

Applications

From the Management Office

01

01-1 Exhibition Regulation	01-1-1 Exhibition Outline			
	01-1-2 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 Low	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	○
	02-1-2 Inter BEE News Center		○
	02-1-3 Use of Social Media		
	02-1-4 Link to Inter BEE Sites of Exhibitors		○
02-2 Correspondence With Media Point 2	02-2-1 Press Releases		
	02-2-2 International Visitor Service	Please cooperate	
02-3 VIP Point 3	02-3-1 Participant Prior Registration for Reception Party		○
	02-3-2 VIP Registration		○
	02-3-3 VIP Room		○
02-4 Customer Relations Point 4	02-4-1 Invitation Leaflet	Important	○
	02-4-2 Visitor Data Scanning System		○
	02-4-3 Visitor's Badges Identification		
	02-4-4 Business Meeting Room		
02-5 Sales Promotion Point 5	02-5-1 Presentation Room		○
	02-5-2 Meeting Room		○
02-6 Advertising Media Point 6	02-6-1 Inter BEE Rules for advertising		
	02-6-2 E-mail Magazine Text Banner Ads		○
	02-6-3 Strap Advertising		○
	02-6-4 Guide Map Advertisement		○
	02-6-5 On-site Signboard Ads		○

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	
	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	04-1-1 Booth Standards	Important			
		Exceeds Height Regulation		<input type="radio"/>		
	04-1-2 Standard Booth Facilities	04-1-2 Standard Booth Facilities				
	04-1-3 Important Points for booth Design	04-1-3 Important Points for booth Design	04-1-3 Important Points for booth Design	Important		
			Prohibition of usage of space beyond booth boundaries /			
			Visibility of neighboring booths / In-booth stages / Speakers /			
		Prohibition of using space other than within the booth				
	04-1-4 Ceiling Structure	04-1-4 Ceiling Structure		<input type="radio"/>		
	04-1-5 Universal Design	04-1-5 Universal Design	Please cooperate			
	04-2 Booth Display Regulations	04-2-1 Display Contractor Registration	04-2-1 Display Contractor Registration	Important	<input type="radio"/>	
		04-2-2 Product Liability (PL) Law	04-2-2 Product Liability (PL) Law			
		04-2-3 Floor Work	04-2-3 Floor Work		<input type="radio"/>	
		04-2-4 Fireproofing Regulations	04-2-4 Fireproofing Regulations			
		04-2-5 Electric Power	04-2-5 Electric Power	04-2-5 Electric Power		
				Power Supply	Important	<input type="radio"/>
				Electrical Work	Important	<input type="radio"/>
		Power Activation		<input type="radio"/>		
	04-2-6 Green Power Certification System	04-2-6 Green Power Certification System		<input type="radio"/>		
	04-3 Product Exhibit Regulations	04-3-1 Bonded Goods	04-3-1 Bonded Goods		<input type="radio"/>	
		04-3-2 Products for Exhibit	04-3-2 Products for Exhibit		<input type="radio"/>	
		04-3-3 Display-Area lighting	04-3-3 Display-Area lighting			
04-4 In-Booth Demo Regulations	04-4-1 Prohibition	04-4-1 Prohibition	Important			
			Prohibition on Sales / Prohibition of Usage of Space beyond Booth Boundaries /			
		Restriction on Smoke Effects				
	04-4-2 Sound Emissions and In-booth Demonstrations	04-4-2 Sound Emissions and In-booth Demonstrations	Important			
04-4-3 In-booth Wireless LANs	04-4-3 In-booth Wireless LANs	Please cooperate	<input type="radio"/>			
04-4-4 Exhibit Lighting Products	04-4-4 Exhibit Lighting Products		<input type="radio"/>			
04-5 Booth Management Regulations	04-5-1 Hazardous Item Handling	04-5-1 Hazardous Item Handling		<input type="radio"/>		
	04-5-2 Exhibitors' Utility Booths (Storage)	04-5-2 Exhibitors' Utility Booths (Storage)		<input type="radio"/>		
	04-5-3 Others	04-5-3 Others	04-5-3 Others	Important		
		Exhibition Hall Management and Insurance /				
	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	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"/>
05-3 Infrastructure Services	05-3-1 Internet Connection	05-2-2 PC Rental		<input type="radio"/>
		05-3-2 Temporary Telephone Line Service		<input type="radio"/>
		05-3-3 Antenna Installation		<input type="radio"/>
		05-3-4 Cabling Between Booths		<input type="radio"/>
05-4 Booth Management Services	05-4-1 Hotel Reservations	05-4-1 Hotel Reservations		<input type="radio"/>
	05-4-2 Food / Beverage Tickets	05-4-2 Food / Beverage Tickets		<input type="radio"/>
	05-4-3 Lunch Box Delivery Service	05-4-3 Lunch Box Delivery Service		<input type="radio"/>
	05-4-4 Catering Service for Booths	05-4-4 Catering Service for Booths		<input type="radio"/>
	05-4-5 Receptionist / Interpreter	05-4-5 Receptionist / Interpreter		<input type="radio"/>
	05-4-6 Booth Photography	05-4-6 Booth Photography		<input type="radio"/>
	05-4-7 Booth Cleaning	05-4-7 Booth Cleaning		<input type="radio"/>

