

富山県 ものづくり 総合見本市 2017

出展者のてびき

Exhibitor's Manual

(For Exhibitors from Overseas)

開催日

2017年

10/26 (木) ~ 28 (土)

会場

富山産業展示館（テクノホール）

富山県富山市友杉1682番地

主催 / 富山県ものづくり総合見本市実行委員会

光輝く一帯。富山県ものづくり総合見本市実行委員会



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1. Outline

- Exhibition Title Toyama General Manufacturing Industry Trade Fair 2017

- Subject Exhibiting worldwide and domestic manufacturing technologies and products (such as industrial machines, electronics, electrical machines, IT, plastic, aluminum processing, textiles, medicines, chemicals, traditional crafts, food processing, creative industry, etc.) to promote economic exchange and introduce cutting-edge technologies to visitors.

- Organized by "Toyama General Manufacturing Industry Trade Fair"
Executive Committee
[Affiliated Bodies] Toyama Prefectural Government, The Federation of Toyama Prefectural Chambers of Commerce and Industry, The Toyama Chamber of Commerce and Industry, The Takaoka Chamber of Commerce and Industry, Toyama Prefectural Federation of Societies of Commerce and Industry, Toyama Federation of Small Business Associations, Toyama Association of Corporate Executives, Toyama Technology Exchange Club, Toyama Association of Small Business Entrepreneurs, Hokuriku Economic Federation, Toyama Prefectural Machinery and Electric Industries Association, Toyama Aluminum Industrial Association, Toyama Pharmaceutical Association, Textile and Fashion Toyama Association, Toyama Prefectural Plastic Industries Association, Toyama Chemical Industry Association, Toyama Design Association, Toyama Information Industry Association, Toyama Food Industrial Association, Traditional Craft Takaoka Doki Promotion Cooperative Association, University of Toyama, Toyama PTA Federation, Chubu Bureau of Economy, Trade and Industry, Toyama City Government, Takaoka City Government, Japan External Trade Organization (JETRO), Organization for Small and Medium Enterprises and Regional Innovation, Toyama New Industry Organization (random order)

- Cooperated by The Foundation for International Trade and Industrial Co-operation, The Hokuriku Bank, Ltd., The First Bank of Toyama, Ltd., The Bank of Toyama Ltd., Toyama Association of Shinkin Banks, Sumitomo Mitsui Banking Corporation, Young Job Toyama, JEC Management Consultant Co., Ltd. (Random order)

- Duration October 26 -28, 2017 3 days

- Time 10:00 - 17:00 (Closes at 16:00 only on 28th)

- Venue Toyama Techno Hall
Address: 1682 Tomosugi, Toyama City, Toyama 939-8224, Japan
Phone: +81-76-461-3111 FAX: +81-76-461-3113

- Main Exhibits Industrial machineries, automobile, precision machinery, electronics, electrical machinery, IT, casting, metal processing, mold / pressing tool, plastic, aluminum products, textiles, pharmaceutical, chemicals, traditional crafts, food processing, creative industry, retail, trading company, government administration office, schools, etc.

- Main programs
 - Keynote Speech ●Foreign Investment Environmental Seminars ●Presentations
 - Business Meetings ●Guided tour to local manufacturers ●Top battle tournament by Japanese manufacturers ●Corporate research rally by students ●Manufacturing lessons for kids

- Participation fee
 - Free to attend

- Web Page
 - Web Page for overseas exhibitors
 - http://www.near21.jp/fair2017/exhibitors_en.html

- Organizer's office
 - Overseas exhibitors, please contact:
 - TOYAMA NEW INDUSTRY ORGANIZATION**
 - Northwest Pacific Region Economic Center**
 - Address: 527 Takata, Toyama City, Toyama 930-0866, Japan
 - Phone: +81-76-432-1321 FAX: +81-76-432-1326
 - E-mail: kan-nihon@tonio.or.jp

2. Location and access to Toyama Techno Hall

(1) Location Map



(2) Vicinity Map



(3) Access to Toyama Techno Hall 【Time required/ Distance/ Expenses】

① From Toyama Station

Shuttle Bus	20 Min.	9 km	Free (Please refer to the Web site for details)
Taxi	20 Min.	9 km	JPY 3,300 – JPY 3,600

② From Toyama Airport

Shuttle Bus	5 Min.	1.2 km	Free (Please refer to the Web site for details)
Walking	12 Min.	1.2 km	
Taxi	3 Min.	1.2 km	JPY 620 – JPY 720

③ From the exit of Toyama IC Hokuriku Expressway

Car	10 Min.	3.5 km	
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3. Procedure to exhibit

(1) Documents to be submitted

Documents should be submitted by the due date.

Format numbers marked with an asterisk * in the table below are the documents which all exhibitors are required to submit.

Please kindly download the formats of each document from the page “For Overseas Exhibitors” in the official website, filling them out and send them to the organizer’s office by email accordingly.

Web page for downloading the formats

http://www.near21.jp/fair2017/exhibitors_en.html

Please make sure to download from above site since the formats for overseas exhibitors are not the same as ones for Japanese exhibitors.

Format No.	Names of documents	Due date of submission	Related pages
No.1	Entry sheet for pre-arranged business meeting with suppliers	Friday, August 25, 2017	p.34
No.2 *	Draft of exhibitor's introduction for exhibitor catalogue	Tuesday, August 15, 2017	p.29
No.3	Application for advertisement on the exhibitor catalogue	Ditto	p.30
No.4 *	Notification of booth decoration	Friday, August 25, 2017	pp. 8, 9
No.5	Application for rental fixtures	Ditto	pp.8, 9, 25
No.6	Notification of move-in/move-out by vehicle	Ditto	p.12
No.7	Notification of electric installation	Ditto	p. 9 p.17
Free form	Blueprint of electric installation	Ditto	p. 9 p.17
Format of Toyama City	Application form for exceptional rule	Ditto	p.22
No.8	Application to sell exhibition items	Ditto	p.24
No.9 *	Necessary number of posters, invitation flyers and exhibitor ID card	Ditto	p.23 p.31
No.10	Notification of forwarder to be in charge of transportation & customs clearance	Ditto	p.15
No.11 *	List of travelers & itinerary	Ditto	p.34
No.13	Order sheet of lunch box	Friday, September 29, 2017	p.32

(2) Payment of exhibition fee

① Due date: Friday, September 29, 2017

② Payment method

After the receipt of the Invoice from the organizer's office, payment should be made by the due date indicated. Payment method is only bank transfer. After the completion of payment, please be kindly requested to send us the transfer form with your company name by email or fax for the purpose of confirmation.

(E-mail: kan-nihon@tonio.or.jp FAX: +81-76-432-1326)

Bank name: The Hokuriku Bank, Ltd. (SWIFT: RIKBJPJT)

Branch name: Okuda Branch

Branch address: Toyama, Japan

Account No.: 12-6056736

Account name: toyamakenmonodukurisougoumihonichi-jikkouiinkai

Address: 3-30 Minatoirifunecho Toyama City, Toyama, Japan

Any kind of commission for bank transfer should be borne by the payer.

(3) Any change /cancellation of application

① After July 31, 2017, changing the quantity of booth is not acceptable.

② We may reject applications in case the applicants' purpose or exhibition contents do not seem to match our trade fair.

③ If you need to cancel your application please refer to following cancellation fee and follow the instruction by the organizer's office.

Cancellation fee

Notification of cancellation	Cancellation fee
From application to July 31, 2017	No cancellation fee
From August 1 to August 31, 2017	20% of booth fee
From September 1 to September 30, 2017	50% of booth fee
After October 1	100% of booth fee

4. Exhibition / Decoration/ Booth

(1) Basic dimension and structure of booth

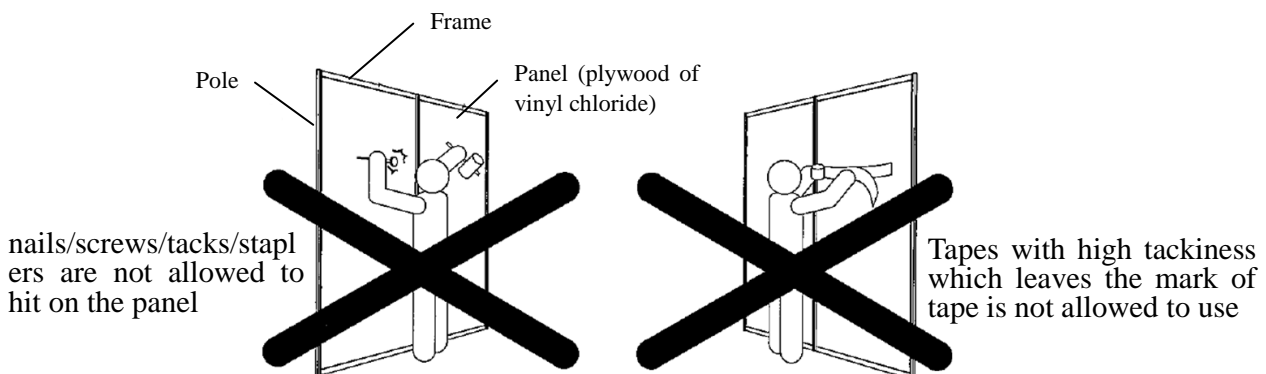
- ① We have 2 types of standard booth. One is standard type 5.9 m² (frontage 2.97 m × depth 1.98 m core dimension) and the other one is compact type 3.9 m² (frontage 1.98 m × depth 1.98 m core dimension).
- ② Since each booth is divided by partition panel, actual dimension is smaller than above figures. For detail information please refer to Page 7 (4)

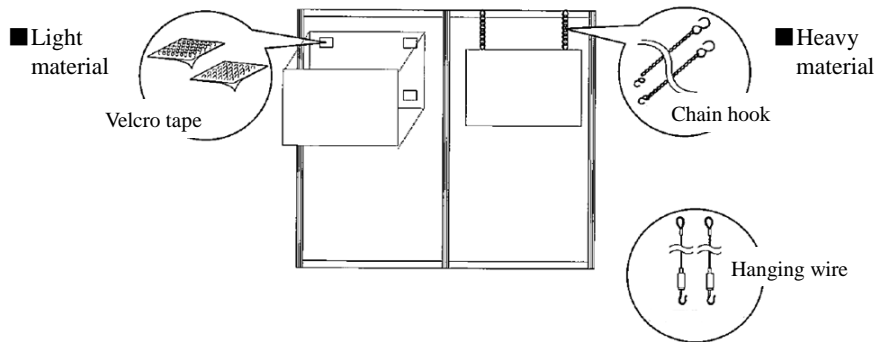
(2) Allocation of booth

- ① Layout of the exhibition place is decided by us organizer of trade fair considering constitution of exhibition, number of the booth and demonstrations.
- ② All or even a part of allocated booth cannot be leased, given, or exchanged among the exhibitors. Only in case both parties agreed each other, we may permit it provided that it is notified to us in advance.

