

Application Forms

These application forms in PDF format are available on the official website. You can download it and fill in the blanks on screen. Please access to "Exhibitor Only" section. ➡ www.ipfjapan.jp

Checklist

No	Forms	Deadline to submit					Who should submit	Memo	Tick
		June	July	Aug.	Sep.	Oct.			
1	Invitation Card	30					Applying Company Only		
2	Bring-in of Dangerous Material			31			All Exhibitors		
3ABC	Electricity Supply			31			All Exhibitors		
4	Water Supply and Drainage			31			All Exhibitors		
5	Compressed Air Supply			31			All Exhibitors		
6	Contact Personnel Registration				30		All Exhibitors		
7	Notification of Booth Construction				30		All Exhibitors		
8	Anchor Bolt				15		All Exhibitors		
9	Parking Lot for Exhibitors	In the Order of Arrival					Applying Company Only		
10	Storage Container	In the Order of Arrival 31 except an indoor stockroom					Applying Company Only		
11AB	Installation Plan for Heavy Items			31			Applying Company Only		
12	Internet				30		Applying Company Only		
13	Requests for Estimates for On-site Work and Transportation				30		Applying Company Only		
14	Booth Cleaning				30		Applying Company Only		
15	Poster Stand				15		Applying Company to a Poster Stand Only		
16	Exhibitor's Presentation Seminar				30		Applying Company Only		
17	Advertising in the Official Directory			31			Applying Company Only		
18	Temporary Personnel/Interpreter				30		Applying Company Only		
19	Rental of Visitor's Code Reader					9	Applying Company Only		
Supplement	Rental Furniture						Applying Company Only		
Supplement	Hotel Reservation	In the Order of Arrival					Applying Company Only		
Website	Official Directory Entry Company profile registration (When an exhibitor completed own registration online, each profile will be released to the public right away.)	01		31			All Exhibitors		

IPF (International Plastic Fair) Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp

No. 1 Invitation Card [No Charge]

Refer to exhibitor's manual Page 10
To: IPF Association (FAX +81-3-3543-0619)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

Please fill in the blanks below to apply for invitation cards.

If you do not need the designated number of tickets, please specify the actual number of tickets you would like to receive. This will help us reduce waste and unnecessary costs.

If you require additional invitation cards after submitting your application, please submit another application noting [the date : number of additional invitation cards] in the blank space.

■ Invitation card (Japanese version)		
Number of exhibit spaces applied for <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto;"></div> booth unit(s)	$\times 50 \text{ copies} =$ <small>(Upper limit / Unit)</small>	Upper limit <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto;"></div> Copies
		Desired number of Japanese invitation cards [No charge] <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto;"></div> Copies
Fill above if you need less than prescribed number.		
■ Invitation card (English version)		
Number of exhibit spaces applied for <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto;"></div> booth unit(s)	$\times 50 \text{ copies} =$ <small>(Upper limit / Unit)</small>	Upper limit <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto;"></div> Copies
		Desired number of English invitation cards [No charge] <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto;"></div> Copies
Fill above if you need less than prescribed number.		

Shipping of invitation cards to exhibitors is scheduled for mid-July.

- 1) Holders of invitation cards and persons who registered online are admitted free of charge. All others will be charged an admission fee of ¥1,000 (including consumption tax).
- 2) The invitation cards are slightly smaller than a JIS standard-size envelope "N3" (120 mm × 235 mm).
- 3) Dedicated envelopes will not be produced. Please use your own envelopes.

Submit to
IPF Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp



ALL EXHIBITORS Submit before Aug. 31, 2017

No.2 Bring-in of Dangerous Material [No Charge]

Refer to exhibitor's manual Page 30-32

To: HIROMEYA CO., LTD. (FAX +81-3-3563-0076)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

We hereby ask for permission as follows.

1. Open Flame / Exposed Heater (Torch Lamp, Uncovered Heater or Stove) (✓ tick)
- ☐ Yes (↓ fill-in) ☐ No

Specification	Quantity of heat	Purpose of use
	(kW)	

Note: Attach three copies of the booth layout and the catalog of the equipment.

2. Oils / Flammable Liquid ☐ Yes (↓ fill-in) ☐ No

Category (Ignition Temperature)	Class 1 oils: Acetone, gasoline, and other oils in liquid forms (21°C or lower)	Class 2 oils: Kerosene, treated oil and other oils in liquid forms (21°C and lower than 70°C)	Class 3 oils: Heavy oil, lubricant oil and other oils in liquid forms (70°C and lower than 200°C)	Class 4 oils: Turbine oil, cylinder oil (over 200°C)	Edible oils
Name of Liquid					
	liter(s)	liter(s)	liter(s)	liter(s)	liter(s)
	liter(s)	liter(s)	liter(s)	liter(s)	liter(s)
	liter(s)	liter(s)	liter(s)	liter(s)	liter(s)

3. Storage of the Flammable Liquid (✓ tick)

<input type="checkbox"/> Inside the machine	<input type="checkbox"/> Inside of the storage container in the booth	<input type="checkbox"/> Outside of storage container in the booth
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4. Gas ☐ Yes (↓ fill-in) ☐ No

Specification	Daily Consumption	Purpose of use
High pressure gas / Flammable gas	kg	

Note: Attach two copies of the booth layout and the catalog of the equipment.

5. Plastic pellets (excluding flame-retardant polymers) ☐ Yes (↓ fill-in) ☐ No

Maximum temporary storage	300 kg and over →	kg	300 kg or less →	kg
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6. Others ☐ Yes (↓ fill-in) ☐ No

Air Compressor	<input type="checkbox"/> Yes (Oil in the compressor	liter) / <input type="checkbox"/> No
Electric Boiler	<input type="checkbox"/> Yes	/ <input type="checkbox"/> No

Submit to

HIROMEYA CO., LTD. (Ms. Shimada)

1-6-1 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3563-0018 FAX: +81-3-3563-0076 E-mail: ipf-en@hiromeya.co.jp



ALL EXHIBITORS Submit before Aug. 31, 2017

No.3A Electricity Supply [charge]

Shall be submitted
No.3B as well.

Refer to exhibitor's manual Page 33-37

To: IIDA ELECTRICAL WORKS (FAX +81-3-3521-3699)

Date:

Exhibitor:	Booth No.
Contact: Mr./Ms. Section:	Management Office Use
TEL:	FAX:
E-mail:	

1) We did not order the "Packaged Decoration." <input type="checkbox"/> a) We need electrical supply. (fill blank below) <input type="checkbox"/> b) We don't need electrical supply. (leave blank below)	2) We have ordered the "Packaged Decoration." <input type="checkbox"/> a) We need additional electrical supply. (fill blank below) <input type="checkbox"/> b) We don't need additional electrical supply. (leave blank below)
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Electric Power Supply (Please tick the box)

Table A Single Phase AC 100V/200V

Circuit Breaker				Rated load capacity (power factor: 100%)	Feeder Line Work + Electricity Usage
Tick	100V	Tick	200V		
	2P 10A			1.0 kW	¥9,000
	2P 15A			1.5 kW	¥13,500
	2P 20A		2P 10A	2.0 kW	¥18,000
	2P 30A		2P 15A	3.0 kW	¥27,000
	3P 20A		2P 20A	4.0 kW	¥36,000
	3P 30A		2P 30A	6.0 kW	¥54,000
	3P 40A		2P 40A	8.0 kW	¥72,000
	3P 50A		2P 50A	10.0 kW	¥90,000
	3P 60A		2P 60A	12.0 kW	¥108,000
	3P 75A		2P 75A	15.0 kW	¥135,000
	3P 100A		2P 100A	20.0 kW	¥180,000
	3P 125A		2P 125A	25.0 kW	¥225,000
	3P 150A		2P 150A	30.0 kW	¥270,000
	3P 175A		2P 175A	35.0 kW	¥315,000
	3P 200A		2P 200A	40.0 kW	¥360,000

Table B Three Phase AC 200V

Tick	Circuit Breaker	Rated load capacity (power factor: 100%)	Feeder Line Work + Electricity Usage
	3P 5A	1.73 kW	¥15,570
	3P 10A	3.46 kW	¥31,140
	3P 15A	5.19 kW	¥46,710
	3P 20A	6.92 kW	¥62,280
	3P 30A	10.38 kW	¥93,420
	3P 40A	13.84 kW	¥124,560
	3P 50A	17.30 kW	¥155,700
	3P 60A	20.76 kW	¥186,840
	3P 75A	25.95 kW	¥233,550
	3P 100A	34.60 kW	¥311,400
	3P 125A	43.25 kW	¥389,250
	3P 150A	51.90 kW	¥467,100
	3P 175A	60.55 kW	¥544,950
	3P 200A	69.20 kW	¥622,800
	3P 225A	77.85 kW	¥700,650
	3P 250A	86.50 kW	¥778,500
	3P 275A	95.15 kW	¥856,350
	3P 300A	103.80 kW	¥934,200
	3P 350A	121.10 kW	¥1,089,900
	3P 400A	138.40 kW	¥1,245,600
	3P 500A	173.00 kW	¥1,557,000
	3P 600A	207.60 kW	¥1,868,400

Special Note: Electrical power supply and lighting is provided for the "Packaged Decoration."

