

ad:tech tokyo

Exhibitor Manual
November 27th - 28th, 2019
Tokyo International forum

Ver. 2019.8.1

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Welcome to ad:tech Tokyo 2019

WHAT IS ad:tech?

ad:tech is a marketing conference held in major cities around the world. In its 11th edition in 2019, ad:tech Tokyo has grown to become the largest international marketing conference in Asia. It is now a community where the brightest and the most influential marketers of Japan gather together.

This will be an opportunity for you to connect with the top players of Brands, Agencies, Solution Providers and Media.

Event Summary

Event Name	ad:tech Tokyo 2019 (アドテック東京 2019)
Organizer	Comexposium Japan K.K.
Dates	November 27 th (Wed) - 28 th (Thu), 2019
Venue	Tokyo International Forum 3-5-1, Marunouchi, Chiyoda-ku, Tokyo, JAPAN

Exhibitor's Schedule

September

- Company Profile & Logo Registration
- *Final deadline for any change of information is 1 month before the event.
- Submit Booth Equipment Application Form for Booth layout, Additional Equipment, Electricity etc.

October

- About Load In/Out *Mid October
- Exhibitor's Pass Registration *Mid October

November 26th (Tue)

- Set up

November 27th (Wed) – 28th (Thu), 2019

- Onsite

Access

Tokyo International Forum

5-1 Marunouchi 3-chome, Chiyoda-ku, Tokyo 100-0005, Japan

TEL: +81 3 5221 9000



Access

【by Train】

■ JR line

- 1min walk from JR Yurakucho Station
- 5min walk from JR Tokyo Station
(Connected by B1 concourse with Keiyo Line at Tokyo Station)

■ Metro

- Yurakucho Line: Connected to Yurakucho Station via B1 concourse, Exit 05
- Hibiya Line: 5min walk from Ginza Station / Hibiya Station
- Chiyoda Line: 5min walk from Nijubashimae Station / 7min walk from Hibiya Station
- Marunouchi Line: 5min walk from Ginza Station
- Ginza Line: 7min walk from Ginza Station / 7min walk from Kyobashi Station
- Mita Line: 5min walk from Hibiya Station

【by Car on Shuto Expressway】

- Harumi-Dori Ave. from Kasumigaseki Exit
- Hibiya-Dori Ave. from Kandabashi Exit
- Kajiyabashi-Dori Ave. from Takaracho Exit
- Kajiyabashi-Dori Ave. from Kyobashi Exit

Parking Lot Information

There are parking lots available for general public as well as visitors of Tokyo International Forum

【Charge】 ¥200 for 30min

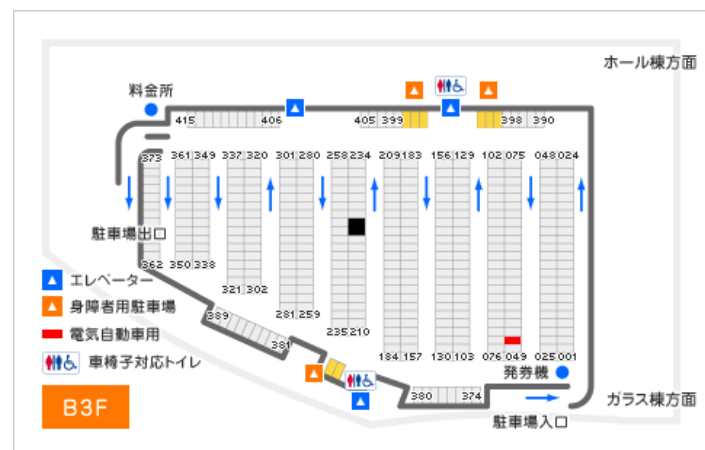
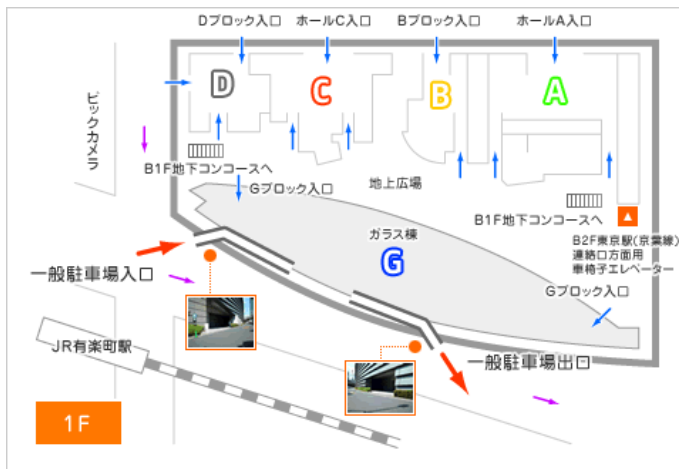
【Open Hours】 7AM~11:30PM Open all year round

【Vehicle Allowance】 height 2.2m x width 1.9m x length under 5.4m (Large Buses, trucks., motorcycles and bicycles are not permitted.)

【Vehicle Capacity】 420cars (7 are reserved for Physically Challenged, 1 is for Electric Car)

*Various discount service available.

Please ask the Tokyo International Forum Parking Lot Office for more information. (+81 3-5221-9070)