(3) Notes about standard booth

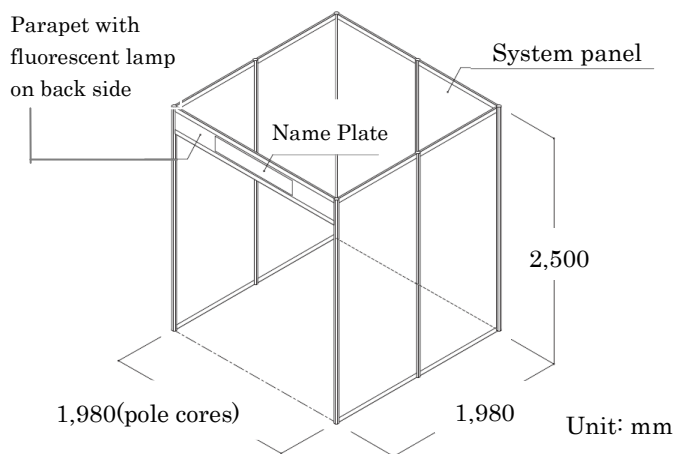
- ① Company name indicated on the booth must be the same as the name on your application. If you need to add a logo, to change colors or to use special fonts, since additional fee is required please contact the official construction company (Japanese language only) or the organizer's office.
- ② Deformation of system panels cannot be accepted.
- ③ Any damages on the system panels by exhibitors should be indemnified by exhibitors since these system panels are for lease.
- ④ Processing, cutting, drilling, hitting nails/screws/tacks/staplers are strictly prohibited.
- ⑤ Reclining heavy things or removing columns are prohibited in terms of strength.
- ⑥ Although cases written below are acceptable, recovery to original condition is required when the fair is over.
 - Fixing lightweight materials on system panels with double sided tape
 - Fixing materials on system panels with scotch tape
 - Fixing materials with cutting sheet
 - Setting clip-on spot lights
 - Fixing poster boards with Velcro tape, chain hooks, hanging wires and so on.





(4) Structure of standard booth

Please be noted that the dimension of one booth will be as follows due to the structure of system panels.

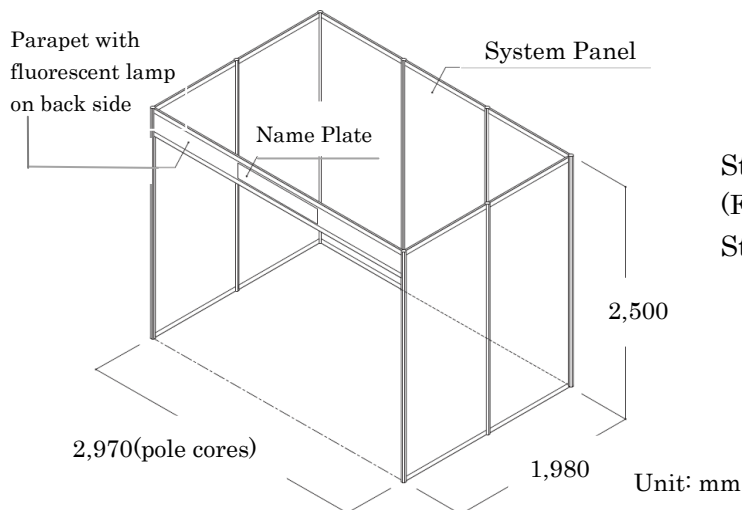


Compact type 3.9 m²

(Frontage 1.98 m X depth 1.98 m core dimension)

Standard booth fee (Overseas Participants)

- JPY 43,000 / booth for the first one
- JPY 86,000 /booth from 2nd one or more



Standard Type 5.9 m²

(Frontage 2.97 m X depth 1.98 m core dimension)

Standard booth fee (Overseas Exhibitors)

- JPY 62,500 / booth for the first one
- JPY 125,000 / booth from 2nd one or more

※Consumption tax (8 %) is included in above fee.

※Booths at the corner facing to the aisle can be changed to parapet upon your request with no additional fee.

※In case you need more than 2 booths, parapet can be removed upon your request with no additional fee.

※In case you need your original decoration please notify the organizer's office in advance.

(5) Notes for decoration work

① Booth Decoration

- You are requested to download **“Format No.4”** from the web site, after filling it out, to submit to us by August 25, 2017.
- In case you need additional lights, tables, counter tables other than standard fixtures, you are requested to download **“format No.5”** from the web site, after filling it out, to submit to us by August 25, 2017.

Additional fee should be charged for the fixtures added.

② Setting of decoration materials

- Ones with strong light such as flushing light or strobe and neon with high voltage are not allowed to use.
- Removing suspended materials or columns on the ceiling, pillars, beams are prohibited.

③ Materials for decoration

Please be noted followings from the fire prevention point of view.

- Plywood used for partition panel, basswood plywood, print plywood must be fire prevented one by infiltration processing with certification label specified in regulations of fire service act by “Ministry of Internal Affairs and Communications”
- In case you use, display stand, flags, artificial flowers, curtain etc., only ones with fire proof processed by designated company by Fire Department.
- Display of “Fire Prevention” should be on all of items to be subjected.
- If you use other special decoration materials please notify the official construction company (Japanese language only) or the organizer’s office in advance to get approval of Fire Department.
- You may be required some improvement of exhibits and materials after the audit by Fire Station prior to opening of trade fair.
- With regard to floor tapes, please buy designated tapes at the office of Toyama Techno Hall.

■ Official Construction Company

Horai-sha Co., Ltd. (Japanese language only)

Person in charge: Sales & Planning manager Mr. Inoue

Phone: +81-76-429-1900 FAX: +81-76-429-6151

Mobile: +81-80-1956-7428

E-mail: inoue@horaisha.co.jp

(6) **Height limitation of decorations**

① In case you use standard booth provided by us

- Height of decoration must be less than 2.5m since the height of partition panel for booth is 2.5 m.

② In case of the booth prepared by exhibitors

- In aisle side from the wall adjacent to other booth 1m or more setback is required.
- Although the height limitation of decoration should be less than 3.6 m, as for the part to adjacent to other booth limitation should be 2.5 m or less. Only in case that the booth is located on the wall near by emergency exit, the height limitation must be 2.5 m or less.
- In case your booth is adjacent to other booth on back or side any sign board on these 2 phases is prohibited.

(7) Treatment of wastes

- ① Wastes come from loading, unloading, decoration work, withdrawing work, exhibition, demonstration and so on must be treated at the responsibility of exhibitor. If we find any wastes apparently attributable to the exhibitor we'll send the photo to the exhibitor and claim the expense for disposal.
- ② In case treatment by exhibitor is not possible please contact the official construction company (Japanese language only) or our office and follow the instruction.

5. Standard fixtures

(1) Standard fixtures

Basic fixtures necessary for booth decoration and exhibition will be provided by the organizer with free of charge to overseas exhibitors.

(2) Fixtures

- ① Basic fixtures are ready for you with free of charge. If you need some more please refer to page 25 “13. Fixtures for rent” and download **“format No.5”**, filling it out, submit it to us by August 25, 2017.

Rental fee of additional fixtures should be borne by exhibitors

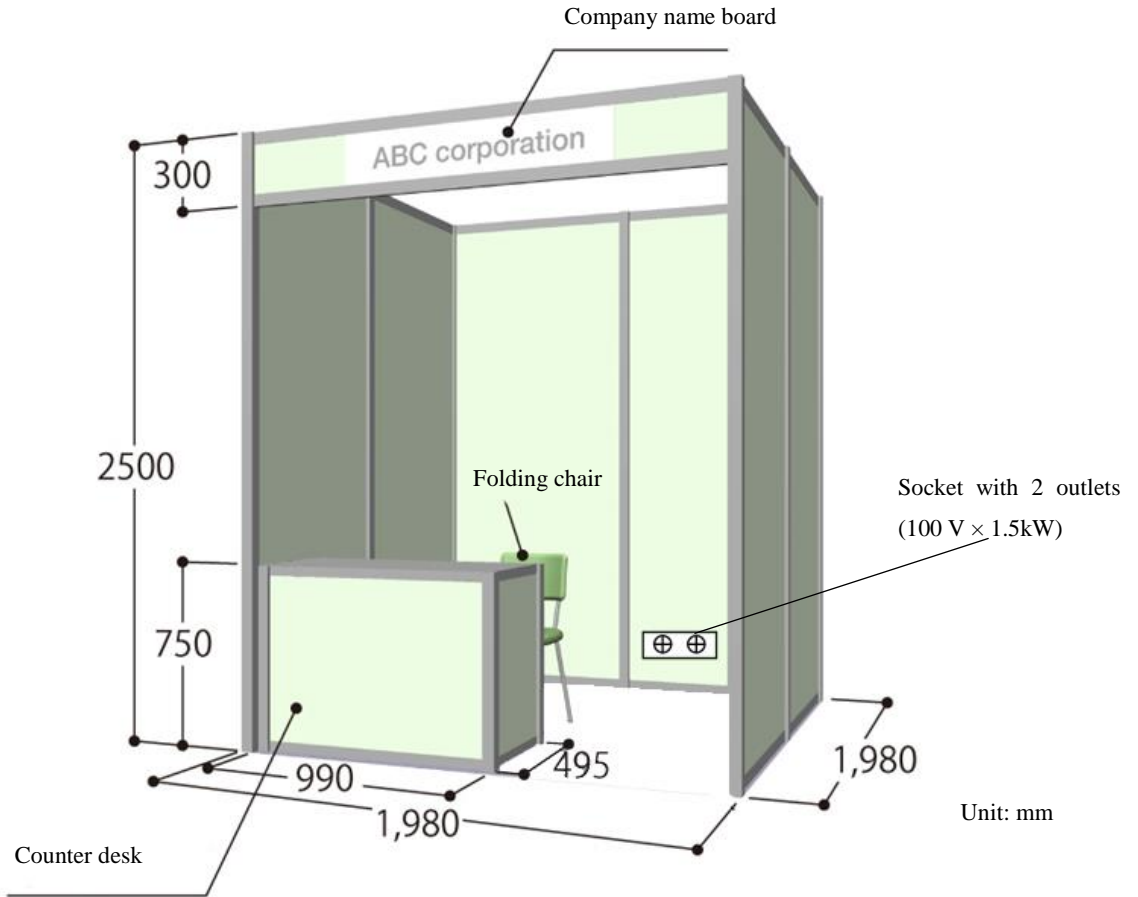
- ② In case of booths located on the corners, the aisle-facing side is provided with a parapet instead of a panel.
- ③ Standard fixtures
One display table (Counter table in case of a compact booth)/ one folding chair (two chairs for in case of a booth share plan)/ two electric outlets for power supply
- ④ Please notify the name of your company to be displayed on the name board on the booth. Please download **“format No.4”** and by filling it out, submit it to us by August 25, 2017. Basically, the name should be the exact name of the exhibitors. In case the number of characters exceeds 26, or in cases you need to change color or add a logo, an additional payment will be charged. In these cases please contact the official construction company (Japanese language only) or to the organizer’s office.

