

CONTENTS

Regulations on Booth Decorations.....	2 - 2
Fire Preventions	2 - 8
Package Booth	2 - 9
Storage Rental	2-15
Electricity Supply.....	2-16
ISDN64/Telephone/Fax.....	2-17
Precautions in the Exhibition Hall	2-18
Others	2-20

REGULATIONS ON BOOTH DECORATIONS

During the process of completing exhibition and decoration plans, exhibitors are requested to observe the rules and take necessary precautions to prevent possible accidents, dangerous situations, fire, and etc. The Show Management will not admit any exception to the rules. When regulation is violated, your priority number for 2010 or 2011 exhibition may be affected as a penalty for such a violation.

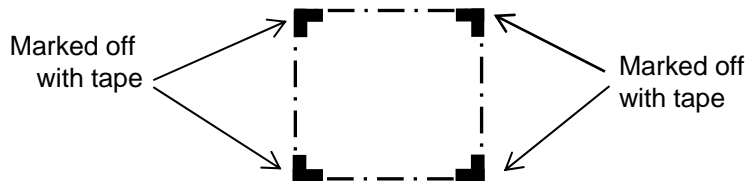
*Please ensure that your contractor is also fully aware of these regulations mentioned in this manual. Thank you for your cooperation.

Booth Fittings

One booth unit: 3m x 3m (9sqm)

Exhibit space will be provided with floor markings with tape. There will be no booth fittings. Exhibitors must decorate their respective booths at their own expense.

As an option, "Rental Package Booth" which contains the basic booth equipment is available. Please refer to 2-9 "Rental Package Booth" section.



All exhibitors must arrange following items in their booth spaces at minimum:

- **Carpeting**
- **Dividing walls (partitions to neighboring booths)**
- **Exhibitor Name**

Notification of Contractor

All exhibitors are requested to register their stand fitting contractor by **FORM 3 [Decoration Contractor] to Exhibitor Services, Accost Corporation by May 11**. Together with the form, please submit the respective booth design drawings, front view and plan view. (the submission of drawings is not necessary when you ordered Rental Package Booth) This is intended to overview the decoration plan and the design features of decorations in the respective booths, and not intended to grant any permissions to requests made by exhibitors. To prevent problems during the construction, exhibitors are requested to designate a person to be in charge of the management.

Banners, Wires, Balloons

All decorations must be installed within the assigned booth space. Hanging banners and/or wires from the hall ceiling is not permitted. When displaying floating decorations, such as balloons, etc. Height restriction regulation (see also 2-3 "Height Restriction") should be observed and it must be fixed on the booth structure. Further more, please consult with the site owner- **Makuhari Messe** directly.

Ceiling, Roof Structure

When a ceiling or roof structure is planned, please consult with the site owner - **Makuhari Messe** and get their approval in advance. After the approval, please sent the copy certificate to Exhibitor Services, Accost Corporation.

Makuhari Messe

Mr. Hayashi, Convention Affairs Section

TEL: +81-43-296-0602 FAX: +81-43-296-0529

Height Restriction

The height of booth decoration is restricted in accordance with the exhibit space.

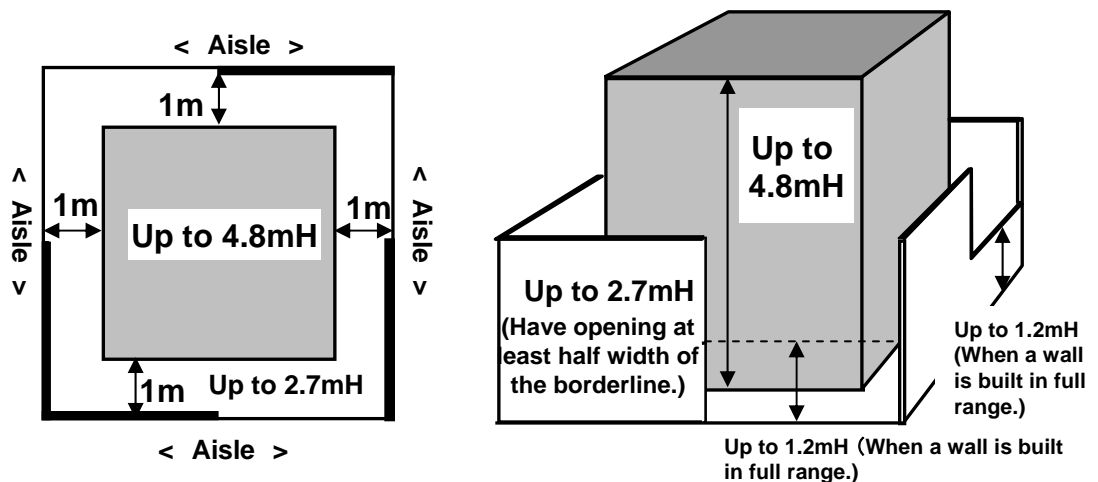
1 booth unit (9sqm) - 3 booth units (27sqm) up to 3.6 m high*

4 booth units (36sqm) or more up to 4.8 m high*

***However, the wall(s) to be erected on borderline(s) and/or within 1m of borderline(s) must not be higher than 2.7m. (Please refer to the sample diagrams below.)**

