

Inter BEE

International Broadcast Equipment Exhibition

2013.11.13 Wed. >>> 15 Fri. Makuhari Messe, Japan

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



Exhibition Manual

Administration/Inquiries:

Japan Electronics Show Association

Ote Center Bldg., 1-1-3, Otemachi, Chiyoda-ku, Tokyo 100-0004

TEL:+80-3-6212-5231 FAX:+80-3-6212-5225

E-mail: exhibitor@inter-bee.com

The Professional Information Site for Audio, Video and Communications

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 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 |
| Promotion Tool 02 | 01-5 Inquiries List | 01-5-1 Payment of Charges | Important |
| | | 01-5-2 Inquiries List | |
| | 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 | Please cooperate |
| | | 02-2-2 International Visitor Service | |
| | 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 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 | |
| | 02-6 Advertising Media Point 6 | 02-6-1 Inter BEE Rules for advertising | |
| | | 02-6-2 Web Site Banner Advertisement | |
| | | 02-6-3 E-mail Magazine Text Banner Ads | |
| | | 02-6-4 Strap Advertising | |
| | | 02-6-5 Guide Map Advertisement | |
| | | 02-6-6 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 | |
| | | Exceeds Height Regulation | |
| | | 04-1-2 Standard Booth Facilities | |
| | | 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 | <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 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 | |
| | 04-5 Booth Management Regulations | 04-4-3 In-booth Wireless LANs Please cooperate | <input type="radio"/> |
| | | 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 | |
| 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> 10.25 |
| | | 02-4-1 | Application for Invitation Leaflet | <i>online</i> 8.30 |
| | | 03-2-2 | Application for Exhibitor / Worker Badges | <i>online</i> 9.20 |
| | | 04-2-1 | Display Contractor Registration | <i>online</i> 10.11 |
| | | 04-2-5 | Application for Power Supply | <i>online</i> 9.20 |
| | | 04-2-5 | Electrical Power Work Installation Diagram | 10.11 |
| | | 04-3-2 | Notification Form for Exhibited Products | <i>online</i> 10.18 |
| | Documents for special requirements (Yellow sheet) | 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 | <i>online</i> 8.9 |
| | | 04-4-3 | Application for In-booth Wireless LAN | <i>online</i> 10.25 |
| | | 04-5-1 | Application for Flammable or Hazardous Items | <i>online</i> 10.11 |
| | Documents for optional requirements (Green sheet) | 02-1-2 | News Center Information Distribution Application | <i>online</i> 10.31 |
| | | 02-3-1 | Reception Invitees Pre-registration | 11.13 |
| | | 02-3-2 | VIP Registration | <i>online</i> 11.1 |
| | | 02-3-3 | Application for VIP Room | ※11.1 |
| | | 02-4-2 | Application for Visitor Barcode Service | <i>online</i> 11.1 |
| | | 02-5-1 | Application for Customer's Room | ※8.30 |
| | | 02-5-2 | Application for Presentation Room | ※10.11 |
| | | 02-5-3 | Application for Meeting Room | ※10.11 |
| | | 02-5-4 | Application for Suite Room | ※8.23 |
| | | 02-6-2 | Application for Web Site Banner Advertisement | ※8.16 |
| | | 02-6-3 | Application for E-mail Magazine Text Banner Ads | ※8.16 |
| | | 02-6-4 | Strap Advertising | ※8.16 |
| | | 02-6-5 | Application for Guide Map Advertisement | ※10.11 |
| | | 02-6-6 | Application for On-site Signboard Ads | ※10.11 |
| | | 04-2-5 | Application for Optional Power Transmission | <i>online</i> 10.25 |
| | | 04-2-6 | Application for Green Power Certification | <i>online</i> 10.11 |
| | | 04-5-2 | Application for Exhibitors' Utility Booths (Storage) | <i>online</i> 9.6 |
| | | 05-1-1 | Application for Transport | <i>online</i> 10.11 |
| | | 05-1-1 | Application for Load-in / Load-out Services | <i>online</i> 10.11 |
| | | 05-2-1 | Application for Booth Display & Rental Fixtures | 10.11 |
| | | 05-2-2 | Application for PC Rental | <i>online</i> 10.25 |
| | | 05-2-3 | Application for Catering Service for Booths | <i>online</i> 11.6 |
| | | 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 | 9.20 |
| | | 05-4-1 | Applications for Hotel Reservations | <i>online</i> 10.25 |
| | | 05-4-2 | Application for Food / Beverage Tickets | 10.18 |
| | | 05-4-3 | Application for Lunch box Delivery Service | <i>online</i> 11.8 |
| | | 05-4-4 | Application for Receptionist / Interpreter | <i>online</i> 11.1 |
| | | 05-4-5 | Application for Booth Photography | <i>online</i> 11.1 |
| | | 05-4-6 | Application for Booth Cleaning | <i>online</i> 11.1 |

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