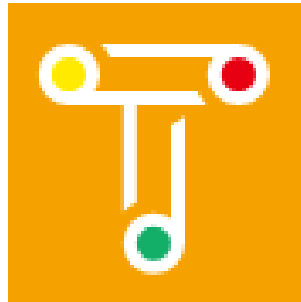


T-Messe 2021

Toyama General Manufacturing Industry Trade Fair



Real Zone Exhibitor Manual for Overseas Exhibitors

Organizer

Toyama General Manufacturing Industry Trade Fair Executive Committee

Contact

Secretariat for Overseas Companies

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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T-Messe 2021 Toyama General Manufacturing Industry Trade Fair

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

The Toyama General Manufacturing Industry Trade Fair has been held here in Toyama 5 times since 2010, bringing together businesses from Japan and abroad under one roof, creating numerous business opportunities.

This sixth edition will have appropriate coronavirus measures combined with digital technologies to provide exhibitions and business meetings both real and virtual, in order to create a “New Trade Fair,” mindful of COVID.

T-Messe Overview and Procedure for Exhibit

1. Outline

- Exhibition title T-Messe 2021 Toyama General Manufacturing Industry Trade Fair

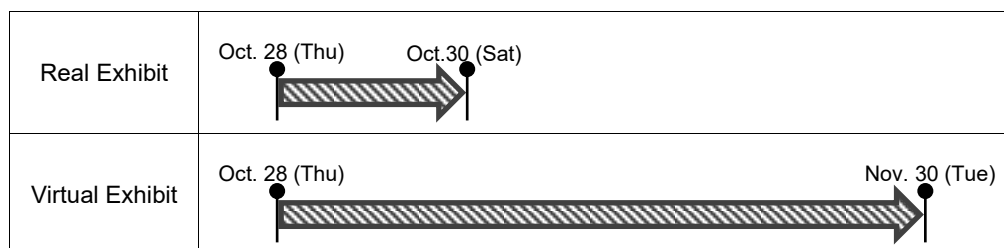
- Objectives To create business opportunities for Japanese and overseas companies by exhibiting their manufacturing technologies and products, arranging business meetings with Japanese and overseas buyers, and holding various seminars.

- Organized by Toyama General Manufacturing Industry Trade Fair 2021 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, 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)

■ 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 (random order)

■ Supported by Embassy of the People’s Republic of China in Japan, Embassy of the Republic of Korea in Japan, Embassy of Mongolia in Japan, Embassy of India Tokyo Japan, Royal Thai Embassy in Japan, Embassy of the Republic of Indonesia in Tokyo Japan, Embassy of the Socialist Republic of Vietnam in Japan, Embassy of Malaysia in Tokyo, Embassy of Myanmar in Japan, U.S. Consulate General Osaka-Kobe, Consulate-General of the Russian Federation in Niigata, The Kitanihpon Shimbun, The Toyama Shimbun, Hokuriku Branch of the Yomiuri Shimbun, Toyama Head Office of the Asahi Shimbun, Toyama Branch of the Mainichi Shimbun, The Chunichi Shimbun, Nikkei Inc., NHK Toyama Station, Kitanihon Broadcasting Company, Toyama Television Broadcasting Corporation, Tulip-TV Television Incorporated, Toyama FM Broadcasting Company, Nikkan Kogyo Shimbun (random order)

■ Duration **【Real Exhibit】**
 October 28, 2021 (Thursday) ~ October 30, 2021 (Saturday), 3 days
 10:00am – 5:00pm (Until 4:00pm on the last day)
【Virtual Exhibit】
 October 28, 2021 (Thursday) ~ November 30, 2021 (Tuesday)



*Please refer to the Virtual Exhibit Manual for details of virtual exhibit.

■ 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 ●Overseas Business Seminars ●Presentations
 ●Business Meetings ●Mini 4WD Racing ●Company research rally for students
 ●Workshops for kids

■ Participation fee Free to attend

■ Website

Website for overseas exhibitors:

<https://www.toyama-tmesse.jp/tradefair/jpn/index.html>

■ 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

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)

*Free shuttle bus service is available for overseas exhibitors from the day before the fair. (ref. p.38)

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)

*Free shuttle bus service is available for overseas exhibitors from the day before the fair. (ref. p.38)

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

(4) East Building, West Building, Entrance

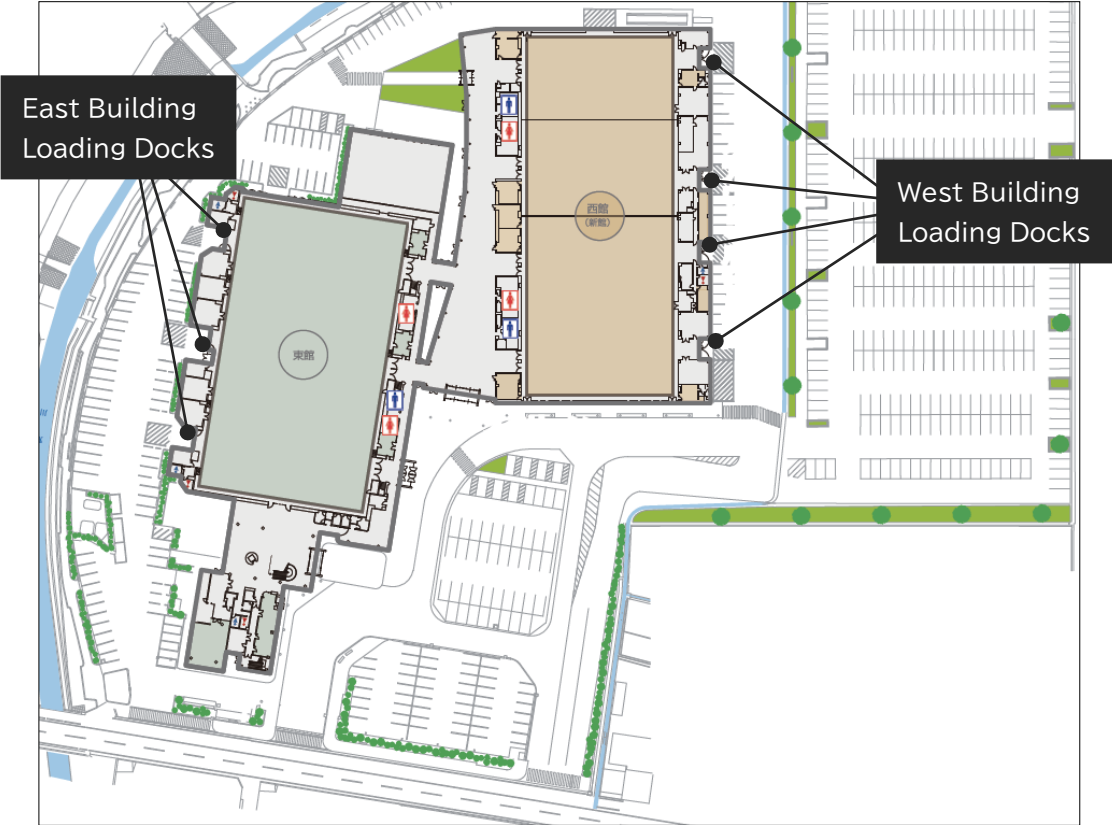
- East Building**
- East Building Exhibit Zone
 - Overseas Buyers Program
 - Invited Japanese Buyers Program
 - Workshop for Kids
 - Seminars, Presentations

- West Building**
- West Building Exhibit Zone
 - Lectures, Events
 - Workshop for Kids
 - Seminars, Presentations



- Entrance, Registration**
- Body Temperature Check and Hand Sanitizing Stations

(5) Loading docks



3. Procedure for exhibit

(1) Documents to be submitted

Documents should be submitted by the due date.

Please download the forms from the **download page for Overseas Exhibitors** in the official website, fill them out and send them to the secretariat by email accordingly.

Download pages:

Japanese : <https://www.toyama-tmesse.jp/tradefair/jpn/exhibitor.html>
English : <https://www.toyama-tmesse.jp/tradefair/eng/exhibitor.html>
Simplified Chinese : <https://www.toyama-tmesse.jp/tradefair/cn/exhibitor.html>
Traditional Chinese : <https://www.toyama-tmesse.jp/tradefair/tw/exhibitor.html>

*Please make sure to download from above URL. The forms and specifications for overseas exhibitors are different from the ones for Japanese exhibitors.

Joint Booth Exhibitors

Submit to: **the representative of your Joint Booth**

Due date: The due date described below is the deadline for submission to the secretariat.
Please ask the representative of your Joint Booth about the deadline for submission to them.

Format No.	Names of documents	Due date	Relevant pages
No.1	Joint Booth Exhibitor Information [Mandatory] * Three image files required	Aug.13	p. 12, 34
No.3	Presentation Application	Aug. 13	p. 34
No.4	Banner Ads on Official Websites	Aug. 13	p. 35
No.5	Notification of Booth Decorations (For the Representative of Joint Exhibition Booth)	Aug. 31	p. 14
No.7	Rental Fixtures Order Sheet	Aug. 31	p. 29
No.8	Notification of Move-in/out by Vehicle	Aug. 31	p. 17, 18
No.9	Notification of Electrical Installation	Aug. 31	p. 15, 21
Free form	Blueprint of Electrical Installation	Aug. 31	p. 15, 21
No.10	Notice to Sell Exhibition Items	Aug. 31	p. 28
No.11	Business Meeting Application Form	Aug. 31	p. 33

Please refer to page 9 for details.

