

EXHIBITOR MANUAL

- Application Forms -

■ Manufacturing World Nagoya 2026

Built by



In the business of
building businesses

Dates: April 8 (Wed) – 10 (Fri), 2026

Venue: Port Messe Nagoya, Japan

Organised by: RX Japan GK

LIST OF OFFICIAL CONTRACTORS

*These companies are optional. Other companies are also available at your convenience.

<Applications for Booth Construction / Preparation>

Application for Rental Display System



Application

Access to Exhibitors Website

*If you encounter any issues with logging in, please contact Show Management.

DEADLINE :
Feb . 27 (Fri)


Additional Furniture for Rental Display System / Consultation about Booth Decoration

Type A Type B	Sakura International Inc. Access https://miceform.jp/sakura_rop/ 3F/4F, ENDO Sakaisuji Bldg., 1-7-3 Bingomachi, Chuo-ku, Osaka 541-0051, Japan Contact: Ms. Tsujio TEL: +81-50-5804-1338 E-mail: mwn2026@sakurain.co.jp Reception time : 10:00 - 12:00, 13:00 - 17:00 JST. (Mon - Fri)		DEADLINE : Feb. 27 (Fri)
	SHOEI BIJUTSU Co., Ltd. 25F Saint Luke's Tower, 8-1 Akashicho, Chuo-ku, Tokyo 104-0044, Japan Contact: Design Type Order Section E-mail: designtype2604@shoei-bijutsu.co.jp		DEADLINE : Mar. 6 (Fri) If you wish to request Graphic Data Design, please contact SHOEI BIJUTSU Co., Ltd. by E-mail before Feb. 27 (Fri)

Electricity

IIDA Electrical Works Co., Ltd. 1-8-21 Shinkiba, Koto-ku, Tokyo 136-0082, Japan Contact: Mr. Sekikawa TEL: +81-3-3521-3522 E-mail: mwn2026.intl@iidae.co.jp		DEADLINE : Feb. 27 (Fri)
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Rental Furniture

AZ Scene Corp. 10-8, Yochomachi, Shinjuku-ku, Tokyo 162-0055, Japan Contact: Ms. Shoko Tamada E-mail: info-overseas@azscene.co.jp Please contact us by E-mail.		DEADLINE : Mar. 27 (Fri)
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Communication Network Service


Kissei Comtec Co., Ltd. Access https://entry.mice-net.jp/ex/688/reg?lan=en Hareza Tower 14F, 1-18-1 Higashi-Ikebukuro, Toshima-ku, Tokyo 170-0013, Japan Contact: Mr. Kishi / Ms. Hasegawa TEL: +81-3-6709-2440 E-mail: intl-rxjtokai@network.kcrent.jp		DEADLINE : Feb. 27 (Fri)
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Visitor Badge Scanner (iPhone Rental Service)


Kissei Comtec Co., Ltd. Hareza Tower 14F, 1-18-1 Higashi-Ikebukuro, Toshima-ku, Tokyo 170-0013, Japan Contact: Mr. Kishi / Ms. Hasegawa TEL: +81-3-6709-2440 E-mail: intl-rxjwest-it@network.kcrent.jp		DEADLINE : Mar. 13 (Fri)
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PC Rental		
Kissei Comtec Co., Ltd. Hareza Tower 14F, 1-18-1 Higashi-Ikebukuro, Toshima-ku, Tokyo 170-0013, Japan Contact: Mr. Kishi / Ms. Hasegawa TEL: +81-3-6709-2440 E-mail: intl-rxjtokai@network.kcrent.jp		DEADLINE : Mar. 13 (Fri)

AV Equipment Rental		
Edith Grove Co., Ltd. 5F Marusada Ariake Bldg., 2-14-4 Shinonome, Koto-ku, Tokyo 135-0062, Japan Contact: Mr. Yoshida TEL: +81-3-5500-5362 E-mail: avrental@edithgrove.co.jp URL: http://www.edithgrove.co.jp/index_english.html		DEADLINE : Mar. 13 (Fri)

Floor Construction		
Sakura International Inc. 3F/4F, ENDO Sakaisuji Bldg., 1-7-3 Bingomachi, Chuo-ku, Osaka 541-0051, Japan Contact: Ms. Tsujio TEL: +81-50-5804-1338 E-mail: mwn2026@sakurain.co.jp Reception time : 10:00 - 12:00, 13:00 - 17:00 JST. (Mon - Fri)		DEADLINE : Mar. 6 (Fri)

Water Supply		
Okamoto Works Co., Ltd. 1-10-9 Yunagi, Minatoku, Osaka-city, Osaka 552-0004, Japan Contact: Mr. Ikeshima TEL: +81-6-6575-2300 E-mail: rxj@okamoto-works.co.jp		DEADLINE : Feb. 27 (Fri)

Compressed Air Supply		
Okamoto Works Co., Ltd. 1-10-9 Yunagi, Minatoku, Osaka-city, Osaka 552-0004, Japan Contact: Mr. Ikeshima TEL: +81-6-6575-2300 E-mail: rxj@okamoto-works.co.jp		DEADLINE : Feb. 27 (Fri)

Booth Cleaning Service (For Exhibition Hall 1)		
Taihei-bs Inc. 5-1-32 Sakae, Naka-ku, Nagoya, Aichi 460-0008, Japan Contact: Mr. Hamamatsu TEL: +81-52-262-3747 E-mail: yuki.hamamatsu@taihei-bs.co.jp		DEADLINE : Feb. 27 (Fri)

Booth Cleaning Service (For Exhibition Hall 2/3)		
Asos Co., Ltd. 1-42 Taiheitori, Nakagawa-ku, Nagoya, Aichi 454-0838, Japan Contact: Mr. Sakakibara TEL: +81-70-6588-0342 E-mail: k-sakakibara@asos.co.jp		DEADLINE : Feb. 27 (Fri)

Handling Fire and Dangerous Materials for Exhibits and Demonstration

Sakura International Inc.
3F/4F, ENDO Sakaisuji Bldg., 1-7-3 Bingomachi, Chuo-ku, Osaka 541-0051,
Japan
Contact: Ms. Tsujio
TEL: +81-50-5804-1338
E-mail: mwn2026@sakurain.co.jp
Reception time : 10:00 - 12:00, 13:00 - 17:00 JST. (Mon - Fri)



DEADLINE :
Feb. 20 (Fri)

Carrying-in / Demonstration of Hydrogen

Sakura International Inc.
3F/4F, ENDO Sakaisuji Bldg., 1-7-3 Bingomachi, Chuo-ku, Osaka 541-0051,
Japan
Contact: Ms. Tsujio
TEL: +81-50-5804-1338
E-mail: mwn2026@sakurain.co.jp
Reception time : 10:00 - 12:00, 13:00 - 17:00 JST. (Mon - Fri)



DEADLINE :
Feb. 20 (Fri)

Ceiling Construction

Sakura International Inc.
3F/4F, ENDO Sakaisuji Bldg., 1-7-3 Bingomachi, Chuo-ku, Osaka 541-0051,
Japan
Contact: Ms. Tsujio
TEL: +81-50-5804-1338
E-mail: mwn2026@sakurain.co.jp
Reception time : 10:00 - 12:00, 13:00 - 17:00 JST. (Mon - Fri)



DEADLINE :
Feb. 27 (Fri)

<Applications of Optional Services >

Shipping & Freight / Temporary Storage Service

Nippon Express Co., Ltd. Nagoya Forwarding Branch

Nagoya Mitsui Bussan Building 7F, 1-16-21, Meieki-Minami, Nakamura-ku, Nagoya, Aichi 450-0003, Japan

[Air Freight]

Contact: Mr. Hiroki Kagami

TEL: +81-90-2019-7872

E-mail: hiroki.kagami@nipponexpress.com

[Sea Freight]

Contact: Mr. Gaku Kanno

TEL: +81-52-563-2286

E-mail: gaku.kanno@nipponexpress.com



DEADLINE :
Mar. 13 (Fri)

Lunch Box and Drink Delivery Service

Higashiyama Garden Co., Ltd.

1-2 Kibacho, Minato-ku, Nagoya, Aichi 455-0021, Japan

Contact: Mr. Maruyama

TEL: +81-52-659-6777

E-mail: info@higashiyama-garden.com



DEADLINE :
Mar. 31 (Tue)

Interpreter / Translation Service

KIYO Corporation

5-2-18-1410 Mita, Minato-ku, Tokyo 108-0073, Japan

Contact: Ms. Aoki

TEL: +81-3-3453-1210

E-mail: sales@kiyocorp.com



DEADLINE :
Mar. 13 (Fri)

*** Please contact Show Management for other inquiries.**

RX Japan GK Show Management

E-mail: mwn_support_en.jp@rxglobal.com

[Type A and B] Additional Furniture for Booth Decoration

Contact

Sakura International Inc.
Contact: Ms. Tsujio
TEL: +81-50-5804-1338
E-mail: mwn2026@sakurain.co.jp
Reception time : 10:00 - 12:00, 13:00 - 17:00 JST. (Mon - Fri)

DEADLINE
Feb. 27 (Fri)

If you would like to order the additional furniture for booth decoration, please order from the following URL.

Application Form URL

https://miceform.jp/sakura_rop/

※ **This is not an order form. Please order the additional furniture via the above URL.**

Please go to the above URL for more details, pictures and color samples for the additional rental furniture items for booth decoration.

If you need items apart from the listed, please contact Sakura International Inc. by e-mail for further information.

