

Exhibition Operation Manual

List of Documents to be Submitted

CEATEC
JAPAN

Exhibitors are required to submit the following documents to the CEATEC JAPAN Management Office or directly to the companies in charge by mail or fax before the deadlines. No applications will be accepted by telephone.

Standard Documents (All exhibitors are required to submit)

Form	Document name	Deadline	Submit to
1	Application for Power Supply	Aug. 20	Suzuki Denki
2	Electrical Power Source Installation Diagram	Sept. 3	Suzuki Denki
3	Display Contractor Registration	Sept. 3	Kogeisha

Documents for Special Requirements

Form	Document name	Deadline	Submit to
4	Application for Floor Work	Sept. 3	Kogeisha
5	Application for Booth Ceiling/Two-story Booth Construction	Sept. 3	Nippon Convention Center
6	Application for Suspended Structure	Sept. 3	Nippon Convention Center
7	Application for Flammable or Hazardous Items	Sept. 3	Kogeisha
8	Application for In-booth Wireless LAN	Sept. 10	Kissei Comtec
9	Registration of Block Booth Manager	Sept. 17	CEATEC JAPAN Management Office
10	VIP Registration	Sept. 24	CEATEC JAPAN Management Office

Documents for Optional Requirements

Form	Document name	Deadline	Submit to
11	Foreign-Made Product Exhibition Plan	July 30	Ishikawa-Gumi
12	Application for Booth Display & Rental Fixtures	Aug. 27	CEATEC JAPAN Management Office
13	Application for Temporary Telephone	Sept. 3	Suzuki Denki
14	Application for Internet Connection	Sept. 3	Kissei Comtec
15	Application for Booth Air Conditioning	Sept. 3	Nakanishi Denki
16	Application for Antenna Installation	Sept. 3	ASTECC
17	Application for Water Supply, Drainage, Compressed Air and Gas	Sept. 3	Furuya Setsubi Kogyo
18	Application for Food/Beverage Tickets	Sept. 3	Nippon Convention Center
19	Application for Hotel Reservations	Sept. 10	Nippon Travel Agency
20	Application for Part-time Staff/Non-Technical Interpreter	Sept. 10	Ken & Staff
21	Application for Visitor Barcode Service	Sept. 17	Neonet
22	Application for PC Rental	Sept. 17	Kissei Comtec
23	Application for Additional Exhibitor Badges	Sept. 17	CEATEC JAPAN Management Office
24	Application for Transport, Load-in/Load-out Services	Sept. 17	Hankyu Cargo Service
25	Application for Booth Photography	Sept. 17	Kurano Photo Office
26	Application for Booth Cleaning	Sept. 17	Chiba-Pref. Bldg. Maintenance
27	Application for VIP Reception/VIP Room	Sept. 24	CEATEC JAPAN Management Office

Form - 1 Application For Power Supply

Deadline **August 20**

Submit to: **Suzuki Denki Co., Ltd.** **FAX: +81-3-3845-3040**

Contact: Suzuki Denki Co., Ltd. / Koyama, Iida
2-12-5, Hanakawado, Taito-ku, Tokyo Tel: +81-3-3842-8201

■ Please fill in the number of kilowatts (kW) required for lighting and exhibit equipment.

System	Voltage	Frequency	Capacity Required
Single-phase AC	100V	50Hz	kW
Single-phase AC	200V	50Hz	kW
Triple-phase three-wire AC	200V	50Hz	kW

■ Use of compressor

To be used
Expected horsepower ()

Not to be used

■ Exhibitor

Booth number	No. of booth spaces	Person in charge
Company name		

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department	Person in charge		
Telephone	Fax		
E-mail			

Form - 3 Display Contractor Registration

Deadline **September 3**

Submit to: **Kogeisha Co., Ltd.** **FAX: +81-3-5684-7336**

Contact: Kogeisha Co., Ltd. / Asayama, Kodai
6-17-5, Hongo, Bunkyo-ku, Tokyo Tel: +81-3-5684-7333

■ Please fill in the required information on agent / display planning agency.

Company Name			
Address			
Section		Telephone	
Person in Charge		Fax	

■ Please fill in the required information on Display contractor.

