

PREFACE

Dear Exhibitors,

This Exhibitor Services Manual has been prepared to furnish all necessary information for a successful operation of your participation at Interop Tokyo 2009.

Please read this manual to make appropriate preparations and submit the necessary forms to the specified offices by the deadlines.

If you have any questions, please contact the Show Management.

We look forward to seeing you at Interop Tokyo 2009.

March, 2009

Interop Tokyo 2009
Show Management
CMP Technology Japan Co., Ltd.

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CONTACT LIST

**Show
Management**

**CMP Technology
Japan Co., Ltd.**

Kanda Tokuriki Bldg. 1F., 2-9-12 Kaji-cho, Chiyoda-ku
Tokyo 101-0044
FAX: +81-3-5207-3251 <http://www.cmptech.jp/>

Producer: Mr. Sato
Sales: Mr. Aoki, Mr. Sato TEL: +81-3-5207-3201
Marketing / PR: Mr. Naruoka TEL: +81-3 5207-3202
Exhibition Operation: Mr. Asao, Ms Horiki TEL: +81-3-5207-3202
Network Operation: Mr. Sato TEL: +81-3-5207-3201
Conference: Ms. Machida TEL: +81-3-5207-3203

**Exhibitor
Services**

Accost Corporation

Mr. Hirano
Nikko Bldg. 4F., 1-1 Kanda-Ogawamachi, Chiyoda-ku
Tokyo 101-0052
TEL: +81-3-5259-7971 FAX: +81-3-5259-7972
E-mail: interop@accost.co.jp

**Groundwork /
Basic Decoration**

**Fujiya Co., Ltd.
Tokyo Branch**

Mr. Tanaka
4F. 1-14-4 Shiba, Minato-ku, Tokyo 105-0014
TEL: +81-3-3769-0224 FAX: +81-3-3769-3105
E-mail: interop2009@fujiya-net.co.jp

**Electrical
Work**

Iida Denki Kogyo Co., Ltd.

Mr. Kaburagi, Mr. Nakamura
1-8-21 Shinkiba, Koto-ku, Tokyo 136-0082
TEL: +81-3-3521-3522 FAX: +81-3-3521-3699
E-mail: interop@iidae.co.jp

**Package Booth
Rental**

Expo International Ltd.

Mr. Hayashi, Ms. Sakurai
9F Sankei Bldg., 1-3-1 Kanda-Izumicho, Chiyoda-ku
Tokyo 101-0024
TEL: +81-3-5687-3983 FAX: +81-5687-5437
E-mail: interop@expo.co.jp

**Furniture
Rental**

AZ Scene Corporation

Mr. Iwase
10-8 Yocho-machi, Shinjuku-ku, Tokyo 162-0055
TEL: +81-3-5368-1961 FAX: +81-3-5368-1968
E-mail: s-iwase@azscene.co.jp

**Computer
Rental**

Kissei Comtec Co., Ltd.

Mr. Mochizuki, PC Rental Services
Leaf-square Hongo Bldg.1-24-1 Hongo, Bunkyo-ku,Tokyo113-0033
TEL: +81-3-5977-3851 FAX: +81-3-5319-3227
E-mail: kcrent@comtec.kicnet.co.jp

**Audio-Visual
Rental**

Kowa Co., Ltd.

Mr. Ishiba
1-7-32 Tatsumi, Koto-ku, Tokyo 135-0053
TEL: +81-3-3522-1040 FAX: +81-3-3522-2190
E-mail: interop09@kowanet.co.jp

**Booth
Cleaning**

In Support Co., Ltd.

