

JA2018 TOKYO

Booth Regulation

Booth Set up and Display

(1) Registration of Decorating Contractor

The exhibitor should register the decoration contractor for the booth from the exhibitor website which will be announced later by the organizer.

(2) Specification of the Booth

Standard indoor booth: Width 3.0 m × Depth 3.0 m × Height 2.7 m

(3) Basic Decoration (Decoration Performed by the Organizer)

The Management Office will perform the following basic decoration. Also, a standard specification booth number plate is created and distributed to the exhibitor.

* The displayed company name on the booth number plate is basically the company name at the time of application.

* "Inc.", "Co.," and "GmbH" will be omitted.

* There will be no partitioning between the booths when applied for multiple booths.

① Single-row booths :

(a) We will set up a back wall, side wall, and a protruding booth number placard.

(b) The back wall and side wall are system panels 2.7 m in height (white with PVC sheeting).

* For corner booths, no side wall will be erected on the aisle side.

② Multiple-row booths:

(a) We will set up a side wall and a protruding booth number placard.

(b) The side wall is a system panel 2.7 m in height (white with PVC sheeting).

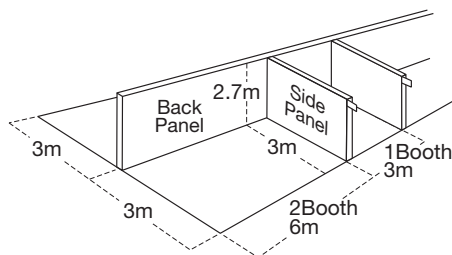
③ Island booth

(a) Protruded booth number plate is distributed, and installed in a prominent location.

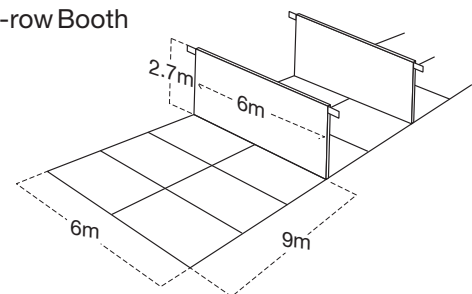
(b) The back wall and side walls are not installed. It will be provided as a space.

[Basic Layout]

① Single-row Booth



② Double-row Booth



(4) Packaged Booth/Rental Equipment

Please refer to <http://www.japanaerospace.jp/files/en/boothpackage.pdf>

(5) Decoration Specification

① System Panels Regulations

All System Panels are leased to Exhibitors. Exhibitors will be liable for any damage caused to the system panels.

Any improvement, cutting, driving nails, screws, rivets or hooks to the system Panels is prohibited.

The following is allowed, but restoration to the original condition is required.

- Putting up posters and lightweight picture panels with double faced tape.
- Signs made of Cutting Sheets
- Slings explanation panels with chained hooks
- Installing spotlights with clips

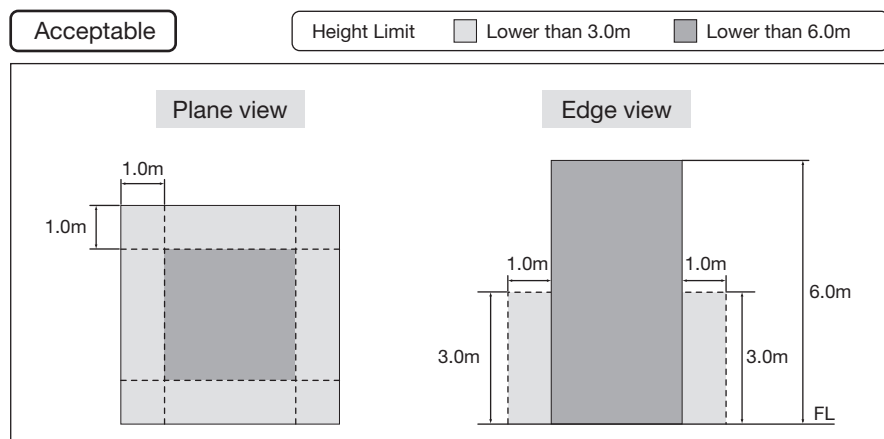
* For details, contact SAKURA International Inc.

* The side wall panels will be reused, so the repair cost will be charged to the exhibitor when damaged.

