

富山県ものづくり総合見本市  
**T-Messe 2023**

**Exhibitor Manual**  
**for Overseas Exhibitors**

**Organized by**

Toyama General Manufacturing Industry Trade Fair Executive Committee

**Contact**

**Secretariat for Overseas Exhibitors**

527 Takata, Toyama City, Toyama Prefecture, 930-0866 Japan

TEL: 076-432-1321 (9am - 5pm)

E-mail: [t.tradefair@tonio.or.jp](mailto:t.tradefair@tonio.or.jp)

**Official Website**

Japanese : [www.toyama-tmesse.jp/tradefair/jpn](http://www.toyama-tmesse.jp/tradefair/jpn)

English : [www.toyama-tmesse.jp/tradefair/eng](http://www.toyama-tmesse.jp/tradefair/eng)

Simplified Chinese : [www.toyama-tmesse.jp/tradefair/cn](http://www.toyama-tmesse.jp/tradefair/cn)

Traditional Chinese: [www.toyama-tmesse.jp/tradefair/tw](http://www.toyama-tmesse.jp/tradefair/tw)

## 【 Contents 】

### **T-Messe Overview and Procedure for Exhibit**

- 1 Outline ..... 1
- 2 Venue ..... 3
  - (1) Toyama Techno Hall
  - (2) Access to Toyama Techno Hall
  - (3) East Wing/West Wing/Entrances
  - (4) Loading entrances
- 3 Exhibit Application Procedures ..... 5
  - (1) Document to be submitted
  - (2) Payment of exhibition fee
  - (3) Change of cancellation of application

### **Joint Booth**

- 4 Joint Booth ..... 8
  - (1) Joint Booth
  - (2) Display table and panel in a Joint Booth
  - (3) Electric outlets

### **Standard Booth**

- 5 Standard Booth ..... 10
  - (1) Shell Scheme Booth (Large and Small)
  - (2) Space Only Booth
  - (3) Booth Allocation
  - (4) Booth decorations
  - (5) Notification booth decorations
  - (6) Precautions regarding other decorations
  - (7) Precautions regarding Shell Scheme Booths
  - (8) Company name board on Shell Scheme Booth
  - (9) Height limitation
  - (10) Prohibitions
  - (11) Flame retardancy precautions
  - (12) Requirement of wearing a helmet
  - (13) Waste disposal
  - (14) Contact
- 6 Rental Packaged Booth ..... 16
  - (1) Rental packaged booth
  - (2) Rental package includes:
  - (3) How to order
  - (4) Electric capacity
- 7 Rental Fixtures ..... 18
  - (1) How to order

- (2) Rental fixtures
- (3) Notes on rental fixtures
- (4) Cancellation policy
- (5) Payment method
- (6) List of rental fixtures

### **Booth Setup and Hall Management**

- 8 Booth Setup, Loading/Unloading of Exhibits · 22
  - (1) Operation schedule
  - (2) Notification of move-in/move-out vehicles
  - (3) Move-in
  - (4) Move-out
  - (5) Vehicle pass
  - (6) Storage area
- 9 Transportation of exhibitors ..... 25
  - (1) When using international courier services (small quantities, lightweight items, samples, etc.)
  - (2) When using a transportation company other than an international courier service (heavy items, valuables, etc.)
  - (3) Transport insurance
  - (4) Returning exhibits
  - (5) Regulations
  - (6) Customs Duties
- 10 Electricity ..... 27
  - (1) Basic lighting at the venue
  - (2) Power supply system
  - (3) Application for use of electricity
  - (4) Main switch (earth leakage breaker)
  - (5) Order of appropriate capacity (Current value)
  - (6) Electricity supply fee
  - (7) Payment
  - (8) Electric work in the booth
  - (9) Inspection
  - (10) Power supply to booth
  - (11) Staggered operation
  - (12) Protection devices checkup
  - (13) Safety measures
  - (14) Outlet shape
- 11 Communication line ..... 32
  - (1) Telephone

(2) Fax line	
(3) Internet connection	
12 Water Supply and Drainage	32
(1) Use of water supply and drainage	
(2) Water supply and drainage work	
(3) Restrictions on use	
(4) Supply period	
(5) Protective devices	
(6) Restoration to original conditions	
13 Handling of Fire and Hazardous Materials	33
(1) Fire and hazardous materials	
(2) Handling of lubricating oil and other oils	
14 Hall Management	33
(1) Security and accident prevention	
(2) Exhibitor pass	
(3) Overtime work	
(4) Photography and videography	
(5) Schedule changes and cancellation of the fair	
(6) Smoking areas	
(7) Demonstration of exhibits	
(8) Distribution and sales of exhibits	
<b>Before Traveling to Japan</b> 35	
15 Documents for Visa Application to Enter Japan	35
(1) Documents to be submitted	
(2) Deadline	
(3) Notes	
16 List of Participants	36
17 Arrangement of Interpreters	36
18 Arrangement of Business Meetings	36
(1) Pre-arranged business meetings	
(2) Others	
19 Application for Presentation	37
(1) Date, Time, and Location	
(2) Equipment to be provided by the Organizer	
(3) Items to be prepared by the presenter	
(4) Presentation fee	
(5) Payment	
20 Exhibitor Directory on the Official Website	38
21 Banner Ads on the Official Website	38
(1) Advertising rates and sizes	
(2) Image file requirements	
(3) Application	

(4) Payment	
22 Publicity and Advertisement	39
(1) Publicity and advertising activities of the Organizer	
(2) Media coverage	
(3) Official website	
(4) Social media	
(5) Distribution of brochures	

**Transfer to Toyama and to the Venue**

23 Access to Toyama	40
(1) Map of Central Japan	
(2) Transportation to Toyama from major cities in Japan	
24 Currency Exchange	41
25 T-Messe Free Shuttle Bus	41

**After Arriving at the Venue**

26 Exhibitor Reception	42
27 Main Events	42
(1) Opening ceremony	
(2) Keynote speech	
(3) Seminars on “Status of overseas Investment”	
(4) Welcome reception	
28 Exhibitor Questionnaire	42
29 Food Court/Box Lunch	42
(1) Food court	
(2) Booking of box lunches in advance	

**Useful Information**

30 Useful Information	43
(1) Website for tourist information in Toyama	
(2) Hotel lists	
(3) Others	
31 Measures against COVID-19 Infection	44
(1) Measures to be Implemented by all Parties	
(2) Measures to be taken during the trade fair	

**Documents to be Submitted/Contact Info**

**(the same table on p. 5)**

32 List of Forms to be Submitted/Due Date/Contact Info for Inquiries	45
(1) List of forms to be submitted/Due date	
(2) Secretariat of “Toyama General Manufacturing Industry Trade Fair 2023 (T-Messe 2023)”	
(3) Official Construction Company	

## T-Messe 2023 Toyama General Manufacturing Industry Trade Fair

Toyama Prefecture, a great business location with its abundant water and electricity and its studious people, has developed manufacturing industries for pharmaceuticals, metalwork, machines/robots, and electronic components, making it the premier manufacturing hub on the Sea of Japan side of Japan.

The Toyama General Manufacturing Industry Trade Fair has been held here in Toyama six times since 2010, bringing together businesses from Japan and abroad under one roof, creating numerous business opportunities.

This will be our seventh T-Messe and the first face-to face event in four years. This is a great opportunity to meet directly with many companies, so please join us.

### 1. Outline

- Exhibition title T-Messe 2023 Toyama General Manufacturing Industry Trade Fair
- Dates Thur., October 26 – Sat., Oct. 28, 2023 (three days)
- Time 10:00am – 5:00pm (Until 4:00pm on the last day)
- Admission fee Free
- Objectives To create business opportunities for Japanese and overseas companies by exhibiting their manufacturing technologies and products, arranging business meetings with Japanese and overseas buyers, and holding various seminars.
- Organized by Toyama General Manufacturing Industry Trade Fair 2023 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 Employer’s Association, 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, Traditional Craft Takaoka Doki Promotion Cooperative Association, University of Toyama, Toyama Prefectural University, Toyama National College of Technology, Toyama PTA Federation, Chubu Bureau of Economy, Trade and Industry, Toyama Association of City Mayors, Toyama Association of towns and villages, Japan External Trade Organization (JETRO), Organization for Small and Medium Enterprises and Regional Innovation, Toyama New Industry Organization (random order)

- Main exhibits      Industrial machineries, automobile related products, precision machinery, electronics, electrical machinery, IT, casting, metal processing, mold, plastics, aluminum products, textiles, pharmaceutical, chemicals, traditional crafts, food processing, creative industrial products, retail, trading company, government administration office, schools, etc.
- Main programs      ●Keynote Speech ●Special exhibits showcasing cutting-edge technologies including electric vehicles, the metaverse, carbon neutrality, etc. ●Business meetings with invited buyers ●Seminars (Overseas business seminars, etc.) ●Presentations by exhibitors
- Secretariat      Overseas exhibitors, please contact:  
**Toyama New Industry Organization (TONIO)**  
**Asia Business Promotion Center**  
Address: 527 Takata, Toyama City, Toyama 930-0866, Japan  
Phone: +81-76-432-1321    FAX: +81-76-432-1326  
E-mail: [t.tradefair@tonio.or.jp](mailto:t.tradefair@tonio.or.jp)
- Website      <https://www.toyama-tmesse.jp>  
Website for overseas exhibitors:  
<https://www.toyama-tmesse.jp/tradefair/jpn>

## 2. Venue

### (1) Toyama Techno Hall

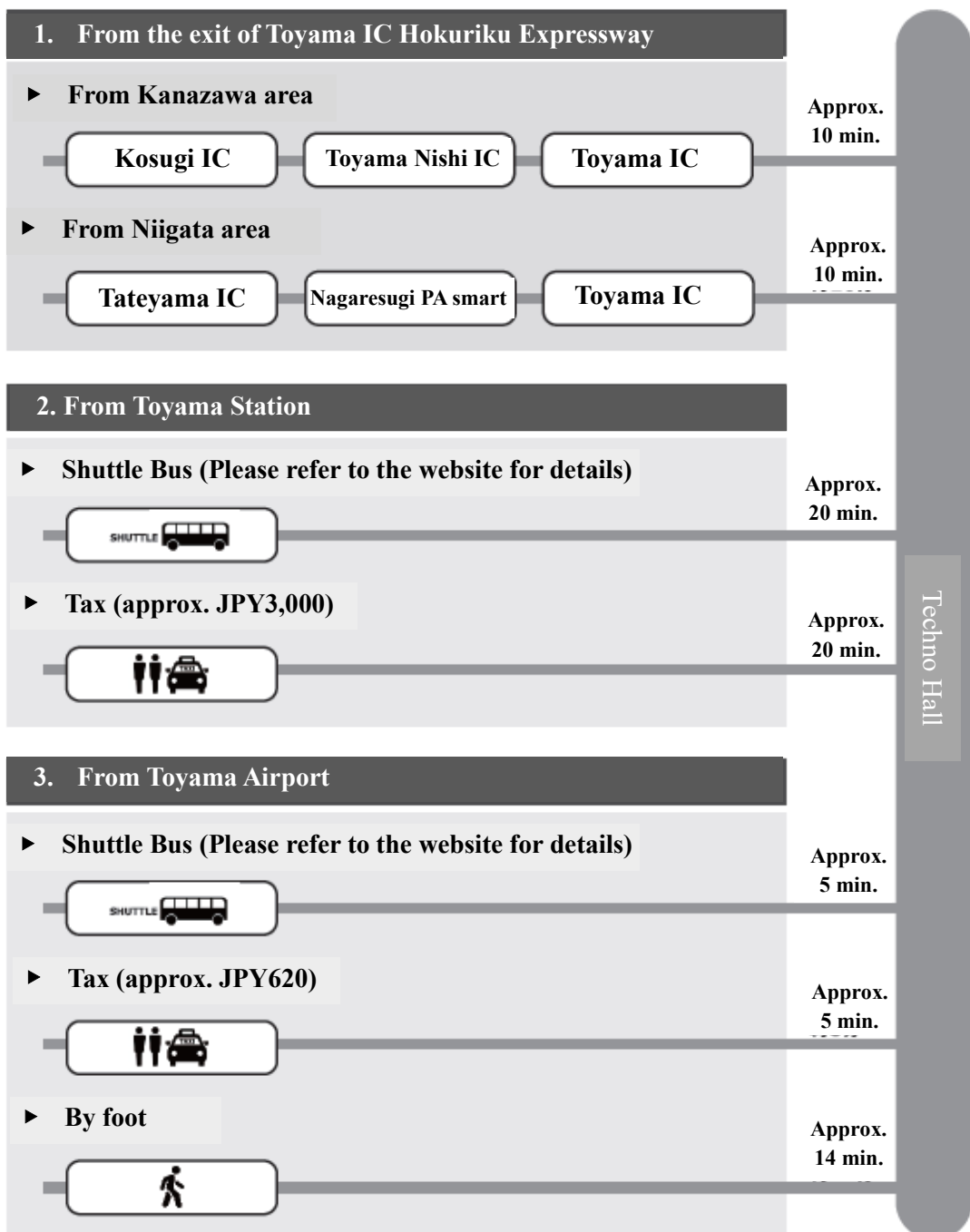
Address: 1682 Tomosugi, Toyama City, Toyama  
939-8224, Japan

Phone: +81-76-461-3111 FAX: +81-76-461-3113

Website: <http://www.technohall.or.jp/>



### (2) Access to Toyama Techno Hall



### (3) East Wing/West Wing/Entrances

- | East Wing   |
|---|
| <ul style="list-style-type: none"><li>●East Wing Exhibition Hall</li><li>●Invited Overseas Buyers Program</li><li>●Invited Japanese Buyers Program</li><li>●Seminars, Presentations</li></ul> |

- | West Wing  |
|--|
| <ul style="list-style-type: none"><li>●West Wing Exhibition Hall</li><li>●Lectures, Events</li></ul> |



**Entrance, Registration**

### (4) Loading entrances



### 3. Exhibit Application Procedures

**(1) Documents to be submitted**

To participate in the trade fair, submission of various documents is required by due dates to participate in the fair. Please download the required forms from the **download page for Overseas Exhibitors** on the official website, fill them out, and send them to the secretariat by email accordingly.

