



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

Official Website

Japanese : www.toyama-tmesse.jp/tradefair/jpn

English : www.toyama-tmesse.jp/tradefair/eng

Simplified Chinese: www.toyama-tmesse.jp/tradefair/cn

Traditional Chinese: www.toyama-tmesse.jp/tradefair/tw

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1. Outline

- Exhibition Title: T-Messe 2025 Toyama General Manufacturing Industry Trade Fair
- Dates: Thursday, October 30 – Saturday, November 1, 2025 (three days)
- Objectives: This exhibition promotes economic exchange with Japan and other countries by showcasing Toyama's excellent manufacturing products and technologies. It will also serve as a platform for presenting the direction of new industries that utilize digital technology and other innovative technologies. The event also aims to arouse students' interest in the prefecture's manufacturing industry, cultivate a manufacturing mindset, and secure manufacturing human resources.
- Organized by T-Messe 2025 Toyama General Manufacturing Industry Trade Fair Executive Committee

[Affiliated Bodies]

Toyama Prefectural Government, The Federation of Toyama Prefectural Chambers of Commerce and Industry, The Toyama Chamber of Commerce and Industry, The Takaoka Chamber of Commerce and Industry, Toyama Prefectural Federation of Societies of Commerce and Industry, Toyama Federation of Small Business Associations, Toyama 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)

- 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

- Website <https://www.toyama-tmesse.jp>
Website for overseas exhibitors: <https://www.toyama-tmesse.jp/tradefair/jpn>

2. Venue

(1) Transportation Information / Access

Toyama Techno Hall

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

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



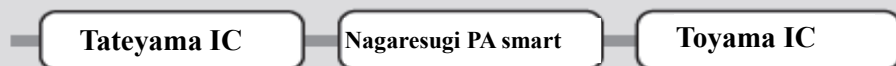
1. From the exit of Toyama IC Hokuriku Expressway

▶ From Kanazawa area



Approx.
10 min.

▶ From Niigata area



Approx.
10 min.

2. From Toyama Station

▶ Shuttle Bus (Please refer to the website for details)



Approx.
20 min.

▶ Tax (approx. JPY3,600)



Approx.
20 min.

3. From Toyama Airport

▶ Shuttle Bus (Please refer to the website for details)



Approx.
5 min.

▶ Tax (approx. JPY620)



Approx.
5 min.

▶ By foot



Approx.
14 min.

Techno Hall

(2) Venue

East Wing

- Exhibition
- Seminars, Presentations
- Meeting with Invited Japanese Buyers
- Meeting with Invited Overseas Buyers
- Science Manufacturing Classroom
- Mini Drone Programming Experience Class

West Wing

- Exhibition
- Main Stage
- DX Experience Corner (tentative name)



West Wing Foyer

- Entrance
- Reception
- Opening Ceremony

3. Exhibit Application Procedures

(1) Documents to be Submitted

Exhibitors are required to complete various application procedures by the due date. Please download the necessary forms from the **download page for Overseas Exhibitors** on the official website, complete them, and send them to the secretariat via email accordingly.

Download pages:

Japanese: <https://www.toyama-tmesse.jp/tradefair/jpn/news/108>

English: <https://www.toyama-tmesse.jp/tradefair/eng/news/108>

Simplified Chinese: <https://www.toyama-tmesse.jp/tradefair/cn/news/108>

Traditional Chinese: <https://www.toyama-tmesse.jp/tradefair/tw/news/108>

Documents to be submitted by Joint Booth Exhibitors

Please download the 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

(The Secretariat of the T-Messe 2025 for Overseas Exhibitors)

Form No.	Names of documents	Due date	Relevant pages
No. 4	Exhibitor Information for Display Panel [Mandatory] *Please attach 3 image files	Aug. 1	P. 8
No. 5	Presentation Application	Aug. 8	P. 36
No. 6	Banner Ad on the Official Website	Aug. 8	P. 37
No. 7	Notice to Sell Exhibition Items	Aug. 8	P. 33
—	Application Form for Business Meeting with Invited Japanese Buyers	Aug. 29	P. 35
—	Pre-arranged Business Meeting Application Form	Aug. 29	P. 35
No. 10	Rental Fixtures Order Form	Aug. 29	P. 8, 15-18, 22
No. 11	Notification of Vehicle in the Building	Aug. 29	P. 21-24
No. 12	Electricity Supply Order Form	Aug. 29	P. 8, 16, 26-30
Free format	Blueprint of Electrical Installation	Sep. 19	P. 15, 26-30
No. 13	List of Travelers (for visa application)	Aug. 29	P. 34
No. 14	Itinerary (for visa application)	Aug. 29	P. 34
No. 15	Letter of Commitment (for Representative Organization)	Aug. 29	P. 34
No. 16	List of Participants (who do not need a visa application)	Aug. 29	P. 35

Documents to be submitted by Standard Booth ExhibitorsSubmit to: t.tradefair@tonio.or.jp

(The Secretariat of the T-Messe 2025 for Overseas Exhibitors)

Form No.	Names of documents	Due date	Relevant pages
No. 5	Presentation Application	Aug. 8	P. 36
No. 6	Banner Ad on the Official Website	Aug. 8	P. 37
No. 7	Notice to Sell Exhibition Items	Aug. 8	P. 33
–	Application Form for Business Meeting with Invited Japanese Buyers	Aug. 29	P. 35
–	Pre-arranged Business Meeting Application Form	Aug. 29	P. 35
No. 8	Notification of Booth Decoration [Mandatory]	Aug. 29	P. 10, 12
Free format	Blueprint of Booth Decoration	Sep. 19	P. 10
No. 9	Rental Packaged Booth Order Form	Aug. 29	P. 14-15
No. 10	Rental Fixtures Order Form	Aug. 29	P. 8, 15-18, 22
No. 11	Notification of Vehicle in the Building	Aug. 29	P. 21-24
No. 12	Electricity Supply Order Form	Aug. 29	P. 8, 16, 26-30
Free format	Blueprint of Electrical Installation	Sep. 19	P. 15, 26-30
No. 13	List of Travelers (for visa application)	Aug. 29	P. 34
No. 14	Itinerary (for visa application)	Aug. 29	P. 34
No. 16	List of Participants (who do not need a visa application)	Aug. 29	P. 35

(2) Payment of the Exhibition Fee

[1] Due date: September 30, 2025 (Tuesday)

[2] Payment method: We will issue an invoice via email, and the only acceptable payment method is a bank transfer in Japanese yen. If payment is not received by the due date, the reservation will be considered canceled, and the applicable cancellation fee will be applied.

The following fees will be charged concurrently with the exhibition fee. Cancellation fees will be handled in the same manner as the exhibition fee.

- Rental packaged booth fee
- Rental equipment fee
- Electricity fee
- Website advertisement fee
- Presentation/seminar fee (Free of charge for overseas investment environment seminars by government agencies (see P. 41))

*Exhibitors are responsible for bank transfer fees, such as transfer fees and foreign remittance fees.

*After the bank transfer is completed, please write your company name on the transfer form and send it by email to the following address so that the secretariat can confirm the transfer.

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

E-mail: t.tradefair@tonio.or.jp

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 30, 2025, we will not accept any changes to the number of booths. If you need to cancel your application and presentation/seminar, the following cancellation fee will apply.

Cancellation fee

Time of receipt of cancellation by the secretariat	Cancellation fee
From Application Completion Date to August 29, 2025	0% of the exhibition fee
From August 30 to September 30, 2025	50% of the exhibition fee
After October 1, 2025	100% of the exhibition fee

4. Joint Booth

(1) Joint Booth

- [1] In this type, a coalition of government agencies, investment promotion organizations, and companies from each country or region rents a single space to exhibit. Overseas exhibitors are qualified to exhibit at a special rate of JPY 50,000 (tax included) on the condition that a government agency or other organization acts as a representative and organizes the exhibiting group or company.
- [2] 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, a spotlight, one electric socket with two outlets for each company, and tables and chairs for meetings. Exhibitors are responsible for arranging decorations beyond the basic ones.
- [3] 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. The 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



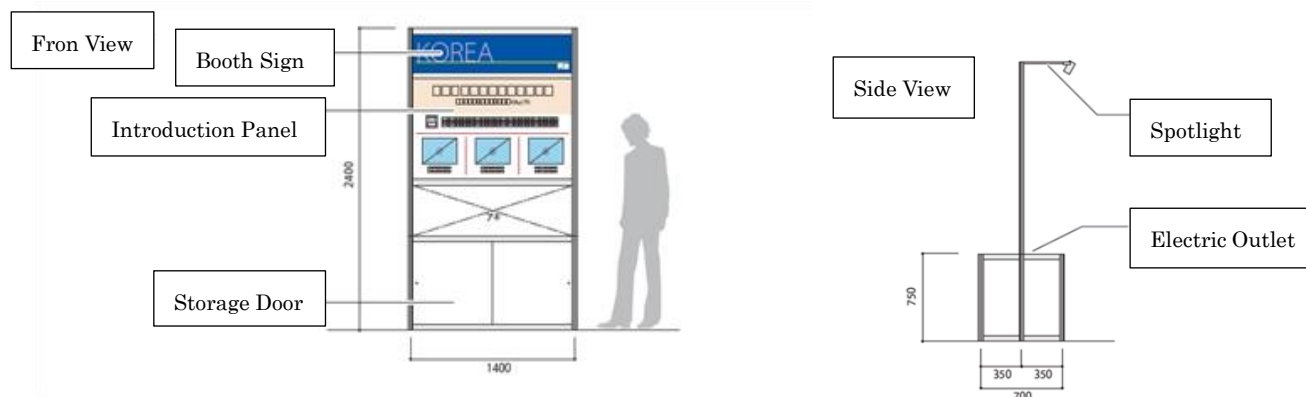
(2) Display Table and Panel in Joint Booth

- [1] 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 a display table and a panel.

