



\*This manual is tentative and the modified version will be issued later.

## I. Basic Information of Exhibition Venue

### ● Makuhari Messe Facility Guide

Please check from the URL below:

◆ <https://www.m-messe.co.jp/en/facility/>

### ● Access

Please check from the URL below:

◆ <https://www.m-messe.co.jp/en/access/>

### ● Parking

Please check from the URL below:

◆ <https://www.m-messe.co.jp/en/access/#car>

## ● Show Schedule

DATE	SCHEDULE	Time permitted for VEHICLES
<b>16 April</b> <b>(Wed)</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Move-in</div>	<b>8:00am–8:00pm</b> <b>Move-in and Booth Construction</b> *Exhibitors (including your own booth contractors) who wish to work overtime after 8:00pm are required to submit an application form at the on-site Show Management Office. (Free)	<b>8:00am–8:00pm</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Pass Required</div> *Vehicle Pass is required for every vehicle that will enter/exit the exhibition halls.
<b>17 April</b> <b>(Thu)</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Move-in</div>	<b>8:00am–1:00pm</b> <b>Move-in and Booth Construction</b> <b>1:00pm–8:00pm</b> <b>Exhibits Move-in (hand-carry only)</b> *Exhibitors (including your own booth contractors) who wish to work overtime after 8:00pm are required to submit an application form at the on-site Show Management Office. (Free)	<b>8:00am–1:00pm</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Pass Required</div> <b>*No vehicles are allowed to enter the halls after 1:00pm.</b> *Vehicle Pass is required for every vehicle that will enter/exit the exhibition halls.
<b>18 April</b> <b>(Fri)</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Exhibition</div>	<b>7:00am–8:45am</b> <b>Doors Open for Exhibitors</b> (preparation for the show)	*No vehicles are allowed to enter the halls. (hand carry only)
	<b>8:45am–9:00am</b> <b>Show Open to Priority Ticket Holders</b>	
	<b>9:00am–6:00pm</b> <b>Show Open to General Ticket Holders</b>	
	<b>6:00pm–7:00pm</b> <b>Stand Restocking</b>	
<b>19 April</b> <b>(Sat)</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Exhibition</div>	<b>7:30am–8:45am</b> <b>Doors Open for Exhibitors</b> <b>Stand Restocking</b> (preparation for the show)	*No vehicles are allowed to enter the halls. (hand carry only)
	<b>8:45am–9:00am</b> <b>Show Open to Priority Ticket Holders</b>	
	<b>9:00am–6:00pm</b> <b>Show Open to General Ticket Holders</b>	
	<b>6:00pm–7:00pm</b> <b>Stand Restocking</b>	
<b>20 April</b> <b>(Sun)</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Exhibition</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Move-out</div>	<b>7:30am–8:45am</b> <b>Doors Open for Exhibitors</b> <b>Stand Restocking</b> (preparation for the show)	*No vehicles are allowed to enter the halls. (hand carry only)
	<b>8:45am–9:00am</b> <b>Show Open to Priority Ticket Holders</b>	
	<b>9:00am–4:00pm</b> <b>Show Open to General Ticket Holders</b>	
	<b>4:30pm–6:30pm</b> <b>Exhibits Move-out (hand carry only)</b> <b>6:30pm–11:00pm</b> <b>Dismantling and Move-out</b>	
<b>21 April</b> <b>(Mon)</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Move-out</div>	<b>8:00am–2:00pm</b> <b>Dismantling and Move-out</b>	<b>8:00am–2:00pm</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Pass Required</div> *Prepare "vehicle pass" for every vehicle for loading displays and construction materials. Numbered ticket issued at waiting spot is required for entering exhibition halls.

### Note:

- No vehicles are allowed to enter the halls after **1:00pm on the second day of move-in**. Be sure to finish moving in all the large machinery/luggage before **1:00pm**.
- Removal of exhibits and dismantling of stands are strictly prohibited before **4:00pm on the last day of the show**.
- Be careful for any possible accidents while moving out. Booth dismantling takes place simultaneously for all exhibitors.

## ● Rules and On-site Regulations

### **1) No Smoking**

Makuhari Messe is a non-smoking venue. Smoking in the exhibition halls, including inside your own booths, is prohibited for the entire show period as well as move-in/out days. It is only permitted in designated smoking areas outside the building. Make sure that your contractors as well as your own staff do not smoke. They may be asked to leave the halls if they are found smoking inside the building.

### **2) No Sales Activities Outside Your Booth**

Sales activities (such as handing out pamphlets and questionnaire, etc.) are permitted only inside your booth. Placing them outside your booth (hall entrance/exit) without permission of Show Management is prohibited.

### **3) Preventing Accidents caused by Demonstrations**

Be sure to take precautions against any damage, loss, fire disaster, etc. that may be caused by demonstrations. Make sure that beam, hot air, dust, gas, odor, vibration, etc. from your booth do not harm other exhibitors.