(3) Electric capacitance

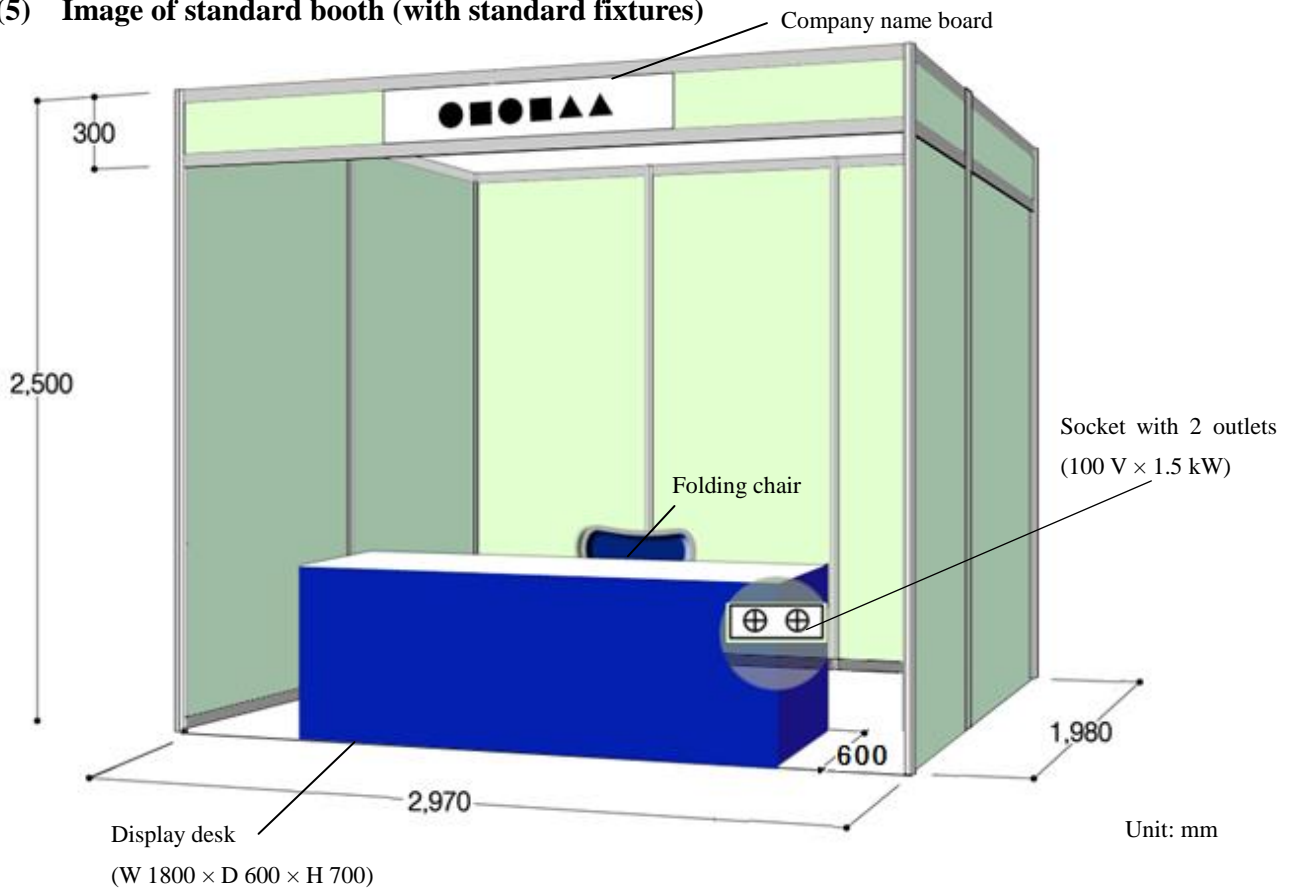
Booth	Capacitance of the booth	Notes
1 booth (Both of compact and standard)	100V 15A 1.5kW	* One socket with two outlets /booth * Usage within 100V 15A (1.5kW) is appreciated Additional fee is charged for more than above.

- ① Electricity charge is free with above condition. (within the capacitance)
- ② In case you need to increase the capacitance please download **“format No.7”** from the web site, filling it out and submit it by August 25, 2017 together with **“Blueprint of electric installation”(free format)** to the official construction company (Japanese language only) or to the organizer’s office.
Please refer to Page17 “8. Electricity”.

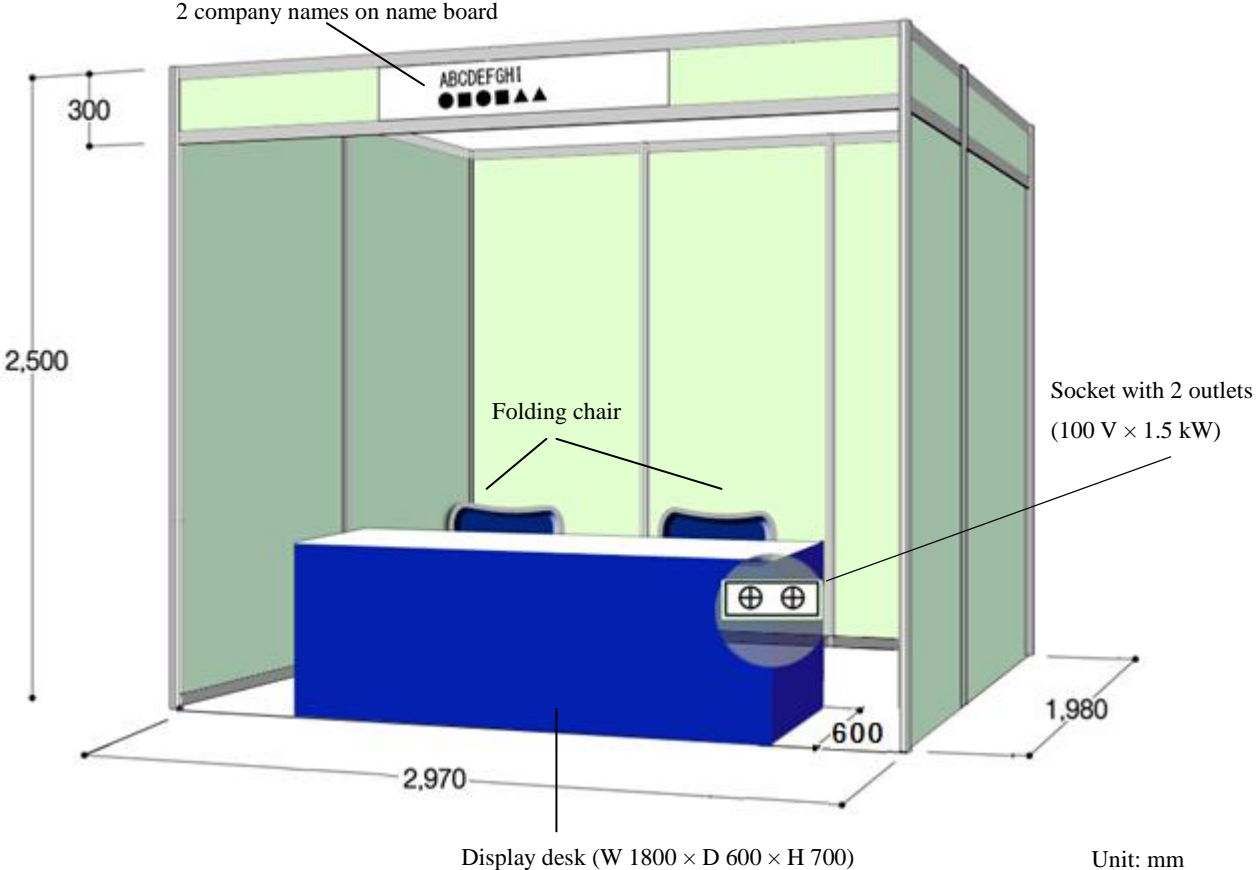
(4) Image of compact booth with (with standard fixtures)



(5) Image of standard booth (with standard fixtures)



(6) Image of booth share (with standard fixtures)



Display desks of (5) / (6) can be changed to one with more depth (900).
 Application should be emailed to the executive office by August 25, 2017.

6. Period of move-in/move-out of exhibits and decoration work of the booth

Congestion in the hall and places around move-in/move-out entrances will be supposed when you move-in/move-out the exhibits. In order to ease it, please follow the instruction of the on-site guards or guides we assigned. Especially on October 29, since another exhibition is scheduled to be held at the entrance hall of EAST building and meeting room on 2nd floor, your cooperation for safety management would be highly appreciated.

(1) Schedule of move-in/move-out and decoration work

Decoration work and **move-in/move-out** of exhibits should follow this schedule strictly.

Date	Time	Overtime work	Work contents
Mon. Oct. 23	Not allowed	18:00-21:00	Location setting and standard booth construction by the organizer
Tue. Oct. 24	9:00-18:00	18:00-21:00	Standard booth construction and custom booth construction
Wed. Oct. 25	9:00-18:00	18:00-21:00	Custom booth construction and move-in. Power supply starts in the afternoon
Thu. Oct. 26	8:30- 9:30	Not allowed	Preparation for opening
Fri. Oct. 27	9:00-10:00	Not allowed	Preparation for opening
Sat. Oct. 28	9:00-10:00	Not allowed	Preparation for opening
	16:00-17:00	17:00-21:00	Dismantling and move-out
Sun. Oct. 29	9:00-12:00	Not allowed	Dismantling, move-out, and cleaning

(2) Notification of move-in and move-out by vehicle

Exhibitors who move in or move out the exhibits by vehicle are required to notify the organizer's office. Please download "**format No.6**", filling it out, and submit it to us by August 25, 2017.

(3) Move-in

- ① Please be noted the move-in date and time may be adjusted by the official construction company. Your understanding would be appreciated.
- ② Booth construction planned on October 23 is mainly for the organizer and work time for exhibitors is from 18:00-21:00. Please be noted.
- ③ Driving into the Toyama Techno Hall will be prohibited from October 26 and during the trade fair. Exhibits must be hand-carried to the hall.
- ④ When an exhibitor move-in and set heavy/middle weight exhibits by themselves or by their contractor, the exhibitor must be present to keep watch. Any of special tools for setting should be prepared by exhibitors.
- ⑤ Exhibitors who need additional time for the work after designated time should be permitted by the organizer's office to continue the work and need to bear a part of rental fee of the Toyama Techno Hall.

(4) During the Trade Fair

- ① Driving into the hall by vehicle is prohibited.
- ② Move-in and move-out of exhibits during the trade fair is prohibited. In case you need it for the purpose of adjustment/repairing work contact to our office and follow the instruction.

(5) Move-out

- ① Driving into the Hall by vehicles allowed from 18:00 on October 28 and exhibitors should follow the instruction by the on-site guards.
- ② Please be noted the move-out date and time may be adjusted by the official construction company. Your understanding would be appreciated.
- ③ Move-out of heavy weight exhibits should be done during 9:00 - 12:00 on October 29.
- ④ Dismantling/move-out/cleaning and recovery to original condition should be completed by 12:00 on October 29.

(6) Vehicle pass

For the purpose of smooth operation of move-in/move-out, vehicle pass is required for every vehicle that will enter the hall and parking lots around move-in/move-out entrances.

- ① Vehicle pass should be put on the dashboard so that anyone can see it easily from outside. Without this vehicle pass or displaying it, driving into the parking lots around move-in/move-out entrances is prohibited.
- ② Vehicle pass will be issued one for the “vehicle loading exhibits” and one for the “vehicle loading displays and constructions” per 1 company. In case you need more please make photocopy.
- ③ Due to limited space for parking around move-in/move-out entrances, adjustment based on time schedule of each exhibitor permit of park may be controlled even with vehicle pass. Your understanding would be appreciated.
- ④ After completing unloading work, you are requested to move your vehicles to designated parking place shortly or otherwise please follow the instruction of on-site guards.

(7) Setting/ removing of heavy weight exhibits

As for the setting and removing of heavy weight exhibits, in order to avoid confusion, following transportation company is officially appointed. In case you use other company than appointed one or loading machinery, please contact the official construction company (Japanese language only) or the organizer’s office in advance. We’ll notify the schedule after adjustment.

■ Appointed transportation company

Nippon Express Co., Ltd. Toyama Branch

Phone: +81-76-452-5500

Address: 2-8-59 Shinjo Hommachi, Toyama City, Toyama 930-0996, Japan

Person in charge: Sales section manager Mr. Koizumi

(8) Notes for the work

- ① Any work is allowed only in your booth and the work in another booth or on aisle is prohibited.
- ② We provide you the stock yard (refer to hall layout) for the goods unpacked/packed when you load/unload. Please make use of it for temporary stock provided that the owner's name and booth number is clearly defined on the goods. In case of lost or damage in this stockyard we're not responsible.
- ③ Usage of anchor bolt is prohibited.

