



**Japan International
Apparel Machinery Trade Show**

EXHIBITORS' MANUAL



September 19_(Wed.)–22_(Sat.), 2012
INTEX Osaka, JAPAN

Organizer

Japan Sewing Machinery Manufacturers Association (JASMA)



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Message

Thank you very much for taking part in the Japan international Apparel machinery Trade Show 2012 (JIAM 2012).

This “Exhibitors’ Manual” contains explanations of various matters related to the exhibition, including restrictions, necessary procedures and information for you to proceed with your preparations.

We hope that the show will provide you with a good opportunity to promote your business and to exchange the latest information.

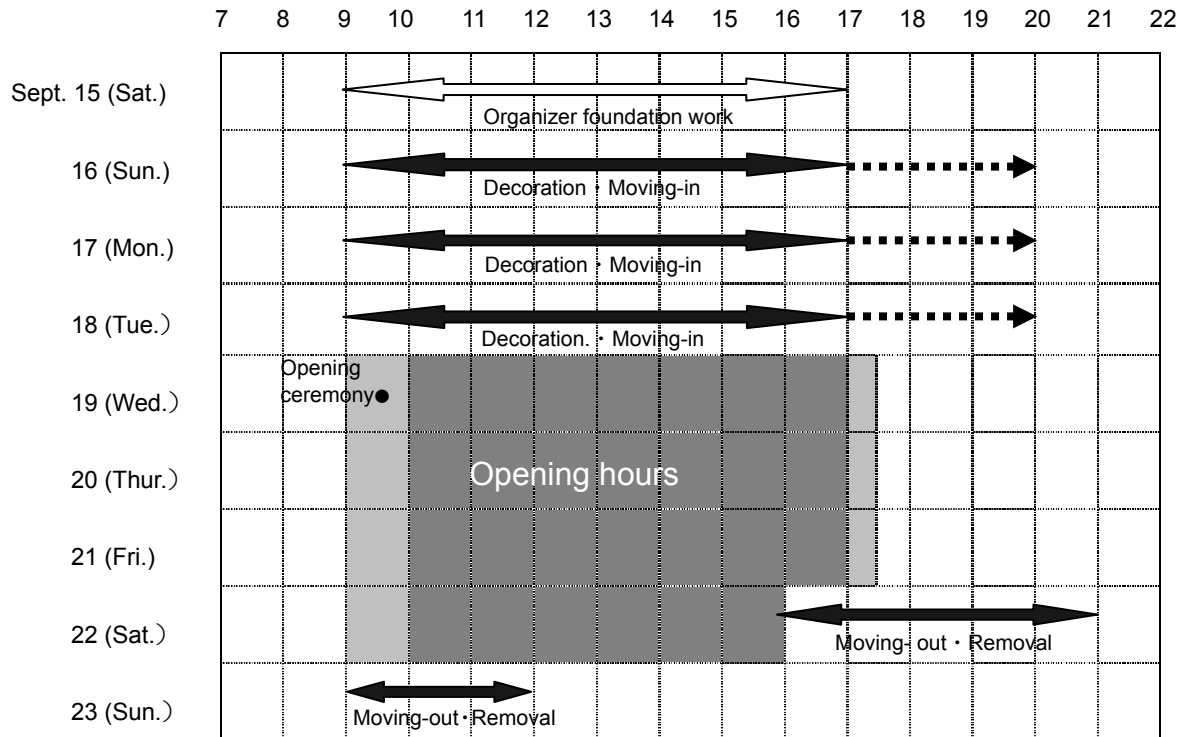
May, 2012

Japan Sewing Machinery Manufacturers Association (JASMA)

1.Outline of the Show

- Title: Japan International Apparel Machinery Trade Show (JIAM 2012 OSAKA)
- Theme: CREATIVE LINKAGE
– Innovative Technology for a Prosperous and Comfortable Lifestyle –
- Dates: September 19 (Wed) through September 22(Sat.), 2012 (4 days)
- Hours: 10:00–17:00 (closes at 16:00 on final day)
- Venue: INTEX Osaka (1-5-102 Nanko-kita, Suminoe-ku, Osaka)
- Organizer: Japan Sewing Machinery Manufacturers Association (JASMA)
- Organizing partner: Osaka International Trade Fair Commission (OITFC)
- Supported by: Ministry of Economy, Trade and Industry/Osaka Prefectural Government
(tentative) Osaka City Government
Japan External Trade Organization (JETRO)
Japan Chamber of Commerce and Industry
Osaka Chamber of Commerce and Industry
- Special support: China Sewing Machinery Association (CSMA)
German Garment and Leather Technology Association (VDMA)
- Cooperating Organizer: Japan Machinery Federation/All Nippon Special Sewing Machine
Manufacturers' Association/National Federation of Cooperative Society of Sewing
Machine Commerce and Industry/Japan Apparel·Fashion Industry Council/Japan
Export Clothing Manufacturers Association/Federation of Japan
Apparel Sewing Industry Association/ Japan Apparel Technology and Research
Association,/Japan Machinery Center for Trade and Investment/Japan Chemical
Fibers Association/Japan Textile Finishers' Association/Japan Automatic
identification Systems Association/Japan National Tourism Organization/Kansai
Fashion Association/Japan Textile Federation/Japan Knitting Industry
Association/Nippon Interior Fabric Association/The Japan Textiles Importers
Association/Japan Embroidery Association/Japan Textiles Exporters
Association/All Nippon Nonwovens Association/Japan-China Economic Relations
and Trade Center
- Admission: JPY 1,000 (Free for Registration and Invitation)

2. Overall Schedule

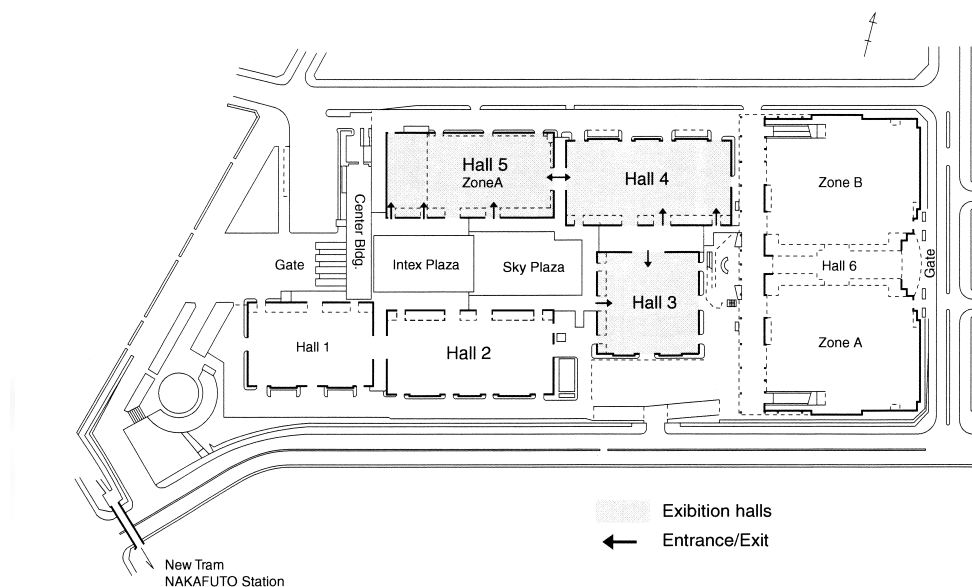


Note:

1. Works outside the above specified times are normally not allowed.
2. All vehicles should not be in the hall after 15:00, on Sep. 18, 2012.
3. Exhibitors wishing to work after 17:00 are requested to submit a "Notification of Overtime Works", available at a hall office.
4. Another charge is necessary for the work out of the determined time.

3. Show Site

(1) Overview of INTEX Osaka



(2) Outline of show site

Exhibition hall	Exhibition space(m ²)	Flooring	Workability of flooring	Ceiling height	Tolerable weight	Loading gate
Hall 3	5,119 m ²	Asphalt pavement	workable	15m	5 t/m ²	4
Hall 4	6,729 m ²	//	workable	12m	//	5
Hall 5 Zone A	4,728 m ²	//	workable	12m	//	3
Hall 5 Zone B	1,625 m ²	Concrete pavement	Not workable	5m	1 t /m ²	1
Total area	18,201 m ²					

Section I Outline

(3) Facilities on-site

a) JIAM 2012 Secretariat on-site

Main Office

The JIAM 2012 Secretariat main office will be set up on-site, from September 16(Sun.) to September 23 (Sun.). The office will provide overall administration and control of the show, as well as information services.

Hall office

Hall administration and control of the show will be handled in each hall from September 16 (Sun.) to September 23 (Sun.).

b) Information and other services

The following services will be available on-site:

Information desk

Overall JIAM information

Business center (charges applicable)

Photocopy, facsimile (for sending and receiving), PC (internet connected), simplified printing of business cards.

