

EXHIBITOR'S MANUAL

- Regulations -

A Gathering of Global Sports Equipment, Goods, and Services to Enhance Performance

SPORTTEC 2026

The Largest Sports Industry Exhibition in Japan

Date July 8 (Wed) -10 (Fri), 2026 10:00-17:00

Venue TOKYO BIG SIGHT -EAST HALL 1-3・8

SPORTEC 2026

EXHIBITOR'S MANUAL

-Regulations-

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— Notice —

This exhibition will be operated in accordance with the guidelines established by TSO International Inc., the Japan Exhibition Association, and TOKYO BIG SIGHT. Please note that regulations, specifications, prices, and other details are subject to change without prior notice. In addition, entry to the exhibition hall requires complete registration for both exhibitors (including temporary staff) and visitors. Please be advised that you may be asked to present a business card or an ID (identification document) upon entry.

1-1 Show Management Office and Designated Contractors

Organizer	Address • TEL
Show Management Office (TSO International Inc.)	[July.6(Mon)-10(Fri) 10:00-17:00] TOKYO BIG SIGHT - East Hall 2 3-10-1 Ariake, Koto-ku, Tokyo 135-0063, Japan TEL: +81-3-5363-1701 Email: overseas@tso-int.co.jp

Organizer is cooperating with below companies to operate the exhibition.
 Please contact them directly for any inquiry.

Construction Work	Contact: Hasegawa / Mori / Ishihara TEL: +81-3-3537-8810 Email: tenji-1@cube-ct.co.jp
Cube Create Co., Ltd.	
Electrical Work	Contact: Fujimoto TEL: +81-3-3521-3522 Email: sportec2026@iidae.co.jp
IIDA Electrical Works Co., Ltd.	
Water/Air/Gas	Contact: Ishikawa TEL: +81-3-3638-0730 Email: m.ishikawa@fukudo.co.jp
FUKUDO KOGYO CO.,LTD	
Rental Kitchen Equipment	TEL: +81-3-5363-1701 Email: overseas@tso-int.co.jp
Show Management Office	
Part-time Staff Service	Contact: Ishino / Ujiie TEL: +81-4-3400-3149 Email: hc_mgmt@highest-crew.co.jp
Highest Crew	
Internet/TEL	TEL: +81-3-5363-1701 Email: overseas@tso-int.co.jp
Show Management Office	
Cleaning	Contact: Onojima / Shoji TEL: +81-3-5530-1290 Email: bss-koma@bigsight-service.com
Big Sight Service Corporation	
Transportation	TEL: +81-3-3778-8274 Email: nittsu-events-gte@nipponexpress.com kenji.shiota@nipponexpress.com
Nippon Express Co., Ltd.	

Dear All Exhibitors

IMPORTANT

In organizing this exhibition, we would like to ask you to comply with the following items in particular. We have received complaints and problems at the exhibition site, as well as reminders from the exhibition site. Please ensure that both exhibitors and constructors comply with the 8 items on P4 and 5. Failure to comply may result in the cancellation or suspension of the exhibitors and liability for damages.

1 No use of aisles or common areas for booth space



When conducting demonstrations or seminars in your booth, please make sure to keep all visitors and staff within your booth. Please make sure that all visitors and waiting lines in the aisles are kept within your booth, as they may obstruct the passage of other participants and interfere with the operation of other exhibitors' booths.

2 Please notify the Show Management Office in advance regarding demonstrations or cooking involving smoke, steam, or other special effects



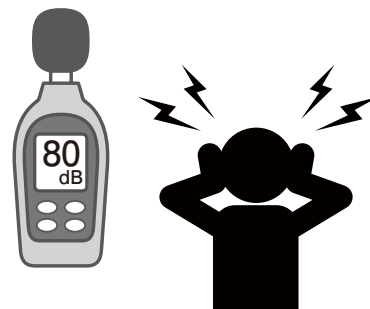
Please be aware that such activities may trigger smoke detectors in the exhibition hall, potentially activating the sprinkler system. If you plan to conduct any such demonstrations or cooking, you must confirm with the Show Management Office in advance whether it is permitted. Please also note that these activities may be prohibited in certain locations, especially near low ceilings. Always check with the Show Management Office beforehand.

3 Strong odors, intense lighting, and heat sources are prohibited



Exhibits or demonstrations using strong odors, intense light or heat sources, etc., will not only interfere with the business negotiations of other exhibitors and visitors but also cause physical discomfort. Exhibits with odors or light sources that are considered potentially disruptive to the surrounding environment are strictly prohibited unless prior permission has been granted.

4 Booth volume levels must be controlled



When conducting seminars or demonstrations in the exhibitor booth, please ensure that the volume is kept below 80 decibels when measured at a point 1 meter away from the booth sleeve on the aisle. Please keep the volume of seminars and demonstrations using microphones at 80 decibels or lower so as not to interfere with other exhibitors' business negotiations.

Dear All Exhibitors

IMPORTANT

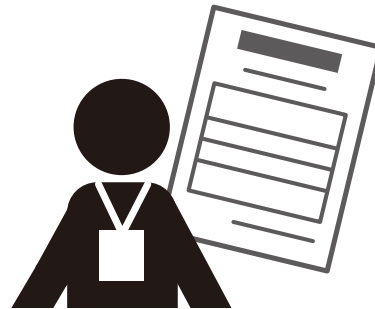
In organizing this exhibition, we would like to ask you to comply with the following items in particular. We have received complaints and problems at the exhibition site, as well as reminders from the exhibition site. Please ensure that both exhibitors and constructors comply with the 8 items on P4 and 5. Failure to comply may result in the cancellation or suspension of the exhibitors and liability for damages.

5 No loudspeakers or noisemakers allowed



The use of loudspeakers, bells, trumpets, percussion instruments, and other musical instruments to attract visitors to your booth is prohibited. Since this exhibition is a business negotiation, live music, comedy performances, concerts, etc., which are not related to the company's PR and advertising activities, are prohibited in the booths, as they may interfere with business negotiations at other booths.

6 Sharing or reusing exhibitor badges is prohibited



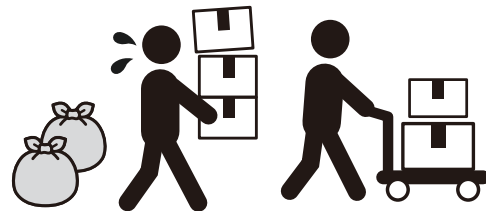
All exhibitors must issue exhibitor badges for all personnel who will be working during the exhibition period through the designated exhibitor portal. Everyone must wear their badge at all times while on-site. For security reasons, sharing or reusing exhibitor badges, or using exhibitor badges to allow your own customers to enter the exhibition, is strictly prohibited.

7 Do not place exhibits outside of your assigned booth area



If any exhibits are found to extend beyond the designated booth space, the Show Management Office will instruct you to remove them. Additionally, if you install decorations that are difficult to remove and extend beyond your booth space, you will be charged the exhibition fee for the extra area during the exhibition period. Please ensure you confirm the dimensions of your assigned booth and design your booth decorations to fit within your allocated space.

8 Do not leave construction debris or dispose of trash and waste oil in pits



Please ensure that your company disposes of any leftover decorative materials from the move-in/move-out process. Leaving leftover materials, dumping garbage and waste oil in the pit is strictly prohibited. **If leftover materials are left at the venue, the Show Management Office will charge a separate fee for cleaning up and disposal of leftover materials (JPY 50,000 (NOT include tax) per 1m²).** Additionally, for waste disposal during the exhibition, we will be selling waste collection stickers for JPY 5,000 (including tax) at the Show Management Office (on-site). These stickers cover 3-days period. (Refer to P43)

IMPORTANT

Please observe the next rule during the exhibition.

If exhibitors are not following the rule, they will be warned to stop the behavior.

And also, please pay extra attention on your belongings to avoid from the theft during the exhibition and at the time of set up/clean up the booth.

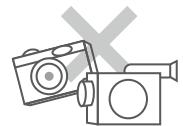
1) Strict No-Smoking Policy

Smoking is prohibited in the exhibition area, including exhibition each booth. Please use the designated smoking area.



2) Restrictions on Photography and Videography

As a general rule, photography and videography are prohibited outside of your own booth. If you need to photograph or film other booths for business purposes, please obtain prior permission from the relevant exhibitor. Regarding press coverage, we kindly request your cooperation unless you have any objections.



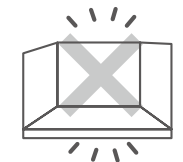
3) Prohibition of Counterfeit or Imitation Products

The organizer prohibits exhibitors from displaying counterfeit products or any exhibits that infringe intellectual property rights.



4) Prohibition of Abandoning Exhibition Space

Removing the decorations and/or leaving the booth with unattended without the Show Management Office's permission is prohibited. In addition, it is not possible to carry out work before the exhibition end.



5) Management and Insurance of Exhibited Items

The organizer has security personnel on-site throughout the move-in and move-out periods to ensure thorough prevention of theft and fire. However, exhibitors are responsible for taking adequate precautions regarding their own exhibits. If you have high-value items or equipment, please do not leave them unattended in your booth; ensure you take them with you.



We have recently seen an increase in pickpocketing incidents, particularly during busy periods such as move-in / move-out and during exhibition hours, in areas accessible to non-exhibitor personnel, such as behind booths and in exhibitors' paid storage room (see P42). Please take thorough measures to secure your valuables (wallets, laptops, smartphones, business cards received from visitors, etc.) by using the lockers provided (see P9) or keeping them on your person.

We request your strict attention to security.

Please note that the organizer is not responsible for any loss, theft, or damage that occurs during move-in, the exhibition period, or move-out. We recommend that you obtain insurance coverage for your exhibits from the start of move-in to the end of move-out.

IMPORTANT

Please observe the next rule during the exhibition.

If exhibitors are not following the rule, they will be warned to stop the behavior.

And also, please pay extra attention on your belongings to avoid from the theft during the exhibition and at the time of set up/clean up the booth.

6) Organizer's Management and Liability Disclaimer

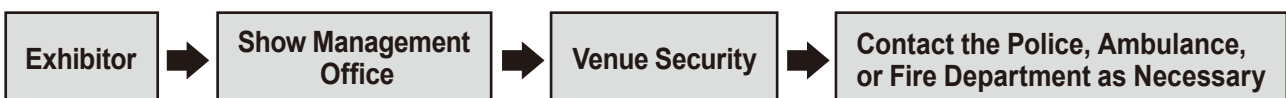
- In case of accident, injury, theft or damage among exhibitors or vendors during loading and unloading, the Show Management Office does not take any responsibility.
- In addition, the Show Management Office does not take all responsibility for any experiences or services such as tasting and etc. provided to third parties at the exhibitor's booth during the exhibition period.
- Please make sure that your staff members give safety priority first and foremost in taking part in demonstrations and providing services to visitors during the exhibition period.
- For demonstrations and experiences, if there is a strong thing or thing with a risk of injury, allergy, etc. prepare a written consent and confirm with the signature, etc. Please deal with your own.
- During the exhibition (including loading and unloading), it is recommended that exhibitors participate in their own exhibition insurance.

Inquiries and Applications for Exhibition Insurance

TSI Co., Ltd. Contact: Funatsuki
TEL: +81-3-3667-7770 Email: funatsuki@tmnf-tsi.co.jp

7) Emergency Response Procedures

If an accident, an incident, a sudden sick person, an injured person, etc. occurs during the exhibition (including move-in / move-out), be sure to contact the Show Management Office.



Please take care of yourself in case of a car accident on a parking lot or public road.

■ **Access** URL: <https://www.bigsight.jp/english/visitor/access/>



By Train

- Rinkai Line
8 min. walk from Kokusai Tenjijo Sta.
- Yurikamome Line
4 min. walk from Tokyo Big Sight Sta.



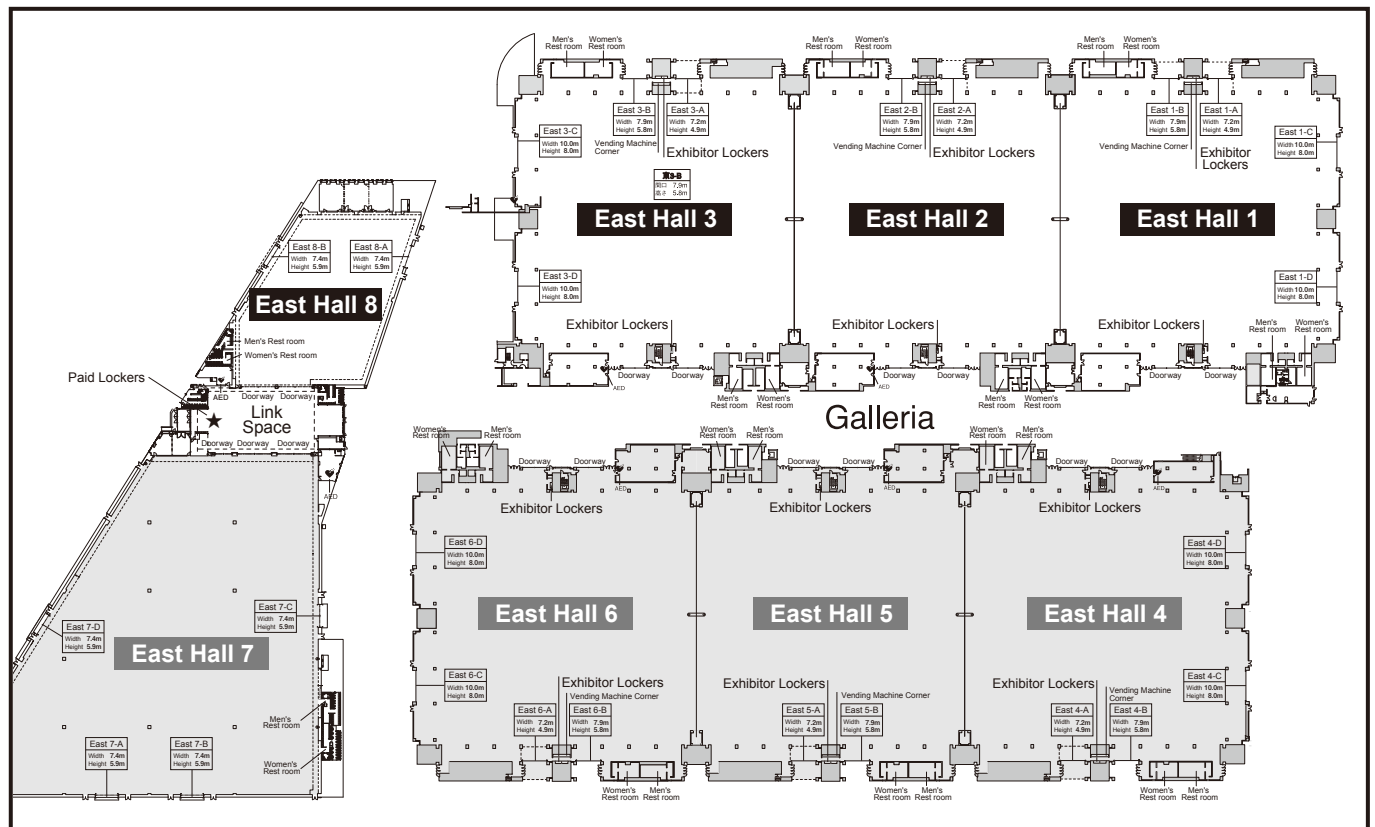
From Airport

- <From Haneda Airport(Limousine Bus)>
 - 25 min. from Haneda Airport
- <From Narita Airport (Limousine Bus)>
 - Approx.80 min. Tokyo Bay Ariake Washington Hotel (Ariake Park Building)
 - 3 min. walk from Big Sight Sta.

■ Exhibition Venue Overview (TOKYO BIG SIGHT)

Total Exhibition Square Measure	East Hall 1-3・8: 28,770m ² (Hall 1: 8,670m ² , Hall 2: 8,350m ² , Hall 3: 8,670m ² , Hall 8: 3,080m ²)
Floor Load	5t/m ²
Ceiling Height	Hall 1-3: 17~31m, Hall 8: 10~12m
Floor Construction	Concrete
Loading Entrance	12 Entrance (Which shutters are opened may vary depending on safety conditions and the weather of the day.)

■ Overall Map



■ Copy / FAX / Internet Access

- Copy and FAX machines are located at business center at Tokyo Big Sight. If you would like to use, please go to the business center.
- White/Black copy (any size) JPY 10/sheet, full colored copy (depending on the number and sizes of sheets) JPY 50~/sheet, incoming FAX JPY 55/sheet, send FAX inside of Japan JPY 55/sheet at the business center.
- Fax, Internet connections, and e-mails sent and received from or to overseas are available at the business center.

■ Internet Lines / Telephone / Fax

- If you require installation of internet lines, telephone, or fax services within your booth, please refer to P41 and apply directly to the Show Management Office.
- To avoid disturbing demonstration and any other presentation during the exhibition, paging service is not available. (Please use either mobile or public phone.)

■ Paid Locker

- Small size: JPY 400/day, Medium size: JPY 500/day, Large size: JPY 700/day is available at Tokyo Big Sight.
- The installation locations are the Galleria on the 1st floor of the East Hall and the Entrance Hall.

1-5 Schedule

Time	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
July 6 (Mon)		9:00-20:00 Material Move-in / Booth Construction (for exhibitors using their own contractors only)												20:00 Over time	
	Move-in Day 1		9:00-18:00 Vehicle Access into the Exhibition Hall Vehicle Permit												
July 7 (Tue)		8:00-20:00 Material Move-in / Booth Construction												20:00 Over time	
	Move-in Day 2		9:00 (scheduled) Shell Scheme Package Hand-over 9:00 (scheduled) Electricity Supply Starts												
													13:00 (scheduled) Water & Gas Supply Starts		
		8:00-18:00 Vehicle Access into the Exhibition Hall Vehicle Permit													
July 8 (Wed)		8:00-10:00 Exhibitor Entry Preparations Vehicle Permit Exhibitor Badge	10:00-17:00 Exhibition Hours Exhibitor Badge Visitor Badge												
	Day 1		No parking is allowed in the truck yard. Please use paid parking facilities.												
July 9 (Thu)		8:00-10:00 Exhibitor Entry Preparations Vehicle Permit Exhibitor Badge	10:00-17:00 Exhibition Hours Exhibitor Badge Visitor Badge												
	Day 2		No parking is allowed in the truck yard. Please use paid parking facilities.												
July 10 (Fri)		8:00-10:00 Exhibitor Entry Preparations Vehicle Permit Exhibitor Badge	10:00-17:00 Exhibition Hours Exhibitor Badge Visitor Badge										17:00-20:00 Booth Dismantling Material Move-out		General Cleaning
	Day 3		8:00 Vehicle Waiting Area Opens Vehicle Permit												
Move-out		No parking is allowed in the truck yard.										15:00 Truck Yard Entry Begins (scheduled) Vehicle Permit		18:00-20:00 Vehicle Access into the Exhibition Hall Vehicle Permit	

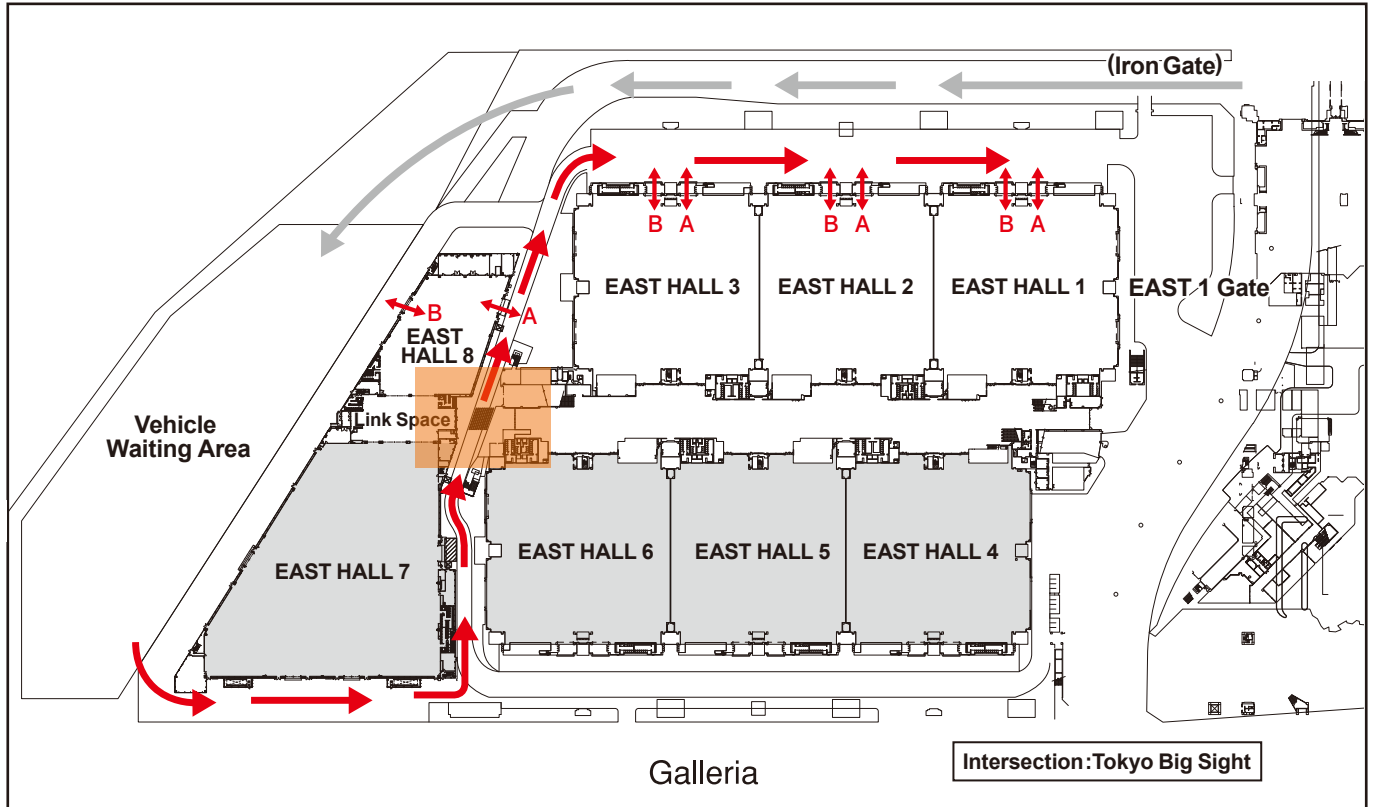
- * Please note that the above schedule is subject to change due to operational reasons.
- * Exhibitors who plan to work after 20:00 on either the move-in day, July 6 (Mon) or July 7 (Tue), are required to submit an overtime application due to night-time security arrangements. Please apply at the Show Management Office inside the venue on the day.
- * Please plan the installation of any structures or decorations exceeding a height of 4.0m so that you can be removed by 20:00 on the final day (July 10 (Fri)) within the scope of what can be dismantled. If dismantling cannot be completed by 20:00, please be sure to contact the Show Management Office at [Email: overseas@tso-int.co.jp] in advance.