(unit: mm)

<p>1 Display Table (with storage)</p> <p>H 1020 H 770</p>	<p>2 Display Table (with storage)</p> <p>H 1020 H 770</p>	<p>3 Display Table</p> <p>H 1020 H 770</p>	<p>4 Display Table</p> <p>H 1020 H 770</p>	<p>5 Round Display Table</p> <p>H 1020 H 750</p>								
<p>6 Mesh Panel</p> <p>*For the color and size of Mesh Panel, please contact official contractor directly.</p>	<p>7 Tilting Shelves</p> <p>(triple)</p> <p>*For the weight limit of the shelves, please contact the contractor.</p>	<p>8 Shelf</p> <p>(single)</p> <p>*For the weight limit of the shelves, please contact the contractor.</p>	<p>9 Wall Panel</p>	<p>10 Coloring Sheet</p> <p>*in addition to wall panel</p> <table border="1"> <thead> <tr> <th>Color</th> </tr> </thead> <tbody> <tr><td>Red</td></tr> <tr><td>Blue</td></tr> <tr><td>Green</td></tr> <tr><td>Yellow</td></tr> <tr><td>Gray</td></tr> <tr><td>Orange</td></tr> <tr><td>Black</td></tr> </tbody> </table>	Color	Red	Blue	Green	Yellow	Gray	Orange	Black
Color												
Red												
Blue												
Green												
Yellow												
Gray												
Orange												
Black												
<p>11 Chain & S-hook (2 pieces)</p>	<p>12 Velcro (4 pieces)</p>											

Method of Payment

Invoice will be issued by the official contractor after the application. Please transfer to the designated account within one week from the issue date stated on the invoice.
All bank charges must be paid by the exhibitor.
The exhibitor will be charged for the bank commission fee. Please choose "OUR(Applicant)" relating to the transfer charge when making an international wire transfer.

[Design Type] Additional Furniture for Rental Display System / Graphic Data Design

Contact

SHOEI BIJUTSU Co., Ltd.
Contact: Design Type Order Section
E-mail: designtype2604@shoei-bijutsu.co.jp

DEADLINE
Mar. 6 (Fri)

If you wish to request Graphic Data Design,
please contact SHOEI BIJUTSU Co., Ltd.
by E-mail before

Feb. 27 (Fri)

If you would like to order the additional furniture for booth decoration, please order from the following URL.

*For exhibitors who registered Design Type in Exhibitors Website only. (Please submit by the deadline of "Application for Rental Display System" stated on page 2.)

**URL for
Application for Additional Furniture for Rental Display System or Submission of Graphic Data**

<https://www.event-site.co.jp/designtype2604>

*Refer to the e-mail sent from SHOEI BIJUTSU Co., Ltd. for Login ID and password.

*This is not an order form. Please order the additional furniture via the above URL.

Graphic Data Design

*For Reference only. Varies depends on design data.

Complete Data	Data Design 1	Data Design 2	Data Design 3
No additional cost	From JPY 55,000 / pc	From JPY 110,000 / pc	From JPY 165,000 / pc
Complete data is ready. or Prepare yourself before deadline	Data can be used for reference which provided in AI format eg. flyer, poster	No reference data in AI format, but usable materials, graphics or introductory description is available.	Design from zero base with no materials or design provided.

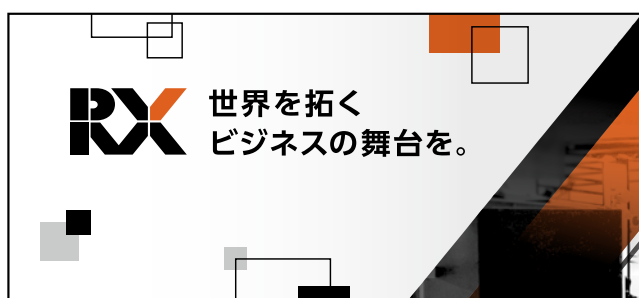
* 10% consumption tax is included.

Samples of Graphic Data

Mini booth



1 Regular booth



● Electricity

- **In case of using the Rental Display System, it is not required to submit this form.**
- The Rental Display System includes basic electrical service. In case you need extra lighting, it is required to fill in **"Electrical Service"** to apply.
- If you require extra lighting, note that the additional primary wiring and branch circuit construction is required, regardless of the current wiring circuit construction and electrical consumption.
- Submission after the deadline will incur an additional charge of JPY33,000(tax included) as redesign fee. Also submitted application without electric capacity or the location of main switch box will be incurred JPY33,000(tax included) redesign fee too.
- On-site power capacity modification or On-site breaker relocation will also incur JPY33,000(tax included).

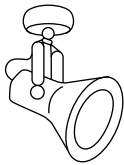

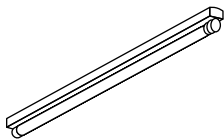
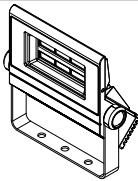
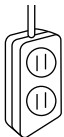
Please contact the official electrical contractor by 3 weeks before the last day of the show, if you need to use electricity in your booth before the supply hours for machine adjustment or trial runs.

The fee is JPY 66,000 (tax included) per company.

Please note that applications submitted after the deadline will not be accepted.

< SUPPLY HOURS >	The 2nd day of move-in	noon – 6:00pm
	The 1st day of the show	8:40am – the end of the show
	The 2nd day of the show	8:40am – the end of the show
	The last day of the show	8:40am – the end of the show

Rental Lighting Equipment Catalogue

1	LED Spotlight 15W (light bulb color / daylight color) JPY4,950	2	LED Spotlight with arm 15W (light bulb color / daylight color) JPY5,500
			
3	Fluorescent LED Lamp 21W (white lamp) JPY4,400	4	LED 45W (daylight color) JPY 19,800
			
5	Outlet 100V up to 1.5kW JPY 3,300		
			

*10% consumption tax included.

*If no color is specified for the spotlight, light bulb color will be set as default.

*Order these equipment by submitting the form **"Electrical Service"**.

Method of Payment

Official contractor will visit your booth to collect payment during the show period either in Japanese yen (cash) or the following credit cards (AMEX, VISA or Master).

*We will not take any cancellations after the construction is completed and will charge you the actual cost of the work.

*All paid fees are non-refundable and non-transferable.

*If additional work is required on site, please make the payment during the exhibition period.

MUST SUBMIT

Electrical Service

Send this Form to:

IIDA Electrical Works Co., Ltd.
 Contact: Mr. Sekikawa
 TEL: +81-3-3521-3522
 E-mail: mwn2026.intl@iidae.co.jp

DEADLINE
Feb. 27 (Fri)

Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. —
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

Please tick Rental Display System : Fill in 3) and 4) Custom-made Booth (Space Only) : Fill in 1) to 4)**1) Your Electrical Contractor:**

Company Name:	TEL:
E-mail:	

2) Send invoice to:

Name:	TEL:
Company:	E-mail:

3) Primary Wiring Service for:

*The electricity charge is JPY 13,200 per 1.0 kW.

-Space Only Exhibitors

-Rental Display System Exhibitors who request a different power supply

100V single phase 60Hz		kW	JPY
200V single phase 60Hz		kW	JPY
200V three phase 60Hz		kW	JPY

4) Position

- Please specify the position of the main switch or submit a booth layout which indicates the position of the main switch.

Symbol of Main Switch

- 100V
- 200V single phase
- 200V three phase

▲
Front of Booth

Connections at 100V (Secondary Wiring)

*10% consumption tax included

Lighting Equipment	Amount*		Watts
1. LED Spotlight 15W (light bulb color / daylight color)	JPY 4,950 ×	pcs.= JPY	pcs.= W
2. LED Spotlight with arm 15W (light bulb color / daylight color)	JPY 5,500 ×	pcs.= JPY	pcs.= W
3. Fluorescent LED Lamp 21W (white lamp)	JPY 4,400 ×	pcs.= JPY	pcs.= W
4. LED 45W (daylight color)	JPY 19,800 ×	pcs.= JPY	pcs.= W
5. Outlet 100V up to 1.5kW	JPY 3,300 ×	pcs.= JPY	(W) × pcs.= W

Branch Circuit construction fee will be charged over 1.51kW.

Please contact the contractor when you need outlets for 200V.

- Submission after the deadline will incur an additional charge of JPY33,000(tax included) as redesign fee. Also submitted application without electric capacity or the location of main switch box will be incurred JPY33,000(tax included) redesign fee too.
 - On-site power capacity modification or On-site breaker relocation will also incur JPY33,000(tax included).
- Please contact the official electrical contractor by 3 weeks before the last day of the show, if you need to use electricity in your booth before the supply hours for machine adjustment or trial runs.
 The fee is JPY 66,000 (tax included) per company.
 Please note that applications submitted after the deadline will not be accepted.

Method of Payment

Official contractor will visit your booth to collect payment during the show period either in Japanese yen (cash) or the following credit cards (AMEX, VISA or Master).

*We will not take any cancellations after the construction is completed and will charge you the actual cost of the work.

*All paid fees are non-refundable and non-transferable.

*If additional work is required on site, please make the payment during the exhibition period.

Rental Furniture

Send this Form to:

AZ Scene Corp.

Contact: Ms. Shoko Tamada
E-mail: info-overseas@azscene.co.jp
Please contact us by E-mail.

DEADLINE
Mar. 27 (Fri)

Show Title:		Booth #: *Leave it blank if the booth number is not yet confirmed. —
Company Name:		
Contact (Mr./Ms.):		TEL:
E-mail:		

- Please access the following web page to see the catalogue for rental furniture.
https://lp.rxjapan.jp/b_azscene_10_2 For ordering furniture, please submit this form.