Standard Booth Exhibitors

Submit to: t.tradefair@tonio.or.jp
the Secretariat of the T-Messe 2021 for Overseas Exhibitors

Format No.	Names of documents	Due date	Relevant pages
No.2	Standard Booth Exhibitor Information [Mandatory] *Required 3 image files	Aug.13	p. 8, 34
No.3	Presentation Application	Aug. 13	p. 34
No.4	Banner Ads on Official Websites	Aug. 13	p. 35
No.6	Notification of Booth Decorations (For Standard Booth Exhibitors) [Mandatory]	Aug. 31	p. 11
No.7	Rental Fixtures Order Sheet	Aug. 31	p. 29
No.8	Notification of Move-in/out by Vehicle	Aug. 31	p. 17, 18
No.9	Notification of Electrical Installation	Aug. 31	p. 9, 21
Free form	Blueprint of Electrical Installation	Aug. 31	p. 9, 21
No.10	Notice to Sell Exhibition Items	Aug. 31	p. 28
No.11	Business Meeting Application Form	Aug. 31	p. 33

Please refer to page 12 for details.

(2) Payment of exhibition fee

- ① Due date: September 30, 2021 (Thursday)
- 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 FAX: +81-76-432-1326

Subject: The Copy of Bank Transfer to T-Messe from (your company name)

Bank transfer from within Japan

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

Bank transfer from overseas

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

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, 2021, 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 August 31, 2021	No cancellation fee
From September 1	to September 30, 2021	50% of booth fee (tax excluded)
	After October 1, 2021	100% of booth fee (tax excluded)

* Regarding the paid exhibition fee in case the T-Messe2021 is canceled or rescheduled, please refer to page 27: 13(5) Cancellation or Schedule Change of the Fair.

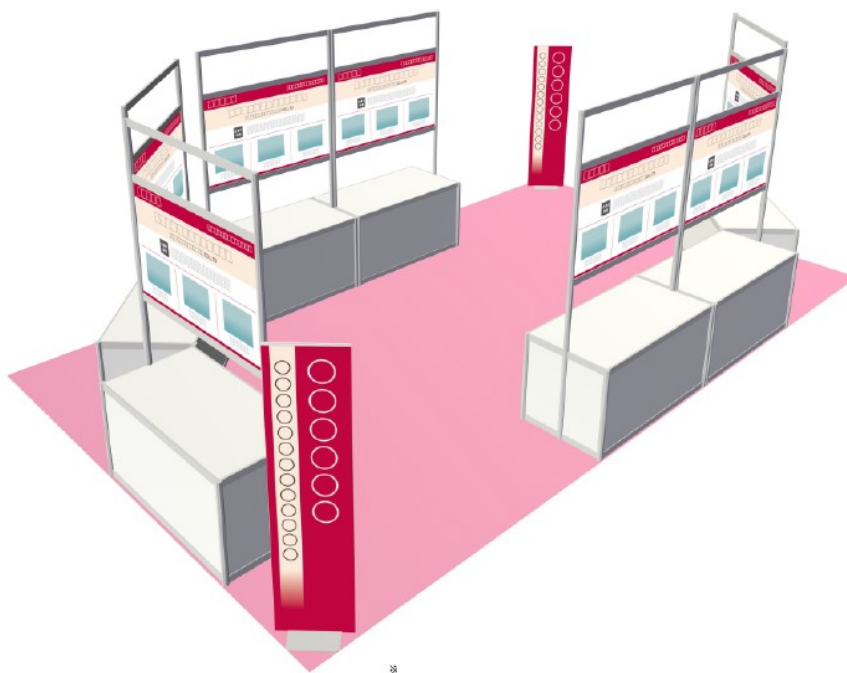
Joint Exhibition Booth

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: a signboard 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, 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.

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.

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

① Configuration and structure of a display table and panel

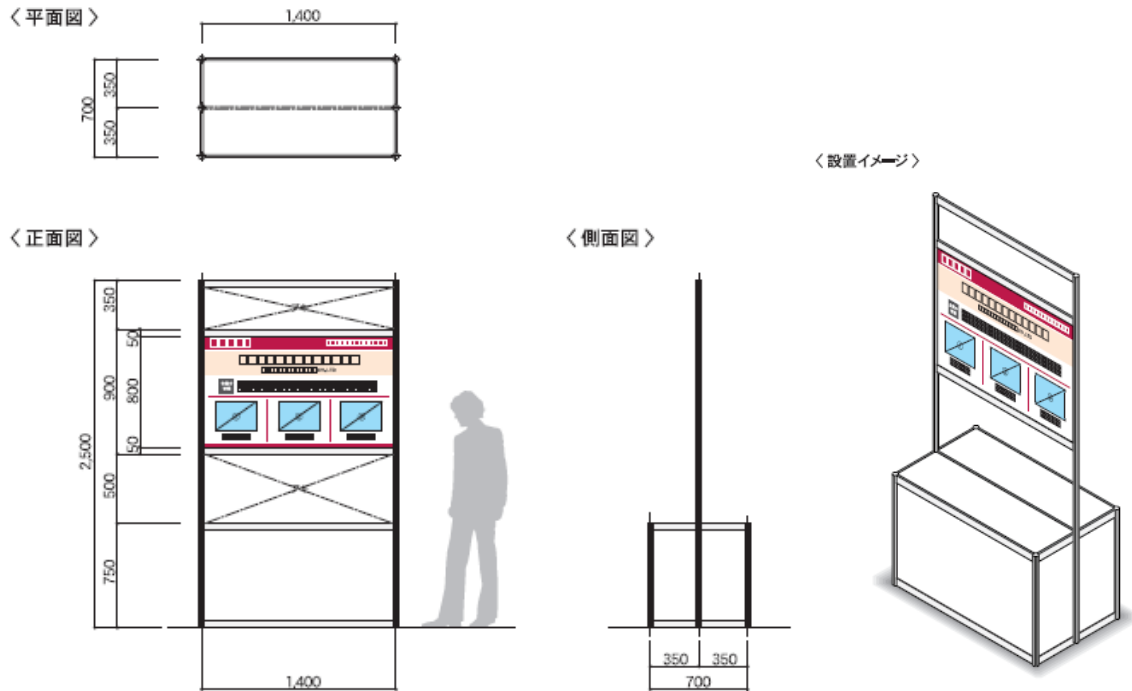
- Display table: W 1.40 m x D 0.70 m x H 0.75 m
- Display panel: W 1.36 m x H 0.80 m
- Total size: W 1.40 m x H 0.70 m x H 2.50 m

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

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

* The specification may be subject to change.

Image of a display table and panel



② Display panel

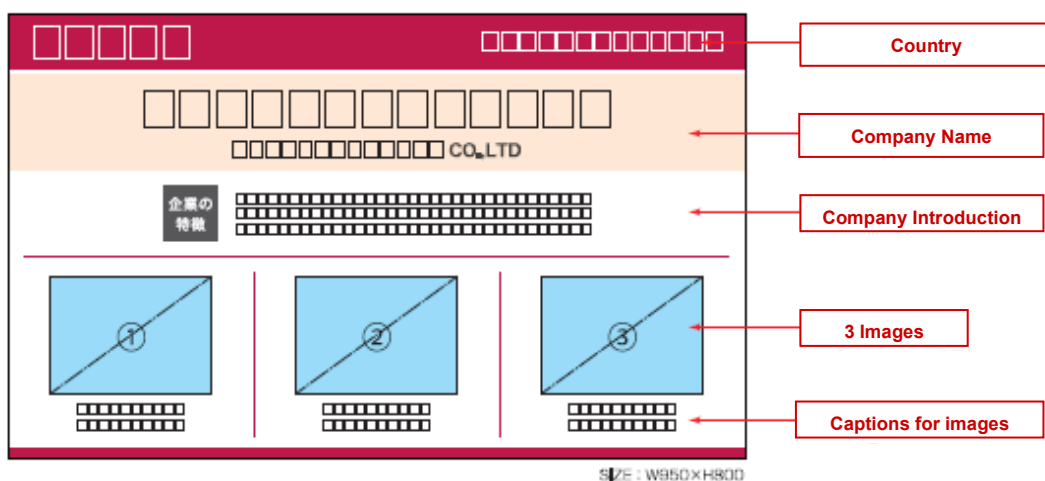
Company introduction will be printed on the display panel with basic format (company name, company profile, photos, caption) free of charge.

All exhibitors who participate in a Joint Exhibition Booth are required to prepare the relevant content of their company's panel. Please download "**Format No.1 Joint Booth Exhibitor information**", fill it out and submit to us with image files by August, 13, 2021, by e-mail.

Notes for using a display panel are the same as notes for Standard Booth. Please see page 11.

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 inform us so in advance. Then we will put only the company name.

Company Information for Display Panel (Basic format)



* The specification may be subject to change.

- 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 “**Format No.5 Notification of Booth Decorations (For the Representative of Joint Exhibition Booth)**” and “**Format No.7 Rental Fixtures Order Sheet**”. Please refer "Notes for decorations installation, Height limitation of decorations " of a Standard Booth (p. 14).

