

Inter BEE

International Broadcast Equipment Exhibition

Nov. 16(Wed.)-18(Fri.) 2011

Makuhari Messe, Japan

Organizer : **JEITA** Japan Electronics and Information Technology Industries Association



Exhibition Manual



For the information and application of exhibition, please visit website.

Inter BEE online
www.inter-bee.com

Applications

From the Management Office 01	01-1 Exhibition Regulation	01-1-1 Exhibition Outline			
		01-1-2 Inter BEE 2010 Exhibition Regulations			
	01-2 Safety Measures	01-2-1 Basic Policy and Organizational Framework concerning Disaster Prevention and Safety Measures			
		01-2-2 Requests to Exhibitors Concerning Disaster Prevention and Safety Measures			
		01-2-3 Exhibitors' Response to an Emergency			
		01-2-4 Disaster Evacuation Route			
		01-2-5 Emergency Drill			
	01-3 Emergency Conservation Measures	01-3-1 Requests to Help Save Energy	Important		
	01-4 Personal Information Protection Law	01-4-1 Personal Information Protection Law	Important		
		01-4-2 Use of Personal Information by Exhibitors	Important		
	01-5 Inquiries List	01-5-1 Payment of Charges	Important		
		01-5-2 Inquiries List			
	Promotion Tool 02	02-1 Providing Information Point 1	02-1-1 Inter BEE Official Web Site	Important	<input type="radio"/>
02-1-2 News Center					
02-2 Correspondence With Media Point 2		02-2-1 Press Releases	Please cooperate		
		02-2-2 International Visitor Service			
02-3 VIP Point 3		02-3-1 VIP Registration		<input type="radio"/>	
		02-3-2 VIP Room		<input type="radio"/>	
02-4 Customer Relations Point 4		02-4-1 Invitation Leaflet	Important	<input type="radio"/>	
		02-4-2 Barcode System for Visitor Registration		<input type="radio"/>	
		02-4-3 Business Meeting Room			
		02-4-4 Visitor's Badges Identification			
02-5 Sales Promotion Point 5		02-5-1 Customers' Room		<input type="radio"/>	
		02-5-2 Presentation Room		<input type="radio"/>	
		02-5-3 Meeting Room		<input type="radio"/>	
		02-5-4 Suite Room		<input type="radio"/>	
02-6 Advertising Media Point 6		02-6-1 Web Site Banner Advertisement		<input type="radio"/>	
		02-6-2 E-mail Magazine Text Banner Ads		<input type="radio"/>	
		02-6-3 Guide Map Advertisement		<input type="radio"/>	
		02-6-4 On-site Signboard Ads		<input type="radio"/>	
Exhibition Venue Regulations 03		03-1 Exhibition Site	03-1-1 Exhibition Site Layout / Visitor Passage	Important	
			03-1-2 Transportation Guide		
			03-1-3 Management Office Facilities	Important	
			03-1-4 Smoking	Please cooperate	
	03-2 On-site Management	03-2-1 Work Schedule	Important	<input type="radio"/>	
		03-2-2 Exhibitors / Workers Badge	Important		
		03-2-3 On-site Photography	Please cooperate		
	03-3 Load-In & Load-Out	03-3-1 Vehicle Stickers	Important		
		03-3-2 Load-In	Important		
		03-3-3 Load-Out	Important		
		03-3-4 Vehicles During Show Period / Courier Service	Important		
	03-4 Waste Disposal	03-4-1 Environmental Measures	Please cooperate		
		03-4-2 Waste Material Separation	Please cooperate		

Applications

Booth Regulations

04

04-1 Booth Standards	04-1-1 Booth Standards	Exceeds Height Regulation				
	04-1-2 Standard Booth Facilities					
	04-1-3 Important Points for booth Design	Prohibition of usage of space beyond booth boundaries /	Important			
		Visibility of neighboring booths / In-booth stages / Speakers /				
		Prohibition of using space other than within the booth				
	04-1-4 Ceiling Structure			<input type="radio"/>		
	04-1-5 Universal Design		Please cooperate			
	04-2 Booth Display Regulations	04-2-1 Display Contractor Registration		Important	<input type="radio"/>	
		04-2-2 Product Liability (PL) Law				
		04-2-3 Floor Work			<input type="radio"/>	
		04-2-4 Fireproofing Regulations				
		04-2-5 Electric Power	Power Supply		Important	<input type="radio"/>
			Electrical Work		Important	<input type="radio"/>
	Power Activation				<input type="radio"/>	
	04-3 Product Exhibit Regulations	04-2-6 Green Power Certification System			<input type="radio"/>	
		04-3-1 Bonded Goods			<input type="radio"/>	
		04-3-2 Products for Exhibit			<input type="radio"/>	
		04-3-3 Display-Area lighting				
	04-4 In-Booth Demo Regulations	04-4-1 Prohibition	Prohibition on Sales / Prohibition of Usage of Space beyond Booth Boundaries /	Important		
			Restriction on Smoke Effects			
04-4-2 Sound Emissions and In-booth Demonstrations			Important			
	04-4-3 In-booth Wireless LANs		Please cooperate	<input type="radio"/>		
04-5 Booth Management Regulations	04-5-1 Hazardous Item Handling			<input type="radio"/>		
	04-5-2 Exhibitors' Utility Booths (Storage)			<input type="radio"/>		
	04-5-3 Others	Exhibition Hall Management and Insurance /	Important			
Cancellation and Change of Exhibition Duration under Unavoidable Circumstances						