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

* The specification may be subject to change.



[2] Display panel (Company introduction)

A company introduction will be printed on the display panel in a basic format (company name, company profile, photos, and caption) at no additional charge.

All exhibitors participating in a Joint Booth are required to prepare the relevant content for their company's panel. Please download **Form No. 4, "Exhibitor Information for Display Panel"**, fill it out, and submit it to us with image files by August 1, 2025 (Friday), by email.

Precautions when using a display panel are the same as those for Standard Booths. Please refer to "Decoration of Shell Scheme Booth" on P. 11.

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

Company Information for Display Panel (Basic format)

The diagram illustrates the layout of the Company Information for Display Panel (Basic format). It is a rectangular panel with a red border. The layout is divided into several sections:

- Country:** A red box at the top right, connected by a red arrow to a row of small squares in the top right corner of the panel.
- Company Name:** A red box on the right, connected by a red arrow to a row of small squares in the top left corner of the panel.
- Company Introduction:** A red box on the right, connected by a red arrow to a large rectangular area in the middle of the panel. This area contains a small black box with the text "企業の特徴" (Company Features) and a large area of small squares for text.
- 3 Images:** A red box on the right, connected by a red arrow to three blue rectangular areas at the bottom of the panel. Each area contains a diagonal line with a circled number (1, 2, and 3 respectively).
- Captions for images:** A red box on the right, connected by a red arrow to three small rectangular areas at the bottom of the panel, each corresponding to one of the three images.

At the bottom right of the panel, the text "SIZE : W950×H800" is displayed.

* The specification may be subject to change.

[3] 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 "Prohibitions" on P. 11 and "Height limitation of decorations" on P. 12 in the Standard Booths section for precautions.

(3) Electric Outlets

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

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

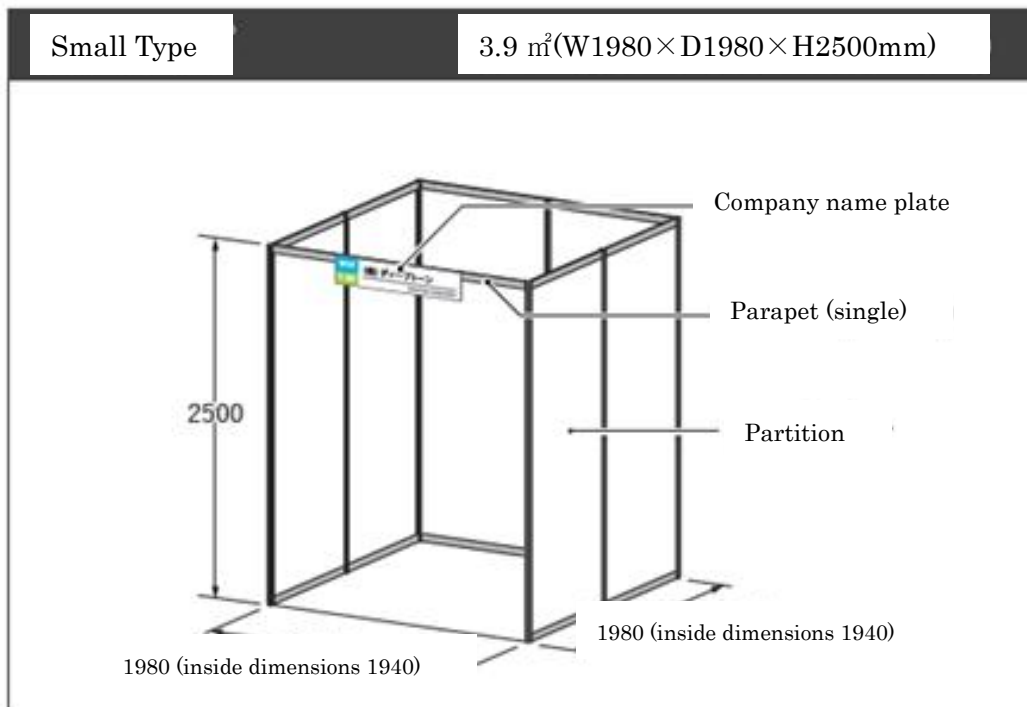
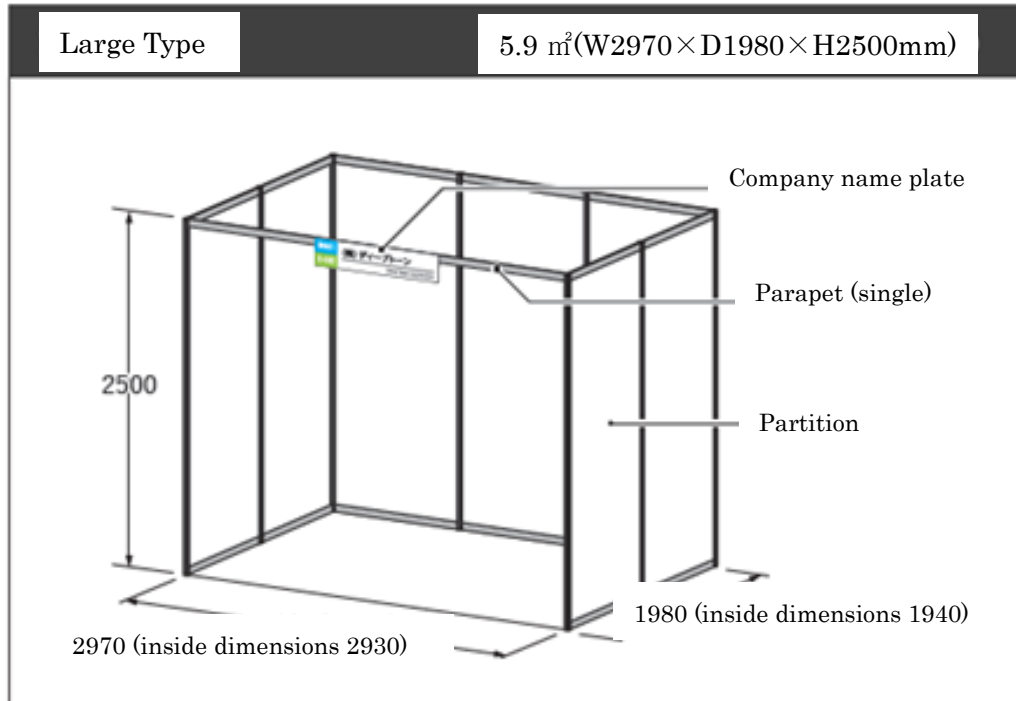
*If you wish to use more than 100V 300W, please consult with the secretariat in advance. An additional charge will be required. Please download **Form No. 12, "Electricity Supply Order Form"** from the official website for overseas exhibitors, fill it out, and submit it by Friday, August 29, 2025.

5. Standard Booth

The space rented to exhibitors at this trade fair is referred to as a booth. The standard booth for overseas exhibitors is referred to as a "Shell Scheme Booth."

(1) Shell Scheme Booth (Large and Small)

A Shell Scheme Booth is a booth separated by a partition.



Specification of Shell Scheme Booth (per booth)

- Partitions (wall panels)
- Parapet (with a company sign)
- Company sign (W900 x H200 mm)

Notes

- The dimensions are indicated from the center of the pole to the center of the corner pole of a Shell Scheme Booth. Since a partition panel separates each booth, the actual dimensions (inside dimensions) will be smaller than indicated due to the thickness of the partition panels. Internal dimensions are shown in the figure above.
- Panels consisting of an off-white board section and a silver pole and beam section will be installed as exhibitor partitions.

(2) Change of Specifications for Shell Scheme Booth

- [1] If you apply for two or more shell scheme booths, partition system panels within the same exhibitor will not be installed. If you need partitions, please contact us.
- [2] For the aisle sides, parapets are installed. Parapets can be removed if it is unnecessary, but the price of the booth will not change.
- [3] The corner lots with two sides facing a corridor will feature parapets on the sides facing the corridor. If you wish to use system panels instead of parapets, please contact us. The booth fee will not change.

(3) Layout

- [1] The booth location will be decided by the Organizer, considering the overall exhibition balance, booth size, the number of booths, and past allocations.
- [2] All or part of the allocated booth space may not be transferred, leased to a third party, or exchanged among exhibitors.

(4) Decoration of the Booth

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

(5) Notification of Booth Decoration

- [1] Notification of Booth Decoration

All standard booth exhibitors are required to download **Form No. 8, "Notification of Booth Decoration,"** from the official website for overseas exhibitors, fill it out, and submit it by Friday, August 29, 2025.

- [2] Blueprint of Booth Decoration (Free format)

Exhibitors who use four or more booth unit spaces are required to submit a "**Blueprint of Booth Decoration (Free format)**". The organizer will verify whether the plan aligns with the trade fair's rules and objectives and approve it accordingly. Insufficient plans need to be improved according to the instructions given by the organizer. Unapproved plans cannot be conducted at the venue.

*Drawings can be in any format if they are processable by the Organizer. Please send us drawings of a top view, side view, perspective view, etc., in PDF format.