Mr. Goto, Mr. Hiruma
5-22-12 Toyo, Koto-ku, Tokyo 135-0016
TEL: +81+3-5683-3886 FAX: +81-3-5683-3887
E-mail: goto@yellow.interq.or.jp

Accommodation	JTB Tokyo Metropolitan Corp. Shinbashi Office	
	Interop 2009 JTB Desk	Nissei Shinbashi Bldg., 1-18-16 Shinbashi, Minato-ku Tokyo 105-0004 TEL: +81-3-3504-2591 FAX: +81-3-3502-3169 E-mail: shinbashi_sales@jtb.jp
Freight Forwarding	Ishikawa-gumi, Ltd.	
		Mr. Nakajima 5-9-4 Higashi Shinagawa, Shinagawa-ku Tokyo 140-0002 TEL: +81-3-3474-8102 FAX: +81-3-5460-9841 E-mail: igl-exhi@ishikawa-gumi.co.jp
Others	Makuhari Messe	2-1 Nakase, Mihama-ku, Chiba 261-0023 http://www.m-messe.co.jp/index_e.html
	Special Decoration:	Mr. Hayashi, Convention Affairs Section TEL: +81-43-296-0602 FAX: +81-43-296-0529
	CATV:	Mr. Ichikawa, Information Machinery Section TEL: +81-43-296-0536 FAX: +81-43-296-0012
	ADSL/ISDN1500/Lease Line:	Mr. Kaiho, Mr. Matsushima, Information Machinery Section TEL: +81-43-296-0493 FAX: +81-43-296-0492

SHOW OUTLINE

Title Interop Tokyo 2009

Period

Exhibition:	Wed. June 10	10:30 - 18:00
	Thu. June 11	10:00 - 18:00
	Fri. June 12	10:00 - 17:00
Conference:	Mon. June 8	10:00 - 18:00
	Tue. June 9	10:00 - 18:00
	Wed. June 10	10:00 - 18:00
	Thu. June 11	10:00 - 18:00
	Fri. June 12	10:00 - 18:00

Venue Makuhari Messe http://www.m-messe.co.jp/index_e.html

Exhibition: International Exhibition Hall

Conference: International Conference Hall

Organizer Interop Tokyo 2009 Steering Committee

Show Management Internet Association Japan
CMP Technology Japan Co., Ltd.

Technical Support WIDE Project

Co-sponsor Task Force on IPv4 Address Exhaustion, Japan

Exhibitor Services Accost Corporation

Exhibits Network computing, LAN and Internet/ Intranet/ Extranet working related to hardware / Software services, Accessories, Mobile Products, Telephony Products, Network management tool and others.

Exhibitors 300 (planned)

Attendees 150,000 (planned)

Attendees Profile MIS managers / Network managers / Network planners / LAN administrators / System integrators / Network system programmers / Engineers / Telecommunication vendors / Technical consultants / Web master / Marketing managers / Press / Others

TIMETABLE

TIME TABLE

	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
June 7 Sun.	ShowNet Cabling (June 6-)																					
	Move-in 8:00-20:00 (Vehicles Entry -19:30)														Overtime work permitted							
June 8 Mon.	Move-in 8:00-20:00 (Vehicles Entry -12:00)														Overtime work permitted							
			Conference 10:00-18:00																			
June 9 Tue.	Move-in 8:00-20:00 (No Vehicles Entry)														Overtime work permitted							
			Conference 10:00-18:00																			
June 10 Wed.			Exhibition 10:30-18:00										Overtime work permitted									
			Conference 10:00-18:00																			
June 11 Thu.			Exhibition 10:00-18:00										Overtime work permitted									
			Conference 10:00-18:00																			
June 12 Fri.													ShowNet Cable Tail up									
			Exhibition 10:00-17:00										Marchandise carryout 17:00-19:00		Tear-down/Move-out 19:00-24:00							
			Conference 10:00-18:00																			
June 13 Sat.	ShowNet Move-out																					