Courier service

The center building: Accept at INTEX Information center

First Aid center

The center building 1F

Post office and bank

The Mitsui Sumitomo Bank and a post office are located in the Cosmo Tower building, past INTEX Osaka's west gate

c) Press room

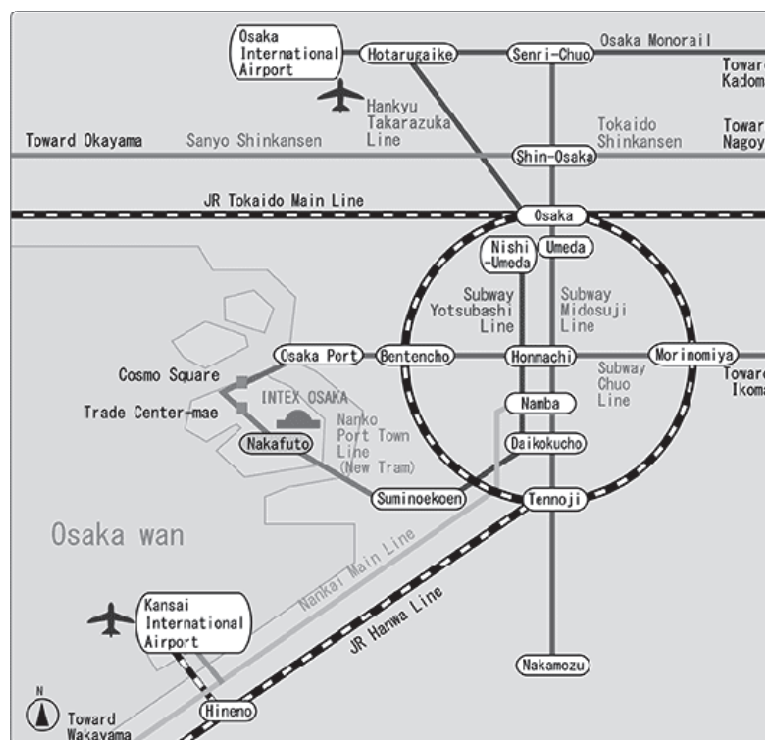
A press room will be set-up to ensure the release of the latest information to the press. Exhibitors' cooperation in providing information will be appreciated.

4. Access to Show and Site and Parking

(1) Transportation

- From Osaka (Umeda) and Shin Osaka by subway about 50 min
Osaka (Umeda) Stn. & Shin Osaka Stn
→ Honmachi → Cosmo Square → Nakafuto Stn then walk 5min
- From Tennoji by subway about 45 min
Tennoji Stn → Daikokucho → Suminoe Koen → Nakafuto Stn then walk 5 min
- From Nara by Kintetsu Railway, then subway about 70 min
Kintetsu Nara Stn → Kujo → Cosmo Square → Nakafuto Stn then walk 5 min
- From Kobe by Hanshin Namba Line and subway about 60 min
Hanshin Sannomiya Stn → Kujo → Cosmo Square → Nakafuto Stn then walk 5 min
- From Kobe Airport by Port Island Line to Sannomiya about 20 min
For connection from Sannomiya, see above
- From Osaka International Airport by Airport limousine bus and subway about 65 min
Osaka International Airport → Nanba → Suminoe Koen → Nakafuto Stn then walk 5 min
- From Kansai International Airport by Airport limousine bus to Hyatt Regency Osaka about 50 min then walk 3 min
Bus Stop #3 at Kansai International Airport

(2) Map



Section I Outline

(3) Limousine bus to and from Kansai International Airport

A limousine bus service is available from Kansai International Airport and the Hyatt Regency Osaka, across INTEX OSAKA.

Timetable

(as of April 1, 2012)

Hyatt Regency Osaka →Kansai Int'l Airport	Kansai Int'l Airport→Hyatt Regency Osaka
7:30 → 8:20	9:10 → 9:57
8:33 → 9:20	10:10 → 10:57
9:33 → 10:20	11:10 → 11:57
10:33 → 11:20	12:10 → 12:57
13:33 → 14:20	13:10 → 13:57
14:33 → 15:20	15:10 → 15:57
16:03 → 16:50	16:10 → 16:57
17:33 → 18:20	19:10 → 19:57
19:33 → 20:20	21:10 → 22:00

Bus Fare

¥1,500 (as of April 1, 2012)

Arrival & departure:

Hyatt Regency Osaka Hotel lobby entrance

Ticket:

Available from hotel concierge

Kansai International Airport

Arrival:

Passenger terminal, 4th floor (international departures lobby)

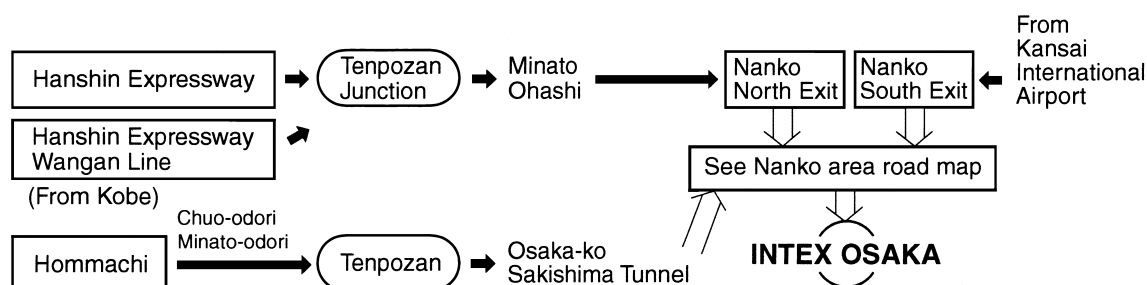
Departure:

Bus stop No.3 passenger terminal, 1st floor

Ticket:

Vending machine near the bus stop

(4) By car (using the expressway)



- **Caution**

When coming from central Osaka, the Hanshin Expressway Wangan Line or Tenpozan, exit the Expressway via the Nanko North Exit. When coming from Kansai International Airport or south Osaka, exit the expressway via the Nanko South Exit.

- **Travelling times**

From Kansai International Airport: Approx. 40 min.
From Osaka International Airport (Itami): Approx. 1 hr.
From Osaka Station: Approx. 30 min.
From Shin-Osaka: Approx. 40 min.

(5) **Parking**

a) Available parking lots

Name	Location	Capacity	Remarks
On-site parking	Around show halls	150 vehicles	For exhibitors
Hall 6 roof parking	Roof of Hall No.6	900 vehicles	For exhibitors and visitors
Nakafuto parking	In front of Nakafuto Station	980 vehicles	For exhibitors and visitors
Temporary parking	Near the show site	900 vehicles	For exhibitors and visitors

b) How to use the parking lots

- **Exhibitors**

The on-site parking area accepts only passenger vehicles, light vans and other small vehicles. Because of its small capacity, parking permits will be issued to limit the number of vehicles.

Number of parking permits issued

Size of booth	No. of parking permits issued to the exhibitor
1-9 booths	1
10 – 19 booths	2
20 and more booths	3

- **Visitors**

Hall No.6 Roof parking, Nakafuto parking and Temporary parking are available for visitors.
(parking fees applicable)

Section II General Matters

1. Rules and Regulations

(1) Exhibits

- a) Exhibits shall satisfy the intention and purpose of JIAM 2012
- b) If exhibits are deemed unsuitable for display on account of their sound, handling methods and materials, the organizer may put restriction on them. Moreover, if the exhibits are deemed contradictory to the purpose of the show from the organizer's viewpoint, the organizer may prohibit or remove them.
- c) Overseas exhibitors shall transfer their exhibits from international freight to Japanese domestic freight through the necessary procedures, and transport them to the show site. In particular, exhibits which are processed or consumed at the show site must be transferred to Japanese domestic freight. For further details, please refer to Section III-2 "Handling of Overseas Cargo."

(2) Responsibility and exemptions

The organizer is greatly concerned with preventing accidents and keeping the exhibits in good condition, therefore, security guards will be available during the show period. However, in case of a disaster, fire, theft, loss, etc., or in case of an accident resulting from damage to the grounds or the buildings in the show site, the organizer shall not assume any responsibility for loss of damage.

(3) Prevention of accidents and responsibility

- a) Exhibitors shall avoid accidents when moving-in and moving-out exhibits and decorative materials, and when they display and demonstrate their products.
- b) If there is a strong possibility that any of the above-mentioned may cause an accident, the organizer may order the exhibitors to take preventive measures or put restriction on or suspend their conducts.
- c) Exhibitors shall bear all responsibilities for damage to the facilities and the buildings at the show site, which results from carelessness by the exhibitors or their agents. Any injury to human bodies shall also be the responsibility of the exhibitors.

(4) Exhibitors' staff stationed in their booths and registration of their chief staff

- a) The exhibitor must always have a person in charge stationed in the booth, in order to establish a regular system for handling business and to manage the exhibited items during the show hours.
- b) All exhibitors are required to submit the **"Person in Charge at the Booth" (Form 1) to the JIAM Desk by August 31 (Fri.)**

(5) Insurance

The organizer recommends that exhibitors take out insurance, such as burglary and robbery insurance, reparation liability insurance and property damages insurance, on their exhibits.

(6) Restrictions on Sales Activities

JIAM 2012 is a trade show for technical discussion and business deals. During JIAM 2012, in principle, the sales of goods is not allowed. Exhibitors may be granted permission to sell books and printed matter, and small items, such as sundry home-sewing items: please apply to the JIAM Desk in advance.

(7) Demonstrations and PR activities

- a) The exhibitors may establish exhibitions and perform demonstrations only within the booth.
- b) Consideration of other exhibitors is strictly enforced.
- c) When using speakers and/or audio-video equipment, please keep volume levels at an acceptable limit. If the organizer considers it inappropriate, the exhibitor may be requested to adjust the volume or discontinue the use of the equipment.

(8) Photography and reproduction

- a) Taking pictures and video-taping, reproducing measuring, or tracing a design are not allowed, without the exhibitors' permission.
- b) The use of any type of camera is permitted only within the exhibitor's own booth. Exhibitors are requested not to cause inconvenience to visitors. Exhibitors who wish to shoot video and pictures outside show hours are requested to notify the organizer in advance.
- c) The organizer will issue a special ID card to media and press personnel. Exhibitors' cooperation is greatly appreciated.

(9) Prohibition of subletting booth

Subletting exhibition booth(s) to a third party, with or without charge, is strictly prohibited.

(10) Cleaning

- a) Exhibitors are responsible for taking care of the remains of materials used for display and decoration, such as lumber, plywood, cardboard, plastic and electric wire.
- b) Exhibitors shall clean their booths.
- c) If exhibits or decorative materials are left behind after the moving-out periods, they will be disposed of by the organizer. The cost of disposing shall be borne by the exhibitor.