2-1 Move-in/Move-out Information

- ★ Please ensure that all exhibitors, as well as transportation companies and decoration contractors, comply with the rules to ensure smooth operations during move-in and move-out.
- ★ Safety is the top priority during move-in and move-out. To ensure safety and prevent theft, please strictly follow the schedule and all instructions, and proceed smoothly in accordance with the directions of the Show Management Office and security staff.

■ Move-in / Move-out Routes

→ For enter to the truck yard
 → For enter to the vehicle waiting area



- ★ There are 7 designated loading entrances; however, depending on construction conditions and weather, some shutters may be unavailable.
- ★ All vehicles must be moved promptly after move-in/move-out is completed.
- ★ In the area, pedestrians carrying items frequently cross the route. When driving through this area, please proceed with extreme caution and be aware of your surroundings.
- ★ Move-in/move-out routes may change depending on the schedule of other exhibitions. The routes described here are as of February 2026. Please be sure to follow the instructions of on-site security staff on the day.
- ★ In principle, priority move-in/move-out is not permitted. However, exceptions may be made for vehicles such as crane trucks, carrier trucks, or UNIC trucks, allowing entry outside designated hours.
- ★ **If you plan to carry out booth construction using large vehicles, please consult the Show Management Office in advance.**
- ★ If for the location of the vehicle waiting area, please refer to the back side of the “Vehicle Permits.”
- ★ **Move-out operations before 17:00 are strictly prohibited, as they may interfere with business negotiations and visitor experience.** If any violation is observed, the exhibitor will be required to stop work immediately.

2-2 Precautions for Move-in and Move-out

■ Please comply with the following requirements for move-in/move-out vehicles.

- * **According to instructions from the Tokyo Wangan Police Station, illegal parking during move-in and move-out—especially double or triple parking—will be strictly penalized.** Please ensure full compliance, and inform all decoration contractors and transportation companies accordingly. Traffic enforcement by the police is expected on exhibition days; therefore, refrain from any illegal activity.
- * Most aisles inside the venue are 2.7m wide. Please use vehicles suitable for this width. After unloading or loading, vehicles must immediately leave the venue area to avoid obstructing other vehicles. A vehicle waiting area is available; please move your vehicle there immediately once unloading is complete.
- * **The floor load capacity inside the exhibition halls is 5t/m².** If your exhibits exceed this limit, you must use concrete panels or steel plates to distribute the load.
- * When using lifting machinery such as crane trucks for exhibit installation, you must place protective material on the ground surface. Ensure that outriggers do not extend over pit areas, as this is extremely dangerous.

① Move-in/Move-out Vehicle Permit

- Heavy congestion is expected around the venue during move-in/move-out. To manage vehicle traffic for loading trucks, crane trucks, unic trucks, transportation vehicles, and construction vehicles, one Vehicle Permit is required per vehicle.
- **Vehicle Permits must be applied for online via the Exhibitor's Page.**
【Exhibitor's Page Login】→【Exhibitor Badge/Vehicle Permit】→【Vehicle Permit】
- After registration, please print the document in A4 size (double-sided, full color) and display it on the windshield of each vehicle.
- **Please ensure that your booth number, exhibitor name, and contact number (mobile phone) are clearly filled in on the vehicle permits.**
- For the location of the vehicle waiting area, please refer to the back side of the vehicle permits.
- The number of vehicle passes issued is limited according to the number of booths. (See below)

1-2 Booths	Up to 2 permits
3-5 Booths	Up to 4 permits
6-10 Booths	Up to 8 permits
More Than 11 Booths	Up to 12 permits

- This applies to all vehicles entering the waiting area and truck yard, including carrier trucks, crane trucks, UNIC trucks, transport vehicles, and construction vehicles.
- **If the number of passes exceeds the allocated limit, additional passes will be issued at JPY 1,000 per pass (NOT include tax) and invoiced after the exhibition.**
- **Even when used by contractors or logistics companies, exhibitors are responsible for managing the number of passes and submitting applications.**
- If you use delivery companies other than Yamato Transport, Yamato Box Charter, or Sagawa Express, please issue vehicle passes and distribute them to drivers in advance. If vehicles or uniforms are not easily identifiable as belonging to a logistics company, security staff may have difficulty providing proper guidance.

【Validity Period】
Move-in Days: **July 6 (Mon) and 7 (Tue)**
During Exhibition: **July 8 (Wed) - July 10 (Fri) 8:00 - 10:00 only**
Move-out Day: **July 10 (Fri) 8:00~**

- * On exhibition days, entry to the truck yard before opening hours is permitted only between 8:00 and 10:00.
- * Parking or leaving vehicles unattended is not permitted. Please move your vehicle promptly after completing operations.
- * On the move-out day (July 10, (Fri)), guidance to the waiting area will begin at 8:00, entry to the truck yard will start at 15:00, and entry into the exhibition halls is scheduled from 18:00 onward. (For safety reasons, instructions from on-site security staff on the day will take priority.)

② Rental of Handcarts, Ladders, and Forklifts

The Show Management Office does not provide rentals of ladders, handcarts, or forklifts.

- Please apply for forklift services via the Big Sight Service website.

[Inquiries for Forklifts]

Big Sight Service Corporation, Cleaning Department 1

TEL: +81-3-5530-1290

Website: <https://www.bigsight-services.co.jp/organizer-exhibitor/exhibition/lift.html>

③ Direct Receipt Required for Courier-Based Move-In/Move-Out

If you ship exhibits or printed materials to the venue via courier services, you must be present to receive them directly. **If you are sending exhibit items or printed materials to the venue via courier, be sure to clearly indicate on the shipping label: venue name, exhibition name, hall name, booth number, exhibitor name, contact person, and mobile phone number.** To avoid loss or theft, do not request unattended (drop-off) delivery. Instead, specify a delivery time when someone from your company will be at the booth to receive the shipment. The Show Management Office cannot be held responsible for any loss, theft, or damage. Please manage your goods with the same degree of care as valuables.

[Designated Delivery Dates for Cargo]

- Self Booth Construction: From 9:00 on July 6 (Mon).
- Shell Scheme Package Users: From 9:00 on July 7 (Tue).
- * Please be sure to clearly label all exhibit items with your booth number and exhibitor name.
- * If you use delivery companies other than Yamato Transport, Yamato Box Charter, or Sagawa Express, please issue vehicle passes and distribute them to drivers in advance. If vehicles or uniforms are not easily identifiable as belonging to a logistics company, security staff may have difficulty providing proper guidance.

<Example of Shipping Label>

When sending items to the venue, please refer to the example on the right and fill out the shipping label accordingly.

3-10-1 Ariake, Koto-ku, Tokyo 135-0063, Japan
TOKYO BIG SIGHT, East Hall ●
[SPORTEC 2026]

Booth No. : E ● - ● ● - ● ●

Exhibitor Name : ● ● - ● ●

Contact Person Name : ● ● - ● ●

Mobile : ● ● ● - ● ● ● ● - ● ● ● ●

*** Be sure to provide a contact number that can be reached inside the venue.**

④ Move-in During the Exhibition Period

From 10:00 onward on July 8 (Wed) and July 9 (Thu), vehicles belonging to exhibitors and contractors are not permitted to enter the waiting area or truck yard. During this period, please use nearby public parking facilities for vehicle parking. On July 10 (Fri), the waiting area will open from 8:00, and vehicles will be guided to the truck yard sequentially from 15:00.

- * If additional items need to be brought into the hall during the exhibition period, this must be done by hand-carry via the visitor entrance only.

⑤ Disposal of Leftover Materials and Waste

Under the "Waste Management and Public Cleansing Law," the responsibility of waste generators has increased. All leftover materials generated from July 6 (Mon) move-in to July 10 (Fri) move-out must be taken back by each company.

Also, leftover materials from decoration companies must never be left in the aisles and must be taken back properly.

If any leftover materials are left behind, the cost of removal will be borne by the exhibitor.

(JPY 50,000 per 1m² of leftover material (NOT include tax). Fractions will be rounded up.)

- If you wish to arrange collection and disposal of oversized waste or leftover booth materials (paid service), please contact the official contractor designated by the Show Management Office directly:
Big Sight Service Corporation (Contact Person: Onojima) TEL: +81-3-5530-1290
- For general waste during the exhibition, waste collection stickers (JPY 5,000 (including tax for 3 days) will be available for purchase at the on-site Show Management Office.
(For details, please refer to P43 "Waste Disposal During the Exhibition")

2-3 Bringing Foreign Cargo into the Venue

■ Bringing Foreign Cargo into the Venue

The venue is not in the bonded exhibition place. Therefore, we recommend that you obtain the ATA Carnet for cargo from overseas that is known to be returned to your home country or transferred to another country after the exhibition is over.

[Export/Import Procedure Using ATA Carnet (Japanese Carnet)]

The ATA Carnet is an international, unified Customs document under an international system based on “Customs Conventions in the ATA Carnet for the Temporary Admission of Goods” and concluded among major countries.

In cases where articles, such as commercial samples, display articles, and professional equipment, are brought into a foreign country which is a signatory country to the convention, taken out of the country after the completion of business, and then carried into another country, or brought back to home country, the ATA Carnet System can facilitate the export/import Customs formalities due to duty-free admission of goods without preparing the Customs document for every foreign customs house.

Articles carried when leaving/entering a country party to the ATA Carnet are handled as traveling goods clearance using simplified Customs formalities. However, if there are some goods whose export/import are restricted among them, you must obtain a permit and approval prior to export/import.

In using the ATA Carnet, pay attention to the following:

- ⊙ The nation into which you bring articles must be a member of the ATA Convention.
- ⊙ The ATA Carnet is valid for one year.
- ⊙ The major goods covered by the ATA Carnet are commercial samples, professional equipment, and display articles, however, depending on the nation, all these goods are not always admitted.
- ⊙ The holder has an obligation to take out the goods which he/she has brought into a foreign country.
- ⊙ Articles requiring a permit or approval prior to their export/import under the provisions in laws and regulations must have the permit or the approval attached to clear Customs.

The ATA Carnet is issued and guaranteed by the Japan Commercial Arbitration Association.

If you are planning to sell or give the imported items in Japan, please take a regular process for import duty procedure and deliver the item as domestic freight.

[Immigration and Custom for Japan]

If the exhibitor is required immigration procedures to enter Japan for this exhibition, the exhibitor shall carry out the entry procedure at your own responsibility. The organizer is not responsible for all immigration procedures and expenses. In addition, if exhibitors cancel the exhibitor contract because the exhibitors cannot enter Japan for some reason, the exhibitor must pay a cancellation fee to the organizer.

[Inquiries for International Cargo (other than courier services such as DHL or FEDEX)]

Nippon Express Co., Ltd.

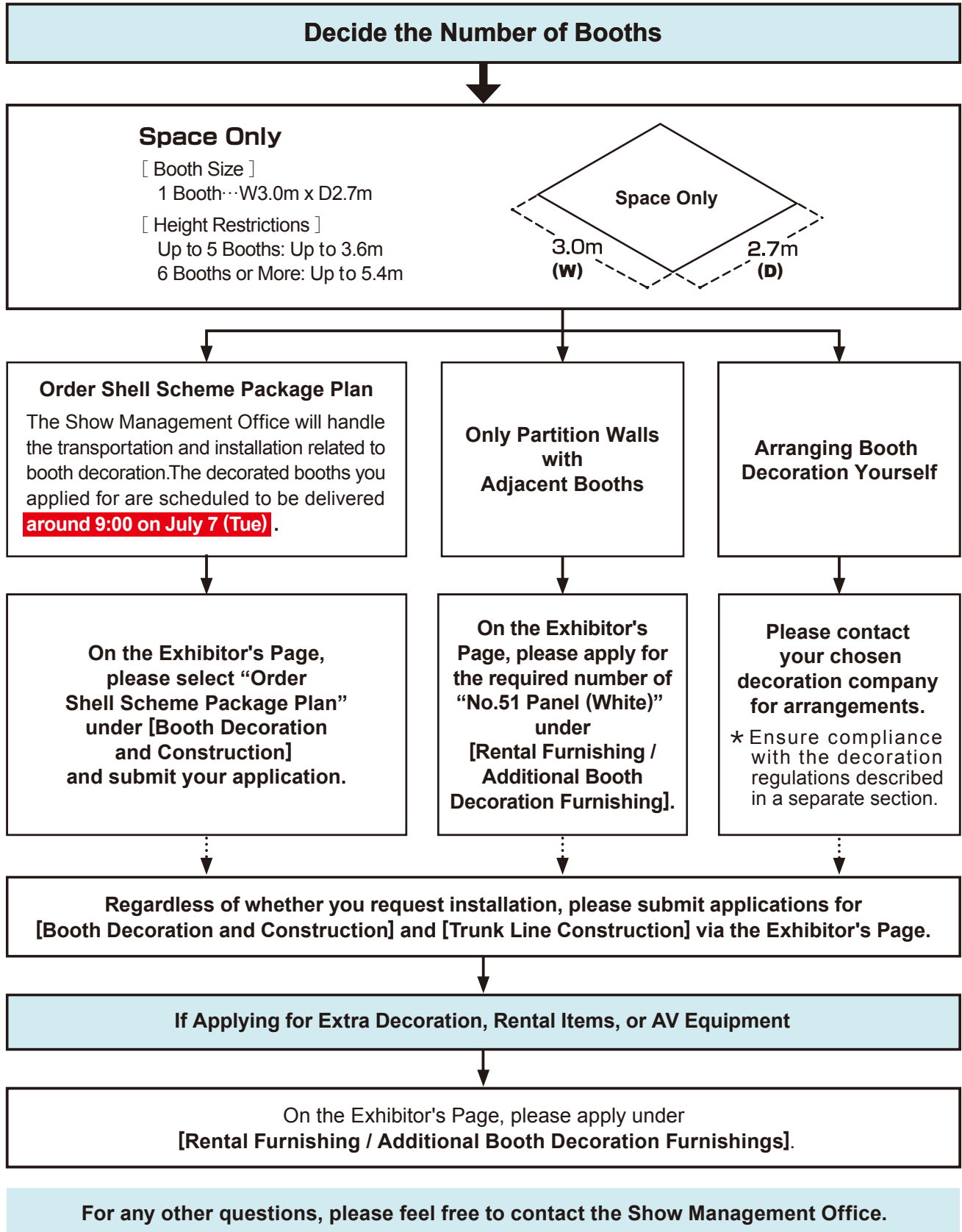
TEL: +81-3-3778-8274 Email: nittsu-events-gte@nipponexpress.com / kenji.shiota@nipponexpress.com

- When you use the delivery service company expect Nippon Express Co., Ltd., please be sure to fill in the venue name, exhibition name, hall name, booth number, exhibitor name, contact person and mobile phone number. Please ensure that the shipment arrives within the designated time frame.
For the shipping address, please refer to “Example of Shipping Label” on P13.
- Please receive the shipment on your own responsibility.
- The Show Management Office is unable to receive your items on behalf on you.
Please arrange specify the time when staff are at the booth when you arrange the shipment.

3-1 Application Guide for Decorations and Furnishings

■ The Application Process for Decorations and Furnishings

- **This exhibition provides raw space only; basic decorations and fixtures are not included.** As part of your participation, you are required to erect at least a wall panel between your booth and adjacent booths. Therefore, please either apply for the shell scheme package offered by the show management office or arrange for your own decoration company.
- **All exhibitors are requested to submit applications for [Booth Decoration and Construction] and [Trunk Line Construction] via the Exhibitor's Page.** In addition, all exhibitors are asked to follow the procedure below and submit the required applications accordingly.



3-2 Decoration Regulations

■ Inquiries for Decoration Regulations

Cube Create Co., Ltd. Contact: Hasegawa / Ishihara / Mori
TEL : +81-3-3537-8810 Email : tenji-1@cube-ct.co.jp

Exhibitors arranging their own booth decoration must comply with the following items and submit **applications via the Exhibitor's Page under [Booth Decoration and Construction]**.

■ Booth Decoration Period

Date	Booth Decoration Work Time	Vehicle Access into Hall
July 6 (Mon)	9:00–20:00	9:00–18:00
July 7 (Tue)	8:00–20:00	8:00–18:00

* Booth decoration work must be completed by July 7 (Tue).

*** Handover of shell scheme package or rental furnishings is scheduled from 9:00 on July 7 (Tue).**

Rental of equipment (display stands, tables, panel stands, chairs, etc.) can be applied for via the Exhibitor's Page under **[Rental Furnishing / Additional Booth Decoration Furnishings]**.

■ Decoration Regulations

Decorations or exhibits that the Show Management Office determines to violate these regulations may be required to be corrected or removed even during the exhibition period, regardless of the reason.

If you do not comply, your exhibition may be suspended, and all costs incurred will be borne by the exhibitor.

① Booth Size: W3.0m × D2.7m (space only)

② Height Restrictions and Protrusions into Aisles

- No facilities or displays may be installed above the aisle or outside the booth.
All components, including angle materials for panel support, must be contained within the booth.
- Lights, signs, flags, and any protrusions toward aisles are prohibited.
Laying carpet outside the booth in shared aisles is also prohibited.
- The maximum height for booth structures is 3.6m for exhibitors with 1 to 5 booths, and 5.4m for exhibitors with 6 or more booths. (No setback required)

If any exhibit items exceed 3.6m in height (or 5.4m for exhibitors with 6 or more booths), please contact the Show Management Office in advance.