NO	Item	Unit Price in JPY	Quantity	Total (JPY)
1	Meeting Table & Chair (white)	JPY 20,350		
2	Meeting Table & Chair (black)	JPY 20,350		
3	Meeting Table & Chair (white)	JPY 13,750		
4	Meeting Table & Chair (black)	JPY 13,750		
5	Meeting Table & Chair (round)	JPY 19,800		
6	High Counter Set	JPY 18,700		
7	Dining Table (W1200:white)	JPY 7,150		
8	Dining Table (W750:white)	JPY 7,150		
9	Dining Table (W1200:black)	JPY 7,150		
10	Dining Table (W750:black)	JPY 7,150		
11	Folding Table (W1800)	JPY 3,850		
12	Folding Table (W1500)	JPY 3,850		
13	Folding Table (W1200)	JPY 3,850		
14	Folding Table (W1800)	JPY 4,400		
15	Angular Table	JPY 2,200		
16	Round Table (Ø750)	JPY 4,400		
17	Round Table (Ø600)	JPY 4,400		
18	Stacking Chair	JPY 3,300		
19	Folding Chair	JPY 660		
20	Stand Chair (SH450)	JPY 3,850		
21	Stand Chair (SH600)	JPY 3,850		
22	Chair for computer use	JPY 4,400		
23	Cafe Chair (plywood)	JPY 6,050		
24	Cafe Chair (red)	JPY 6,050		
25	Unit Counter (W1200)	JPY 13,200		
26	Unit Counter (W1500)	JPY 14,300		
27	Unit Counter (W1800)	JPY 20,900		
28	Reception Counter (H750)	JPY 6,600		

NO	Item	Unit Price in JPY	Quantity	Total (JPY)
29	Reception Counter (H930)	JPY 7,700		
30	Stand Counter	JPY 11,000		
31	Gondola (H1650)	JPY 16,500		
32	Gondola (H1350)	JPY 16,500		
33	Partitions	JPY 12,650		
34	Mesh Panel	JPY 9,900		
35	Catalog stand	JPY 1,650		
36	Catalog stand	JPY 6,050		
37	Panel Stand	JPY 2,750		
38	Universal Stand	JPY 6,050		
39	Water Server	JPY 11,000		
40	Mineral Water (3 gallons)	JPY 2,750		
41	Refrigerator (100L)	JPY 16,500		
42	Refrigerator (70L)	JPY 14,300		
43	Coffee Manufacture	JPY 14,300		
44	Coffee Set (For 100 cups)	JPY 8,800		
45	Single Hanger	JPY 3,300		
46	Visiting Card Box	JPY 1,650		
47	Multipurpose Box (W600)	JPY 8,250		
48	Multipurpose Box (W900)	JPY 13,200		
49	Dust Box	JPY 715		
50	White Cloth	JPY 1,760		
51	Fire Extinguisher	JPY 4,400		
52	Indoor Plant	JPY 4,950		

(unit: mm)

*10% consumption tax included

Grand Total	JPY
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NOTE:

- **AZ Scene Corp.** will contact you for confirmation within a week after your application.
If not, please contact them directly, since your application may not be delivered properly.
- Product may differ slightly from the photo in the catalogue depending on the stock status.
- The prices in the above list cover the fee to lease, bring in and place the furniture in your booth.
- Furniture not listed above is also available. Contact **AZ Scene Corp.** directly.
- On-site orders can be accepted during the move-in and show period. In those cases, it is required to pay on site.
- The total amount must be paid on site in cash (Japanese yen) or credit cards (VISA, Master, AMEX, or JCB).

Method of Payment

Please tick the appropriate box.

- By bank transfer—Exhibitor will be charged for the bank commission fee of JPY 4,000 additionally.
- On-site payment—Credit card (JCB, AMEX, Diners Club, UC, VISA or MasterCard) or cash (only Japanese yen).
- Invoice needs to be issued by the official contractor.

Communication Network Service

Contact

Kissei Comtec Co., Ltd.
Contact: Mr. Kishi / Ms. Hasegawa
TEL: +81-3-6709-2440
E-mail: intl-rxjtokai@network.kcrent.jp

DEADLINE
Feb. 27 (Fri)

1. Order Method

- *You can order high speed internet services during show period.
- Please read this page and place order to Kissei Comtec from the following 2D Code.
- *There is no free wi-fi in the venue.

Kissei Comtec is the official contractor of internet service for the exhibition.
If you have any questions regarding communication line services, please feel free to contact Kissei Comtec.

Please complete your order form by the deadline.

- *Create separate account ID for each exhibition booth.
- *Account ID is automatically assigned by the system.
- *You will receive a confirmation email after registration.
- *You can create multiple IDs with the same email address / password.
- *Kissei Comtec will issue an invoice after confirming your application. Installing process will be executed after payment is confirmed.

Kissei Comtec will start your installation work after confirming full amount of the payment.
Please complete your payment by the deadline.

2. Service Available Period

Your service is available from 2:00pm on the 2nd day of move-in until the end of the show.

- *On-site installation work day : on the 2nd day of move-in



**Application Form
URL**

<https://entry.mice-net.jp/ex/688/reg?lan=en>

3. High speed Internet (Dedicate type service)

- *All prices include 10% consumption tax

Internet Line (standard) JPY110,000
Internet Line(standard)+Wi-Fi(With 1 access point) JPY176,000

- *The service option will supply linked CAT5e hard cable which is terminated RJ45 connectors and a set of router.
- *In case you require extension cable installed in your booth, please contact Kissei Comtec.

1. All service options are "Dedicate type service".

- *Kissei Comtec does not guarantee and support the circuit speed of the services.

2. Please prepare a power outlet (1 port/100VA) at the requested cable installation spot. At least one outlet is required for the network devices.

3. The prices of all options include cable wiring/installation fee, rental fee of router and ISP charge.

4. About Internet Line (standard) + Wi-Fi (with 1 access point)

- This service includes the installation of an internet line and one wireless LAN access point.
- The access point will be installed at the same location as the internet line.
- We recommend connecting up to 30 devices per wireless LAN access point.
- During the exhibition period, connectivity may be affected due to radio wave interference from other access points within the venue. We cannot guarantee wireless LAN access point connectivity.
- The communication standard provided is IEEE802.11a/ac (5GHz band). Therefore, devices that only support the IEEE802.11b/g (2.4GHz band) standard will not be able to connect to this service.
- In addition to the power outlet for the router, please prepare one power outlet (AC100V) for the access point (total of 2 outlets required).

*Hyper fast type with MICE-NET Provider	JPY195,800
*Internet Line (with MICE-NET)+Wi-Fi(with 1 access point)	JPY 261,800

*The service option will supply linked CAT5e hard cable which is terminated RJ45 connectors and a set of router.

*In case you require extension cable installed in your booth, please contact Kissei Comtec.

1. All service options are "Dedicate type service".

*Kissei Comtec does not guarantee and support the circuit speed of the services.

2. Please prepare a power outlet (1 port/100VA) at the requested cable installation spot. At least one outlet is required for the network devices.

3. The prices of all options include cable wiring/installation fee, rental fee of router and ISP charge.

About MICE-NET Provider

MICE-NET Provider is a dedicated MICE provider that does not use PPPoE.

The provider is connected to internet via our data centre with VPN using Flet's HIKARI IPv6.

In case of connection failure, PPPoE connection backup is automatically activated.

Up/Down speed is regulated up to 300Mbps for maintaining this services quality.

4. About Internet Line (standard) + Wi-Fi (with 1 access point)

- This service includes the installation of an internet line and one wireless LAN access point.

- The access point will be installed at the same location as the internet line.

- We recommend connecting up to 30 devices per wireless LAN access point.

- During the exhibition period, connectivity may be affected due to radio wave interference from other access points within the venue. We cannot guarantee wireless LAN access point connectivity.

- The communication standard provided is IEEE802.11a/ac (5GHz band). Therefore, devices that only support the IEEE802.11b/g (2.4GHz band) standard will not be able to connect to this service.

- In addition to the power outlet for the router, please prepare one power outlet (AC100V) for the access point (total of 2 outlets required).

4. Payment

Please apply from web-page or 2D Code. Kissei Comtec will issue an invoice after confirming your order.

Please complete your full amount of payment by the due date stated on the invoice.

Kissei Comtec will start your installation work after confirming your full amount of payment.

5. Note

*Kissei Comtec is not responsible for any malfunction or security trouble of your computer.

Please establish your security arrangement by your own responsibilities.

*If there is any cancellation after order, operation cost and commission occurred during refund will be borne by the exhibitor.

Visitor Badge Scanner (iPhone Rental Service)

Booth #: —

Show Title:

Hall:

Company Name:

[Exhibitor Name]

Contact:

TEL:

() —

Required

E-mail :

Send this
Form to:

Kissei Comtec Co., Ltd.

Contact: Mr. Kishi / Ms. Hasegawa

TEL: +81-3-6709-2440

E-mail: intl-rxjwest-it@network.kcrent.jp

DEADLINE

Mar. 13 (Fri)

■ Application

Item	Unit Price	Quantity	Grand Total
Apple iPhone (SIM FREE) * iPhone Model cannot be specified.	JPY 31,900 <small>(10% consumption tax included)</small>		¥

*The above price includes the following services.

- KC Rental SIM2 LTE <nano> 5GB/month
- Administration fee of KC Rental SIM2 LTE (for the starting month only)

*Application fee of RX Lead Manager (Former Emperia) (*for two or more devices) will be charged from RX Japan GK.

