



# **60<sup>th</sup> JAPAN GOLF FAIR 2026**

## **EXHIBITORS MANUAL**

**March 6 (Fri.), 7 (Sat.), 8 (Sun.), 2026**

**PACIFICO YOKOHAMA Exhibition Hall**

**[www.japangolffair.com/en](http://www.japangolffair.com/en)**



Japan Golf Goods Association

# INTRODUCTION

Thank you very much for applying to exhibit at 60th Japan Golf Fair 2026.

The exhibitor guidelines have been created to assist exhibitors and related companies in preparing for JGF 2026. These guidelines provide various rules and instructions for exhibiting at JGF 2026, from setting up your exhibit to dismantling it after the fair.

Please read these guidelines carefully to ensure smooth preparation for your exhibit.

We hope JGF 2026 will be a unique opportunity for information exchange, business conferences, and expanding business opportunities for all participants.

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## Overview

- Name: 60<sup>th</sup> Japan Golf Fair 2026
- Dates: 6(Fri.) 7(Sat.) 8(Sun.) March 2026
- Hours: 10:00 - 18:00 (10:00 - 17:00 on the last day)
- Venue: PACIFICO YOKOHAMA Exhibition Hall  
1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan
- Organizer: Japan Golf Goods Association
- Sponsors: Ministry of Economy, Trade and Industry  
Yokohama City  
Japan Golf Association  
Japan Golf Range Association  
Japan Golf Courses Employers Association  
Japan Public Golf Society  
The Professional Golfers' Association of Japan  
Japan Golf Tour Organization  
Japan Ladies Professional Golfers' Association  
Greenery by Golf Group  
The Golf Tournament Promotion Association of Japan  
Turfgrass Research & Development Organization of Japan  
Japan Golf Journalist Association  
Japan Golf Tour Players Club
- Supported: Yokohama Convention & Visitors Bureau
- Admission: ¥1,500 (¥1,000 Pre-sell)
- Expected visitors: 55,000
- Planning: Japan Golf Goods Association  
Fair Committee  
Japan Golf Fair 2026 Executive Committee
- Administration: Japan Golf Fair Operational Secretariat  
1-6-5 , Shibadaimon, Minato-ku, Tokyo 105-0012 Japan,  
Email : exhibitor@japangolffair.com

**Inquiries**

**Japan Golf Fair Operational Secretariat**  
**Email : exhibitor@japangolffair.com**

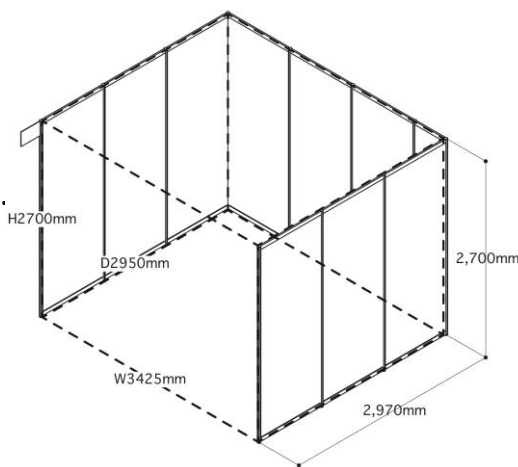
## Exhibition Regulations of JGF2026

- The exhibition will be confirmed once payment is settled.
- Exhibitor booth locations will be determined by the organizer.
- Please adhere to the fair's operating hours. Dismantling is prohibited during these hours.
- Throughout JGF 2026, from the setup to the removal of all exhibits, exhibitors must wear an ID badge to access the fairgrounds.

# Booth types and specifications of Exhibit - 1

## Type A Booth

- W3.5m × D3.0m × H2.7m
- Three-sided walls (system panels) partitions booths off from neighboring booths.
- Two-sided walls are used for corner booths.
- Trunk-Line Electrical Work 1KW limit
- Electrical Outlet 100V/500W 2 prong receptacle.
- Type A booths are only separated from neighboring booths by partitioning walls. Exhibition equipment, etc., are to be arranged by the exhibitors.
- \* Additional power supply and exhibition equipment, etc., can be arranged at a fee by the JGF Operational Secretariat.



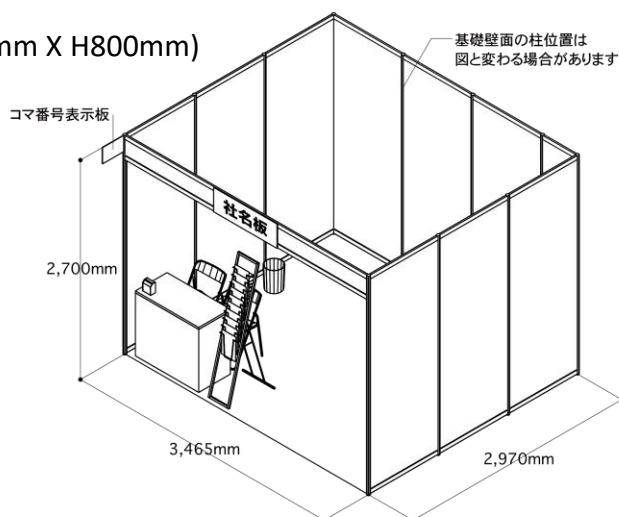
### ※Type A open booth (More than 6 booths)

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.

## Type A Booth Package Plan for single booth

Package Plan includes exhibition equipment in sets.

- |                              |  |
|------------------------------|--|
| ▪ Parapet                    | system parts                                       |
| ▪ Punch Carpet               | color choice is available (red, blue, green, gray) |
| ▪ Company Name Board         | Cutting Sheet, unified letter font                 |
| ▪ Fluorescent light (LED)    | 21W, 2 lights                                      |
| ▪ Spot Light (LED)           | 16W, 5 lights                                      |
| ▪ Electrical Outlet          | 100V/500W 2 prong receptacle                       |
| ▪ Trunk-Line Electrical Work | 1KW limit  |
| ▪ Reception counter          | 1 (W900mm X D450mm X H800mm)                       |
| ▪ Folding chairs             | 2  |
| ▪ Trash Can                  | 1  |
| ▪ Visiting Card Tray         | 1  |
| ▪ Catalog Stand              | 1  |

