



## **Exhibitor's Manual**

**17<sup>th</sup> 18<sup>th</sup> 19<sup>th</sup> Feb. 2012**

**10:00-18:00 (17:00 on the last day)**

**Tokyo Big Sight West 1・2hall**

Japan Golf Goods Association

Japan Golf Fair Operational Secretariat

## **Introduction**

Thank you very much for applying to exhibit at the 46th Japan Golf Fair 2012.

The exhibitor guidelines have been drawn up to aid exhibitors at the 46th Japan Golf Fair 2012 as well as related companies cooperating with exhibitors in preparing for the Fair. The guidelines provide various rules and instructions regarding exhibiting at the JGF 2012; from preparing your exhibit, to removing exhibits from the venue after the fair. Please read this guideline carefully to aid in the preparation of your exhibit.

We hope the JGF 2012 will serve as a unique opportunity for the exchange of information, business conferences and for expanding business opportunities for all participants.

We request that the all forms be submitted before the deadlines.

# List of Application Forms

## **Please submit applications before the deadline.**

All the exhibitors must submit the forms A, B, K and I by e-mail. Other applications are optional. All the forms submitted after the deadline will be invalidated.

\*Please download the forms from our website.

## **Please assign one person to be in charge of your company's work as an exhibitor.**

In order to facilitate the sending of complex documents and forms and to prevent accidents such as loss or non-receipt of forms, we ask each exhibitor to assign one person to be responsible for all the bills and inquiries regarding the content of various application forms. All communications will be carried out the person who is assigned as the responsible person for your exhibit.

## **When an invoice maybe sent at later date.**

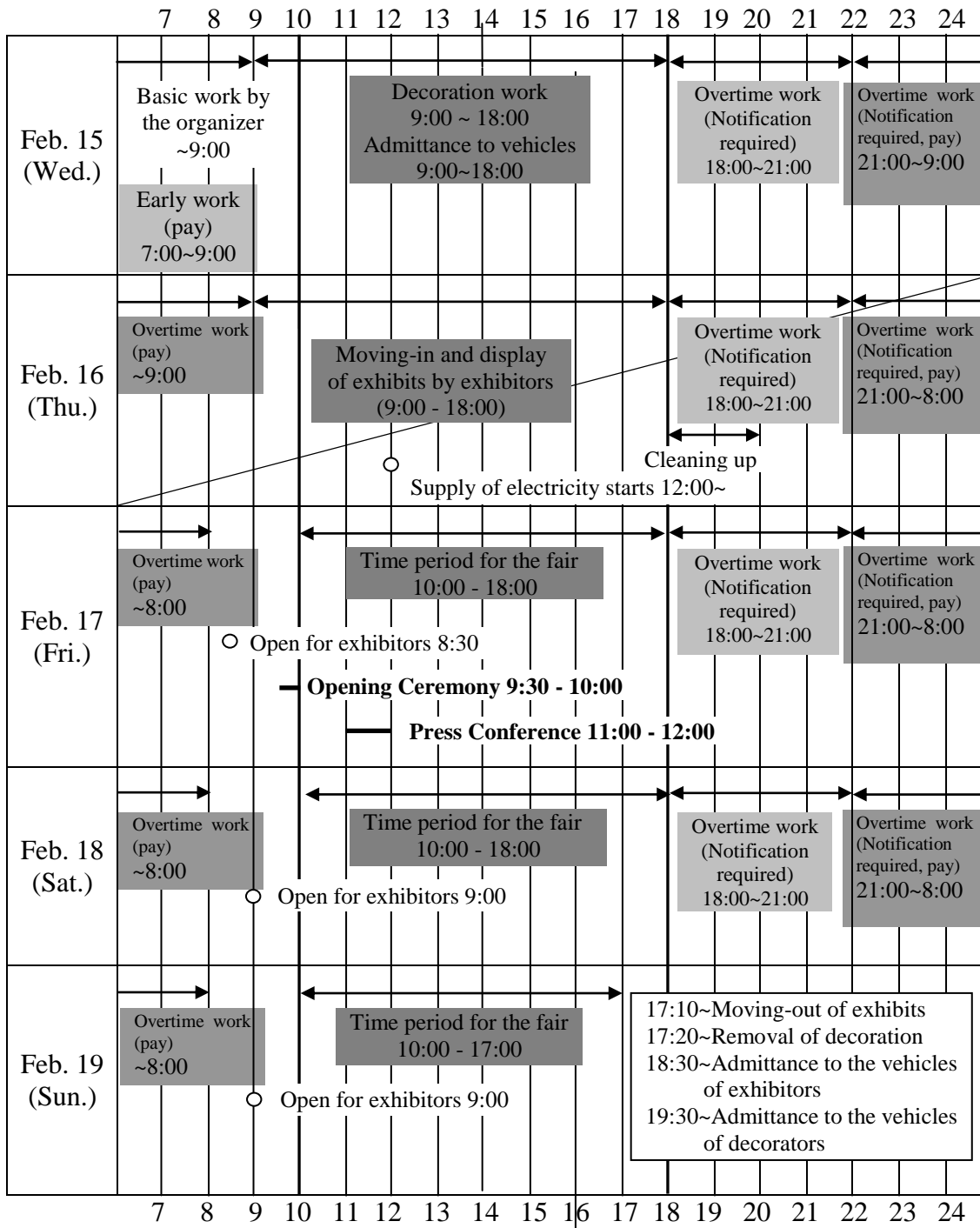
Depending upon the content of application, some charges or fees may be generated later; in such a case, the Operational Secretariat will send you a bill a later date. Please pay the bill through a bank transfer.