(9) Recovery to original condition

After the closing of trade fair any residues, disposals should be treated by us and the expenses should be claimed to each exhibitor.

7. Transportation

(1) Transportation of the exhibits

Please transport and move in the exhibits to the hall during October 24-25 at exhibitors' responsibility. Each exhibitor is required to take necessary procedures for transportation such as hand carrying, international courier, using a transportation company and so on. Transportation expenses for both ways (including packing, insurance, custom clearance, taxes) should be borne by each exhibitor.

■ Address of destination

Organizer's office of "Toyama General Manufacturing Industry Trade Fair 2017"

Toyama Techno Hall, East building, 1682 Tomosugi, Toyama City, Toyama 939-8224, Japan

Phone: 076-461-3111 FAX: 076-461-3113

※ The organizer's office will notify to exhibitors for each arrival of goods so that you can collect them.

(2) Transportation company (except international courier)

After arrival to Japan the goods will be stored at customs warehouse until completing custom clearance and you need to consign certain procedure to Japanese company. Thus before shipping of the goods, please download "**format No.10**" from the web site, filling it out, and submit it to us by August 25, 2017.

Following company is the officially appointed company by us for custom clearance/inland transportation. In case you use the service of this company you need application in advance and 100% advanced payment should be made to us since we're not allowed to make payment for another party due to the function of the organization. Further details will be provided to individual exhibitors who submitted format No.10. Each exhibitor is required to take necessary procedure like ATA Carnet.

■ Appointed transportation/ custom clearance company

Nippon Express Co., Ltd Toyama Branch

Phone: +81-76-452-5500 FAX: +81-76-452-5521

(3) Insurance

We're not responsible for loss, theft, damage of the goods during transportation. Each exhibitor is required to cover necessary insurances in advance not only for transportation but also during exhibition.

(4) Sending back of exhibits

After closing the trade fair we provide you the service of transportation to your country at your own cost 16:00 - 19:00 on August 28. (Payment only by Japanese yen is acceptable).

Followings are the case applicable to this service;

- ① Exhibitors who sent the goods by international courier to Japan
- ② Exhibitors who brought the goods by hand-carrying as samples to Japan

Details will be informed you afterwards.

As for the heavy weight exhibits please contact the transportation company you used when you had transported them to Japan. Disposal and removing of the exhibits during trade fair is prohibited.

(5) International Courier (In case of sending exhibits by international courier service)

- ① In case you use International courier service for small volume of goods such as DHL, FEDEX, EMS, followings are destination address.

JETRO Toyama Trading Information Center

Address: 527 Takata, Toyama City, Toyama 930-0866, Japan

Due date of arrival: October 20, 2017 sharp

- ② Sent exhibits will be delivered to the booth of each exhibitor on October 25 and you are requested to complete the preparation for exhibition by 21:00 on October 25.
- ③ Since the goods for commercial use (samples, catalog) will be imposed the tax in the process of custom clearance please make sure to describe as “Samples/catalog” and the estimated amount on the invoice. If estimated amount is less than JPY 10,000 the tax will not be imposed.
- ④ Delivery charge and custom handling charge should be borne by exhibitors.
- ⑤ We are not responsible for any accidents at customs.

(6) Regulations

Exhibits (including material for decoration, material for demonstration, advertisement material, samples, catalogs, products created in demonstrations) must suit the purpose of the trade fair.

Following items are prohibited / restricted to exhibit in the trade fair

- ① Items prohibited to import
- ② Items to come in to conflict with Japanese regulation
- ③ Items infringe intellectual property right
- ④ Exhibiting many of same items which seems not to be effective to the trade fair
- ⑤ Items against public order and morals
- ⑥ Items which the organizer’s office judged as not suitable

Please confirm the exhibits are not restricted to import to Japan in advance through related regulations of Japan. We’re not able to take responsibility in case any conflict to Japanese regulation or penalty by government.

(7) Tariff

The exhibition place of the fair is NOT bonded area and each exhibitor is required to take necessary procedure such as ATA Carnet. Please make sure to declare at customs clearance for products for sales, catalogs and so on.

8. Electricity

(1) Basic light of exhibition place

LED lighting

(2) Type of power supply (Lighting and power source for the display)

	Current value	Frequency	Voltage	Type of supply
Lighting	all	60 Hz	AC 100 V	AC Single Phase 2 lines
Power source	all	60 Hz	AC 100 V	AC Single Phase 3 lines
Power source	all	60 Hz	AC 200 V	AC Three phase 3 lines




(3) Application for electricity


In case you need more capacitance than standard (refer to page 9 (3)), additional fee is charged to exhibitors. Please download **“format No.7”** from the web site, filling it out and submit it to us by August 25, 2017 together with **“Blueprint of electric installation” (free format)**. If you fail to send it by due date electric power will not be supplied to the booth. Please kindly understand. Power supply from light fitting is prohibited.

※ In the application form, capacitance and necessary current for main switch for both of Lighting & Power source must be clearly described.

●Electric symbols used on blueprints of electric installation

[Legend]

- Single Phase (100 V) main switch & distribution board should be 
- Single Phase (200 V) main switch & distribution board should be 
- 3 Phase (200 V) main switch & distribution board should be 

[Example] Arm type 75 W should be described as 75 W 

Followings should be in the same way;

serial type  / Arm type  / halogen 300W  / Fluorescent lamp  / Socket 

(4) Capacitance of electricity

In order to avoid the burnout of electric facility or electric wire of the booth due to higher current than applied (standard), main switch is prepared for supplying power which is the circuit breaker with function of intercept the over current.

- Appropriate selection of main switch (circuit breaker)

Since the main switch will work with current, exhibitors are required to check rated current of lighting, motor etc. carefully and select suitable setting figures. In case the higher current is provided than set one, circuit will be intercepted automatically and it can be recovered by removing the defect part if the cause was overload of lighting or motor. Also in case of leakage problem, above solution would be effective.

(5) Usage fee of electric facility (amount to be borne)

- ① We set power supply lines based on the application capacitance by exhibitors
- ② Our scope is construction of main trunk line to the booth and installation of socket
- ③ Facility usage fee includes electricity charge and the tax
- ④ Usage fee based of setting value is as follows (incl. tax)

【100V AC Single-phase 2 lines】

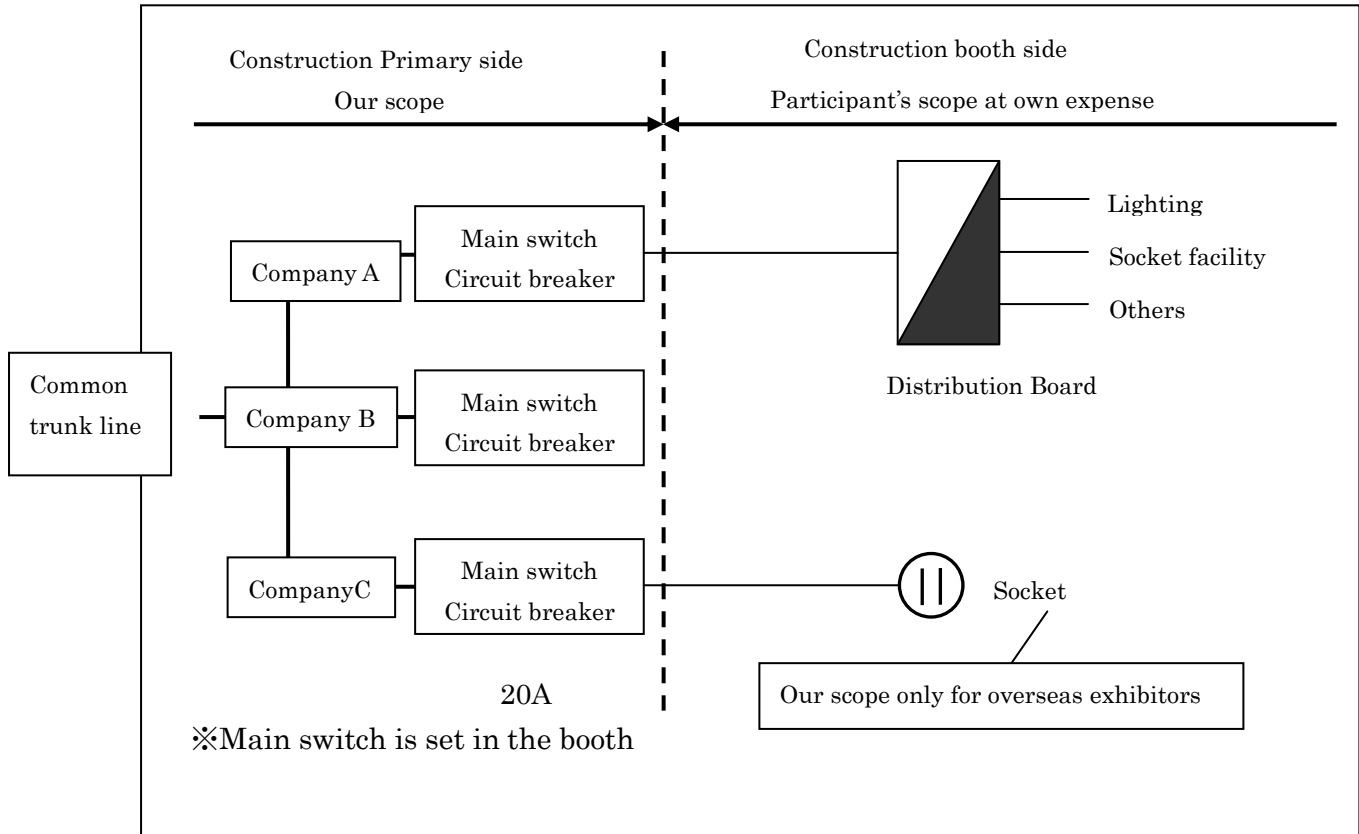
Current limiter Setting current (A)	Rated capacitance Reference (kW)	Amount to be borne
15	Up to 1.5	JPY 11,880 (Free for overseas exhibitors)
20	Up to 2.0	JPY 16,200
30	Up to 3.0	JPY 23,760

【100V AC Single-Phase 3 lines • 200V AC 3-phase 3 lines】

Current limiter Setting current (A)	100V AC Single-Phase 3 lines		200V AC 3-phase 3 lines	
	Rated capacitance reference (kW)	Amount to be borne	Rated capacitance reference (kW)	Amount to be borne
20	Up to 4.0	JPY 45,360	Up to 4.5	JPY 45,360
30	Up to 6.0	JPY 51,840	Up to 6.3	JPY 51,840
50	Up to 10.0	JPY 57,240	Up to 12.0	JPY 57,240
60	Up to 12.0	JPY 69,120	Up to 13.4	JPY 69,120
75	Up to 15.0	JPY 74,520	Up to 15.7	JPY 74,520
100	Up to 20.0	JPY 81,000	Up to 23.2	JPY 81,000
125	Up to 25.0	JPY 86,400	Up to 30.0	JPY 86,400
150	Up to 30.0	JPY 91,800	Up to 37.5	JPY 91,800
Cover above should be consulted with us.				

(6) Electric construction in the booth

- ① Electric construction after the main switch installed by us should be done by exhibitors. Expenses should be borne by exhibitors.
- ② Electric construction in the booth should be done by approved company with designated procedures (Page 8 (5)-①)
- ③ Electric construction during the trade fair is prohibited.



(7) Construction in booths and due date

Construction in booths by exhibitors should be completed by 1 day before the opening day.