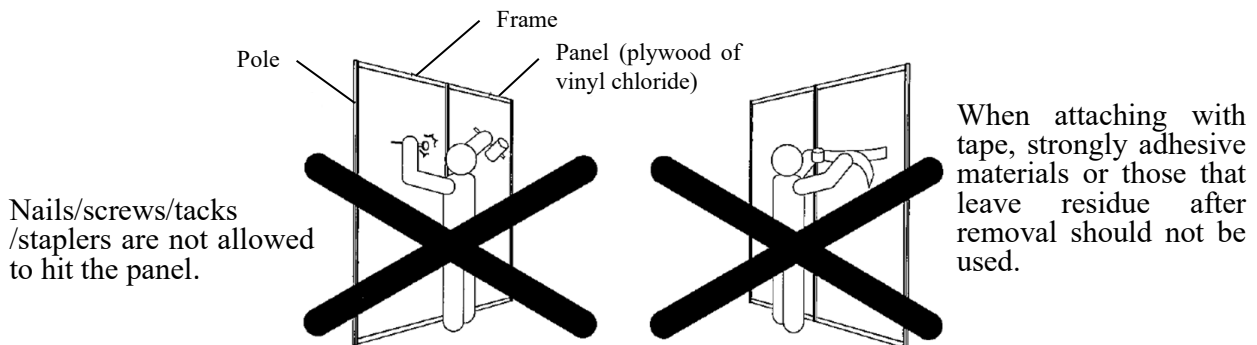
(6) Prohibitions

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

(7) Decoration of Shell Scheme Booth

- The partition panels cannot be moved or deformed, such as by adding joints to the top or removing the support columns. If you wish to connect to the system panel provided by the exhibitor, please contact the secretariat.
- Do not display, hang, or carry heavy or decorative objects on the system panels.
- Processing, cutting, drilling, hitting nails/screws/thumbtacks/staplers are strictly prohibited.

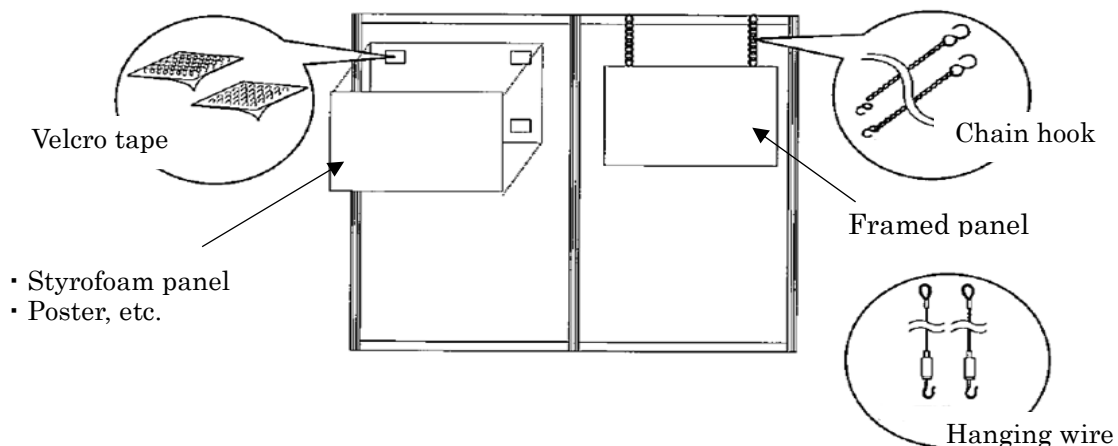
Prohibited Actions on Partition Panels



*The following installation methods are possible, but the space must be restored to its original condition upon removal. Any adhesive residue will be considered as damage, and you will be required to compensate for the repair.

- To fix materials such as posters on partition panels with Scotch tape
- To fix with film-type double-sided tape (Do not use paper-type or strong-type double-sided tape as it leaves adhesive residue.)
- To decorate the partition panels with the cutting sheet
- To set clip-on spotlights
- Installation of panels, etc., using rental display equipment (Velcro tape, chain hooks, hanging wire, etc.).

When Posting Light Materials



(8) Company Name Plate on Shell Scheme Booth

The company name plate will carry the “Company Name Plate” that has been filled out and submitted on **Form 8, “Notification of Booth Decoration”**. This “Company Name Plate” will be used not only on the company name plate but also on pamphlets, venue information maps, and other materials.

Since a unified format is used for preparing the company name plate, you cannot specify the fonts, colors, or sizes of the 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.

If you need to add a logo, change colors, or use special fonts, an additional fee of JPY 2,200 (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.

(9) Height Limitation

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

(10) Flame Retardancy Precautions

To prevent the fire, please note the following points regarding the 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 a flameproof processor has processed.
- 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.

(11) Requirement of Wearing a Helmet

It is mandatory for workers conducting booth decoration work at the venue to wear helmets under the Occupational Health and Safety Regulations. The construction staff who do not wear helmets will be warned on the spot, and if they do not improve, they will be instructed to stop work immediately and leave the venue, so please ensure that they wear helmets.

(12) Waste Disposal

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

(13) Contact

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

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 (weekdays 9:00 to 17:00)

E-mail: t.tradefair@tonio.or.jp

Official Construction Company

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

TEL: +81-76-411-8644 (weekdays 9:00 to 17:00)

E-mail: mono2025@ratoyama.com

6. Rental Packaged Booth

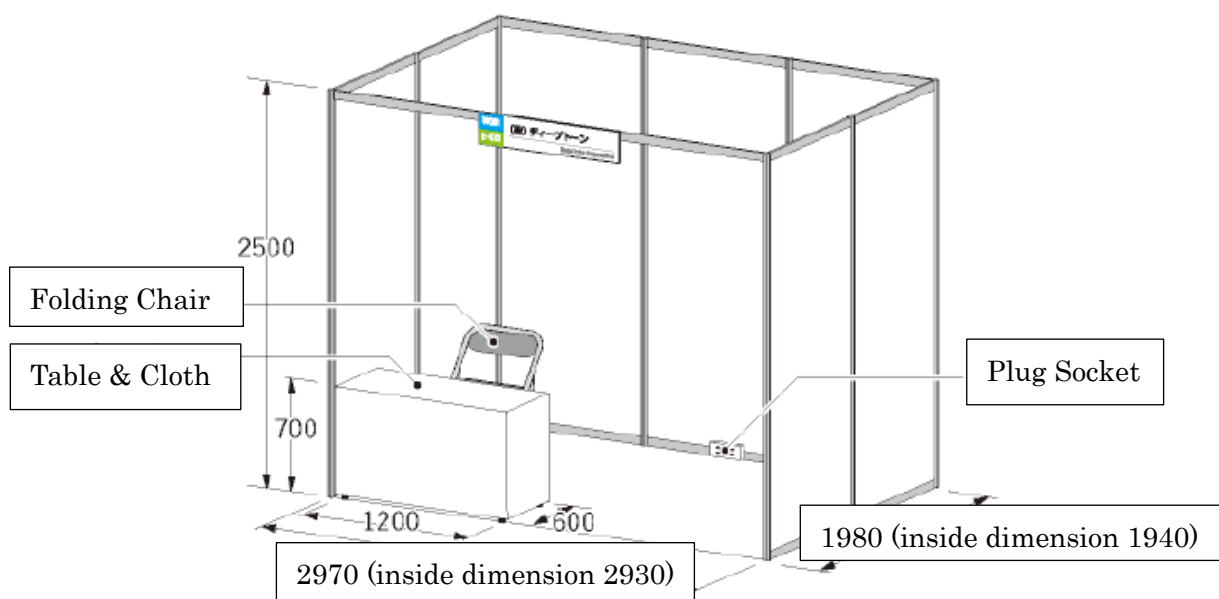
(1) Rental Packaged Booth

“Rental Packaged Booth” that includes basic fixtures is available for Shell Scheme Booth exhibitors.

Rental Packaged Booth Large Type

JPY 18,000 (including tax)

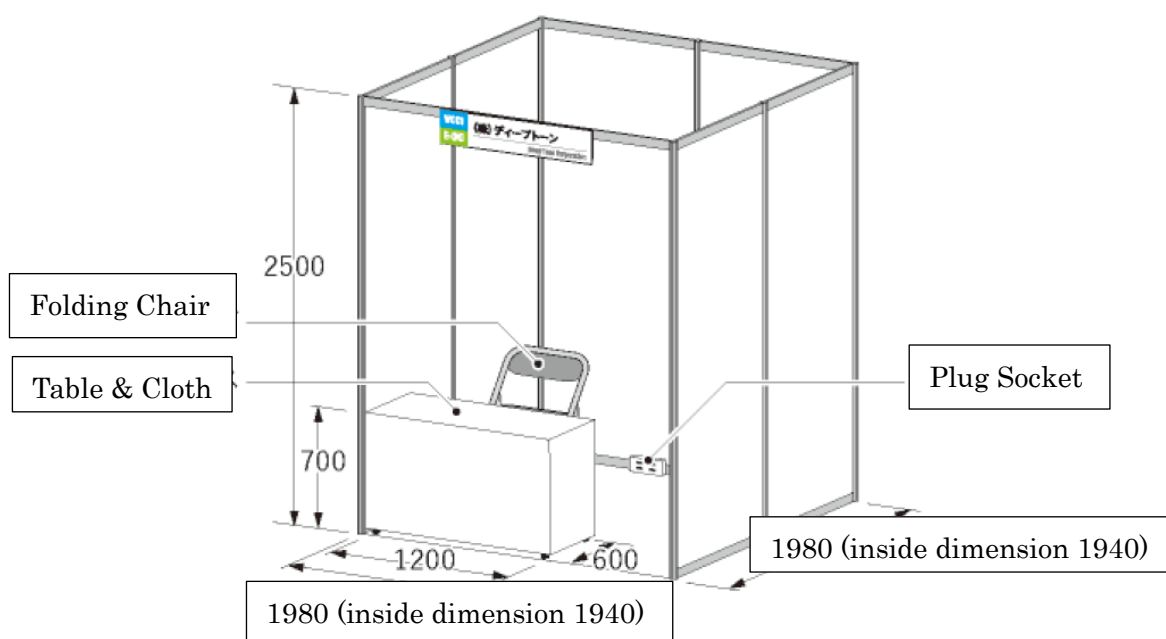
*Shell Scheme Booth fee not included



Rental Packaged Booth Small Type

JPY 18,000 (including tax)

*Shell Scheme Booth fee not included



(2) Includes:

The rental packaged booth includes the shell scheme booth specifications as well as the following additional equipment.