(3) Electric outlets

Quantity	Electric Capacitance	Notes
One socket (with 2 outlets) per display table	100V 10A 1.0kw	* Usage within 100V 10A (1.0kW) from one socket with two outlets 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.9 Notification of Electrical Installation**” from the website, fill it out and submit it by August 31, 2021 (Tuesday) together with “**Blueprint of electric installation**” (**free format**) to the official construction company (Japanese language only) .
 Please refer to page 21, 9. Electricity.

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

5. Standard Booth (large type, small type)

(1) Basic dimension and structure of booth

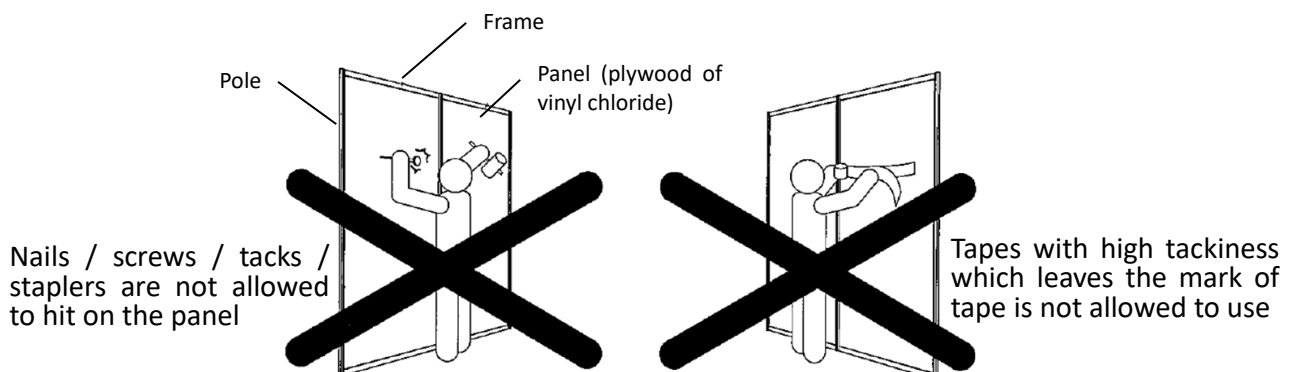
- ① We have 2 types of Standard Booth. One is the large type 5.9 m² (frontage 2.97 m × depth 1.98 m core dimension) and the other is the small type 3.9 m² (frontage 1.98 m × depth 1.98 m core dimension).
- ② Since each booth is divided by a partition panel, actual frontage is smaller than above figures. For detailed information, please refer to page 13, 5-(4).

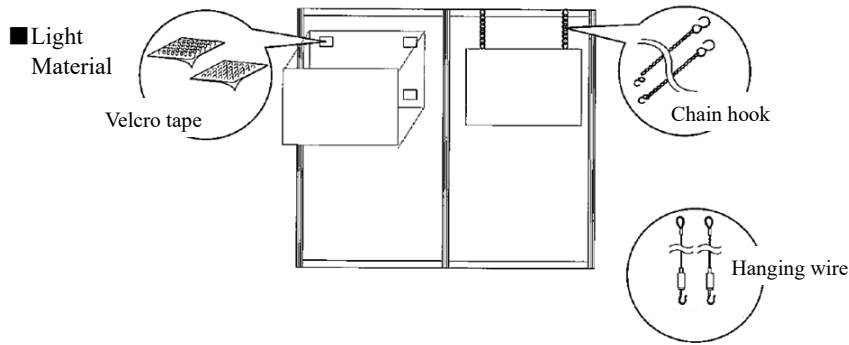
(2) Booth allocation

- 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

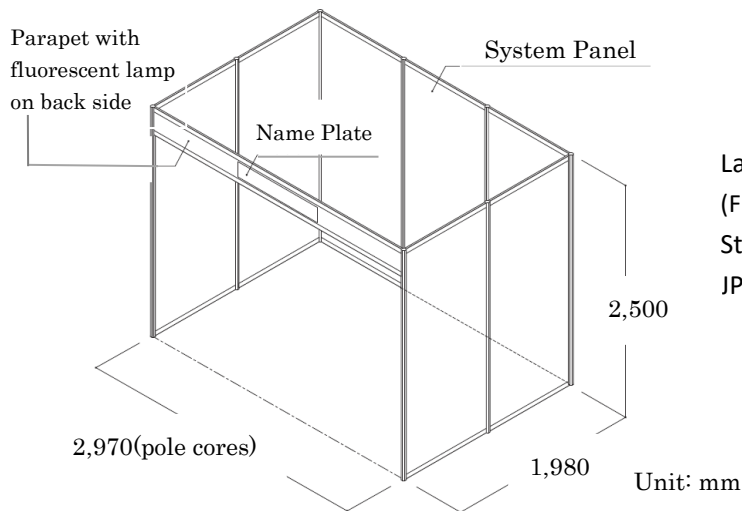
- ① Company name indicated on the booth must be the same as the name on your application. If you need to add a logo, change colors or use special fonts, JPY 1,100 additional fee is required. Please contact the official construction company (Japanese language only) or the secretariat.
- ② Deformation 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.



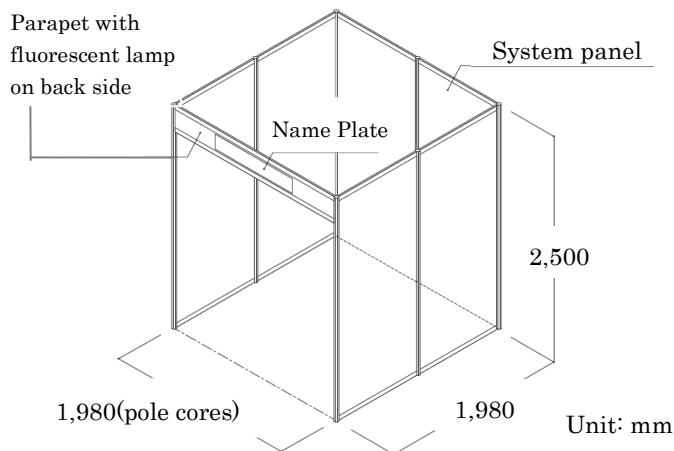


(4) Structure of a Standard Booth

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



Large Type 5.9 m²
 (Frontage 2.97 m X depth 1.98 m core dimension)
 Standard booth fee
 JPY 65,000 (Consumption tax included)



Small type 3.9 m²
 (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.

(5) Notes for decoration installation

① Booth Decorations

- You are requested to download **“Format No.6 Notification of Booth Decorations (For Standard Booth Exhibitors)”** from the website, fill it out, submit to us by August 31 (Tuesday), 2021.
- If you need additional lights, tables, counter tables (Refer to page 29. Fixtures for rent) other than basic fixtures (Refer to page 12), you are requested to download **“Format No.7 Rental Fixtures Order Sheet”** from the website, fill it out, and submit to us by August 31, 2021 (Tuesday).
*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:

- All exhibitors are required to observe the Ordinance for Enforcement of the Fire Service Act by “Ministry of Internal Affairs and Communications”.
- 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

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: mono2021@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) Fixtures

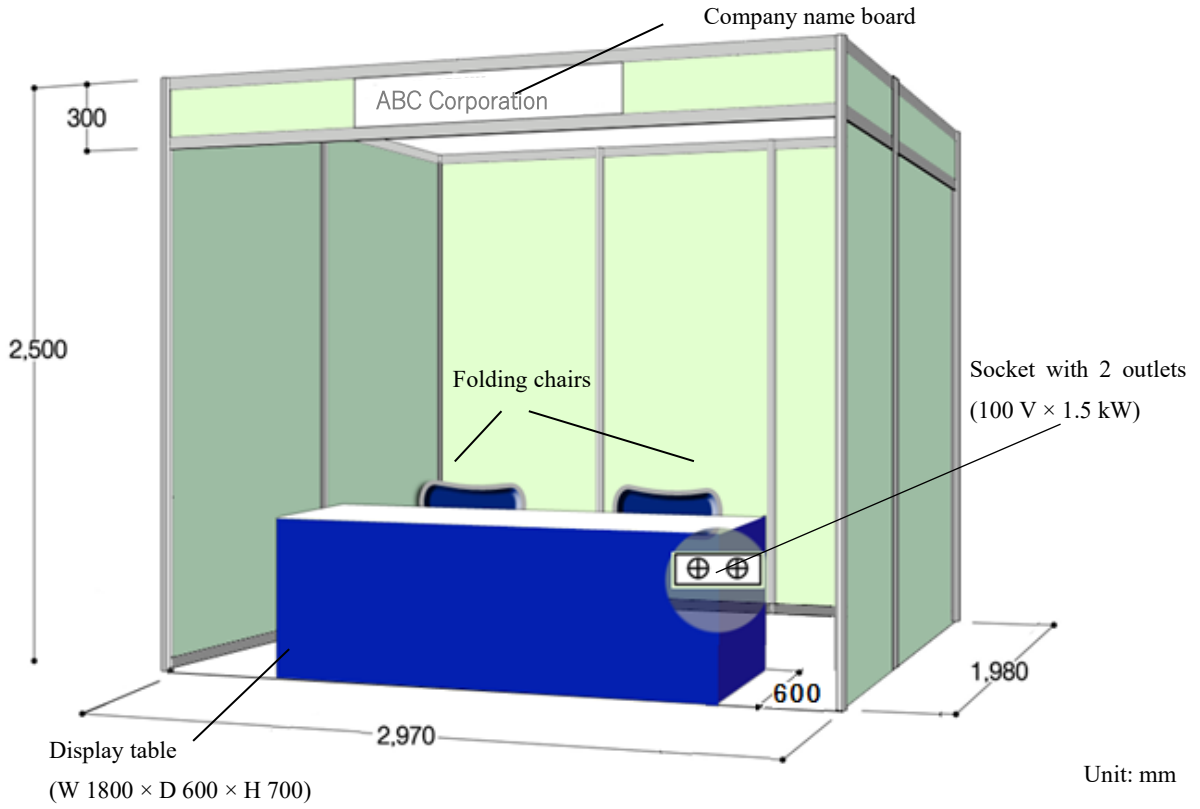
- ① Basic fixtures necessary for booth decoration will be provided free of charge to overseas exhibitors. If you need some more, please refer to page 29 “14. Fixtures for rent” and download **“Format No.7 Rental fixtures order sheet”**, fill it out, submit it to us by August 31, 2021 (Tuesday).
Rental 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.
- ③ 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)/ Punched carpet, 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.6 Notification for Booth Decorations (For Standard Booth Exhibitors)”**, fill it out, submit it to us. 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.