② Height of decorative materials

The height of the decoration, fixtures, and equipment should be 3.0 m or less from the floor. However, it can be expanded to 6.0 m to have 1.0 m or more set-back from the aisle, neighboring booth, and wall of exhibition hall. The booths that are along the exhibition hall walls, are bigger than 10 booths (90m²) and announced by the organizer beforehand are not required to have 1.0 m set-back from the area facing the walls of the exhibition hall, and the construction height may be built up to 6.0 m.

According to the Tokyo Big Sight Disaster Prevention Guideline, the decoration object must be confirmed there is no interference with the firefighting facility when it exceeds 3.0 m. Please submit the completed design drawing of the decoration to **SAKURA International Inc.** Especially in East hall 8, the regulation of height is different by location. Please don't forget to submit it to **SAKURA International Inc.**



③ Height of Exhibits

The exhibitor to move-in an exhibited product that exceeds the height of 3.0 m should submit the completed design drawing to **SAKURA International Inc.** Especially in East hall 8, the regulation of height is different by location. Please don't forget to submit it to **SAKURA International Inc.**

④ Roofing Construction

Ceiling coverings or roofs that impede fire prevention sprinklers or detectors may not be set up.

When a blackout curtain, partial ceiling, or roof, etc. is unavoidably necessary due to the conditions of the display material, guidance is required from the local fire department, please submit 2 copies of the design drawing (cubic diagram, floor plan, bird's eye view) to SAKURA International Inc.

※ In the event that sprinklers or detectors are impeded, the exhibitor may be ordered by the Fukagawa Fire Department to change the fixture or install equipment such as wireless smoke detectors or supplemental sprinkler heads. Expenses incurred in that case are the responsibility of the exhibitor.

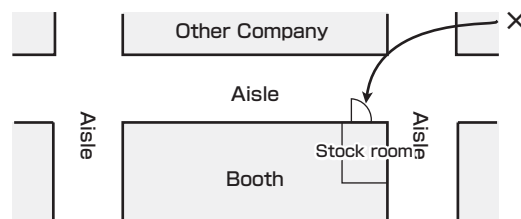
※ Please note that if approval is not obtained, upon on-site inspection by the Fukagawa Fire Department, the exhibitor may be ordered to dismantle the offending structure.

⑤ Rear Surface of Decorative Materials that Exceed 3.0 m

When using decorative materials that exceed the 3.0 m height of the basic decorative system panels provided by Management Office, the side and rear surfaces of the decorative materials (surfaces that face other neighboring booths) should be painted a neutral white color (such as ivory). When an objects' height exceeds 3.0 m in the area within 1.0 m of the edge of a neighboring booth, it is prohibited from featuring graphic signs or text such as company names.

⑥ Door Installation

When installing a door (ex.to the stockroom) in the booth, the door must not open toward the aisle.



⑦ Closed - booth construction

The closed - booth construction such as a space surrounded by walls on all sides is prohibited.

⑧ Suspended Structures

Hanging decoration is prohibited. Request to install a banner above the booth is accepted by the Management Office if it is within the specification code, so please contact the Management Office.

⑨ Platform

The height of raised floor for the section the visitor will pass is limited to 30 cm.

⑩ Raised floor

- If you wish to raise a visitor passes, it must be made less than 30 cm. Please consider the part a visitor passes sufficiently in fall prevention.
- A raised floor higher than 30 cm will be allowed only as a stage or for viewing an exhibited product.
- Construct it in a way that will prevent people from going underneath the floor except to perform inspections.
- Do not place distribution panels, wiring connections, and such under the floor.
- Take steps to prevent falling.
- Do not install flame-producing equipment or store/handle hazardous materials under the floor.

⑪ Two-story Construction ※For 10 (90 m²) or more booths

To request installation of 2 floor structure, submit 2 copies of design drawings (cubic diagram, floor plan) **to SAKURA International Inc.**

Blueprints of the booth decorations must be attached to the form. Management Office will permit two-story booths if there are no structural problems with the plan. The structure must comply with the following conditions.

(a) Requirement for setting up

- For the exhibitor whose booth is more than 10 booths (90 m²) of exhibit at one location may apply.
- The area that can be installed will be the area 1.0 m or more inside from the aisle, neighboring booth, and booth outer periphery on the side wall side.
- The maximum height for two story constructions is 6m, including a 1.2 m handrail.
- Three or more story booths are not allowed.