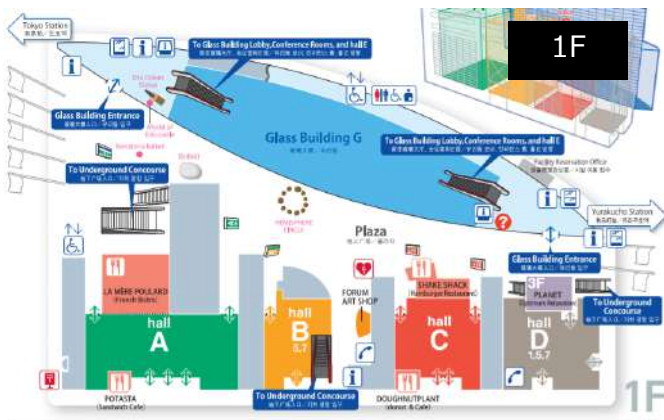


Overall Layout

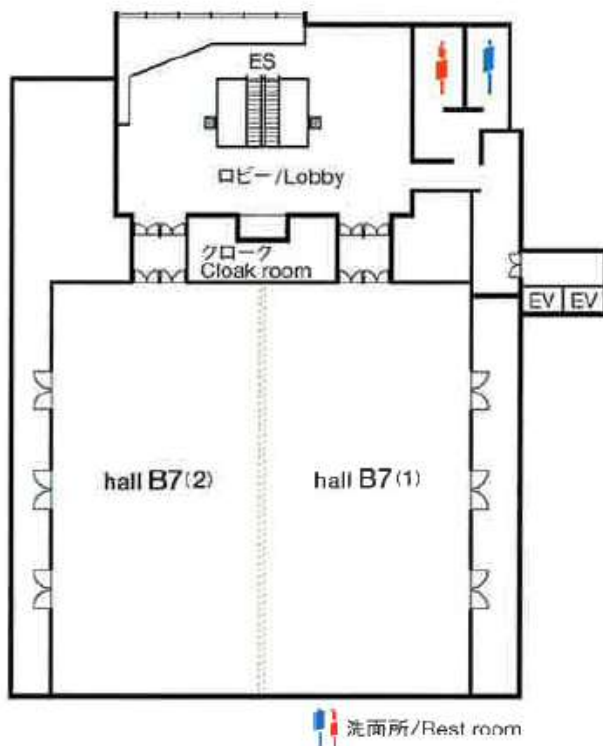
ad:tech Tokyo 2019 Venue

Exhibition Hall • B7 Hall • B5 Hall

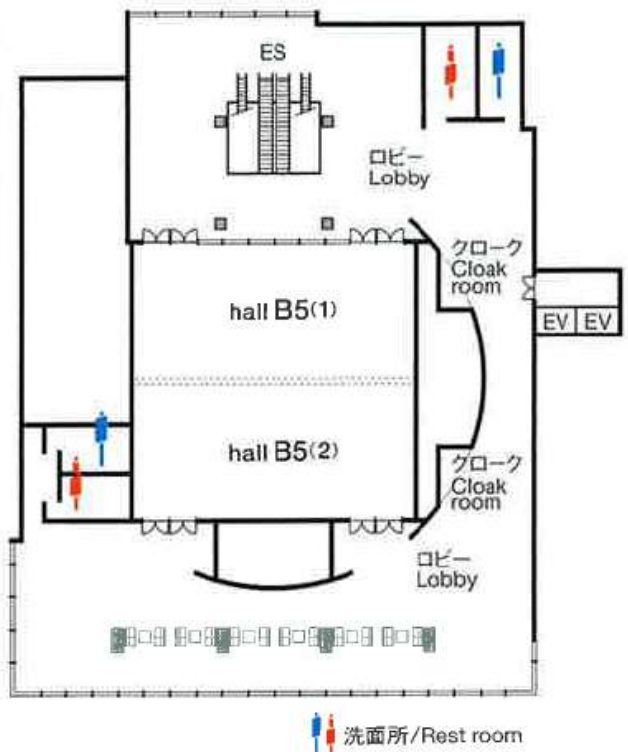
Overall Venue Map



B7

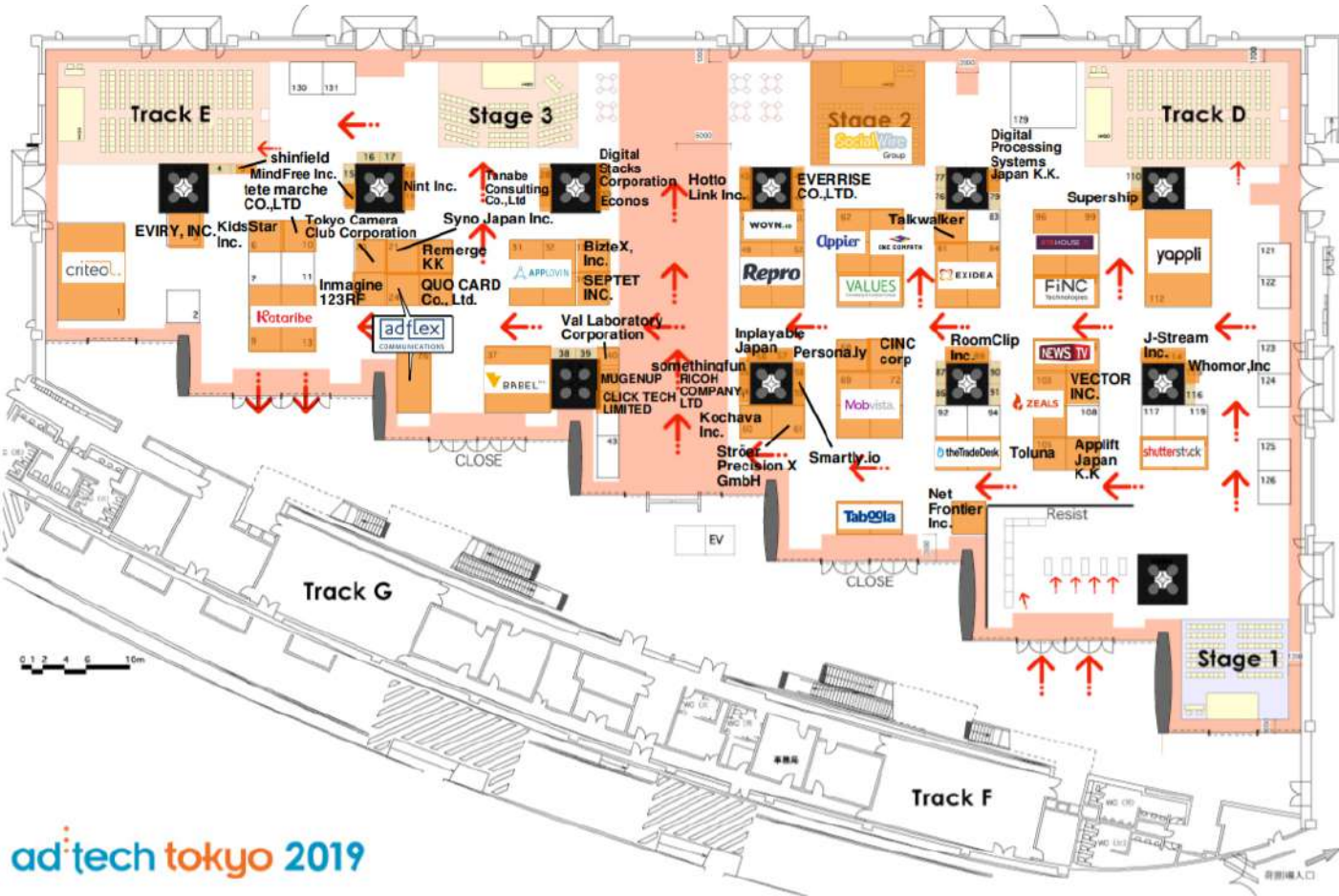


B5



Exhibition Booth Layout

Floor Plan



※The floor map above is as of September 5th, 2019

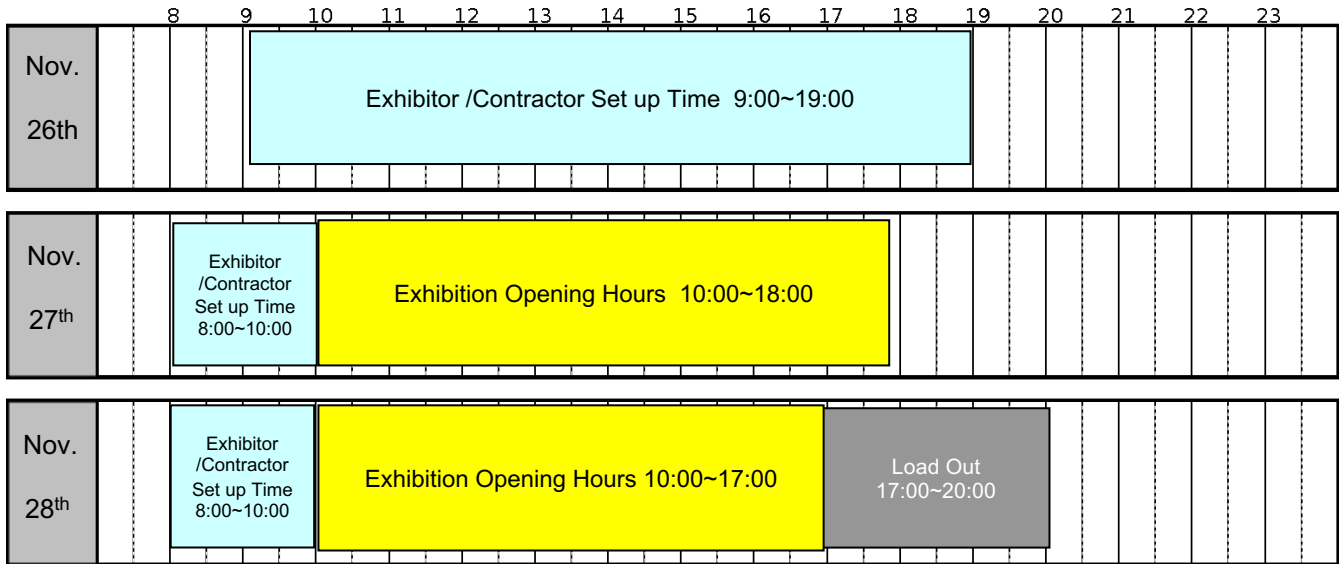
Event Time Table

Nov. 26th		
Time	Registration	Exhibition Hall
7:00		
8:00		
9:00	Exhibitor Pass Contractor Badge Pick-up 9:00 19:00	Exhibitor Contractor Load In & Decoration Hours 9:00 19:00 *Electricity available from 16:00 Sponsored Workshop Technical Rehersal 18:00 19:00
10:00		
11:00		
12:00		
13:00		
14:00		
15:00		
16:00		
17:00		
18:00		
19:00	Closing Time: 20:00	
20:00		
21:00		
22:00		

Nov. 27th		
Time	Registration	Exhibition Hall
7:00		
8:00	Attendee Registration 8:00 18:00	Exhibitor Preparation Time 8:00 10:00
9:00		
10:00		DOOR OPEN
11:00		Exhibition Hours 10:00 18:00
12:00		
13:00		
14:00		
15:00		
16:00		
17:00		
18:00	Closing Time: 19:00	
19:00		
20:00		
21:00		
22:00		

Nov. 28th		
Time	Registration	Exhibition Hall
7:00		
8:00	Attendee Registration 8:00 17:00	Exhibitor Preparation Time 8:00 10:00
9:00		
10:00		DOOR OPEN
11:00		Exhibition Hours 10:00 17:00
12:00		
13:00		
14:00		
15:00		
16:00		
17:00		Exhibition Close
18:00	Closing Time: 20:00	Exhibitor Load Out 17:00 20:00
19:00		
20:00		
21:00		
22:00		

Set up Schedule



- *Schedule above is subjected to change without prior notice.
- *To avoid congestion, Load In time for each exhibitor will be limited.
- *Please note: In case you have exceeded the Load Out time (17:00-20:00), there will be additional charge.