**Download pages:**

- Japanese : <https://www.toyama-tmesse.jp/tradefair/jpn/news/11>
- English : <https://www.toyama-tmesse.jp/tradefair/eng/news/11>
- Simplified Chinese : <https://www.toyama-tmesse.jp/tradefair/cn/news/11>

**Documents to be submitted by Joint Booth Exhibitors**

Please download applicable forms shown below from the official website for overseas exhibitors and submit them to the Secretariat for Overseas Exhibitors by e-mail.

Submit to: [t.tradefair@tonio.or.jp](mailto:t.tradefair@tonio.or.jp)  
 (the Secretariat of the T-Messe 2023 for Overseas Exhibitors)

Form No.	Names of documents	Due date	Relevant pages
No. 4	Exhibitor Information for Display Panel <b>[Mandatory]</b> * Please attach 3 image files	Aug. 10	p. 9
No. 5	Presentation Application	Aug. 10	p. 37
No. 6	Banner Ad on Official Website	Aug. 10	p. 38
No. 7	Notice to Sell Exhibition Items	Aug. 10	p. 34
–	Application Form for Business Meetings with Invited Japanese Buyers	Aug. 18	p. 36
–	Pre-arranged Business Meeting Application Form	Aug. 31	p. 36
No. 10	Rental Fixtures Order Form	Aug. 31	p. 9, pp. 18-21
No. 11	Notification of Loading/Unloading	Aug. 31	pp. 22-25
No. 12	Electricity Supply Order Form	Aug. 31	p. 9, p. 18, pp. 27-31
Free format	Blueprint of Electrical Installation	Aug. 31	p. 17, p. 27
No. 13	List of Travelers (for visa application)	Aug. 31	p. 35
No. 14	Itinerary (for visa application)	Aug. 31	p. 35
No. 15	Letter of Commitment (for Representative Organization)	Aug. 31	p. 35
No. 16	List of Participants (who do not need visa application)	Aug. 31	p. 36



**Documents to be submitted by Standard Booth Exhibitors**Submit to: [t.tradefair@tonio.or.jp](mailto:t.tradefair@tonio.or.jp)

(the Secretariat of the T-Messe 2023 for Overseas Exhibitors)

Form No.	Names of documents	Due date	Relevant pages
No. 5	Presentation Application	Aug.10	p. 37
No. 6	Banner Ad on Official Website	Aug.10	p. 38
No. 7	Notice to Sell Exhibition Items	Aug.10	p. 34
–	Application Form for Business Meetings with Invited Japanese Buyers	Aug. 18	p. 36
–	Pre-arranged Business Meeting Application Form	Aug. 31	p. 36
No. 8	Notification of Booth Decorations <b>[Mandatory]</b>	Aug. 31	p. 11, p. 13
Free format	Blueprint of Booth Decoration	Aug. 31	p. 11, p.30, p. 31
No. 9	Pre-packaged Rental Fixtures Order Form	Aug. 31	p. 7, p. 17
No. 10	Rental Fixtures Order Form	Aug. 31	p. 9, pp. 18-21
No. 11	Notification of Loading/Unloading	Aug. 31	pp. 22-25
No. 12	Electricity Supply Order Form	Aug. 31	p. 9, p. 18, pp. 27-31
Free format	Blueprint of Electrical Installation	Aug. 31	p. 17, p. 27
No. 13	List of Travelers (for visa application)	Aug. 31	p. 35
No. 14	Itinerary (for visa application)	Aug. 31	p. 35
No. 16	List of Participants (who do not need visa application)	Aug. 31	p. 36

## (2) Payment of exhibition fee

[1] Due date: September 29, 2023 (Friday)

[2] Payment method

The secretariat will send you an invoice by e-mail. Please make payment by the due date. We only accept payment via bank transfer.

\* Any kind of commission such as transfer fees, foreign remittance fees, etc. must be borne by the payer.

After the bank transfer is completed, please write your company name on the transfer form and send it by e-mail or fax to the following address so that the secretariat can confirm the transfer.

E-mail: t.tradefair@tonio.or.jp FAX: +81-76-432-1326

The subject line should read “Bank Transfer to T-Messe from (your company name)”

### Bank transfer from within Japan

Bank name:	北陸銀行 県庁内支店 (Branch number : 106)
Deposit type:	普通預金 / Account no. 6021320
Account name:	
(In Japanese)	富山県ものづくり総合見本市実行委員会
Furigana	トヤマケンモノヅクリソウゴウミホンイチジツコウイインカイ
(In English)	T-Messe

### Bank transfer from overseas

Bank name:	THE HOKURIKU BANK, LTD.
Swift code:	RIKBJPJT
Branch name/address:	KENCHONAI BRANCH / 1-7 SHINSOGAWA, TOYAMA, TOYAMA PREF, 930-0006
Account No.:	106-6021320
Account name / Address:	T-Messe / 1-7 SHINSOGAWA, TOYAMA, TOYAMA PREF, 930-0006

## (3) Change or cancellation of application

- After May 31, 2023, we do not accept any changes to the number of booths.
- The Organizer may reject applications in case the content of the application is deemed inappropriate for the purpose of the trade fair.
- If you need to cancel your application, pre-packaged fixtures, and presentation, please refer to the following cancellation fee and follow the instruction given by the secretariat:

### Cancellation fee

Time of receipt of cancellation by the secretariat	Cancellation fee
From application date to August 31, 2023	0% of exhibition fee
From September 1 to September 30, 2023	50% of exhibition fee
After October 1, 2023	100% of exhibition fee

\* The cancellation fees apply to the “Booth fee”, the “Pre-packaged rental fixtures fee”, and the “Presentation fee”.

Please apply the cancellation fee rate to the price without tax.

## 4. Joint Booth

### (1) Joint Booth

- A joint booth is a booth for exhibits combining government/investment agencies and companies for one country or region. The special rate (JPY50,000, tax included) is available on the condition that a government agency or investment agency is the representative and oversees the exhibiting companies/groups.
- The basic decorations of a Joint Booth are provided free of charge, and include a signboard with the booth's name, a display panel for each company, one display table for each company, one electric socket with two outlets for each company, tables and chairs for meetings.
- The representative organization will be informed about the configuration and size of their Joint Booth as well as the layout of display tables and panels in the booth. Booth locations will be determined by the organizer, taking into consideration the overall exhibition balance, number of booths, demonstrations, etc.

### Depiction of a Joint Booth with basic equipment



\* 展示コマの配置はイメージです。

### (2) Display table and panel in a Joint Booth

#### ● Configuration and structure of a display table and panel

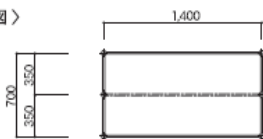
- Display table: W 1.40 m x D 0.70 m x H 0.75 m
- Display panel: W 1.36 m x H 0.80 m
- Total size: W 1.40 m x H 0.70 m x H 2.50 m

Each exhibitor will have one set of display table and panel.

\* The configuration and structure may differ depending on the booth location, etc.

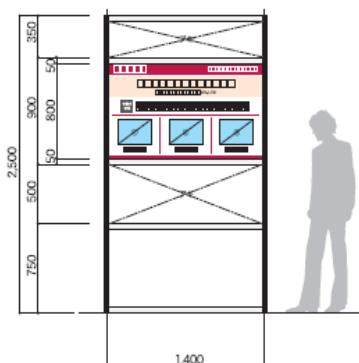
\* The specification may be subject to change.

〈平面図〉

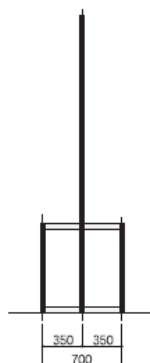


### Depiction of a display table and panel

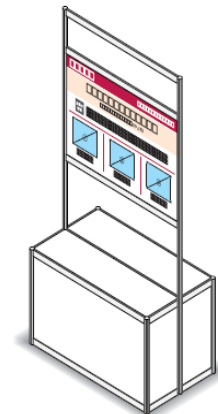
〈正面図〉



〈側面図〉



〈設置イメージ〉



● **Display panel (Company introduction)**

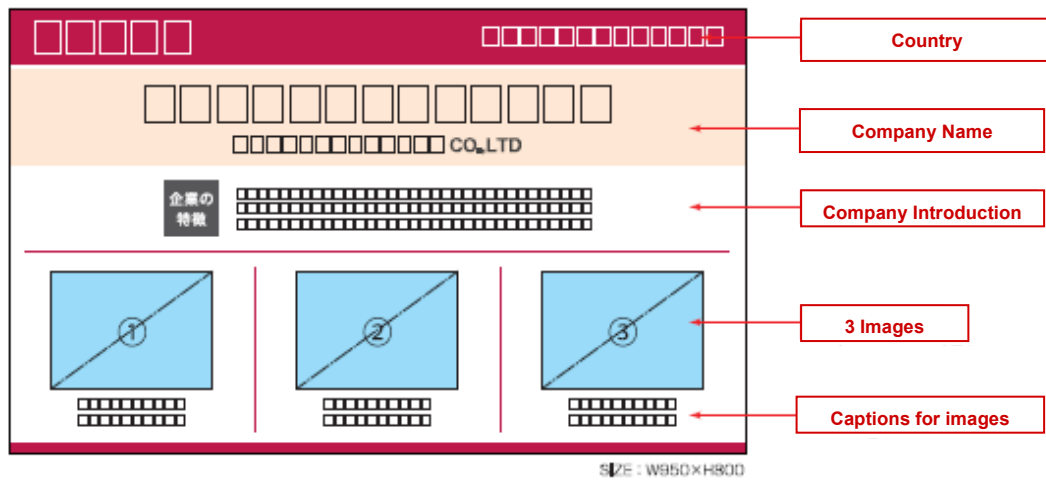
Company introduction will be printed on the display panel with basic format (company name, company profile, photos, caption) free of charge.

All exhibitors who participate in a Joint Booth are required to prepare the relevant content of their company’s panel. Please download “**Form No. 4 Exhibitor Information for Display Panel**”, fill it out and submit to us with image files by August, 10, 2023 (Thursday), by e-mail.

Precautions when using a display panel are the same as those for the Standard Booths. Please refer to “Precautions regarding Shell Scheme Booth” on page 12.

If the exhibitor does not require the basic format of the company introduction panel provided by the organizer, please inform us so in advance. Then we will put only the company name.

Company Information for Display Panel (Basic format)



\* The specification may be subject to change.

- When decorating your Joint Booth, please consider the unity of display decorations within the booth. If you wish to use additional parts other than the basic decoration, please submit “**Form No. 10 Rental Fixtures Order Form**”. Please refer to "Precautions regarding decorations" and “Height limitation of decorations” on page 12 in the Standard Booths section for precautions.

**(3) Electric outlets**

One two-socket outlet is installed on each exhibition table.

Please use within the capacity of 100V 300W per exhibition table.

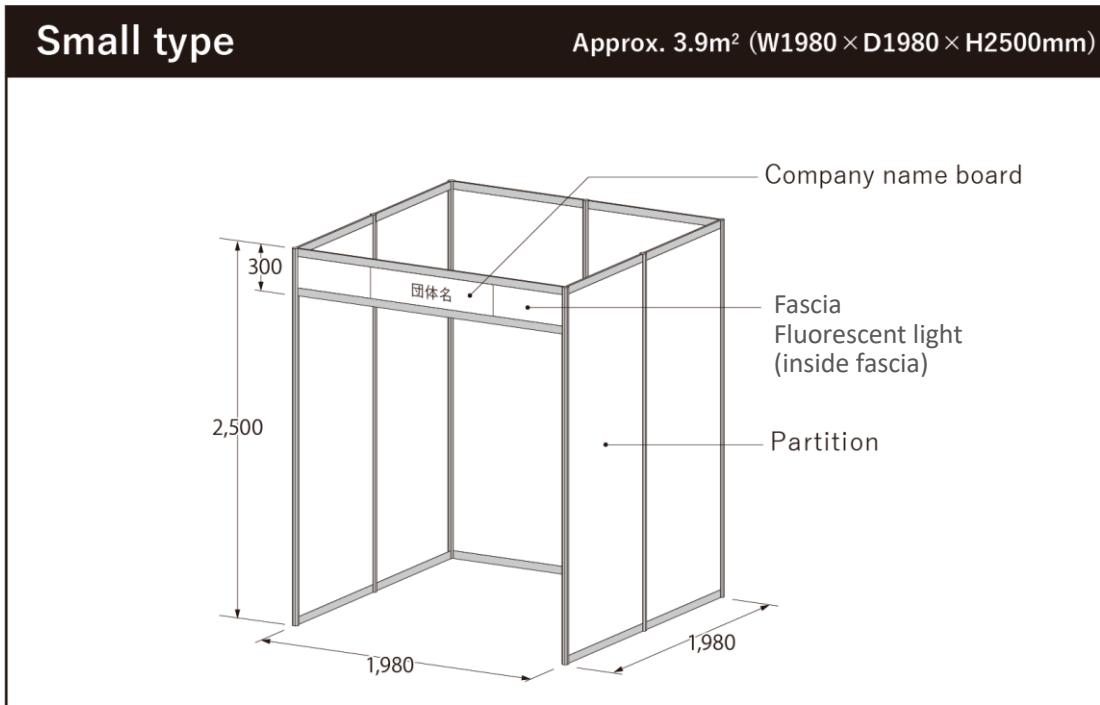
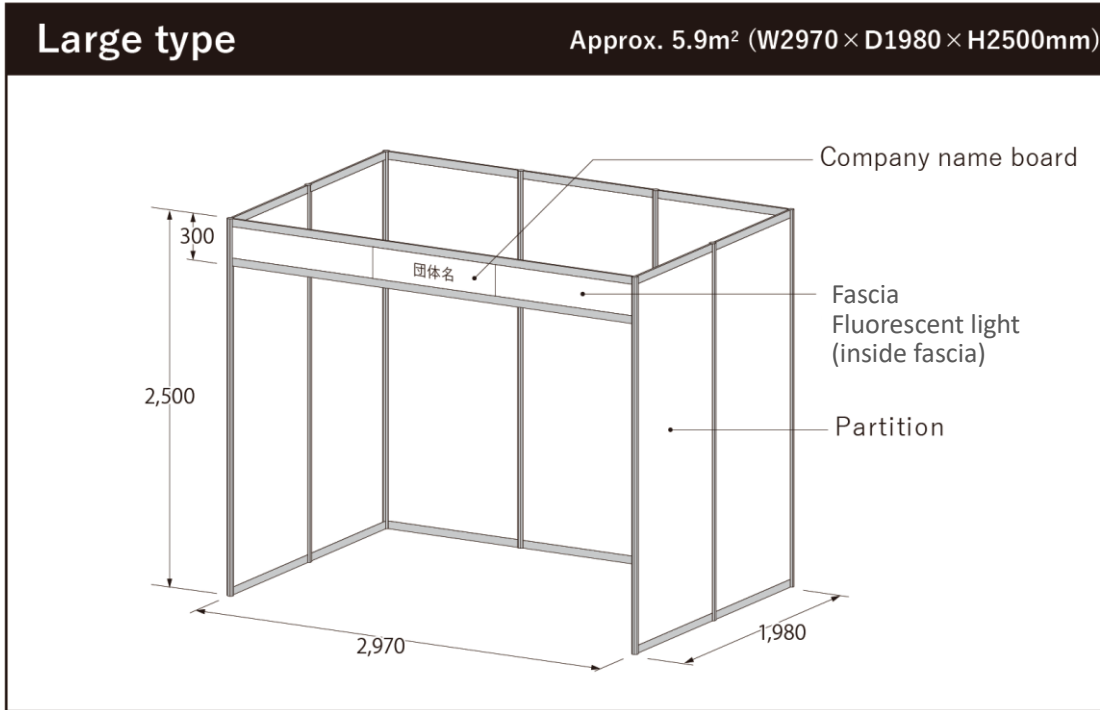
\*Use of more than 100V 300W will be charged separately. Please download “**Form No. 12 Electricity Supply Order Form**” from the official website for overseas exhibitors, fill it out and submit it by Thursday, August 31, 2023.