(11) Payment for services

- a) If exhibitors need electricity, air supply, telephone, they are requested to apply for each, in accordance with the procedure stated in their respective sections of this Exhibitors' Manual and pay their costs.
- b) The cost for display, demonstration and moving-in and out exhibits and other necessary materials shall be borne by the exhibitors. The cost of modifying the display and decoration under the exhibition rules shall also be borne by the exhibitors. Insurance premiums taken out of the exhibits shall be borne by the exhibitors.

Section II General Matters

(12) Alterations and cancellation of exhibition

The organizer reserves the right to change the show period or cancel the show if the show is unable to be opened on account of force majeure, such as social conditions, natural calamities, accidents, terrorism, prevention of epidemics and other inevitabilities. In this case, the organizer shall not assume any responsibility for damage, increased costs and any other disadvantages incurred by the above-mentioned incidents.

(13) Alternation and addition of rules and regulations

The rules and regulations in this manual or Terms and Conditions in the “Guide to participation” may be altered or added to when necessity occurs. In this case, the organizer will notify exhibitors

(14) Original of rules and regulations

This English version of the rules and regulations is translated from the original written in Japanese. Therefore, for a strict interpretation of the Rules and Regulations, reference shall be made to the original Japanese version.

2. Admission

(1) ID cards for exhibitor, booth contractor and press

There are three types of passes which function as ID cards. All exhibitors and related parties are requested to wear the passes when entering the show site. Those without passes will not be permitted to enter. Exhibitors are requested to submit an **“Application for Exhibitor/Booth Contractor Pass” (Form 2) to the JIAM Desk by August 24 (Fri.)**

a) Exhibitor pass

Three exhibitor passes will be issued per booth. Exhibitor passes are valid during the entire show period, including moving-in and moving-out. (September 15 – September. 22)

b) Booth contractor pass

As many booth decorator passes as needed will be issued upon request. Contractor passes are valid during the moving-in and moving-out period.

c) Press pass

Press passes will be issued at the registration desk and in the press room on-site during the show period.

(2) Visitor registration

Visitor must submit the complete registration card to the registration desk. The admission pass will be provided in exchange for the registration card. The registration desk will be open

(3) Invitation ticket

Exhibitors are entitled to necessary free invitation tickets. Exhibitors requiring invitation tickets should submit an **“Application for Invitation Tickets” (Form 3) to the JIAM Desk by August 24 (Fri.)**

(4) Color-coded admission pass

In order for exhibitors to categorize visitors, nine different color-coded admission passes by type of business will be prepared as follows: ①Apparel Manufacture ②Sewing factory ③Textile and Material manufacturer ④Machinery Manufacturer / Dealer ⑤Embroidery, printing, dying manufacturer ⑥Interior goods manufacturers ⑦Retailer/Trading Company ⑧ Student ⑨Public (organization, other)

Section III Moving-in and Moving-out

1. Moving-in and Moving-out

(1) Moving-in and moving-out period

Moving-in and booth decoration period:		
	September 15 (Sat.)	9:00—17:00
	September 16 (Sun.) to 18 (Tues.)	9:00—17:00
Disassembly and moving-out period:		
	September 22 (Sat.)	16:00—21:00
	September 23 (Sun.)	9:00—12:00

Work time is from 9:00 to 17:00 as a general rule.

- a) If exhibitors wish to work overtime, they must submit a “Notification of Overtime Work,” which is available at the Hall office by 16:00 the same day. Overtime work can be done until 20:00.
- b) All vehicles should not be in the hall after 15:00 on September 18.
- c) Moving-out must be completely finished by 12:00 on September 23 (Sun.).
- d) Another charge is necessary for the work out of the determined time.

(2) Notification of moving-in and moving-out

- a) Exhibitors must submit a **“Notification of Moving-in/Moving-out Schedule” (Form 4) to the JIAM Desk by August 24 (Fri.)**. Please note that the organizer will try to accommodate exhibitors’ requests however, the final schedules may differ from those requested by exhibitors due to overall coordination.
- b) The vehicle pass must be attached to the front windshield of the vehicle when moving-in or moving-out. Only vehicles with the pass will be permitted to enter the exhibition hall.

(3) Precaution regarding moving-in and moving-out

- a) The organizer will provide security guards throughout the show site to prevent accidents. However, the exhibitor is requested to have responsible staff to ensure safety during moving-in and moving-out work.
- b) All personnel involved in moving must wear a booth contractor pass.
- c) To ensure smooth operations, exhibitors are requested to follow the instructions of the organizer’s staff and security guards. Exhibitors should move the vehicles as soon as the work is done, in order to avoid inconveniences to other exhibitors.
- d) Unpacking and packing of exhibition items must be done inside individual booths.
- e) Exhibitors are responsible for all waste from exhibition items and decorations. If anything is left in the exhibition hall, it will be discarded by the organizer, and cleaning fee will be charge to the exhibitor.
- f) When using a door-to door delivery service, exhibitors must be responsible for its receipt. Exhibits and other materials destined for the show should not be addressed to the organizer. The organizer will not receive deliveries for exhibitors
- g) they should be addressed in the exhibitor’s name, Booth No., Hall No., INTEX Osaka and arrive during the moving-in period, so that the exhibitor can directly receive the package.

Section III Moving-in and Moving-out

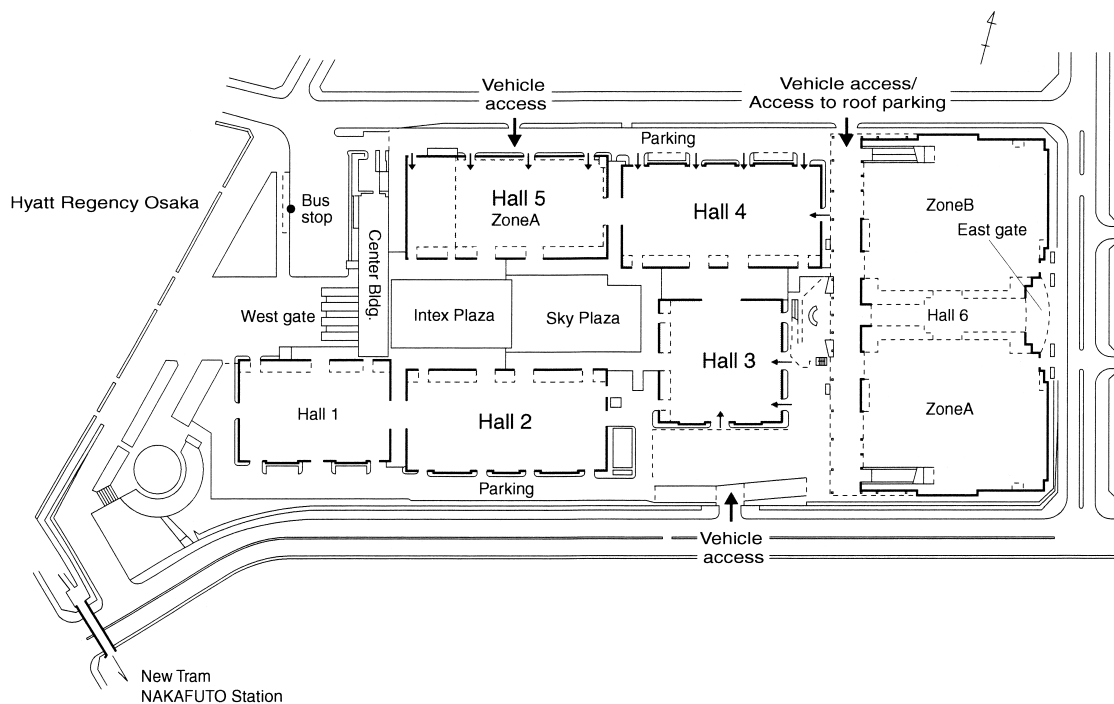
Package should be addressed as follows:

Attn.: (Exhibitor's name)
Booth No., Hall No.
JIAM 2012、INTEX Osaka
1-5-102、Nanko-kita. Suminoe-ku. Osaka 559-0034, Japan

(4) Moving-in and moving-out during the show

Moving-in or moving-out of any exhibits or materials during show is not permitted. If it is necessary to do so, please contact the JIAM Desk for approval.

2. The route of moving-in and moving-out



Section III Moving-in and Moving-out

3. Handling of Overseas Cargo

(1) Bonded show area

The show halls will be designated by Osaka customs as a bonded show area under the Customs Act during the moving-in and moving-out period and for the duration of the show.

(2) Designated customs clearing agents

When bonded exhibits are exhibited, handling of such exhibits, including moving-in, moving-out etc., requires approvals and permits from customs. The organizer has appointed the following customs clearing agents to take care of necessary procedures. The exhibitor who wished to bring bonded exhibits (including booth fittings) is requested to contact the agents and submit a **“Notification of Bonded Exhibits” (Form 5) by August 3 (Fri.)**.

Bonded exhibits (including booth fittings) means freight which has been manufactured outside of Japan and for which import procedures have not been completed. Foreign products which have already cleared import procedures are not included in this category. As for CARNET, please contact the agents. Please refer to the next page for customs clearing agents.

- The agents are also the designated operators of moving-in and moving-out work in the show halls.

(3) Marking of bonded exhibits and treatment

Bonded exhibits must be explicitly marked as such with a bond tag issued by the organizer. Bonded exhibits may not be consumed, used up, sold or transferred. Loss or theft of any bonded exhibit must be reported immediately to the organizer and the customs. Any subsequent directions must be followed.

(4) Other cautions

- a) Packaging materials (and empty containers) for bonded exhibits are also considered as goods in bond, and therefore must be stored in the bonded warehouse of customs clearance agent after the bonded exhibits have been installed.
- b) If bonded exhibits are to be cleared for importing as a result of business dealings during the clearance agent. Import customs clearance cannot be carried out on the show site during the show period.
- c) All demonstration materials, pamphlets to be distributed to visitors, etc. must be cleared for importing. For this purpose, they should be separately listed on the invoices.

