

EXHIBITOR MANUAL & SERVICE ORDER FORMS



http://www.ric.co.jp/expo/wj2004/pro_index_e.html

Next Generation Wireless Technology Showcase

http://www.ric.co.jp/expo/wt2004/pro_index_e.html

July 21 - 23, 2004

Tokyo Big Sight, East hall 1 · 2

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E.J. KRAUSE & ASSOCIATES, INC.
EXHIBITION MANAGEMENT

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Tel:(301)493-5500
Fax:(301)493-5705
Contact: Karen Owens
E-mail: owens@ejkrause.com

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Room 4306 Trade Tower
159-1, Samsung-Dong, Kangnam-ku,
Seoul, 135-729, Korea
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Fax: (82-2)556-9474
Contact: J.H.Park
E-mail: jhpark@kfairs.com

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Mörsenbroicher Weg 191
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Contact: Katarina Klepp
E-mail: klepp@ejkgermany.de

JAPAN

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Kudan Bldg., 2-2-5 Kudanminami, Chiyoda-ku,
Tokyo 102-0074
Japan
Tel: (03)5212-7071
Fax: (03)5212-6091
Contact: Tsuyoshi Kanno
E-mail: kanno@ejk japan.co.jp

HONG KONG

E.J. Krause & Associates (HK) Ltd.
Room 2013, Hang Lung Centre
2-20 Paterson Street
Causeway Bay
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Tel: (852)2577-3343
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16, Rue Henri Barbusse
92110 Clichy, France
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Contact: Sonia Quetant
E-mail: sonia.quetant@ejkrause.fr

CHINA

E.J. Krause & Associates, Inc., Beijing
Room 2005 20/F Capital Mansion
No.6 Xin Yuan Nan Road
Chao Yang District
Beijing, 100004
China
Tel: (86-10)8451-1832, 8451-1827
Fax: (86-10)8451-1829
Contact: Laura Yuan
E-mail: ejk@public3.bta.net.cn

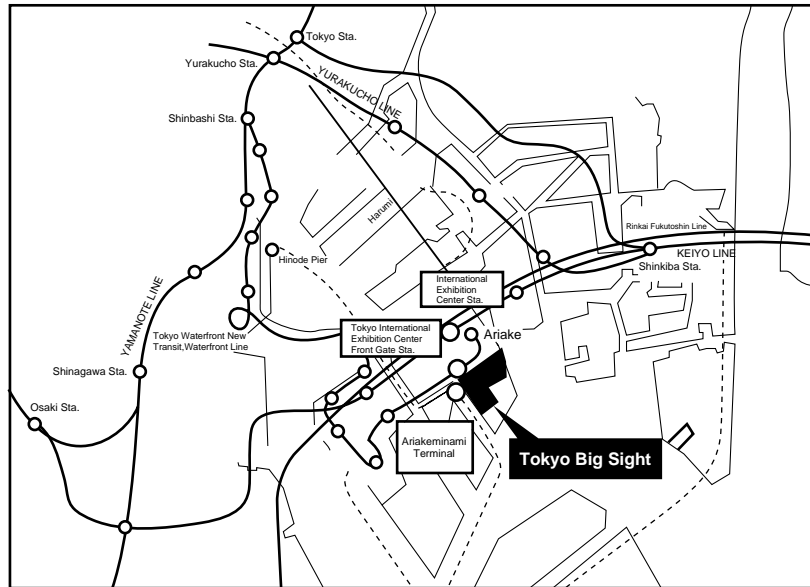
A General

Title: EXPO COMM WIRELESS JAPAN 2004
Date: July 21 - 23, 2004(10:00 - 17:30), Last Day(10:00 - 17:00)
Venue: Tokyo Big Sight(Tokyo International Exhibition Center), East hall 1・2
3 - 21 - 1, Ariake, Koto-ku, Tokyo 135-0063, JAPAN
TEL: +81-3-5530-1111
<http://www.bigsight.jp/english/index.html>
Organizer: RIC Telecom Co., Ltd.
E.J. Krause & Associates, Inc.
Operation office: Shoei Bijutsu Co.,Ltd.
1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan
TEL: +81-3-3537-9531 FAX: +81-3-3537-9528
E-mail: wj2004@shoei-bijutsu.co.jp

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E.J. Krause & Associates, Inc.
YRP R&D Promotion Committee
Operation office: Shoei Bijutsu Co.,Ltd.
1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan
TEL: +81-3-3537-9531 FAX: +81-3-3537-9528
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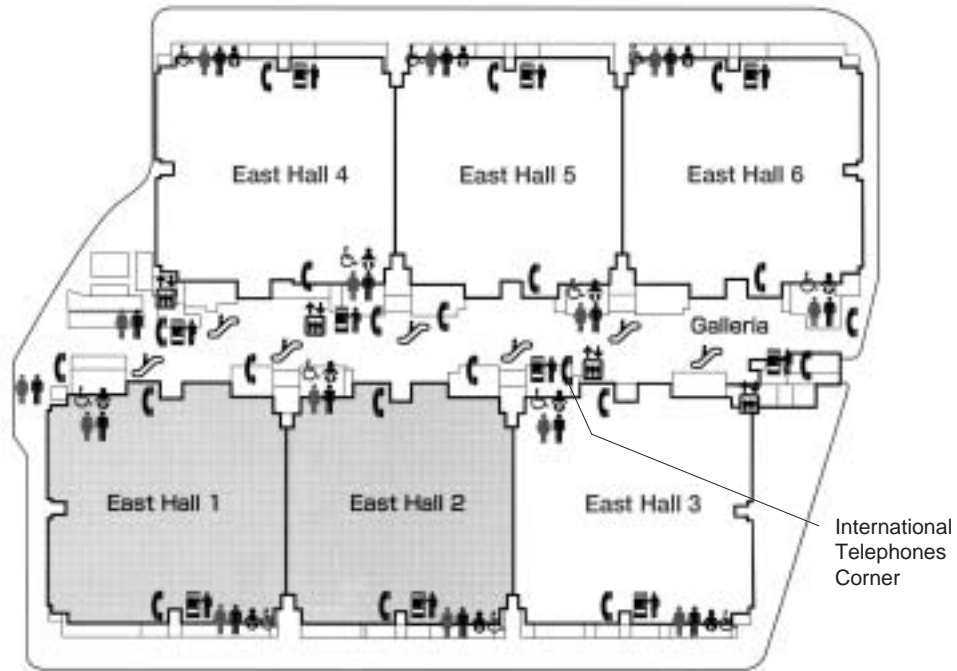
B Transportation

http://www.bigsight.jp/english/access_e/index.html



- Tokyo Waterfront New Transit Line, Shinkoitsu "YURIKAMOME"
Shimbashi Sta. (JR/ Subway) - Tokyo Int'l Exhibition Center Front Sta.
*Time required: about 22min.
- Rinkai Line
Shinkiba Sta. (JR/ Subway) - Tokyo Int'l Exhibition Center Sta.
*Time required: about 6min.
Osaki Sta. (JR) - Tokyo Int'l Exhibition Center Sta.
*Time required: about 15 min.
- Marine Transport
Hinode Pier (From JR Hamamatsu Sta.) - Ariake Terminal
*Time required: about 25min.
*5 minutes from Metropolitan Express Way Daiba/Ariake Exit.
*Direct shuttle bus service from Narita Airport (approx. 50min.) and Haneda Airport (approx. 20min.)