(8) Inspection for usage

In order to avoid any kind of accidents, the inspection of electric facility in the booth and demonstration status by the official construction company is done at any time. In case they found any problem, you'll be requested to make improve immediately with instruction by the construction company. Power supply will be stopped until the completion of improvement.

(9) Power supply to booths

- ① Time to be supplied
From 12:00 on October 25 to 17:00 on October 28.
During the trade fair 9:30-17:30
When you close your booth everyday please make sure to put off the main witch.
- ② Temporary power supply only for move-in/move-out
In case you need power supply for assembly/dismantling of machinery please apply to the organizer's office in advance and we'll support you as much as possible at your own expenses.

(10) Time difference operation

If unavoidable in terms of power supply, exhibitors may be asked to change the operation time of a machine demonstration.

(11) Protection device

Damage of the exhibits for demonstration caused from power cut due to power supply problem or any accident is not attributable to the organizer's office. Exhibitors are required to prepare the protection devices if necessary at own responsibility. In case of a product for demonstration which works with rated voltage or rated frequency is the same case.

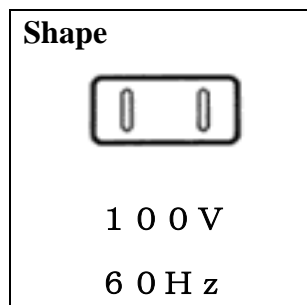
(12) Notes for the electrical construction

- ① License of electrical constructor
Electrical construction companies must be certified ones by public organization. And the electrical workers have to carry the license with them. The work by constructors not certified or workers without having license with them should be stopped.
- ② Lamp shades
If you use lamp shades for lighting equipment, please make sure to consider special structure and material for fire prevention.
- ③ Please pay highest attention to electric construction considering accident prevention which damages human, property by electric shock.
- ④ Heat generating items like lighting, resistor or others should be located apart from combustible materials.
- ⑤ Metal part of lighting such as cap or socket, spot light to the aisle is quite dangerous and needs to discuss with the official construction company well, and also you should keep your eyes on.
- ⑥ Please be careful for construction so that the wiring is laid not under the exhibits or decorations
- ⑦ Mercury lamp with high voltage and neon for the decoration are prohibited.
- ⑧ For the electric wiring from the booth to exhibits and decorations, you're requested to use crimp contact or wall socket instead of connecting bare wire directly. Also taping for extension is prohibited.
- ⑨ Electric devices with damage are prohibited to use.
- ⑩ Bringing/ usage of transformer should be notified to the organizer's office in advance.

(13) Shape of wall socket

One wall socket with two outlets is provided for each booth.

If you need to use electric devices, please prepare the transformer or plug suitable to this shape and standard by yourself.



9. Communication line

(1) Telephone

During the trade fair, no one can contact the exhibitors through fixed-line phone.
Overseas exhibitors need to prepare the handy phone available in Japan in advance.

(2) FAX line

FAX machine in the management office of Toyama Techno Hall is not open to exhibitors.
Please be kindly noted.

(3) Internet

Wi-fi is provided during the trade fair.

10. Water supply and drainage

(1) Ports for water supply and drainage

- ① Ports for water supply and drainage are provided in limited places (only in the pit). Exhibitors who applied for water supply/drainage, please kindly understand that the booth location will be in limited areas.
- ② Even if you need much volume of water supply/drainage or high water pressure, we may not be able to meet your expectation. Please confirm it to the official construction company in advance when you apply.
- ③ To throw the sewage into drainage is prohibited.

(2) Water supply / drainage works

- ① It is prohibited to plumb across other exhibitors' booths.
- ② Plumbing will be done by the official construction company from main tap/port to your booth at exhibitor's expenses.

(3) Limitation of usage

In case water supply is controlled due to natural disaster or break down of facility, the organizer's office may control the usage of water.

(4) Period of water supply and drainage

From 13:00 on October 25 to 16:00 on October 28.

(5) Protection device

If you could suppose any damage on the exhibits caused from water outage, change of water pressure etc., you're requested to prepare necessary protection devices at exhibitor's responsibility.

(6) Recovery to original condition

In case related parties or third parties complained about water pollution of drainage exhibitor should recover it to original situation at exhibitor's responsibility. This is totally out of scope for the organizer's office.

11. Handling of fire and hazardous materials

(1) Fire and hazardous materials

It is strictly prohibited based on Fire Service Act to use fire and to bring hazardous materials (oil/gas/flame) in Toyama Techno Hall except the case being certified by fire station in advance if you need them for demonstration.

① Application for usage of fire/ hazardous materials

Exhibitors who need to use fire/ hazardous materials in the booth should download **the format specified by Toyama City “Application form for exceptional rule”** from the official web site of Toyama City,

<http://www.city.toyama.toyama.jp/shobokyoku/yoboka/reigaikiteitekiyo.html>

filling it out, and submit it to us by August 25, 2017.

Application to fire station should be done collectively by the organizer’s office and once it is accepted and certified you’re allowed to use fire/ hazardous materials in the booth. On the other hand since the audit by fire station is scheduled during the trade fair you may be requested to improve fire management or risk management or instructed to stop the usage in the worst case.

※In case of any change of application, the format must be submitted each time.

※Depend on the type of oil or consumption volume, the format should be changed.

You need to confirm Toyama Techno Hall or fire station below in advance.

■ Fire Station

Toyama Fire Station Nanbu branch

Phone: +81-76-429-5970

Address: 25-1 Akuouji, Toyama City, Toyama 939-8182, Japan

② Bringing hazardous materials (oil)

Bringing of hazardous materials is allowed with certification by fire station and examination by the organizer’s office only in case you need it for demonstration. Even after approval, you’re requested to follow below instructions.

- The volume of bringing-in to the Hall should be limited to minimum level that is enough to perform demonstration on a day and the additional supply during the opening time of the fair is not allowed.
- Spilled oil must be wiped off immediately.
- Handling of hazardous materials must be done only by expert and fire extinguisher must be prepared in the booth.

③ Usage of compressed gas like propane

In case you use gas (oxygen/ hydrogen/ nitrogen/ carbon dioxide gas/ argon gas) please strictly follow;

- Fuse cock and leakage sensor must be provided on the gas facility.
- Piping should be metal pipe and leakage test should be done after construction.
“No fire” sign should be displayed in the booth.
- It must be surrounded by noncombustible materials including the height of flame.
- Please prepare suitable extinguisher at exhibitors responsibility.
- Monitoring by person in charge is required.

(2) Handling of lubricant oil

Since we don't have any place to dispose lubricant oil in the Hall it should be treated by exhibitor at own responsibility. If there's no way to treat, please contact the organizer's office and follow the instruction.

12. Hall control

(1) Assignment of personnel

Through the fair period, all the exhibitors should assign **at least one attendant per booth.**

(2) Security and prevention of accident

- ① Since the organizer's office cannot take any responsibility of accidents like theft, loss of the exhibits, fire and human casualties, all the exhibitors should take necessary measures for self-protection at exhibitors' responsibility. Especially for the demonstration, protection measures also for visitors of the booth should be taken. We recommend you to insure against unexpected accidents. (Selection of insurance company, application should be done by exhibitors.)
- ② Once the accident occurs, immediate contact to the organizer's office is required.
- ③ Please don't place any obstacles like exhibits or empty boxes around the entrance/exit of the booth.
- ④ The organizer's office shall go around for security inspection occasionally and may request exhibitors' improvement when we found any problem.

(3) Exhibitor ID card

Exhibitors should download "**format No.9**" from the web site, filling it out, and submit it to us by August 25, 2017 in order to get exhibitor ID card so that smooth operation of the trade fair including freight unloading/loading, move-in/move-out can be ensured.

※ID card will be given to you at the reception counter when you check in..

- ① The number of ID card applied should be the number of all your staff.
- ② ID card should be worn on recognizable place like chest when you come into the hall throughout the trade fair and during move-in and move-out.
- ③ ID card can be given even during the trade fair at the reception counter.

(4) Overtime Work

In case you need to delay the time of power supply stop or closing of Hall due to unavoidable reason, such as you failed to finish all works within the time designated, you're required to contact the organizer's office for permission of overwork. All expenses caused from the delay should be borne by exhibitors.

(5) Photographing / Taking Video

Taking photos in the hall without permission of exhibitors or the organizer's office is prohibited.

In case of photography by the organizer's office for record purposes or by the news media who proved their identity, please kindly cooperate with them as much as possible.

(6) Change of period or cancellation of trade fair

- ① The trade fair may be cancelled due to natural disaster or other force majeure
- ② The organizer's office may change the period or time of trade fair due to unavoidable reason.
- ③ Any damages caused from above ①&② shall NOT be compensated by the organizer's office.

(7) Smoking areas

There's no smoking place in the Hall. Please smoke at the designated places outside the hall.
No littering is allowed at the smoking places.

(8) Demonstration of exhibits

Exhibitors are allowed to demonstrate the exhibits in the booth or designated places provided that the demonstration is safe and does not harm visitors. Any human casualties or damages of facilities attributable to the demonstration should be compensated by the exhibitors.

- ① The organizer's office may request the exhibitor some restriction or discontinuance of the demonstration if other exhibitors complain about the demonstration.
- ② Any wastes like chips, cutting scrap, cutting oil must be treated by exhibitors. In case you found difficulty due to unavoidable reason, please contact to the organizer's office and follow the instruction.

(9) Distribution and sales of the goods

Sales of exhibits and distribution of free catalog or sample is allowed at the booth. Exhibitors who wants to sell the exhibits should download "**format No.8**" from the web site, filling it out, and submit it to us by August 25, 2017 on conditions that;

- ① Goods to be sold should be applied to the organizer's office in advance.
- ② Distribution, sales should be only the goods which can be hand carried
- ③ Distribution and sales should be in exhibitor's own booth.
- ④ It is prohibited to sell all the exhibits including ones for display during the trade fair.
- ⑤ The organizer's office may discontinue the sales and distribution in case other booth or aisle is considerably confused with crowd.
- ⑥ Especially overseas exhibitors should make sure to confirm that the exhibits and the goods for sale are not prohibited or restricted items to import by Japanese regulations at exhibitors' responsibility. The organizer's office is not responsible for any penalty imposed to exhibitors by the Japanese government. Please don't miss the customs declaration of the goods to be distributed or sold.

13. Fixtures for rent

Some rental fixtures are ready for the exhibitors. Exhibitors who need it should download "**format No.5**" from the web site, filling it out, and submit it to us by August 25, 2017. (Both of Japanese and English is acceptable)

- ① Prices shown all include consumption tax and move-in/move-out fee and rental fee.
- ② All the fixtures for rent will be delivered to the booth by 1 day before the opening of the Trade Fair. Time of delivery cannot be appointed due to the order of booth making.
- ③ Please be careful about the number of socket outlet and electric capacitance when using "21. Audio-visual system", "22. Refrigerator", and "23. Coffee maker" in page 27.
- ④ In case you need any others, please contact the organizer's office or the official construction company.