- Table ×1 (W1200×D600×H700mm)
- Table cloth ×1 (1370×2500mm)
- Folding chair ×1
- 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] How to order

Only exhibitors planning to use a single unit of the Shell Scheme Booth can order the rental packaged booths. Please submit **Form No. 9, “Packaged Booth Order Form”** by August 29, 2025 (Friday).

[2] Payment

Please make payment together with the exhibition fee by **September 30, 2025 (Tuesday)**.

[3] Cancellation fee

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

Time of receipt of cancellation by the secretariat	Cancellation fee
From the application date to August 29, 2025	0%
From August 30 to September 30, 2025	50%
After October 1, 2025	100%

(4) Electric Capacity

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

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

An 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 (see P. 26 “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 29, 2025 (Friday)**.

(2) Lending and Returning

All rental equipment will be delivered and installed in the booth **before noon on Tuesday, October 28, 2025**. Please note that the exact time for transfer and setup cannot be specified.

Rental equipment should be left in the booth after the event is over. The construction management company will collect them.

(3) Caution for Electrical Equipment

For TVs, lighting fixtures, electrical outlets, and other items that need a power supply, an application using **Form 12, "Electricity Supply Order Form,"** must be submitted. Without an application, electric power will not be provided, and electrical equipment will not work. The secondary-side electrical work for lighting fixtures and plug sockets is included in the electrical work order fee.

(4) Notes

- Rental equipment will only be available during the fair. However, Velcro tape, punch carpet, and carpet stoppers are not rental items, but items for sale. They do not need to be returned.
- Please use the rental equipment as intended and take care in using and storing it.
- Rental equipment may not be used, transferred, pawned, subleased, possessed, or relocated by a third party. The rental equipment must not be altered or improved in any way.
- When returning rental equipment, if the equipment is damaged beyond normal wear and tear and requires repair, the customer shall be required to pay for the cost of the repair or the cost of purchasing new equipment.
- The same applies in the case of theft; please submit a theft report.

(5) Cancellation Policy

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

Time of receipt of cancellation by the secretariat	Cancellation fee
From Application Completion Date to August 29, 2025	0%
From August 30 to September 30, 2025	50%
After October 1, 2025	100%

(6) Payment





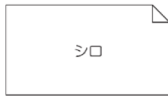





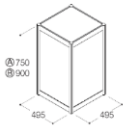
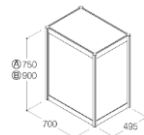
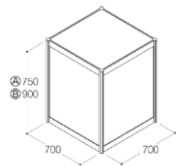
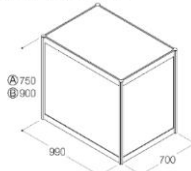
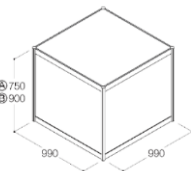
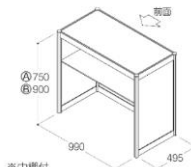
Please transfer the amount together with the exhibition fee to the designated bank account by September 30, 2025 (Tuesday).



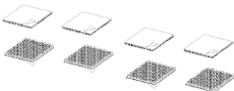





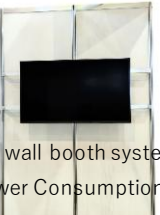
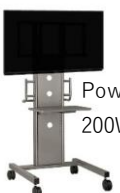


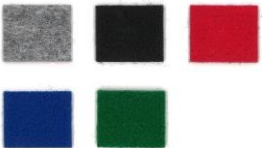

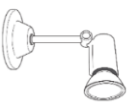

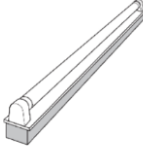



(7) List of Rental Fixtures

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

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

Unit (mm)

01	Table (brown)	02	Table (white) 900	03	Table (white) 1200	04	Table (white) 1500
							
1800×450×700 【A】 ¥1,320 1800×600×700 【B】 ¥2,220		900×450×700 【A】 ¥2,750 900×600×700 【B】 ¥2,750		1200×450×700 【A】 ¥2,750 1200×600×700 【B】 ¥2,750		1500×450×700 【A】 ¥2,750 1500×600×700 【B】 ¥2,750	
05	Tablecloth	06	Folding Chair (white)	07	Meeting Table	08	Round Table
							
1370×2500 (white,cotton) ¥990		¥330		750×500×650 ¥4,950		φ 600×650 【A】 ¥4,950 φ 700×650 【B】 ¥4,950	
09	Standard Chair	10	Counter Chair	11	Exhibition Table 495×495	12	Exhibition Table 700×495
							
¥2,420		Seating H450 【A】 ¥4,400 Seating H600 【B】 ¥4,400 Seating H700 【C】 ¥4,400		④ W495×D495×H750 ⑤ W495×D495×H900 495×495×750 【A】 ¥9,900 495×495×900 【B】 ¥11,000		④ W700×D495×H750 ⑤ W700×D495×H900 700×495×750 【A】 ¥11,000 700×495×900 【B】 ¥12,100	
13	Exhibition Table 700×700	14	Exhibition Table 990×700	15	Exhibition Table 990×990	16	Reception Desk 990×495
④ W700×D700×H750 ⑤ W700×D700×H900 		④ W990×D700×H750 ⑤ W990×D700×H900 		④ W990×D990×H750 ⑤ W990×D990×H900 		④ W990×D495×H750 ⑤ W990×D495×H900 	
700×700×750 【A】 ¥12,100 700×700×900 【B】 ¥13,200		990×700×750 【A】 ¥14,300 990×700×900 【B】 ¥15,400		990×990×750 【A】 ¥16,500 990×990×900 【B】 ¥17,600		990×495×750 【A】 ¥14,300 990×495×900 【B】 ¥15,400	

17	Chain Hook 2 chains	18	Wire Hook 2 hooks	19	Velcro Tape 4tapes	20	Easel
Two for one set. Max.1m		Two for one set. Max.1m		4 hard tapes & 4 soft tapes 25mm square, adhesive-backed		¥4,950	
							
¥660		¥1,100		¥550			
21	Sign Stand	22	Business Card Holder	23	Catalogue Holder	24	Desktop TV
*Sign boards are not included.				Pocket size: A4		Power Consumption 120W	
							
¥2,750		¥1,650		Desktop, 3pockets 【A】 ¥3,300 Floor-standing, 12 pockets 【B】 ¥5,500		32 inch 【A】 ¥22,000 43 inch 【B】 ¥26,400	
25	Wall Mount TV	26	Floor-standing TV	27	BD · DVD Player	28	Rack
							
For wall booth system panels Power Consumption 160W		Power Consumption 200W		Power Consumption 15W		W910 × D450 × H1800 ¥5,500	
40 inch 【A】 ¥33,000 55 inch 【B】 ¥49,500		50 inch 【A】 ¥49,500 60 inch 【B】 ¥60,500		¥6,600			
29	Needle-punched Carpet	30	Carpet Edge Holder	31	Spot Light (Short)	32	Spot Light (Long)
		Width=30mm 		LED 10W 		LED 10W 	
Standard Booth (small) 【A】 ¥12,100 (large) 【B】 ¥17,600		Grey/Black/Red/Blue/Green 3m ¥4,400		¥4,950		¥5,500	
33	Straight tube type LED light	34	Base Light	35	Plug Socket	36	Forklift
LED 18W 		LED 30 W 		1500W (100V) Double sockets 			
¥5,500		¥11,000		¥4,400		¥49,500	

8. Booth Setup, Loading/Unloading of Exhibits

(1) Schedule

The scheduled date for moving in for overseas exhibitors (hand-carry-in) is October 29 (Wednesday). Please be sure to check in at the exhibitor's reception desk when you bring in your exhibits (see P.41). Exhibitors who wish to move in on October 28 (Tuesday), please notify the secretariat in advance. Additionally, the workday for carrying in and decorating heavy items by truck or forklift will be Monday, October 27.

*If you wish to participate in the company tour on October 29 (see P.41), please take into consideration the time and manpower required for the carry-in.

