

Inter BEE 2006

Guide to Preparation



International Broadcast Equipment Exhibition 2006

November 15-17, 2006
Makuhari Messe, Japan

Sponsored by: Japan Electronics and Information Technology Industries Association (JEITA)
Managed by: Japan Electronics Show Association (JESA)

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Please also read through the "Exhibition Guide - Inter BEE 2006" relating to this "Guide to Exhibition".

1. Exhibition Outline

- (1) **Name:** International Broadcast Equipment Exhibition 2006
(Inter BEE 2006)
- (2) **Sponsored by:** Japan Electronics and Information Technology Industries Association (JEITA)
- (3) **Supported by:** National Association of Commercial Broadcasters in Japan (NAB-J)
Japan Broadcasting Corporation (NHK)
- (4) **Managed by:** Japan Electronics Show Association
- (5) **Duration:** Wednesday, November 15 - Friday, November 17 (3 days)
- (6) **Exhibition Hours:** Wednesday, November 15 - Thursday, November 16: 10:00 a.m. to 5:30 p.m.
Friday, November 17: 10:00 a.m. to 5:00 p.m.
- (7) **Visitors:** Companies involved in broadcasting, program production, and CATV; their engineers and other employees.
- (8) **Admission:** Free. By registration system
- (9) **Location:** Makuhari Messe
Exhibition Halls 1(1/2), 2, 3, 4, 5, 6, 7 and 8(1/2)
2-1, Nakase, Mihama-ku, Chiba City Chiba Prefecture, 261-0023, Japan
Total Floor Area of Exhibition Halls: 47,467 m²

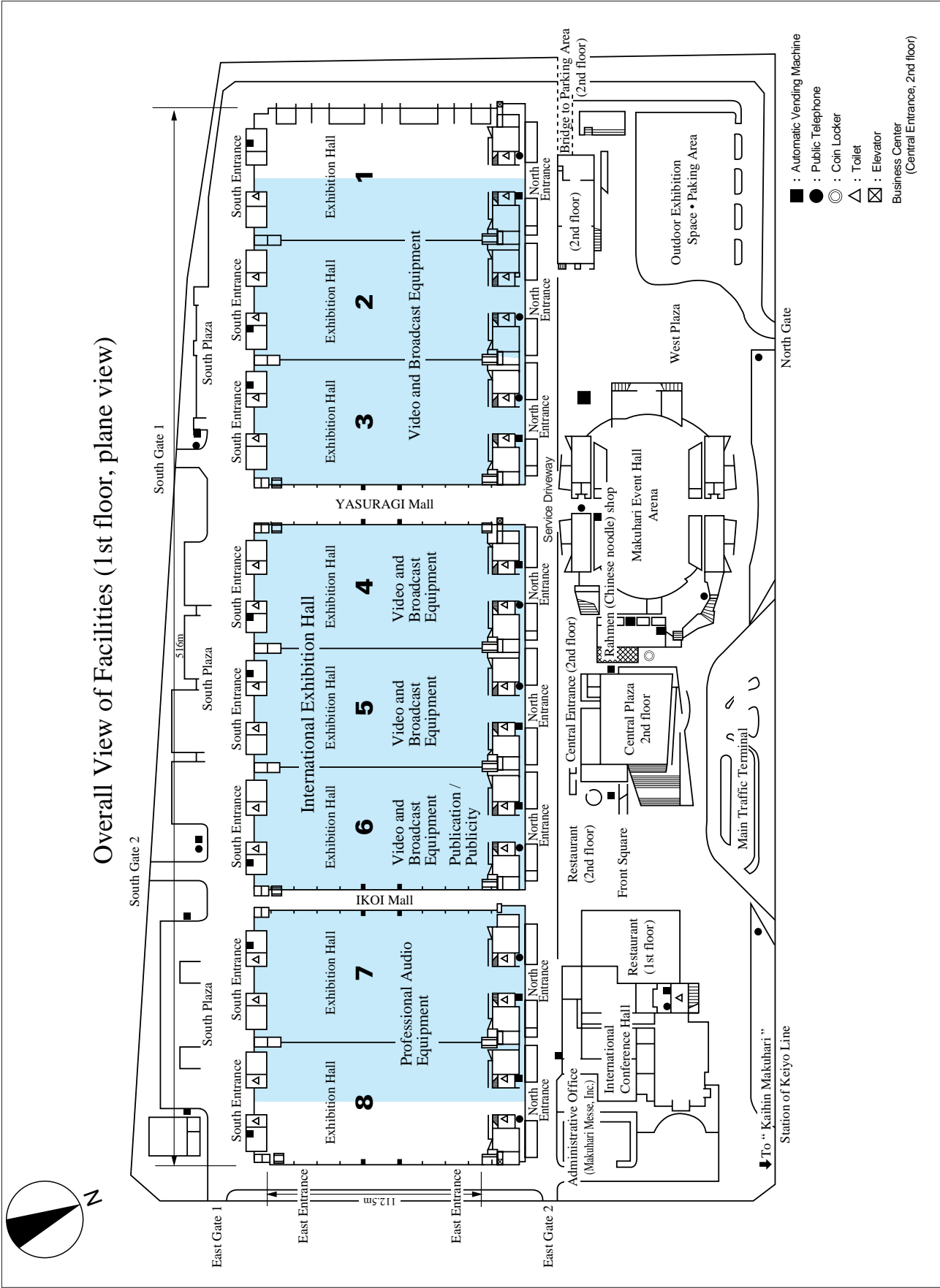
Exhibition Hall		1	2	3	4	5	6	7	8
Total Floor Area		6,827m ²	6,679m ²	6,911m ²	6,911m ²	6,679m ²	6,701m ²	6,701m ²	6,944m ²
Hall Dimensions (wall center to center)		Length (North-South) 112.5m Width (East-West) 60m							
Ceiling Height	(max.)	22.6m(16.7)	27.8m(21.8)	30m(23.9)	30m(23.9)	27.8m(21.8)	22.6m(16.7)	20.8m(14.8)	24.2m(18.0)
	(min.)	15m(10.8)	23m(16.7)	28m(21.8)	28m(21.8)	23m(16.7)	15m(10.8)	15m(10.8)	21.2m(14.8)
Lighting		30 Lux - 500 Lux							
Loading Entrances		South Entrance: Width 8.3m				Height 5.6m			
		North Entrance: Width 5.2m × 2				Height 4.0m			
Loading Limit		1 t/m ²							

- (Note) 1.The Ceiling Height (max. and min.) indicates the height from the ceiling of attic.
The height under beam is given in parentheses.
2.Half area of hall 1 and 8 is to be used. The chart shows specifications of all the halls.

2. Exhibition Site Diagram



Overall View of Facilities (1st floor, plane view)



3. Work Schedule

July 14 (Fri.)	1:30 p.m.-4:30 p.m.	Lottery Meeting for booth location
Around the end of September		Dispatch of Invitation Leaflets, Posters, etc.
In the middle of October		Dispatch of Badges, Vehicle Stickers, Reception Invitation Letters, Tickets for Negotiation/Business Meeting Rooms, etc.
November 11 (Sat.)	10:00 a.m.-6:00 p.m.	Booth decoration works for 14 or more booths' exhibitors. Antenna installation construction starts.
November 12 (Sun.)	9:00 a.m.-6:00 p.m.	Booth decoration works for all exhibitors.
November 13 (Mon.)	9:00 a.m.-6:00 p.m.	Move-in of exhibits and related Machines for all exhibitors.
	1:00 p.m.-	Power transmission begins (only for 14 or more booths' exhibitors)
		Installation of temporary telephones starts
November 14 (Tues.)	9:00 a.m.-6:00 p.m.	Move-in of exhibits and equipment, and adjustment for all exhibitors (vehicles may enter till 5:00 p.m.)
	10:00 a.m.-	Power transmission begins (for 12 or less booths' exhibitors)
	2:00 p.m.-4:00 p.m.	Testing for ceiling lighting
November 15 (Wed.)	9:45 a.m.-10:00 a.m.	Opening ceremony
	10:00 a.m.-5:30 p.m.	Exhibition hours
	6:00 p.m.-	Reception party
November 16 (Thur.)	10:00 a.m.-5:30 p.m.	Exhibition hours
November 17 (Fri.)	10:00 a.m.-5:00 p.m.	Exhibition hours
	5:00 p.m.-	Closing of exhibition
	5:00 p.m.-	Removal of temporary telephones and antennas
	5:15 p.m.-	Stopping of power transmission
	5:00 p.m.-7:30 p.m.	Move-out of the exhibits and equipment
	7:30 p.m.-24:00	Dismantling of displays
November 18 (Sat.)		Announcement of the number of visitors registered

* Please refer available period of facilities to “special facilities”, closing the date of documents to “Documents to be Submitted”.

	Preparation				Show Period / Move-out		
Nov.	11th (Sat.)	12th (Sun.)	13th (Mon.)	14th (Tue.)	15th (Wed.)	16th (Thur.)	17th (Fri.)
Time							
8							
9					Preparation	Preparation	Preparation
10	Booth Display (Exhibitors with 14 or more booths)	Booth Display (All exhibitors)	Move-in of Exhibits	Move-in of Exhibits Equipment Adjustment	Show Period		
11							
12							
13							
14							
15							
16							
17							
18							Move-out of Exhibits and Equipment
19					Overtime Work	Overtime Work	
20							
21	Overtime Work	Overtime Work	Overtime Work	Overtime Work			Dismantling of Display
22							
23							
24							

*It is required to notify the Show Management Secretariat in advance for work not shaded in color (Blue), and an additional charge must be paid for work outside the area bounded by the bold line.

*November 11 (Sat.): Booth display work only for exhibitors with 14 or more booths.

November 12 (Sun.) - November 17 (Fri.): Works of all exhibitors are available.

*Schedule for vehicle entry to exhibition halls is as follows; preparation period: November 11 (Sat.) 10:00 a.m. to 6:00 p.m., November 12 (Sun.) to 13 (Mon.) 9:00 a.m. to 6:00 p.m., November 14 (Tues.) 9:00 a.m. to 5:00 p.m., Show period: no vehicle entry is allowed.

Move-out exhibits: November 17 (Fri.) around 5:40 p.m. to 23:00 p.m.

Other than the above vehicle entry period, display materials including exhibits should be carried by hand.

4. Booth Standards

(1) Booth Standards

1) From 1 to 18 booth (s) (Between center of poles) :

2.97m (width) × 2.97m (depth) (8.82m²)

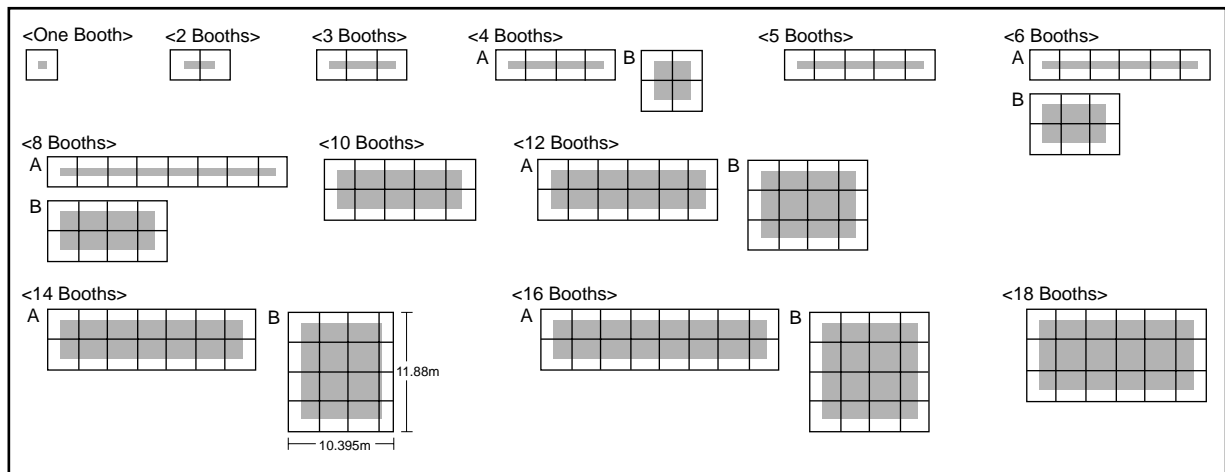
The height of booths set back 1m from the booth foundation panels set up by the Show Management Secretariat and / or corridors is 2.7m.

The height of the other part of booth(s) is 3m or less.

A booth (18 booths or less) may in some cases become an island (block) booth upon determination of the total booth allocation. In such cases dimension of a booth is 3m (width) × 3m (depth)

The height of booths set back 1m from the booth foundation panels set up by the Show Management Secretariat and / or corridors is 2.7m. The height of the other part of booth(s) is 3m or less.

□ Height 2.7m ■ Height 3m



2) From 20 to 100 booths :

3m (width) × 3m (depth) × 4.5m (height) (9m²)

(2) Special treatment regarding booth height

1) Audio systems and light fixtures

Lighting fixtures and audio systems, including miniature speaker, etc., which will be minimally required when constructing, may be installed projecting a maximum of 300mm from the standard specifications of the booth. Please take safety measures.

2) In case the size of the product exceeds the booth specifications

The height limitation of exhibit products and decorations will be stipulated as above explained. Exhibitors are requested to submit "Application for Over-Regulated Heights and Signboard Construction for Booths at the Rear End of Booth Line" stating the necessary information to the Show Management Secretariat by Friday, September 29, and attach product leaflet and diagram indicating location and height of product(s) (both floor plan and elevation drawing).

In this case, the exhibited product should be displayed within the specified space limitation of the exhibition booth and cannot be displayed in a way that invades into the passageway space. Exhibited product that has received prior permission to exceed the height limitation must be exhibited in the original state of the product itself, and any additional decoration will be prohibited.

- 3) Special booth; allocated in the final row of the Exhibition Hall (the Southern-end allocation of the Hall)

Exhibitors whose booth(s) is allocated in the final row of the Exhibition Hall (the southern end of the hall) are allowed to install a signboard as described below, considering that this will be a blind spot from the hall entrance.

Exhibitors wishing to install the special signboard should submit “Application for Over-Regulated Heights and Signboard Construction for Booths at the Rear End of Booth Line” stating the necessary information to the Show Management Secretariat by Friday, September 29, and the signboard size and diagram indicating the location (both floor plan and elevation drawing) should be attached to this application form in order to obtain approval from the Show Management Secretariat.

- Signboard content:

The signboard content will be limited to the exhibitor’s name (name of company or organization/association), the exhibitor’s logo, a logo expressing the exhibitor’s name and/or exhibitor’s brand.

The following content is not permitted: product names, division/department names, advertising copy (except for copy that is part of the exhibitor’s name or logo, which can be approved for inclusion on the signboard). Please produce signboards within the standard height limitation.