C Exhibition Hall



Hall Specifications

	East Hall 1	East Hall 2
Floor space	8,670m ²	8,350m ²
Floor finish	Concrete	
Floor strength	5t/m ²	
Anchor bolt	Available	
Ceiling height (m)	17 - 31m	
Brightness (lx)	400	
Water supply/Drainage	Available	
Delivery entrance/exit	4	2
Vehicle entry	Available	
Power suppl	Single-phase 2-line 100/200V 50Hz Single-phase 3-line 100/200V 50Hz 3-phase 3-line 200 50Hz	

II SCHEDULE

	Build-up & Move-in		During Show and Removal		
	19 - July	20 - July	21 - July	22 - July	23 - July
8	<div style="border: 1px solid black; padding: 5px; text-align: center;">Build-up & Move-in</div> Raw Space Exhibitor Access 8:00 Package Space Exhibitor Access 13:00	<div style="border: 1px solid black; padding: 5px; text-align: center;">Build-up & Move-in</div> Vehicles Permitted on Premise 13:00	<div style="border: 1px solid black; padding: 5px; text-align: center;">Exhibitor Access (If required)</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Exhibitor Access (If required)</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Exhibitor Access (If required)</div>
9					
10			<div style="border: 1px solid black; padding: 5px; text-align: center;">Exhibition Open</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Exhibition Open</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Exhibition Open</div>
11					
12					
13					
14					
15					
16					
17					
18					
19	<div style="border: 1px solid black; padding: 5px; text-align: center;">Overtime is available (If required)</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Overtime is available (If required)</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Removal & Tear Down</div>		
20					
21					
22					
23					

★For detailed time, please see- **A** - **B**.

A Build-up Period

July 19	
Stand Construction by organizer	0:00 AM - 10:00 PM
Exhibit Move-in (by Vehicle)	8:00 AM - 5:00 PM
Raw Space Exhibitor Move-in	8:00 AM - 10:00 PM
Package Space Exhibitor Move-in	1:00 PM - 10:00 PM
July 20	
Exhibit Move-in (by Vehicle)	8:00 AM - 1:00 PM
Exhibit Move-in (by Handcarry)	8:00 AM - 10:00 PM
Set-up/Adjustment	8:00 AM - 10:00 PM

B Removal / Tear-down Period

Exhibit Move-out/ Dismantling: July 23 17:30 - 22:00

Notes: All exhibitor's materials must be removed by 22:00, July 23. Materials not removed by this time will be removed by Show Management and put into storage or disposed at the exhibitor's expense.

C Wearing of Badges

Exhibitors and construction workers are required to wear badges during the move-in/out period. "Vehicle Pass" is also required for the vehicle entering the exhibition hall. No one will be allowed to enter the exhibition hall without wearing a badge. Submit Service Order Form No. 1 to order badges.

A Show Management Office On-Site

★EXPO COMM WIRELESS JAPAN 2004 / Next Generation Wireless Technology Showcase Show
Management office will be operated at the entrance area of East Hall 1・2 on July 21 - 23.

B Official Contractors

STAND-FITTING (OVERALL / PACKAGE BOOTH)	EXHIBITOR BADGE / PASS
Shoei Bijutsu Co.,Ltd. Contact: Mr. Enomoto / Mr. Yamanishi Address: 1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan TEL: +81-3-3537-9531 FAX: +81-3-3537-9528 E-mail: wj2004@shoei-bijutsu.co.jp	Shoei Bijutsu Co.,Ltd. Contact: Mr. Enomoto / Mr. Yamanishi Address: 1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan TEL: +81-3-3537-9531 FAX: +81-3-3537-9528 E-mail: wj2004@shoei-bijutsu.co.jp
ELECTRICAL	HOTEL RESERVATION
Iida Denki Kogyo Co., Ltd. Contact: Mr. Uehara / Mr. Shimazaki Address: 1-8-21 Shinkiba, Koto-ku, Tokyo,136-0082, Japan TEL: +81-3-3521-3522 FAX: +81-3-3521-3524 E-mail: uehara@iidae.co.jp shimazaki@iidae.co.jp	JAPAN TRAVEL BUREAU, INC. International Travel Division Contact: Mr. Hayashi Address: 2-3-11 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-8602, Japan TEL: +81-3-5796-5446 FAX: +81-3-5495-0681 E-mail: WIRELESSJAPAN2004@itd.jtb.co.jp
TELEPHONE / HIGH-SPEED INTERNET	CLEANING
Kissei Comtec Co., Ltd. Contact: Mr. Muramoto Address: 3-4-2 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan TEL: +81-3-5977-3874 FAX: +81-3-5319-3227 E-mail: wireless@network.kcrent.jp	In Support Co., Ltd. Contact: Mr. Shinichi Goto Address: 2-11-19 Shiohama, Koto-ku, Tokyo 135-0043, Japan TEL: +81-3-5683-3886 FAX: +81-3-5683-3887 E-mail: goto@yellow.interq.or.jp
FREIGHT FORWARDER	MANPOWER / INTERPRETER SERVICE
Nippon Express Co., Ltd. Fine Arts Air Branch Contact: Mr. Morikawa / Ms. Ohira Address: 5-42-18 Minami-Magome, Ohta-ku, Tokyo 143-0025, Japan TEL: +81-3-5742-3021 FAX: +81-3-5742-4363 E-mail: ryo-morikawa@air.nittsu.co.jp	COM • STAFF Contact: Mr. Tsutamoto Address: 1-7-2 Higashi-Ebisu-Nishi, Shibuya-ku, Tokyo 150-0011, Japan TEL: +81-3-5428-2277 FAX: +81-3-5428-2278 E-mail: comstaff@com-staff.com

C Recommended Stand Constructors

If you contracted with Raw Space, Show Management recommend a following constructor for your stand decoration. Please contact to Shoei Bijutsu Co.,Ltd. if the optional services is required.

Shoei Bijutsu Co.,Ltd..
Address: 1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, JAPAN
TEL: +81-3-3537-9531
FAX: +81-3-3537-9528
Contact: Mr. Enomoto/Mr. Yamanishi
E-mail: wj2004@shoei-bijutsu.co.jp

D Telephone / High-Speed Internet

1. Temporary telephone installation and period for use

Exhibitors who desire installation of a temporary telephone line must fill-in the Service Order Form No.9 (Telephone) and submit it to Kissei Comtec Co.,Ltd.

Installation work date: July 19 (Mon.) to July 20 (Tue.)

Service period: July 20 (Tue.) 14:00 to July 23 (Fri.) 17:00

2. Installation cost

The expense for temporary telephone line installation is as follows:

Analogue line ¥36,750 (including tax) per line

ISDN line ¥66,150 (including tax) per line

The above expenses include installation cost, telephone equipment, basic fee, and domestic call fee. The fee for international calls shall be charged separately after the end of the Show. Exhibitors must bear commissions for the bank. In case charges for domestic calls exceed ¥15,000 for analogue lines and ¥15,000 for ISDN lines, the difference will be charged to the exhibitor.

