

Broadmedia & Entertainment ^{55th}
Inter BEE 2019

11.13 **Wed.** >>> 15 **Fri.**

Makuhari Messe

Exhibition Manual

Sponsored by: **JEITA** Japan Electronics and Information Technology Industries Association

Administration/Inquiries: **Japan Electronics Show Association**

5F Ote Center Bldg., 1-1-3, Otemachi, Chiyoda-ku, Tokyo 100-0004

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#interbee2019     www.inter-bee.com

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Applications

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

From the Management Office

01-1 Exhibition Regulation

01-1-1 Exhibition Outline

01-1-2 Inter BEE 2019 Exhibition Regulations

01-2 Safety Measures

01-2-1 Basic Policy and Organizational Framework concerning Disaster Prevention and Safety Measures **Important**

01-2-2 Requests to Exhibitors Concerning Disaster Prevention and Safety Measures **Important**

01-2-3 Exhibitors' Response to an Emergency **Important**

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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 **Important**

01

Exhibition Outline

■ Name	International Broadcast Equipment Exhibition 2019 (a.k.a. Inter BEE 2019)
■ Period	November 13th 10:00 a.m. to 5:30 p.m. November 14th 10:00 a.m. to 5:30 p.m. November 15th 10:00 a.m. to 5:00 p.m.
■ Location	Makuhari Messe 2-1, Nakase, Mihama-ku, Chiba City, Chiba Prefecture 261-8550, Japan
■ Admission	Free of charge (registration required)
■ Organizer	JEITA Japan Electronics and Information Technology Industries Association
■ Supported by	Ministry of Internal Affairs and Communications (MIC) Ministry of Economy, Trade and Industry (METI) *listed by date established Japan Broadcasting Corporation (NHK) The Japan Commercial Broadcasters Association (JBA) Association of Radio Industries and Businesses (ARIB) Digital Content Association of Japan (DCAJ) The Association for Promotion of Advanced Broadcasting Services (A-PAB) *no particular order
■ Partners (Planned) *alphabetical order	Advanced Imaging Society Japan Committee Association of Media in Digital Camera & Imaging Products Association Digital Signage Consortium IPDC Forum IPTV FORUM JAPAN JAPAN AD.CONTENTS ASSOCIATION Japan Association of Audiovisual Producers, Inc. Japan Association of Lighting Engineers & Designers Japan Association of Professional Recording Studios Japan Association of Video Communication Japan Audio Society Japan Cable and Telecommunications Association Japan Cable Television Engineering Association JAPAN POST PRODUCTION ASSOCIATION Japan PublicViewing Association Japan Satellite Broadcasting Association JAPAN STAGE SOUND BUSINESS COOPERATIVE Japanese Society of Cinematographers JSL Mobile Broadband Association MOTION PICTURE and TELEVISION ENGINEERING SOCIETY of japan, Inc. MULTISCREEN BROADCASTING STUDY GROUP National Theatrical & Television Lighting Industrial Cooperative Next Generation contents Distributio Forum Projection Mapping Association of Japan Radio Engineering & Electronics Association Specified Radio microphone User's Federation Stage Sound Association of Japan State of the Art Technologies Expression Association The Association of Japanese Animations The Institute of Image Information and Television Engineers Theatre and Entertainment Technology Association, Japan 3D Consortium Ultra-Realistic Communications Forum Visual Industry Promotion Organization
■ Managed by	Japan Electronics Show Association (JESA)

Inter BEE 2019 Exhibition Regulations

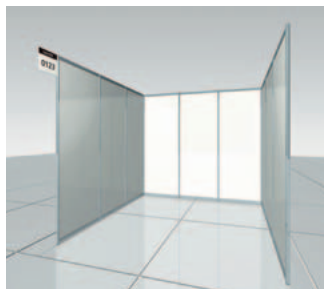
1. Booth Standards and Fees

A 1-1. STANDARD BOOTH

1. Booth standards and specifications

- (a). Booth space: 2,970mm(W) x 2,970mm(D)
- (b). Specification:

For exhibitors with 1- to 3-row booths, system panels will be installed as back panels on the sides neighboring booths of other exhibitors. However, system panels will not be placed on the corner-facing sides of corner booths.



2. Booth fees (Including consumption tax)

The exhibition fee per booth space is as follows:

General exhibitors (standard rate)	¥297,000
Japan Electronics Show Association Members IABM Members (member rate)	¥264,000

For consumption tax, the rate of tax as of November 2019, when this exhibition is held, will be applied.

B 1-2. SMALL PACKAGE BOOTH

1. Booth standards and specifications

- (a). Booth space : 1,980mm(W) x 990mm(D) x 2,700mm(H)
- (b). Specification : The following facilities are included in

- Wall panels
- Display counter (1,000mm high with storage space)
- Fascia (300mm width)
- Company Name Display
- Fluorescent light
- Electrical Outlet (single-phase 100V, up 1 kW output)



* Small package booth exhibitors may apply for up to two booths.

2. Booth fees (Including consumption tax)

The exhibition fee per booth space is as follows:

One booth	¥170,500
Two booths	¥341,000

For consumption tax, the rate of tax as of November 2019, when this exhibition is held, will be applied.

A+ 1-3. PACKAGE DISPLAY KIT

Please select our easy-option "Package Display Kit" when exhibiting at Inter BEE. This will make exhibition preparations much smoother.

Basic Style

One Booth	Booth fee + ¥88,000	
<ul style="list-style-type: none"> · Parapet · Company Name Display · Carpet · Custom Reception Counter 	<ul style="list-style-type: none"> · (1) Folding Chair · (2) Spotlights · (2) Fluorescent Lights · Electrical Outlet (1kW) 	
Two booths	Booth fee + ¥132,000	
<ul style="list-style-type: none"> · Parapet · Company Name Display · Carpet · Custom Reception Counter 	<ul style="list-style-type: none"> · (1) Folding Chair · (4) Spotlights · (4) Fluorescent Lights · Electrical Outlet (2kW) 	

Meeting Style

One Booth	Booth fee + ¥121,000	
<ul style="list-style-type: none"> · Parapet · Company Name Display · Carpet · Custom Reception Counter · Counter Chairs 	<ul style="list-style-type: none"> · Meeting Table · (4) Meeting Chairs · (2) Spotlights · (2) Fluorescent Lights · Electrical Outlet (1kW) 	
Two booths	Booth fee + ¥297,000	
<ul style="list-style-type: none"> · Company Name Display with Logo · Carpet · Custom Reception Counter · Counter Chair · (3) Meeting Table 	<ul style="list-style-type: none"> · (4) Meeting Chairs · (3) Display Counter with Storage · Stock Room · (4) Spotlights · Electrical Outlet (1kW) 	

Premium Style

One Booth	Booth fee + ¥231,000	
<ul style="list-style-type: none"> · Parapet · Company Name Display · Logo Display · Carpet · Custom Reception Counter · (1) Folding Chair 	<ul style="list-style-type: none"> · (3) Display Counter with Storage · Radius Display Counter · (4) Spotlights · (1) Fluorescent Light · Electrical Outlet (1kW) 	
Two booths	Booth fee + ¥462,000	
<ul style="list-style-type: none"> · Parapet · Company Name Display · Logo Display · Carpet · Custom Reception Counter · (1) Folding Chair 	<ul style="list-style-type: none"> · (6) Display Counter with Storage · Radius Display Counter · (8) Spotlights · (3) Fluorescent Lights · Electrical Outlet (2kW) 	

* The price is including consumption tax.

* Power source construction cost and electronics consumption fee for 1kW per a booth are included in package display kit.

* For consumption tax, the rate of tax as of November 2019, when this exhibition is held, will be applied.

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1-4. Items included in the booth fee

Invitation leaflets cards for visitors	150 per booth	
Badges	For exhibitors	10 per booth
	For constructors	5 per booth
Website listing	1 page per company	

1-5. Other fees

1. The following items are not included in the both fees.

*includes consumption tax

Primary power source construction cost + Electric consumption fee	¥9,900 per kW	
Invitation leaflets and envelops for visitor (in excess of the number of free leaflets and cards indicated above.)	¥44 per set	
Badges	Exhibitors (in excess of 10 badges per booth)	¥1,100 per badge
	Constructors (in excess of 5 badges per booth)	¥550 per badge
Overtime work	¥11,000 per hour	

2. Booth decoration other than basic panels

Booth decorations other than system panels are to be handled by exhibitors.

Rental fixtures, furniture, PC and monitors will be introduced in the Exhibitor Manual.

3. Other

Additional expenses may be charged as required by law and regulations.

Details regarding these charges will be provided in the Exhibitor Manual.



Exhibition Regulations

Inter BEE 2019 Exhibition Regulations

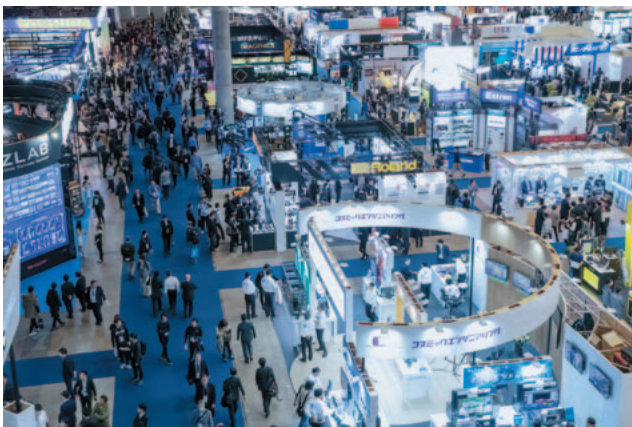
2. Exhibition Categories, Number of Booths and Booth Height Limitations

2-1. Exhibition categories

When an item to be exhibited falls into both categories, two options are possible: the exhibit may either be placed in the category of greatest importance, or the exhibitor may exhibit in both categories. If the Video and Broadcast Equipment Category is selected, the exhibitor may choose to have all overhead lighting on or off.

Exhibition Categories	Overhead lighting
Professional Audio Equipment	●●●● Full overhead lighting (approx. 500 lux)
Video Expression / Professional Lighting Equipment	●●●● All overhead lighting off (approx. 50 lux)
Video Production / Broadcast Equipment	●●●● Full overhead lighting (approx. 500 lux) or ●●●● All overhead lighting off (approx. 50 lux)
ICT / Cross-media	●●●● Full overhead lighting (approx. 500 lux)

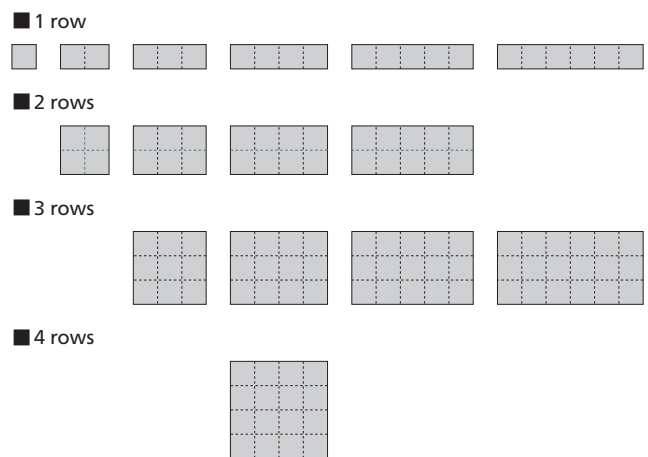
■ Exhibitors in the Video Expression / Professional Lighting category may illuminate towards the ceiling; however, considering the influence on surrounding exhibitors, please note that this kind of exhibitors' booth will be located at the far end of the show space.



2-2. Number of booths and booth type

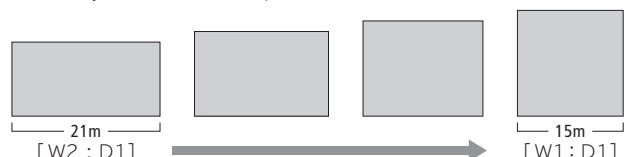
1. Exhibitors in rows (less than 18 booths) may have booths of other exhibitors on one or three sides.
2. Industry organizations and joint exhibitors may apply for more than 100 booths.
3. After the deadline for applications, the Organizing Committee will determine the layout of the show site. If the total space applied for exceeds the capacity of the site, the Organizing Committee reserves the right to determine an impartial method to reduce the number of booths applied for by exhibitors.

Booth Type	Number applied for	
Standard booth	■ 1 row	1, 2, 3, 4, 5, 6
	■ 2 rows	4, 6, 8, 10
	■ 3 rows	9, 12, 15, 18
	■ 4 rows	16
	■ Block format	20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100
Small package booth	1, 2	



The standard for block booths is: 1 booth space = 9 m². The floor will be marked in an area equal to (W:D) 2:1 or 1:1 based on the total floor space reserved (9 m² x no. of booth spaces). The actual dimensions will be provided to exhibitors at the lot drawing for booth space allocation.

[Sample booth dimensions]
Example of an application for 25 booth spaces: Dimensions are marked out for an area of 225 m² (9 m² x 25 booth spaces), ranging from a rectangular shape with a wider entry dimensions than a square.



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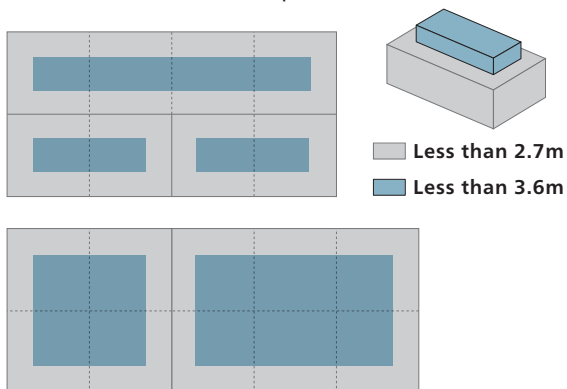


2-3. Booth height limitations

The standard height is 2.7m. Details of booth wall heights are shown below.

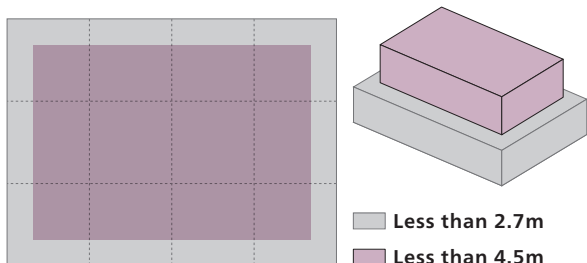
1. 1 to 10 booths

The allowable height of booth walls set back 1.0m from the corridors and / or foundation panels will be 3.6m.



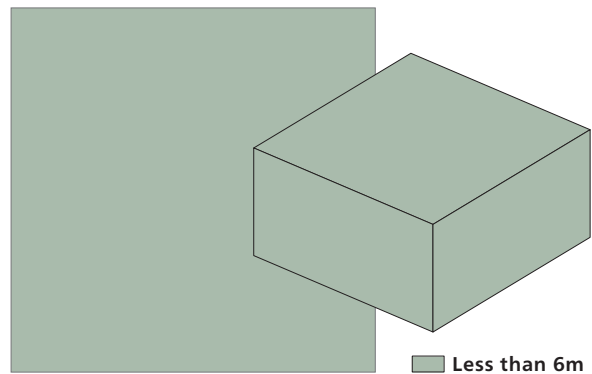
2. 12 to 18 booths

The allowable height of booth walls set back 1.0m from the corridors and / or foundation panels will be 4.5m.



3. More than 20 booth spaces (block booths)

The height limit is 6m.



4. If product sizes exceed height limitations

The height limitation on product exhibits and decorations is stipulated above. If exhibited products exceed these height limitations, the exhibitor should submit Application for Over-Regulated Heights and booth plan drawing to the Show Management Secretariat and the exhibitor must receive prior permission from the Inter BEE Organizing Committee.

In this case, product exhibits are to be displayed within the specified area of the exhibition booth (the setback should be 1.0m from the corridors and / or foundation panels) and in no way must any display encroach upon corridor space. Exhibited products that have received prior permission to exceed height limitations must be exhibited in their original state. No additional decorations are permitted.

Inter BEE 2019 Exhibition Regulations

3. Exhibition Application, Payment of Booth Fees and Allocation of Booths

3-1. Exhibitor eligibility

Corporations and organizations involved with products included in the following list or related businesses are eligible to participate in Inter BEE:

- Equipment manufactures
- Electronic components, devices, and materials manufacturers
- Broadcasting and communications companies
- Software and content production companies
- Trading and distribution companies
- Service companies
- Newspapers, magazines and other publishing companies
- Educational and research institutes
- Government organization, administrative corporations, public-interest corporations, nonprofit public and industry organizations

1. Advertising companies and other related agencies are not allowed to represent any company that exhibits products even if said products are included in the aforementioned list of eligible businesses or products.
2. Applications from any persons involved in bankruptcy, composition, receivership, civil rehabilitation, or corporate reorganization proceedings, or persons who are suspended from current account transactions from financial institutions will not be accepted.
Similarly, applications from any persons deemed by the Association to be involved in similar circumstances will not be accepted. If an exhibitor company is found to fall into one of the categories described above after the contract has been concluded, the contract will be voided and that company will not be permitted to exhibit. In such a case, participation fees paid by exhibitors will be refunded.
3. The Organizing Committee reserves the right to refuse applications from companies that have violated regulations at a previous show or whose activities may be considered detrimental to visitors and/or other exhibitors regardless of in prior to or after holding an exhibitor contract. In such case, paid booth fees will be refunded. (see section 2-4: Exhibit application and contract agreement)
4. Regarding to the above, if deemed necessary by the Association, an investigation or inquiry into the surrounding circumstances will be conducted.



3-2. Exhibition application and contract agreement

To apply for and contract exhibition space, fill in the information required on the exhibition contract application form, and submit the form to the Show Management Secretariat of the Japan Electronics Show Association (JESA), which will confirm your full understanding of the exhibition regulations. Upon receiving the application form, the Show Management Secretariat will send a receipt confirmation notice via e-mail. The receipt date stated in this confirmation e-mail is regarded as the contract date, whereupon exhibitors are liable for participation fees. If applying in multiple categories, a separate application is required for each category. However, the Organizing Committee reserves the right to advise exhibitors on the most appropriate location for their booths. In addition, exhibitors are required to submit one application per Category if applying for booth spaces in multiple Categories.

1. Application deadlines

First application deadline	Thursday, May 31 st	Applicants may participate in the primary booth allocation drawing.
Second application deadline	Friday, June 28 th	Applicants may participate in the secondary selection.

*Even prior to these deadlines, no more applications will be accepted if all booth spaces have been filled.

After the second deadline

Applications will be accepted after June 29th, 2019 or until all available booth spaces are taken.

2. Applications should be sent to:

Japan Electronics Show Association (JESA)

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004
TEL: +81-3-6212-5231 FAX: +81-3-6212-5225
E-mail: contact2019@inter-bee.com

3. Submitting a company profile

First-time exhibitors to the show are required to provide a company profile and catalog(s) of product(s) planned to be exhibited upon submission of the exhibit application / contract. And, if there are major changes made to the corporate profile or catalog(s) of product(s) planned to be exhibited after the company has submitted these documents, an updated profile and / or catalog(s) must again be submitted. Applications without these documents will be put on hold until the Show Management Secretariat confirms the receipt of these items.

3-3. Cooperative exhibitions or neighboring exhibitions which involve more than two companies

Exhibitors who wish to maximize the effects of exhibitions by holding cooperative exhibitions with group / affiliated companies in one booth or neighboring exhibitions with other companies, must submit applications according to the following criteria.

1. Collaboration exhibitions (If an application is made by one firm, but wishes to exhibit under the names of multiple companies)

- (a) One of the exhibiting companies should submit an application and pay booth fees.
- (b) Please fill in and submit "Collaboration exhibitor registration form" which is sent to you by the Show Management Secretariat upon completion of application of cooperative exhibitions. By submitting this form, you can print the names of affiliated companies on the lists and the layout.

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2. Neighboring exhibitions (If multiple firms join together booths and use them as a one space)

- (a) Each company should apply and pay its booth fees separately.
- (b) The total number of booths requested by each company conforms to the standard booth specification and configuration.
- (c) The position of booths will be decided by the lot drawing among the total number of booths applied for.
- (d) We will confirm if the panels on the sides neighboring booths of other exhibitors and booth numbers are available on the questionnaire.

3. Cooperative exhibitions (When multiple companies wish to exhibit in close proximity across a passageway)

- (a) We will accept applications for partner exhibits only in the following cases:
 - Applications by group companies with capital ties
 - Applications by companies with a formal reseller contractual relationship (must have been made public)
 - Applications by one dealer exhibiting with different brand names
 - Applications by companies exhibiting products and services that have been jointly developed in the booths of both parties. (must have been made public)
- (b) Each of the companies applicable to one of the above must make an exhibit application and pay the booth fee.
- (c) The position of the booths shall be limited to locations other than Exhibit Halls 4, 5 and 6. The Management Office will determine the position of the booths in advance. It is not possible to select the position of the booths. Please also understand in advance that it may not be possible to meet your requirements depending on the shape of your booths.
- (d) We cannot accept applications for partner exhibits for the purpose of fixing the position of your booths outside the lottery.
- (e) We do not allow linking of standard booths and small package booths.
- (f) Please be aware we reserve the right to refuse applications if we cannot verify validity of the cooperative exhibitions. Also, please be aware that we cannot accommodate your requests concerning the configuration of booths.

3-4. Payment of booth fees

Booth space payments are to be paid via electronic bank transfer according to the schedule below. JESA will issue an invoice and designate the bank account for remittance at this time. Checks and promissory notes are not acceptable as payment. Transfer fees are to be borne by the exhibitor.

Primary applicant	Tuesday, July 31 st , 2019
Secondary applicant	Friday, August 30 th , 2019

3-5. Cancellation or reducing the number of booths

If an exhibitor cancels or reduces the number of booth spaces applied or, regardless of the reason, some or all of the following cancellation fees will apply. Consumption tax will be added to all fees.

July 1st to July 31 st , 2019	60% of exhibition booth fee
August 1st to August 31 st , 2019	80% of exhibition booth fee
On or after September 1 st , 2019	100% of exhibition booth fee

Please notify us promptly of cancellations of exhibitions, and additions / reductions of booth spaces. Please fill in and submit "Application for booth cancellation or changes for number of booth(s)" that is sent to you by the Show Management Secretariat. The Show Management Secretariat will inform you that it has received the application as a confirmation.

3-6. Allocation of booths

Booth locations will be determined by lot drawing. Lots will be drawn among exhibitors who have the same number of booths or share the same configuration in the same categories. However, depending on actual conditions at the booth allocation, lots may be drawn among exhibitors who have approximately the same number of booth spaces (±10 spaces) in the same stage (i.e. exhibitors with 25 to 35 booth spaces). In addition, exhibitors in the Professional Lighting category may illuminate towards the ceiling; however, considering the influence on surrounding exhibitors, please note that such exhibitors' booth will be located at the far end of show space.

► The drawing of lots is scheduled for July 18th.

Primary lot drawing

Exhibitors who have submitted applications by Friday, May 31st, may participate in the primary lot drawing. Please be aware that the number of booths can be changed until the end of June and that the Organizing Committee may adjust the order of the drawing in the event that exhibitors change the number of booths for which they applied to fit their needs after the end of June.

Secondary selection

Exhibitors applying from Thursday, June 1st, through Friday, June 28th, may select their booth locations from the locations that remain vacant, in the order of which applications are received.

1. Spare booth spaces

If booth spaces remain available at the end of the lot drawing dates, the remaining spaces will be placed on the floor as spare booths. Exhibitors submitting applications after Saturday, June 29th can select their booth locations from the available spare booths on a first-come, first-served basis.

2. Fixed booth spaces

The Organizing Committee has determined the following booth spaces to be fixed:

- (a) Because lots are drawn among exhibitors with the same number and type of booths in the same exhibit zones, an exhibitor not meeting this criterion will be afforded a fixed booth space(s).
- (b) Cooperative exhibitors
- (c) Overseas cooperative exhibitors and related domestic exhibitors.

3. Spare spaces

Utility booths will be setup in spare open spaces after the booth lot drawing is completed. However, exhibitors should be aware that further changes in booth allocation may occur due to exhibitor cancellations, reduction in booth spaces, etc.

4. Entry ways of booths

The position of entry ways and the use of block booths by exhibitors may be adjusted by the Organizing Committee in consideration of overall visitor flow.

5. Overhead lighting

Full overhead lighting delivers approximately 500 lux, but exhibitors in the Video Production and Broadcast Equipment category may choose to locate their booths in areas where all overhead lighting is decreased (approximately 50 lux). Please note that this option may not be available, depending on the ratio of visitors requesting overhead lighting.

Inter BEE 2019 Exhibition Regulations

4. Important Exhibit Details and Prohibitions

4-1. Exhibiting of products from outside of Japan (including fixtures)

Inter BEE plans to make all exhibition halls open to the display of bonded goods. Therefore, it will be possible for exhibitors to display overseas products (those manufactured outside Japan or items that have not yet cleared Customs proceedings) even if they have not cleared Customs by the time the exhibition begins.

4-2. Applications regarding industrial property rights

Part of the Patent Law has been revised and the application items of regulation concerning exception to lack of novelty of invention have been reviewed.

Due to this revised law, the designated system of exhibitions was abolished from 1st April, 2012, and disclosure type restrictions were removed from the old system where application items were restricted except for certain exhibitions. Exhibitors who plan to file an application for patent, utility model or trademark, should directly contact the General Affairs Division of the Patent Office.

4-3. Prohibited activities

The following activities are considered as prohibited:

1. Exhibit space transfer

Subletting, selling, transferring, or exchanging exhibition space, either in whole or in part, to any third party, including other exhibitors.

2. Directing visitors to other venues

Directing Inter BEE visitors to simultaneous product or technology exhibits off-site is prohibited.

3. Engaging in sales activities

Selling products other than publications and software on-site except in designated area during the show is prohibited. Exhibitors who wish to sell publications and software are required to submit details and seek approval in advance.

4. Inappropriate behavior

Aggressively attempting to attract visitors to view demonstrations while standing outside of booths or in aisles is prohibited. Persistent sales approaches and/or techniques considered to be excessive are also prohibited.

5. Exhibiting for the purpose of obtaining personal information

It is prohibited to use booths for the primary purpose of collecting personal information on visitors, rather than to display products and services. Furthermore, all exhibitors are requested to abide by the stipulations in Japan's personal information protection legislation. Details on the collection and handling of personal information will be available in the Exhibition Manual.

4-4. Responsibilities of exhibitors

1. Prompt fee payment

Exhibitors will pay all exhibitor fees and expenses invoiced by Show Management Secretariat and bear responsibility until all payments are complete.

2. Obeying the law

The laws and regulations of Japan shall be followed in all cases related to the transfer and management of display and related items, and in management and other matters related to constructs and structures for use in exhibits.

3. Liability for damage, management of exhibited items, and insurance.

(a) The sponsors, organizing committee and Show Management Secretariat will make every effort to ensure the security of exhibits during the show period by, for example, implementing security guard patrols. However, the management cannot assume responsibility for damages arising from natural disaster, fire, theft, loss of property or other occurrences beyond its control and recommends that exhibitors take steps of their own.

(b) Exhibitors shall be liable for any fatalities or injuries occurring to visitors, other exhibitors or third persons as well as damage to items at the exhibition site. Inter BEE sponsors and / or the organizing committee shall bear no responsibility whatsoever in such circumstances.

(c) A booth manager, whose responsibility is to supervise all activities that take place in the exhibitor's booth, must be confirmed with the organizer prior to the start of the exhibition.

(d) Exhibitors are recommended to provide for adequate insurance coverage during the exhibition.

(e) The organizer will make every effort to provide effective management, enhanced safety, and maintenance of order at the venue as well as ensure the safety of exhibition visitors. Any act by an exhibitor(s) that is considered detrimental to the aforementioned may lead to the termination of that exhibitor's demonstration. Exhibitors shall be liable for any accidents that may occur during exhibitor demonstrations, and Inter BEE sponsors and / or the organizing committee shall bear no responsibility whatsoever in such circumstances. In the event of an accident, the exhibitor is required to take appropriate action and report it immediately to the organizer.

4. Complying with the exhibition schedule

Prior, during and after the show, all exhibitors are requested to comply with the exhibition schedule specified by the organizer. Construction activities to the booth, delivery and/or wrap-up activities during the exhibition are prohibited.

4-5. Termination or shortening of exhibition duration due to unavoidable or potential calamity

1. If the exhibition is canceled because of an event of force majeure, such as an earthquake, typhoon, fire, disease, terrorist act or order from the public authorities, the organizers reserve the right to shorten the duration of the exhibition or the hours that the exhibition is open to the public, either before or during the exhibition. If the exhibition sponsors deem such action necessary, this information will be promptly published on the official Website and exhibitors will be notified. Neither the exhibition organizers nor the Association shall assume any liability for losses incurred by exhibitors in such a case.

2. If an unavoidable calamity that occurs prior to the opening of Inter BEE forces cancellation of the exhibition, participation fees paid by exhibitors will be refunded in full, minus charges for expenses already incurred.

3. Neither the exhibition organizers nor the sponsors shall be held liable to refund exhibition expenses, either in full or in part, if the exhibition duration is unavoidably shortened because of a calamity or potential calamity.

4. The exhibition sponsors and the Show Management Secretariat assume no responsibility for expenses incurred by exhibitors if the exhibition is canceled or shortened because of a calamity.

4-6. News gathering and filming

Staff members appointed by the sponsors and / or the organizer will be authorized to gather news and / or conduct interviews as well engage in filming and / or photography. Exhibitors are requested to cooperate with such news gathering and filming activities and also agree that any image, photograph, information, etc. obtained during the exhibition can be used solely for the purpose of promoting Inter BEE.

4-7. Dealing with disputes between exhibitors

Any disputes between exhibitors concerning exhibits, publicity materials related to exhibits, intellectual property or the use of booths shall be resolved between the parties concerned. The exhibition sponsors shall bear no responsibility whatsoever in such instances.



Inter BEE 2019 Exhibition Regulations

4-8. Booth design

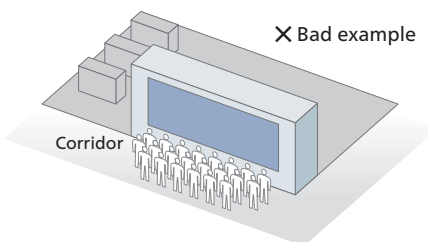
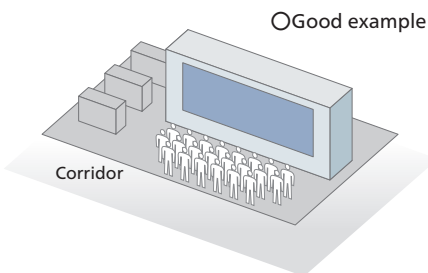
Product exhibits, demonstrations, etc., must be conducted within the exhibitor's booth. If for some reason this rule is not followed properly, the organizing committee and / or the Show Management Secretariat will request that the exhibitor comply with the rule; any further noncompliance may result in termination of the exhibitor's booth.

1. Prohibition of usage of space beyond booth boundaries

- (a) Exhibitors are responsible for controlling crowds around their booths, which might block walkways in public spaces. If a stage is set up in a booth, the Exhibitor must ensure that the booth layout makes it possible to bring all visitors inside the boundaries of the booth.
- (b) Inviting visitors into booths and/or conducting surveys in walkways in public spaces is strictly prohibited.
- (c) Exhibits, decorations, fixtures, plants and packaging materials should not be left outside of booths, but must be stored within booths.
- (d) Product exhibitions and presentation acts using the space outside the booth such as the aisle is prohibited.
- (e) Projecting rays and lights on aisles and venue walls or ceilings is forbidden except for exhibitors in the "Video Expression/Professional Lighting Category". However, an exception approval will be required in advance to exhibit lighting products in categories other than "Video Expression/Professional Lighting".

2. In-booth stages

Exhibitors planning to set up a stage in their booths must ensure that the booth layout makes it possible to bring all visitors inside the boundaries of the booth. Further more, depending on the height of the stage and the video equipment installing, take sufficient care of the visitors viewing angle and of an appropriate distance. If any problems occur in line with in-booth stages, the Show Management Secretariat will request immediate countermeasures.



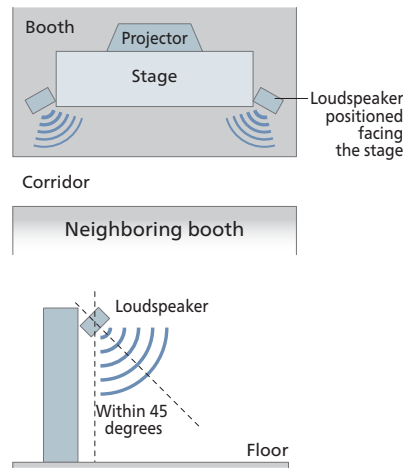
3. Thoughtful independent booth design that allows for an evacuation route

When designing an independent booth, be sure to fully consider the location of adjacent companies' booths, and carry out thoughtful design that allows for an evacuation route and does not obstruct the view of adjacent companies' booths.

4. Speakers

Exhibitors are prohibited from setting up public address systems, such as loudspeakers or mixers, directly facing neighboring booths.

So as not to inconvenience visitors or neighboring booths, these systems must be positioned facing the stage. If installing loudspeakers on booth walls or displays fixture pillars, the central axis of each speaker must be 45 degrees or less.



5. Safety Measures

- (a) To prevent truss beams falling, strike four or more anchor bolts in one place when securing them to the floor.
- (b) When installing exhibition panels (OCTANORM), take measures to prevent them falling by reinforcing the panels, reinforcing the beams in the corner sections, and installing weights.
- (c) Take measures to prevent independent fixtures falling by securing them to the wall or floor surface.
- (d) When installing video monitors, speakers, channel characters, lighting fixtures, and other fixtures.



4-9. Ceiling structure and two-floor construction

Installing a ceiling on the booth is only permitted when products and/or demonstrations need to be shielded from light or insulated from sound. The ceiling must be made of a fireproof blacked-out curtain, which is the only material permitted under local fire department restrictions. Direct sunshine will be blocked out within the exhibit halls but there still may be some reflections cast from the indirect and ceiling lighting. Exhibitors who wish to set up ceiling structures, without regard to the size or area, are required to submit an application form sent with the Exhibition Manual together with top and elevated view booth drawings. Observe the following guidelines for the design and construction of a ceiling structure.

1. Ceiling structure

- (a) Any double layer structure is prohibited.
- (b) All the decorating materials must be fire-resistant processed and attached the fire-resistant indications.
- (c) Exhibitors are required to submit both top (designated ceiling area and its size) and elevated view (designated ceiling area and surrounding wall, etc.) booth drawings. They must show that the ceiling are fire-resistant processed.

2. Fire Safety Equipment

- (a) Fire extinguishes must be size 10 or larger.
- (b) Fire alarms (smoke alarms) may be required. In such case, exhibitors must submit the placement notice and its operation experiment result to the Management Office. Domestic fire alarms are not be accepted.
- (c) Depending on the structure or size, evacuation exits and leading light for emergency may be necessary.

3. Two-floor construction / Suspended Structure

Two-story structures and suspending decorations from the ceiling are not allowed.

Inter BEE 2019 Exhibition Regulations

4-10. Floor work

Exhibitors who require floor construction work are required to submit an application form sent with the Exhibit Manual together with a floor plan. Observe the following guidelines for the Floor Construction Work.

- Exhibitors are required to contact the Management Office in each hall before commencing the work and inform the number of anchor bolts to be affixed.
*In case there is no need of anchor bolts, exhibitors are required to submit the cancellation
- Concrete nails and jackhammering are prohibited. No construction may be carried out on pit covers or pit interiors on the floors.
- To prevent truss beams falling, strike four or more anchor bolts in one place when securing them to the floor.
- Floor construction work is permitted on the condition that all flooring will be restored to its original state after the show. After usage, if the bolt heads project above the surface, they must be sawn off, not hammered in or cut with acetylene torches. All expenses for restoration shall be borne by the exhibitor. In the event that the floor is not restored to its original condition after the final floor inspection, or the restoration is incomplete, the Management Office will complete the restoration work and charge the total amount of expenses to the exhibitor after the show.
- When bolting down an anchor bolt, a cooperative fee for the restoration of floor surfaces of ¥1,100 per bolt will be charged to the exhibitor regardless of the size of the bolt.
- Carpeting a booth, exhibitors are required to use double-faced tape. Use of glue is prohibited.

4-11. Fire prevention regulations

Inspections by the local fire department will be carried out during the display construction work of after its completion. Any work not in accordance with the below regulations may be suspended, or the structure(s) in question removed. Exhibitors are required to follow the instructions below.

- Any type of material, whether cloth or paper, affixed to plywood for display purposes should be fireproof.
- Materials such as display mountings, artificial flowers, draperies, drop curtains, display plywood, fiber blinds, blackout curtains, carpeting or other flammable materials must be fireproof. Please attach a Fireproof tag to each of these materials in an easily visible location.
- Avoid using paper flowers, urethane, acetate, polyester, nylon or other materials that are difficult to fireproof.
- The use of plastic foam is prohibited. Please substitute Styrofoam or similar materials.

4-12. Counterfeit or imitation products are strictly prohibited

- The display, distribution, or demonstration of counterfeit or imitation products that infringe on a third party's intellectual property rights (e.g. patents, trademarks, design rights, copyrights, overseas rights, etc.) or any other related activity is strictly prohibited.
- If the Organizing Committee discovers counterfeit or imitation products being displayed, distributed, or demonstrated, it reserves the right to remove these products from the exhibition venue immediately with all costs incurred becoming the responsibility of the offending exhibitor.
- In addition to inspections for counterfeit or imitation products, all exhibitors shall cooperate with the Organizing Committee whenever any type of inspection is conducted.
- Any disputes concerning the intellectual property rights of exhibited products shall be resolved between the parties concerned.

4-13. Comparison displays

As a general rule, exhibitors are requested to limit product comparisons (see guidelines below) to demonstrations between products and / or technologies of their own company or group companies. Exhibitors who plan to compare their products or technologies with those of other companies should first obtain advance permission from the other company and such comparisons must not infringe upon the property rights of that company.

- Comparisons using exhibits and demonstrations.
- Comparisons using information panels and pamphlets.
- Verbal comparisons in audio announcements.
- Other comparisons related to products and technologies.

When the organizers and / or Organizing Committee determine that the aforementioned guidelines on comparison displays have not been observed, they reserve the right to terminate the display or order that corrective measures be taken with all costs incurred by the exhibitor. If said corrective measures are determined to be insufficient, the exhibitor may be barred from future participation in Inter BEE.

4-14. Suitable displays

The following regulations must be strictly observed for all displays in the exhibition booths.

- Safety and precaution signage**
All booths must have adequate safety and precaution signage positioned in clearly visible locations around the displays.
- Displays should reflect real-life situations**
Product presentations and / or displays should be demonstrated in real-life situations as much as possible and not in an exaggerated or unrealistic manner. If this is not practical, the product(s) must have accompanying captions stating how they are used in actual applications.

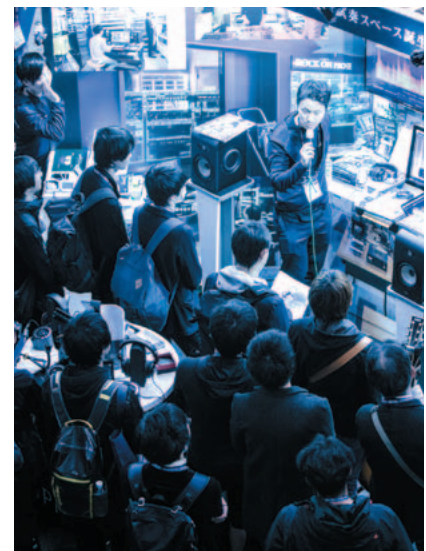
4-15. Vehicle display

When displaying broadcast relay vans or other vehicles, please be certain that the vehicle can be stored within the space stipulated by the booth specifications. If this height is exceeded, submit "application for Over-Regulation Heights" in the Exhibition Manual.

4-16. Restrictions on Audio Volume

When explaining products or making demonstrations, audio volume in the booth must be maintained at the levels less than 75dB. Please remember that it is important to maintain audio volume at reasonable levels to ensure that visitors can hear the presentations of other exhibitors.

- The value is the standard, when measured from 2 m away from the border line of booth. These levels must be observed throughout every booth.
- During the exhibition period, the Show Management Secretariat will regularly measure sound levels. Exhibitors are also asked to voluntarily measure sound levels within their booths before and during the exhibition. Contact the on-site Management Office to borrow measuring equipment.
- Breach of noise-level restrictions: Any exhibit exceeding the specified noise levels must be modified to conform to regulations. Failure to conform may result in the loss of exhibiting privileges.
- Regardless of these regulations, if complaints are received from neighboring exhibitors or noise is noticeable in other areas of the site, the Show Management Secretariat will require the exhibitor in question.
- Please make sure that a person responsible for audio equipment is stationed in your booth at all times, and that the audio equipment is operated in accordance with the regulations.



Inter BEE 2019 Exhibition Regulations

4-17. Demonstration regulations

1. Copyrights

Exhibitors playing music or replaying recorded audio or video material must pay royalties on said material (unless the exhibitor owns the rights or has made separate arrangements for payment of royalties).

Royalties are payable to the Japanese Society for the Rights of Authors, Composers and Publishers (JASRAC), which handles royalties in Japan.

Please contact JASRAC for details on arrangements and royalty calculation methods. In addition, when exercising rights regarding video and animation, please contact the company or organization/group that owns the copyright.

2. Illumination / Lighting

No illumination that projects directly into another company's lighting or onto walls or corridors is permitted. Exhibitors in the Professional Lighting category who need to illuminate in distance to describe or feature its exhibit product may illuminate only towards the ceiling within the exhibitor's booth.

When strong lighting equipment such as LEDs are used in displays and / or signboards, they must be positioned so as not to inconvenience visitors or neighboring booths.

3. Smoke machines

The use of smoke machines (including alcohol, oil or petroleum smoke machines, and dry ice machines) is not permitted.

4. Other

Please take preventive measures to avoid the generation of the following during demonstrations. Please be considerate of other exhibitors and visitors.

1. Hot air 2. Gases 3. Odors 4. Vibration

4-18. Handling of hazardous items

1. The Fire Prevention Law Prohibits the Following Activities on the Exhibition Site

- Smoking
- Live flames (spark-producing items, exposed elements, etc.)
- Liquefied petroleum gas (LPG) or other flammable / pressurized gases
- Hazardous objects (gasoline, kerosene, other oils, etc.)
- Hazardous materials
(explosives, matches or disposable lighters in large quantities, etc.)

2. Exemptions for prohibited activities

Excluding smoking, exemptions for prohibited activities and / or the use of some of the aforementioned substances may be granted by local fire safety authorities if it is determined that only minimal amounts of substances will be used or that the activities are necessary to enhance the exhibit. For exhibitors seeking exemptions, please fill in the relevant items on the "Hazardous Materials Usage Application" in the exhibitor's manual and submit the form together with two declaration copies explaining the nature of the performance or exhibit. The association will submit all applications to the fire safety authorities at a single time, and only the items granted exemptions will be allowed to be used in the venue.