Exhibitor Form

○ **Company Profile and Logo registration: Due Oct. 10th (Thu)**

Please register the company logo, company profile (Japanese / English), etc. from the profile information setting page that is separately sent by e-mail. The registered information will be posted on the ad: tech official website and various productions.

* The information will be posted on the official website in the order of registration.

○ **Exhibitor Form Application: Due Oct. 16th (Wed)**

Please fill in the following items from the application form that is sent separately by e-mail.

- Please adhere to the deadline for submission.
- Please check the corresponding page of the Exhibitor Manual for the contents of each form.

Form Submission Schedule

All Exhibitors
MUST Submit

Please submit all forms below regardless of your needs

Form Details	See Manual Page
Form - 1 Exhibitor Information	-
Form - 2 Form for Exhibitor / Contractor Pass, and Vehicle Permission	p.16-17
Form - 3 Exhibitor Pass Registration	p.10
Form - 4 Details of Booth Design, Company Name Displaying Application	p.11-15
Form - 5 Details on Decoration / Construction	p.18
Form - 6 Electricity / Additional Lighting Equipment / Power Supply	p.19

Optional Request
Form

Please submit the items below if you prefer to have the service. No need to submit the [Special Construction Form] if you have applied for the general booth package.

Form Details	See Manual Page
Form Special Construction	p.18
Form Internet Service / Rental Equipment *Internet service is first come, first served basis. It may be fully booked before the deadline.	p.20
Form Other Services	-

Exhibitor Pass

Notes for accessing the exhibition area during the event

For security causes, all personnel are required to carry a pass throughout the exhibition period. **You may not enter the venue without the presence of your pass, even if you are involved in the exhibition.** (*CONSTRUCTOR BADGE is valid only during the Load In/ Load Out Period) Please apply for each pass through **“Form - 2 Form for Exhibitor/Contractor Pass, and Vehicle Permission”**

Nov. 26th (Tue)

Exhibitors **9:00 ~ 19:00**
 Constructors **9:00 ~ 19:00**
 Anyone with EXHIBITOR PASS or CONSTRUCTOR BADGE is allowed to enter the venue from **9:00**. Please be sure of safety during congestion.

Nov. 27th (Wed)

Exhibitors **8:00 ~ 18:00**
 Anyone with EXHIBITOR PASS is allowed to enter the venue from **8:00**. Constructors may not enter the venue during exhibition hours. Please let us know if there is any requirement for maintenance by the constructor after 18:00.

Nov. 28th (Thu)

Exhibitors **8:00 ~ 17:00**
 Anyone with EXHIBITOR PASS is allowed to enter the venue from **8:00**. Constructors are allowed to enter between **17:00 - 20:00**. Please work safely and carefully during Load In and dismantle.

EXHIBITOR PASS / CONSTRUCTOR BADGE Pick-up:
 2nd Basement Floor Exhibition Hall



Valid Period of Each Pass

	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Nov. 26 th (Tue)			EXHIBITOR PASS 9:00 ~ 19:00														
			CONSTRUCTOR BADGE 9:00 ~ 19:00														
Nov. 27 th (Wed)			Exhibition Hours 10:00 ~ 18:00														
		EXHIBITOR PASS 8:00 ~ 18:00															
Nov. 28 th (Thu)			Exhibition Hours 10:00 ~ 17:00								CONSTRUCTOR BADGE 17:00 ~ 20:00						
		EXHIBITOR PASS 8:00 ~ 20:00															

Booth Specification

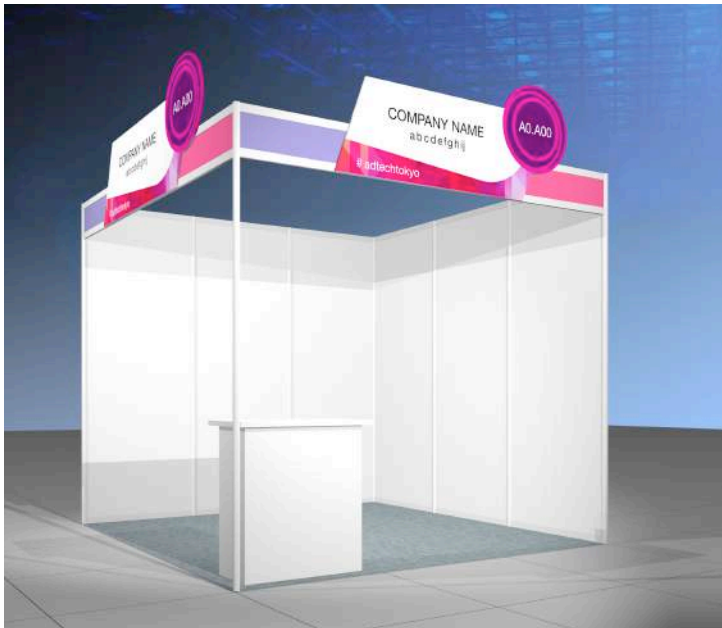
■ Basic Package Plan (1 Booth 9 m²)

Please choose the type of base structure you prefer for your booth.

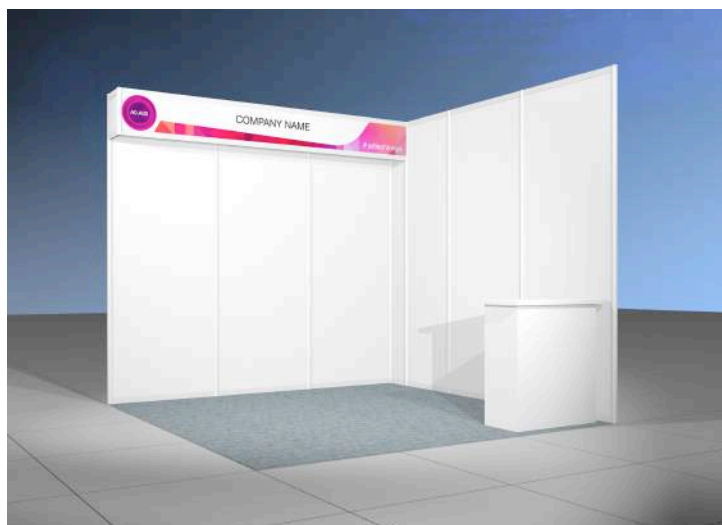
*Only the RAW space will be provided if you are planning to create your own custom booth.

*If you wish to have an innovational booth design please contact the ad:tech Tokyo Show Office!

■ Type-A



■ Type-B

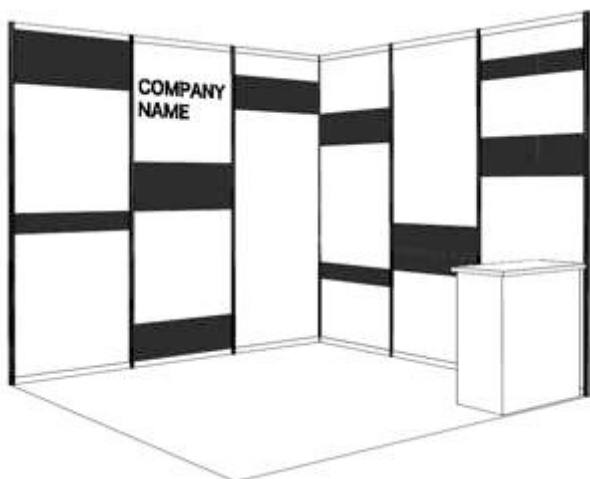


■ Optional Booth Design (Samples)

We can offer you customized booth design as well.

Please feel free to contact the ad:tech Tokyo Show Office for more information!