### **4) Responsibility for Exhibits and Insurance**

Exhibitors are responsible for securing their own booth, display and products. Neither Show Management, Makuhari Messe, the contractors, nor any of their officers/agents/employees are responsible for loss, damage or theft of property.

Exhibitors are strongly advised to insure their exhibits against loss and take every precaution to protect exhibit products and personal belongings. Do not leave expensive items at the booth each night after the show.

### **5) Exhibiting Heavy Products**

In case of bringing heavy products (Hall 1-9: 5t/m<sup>2</sup>), additional consultations about placement of them are needed. Please contact Show Management in advance.

### **6) Securing Aisles**

If you hold presentations or demonstrations in your booth, you must keep enough room inside your booth for your audiences and also arrange staff to keep the aisles clear for other visitors.

### **7) Demonstration using Flying Objects**

If you wish to hold demonstration using flying objects, please consult with Show Management.

### **8) Sampling Food and Drink**

In case of selling or providing food and drink, it is required to consult with the Health Center and Show Management.

## II. Move-in/out

### ● Cautions for Move-in/out of Exhibits

- 1) **There is no official forwarder for SWCJ.** Please contact your own freight forwarder.
- 2) 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 your own contractor in advance for storage service (charged).
- 3) It is exhibitors' responsibility to remove or store all crates, boxes and plywood properly. Any crates, boxes and plywood left after the show will be disposed and its cost will be charged to the exhibitor. Note that disposal of large volume wastes does cost additional fees.
- 4) **Illegal parking, especially double/triple parking near the gates, is not allowed and is subject to heavy penalty. This applies to all exhibitors as well as contractors. Kindly advise your contractors and staff.**
- 5) If exhibits are delivered to the booth directly by vehicles, please confirm the width of the aisles of the exhibition hall in advance.
- 6) Delivery companies such as DHL, FedEx, OCS, TNT, etc. do not require Exhibitor Badges nor Vehicle Passes. They will receive instructions from security guards for the route to the exhibition halls.
- 7) Evacuate all exhibits and booth materials during the period of Dismantle and Move-out. Show Management will dispose or remove all the exhibits and booth materials found in the exhibition halls after the period of Dismantle and Move-out ends. Show Management takes no responsibility for any damages or loss arising from the disposal or removal. Please check the Show Schedule for the duration of Dismantling and Move-out. The cost incurred during the disposal or removal may be charged to the exhibitor.
- 8) Specify the time of delivery when sending the parcels and make sure there is a recipient at the booth during the selected timeslot. If you send parcels of exhibits or publication materials directly to the booth, please indicate your booth number, company name and name of the recipient on the shipping label clearly. Check the booth number from your sales representative. Show Management will not receive nor keep parcels on your behalf. Show Management takes no responsibility for any loss or damage of your parcels when there is no receipt in your booth.

#### Box Marking

Make sure that all boxes are marked as below.

Company Name: _____ Booth No.: _____ Hall: _____ Attn.: Mr./Ms. _____ Show Title: _____ Makuhari Messe <u>2-1 Nakase, Mihama-ku, Chiba-shi Chiba 261-8550, Japan</u> Case No.1/X (X=total number of cartons)
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#### 9) Vehicle Pass

- "Vehicle Pass" is required for all vehicles to enter the exhibition halls during the move-in/out period.  
Details of Vehicle pass will be announced later.

- No vehicles are permitted to enter the exhibition halls **during the show period**. Exhibits/catalogues/ brochures, etc. must be hand-carried to the exhibition halls from the hall entrances. In this case, parking lots (charged) are available for unloading.

## ● Visitation of Minors in the Pavilion

It is expressly forbidden the entry of minors under 18 (eighteen) years of age, even if accompanied by their guardians, during the periods of Assembly(move-in) and Disassembly(move-out) of the EVENT.

## ● Procedures about Entry to the Hall

### Exhibitor Badges

- Exhibitor Badge is required to enter the exhibition halls during the 3 days of the show.  
It is required to register all staff who will attend the booth.

**Exchange your exhibitor badges on site. Details will be announced later.**

- Badges are not required **during move-in and move-out period.**

**Wristband may be required during move-in period depends on your booth location.**

## ● Details of Shell Booth (3m x 3m)



\*The image may differ from the actual booth.

1	<b>Back &amp; Side Walls</b>	H2700mm Color: Black
2	<b>Company Name Board</b>	Styrene Board W3000mm×H400mm Color: Black (Letters: White)
3	<b>Needle Punch Carpet</b>	Black
4	<b>Furniture</b>	Table with black cloth x1, Folding chair x1
5	<b>Electricity/Lights</b>	Spotlight (100W) × 1, Fluorescent Lamp (40W) × 2, Outlet (100V up to 780W) × 1, Mainline power (100V up to 1kW) is included.