Section III Moving-in and Moving-out

(5) List of Customs Clearing Agents designated by JIAM 2012 (alphabetical order)

Kamigumi Co., Ltd.

Mr. Takada
2-1-27, Chikko Minato-ku, Osaka 552-0051 Japan
Tel.: +81-6-6576-4133 / Fax: +81-6-6574-1700
E-mail: t_takada@kamigumi.co.jp

Nippon Express Co., Ltd.

Mr. Tanaka / Mr. Yamaguchi
2-7-9, Chikko, Minato-ku, Osaka 552-0021 Japan
Tel.: +81-6-6572-5383 / Fax: +81-6-6572-5591
E-mail: hix-tanaka@nittsu.co.jp / koa-yamaguchi@nittsu.co.jp

Sankyu Inc.

Mr. Yoneda
2-1-30, Chikko, Minato-ku, Osaka 552-0021 Japan
Tel.: +81-6-6573-3939 / Fax: +81-6-6573-1396
E-mail: Yoneda@sankyu.co.jp

Yusen Koun Co., Ltd.

Mr. Inoue/Mr. Hara
Nomura Fudosan Yotsubashi Building 9F
1-4-4, Awaza, Nishi-ku, Osaka 550-0011 Japan
Tel.: +81-6-6538-2944 / Fax: +81-6-6538-2890
E-mail: minoue@yusen-koun.co.jp
fhara@yusen-koun.co.jp

Section IV Booths and Decorations

1. Booth Allocation

The organizer will allocate booth locations in line with the overall zoning plan, considering such factors as the types of exhibits, number of booths, demonstrations and the presence of hazardous materials. The organizer reserves the right to make alterations to the booth assignment when the Organizer judges them necessary. In this case, the organizer notified the exhibitor concerned. The exhibitor reserves no right to claim the damages incurred by alterations.

2. Decoration Schedule

Basic construction by organizer:	September 15 (Sat.)	9:00—17:00
Booth decoration by exhibitor:	September 16 (Sun.)	9:00—17:00
	~ 18 (Tues.)	
Decoration removal by exhibitor:	September 22 (Sat.)	16:30—21:00
	September 23 (Sun.)	9:00—11:00

- Exhibitors wishing to work overtime after 17: 00 during September 16-21, should submit a “Notification of Overtime Work”, which is available at the hall office.
- No vehicles should be in the hall after 15:00, on September 18.

3. Basic Guidelines

Basic restrictions will be applied to all exhibitors in order to make a unified standard and maintain a neat appearance and an effective display. The conditions set forth must be observed in all construction, as well as demonstrations. If the organizer judges that an exhibitor has failed to do all works must be carried out within the exhibitor's booth.

4. Height Restrictions

- (1) There are no height restrictions for exhibit items. However, exhibitors planning to bring items exceeding 2.7m in height must consult with the organizer and will be requested to submit drawings by Aug. 31 (Fri.). (See page 21)
- (2) Exhibition items situated on an exhibition stand cannot be more than 2.7m in height.

Section IV Booths and Decorations

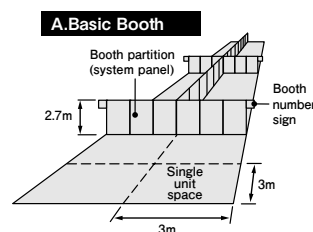
5. Basic Construction (by the organizer)

For single-row and double-row booths, the organizer will conduct the following works at its own expense. For island booths, boundaries will only be marked by adhesive tape on the floor.

(1) Basic booth

Basic booth size will be 3.0m (w) × 3.0m (d) × 2.7m (h).

A) Basic Booth

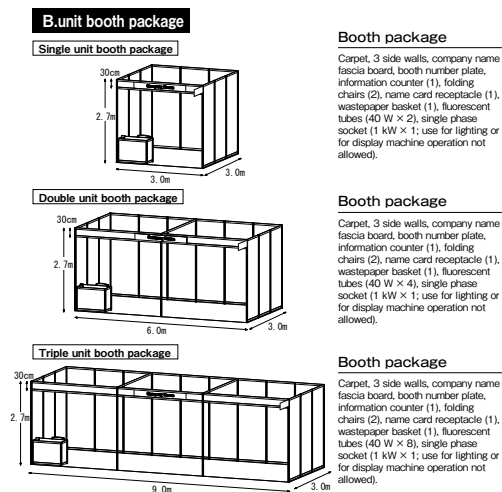


Back wall, Side wall (white)

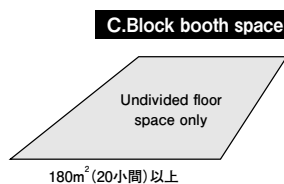
Booth number board (for each partitioned wall)

- Decorations other than those mentioned above, such as carpeting, spotlights, and display shelves must be provided by the exhibitors.

B) Package booth



C) Island booth



Section IV Booths and Decorations

Note:

- Island booths will be provided with no fittings and will be marked by adhesive tape on the floor.
- A booth number board will be supplied by organizer. Exhibitors will be requested to place in a prominent place on the aisle side.

(2) Partitioned walls

- a) Side panels and a back panel will be made of a 2.7m high system panel (white).
These panels shall not be moved, removed or altered in any way.
- b) The pole thickness is approximately 40 mm.
- c) Side panels facing the aisles will not be provided for corner booths. If a side wall is needed for display purposes, please inform the organizer in advance.
- d) It is not possible to use nails, screws, paint, adhesives, etc., directly on the system panels.

(3) Contractor for basic construction

For further information, please contact:

Sakura International Inc.

Contact: Mr. Yang , Ms. Nakaoka,

22-11, Harima-cho 1-Chome, Abeno-ku, Osaka 545-0022, Japan

Tel.: +81-6-6624-3601 / Fax: +81-6-6624-3602

E-mail: yo@sakurain.co.jp, nakaoka@sakurain.co.jp

(4) Responsibility of organizer

- a) The organizer will take care of construction and decoration of common areas, such as the entrance hall, information desk and hallway carpeting.
- b) For the safety and convenience of visitors, direction boards will be placed in the exhibition area.

6. Booth Decoration (by exhibitors)

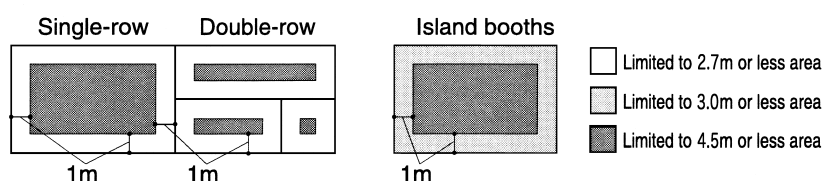
As stated in the theme, 'Integrating Technology and Ecology', environmental consideration is emphasized in organization and operation of JIAM 2012. We hope exhibitors will share this concept and cooperate in using environmentally friendly materials for booth fittings and decorations.

There are no designated booth decoration contractors. Exhibitors are free to choose any company. The JIAM Desk will be happy to introduce decorators. Exhibitors are requested to inform the JIAM Desk of the name of the decorator through the **"Notification of Booth Decoration" (Form6) by August 24 (Fri.)**.

7. Decoration Regulations

(1) Height restrictions

- a) In single –row or double-row booths, the height of decorations shall not exceed 2.7m.
In the central area of booth, however, if the height of the decoration is over 2.7 m, but not exceeds 4.5 m, it must be placed at least 1m from the aisle or partitions dividing the adjacent booths.
- b) In island booths, the height of decorations shall not exceed 3.0m.
In the central area of the booth, however, if the height of the decoration is over 3.0m, but not exceed 4.5 m, it must be placed at least 1m from the surrounding aisles.
- c) The upper part of decorations or exhibits must not hang into the hallway.



(2) 1/2 Wall policy

- a) The length of walls facing the aisles should be limited to half the length of the aisle, in order not to block the visitor's view.
- b) For exhibitors wishing to cover more than half the length of the aisle, an exception will be allowed only if the structure allows open views such as glass window, grids, or walls/shelves less than 0.9m in height.

(3) Restrictions on booth ceiling

The ceiling or roof of the booth cannot be built without a smoke detector approved by the Osaka Fire Department.

(4) Decoration materials

Exhibitors must comply with the Japanese Fire Services Act. Please refer to the following instructions for fire preventive measures:

- a) All booth structures, such as plywood, printed plywood ad veneer, should be fireproofed, and must be marked with an official fire proof label.
- b) Thick cloth or paper used to decorate plywood should also be fireproofed. This does not apply if thin paper or cloth is pasted on the fireproofed plywood.
- c) All carpeting materials, drapes and the like must carry the fireproof label authorized by the Japan Fireproof Foundation.
- d) If the fire department finds that non-fireproofed materials have been used, removal or modification of the decorations will be requested.
- e) Flammable materials, such as display counters, flags, drapes, cloth, banners, carpets, and artificial turf, must be fireproofed before brought in show site. No fireproofing work will be allowed at the show site.

Section IV Booths and Decorations

(5) Other precautions

- a) Exhibitors must not remove or change basic construction carried out by the organizer.
- b) Please prepare your construction before carrying into the hall, to minimize construction on-site.
- c) Hanging or resting decorative materials or exhibits from or against the existing facilities such as the ceiling, pillars and the wall is not allowed.
- d) If exhibitors damage the facilities of the exhibition site, their basic booths or other exhibitors' decoration or exhibits, they are responsible for restoration at their own expense.
- e) Carpets must not be laid on the booth floor with strong adhesive double-faced tape.
- f) Exhibitors shall properly dispose of all the remaining decoration materials.
- g) If exhibitors use electricity or gas for welding or other works, they are requested to notify the JIAM Desk for approval. A fire extinguisher must be ready at hand.
- h) The works must be done within the exhibitors' booth; the exhibitors are prohibited from doing so in the aisles or other areas.
- i) Exhibits and decorative materials must not be put, installed or mounted near fire prevention equipment, such as fire hydrants, fire extinguishers, fire alarms and guidance boards.
Exhibitors are forbidden to hinder the use of fire prevention equipment.
- j) No adjustment work or decorating is allowed during opening hours.
- k) Neon and the like should not be used for decorating.
- l) When exhibiting any items with possible strong odors, smoke or fumes, approval must be received from the organizer prior to the show.
- m) When installing a door in the booth, the door must be made to open inward, so the door will not interfere with visitor traffic.
- n) Hanging lighting over the aisles is prohibited.
- o) Lighting facing the aisles must be covered.