	Application Form	Deadline	Target
A	Registration of Decorating Company	Dec. 22 <sup>nd</sup>	All Exhibitors
B	Application for Supply of Electricity/ 2nd Stage Trunk-Line Electrical Work	Jan. 6 <sup>th</sup>	All Exhibitors
C	Application for Floor Construction	Jan. 6 <sup>th</sup>	Optional
D	Application for Approval for Bringing Hazardous Material/the Use of Fire	Jan. 6 <sup>th</sup>	Optional
E	Application for Ceiling Construction	Jan. 6 <sup>th</sup>	Optional
G	Application for Package Plan	Jan. 6 <sup>th</sup>	Optional
H	Application for Furniture Rental	Jan. 6 <sup>th</sup>	Optional
I	Application for Additional Exhibitor's Badge / Vehicle Pass	Dec. 22 <sup>nd</sup>	Optional
J	Application for Use of Product Sampling Area	Jan. 20 <sup>th</sup>	Optional
K	Notice of Exhibitor's Event	Jan. 20 <sup>th</sup>	All exhibitors
L①	Application for Lodging (Hotel Sunroute Ariake)	Jan. 31 <sup>st</sup>	Optional
L②	Application for Lodging (Tokyo Bay Ariake Washington Hotel)	Jan. 31 <sup>th</sup>	Optional
M	Notification of Insertion Particulars in Guidebook	Dec. 2 <sup>nd</sup>	All exhibitors
N	Application for Charity Sales	Jan. 6 <sup>th</sup>	Optional

## Overview of Events

- **Event name:** The 46h Japan Golf Fair 2012  
(Slogan: See and Touch the World of Golf)
- **Dates:** Friday, February 17 - Sunday 19, 2012
- **Hours:** 10:00 - 18:00 (10:00 - 17:00 on the last day)
- **Venue:** Tokyo International Exhibition Center (Tokyo Big Sight)  
West Hall 1 & 2  
3-11-1 Ariake, Koto-ku, Tokyo Japan 135-0063  
TEL : +81-3-5530-1110
- **Organizer:** The Japan Golf Goods Association
- **Support:** The Ministry of Economy, Trade and Industry  
The Tokyo Metropolitan Government  
American Embassy, Commercial Section  
Japan External Trade Organization  
The Japan Golf Association  
The Japan Golf Range Association  
The Japan Golf Course Association  
The Japan Public Golf Course Association  
The Japan Professional Golfers Association  
The Japan Golf Tour Organization  
The Japan Ladies' Professional Golfers Association  
The Golfers' Tree-Planting Promotion Association  
The Japan Golf Tournament Promotion Association  
The Japan Golf Tour Players Club  
Golf Course Industry Association of Japan
- **Cooperation:** Jupiter Golfnetwork Co., Ltd.
- **Admission:** Free
- **Expected attendance:** 50,000
- **Planning:** The Japan Golf Goods Association  
Fair Committee /Japan Golf Fair 2012 Executive Committee
- **Administration:** The Japan Golf Fair Operational Secretariat  
AKASAKA-PARK Bldg., 6<sup>th</sup> Floor,  
5-2-20, Akasaka, Minato-ku, Tokyo 107-6107  
Japan  
Tel: +81-3-6364-8400  
Fax: +81-3-3468-4456  
Email: info@japangolffair.com

# Overall Schedule



## **Entry to the Fair Grounds**

During the entire JGF 2012, from installation of goods to the removal of all exhibited items, all exhibitors will be required to wear an ID badge identifying their eligibility to enter the fair grounds. This is requested in order to prevent any accidents or theft. No one will be admitted to the premises without a badge. All participants of the fair are requested to cooperate fully with this rule.

### **■Exhibitor's badge (during the fair)**

All staff members are required to wear exhibitors' badges when entering the premise. Exhibitor's badge will not be issued at the fair ground.

**If you need more than a stipulate number of badges, please submit "Form I" to the Operational Secretariat by Dec. 22nd (Thu.).**

\*Stipulate number of badges

1~2 booth will receive 6 badges per exhibitor

3~5 booth will receive 15 badges per exhibitor

More than 6 booths will receive 3 per booth

### **■Exhibitor's ID**

If you plan to wear your own name card or uniform in your booth, exhibitors are then requested not to wear an exhibitor's badge issued by the Operational Secretariat.

**Please declare this to the secretariat in advance by Jan. 31st (Tue.).**

**Exhibitors will still be required to wear an exhibitor's badge when entering the venue.**

### **■Worker's Badge**

[Installation & Decoration Workers] \*Invalid during the fair

Workers that will decorate the booths must wear a worker's badge to enter the venue.

Please be careful of your belongings during this time.

**If you need more than a stipulate number of badges, please submit the "Form I" to the Operational Secretariat by Dec. 22nd (Thu.).**

\*Stipulate number of badges

1~2 booth will receive 6 badges per company

3~5 booth will receive 15 badges per company

More than 6 booths will receive 3 per booth

# Guidelines for Moving Goods in and out of the Grounds

## **■Schedule for Moving Goods in and out**

Feb. 15 <sup>th</sup> (Wed.)	9:00 ~ 18:00	Decoration
Feb. 16 <sup>th</sup> (Thu.)	9:00 ~ 18:00	Moving-in Products Exhibition
Feb. 19 <sup>th</sup> (Sun.)	17:10 ~	Moving Exhibited Products Out
Feb. 19 <sup>th</sup> (Sun.)	17:20 ~	Removal of Decoration Equipments
Feb. 19 <sup>th</sup> (Sun.)	18:30 ~	Exhibitors Moving-out by Vehicles
Feb. 19 <sup>th</sup> (Sun.)	19:30 ~	Decorators Moving-out by Vehicles

## **■Decoration Work (by decoration companies)**

Feb. 15<sup>th</sup> (Wed.) is designated for working on the decoration for the booths.

Please make sure that your decoration company finishes the work by 18:00 on the 15<sup>th</sup>.

If you wish to work early time during 0:00~9:00 on the 16<sup>th</sup> please contact the Operational Secretariat.

You will be permitted to work at ¥20,000 per an hour.

## **■Moving in and Display of Exhibits (by exhibitors)**

Feb. 16<sup>th</sup> (Thu.) is designated for the moving in and display of exhibits.

Working on the decorations is basically not allowed on this day.

Vehicles must have the previously distributed "move-in and out vehicle pass." Exhibitors are required to display the vehicle pass on the windshield and at the specific time, enter from the "admission passage" and proceed to the "open-air exhibition area" (temporary parking lot) following the security staff's instructions. The "open-air exhibition area" which will be used for moving in is next to the exhibition hall. We recommend the use carts for a smooth move in. (The Operational Secretariat does provide carts.)

\*The move-in entrance may be limited to one location due to bad weather conditions such as strong winds or heavy rain.

\*Vehicles are not allowed to enter on Feb. 16<sup>th</sup> (Thu.)

## **■Vehicle Pass**

All vehicles for decoration work and move in must have a vehicle pass. One pass per one vehicle is necessary.

The stipulated number of vehicle passes is as follows:

Vehicle passes for decorator (valid on 15<sup>th</sup> and 19<sup>th</sup> )

1 decorator.....3 passes

Vehicle passes for exhibitors (valid on 16<sup>th</sup> and 19<sup>th</sup> )

1 exhibitor.....2 passes

**If you need more passes, please request them from the Operational Secretariat by Dec. 22nd (Fri.) with the "Form I."** The JGF 2012 requests all exhibitors to work with a minimum number of vehicles in order to promote a smooth move in.