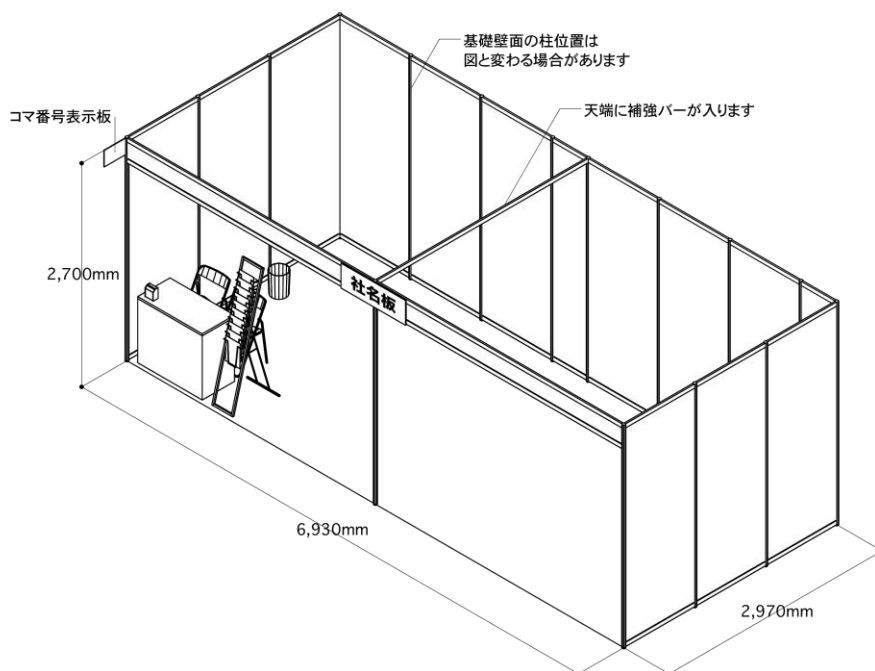


# Booth types and specifications of Exhibit - 1

## Type A Booth Package Plan for 2 booth (Side-by-Side)

Package Plan includes exhibition equipment in sets.

- |                              |  |
|------------------------------|--|
| ▪ Parapet                    | system parts                                       |
| ▪ Punch Carpet               | color choice is available (red, blue, green, gray) |
| ▪ Company Name Board         | Cutting Sheet, unified letter font                 |
| ▪ Fluorescent light (LED)    | 21W, 4 lights                                      |
| ▪ Spot Light (LED)           | 16W, 8 lights                                      |
| ▪ Electrical Outlet          | 100V/500W 2 prong receptacle 2 Locations           |
| ▪ Trunk-Line Electrical Work | 2KW limit  |
| ▪ Reception counter          | 1 (W900mm X D450mm X H800mm)                       |
| ▪ Folding chairs             | 2  |
| ▪ Trash Can                  | 1  |
| ▪ Visiting Card Tray         | 1  |
| ▪ Catalog Stand              | 1  |

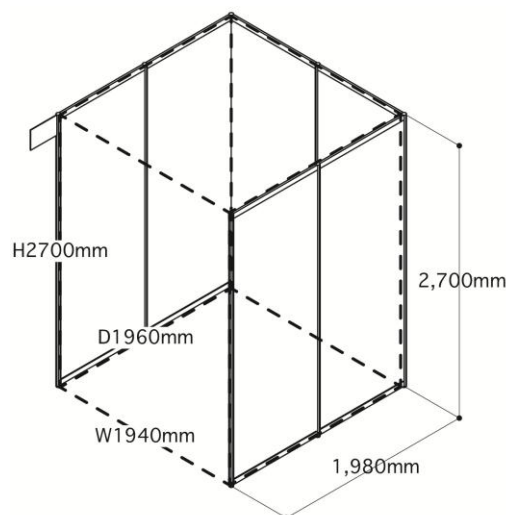


## Booth types and specifications of Exhibit - 2

### Type B Booth (Maximum 5 booths per exhibitor)

- W2.0m ×D2.0m ×H2.7m
- Three-sided walls (system panels) partitions booths off from neighboring booths.
- Two-sided walls are used for corner booths.
- Trunk-Line Electrical Work 1KW limit
- Electrical Outlet 100V/500W 2 prong receptacle.
- Type A booths are only separated from neighboring booths by partitioning walls. Exhibition equipment, etc., are to be arranged by the exhibitors.

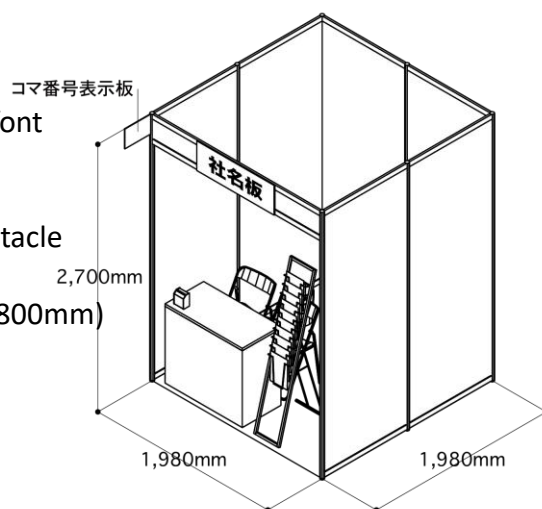
\* Additional power supply and exhibition equipment, etc., can be arranged at a fee by the JGF Operational Secretariat.



### Type B Booth Package Plan for single booth

Package Plan includes exhibition equipment in sets.

- Parapet: system parts
- Punch Carpet: color choice is available (red, blue, green, gray)
- Company Name Board Cutting Sheet, unified letter font
- Fluorescent light (LED) 21W, 1 lights
- Spot Light (LED) 16W, 2 lights
- Electrical Outlet 100V/500W 2 prong receptacle
- Trunk-Line Electrical Work 1KW limit
- Reception counter 1 (W900mm X D450mm X H800mm)
- Folding chairs 2
- Trash Can 1
- Visiting Card Tray 1
- Catalog Stand 1

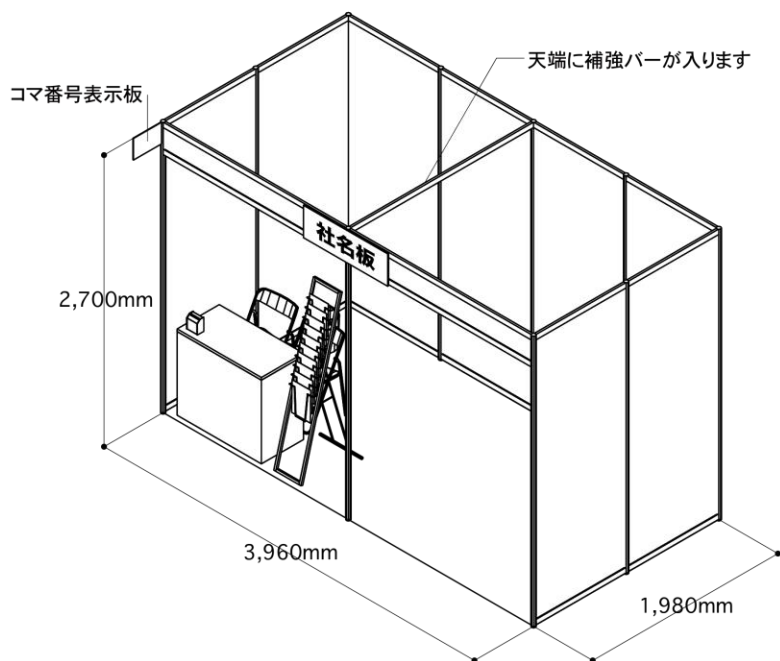


## Booth types and specifications of Exhibit - 2

### Type B Booth Package Plan for 2 booth (Side-by-Side)

Package Plan includes exhibition equipment in sets.