*Extra orders are not acceptable on site. Please apply before the exhibition starts.

■ Pick-up & Return

Location of reception counter: in front of Show Management Office (*further notice will be announced if changes)

• Reception Hours

Pick up: 2nd day of move-in: 10:00am - 6:00pm
1st day of the Exhibition: 8:30am - 10:00am

Return: After the show hours ends: 5:00pm - 7:00pm

■ Notes

*Model of iPhone varies depends on the stock availability (iPhone X, iPhone 12, iPhone SE, etc.)

*APP "RX Lead Manager" is installed before delivery. Login before using the app.

*Other setting besides installation of "RX Lead Manager" is not included.

*The DATA SIM is not available for receiving or making phone calls (including messages).

*The DATA SIM is 5GB. No extra data can be added if it exceeds the amount. Use the DATA for "RX Lead Manager" only.

*Compensation of the device will occur if the device is lost, stolen or unreturned.

*Kissei Comtec Co., Ltd. is not responsible for any lost or leakage of data (personal information) if the device is stolen or lost. Implement security measures yourself to prevent any loss.

*Please contact Show Management regarding the usage of "RX Lead Manager".

■ Please pay the total amount by PayPal or bank transfer.

Make a payment by PayPal

*If you have your PayPal account, please fill in your e-mail below. If not, please create your PayPal account and fill in your e-mail address.

E-mail: _____

*We will charge you via your PayPal account. You will receive the payment confirmation e-mail, read it carefully and make a payment before the due date.

Make a payment by bank transfer

*Please transfer a whole amount of remittance charge including fees for wire transfer and receiving commissions.

Information filled will only be used for necessary contact from Kissei Comtec Co., Ltd.

Please visit the homepage for the newest version of rental agreement.

● PC Rental

Please refer to the following list for types of rental PC.
 >>> Send application form to Kissei Comtec Co., Ltd.

Package Plan (PC rental with popular software installation and Windows Update)

No.	Presentation Plan	Price	OS	
E1	DELL Latitude 3520 (English)	¥19,000	Windows11-Pro 64bit	MS Office2024 is installed computers which includes Word, Excel and Power Point. (ACCESS is not included) If you require the following version of MS Office 2021, please contact us.
E2	DELL OptiPlex 3070SFF (English) ※1	¥21,500	Windows11-Pro 64bit	
No.	Security Plan	Price	OS	
E3	DELL Latitude 3520 (English)	¥17,000	Windows11-Pro 64bit	Antivirus software and the latest version of the Windows update software are installed for the security countermeasure.
E4	DELL OptiPlex 3070SFF (English) ※1	¥19,500	Windows11-Pro 64bit	
No.	All in One Plan	Price	OS	
E5	DELL Latitude 3520 (English)	¥24,000	Windows11-Pro 64bit	Microsoft Office 2024 Standard Edition, Antivirus software and the latest version of the Windows update software are installed. If you require the following version of MS Office 2021, please contact us.
E6	DELL OptiPlex 3070SFF (English) ※1	¥26,500	Windows11-Pro 64bit	

※1 Display is not included.

Laptop PC

No.	Items	Price	RAM	CPU	Graphic/VRAM/output-terminal	Drive	OS
E7	DELL Latitude 3520 (English)	¥12,000	16GB	Corei5-1135G7 2.4G	Intel Iris Xe Graphics HDMI	No DVD Drive	Win11-Pro 64bit
E8	Apple MacBook Pro MK1A3J/A M1 Max/32G/SSD1T/Liquid RetinaXDR	¥28,000	32GB	M1 MAX	Thunderbolt 4(USB-TypeC) ×3+HDMI	No DVD Drive	MAC OS 14

The theft of laptop PCs has been on increase at the exhibition.

We recommend you use security cables or keep PCs in a cabinet which can be locked every day after the exhibition.

Desktop PC

No.	Items	Price	RAM	CPU	Graphic/VRAM/output-terminal	Drive	OS
E9	DELL OptiPlex 3070SFF (English) ※2	¥13,000	8GB	Corei5-9500 3.0G	Intel HD VGA+HDMI+DisplayPort	DVDSuperMulti	Win11-Pro 64bit
E10	DELL OptiPlex 5090SFF (English) ※2	¥15,500	16GB	Corei7-11700 2.5G	Intel UHD Graphics 750 HDMI+DisplayPort	DVDスロットあり	Win11-Pro 64bit
E11	(For Desktop PC) ※3 24" TFT widescreen LCD display iiyama ProLite E2483HS-B1 others	¥11,000	FHD 24"(1920×1080)、VGA+HDMI etc...				

※2 Display is not included. / ※3 it should be ordered with PC

iPad

No.	Items	Price	Reference
E12	Apple iPad 2021 Autumn MK2L3J/A Wi-Fi Silver (equivalent)	¥9,000	Wi-Fi model [IEEE802.11a/b/g/n/ac]
E13	Apple 12.9-inch iPad Pro MTEL2J/A Wi-Fi 64GB Space Gray	¥14,000	Wi-Fi model [IEEE802.11a/b/g/n/ac]

(10% consumption tax is not included)

Delivery fee is included to the prices. Fee of packing, setting-up, and tax are not included to the prices.

PC Monitor is only available with the set of PC. Orders of monitor(s) alone are not acceptable.

Depending of our warehouse stocks, the item would be changed as equivalent devices.

Please keep the accessories during the exhibition.

We also provide booth network wiring, configuration, installation, dismantling, etc.. Please contact Kissei Comtec Co.,Ltd. if you want.

After confirmation of your order, actual cost may be charged.

Please prepare 100 voltage outlet for charging or operating our rental devices.

Our internet device work 100V electricity only.

PC Rental

Send this Form to:	Kissei Comtec Co., Ltd. Contact: Mr. Kishi / Ms. Hasegawa TEL: +81-3-6709-2440 E-mail: intl-rxjtokai@network.kcrent.jp	DEADLINE Mar. 13 (Fri)
Show Title:		Booth #: *Leave it blank if the booth number is not yet confirmed. _
Company Name:		
Contact (Mr./Ms.):		TEL:
E-mail:		

We apply for PC Rental service.

Kissei Comtec Co., Ltd. will contact you for confirmation within 3 days after application. If not, please contact them directly, since your email may not have been delivered properly.

Date, Time and Place for Delivery and Return:

Delivery	Date / Time	Place
	Choose one only: <input type="checkbox"/> The second day of move-in 10am–noon <input type="checkbox"/> Other time and date* () * Extra fee will be added if you choose "other time and date".	Choose one only: <input type="checkbox"/> On-site <input type="checkbox"/> Other ()
Return	Date / Time	Place
	Choose one only: <input type="checkbox"/> The last day of the show until 8pm <input type="checkbox"/> Other time and date* () * Extra fee will be added if you choose "other time and date".	Choose one only: <input type="checkbox"/> On-site <input type="checkbox"/> Other ()

Item No.	Item	Quantity	Amount

* The list shows only a part of our stock. Please contact Kissei Comtec Co., Ltd. if you need other items.
 * Please note that we might not be able to take your last-minute order.

Please pay the total amount by PayPal or bank transfer.

Make a payment by PayPal.

*If you have your PayPal account, please fill in your e-mail below.
 If not, please create your PayPal account and fill in your e-mail address.

E-mail: _____

*We will charge you via your PayPal account. You will receive the payment confirmation e-mail, read it carefully and make a payment before the due date.

Make a payment by bank transfer

*Please transfer a whole amount of remittance charge including fees for wire transfer and receiving commissions.

● AV Equipment Rental

● Please access the following web page to see the catalogue for AV equipment rental.

https://lp.rxjapan.jp/edithgrove_catalogue/

For ordering products, please submit the application form to Edith Grove Co., Ltd.