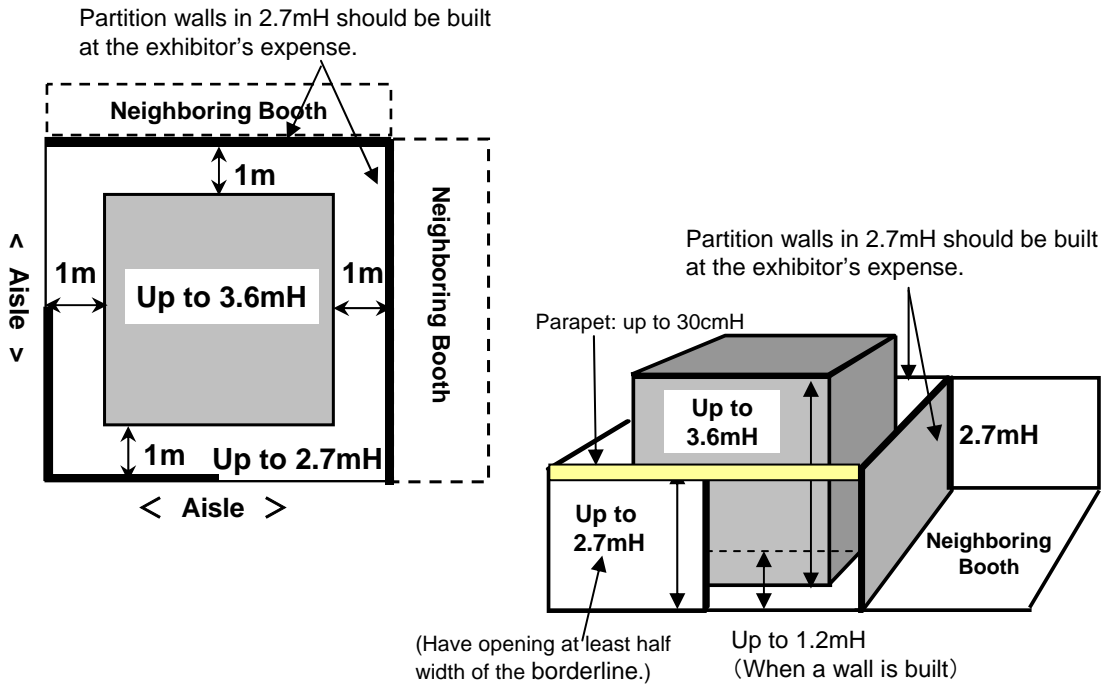
- When a booth has neighboring booth(s), wall(s) in 2.7m high must be installed to all the boundaries at your own expense. It is not allowed to utilize the wall of a neighboring booth.
- As a general rule, each booth must be an **"open structure"** having openings on all 4 sides. When walls or display fixtures are to be situated within 1m from borderline(s), such sides of booth shall have openings at least half width of the borderline(s). When a wall or display fixture is to be installed in full width of a borderline within 1m from a borderline, the height of the wall decoration must be **1.2m or lower** at least half of the total width to maintain open view.

SAMPLE 1: Island Booth, 4 booth units or more

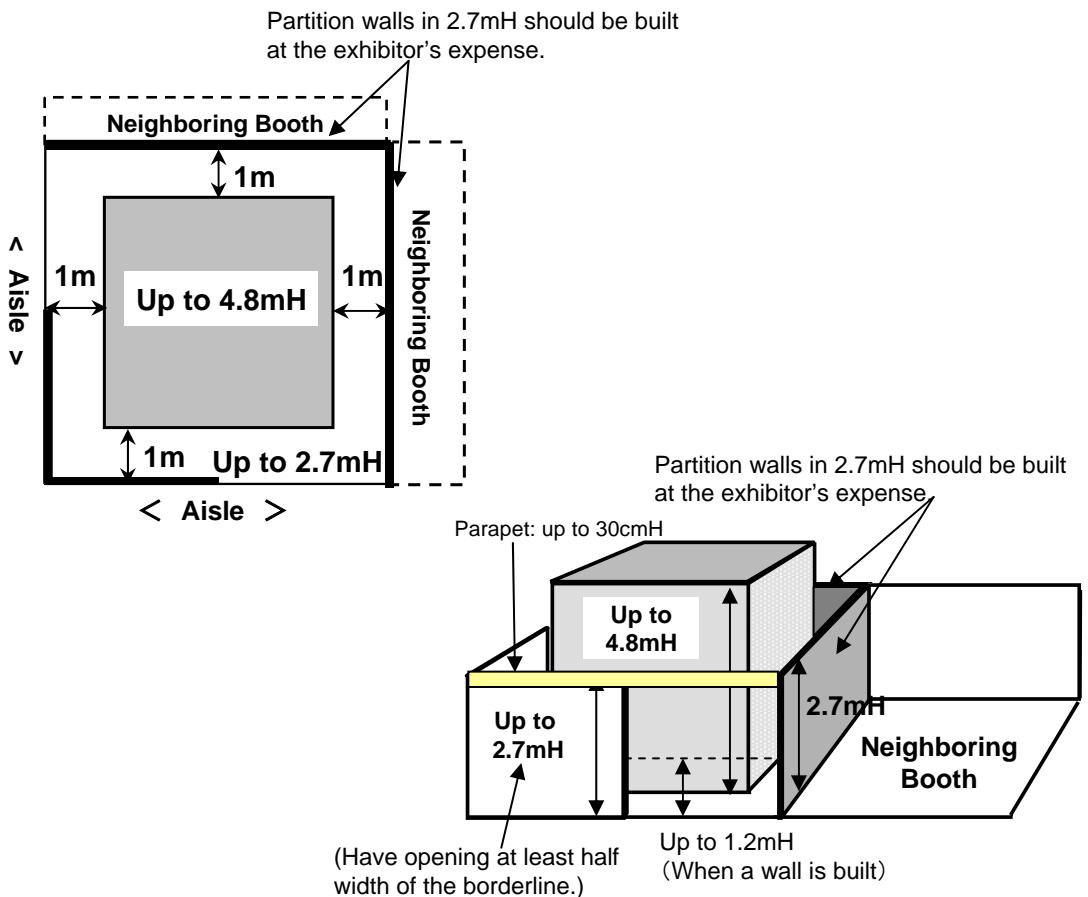


- Booths that are 100sqm or larger are required to have two emergency exits running at right angles to one another.
- When an island booth is located along with a wall of the exhibition hall, a high and full wall can be built on that side. Please make sure to provide an emergency exit and indicate its location clearly. The rear side of the wall should be decorated at the exhibitor's expense.

SAMPLE 2: Linear Booth, 1-3 booth units



SAMPLE 3: Linear Booth, 4 booth units



Installation of Stage

Installing stages in your booth towards the aisles, includes the space for demonstration and/or attraction, please design according to the following setback guideline in order to keep sufficient flow of aisle traffic. This guideline is set in accordance with the request from the local Fire Station. Your cooperation is highly appreciated.

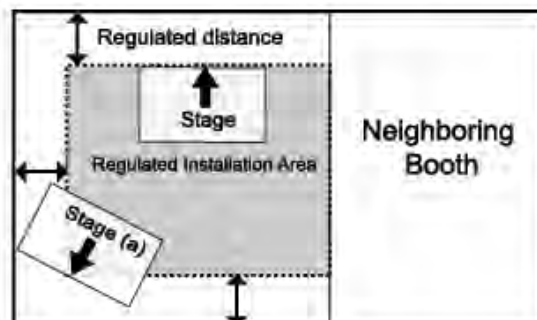
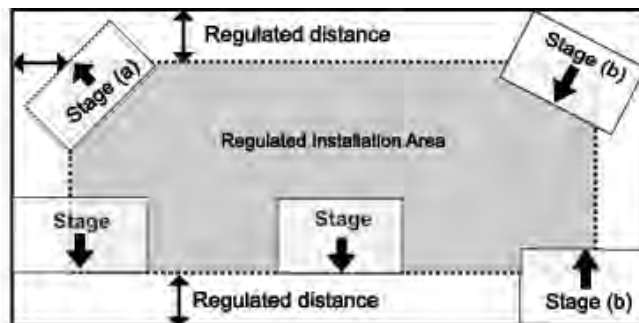
When stages are planned, **please submit the plan to Exhibitor Services, Accost Corporation by May 11** appending to **FORM 3 [Decoration Contractor]**.