(6) Smoking during moving-in/moving-out periods

Smoking is prohibited except in the designated smoking areas.

(7) Abiding by the regulations

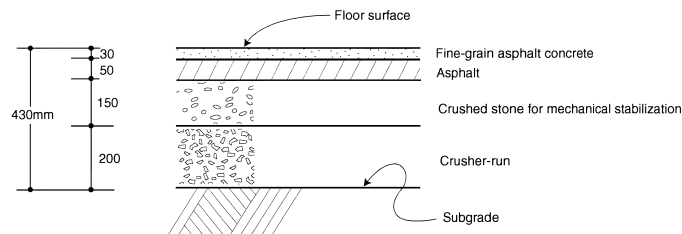
If exhibitors violate the regulations, the organizer/government agencies may order the exhibitors to alter, suspend or remove their exhibits/decorations. In this case, the organizer and the related government agencies have no responsibility for damage, increased cost or any disadvantage which is incurred by the above-mentioned conducts.

8. Weight Restrictions

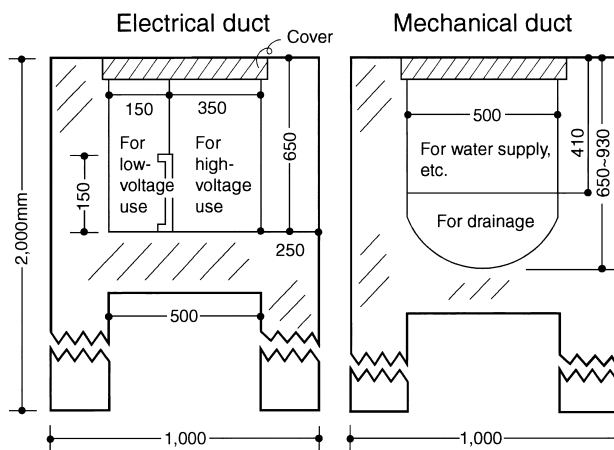
Floor construction

Exhibitors requiring special floor construction, including concrete beds anchor bolts and ground wire, must submit a **“Notification of Floor Construction” (Form 7) to the JIAM Desk by August 24 (Fri.)**, with two copies of the work design drawings. Expenses for construction and restoration to the original state after the show must be borne by the exhibitor. Anchor bolts are not allowed on the lid of the floor duct and inside the floor duct.

- Floor structure



- Under floor service duct structure and duct cover for Hall 2 to Hall 5A



Section V Fire and Safety Regulations

1. Fire and Safety Regulations

- (1) Under the Fire Prevention Law, the following conducts are prohibited within INTEX Osaka.
- (a) Smoking (no smoking in the booths; permitted in designated areas only.)
 - (b) Use of open fire
Open fire is a fire –related instrument using gasoline, liquid or solid, fuel and causing flames or sparks or having its heating part mounted on the outside. An instrument using electricity for power generation, with the heated part looking fire. An instrument having its heating park mounted on the outside with a high possibility of igniting flammable material (surface temperature: approx. 488°C).
 - Electric cooking stoves, heaters, fryers, ovens, etc. are exceptions.
 - (c) Moving-in of dangerous materials
Dangerous materials referred here include the following:
 - Gasoline, kerosene, crude oil, animal and vegetable oil, etc.
 - Flammable solids and liquids
 - Flammable gases (LP gas, etc)
 - Matches and toys-emitting smoke
 - Ammonia, ink for printers, developing and washing solution for copies
- (2) If open fire or dangerous materials are necessary for demonstrating exhibits, exhibitors are requested to submit an **"Application for Use of Fire and Dangerous Materials" (Form 8) to the JIAM Desk by August 3 (Fri.)** along with the catalogues for the machines and equipment to be used.
- a) Fire extinguishers must be made available and their locations indicated. The number of fire extinguishers is determined by the Fire Services Act.
 - b) There may be a case where the fire department will not approve the use of fire and dangerous materials.
 - c) No alterations will be allowed to the application submitted. Please ensure that the form is filled in correctly and reaches the JIAM Desk by August 3(Fri.).
 - d) All fire and other safety precautions must be completed by the time of the local fire department's inspection. Exhibitors not fulfilling these requirements will be ordered to either improve safety equipment or refrain from using the substances during the show.
- (3) The following measure must be taken when using open fire or dangerous materials.
- a) The places where open fire is used must be surrounded by inflammable materials, including metal.
 - b) More than 6m distance should be maintained between dangerous materials and flammables.
 - c) When using open fire, a fryer or other boiling instruments, exhibitors are requested to remove flammable materials and to take preventive measures to ensure visitors, safety unless dangerous materials are used in a protected shield.
 - d) Supplementing the fuel is prohibited during the open hours.
 - e) Gas piping for the use of demonstrations must be made of metal.

Section V Fire and Safety Regulations

- f) A fire extinguisher must be placed by the open fire.
- g) Open fire using liquid fuel (kerosene, etc.) is not allowed.
- h) Open fire using gas is limited to 50,000kcal/h per one type of instrument. In addition, the number of the same type of instrument is limited to one. A boiler is limited to 60,000Kcal/h and must be equipped with an exhaust pipe.
- i) Candle or candle lamps are allowed in the booth, however, they must not be ignited.
- j) When using gas, a gas leakage defector must be used.

(4) Moving-in of dangerous materials

- a) Dangerous materials must be kept more than 6m away from the place where a fire is made and from emergency exits. However, those having an effective fire prevention shelter are exempted from the above-stated restriction.
- b) Volume of oil used to boil dangerous materials or designated flammable materials must be less than 80% of its vessel capacity.
- c) Be careful not to bring down or damage the vessel and also be careful that dangerous materials do not flow out the vessel.
- d) Amount of dangerous materials to be brought into the booth is limited to one day's use only.
- e) The number of spray cans containing alcohol is limited to one day's use. For display, the can must be emptied.
- f) Liquefied petroleum gas (propane gas) must not be brought into the exhibition site.
- g) Other vessels of dangerous materials to be brought in for display must be shown empty.

Section VI Utilities

1. Electrical Work and Supply

(1) The basic lighting in exhibition Halls

The exhibition halls will have an average lighting between 400 and 500 lux.

(2) Electric power supply (main power supply)

The organizer will install a line and a power source switch according to the exhibitor's application for electric power supply. Available electric power supply is as follows:

Electric system	Voltage	Frequency	Capacity
Single phase AC 2-wire system	100V	60Hz	Up to 3kW
Single phase AC 3-wire system	100V/200V	60Hz	More than 3kW
Three phase AC 3-wire system	200V	60Hz	Any capacity

● Voltages other than the above are not available.

(3) Application for electric power supply.

Exhibitors who require electricity should submit both the **“Application for Electricity” (Form 10-1)**, and the **“Application for the Electrical Work”(Form 9)** to the **JIAM Desk by August 3 (Fri.)**. Please indicate the desired location of the power source switch and single-line wiring diagram on Form 9. Without the notification, the switch will be installed at either corner of the back wall, 1m from the floor. **No changes in switch location will be accepted once the form is received by the JIAM Desk.**

- 24-hour power supply is available. Exhibitors wishing to have power supplied 24 hours a day must indicate so in the appropriate column of the application form when submitting the form.
- Please note that some main power wiring may be installed crossing the hallway or the floor inside the exhibitor's booth.

(4) Main power supply and electricity change

a) The main power supply and electricity charges are as follows:

¥8,400/kw

- Round up any amount less than 1kw to 1kw. (cf. 0.6kw=1kw)
- Consumption tax included.

- b) The electricity charges include the main power wiring work to the booths and will be calculated based on the “Application for Electricity”(Form 9). Exhibitors are requested to make payment upon receipt of the invoice.
- c) In the case that electrical power requirements change, please inform the JIAM Desk immediately.
- d) The organizer will check the actual electrical work conducted in the exhibitor's booth during the show period. If there are differences the set-up indicated in form 9 “Application for the Electrical Work” and the actual set-up, the difference in power usage will be invoiced to the exhibitor.

(5) Electric wiring work within the booth (secondary work)

Electrical work inside the booth (secondary wiring) must be arranged by the exhibitor at his own expense. (Electrical work inside the booth can be done by the contractor for main power supply on the exhibitor's request for an additional charge.)

(6) Electric supply periods

a) Electric supply hours and days

September 17 (Mon.)	13:00—17:00
September 18 (Tue.)	9:00—17:30
~September 21 (Fri.)	
September 22 (Sat.)	9:00—16:30

- There may be some delay in supplying electricity due to the facilities' conditions.
- The electricity supply will begin after checking the safety and progress of booth construction, and will be provided in the wiring order.

b) Special supply

When electric power is required outside of, as well as during, normal supply hours, such as for machine adjustment, test operation, dismantling and removal, or when there are machines that require constant charging to maintain performance, "special supply" will be possible upon request. Any special wiring required shall be installed at the exhibitor's expense.

c) 24-hour supply

24-hour supply is available from 9:00a.m. on Sep. 18 (Tue.). Any exhibitor requiring a 24-hour supply must install a dedicated circuit in his booth cabinet panel and affix a plate denoting in red lettering that it is a 24-hour circuit.