3. Smoking

Smoking is prohibited in booths. Smoking is permitted only in specially designated smoking areas.

4. Live Flames

The following should be strictly observed when using live flames:

- Minimize the size and quantity of on-site equipment to the extent possible and use devices of the same type.
- Protect the surrounding area with fireproof materials.
- Monitor conditions closely and provide adequate fire safety equipment.
- At least one fire extinguisher must be available (with a 2-unit minimum fire extinguishing capability and a minimum size of 10).
- A designated person responsible for fire prevention and extinguishing any possible fire must be stationed in the booth.
- Live flames must be at least 5 m from fire exits, hazardous materials and other flammable materials

5. Liquefied Petroleum Gas (LPG) or Pressurized Gas

The following rules should be strictly observed when using LPG and other pressurized gases (oxygen, hydrogen, nitrogen, carbon dioxide, argon gas, etc.):

- After installation, test all containers for leaks, and if necessary display a "Caution: Do Not Use Near Flammables" sign on them.
- Use pressurized gases under the lowest possible pressure, and handle containers carefully. Bringing flammable gas cylinders (except cartridge types) onto the exhibition site is prohibited.
- To prevent gas leakage, use a complete connector for all connecting parts and monitor continuously with a gas leak detector.

6. Hazardous Materials

When using hazardous substances in the exhibition venue, the following regulations must be strictly observed.

- Bring only one day's supply or less onto the exhibition site.
- Do not replenish supplies during exhibition operating hours.
- Provide adequate fire safety measures and handle materials carefully at all times.
- Place hazardous materials 6 m and other materials 3 m or more from fire escapes.
- A Type 10 fire extinguisher must be readily available.
- Place hazardous materials 5 m away from areas in which open flames are being used.
- Appoint personnel to monitor safety.

4-19. Violation of the regulations and discrepancies in interpretation

Concerning official regulations, if an exhibitor violates regulations or if there is a discrepancy in interpretation or the application of these regulations, the following measures will be taken. Please note that the interpretation of the regulations as defined in the original Japanese language documentation will take precedence.

1. If the Organizing Committee determines that an exhibitor has violated regulations governing exhibitor booths and implementation of exhibits, the association will request that the exhibitor take the necessary corrective measures.

2. If the same violation described in section 1 above occurs again, or a discrepancy in interpretation of these regulations occurs, the Organizing Committee will take the appropriate action and as a final ruling order, order the exhibitor in question to take the necessary corrective measures.

Please note that once the committee reaches a final ruling, the committee will not enter into any further discussion with the exhibitor in question, nor be responsible for any incurred liabilities whatsoever.

3. If an exhibitor has been ordered to take corrective measures described in section 2 above, the exhibitor will be required to submit in writing on the same day, a description of the necessary corrective measures taken and the schedule at which they will be completed.

4. If an exhibitor has been ordered to take corrective measures described in section 2 above, and fails to do so accordingly, or if the corrective measures taken are determined to be insufficient by the Organizing Committee, the following penalties may apply.

- The exhibitor will be prohibited from continuing with exhibition activities from the next day.
- If the penalty in section 1 above is not abided to, the exhibitor will be barred from exhibiting at the subsequent Inter BEE exhibition.

4-20. Others

1. Other prohibited activities and regulations that are not included in these regulations will be detailed in the Exhibitor Manual that will be distributed at a later date.

2. Promissory notes cannot be accepted for payment for booth fee and all the expenses. Transfer fees are to be borne by the exhibitor.

3. These regulations are subject to change as deemed necessary by the show sponsors, the Organizing Committee or the association. If changes occur to the regulations, they will be posted on the Inter BEE Official Website, or brought to the attention of exhibitors by other means.

4. Observing these regulations is the sole responsibility of the exhibitor. The show sponsors, Organizing Committee and the association will not accept any responsibility resulting from violations of existing laws and / or local ordinances by exhibitors.

4-21. Organizing Committee

The Organizing Committee functions as a body to deliberate and decide matters related to the management of the exhibition, including regulations and plans. The Organizing Committee will be represented at the exhibition site during the preparation and execution phases of the exhibition. These representatives will be responsible for maintaining the exhibition environment, dealing with problems and ensuring that the exhibition regulations are adhered to at all times. They have the authority to address problems as they arise.

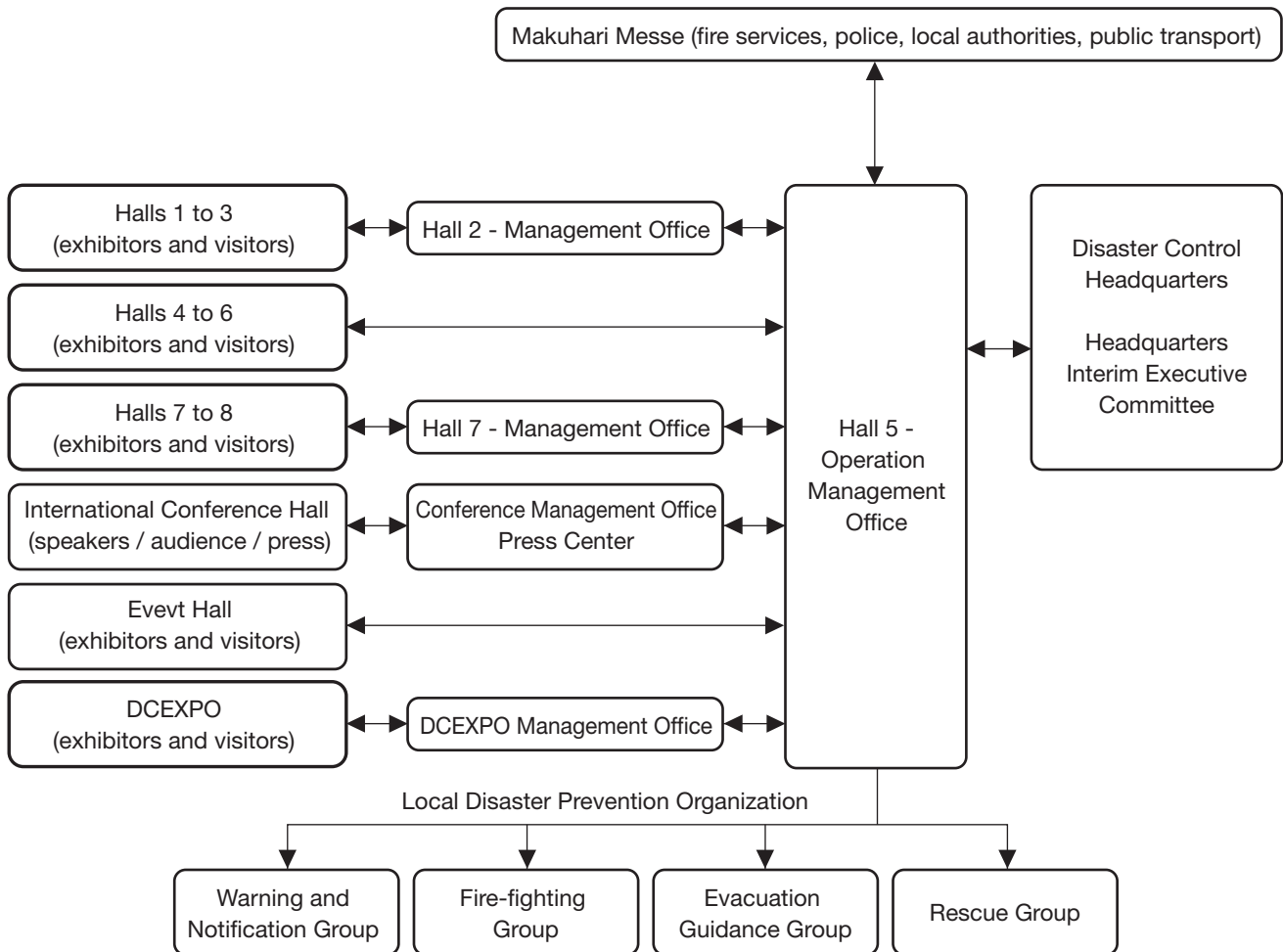
Basic Policy and Organizational Framework concerning Disaster Prevention and Safety Measures

1. Basic Policy

The Management Office will respond to disasters in accordance with its basic principle of "prioritizing the safety of visitors and exhibitors".

In the event of a disaster, the Management Office will assemble a local disaster prevention organization to gather and provide information, give evacuation instructions, and conduct initial fire-fighting and rescue activities. The Management Office will also cooperate with Makuhari Messe to circulate information between concerned organizations, and strive to ensure the safety of all parties concerned.

2. Organizational Framework



Requests to Exhibitors Concerning Disaster Prevention and Safety Measures

In order to operate a safe exhibition Inter BEE has formulated a "Disaster Prevention and Safety Measures Manual", so we hope that exhibitors can cooperate with the following requests.

1. Advance Preparations

We recommend that all exhibitors refer to the below items and formulate their own safety and disaster prevention manual.

The Management Office has separately issued a "Disaster Prevention and Safety Measures Guidelines" for exhibitors formulating manuals, so please make use of these reference materials.

<p>(1) Registering with the Management Office</p> <p>*All exhibitors must submit</p>	<ul style="list-style-type: none"> ① Contacting the booth manager So that the Management Office can contact you in the event of an emergency, register the mobile phone number and e-mail address of the person in charge of the booth with the Management Office by Friday, October 25 via the "Registration of Booth Manager and Booth Staff". Information that you register with us will be managed in accordance with personal information protection policy when holding this event and will be deleted after the conclusion of the exhibition. ② Number of booth staff Please register the estimated maximum number of staff (company employees, external staff, part-time workers, etc.) occupying and working at the booth for each day to the Management Office by Friday, October 25 via the "Registration of Booth Manager and Booth Staff". The Management Office will provide this information to public organizations such as the police or fire-fighting services in the event of a disaster.
<p>(2) Booth disaster prevention and safety measures</p>	<ul style="list-style-type: none"> ① Formulate a disaster prevention and safety manual to be used in the management of the booth ② Establish an emergency contact network and select contact managers (own company, partner companies, Management Office) ③ Divide roles among staff members <ul style="list-style-type: none"> • Ensure visitor safety and give evacuation instructions • Ensure the safety and confirm the whereabouts of booth staff • Support rescue activities • Maintain the booth (stop demonstrations, stop transmission of electrical energy, look after exhibit products, etc.) ④ Prepare disaster equipment <ul style="list-style-type: none"> • Basic emergency set • Flashlight, etc. ⑤ Check the the site <ul style="list-style-type: none"> • Confirm suspected danger spots in the booth • Confirm the closest primary evacuation place (open spaces such as wide aisles and resting place) • Confirm the closest evacuation exit and route • Confirm the location of fire-extinguishers • Participate in the emergency drill* <p>*9.00-9.15 13th November (Wed.) (for more details refer to section 01-2-5)</p>

Requests to Exhibitors Concerning Disaster Prevention and Safety Measures

2. Safety Precautions when Setting Up Booths

After taking into consideration possible disaster scenarios, exhibitors are requested to take the following safety measures when designing and setting up their booth.

<p>(1) Electrical work</p>	<ul style="list-style-type: none"> ① Booth staff will circulate information on the location of temporary distribution boards and select a person to be responsible for turning off the breaker in the event of an emergency. The temporary distribution board to be installed by the Management Office (primary mains work) will act as an earth leakage breaker that automatically cuts off the electrical supply when an earth leakage is detected. ② Do not conceal the temporary distribution board. Also, be sure not to place any packages etc. in front of the temporary distribution board. ③ When installing large-scale lighting equipment such as PAR lighting fixtures, be sure to take measures to prevent them falling such as securing them with wire. <p style="text-align: right;">*For more details please refer to section 04-2-5</p> <div data-bbox="1029 772 1428 996" style="border: 1px solid black; padding: 5px;"> </div>
<p>(2) Designing and setting up booths</p>	<ul style="list-style-type: none"> ① When designing block booth be sure to keep 1/3 (one-third) of the side adjacent to the aisle open to allow for an evacuation route. ② To prevent truss beams falling, strike four or more anchor bolts in one place when securing them to the floor. ③ When installing exhibition panels (OCTANORM), take measures to prevent them falling by reinforcing the panels, reinforcing the beams in the corner sections, and installing weights. ④ Take measures to prevent independent fixtures falling by securing them to the wall or floor surface. ⑤ When installing video monitors, speakers, channel characters, lighting fixtures, and other fixtures located in high places; take measures to prevent them falling by securing them with bolts or wires. <p style="text-align: right;">*For more details please refer to section 04-1-3</p> <div data-bbox="1061 1254 1428 1646" style="border: 1px solid black; padding: 5px;"> </div>
<p>(3) Safety while working</p>	<ul style="list-style-type: none"> ① People working in high places must wear a helmet and a safety belt. ② When using a stepladder for work, be sure to secure it with an anti-opening bracket. ③ When using a rolling tower, be sure to install a handrail and outrigger with a height of at least 900mm around the work floor.

Exhibitors' Response to an Emergency

Please be prepared to act in the event of an emergency by informing all booth staff about how to respond to a disaster.

Earthquake	During	<ul style="list-style-type: none"> •Prioritize your own safety •Secure the safety of booth visitors and booth staff (guide people to the primary shelter)
	Straight after	<ul style="list-style-type: none"> •Give booth visitors evacuation instructions in accordance with officials' instructions when evacuation orders appear outside the evacuation hall over the P.A. system •Continue to evacuate all booth staff •Persons in charge of the booth will maintain the booth (stop transmission of electrical energy, look after exhibit products, etc.)
	After	<ul style="list-style-type: none"> •Support rescue activities as necessary •Confirm the safety of booth staff and identify the status of damage •Make a report to the Management Office
Fire	When discovered	<ul style="list-style-type: none"> •Ensure people's safety (instruct visitors and exhibitors in the near vicinity to evacuate) •Notify the Management Office
	During	<ul style="list-style-type: none"> •Conduct initial fire-fighting activities with a fire extinguisher (prior to the Management Office dealing with the problem)
Suspicious objects	When discovered	<ul style="list-style-type: none"> •Notify the Management Office
Incidents	During	<ul style="list-style-type: none"> •Ensure people's safety (instruct visitors and exhibitors in the near vicinity to evacuate) •Notify the Management Office
	After	<ul style="list-style-type: none"> •The victim files a damage report •Police investigate and deal with the problem
Emergency	During	<ul style="list-style-type: none"> •Check the well-being of people being rescued •If moderate: Lead people to the first-aid center or the closest Management Office location •If serious: Call for an ambulance (if requested by the person concerned or the person accompanying the injured person)
		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>▶Primary action: _____</p> <p>Contact the Management Office</p> <p>→ call an ambulance from the Management Office's office</p> <p>→ the Management Office will guide the ambulance into the grounds</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>▶Urgent situations: _____</p> <p>Directly request an ambulance by calling direct from your mobile phone</p> <p>→ notify the Management Office</p> <p>→ the Management Office will guide the ambulance into the grounds</p> </div> <p>*Prioritize the well-being and wishes of the people being rescued</p>

Disaster Evacuation Route

1. Evacuation orders

If necessary, the Management Office will give instructions via the P.A. system to evacuate people to the outside the exhibition hall.

2. Example of emergency broadcast message

(1) In the event of a fire:

"This message is for everyone in the venue. There is currently a fire in the vicinity of ○○. The disaster prevention organization has started to deal with the fire, so please calmly follow the instructions of officials and evacuate to the outside of the exhibition hall via the emergency exit."

(2) In the event of an earthquake

① Straight after

"This message is for everyone in the venue. An earthquake has just occurred. Ensure your own safety such as watching for falling objects, and please wait a while in a safe location within the venue. The Makuhari Messe building is supported by a safe structure. We will let you know as soon as we have more details."

② Evacuation order

"This message is for everyone in the venue. An earthquake centered in ○○ measuring at ○○ on the Japanese scale has just occurred. Although the Makuhari Messe building is supported by a secure structure, booths and exhibits may collapse due to aftershocks, so please calmly follow the instructions of officials and evacuate to the outside of the exhibition hall via the emergency exit."

③ In the event of a tsunami warning

"This message is for everyone in the venue. An earthquake centered in ○○ measuring at ○○ on the Japanese scale has just occurred. A tsunami warning has been announced at Tokyo Bay, so please calmly follow the instructions of officials and evacuate to the second floor of the exhibition hall via the emergency exit." The second floor is 11 meters above sea level."

(3) Incidents (bomb warning, etc.):

- ① Calling for attention: "Sakura sakura" (music) played 5 times in succession.
- ② Warning lifted: "Tooryanse" (music) played 5 times in succession

3. Evacuation guidance

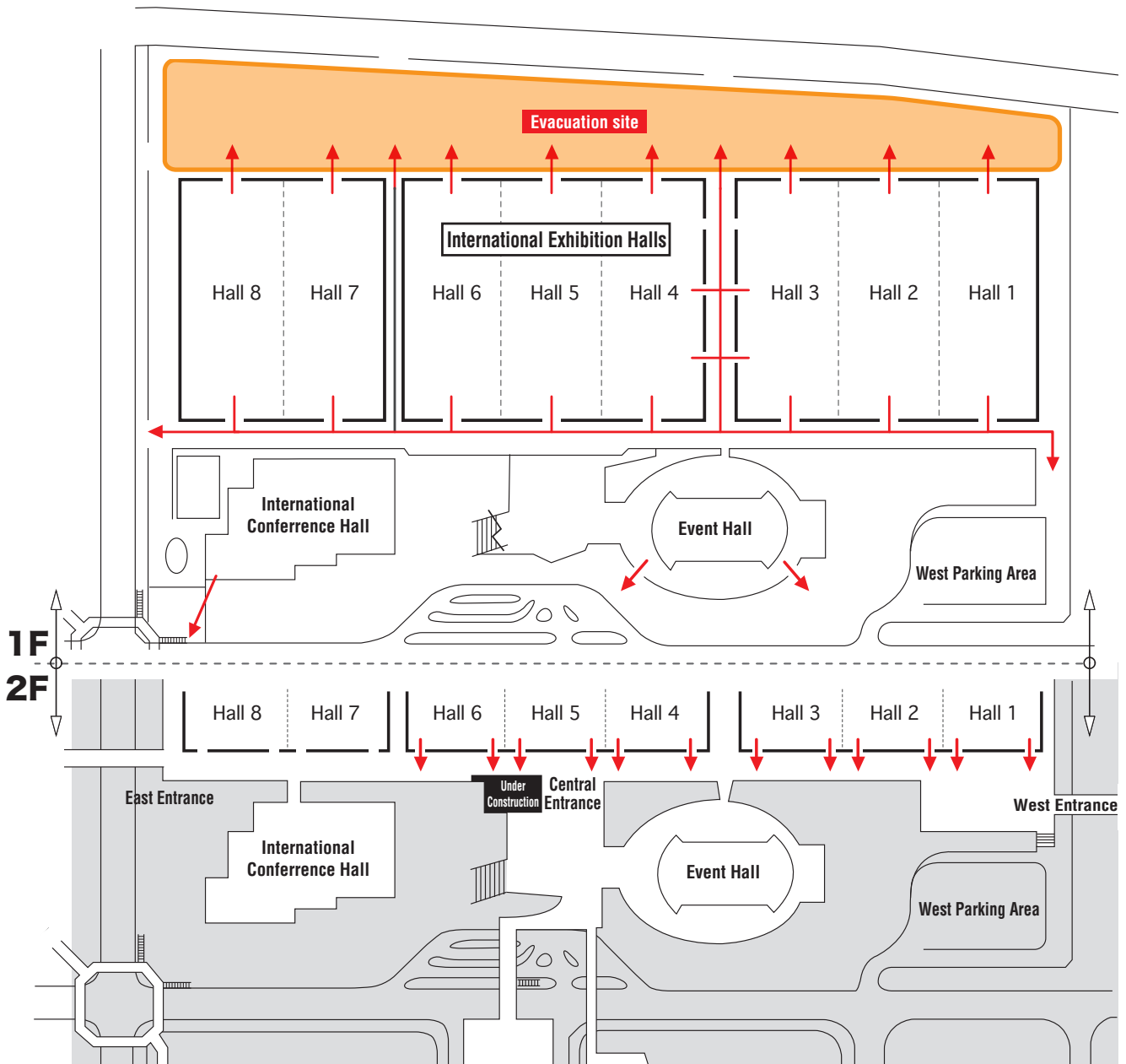
Please act calmly and follow the instructions of the Evacuation Guidance Group.

Disaster Evacuation Route

4. Evacuation route

(1) When evacuating to the outside of the Exhibition Hall

When evacuating to the outside of the Exhibition Hall in event of an earthquake or fire, etc., please go to the outside of the exhibition hall shutters.

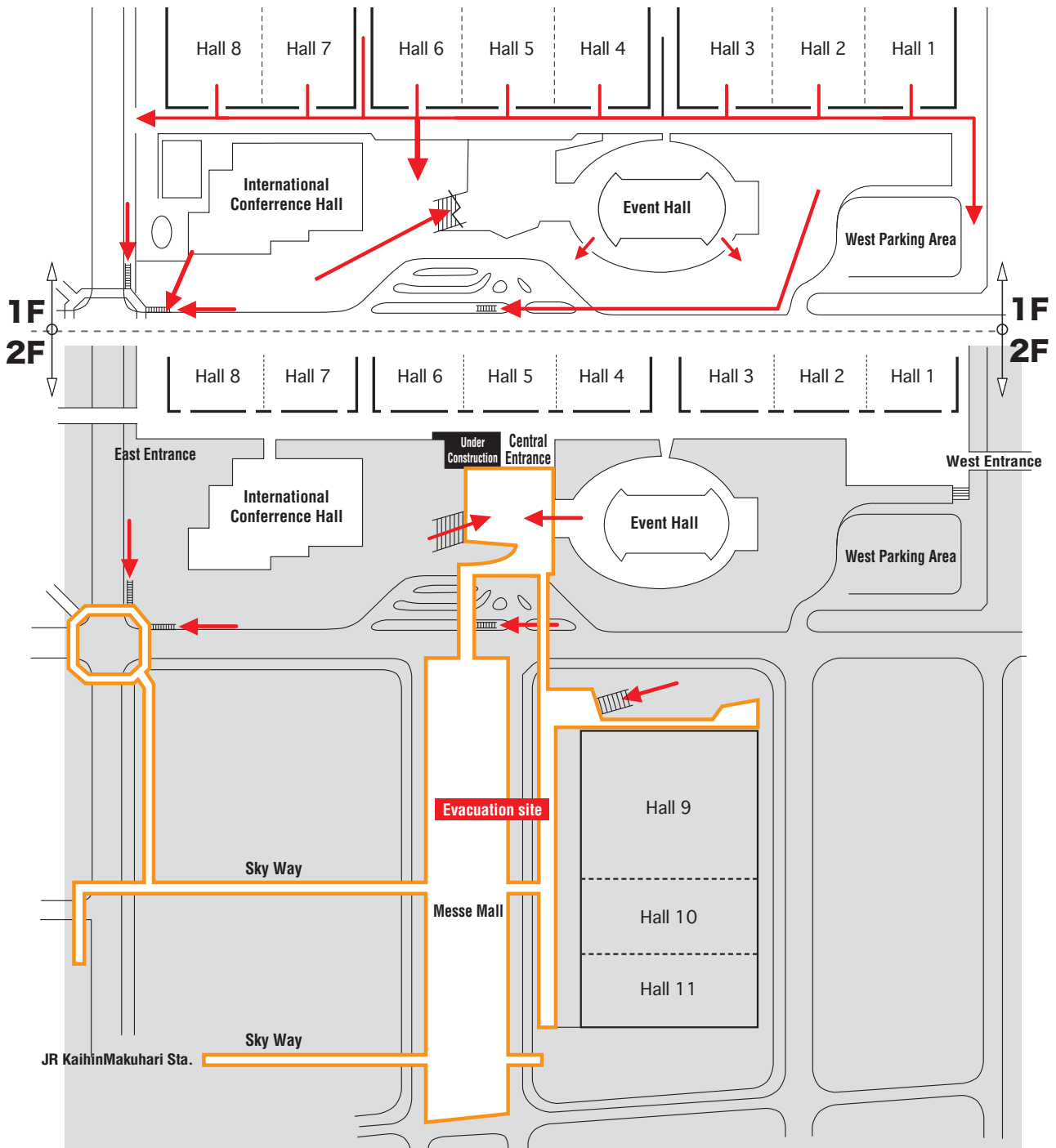


Disaster Evacuation Route

(2) When evacuating after a tsunami warning

When a tsunami warning is announced, evacuate to the second floor aisles of Makuhari Messe or to Messe Mall.

* 1st floor of Makuhari Messe exhibition hall - 8m above sea level; 2nd floor of the exhibition hall - 11m above sea level



Emergency Drill

We will carry out the below described exhibitor emergency drill to ensure that safety is secured and evacuation instructions are provided swiftly in the event of a disaster.

While we understand that this will be held during a busy time of the day for all exhibitors, we hope that all booths will cooperate when the P.A. system announces the drill. (Voluntary)

Date: November 13 (Wed.) 9:00-9:15

	Organizer	Local Disaster Prevention Organization	Exhibitors
9:00 a.m.	Scenario: Occurrence of a strong inland earthquake		
9:01 a.m.	P.A. system announcement (Status report and request to ensure safety)	Evacuation Guidance Group's allocation of emergency exits	Simulation of evacuation instructions (voluntary)
9:03 a.m.	P.A. system announcement (mock earthquake and evacuation orders)	Open emergency exits and start guiding people to the evacuation point	Confirm emergency exits and inform all staff
9:05 a.m.	Confirm and notify the damage(request fire-fighting and emergency services)	Ensure safety and confirm the status of damage Confirm a fire	Confirm the safety of booth staff and the booth
9:10 a.m.	Confirm venue safety	Confirm people requesting help	Summarize information for managers
9:15 a.m.	P.A. system announcement (Order to disband)		

Requests to Help Save Energy

1. Energy saving activities

However, considering that energy-saving activities are impacting companies and households through the government's announced "Summertime Energy-Saving Measures" (electrical power supply and demand review meeting), Inter BEE is voluntarily conducting the following activities to save energy.

While this may cause exhibitors some inconvenience, we hope to rely on your understanding and cooperation.

2. Energy saving measures by the Management Office

- (1) Reduced air conditioning services
 - (2) Cutting ceiling lights at second floor common areas and restaurants
-

3. Exhibitors' energy-saving measures

- (1) Use of components with low consumed power (LED lights, etc.)
 - (2) Energy saving considerations when designing booths
-

4. Cool Biz energy-saving campaign

Promote Cool Biz throughout the event

Personal Information Protection Policy of Japan Electronics Show Association

Privacy Policy

Personal Information, or Personally Identifiable Information, as used in this document means information about an individual user which can identify a specific individual by name, gender, age, address, telephone number, e-mail address, service access record, or other description, or uniquely assigned number or symbol contained in the information. It includes information that allows easy reference to other information which can identify a specific individual.

1. Concerning Personal Information

The Japan Electronics Show Association ("the Association" hereinafter), made up primarily of electronic equipment and parts manufacturers cooperating with event organizers, is responsible for holding exhibitions and seminars designed to further develop information technology industries in Japan. In this and all other of its business activities, the Association fully understands the importance of properly handling and protecting personal information.

Therefore, the Association will properly safeguard personal information obtained through any of its business activities that could be used to identify individuals in complete compliance with existing laws and guidelines governing personal information. Specifically, the kind of personal information that the Association will safeguard is any information collected via written documentation, electronic media, websites, etc., which can be used to identify particular individuals through details such as names, addresses, phone numbers, email addresses or places of employment (includes information not directly related to individuals but such that could easily be used with other data for identification).

2. Use of Personal Information

Personal information obtained through the Association's business activities and/or affiliated operations will be used for the following purposes in accordance to regulations stipulated in the Association's articles of incorporation:

- (1) For sending reports or other information related to business activities of the Association.
- (2) For the operation of exhibitions, seminars, lectures and other events that are the responsibilities of the Association*.
- (3) For the operation of the Association's website.
- (4) For the creation and distribution of documents related to the Association's business activities (journals, reports, proposals etc.).
- (5) For answering inquiries and addressing comments concerning the Association and its business activities.
- (6) For sending notifications, questionnaires, related communications, etc. concerning the Association and its business activities.
- (7) For all other correspondences concerning the Association and its business activities.

*The Association gathers personal information to improve the performance of its business activities, to obtain entry information at exhibition venues, and garner data on conference reservations/attendance data. The Association also collects personal information to create questionnaires and to respond to requests for reference materials. Personal information may also be gathered to provide registered exhibition visitors with promotional information on the products and services available from companies related to exhibitions. The Association uses personal information only within the scope of these purposes.

3. Providing Personal Information to Third Parties

In situations other than those listed below, personal information collected by the Association will not be provided to third parties. QR code systems is used at events operated by the Association, and personal information is garnered from both visitors performing registration procedures in advance via the website and those participating in the exhibition during the time it is held. The Association makes available to relevant companies, groups, etc. or seminar operators, the personal information garnered from visitors who visit exhibitor booths at the venue and present their admission passes/badges. Please be aware that this information may also be used by exhibitors or seminar operators at a later date to send pertinent guidance materials to visitors via email or the postal service.

- (1) When prior consent has been obtained from the individual(s).
- (2) When there is a legal obligation to provide personal information.
- (3) When it is difficult to obtain the consent of the individual(s) but disclosure is required to protect an individual's property or safety.
- (4) When it is difficult to obtain the consent of the individual but disclosure is required to enhance public safety or promote children's health and welfare.
- (5) When obtaining the consent from the individual(s) may be difficult to obtain in situations where disclosure is necessary for cooperation with a national organization, local authorities and/or contractors in accordance with laws.

Even when personal information is disclosed to third parties in accordance to the aforementioned topics, the Association may restrict access or disclosure as it deems necessary.

Personal Information Protection Policy of Japan Electronics Show Association

4. Concerning websites related to the Association | Exhibition websites operated by the Association use the usage information and record in cookies, smartphones to customize services for individual users and to tally page views. While individual IP addresses are collected to collate data and monitor trends on website usage, these addresses are not used in any way to facilitate the identification of individual users. However, this stipulation shall not apply if the legitimate legal rights of the Association are, or could potentially be interfered with or infringed.
5. Managing Personal Information | The Association carefully manages the personal information it acquires within the guidelines of the aforementioned objectives, and initiates strict security measures to protect personal information from unauthorized access, disclosure, copying, use or modification. As for business activities entrusted to the Association by affiliated companies, it will also comply with the respective company's personal information policies. When personal information is handled by non-affiliate companies, the Association will instigate nondisclosure agreements with these companies and supervise them.
6. Disclosure, Modification, Termination, etc. of Personal Information | When a user requests disclosure, modification, termination, etc. of their personal information, the Association will respond promptly and prudently on the matter.
7. Personal Information Managing System | The Association has a management system that is supervised by its Secretary-General to help ensure a consistent, thorough approach to personal information protection by the managerial staff.
8. Inquiries | For any inquiries concerning the protection and/or disclosure of personal information maintained by the Association, please contact us at:

**Japan Electronics Show Association (JESA)
Administration Section**

5F Ote Center Bldg., 1-1-3 Otemachi,
Chiyoda-ku, Tokyo 100-0004, Japan

Tel: +81-3-6212-5231 Fax: +81-3-6212-5225

Use of Personal Information by Exhibitors

■ Use of Personal Information by Exhibitors

With respect to the handling of visitors' personal information, the Association shall adopt the aforementioned measures in order to fulfill the requirements of the Personal Information Protection Law. All exhibitors are also required to fulfill the requirements of the Law. The Association therefore requests that exhibitors strictly observe and implement the following items with regard to the handling of personal information obtained at Inter BEE

- ◆ Methods shall be devised for confirming the wishes of the provider (individual) regarding the use of business cards, names written on name lists, information written on survey forms, details written on business cards or personal information obtained using the barcode system.
- ◆ Business cards, names written on name lists, information written on survey forms, details written on business cards or personal information obtained using the barcode system must not be resold.
- ◆ Business cards, names written on name lists, information written on survey forms, details written on business cards or personal information obtained using the barcode system must be used only by the departments and divisions of one's company and must not be passed on to other departments or divisions.
- ◆ In cases where the provider of collected personal information requests not to be contacted, or the information is not to be provided to others, and also in cases where the individual has made it clear that he / she wants the information deleted or erased, use of that personal data is to be stopped immediately, and appropriate measures taken. Also, in cases where the provider of personal information requests disclosure of details held, steps must be taken to provide a response as soon as possible.
- ◆ Appropriate measures must be devised under the guidance of the person in charge of the management of personal information to prevent the leaking of personal information contained on business cards, names written on name lists, information written on survey forms, details written on business cards or personal information obtained by using the barcode system.
- ◆ Exhibitors shall be responsible for the management of business cards, names written on name lists, information written on survey forms, details written on business cards or personal information obtained using the barcode system.

Other appropriate measures shall be taken in accordance with the Personal Information Protection Law.

■ Handling of Personal Information Collected at Booth

When collecting personal information from visitors at booths (apart from data supplied through the barcode system), we recommend that you inform them about the intended use of such information and obtain their prior consent. Samples of items visitors are to be advised of at reception desks are provided on the next page. Please use these as a guide for written notices based on your company's policy regarding the protection of personal information.

Use of Personal Information by Exhibitors

- Examples of written notices on the handling of personal information by Company X

Receiving business cards Please provide us with one business card.

Surveys We ask for your cooperation in taking part in this survey.

Use of barcode system We will ask permission to scan your barcode.

Our company will use personal information collected for the following purposes, and it will be managed and handled according to stringent protocols.

Purposes of Using Personal Information

- ◆ To allow our sales representative to contact you concerning our products on display.
- ◆ To inform you about our products, services, seminars and events.
- ◆ To invite you to the next Inter BEE exhibition and provide other information.

Handling of Personal Information

- ◆ We shall not provide personal information to a third party without your consent.
- ◆ We shall manage personal information strictly in accordance with our protocols for its safe management so that such information is not lost, destroyed, falsified or improperly disclosed.
- ◆ We perform appropriate data maintenance to ensure the accuracy of personal information that we obtain. If requested by the person in question to disclose, amend, cease using or delete his or her information, we shall endeavor to do so in an appropriate manner and without delay.

For further enquiries on this matter, please contact the following office.

X, Inc., ABC Division
Contact: Bill Smith
Tel: 123-4567-8910
E-mail: aaa@zzzz.com

Payment of Charges

Page	Service details	How to pay	When to pay
2-3-3	VIP Room	Japan Electronics Show Association	Early December after the closing of Inter BEE 2019
2-4-1	Invitation Leaflet	Japan Electronics Show Association	
2-4-2	Visitor Data Scanning Service	Japan Electronics Show Association	
2-5-1	Presentation Room	Japan Electronics Show Association	
2-5-2	Meeting Room	Japan Electronics Show Association	
2-6-2	E-mail Magazine Text Banner Ads	Japan Electronics Show Association	
2-6-3	Strap Advertising	Japan Electronics Show Association	
2-6-4	Guide Map Advertisement	Japan Electronics Show Association	
2-6-5	On-site Signboard Ads	Japan Electronics Show Association	
3-2-1	Overtime Work	Japan Electronics Show Association	
3-2-2	Additional Exhibitor / Worker Budes	Japan Electronics Show Association	
4-2-5	Power Supply	Japan Electronics Show Association	
4-2-5	Electrical Power Work Installation Diagram	Japan Electronics Show Association	
4-2-5	Optional Power Transmission	Japan Electronics Show Association	
4-2-6	Green Power Certification System	Japan Natural Energy Company Limited	A / N (As needed)
4-3-1	Foreign-Made Product Exhibition Plan	Ishikawa-Gumi Ltd.	Early December after the closing of Inter BEE 2019
4-5-2	Exhibitors' Utility Booths	Japan Electronics Show Association	
5-1-1	Transport within Japan Load-in / Load-out Services	Ishikawa-Gumi Ltd.	
5-2-2	PC Rental	Kissei Comtec Co., Ltd.	
5-3-1	Internet Connection	Makuhari Messe Inc.	
5-3-3	Antenna Installation	Makuhari Messe Inc.	
5-3-4	Cabling Between Booths	Makuhari Messe Inc.	A / N (As needed)
5-4-1	Hotel Reservations	Kinki Nippon Tourist Metropolitan CO., LTD	
5-4-2	Food / Beverage Tickets	Makuhari Messe Inc	
5-4-3	Lunch Box Delivery Service	Wako Sangyo Co., Ltd.	
5-4-4	Catering Service for Booths	Nilax Inc.	Early December after the closing of Inter BEE 2019
5-4-5	Part-time Staff / Interpreter	Ken & Staff Co., Ltd.	
5-4-6	Booth Photography	SHIRO-FILM	
5-4-7	Booth Cleaning	Chibaken Bldg-Maintenance Corp.	
4-2-3	Floor Work	Murayama Inc.	1 week prior to the opening of Inter BEE 2019
5-2-1	Booth Display & Rental Fixtures	Murayama Inc.	
5-3-2	Telephone Line	Murayama Inc.	

Inquiries List

Management Office	Address / Tel. / Fax/ E-mail	Contact	Related document
Japan Electronics Show Association (JESA)	5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Tel: +81-3-6212-5231 Fax: +81-3-6212-5225 E-mail: exhibitor@inter-bee.com	Mori Yoshinaga Oda	General

Item	Management Office	Address / Tel. / Fax / E-mail	Contact	Related document
Invitation Leaflet Additional Exhibitor / Worker Budgets	Daiichiprinting Co., Ltd.	6F Daiichinegishi Bldg., 2-14-18 Negishi, Taitou-ku, Tokyo 110-0003, Japan Fax: +81-3-5603-7034 E-mail: interbeesupport@dip.co.jp	Inomata Endo Yoshida	02-4-1 03-2-2
Visitor Data Scanning	Plott Corporation	5F Shiba Nishii Bldg., 4-9-1 Shiba, Minato-ku, Tokyo 108-0014, Japan Tel: +81-3-5730-1400 Fax: +81-3-5730-1401 E-mail: interbee-app@ml.plott.co.jp	Kudo Sato	02-4-2
Ceiling Construction	Makuhari Messe, Inc. Business Operations Sect II	2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-8550, Japan Tel: +81-43-296-0602 Fax: +81-43-296-0529 E-mail: ikegami@m-messe.co.jp	Ikegami Aoki	04-1-4
Booth Display, Hazardous Items, Floor Work, Temporary Telephone Service, Rental Furniture, Package Booth(s)	Murayama Inc.	3-2-24, Toyosu, Koto-ku, Tokyo 135-0061, Japan Tel: +81-3-6221-1960 Fax: +81-3-6221-1914 E-mail: interbee@murayama.co.jp	Shimizu Shibata Mochizuki	04-2-1 04-2-3 04-5-1 05-2-1 05-3-2
Electrical Work	Shoho Denki Co., Ltd. (Hall 1-4)	1-28-15, Kamiikebukuro, Toshima-ku, Tokyo 170-0012, Japan Tel: +81-3-3918-7993 Fax: +81-3-3918-7800 E-mail: interbee-work@shohodenki.co.jp	Ito Suzuki	04-2-5
	Suzuki Denki Co., Ltd. (Hall 5-8)	2-12-15, Hanakawado, Taito-ku, Tokyo 111-0033, Japan Tel: +81-3-3842-8201 Fax: +81-3-3845-3040 E-mail: event@suzukidenki.co.jp	Yoda Nakamura	
Bonded Goods, Loading Work on the Show Site, Move-in and Move-out Work (in Japan)	Ishikawa-Gumi, Ltd.	4-14-2, Higashiooi, Shinagawa-ku, Tokyo 140-0011, Japan Tel: +81-3-3474-8102 Fax: +81-3-5460-9841 E-mail: m_hasegawa@ishikawa-gumi.co.jp	Hasegawa Saito	04-3-1 05-1-1
In-booth wireless LAN Internet Connection Cabling Between Booths	Makuhari Messe, Inc. Telecommunications dept.	2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-8550, Japan Tel: +81-43-296-0493 Fax: +81-43-296-0492 E-mail: messe-kaisen@bz01.plala.or.jp	Otsuka	04-4-3 05-3-1 05-3-4

Inquiries List

Item	Management Office	Address / Tel. / Fax/ E-mail	Contact	Related document
PC Rental	KISSEI COMTEC CO.,LTD.	3-32-1 Minamiotsuka, Toshima-ku, Tokyo 170-0005, Japan Tel: +81-3-6709-2440 Fax: +81-3-5979-6335 E-mail: interbee@network.kcrent.jp	Mochizuki	05-2-2
Antenna Installation	Makuhari Messe, Information Machine Room Tofuna Eizo Inc.	2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-8550, Japan Tel: +81-43-296-0536 Fax: +81-43-296-0012 E-mail: makhari-m@tfvc.jp	Shishikura Uchida	05-3-3
Accommodation	Kinki Nippon Tourist Metropolitan CO., LTD	13F Kandaizumicho, Chiyoda-ku, Tokyo, 101-0024, Japan Tel: +81-3-6891-9354 Fax: +81-3-6891-9409 e-mail: ecc_iod19@or.knt.co.jp	Inter BEE Reservation Desk	05-4-1
Meal Ticket	Makuhari Messe, Inc. Facility Services Sect	2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-8550, Japan Tel: +81-43-296-0525 Fax: +81-43-296-0529 e-mail: snb-dn@m-messe.co.jp		05-4-2
Lunch box Delivery Service	Wako Sangyo Inc.	5-38-3, Kyodo, Setagaya-ku, Tokyo 156-0052, Japan Tel: +81-3-3427-8331 Fax: +81-3-3427-8332 e-mail: wako@star.odn.ne.jp	Kaneda Sano	05-4-3
Catering Service for Booths	Nilax Inc.	2-1 Nakase Mihama-ku, Chiba-shi, Chiba 261-8550, Japan TEL: +81-43-296-0512 FAX: +81-43-296-2003 e-mail: 9604@nilax.co.jp	Kotani	05-4-4
Receptionist interpreters	Ken & Staff Co., Ltd.	MST Hills, 4-4-5, Takadanobaba, Shinjuku-ku, Tokyo 169-0075, Japan Tel: +81-3-3367-0020 Fax: +81-3-3367-0027 E-mail: k-nashimoto@ken-staff.co.jp	Nashimoto	05-4-5
Booth photography	SHIRO-FILM	101,2-20-5 Masago Mihama-ku, Chiba-shi, Chiba 261-0011 Tel/Fax:+81-43-277-2324 E-mail: shiro-film@w7.dion.ne.jp		05-4-6
Cleaning Booth	Chibaken Bldg-Maintenance Coop. c / o Makuhari Messe, Inc.	2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-8550, Japan Tel: +81-43-296-0534 Fax: +81-43-296-0753 E-mail: cb-event@cbm.jp	sato	05-4-7
Copyright Royalties	Japan Society for Rights of Authors, Composers and Publishers (JASRAC) Tokyo Event / Concert Branch Office	5F Hibiya Building, 1-1-1 Shimbash, Minato-ku, Tokyo 105-0004, Japan Tel: +81-3-5157-1162 Fax: +81-3-3503-5552		04-4-2

Promotion Tool

02-1 Providing Information

02-1-1 Inter BEE Official Web Site

Important

02-1-2 News Center

02-2 Correspondence With Media

02-2-1 Press Releases

02-2-2 International Visitor Service

Please cooperate

02-2-3 Reception

02-3 02-3-1 Participant Prior Registratin for Reception Party

02-3-2 VIP Registration

02-3-3 VIP Room

02-4 Customer Relations

02-4-1 Invitation Leaflet

Important

02-4-2 Visitor Data Scanning System

02-4-3 Business Meeting Room

02-4-4 Visitor's Badges Identification

02-5 Sales Promotion

02-5-1 Presentation Room

02-5-2 Meeting Room

02-6 Advertising Media

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

02

■ Inter BEE Official Website

The Inter BEE Official Website INTER BEE ONLINE is an Internet Portal that widely relays information to visitors and also participants in industry. In recent years, in addition to PC sites, the means by which people access information have been growing, for example with smartphones and tablets.