Note: Electrical wiring drawing must be submitted. (See next page.)

Sub Total Table A	¥
Sub Total Table B	¥
Grand Total	¥

24-hour power supply	Single-phase 100V	<input type="checkbox"/> Required / <input type="checkbox"/> Not required	(✓ all that apply.)
	Single-phase 200V	<input type="checkbox"/> Required / <input type="checkbox"/> Not required	
	Triple-phase 200V	<input type="checkbox"/> Required / <input type="checkbox"/> Not required	

Notes: • Extra charges apply for 24-hour power supply. (¥108/kWh for the capacity required)
• If not enough paper forms are available, please write on photocopies.

Submit to

IIDA ELECTRICAL WORKS (Mr. Chubachi / Mr. Nozawa)

1-8-21 Shinkiba, Koto-Ku, Tokyo 136-0082, JAPAN

TEL: +81-3-3521-3611 FAX: +81-3-3521-3699 E-mail: ipf@iidae.co.jp



ALL EXHIBITORS Submit before Aug. 31, 2017

For an example of a filled-in form, refer to the following page.

No.3B

Electrical Wiring in the Booth [Charge]

Shall be submitted No.3A as well.

Refer to exhibitor's manual Page 33-37

To: IIDA ELECTRICAL WORKS (FAX +81-3-3521-3699)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

■ Please indicate the name and the address of the electrical wiring contractor for your booth.

Name:	License No. (issued by prefectural government in Japan):
Address:	
TEL:	FAX:
E-mail:	Contact:

Desired Capacity

Single phase 100V/200V	For lighting		kW
	For machine		kW
Total			kW
Current limiter		2P A / 3P A	

Three-phase 200V	Total		kW
Current limiter		3P	A

Electrical-work design drawing

Note: Please indicate specifically if you require single-phase 200V wiring, 24-hour power-supply circuits or switches.

1. Please write the capacity (W) using the following symbols:

Fluorescent 40W → FL40W, incandescent 100W → L100W, outlet 100W → Ⓢ100W

2. If you write the information on a separate sheet of paper, please write "Separate sheet attached" in the box.

Name of decorator:
Address and telephone:
Contact person:

Submit to

IIDA ELECTRICAL WORKS (Mr. Chubachi / Mr. Nozawa)

1-8-21 Shinkiba, Koto-Ku, Tokyo 136-0082, JAPAN

TEL: +81-3-3521-3611 FAX: +81-3-3521-3699 E-mail: ipf@iidae.co.jp



ALL EXHIBITORS Submit before Aug. 31, 2017

No.3B

Electrical Wiring in the Booth [Charge]

Shall be submitted
No.3A as well.

Refer to exhibitor's manual Page 33-37

To: IIDA ELECTRICAL WORKS (FAX +81-3-3521-3699)

Date:

Exhibitor:	SAMPLE		Booth No.	
Contact: Mr./Ms.			Manager	
Section:			Office Use	
TEL:			FAX:	E-mail:

■ Please indicate the name and the address of the electrical wiring contractor for your booth.

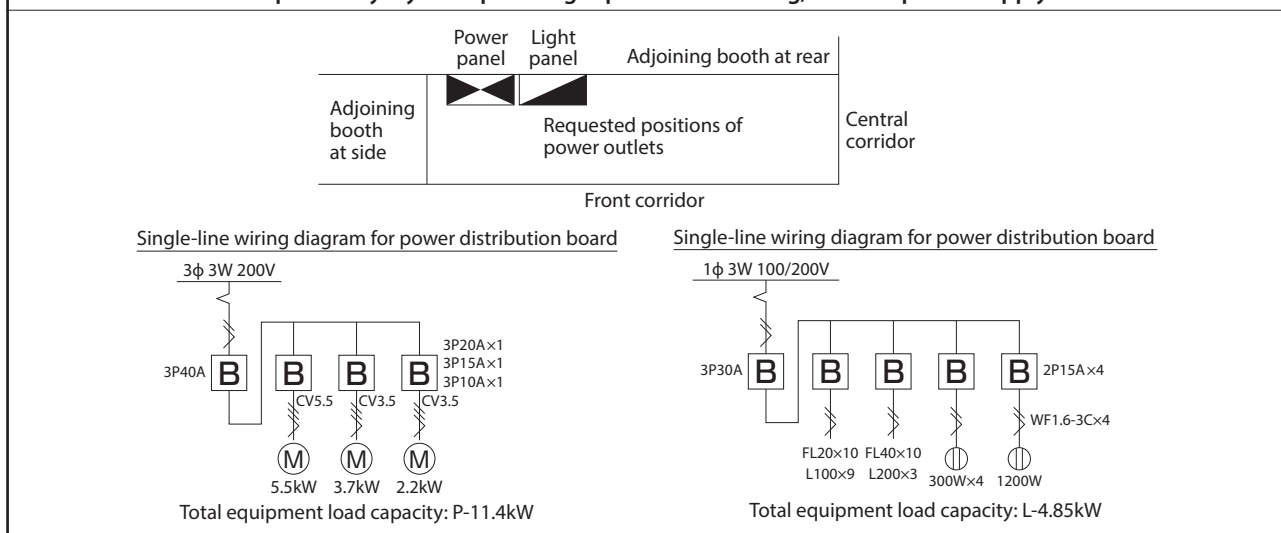
Name:	IIDA ELECTRICAL WORKS		License No. (issued by prefectural government in Japan):	
Address:	1-8-21 Shinkiba, Koto-Ku, Tokyo 136-0082, JAPAN			
TEL:	+81-3-3521-3522	FAX:	+81-3-3521-3699	
E-mail:	ipf@iidae.co.jp	Contact:	Taro Iida	

Desired Capacity

Single phase 100V/200V	For lighting	2.45	kW	Three-phase 200V	Total	11.4	kW
	For machine	2.4	kW				
Total		4.85	kW	Current limiter			
Current limiter		2P	A / 3P 30 A				

Electrical-work design drawing

Note: Please indicate specifically if you require single-phase 200V wiring, 24-hour power-supply circuits or switches.



1. Please write the capacity (W) using the following symbols:

Fluorescent 40W → FL40W, incandescent 100W → L100W, outlet 100W → ☉100W

2. If you write the information on a separate sheet of paper, please write "Separate sheet attached" in the box.

Name of decorator:	IPF Decoration Co., Ltd.		
Address and telephone:	2-10-18 Ginza, Chuo-ku, Tokyo 104-0051, JAPAN		TEL: +81-3-3542-1487
Contact person:	Taro Yamada		

Submit to

IIDA ELECTRICAL WORKS (Mr. Chubachi / Mr. Nozawa)

1-8-21 Shinkiba, Koto-Ku, Tokyo 136-0082, JAPAN

TEL: +81-3-3521-3611 FAX: +81-3-3521-3699 E-mail: ipf@iidae.co.jp

**Applying Company Only****Submit before Aug. 31, 2017**

No.3C Early/24-hour Electricity Supply [Charge]

Refer to exhibitor's manual Page 33-37**To: IIDA ELECTRICAL WORKS (FAX +81-3-3521-3699)**

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

1. Early Electricity Supply

We hereby apply electricity supply earlier than the scheduled time (8:00 am, Oct. 22 Sun.)