Company Name			
Address			
Section		Telephone	
Person in Charge		Fax	

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form - 4 Application for Floor Work

Deadline **September 3**

Submit to: **Kogeisha Co., Ltd.** **FAX: +81-3-5684-7336**

Contact: Kogeisha Co., Ltd. / Asayama, Kodai
6-17-5, Hongo, Bunkyo-ku, Tokyo Tel: +81-3-5684-7333

■ Please fill in the required information and attach two copies of the construction plan to this application form.

Location of construction work	Hall		
Type of construction work	Anchor bolts	mm	unit
	Other		
Period of construction work	Oct.	to Oct.	Total days
Contact data of construction company	Name of company		
	Name of Person		
	Division		
	Address		
	Person in charge	Telephone	
	Fax		

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form - 5 Application for Booth Ceiling/ Two-story Booth Construction Deadline **September 3**

Submit to: **Makuhari Messe, Convention Div.**> **FAX: +81-43-296-0529**

Contact: Makuhari Messe, Convention Div. / Fujihara
2-1, Nakase, Mihama-ku, Chiba-shi, Tel: +81-43-296-0602

■ Please fill in the required information.

Name of Exhibition	CEATEC JAPAN 2004	
Period of Exhibition	Tue., Oct. 5 ~ Sat., Oct. 9, 2004	
Exhibition Hall	Makuhari Messe (Hall) Booth number ()	
Ceiling Structure	Installation area	
	Ceiling Materials	
	Reason for installation	
Two-story Construction	2 nd floor area	
	Construction Materials	
	Reason for usage	

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form - 6 Application for Suspended Structure

Deadline **September 3**

Submit to: **Nippon Convention Center** **FAX: +81-43-296-0529**

Contact: Nippon Convention Center / Convention Dev., Fujihara
2-1, Nakase, Mihama-ku, Chiba-shi, Tokyo Tel: +81-43-296-0602

■ Please fill in the columns below and provide a statement of total weight, floor plan and single view drawing with this application form.

Name of exhibition	CEATEC JAPAN 2004		
Exhibition period	Tuesday, October 5 to Saturday, October 9, 2004		
Exhibition hall	Makuhari Messe (Hall) Booth number ()		
Booth area	Number of booth spaces		m ²
Suspended structure area			m ²
Total weight			ton
Type of decoration	Truss, banner (tapestry), objet d'art, others ()		
Have you ever set up a suspended structure at an exhibition in Japan or overseas?	Yes • No	Name(s) of exhibition(s) ()	

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge of Construction Company

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form - 7 Application for Flammable or Hazardous Items Deadline **September 3**

Submit to: **Kogeisha Co., Ltd.** **FAX: +81-3-5684-7336**

Contact: Kogeisha Co., Ltd. / Asayama, Kodai
6-17-5, Hongo, Bunkyo-ku, Tokyo Tel: +81-3-5684-7333

■ Use of Open Flame

Type of flame			
Fuel		Maximum caloric value consumed	
Extinguisher	Type		Units

■ Handling of Hazardous Items

Type of item			
Amount handled daily	l.kg	Additional amount by demonstration	l.kg
Extinguisher	Type		Units

■ Handling and Bringing of High-Pressure/Liquefied Gas

Type of Gas			
Amount handled daily	l	Additional amount by demonstration	l
Extinguisher	Type		Units

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form - 8 Application for In-booth Wireless LAN

Deadline **September 10**

Submit to: **Kissei Comtec Co., Ltd**> **FAX: +81-3-5319-3227**

Contact: Kissei Comtec Co., Ltd / Rental Der., Takayanagi, Mano, Muramoto
 3F., Nittsu Koishikawa Butsuryu Center, 3-4-2, Otsuka, Bunkyo-ku, Tokyo Tel: +81-3-5977-3868

■ Please check the box below and fill in the necessary information if you wish to apply for a wireless LAN in your booth.

Type of standard	Channel to be used	SSID to be used
<input type="checkbox"/> 802.11b		
<input type="checkbox"/> 802.11a		
<input type="checkbox"/> 802.11g		

In-booth contact person		TEL:	
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- Notes:
1. If neighboring booths plan to use same channel, the Management Office will ask one or both to use different channels. For this reason, the Management Office cannot guarantee that every exhibitor will be able to use the channel it specifies in the application.
 2. Wireless LAN standards limit the number of channels available, and channels will be awarded on a first-come-first-served basis. Exhibitors submitting the application after the submission deadline might not be able to use a wireless LAN.