- Standard measurement of signboard

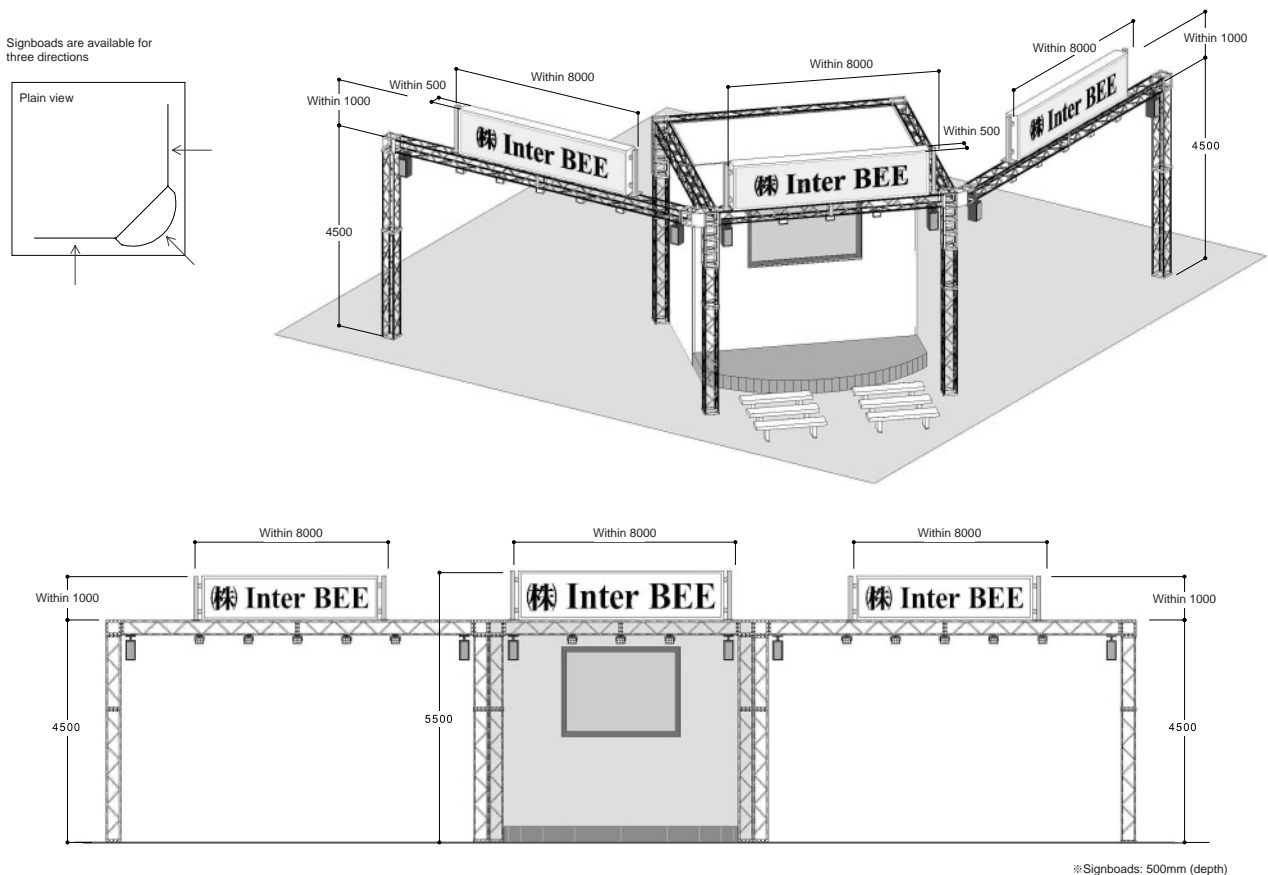
Please produce the signboard within the following dimensions:

8,000mm(width) × 500mm(depth) × 1,000mm(height)

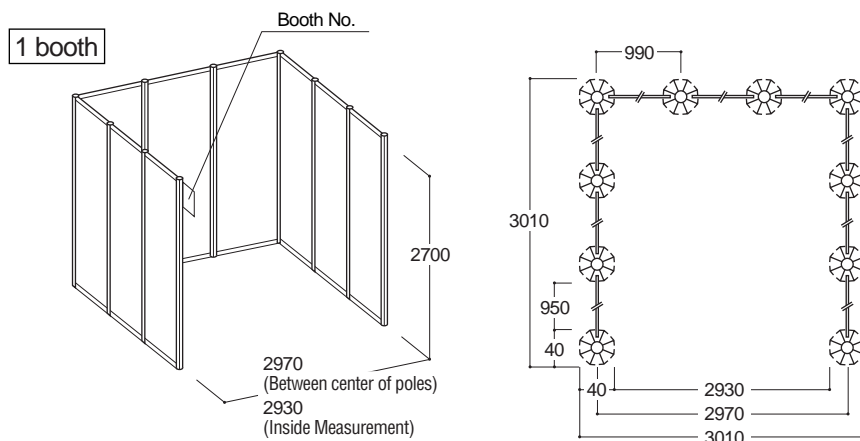
The signboard should be installed within the specified space limitation of the booth(s) concerned.

- Location and number of signboard to be installed

One signboard will be allowed per direction (i.e., north, east, west, or northeast), with a total of 3 signboards as the maximum.



- (3) Protrusion beyond the booth standards
No protrusion, regardless of what it is an exhibit or a display, beyond the booth standards is accepted, except it is approved. Any violations will be subject to a fine of ¥94,500/m³ (including 5% consumption tax).
- 1) Please note that restrictions apply not only to protrusions on to the floor but also to protrusions into free space.
 - 2) Demonstration should be conducted inside the booths, and is not allowed if blocking walkways. Exhibitors are responsible for controlling crowds around their booths by staffing exhibitors' staff members who bring visitors inside the boundaries of the booth.
- (4) It is forbidden to leave packaging material or printed matter in the aisles, as these obstruct the passageways and are a fire hazard. Please bear in mind that you might require storage space when designing your booth.
- (5) The Show Management Secretariat will erect walls between adjoining booths. The specifications of exhibition booth walls are system panels, made of plywood finished in white vinyl. Please be sure not to make holes or use nails on the wall. The Show Management Secretariat will not erect walls on the aisle side of corner booths. However, exhibitors may erect their own walls if necessary. Booths bounded by aisles on all four sides, will be demarcated by painted lines only.



- (6) Fascias and company name plates are not provided. However, the Show Management Secretariat will attach booth number plates.

5. Booth Construction and Decoration

- (1) Regulations and Notice
- 1) After selecting a display contractor, exhibitors should submit the “Display Contractor Registration” to the Show Management Secretariat by Friday, September 15. Even if the exhibitor directly executes the booth’s planning and decoration on its own responsibility, the exhibitor should also submit the “Display Contractor Registration form” to the Show Management Secretariat by the above date. In case an exhibitor applies for packaged booth construction, please specify Murayama Inc. (name of constructor) in the form.
 - 2) Exhibitors with 14 booths or more may begin their work from 10:00 a.m., Saturday, November 11. Exhibitors with 12 booths or less may begin their work from 9:00 a.m.,

Sunday, November 12. All deliveries/adjustments should be completed by 6:00 p.m., Tuesday, November 14.

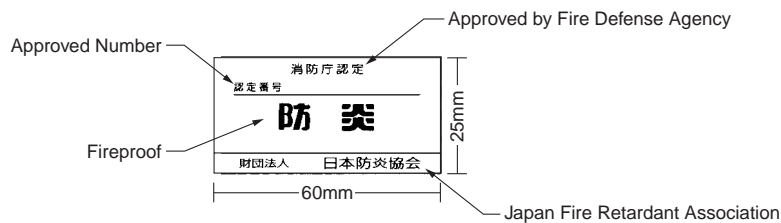
Booth display work on Saturday, November 11 may begin after inspection by the Show Management Secretariat's personnel, **subject to confirmation by the exhibitor's staff responsible for the booth. Please note that unless the confirmation by Show Management Secretariat personnel and the exhibitor's staff are obtained, carpeting is not acceptable.**

- 3) Two-story structures are not allowed. Booth floors may be raised a maximum of 1 meter.
- 4) Suspending decorations from the ceiling is not allowed.
- 5) Block booth exhibitors should make two or more entrances/exits of sufficient width, bearing in mind the traffic flow in the block. In certain cases, the Show Management Secretariat may specify the location of entrances/exits to ensure the provision of evacuation routes.
- 6) Regarding steel frame structures, the Show Management Secretariat will confirm the decoration specifications. Therefore, please contact to the Show Management Secretariat.
- 7) All plywood or fiberboard used in the displays must be fireproof regardless of thickness.

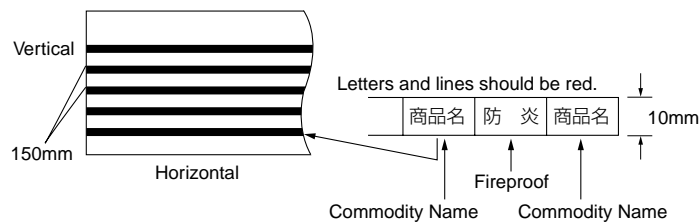
All carpeting must also be fireproof (refer to labeling chart).

a. Fireproof plywood

The ground color should be white, the letter of 防炎 (fireproof) should be red color, and the color of other letters and horizontal lines should be black.

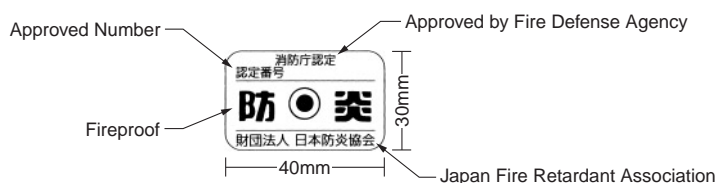


The reverse side indication of fireproof plywood shown below.



b. Fireproof carpet

The ground color should be white, the letter of 防炎 (fireproof) should be red color, and the color of other letters and horizontal lines should be black.



- 8) Thick cloth or pleated paper affixed to fireproof plywood for display purposes should also be fireproof. However, this is not necessary if fireproof plywood which is completely covered with thin treated paper or cloth is used.

- 9) Make sure such flammable cloths as artificial flowers, draperies, curtains, etc. should be factory-treated fireproof materials with fireproof labels.
- 10) Avoid using plastic flowers, urethane, acetate, polyester, nylon or other materials that are difficult to fireproof.
- 11) The use of plastic foam is prohibited. Please substitute with styrofoam or a similar material.
- 12) Inspections by the local fire department will be carried out during the display work, or after its completion. Any work not in accordance with the above regulations may be suspended or removed.
- 13) In the demonstration and/or performance of product features, if the exhibitor wishes to use any type or form of smoke-effects, please fill in the “Display Contractor Registration” form and submit it to the Show Management Secretariat by Friday, September 15 in order to receive advance approval. Smoke-effect usage is strictly limited within the exhibitor's own booth. Please be sure not to cause any inconveniences to other exhibitors.
- 14) Spray painting on site is prohibited, as it is dangerous and may inconvenience other exhibitors.
- 15) Exhibitors are required to re-use panels and fixtures where possible, rather than to leave them in the hall. **Exhibitors are asked to keep the consumption of resources to a minimum.**
- 16) Lighting up the side panels and/or the ceiling from the booth is prohibited. Exhibitors are requested to make sure that light from their lamp-stands, imaging equipment and other light-emitting fixtures does not cause reflections on other exhibitors’ monitors, etc.
- 17) All wrapping materials such as vinyl, etc. to protect carpets should be removed. This includes materials kept in the warehouse.
- 18) When exhibitors stain the floor with paints, etc., they are requested to restore it to its original condition.

(2) Package Booth(s)

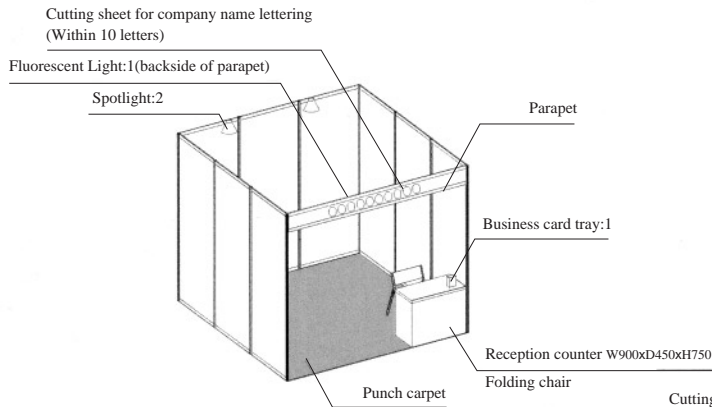
Package booths are available for exhibitors with 4 booths or less, as shown below. Please fill in the “Package Booth Application” as well as “Layout Chart for Package Booth and Option Display Application” and submit it to the Show Management Secretariat by Friday, September 22.

1) Basic Furnishings (including 5% consumption tax)

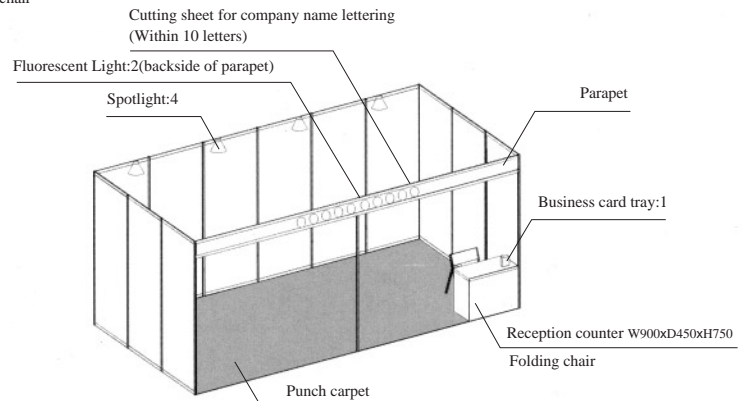
	1 Booth	2 Booths	3 Booths	4 Booths
Item	Quantity	Quantity	Quantity	Quantity
Floor carpet	1 booth	2 booths	3 booths	4 booths
Brackets for carpeting	3m	6m	9m	12m
Parapet	3m	6m	9m	12m
Reception counter	1	1	1	1
Folding chair	1	1	1	2
Cutting sheet letter	10 letters	10 letters	10 letters	10 letters
Spot light	2	4	6	8
Fluorescent light	1	2	3	4
Business card tray	1	1	1	1
Total	¥73,920	¥118,335	¥162,750	¥207,165

- a. Detailed information is available in a separate booklet “Guide to Package Booth and Option Display, Furniture”.
 - b. Exhibition fee is not included in the above price.
 - c. Since Murayama Inc. is in charge of package booth construction, it is them who will submit to the exhibitor both the related estimation, including rental items, and the bill.
- 2) Standard Booth Specifications

■ Package booth type:1 booth



■ Package booth type:2 booths



- 3) For a corner booth, only parapet will be furnished on the passageway side. No wall will be erected there.
- 4) For a system wall, nailing or other proceedings are not be possible.
Low adhesive tapes are usable for it, but make sure to restore it to the original state.
- 5) Electricity supply over 1kW/booth, and installation of power lines for 200V/booth will be additionally charged.
- 6) For cutting sheet lettering or carpeting (punched), please select your color from the color sample.
- 7) Items other than those included in the above ordering are also available. If you prefer the standard plywood type, please contact Murayama Inc. Please contact Murayama Inc., the contractor in charge, for details.