(1) Amount of Electricity

Type	Rated load capacity	Required time to start : start at [time] on [date]	Required amount of electricity	Total number of hours
Single-phase 100V	kW	[] []	kW	hours
Single-phase 200V	kW	[] []	kW	hours
Triple-phase 200V	kW	[] []	kW	hours

(2) Electricity Charge : ¥108/kWh for the required amount [tax included]

Required amount		Total hours		Unit price		Total charge
kW	X	hours	X	¥ 108	=	¥

2. 24-hour Electricity Supply (extension)

(1) Required Time to Supply

Time and Date	Time range	✓
From 20:00 Oct. 23 to 08:00 Oct. 24 (From "close time on the last move-in day" to "morning on the first day of the fair")	12 hours	<input type="checkbox"/>
From 18:00 Oct. 24 to 08:00 Oct. 25 (From "close time on the first day" to "morning on the second day")	14 hours	<input type="checkbox"/>
From 18:00 Oct. 25 to 08:00 Oct. 26 (From "close time on the second day" to "morning on the third day")	14 hours	<input type="checkbox"/>
From 18:00 Oct. 26 to 08:00 Oct. 27 (From "close time on the third day" to "morning on the fourth day")	14 hours	<input type="checkbox"/>
From 18:00 Oct. 27 to 08:00 Oct. 28 (From "close time on the fourth day" to "morning on the last day")	14 hours	<input type="checkbox"/>
	Total hours	hours <input type="checkbox"/>

(2) Amount of Electricity

Type	Rated load capacity	Required amount of electricity (24 hours)	Required amount of electricity (extended hours)
Single-phase 100V	kW	kW	kW
Single-phase 200V	kW	kW	kW
Triple-phase 200V	kW	kW	kW

(3) Electricity Charge : ¥108/kWh for the required amount [tax included]

Required amount (24 hours)		Total hours		Unit price		Total charge
kW	X	hours	X	¥ 108	=	¥

3. Additional Extension

Required amount (extended hours)		Total hours		Unit price		Total charge
kW	X	hours	X	¥ 108	=	¥

Submit to**IIDA ELECTRICAL WORKS (Mr. Chubachi / Mr. Nozawa)**

1-8-21 Shinkiba, Koto-Ku, Tokyo 136-0082, JAPAN

TEL: +81-3-3521-3611 FAX: +81-3-3521-3699 E-mail: ipf@iidae.co.jp



ALL EXHIBITORS Submit before Aug. 31, 2017

No.4 Water Supply and Drainage [Charge]

Refer to exhibitor's manual Page 37-38

FUKUDO KOGYO CO., LTD. (FAX +81-3-3638-4937)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

Do you need Water supply?	<input type="checkbox"/> Yes → Fill in the blanks below.	<input type="checkbox"/> No
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Note: Each hall has a room with hot-water server. If you only need hot water for serving tea and the like, no waterworks installation is required.

We hereby apply water supply and drainage as below.

1. Running water (disposable)

Indicate the number of tap and drain port you would like to receive.

Supply Pipe Diameter		Number of tap(s)	Total	
13 mm	¥68,040 (including tax)	×	¥	To set up 1 tap and drain port taking shortest path to water source
20 mm	¥79,704 (including tax)	×	¥	
25 mm	¥102,060 (including tax)	×	¥	

Note: Drainage pipes are available in 40 mm and 50 mm diameters.

- 1) Water supply pipes 30 mm in diameter or greater require a separate set of estimates.
- 2) In addition to the above, water usage fees apply to exhibitors who use running water (¥1,080/m³, including tax).
- 3) Hot-water drainage requires a separate estimate.
- 4) Please be sure to include a booth drawing clearly indicating the positions where water supply and drainage are required.

2. Circulation from cooling tower

Water volume required: Indicate your required water volume based on water-supply temperature of 20°C and water pressure of approximately 1 kg.

Closed circulation	_____ liter/min. × ¥5,508 + ¥55,080 = ¥ _____ (including tax)
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Breakdown

Device	Difference in temperature of water supply and drainage	Oil-cooler-type coolant water	Mold coolant water	Other	Total	24-hour water supply
Ex: Extruder	6 °C	4 L/min.	15 L/min.	2 L/min.	27 L/min.	<input type="checkbox"/> Required / <input type="checkbox"/> Not required
	°C	L/min.	L/min.	L/min.	L/min.	<input type="checkbox"/> Required / <input type="checkbox"/> Not required
	°C	L/min.	L/min.	L/min.	L/min.	<input type="checkbox"/> Required / <input type="checkbox"/> Not required
	°C	L/min.	L/min.	L/min.	L/min.	<input type="checkbox"/> Required / <input type="checkbox"/> Not required
	°C	L/min.	L/min.	L/min.	L/min.	<input type="checkbox"/> Required / <input type="checkbox"/> Not required
	°C	L/min.	L/min.	L/min.	L/min.	<input type="checkbox"/> Required / <input type="checkbox"/> Not required

- 1) If not enough paper forms are available, please write on photocopies.
- 2) If you have devices for which the temperature difference between water supply and drainage is 7°C or over, attach a copy of the appropriate device specification.
- 3) Please be sure to include a booth drawing clearly indicating the positions where water supply and drainage are required.

Contact information of contractor for water supply and drainage inside of the booth	Contractor:	Person responsible:
	Address:	
	TEL: _____ FAX: _____	Registration No. of specified water contractor (issued by prefectural government in Japan) _____

- After your application is accepted, the contractor will send an estimate.
- If the address for sending the invoice is different from the exhibitor's, please contact the contractor separately.

Submit to

FUKUDO KOGYO CO., LTD. (Mr. Kataiwa/ Mr. Ishikawa)

5-32-18 Kameido, Koto-Ku, Tokyo 136-0071, JAPAN

TEL: +81-3-3638-0730 FAX: +81-3-3638-4937 E-mail: office@fukudo.co.jp

**ALL EXHIBITORS** Submit before Aug. 31, 2017**No.5 Compressed Air Supply [Charge]**Refer to exhibitor's manual **Page 39****FUKUDO KOGYO CO., LTD. (FAX +81-3-3638-4937)**

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

Do you need compressed air supply?	<input type="checkbox"/> Yes → Fill in the blanks below.	<input type="checkbox"/> No
------------------------------------	--	-----------------------------

Air Supply Usage	1. Centralized Piping (Air pressure: 5 to 7 kg/cm ²) The pressure setting is unchangeable.	Required flow rate	liter/min.
		Do you order piping service to connect to the machine?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. Air Compressor Rental (The installation should be inside of own booth)	<input type="checkbox"/> Reciprocating compressor	HP × unit(s)
		<input type="checkbox"/> Silent screw compressor	HP × unit(s)
		<input type="checkbox"/> Silent screw compressor with built-in air dryer	HP × unit(s)

Please attach a detailed drawing of the machine connections.

Compressed air piping design drawing Note: Be sure to indicate adjacent booths.	
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Compressed air piping work (central piping systems)

Installation fee: ¥70,200 (including tax) per one set (to the booth wings)

- 1) The standard for compressed air supply is 5–7 kg/cm² and 300 L/min. Piping is provided to the booth wings and 1/2-inch valves are installed. (It has no air drying function.) For over 300 L/min. of air supply, a fee of ¥10,800 (including tax) applies for each 100 L/min.
- 2) Separate fees apply for special secondary piping from the booth wings to the machine exhibit.

- After your application is accepted, the contractor will send an estimate.
- If the address for sending the invoice is different from the exhibitor's, please contact the contractor separately.

Submit to**FUKUDO KOGYO CO., LTD. (Mr. Kataiwa/ Mr. Ishikawa)**

5-32-18 Kameido, Koto-Ku, Tokyo 136-0071, JAPAN

TEL: +81-3-3638-0730 FAX: +81-3-3638-4937 E-mail: office@fukudo.co.jp

**ALL EXHIBITORS** Submit before Sep. 30, 2017

No.6 Contact Personnel Registration

To: IPF Association (FAX +81-3-3543-0619)**[No Charge]**

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

Please register the responsible person(s) stationed at the exhibition venue.

Notes:

- In cases where one responsible person will be stationed at the venue throughout all phases from moving-in through the exhibition period to moving-out, please fill in only the first row of the table.
- Please provide an emergency contact number at which these person(s) responsible can be contacted 24 hours a day (mobile telephone, etc.).

Responsible person(s) at the exhibition venue.

	Name of Contact Personnel	Title & Department	Mobile Phone
Move-in ~ Move-out			Country Code +()
Oct. 20 (Fri.) From morning: Move-in for 20 booth units and over From 12:00: Move-in for 9 booth units and over			Country Code +()
Oct. 21 (Sat.) From 8:00: Move-in for 6 booth units and over From 12:00: Move-in for 3 booth units and over			Country Code +()
Oct. 22 (Sun.) (Move-in)			Country Code +()
Oct. 23 (Mon.) (Move-in & Machine test)			Country Code +()
Oct. 24 (Tue.) (Show open)			Country Code +()
Oct. 25 (Wed.) (Show)			Country Code +()
Oct. 26 (Thu.) (Show)			Country Code +()
Oct. 27 (Fri.) (Show)			Country Code +()
Oct. 28 (Sat.) (Show / Move-out)			Country Code +()
Oct. 29 (Sun.) (Move-out)			Country Code +()

■ Contact Number in Japan

Address (Hotel Name)		TEL. Number	
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Submit to**IPF Association**

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp



ALL EXHIBITORS Submit before Sep. 30, 2017

No.7 Notification of Booth Construction

To: IPF Association (FAX +81-3-3543-0619)


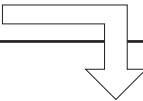
[No Charge]

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

Please provide the Organizer with the details of your booth set-up contractor. The exhibitor must observe all the rules and regulations and is responsible for restoring the hall space to its original state.

