

III. Regulations and Applications for Booth Construction

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

<Application Needed>

☐ Booth Package

→ Apply via Exhibitors Website

Click here for Types of Rental Display System

☐ Electrical Service Form

☐ 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 (company name of exhibitor and co-exhibitor (if any) should be displayed.)

*These decorations are not included in raw space charge.

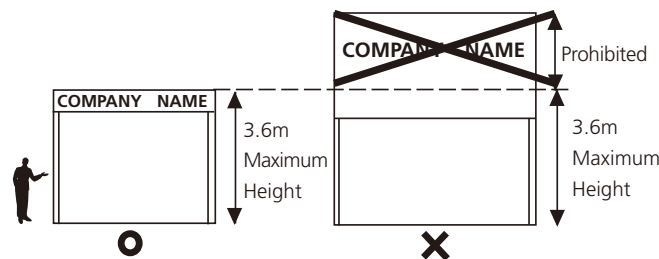
*If the booth is exposed to aisles on all four sides, back and side walls are not needed.

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

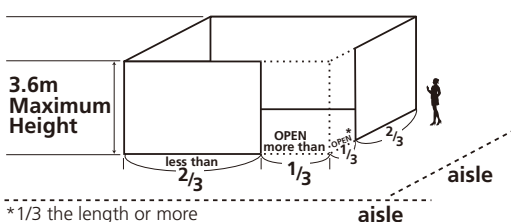
5) If your stand is higher than adjacent stands, you must paint or cover the rear surface of the portion with white wall paper or white panels. When the wall height is different from the adjacent stands, it is prohibited to place any letters including company name facing those stands within 1 meter from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

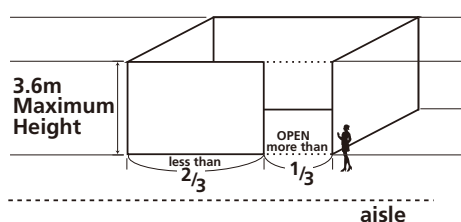
This does not apply to:

- 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

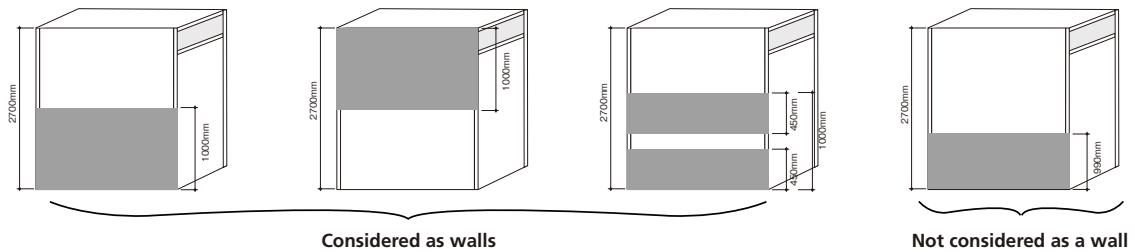


Example of a booth in between booths



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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.

● 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

Registered booth contractors will be put on our mailing list to receive information on exhibitions and conferences organised or co-organised by RX Japan Ltd. (Formerly Reed Exhibitions Japan Ltd.) and related services.

In case of an outbreak of an infectious disease, the minimum personal information required may be disclosed by request of the government.

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