■ Exhibitor Exclusive Page

The website offers a page dedicated to each exhibitor where they can enter their own information while viewing other pertinent information such as individual guides in real-time.

■ HOW TO MAKE ENTRIES ON THE EXHIBITOR INFORMATION PAGE

To list information on the Exhibitor Information page, first log in onto the Exhibitor Exclusive page and then enter the pertinent information. In addition to allowing you to list detailed exhibitor information, the Exhibitor Exclusive page also lets you download text materials, access online document submission services, and view bulletins from our office.

(1) Contents listed on the Exhibitor Exclusive page

- Booth points of interest
- Exhibit product information
- Exhibit product name
- Exhibit product description
- Exhibit product photo
- List of other exhibit products
- Press releases
- Booth event information
- Related links

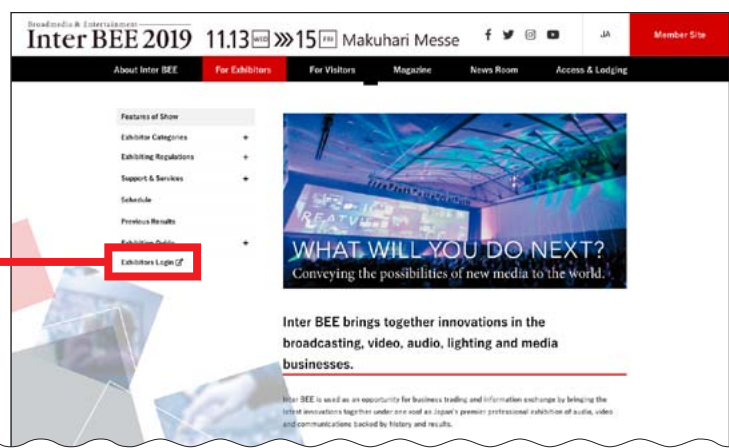
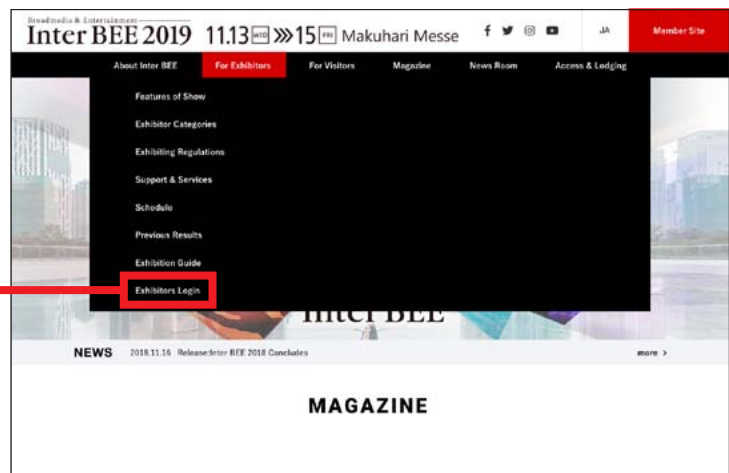
(2) Download text documents of all types

- Exhibit guide
- Exhibitor manual
- Camera-ready art
- Banners of various types
- Sector area maps

(3) Document submission screen

- Online document submission of all types
- Download documents for submission
- Check status of submitted document type

(4) Bulletins from the office



Log-in button
for the Exhibitors Site

Function of Exhibitor exclusive page


Please refer the Operation Guide for input method and details of functions.

The menu page of exhibitor exclusive page after login

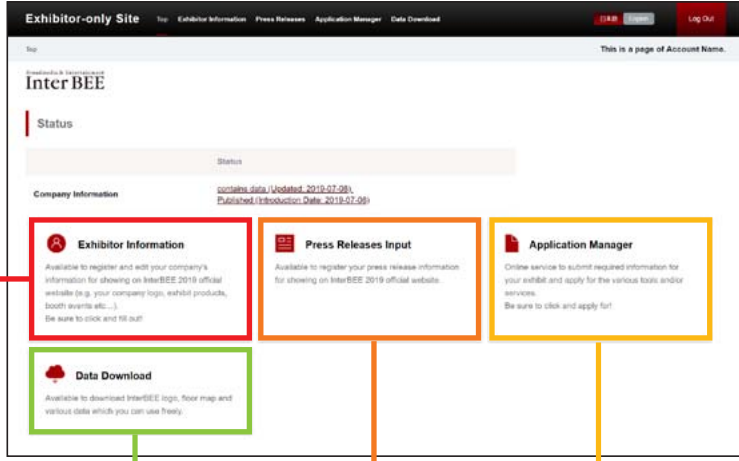
Required

Exhibitor Information

You can enter
 "Booth points of interest",
 "Exhibit product information",
 "Booth event information" and so on.
 The information will be posted on
 Inter BEE Official Website.



Exhibitor Information Page



Data Download

Updated floor plans and pit plans are available.

Press Release

Please post company's press release anytime.

Application Manager

You can apply services in the exhibitor manual online.

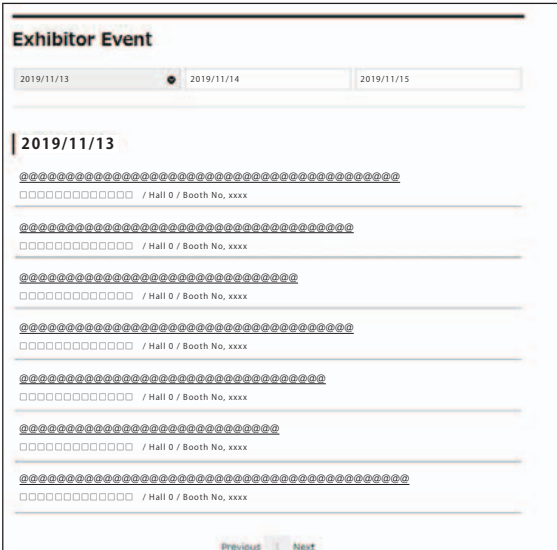
When you update exhibitor information, exhibitor's name appears on top of Inter BEE Official Website.

"Booth event information" will be posted on the page of "Exhibitor event" in the Inter BEE Official Website.



Update exhibitor

Press Release



*Booth event information will be announced by Inter BEE Official Mail Magazine.

Inter BEE Online Interviews and Procedures

The Inter BEE News Center will publish articles on Inter BEE Online encouraging those in the industry to visit the booths of exhibitors by holding interviews in advance and during the exhibition on the exhibition content of exhibitors at Inter BEE. The interviews for these articles will be carried out by news reporters in order on the exhibitors that have applied. If you wish to cooperate in providing information, please make a request to the Japan Electronics Show Association by **October 25 (Friday)** by filling out the required information in the “Inter BEE Online Article: Interview Application.”

The following describes the two types of media coverage on Inter BEE Online.

1. Articles before the Exhibition (Text + Images)

Our reporter will conduct an interview with you before the exhibition and your exhibit details will be published on Inter BEE Online prior to the event as an article (text + images). Please make use of this to attract visitors by introducing people to the attractions of your booth at an early stage.

Procedures for Articles before the Exhibition

- (1) After receiving your application form, the Inter BEE News Center will contact you about the interview schedule.
*Interview locations are limited to the area in which it is possible to conduct the interview on a day trip in Tokyo and neighboring prefectures.
- (2) After arranging the schedule, our reporter will meet you at the designated interview location.
- (3) After your interview, we will ask you to confirm the content of your article prior to its publication and then reflect any amendments you would like.
- (4) We will then proofread your article to ensure uniformity of expressions and the like and then publish it on Inter BEE Online.
- (5) The News Center will then inform your representative that your article has been published after this has been done.

2. Videos during the Exhibition (VOD)

Our video camera crew will visit your booth during the exhibition (13th and 14th) to provide an introduction to your exhibit on VOD after shooting the interview. You may also publish this VOD content on your site by sharing the YouTube tag data.

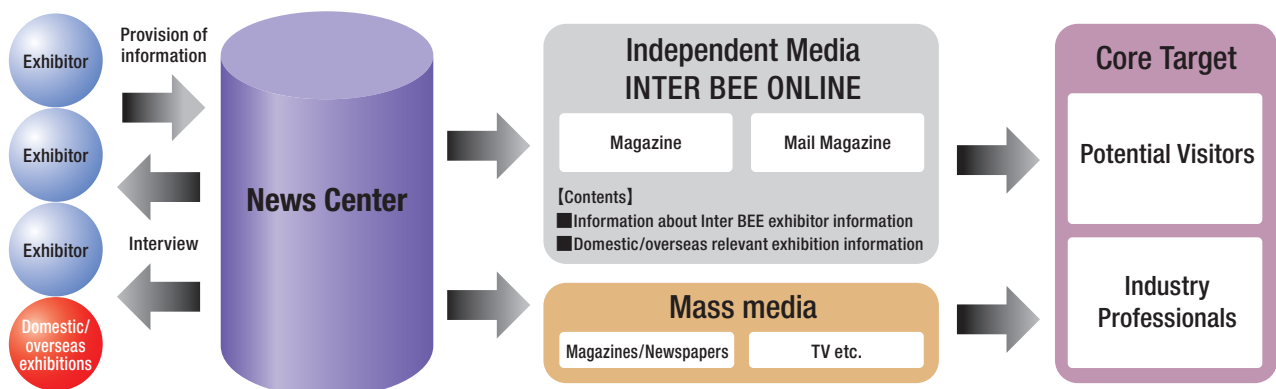
Procedures for Videos during the Exhibition

- (1) After receiving your application form, the Inter BEE News Center will contact you about the interview schedule.
*Video interviews during the exhibition will only be conducted on three days: The 13th (first day) and the 14th (second day).
- (2) Our video camera crew will visit your booth at the exhibition.
- (3) Your representative will give an explanation on the products you are exhibiting in your booth with a microphone.
- (4) We will edit this into a video clip of three minutes or less together with a video of your booth and then publish this on Inter BEE Online.

Inter BEE News Center

Inter BEE News Center is a planning / press / editing team that distributes information such as exhibition information provided by each exhibitor as well as information about exhibitions related to Japan and countries overseas.

Information provided to the **Inter BEE News Center** is distributed in the form of articles and videos by the press team. The information is provided to target customers through the Online Magazine and on the INTER BEE ONLINE website.



You can use the Inter BEE News Center free of charge. Please utilize it actively and cooperate with our press team.

Use of Social Media

Social media is increasingly being used to promote Inter BEE in addition to existing methods, and we are gaining a wider range of visitors to the exhibition through enhanced branding activities and information dissemination and diffusion.

We have just started using Instagram in addition to our official Facebook and Twitter accounts, aiming to draw greater attention to Inter BEE by a wider range of groups through the combined use of INTER BEE ONLINE and social media, and to influence PR and attract customers by gaining fans and allowing users to share information and contents.

Making use of influencers or ambassadors, we have expanded the range of professional users, and increased the level of influence on new user and next-generation groups such as prosumers and high-level amateurs.



<https://www.facebook.com/InterBEE.OfficialPage/events>



https://twitter.com/Inter_BEE?lang=ja



<https://www.facebook.com/InterBEE.OfficialPage/events>

■ Photo spot

A photo spot will be provided at the venue to promote postings on SNS by visitors and exhibitors alike.

■ Share and diffusion of information

The social media accounts of exhibitors will be followed by the Inter BEE account, helping to share and diffuse information disseminated by exhibitors.

* Accounts to be followed: Exhibitors' official Facebook, Twitter and Instagram accounts.

■ Hashtags

Hashtags and SNS icons will be widely promoted by posting them on materials such as invitations and posters as well as exhibition venue displays.

Key hashtag: #interbee2019

#interbee2019    

Link to Inter BEE Sites of Exhibitors

If an exhibitor creates a website featuring Inter BEE, the Inter BEE Official Website will put a link to the site.

The combination of this link service and Dedicated Exhibitor Site will greatly help publicize information effectively.

Note that this link service is limited to a website featuring Inter BEE.

■ How to register

Log in to the dedicated exhibitor site and register your special website in the Application for Links to Inter BEE Featured Site on the Inter BEE Official Website <02-1-4> in the online application system.

The link starts in the middle of October.

Press Releases

Exhibitions are a valuable tool to disseminate information. Targeted members of the press and users focus their attention on Inter BEE and will request product information from your firm. Please announce your new products/technologies at Inter BEE and enhance the effect of your exhibit with effective information dissemination. Inter BEE will support the publication of your press releases with the following methods.

■ Press release posting on the INTER BEE ONLINE

Exhibitors' press releases can be posted on INTER BEE ONLINE by inputting into the Inter BEE Exclusive Exhibitor site. Note: For details on the Exclusive Exhibitor Site, please see 02-1-1.

■ Press release posting at the Inter BEE Press Room

A press room will be set up during Inter BEE on the 1st floor of Hall 5, which will provide various services for media personnel such as the dissemination of information. In the press room, information on new products, technologies, etc., from all exhibitors will be made available to media agencies in the form of press releases, novelties, and other related press kits. Therefore, we strongly recommend that each exhibitor prepare press releases and press kits for distribution.

Format:

No particular format requirements. Exhibitors can use their own press releases and press kits.

Promotional videos and CD-ROMs and other giveaways in addition to press releases can also be placed.

Content: Press releases should include:

1. Exhibiting company's name
2. Exhibition Category
3. Booth number
4. Address and telephone number for inquiries

Number of Copies to submit

1. Japanese : 50 copies
2. English : 20 copies

Submission Deadline and Address

Please submit press release directly to the on-site Press Room on November 12.

International Visitor Service

Inter BEE adopts a variety of measures to impress visitors from overseas. These include making our website available in different languages (with particularly extensive information in English), providing notices in different languages, adopting international symbols on notice boards at exhibition venues, and setting up special events for overseas visitors. In view of the high number of overseas visitors expected to attend this year's exhibition, we ask for the assistance and cooperation of exhibitors in creating an environment that will impress such visitors.

(1) Register English-language information in the Inter BEE Exhibitor Exclusive Page

*See 02-1-1 「Inter BEE Official Website」

(2) Provide English-language press releases

*See 02-2-1 「Press Release」

(3) Make English-language materials available

(4) Assign staff that can communicate with overseas visitors

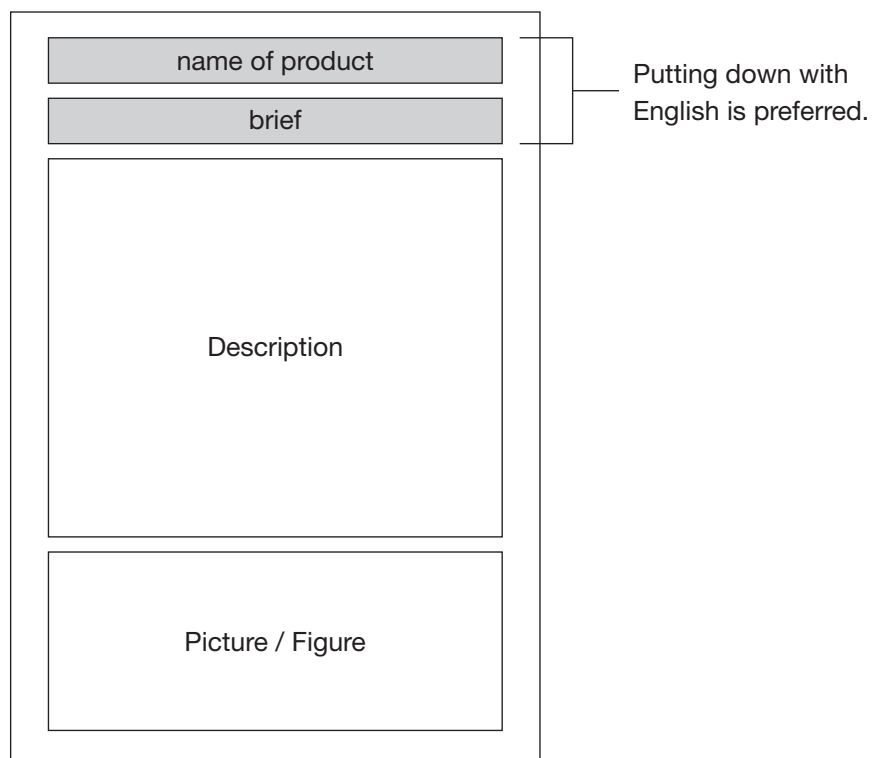
*When translators are assigned at booth, please make the staff to wear badge or arm band to be found easily by overseas visitors.

Announcement of overseas visitor friendliness on your exhibitor information will promote overseas guest traffic.

(5) Use different languages and international symbols in notices and panels at exhibition booths

*Most of overseas might communicate in English, however, a lot of visitors will come from Asian countries and regions. Therefore, multilingual signage or print material would be effective and appreciated.

example of materials



Reception Invitees Pre-registration

We will be holding a reception inviting the senior management of various broadcasters and related organizations, senior management of exhibitors and members of the press, as an occasion for valuable business-to-business interaction. (Pre-registration is required)

■ **Date and Time: 18:00 to 19:30 on November 13 (Wednesday)**

■ **Venue: Tokyo Bay Makuhari Hall**

■ Number of Invitations per Exhibitor

The number of free invitations available for all senior management is as follows.

○ Number of free invitations (Pre-registration is necessary)	
Exhibitors with 1 to 3 booths:	2 person
Exhibitors with 4 to 5 booths:	3 people
Exhibitors with 6 to 9 booths:	4 people
Exhibitors with 10 to 18 booths:	5 people
Exhibitors with 20 to 25 booths:	7 people
Exhibitors with 30 or more booths:	10 people

Important

If the number of people registered exceeds the number of free invitations available, a participation fee of 11,000 yen (tax included) per person will be charged. The participation fee will be billed after pre-registration by the Japan Electronics Show Association.

■ Pre-registration Method

Please first go to the Exhibitor's Site from the official Inter BEE website (www.inter-bee.com) and download the reception invitees pre-registration form. Upon completing the necessary fields, please submit the form to the Japan Electronics Show Association. The deadline for registration is October 11 (Friday).

■ Dispatch of the Written Invitations

We will send written invitations with the name of the invitees on them to the representative of the exhibit in late October, so please then distribute them to your invitees.



Image

VIP Registration

Following VIP services are available for vital customer and executives (directors and above) from exhibiting companies who visit the site by car. Please fill in VIP Registration or fill in the data in an designated excel format and submit it to Japan Electronics Show Association by Friday, November 1, 2019. The excel format can be downloaded at Download Corner on the Exclusive Exhibitor Site. When registered VIP visits the site, please be sure to check in at the VIP reception desk located in the first floor of International Conference Hall.

■ VIP car escort service

VIP Vehicle sticker will be issued (valid through the event). The VIP vehicle with the sticker can enter from the gate to VIP Reception Counter. VIP vehicle parking lot will be reserved. VIP vehicle sticker is will be distributed around Tuesday, November 5. The back of the sticker shows entry route to the exhibition site. (Note: This sticker is valid only for VIP visit, not allowed to use any other purpose, such as commuting between your office and Makuhari Messe.)

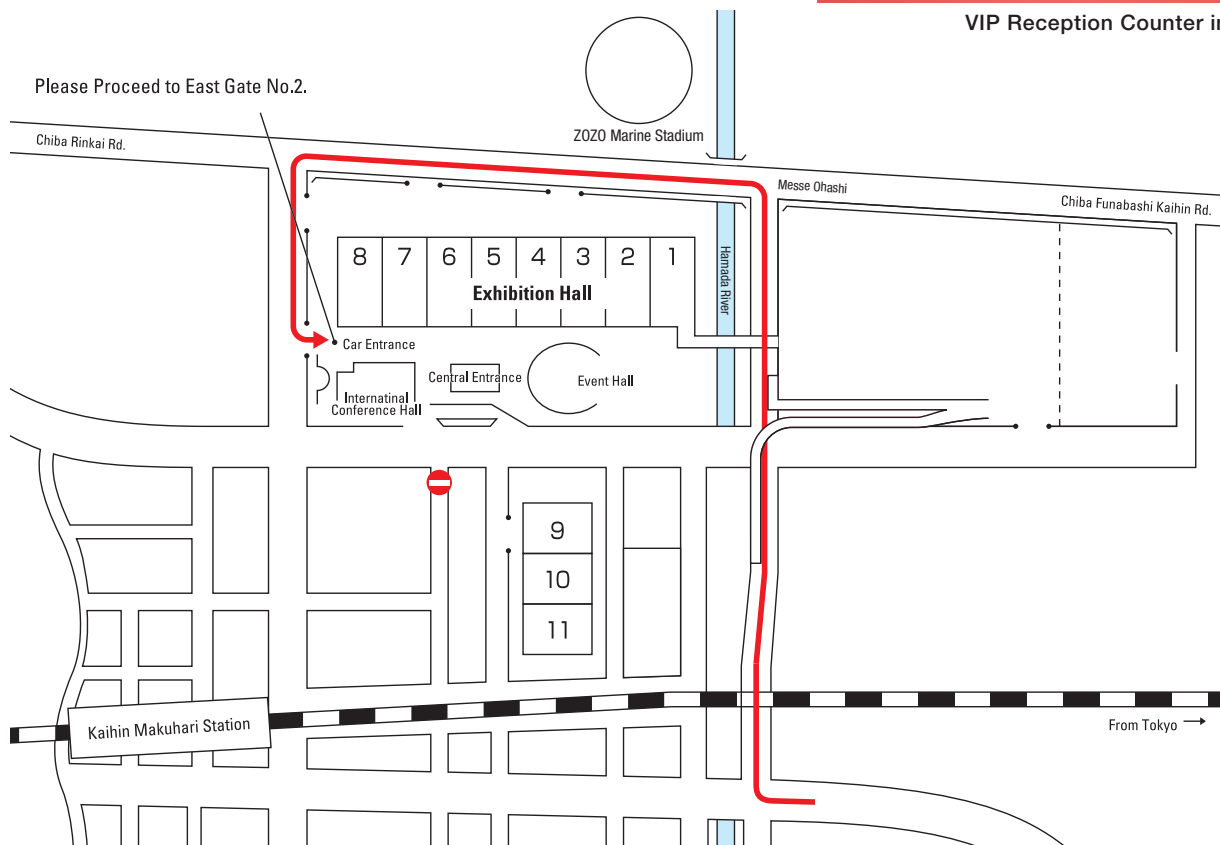
■ VIP Reception Counter

VIP Reception Counter will be set up in the first floor of International Conference Hall and staff will provide following services:

- (1) Entry to the site
- (2) Car page, car allocation
- (3) Venue information



VIP Reception Counter image



VIP Room will be set up in the International Conference Hall. Exhibitors who wish to use the room, are required to submit Application for VIP Room to Japan Electronics Show Association by Friday, November 1.

■ Room capacity

From 6 up to 8 people

■ Room charge

¥5,500 per hour per room (drink service and tax included).

*After applying to use the VIP room, if you decide from 2nd October, 2019 to cancel or reduce the number of hours you want to use the room, you will be charged a 100% cancellation fee.

■ Hours

From 1 to 2 hours at a time, between 9:00 a.m. and 5:00 p.m. from November 13 to 15.

■ Facilities

(1) Reception set

(2) Exhibition information

(3) 1 soft drink for each participant (coffee, tea, orange juice, cola and oolong tea).

Note : Meal services (Shokado Bento box lunch) are available.

Makunouchi Bento box lunch



¥2,200 (tax included)



Image



Invitation Leaflet

■ Invitation Leaflet

150 Japanese invitation leaflets (with envelopes and registration cards) per one booth and English invitation leaflets will be distributed to exhibitors free of charge. Exhibitors requiring invitation leaflets should fill in the "Application for Invitation leaflet" and submit it to the Japan Electronics Show Association by Friday, August 23.

Design image for Envelop



■ Supplementary materials

If additional materials other than those initially provided to you are required, they will be available for sale at the following costs:

Japanese Invitation Leaflet: ¥33 per set (including consumption tax).

Envelopes: ¥11 each (including consumption tax).

■ Schedule of distribution of materials from the Management Office to exhibitors:

Orders for complimentary tickets, letters of invitation, and envelopes received by the deadline will be sent from the Management Office to exhibitors in late September.

Visitor Data Scanning System

Visitors are expected to have the certificate with QR code and linear or one-dimensional code. Encrypted business card information will be stored on the QR code that visitors have with them and it will be possible to scan this with a dedicated app. It will be possible to easily collect the business card information of visitors and other desired information by using this QR code system in exhibition booths. Please use this for prompt sales activities and to simplify greeting visitors. Moreover, we also have the traditional one-dimensional barcode system. If you would like to use this system, please fill out the “**Visitor Data Scan System Usage Application Form**” addressed to **Plott Corporation by November 1 Friday**).

If you wish to use the QR code system, please arrange to have iOS or Android devices (eg. Smartphones and tablets). Alternatively, we can provide a smartphone rental service for a fee. Visitors will be admitted to the exhibition with a QR code (two-dimensional barcode) and a one-dimensional barcode admission pass.

1. QR code system

■ Benefits of introducing the QR code system

Benefit 1: It is no longer necessary to produce a large number of business cards in your firm; this leads to cost savings.

Benefit 2: It is possible to obtain data on visitors to your booth in real time during the exhibition, so this will be helpful in prompt sales activities. Data is available in the CSV format, so it is possible to handle this in your firm

Benefit 3: It is possible to collect desired information (e.g. what products your visitors are interested in) in addition to business card data as a survey, so it is possible to utilize this in accurate sales follow up and marketing (using the survey function below). It is possible for each exhibitor to freely edit the content of their surveys.

■ How to use the QR code system

[Operation Procedures]

1. Scan the barcode of the visitors card



2. Check/save the scanned data



3. It is possible to optionally register the survey answers of your visitors



■ How to register surveys

Step 1: Login to the app with your password

Step 2: Select the “Survey Settings” menu after logging in

Step 3: Freely fill in your survey questions and answer options (ten questions maximum)

Your own survey questions will be registered by following the above steps.

It is possible to output the survey information with CSV data.

Visitor Data Scanning System

■ How to output data

It is possible to send scanned data to an e-mail address at any time from the top of the app screen.

*The CSV format/delivered data is compressed and encrypted for enhanced security.

*It is necessary to connect to a network to output the data.

■ App operation guaranteed OS

Android Version 7.0 or later	• Galaxy SC-02H(Galaxy S7 edge) (OS:7.0)	• AQUOS SH-02J (AQUOS EVER) (OS:7.0)
	• Xperia 601SO (Xperia XZ) (OS:7.0)	• Xperia XZ1 (OS:8.0)
iOS Version 10.0 or later	• iPhone7 (iOS:10.3.1)	• iPhone7 Plus (iOS:10.3.1)
	• iPhoneXR (iOS:12.2)	• iPhoneX (iOS:11.2.6)
		• iPadmini (iOS:11.4)

We will provide a license for verification in order to confirm whether your device is operating properly.

If you wish to have a license for verification, please write your request in the application form.

■ QR code system (visitor data scanning app) usage fees

The Management Office will bear the cost of your first license. If you will also use the Barcode System, please note that the Management Office will bear the burden for either one app license or one barcode reader.

One license (First license)	Free
Additional licenses (Second and subsequent licenses)	11,000 yen (Tax included)
Visitor data supply/input costs	Free

Collaboration exhibitors is not acceptable for visitor data scanning system.

■ Advance documents

After your application, we will send you the information below by an e-mail addressed to the person in charge of your application.

- Visitor Scan Data App Usage Manual (PDF)
- Visitor Scan Data App Usage License Key (The license key will expire 30 days after the exhibition.)

■ Smartphone/tablet rental service (fee required)

You will need iOS or an Android device to use the app. If you wish to rent such a device, please make an application for the following smartphones/tablets.

(1) Models and Rates

Type	Rates
iPad mini 3 (SIM-free version / No SIM)	8,800 yen (Tax included)
iPhone XR (SIM-free version / No SIM)	9,900 yen (Tax included)
SIM card	3,850 yen (Tax included)

(2) Period: From the afternoon of November 12 (Tue) to 18:00 on November 20 (Wed)

*We will install the app in rental devices in advance.

*Please download your final visitor data before send back these devices by parcel delivery service.

*Rental devices will be handed over and returned at the venue. You will need to pay the shipping charges in other cases.

Visitor Data Scanning System

2. Barcode System

■ Barcode System Advantages

1. No need to manually record visitor information during the exhibition or to input business card contents afterwards.
2. Information on visitor questionnaires will be included in the data supplied a week after the exhibition (by November 23). It can immediately be used for post-exhibition sales activities. The data will be provided in a Excel format for exhibitors to process easily.
3. In addition to receiving ID data, exhibitors can use the Exhibitor, s Survey Code List to obtain data to create databases of individual categories and information on the interest visitors showed in individual products for quick reflection in marketing activities.
4. Exhibitors, original questionnaires may be linked to this system with additional fees. The details will be discussed upon request.

■ Delivery method

The data will be sent to Exhibition supervisor by e-mail.

*Delivery data is a Excel format encrypted to safeguard security.

■ Barcode System Usage Fees

The Show Management Secretariat bears system standard charge and the rental charge for one bar code reader. Any other expenses charged to exhibitors will be sent by Neonet Inc., which is in charge of the bar code registration system.

System standard charge	1st reader : Free
	2nd reader or more: @¥16,500 / reader
Visitor data processing fee	@¥44 / a record

The barcode rental fee will be payable by credit card on last day of the event.

Collaboration exhibitors is not acceptable for visitor data scanning system.

■ Sending documents in advance

After making your application, we will e-mail the following documents in advance to the person making the application.

- Information on places loaning barcode readers (PDF)
- How to use the Survey Code List (PDF)
- Exhibitor's Survey Code List printing system (the URL of the printing system will be included in the e-mail text)

Visitor Data Scanning System

3. Data output items

Business card information, Common attribute, survey answer information (if you use the survey function)

【Business Card Information】

The content below that has been input in advance by visitors from the web form is included in the business card information.

Name/Place of work/Department/Job title/Address/Telephone number/Fax number/E-mail address/

*Business card information that has not been input by the visitor will not be output.

【Data Precautions】

The character strings that can be output from the system go up to the second level of kanji (Japanese characters) in the Shift-JIS Kanji Code. Kanji other than this and machine-dependent characters (e.g. I, II, III (Roman numerals) and ①, ②, ③(circled characters)) may be replaced with garbled text or substitute characters when outputting data as external characters, but the visitor data is provided in an unchanged state.

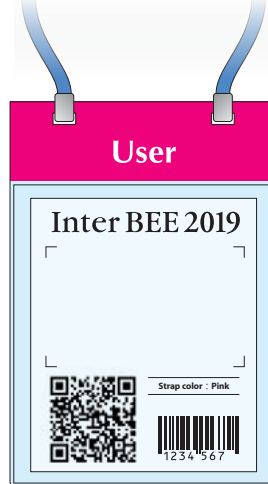
Visitor's Badges Identification

Visitor's badges will be color-coded as follows, in order to identify type of business for visitors.

■ Type of business

① User	State-run Broadcasting Station
	Commercial TV Broadcaster
	Radio Station
	Postproduction
	Production House
	Movie Production Company
	Video Software Production Company
	Recoding Company
	Related PA Equipment
	Related CATV
	Related Stage and Lighting
	Related Contents Publishers
	Related Internet Business
	Telecommunications Carrier
	Content Delivery Network
Facilities and Stores	
Government office, Organization	
Trading Company	
Other User	
② Manufacture	Equipment Manufacture
③ General	Ad Agency
	Other
④ Student	Student

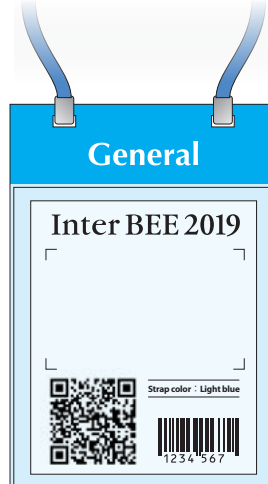
① User (Pink)



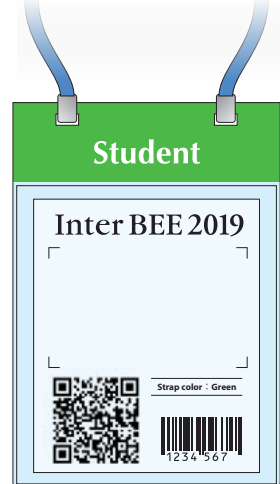
② Manufacture (Yellow)



③ General (Blue)



④ Student (Green)



■ Other visitors

Press (Black)



※ Badge Design is subject to modification.

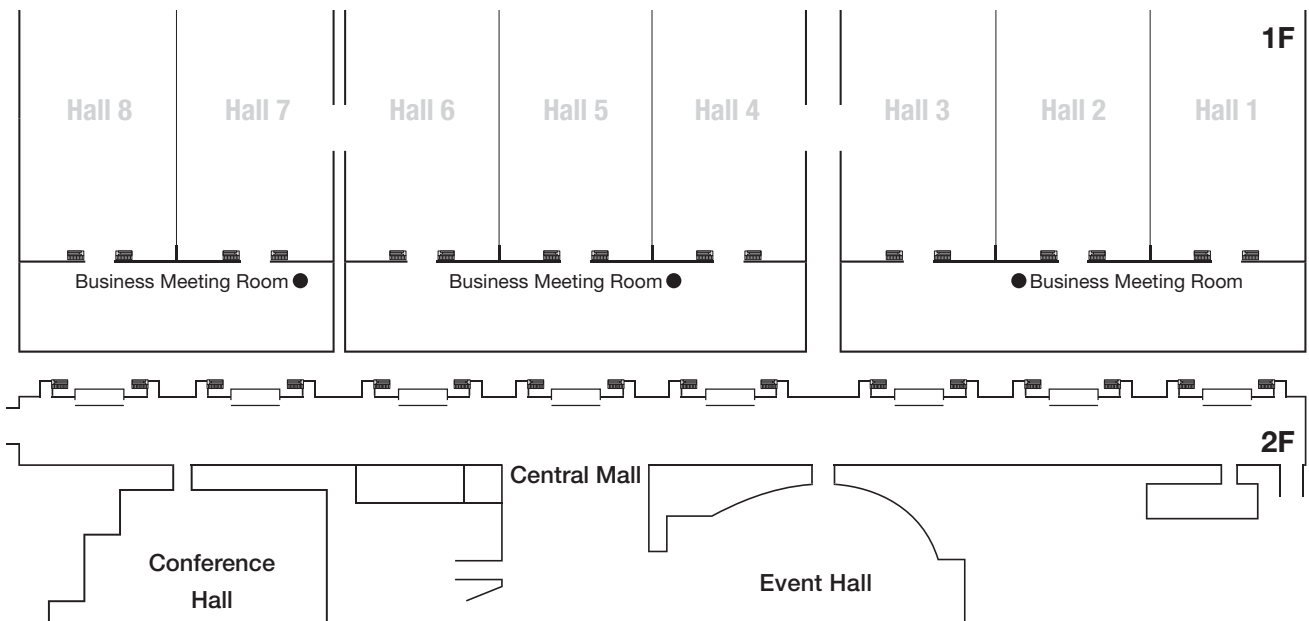
Business Meeting Room

Rooms will be set aside for business discussions and where clients can be received.

- (1) Facilities : Table, Chairs, Free drink
- (2) Location : Exhibition Hall 2, 4, 7, Makuhari Messe 1F
- (3) Period : November 13 to 15, 10:00 to 17:30 (until 17:00 on Nov. 16)

■ Use method

Please show your exhibitor badge at the entrance when using these rooms.



Presentation Room

Presentation room will be set up in the Exhibition Hall for exhibitors to hold presentation seminar and press briefing in convenient environment. Those who want to use the presentation room are requested to submit the "Application for Presentation Room" to Japan Electronics Show Association by Friday, November 1. Application will be accepted on a first-come-first-served basis and application will no longer be accepted after all rooms are filled. The maximum applicable time unit is 2 per one company per day.

- (1) Specifications : 116m²
- (2) Facilities : Capacity 36 persons, Podium, Projector, Screen, PA system
- (3) Location : Exhibition Hall 6, 1F
- (4) Fee : ¥ 16,500 (Including consumption tax) per an hour and a half
- (5) Period : November 13 (Wednesday) to 15 (Friday)

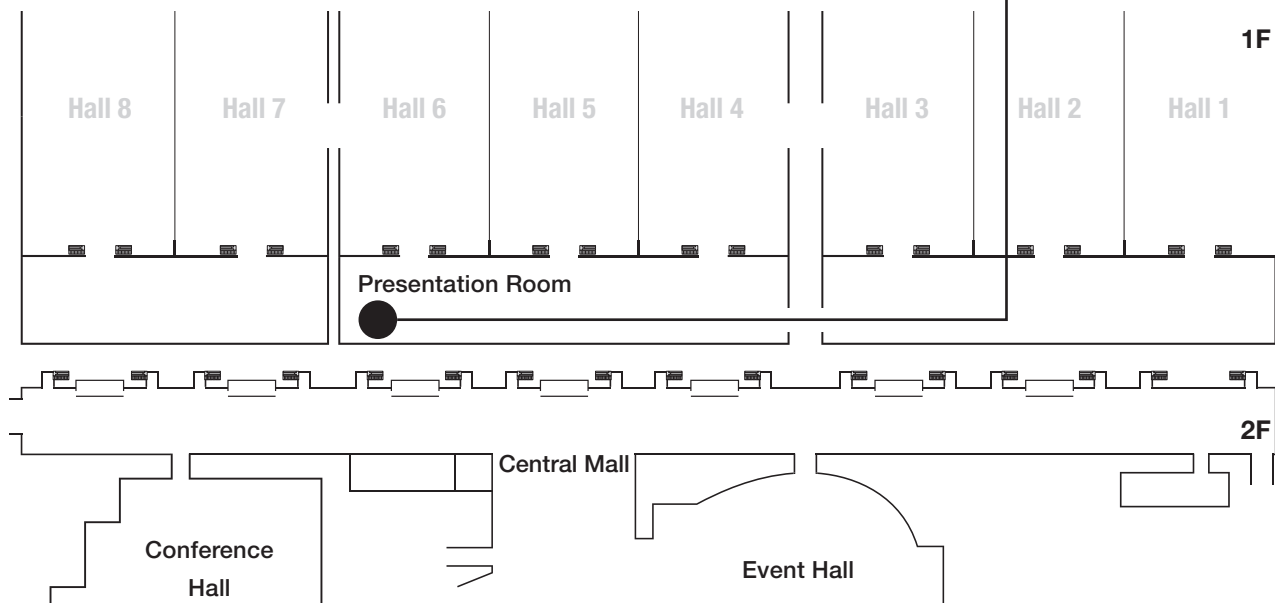
Time-table is are shown below

A	9:45 ~ 11:15
B	11:15 ~ 12:45
C	12:45 ~ 14:15
D	14:15 ~ 15:45
E	15:45 ~ 17:15

* Preparation time is included.
Please leave the room in time.

(6) Cancellation Fee:

If you cancel or reduce of hours after October 1, 100% of cancellation fees will apply.



Meeting Room

Meeting room will be set up for exhibitors to hold meetings with visitors. Those who want to use the meeting room are requested to submit the "Application for meeting room" to Japan Electronics Show Association by Friday, November 1. Application will be accepted on a first-come-first-served basis and application will no longer be accepted after all rooms are filled. The maximum applicable time unit is 2 per one company per day.

- (1) Specifications : 82m²
- (2) Capacity : 30 persons
- (3) Location : Exhibition Hall 4, 1F
- (4) Fee : ¥5,500 (Including consumption tax) per 45 minuets.
- (5) Period : November 12 (Tuesday) to 15 (Friday)

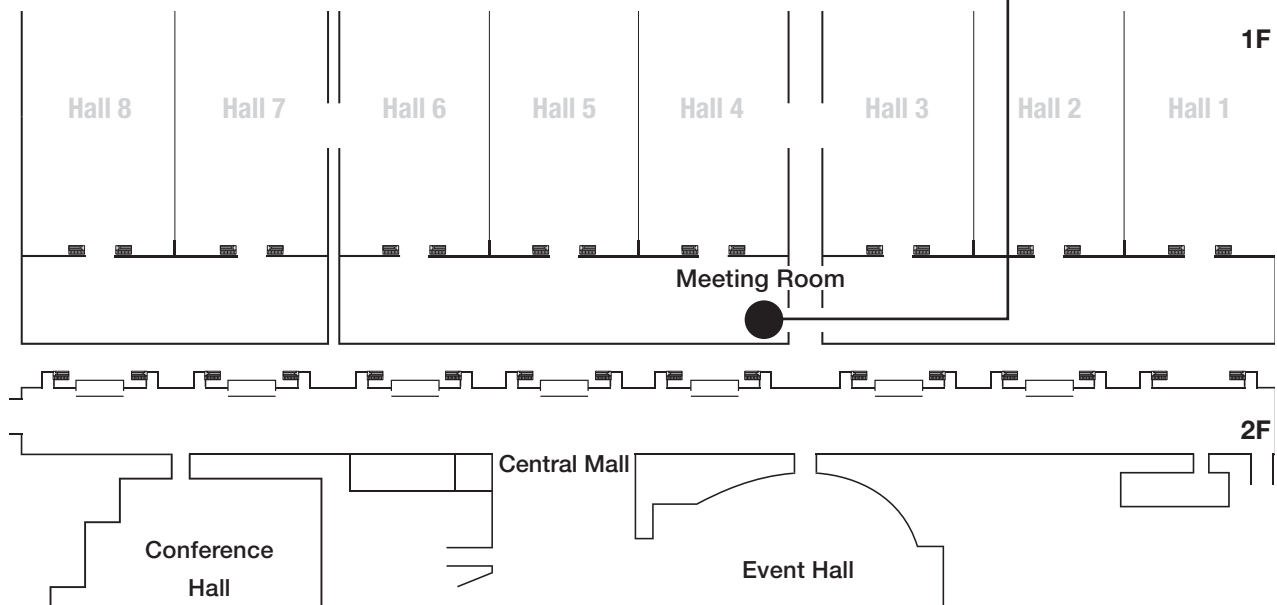
Time table is shown below

A	9:00 ~ 9:45	F	14:00 ~14:45
B	10:00 ~10:45	G	15:00 ~15:45
C	11:00 ~11:45	H	16:00 ~16:45
D	12:00 ~12:45	I	17:00 ~17:45
E	13:00 ~13:45		



(6) Cancellation Fee:

If you cancel or reduce of hours after October 1, 100% of cancellation fees will apply.