(3) Rental Furniture/Fixtures

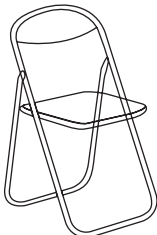
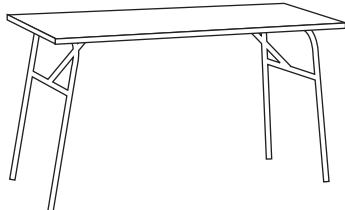
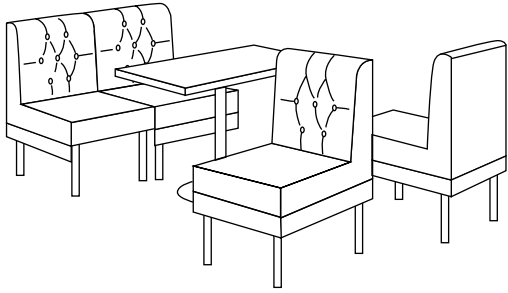
Exhibitors requiring rental furniture/fixtures should fill out the “Rental Furniture/Fixtures Application” form and submit it to the Show Management Secretariat by Friday, September 22. The rental fee will be collected by Murayama Inc. during the Show period. If exhibitors want to transfer to bank account, they will send an invoice to exhibitors.

<A Sampling of Items Available>

Many other items are available as well: Please contact Murayama Inc.

Please refer to a separate volume “Guide to Package and Option Display, Furniture”

(including consumption tax)

1)	Folding chair blue W420×D420×SH430×H780  @¥630	2)	Table white W1800×D450×H730  @¥3,675
3)	Reception set (5 units) white  @¥10,500		

4) Fire extinguisher	@¥4,200	13) Refrigerator	@¥21,000
5) Business card tray	@¥1,575	(W)525-545×(D)580-630×(H)1360-1445	
6) Information counter (W)900×(D)450×(H)800	@¥6,300	14) Vacuum Cleaner for Business Use	@¥13,650
7) Counter chair	@¥3,675	15) Plant (pot) (H) approx. 1500 -	@¥3,675
8) Stand for catalogues (12 shelves, A4)	@¥5,775	16) Plant (pot) (H) approx. 800 -	@¥2,625
9) OA chair	@¥4,200	17) Plant (pot) (H) approx. 300 -	@¥1,260
10) Round table Ø750×(H)600	@¥4,200	18) Plant (flower pot) (H) approx. 300 -	@¥1,050
11) Small table (W)450×(D)450×(H)600	@¥2,100	19) Planter Box (W)1300×(D)230×(H)700	@¥16,800
12) Exhibition table (W)1800×(D)700×(H)800/940	@¥21,000		

6. Smoking and Handling of Hazardous Items

(1) Smoking in the booth

- 1) Smoking is prohibited in the area of exhibition booth.
- 2) Smoking is permitted in the designated places only.

During the period of booth display, move-in and move-out of exhibits and dismantling, of display, smoking is permitted in the designated places only.

(2) Prohibitions

The Fire Prevention Law prohibits the following on the Show site:

- 1) Live flames (including spark-producing apparatus, exposed ignition electric heating elements) to be used.
- 2) Hazardous materials (such as gasoline, kerosene, lubricants, heavy oil) and/or articles (such as explosives, matches or lighters in large quantities) to be carried in. (Except oil inside of machine)
- 3) Flammable Gas such as hydrogen liquefied petroleum gas or flammable gas to be carried in.

(3) Exemptions of Prohibited Act

If any of the above prohibitions should be necessary for demonstration or exhibition purposes, exhibitors may obtain permission to be exempt from the rules from the Fire Department. Concerning use of flammable gas, only liquefied petroleum gas in a cartridge-type canister may be used. In this case, submit to the Show Management Secretariat a “Flammable or Hazardous Items Application” not later than Friday, September 22.

Two copies of diagrams and two copies of catalogs that state your plan must be attached to the application.

(4) Use of Live Flames

When using live flames, please adhere to the following rules:

- 1) The scale of the set-up must be as small as possible.
- 2) The area lower part and around the live flame must be surrounded by fire-resist material.
- 3) Type 10 fire extinguisher should be installed in the booth.
- 4) Utmost attention must be paid to surrounding conditions and fire prevention measures.

(5) Hazardous Materials and Articles

When using the above, please adhere to the following rules:

- 1) Do not bring more hazardous materials on site than can be consumed in the course of one day.
- 2) Do not replenish supplies during Show opening hours.
- 3) Type 10 fire extinguisher should be installed in the booth.
- 4) Take extreme care to prevent accidents, and install fire insulation materials around the hazardous materials and articles.

(6) Flammable Gas

When using the liquefied petroleum gas in a cartridge-type canister, please adhere to the following rules:

- 1) After installation, place signs prohibiting live flames.
- 2) Type 10 fire extinguisher should be installed in the booth.

7. Ceiling Structure

In principle, ceilings, either whole or partial will be prohibited. However, if ceilings will be absolutely necessary owing to the nature of the exhibit, please apply for permission by the following procedures referring to the following conditions.

(1) In case you will satisfy the following conditions entirely, you execute without Ceiling Construction Application for permission.

Please be sure to set one type 10 fire extinguisher.

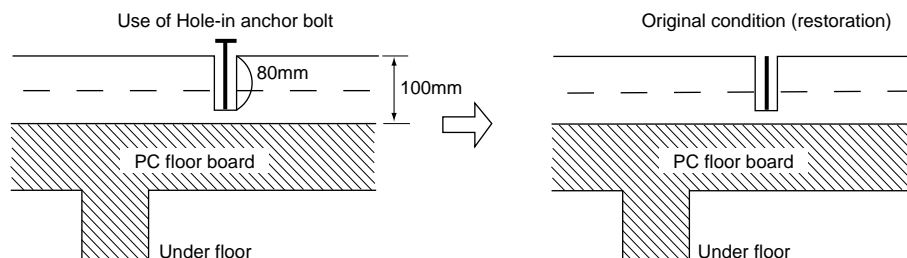
- 1) Ceiling material is fire-proofed black-out curtain.
- 2) Size of the ceiling is within 100m².
- 3) All the wall surfaces joining to the ceiling are opened.

- (2) **In case the above mentioned conditions (1) will not be satisfied**, if ceilings will be absolutely necessary owing to the nature of the exhibit, please submit the “Ceiling Construction Application” and the Booth Design Plans (plane and three dimensional views of diagram) to **Makuhari Messe, Inc. not later than Friday, September, 29 for approval.**
- (3) **Please submit the “Ceiling Construction Notification”** and the Booth Design Plans to the Show Management Secretariat **by Friday, October 13** after the exhibitor will **receive the approval from Makuhari Messe, Inc.**
- (4) The Show Management Secretariat is plan to submit all the concerning documents submitted by the exhibitors to the Fire Department Authority on Friday, October 27.

8. Floor Work

- (1) For displays where anchor bolts need to be affixed, the “Floor Work Application” accompanied by two diagrams, must be submitted to the Show Management Secretariat no later than Friday, September 29.
There is a charge for floor restoration work, and the following costs will be charged to the exhibitors after the Show.
¥1,155/lid (including 5% consumption tax)
- (2) Construction may only be carried out within a 80mm thick portion of the top concrete layer below the floor surface. No construction may be carried out on pit lids or in pit interiors.
In case the applicants break the pit lids, the following costs will be charged after the Show.
Iron lid: @¥16,800/lid, Concrete lid: @¥6,300/lid (including 5% consumption tax)
- (3) In case either the floor works, including the anchor bolt work, will not be possible due to the location of the pit cover on the floor, or it will become unnecessary because of sufficient strength, **the exhibitor should submit the amended floor diagram to the Show Management Secretariat by Tuesday, November 14 or cancel it by the same date.**

In case any amendment will not be submitted, the Show Management Secretariat will confirm the number of applied anchor bolts and will send the charge after the Show. The amendment will not be acceptable after Wednesday, November 15.
- (4) If the bolt heads project above the surface, they must be sawn off to restore the surface to its original condition. They may not be hammered in, cut with acetylene torches or pulled out.
- (5) Floor work is permitted on the condition that all flooring will be restored to its original state after the Show. All expenses for restoration shall be borne by the exhibitor. In the event that restoration is incomplete, the Show Management Secretariat will carry out the restoration work and Murayama Inc. will send the following charge to the exhibitor after the Show.
¥1,575/lid (including 5% consumption tax)



9. Electrical Power

- (1) Power Supply Application
A “Power Supply Installation Application” with voltage/phase clearly indicated must be submitted to the Show Management Secretariat by Friday, September 15.
- (2) Please bear in mind that wires will be drawn from the floor pits.
- (3) Single-phase 100V and 200V facilities
The Show Management Secretariat will provide one 50Hz single phase power outlet at either 100V or 200V in each booth for demonstration and illumination of exhibits.
- (4) Power Capacity
An exhibitor is equipped with 1kW power capacity per booth at no extra charge. However, if required, extra power supply installation is available at a cost of ¥6,825/kVA (including consumption tax).
- (5) Triple-phase 200V facilities
Exhibitors can apply for installation of triple-phase 200V power, which is available at a cost of ¥6,825/kVA extra power supply (including consumption tax).
- (6) Electrical Work
The drawing of electricity from the distribution boards installed by the Show Management Secretariat must be arranged by exhibitors.
Circuit breakers must be installed in each booth. Also, placing objects which cause an obstacle to handle the power distribution board and switch is not acceptable.
- (7) Electrician’s Licensing
Constructors carrying out electrical work in the booths must carry their licenses with them at all times. Unlicensed workers or those who fail to carry their licenses will be ordered to stop working.
- (8) Electrical Power Work Installation Diagram
Exhibitors must indicate the work and power capacity required for their booths on the “Electrical Power Work Installation Diagram” and submit it to the Show Management Secretariat by Friday, October 6. The “Electrical Power Work Installation Diagram” is necessary for obtaining permission from the local fire department, and is also used as a final check on power capacity. Please ensure that it is filled out correctly and submitted before the deadline.
Exhibitors who have applied for the package booth program do not have to submit the “Electrical Power Work Installation Diagram.” Murayama Inc. will submit it on behalf of those exhibitors.
- (9) If it becomes necessary to change the power capacity ordered, please fill out a “Change in Power Supply Installation Application” and submit it to the Show Management Secretariat immediately. Please make sure that the information contained is correct, as our contractor in charge of installing utilities must draw up a new diagram each time changes are made.
- (10) Power Activation
Power for exhibitors with 14 booths or more will be activated at 1:00 p.m., Monday, November 13; for exhibitors with 12 booths or less at 10:00 a.m., Tuesday, November 14. When the booth setup is completed, exhibitors are requested to apply for commencement of power transmission to the booth at the counters set up in the exhibition halls. However, activation may be delayed depending on the progress of work in neighboring booths.

Exhibitors requiring early power transmission to their booth should fill in and submit an “Early Power Transmission, Transmitting Electricity 24 Hours and Extending Power Transmission Application” to the Show Management Secretariat by Friday, October 27. The early power transmission requires separate installation work, so, all costs should be borne by the exhibitor. In some cases, we may not be able to accept requests due to working conditions.

- (11) If you require an uninterrupted power supply, please fill out the form to require an uninterrupted power supply as a single circuit and submit a “Early Power Transmission, Transmitting Electricity 24 Hours and Extending Power Transmission Application” to the Show Management Secretariat by Friday, October 27.

Exhibitors should control power supply. If exhibitors submit a “Early Power Transmission, Transmitting Electricity 24 Hours and Extending Power Transmission Application”, the Show Management Secretariat can take proper steps on cutting power supply in case exhibitors forget to power off electricity after the Show.

- (12) **Stopping Power Transmission to the Booth**

Power transmission will be stopped at 5:15 p.m., Friday, November 17.

Exhibitors requiring an extension power transmission to their booth should fill in and submit an “Early Power Transmission, Transmitting Electricity 24 Hours and Extending Power Transmission Application” to the Show Management Secretariat by Friday, October 27.

10. Ceiling Lighting

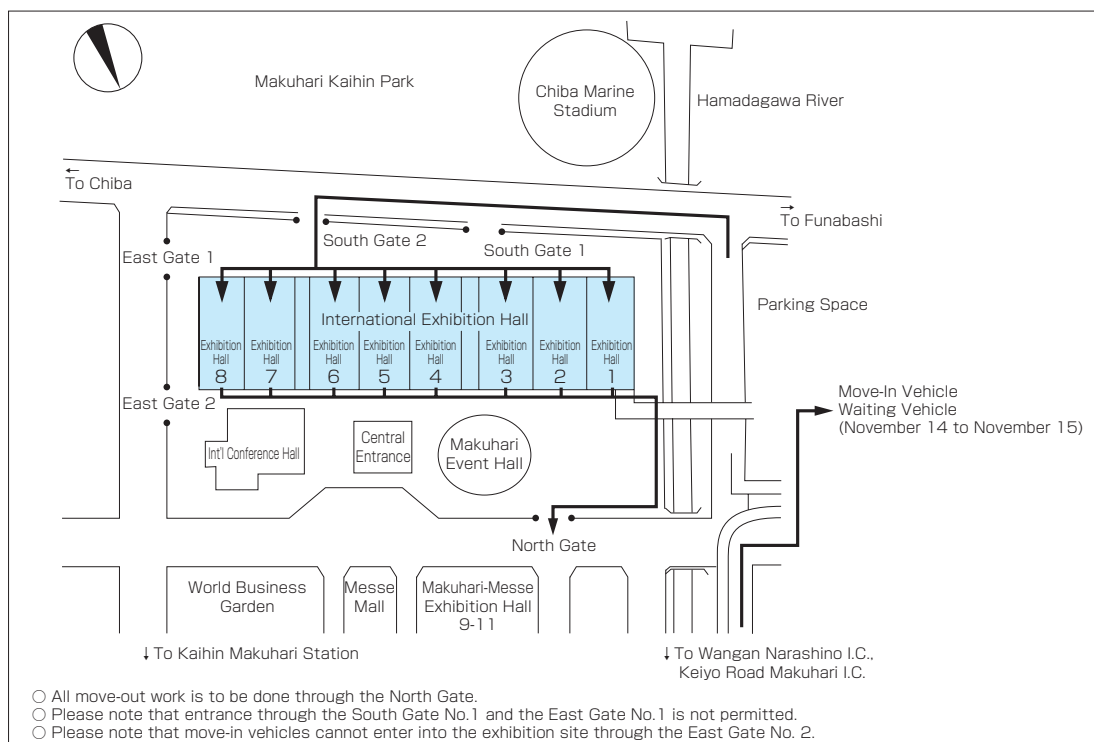
The Show Management Secretariat will set the intensity of ceiling lighting during the Show, and it will be indicated in the floor layout plan. **The lighting will be tested between 2:00 p.m. to 4:00 p.m. on Tuesday, November 14**, so please adjust your equipment accordingly. We are going to pull down the shutter in South Side during the testing overhead lighting. Please go through from the north part during the testing time.

Some areas of the site have natural lighting; please bear in mind that intensity may vary according to the weather, the booth lighting, or the color of the booth wallpaper.