- If installing walls or structures (including exhibit products and decorations) over 3.0m in height and 3.0m in width, the installation of fire safety equipment such as smoke detectors may be required by the local fire department.
- Exhibitors installing walls, structures, or exhibit products over 3.0m in height and 3.0m in width must submit a floor plan and 3D diagram (with height indicated) to Cube Create Co., Ltd. by May 28 (Thu).
- Depending on the submitted content, the Show Management Office may request design modifications.
Please note this in advance.

③ Partition Walls (Wall Structures)

For the back of the booth and partitions with adjacent booths, please construct the entire back and adjacent walls with single-sided panels at least 2.7m high. Exhibitors using partitions higher than 2.7m must cover the back side facing adjacent booths with plain white panels. (If the height differs from the adjacent booth, placing company names or text within 1.0m of the adjacent booth is prohibited.)

* If using a shell scheme package/wall panel and the adjacent booth also applies for the same, the adjacent wall may be shared as a single panel. The pricing of the wall panel is set for the constructed surface used, so the price does not change whether shared or not.

④ Decoration Facing Aisles

- For booth sides facing the aisle (within 1.0m from the aisle), if erecting walls or structures over 1.0m high, construction is limited to 2/3 of one side (at least 1/3 must remain open). If no other booth exists between your booth and the venue wall, this restriction does not apply.
- For booths longer than 10.0m on one side, at least 1/3 of that side must remain open for passage. Decorations inside 1.0m from the outer frame of the booth, or if no other booth exists between your booth and the venue wall (including across aisles), are exempt from this rule.

⑤ Balloon Installation

- Balloon installation is permitted only for exhibitors with four or more booths. Balloons must be installed within the boundaries of the booth.
- If the horizontal projection area of the balloon is 9m² or less, there is no height restriction. However, a minimum distance of 1m must be maintained from panels or other structures.
If the horizontal projection area exceeds 9m² but is 50m² or less, the bottom of the balloon must be installed at a height of at least 11m above the floor.
Balloons with a horizontal projection area exceeding 50m² are not permitted.
- Exhibitors wishing to install balloons **must submit plans (floor and elevation) and balloon specifications to Cube Create Co., Ltd. by May 28 (Thu)**. Balloons without prior approval will not be permitted.

⑥ Hanging any decorative materials such as banners, fixtures or truss from the ceiling of the exhibition halls are strictly prohibited.

⑦ All the decor such as signboards, lights, arches, floating objects and others should be set up within the booth.

⑧ No shared storage space is provided. If needed, please use paid storage room (see P42) or arrange within your booth.

⑨ Ceiling Structures

Ceiling and blackout constructions are generally prohibited due to potential interference with sprinkler systems or large-area water extinguishing systems. Installing ceilings, roofed exhibits, or decorations that interfere with fire safety systems is also prohibited. If your exhibit requires light blocking or dust protection, or the exhibit itself forms a ceiling structure, you **must submit drawings to Cube Create Co., Ltd. by May 28 (Thu)**.

- ① Booth decoration floor plan, elevation, and overall booth layout (indicating blackout areas, fire extinguisher locations, etc.)
- ② Detailed drawings necessary to explain ceiling structures (with written descriptions and fireproof labels, etc.)

⑩ Electrical Main Line Cables

For fire safety and compliance with fire laws, two-story structures inside booths (information booths, meeting rooms, rest areas, storage, etc.) are prohibited. Bridges for visitors or staff are also prohibited.

⑪ Prohibition of Two-Story Booths

While efforts will be made to place electrical main lines discreetly, due to power pit constraints, the layout may not always match exhibitor preferences. Please confirm and design with IIDA Electrical Works Co., Ltd.

⑫ Heavy Items on Display

- Exhibits where the unit weight divided by the horizontal projection area exceeds the venue limit of 5t/m² are not permitted.
- Vehicles inside the exhibition hall must travel at 10km/h or less.
- Suspended cranes must be under 10t rough-terrain cranes. Do not place outrigger bases on pit covers.

Crane Type	Protection Method
Up to 35t Rough-terrain	Use 500mm × 500mm Base Plates

⑬ Prohibition of Direct Work on Venue Facilities

The following direct works on venue facilities are prohibited.

- Nailing, tacking, etc. (Refer to separate section for anchor bolts)
- Excavation, chipping, cutting, gas welding
- Direct application of paint or coatings
- Adhesive application for attachment
- Use as support for columns or structural members
- Use as support for signs or similar items
- Any other actions that may damage the facilities

- Applications for floor works (anchor bolts) are managed by the Show Management Office. Exhibitors wishing to perform such works must submit an application via the Exhibitor's Page, "**Floor Work**" under [**Booth Decoration and Construction**] including a floor plan indicating the installation locations.
- **Applications for floor works (anchor bolts) must be submitted by June 18 (Thu) at the latest.** Applications submitted after this date will be treated as unapproved anchors and charged JPY 15,000 (NOT include tax) per anchor. If there is any possibility of additional installations, it is recommended to apply for more than the required number. Actual charges will be based on the confirmed number of installations; any extra beyond the application will be treated as unapproved anchors.
- **【Floor Work】** Only hall-in anchors with diameter ≤16mm and embedment depth ≤80mm are allowed. Use on pit covers is strictly prohibited. Anchors within 200mm of pit edges are not permitted. Any use of anchors in pits will incur actual repair costs.
- **【Restoration Return to Original Condition】** After the exhibition, anchor bolts must be cut with a grinder so that no protrusions remain. Hammering or gas welding is prohibited. Any damage to the floor (concrete) will incur a repair fee of JPY 15,000~ (NOT include tax) per anchor.
- **【Floor Restoration Cooperation Fee】** The cooperation fee for hall-in anchors is JPY 1,400 (NOT include tax) per anchor, invoiced by Cube Create Co., Ltd. after the exhibition. If hall-in anchors are used without prior submission, exhibitors will be charged the floor restoration cooperation fee.

3-3 Fire Safety Regulations and Other Precautions for Decorations

■ Fire Safety Regulations for Booth Decoration

The Fukagawa Fire Station will make a fire prevention inspection on the day before the exhibition, and the first day of the exhibition. If any exhibitor is found to be in violation of the rules below, they may be required to tear down their exhibit.

- ① Paneling used in booth construction must be made of fire-retardant materials
All plywood and printed veneer plywood, regardless of thickness, must be treated by immersion soaking of fire-retardant chemicals. Paneling treated only by a superficial spray-on of fire-retardant chemicals is not permitted. Not only the partitions, but all surfaces made of paneling such as booth displays, reception counters, shelves, etc., must be made of this fire-retardant treated construction material.
- ② If thick cloths or pleated papers are pasted or nailed to fireproofing plywood, fire-retardant performance is also required to those materials. However, thin cloths and papers which are tightly adhered to the entire surface of fireproofing plywood are considered as a unit.
- ③ **Please apply flameproof labels to all combustible items, such as curtains, stage curtains, cloth, textile items, carpets, and other decoration materials, after their anti-flaming treatment.** It is not allowed to apply disaster prevention processing by on-site spraying at the venue.
- ④ Please put 1 label on each piece of fire-resistant material used. Please inquire the constructor company how to get the flameproof label.
- ⑤ **Please do not use materials which are difficult to treat for fire-resistance.** Make every effort to avoid the use of the following or similar materials or objects made out of petroleum or chemical materials: artificial flowers, urethane, acetate, polyester,
- ⑥ If the item is certifying as fireproofing in foreign countries and it shows a certificate of country of manufacture, it is also needed to be certified by Japan.

Please inform above points your constructor company.

Exhibitors and constructor companies often do not follow above points, so the Show Management Office sometimes face to the trouble.

If you have any questions or concerns, please contact to Cube Create Co., Ltd.

TEL: +81-3-3537-8810 Email: tenji-2@cube-ct.co.jp Contact: Hasegawa / Ishihara

■ Other Decoration and Construction Notes

- ① Please be informed that the Show Management Office might ask to demolish violating or incomplete decoration. When you plan your booth construction, please care about this. If you have any questions, please contact to Cube Create Co., Ltd. with your booth design.
- ② It might be limited to drive vehicles into the hall for safety and organize. During that time, the Show Management Office will ask to wait at the vehicle waiting area.
- ③ During move-in/move-out day and the exhibition period, please be careful not to damage the venue, electricity, telephone, aqueduct and other exhibitor's decoration and products. When if exhibitors or constructor company damage, the Show Management Office will ask that they must be restored to original state for any reason whatsoever.
- ④ The carpet in the booth must be secured with double-faces tape. The exhibitors are not able to use glue. After the exhibition period, please remove the carpet and double-faces tape by own.
- ⑤ When move-in/move-out day and during exhibition period, the use of products causing fire or smoke such as electric/gas welding should be informed to the Show Management Office in advance and be gained approval. Moreover, please have the fire extinguisher handy while at work.
- ⑥ Please work within your booth in the hall. It is prohibited to leave the materials in aisles or in other booths. This rule applied to move-out day, too.
- ⑦ It is prohibited to hang decoration and products from the hall facilities such as ceiling, pillars or wall, to prop them or to fix them.
- ⑧ When the exhibitor violates rules stipulated by the Show Management Office or the exhibitor would not follow the recommendation of the Show Management Office, the Show Management Office can remove the infringing items or take other measures. In this case, the exhibitor cannot express an objection or charge to the Show Management Office. Moreover, expense related to this action shall be borne by exhibitor.
- ⑨ Please do not conceal fire extinguisher, indoor fire hydrant, sprinkler system, automatic fire alarm, emergency bell and guidance light by decorations. Moreover, do not leave the exhibiting products or decorations near this equipment.
- ⑩ As a general rule, the exchange of exhibition equipment, remodeling of decoration and so on are not allowed during the exhibition period.
- ⑪ Smoking in the hall is prohibited. Please smoke in the smoking area.

■ Waste Material Handling

For bulky waste and leftover materials generated during dismantling, please either take them back with you or contact the official cleaning contractor, Big Sight Service Corporation (TEL: +81-3-5530-1290, Contact: Onojima / Shoji).

If any materials are left unattended in the venue, the cost of removal will be borne by the exhibitor.

A fee of JPY 50,000 per 1 m² (NOT include tax, Fractions will be rounded up) will be charged by the Show Management Office at a later date.

3-4 Shell Scheme Package and Rental Furnishings

■ About Schell Scheme Package

If you use the shell scheme package, the Show Management Office will take care of the transportation and construction work related to decoration, so you can minimize the work and cost of installing the booth. Your shell scheme package that you instructed will be ready until 9:00 on July 7 (Tue).

Please refer to **the shell scheme package on P21-26** and select the booth that suits your exhibit purpose. In addition, the shell scheme package can be changed in various ways, such as changing the layout of the shell scheme package according to the number of booths, and order additional the display shelves and equipment, change carpet color, etc.

■ Shell Scheme Package Regulations and Notes

- ① Shell scheme packages are available upon exhibitor application, and **the Show Management Office will be issued the invoice approximately two weeks before the exhibition.** Please make payment by the due date stated on the invoice.
- ② Shell scheme packages are ordered in bulk by the Show Management Office through the contractor, which helps reduce costs. **Therefore, price changes due to reducing items in the shell scheme package are not allowed. Please understand this in advance.**
- ③ For additional decoration or items for the shell scheme package, please apply via **the Exhibitor's Page under [Rental Furnishing / Additional Booth Decoration Furnishings]**. For items not listed, we can also provide them, so feel free to contact Cube Create Co., Ltd.
- ④ The shell scheme package is **scheduled to be installed and handed over to the exhibitor when you arrive on the second move-in day (July 7 (Tue) 9:00; power also from 9:00). However, slight delays may occur depending on installation procedures and quantity.** Please be aware of this in advance.
- ⑤ We use a PVC panel for wall panels, etc.
 - 【Feature】 You can make a lot of arrangements such as display counters and partitions.
You can easily design a booth to suit your purpose.
 - 【Caution】 **Please do not drilling hole the panel. Using concrete nails, nail guns, glue, double-sided tape other than the designated products (weak adhesive double-sided mesh tape) is prohibited.** Double-sided tape that leaves sticking marks and glue cannot be used.
Please use designated double-sided tape, hook-and-pile fasteners or special chains to attach decorations on the walls.
If you do not comply, maintenance costs will be incurred, please be noted.

■ Confirmation Points when Applying

- Please submit your application via the Exhibitor's Page under [Booth Decoration and Construction] by the submission deadline. If applying for additions or changes, check the box at the margin and resend the form.
- **The Show Management Office will be issued the invoice approximately two weeks before the exhibition.**
Please make payment by the due date stated on the invoice.
- Bank transfer fees are to be borne by your company.
- Due to inventory reasons, the furniture and equipment may differ slightly from the photo, please be noted.
- If you are applying for a shell scheme package plan and your adjacent booth has also applied for a shell scheme package plan or wallpanels, we may share a single wall panel between the adjacent booths. Please note that the price of the wall panels is based on the cost of installation for your side, so there will be no change in price regardless of whether or not the wall is shared with the adjacent booth.

■ Changes and Cancellations

- During the move-in period or exhibition, additions, changes, or applications for items will be accepted at the venue. However, depending on stock availability, your request may not be fulfilled. Please understand this in advance.
- **Cancellations during move-in or the exhibition cannot be accepted. If you cancel rental furniture during move-in, you may still be charged. Please note that payments already made may not be refunded.**

■ Items Included in the Fee

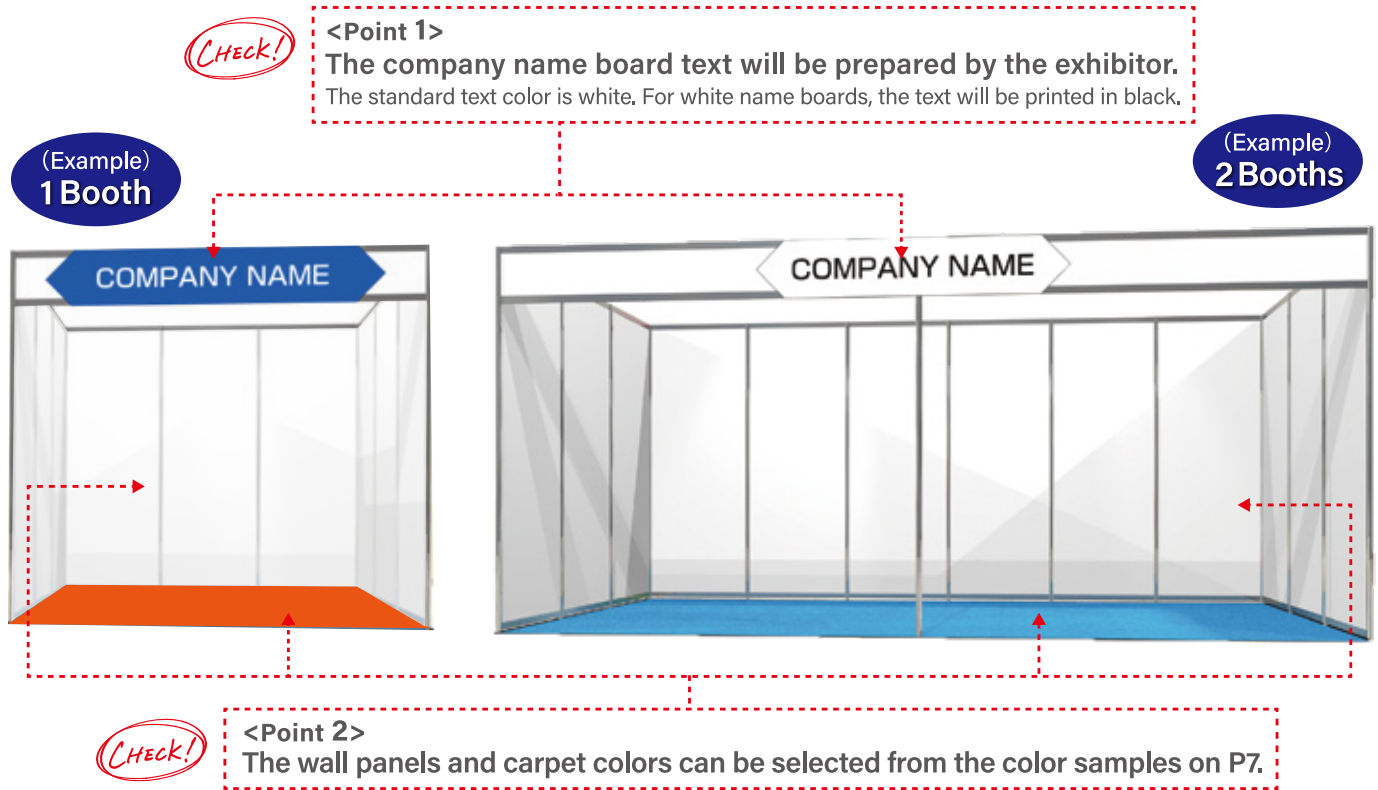
- Rental charge
- Installation cost

■ Contact for Shell Scheme Package and Rental Furnishings

Cube Create Co., Ltd. Contact: Hasegawa
TEL : +81-3-3537-8810 Email : tenji-1@cube-ct.co.jp

Plan A [1-4 Booths] Booth size per unit : W3m×D2.7m

A simple package design that includes the essential elements required for a standard exhibition booth



Plan A Contents

- Wall Panel (H2,700mm)
 - Parapet
 - Company Name Board (W2,400mm×H400mm)
 - Carpet
 - 100V Outlet (2 ports)×1
 - Electricity Supply (up to 1,000W, includes power usage fee)
- *Please select the colors for the company name board, wall panels, and carpet from the color samples on P7.
- *Furnishings like reception counters, chairs, and meeting sets are available as optional paid add-ons.
- *For booths with 2 or more spaces, only one company name board and outlet will be provided.
- *Exhibitors are free to bring their own furnishings.
 [Optional] Additional company name board for corner booths: JPY 27,500 per board.

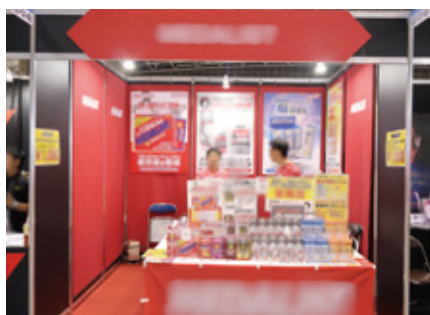
Plan A Pricing (Including Tax)

- 1 Booth : **JPY 159,500**
- 2 Booths : **JPY 225,500**
- 3 Booths : **JPY 291,500**
- 4 Booths : **JPY 357,500**

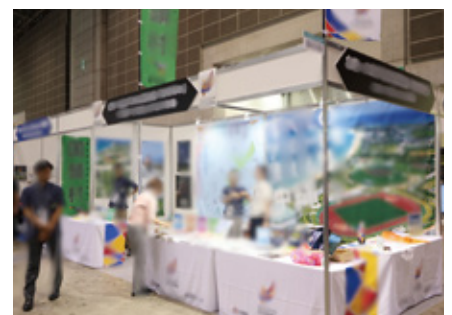
Plan A Usage Image



1 Booth



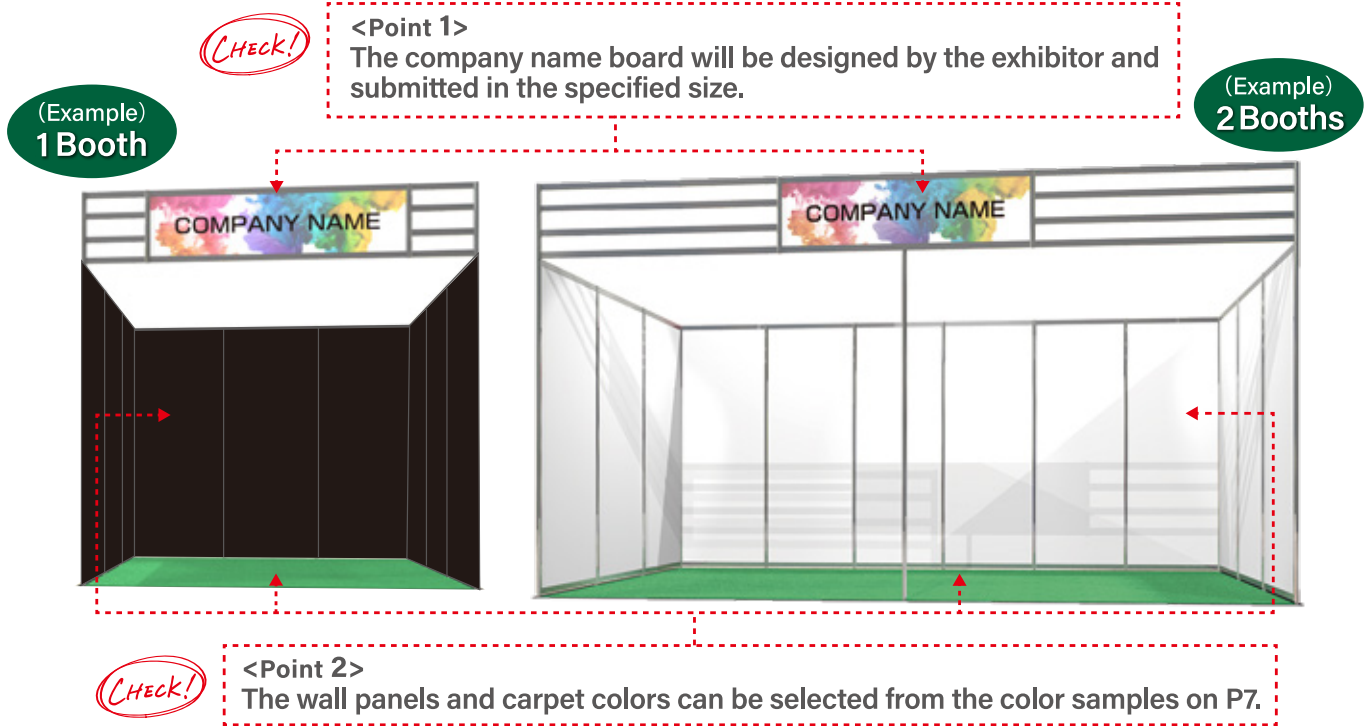
1 Booth



2 Booths

Plan B [1-4 Booths] Booth size per unit : W3m × D2.7m

A package that allows you to showcase your original company name board prominently, creating a unique decorative feel



Plan B Contents

- Wall Panel (H2,700mm)
 - Company Name Board
(Complete Data Submission: Data Size: W1,940mm × H500mm)
 - Carpet
 - 100V Outlet (2 ports) × 1
 - Electricity Supply (up to 1,000W, includes power usage fee)
- * Please select the colors for the company name board, wall panels, and carpet from the color samples on P7.
 - * Furnishings like reception counters, chairs, and meeting sets are available as optional paid add-ons.
 - * For booths with 2 or more spaces, only one company name board and outlet will be provided.
 - * Exhibitors are free to bring their own furnishings.
[Optional] Additional company name board for corner booths: JPY 38,500 per board.