Applications 06

			Deadline	
All exhibitors are required to submit (Pink sheet)	01-2-2	Registration of Booth Manager and Booth Staff	10.25	
	02-1-1	Registrating Exhibitor Information to Official Website	Accept anytime	
	02-4-1	Application for Invitation Leaflet	8.23	
	04-2-1	Display Contractor Registration	10.11	
	04-2-5	Application for Power Supply	9.20	
	04-2-5	Electrical Power Work Installation Diagram	10.11	
	04-3-2	Notification Form for Exhibited Products	10.18	
	Documents for special requirements (Yellow sheet)	02-1-4	Application for Links to Inter BEE Featured Site on the Inter BEE Official Website	Accept anytime
		04-1-1	Application for Over-Regulated Heights	10.11
		04-1-4	Application for Ceiling Construction	10.11
		04-2-3	Application for Floor Work	10.11
		04-3-1	Foreign-Made Product Exhibition Plan	8.26
		04-4-3	Application for In-booth Wireless LAN	10.25
		04-4-4	Application to exhibit lighting products	10.25
		04-5-1	Application for Flammable or Hazardous Items	10.11
	Documents for optional requirements (Green sheet)	02-1-2	INTER BEE ONLINE Interview Application	10.25
		02-3-1	Pre-registration of the reception	10.11
		02-3-2	VIP Registration	11.1
		02-3-3	Application for VIP Room	※11.1
		02-4-2	Application for Visitor Data Scanning System	11.1
		02-5-1	Application for Presentation Room	※11.1
		02-5-2	Application for Meeting Room	※11.1
		02-6-2	Application for E-mail Magazine Text Banner Ads	※8.23
		02-6-3	Application for Strap Advertising	※8.2
		02-6-4	Application for Guide Map Advertisement	※10.11
		02-6-5	Application for On-site Signboard Ads	※9.27
		03-2-2	Application for Additional Exhibitor / Worker Badges	8.23
04-2-5		Application for Optional Power Transmission	10.11	
04-2-6		Application for Certification of Green Power	9.27	
04-5-2		Application for Exhibitors' Utility Booths (Storage)	9.6	
05-1-1		Application for Transport	10.11	
05-1-1		Application for Load-in / Load-out Services	10.11	
05-2-1		Application for Booth Display & Rental Fixtures	10.11	
05-2-2		Application for PC Rental	10.25	
05-3-1		Application for Internet Connection	10.11	
05-3-2		Application for Telephone Line	9.20	
05-3-3		Application for Antenna Installation	10.11	
05-3-4		Application for cabling between booths	10.11	
05-4-1		Applications for Hotel Reservations	10.18	
05-4-2		Application for Food / Beverage Tickets	10.18	
05-4-3		Application for Lunch box Delivery Service	11.8	
05-4-4		Application for Catering Service for Booths	11.6	
05-4-5	Application for Receptionist / Interpreter	11.1		
05-4-6	Application for Booth Photography	11.1		
05-4-7	Application for Booth Cleaning	11.1		

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