

# Exhibitor Manual for Overseas Exhibitors

**Next innovation**

～見つけよう! 未来をつくる富山の技術～



**富山県  
ものづくり  
総合見本市**

2019年  
**10/31(木)～11/2(土)**  
**富山産業展示館**  
(テクノホール) 東館・西館  
富山県富山市友杉1682番地

**出展者のてびき**

**(海外出展者用)**

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<b>List of formats to be submitted, Contact info</b>
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32. List of formats to be submitted /Due date /

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Manufacturing Industry Trade Fair 2019”
- (2) Official construction company

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

### **1. Outline**

- Exhibition title      T-Messe 2019 Toyama General Manufacturing Industry Trade Fair
- Objectives            To promote economic exchange and introduce cutting-edge technologies to visitors by exhibiting worldwide and domestic manufacturing technologies and products, such as industrial machines, automobile related products, precision machines, electronics, electrical machines, IT, plastics, aluminum products, textiles, medicines, chemicals, traditional crafts, processed food, creative industrial products, etc.
- Organized by        "Toyama General Manufacturing Industry Trade Fair" Executive Committee  
[Affiliated Bodies] Toyama Prefectural Government, The Federation of Toyama Prefectural Chambers of Commerce and Industry, The Toyama Chamber of Commerce and Industry, The Takaoka Chamber of Commerce and Industry, Toyama Prefectural Federation of Societies of Commerce and Industry, Toyama Federation of Small Business Associations, Toyama Association of Corporate Executives, Toyama Technology Exchange Club, Toyama Association of Small Business Entrepreneurs, Hokuriku Economic Federation, Toyama Prefectural Machinery and Electric Industries Association, Toyama Aluminum Industrial Association, Toyama Pharmaceutical Association, Textile and Fashion Toyama Association, Toyama Prefectural Plastic Industries Association, Toyama Chemical Industry Association, Toyama Design Association, Toyama Information Industry Association, Toyama Food Industrial Association, Traditional Craft Takaoka Doki Promotion Cooperative Association, University of Toyama, Toyama PTA Federation, Chubu Bureau of Economy, Trade and Industry, Toyama City Government, Takaoka City Government, Japan External Trade Organization (JETRO), Organization for Small and Medium Enterprises and Regional Innovation, Toyama New Industry Organization    (random order)
- Cooperated by      The Foundation for International Trade and Industrial Co-operation, The Hokuriku Bank, Ltd., The First Bank of Toyama, Ltd., The Bank of Toyama Ltd., Toyama Association of Shinkin Banks, Young Job Toyama, JEC Management Consultant Co., Ltd. (Random order)
- Duration             2019 October 31 (Thursday)~ 2019, November 2 (Saturday), 3 days
- Time                  10:00am – 5:00pm (Closes at 4:00pm only on November 2)
- Venue                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/>

- 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, processed food, creative industrial products, retail, trading company, government administration office, schools, etc.
  
- Main programs      ●Keynote Speech ●Foreign Investment Environment Seminars ●Presentations  
                                  ●Business Meetings ●Technical Personnel Contacts ●Guided tours to local manufacturers ●Spinning Top Tournament by Japanese manufacturers  
                                  ●Company research rally for students ●Workshops for kids
  
- Participation fee      Free to attend
  
- Web site              Web site for overseas exhibitors  
                                  <http://www.toyama-mihonichi.com/tradefair/en/>
  
- Secretariat           Overseas exhibitors, please contact:  
                                  **TOYAMA NEW INDUSTRY ORGANIZATION**  
                                  **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)

## 2. Location and access to Toyama Techno Hall

### (1) Location map



### (2) Vicinity map



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

#### ① From Toyama Station

Shuttle Bus	20 Min.	9 km	Free (Please refer to the website for details)
Taxi	15 Min.	9 km	About JPY 3,500

#### ② From Toyama Airport

Shuttle Bus	5 Min.	1.2 km	Free (Please refer to the website for details)
Walk	14 Min.	1.2 km	
Taxi	5 Min.	1.2 km	About JPY 620 – JPY 720

#### ③ From the exit of Toyama IC Hokuriku Expressway

Car	10 Min.	3.5 km	
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### 3. Procedure for exhibit

#### (1) Documents to be submitted

Documents should be submitted by the due date.

Please download the formats from the page “For Overseas Exhibitors” in the official website, fill them out and send them to the secretariat by email accordingly.

#### Web page for downloading the formats

<http://www.toyama-mihonichi.com/tradefair/eng/exhibitors.html>

Format No.	Names of documents	Due date	Relevant pages
No.1	Entry sheet for business meetings with Japanese exhibitors	Friday, Aug.9	p. 30
No.2	Entry sheet for technical personnel contacts with Japanese exhibitors	Friday, Aug. 9	p. 30
No.3-1	Company introduction for display panel (Joint Exhibition Booth) <b>(All Joint Exhibition Booth exhibitors required)</b>	Friday, Aug. 9	p. 6, 31
No.3-2	Information to be used for Exhibitor Catalogue (Standard Booth) <b>(All Standard Booth exhibitors required)</b>	Friday, Aug. 9	p. 31
No.4	Advertisement for the exhibitor catalogue	Friday, Aug. 9	p. 32
No.5-1	Notification of booth decorations (Joint Exhibition Booth) <b>(Representative of Joint Exhibition Booth required)</b>	Friday, Aug. 30	p. 6
No.5-2	Notification of booth decorations (Standard Booth) <b>(All Standard Booth exhibitors required)</b>	Friday, Aug. 30	p. 10
No.6	Rental fixtures order sheet	Friday, Aug. 30	p. 25
No.7	Notification of move-in/out by vehicle	Friday, Aug. 30	p. 13, 14
No.8	Notification of electrical installation	Friday, Aug. 30	p. 6, 11, 17
Free form	Blueprint of electrical installation	Friday, Aug. 30	p. 6, 11, 17
Format of Toyama City	Application form for exceptional rule	Friday, Aug. 30	p. 22
No.9	Notice to sell exhibition items	Friday, Aug. 9	p. 24
No.10	Notification of forwarder to be in charge of transportation & customs clearance	Friday, Aug. 30	p. 15
No.11-1	List of travelers <b>(All exhibitors required)</b>	Friday, Aug. 30	p. 29
No.11-2	Itinerary	Friday, Aug. 30	p. 29
No.12	Letter of commitment	Friday, Aug. 30	p. 29
No.13	Box lunch reservation (to be informed later)	Friday, Sept. 20	p. 34



## (2) Payment of exhibition fee

① Due date: Friday, September 27, 2019

② Payment method

After receiving the invoice issued by the secretariat, payment must be made by the due date indicated. We only accept payment via bank transfer. After the completion of payment, please kindly send us the copy of your transfer form with your company name on it by email or fax for the purpose of confirmation.

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

### Bank transfer from within Japan

Bank name:	北陸銀行 奥田支店 (Branch number : 115)
Deposit type:	普通預金 / Account no. 6056736
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:	Okuda Branch/40-10, Eirakucho, Toyama City
Account No.:	115-6056736
Account name / Address:	T-Messe / 3-30, Minatoirifunecho, Toyama City

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

## (3) Change / cancellation of application for exhibiting

① After May 31, 2019, we do not accept any changes to the number of booths.

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

③ If you need to cancel your application, please refer to the following cancellation fee and follow the instruction given by the secretariat:

### Cancellation fee

Time of cancellation		Cancellation fee
From application date	to July 31, 2019	No cancellation fee
From August 1	to August 31, 2019	20% of booth fee
From September 1	to September 30, 2019	50% of booth fee
After October 1		100% of booth fee

## Joint Exhibition Booth

### 4. Joint Exhibition Booth description

#### (1) About Joint Exhibition Booth

- ① A Joint Exhibition Booth is a type of booth where companies, investment promotion organizations, and their government agency are grouped by country or region. No charges of participation apply to exhibitors, provided that their relevant government agency is their representative organization. However, exhibitors are required to pay any additional fees incurred if they want to decorate their booth beyond the basic decorations provided by the secretariat.
- ② The basic decorations of a Joint Exhibition Booth are provided free of charge, and include: two booth signs with the booth's name, a display panel for each company (company name in a basic format), one display table for each company, one electric socket with two outlets for each company, spotlights, carpet (color cannot be specified), tables and chairs for meetings.
- ③ The representative organization will be informed about the shape and size of their Joint Exhibition Booth as well as the position of each display table and panel in the booth. The layout of the exhibition area will be determined by the organizer of the Trade Fair.

#### (2) Configuration and structure of a display panel and table in a Joint Exhibition Booth

- ① Each exhibitor will have a display table (W 0.99m x D 0.70m x H 0.75m) and a display panel (W 0.95 x H 0.80m) (total booth size: W 0.99m x H 0.70m x H 2.50m).
- ② Company introduction will be printed on the display panel with basic format (company name, profile, PR photos, caption) free of charge.

All exhibitors who participate in a Joint Exhibition Booth are required to prepare the relevant content of their company's panel. Please download "**Format No.3-1 Company introduction for display panel (Joint Exhibition Booth)**", fill it out and return to us by August, 9, 2019.

Notes for using a display panel are the same as notes for Standard Booth. Please see page 8.

If the exhibitor does not require the basic format of the company introduction panel provided by the secretariat and would like to bring their own posters, please so inform us. Then we will put only the company name.

- ③ When decorating your Joint Exhibition Booth, please consider the unity of display decorations within the booth.

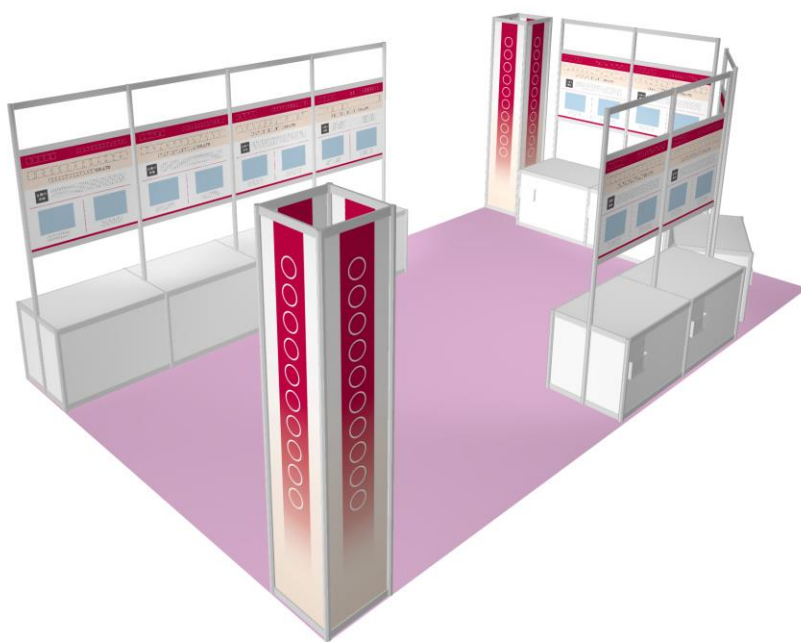
If you need additional equipment for the decorations, you need to submit "**Format5-1 Notification of booth decorations (Joint Exhibition Booth)**" and "**Format No.6 Rental fixtures order sheet**". Please refer "Notes for decorations installation, Height limitation of decorations " of a Standard Booth (p. 10).