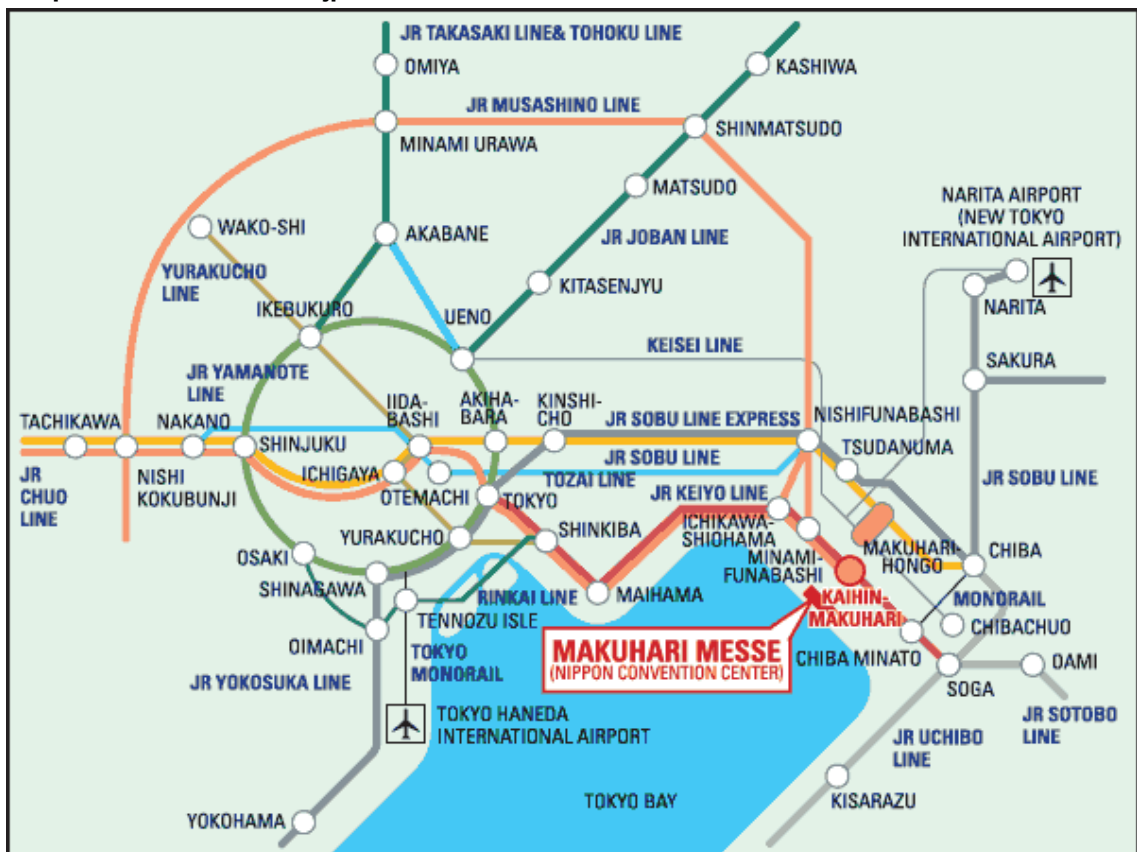
Regulated working hours



Overtime work permitted
(¥20,000/hours+5%tax)

ACCESS TO THE VENUE

http://www.m-messe.co.jp/access_e.html



By Train JR Keiyo Line (Rapid Train)

Tokyo Station (JR/Subway) 28min. Kaihin Makuhari Station 5min. walk

Shinkiba Station (JR/Subway/Rinkai Line) 20 min. Kaihin Makuhari Station 5min. walk

Soga Station (JR) 11min. Kaihin Makuhari Station 5min. walk

JR Sobu Line (Local Train)

Akihabara Station (JR/Subway) 35min. Makuhari Hongo Station 15 min. by local bus

By Bus Limousine Bus

Bus services from both Narita Airport and Haneda Airport are available and run directly to and from Makuhari New City.

By Car From Narita Airport

Approximately 30 minutes by car from the New Tokyo International Airport (Narita) via the Higashi Kanto Expressway. Exit at the Wangan Chiba Interchange. (5 min. to Makuhari Messe.)