## 5. Standard Booth

Two types of booths are available: Shell Scheme Booths (Large and Small) and Space Only Booths.

### (1) Shell Scheme Booth (Large and Small)

A Shell Scheme Booth is a booth separated with partitions (wall panels) and a fascia (company sign).



### Specification of Shell Scheme Booth (per booth)

- Partitions (wall panels)
- Fascia (with a company sign)
- Company sign (W 900 x H 200 mm) x 1
- Florescent light 40 W x 1 (Installed at the back side of the fascia to illuminate the inside of the booth)

Notes:

- The dimensions are indicated from the center of the pole to the center of the corner pole of a Shell Scheme Booth. Since each booth is separated by a partition panel, the exhibiting space will be smaller than the above figures due to the thickness of partition panels.
- For the aisle sides, fascia boards are used instead of partition panels. The fascia board can be removed if it is unnecessary, but the price of the booth will be unchanged. Exhibitors who wish to change the specifications of the booth, please submit “**Form Blueprint for Booth Decoration (Free Format)**” to clarify the change.
- Two fascia boards are placed for a corner booth of which two sides are facing aisles. The fascia boards can be removed if they are unnecessary, and also a fascia board on a side facing an aisle can be replaced with a wall panel upon request with no change in fee. If you wish to change the specifications of your booth, please submit the form “**Blueprint for Booth Decoration (Free Format)**” to clarify the changes.

## (2) Space Only Booth

No partition panels are set for a Space Only booth. You can decorate your original exhibition space. This plan applies to a plan of four or more booth unit spaces.

## (3) Booth allocation

- 【1】 The booth location will be decided by the Organizer, considering the overall exhibition balance, the size and the number of the booths.
- 【2】 All or even a part of the allocated booth cannot be leased, given to a third party, or exchanged among the exhibitors.

## (4) Booth decorations

- 【1】 Exhibitors are encouraged to decorate their booths to make this trade fair a enriched space.
- 【2】 Booth decorations should pursue attractive exhibits and take into consideration fairness with other exhibitors as well as the safety of visitors. In the light of the above, the Organizer will check whether the construction of decorations is appropriately conducted. If it finds that the decoration does not meet the purpose of this exhibition, exhibitors may be asked to change decorations.
- 【3】 Exhibitors are kindly requested to make improvements in accordance with the guidance of the Organizer.

## (5) Notification of booth decorations

Standard booth exhibitors are required to download “**Form No. 8 Notification of Booth Decorations**” from the official website for overseas exhibitors, fill it out and submit it by Thursday, August 31, 2023. Exhibitors who apply to meet any of the following conditions are required to submit a plan, “**Blueprint of Booth Decoration (Free format)**”. The Organizer will check whether the plan meets the rules and objectives of the trade fair, and approve it, if appropriate. Insufficient plans are needed to be improved according to the instructions given by the Organizer. Non-approved plans cannot be conducted at the venue.

- Exhibitors who use four or more booth unit spaces.
- Exhibitors who apply for Space-only plans.
- Drawings can be in any format as long as they are processable by the Organizer.  
Please send us drawings of a top-view/side-view/perspective view, etc. in the PDF format.

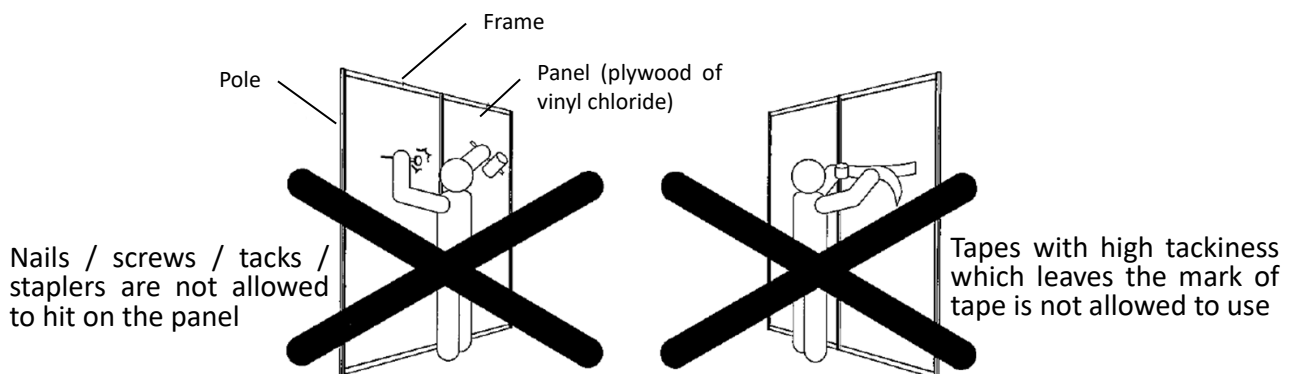
## (6) Precautions regarding decorations

- Lights with flash or strobe, neon with high voltage are not allowed to use.
- Removing suspended materials or columns on the ceiling, pillars, beams of the exhibition hall are prohibited.
- The Organizer will check and approve whether the decoration plan is in accordance with the rules and objectives of the fair. Insufficient plans are needed to be improved according to the instructions given by the Organizer. Non-approved plans cannot be conducted at the venue.

## (7) Precautions regarding Shell Scheme Booths

- Partition panels are set up for Shell Scheme Booths to separate individual booths between exhibitors. Since these system panels are for lease, a compensation may be asked if there are any damages on the system panels caused by exhibitors.
- The partition panels cannot be moved or deformed, such as by adding joints to the top or removing the support columns.
- Posting, hanging, and leaning heavy objects are prohibited.
- Processing, cutting, drilling, hitting nails/screws/tacks/staplers are strictly prohibited.

### Prohibition on Use of Partition Panels



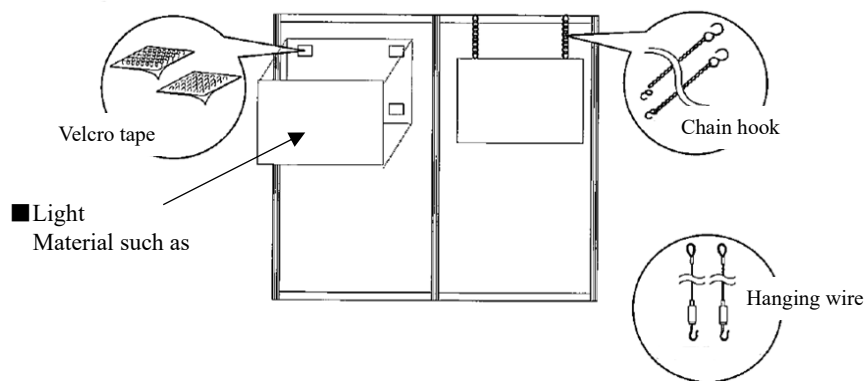
- Tapes with low tackiness and double-faced adhesive tapes can be used, but tapes with high tackiness which leave marks are not allowed to use. Please restore the booths to its original condition (e.g., remove all tape) when you move out. Any residual glue will be considered damage and you will be required to pay for the damage.

#### Notes:

Decorations in booths may be made in the following manner, provided that booths are restored to their original conditions after the trade fair:

- To fix materials such as posters on partition panels with scotch tape
- To fix materials on partition panels with cutting sheet
- To set clip-on spotlights
- To fix picture panels on partition panels with Velcro tape, chain hooks, hanging wires, etc.

## When Posting Light Materials



### (8) Company name board on Shell Scheme Booth

A company names indicated on the booth must be the same as the name on your application.

Since a unified format is used for preparing company name boards, you cannot specify fonts, colors, or sizes of letters. Special characters or letters of some languages may not be printed correctly. Please leave the positioning of line breaks to the official construction company in case company names are long.

Company name indicated on the booth must be the same as the name on your application. If you need to add a logo, change colors or use special fonts, JPY 1,100 additional fee (tax included) is required. Please fill out and submit “**Form No. 8 Notification of Booth Decoration**”. The size will be the same as the company name board. The output is done with a CMYK printer so metallic or fluorescent colors cannot be used. If data cannot be supplied or if the data is not suitable for printing, a separate fee will be required. Please contact the official construction company.



## (9) Height limitation of decoration

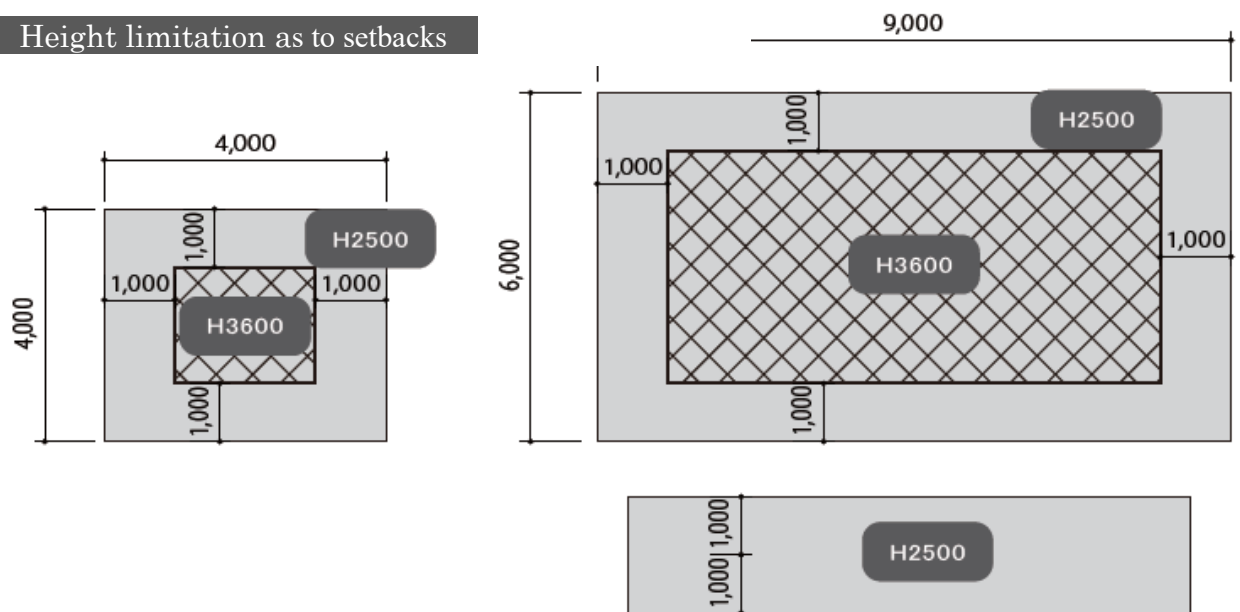
### 【1】 Shell Scheme Booth

The height limit for decorations of Shell Scheme Booths is 2500 mm, which is the same as the height of partitions (wall panels).

### 【2】 Space Only Booth

Two height limits are applied to a Space Only Booths; 1) up to 2500 mm and 2) up to 3600 mm. The height limit is 2500 mm for the areas up to 1000 mm away from the borders of the booth, and it is 3600 mm for the areas over 1000 mm away from the borders of the booth. Please refer to the examples of height limitation as to setbacks below.

Height limitation as to setbacks



\* No 3600-mm height limit area

## (10) Prohibitions

- Use of anchor bolts
- Use of lights with flash or strobe, neon with high voltage
- Removal of suspended materials or columns on the ceiling, pillars, beams of the exhibition hall

## (11) Flame Retardancy Precautions

Please be aware of the precautions below in terms of flame retardancy for decorative materials to be used.

- Materials for decorations must comply with the standards specified in the Fire Service Law or higher.
- Plywood, linden veneer, and printed veneer used for decorations must be fire-retardant by infiltration processing and must have a fire-retardant label attached specified in the Fire Service Law.
- When using flammable items such as display tables, flags, artificial flowers, curtains, etc., please use flameproof items that have been processed by a flameproof processor.
- If you wish to use other special decoration materials, etc., please contact the official construction company in advance to obtain approval from the local fire department.
- In some cases, the display fixtures in the booth may be subject to guidance by the fire department inspection before opening.

**(12) Requirement of wearing a helmet**

It is mandatory for all construction staff conducting booth decoration work to wear a helmet in the venue in accordance with the Occupational Health and Safety Regulation. The construction staff who do not wear a helmet will receive a warning on the spot, and if they do not improve, they will be asked to stop work and leave the venue immediately. Please be sure that all construction staff are wearing a helmet.

**(13) Waste disposal**

Exhibitors are responsible for removing all waste and leftover materials generated during move-in/move-out, decoration/removal work, exhibition, demonstration, etc.

**(14) Contact**

If you have any inquiries regarding booth decorations, please contact the official construction company or the secretariat (for overseas exhibitors).

