



Inter BEE

International Broadcast Equipment Exhibition

November 14–16, 2012
at Makuhari Messe, TOKYO

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

Exhibition Manual

The Professional Information Site for Audio, Video and Communications

Inter BEE 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 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 Participant Prior Registration for Reception Party		<input type="radio"/>
	02-3-2 VIP Registration		<input type="radio"/>
	02-3-3 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 Inter BEE Rules for advertising		
	02-6-2 Web Site Banner Advertisement		<input type="radio"/>
	02-6-3 E-mail Magazine Text Banner Ads		<input type="radio"/>
	02-6-4 Guide Map Advertisement		<input type="radio"/>
	02-6-5 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				
	04-1-5 Universal Design		Please cooperate		
	04-2 Booth Display Regulations	04-2-1 Display Contractor Registration		Important	
		04-2-2 Product Liability (PL) Law			
		04-2-3 Floor Work			
		04-2-4 Fireproofing Regulations			
		04-2-5 Electric Power	Power Supply		Important
			Electrical Work		Important
	Power Activation				
	04-3 Product Exhibit Regulations	04-2-6 Green Power Certification System			
		04-3-1 Bonded Goods			
		04-3-2 Products for Exhibit			
		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		
04-5 Booth Management Regulations	04-5-1 Hazardous Item Handling				
	04-5-2 Exhibitors' Utility Booths (Storage)				
	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	
05-2 Rental Fixtures	05-2-1 Package Booth Service & Rental Fixtures	
	05-2-2 PC Rental	
	05-2-3 Catering Service for Booths	
05-3 Infrastructure Services	05-3-1 Internet Connection	
	05-3-2 Temporary Telephone Line Service	
	05-3-3 Antenna Installation	
05-4 Booth Management Services	05-4-1 Hotel Reservations	
	05-4-2 Food / Beverage Tickets	
	05-4-3 Lunch Box Delivery Service	
	05-4-4 Receptionist / Interpreter	
	05-4-5 Booth Photography	
	05-4-6 Booth Cleaning	

				Deadline	
Applications 06	All exhibitors are required to submit (Pink sheet)	01-2-2	Registration of Booth Manager and Booth Staff	<i>online</i>	10.26
		02-4-1	Application for Invitation Leaflet	<i>online</i>	8.31
		03-2-2	Application for Exhibitor / Worker Badges	<i>online</i>	9.21
		04-2-1	Display Contractor Registration	<i>online</i>	10.12
		04-2-5	Application for Power Supply	<i>online</i>	9.21
		04-2-5	Electrical Power Work Installation Diagram		10.12
		04-3-2	Notification Form for Exhibited Products	<i>online</i>	10.19
	Documents for special requirements (Yellow sheet)	04-1-1	Application for Over-Regulated Heights		10.12
		04-1-4	Application for Ceiling Construction		10.12
		04-2-3	Application for Floor Work		10.12
		04-3-1	Foreign-Made Product Exhibition Plan	<i>online</i>	8.10
		04-4-3	Application for In-booth Wireless LAN	<i>online</i>	10.26
		04-5-1	Application for Flammable or Hazardous Items	<i>online</i>	10.12
	Documents for optional requirements (Green sheet)	02-1-2	News Center Information Distribution Application	<i>online</i>	10.31
		02-3-1	VIP Registration	<i>online</i>	11.2
		02-3-2	Application for VIP Room		※11.2
		02-4-2	Application for Visitor Barcode Service	<i>online</i>	11.2
		02-5-1	Application for Customer's Room		※8.31
		02-5-2	Application for Presentation Room		※10.12
		02-5-3	Application for Meeting Room		※10.12
		02-5-4	Application for Suite Room		※8.24
		02-6-2	Application for Web Site Banner Advertisement		※8.17
		02-6-3	Application for E-mail Magazine Text Banner Ads		※8.17
		02-6-4	Application for Guide Map Advertisement		※10.12
		02-6-5	Application for On-site Signboard Ads		※10.12
		04-2-5	Application for Optional Power Transmission	<i>online</i>	10.26
		04-2-6	Application for Green Power Certification	<i>online</i>	10.12
		04-5-2	Application for Exhibitors' Utility Booths (Storage)	<i>online</i>	9.7
		05-1-1	Application for Transport	<i>online</i>	10.12
		05-1-1	Application for Load-in / Load-out Services	<i>online</i>	10.12
		05-2-1	Application for Booth Display & Rental Fixtures		10.12
		05-2-2	Application for PC Rental	<i>online</i>	10.26
		05-2-3	Application for Catering Service for Booths	<i>online</i>	11.9
		05-3-1	Application for Internet Connection		10.12
		05-3-2	Application for Telephone Line		9.21
		05-3-3	Application for Antenna Installation		9.21
05-4-1		Applications for Hotel Reservations	<i>online</i>	10.19	
05-4-2		Application for Food / Beverage Tickets		10.12	
05-4-3		Application for Lunch box Delivery Service	<i>online</i>	11.9	
05-4-4	Application for Receptionist / Interpreter	<i>online</i>	11.2		
05-4-5	Application for Booth Photography	<i>online</i>	11.2		
05-4-6	Application for Booth Cleaning	<i>online</i>	11.2		

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