#### (3) Electric capacitance

Display table	Electric Capacitance	Notes
One display table	100V 15A 1.5kW	* One socket with two outlets per display table * Usage within 100V 15A (1.5kW) is appreciated Additional fee is charged for more than above.

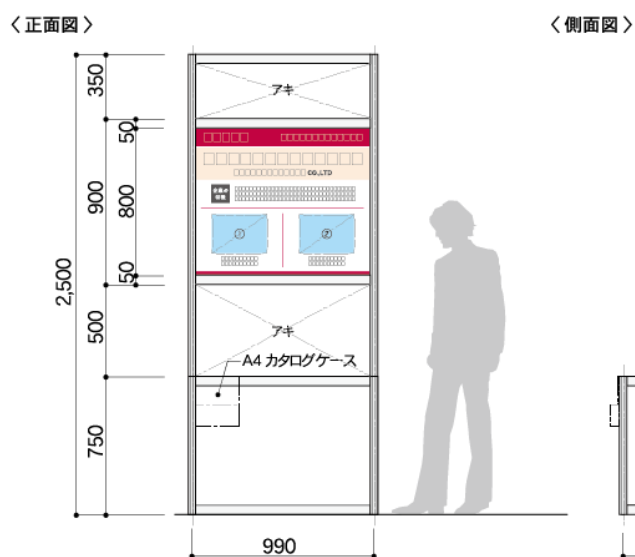
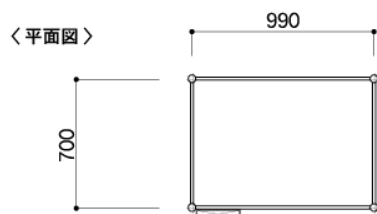
- ① Electricity charge is free with above condition. (Within the capacitance)
- ② If you need to increase the capacitance please download "**Format No.8 Notification of electrical installation**" from the website, fill it out and submit it by August 30, 2019 (Friday) together with "**Blueprint of electric installation**" (**free format**) to the official construction company (Japanese language only) or to the secretariat.  
Please refer to page 17, 9. Electricity.

#### (4) Image of a Joint Exhibition Booth with basic decorations

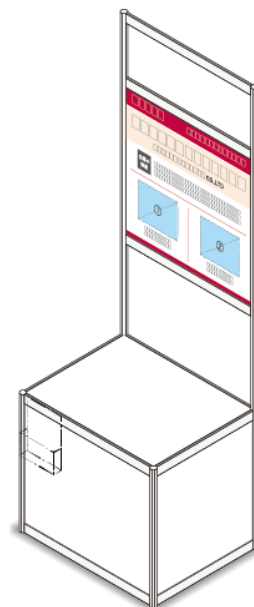


\* The layout of the exhibition area is decided by the organizer of the Trade Fair considering the constitution of the exhibition, the number of booths and demonstrations.

#### (5) Image of a display panel and a display table



〈設置イメージ〉



\* Configuration and structure of a display panel and table may differ depending on the location, etc.

## Standard Booth (for exhibitors who participate on an individual basis)

### 5. Standard Booth (large type, small type)

#### (1) Basic dimension and structure of booth

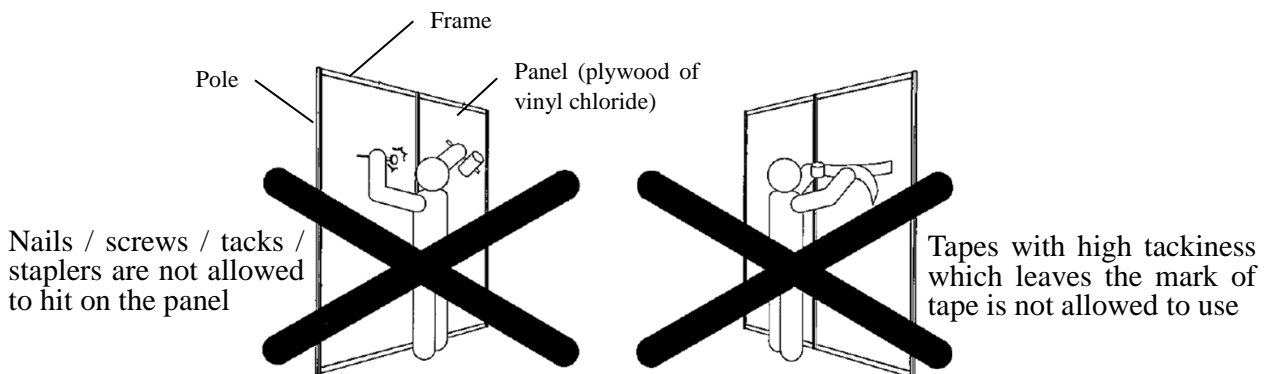
- ① We have 2 types of Standard Booth. One is the large type 5.9 m<sup>2</sup> (frontage 2.97 m × depth 1.98 m core dimension) and the other is the small type 3.9 m<sup>2</sup> (frontage 1.98 m × depth 1.98 m core dimension).
- ② Since each booth is divided by a partition panel, actual frontage is smaller than above figures. For detailed information, please refer to page 9, (4).

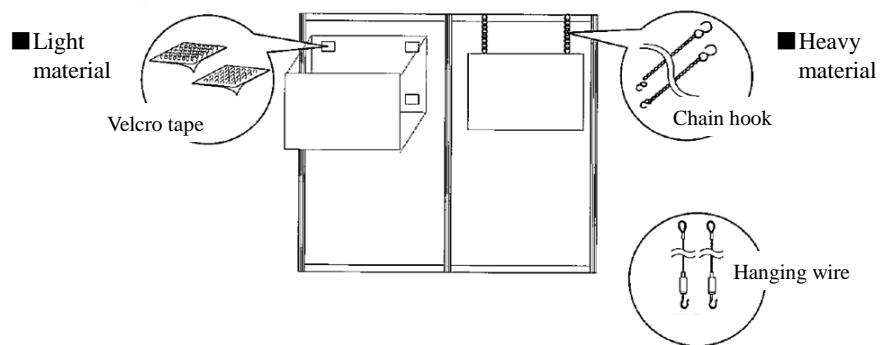
#### (2) Booth allocation

- ① Layout of the exhibition place is decided by organizer of the trade fair considering constitution of the exhibition, number of booths and demonstrations.
- ② All or even a part of the allocated booth cannot be leased, given to a third party, or exchanged among the exhibitors. Only if neighboring exhibitors agree on the exchange, we may permit it provided that we are notified sufficiently in advance.

#### (3) Notes for Standard Booth

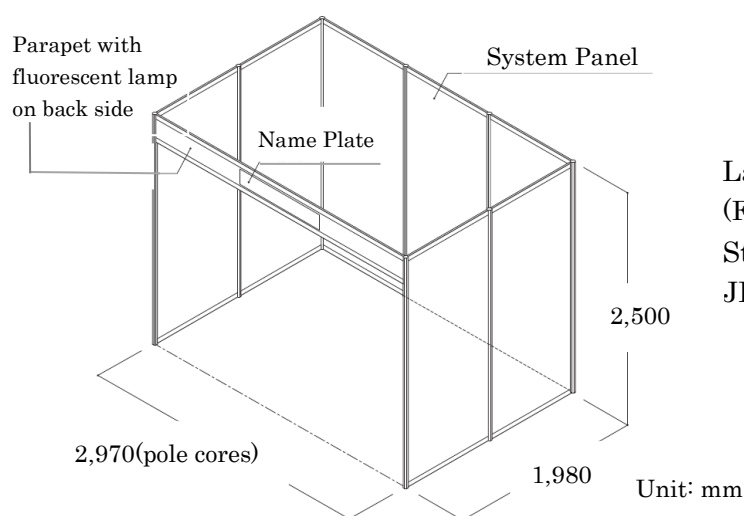
1. Company name indicated on the booth must be the same as the name on your application. If you need to add a logo, change colors or use special fonts, JPY 1,100 additional fee is required. Please contact the official construction company (Japanese language only) or the secretariat.
2. Deformation of system panels is not allowed.
3. Since these system panels are for lease, a compensation may be asked if there are any damages on the system panels caused by exhibitors.
4. Processing, cutting, drilling, hitting nails/screws/tacks/staplers are strictly prohibited.
5. Leaning heavy things on a booth or removing columns are prohibited due to limit in strength.
6. Installing decorations in a booth in the following ways are acceptable provided that booth must be restored to original conditions when the trade fair is over:
  - To fix lightweight materials on system panels with double sided tape
  - To fix materials on system panels with scotch tape
  - To fix materials on system panels with cutting sheet
  - To set clip-on spot lights
  - To fix poster boards on system panels with Velcro tape, chain hooks, hanging wires and so on.



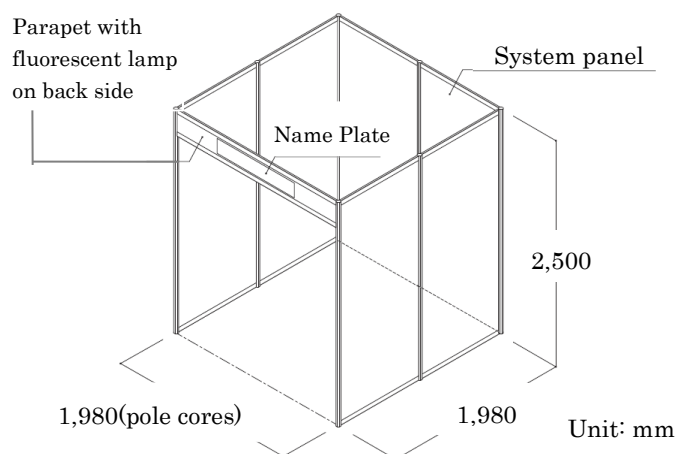


#### (4) Structure of a Standard Booth

The dimension of one booth will be as follows due to the structure of system panels:



Large Type 5.9 m<sup>2</sup>  
 (Frontage 2.97 m X depth 1.98 m core dimension)  
 Standard booth fee  
 JPY 65,000 (Consumption tax included)



Small type 3.9 m<sup>2</sup>  
 (Frontage 1.98 m X depth 1.98 m core dimension)  
 Standard booth fee  
 JPY 45,000 (Consumption tax included)

A panel of a booth at a corner facing an aisle can be removed upon your request with no change in fee.