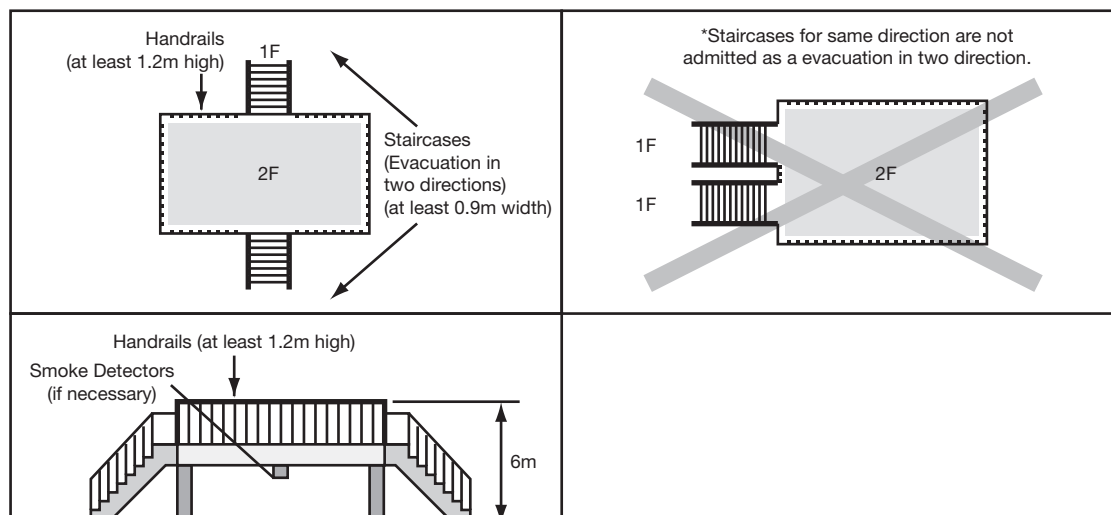
(b) Fees

The floor area for the second story of booths will be free

(c) Regulations for setting up

To operate the fair smoothly under the fire regulations of the venue, two-story-booths which do not comply with the following conditions are not allowed to be built.

- Second-story-area is for meeting, dressing, or Stockrooms use only.
- Exhibitors should consider the surrounding exhibitors.
- Two or more staircases (minimum width: 90 cm) to the second floor are required.
- To prevent falls from the second floor or staircases, these areas must include handrails at least 1.2 m high as a barrier.
- Emergency exit lighting or signs must be included near the stairs.
- Columns and beams must be made from a fire resistance steel frame construction of appropriate strength.
- Install an additional detector if the structure interferes with the smoke detectors or fire alarms at the venue.
- Install a fire extinguisher if the structure interferes with the sprinklers at the venue.
- Install emergency lighting in case of an emergency.



⑫ Installaiton of balloon

If you wish to install a balloon as display, please obtain the approval of the Organizer. Submit blueprint to **SAKURA International Inc.**

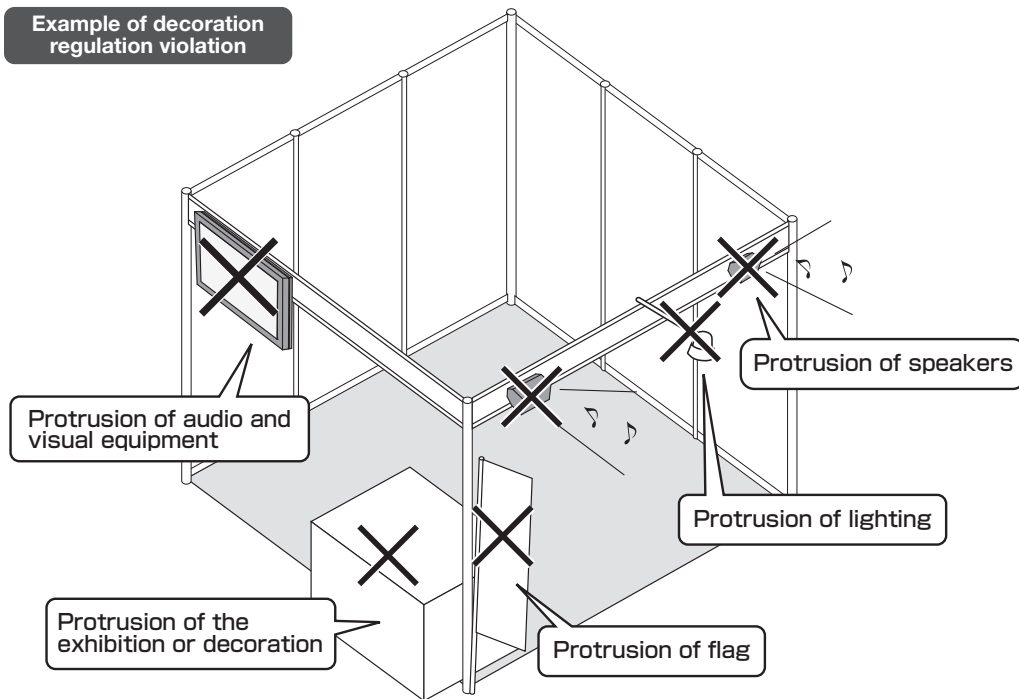
If the balloon interferes with the sprinklers or the smoke detectors at the venue, The Management Office may request changes for the balloon's position.