## **■Overtime Work**

Working hours should end at 18:00 basically. However, by submitting prior notification, working hours can be extended until 9pm at the latest.

If you wish to work overtime, **be sure to submit the "overtime work notification" to the Operational Secretariat in the hall by 18:00 on that day.** Please note that if you do not submit the notification, you may not be allowed to work for the reasons of security and facility management.

Also, for security reasons, only one gateway will be open after 18:00.

If you work overtime after 9pm, you will be charged. (¥20,000 per an hour)

## **■Direct Shipments to the Exhibit Site**

Shipment of your exhibits or related goods to the Exhibit Site directly should be consigned and the bill of lading made out as follows.

Address: **Tokyo International Exhibition Center (Tokyo Big Sight)**

**West Hall 1&2**

**3-11-1, Ariake, Koto-ku, Tokyo Japan 135-0063**

Event name: **JAPAN GOLF FAIR 2011**

Tel: **+81-3-5530-1111**

Name of Exhibiting Company: **Your Company name**

Booth No.:

To Arrive (date): \_\_\_\_\_

\*When you schedule to ship all exhibition items to the fair, please make plans to ship them back as soon as the fair is over. Tokyo Big Sight does not have any storage facilities for exhibitors. Exhibitors' displays and products must be shipped out immediately after the fair is over (Feb. 19th ). We recommend Nippon Express Co., Ltd as a shipping agency. Please refer to the shipping manual.

**\*Foreign exhibitors are allowed to sell products on the last day of the fair.**

## **■Moving in and Moving out of Exhibits during the Fair Period**

**In principle, the moving in and moving out of exhibits is not allowed during the fair period.**

If you have some unavoidable reasons, such as trouble with or damage to your exhibits, or need to replenish exhibits, demonstration materials, or printed matters, you must receive the approval of the Operational Secretariat in the hall beforehand by submitting the "move-in notification". In that case, please make sure that the representative for your exhibition is at the site during the moving in or moving out. For security reasons moving good in and out may be done only before and after JGF Fair hours.

During the JGF, visitors are allowed to bring their own golf clubs in and out of the hall.

Taking golf products in or out of the Fair will be permitted on the following occasions:

1. When move-out permission sticker is put on the product
  1. When a move-out permission sticker is attached to the product
    - 1) A product with a sticker attached by the staff of the JGF at the entrance
    - 2) An Exhibitors' prize with a permission sticker attached
    - 3) A product for sale at the fair only with a permission sticker attached
  - \*If a visitor has won a prize, a permission sticker must be attached or they will not be allowed to bring the goods out of the venue.
2. When a temporary move-out permission badge is held by or attached to a product being carried by an exhibitor with a badge before opening and after closing hours.

**If an exhibitor's plan requires this sticker or badge, please apply to the Operational Secretariat.**

## **■ Move-out of Exhibits**

The schedule for moving out is listed in the plan below. We recommend the use carts for a smooth move out. (The Operational Secretariat does provide carts.)

Feb. 19<sup>th</sup> (Sun.) 8:00 - "Open-air exhibition area" (temporary parking lot) opens for vehicles. The "move-in and out vehicle pass" must be displayed on the vehicle windshield. Please park your vehicle following the security staff's instructions.

17:10 - Exhibitors may begin moving out their exhibits by hand. Load the exhibits onto vehicles parked at the "open-air exhibition area." After being loaded, the vehicles must leave promptly. A vehicle for high lift work for use by the Operational Secretariat will enter.

17:20 - Power supply inside the booths is stopped.

17:30 - Decorations taken away by decoration companies begins.

18:30 - Move-out of large-sized exhibits using vehicles in the hall begins by the exhibitors.

19:30 - Move-out of large sized decorations using vehicles in the hall by the decoration companies begins

21:00 - Final cleaning begins.

\*For security reason, removal of decorations by decorators is not allowed until 17:20.

## **■ Working in the Passage**

All unloading, loading, unpacking and packing of display materials must be done inside the booth. Please do not block the passage ways. Any and all remaining exhibition or decoration material is the responsibility of each exhibitor and must be taken away. If anything is left in a public area, the Operational Secretariat will consider it scrap and dispose of it. Please note that any and all disposal costs generated by left behind materials will be borne by the exhibitor.

## **■ Bonded Exhibits**

Please contact international forwarders in your country, if you are planning to display bonded exhibits. We recommend Nippon Express Co., Ltd. as forwarder. Please refer to the Shipping Manual.

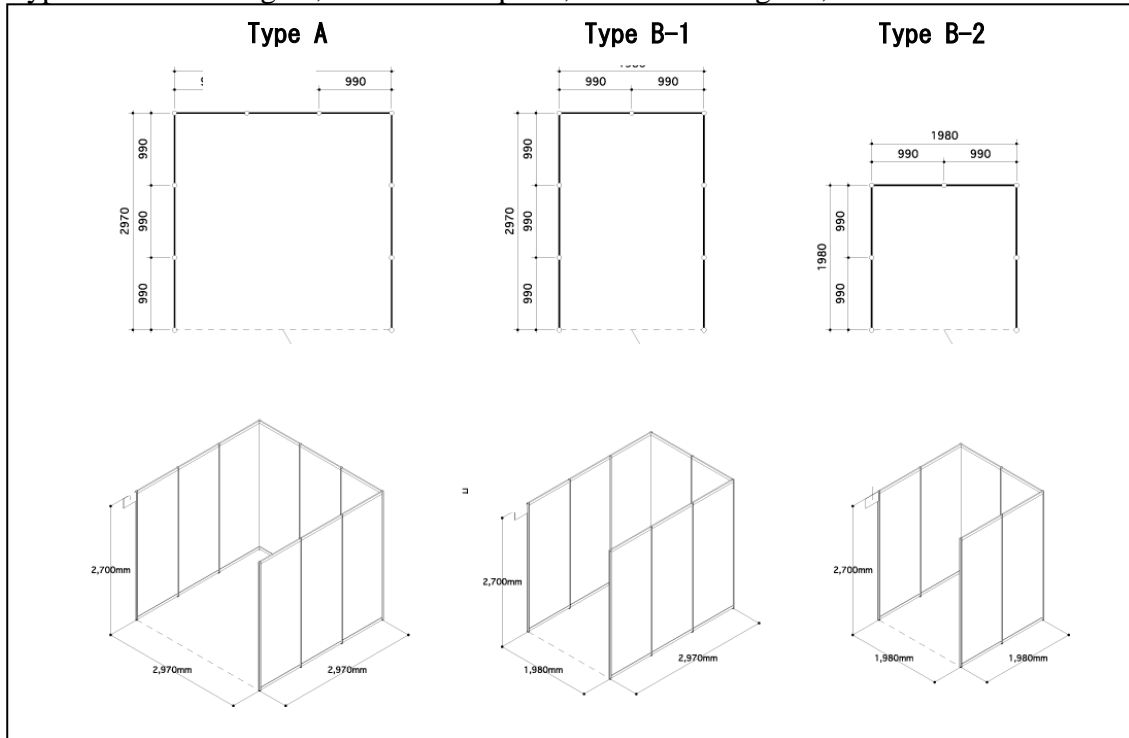
# The Outline for the Type of the Booth(s)