- Parapet: system parts
- Punch Carpet: color choice is available (red, blue, green, gray)
- Company Name Board Cutting Sheet, unified letter font
- Fluorescent light (LED) 21W, 2 lights
- Spot Light (LED) 16W, 4 lights
- Electrical Outlet 100V/500W 2 prong receptacle 2 Locations
- Trunk-Line Electrical Work 1KW limit
- Reception counter 1 (W900mm X D450mm X H800mm)
- Folding chairs 2
- Trash Can 1
- Visiting Card Tray 1
- Catalog Stand 1





## Booth types and specifications of Exhibit - 3

### Hitting Booth with Display Space (Single booth per company)

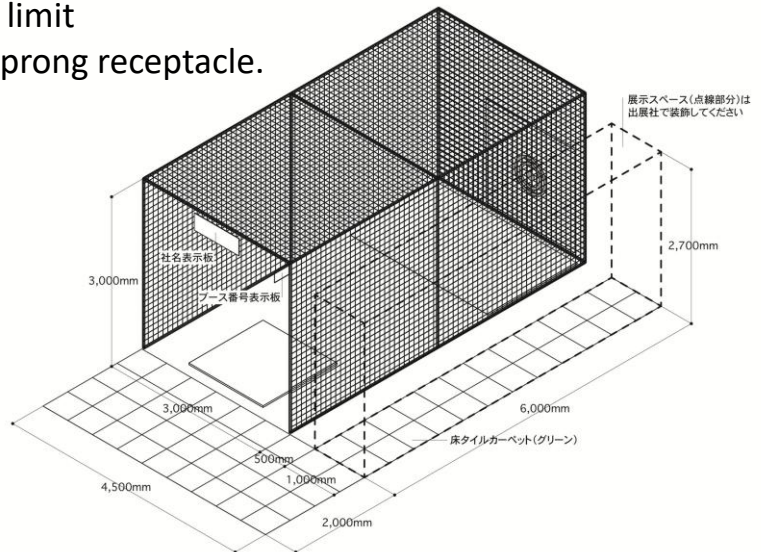
- Hitting booths include a 6 square-meter display space
- Display Space Size: W6.0m ×D1.0m ×H2.7m
- Hitting Booth Size : W3.0m ×D6.0m ×H3.0m
- Trunk-Line Electrical Work 1KW limit
- Electrical Outlet 100V/500W 2 prong receptacle.

※ Using the net booth for purposes other than trial hitting is prohibited (e.g., exhibiting and business discussions).

※ For safety, keep hitting booth and Display space 50 cm. apart.

Standard equipment:

- Net booth (net, target, shot/station mat, tee, company name board)
- Display space (flooring: tile carpet \*color/green)



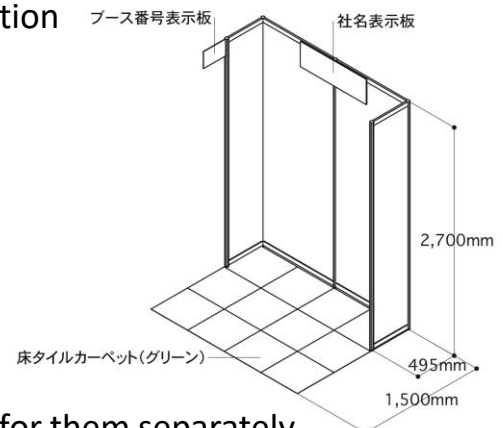
## Booth types and specifications of Exhibit - 4

### Wall Exhibition Booth Type (Single booth per company)

- W2.0m ×D1.5m ×H2.7m
- This booth type includes power supplies and exhibition equipment in sets.

※ Displaying items protruding from the frame is prohibited.

- Side walls 2 (Depth 495mm)
- Spot Light (LED) 16W, 2 lights
- Electrical Outlet 100V/1KW 2 prong receptacle

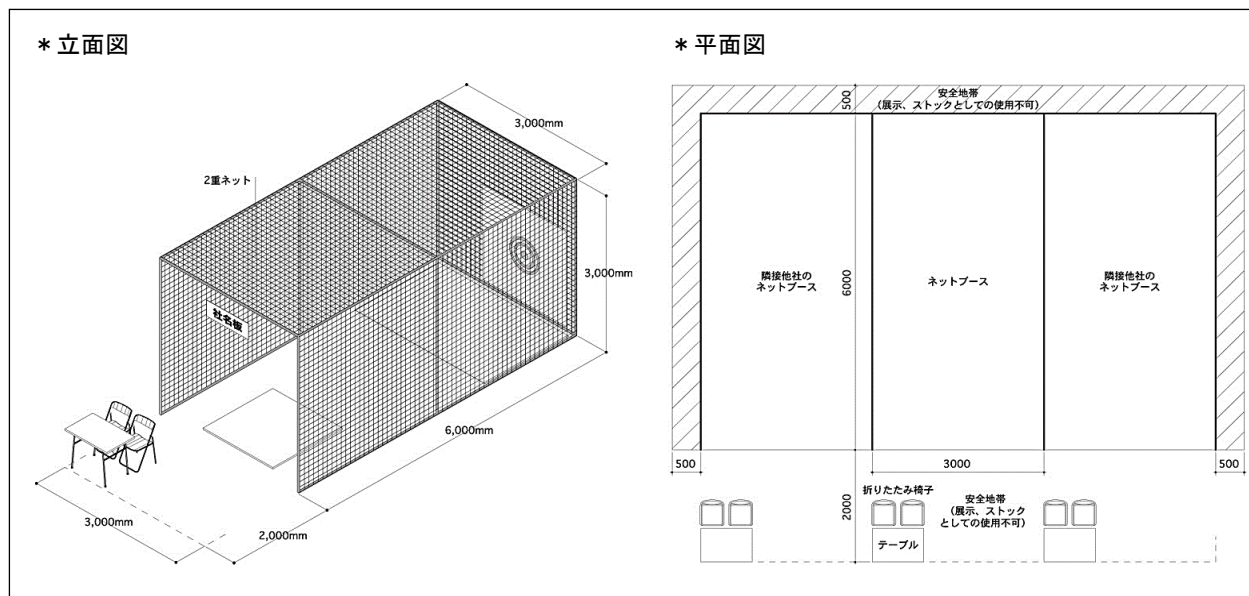


If you require mesh netting or shelves, please arrange for them separately.