1. Booth decoration

- ☐ We will set-up our booth on our own.
- ☐ We will submit the "Packaged Decoration."  Note: A separate order form must be submitted.
- ☐ Our booth set-up contractor is as follows: 

2. Contractor

Name of Contractor			
Address	TEL :	FAX :	
Name of Representative			
Name of Person in Charge	Mobile phone:		

3. Construction period

Period of Decoration Work	Starting from: _____	Finished by: _____
---------------------------	----------------------	--------------------

Note: Please note that the moving-in schedule is subject to change by the Organizer due to adjustment of moving plans.

4. Forwarder and unloading the machines from the truck

Operated by <input type="checkbox"/> Exhibitor <input type="checkbox"/> Vantec HTS Forwarding <input type="checkbox"/> Hitachi Transport System <input type="checkbox"/> Following Forwarder	
Company Name:	Contact Person:
Address:	
TEL:	FAX:
E-mail:	

Submit to

IPF Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp

No.8 Anchor Bolt [Charge]

Refer to exhibitor's manual Page 28-29

To: HIROMEYA CO., LTD. (FAX +81-3-3563-0076)

Date:

Exhibitor:	Booth No.
Contact: Mr./Ms. Section:	Management Office Use
TEL:	FAX:
E-mail:	

We will use anchor bolts.	1. Yes	2. No
---------------------------	--------	-------

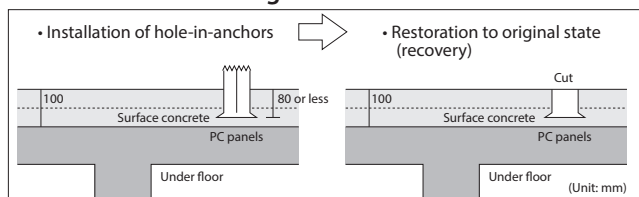
Please fill in the floor construction plan and the constructor's name. The exhibitor must observe all the rules and regulations and is responsible for restoring the hall space to its original state.

Type	Holl-in-anchor	
Number of anchors	Diameter: _____ m/m ϕ Number of anchors: _____ \times @¥1,620	
Work will be carried out on	October ____ to _____, 2017	
Restoration work will be carried out on	<input type="checkbox"/> Oct. 28 (Sat.), 2017 <input type="checkbox"/> Oct. 29 (Sun.), 2017	
Restoration method	Cutting by sander only. (Driving into the floor with hammer and cutting using gas burners are not permitted.)	
Attached Document	Booth design drawings (indicating desired positions for implanting hole-in-anchors): 2 copies	
Contractor	Company Name:	Contact Person:
	Address:	TEL:
Send an invoice to	<input type="checkbox"/> 1. Exhibitor <input type="checkbox"/> 2. Contractor	

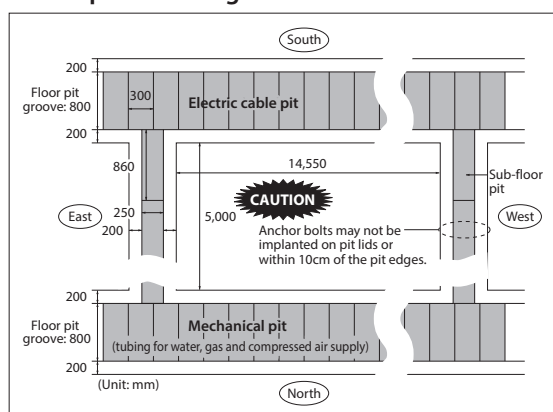
Cautions on Implant

- The floor structure is shown below. Bolts of the holed anchors must be fastened to a depth of 80 mm or less.
- Anchor bolts may not be implanted on the lids of floor pit, within 20 cm of the pit edges and inside of the pit.
- The use of chemical anchors is prohibited.

<Cross-section drawing>



<Floor plan drawing>



Submit to

HIROMEYA CO., LTD. (Ms. Shimada)

1-6-1 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3563-0018 FAX: +81-3-3563-0076 E-mail: ipf-en@hiromeya.co.jp

No.9 Parking Lot for Exhibitors [Charge]

Refer to exhibitor's manual Page 7

To: IPF Association (FAX +81-3-3543-0619)

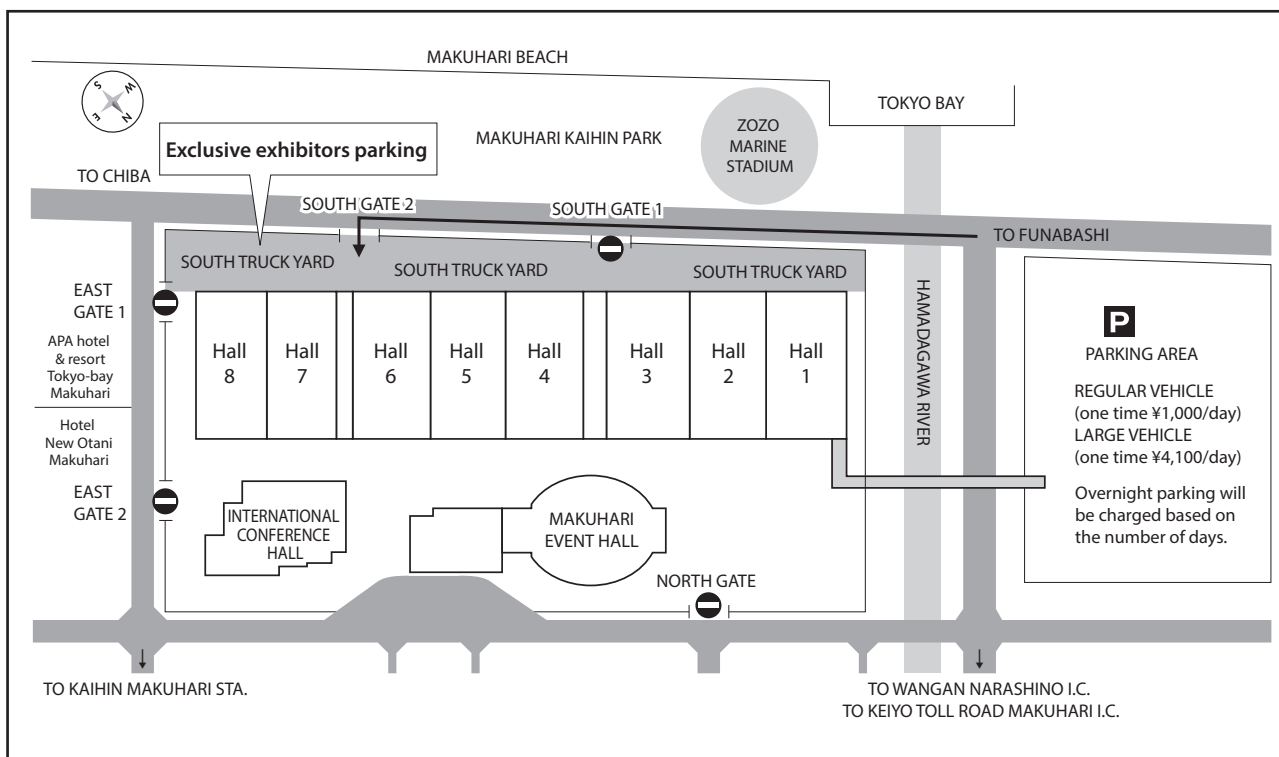
Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

We hereby apply for parking in the exhibitor's parking lot.

Period	Price (a)	Number (b)	Total Fee (a) × (b)
Oct. 24 – 28, 16:00 (5 Days)	¥10,000 (Including tax) ×	car(s) =	¥

- 1) Capacity is 200 vehicles. Applications will be approved on a **first-come first-served basis** because space is limited.
- 2) Only **passenger vehicles** and **minivans** are allowed (5 m long and 2 m wide or less). No trucks or large vehicles are allowed.
- 3) Overnight stay is allowed.
- 4) Multiple entrance and exit to the parking lot is allowed for cars with the parking pass.
Exception Oct. 28 → One time entry only. (Once you leave the venue, you will not be able to return.)
- 5) After your application is accepted, the organizer will send an estimate.
- 6) **A parking ticket will be issued once receipt of the parking fee is confirmed (early October 2017).**



Submit to

IPF Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp

No.10 Storage Container [Charge]

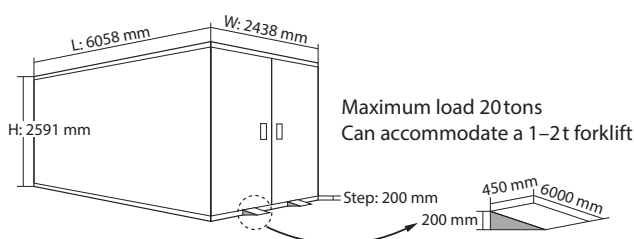
To: IPF Association (FAX +81-3-3543-0619)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

We hereby apply for the storage container.

● Storage Container



1. Period

Oct. 24 – 29, 10:00

2. Auxiliary equipment

1) Keys

2) Outdoor container loading ramps (steel)

The container floor is about 20 cm above the ground. Ramps are available so that forklifts can drive in and out of the containers.