If you use more than 2 booths, parapets can be removed upon your request with no change in fee.

If you need your original decorations, please notify the secretariat in advance.

## **(5) Notes for decoration installation**

### **① Booth Decorations**

- You are requested to download **“Format No.5-2 Notification of Booth Decorations (Standard Booth)”** from the website, fill it out, submit to us by August 30 (Friday), 2019.
- If you need additional lights, tables, counter tables (Refer to page 25. Fixtures for rent) other than basic fixtures (Refer to page 11), you are requested to download **“Format No.6 Rental fixtures order sheet”** from the website, fill it out, and submit to us by August 30, 2019 (Friday).

An additional fee will be charged for the fixtures added.

### **② Installing the 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.

### **③ Materials for decorations**

Please be aware of the flame proof for some materials written as follows:

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

#### **■ Official Construction Company**

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

Person in charge: Sales & Planning manager Mr. Inoue, Mr. Masuyama, Mr. Kanamori

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

Mobile: Mr. Inoue +81-80-1956-7428, Mr. Masuyama +81-80-2955-4357

E-mail: mono2019@horaisha.co.jp

## **(6) Height limitation of decorations**

- ① If you use Standard Booth provided by us, height of decoration must be less than 2.5m since the height of partition panel of booth is 2.5 m.
- ② If you use the booth prepared by an exhibitor yourself
  - In aisle side from the wall adjacent to other booth, 1m or more setback is required.
  - Although the height limitation of decoration should be less than 3.6m, as for the part to adjacent to other booth, limitation should be 2.5m or less.
  - When the booth is located on the wall near by emergency exit, the height limitation must be 2.5m or less.
  - If your booth is adjacent to other booth on back or side, any sign board on these 2 phases is prohibited.

## (7) Waste disposal

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

## 6. Basic fixtures of Standard Booth

### (1) Basic fixtures

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

### (2) Fixtures

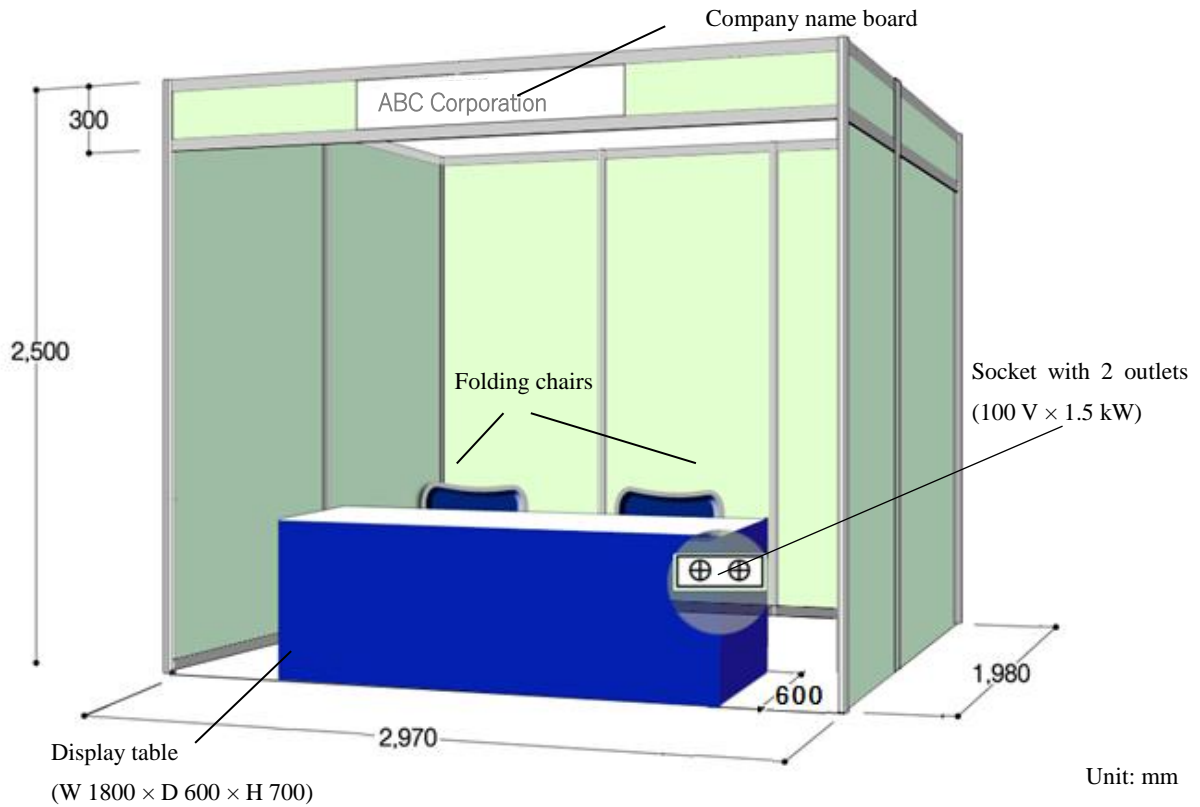
- ① Basic fixtures are ready for you with free of charge. If you need some more, please refer to page 25 “14. Fixtures for rent” and download **“Format No.6 Rental fixtures order sheet”**, fill it out, submit it to us by August 30, 2019 (Friday).  
**Rental fee of additional fixtures must be borne by exhibitors**
- ② If your booth is located on a corner, a side facing an aisle is provided with a parapet instead of a panel.
- ② Basic fixtures  
One display table (Counter table in case of a small type booth)/ two folding chairs (one folding chair in case of a small type booth)/ 1 socket with 2 outlets.
- ④ Please notify the name of your company to be displayed on the name board on the booth. Please download **“Format No.5-2 Notification for Booth Decorations (Standard Booth)”**, fill it out, submit it to us by August 30, 2019. Basically, the name displayed should be the exact name of the exhibitor. In case there are too many characters on the company name, an additional fee may be required. Moreover, if you need to change color or add a logo, JPY 1,100 additional payment will be charged. In these cases, please contact the official construction company (Japanese language only) or the secretariat.

### (3) Electric capacitance

Per booth	Capacitance in a booth	Notes
A small type booth or a large type booth	100V 15A 1.5kW	* One socket with two outlets per booth * Usage within 100V 15A (1.5kW) is appreciated Additional fee is charged for more than above.

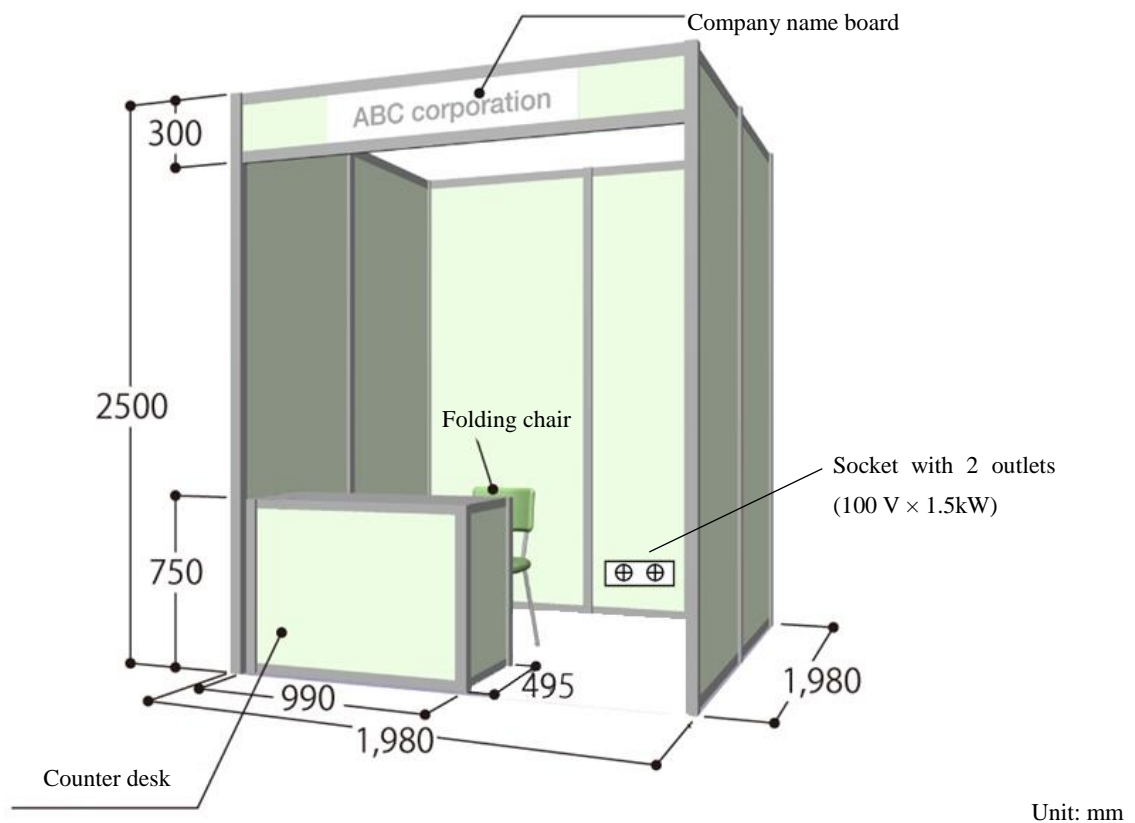
- ① Electrical service is free of charge with above condition. (within the capacitance)
- ② If you need to increase the capacitance, please download **“Format No.8 Notification of electrical installation”** from the website, fill it out and submit it by August 30, 2019 (Friday) together with **“Blueprint of electrical installation” (free format)** to the official construction company (Japanese language only) or to the secretariat.  
Please refer to page17, 9. Electricity.

**(4) Image of a large type booth with basic fixtures**



If you wish to change the display table to a wider one (900 mm), please ask the secretariat by email by Friday, August 30, 2019.

**(5) Image of a small type booth with basic fixtures**





## Hall management

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

Congestion in the hall and places around move-in/out entrances will be anticipated when you move-in/out the exhibits. In order to ease it, please follow the instruction of the on-site guards or guides.