Services Related to Booth Operation

05

05-1 Transport Service	05-1-1 Transport, Load-in and Load-out Services			<input type="radio"/>
	05-2 Rental Fixtures	05-2-1 Package Booth Service & Rental Fixtures		<input type="radio"/>
05-2-2 PC Rental				<input type="radio"/>
05-2-3 Catering Service for Booths				<input type="radio"/>
05-3 Infrastructure Services	05-3-1 Internet Connection			<input type="radio"/>
	05-3-2 Temporary Telephone Line Service			<input type="radio"/>
	05-3-3 Antenna Installation			<input type="radio"/>
05-4 Booth Management Services	05-4-1 Hotel Reservations			<input type="radio"/>
	05-4-2 Food / Beverage Tickets			<input type="radio"/>
	05-4-3 Lunch Box Delivery Service			<input type="radio"/>
	05-4-4 Receptionist / Interpreter			<input type="radio"/>
	05-4-5 Booth Photography			<input type="radio"/>
	05-4-6 Booth Cleaning			<input type="radio"/>

				Deadline	
Applications 06	All exhibitors are required to submit (Pink sheet)	01-2-2	Registration of Booth Manager and Booth Staff	<i>online</i>	10.28
		02-4-1	Application for Invitation Leaflet	<i>online</i>	8.31
		03-2-2	Application for Exhibitor / Worker Badges	<i>online</i>	9.22
		04-2-1	Display Contractor Registration	<i>online</i>	10.14
		04-2-5	Application for Power Supply	<i>online</i>	9.22
		04-2-5	Electrical Power Work Installation Diagram		10.14
		04-3-2	Notification Form for Exhibited Products	<i>online</i>	10.21
	Documents for special requirements (Yellow sheet)	04-1-1	Application for Over-Regulated Heights		10.14
		04-1-4	Application for Ceiling Construction		10.14
		04-2-3	Application for Floor Work		10.14
		04-3-1	Foreign-Made Product Exhibition Plan	<i>online</i>	8.12
		04-4-3	Application for In-booth Wireless LAN	<i>online</i>	10.28
		04-5-1	Application for Flammable or Hazardous Items	<i>online</i>	10.14
	Documents for optional requirements (Green sheet)	02-1-2	News Center Information Distribution Application	<i>online</i>	Accept anytime
		02-3-1	VIP Registration	<i>online</i>	11.4
		02-3-2	Application for VIP Room		※11.4
		02-4-2	Application for Visitor Barcode Service	<i>online</i>	11.4
		02-5-1	Application for Customer's Room		※8.31
		02-5-2	Application for Presentation Room		※10.14
		02-5-3	Application for Meeting Room		※10.14
		02-5-4	Application for Suite Room		※8.19
		02-6-1	Application for Web Site Banner Advertisement		※8.22
		02-6-2	Application for E-mail Magazine Text Banner Ads		※8.22
		02-6-3	Application for Guide Map Advertisement		※9.16
		02-6-4	Application for On-site Signboard Ads		※9.16
		04-2-5	Application for Optional Power Transmission	<i>online</i>	10.28
		04-2-6	Application for Green Power Certification	<i>online</i>	10.14
		04-5-2	Application for Exhibitors' Utility Booths (Storage)	<i>online</i>	9.9
		05-1-1	Application for Transport	<i>online</i>	10.7
		05-1-1	Application for Load-in / Load-out Services	<i>online</i>	10.7
		05-2-1	Application for Booth Display & Rental Fixtures		10.14
		05-2-2	Application for PC Rental	<i>online</i>	10.28
		05-2-3	Application for Catering Service for Booths	<i>online</i>	11.11
		05-3-1	Application for Internet Connection		10.14
		05-3-2	Application for Telephone Line		9.22
		05-3-3	Application for Antenna Installation		9.22
05-4-1		Applications for Hotel Reservations	<i>online</i>	10.21	
05-4-2		Application for Food / Beverage Tickets		10.14	
05-4-3		Application for Lunch box Delivery Service	<i>online</i>	11.11	
05-4-4		Application for Receptionist / Interpreter	<i>online</i>	10.28	
05-4-5		Application for Booth Photography	<i>online</i>	11.4	
05-4-6	Application for Booth Cleaning	<i>online</i>	11.4		

* Applications, marked "※" will be accepted on a first-come and first-served basis.