Kissei Comtec.Co.,Ltd.
Address: 3-4-2 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan
TEL: +81-3-5977-3874
FAX: +81-3-5319-3227
Contact: Mr. Muramoto
E-mail: wireless@network.kcrent.jp

3. High-speed Internet

Exhibitors who desire installation of a temporary telephone line must fill-in the Service Order Form No. 10 (High-Speed Internet) and submit it to Kissei Comtec Co., Ltd.

Types of lines	Price	IP address
(1)Dedicated ADSL line 1.5Mbps	¥57,750	Private IP address is automatically given from a broadband router
(2)B FLET'S sharing optical fiber line 100Mbps	¥78,750	Private IP addresses are available
(3)LAN connection between booths	¥21,000	50meters maximum
* If you need global address, please ask Kissei Comtec.		

*5% consumption tax is not included above price

(1) Dedicated ADSL line 1.5Mbps

- Dedicated FLET'S ADSL line 1.5Mbps is available.
- Private IP address is automatically given from a broadband router.
- Regarding ADSL line, we cannot assure the circuit speed.
- This service includes line, provider, ADSL modem, broadband router and router setting.
- Please prepare other equipment such as LAN cable, LAN adapter and PCs etc.
- In case you need more than 5 PCs, please prepare a HUB separately.

(2) B FLET'S sharing optical fiber line 100Mbps

- Private IP addresses are available.
- Regarding B FLET'S 100Mbps Best Effort line, we cannot assure the circuit speed.
- This service includes line and provider.
- We prepare 8 port HUB at your booth. In case you need more than 8 PCs, Please prepare a HUB separately.

Reference

As a security countermeasure, communication between each booth is controlled by VLAN introduction.

★ Optional service

If you have technical difficulties for setting up PCs and LAN at your booth, we are available to help you.

(3) LAN connection between booths. (50meters maximum)

- We prepare a cable with RJ-45 at your booth.

* Please prepare other equipment by yourself.

If you have any questions regarding equipment at your booth, network construction and setting up etc., please ask Kissei Comtec Ltd. directly.

Kissei Comtec Co., Ltd.
Address: 3-4-2 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan
TEL: +81-3-5977-3874
FAX: +81-3-5319-3227
Contact: Mr. Muramoto
E-mail: wireless@network.kcrent.jp

E Parking Lot

The pay-parking lot is available adjacent to the exhibition center. (Show Management is not responsible for any accidents in the parking lot.)

F Private Meeting Room / Shared Meeting Room

During the exhibition term, to accommodate the needs of visitors who wish to hold consulting hours with the exhibitors with business details, such as budget, time for delivery, individualized models for technical needs to serve individual needs, will have the option to use business meeting rooms which will be set within the exhibition hall. Two types of rooms are among the option; Private Meeting Rooms / Shared Meeting Rooms. Any exhibitor who wishes to use these rooms will be asked to fill out Form15, "Application to use Private Meeting Room / Shared Meeting Room" and submit to E. J. Krause & Associates by Friday, June 18th.

Details of each room type

Private Meeting Room:

6m by 3m, system panel wall, door with key, carpeting, "furniture set" which includes 1 table, 8 chairs, 1 whiteboard, 1 refrigerator

Room holding period: Wed. July 21 - Fri, July 23

Charge per holding period: 200,000 yen (plus tax 5%)

Shared Meeting Room:

System panel wall, "furniture set" which includes 1 table, 4 chairs

Room holding period: Wed. July 21 - Fri, July 23

Charge per holding period: 70,000 yen (plus tax 5%)

G Stock Room

During the exhibition term, as an option plan, a stock room will provided upon request.

Those who wish to hold a place for storage space, please fill out Form 16, "Application to use Stock Room" and submit to E. J. Krause & Associates by Friday, June 18th.

Details of the Stock Room:

2m by 2m, door with key,

Permitted period of usage: Wed. July 21 - Fri, July 23

Charge per room: 100,000 yen (plus tax 5%)

IV

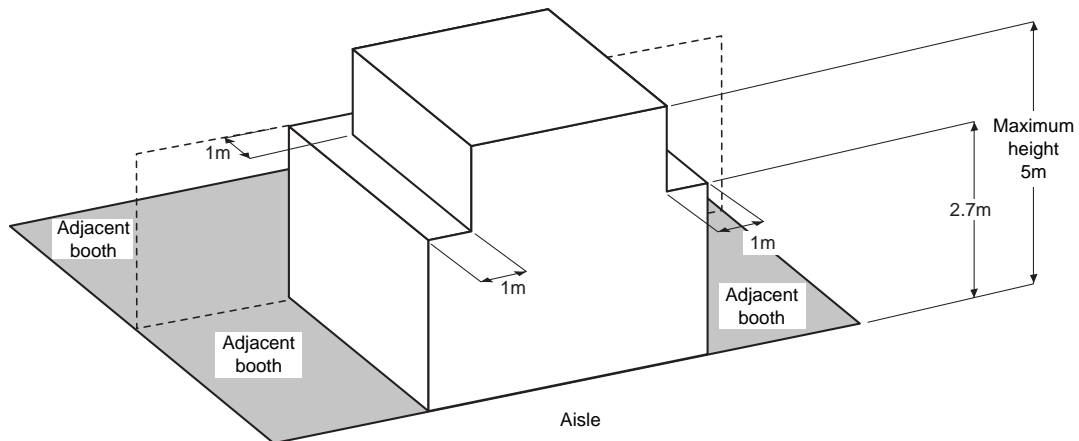
RESTRICTIONS AND PRECAUTIONS FOR DECORATING EXHIBITOR'S BOOTH

A Limit in Height of Exhibit

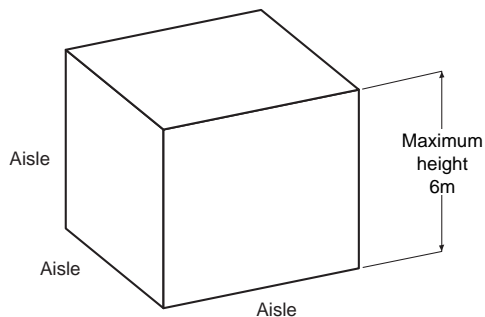
The maximum height of decorating material and accessories is limited to 2.7m at a space 1m from the boundaries, 5m in the rest of the space within the booth. However, when the exhibitor has an island booth such as all of 4 boundaries are the aisle, construction may be executed within 5m to the boundary of the exhibit space. If the exhibitor has island space more than 180sqm, the maximum height is limited to 6.0m. (In case any exhibit product exceeds the height limit, the exhibitor must have approval from the Show Management in advance.)

B Ceiling Structure

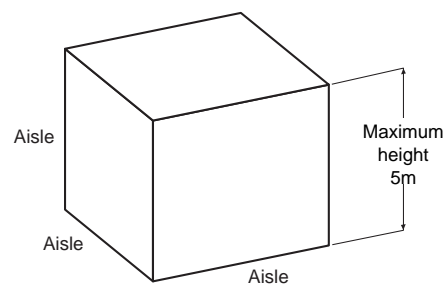
In principle, exhibit structures should have no ceiling, roof, etc. in accordance with the instructions of the Fire Department. Double-deck construction is also prohibited in view of safety environment.



ISLAND BOOTH



If the exhibitor has island space more than 180sqm.



If the exhibitor has island space less than 180sqm.

C Drawings

Important

*To exhibitor whose stand size is over 4 m.