**Official Construction Company**

Rent All Toyama (Mr. Miura) (Japanese only)

TEL: +81-76-411-8644 (weekdays 9:00 to 18:00)

E-mail: [mono2023@ratoyama.com](mailto:mono2023@ratoyama.com)

**Secretariat (for overseas exhibitors) (Japanese/English/Chinese)**

Toyama New Industry Organization, Asia Business Promotion Center

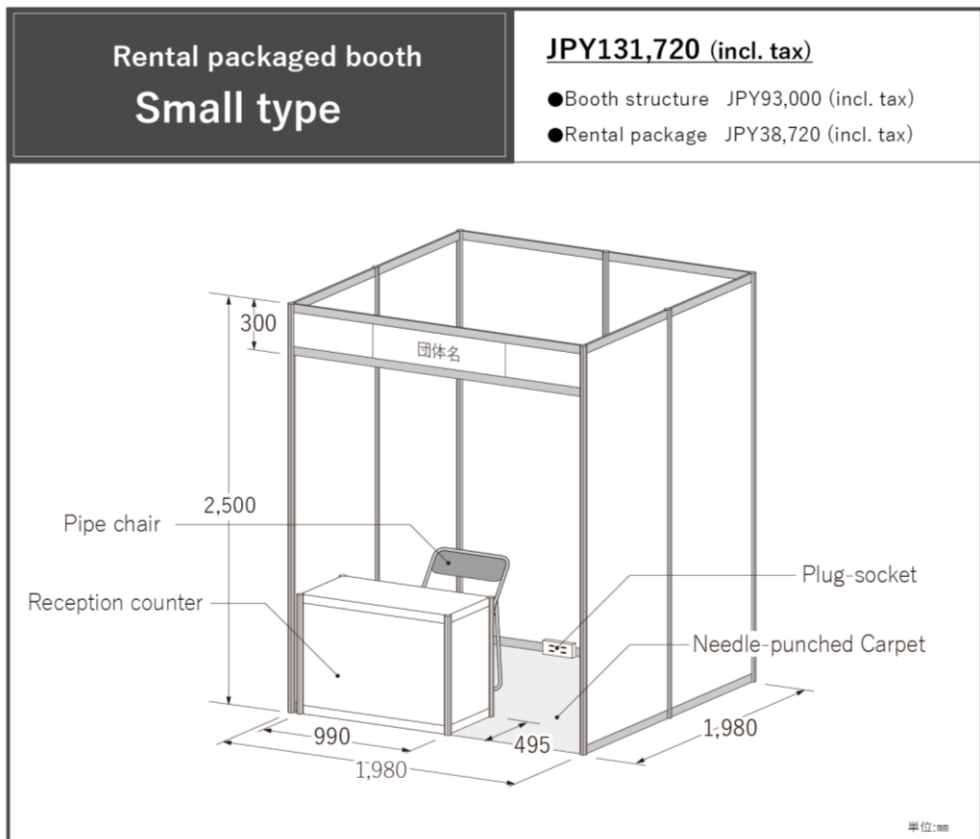
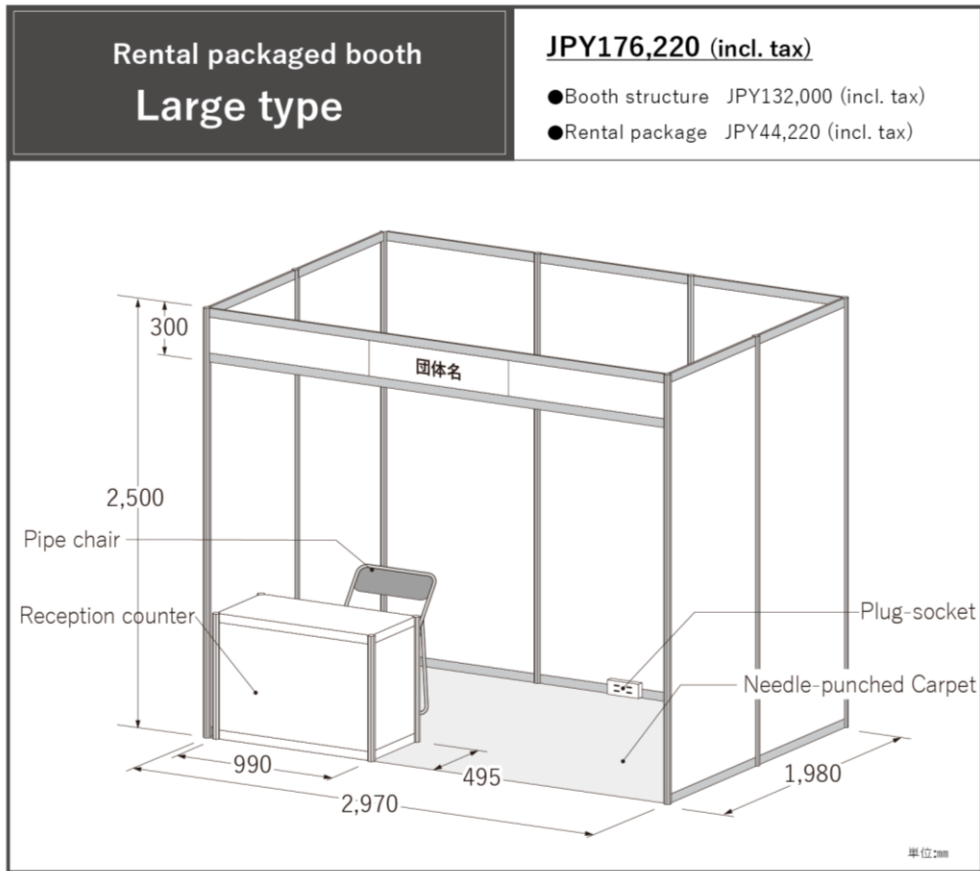
TEL : +81-76-432-1321 FAX : +81-76-432-1326

E-mail: [t.tradefair@tonio.or.jp](mailto:t.tradefair@tonio.or.jp)

## 6. Rental Packaged Booth

### (1) Rental packaged booth

“Rental packaged booths” that include basic fixtures are available for standard booth exhibitors.



**(2) Rental package includes:**

- Reception counter (H 750 mm/900 mm)
- Pipe chair ×1
- Needle punched carpet (gray/black/blue/green)
- Plug socket (2 sockets) ×1
- Electricity charge (100V 10A)

If you need optional items other than the above, fill in and submit “**Form No.10 Rental Fixtures Order Form**”.

**(3) How to order**

**【1】 Pre-packaged rental booth order**

Only the exhibitors who plan to use a single unit of Shell Scheme Booth can order the pre-packaged rental booths. Please submit “**Form No. 9 Pre-packaged Rental Fixtures Order Form**” by **August 31, 2023 (Thursday)**.

- You can select the color of the carpet from gray, black, red, blue or green.
- You can select the height of the reception counter from either 750 mm or 900mm.
- You can make changes in the company name plate with an extra charge.

**【2】 Payment**

Please make payment together with the exhibition fee by **September 29, 2023 (Friday)**.

**【3】 Cancellation fee**

If an exhibitor cancels a rental package that has already been ordered, the following cancellation fees will apply. \*This does not apply if the event itself is cancelled.

Time of receipt of cancellation by the secretariat	Cancellation fee
From application date to August 31, 2023	0%
From September 1, 2023 to September 30, 2023	50%
After October 1, 2023	100%

**【4】 Electric capacity**

The electricity fee as shown below is included in the rental package.

Classification	Voltage	Type of supply	Setup current value (A)	Capacity Reference value (W)
Light fixture	100 V	AC single-phase 2 line system	10 A	Up to 1,000 W

Additional electricity fee will be charged if the capacity that is more than that included in the rental package is to be used. Please select an applicable one when ordering a rental package. In that case, submit “**Blueprint of Electrical Installation form (free format)**” to the secretariat (refer to p. 27 “10. Electricity”).

## 7. Rental Fixtures

### (1) How to order

Rental fixtures are available for exhibitors' convenience. If you wish to use any of those, download "**Form No. 10 Rental Fixtures Order Form**" from the official website for overseas exhibitors, fill it out, and submit it **by August 31, 2023 (Thursday)**.

### (2) Rental fixtures

All rental fixtures are to be transferred and set up in the booths before 13:00 o'clock **on October 24, 2023 (Tuesday)**. Please note that the exact time for transfer and set-up cannot be specified.

Fixtures not listed in the rental fixtures order form may also be available. Please contact the official construction company.

### (3) Notes on rental fixtures

When you use appliances that need electricity supply such as televisions, lighting fixtures, plug-sockets, please submit "**Form No. 12 Electricity Supply Order Form**".

The secondary-side electrical work for lighting fixtures and plug sockets is included in the electrical work order fee.

### (4) Cancellation policy

If an exhibitor cancels a rental package that has already been ordered, the following cancellation fees will apply. \*This does not apply if the event itself is cancelled.

Time of receipt of cancellation by the secretariat	Cancellation fee
From application date to October 12, 2023	0%
From October 13, 2023 to October 19, 2023	50%
After October 20, 2023	100%

### (5) Payment method

Basically, payment for rental fixtures should be made to the person in charge of the official construction company **on October 25, 2023 (Wednesday)** in cash (JPY) at the official construction company desk set up temporarily during the trade fair at the Foyer in the West Wing of the Techno Hall.









#### Official Construction Company

Rent All Toyama (Mr. Miura) (Japanese only)

TEL: +81-76-411-8644 (weekdays 9:00 to 18:00)

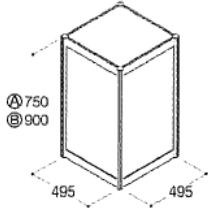
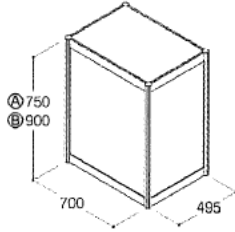
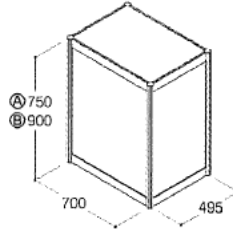
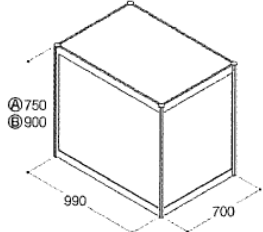
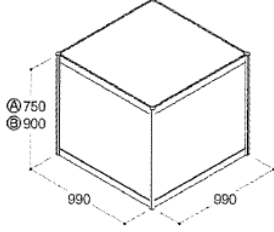
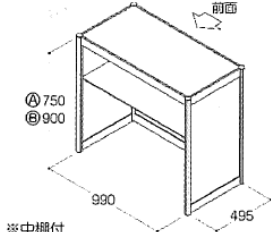


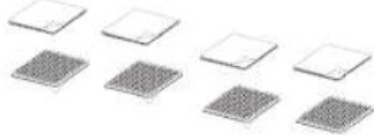



E-mail: [mono2023@ratoyama.com](mailto:mono2023@ratoyama.com)

**(6) List of rental fixtures**

01	Table (brown)	02	Table (white)	03	Table (white)
 <p>1800x450xH700 [A] ¥880 1800x600xH700 [B] ¥2,200</p>		 <p>900x450xH700 [A] ¥2,750 900x600xH700 [B] ¥2,750</p>		 <p>1200x450xH700 [A] ¥2,750 1200x600xH700 [B] ¥2,750</p>	
04	Table (white)	05	Table (veneer)	06	Tablecloth
 <p>1500x450xH700 [A] ¥2,750 1500x600xH700 [B] ¥2,750</p>		 <p>1800x900xH700 ¥1,980</p>		 <p>1370x2500 (White, cotton) ¥990</p>	
07	Folding Chair	08	Meeting Table	09	Round Table
 <p>¥220</p>		 <p>750x500xH650 ¥3,850</p>		 <p>φ 600 x h 650 [A] ¥3,850 φ 750 x h 650 [B] ¥3,850</p>	
10	Standard Chair	11	Counter Chair	12	Potted Plant
 <p>¥2,200</p>		 <p>Seating h 450mm [A] ¥3,300 Seating h 600mm [B] ¥3,300 Seating h 700mm [C] ¥3,300</p>		<p>h 1700 - 1800 cm</p>  <p>1 large planter ¥3,850</p>	







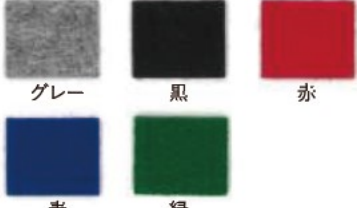
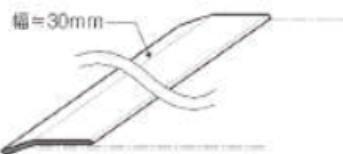
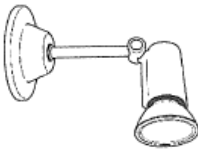
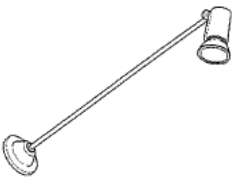
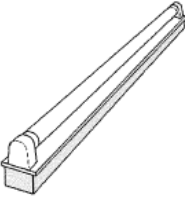

\*All prices indicated include consumption tax. The rental fees include the cost for rental fixtures during the trade fair and handling for move-in/out.

\*The images are for illustrative purposes only. They may differ from actual products.

13	Exhibition Table 495x495	14	Exhibition Table 700x495	 <p>495x495xH750 【A】 ¥8,800 495x495xH900 【B】 ¥9,900</p>	 <p>700x495xH750 【A】 ¥9,900 700x495xH900 【B】 ¥11,000</p>	 <p>700x495xH750 【A】 ¥9,900 700x495xH900 【B】 ¥11,000</p>
16	Exhibition Table 990x700	17	Exhibition Table 990x990	 <p>990x700xH750 【A】 ¥13,200 990x700xH900 【B】 ¥14,300</p>	 <p>990x990xH750 【A】 ¥15,400 990x990xH900 【B】 ¥16,500</p>	 <p>990x495xH750 【A】 ¥13,200 990x495xH900 【B】 ¥14,300</p> <p>※中棚付</p>
19	Chain Hook 2 chains	20	Wire Hook 2 hooks	<p>Two for one set, max. 1m</p>  <p>¥330</p>	<p>Two for one set, max. 1m</p>  <p>¥1,100</p>	<p>4 hard tapes &amp; 4 soft tapes 25 mm square, adhesive-backed</p>  <p>¥330</p>
22	Sign Stand	23	Business Card Holder	<p>*Sign boards are not included.</p>  <p>¥1,650</p>	 <p>¥1,650</p>	<p>Catalogue Holder</p> <p>Pocket size: A4</p>  <p>Desktop, 3 pockets 【A】 ¥3,300 Floor-standing, 12 pockets 【B】 ¥5,500</p>

\*All prices indicated include consumption tax. The rental fees include the cost for rental fixtures during the trade fair and handling for move-in/out.