Inter BEE Rules for advertising

Inter BEE has established the following criteria for the publication of advertisements.

Please confirm these criteria in advance if you will be creating an advertisement to be published via Inter BEE's own advertising media.

■ Rules for Advertising

- ① Advertisements cannot be published if they breach or are in danger of breaching laws (including the Law for Preventing Unjustifiable Extra or Unexpected Benefit and Misleading Representation; Unfair Competition Prevention Act; Personal Information Protection Law; and other industrial laws); government ordinances; ministerial ordinances; treaties; and fair competition rules.
- ② We refuse to publish advertisements we believe correspond to any of the following.
 - Advertisements that fail to clarify who is responsible
 - Advertisements with unclear content and objectives
 - Advertisements with false or exaggerated content that may be misconceived or misconstrued
 - Advertisements that breach or are in danger of breaching laws, ordinances or treaties
 - Advertisements we believe could damage the association or the reputation of the association
 - Advertisements that may encroach on someone's rights, or may be discriminatory or slanderous
 - Advertisements we believe are offensive to public order and morals
 - Advertisements that will or may deceive or cause concern to people who see them
 - Advertisements that affirm or glamorize violence, crime or gambling
 - Advertisements that use someone's trademark or copyright without permission
 - Advertisement that will or may defame or ostracize people
 - Advertisements that interfere with the smooth operation of this association
 - Other advertisements we believe are inappropriate

E-mail Magazine Text Banner Ads

The database for visitors of previous Inter BEE exhibitions will be used along with a variety of event information to create a helpful email magazine for participants. This email magazine is designed to promote pre-registration, enhance access to the official homepage, raise the level of awareness before the exhibition is held, etc., and it will also include text banner advertising from exhibitors. To insert advertisements in this magazine, exhibitors are requested to submit the "Application for Email Magazine Text Banner Ads" to Japan Electronics Show Association by Friday, August 23.

There is a limit to the number of advertisements that can be included in the magazine and applications will be processed in the order they arrive.

■ Details:

- (1) The approximately 100,000 individuals in the visitor database who registered or provided us with information will have access to the email magazine. 2019 participants who have pre-registered will also be included.
- (2) Scheduling: Ad insertion for the email magazine will be made available weekly from the 3rd week of September until the 3rd week of November. For each week, only the first three applications will be accepted.

■ Fees

Ad insertion fee: ¥110,000 (including consumption tax) for three insertions

■ Documentation requirements

1. Submission deadline: by Tuesday on the week the desired ad insertion date.
2. Submit to: Japan Electronics Show Association (see appendix 01-5-2.1).
3. Document format: Text data only, up to 38 characters x 7 lines (266 characters) of Japanese double-byte characters.

Use the template that the Management Secretariat sent you after your application was received.

***Ad contents are restricted to information about your Inter BEE 2019 exhibition. Also, make sure to include the name and booth number of the exhibiting company.**

4. Submission method: Submit by email to exhibitor@inter-bee.com

Strap Advertising

Strap advertising is available. A strap for visitors and press members will be distributed at the entrance and can be taken out after the exhibition.

Exhibitor who wish to advertise is requested to submit the **Application for Strap Advertising** to the Japan Electronics Show Association (JESA) by **Friday, August 2**.

■ Number to be printed

40,000

■ Distribution

At the entrance or registration.

If the number of applications does not reach the planned number, straps printed with the logo and URL of Inter BEE will be distributed to those who could not receive the strap of the company that applied.

■ Application Information and Price

Applicable company: 1 company

Price: ¥3,300,000 (tax included)

■ Application

The deadline of the application is August 1st.

The lot drawing will be held in case several companies were applied.

■ Submission of Script Data

1. Deadline : August 9th
2. Submit to : Details will be sent to the applicant later
3. Format : Complete data formatted with Adobe Illustrator
(must be outlined)

The details will be informed to the applicant later.



Strap Image

Guide Map Advertising

Guide map advertising is available. The guide map will be distributed at the exhibition.

The guide map includes booth information and a list of exhibitors. Exhibitors who wish to advertise are requested to submit the **Application for Guide Map Advertisement** to the Japan Electronics Show Association (JESA) by **Friday, September 28**.

Guide Map Specifications

A4, Double gatefold, 4 colors

Number to be Printed

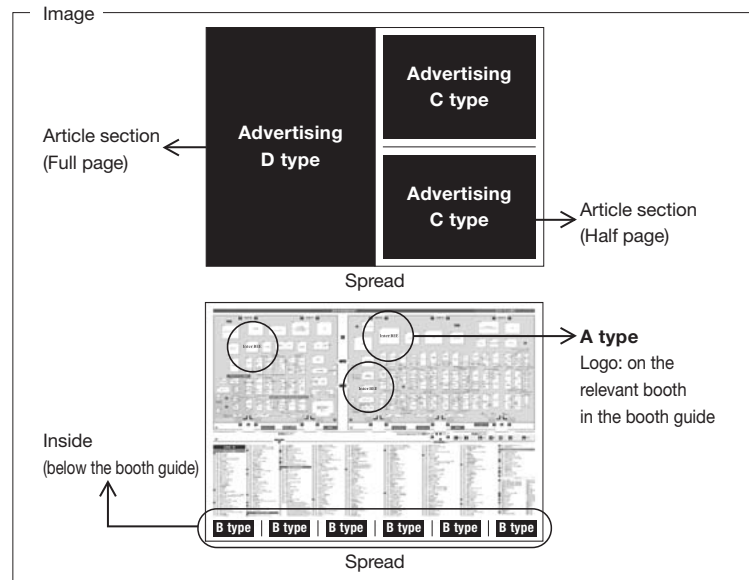
40,000

Publishing Date

November 13 (Wednesday)

Location of Distribution

The distribution counters at the entrance



Application Information and Rates

	Application	Rates	Applicable exhibitors	Size	Ad space
Type A (Japanese/English)	Logo: on the relevant booth in the booth guide	¥38,500 (tax included)	Exhibitors with 15 booth spaces or more	12 mm (W) x 10 mm (H)	The text of the exhibitor's booth name will be replaced by the company's logo.
Type B (Japanese/English)	Below the booth guide	¥110,000 (tax included)	All exhibitors	50 mm (W) x 20 mm (H)	Decided by Management Office
Type C	Article section (Half page)	¥165,000 (tax included)	All exhibitors	190 mm (W) x 128.5 mm (H) (A5)	Decided by Management Office
Type D	Article section (Full page)	¥275,000 (tax included)	All exhibitors	210 mm (W) x 297 mm (H)(A4) 216 mm (W) x 303 mm (H) (Including register marks)	Decided by Management Office

Application

Apply from 10:00 August 1 (Thursday) (Japan Standard Time)

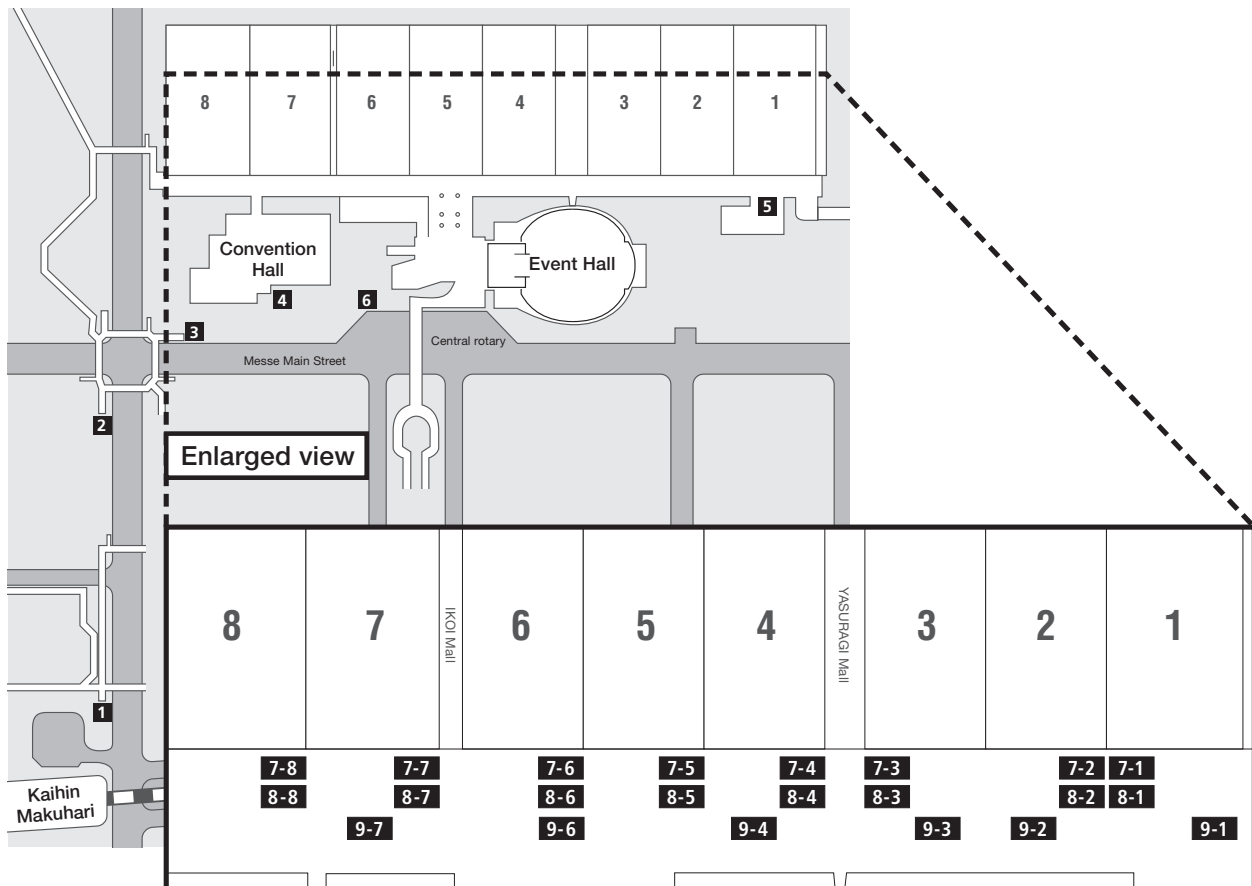
Submission of the Script Data

1. Deadline: October 18 (Friday)
2. Submit to: Japan Electronics Show Association (refer to 01-5-2)
3. Format: Complete data formatted with Adobe Illustrator (must be outlined)
The script data of Type A and B are recommended to display in Japanese-English or create two types of data: Japanese and English
4. Note: The advertising Data for the inside page (below the booth guide) must be relevant to the Inter BEE 2019 exhibition.

On-site Signboard Ads

Inter BEE offers signboard ad spaces outside the exhibition site and in the surrounding area in various ranges of signboard size and location for exhibitors to enhance advertising effectiveness and visitor promotion. Exhibitors who require On-site Signboard Ads, are required to submit the “Application for On-site Signboard Ads” by Friday, September 27. Application will be accepted on a first-come-first-served basis.

■ Sign board Ads arrangement plan



■ Insertion locations and publication fees

Refer to the on-site sign and banner advertisement publication fees (appendix 02-6-5.2) for further details.

■ Submission Deadlines

(1) Deadline: Friday, October 11.

(2) Submit to: Murayama (See page 01-5-2)

Please submit data by email.

(3) Format:

The exhibitor's booth number must be specified in the ad space. Data should be Illustrator Ver10.

(4) Production services:

At the exhibitor's request, we will arrange for the production of sign banners.

Booth numbers will be printed in these sign banners.

(5) A design review is required in advance.

Please make sure to list your “hall number” and “booth number” on the sign banner.

On-site Signboard Ads

■ Ad information and fees

① Kaihin Makuhari Station arch signboard

Offer to sell: 1(both sides/ 4 spaces)

Size: 750 mm (h) x 3500 mm (w)

Price: ¥ 1,100,000 (including tax)

Code 1



※Image

② Walkway signboard

Available spaces: 1 (both sides)

Size: 750 mm (h) x 4,000 mm (w)

Price: ¥ 495,000 (including tax)

Code 2



※Image

③ Pedestrian overpass escalator signboard

Available spaces: 1 (both sides)

Size: 750 mm (h) x 5,400 mm (w)

Price: ¥ 605,000 (including tax)

Code 3



※Image

[General instructions regards to ①-③ On-site Signboard Ads]

* The design will be inspected by Chiba city, based on related laws.

* Please note in advance that the advertisement must fulfill the conditions written below.1. Content inside must be related to the event.

2. Design must not mar the beauty appearance of the streets as using black or/and primary colors on base.

3. Materials used in advertisement must not mar the beauty appearance and obstruct traffic as using Fluorescent or/and luminescent colors.

4. The advertisement shall observe the conditions of other laws in Chiba city.* Content shall include "Hall Name" (ex. Makuhari Messe ****HALL) and "Booth number" (ex. 111)

* If the displayed advertisement differs from the inspected design, Makuhari Messe may ban and put off the advertisement.

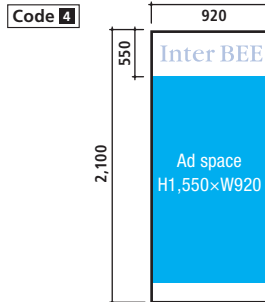
* Makuhari Messe and Japan Electronics Show Association assumes no responsibility or liability for costs arising from the advertisement ban by Chiba city.

* Due to Chiba city's public constructions, position of the advertisement will subject to change without any notice.

On-site Signboard Ads

④ Exterior bowed sign

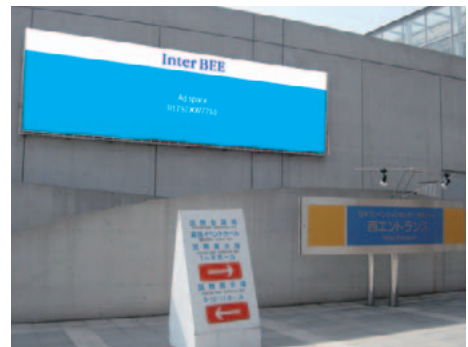
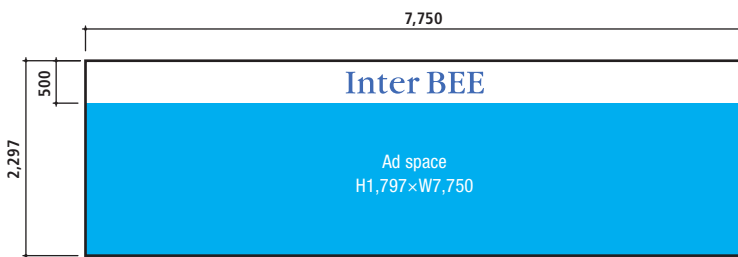
Available spaces: 8 (both sides)
 Size: 1,550 mm (h) x 920 mm (w)
 Price: ¥ 165,000 (including tax)



※Image

⑤ West Entrance sign

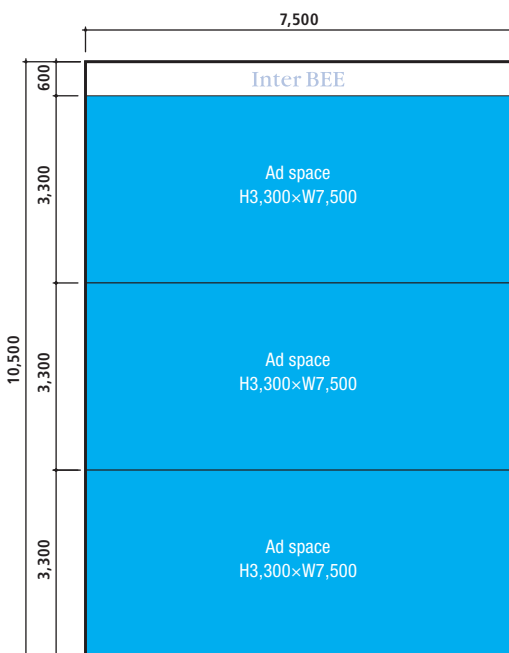
Available spaces: 1 (both sides)
 Size: 1,797 mm (h) x 7,750 mm (w)
 Price: ¥ 770,000 (including tax)



※Image

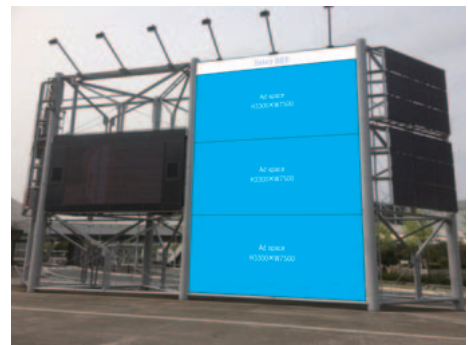
⑥ Outside Entrance Sign

Size: Single panel: 3,300 (h) x 7,500 mm (w)
 Three panels: 9,900 (h) x 7,500 mm (w)
 Price: Single panel: ¥ 1,540,000 (including tax)
 Three panels: ¥ 4,400,000 (including tax)

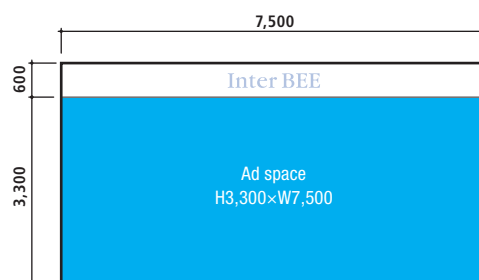


※Three panels Image

Code 6



※Image

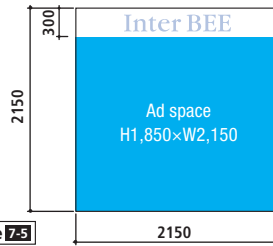


※Single panel Image

On-site Signboard Ads

⑦ Exhibition Site entrance sign Code 7

Available spaces: 8 (both sides)
 Size: 1,850 mm (h) x 2,150 mm (w)
 Price: ¥ 770,000 (including tax)



- Hall2entrance Code 7-1 Hall5entrance Code 7-5
- Hall1entrance Code 7-2 Hall6entrance Code 7-6
- Hall3entrance Code 7-3 Hall7entrance Code 7-7
- Hall4entrance Code 7-4 Hall8entrance Code 7-8

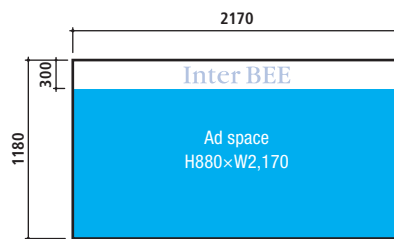


※Image

⑧ Exhibition Site entrance door sign set コード 8

Available spaces: 8 (both sides)
 Size: 880 mm (h) x 2,170 mm (w)
 Price: ¥ 770,000 (including tax)

- Hall1entrance Code 8-1
- Hall2entrance Code 8-2
- Hall3entrance Code 8-3
- Hall4entrance Code 8-4
- Hall5entrance Code 8-5
- Hall6entrance Code 8-6
- Hall7entrance Code 8-7
- Hall8entrance Code 8-8

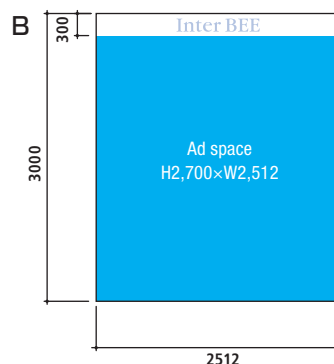
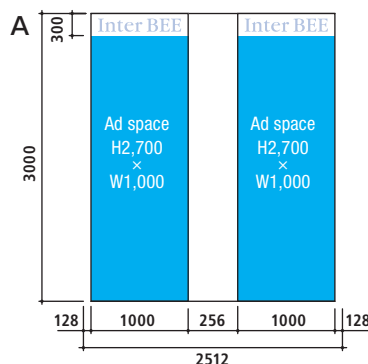


※Image

⑨ Pillar-wrapping sign コード 9

Available spaces: 6 (both sides)
 Size: A 3,000 mm (h) x 1,000 mm (w)
 B 3,000 mm (h) x 2,512 mm (w)
 Price: ¥ 385,000 (including tax) / space

- Hall1 Code 9-1 Hall4 Code 9-4
- Hall2 Code 9-2 Hall6 Code 9-6
- Hall3 Code 9-3 Hall7 Code 9-7



※Image

※When preparing digital data for the banners, leave more than 70 mm of text- and graphic-free space at the bottom because a tube will be inserted in this space to stabilize the banner.

On-site Signboard Ads

⑩ Banner over exhibitor's own booth

Code 10

Available spaces: 1 (one side)

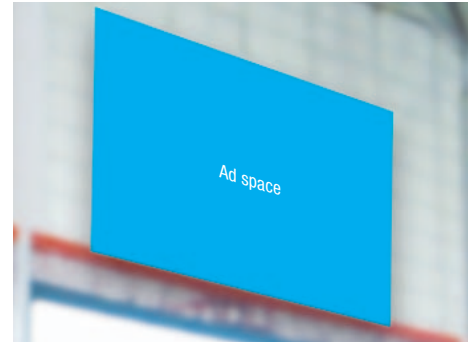
Size: 1. 4,000 mm (h) x 5,400 mm (w) Code 10-1

2. 4,300 mm (h) x 5,000 mm (w) Code 10-2

3. 5,400 mm (h) x 4,000 mm (w) Code 10-3

Price: ¥ 1,210,000 (including tax)

※When preparing digital data for the banners, leave more than 100 mm of text- and graphic-free space at the bottom because a tube will be inserted in this space to stabilize the banner.



※Image

⑪ Banner over exhibitor's own booth

Code 11

Available spaces: 1(both sides)

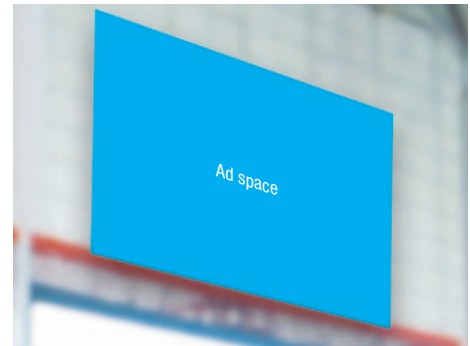
Size: 1. 4,000 mm (h) x 5,400 mm (w) Code 11-1

2. 4,300 mm (h) x 5,000 mm (w) Code 11-2

3. 5,400 mm (h) x 4,000 mm (w) Code 11-3

Price: ¥ 1,650,000 (including tax)

※When preparing digital data for the banners, leave more than 100 mm of text- and graphic-free space at the bottom because a tube will be inserted in this space to stabilize the banner.



※Image

⑫ Banner over exhibitor's own booth

Code 12

Available spaces: 1(three sides)

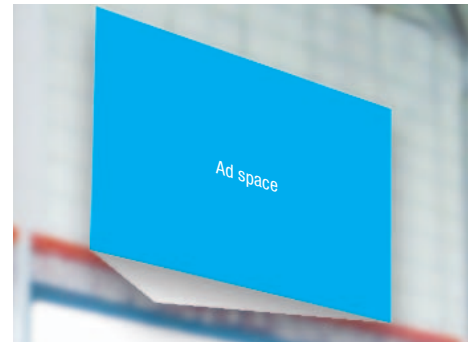
Size: 1. 4,000 mm (h) x 5,400 mm (w) Code 12-1

2. 4,300 mm (h) x 5,000 mm (w) Code 12-2

3. 5,400 mm (h) x 4,000 mm (w) Code 12-3

Price: ¥ 2,200,000 (including tax)

※When preparing digital data for the banners, leave more than 100 mm of text- and graphic-free space at the bottom because a tube will be inserted in this space to stabilize the banner.



※Image

⑬ Banner over exhibitor's own booth (Four sides)

Code 13

Available spaces: 1

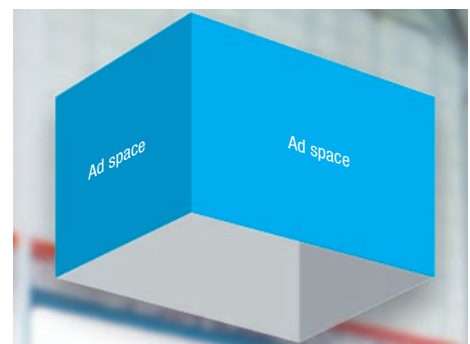
Size: 1. 4,000 mm (h) x 5,400 mm (w) Code 13-1

2. 4,300 mm (h) x 5,000 mm (w) Code 13-2

3. 5,400 mm (h) x 4,000 mm (w) Code 13-3

Price 2,750,00 including tax

※When preparing digital data for the banners, leave more than 100 mm of text- and graphic-free space at the bottom because a tube will be inserted in this space to stabilize the banner.



※Image

Exhibition Venue Regulations

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

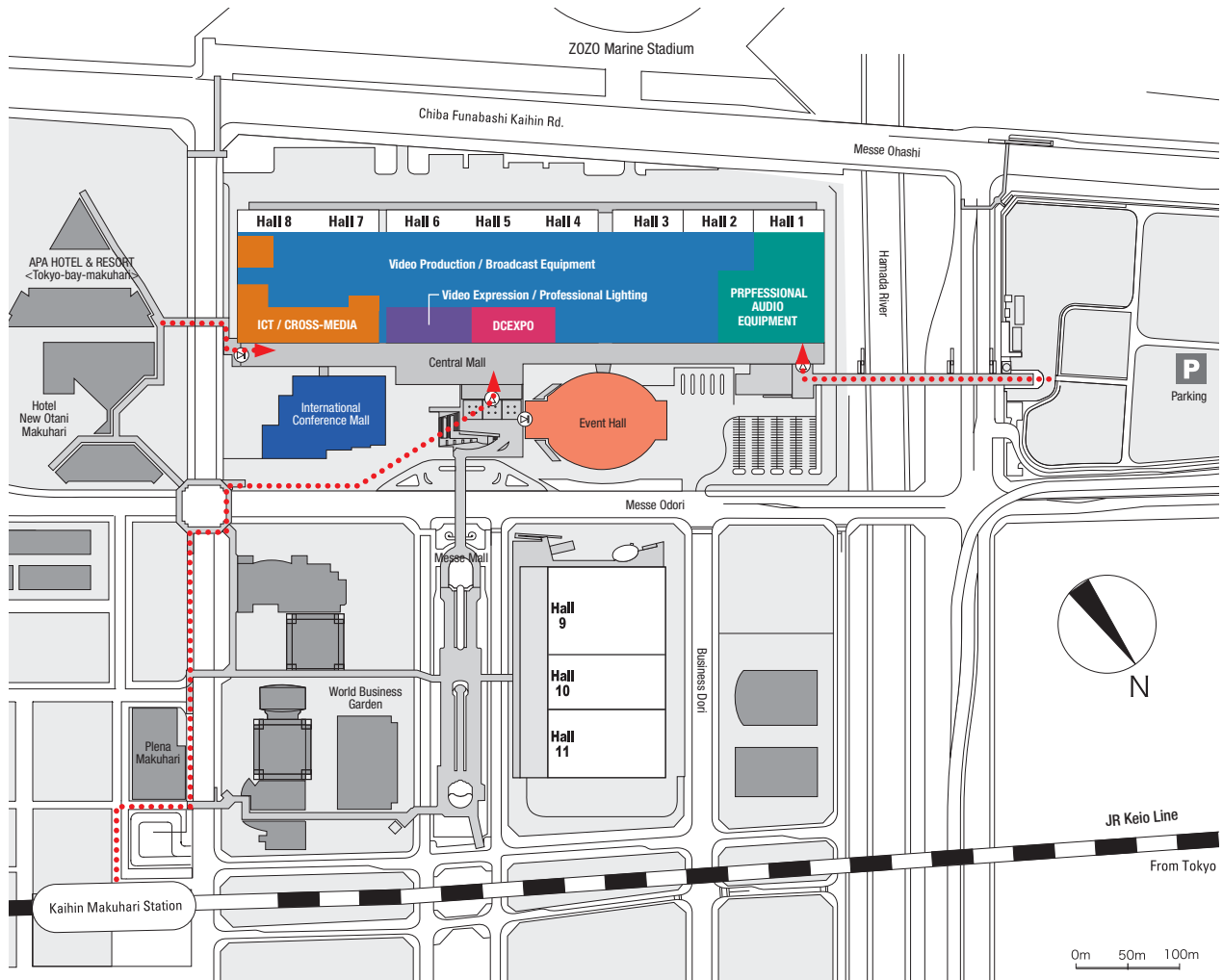
03-4-2 Waste Material Separation

Please cooperate

03

Exhibition Site Layout / Visitor Passage

..... Visitor Passage



Transportation Guide

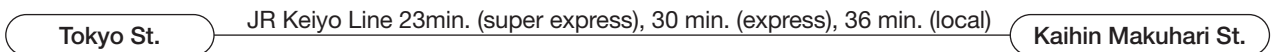
(1) By Train or Bus

- Nearest stations to Makuhari Messe

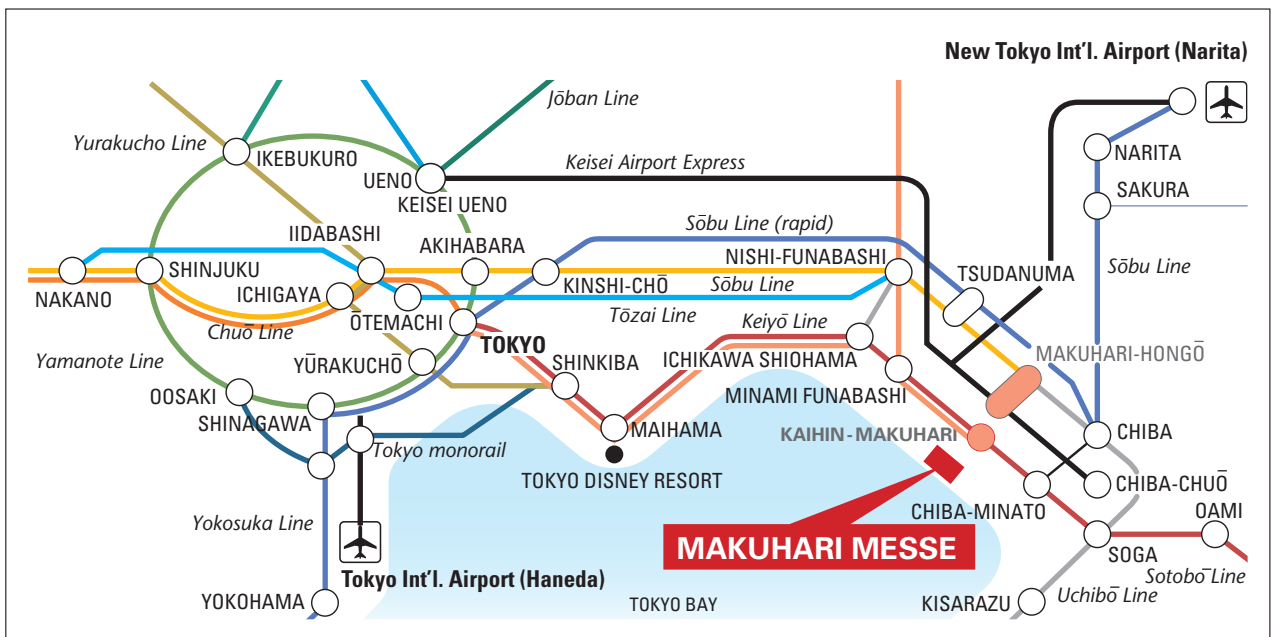
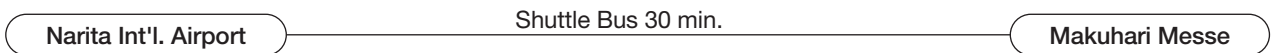
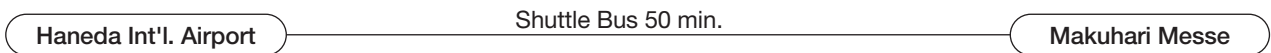
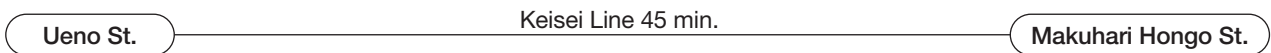
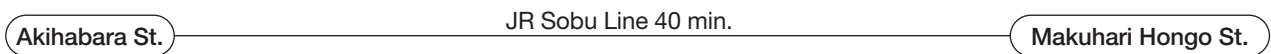
JR Keiyo Line, Kaihin Makuhari Stn. (7 min. on foot)

JR Sobu Line, Makuhari Hongo Stn., Keisei Line, Makuhari Hongo Stn. (15 min. by bus)

- From central Tokyo to Kaihin Makuhari Station



- From the center of Tokyo to Makuhari Hongo Station



(2) By Car



Approx. 40 minutes from downtown Tokyo or Tokyo International Airport(Haneda) to Makuhari Messe via the Higashi Kanto Expressway (exit at the Makuhari Interchange). 5 minutes to Makuhari Messe from either exit.

※Paid parking lot: Standard car : ¥1000 per day (8:00 to 23:00) (No entry after 21:00)



Approx. 30 minutes from Narita International Airport via the Higashi Kanto Expressway. 5 minutes to Makuhari Messe from the Wangan-Chiba Interchange exit.

Management Office Facilities

■ On-site Inter BEE Secretariat Office Locations

- (1) The Secretariat Office in charge of hall management and handling exhibitor inquiries is located in Hall 2, Hall 5 and Hall 7.
- (2) Press Room: We will set up a press room that can be used by members of the press in the second floor lounge (Hall 5).

■ Exhibitor Service Facilities (Free)

(1) Business Meeting Room

Business Meeting Room will be set up in exhibition halls for exhibitors to hold business meetings.

(2) Exhibitors' Resting Room

Resting Rooms will be set up in exhibition halls for private use by exhibitors.

Please put on an "Exhibitor Badge" when using the rooms.

No smoking. Smoking is permitted only in the designated areas.

(3) Ladies' Dressing Room

Ladies' Dressing Room can be used for female attendants for clothes changing.

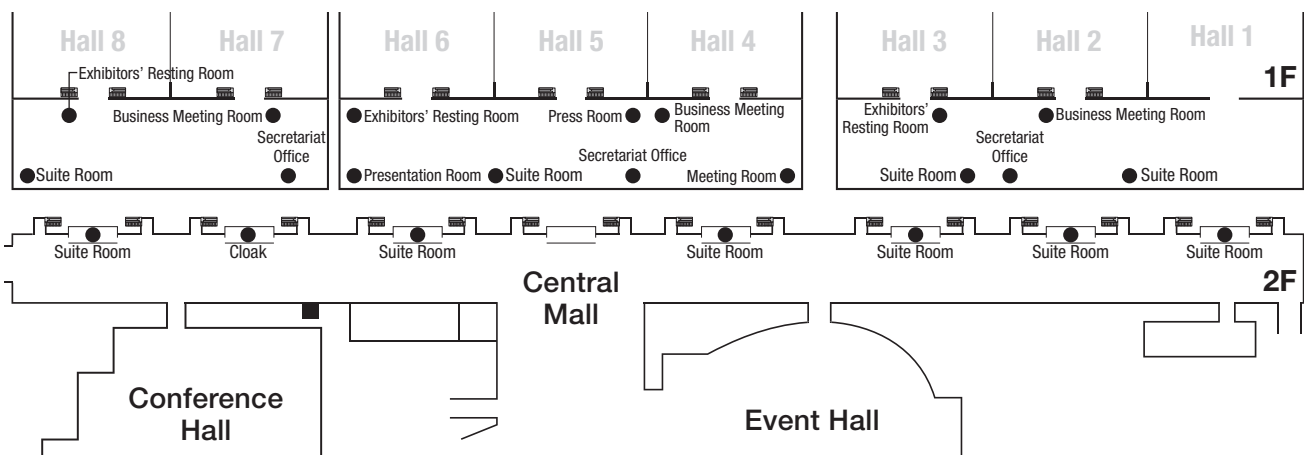
■ Exhibitor Service Facilities (Charged)

The following facilities are available at an additional cost.

- (1) Presentation Room: We offer rooms in which exhibitors can give seminars and presentations. Refer to (02-5-1)
- (2) Meeting Room: We offer rooms which exhibitors can use for conferences and meetings. Refer to (02-5-2)
- (3) Suite Room: We offer suite rooms in which exhibitors can give demonstrations and seminars through the period of the exhibition.

■ Visitor Service Facilities

- (1) Information: We will respond to in-venue facility guidance, booth guidance and visitor inquiries.
- (2) Cloakroom: We will set up a service facility in which you can check your baggage inside the venue.



Smoking

We ask for your cooperation for the duration of Inter BEE with respect to the following regulations on smoking to be observed at Makuhari Messe.

(1) Exhibition Hall (during Load-in / out period, during exhibition period)

Smoking is strictly prohibited in the exhibition hall, with the exception of designated smoking rooms.

(2) Surround Exhibition Hall

Smoking is permitted only in smoking rooms designated by the Show Management Secretariat.

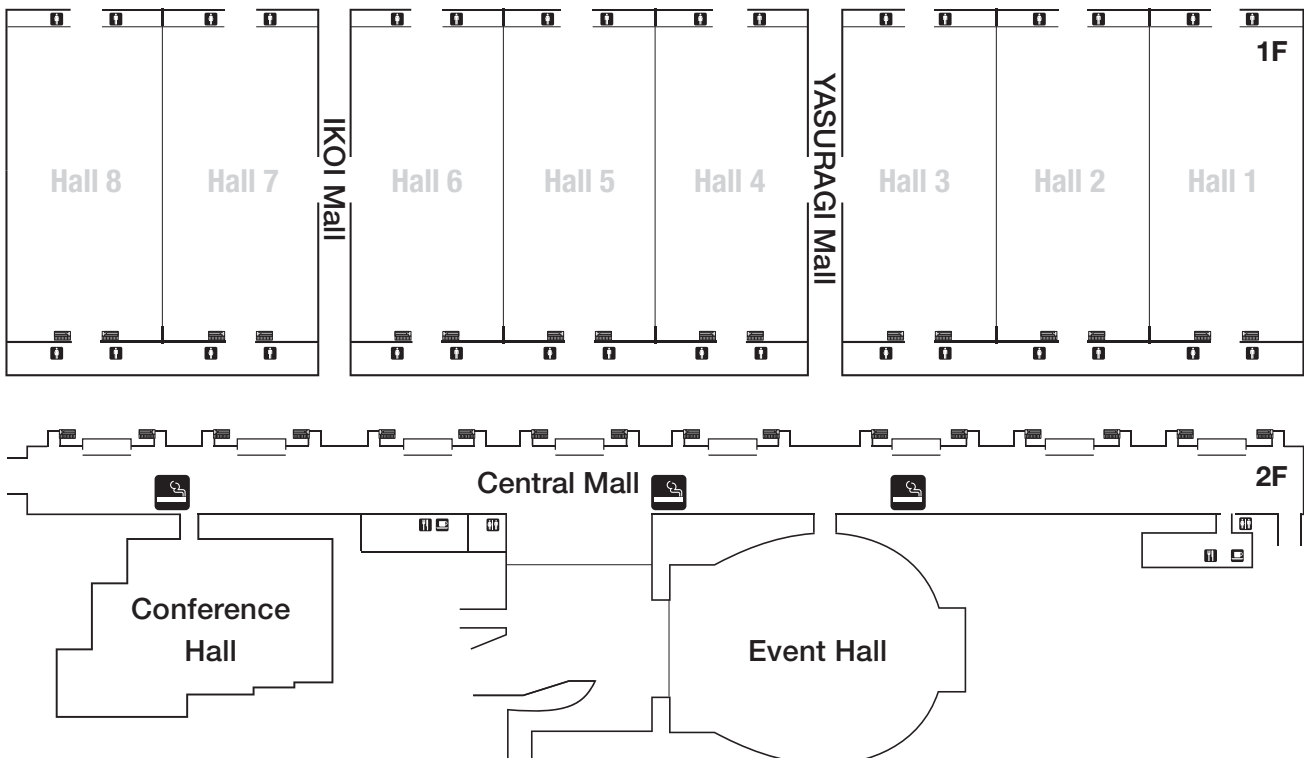
(3) International Exhibition Hall, 2nd Floor

Smoking is strictly prohibited, with the exception of designated smoking rooms.

(4) International Conference Hall

Smoking is strictly prohibited.

Smoking Room (during Exhibition period)



Work Schedule

Work Schedule


	7:00	8:00	8:30	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	24:00
10th (Sun.)			Exhibitors with 12 or more booths					All Exhibitors											
11th (Mon.)			All Exhibitors																
12th (Tue.)			All Exhibitors																
13th (Wed.)			Prep. <small>(9:00 Emergency Drill)</small>	Exhibition Period															
14th (Thur.)			Prep.	Exhibition Period															
15th (Fri.)			Prep.	Exhibition Period										Load-out (exhibit dismantling)					


※Load-in schedule (exhibit set-up)

12 booths and more : 8:00, Sunday, November 10

10 booths and less : 13:00, Sunday, November 10

 **Regular working hours**
8:30 – 18:00

 **Free overtime hours**
Exhibitors needing to work on-site during this period are required to submit the Application for Overtime Work to the Show Management Secretariat by 17:00 on the day in question. Application forms are available at the office in each exhibition hall.

 **Charged overtime hours**
Exhibitors needing to work on-site during this period are required to submit the Application for Overtime Work to the Show Management Secretariat by 17:00 on the day in question. Overtime fees of ¥11,000 / hour (tax included) will be charged for work during these hours to cover expenses such as security and utilities. Upon completion of overtime work, exhibitors must file a report with the Management Office before leaving the exhibition site. Extra fees for overtime till 8:30 of the following day will be levied if this report is not turned in.

Exhibitors / Workers Badge

Exhibitor / Workers Badges will be provided free of charge for each booth you apply for up to the limit specified below. Exhibitors who wish to have additional badges is requested to submit the Application for Exhibitor/Worker Badges by Friday, August 23.

These badges will also be sold at the exhibition site during the show.

■ Number of badges Allotted at Free of Charge

Exhibitor badge	10 badges per booth
Worker badge	5 badges per booth

Badges will be mailed out to all exhibitors beginning of October.

■ Additional Exhibitor / Worker Badges (with fee)

Should additional Exhibitor / Worker Badges be required, please submit "Application for Additional Exhibitor / Worker Badges" to Japan Electronics Show Association by Friday, August 24.

Fees (including tax)

Exhibitor badge	¥1,100
Worker badge	¥550

■ Exhibitor / Worker Badge

All exhibitors must wear Exhibitor / Worker Badges provided by the Management Office. These badges are must be shown to personnel at entrances / exits when entering or leaving the site.

Valid period

	Load-in period Nov. 10-12	Exhibition period Nov. 13-15	Load-out period Nov. 15 (from 17:00)
Exhibitor badge	○	○	○
Worker badge	○	×	○

On-site Photography

■ Photos and Videos Taken by Journalists

Press Badges will be issued to journalists and should be worn at all times on-site. Exhibitors are requested to cooperate with media representatives visiting booths to gather news and/or conduct interviews.

■ Reporting and Taking of Photos by Management Office Reporters

During the exhibition, Management Office staff wearing Management Staff badges will be reporting and taking photos at the exhibition venues. The information they collect will be used for news updates put up on the exhibition website and for future promotional purposes. We ask for your kind cooperation.

■ Photos and Videos of Other Booths Taken by Exhibitors

You may not take photos or videos of another company's products without the permission of that company.