Please install a balloon inside your booth.

⑬ Do not protrude out of booth

- The lighting, speakers, signs installed on the truss, etc., cannot protrude out from the booth.
- Management Office will patrol during the installation and during the exhibition. It will be requested to remove at the site if it is violated.

Example of decoration regulation violation



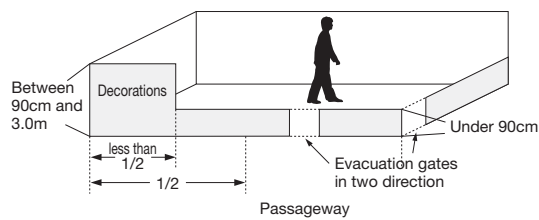
⑭ Other prohibited Items

- Neon lightings are prohibited.
- Hanging items from the ceilings are prohibited.

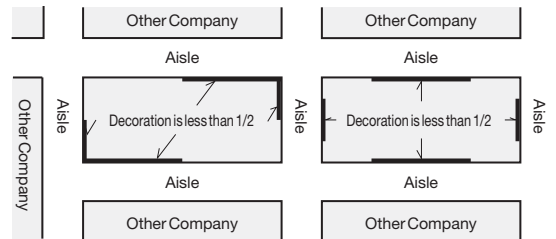
⑮ Decorations facing the aisles and the passageways

- When constructing a decoration (between 90 cm and 3.0 m in height) at a place beside a passageway, it should not take up more than half of the width of the passageway (leave more than half of the passageway open).
- In the case that a 1.0m set-back is taken from the exhibition space borders, walls and decorations may be built up to 6.0m high. However, they must have at least 2 exits on aisle side to allow evacuation in case of an emergency.
- This rule does not apply to decorations which are less than 90 cm.
- A booth should have evacuation gates (escape gates) that allow evacuation in two directions.

[Elevation Plan]



[Grand Plan]



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E-mail : ja2018@sakurain.co.jp
Contact persons: N. Nakajima, Murakawa

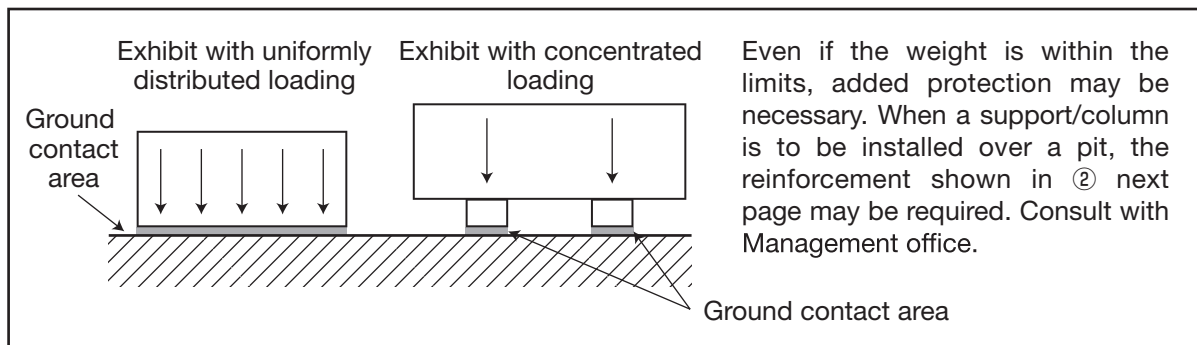
(6) Exhibiting Heavy Items

① Weight Limits

Each exhibition hall has a weight limit due to the structure of the facility, so plan the installation plan after confirming the following installation method and preparation method.