- Please indicate "24 hour supply of electric power" in the appropriate column of Form 9.

Section VI Utilities

(7) Precautions in electrical work

- a) If there are any changes in the content of the submitted an “Application for Electricity” (Form 9) approved by the JIAM Desk, the exhibitor must immediately notify the JIAM Desk of the differences for approval.
- b) Exhibitors are free to appoint the electric work contractor to do the secondary wiring work. However, the contractor must have a license issued by a prefectural government or other Japanese official authority. The contractor must carry the license during the work.
- c) Power board in the booth
 - ①When two or more circuits are to be used, a main switch as well as branch switches (distribution circuit breakers if possible) should be installed.
 - ②The distribution board in the booth should bear the name and telephone number of the electrical work contractor, either on a tag or affixed nameplate.
 - ③The distribution board should be installed in a location where it is easy for the exhibitor, decoration installer and electrical work contractor to carry out inspections and maintenance work.
- d) Electric leakage detector and circuit breaker

All exhibitors using electricity must install an electric leakage detector and a circuit breaker. No power will be supplied to booths without these devices.
- e) Construction materials
 - ①The materials used for electrical work should be new, and must meet acceptable standards.
 - ②Electrical equipment subject to the application of Electrical Equipment Handling Regulations must bear the official mark of approval issued by the Minister of Economy, Trade and Industry.
 - ③Wires, materials and machinery used in electrical work are subject to Electrical Equipment Handling Regulations under Japanese Law; therefore, it is most convenient to use Japanese products. If the use of foreign products are required, such products must receive legal approval beforehand.
- f) Use of high-power apparatuses

Fluorescent, high voltage mercury-vapor lamps, or other discharge lamps shall be used with a high-power stabilizer.
- g) Start-compensators

Motors rated at higher than 7.5kW must have start-up compensators attached.
- h) Wiring
 - ①Crimp contacts should be used in connections to the power supply switch.
 - ②Electric heaters with exposed heating wires, as well as neon lamps ,cannot be used.
 - ③Ground all equipment with over 150 voltage. When using a switchboard enclosed in an iron box, use an earth case.
 - ④VV cable, CV cable, and CTV cable shall be used for wiring.
 - ⑤No vinyl conduits are permitted for lighting equipment wiring and other electrical appliances, Use appropriate cords for the equipment and appliances voltage.
 - ⑥For floor wiring, Use metallic conduits, saddles, or equivalent protection equipment to prevent any accidents.

- ⑦ Use appropriate sleeves or soldering when connecting wires.
- ⑧ All wiring and equipment must be properly secured.
- ⑨ For switches, use an appropriate circuit breaker, or a cover-switch with a proper metal strip.
Do not put too many loads on one electrical outlet.
- ⑩ In wiring for lighting equipment, use one circuit for equipment of 15A or over. Install a power board for each circuit of 15A.

i) Fuses

Switches installed in the booths must have suitable link-fuses installed. Copper wire must never be substituted for fuses. Extra fuses should be stocked in the distribution board.

j) Lighting equipment(lamp shades, etc.)

Lighting equipment is only permitted when it is positioned so as not to heat up flammable substances, especially if it is an incandescent, halogen or other type of spotlight.

k) Prevention of danger

- ① Take every possible measure to prevent fire, injury, property damage, and other accidents.
- ② When using equipment that generates heat, such as incandescent lamps and resistors, do not place near flammable items or people. The use of neon signs is prohibited.
- ③ Do not expose electric lamps, "live" parts, such as the base and receptacle.
- ④ When installing the power board on the passage inside the booth, indicate a plate with a sign that says "Danger! Power Board" in Japanese.
- ⑤ Multiple branch connections must not be made at the main switch.
- ⑥ Use a power board and a flashing drum switch enclosed in an iron box or a plastic box. Install them in an easily accessible location for inspection and maintenance. State the name and telephone number of the contractor clearly on the power board.

l) Others

- ① When installing temporary wires on the floor where the floor may be damaged, adequate protection measures must be taken. Also, special protection is necessary to prevent damage to electrical wires by vehicles and scaffolds during moving-in/moving-out periods.
- ② Remove all waste wires left behind. Be sure to keep the inside of the ducts and the terminal board clean.
- ③ In performing all electrical works, follow the instruction of the organizer.

(8) Inspection

The inspection will be performed by the contractor appointed by the JIAM Desk and the Osaka Fire Department. If an exhibitor fails to meet all requirements, the exhibitor must immediately modify inappropriate parts and report to the JIAM Desk.

(9) Supply restrictions and staggered operation

- a) In the event that the total amount of electricity applied for by the exhibitors exceeds the exhibition facility's the organizer may not accommodate the supply requested by exhibitors.

Section VI Utilities

- b) If circumstances require it, staggered operations of demonstration equipment may be requested by the organizer.

(10) Precautions

- a) Exhibitors shall not change the voltage used without the approval of the organizer.
- b) Exhibitors must turn off the main power switch in the booth before leaving the booth. Leaving the main switch on may result in a hazardous situation when power is supplied the next morning.
- c) Multiple branching from a single outlet is prohibited.
- d) The use of vinyl conduits must be less than 3m long. Do not use vinyl conduits for heat-generating equipment.
- e) To prevent accidents in the booth during the show, the exhibitor shall have a technical expert on hand in the booth during show hours. This expert may be either the electrical work contractor or another qualified person.
- f) The exhibitor is responsible for the security of the electrical equipment in the booth.

(11) Inspection

To prevent electrical accidents, the JIAM Desk and an inspector from the supervisory office will inspect the electrical equipment in each booth from time to time. If any defective material or defective parts are found, the organizer may instruct the exhibitor or the electrical work contractor to replace the material, change or modify the work. The organizer may suspend the power supply until the adjustments are made.

(12) Protective devices and maintenance

- a) To ensure the safety of exhibited equipment in case of an interruption or drop in voltage from the power source, protective devices should be arranged by the exhibitor. The organizer will not assume responsibility.
- b) During the show period, an electrician in charge of main power supply maintenance will be stationed at the exhibition area.

(13) Contractor for main power supply

Iida Denki Kogyo Co., Ltd.

Mr. Oda / Mr. Miyasaka/ Mr. Tagashira

Awaza Park Building 1-9-9, Awaza, Nishi-ku, Osaka 550-0011, Japan

Tel.: +81-6-6543-2880 / Fax: +81-6-6543-2884

2. Compressed Air Supply

(1) Installation

Exhibitors requiring primary-side piping for compressed air, must submit the “**Application for Compressed Air Supply**” (Form 11) to the JIAM Desk by Aug. 3(Fri.). The desired position of installation must be specified on the form.

(2) Compressed air supply periods

a) Supply days and hours

September 17 (Mon.)	13:00— 17:00
September 18(Tue.)	9:00— 17:30
~September 21(Fri.)	
September 22 (Sat.)	9:00— 16:30

- The compressed air supply to individual exhibitors will be provided in turns, based on wiring order, after checking the safety and progress of the booth construction.
- There may be a delay in supplying compressed air, due to the facility’s condition.

b) Exhibitors requiring compressed air supply outside of the regular days and hours must make a request to the JIAM Desk. Special supply will be possible upon request at additional costs.

(3) Charges (consumption tax included)

Proposed Air volume	Main stem construction (includes the primary line, fuel cost and tax)
1~100	¥57,750
101~200	¥68,250
201~300	¥78,750
301~400	¥89,250
※¥10,500 is added per 100N/min is increased	

- a) The above amount includes primary-line piping, gas light-grade oil and air of less than 100Nℓ/minute .Exhibitors requiring more than 100Nℓ/minute must pay an extra charge of ¥10,500 per 100Nℓ/minute. (Consumption tax included)
- b) Primary-line piping will be installed by the organizer at the location requested by the exhibitor. The secondary piping work in the booth shall be performed by the exhibitor at his own expense.
- c) The appointed contractor in charge of the primary-line will send the exhibitor an invoice directry for the primary-line and air-supply expenses. Exhibitors are requested to make payment upon receiving the invoice.

Section VI Utilities

(4) Note

- a) The organizer will provide primary-line piping in accordance with the "Application for Compressed Air Supply." If the exhibitor wishes to bring his own compressor (electric compressor only), noise-suppressed or soundproof compressors should be used. It is also important that the exhibitor take noise prevention measures in advance, in order to avoid any trouble with neighboring exhibitors.
- b) The air tap will be placed by the organizer at the position requested by the exhibitor.
The valve is a PT 3/4 sluice valve with internal threads.
- c) The air will be supplied at a pressure of 6.5 kg/c m^2 . If air pressure of less than 6.5 kg/c m^2 is required, a pressure reduction device must be arranged by the exhibitor.
- d) The piping in the booth must be provided by the exhibitor at his own expense.
- e) A dehumidifier or air drier should be provided by the exhibitor if required.
- f) The work conducted by the exhibitor must be restored by the exhibitor to its original state.
- g) If the exhibitor requires stable air pressure or clean air, the exhibitor shall prepare the necessary equipment.

(5) Compressor rentals are available from the following contractor:

(6) Contractor

Okamoto Kogyosho Co., Ltd.

Mr. Omori / Mr. Yoshinaga

1-10-9, Yunagi, Minato-ku, Osaka 552-0004, Japan

Tel.: +81-6-6575-2300 / Fax: +81-6-6576-0740

3. Steam Supply

(1) Application and precautions

- a) Exhibitors requiring steam supply must submit an **“Application for Steam Supply” (Form 12) to the JIAM Desk by August 3 (Fri.)**. The steam consumption per hour must be specified on the application form.
- b) The organizer will install boilers outside the hall. Steam will be provided through piping to the inside of the hall.
- c) A Boiler facility fueled with liquid or gas must be installed outside of the show hall.
- d) Boilers which exhibitors may bring in the hall are limited to a closed-type electric boiler (less than 150,000kcal.). Exhibitors wishing to bring in such a boiler must state so in the specified column of the **“Application for Use of Fire and Dangerous Materials” (Form 8)** and **submit the form together with a copy of the specifications and drawings of the electric boiler to the JIAM Desk by Aug. 3 (Fri.)**. The JIAM Desk will then apply to the fire department for permission.