■ Photos and Videos of Own Booths

Although there are no regulations governing the photographing and videoing of company's own booths, we ask that when doing so you take care not to disturb visitors and other exhibitors.

■ Photos and Videos Taken by Visitors

We do not regulate filming by visitors. We do expect you to comply with exhibitors' wishes if they are exhibiting a product that is prohibited from filming or if filming interferes with their demonstration. However, we may prohibit filming or request visitors to confirm the purpose and details of their filming if visitors' film in filming-prohibited areas, or film someone without permission and infringe upon that person's portrait rights as a part of their rights to privacy.

Vehicle Stickers

■ Vehicle Sticker

A vehicle sticker(s) issued by the Management Secretariat Office is required when loading or unloading products and materials from vehicles as well as for participants coming to the exhibition by car.

A set number of stickers will be issued and delivered from the office around end of October 2018.

■ Load-In Vehicle Sticker

Valid period: Sunday, Nov. 10 to Tuesday, Nov. 12, 2019.

We will give you one original Load-In vehicle Sticker. Please copy it and use it.

■ Show Period Vehicle Sticker

Valid period: Wednesday, Nov. 13 and Thursday, Nov. 14, 2019.

Number of stickers to be provided: 1 per exhibitor (company).

Note: Use the Move-Out Vehicle Sticker on the last day of the event (Friday, Nov. 16).

■ Priority Load-Out Vehicle Sticker

Valid period: Friday Nov. 15, 2019.

Number of stickers to be provided: 1 per exhibitor (company).

Vehicles with this sticker will be allowed to enter Makuhari Messe directly.

■ Equipment Move-Out Vehicle Sticker

Valid period: Friday Nov. 15, 2019.

Number of stickers to be provided: 1 per exhibitor (company).

This vehicle sticker does not allow vehicles to enter Makuhari Messe directly.

Park in the waiting area and follow directions of the crew to enter the exhibition.

Sticker type	1-2 booths	3~5 booths	6~9 booths	10~18 booths	20-25 booths	30~40 booths	45~70 booths
Equipment Move-Out	1 sticker	2 stickers	3 stickers	4 stickers	5 stickers	6 stickers	8 stickers

■ Decoration Move-Out Vehicle Sticker

Valid period: Friday Nov. 15, 2019.

We will give you one Decoration Move-Out Vehicle Sticker. Please copy it and use it.

※This vehicle sticker does not allow vehicles to enter Makuhari Messe directly.

Park in the waiting area and follow directions of the crew to enter the exhibition.

■ Vehicle sticker information

1. Additional stickers are not available and stickers will not be reissued if lost or misplaced.
2. Refer to sections 03-3-2 and 03-3-3 for further details on shipping & receiving.
3. An exhibitor badge or worker badge is required to enter the exhibition (see section 03-2-2).

Load-In

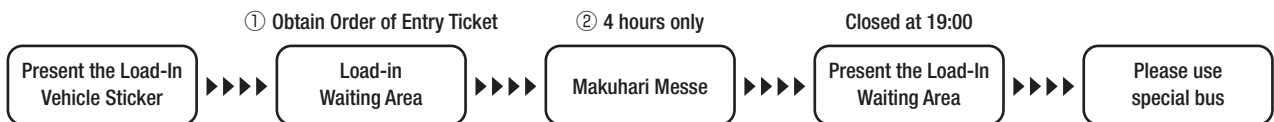
1. All on-site exhibitors / workers involved in setting up and dismantling booths must wear Exhibitor / Worker Badges during the load-in / load-out period. Those without badges will not be permitted to enter the exhibition halls.
2. All motor vehicles entering the exhibition premises must have a Vehicle Sticker. Vehicles with sticker should obtain Order of Load-in / Load-out Tickets Exchange at the Load-in / Load-out Waiting Area.
3. Please follow the management staff's instructions when entering into the exhibition hall.
4. Person in charge of the construction of each booth should check the main cable in the booth beforehand.

Waste Disposal

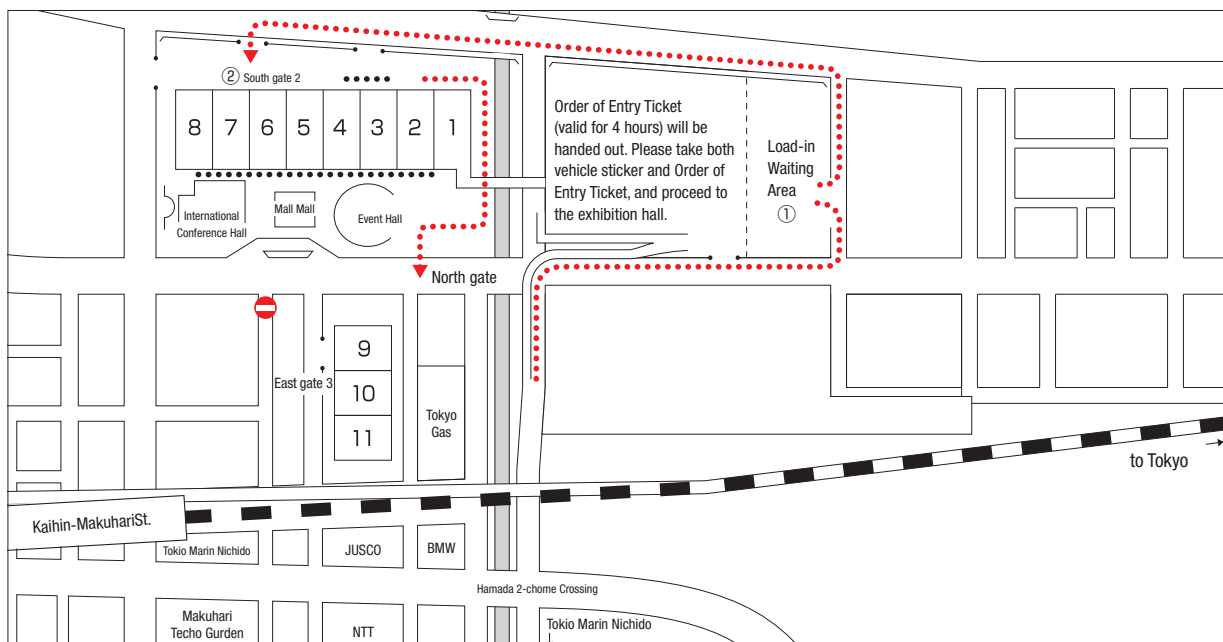
1. During the load-in / load-out period, removing certain types of waste, such as bulky-waste materials, carpeting and production sheets is the responsibility of each exhibitor.
2. Exhibitors will be invoiced separately for the removal of any such materials left on the premises. Exhibitors are encouraged to use recyclable materials.
3. A recyclable materials disposal area will be prepared on the exhibition premises.

Load-In Vehicles

Load-in vehicles should wait in the Load-In Waiting Area (shown on the reverse side of vehicle sticker). Exhibitors must present Exhibitor Badges and Worker Badges in addition to Load-In Vehicle Stickers to receive Order of Entry Tickets at the Load-In Waiting Area. The Order of Entry Ticket is valid for 4 hours, and parking time is also limited to 4 hours. Shuttle bus service between the exhibition premises and the Load-in Waiting Area is available during the load-in period. The Order of Entry Ticket is valid only one time. A new ticket must be obtained at the Load-In Waiting Area every time a load-in vehicle enters the exhibition premises.



Load-in Route



Load-Out

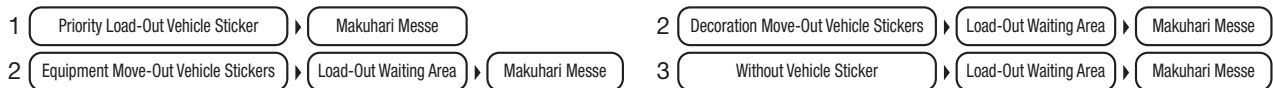
1. One Priority Load-Out Vehicle Sticker will be distributed per exhibitor. Load-out vehicles with this sticker may enter the exhibition premises without going through the Load-Out Waiting Area on November 15. Because only 1 sticker will be distributed per exhibitor, this ticket should be assigned to each exhibitor's priority load-out vehicle.
2. "Equipment Move-Out Vehicle Sticker" and "Decoration Move-out Vehicle Sticker" are required to wait at the Load-Out Area. Please follow staff's directions.
3. The show Management Secretariat will not be responsible for damages or loss to exhibits left on the exhibition site after 20:00 on November 15. If load-out is not completed by this time, the exhibitor will be charged an overtime space rental fee.

Waste Disposal

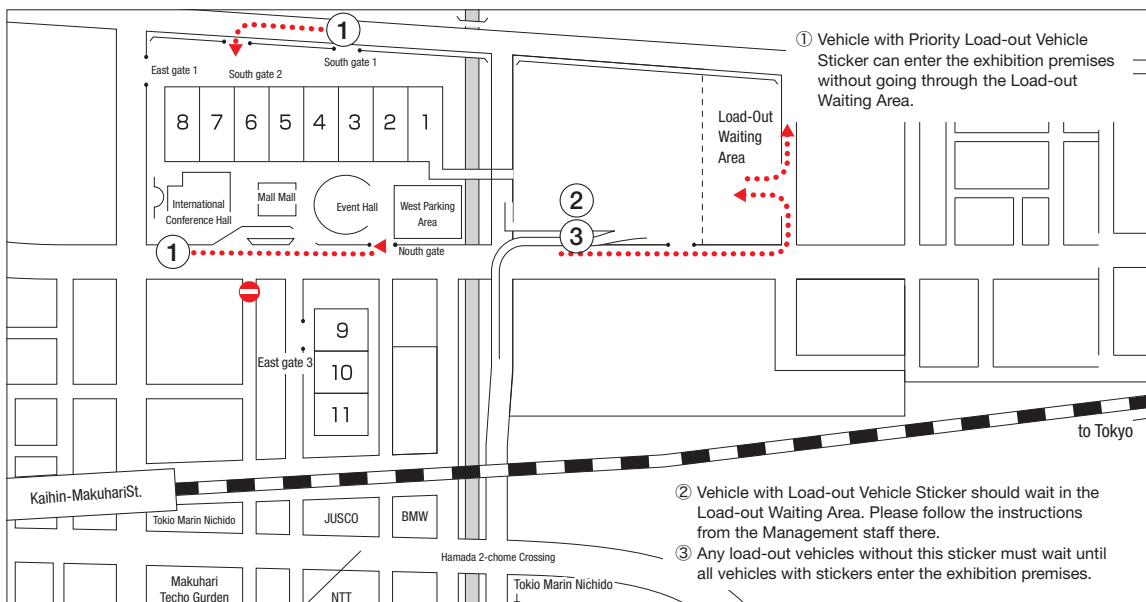
1. During the load-in / load-out period, removing certain types of waste, such as bulky-waste materials, carpeting and production sheets is the responsibility of each exhibitor.
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Load-Out Vehicles

1. One Priority Load-Out Vehicle Sticker will be distributed per exhibitor. Load-out vehicles with this sticker may enter the exhibition premises without going through the Load-Out Waiting Area. Because only 1 sticker will be distributed per exhibitor, this ticket should be assigned to each exhibitor's priority load-out vehicle.
2. Equipment Move-Out Vehicle Stickers and Decoration Move-Out Vehicle Stickers will be distributed. Any load-out vehicles without this sticker must wait until all vehicles with stickers enter the exhibition premises. All load-out vehicles (excluding those that have Priority Load-Out Vehicle Stickers) are required to wait at the Load-Out Waiting Area (Order of Load-out Tickets Exchange), where Load-Out Vehicle Stickers will be exchanged for Order of Load-out Tickets. These tickets permit entry to the exhibition premises according to the number on the ticket.
3. Vehicles without a ticket will not be permitted to enter the exhibition premises, even if they have a Load-Out Vehicle Sticker.



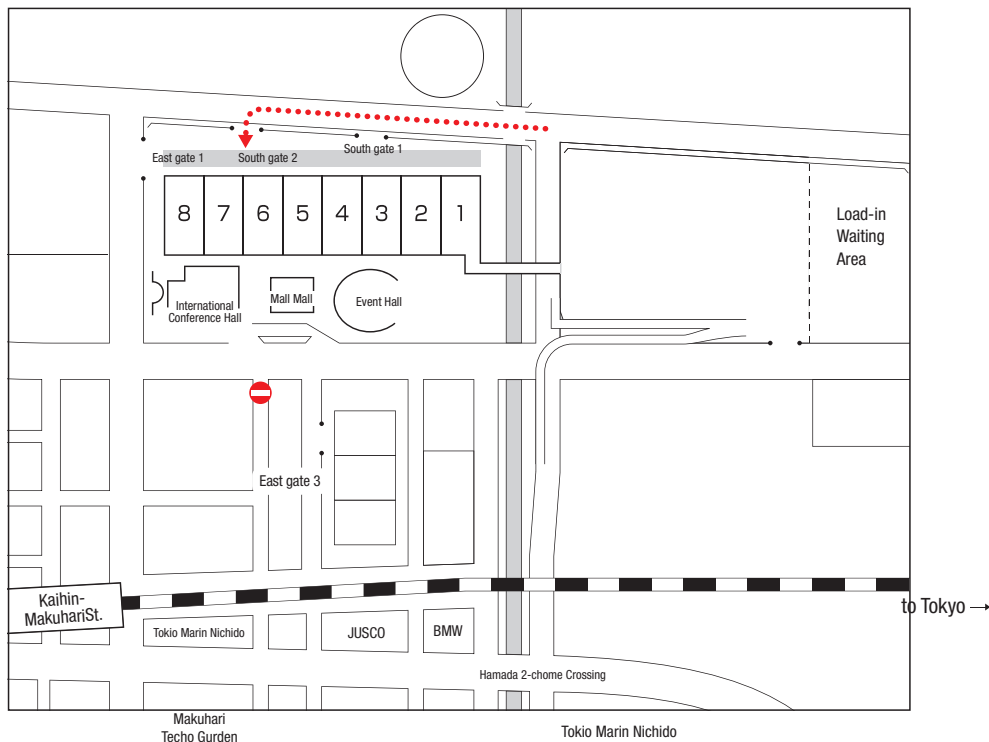
Load-out Route



Vehicles During Show Period / Courier Service

Exhibitor Vehicles during the Exhibition Period

1. The Show Duration Vehicle Sticker for passenger cars will be distributed and remain valid from 8:00 to 18:00 from November 13 to November 14. This sticker permits to access to the specified on-site parking lot. Only 1 sticker will be issued per exhibitor, and no additional stickers will be issued. All vehicles in the specified parking lot must have a sticker.
2. This sticker is not valid for load-out purposes on November 15.
3. Should additional load-in vehicle (parking is not allowed) required during the exhibition period, they will be issued at the gate.



Courier Service

Shipping to the site (Exhibition Hall)

Exhibitors who plan to send goods such as products and printed materials by courier are required to specify the delivery receipt date and time, and to state the following information on an invoice: Exhibition name, Booth number and Name of exhibitor. **Exhibitors must receive your packages at own booth by yourself.** Exhibitors are not required to provide a Load-In Vehicle Sticker for goods delivered by courier.

2-1, Nakase, Mihama-ku, Chiba-shi, 261-8550, Chiba Prefecture
 Makuhari Messe, Inter BEE 2019 XX Hall
 Booth number : XXXX
 Exhibitor name : XXXXXXXX
 Contact : XXXXX
 Contact person's mobile phone number : XXXXX

Environmental Measures

■ Measures Adopted at Inter BEE

In accordance with the environmental policy formulated by the Japan Association for the World Exposition, Inter BEE asks that all exhibitors, visitors and sponsors think about the contribution that they can make to create a recycling-oriented society. Inter BEE promote the “3Rs” (reduce, reuse and recycle) concept and try to reduce the generation of waste at Inter BEE exhibitions.

■ Cooperation Requested to Exhibitors

(1) Control the generation of waste (reduce)

Please consider what you can do to reduce the generation of waste. Keeping in mind the need to reduce industrial waste starting at the design stage for booth display, please avoid the need to carry out construction work at the exhibition site wherever possible by bringing pre-assembled or completed booth facilities to the site.

(2) Actively reuse recycled products (reuse)

Please actively use materials that can be recycled or materials that have already been recycled.

(3) Step up recycling of waste (recycle)

Please separate waste materials, as outlined below, as a means of increasing the percentage of recycled waste. Please deposit recyclable items in the special recycling bins that have been placed at the load-in gate at each hall of the exhibition venue. We ask for your cooperation especially with regard to the bringing in and taking out of large quantities of waste.

- Waste paper (cardboard, paper, pamphlets)
- Empty cans (empty aluminum and steel cans; this does not apply to empty spray cans or gas containers, which are nonburnable)
- Plastic bottles (please dispose after emptying contents)
- Burnables (food scraps, wood and paper scraps)
- Nonburnables (plastic waste, glass and metal scraps)

“Thorough separation of waste” is a practical step you can take to help recycle.

Waste Material Separation

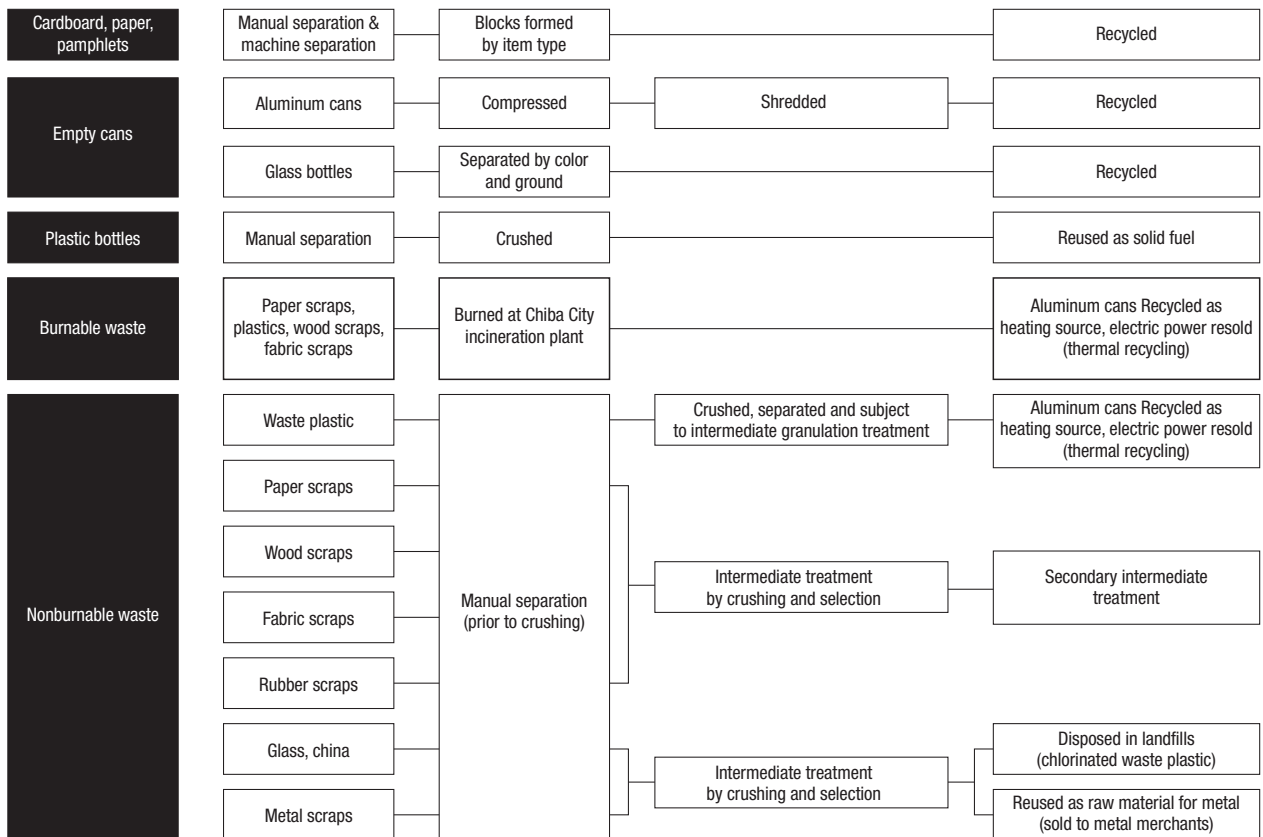
Measures Adopted at Inter BEE

We ask exhibitors to remove waste generated from setting up and dismantling their respective booths, or to take responsibility for the disposal of such waste, including costs incurred. If an exhibitor should leave waste inside the exhibition venue, the exhibitor will be billed later for the cost of disposal.

Please separate waste materials as outlined below, to increase the percentage of recycled waste. Please deposit recyclable items in the special recycling bins placed at the receiving bays of each exhibition venue. We ask for your cooperation, especially with regard to bringing in and taking out large quantities of waste. We ask exhibitors to devise measures for reducing waste at booths and to make arrangements so that, if at all possible, cardboard, exhibition materials and other items do not require disposal when setting up and dismantling booths. You may contact the following office for further details on waste treatment within Chiba Prefecture.

Chiba-Prefecture Bldg. Maintenance Corporation
Makuhari Messe Office
Tel: +81-43-296-0534
Contact: Sato

Waste Recycling Flowchart



Booth Regulations

04-1 Booth Standards

- 04-1-1 Booth Standards **Important**
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
- 04-1-5 Universal Design

04-2 Booth Display Regulations

- 04-2-1 Display Contractor Registration
- 04-2-2 Product Liability (PL) Law **Important**
- 04-2-3 Floor Work
- 04-2-4 Fireproofing Regulations
- 04-2-5 Electric Power
Power Supply **Important**
Electrical Work **Important**
Power Activation
- 04-2-6 Green Power Certification System

04-3 Product Exhibit Regulations

- 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 **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**
- 04-4-4 Exhibit Lighting Products

04-5 Booth Management Regulations

- 04-5-1 Hazardous Item Handling
- 04-5-2 Exhibitors' Utility Booths (Storage)
- 04-5-3 Others **Important**
Exhibition Hall Management and Insurance /
Cancellation and Change of Exhibition Duration under
Unavoidable Circumstances

Booth Configurations

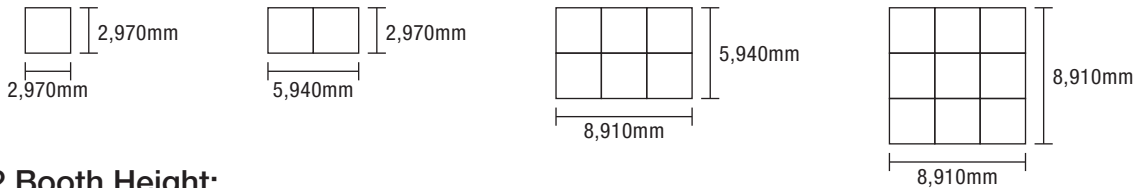
- 1 row (1, 2, 3, 4, 5, 6)
- 2 rows (4, 6, 8, 10)
- 3 rows (9, 12, 15, 18)
- 4 rows (16)
- Block format (20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100)

Booth Standards and Height

(1) Booth spaces for row booths

1. Booth Standards:

One booth space: 2.97 m (w) 2.97 m (d).

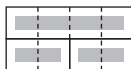


2. Booth Height:

The standard height is 2.7 m. The details of height of booth walls are shown below. The allowable height of group exhibit booth walls is same as those booths with 3 rows.

● 1 row (1, 2, 3, 4, 5, 6)

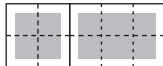
The allowable height of booth walls will be 3.6 m at set back 1.0 m from the corridors and / or foundation panels.



- ... Area where the height is limited up to 2.7m or lower
- ... Area where the height is limited up to 3.6m or lower

● 2 rows (4, 6, 8, 10)

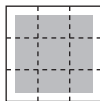
The allowable height of booth walls will be 3.6 m at set back 1.0 m from the corridors and / or foundation panels.



- ... Area where the height is limited up to 2.7m or lower
- ... Area where the height is limited up to 3.6m or lower

● 3 rows (9)

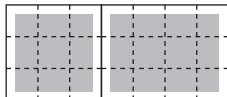
The allowable height of booth walls will be 3.6 m at set back 1.0 m from the corridors and / or foundation panels.



- ... Area where the height is limited up to 2.7m or lower
- ... Area where the height is limited up to 3.6m or lower

● 3 rows (12, 15, 16, 18)

The allowable height of booth walls will be 4.5 m at set back 1.0 m from the corridors and / or foundation panels.



- ... Area where the height is limited up to 2.7m or lower
- ... Area where the height is limited up to 4.5m or lower

(2) Booth spaces for block booths (20 or more)

1. Block booth standards.

The standard for block booths is 1 booth space, 9m². The floor will be marked in an area equal to 2:1 or 1:1 (w:d) based on the total floor space reserved (9 m² no. of booth spaces).

The actual dimensions will be provided to the exhibitors at the lot drawing for booth space allocation.

2. Booth height of block format

The overall allowable height will be 6m.



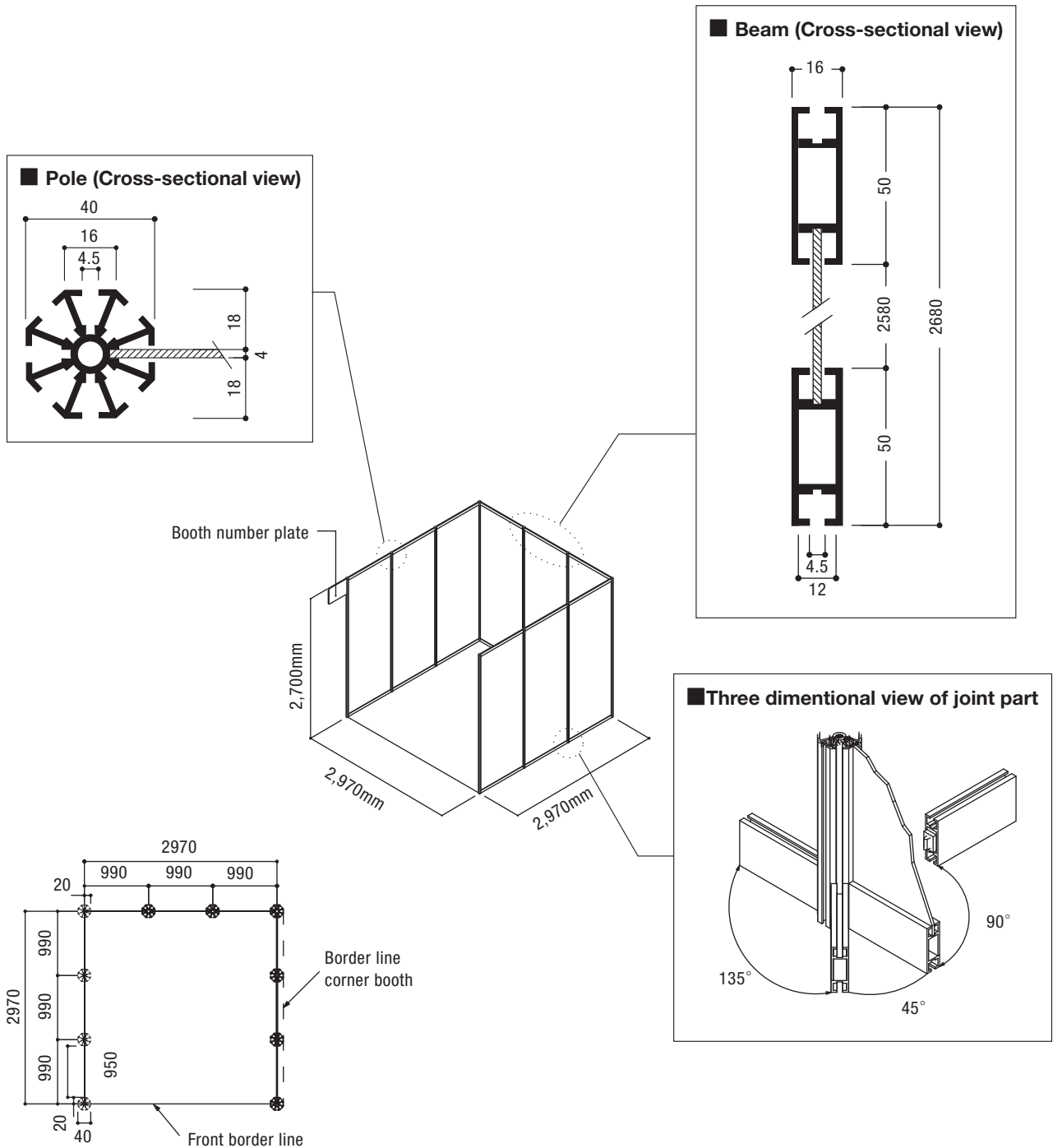
- ... Area where the height is limited up to 6m or lower

(3) In case the size of the product exceeds the booth specifications

The height limitation of exhibit products and decorations will be stipulated as above explained. Exhibitors are requested to submit "Application for Over-Regulated Heights" stating the necessary information to Japan Electronics Show Association by Friday, October 11, and attach product leaflet and diagram indicating location and height of product(s) (both floor plan and elevation drawing). In this case, the exhibited product should be displayed within the specified space limitation of the exhibition booth and cannot be displayed in a way that invades into the aisle. Exhibited product that has received prior permission to exceed the height limitation must be exhibited in the original state of the product itself, and any additional decoration will be prohibited.

Standard Booth Facilities

System panels are used as partitions between adjoining booths. The Management Office will not erect wall panels on the aisle sides of corner booths. However, exhibitors may erect their own wall panels or ask the Management Office to do so for additional charges.



Important Points for Booth Design

■ Prohibition of usage of space beyond booth boundaries

1. Exhibitors are responsible for controlling crowds around their booths, which might block aisles in public spaces. If a stage is set up in a booth, the Exhibitor must ensure that the booth layout makes it possible to bring all visitors inside the boundaries of the booth.
2. Inviting visitors and / or conducting surveys in aisles and / or public spaces is strictly prohibited.
3. Exhibits, decorations, fixtures, plants and packaging materials should not be left outside of booths, but must be stored within booths.
4. Directly lighting aisles, walls, ceilings, etc., of Makuhari Messe is strictly prohibited. Improvements will be requested to ensure that all booths conform to regulations. Failure to conform the regulations may result in the withdrawal of exhibiting privileges. All activities related to product display and / or demonstration should be conducted inside of the booths.

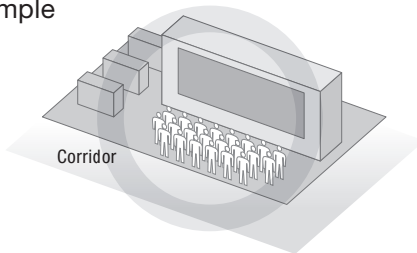
■ Visibility of neighboring booths

As for the design of independent booths, please take into consideration the positions of adjacent booths and design the booths in a way that enables visitors to get an unobstructed view of adjoining booths.

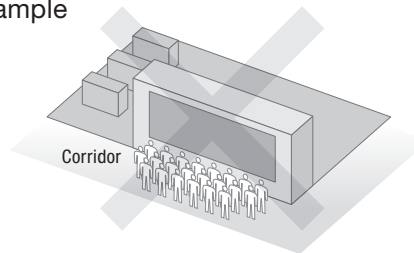
■ In-booth stages

Exhibitors planning to set up a stage in their booths must ensure that the booth layout makes it possible to bring all visitors inside the boundaries of the booth. If any problems occur in line with in-booth stages, the Management Office will request immediate countermeasures.

Good example



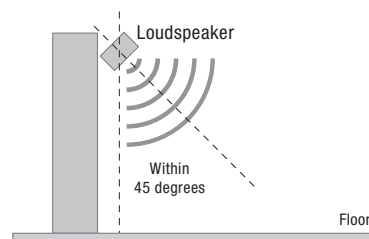
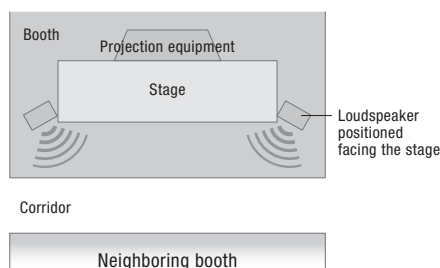
Bad example



■ Speakers

Exhibitors are prohibited to set up public address systems, such as loudspeakers or mixers, directly facing neighboring booths. So as not to inconvenience visitors or neighboring booths, these systems must be positioned facing the stage. In case of installing loudspeakers on booth walls or displays fixture pillars, the central axis of each speaker must be 45 degrees or less. For details, please refer to the pictures below. If any problems occur in line with in-booth speakers, the Management Office will request immediate countermeasures.

Good example



■ Prohibition of using space other than within the booth

- ① Visitors must not be allowed to block aisles around the booth. When setting up a stage or similar demonstration, ensure that the booth can accommodate a large number of visitors, if expected.
- ② Calling out to visitors from outside of the booth, having visitors fill out questionnaires outside of the booth, or similar activities are prohibited.
- ③ Product exhibits, fixtures, catalogs, equipment, plants, packaging materials cannot be placed in aisles around the booth or behind the booth.
- ④ Lighting directed toward aisles, exhibition hall walls or ceiling is prohibited.

Ceiling Structure

■ Ceiling structure

Ceilings, either whole or partial, are prohibited. However, if ceilings are absolutely necessary for such reasons as to create shading, soundproofing, etc., they may be constructed with fireproof blackout curtains. The exhibitor must obtain permission from the local fire department. Direct sunlight can be shaded. However, it is possible that indirect rays of fluorescent light will reflect on TV monitors, etc., in booths. Please note that the Management Office will not take measures to prevent reflection. Exhibitors who wish to set up ceiling structure, are required to submit "Application for Ceiling Structure" to Makuhari Messe by Friday, October 11.

■ Two-story booth structures

Two-story structures are strictly prohibited.

■ Floor-lifting Structures

Booth floors may be raised a maximum of 1 meter.

■ Suspended Structure

Suspending decorations from the ceiling are prohibited.

Universal Design

■ Universal Design (includes overseas visitors)

In order to provide services of a consistently high quality in line with the standards of the exhibition, Inter BEE has worked hard to raise overall satisfaction levels by seeking opinions and receiving requests from visitors. As we look ahead to the exhibition's role as a comprehensive forum worthy of participation from a diverse range of sectors, we will also strive to find ways of attracting numerous visitors. Please keep the following points in mind when considering booth design and operation. We would be grateful for your understanding and cooperation.

■ Requests to exhibitors for universal design

(1) Booth layout, furniture, and fixtures

- ◆ Spacious layout, and flow lines for visitors in wheelchairs
- ◆ Accessible booth without steps or slopes which may hinder visitors
- ◆ Arrangement of exhibits, panels, and signs
- ◆ Good visibility of signs and panels
- ◆ Multi-lingual panels for exhibits

(2) Service manner

- ◆ Multi-lingual guide staff
- ◆ Staff training on how to serve handicapped visitors
- ◆ Audio equipment with appropriate volume and direction

(3) Providing information in universal design

- ◆ Diverse means of providing information
- ◆ Multi-lingual leaflets

Exhibitors are asked to help make all visitors feel welcomed.

Display Contractor Registration

To facilitate the management of operations, exhibitors are requested to submit the “Decoration Company Registration Form” to Murayama Inc. by Friday, October 11.

■ Compliance with rules

It is necessary for both the staff and contractor who are responsible for installations and decorations to fully understand and comply with all the regulations and contents contained in the Inter BEE exhibition manual. Please make sure to read the exhibition manual carefully.

■ Presenting forms

1. Exhibitors applying for small-package booth or package displays (appendix 05-2-1), will receive a “Decoration Company Registration Form” from Murayama Inc. and it must be completed.
2. For companies that will be doing its own installation, please enter the exhibitor’s name in the section of the decoration installation company.

Product Liability (PL) Law

The Management Office recommends that exhibitors take the following countermeasures related to Japan's Product Liability (PL) Law.

Safety / Alarm Indications

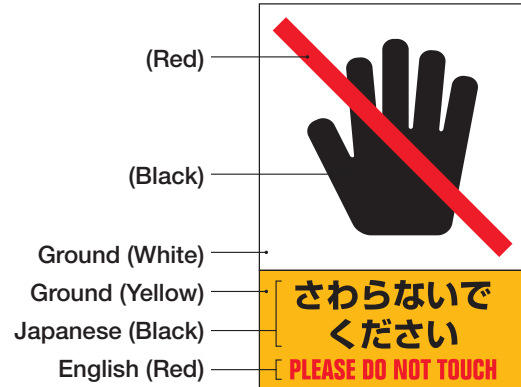
Exhibitors are strongly recommended to ensure the complete safety of their booths and provide adequate safety indications / alarm indications related to displays. The Management Office has designed its own serial safety indications / alarm indications. Exhibitors can download the PDF file at the Exclusive Exhibitor Page.

Color # for Safety / alarm indication

Red	DIC157
Yellow	DIC165
Black	K 100%



Yellow



Actual Usage Environment

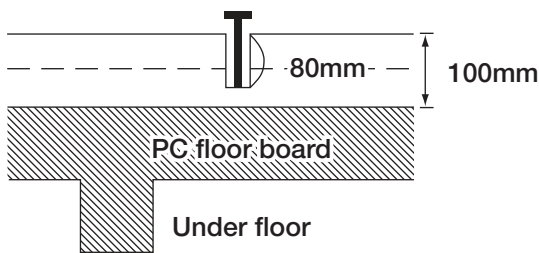
Exhibits should be displayed in the same exhibition environment as that in which the exhibited products will be actually used. When designing and producing the booth, care should be taken to avoid giving visitors false expectations and/or generating misunderstandings regarding quality. If the exhibition environment is to be different from the actual usage environment, the exhibitor should clearly indicate this fact.

Exhibitors who require floor works are requested to submit the “Application for Floor Work” and 2 copies of the floor plan to Murayama Inc. by Friday, October 11.

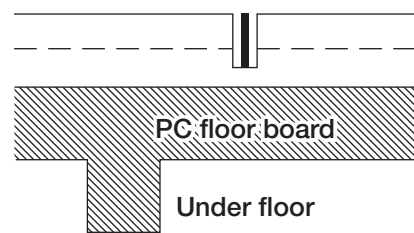
Floor Work

1. Exhibitors are required to contact the Management Office in each hall before commencing the work and inform the number of anchor bolts to be affixed. (In case there is no need of anchor bolts, exhibitors are required to inform the cancellation)
2. Concrete nails and jackhammering are prohibited. No construction should be carried out on pit covers or pit interiors on the floors.
3. Restoration to original condition floor work is permitted on the condition that all flooring will be restored to its original state after the exhibition. After usage, if the bolt heads project above the surface, they must be sawn off, not hammered in or cut with acetylene torches. All expenses for restoration shall be borne by the exhibitor. In the event that the floor is not restored to its original condition after the final floor inspection, or the restoration is incomplete, the Management Office will complete the restoration work and charge its total expenses to the exhibitor after the exhibition.

[Use the hole-in anchor bolt]



[Original condition]

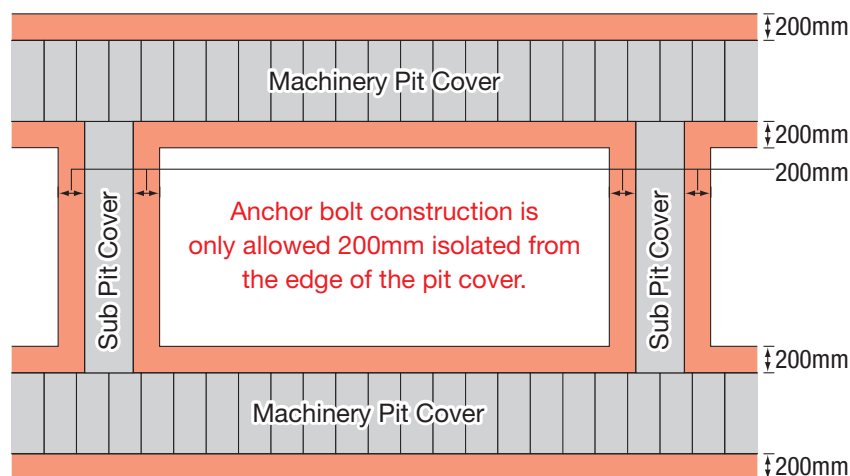


Floor restoration expenses

Exhibitors are required to pay the floor restoration fees regardless of the size of anchor bolts used.
 ¥1,100 (including consumption tax) per anchor bolt

No anchor bolts should be carried out on 20 mm from the edge of the floor pit

[Floor Ground plan]



Fireproofing Regulations

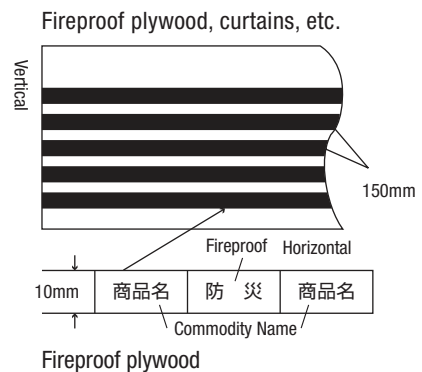
Inspections by the local fire department will be carried out during the display construction work of after its completion. Any work not in accordance with the below regulations may be suspended, or the structure(s) in question removed. Exhibitors are required to follow the instructions below.

Fireproofing Regulation

1. Any type of material, whether cloth or paper, affixed to plywood for display purposes should be fireproof.
2. Materials such as display mountings, artificial flowers, draperies, drop curtains, display plywood, fiber blinds, blackout curtains, carpeting or other flammable materials must be fireproof. Please attach a Fireproof tag to each of these materials in an easily visible location.
3. Avoid using paper flowers, urethane, acetate, polyester, nylon or other materials that are difficult to fireproof.
4. The use of plastic foam is prohibited. Please substitute Styrofoam or similar materials.
5. Fireproof labeling requirements are shown below.

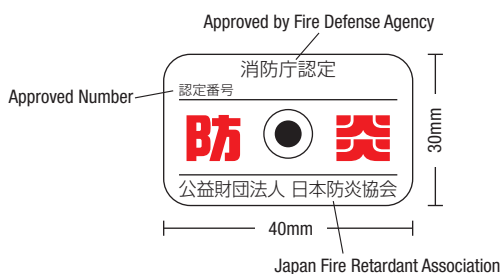
Fireproof plywood

The background should be white. The *Kanji* characters 「防炎」 (Fireproof) should be printed in red, and all other characters and horizontal lines should be in black. The fireproof indication located on the reverse side of fireproof plywood is shown below. Characters and lines should be red on this indication.



Fireproof carpet

The background should be white. The *Kanji* characters 「防炎」 (Fireproof) should be printed in red, and all other characters and horizontal lines should be in black.



Electric Power

If you will use electricity in your booth, please list the capacity on the “Application for Supply of Electricity” and make an application to SHOHODENKI Co., Ltd. by September 20 (Fri).

In addition, please list the necessary information on the “Electricity Construction Wiring Diagram” and submit it to SHOHODENKI Co., Ltd. by October 11 (Fri). We may not be able to accept additional changes once the deadline has been greatly passed. Therefore, please complete it accurately and submit it by the deadline.