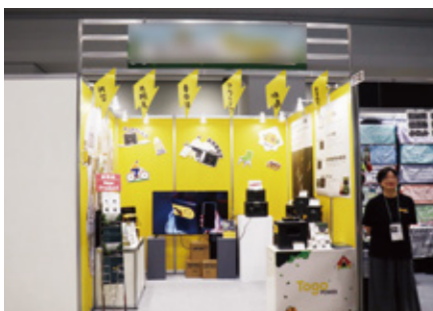
[About Data Submission]

File Format: Adobe Illustrator is recommended. EPS files with outlined fonts are also acceptable.
Image Resolution: For graphics with photos, ensure a minimum resolution of 75 dpi at the actual size. Use the highest possible image quality.
Filters and Effects: For data with drop shadows or blur effects in Illustrator, submission at the actual size is recommended to prevent errors caused by scaling.
PDF Proof: Always include a PDF proof for review.
* If you require design creation, additional design fees will apply. Estimates will be provided based on the design requirements.

Plan B Pricing (Including Tax)

- 1 Booth : JPY 192,500
- 2 Booths : JPY 258,500
- 3 Booths : JPY 324,500
- 4 Booths : JPY 390,500

Plan B Usage Image



1 Booth



1 Booth



2 Booths

Plan C [2-6 Booths] Booth size per unit : W3m×D2.7m

[For Exhibitors with 2 or More Booths]

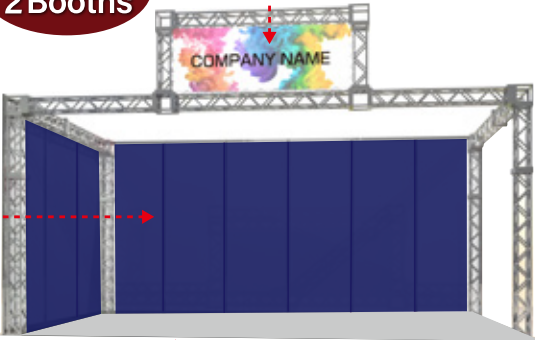
A dynamic package featuring a truss design and your original company name board elevated for greater visibility

Check!

<Point 1>

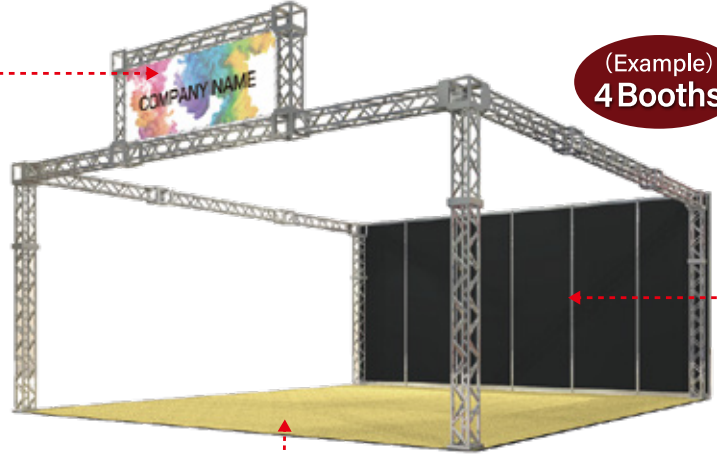
The company name board will be designed by the exhibitor and submitted in the specified size.

(Example)
2 Booths



*1 corner booth layout image

(Example)
4 Booths



*2 corner booth layout image

Check!

<Point 2>

The wall panels and carpet colors can be selected from the color samples on P7.

Plan C Contents

- Wall Panel (H2,700mm)
 - Company Name Board
(Complete Data Submission: Data Size: W1,950mm × H650mm)
 - Carpet
 - 100V Outlet (2 ports)×1
 - Electricity Supply (up to 1,000W, includes power usage fee)
- *Please select the colors for the company name board, wall panels, and carpet from the color samples on P7.
 - *Furnishings like reception counters, chairs, and meeting sets are available as optional paid add-ons.
 - *For booths with 2 or more spaces, only one company name board and outlet will be provided.
 - *Exhibitors are free to bring their own furnishings.
 - [Optional] Additional company name board for corner booths: JPY 49,500 per board.

[About Data Submission]

File Format: Adobe Illustrator is recommended. EPS files with outlined fonts are also acceptable.
 Image Resolution: For graphics with photos, ensure a minimum resolution of 75 dpi at the actual size. Use the highest possible image quality.
 Filters and Effects: For data with drop shadows or blur effects in Illustrator, submission at the actual size is recommended to prevent errors caused by scaling.
 PDF Proof: Always include a PDF proof for review.
 *If you require design creation, additional design fees will apply. Estimates will be provided based on the design requirements.

Plan C Pricing (Including Tax)

- 2Booths : JPY 324,500
- 3Booths : JPY 390,500
- 4Booths : JPY 456,500
- 6Booths : JPY 588,500

Plan C Usage Image



2 Booths



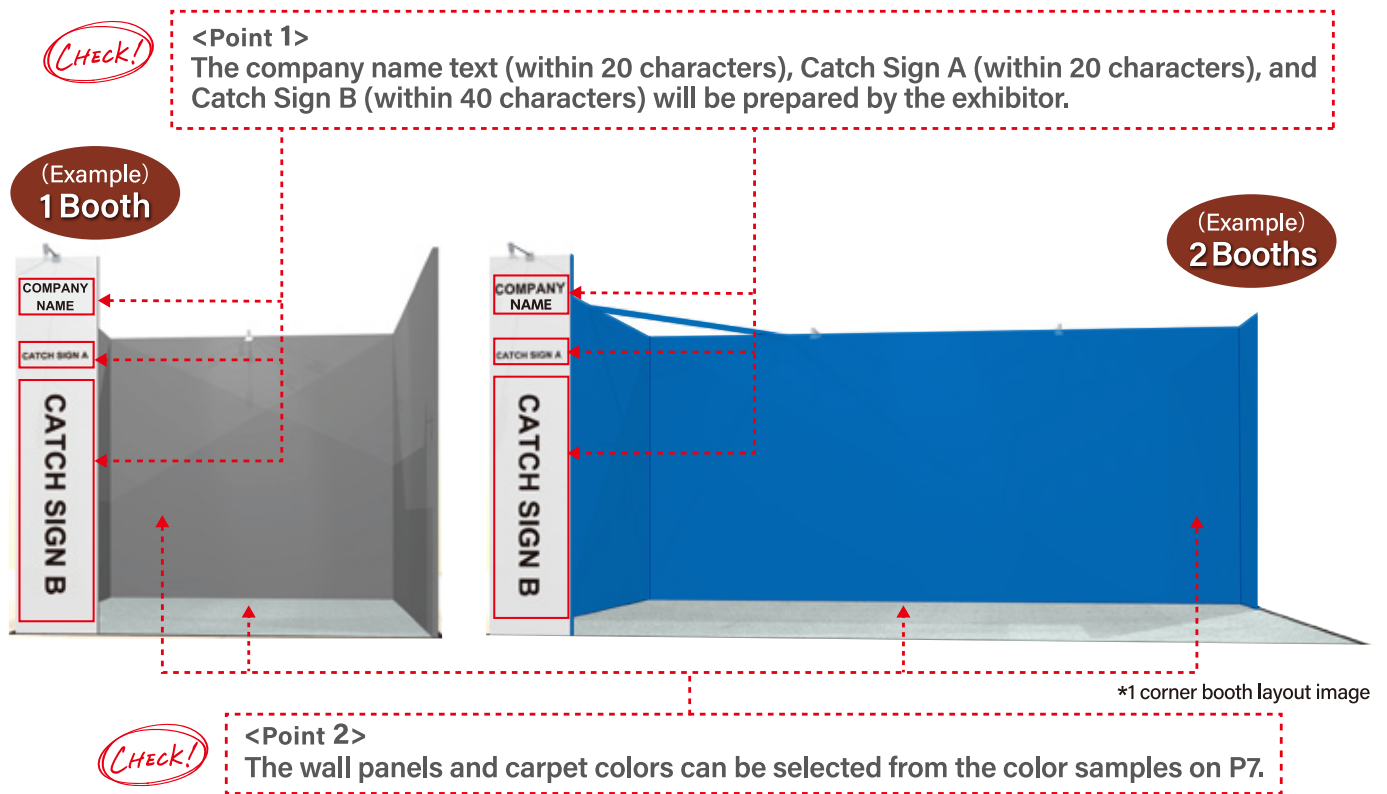
2 Booths



4 Booths

Plan D [1-2 Booths] Booth size per unit : W3m×D2.7m

A sophisticated package with a refined wooden panel design that exudes quality and elegance



Plan D Contents

- Wooden Wall (H2,700mm)
- Company Name Board (20 Characters)
- Catch Sign [A] (20 characters)
- Catch Sign [B] (40 characters)
- Carpet
- 100V Outlet (2 ports)×1
- Spotlight (2 Lights for 1 Booth, 3 Lights for 2 Booths)
- Electricity Supply (up to 1,000W, includes power usage fee)

If you wish to have a logo on the company name board, a separate estimate will be provided.

*Please select the colors for the company name board, wall panels, and carpet from the color samples on P7.

*Furnishings like reception counters, chairs, and meeting sets are available as optional paid add-ons.

*For booths with 2 or more spaces, only one company name board and outlet will be provided.

*Exhibitors are free to bring their own furnishings.

Plan D Pricing (Including Tax)

• 1 Booth : **JPY 280,500**

• 2 Booths : **JPY 346,500**

Plan D Usage Image



1 Booth



2 Booths



4 Booths

Plan E [1-3 Booths] Booth size per unit : W3m×D2.7m

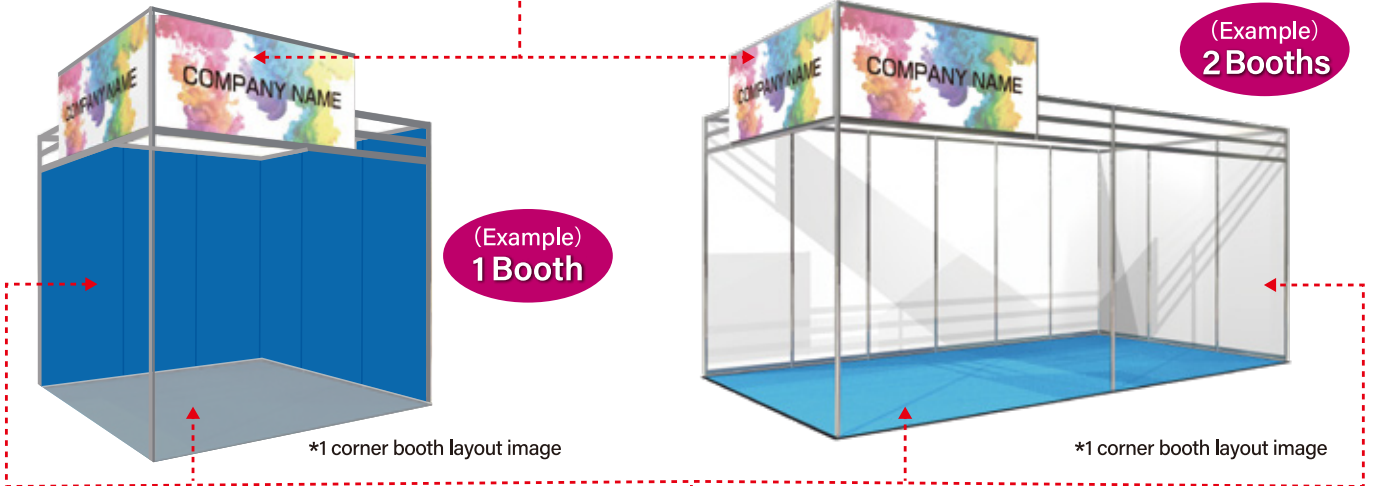
[For Corner Booth Exhibitors]

A package where your original company name board is displayed prominently on the aisle side, ensuring visibility from any direction

CHECK!

<Point 1>

The company name board will be designed by the exhibitor and submitted in the specified size.



CHECK!

<Point 2>

The wall panels and carpet colors can be selected from the color samples on P7.

Plan E Contents

- Wall Panel (H2,700mm)
- Company Name Board
(Complete Data Submission: Data Size: W1,940mm × H800mm)
- Carpet
- 100V Outlet (2 ports)×1
- Electricity Supply (up to 1,000W, includes power usage fee)

- *Please select the colors for the company name board, wall panels, and carpet from the color samples on P7.
- *Furnishings like reception counters, chairs, and meeting sets are available as optional paid add-ons.
- *For booths with 2 or more spaces, only one company name board and outlet will be provided.
- *Exhibitors are free to bring their own furnishings.

[About Data Submission]

File Format: Adobe Illustrator is recommended, EPS files with outlined fonts are also acceptable.

Image Resolution: For graphics with photos, ensure a minimum resolution of 75 dpi at the actual size. Use the highest possible image quality.

Filters and Effects: For data with drop shadows or blur effects in Illustrator, submission at the actual size is recommended to prevent errors caused by scaling.

PDF Proof: Always include a PDF proof for review.

*If you require design creation, additional design fees will apply. Estimates will be provided based on the design requirements.

Plan E Pricing (Including Tax)

- 1 Booth : JPY 236,500
- 2 Booths : JPY 302,500
- 3 Booths : JPY 368,500

Plan E Usage Image



1 Booth



2 Booths





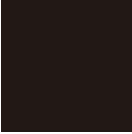


2 Booths

SHELL SCHEME PACKAGE COLOR SAMPLES

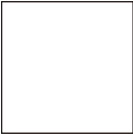
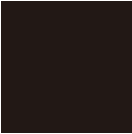


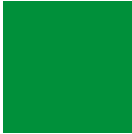

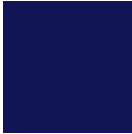
These are color samples for the company name board, wall panels, and carpet. Please select your preferred color from the options below and complete the shell scheme package application form.

Company Name Board Color Sample (Plan A Only)*

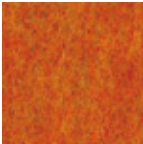
* If you select white for the color of your company name board, the text will be printed in black. For any other colors, the text will be printed in white.

				
White	Blue	Black	Red	Navy

Wall Panel & Parapet Color Samples

						
White	Black	Blue	Red	Green	Yellow	Navy

Carpet Color Samples

					
Red	Orange	Blue	Green	Heather Gray	Black
					
Pink	Lemon Yellow	Yellow	Heather Orange	Navy Blue	Heather Blue
					
Yellow-Green	Heather Purple	Beige	Caramel	Brown	

*If you wish to choose two or three colors for the wall panels or carpet, or if you prefer colors other than those listed above, a separate estimate will be provided.

Due to printing limitations, the color samples above may differ from the actual colors. Also, depending on the availability of materials, the texture, material, or color may vary. Please be aware of this in advance.

■ About Rental Furnishings

Cube Create Co., Ltd. Contact: Hasegawa
 TEL: +81-3-3537-8810 Email: tenji-1@cube-ct.co.jp

① Confirmation Items When Applying

- The Show Management Office will be issued the invoice approximately two weeks before the exhibition. Please make payment by the due date stated on the invoice.
- Bank transfer fees are to be borne by your company.
- Due to inventory reasons, the furniture and equipment may differ slightly from the photo, please be noted.

② Changes and Cancellations

- During the move-in period or exhibition, additions, changes, or applications for items will be accepted at the venue. However, depending on stock availability, your request may not be fulfilled. Please understand this in advance.
- Cancellations during move-in or the exhibition cannot be accepted. If you cancel rental furniture during move-in, you may still be charged. Please note that payments already made may not be refunded.

③ Items Included in the Fee

- The rental fee includes the rental cost for the exhibition period and the installation within the booth.
- A wide range of rental items not shown in the photos is also available. Please contact Cube Create Co., Ltd. for details.

The Show Management Office offers a wide selection of rental items to support your business negotiations. Please submit your rental item requests **via the Exhibitor's Page under [Rental Furnishing / Additional Booth Decoration Furnishings]**.

Photo of Rental Furnishings

*** The furniture and equipment may differ slightly from the photo, please be noted.
 All prices listed below do NOT include tax.**



1.Meeting Table Set
JPY 14,000



2.Meeting Table Set
JPY 23,500



3.Meeting Table Set
JPY 38,500



4.Foldable Chair
SH430
JPY 1,000



5.Round Table
Φ900×H600
JPY 5,500



6.Round Table
Φ600×H600
JPY 5,500



7.Unit Counter
W1200×D600×H940
JPY 14,000



8.Unit Counter
W1600×D700×H700
JPY 16,500



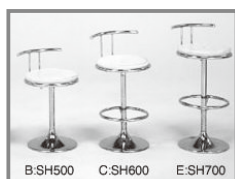
9. 10.Unit Counter
W1800×D700×H800,940
JPY 22,000



11.Counter Table
Φ600×H1000
Top: Wood grain
JPY 11,000



12.Counter Table
Φ600×H1000
Top: Black
JPY 9,500



13. 14. 15.Counter Chair
SH500~SH700
JPY 4,500



16.Stacking Chair
SH425
JPY 3,500



17.Meeting Table
W1800×D600×H730
JPY 4,500



18.Meeting Table
W1800×D600×H730
JPY 4,500

■ About Rental Furnishings

Please submit your rental item requests via the Exhibitor's Page under [Rental Furnishing / Additional Booth Decoration Furnishings].

Photo of Rental Furnishings

*The furniture and equipment may differ slightly from the photo, please be noted.
All prices listed below do NOT include tax.