Message:

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge (Not necessary if same as above)

Company name					
Address					
Department		Person in charge			
Telephone		Fax			
E-mail					

Form - 9 Registration of Block Booth ManagerDeadline **September 17**Submit to: **CEATEC JAPAN Management Office> FAX: +81-3-5402-7606**

Contact: CEATEC JAPAN Management Office / Oda

5F., Sumitomo Shibadaimon Bldg. No.2, 1-12-16, Shibadaimon, Minato-ku, Tokyo Tel: +81-3-5402-7603

■ Please fill in the required information.

Date	Booth Manager	Company name	Demonstration Supervisor
Sun., Oct. 3			
Mon., Oct. 4			
Tue., Oct. 5			
Wed., Oct. 6			
Thu., Oct. 7			
Fri., Oct. 8			
Sat., Oct. 9			

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form - 10 VIP RegistrationDeadline **September 24**Submit to: **CEATEC JAPAN Management Office** **FAX: +81-3-5402-7606**

Contact: CEATEC JAPAN Management Office / Oda

5F., Sumitomo Shibadaimon Bldg. No.2, 1-12-16, Shibadaimon, Minato-ku, Tokyo Tel: +81-3-5402-7603

■ Please fill in the required information.

Name of VIP		Title	
Company Name			
Arrival date/time			
Car make		License no.	
Name of person in charge		Sec./Div. of person in charge	

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form - 12 Application for Booth Display & Rental Fixtures

Deadline

August 27

Submit to: **CEATEC JAPAN Management Office**> **FAX: +81-3-5402-7606**

Contact: CEATEC JAPAN Management Office / Oda
5F., Sumitomo Shibadaimon Bldg. No.2, 1-12-16, Shibadaimon, Minato-ku, Tokyo Tel: +81-3-5402-7603

■ Order: Fill in the necessary blanks, and check the appropriate boxes.

Package Booth plan Flexible Booth plan

Standard Booth Option ※ Fill in the applicable box for orders for a suite or exhibitor seminar.

Item No.	Description	Quantity	Unit Price	Amount	Remarks
Total					

※ Construction will be carried out by one of the following three companies designated for panel system construction:
Nippon Zokeisha Co.; Kogeisha Co., Ltd.; Fujiya Co., Ltd.

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name					
Address					
Department		Person in charge			
Telephone		Fax			
E-mail					

Form -13 Application for Telephone Line

Deadline **September 3**

Submit to: **Suzuki Denki Co., Ltd.** **FAX: +81-3-3845-3040**

Contact: Suzuki Denki Co., Ltd. / Iida, Fujii
2-12-5, Hanakawado, Taito-ku, Tokyo Tel: +81-3-3842-8201

■ Analog Circuits: Specify number of lines

Analog line _____ line × ¥31,500 Total ¥ _____

Including telephone set required (free of charge) _____ line

ISDN 64 _____ line × ¥42,000 Total ¥ _____

Second number _____ line × ¥10,500 Total ¥ _____

Including telephone set required (free of charge) _____ line (TA should be prepared by exhibitor)

Exhibitors requiring a DSU for ISDN 64 check here : Yes / No

Exhibitors requiring international connectivity check here : Yes / No

Fax rental _____ unit × ¥26,250 Total ¥ _____

■ Diagram

Name and booth number of neighboring exhibitor	<p>Use the following symbols in the diagram</p> <p>● Telephone ○ Modular jack ○ Fax △ ISDN</p>	Name and booth number of neighboring exhibitor
--	--	--

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name					
Address					
Department			Person in charge		
Telephone			Fax		
E-mail					

Form -14 Application for Internet Connection

Deadline **September 3**

Submit to: **Kissei Comtec Co., Ltd.** **FAX: +81-3-5319-3227**

Contact: Kissei Comtec Co., Ltd. / Rental Dev., Muramoto, Takayanagi, Mano
 3F., Nittsu Koishikawa Buturyu Center, 3-4-2, Otsuka, Bunkyo-ku, Tokyo Tel: +81-3-5977-3868

Please check the appropriate box(es).