Exhibit space: 4 to 10 booth units.....	2m distance from the aisle
11 to 20 booth units.....	3m distance from the aisle
21 to 39 booth units.....	4m distance from the aisle
40 or more booth units.....	5m distance from the aisle

When more than 1 stages are planned, the distance from the aisle should be calculated as follows:

2 stages in 30 booth units	$30 \div 2 \text{ stages} = 15 \text{ booth units}$	→ 3m distance
3 stages in 30 booth units	$30 \div 3 \text{ stages} = 10 \text{ booth units}$	→ 2m distance
4 stages in 30 booth units	$30 \div 3 \text{ stages} = 10 \text{ booth units}$	→ 2m distance

- Be sure the front side of the stage is placed within the area specified by the setback rule when placing the stage toward the corners of the booth space. (See drawing (a))
- This regulation does not apply when the stage is installed towards the inside booth (see drawing (b)).
- Be sure to abide by the fixture regulations when installing in a linear booth (3m depth) regardless of the number of constituent units. (The setback rule does not apply. However, the Show Management would like you to consider allocating audience space within your booth area etc., so as not to make excessively large crowds in aisles.)
- When large crowds gather to watch the stage demonstration and interfere the flow of traffic down aisles or create excessive crowds in neighboring booths, the Show Management judges it as an infringement on the rights of other exhibitors and will have no alternative but to request that the presentation be stopped immediately.



Fire-resistant Materials

All materials to be used for booth construction, display, etc. must adhere to the fire prevention regulations. If the materials used have not been adequately fireproofed, the Fire Station order take down or rearrange the decorations upon the inspection on the first day of the exhibition.

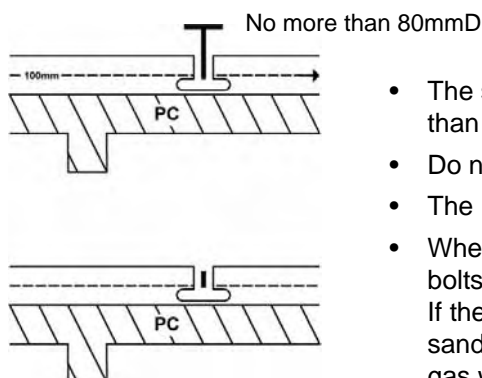
- Plywood and printed veneer must be fire-resistant, irrespective of the thickness. (Use only those with a "Fire resistant label" affixed on the surface, and have five red lines on the back as identification.)
- Carpets and curtains shall also be fire-proofed and bearing "Fire resistant labels."
- When pasting thick cloth and/or frilled paper on the fire-resistant veneer for decorative purposes, those pasted materials must also be fire resistant. However, in case of thin paper (wall paper, etc.), this rule does not apply.
- If the materials have not been adequately fire-resistant, the Fire Station reserves the right to order to take down or rearrange the decorations during the fire inspections.
- When flammable decorative materials are used such as flag(s), banner(s), clot, carpet(s), artificial lawn(s), etc., must be bearing labels indicates that they have been given fire-resistant treatments must be used. No other materials will be permitted for decoration.
- Since it is nearly impossible to fire-resistant petrochemical products such as foamed polystyrene (plastic flowers, urethane, acetate, polyester, acrylic, nylon, etc.), such materials must not be used. However styrene, may be used for graphic letterings in small quantities when they are displayed far away from the visitors.
- When specialized decorative materials including materials manufactured outside Japan are to be used, samples must be sent to the **Makuhari Messe** for prior approval.

Flooring (Anchor Bolts)

When anchor bolts are to be used in concrete foundation, please submit **FORM 16[Floor Work (Anchor Bolts Installation)]** along with two copies of the plan to Exhibitor Services, Accost Corporation by May 11.

Such applications are approved with the assumption that exhibitors restore the floor to its original state at exhibitors' expense after the exhibition.

When installing anchor bolts, exhibitors are required to pay the floor restoration charge, ¥1,500 per bolt plus 5% tax. Please be careful not to damage halls' floor surfaces. If any damages occurs, the Show Management will charge the exhibitors for those damage.



- The size of anchor bolts shall not protrude no more than 80mm.
- Do not use anchor bolts in floor pit cover area or in pits.
- The PC floor plate must not be altered.
- When restoring to original condition, part of the anchor bolts maybe left in the holes as shown in the diagram. If the bolt heads are left above the floor, cut it off by sander to make it level. Driving in with a hammer or gas welding is strictly prohibited.

**General
Notes on
Construction**

- During the booth construction and moving of the materials, please pay attention not to damage any of the hall facilities, electrical equipment, telephones, city water supplies, and/or other exhibitors' decorations/ exhibits, etc. The exhibitor who incurred the damages will be deemed responsible, and will be requested to repair the damage immediately at the exhibitors' expense.
- When carpeting, use only lightly glued double-sided adhesive tapes. Do not use any permanent glues or other strong adhesives.
- When using flames producer by electricity or gas for welding and any other purposes while moving-in/out, exhibition, such work must obtain an approval from Exhibitor's Services, Accost Corporation. Further, be sure to keep a fire extinguisher nearby.
- Please prepare and arrange decorations only in the assigned booth area. Do not leave materials in the aisles or other exhibitors' booths. This rule also applies to the removal of the exhibits.
- Do not place decorations over fire extinguishers, indoor fire hydrants, sprinklers, automatic fire alarm systems, emergency bells, pilot lamps and etc. Do not display exhibits or decorations which may hinder the use of these devices in case of emergency.
- As a principle, exhibits or decorations can not be changed or altered during the exhibition period.
- Please be responsible to dispose any trash and waste materials from your booth. If any materials are left in the hall, **the Show Management Office will dispose such materials without notifying the owner, and the owner will be charged for it.**
- Smoking is prohibited in the exhibition halls by the "Fire Prevention Law". Please smoke outside of the hall or in the designated smoking areas.

**Recommended
Stand
Constructors**

The Show Management recommends the following experienced stand constructors if you do not find any appropriate company for your booth decoration.

Accost Corporation

Nikko Bldg. 4F., 1-1 Kanda Ogawamachi, Chiyoda-ku, Tokyo 101-0052

TEL: +81-3-5259-7971 FAX: +81-3-5259-7972

Contact: Mr. Suzuki, Mr. Komatsu E-mail: interop@accost.co.jp

Expo International Ltd.