19. Information Counter
W900×D450×H800
JPY 8,500



20. Information Counter
W650×D450×H900
JPY 14,000



21. Brochure Stand W250×D550×H1700
A4 12 Shelves
JPY 8,000



22. Sign Stand
H900-1800
JPY 3,500



23. White Cloth
2200×1000
JPY 2,000



24. Card Box
JPY 2,500



25. Steel Shelf
W900×D450×H1800
JPY 9,000



26. Display Case
W1500×D600×H920
JPY 22,000



27. Display Case
W1800×D600×H920
JPY 27,500



28. Plant (Large)
JPY 8,500



29. Plant (Medium)
JPY 7,000



30. Plant (Small)
JPY 4,500



32. Panel Partition
W900×H2100
JPY 16,500



33. 20 inch LCD Monitor JPY 57,500
34. 32 inch LCD Monitor JPY 123,000
35. 40 inch LCD Monitor JPY 163,500
36. 45 inch LCD Monitor JPY 172,000

* It can be place on table top.
* Parts for wall hanging will additionally cost.



37. DVD Player
JPY 16,500



38. Sound System (Small)
(2 SP, 1AMP, 1 Wired Mic)
JPY 49,500



39. Cabled Microphone
(Hand, Headset)
JPY 12,500



40. Trush Can 25L
W200×D391×H565
JPY 2,500

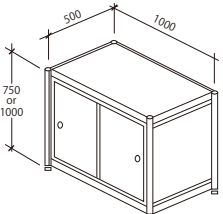
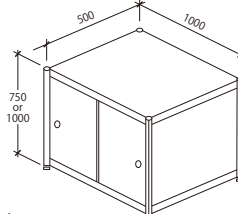
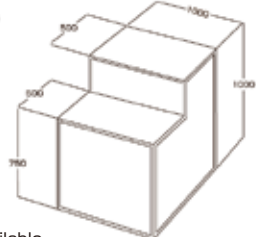
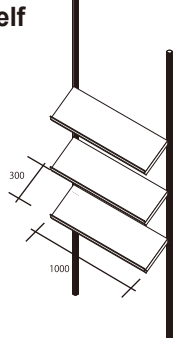
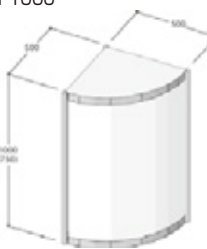
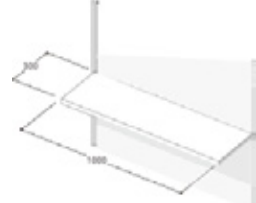
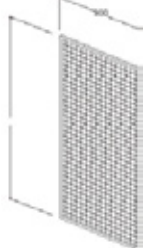
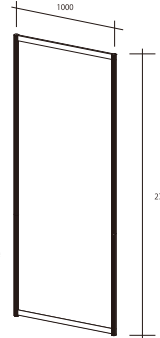



41. Trush Can 32L
W390×D260×H577
JPY 3,000

Please submit your rental item requests via the Exhibitor's Page under [Rental Furnishing / Additional Booth Decoration Furnishings].

★ Size: mm

★ All prices listed below do NOT include tax.

<p>44. Display Stand (with storage) W1000×D500×H700 or 1000 JPY.19,500 (NOT include tax)</p>  <table border="1" data-bbox="129 488 236 577"> <tr><td>H750</td></tr> <tr><td>H1000</td></tr> </table> <p>*Please choose a height. *If you do not choose height, H900 will be prepared.</p>	H750	H1000	<p>45. Display Stand (with storage) W1000×D1000×H700 or 1000 JPY22,000 (NOT include tax)</p>  <table border="1" data-bbox="582 488 689 577"> <tr><td>H750</td></tr> <tr><td>H1000</td></tr> </table> <p>*Please choose a height. *If you do not choose height, H900 will be prepared.</p>	H750	H1000	<p>46. Stepped Display Stand W1000×D500×(H700~1000) JPY27,500 (NOT include tax)</p>  <p>*H1000 is only available.</p>
H750						
H1000						
H750						
H1000						
<p>47. Tilted Display Shelf W1000×D300 (set of 3) JPY 16,500 (NOT include tax)</p> 	<p>48. 1/4 R Display Stand (W500×500) R×H700 or 1000 JPY 14,000 (NOT include tax)</p>  <table border="1" data-bbox="582 862 689 952"> <tr><td>H750</td></tr> <tr><td>H1000</td></tr> </table> <p>*Please choose a height. *If you do not choose height, H1000 will be prepared.</p>	H750	H1000	<p>49. Display Stand W1000×D300 or W700×D300 JPY3,500 (NOT include tax)</p>  <p>*5kg loading capacity per shelf.</p>		
H750						
H1000						
<p>50. Mesh Panel W900×H1800 JPY7,000 (NOT include tax)</p> <table border="1" data-bbox="129 1191 370 1370"> <tr><td>Hook</td></tr> <tr><td>100mm Hook JPY 200 (NOT include tax)</td></tr> <tr><td>150mm Hook JPY 200 (NOT include tax)</td></tr> <tr><td>200mm Hook JPY 300 (NOT include tax)</td></tr> </table> 	Hook	100mm Hook JPY 200 (NOT include tax)	150mm Hook JPY 200 (NOT include tax)	200mm Hook JPY 300 (NOT include tax)	<p>51. Panel (White) W700×H2700 JPY8,500 (NOT include tax) W1000×H2700 JPY 10,000 (NOT include tax)</p>  <p>*If you order shell scheme package, we will prepare same color as wall. *If you apply for a wall only, it may be reinforced to make it freestanding.</p>	<p>52. Accordion Door W700~1000×H2700 JPY20,500 (NOT include tax)</p> 
Hook						
100mm Hook JPY 200 (NOT include tax)						
150mm Hook JPY 200 (NOT include tax)						
200mm Hook JPY 300 (NOT include tax)						

★ This optional service is not only for exhibitors who order shell scheme package plan, its available for exhibitors who use your own constructor.

★ We can prepare furniture and equipment that is not on the list, so please feel free to contact Cube Create Co., Ltd.

★ If you are applying for wall panels and your adjacent booth has also applied for wall panels or a shell scheme package plan, we may share a single wall panel between the adjacent booths. Please note that the price of the wall panels is based on the cost of installation for your side, so there will be no change in price regardless of whether or not the wall is shared with the adjacent booth.

[Payment Method]

The Show Management Office will be issued the invoice approximately two weeks before the exhibition. Please make payment by the due date stated on the invoice.

■ Contact

IIDA Electrical Works Co., Ltd. Contact: Fujimoto TEL: +81-3-3521-3522 Email: sportec2026@iidae.co.jp
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* Please note that shell scheme package include the main line construction fee for the standard capacity, as well as the electricity usage fee. For details, please refer to the shell scheme package page.

*** All exhibitors are requested to submit the [Trunk Line Construction] via the Exhibitor's Page, regardless of whether electricity will be used.**

■ Fees for trunk line installation (NOT include tax)

Power	Construction (NOT include tax)	Consumption (NOT include tax)	Total (NOT include tax)
Up to 1.00kW	JPY 9,000 (NOT include tax)	JPY 3,000 (NOT include tax)	JPY 12,000 (NOT include tax)
1.01 – 2.00kW	JPY 18,000 (NOT include tax)	JPY 6,000 (NOT include tax)	JPY 24,000 (NOT include tax)
2.01 – 3.00kW	JPY 27,000 (NOT include tax)	JPY 9,000 (NOT include tax)	JPY 36,000 (NOT include tax)
3.01 – 4.00kW	JPY 36,000 (NOT include tax)	JPY 12,000 (NOT include tax)	JPY 48,000 (NOT include tax)
4.01 – 5.00kW	JPY 45,000 (NOT include tax)	JPY 15,000 (NOT include tax)	JPY 60,000 (NOT include tax)
Per Additional 1.0 kW	addition fee of JPY9,000(NOT include tax) /kw	addition fee of JPY3,000(NOT include tax) /kw	

Construction Fee: Based on the application capacity, the fee is JPY 9,000/kW (NOT include tax).


Consumption Fee: Based on the application capacity, the fee is JPY 3,000/kW (NOT include tax).


* If you apply for both 100V and 200V, the construction fee and electricity usage fee will be charged separately based on the total power consumption for each. The primary electrical construction fee and electricity usage fee will be invoiced to each exhibitor after the exhibition period. Please make the payment directly to IIDA Electrical Works Co., Ltd.


It is not possible to reduce the electrical capacity after construction has been completed.


■ In-Booth Electrical Work


- **For additional lighting or outlets within your booth, please submit a request via the Exhibitor's Page under [Trunk Line Construction] → “⑥ Application for Use of Electrical Equipment (Lighting / Outlet).**
- The unit prices below include installation, wiring, and removal work.
- If your 100V electrical capacity exceeds 1.5 kW, an additional distribution board installation fee will apply.
(Distribution board installation fee: JPY 5,000 (NOT include tax) for the initial 3.0 kW, and JPY 2,000 (NOT include tax) for each additional 1.5 kW.)
- Fees for 200V work vary depending on the number of machines and required capacity.
Please contact IIDA Electrical Works Co., Ltd. for details.

①	LED Seamless (Daylight Color) 1,200mm
JPY3,000 <small>(NOT include tax)</small>	Power Consumption 100v/21w
	

②	LED Spotlight (Daylight Color)
JPY4,000 <small>(NOT include tax)</small>	Power Consumption 100v/15w
	

③	LED Arm-spotlight (Daylight Color)
JPY4,500 <small>(NOT include tax)</small>	Power Consumption 100v/15w
	

④	LED 45w (Daylight Color)
JPY15,000 <small>(NOT include tax)</small>	Power Consumption 100v/45w
	

⑤	100V Double Outlet
JPY3,000 <small>(NOT include tax)</small>	Power Consumption 100V/Max.1500w
	

The shell scheme package exhibitors will be charged separately for power consumption and installation fees when adding lighting or other electrical fixtures. Please refer to the additional charges listed above for details.

■ Electricity Supply

If exhibitors require special in-booth electrical work, they must provide detailed instructions regarding power supply and installation. Based on these instructions, the Show Management Office will install the main power supply line to the side of the booth and provide a switch box. Please take the power factor into account when submitting your electrical application.

- * For exhibitors with 2 or more booths, only one main switch will be provided in principle.
- * Electrical cables will generally be routed up from inside the booth.
- * A leakage breaker with a rated sensitivity current of 30 mA will be used for the main switch. If a different sensitivity rating is required, exhibitors must prepare their own isolation transformer. exhibitors must prepare their own isolation transformer.
- * **Single-phase 200V power will be supplied as a single-phase, three-wire 100/200V system.**

If 24-hour power supply is required for refrigerators or other equipment, please be sure to specify this in the remarks section at the time of application.

■ Power Supply System

AC Single Phase	100V / 200V	50 Hertz
AC Triple Phase	200V	50 Hertz

* Special voltage and hertz ranges other than the above are not permitted.

■ In-booth Electricity Supply Period

Supply Start	July 7 (Tue) 9:00-
Supply Stop	July 10 (Fri) 17:30-

- * When leaving the Hall, please make sure to turn off the switch.
- * To arrange for early delivery, prior consultation with the venue is required. Therefore, we cannot accept any requests submitted after the application deadline (May 28 (Thu)).

■ Maintenance During the Exhibition Period

Electric maintenance person stands by in the Show Management Office in the hall. Please offer when the breakdown is caused by any chance.

■ Caution Upon Construction

- ① For electric construction, the person entitled to Electric Work Specialist Act must conduct the construction.
- ② Construction must be conducted under Electrical Appliance and Material Control Law, the ministerial ordinance that establishes technical standards concerning electrical equipment, Fire Prevention Ordinance and so on, please be noted.
 - Please install switchboard, and distribution board or circuit breaker in a place easily accessed for inspection. When installing in a stock room, etc., please do not obstruct its operation by leaving any items in front of it.
 - Please use electrical cable above F Cable for wiring lighting equipment and appliances. Please protect the cable in a metallic conduit if it must be exposed on a floor, and also install a fall prevention slope. In addition, please do not use vinyl cable laying and octopus wiring.
 - For a breaker in in-booth electrical wiring equipment, please provide protection such as an earth leakage breaker. Please ensure use of correct fuse in an in-booth equipment switch.
 - Do not bring a transformer more than 20kW to the hall.
 - For the equipment and the distribution board which voltage to ground exceed 150V, conduct installation work of electric shock prevention by insulation failure.
 - When installing equipment which produce heat such as incandescent lamp or resistance unit, please be careful not to make contact with or heat up inflammable material. Moreover, provide the equipment hazard prevention such as burn injury to visitors, and fall-prevention by earthquake motion.
 - The switchboard and flashing drum switch are in an iron box, please install them in a place easily accessed for inspection.

■ Inspection of Electric Equipment

Inspection by Fire Department will be held in move-in day and exhibition session. In that case, defective construction might stop the power supply according to Electrical Appliance and Material Control Law, the ministerial ordinance that establishes technical standards concerning electrical equipment, Fire Prevention Ordinance and so on.

■ Protective Equipment

The Show Management Office will not be held responsible for any damage to the demonstration exhibit, equipment, etc. due to a power failure or accident, or a voltage drop. Exhibitors are requested to provide sufficient protective equipment to prevent accidents during the demonstration.

3-6 Water Supply and Drainage, Compressed Air and LP Gas

■ Contact

FUKUDO KOGYO CO.,LTD Contact: Ishikawa
TEL: +81-3-3638-0730 Email: m.ishikawa@fukudo.co.jp

■ Supply Schedule

July 7 (Tue) – Move-in Day 2	13:00– * Gas supply will begin only after the fire inspection is completed
July 8 (Wed) – Day 1 July 9 (Thu) – Day 2	8:00–17:00
July 10 (Fri) – Day 3	8:00–17:00 [Water] * No extension available; separate consultation required 8:00–17:00 [Gas] * No extension available; separate consultation required

* Please note that the supply will be stopped outside of supply hours.

■ Water Piping Work (Supply Water)

- **Applications for demonstration piping work must be submitted by May 28 (Thu).**
- Standard piping: supply pipe 13mm or 20mm, drainage pipe 40–50mm, water pressure 1.5–3.0kg/m² (no pressure adjustment provided).
- Work fee per location (up to booth side panel): JPY 80,000 (NOT include tax), including primary piping and maintenance.
- Secondary piping work (from booth side panel to exhibit machine) will be quoted separately. Please contact FUKUDO KOGYO CO., LTD for details.
- Water usage fee: JPY 880/m³ (NOT include tax). Invoices will be issued directly by FUKUDO KOGYO CO., LTD before the exhibition period.

■ Air Supply (Compressor Piping Work)

- **Work fee per location (up to booth side panel): JPY 100,000 (NOT include tax), including maintenance.**
- Supply air pressure: 5–7 kg/m², standard flow 300 L/min. A 1/2-inch valve will be attached at the booth side panel. (No dryer included in piping) For airflow above 300 L/min, an additional JPY 10,000 (NOT include tax) will be charged per 100 L. Supply outside official hours will incur extra cost.
- If there are only a few applications, air compressors may be rented inside the booth instead. In such cases, costs will differ and will be quoted separately.

■ Gas Work

- The cost will vary depending on the scope of work requested by the exhibitor.
A separate quotation will be provided upon request, so please contact FUKUDO KOGYO CO., LTD for further details.
- Gas work fees and gas usage fees will be invoiced directly by FUKUDO KOGYO CO., LTD.
- For gas use above 32A, additional charges will apply.

Please submit your application for water supply, air supply, and gas work via the **[Water Supply and Drainage, Compressed Air and Gas]** section on the Exhibitor's Page. For detailed information, please contact FUKUDO KOGYO CO., LTD directly.

3-7 Open Flame and Hazardous Materials Handling

The Tokyo Metropolitan Fire Prevention Ordinance forbids the use of open flame and the conveyance of hazardous materials into exhibition halls. However, when hazardous materials or open flame are required for the proper demonstration of company products, these materials are allowed in to use only when proper authorization is first obtained.

- Applicant: Applications to the fire department will be submitted collectively by the Show Management Office.
Please submit your request via the Exhibitor's Page under the [Hazardous Material Handling].
- Smoking: Smoking refers to all actions involving ignition with matches, lighters, etc.
Smoking is prohibited in the halls and aisles. Smoking is permitted only in designated smoking areas.

■ Use of Open Flames

"Open flame" refers to any equipment using gaseous, liquid, or solid fuel that generates flame or sparks, including furnaces, stoves, boilers, heaters, fireworks, and equipment with an installation area exceeding 1m², as well as similar fire-producing devices.

- ★ Electric heating devices with visibly glowing elements or exposed heating parts that may ignite combustibles are also included.
- ★ Hot plates with heating elements contained within enclosed spaces are excluded.

■ Conditions for Using Open Flame

① Unit of Use

- A certain unit of use has been designated for each exhibition hall. Use may be restricted if the determined unit of use is exceeded.
- Use of equipment generating fire in a demonstration shall be limited to one type in each booth.

② Usage Requirements

- The characteristics, performance, and safety of the open-flame equipment must be clearly verified.
- Ensure a safe distance (at least 1m) around the equipment, or place non-combustible materials (e.g., gypsum boards) under and around three sides of the unit. (The booth layout must indicate the installation position.)
- Assign a fire-prevention manager for storage and supervision.
- Install and clearly display fire extinguishers.
- Maintain at least 5m distance from exits, stairways, hazardous materials, and other flammable items.

③ Requirements for Bringing Hazardous Materials

- Bring only the minimum quantity required for demonstration.
- Handling must be performed by a certified Hazardous Materials Handler or a designated responsible person.
- Ensure safe distances or shielding around equipment containing hazardous materials.
- All piping must be non-combustible and securely fixed.
- For hazardous materials not used in demonstrations, replace contents with non-hazardous substitutes for display where possible.
- Fire extinguishers must be installed.

④ Quantity-Restricted Hazardous Materials

Even materials classified as "hazardous" may not be regulated if limited to minimal quantities. However, once combined quantities exceed regulated thresholds, fire laws and safety ordinances apply. Please consult Show Management Office regarding permissible quantities.

⑤ Other Precautions

- If open flames are used or dangerous items are brought in without application, the demonstration may be canceled or the exhibits may be removed during the witness inspection of the fire department.
- Total quantities allowed in the venue are limited; restrictions may be imposed by the Show Management Office.
- In principle, we do not approve the use of candles, alcohol lamps, etc. as decorations.

⑥ Location of Use

- Do not place any combustible materials within 100cm above, or within 15cm to the sides and rear of any equipment using open flames. If a 15cm clearance cannot be maintained, the area must be partitioned using designated non-combustible materials.
- Install safety devices that help extinguish the flame and prevent tipping during earthquakes.
- Gas-fuel equipment must include a gas-leak detector.

⑦ Safety Measures

- Please take measures such as monitoring manager and inspection after use by a fire prevention.
- Take measures to allow the user to easily stop the use of open flames.
- Always keep ABC extinguishers (type 10 or above) ready at hand.
- For items that scatter sparks, use non-combustible materials and take anti-scattering devices.
- When using liquid fuel, use the absolute minimum necessary. No refilling while the exhibition is in progress.
- Implement safety measures to reduce the risk of fire damage or personal injury due to open flame.

■ Contact

Cube Create Co., Ltd. Contact: Ishihara / Mori
TEL: +81-3-3537-8810 Email: tenji-2@cube-ct.co.jp

■ Submitting Application for Use of Open Flame

- ① The use of open flame or the bringing in of hazardous materials within the exhibition hall is generally prohibited under fire safety laws. However, use may be permitted only when necessary and with approval from the fire station in charge of the venue. Please ensure to submit your application **via the [Hazardous Material Handling] section on the Exhibitor's Page.**
- ② **For hand sanitizing alcohol, please bring solutions with a concentration of less than 60% due to restrictions on the quantity allowed in the venue. If you need to bring alcohol with a concentration of 60% or higher for purposes other than hand sanitization, please submit an application.**
- ③ Inspections by the fire station will be conducted during construction and the exhibition period. Any unapproved or non-compliant work may be ordered to be removed. **The Show Management Office will handle fire permit applications collectively. Please submit the required documents, along with catalogs or manuals and a floor plan showing installation locations, by May 28 (Thu). Applications received after this date will not be accepted.**

■ Actions Requiring Permission

- ① Use of Open Flame
The tables and surroundings where the open flame is used must be covered with a noncombustible material other than the metal. Smoking is prohibited in the exhibition area.
- ② Bringing / Storage / Hazardous Materials
Dangerous materials represent the following items listed in the attached table of the Service Act. These items are prohibited to bring in the hall without permission on fire department.
 - Type 4th
 - Class I petroleum (gasoline, lacquer, thinner)
 - Alcohols (relative of methanol and ethanol alcohol concentration 60% and over)
 - Class II petroleum (Kerosene, Hight oil)
 - Class III petroleum (relative of heavy oil and glycerin)
 - Class IV petroleum (relative of gear oil and machine oil)
 - Animal oil, vegetable oil (lard, relative of canola oil)
 - Relative of high pressure gas
 - Hydrogen, acetylene, butane and ammonia etc.
 - Designated combustibles : relative of cotton, relative of flammable liquids etc.
 - Others : matches, gun powders, incense stick, candle.