Internet Connection (tax included)

<input checked="" type="checkbox"/> Internet connection (100Mbps):	¥ 84,000	¥
<input checked="" type="checkbox"/> Options (Global IP address):		
<input type="checkbox"/> Global 4 IP:	¥ 10,500	¥
<input type="checkbox"/> Global 8 IP addresses:	¥ 31,500	¥
<input type="checkbox"/> ADSL Global 16 IP:	¥ 84,000	¥
<input checked="" type="checkbox"/> IPv6 connection service:	¥115,500	¥
<input checked="" type="checkbox"/> LAN connection between booths (up to 50m):	¥ 21,000	¥
Total		¥

Diagram of connection installation (please specify aisles and neighboring exhibitors)

Name of neighboring exhibitor, booth number	Front	Name of neighboring exhibitor, booth number
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- See attached
 Will apply later (by (MM.DD) ____ ____)

Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

Person in Charge / Invoice Address (Not necessary if same as above)

Company name					
Address					
Department		Person in charge			
Telephone		Fax			
E-mail					

Form -15 Application for Booth Air Conditioning

Deadline **September 3**

Submit to: **Nakanishi Denki Co., Ltd.** **FAX: +81-6-6229-0989**

Contact: Nakanishii Denki Co., Ltd. / Nakanishi, Yamamura
2-2-14, Hirano-cho, Chuo-ku, Osaka-shi Tel: +81-6-6231-7710

■ Please fill in the required information.

Cooling water construction work	Units	10-horsepower cooling water package	Units
Duct work	Yes/ No	5-horsepower cooling water package	Units

■ Please indicate the desired location of the antenna lead-in on a simple map of the booth interior.

Name of adjoining exhibitor ()

Name of adjoining exhibitor ()

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Addresss (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form -16 Application for Antenna Installation

deadline **September 3**

Submit to: **ASTEC K.K.** **FAX: +81-3-3543-4552**

Contact: ASTEC K.K. / Oshima, Murai
1-4-12, Tsukiji, Chuo-ku, Tokyo Tel: +81-3-3543-1511

■ Please fill in the required information.

Combined UHF/VHF/FM	Units × @ ¥89,250	¥
AM Antenna	Units × @ ¥89,250	¥
BS / CS 110° Antenna	Units × @ ¥126,000	¥
CS digital Antenna (SKY PerfecTV)	Units × @ ¥157,000	¥
Terristrial Digital Broadcasting	To be announced	¥
Total	Units	¥

■ Please indicate the desired location of the antenna lead-in on a simple map of the booth interior.

Name of adjoining exhibitor ()

Name of adjoining exhibitor ()

■ Exhibitor

Booth number	No. of booth spaces	Person in charge
Company name		

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department	Person in charge		
Telephone	Fax		
E-mail			

Form -17 Application for Water Supply, Drainage, Compressed Air and Gas Deadline **September 3**

Submit to: **Furuya Setsubi Kogyo** **FAX: +81-3-5907-2500**

Contact: Furuya Setsubi Kogyo / Takano, Okumura
2-15-4, Takinogawa, Kita-ku, Tokyo Tel: +81-3-5907-2100

■ Please fill in the required information and check the appropriate items.

■ Water pipe diameter: 13φ 20φ 25φ

■ Supply water all day? Yes No

Equipment to be used	Usage	Pipe diameter (m/m)	No. of taps	Estimated water usage (l/min.)

■ Volume to be used : (l/min.)

■ Scope of construction : To booth border (single-side construction; fee based on average of total applicants)
 To display equipment (dual-side construction; separate fee required)

*Air compressor : 6.5kg/cm² (fuel costs related to compressed air supply will be charged separately.)

■ Please indicate the desired location of the antenna lead-in on a simple map of the booth interior.

Name of adjoining exhibitor ()

Name of adjoining exhibitor ()

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name				
Address				
Department		Person in charge		
Telephone		Fax		
E-mail				

Form -18 Application for Food/ Beverage Tickets

Deadline **September 3**

Submit to: **Nippon Convention Center** **FAX: +81-43-296-0529**

Contact: Nippon Convention Center / Tsuchiya
2-1, Nakase, Mihama-ku, Chiba-shi, Tel: +81-43-296-0525

Presale order

Deadline for order placement: Fri., Sept. 3

Deadline for payment: Fri., Sept. 17

■ Please fill in the required information.