Dimensional drawings, showing the proposed design of the stand must be submitted to the Shoei Bijutsu Co.,Ltd. Contractor for approval before any work is put in hand, and in any case NOT LATER THAN June 11, 2004. Failure to obtain approval can result in costly alterations on site being required by the Organizers.

D Restrictions on wall opening and securing aisles.

If an exhibitor's booth is across from another booth, the exhibitor needs to open more than 1/2 of wall per one surface. A sufficient space must be provided at the entrance of the booth facing the aisle. In the case of closed theater-type booth, 2m width must be established for emergency aisles in two directions.

E Hanging from the Ceiling

Structures within the booth must be a self-standing type. They cannot be suspended from the ceiling or use the exhibitor's side panel for support. And Setting up a balloon is also prohibited in this exhibition.

F Securing Exhibiting Structure and Emergency Exit

A sufficient space must be provided at the entrance of the booth facing the aisle. If there is other exhibitor's booth in front of own booth, exhibitor needs to open more than 1/2 of wall in order to secure the view.

G Floor Work (Anchor Installation)

When you need to create anchor installation holes inside the Exhibition Hall, Service Order Form No.7 (Floor Work) with two copies of drawings attached that mark the construction points with red circles must be submitted to Shoei Bijutsu Co.,Ltd. by June 11. (Fri.). The Show Management Office collates the order form and makes application to the Tokyo International Trade Fair Commission.

- When anchor installation is performed, the following restrictions must be strictly observed.

- a) The anchor bolt must be 60 mm or shorter with the diameter no more than 16 mm.
- b) Bolt cannot be buried in the pit lid or pit inside the Hall floor. The bolt must be buried at a place 200 mm away from a pit.
- c) After the end of the Show, the anchor bolts must be cut with a sander. Digging with a hammer, blowing by gas, and pulling-out are prohibited.

Exhibitors are charged ¥1,575 (including tax) as floor repair expenses per bolt. Any other work (such as drilling and chiseling cannot be performed directly on the floor).

H Modification on Foundation Paneling

No modification such as drilling holes into foundation paneling installed by the Show Management is permitted. However, change in colors is freely allowed. When explanatory panels, cut-out letters, marks, lanterns, or product samples are to be fixed to the foundation panel, exhibitor must submit an application and drawing to Show Management.

It may be necessary to remove and restore a modification previously authorized by the Show Management if, after the completion of the work, it is found to be dangerous.

I Illumination and Decorative Lamps

Fluorescent lights are included in stand package unit. Additional illuminations, if necessary, should be installed by the exhibitor in such a manner so that other exhibitors will not be adversely affected. Suspension work from the ceiling and neon signs are not permitted.

J Use of Non-inflammable Materials

Non-inflammable materials, or materials treated to be non-inflammable, must be used for the exhibition. For example, use of inflammable materials such as styrene foam for signs and marks is prohibited. For those materials which are non-inflammable, put a non-inflammable indication mark in a readily seen position.

Incombustible materials as defined by Building Standards Law, Article 2, Paragraph 9 and quasi-incombustible materials defined by building Standards Law Enforcement Regulation, Article 1, Paragraphs 5 and 6, respectively, may be considered as materials having non-inflammability, therefore indicating marks may be omitted. For other details, comply with provisions of Laws concerning Fire Prevention.

K Securing Aisle

All construction work must be carried out within the exhibitor's own booth, and commonly used aisles and spaces including back of wall must not be used for working or placing materials. For demonstration during exhibition, exhibitor need to secure the space for visitors within their own booth.

L Protection of Fire Fighting Facilities

Facilities such as emergency exits, fire extinguishers, and smoking corners installed by the Show Management must not be moved and the space required in using or operating such facilities must not be blocked.

M Protection of Equipment and Fixtures in the Hall

Exhibitors may not damage the equipment and fixtures of the exhibition halls. In case such damage should occur, it must be reported to the Show Management Office immediately. Expenses for its repair will be billed to the exhibitor by the Administrator of the Tokyo Big Sight.

N Disposal of Remnants

Exhibitors are to arrange for packing materials, empty cartons and wooden crates to be carted away for disposal before the exhibition opens and after move-out. If you leave anything in your booth after move-out is completed, you will be invoiced for removal costs.

O Sign Fascia

All exhibitors will be recommended to display the name of their company in both Japanese and English.

P Construction of suspension work

Suspension work refers to hanging banners, structures, decorations and other things from the ceiling of the site using hooks attached to the ceiling. Since the hanging work requires application for measures to prevent accidents, hazards, fires and other incidents, exhibitors wishing to use this method should submit the completed Form 6 "Suspension Work/Ceiling Structure Application Form," together with a statement of structural weight calculations, as well as plans for and elevation views of decorations, Shoebijutsu by Friday, June 11.

The Secretariat and Tokyo Big Sight may check to see whether the rules are being observed and request exhibitors to modify the specifications for their displays. If an accident attributable to the suspension work occurs

during its construction or the exhibition period, the exhibitor that installed the suspension booth shall take all responsibility for the accident.

1. Booths eligible for suspension structure

An exhibitor using a block booth (20 booths or more) may install a suspension booth.

2. Space restrictions

A suspension booth can be installed within the area surrounded by lines extending vertically from the inside of the booth walls. Even if the booth is installed within the area specified above, the exhibitor may be asked to change the location of the booth if the hanging decorations swing violently due to the location of water spray guns, air-conditioners and other devices at the site.

3. Weight restrictions

The weight limit for hanging decorations is 300 kg per hook.

4. Height restrictions

In principle, the height from the floor for things considered decorations (including metal and wooden fixtures, signs, lighting apparatuses, speakers, banners and cloth) shall be 11 meters or more for fire prevention purposes. Since these restrictions vary according to the type of hanging work, however, exhibitors wishing to use this method are advised to consult with the Secretariat.

Exhibitors are also required to ensure that these decorations are 15 meters or more away from scanning fire detectors.

5. Covering

In order to prevent accidents, hooks for hanging decorations and the portions of systems that wind ropes shall be covered without fail.

6. Other restrictions

Exhibitors are allowed to use only inconspicuous colors, such as black and gray, when painting trusses and other components.

V OPERATIONS DURING EXHIBITION

A Conducting Display and Demonstration

During the exhibition, the following points must be strictly observed. Any acts deemed to be against the regulations stipulated herein must cease immediately.

1. Obstructing use of aisle

Exhibited machines and equipment must be displayed and operated within the exhibitor's own booth area. It is prohibited to distribute catalogues, brochures, or other material, place a chair, situate a barker or conduct any other activities in the aisle.

2. Securing safety measures

When conducting demonstrations, extreme care must be exercised so as not to cause any harm to visitors and their property, and responsible personnel must be in attendance at all times.

3. Regulating sound volume, etc.

Loud sounds, intense light, heat, dust, gas and smell that may be produced by displays and demonstrations must not adversely affect other exhibitors and visitors. For this purpose, necessary preventive actions must be taken by the exhibitor as required. In particular, sound volume should be limited to (more or less) 70 phons at the booth boundary.

4. Controlling visitors

When visitors are crowded at a booth causing congestion in the aisle, the exhibitor must control it properly so that the aisle is always open for smooth traffic flow.