Note: Storage container are not fitted with electrical equipment (lighting), fixtures, etc.

3. Bringing in of plastic materials

When storing plastic materials in the container, a No.10 fire extinguisher (amount of agent is between 3 kg and 3.5 kg) must be located in the container.

Number of Storage Containers

Limit: 30 containers

× @¥216,000 =

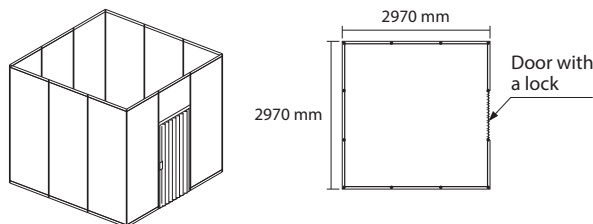
¥

(Including tax)

Note: Containers of the same size may not be available. The Organizer will contact you in such cases.

● Indoor Stockroom

(W: 2970 mm × D: 2970 mm × H: 2700 mm)



1. Period

Oct. 21 – 28, 18:00

2. Bringing in of plastic materials

When storing plastic materials in the stockroom, a No.10 fire extinguisher (amount of agent is between 3 kg and 3.5 kg) must be located in the stockroom. Storage in the indoor stockroom is limited to your requirements for that day (one day's worth of supplies).

Number of Indoor Stockrooms

× @¥108,000 =

¥

(Including tax)

Notes:

- Containers are in short supply throughout Japan. To ensure that the necessary inventory is secured, please be sure to comply strictly with the deadlines given. Orders for indoor stockrooms will be accepted before or after August 31, 2017.
- Installation positions are limited and will be provided on a first-come, first-served basis.

Submit to

IPF Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp



Applying Company Only Submit before Aug. 31, 2017

No. 1 1 A Installation Plan for Heavy Items [No Charge]

Refer to exhibitor's manual Page 24-27

To: IPF Association (FAX +81-3-3543-0619)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

Please notify the Organizer regarding bringing in heavy items. (Please mark a tick ✓ in the appropriate box)

1. ☐ **Applies neither to 2. nor 3.**
→ No documents need to be submitted. Please be careful so weight will not be applied on the electric cable pits, machine pits and sub pit lid area when setting up your machine layout in the booth.
2. ☐ **Exhibition of a machine or ornament that weights more than 5 tons.**
→ ① Please submit notification of details of the heavy items.
→ ② Please submit a "booth layout" indicating the setup position of the machines etc.
* Exhibitors may be asked to change the position of machines and disperse load by laying iron plates.
* If load dispersion is required, as a general rule, iron plates should be laid to protect the floor. Please use iron plates with size 6m x 1.5m and a thickness of 22mm or more.
3. ☐ **Move-in/Out Vehicle: Using a trailer (vehicle weight + cargo weight), crane (vehicle weight) that weighs over 30 tons for move-in/out.**
→ ① Please first confirm the booth layout noted in 2. above.
→ ② Please submit a "heavy items move-in plan" as well as the booth layout.
* Exhibitors may be asked to disperse load by laying iron plates etc. (expenses for laying such plates within the booth shall be borne by the exhibitor, and the organizer shall pay for laying plates in the common aisle areas).

IPF JAPAN Exhibition and Move- In/Out of Heavy Items (machines for exhibition etc.)

The load limit of the floor of the exhibition hall is as follows.

Floor structur: 5 tons per 1 PC board (precast reinforced concrete plate). The size of the PC board is 2m (east-west direction) x 5m (south-north direction). (There is hollow space under the concrete floor. The concrete is structurally supported by pillars and beams which cannot be seen from the outside. It is like 2nd floor in the building, a hollow space exists between the concrete floor and the floor below it.

Pit lid limit load : 5kg/cm² *Please refer to the exhibitor manual for details.

- ① Please submit the following documents to ensure the floor will not be damaged at the time of move- in/out and exhibition of heavy items.
- ② Approval from the venue (Makuhari Messe) is required to move in and install heavy items
- ③ If the floor is damaged, you may be liable for huge damage payments. Therefore we ask you to be very cautious.

1. Notification of Details of Heavy Items (more than 5 tons)

Form Example

	Display Items	Basic Machine Weight	Weight of Ancillary equipment (only if load applies to the machine)	Total weight	Demonstration (operation of machine)	Notes
1	Injection Mold Machine [A]	6.6 tons	Mold 0.8 tons, Take-out robot 0.4 tons, Hopper Dryer 0.2 tons	8 tons	Yes	
2	Injection Mold Machine [B]	30 tons	—	37 tons	Yes	Will be brought into venue in 2 separate components as noted below.
3	Clamping side	20 tons	Mold 5 tons, Take-out robot 1.6 tons	26.6 tons	Yes	
4	Injection side	10 tons	Hopper Dryer 0.2 tons	10.2 tons	Yes	
5	Injection Mold Machine [C]	18 tons	None	18 tons	No	Display only

(continued overleaf)

Submit to

IPF Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp



Applying Company Only Submit before Aug. 31, 2017

For an example of a filled-in form, refer to the following page.

No. 1 1 B Installation Plan for Heavy Items [No Charge]

Refer to exhibitor's manual Page 24-27

To: IPF Association (FAX +81-3-3543-0619)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

Please inform the Organizer of your plan for move-in heavy items.

1. Weights of move-in vehicles plus weights of their loads (those in excess of 20 tons only)

	Machine to be exhibited	Machine weight (a)	Unloaded weight of trailer (b)	Total weight (a) + (b)
1				
2				
3				
4				

2. Drawing of move-in vehicle (indicating wheelbase, tread and axle weight)

Vehicle name []

	Axle A	Axle B	Axle C	Total
Unloaded weight				
Load				
Total				

Vehicle drawing (draw or attach)

3. Weight of crane plus load (those in excess of 20tons only)

	Machine to be exhibited	Machine weight (a)	Unloaded weight of trailer (b)	Total weight (a) + (b)
1				
2				
3				
4				

Submit to

IPF Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp

No. 11B Installation Plan for Heavy Items [No Charge]

Refer to exhibitor's manual Page 24-27 To: IPF Association (FAX +81-3-3543-0619)

Date:

Exhibitor:	SAMPLE	Booth No.	
Contact: Mr./Ms.		Manager	
Section:		Office Use	
TEL:		FAX:	E-mail:

Please inform the Organizer of your plan for move-in heavy items.

1. Weights of move-in vehicles plus weights of their loads (those in excess of 20 tons only)

	Machine to be exhibited	Machine weight (a)	Unloaded weight of trailer (b)	Total weight (a) + (b)
1	QW-1 Extruder	15 tons	Hino Ranger 1 (9 tons)	24 tons
2	QW-2 Injection molding machine	20 tons		
3	QW-2 Injection unit	10 tons	Hino Ranger 2 (5 tons)	15 tons
4	QW-2 Extruder, No. 2 mold-clamping unit	10 tons	Hino Ranger 2 (5 tons)	15 tons

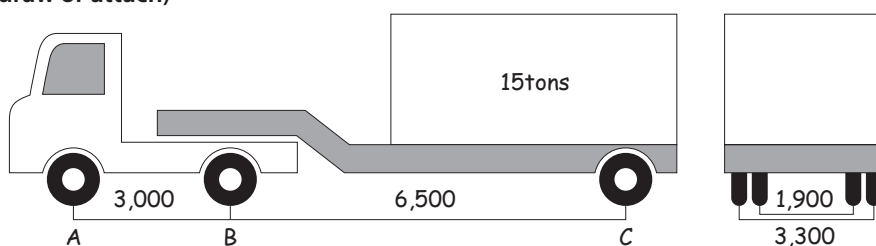
Note: The QW-2 is brought in in two pieces.

2. Drawing of move-in vehicle (indicating wheelbase, tread and axle weight)

Vehicle name [Hino Ranger 1]

	Axle A	Axle B	Axle C	Total
Unloaded weight	4,650 kg	2,200 kg	2,100 kg	8,950 kg
Load	5,000 kg	5,000 kg	5,000 kg	15,000 kg
Total	9,650 kg	7,200 kg	7,100 kg	23,950 kg

Vehicle drawing (draw or attach)



3. Weight of crane plus load (those in excess of 20 tons only)

	Machine to be exhibited	Machine weight (a)	Unloaded weight of trailer (b)	Total weight (a) + (b)
1	QW-1 Extruder	15 tons	Heavy-1 (19 tons)	34 tons
2	QW-2 Injection molding machine, brought in in two parts	20 tons		
3	QW-2 No.1	10 tons	Heavy-1 (19 tons)	29 tons
4	QW-2 No.2	10 tons	Heavy-1 (19 tons)	29 tons

Note: The QW-2 is brought in in two pieces. Only one crane will be used.