## ■ Specifications of the Basic Booth

Type A: Frontage 2,970 mm x Depth 2,970 mm x Height 2,700 mm

Type B-1: Frontage 1,980 mm x Depth 2,970 mm x Height 2,700 mm

Type B-2: Frontage 1,980 mm x Depth 1,980 mm x Height 2,700 mm



※The back and the side panels of the booth will be prepared by the organizer. However, there will be no panels on the aisle side of each booth. Also, for exhibitors with two booths or more, there will not be any divider between the exhibitor's own booths. Such divider will be provided only to separate the booths belonging to adjacent exhibitors.

The unified company name and the booth number shall be placed on the side panel.

## ■ Open Booth (More than 6 booths)

As for open booths, back and side panels will not be provided. Only the measured floor space will be allocated in accordance with the number of the booths you requested. Each exhibitor is responsible for their own decorations.

# Guideline for Decoration and Exhibition

## ■Submission from the decorating company and a drawing of the booth

All exhibitors are required to submit a “Registration of Decorating Company” (Form A). Please attach a drawing of your booth. << **The Deadline is December 22nd (Thu.)** >>

## ■Regulation of the Height for decoration of the booth

	6 booths and more with A type	1 to 4 booths with A type	B-1 and B-2 type
Regulation	2.7m	2.7m	2.7m
50cm set back from the path and the dividing line	Lower than 6.0m	Lower than 3.6m	-

※ If your booth(s) are located next to Meeting Spaces, Exhibitors Space, or the wall of the venue, the setback rule will be not applied.

## ■The Specification and Instructions

The unit wall(s) of a basic booth consist of crosspieces, poles, and panels.

- Crosspieces and poles: silver,
- Panels: white (color selection is possible for an additional charge)

The unit walls will be reused (for environmental considerations) therefore; all exhibitors will not be permitted to do any of the following actions to the wall: **Nailing, tacking, or using any adhesive other than double sided tape.**

If any damages on a unit panel are detected, repair fees will be charged to the exhibitors. Display tools for a unit panel are available for a charge from the Operational Secretariat. Please contact YKY Inc. if you are planning to use cutting sheets or similar items.

## ■Booth Decoration Work Fee

Booth decoration work fees (or package plan fees), rental furniture fees, and electricity power fees will be charged according to your application, prior to the opening of the Fair.

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| <ul style="list-style-type: none"><li><input type="checkbox"/> After receiving the application forms, Japan Golf Goods Association will issue a bill for relevant costs before the end of January.</li><li><input type="checkbox"/> Method of payment is through <b>bank transfer only</b>.</li><li><input type="checkbox"/> Please make your payment before the due date: &lt;&lt;February 10th (Friday)&gt;&gt;</li></ul> |
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## ■Furniture Rental

There are a variety of items available for rental that are useful in the booth during the Fair. Please filled out the application “**Form H**” and submit it by **Jan. 6th (Fri.)**

Please pay the rental fee to the Operational Secretariat prior to the Fair through a bank transfer. We will inform you of the invoice at later date.

## **■Constructor for Booth Decoration**

The Operational Secretariat provides package plans and rental furniture for booth decoration. Exhibitors needing a contractor for booth decoration can ask the following company.

### **YKY Inc.**

Contact person: Mr. **Tanaka** / Mr. **Okada**

Tel: **+81-3-3868-8511** / Fax: **+81-3-3868-8514**

## **■Decorating Materials**

There will be monitoring and inspection by the fire department during the installation period and during the Fair itself. If any violations are found, the work may be stopped, and/or a structure may be ordered to be dismantled. Therefore, please observe the following rules;

- 1) Please make sure that all plywood, linden plywood and print plywood to be used for exhibits has been treated with fire resistant maceration processing and bear a seal on the surface showing compliance with the “Ministry of Home Affairs Ministerial Ordinance of Autonomy, Fire Fighting Law and Construction Rule Article IV.”
- 2) All combustible materials such as flags, banners, curtains, carpets, artificial flowers, papers, cloth and all other flammable materials, must be treated with effective flame-resistant processing. For items with flame-resistant processing already completed, please show the checkup mark or the acceptance mark to the relevant administrative agency. Flame-resistant plywood that is covered or pasted entirely with a thin cloth, paper or other flammable material is regarded as flame-resistant plywood. Plywood on which a thick cloth or paper with frills appended, partially appended, or attached with metal fittings and nails, is not regarded as an unitary item, so they will all need to have approved flame-resistant processing.
- 3) Petroleum products such as Styrofoam, Hong Kong flower, urethane and synthetic fibers which do not allow the penetration of flame-resistant solutions, may not be used. Only carpets that have undergone flame-resistant processing for fire prevention rules covered by "the Fire Fighting Law, Construction Rules, Article IV, Paragraph 3" may be used. The use of all other items is prohibited. Please make sure that the "Flame-resistance processing label" is easy to see during the installation and construction work.
- 4) Since the Fair will be held in a public exhibition facility, please note that there are many types of restrictions. The installation of any materials or devices which may cause an accident, be harmful to visitors/exhibitors or that create any type disturbances are strictly prohibited.
- 5) Only legally fireproofed materials are accepted for use as; a net, a target, artificial lawn and including all decorations and exhibits.

## **Other Points of Caution Related to Exhibition and Work Execution**

### **A. With regard to ceiling structures, hanging decorative items from the ceiling of the booth is prohibited as a rule:**

However, please speak with the Operational Secretariat by **January 6th (Fri.)** if a ceiling structure is necessary for unavoidable reasons. The Secretariat will consult with the Fire Authority and when approval or denial is obtained, you will be notified.