- Official Construction Company

Horai-sha Co., Ltd. (Japanese language only)

Person in charge: Sales & Planning manager Mr. Inoue

Phone: +81-76-429-1900 FAX: +81-76-429-6151

Mobile: +81-80-1956-7428

E-mail: inoue@horaisha.co.jp

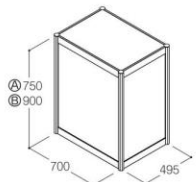
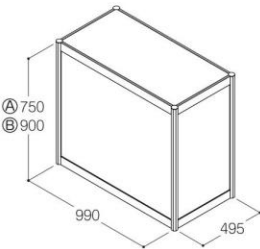
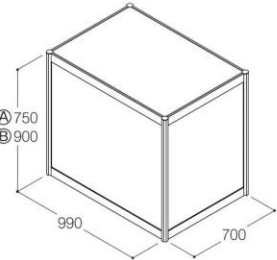
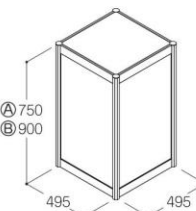
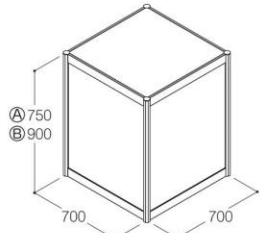
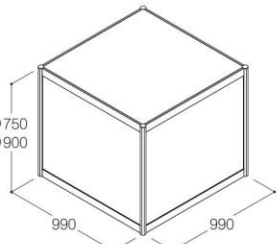
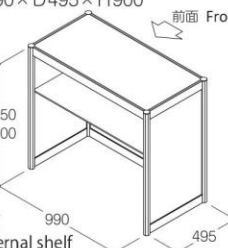


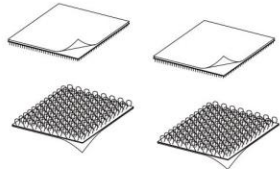


- ⑤ Payment of the rental fee should be made by cash (Japanese yen) to the person from the official construction company on October 25, 2017.

レンタル備品のご案内 Guidance of Rental Fixtures

□価格はすべて消費税込みとなります。開催期間中のレンタル料、搬入・搬出費を含みます。
 All indicated prices are consumption tax included prices and also include the rental charge in carrying-in, carrying-out & session periods.
 □記載備品以外のものにも可能な限り対応いたします。
 We can correspond to exhibitor's needs on top of the indicated fixtures, if they are available.

(Size : mm)

■ システムオプション備品 System Optional Fixture

<p>1 展示台 Exhibition Table</p> <p>Ⓐ W700×D495×H750 Ⓑ W700×D495×H900</p>  <p>Each Ⓐ,Ⓑとも ¥6,480</p>	<p>2 展示台 Exhibition Table</p> <p>Ⓐ W990×D495×H750 Ⓑ W990×D495×H900</p>  <p>Each Ⓐ,Ⓑとも ¥8,640</p>	<p>3 展示台 Exhibition Table</p> <p>Ⓐ W990×D700×H750 Ⓑ W990×D700×H900</p>  <p>Each Ⓐ,Ⓑとも ¥9,720</p>
<p>4 展示台 Exhibition Table</p> <p>Ⓐ W495×D495×H750 Ⓑ W495×D495×H900</p>  <p>Each Ⓐ,Ⓑとも ¥5,400</p>	<p>5 展示台 Exhibition Table</p> <p>Ⓐ W700×D700×H750 Ⓑ W700×D700×H900</p>  <p>Each Ⓐ,Ⓑとも ¥7,560</p>	<p>6 展示台 Exhibition Table</p> <p>Ⓐ W990×D990×H750 Ⓑ W990×D990×H900</p>  <p>Each Ⓐ,Ⓑとも ¥8,640</p>
<p>7 受付カウンター Reception Counter</p> <p>Ⓐ W990×D495×H750 Ⓑ W990×D495×H900</p>  <p>※中棚付 With internal shelf</p> <p>Each Ⓐ,Ⓑとも ¥9,720</p>	<p>8 パネル取付備品 / チェーンフック Panel mounting fixture: Chain Hook</p> <p>(2本1組)長さ≒1m ※吊位置調整可能 (1set = 2pcs) Length Mounting position adjustable</p>  <p>¥324</p>	<p>9 パネル取付備品 / ワイヤセット Panel mounting fixture: Hanging Wire Set</p> <p>(2本1組) ※吊位置調整可能 (1set = 2pcs) Mounting position adjustable</p>  <p>¥1,080</p>
<p>10 パネル取付備品 (ベルクロテープ) Panel mounting fixture: Velcro-Tape</p> <p>(2枚1組) ×2 ※裏面ノリ付 (1set = 2pcs) Paste on reverse side</p>  <p>¥324</p>	<p>11 テーブル (デコラ) Decola Long Table</p> <p>W1800×D450×H700</p>  <p>天板:木目 Top plate : woodgrain</p> <p>¥864</p>	<p>12 展示テーブル (天板:白布、サイドカラークロス) Exhibition Long Table (side color cloth attached)</p> <p>Ⓐ W1800×D600×H700 Ⓑ W1800×D900×H700</p>  <p>サイドカラークロス:赤、紺、緑、オレンジ Side color cloth :Red, Deep blue, Green, Orange</p> <p>Ⓐ ¥4,320 Ⓑ ¥4,860</p>

レンタル備品のご案内

Guidance of Rental Fixtures

(Size : mm)

<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: black; margin-right: 5px;"></div> 什器・備品 </div> Furnitures・Fixtures		
<p>13 カフェテーブル Rectangle Table</p> <p>W900×D500×H700</p>  <p style="text-align: right;">天板：グレー Top-board: Gray</p> <p style="text-align: center;">¥3,780</p>	<p>14 カフェテーブル (丸) Round Table</p> <p> ① φ600×H700 ② φ750×H700 ③ φ900×H700 </p>  <p style="text-align: right;">天板：シロ Top-board: White</p> <p style="text-align: center;">Each ①、②、③とも ¥3,780</p>	<p>15 商談イス Business Talk Chair</p> <p>W507×D515×H749×SH425</p>  <p style="text-align: center;">¥1,620</p>
<p>16 カウンターチェア Counter Chair</p> <p> ① φ350×H650×SH450 ② φ350×H750×SH550 ③ φ350×H900×SH700 </p>  <p style="text-align: center;">Each ①、②、③とも ¥3,240</p>	<p>17 パイプイス Pipe Chair</p> <p>W420×D460×H740×SH430</p>  <p style="text-align: center;">¥216</p>	<p>18 名刺受 Name Card Box</p>  <p style="text-align: center;">¥1,620</p>
<p>19 パネルスタンド Panel Stand</p>  <p style="text-align: right;">□180×180 1000～1700</p> <p>※この商品にパネルは含まれておりません。 ※Panel not contained.</p> <p style="text-align: center;">¥1,620</p>	<p>20 カタログスタンド Floor Catalogue Holder</p> <p>カタログサイズ：A4タテ 1列12段 Size of Catalogue: A4 portrait</p>  <p style="text-align: center;">¥7,020</p>	<p>21 映像機器 Audio-Visual System</p> <p> ①40インチ液晶TV 40-inch Liquid crystal television ②50インチ液晶TV 50-inch Liquid crystal television </p>  <p>※その他のサイズをご要望の場合は ご相談ください。 Any other size required, please consult with secretariat</p> <p style="text-align: center;">① ¥32,400 ② ¥48,600 BD・DVD Player ¥10,800</p>
<p>22 冷蔵庫 Refrigerator</p> <p>W445×D485×H802 (70L) 100V60W</p>  <p style="text-align: center;">¥10,800</p>	<p>23 コーヒーメーカー Coffee Maker</p> <p>W235×D400×H500 消費電力：1200W(メインヒーター) Power Consumption: 1200W(Main Heater) 100W(ウォーマー2ヶ所) 100W (Warmer 2 place)</p>  <p>※カップ・コーヒーは別途 Cups & coffee beans supplied separately at your cost</p> <p style="text-align: center;">¥16,200</p>	<p>24 貸鉢 Planter</p> <p>大鉢 Large size pot</p>  <p style="text-align: center;">¥3,780</p>


レンタル備品のご案内

Guidance of Rental Fixtures

(Size : mm)

25 テーブルクロス Table Cloth

1枚 (2400×1370)
1 Sheet



シロ
White

¥1,296

26 パンチカーペット Punch Carpet

1小間分
1 Booth Size




グレー Gray 青 Blue 紺 Deep-blue
緑 Green 赤 Red

L 大 (300mm×200mm)
S 小 (200mm×200mm)

大 L ¥10,800
小 S ¥7,560

27 カーペット縁押え (への字) Edge Holding of Carpet

幅=30mm
Width



グレー Gray 青 Blue 赤 Red
紺 Deep-blue 緑 Green

1小間 Booth

¥1,944

(Size : mm)

照明・蛍光灯・コンセント ※別途一次幹線工事費、電気使用料がかかります。
Spot-light, Fluorescent-light, Plug-Socket Primary-trunk-line construction costs and Electric usage fee need separately

28 スポットライトB Spot Light B

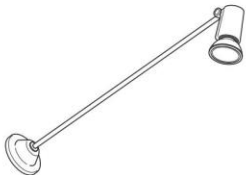
直付式 ハロゲン 75W
Direct mounting method Halogen bulb 75W



¥3,780

29 スポットライトC Spot Light C

アーム式 ハロゲン 75W
Arm method Halogen bulb 75W



¥3,780

30 スポットライトD Spot Light D

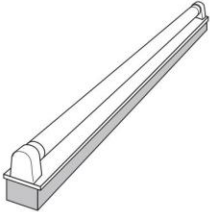
ハロゲン 300W
Halogen bulb 300W



¥5,400

31 蛍光灯 Fluorescent-light


40W



¥3,240

32 コンセント Plug-Socket

単組 100V1.0kWまで
Single phase AC100V 1.0kW
差込み 2口
2-pin type



¥3,780

14. Arrangement of interpreter

The organizer's office will arrange interpreters during the trade fair for the exhibitors who mentioned "necessary" to "5. Application of service" in the "Exhibition Application Form". Basically, one interpreter is assigned per two booths. This interpreter service is for your business meetings with visitors.

15. Presentation

Exhibitors are entitled to make presentation of their products at the specified places in West Building and East building (one place per each building). Details should be informed afterwards to the exhibitors who wished to make presentation in the "Exhibition Application Form".

(1) Date / Time/ Place

① Date / Time:

Max. 30 min. of below

October 26, 10:45 – 16:30

October 26, 10:45 – 16:30

② Place:

West building special stage

East building special stage

(2) Equipment prepared by the organizer's office

① Simple shielding for surroundings

② Screen, projector, PC, connecting cable (between PC and projector), pointer, microphone, desk, chairs for visitors (40 seats)

(3) Equipment to be prepared by exhibitors

① Handout materials

② Data for power point presentation etc. (Please bring it on a SD Card or a USB memory stick)

③ In case you need external output like BGM from PC, speaker and connecting devices should be prepared by exhibitors.

④ Please arrange your own interpreter if necessary. The interpreters arranged by the organizer's office are not allowed to support presentations (They support only business conversations at exhibitors' booths).

(4) Presentation fee

Free of charge for overseas exhibitors

16. Draft for the exhibitor catalogue

Exhibitor catalogue (B6 size) will be distributed at the trade fair to exhibitors and visitors at no charge. All exhibitors are required to prepare draft for the catalogue. Please download "**format No.2**" from the web site, fill it out, and submit it by August 15, 2017.

※The information given will be published on the catalogue free of charge.

17. Publication of advertisement on the exhibitor catalogue

(only in Japanese language)

If you want to have an advertisement on the exhibitor catalogue to be handed to exhibitors and visitors, please contact the organizer’s office.