Submit to

IPF Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp

No.12 Internet [Charge]

To: MAKUHARI MESSE INTERNET CENTER (FAX +81-43-296-0493)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

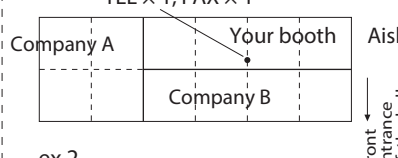
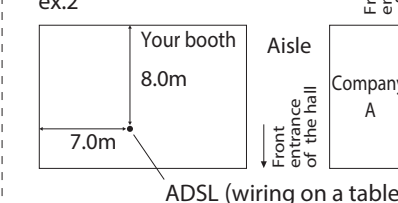
■ We hereby apply for Telephone/Internet line. (Tax included)

		Price	No.	Total	Note
Optical Fiber (Max 90~100 Mbps)	Dynamic IP	¥86,400	Unit(s)	¥	Including a line, a provider and a router. Exhibitor must prepare a hub and later.
	Fixed IP-1	¥113,400	Unit(s)	¥	
	Fixed IP-8	¥135,000	Unit(s)	¥	

Period of Use	Oct.23 — 28 (6 days)
---------------	----------------------

Drawing indicating the desired position for installation.

(When not indicated, the organizer will determine the position.)

<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>ex.1</p>  <p>ex.2</p>  </div> <div style="width: 35%;"> <p>Left side booth number ()</p> <p>Please fill in the numbers of adjacent booths on both sides.</p> <p>Right side booth number ()</p> </div> </div>	

Notes:

- Optical Fiber lines provide up to 100 Mbps on a best-effort basis. Communication speed and quality are not guaranteed. Actual communication speed at the venue will vary according to conditions.
- Fees for optical-fiber lines do not include hubs and other connection equipment or installation of wireless LAN. Exhibitors are asked to provide these items and services for themselves.

Wireless LAN: At Makuhari Messe, public wireless LAN is available in International Exhibition Halls 1 to 8, the second-floor Central Mall and the 1st- and 2nd-floor lobbies of the International Conference Hall. However, a contract with one of the following services is required to use the wireless LAN. For details, please visit the websites of the providing companies.

- Softbank Wi-Fi (Softbank)
- docomo Wi-Fi (NTT DoCoMo)
- FLET'S SPOT (NTT East Japan)
- UQ WiMAX (UQ Communications)
- Makuhari Messe Free Wi-Fi (free of charge but unavailable in the exhibition halls)

Submit to

MAKUHARI MESSE INTERNET CENTER, Communication Line Section (Mr. Otsuka)

2-1 Nakase, Mihama-Ku, Chiba City, Chiba 261-0023, JAPAN

TEL: +81-43-296-0493 Fax: +81-43-296-0492 E-mail: messe-kaisen@bz01.plala.or.jp



Applying Company Only Submit before Sep. 30, 2017

No. 13 Requests for Estimates for On-site Work and Transportation [Charge]

Refer to exhibitor's manual Page 11-16

To: HITACHI TRANSPORT SYSTEM, LTD. (FAX +81-3-3630-1694)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

Please refer to the standard fee on the reverse page.

<Move-in>

<Move-out>

<input type="checkbox"/> 1. Unloading of truck(s) at venue and install in the booth by; <input type="checkbox"/> Forklift / <input type="checkbox"/> Crane	<input type="checkbox"/> 1. Loading of truck(s) at venue by; <input type="checkbox"/> Forklift / <input type="checkbox"/> Crane
<input type="checkbox"/> 2. Transportation to venue and install in the booth by; <input type="checkbox"/> Forklift / <input type="checkbox"/> Crane	<input type="checkbox"/> 2. Loading and transport to the desired destination by; <input type="checkbox"/> Forklift / <input type="checkbox"/> Crane
<input type="checkbox"/> 3. Assembly of machinery	<input type="checkbox"/> 3. Disassembly of machinery
<input type="checkbox"/> 4. Temporary storage of empty cartons	<input type="checkbox"/> 4. Delivery of empty cartons to the booth
Loading point ↓ Makuhari Messe	Address:
Delivery point ↑ Makuhari Messe	Address: <input type="checkbox"/> Same as loading point
Person responsible	Tel: Mobile tel:

Items			
Quantity, weight and packaging	Total quantity:	Total weight:	Packaging:
Size and weight	L × W × H	kg	No. items:
	L × W × H	kg	No. items:
	L × W × H	kg	No. items:
Vehicles used to bring in exhibits and number of loads brought in	4 ton trucks	10 ton trucks	Trailers
Desired work date	Move-in	Date: Time (approx.):	Move-out Date: Time (approx.):

Submit to

HITACHI TRANSPORT SYSTEM, LTD. (Mr. Fukunaga / Mr. Takahashi)

2-8-4 Saga, Koto-Ku, Tokyo 135-0031, JAPAN

TEL: +81-3-3641-8171 Fax: +81-3-3630-1694 E-mail:ju.takahashi.nk@hitachi-transportssystem.com

No.13 Requests for Estimates for On-site Work and Transportation [charge]

■ Standard fees for moving items in and out of the venue

Fees for moving items in and out are divided into three categories: (a) transportation fees, (b) fees for loading, unloading and setting up inside the booth and (c) fees for special work.

Notes:

- For fees for unpacking, packing and crating of foreign cargo, please consult separately with your cargo-handling contractor.
- Separate estimates apply for work outside normal hours, handling of large-volume goods, moving-in/out of items weighing over 9 ton each, use of large-scale cargo-handling machinery and special work.
- Separate estimates apply for rental of cargo-handling machinery and dispatch of workers.

(a) Transportation fees

For fees for transportation from the point of origin to the venue and from the venue to the point of origin, please obtain estimates with your cargo-handling contractor.

(b) Basic work fees (loading, unloading and setting up in the venue)

Basic work consists of moving items in and out of the venue, within the following scope:

- Moving items in: Moving items from vehicles to their designated locations in the exhibitor's booth and setting them up
- Moving items out: Loading items onto vehicles from their designated locations in the exhibitor's booth

Item	Vehicle category	Work fee (including tax)
Using a crane	10 ton vehicle, per vehicle	¥86,400
	4 ton vehicle, per vehicle	¥37,800
Using a forklift	10 ton vehicle, per vehicle	¥48,600
	4 ton vehicle, per vehicle	¥25,920

Notes:

- The above figures assume weight of less than 9 ton per item. Separate estimates apply for items of 9 ton or more.
- The capacity of the forklift indicated above is 3.5 ton.
- A separate estimate applies if three or more loading or unloading vehicles will be used.

(c) Fees for special work

For the use of cargo-handling machinery for special work other than move-in/out and installing, such as assembly, disassembly and centering, fees are as follows.

Item	Vehicle category	Work fee (including tax)
Using a crane	One vehicle with Two workers	¥29,700 / 30 min.
Using a forklift	One vehicle with Two workers	¥22,140 / 30 min.



Applying Company Only Submit before Sep. 30, 2017

No.14 Booth Cleaning [Charge]

To: CHIBA-KEN BUIL MAINTENANCE COOP. (FAX +81-43-296-0753)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

1. We hereby apply for booth cleaning.

Period	Price/per 9m ² (5 days)	Number of booth units	Total Price
Oct. 23 – 27	@¥4,320 (Including tax) ×	/unit(s) 9m ²	¥

(1) Vacuuming the floor or mopping on the floor

(Display stand, showcase, exhibiting items are excluded.)

(2) Notes

- 1) These services cannot be reserved after moving-in starts. Be sure to reserve in advance.
- 2) Please contact the contractor separately regarding disposal of building materials of the booth or molded items.

2. We hereby apply for waste disposal.

Disposal of waste materials	For each cart (0.5 m ³): @¥10,800 (including tax)	<input type="checkbox"/> Required / <input type="checkbox"/> Not required
Trash cart rental (0.5 m ³)	Rental Price (5 days): @¥ 5,940 (including tax)	_____ cart(s)

3. Pickup of molded items can be requested as follows.

(1) Pickup

Write the exhibitor's name on dedicated flexible container bags for pickup of molded items, separate the bags by type of material, and place them in the designated location (to be indicated later).

Dedicated flexible container bags	Number of bags <input type="text"/>	× ¥2,700 (including tax) =	Total ¥ <input type="text"/>
--------------------------------------	--	----------------------------	---------------------------------

Note: The above amounts include collection fees.

Pickup schedule

Oct. 24 (Tue.) to Oct. 27 (Fri.)	9:30 AM	2:00 PM
Oct. 28 (Sat.)	9:30 AM	Following morning

(2) Sale of samples

The contractor may be possible to buy molded items, depending on the category of materials used. The contractor will weigh the molded items and calculate purchase prices. After the exhibition is concluded, the purchase prices will be used to offset the fees listed above. For details please contact the following contractor.