1 booth price reference: 90,000JPY

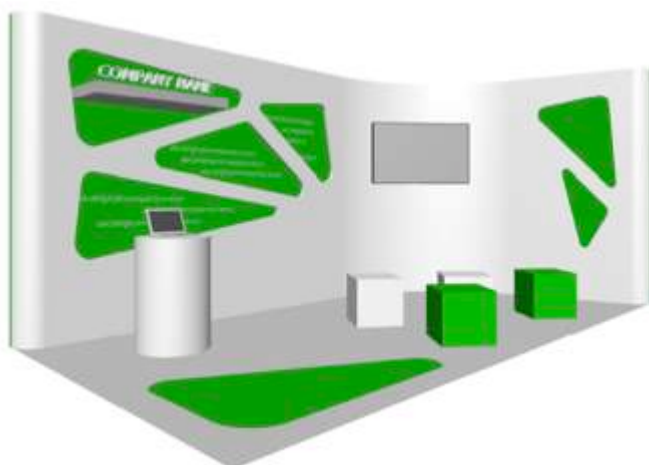


2 booths price reference: 1,450,000JPY



*PC not included in price

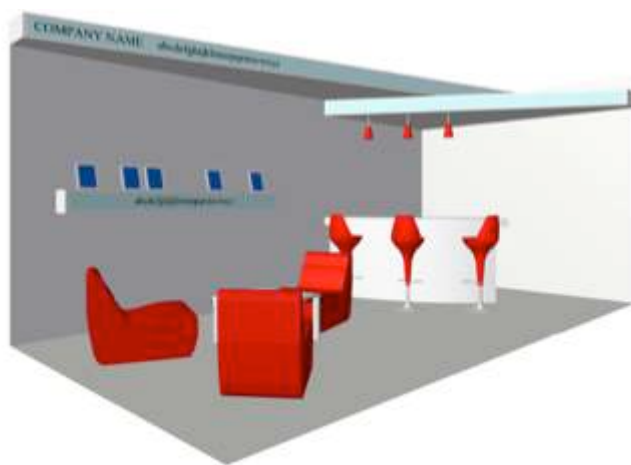
2 booths price reference: 1,450,000JPY



*PC not included in price

*Wall graphics are available with additional fee

2 booths price reference: 1,000,000JPY



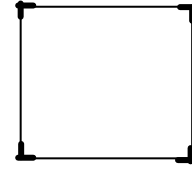
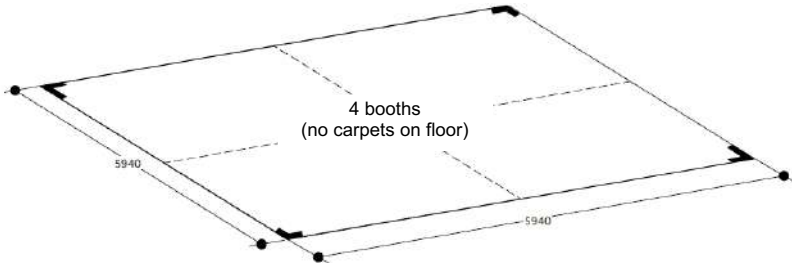
*ipads are not included in price

*Wall graphics are available with additional fee

*All the prices shown above does not include tax.

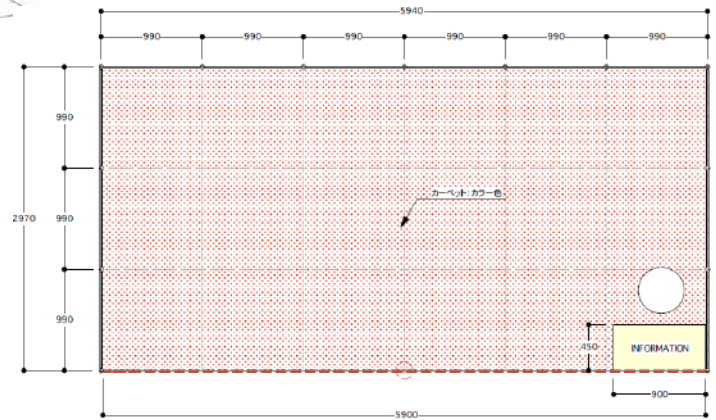
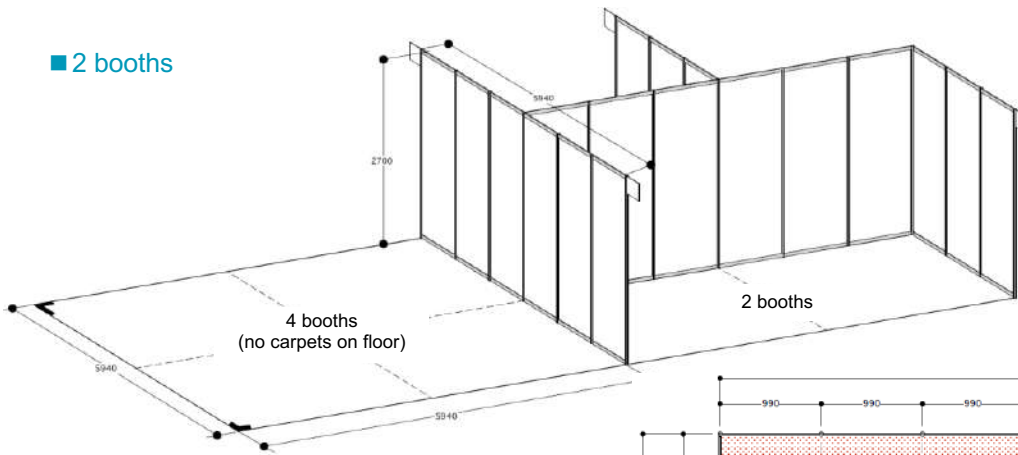
■ Exhibition Space – Dimension Specification –

■ 4 booths (36sqm) *island type

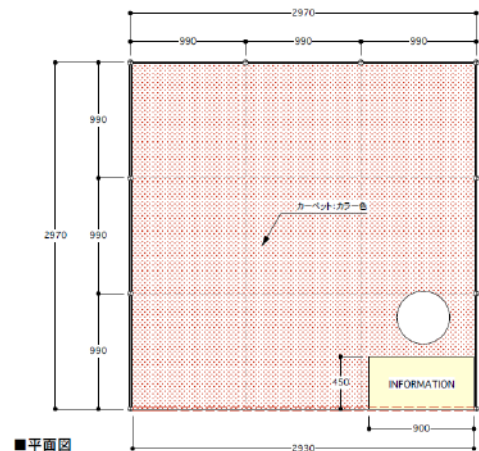
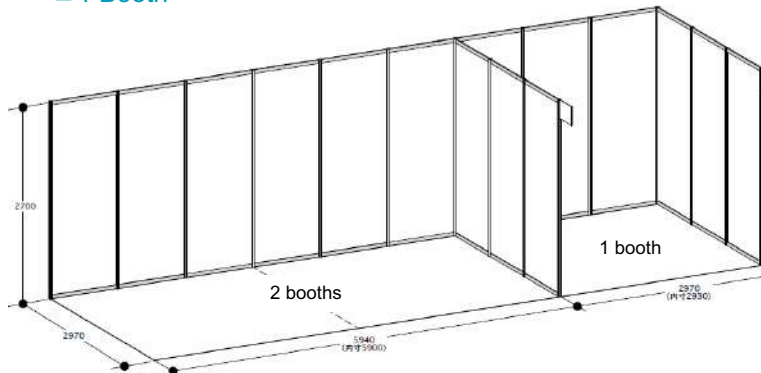


*There will be 4 marks to mark the corners.
No panels are placed to mark your booth.
(Same for all booth)

■ 2 booths

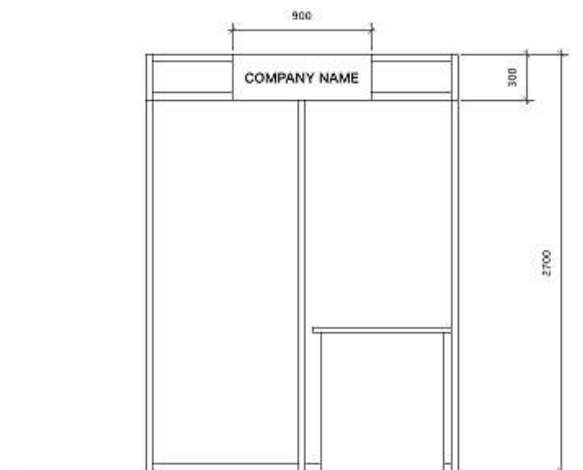


■ 1 Booth



■ 平面図

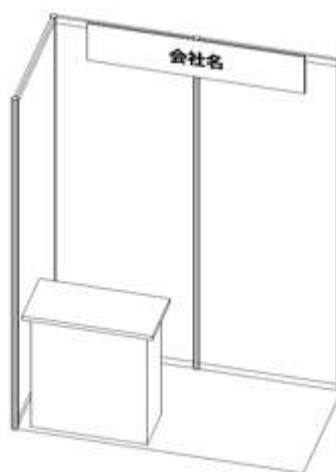
■ 4㎡ Booth



[List of Equipment included]