9F Sankei Bldg., 1-3-1 Kanda-Izumicho, Chiyoda-ku, Tokyo 101-0024

TEL: +81-3-5687-3983 FAX: +81-5687-5437

Mr. Hayashi E-mail: interop@expo.co.jp

Fujiya Co., Ltd. Tokyo Branch

KDXToyosu3F. 1-7-12 Shinonome, Koto-ku, Tokyo 135-0062

TEL: +81-3-5548-2812 FAX: +81-3-5548-2822

Mr. Tanaka E-mail: interop2009@fujiya-net.co.jp

FIRE PREVENTIONS

Smoking

Smoking is not allowed in exhibitors' booths.
Smoking is only permitted in the designated smoking area.

Use of Fire, Bringing-in Hazardous Materials

In accordance with the Fire Regulations, the use of fire or bringing in hazardous materials specified in the Disaster Prevention Guide is prohibited. However, if these are necessary for the demonstration of the exhibits, etc. a minimum quantity / use may be approved by the Fire Station.

Please see below and submit **FORM 16 [Use of Fire / Hazardous Materials] to Exhibitors Services, Accost Corporation by May 11** when necessary.

a. Use of Fire

About fire which is built in machine equipment and is not exposed, it is not applied to the regulation. However, when using flames producer by electricity or gas for welding and any other purposes while moving-in/out, it must obtain a prior approval from the Fire Station.

b. Bringing in Hazardous Materials

Contents apparatus requiring prior permission are;
gasoline, lacquer, thinner, alcohol, lamp oil, light oil, heavy oil, lubricating oil, diesel engine oil, gear oil, and plant& animal oil, inflammable gas, hydrogen gas, liquefied petroleum gas, including spray cans, paint, etc.

When a smoke machine is used for stage effects, please use CO2. Any use of oil, such as diffusion and concept, is forbidden. Moreover, please install the smoked machine inside your exhibit space. Using it towards an aisle or a ceiling is prohibited.

During the first day of the exhibition period, the Fire Station will make an inspection and reserves the right to order a reconstruction of any booths violating the regulations. Therefore, **please consult with Exhibitor Services, Accost Corporation if you are not sure that your exhibits / presentation may require advance permission**

Package Booth 1 Unit

¥185,000 unit + 5% tax

Tower Option(¥25,000): 99cmW x 99cmD x 90cmH, Printable area 95cmW x 82cmH

Please send .eps or .ai format in Illustrator with one cm bleed on all four sides and text converted to line to interop@expo.co.jp

Company Name Plate: Wooden Suspending Fascia with Brushed Silver Finish 2.45mW x 30cmH x 1.6cmT
Company Name: Gothic Font on Black Cut Out Vinyl Stickers

* Option: Logo Printing. To apply, please submit form No.13

Company Name Plate: Wooden Suspending Fascia with Brushed Silver Finish
2.93mW x 30cmH x 4mmT
Company Name: Gothic Font on Black Cut Out Vinyl Stickers

* Only available for corner booths.

Wall: White System Panel 99cmW x 2.7mH x 4mmT

* Optional colored walls available.

To apply, please submit form No. 13

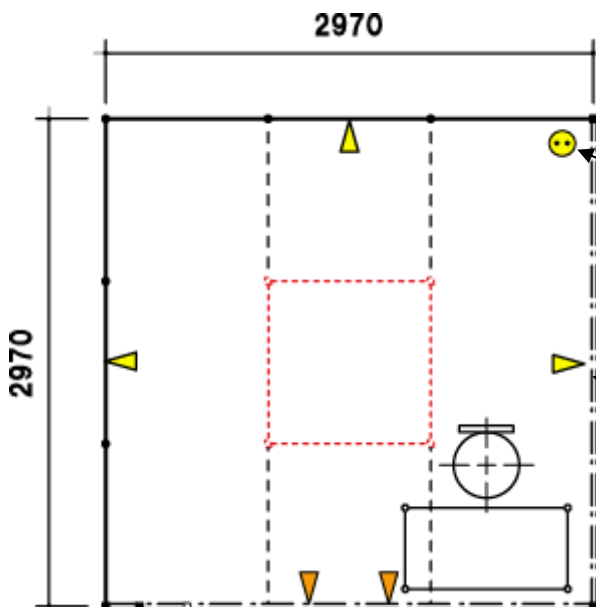
Carpeting: Needle punch carpeting

Colors: Red, Blue, Navy Blue, Green, Brown, Gray, Orange

Reception Counter: 99cmW x 49.5cmD x 85cmH
Comes with Counter Stool and middle shelf.

Punching panel: Aluminum panel
45.5cmW x 82cmH x 1mmT

*** Decorative Red Accent (Not changeable for all package booths)**



Power Socket: Single Phase 100v 50Hz/ Three Prong
Grounded (NEMA 5-15) Max Capacity: 1kw

* To order additional power socket, please submit form No. 13

Spotlight: Halogen Spotlight100w

* Power usage fee is included

* To order additional spotlights, please submit form 13

*** To order optional counters, shelves, stockrooms, please submit form No.13**

Package Booth 2 Units

¥370,000 unit + 5% tax

Company Name Plate: Wooden Suspending Fascia with Brushed Silver Finish

2.45mW x 30cmH x 1.6cmT

Company Name: Gothic Font on Black Cut Out Vinyl Stickers

* Option: Logo Printing. To apply, please submit form No.13

Tower Option(¥50,000): 396cmW x 99cmD x 90cmH,
Printable area 392cmW x 82cmH

Please send .eps or .ai format in Illustrator
with one cm bleed on all four sides and
text converted to line to interop@expo.co.jp



Punching panel: Aluminum panel
45.5cmW x 82cmH x 1mmT

Company Name Plate: Wooden Suspending Fascia with
Brushed Silver Finish
2.93mW x 30cmH x 4mmT

Company Name:
Gothic Font on Black Cut Out Vinyl Stickers

* Only available for corner booths.

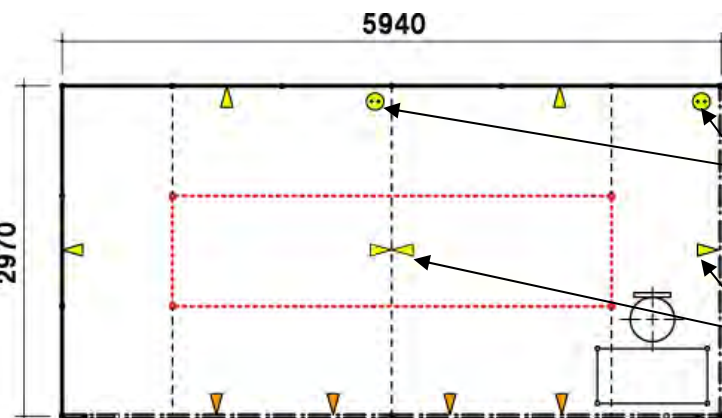
Wall: White System Panel 99cmW x 2.7mH x 4mmT

* Optional colored walls available.
To apply, please submit form No. 13

Carpeting: Needle punch carpeting
Colors: Red, Blue, Navy Blue, Green, Brown, Gray, Orange

Reception Counter: 99cmW x 49.5cmD x 85cmH
Comes with Counter Stool and middle shelf.