11. Move-in

- (1) Exhibitors may move exhibits onto the site from 9:00 a.m. to 6:00 p.m. on Monday, November 13 and from 9:00 a.m. to 5:00 p.m. on Tuesday, November 14. Move-in should be through the gate closest to the exhibitor’s booth and be carried out according to instructions from the personnel on hand.
- (2) A “Move-In/Move-Out Vehicle Application” should be submitted to the Show Management Secretariat by Friday, September 15 and filled out with the required information. When moving-in vehicle, please observe the time stipulated in the “Move-In/Move-Out Vehicle Application”.
- (3) Move-in vehicles may be parked in the parking area provided in the Exhibition Halls and on the ground of Makuhari Messe free of charge for three hours on Monday, November 13 and Tuesday, November 14.
Vehicles parked for more than three hours will be charged ¥1,000 (including 5% consumption tax) per hour for extra hours at the exit of the Exhibition site.

- (4) No fork-lifts, tow trucks, dollies or other equipment for move-in is available at the site; exhibitors are expected to provide their own if necessary. Exhibitors requiring any equipment for move-in should directly contact Ishikawa-Gumi, Ltd. in advance.
- (5) The load limit is 1 t/m^2 . When moving in or installing heavy articles, ensure that the weight is evenly distributed and not concentrated on one spot. Also, when installing exhibits, crane outriggers should not be set on pit lids.
- (6) Protect buildings and facilities to avoid damage or soiling when move-in or out. If damage should occur, the exhibitor must notify to the Show Management Secretariat and take responsibility for restoration and the expenses there of.
- (7) Exhibitor or Worker Badges must be worn when working on site during the move-in/move-out period.
- (8) **No parking is available near the exhibition halls. When move-in is completed, vehicles must move to the parking lot.**
 No parking is permitted within the exhibition hall or around its outer perimeter. Please note that waiting areas for move-in vehicles on Monday, November 13 and Tuesday, November 14 will be provided separately. We are going to operate the shuttle bus following two days from waiting vehicle area to Exhibition Hall. Please use the buses.
 Operation Days: Monday, November 13 to Tuesday, November 14
 9:00 a.m. to 5:00 p.m.
 Operation Intervals: At 10 to 15 minute intervals
 Shuttle Bus Stop Area: Waiting vehicle area, north of Yasuragi Mall and Ikoi Mall
- (9) Exhibitors are requested to take away packing materials since no on-site storage for them is available. Nor are there any disposal facilities for booths' leftover finishing materials; exhibitors should remove these as well.
- (10) Move-in/out Routes



12. Bonded Goods

- (1) The Show Management Secretariat will be applying to the Yokohama Customs Office for permission to have the show venue designated as a bonded area.
- (2) Once permission has been granted, exhibitors will be able to display foreign goods (goods produced or manufactured in areas other than Japan, for which importation procedures have not been completed) as bonded area without having to go through importation procedures.
- (3) Exhibitors displaying goods which fall under this category should fill out the “Application to Exhibit Foreign Goods” form and submit it to the Show Management Secretariat by Friday, August 11. This form will be used for reference purposes only in the application to the Yokohama Customs Office for exhibiting bonded goods, and the actual items displayed during the Show may be different.
- (4) Ishikawa-Gumi, Ltd. is the designated shipping company in charge of bonded materials and transport arrangements handling foreign goods.

13. Exhibit Security

- (1) The Show Management Secretariat will make every effort to ensure the security of the exhibits during the exhibition by posting guards and taking other precautionary measures. However, the Show Management Secretariat is not responsible for loss or damage caused by fire, natural disasters, theft, lost articles or other causes.
- (2) For burglarproof, the Show Management Secretariat is going to observe the exhibition hall by surveillance cameras at North and South part. The Secretariat is going to record all events in the exhibition hall from Monday, November 13, 5:00 p.m. to Friday, November 17, 7:00 p.m.
- (3) Exhibitors are advised to insure their exhibits and take other precautions for protection.
- (4) Staff responsible for the exhibition are requested to stay in the exhibitor’s booth(s) in order to manage the booth operation.
If an exhibitor wishes to use the security service in their booth(s), please notify the Show Management Secretariat in advance.
Exhibitors are requested to take necessary measures to prevent loss or theft of exhibits in the booth, as well as equipment placed in the booth or storage.
- (5) Exhibitors are requested to inform the Show Management Secretariat immediately if they find any suspicious person or thing.
- (6) In case any theft arises, please be sure to notify it to the Show Management Secretariat.

14. Temporary Telephone Service and Wireless LANs

(1) Analog and Digital Line

- 1) Exhibitors applied for the exhibition along with applying for temporary telephones must submit a “Temporary Telephone Position Diagram” to the Show Management Secretariat by Friday, September 8.
- 2) The telephones will be installed from Tuesday, November 14 to Friday, November 17 (during 4 days). Telephones will be removed from 5:00 p.m. on Friday, November 17.

- 3) Telephone lines come up from the floor pit, and once installed relocation of telephone line is quite difficult because the displays and/or carpet cannot be moved. Therefore, please precisely clarify the telephone installation position in a “Temporary Telephone Position Diagram”.
 - 4) Telephones will be installed by Nippon Telegraph & Telephone East Corp. (NTT East). Persons other than NTT East personnel are forbidden to relocate a telephone without permission, to disconnect a line, or to conceal a telephone within the hall. Any expenses originating from rule violations by an exhibitor shall be borne by the exhibitor.
 - 5) Please bear in mind that no telephone paging calls may be received via the Show Management Secretariat referring follows:
 Wednesday, November 15 and Thursday, November 16: 10:00 a.m. - 5:30 p.m.
 Friday, November 17: 10:00 a.m. - 5:00 p.m.
 - 6) International Calls
 All the exhibitors using temporary telephone lines can make international calls. Only NTT Communications own line (0033) will be used, and other international carrier can not be used.
 - 7) Temporary telephone installation and call charges
 Exhibitors shall bear all expenses necessary for temporary telephone service.
 Murayama Inc. will issue all invoices for these fees within one month after the exhibition, which should be paid directly to Murayama Inc.
 Telephone installation fee (installation/basic charges and consumption tax included)
 Analog: ¥14,175 per line; Digital: ¥26,250 per line
- (2) Exclusive lines and High-Speed Internet Connection
 Please contact the following for special lines such as exclusive lines and High-Speed Internet Connection.
 Please note that might not accept depending on exhibitor’s application and requests after Friday, October 6.
- a. Contact
 Makuhari Messe, Inc.
 Telephone: +81-43-296-0493 FAX: +81-43-296-0492
 Person in charge: Mr. Kaiho, Mr. Matsushima, Information Machine Room
 - b. Installation charges (including provider, router fees and consumption tax)
 High-speed Internet connection ¥84,000
 ADSL line ¥52,500
- (3) Mobile Telephone
 Exhibitors wishing to rent a mobile telephone should contact and send application to the following;
 DoCoMo Sentsu, Inc. MOVA Rental Center
 4th Floor, Sumitomo Ikebukuroekimae Bldg.
 1-10-1, Higashi Ikebukuro, Toshima-ku, Tokyo 170-0013, Japan
 Telephone: +81-3-5911-3968 FAX: +81-3-5911-1172
- (4) Wireless LANs
 To avoid communication problems due to channel interference between wireless LANs operating on the same frequency, exhibitors planning to connect wireless LANs in their booths are required to submit an “Application for Wireless LAN Frequency” to the Show Management Secretariat by Thursday, November 2. If multiple exhibitors use the same frequency in the same hall, the Show Management Secretariat might request one or more

exhibitors to adjust the channel used.

15. Show Period

(1) Ceremony

1) Opening Ceremony

The Inter BEE 2006 Opening Ceremony will be held from 9:45 a.m. to 10:00 a.m. on the 2nd floor of Exhibition Hall 5 on Wednesday, November 15, the opening day of the exhibition. Exhibitors are recommended to attend the ceremony.

2) Reception Party

a. The reception party is to begin at 6:00 p.m., Wednesday, November 15, 2006; the first day of the Show opening.

The bellow mentioned number of copies of invitation letters are sent to each exhibitor.

No. of booth(s)	No. of allotted invitation letter(s)	No. of booth(s)	No. of allotted invitation letter(s)
1-3	1	20-34	5
4-8	2	40-60	6
10-14	3	64-74	8
16-18	4	80-100	10

b. If you need additional invitation letters, please submit a “Reception Party Participation (additional) Application” form to the Show Management Secretariat by Friday, August 25.

c. For any additional requests, a participation fee of ¥10,000 (including consumption tax) per one person is needed. Also, any requests on the day of the reception party, the same amount of participation fee should be paid in cash.

d. Reception Invitation letters will be delivered in the middle of October. Please be advised that the exhibitor will be **unable to cancel the paid Reception Invitation letters after they will have been dispatched**. If you want to cancel before Reception Invitation letters will be dispatched, please let us know in written form.

(2) Demonstrations

If there is a possibility that a demonstration may produce any noise, light, heat, smoke, gas, odor or vibration, the exhibitor should report its possibility to the Show Management Secretariat beforehand and necessary preventive measures should be taken by the exhibitor’s responsibility to avoid inconveniencing others. The Show Management Secretariat is responsible for the management, maintenance, preservation of order, and the safety of visitors. Exhibitors may be requested to take suitable measures if a demonstration is deemed to impede these responsibilities, otherwise the demonstration may be changed or canceled.

1) Sound Emission

Exhibitors producing sound through loudspeakers, musical instruments, etc. in connection with their displays should fill out a “Sound Emission Application”, following the particulars below, together with a diagram of their booth showing speaker and other sound equipment locations, and submit this to the Show Management Secretariat by Friday, October 13.

a. Mentioned information in the “Sound Emission Application.”

- Type of demonstration (product explanation, audio-visual, background music, live performance, etc.)
- Equipment to be used (microphone, loudspeaker, mixer, TV monitor, etc.)

- Timetable for presentation
 - Self-regulatory measures (detailed description of soundproofing measures to avoid disturbing neighboring booths)
Note: Do not aim loudspeakers at the aisles.
 - Staff responsible for demonstrations (staff responsible are those who will be present in the booth during the show and who have the authority to control sound emission).
- b. The application contents for emitting sound will be reviewed by the Inter BEE Organizing Committee, and only those deemed appropriate will be approved. If applications fail to receive approval, exhibitors may modify their applications and reapply. If the changes made are found to be insufficient, applications may be denied.
- c. Excessive sound, produced in connection with presentation, interferes with emergency announcements and inconveniences visitors and other exhibitors. Accordingly, the Show Management Secretariat applies the following restrictions during the show:
- The sound levels will be restricted as follows. The Show Management Secretariat and Organizing Committee will make the round of sound level checks during the show.
Exhibitors' booths located less than 4m away from the facing booths:
Sound level must be kept at **75 dB** or less, measured at a distance of 2m from the booth boundary.
Exhibitors' booths located more than 4m away from the facing booths:
Sound level must be kept at **80 dB** or less, measured at a distance of 2m from the booth boundary.
 - In order to provide optimum listening conditions for visitors, further restrictions on sound may be imposed if the site is judged to be too noisy.
 - Booths with permission to produce sound shall not undertake demonstrations other than those specified on the application. If found to be in violation of the restrictions, offenders will be cautioned. As a penalty for repeated infractions, the exhibitor's demonstrations may be canceled for one day.
 - Exhibitors who, for whatever reason, conduct sound-emitting demonstrations without a permit shall be asked to stop immediately.
- 2) All demonstrations and product explanations shall be conducted within the exhibitor's own booth. Distributing catalogs or questionnaires, placing chairs or hailing visitors in the aisles or at the entrance to the show site is not permitted. Exhibitors should also make sure that aisles are not blocked, so that visitor flow is unimpeded and that other exhibitors are not inconvenienced.
- 3) The Show Management Secretariat will not be held responsible for accidents caused by an exhibitor's demonstration. In the event of an accident the exhibitor should take any necessary measures immediately and contact the Show Management Secretariat.

(3) Exhibitors' Arrival and Leaving Times

- 1) During the Show, exhibitors may enter the Show site from 8:00 a.m. on Wednesday, November 15 and from 9:00 a.m. on Thursday, November 16 and Friday, November 17. Exhibitors must leave the site by 6:00 p.m. on Wednesday, November 15, and on Thursday, November 16. On Friday, November 17, exhibitors must leave as soon as they finish dismantling up the site.
- 2) Exhibitors are required to wear Exhibitor Badges when entering the site.

(4) Electricity in the Booth(s)

- 1) Exhibitors shall be responsible for overseeing the control of the electricity supply within their booths.
- 2) After the Show closes every day, disconnect the electricity. For products requiring 24 hours power supply, please submit a “Early Power Transmission, Transmitting Electricity 24 Hours and Extending Power Transmission Application” as a single circuit by Friday, October 27 to the Show Management Secretariat.

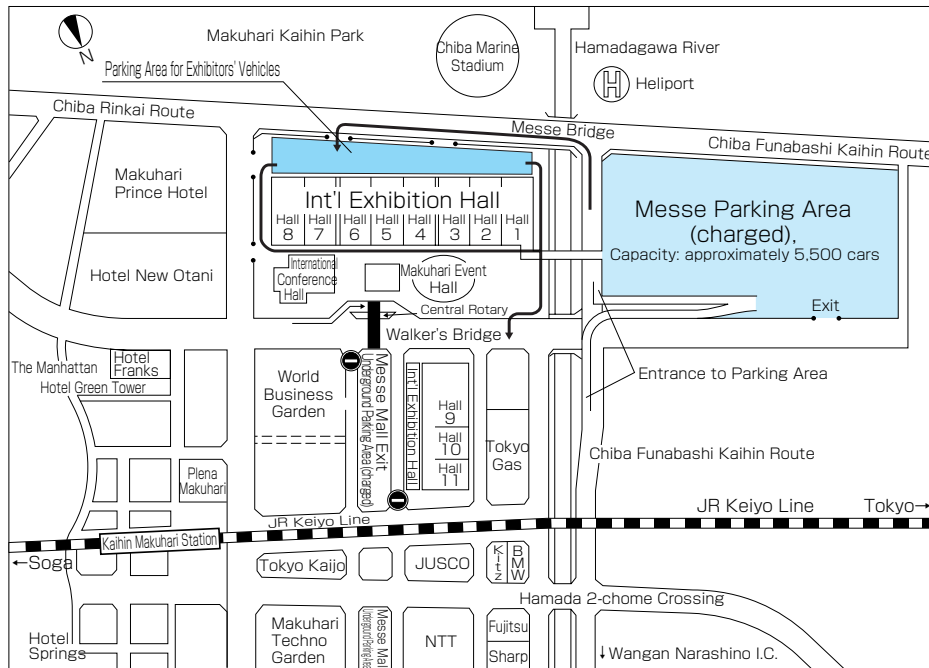
(5) Photography on the Show Site

- 1) It is forbidden to take photographs or make sketches of displays, finishings or products without the exhibitor’s permission.
In case exhibitors do not wish visitors to take a picture of their products, please put up a notice or signboard specifying that photographing products is prohibited.
- 2) When an exhibitor’s booth is being photographed by its own company or designated company, the photographer should wear an Exhibitor Badge and take care not to inconvenience visitors or to other exhibitors. If the illuminance of ceiling lights need to be changed for photography, the Show Management Secretariat should be notified and the photography should proceed after all other exhibitors have left the site.
- 3) Photographers on the Show Management Secretariat’s photography team or from authorized press organizations will wear “PRESS photography shooting permit” or “Secretariat photography shooting permit” armband issued by the Show Management Secretariat. Exhibitors cooperation with photographers wearing the armband is requested. If an exhibitor is concerned about product or design protection, or if photography interferes with a demonstration, the exhibitor may prohibit the photography.
- 4) Please note that the Show Management Secretariat will take photographs and videotape recording of each booth in order to record this exhibition and to attract visitors and exhibitors.