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

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

Date	Time	Overtime work	Work contents
Mon. Oct.28	Not allowed	6:00pm-9:00pm	Location setting and Standard Booth construction by the organizer
Tue. Oct. 29	9:00am-6:00pm	6:00pm-9:00pm	Standard Booth construction and custom booth construction
Wed. Oct. 30	9:00am-6:00pm	6:00pm-9:00pm	Custom booth construction and move-in. Power supply starts in the afternoon
Thu. Oct. 31	8:30am- 9:30am	Not allowed	Preparation before opening
Fri. Nov. 1	9:00am-10:00am	Not allowed	Preparation before opening
Sat. Nov. 2	9:00am-10:00am	Not allowed	Preparation before opening
	4:00pm-5:00pm	5:00pm-9:00pm	Dismantling and move-out
Sun. Nov. 3	9:00am-12:00pm	Not allowed	Dismantling, move-out, and cleaning

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

Exhibitors who move in/out the exhibits by vehicle are required to notify the secretariat. Please download **“Format No.7 Notification of move-in/out by vehicle”**, fill it out, and submit it to us by August 30, 2019 (Friday).

#### (3) Move-in

- ① Move-in date for overseas exhibitor is October 30 (Wednesday). Please be noted the move-in date and time may be adjusted by the official construction company. Your understanding would be appreciated.
- ② Driving into the Toyama Techno Hall will be prohibited from October 31 (Thursday) and during the trade fair. Exhibits must be hand-carried to the hall.
- ③ When an exhibitor moves in and sets heavy/middle weight exhibits by themselves or by their contractor, the exhibitor must be present to keep watch. Any of special tools for setting should be prepared by exhibitors.
- ④ Exhibitors who need additional time for the work after designated time should obtain permission from the secretariat to continue the work and need to bear a part of rental fee of the Toyama Techno Hall.

**(4) During the Trade Fair**

- ① Driving into the hall by vehicle is prohibited.
- ② Move-in and move-out of exhibits during the trade fair is prohibited. If you need it for the purpose of adjustment/repairing the installation, please contact the secretariat and follow the instruction.

**(5) Move-out**

- ① Driving into the hall by vehicles is allowed from 6:00pm on November 2 (Saturday) and exhibitors should follow the instruction by the on-site guards.
- ② Please be noted the move-out date and time may be adjusted by the official construction company. Your understanding would be appreciated.
- ③ Move-out of heavy weight exhibits should be done during 9:00am - 12:00pm on November 3 (Sunday).
- ④ Dismantling/move-out/cleaning and recovery to original conditions should be completed by 12:00pm on November 3 (Sunday).

**(6) Vehicle pass**

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

- ① Vehicle pass should be put on the dashboard so that anyone can see it easily from outside. Without this vehicle pass or without displaying it, driving into the parking lots around move-in/out entrances is prohibited.
- ② Vehicle pass will be issued one for the “vehicle loading exhibits” and one for the “vehicle loading displays and constructions” per company. If you need more, please make photocopy.
- 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 completing your unloading, vehicles must quickly be removed to their designated parking place or be removed as instructed by on-site guards.

**(7) Installing/ removing of heavy weight exhibits**

As for the installing and removing of heavy weight exhibits, please contact the secretariat. If you use a transportation company or loading machinery of a company other than the official construction company, please download “**Format No.7 Notification of move-in/out by vehicle**”, fill it out and send it to the secretariat.

**(8) Notes for installation**

- ① The installation is allowed only within your booth. Any operations infringing other booths or on the aisle is prohibited.
- ② We provide you the stockyard (refer to hall layout) for the goods to be unpacked/packed when you load/unload. You may use it for temporary stock storage provided that the owner’s name and booth number is clearly displayed on the goods. We are not responsible for losses or damages to any goods in this stockyard.
- ③ Usage of anchor bolt is prohibited.

**(9) Recovery to original conditions**

After the trade fair, any residues, disposals will be discarded and the expenses will be claimed to each exhibitor.

## 8. Transportation

### (1) Transportation of the exhibits

Please transport and move in the exhibits to the hall during October 29<sup>th</sup> (Tuesday) - 30<sup>th</sup> (Wednesday) at exhibitors' responsibility. Each exhibitor is required to take necessary procedures for transportation such as hand carrying, international courier, and consignment. Transportation expenses for both ways (including packing, insurance, customs clearance, taxes) must be borne by each exhibitor.

#### ■ Address of destination

Secretariat of "Toyama General Manufacturing Industry Trade Fair 2019 (T-Messe)"

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

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

※ The secretariat will notify each arrival of goods to exhibitors so that you can collect them.

### (2) Transportation company (except international courier)

After goods arrive in Japan, they will be stored in customs warehouse until completing customs clearance. Those customs procedures need to be consigned by the Japanese broker. Before the shipment, please download **"Format No.10 Notification of forwarder to be in charge of transportation and customs clearance"** from the website, fill it out, and submit it to us by August 30, 2019 (Friday). Please ask the secretariat about arrangement regarding customs clearance and Japanese transportation business.

Exhibitors are required to take necessary procedure if you use ATA Carnet for bond purpose.

### (3) Insurance

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

### (4) Transportation to return exhibits

After the trade fair closes, a temporary space will be set up in the hall to accept goods to send back to your countries from 4:00pm to 7:00pm, on November 2 (Saturday), 2019. Relevant exhibitors are required to pay the shipping fee by their own in Japanese Yen. This service is applicable to the following exhibitors:

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

Details will be informed to you afterwards.

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

**(5) International courier (If sending exhibits by international courier service)**

- ① If you use an international courier service such as DHL FedEx, EMS to send small volume goods to Japan, the following is the destination address:  
Asia Business Promotion Center, Toyama New Industry Organization  
2<sup>nd</sup> floor, Joho Building, 527 Takata, Toyama City, Toyama 930-0866, Japan

**Due date of arrival: October 25, 2019 (Friday) sharp**

- ② The above goods will be delivered to the booth of each exhibitor on October 30 (Wednesday) and you are requested to complete the preparation for the exhibition by 9:00pm on October 30 (Wednesday).
- ③ Since the goods for commercial use (samples, catalogues) will be subject to the tax at the customs clearance, please make sure to describe “Samples/catalogues” and the value on the invoice. If the value is less than JPY 10,000, no tax will be imposed.
- ④ Delivery charge and customs handling charge must be borne by exhibitors.
- ⑤ We are not responsible for any accidents at customs.

**(6) Regulations**

Exhibits (including material for decorations, material for demonstration, advertisement material, samples, catalogues, products created in demonstrations) must meet the purpose of the trade fair.

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

- ① Items prohibited to import
- ② Items conflicting Japanese regulation
- ③ Items conflicting intellectual property right
- ④ Exhibiting many of the same items which may not be effective as exhibition methods.
- ⑤ Items against public order and morals
- ⑥ Items which the secretariat judges not suitable

Please make sure in advance the exhibits are not restricted to be imported to Japan by relevant regulations of Japan. We are not responsible for any penalty imposed on you by Japanese regulations or government.

**(7) Tariff**

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

## 9. Electricity

### (1) Basic light of exhibition place

LED lighting

### (2) Type of power supply (for lighting and display in a booth)

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

### (3) Application for use of electricity

If you need more capacitance than standard (refer to page 6 (3) or page 11(3)), additional fee is charged to exhibitors. Please download **“Format No.8 Notification of electrical installation”** from the website, fill it out and submit it to us by August 30, 2019 (Friday) together with **“Blueprint of electric installation” (free format)**. Please kindly understand that if you fail to send it by due date designated, the additional electric power will not be supplied to your booth. Power supply from light fitting is prohibited.

In the format, capacitance and necessary current value for main switch for both of lighting & power source must be clearly described.

#### ●Electric symbols used on blueprints of electric installation

[Legend]

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



For exhibitors who apply for rental equipment (light fitting and outlets), please use the legend written below to fill in places such as the desired mounting position in the booth.

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

Followings should be in the same way;

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

### (4) Capacitance of electricity

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

- Appropriate decision of main switch (circuit breaker)

Since the main switch will work with current, exhibitors are required to check rated current of lighting, motor, etc. and determine suitable figure. If higher current flows, circuit will be intercepted automatically. But it can be recovered by removing the defect part if the cause is overload of lighting or motor. Also, in case of electric leakage, same handling is effective.

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

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

**【100V AC Single-phase 2 lines】**

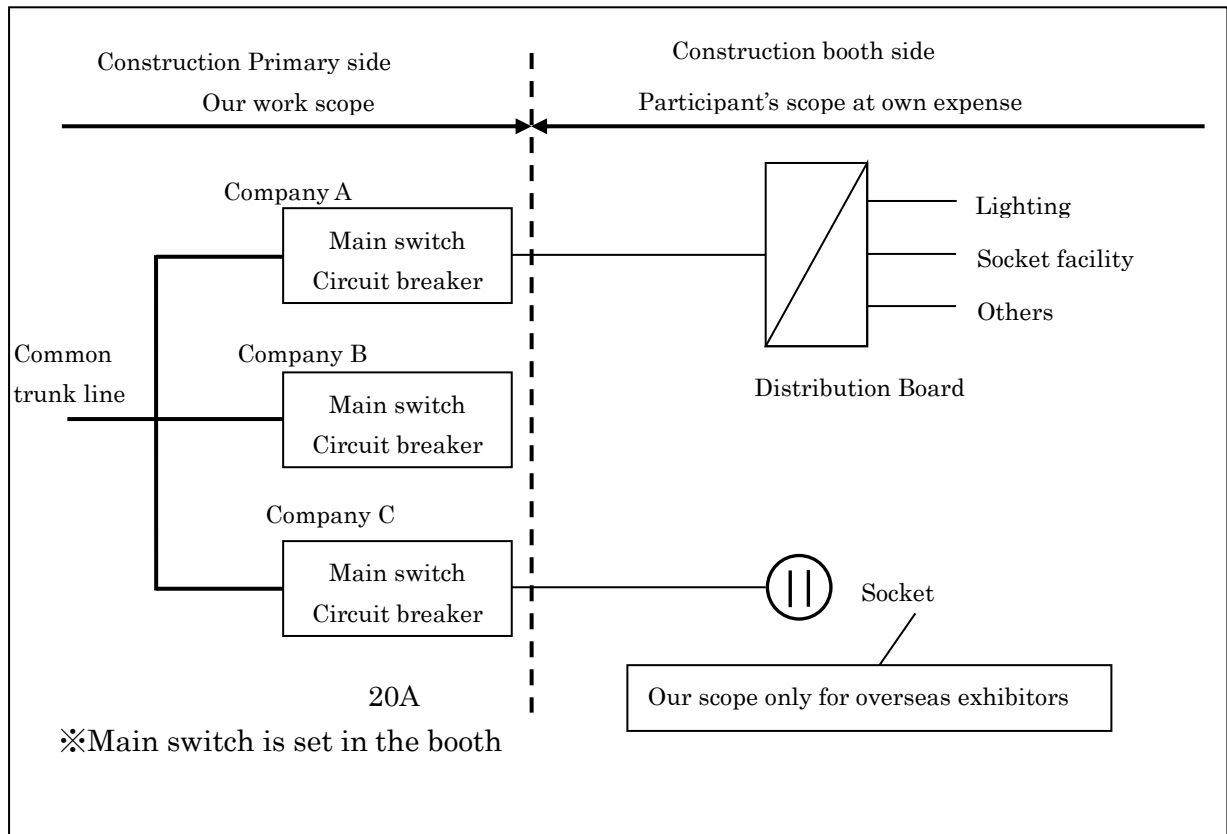
Current limiter Set current (A)	Rated capacitance Reference (kW)	Amount to be borne
15	Up to 1.5	JPY 12,100 (Free for overseas exhibitors)
20	Up to 2.0	JPY 16,500
30	Up to 3.0	JPY 24,200