*** Decorative Red Accent (Not changeable for all package booths)**



Power Socket: Single Phase 100v 50Hz/ Three Prong
Grounded (NEMA 5-15) Max Capacity: 1kw x 2

* To order additional power socket, please submit form No. 13

Spotlight: Halogen Spotlight100w

* Power usage fee is included

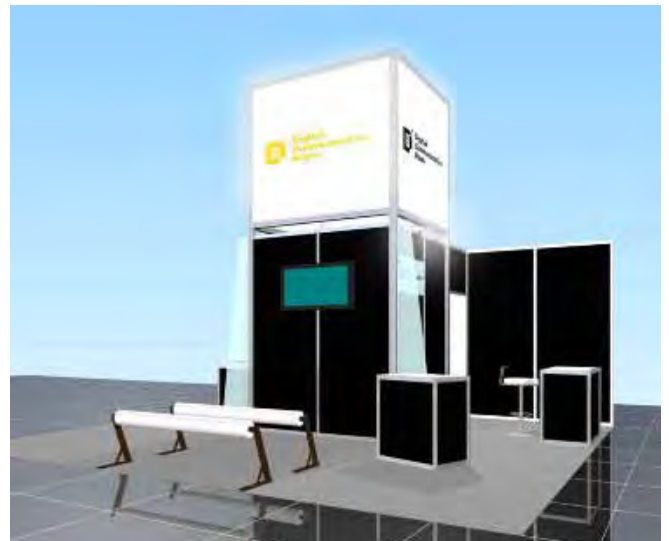
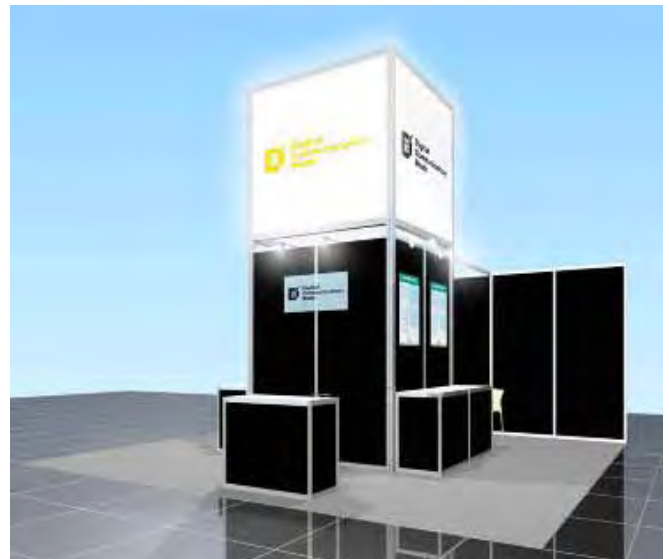
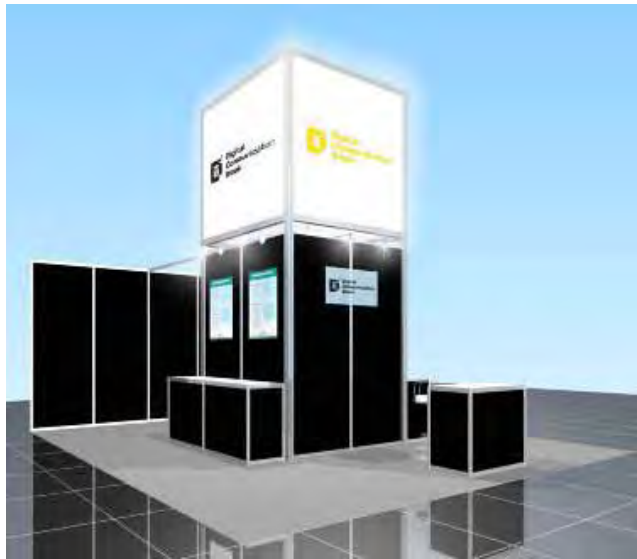
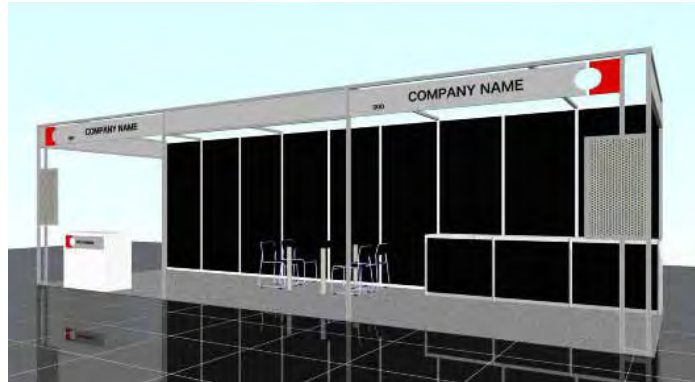
* To order additional spotlights, please submit form No.13