## Optional Facilities

### Hitting Booth Cage Type

- Hitting Booth Size : W3.0m ×D6.0m ×H3.0m
- Limited to Type A booth exhibitors
- If you require power outlets or lighting, please arrange for them separately.



### Hitting Booth Open Type

- Hitting Booth Size : W2.7m ×D18.0m ×H6.0m
- Limited to type A booth exhibitors operating six or more booths
- If you require power outlets or lighting, please arrange for them separately

### Rental Space ( L ) 22.5m<sup>2</sup>

- Limited to type A booth exhibitors operating four or more booths
- Located inside the exhibition hall

### Rental Space ( S ) 14m<sup>2</sup>

- Limited to type A booth exhibitors
- Located inside the exhibition hall

**Inquiries**

**Japan Golf Fair Operational Secretariat**  
Email : [exhibitor@japangolffair.com](mailto:exhibitor@japangolffair.com)

# Overall Schedule

6 Mar. (Fri.)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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You may work between 6:00 PM and 9:00 PM by submitting an overtime request to the management office in advance on the day of the event.

**Never start dismantling until 17:00.**

## Entry to the Exhibition hall

During the entire JGF 2026, from installation of goods to the removal of all exhibited items, all exhibitors will be required to put on 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 put on exhibitor badges when entering the premise. Exhibitor badges will be handed out at JGF Operational Secretariat in the exhibition hall on **4 and 5 Mar.**, the booth preparation days.

\*Number of exhibitor badges:

1~2 booth(s) will receive **6 badges per exhibitor**

3~5 booths will receive **15 badges per exhibitor**

More than 6 booths will receive **3 badges per booth**

# Guidelines for Moving Goods in and out of the Fair Grounds

## ■ Preparation schedule

<b>4 Mar. (Wed.)</b>	<b>9:00~18:00</b>	<b>Booth Decoration</b>
<b>5 Mar. (Thu.)</b>	<b>9:00~18:00</b>	<b>Loading of exhibits and exhibit display</b>
<b>8 Mar. (Sun.)</b>	<b>17:10~</b>	<b>Carrying out exhibits</b>
	<b>17:20~</b>	<b>Removal of Decoration Equipment</b>
	<b>18:00~</b>	<b>Exhibitors Moving-out by Vehicles</b>
	<b>19:30~</b>	<b>Decorators Moving-out by Vehicles</b>

## ■ Work days / times and Overtime

The date and times for work days prior to the fair are as follows:

Booth Decoration: **4 Mar. (Wed.) 9:00~18:00**

Loading of exhibits and exhibit display: **5 Mar. (Thu.) 9:00~18:00**

Overtime at no extra cost is possible from **18:00 to 21:00** on both days upon application.

Please submit applications for overtime **by 18:00** to JGF Operational Secretariat.

Overtime **before 09:00** and **after 21:00** is charged at **20,000 yen** per hour.

## ■ Conveyance and Display of Exhibits

**5 Mar. (Wed.)** is the designated day for bringing in and displaying exhibits.

In principle, exhibitors are not permitted to carry out decorative work on this day. Vehicles bringing in exhibits can be driven up to the service yard in front of the exhibition hall's service entrance, but cannot enter the exhibition hall.

Exhibitors are advised to use carts to bring in their exhibits.

(Please note that JGF Operational Secretariat does not provide loans of carts, so exhibitors should prepare their own.)

Exhibitors using vehicles are required to show an "Exhibitor Conveyance Vehicle Pass" at the front window.

These passes will be distributed at the JGF Operational Secretariat in the exhibition hall.

## ■ Vehicle Pass

All vehicles used for decoration work and moving in must have a vehicle pass. One pass is required per vehicle.

\*Number of Vehicle Passes:

Vehicle passes for decorators (**valid on 4 & 8 Mar.**) 3 passes per company

Vehicle passes for exhibitors (**valid on 5 & 8 Mar.**) 2 passes per exhibitor

The Japan Golf Fair requests that all exhibitors use the minimum number of vehicles to ensure a smooth process.

# Guidelines for Moving Goods in and out of the Fair Grounds

## ■ Direct Shipments to the Exhibit Site

Please send any exhibits or related materials to the address below:

**PACIFICO YOKOHAMA Exhibition Hall**  
**1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan**

Event name: **JAPAN GOLF FAIR 2026**

Phone: **+81-45-221-2155**

Name of Exhibiting Company: [Your Company Name]

Booth No.: [Your booth number]

To Arrive By: [Your Specified Arrival Date]

Neither the exhibition hall nor the JGF Operational Secretariat can handle items sent by exhibitors.

Exhibitors are requested to collect their items in person on booth decoration and preparation days.

\*If you plan to ship all exhibition items to the fair, please arrange for them to be shipped back immediately after the fair concludes **on 8 Mar**, as PACIFICO YOKOHAMA does not offer storage facilities for exhibitors. Exhibitors' displays and products must be shipped out promptly.

Please make your own arrangements for the delivery and removal of all materials used for your exhibition.

## ● Shipment (delivery) procedures from overseas to Japan (venue):

Exhibitors are responsible for making their own shipping arrangements.

## ● Shipment (removal) procedures from Japan (venue) to overseas:

Exhibitors are responsible for making their own shipping arrangements.

# Guidelines for Moving Goods in and out of the Fair Grounds

## ■ Moving In and Out of Exhibits During the Fair Period

As a general rule, moving exhibits in and out during the fair period is not permitted.

However, in cases of unavoidable circumstances such as exhibit issues, damage, or the need to restock materials, approval must be sought from the Operational Secretariat by submitting a 'move-in notification' in advance. Ensure that the exhibition representative is present during the process. For security reasons, moving items in and out is only allowed before and after JGF operating hours.

※ During the Fair, 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 in the following instances:

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\*Even if a visitor has won a prize, the product must have a permission sticker, or it will not be allowed to be taken 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 request to JGF Operational Secretariat.**

# Guidelines for Moving Goods in and out of the Fair Grounds

## ■ Moving Out of Exhibits

The schedule for moving out is as follows:

### 8 Mar. (Sun.)

09:00 - "Service entrance" (temporary parking lot) opens for vehicles.

The "Move-in / out Vehicle Pass" must be displayed on the windshield.

Please follow the instructions of the security staff when parking your vehicle.