	10/27 (Mon)	10/28 (Tue)	10/29 (Wed)	10/30 (Thu)	10/31 (Fri)	11/1 (Sat)	11/2 (Sun)
	Set-up by Organizer	Set-up by Exhibitor	Set-up by Exhibitor	Trade Fair Day1	Trade Fair Day2	Trade Fair Day3	Move-out by Exhibitor
8:00							
30				Set-up			
9:00							
30					Set-up	Set-up	Carry out Heavy Materials
10:00	Preparation by Organizer	Carrying in exhibits and setting up decorations	Carrying in exhibits and setting up decorations				Clean-up by Organizer
30							
11:00							
30							
12:00				Trade Fair	Trade Fair	Trade Fair	
30							
13:00				10:00 17:00	10:00 17:00	10:00 16:00	
30							
14:00							
30							
15:00	Carry in Heavy Materials						
30							
16:00							
30							
17:00				Clean-up	Clean-up	Removal of exhibits and decorations	
30							
18:00							
30		Overtime Work *An application must be submitted	Overtime Work *An application must be submitted				
19:00							
30							
20:00						Forklift Available	
30							
21:00						Overtime Work *An application must be submitted	

(2) Operation Schedule

Please confirm the above work schedule regarding the dates and times of installation and removal work, and plan to complete it within the specified time frame. Please note that the foundation work by the organizer and the decoration work by the exhibitors are conducted on different days.

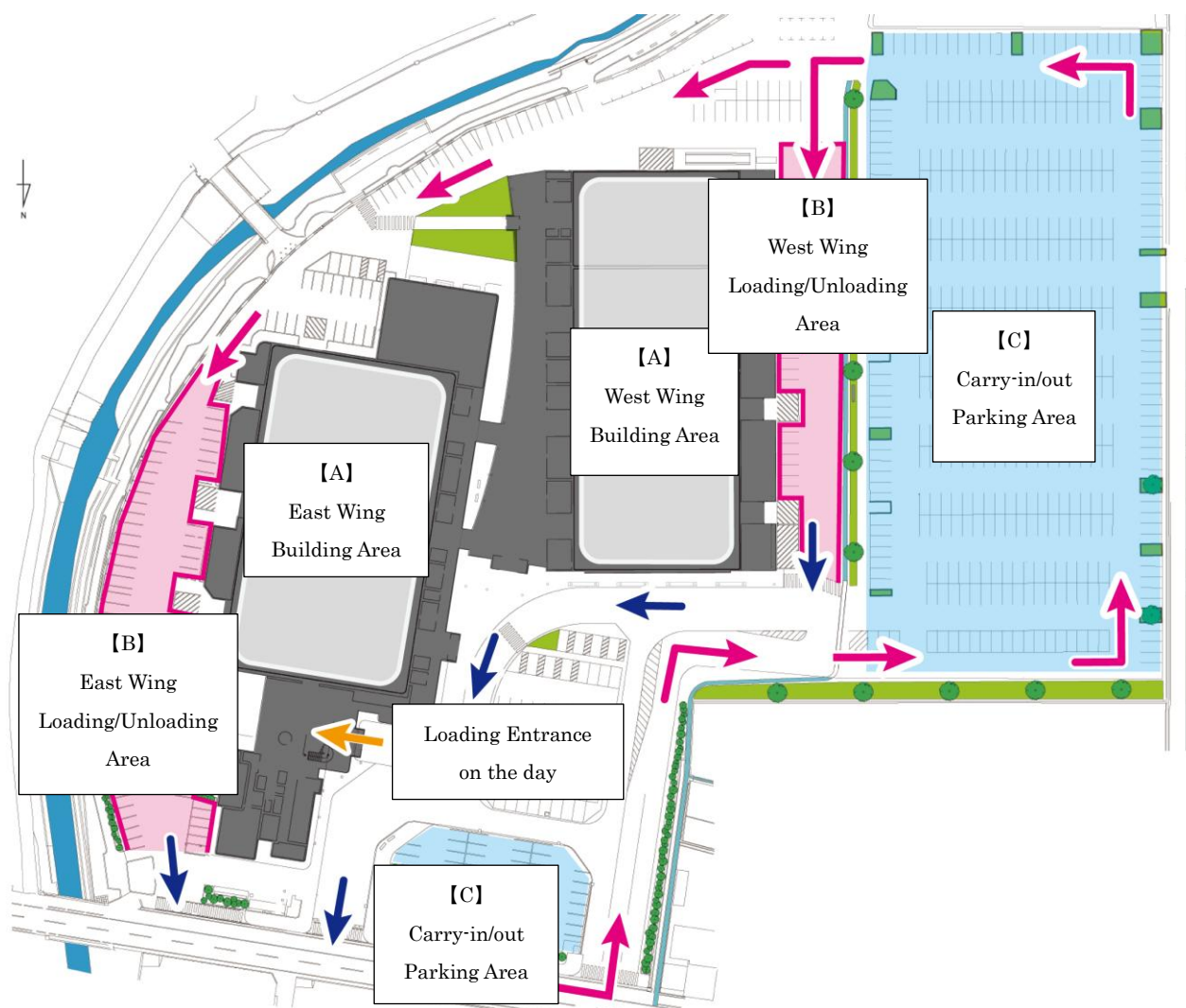
Outside of designated work hours, not only is work prohibited, but entry and exit to the venue are also not permitted.

(3) Overtime Work (Requires a fee)

If work is necessarily required beyond scheduled hours, please submit a “Form for Overtime Work Hours” to the official construction company at the West Wing Foyer at least one hour before the designated departure 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 equally divided amount among the exhibitors (for each pavilion) who will be working.

(4) Loading/Unloading Area Classification



(5) Loading/Unloading Classification by Area

		Cart Handling	Commercial Car	Truck	Forklift
10/27 (Mon)	13:00~17:00	×	×	A	A
10/28 (Tue)	9:00~18:00	A	B	B	×
10/29 (Wed)					
10/30 (Thu)	8:00~9:00 17:00~18:00	A From Loading Entrance on the day	×	×	×
10/31 (Fri)	9:00~10:00 17:00~18:00				
	9:00~10:00				
11/1 (Sat)	16:30~19:30	A	B	B	×
	19:30~21:00	A	B	B	A, B
11/2 (Sun)	9:00~12:00	×	×	A	A

(6) Area

[A] Building Area

- [1] This is an exhibition area. When carrying in or decorating, please be careful not to damage the exhibits.
The aisles are shared space, so please do not place display items or tools in the aisles.
- [2] Exhibitors who wish to enter the area by vehicle must submit **Form 11, “Notification of Vehicle in the Building.”**
- [3] Vehicles will be allowed to enter the building only during the following times.
Monday, October 27, 2025, 13:00-17:00 (trucks and forklifts only)
Saturday, November 1, 19:30-21:00 (forklifts only)
Sunday, November 2, 9:00-12:00 (trucks and forklifts only)

[B] Loading/Unloading Area

- [1] This is where vehicles are parked for loading/unloading. When unloading and loading operations are completed, please move the vehicles to [C] Carry-in/out parking area as soon as possible.
- [2] Since the number of vehicles that can be parked is limited, inductive security guards will control access to the area. Please turn on the hazard lamps and drive slowly in the area. Please follow the direction of travel as directed by the security guard.
- [3] Only vehicle transport exhibits are allowed to enter the area. Vehicles not transporting exhibits are not allowed to enter. Please park in the [C] Carry-in/out parking area.
- [4] Parking is not allowed in the area.
- [5] Vehicles are not allowed to pull over at the loading/unloading entrance. Please follow the instructions of the guard and carry in and out from the designated stopping point to the inside of the building.
- [6] A “Vehicle pass” issued by the secretariat is required to enter the exhibition area. Please note that even if you have that identification pass, you will not be allowed to enter if the security guard does not recognize you as a “vehicle for transporting exhibits”.
- [7] This area is outdoors. In case of rain, please be careful not to get the exhibits wet.

[C] Carry-in/out Parking Area

- [1] Please park your vehicles in this area on exhibitor workdays. Please do not park in this area on the event days, as it will be reserved for visitor parking.
- [2] On November 1, vehicles can stop and wait after 15:00. Please be careful not to block the passage of visitors' vehicles.

(7) Cautions

- [1] There is a limited number of entrances to the grounds available for loading and unloading. Please ensure you enter by turning left from the designated entrance.
- [2] There is a time limit for loading and unloading. Please note that no one will be allowed to enter before the loading-in start time. To prevent congestion on surrounding roads, please refrain from waiting on surrounding streets, parking lots used for this project, or parking lots of nearby facilities until installation begins.

(8) Cart, Hand-Carry

- [1] To access the [A] building area, visitors can use a cart to move in and out by hand from vehicles parked in the [B] loading/unloading area.
- [2] On the day of the event, you will not be able to bring in items from the [B] loading/out area. Please bring items from the loading entrance on the day, located in the East Wing. In this case, please follow the instructions of the security guards.
- [3] Exhibitors should prepare their own carts, as no carts are available at the venue.

(9) Commercial Vehicle

- [1] The term “commercial vehicle” as used in these guidelines refers to any vehicle less than a 2-ton truck in size.
- [2] It is possible to temporarily stop at the [B] loading/unloading area and carry in/out by hand using a cart, etc., to the [A] building area. After unloading and loading are completed, please move the vehicle to the [C] Carry-in/out parking area as soon as possible. Parking is not allowed in the [B] loading/unloading area.

(10) Trucks

- [1] Trucks in these guidelines refer to general trucks, as well as crane trucks and loaded trucks.
- [2] Please submit **Form 11, “Notification of Vehicle in the Building,”** when entering the building area **[A]** . Vehicles are allowed to enter only on the days of “carry in/out heavy materials”.

(11) Forklift

- [1] The term “forklift” in these guidelines does not include a pallet jack. A pallet jack is classified as a cart.
- [2] When using a vehicle, please submit **Form 11, “Notification of Vehicle in the building”**.
- [3] The use is limited to “carry in/out heavy materials” in the [A] building area. As an exception, use is permitted after 19:30 on November 1. Please submit **Form 11, “Notification of Vehicle in the Building”**. In this case, trucks must be parked in the [B] loading/unloading area for loading.
- [4] Exhibitors may bring their forklift. Exhibitors are permitted to park their forklifts during the exhibition, but they must be parked outside.