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

	100V AC Single-Phase 3 lines		200V AC 3-phase 3 lines	
Current limiter Setting current (A)	Rated capacitance reference (kW)	Amount to be borne	Rated capacitance reference (kW)	Amount to be borne
20	Up to 4.0	JPY 46,200	Up to 4.5	JPY 46,200
30	Up to 6.0	JPY 52,800	Up to 6.3	JPY 52,800
50	Up to 10.0	JPY 58,300	Up to 12.0	JPY 58,300
60	Up to 12.0	JPY 70,400	Up to 13.4	JPY 70,400
75	Up to 15.0	JPY 75,900	Up to 15.7	JPY 75,900
100	Up to 20.0	JPY 82,500	Up to 23.2	JPY 82,500
125	Up to 25.0	JPY 88,000	Up to 30.0	JPY 88,000
150	Up to 30.0	JPY 93,500	Up to 37.5	JPY 93,500
Matters other than above should be consulted with the secretariat.				

**(6) Electric construction in a booth**

- ① Exhibitors are required to do all the electric construction after the secretariat has set up the main switch. All construction costs must be borne by exhibitors.
- ② Electric construction in the booth should be done by approved company with designated procedures (Refer to page 10 (5)-①)
- ③ Electric construction during the trade fair from 10:00am to 5:00pm is prohibited.



**(7) Electric construction in booths and due date**

Electric construction in booths by exhibitors should be completed before the opening day.

**(8) Check-up**

In order to avoid any kind of accidents, the official construction company will check the electric facility in the booth and its performance status as needed. In case they found any problem, you might be requested to improve the instructed parts immediately. Power supply will be stopped until the completion of improvement.

**(9) Power supply to booths**

- ① Time to be supplied  
From 12:00pm on October 30 (Wednesday) to 5:00pm on November 2 (Saturday).  
During the trade fair 9:30am-5:30pm  
Please make sure to put off the main switch every time you close your booth.
- ② Temporary power supply only for move-in/out  
If you need power supply for assembly/dismantling of machinery, please inform the secretariat in advance. We will support you as much as possible at your own expenses.

**(10) Possible operation time change**

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

**(11) Protection device**

Damage of the exhibits for demonstration caused from power cut due to power supply problem or any accident is not attributable to the secretariat. Exhibitors are required to prepare the protection devices as needed at their own responsibility. Exhibitors are responsible for providing sufficient protection as needed even for exhibits that cannot be demonstrated without constant voltage and frequency.

**(12) Notes for the electrical construction**

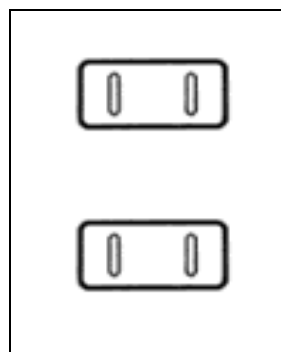
- ① License of electrical constructor  
Electrical construction companies must be the ones certified by public organization, and the electrical workers also have to carry the license with them. The operation by constructors not certified or workers without having license will be stopped.
- ② Lamp shades  
If you use lamp shades for lighting equipment, please make sure to consider structure and material for fire prevention.
- ③ Please pay highest attention to electric construction considering accident prevention which damages human, property by electric shock.
- ④ Heat generating items like lighting, resistor or others should be located apart from combustible materials.
- ⑤ Exposed live electrical parts, spot lights installed on aisles are quite dangerous. In such cases, exhibitors must discuss with the official construction company, and keep your eyes on them.
- ⑥ Please be careful for construction so that the wiring is not laid under the exhibits or decorations.
- ⑦ Mercury lamp with high voltage and neon for the decorations are prohibited.
- ⑧ For the electric wiring from the main switch of the booth to exhibits and decorations, you are requested to use crimp contact or wall socket instead of connecting bare wire directly. Also taping for extension is prohibited.
- ⑨ Damaged electric devices are prohibited to use.
- ⑩ Bringing/ usage of transformer should be notified to the secretariat in advance.

**(13) Shape of outlets**

One socket with two outlets is provided for each booth.

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

**100 V  
60 Hz**





## **10. Communication line**

### **(1) Telephone**

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

### **(2) FAX line**

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

### **(3) Internet**

Wi-fi is provided in the hall during the trade fair.

## **11. Water supply and drainage**

### **(1) Ports for water supply and drainage**

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

### **(2) Water supply / drainage works**

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

### **(3) Limitation of usage**

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

### **(4) Period of water supply and drainage**

From 1:00pm on October 30 (Wednesday) to 4:00pm on November 2 (Saturday).

### **(5) Protection device**

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

### **(6) Recovery to original condition**

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

## 12. Handling of fire and hazardous materials

### (1) Fire and hazardous materials

Based on Fire Services Act, using fire as well as bringing hazardous materials (oil/gas/flame) into Toyama Techno Hall is strictly prohibited, except some cases which are certified by fire station in advance.

#### ① Application for usage of fire/ hazardous materials

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

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

fill it out, and submit it to us by August 30<sup>th</sup>, 2019.

Application to fire station should be done collectively by the secretariat, and once it is accepted and certified, you will be allowed to use fire/ hazardous materials in the booth. Besides, during the Trade Fair, since there may be investigation organized by the Fire Station., please note that you may be requested to improve fire management/ risk management or forced to stop the usage in the worst case.

If there is any change, the format must be submitted each time.

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

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

#### ■ Fire Station

Toyama Fire Station Nanbu branch (Japanese language only)

[Address] 25-1 Akuouji, Toyama City, Toyama 939-8182, Japan [Tel] +81-76-429-5970

#### ② Bringing hazardous materials (oil)

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

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

#### ③ Usage of compressed gas like propane

If you use gas (oxygen/ hydrogen/ nitrogen/ carbon dioxide gas/ argon gas), please strictly follow the belows;

- Fuse cock and leakage sensor must be provided on the gas facility.
- Piping should be metal pipe and leakage test should be done after construction.
- “No fires” sign should be displayed in the booth.

#### ④ Usage of flames

- It must be surrounded by noncombustible materials including the height of flame.
- Please prepare suitable extinguisher at exhibitors responsibility.
- Monitoring by person in charge is required.

### (2) Handling of lubricant oil

Since we do not have any place to dispose lubricant oil in the Hall, it should be disposed by exhibitors at their own responsibility. If there is no way to dispose by the exhibitor, please contact the secretariat and follow the instruction.

## 13. Hall management

### (1) Personnel Assignment

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

### (2) Security and prevention of accident

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

### (3) Exhibitor Pass

Exhibitor pass will be given to you at the reception counter before the Trade Fair's opening day (October 30<sup>th</sup>)

- ① Exhibitor pass should be worn on recognizable place like chest when you come into the exhibition hall throughout the trade fair and during move-in and move-out.
- ② Exhibitor pass can be given to you even during the trade fair at the reception counter.

### (4) Overtime Work

If you need to delay the time of power supply stop or closing of Hall due to unavoidable reason, such as you failed to finish all works within the time designated, you are required to contact the secretariat for permission of overwork. All expenses caused from the delay must be borne by exhibitors.

### (5) Photographing / Taking Video

Taking photos in the hall without permission of exhibitors or the secretariat is prohibited. You are requested to cooperate when the secretariat take photos for record purposes or when the news media take photos proving their identity.

### (6) Cancellation or Schedule Change of the Fair

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

### (7) Smoking areas

There is no smoking place in the Hall. Please smoke at the designated places outside the hall. Littering cigarette butts is prohibited.

**(8) Demonstration of exhibits**

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

- ① The secretariat may request the exhibitor some restriction or discontinuance of the demonstration if other exhibitors complain about the demonstration.
- ② Any wastes like chips, cutting scrap, cutting oil must be disposed by exhibitors. If you find difficulty due to unavoidable reason, please contact the secretariat and follow the instruction.

**(9) Distribution and sales of the goods**

Sales of exhibits and distribution of free catalogue or sample is allowed at the booth. Exhibitors who wants to sell the exhibits should download **“Format No.9 Notice to sell exhibition items”** from the website, fill it out, and submit it to us by August 9, 2019 (Friday) on conditions that

- ① Goods to be sold should be noticed to the secretariat in advance.
- ② Distribution or sales should be only the goods which can be hand carried.
- ③ Distribution or sales should be done in exhibitor’s own booth.
- ④ It is prohibited to sell all the exhibits. Please keep ones for display during the trade fair.
- ⑤ The secretariat may order to discontinue the sales and distribution in case other booths or aisle is considerably confused with crowd.
- ⑥ Overseas exhibitors should make sure the exhibits and the goods for sale are not prohibited or restricted items to import by Japanese regulations at exhibitors’ responsibility. The secretariat is not responsible for any penalty imposed to exhibitors by the Japanese government. Please do not miss the customs declaration of the goods to be distributed or sold.

## 14. Fixtures for rent

Some rental fixtures are ready for the exhibitors. Exhibitors who need them should download **“Format No.6 Rental fixtures order sheet”** from the website, fill it out, and send it to us by August 30, 2019 (Friday).