(6) Vehicle Restrictions and Parking During the Show

- 1) Traffic jams are anticipated in the vicinity; please use public transportation if possible.
- 2) Please use the visitor parking lot. No parking is allowed in the vicinity of the exhibition halls. Visitor parking lot fees (per day, per vehicle) are as follows: Motorcycles ¥200, passenger cars ¥900, large vehicles ¥3,700 (tax exemption).
- 3) One “Show Duration Vehicle Certificate for Exhibitors” will be distributed to each exhibitor company. This certificate allows use of the parking area south of the exhibition halls, and is valid for 2 days only (November 15, 16). On November 17, this parking area will be used by move-out vehicles, and other vehicles will not be allowed access, please use the Visitor Parking (toll parking lot). Please note that no additional “Show Duration Vehicle Certificate” will be issued.

4) Location of Parking Area



(7) Prohibition of Sale of Exhibits

No products on exhibit may be sold during the Show period under any circumstances. However, those exhibitors who belong to the Publication/Publicity category may sell their publications.

Please note that the Show Management Secretariat will sell novelty goods.

16. Special Facilities

The following special facilities will be provided during move-in and the Show period by Show Management Secretariat. We will ask Makuhari Messe, Inc. to make the Business Center available for exhibitors.

- (1) Head Secretariat Office
Secretariat Office
- (2) Press Room
- (3) Negotiation/Business Meeting Rooms
 - 1) Rooms will be set aside for business discussions and where clients can be received. Drinks are available free of charge.
 - 2) Passes for these rooms will be distributed. Please show your pass at the entrance when using these rooms. A pass allows companions, but using it only for an exhibitor is not allowed.
 - 3) Rooms can be used only for meetings/negotiations. Please avoid using them for other purposes.
 - 4) Please use the rooms effectively and reserve time for others to alleviate congestion.
- (4) Exhibitors Resting Rooms
Please put on an "Exhibitor Badge" when using the rooms.
Rooms are divided to smoking and no smoking area. Please refer to the Special Facilities Chart and floor plan.

(5) Business Center

Please use the Business Center located on the 2nd floor, Central Entrance of Makuhari Messe for services of photocopy, facsimile transmission, film development lab and data output.

(6) Courier Service Center

(7) Meeting Room

- 1) A meeting room is provided for business communication. Those who want to use the meeting room are requested to submit a “Meeting Room Reservation Application” form for the Show Management Secretariat beforehand.
- 2) The size of the meeting room is 82m². 10 tables and 30 chairs are provided. If any additional items and/or meal services are requested, you are requested to bear all the additional expenses.
- 3) Room charge is ¥3,150 (including 5% consumption tax) per 45 minutes.
- 4) Available period and time-table are shown below.

Available period: Tuesday, November 14 - Friday, November 17.

Time table:

A	9:00 - 9:45	D	12:00 - 12:45	G	15:00 - 15:45
B	10:00 - 10:45	E	13:00 - 13:45	H	16:00 - 16:45
C	11:00 - 11:45	F	14:00 - 14:45	I	17:00 - 17:45

- 5) The maximum applicable time unit is 2 per one company per day. No application will be accepted after we have reached full capacity. Application will be accepted in order of application arrival.

The Application Form should be submitted to the Show Management Secretariat, after confirming the room occupancy situation.

(8) Ladies' Dressing Room

Ladies' Dressing Room can be used for female attendants for clothes changing.

- 1) The dressing rooms may be used as following chart.
- 2) No valuables, uniforms, or other belongings should be left there. The Show Management Secretariat will not be responsible for loss or theft occurring in these rooms. Each exhibitor has an responsibility for it.
- 3) The dressing rooms may be used for recess.

(9) Anteroom for Official Contractors and Custom Office

Anteroom is provided for official contractors such as those of booth display, electrical work and custom office for exhibiting bonded goods.

(10) A List of the Special Facilities (Place, Date/Time)

	Exhibition Hall 2	Exhibition Hall 3	Exhibition Hall 4	Exhibition Hall 5	Exhibition Hall 6	Exhibition Hall 7	Exhibition Hall 8	Date, Time
Head Secretariat Office				North Organizers' Room				Nov.11(Sat.)-17(Fri.)
Secretariat Office	North Organizers' Room					North Organizers' Room		Nov.11(Sat.)-17(Fri.)
Press Room				Lounge Next to Entrance				Nov.15(Wed.)-16(Thur.) 10:00~17:30 Nov.17(Fri.) 10:00~17:00
Negotiation/Business Meeting Room	North Conference Room North, Multi Purpose Room		North Conference Room	North, Multi Purpose Room			North, Multi Purpose Room	Nov.15(Wed.)-16(Thur.) 10:00~17:30 Nov.17(Fri.) 10:00~17:00
Exhibitors' Resting Room		North, Multi Purpose Room North Conference Room	North, Multi Purpose Room		North, Multi Purpose Room		North, Multi Purpose Room North Conference Room	Nov.15(Wed.)-17(Fri.) 9:00~18:00
Courier Service Center					North Organizers' Room			Nov.15(Wed.)-16(Thur.) 10:00~17:00 Nov.17(Fri.) 10:00~18:00
Custom Office					North Organizers' Room			Nov.11(Sat.)-17(Fri.)
Meeting Room					North Conference Room			Nov.14(Tue.)-17(Fri.) 9:00~17:45
Ladies' Dressing Room		North Organizers' Room					North Conference Room	Nov.14(Tue.) 12:00~19:00 Nov.15(Wed.)-17(Fri.) 9:00~18:00
Business Center	Central Entrance, 2nd floor							Nov.13(Mon.)-17(Fri.) 9:00~17:00
Official Contractors' Room				North Conference Room				Nov.11(Sat.)-17(Fri.)
Secretariat Staff, Interpreters' Room			North Organizers' Room					Nov.11(Sat.)-17(Fri.)
Guards Room							North Organizers' Room	Nov.11(Sat.)-17(Fri.)

17. Overtime Work

- (1) Applications for overtime are required for work after 6:00 p.m. during the Show preparation period and during the Show. Please submit applications to the Show Management Secretariat on the day in question.
- (2) Always report to the Show Management Secretariat once overtime work has been completed. Please note unless getting your report, the Show Management Secretariat may charge the specified overtime works respectively.
- (3) To ensure proper supervision of the exhibits, entrances will be controlled when overtime work is being carried out (i.e. at night).
- (4) Please note that exhibitors will have to pay an extra fee if work is done during the specified hours mentioned below. The charge for overtime work is ¥10,500 (including consumption tax) per hour.
 - Saturday, November 11 - Monday, November 13: 24:00 p.m. - 9:00 a.m. next morning
 - Tuesday, November 14: 24:00 p.m. - 8:00 a.m. next morning
 - Wednesday, November 15 - Thursday, November 16: 9:00 p.m. - 9:00 a.m. next morning
- (5) Move-out of equipment should be started and completed after the Show's end on Friday, November 17.
Applications for overtime work on that day are not required.

18. Move-out

- (1) Move-out of equipments will begin at 5:00 p.m. on Friday, November 17; dismantling of booth displays will begin at 7:30 p.m. Dismantling and move-out should be finished by midnight of same day.
- (2) Waiting areas for move-out vehicles will be ready on Friday, November 17
- (3) Order tickets will be issued for the waiting area; please take a ticket and park your vehicle. Staff will be on hand to direct the traffic flow when move-out begins, so please follow their directions.
- (4) Priority Move-Out Certificate

- 1) “Priority Move-Out Certificate” will be distributed to exhibitors (one for each company).
 - 2) The purpose of the certificate is to guide a vehicle per exhibitor at the waiting area (south plaza of the halls) to the exhibition site with priority on Friday, November 17.
 - 3) Please don’t use this certificate for parking. Not using it for your own car is appreciated.
 - 4) Please note that only a specified number of Priority Move-Out Certificate will be issued. **No additional certificates will be issued later.**
- (5) Move-Out of Equipment Vehicle Certificate
- 1) “Move-Out of Equipment Vehicles Certificate” will be issued based on the required number on the submitted application(s). Application should be submitted by Friday, September 15.
 - 2) “Move-Out of Equipment Vehicles Certificate” will be used only for the purpose of moving out equipments for the exhibition.
 - 3) The certificates don’t allow vehicles direct access to the exhibition site. The certificate allows access to a designated special waiting area where you can exchange the certificate for an order ticket. The staff on hand will direct the traffic flow to the exhibition site.
 - 4) Please be careful if you use this certificate for dismantling displays, it will cause troubles to other exhibitors for moving out their equipments.
- (6) Dismantling Display Vehicle Certificate
- 1) “Dismantling Display Vehicle Certificate” will be issued based on the required number on the submitted application(s).
“Dismantling Display Vehicle Certificate” will be issued based on the required number on the submitted application(s) by exhibitors. Application should be submitted by Friday, September 15. Only applications submitted by exhibitors are accepted.
 - 2) Vehicles for dismantling displays should be arranged to arrive at the exhibition site after 7:30 p.m. on Friday, November 17.
 - 3) A vehicle with this certificate will not be permitted to go to the exhibition site before 7:30 p.m. on Friday, November 17.
- (7) Others
- 1) Please follow the staff’s directions in and around the exhibition site.
 - 2) Parking or works on roads outside the exhibition area is prohibited. Please follow the staff-on-hand’s direction.
 - 3) Fabrication of the certificates are prohibited.
 - 4) The Show Management Secretariat is not responsible for any accidents occurred in the exhibition halls, vehicle’s waiting area, and the parking lot.
 - 5) Please take care of your health and pay attention to safety of workers in the exhibition halls. Especially, exhibitors must keep idling of engines to a minimum.

19. Copy for Exhibition Guidebook

Exhibition Guidebook will be distributed to all visitors during the Show. Exhibitors information will be published in the Guidebook free of charge. Please supply a necessary copies as follows:

- (1) Exhibition Guidebook in Japanese
Exhibitors who didn't use the Exhibitors' Web Site in previous year are requested to amend the “Manuscript for Exhibition Guidebook (Japanese) A” with previous write-up pasted on the form. Corrections should be made, and the form should be submitted to the Show Management Secretariat by Friday, August 25. Exhibitors who have used Exhibitors' Web Site in the previous year are requested to change the manuscript on the Web Site. First-time exhibitors or those whose previous write-up requires substantial corrections should submit the

“Manuscript for Exhibition Guidebook (Japanese) B” to the Show Management Secretariat. Exhibitors will be allotted space of one fourth of a B5 size paper for the Exhibition Guidebook (in Japanese) per Exhibition Application Form (which covers the information in the “Manuscript for Exhibition Guidebook (Japanese) Form”). Additional one fourth of B5 space will be given only to those who have applied for one or more booths each the “Professional Audio Equipment” and “Video Broadcast Equipment” categories on the Exhibition Application Form.

(2) Exhibition Guidebook in English

Exhibitors who didn't use the Exhibitors' Web Site in previous year are requested to amend the “Manuscript for Exhibition Guidebook (English) A” with their previous write-up pasted on the form. Corrections should be made, and the form should be submitted to the Show Management Secretariat by Friday, August 25. Exhibitors who have used Exhibitors' Web Site in the previous year are requested to change the manuscript on the Web Site. First-time exhibitors or those whose previous write-up requires substantial corrections should submit the “Manuscript for Exhibition Guidebook (English) B” to the Show Management Secretariat.

Exhibitors will be allotted space, which covers the information in the “Manuscript for Exhibition Guidebook (English) Form” for the Exhibition Guidebook (in English) per Exhibition Application Form. Additional space of one page of the “Manuscript for Exhibition Guidebook (English) Form” will be given only to those who have applied for one or more booths each the “Professional Audio Equipment” and “Video and Broadcast Equipment” categories on the Exhibition Application Form.

20. Invitation Leaflet

150 Japanese invitation leaflets (with envelopes and registration cards) per one booth and English invitation leaflets will be distributed to exhibitors free of charge. Exhibitors requiring invitation leaflets should fill in the “Invitation leaflet Application” and submit it to the Show Management Secretariat by Friday, August 25. Any additional invitation leaflets and/or free leaflets allotted in advance after the deadline will be charged ¥20 per Japanese leaflet and ¥10 per envelope (bilingual in English and Japanese) (including consumption tax).

21. Badges

All visitors, exhibitors and workers involved in the Inter BEE 2006 must wear Exhibitor/Worker/Visitor Badge provided by the Show Management Secretariat during the load-in/load-out and exhibition period. Exhibitors are requested to distribute the badges to their own staff member, booth attendants, workers and agents in advance. Those without badges will not be permitted to enter the exhibition halls.

(1) How to Order Badges

The badges will be obtained by submitting the "Exhibitor Badges/Worker Badges Application," stating the number of badges required, to the Show Management Secretariat by Friday, August 25.

(2) Type of Badges and Valid Period

Exhibitor Badges: valid period

Saturday, November 11 - Friday, November 17

The Exhibitor Badge permits to enter the show premises during the load-in, load-out, and exhibition period. There are two types of exhibitor badges. Please see the details on "Register of Exhibitor Badges" below.

Worker Badge: valid period
 Saturday, November 11 - Tuesday, November 14, and Friday, November 17
 Worker badge is not valid during the exhibition period.

- 1) Number of allotted badges at free of charge
 The allotted number of exhibitor and worker badges is as below.

Exhibitor badge: 10 per booth
 Worker badge: 5 per booth

Additional Exhibitor Badges/Worker badges will be sold ¥ 500 per badge.

- 2) Register of Exhibitor Badges
 There are two types of badges; badges on which only company name printed, badges on which company name and person's name printed. The Show Management Secretariat recommends register of individual because it is useful for exhibitors to visit to other exhibitors' booths.

Pre-registration

Exhibitors are requested to pre-register within the allotted number of badges by Friday, August 25. Once registered on line, the badges on which company name and person's name printed will be delivered by post. In case there is large number of registrants, please submit the specified excel file by uploading the data file in the Exhibitors' Web Site.

On-site Registration

The Exhibitor on-site registration counter will be set up. Please present an exhibitor badge on which only company name printed and two business cards at the counter.

22. Vehicle Certificate

Exhibitors are required to submit a "Move-In/Move-Out Vehicle Application" stating the necessary information by Friday, September 15.