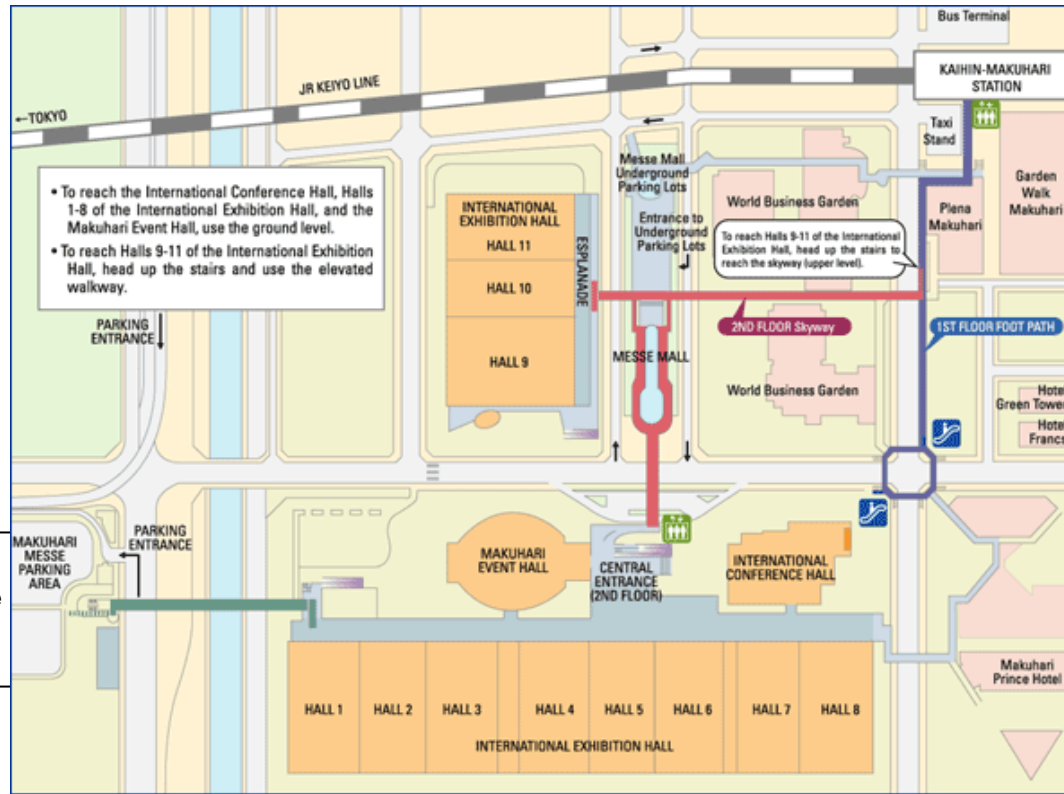
From Central Tokyo

Approximately 40 min. from both downtown Tokyo and the Tokyo International Airport (Haneda). Take the Higashi Kanto Expressway and exit at the Wangan Narashino Interchange or take the Keiyo Toll Road to the Makuhari Interchange. (5 min. to Makuhari Messe from both interchanges.)

* Makuhari Messe Parking Area *

Open: 8:00-23:00 (No entry after 20:00) Capacity: 5,500 cars (120 for buses)
¥1,000/day (Buses/Trucks: ¥4,000 Motorcycles: ¥200)

FACILITY INFORMATION



L Block
(Stand-by
Area)

Makuhari Messe
Parking Area

Hall Information

Floor Load: per sqm 5t/sq. root of S (S = loaded area)
 Ceiling Height: 15m - 30m
 Hall Illumination: 450 - 500 lux
 During the exhibition period, it will be turned down to 25 % of the full capacity. (100-120lux.)

Service Offices

Facility Name	Location
Interop Main-Show Management Office	Hall 5, Organizer's Room, North side
NOC-Network Service Center	Hall 5, North side
Sales Room	Hall 5, Multipurpose Room, North side
Press Room	Hall 6, Multipurpose Room, North side
Exhibitor Services Office	Hall 5, Meeting Room, North side
Dressing Room for Narrators (Lady's)	Hall 6, South side
Parcel Delivery Service Counter	Hall 4 + 7, North side *Open June 10 - June 12
Paid Stock Room	In the exhibition halls (to be assigned upon application)

* The facility location might change on-site.

ENTRY

ID Badges

To secure the security and safety of the exhibition, the Show Management will control the entry of personnel with barcode system. All personnel are required to wear the appropriate ID badge throughout the exhibition period inclusive of move-in and move-out. The badges will be sent in advance upon application ONLY. Please submit **FORM 2 [Vehicle Passes & ID Badges]** by

May 8.