- Booth Size: W2000 D2000
- Wall Panel (White): H2700
- Reception Desk: W900 D450 H750
- Fascia: W1500 H300 (Text)
- Power Outlet: capacity 100v500w
- Spotlight: 100W x 2 lights

■ 2㎡ Booth



[List of Equipment included]

- Booth Size: W2000 D1000
- Wall Panel (White): H2700
- Reception Desk: W900 D450 H750
- Fascia: W1500 H300 (Text)
- Power Outlet: capacity 100v500w

About Booth Decoration / Construction

Exhibition Space

***Please Note**

You may not leave any luggage or install fixtures outside your own exhibition space.
 Each booth will be prepared according to the number of booth supplies which have been submitted through the application form and handed over to the exhibitor on **Nov. 26th (Tue) 9:00AM** at each of your Load In times as stated below.
 The booth must be recovered to its original state by **Nov. 28th (Thu) 20:00**.

State of Exhibition Space

Basic booth contains the following materials:

- a) Wall: Wall system panels for back and side wall (thickness: 4mm/Anti-flaming plywood/color: white)
- b) Sign Board: 1 booth ~ 4 booths: White polystyrene board + Gothic letters (additional cost for printing Company Logo)
- c) Power Supply:

1 booth: Halogen light (100W) x2	Outlet (with 2 insertions) x1	Capacity of Outlet 500W
2 booths: Halogen light (100W) x4	Outlet (with 2 insertions) x2	Capacity of Outlet 500W
3 booths: Halogen light (100W) x6	Outlet (with 2 insertions) x3	Capacity of Outlet 500W
4 booths: Halogen light (100W) x8	Outlet (with 2 insertions) x4	Capacity of Outlet 500W
- d) Furniture: 1 booth ~ 4 booths : Reception Counter x 1 / Folding chair x 2

*1 booth = 9m²

*Materials contained in the 4m² booth and 2m² booth are listed on p.14

*You may not exchange the items mentioned above with other items. There will be no refund for any equipment unnecessary.

*All Exhibitors using the basic booth must submit "Form - 4" and "Form - 5"

Basic Booth (Decoration/Construction)

■ Exhibition Space

Rental Equipment	Qty	Detail
Reception Counter	1	W900×D450×H750
Folding Chair	2	
Power Supplies		
1 booth :		The main power supply with 1KW is included. Electrical charge is not included. *If you do not apply for a package, the distribution board will be handed over.
Halogen Light (100W)	2	
Outlet with 2 insertions (500W)	1	
2 booths:		The main power supply with 2KW is included. Electrical charge is not included. *If you do not apply for a package, the distribution board will be handed over.
Halogen Light (100W)	4	
Outlet with 2 insertions (500W)	2	
4 booths :		The main power supply with 4KW is included. Electrical charge is not included. *If you do not apply for a package, the distribution board will be handed over.
Halogen Light (100W)	8	
Outlet with 2 insertions (500W)	4	

Graphic Data for Booth Panel

Booth Size	Graphic Data Size
2m ² (1m x 2m)	W970×H2700, W1970×H2700
4m ² (2m x 2m)	W1970×H2700
9m ² (3m x 3m)	W2970×H2700
15m ² (3m x 5m)	W2970, W4970×H2700
36m ² (3m x 6m)	W2970, W5970×H2700
Counter	W900 x H750

*Bleed is 10mm.

*You can order panel printing through ad:tech tokyo Show office. Please contact us if you wish to order one.

In case exhibitor needs additional capacity for electricity, please submit "Form – 6 Electricity / Additional Lighting Equipment / Power Supply"

Exhibition Space: ([Power supply for each booth] 1booth: 1KW / 2 booths: 2KW / 4 booths: 4KW. 1KW per booth will be provided for those with more than 4booth)

Standing Booth: ([Power supply for each booth] 1booth: 500W)

System Panel

We use the system panel as partition for adjoining booths. Both sides of the panel and the pole beams are white. As they are lease items, it is prohibited to process any work which the original state cannot be recovered.

Notes for < Loading In >

Overall

All personnel are required to carry <EXHIBITOR PASS> or <CONSTRUCTOR BADGE> during the Load In / Out period.
You can pick up the <EXHIBITOR PASS> and <CONSTRUCTOR BADGE> at the exhibitor registration on Nov. 26th.

【Number of Distribution】

EXHIBITOR PASS: 5 passes / 9㎡ booth (*Additional 3,000JPY for each additional pass)

CONSTRUCTOR BADGE: 10 badges / 9㎡ booth (*Additional 500JPY for each additional badge)

*Additional pass purchase is available at the venue from our Sales by signing the "Additional Purchase Order Form"

*You cannot enter the Conference Hall with the EXHIBITOR PASS

【How to Apply】

• Please submit the number of VEHICLE Permit (3 passes maximum per company), EXHIBITOR PASS, CONSTRUCTOR BADGE you need, through the application form.

*Please note that TOTAL Maximum # of VEHICLE Permit to be provided is 3 per company, not 3 per booth. We will arrange the Load In/Out vehicle schedule according to your booth size.

【About Load In Vehicle】

- No vehicle is allowed to be parked during the Load In period. Please use a delivery service or park your vehicle at the nearest parking lot and use a dolly to transport your items.
- To load any large materials used for booth construction by vehicle you must submit the required information through Load In / Load Out Vehicle Form and follow the direction of ad:tech Tokyo Show Office about time and place available for unloading.

Load In Period

(Scheduled) Nov. 26th (Wed) 9 : 00~19:00

【Other Notes】

- No vehicle is allowed to enter into the exhibition hall for unloading.
 - Exhibitor and the constructor should be responsible for any remaining materials.
- *You will be charged a disposal fee if we are to find any remaining materials left at your booth

Sending Items by Delivery Service

Please make sure to write down all the required information as listed below and set the delivering date **as Nov. 26th (Tue)**.
ad:tech Tokyo Show Office will not be responsible for receiving any packages being delivered to the Exhibitor.

*Please be sure to arrange the delivering date/time when the exhibitor is able to receive the package at their own booth.

< Address Label Example >

- Address: Tokyo International Forum B2, 5-1Marunouchi 3-chome, Chiyoda-ku, Tokyo 100-0005
- Phone: 03-5221-9000
- Event Name: ad:tech tokyo (アドテック東京) 「 -Exhibitor Name- 」
- Booth Number:
- Exhibitor Name:
- Attn:
- Mobile No. (the number of person in charge of receiving the package):

Notes for < Load Out >

Overall

- All personnel are required to carry <EXHIBITOR PASS> or <CONSTRUCTOR TAG> during the Load Out period.
- No vehicle is allowed to enter into the exhibition hall for unloading. *All items are to be carried by hand or by using a dolly from the Loading deck.
- Please complete all the work and recovery within the hours load-out is scheduled.
- Exhibitor and the constructor should be responsible for any remaining materials.