5. Resolution of disputes

Disputes that may occur between exhibitors due to their displays and demonstrations will be arbitrated by the Show Management. The exhibitors are, however, requested to resolve such conflicts by mutual agreement.

6. Power supply after exhibition hours

When exhibition hours are over, the exhibitors must turn off the switch or breaker provided within the booth before leaving. When an exhibit requires a 24 hour continuous power supply, the exhibitor must inform the Show Management Office in advance.

B Prohibition of Dangerous Materials in the Exhibition Hall

In accordance with the Article 23 of the Fire Regulation, the following acts are prohibited within the Exhibition Hall.

1. Prohibited acts

① Smoking

② Use of bare fire (devices generating flame and spark, electric heater with naked nichrome wire, oil stove, alcohol lantern, cartridge spray cans, etc.)

- ③ Delivery of petroleum liquefied gas and high pressure gas into the Exhibition Hall
- ④ Delivery of dangerous objects(nuclear substances, gunpowder, etc.)
- ⑤ Delivery of oils into the Exhibition Hall (Salad Oil, Cooking Oil, gasoline, kerosene, machine oil, heavy oil, etc.)

In addition to the above, some kinds of paint, toner for copying machines, sprays, high pressure cylinders, etc. may fall into the category of dangerous materials.

As for cooking demonstration, please use the electromagnetic inducted heat cooker, electric pot, hot plate for which you don't need to submit special application to Fire Station if electric construction is correctly done.

2. Removal of the ban

When an exhibitor desires to deliver the materials defined above into the Exhibition Hall for the purpose of a display or demonstration, the exhibitor must submit an application to Rinko Fire Station and must have an authorization in advance. To do so, the exhibitor must submit Service Order Form No.8.

Further, the delivery of dangerous materials into the Exhibition Hall permitted by the Fire Station must be delivered into the Hall at a time other than the regular exhibition hours.

C Smoking within the Exhibition Hall

During the exhibition, preparation and dismantling days smoking is prohibited in all aisles and inside of exhibitor's booths.

D Control and Security of Exhibition Hall

Throughout the period from the preparation days to the dismantling days the Show Management office will be open. Show Management officials will be in attendance to assure security and safety and to control the site in close relationship with the security guards. The exhibitors are requested to pay due consideration and attention to controlling the work and maintaining safety.

1. Wearing exhibitor badge

Throughout the period from the preparation days to the dismantling days, the exhibitors must wear an exhibitor badge when entering the exhibition hall. Entrance will be refused if no badge is worn.

2. Control and exemption from responsibility for exhibits

Throughout the period from the preparation days to the dismantling days, the Show Management will control the exhibition hall under contract with a security guard company. This does not, however, signify that the Show Management is responsible for any damage, loss or theft of the exhibits. The stock room do not exist in exhibition. Exhibitors are needed to deposit own materials in own booth.

3. Compensation for damages

When an exhibitor or his agent inflicts damage to the booths of other exhibitors, Show Management's facilities, facilities of the exhibition hall, harm to people, etc., the exhibitor must take responsibility for compensation.

4. Restoration to original state of the hall (booth)

After the end of the exhibition, the exhibitors must dismantle and remove their own properties from the booth by 22:00, July 23 to restore the location to its original state.

E Photography within the Exhibition Hall

This will be controlled based on the following standards.

1. Photographing exhibits, etc.

Photographing or sketching exhibits, etc. is prohibited without the appropriate exhibitor's consent.

2. By visitors

Snap shots by amateurs are not normally restricted. However when an exhibitor considers it a risk to protection of design, equipment, etc., or when the photographer hinders the exhibition or demonstration, the exhibitor may directly warn him (her).

3. Exhibitor's own booth

Exhibitors may photograph their own booths freely. However, it must be done in such a manner as not to hinder the visitors. Moreover, when photography is conducted during hours other than the regular exhibition hours, the Show Management Office must be notified in advance by submission of the overtime application form.

4. By press people

The Show Management Office provides press photographers or photographing teams authorized by the Show Management with PRESS badges. The exhibitors are asked to cooperate with those wearing this badge as much as possible.

F Visitors from Outside of Japan

The Show Management has conducted audience promotion throughout Asia and elsewhere in the world. The exhibitors are asked to prepare for visitors from these areas. As the number of non-Japanese visitors is expected to exceed 500, exhibitors are asked to have at least one English speaking in attendance at all times.

G Announcement and Paging

During the exhibition hours(July 21 and 23, from 10:00 hrs. to 17:30 hrs, and July 23, from 10:00 hrs. to 17:00 hrs.), no announcement for paging or other purpose will be made. It is recommended that a provisional telephone be installed for exhibitor's own communications. (Please refer to [Service Order Form No.9.](#))

Power will be furnished to the exhibitors as shown below:

A Type of Power Supply

Single-phase 2-wire	100V	50Hz
Single-phase 3-wire	100V	50Hz
Three-phase 3-wire	200V	50Hz

If you require a different power supply, submit Service Order Form No.11.

B Location of primary-Side Main Power Source

The main power source will be located, as much as possible, in compliance with the exhibitor's request. However, the exhibitor's request may not always be accepted due to the distributing board permanently installed in each hall. Also, when a large capacity power, for example more than 50 KW, is required by one booth of one company, it may be divided into two circuits due to the limited capacity of the circuit.

Furthermore, depending on the shape of a booth, when no switches can be installed on the wall, a self-standing type switch may be installed in the vicinity of the predetermined position.

C Power Supply Time

Power will be supplied as follow,

July 20	2:00 PM - 10:00 PM	(*Power will be supplied to the booths which have completed all safety check)
July 21	8:00 AM - 6:00 PM	
July 22	9:00 AM - 6:00 PM	
July 23	9:00 AM - 5:30 PM	

For the time periods other than above, power will be supplied, as much as possible, in response to exhibitor's requirements. In this case, advance approval by the Show Management will be required.

D Cost of Electric Works and Power Charge

- Expenses for primary-side electric wiring works (from main power source in the Hall to each booth) will be charged to the exhibitor.

Charge: ¥9,000 per KW capacity

(Capacity less than 1 KW will be calculated as 1 KW.)

Note: When an additional order is placed after submitting Service Order Form No.11, possibly at the site, the surcharge will be an additional 30%.

- Charge for power consumption

¥2,000 per KW

3. Payments

Official electrical contractor will visit exhibitor on-site during exhibition. Please pay the primary-side wiring work charge and the charge for power consumption directly to the official electrical contractor. The payment should be made in cash.