	No. of tickets	Price
Food /Beverage Tickets (¥1,000/set of tickets)	set(s)	¥ ,000

■ Person in Charge / Invoice Address

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form - 19 Application for Hotel Reservations

Deadline **September 10**

Submit to: **Nippon Travel Agency Co., Ltd. Chiba Branch** **FAX: +81-43-225-2241**

Contact: Nippon Travel Agency Co., Ltd. Chiba Branch / Homma, Takenaka
2F., Yasuda Toso Bldg., 2-3-16, Chuo, Chuo-ku, Chiba-shi Tel: +81-43-227-2307

■ Fill in the following table, and put a circle on the night(s) when accommodation is required.
Put a circle in the Breakfast box for the breakfast-included plan.

Name of Guest	Hotel reservation symbol		Room Type		Accommodation Required								Breakfast Plan
	First Choice	Second Choice	Single	Twin	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	

■ Refunds will be made as required in the case of charges to the above items. (Please provide bank information.)

Name of Bank	Bank							Branch		
Account No.	Ordinary	/	Current							
Name of account										

■ Other requests, etc.

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form - 20 Application for Part-time Staff/Non-Technical Interpreter

Deadline **September 10**

Submit to: **Ken & Staff Co.** **FAX: +81-3-3367-0027**

Contact: Ken & Staff Co. / Tanaka
 YKS Bldg., 4-14-7, Takadanobaba, Shinjuku-ku, Tokyo Tel: +81-3-3367-0020

■ Please fill in the required information and check the appropriate item.

Content of application	<input type="checkbox"/> Reception (male; female)
	<input type="checkbox"/> Non-Technical interpreter (male; female)
	<input type="checkbox"/> Language type () / (male; female)
Period required	<input type="checkbox"/> Oct. to (total days)
Method of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Bank transfer

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form -21 Application for Visitor Barcode Service

Deadline **September 17**

Submit to: **Neonet Inc.** **FAX: +81-3-3249-8228**

Contact: Neonet Inc. / Kamiie, Kambayashi
2-45-1, Nihombashi-Hamacho, Chuo-ku, Tokyo Tel. +81-3-3249-8225

■ Please fill in the required information.

Delivery method	Item	Unit price	Amount	Price
Standard delivery	Barcode reader rental/unit	¥31,500		
	Barcode reader rental/package of 5 units	¥105,000		
Total				

Data Center Usage	Yes	No
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■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address

Company name				
Address				
Department		Person in charge		
Telephone		Fax		
E-mail				

■ Deliver to (Fill in if different from above.)

Company name				
Address				
Department		Person in charge		
Telephone		Fax		
E-mail				

Form -22 Application for PC Rental

Deadline **September 17**

Submit to: **Kissei Comtec Co., Ltd.** **FAX: +81-3-5319-3227**

Contact: Kissei Comtec Co., Ltd. / Rental Dev., Muramoto, Takayanagi, Mano
3F., Nittsu Koishikawa Buturyu Center, 3-4-2, Otsuka, Bunkyo-ku, Tokyo Tel: +81-3-5977-3868

■ Please specify dates and time for delivery and pick-up.

Delivery: ① Exhibition booth Oct. 4 10:00 a.m. to 12:00 noon Other location () ② Prior to Oct. 4 (Specify delivery date and time) *② Specify delivery location... _____
Pick-up: ① Exhibition booth Oct. 9 5:00 p.m. to 7:00 p.m Other location () ② After Oct. 9 (Specify pick-up date and time) *② Specify pick-up location... _____

Rental Code #	Product Name	No. of unit(s)	Unit Price	Amount
Total				

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Addresss (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			

Form -23 Application for Additional Exhibitor Badges

 Deadline **September 17**

 Submit to: **CEATEC JAPAN Management Office** **FAX: +81-3-5402-7606**

Contact: CEATEC JAPAN Management Office / Oda

5F., Sumitomo Shibadaimon Bldg. No.2, 1-12-16, Shibadaimon, Minato-ku, Tokyo Tel: +81-3-5402-7603

■ Please fill in the required information.

5 Worker Badges per booth are available free of charge.

15 Exhibitor Badges per booth are available free of charge.

If the above numbers of badges are insufficient, please use this form to apply for more.

If Extra Exhibitor Badges ordered before Sept.17 are available for a fee of ¥1,500/badge (consumption tax included).

The price per extra Exhibitor Badge is ¥3,000 on Sept. 18 and after; available at Hall management office.