*** This applies to items that bring in stored hydrogen (gas cylinders and hydrogen storage alloys).**
(Eligible products, cartridge cylinders, fuel cell vehicles, hydrogen storage tanks, etc.)

*** Lithium-ion batteries built in Segway, Delon and so on also have to submit the application.**

■ Precautions for Application and Construction

- ① Equipments which consume a large quantity of energy are not allowed.
- ② Use non-combustible piping for pipes for dangerous materials, and secure the container and piping securely.
- ③ Ensure a safe distance for fire prevention personnel between dangerous materials and fire, or provide an effective fire protection shield.
- ④ If sparks are generated during the work at the time of move-in and move-out day, be prepared to extinguish the fire and have a staff member stationed there. Smoking is prohibited in the exhibition area.
- ⑤ When displaying dangerous goods that are not used in the demonstration, change the contents of the container (for example, change to colored water).
- ⑥ Please note that alcohol for machine cleaning is considered as dangerous materials.

Guidelines for Prohibited Actions When Using Alcohol-Based Sanitizers

Alcohol-based disinfectants with an alcohol content of 60% or higher had previously been treated as prohibited hazardous materials and were not allowed to be brought into the venue.

However, following a revision to the operational guidelines by the Tokyo Fire Department, the handling of alcohol-based disinfectants within the exhibition halls has been changed as follows:

(Partial revision of the operational guidelines for Article 23 of the Fire Prevention Ordinance by the Tokyo Fire Department, effective September 1, 2020)

◆ Alcohol intended for hand hygiene that meets all of the following conditions is not subject to prohibited actions:

[Conditions]

- ① Alcohol is used for routine hand hygiene purposes (i.e., brought in and used exclusively for hand sanitization).
- ② The maximum volume of each container does not exceed 500ml.
- ③ Each container clearly indicates its volume and ingredients.

* Please keep in mind that by using additional containers for replacing or replenishing the alcohol, you will exceed the minimum necessary amount of alcohol to be brought into the venue, which constitutes a prohibited action.

◆ Bringing in alcohol for hand sanitization and placing it at entrances or other locations for use.



Case 1
Bringing in and using one alcohol spray bottle
(with the capacity not exceeding 500ml)



Not considered a prohibited action



Case 2
Bringing in and using **multiple** alcohol spray bottles
(with the capacity not exceeding 500ml)



Not considered a prohibited action
(*Please note that the minimum necessary amount is allowed to bring.)



Case 3
Bringing in and using one alcohol spray bottle
(with the capacity **exceeding 500ml**)



Considered a prohibited action

◆ Placing additional containers brought in for hand sanitization for refills or replacement purposes.



Case 4
Bringing in additional alcohol for refilling
(including containers whose **capacity does not exceed 500ml**)



Considered a prohibited action

* Important Point

Sanitizers that contain less than 60% alcohol are not considered hazardous materials and may therefore be brought into the hall in accordance with the regulations for fire prevention.

Please be noted that if the total of all dangerous goods is 1/5 or more of the specified quantity and less than the specified quantity, regardless of whether the prohibited acts are applicable or not, it will be a small amount of hazardous materials.

Guidelines for Application to Bring, Store, and Handle Hydrogen

As a general rule, the bringing and storage of hydrogen into the exhibition hall and the demonstration of products using hydrogen are prohibited.

In order to obtain an application from the fire department, it is necessary to submit the appropriate application documents and prove that certain conditions are met at the fire department inspection.

Please review the following precautions and submit the application for [Hazardous Material Handling] along with the required documents.

- ★ If you are in doubt, please be sure to consult with Cube Create Co., Ltd.
- ★ Please note that in case of no notification or violation of fire laws and regulations, you may be ordered to demolish the building during the construction and fire inspection during the exhibition.

■ Requirements for Bringing, Storing, and Handling Hydrogen

- Hydrogen may only be brought into the venue for a minimum amount of use per day. Refilling during the event hours is not allowed.
- Please make sure to have a person in charge of safety control stationed at your booth during the delivery and during the exhibition period for storage and management.
- Demonstrations are limited to products that have been approved in Japan.
- The screening will be conducted strictly in accordance with the Flame Prevention Ordinance.
- If the required documents are not submitted, the application may not be approved and the demonstration may not be allowed.
- Fire extinguishers must be provided.

■ Application Procedure

- ① By the specified deadline, submit the [Hazardous Material Handling] via the Exhibitor's Page.
 - ② Cube Create Co., Ltd. will send you a checklist of documents required for firefighting submittal, so please prepare all the documents listed.
 - ★ Please allow sufficient time for your schedule due to the large number of documents to be submitted.
 - ★ If you have any questions, please contact Cube Create Co., Ltd.
 - ③ Please prepare all the necessary documents and send them to Cube Create Co., Ltd.
 - ★ After Cube Create Co., Ltd. submits the documents to the fire department, the fire department may request additional documents depending on the contents.
 - ④ Permission will be granted after a fire inspection is conducted on the site on move-in day.
 - ★ If the content of the exhibition differs from the prior instructions, no permission will be granted.
- ★ Due to guidance from the Fire Department, the deadline for submission has been earlier than in previous years. If the documents are not submitted by the deadline, the demonstration will not be approved. Please be sure to submit your documents well in advance of the deadline.
- ★ After submitting the application of [Hazardous Material Handling], if you do not receive a confirmation within one week, there may be an issue with the submission. In that case, please contact us to verify receipt.

3-8 Food & Beverage Tasting and On-site Sales

■ Precautions for Sampling Food & Beverage During the Exhibition

- * Exhibitors providing food or beverage samples (including tasting) inside the exhibition hall **must submit a prior application to the Health Center**. Ensure that the necessary equipment and facilities are installed. Exhibitors concerned must apply via the **[Food & Beverage Tasting]** section on the Exhibitor's Page.
- * During move-in and the exhibition period, inspections by the Health Center may be conducted. Unauthorized provision, violations of regulations, or incomplete setup may result in a suspension of the activity. Applications to the Health Center will be submitted collectively by the Show Management Office.

Contact for Food & Beverage Tasting	Cube Create Co., Ltd. Contact: Ishihara / Mori TEL: +81-3-3537-8810 Email: tenji-2@cube-ct.co.jp
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Contact for Inquiries Regarding Sampling (Food & Beverage)	Koto City Public Health Center Environmental Sanitation Division, Section 1 (Tokyo Big Sight) 2-1-1 Toyo, Koto-ku, Tokyo TEL: +81-3-3647-5882
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■ Activities Requiring Permission

Tasting Service	
Cooking Action	Heating foods and beverage by hot plate, oven, etc. and putting foods on dish and so on.
Processing Action	Cutting by kitchen knife or scissors and dishing out food by using tableware such as spoons and dishes

Tasting Service	Required Facility	Example
For tasting involving cooking and processing	Hand wash, Disinfectant apparatus, Double-basin kitchen sink	Boil vegetables, then seasoning and provide
For tasting that is provided only by processing without cooking	Hand wash, Disinfectant apparatus, Single-basin sink	Tasting soup out of a container, then heating in a pan and provide
For tasting without cooking or processing	Hand wash, Disinfectant apparatus	Take the dried foods out of the container into a disposable container and let them taste it with a toothpick, etc.

■ Facility

- Preparation sink: Fully equipped with water supply and drainage, at least 45cm×36cm
- Hand washing sink: Fully equipped with water supply and drainage, at least 36cm×28cm
- Disinfectant apparatus: Shall contain antiseptic solution for washing hands and fingers, such as invert soap

Please apply for sinks and hand-washing units via the **[Rental Kitchen Equipment]**, and for plumbing work via the **[Water Supply and Drainage, Compressed Air and Gas]**, both available on the Exhibitor's Page

* Combined use of the preparation sink and hand washing sink is not admitted.

- The difference between a single-basin sink, double-basin sink, and handwashing sink lies in separating the areas for washing hands, food ingredients, and cooking utensils. Therefore, please confirm the necessary equipment and prepare accordingly.
- If you wish to use a shared sink, please apply via **the [Shared Sink] section on the Exhibitor's Page**.
- As a precaution when handling food and drink, please wear a mask and thoroughly clean and disinfect your hands.
- Tableware such as dishes and cups must be disposable ones and offer them individual. Please implement hygiene control for cooking or provide with disposable gloves, alcohol antiseptic spray and so on.
- * Alcohol sprays for hand sanitizing, etc., may be classified as "hazardous materials" depending on their concentration. Please refer to P35-36, and if your use falls under prohibited activities, be sure to apply via **the [Hazardous Material Handling] section on the Exhibitor's Page**.

Exhibitors offering tastings or demos must contact Cube Create Co., Ltd.

■ Demonstration Notice

If your demonstration is expected to produce loud noise or strong odors, please contact the Show Management Office in advance. The Show Management Office may request you to stop the demonstration if deemed inappropriate for the exhibition.

- 1. Hazard Prevention Device**
Exhibitors accompanied by demonstrations should always keep safety in mind, pay particular attention to fire, and take all possible measures to prevent danger to people or property.
When using a flyer or a control, be sure to fix the table on which the equipment is placed to the wall or floor to prevent it from tipping over. Please be noted that use is not permitted if it is not fixed.
- 2. Damage Compensation Associated with the Demonstration**
Exhibitors are responsible for resolving compensation for damage to people or property during the demonstration.
- 3. Prohibition of Bringing in Gas Boiler**
Heavy oil and gas boilers cannot be brought into the hall for demonstration.
- 4. Consideration for the Demonstration**
Please be careful not to inconvenience other exhibitors and visitors regarding the intensity of sound, light heat, dust, gas, high frequency, ultrasonic waves, smoke, odor, etc. generated by the demonstration.
- 5. Disposal of Waste Oil**
It is strictly forbidden to throw waste oil into the drainage ditch in the venue.
Exhibitors are responsible for taking them out of the venue and disposing of them.
- 6. Maintenance and Inspection of Electric Trunk Line Equipment**
Even not the opening hours, organizer may look around the electric distribution panel and power switch in the booth for maintenance and inspection, so please keep the area around them without locking.
- 7. Waste Disposal During the Exhibition**
If you wish to have waste collected from your booth during the exhibition (JPY 5,000 including tax for 3 days), please visit the Show Management Office on-site. Participating exhibitors will receive a waste collection sticker in exchange for cash.
Waste must be separated (combustible, glass, cans, PET bottles, cardboard) and placed in your designated waste bags with the collection sticker attached. Bags should then be brought to the designated collection points in the venue.
(★ For details, see P43.)
- 8. Food Sales**
Food sales at the booth are limited to individually packaged items that can be stored at room temperature and have a long shelf life.
Exhibitors planning to sell food **must apply via the Exhibitor's Page under [Food & Beverage Tasting]**.
For sales formats not covered above, you may be required to install a sink within your booth and/or obtain a business permit from the local public health authority having jurisdiction over the exhibition area. Please consult with Cube Create Co., Ltd. for further guidance.

■ Applications for equipment or construction required for tastings, sampling, or cooking demonstrations:

About Tastings and Sampling:

Cube Create Co., Ltd.
Contact: Ishihara / Mori
TEL: +81-3-3537-8810
Email: tenji-2@cube-ct.co.jp

About Electrical Work:

IIDA Electrical Works Co., Ltd.
Contact: Fujimoto
TEL: +81-3-3521-3522
Email: sportec2026@iidae.co.jp

About Water and Gas:

FUKUDO KOGYO CO., LTD.
Contact: Ishikawa
TEL: +81-3-3638-0730
Email: m.ishikawa@fukudo.co.jp

About Waste Separation:

Big Sight Service Corporation
Contact: Onojima / Shoji
TEL: +81-3-5530-1290
Email: bss-koma@bigsight-services.com

3-9 Rental Kitchen Equipment

Please check the list of rental kitchen equipment in the catalog at the link below.

Applications can be submitted via the Exhibitor's Page under [Rental Kitchen Equipment].

The price list shows commonly requested items. Equipment not listed in the price list is also available for rental, so please feel free to contact the Show Management Office for inquiries.

Rental period: July 7 (Tue) - July 10 (Fri)

* The Show Management Office will be issued the invoice approximately two weeks before the exhibition.
Please make payment by the due date stated on the invoice.

Rental Kitchen Equipment Catalog Vol.15.5

<https://reg-visitor.com/exhibitorAdmin/file/ebb51029-fe36-44b2-804e-ab6ca54205a1.pdf>

No.	Rental Product	Price (NOT include tax)
1-3	3-Foot Refrigerated Chick Display Case (Corner)	46,500
1-4	3-Foot Refrigerated Chick Display Case (R)	46,500
//	Consolidation Costs	15,000
4-1	4-Foot Refrigerated Face-To-Face Display Case	73,000
4-1	4-Foot Refrigerated Face-To-Face Display Case (R)	73,000
4-2	3-Foot Refrigerated Face-To-Face Display Case (R)	73,000
5-1	5-Foot Refrigerated Face-To-Face Display Case (Corner)	80,000
5-1	5-Foot Refrigerated Face-To-Face Display Case (R)	80,000
5-2	6-Foot Refrigerated Face-To-Face Display Case (Corner)	87,500
5-2	6-Foot Refrigerated Face-To-Face Display Case (R)	87,500
7-4	5-Foot Frozen Closed Display Case	44,000
7-5	6-Foot Frozen Closed Display Case	44,000
11-2	3-Foot Switchable Around-The-Showcase	51,000
12-1	5-Foot Refrigerated Flat Open Show Case	48,000
12-2	6-Foot Refrigerated Flat Open Show Case	51,000
12-3	4-Foot Refrigerated Flat Open Show Case	48,000
15-1	6-Foot Refrigerated Flat Open Show Case 100V	55,500
15-2	5-Foot Refrigerated Flat Open Show Case 100V	51,000
15-3	4-Foot Refrigerated Flat Open Show Case 100V	48,000
17-1	Refrigerated Floor-Standing Four-Sided Display Case	44,000
17-2	Refrigerated Floor-Standing Four-Sided Display Case	44,000
17-3	Refrigerated Floor-Standing Four-Sided Display Case (Hot & Cold)	47,000
19-3	5-Foot Switchable Around-The-Showcase 100V	54,000
19-4	6-Foot Switchable Around-The-Showcase 100V	58,500
19-6	6-Foot Freezer/Refrigerator Switchable Glass Door Plug-In Display Case	73,000
20-1	5-Foot Refrigerated Semi-Multi-Tiered Display Case H1250	73,000
20-1	5-Foot Refrigerated Semi-Multi-Tiered Display Case H1485	73,000
20-2	6-Foot Refrigerated Semi-Multi-Tiered Display Case H1250	87,500
20-2	6-Foot Refrigerated Semi-Multi-Tiered Display Case H1485	87,500
24-1	4-Foot Switchable Chest Stopper	51,000
24-2	5-Foot Switchable Chest Stopper	58,500
24-3	6-Foot Switchable Chest Stopper	65,500
31-1	2-Foot Switchable Reach Show Case 100V	68,500
31-2	4-Foot Switchable Reach Show Case 200V	83,000
31-3	4-Foot Switchable Reach Show Case 100V	83,000
43-1	4-Foot Refrigerated Cold Table	51,000
43-2	5-Foot Refrigerated Cold Table	58,500
43-3	6-Foot Refrigerated Cold Table	65,500
44-1	4-Foot Freezer/Refrigerator Cold Table	54,000
44-2	5-Foot Freezer/Refrigerator Cold Table	61,000
44-3	6-Foot Freezer/Refrigerator Cold Table	68,500
45-1	4-Foot Freezer Cold Table	55,000
45-2	5-Foot Freezer Cold Table	67,500
45-3	6-Foot Freezer Cold Table	73,000

4-1 Exhibitor Badge

4-2 Visitor Badge QR Code Scanning Service (Paid)

■ 4-1 Exhibitor Badge

- During the move-in period, exhibitor badges are not required; however, each exhibitor is requested to manage their own staff so that employees and on-site workers can be contacted at all times. For booth construction, we recommend using contractors designated by the Show Management Office.
- **There is no limit to the number of badges issued; however, all badges are issued on a fully registered basis.**
- **Exhibitor badges must be applied for online via the Exhibitor's Page. (Applications are accepted until the final day of the exhibition.)**
- Exhibitor badges will not be sent in advance.
Please register, download, and print your badges from the Exhibitor's Page.
Badge holders will be available at the venue entrance.
- External staff such as temporary staff, companions, MCs, etc. are also required to register in the same manner.
- Exhibitors are responsible for registering all staff members.
For arranging temporary staff, companions, or MCs, we recommend using contractors designated by the Show Management Office.



* Image

■ 4-2 Visitor Badge QR Code Scanning Service (Paid)

- All visitors to the exhibition will enter the venue wearing a visitor badge with a QR code.
- By scanning the QR code printed on the visitor badge, exhibitors can obtain visitor business card information and questionnaire data without collecting physical business cards at booths or seminars. The data will be delivered in digital format approximately 7 business days after the exhibition.
- ★ This service is the same as the one introduced on the Exhibitor's Page under [Visitor Badge QR Code Scanning Service].
- ★ Data Delivery: Scheduled July 23 (Thu)
- ★ Billing/Payment: The Show Management Office will be issued the invoice approximately two weeks before the exhibition.
Please make payment by the due date stated on the invoice.

For service details and application, please visit the link below.

https://reg-visitor.com/exhibitor/pdf/85_barcode_reader_en_20260427.pdf?1777265577

Application Deadline: May 28 (Thu)



* Image

4-3 Temporary Internet Connection

■ Temporary Internet Connection (Optical Line, Shared Line, In-Booth Telephone)

Your pocket WIFI or mobile phone tethering may not be able to connect or may be interrupted.
If you need a communication line for product demonstrations or PC equipment, we recommend that you apply for the communication line in below.

① **High-Speed Internet Connection Service (Provider Connection, up to 100 Mbps).....JPY 120,000 (NOT include tax) / line / exhibition period**

This service provides high-speed, always-on internet access via an optical fiber line supplied by NTT East. It includes cable installation to the booth, line testing, configuration of connection equipment provided by the Show Management Office, and related troubleshooting support. The communication device installed by the Show Management Office will be a wired router. Please bring your own LAN cable and equipment or wireless router, and connect them to the wired router installed by the Show Management Office for use.

*** Please set up the wireless LAN environment on your own.**

[Included in the High-Speed Internet Connection Service]

- Cable installation and termination to the booth, or provision of a wired router
- Line testing
- Setup of connection equipment provided by the Show Management Office
- Troubleshooting and consultation related to the above

[Not Included in the High-Speed Internet Connection Service] (Available separately as Secondary Services)

- Setup of exhibitor-provided routers
- Wiring inside the booth and PC connections
- Setup and management of exhibitor-owned equipment such as servers
- Troubleshooting and consultation related to the above

② **Shared Internet Line (In-venue LAN, up to 100 Mbps).....JPY 65,000 (NOT include tax) / line / exhibition period**

This service connects to the venue's permanent LAN and shares an internet line connected at 1 Gbps. The Show Management Office provides one LAN cable to each booth. Exhibitor-owned routers cannot be used. The service includes cable installation to the booth, line testing, and related troubleshooting.

*** Please set up the wireless LAN environment on your own.**

③ **Secondary Services..... Estimate required (please contact the Show Management Office for pricing)**

This service provides technical consultation, construction, and maintenance for the booth's internal network environment. It covers internal wiring, rental of routers and hubs, and device setup when multiple PCs are connected to a single line or when LAN connections are required. The service includes everything up to connecting exhibitor-owned PCs to the internet. (When connecting LAN cables to exhibitor-owned PCs or devices, please ensure compatible LAN ports are available.) Hubs are not available for rental on their own. Fixed IP addresses are available upon request.