Tower Illumination: Halogen Light 100W

* Power usage fee is included

*** To order optional counters, shelves, stockrooms, please submit form No.13**

Package Booth 3 Units, 4 Units

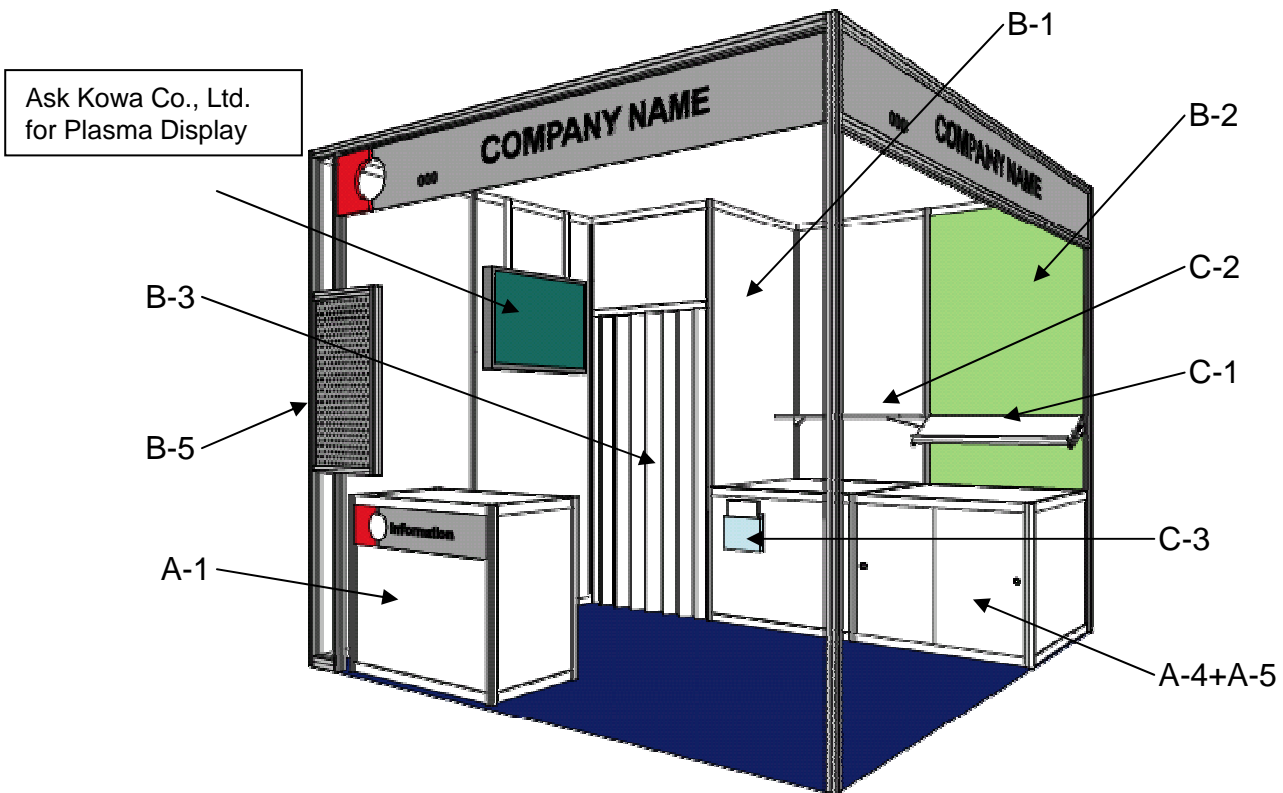


Contact:

EXPO INTERNATIONAL LTD. Attn: Mr. Hayashi, Ms. Sakurai

E-mail: interop@expo.co.jp Tel: +81-3-5687-3983 FAX: +81-3-5687-5437

Package Booth Options



No.	item	Size	Amount
A-1	Infomational Counter	w990xd495xh850	¥12,000
A-2	Display Counter	w990xd495xh850	¥9,000
A-3	Display Counter	w990xd700xh850	¥12,000
A-4	Display Counter	w990xd990xh850	¥15,000
A-5	Sliding Door		¥4,000
B-1	Wall Panel		¥10,000
B-2	Colored Wall Upgrade	w990xh2700	¥8,000
B-3	Accordion Door		¥15,000
B-4	Swing Door		¥20,000
B-5	Panching Pannel		¥6,000
C-1	Slanted Shelf	w950xd300x120	¥3,000
C-2	Horizontal Shelf	w950xd300x120	¥3,000
C-3	Acrylic Catalog Pocket		¥3,000
D-1	Construction Charges	Single-phase100V、1KW includes Electricity Charges	¥12,500
D-2	Power Outlet(2 sockets)	Not Include Construction Charges	¥3,000
D-3	Spot Light 100W	Not Include Construction Charges	¥3,500

Contact:

EXPO INTERNATIONAL LTD. Attn: Mr. Hayashi, Ms. Sakurai

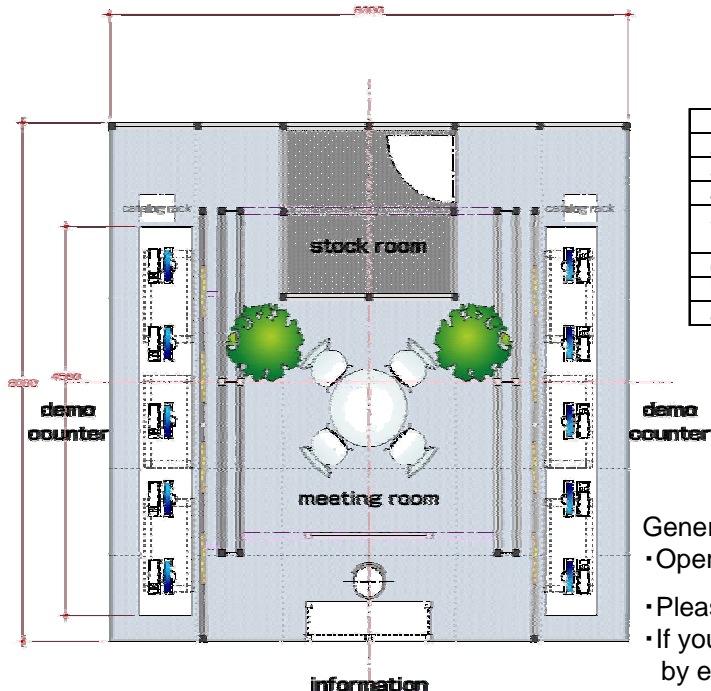
E-mail: interop@expo.co.jp Tel: +81-3-5687-3983 FAX: +81-3-5687-5437

Special Booth Pack

Price: ¥1,500,000(tax not included)

Original special booth pack is available. If you have any inquiry, please contact Accost Corporation below.

●Exhibition-based booth pack



1	Carpet	6000 x 6000	
2	Meeting table set	a set	
3	Display Counter	W4500xD600xH900	
4	Information	W900xD450xH900	
5	Fascia(Light box)	1	Size will change by LOGO.
6	Fascia(Cutting sheet)	2	
7	Light	a set	
8	Catalog Stand	2	

General Notes:

- Operation Stuff, booth bunny, AV operators are not included.
- Please submit Form4[Electricity Supply] separately.
- If you have any questions, please contact Accost Corporation by e-mail.