Extra Worker badges are available for ¥500/badge (consumption tax included).

Please note that fees for extra badges will not be refunded for any reason.

Additional Worker Badges		Additional Exhibitor Badges	
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■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name					
Address					
Department		Person in charge			
Telephone		Fax			
E-mail					

■ Deliver to (fill in if different from above)

Company name					
Address					
Department		Person in charge			
Telephone		Fax			
E-mail					

Form - 24 Application for Transport, Load-in/Load-out Services Deadline **September 17**

Submit to: **Hankyu Cargo Service, Co.,** **FAX: +81-3-3528-0580**

Contact: Hankyu Cargo Service, Co., / Fukui, Inoue
1-5-12, Ariake, Kouto-ku, Tokyo Tel: +81-3-3528-0587

■ Please fill in the required information and check the appropriate items.

	Shipping to CEATEC JAPAN	Shipping from CEATEC JAPAN
No. of containers (plan)		
Main products		
Price for insurance application (Not required for items shipped via other companies)		

*Please fill in the following if the items cannot be carried by a single person.

Product	Size (mm; length × width × height)	Weight (kg)

■ Empty container collection : Yes No

*Empty container collection will take place from 1:00 p.m. to 3:00 p.m.
(The person in charge of your booth must be present.)

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name					
Address					
Department		Person in charge			
Telephone		Fax			
E-mail					

Form -25 Application for Booth Photography

Deadline **September 17**

Submit to: **Kurano Photo Office** **FAX: +81-4-7155-3806**

Contact: Kurano Photo Office / Kurano, Umemura
860-54, Higashifukai, Nagreyama-shi, Chiba Tel: +81-4-7155-3806

■ Please fill in the required information and check the appropriate items.

Size	Monochrome	Color negative	Color positive	Monochrome/Color set
6 X 7 cm	Shot(s)	Shot(s)	Shot(s)	Shot(s)
4 X 5 inch	Shot(s)	Shot(s)	Shot(s)	Shot(s)
Total	Shot(s)	Shot(s)	Shot(s)	Shot(s)

Requested shooting date : October ()

Time : a.m. (:) p.m. (:) Anytime

■ Exhibitor

Booth number	No. of booth spaces	Person in charge
Company name		

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department	Person in charge		
Telephone	Fax		
E-mail			

Form - 26 Application for Booth CleaningDeadline **September 17**Submit to: **Chiba-Pref. Bldg. Maintenance Corp.> FAX: +81-43-296-0753**Contact: Chiba-Pref. Bldg. Maintenance Corp. / Ito
2-1, Nakase, Mihama-ku, Chiba-shi Tel: +81-43-296-0534

■ Please fill in the required information.

Fee per booth space (9 m ²)	No. of booth spaces	Total
@¥3,150 (including Tax)	Booth spaces	¥

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name					
Address					
Department		Person in charge			
Telephone		Fax			
E-mail					

Form -27 Application for VIP Reception/VIP Room

Deadline **September 24**

Submit to: **CEATEC JAPAN Management Office> FAX: +81-3-5402-7606**

Contact: CEATEC JAPAN Management Office / Oda
5F., Sumitomo Shibadaimon Bldg. No.2, 1-12-16, Shibadaimon, Minato-ku, Tokyo Tel: +81-3-5402-7603

■ Order: Fill in necessary blanks, and check the appropriate boxes.

*Room charge: ¥5,250/hr (including beverage cost and consumption tax)

* Meal service is not included in the room charge. (@¥3,150 including consumption tax)

Date	Time	Number of Persons	Meal	
October ()	: to :		<input type="checkbox"/> No	<input type="checkbox"/> Yes sets
October ()	: to :		<input type="checkbox"/> No	<input type="checkbox"/> Yes sets
October ()	: to :		<input type="checkbox"/> No	<input type="checkbox"/> Yes sets
October ()	: to :		<input type="checkbox"/> No	<input type="checkbox"/> Yes sets
October ()	: to :		<input type="checkbox"/> No	<input type="checkbox"/> Yes sets

■ Exhibitor

Booth number		No. of booth spaces		Person in charge	
Company name					

■ Person in Charge / Invoice Address (Not necessary if same as above)

Company name			
Address			
Department		Person in charge	
Telephone		Fax	
E-mail			