◆ Full Hi-Vision LCD				
Product name		Product Specifications		Rental Fee
1	90 inches LCD	SHARP PN-R903	Hi-stand included • HDMI/VGA input • Screen size: 1993 × 1121mm ◆ Please consult us if you wish to wall-mount the LCD.	396,000 JPY
2	70 inches LCD	SHARP PN-R703	HDMI/VGA input • Screen size: 1538.9 × 865.6mm ◆ Please consult us if you wish to install the LCD on a Foot-stand.	143,000 JPY
3	60 inches LCD	SHARP PN-R603	HDMI/VGA input • Screen size: 1329.1 × 747.6mm ◆ Please consult us if you wish to install the LCD on a Foot-stand.	132,000 JPY
4	55 inches LCD (Built-in USB Media Player)	Panasonic TH-55LF8J	Foot-stand included • HDMI/VGA/USB input • Screen size: 1209 × 680mm	88,000 JPY
5	48 inches LCD (Built-in USB Media Player)	Panasonic TH-48FE8J	Foot-stand included • HDMI/VGA/USB input • Screen size: 1054 × 592mm	77,000 JPY
6	42 inches LCD (Built-in USB Media Player)	Panasonic TH-42LF8J	Foot-stand included • HDMI/VGA/USB input • Screen size: 927 × 521mm	57,200 JPY
7	32 inches LCD (Built-in USB Media Player)	Panasonic TH-32EF1J	Foot-stand included • HDMI/VGA/USB input • Screen size: 698 × 392mm	33,000 JPY
8	27 inches LCD	I-O DATA EX-LD2702DB	Foot-stand included • HDMI/VGA input • Screen size: 597.9 × 336.3mm	16,500 JPY
9	21.5 inches LCD	I-O DATA LCD-MF223EBR	Foot-stand included • HDMI/VGA input • Screen size: 476.6 × 268.1mm	8,800 JPY
◆ 4K Compatible LCD				
Product name		Product Specifications		Rental Fee
10	4K Compatible 84 inches LCD	Panasonic TH-84LQ70J	Hi-stand included • HDMI/VGA input • Screen size: 1860 × 1047mm ◆ Please consult us if you wish to wall-mount the LCD.	440,000 JPY
11	4K Compatible 75 inches LCD	SONY KJ-75X8500E/BZ	Foot-stand included • HDMI/USB input • Screen size: 1653.7 × 932mm	176,000 JPY
12	4K Compatible 65 inches LCD	SONY KJ-65X8500E/BZ	Foot-stand included • HDMI/USB input • Screen size: 1433.5 × 808.7mm	148,500 JPY
13	4K Compatible 55 inches LCD	SONY KJ-55X8500E/BZ	Foot-stand included • HDMI/USB input • Screen size: 1213.6 × 684.4mm	99,000 JPY
◆ Display Installation Options				
Product name		Product Specifications		Rental Fee
14	Large Hi-stand (65-90 inches Displays)	Floor stand, moveable & height-adjustable for LCD Display • Installation included ◆ Only applicable to customers ordering displays.		19,800 JPY
15	Hi-stand (20-60 inches Displays)	Floor stand, moveable & height-adjustable for LCD Display • Installation included ◆ Only applicable to customers ordering displays.		16,500 JPY
16	Display wall-mount Installation (60-75 inches)	With wall-mount bracket. ◆ Only applicable to customers ordering displays.		33,000 JPY
17	Display wall-mount Installation (32-55 inches)	With wall-mount bracket. ◆ Only applicable to customers ordering displays.		22,000 JPY
18	Display wall-mount Installation (21.5-27 inches)	With wall-mount bracket. ◆ Only applicable to customers ordering displays.		11,000 JPY
◆ Playback Equipment				
Product name		Product Specifications		Rental Fee
19	Blu-ray Player	SONY UBP-X800	HDMI output • Playable media: BD-R/DVD-R/CD-R/USB	16,500 JPY
20	Region Free DVD Player	PLANTEC AV-2100CPRM	HDMI output • Playable media: DVD-R/CD-R	13,200 JPY
21	4K Compatible Media Player	BrightSign HD224	HDMI output • Playable media: microSD card (Included with the player) ◆ We urge you to send your video / image files to us in advance.	16,500 JPY
22	Media Player	BrightSign HD223	HDMI output • Playable media: microSD card (Included with the player) ◆ We urge you to send your video / image files to us in advance.	13,200 JPY
◆ Audio Equipment				
Product name		Product Specifications		Rental Fee
23	PA Pack ① (Speaker × 2, amp, wired mic × 1)	With clamp bracket • Mic input × 1 • Mic type: Headset or Handheld (can be selected) ◆ Please consult us if you wish to install the speakers on a stand.		33,000 JPY
24	PA Pack ② (Speaker × 2, amp)	With clamp bracket • Mini stereo/RCA input ◆ Please consult us if you wish to install the speakers on a stand.		26,400 JPY
25	Compact PA system (Powered speaker × 1, wired mic × 1)	Mic input × 2 • Line input × 2 • Mic type: Headset or Handheld (can be selected) Installation: Floor-standing/On the stand		16,500 JPY
26	PA Mixer	Mic input × 2~4 ◆ If you wish to use more than one microphone in the PA pack, please order this equipment as well.		4,400 JPY
27	Wired Handheld/Headset mic	Cable attached		4,400 JPY

*10% consumption tax included

Note:

1. To ensure your request, submit this form before the stated deadline. An alternative equipment will be recommended if your requested equipment is run out of stock.
2. The contractor will accept your order by confirmation of your payment. In the event of cancellation, refund will be made according to the Rental Agreement.
3. The contractor will be available for any maintenance required during the show period.
4. The above price includes lease, delivery, and adjustment/ maintenance fee. The price does not include any operator/ labor/ construction fee.

AV Equipment Rental

Send this Form to:	Edith Grove Co., Ltd. Contact: Mr. Yoshida TEL: +81-3-5500-5362 E-mail: avrental@edithgrove.co.jp URL: http://www.edithgrove.co.jp/index_english.html	DEADLINE <h2 style="margin: 0;">Mar. 13 (Fri)</h2>
Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. _	
Company Name:		
Contact (Mr./Ms.):	TEL:	
E-mail:		

Please choose from the product list and fill in the following form.

Item No.	Item	Quantity	Amount

*10% consumption tax included

Method of Payment	Upon receipt of application, Edith Grove Co., Ltd. will send an estimate. We will send you an invoice after confirming the reply of the order documents. All payment must be made via BANK TRANSFER and in JAPANESE YEN to the following account: Bank : SUMITOMO MITSUI BANKING CORPORATION, SHIBUYA-Branch A/C Name: Edith Grove Co., Ltd. Branch No.: 654 A/C No.: 7874902
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*Include remittance charge in your payment.

● Floor Construction Regulations

1. Installation of Hole-in-Anchors

1) Exhibitors planning to make hole-in-anchors should submit the detailed drawing including the style, the number and the location of the anchors to the official contractor. If you wish to change the number of anchor bolts (including not to install any) after your application, please submit the application again by noon on the day before the show. No change is accepted after the exhibition. Anchor bolts installed without application may be charged.

The length of the hole-in-anchor should not exceed 60mm in length and 16mm in diameter, as shown in the images below.

2) Actions listed below are strictly prohibited. In case of violation, the exhibitor will be charged a penalty after the show.

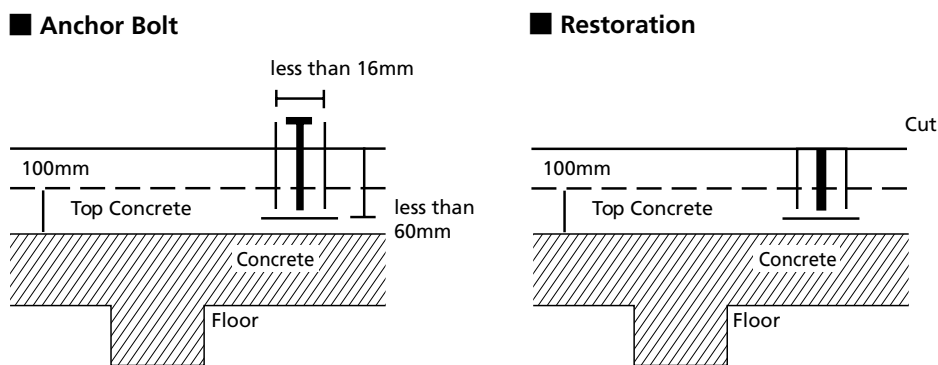
- a) Installing hole-in-anchors onto pit covers and the atrium
- b) Using materials other than hole-in-anchors (concrete screw, nail, etc.)
- c) Using strong adhesive tape that damages the original state of the floor
- d) Coloring the floor
- e) Installing anchors within 200mm from the edge of the pit
- f) Using inside screw type anchor bolt
- g) Using anchor bolts other than "Strike Anchors"

*Other kinds of anchor bolts including "Dropin Anchors", "Cut Anchors" and "Sleeve Anchors" are NOT acceptable.

2. Restorations of Original State

If anchor bolts protrude from the floor surface, do not pull them out but cut them off to restore the floor to its flat state.

Before cutting the anchor bolts, please ensure that there are no combustible materials nearby to prevent fires caused by sparks. It is recommended to wear protective goggles and long-sleeved flame-resistant work clothes to prevent injuries and burns.



3. Requests for PIT Plan

Please refer to the page of "Inquiries Regarding PIT Plan" in the EXHIBITOR MANUAL – Regulations – and contact RX Japan for PIT Plan.

Floor Construction

Send this Form to:	Sakura International Inc. Contact: Ms. Tsujio TEL: +81-50-5804-1338 E-mail: mwn2026@sakurain.co.jp Reception time : 10:00 - 12:00, 13:00 - 17:00 JST. (Mon - Fri)	DEADLINE <h2 style="margin: 0;">Mar. 6 (Fri)</h2>
Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. _	
Company Name:		
Contact (Mr./Ms.):	TEL:	
E-mail:		

- Exhibitors who wish to lay a temporary concrete foundation or install anchor bolts for the purpose of installing machines for demonstrations, are required to apply to Show Management for pre-approval. Forward a copy of the booth layout along with this application.
- If anchor bolts are embedded without submitting this form, the fee may be billed to the exhibitor.
- In case you change the number of the hole-in anchors, please re-submit this form by noon on the day before the show. Please note that re-submitting the form after the exhibition is not accepted.
- If you lay temporary concrete foundation or install anchor bolts without approval, be aware that these will be charged after the show period.
- The size of anchor bolt must be within 60mm in length and 16mm in diameter.

We hereby apply for Floor Construction to Port Messe Nagoya. Appendix: A copy of the booth layout

Booth Contractor:

Company Name				
Construction Details	anchor bolt <Diameter>	mm, <Length>	mm,	pieces
Construction Period				

Check the box if you have read and agree the following list defines the actions that are prohibited.

Any violations of the following actions may be charged for restoration.

- a) Installing hole-in-anchors onto pit covers and the atrium
- b) Using materials other than hole-in-anchors (concrete screw, nail, etc.)
- c) Using strong adhesive tape that damages the original state of the floor
- d) Coloring the floor
- e) Installing anchors within 200mm from the edge of the pit
- f) Using inside screw type anchor bolt
- g) Using anchor bolts other than "Strike Anchors"

I have read and agree to the above actions of violations.