④ **Analog Telephone Line (with or without telephone)..... JPY 15,000 (NOT include tax) / line / exhibition period**

Installation fees include call charges, JPY 2,776 (NOT include tax). Excess call charges will be billed separately.

Service Period
Network service availability: July 7 (Tue), 2026 from 14:00 (scheduled opening) through July 10 (Fri), 2026 to be removed after the exhibition

For optical lines, shared lines, and in-booth telephone services during the exhibition period, please apply via **[Temporary Internet Connection] on the Exhibitor's Page.**

[Contact] Show Management Office

TEL: +81-3-5363-1701
Email: overseas@tso-int.co.jp

4-4 Paid Storage Room Service

4-5 Shared Sink Usage (Application Required)

■ Paid Storage Room Available Inside the Venue

A paid material storage space will be offered within the venue (prior application required).

Storage Room

Storage Room Specifications

(Prices are NOT include tax and apply to use for the full 3-day exhibition period)

[6m² Lockable Plan] Specifications: Panel walls with lockable door / JPY 170,000 (NOT include tax)

[4m² Open Plan] Specifications: Panel walls, no lock, flat space only / JPY 70,000 (NOT include tax)

* Applications are accepted via [Storage Room] on the Exhibitor's Page.

The Show Management Office will be issued the invoice approximately two weeks before the exhibition.

Please make payment by the due date stated on the invoice.

* Availability is limited. Sales will close once capacity is reached.

* Please note that specifications are subject to change without prior notice.

* Keys will be handed over on the second move-in day, July 7 (Tue) (details to be advised separately).

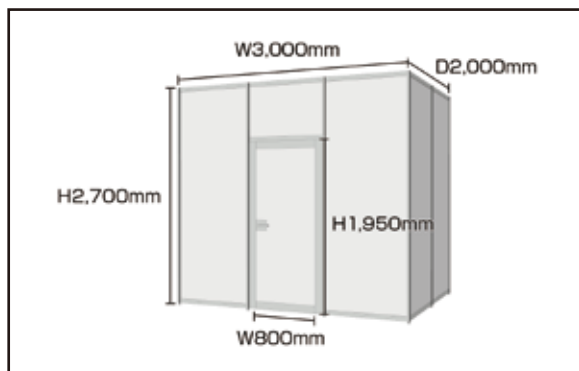
* A loss fee of JPY 15,000 (NOT include tax) will be charged if the key is lost.

* Exhibitors are responsible for managing the key and the stockroom during the exhibition period.

* Please do not place materials or equipment in aisles or behind booths.

* Storage room locations will be determined by the Show Management Office after application.

* Storage rooms are available only to exhibitors who apply in advance.



* Image of 6 m² Lockable Plan

■ Application for Shared Sink Use

If you wish to use the shared sink provided by the Show Management Office as a venue facility, you must submit an application in advance.

If you plan to offer tastings or samples, please also refer to Exhibitor's Manual P37 "Activities Requiring Permission."

Exhibitors who have already applied at the time of contract do not need to reapply.

● Fee: JPY 70,000 (water fee included, NOT include tax)

• Applications are accepted via [Shared Sink] on the Exhibitor's Page. The Show Management Office will be issued the invoice approximately two weeks before the exhibition. Please make payment by the due date stated on the invoice.

• Cancellations or refunds after application are not accepted.

• User stickers will be distributed from the second move-in day, July 7 (Tue). Please visit the Show Management Office (on-site).

• **Entry without a user sticker is strictly prohibited.**

Please affix the sticker to your exhibitor badge.

• When transferring items for tasting/sampling into other containers, this must be done at the shared sink, not at your booth.

• Sponges and detergent must be prepared by each exhibitor.

Gas use is not permitted.

• The installation location will be determined by the

Show Management Office, taking booth locations into consideration.



* Image

4-6 Waste Disposal During the Exhibition (Waste Collection Sticker & Sorting)

4-7 In-Booth Cleaning

■ Waste Disposal During the Exhibition

For waste generated by demonstrations or similar activities within booths during the show period, exhibitors who wish to use the waste collection service (JPY 5,000, tax included, for 3 days) are requested to visit the Show Management Office (on-site). Applicants will receive waste collection stickers at the Show Management Office in exchange for cash.

Please separate waste into categories (combustible, glass bottles, cans, PET bottles, cardboard, and polystyrene), place it in garbage bags prepared by each exhibitor, attach the designated waste collection sticker, and leave it in the aisle. It will be collected by the cleaning contractor.

- Please prepare transparent to semi-transparent waste bags so that the contents can be checked.
- Waste without stickers and waste left inside booths will, in principle, not be collected.
- Bulky waste and booth construction materials will not be collected and must be taken back by each exhibitor.
- Packaging materials such as cardboard with any side exceeding 100 cm left unattended will be regarded as leftover materials.
- If non-collectable leftover materials are left in the venue during dismantling on the final day, a waste disposal fee of JPY 50,000 per 1m² (tax excluded, rounded up) will be charged.



* Image

■ In-Booth Cleaning

Cleaning inside the booth will be carried out on the move-in day and during the exhibition period.

Paper scraps and waste generated during setup will be removed using a vacuum cleaner, and the floor will be wiped with a mop as needed.

If you would like to apply for this convenient booth cleaning service, please contact the following:

[Application / Inquiry] Big Sight Service Corporation

Contact: Onojima / Shoji

TEL: +81-3-5530-1290

Email: bss-koma@big-sight-services.com

- Fee: JPY 2,400 per booth (for 3 days, NOT include tax)
- Cleaning scope: Floor cleaning by vacuum or wet mopping only (Exhibit tables, showcases, and exhibits are not included)
- Big Sight Service Corporation can also arrange the collection and removal of leftover materials after construction and dismantling. Please consult with them in advance. (Additional charges apply.)
- Cleaning will be carried out over three days: July 7 (Tue) [evening of move-in day], July 8 (Wed), and July 9 (Thu).

4-8 Lunch Box Order

4-9 Part-time Staff Arrangement Service

■ Lunch Box Orders During the Exhibition Period

This is a notice regarding lunch box orders for staff during the exhibition period.

As heavy congestion is expected at restaurants inside and around the venue during the exhibition, we recommend placing lunch box orders in advance.

★ Details such as the order destination and contact information will be announced on the Exhibitor's Page once finalized.

■ Arrangement of Part-time Staff During the Show Period

If you wish to hire temporary staff for booth reception services, English-speaking staff, or similar roles during the show, please apply via **[Part-time Staff Application]** on the Exhibitor's Page.

① Price List

Work Content		Fees per day (NOT include tax)
Attendant Staff	Reception of visitors, distribution of brochures, and related duties	JPY 22,000 / day
Companion Staff	Reception of visitors, distribution of brochures, and related duties	JPY 25,000 / day
English-Speaking Staff	Duties involving communication in both Japanese and English	JPY 30,000 / day
Narrator	Narration of exhibits and products based on a prepared script	JPY 45,000 / day

★ The above fees are based on working hours from 10:00 to 17:00 (including breaks) and include lunch and transportation expenses.

★ If working hours are extended (excluding the meeting time 30 minutes before the start of duties), additional overtime charges will apply. Break times should generally be adjusted to 90–120 minutes depending on operational requirements.

★ For rehearsals or training on the previous day, half of the daily fee will be charged for a half day (within 4 hours).

② Cancellation Fees

14 to 8 days prior	30% of the contract fee
7 to 4 days prior	50% of the contract fee
3 days prior to the exhibition day	100% of the contract fee
For narrators, 100% of the contract fee will be charged immediately upon order confirmation.	

[Application / Contact] Highest Crew

Contact: Ishino / Ujii

TEL: +81-4-3400-3149

Email: hc_mgmt@highest-crew.co.jp

■ Required Application Forms Checklist

This checklist outlines the application forms that exhibitors are required to submit. Please note that the submission destination and deadline vary depending on each application form.

1. As a general rule, all applications must be submitted online via the Exhibitor's Page.
*If online submission is not possible, applications may be submitted by email.
2. Forms No.1 and No.2 are mandatory for all exhibitors.
3. Forms that are not applicable, other than the mandatory forms, do not need to be submitted.
*Forms not listed below (such as the Promotional Advertising Plan, Exhibitor Badge, Vehicle Permit, Visitor Badge QR Code Scanning Service, Storage Room, etc.) can also be applied for separately via the Exhibitor's Page.

Deadline	No.	Form Name	Contact	Check List
May 28 (Thu)	1	Contractor Company Registration Application Form	Cube Create Co., Ltd.	
May 28 (Thu)	2	Trunk Line Construction Application Form	IIDA Electrical Works Co., Ltd.	
May 28 (Thu)	3	Lighting and Outlet Application Form	IIDA Electrical Works Co., Ltd.	
May 28 (Thu)	4	Water Supply and Drainage, Compressed Air and Gas Application Form	FUKUDO KOGYO CO., LTD.	
May 28 (Thu)	5	Fire·Hydrogen and Hazardous Materials Usage Application Form	Cube Create Co., Ltd.	
May 28 (Thu)	6	Tasting of Foods and Beverage Application Form	Cube Create Co., Ltd.	
May 28 (Thu)	7	Shell Scheme Package Application Form [Plans A·B·D·E]	Cube Create Co., Ltd.	
May 28 (Thu)	8	Shell Scheme Package Application Form [Plan D]	Cube Create Co., Ltd.	
May 28 (Thu)	9	Shell Scheme Package Corner Booth Application Form [Plans A·B·C]	Cube Create Co., Ltd.	
May 28 (Thu)	10	Rental Furnishing Application Form①	Cube Create Co., Ltd.	
May 28 (Thu)	11	Rental Furnishing Application Form②	Cube Create Co., Ltd.	
May 28 (Thu)	12	Rental Kitchen Equipment Application Form	Show Management Office	
May 28 (Thu)	13	Temporary Internet Connection Application Form	Show Management Office	
June 18 (Thu)	14	Floor Work Application Form	Cube Create Co., Ltd.	
June 11 (Thu)	15	Shared Sink Application Form	Show Management Office	
June 11 (Thu)	16	Part-time Staffing Application Form	Highest Crew	

Contractor Company Registration Application Form Mandatory

Contact	Cube Create Co., Ltd. Contact : Hasegawa / Ishihara	Email : tenji-1@cube-ct.co.jp
	TEL : +81-3-3537-8810	Deadline : May28(Thu)

Applications can be submitted online via the Exhibitor's Page. If you are unable to apply online, please complete the application form below and send it by email to the contact person listed above "Contact."

Company Information

Company Name		TEL		Booth No. (*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

Please check following that applied for booth construction.

Order Shell Scheme Package Plan

* Please note that submission of this document alone does not complete the application for the shell scheme package plan.
Depending on the floor, wall color, and selected plan, the company name text will be required.
Please check the applicable shell scheme package booth plan for details.

Please be sure to submit No. 7 or No. 8: Shell Scheme Package Application Form by May 28 (Thu).

Arrange own construction company

* Please fill out a ~ d.
* Please note that the standard booth plan provides space only. The Show Management Office does not provide wall panels; exhibitors are required to prepare and install their own walls.

Please be sure to submit the floor plan and 3D drawing with dimensions by May 28 (Thu).

a. Construction Company

Please fill out the following section your construction company information.

Construction Company Name			
Contact Person			
Address			
TEL		FAX	
Mobile			
Email			

* Please be sure to manage the information each company so that you can contact your staff and cooperate companies' staff.

b. Height of Panel Hall (separation from adjacent booth) (m)

* If the height is different from the adjacent booth, a wallpaper is required on the back side.

c. Ceiling / Blackout work * Please check

- Yes** ⇒ * Please submit the floor plan and 3D drawing with dimensions.
* Please see P17 " ⑨ Ceiling Structures"
- No**

d. Balloon * Please check

- Yes** ⇒ * Please submit the floor plan and 3D drawing with dimensions.
* Please see P17 " ⑤ Balloon Installation"
- No**

Trunk Line Construction Application Form Mandatory

Contact	IIDA Electrical Works Co., Ltd. Contact : Fujimoto TEL : +81-3-3521-3522	Email : sportec2026@iidae.co.jp Deadline : May28(Thu)
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**Applications can be submitted online via the Exhibitor's Page.
 If you are unable to apply online, please complete the application form below
 and send it by email to the contact person listed above "Contact."**

■ Company Information

Company Name		TEL		Booth No. (*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

■ If the billing address is not the exhibitor, please fill in.

Company		Contact Person	
Address		Email	

Please check following that applied for booth construction.

- Do not use electrical service
- Order Shell Scheme Package Plan (If you require additional work, please complete ③ for power capacity increases and No. 3: Lighting and Outlet Application Form for additional lighting and outlets.)
- Order trunk line construction to IIDA Electrical Works Co., Ltd. (Please submit the following: items ② and ③, as well as Submission Form No. 3: Lighting and Outlet Application Form.)
- Hire own construction company (*Please fill out ② and ③)

② Construction Company Name

Booth Decoration Constructor		Contact Person		TEL	
Electrical Contractor		Contact Person		TEL	

③ Fill in the capacity * If you exceed the specified capacity of the Shell Scheme Package Plan, please only list the additional capacity.

100V Single Phase	200V Single Phase	200V Three Phase
kW	kW	kW

* Please confirm the exact capacity before filling out the form. It is very difficult to increase the capacity at the venue.

	Please specify the position of the main switch or submit a both layout which indicates the position of the main switch	
Position	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto; display: flex; justify-content: space-between; padding: 2px;"> Adjacent Booth Adjacent Booth </div>	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto; display: flex; justify-content: space-between; padding: 2px;"> Adjacent Booth Adjacent Booth </div>
	↑ – Front of Booth –	

- Please submit by the deadline even if the contents have not yet been finalized. Please submit it again as soon as it is finalized.
- Please attach a separate sheet if you are not able to fill out the layout in this form.
- Please fill out in the distribution board if you need 24-hour electric power transmission.
- The location of power supply in the venue cannot be changed by the convenience of the venue equipment.
- **If you would like a quote, please contact IIDA Electrical Works Co., Ltd.**

[Payment Method]

IIDA Electrical Works Co., Ltd. will issue an invoice before the exhibition period.
 Please pay by payment due date.

Example

100V Single Phase	200V Single Phase	200V Three Phase
6.0kW	2.8kW	kW

	Please specify the position of the main switch or submit a both layout which indicates the position of the main switch	
Position	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto; display: flex; justify-content: space-between; padding: 2px;"> Adjacent Booth Adjacent Booth </div>	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto; display: flex; justify-content: space-between; padding: 2px;"> Adjacent Booth Adjacent Booth </div>
	↑ – Front of Booth –	

Lighting and Outlet Application Form

Optional

Contact	IIDA Electrical Works Co., Ltd. Contact : Fujimoto	Email : sportec2026@iidae.co.jp
	TEL : +81-3-3521-3522	Deadline : May28(Thu)

Applications can be submitted online via the Exhibitor's Page. If you are unable to apply online, please complete the application form below and send it by email to the contact person listed above "Contact."

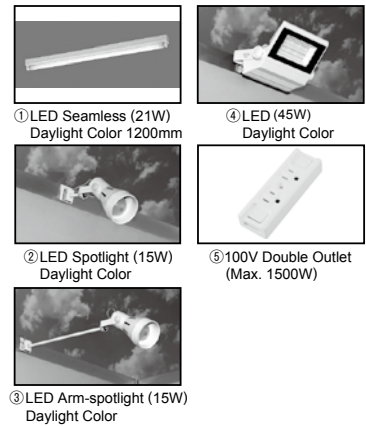
■ Company Information

Company Name		TEL		Booth No. (*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

■ If you wish to apply for the installation of lighting fixtures and/or electrical outlets, please complete the section below. **Please note that lighting fixtures are not included in the shell scheme package. If you require lighting fixtures, be sure to apply in advance.** Requests for additional lighting fixtures made on-site may not be accommodated, depending on circumstances.

No.	Rental Product	Price(NOT include tax)	Qty.
①	LED Seamless (21W) Daylight Color 1200mm	JPY3,000	
②	LED Spotlight (15W) Daylight Color	JPY4,000	
③	LED Arm-spotlight (15W) Daylight Color	JPY4,500	
④	LED (45W) Daylight Color	JPY15,000	
⑤	100V Double Outlet (Max. 1500W)	JPY3,000	



*Please indicate the total power consumption of the devices to be used for each outlet. Be sure to indicate the outlet capacity on the layout diagram below.

Rental Product	Price (NOT include tax)	Qty.	Total (W)
200 Outlet (Up to 2.2kW)	JPY6,500		W
200 Outlet (2.3KW~3.7kW)	JPY8,500		W
200 Outlet (3.8KW~5.5kW)	JPY9,500		W
200 Outlet (5.6KW~11.0kW)	JPY17,500		W
Total			W

*When using a 200V outlet, be sure to send the shape of the outlet with a photo.

< Design Layout Overview >
Please fill out the location of breaker, spotlight and outlet (wattage as well)

Backside of Booth

Adjacent Booth

Front of Booth

Adjacent Booth

- LED Seamless(21W)
- LED Spotlight(15W)
- LED Arm-spotlight(15W)
- LED(45W)
- Breaker
- Outlet
- 200V Outlet

* If the total capacity of 100V exceeds 1.5kW (1,500W), a separate distribution board construction is required. [Separate distribution board construction is JPY 5,000 (NOT include tax) up until first 3.0kW and subsequent cost is JPY 2,000 (Not include tax) per 1.5kW in additional.]

* As for 200V construction, fee is different depending on the capacitance and the number of machine. Please contact IIDA Electrical Works Co., Ltd.

· If you would like a quote, please contact IIDA Electrical Works Co., Ltd.

[Payment Method]

IIDA Electrical Works Co., Ltd. will issue an invoice before the exhibition period. Please pay by payment due date.

Water Supply and Drainage, Compressed Air and Gas Application Form Optional

Contact	FUKUDO KOGYO CO.,LTD. Contact : Ishikawa TEL : +81-3-3638-0730	Email : m.ishikawa@fukudo.co.jp Deadline : May28(Thu)
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**Applications can be submitted online via the Exhibitor's Page.
 If you are unable to apply online, please complete the application form below
 and send it by email to the contact person listed above "Contact."**

■ Company Information

Company Name		TEL		Booth No. (*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

■ If the billing address is not the exhibitor, please fill in.

Company Name				
Contact Person				
Address				
TEL		Email		

■ Below is our application for water supply and drainage compressed air and gas.

① **Water Supply** JPY 80,000 (NOT include tax)

* Including primary side piping construction fee and maintenance fee

Amount of Water	m ² /Day
Water Pipe Diameter	13 · 20mm
Water Drain Pipe	40 · 50mm
Hot-water	Yes · No
24-hour Water Flow	Yes · No

② **Drainage Compressed** *Including maintenance fee

A separate quotation will be provided, so please contact FUKUDO KOGYO CO., LTD. for further details.

Air Pressure	kg/cm ²
Required Flow Rate	liter/min.

* In addition to the above, water usage fees apply to exhibitors who use running water (JPY 880/m³, NOT include tax).

③ **Construction Range**

Only primary construction work up to the booth

Indicate all devices to be connected

④ **Gas Supply**

Please contact FUKUDO KOGYO CO.,LTD. for a separate quote.

* The amount of gas used is described for each hall, so we may ask you to adjusted.

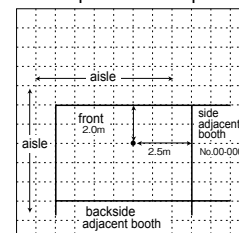
Gas	
Amount to use (Total)	kcal/h
Gas pipe size	20A 25A
Gas pressure	Low pressure only
Gas leak alarm (lease)	Yes · No (Bringing)

Machine Name or Machine Model Number	Number of Machines	Use kcal/h

* Please submit 2 copies of the demonstration equipment catalog.

Design Drawing with Specifications
 *Please fill out the adjacent booth as well

<Example of description>



■ [Payment Method]

FUKUDO KOGYO CO., LTD. will issue an invoice before the exhibition period. Please pay by payment due date.