- (1) Type of vehicle certificates

Type of vehicle certificates	Valid period	Allotted number of vehicle certificates
Move-In Vehicle Certificate for Saturday, November 11	Saturday, November 11	Numbers ordered Only for 14 and more booth spaces
Move-In Vehicle Certificate	Sunday, November 12 - Tuesday, November 14	Numbers ordered
Show Duration Vehicle Certificate	Wednesday, November 15 and Thursday, November 16	One per exhibitor (No additional certificate will be issued.)
Priority Load-Out Vehicle Certificate	Friday, November 17	One per exhibitor (No additional certificate will be issued.)
Equipment Move-Out Vehicle Certificate	Friday, November 17	Numbers ordered
Decoration Move-Out Vehicle Certificate	Friday, November 17	Numbers ordered

Other than the above, there are temporary vehicle certificate for courier delivery, vehicle certificate for conference attendees and the Show Management Secretariat vehicle certificate.

- (2) Issuance of Move-In/Move-Out Vehicle Certificate
Based on the exhibitors' "Move-In/Move-Out Vehicle Application," vehicle certificates on which every company's move-in/move-out dates are recorded and printed will be issued, which must be displayed all the vehicles.
- (3) Monday, November 13 and Tuesday, November 14
Many move-in vehicles are expected to be parked in the parking area provided in the Exhibition Halls and on the ground of Makuhari Messe free of charge for three hours on Monday, November 13 and Tuesday, November 14. Vehicles parked for more than three hours will be charged ¥1,000 (including 5% consumption tax) per hour for extra hours at the exit of the Exhibition site. Therefore, exhibitors are requested to notify their staff and display contractors about the extra charges.
Separate parking space as a waiting area will be prepared for free of charge, and shuttle bus service between Makuhari Messe and the waiting area will be provided.
- (4) Forging vehicle stickers such as reproducing by a color copier is strictly prohibited.

23. Meal Tickets

Exhibitors requiring meal tickets should specify the meal ticket quantity on the “Makuhari New City Common Meal Ticket Application” and submit it to Makuhari Messe, Inc. by Friday, October 13.

- (1) Details of Meal Tickets
Meal tickets are available in a sheet of ¥1,000 (¥250 × 3, ¥100 × 2, ¥50 × 1, tax exemption). Please order the number of sheets needed.
- (2) Range of Usage
Meal Tickets are available in main restaurants within Makuhari New City.
Restaurants and stalls in Makuhari Messe, restaurants in Palplaza Makuhari, Hotel Green Tower Makuhari, The Manhattan, Hotel Springs Makuhari, Hotel Francs, Hotel New Otani Makuhari, APA HOTEL&RESORT<Tokyo Bay Makuhari>(Former: the Makuhari Prince Hotel), the World Business Garden, Plena Makuhari, Makuhari Techno Garden, Garden Walk Makuhari, Messe Amuse Mall, Kaihin Makuhari Station.
- (3) Small Change
Small change will not be paid. Please pay fraction by cash.
- (4) Available Period
Meal tickets are available anytime during the period printed on tickets.
- (5) Way of Purchase
Exhibitor can get meal tickets by advance application and advance payment.
Please submit “Makuhari New City Common Meal Ticket Application” to Makuhari Messe, Inc. by mail or fax. by Friday, October 13. After receiving the application, Makuhari Messe, Inc. sends an invoice to applicants. Please transfer charge to the following bank account by Tuesday, October 31.
Transfer to: Head Office, Chiba Bank
 Ordinary Account Number 3128841
 Makuhari Messe, Inc.

Please note that Makuhari Messe, Inc. will mail out ordered meal tickets, a receipt of charge, and a requirement sheet of adjustment to applicants.

(6) Way of Refund

Makuhari Messe, Inc. will refund unused tickets. Please submit unused meal tickets with a receipt of charge, a requirement sheet of adjustment within two weeks after the Show. Makuhari Messe, Inc. will send the receipt of charge and refund money to applicant's account by return. If applicants use all tickets, please send a receipt of charge back to Makuhari Messe, Inc. Please note that they do not refund by cash.

24. Hotel Reservations

- (1) The Show Management Secretariat has asked the Tokyo Travel Branch of Nippon Express Co., Ltd. to handle reservations at the hotels shown below for the period of Monday, November 13-Saturday, November 18. Exhibitors requiring hotel accommodations should fill out the "Hotel Accommodation Application" and submit it by fax. to Nippon Express Co., Ltd. by Friday, October 13.

It should be noted that the hotel rates offered are discounted.

- (2) The hotel room charge should be paid directly to the hotel when check out. When checking in applicant's hotel, please identify applicant's credit card number and their or their organization representative's signature.
- (3) Reservations will be confirmed by the Confirmation Certificate sent by fax after the applications have been received. Please show the Confirmation Certificate to the front desk of the hotel when you will check in.
- (4) The following cancellation fees will be charged for each room canceled after application has been made. The cancellation fees will be paid from their credit card.

Canceled 14 or more days before	no charge
Canceled 7 days before	20% of one day room charge
Canceled the day before	50% of one day room charge
Canceled on the day booked or thereafter	100% of one day room charge

Their room reservation will be automatically canceled if they do not check in the hotel on the first booked day.

- (5) Please make the reservations as early as possible, as no reservations can be accepted once the hotels are fully booked.

Apply to : Nippon Express Co., Ltd.
Tokyo Travel Branch, Foreign Tourist Dept.
1-5-2, Shimbashi, Minato-ku, Tokyo 105-0004, Japan
Telephone : +81-3-3573-8450 FAX : +81-3-3573-8453
Person in charge : Mr. Omoto, Mr. Nakazuka

Deadline for reservation : Friday, October 13, 2006

Hotel List

Name of Hotel Phone Number Address Nearest Station	Room Rate (inc. service charge and tax)	Room Rate with Breakfast (inc. service charge and tax)	Time to Makuhari Messe
The New Otani Makuhari Phone: +81-43-297-7777 2-2, Hibino, Mihama-ku, Chiba-shi, 261-0021 10 min. on foot from Kaihin-Makuhari Station	Single: ¥22,050 Twin: ¥26,250	Single: ¥24,150 Twin: ¥30,450	1 min. on foot
APA HOTEL&RESORT<Tokyo Bay Makuhari> (Former:Makuhari Prince Hotel) Phone: +81-43-296-1111 2-3, Hibino, Mihama-ku, Chiba-shi, 261-8525 10 min. on foot from Kaihin-Makuhari Station	Single: ¥11,025 Twin: ¥22,050	/	1 min. on foot
Hotel Francs Phone: +81-43-296-2111 2-10-2, Hibino, Mihama-ku, Chiba-shi, 261-0021 5 min. on foot from Kaihin-Makuhari Station	Single: ¥10,500 Twin: ¥18,900	Single: ¥11,550 Twin: ¥21,000	5 min. on foot
Hotel Green Tower Phone: +81-43-296-1122 2-10-3, Hibino, Mihama-ku, Chiba-shi, 261-0021 5 min. on foot from Kaihin-Makuhari Station	Single: ¥9,450 Twin: ¥17,850	Single: ¥11,025 Twin: ¥21,000	5 min. on foot
The Manhattan Phone: +81-43-275-1111 2-10-1, Hibino, Mihama-ku, Chiba-shi, 261-0021 5 min. on foot from Kaihin-Makuhari Station	Single: ¥15,750 Twin: ¥23,100	Single: ¥16,800 Twin: ¥25,200	5 min. on foot
Famy Inn Makuhari Phone: +81-43-271-5555 1-33-3, Makuhari Hongo, Hanamigawa-ku, Chiba-shi, 262-0033 5 min. on foot from Makuhari-Hongo Station	Single: ¥7,455	Single: ¥8,085	5 min. by bus
Hotel Springs Makuhari Phone: +81-43-296-3111 1-11, Hibino, Mihama-ku, Chiba-shi, 261-0021 5 min. on foot from Kaihin-Makuhari Station	Single: ¥9,450 Twin: ¥16,800	Single: ¥10,500 Twin: ¥18,900	10 min. on foot

25. Lunch/Supper Boxes Order Placement

- (1) Lunch boxes Order Placement will be supplied as below during the period of Monday, November 13 to Friday, November 17.
Please fill in the “Lunch/Supper Boxes Order Placement Application” form and submit it to the Show Management Secretariat before Friday, October 20 if you require this service.

Name of Company in charge : Wako Sangyo Inc.

Delivery time : From 10:30 a.m. to 11:30 a.m.

Price : ¥900 (with Japanese tea, including 5% consumption tax)

Delivery dates and menu of lunch box

November 13: Fried Eel

November 14: Teriyaki Chicken

November 15: Fried Cutlet

November 16: Japanese Mix

November 17: Grilled Candlefish with Saikyo Miso

We may accept your request for the supper box. Please fill out the “Lunch/Supper Boxes Order Placement Application”.

- (2) Please receive the lunch boxes at booth during the arrival time.
- (3) Payment Method
Please pay Wako Sangyo Inc. (1) by cash on delivery basis, or (2) purchase the meal tickets beforehand, or (3) remit to the appointed bank account.
- (4) Payment deadline by bank transfer
Payment should be completed within one month from the bill issued date.

26. Storage

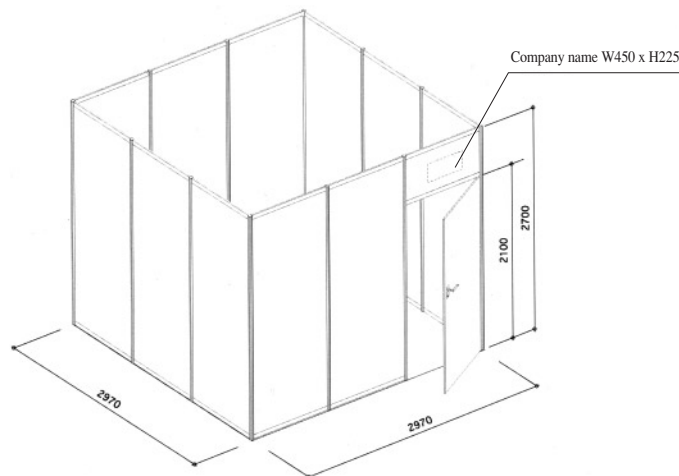
If you require storage space for the Show period, fill out the “Storage Application” form and submit it to the Show Management Secretariat by Friday, July 21.

- (1) Type and Cost

Size: (W) 2.97m × (D) 2.97m × (H) 2.7m (both Type A and Type B)

Type A (¥210,000, including consumption tax) includes 3 folding chairs, 1 long table, 1 three-person locker, 2 sets of steel shelving, 2 fluorescent lights and 1 electricity outlet.

Type B (¥189,000, including consumption tax) includes 2 fluorescent lights and 1 electricity outlet.



- (2) Number of Storage Rooms and Locations
The number of storage spaces available will be considered by the Show Management Secretariat. Please note that the location of the storage space cannot be decided by exhibitors.

- (3) Usage period: Storage spaces will be available for use from 9:00 a.m., Monday, November 13 to 7:00 p.m., Friday, November 17.
Please note that power will be available in each room from 10:00 a.m. on November 14.
- (4) Key rental
The Show Management Secretariat will start renting keys on Monday, November 13. Exhibitors are requested to bring their business card and pick up their keys at the on-site secretariat office.
- (5) Returning of the key: Please return the key to the Show Management Secretariat by 7:00 p.m., Friday, November 17. If the key is not returned or you lost the key, we ask compensate for the loss if not returned the key.
- (6) Please do not leave any equipment or printed material around the storage area.

27. Antennas

In case the exhibitor wants to receive TV signals for demonstration purposes, please fill in the “Antenna Installation Application” and submit it to the Show Management Secretariat by Friday, September 22.

- (1) Category of signals

VHF	Tokyo waves of CH-1, 3, 4, 6, 8, 10 and 12
UHF	<ul style="list-style-type: none"> • Chiba Television (transmitted on VHF of CH-11) • “Hoso Daigaku” (The University of the Air) (transmitted on CH-C42, CATV channel) *As ordinary TV receivers cannot receive “Hoso Daigaku” in this circumstance, either a special tuner should be installed, or CATV-compatible TV is required.
BS-IF (Analogue)	BS-5, 7, 9 and 11 channels *Although BS-9 can be received, C/N cannot be secured. So, for HDTV usage, application is necessary.
BS-IF (digital)	Cannot receive BS-IF (analog). Please apply separately.
CS-IF	Based on JCSAT-No.3 and JCSAT No.4 satellites, the antenna’s frequency is supplied by one 11.2GHz coaxial cable. Switching of horizontal and vertical polarized wave is done from tuner for receiving.
110°CS-IF	For 110°CS please apply separately.
Digital Terrestrial Broadcasting and Other	Tokyo Wave of CH-7 + MX TV. If an exhibitor needs special signals which are not described on the “Antenna Installation Application” Form, such as satellite transmission wave, please indicate the requirements in the blank space available on the application form. The appointed antenna installation company will contact the exhibitor later.
(Note)	1. TV Kanagawa (CH-42) cannot be received. 2. UHF channel on UHF wave cannot be received.

- (2) Delivery of signal
A coaxial cable with F-typed connector will be provided at the designated place in the exhibition booth according to the signal(s) requirements in the “Antenna Installation Application” form.
- (3) The installation construction is scheduled to start on Sunday, November 12 and to be completed in the morning of Tuesday, November 14. Since there is a possibility that the above installation completion schedule will be delayed because of booth construction, please discuss with Makuhari Messe, Inc. which is the appointed installation company. Dismantling will start at 5:00 p.m., Friday, November 17.

- (4) Installation charge (5% consumption tax is included.)

Kinds of signal	Quantity	Amount (¥)
FM, VHF (including UHF of VHF conversion)	1 circuit/set	52,500
BS-IF (analogue broadcasting)	1 circuit/set	52,500
BS-IF (analogue HDTV)	1 circuit/set	Estimated separately
BS-IF (digital broadcasting)	1 circuit/set	94,500
CS-IF (JCSAT-3, 4)	1 satellite/set	147,000
CS-IF (110° satellite)	1 circuit/set	94,500
Digital Terrestrial Broadcasting (UHF)	1 circuit/set	73,500
Other	1 circuit/set	Estimate separately (depending on specification)

Please note that the exhibitor should pay all additional charges for distribution and amplification works of signals (except for the basic signal) and signals within the exhibitor's booth. The installation charge will be charged by Makuhari Messe, Inc. The payment deadline is one month from the issued date of the bill.

Regarding additional charges for distribution and amplification works of signals (except for the basic signal), signals within the exhibitor's booth and in case an antenna is brought in, please directly contact the appointed Makuhari Messe, Inc.

28. Booth Cleaning

Each exhibitor is required to take necessary measures to keep industrial waste at a minimum, to save resources, to exclude hazardous materials, etc.