Badge	Validity	Quantity
Exhibitor	June 7-June 12 Access to Keynote-Speeches at International Conference Hall.	Max 10 per 1booth unit. (Ex.10 booths: 10x10 = 100badges)
Contractor	June 7-9 and June 12, 19:00- No access during the exhibition period.	No limit
Merchandise Putter-out *	June 12, 17:00- Not to be issued on-site.	Up to 12 booth units Max 25 Over 13 booth units Max 50

*Due to the network tail-up work right after the exhibition on June 12, 17:00 – 19:00 no operation than carrying out merchandise is permitted. (move-out booth decoration, electricity or AV devices, etc. are not allowed. No vehicles are allowed to enter the hall either) **Merchandise Putter-out badge** is for the personnel who carry out merchandises. Personnel who are with Contractor badge is not allowed to enter the hall until 19:00.

Exhibitor badge is to be distributed on-site (2F, Exhibition Hall) in the following schedule as well.

June 7, Sun. 12:00 - 19:45	June 10, Wed. 8:00 - 18:00
June 8, Mon. 8:00 - 19:45	June 11, Thu. 8:00 - 18:00
June 9, Tue. 8:00 - 19:45	June 12, Fri. 8:00 - 16:45

Barcode System

The exhibition employs a barcode system on badge control. By barcode reader, you may receive the personal data of the visitor at your booth who registered with the Show Management. The data you read during the exhibition will be sent to you after the exhibition and you may use it for follow-up, send your brochures and information on its products, services, seminars, etc.

1 barcode reader rental fee is included in the participation fee.

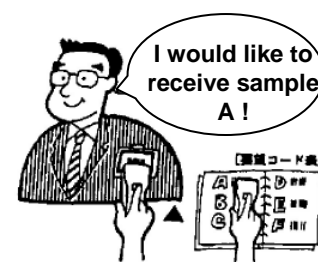
Please note that the order is accepted subject to the consent of the use of personal data.

Additional reader(s): ¥20,000 / reader +5% tax

Data: ¥60 / record + 5% tax
In a CD-Rom.

*** The data is processed in Japanese only.**

To order, please submit **FORM 1 [Barcode Readers Rental]** by **May 15.**



MOVE-IN & MOVE-OUT INSTRUCTIONS

Schedule

Work		Regulated Working Hours		Vehicle Entry
Move-in	Booth Decoration	June 7, Sun.	8:00-20:00	Until 19:30
	Booth Decoration & Merchandise Move-in	June 8, Mon.	8:00-20:00	Until 12:00
	Merchandise Move-in & Equipment Adjustment	June 9, Tue.	8:00-20:00	No access
Move-out	Merchandise Move-out	June 12, Fri.	17:00-19:00	From 19:00
	Booth Dismantling		19:00-24:00	20:30-24:00

Vehicle Pass

Vehicles for making deliveries for the exhibition during move-in and move-out should be with appropriate Vehicle Passes. The passes will be sent in advance upon request.
Please submit **FORM 2 [Vehicle Passes & ID Badges]** by May 8.

Vehicle Pass	Accessible Time / Date		Distribution/Quantity
Move-in / Move-out	June 7, Sun.	8:00 - 19:30	<u>Not to be sent in advance</u> To be distributed on-site at Makuhari Messe stand-by parking area (L Block)
	June 8, Mon.	8:00 - 12:00	
	June 12, Fri	20:30 -	
Merchandise Move-out	June 12, Fri	19:00 -	To be sent in advance upon request(Max50)
Priority Vehicle	June 12, Fri	11:00-15:00*	1 pass per exhibitor (2 for 20booths' or more) To be sent in advance.

* Access to the premised only (no access to inside the halls)

- You may not park on the public roads around the exhibition halls. During the move-in/out period, there will be a designated stand-by parking area for vehicles. All vehicles are requested to come to Makuhari Messe Parking Area, L-Block (See 1-6 and 1-7). Please follow the instructions by the guard who will guide vehicles one by one, checking the volume of traffic in the exhibition halls. Please understand that the exhibitors may be unable to come inside the halls at the scheduled time.
- Any vehicles for commuting purpose cannot enter the premises. Please park at the paid parking area.

ID Badges All exhibitors and contractors/workers without the appropriate badge will not be allowed to enter the premises for security reasons. (See 1-8)

Working Boundaries Exhibitors should unpack, pack or display equipments only in their designated booth area as not to interfere with other exhibitors' works and/or passage of vehicles.