(12) Forklift Rental

Forklift rental is available. Please apply from **Form 10, “Rental Fixtures Order Form,” No. 36.**

- [1] 2.5t forklift, fork length 1800mm or more

- [2] An operator will not be provided. Exhibitors are required to provide their own qualified operator.
- [3] The fee is for both loading and unloading.
- [4] We will assign the time slots to be used during loading and unloading based on the exhibitor's situation and work process.

(13) Notification of Vehicle in the Building

- [1] Exhibitors who wish to enter the building area **【A】** by vehicle or use a forklift are required to submit **Form 11, “Notification of Vehicle in the Building”**.
- [2] To ensure safety inside the building, the construction management company will inform you of the times when each company is allowed to board after the application deadline. Please follow the instructions of the security guards inside the building.
- [3] Exhibitors must be present and monitor during the installation of heavy items. Please prepare the necessary tools, such as special lifting equipment, by yourself.
- [4] Floor decoration work can be done before installing heavy objects. If you wish to do so, please notify us using **Form 11, “Notification of Vehicle in the Building”**.

(14) Vehicle Pass

- [1] Vehicle identification must always be displayed in a position visible from the front of the windshield. If it is not shown, vehicles will not be allowed to enter the loading/unloading area [B].
- [2] Vehicle passes will be issued in data format as “Exhibit Transportation Vehicle Pass” and “Decoration Contractor Vehicle Pass,” which must be printed out and displayed on all applicable vehicles. Space in the loading/unloading area [B] is limited. Please note that even if you present your vehicle identification card, entry may be restricted at the discretion of the security staff.

(15) Other

Exhibitors are requested to keep empty boxes, etc., used for packing exhibits in their booths or bring them back. The space between the facility wall and the back of the system panel serves as an emergency evacuation route, so no materials or other items may be placed there. Please do not place any items in storage or any available space in the venue without permission.

9. Transportation of Exhibits

Exhibitors are responsible for transporting and delivering the exhibits to the venue on the move-in day (Wednesday, October 29). 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.)

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 and email a copy of the shipping invoice to the secretariat after you ship out the package.

Shipping Address:

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

Deadline for receipt: not later than October 24, 2025 (Friday)

The secretariat will deliver the received packages to each exhibitor's booth on October 28 (Tuesday). Each exhibitor must complete the exhibiting by 9:00 am on October 30 (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 procedures, including customs clearance and transportation within Japan after arrival. Exhibitors must receive their luggage on the day of arrival. If you intend to transport them to the building area **【A】** by vehicle, please download **“Form No.11 Notification of Vehicle in the Building”**, fill it out, and send it by August 29, 2025 (Friday).

Shipping Address:

T-Messe 2025 “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) In case of delivery by vehicle: Monday, October 27

(time to be specified separately)

2) For delivery by carrier on hand: Must arrive no later than Wednesday, October 29

(3) Transport Insurance

The organizer is not responsible for any loss, theft, or damage to cargo or other related items. Exhibitors are responsible for the management of their 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 returning shipping. Please contact the shipping company you used to ship your exhibit from your country to Japan.

[Domestic shipping]

Only Yamato Transport will be the courier service provider. A pickup counter will be set up next to the general reception desk in the foyer on November 1, after 16:00, the last day of the event.

- All payments must be made on delivery.
 - Delivery slips are available at the general reception desk.
 - The weight of each shipment should not exceed the weight that can be carried by hand (approx. 20 kg or less).
 - Reception hours are from 4:00 p.m. to 7:00 p.m. Shipment may be made the following day.
 - The construction management company does not support delivery work.
- *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] Multiple exhibits of the same exhibit are 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 the 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

English: 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) Facility Lighting at the Venue

West Wing: LED lighting / average illumination: 530 lux

East Wing: LED lighting / average illumination: 580 lux

(2) Power Supply System

The types of power supplied to the booths are for the exhibition lights and 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 200 V	AC Single Phase 2-line	All currents	60 Hz
	AC 200 V	AC Three-phase 3-line	All currents	60 Hz

(3) Application for the Use of Electricity

[1] Joint booth

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

[2] Standard booth







If a standard booth exhibitor plans to use electricity, please download **Form No. 12, “Electricity Supply Order Form”** from the official website for overseas exhibitors, fill it out, and submit it by Friday, August 29, 2025.

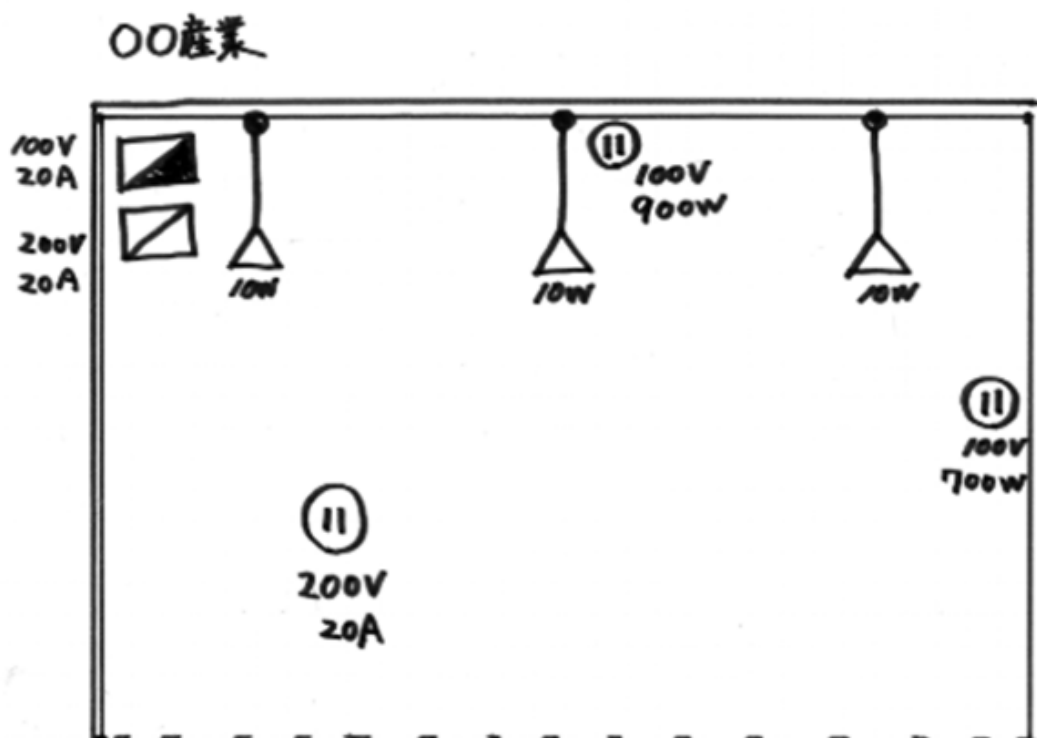
If you do not apply by the deadline, it will be assumed that you do not use electricity, and the primary-side electrical work will not be performed. Please understand this in advance.

Exhibitors who plan to use “20A or more” electricity in the booths are also required to submit a **“Blueprint of Electric Installation (free format)”** by Friday, September 19, 2025. It should include all the information, such as the name of the equipment that uses the power, the power used, and the voltage (if it is not 100V).

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

Example of how to fill out a “Blueprint of Electric Installation”

Outlet	Spotlight	Straight Tube Light	Distribution Board 100V	Distribution Board Single Phase 200V	Distribution Board 3 Phase 200V
					



(4) Main Switch (Earth leakage breaker)

To prevent burning electrical equipment and wiring in booths due to the use of current exceeding the specified value (application value), a main switch should be installed to extract power from the booth, as well as a ground-fault circuit breaker with an overcurrent interrupting function to prevent accidents involving ground-fault current.

- [1] Since the main switch operates by current, exhibitors are required to check the electrical capacity and rate 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 a leakage current accident.

(5) 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 the 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 is used, a separate fee of JPY 1,100 (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 the 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

* Please contact the secretariat for electrical capacities beyond those listed above, as well as for 100V AC Single-Phase 3-line.

(6) Payment

Please transfer the amount together with the exhibition fee to the designated bank account by September 30, 2025 (Tuesday).