*You will be charged of disposal fee if we are to find any remaining materials at your booth

Load Out Period

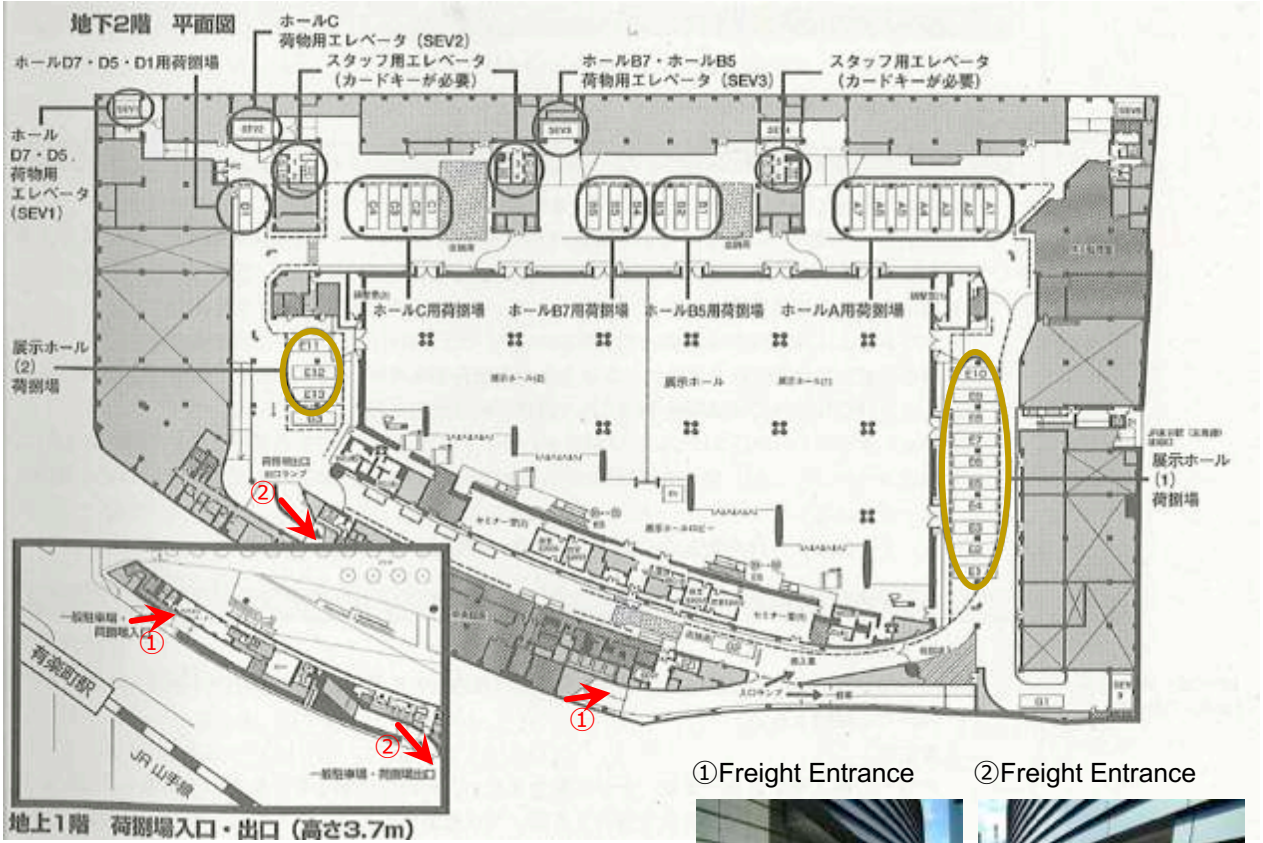
Nov. 28th (Thu) 17:00~20:00 *You will be charged with an additional fees if you exceed your time.

Other Notes

- The venue will be crowded during the Loud Out period. For smooth operation, please carry small items to load-out deck by hand. (You may carry items on dolly from the Tokyo International Forum General Parking lot: B3 to the venue. *parking fee is charged)
- Please dismantle your booth after 17:00 on Nov. 28th (Thu). Any dismantling before 17:00 may cause inconvenience to the other exhibitors having meetings with their clients.
- There will be no space for the vehicle to stand-by. Please use the nearest parking lot to park the vehicle.
- ***The police security around Marunouchi area is very strict. Please do not park on the streets.**
- To avoid heavy traffic inside the venue we recommend the use of the delivering services.

Load In / Load Out Route Map

B2 Floor



①Freight Entrance ②Freight Entrance

○ . . . Cargo handling zone for Exhibitors
 (*We will arrange the time available for use according to the application.)



Other Notes

- It will be heavily crowded during the Load In/ Load Out Period. Using the delivering services for Load In / Carry Out will be much appreciated.
- No vehicle is allowed to park during the Load In /Load Out Period. Please unload or load all items within 15min.
- Load In time will be announced to each Exhibitor via e-mail.
- There is a height limitation for each block of the loading deck.

Block Name	E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	E12	E13
Height (m)	Under 3.5	Under 3.5	Under 3.5	Under 3.5	Under 3.5	Under 3.5	Under 3.5	Under 3.5	Under 3.5	Under 3.5	Under 3.0	Under 2.9	Under 2.9

Decoration Regulations

1. Please submit "Form – 6 Details on Decoration / Construction" regarding your booth details for the official contractor
2. For those with more than 4 booths, please consider your decoration design to maintain the venue's aesthetics.
3. Height limitation for booth decoration is less than 2.7m from the floor. (4.5m for booth with more than 4 booth)
 - * Due to risk of water damage, please consult with the show office if you plan to have any ceiling structure (black curtain) or special construction.
 - * Banner / balloons are available. Please consult with ad:tech tokyo Show Office if you plan to order.
 - * Two story structure is prohibited. However, raised floor up to 1.8m is permitted. (You may not use this space to keep any stocks.)
Please consult with the show office for regulation details for raising the floor.
4. You must construct the partition with between the adjoining booth.
5. Booth side facing the passage should be kept open at least 1/3 or more.
6. When securing the carpets to the floor please use light adhesive double-faced tapes. (Ex: Sliontech No.5310)

Construction inside Exhibition Hall

Pillars and ceiling in the hall must not be used for decoration, or as support of exhibits.
It is prohibited to nail, grind, weld, paste, wrap, paint, oil, or tape against the wall, the door, the glass side, and the pillar in the exhibition hall.

Wall Panel Decoration

It is possible to hang description panels and posters on the system panel by chain or wire.
However, since the partition panels (including poles and beams) are lease items, it is not allowed to be cut or nailed.
In case damages incurred to the system panels, the exhibitor will be charged its actual expenses.

Height Limitation

The maximum height of all booth decoration is 2700mm. (It is allowed to be built up to 4500mm for exhibitors with more than 4 booths. No setback regulation.)

*For special construction (banner, balloons, raised carpet etc.) please submit the "Special Construction Form" and consult with the show office.

<Balloons>

- Balloons must be securely installed to prevent from floating to the ceiling.
- You must consider the heat effect from the ceiling lights and the casting shadows to the adjoining booths. The balloon height **must be lower than 7m** to avoid water damage from the sprinklers.
- Distance between the bottom of the balloon and top of the booth **must be more than 1m** in order to make sure it does not block the sprinkler water in case of emergencies.

<Raised Carpet>

- Height limitation of the floor is 1.8m (Space under the floor must only have structures, cannot be used to stock items.)
- In this case, you must consult with the show office to confirming the regulations for evacuation routes and height of handrails.

<Blackout Curtains>

- Blackout curtains on ceilings are allowed only when the use of blackout curtain is essential.
- If you have any other essential ceiling constructions, please contact the show office. We will check with the venue and the fire authorities if necessary.

Decorations on Walls Facing the Aisle

It is preferable to keep open the sides facing the aisle as much as possible to ensure perspective around the booth.
Please **keep open more than 1/3** on each sides even if there is a wall setting up. In case it is essential to cover up more than 50% of each side with walls, more than 1/3 of the wall's height must be lower than 1200mm.

Evacuation Lead

As for the fire authority regulations, each booth must install evacuation routes in two different directions. For exhibitors with more than 4 booths, two passages of 2m should be assured. *Decorations to the aisle is prohibited. If it is necessary please consult with ad:tech tokyo Show Office.

Special Construction

As a principle, the ceiling is not allowed to be installed to the booth. However, in case the ceiling structure is necessary by all means of booth structure, please consult with the show office. As for the ceiling structure (including the blackout curtain), it is obligated to install the fire detector and equipment for draining water for a charge. Please consult with the show office ahead of time if you are planning such constructions. Removal might be requested on-site of structures and decoration without permission by the fire authorities.

Other Prohibited Act

Anchor bolt construction is prohibited.

Electricity Regulations

Electrical Work

Please provide electrical supply needs through “Form - 6 Electricity / Additional Lighting Equipment / Power Supply” If your electrical equipment are to exceed the power capacity provided at of your booth, please add additional information through “Form – 6” for extra power.