(2) Electric capacitance

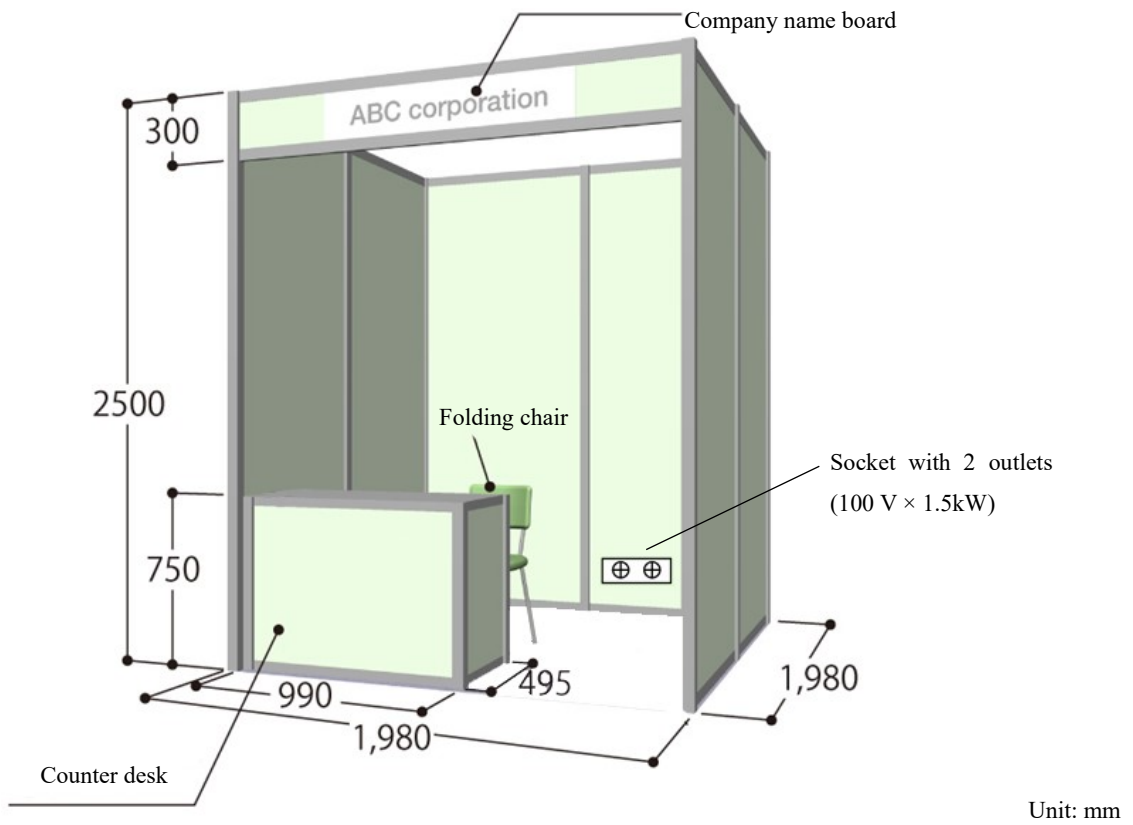
Booth types	Capacitance in a booth	Notes
Small type Large type	100V 15A 1.5kW	* One socket with two outlets per booth * Usage within 100V 15A (1.5kW) is appreciated Additional fee is charged for more than above.

- 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.9 Notification of Electrical Installation”** from the website, fill it out and submit it by August 31, 2021 (Tuesday) together with **“Blueprint of electrical installation” (free format)** to the official construction company (Japanese language only) or to the secretariat.
Please refer to page 21, 9. Electricity.

(3) Image of a large type booth with basic fixtures



(4) Image of a small type booth with basic fixtures



Hall management

7. Exhibits move-in/out and booth decoration

Please be sure to check in at the exhibitor registration desk before starting move-in.
(Refer to page.33)

Congestion in the hall and places around loading dock 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) Overseas exhibitor move-in/out schedule

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

Date	Time	Work contents
Mon. Oct.25 【Set up by organizer】	Not allowed	Location setting and basic booth construction Delivery of heavy materials
Wed. Oct. 27 【Set up by exhibitors】	10:30 am- 6:00 p.m.	Custom booth construction. Set up exhibits. Power supply starts in the afternoon
Thu. Oct. 28 【Trade Fair Day 1】	8:30 am - 9:30 am	Preparation before opening
Fri. Oct. 29 【Trade Fair Day 2】	9:00 am - 10:00 am	Preparation before opening
Sat. Oct. 30 【Trade Fair Day 3】	9:00 am - 10:00 am	Preparation before opening
	4:00 p.m. - 7:00 p.m.	Dismantling and move-out
Sun. Oct. 31	9:00 am - 12:00 p.m.	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.8 Notification of Move-in/out by vehicle”**, fill it out, and submit it to us by August 31, 2021 (Tuesday).

(3) Move-in

- ① Move-in date and time for overseas exhibitor is October 27 (Wednesday) 10:30 am - 6:00 p.m. Please be noted the move-in time by vehicle 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 28 (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 extra time for the work due to unavoidable reason should obtain permission from the secretariat at least 1 hour before the designated time and report to the secretariat as soon as the work finishes.

*Extra expenses charged from Toyama Techno Hall caused from the extended hours will be charged to relevant exhibitors (by each building) on per capita basis.

(4) During the Trade Fair

- ① Driving into the hall by vehicle is prohibited.
- ② Setting up of exhibits or dismantling of exhibits during the trade fair is prohibited. If you need it for the purpose of adjustment/repairing the exhibits, please contact the secretariat and follow the instruction.

(5) Move-out

- ① Driving into the hall by vehicles is allowed from 6:00 p.m. on October 30 (Saturday) and exhibitors should follow the instruction by the on-site guards.
- ② Please be noted the move-out date and time by vehicle may be adjusted by the official construction company. Your understanding would be appreciated.
- ③ Move-out of heavy weight exhibits should be done during 9:00 am - 10:00 p.m. on October 31 (Sunday).
- ④ Dismantling/move-out/cleaning and recovery to original conditions should be completed by 12:00 p.m. on October 31 (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 are prohibited.
- ② Vehicle pass will be issued one for the “vehicle loading exhibits” and one for the “vehicle for decorators” 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, please download “**Format No.8 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 of exhibits

Please transport and move in the exhibits to the hall on October 27 (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.

(1) International courier (small parcels, product samples, etc.)

① If you use an international courier service such as DHL FedEx, EMS to send small parcels to Japan, the following is the destination address:

*Please indicate your company name on the parcel clearly.

*Please e-mail or fax the copy of the shipping invoice to the secretariat in advance so that we can confirm the content, courier company, arrival date.

Send exhibits to:

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

Due date of arrival: not later than October 22, 2021 (Friday)

The above parcels will be delivered to the booth of each exhibitor on October 27 (Wednesday) and you are requested to complete the preparation for the exhibition by 9:30 am on October 28 (Thursday).

(2) Transportation company (except international courier) (heavy goods, valuable goods, etc.)

Please make sure that the transportation company (freight forwarder) handles the customs clearance procedures as well as the delivery within Japan. Each exhibitor must receive its own delivery directly on designated date. If you use vehicles to bring exhibits into the hall, please download "Format No.8 Notification of move-in/out by Vehicle", fill it out and send it by August 31, 2021 (Tuesday).

Send exhibits to:

T-Messe 2021 "Toyama General Manufacturing Industry Trade Fair"
Toyama Techno Hall
1682 Tomosugi, Toyama City, Toyama 939-8224, Japan
Phone: +81-76-461-3111 FAX: +81-76-461-3113

Designated date of arrival: October 27, 2021 (Wednesday) sharp

(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) Return shipment of exhibits

*** International shipment**

The secretariat does not support your return shipment. Please consult with the transportation company you used when you had transported them to Japan.

*** Domestic shipment**

Yamato Transport (Kuroneko) will set up a temporary booth only for small parcels.

Place: Next to the registration desk

Date and Time: Saturday, October 30, from 4pm to 7pm

Payment: on delivery (COD) at exhibitors' expense.

Disposal of the exhibits or removing of the exhibits during the trade fair is prohibited.

(5) 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.

(6) 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.