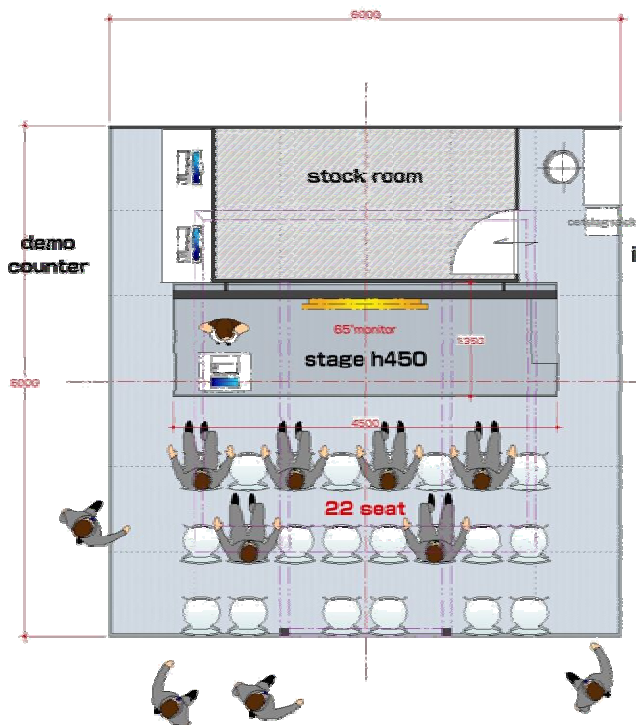
Contact:

Accost Corporation Attn: Mr. Hirano

E-mail: interop@accost.co.jp Tel: +81-3-5259-7971 FAX: +81-3-5259-7972

●Presentation stage-based booth pack

Price: ¥1,500,000(tax not included)



1	Carpet	6000 × 6000	
2	Stage	W4500xD1350xH450	
3	Chair	22	
4	Display	65"	
5	Podium	1	
6	Display Counter	W1800xD600xH900	
7	Information	W900xD450xH900	
8	Fascia(Lightbox)	1	Size will change by LOGO.
9	Fascia(Cutting sheet)	2	
10	Light	a set	
11	Catalog Stand	2	

General Notes:

- Operation Stuff, booth bunny, AV operators are not included.
- Please submit Form4[Electricity Supply] separately.
- If you have any questions, please contact Accost Corporation by e-mail.

Contact:

Accost Corporation Attn: Mr. Hirano

E-mail: interop@accost.co.jp Tel: +81-3-5259-7971 FAX: +81-3-5259-7972

STORAGE RENTAL

For storing distribution materials, equipment, containers and boxes, etc. storage (stock space) is available. To order, please submit **FORM 14 [Storage Rental]** by **May 15**.

Specification	<p>2.0mW x 3.0mD x 2.5mH per unit</p> <ul style="list-style-type: none"> •1 lockable door or 1 lockable accordion door is installed. •In case of the lost of the keys, ¥5,000 is to be charged as compensation. •Partitions are basically not to be installed when 2 or more units are ordered.
Duration	13:00, June 8 - 19:00, June 12
Price	¥90,000 /unit + 5% tax (From the 2nd unit, ¥70,000 /unit + 5% tax)
Notes	<ul style="list-style-type: none"> • The location will be assigned by the Show Management and informed 10 days prior to the show. • We highly recommend to apply for the storage space as soon as possible since the number of storage spaces are limited. • Installing temporary telephones or any electric cables are not possible. • The area is non-smoking and should not be used for meeting/waiting space. • The Show Management cannot be responsible for lost or stolen items. Exhibitors are requested to take any necessary precautions to protect items.
Inquiries to	<p><u>Interop Tokyo 2009 Show Management Office</u> Customer Relations TEL: +81-3-5207-3201 FAX: +81-3-5207-3251 E-mail: sales-info@cmpotech.jp</p>

ELECTRICITY SUPPLY

For primary electrical work, **Iida Denki Kogyo, Co., Ltd.** has been appointed. To order the main power supply, please submit **FORM 4 [Electricity Supply]** to **Iida Denki Kogyo by May 11**. For secondary electrical works (in-booth), exhibitors may appoint a contractor. If you do not find any appropriate one, please contact Iida Denki Kogyo for such work.

Main Power Supply	100V	Single-phase, 2-line system	50Hz
	200V	Single-phase, 2-line system	50Hz
	200V	Three-phase, 3-line system	50Hz

- Special voltages and frequencies other than the above cannot be supplied.
- One main switch will be installed according to exhibitors' request.
- Even if your booth is more than two booth units, there will be only one main switch.
- The trunk line may cut across your booth due to locations of electricity pits.

Power Supply Schedule

June 9, Tue. 9:00 - June 12, Fri. 17:30

In the case that electricity is needed other than the above hours, please contact Iida Denki Kogyo, in advance. When 24-hour electrical supply is required, please request it in writing on the FORM 4.

Charges

Construction charge: ¥9,500/kW + 5% tax (Less than 1kW is to be rounded to 1kW)
Electricity charge: ¥3,000/kW + 5% tax

- Upon receipt of the invoice, please remit the amount accordingly.
- Overseas exhibitors are requested to pay the bill on-site either in cash or by credit card.

In-Booth Electrical Works (Secondary Works)

- All workers engaged in electrical works must be licensed as "Class 1 electrical service staff" under the Electric Work Specialist Act.
- For light fixtures and cables for equipment, please use cables with insulation strength higher than "F" cables.
- Be sure to arrange ground (earth) works for all equipments and distribution boards which utilize more than 100V. Connect the ground cable to the master switch which will be installed by the Show Management Office.
- Install the distribution boards where they could be easily inspected and maintained.
- The use of any neon lighting equipment is prohibited.
- During the electrical works, extreme care must be taken to prevent fire, personal injuries, and property damages.
- Be sure to provide ground leakage breakers on the main switch of distribution boards.

Protective Devices

The Show Management will not be responsible for any damages caused to demonstration exhibits and devices due to a power failure, accidental service interruption, or voltage drop. Exhibitors must provide proper protective devices in the event of such problems. Maintenance personnel will be available on-site during the entire exhibition period. Even in the event of a minor problem, please be sure to report it to the Show Management Office.

ISDN 64/TELEPHONE/ FAX

Exhibitors wishing to install temporary ISDN, telephone and/or fax at booth are requested to submit **FORM 11 [ISDN64/Telephone/Fax] to Exhibitor Services, Accost Corporation by May 8**. Applications to the local NTT are collectively made through Accost.

Service Period Afternoon, June 9, Tue. – 17:00, June 12, Fri.

Installation Fee

ISDN 64	¥60,000/order + 5% tax
ISDN Dial-in Service	¥20,000/order + 5% tax
Temporary Telephone (with handset)...	¥40,000/order + 5% tax
Temporary Telephone line (MJ only) ...	¥40,000/order + 5% tax
Temporary Fax Machine	¥63,000/order + 5% tax

- The above fee includes ¥30,000 of domestic call charges and installation fee. Any excess of domestic call charge and/or when international call charges are made, it will be billed after the exhibition.
- ISDN Dial-in services should be applied together with “ISDN64”.
- FAX machine comes with one roll of FAX paper. Additional rolls will be available at the Exhibitor Services Room. (¥1,000/roll + 5% tax)
- The telephone/fax number will be announced to you after the application.