Allocation Capacity: 1KW per booth/ 2KW for 2booths/ 4KW for 4booths (*for more than 4 booths, 1KW per booth will be provided)
*1 booth = 9m

For 4m² booth, 2m² booth: 500W

<Additional Power Supply>

•Primary Construction

Distribution board with main power is located as indicated by the exhibitor. (one distribution board per each exhibitor)

This primary construction fee costs **15,000JPY per the unit of 1KW (tax excluded: Anything under 1kw is rounded up)** which is paid by the exhibitor. (Basic capacity as listed above for each booth is included in the basic decoration.)

•Construction inside the booth

The distribution board is installed by the official constructor and the installation fee will be paid by the exhibitor. Electric wiring from the distribution board should be taken care of by the exhibitor.

<Additional cost for extra power supply>

The price for extra power supply is **3,000JPY (tax excluded)** per the unit of 1KW. Payment **will be invoiced to the exhibitor after the event**. Over time power supply such as 24 hours supply will be charged additionally.

<Schedule for Electric Supply>

Electricity will not be supplied until the construction is over and the safety check is completed even if it is during the supplying hours. Please contact the show office if you need power before and after supplying hours. (Except 24 hours supply)

Nov. 27 th (Wed), 2019	8:30~18:30
Nov. 28 th (Thu), 2019	8:30~17:30

*Single-phase, 2 line system 100v 50Hz
*Single-phase, 3 line system 100v 50Hz
*Single-phase, 3 line system 200v 50Hz
*Triple-phase, 3 line system 200v 50Hz

<Maintenance during Exhibition>

Electric maintenance worker resides in the official contractors' room inside the hall during exhibition. Please quickly contact the organizer if any electrical accident occurs inside the exhibition area. When leaving your booth after exhibition hours, be sure to turn off all powers except for circuits applied for 24 hours power supply.

<Protection Measures>

ad:tech tokyo Show Office will not take responsibility for damages of exhibits and devices caused from power malfunction, power failure due to accident or voltage descent. The exhibitor must take enough protection measures on their own.

<Attention on Electric Construction>

- Electrical worker must carry the electric diploma while working on electrical construction.
- It is preferable that all electric material is new with mark of approval from the Minister of Economy, Trade and Industry.
- Distribution board and the flashing drum switch must be placed inside an iron box or have an inner-iron surface. The installation should be placed where it is convenient for checking and maintenance.
- For the connection of electric wires, please use the sleeve, pressure terminal or have soldering.
- For wiring and lighting equipment, please use wires F cable or more. Connecting the wires without the connecting machine is prohibited.
- Switches inside the booth should have the leak breaker. **(30mA)**
- When wiring any lighting related equipment of 100v, each equipment 15A or more must divergence at every circuit, and other equipment under 15A should divergence at each circuit with a switch.
- Incandescent lamp, resistor and other equipment that generates heat should not come in contact with any combustibles. Moreover, it is prohibited to cause any danger to the attendees with the wiring of the equipment.
- Electrical work inspection observes the electricity equipment technology standard of the Ministry of Economy, Trade and Industry and the fire authorities law.
- For connection work, it is necessary to note the preservation of fire accident, damage of exhibits, and prevention of electrical accident.
- It is not admitted to work any construction during exhibition period. All construction should complete during load-in period.
- Lighting equipment put directly on the floor such as spotlight, should be fixed, and prevented from falling and burning.

Disaster Prevention Rule of Decoration Materials

①Plywood	All plywood used for decoration and furniture should be fire-resistant materials. Antiflame spray is not admitted. Please be aware that you may be instructed by the fire authorities to repair the structure if not constructed with fire-resistant material.
②Fire-resistant Plywood	Fire-resistant proof is needed for any thick cloths and papers attached to the fire-resistant plywood. However, thin cloths and papers which are completely bonded to the plywood is considered to be part of the fire-resistant plywood.
③Combustible Materials: Carpet, Curtain, Flag, Artificial Flower, Cloths, Paper, etc.	All combustible materials such as carpet, curtain, flag, artificial flower, cloths, and paper must be processed as disaster prevention materials. Each combustibles should have the fire-proof label attached.
④Hong Kong Flower, Urethane, Acetate, Polyester, Nylon, etc.	Hong Kong Flower, Urethane, Acetate, Polyester and Nylon cannot be used as it cannot be processed into fire-resistant materials.

《Notes》

- Please undergo the inspection in Japan beforehand and append the proof to goods imported from foreign countries
- In case of hanging banners in the indoor venue, **the materials should have the anti-flaming processing with fire resistant labels attached.**
- Please consult with the decoration secretariat beforehand about any uncertain point.

The Internet Use

The price of internet use is **80,000JPY (tax included) per Line**. If you wish to use the internet please apply through the Form.

Internet Application is Due • • • Oct. 18th

《Notes》

- Please let the show office know the purpose for internet use beforehand.
- Line speed: 100Mbps (Best Effort) • • • Line speed will change depending on the number of lines connected.
- The price above includes set-up and installation of 1 internet line, provider service, and router (LAN port)
- Only 1 LAN cable will be provided at your booth. If you wish to branch the lines please prepare a Hub.
- Wiring and connection set up on your PC is not included.
- IP address (private IP address) is provided automatically from the broadband router.
- Static IP address may not be used. Please let us know if there is any need.
- There is certain level of security on all internet connection equipment, but depending on your PC settings and virus software settings there is a possibility that your PC might get infected by a virus. In order to prevent these problems, please update your virus protection software, and turn off the data sharing settings. We do not take any responsibilities for any virus problems.
- We are not responsible for any PC problems or troubles, caused by using the internet at the venue.
- Please prepare your own LAN cables.

Others

- It is prohibited to overflow and to set up any exhibits outside the booth.
- Decoration should be planned safely based on the Product Liability Law.
- Remainder material from load-in/load-out work should be discarded by the exhibitor or the constructor under their own responsibility. Any left over material will be taken care of by the ad:tech tokyo Show Office and the exhibitor will be charged of disposal fee later on.
- For smooth load-in/load-out work in the hall, the fixtures are preferred to be carpentered or built beforehand.
- Wiring such as main power wirings might pass the inferior angle of the back panel in the exhibition space.
- In case of damage to exhibits of other exhibitors and hall equipment, the exhibitor is responsible for repairing the damage by their own cost. In case the recovery and restoration is insufficient, the exhibitor will be charged its cost by the secretariat later.

Hall Management

Booth Management

1. Exhibitor with the EXHIBITOR PASS should be assigned, entertain attendees, and manage exhibits at the booth during the event.
2. Exhibitor is not allowed to give, lend, and exchange the allocated exhibition space with others. However, it is excluded in the case if you report to the show office as a joint exhibition.

Preventing Accidents / Responsibility

1. Exhibitor should prevent accidents relating to load-in/load-out and demonstration of exhibits.
2. Due to accident prevention, the show office might request you to limit or discontinue your work.
3. Exhibitor is responsible for any accidents and damages relating to the exhibitor. We recommend you to get insurance beforehand.
4. Security guards are deployed in the hall by the show office for fire prevention and theft prevention. However, when accident or damage occur due to the act relating to the exhibitor, it becomes the exhibitor's own responsibility. The show office does not have responsibility about accidents of exhibits at the booth. Regarding the protection of exhibition items, you should consider getting an insurance.

Cancellation of the event due to force majeure

1. The organizer shall not be liable for any event that cannot be held due to natural disasters such as earthquakes or fires, infectious diseases, terrorism, instructions / commands from third parties, or other force majeure.
2. If the entire schedule is canceled due to force majeure before the event, the secretariat will use the balance of the booth fee after deducting the necessary expenses to be repaid. It will be returned to the exhibitor.
3. If the event date / time is shortened due to force majeure during the event, the booth fee will not be covered.
4. We will not compensate for expenses required by exhibitors.

Food and Beverage

Providing Food or Beverage is prohibited at the Exhibition space. However, if you wish to serve food or drinks during the event, please contact the ad:tech tokyo Show Office **by Sep. 10th (Mon)**.

1. Selling / Paid Sampling

Is prohibited in principle.

2. Free sampling of food and beverages

Carry-In is prohibited in principle.

*Catering service from International Forum's Official Catering Company (Imperial Hotel) is available. Please contact with the show office if you wish to have the service.

Exhibit / Promotion activity / Demonstration

1. Regulation of Exhibit

- Exhibit is limited to the article to accompany the holding outline of this exhibition. In case you are not sure whether the exhibition items accompany the outline, please inquire the ad:tech tokyo Show Office.
- Products which induces an illegal remodeling is not allowed to be exhibited.
- The organizer might limit or prohibit exhibition if there are any concerns of violating the purpose above or causing trouble in means of operating this event.
- It is prohibited without the permission of fire authorities department to exhibit items which are inflammable, explosive or radioactive dangerous articles, poisonous substance, drugs, and commodity that violates intellectual property rights, sales prohibited goods and naked flame.