Water Supply

Send this
Form to:

Okamoto Works Co., Ltd.
Contact: Mr. Ikeshima
TEL: +81-6-6575-2300
E-mail: rxj@okamoto-works.co.jp

DEADLINE
Feb. 27 (Fri)

Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. _
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

Specification *All prices include 10% consumption tax.

< **WATER SUPPLY** >

Standard Inlet: 1/2" or 3/4"

Standard Outlet: 3/4" to 2"

Hydraulic Pressure: under 0.2MPa – 0.3MPa

Cost: JPY 78,650/unit for construction

*Including maintenance fee but excluding connecting charge to your equipment
Charge for use of water will be billed after the show.

< **SUPPLY HOURS** >

The 2nd day of move-in noon – 6:00pm

The 1st day of the show 8:00am – the end of the show

The 2nd day of the show 8:30am – the end of the show

The last day of the show 8:30am – the end of the show

*Water supply is not available before or after the above supply hours.

1. Application

We require:		
Water Volume	_____	liter/min.
Hydraulic Pressure	_____	MPa
Water Inlet	_____	inches
Water Outlet	_____	inches
<input type="checkbox"/> Connection to our booth		JPY 78,650
<input type="checkbox"/> Connection to our equipment (additional charge incurred)		

2. Position

Specify the position of water/drain or submit a booth layout which indicates the position of water/drain.



**Method of
Payment**

Please make full payment by wire transfer before the show.
Otherwise, the official contractor will visit your booth to collect full payment in cash (Japanese YEN ONLY) during the show period.

Compressed Air Supply

Send this Form to:

Okamoto Works Co., Ltd.
 Contact: Mr. Ikeshima
 TEL: +81-6-6575-2300
 E-mail: rxj@okamoto-works.co.jp

DEADLINE
Feb. 27 (Fri)

Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. _
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

Specification *All prices include 10% consumption tax.

<AIR PLUMBING>

Standard Air Lines: 1/2" or 3/4"
Standard Air Supply: 0.5MPa – 0.6MPa, 300 liter/min.
Exceeding in 300 liter: JPY 12,650/100 liter
Cost: JPY 82,500/unit
 *Including maintenance fee but excluding connecting charge to your equipment

<SUPPLY HOURS>

The 2nd day of move-in noon – 6:00pm
The 1st day of the show 8:00am – the end of the show
The 2nd day of the show 8:30am – the end of the show
The last day of the show 8:30am – the end of the show

*Contact the official contractor directly for early / late air supply or any other inquiries.

1. Application

We require:
 Pressure _____ MPa Volume _____ liter/min.
 Supply Only JPY 82,500
 Supply and connection to our equipment (additional charge incurred)

2. Position

Specify the position of air supply or submit a booth layout which indicates the position of air supply.



Method of Payment

Please make full payment by wire transfer before the show. Otherwise, the official contractor will visit your booth to collect full payment in cash (Japanese YEN ONLY) during the show period.

Booth Cleaning Service

Send this Form to:	Taihei-bs Inc. Contact: Mr. Hamamatsu TEL: +81-52-262-3747 E-mail: yuki.hamamatsu@taihei-bs.co.jp	DEADLINE Feb. 27 (Fri)
	Show Title:	
Company Name:		
Contact (Mr./Ms.):		TEL:
E-mail:		

Daily booth cleaning service and waste disposal is not included in the Rental Display System.

Apply for Booth Cleaning Service

JPY6,600 × _____ booth(s) = JPY _____ *10% consumption tax included.

<p>Service charge: JPY 6,600* per 1 regular booth Covering 3 days (second day of move-in, first and second day of the show)</p>
--

Note:

1. This cleaning service only includes basic booth cleaning (sweeping, vacuuming of carpet). Exhibitors are responsible for the removal of any large garbage. Thus, any such wastes removed on behalf of the exhibitor will be charged to the exhibitor.
2. It is the exhibitors' responsibility to ensure that all crates, boxes or plywood are removed or stored properly. There is no storage in the exhibition halls.
3. For a mini booth (3.0m × 2.7m), it costs half of a regular booth (6.0m × 2.7m).
4. This service does not include cleaning/polishing of exhibits, furniture and equipment.
5. This cleaning service is available by **advance order only. On-site orders including move-in period will not be accepted.**

Method of Payment

The official contractor will bring your invoice to your booth and collect full payment during the show period. Cash (Japanese Yen) only. Credit cards are not accepted.

Booth Cleaning Service

Send this Form to:	Asos Co., Ltd. Contact: Mr. Sakakibara TEL: +81-70-6588-0342 E-mail: k-sakakibara@asos.co.jp	DEADLINE Feb. 27 (Fri)
	Show Title:	
Company Name:		
Contact (Mr./Ms.):		TEL:
E-mail:		

Daily booth cleaning service and waste disposal is not included in the Rental Display System.

Apply for Booth Cleaning Service

JPY6,600 × _____ **booth(s)** = **JPY** _____ *10% consumption tax included.

Service charge: JPY 6,600* per 1 regular booth Covering 3 days (second day of move-in, first and second day of the show)
--

Note:

1. This cleaning service only includes basic booth cleaning (sweeping, vacuuming of carpet). Exhibitors are responsible for the removal of any large garbage. Thus, any such wastes removed on behalf of the exhibitor will be charged to the exhibitor.
2. It is the exhibitors' responsibility to ensure that all crates, boxes or plywood are removed or stored properly. There is no storage in the exhibition halls.
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4. This service does not include cleaning/polishing of exhibits, furniture and equipment.
5. This cleaning service is available by **advance order only. On-site orders including move-in period will not be accepted.**

Method of Payment

The official contractor will bring your invoice to your booth and collect full payment during the show period. Cash (Japanese Yen) only. Credit cards are not accepted.

● Handling Fire and Dangerous Materials for Exhibits and Demonstration

1. Notification to the Fire Department and Application Guideline

- The use of products causing fire or smoke and the transportation of dangerous material are prohibited by fire regulations. Exhibitors who involve any of those activities are required an application in order to acquire special permission from the Fire Department.
- Local fire officials will carry out inspections on the move-in day and during show period. Fire officials have final authority on all safety and fire regulations, and please note that failure to comply with the fire safety regulations may lead to the removal of the incomplete construction.
- Please submit the following necessary documents to the official contractor : application form, three copies of the catalogue of each equipment (SDS/MSDS) and a stand layout with each equipment's installation position.
- If you do not receive any contact from the official contractor in one week after the application, please contact them to avoid any oversight.

2. Activities which require Permission

1) The Use of Naked Flame

Naked Flame includes (a) materials which generate flames or sparks with the usage of gaseous, liquid and solid fuels, and equipment which its heating part is exposed, (b) equipment using electricity which its heating part is burning visibly (hotplate, hair dryer and oven is not included), and the heating part exposed may ignite when flammable materials meet the heating part (surface temperature is 400°C or above). The pedestal has to be covered with non-metallic and anti-flammable material. Moreover, the use of naked flame requires absolute stability with constant supervision. Smoking is prohibited in the entire exhibition hall except for designated areas outside the building.

2) Handling and Storing of Dangerous Materials

Dangerous materials represent those are stated in the appendix of Fire Service Act. Bringing those materials into the venue without permission from the Fire Department is prohibited.

a. Petroleum (Class 4)

Petroleum No.1 (gasoline, lacquer, thinner, alcohol)

Petroleum No.2 (paraffin, light oil)

Petroleum No.3 (heavy oil, lubricant, diesel oil)

Petroleum No.4 (gear oil, animal/vegetable fat and oil)

b. High-pressure Gas

Compressed High-pressure Gas (e.g. Oxygen, Nitrogen, Acetylene, Carbon Dioxide)

*It is strictly prohibited to bring propane gas or hydrogen into the venue. Please utilize gas distribution plant of the venue if propane is needed.

3. Precautions for Handling and Construction

- 1) Install appropriate and adequate fire extinguishing equipment.
- 2) The use of equipment which involves high consumption of energy is not acceptable.
- 3) Stabilize the piping work of dangerous material by anti-flammable materials.
- 4) Keep a safety distance between the dangerous material and fire, such as using shielding materials.
- 5) If booth construction or dismantling generates any spark, prepare fire extinguishing equipment and station staffs for supervision. Please be aware that smoking is prohibited in the exhibition halls.
- 6) Dangerous material which is not for demonstration should be displayed in different container. For example, use colored water to change the details of the container.
- 7) Please note that alcohol for cleaning machines is also considered as dangerous material.

Handling Fire and Dangerous Materials for Exhibits and Demonstration

**Send this
Form to:**

Sakura International Inc.
 Contact: Ms. Tsujio
 TEL: +81-50-5804-1338
 E-mail: mwn2026@sakurain.co.jp
 Reception time : 10:00 - 12:00, 13:00 - 17:00 JST. (Mon - Fri)

DEADLINE
Feb. 20 (Fri)

Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. —
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

If you do not receive any contact from the official contractor in one week after the application, please contact them to avoid any oversight.

■ Precautions

- 1) The amount carried-in or stored is limited to the minimum usage for a day.
- 2) Please install a fire extinguisher nearby.
- 3) It is required to submit the stand layout indicating the installation position of the dangerous materials.

■ Permit application (Attach a stand layout and 3 copies of the instructions and a material safety data sheet (SDS/MSDS))

- 1) Built-in machine oil, demonstrational materials and exhibits (flux etc.)