(1) Publication fee of advertisement (incl. tax) and size of draft

Application Spec.				
①	4 colors	1/1page	W 100 × H 150 (mm)	JPY 43,200
②	4 colors	1/2page	W 100 × H 75 (mm)	JPY 21,600
③	Single color	1/1page	W 100 × H 150 (mm)	JPY 21,600
④	Single color	1/2page	W 100 × H 75 (mm)	JPY 10,800

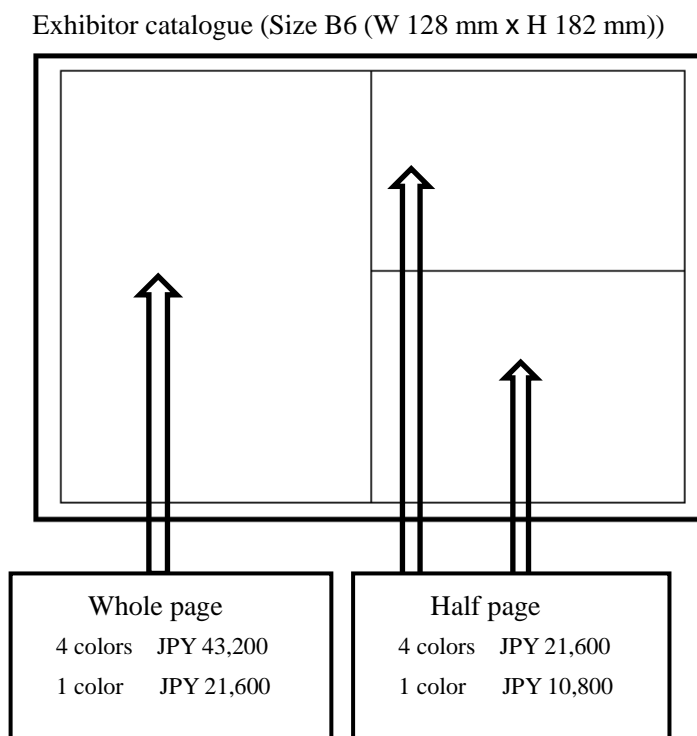
(2) Draft for publication

The draft should be submitted by block copy (Data draft)

(3) Application

Upon your request, the organizer’s office will send **“format No.3”** to you. Please fill it out and submit it to us by August 15, 2017.

【Sample】



Note) Please be noted the advertisement will be slightly smaller than B6 size due to printable area.

18. Publicity / Advertisement

The organizer's office will conduct public relations activity for the purpose of making widely known about the trade fair and inviting as many visitors as possible. Thus we strongly expect the synergy effect by exhibitors' cooperation. Please be kindly requested to send invitations also from your side to others.

(1) Public relations activities and advertisement by the organizer's office

Every time the trade fair is held, it is covered by television or radio news and newspapers, on the other hand, the organizer's office is planning our own advertisement campaign as below;

- ① We will send invitation flyers and posters to the member of the affiliated associations / bodies.
- ② Above ① will be sent not only to related parties in Hokuriku area but also to all over Japan in order to be known by their subsidiary companies.
- ③ Above ① will be sent also to publishers of local newspaper, national newspaper, industry journal through the Toyama Prefectural Government Press Club.
- ④ Before the opening of the trade fair, publicity through television/radio broadcasting is scheduled.

(2) Coverage by news media

- ① The organizer's office will provide highlights information to the media visiting the trade fair for coverage.
- ② Your kind cooperation with them during the trade fair would be appreciated.

(3) Exhibitor Catalogue

"The exhibitor catalogue" will be handed to all visitors during the trade fair, and also the one for exhibitors will be handed in the venue.

(4) Official website

Introduction of exhibitors and various kinds of information will be provided through the official internet website.

(5) Poster / Invitation flyer

In case exhibitors need to send invitation flyers or posters to their own clients for invitation to the trade fair, please download "**format No.9**" from the web site, filling it out, and submit it to us by August 25, 2017. Applications are accepted on first-come first-served basis and as soon as the number of order reached the maximum, this service will be over.

19. Food court / lunch box

A place for exhibitors and visitors to have lunch or to take a break will be provided in a tent built outdoors. Please be noted the payment at all the food stalls should be made by cash (Japanese yen) and there's no advance ticket.

(1) Food court

- ① A food court tent will be prepared behind the East building and hot meals or noodles are ready there.
- ② As for restaurants near Toyama Techno Hall, please refer to "27. Useful information"

(2) Booking of lunch boxes in advance

Exhibitors who ordered lunch boxes in advance can get the lunch boxes in exchange for vouchers during 11:30-12:30 each day at the exhibitor lunch room. Delivery service to the booths is not provided.

Vouchers are given to each exhibitor along with your exhibitor's ID card at the reception counter on Wednesday, October 25 in exchange for the payment by cash (Japanese yen only).

Exhibitors who wish to apply it, please download "**format No.13**" from the web site, checking the menu, filling it out, and submit it to us by 12:00 on September 29. Micro oven provided in the exhibitor lunch room is available to warm the lunch boxes. As for other warm meals, please refer to above (1) Food court.

20. Main Events

(1) Opening ceremony

From 10:00 on Thursday, October 26, the Opening Ceremony is planned to be held at the foyer in the West Building. Your participation would be highly appreciated.

(2) Keynote Speech

From 17:00 on Thursday, October 26, Keynote Speech is schedule to be held.

For further detail information please refer to official web site.

(Keynote speech is only in Japanese and no interpreter is assigned for the speech)

(3) Seminars on "Status of Overseas Investment"

(Entitled to attend with application in advance)

Seminars on investment status from 10 countries/regions will be held on Friday, October 27 at 1F meeting room No.2 and No.4 Toyama Techno Hall (about 1hr/ country)

Participation fee is free. Details can be found in the web site.

(4) Plant tour of the manufacturers in Toyama

(Entitled to attend with application in advance)

Further detail information will be provided afterward.

(5) Tournament of “Top battle“ by Japanese manufacturers in Toyama 2017

Date: Saturday, October 28, 2017

Top battle tournament which is getting popular in these days in Japan is held in the trade fair. “Top battle” is match of the tops ϕ 20 mm or less with their best technology, brought together by manufacturers over their pride liken Sumo-wrestling on the stage of ϕ 250 mm. (Entrants are only small and medium size companies in Toyama)

(6) Reception party

Time & date: 18:30 on Thursday, October 26 at

Venue: 3F Room “Otori” of ANA Crowne Plaza Hotel

Entry fee: JPY 2,000

Free Bus from Toyama Techno Hall to the venue will be operated.

21. Business meetings

(1) One-on-one pre-arranged meetings

The exhibitors who wish to have business meeting with Japanese suppliers in the trade fair can apply the meeting in advance by downloading “**format No.1**”, filling it out, and submit it to us by August 25, 2017.

As for the particulars of Japanese suppliers it can be found in the web site “Introduction of Japanese exhibitors” (updated occasionally). Please be kindly noted in case of too many applications, the arrangement may be adjusted at suppliers will.

(2) Meetings

The first day of the trade fair (October 26, 2017) should be the day for the meetings based upon the pre-matching mentioned above “21. (1)”.

(3) Others

If exhibitors have Japanese partners or Japanese suppliers who want them to visit your booth in the trade fair, please inform the organizer’s office. The organizer’s office will send brochures and exhibitor catalogue etc. to the Japanese suppliers, although it does not mean the commitment of their participation.

22. Questionnaire

Please be kindly requested to submit questionnaire about the meetings and exhibition during the fair. Your cooperation would be appreciated.

23. List of travelers and itinerary

Please download “**format No.11**” from the web site, filling it out, and submit it to us by August 25, 2017.

24. Free Shuttle Bus

The organizer’s office will provide you free shuttle bus as followings;

Route operated

 * might be changed

① Wednesday, October 25, 2017

From Toyama Station or Toyama Airport via Toyama Techno Hall to Toyama Station.

② Thursday, October 26 - Friday, October 27, 2017

From Toyama Station to Toyama Techno Hall

From Toyama Techno Hall to Toyama Station

③ Saturday, October 28, 2017

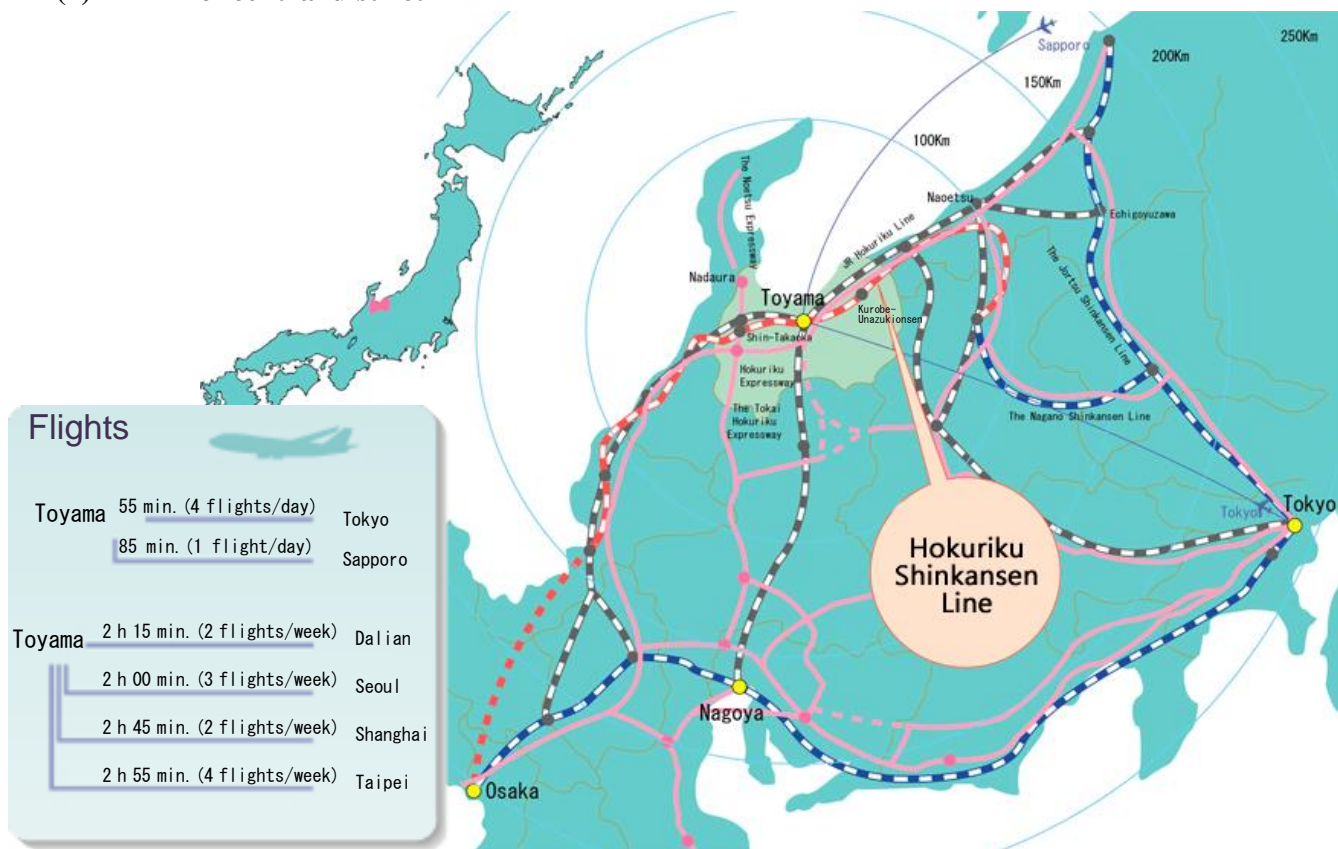
From Toyama Station via Toyama Techno Hall to Toyama Airport or Toyama Station

※ Detail time table should be informed afterwards.

※ In case a staff member from the organizer’s office ride together, please follow his/her instruction.

