the first day of exhibition.

Follow-up service is available with separate application and additional cost.

MC and seminar interpretation are available with different rate for half day (up to 3 hours) or full day (up to 8 hours).

Hourly service is available for only limited number of interpreters with rate at JPY5,000 plus tax per hour with cash payment only in Japanese Yen.

Above premium rate is applied only for the exhibition.

The daily rate per an interpreter includes interpreters' transportation and lunch expenses. Consumption tax is not included.

## NOTE

1) An advanced-level interpreter is recommended for business negotiations.

2) Please forward this application directly to **KIYO Corporation**.

Upon receipt of application, **KIYO Corporation** will send a confirmation and invoice.

3) Cancellation fees apply as follows:

**14 days before opening day –50% of the total fee**

**7 days or less before opening day–100% of the total fee**

4) On-site orders for interpreters are not generally accepted, however in special circumstances, interpreters are available with a 50% surcharge.

5) Please forward your company profile product leaflet and other relevant information to **KIYO Corporation** for interpreter's early reference.

## Payment Method

All payment must be made via **BANK TRANSFER** and in **JAPANESE YEN** to the following account:

Bank: **MUFG Bank, LTD (0005) HIROO BRANCH (047)**  
A/C Name: **KIYO CORPORATION**  
A/C No.: **Ordinary** Account: **047-1238881** Swift Code: **BOTKJPJT**  
Bank Address: **4-1-1, Hiroo, Shibuya-ku, Tokyo 106-0047 Japan**



# Translation

Send this  
Form to:

**KIYO Corporation**  
Contact: Ms. Aoki  
TEL: +81-3-3453-1210  
E-mail: sales@kiyocorp.com

**DEADLINE**  
**May 26 (Fri)**

Show Title:

Booth #:

—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

## RATE:

From English to Japanese	JPY 5,000 per 160 words
From Italian German French Chinese Korean to Japanese	JPY 6,000 per 160 words

(\*10% consumption tax is not included)

\*Please send this form together with the materials you would like to be translated. Upon receipt of your order, an invoice relevant to the number of words and type of language will be forwarded for your immediate attention.

\*Please note that an additional 50% fee will be charged when the time given for translation is less than one week.

\*The above rates covering up to 160 words are the minimum charges for an order.

## Please send the translated materials to:

Company:

Attn.: ☐ Mr. ☐ Ms.

Address:

E-mail:

Country:

TEL:

<country code>—<area code>—<direct no.>

**Method of  
Payment**

Upon receipt of application, **KIYO Corporation** will send a confirmation together with bank information.

# Barcode System

## Contact

### RX Japan Ltd.

Contact: Exhibitor Success

TEL: +81-3-3349-8507

E-mail: content-tokyo-online-en.jp@rxglobal.com

## DEADLINE

**Jun. 16 (Fri)**

The "Barcode System" enables you to collect massive information of the visitors that you meet at your booth, with much less time and effort.

### 1) Benefits of using the "Barcode System":

- Ensures you to collect contact details of visitors who forgot or ran out of business cards.
- Saves your time and effort of inputting the data.
- Quick output of the data (available approximately 2 weeks after the show) enables you to follow up your visitors immediately.
- Aside from basic contact information, you can store other information such as business category, products of interest, etc.

### 2) Rates:

- Rental of Barcode Reader : JPY 80,000\*
- 50% discount (amounting to JPY 40,000\*) per unit of additional barcode readers
- Data entry : JPY 150\* per entry

\*10% consumption tax will be charged.

### 3) Data Delivery:

- Data of visitors will be provided on a dedicated website. The URL and password for the website will be sent by e-mail approximately **2 weeks** after the show.

\*Please note that there is a possibility of delivering delay under unavoidable circumstances.

\*The Organiser shall pay no reparations whatsoever related to the loss of scanned data in whole or in part due to the failure of barcode reader, other than withdrawing the amount of barcode system invoiced.

### 4) Note:

- **All data are available ONLY in JAPANESE.**
- 100% cancellation fee will be imposed if you cancel within 10 days prior to the first day of the show.
- This service contains rental of equipment and provision of data.
- Invoice will be issued after the show.
- Some visitors may hesitate to present their business card. Show Management will not be able to provide their data.
- For data below, copy of business cards will be sent to you along with the data.
  - Card without Japanese/English information
  - Card with illegible/irreplaceable information
  - Hand-written data which has unreadable information