- ① Prices shown all include consumption tax and carry-in/out fee and rental fee.
- ② All the fixtures for rent will be delivered to the booth by 1 day before the opening of the Trade Fair. Time of delivery cannot be appointed due to the order of booth construction.
- ③ When you submit the Format No.6, please note that the Format No.8 may also be necessary for renting some of the items. Please kindly confirm the Format No.6.
- ④ If you need any others, please contact the secretariat or the official construction company.

### ■ Official Construction Company

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

Person in charge: Sales & Planning manager Mr. Inoue, Mr. Masuyama, Mr. Kanamori

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

Mobile: Mr. Inoue +81-80-1956-7428, Mr. Masuyama +81-80-2955-4357

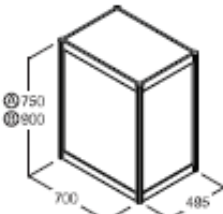
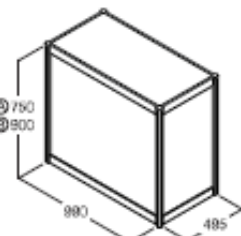
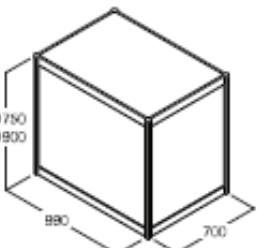
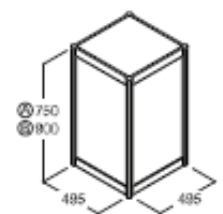
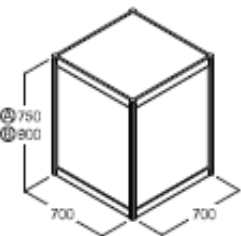
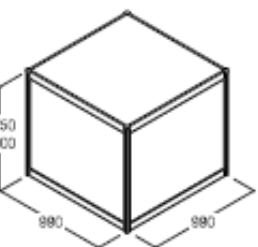
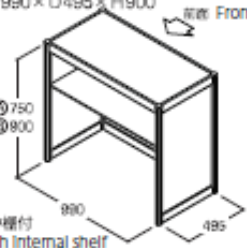

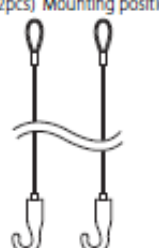
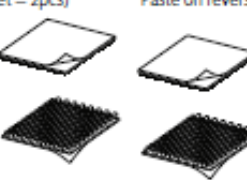


E-mail: mono2019@horaisha.co.jp

- ⑤ Payment of the rental fee should be made by cash (Japanese Yen) to the person from the official construction company on October 30, 2019 (Wednesday).

# レンタル備品のご案内 Rental Equipment







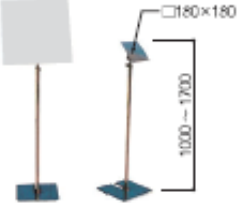





- 価格はすべて消費税込みとなります。開催期間中のレンタル料、搬入・搬出費を含みます。  
The prices below include rental fee during the trade fair period, carry-in/out expenses and consumption tax.
- 記載備品以外のものにも対応いたします。  
We may rent equipment other than the ones on this list, if they are available.
- 在庫状況により、ご準備できる備品の形状が異なる場合があります。  
Depending on the stock status, the detailed specification may vary.

## ■ システムオプション備品

<b>1 展示台 Exhibition Table</b> ④ W700×D495×H750 ⑤ W700×D495×H900  Each ④、⑤とも ¥6,600	<b>2 展示台 Exhibition Table</b> ④ W990×D495×H750 ⑤ W990×D495×H900  Each ④、⑤とも ¥8,800	<b>3 展示台 Exhibition Table</b> ④ W990×D700×H750 ⑤ W990×D700×H900  Each ④、⑤とも ¥9,900
<b>4 展示台 Exhibition Table</b> ④ W495×D495×H750 ⑤ W495×D495×H900  Each ④、⑤とも ¥5,500	<b>5 展示台 Exhibition Table</b> ④ W700×D700×H750 ⑤ W700×D700×H900  Each ④、⑤とも ¥7,700	<b>6 展示台 Exhibition Table</b> ④ W990×D990×H750 ⑤ W990×D990×H900  Each ④、⑤とも ¥8,800
<b>7 受付カウンター Reception Counter</b> ④ W990×D495×H750 ⑤ W990×D495×H900  ※中棚付 With internal shelf Each ④、⑤とも ¥9,900	<b>8 パネル取付備品 / チェーンフック Panel mounting fixture:Chain Hook</b> (2本1組) 長さ≒1m ※吊位置調整可能 (1set = 2pcs) Length Mounting position adjustable  ¥330	<b>9 パネル取付備品 / ワイヤerset Panel mounting fixture:Hanging Wire Set</b> (2本1組) ※吊位置調整可能 (1set = 2pcs) Mounting position adjustable  ¥1,100
<b>10 パネル取付備品(ベルクロテープ) Panel mounting fixture:Velcro-Tape</b> (2枚1組) ×2 ※裏面ノリ付 (1set = 2pcs) Paste on reverse side  ¥330	<b>11 テーブル (デコラ) Decora Long Table</b> W1800×D450×H700  ¥880	<b>12 展示テーブル (側:飾、サイド:カラークロス) Exhibition Long Table (side color cloth attached)</b> ④ W1800×D600×H700 ⑤ W1800×D900×H700 サイドカラークロス:アカ、オレンジ、コン、グリーン Side color cloth:Red, Orange, Deep blue, Green  ④ ¥4,400 ⑤ ¥4,950

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

## ■ 什器・備品

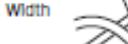
<p><b>13 カフェテーブル</b> Rectangle Table</p> <p>W750×D500×H700</p>  <p>天板：シロ Top-board : White</p> <p>¥3,850</p>	<p><b>14 カフェテーブル (丸)</b> Round Table</p> <p>④ φ600×H700 ⑤ φ750×H700 ⑥ φ900×H700</p>  <p>天板：シロ Top-board : White</p> <p>Each ④、⑤、⑥とも ¥3,850</p>	<p><b>15 商談イス Business Talk Chair</b></p> <p>W507×D515×H749×SH425</p>  <p>¥1,650</p>
<p><b>16 カウンターチェア</b> Counter Chair</p> <p>⑦ φ350×H650×SH450 ⑧ φ350×H750×SH550 ⑨ φ350×H900×SH700</p>  <p>Each ⑦、⑧、⑨とも ¥3,300</p>	<p><b>17 パイプイス Pipe Chair</b></p> <p>W420×D460×H740×SH430</p>  <p>¥220</p>	<p><b>18 貴名受 Name Card Box</b></p>  <p>¥1,650</p>
<p><b>19 パネルスタンド Panel Stand</b></p>  <p>※この商品にパネルは含まれておりません。 ※Panel not contained.</p> <p>¥1,650</p>	<p><b>20 カタログスタンド</b> Floor Catalogue Holder</p> <p>カタログサイズ：A4タテ 1列12段 Size of Catalogue : A4 portrait</p>  <p>¥7,150</p>	<p><b>21 映像機器 Audio-Visual System</b></p> <p>①40 インチ液晶TV ②50 インチ液晶TV</p>  <p>① ¥33,000 ② ¥49,500 BD・DVDプレイヤー ¥11,000</p>
<p><b>22 テレビスタンド TV Stand</b></p>  <p>※ TV stand for ㉑ TV set ※ ㉑ 映像機器のテレビ専用です。 持ち込みのテレビでは使用できません。</p> <p>¥11,000</p>	<p><b>23 貸鉢 Planter</b></p> <p>大鉢 Large size pot</p>  <p>¥3,850</p>	<p><b>24 テーブルクロス Table Cloth</b></p> <p>1枚 (2400×1370) 1 Sheet</p>  <p>シロ White</p> <p>¥1,320</p>

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

## 25 パンチカーペットPunch Carpet

グレー Gray	青 Blue	紺 Deep-Blue
緑 Green	赤 Red	
【1小間】 L 大型小間 (3,000mm × 2,000mm) S 小型小間 (2,000mm × 2,000mm)		
L 大型小間 ￥11,000		
S 小型小間 ￥7,700		

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

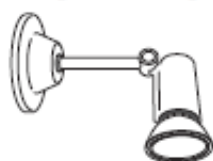
幅=30mm Width		
		
● グレー Gray	● 青 Blue	● 赤 Red
● 紺 Deep-Blue	● 緑 Green	
【1小間】 L 大型小間 (3,000mm × 2,000mm) S 小型小間 (2,000mm × 2,000mm)		
L 大型小間 ￥1,980		
S 小型小間 ￥1,650		

## ■ 照明・蛍光灯・コンセント

※別途一次幹線工事費、電気料がかかります。  
(様式 8) 電気工事届出を提出してください

### 27 ハロゲンスポットライト A Halogen Spot Light A

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



¥3,850

### 28 ハロゲンスポットライト B Halogen Spot Light B

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



¥3,850

### 29 ハロゲンスポットライト C Halogen Spot Light C

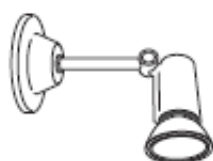
ハロゲン 300W  
Halogen bulb 300W



¥6,050

### 30 LED スポットライト A LED Spot Light A

直付式 LED 10W  
Direct mounting method LED bulb 10W



¥4,950

### 31 LED スポットライト B LED Spot Light B

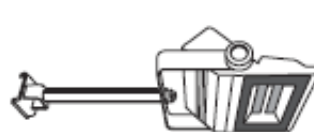
アーム式 LED 10W  
Arm method LED bulb 10W



¥4,950

### 32 LED スポットライト C LED Spot Light C

LED 60W  
LED bulb 60W



¥9,900

### 33 蛍光灯 Fluorescent-light

40W



¥3,300

### 34 コンセント Plug-Socket

単相 100V 1.0kW まで  
Single phase AC100V 1.0kW

差し込み 2口  
2-plin type



¥3,850



## **Exhibitor Reception, Business meetings, Publicity**

### **15. Exhibitor Reception**

After arriving at the Toyama Techno Hall on October 30, the day before the Trade Fair is opened, please be sure to check in at the exhibitor reception desk before starting move-in and exhibition installation, as the following time:

Time: October 30 (Wednesday) 1:00pm~6:00pm

If you come in a group, please have your representative check in.

### **16. List of travelers and itinerary**

Please download **“Format No.11-1 List of travelers”** and **“No.11-2 Itinerary”** from the website, fill them out and send them to us by August 30, 2019.