- (1) In principle, the cleaning of exhibition booth should be carried out by each exhibitor.
- (2) If the cleaning service is required, please submit a "Booth Cleaning Application" form to the Show Management Secretariat not later than Friday, October 20. As the Application Form for Cleaning Service cannot be accepted during the move-in and Show period, please be sure to submit the necessary Application Form before the deadline.
- (3) In principle, cleaning service will be acceptable only for three days, beginning from the final day of move-in (i.e., evening, November 14) to one day before the closing date of the exhibition (i.e., evening, November 16).
- (4) Cleaning charge will be ¥1,890 for three days per one booth (including 5% consumption tax).
Example: ¥1,890 × 2 booths = ¥3,780.
- (5) Cleaning contents will be only floor cleaning with a vacuum cleaner or with a water dipped mop. The cleaning of exhibition stage, show case or exhibits will not be included in the above price.
- (6) For disposal service of garbages (such as remaining of dismantled decorations, empty bottles, etc.) exhibitors will be requested to submit the necessary Application Form beforehand.
- (7) The cleaning charges should be paid in accordance with the statement issued by Chibaken Buil-Maintenance Corp. In case the company name and/or address to whom the bill will be sent is different from the exhibitor's name and/or address, please inform the due name and/or address to the Show Management Secretariat beforehand.
The overseas exhibitors will be requested to pay in cash to the Chibaken Buil- Maintenance Corp. available at the Show site during the Show period.
- (8) Please put all the garbages in the booth into plastic bags and leave them on the common passage after closing the exhibition every day.

29. Shipping within Japan and Loading/Unloading On-Site

(1) Shipping within Japan

1) Cargo collection on-site

Exhibitors requiring cargo collection services for packages shipped to the site must fill in the “Cargo Services and Loading Work on the Show Site Application” form and submit it to the Show Management Secretariat by Friday, October 13.

2) Single-lot, small-package delivery

Exhibitors requiring the single-lot delivery of small packages to their booths must fill in the “Cargo Services and Loading Work on the Show Site Application” form and submit it to the Show Management Secretariat by Friday, October 13. Please contact Ishikawa-Gumi, Ltd. for details. On address labels and cargo receipts, please clearly indicate “Attention to Inter BEE 2006” together with the exhibitor’s name, hall number and booth number and send a package(s) with address labels to Ishikawa-Gumi by Tuesday, October 31.

“Small packages” are packages with maximum exterior dimensions (W + D + H) of 120cm and a maximum weight of 15kg.

(2) Loading/Unloading on-site

Exhibitors requiring loading/unloading services on the show site, such as unloading exhibits from trucks, delivering them to exhibition booths, unpacking and re-packing, removal from the exhibition booth, and loading onto trucks should contact Ishikawa-Gumi, Ltd.

Operation and forklift charges:

	Fee (consumption tax included)	
Worker/person	¥4,725/hour	
2.5-ton forklift	¥15,750/30 min.	
5.0-ton forklift	Estimated based on contents of loading	Require advanced order
Crane	Estimated based on contents of loading	Require advanced order

(3) Transportation insurance

Considering the potential for unexpected occurrences during the transportation period and over the duration of the exhibition, optimal consistent insurance of exhibition is recommended for the exhibits. Ishikawa-Gumi, Ltd. can take out insurance on behalf of exhibitors for property handled during the transporting, unloading/loading period. For details, please contact Ishikawa-Gumi, Ltd. directly.

(4) Courier services

Courier services are available at the Courier Service Center, located in the north conference room in Exhibition Hall 6.

30. Bar Code Registration System

All visitors are registered by the Bar Code Registration System at this Exhibition.

The exhibitor may obtain the following merits by using bar code reader(s) at the exhibition booth(s). All exhibitors requesting the bar code registration system are required to fill in and submit the “Bar Code Registration System Application” form to the Show Management Secretariat by Friday, October 27.

(1) Merits of the Bar Code Registration System

1) Visitors need not to carry a number of name cards with them.

- 2) Without receiving name cards from visitors who have come to your booth(s), you can obtain visitors data after the end of Exhibition, since the bar code reader reads the bar code printed on the visitor's badge.
- 3) You can confirm visitor's needs from the list on visitors by inputting questionnaire items regarding visitors' requiring information materials, companies they have visited, etc., into the requirement code index table.

(2) Contents to be delivered and price information

The Show Management Secretariat bears system standard charge and the rental charge for one bar code reader. Any other expenses charged to exhibitors will be sent by Neonet Inc., which is in charge of the bar code registration system.

(consumption tax included)

System standard charge		@¥21,000/exhibitor (borne by the Secretariat)
Rental charge of bar code reader		1st reader@¥10,500/reader (borne by the Secretariat) 2nd reader or more: @¥8,400/reader
Contents to be delivered	a. Data on visitors (CD-R)	@¥47
	b. List on visitors	@¥52
	c. Data on visitors (CD-R) + List on visitors	@¥63

(3) How to use a request code list

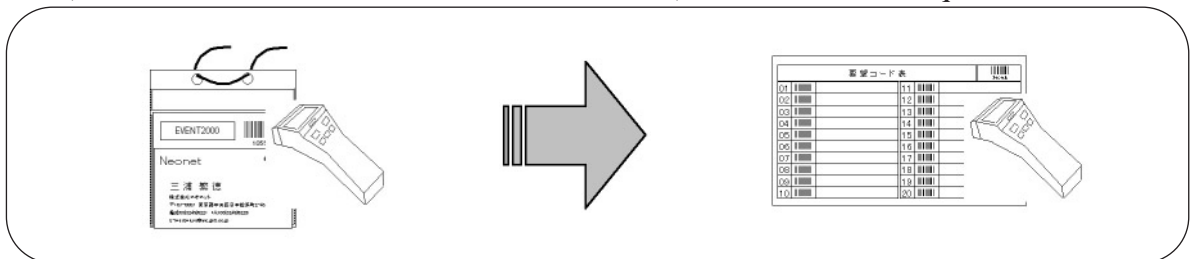
A request code list is a bar code list on which visitors can add original requests of exhibitor. Please refer to the following code list "Sample" as an example.

For example: 01 "Company brochure" means that visitors want to company brochure (as their request).

Operation procedure:

1) read bar code of visitor's card

2) read bar code of request code list



Users also can continue to read, bar code, for example 01, 02, 03, etc. Please use this system effectually during the Show.

SAMPLE Request code list				cancellation	
01		company brochure	11		Sales rep.:Mr.Tanaka
02		catalog A	12		Sales rep.:Ms.Miura
03		catalog B	13		Sales rep.:Mr.Nagatomo
04		catalog C	14		Sales rep.:Mr.Yoshino
05		catalog D	15		Sales rep.:Mr.Igarashi
06		request of estimate	16		Sales rep.:Mr.Suzuki
07		request of visit	17		Sales rep.:Ms.Takada
08			18		
09			19		
10			20		

(4) Privacy Policy Regarding Personal Information

Inter BEE 2006 maintains strict controls on the usage of personal information obtained through barcode readers, as listed below. Exhibitors are required to observe it strictly.

- 1) Personal details taken by barcode readers will not be redistributed.
- 2) Information given to exhibitors will only be used within their own companies and will not be given to any other businesses.
- 3) An exhibitor should confirm all people's approval before using their data. If they refuse to share their information, or do not want to be contacted, the exhibitor must respect their wishes. Exhibitor's appointed personal information manager is required to sign the agreement upon sending the application form.

31. Press Release

Please submit "Manuscript for News Release Application (in Japanese, in English)" to the Show Management Secretariat by Friday, October 13. The news release from exhibitors will be collected by the Secretariat and delivered to reporters. If exhibitors have their own press kit for Inter BEE to distribute to the journalists, please bring them to a press room on the Show Site.

32. Application for Japanese legal protection of an exhibit in the pre-application stage that includes an invention/new design of practical utility, or a trademark:

In order to receive official approval regarding application for the following legal protection, the Japan Electronics and Information Technology Industries Association will follow the application procedures required by the Director General of the Patent Office in Japan.

Where the official approval is received, the exhibitor will have the right to receive a special application concerning related laws subject to the condition that the exhibitor will follow the necessary application procedures for the exhibit(s) in applying for a patent of a new design, item of practical utility, or trademark.

When official approval is confirmed by the Patent Office, the Show Management Secretariat will provide the details to the exhibitor concerned.

- 1) The Patent Act, Article 30, Clause 3
- 2) Utility Model Act, Article 11, Clause 1
- 3) Trademark Act, Article 9, Clause 1

33. Copyright Royalties

Exhibitors playing music or replaying recorded audio or video material must pay royalties on the material used (except if the exhibitor owns the rights or has made separate arrangements for payment of royalties). Royalties may be paid to the Japanese Society for Rights of Authors, Composers and Publishers (JASRAC), which handles royalties in Japan. Exhibitors should obtain the permission of the production company when using videos.

34. Product Liability (PL) Law (Responsibility for manufactured articles)

- (1) Exhibitors are requested to pay attention to the following and to take necessary measures to observe the safety indications.

- (2) At both the move-in entrance and Show Management Secretariat Office, from Monday, November 13 to Friday, November 17, the following Seal Stickers (pickets, Japanese /English letterings, 16.8cm × 12cm) are sold at ¥100/5 sheets (consumption tax included).

WATCH THE STEP

OVERHEAD HAZARD

WATCH YOUR STEPS

OPEN GENTLY WITH CARE

DO NOT APPLY PRESSURE ON THE SURFACE

PLEASE DO NOT TOUCH

PLEASE DO NOT LEAN BACK

FOLLOW INSTRUCTIONS

NO MORE THAN 3 PEOPLE

35. Exhibitors' Web Site

The Show Management Secretariat will set up the Exhibitors' Web Site so that all the exhibitors can submit necessary application forms via the Internet, in addition to by post and fax.

In addition, "Guide to Preparation," Inter BEE logo and main visual images will be introduced.

However, please note that the following application forms will only be accepted by post, fax, or e-mail:

- Meeting Room Reservation Application
- Exhibitor Badge pre-registration
- Temporary Telephone Position Diagram
- Layout Chart for Package Booth and Option Display Application (submit to Murayama Inc.)
- Antenna Installation Application (submit to Makuhari Messe, Inc.)
- Ceiling Construction Application (submit to Makuhari Messe, Inc.)
- Application for Over-Regulated Heights and Signboard Construction for Booths at the Rear End of Booth Line
- Electrical Power Work Installation Diagram
- Hotel Accommodation Application (submit to Nippon Express Co., Ltd.)
- Makuhari New City Common Meal Ticket Application (submit to Makuhari Messe, Inc.)
- Registration for Manufacturer of Products for Exhibitor
- All required diagrams

[To Access the Exhibitors' Web Site]

Enter the following URL. Input your user ID and password into the appropriate fields in the login dialog box, and then click the OK button.

URL: <https://regist.jesa.or.jp/interbee/>

Exhibitors will be notified of their user ID and password at a later date.

Please note that the login and password fields will be case sensitive.



ここから先はInter BEE出展者のみがアクセス可能です。

ID、PASSWORDを入力し「ログイン」ボタンを押してください。
出展者情報・プレスリリースの登録・更新 及び 各種ツールのダウンロードを行うことができます。

These contents are limited to Inter BEE exhibitors.

Please enter your ID and Password and press the login button. You will then be able to edit exhibitor details, press releases, and also to download various tools.

ID PASSWORD

 ログイン

36. Inter BEE AWARDS

Inter BEE AWARDS 2006 will be presented to employees of exhibitors who have made remarkable achievements in behind-the-scenes sales support by working at minimal cost to display products with particular clarity and attractiveness to visitors and buyers.

Judges will screen booths on Wednesday, November 15, the opening day of Inter BEE 2006. Exhibitors' cooperation with this process would be greatly appreciated.

Details of the awards are as follows.

- Screening Items: Booth design originality, completeness, innovativeness applied to presentation and ecological ingenuity applied to booth design.

- Types of awards

Grand Prix: 1 exhibitor (trophy and ¥200,000)

Grand Prix Runner Up: 2 exhibitors (trophy and ¥100,000 each)

Award of Excellence: 5 exhibitors (trophy and ¥50,000 each)

Honorable Mention: 20 exhibitors (trophy and ¥20,000 each)

Note: Winners will be able to select from either Book Coupons in Japan or cash in the amounts specified.

- Announcement of winners: Thursday, November 16
Award winners will be announced in the Exhibition Halls after the conclusion of the Show and posted thereafter on the signboard at the entrance of the main Show Management Secretariat Office.
Please note that the awards announcement will not be released to the media.

2) From the Tokyo city center to Kaihin-Makuhari

JR Keiyo Line (28 min. by express, 40 min. by local)

Tokyo ————— **Kaihin-Makuhari**

Subway Yurakucho Line (12 min.)

Yurakucho ————— **Shin-Kiba**

JR Keiyo Line (20 min. by express, 26 min. by local)

Shin-Kiba ————— **Kaihin-Makuhari**

Subway Tozai Line (23 min. by express)

Otemachi ————— **Nishi-Funabashi**

JR Musashino Line (6 min.)

Nishi-Funabashi — **Minami-Funabashi**

JR Keiyo Line (6 min. by local)

Minami-Funabashi ————— **Kaihin-Makuhari**

3) From the Tokyo city center to Makuhari Hongo

JR Sobu Line (29 min. by express)

Tokyo ————— **Tsudanuma**

JR Sobu Line (3 min.)

Tsudanuma ————— **Makuhari-Hongo**

JR Sobu Line (35 min.)

Akihabara ————— **Makuhari-Hongo**

Keisei Line (45 min. by express to Tsudanuma and transfer to local train)

Ueno ————— **Makuhari-Hongo**

4) From the Urawa and Matsudo districts to Kaihin-Makuhari

JR Musashino Line (47 min.)

Minami-Urawa ————— **Minami-Funabashi**

JR Keiyo Line (6 min. by local)

Minami-Funabashi ————— **Kaihin-Makuhari**

5) From the Haneda or Narita International Airports to Makuhari Messe

Highway Bus to Chiba Chuo Station (50 min.)

Haneda Int'l Airport ————— **Makuhari-Messe**

Highway Bus (30 min.)