(2) Steam supply periods

- a) Supply days and hours

September 17 (Mon.)	13:00—17:00
September 18 (Tue.)	9:00—17:30
~ September 21 (Fri.)	
September 22 (Sat.)	9:00—16:30

- Steam supply to individual exhibitors will be provided in the piping order, after checking the safety and progress of the booth construction.
 - There may be a delay in supplying steam, due to the facilities condition.
- b) Exhibitors requiring steam supply outside of the regular days and hours must make a request to the JIAM Desk. Special supply will be possible upon request at additional costs.

(3) Charges

The primary-side piping work and the steam consumption must be paid by the exhibitor.

The appointed contractor will send the exhibitor an invoice directly. Exhibitors are requested to make payment upon receipt of the invoice.

(4) Installation

- a) The steam tap (for supply on the primary side) will be installed by the organizer at the position in the booth requested by the exhibitor.
- b) The necessary piping in the booth shall be arranged by the exhibitor at his own expense.
- c) The piping arranged by the exhibitor must be restored by the exhibitor after the show to its original state.

(5) Contractor

Okamoto Kogyosho Co., Ltd.

Mr. Omori / Mr. Yoshinaga

1-10-9, Yanagi, Minato-ku, Osaka 552-0004, Japan

Tel.: +81-6-6575-2300 / Fax: +81-6-6576-0740

Section VI Utilities

4. Water Supply and Drainage

(1) Application

Exhibitors requiring water supply/drainage must submit the **“Application for Water Supply and Drainage” (Form 13) to the JIAM Desk by August 3(Fri.)**. The desired location of the tap and drainage, the size of the water feed pipe, and the consumption per hour must be specified on the application form.

- A hot water supply room will be available free of charge in the exhibition hall for exhibitors who require hot water for serving tea to visitors.

(2) Main piping works for water supply and drainage

The main water supply tap and the drain port will be installed by the organizer at the position desired by the exhibitor. Plumbing in the booth shall be conducted by the exhibitor at his own expense.

(3) Water supply and drainage charges (Consumption tax included)

Diameter of drainage	Charges (tax included)
13 mm	¥68,250
20 mm	¥73,500
25 mm	¥77,700

- Water supply pipe:13-25mm ; drainage pipe : dia.40-50mm
- Exhibitors who use a large volume of water may be required to pay additional charges.
- Work changes on the basic facility on the primary side must be paid upon receipt of the invoice directly given by the contractor.
- 24-hour water supply is available upon request for additional charges. Please contact the JIAM Desk.

(4) Water supply periods

a) Supply days and hours

September 17 (Mon.)	13:00—17:00
September 18 (Tue.)	9:00—17:30
~ September 21 (Fri.)	
September 22 (Sat.)	9:00—16:30

- There may be a delay in supplying water and drainage, due to the facilities condition.
- b) Exhibitors who wish to have water supply and drainage at times other than those previously specified, must make a request to the JIAM Desk. Exhibitors who have requested the water supply and drainage in advance may have the supply at their booth during the requested time period. Such supply will require additional costs.

(5) Precautions

a) The organizer shall not be responsible for the suspension of a demonstration or damage to equipment, due to a drop in water pressure or an interruption in the water supply.

It is, therefore, recommended that the exhibitor provide appropriate protective devices.

b) Pipe connecting work must be conducted by or under the supervision of qualified personnel.

c) When installing pipes on the floor crossing the hallway, adequate protection measures must be taken.

(6) Equipment rental contact

Water supply and drainage equipment rental are available for lease from the following contractor:

(7) Contractor

Okamoto Kogyosho Co., Ltd.

Mr. Omori / Mr. Yoshinaga

1-10-9, Yunagi, Minato-ku, Osaka 552-0004, Japan

Tel.: +81-6-6575-2300 / Fax: +81-6-6576-0740

Section VII Demonstrations

1. Precautions

- (1) The exhibitor must ensure that demonstrations are safe. Every possible preventive measure must be taken to prevent injury, property damage and fire.
- (2) Compensation for injury or property damage caused by demonstrations is the responsibility of the exhibitor.
- (3) No demonstrations using heavy oil or gas boilers are permitted in the halls.
- (4) Special attention should be paid to prevent troubling other exhibitors and visitors. Beware of noise, heat, lighting, dust, gas, high-frequency waves, supersonic waves, smoke, odors, and the like. If a demonstration is judged to be dangerous or troublesome to other exhibitors and visitors, the organizer may request that the exhibitor discontinue demonstrations.
- (5) Used oil is not to be disposed of in the duct and trench in the Hall. The disposal is a responsibility of exhibitors.
- (6) Please keep the power board in the booth open for breakers and other electrical facilities to be checked on a routine basis.
- (7) The exhibitor shall be responsible for and bear the cost of the collection, removal and treatment of industrial waste generated during the show. As for general waste, separate them into combustibles and non-combustibles, put them in plastic bags, indicate the waste type and put them in the aisles for pick-up. Exhibitors should provide their own plastic bags. If exhibitors have large quantities of waste material, they can request disposal service at their own expense. Please contact the below company.

Daishin Sangyo Co., Ltd.

Mr. Morikawa

2-8-6-101, Honda, Nishi-ku, Osaka 550-0022

Tel.: 06-6582-2051/ Fax: 06-6582-5520

2. Restrictions and Cancellations of Demonstrations

If complaints are received from other exhibitors, or the exhibitor is deemed to present a hindrance to the integrity, management or order of the show site, or to jeopardize the safety of visitors, the organizer reserves the right to implement countermeasures to remedy the situation, limit or terminate demonstrations.

3. Daily Checks

The exhibitors are responsible for all utilities in their own booths. Please check your electricity and water supply, etc., when you leave your booth. In case your work overtime, please contact the hall office before leaving.

1. Telephone / FAX / ADSL / Optical Cable

(1) Application

Exhibitors requiring a telephone / FAX / ADSL/optical Cable must submit the **“Application for Telephone / FAX / ADSL /Optical Cable”(Form 14)**to the JIAM Desk by **September 3 (Fri.)**.

(2)Dates

September 18 (Tue.) Afternoon ~ September 22 (Sat.) 16:00

(3) Rental fee

① **Telephone** : ¥36,750 (Consumption tax included)

This charge includes installation, rental fee and domestic calls.

② **Fax line and fax machine(with phone receiver):** ¥57,750 (Consumption tax included)

This charge includes installation, rental fee and domestic calls.

③ **ADSL line (Flets ADSL type 2 1.5M):** ¥63,000 (Consumption tax included)

The charge includes installation, and ISP contract fee.

a) The Secretariat will make a provider contract for ADSL and supply a modem (10 BASE-T line type).

b) Exhibitors are to connect a line between the modem and personal computer, and set up the connection.

④ **Optical cable (B Flets Family type 100M):** ¥73,500(Consumption tax included)

The charge includes installation.

a) The Secretariat will make a LAN arrangement to the booths. Router needs to be arranged and set-up should be made by the exhibitor.

b) The exhibitor has to arrange their own provider beforehand.

* Exhibitors will be informed of telephone / fax number when it is decided.

* If the total fee for telephone, fax or ISDN lines exceeds the advance payment, or if telephone or fax lines are used for PC communication, the exhibitor must pay additional charges.

Charges for international calls will be billed to the exhibitor after the show, based on the invoice from the international telephone company.

* Should the exhibitor require power outlets for the telephone / fax machine, computer or terminal adapter, a separate application is needed.

(4) Installation

a) The telephone will be installed as specified by the applicant. An illustration must be shown on the application form, specifying the desired installation position in the booth.

b) A stand for the telephone / FAX must be provided and installed where the telephone / FAX is to be located, prior to its installation by the exhibitor. For safety reasons, placing the phone / FAX on the floor is not permitted.

Section VIII Services

(5) Precautions

- a) Installation will be done by the JIAM Desk. During the wiring, installed items shall not be moved or concealed without permission. The exhibitor must inform the decorator, the installation contractor and other contractors regarding this. The JIAM Desk shall not be responsible for any delays in installation or changes in installation positioning.
- b) The applicant is responsible for the theft, loss, damage and the use of the telephone even during absence from the booth. To prevent accidents, the applicant must, therefore, take care to store the telephone, fax and related equipments in a secure place when it is not being used.
- c) Please return the leased Tel/Fax after the show date. Should there be any damage, the exhibitor will be charged to make up for this loss.

2. Meal Coupons

Pre-paid meal coupons are used at restaurants and kiosks in the show site.

(1) Meal coupons are available at the restaurant “New Munich”.

Restaurant “New Munich” (at the 2nd floor, located between 3rd and 4th hall)

1-5-102 Nanko-kita, Suminoe-ku, Osaka 559-0034

Tel.: +81-6-6613-2055 Fax: +81-6-6612-3098

Business hours: 10:00a.m.to 3:00 p.m.

3. Printed Material

(1) Promotional pamphlet / Invitation Tickets

A promotional pamphlet containing all the latest information on the show will be delivered to exhibitors and people interested in the show inside and outside Japan, with the aim of promoting participation in the show.

(2) Map of exhibition area /Floor Map Guide

A map of the exhibition area will be handed out to visitor at the exhibition area for free. The map contains booth numbers and names of exhibitors, along with service facilities.

(3) Official guidebook

The official guidebook in Japanese and English will be available at the exhibition area for ¥500(consumption tax included).The official guidebook will be provided to the exhibitors in accordance with the number of booths.