	East Hall 7 and 8
Finish	Concrete
Weight resistance	5 t/m ²
Anchor bolt	Yes (φ 16 mm, depth : 60 mm or shorter, on the pits / NO)
Weight limit	<ul style="list-style-type: none"> • When exhibiting one item exceeding 50 t, please contact Fair Management. • Exhibits exceeding the weight limit of one block dividing pits (see next page), Fair Management may ask Exhibitors to relocate or reduce the weight etc. of exhibits.
Others	Vehicles exceeding 45 t (vehicle weight + loads weight) cannot enter the halls.

* Stand-alone weight of the exhibition product ÷ Ground contact area of the exhibition product



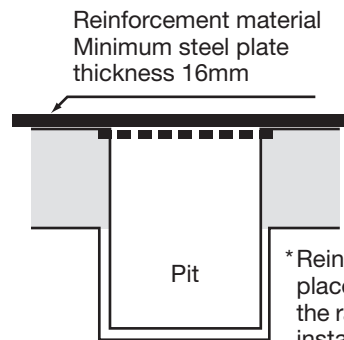
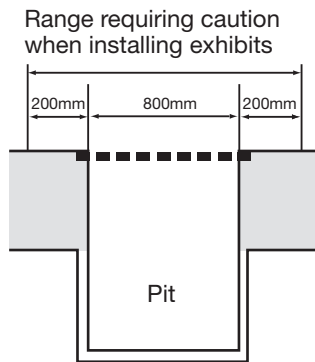
② Pit and its surrounding

Reinforce with the procedure indicated below when placing a heavy object on the pit or the surrounding crossing over the pit.

Reinforcement is required for 3 t or heavier for East Hall 7/8.

Contact the Management Office for details.

* Do not install anchor bolt in the exhibited products installation caution area.



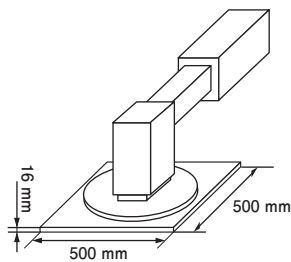
* Reinforcement steel plate shall be placed in such way that it will cover the range requiring caution when installing exhibits.

Method of Installation	Maximum Weight of Exhibit	
	6m × 18m Area	6m × 10m Area
Placed flat on the floor 	Up to 80t	Up to 40t
With legs or pillars 	Up to 60t and Up to 8t/leg or pillar	Up to 30t and Up to 8t/leg or pillar
*Legs/pillars may not be placed directly on pits		

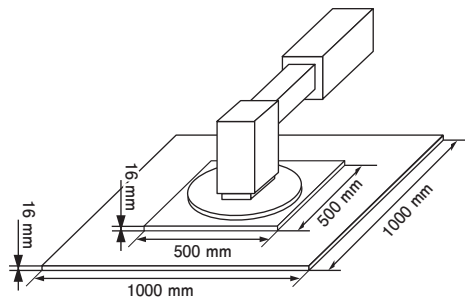
④ Restriction when installing the exhibited products

- Hoisting crane should be equal or smaller than a 45 t rough terrain crane for East Hall 7/8. Make sure to place a protection on the floor when using the outrigger.
- Do not place the outrigger base on top or near the pit cover.
- Protection for outrigger by size is indicated in the below figure.

■ Up to 35 t rough terrain
Place a 500 × 500 mm
steel plate.



■ Up to 45 t rough terrain
Place a 1000 × 1000 mm steel plate
under a 500 × 500 mm steel plate.



(7) Precautions for Construction

① Disaster prevention regulations for decorative material

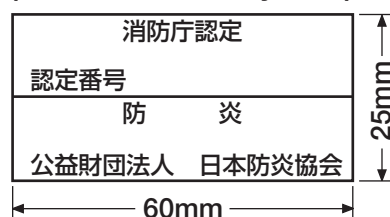
The Organizer is responsible for protecting the exhibition site from fire and equipping the exhibition site with fire prevention system that is up to the standards. The statue, the ordinance and other regulations stipulate these conducts. On the day before the exhibition and on the opening day of the exhibition, firehouse are scheduled to check all the booths.