### **B. Protection and security of the exhibition hall:**

Using nails, scotch tape, or other adhesive materials directly on fixtures, ceilings, or pillars of the hall is not permitted. All construction and installation work done by exhibitors must be confined within the booth(s) allocated by the JGF. No item or work may go beyond the booth in to the passageway.

### **C. The basic booth structure cannot be changed:**

The basic structure of the booths constructed by the JGF may not be expanded, shrunk, moved, or dismantled.

### **D. Securing the passageway:**

When decorating the booth or removing the decorations, please avoid placing any materials or goods along, in front of or between the booths. All the work must be done within the booth. Do not leave extra stock or decoration materials at the back walls of the hall.

### **E. Disaster prevention facilities:**

Exhibitors are not permitted to move facilities such as emergency exits, fire extinguishers, smoking areas, or to obstruct securing of the necessary space for these facilities that have been set up by the Operational Secretariat.

### **F. Securing safety within the booth:**

Each exhibitor is expected to secure adequate space for people to get in and out of the booth exit facing the passageway. Depending on the size and shape of the booth, please set up two or more exits when necessary.

### **G. Floor Construction:**

**Exhibitors must submit "Form C" by Jan. 6th (Fri.) if they need to do floor construction for an anchor bolt.** Permission from Tokyo Big Sight authorities is required for this type of construction. Exhibitors are responsible for the installation and the removal work of the bolts (by cutting the bolts sticking out from the floor) after moving out their exhibits.

Exhibitors will be charged a repair expense of JPY 1,000 per bolt. The payment must be made during the Fair by cash or credit card with "Form C."

### **H. Others:**

If there are any questions or problems with regards to exhibition or work execution, or other similar situations, please consult the Operational Secretariat.

## Package Booth Plan

The Operational Secretariat offers a package plan for all booths. Exhibitors only need to dispatch a representative and all items that will be displayed.

**Exhibitors planning to apply for a package plan need to submit “Form G” by Jan. 6th (Fri.). Please consult the Operational Secretariat separately if the number of booths is two or more.**

### **A type booth** (W 2,970mm x D 2,970mm x H 2,700mm)

Package Booth fee per booth: JPY160, 000 (tax included)

②Parapet	system parts
③Punch Carpet	color choice is available
④Company Name Board	Cutting Sheet, Unified letter font
⑤Fluorescent light 40 Watts	two light
⑥Spot Light 100Watts	six lights
⑦Electrical Outlet 100Volts/500Watts	two outlet/ one place
⑧Trunk-Line Electrical Work (1kW limit)	
* Electrical expenses are charged separately from the package booth plan fee	
⑨Receptions counter	one desk (W900mm X D450mm X H800mm)
⑩Folding chair	two chairs
⑪Trash Can	one
⑫Visiting-Card Tray	one
⑬Catalogue Stand	one
⑭Display Net and Hooks	one (10 hooks)

### **B-1 type booth** (W 1,980 mm x D 2,970 mm x H 2,700 mm)

Package Booth Fee per booth: JPY140, 000

②Parapet	system parts
③Punch Carpet	color choice is available
④Company Name Board	Cutting Sheet, Unified letter font
⑤Fluorescent light 40 Watts	one light
⑥Spot Light 100Watts	four lights
⑦Electrical Outlet 100Volts/500Watts	two outlet/ only one place
⑧Trunk-Line Electrical Work (1kW limit)	
*Electrical expenses is charged separately from package booth plan fee	
⑨Receptions counter	one desk (W900mm X D450mm X H800mm)
⑩Folding chair	two chairs
⑪Trash Can	one
⑫Visiting-Card Tray	one
⑬Catalogue Stand	one
⑭Display Net and Hooks	one (10 hooks)

## Package Booth Plan (continued)

### **B-2 type booth** (W 1,980 mm x D 1,980 mm x H 2,700 mm)

Package Booth Fee per booth: JPY120,000

②Parapet	system parts
③Punch Carpet	color choice is available
④Company Name Board	Cutting Sheet, Unified letter font
⑤Fluorescent light 40 Watts	one light
⑥Spot Light 100Watts	two lights
⑦Electrical Outlet 100Volts/500Watts	two outlet/ one place
⑧Trunk-Line Electrical Work (1kW limit)	
*Electrical expenses is charged separately from package booth plan fee	
⑨Receptions counter	one desk (W900mm x D450mm x H800mm)
⑩Folding chair	two chairs
⑪Trash Can	one
⑫Visiting-Card Tray	one
⑬Catalogue Stand	one
⑬Display Net and Hooks	one (10 hooks)

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| <ul style="list-style-type: none"><li><input type="checkbox"/> After receiving the application forms, Japan Golf Goods Association will issue a bill for relevant costs until the end of January.</li><li><input type="checkbox"/> Method of payment is through <b>bank transfer only</b>.</li><li><input type="checkbox"/> Please make your payment until the due date <b>《February 10<sup>th</sup> (Friday)》</b></li></ul> |
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# Supply of Electricity

## ■Supply of Electricity

When electricity is used for demonstrations and lighting, the expense will be borne by the exhibitor. The electrical work for demonstrations and lighting (the wiring work up to each booth to the power switch) will be carried out by a contractor designated by the JGF (the 1st stage trunk line electrical work). All the electrical work done in the booth after setting up the power switch (the 2nd stage trunk line electrical work) will be done by the exhibitor at their expense.

## ■1st Stage Trunk-Line Electrical Work (consumption tax not included)

Single phase 100V, 200V 1st stage work cost	Up to 500W	JPY 5,000.	Three phase 200V 1st stage work cost	Up to 500W	JPY 6,000.
	Up to 1 kW	JPY 10,000.		Up to 1 kW	JPY 12,000.
	For each additional 500W	JPY 5,000.		For each additional 500W	JPY 6,000.

## ■Setting up a Distributor Panel

When the total volume of single-phase electricity exceeds 1,500W, a distributor panel must be installed in the second stage work.

\* Please set the fire extinguisher beside the distributor panels.

## ■Assumption of the Cost for the 2nd-Electrical Work

Electrical work from the trunk line side (on the first-stage) wired by the organizer to wiring inside the booth for lights, power and other electrical work (the second-stage work) shall be carried out by each exhibitor. The cost of such work will be borne by the exhibitor.

## ■Application for 1<sup>st</sup> Stage Trunk-Line Electrical Work

In the case of using electricity in your exhibition, demonstrations, or lighting within the booth, **please calculate the necessary amount of electricity and submit “Form B” to the Operational Secretariat by Jan. 6th (Fri.)**. The JGF will be unable to supply electricity, if your application is not received by the due date.