2. Limitation of Paging Service

- Paging service is not utilized excluding urgent broadcasting during the exhibition.

3. Volume Limitation

When setting up audio equipment inside the booth, make sure to check with the adjoining booth exhibitors to prevent annoyance by the volume of your audio system. (Maximum volume: 60dB)

- Presentation using the audio equipment should be limited to a certain period of time and adjust the time of presentation with the neighboring exhibitors.
- The speaker should be set up facing towards the inside of your own booth.
- In case of urgent broadcasting by the show office, please immediately stop using the audio equipment.
- The use of wireless microphone by the exhibitor is prohibited.

Waste Disposal

Each exhibitor is responsible for all waste disposal. The show office has no responsibility of your wastes. All waste from load-in to loadout should be taken care of by the exhibitor.

* [Please contact the show office if you wish to use a vendor for waste disposal. We only allow entrance of vendors designated by the venue.](#)

Prohibited Activity inside the Exhibition Hall

Based on fire authorities regulations, the use of naked flame and bringing of dangerous articles are prohibited in the exhibition hall. There will be an inspection from the fire department during the load-in and exhibition period. In case of imperfection of the fire prevention management and the danger prevention management, you may be commanded of improvement or removal.

Prohibited Activities

1. Bringing in, storing and handling of Dangerous articles

- Dangerous articles indicate as follows and it is prohibited to bring in these items without the permission of fire authorities.

Oil (the Four Kind)

First Kind: Gasoline, Lacquer, Thinner, Alcohol, etc.

Second Kind: Kerosene, Light oil, etc.

Third Kind: Crude petroleum, Lubricant, Diesel fuel oil, etc.

Fourth Kind: Gear oil, Flora and fauna oils, fats, etc.

- High-Pressure Gas

Compression high pressure gases such as hydrogens and acetylenes.

(Nonflammable is acceptable up to less than 300kg. All combustible gas is prohibited.)

2. Use of Naked Flame

Without the permission of the fire authorities, it is prohibited to use naked flames as follows.

- Use of Fire Apparatus

It is prohibited to bring in and use heat generating equipment which uses gas, liquid, or solid fuel to generate flames and sparks of fire. Anything exposing the part generating heat is also prohibited.

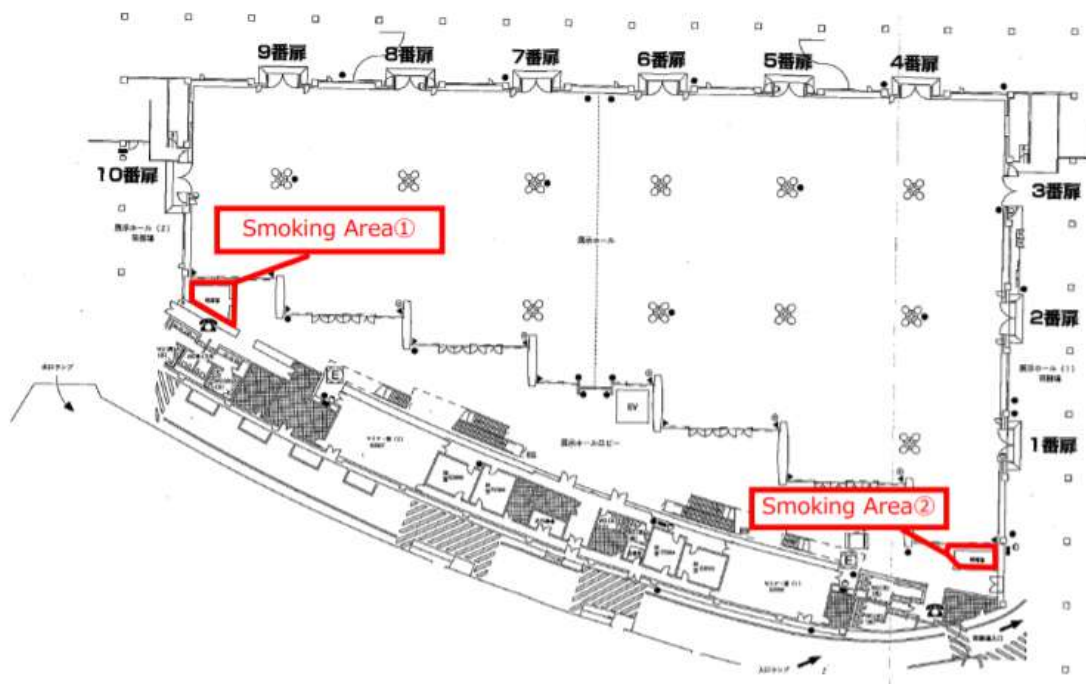
- Prohibited Electricity generated heat Utensils

• Utensils which you can see the heat generating part turning red hot. (Except for toasters and hair dryers)

• Utensils with risk of an instantaneous ignition (surface temperature of 400°C) in cases where an externally-exposed part that generates heat comes in contact with combustibles.

3. Smoking

Smoking is strictly prohibited in the Hall. Please use the Smoking Area located below



Safety Regulations

Each exhibitor must follow the regulations below while load in/load out.

1. Wear Helmets and Safety belts

- By venue regulations, all workers must always wear helmets when constructing including high-place work.
- *You may not be able to enter the venue without wearing a helmet

2. High-place work

(*High-place work means any work at places higher than 2m according to Labor Safety and Health Regulations.)

- High-place worker must wear helmets and safety-belts.
- Any worker near a high-place work must also wear helmet.
- During high-place work, do not parallel work underneath.
- Fall prevention measures of tools should be applied.

3. Stepladder work

- Moving the ladder while standing on it is prohibited.
- Working on the top board is prohibited.
- Open-stop hinge must be locked at all times.

4. Rolling tower/ Intrepid

- Do not move with person on top.
- Place hand rail around the working floor.
- Use an outrigger when stacking higher than 3 floors.

5. High-place work truck

- By Labor Safety and Health Regulations, the driver must have license from a organization registered under The Director of the Prefectural Bureau.
- Please prevent accidents from moving and hoisting.

6. Stage Rigging

- Do not stand underneath the stage-rigging while hoisting.

7. Safety check based on fire authorities regulation

- Ensure emergency evacuation passage and do not place any obstacles.
- All decorations should have anti-flaming with a fire-proof label.
- Remove anything that might cause sprinkling disorder.
- Refrain from placing any obstacles under the fire door that might cause trouble when closing.
- Do not hide the fire prevention facility, special dispatch facility, and the evacuation guide lamp.
- Make sure that the fall prevention of each exhibit is done properly.
- Tape the wires and pipes to prevent visitors from falling or tipping.

8. Distributing power for electrical construction, lighting equipment, sound equipment

- Electrical worker must carry an electric diploma by the Electrical Constructor Law.
- Always do a mega check (Insulation Resistance measurement) before distributing electricity.
- Be very aware and check for safety when distributing electricity.

9. Keep organized

- Please always keep the working space neat and well organized at all times.
- Do not litter scraps of paper to prevent spreading of fire.
- Do not scatter any nails to prevent injury.

10. Load In/ Load Out at the loading deck

- Maximum height of the vehicle allowed in the loading deck at the second basement floor is **under 3.7m**.
- Please keep the height regulation at each loading deck for the Hall and conference room.

ad:tech tokyo 2019 Operation, Overall Inquiry

Comexposium Japan K.K.

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Mail : adtech@comexposium-jp.com

Address : Keyakizaka Terrace 6F, 6-15-1 Roppongi, Minato-ku, Tokyo, Japan

To exhibitors who wish to have an original booth construction

If you wish to have your booth designed, constructed, produced, operated, or any production please send an inquiry to the e-mail address below. Person in charge will contact you via phone or e-mail.

ad:tech tokyo show office (Comexposium Japan K.K.)

TEL : +81 3-5414-5430 FAX:+81 3-5414-5431

Mail : adtech@comexposium-jp.com

Privacy Policy

All forms and information that you provide us will be used within Comexposium Japan K.K. as well as our official partners for operation. All the information will be managed safely following each company privacy policy.

Inquiry for Privacy Policy:

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