

Inter BEE

International Broadcast Equipment Exhibition

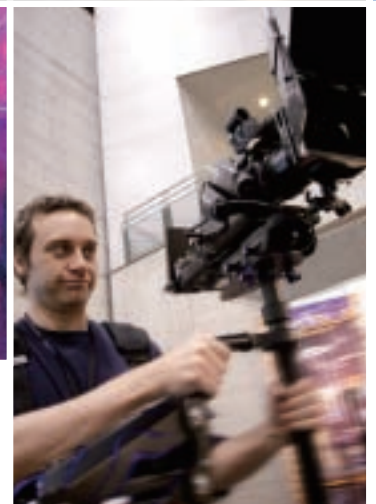
Nov. 17(Wed.)-19(Fri.) 2010 Makuhari Messe, Japan

Organizer : **JEITA** Japan Electronics and Information Technology Industries Association



Exhibition Manual

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For the information and application of exhibition, please visit website.

InterBEE online
www.inter-bee.com

Applications

From the Management Office 01	01-1 Exhibition Regulation	01-1-1 Exhibition Outline		
		01-1-2 Inter BEE 2010 Exhibition Regulations		
	01-2 Personal Information Protection Law	01-2-1 Personal Information Protection Law	Important	
		01-2-2 Use of Personal Information by Exhibitors	Important	
	01-3 Inquiries List	01-3-1 Payment of Charges	Important	
		01-3-2 Inquiries List	Important	
Promotion Tool 02	02-1 Providing Information Point 1	02-1-1 Inter BEE Official Web Site	Important	
		02-1-2 News Center		
	02-2 Correspondence With Media Point 2	02-2-1 Press Releases		
		02-2-2 International Visitor Service	Please cooperate	
	02-3 VIP Point 3	02-3-1 VIP Registration		
		02-3-2 VIP Room		
	02-4 Customer Relations Point 4	02-4-1 Invitation Leaflet	Important	
		02-4-2 Barcode System for Visitor Registration		
		02-4-3 Business Meeting Room		
		02-4-4 Visitor's Badges Identification		
	02-5 Sales Promotion Point 5	02-5-1 Customers' Room		
		02-5-2 Presentation Room		
		02-5-3 Meeting Room		
		02-5-4 Suite Room		
	02-6 Advertising Media Point 6	02-6-1 Web Site Banner Advertisement		
		02-6-2 E-mail Magazine Text Banner Ads		
		02-6-3 On-site Signboard Ads		
	Exhibition Venue Regulations 03	03-1 Exhibition Site	03-1-1 Exhibition Site Layout / Visitor Passage	Important
			03-1-2 Transportation Guide	
			03-1-3 Management Office Facilities	Important
03-1-4 Smoking			Please cooperate	
03-2 On-site Management		03-2-1 Work Schedule	Important	
		03-2-2 Exhibitors / Workers Badge	Important	
		03-2-3 On-site Photography	Please cooperate	
03-3 Load-In & Load-Out		03-3-1 Vehicle Stickers		
		03-3-2 Load-In	Important	
		03-3-3 Load-Out	Important	
		03-3-4 Vehicles During Show Period / Courier Service	Important	
03-4 Waste Disposal		03-4-1 Environmental Measures	Please cooperate	
		03-4-2 Waste Material Separation	Please cooperate	
Booth Regulations 04		04-1 Booth Standards	04-1-1 Booth Standards	Important
			Exceeds Height Regulation	
			04-1-2 Standard Booth Facilities	

Applications

Booth Regulations

04

04-1 Booth Standards	04-1-3 Important Points for booth Design	Important		
	Prohibition of usage of space beyond booth boundaries			
	In-booth stages			
	Visibility of neighboring booths			
	Speakers			
	04-1-4 Ceiling Structure		○	
	04-1-5 Universal Design	Please cooperate		
	04-2 Booth Display Regulations	04-2-1 Display Contractor Registration	Important	○
		04-2-2 Product Liability (PL) Law		
		04-2-3 Floor Work		○
		04-2-4 Fireproofing Regulations		
		04-2-5 Electric Power		
		Power Supply	Important	○
		Electrical Work	Important	○
		Power Activation		○
	04-2-6 Green Power Certification System		○	
	04-3 Product Exhibit Regulations	04-3-1 Bonded Goods		○
		04-3-2 Products for Exhibit		○
		04-3-3 Display-Area lighting		
	04-4 In-Booth Demo Regulations	04-4-1 Prohibition	Important	
		Prohibition on Sales		
Prohibition of Usage of Space beyond Booth Boundaries				
Restriction on Smoke Effects				
04-4-2 Sound Emissions and In-booth Demonstrations		Important		
04-4-3 In-booth Wireless LANs	Please cooperate	○		
04-5 Booth Management Regulations	04-5-1 Hazardous Item Handling		○	
	04-5-2 Exhibitors' Utility Booths (Storage)		○	
	04-5-3 Others	Important		
	Exhibition Hall Management and Insurance			
Cancellation and Change of Exhibition Duration under Unavoidable Circumstances				