Delivery and Collections When sending equipment or exhibits to the exhibition hall via delivery services, please make sure to specify **delivery date and time, booth number and contact person**. The Show Management will not be responsible for such deliveries or will not receive any parcels on behalf of exhibitors.

2-1, Nakase, Mihama-ku, Chiba 261-0023	
Makuhari Messe	
Interop Tokyo 2009	Hall: *** Booth No.: *****
Exhibitor Name: *****	
To.(Person in charge): *****	TEL : **-****-****

Overtime Work When you cannot complete your work within the regulated working hours, please submit an application for overtime hours at the Show Management Office. Overtime work may be allowed in the following hours. **There will be ¥20,000 + 5% tax per hour overtime charge.** At the time of application, special permit stickers will be issued for your workers. Please make sure to wear the sticker when working. When your work is completed, please report it back to the Office. Without such a report, you may be charged for overtime until the next morning.

June 8-10 20:00 - 8:00 (next morning)

June 11-12 19:00 - 8:00 (next morning)

Move-in/out during the Exhibition As a rule, carrying in and taking out of products during the exhibition cannot be performed. In case of emergency such as when a product is broken and exchange is required, please consult with the Show Management.

Disposal of Waste Please be sure to remove all refuse at the end of move-in and move-out period. All articles left in the hall including in the aisles will be regarded as waste material and disposed of without prior notice to the exhibitor. The disposal costs will be charged to the exhibitor after the fair. (See 2-7)

Official Forwarder For the transport of exhibits and handling customs clearance, **Ishikawa-gumi, Ltd.** has been appointed as the official forwarder and will provide you the complete transportation up to the booth as well as labor for on-site handling. Please refer to [Shipping & Other] section for details.

SHOWNET STRUCTURE

Functions and Organization of ShowNet

ShowNet is a live demonstration network which connects the entire show floor to the broadband network. The ShowNet Sponsorship Program builds this network, which is a contribution program of contributing network equipment and human resource (engineers). From this program this exhibition have different rules and will need all exhibitors cooperation. Please read the “ShowNet Information” closely to avoid troubles and accidents.

NOC (Network Operation Center) Team:

One of the most unique characteristics of this exhibition is that ShowNet is installed by the “NOC Team”(network specialists) mainly from Japan. NOC team member is a volunteer engineer for ShowNet. This team will architect, design, built and operate the ShowNet through the exhibition period.

STM (ShowNet Team Member):

We recruit volunteers based on their credentials through the program named STM, and they will be divided into several groups based on their technical backgrounds and computer expertise's. They will be assisting the NOC Team to architect the network, at the same time, obtaining hands-on experiences in networking technologies.

ShowNet Equipment:

All equipment used in ShowNet are provided by ShowNet Sponsorship Program (a contribution program) from all over the world. Through our ShowNet Sponsorship Program, participating providers loan their equipment to the event.

NSC(Network Service Center):

There will be NSC counter prepared to deal with any network maintenance problems, including trouble shooting and supervising the network. ShowNet is maintained by close communications between exhibitors and NSC. As you can see, ShowNet is only possible by cooperation's of many different parties.

Because of the above described nature of ShowNet, we would like you to read the following instructions to make the exhibitions as successful as possible.

For more information please refer to the ShowNet Information or ShowNet Sponsorship Manual.

Construction Schedule

June 7, Sun.	When exhibitor's moves-in to the exhibition hall, there will be cables sticking out from the exhibition floor for Hall 4,5,6.
June 8, Mon.	Exhibition hall will open at 8:00am for the exhibitors. When you are ready to connect to ShowNet, please stop by the nearest NSC Counter to request for the connection to ShowNet.
June 9, Tue.	All exhibitor must be connected to ShowNet and tested.
June 10, Wed.	ShowNet runs for 24hrs. (if there is any problem please come NSC Counter at hall 5.)
June 11, Thu.	ShowNet runs for 24hrs. (if there is any problem please come NSC Counter at hall 5.)
June 12, Fri.	17:00 ShowNet operation stops. 17:00-19:00 Tail up starts. 19:00- Exhibitor Booth tear down