Accordingly, exhibitors are requested to observe the following;

- (a) All plywood, veneer should be treated with fire retardant liquids and bear the "Flame Retardant" label.
- (b) All thick coverings used in exhibit decoration such as cloth, paper or wall covering must be certified as flame retardant and bear the Flame Retardant label. Thin coverings i.e. paper completely overlapped to the fire retardant plywood may be used.
- (c) All decorative materials such as curtains, artificial flowers, banners, drapes and clothing should be certified as flame retardant by a qualified fire prevention contractor and bear the Flame Retardant label. Antiflaming works are prohibited at the venue.
- (d) The exhibitor should attach a fire retardant label to each of all fireproof products, such as curtains. In that case, the labels should be ones issued by the Japan Fire Retardant Association and subject to the approval of the Director-General of the Fire Defense Agency.
- (e) Urethane, acetate, polyester, acrylic or nylon may not be used. However, Styrofoam lettering may be used as long as it is not within reach of the public.

- (f) Prior approval must be obtained from the Fukagawa Fire Department for the use of any unspecified decorative material. Exhibitors are requested to provide a sample for testing to **Management Office**. Material to be used in the fair must be approved as fire proofed by the Japanese Fire Defense Law. Exhibitors who need to use material approved by overseas' laws are required to submit a copy of its certification should be with Japanese translation and a sample of the material to Organizers. Organizers will submit those documents to the fire authorities, and material only which approved by the fire authorities can be used at the fair.
- (g) Booths must be equipped with a fire extinguisher whenever welding or other fire risks are involved. Anything flammable should be removed from the area where there are sparks.

(Flame Retardant Plywood)



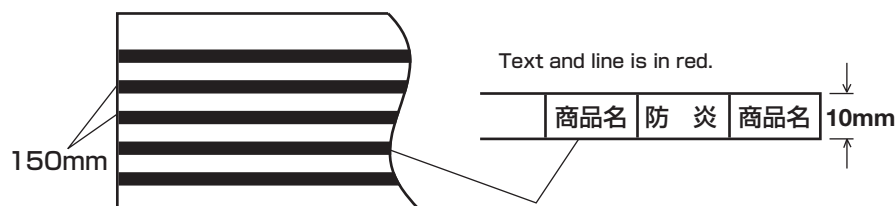
Coloring will be white base with "Flame Retardant" text in red and other text and horizontal line in black.

(Flame Retardant Carpet)



Coloring will be white base with "Flame Retardant" text in red and other text and horizontal line in black.

Fire and Disaster Management Agency Approved



- ② Do not install facility or display on the aisle.
- ③ Get an approval from Management Office in advance when using fire such as welding with electricity or gas during the construction, and always have fire extinguisher nearby when working.
- ④ Perform all the work within the booth and work that may cause nuisance to other companies such as using aisles or other booth is prohibited.
- ⑤ When the exhibitor damages the exhibition hall facility, base booth, decoration or exhibited products of other exhibitor, etc., relevant exhibitor will repair at their cost.
- ⑥ Modification of the exhibition or decoration is not allowed as a general rule during the exhibition.
- ⑦ It is not allowed to hang or rest the decoration, exhibited products, etc., from or on the existing ceiling, pillars, wall, etc., of the hall.

- ⑧ Fix all the carpets to the booth floor using low-adhesion double-sided tape.
- ⑨ Securely fix or mount the hardware and exhibited products so it will not fall, drop, move, etc., due to earthquake, etc.
- ⑩ Do not block neighbor of the fire-prevention equipment such as indoor fire hydrant, fire extinguisher, automatic fire alarm facility, guide light, sign, etc., or neighbor of their inspection door with the exhibited products, decoration, etc. Also, do not install exhibition, construction, or any other material near them that may cause interference when they need to be used.

(8) Complying to the Regulations

If exhibitors violate the regulations or if their decoration is not complete, the Organizer may order the exhibitors to alter, suspend or remove their exhibits or decoration. A special attention must be paid when planning and designing. The Organizer and the competent government agencies have no responsibility for damage, increased cost or any disadvantage that are incurred by the above-mentioned conducts.

(9) Prohibition

Works except for digging in a wheel anchor are prohibited. Works directly made to a ceiling, wall, door or glass (driving in a nail, shaving, attaching, etc.) are also prohibited.

(10) Restoration to Original State

Exhibitors must restore the previous floor condition as soon as the exhibition is closed. If the restoration has not been completed or if the Organizer has restored the previous floor condition in place of the exhibitors because they did not make the restoration during the designated period, the Management Office will claim the needed cost to the exhibitors.

* The side and back wall panels used for the basic decoration will be reused, so the repair cost will be charged to the exhibitor when damaged.