### **17. About documents regarding visa application to enter Japan**

#### **(Applied only to Joint Exhibition Booth exhibitors)**

For the personnel of exhibitors, Toyama Prefectural Government of Japan, organizer of the trade fair, can issue the required documents such as Letter of reason for invitation, schedule in Japan, Letter of guarantee, etc. to apply for visas to enter Japan for short-term business purpose. The personnel of exhibitors who need visa write “necessary” in the “Visa application to Enter Japan” column of the **“Format No.11-1 List of travelers”** (Refer to section 16) and send it to the representative organization of your country booth together with Format No.11-2 Itinerary. Then the representative organization is requested to forward them to the secretariat together with the **“Format No.12 Letter of Commitment”**

※ The above is not applied to companies who individually participate in the trade fair.

#### **(1) Documents to be submitted**

- ① Format No.11-1 List of travelers, Format No. 11-2 Itinerary
- ② Format No.12 Letter of commitment

#### **(2) Deadline: August 30, 2019 (Friday)**

#### **(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 November 2nd).
- 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 12. 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.

We will not reissue the invitation letter, 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.

**[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)

Myanmar: [https://www.mm.emb-japan.go.jp/profile/english/visit\\_japan\\_e.html](https://www.mm.emb-japan.go.jp/profile/english/visit_japan_e.html)

Russia: [https://www.ru.emb-japan.go.jp/itpr\\_ja/201906034.html](https://www.ru.emb-japan.go.jp/itpr_ja/201906034.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)

## **18. Arrangement of interpreter**

The secretariat will arrange interpreters during the trade fair for the exhibitors who mentioned “necessary” to “5. Application of service” in the “Exhibition Application Form”. This interpreter service is for your business meetings with visitors coming to your booth.

## **19. Business meetings**

### **(1) Pre-arranged business meetings**

The exhibitors who wish to have business meeting with Japanese exhibitors in the trade fair can request meetings in advance sending “**Format No.1 Entry sheet for business meeting with Japanese exhibitors**” to us by August 9, 2019 (Friday).

As for the particulars of Japanese exhibitors, please see the “List of Japanese exhibitors” (to be updated occasionally) on the website. Please be kindly noted we may not meet your request in case of too many applicants, or in case Japanese exhibitor declined.

### **(2) Others**

\* If exhibitors have Japanese partners or Japanese companies who you want to invite to visit your booth in the trade fair, please inform the secretariat. The secretariat will send brochures and exhibitor catalogue etc. to them. But it is up to them whether visits are realized.

\* In addition to above (1), we plan to hold business meetings with invited Japanese buyers. The details will be announced separately on the website.

## **20. Technical personnel contacts with Japanese exhibitors**

At the "Toyama General Manufacturing Industry Fair 2019", we will organize technical personnel contacts with Japanese exhibitors. The program is expected to provide opportunities for technical personnel to visit the Japanese exhibitors' booths, and exchange technology information within the designated time (maximum time 30 minutes). However, the number of visits is limited to a maximum of 4 companies in 3 days, 1 company in AM and 1 company in PM each day.

If you wish to join this program, please download the "**Format No.2 Entry Sheet for technical personnel contacts with Japanese exhibitors**" on the website, fill in the required information, send it to us by August 9, 2019 (Friday).

Information of Japanese exhibitors can be obtained from the “List of Japanese exhibitors” on the website (to be updated occasionally).

Please note that we may adjust date and time of the appointment depending on the conditions. Also, in case the company you wish to visit already has another appointment, or depending on the intention of that company, you may not be able to meet with them. Moreover, please understand that this program is not intended to conduct specific business negotiations.

## 21. Presentation

Exhibitors are entitled to make presentation of their products at the specified places in the Foyer. Details will be informed afterwards to the exhibitors who marked in “Exhibition Application Form” to make a presentation. If applications are too many, exhibitors who can make presentations will be selected by lottery by the organizer.

### (1) Date / Time/ Place

#### ① Date / Time:

Max. 30 min. or less

October 31, Thursday 10:45am – 4:30pm

November 1, Friday 10:45am – 4:30pm

#### ② Place: Presentation Corner in the Foyer

### (2) Equipment prepared by the secretariat

#### ① Simple shielding for surroundings

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

### (3) Equipment to be prepared by exhibitors

#### ① Handout materials

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

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

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

### (4) Presentation fee

Free of charge for overseas exhibitors

## 22. Questionnaire

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

## 23. Submission of information for exhibitor catalogue

Exhibitor catalogue (B6 size) will be distributed at the trade fair to exhibitors and visitors free of charge. All exhibitors are required to submit information for the catalogue. Please download **“Format No.3-1, Company introduction for display panel (Joint Exhibition Booth exhibitor)”** or **“Format3-2 Information to be used for exhibitor catalogue (Standard Booth exhibitor)”** from the website, fill it out, and submit it by August 9, 2019.

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

## 24. Publication of advertisement on the exhibitor catalogue

(only in Japanese language)

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

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

Specification			Fee
① 4 colors	1/1page	W 100 × H 150 (mm)	JPY 44,000
② 4 colors	1/2page	W 100 × H 75 (mm)	JPY 22,000
③ Single color	1/1page	W 100 × H 150 (mm)	JPY 22,000
④ Single color	1/2page	W 100 × H 75 (mm)	JPY 11,000

### (2) Draft for publication

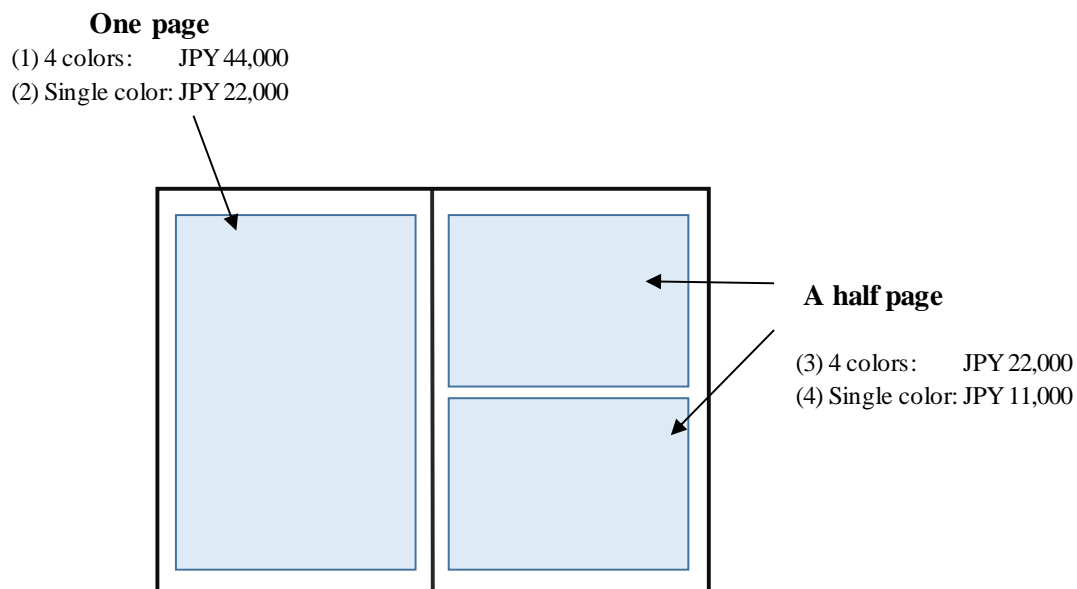
The draft should be submitted by block copy (Data draft)

### (3) Application

Please download “**Format No.4 Advertisement for the exhibitor catalogue**” from the website, fill it out and submit it to us by August 9, 2019 (Friday).

#### 【Sample】

Exhibitor catalogue (Size B6 (W 128 mm x H 182 mm))



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

## **25. Publicity / Advertisement**

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

### **(1) Public relation activities and advertisement by the secretariat**

Every time the trade fair is held, it is covered by television or radio news and newspapers, on the other hand, the secretariat is planning our own advertisement campaign as follows:

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

### **(2) Coverage by news media**

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

### **(3) Exhibitor catalogue**

"Exhibitor catalogue" will be handed to all visitors during the trade fair, and also to exhibitors in the venue.

### **(4) Official website**

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

### **(5) Social network site**

The secretariat will use SNS account to update the latest news of the Trade Fair. Your follows as well as your shares would be appreciated.

Official account:

<Facebook>

Account name: T-Messe Toyama General Manufacturing Industry Trade Fair 2019

URL : <https://www.facebook.com/tmesse2019/>

## **Other services and related information**

### **26. 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**

- ① A food court for lunch and rest will be prepared behind the East building.
- ② As for restaurants near Toyama Techno Hall, please refer to “31. Useful information”

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

Exhibitors who ordered box lunches in advance can get the box lunches in exchange for vouchers during 11:30am-12:30pm each day. Details will be informed later on the official website of the trade fair.

### **27. Main Events**

#### **(1) Opening ceremony**

From 9:30am on Thursday, October 31, the Opening Ceremony is planned to be held at the Toyama Techno Hall. Your participation would be highly appreciated.

#### **(2) Keynote speech**

From 3:00pm on Thursday, October 31, Keynote Speech will be held in West Building.

Speaker: Mr. Mitsuru Kawai, Executive Vice President of Toyota Motor Corporation

Title: Manufacturing is human development ~Passing on skills to the next generation, development of human resources~

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” (Pre-registration is required to attend.)**

Seminars on investment status of countries/regions from around the world will be held on Friday, November 1, in two rooms in the Toyama Techno Hall (about 1hr per country)

There is no charge to attend. Details can be found in the website.

#### **(3) Factory tours to manufacturers in Toyama (Pre-registration is required to attend.)**

Details will be provided afterward.

#### **(5) Tournament of “Top battle” by Japanese manufacturers in Toyama 2019**

Date: Saturday, November 2, 2019

Top battle tournament, which is getting popular in these days in Japan will be held in the trade fair. “Top battle” is a one-on-one battle of the tops  $\phi$  20 mm or less made with the best technology of manufacturers on the stage of  $\phi$  250 mm like Sumo-wrestling. (Entrants are only small and medium size companies in Toyama)

## **(6) Reception**

Time & date: From 6:30pm on Thursday, October 31

Venue: ANA Crowne Plaza Hotel, 3F Banquet room “Ohtori”

Entry fee: to be informed later

\* Free bus service from Toyama Techno Hall to the venue will be available.

## **28. Free shuttle bus**

The secretariat will provide free shuttle buses for overseas exhibitors as follows:

<b>Routes operated</b>
------------------------

\* might be changed

- ① Wednesday, October 30, 2019 (Move-in period)  
Toyama Airport ⇄ Toyama Techno Hall ⇄ JR Toyama Station ⇄ Hotel
- ② Thursday, October 31 ~ Saturday, November 2, 2019  
Hotel ⇄ Toyama Techno Hall
- ③ Saturday, November 2, 2019 (Move-out period)  
Toyama Airport ⇄ Toyama Techno Hall ⇄ JR Toyama Station

Detail schedule will be informed later.