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 (with exceptions).

For more information, please refer to the links below.

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 at a total customs value of 10,000 yen or less)

*Delivery charge, tariff and customs handling charge must be borne by exhibitors. The secretariat does not correspond to any replacement payment on behalf of senders.

*The secretariat is not responsible for any accidents at customs.

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 11 (3) or page 15 (2)), additional fee is charged to exhibitors. Please download **“Format No.9 Notification of Electrical Installation”** from the website, fill it out and submit it to us by August 31, 2021 (Tuesday) 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
- ① Facility usage fee includes electricity charge and tax
- ② 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
10	Below 1.0	Free
15	Up to 1.5	JPY 12,100
20	Up to 2.0	JPY 16,500
30	Up to 3.0	JPY 24,200

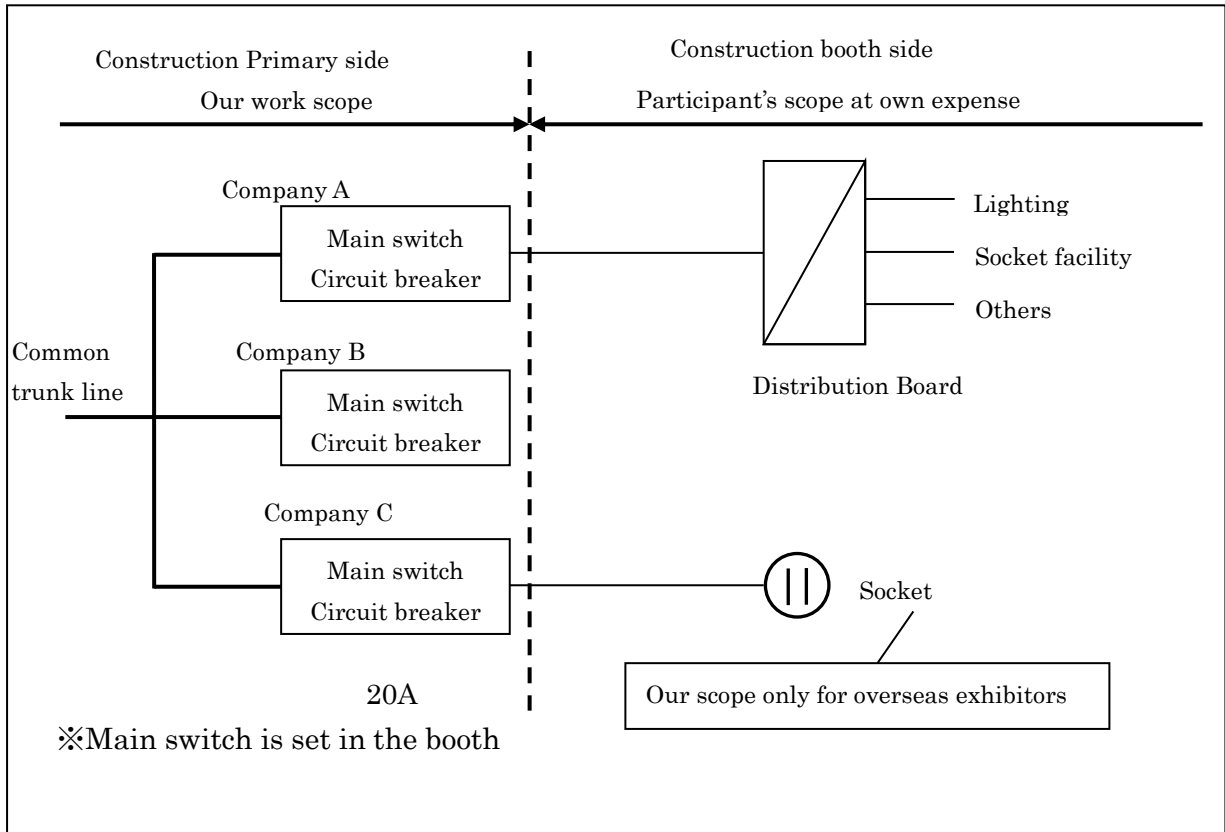
【100V AC Single-Phase 3 lines • 200V AC 3-phase 3 lines】

Current limiter Setting current (A)	100V AC Single-Phase 3 lines		200V AC 3-phase 3 lines	
	Rated capacitance reference (kW)	Amount to be borne	Rated capacitance reference (kW)	Amount to be borne
20	Up to 4.0	JPY 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 21, 9-(3))
- 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 the afternoon of October 27 (Wednesday) to 5:00 pm on October 31 (Saturday).
During the trade fair 9:30 am-5:30 pm
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) Time adjustment for machine operating hours

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.

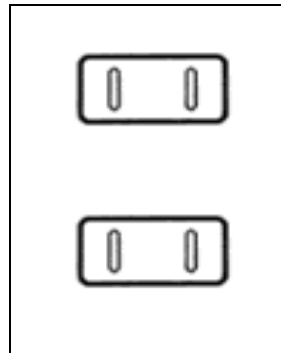
(12) Notes for the electrical construction

- 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 exhibit space in joint booth and standard booth. If you need to use electric devices, please prepare the necessary converter 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

There is NO free Wi-Fi service at each booth. Please prepare your own Wi-Fi by yourself if needed.

*There is free Wi-Fi service in the area for business meetings.

*Rental pocket Wi-Fi is available. Please refer to page 31.

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 1:00 pm on October 27 (Wednesday) to 4:00 pm on October 30 (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 prohibited as a general rule. Please contact the secretariat if you need to use them inevitably for demonstration of exhibits.

(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) 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. (Selecting of insurance company and the 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.

(2) Exhibitor Pass

Exhibitor pass will be given to you at the exhibitor registration on the day before the Trade Fair's opening day (October 27).

- 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 exhibitor registration.

(3) Overtime Work

If you need to work over-time due to unavoidable reason, you're required to contact the secretariat at least 1 hour before the designated time and report to the secretariat as soon as the work finished.

*Extra expenses charged from Toyama Techno Hall caused from the extended hours will be charged to relevant exhibitors on per capita basis (each building).

(4) 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.

(5) Cancellation or Schedule Change of the Fair

- ① The organizer may cancel or suspend the trade fair if it is determined to be difficult to hold or continue the trade fair due to natural disasters, epidemics, and the other force majeure.
- ② Regarding the exhibition fee, the organizer will make refunds to the real-exhibitor based on the paid exhibition fee by the exhibitors in the case there is a balance after the organizer has paid the expenses to be paid. The organizer shall not be liable for any damage caused by the cancellation or suspension.
- ③ Whether or not the event will be held is to be decided after consideration by the Steering Committee scheduled in August and the Executive Committee scheduled in October.

(6) Smoking areas

Smoking is prohibited in all areas of the exhibition hall. Please smoke at the designated places outside the hall. Littering cigarette butts is prohibited.

(7) 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, damages of facilities and fire, etc. 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.

(8) Distribution and sales of the goods

Sales of exhibits and distribution of free catalogue or sample is allowed at the booth. Exhibitors who want to sell the exhibits should download **“Format No.10 Notification to Sell Exhibition Items”** from the website, fill it out, and submit it to us by August 31, 2021 (Tuesday) 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 Eating (including tasting) in the booth or venue is prohibited. In the case you sell food and drink, please remind your customers to take them home to eat.
- ⑦ 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.7 Rental Fixtures Order Sheet**” from the website, fill it out, and send it to us by **August 31, 2021 (Tuesday)**.

- 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 For renting some of the items, “**Format No.9 Notification of Electrical Installation**” may also be necessary. Please refer to “Format No.7 Rental Fixtures Order Sheet”. Please download “Format No.9 Notification of Electrical Installation” from our website for overseas exhibitors, fill it out, and send it to us by August 31 (Tuesday).
- 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

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

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

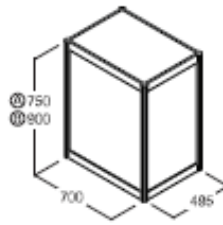
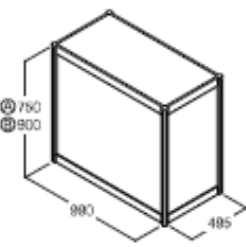
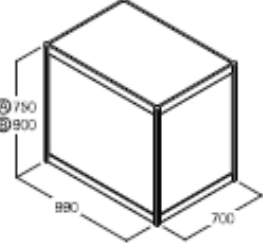
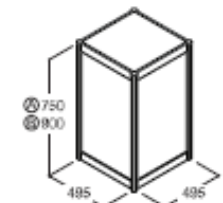
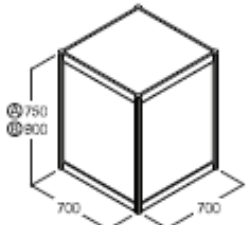
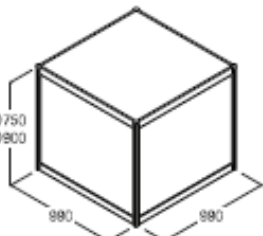
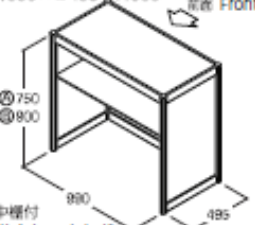


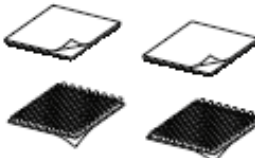


E-mail: mono2021@horaisha.co.jp

- ⑤ Payment of the rental fee should be made by cash (Japanese Yen) to the person from the official construction company on October 27, 2021 (Wednesday).