## ■Application for 2<sup>nd</sup> Stage Trunk-Line Electrical Work

**Exhibitors who need the second-stage trunk-line electrical work must submit “Form B” to the Operational Secretariat by Jan. 6th (Fri.)**.

Second stage- trunk-line electrical work provides installation for wiring work inside your booth, machine wiring work, lighting work, and outlet work.

Plug	JPY 2,500./1 Plug	Spot Light	JPY 3,500./1 lamp
Arm Spotlight	JPY 3,500./1 Lamp	Fluorescent Light	JPY 3,000./1 lamp

\*Consumption tax is not included in the price above.

### **■Electricity rate**

The electricity rate is set at JPY2, 200 per kW (consumption tax not included). Fractions will be raised to the next highest unit of calculation. The bill will be sent directly to exhibitors after the end of the Fair.

### **Time period for supply of electricity**

Electricity will be supplied from 12:00 for booths with installation completed. When booths are still under construction the electricity will continue until the construction is completed. The time will be extended by 30 minutes before and after opening and closing hours. The power supply will be stopped at 17:20 on the last day.

\*Please make sure to turn off the power switch in the booth (the main power switch) before leaving the hall.

### **■Points of Attention for Executing Electrical Work**

\*All exhibitors are required to submit the **Form B** by Jan.6<sup>th</sup> (Fri.). **Please make all payments during the Fair .**

- 1) Any person(s) doing electrical work must have and carry an electrical technician's license while working, based upon the provision in the electrical work law.
- 2) When an exhibition item is damaged due to an abnormality or an accident in the electrical power, such as a blackout or fall in the electrical voltage, the JGF shall not be held liable. Exhibitors are requested to adopt adequate protective devices.
- 3) No electrical work will be permitted during the Fair.
- 4) When doing wiring work with a long extension cord, connecting one cord to another without the use of a connector is prohibited.
- 5) For wiring, an F cable or a cable on the same level (or higher) must be used. Wiring by vinyl cord, the use of a cable tap, or placing multiple wiring loads on one outlet is prohibited.
- 6) When doing floor wiring work, please protect the wiring with some type of protective covering material.
- 7) Please use proper fuses.
- 8) When doing electrical work, please pay utmost attention to fire prevention and other hazards that may cause accidents resulting in injuries or damage to property.
- 9) Please observe all of the points of concern and caution provided by the JGF in relation to electrical work.

\*If you have any questions about electrical work, please contact the Operational Secretariat.

# Points of Attention for Fire Prevention

## **■Organizing a Voluntary Fire Prevention Group**

During the time of the JGF, we will organize a group (of exhibitors) for fire prevention and the committee will take the liberty of appointing members from among the exhibitors. We ask all exhibitors who are appointed to provide us with your cooperation.

## **■Smoking in the Exhibition Hall**

Smoking in the Exhibition Hall is prohibited in all areas.

## **■Prohibition of Bringing in Hazardous Materials**

In compliance with Article 23 of the Fire Prevention Ordinance of Tokyo Metropolis, the following activities are prohibited in the Fair halls.

(If needed, you are requested to submit "Form D" to the Operational Secretariat by Jan. 6th (Fri). The Operational Secretariat will apply to the fire department to obtain; "the approval for the temporary suspension of prohibition on specified activities." However, when the conditions in the approval are not carried out faithfully, the approval may be canceled. Please take note of this point.

\*To obtain approval, there will be a visit to check and confirm the content of your application form the day before the Fair begins. Please make sure that your representative is there for this visit).

## **■Prohibited Activities**

- 1) Smoking (smoking in the booths is not permitted. Applications to seek permission will not be accepted.)
- 2) Use of open flame/fire (equipment that emits flames or sparks, electrical heaters with exposed Nichrome wire, kerosene stoves, and alcohol lamps)
- 3) Bringing liquefied petroleum gas, high pressure gas to the fair grounds
- 4) Bringing hazardous materials into the Fair (gasoline, kerosene, machine oil, fuel oil)
- 5) Bringing in other hazardous materials (nuclear fuel substances, explosives, etc.)
- 6) Paints, sprays, high pressure cylinders and some kinds of toner for photo copies may be regarded as hazardous materials.

## **■Quantitative Restrictions**

- 1) Hazardous materials and semi-hazardous materials are to be under one-fifth of the designated amounts set in the fire defense law. No such materials for exhibition or for sale are permitted.
- 2) Combustible gas must be stored in a type of container that is within the scope of application of the high pressure gas control law with the maximum volume must be less than 2 kg and the total gas volume must be less than 5 kg.

## **Location of Hazardous Materials**

- 1) Hazardous materials must be placed a safe distance from all surrounding combustible materials and far enough from the standpoint of fire prevention.
- 2) Materials must be at least 6 meters away from the emergency exit, staircase, and any place where fire is being used. If there is an effective fire wall (from the standpoint for fire prevention) that situation will be regarded as an exception.

## **Safety Measures**

- 1) Please devise safety measures for monitoring by your representative who is responsible for fire prevention in your booth as well as for inspection after each use.
- 2) When a hazardous material or semi-hazardous material is being heated or boiled, the volume of such material should be under 60% of the container capacity.
- 3) When you bring in a container of liquefied petroleum gas, use the cartridge type fuel tank.
- 4) When you handle a hazardous liquid material, the pipes should be metal; the joints should be screw-type, flanged or welded.
- 5) When there is a significant amount of combustible vapor emitted, please set up a system to discharge the vapor safely outside.
- 6) If you have any machinery or equipment from which hazardous liquid material could spill, please take the necessary precautions to prevent or contain the spill.
- 7) If you will handle hazardous materials which may ignite if they come into contact or get mixed with other hazardous materials, please make sure that you do not handle them in the same area.
- 8) When the Fair is open, please do not replenish any hazardous liquid materials.
- 9) The amount of fuel in the tanks of equipment and machines that are exhibited or displayed, should be at the minimum level.
- 10) Please do not use any hazardous material whose name and/or properties you are not totally clear about.
- 11) Please take all other necessary safety measures for the hazardous materials you will handle in accordance with their respective properties.
- 12) Fix the position of any equipment that uses fire to the floor or to the wall so that it will not easily move.