\*The images are for illustrative purposes only. They may differ from actual products.

<p><b>25 Desktop TV</b></p> <p>Power consumption: approx. 120W</p>  <p>32 inch [A] ¥22,000 43 inch [B] ¥26,400</p>	<p><b>26 Wall Mount TV</b></p> <p>For a booth wall Power consumption: approx. 160W</p>  <p>40 inch [A] ¥33,000 55 inch [B] ¥49,500</p>	<p><b>27 Floor-standing TV</b></p> <p>Incl. a large stand Power consumption: approx. 200W</p>  <p>50 inch [A] ¥49,500 60 inch [B] ¥60,500</p>
<p><b>28 BD/DVD Player</b></p> <p>Power consumption: approx. 15W</p>  <p>¥6,600</p>	<p><b>29 Laptop computer</b></p> <p>Standard spec for business use Power consumption: approx. 40W</p>  <p>No Microsoft Office [A] ¥18,000 Microsoft Office installed [B] ¥25,000</p>	<p><b>30 Rack</b></p>  <p>W910xD450xH1800 ¥5,500</p>
<p><b>31 Needle-punched Carpet</b></p>  <p>グレー 黒 赤 青 緑</p> <p>Standard Booth (Small) [A] ¥11,000 Standard Booth (Large) [B] ¥16,500</p>	<p><b>32 Carpet Edge Holder</b></p> <p>Width = 30mm</p>  <p>Gray/Black/Red/Blue/Green 3m ¥3,960</p>	<p><b>33 Spot Light Short</b></p>  <p>Halogen 75W [A] ¥3,850 LED 10W [B] ¥4,950</p>
<p><b>34 Spot Light Long</b></p>  <p>Halogen 75W [A] ¥3,850 LED 10W [B] ¥4,950</p>	<p><b>35 Fluorescent-light</b></p>  <p>40W ¥3,300</p>	<p><b>36 Plug Socket</b></p> <p>Double sockets</p>  <p>¥4,400</p>

\*All prices indicated include consumption tax. The rental fees include the cost for rental fixtures during the trade fair and handling for move-in/out.

\*The images are for illustrative purposes only. They may differ from actual products.



## 8. Booth Setup, Loading/Unloading of Exhibits

### (1) Operation Schedule

The date scheduled for move-in for overseas exhibitors (hand-carry-in) is October 25 (Wed.).

Please be sure to check in at the Exhibitor Reception desk when you bring in your exhibits (see p. 42). Exhibitors who wish to move-in on October 24 (Tue.), please notify the secretariat in advance. For decoration/construction work that use vehicles, the workday will be October 24 (Tue.). Please cooperate with the official construction company, which will coordinate the entry/exit time schedule.

	Mon. Oct.23	Tue. Oct.24	Wed. Oct. 25	Thu. Oct.26	Fri. Oct.27	Sat. Oct.28	Sun. Oct.29
	Set-up by organizer	Move-in/Set-up by exhibitor	Move-in/Set-up by exhibitor	Trade Fair Day 1	Trade Fair Day 1	Trade Fair Day 3	Move-out by exhibitor
8:00							
9:00				Set-up	Set-up	Set-up	Move-out of heavy materials
10:00	Preparation by organizer	Decoration and Move-in/Set-up of exhibits	Decoration and Move-in/Set-up of exhibits				
11:00		Entry of Vehicles Permitted	Entry of Vehicles NOT Permitted				
12:00				Trade Fair	Trade Fair	Trade Fair	Clen-up by Organizer
13:00	Move-in of heavy materials			10:00	10:00	10:00	
14:00	Preparation by organizer						
15:00				17:00	17:00	16:00	
16:00							
17:00				Clean-up	Clean-up	Move-out of exhibits	
18:00							
19:00		Overtime Work * Submission of Application required in-advance	Overtime Work * Submission of Application required in-advance			Move-out of exhibits	
20:00						Entry of Vehicles Permitted	
21:00							
22:00							

### 【Notes】

#### Operation schedule

- [1] Confirm the operation schedule for the date and time of set-up and removal work. Prepare a plan so that the set-up will be completed within the designated time duration. Please note that the foundation work by the organizer and the decoration work by the exhibitors are conducted on different days.
- [2] No overtime work is set up at this fair. Booth decorations and other work should be completed within the designated time duration. Entry to/exit from the venue are not permitted outside of specified working hours.

#### Overtime work

- [3] Exhibitors who have an unavoidable need to work outside of the specified working hours, please submit the “Form for Overtime Work Hour” to notify the official construction company (at the desk temporarily set up during the trade fair) at least one hour prior to the designated leaving time. This is an emergency measure and overtime work may not be permitted.

The necessary expenses such as venue rental, management, security, etc. incurred due to overtime work will be invoiced in an amount equally divided among the exhibitors of each hall.

## (2) Notification of move-in/move-out by vehicles

	Oct.23	Oct. 24	Oct. 25	Oct. 26	Oct. 27	Oct. 28	Oct. 29
Entry of Vehicles	×	○	×	×	×	After 18:00	×
Carry-in/out by hands	×	Contact secretariat	○	○	○	○	×
Move-in/out of Heavy materials	13:00 to 17:00	Contact secretariat	×	×	×	×	9:00 -11:00
Basic work hours end at	—	18:00	18:00	18:00	18:00	21:00	—

Exhibitors who are to use vehicles larger than a passenger vehicle during move-in/move-out should submit a notification to the secretariat. Please download **“Form No. 11 Notification of Loading/Unloading”** from the form download page for overseas exhibitors on the official website, fill it out, and submit it by August 31, 2023 (Thursday). Please note that vehicles without a notification will not be allowed to enter the building (e.g. trucks, truck cranes, rough terrain cranes, forklifts).

Exhibits that are loaded and unloaded using truck cranes, rough terrain cranes, forklifts are referred to as “heavy items”. From the viewpoint of safety management, special time slots have been set aside for the loading/ unloading of heavy items. Exhibitors who need to move-in/move-out heavy items will be contacted by the official construction company and arrangements will be made individually.

## (3) Move-in

- [1] The time for vehicle entries to the venue will be adjusted by the official construction company according to the exhibition areas. This does not apply to other means to bring exhibits such as by hands or by trolleys.
- [2] Exhibitors must be present to supervise the installation of medium and heavy items. Exhibitors are also required to bring their own necessary tools such as special lifting attachments.

## (4) Move-out

- [1] After the exhibition, vehicles may enter the venue **from 17:00 or 18:00 on October 28, 2023 (Saturday) depending on the areas**. Please follow the instructions of the staff.
- [2] Heavy items may be removed from the venue **from 9:00 to 11:00 a.m. on October 29, 2023 (Sunday)**.  
If you wish to request this service, Please submit **“Form No. 11 Notification of Loading/Unloading”** from the official website for overseas exhibitors.
- [3] Dismantling/move-out/cleaning and restoration to original conditions should be completed **by 9:00 p.m. on October 28, 2023 (Saturday)**.

## (5) Vehicle pass

- [1] The vehicle pass must always be posted where it can be seen from the front of the vehicle windshield. Without this pass or if it is not displayed, the vehicle will not be allowed to enter the parking lot near the loading docks.
- [2] Two vehicle passes will be issued per exhibitor: one for the "Exhibit Transportation Vehicle" and the other for the "Decoration Contractor Vehicle". If you need more, please make copies.

[3] Due to limited space for parking around move-in/out entrances, entering and parking may be restricted even you have a vehicle pass. Your understanding would be appreciated.

[4] After loading/unloading, please move immediately to the designated parking area. If you are obstructing other vehicles, please follow the instructions of the staff.

**(6) Storage area**

The organizer will provide you with the storage area near the exhibition hall to store empty boxes and packing materials to be reused during move-out. Please write your company name and booth number on them so that the owners can be identified.

As the space is limited, please make your materials as compact as possible. The Organizer is not responsible for losses of damages to any goods in this storage area.

## 9. Transportation of Exhibits

Exhibitors are responsible for transporting and delivering the exhibits to the venue on the move-in day (Wednesday, October 25). Exhibitors may transport their exhibits by carrying them with them, using an international courier service, outsourcing to a shipping company, or bringing in Japanese domestic cargo that has already cleared import customs. Exhibitors are responsible for all round-trip transportation costs (packaging, land/sea transportation, domestic transportation, insurance, customs clearance, duties and consumption taxes, etc.) for their exhibits.

### (1) When using international courier services (small quantities, lightweight items, samples, etc.)

① For small quantities, international courier services such as DHL FedEx, EMS, etc. can be used for transportation.

\*Please write your company name clearly on the package.

\*Please email or fax a copy of the shipping invoice to the secretariat after shipment.

#### Shipping Address:

Asia Business Promotion Center, Toyama New Industry Organization  
2<sup>nd</sup> Floor, Joho Building, 527 Takata, Toyama City, Toyama 930-0866, Japan  
Phone: +81-76-432-1321 FAX: +81-76-432-1326  
E-mail: t.tradefair@tonio.or.jp

**Deadline for receipt: not later than October 20, 2023 (Friday)**

The secretariat will deliver the received packages to each exhibitor's booth on October 25 (Wednesday). Each exhibitor must complete the exhibiting by 9:30 am on October 26 (Thursday).

### (2) When using a transportation company other than an international courier service (heavy items, valuables, etc.)

Please entrust the transportation company to handle all the procedures, including customs clearance procedures and transportation within Japan after arrival in Japan. Exhibitors must personally receive their shipment on the scheduled date. If you intend to transport them to the exhibition hall by vehicle, please download “**Form No.11 Notification of Loading/Unloading**”, fill it out and send it by August 31, 2023 (Thursday).

#### Shipping Address:

T-Messe 2023 “Toyama General Manufacturing Industry Trade Fair” Booth No. \_\_\_\_\_  
Toyama Techno Hall  
1682 Tomosugi, Toyama City, Toyama 939-8224, Japan  
Phone: +81-76-461-3111 FAX: +81-76-461-3113

**Deadline for receipt: 1) On October 24 (Tue.) when carried-in by vehicle (Time will be specified later)**

**2) Not later than October 25 (Wed.) when a transportation company carried-in by hand**

### (3) Transport Insurance

The organizer is not responsible for any loss, theft, or damage of cargo or other related items. Exhibitors are responsible for the management of their own cargo and other related items and are required to carry the necessary insurance coverage throughout the transportation and the exhibition.

#### **(4) Returning Exhibits**

##### **\* International shipping**

The secretariat is not responsible for return shipping. Please contact the shipping company you used to ship your exhibit from your country to Japan.

##### **\* Domestic shipping**

Yamato Transport (Kuroneko) Counter will set up temporarily.

Location: Next to the general reception desk in the FOYER

Date and time: Saturday, October 28, from 4 p.m.

Payment method: Cash on delivery only

It is forbidden to dispose of or remove exhibits during the exhibition.

#### **(5) Regulations**

Items to be exhibited (including decorative materials, demonstration materials, handouts, promotional materials, samples, catalogs, and products produced through demonstrations) must be consistent with the purpose and objectives of the trade fair.

The following items are prohibited or restricted:

- ① Items prohibited from importation
- ② Items prohibited by Japanese laws and regulations
- ③ Items that infringe or may infringe patent rights, design rights, trademark rights, etc.
- ④ Exhibiting many of the same items not due to reasons of exhibition effectiveness.
- ⑤ Items that offend or may offend public order and morals.
- ⑥ Items that do not fall under any of the above, but are deemed inappropriate by the organizer.

Please confirm in advance that there are no problems with your exhibits under the relevant laws and regulations of Japan. The organizer will not be liable for any penalties incurred by exhibitors under Japanese law for exhibiting or selling restricted items.

#### **(6) Customs Duties**

The exhibition venue is not a bonded area. Each exhibitor is required to take necessary procedures, such as using the ATA Carnet.

All goods for sale and consumption (catalogs distributed at the venue, etc.) must be cleared through customs.

Commercial shipments (product samples, catalogs, etc.) are subject to customs duties when cleared through customs in Japan. When sending commercial shipments, please accurately indicate the contents and appraised value on the invoice.

If the appraised value is 10,000 yen or less, the shipment is generally exempt from customs duties and consumption tax. (Exceptions may apply for certain items.)

For more information, please visit the following URL.

Japanese: [https://www.customs.go.jp/tetsuzuki/c-answer/imtsukan/1006\\_jr.htm](https://www.customs.go.jp/tetsuzuki/c-answer/imtsukan/1006_jr.htm)

English: [https://www.customs.go.jp/english/c-answer\\_e/imtsukan/1006\\_e.htm](https://www.customs.go.jp/english/c-answer_e/imtsukan/1006_e.htm)

(Website of Japan Customs: Duty exemption for goods with a total customs value of 10,000 yen or less)

\*Shipping costs, customs duties, customs processing fees, etc. are the responsibility of the sender. The organizer will not pay for these charges.

\* The organizer will not be responsible if the shipment fails to clear customs.

## 10. Electricity

### (1) Basic lighting at the venue

Lighting in the venue is LED lighting.

### (2) Power Supply System

The types of power supplied to the booths are for the exhibition lights and for the exhibition power.

Supply Category	Voltage	Supply Method	Current Value	Frequency
Exhibition Lights in Booth	AC 100 V	AC Single Phase 2-line	All currents	60 Hz
Exhibition Power in Booth	AC 100 V	AC Single Phase 3-line	All currents	60 Hz
	AC 200 V	AC Three phase 3-line	All currents	60 Hz

### (3) Application for use of electricity

#### [1] Joint booth

If a joint booth exhibitor plans to use electricity in the booth that exceeds the electricity capacity of 100V 300W additional fee will be charged. In such a case, please contact the secretariat in advance.

#### [2] Standard booth

If a standard booth exhibitor plans to use electricity in the booth, the application form should be submitted.

Please download “**Form No. 12 Electricity Supply Order Form**” from the official website for overseas exhibitors, fill it out and submit it by Thursday, August 31, 2023.

Please understand that if you fail to submit the above form by the specified deadline, the additional electricity will not be provided to your booth.