17:10 - Exhibitors may begin moving out their exhibits by hand.

Exhibits should be loaded onto vehicles parked at the "Open-Air exhibition area." After loading, the vehicles must leave the premises promptly.

A high-lift vehicle operated by the Operational Secretariat will also enter.

17:20 - Power supply inside the booths will be cut off.

17:30 - Dismantling and removal of decorations by decoration companies will begin.

18:00 - Move-out of large-sized exhibits using vehicles in the hall will begin by the exhibitors.

19:00 - Removal of large decorations using vehicles inside the hall will begin by the decoration companies.

21:00 - Final cleaning will begin.

**\* For security reasons, decoration companies are not permitted to begin removing decorations until 17:20.**

## ■ Working in the Passage

All unloading, loading, unpacking and packing of display materials must be carried out inside the booth. Please do not block the passage ways.

All exhibition or decoration materials are the responsibility of each exhibitor and must be removed by the exhibitor. Any items left in public areas will be considered scrap by the JGF Operational Secretariat and disposed of accordingly.

Please note that any disposal costs incurred for materials left behind will be charged to the exhibitor.



## List of Application Forms

### ■ Please submit application forms before the deadline.

Please be sure to submit all application forms by the deadline.

**※Failure to submit by the deadline will result in the cancellation of all arrangements.**

All exhibitors must first submit Form A by email.

Exhibitors applying for a package booth must also complete and submit Form J, which includes selecting a floor tile carpet color and other details.

In addition, there are additional application forms required for exhibit decorations.

Please review the following information and submit the required application forms by email before the deadline, if applicable.

- ◇If securing decorations to the floor with anchor bolts (Form H)
- ◇If considering the use of prohibited ceiling structures to block light from exhibits (Form I)
- ◇If setting up a test booth within the exhibition area (including putter testers) (Form C)
- ◇Please note that applications are required only for exhibitors to whom these cases apply. However, arrangements cannot be made after the deadline. If necessary, please ensure your application is submitted before the deadline.

**Application forms can be downloaded from the website.**

Form	Target	Application Form	Deadline
A	All Exhibitor	Registration for Decorating Company	23 Jan.
B	Applicable	Application for Approval for Bringing Hazardous Materials & Use of Fire	30 Jan.
C	Applicable	Golf club test drive available at our booth	30 Jan.
E	Optional	Exhibitor In-Booth Sales Application Form	30 Jan.
F	Optional	Internet connection application form	30 Jan.
G	Optional	Application for Supply of Electricity/2nd Stage Trunk Line Work	30 Jan.
H	Applicable	Application for Floor Construction	6 Feb.
I	Applicable	Application for Ceiling Construction	6 Feb.
J	Optional	Package Plan information	30 Jan.
K	Optional	Application for Furniture Rental	6 Feb.
L	Optional	Application for Equipment and supplies Rental	6 Feb.

## Payment other than exhibition fee

### ■ Booth Decoration Work Fee

For payment of additional costs such as booth decorations and equipment, YKY Inc., the construction management company for JGF, will send an invoice via email after the application is received.

- ◇ Japanese consumption tax will be applied.
- ◇ The exhibitor is responsible for the bank transfer fees.
- ◇ Credit card payments are not accepted.
- ◇ Please make an international transfer to the designated account by the due date specified on the invoice.
- ◇ If payment is not confirmed by the due date, your order will be canceled.
- ◇ When transferring payment, please **be sure to use the exhibitor's name**.  
(If payment is made from an account under a different name, please inform us in advance.)

You will receive a confirmation email once your payment is processed.

## ■ Submitting Various Application Forms

Please prepare your exhibit plan and submit the necessary application forms.

### ● Submitting Form A: Decoration Application

All exhibitors **must submit Form A** to confirm their exhibit decoration organization, contact information, and agreement to the exhibition regulations. Please ensure that it is submitted well in advance of the deadline. In addition, please complete all fields without omissions, indicating “Not applicable” where appropriate.

Submitting a booth decoration plan is required to confirm compliance with exhibition regulations.

Therefore, even if you are decorating your own booth, we kindly ask you to prepare and submit a simple layout plan of your booth.

Exhibitors who commission a construction company to decorate their booth are required to submit the construction drawings prepared by that company.

**When submitting construction drawings, please send them as PDF attachments via email.**

### ● Submitting Required Application Forms

Exhibitors who meet the following conditions must submit the appropriate application forms:

- ◇Bringing in hazardous materials: Exhibitors planning to bring any prohibited hazardous materials (listed on a separate page) must submit **Form B**.
- ◇Exhibitors wishing to offer golf club test drives in their booth must submit **Form C**.
- ◇Exhibitors needing to secure display decorations to the floor must submit **Form H**.
- ◇Exhibitors whose displays include ceiling structures must submit **Form I**.

# Guideline for Decoration and Exhibition - 2

## ■ Height restrictions for Exhibits and Booth Decorations

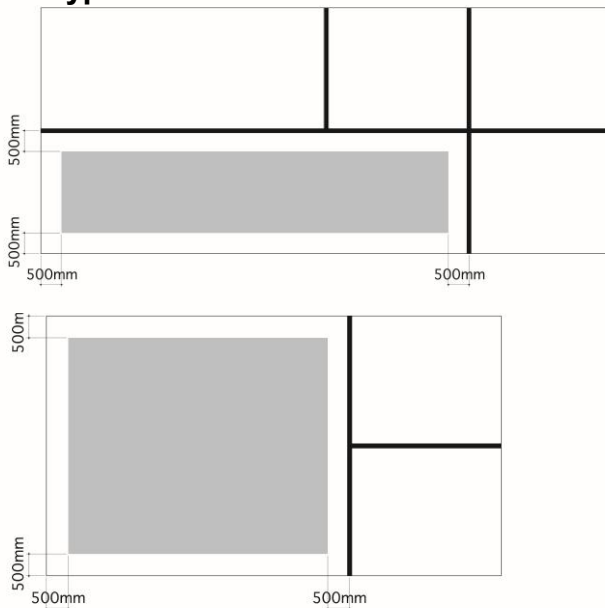
Please adhere to the following height restrictions for display decorations:

	1 or 2 booths with A type	3 or 4 booths with A type	More than 6 booths with A type	B type	Hitting Booth with Display Space	Wall Exhibition Type
Regulation	2.7m	2.7m	2.7m	2.7m	2.7m (Display Space)	2.7m
50cm set back from the path and the dividing line	2.7m	3.6m	6.0m			

•\*Even if your exhibit includes six or more Type A booths, the height limit will remain 4.5m if there are other companies' booths adjacent to yours.

\*If your booth(s) is/are located next to Meeting Spaces, Exhibitor Spaces, or against the wall of the venue, the setback rule will not apply.