# Maintenance and Management of the Fair Grounds

## **■Management and Exemption of Liability for Exhibit Items**

The JGF will contract with a security company to monitor and to provide security for the entire period of the JGF. This will include from the time of installation to the time of moving out exhibited items after the Fair. However, the JGF will not be held responsible for any damage, loss or theft to exhibited items. A representative of your company must be stationed at all times in your booth to manage the exhibit, as well as to attend to visitors. Please pay utmost attention to the handling of cash and valuables during the Fair.

## **■Insurance**

The Operational Secretariat highly recommends all exhibitors obtain an insurance of indemnity for all items or merchandise that will be exhibited. It is recommended that this policy cover the entire period of the Fair.

If you need insurance for your exhibit, please contact the Big Sight Service Center.

### **Big Sight Service**

**3-11-1 Ariake, Koto-ku, Tokyo 135-0063**

**TEL: +81-3-5530-1290 FAX: +81-3-5564-5430**

Contact person: **Oikawa**

## **■Damage Compensation**

If an exhibitor or any of its representatives cause damage to another exhibitor's booth or exhibited items, to the JGF equipment, to Tokyo Big Sight equipment, to exhibition facilities, to visitors or other persons on the Fairgrounds, the exhibitor will be held liable for damage compensation.

## **■Cleaning inside the Booth**

Exhibitors will be responsible for the maintenance and cleaning inside their booth. Exhibitors are responsible for the removal and disposal of all materials from the exhibition. All exhibited items must be taken away. When items used for an exhibit are left behind, the Operational Secretariat will consider them as scrap and dispose of them. **Please note: the Operational Secretariat will charge exhibitors disposal costs generated by left behind items from their booth.**

# Demonstrations and Advertising Activity

## **■Points of Attention When Doing Demonstrations**

We ask that exhibitors who will carry out demonstrations be very mindful of safety, and that all precautions are taken to prevent injury and damage to your own or other exhibitors' assets. Compensation for any damage to exhibitors' assets or to visitors to the Fair caused by demonstrations is to be resolved by the responsible exhibitors.

Please carry out all demonstrations inside of the booth. During a demonstration, no equipment or demonstrators may protrude into the passageway. No flyers may be distributed along the passageway. Any items including chairs, tables or equipment may not be brought into the passageway.

Illumination levels should be adjusted so that they do not interfere with other exhibitor's displays or visitors to the Fair. If any problems are reported, the Operational Secretariat will be required to take the appropriate action to improve the situation..

## **■Distribution to the Visitors**

Please be careful when distributing product bags with advertisements for you exhibit.

There have been reports that exhibits and displays have been damaged and that children have been injured by bags that are large, sharp, and have hard corners.

## **■Use of Sample Distribution Area**

Three sample distribution areas are located near the entrance for exhibitors' time-regulated product sampling, distribution of flyers and surveys. The Operational Secretariat will adjust the time regulation according to the number of applicants. **If you wish to use the sample distribution area please submit "Form J" to the Operational Secretariat by Jan. 20th (Fri).** Representatives (two per company) are required to wear a sample permit issued by the Operational Secretariat.

Please be aware of any equipment, such as wires from adjacent booths, when conducting a sample survey. In the case of serving drinks, all cans and bottles should be collected and disposed of by exhibitors.

## **■Passageway Regulations**

When presenting stage events and demonstrations, please do not block the passageway as it may cause an inconvenience to other exhibitors due to the extreme concentration of people at such events. Please note that if such events are identified to be a cause of inconvenience, the JGF may request termination of such events and demonstrations.

## **■Noise Regulation**

If audio equipment is to be used for demonstrations in your booth, please make sure that the volume is set at an appropriate level so that it does not disturb adjacent exhibitors.

**■The sound should be set below 75db and 3m away from the borderline of your booth.**

If complaints are received from adjacent exhibitors, the Operational Secretariat will ask the offending exhibitor(s) to follow the appropriate volume level.

## **■Speaker-Position Regulation**

Speakers should not face directly towards adjacent exhibitors. They should face the inside of the stage. If speakers are positioned on the wall or the poles facing the passageway, the angle should be below 45 degrees.

If speakers are positioned on the stage, the central axis should face the center of the stage.

If complaints are received from adjacent exhibitors, the Operational Secretariat will ask the offending exhibitor(s) to follow the appropriate rules.

## **■Instruction for Constructing of Netted Areas for Trial Hitting**

\*Only for exhibitors with over 6 booths (type A, peninsula or island)

- 1) The club trial hitting space should be located completely within the netted area.
  - Exhibitors should establish a 2.5 meter safety zone at the rear of the trial hitting space when it is located close to the entrance of the netted area.
  - Exhibitors should establish a 1 meter safety zone at the rear of the netted area, even if a person swinging the trial club cannot reach the outside of the trial hitting space.
- 2) The safety netting should be triple netting in the front and double netting on both sides and top. This type of structure will not be necessary when balls such as plastic or sponge are used. In an effort to adhere to safety precautions, structural plans and floor plans for netted areas, along with samples of the balls to be used, must be submitted to the Operational Secretariat as soon as possible.
- 3) Only fireproof materials can be used for targets, nets, artificial lawns, and other external wall materials. When constructing the netted area, make sure that balls cannot be deflected from any structural piping from outside of the netting (top, bottom, front, rear and sides). Be sure that the floor of the netted area is capable of absorbing the impact of the balls so that they do not ricochet from its surface.
- 4) Netted enclosures within company booths must be separated by 40 cm clearance in the front, and 20 cm on all sides, including all decorations. Please plan an enclosure that does not encourage people to lean against the netted area.

Exhibitors planning to install netting for club trial hitting within their booths are required to comply strictly with the provisions stipulated in the "Installation Specifications for Trial Hitting Nets " Please submit a diagram of the entire booth and configuration chart of the netted area to the Operating Secretariat.

Should there be any inconveniences caused by the above rules, please contact the Operational Secretariat. The JGF will consult with you and try to make arrangements to accommodate your wishes within the safety regulations.

## **Individual Event**

Exhibitors planning to organize talk shows featuring professional golfers or giveaways to visitors at their booth must submit “**Form K**” and the event’s time schedule to the Operational Secretariat **no later than Jan. 20th (Fri)**.

If there are any changes concerning the event(s), please notify the JGF as soon as possible.