Submit to

CHIBA-KEN BUIL MAINTENANCE COOP.

2-1 Nakase, Mihama-ku, Chiba City, Chiba 261-8550, JAPAN

TEL: +81-43-296-0090 FAX: +81-43-296-0753 E-mail: sato@cbm.or.jp

No.15 Poster Stand

To: HIROMEYA CO., LTD. (FAX +81-3-3563-0076)

[No charge]

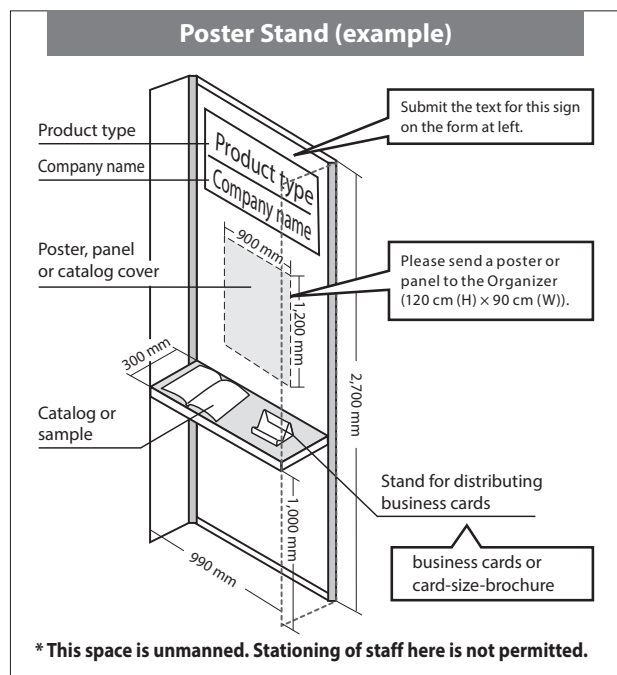
Date:

Exhibitor:	Booth No.
Contact: Mr./Ms. Section:	Management Office Use
TEL:	FAX:
E-mail:	

Please submit this form only if you have applied to a Poster Stand.

Board Sign

Product type
Ex: Contract manufacturing of screw cylinders
Company name



Please send the following items to the venue.

(Please also confirm the information on the reverse.)

- 1) Poster or panel to be posted.
- 2) Catalogs, brochures, etc. for distribution and for viewing
- 3) Business cards or other cards of similar size for distribution (optional)
- 4) Product samples (optional)

Items exhibited/ distributed	<input checked="" type="checkbox"/> Tick	Number of copies	Free distribution	Installation by	Removal by	Return of items required (Inside Japan only)
Poster/Panel	<input type="checkbox"/> YES / <input type="checkbox"/> NO		—	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Catalogs/Brochures/ Sample Books	<input type="checkbox"/> YES / <input type="checkbox"/> NO		<input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Business Cards/ Business-card-size Cards	<input type="checkbox"/> YES / <input type="checkbox"/> NO		<input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Samples	<input type="checkbox"/> YES / <input type="checkbox"/> NO		<input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Other	<input type="checkbox"/> YES / <input type="checkbox"/> NO		<input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> The Organizer <input type="checkbox"/> Exhibitor	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Remarks/Memo (for notification to the Organizer)						

Submit to

HIROMEYA CO., LTD. (Ms. Shimada)

1-6-1 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3563-0018 FAX: +81-3-3563-0076 E-mail: ipf-en@hiromeya.co.jp

No.15 Catalog Distribution Booth

■ Items to send to the venue

1) Poster or panel to be posted

If you do not have a poster, the cover of your catalog will be affixed.

2) Catalogs, brochures, etc. for distribution and for viewing

Please estimate the number of catalogs, brochures, etc., based on the expected number to be distributed per day.

(Ex: 20 copies/day × 5 days = 100 copies)

If you do not wish to provide free distribution of these materials (catalogs are too heavy, too expensive to produce, etc.), please provide a total of five reserve sets for exhibition purposes.

3) Business cards or other cards of similar size for distribution (optional)

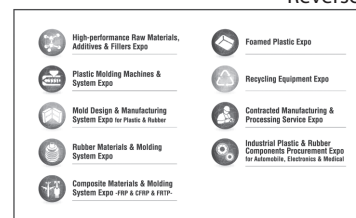
In recent years, an increasing number of people prefer not to carry back heavy catalogs from the show site. Your cards for distribution at the venue may be the business cards typically used by sales representatives, or they may be simpler cards introducing your company and its products. (A sample of such a card used by IPF Association is provided at right.) Please send the number of cards based on the expected number to be distributed per day.



Front

4) Product samples (optional)

You can also exhibit product samples. However, limits on weight and size apply, so please consult with the contractor in advance. The Organizer will not be responsible for loss or theft.



Reverse

● The Organizer will handle set-up and installation of the booth.

If you wish to handle installation yourself, please contact us in advance.

● Shipping/return of materials

[Shipping]

Please fill in the delivery slip for the courier service as follows.

<Destination>

Name: Ms. Chiaki SHIMADA, Hiromeya Co., Ltd.

Address: Organizer's office, Hall 5, Makuhari Messe

2-1 Nakase, Mihama-ku, Chiba City, Chiba 261-0023 JAPAN

Tel: +81-43-296-4182

<Sender>

Company name: _____

Person responsible: _____

Tel: +00-00-000-0000

<Description of goods>

Exhibits for catalog distribution booth, IPF Japan 2017

<Quantity>

If sending in more than two boxes, mark as 1/3, 2/3, 3/3 (in case of three boxes), etc.

<Specification of date>

Must be delivered on the morning of October 24 (Fri.), 2017

(Goods cannot be accepted if they arrive before October 23, 2017.)

[Returns]

Catalogs, posters, samples, etc. remaining after conclusion of the exhibition will be discarded.

If you wish to have these items returned or collected, please contact us in advance.

a) If you wish to collect them yourself, please come to the venue on November 1 (Sat.), 2017.

Please complete collection within 30 minutes of closing of the venue (between 16:00 and 16:30).

b) If you wish us to send the items to you by courier, payment will be on delivery.



Applying Company Only Submit before Sep. 30, 2017

No. 16 Exhibitor's Presentation Seminar [Charge]

To: IPF Association (FAX +81-3-3543-0619)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

We hereby apply for the exhibitor's presentation seminar.

(If you have already submitted this application along with the application for exhibit space, resubmission is not needed.)

■ Application to hold the exhibitor's presentation seminar

The time and date of a seminar will be adjusted by the Organizer. We will send you an invoice for the seminar fees after deciding the time and date of the seminar.

Capacity	Price [tax included] (a)	Number of applications for the exhibitor's seminar per day (b) (up to two sessions per day)	Number of days of seminar (c)	Total number of sessions [b×c] (d)	Extended amount (a) × (d)
100 Seats	¥75,600/30 min.	Session(s)	days	Session(s)	¥

Notes:

- Screen, projector, microphone, sound speakers will be provided. Please bring your own computer.

[Time: 30 min./sessions]

1) Application for consecutive sessions is allowed.

[Example] If you apply for two consecutive sessions, you can use a room for 60 minutes.

2) Each company can apply for up to two sessions a day.

3) If you wish to hold seminars in English, Chinese or Korean (i.e., in which Japanese is not used), you can book up to two such seminars per day other than the Japanese-language sessions.

[Reception]

1) In principle, the Organizer will handle the seat reservation.

2) The seat reservation desk will open at 10:00 AM on the day of a seminar.

3) Each exhibitor will be responsible for his/her own preparation and distribution of materials.

[Notice]

Information about seminars is posted on the IPF Japan 2017 official website, as well as in the official directory and in newspaper advertisements.

Information about seminars is not posted on invitation cards (printing schedule), except applying before April 11.

Submit to

IPF Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp



Applying Company Only Submit before Aug. 31, 2017

No. 17 Advertising in the Official Directory [Charge]

To: IPF Association (FAX +81-3-3543-0619)

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

We hereby apply for the advertisement in the Official Directory.

Application

- 1) Advertisement application deadline is August 31, 2017.
- 2) If an advertising page is overbooked by multiple applications, applications will be approved on a first-come first-served basis.
- 3) Advertising data must be submitted before September 15, 2017. (In the event of submissions of "print-ready" files.)

	Position	Number of Pages	Extended Amount
Japanese Edition		Pages	¥

Advertisement Rates [tax included]

Rates are based on the submission of "print-ready" files. The fee does not include any design fee.

Position (Color)	Rates (50,000 Copies)
Inside Front Cover (4)	¥675,000 SOLD OUT
Inside Back Cover (4)	¥405,000 SOLD OUT
Back Cover (4)	¥810,000 SOLD OUT
Inside Front Cover Opposite (4)	¥540,000 SOLD OUT
Inside Back Cover Opposite (1)	¥270,000 SOLD OUT
Other (4)	¥405,000
Other (1)	¥270,000

- Notes:
- Size: A4 210 mm (W) × 297 mm (H). Please leave a blank, 1 cm margin on all sides.
 - Please submit "print-ready" files.