Narita Int'l Airport ————— **Makuhari-Messe**

(2) By Car

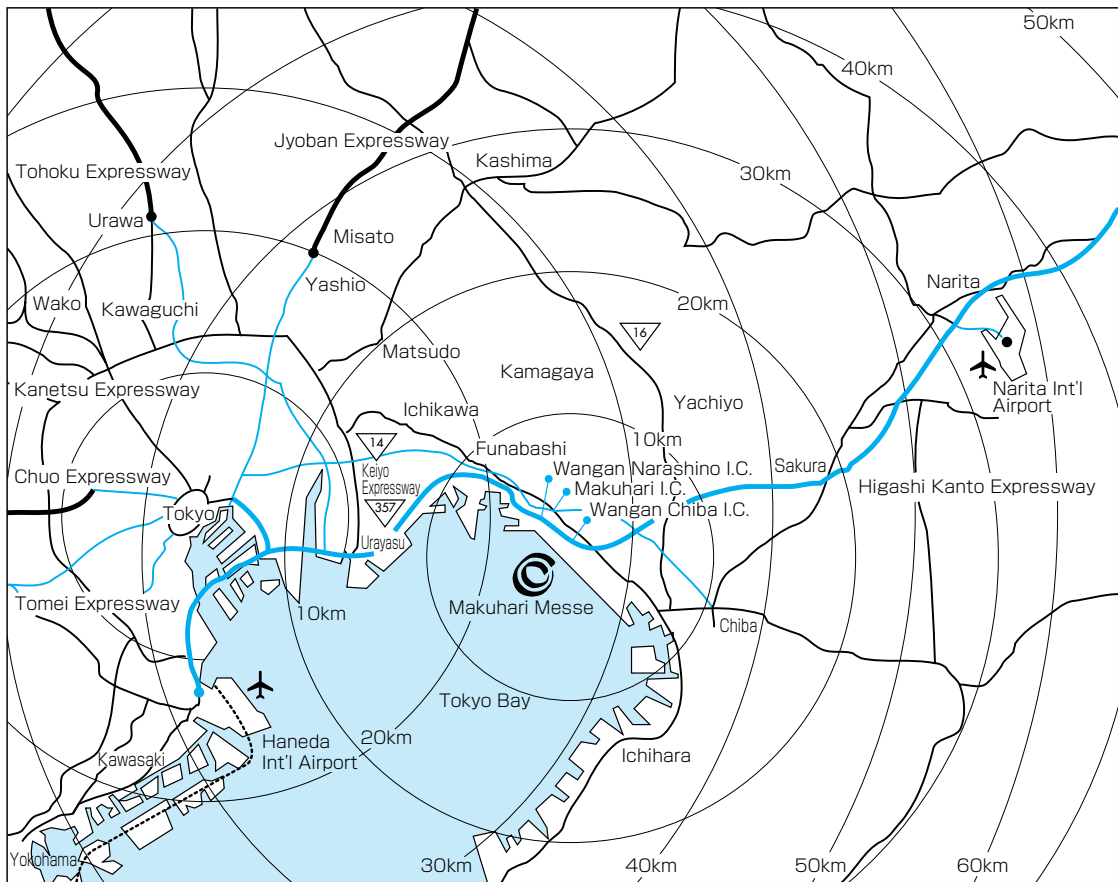
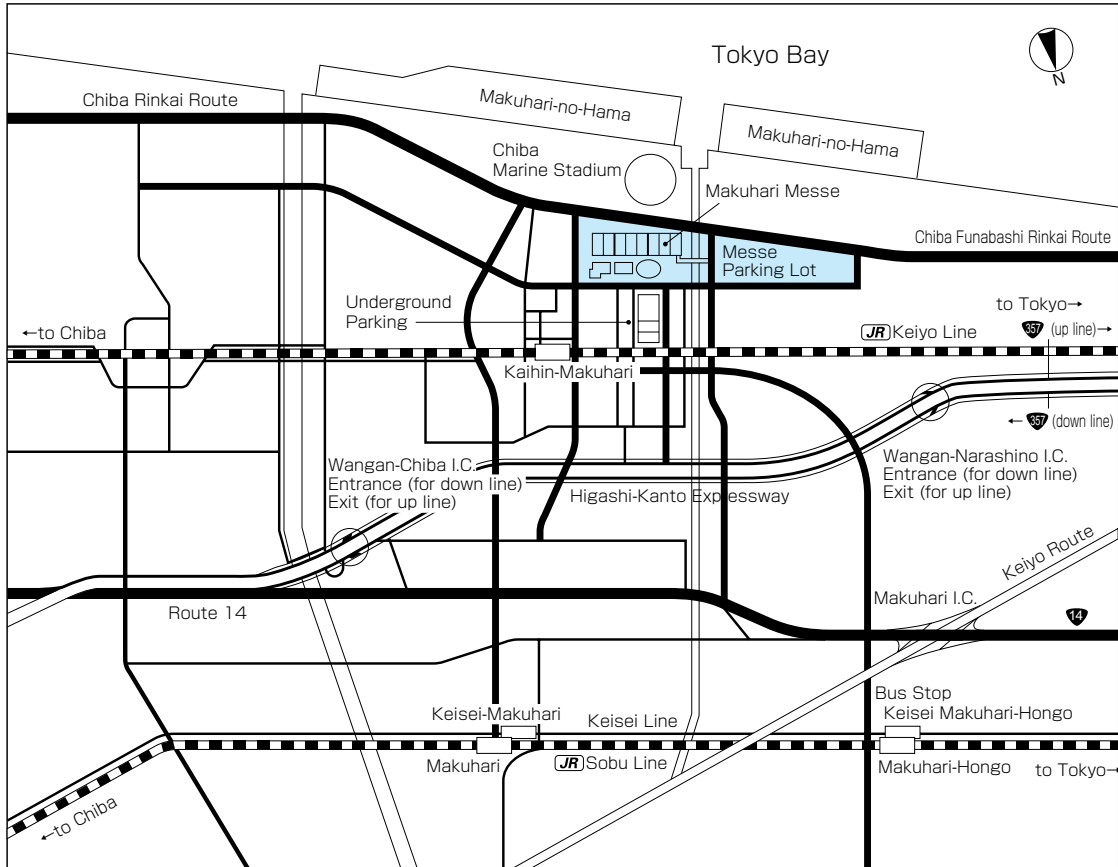
Tokyo Bay Coastal Highway (Wangan Doro)

Tokyo City Center ————— **Wangan Narashino I.C.** ————— **Makuhari-Messe**

Higashi-Kanto Expressway

Narita Int'l Airport ————— **Wangan Chiba I.C.** ————— **Makuhari Messe**

38. Map of the Makuhari Vicinity



39. A List of the Companies for Overhead Expense to be Paid

No.	Item	Paid to	Payment of Method
1	Fee for Exhibition	Japan Electronics Show Association	Bank Transfer
2	Fee for Additional Invitation Leaflet and Registration Cards	Japan Electronics Show Association	Bank Transfer
3	Fee for Additional Badges	Japan Electronics Show Association	Cash or Bank Transfer
4	Fee for Participating the Reception Party (additional)	Japan Electronics Show Association	Cash or Bank Transfer
5	Penalty for Over Regulated Exhibits	Japan Electronics Show Association	Bank Transfer
6	Fee for Floor Restoration Work	Murayama Inc.	Bank Transfer
7	Fee for Break the Pit Lids on Floor	Murayama Inc.	Bank Transfer
8	Fee for Cutting Off Ancor Bolts	Murayama Inc.	Bank Transfer
9	Fee for Booth Cleaning	Chibaken Buil-Maintenance Corp.	Cash or Bank Transfer
10	Fee for Move-in and Move-out Work (in Japan) and Loading Work on the Show Site	Ishikawa-Gumi, Ltd.	Cash or Bank Transfer
11	Fee for Courier Service	Nippon Express Co., Ltd., Mihama Pelican Center	Cash or Bank Transfer
12	Fee for Overtime Work	Japan Electronics Show Association	Bank Transfer
13	Fee for Overtime Parking	Japan Electronics Show Association	Cash
14	Fee for Renting Storage	Japan Electronics Show Association	Bank Transfer
15	Fee for Using Lounge	Japan Electronics Show Association	Bank Transfer
16	Fee for Using Meeting Room	Japan Electronics Show Association	Bank Transfer
17	Fee for Leasing Equipment	Murayama Inc.	Cash or Bank Transfer
18	Fee for Displaying Package Booth(s)	Murayama Inc.	Cash or Bank Transfer
19	Fee for Stickers related to Product Liability Law	Japan Electronics Show Association	Cash
20	Fee for Using Fax, Photocopying Machine(s) and e-mail	Makuhari Messe, Inc.	Cash
21	Fee for Using Electricity Consumption Costs	Borne by Japan Electronics Show Association	
22	Fee for Using Additional Electrical Power Supply Installation	Suzuki Denki Co., Ltd./Shoho Denki Co., Ltd.	Cash or Bank Transfer
23	Fee for Setting up Temporary Telephone and the Phone Bill	Murayama Inc.	Bank Transfer
24	Exclusive Lines and High-Speed Internet Connection	Makuhari Messe, Inc.	Bank Transfer
25	Fee for Setting up the Antenna	Makuhari Messe, Inc.	Bank Transfer
26	Fee for Dealing Bonded Goods	Ishikawa-Gumi, Ltd.	Cash or Bank Transfer
27	Fee for Using Bar Code System	Borne by Japan Electronics Show Association	
28	Fee for Renting Bar Code Reader (First One)	Borne by Japan Electronics Show Association	
29	Fee for Renting Bar Code Reader (more than one Reader)	Neonet Inc.	Bank Transfer
30	Fee for Distributing Barcode System Visitor's Data	Neonet Inc.	Bank Transfer
31	Fee for Cancellation of Reserved Hotel	Nippon Express Co., Ltd., Tokyo Branch	Withdrawal from the Credit Card
32	Hotel Charges	Please pay directly to the hotel(s).	Cash or Credit Card
33	Fee for Meal Ticket	Makuhari Messe, Inc.	Cash or Bank Transfer
34	Fee for Lunch/Supper Boxes Order Placement	Wako Sangyo Inc.	Cash, Meal Tickets or Bank Transfer
35	Fee for Using International Conference Room	Makuhari Messe, Inc.	Bank Transfer

The wire transfer fee for bank remittance should be borne by a payer.

40. Inquiries

(1) **For Booth Display, Hazardous Items, Floor Work, Temporary Telephone Service, Rental Furniture, Package Booth(s), Storage:**

Murayama Inc.

2-13-10, Koraku, Bunkyo-ku, Tokyo 112-0004, Japan

Telephone: +81-3-3813-1590 FAX: +81-3-3813-1274

Person in charge: Mr. Ueda, Ms. Nitta, Mr. Yamazaki

E-mail: interbee@murayama.co.jp

***For Exclusive Lines and High-Speed Internet Connection:**

Makuhari Messe, Inc.

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-0023, Japan

Telephone: +81-43-296-0493 FAX: +81-43-296-0492

Person in charge: Mr. Kaiho, Mr. Matsushima, Information Machine Room

***For Mobile Telephone:**

DoCoMo Sentsu, Inc. MOVA Rental Center

4th Floor, Sumitomo Ikebukuroekimae Bldg.

1-10-1, Higashi Ikebukuro, Toshima-ku, Tokyo 170-0013, Japan

Telephone: +81-3-5911-3968 FAX: +81-3-5911-1172

(2) **For Ceiling Construction:**

Makuhari Messe, Inc.

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-0023, Japan

Telephone: +81-43-296-0602 FAX: +81-43-296-0529

Person in charge: Mr. Ishihara, Convention Affairs Dept., Convention Affairs Sect.

E-mail: beecc@m-messe.co.jp

(3) **For Electrical Work:**

Exhibition Halls 1, 2 and 3

Suzuki Denki Co., Ltd.

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

Telephone: +81-3-3842-8201 FAX: +81-3-3845-3040

Person in charge: Mr. Sekine, Mr. Takazawa

E-mail: info@suzukidenki.co.jp

Exhibition Halls 4, 5, 6, 7 and 8

Shoho Denki Co., Ltd.

1-28-15, Kamiikebukuro, Toshima-ku, Tokyo 170-0012, Japan

Telephone: +81-3-3918-7998 FAX: +81-3-3918-7800

Person in charge: Mr. Tsuihiji, Mr. Suzuki

E-mail: info@shohodenki.com

(4) **For Antenna Installation:**

Makuhari Messe, Inc.

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-0023, Japan

Telephone: +81-43-296-0536 FAX: +81-43-296-0012

Person in charge: Mr. Anakura, Mr. Beppu, Information Machine Room

E-mail: messe@tfvc.jp

- (5) **For Bonded Goods, Loading Work on the Show Site, Move-in and Move-out Work (in Japan):**
 Ishikawa-Gumi, Ltd.
 5-9-4, Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002, Japan
 Telephone: +81-3-3474-8102 FAX: +81-3-5460-9841
 Person in charge: Mr. Matsuzaki, Mr. Shigeta, Mr. Sugiyama
 E-mail: igl-exhi@ishikawa-gumi.co.jp
- (6) **For Courier Service:**
 Nippon Express Co., Ltd. Chiba Chuo Branch
 153, Shinminato, Mihama-ku Chiba-shi, Chiba Prefecture 261-0002, Japan
 Telephone: +81-43-238-0202 FAX: +81-43-302-5565
 Person in charge: Mr. Ohshima, Mr. Tanokura, Mihama Pelican Center
- (7) **For Hotel Accommodation:**
 Nippon Express Co., Ltd.
 1-5-2, Shimbashi, Minato-ku, Tokyo 105-0004, Japan
 Telephone: +81-3-3573-8450 FAX: +81-3-3573-8453
 Person in charge: Mr. Omoto, Mr. Nakazuka, Tokyo Travel Branch, Foreign Tourist Dept.
 E-mail: tokyo-gaikokujin@trv.nittsu.co.jp
- (8) **For Meal Ticket:**
 Makuhari Messe, Inc.
 2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-0023, Japan
 Telephone: +81-43-296-0525 FAX: +81-43-296-0529
 Person in charge: Mr. Furuyama, Accounting and Management Sect.
 E-mail: beecc@m-messe.co.jp
- (9) **For Bar Code Registration System:**
 Neonet Inc.
 2-45-1, Nihonbashi-hamacho, Chuo-ku, Tokyo 103-0007, Japan
 Telephone: +81-3-3249-8225 FAX: +81-3-3249-8228
 Person in charge: Mr. Suzuki, Ms. Kamiie, EDMS Dept.
- (10) **For Copyright Royalties:**
 Japan Society for Rights of Authors, Composers and Publishers (JASRAC)
 Tokyo Event/Concert Branch Office
 10th Floor, Nihon Seimei Shinjuku Nishiguchi Bldg., 1-17-1, Nishi Shinjuku, Shinjuku-ku,
 Tokyo 160-0023, Japan
 Telephone: +81-3-5321-9881 FAX: +81-3-3345-5760
- (11) **For Lunch/Supper Boxes Order Placement:**
 Wako Sangyo Inc.
 5-38-3, Kyodo, Setagaya-ku, Tokyo 151-0051, Japan
 Telephone: +81-3-3427-8331 FAX: +81-3-3427-8332
 Person in charge: Mr. Tsutsui
- (12) **For Cleaning Booth:**
 Chibaken Buil-Maintenance Corp.
 c/o Makuhari Messe, Inc.
 2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-0023, Japan
 Telephone: +81-43-296-0534 Ext. 3110 FAX: +81-43-296-0753
 Person in charge: Mr. Suganuma

(13) **For Japanese Legal Protection of an Exhibit in the Pre-Application Stage That Included an Invention/New Design of Practical Utility, or a Trademark:**

Japan Electronics and Information Technology Industries Association (JEITA)

3rd Floor, Mitsui Sumitomo Kaijo Bldg. Annex

3-11, Kanda Surugadai, Chiyoda-ku, Tokyo 101-0062, Japan

Telephone: +81-3-3518-6423 FAX: +81-3-3295-8721 URL: <http://www.jeita.or.jp>

Person in charge: Mr. Nakane, Policy and Strategy Dept., Policy and Strategy Group

(14) **For General Information:**

Japan Electronics Show Association (JESA)

5th Floor, Sumitomo Shibadaimon Bldg. 2 Gokan

1-12-16, Shibadaimon, Minato-ku, Tokyo 105-0012, Japan

Telephone: +81-3-5402-7601 FAX: +81-3-5402-7605

Person in charge: Ms. Kato, Ms. Oda

E-mail : contact@inter-bee.com URL: <http://bee.jesa.or.jp/>



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