<Information PR Method>

- ◇ Bulletin board inside the JGF area
- ◇ Correspondences to inquiries
- ◇ Notices on The Japan Golf Fair official home page

## **Sale of Exhibited Goods on Site**

Sales of goods is allowed by foreign exhibitors only on Feb. 19th . (last day of Fair)

## **Photographs**

Taking photographs in the Fair area:

- 1) It is prohibited to photograph or to sketch an exhibit without the exhibitor's permission.
- 2) Visitors to the Fair are allowed to take photographs. In the case of exhibitors needing to maintain trade secrets regarding equipment, functions, or designs, the exhibitors are allowed to ask visitors to refrain from taking photographs.
- 3) Exhibitors photographing their own booths: When exhibitors need to take photographs of their own booths, we ask those exhibitors to not to inconvenience visitors to the Fair. If you would like to take photographs outside of the opening or closing times, please submit the "overtime work notification" to the Operational Secretariat in advance of taking the photos.
- 4) Photographs by member of the Press: The Operational Secretariat provides press members with armbands marked "PRESS," and requests exhibitors to cooperate with photographers wearing these armbands.

## **Temporary Communication Line**

If you plan to demonstrate via internet, please contact to;

For further details and applications please contact:

Facility Section, TOKYO BIG SIGHT (Tokyo International Exhibition Center)

TEL: +81-3-5530-1107 / FAX: +81-3-5530-1106

E-mail : tsushin@tokyo-bigsight.co.jp

Tokyo Big Sight website: <http://www.bigsight.jp/english/download/index.html>

### **Communication Line installed**

Type of circuit required: **Analog circuit; INS 64 circuit; ADSL circuit; high-speed optical circuit**

## Hotel Guide

The following hotels are available at a special price during the JGF. (Feb. 17th ~19th)

**If you plan to stay at these hotels, please contact the hotel directly by Jan. 20th (Fri) using the Form L① or L②.** Please follow the hotel instructions for payment.

### **■Accommodation Facility and Price**

<b>Name of Hotel</b>	<b>Room Types</b>	<b>Room only</b>	<b>w/Breakfast</b>
<b>Hotel Sunroute Ariake</b> 3-6-6 Ariake, Koto-Ku, Tokyo, Japan 135-0063 Tel: 03-5352-6321 Fax: 03-5352-6020 URL: <a href="http://www.sunroutehotel.jp/ariake/">http://www.sunroutehotel.jp/ariake/</a>	Single Room	8,500JPY	9,865JPY
	Twin (two people use)	7,350JPY	8,715JPY
	Twin (one person uses)	12,700JPY	14,065JPY
<b>Tokyo Bay Ariake Washington Hotel</b> 3-7-11 Ariake Koto-Ku, Tokyo, Japan 135-0063 Tel: 03-5564-0111 Fax: 03-5564-0525 URL: <a href="http://www.ariake-wh.com/">http://www.ariake-wh.com/</a>	Single Room	7,875JPY	9,135JPY
	Twin (two people use)	7,410JPY	8,400JPY
	Twin (one person uses)	12,910JPY	14,170JPY

The rates are for one person and include; room charge, service fee, and tax.

\*These special rates are only for exhibitors at the Japan Golf Fair during the Fair.

\*Due to the possibility of no vacancy, we recommend reserving a room in advance.

\*For application methods, special requirements, changes, or cancellations, please contact the hotel directly.

\*Please submit the Form L① or L ② **【Application for Lodging】** to the hotel of your choice by FAX.

## **Access to the Fair Grounds**

Tokyo Big Sight website

<http://www.bigsight.jp/english/access/index.html>

**Rinkai Line**      <http://www.twr.co.jp/> (only Japanese)

Kokusai-Tenjijo Station (国際展示場駅)

About 10 min. walk from Kokusai-Tenjijo Station

Osaki Sta. (JR) ← 13 mins. → Kokusai-Tenjijo Sta. ← 5 mins. → Shin-Kiba Sta. (JR or Subway)

**Yurikamome Line**      <http://www.yurikamome.co.jp/en/> (English, Chinese, & Korean)

Kokusai-Tenjijo-Seimon Station (国際展示場正門駅)

About 5 mins. walk from Kokusai-Tenjijo-Seimon Station

Shimbashi Sta. (JR, Subways) ← 22 mins. → Kokusai-Tenjijo Seimon Sta.

Toyosu Sta. (Subway) ← 8 mins. → Kokusai-Tenjijo Seimon Sta.

**Water Bus**      [http://www.suijobus.co.jp/english/cruise\\_e/](http://www.suijobus.co.jp/english/cruise_e/) (English)

Ariake Terminal (有明ターミナル)

About 4 minutes walk from Ariake Terminal (Tokyo Big Sight).

Hinode Pier (about 10mins. walk from JR Hamamatsucho Station) ← 25 mins. → Tokyo Big Sight

**Toei Bus**      <http://www.kotsu.metro.tokyo.jp/english/index.html> (English)

◆ Route Higashi 16

Tokyo Sta. (Yaesu Exit, JR) ← about 40 mins. → Tokyo Big Sight

◆ Route Niji 01

Hamamatsucho Sta. (JR, Monorail) ← about 40 mins. → Tokyo Big Sight

◆ Route Umi 01

Monzen-Nakacho Sta. (Subway) ← about 30 mins. → Tokyo Big Sight

**Keikyu Bus**      <http://www.keikyu-bus.co.jp/> (Japanese only)

◆ Yokohama Sta. (East Exit, JR) ← about 50 mins. → Tokyo Big Sight

◆ Haneda Airport Terminal 2 → Haneda Airport Terminal 1 ← about 30mins. → Tokyo Big Sight

### **Airport limousine bus**

Limousine bus services are available from Narita and Haneda Airports.

For operation schedule information, call 03-3665-7220 (Airport Transport Service).

## Exemption from Responsibility

Due to a natural disaster or other circumstances beyond its control, the JGF may be compelled to change the dates of the Japan Golf Fair or cancel the Fair. We do not assume the responsibility or the guarantee of damages that may occur as a result of such natural disasters, changes or cancellations. The expenses incurred up to that time will be borne by the exhibitors in accordance with the number of booths applied for.

The JGF reserves the right to change the content of this Exhibitor Service Manual in part, and in that case, the rules after such change(s) will have precedence.

## For More Information and Consultation

If there are any unclear points or questions, regarding exhibits, decorations, and operations of the hall, please contact us at the following address;

### **■For General Information**

**Japan Golf Fair Operational Secretariat**  
c/o Daiko Advertising Inc.  
AKASAKA-PARK Bldg., 6<sup>th</sup> Floor,  
5-2-20, Akasaka, Minato-ku, Tokyo 107-6107  
TEL: +81-3-6364-8400 FAX: +81-3-3468-4456  
URL: <http://www.japangolffair.com>  
E-mail: [info@japangolffair.com](mailto:info@japangolffair.com)