■ Electricity Supply Expenses and Usage Fee

Primary power source construction for 1kW + Electric consumption fee = **9,900 yen** (including consumption tax)

*Inter BEE has paid the electricity supply expenses (1 kW per booth) and electricity usage fee (total capacity) for the electricity used in booths in the past. However, we have now revised this to a rate of 9,720 yen (including tax) for each 1 kW applied for.

*Secondary side electrical work from the total switch installed by the Management Office will be required separately.

*The electricity supply expenses and electricity usage fee per 1 kW in one booth is included when using the package display kit.

■ Basic Power Supply Equipment (Primary Side Power Supply Work)

The Management Office will provide electrical facility construction services according to the fees listed above and based on the contents of the Application for Supply of Electricity We will install a single phase 100 V, a single phase 200 V or a three phase 200 V total switch in each booth based on the applied position submitted to the Management Office.

Please understand that there are places where trunk cables traverse the passageways inside and in front of booths due to the pit position.

■ Using Compressor

If you will be using a compressor, be sure to indicate the horsepower rating and make every effort to reduce noise to avoid disturbing other exhibitors.

■ In-booth Electrical Work (Secondary Side Electrical Work)

The exhibitor should please perform all electrical work (e.g., in-booth distribution board, electric lights, fluorescent lights and outlets) from the total switch installed by the Management Office. Please take measures, such as stationing a technician in your booth, to prevent accidents caused by exhibits in booths during the exhibition. Moreover, please make sure to establish an earth leakage circuit breaker in the distribution board in your booth.

■ Exhibitors Applying for the Package Display Kit

The Primary power source construction and electric consumption fee per 1 kW in one booth is included when using the package display kit.

You do not need to submit the “Application for Supply of Electricity” or “Electricity Construction Wiring Diagram” if you will use less than the prescribed electricity capacity (1 kW in one booth).

If you will need to exceed the prescribed electricity capacity (1 kW in one booth), please enter the additional amount on the separate application form and submit it.

Power feed to booths

1. Power feed availability

12 or more booths	From 10:00 Monday, November 11
10 or less booths	From 13:00 Monday, November 11

Please note that the power feed may be delayed depending on the progress of work in neighboring booths.

2. The power feed will terminate at 17:30 on Friday, November 15, 2019.

3. Miscellaneous information

If you require a power feed at an earlier date, 24-hour power, or continued power feed even after it is scheduled to stop, please submit the "Application Concerning Supply of Electricity" to the Shoho Denki Co., Ltd. by Friday, October 12. Additional charges will be applied for any earlier power feeds. Also, please be aware that scheduling may make it impossible to meet a request for an earlier power feed. If you want a 24-hour power feed, this requires a separate circuit. Basically, the exhibitor is responsible for managing and controlling the power supply for the company's booth.

Others**1. Protective equipment (backup)**

The Management Office cannot be responsible for any damage to exhibits caused by accidental power failure or voltage drops. For exhibits requiring constant voltage and/or frequency (the voltage in each booth will be 100V 5%), exhibitors are required to install necessary back-up equipment (power supply stabilizing units, etc.).

2. Electrician licensing

Contractors carrying out electrical work in booths must carry their licenses with them at all times. Unlicensed workers or those who fail to carry their licenses will be ordered to stop work.

3. Observing electrical standards

Electrical work in each booth must be carried out in accordance with electrical standards (internal electrical regulations).

Green Power Certification System

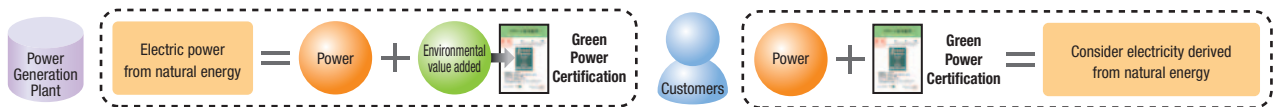
You can publicize your CO₂ reduction measures / contribution to environmental protection at your exhibition. If you wish to participate in this program, please submit your “Application for Certification of Green Power” to the Japan Electronics Show Association by September 27. The issues of prevention of global warming, environmental protection, and CSR are becoming more and more important these days and natural energy has an important role to play. But, it is very difficult for companies to own power generation equipment based on natural energy sources. However, there is a system in which you can entrust power generation based on natural energy sources to someone else and can receive “Certification of Green Power” for environmental added value created by that power generation. Please utilize this program to publicize your CO₂ reduction measures / environmental protection measures at your exhibition booth.

What is Green Power ?

It means power generated by natural energy resources such as solar power, wind, biomass.

How does Certification of Green Power work ?

Certification of Green Power is a certificate for environmental added value (CO₂ emission reductions, reduction of fossil fuels) of power generated by natural energy sources. Electricity you use through purchasing Certification of Green Power will be considered electricity derived from natural energy sources.



Contracts and Fees regarding the use of Certification of Green Power

Term of Contract: From the delivery start date to the end of Inter BEE

Contracted Amount: 1,000kWh unit

Unit Price: From 10,000 yen per 1,000kWh plus certification issuance fee of 5,500 yen

How to calculate usage fees: The amount of electricity used (kW) × Hours of Use (h)

Here are the standards for the hours of use

More than 15 booths	37 hours
Less than 12 booths	32 hours

Example of Calculation:

When the estimated amount of electricity used is 10kW and the number of booths is 6
10kW × 32h = 320kWh

Contract Amount: 10,000 yen~ Certification Issuance Fees: 5,500 yen Total: 15,500 yen~

Issuance of Certification of Green Power

We will issue a Certification of Green Power approximately 2 weeks after contracting. We will provide you with Green Power mark data upon contracting. You can publicize your usage of green power by indicating the marks below on materials distributed at your booth or your website.



Example 1: ●●kWh of electricity used at this booth uses green electricity based on Green Power.

Example 2: As we exhibit at “Inter BEE 2019”, we are promoting the use of natural energy sources by purchasing ○○kWh of Green Power to be used at our booth.

Provided by Japan Natural Energy Company Limited

You will have to contract with Japan Natural Energy Company Limited after application.

Japan Natural Energy Company Limited

Tel: +81-3-5437-3561 Fax: +81-3-5437-3562 <http://www.natural-e.co.jp>

Bonded Goods

■ Bonded Exhibition

For exhibitors planning to bring foreign-made goods and / or exhibition materials to Inter BEE, the Management Office will apply to Japanese customs authorities for approval of the exhibition as a bonded exhibition. With this authorization, foreign-made goods (goods manufactured and / or assembled outside of Japan, for which import and customs procedures have not been completed) can be brought to the exhibition site under bonded status.

■ Bonded Exhibition Goods

Because bonded exhibition goods will be treated as pre-import goods, they will be under the management of the customs authorities of Japan. As such, methods of transporting and handling said goods must be approved in advance by customs authorities. All packages used to transport bonded exhibition goods will also be under the management of customs authorities, even when empty. Goods excluded from bonded status include catalogs, pamphlets and other goods that will be distributed to visitors or are considered consumables. Exhibitors planning to bring in such goods must receive import approval before delivering said goods to the exhibition site.

■ How to Apply

Exhibitors planning to bring in bonded exhibition goods are required to fill in the necessary information on **“the Foreign-Made Product Exhibition Plan”** and submit it to Ishikawa-Gumi by Monday, August 27. This form refers to planning documents for bonded exhibitions to be submitted to the Yokohama Customs Office, so changes to exhibited items will be permitted during the exhibition. The Management Office has authorized Ishikawa-Gumi, Ltd. to make all customs and transport arrangements for bonded items. For more details about bonded items, please contact Ishikawa-Gumi directly.

Contact:
Ishikawa-Gumi, Ltd
Person in charge: Ms. Hasegawa, and Mr. Saito at International Dept.
4-14-2, Higashi-Ohi, Shinagawa-ku, Tokyo 140-0011
Tel: +81-3474-8102 Fax: +81-3-5460-9841
e-mail: m_hasegawa@ishikawa-gumi.co.jp

Products for Exhibit

The Management Office documents information on exhibited products such as whether they were made outside of Japan, their original manufacturer, etc., to obtain the approximate number of exhibitors participating. Therefore, please submit the “Notification Form for Exhibited Products” to the Japan Electronics Show Association by Friday, October 18. Thank you in advance for your cooperation on this matter.

■ How to fill out the form

If any of the following items apply to your exhibit products, please inform the management office of the manufacturers' name.

1. Exhibitors with headquarters located in Japan.

Products other than in-house products.

2. Exhibitors with headquarters located outside of Japan (exhibiting products via its Japan office).

In-house products manufactured in the country where the headquarters is located.

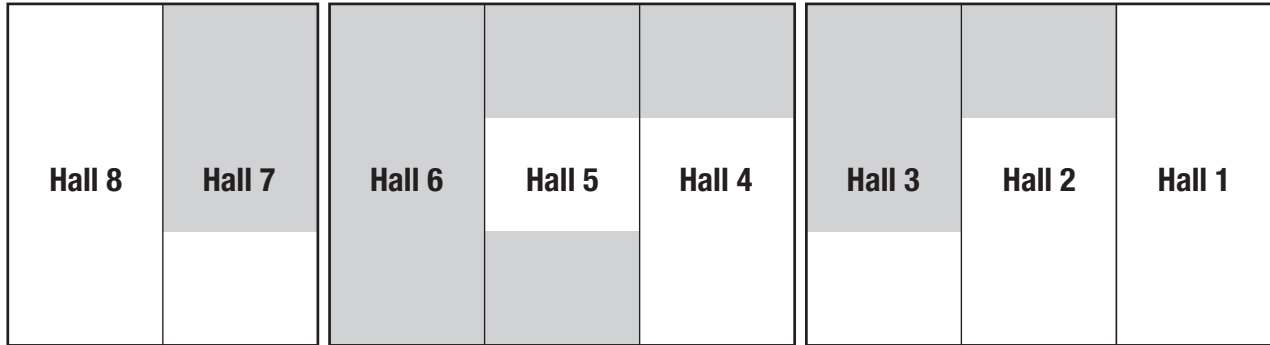
Products other than in-house products.

Note: Submit the form even when exhibiting in-house products made in Japan.

Display-Area lighting

■ Display-area Lighting

Four high-pressure mercury-arc lamps per display block generate brightness 500 lux in Full lighting Area and 50 lux in Lights off area. However, considering the display environments in each hall, the following lighting plan will be implemented by the Management Office.



- Lights off
- Full lighting

■ Test for lighting adjustment

Lighting adjustment plans to be implemented from 14:00 to 16:00 on November 12.

We are going to pull down the shutter in South Side during the testing overhead lighting. Please go through from the north part during the testing time. Some areas of the site have natural lighting; please bear in mind that intensity may vary according to the weather, the booth lighting, or the color of the booth wallpaper.

Prohibition

■ Prohibition on Sales

No exhibit materials are allowed to be sold during the exhibition period for any reasons. Exceptions will be products exhibited in the Service and Software category, and related products.

■ Prohibition of Usage of Space beyond Booth Boundaries

1. Exhibitors are responsible for controlling crowds around their booths, which might block aisles in public spaces. If a stage is set up in the booth, the exhibitor must ensure that the booth layout makes it possible to bring all visitors inside the boundaries of the booth.
2. Inviting visitors into booths and / or conducting surveys in aisles in public spaces is strictly prohibited.
3. Exhibits, decorations, fixtures, plants and packaging materials should not be left outside of booths, but must be stored within booths.
4. Directly lighting aisles, walls, ceilings, etc., of Makuhari Messe is strictly prohibited.

Improvements will be requested to ensure that all booths conform to regulations. Failure to conform may result in the withdrawal of exhibiting privileges.

■ Restriction on Smoke Effects

Smoke effects (including dry ice, carbon dioxide gas, etc.) are prohibited.

Sound Emissions and In-booth Demonstrations

■ Sound Volume

When using AV equipment for a demonstration and / or explanation in a booth, exhibitors are requested to follow the instructions below in order to keep comfortable environment for visitors.

Sound Level : less than 75dB

1. Above sound volume is the standard, when measured from 2 m away from the border line of booth. This level must be observed throughout every booth.
2. During the exhibition period, the Management Office will regularly measure sound levels. Exhibitors are also asked to voluntarily measure sound levels within their booths before and during the exhibition. Contact the on-site Management Office to borrow measuring equipment.
3. Breach of noise-level restrictions: Any exhibits exceeding the specified noise levels must be modified to conform to regulations. Failure to conform may result in the loss of exhibiting privileges.
4. Regardless of these regulations, if complaints are received from neighboring exhibitors or noise is noticeable in other areas of the site, the Management Office will require the exhibitor in question to lower noise levels to guarantee a comfortable environment for all visitors and exhibitors.
5. Exhibitors are requested to pay sufficient attention to the locations and directions of loudspeakers or mixers. (See page 04-1-3)

■ Copyrights

Exhibitors playing music or replaying recorded audio or video material must pay royalties on said material (unless the exhibitor owns the rights or has made separate arrangements for payment of royalties). Royalties are payable to the Japanese Society for the Rights of Authors, Composers and Publishers (JASRAC), which handles royalties in Japan. Please contact JASRAC at the following address for details on arrangements and royalty calculation methods. For inquiries about video copyright, please directly contact the corporation or group that made the video.

Japanese Society for the Rights of Authors,
Composers and Publishers (JASRAC)
Tokyo Event & Concert Division
5F Hibiya Building,
1-1-1 Shimbashi, Minato-ku, Tokyo 105-0004, Japan
Tel: +81-3-5157-1162 Fax: +81-3-3503-5552

■ Illumination / Lighting

Nothing may be directly attached, nor may lights be shone directly onto the walls, floors or ceiling of exhibition hall except for the Professional Lighting Equipment zone.

When strong lighting equipment such as LEDs are used in displays and/or signboards, they must be positioned so as not to inconvenience visitors or neighboring booths. If any problems occur in line with lighting, the Management Office will request immediate countermeasures.

■ Others

Please take preventive measures to avoid the generation of the following during demonstrations. Please be considerate of other exhibitors and visitors.

1. Hot air
2. Gases
3. Odors
4. Vibration

In-booth Wireless LANs

The increasing use of wireless LAN for demonstrations and the like in recent years has caused interference with adjacent booths. This is to avoid communication problems due to channel interference and / or SSIDs in neighboring booths by adjusting channels in advance. Exhibitors planning to connect wireless LANs in their booths are required to submit an "Application for In-booth Wireless LAN" to Makuhari Messe by Friday, October 25.

■ Before sending the application

1. Exhibitors planning to use equipment compatible to IEEE 802.11ad 802.11ac 802.11n 802.11a 802.11b 802.11g standards are required to submit the application.
2. Exhibitors planning to connect wireless LANs and falling under (i) above, regardless of the type of AP (access point), wireless LAN card, PC with wireless function installed or other equipment, are required to submit the application.
3. Exhibitors are responsible for making arrangements for equipment and Internet connections.
4. If neighboring booths plan to use same channel, the Management Office will ask one or both to use different channels. For this reason, the Management Office cannot guarantee that every exhibitor will be able to use the channel it specifies in the application.
5. In case applying more than one channel, the Management Office may limit the number of channels to provide depending on circumstances.
6. Wireless LAN standards limit the number of channels available, and channels will be awarded on a first-come-first-served basis. Exhibitors submitting the application after the submission deadline might not be able to use a wireless LAN.
7. It is possible that channel adjustment may cause interference with the channel you have been allocated. We recommend that you have a cable system ready as backup in the event that interference affects your wireless LAN.
8. Information on wireless LAN channels will be provided to exhibitors one week before the exhibition begins.
9. This application is only to apply for a wireless LAN in your booth, not including Internet connection order placement. If you wish to use Internet, the Application for Internet Connection should be submitted separately.
10. This application does not include wireless microphone channel adjustment. Wireless microphone adjustment should be arranged among the exhibitors involved.

Exhibit Lighting Products

If you are exhibiting lighting products in categories other than “Video Expression/Professional Lighting”, please submit this application to the Japan Electronics Show Association by Friday October 25.

■ **Please agree to the following.**

1. When illuminating towards the ceiling of the Makuhari Messe building, only illuminate the area directly above your booth even if your lighting entails moving light.
2. Do not illuminate walls or corridors within the Makuhari Messe exhibition area.
Only illuminate the area within your booth and ensure that your exhibition does not affect the surrounding booths.

- * **“Video Expression/Professional Lighting” exhibitors do not have to submit this application form.**
- * **Please note that exhibitors cannot exhibit lighting products in categories other than “Video *Expression/Professional Lighting” without approval.**
Lighting products for decoration are not eligible.

Hazardous Item Handling

■ The Fire Prevention Law Prohibits the Following Activities on the Exhibition Site

1. Smoking
2. Open flame (spark-producing items, exposed elements, etc.)
3. Liquefied petroleum gas (LPG) or other flammable / pressurized gases
4. Hazardous objects (gasoline, kerosene, other oils, etc.)
5. Hazardous materials (explosives, matches or disposable lighters in large quantities, etc.)

■ Exceptions

The permission for bringing-in of the items above may be obtained from the local fire department. Therefore, the exhibitors who need any of the above mentioned materials (except smoking) to execute product demonstrations are required to submit the "Application for Flammable or Hazardous Materials Use" and two copies of detailed descriptions for the demonstrations to Murayama Inc. by Friday, October 11.

■ Smoking

Smoking in the booths is strictly prohibited. Smoking is only permitted in specially designated Smoking Areas.

■ Open Flame

The Exhibitors must to follow the conditions below when they use open flame:

1. Minimize possible the size and quantity of on-site equipment and use devices of the same type.
2. Protect the surrounding area with fireproofed materials.
3. Observe conditions closely and provide adequate fire safety equipment.
4. Set up one fire extinguisher. Provide one fire extinguisher (Type 10 and above) with an extinguishing capacity of 2 or higher.
5. Responsible person must be stationed at the booth.
6. Open flame must be at least 5 m from fire exits, hazardous materials and other flammable materials.

■ Liquefied Petroleum Gas (LPG) or Pressurized Gas

The exhibitors must to observe following rules when using LPG and other pressurized gases (oxygen, hydrogen, nitrogen, carbon dioxide, argon gas, etc.):

1. After installation, test all containers for leaks, and if necessary display a sign says, "Caution: Do Not Use Near Flammables" on them.
2. Use pressurized gases under the lowest possible pressure, and handle containers carefully. Bringing in of flammable gas cylinders (except cartridge types) to the exhibition site is strictly prohibited.
3. To prevent gas leakage, use a complete connector for all connecting parts and check continuously with a gas leak detector.

■ Hazardous Materials

1. Bring only one day's supply or less onto the exhibition site.
2. Do not replenish supplies during exhibition operating hours.
3. Provide adequate fire safety measures and handle materials carefully at all times.
4. Place hazardous materials 6 m and other materials 3 m or more from emergency exits.
5. A Type 10 fire extinguisher must be readily available.
6. Place hazardous materials 5 m away from areas in which open flames are being used.
7. Responsible person must be stationed at the booth to monitor safety.

Exhibitors' Utility Booths

Exhibitors who require utility booths are requested to submit the “Application for Exhibitors’ Utility booths” to Japan Electronics Show Association by Friday, September 6.

Utility booths locations

The location of exhibitors’s utility booths will be considered by the Management Office.
Please note that the location of the storage rooms cannot be decided by the exhibitors.

Usage period

Utility booths will be available for use from 13:00 , Monday, November 11 to 18:00, Friday, November 15.

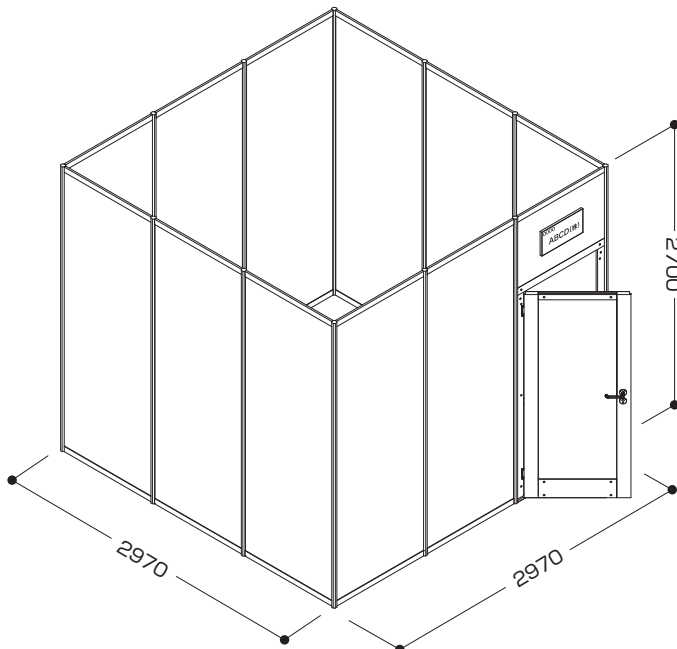
Key rental

The Show Management Secretariat will start renting keys on Monday, November 11.
Exhibitors are requested to bring their business card and pick up their keys at the on-site management office.
Returning of the key : Please return the key to the Management Office by 18:00, Friday, November 15.

Regular Type

Size: (W) 2.97m × (D) 2.97m × (H) 2.7m
(both Type A and Type B)

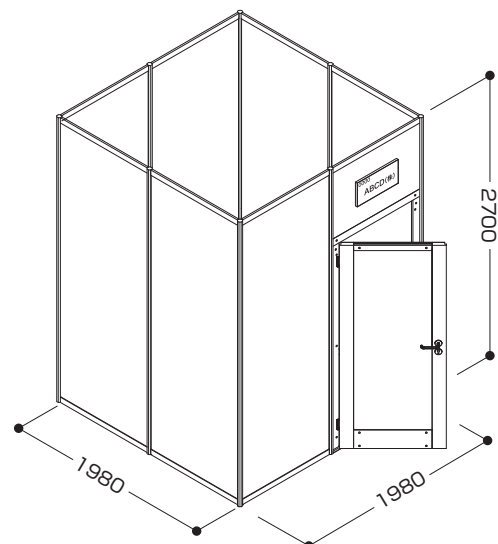
- **Type A**
¥231,000 (including consumption tax)
 includes 3 folding chairs, 1 long table, 1 three-person locker, 2 sets of steel shelves, 2 fluorescent lights and 1 electricity outlet.
- **Type B**
¥209,000 (including consumption tax)
 includes 2 fluorescent lights and 1 electricity outlet.
- **Type C**
¥187,000 (including consumption tax)
 No electricity outlet.



Small Type

Size: (W) 2m × (D) 2m × (H) 2.7m

- **Type A**
¥132,000 (including consumption tax)
 includes 2 fluorescent lights and 1 electricity outlet.
- **Type B**
¥110,000 (including consumption tax)
 No electricity outlet.



■ Exhibits/Demonstrations

The Management Office is responsible for the management, maintenance, preservation of order and safety of visitors. Exhibitors may be requested to take suitable countermeasures when it is deemed they impede these responsibilities, or a demonstration might have to be altered or canceled. The Management Office will not be held responsible for accidents caused by exhibitors. If there is an accident, the exhibitor should take immediate measures and contact the Management Office.

■ Exhibition Hall Management and Insurance

1. The exhibition management will, to the best of its ability, provide for the security of exhibits during the show period, for example, by implementing security guard patrols. However, the management cannot assume responsibility for damages from natural disaster, fire, theft, loss of property or other occurrences beyond its control and recommends that exhibitors take steps of their own.
2. Exhibitors must make immediate reparations in the case of injuries and / or property damage occurring at the exhibition site, whether or not said injuries / damage result from negligence on the exhibitor's part. A booth manager should be on hand at all times to prevent injuries, damage, fire and other hazards that might occur during demonstrations.
3. Exhibitors are encouraged to arrange appropriate measures, such as insurance, for their property at the exhibition. Please contact Toho Agency Co.,Ltd. which is handling all insurance-related matters, for details.

Toho Agency Co.,Ltd.

Contact: Shiina

Chiba 5F Nipponkoa Bldg., 8-4 Chibaminato, Chuo-ku, Chiba 260-0026, Japan

Tel: +81-43-246-1441 Fax: +81-43-246-9704

E-mail chiba@toho-ag.co.jp

■ Cancellation and Change of Exhibition Duration under Unavoidable Circumstances

1. Neither the exhibition organizers nor sponsors shall assume any responsibility if the exhibition is canceled because of an unavoidable calamity or potential calamity, such as an earthquake, fire, disease, terroristact or order from the public authorities.
2. If an unavoidable calamity prior to the opening of Inter BEE forces exhibition cancellation, participation fees paid by exhibitors will be refunded in full, minus a charge for expenses already incurred.
3. Neither the exhibition organizers nor sponsors shall be held liable to refund either full or partial exhibition expenses if the exhibition duration is unavoidably shortened because of a calamity or potential calamity.
4. The Organizer assumes no responsibility for other expenses already incurred by exhibitors.

Services Related to Booth Operation

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

05-3 Infrastructure Services

05-3-1 Internet Connection

05-3-2 Temporary Telephone Line Service

05-3-3 Antenna Installation

05-3-4 Cabling between booths

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 Catering Service for Booths

05-4-5 Receptionist / Interpreter

05-4-6 Booth Photography

05-4-7 Booth Cleaning

05

Transport, Load-in and Load-out Services

■ Transport within Japan

Exhibitors requiring cargo collection services on-site and single-lot, small package delivery are requested to submit “Application for Transport within Japan” to Ishikawa-Gumi, Ltd. by Friday, October 11.

When you applied for single-lot, small package delivery service, please clearly indicate “Attention to Inter BEE 2018” together with the exhibitor’s name, hall number and booth number on address labels and cargo receipts, and send a package(s) with address labels to Ishikawa-Gumi by Friday, November 1.

“Small packages” are packages with maximum exterior dimensions (W + D + H) of 120cm and a maximum weight of 15kg.

Inter BEE 2019	
Booth Number	1 2 3 4
Exhibitors Name	○○○○Ltd.
Person in Charge	Mr. Taro Yamada

Courier services are available at the Courier Service Center, located in the north conference room in Exhibition Hall 6.

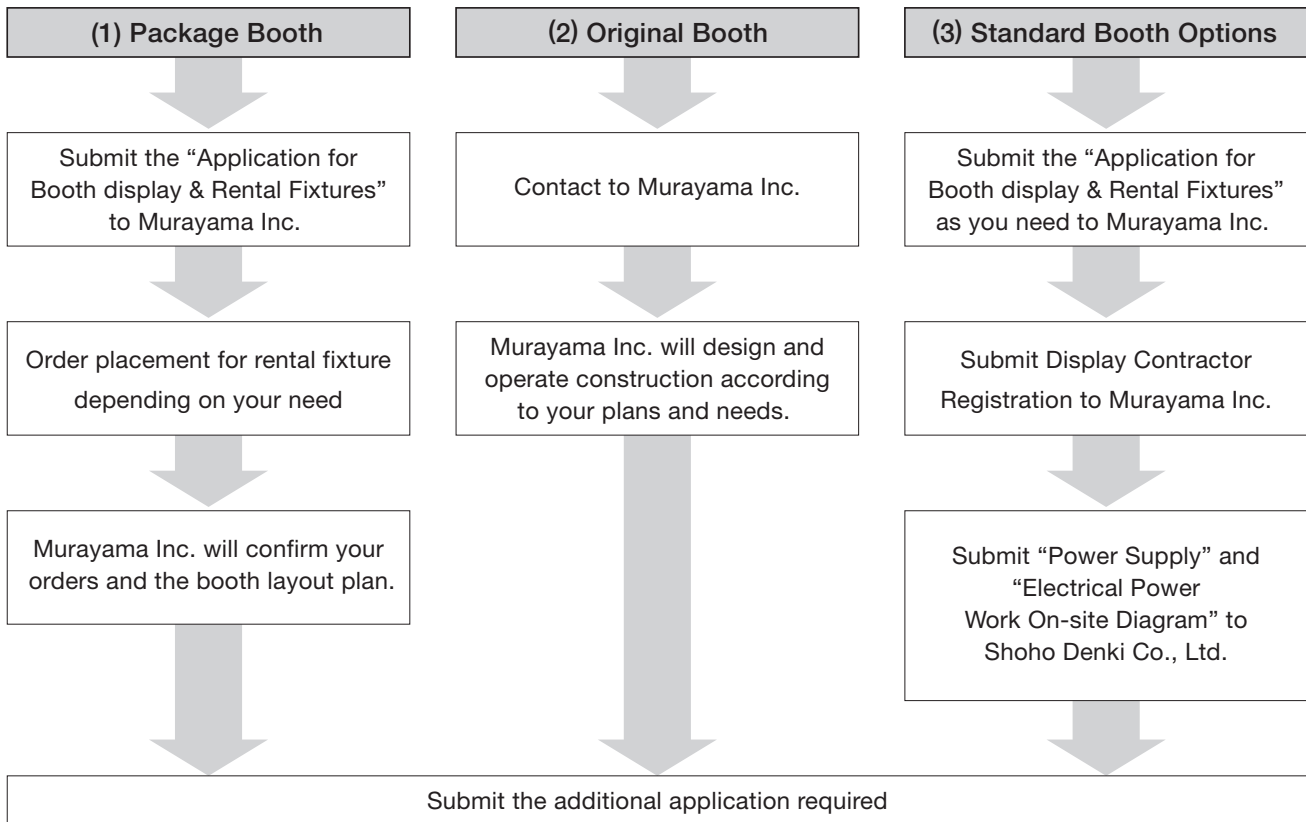
■ Load-in / Load-out Services

Exhibitors requiring loading / unloading services on the show site, such as unloading exhibits from trucks, delivering them to exhibition booths, unpacking and re-packing, removal from the exhibition booth, and loading onto trucks must fill in the “Application for Load-in / Load-out Services” and submit it to Ishikawa-Gumi, Ltd. by Friday, October 11.

Operation and forklift charges:

	Fee (Without tax)
Worker / person	¥4,950 / hour
2.5-ton forklift	¥16,500 / 30 min.
5.0-ton forklift	Estimated based on contents of loading
Crane	Estimated based on contents of loading

Package Booth Service & Rental Fixtures



■ Exhibitors who apply Package Booth

Display Contractor Registration will be submitted by Murayama Inc.

1kW of Electric power supply costs and expense per booth is included in Package Booth. Exhibitors who wish to use electricity over the range of 1kW per booth, please apply the amount of additional electricity by "Application for Power Supply".

■ About Electrical work

"92. Distribution box and circuit work" will be charged when exhibitors apply items No. 85-91.

Even when exhibitors applying Package Booth, "92. Distribution box and circuit work" will be charged depending on the amount of the applied electricity.

These fee should be paid to Murayama Inc.

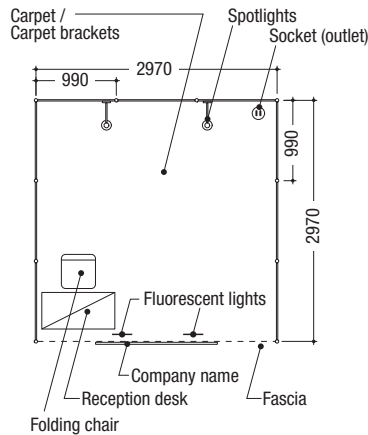
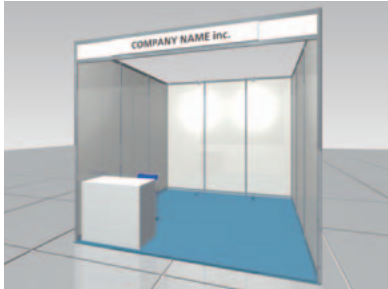
"Power supply" fee should be paid to Secretariat office.

Package Booth Service & Rental Fixtures

Three types of package booth are available as described below. Exhibitors who require package booth and / or rental fixtures must fill in the “Application for Booth Display & Rental Fixtures” and submit it to Murayama Inc. by Friday, October 11.

Basic Style

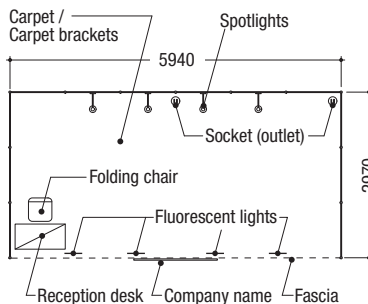
1-Booth



No.	Item	Quantity
21	Carpet	1 Booth
24	Carpet brackets	3 m
4	Fascia	3 m
37	Reception desk	1
29	Folding chair	1
-	Company name display	1
85	Spotlights	2
87	Fluorescent light	2
88	Socket (outlet) w/o earthing	1
-	Power supply & expense (100V)	1 kW
-	Distribution box and circuit work	1 crt.

(including tax) **¥88,000**

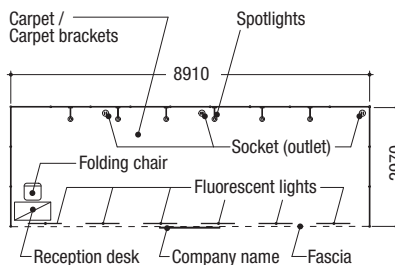
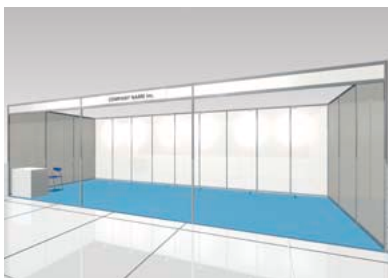
2-Booth



No.	Item	Quantity
21	Carpet	2 Booth
24	Carpet brackets	6 m
4	Fascia	6 m
37	Reception desk	1
29	Folding chair	1
-	Company name display	1
85	Spotlights	4
87	Fluorescent light	4
88	Socket (outlet) w/o earthing	2
-	Power supply & expense (100V)	2 kW
-	Distribution box and circuit work	2 crt.

(including tax) **¥132,000**

3-Booth



No.	Item	Quantity
21	Carpet	3 Booth
24	Carpet brackets	9 m
4	Fascia	9 m
37	Reception desk	1
29	Folding chair	1
-	Company name display	1
85	Spotlights	6
87	Fluorescent light	6
88	Socket (outlet) w/o earthing	3
-	Power supply & expense (100V)	3 kW
-	Distribution box and circuit work	2 crt.

(including tax) **¥198,000**

※ Order additional electricity in your needs.

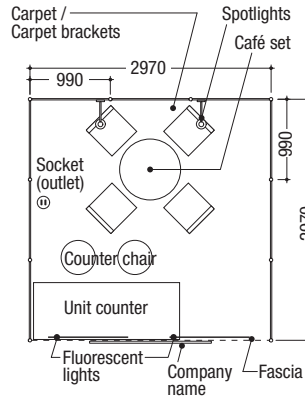
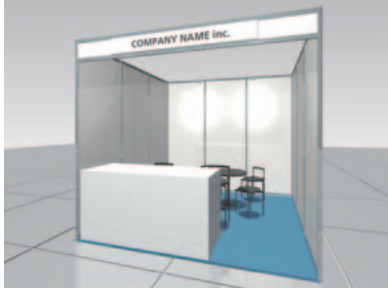
※ If the booth is located at the corner, wall panels facing the aisle will not be installed and only a fascia will be set up.

※ Company logo printing data should be provided by exhibitor.

Package Booth Service & Rental Fixtures

Meeting Style

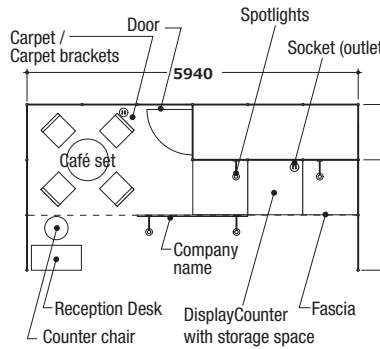
1-Booth



No.	Item	Quantity
21	Carpet	1 Booth
24	Carpet brackets	3 m
4	Fascia	3 m
-	Company name display	1
36	Unit counter W1800	1
31	Counter chair SH600	2
39	Café set	1
85	Arm spotlight	2
87	Fluorescent light	3
88	Socket (outlet) w/o earthing	1
-	Power supply & expense (100V)	1 kW
-	Distribution box and circuit work	1 crt.

(including tax) **¥121,000**

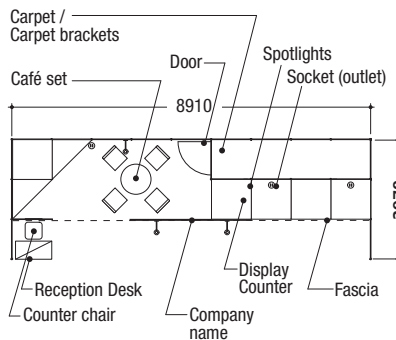
2-Booth



No.	Item	Quantity
21	Carpet	2 Booth
24	Carpet brackets	6 m
25	Wall panel	4 Panel
26	Door with lock	1
-	Recep. Counter back A1 Logo	1
-	Upper Sign with logo	1
3	Display Counter with storage space	3
22	Wall panel color	9
39	Café set	1
37	Reception Desk	1
31	Counter chair SH600	4
85	Arm spotlight	2
88	Socket (outlet) w/o earthing	
-	Power supply & expense (100V)	2 kW
-	Distribution box and circuit work	2 crt.

(including tax) **¥297,000**

3-Booth



No.	Item	Quantity
21	Carpet	3 Booth
24	Carpet brackets	9 m
25	Wall panel	5 Panel
26	Door with lock	1
-	Recep. Counter back A1 Logo	1
-	Upper Sign with logo	1
-	Triangle Display counter	2
3	Display Counter with storage space	4
9	Display Counter	1
22	Wallpanel color	14
39	Café set	1
37	Reception desk	1
44	Counter chair SH600	1
85	Arm spotlight	6
88	Socket (outlet) w/o earthing	3
-	Power supply & expense (100V)	3 kW
-	Distribution box and circuit work	2 crt.

(including tax) **¥528,000**

※ Order additional electricity in your needs.

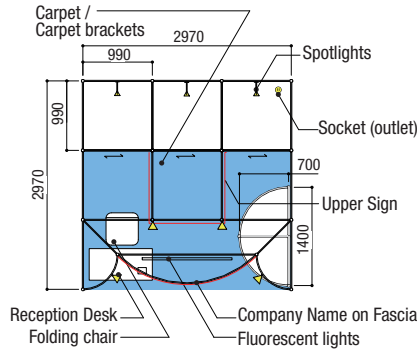
※ If the booth is located at the corner, wall panels facing the aisle will not be installed and only a fascia will be set up.

※ Company logo printing data should be provided by exhibitor.

Package Booth Service & Rental Fixtures

■ Premium Style

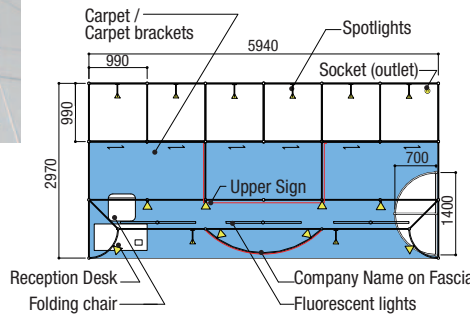
1-Booth



No.	Item	Quantity
3	Display Counter with storage space	3
21	Carpet	1
22	Wall panelcolor	11
24	Carpet brackets	3
-	Display counter	1
-	Upper Sign with logo	4
-	Company Name on Fascia (logo)	1
37	Reception Desk	1
29	Folding chair	1
75	Business card holder	1
85	Arm spotlight	3
86	Spotlight	4
87	Fluorescent light	1
88	Socket (outlet) w/o earthing	1
-	Power supply & expense (100V)	1 kW
-	Distribution box and circuit work	1 crt.

(including tax) **¥231,000**

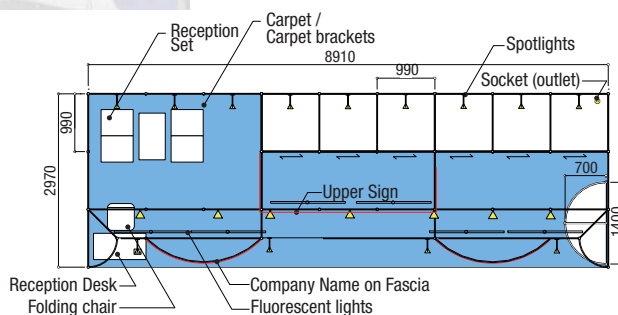
2-Booth



No.	Item	Quantity
3	Display Counter with storage space	6
21	Carpet	2
22	Wall panelcolor	15
24	Carpet brackets	6
-	Display counter	1
-	Upper Sign with logo	4
-	Company Name on Fascia (logo)	1
37	Reception Desk	1
29	Folding chair	1
75	Business card holder	1
85	Arm spotlight	8
86	Spotlight	8
87	Fluorescent light	3
88	Socket (outlet) w/o earthing	1
-	Power supply & expense (100V)	2 kW
-	Distribution box and circuit work	2 crt.

(including tax) **¥462,000**

3-Booth



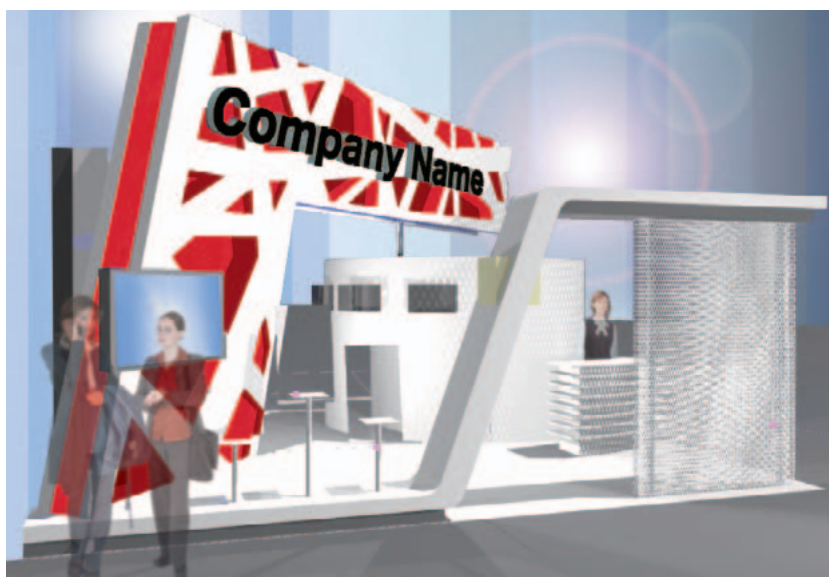
No.	Item	Quantity
3	Display Counter with storage space	6
21	Carpet	3
22	Wall panelcolor	19
24	Carpet brackets	9
-	Display counter	1
-	Upper Sign with logo	4
-	Company Name on Fascia (logo)	2
37	Reception Desk	1
29	Folding chair	1
38	Reception set	1
75	Business card holder	1
85	Arm spotlight	13
86	spotlight	7
87	Fluorescent light	6
88	Socket (outlet) w/o earthing	1
-	Power supply & expense (100V)	3 kW
-	Distribution box and circuit work	2 crt.

(including tax) **¥693,000**

Package Booth Service & Rental Fixtures

■ Original Booth

Original booth designs are assembled on each exhibitor's selection of standard and specially arranged parts. These sketches are design samples provided for reference purposes. Different designs are also available in the same budget range. For more details on booth design and order placement, please contact Murayama Inc.