Please exclude the "40W fluorescent lamp" in the amount of electricity to be used as it is included in the specifications for Shell Scheme Booths.




Exhibitors who plan to use “10A or more” electricity in the booths are also required to submit “**Blueprint of Electric Installation**” (free format)” by Thursday, August 31, 2023.

It should include all information such as the name of the equipment that use the power the power used, and the voltage (if it is 200V).


\* Drawings can be hand drawn, but should be legible and easily understood by the secretariat. At a minimum, please submit a floor plan drawing.

●Electric symbols used on “Blueprint of Electrical Installation”

[Legend symbol]

- Single phase (100 V) main switch & distribution board: 
- Single phase (200 V) main switch & distribution board: 
- 3 phase (200 V) main switch & distribution board: 

For exhibitors who have applied for rental equipment (lighting fixtures and outlets), please use the legend symbols below to indicate the desired installation location in the booth.

[Example] 75 W Arm type light fitting: 

Series type  / Arm type  / Fluorescent lamp  / Outlet 

#### (4) Main switch (earth leakage breaker)

In order to prevent electrical equipment and wiring in the booth from burning due to the use of current exceeding the specified value (requested capacity), the main switch of the power supply in the booth shall be an earth leakage breaker with an overcurrent cut-off function to prevent leakage current accidents.

#### (5) Order of appropriate capacity (Current value)

- [1] Since the main switch operates by current, exhibitors are required to check the electrical capacity and rated current value of the lighting fixtures, motor, etc. to be used, and select an appropriate setting value.
- [2] If the current exceeds the set value, the circuit will automatically shut down. However, it can be restarted by removing the faulty part if the cause is an overload on the light fixture, motor, etc.
- [3] The same measure is effective in case of leakage current accident.

#### (6) Electricity supply fee

The official construction company will bill the electricity supply charge based on the electric capacity (current value) applied for. The electricity supply charge includes the primary trunk line electrical work to the main switch and the electricity usage fee.

##### 【100V AC Single-phase 2-line】

Current (A) set by current limiter	Rated Capacity (kW) Reference value	Amount to be charged
10	Up to 1.0	JPY 9,900
20	Up to 2.0	JPY 19,800
30	Up to 3.0	JPY 29,700

\* If a ground wire will be used, a separate fee of JPY 880 (tax included) is required. Please apply using “Form No. 12 Electricity Supply Order Form”.

**【200V】**

	200V AC Single-Phase 2-line		200V AC 3-phase 3-line	
Current (A) set by current limiter	Rated Capacity (kW) Reference value	Amount to be paid	Rated Capacity (kW) Reference value	Amount to be paid
20	Up to 4.0	JPY 49,500	Up to 4.5	JPY 49,500
30	Up to 6.0	JPY 55,000	Up to 6.3	JPY 55,000
40	Up to 8.0	JPY 60,500	Up to 8.2	JPY 60,500
50	Up to 10.0	JPY 66,000	Up to 12.0	JPY 66,000
60	Up to 12.0	JPY 71,500	Up to 13.4	JPY 71,500
75	Up to 15.0	JPY 78,100	Up to 15.7	JPY 78,100
100	Up to 20.0	JPY 84,700	Up to 23.2	JPY 84,700
125	Up to 25.0	JPY 91,300	Up to 30.0	JPY 91,300
150	Up to 30.0	JPY 97,900	Up to 37.5	JPY 97,900

\* Electric capacities beyond those listed above will be handled individually.

\* Please contact the secretariat for 100V AC Single-Phase 3-line

**(7) Payment**

Basically, payment should be made to the person in charge of the official construction company **on October 25, 2023 (Wednesday)** in cash (JPY) at the official construction company desk set up temporarily during the trade fair at the FOYER in the West Wing of the Techno Hall.

**Official Construction Company**

Rent All Toyama (Mr. Miura) (Japanese only)

TEL: +81-76-411-8644 (weekdays 9:00 to 18:00)

E-mail: [mono2023@ratoyama.com](mailto:mono2023@ratoyama.com)

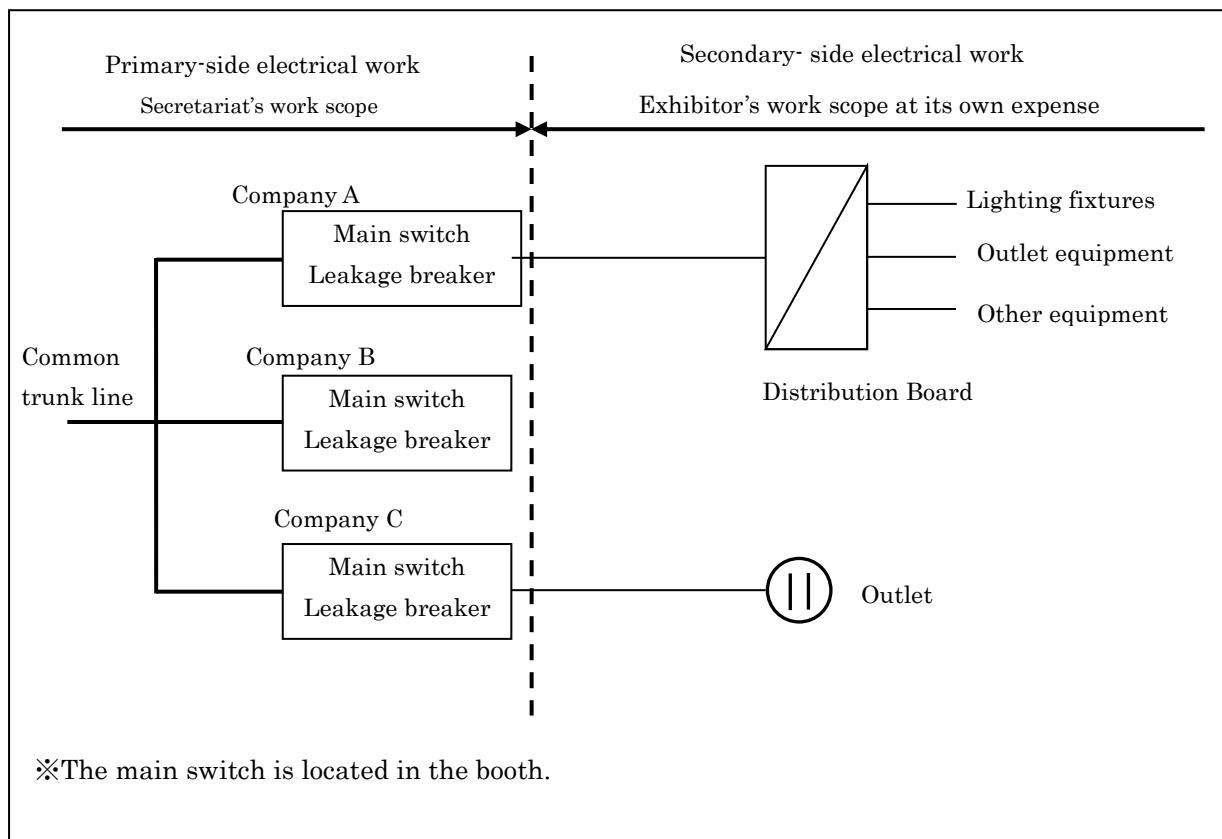
**(8) Electric work in the booth**

The secretariat will arrange to install a supply line to the booth based on the electric capacity (current value) according to the order form submitted by the exhibitor. This is the primary side electrical work up to the main switch to be installed in the booth. Secondary electrical work beyond the main switch is not included.

All the secondary electrical work in the booth beyond the main switch should be done and paid by the exhibitors. However, the secondary electrical work for the outlet in the rental packaged booth, and that for the lighting fixtures or an electric outlet selected from the rental fixture list are included in the cost. Only approved electrical work contractors are allowed to carry out electrical work for the booths. Please enter the information about the contractor in “**Form No. 12 Electricity Supply Order Form**” and submit it to the secretariat.

All electrical work to be carry out by exhibitors in their booths must be completed no later than the day before the trade fair.





### (9) Inspection

In order to prevent electrical accidents, the official construction company will inspect the electrical equipment in the booth and its performance status at any time. If any defects are found, the exhibitor will be instructed to correct them immediately. In such cases, the power supply will be disconnected for safety until the work is completed.

### (10) Power supply to booths

- [1] Power will be supplied sequentially from the afternoon of October 25 (Wednesday) after each booth has been inspected. Power will be turned off at 5:00 pm on October 28 (Saturday).  
During the trade fair, power will be available from 9:30 am to 5:30 pm. Please be sure to turn off the main switch installed in your booth when you leave the trade fair.
- [2] Temporary power supply during move-in/move-out  
If you need to assemble, adjust, or disassemble machinery outside of the power supply hours, the power supply will be provided with an additional charge of JPY 3,300. Please submit **“Form No. 12 Electricity Supply Order Form”**.
- [3] Exhibitors who require 24-hour power supply must notify the secretariat in advance by submitting **“Form No. 12 Electricity Supply Order Form”**. the power supply will be provided with an additional charge of JPY 3,300 (tax included). In this case, please submit **“Blueprint of Booth Decoration (Free Format)”** so that equipment required to be charged for 24-hours will be clarified.

### (11) Staggered Operation

If unavoidable due to the power situation, exhibitors may be asked to stagger the operation time of the machine demonstration.

### (12) Protection devices checkup

The organizer will not be liable for any damage to exhibits caused by power failure or voltage drop due to power supply malfunction or accident. Exhibitors are responsible for providing adequate protective devices as necessary. Exhibitors are also responsible for providing adequate protective devices as necessary for exhibits that can only be demonstrated at a constant voltage and frequency.

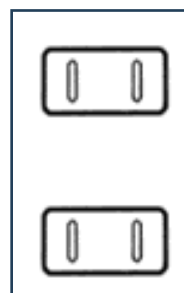
### (13) Safety measures

- [1] Exhibitors or contractors for electrical work must be the ones designated by a public authority. Electricians are required to carry their license under the Electrical Installation Law at all times while working. Work will be stopped if the worker is engaged in the work without a license or without carrying it.
- [2] When fluorescent lamps, incandescent lamps, or other lighting fixtures are used for decorative purposes in internally illuminated systems, non-combustible materials with a fire protection design shall be used.
- [3] When performing electrical work, take all possible precautions to prevent personal injury, property damage, fire, and other accidents. In particular, take precautions against electric shock.
- [4] Lamps, resistors, and other heat-generating devices should be installed away from combustible materials.
- [5] Exposure of charging parts such as lamps, sockets, etc., and installation of spotlights in fixed positions in the aisles is very dangerous. Please ensure to avoid that kind of installation.
- [6] It is very dangerous if the intense light of a spotlight enters the eyes of visitors. Please make sure that such a situation does not occur.
- [7] Please make sure that cables are not laid under the exhibits or decorations.
- [8] The use of high-pressure mercury lamps and neon lights for decoration is prohibited.
- [9] For electrical wiring from the main switch of the booth to exhibits and decorations, you must use crimp terminals or sockets. Direct connection of bare wires is prohibited. Extension by taping is also prohibited.
- [10] The use of damaged electrical equipment is prohibited.
- [11] Use of transformers may cause trouble. If you wish to use a transformer, please submit **“Form No. 12. Electricity Supply Order Form”** and **“Blueprint for Booth Decoration (Free Format)”**.

### (14) Outlet Shape

Electrical outlets, as shown in the illustration below, will be provided in joint booths and rental packaged booths of Shell Scheme Booths. If exhibitors are using electrical equipment in their booth, please prepare transformers and power plugs that match this shape and standard, if necessary.

**100 V**  
**60 Hz**



## 11. Communication Line

### (1) Telephone

During the trade fair period, it is not possible to contact exhibitors using the landline telephone in the Toyama Techno Hall.

Overseas exhibitors are advised to make their own arrangements in advance for a mobile phone that can be used in Japan.

### (2) FAX line

The FAX machine at the management office of Toyama Techno Hall is not open to exhibitors.

### (3) Internet connection

Free Wi-Fi is available in the venue. The detailed information will be provided later.

## 12. Water Supply and Drainage

### (1) Use of water supply and drainage

[1] Water supply and drainage outlets are located only located in limited areas (in the pits) within the venue, so please kindly understand that the booth locations will be limited.

[2] If a large amount of water supply/drainage or water pressure is required, we may not be able to accommodate your request. Please thoroughly check with the official construction company at the time of application.

[3] It is prohibited to pour sewage directly into the drain.

### (2) Water supply and drainage work

[1] Although there are water supply and drainage ports in the exhibition hall, it is prohibited to run pipes inside other exhibitors' booths.

[2] The official construction company will install the pipes from the outlet to your booth, and all costs will be borne by the exhibitor.

### (3) Restrictions on use

In the event of water supply restrictions due to natural disasters or breakdowns in water supply facilities, the Organizer may restrict the use of water.

### (4) Supply period

Water supply and drainage to the booths will be from 1:00 pm on October 25 (Wednesday) to 4:00 pm on October 28 (Saturday)

### (5) Protective devices

It is the exhibitor's responsibility to install protective devices if it is feared that water outages, changes in water pressure, etc. will interfere with the demonstration or damage the exhibits. The Organizer will not be responsible.

### (6) Restoration to original condition

If water pollution is detected by the relevant authorities, the exhibitor is responsible for restoring it to its original state. The Organizer will not be responsible.

## 13. Handling of Fire and Hazardous Materials

### (1) Fire and hazardous materials

The use of fire and the bringing in of hazardous materials (oils, gases, flames, etc.) are prohibited in the Techno Hall in accordance with the provisions of the Fire Defense Law. Please contact the secretariat if this is unavoidable due to demonstrations of exhibits.

### (2) Handling of lubricating oil and other oils

Since there is no place to dispose of lubricating oil at the venue, exhibitors are responsible for their own disposal.

## 14. Hall Management

### (1) Security and accident prevention

- 【1】 The Organizer will not be responsible for any accident such as theft, loss, fire or personal injury that may occur in the exhibitors' booth. Exhibitors are requested to take sufficient preventive measures on their own responsibility. In particular, when demonstrating exhibits, please take measures to prevent danger to visitors. We recommend that you take out insurance to cover any unforeseen accidents. (Exhibitors are responsible for selecting and applying for insurance.)
- 【2】 In case of any accident, please report it to the secretariat immediately.
- 【3】 Please do not place exhibits or other preparations, empty boxes, or other obstructions near the entrances and exits of booths, emergency exits and emergency aisles of the venue.
- 【4】 The Organizer will occasionally patrol the venue to ensure general safety and may ask exhibitors to correct any abnormalities it finds.