E Caution for Electric Work

- ① As a power source within a booth, a switch (breaker) will be installed so that power can be supplied in response to the application of an exhibitor.
- ② Constructors who carry out secondary-side electrical work must possess a License of the Government for Electrical Engineer in conformity with the Law concerning Electric works.
- ③ Preferably, materials for electric work should be new. Materials conforming to established industrial standards must be used.
- ④ For those electrical products to which Electrical Product Controlling Regulations apply, products that have been type-approved by the Minister of International Trade and Industry must be used.
- ⑤ A distribution board or flashing drum switch must be accommodated in a steel case or a box lined with steel sheet to prevent noise, and it must be installed in an easily accessible place for facilitating inspection and maintenance.
- ⑥ For fluorescent lamps, high-power factor type bulbs must be used.
- ⑦ One unit of power-factor improving condenser must be connected to one drive equipment in parallel. When it is installed centrally in the vicinity of the distribution board, a protective measure such as a protective breaker and discharging device must be taken. For condensers, those of correct capacity must be used.
- ⑧ For connecting electric wires, sleeves or pressed-to-tight terminal must be used, or connected portions must be soldered.
- ⑨ For wiring of illuminations or illuminating machines and equipment, wires having dielectric strength equivalent to or higher than that of F cable must be used.
- ⑩ For switches used for electric equipment installed in a booth, fuses of correct rating must be used. (Do not substitute fuses with a copper wire.)
- ⑪ For wiring of 100V illumination, a 15A or greater appliance must be branched by each circuit, and for other appliances, a branching switch must be installed as one circuit by each application of less than 15A.
- ⑫ For floor wiring within a booth, an additional floor must be constructed on the floor of the hall, the wire must be laid under the raised floor, or the wire must be protected with a protecting plate so that the wiring will not hinder passage of people.

- ⑬ Use of neon signs, etc. as a decoration is not permitted.
- ⑭ When an electrical system with voltage other than those supplied regularly by the Show Management is used, the exhibitor must report it to the Show Management in advance.
Layout of machines and equipment must be made very carefully so as not to cause any hazard to the visitors.
- ⑮ Incandescent lamps, resistors and other heat emitting devices must be installed so that they will not come into contact with a combustible material or cause overheating of the material.
- ⑯ When executing works, utmost care must be exercised to prevent fires or damage to property.
- ⑰ Inspections and tests must be conducted in conformity with the Electrical Installation Technical Standards(Ordinance of MITI), Regulations for Wiring stipulated by Tokyo Electric Power Co., and Regulations concerning Fire Prevention.
- ⑱ On the distribution board, the name, address and telephone numbers, as well as name of the person in charge of the electric installation constructor, must be clearly indicated.
- ⑲ During the exhibition, for maintenance of the electric facilities, the Show Management Staff will be at the office at all times. The exhibitor is requested to report any accidents immediately.

<To the overseas exhibitors>

Electrical system and voltage at exhibition sites in Japan are as follows:

Single phase two-wire system	100V
Single phase three-wire system	100V / 200V
Three phase three-wire system	200V

As for the voltage other than the above mentioned, the exhibitors are requested to transform the voltage at exhibitors own cost. The Fire regulation of Japan does not permit you to install the transformer inside the booth. It shall be installed inside the Electrical Room, and a power source shall be taken out from there. It often requires a long wiring work, depending on the location, and it also incurs the extra cost. An exhibitor is advised to adjust own equipments to the above mentioned voltage in each country. If transformer is built in equipment, there is no problem.

If the above is not available for an exhibitor, IIDA DENKI KOGYO CO., LTD. will execute the work for you and will send you our quotation upon request. Please specify the voltage, capacity and your request.


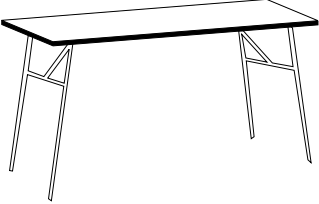

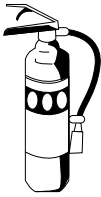
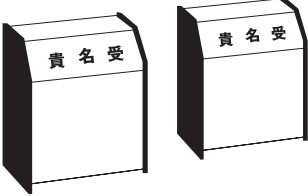
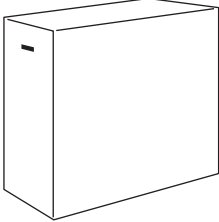

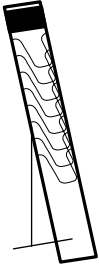
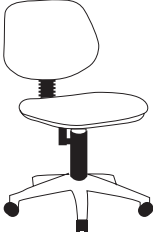

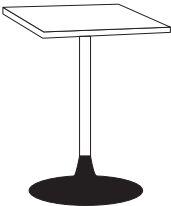
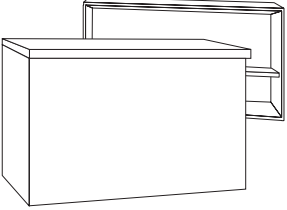
<p>Contact: Mr. Uehara / Mr. Shimazaki IIDA DENKI KOGYO CO., LTD. 1-8-21 Shinkiba, Koto-ku, Tokyo 136-0082, Japan Tel: +81-3-3521-3522 Fax: +81-3-3521-3524 E-mail: uehara@iidae.co.jp/shimazaki@iidae.co.jp</p>
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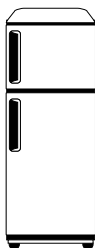
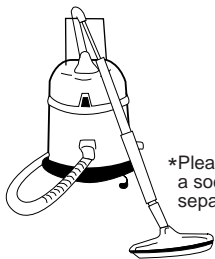




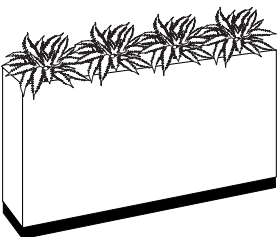
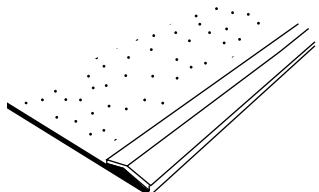
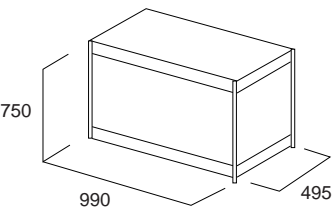
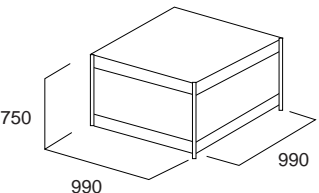
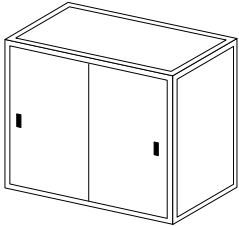
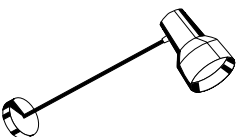
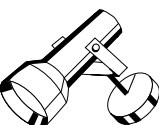
A Interpreters

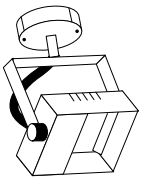
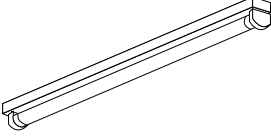
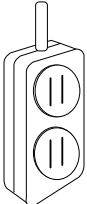
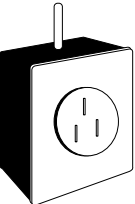
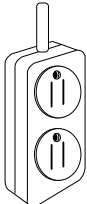
It is highly recommended to employ interpreters. It is estimated only 10% of the Japanese attendees understand and speak English. To request interpreters, submit Service Order Form No.12.

B Furniture, Flowers & Plants Rental

For these services, submit Service Order Form No.4. The prices and types of articles are indicated on the Service Order Form.