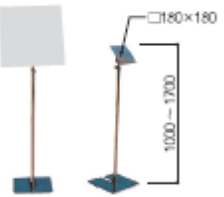





Rental Fixtures 1

- 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.

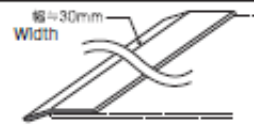
■ システムオプション備品

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

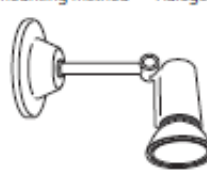


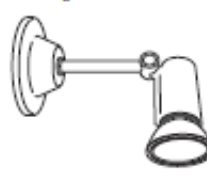

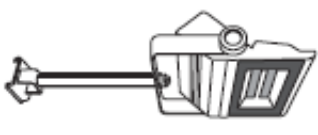


Rental Fixtures 2

<p>13 カフェテーブル Rectangle Table</p> <p>W750×D500×H700</p>  <p>天板：シロ Top-board: White</p> <p>¥3,850</p>	<p>14 カフェテーブル (丸) Round Table</p> <p>Ⓐ φ600×H700 Ⓑ φ750×H700 Ⓒ φ900×H700</p>  <p>天板：シロ Top-board: White</p> <p>Each ⒶⒷⒸとも ¥3,850</p>	<p>15 商談イス Business Talk Chair</p> <p>W507×D515×H749×SH425</p>  <p>¥1,650</p>
<p>16 カウンターチェア Counter Chair</p> <p>Ⓐ φ350×H650×SH450 Ⓑ φ350×H750×SH550 Ⓒ φ350×H900×SH700</p>  <p>Each ⒶⒷⒸとも ¥3,300</p>	<p>17 バイブイス Pipe Chair</p> <p>W420×D460×H740×SH430</p>  <p>¥220</p>	<p>18 責名受 Name Card Box</p>  <p>¥1,650</p>
<p>19 パネルスタンド Panel Stand</p>  <p>□180×180 1000-1700</p> <p>※この高さにてパネルは含まれておりません。 ※Panel not contained.</p> <p>¥1,650</p>	<p>20 カタログスタンド Floor Catalogue Holder</p> <p>カタログサイズ：A4 タテ 1列12段 Size of Catalogue: A4 portrait</p>  <p>¥7,150</p>	<p>21 映像機器 Audio-Visual System</p> <p>①40-インチ液晶TV ②50-インチ液晶TV</p>  <p>① ¥33,000 ② ¥49,500 B/D・DVDプレイヤー ¥11,000</p>
<p>22 テレビスタンド TV Stand</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>23 貸鉢 Planter</p> <p>大鉢 Large size pot</p>  <p>¥3,850</p>	<p>24 テーブルクロス Table Cloth</p> <p>1枚 (2400×1370) 1 Sheet</p>  <p>シロ White</p> <p>¥1,320</p>
<p>25 パソコン PC</p>  <p>HP Probook 650G4 Win10 i7</p> <p>¥25,000</p>	<p>26 ポケットWi-fi Pocket Wi-fi</p>  <p>1日あたりのGB 使用制限ありません Unlimited Data Usage per day.</p> <p>¥9,000</p>	<p>27 飛沫感染防止アクリルパネル Clear Acrylic Panel</p>  <p>W800×H600</p> <p>¥2,500</p>

Rental Fixtures 3

<p>25 パンチカーペットPunch Carpet</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; background-color: #cccccc; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">グレー Gray</div> <div style="border: 1px solid black; padding: 5px; background-color: #00aaff; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">青 Blue</div> <div style="border: 1px solid black; padding: 5px; background-color: #000080; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">紺 Deep-Blue</div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; background-color: #008000; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">緑 Green</div> <div style="border: 1px solid black; padding: 5px; background-color: #ff0000; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">赤 Red</div> </div> <p>【1小間】 L 大型小間 (3,000mm × 2,000mm) S 小型小間 (2,000mm × 2,000mm)</p> <p>L 大型小間 ¥11,000 S 小型小間 ¥7,700</p>	<p>26 カーペット縁押え (への字) Edge Holding of Carpet</p> <p>幅≒30mm Width</p>  <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; background-color: #cccccc; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">●</div> グレー Gray <div style="border: 1px solid black; padding: 2px; background-color: #00aaff; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">●</div> 青 Blue <div style="border: 1px solid black; padding: 2px; background-color: #ff0000; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">●</div> 赤 Red </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px; background-color: #000080; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">●</div> 紺 Deep-Blue <div style="border: 1px solid black; padding: 2px; background-color: #008000; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">●</div> 緑 Green </div> <p>【1小間】 L 大型小間 (3,000mm × 2,000mm) S 小型小間 (2,000mm × 2,000mm)</p> <p>L 大型小間 ¥1,980 S 小型小間 ¥1,650</p>
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照明・蛍光灯・コンセント ※別途一次幹線工事費、電気使用料がかかります。
(様式7) 電気工事届出書をご提出ください。

<p>27 ハロゲンスポットライト A Halogen Spot Light A</p> <p>直付式 ハロゲン 75W Direct mounting method Halogen bulb 75W</p>  <p style="text-align: center;">¥3,850</p>	<p>28 ハロゲンスポットライト B Halogen Spot Light B</p> <p>アーム式 ハロゲン 75W Arm method Halogen bulb 75W</p>  <p style="text-align: center;">¥3,850</p>	<p>29 ハロゲンスポットライト C Halogen Spot Light C</p> <p>ハロゲン 300W Halogen bulb 300W</p>  <p style="text-align: center;">¥6,050</p>
<p>30 LEDスポットライト A LED Spot Light A</p> <p>直付式 LED 10W Direct mounting method LED bulb 10W</p>  <p style="text-align: center;">¥4,950</p>	<p>31 LEDスポットライト B LED Spot Light B</p> <p>アーム式 LED 10W Arm method LED bulb 10W</p>  <p style="text-align: center;">¥4,950</p>	<p>32 LEDスポットライト C LED Spot Light C</p> <p>LED 60W LED bulb 60W</p>  <p style="text-align: center;">¥9,900</p>
<p>33 蛍光灯 Fluorescent-light</p> <p>40W</p>  <p style="text-align: center;">¥3,300</p>	<p>34 コンセント Plug-Socket</p> <p>単相 100V 1.0kWまで Single phase AC100V 1.0kW</p> <p>差込み 2口 2-pln type</p>  <p style="text-align: center;">¥3,850</p>	

Exhibitor Registration, Business meetings, Publicity

15. Exhibitor Registration

After arriving at the Toyama Techno Hall on October 27, the day before the Trade Fair is opened, please be sure to check in at the exhibitor registration desk before starting move-in and exhibit installation, as the following time:

Time: October 27 (Wednesday) 10:30 am ~ 6:00 pm

16. About documents regarding visa application to enter Japan

Due to the current situation with coronavirus (COVID-19), the secretariat does not issue the required documents to apply for visas to enter Japan for short-term business purpose, such documents as letter of reason for invitation, schedule in Japan, letter of guarantee, etc.

17. Arrangement of interpreters

The secretariat will arrange interpreters during the trade fair for the exhibitors who mentioned “necessary” to “Format No.1 Joint Booth Exhibitor Information” or “Format No.2 Standard Booth Exhibitor Information”. This interpreter service is for your business meetings with visitors coming to your booth.

18. Business meetings

(1) Pre-organized business meetings

The exhibitors who wish to have business meeting with Japanese exhibitors during the trade fair can request meetings in advance sending “**Format No.11 Business Meeting Application Form**” to us **by August 31, 2021 (Tuesday)**.

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.

The results of your request for meetings will be informed around the middle of October.

(2) Others

If exhibitors have Japanese partners or Japanese companies who you want to invite to this trade fair, please inform the secretariat. The secretariat will send brochures 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.

19. Presentation

Exhibitors are entitled to make presentation of their products at the specified places in the venue. If you wish to make presentation, please download “**Format No 3. Presentation Application**” from the website, fill it out and send it to us by August 13 (Friday).

*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 28, Thursday 10:45am – 4:30pm (8 exhibitors in total including Japanese exhibitors)

October 29, Friday 10:45am – 4:30pm (8 exhibitors in total including Japanese exhibitors)

② Place: Presentation Corner

(2) Equipment prepared by the secretariat

① Simple shielding for surroundings

② Screen, projector, PC, connecting cable (between PC and projector), pointer, microphone, desk, about 20 seats for audience

(3) Things 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 If 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

20. Questionnaire

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

21. Exhibitor Directory on the Official Website

The information provided by exhibitors in the “**Format No.1 Joint Booth Exhibitor Information**” or “**Format No.2 Standard Booth Exhibitor Information**” will be included in the exhibitor directory on the official website free of charge.

(Aside from above directory, if you have applied for a virtual booth as well, you will be asked to enter company information etc. to your virtual booth by yourself. Instructions will be provided to you separately.)