(7) Primary-side Electrical Work and Secondary-side Electrical Work

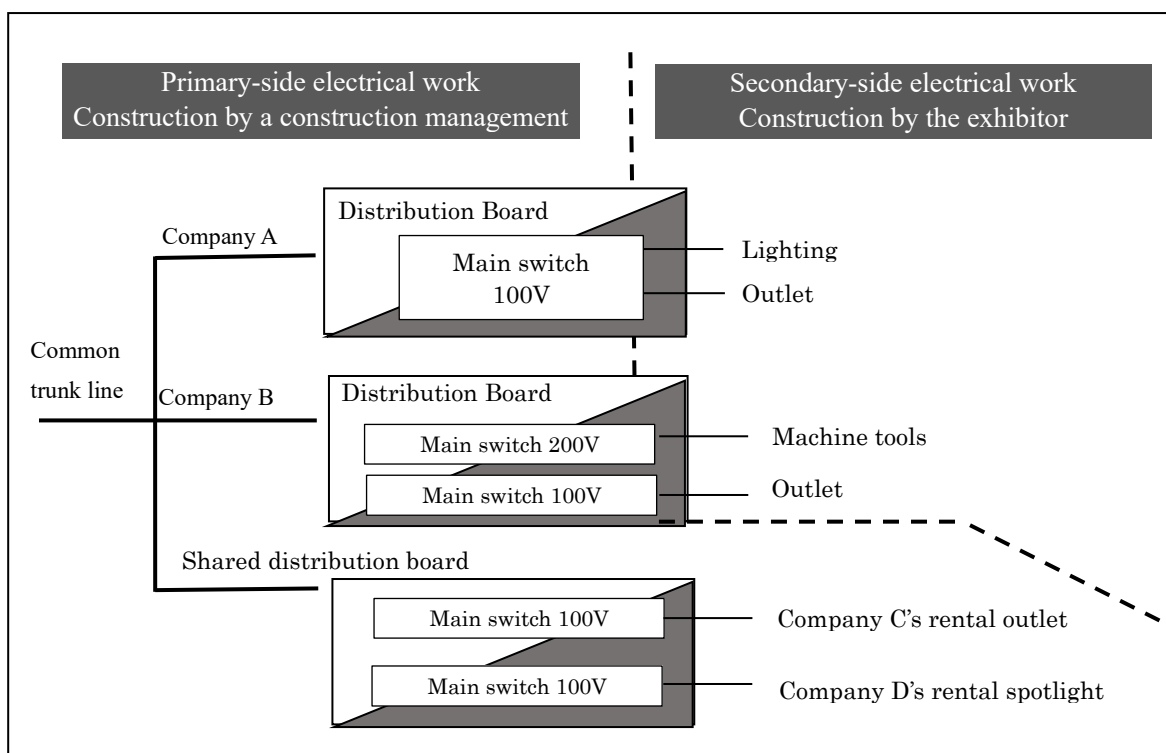
The secretariat will arrange to install a supply line to the booth based on the electrical capacity (current value) as specified in the order form submitted by the exhibitor. This is the primary side electrical setup for the main switch to be installed in the booth. Secondary electrical work beyond the main switch of the distribution board is not included.

All secondary electrical work in the booth beyond the main switch of the distribution board should be handled and paid for by the exhibitors.

However, the cost of secondary-side electrical work for lighting fixtures and outlets for rental equipment is included. No distribution board will be installed in the booth since it shares a distribution board. The construction management company will handle turning the main switch on and off each day.

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 carried out by exhibitors in their booths must be completed no later than the day before the trade fair.



(8) Inspection

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.

(9) Electricity Supply Hours

Electricity is supplied to the booths during the following times.

10/27(Mon)	10/28(Tue)	10/29(Wed)	10/30(Thu)	10/31(Fri)	11/1(Sat)	11/2(Sun)
Heavy Carry-in	Exhibitor Workday	Exhibitor Workday	Trade Fair	Trade Fair	Trade Fair	Heavy Carry-Out
×	9:00~ 18:00	9:00~ 18:00	8:30~ 17:30	9:00~ 17:30	9:00~ 16:30	×

- [1] Power is supplied up to the main switch (ground-fault circuit breaker) in the distribution board installed in the booth. To use electric power in the booth, please turn on the main switch.
- [2] When leaving each day, please turn off the main switch on the distribution board before leaving; if it is not turned off, you may be charged for the 24-hour power supply.
- [3] If electricity supply conditions make it unavoidable, the demonstration machine might need to operate at staggered times.
- [4] For booths where the applied current value is not high, a shared distribution board will be used and installed outside the booth. In this case, the construction management company will be responsible for turning the main switch on and off each day.

(10) 24-hour Power Supply

24-hour power supply JPY 3,300 (tax included)

Exhibitors who require a 24-hour power supply, such as using a refrigerator, must notify the secretariat in advance by submitting **Form No. 12, “Electricity Supply Order Form”**. In this case, please submit **“Blueprint of Booth Decoration (Free Format)”** so that the equipment required to be charged for 24 hours can be clarified.

(11) Safeguard Device

The organizer will not be liable for any damage to exhibits caused by a power failure or voltage drop due to a 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.

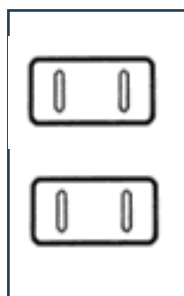
(12) Safety Measures

- [1] Exhibitors or contractors for electrical work must be the ones designated by a public authority. Electricians are required to always carry their license under the Electrical Installation Law 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. 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)”**.

(13) 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 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 both venues. Detailed information will be provided later.

12. Water Supply and Drainage

(1) Water Supply and Drainage Work

- [1] Water supply and drainage work must be performed by a contractor arranged by the exhibitor. The contractor must be designated by a public organization.
- [2] Exhibitors who apply for water supply and drainage will be interviewed by the construction management company for construction plans. If any inadequacies are found in the plan, guidance for improvement will be provided.

(2) Restrictions on Use

- [1] If a significant amount of water supply, drainage, or water pressure is needed, we may be unable to fulfill your request. Please consult thoroughly with the construction management company at the time of application.
- [2] 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.

(3) Supply Period

Water supply and drainage will be from 1:00 pm on October 29, Wednesday, to 4:00 pm on November 1, Saturday.

(4) 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.

(5) Cautions

- [1] Water supply and drainage outlets are only located in limited areas of the venue (in the pits), which limits the location of booths. Piping through other exhibitors' booths is not allowed.
- [2] Discharging sewage that could clog or damage sewage pipes is prohibited.
- [3] 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) Bringing in Fire and Hazardous Materials

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

(2) Dealing with Oils and Oily Products

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. 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

An exhibitor pass will be issued at the exhibitor reception desk on the day before the trade fair opens (October 29).

The 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. The exhibitor pass can also be obtained at the exhibitor reception desk during the fair.

(3) 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.

(4) 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, or other force majeure.

(5) 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.

(6) Demonstration of Exhibits

Exhibitors may demonstrate their exhibits in their booths or designated areas. However, demonstrations must be conducted safely and must not cause any inconvenience to others. Exhibitors shall bear full responsibility for any damage to a person 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.

(7) Distribution and Sales of Exhibits

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 8, 2025 (Friday).

Exhibits may be sold, and materials, catalogs, and samples may be distributed free of charge in the booth. 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 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 comply 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 representative organizations such as government agencies 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.

*Please note that we are unable to issue references to companies that apply individually.

Exhibitors who meet the 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 29, 2025 (Friday).

(1) Documents to be Submitted

- [1] Form No.13 List of Travelers
- [2] Form No.14 Itinerary
- [3] Form No.15 Letter of Commitment (Representative Organizations Only)

(2) Deadline: August 29, 2025 (Friday)

(3) Notes:

- [1] The Toyama Prefectural Government of Japan issues documents such as a 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 beforehand. In addition, each cooperating exhibiting organization should ask each exhibiting company/organization to ensure that the traveler is someone who can explain the 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 4:00 pm on November 1, 2025).
- [3] To issue a Letter of Guarantee, the Toyama Prefectural Government of Japan asks the 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 on visa requirements, please refer to the website of the Ministry of Foreign Affairs of Japan.

[Relevant websites]

【English】 Visa Application Procedures Short-Term Stay
https://www.mofa.go.jp/j_info/visit/visa/index.html

【Other Languages】 overseas diplomatic establishment
https://www.mofa.go.jp/about/emb_cons/over/multi.html

*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 29, 2025 (Friday).

17. Arrangement of Interpreter

The secretariat will arrange interpreters for exhibitors who have indicated on the application form that they need interpreters during the fair. Please utilize the interpreters for business meetings with visitors.

18. Arrangement of Business Meeting

(1) Pre-arranged Business Meeting

Overseas exhibitors wishing to have business meetings with Japanese exhibitors during the trade fair, T-Messe 2025, may apply in advance for business meetings. If you wish to apply, please download the **“Pre-arranged Business Meeting Application Form”** from the official website, fill it in, and submit it by August 29, 2025 (Friday).

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, so that we can send them a brochure. 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 8 (Friday).

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

Friday, October 31, 10:45 am – 4:30 pm (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 interpreter if needed. Interpreters stationed at booths will not be available for presentations.

(4) Presentation Fee

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

(5) Payment

Please make payment together with the exhibition fee by September 30, 2025 (Tuesday).

20. Listing Exhibitor Information 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

(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 2025 Official Website】



(2) Image File Requirements

Please submit an image file that is ready to be uploaded to the website. Recommended file formats are AI, EPS, or high-resolution PNG or JPG.

(3) Application

Please download **Form No.6, “Banner Ads on the Official Website”** from the website for overseas exhibitors, fill it out, and submit it to us by August 8, 2025 (Friday).

(4) Payment

Please make payment together with the exhibition fee by September 30, 2025 (Tuesday).

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 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 throughout 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 follow and share.