### (2) Exhibitor Pass

Exhibitor pass will be issued at the exhibitor reception desk on the day before the trade fair opens (October 25).

- 【1】 Exhibitor pass should be worn on your chest or in a visible place when entering the exhibition hall during the move-in and throughout the trade fair period.
- 【2】 Exhibitor pass can also be obtained at the exhibitor reception desk during the fair.

### (3) Overtime Work

Exhibitors who have an unavoidable need to work outside of the specified working hours, please submit the "Form for Overtime Work Hour" to notify the official construction company (at the desk temporarily set up during the trade fair) at least one hour prior to the designated leaving time. This is an emergency measure and overtime work may not be permitted.

\* The necessary expenses such as venue rental, management, security, etc. incurred due to overtime work will be invoiced in an amount equally divided among the exhibitors of each hall.

### (4) Photography and Videography

Photography and videography are not permitted in the exhibition hall without the permission of the exhibitor or the secretariat. However, if the secretariat takes photographs or videos for recording purposes, or if the media takes photographs or videos after clearly identifying themselves, we ask for your cooperation as much as possible.

**(5) Schedule Changes and Cancellation of the Fair**

The organizer may cancel or suspend the trade fair if it is deemed difficult to hold or continue the trade fair due to natural disasters, epidemics, and other force majeure.

**(6) Smoking areas**

Smoking is prohibited in all areas of the exhibition hall. Please smoke in the designated areas outside the hall. Littering or leaving cigarette butts outside is strictly prohibited.

Please check the layout drawing for the designated smoking areas.

**(7) Demonstration of exhibits**

Exhibitors may demonstrate their exhibits in their booths or in designated areas. However, demonstrations must be conducted in a safe manner and must not cause any inconvenience to others. Exhibitors shall bear full responsibility for any damage to persons or property, fire, etc. caused by demonstrations.

- 【1】 The organizer may request the exhibitor to limit or cancel the demonstration if other exhibitors complain about the demonstration.
- 【2】 Exhibitors are responsible for the disposal of waste materials such as swarf, shavings, cutting oil, etc. generated by their demonstrations. If this is not possible due to unavoidable reasons, please contact the secretariat and follow its instructions.

**(8) Distribution and sales of exhibits**

Exhibits may be sold and materials, catalogs, and samples may be distributed free of charge in the booth. Exhibitors who wish to sell their exhibits must download **“Form No.7 Notice to Sell Exhibition Items”** from the website, fill it out, and submit it to us by August 31, 2023 (Thursday). However, the following conditions apply:

- 【1】 Please notify the secretariat in advance of items to be sold.
- 【2】 Distribution and sales are limited to items that can be carried by hand.
- 【3】 Exhibitors are requested to distribute or sell items in their own booths.
- 【4】 Please do not distribute or sell all the exhibits. Please keep some for display during the trade fair.
- 【5】 If distribution or sales cause significant disruption to the surrounding booths or aisles, the organizer may request a time limit or cancellation of the event.
- 【6】 Overseas exhibitors are responsible for confirming in advance that the products they are selling are in compliance with the regulations in Japan. The Organizer is not responsible for any penalties incurred under Japanese law as a result of the sale of restricted items. In addition, please ensure that any items you plan to distribute or sell are declared for importation at customs.

## 15. Documents for Visa Application to Enter Japan

For exhibitors who participate the trade fair under the coordination of the representative organization and need to apply for the visa to enter Japan for short-term business purpose, etc. in advance, Toyama Prefectural Government of Japan, the organizer of the trade fair can issue the required documents such as Reason for Invitation, Schedule in Japan, Letter of Guarantee, etc.

Exhibitors who meet the above conditions and wish to have the documents issued are required to submit **“Form No.13 List of Travelers” and “Form No.14 Itinerary”**. Please download the forms from the official website, fill them out, and submit them to the representative organization.

The representative organizations are required to confirm the **“Form No.13 List of Travelers” and “Form No.14 Itinerary”** submitted by the participating exhibitors, sign **“Form No. 15 Letter of Commitment”**, and submit them together to the secretariat by August 31, 2023 (Thursday).

Please note: The above is not applied to companies who individually participate in the trade fair.

### (1) Documents to be submitted

- [1] Form No.13 List of Travelers
- [2] Form No.14 Itinerary
- [3] Form No.15 Letter of Commitment

### (2) Deadline: August 31, 2023 (Thursday)

### (3) Notes:

- [1] The Toyama Prefectural Government of Japan issues the documents such as Letter of guarantee, the number of invitations is, in principle, up to 3 per exhibitor company / organization. If you wish to send 4 people or more, please contact the secretariat separately in writing, stating the reason by email or fax beforehand. In addition, people from each exhibitor company /organization must be the ones who can explain their exhibits.
- [2] During your stay in Japan, the representative organization must be responsible for ensuring that all travelers listed follow the “Itinerary” accordingly. Please note that in the past, there were people who did not follow the schedule submitted to us. If that happens, you may be forced to return home. In addition, we do not accept any plans to leave the venue during the Trade Fair (until 4:00pm on October 28, 2023).
- [3] For the purpose of issuing Letter of guarantee, The Toyama Prefectural Government of Japan asks Representative organization of each county booth to submit **“Form No. 15 Letter of Commitment”**
- [4] When applying for a visa, if it is necessary to obtain the permission of the relevant organization in the exhibitor country in advance, be sure to obtain the permission of the relevant organization and after that send the required documents to the organizer.
- [5] For other detailed information regarding visa application, please visit the website of the Japan embassy/consulate in your country.

### [Relevant websites]

Ministry of Foreign Affairs of Japan: [https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)

Embassy of Japan in...

China: [https://www.cn.emb-japan.go.jp/consular\\_j/visa\\_tankishoyo\\_j.htm](https://www.cn.emb-japan.go.jp/consular_j/visa_tankishoyo_j.htm)

India: [https://www.in.emb-japan.go.jp/itpr\\_en/Visa.html](https://www.in.emb-japan.go.jp/itpr_en/Visa.html)

Mongolia: [https://www.mn.emb-japan.go.jp/itprtop\\_mn/index.html](https://www.mn.emb-japan.go.jp/itprtop_mn/index.html)

Viet Nam: [https://www.vn.emb-japan.go.jp/itprtop\\_vi/index.html](https://www.vn.emb-japan.go.jp/itprtop_vi/index.html)

Please note: The invitation letters will not be reissued, so please avoid changes in the number and names of the people and itinerary (such as hotels). We ask for your cooperation so that exhibitors from each company can have a safe trip to Japan.

## 16. List of Participants

Exhibitors who do not need to apply for a visa to enter Japan or exhibitors participating from Japan are requested to download “**Form No. 16 List of Participants**” from the official website for overseas exhibitors, fill it out, and submit it to the secretariat by August 31, 2023 (Thursday).

## 17. Arrangement of interpreter

The secretariat will arrange interpreters during the trade fair for the exhibitors who mentioned “Necessary”. This interpreter service is for your business meetings with visitors coming to your booth.

## 18. Arrangement of Business Meetings

### (1) Pre-arranged business meetings

Overseas exhibitors wishing to have business meetings with Japanese exhibitors during the trade fair, T-Messe 2023, may apply in advance for business meetings. If you wish to apply, please download “**Pre-arranged Business Meeting Application Form**” from the official website, fill it in, and submit it **by August 31, 2023 (Thursday)**.

Please note that we may not be able to accept your request if there are too many applicants or if a counterparty exhibitor declines.

The result of the business meeting reservation will be notified by mid-October.

### (2) Others

If you would like to invite your Japanese business partners or other Japanese companies to this trade fair, please let the secretariat know. We will send them brochures. However, we do not guarantee their attendance at the trade fair.

In addition to (1) above, we are planning to hold a business meeting to which domestic buyers will be invited. Details will be announced separately on the website.

## 19. Application for Presentation

Exhibitors can make a presentation of their products at a special location in the exhibition hall.

If you would like to make a presentation, please download “**Form No.5 Presentation Application**” from the website, fill it out and send it to us by August 10 (Thursday).

\*If the number of applications exceeds the capacity, a random lottery will be held.

### (1) Date, Time, and Location

#### 【1】 Date and Time:

Presenters will be assigned a 30-minute slot within the following dates and times.

Thursday, October 26, 10:45am – 4:30pm (eight exhibitors including Japanese and overseas)

Friday, October 27, 10:45am – 4:30pm (eight exhibitors including Japanese and overseas)

#### 【2】 Location: Presentation Corner

### (2) Equipment to be provided by the organizer

【1】 Simple shielding around the presentation corner.

【2】 Screen, projector, connecting cable between PC and projector, pointer, microphone, desk, chairs for audience (about 30 seats)

### (3) Items to be prepared by the presenter

【1】 PC, handout materials

【2】 Electronic data for PowerPoint presentation, etc. (SD card or USB memory stick)

【3】 If you need external output such as background music from a PC, please bring speakers and connecting equipment.

【4】 Please bring your own interpreter if needed. Interpreters stationed at booths will not be available for presentations (they will only interpret conversations at booths).

### (4) Presentation Fee

The fee for one 30-min presentation is JPY 11,000 (tax included).

### (5) Payment

Please make payment together with the exhibition fee by September 29, 2023 (Friday)



## 20. Exhibitor Directory on the Official Website

The information provided by the exhibitors in the application forms for the trade fair will be listed in the exhibitor directory on the official website free of charge.

## 21. Banner Ads on the Official Website

If your company wishes to place a banner ad on the official website of T-Messe 2023 (<https://www.toyama-tmesse.ep>), please follow the steps below.

### (1) Advertising Rates and Sizes

Location of Banner Ad Placement	Rates and Sizes
Official Website Homepage	JPY 33,000 (tax included) ▶ W370 x H80 (px)

【Image of banner ads on the homepage of T-Messe 2023 Official Website】



Ad Size W 370 x H 80 (px)

### (2) Image file requirements

Please submit an image file that is ready to be uploaded to the website.  
Recommended file formats are ai, epsai, or high resolution png or jpg.

### (3) Application

Please download “**Form No.6 Banner Ads on Official Website**” from the website for overseas exhibitors, fill it out and submit it to us by Aug 10, 2023 (Thursday).

### (4) Payment

Please make payment together with the exhibition fee by September 29, 2023 (Friday).

## 22. Publicity and Advertisement

The secretariat will advertise the trade fair to make it widely known and to attract more visitors. We also strongly expect a synergy effect from the cooperation of exhibitors. We would be grateful if you could inform your customers about the trade fair.

### (1) Publicity and Advertising Activities of the Organizer

Every time the trade fair is held, it will be covered by TV, radio, newspapers, etc. On the other hand, the organizer plans our own publicity campaign as follows:

- ① We will send invitations and posters to the corporate members of the organizer's constituent organizations.
- ② Invitations and posters will be sent to related parties in the Hokuriku region and other prefectures through Japan to inform their member companies of the event.
- ③ Invitations and posters will be sent to publishers of local newspapers, national newspapers, and trade journals through the Toyama Prefectural Government Press Club.
- ④ We plan to broadcast information about the trade fair on TV and radio before the event.

### (2) Media Coverage

- ① The secretariat will provide highlight information to the press visiting the trade fair to cover the fair.
- ② Exhibitors are kindly requested to cooperate with the press coverage during the trade fair.

### (3) Official website

We will provide information through the Internet. We will introduce exhibitors and provide various information on our official website.

### (4) Social media

Event information and updates will be posted on the following SNS accounts from time to time. Please follows and share.

【T-Messe SNS Official accounts:】

(Facebook) <https://www.facebook.com/t.messe2023>

(twitter) <https://twitter.com/TMesse2023>

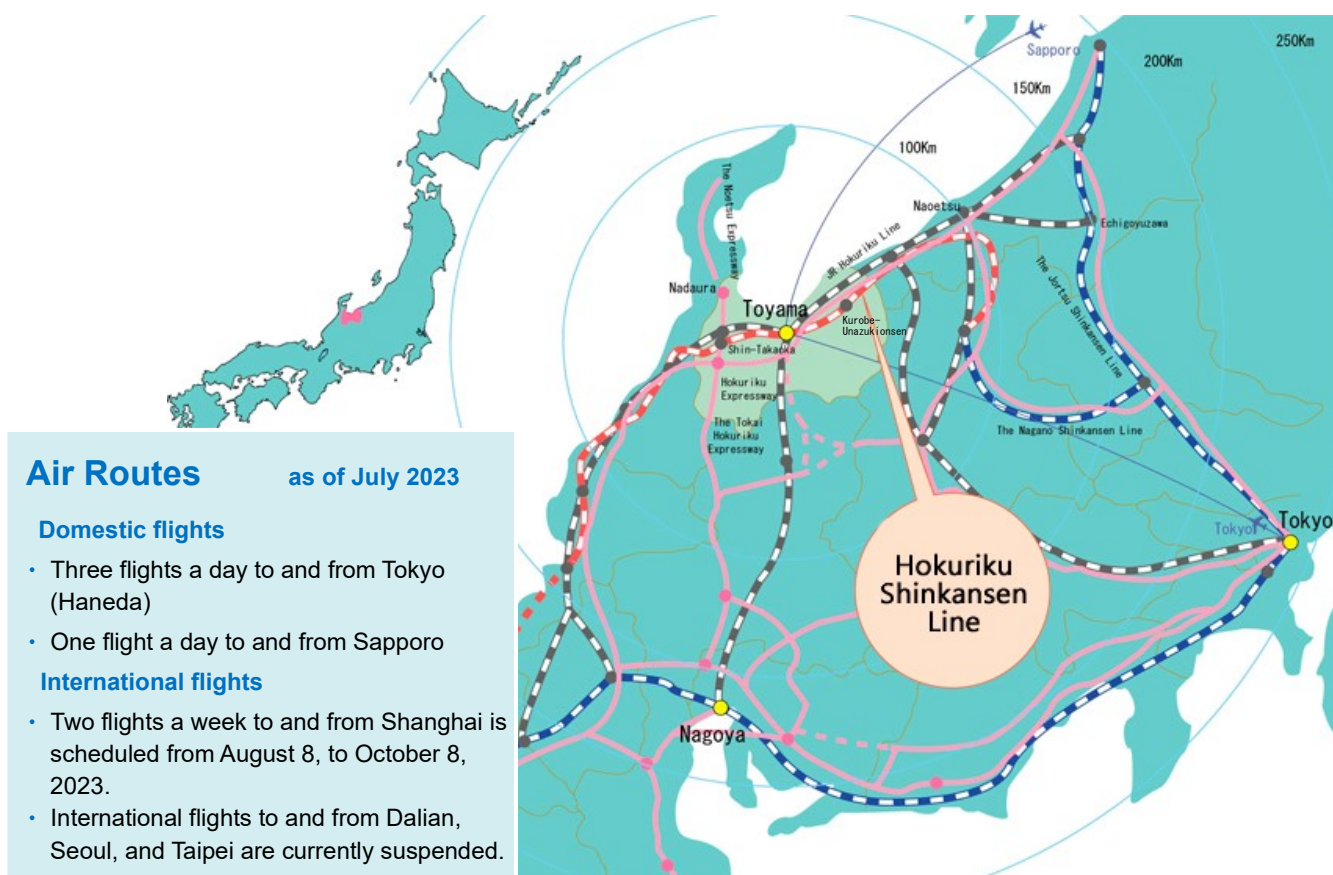
### (5) Distribution of brochures

The secretariat will send the brochures of T-Messe 2023 to the exhibitors who wish to distribute them. Please let the secretariat know the number of brochures you wish.