<p>1. Folding Chair</p> 	<p>2. Table</p>  <p>●Size W1,800XD600XH730</p>	<p>3. Meeting Table & Chairs</p> 
<p>4. Fire Extinguisher</p>  <p>No.10</p>	<p>5. Business Card Box</p> 	<p>6. Reception Counter</p>  <p>●Size W900XD450XH800</p>
<p>7. Counter High Chair</p>  <p>●Size A: SH430 C: SH600 B: SH500 D: SH700</p>	<p>8. Catalogue Stand</p>  <p>●Size W250XD550XH1,700</p>	<p>9. OA Chair</p> 
<p>10. Round Table</p>  <p>●Size A: 600XH600 B: 750XH600</p>	<p>11. Small Table</p>  <p>●Size W450XD450XH600</p>	<p>12. Display Counter</p>  <p>●Size A: W1,800XD700XH800 B: W1,800XD700XH940</p>

<p>13. Refrigerator</p>  <p>*Please order a socket separately.</p> <p>100R</p>	<p>14. Vacuum Cleaner</p>  <p>*Please order a socket separately.</p>	<p>15. Plant (large)</p>  <p>●Size H1,600 H2,000</p>
<p>16. Plant (middle)</p>  <p>●Size H600 H1,000</p>	<p>17. Plant (small)</p>  <p>●Size H250 H400</p>	<p>18. Plant (flower)</p>  <p>●Size H250 H300</p>
<p>19. Plant Box</p>  <p>●Size W1,300XD230XH700</p>	<p>20. Floor Carpet</p> <p>Needle Punch Carpet (red · blue · gray · orange · green)</p>	<p>21. Carpet Edge Strip</p> 
<p>22. Wall Color Sheet</p> <p>Many colors a available, so please consult us about it.</p>	<p>23. Display Counter</p>  <p>(H750 · 1000)</p>	<p>24. Display Counter</p>  <p>(H750 · 1000)</p>
<p>25. Sliding Door for item 23/24</p>  <p>*This item shall be ordered with item 23/24.</p>	<p>26. Arm Spotlight</p> 	<p>27. Spotlight</p> 

<p>28. Halogen Light (300W)</p> 	<p>29. Fluorescent Light 40W</p>  <p>*Calculated as 60 watts.</p>	<p>30. Socket (100V)</p>  <p>*Please indicate the power capacity.</p>
<p>31. Socket (200V)</p>  <p>*Please indicate the power capacity.</p>	<p>32. Socket with a ground wire (100V)</p>  <p>*Please indicate the power capacity.</p>	

<p>Shoei Bijutsu Co.,Ltd.</p>
<p>Address: 1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, JAPAN TEL: +81-3-3537-9531 FAX: +81-3-3537-9528 Contact: Mr. Enomoto/Mr. Yamanishi E-mail: wj2004@shoei-bijutsu.co.jp</p>

C Custom Clearance

Your goods must first be cleared through Japanese customs before they can be either display or sold. Below is a brief description of how goods maybe cleared and the conditions which pertain to each.

Official freight forwarder can arrange your freight-forwarding schedule in time for exhibition. Please urge yourself to contact Nippon Express for further details.

*The exhibition Hall is not designated as a Customs Bonded Halls.

Contact

If you have any questions or require further information regarding shipping to WIRELESS JAPAN 2004 / Next Generation Wireless Technology Showcase, Please contact us at the following;

<p>Nippon Express Co., Ltd. Fine Arts Air Branch Attn: Mr. Morikawa / Ms. Ohira Tel: +81-3-5742-3021 Fax: +81-3-5742-4363 E-mail: ryo-morikawa@air.nittsu.co.jp</p>

D Hotel Reservation

To make reservation for hotel accommodation, please complete Service Order Form No.14 and submit it to following agent by facsimile no later than June 18.

Please contact following address if you have any requirement.

(1) HOTEL ACCOMMODATIONS

WIRELESS JAPAN 2004 / Next Generation Wireless Technology Showcase has reserved rooms near the site for participants during the exhibition. It is recommended that hotel reservations be received by JTB Corp. as soon as possible to ensure availability. Late applications are subject to availability.

(2) RESERVATION AND PAYMENT

a) For hotel reservation, please complete the attached Application Form and send it by facsimile to JTB Corp. no later than June 18, 2004.

b) Full deposit is required. Payment by following credit cards are acceptable.

MASTERCARD / DINERS CLUB / VISA / AMERICAN EXPRESS

JTB will charge the amount of the total accommodation charges within one week after receiving the application form, and will fax a written confirmation of hotel reservation.

The deposit will be credited to your bill, and all hotel expenses deducting the deposit should be paid directly to the hotel.

(3) CANCELLATION CHARGE

To cancel or to change a booking, please fax a written notification to JTB.

The following cancellation fees will be deducted from your payment before refunding via the same credit card account:

Up to 10 days before the first night of stay.....None
9-2 days before10% of one night charge
1day before.....20% of one night charge
On the day of arrival80% of one night charge
No notice given100% of one night charge

OFFICIAL TRAVEL AGENT

JTB Corp. International Travel Division
2-3-11 Higashi-Shinagawa,
Shinagawa-ku, Tokyo 140-8604, Japan

WIRELESS JAPAN 2004 / Next Generation Wireless Technology Showcase JTB Desk

Office Hours: Mon.-Fri. 9:30-17:30, Closed on Sat.Sun.& Holidays

Phone: 81-3-5796-5446

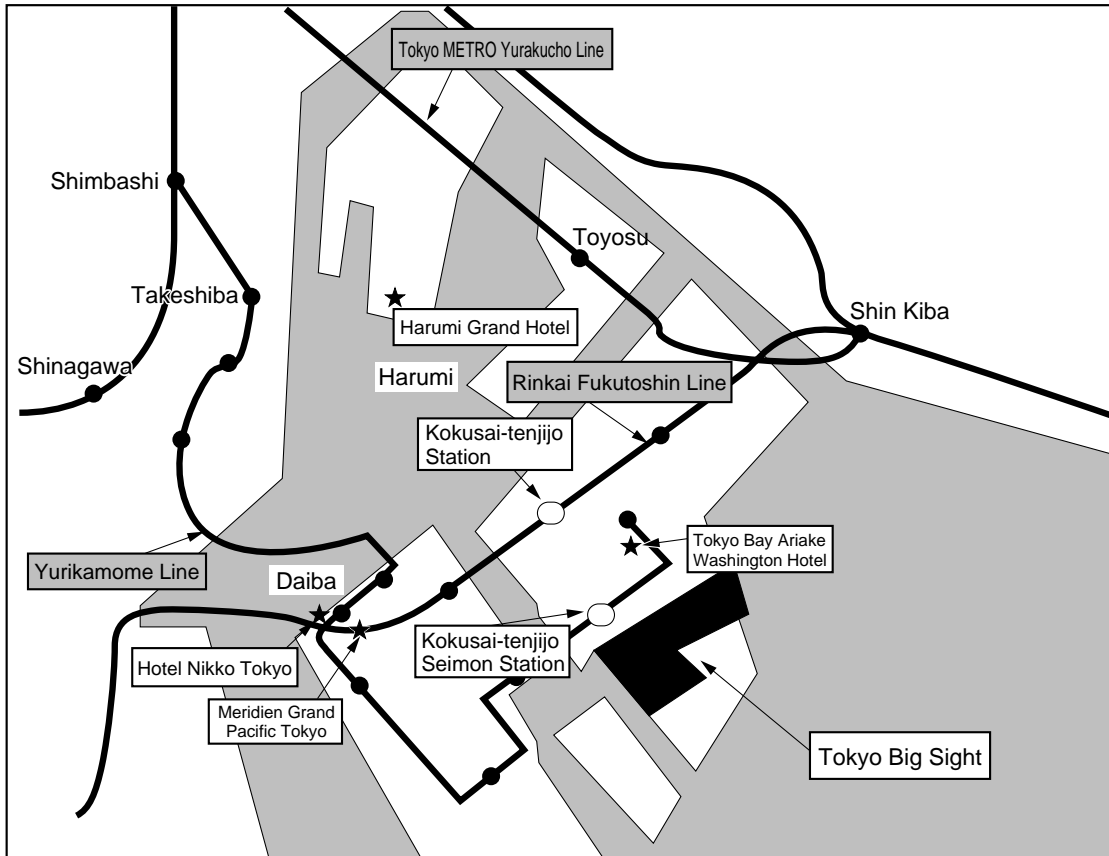
Fax: 81-3-5495-0681

Hotel Tariff for WIRELESS JAPAN 2004 / Next Generation Wireless Technology Showcase :
The rates include service charge and tax.