**Type A 3~4 booths**



**Type A up to 6 booths**



In locations with a height limit of 2.7m



In locations with a height limit of 3.6m



In locations with a height limit of 6.0m

## Guideline for Decoration and Exhibition - 3

### ■ System Panel Specifications and Usage Precautions

The system panel for foundation walls consists of beams, poles, and panels, manufactured by Octanorm.

◆ Beams and poles: Silver (aluminum)

◆ Panel surface: White

*Note: To ensure the system wall is self-supporting, poles may have steel bases or anti-tip devices.*

Modification of the system wall (e.g., nailing, tacks, double-sided tape, glue, stickers, etc.) is prohibited.

Posters must be attached using tape that does not leave residue.

Information panels and photographs can be hung by hooking chains to the upper beams or attached with Velcro.

Ensure all panels are returned to their original condition without any residual tape or marks. If any prohibited actions or damage are found on the system panels, a repair fee will be charged.

Exhibitors and construction companies planning to apply special system panel sheets or cutting sheets should contact the organizers.

Please note that unit A's back will contain leftover W495 panels, which may change the layout, so avoid using graphics that span columns.

\* If adjacent units use the same procedure back to back, panel layout changes will not be possible.

It is prohibited to connect and attach brought-in system panels to the foundation wall provided by the organizers. If non-compliant materials are mixed during removal, no search will be conducted, and compensation will be sought if foundation materials are mistakenly taken.

The organizers also offer various optional items suitable for system panels, such as display stands and shelves, for an additional fee.

## Guideline for Decoration and Exhibition - 4

### ■ Furniture Rental

Exhibitors who wish to rent equipment should refer to the attached "Rental Equipment Catalog" and fill out **Form K** [Rental Equipment Application Form] (application deadline: **February 6th**) to apply.

Regarding rental fee payment, an invoice will be sent via email to the designated billing address (filled in on Form K) promptly after the application deadline, based on the details of your advance application.

Please make an international transfer to the designated bank account by the due date on the invoice.

Additional equipment requested at the venue management desk on the day of the event will be invoiced by YKY, the construction management company during the event.

Payment must be made in cash in Japanese yen during the event.

Post-payment is not possible.

Additional equipment requested on the day may take time to be installed, so we recommend applying in advance.

If the application deadline is exceeded, the equipment may not be available due to inventory or other reasons.

### ■ Individual equipment arrangements

If you would like to rent equipment not listed on the rental equipment list, please submit **Form L**, "Individual Equipment Arrangement Application."

We also have equipment available for rental.

Please fill out the necessary information and apply by the application deadline of Friday, February 6th.

\*In previous years, requests received after the deadline often could not be accommodated, so we ask that you make your arrangements strictly before the deadline.

Payment for individual equipment arrangements will be handled directly by YKY Corporation, the construction contact point.

Please ensure that the international remittance is completed by the due date stated on the invoice, which will be sent after the application deadline.

## Guideline for Decoration and Exhibition - 5

### ■ Constructor for Booth Decoration

The JGF Operational Secretariat provides package plans and rental furniture for booth decoration. Exhibitors requiring a contractor for booth construction may contact the following company.

**YKY Inc.**      **Contact person: Mr. Baba, Mr. Yamaguchi**  
**E-mail: [info@yky.co.jp](mailto:info@yky.co.jp)**

### ■ Decorating Materials

The fire department will carry out monitoring and inspections during both the installation period and the Fair itself. If any violations are identified, work may be suspended and/or booth structures may be ordered to be dismantled.

Therefore, please observe the following rules:

- 1) Ensure that all plywood, including linden and printed plywood used for exhibits, has been treated with fire-resistant maceration processing and bears a seal indicating compliance with the "Ministry of Home Affairs Ministerial Ordinance, Fire Fighting Law, and Construction Rule Article IV."
- 2) All combustible materials such as flags, banners, curtains, carpets, artificial flowers, papers, and cloth must be treated with effective flame-resistant processing. For items already treated, please show the checkup mark or acceptance mark to the relevant administrative agency. Flame-resistant plywood that is entirely covered with thin cloth or paper is regarded as flame-resistant. Plywood with thick cloth or paper with frills, partially attached or fixed with metal fittings and nails, is not regarded as a unitary item and requires approved flame-resistant processing.
- 3) Petroleum products such as Styrofoam, Hong Kong flowers, urethane, and synthetic fibers that do not allow the penetration of flame-resistant solutions may not be used. Only carpets that have undergone flame-resistant processing in accordance with fire prevention rules covered by "the Fire Fighting Law, Construction Rules, Article IV, and Paragraph 3" may be used. The use of all other items is prohibited. Please ensure that the "Flame-resistance processing label" is clearly visible during installation and construction work.
- 4) The installation of any materials or devices that may cause an accident, be harmful to visitors/exhibitors, or create any type of disturbance is strictly prohibited.
- 5) Only legally fireproofed materials are accepted for use as nets, targets, artificial lawns, including all decorations and exhibits.

## Guideline for Decoration and Exhibition - 6

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

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

However, if a ceiling structure is necessary for unavoidable reasons, please consult the Operational Secretariat **by January 30**. They will liaise with the Fire Authority, and you will be notified of the decision.

#### 2) 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 into the passageway.

#### 3) 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.

#### 4) 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.

#### 5) 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.

#### 6) Securing safety within the booth:

Ensure there is enough space for people to enter and exit the booth safely. Depending on the booth's size and shape, please set up two or more exits if necessary.

#### 7) Floor Construction:

Exhibitors must submit **Form H by 6 Feb.** if they require floor construction for anchor bolts. Permission from PACIFICO YOKOHAMA authorities is required for this type of work. Exhibitors are responsible both for installing the bolts and for their removal (by cutting off any bolts protruding from the floor) after moving out their exhibits. Exhibitors will be charged a repair expense of JPY 1,500 per bolt. The payment must be made during the Fair by cash or credit card.

#### 8) Others:

If you have any questions or issues related to the exhibition or work execution, please consult the Operational Secretariat.



## Supply of Electricity

**Each booth is provided with the minimum necessary power supply and outlet as a set.**

- **Trunk-Line Electrical Work: 1KW limit**
- **Electrical Outlet: 100V/500W, 2-prong receptacle**

**If no additional power or lighting is required, submission of the application form is not necessary.**

If you require power or lighting beyond what is included in the standard set, or an additional power supply for demonstration purposes, please refer to the information below.