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

## **29. Currency exchange**

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

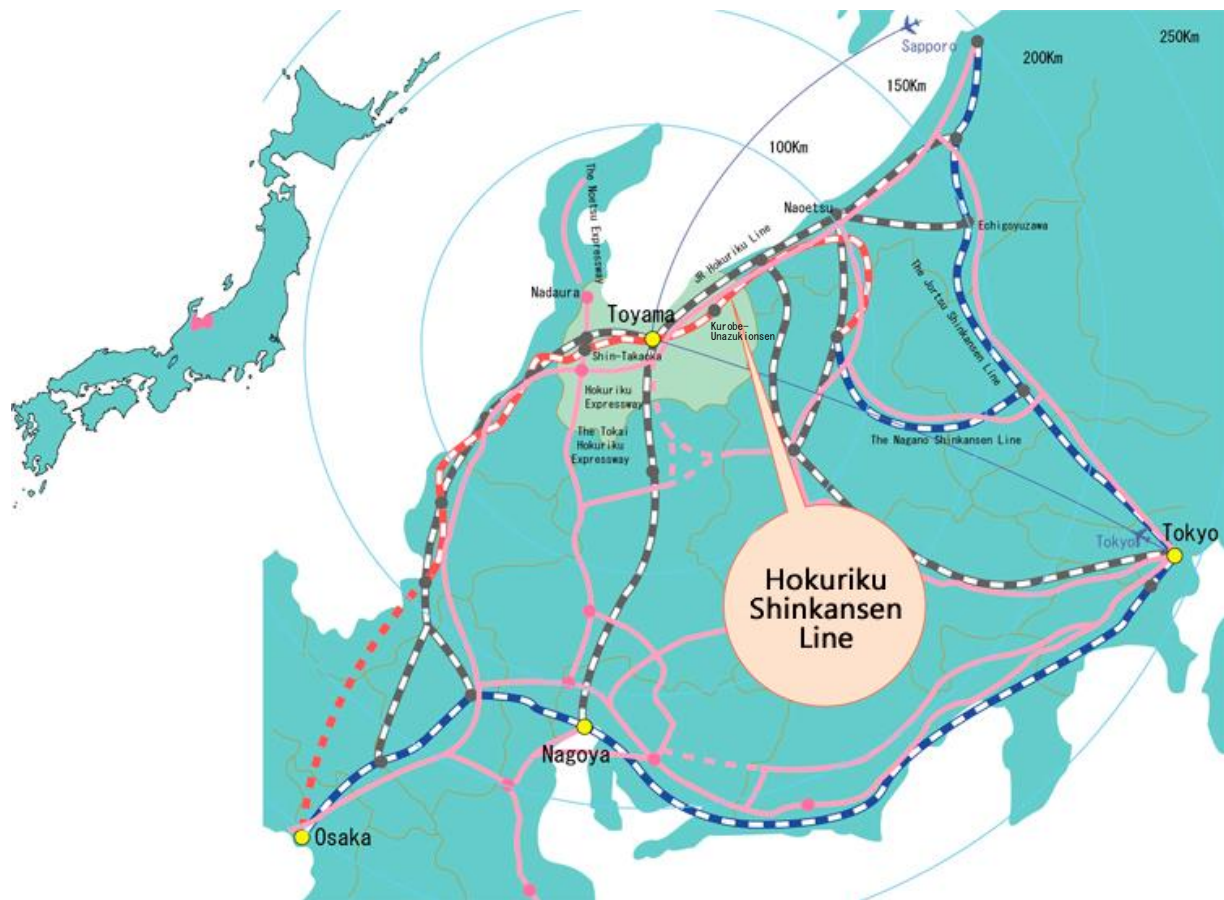
Reference: Toyama Airport Currency Exchange Department (as of July 2019)

<https://www.toyama-airport.co.jp/hokuriku-bank>

ATMs from which you can withdraw cash by international cards such as China Union Pay, Bank of Taiwan, Visa, MasterCard are in the 1st floor lobby of Toyama Airport.

### 30. Access to Toyama

#### (1) Map of central Japan



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

(As of July 2017)

Departed from	Transportation	The shortest time required
Tokyo	【JR】 Hokuriku Shinkansen (Tokyo—Toyama)	2 Hrs. 8 Min.
	【Air (ANA)】 Haneda Airport—Toyama Airport 4 flights/day	55 Min.
Osaka	【JR】 Ltd. Express "THUNDERBIRD" (Osaka—Kanazawa)— Hokuriku Shinkansen (Kanazawa—Toyama)	3 Hrs. 4 Min.
Nagoya	【JR】 Tokaido Shinkansen "HIKARI" (Nagoya—Maibara)— Ltd. Express "SHIRASAGI" (Maibara—Kanazawa)— Hokuriku Shinkansen (Kanazawa—Toyama)	2 Hrs. 56 Min.
	【JR】 Ltd. Express "HIDA" (Nagoya—Toyama)	3 Hrs. 47 Min.
Sapporo	【Air (ANA)】 Shin-Chitose Airport—Toyama Airport *1 flight/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.



### 31. Useful Information

Following information will help you before or during the trade fair:

(Notes)

- The restaurants and companies introduced here are not authorized by the organizer. Please use them on exhibitor's own responsibility.
- We're not aware if English staff are available at these places.
- We're not aware if the payment by credit card is available at these places. Please prepare cash in Japanese yen in advance.

#### 1) Travel agencies

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

#### (2) Construction/decoration companies

- ① Horai-sya Co., Ltd. (Japanese language only)  
Sales & Planning manager Mr. Inoue, Mr. Masuyama, Mr. Kanamori  
Phone: +81-76-429-1900 FAX: +81-76-429-6151  
Mobile: Mr. Inoue +81-80-1956-7428, Mr. Masuyama +81-80-2955-4357  
E-mail: mono2019@horaisha.co.jp
- ② Sky Intec Inc. Phone: +81-76-431-8366
- ③ Rent All Toyama Phone: +81-76-436-1600 FAX: +81-76-434-1411

#### (3) Restaurants

- ① Restaurants around the venue
  - Restaurants in the Toyama Airport  
<https://www.toyama-airport.co.jp/restaurant>
    - 【 Italian 】 AIRPORT KITCHEN Marche de Toyama
    - 【 Sushi 】 Kaiten Toyama Sushi (Conveyer-belt sushi restaurant)
    - 【 Ramen 】 menya iroha
    - 【 Coffee shop 】 "Wing" cafe
  - Restaurants within 10 minutes by car from the venue
    - 【BBQ・Sushi】 Stamina-Taro  
[http://t-stamina.jp/shop\\_search/1033.html](http://t-stamina.jp/shop_search/1033.html)
    - 【Sushi】 Sakura-Tei  
<http://www.minamoto.co.jp/museum/part/sakura-tei>
    - 【Pork cutlet】 Katsubei  
<https://www.hanato-group.com/katsubei/>
- ② Delivery of box lunch (warm lunch)
  - 【Japanese / Chinese】 Honke Kamadoya  
<https://www.honkekamadoya.co.jp/search/shop.cgi?tid=1501160200>
  - 【Western dishes】 Gusto  
<http://demaie-can.com/shop/menu/1002636/>

**(4) Convenience Store**

LAWSON 6 minutes on foot



**(5) Taxi Companies**

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

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

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

**(6) Bus Companies**

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

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

Toyama Bus Association (Bus Charter) <http://toyamabus.or.jp/charter/>

**(7) Websites for tourist in Toyama**

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

**(8) Hotel list**

Hotel Information in Toyama City

<http://www.toyama-mihonichi.com/tradefair/eng/info/hoteleng.pdf>

**(9) 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 and you will be given one coupon per person. The free-ride tickets can be used on the colorful "Portram", which travels from Toyama Station to the port area (Iwase), or the modern, stylish "Centram" that services the inner-city area, as well as other trams (City Tram).

For further information please refer to below website.

<http://toyamashi-kankoukyoukai.jp/en/?tid=201338>

(Language: Japanese/English/Chinese/Korean)

## List of formats to be submitted, Contact info for inquiries

### 32. List of formats to be submitted /Due date / Contact info for inquiries

#### (1) Secretariat of “Toyama General Manufacturing Industry Trade Fair 2019”

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

Toyama New Industry Organization 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

Format No.	Names of documents	Due date	Relevant pages
No.1	Entry sheet for business meetings with Japanese exhibitors	Aug.9	p. 30
No.2	Entry sheet for technical personnel contacts with Japanese exhibitors	Aug. 9	p. 30
No.3-1	Company introduction for display panel (Joint Exhibition Booth) <b>(All Joint Exhibition Booth exhibitors required)</b>	Aug. 9	p. 6, 31
No.3-2	Information to be used for Exhibitor Catalogue (Standard Booth) <b>(All Standard Booth exhibitors required)</b>	Aug. 9	p. 31
No.4	Advertisement for the exhibitor catalogue	Aug. 9	p. 32
No.5-1	Notification of booth decorations (Joint Exhibition Booth) <b>(Representative of Joint Exhibition Booth required)</b>	Aug. 30	p. 6
No.5-2	Notification of booth decorations (Standard Booth) <b>(All Standard Booth exhibitors required)</b>	Aug. 30	p. 10
No.6	Rental fixtures order sheet	Aug. 30	p. 25
No.7	Notification of move-in/out by vehicle	Aug. 30	p. 13, 14
No.8	Notification of electrical installation	Aug. 30	p. 6, 11, 17
Free form	Blueprint of electrical installation	Aug. 30	p. 6, 11, 17
Format of Toyama City	Application form for exceptional rule	Aug. 30	p. 22
No.9	Notice to sell exhibition items	Aug. 9	p. 24
No.10	Notification of forwarder to be in charge of transportation & customs clearance	Aug. 30	p. 15
No.11-1	List of travelers <b>(All exhibitors required)</b>	Aug. 30	p. 29
No.11-2	Itinerary	Aug. 30	p. 29
No.12	Letter of commitment	Aug. 30	p. 29
No.13	Box lunch reservation (to be informed later)	Sept. 20	p. 34

#### (2) Official construction company

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

Person in charge: Sales & Planning Manager Mr. Inoue, Mr. Masuyama, Mr. Kanamori

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

Mobile: Mr. Inoue +81-80-1956-7428, Mr. Masuyama +81-80-2955-4357

E-mail: mono2019@horaisha.co.jp