Overview of Official Directory publication

A bilingual edition (Japanese and English) will be published.

- Date of publication: October 24, 2017
- Size: A4
- Circulation: 50,000 copies
- Method of distribution: Distributed free of charge at entrance to venue
- Contents:
 - 1) Map of venue
 - 2) Seminar schedule
 - 3) List of exhibitors
(in alphabetical order and by product category)

Submit to

IPF Association

2-10-18 Ginza, Chuo-Ku, Tokyo 104-0061, JAPAN

TEL: +81-3-3542-1487 FAX: +81-3-3543-0619 E-mail: info@ipfjapan.jp



Applying Company Only Submit before Sep. 30, 2017

No.18 Temporary Personnel/Interpreter

To: S.K. CO., LTD. (FAX +81-3-5312-7627)

[Charge]

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

Staff duties	Unit rate (including tax)	Number of personnel	Period of service	Amount
Reception	¥17,786/day		Oct. _____ to _____	¥
Light-duty work in booth	¥17,786/day		Oct. _____ to _____	¥
English-speaking staff				¥
General interpreting (routine conversational level)	¥32,992/day		Oct. _____ to _____	¥
Business interpreting (capable of business communication)	¥59,604/day		Oct. _____ to _____	¥

- Each amount above is a flat rate for one day of 8 hours or less. The amounts include meals, transportation expenses and consumption tax of 8%.
- Overtime is charged at 125% of the hourly rate of ¥2,567 for staff, ¥4,767 for general interpreters and ¥8,617 for business interpreters, plus tax.
- Interpreters for languages other than English are available at 130% of the above rates for English-speaking staff.
- Reception staff are not promotional models. If you wish to book promotional models, please consult with us separately.
- Cancellation fees apply as follows:
4-7 days before the date of attendance – 60% of the total fee
3 days before the date of attendance – 100% of the total fee
- Upon receipt of your application, S.K. Co., Ltd. will send you an order confirmation and payment information.

If the address for sending the invoice is different from the exhibitor's, please provide the information below.

Company:		
Department:	Person responsible:	
Address:		
TEL :	FAX :	E-mail :

Submit to

S.K. CO., LTD

Reiflat Shinjuku 610, 4-3-15 Shinjuku, Shinjuku-Ku, Tokyo 160-0022, JAPAN

TEL: +81-3-5312-7607 FAX: +81-3-5312-7627 E-mail: ipf-interpreter@sk-groups.co.jp



Applying Company Only

Submit before Oct. 9, 2017

No.19 Rental of Visitor's Code Reader

To: Bar code system department, NEONET INC. (FAX +81-3-6430-3196) [Charge]

Date:

Exhibitor:	Booth No.	
Contact: Mr./Ms. Section:	Management Office Use	
TEL:	FAX:	E-mail:

■ Bar Code System Application Details (Not Including Tax)

Item	quantity	unit	Unit Price	Total
① Bar code system base price	1	Set	¥ 35,000	¥ 35,000
② Additional bar code reader <small>* Enter the number required and the total to the right.</small>		unit	¥ 10,000	¥
Total (Japanese yen) <small>* Enter the number required and the total to the right.</small>			¥	

E-mail address of the delivery destination	@
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■ Delivery Method

The data is provided in **Microsoft Excel format**.

After the exhibition ends, **we will send the URL and password for the download site** to your registered e-mail address.

Please access this website on the scheduled delivery date to download your file(s).

■ Payment

Neonet shall issue an invoice on the last day of exhibit, applicant shall make real time settlement through a credit card transaction on site.

* When submitting this application form, be sure to retain a copy for your records.

* When making inquiries, please provide the name of the exhibition, the name of the exhibitor, and the name of the person in charge.

Submit to

NEONET INC. Contact person: Barcode system staff

12th Floor, World Trade Center Bldg., 2-4-1 Hamamatsu-cho, Minato-ku, Tokyo 105-6112

FAX: +81-3-6430-3196 E-mail: edms@neonet-inc.jp

No.19 Rental of Visitor's Code Reader [Charge]

With the consent of guests, bar codes will be used to manage guest information at this exhibition.

"Business card information" and "a portion of the questionnaire information" provided when a guest visits the exhibition can be easily obtained simply by scanning an admission pass on a barcode reader. Please use this tool to enhance the effectiveness of your exhibition.

■ Using the System during the Exhibition

Simple Operation

1. Use the barcode reader to scan the barcode on an admission pass when a guest visits your booth.
Data that is scanned during the exhibition is stored in the barcode reader.
2. After scanning an admission pass, you can add data to the guest's information by scanning the barcodes on the Request Code Table (free of charge).

[FAQ] Frequently Asked Questions

Search → Neonet website → Exhibitor support page → Exhibition FAQ

■ What is the Request Code Table (free of charge)?

A convenient system for adding data to business card information!

This table includes a list of questionnaire items that are set in advance.

Simply scan an admission pass, and then scan an item on the table to link that data with the guest's information.

You can prepare your own Request Code Table on our website before the exhibition starts. Then, simply print it out to use it.

Search → Neonet website → Exhibitor support page → [Preparation]_Creating/Using a Request Code Table



■ Advantages

Advantages during the exhibition [Business Card + Questionnaire + Easy Scanning = Improved Collection of Information!!]	- Improved Collection of Information
	<ul style="list-style-type: none"> - Obtain information even from guests who do not have business cards - Faster than exchanging business cards - Quickly and easily link guest's information with questionnaire data
Advantages after the exhibition No Need to Enter/Organize Data! [Share Immediately for Direct Business Connections!] + Long-term Database Creation	- Reduced Workload
	<ul style="list-style-type: none"> - No need to organize business cards or enter data - Faster aggregation of questionnaires and organization of guest lists
	- Direct Business Connections
	<ul style="list-style-type: none"> - Use the data as a business promotion tool (direct marketing, e-mail, etc.) - Data provided as Excel files, for easy in-house sharing and data summation - Reduced workload allows more time for data analysis

■ Barcode System Usage Fees (prices do not include tax)

Barcode System Price List

Plan	Item	Qty.	Units	Price (+ tax)	Notes
Plan A	Basic barcode system fee (Standard)	1	Set/Unit	35,000 yen	Unlimited scanning
	Additional barcode reader		Unit	10,000 yen	

■ Delivery Date : Scheduled Friday, November 17

■ Delivery Method

The data is provided in **Microsoft Excel format**.

After the exhibition ends, we will send the URL and password for the download site to your registered e-mail address.

Please access this website on the scheduled delivery date to download your file(s).

■ User Consent Please read items 1 through 4 carefully before submitting an application.

<Notes on the use of this barcode system>

1. The memory in barcode terminals operates on a battery.

If the battery is removed for a long period of time, or if the unit is subjected to strong impact such as from dropping the terminal, the memory data in the barcode terminal could be lost. Please handle the unit with care.

If the voltage drops or if the battery runs out, or if the unit is subjected to strong impact or water leakage, please contact our service representatives as soon as possible.

Neonet shall bear no responsibility for any loss that occurs as a result of the loss of memory data due to a malfunction.

2. Barcode readers are to be carefully managed by the exhibitor for the duration of the exhibition.

If a unit is lost or stolen, the exhibitor will be responsible for paying for its replacement and

Neonet shall bear no responsibility for any loss of data that occurs. Please manage and store all units with care.

3. Memory data may be lost due to electromagnetic waves and large static electricity.

Be careful not to place it near equipment that generates electromagnetic waves or large static electricity.

We can not assume any responsibility for the loss caused by loss of memory data caused by malfunction.

<User consent regarding delivered data>

4. For security, limits are placed on the period and number of times that delivered data can be downloaded.

(1) Note that "■" will be entered for handwritten registration information that is not legible.

(2) Information that is retained as data will include name and minimal contact information.

(3) Shift JIS code is used for delivered data, and JIS Level 1 and Level 2 are used for kanji.

(For business cards in Korean, Arabic, Chinese, and other languages, only those that use English notation will be entered as data.)

■ Payment

Neonet shall issue an invoice on the last day of exhibit, applicant shall make real time settlement through a credit card transaction on site.

■ Renting a Barcode Reader

Date/time: October 23 (Monday) 13:00 to 17:00

Location: In front of the office at the exhibition site

* Details about the barcode reader rental location and other information will be sent to you by e-mail one week before the exhibition.

■ Application Deadline: Monday, October 9

Barcode System Inquiries

NEONET INC. Contact person: Barcode system staff

12th Floor, World Trade Center Bldg., 2-4-1 Hamamatsu-cho, Minato-ku, Tokyo 105-6112

Fax: +81-3-6430-3196 E-mail: edms@neonet-inc.jp