- If power exceeding the set capacity is needed for demonstrations or lighting, the cost will be borne by the exhibitor.
- If more than 1.5KW of power is required, an additional circuit will be needed (5,500 yen for each additional 1KW).
- If you bring and use electrical devices from your country, please prepare a power transformer at your own.
- Electrical work from the facility to the exhibition booth breaker (primary electrical work), as well as wiring up to one outlet (secondary electrical work), will be carried out by a JGF-designated contractor.
- Electrical work within the booth after the breaker (for lighting and additional outlets) may also be installed by the JGF-designated contractor at an additional cost to the exhibitor.

Exhibitors may alternatively use another electrical contractor, but the company must be properly licensed as an electrician in Japan.

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

Single phase 100V,200V 1st stage work cost	Up to 1 KW	JPY 15,000
	For each additional 1 KW	JPY 15,000

\*If you bring 200V electrical devices from your country, please contact the operational secretariat in advance.

## Supply of Electricity

- **When requesting secondary main electrical work from a JGF designated contractor**

2 prong receptacie	3,700 JPY/1 place	LED Spot Light (Warm White)	4,800 JPY/1 Lamp
LED Arm Spotlight	4,800 JPY/1 Lamp	LED Spot Light (Daylight White)	4,800 JPY/1 Lamp
LED Seamless Light	4,800 JPY/1 Lamp	LED 60W Light (Daylight White)	11,000 JPY/1 Lamp

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

- **Electricity rate**

The electricity rate is included in 1st stage trunk-line electrical work.

- **Time period for Power Supply**

Electricity will be supplied **from 12:00** for booths where installation is completed on **4 Mar (Wed)**.

For booths still under construction, electricity will remain available until the work is finished.

The power supply will be extended by 30 minutes before opening and after closing hours each day. On the last day, power will be cut off **at 17:20**.

\*Please ensure that the main power switch in your booth is turned off before leaving the hall.

## Supply of Electricity

### ■ Points of Attention for Electrical Work

※If you are applying for additional power or lighting equipment, please submit your application no later than **January 30**.

※An invoice will be sent by email after the deadline. Please make payment by the due date indicated on the invoice.

◇Anyone performing electrical work must be a licensed electrician under Japan's Electrical Works Act and must carry their license while working on site.

◇The JGF Organizing Committee assumes no responsibility for any damage to exhibits caused by power outages, voltage drops, or other power system abnormalities or accidents.

Exhibitors must use appropriate protective devices.

Please note that electrical work is not permitted during the event.

◇When using long extension cords, connecting them without proper connectors is prohibited. Only F-type cables or cables of equivalent or higher grade may be used for wiring. The following are strictly prohibited: vinyl cord wiring, the use of cable taps, and connecting multiple loads to a single outlet.

◇When performing floor wiring, ensure that the wiring is properly protected with suitable covering material and that appropriate fuses are used.

◇When carrying out electrical work, please take all necessary precautions to prevent fire or other hazards that may cause personal injury or property damage.

◇All precautions regarding electrical work set forth by the JGF Management Office must be observed.

\*If you have any questions regarding electrical work, please contact the JGF Management Office.

## Points of Attention for the Fire Prevention

### ■ Regarding the Formation of a Voluntary Fire Prevention Group

Exhibitors will form a fire prevention group during the JGF event. Each exhibitor is requested to appoint a person in charge. Once the person in charge is appointed, please fill out Form A and submit the information on Form A.

### ■ Smoking in the Exhibition Hall

Smoking is strictly prohibited within the venue.

\*Please smoke in the designated smoking areas.

### ■ Hazardous Materials Prohibited

In accordance with the Yokohama City Fire Prevention Ordinance, the following activities are prohibited within the venue.

If necessary for an exhibition or demonstration, please fill out Form B and submit it to the JGF Secretariat by January 30th.

The JGF Secretariat will apply for "approval to temporarily lift the prohibition on specific activities" from the fire department.

However, please note that approval may be revoked if the approval conditions are not met.

\*To confirm approval, we will visit your exhibition booth the day before the event to confirm the contents of your application.

A responsible person must be present.

### ■ Prohibited Activities

Use of open flames, flame- or spark-producing appliances, electric heaters with exposed nichrome wire, kerosene stoves, alcohol lamps, etc. Bringing in liquefied petroleum gas or other high-pressure gases.

\*Example: Spray cans filled with LP gas are also considered hazardous materials.

Bringing in hazardous materials such as gasoline, kerosene, machine oil, and heavy oil.

Other hazardous materials include paint, copy toner, sprays, high-pressure cylinders, explosives, and nuclear fuel materials.

If necessary, please submit "Form B" to the JGF Organizing Committee by January 31st.

### ■ Quantity Restrictions

Hazardous and semi-hazardous materials must be kept below 10% of the designated quantity stipulated by the Fire Service Act.

This applies to the total amount within the venue. Therefore, the total amount of all applying exhibitors must be below this limit. After the deadline, we will tally the total and inform you of the maximum capacity. Bringing in quantities exceeding this limit into the venue is prohibited.

\*Please note that it is possible to bring in amounts that are reduced each day, as long as they do not exceed the total amount.

## Points of Attention for the Fire Prevention

### ■ Location of Hazardous Materials

- 1) Hazardous materials must be kept at a safe distance from all surrounding combustible materials to ensure fire prevention.
- 2) Materials must be at least 6 meters away from emergency exits, staircases, and any area where fire is used. An exception can be made if there is an effective fire wall in place for fire prevention.

### ■ Safety Measures

- 1) Please establish safety measures, including monitoring by your booth's appointed fire-prevention representative, as well as inspections after each use of equipment.
- 2) When heating or boiling hazardous or semi-hazardous materials, the volume must not exceed 60% of the container's capacity.
- 3) When bringing in liquefied petroleum gas, only cartridge-type fuel tanks may be used.
- 4) When handling hazardous liquid materials, all piping must be metal, and joints must be screw-type, flanged, or welded.
- 5) If a significant amount of combustible vapor is generated, an appropriate exhaust device must be installed to vent vapors safely outside.
- 6) For machinery or equipment from which hazardous liquid materials may leak or scatter, necessary precautions must be taken to contain any possible spills.
- 7) Hazardous materials that may ignite on contact or when mixed with other hazardous materials must not be handled in the same area.
- 8) During the Fair, replenishing hazardous liquid materials is strictly prohibited.
- 9) Fuel tanks in exhibited equipment and machines must be filled only to the minimum necessary level.
- 10) Do not use hazardous materials if you are uncertain about their names and/or properties.
- 11) All hazardous materials must be handled with appropriate safety measures in accordance with their specific properties.
- 12) Any equipment using fire must be secured to the floor or wall to prevent it from moving.

## Demonstrations and Advertising Activities

### ■ Points of Attention When Doing Demonstrations

Exhibitors conducting demonstrations should prioritize safety and take all precautions to prevent injury or damage to their own or others' assets.