Please note: The brochures available are in Japanese only.

## 23. Access to Toyama

### (1) Map of Central Japan



### (2) Transportation to Toyama from major cities in Japan

(As of July 2023)

Departed from	Transportation	Time required
Tokyo	【JR】 Hokuriku Shinkansen (Tokyo—Toyama)	2 Hrs. 5 Min. at the fastest
	【Air (ANA)】 Haneda Airport—Toyama Airport (3 flights a day)	60 Min.
Osaka	【JR】 Limited Express "THUNDERBIRD" (Osaka—Kanazawa)— Hokuriku Shinkansen (Kanazawa—Toyama)	3 Hrs. 10 Min.
Nagoya	【JR】 Tokaido Shinkansen "HIKARI" (Nagoya—Maibara)— Limited Express "SHIRASAGI" (Maibara—Kanazawa)— Hokuriku Shinkansen (Kanazawa—Toyama)	3 Hrs. at the fastest
	【JR】 Limited Express "HIDA" (Nagoya—Toyama)	3 Hrs. 50 Min.
Sapporo	【Air (ANA)】 Shin-Chitose Airport—Toyama Airport (1 flight a day)	90 Min.
Kanazawa	【JR】 Hokuriku Shinkansen (Kanazawa—Toyama)	22 Min.
Komatsu	【Bus & JR】 Komatsu Airport—Kanazawa Station (40Min. by Bus)— Hokuriku Shinkansen (Kanazawa—Toyama)	1 Hr. 10 Min.

## 24. Currency Exchange

Those who do not have any Japanese Yen should be sure to exchange money at the airport upon arrival in Japan. (Those who have a connecting flight in Japan are advised to exchange money at either Narita Airport or Haneda Airport, as there is no exchange facility at Toyama Airport.)

A currency exchange machine is available at the Tourist Information Center at JR Toyama Station.  
<https://smartexchange.jp/map/2667/>

Currencies Accepted: U.S. dollars, euros, Chinese yuan, Taiwanese dollars, Hong Kong dollars, Korean won, British pounds sterling, Singapore dollars, Australian dollars, Thai baht, Malaysian ringgit, Indonesian rupiah

(Cash advances are available at ATMs located in convenience stores, at Hokuriku Bank, and at Seven Bank by using credit cards that are compatible with overseas cash services.)

## 25. T-Messe Free Shuttle Bus

The T-Messe (Organizer) will provide free shuttle buses for overseas exhibitors as follows:

Routes operated \* might be changed

- (1) Wednesday, October 25, 2023 (Move-in period)  
Toyama Airport ⇔ Toyama Techno Hall ⇔ JR Toyama Station ⇔ Hotel
  
- (2) Thursday, October 26 through Saturday, October 28, 2023\*  
Hotel ⇔ Toyama Techno Hall  
\* Operated in the morning and the early evening
  
- (3) Saturday, October 28, 2023 (Move-out period)  
Toyama Techno Hall ⇔ Toyama Airport ⇔ JR Toyama Station

Please note:

Detail schedule will be informed later.

When a staff of the secretariat rides, please follow his/her instruction.

## 26. Exhibitor Reception

After arriving at Toyama Techno Hall on October 25, 2023, the day before the trade fair, please be sure to check in at the exhibitor reception desk in the hall before carrying in your exhibits and exhibiting.

Check-in hours: October 25 (Wednesday) 10:30 am - 6:00 pm

## 27. Main Events

### (1) Opening ceremony

On October 26 (Thursday) at 9:30am, the Welcome Reception is planned to be held at the Toyama Techno Hall. Your participation would be highly appreciated.

### (2) Keynote speech

On Thursday, October 26, Keynote Speech will be held in West Building.

Speaker: Mr. Toshiyuki Shiga, Chairman and CEO Member of the Board, INCJ, Ltd.

Pre-registration is required to attend. For further details, please refer to the official web site.

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

### (3) Seminars on “Status of overseas investment”

Seminars on the latest local information on investment, business environment, human resources, technical cooperation, etc. from countries and regions around the world at the venue (about 30 minutes per slot). The admission is free, but advance registration is required. Details will be informed separately on the official website.

### (4) Welcome reception

On October 26, Welcome Reception is scheduled to be held at Hotel Grand Terrace (on the fourth floor) around 6:30pm. The details about time and participation fee will be informed later.

Shuttle bus service from the Techno Hall will be available.

## 28. Exhibitor Questionnaire

The secretariat will conduct a questionnaire survey on business meetings and exhibiting during the trade fair. Your cooperation would be appreciated.

## 29. Food court/Box lunch

A place for exhibitors and visitors to have lunch or to take a break will be provided indoor and outdoor of the hall. 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

A food court for lunch and rest will be prepared.

### (2) Booking of box lunches in advance

Exhibitors who ordered box lunches in advance can get the box lunches in exchange for vouchers at the box lunch counter during 11:00am-13:00pm each day. Details will be informed later on the official website of the trade fair.

\*Please contact the secretariat for Halal and Vegetarian box lunches.

## 30. Useful information

We hope that following information will help you before or during the trade fair:

### (1) Websites for tourist information in Toyama

- ① Tourism Information in Toyama <https://www.info-toyama.com/>  
(Languages: Japanese/English/Chinese/Korean/Thai)
- ② TripAdvisor (Tour information in Toyama)  
[https://www.tripadvisor.jp/Tourism-g298125-Toyama\\_Prefecture\\_Hokuriku\\_Chubu-Vacations.html](https://www.tripadvisor.jp/Tourism-g298125-Toyama_Prefecture_Hokuriku_Chubu-Vacations.html)
- ③ Tateyama Kurobe Alpine Route (Official Guide)  
<https://www.alpen-route.com/index.php>  
(Languages: Japanese/Chinese/English/Korean/Thai, Vietnamese, Indonesian, German, French)
- ④ Kurobe Gorge Trolley Train <http://www.kurotetu.co.jp/>  
(Languages: Japanese/ English/Chinese/Korean/Thai)
- ⑤ Unazuki Hot spring (Kurobe) <https://www.kurobe-unazuki.jp/>  
(Languages: Japanese/English)
- ⑥ Takaoka Michishirube <https://www.takaoka.or.jp/>  
(Languages: Japanese/English/Chinese/Korean/ Portuguese)
- ⑦ Gokayama Official Travel Guide <https://gokayama-info.jp/>  
(Languages: Japanese/English)
- ⑧ Tabitabi Nanto <https://www.tabi-nanto.jp/>  
(Languages: Japanese/English)
- ⑨ TOYAMA NET <https://www.toyamashi-kankoukyoukai.jp/>  
(Languages: Japanese/ English/Chinese/Korean)

### (2) Hotel lists

【Japanese】 Hotel Information in Toyama City  
<https://toyama-cb.or.jp/hotels.html>  
<https://www.toyamashi-kankoukyoukai.jp/?tid=101024>

【English】 HOTEL INFORMATION in TOYAMA-SHI  
<https://toyama-cb.or.jp/en/accommodations.html>  
<https://www.toyamashi-kankoukyoukai.jp/en/accommdation/>

### (3) Others

- ① Japan Customs <http://www.customs.go.jp/> (Language: Japanese/ English)
- ② Free tram ticket (campaign by Toyama City Tourism Division)  
Tourists from overseas staying in Toyama City are eligible to receive a special coupon with two free-ride tickets attached. Ask at your accommodation's reception desk to receive one coupon per person. The free-ride tickets can be used on the "Portram", which travels from Toyama Station to the port area (Iwase), or the "Centram" that services the inner-city area, as well as other trams (City Tram). Please refer to the website below for more information.

#### Project to promote the use of regional transportation (Fare discount • Free ride project)

- 【Japanese】 <https://www.toyamashi-kankoukyoukai.jp/?tid=100856>  
【English】 <https://www.toyamashi-kankoukyoukai.jp/en/free-tickets/>  
【Simplified Chinese】 <https://www.toyamashi-kankoukyoukai.jp/cs/free-tickets/>  
【Traditional Chinese】 <https://www.toyamashi-kankoukyoukai.jp/ct/free-tickets/>  
【Korean】 <https://www.toyamashi-kankoukyoukai.jp/kr/free-tickets/>

## 31. Measures against COVID-19 Infection

### (1) Measures to be Implemented by all Parties

Toyama General Manufacturing Industry Trade Fair: T-Messe2023 abides by the guideline issued by central government, local government and venue, and is to implement following measures. (It may change according to the infection situation and other reasons.) We would like to ask for the cooperation of all persons entering the venue including visitors, exhibitors, organizer to prevent the spread of the virus.

- Measures to be implemented jointly (by visitors, exhibitors and Organizer)  
Use of hand sanitizers

### (2) Measures to be taken during the trade fair

#### [1] Countermeasures

- Inform all parties entering the venue to check body temperature and use of hand sanitizer.  
Set hand sanitizers in the venue.
- The layout is planned so that the exhibitors and visitors can avoid being crowded together.

#### [2] Precautions and requests

Please check your health condition before visiting the trade fair, and refrain from visiting if you have a fever or any other poor health condition.

Furthermore, please refer to the Cabinet Secretariat's "Basic infection control measures after the classification change under COVID 19 Act".

**Documents to be Submitted/Contact Info (the same table on p. 5)**

**32. List of Forms to be Submitted /Due Date / Contact Info for Inquiries**

**(1) List of forms to be submitted /Due date**

**Joint Booth Exhibitors**

Please download applicable forms shown below from the official website for overseas exhibitors and submit them to the Secretariat for Overseas Exhibitors by e-mail.

Submit to: [t.tradefair@tonio.or.jp](mailto:t.tradefair@tonio.or.jp)  
(the Secretariat of the T-Messe 2023 for Overseas Exhibitors)

Form No.	Names of documents	Due date	Relevant pages
No. 4	Exhibitor Information for Display Panel <b>[Mandatory]</b> * Please attach 3 image files	Aug. 10	p. 9
No. 5	Presentation Application	Aug. 10	p. 37
No. 6	Banner Ad on Official Website	Aug. 10	p. 38
No. 7	Notice to Sell Exhibition Items	Aug. 10	p. 34
–	Application Form for Business Meetings with Invited Japanese Buyers	Aug. 18	p. 36
–	Pre-arranged Business Meeting Application Form	Aug. 31	p. 36
No. 10	Rental Fixtures Order Form	Aug. 31	p. 9, pp. 18-21
No. 11	Notification of Loading/Unloading	Aug. 31	pp. 22-25
No. 12	Electricity Supply Order Form	Aug. 31	p. 9, p. 18, pp. 27-31
Free format	Blueprint of Electrical Installation	Aug. 31	p. 17, p. 27
No. 13	List of Travelers (for visa application)	Aug. 31	p. 35
No. 14	Itinerary (for visa application)	Aug. 31	p. 35
No. 15	Letter of Commitment (for Representative Organization)	Aug. 31	p. 35
No. 16	List of Participants (who do not need visa application)	Aug. 31	p. 36

**Standard Booth Exhibitors**

Submit to: [t.tradefair@tonio.or.jp](mailto:t.tradefair@tonio.or.jp)  
(the Secretariat of the T-Messe 2023 for Overseas Exhibitors)

Form No.	Names of documents	Due date	Relevant pages
No. 5	Presentation Application	Aug. 10	p. 37
No. 6	Banner Ad on Official Website	Aug. 10	p. 38

(Continued to the next page)



(Continued)

No. 7	Notice to Sell Exhibition Items	Aug.10	p. 34
–	Application Form for Business Meetings with Invited Japanese Buyers	Aug. 18	p. 36
–	Pre-arranged Business Meeting Application Form	Aug. 31	p. 36
No. 8	Notification of Booth Decorations [Mandatory]	Aug. 31	p. 11, p. 13
Free format	Blueprint of Booth Decoration	Aug. 31	p. 11, p.30, p. 31
No. 9	Pre-packaged Rental Fixtures Order Form	Aug. 31	p. 7, p. 17
No. 10	Rental Fixtures Order Form	Aug. 31	p. 9, pp. 18-21
No. 11	Notification of Loading/Unloading	Aug. 31	pp. 22-25
No. 12	Electricity Supply Order Form	Aug. 31	p. 9, p. 18, pp. 27-31
Free format	Blueprint of Electrical Installation	Aug. 31	p. 17, p. 27
No. 13	List of Travelers (for visa application)	Aug. 31	p. 35
No. 14	Itinerary (for visa application)	Aug. 31	p. 35
No. 16	List of Participants (who do not need visa application)	Aug. 31	p. 36

**(2) Secretariat of “Toyama General Manufacturing Industry Trade Fair 2023”**

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

Toyama New Industry Organization (TONIO) Asia Business Promotion Center

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

Phone: +81-76-432-1321 FAX: +81-76-432-1326 E-mail: [t.tradefair@tonio.or.jp](mailto:t.tradefair@tonio.or.jp)

**(3) Official Construction Company**

Rent All Toyama (Mr. Miura) (Japanese only)

TEL: +81-76-411-8644 (weekdays 9:00 to 18:00)

E-mail: [mono2023@ratoyama.com](mailto:mono2023@ratoyama.com)