

Inter BEE

International Broadcast Equipment Exhibition

Professional Show for Audio, Video and Communications

2009

Exhibition Manual

2009.11.18 **Wed.** >>> **20** **Fri.**
at Makuhari Messe, Tokyo

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

InterBEE online
www.inter-bee.com

Management /Contact:

Japan Electronics Show Association

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			Applications
From the Management Office 01	01-1 Exhibition Regulation	01-1-1 Exhibition Outline	
		01-1-2 Inter BEE 2008 Exhibition Regulations	
	01-2 Personal Information Protection Law	01-2-1 Personal Information Protection Law	Important
		01-2-2 Use of Personal Information by Exhibitors	Important
	01-3 Inquiries List	01-3-1 Payment of Charges	Important
		01-3-2 Inquiries List	Important
Promotion Tool 02	02-1 Providing Information Point 1	02-1-1 Inter BEE Official Web Site	Important
		02-1-2 News Center	
	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 VIP Registration	
		02-3-2 VIP Room	
	02-4 Customer Relations Point 4	02-4-1 Invitation Leaflet	Important
		02-4-2 Barcode System for Visitor Registration	
		02-4-3 Business Meeting Room	
		02-4-4 Visitor's Badges Identification	
	02-5 Sales Promotion Point 5	02-5-1 Customers' Room	
		02-5-2 Presentation Room	
		02-5-3 Meeting Room	
		02-5-4 Suite Room	New
	02-6 Advertising Media Point 6	02-6-1 Web Site Banner Advertisement	
		02-6-2 E-mail Magazine Text Banner Ads	
		02-6-3 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	
		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
Booth Regulations 04	04-1 Booth Standards	04-1-1 Booth Standards	Important
		Exceeds Height Regulation	
		04-1-2 Standard Booth Facilities	

Booth Regulations

04

Applications

Booth Regulations 04	04-1 Booth Standards	04-1-3 Important Points for booth Design Important	
		Prohibition of usage of space beyond booth boundaries	
		In-booth stages	
		Visibility of neighboring booths	
		Speakers	
		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"/>
		04-2-6 Green Power Certification System	<input type="radio"/>
	04-3 Product Exhibit Regulations	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 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 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 Important	
		Exhibition Hall Management and Insurance	
		Cancellation and Change of Exhibition Duration under Unavoidable Circumstances	
		Food and Beverages in Booths	
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 Part-time Staff / 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)	02-4-1	Application for Invitation Leaflet	<i>online</i> 8.31
		03-2-2	Application for Exhibitor / Worker Badges	<i>online</i> 9.25
		04-2-1	Display Contractor Registration	<i>online</i> 10.16
		04-2-5	Application for Power Supply	<i>online</i> 9.25
		04-2-5	Electrical Power Work Installation Diagram	10.16
		04-3-2	Notification Form for Exhibited Products	<i>online</i> 10.23
	Documents for special requirements (Yellow sheet)	04-1-1	Application for Over-Regulated Heights	10.16
		04-1-4	Application for Ceiling Construction	10.16
		04-2-3	Application for Floor Work	10.16
		04-3-1	Foreign-Made Product Exhibition Plan	<i>online</i> 8.14
		04-4-3	Application for In-booth Wireless LAN	<i>online</i> 10.30
		04-5-1	Application for Flammable or Hazardous Items	<i>online</i> 10.16
	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> 11.6
		02-3-2	Application for VIP Room	※11.6
		02-4-2	Application for Visitor Barcode Service	<i>online</i> 11.6
		02-5-1	Application for Customer's Room	※8.31
		02-5-2	Application for Presentation Room	※11.6
		02-5-3	Application for Meeting Room	※11.6
		02-5-4	Application for Suite Room	※8.21
		02-6-1	Application for Web Site Banner Advertisement	※8.17
		02-6-2	Application for E-mail Magazine Text Banner Ads	※8.17
		02-6-3	Application for On-site Signboard Ads	※9.18
		04-2-5	Application for Optional Power Transmission	<i>online</i> 10.30
		04-2-6	Application for Green Power Certification	<i>online</i> 10.16
		04-5-2	Application for Exhibitors' Utility Booths (Storage)	<i>online</i> 9.11
		05-1-1	Application for Transport	<i>online</i> 10.9
		05-1-1	Application for Load-in / Load-out Services	<i>online</i> 10.9
		05-2-1	Application for Booth Display & Rental Fixtures	10.9
		05-2-2	Application for PC Rental	<i>online</i> 10.30
		05-2-3	Application for Catering Service for Booths	<i>online</i> 11.13
		05-3-1	Application for Internet Connection	10.16
		05-3-2	Application for Telephone Line	9.25
		05-3-3	Application for Antenna Installation	9.25
		05-4-1	Applications for Hotel Reservations	<i>online</i> 10.23
		05-4-2	Application for Food / Beverage Tickets	10.16
		05-4-3	Application for Lunch box Delivery Service	<i>online</i> 11.13
		05-4-4	Application for Part-time Staff / Interpreter	<i>online</i> 10.30
		05-4-5	Application for Booth Photography	<i>online</i> 11.6
		05-4-6	Application for Booth Cleaning	<i>online</i> 11.6