Responsibility for any damage caused to exhibitors' assets or visitors must be resolved by the responsible exhibitors.

All demonstrations should be conducted inside the booth. During demonstrations, no equipment or personnel should intrude into the passageway. Flyers must not be distributed there, and items such as chairs, tables, or equipment should not be brought into the passageway.

Illumination levels should be adjusted to avoid interference with other exhibitors' displays or visitors. If any issues arise, the JGF Operational Secretariat will implement the necessary measures.

### ■ Item Distribution to Visitors

Please exercise caution when distributing promotional bags, as large or rigid bags may cause damage to exhibits and pose a risk of injury to children.

### ■ Passageway Regulations

Stage events and demonstrations should not block the passageway, as this may inconvenience other exhibitors. If such events are deemed disruptive, the JGF Operational Secretariat may request their termination.

### ■ Noise Regulation

Ensure that audio equipment is used at a reasonable volume to avoid disturbing neighboring exhibitors.

**\*The sound should be set below 75 dB and measured at 3 meters away from your booth's boundary.**

If complaints are received, the JGF Operational Secretariat will ask the exhibitor(s) to adjust the volume to an appropriate 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 on the stage, the central axis should face the center of the stage.

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

### ■ Taking photographs in the Fair area

1. Photographing or sketching an exhibit without the exhibitor's permission is prohibited.
2. Visitors are allowed to take photographs. However, exhibitors may request visitors to refrain from taking photos if they need to maintain trade secrets related to equipment, functions, or designs.
3. Exhibitors should ensure they do not inconvenience visitors while taking photos of their booths. If you wish to take photographs outside of opening or closing times, please submit the "Overtime Work Notification" to the JGF Operational Secretariat in advance.
4. The Operational Secretariat provides press members with armbands marked "PRESS" and requests exhibitors to cooperate with photographers wearing these armbands.

### ■ Temporary Wired LAN Connection

Wireless LAN service is available at the venue; however, due to weak signal strength, it is not suitable for demonstrations.

If you plan to conduct an internet-based demonstration at your booth, please submit **Form F** (Internet Connection Application) **by January 30**.

※This service is subject to a fee.

Once you apply for the use of the internet connection, the responsible person listed below will contact you.

#### **PACIFICO YOKOHAMA Exhibitor Operation group**

Contact: **Watanabe**

TEL: +81-45-221-2183 / FAX: +81-45-221-2184

E-mail: [m-watanabe@pacifico.co.jp](mailto:m-watanabe@pacifico.co.jp)



## Regulations on Sale within exhibitor booths

**If you plan to sell products at your company booth, please submit "Form E: Exhibitor Booth Sales Application" by January 30th.**

**\*Sales details need to be submitted to handle inquiries from visitors.**

- 1) Products for sale should be limited to your own products or those of affiliated companies.
- 2) Selling second-hand items is prohibited.
- 3) On the last day of the exhibition, report the estimated sales amount to the management office.
- 4) Exhibitors are responsible for all operations related to sales, such as product management, sales management, product safety, and after-sales follow-up with purchasers.
- 5) Selling outside your booth is prohibited.
- 6) All items for sale must be stocked in your own booth.  
\*There is no public storage space available in the Exhibition Hall.
- 7) Products for sale must be accompanied by a sticker provided by the management office.

\*Please pick up the sticker at the management office on the setup day.

\*It is recommended that visitors pay in Japanese yen (cash) or by credit card.

### ■Exhibit Management and Disclaimer

The JGF Organizing Committee will contract with a security company to monitor and guard exhibits from installation to removal at the end of the event.

However, the JGF Organizing Committee assumes no responsibility for damage, loss, or theft of exhibits.

An exhibitor representative must be present in the booth at all times to manage exhibits and assist visitors.

Please handle cash and valuables with care during the event.

### ■Damages

If an exhibitor or its agent causes damage to another exhibitor's booth or exhibits, JGF equipment, Pacifico Yokohama equipment, exhibition facilities, visitors, or any other person within the venue, the exhibitor will be held liable for the damages.

### ■Booth Cleaning

Exhibitors are responsible for maintaining and cleaning their booths, as well as for the removal and disposal of all materials from the exhibition venue. All exhibits must be removed by the exhibitors themselves.

Any items left behind on the final day will be treated as waste by the JGF Organizing Committee and disposed of accordingly. Exhibitors will be billed afterward for the disposal costs of any items left behind in their booths.

### ■Disclaimer

The JGF Organizing Committee may change or cancel the Japan Golf Fair due to natural disasters or other force majeure events. The Committee assumes no responsibility or liability for any damages arising from such natural disasters, changes, or cancellations. Exhibitors will remain responsible for any expenses incurred up to that point, based on the number of booths applied for. The JGF Organizing Committee also reserves the right to make partial changes to these exhibition guidelines. In such cases, the revised regulations will take precedence.

## Regulations for exhibitions and PR activities

- 1)To prevent accidents, the organizer will have security guards on duty 24 hours a day, from loading through unloading; however, the organizer will not be held responsible for any personal injury or property damage.
- 2)Exhibitors are solely responsible for any personal injury or property damage caused to visitors, other exhibitors, or third parties at the venue during the event, and the organizer shall bear no responsibility in such cases.
- 3)All promotional, advertising, and sales activities must be conducted strictly within each exhibitor's own booth.
- 4)Exhibitors are responsible for ensuring that aisles around their booths remain clear and free of congestion during promotional activities.
- 5)Decorations or structures that exceed the approved booth usage are prohibited.
- 6)The organizer reserves the right to prohibit or remove any decorations or exhibits deemed inconsistent with the purpose of the exhibition, including but not limited to those presenting problems due to acoustics, usage, materials, or other reasons.
- 7)The organizer will not be liable for refunds or any related expenses to exhibitors arising from the above restrictions or removals.

## About exhibits

- 1)If printed materials or other media related to the exhibits may be subject to a third party's trademark, design right, patent, utility model, or any other intellectual property right, the Exhibitor shall notify the Organizers in advance and shall guarantee that no such rights will be infringed.
- 2)If, during the Exhibition, the Organizers receive a claim that any activity related to an Exhibit infringes a third party's trademark or other intellectual property right, the Exhibitor shall immediately assume full responsibility. Exhibitors are obligated to resolve disputes with third parties and must ensure that such disputes do not interfere with the normal and smooth operation of the Exhibition.
- 3)In the case of a group exhibit, each Exhibitor shall bear the same responsibilities described in the preceding paragraph with regard to intellectual property infringement claims brought by third parties against any member of the group.

**Inquiries**

**Japan Golf Fair Operational Secretariat**  
**Email : [exhibitor@japangolffair.com](mailto:exhibitor@japangolffair.com)**