Services Related to Booth Operation

05

05-1 Transport Service	05-1-1 Transport, Load-in and Load-out Services		○
	05-2 Rental Fixtures	05-2-1 Package Booth Service & Rental Fixtures	○
05-2 Rental Fixtures	05-2-2 PC Rental		○
	05-2-3 Catering Service for Booths		○
	05-3 Infrastructure Services	05-3-1 Internet Connection	
05-3-2 Temporary Telephone Line Service			○
05-3-3 Antenna Installation			○
05-4 Booth Management Services	05-4-1 Hotel Reservations		○
	05-4-2 Food / Beverage Tickets		○
	05-4-3 Lunch Box Delivery Service		○
	05-4-4 Part-time Staff / Interpreter		○
	05-4-5 Booth Photography		○
	05-4-6 Booth Cleaning		○

				Deadline	
Applications 06	All exhibitors are required to submit (Pink sheet)	02-4-1	Application for Invitation Leaflet	<i>online</i>	8.31
		03-2-2	Application for Exhibitor / Worker Badges	<i>online</i>	9.24
		04-2-1	Display Contractor Registration	<i>online</i>	10.15
		04-2-5	Application for Power Supply	<i>online</i>	9.24
		04-2-5	Electrical Power Work Installation Diagram		10.15
		04-3-2	Notification Form for Exhibited Products	<i>online</i>	10.22
	Documents for special requirements (Yellow sheet)	04-1-1	Application for Over-Regulated Heights		10.15
		04-1-4	Application for Ceiling Construction		10.15
		04-2-3	Application for Floor Work		10.15
		04-3-1	Foreign-Made Product Exhibition Plan	<i>online</i>	8.13
		04-4-3	Application for In-booth Wireless LAN	<i>online</i>	10.29
		04-5-1	Application for Flammable or Hazardous Items	<i>online</i>	10.15
	Documents for optional requirements (Green sheet)	02-1-2	News Center Information Distribution Application	<i>online</i>	Accept anytime
		02-3-1	VIP Registration	<i>online</i>	11.5
		02-3-2	Application for VIP Room		※11.5
		02-4-2	Application for Visitor Barcode Service	<i>online</i>	11.5
		02-5-1	Application for Customer's Room		※8.31
		02-5-2	Application for Presentation Room		※10.1
		02-5-3	Application for Meeting Room		※10.1
		02-5-4	Application for Suite Room		※8.20
		02-6-1	Application for Web Site Banner Advertisement		※8.16
		02-6-2	Application for E-mail Magazine Text Banner Ads		※8.16
		02-6-3	Application for On-site Signboard Ads		※9.17
		04-2-5	Application for Optional Power Transmission	<i>online</i>	10.29
		04-2-6	Application for Green Power Certification	<i>online</i>	10.15
		04-5-2	Application for Exhibitors' Utility Booths (Storage)	<i>online</i>	9.10
		05-1-1	Application for Transport	<i>online</i>	10.8
		05-1-1	Application for Load-in / Load-out Services	<i>online</i>	10.8
		05-2-1	Application for Booth Display & Rental Fixtures		10.15
		05-2-2	Application for PC Rental	<i>online</i>	10.29
		05-2-3	Application for Catering Service for Booths	<i>online</i>	11.12
		05-3-1	Application for Internet Connection		10.15
		05-3-2	Application for Telephone Line		9.24
		05-3-3	Application for Antenna Installation		9.24
		05-4-1	Applications for Hotel Reservations	<i>online</i>	10.22
		05-4-2	Application for Food / Beverage Tickets		10.15
05-4-3	Application for Lunch box Delivery Service	<i>online</i>	11.12		
05-4-4	Application for Part-time Staff / Interpreter	<i>online</i>	10.29		
05-4-5	Application for Booth Photography	<i>online</i>	11.5		
05-4-6	Application for Booth Cleaning	<i>online</i>	11.5		

* Applications, marked "※" will be accepted on a first-come and first-served basis.