Tasting of Foods and Beverage Application Form Optional

Contact	Cube Create Co., Ltd. Contact : Ishihara / Mori TEL : +81-3-3537-8810	Email : tenji-2@cube-ct.co.jp Deadline : May28(Thu)
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**Applications can be submitted online via the Exhibitor's Page.
 If you are unable to apply online, please complete the application form below
 and send it by email to the contact person listed above "Contact."**

■ Company Information

Company Name		TEL		Booth No. (*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

If you wish to tasting of food and beverage, you need to apply for water, gas, electricity, etc.
 Due to the water and gas piping at the venue, the booth position cannot be determined unless it is confirmed whether or not it is used, so please submit it by the due date.

Tasting and Sampling Activity Details : Please provide information on what and how you will be offering.

1. Tasting Items (Exclude tea service related to negotiations.)

Item	Cooking Method	Handling Quantity / day
	Heating (Y/N), Processing [cut etc.] (Y/N)	
	Heating (Y/N), Processing [cut etc.] (Y/N)	
	Heating (Y/N), Processing [cut etc.] (Y/N)	
	Heating (Y/N), Processing [cut etc.] (Y/N)	
	Heating (Y/N), Processing [cut etc.] (Y/N)	

2. Facility and Equipment (Please mark the items you will prepare with a O and fill in

Facility	Refrigeration / Freezing Equipment (Y/N) Hand-wash, Disinfectant apparatus, Storage of plates, Sink ()		
	Use of Shared Sink		
	Handwash, Disinfectant, Sink Type (Basin)		
Cookware	Cutting Board, Kitchen Knife, Others ()	Tableware	Disposable Containers, Others ()

3. Sales of Foods/Beverage

Item	Handling Quantity / day	Individually Packaged *①	Shelf-stable (Room Temperature)*②	Long-term Storage Possible*③
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

* Food sales are permitted only if all conditions ① to ③ are met. If any condition is not met, you may need to apply for a business permit at the health center with jurisdiction over your exhibition area. For details, please consult Cube Create Co., Ltd.

Shell Scheme Package Application Form [Plans A · B · C · E] Optional

Contact	Cube Create Co., Ltd. Contact : Hasegawa / Ishihara TEL : +81-3-3537-8810	Email : tenji-1@cube-ct.co.jp Deadline : May28(Thu)
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**Applications can be submitted online via the Exhibitor's Page.
If you are unable to apply online, please complete the application form below
and send it by email to the contact person listed above "Contact."**

■ Company Information

Company Name		TEL		Booth No.(*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

■ Shell Scheme Package Plan

Plan Type	Plan	JPY
-----------	------	-----

■ [Plan A Only] Company Name Board

* The letter is in Gothic letters.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

* Up to 40 characters in total for Japanese and English combined (no additional text allowed).

If no English text is provided, only Japanese will be displayed.

* English only, Japanese only, or a catchphrase is also acceptable.

* Logo specification or data submission is available for JPY 16,500 (including tax).

* **For Plans B, C and E, company name boards must be submitted as data by the exhibitor.**

Please download the format from the Exhibitor's Page and submit the data by email.

■ Please choose colors for company name board, wall panels and carpet from the color samples on P26.

* If you request an optional color, regardless of the number of booths, there will be an additional fee of JPY11,000 each (including tax).

* If you prefer the standard color, please indicate it with a ○ the desired color. If you wish for an optional color, please specify the color you prefer.

Company Name Board (Plan A Only)	Standard Colors Only (White · Blue · Black · Red · Navy · Green · Yellow) * For Plans B, C and E, company name boards must be submitted as data by the exhibitor. * If you select white and yellow for color of your company name board, the text will be printed in black. For any other colors, the text will be printed in white.
Wall Panels Color	White · Black · Blue · Red · Navy · Green · Yellow
Carpet Color	If you have applied for Plan B or C: Red, Orange, Blue, Green, Heather Gray, Black, Pink, Lemon Yellow, Yellow, Heather Orange, Navy, Heather Blue, Yellow Green, Heather Purple, Beige, Caramel, Brown

If you order Shell Scheme Package Plan and do not submit this form, the Show Management Office will prepare as follow;

- Company Name Board: Company name which you register in the application form
- Wall Panels Color: White
- Carpet Color: Gray

[Payment Method]

The Show Management Office will be issued the invoice approximately two weeks before the exhibition.

Please make payment by the due date stated on the invoice.

Shell Scheme Package Application Form [Plan D] Optional

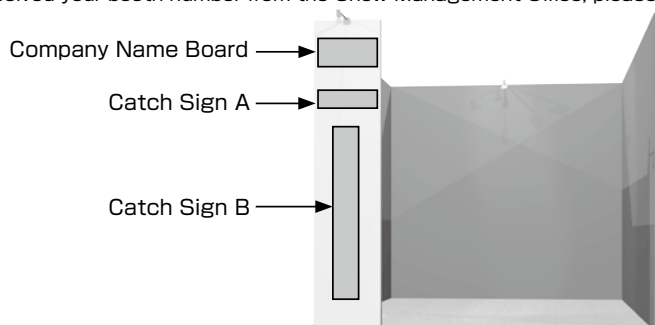
Contact	Cube Create Co., Ltd. Contact : Hasegawa / Ishihara	Email : tenji-1@cube-ct.co.jp
	TEL : +81-3-3537-8810	Deadline : May28(Thu)

**Applications can be submitted online via the Exhibitor's Page.
If you are unable to apply online, please complete the application form below
and send it by email to the contact person listed above "Contact."**

Company Information

Company Name		TEL		Booth No. (*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.



Company Name Board *Up to 20 letters. The letter is in Gothic letters.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Catch Sign A *Up to 20 letters. The letter is in Gothic letters.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Catch Sign B *Up to 40 letters. The letter is in Gothic letters.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

* The total character count for both Japanese and English must be within the specified limit (additions are not permitted).

* There will be a charge of JPY16,500 (including tax) for data submission.
The standard font is Gothic in black.

Please choose colors for company name board, wall panels and carpet from the color samples on P26.

* If you request an optional color, regardless of the number of booths, there will be an additional fee of JPY11,000 each (including tax).

* If you prefer the standard color, please indicate it with a ○ the desired color. If you wish for an optional color, please specify the color you prefer.

Wall Panels Color	White · Black · Blue · Red · Navy · Green · Yellow
Carpet Color	Red, Orange, Blue, Green, Heather Gray, Black, Pink, Lemon Yellow, Yellow, Heather Orange, Navy, Heather Blue, Yellow Green, Heather Purple, Beige, Caramel, Brown

If you order Shell Scheme Package Plan and do not submit this form, the Show Management Office will prepare as follow;

- Company Name Board: Company name which you register in the application form
- Wall Panels Color: White · Carpet Color: Gray

[Payment Method]

The Show Management Office will be issued the invoice approximately two weeks before the exhibition.
Please make payment by the due date stated on the invoice.

Shell Scheme Package Corner Booth Application Form [Plans A・B・C] **Optional**

Contact	Cube Create Co., Ltd. Contact : Hasegawa / Ishihara	Email : tenji-1@cube-ct.co.jp
	TEL : +81-3-3537-8810	Deadline : May28(Thu)

**Applications can be submitted online via the Exhibitor's Page.
If you are unable to apply online, please complete the application form below
and send it by email to the contact person listed above "Contact."**

Company Information

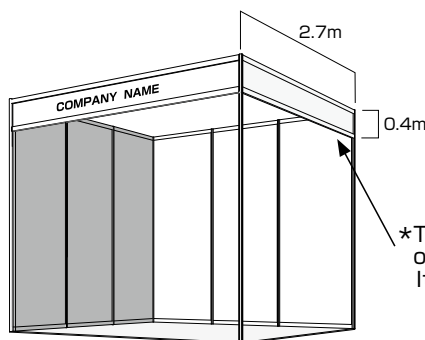
Company Name		TEL		Booth No.(*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank. This applies to exhibitors who apply for Shell Scheme Package A or B and are assigned a corner booth.
Please note that submission of this form alone does not complete the rental package application. Be sure to submit it together with No. 7.

The place facing the basic passage surface (the part without adjacent booths) is the opening part without the wall panels surface. The opening part has a parapet of 0.4m in height (Shell Scheme Package A and B plan only). Exhibitors who want to build a panel wall in the opening part can build a wall up to 2/3 of the length facing the aisle.

[Image of Corner Booth]

* Image of Shell Scheme Package A plan



Application for Corner Booth Specifications

① **[Wall Panel] (Free)**

* Wall installation on the open side is free of charge. By default, no wall is provided.

- No wall on the open side Wall (1 meter) on the open side Wall (1.7 meters) on the open side

② **[Regarding Company Name Display]**

- * For exhibitors who wish to add a company name board, please check the corresponding box.
- * If you do not require an addition, please do not fill in anything.

If you have applied for Plan A:

- Order additional company name board for the opening side. (Additional cost)

・ Company name text for the corner company name board for Plan A only

* Up to 40 letters (no additions allowed)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

If you wish to submit data, please download the designated format from the Exhibitor's Page and send the completed data to Cube Create Co., Ltd. by email.

・ Additional corner company name board fee for Plan A: JPY 27,500 (including tax).

If you have applied for Plan B・C:

- Order additional company name board for the opening side. (Additional cost)

If you wish to submit data, please download the designated format from the Exhibitor's Page and send the completed data to Cube Create Co., Ltd. by email.

・ Additional corner company name board fee for Plan B: JPY 38,500 (including tax).

・ Additional corner company name board fee for Plan C: JPY 49,500 (including tax).

・ If you wish to use the same company name board as Plan A, please contact us separately.

[Payment Method]

The Show Management Office will be issued the invoice approximately two weeks before the exhibition. Please make payment by the due date stated on the invoice.

Rental Furnishings Application Form ①

Optional

Contact	Cube Create Co., Ltd. Contact : Hasegawa / Ishihara	Email : tenji-1@cube-ct.co.jp
	TEL : +81-3-3537-8810	Deadline : May28(Thu)

**Applications can be submitted online via the Exhibitor's Page.
If you are unable to apply online, please complete the application form below
and send it by email to the contact person listed above "Contact."**

■ Company Information

Company Name		TEL		Booth No.(*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

■ If you would like to order, please fill out this form and send back to the contact in above.

* We can prepare furniture and equipment that is not on the list, so please feel free to contact Cube Create Co., Ltd

No	Rental Product	Price	Qty.	Total	No	Rental Product	Price	Qty.	Total
1	Meeting Table Set T W800 × D450 × H600 C W450 × D550 × SH350	JPY14,000			25	Steel Shelf W900 × D450 × H1800	JPY9,000		
2	Meeting Table Set T W1100 × D600 × H600 C W435 × D470 × SH430	JPY23,500			26	Display Case W1500 × D600 × H920	JPY22,000		
3	Meeting Table Set	JPY38,500			27	Display Case W1800 × D600 × H920	JPY27,500		
4	Foldable Chair SH430	JPY1,000			28	Plant (Large)	JPY8,500		
5	Round Table φ 900 × H600	JPY5,500			29	Plant (Medium)	JPY7,000		
6	Round Table φ 600 × H600	JPY5,500			30	Plant (Small)	JPY4,500		
7	Unit Counter W1200 × D600 × H940	JPY14,000			31	Carpet for 1 Booth (3m x 2.7m)	JPY35,000		
8	Unit Counter W1600 × D700 × H700	JPY16,500			32	Panel Partition W900 × H2100	JPY16,500		
9	Unit Counter W1800 × D700 × H800	JPY22,000			33	20inch LCD Monitor *It can be place on table top. *Parts for wall hanging will additionally cost.	JPY57,500		
10	Unit Counter W1800 × D700 × H940	JPY22,000			34	32inch LCD Monitor *It can be place on table top. *Parts for wall hanging will additionally cost.	JPY123,000		
11	Counter Table φ 600 × H1000 (Top: Wood grain)	JPY11,000			35	40inch LCD Monitor *It can be place on table top. *Parts for wall hanging will additionally cost.	JPY163,500		
12	Counter Table φ 600 × H1000 (Top: Black)	JPY9,500			36	45inch LCD Monitor *It can be place on table top. *Parts for wall hanging will additionally cost.	JPY172,000		
13	Counter Chair SH500	JPY4,500			37	DVD Player	JPY16,500		
14	Counter Chair SH600	JPY4,500			38	Sound System (Small) (2SP, 1AMP, 1wired mic)	JPY49,500		
15	Counter Chair SH700	JPY4,500			39	Cabled Microphone(Hand, Headset)	JPY12,500		
16	Stacking Chair SH425	JPY3,500			40	Hanger Beam (2pcs)	JPY4,500		
17	Meeting Table W1800 × D600 × H730	JPY4,500			41	Trush Can 25L W200 × D391 × H565	JPY2,500		
18	Meeting Table W1500 × D600 × H730	JPY4,500			42	Trush Can 32L W390 × D260 × H577	JPY3,000		
19	Information Counter W900 × D450 × H800	JPY8,500			43	Fire Extinguisher	JPY5,500		
20	Information Counter W650 × D450 × H900	JPY14,000					Total	JPY	
21	Brochure Stand W250 × D550 × H1700 A4 12 shelves	JPY8,000							
22	Sign Stand H900 - 1800	JPY3,500			31	Please fill out the color if you order the carpet	Color		
23	White Cloth 2200 × 1000	JPY2,000							
24	Card Box	JPY2,500							

* Size: mm / NOT included tax

[Payment Method]

The Show Management Office will be issued the invoice approximately two weeks before the exhibition.
Please make payment by the due date stated on the invoice.

Rental Furnishings Application Form ②

Optional

Contact	Cube Create Co., Ltd. Contact : Hasegawa / Ishihara	Email : tenji-1@cube-ct.co.jp
	TEL : +81-3-3537-8810	Deadline : May28(Thu)

**Applications can be submitted online via the Exhibitor's Page.
If you are unable to apply online, please complete the application form below
and send it by email to the contact person listed above "Contact."**

■ Company Information

Company Name		TEL		Booth No. (*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

Please see P29 for a reference image.

This optional service is not only for exhibitors who order shell scheme package plan, its available for exhibitors who use your own constructor. We can prepare furniture and equipment that is not on the list, so please feel free to contact Cube Create Co., Ltd.

■ Additional Booth Decoration Furnishings Application Form * Size: mm / NOT included tax

No	Rental Product	Price	Qty.	Total
44	Display Stand (with storage) W1000 × D500 × H750	JPY19,500		
	Display Stand (with storage) W1000 × D500 × H1000	JPY19,500		
45	Display Stand (with storage) W1000 × D1000 × H750	JPY22,000		
	Display Stand (with storage) W1000 × D1000 × H1000	JPY22,000		
46	Stepped Display Stand W1000 × D500 × H750 ~ 1000	JPY27,500		
47	Tilted Display Shelf W1000 × D300 (3 shelf is set)	JPY16,500		
48	1/4 R Display Stand (W500 × 500) R × H750	JPY14,000		
	1/4 R Display Stand (W500 × 500) R × H1000	JPY14,000		
49	Display Stand 1000 × 300	JPY3,500		
50	Mesh Panel W900 × H900	JPY7,000		
	100mm Hook	JPY200		
	150mm Hook	JPY200		
	200mm Hook	JPY300		
51	Panel (White) W700 × H2700	JPY8,500		
	Panel (White) W1000 × H2700	JPY10,000		
52	Accordion Door W700 × H2700	JPY20,500		
	Accordion Door W1000 × H2700	JPY20,500		
Total				JPY

■ Note

If you would like to change the color, height and so on, please fill out in below or send the booth design. The additional fee may be applied. Please be noted.

For items 47, 49, 50, 51 and 52, information on the installation position and height is required. Please enter the details here or contact Cube Create Co., Ltd. separately.

[Payment Method]

The Show Management Office will be issued the invoice approximately two weeks before the exhibition. Please make payment by the due date stated on the invoice.

Rental Kitchen Equipment Application Form Optional

Contact	Show Management Office	Email : overseas@tso-int.co.jp
	TEL : +81-3-5363-1701	Deadline : May28(Thu)

**Applications can be submitted online via the Exhibitor's Page.
If you are unable to apply online, please complete the application form below
and send it by email to the contact person listed above "Contact."**

■ Company Information

Company Name		TEL		Booth No. (*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

■ If the billing address is not the exhibitor, please fill in.

Company Name				
Contact Person				
Address				
TEL		Email		

■ Please refer to the price list and brochure on P39 and complete the information below.

	Rental Product	Qty.	Price
1			
2			
3			
4			
5			
6			
7			
Total			JPY

* If you have any specific requirements for the installation location within the booth, please submit a layout drawing on a separate sheet.

[Payment Method]

The Show Management Office will be issued the invoice approximately two weeks before the exhibition. Please make payment by the due date stated on the invoice.

Shared Sink Application Form

Optional

Contact	Show Management Office	Email : overseas@tso-int.co.jp
	TEL : +81-3-5363-1701	Deadline : June 11 (Thu)

**Applications can be submitted online via the Exhibitor's Page.
If you are unable to apply online, please complete the application form below
and send it by email to the contact person listed above "Contact."**

■ Company Information

Company Name		TEL		Booth No.(*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

■ If the billing address is not the exhibitor, please fill in.

Company			
Contact person			
Address			
TEL		FAX	
Email			

If you would like to use the shared sink, please be sure to submit this form.

*Please also refer to Exhibitor's Manual P37 "Activities Requiring Permission."

[Fee] JPY 70,000 (Water charge included, NOT included tax)



- *User stickers will be distributed from the second move-in day. Please visit the Show Management Office (on-site).
- *Entry without a user sticker is strictly prohibited. Please affix the sticker to your exhibitor badge.
- *When transferring items for tasting/sampling into other containers, this must be done at the shared sink, not at your booth.
- *Sponges and detergent must be prepared by each exhibitor. Gas use is not permitted.
- *Hot water is not provided. If required, please bring your own electric kettle or similar appliance.

If you would like to apply, please check below.

We apply for the shared sink during the exhibition period.

*The location of shared sink will be fixed in consideration of booth location of exhibitors who applied the shared sink. Please use designated sink only.

[Payment Method]

The Show Management Office will be issued the invoice approximately two weeks before the exhibition. Please make payment by the due date stated on the invoice.

Part-time Staffing Application Form

Optional

Contact	Highest Crew Contact : Ishino / Ujiie	Email : hc_mgmt@highest-crew.co.jp
	TEL : +81-4-3400-3149	Deadline : June 11 (Thu)

**Applications can be submitted online via the Exhibitor's Page.
If you are unable to apply online, please complete the application form below
and send it by email to the contact person listed above "Contact."**

■ Company Information

Company Name		TEL		Booth No.(*)	
Contact Person		Email			

* If you have not received your booth number from the Show Management Office, please submit the form with this field left blank.

■ Part-time Staff Application (*For details, please refer to Exhibitor Guidelines P44.)

Please fill out below and send back this form in above contact.

Please contact more details above contact.

Category	Work Content	Fees per day (NOT include tax)	Number of Persons	Period	Total (NOT include tax)
Attendant Staff	Booth reception, sampling, and questionnaire collection; demo assistance and general support tasks.	JPY22,000 / day		/ day	JPY
Companion Staff	Booth reception, sampling, and questionnaire collection; demo assistance and general support tasks.	JPY 25,000 / day		/ day	JPY
English-Speaking Staff	Booth reception, sampling, and questionnaire collection; demo assistance and general support tasks in English.	JPY30,000 / day		/ day	JPY
Narrator	Narration of exhibits and products based on a prepared script	JPY45,000 / day		/ day	JPY

* The above fees are based on working hours from 10:00 to 17:00 (including breaks) and include lunch and transportation expenses.

* If working hours are extended (excluding the meeting time 30 minutes before the start of duties), additional overtime charges will apply. Break times should generally be adjusted to 90-120 minutes depending on operational requirements.

* For rehearsals or training on the previous day, half of the daily fee will be charged for a half day (within 4 hours).

Cancellation fee

14 to 8 days prior	30% of the contract fee
7 to 4 days prior	50% of the contract fee
3 days prior to the exhibition day	100% of the contract fee
For narrators, 100% of the contract fee will be charged immediately upon order confirmation.	

Clothes	Suite · Casual · Lending Rental Arrangements	* If you would like to have a quotation for rental arrangement, please contact above contact.
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* Highest Crew will contact you within 3 business days after they received this form.

If you do not get their reply within 3 business, please contact to above contact again.

[Payment Method]

Highest Crew will issue an invoice before the exhibition period. Please pay by payment due date.