Number of booths rented	The official guidebook provided
1 — 10	2
11 — 50	5
51 and larger	10

(4)Report

The organizer will issue a Report of the show after JIAM 2012.

4. Booth Cleaning

Exhibitors who need booth cleaning services, please submit the “**Application for Booth Cleaning**” (Form 15) to the JIAM Desk by August 3(Fri.).

(1) Cleaning dates

During evening from September 18 (Tue.)—September 21 (Fri.)

(2) Charges (consumption tax included)

¥3,150 per unit (9 m²)

(3) Details

Floor cleaning only (vacuuming and/or mopping).The cleaning of decoration material is provided of an additional charge.

(4) Special note

- ① As reception cannot be applied during moving-in and show, please register in advance.
- ② Regarding a mass of waste and garbage or empty bottles that are left after performances please register separately.

(5) Contact

Daishin Sangyo Co., Ltd.

Mr. Morikawa

2-8-6-101, Honden, Nishi-ku, Osaka 550-0022 JAPAN

Tel.: +81-6-6582-2051 / Fax: +81-6-6582-5520

Section VIII Services

5 .Accommodation and Air / Train Tickets

Exhibitors who desire hotel accommodations, air/train tickets in Japan and/or international air tickets, please contact the following companies:

West Japan JTB Corp.

Mr. Yoshikawa

Honmachi Cross Bldg(11F), 3-1-8, Minami-Kyuhoji-cho, Chuo-ku,
Osaka 541-0058 Japan

Tel.: +81-6-6252-2861 / Fax: +81-6-6252-2862

E-mail: westec_op7@west.jtb.jp

Kinki Nippon Tourist Co., Ltd

Global Business Branch

JIAM 2012 Desk

Sumitomo Shoji Kanda Izumi-cho Bldg., 12F 1-13,
Kanda Izumi-cho, Chiyoda-ku, Tokyo, 101-0024 Japan

Tel.: +81-3-6891-9600 / Fax: +81-3-6891-9599

E-mail: kintsupport-gbm@or.knt.co.jp

Nippon Travel Agency Co., Ltd.

West Japan MICE Sales Division

Osaka Ekimae No. 4 Bldg.5F

1-11-4 Umeda, Kita-ku, Osaka 530-0001, JAPAN

E-mail: osaka_gakkai@nta.co.jp

TEL: +81-6-6342-0230 FAX: +81-6-6342-0232

In charge: Mr. Nakai/ Ms. Nishihara

Office Hours: Mon.-Fri. 9:45~17:45 Japan Time

※Closed on Japan public holidays.

6. Interpreters, Receptionists and Narrators

Exhibitors who would like to employ interpreters, Receptionists and/or Narrators during the show period, please contact the JIAM Desk. Specialists will be introduced.

7. Storage

(1) Application

The organizer will set up storage for the exhibitors to keep their catalogues or brochures or demonstration material during the show period. (Limited to 40 units, available on a first-come –first-served bases.) Exhibitors who desire use of the storage must submit the “Application for Storage” (Form 16) to the JIAM Desk by July 13 (Fri.)

(2) Size of the storage

W 5,500 mm × D 2,200 mm × H 2,443 mm = 12 m² (per/stage space)

(3) Dates

September 17 (Mon.) – September 22 (Sun.)

(4) Charges (consumption tax included)

¥ 126,000 per storage space

(5) Collateral equipments

Fluorescent lamp × 2, 100V outlet × 1

8. Catering

There are several shops and restaurants on-site. Please contact them directly for catering services.

Application/Contact:

INTEX Osaka, Association of restaurants (the organizer restaurant)

“New Munich”

1-5-102, Nanko-kita, Suminoe-ku, Osaka 559-0034

Tel.: 06-6613-2055 / Fax: 06-6612-3098

“Godanya”

1-5-102, Nanko-kita, Suminoe-ku, Osaka 559-0034

Tel./Fax: 06-4703-0588

(When the store is closed, please telephone the following telephone number: 06-6315-1195)

Section VIII Services

9. Leased equipment

(1) Subscription of the leased equipment

For the exhibitors who want to lease equipments, please apply to SAKUR INTERNATIONAL by Aug.17 (Fri.) according to “the guide to option rental equipment” in separate volume.

10. News letter and advertisement

The organizer will help exhibitors of JIAM 2012 with issue of newsletter and advertisement.

For introducing a exhibitor's company information, production information or services, the following kinds of advertisement are served.

- (1) Public guide book
- (2) Map of show floor
- (3) Carrier bag
- (4) Banner of JIAM public home page
- (5) Ads. inside the show floor

Please refer to the ads. of guide sign in another volume as for details.

List of Contact

- Organizer

- Japan Sewing Machinery Manufactures Association**

- 1-4-12 Nishishinbashi, Minato-ku, Tokyo 105-0003 Japan

- Tel.: +81-3-3579-0470 / Fax: +81-3-3597-0477 E-mail: info@jasma.or.jp

- Inquiries/Exhibition application forms to:

- JIAM Desk: Osaka International Trade Fair Commission**

- 1-5-102, Nanko-kita, Suminoe-ku, Osaka 559-0034 Japan

- Tel.: +81-6-6612-3883 / Fax: +81-6-6612-8585 E-mail: jiam@fair.or.jp

- Basic Construction/Decoration Package/Furniture and Equipment retail:

- Sakura International Inc.**

- Mr. Yang, Ms. Nakaoka

- 22-11, Harima-cho 1-Chome, Abeno-ku, Osaka 545-0022, Japan

- Tel.: +81-6-6624-3601 / Fax: +81-6-6624-3602

- E-mail: yo@sakurain.co.jp, nakaoka@sakurain.co.jp

- Electrical Work and Supply:

- Iida Denki Kogyo Co., Ltd.**

- Mr. Oda / Mr. Miyasaka / Mr. Tagashira

- Awaza Park Building 1-9-9, Awaza, Nishi-ku, Osaka, 550-0011, Japan

- Tel.: +81-6-6543-2880 / Fax: +81-6-6543-2884

- Compressed Air/Stream/Water Supply and Drainage:

- Okamoto Kogyosho Co., Ltd.**

- Mr. Omori / Mr. Yoshinaga

- 1-10-9, Yunagi, Minato-ku, Osaka 552-0004, Japan

- Tel.: +81-6-6575-2300 / Fax: +81-6-6576-0740

- Booth Cleaning:

- Daishin Sangyo Co., Ltd.**

- 2-8-6-101, Honden, Nishi-ku, Osaka 550-0022 JAPAN

- Tel.: +81-6-6582-2051 / Fax: +81-6-6582-5520

- Meal Coupons:

- Restaurant "New Munich"**

- 1-5-102 Nanko-kita, Suminoe-ku, Osaka 559-0034

- Tel.: +81-6-6613-2055 / Fax: +81-6-6612-3098

- Accommodation and Air/Train Tickets:

- West Japan JTB Corp.**

- "MCE center " Japan International apparel Machinery Trade Show"

- Mr. Yoshikawa

- Honmachi Cross Bldg. (11F), 3-1-8, Minami-Kyuhoji-cho, Chuo-ku,

- Osaka 541-0058 Japan

- Tel.: +81-6-6252-2861 / Fax: +81-6-6252-2862 E-mail: westec_op7@west.jtb.jp

- Kinki Nippon Tourist Co., Ltd**

- Global Business Branch JIAM 2012 Desk

- Sumitomo Shoji Kanda Izumi-cho Bldg., 12F 1-13,

- Kanda Izumi-cho, Chiyoda-ku, Tokyo, 101-0024 Japan

- Tel.: +81-3-6891-9600 / Fax: +81-3-6891-9599 E-mail: kintsupport-gbm@or.knt.co.jp

- Nihon Ryoko Co., Ltd.**

- West Japan International Branch

- Mr. Nakai / Ms. Nishihara

- Osaka Ekimae 4th Build. 5F, 1-11-4, Umeda, Kita-ku, Osaka 530-0001 Japan

- E-mail: osaka_gakkai@nta.co.jp

Exhibition Application Forms

No.	Form	Deadline	Send to and contact	Contact	Ref.	Check
1	Person in charge at booth	August 31(Fri.)	JIAM DESK	JIAM DESK		
2	Application for Exhibitor/Booth Contractor Pass	August 24 (Fri.)	〃	〃		
3	Application for Invitation Tickets	August 24 (Fri.)	〃	〃		
4	Notification of Moving-in/Moving-out Schedule	August 24 (Fri.)	〃	〃		
5	Notification of Bonded Exhibits	August 3 (Fri.)	〃	〃		
6	Notification of Booth Decoration	August 24 (Fri.)	〃	〃		
7	Notification of Floor Construction	August 24 (Fri.)	〃	〃		
8	Application for Use of Fire and Dangerous Materials	August 3 (Fri.)	〃	〃		
9	Application for Electricity	August 3 (Fri.)	〃	IIDA Denki Kogyo		
10	Application for Electrical Work	August 3 (Fri.)	〃	〃		
11	Application for Compressed Air Supply	August 3 (Fri.)	〃	OKAMOTO Kogyosho		
12	Application for Steam Supply	August 3 (Fri.)	〃	〃		
13	Application for Water Supply and Drainage	August 3 (Fri.)	〃	〃		
14	Application for Telephone/ Fax /ADSL / Optical Cable	August 3 (Fri.)	〃	JIAM DESK		
15	Application for Booth Cleaning	August 3 (Fri.)	〃	DAISHIN Sangyo		
16	Application for Storage	July. 13 (Fri.)	〃	JIAM DESK		

Note: Please submit procedure documents regardless of relevance.
Please make a copy as your records.

Endnote	Vehicle Pass	<p>If plural sheets are needed, please make a copy.</p> <p>It's available only during moving in time and unavailable during Exhibition time. "An exhibitor's parking ticket "is necessary for the parking during exhibition time.</p>
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