Cancellation Charge Any cancellations being made after May 29, cancellation fee, ¥10,000/order + 5% tax will be incurred.

Precautions

- The installation work will be done on June 8. Once the installation is completed, location changes will not be possible. So please make sure to confirm the setting position at the time of installation.
- The exhibitors are solely responsible for any theft, lost equipment, and unauthorized use of the telephone after the delivery time.

Installation of Special Lines When special circuit class such as ADSL, ISDN 1500, lease lines or OCN service is needed at your booth, please contact below directly for arrangement details. Earlier contact is recommended especially when you require lease line (192Kbps -) or OCN.

Makuhari Messe

Mr. Kaiho / Mr. Matsushima, Information Machinery Section
TEL: +81-43-296-0493 FAX: +81-43-296-0492

High speed communication is not guaranteed in the exhibition hall according to circumstances of facilities or interference of other lines.

PRECAUTIONS IN THE EXHIBITION HALL

The Show Management reserves the right to evict any violating vendor at anytime. Exhibitors are requested to cooperate in maintaining the order, dignity and reputation of this exhibition.

Photographing

Exhibitors may photograph/videotape their own booths freely. However, it must be done in such a manner so as not to hinder the visitors or other exhibitors. The Show Management will issue "**Press**" badge to approved press representatives for photographing, which must be worn at all times. Exhibitors are requested to cooperate with those photographers.

Promotion Advertising

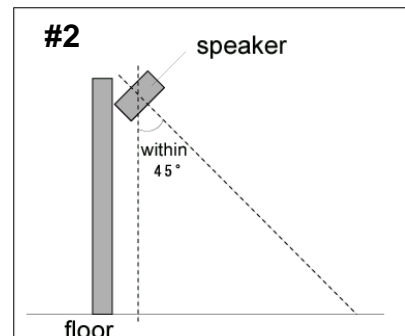
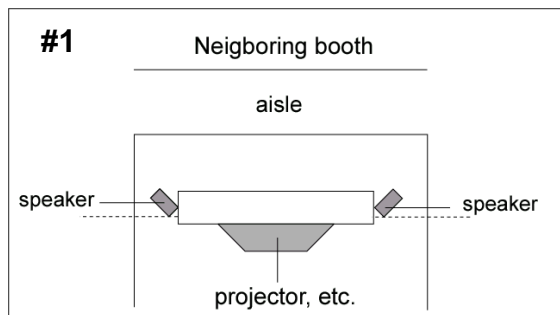
- Exhibitors may freely distribute catalogs, pamphlets, samples of their exhibiting merchandises in their own booth. However, distribution of handbills, demonstration of any kind, and canvassing are strictly prohibited in aisles.
- Publications which fulfills the below all (a)-(c) are approved for sale in the exhibition.
 - (a) Books or magazines which have distribution code, ISBN code/magazine code.
 - (b) If the books or magazines have attachment(s) of electronic media, it should be just a supplement.
 - (c) Publication/electronic media should be adult-free
- Exhibitors are to be responsible for any personnel and property damaged caused by their demonstrations.
- All demonstrations in the booth must be scheduled to finish before the end of the exhibition. (Note: The final clean-up will be required as soon as the show is closed.)
- At single or parallel booth; demonstration on the stage or on some decorations in your booth, the existent floor surface to the top of demonstrator's heads' height should be lower than 2.7m.

Sound Level Policy

When using apparatus and electric appliances (such as microphones, speakers) which amplify the sound, the volume shall not be over **80 phones** which is measured in aisles 1.0m back from booth and 1.5m high. If an exhibitor exceeds this level, or it is considered that the volume is interfering with other exhibitors, the Show Management reserves the right to stop such a demonstration. To maintain a professional atmosphere on the show floor for all exhibitors, as well as attendees, your cooperation is highly appreciated.

Installing Speaker

Please keep this in mind when installing speakers and/or microphone, please ensure to place at a reasonable angle. (Cf. diagram #1) Please also keep in mind when installing a speaker etc. in the surface of a wall or a fixtures pillar, a speaker should face in 45 degrees from its perpendicular lower part. (Cf. diagram #2)



Lighting When you install lights, please consider its angle so as not to interfere with neighboring exhibits.

Eating and Drinking in The Booth As a rule, it is prohibited to provide food and beverages to visitors in the booth. If serving foods and beverages will be needed, those exhibitors need to get an approval from the City Health Center first due to the sanitation law.

The Chiba-City Health Center, Food Sanitation Section

TEL: +81-43-238-9934

Sealed snacks or plastic bottled beverages do not apply to this rule. However, distribution of canned beverage is prohibited due to refuse disposal reason. Serving tea or coffee to your specified guests in lounge of your booth is allowed without permission from the Health Center.

*Beside the examples above, the Show Management reserve the right to terminate any exhibits when it determines to be unsuitable to the show.

Radio Communications Exhibitors who use walkie-talkies and/ or wireless microphones for demonstrations, are requested to arrange equipments which are officially registered based on the radio-wave law.

Visitors under the Age of 16 Any visitor under the age of 16 will not be allowed to enter the exhibition hall.

OTHERS

Payment Exhibitors must pay charges incurred promptly upon receipt of bills from the parties concerned. When payers are different from exhibitors, notify the parties concerned in advance. Without such a notation, the bills will be forwarded to exhibitors.

Changes and Additions on Regulations Changes, additions, and alterations may be made to the regulations of the exhibition at anytime by the Show Management Office. In the event of such a change, exhibitors will be notified by a written notice from the Show Management Office.

Security for Exhibits The Show Management Office will supply security guards, due to the nature of trade shows but it is nearly impossible to supervise every booth at every moment.

The Show Management Office will not be responsible for any loss incurred by natural disasters, theft, and loss of equipment. Therefore, it is highly recommended that each exhibitor obtain an insurance policy for the booth, or station own security guards in the booth.

In the event of accident, please notify the Show Management Office as soon as possible. The exhibitors are requested to take any necessary procedures to manage visitors and to maintain the booth.

The Show Management Office will not obtain any insurance policy to cover the exhibitors' equipment. Thus, exhibitors are encouraged to obtain their own insurance policies. The Show Management Office will not be responsible for any damages incurred by the exhibitors.

Connection to TV Antenna CATV Terminal for connections with TV antenna are available. Please contact the Makuhari Messe for costs and further details.

Makuhari Messe

Mr. Ichikawa, Information Machinery Section
TEL: +81-43-296-0536 FAX: +81-43-296-0012