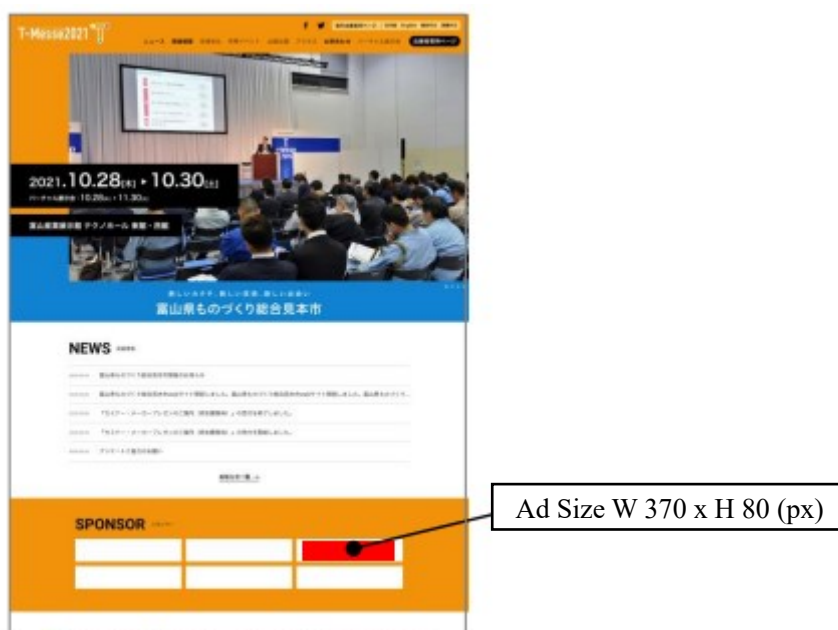
22. Banner Ads on the Official Website

If you want to have a banner advertisement on the official website, please follow the steps below.
(<https://www.toyama-tmesse.jp>)

(1) Fee and size of banner ad

Banner Ad Placement	Fee and size
① Official Website Homepage	JPY 33,000 (tax included) ▶ W370 x H80 (px)
② Virtual Exhibit Hall	JPY 33,000 (tax included) ▶ W370 x H80 (px)
③ Official Website Homepage and Virtual Exhibit Hall	JPY 55,000 (tax included) ▶ W370 x H80 (px)

【Image of banner ads on the homepage of T-Messe 2021 Official Website】



(2) Image file requirements

Please submit an image file ready for uploading.

Recommended file formats are ai, eps, or high resolution png or jpg.

(3) Application

Please download “**Format No.4 Banner Ads on Official Website**” from the website for overseas exhibitors, fill it out and submit it to us by Aug 13, 2021 (Friday).

23. Publicity / Advertisement

The secretariat will advertise the trade fair to make it widely known and to attract as many visitors as possible. In addition, we strongly expect the synergy effect by exhibitors' cooperation. Please be kindly requested to advertise the trade fair also from your side.

(1) 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) Official website

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

(4) 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.

【T-Messe SNS Official accounts:】

〈Facebook〉 www.facebook.com/TMesse2021

〈twitter〉 <https://twitter.com/Messe2021T>

Other services and related information

24. Eating area / box lunch

(1) Eating area

- ① Please note that there is no eating area for visitors. An eating area for exhibitors will be provided in the outdoor tent.
- ② Exhibitors who have ordered box lunches in advance can pick up their lunches at the eating area.

(2) Booking of box lunches (bento)

Caterers	TEL	FAX
Food system Co., Ltd.	076-452-6111	076-452-6222
Minamoto Co., Ltd.	076-429-3100	076-429-6226
Kurobe foods supply Co., Ltd.	0765-65-2225	0765-65-2227

*The details for booking bento will be available on the official website as soon as it is ready.

*Exhibitors who wish to book bento, please download the “Box Lunch Booking Form” from the website for overseas exhibitors, fill it out and submit it directly to the caterer by Sep 30th (Thu).

*Please make sure to send the booking sheet directly to the caterer.

*Please contact the secretariat for halal and vegetarian bento.

25. Main Events

(1) Opening ceremony

The Opening Ceremony will be held at the Toyama Techno Hall on the first day of the trade fair, October 28 (Thursday).

(2) Keynote speech

Keynote Speech will be held in West Building on October 28 (Thursday).

Speaker: Mr. Yuzuru Fukuda, FUJITSU Limited

CIO (Chief Information Officer), CDXO (Chief Digital Transformation Officer)

There is no charge to attend, however pre-registration is required. For further details, please refer to the official website.

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

(3) Overseas Business Seminars

Seminars on the latest information including investment status, business climate, personnel resources and technical cooperation of various countries/regions will be held (about 1hr per country/region). There is no charge to attend, however pre-registration is required. Details can be found on the website.

26. Free shuttle bus

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

Routes operated

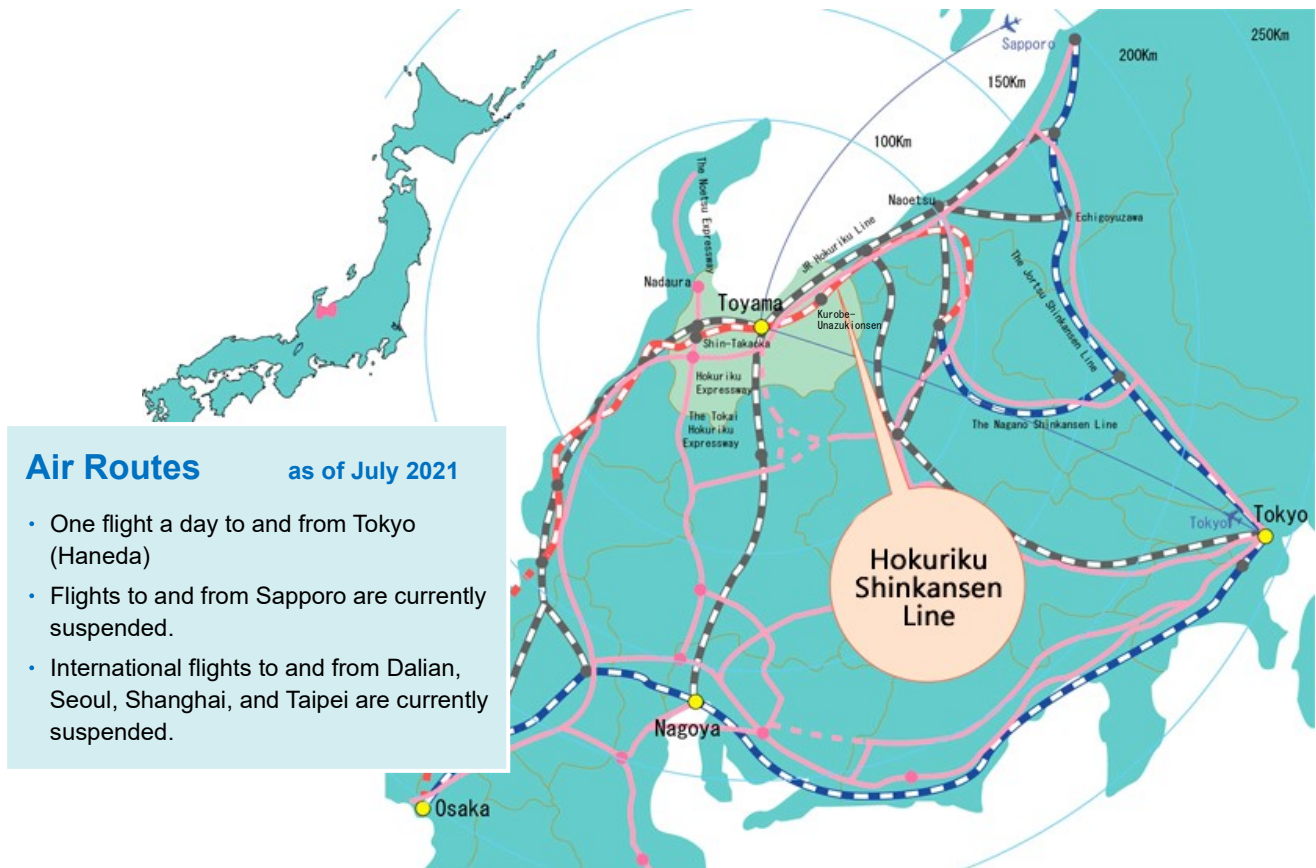
 * might be changed

- ① October 27, 2021 (Wednesday) Move-in period
Toyama Airport ⇔ Toyama Techno Hall ⇔ JR Toyama Station ⇔ Hotel
- ② October 28, 2021 (Thursday) ~ October 30, 2021 (Saturday) Morning and evening
Hotel ⇔ Toyama Techno Hall
*Detail schedule will be informed later.
- ③ October 30, 2021 (Saturday) Move-out period
Toyama Techno Hall ⇔ Toyama Airport ⇔ JR Toyama Station ⇔ Hotel

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

27. Access to Toyama

(1) Map of central Japan



(2) Transportation to Toyama from major cities in Japan

(As of July 2021)

Departed from	Transportation	Time required
Tokyo	【JR】 Hokuriku Shinkansen (Tokyo—Toyama)	2 Hrs. 7 Min. at the fastest
	【Air (ANA)】 Haneda Airport—Toyama Airport (1 flight a day as of July)	60 Min.
Osaka	【JR】 Limited Express "THUNDERBIRD" (Osaka—Kanazawa)— Hokuriku Shinkansen (Kanazawa—Toyama)	3 Hrs. 10 Min.
Nagoya	【JR】 Tokaido Shinkansen "HIKARI" (Nagoya—Maibara)— Limited Express "SHIRASAGI" (Maibara—Kanazawa)— Hokuriku Shinkansen (Kanazawa—Toyama)	3 Hrs. at the fastest
	【JR】 Limited Express "HIDA" (Nagoya—Toyama)	3 Hrs. 50 Min.
Sapporo	【Air (ANA)】 Shin-Chitose Airport—Toyama Airport (suspended as of July)	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.