Classification	Built-in Machine Oil		Compressor Oil		Flux		Wash Oil		Others	
	Material	Usage/day	Material	Usage/day	Material	Usage/day	Material	Usage/day	Material	Usage/day
Petroleum No.1 (ignition temperature: lower than 21°C) ex. Gasoline, Thinner, etc.		ℓ		ℓ		ℓ		ℓ		ℓ
Petroleum No.2 (ignition temperature: 21 - 70°C) ex. Paraffin, Wash oil, etc.		ℓ		ℓ		ℓ		ℓ		ℓ
Petroleum No.3 (ignition temperature: 70 - 200°C) ex. Heavy oil, Lubricant oil, etc.		ℓ		ℓ		ℓ		ℓ		ℓ
Petroleum No.4 (ignition temperature: higher than 200°C) ex. Turbine, etc.		ℓ		ℓ		ℓ		ℓ		ℓ
Edible Oils		ℓ		ℓ		ℓ		ℓ		ℓ

- 2) Propane and Other Hazardous Materials

Name	Amount	Purpose of Use
Propane	kcal/h	
High Pressure Gas (nitrogen, carbon gas, etc.)	ℓ m³×	
Vegetable Oil (Name=)	ℓ	
Others (Name=)		

- 3) Naked Flame and Others

Name	Please tick (if you use any)	Purpose of Use
Electrical Welding	<input type="checkbox"/>	
Electric Stove	<input type="checkbox"/>	
Compressor	<input type="checkbox"/>	
Laser Machining Demonstration	<input type="checkbox"/>	
Others	<input type="checkbox"/>	

*Indicate the protection method for the use of naked flame.

● Carrying-in/Demonstration of Hydrogen

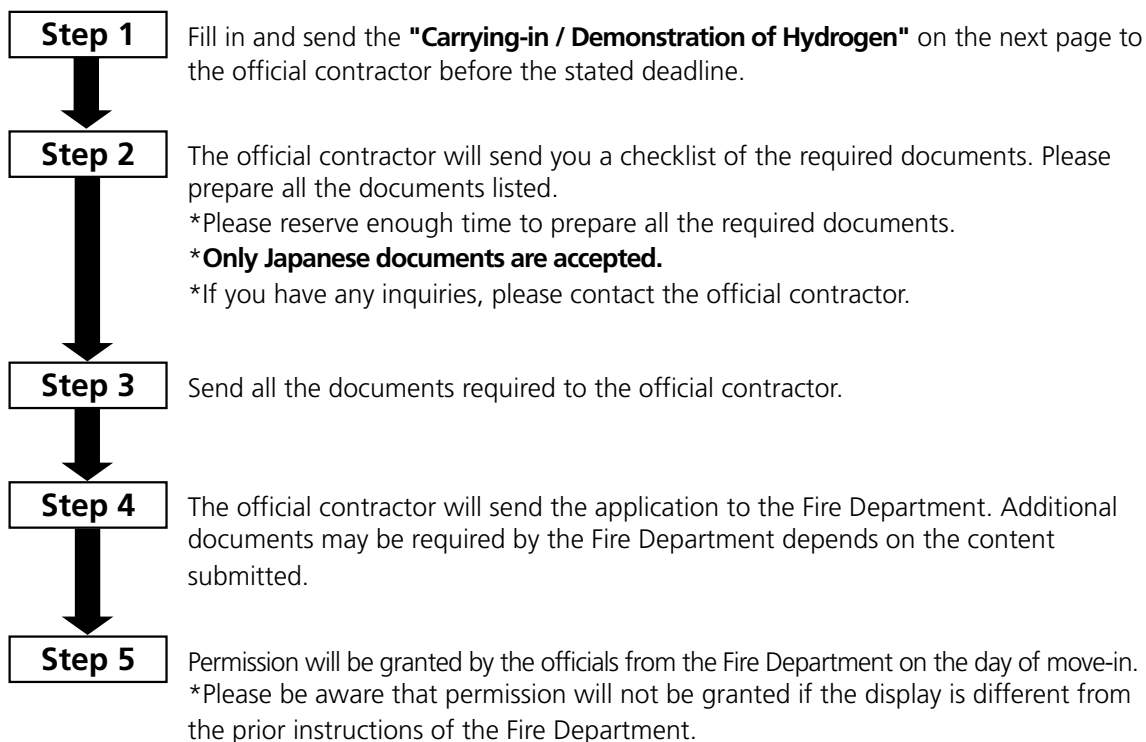
Carrying in hydrogen and demonstration of products using hydrogen are prohibited in the exhibition halls. However, it is permitted if it fulfills the requirements of the fire regulations.

The deadline of application is earlier than in the past years according to the instructions of the Fire Department.

Please submit the application form to the official contractor before the stated deadline. Any applications made after the deadline will not be guaranteed.

*If you do not receive any replies within a week after your application, please contact official contractor to avoid any oversight.

1. Application Procedures



2. Caution

- (1) Application is required for carrying in hydrogen storage alloy according to the instructions of the Fire Department.
- (2) Only the minimum amount of hydrogen for daily usage is permitted for carrying in to the exhibition hall. Replenishment of hydrogen during the show period is not permitted.
- (3) Place fire extinguisher at the booth.
- (4) The person in charge for safety should be at the booth all the time, including the move-in period.
- (5) Only products approved in Japan are allowed to use in demonstrations.
- (6) Inspections will be conducted strictly based on the Fire Prevention Ordinance.
- (7) Demonstrations may not be permitted if there is any incomplete document for application.

Carrying-in/Demonstration of Hydrogen

Send this Form to:

Sakura International Inc.
 Contact: Ms. Tsujio
 TEL: +81-50-5804-1338
 E-mail: mwn2026@sakurain.co.jp
 Reception time : 10:00 - 12:00, 13:00 - 17:00 JST. (Mon - Fri)

DEADLINE
Feb. 20 (Fri)

Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. _
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

If you do not receive any contact from the official contractor in one week after the application, please contact them to avoid any oversight.

APPLICATION FORM

I would like to apply as follows.

Company			
Address			
Person in Charge		TEL	
Person in Charge of Safety		Emergency Number (mobile phone)	
Carrying-in Amount of Hydrogen	_____ kg × _____ tank		
Type of Container	Storage alloy / Mixed gas cylinder / Others (_____)		
Dangerous Materials other than Hydrogen			
Exhibiting Experience at Port Messe Nagoya	(year)	(month)	Show Name

● Ceiling Structure

If you wish to carry out ceiling construction, please submit the following documents with the application form to the official contractor before the deadline.

- a) A plan and elevation of the booth decoration and an entire booth plan (indicate the location of the fire extinguisher, the area, materials and length of each side of the ceiling)
- b) A detailed drawing with written explanations of the ceiling construction (include the fire-proof label)

1. Ceiling Construction which Application is needed

- a) Any ceilings which the length on one side is over 3m and the total area is over 20m².
- b) Any ceilings (even if the area of ceiling is below 20m²) separated by hanging partitioned wall over 30cm.
- c) Installation of smoke detector is needed if the area of ceiling is larger than 1m² while the place is surrounded by walls or door on four sides. Yet, the following cases are not included.
 - Display area surrounded by non-flammable walls while it is not available for entry or exit of people
 - Exemption approved by the Fire Department

2. Principles and Conditions of Ceiling Construction

- a) After submitting the layout of the booth and consulting with the Fire Department, the exhibitor is obligated to set fire-fighting facilities at the booth. (The exhibitor should bear the expenses of setting the fire-fighting facilities)
- b) Permission will be granted if a) is fully done and the inspection of Fire Department is passed. During the inspection, the inspector will ask for the details of the construction. The person in charge of ceiling construction have to be at the booth during the inspection in order to get the permission.
- c) If any violation is found or the permission of construction is not granted, the exhibitor should follow the instructions of Show Management to dismantle the ceiling and improve the decorations.
- d) Double ceiling is prohibited in any case.

Consultation with the Fire Department may take time.

Any applications submitted after the deadline will not be accepted.

● Details for Shipping and Handling of Exhibits

1. Freight Forwarder

- a) Submit application form if you wish to choose the official freight forwarder as your forwarder. In that case, consult with the official freight forwarder about arrival date of your items. Depending on the place of origin, mode of transportation must be 'AIR' not 'OCEAN' to be on time.
- b) The private forwarder you choose will be responsible for both import and delivery within Japan. Arrange directly with the freight forwarder you employ regarding the cargo / exhibit arrival, delivery of cargo to your booth, sending back to your cargo, payment schedule and other details.
- c) Show Management will not accept your goods, cargo, parcel, etc. on your behalf under any circumstances.

2. Shipping and Handling of Exhibits

IMPORTANT

Port Messe Nagoya is NOT declared as a bonded area.

You need to arrange your own shipper / forwarder when you would like to ship out your package. e.g.) FedEx, UPS, OCS etc.

The following are the two major ways to handle your exhibits from overseas:

1) Import

To import your products, you must submit relevant documents and pay duties/taxes. This enables you to sell and distribute your goods in Japan. Note that duties and taxes paid are not refundable.

Japan Customs has amended import procedures in order to effectively enforce border controls, ensure appropriate tax collection, and secure smooth imports.

<Importer>

The importer has the right to dispose of the imported cargo at the time of import customs clearance, during, and after the exhibition.

An import agency that is only commissioned to handle the procedures cannot act as the importer.