T-Messe2025 SNS公式アカウント		
Facebook 	X 	Instagram 

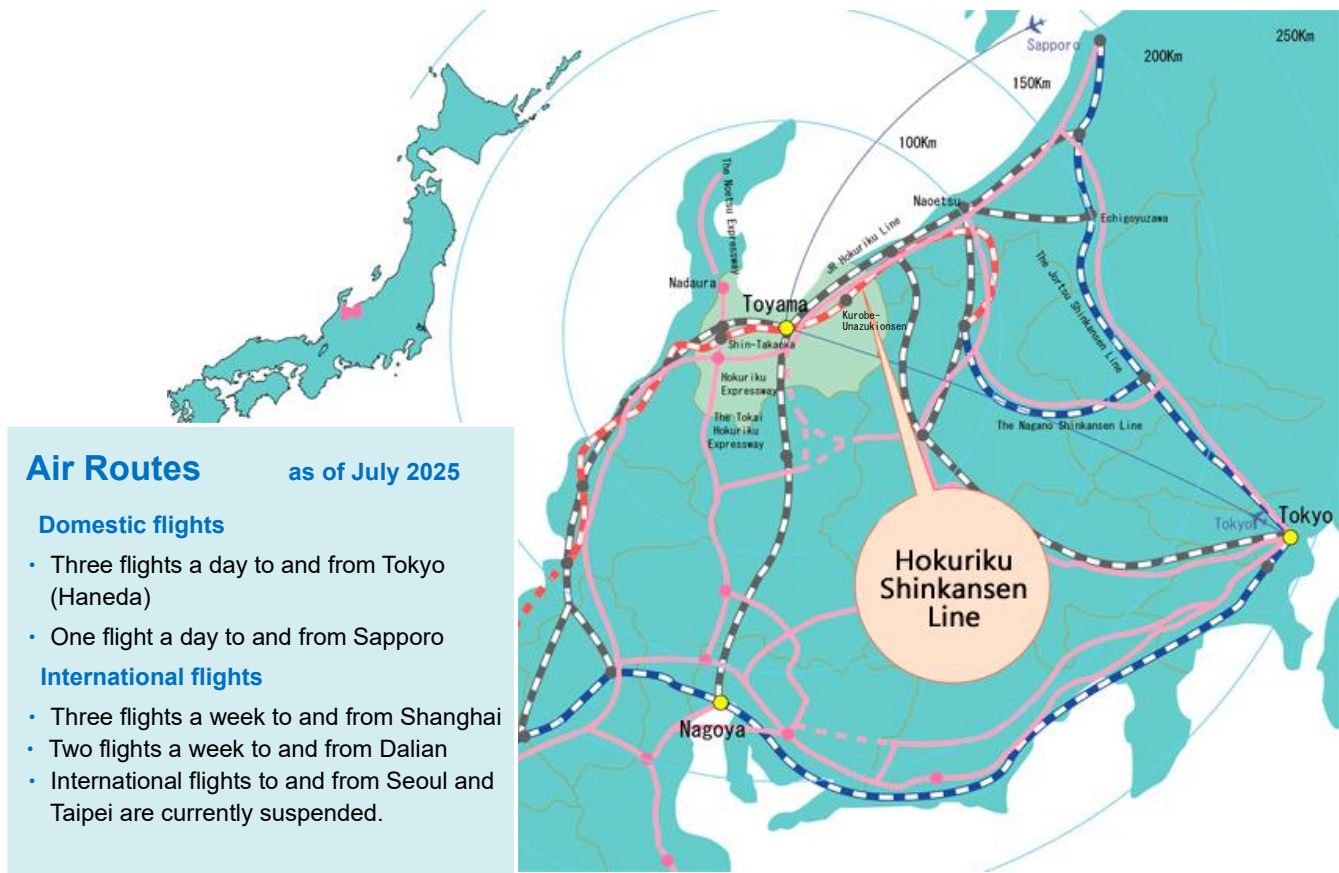
(5) Distribution of Brochures

Exhibitors who wish to receive brochures will be sent the number of copies requested only for domestic exhibitors. Please contact the secretariat.

*The brochure is available in Japanese only.

23. Access to Toyama

(1) Map of Central Japan



(2) Transportation to Toyama from Major Cities in Japan

(As of July 2025)

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—Tsuruga)— Hokuriku Shinkansen (Tsuruga—Toyama)	2 Hrs. 35 Min.
Nagoya	【JR】 Tokaido Shinkansen "HIKARI" (Nagoya—Maibara)— Limited Express "SHIRASAGI" (Maibara—Tsuruga)— Hokuriku Shinkansen (Tsuruga—Toyama)	2 Hrs. 35 Min, 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)	20 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, also 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 *Subject to change

[1] Wednesday, October 29, 2025 (Move-in period, partially)

Toyama Airport ⇔ Toyama Techno Hall ⇔ JR Toyama Station

[2] Thursday, October 30 through Saturday, November 1, 2025*

Toyama Airport ⇔ JR Toyama Station ⇔ Toyama Techno Hall

*Operation in the morning and evening.

Detailed bus schedules and related information will be announced separately.

[3] Saturday, November 1, 2025 (Move-out period)

Toyama Techno Hall → Toyama Airport → JR Toyama Station

*Please note that the bus may be accompanied by the secretariat staff. In such cases, please follow the instructions of the staff.

26. Exhibitor Reception

After arriving at Toyama Techno Hall on October 29, 2025, the day before the trade fair, please check in at the exhibitor reception desk in the hall before bringing in your exhibits and setting up your exhibition.

Check-in hours: October 29 (Wednesday), 10:30 am - 4:00 pm

27. Main Events

(1) Opening Ceremony

On October 30 (Thursday) at 9:30 am, 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 30, a Keynote Speech will be held in the West Building.

Speaker: Mr. Kazuhiko Toyama

Chairman and Representative Director of Japan Platform of Industrial Transformation, Inc. (JPiX)

Pre-registration is required to attend. For more information, please visit the official website. (Keynote speech is delivered only in Japanese, and no interpreter is assigned for the speech.)

(3) Seminars on “Overseas Investment Environment”

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). Admission is free, but advance registration is required. Details will be provided separately on the official website.

(4) Welcome Reception

On October 30, the Welcome Reception is scheduled to be held at Hotel Grand Terrace Toyama around 6:30 pm.

*Details about the time and participation fee will be provided later.

*Shuttle bus service from the Techno Hall will be available.

(5) Tour of Companies in Toyama Prefecture

An inspection tour of companies in Toyama Prefecture is scheduled for Wednesday, October 29. Participation is free of charge, and advance registration is required. Details will be announced separately on the official website.

28. Exhibitor Questionnaire

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

29. Dining

Lunch and rest areas for exhibitors and visitors will be set up both indoors and outdoors. Please note that there will be no advance meal tickets.

30. Useful information

We hope that the 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
- 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 Information in Toyama City

- 【Japanese】 <https://toyama-cb.or.jp/hotels.html>
<https://www.toyamashi-kankoukyoukai.jp/?tid=101024>
- 【English】 <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)

Foreign residents staying at participating hotels in Toyama City can get two free rides on Toyama's city streetcars, including Portram and Centram, by presenting a request to the hotel front desk on the day of their stay. Please refer to the following URL for hotels that offer this service.

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. 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 the 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

(The Secretariat of the T-Messe 2025 for Overseas Exhibitors)

Form No.	Names of documents	Due date	Relevant pages
No. 4	Exhibitor Information for Display Panel [Mandatory] *Please attach 3 image files	Aug. 1	P. 8
No. 5	Presentation Application	Aug. 8	P. 36
No. 6	Banner Ad on the Official Website	Aug. 8	P. 37
No. 7	Notice to Sell Exhibition Items	Aug. 8	P. 33
—	Application Form for Business Meeting with Invited Japanese Buyers	Aug. 29	P. 35
—	Pre-arranged Business Meeting Application Form	Aug. 29	P. 35
No. 10	Rental Fixtures Order Form	Aug. 29	P. 8, 15-18, 22
No. 11	Notification of Vehicle in the Building	Aug. 29	P. 21-24
No. 12	Electricity Supply Order Form	Aug. 29	P. 8, 16, 26-30
Free format	Blueprint of Electrical Installation	Sep. 19	P. 15, 26-30
No. 13	List of Travelers (for visa application)	Aug. 29	P. 34
No. 14	Itinerary (for visa application)	Aug. 29	P. 34
No. 15	Letter of Commitment (for Representative Organization)	Aug. 29	P. 34
No. 16	List of Participants (who do not need a visa application)	Aug. 29	P. 35

Standard Booth Exhibitors

Submit to: t.tradefair@tonio.or.jp

(The Secretariat of the T-Messe 2025 for Overseas Exhibitors)

Form No.	Names of documents	Due date	Relevant pages
No. 5	Presentation Application	Aug. 8	P. 36
No. 6	Banner Ad on the Official Website	Aug. 8	P. 37
No. 7	Notice to Sell Exhibition Items	Aug. 8	P. 33
–	Application Form for Business Meeting with Invited Japanese Buyers	Aug. 29	P. 35
–	Pre-arranged Business Meeting Application Form	Aug. 29	P. 35
No. 8	Notification of Booth Decoration [Mandatory]	Aug. 29	P. 10, 12
Free format	Blueprint of Booth Decoration	Sep. 19	P. 10
No. 9	Rental Packaged Booth Order Form	Aug. 29	P. 14-15
No. 10	Rental Fixtures Order Form	Aug. 29	P. 8, 15-18, 22
No. 11	Notification of Vehicle in the Building	Aug. 29	P. 21-24
No. 12	Electricity Supply Order Form	Aug. 29	P. 8, 16, 26-30
Free format	Blueprint of Electrical Installation	Sep. 19	P. 15, 26-30
No. 13	List of Travelers (for visa application)	Aug. 29	P. 34
No. 14	Itinerary (for visa application)	Aug. 29	P. 34
No. 16	List of Participants (who do not need a visa application)	Aug. 29	P. 35

(2) Secretariat of “Toyama General Manufacturing Industry Trade Fair 2025”

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

(3) Official Construction Company

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

TEL: +81-76-411-8644 (weekdays 9:00 to 17:00)

E-mail: mono2023@ratoyama.com