Package Booth Service & Rental Fixtures

Rental Fixtures

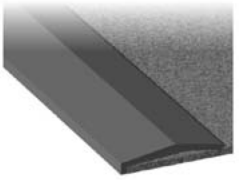
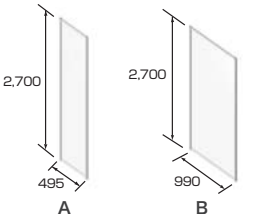

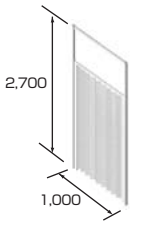
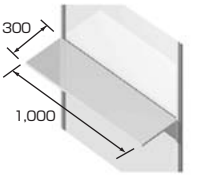

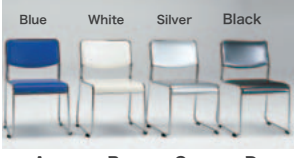
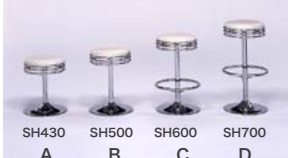






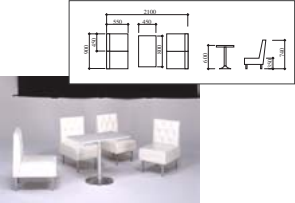
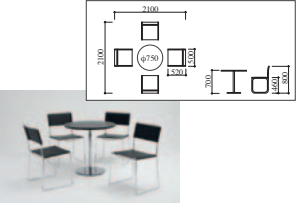
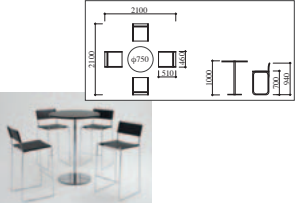
Package booths may be installed with additional components according to each exhibitor's selection of items from the following list of Rental Fixtures / Furniture. (Prices include consumption tax.)

<p>1 Display counter (with storage space)</p> <p>¥22,000</p>	<p>2 Display counter (with storage space)</p> <p>¥24,200</p>	<p>3 Display counter (with storage space)</p> <p>¥27,500</p>	<p>4 Fascia</p> <p>1m ¥4,400</p>
<p>5 Display counter</p> <p>¥16,500</p>	<p>6 Display counter</p> <p>¥14,300</p>	<p>7 Display counter</p> <p>¥18,700</p>	<p>8 Display counter</p> <p>¥16,500</p>
<p>9 Display counter</p> <p>¥22,000</p>	<p>10 Display counter</p> <p>¥22,000</p>	<p>11 Display counter</p> <p>¥9,900</p>	<p>12 Display counter</p> <p>¥16,500</p>
<p>13 Display counter</p> <p>¥14,300</p>	<p>14 Display counter</p> <p>¥27,500</p>	<p>15 Display counter</p> <p>¥25,300</p>	<p>16 Display counter</p> <p>¥36,300</p>
<p>17 Display counter</p> <p>¥30,600</p>	<p>18 Display counter</p> <p>¥38,500</p>	<p>19 Display counter</p> <p>¥36,500</p>	<p>20 Display counter</p> <p>¥38,500</p>

*Tax included in the prices

Package Booth Service & Rental Fixtures



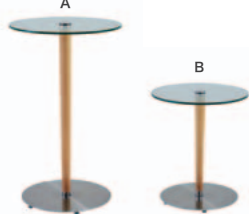




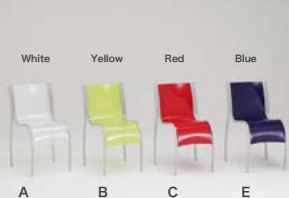

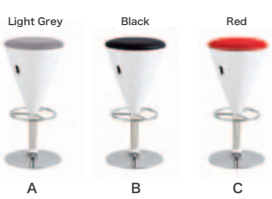





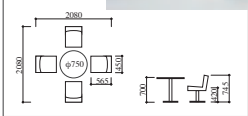

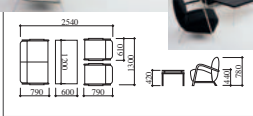
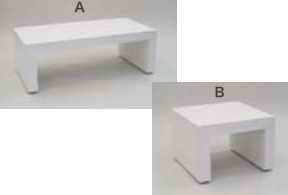
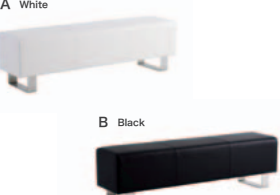
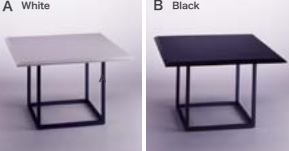

Rental Fixtures

<p>21 Floor carpet</p> <p>For samples of the floor carpet and wall color, refer to the manual, Section 05-2-1.12.</p> <p style="text-align: right;">¥19,800 / booth</p>	<p>22 Wall panel color</p> <p>For samples of the floor carpet and wall color, refer to the manual, Section 05-2-1.12.</p> <p style="text-align: right;">¥2,200 / m²</p>	<p>23 Wall Graphic Printing</p> <p>Data should be provided by exhibitor. Please read the instructions below and send the data to MURAYAMA Inc. (interbee@murayama.co.jp)</p> <p>1) Adobe illustrator CS6 or older version will work. 2) All the text in the data should be "outlined object". 3) Color Mode: CMYK 4) PDF data for confirmation should be submitted as well. 5) Require extra length more than 20mm from added Trim Mark to avoid cutting problem. (this area should have no letters or message) 6) Visible dimension for 1 wall will be W950 x H2580mm</p> <p>¥29,160 / per 1 wall W990xH2700 Single face ¥11,000 / m²</p>	<p>24 Brackets for carpeting</p>  <p style="text-align: right;">¥660 / m</p>
<p>25 Wall panel</p>  <p>A : W495×H2700 ¥6,600 B : W990×H2700 ¥11,000</p>	<p>26 Door with lock</p>  <p style="text-align: right;">¥30,800</p>	<p>27 Accordion door</p>  <p style="text-align: right;">¥25,300</p>	<p>28 Shelf</p>  <p style="text-align: right;">¥5,500</p>
<p>29 Folding chair</p>  <p>W420×D420×H780(SH430) ¥660</p>	<p>30 Stacking chair</p>  <p>A B C D</p> <p>W460×D520×H880(SH430) ¥2,640/each</p>	<p>31 Counter chairs</p>  <p>A B C D</p> <p>φ330×SH430/500/600/700 ¥3,080/each</p>	<p>32 Rectangle Table</p>  <p>A : W1800×D600×H730 B : W1500×D600×H730 C : W1200×D600×H730 ¥3,850/each</p>
<p>33 Round Table</p>  <p>A : φ600×H600 ¥4,400 B : φ900×H600 ¥4,400 C : φ750×H700 ¥6,600</p>	<p>34 Square Table</p>  <p>A : W600×D600×H600 B : W450×D450×H600 C : W800×D450×H600 ¥2,200/each</p>	<p>35 Oval Table</p>  <p>W1200×D450×H1050 ¥11,000</p>	<p>36 Unit counter</p>  <p>A : W1500×D600×H800 ¥14,300 B : W1200×D600×H800 ¥13,200</p>
<p>37 Reception desk</p>  <p>W900×D450×H800 ¥8,800</p>	<p>38 Reception set</p>  <p style="text-align: right;">¥11,000</p>	<p>39 Café Set</p>  <p style="text-align: right;">¥11,000</p>	<p>40 High Counter Set</p>  <p style="text-align: right;">¥11,000</p>

*Tax included in the prices

Package Booth Service & Rental Fixtures

Rental Fixtures

<p>41 Meeting Table</p>  <p>W1200×D750×H700 ¥11,000</p>	<p>42 Lounge Chair</p>  <p>W450×D510×H685(SH435) ¥5,280</p>	<p>43 Counter Table</p>  <p>A : φ600×H1000 ¥16,500 B : φ600×H700 ¥13,200</p>	<p>44 Counter Chair</p>  <p>A White B Black</p> <p>φ450×H690~830 (SH590~730) ¥11,000/each</p>
<p>45 Easel</p>  <p>W600×D550×H1150 ¥4,400</p>	<p>46 Sign stand</p>  <p>W500×D430×H920 1440 ¥5,280</p>	<p>47 Inner lighting Panel Frame</p>  <p>A1 Size ¥22,000 A2 Size ¥17,600 A3 Size ¥13,200</p> <p><small>*Sign Stands would be additional. Please contact Murayama Inc. if needed. *Panel should be made by exhibitor.</small></p>	<p>48 Café Chair</p>  <p>White Yellow Red Blue</p> <p>A B C E</p> <p>W455×D585×H795(SH470) ¥7,480/each</p>
<p>49 Director Chair</p>  <p>Red Beige White Blue Green Black</p> <p>A B C E F G</p> <p>W600×D460×H810(SH420) ¥2,200/each</p>	<p>50 Counter Chair</p>  <p>Light Grey Black Red</p> <p>A B C</p> <p>φ390×H650~860 ¥8,800/each</p>	<p>51 Café Chair</p>  <p>Red Green Navy Blue Beige</p> <p>A B C E</p> <p>W470×D500×H770(SH450) ¥3,080/each</p>	<p>52 Café Stool</p>  <p>Silver Blue Yellow</p> <p>A B C</p> <p>Red Black Wood</p> <p>E F G</p> <p>W410×D410(SH440) ¥3,080/each</p>
<p>53 Color Table</p>  <p>White Black Red</p> <p>A B C</p> <p>W800×D800×H720 ¥6,600/each</p>	<p>54 Fabric Partition</p>  <p>Green White Grey Red</p> <p>A B C E</p> <p>W1500×φ435×H1720 ¥8,800/each</p>	<p>55 Lobby Set</p>   <p>¥61,600</p>	<p>56 Lobby Set</p>  <p>A White B Black</p>  <p>¥105,600</p>
<p>57 Lobby Table</p>  <p>A B</p> <p>A : W1200×D600×H430 ¥17,600 B : W600×D600×H430 ¥10,560</p>	<p>58 Lobby Bench</p>  <p>A White B Black</p> <p>W1500×D380×H440 ¥13,200/each</p>	<p>59 Lounge Table</p>  <p>A White B Black</p> <p>W750×D750×H450 ¥8,800/each</p>	<p>60 Lobby Chair</p>  <p>W1500×D700×H650(SH380) ¥44,000</p>

*Tax included in the prices

Package Booth Service & Rental Fixtures

Rental Fixtures

<p>61 System Counter</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>A</p> </div> <div style="text-align: center;">  <p>C</p> </div> <div style="text-align: center;">  <p>F</p> </div> </div> <p>W600×D600×H1020 ¥13,200/each</p>		<p>62 Inner Light Counter</p> <div style="text-align: center;">  </div> <p>W600×D600×H970 ¥30,800</p>
<p>63 System Counter</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>A</p> </div> <div style="text-align: center;">  <p>C</p> </div> <div style="text-align: center;">  <p>F</p> </div> </div> <p>W1200×D600×H1020 ¥26,400/each</p>		<p>64 Inner Light Counter</p> <div style="text-align: center;">  </div> <p>W1200×D600×H970 ¥55,000</p>
<p>65 Display Stand (w/inner lighting)</p> <div style="display: flex;"> <div style="flex: 1;">  </div> <div style="flex: 1;">  </div> </div> <p>W1355×D467×H921 ¥55,440</p>	<p>66 Display Unit</p> <div style="display: flex;"> <div style="flex: 1;">  </div> <div style="flex: 1;">  </div> </div> <p>W1800×D465×H920 ¥66,000</p>	
<p>67 Unit Display Stand</p> <div style="display: flex;"> <div style="flex: 1;">  </div> <div style="flex: 1;">  </div> </div> <p>W1207×D319×H1503 ¥44,000</p>	<p>68 Unit Display Stand</p> <div style="display: flex;"> <div style="flex: 1;">  </div> <div style="flex: 1;">  </div> </div> <p>W1207×D319×H615 ¥19,600</p>	<p>69 BOX Unit (4 columns and 4 rows)</p> <div style="display: flex;"> <div style="flex: 1;">  </div> <div style="flex: 1;"> <p>Free to change panel colors and open/close position of each square surface.</p>  </div> </div> <p>W1799×D467×H1809 ¥63,360</p>
<p>70 Display Stand (3 rows)</p> <div style="text-align: center;">  </div> <p>W1090×D400×H1180 ¥13,200</p>	<p>71 Display Stand</p> <div style="text-align: center;">  </div> <p>A : W600×D600×H600 ¥3,080 B : W750×D750×H750 ¥4,400 C : W900×D900×H600 ¥5,720</p>	<p>72 Island counter</p> <div style="text-align: center;">  </div> <p>External size: W1500×D600×H920 Internal size: W1450×D530×H290 with light & lock ¥26,400</p>

*Tax included in the prices

Package Booth Service & Rental Fixtures

Rental Fixtures

<p>73 Catalogue stand</p>  <p>W900×D450×H800 ¥1,760</p>	<p>74 Catalogue stand</p>  <p>W250×D390×H1295 ¥5,280</p>	<p>75 Business card holder</p>  <p>W200×H150 ¥1,760</p>	<p>76 White cloth</p>  <p>W2200×D1000 ¥1,320</p>												
<p>77 Catalogue Stand</p>  <p>A : W319×D319×H1217 ¥9,900 B : W900×D300×H1800 ¥13,200</p>	<p>78 Business Card Holder(w/sign)</p>  <p>W200×D135×H95 ¥4,400</p>	<p>79 Rack</p>  <p>W900×D450×H1800 ¥6,600</p>	<p>80 Panel partition</p>  <p>W900×D440×H1300 ¥6,600</p>												
<p>81 Fire extinguisher</p>  <p>¥4,400</p>	<p>82 Coffee maker</p>  <p>W190×D300×H440 ¥15,400</p>	<p>83 Water server</p>  <p>W340×D360×H610 ¥13,200</p>	<p>84 Refrigerator</p>  <p>A : W405-475×D430-520×H790-840 ¥13,200 B : W525-545×D580-630×H1360-1445 ¥22,000</p>												
<p>85 Arm spotlight</p>  <p>100W reflecting bulb ¥3,850</p>	<p>86 Spotlight</p>  <p>100W beam-type bulb ¥3,850</p>	<p>87 Fluorescent light</p>  <p>40W ¥3,850</p>	<p>88 Power socket 100V(E)</p>  <p>2-way outlet w/o earthing ¥3,300 2-way outlet w/ earthing ¥3,850</p>												
<p>89 Halogen spotlight</p>  <p>Halogen bulb 300W ¥7,700</p>	<p>90 LED Arm spotlight</p>  <p>LED White (12W) ¥6,050</p>	<p>91 LED spotlight</p>  <p>LED White (12W) ¥6,050</p>	<p>92 Distribution box and circuit work</p> <table border="1" data-bbox="1153 1825 1434 1977"> <thead> <tr> <th>Circuit</th> <th>Capacity</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>1 Circuit</td> <td>1500W</td> <td>¥6,050</td> </tr> <tr> <td>2 Circuit</td> <td>1501W 3000W</td> <td>¥12,100</td> </tr> <tr> <td>3 Circuit</td> <td>3001W 4500W</td> <td>¥18,150</td> </tr> </tbody> </table> <p>¥6,050 per circuit will be charged for over 4500W. *This will be charged when exhibitors apply items No. 85-91. *Even when exhibitors applying Package Booth, this will be charged depending on the amount of the applied electricity.</p>	Circuit	Capacity	Price	1 Circuit	1500W	¥6,050	2 Circuit	1501W 3000W	¥12,100	3 Circuit	3001W 4500W	¥18,150
Circuit	Capacity	Price													
1 Circuit	1500W	¥6,050													
2 Circuit	1501W 3000W	¥12,100													
3 Circuit	3001W 4500W	¥18,150													

Package Booth Service & Rental Fixtures

Audio-Visual Equipment

<p>93 32" LCD Flat Screen Display</p>  <ul style="list-style-type: none"> ●External dimensions: With stand W753xH507xD219 mm Without stand 753xH470xD60 mm ●Required Electricity: AC100V 50/60 Hz ●79W ●Input: HDMI plug x 4 D-sub plug x 1 (Audio input by stereo mini plug) RCA plug x 1 <p>1 Unit + Install + Dismantle ¥56,100 Rental Only Unit Price ¥33,700 (without install and dismantle work) *cable not included</p>	<p>94 [4K] 40" LCD Flat Screen Display</p>  <ul style="list-style-type: none"> ●External dimensions: With stand W901xH558xD271 mm Without stand W901xH523xD82 mm ●Required Electricity: AC100V 50/60 Hz ●106W ●Input: HDMI plug x 4 D-sub plug x 1 (Audio input by stereo mini plug) RCA plug x 1 <p>1 Unit + Install + Dismantle ¥85,800 Rental Only Unit Price ¥58,300 (without install and dismantle work) *cable not included</p>
<p>95 42" LCD Flat Screen Display</p>  <ul style="list-style-type: none"> ●External dimensions: With stand W961xH642xD257 mm Without stand W961xH605xD89 mm ●Required Electricity: AC100V 50/60 Hz ●108W ●Input: HDMI plug x 3 D-sub plug x 1 (Audio input by stereo mini plug) RCA plug x 1 <p>1 Unit + Install + Dismantle ¥77,000 Rental Only Unit Price ¥49,170 (without install and dismantle work) *cable not included</p>	<p>96 [4K] 55" LCD Flat Screen Display</p>  <ul style="list-style-type: none"> ●External dimensions: With stand W1232xH772xD252 mm Without stand W1232xH717xD57 mm ●Required Electricity: AC100V 50/60 Hz ●172W ●Input: HDMI plug x 4 RCA plug x 1 <p>1 Unit + Install + Dismantle ¥104,500 Rental Only Unit Price ¥77,000 (without install and dismantle work) *cable not included</p>
<p>97 [4K] 60" LCD Flat Screen Display</p>  <ul style="list-style-type: none"> ●External dimensions: With stand W1351xH832xD323 mm Without stand W1351xH788xD69 mm ●Required Electricity: AC100V 50/60 Hz ●252W ●Input: HDMI plug x 4 D-sub plug x 1 (Audio input by stereo mini plug) RCA plug x 1 <p>1 Unit + Install + Dismantle ¥110,000 Rental Only Unit Price ¥82,500 (without install and dismantle work) *cable not included</p>	<p>98 LCD stand</p>  <ul style="list-style-type: none"> ●External dimensions: W942 x H1513 – 2072 mm X D816 mm *Please contact Murayama Inc. if you plan to use a bringing display. <p>1 Unit + Install + Dismantle ¥37,950</p>
<p>99 LCD Wall mount bracket</p>  <ul style="list-style-type: none"> ●External dimensions: W746 x H292 x D92 mm *Wall mount may be unable depending on the position. *Please contact Murayama Inc. if you are planning to use a bringing display. <p>1 Unit + Install + Dismantle ¥36,300</p>	<p>100 Blu-ray Player</p>  <ul style="list-style-type: none"> ●External dimensions: W430 x H43 x D207.2 mm ●Required Electricity: AC100V 50/60 Hz ●18W <p>1 Unit + Install + Dismantle ¥8,800 Rental Only Unit Price ¥7,590 *Cable included</p>
<p>101 PAセット</p>  <ul style="list-style-type: none"> Wireless microphone, Compact amp., Speaker (x2) ●Required Electricity: AC100V 50/60 Hz 100W <p>1 Unit + Install + Dismantle ¥36,437</p>	<p>-----Instructions for Rental Only Unit</p> <p>Murayama Inc. will deliver and collect LCD packed box to exhibitors booth. Install must be done by exhibitor. (Screwdriver and wrench would not be rented.)</p> <p>*Packaging box would be kept by Murayama Inc. during exhibition. *Staff will bring the packing box to your booth from November 12, 9:00. *Staff will pick up the packing box to your booth until November 16, 20:00.</p> <p>*Tax included in the prices</p>

The LCD Flat Screen Display can be prepared up to 85"



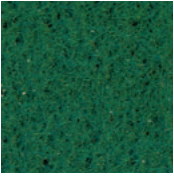
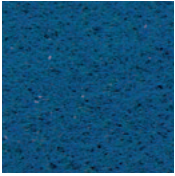
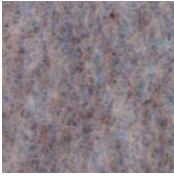
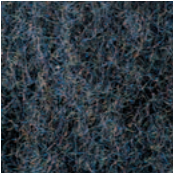
Package Booth Service & Rental Fixtures

■ Color samples







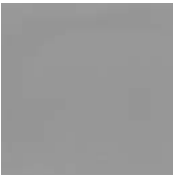
Carpet colors

※For those exhibitors who have applied for the package plan, the carpet will be included for FREE.

※For exhibitors who have applied for standard booth only, the carpet will be chargeable.

Red(731) 	Orange(702) 	Green(705) 
Blue(712) 	Gray(720) 	Black(606) 

Wall colors (Chargeable)

1.Yellow (KS118) 	2.Red (KS113) 	3.Green (KS126) 	4.Skyblue (KS132) 
5.Blue (KS137) 	6.Navy (KS144) 	7.Gray (KS103) 	8.Black (KS106) 

Exhibitors who require PC rental service, are requested to submit the “Application for PC Rental” to Kissei Comtec by Friday, October 25. Due to a rush of applications for PC rentals immediately before the exhibition, we may not be able to meet all requests. Please submit your application as early as possible.

Dates:

Delivery: 10:00 – on Tuesday, November 12.

Pick-up: 17:00 – 19:00 on Friday, November 15.

Separate fee estimates will be provided for exhibitors requiring a rental PC(s) delivery at a time other than that specified above.(Contact Kissei Comtec for further details.)

Rental Fees

Packing / unpacking fees and on-site work fees are not included in the list.

The list shows only part of the stock available. Exhibitors should contact Kissei Comtec directly to enquire about items not on the list, such as other PCs, expansion cards, peripherals and networking equipment. The price list below includes consumption tax. Prices in the list below are set especially for this exhibition. (Delivery / pickup on-site fees included)

Packing / unpacking fees and on-site work fees are not included.

Inter BEE 2018 Rental Price List

① Package Plan PC rental with popular software installation and Windows Update) (Price:Yen)

No.	Presentation Plan	Price	OS	
1	HP ProBook 450 G3 (English)	¥13,750	Windows10 64bit	We supply MS Office2019 installed computer which is including Word, Excel and Power Point. It is not including ACCESS) The installed version of MS Office is 2019. If you require following version of MS Office (2013, 2016) Please ask us.
2	HP ProDesk 600 G2 SF (English) ※1	¥13,750	Windows10 64bit	

No.	Internet connection Plan	Price	OS	
3	HP ProBook 450 G3 (English)	¥14,300	Windows10 64bit	Antivirus software and the latest version of the Windows update software are installed for the security countermeasure.
4	HP ProDesk 600 G2 SF (English) ※1	¥14,300	Windows10 64bit	

No.	All in One Plan	Price	OS	
5	HP ProBook 450 G3 (English)	¥18,700	Windows10 64bit	Microsoft Office 2019 Standard Edition, Antivirus software and the latest version of the Windows update software are installed. If you require following version of MS Office (2013, 2016) Please ask us.
6	HP ProDesk 600 G2 SF (English) ※1	¥18,700	Windows10 64bit	

※1 Display is not included.

② Laptop PC (Price:Yen)

No.	Items	Price	RAM	CPU	Graphic/VRAM/output-terminal	Drive	OS
7	HP ProBook 450 G3 (English) (1366×768)	¥10,450	8GB	Corei5 3.2G	Intel HD / VGA HDMI	DVDSuperMult	Win10 64bit or Win7-Pro 32bit/64bit
8	TOSHIBA DynaBook PR751 (English)(1600×900)	¥10,450	4GB	Corei5 2.5G	VGA DisplayPort	DVDSuperMult	Win7 64bit or Win7 32bit
9	Expansion Memory 2048MB	¥550	The theft of laptop PCs has been on the increase at the exhibition. We recommend you use security cables or keep PCs in a cabinet which can be locked every day after the exhibition.				
10	Expansion Memory 4096MB	¥770					
11	Security cable	¥3,300					

③ Desktop PC (Price:Yen)

No.	Items	Price	RAM	CPU	Graphic/VRAM/output-terminal	Drive	OS
12	HP EliteDesk 800G1 SF/CT (English)	¥12,100	16GB	Corei7 3.4G	onboard graphics / VGA DisplayPort×2	DVDSuperMulti	Win8.1u-Pro 64bit or Win7-Pro 32bit/64bit
13	HP ProDesk 600G2 SF (English)	¥9,900	8GB	Corei7-860 2.8G	onboard graphics / VGA DisplayPort×2	DVDSuperMulti	Win10 64bi or Win7-Pro 32bit/64bit

④ LCD Monitor

(Price:Yen)

No.	Items	Price	Reference
14	24" TFT widescreen LCD display iiyama ProLite E2483HS-B1 others	¥8,030	FHD 24"(1920×1080)
15	21.5" TFT widescreen LCD display iiyama ProLite E2282HS-GB1 others	¥7,370	FHD 21.5"(1920×1080)
16	19" TFT NEC Mitsubishi 194LM and others	¥5,720	SXGA 19"(1280×1024)
17	17" TFT SHARP Samsung 740N PLUS others	¥5,060	SXGA 17"(1280×1024)
18	Wall mount bracket For 15" 24" VESA standard	¥1,430	Monitor perestal removal fee is 2,000yen

⑤ Touch screen

(Price:Yen)

No.	Items	Price	Reference
19	Eizo Multitouch 23" FlexScan T2381W_B	¥13,310	FHD 23.0"(1920×1080) Windows 8 · 7 support

Delivery fee is included to the prices. Fee of packing, setting-up, and tax are not included to the prices.

Please keep the accessories during the exhibition.

We also provide booth network wiring, configuration, installation, dismantling, etc.. Please contact us if you want.

We have more lineups, feel free to ask us.

Internet Connection

Exhibitors who require Internet connection service, are required to submit the “Application for Internet Connection” to Makuhari Messe by Friday, October 11.

■ High Speed Type / Giga Line Type

Type		Fee (including consumption tax)	Remark
Combination	Type A (Maximum speed 200Mbps)	¥88,000	(dynamic IP) Including line, provider and router (HUB is not included)
	Type B (Maximum speed 1Gbps)	¥110,000	
Only lines	Type A (Maximum speed 200Mbps)	¥77,000	Provider, router and HUB is not included
	Type B (Maximum speed 1Gbps)	¥99,000	
Provider	dynamic IP	¥5,500	
	static IP-1	¥33,000	
	static IP-8	¥55,000	
Router		¥5,500	

※ This service (FLET’S Hikari Next) line is one that offers speed of up to 200Mbps and 1Gbps respectively. However, there is no guarantee of the actual communication speed or quality. The on-site communication speed may vary depending on the usage situation. Please consult with the Makuhari Messe Communication Line Officer about other NTT line services that are not described here.

■ Business Line Type

Type	Fee (including consumption tax)	Remark
Only lines	¥154,000	Provider, router and HUB is not included
dynamic IP	¥44,000	
static IP-1	¥88,000	
static IP-8	¥110,000	
Router	¥5,500	

※ This service (FLET’S Hikari Next Business) is one which offers speeds of up to 1Gbps. However, there is no guarantee of the actual communication speed or quality. The on-site communication speed may vary depending on the usage situation.

■ Notes

- (1) The above prices are the usage rates for one session (within a month)
- (2) Please make sure to attach a booth plan view that shows your line installation location when you submit your application.
- (3) The Management Office makes no guarantees regarding unrelated line or provider problems.
- (4) Provider for type of “Combination” is dynamic IP. If you require “static IP”, please apply for “Line only”, “Static IP” and Router.
- (5) Exhibitors must prepare equipment such as LAN cables and LAN adapters to connect broadband routers to PCs

Temporary Telephone Line Service

Exhibitors who require temporary telephone or fax line, are required to submit the “Application for Telephone Line” to Murayama Inc by September 20.

■ Usage Period

Line type	Usage period
Analog	9:00 on Nov. 12 to 17:00 on Nov. 15
ISDN64	9:00 on Nov. 12 to 17:00 on Nov. 15

■ Fees (including both basic and telephone call charge) Per Line

Line type	Fee
Analog	¥33,000 (tax included)
ISDN64	¥44,000 (tax included)

Notes:

* Exhibitors applying for an ISDN64 line may have a second telephone number upon request, for an additional fee of ¥11,000 (tax included).

■ Telephone

Exhibitors applying for analog lines will receive an NTT telephone for in-booth usage free of charge. If a telephone is not required, the module terminal can be used as an outlet.

■ Fax Machine

Fax machine rentals (thermal paper output) will be available.

■ International Calls

Exhibitors using analog lines may make international calls through their preferred international carrier. In the case of ISDN64 lines, international calls and / or faxes can be made only if exhibitors pre-register each individual line with their preferred international carrier. Said application procedures must be completed by the exhibitor.

■ Others

Telephone lines come up from the floor pit, and once installed relocation of telephone line is quite difficult because the displays and / or carpet cannot be moved. Therefore, please precisely clarify the telephone installation position in a “Temporary Telephone Position Diagram”. Telephones will be installed by Nippon Telegraph & Telephone East Corp. (NTT East). Persons other than NTT East personnel are forbidden to relocate a telephone without permission, to disconnect a line, or to conceal a telephone within the hall. Any expenses originating from rule violations by an exhibitor shall be borne by the exhibitor.

Antenna Installation

In case the exhibitor wants to receive TV signals for demonstration purposes, please submit the “Application for Antenna Installation” to Makuhari Messe by Friday, October 11.

■ Category of Signals

Digital Terrestrial Broadcasting	Tokyo Wave of 7 channels, Chiba Television
Satellite Broadcasting	BS-IF, 110°CS-IF, 4K broadcast, 8K broadcast
Note	If an exhibitor needs special signals which are not described on the “Antenna Installation Application” Form, such as Broadcast- satellite transmission wave, please indicate the requirements in the blank space on the application form. The appointed antenna installation company will contact the exhibitor later.

■ Delivery of Signal

A coaxial cable with RF-typed connector will be provided at the designated place in the exhibition booth.

■ Installation

The installation construction is scheduled to start on Sunday, November 10 and to be completed in the morning of Tuesday, November 12. Since there is a possibility that the above installation completion schedule will be delayed because of booth construction, please discuss with Information Machine Room in Makuhari Messe, Inc. which is the appointed installation company. Dismantling will start at 17:00, Friday, November 15.

■ Installation Fee

For distribution, amplification, etc. of signals other than the basic signals and signals between booths, a separate fee will be charged and installation costs will be billed to you by Makuhari Messe. The payment deadline is one month from the issuance of the bill.

Signal Category	Fee(Number of Lines)
Digital Terrestrial Broadcasting	¥77,000
BS-IF	¥165,000
CS-IF	

For signals other than the signals in the application form, bringing in antennas, etc., there will also be a separate fee, please contact Information Machine Room in Makuhari Messe, Ltd. for further details.

■ Contact

Inquiries:
 Makuhari Messe Information Machines Room
 Contact: Shishikura, Uchida 2-1 Nakase, Mihama-ku, Chiba-ken, 261-0023 JAPAN
 Tel: +81-43-296-0536 Fax: +81-43-296-0012

Cabling between booths

We can provide cables between booths in the exhibition venue. If you require cabling between booths, please complete the necessary items in the “Cabling between Booths Application Form” and send the form to the Communication Line manager at Makuhari Messe. Inc. by 11th October, 2019.

Someone will contact you after receiving the application form.

■ Installation

Cabling work will start from 10th November, 2019.

■ Cabling costs

Costs depend on the distance between booths and the types of cable, so please inquire first.

The invoice issuer and payee differs depending on the cable type.

■ Contact

Inquiries:

Makuhari Messe. Inc. Communication Line Managers: Otsuka / Ojima

2-1, Nakase, Mihama-ku, Chiba City, 261-8550 Japan

Tel: +81-43-296-0493 Fax: +81-43-296-0492

Hotel Reservations

Hotel Accommodation

KNT, the official travel agent for the show, has reserved a sufficient number of rooms at hotels (at special rates) near the exhibition site during November 11 – 15.

Requests received are subject to the availability and at the discretion of the hotel. Reservation is made on a first-come, first-served basis.

Hotel Reservation

No	Area (Access to venue)	Name of Hotel (Check in/out)	Address/Tel	Room Type	Price Room Charge	Price With breakfast
①	Makuhari (2 min. walk to the venue)	APA HOTEL & RESORT TOKYO BAY MAKUHARI (14:00/11:00)	2-3, Hibino, Mihama-ku, Chiba 261-8525 TEL:81-43-296-1111 FAX:81-43-296-0977	Single Room	¥12,500	¥14,500
				Twin Room	¥8,900	¥10,900
②	Makuhari (2 min. walk to the venue)	HOTEL NEW OTANI MAKUHARI (14:00/12:00)	2-2, Hibino, Mihama-ku, Chiba 261-0021 TEL:81-43-297-7777 FAX:81-43-297-7788	Single Room	¥18,870	¥19,950
				Twin Room	¥12,390	¥13,470
③	Makuhari (5 min. walk to the venue)	HOTEL FRANCS (14:00/11:00)	2-10-2 Hibino, Mihama-ku, Chiba 261-0021 TEL:81-43-296-2111 FAX:81-43-296-2120	Single Room	¥11,850	¥12,950
				Twin Room	¥9,700	¥10,800
④	Makuhari (5 min. walk to the venue)	HOTEL GREEN TOWER MAKUHARI (14:00/11:00)	2-10-3, Hibino, Mihama-ku, Chiba 261-0021 TEL:81-43-296-1122 FAX:81-43-296-1125	Single Room	¥11,850	¥13,500
				Twin Room	¥11,310	¥12,960
⑤	Makuhari (8 min. walk to the venue)	HOTEL SPRINGS MAKUHARI (14:00/11:00)	1-11, Hibino, Mihama-ku Chiba 261-0021 TEL:81-43-296-3111 FAX:81-43-296-3795	Single Room	¥12,250	¥13,900
				Twin Room	-	-
⑥	Makuhari (5 min. walk to the venue)	HOTEL THE MANHATTAN (15:00/12:00)	2-10-1 Hibino, Mihama-ku, Chiba 261-0021 TEL:81-43-275-1111 FAX:81-43-275-1197	Single Room	¥18,900	¥20,000
				Twin Room	-	-

Book a hotel ➔ <http://www.knt.co.jp/ec/2019/interbee/en/>

Notes:

- All rates include room charge, service charge and taxes.
- Twin Room rate charges are quoted per night and per room.
- In case the hotels listed above are fully booked, KNT will suggest you another hotel of the same class.
- Hotels close to MakuhariMesse tend to be full before the deadline. Early reservation is recommended.
- "KaihinMakuhari" is the nearest station to MakuhariMesse.
- Not all transportation access are noted here. Please check the website of the hotel or contact KNT for further information.
- Hotels with *mark have direct access to & from Narita/Haneda Airport by Limousine Bus. .

For further information >>><http://www.limousinebus.co.jp/en/>

Changes & Cancellation

1. If there are any changes (including name, room type, schedule, etc.), kindly provide written notification to KNT.

2. In case of cancellation, a written notification should be sent to KNT.

The following cancellation fees apply:

*The date and time of the change and cancellation are based on the working hours (Mon-Fri 10:00-17:00 Japan time) except national holiday and Newyearsholiday, after the working hours, cancellation will be made nextday, which may in Cur cancellation fee.

No. of days prior to booking	Cancellation Fee
8-20 days before	20% of daily full charge
2-7 days before	30% of daily full charge
1 day before	40% of daily full charge
On the day of stay before 14:00	50% of the charge
After the date of stay	100% of daily full charge

Contact:

KNT (Kinki Nippon Tourist Metropolitan CO., LTD) Attn: Inter BEE Reservation Desk

Tel: +81-3-6891-9354 Fax: +81-3-6891-9409

E-mail: ecc_iod16@or.knt.co.jp

Makuhari New City Meal Tickets will be sold. [Exhibitors who require Meal Tickets, are required to submit the “Application for Meal Tickets” to Makuhari Messe by Friday, October 18 or purchase on site.]

■ About the Food and Beverage Tickets

1. These tickets are valid until Thursday, April 30, 2020.
2. Tickets are issued in ¥1,000 packets (three ¥250 tickets, two ¥100 tickets and one ¥50 ticket each).
3. They are redeemable at restaurants and cafeterias on the exhibition site, as well as at restaurants in Makuhari Messe, Hotel Green Tower Makuhari, Hotel Springs Makuhari, Hotel New Otani Makuhari, World Business Garden (WBG) , Makuhari Techno Garden (MTG) , Messe Amuse Mall, aune MAKUHARI, su:k Kaihin Makuhari, Hotel the Manhattan, Hotel Francs, APA Hotel & RESORT, Plena Makuhari, MITSUI OUTLET PARK MAKUHARI.

For more details, please see the website:

(<https://www.m-messe.co.jp/en/docs/newcityguide/meal.ticket.shoplist.pdf>)

■ How to Order

On-site (Cash only)

Food and beverage tickets can be purchased (cash only) from November 11 to November 15 at the following locations:

Makuhari Messe office : International Conference Hall, 1F

Lunch box Delivery Service

Lunch box / beverage delivery service to your booth will be available during the exhibition period. Exhibitors who request delivery service, are required to submit the "Application for lunch box Delivery Service" to Wako Sangyo Co., Ltd. by November 8.

■ Delivery items

1. Daily lunch special

Choice of ¥780-lunch, ¥990-lunch, ¥1,210-lunch and ¥1,540-lunch

Note: Special party lunch plan will be available upon request.

2. Beverages

·Oolong tea (2L plastic bottle) : ¥500

·Oolong tea (500ml plastic bottle) : ¥200

·Mineral water (2L plastic bottle) : ¥450

·Japanese tea (500ml plastic bottle) : ¥200

·Beer (350ml can) : ¥400

·Paper cup (small) : ¥20

·Coffee maker set : ¥22,000

*This set includes coffee beans, paper cups, sugar, muddlers, milk and paper filters for 120 cups of coffee.

*Please prepare a socket (950w) inside your booth.

Above prices include 8% consumption tax.

■ Delivery time

Lunch / beverage will be delivered by 11:45 to your booth.

■ How to pay


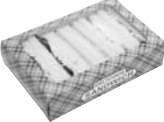
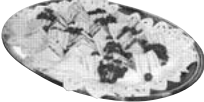
Catering staff will visit your booth to collect the payment (in cash) in the afternoon of last day of exhibition.

If you wish to pay by bank transfer, please specify in the application.

Catering Service for Booths

In order to enhance services available for visitors, a catering service will be available at Inter BEE, providing snacks and beverages to booths when requested. If you wish to have catering delivered to your booth, fill in the Booth Catering Service Application and return the form to Nilax Corporation by Wednesday, November 6.

Menu

Menu	Serving style	Price (excluding consumption tax)
Coffee (10 cups per service)	Paper cup	¥180
	Ceramic cup	¥330
Iced coffee (10 cups per service)	Paper cup	¥180
	Ceramic cup	¥330
Tea (10 cups per service)	Paper cup	¥180
	Ceramic cup	¥330
Iced tea (10 cups per service)	Paper cup	¥180
	Ceramic cup	¥330
Oolong tea (10 cups per service)	Paper cup	¥180
	Ceramic cup	¥330
Orange juice (10 cups per service)	Paper cup	¥180
	Ceramic cup	¥330
Evian	330ml PET bottle	¥150
House wine (bottle and glasses)	Red	¥3,200
	White	¥3,200
Beer	Canned	¥450
Pastries (servings for 10)  ※1		¥3,000
Sandwiches (boxed, single serving)  ※1		¥500
Sandwiches platter (servings for 10)  ※1		¥3,000
Assorted cookies		¥1,000

※1 Sample Image

※2 If you have any requests and inquiries, please contact following address.

Contact:

Nilax Ms. Kotani 2-1 Nakase Mihama-ku, Chiba-shi, Chiba 261-8550, Japan
Tel: +81-43-296-0512

Receptionist / Interpreter

If you require part-time staff to carry out reception duties etc. at your company booth, please fill in the required fields in the “Application Form for Reception Staff and Interpreters”, and send it to Ken & Staff Co., Ltd. by Friday, November 1.

■ Rates

Booth receptionist : ¥18,088 including tax (up to 8 hours per day)

Interpreter for Booth reception (English - Japanese) : ¥33,576 including tax (up to 8 hours per day)

Interpreter for Business meeting (English - Japanese) : ¥64,552 including tax (up to 8 hours per day)

■ Remarks

①The above amount is for up to 8 hours work, and for every one hour of overtime, we will charge one and one-quarter (1.25) times their regular pay of 1,760 yen (reception work), 3,520 yen (interpreting) and 7,040 yen (interpreting for business negotiations).

This also includes meal charges, traffic costs, and 10% consumption tax.

②We can provide a separate estimate relating to interpreting services for various foreign languages.

Booth Photography

Exhibitors who require booth photography, are requested to submit the Application for Booth Photography by Friday, November 1.

■ Service contents

1. Camera to be used
Digital camera (approximately 10 mega pixels)
2. Rate
¥11,000 (incl. consumption tax) per shot
Including one cabinet print.
Delivery fee will be charged separately.
3. Shooting date and time
According to your preference
4. Delivery
Photo data to be delivered on Thursday, November 21.

Booth Cleaning

Exhibitors requiring booth-cleaning services must submit the Application for Booth cleaning to Chiba-Pref. Bldg. maintenance corp. by Friday, November 1.

(1) Cleaning Charge

¥1,980 (tax included) per booth (9 m²) Specify the number of booths to be cleaned when in the application form.

(2) Period available

Daily after 17:30 from November 12 to November 14.

(3) Cleaning method

Vacuuming or mopping the booth floor (cleaning of display counters, showcases and products not included)

Applications

Submit applications either by the Online Application Submission Service / E-mail / FAX.

On the Exhibitors' page, input your ID and password to access your "Exclusive Exhibitor Site." **▶▶▶ www.inter-bee.com**

- Applications, marked "※" will be accepted on a first-come and first-served basis.
- All deadlines are determined by Japan Standard Time (J.S.T.).

All exhibitors are required to submit (Red sheet)

Page	Applications	Deadline	Date submitted	Submit to
01-2-2	Registration of Booth Manager and Booth Staff <i>online / Excel</i>	10.25		Japan Electronic Show Association (JESA)
02-1-1	Registrating Exhibitor Information to Official Website <i>online / Form</i>	Accept anytime		(Online Only)
02-4-1	Application for Invitation Leaflet	8.23		Daichiprinting Co., Ltd.
04-2-1	Display Contractor Registration	10.11		Murayama Inc.
04-2-5	Application for Power Supply	9.20		Shoho Denki Co., Ltd.
04-2-5	Electrical Power Work Installation Diagram	10.11		Shoho Denki Co., Ltd.
04-3-2	Notification Form for Exhibited Products	10.18		Japan Electronic Show Association (JESA)

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		(Online Only)
04-1-1	Application for Over-Regulated Heights	10.11		Japan Electronic Show Association (JESA)
04-1-4	Application for Ceiling Construction	10.11		Makuhari Messe, Inc.
04-2-3	Application for Floor Work	10.11		Murayama Inc.
04-3-1	Foreign-Made Product Exhibition Plan	8.26		Ishikawa-Gumi, Ltd.
04-4-3	Application for In-booth Wireless LAN	10.25		Makuhari Messe, Inc.
04-4-4	Application to exhibit lighting products	10.25		Japan Electronic Show Association (JESA)
04-5-1	Application for Flammable or Hazardous Items	10.11		Murayama Inc.