2) ATA Carnet

The ATA Carnet enables you to bring in your products without paying duties or taxes, but your exhibits must be exported again after the show. Goods imported by ATA Carnet are for exhibit only, NOT FOR SALE. All goods must be returned to the place where the Carnet was issued.

<Customs Clearance>

There are some items which cannot be imported until receiving governmental approval (ex. medical devices, cosmetics, soap, etc.). If you intend to import such items, it is essential to consult with your agent or the official forwarder in advance.

*In case the goods are imported personally by hand-carry, exhibitors must individually declare their goods at customs.

3. Goods Sent to Port Messe Nagoya

1) Box Marking

Make sure that all boxes are marked as below.

For Exhibition Hall 1 Exhibitors

Company Name: _____
Booth No.: _____
Attn.: Mr./Ms. _____
Show Title: _____
Port Messe Nagoya Exhibition Hall 1
<u>3-2-1</u> Kinjo-futo, Minato-ku, Nagoya 455-0848, Japan
Case No.1/X (X=total number of cartons)

For Exhibition Hall 2-3 Exhibitors

Company Name: _____
Booth No.: _____ Hall: _____
Attn.: Mr./Ms. _____
Show Title: _____
Port Messe Nagoya
<u>2-2</u> Kinjo-futo, Minato-ku, Nagoya 455-0848, Japan
Case No.1/X (X=total number of cartons)

2) Consignee (Importer)

The shipment must be consigned to a resident of Japan.

If your residency is not Japan, please consult with official freight forwarder to process customs clearance as your customs house broker.

<The rule of a person who acts as the importer>

1. Under lease contracts, a person who rents and uses the cargo.
(Copy of the contract must to be submitted to customs broker)
2. For consignment sales, a person who sells the cargo by accepting the commission.
(Copy of the sales contract must to be submitted to customs broker)
3. A person who has right to dispose the cargo.
(Copy of the agreement for disposal between the shipper and consignee must to be submitted to customs broker)

Customs broker must submit the contract(s) upon request from customs.

3) Arrival of Goods

Make sure that you or the person in charge is at the booth when your goods arrive. Show Management will not accept your goods on your behalf nor will couriers leave goods in an unattended booth. Also, note that Show Management will not be responsible for any loss or damage to your goods.

4. Temporary Storage of Empty Crates/Boxes

There is no storage space for empty cases, crates and boxes, and Show Management will not provide any. If you require empty crates / boxes for your move-out, please store them properly. Contact Show Management in advance for storage service.

Shipping of Exhibits

Send this
Form to:

Nippon Express Co., Ltd. Nagoya Forwarding Branch

[Air Freight]

Contact: Mr. Hiroki Kagami

TEL: +81-90-2019-7872

E-mail: hiroki.kagami@nipponexpress.com

[Sea Freight]

Contact: Mr. Gaku Kanno

TEL: +81-52-563-2286

E-mail: gaku.kanno@nipponexpress.com

DEADLINE
Mar. 13 (Fri)

Show Title:

Booth #:

*Leave it blank if the booth number is not yet confirmed.

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

1. Our exhibits will be

- Covered by ATA carnet: Air freight
or
 Sea freight

2. Details of your Cargo

Weight: _____

Measurement: _____

Pieces: _____

Contents of your cargo: _____

Lunch Box & Drink Delivery

Send this Form to:

Higashiyama Garden Co., Ltd.
 Contact: Mr. Maruyama
 TEL: +81-52-659-6777
 E-mail: info@higashiyama-garden.com

DEADLINE
Mar. 31 (Tue)

Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. _
Company Name:	
Contact (Mr./Ms.):	TEL:
E-mail:	

Menu	Price (Tax included)	Quantity Per Day				Total Quantity	Total Amount
		The 2nd day of move-in	The 1st day of the show	The 2nd day of the show	The last day of the show		
1. Hamburg Steak Lunch Box	JPY 1,100						JPY
2. Japanese-Style Lunch Box	JPY 1,100						JPY
3. Miso Pork Cutlet Lunch Box	JPY 1,400						JPY
4. Beef Barbecue Lunch Box	JPY 1,620						JPY
5. Japanese tea (500ml)	JPY 200						JPY
Grand Total							JPY

*The below images are for reference only.

1. Hamburg Steak Lunch Box



2. Japanese-Style Lunch Box



3. Miso Pork Cutlet Lunch Box



4. Beef Barbecue Lunch Box



5. Japanese tea



- Please come to the following venue between 11:00 to 13:00 to pick up your order.
 *Exhibitors in New 1st Exhibition Hall: Food Court (2F) in Convention Center
 *Exhibitors in 3rd Exhibition Hall: Restaurant Higashiyama Garden in Main Hall (1F)
- Higashiyama Garden Co., Ltd. will send you the confirmation of order upon receipt of your application. Keep it for your future reference.
- If you have any questions during the exhibition, come to Show Management Office.

Method of Payment

Higashiyama Garden Co., Ltd. will collect payment (JPY cash only) on the last day of exhibition. Tick a box below and write down an expected day of payment if it will be made through a bank.

Request Invoice Expected day of payment _____

Interpreter

Send this Form to:	KIYO Corporation Contact: Ms. Aoki TEL: +81-3-3453-1210 E-mail: sales@kiyocorp.com	DEADLINE Mar. 13 (Fri)
Show Title:	Booth #: *Leave it blank if the booth number is not yet confirmed. _	
Company Name:		
Contact (Mr./Ms.):	TEL:	
E-mail:		

Please forward this application directly to *KIYO Corporation*.

Upon receipt of application, *KIYO Corporation* will send a confirmation and invoice.

Type	Daily Rate*	Description	Dates and Number of Person and Language
Senior Sales Assistant (ENG/CHN/KOR)	JPY 47,000	Representing a tier beyond Sales Assistant, these individuals excel in negotiations, demonstrating a talent for closing deals and fostering enduring relationships with clients. Additionally, accompanying interpreters are also available in the vicinity of the venue during the exhibition period. A 1-hour online meeting prior to the exhibition is included for full-period bookings. For one-day or two-day bookings, the meeting can be arranged separately at an additional charge.	From : - To : (days) Language: _____ person(s)
Sales Assistant (ENG/CHN/KOR)	JPY 40,000	Focusing on securing target leads and presenting the strengths and appeal of the products to visitors in detail. As part of the exhibitor's team, these individuals strive to achieve set goals. A 30-minute online meeting prior to the exhibition is included for full-period bookings. For one-day or two-day bookings, the meeting can be arranged separately at an additional charge.	From : - To : (days) Language: _____ person(s)
General Interpreter (ENG/CHN/KOR)	JPY 35,000	Interpreters at this level are having thoroughly prepared with relevant materials beforehand. They possess experience in interpretation and are wellversed in exhibition procedures.	From : - To : (days) Language: _____ person(s)
Other Language French/Italian/German/ Russian etc	JPY 50,000~	Same services as General Interpreter	From : - To : (days) Language: _____ person(s)
Booth receptionist (ENG/CHN/KOR)	JPY 26,000	Individuals at this level serve as booth receptionist, assisting with only basic communication tasks such as distributing pamphlets. *They do not possess negotiation skills.	From : - To : (days) Language: _____ person(s)

*Daily rate includes interpreters' lunch and transportation, 10% consumption tax is not included.

*Cancellation fees apply as follows:

14 business days before opening day: 50% of the total fee

7 business days or less before opening day: 100% of the total fee

[OPTIONAL SERVICE] Available with additional charge.

Please contact us if you have any requirements for the following services.

- **Sales Assistance Service : <Pre-exhibition service and Follow-up service>**
- Airport escort
- Assist in the preparation of the booth prior to the exhibition
- MC and seminar/press conference interpretation

[NOTE]

1) Services outside the venue will be provided in accordance with the specified conditions.

2) Working hours will correspond to the opening hours of the exhibition, with the exception of a one-hour lunch break. Interpreters will arrive 30 minutes prior to the start of the first day of the exhibition.

3) On-site interpretation requests are generally not accepted, however if available, it can be arranged for a 50% surcharge.

Payment Method	All payment must be made via BANK TRANSFER and in JAPANESE YEN to the following account: Bank: MUFG Bank, LTD (0005) HIROO BRANCH (047) A/C Name: KIYO CORPORATION A/C No.: Ordinary Account: 047-1238881 Swift Code: BOTKJPJT Bank Address: 4-1-1, Hiroo, Shibuya-ku, Tokyo 106-0047 Japan
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Translation

Send this
Form to:

KIYO Corporation
Contact: Ms. Aoki
TEL: +81-3-3453-1210
E-mail: sales@kiyocorp.com

DEADLINE
Mar. 13 (Fri)

Show Title:

Booth #: *Leave it blank if the booth number is not yet confirmed.
—

Company Name:

Contact (Mr./Ms.):

TEL:

E-mail:

RATE:

From English to Japanese	JPY 6,000 per 160 words
From Italian German French Chinese Korean to Japanese	JPY 7,000 per 160 words

(*10% consumption tax is not included)

*Please send this form together with the materials you would like to be translated. Upon receipt of your order, an invoice relevant to the number of words and type of language will be forwarded for your immediate attention.

*Please note that an additional 50% fee will be charged when the time given for translation is less than one week.

*The above rates covering up to 160 words are the minimum charges for an order.

Please send the translated materials to:

Company:

Attn.: Mr. Ms.

Address:

E-mail:

Country:

TEL:

<country code>-<area code>-<direct no.>

**Method of
Payment**

Upon receipt of application, **KIYO Corporation** will send a confirmation together with bank information.