28. Useful Information

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

(2) Construction/decoration companies

- ① Horai-sya Co., Ltd. (Japanese language only)
Sales & Planning manager Mr. Inoue, Mr. Masuyama
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: mono2021@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
 - 【Pork outlet】 Katsubei
<https://www.hanato-group.com/katsubei/>
- ② Delivery of box lunch (warm lunch)
 - 【Western dishes】 Gusto
<https://demaecan.com/shop/menu/1002636/>

(4) Convenience Store

LAWSON 6 minutes on foot



(5) Taxi Companies

- ① Toyama Kotsu Phone: 076-421-1122
- ② Daiwa Kotsu Phone: 076-421-8181
- ③ Hokuriku Kogata Kotsu (small cars only) Phone: 076-452-3780
- ④ Jonan Kotsu Phone: 076-491-3738
- ⑤ Ai Kotsu Phone: 076-420-2345

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

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

(6) Bus Companies

- ① Toyama Chihou Tetsudou. Inc. https://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://chubu-kanko.jp/special/#>
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 the website below.

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

(7) Websites for tourist information in Toyama

- ① Tourism Information in Toyama <https://www.info-toyama.com/>
(Languages: Japanese/English/Chinese/Korean/Russian/ French/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)
- 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)

(8) Hotel list

【Japanese】 Hotel Information in Toyama City

<https://toyama-cb.or.jp/hotels.html>

<https://www.toyamashi-kankoukyoukai.jp/?tid=101024>

【English】 HOTEL INFORMATION in TOYAMA-SHI

<https://toyama-cb.or.jp/en/accommodations.html>

<https://www.toyamashi-kankoukyoukai.jp/en/accommdation/>

(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 the website below.

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/>

29. Guidelines for Preventing the Spread of COVID-19 Infections

(1) Measures to be Implemented by all Parties

Toyama General Manufacturing Industry Trade Fair: T-Messe2021 abides by "Basic countermeasures against novel coronavirus infection" issued by central government, local government and venue, and implement following measures. We ask for the cooperation of all persons entering the venue including visitors, exhibitors, organizer to prevent the spread of the virus, and we may refuse admission to those who don't follow the guideline.

Measures to be Implemented Jointly (by Visitors, Exhibitors and Organizer)

- ▶ Make it mandatory to wear a face mask and disinfect hands
- ▶ Check body temperature when entering the venue
- ▶ Recommended to download and activate the COCOA app
- ▶ Abide by maximum number of persons and capacity ratio, and design layout so as to maintain appropriate physical distance
- ▶ Evaluate the number of expected visitors using pre-registering system

(2) Measures to be Taken by the Organizer

① During planning

- Inform all parties entering the venue to wear a face mask at all times throughout the term
- Inform to check body-temperature and sanitize hands
- Plan the layout so as to avoid crowding of exhibitors and visitors as much as possible
- Secure at least 3 meters aisle-width within the exhibition hall
- Ensure that all staff download and activate the COCOA app (COVID-19 Contact Confirming Application)
- Install signage for visitors reminding them to wear a face mask, wash/sanitize hands, check body-temperature and download/activate the COCOA app.
- Describe the detail of infection countermeasure on the exhibitor manual
- Entrance is set to be by advance reservation using the online pre-register system so as to restrict admission and confirm the expected number of visitors.
 - * If an infection should occur, we may track the personal information at the request of Japanese government.
- Create a staff strategy manual for prevention of infection
- Create a name list of in-house staff each day
- Install barriers such as clear plastic sheets or acrylic panels at registration/Information desk to prevent droplet dispersal and contagious infection.
- Maintain appropriate distance at waiting lines for registration desk/each booth to avoid 3Cs (closed space, crowded space, close-contact setting)

② During move-in

- Make it mandatory to wear a face mask on all move-in staff
- Inform to check body-temperature and sanitize hands when entering the venue
- Creating a name list of persons entering the venue
 - * If an infection should occur, we may track the personal information at the request of Japanese government.
- Keep loading doors open at all times to ensure air circulation inside the venue.
- Install signage for visitors reminding them to wear a mask, wash/sanitize hands, check body-temperature and download/activate the COCOA app.

For more information, please refer to the Exhibition Industry Guidelines for Preventing the Spread of COVID-19 Infection issued by Japan Exhibition Association

③ During the trade fair

- Ensure all persons entering the venue to wear a mask, disinfect hands and check body-temperature
- Creating a name list of persons entering the venue
- Maintain appropriate distance at waiting lines for registration desk/each booth to avoid 3Cs
- Ensure that all visitors download and activate the COCOA app
- Circulate air in the venue all the time including turning on the air conditioner to the extent that this does not hinder operations
- Clean and disinfect regularly in shared areas such as toilets and washrooms
- Install splash guards on the speakers' podiums or provide spacing of 2 meters between the speakers and the front row of the audience during lectures and seminars. Tables and chairs are arranged to ensure physical separation of at least 1 meter between people.
- Disinfect spaces such as lectures, seminars, workshops, break room after each use

- Entrance to workshops is set to be strictly by advance reservation and inform all persons entering the venue to wear a face mask.
- Install signage for visitors reminding them to wear a mask, wash/sanitize hands, check body-temperature and download/activate the COCOA app.
- Inform that all staff should check their body temperature and physical condition every morning before coming to work, and anyone with a temperature of 37.5°C or over and who is not feeling well should not come to the venue.

(3) Measures to be Taken by Exhibitors

① During planning

- Design booths to secure more space than usual to reduce the risk of crowding
- If the business talks area is set up for face-to-face interaction, barriers such as clear plastic sheets or acrylic panels should be installed as needed to prevent droplet transmission and contact transmission.
- Create a name list of persons entering the venue
- Prepare face masks and hand sanitizers (face shields if needed) for their own staff
- Ensure that all visitors download and activate the COCOA app

② Move-in and move-out

- Personnel should ensure to wear face masks, wash/sanitize hands and check body temperature.
- Exhibitors should disinfect tables and chairs regularly.
- Exhibitors should arrange to take their trash back with them as much as possible.
- Create a name list of people entering the venue

③ During a session

- Ensure that all staff wear masks, wash/sanitize hands and check body-temperature
- Create a name list of people entering the venue
- All staff should refrain from loud conversations and calling out, including during business talks and when explaining about their products.
- Avoid crowding with visitors
- Exhibitors should disinfect tables and chairs regularly
- Inform that all staff should check their body temperature and physical condition every morning before coming to work, and anyone with a temperature of 37.5°C or over and who is not feeling well should not come to the venue.
- At closing time, end business talks promptly and encourage visitors to leave

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

(1) List of formats to be submitted /Due date

Joint Booth Exhibitors

Submit to: **the representative of your Joint Booth**

Due date: The due date described below is the deadline for submission to the secretariat. Please ask the representative of your Joint Booth about the deadline for submission to them.

Please refer to page 9 for details.

Format No.	Names of documents	Due date	Relevant pages
No.1	Joint Booth Exhibitor Information [Mandatory] *Required 3 image files	Aug. 13	p. 9, 34
No.3	Presentation Application	Aug. 13	p. 34
No.4	Banner Ads on Official Websites	Aug. 13	p. 35
No.5	Notification of Booth Decorations (For the Representative of Joint Exhibition Booth)	Aug. 31	p. 11
No.7	Rental Fixtures Order Sheet	Aug. 31	p. 29
No.8	Notification of Move-in/out by Vehicle	Aug. 31	p. 17, 18
No.9	Notification of Electrical Installation	Aug. 31	p. 9, 21
Free form	Blueprint of Electrical Installation	Aug. 31	p. 9, 21
No.10	Notice to Sell Exhibition Items	Aug. 31	p. 28
No.11	Business Meeting Application Form	Aug. 31	p. 33

Standard Booth ExhibitorsSubmit to: t.tradefair@tonio.or.jp

The Secretariat of the T-Messe 2021 for Overseas Exhibitors

Please refer to page 12 for details.

Format No.	Names of documents	Due date	Relevant pages
No.2	Standard Booth Exhibitor Information [Mandatory] *Required 3 image files	Aug.13	p. 12, 34
No.3	Presentation Application	Aug. 13	p. 34
No.4	Banner Ads on Official Websites	Aug. 13	p. 35
No.6	Notification of Booth Decorations (For Standard Booth Exhibitors) [Mandatory]	Aug. 31	p. 14
No.7	Rental Fixtures Order Sheet	Aug. 31	p. 29
No.8	Notification of Move-in/out by Vehicle	Aug. 31	p. 17, 18
No.9	Notification of Electrical Installation	Aug. 31	p. 15, 21
Free form	Blueprint of Electrical Installation	Aug. 31	p. 15, 21
No.10	Notice to Sell Exhibition Items	Aug. 31	p. 28
No.11	Business Meeting Application Form	Aug. 31	p. 33

(1) Secretariat of “Toyama General Manufacturing Industry Trade Fair 2021”

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**(2) Official construction company**

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

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

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