Documents for optional requirements (Green sheet)

02-1-2	INTER BEE ONLINE Interview Application		10.25	Japan Electronic Show Association (JESA)
02-3-1	Pre-registration of the reception <i>online / Excel</i>		10.11	Japan Electronic Show Association (JESA)
02-3-2	VIP Registration <i>online / Excel</i>		11.1	Japan Electronic Show Association (JESA)
02-3-3	Application for VIP Room		※11.1	Japan Electronic Show Association (JESA)
02-4-2	Application for Visitor Data Scanning System		11.1	Plott Corp.
02-5-1	Application for Presentation Room		※11.1	Japan Electronic Show Association (JESA)
02-5-2	Application for Meeting Room		※11.1	Japan Electronic Show Association (JESA)
02-6-2	Application for E-mail Magazine Text Banner Ads		※8.23	Japan Electronic Show Association (JESA)
02-6-3	Application for Strap Advertising		※8.2	Japan Electronic Show Association (JESA)
02-6-4	Application for Guide Map Advertisement		※10.11	Japan Electronic Show Association (JESA)
02-6-5	Application for On-site Signboard Ads		※9.27	Japan Electronic Show Association (JESA)
03-2-2	Application for Additional Exhibitor / Worker Badges		8.23	Daichiprinting Co., Ltd.
04-2-5	Application for Optional Power Transmission		10.11	Shoho Denki Co., Ltd.
04-2-6	Application for Certification of Green Power <i>online</i>		9.27	Japan Natural Energy Company Limited
04-5-2	Application for Exhibitors' Utility Booths (Storage)		9.6	Japan Electronic Show Association (JESA)
05-1-1	Application for Transport		10.11	Ishikawa-Gumi, Ltd.
05-1-1	Application for Load-in / Load-out Services		10.11	Ishikawa-Gumi, Ltd.
05-2-1	Application for Booth Display & Rental Fixtures		10.11	Murayama Inc.
05-2-2	Application for PC Rental		10.25	Kissei Comtec Co., Ltd.
05-3-1	Application for Internet Connection		10.11	Makuhari Messe, Inc.
05-3-2	Application for Telephone Line		9.20	Murayama Inc.
05-3-3	Application for Antenna Installation		10.11	Makuhari Messe, Inc.
05-3-4	Application for cabling between booths		10.11	Makuhari Messe, Inc.
05-4-1	Applications for Hotel Reservations		10.18	Kinki Nippon Tourist Metro Poritan CO., LTD
05-4-2	Application for Food / Beverage Tickets		10.18	Makuhari Messe, Inc.
05-4-3	Application for Lunch box Delivery Service		11.7	Wako Sangyo Inc.
05-4-4	Application for Catering Service for Booths		11.6	NILAX Inc.
05-4-5	Application for Receptionist / Interpreter		11.1	Ken & Staff Co., Ltd.
05-4-6	Application for Booth Photography		11.1	SHIRO-FILM
05-4-7	Application for Booth Cleaning		11.1	Chibaken Bldg-Maintenance Coop.

Application for Invitation Leaflet

Submit to **Daiichiprinting Co., Ltd.** Fax: **+81-3-5603-7034**

6F Daiichinegishi Bldg., 2-14-18 Negishi, Taitou-ku, Tokyo 110-0003, Japan
 FAX: +81-3-5603-7034
 E-mail: interbeesupport@dip.co.jp

Deadline: **August 23**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ Free invitations

Regulation Number of leaflet (Japanese): 150 sets per one booth
 Any number of English invitation leaflets will be distributed separately free of charge

Free of charge	Required Number		Remark
Invitation Leaflet (Japanese) Regulation number of leaflet: 150 sets per one booth	Leaflet		Please put 0 in if you don't need any leaflets.
	Envelop		Bilingual in Japanese & English
Invitation Leaflet (English) Any number of English invitation leaflets will be distributed separately free of charge	Leaflet		Please put 0 in if you don't need any leaflets.
	Envelop		Bilingual in Japanese & English

■ Additional Invitations (Charged)

Charged	Required Number	Price (including consumption tax).	
Japanese Invitation Leaflet		¥33	
Envelop (bilingual in Jp. and Eng)		¥11	
	Total		

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

■ Deliver to (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Display Contractor Registration

Submit to **Murayama Inc.** **Fax: +81-3-6221-1914**

3-2-24, Toyosu, Koto-ku, Tokyo 135-0061, Japan Contact: Shimizu, Shibata, Mochizuki
 Tel: +81-3-6221-1960 Fax: +81-3-6221-1914
 E-mail: interbee@murayama.co.jp

Deadline: **October 11**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Please fill in the required information on agent / display planning agency.

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

■ Please fill in the required information on Display contractor.

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Power Supply

Submit to> **Shoho Denki Co., Ltd.**> Fax: +81-3-3918-7800

1-28-15, Kamiikebukuro, Toshima-ku, Tokyo 170-0012, Japan Contact: Suzuki
 Tel: +81-3-3918-7993 Fax: +81-3-3918-7800
 E-mail: interbee-work@shohodenki.co.jp

Deadline: **September 20**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ **Please fill in the number of Kilowatts (kW) required for lighting and exhibit equipment.**
 The number of kilowatts will round up. (example 1.5kW=2kW)

Primary power source construction cost + Electric consumption fee is ¥9,900 per kW.

System	Voltage	Frequency	Capacity Required	Fee	Full Fee
Single-phase AC	100V	50Hz		¥9,900	¥
Single-phase AC	200V	50Hz			¥
Triple-phase three-wire AC	200V	50Hz			¥
For exhibitors applying for the "Package Display Kit", please send this form if you will need to exceed the prescribed electricity capacity. (The Primary power source construction and electric consumption fee per 1 kW in one booth is included when using the package display kit.)				Total Fee	¥

■ **Exhibitor**

Booth number	No. of booth spaces
Company name	

■ **Person in Charge / Invoice Address**

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Electrical Power Work Installation Diagram

Submit to→ **Shoho Denki Co., Ltd.**→ **Fax:+81-3-3918-7800**

1-28-15, Kamiikebukuro, Toshima-ku, Tokyo 170-0012, Japan Contact: Suzuki
 Tel: +81-3-3918-7993 Fax: +81-3-3918-7800
 E-mail: interbee-work@shohodenki.co.jp

Deadline: **October 11**

■ Please fill in the required information.

(Name of the Show)	Inter BEE 2019						Management	Japan Electronic Show Association (JESA)						
Exhibition Hall No.					Booth Number						No. of Booth			
Exhibitor	Name								Telephone					
	Address								Person in charge					
Main Contractor	Name								Telephone		+81-3-3918-7993			
	Address								Person in charge		Takatsugu Suzuki			
Exhibition work	Name								TEL					
	Address								Person in charge					
Lighting	Current (W)										Total No.		Total Capacity	
	No. of lights													kW
Electrical Power	Capacity (KVA)										Total No.		Total Capacity	
Single-phase 200V	No. of Outlets Required												kW	
Triple-phase 200V	No. of Outlets Required												kW	
Installation Diagram														

1. Please submit this sheet each booth in case you exhibit more than 2 areas.
2. Exhibitors who apply for the package booth do not require to submit this sheet.
3. Wattage required for fluorescent lamps and HIDs will be 1.5 times as much as the original value.
4. Please specify the position of main breaker or submit a booth layout which indicates it.
5. Contractors carrying out electrical work in booths must carry their licenses with them at all times.
6. The number of kilowatts will be rounded up. (example 1.1kW = 2kW)

Notification Form for Exhibited Products

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: **October 18**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

We request that each exhibitor answer the following questionnaire on manufacturing country / region of exhibited products to help us better determine exhibitor demographics

- Only in-house products to be exhibited (including products made in Japan).
 Items to be exhibited are in-house products that are made in Japan, or at overseas affiliates/manufacturing plants.

- Items to be exhibited are outsourced products and/or products manufactured outside of Japan.
 Exhibitors with headquarters in Japan: exhibiting outsourced products
 Exhibitors with headquarters outside of Japan: exhibiting products made in the country where the headquarters is located or exhibiting outsourced products.
 Note: Please provide us with the product information listed below if applicable.

Country of origin (manufactured)	Name of the manufacturer	Name of product(s)

■ Exhibitor

Booth number	No. of booth spaces	
Company name		

Application for Over-Regulated Heights

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: **October 11**

Exhibitors who would like to exhibit more than one product that is over-regulated heights should specify the information on each product, and attach product leaflet and diagram indicating location and height of product(s). (both floor plan and elevation drawing). The Secretariat will seal to confirm the receipt of the application and send it back to the exhibitor. Without the application of approval seal exhibitor will not be allowed to exhibit products of over-regulated heights and / or install the below mentioned signboard

Product name with over-regulated height			
Product measurement Max height	m	Max width	m

Product name with over-regulated height			
Product measurement Max height	m	Max width	m

Product name with over-regulated height			
Product measurement Max height	m	Max width	m

Approved by Show Management Secretariat	
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■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Ceiling Construction

Submit to **Makuhari Messe, Inc.** Fax: **+81-43-296-0529**

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-8550, Japan Contact: Ikegami, Aoki
 Tel: +81-43-296-0602 Fax: +81-43-296-0529
 E-mail: ikegami@m-messe.co.jp

Deadline: **October 11**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ Please fill in the required information. Be sure to attach drawings / specifications for construction.

Name of Exhibition	Inter BEE 2019		
Period of Exhibition	November 13 ~ November 15, 2019		
Exhibition Hall	Makuhari Messe (Hall) Booth number ()		
Ceiling Structure	Installation area		
	Ceiling Materials		
	Reason for installation		

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Floor Work

Submit to **Murayama Inc.** **Fax: +81-3-6221-1914**

3-2-24, Toyosu, Koto-ku, Tokyo 135-0061, Japan Contact: Shimizu, Shibata, Mochizuki
 Tel: +81-3-6221-1960 Fax: +81-3-6221-1914
 E-mail: interbee@murayama.co.jp

Deadline: **October 11**

■ Please fill in the required information and attach two copies of the construction plan to this application form.

Type of construction work	Anchor bolts	mm unit	Other	
Period of construction work	Nov.	to	Nov.	Total days
Contact data of construction company	Name of company			
	Address			
	Department			Person in charge
	Telephone	()	-	Fax

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name				
Address				
Department			Person	
Telephone	()	-	Fax	() -
E-mail				

Foreign-Made Product Exhibition Plan

Submit to Ishikawa-Gumi, Ltd. Fax: +81-3-5460-9841

4-14-2, Higashi-Ooi, Shinagawa-ku, Tokyo 140-0011, Japan Contact: Hasegawa, Saito
 Tel: +81-3-3474-8102 Fax: +81-3-5460-9841
 E-mail: m_hasegawa@ishikawa-gumi.co.jp

Deadline: **August 26**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Please fill in one of the following numbers in the Notes column.

[(1) Bonded goods; (2) ATA Carnet; (3) Ordinary import procedures; (4) Hand-carried importation]

Product(s) (Model names, etc., unnecessary)	Country of manufacture	Quantity	Prices (US\$)	Notes
Total Price (US\$)	_____		US\$	

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for In-booth Wireless LAN

Submit to **Makuhari Messe, Inc.** **Fax: +81-43-296-0492**

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-8550, Japan Contact: Otsuka
 Tel: +81-43-296-0493 Fax: +81-43-296-0492
 E-mail: messe-kaisen@bz01.plala.or.jp

Deadline: **October 25**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ Please check the box below and fill in the necessary information if you wish to apply for a wireless LAN in your booth.

Type of standard	Channel to be used	SSID to be used
<input type="checkbox"/> 802.11ad		
<input type="checkbox"/> 802.11ac		
<input type="checkbox"/> 802.11n		
<input type="checkbox"/> 802.11a		
<input type="checkbox"/> 802.11b		
<input type="checkbox"/> 802.11g		

- Notes: 1. If neighboring booths plan to use same channel, the Management Office will ask one or both to use different channels. This is to avoid communication problems due to channel interference and/or SSIDs in neighboring booths by adjusting channels in advance.
 The Management Office cannot guarantee that every exhibitor will be able to use the channel it specifies in the application.
2. It is possible that channel adjustment may cause interference with the channel you have been allocated. We recommend that you have a cable system ready as backup in the event that interference affects your wireless LAN.
3. This application is only to apply for a wireless LAN in your booth, not including Internet connection order placement. If you wish to use the Internet, the Application for Internet Connection should be submitted separately.
4. This application does not include wireless microphone channel adjustment. Wireless microphone adjustment should be arranged among the exhibitors involved.
5. Please note that this submission does not guarantee that communication will be possible within your booth.

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application to exhibit lighting products

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
E-mail: exhibitor@inter-bee.com

Deadline: **October 25**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

If you are exhibiting lighting products in categories other than “Video Expression/Professional Lighting”, please submit this application to the Japan Electronics Show Association by Friday November 1st. After receiving this application, we will stamp the approved column and return it to you.
* “Video Expression/Professional Lighting” exhibitors do not have to submit this application form.

Office approval column

Please note that exhibitors cannot exhibit lighting products in categories other than “Video Expression/Professional Lighting” without approval.

Please agree to the following.

- When illuminating towards the ceiling of the Makuhari Messe building, only illuminate the area directly above your booth even if your lighting entails moving light.
- Do not illuminate walls or corridors within the Makuhari Messe exhibition area.
- Only illuminate the area within your booth and ensure that your exhibition does not affect the surrounding booths.

No. of lighting products to be exhibited	
--	--

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Flammable or Hazardous Items

Submit to **Murayama Inc.** **Fax: +81-3-6221-1914**

3-2-24, Toyosu, Koto-ku, Tokyo 135-0061, Japan Contact: Shimizu, Shibata, Mochizuki
 Tel: +81-3-6221-1960 Fax: +81-3-6221-1914
 E-mail: interbee@murayama.co.jp

Deadline: **October 11**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ Use of Open Flame

Purpose			
Type of flame			
Fuel		Maximum caloric value consumed	
Extinguisher	Type		Units

■ Handling of Hazardous Items

Purpose			
Type of item			
Amount handled daily	ℓ·kg	Additional amount by demonstration	ℓ·kg
Extinguisher	Type		Units

■ Handling and Bringing of High-Pressure / Liquefied Gas

Purpose			
Type of Gas			
Fuel	ℓ	Additional amount by demonstration	ℓ
Extinguisher	Type		Units

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Inter BEE Online Article: Interview Application

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: newsdesk@inter-bee.com

Deadline: **October 25**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Articles before the Exhibition (Text + Images)

Desired Date (September 3 to November 9)					
Interview	Company Name				
	Address				
	Contact	Name			
		Division			
Tel			E-mail		
Person in charge for adjustment of schedule (Not necessary if same as above)	Name				
	Division				
	Tel		E-mail		
Content of interview					

■ Videos during the Exhibition (VOD)

Desired Date	<input type="checkbox"/> 10:00 a.m. to 12:00 p.m. Wednesday, November 13 <input type="checkbox"/> 12:00 p.m. to 5:00 p.m. Wednesday, November 13 <input type="checkbox"/> 10:00 a.m. to 12:00 p.m., Thursday, November 14 <input type="checkbox"/> 12:00 p.m. to 5:00 p.m. Thursday, November 14 <input type="checkbox"/> None specified				
Interview	Company Name				
	Address				
	Contact	Name			
		Division			
		TEL		E-mail	
Mobile phone					
Products					
Content of interview					

※ We will contact you at a later date to confirm the schedulable after we received this application form.

■ Exhibitor

Booth number	No. of booth spaces	
Company name		

VIP Registration

Submit to ●▶ Japan Electronics Show Association (JESA) ●▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: **November 1**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ VIPs will be registered based on this registration form. Please be sure to check in at the VIP reception desk located in the 1st floor of International Conference Hall.

■ Please fill in the required information.

Name of VIP		Title	
Company Name			
Arrival date / time	November	a.m. / p.m.	: ~ :
	November	a.m. / p.m.	: ~ :
	November	a.m. / p.m.	: ~ :
	November	a.m. / p.m.	: ~ :
	November	a.m. / p.m.	: ~ :
Car make		License no.	

■ Person in Charge

Company name			
Department		Person in charge	

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for VIP Room

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ **Fax: +81-3-6212-5225**

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: ※ **November 1**
 First-come-first-served basis from August 1

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ **Order: Fill in necessary blanks, and check the appropriate boxes.**

*Room charge: ¥5,500 / hr (including beverage cost and consumption tax)

*If you cancel or reduce of hours after October 14, 100% of cancellation fees will apply.

(For official use)

Room No.	Date	Time	Number of Persons (up to 6 people)	Meal		
	November ()	: ~ :		<input type="checkbox"/> No	<input type="checkbox"/> Yes	¥2,200 sets
	November ()	: ~ :		<input type="checkbox"/> No	<input type="checkbox"/> Yes	¥2,200 sets
	November ()	: ~ :		<input type="checkbox"/> No	<input type="checkbox"/> Yes	¥2,200 sets

■ **Exhibitor**

Booth number		No. of booth spaces	
Company name			

■ **Person in Charge / Invoice Address (Not necessary if same as above)**

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Visitor Data Scanning Service

Submit to▶ **Plott Corporation**▶ **Fax: +81-3-5730-1401**

5F Shiba Nishii Bldg., 4-9-1 Shiba, Minato-ku, Tokyo 108-0014, Japan Contact: Kudo, Sato
 Tel: +81-3-5730-1400 Fax: +81-3-5730-1401
 E-mail: interbee-app@ml.plott.co.jp

Deadline: **November 1**

■ Online application website is available: <https://regist.jesa.or.jp/interbee-exhibitor/en>

■ Data Scanning Service for charge of free

The Management Office will bear the burden for either one app license or one barcode reader.

If you wish to use the service, please check the box.

Service	Price	Apply
QR Code System (iOS)	11,000 yen per a license (Paid for by the Management Office)	<input type="checkbox"/>
QR Code System (Android)	11,000 yen per a license (Paid for by the Management Office)	<input type="checkbox"/>
Barcode System	16,500 yen per a reader (Paid for by the Management Office)	<input type="checkbox"/>

■ Additional order for Data Scanning Service

If you wish to order additional service, please fill the required quantity and total price.

Service	Price (consumption tax included)	Quantity	Total (consumption tax included)
QR Code System (iOS)	11,000 yen per a license	license	
QR Code System (Android)	11,000 yen per a license	license	
Barcode System	16,500 yen per a reader	reader	
Total			

■ Rental for Smartphone/Tablet

If you wish to use the service, please fill the required quantity and total price.

Rental Device	Price (consumption tax included)	Quantity	Total (consumption tax included)
iPad mini 3 (SIM-free version / No SIM)	8,800 yen		
iPhone XR (SIM-free version / No SIM)	9,900 yen		
SIM card	3,850 yen		

● Delivery form and Fees.

QR Code System: There are no data input costs. It is possible to scanned data (CSV) to an e-mail address at any time from the top of the app screen.

Barcode System: There is a separate fee of 44 yen per on item for visitor data sharing/input costs. We will send the data to the e-mail address you have specified.

■ Exhibitor

Booth number	No. of booth spaces
Company name	

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Presentation Room

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
E-mail: exhibitor@inter-bee.com

Deadline: ※ **November 1**
First-come-first-served basis from August 1

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

Please check in your request time and write a purpose to use.

Please note that as the maximum applicable time unit is 2 per one company per day.

Application will be accepted in order of application arrival.

If you cancel or reduce of hours after October 15, 100% of cancellation fees will apply.

Timetable	Time					purpose
	A	B	C	D	E	
	9 : 45 11 : 15	11 : 15 12 : 45	12 : 45 14 : 15	14 : 15 15 : 45	15 : 45 17 : 15	
Nov. 13	13-A	13-B	13-C	13-D	13-E	
Nov. 14	14-A	14-B	14-C	14-D	14-E	
Nov. 15	15-A	15-B	15-C	15-D	15-E	

※ Preparation time is included.

Please leave the room in time.

■ Room Charge: ¥16,500 per 90 minutes (tax included)

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Meeting Room

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: ※ **November 1**
 First-come-first-served basis from August 1

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

Please check in your request time and write a purpose to use.

Please note that as the maximum applicable time unit is 2 per one company per day.

Application will be accepted in order of application arrival.

If you cancel or reduce of hours after October 14, 100% of cancellation fees will apply.

Date	Time									Purpose
	A	B	C	D	E	F	G	H	I	
	9:00 9:45	10:00 10:45	11:00 11:45	12:00 12:45	13:00 13:45	14:00 14:45	15:00 15:45	16:00 16:45	17:00 17:45	
Nov. 12	12-A	12-B	12-C	12-D	12-E	12-F	12-G	12-H	12-I	
Nov. 13	13-A	13-B	13-C	13-D	13-E	13-F	13-G	13H	13-I	
Nov. 14	14-A	14-B	14-C	14-D	14-E	14-F	14-G	14H	14-I	
Nov. 15	15-A	15-B	15-C	15-D	15-E	15-F	15-G	15H	15-I	

■ Room Charge: ¥5,500 per 45 minutes (tax included)

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for E-mail Magazine Text Banner Ads

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: ※ **August 23**
 First-come-first-served basis from August 1

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Please check the box below if you wish to apply for advertisement placement

September 3 rd week issue	<input type="checkbox"/>
September 4 th week issue	<input type="checkbox"/>
October 1 st week issue	<input type="checkbox"/>
October 2 nd week issue	<input type="checkbox"/>
October 3 rd week issue	<input type="checkbox"/>
October 4 th week issue	<input type="checkbox"/>
October 5 th week issue	<input type="checkbox"/>
November 2 nd week issue	<input type="checkbox"/>
November 3 rd week issue	<input type="checkbox"/>

	Price (including tax)	Amount (including consumption tax)
set	¥110,000	- - -

※ Three times appearances is one set.

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Strap Advertising

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: ※ **August 2**
 First-come-first-served basis from August 1

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

- Number of company to be applied = 1
- Number to be distributed = 40,000
- Price = 3,300,000 yen (including tax)

I will order strap advertising

※ After the cimmfirmation received, I will immediately submit logo data.

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name					
Address					
Department			Person		
Telephone	()	-	Fax	()	-
E-mail					

Application for Guide Map advertisement

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: ※ **October 11**
 First-come-first-served basis from August 1

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Please check the box below to apply for Guide Map Advertising.

		Application	Rates (including tax)	Applicable exhibitors
<input type="checkbox"/>	Type A	Logo: on the relevant booth in the booth guide	¥38,500	Exhibitors with 15 booth spaces or more
<input type="checkbox"/>	Type B	Below the booth guide	¥110,000	All exhibitors
<input type="checkbox"/>	Type C	Article section (Half page)	¥165,000	All exhibitors
<input type="checkbox"/>	Type D	Article section (Full page)	¥275,000	All exhibitors

※ The advertising on the inside (below the booth guide) of the Guide Map will be posted below the exhibitor's hall on a first-come-first-served basis.
 If there is no space for this advertising below the exhibitor's hall, the advertising will be posted near the exhibitor's hall.

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for On-site Signboard Ads

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: ※September 27
 First-come-first-served basis from August 1

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ Please fill in the item code number, item, amount and price.

Item Code Number	Item	Amount	Price

■ Total Amount

Total	¥		(including consumption tax)
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■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name				
Address				
Department			Person	
Telephone	() -	Fax	() -	
E-mail				

Application for Additional Exhibitor / Worker Badges

Submit to Daiichiprinting Co., Ltd. Fax: +81-3-5603-7034

6F Daiichinegishi Bldg., 2-14-18 Negishi, Taitou-ku, Tokyo 110-0003, Japan
 FAX: +81-3-5603-7034
 E-mail: interbeesupport@dip.co.jp

Deadline: **August 23**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ **Additional Badges (charged)**

Additional Exhibitor Badge	¥1,100 (including tax)	Additional Worker Badge	¥550 (including tax)
	badges		badges
	¥		¥

■ **Exhibitor**

Booth number		No. of booth spaces	
Company name			

■ **Person in Charge / Invoice Address**

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

■ **Deliver to (Not necessary if same as above)**

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Optional Power Transmission

Submit to▶ **Shoho Denki Co., Ltd.**▶ Fax: **+81-3-3918-7800**

1-28-15, Kamiikebukuro, Toshima-ku, Tokyo 170-0012, Japan Contact: Suzuki
 Tel: +81-3-3918-7993 Fax: +81-3-3918-7800
 E-mail: interbee-work@shohodenki.co.jp

Deadline: **October 11**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

Please fill in the required information

■ **Early Power Transmission**

Date preferred for beginning of power transmission	Date: November	Time: From
Additional request		

The early power transmission requires separate installation work, so, all costs should be borne by the exhibitor. In some cases, we may not be able to accept requests due to working conditions.

■ **Transmitting Electricity 24 Hours**

Dates preferred for transmitting electricity 24 hours	Name of the equipment	Voltage	Amount
November to		100V	W
November to		100V	W
November to		200V	W
November to		200V	W

Each piece of equipment should be single wiring. The Show Management will not take any responsibility for managing this equipment.

■ **Extending Power Transmission**

Time preferred for stopping power transmission	Date: November 15 Time: Till _____ p.m.
Additional request	

■ **Exhibitor**

Booth number		No. of booth spaces	
Company name			

■ **Person in Charge / Invoice Address**

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Exhibitors' Utility Booths (Storage)

Submit to ••▶ Japan Electronics Show Association (JESA) ••▶ Fax: +81-3-6212-5225

5F Ote Center Bldg., 1-1-3 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan Contact: Oda
 Tel: +81-3-6212-5231 Fax: +81-3-6212-5225
 E-mail: exhibitor@inter-bee.com

Deadline: **September 6**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Please fill in the required information.

Type	Price (including consumption tax)	No. of Room(s)	Amount (including consumption tax)
Regular type A	¥231,800		¥
Regular type B	¥209,000		¥
Regular type C	¥187,000		¥
Small type A	¥132,000		¥
Small type B	¥110,000		¥

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Transport

Submit to Ishikawa-Gumi, Ltd. Fax:+81-3-5460-9841

4-14-2, Higashi-Ooi, Shinagawa-ku, Tokyo 140-0011, Japan Contact: Hasegawa, Saito
 Tel: +81-3-3474-8102 Fax: +81-3-5460-9841
 E-mail: m_hasegawa@ishikawa-gumi.co.jp

Deadline: **October 11**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Cargo collection application

Cargo pick-up date / time : _____

Where to pick-up : _____

Telephone : _____ Fax: _____ () - _____ Contact : _____

Cargo Contents	Size			Quantity	Weight	Style of packaging
	D	W	H			

Cargo delivery to a booth datel / time : _____

■ Single-lot, Small-package delivery application

Cargo Contents	Size			Quantity	Weight	Style of packaging
	D	W	H			

Small package delivery to a booth date / time : _____

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Load-in / Load-out Services

Submit to Ishikawa-Gumi, Ltd. Fax: +81-3-5460-9841

4-14-2, Higashi-Ooi, Shinagawa-ku, Tokyo 140-0011, Japan Contact: Hasegawa, Saito
 Tel: +81-3-3474-8102 Fax: +81-3-5460-9841
 E-mail: m_hasegawa@ishikawa-gumi.co.jp

Deadline: **October 11**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Please write the details of your request.

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■ Load-in / Load-out

Item	Qty	Preferred date / time
Worker		
2.5 ton forklift		
5.0 ton forklift		
Crane		

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Booth Display & Rental Fixtures

Submit to **Murayama Inc.** **Fax:+81-3-6221-1914**

3-2-24, Toyosu, Koto-ku, Tokyo 135-0061, Japan Contact: Shimizu, Shibata, Mochizuki
 Tel: +81-3-6221-1960 Fax: +81-3-6221-1914
 E-mail: interbee@murayama.co.jp

Deadline: **October 11**

Order of Rental Fixtures

Please refer list of Rental Fixtures in the Exhibition Manual (05-2-1.6~05-2-1.11).

No.	Item	Quantity	Amount	No.	Item	Quantity	Amount

Order of Package Display kit (Please check you wish to use)

- Basic Style
 Meeting Style
 Premium Style
 Original Booth Design

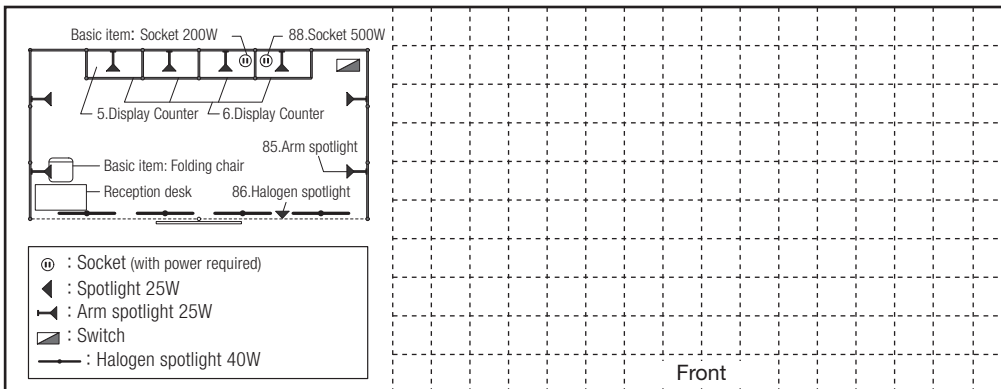
● Please check a carpet color you wish to use. ※ Please refer to 05-2-1.12 for color chart.

- New-Red
 Orange
 Green
 Navyblue
 Whitegray
 Black

● Company name display draft

Note: Font to be used in block letters. Font color is Black.

● Please specify locations of display counter(s), light(s), socket(s), Fascia and wall.



● Wall Panel Color (Chargeable)

- Yellow
 Red
 Green
 Sky blue
 Blue
 Navy
 Gray
 Black

Exhibitor

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			
Comments			

Application for PC Rental

Submit to **Kissei Comtec Co., Ltd.** Fax: **+81-3-5979-6335**

Otsuka S&S Bldg., 3-32-1 Minamitsuka, Toshima-ku, Tokyo 170-0005, Japan Contact: Mochizuki
 Tel: +81-3-6709-2440 Fax: +81-3-5843-0327
 E-mail: interbee@network.kcrent.jp

Deadline: **October 25**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ Please check the box below to apply for dates and time for delivery and pick-up.

Delivery	<input type="checkbox"/> Exhibition booth Nov. 12 10:00 to 12:00, or Other ()	<input type="checkbox"/> Prior to Nov. 11 (Specify delivery date and time) Specify delivery location. _____
Pick-up	<input type="checkbox"/> Exhibition booth Nov. 15 17:00 to 19:00 or Other ()	<input type="checkbox"/> After Nov. 14 (Specify pick-up date and time) Specify pick-up location. _____

Rental Code #	Product Name	Amount

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Billing address (in case it is different from your company address)

Exhibitor name		Booth No.	
Street address			
Phone			
E-mail	@		
Contact person on site		Mobile	

■ Method of payment

<input type="checkbox"/> Make a payment by bank wire transfer in advance. (The due date is Friday, November 1) <small>* Please owe a whole amount of remittance charge including fees for wire transfer and receiving commissions.</small>	
<input type="checkbox"/> Credit card (<input type="checkbox"/> Visa <input type="checkbox"/> Master) * We cannot accept any other cards.	
Name of card holder	_____
Card No.	_____
Expiry date	/ /

Application for Internet Connection

Submit to **Makuhari Messe, Inc.** Fax: **+81-43-296-0492**

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-0023, Japan Contact: Otsuka
 Tel: +81-43-296-0493 Fax: +81-43-296-0492
 E-mail: messe-kaisen@bz01.plala.or.jp

Deadline: **October 11**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

Please check the appropriate box(es).

■ **High Speed Type / Giga Line Type**

Type	Qty.	Price	Remark
<input type="checkbox"/> Combination Type A (Maximum speed 200Mbps)		¥88,000	dynamic IP Including line, provider and router (HUB is not included.)
<input type="checkbox"/> Combination Type B (Maximum speed 1Gbps)		¥110,000	
<input type="checkbox"/> Only Lines Type A (Maximum speed 200Mbps)		¥77,000	Provider, router and HUB is not included
<input type="checkbox"/> Only Lines Type B (Maximum speed 1Gbps)		¥99,000	
<input type="checkbox"/> dynamic IP		¥5,500	
<input type="checkbox"/> static IP-1		¥33,000	
<input type="checkbox"/> static IP-8		¥55,000	
<input type="checkbox"/> Router		¥5,500	

■ **Business Line Type**

Type	Qty.	Price	Remark
<input type="checkbox"/> Lines only (Maximum speed 1Gbps)		¥154,000	Provider, router and HUB is not included
<input type="checkbox"/> dynamic IP		¥44,000	
<input type="checkbox"/> static IP-1		¥88,000	
<input type="checkbox"/> static IP-8		¥110,000	
<input type="checkbox"/> Router		¥5,500	

■ **Purpose of using internet connection**

- Only see web-site and check e-mail
- Transmission and reception of video and photos (UP _____ M / DOWN _____ M)
- Other (_____)

- See attached
- Will apply later by
(MM.DD) _____)

Name of neighboring exhibitor, booth number											Name of neighboring exhibitor, booth number
--	--	--	--	--	--	--	--	--	--	--	--

Front

■ **Exhibitor**

Booth number		No. of booth spaces	
Company name			

■ **Person in Charge / Invoice Address**

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Telephone Line

Submit to **Murayama Inc.** Fax: **+81-3-6221-1914**

3-2-24, Toyosu, Koto-ku, Tokyo 135-0061, Japan Contact: Shimizu, Shibata, Mochizuki
 Tel: +81-3-6221-1960 Fax: +81-3-6221-1914
 E-mail: interbee@murayama.co.jp

Deadline: **September 20**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ **Analog Circuits : Specify number of lines**

Analog line	_____ line × ¥33,000	Total	¥ _____
	Including telephone set required (free of charge) _____ line		
ISDN 64 line	_____ line × ¥44,000	Total	¥ _____
Second number	_____ line × ¥11,000	Total	¥ _____
Exhibitors requiring a DSU for ISDN 64 check here : Yes / No			
Exhibitors requiring international connectivity check here : Yes / No			
Fax rental : Yes / No			
Total Amount	¥ _____		

■ **Diagram**

Name and booth number of neighboring exhibitor		Name and booth number of neighboring exhibitor
--	--	--

Use the following symbols in the diagram ● Telephone ◎ Modular jack ○ Fax △ ISDN

■ **Exhibitor**

Booth number		No. of booth spaces	
Company name			

■ **Person in Charge / Invoice Address**

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Antenna Installation

Submit to **Makuhari Messe, Inc.** **Fax: +81-43-296-0012**

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-0023, Japan Contact: Shishikura, Uchida
 Tel: +81-43-296-0536 Fax: +81-43-296-0012
 E-mail: makuhari-m@tfvc.jp

Deadline: **October 11**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ Please fill in the required information.

Type		Price	Units	Amount (including consumption tax)
Digital Terrestrial Broadcasting	Tokyo Wave of CH-7, Chiba Television	@ ¥77,000		¥
Satellite broadcasting	BS-IF, 110°CS-IF, 4K broadcast, 8K broadcast,	@ ¥165,000		¥

■ Please indicate the desired location of the antenna lead-in on a simple map of the booth interior

Name of adjoining exhibitor ()	Name of adjoining exhibitor ()
---------------------------------	---------------------------------

■ Exhibitor

Booth number	No. of booth spaces	
Company name		

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for cabling between booths

Submit to **Makuhari Messe, Inc.** Fax: **+81-43-296-0492**

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-0023, Japan Contact: Ojima
 Tel: +81-43-296-0493 Fax: +81-43-296-0492
 E-mail: messe-kaisen@bz01.plala.or.jp

Deadline: **October 11**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Please enter booth No. and exhibitor's name which request installation.

Booth No.	Exhibitors Name

■ Please check the appropriate box(es).

<input type="checkbox"/> Optical Cable (single mode only)	<input type="checkbox"/> SC connector <input type="checkbox"/> LC connector
<input type="checkbox"/> LAN Cable	<input type="checkbox"/> Cat5e <input type="checkbox"/> Cat6
<input type="checkbox"/> Images Cable	<input type="checkbox"/> L-5CFW (HD-SDI capable cable) <input type="checkbox"/> S-5CFB (Digital Broadcasting capable cable)

■ Please entry any requests and questions if you have.

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Hotel Reservations

Submit to ●●●▶ Kinki Nippon Tourist Metro Poritan CO., LTD●●●▶ Fax: +81-3-6891-9409

13F 1-13, Kanda izumi-cho, Chiyoda-ku, Tokyo 101-0024, Japan Contact: Inter BEE Reservation Desk
Tel: +81-3-6891-9354 Fax: +81-3-6891-9409
E-mail: ecc_iod16@or.knt.co.jp

Deadline: **October 18**

■ Online hotel reservation is available. <http://www.knt.co.jp/ec/2019/interbee/en/>

- Fill in the following table, and put a circle on the night(s) when accommodation is required.
Put a circle in the Breakfast box for the breakfast-included plan.
We will check the availability and contact you.

Name of Guest	Name of Guest	Hotel reservation symbol		Room Type		Accommodation Required					Break fast Plan
		First Choice	Second Choice	Single	Twin	Nov. 11	Nov. 12	Nov. 13	Nov. 14	Nov. 15	
Remarks											

Note: In case rooms are fully reserved before application deadline, you will be put on a waiting list for cancellation

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Meal Tickets

Submit to **Makuhari Messe, Inc.** **Fax: +81-43-296-0529**

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-8550, Japan
 Tel: +81-43-296-0525 Fax: +81-43-296-0529
 E-mail: sub-dn@m-messe.co.jp

Deadline: **October 18**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ Please fill in the required information.

	No. of tickets	Price	
Meal Tickets (¥1,000 / set of tickets)	set(s)		000

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Lunch Box Delivery Service

Submit to **Wako Sangyo Inc.** Fax: **+81-3-3427-8332**

5-38-3, Kyodo, Setagaya-ku, Tokyo 156-0052, Japan Contact: Kaneda, Sano
 Tel: +81-3-3427-8331 Fax: +81-3-3427-8332
 E-mail: wako@star.odn.ne.jp

Deadline: **November 7**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

Item	Price (including tax)	Quantity					Quantity (Total)	Total amount
		Nov. 11	Nov. 12	Nov. 13	Nov. 14	Nov. 15		
Daily lunch special	¥1,540							
	¥1,210							
	¥980							
	¥830							
Oolong tea	2L plastic bottle	¥500						
	500ml plastic bottle	¥200						
Mineral water (2L plastic bottle)		¥450						
Japanese tea (500ml plastic bottle)		¥200						
Beer (350ml can)		¥400						
Paper cup (small)		¥20						
Coffee maker set		¥22,000						

Notes: 1. Details on delivery, lunch/beverage menu, please call 090-8803-5694.
 2. Upon receipt of your application, we will send the order confirmation by fax. Please keep it until the end of exhibition period.

Please issue an invoice.

Your planned payment date by bank remittance _____ MM _____ DD

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Catering Service for Booths

Submit to▶ **Nilax Co., Ltd.**▶ **Fax:+81-43-296-2003**

2-1 Nakase Mihama-ku, Chiba-shi, Chiba 261-0023, Japan Contact: Ms. Kotani
 TEL: +81-43-296-0512 FAX: +81-43-296-2003
 E-mail: 9604@nilax.co.jp

Deadline: **November 6**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

Menu	Serving style	Price (tax excluded)	Quantity			Total Amount
			Nov. 13	Nov. 14	Nov. 15	
Coffee (10 cups per service)	Paper cup	¥180				
	Ceramic cup	¥330				
Iced coffee (10 cups per service)	Paper cup	¥180				
	Ceramic cup	¥330				
Tea (10 cups per service)	Paper cup	¥180				
	Ceramic cup	¥330				
Iced tea (10 cups per service)	Paper cup	¥180				
	Ceramic cup	¥330				
Oolong tea (10 cups per service)	Paper cup	¥180				
	Ceramic cup	¥330				
Orange juice (10 cups per service)	Paper cup	¥180				
	Ceramic cup	¥330				
Evian	330ml PET bottle	¥150				
House wine (bottle and glasses)	Red	¥3,200				
	White	¥3,200				
Beer	Canned	¥450				
Pastries (servings for 10)		¥3,000				
Sandwiches (boxed, single serving)		¥500				
Sandwiches platter (servings for 10)		¥3,000				
Assorted cookies		¥1,000				

Desired Delivery Time: Nov. 13 : _____ Nov. 14 : _____ Nov. 15 : _____

■ **Exhibitor**

Booth number		No. of booth spaces	
Company name			

■ **Person in Charge / Invoice Address**

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Reception Staff / Interpreters

Submit to **Ken & Staff Co., Ltd.** **Fax: +81-3-3367-0027**

MST Hills, 4-4-5, Takadanobaba, Shinjuku-ku, Tokyo 169-0075 Contact: Nashimoto
 Tel: +81-3-3367-0020 Fax: +81-3-3367-0027
 E-mail: k-nashimoto@ken-staff.co.jp

Deadline: **November 1**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

■ Please fill in the required information and check the appropriate item.

Content application	<input type="checkbox"/> Reception	(male:	female:)
	<input type="checkbox"/> Interpreter for booth reception	(male:	female:)
	<input type="checkbox"/> Interpreter for Business meeting	(male:	female:)
	<input type="checkbox"/> Language type ()(male:	female:)
Period required	<input type="checkbox"/> Nov.	to		(total days)
Method of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Bank transfer			

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			

Application for Booth Photography

Submit to **SHIRO-FILM** **Fax: +81-471-55-3806**

101, 2-20-5, Masago, Mihama-ku, Chiba Contact: Yoneyama, Umemura
 Tel: +81-471-55-3806 Fax: +81-471-55-3806
 E-mail: shiro-film@w7.dion.ne.jp

Deadline: **November 1**

■ Online application submission is available on Inter BEE Web Site: **www.inter-bee.com**

Exhibitors wishing to have a photo of their booths taken by a professional photographer must submit the Application.

Requested shooting date : November (_____)

Number of cuts : (_____) cuts

Time : a.m. (_____ : _____) p.m. (_____ : _____) Anytime

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person	
Telephone	(_____) - _____	Fax	(_____) - _____
E-mail			

Application for Booth Cleaning

Submit to ●●▶ Chibaken Bldg-Maintenance Coop.●●●●▶ Fax: +81-43-296-0753

2-1, Nakase, Mihama-ku, Chiba-shi, Chiba Prefecture 261-0023, Japan Contact: Sato
 Tel: +81-43-296-0534 Fax: +81-43-296-0753
 E-mail: cb-event@cbm.or.jp

Deadline: **November 1**

■ Online application submission is available on Inter BEE Web Site: www.inter-bee.com

■ Please fill in the required information.

Fee per booth space (9m ²)	No. of booth spaces	Total
@¥1,980 (including Tax)	Booth spaces	¥

■ Exhibitor

Booth number		No. of booth spaces	
Company name			

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person	
Telephone	() -	Fax	() -
E-mail			