25. Access to Toyama

(1) MAP of central district



(2) Access from other cities to Toyama

(As of July 2017)

Departed from	Transportation	The shortest time required
Tokyo	【JR】 Hokuriku Shinkansen (Tokyo—Toyama)	2 Hrs. 8 Min.
	【Air(ANA)】 Haneda Airport—Toyama Airport 4 flights/day	55 Min.
	【Expressway】 Kan-etsu Expressway (Nerima IC)— Joshin-etsu Expressway—Hokuriku Expressway—(Toyama IC)	4 Hrs. 50 Min.
Osaka	【JR】 Ltd. Express "THUNDERBIRD" (Osaka—Kanazawa)— Hokuriku Shinkansen (Kanazawa—Toyama)	2 Hrs. 59 Min.
	【Expressway】 Meishin Expressway (Toyonaka IC)— Hokuriku Expressway (Toyama IC)	4 Hrs. 15 Min.
Nagoya	【JR】 Tokaido Shinkansen "HIKARI" (Nagoya—Maibara)— Ltd. Express "SHIRASAGI" (Maibara—Kanazawa)— Hokuriku Shinkansen (Kanazawa—Toyama)	2 Hrs. 57 Min.
	【JR】 Ltd. Express "HIDA" (Nagoya—Toyama)	3 Hrs. 43 Min.
	【Expressway】 Tokai-Hokuriku Expressway (Ichinomiya IC)— Hokuriku Expressway—(Toyama IC)	3 Hrs.
Sapporo	【Air(ANA)】 Shin-Chitose Airport—Toyama Airport *1 flight/day	85 Min.

Niigata	【Express Bus】 Niigata Station—Toyama Station *2 round trips/day	3 Hrs. 50 Min.
	【Expressway】 Ban-etsu Expressway (Niigata Chuo IC)— Hokuriku Expressway (Toyama IC)	2 Hrs. 40 Min.
Kanazawa	【JR】 Hokuriku Shinkansen (Kanazawa—Toyama)	22 Min.
	【Expressway】 Hokuriku Expressway (Kanazawa Higashi IC)—(Toyama IC)	35 Min.
Komatsu	【Bus &JR】 Komatsu Airport—Kanazawa Station (40Min. by Bus)— Hokuriku Shinkansen (Kanazawa—Toyama)	1 Hr. 10 Min.
Fukui	【JR】 Express "THUNDER BIRD" or "SHIRASAGI" (Fukui—Kanazawa)— Hokuriku Shinkansen (Kanazawa—Toyama)	1 Hr. 10 Min.
	【Expressway】 Hokuriku Expressway (Fukui IC)—(Toyama IC)	1 Hr. 30 Min.
Nagano	【JR】 Hokuriku Shinkansen (Nagano—Toyama)	46 Min.
	【Expressway】 Joetsu Expressway (Nagano IC)—Hokuriku Expressway (Toyama IC)	2 Hrs. 30 Min.

26. Useful information

Following information will help you before or during the trade fair

(Notes)

- The restaurants and companies introduced here is not the authorized ones by the executive office and they must be used at exhibitor's responsibility.
- We're not aware if the restaurant has the staffs who speaks English.
- We're not aware if the payment by credit card is available or not.
Please prepare the cash of Japanese yen in advance.

(1) Travel agencies

- ① New Japan Travel <http://www.njt.jp/>
- ② Kinki Nippon Tourist <http://www.knt.co.jp/>
- ③ Meitetsu World Travel <http://www.mwt.co.jp/>
- ④ Nippon Travel Agency <http://www.nta.co.jp/>
- ⑤ H.I.S <http://www.his-j.com/ngo/hokuriku.html>

(2) Construction/decoration companies

- ① Horai-sya Co., Ltd. Sales & Planning manager Mr. Inoue
Phone: +81-76-429-1900 FAX: +81-76-429-6151
Mobile: +81-80-1956-7428 E-mail: inoue@horaisha.co.jp
- ② Sky Intec Inc. Phone: +81-76-431-8366
- ③ Rent All Toyama Phone: +81-76-436-1600 FAX: +81-76-434-1411

(3) Restaurants

- ① Restaurants around the venue
 - Restaurants in the Toyama Airport
http://www.toyama-airport.co.jp/category/shop_all/gourmet
 - 【 Italian 】 AIRPORT KITCHEN Marche de toyama
 - 【 Sushi 】 Kaiten toyama sushi (Conveyer belt sushi)
 - 【 Ramen 】 menya iroha
 - 【 Café/ Cake 】 "Wing" cafe
 - within 10 minutes from the venue
 - 【BBQ・Sushi】 Stamina-Taro
http://edo-ichi.jp/stamina/shop_search/1033.html
 - 【Sushi】 Minamoto / Trout Sushi Museum "Sakura-Tei"
<http://www.minamoto.co.jp/museum/part/sakura-tei>
 - 【Pork cutlet】 Katsubei
<http://hanato-group.com/katsubei/detail.html>
- ② Delivery of lunch box (warm ones)
 - 【Japanese / Chinese】 Honke Kamadoya
<https://www.honkekamadoya.co.jp/search/shop.cgi?tid=1501160200>
 - 【Western dishes】 Gusto
<http://demaecan.com/shop/menu/1002636/>

(4) Convenience Stores

LAWSON 6 Min. on foot



(5) Taxi Companies

- ① Toyama Kotsu Phone: 076-421-1122
- ② Toyama Chitetsu Taxi Phone: 0120-21-4200 (On call) / 076-421-4200
- ③ Daiwa Kotsu Phone: 076-421-8181
- ④ Shintomi Taxi (Shintomi auto) Phone: 076-421-2121
- ⑤ Hokuriku Kogata Kotsu (small car only) Phone: 076-452-3780
- ⑥ Jonan Kotsu Phone: 076-491-3738
- ⑦ Ai Kotsu Phone: 076-420-2345

For further information of other taxi companies please refer to below.

Toyama Taxi association <http://www.t-taxi.sakura.ne.jp/kaiin.html>

(6) Bus Companies

- ① Toyama Chihou Tetsudou. Inc http://www.chitetsu.co.jp/?page_id=729
Phone: +81-76-431-3233
- ② Shintomikanko service Co.Ltd <http://www.enjoy-sks.co.jp/>
Phone: +81-76-429-8448
- ③ Chubu-kanko <http://www.chubu-kanko.jp/bus/index.html>
Phone: +81-76-425-3011
- ④ Oarks Co., Ltd <http://www.oarks.co.jp/business/bus.html>
Phone: +81-76-443-1555

For further information of other bus companies please refer to below.

Toyama Bus association (Chartered Bus) <http://toyamabus.or.jp/charter/>

(7) Guides for sightseeing in Toyama

- ① Tourism Information in Toyama <http://www.info-toyama.com/>
(Language: Japanese/English/Chinese/Korean/Russian/ French/Thai)
- ② TripAdvisor (Tour information of Toyama)
http://www.tripadvisor.jp/Tourism-g298125-Toyama_Prefecture_Chubu-Vacations.html
- ③ Tateyama Kurobe Alpine Route (Official Guide)
<http://www.alpen-route.com/index.php>
(Language: Japanese/Chinese/English/Korean/Thai)
- ④ Kurobe Gorge Trolley Train <http://www.kurotetu.co.jp/>
(Language: Japanese/English/Chinese/Korean)
- ⑤ Unazuki Hot spring (Kurobe) <http://www.kurobe-unazuki.jp/>
- ⑥ Takaoka Michishirube <http://www.takaoka.or.jp/>
(Language: Japanese/English/Chinese/Korean/ Portuguese)
- ⑦ Gokayama Official Travel Guide <http://www.gokayama-info.jp/>
(Language: Japanese/English)
- ⑧ Tabitabi Nanto <http://www.tabi-nanto.jp/>

(Language: Japanese/English)

⑨ TOYAMA NET <http://www.toyamashi-kankoukyoukai.jp/>

(Language: Japanese/ English/Chinese/Korean)

(8) Hotel List

【English】 Hotel Information in TOYAMA City

http://www.near21.jp/fair2017/info/2017hotels_en.pdf

(9) Others

① Japan Customs <http://www.customs.go.jp/> (Language: Japanese/ English)

② Free ticket of the Tram (Toyama City Tourist office)

Exhibitors to stay at the Hotel which is listed in the web site below is entitle to get free ticket for Tram by requesting to reception of the hotel.

The free ticket can be used total 2 times for Trams like “Portram” & “Centram”.

For further information please refer to below web site.

(Japanese language only)

http://www8.city.toyama.toyama.jp/kanko/album_detail.phtml?Record_ID=ee345515efafb05e62842ca77c883474&TGenre_ID=620

27. List of documents to be submitted /Due Date / Contacts for inquiries

(1) Organizer's Office of "Toyama General Manufacturing Industry Trade Fair 2017"

Overseas exhibitors, please contact: (Japanese / Chinese / English)

Toyama New Industry Organization Northwest Pacific Region Economic Center

Address: 2F Information Building 527 Takata, Toyama City, Toyama 930-0866 Japan

Phone: +81-76-432-1321 FAX: +81-76-432-1326

E-mail: kan-nihon@tonio.or.jp

Documents to be submitted		Due Date
Format No.1	Entry sheet for pre-arranged business meeting with suppliers	Friday, August 25, 2017
Format No.2	Draft of exhibitor's introduction for the exhibitor catalogue	Tuesday, August 15, 2017
Format No.3	Application for advertisement on the catalogue	Ditto
Format of Toyama City	Application form for exceptional rule	Friday, August 25, 2017
Format No.4	Notification of booth decoration	Ditto
Format No.5	Application for rental fixtures	Ditto
Format No.6	Notification of move-in/move-out by vehicle	Ditto
Format No.7	Notification of electric installation	Ditto
Free Format	Blueprint of electric installation	Ditto
Format No.8	Application to sell exhibition items	Ditto
Format No.9	Necessary number of posters, invitation flyers and exhibitor ID cards	Ditto
Format No.10	Notification of forwarder to be in charge of transportation & customs clearance	Ditto
Format No.11	List of travelers & itinerary	Ditto
Format No.13	Order sheet of lunch box	Friday, September 29, 2017

(2) Official construction company

Horai-sha Co., Ltd. (Japanese Language only)

Person in charge: Sales & Planning Manager Mr. Inoue

Phone: +81-76-429-1900 FAX: +81-76-429-6151

Mobile: +81-80-1956-7428

E-mail: inoue@horaisha.co.jp

(3) Appointed transportation company

Nippon Express Co., Ltd. Toyama branch (Japanese Language only)

Person in charge: Sales Manager Mr. Koizumi

Phone: +81-76-452-5500 FAX: +81-76-452-5521

Mobile: 81-90-3299-2478

E-mail: hi-koizumi@nittsu.co.jp

※ Inquiries about move-in/move-out work should be to Nippon Express, and the format No.6 should be sent to the organizer's office.

28. Notes

(1) Check-in at the reception on arrival

On October 25, after arriving at Toyama Techno Hall, before starting the move-in and display work, please make sure to check in at the reception.

※ Check-in hours 13:00 - 18:00 on October 25

(2) Exchange of currency

Ones who don't have any Japanese yen should make sure to exchange money at the airport after arriving at Japan. (Ones who take connecting flight in Japan should exchange money either airport at Narita or Haneda, since you may not have enough time at Toyama Airport to change money or there will not be enough money at Toyama Airport.)

(Ref: Money exchange office at Toyama Airport)

<http://www.toyama-airport.co.jp/wp/wp-content/uploads/ryougae.pdf>

For your information, there provided ATM (automated teller machine) at Toyama Airport available for credit card.

(3) Debit card

Please be noted the debit card may not be accepted by some smaller shops.