Area (Access to venue)	Name of Hotel	Single w/bath	Twin w/bath
Kokusai-tenjijyo-seimon (3 min. by walk)	Tokyo Bay Ariake Washington Hotel 3-1-28 Ariake, Koto-ku, Tokyo 135-0063 Phone : 81-3-5564-0111 F A X : 81-3-5470-5619	Normal rate : ¥12,470 ↓ Special rate : ¥11,900 (15m ²) (With Breakfast)	Normal rate: ¥22,940 ↓ Special rate: ¥19,800 (22m ²) (With Breakfast)
Daiba (10 min. by Yurikamome line)	Hotel Nikko Tokyo 1-9-1 Daiba, Minato-ku, Tokyo 135-0091 Phone : 81-3-5500-5500 F A X : 81-3-5500-2525	Normal rate: ¥32,076 ↓ Special rate: ¥23,300 (33m ²)	Normal rate: ¥38,016 ↓ Special rate: ¥27,920 (33m ²)
Daiba (10 min. by Yurikamome line)	Meridien Grand Pacific Tokyo 2-6-1 Daiba, Minato-ku Tokyo 135-0091 Phone : 81-3-5500-6711 F A X : 81-3-5500-4515	Normal rate: ¥27,324 ↓ Special rate: ¥20,990 (30m ²)	Normal rate: ¥36,828 ↓ Special rate: ¥25,610 (33m ²)
Harumi (20 min. by shuttle bus)	Harumi Grand Hotel 3-8-1 Harumi Chuo-ku, Tokyo 104-0053 Phone : 81-3-3533-7111 F A X : 81-3-3532-5315	Normal rate : ¥9,975 ↓ Special rate : ¥8,925 (21m ²) (With Breakfast)	Normal rate: ¥16,800 ↓ Special rate: ¥12,600 (21m ²) (With Breakfast)

Access to Tokyo Big Sight

Hotels	Access
Tokyo Bay Ariake Washington Hotel	Tokyo Bay Ariake Washington Hotel ----- Tokyo Big Sight (3 min. on foot)
Hotel Nikko Tokyo	Hotel ----- Yurikamome Line Daiba Sta. ----- Kokusai-tenjijo Seimon Sta. (2 min. on foot) (8 min.)
Meridien Grand Pacific Tokyo	Hotel ----- Yurikamome Line Daiba Sta. ----- Kokusai-tenjijo Seimon Sta. (2 min. on foot) (8 min.)
Harumi Grand Hotel	Hotel=[bus for Kinshi-cho Sta. or Fukagawa-shako]=Toyosu Sta.= [bus for Tokyo Big Sight] (10 min.) (10 min.) = Tokyo Big Sight Direct shuttle buses are available from Hotel to Tokyo Big Sight (20 min.)



E Exhibitor's Information-Entry

A system to register exhibitors' information (tentative name: Exhibitors Information Entry) is scheduled to open at the official site. It will be introduced to each exhibitor by e-mail when the system is ready for registration. If you register what you will exhibit, it will be carried in (1) and (2) below. It also enables visitors to search exhibition products and exhibitors at the official site.

- (1) Placement in Exhibitors Information in the exhibition site
- (2) Placement in the guidebook to be distributed to visitors at Hall.

F Booth Cleaning

Cleaning the areas other than booths inside shall be performed by the organizer. Exhibitors who wish to have their booths cleaned (at their expense) must fill-in Service Order Form No.13 and directly submit it to In Support Co., Ltd by June 11.

- ★Booth Cleaning is included to package space exhibitor.
(the last day of setting up, the first and second days of the exhibition.)


LIST OF SERVICE ORDER FORMS & DEADLINES

NOTE: 1. Be sure to submit by the deadline.


2. Those service order forms accompanied with asterisk (*) must be submitted by all exhibitors.

3. The service order forms must be duplicated for each form. Please fill in the forms and return the original copy to each service company as listed on the forms.

FORM	I T E M	DEAD LINE
*1	ADMISSION TICKET EXHIBITOR BADGE/ PASS	May 10
*2	CUSTOMS REPORT / ON-SITE MATERIAL HANDLING REPORT	June 18
3	PACKAGE BOOTH OPTIONS	June 11
4	FURNITURE, FLOWERS & PLANTS RENTAL	June 11
*5	SUBCONTRACTOR REGISTRATION	June 11
6	CEILING STRUCTURE APPLICATION	June 11
7	FLOOR WORK (ANCHOR BOLTS)	June 11
8	APPLICATION FOR USE OF FLAMMABLE MATERIALS	June 11
9	TELEPHONE	June 11
10	HIGH-SPEED INTERNET	June 11
11	ELECTRICAL POWER SUPPLY	June 11
12	MANPOWER/INTERPRETER SERVICE	June 11
13	BOOTH CLEANING	June 11
14	HOTEL RESERVATION	June 18
15	Private Meeting Room/Shared Meeting Room	June 18
16	Stock Room	June 18

*The deadline of submitting the drawings is June 11, 2004 if the exhibitor plan to construct over 4.0m as indicated on p12. .

VISITOR ADMISSION TICKET EXHIBITOR BADGE/ PASS

Company Name	TEL	Booth No.
Address	FAX	
	Title	
Contact	E-mail	
Deadline May 10	 Fax to: Shoei Bijutsu Co.,Ltd. Contact: Mr. Enomoto / Mr. Yamanishi 1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan TEL.(+81)3-3537-9531 FAX.(+81)3-3537-9528 E-mail: wj2004@shoei-bijutsu.co.jp	

1. ADMISSION TICKETS (Free of charge)

Please note that foreign visitors can visit the show without ticket and it is free of charge. However, if requested, the management office will provide the exhibitor with admission tickets in Japanese. So, if you need any tickets, please indicate the number of tickets you need.

2. BADGES (Free of charge)

All the exhibitors are requested to wear exhibitor badges throughout the build-up and removal periods. All the subcontractors who work for the setting-up and dismantling are requested to wear subcontractor badges during the build-up and removal periods. Those badges are handed over to each exhibitor on site at show management desk.

3. VEHICLE PASS (Free of charge)

To control traffic during move-in and move-out, only vehicles with a vehicle pass will be allowed to get into exhibition site and halls.

We require the following items.

ITEM	QUANTITY REQUIRED
VISITOR ADMISSION TICKET SET	SETS (One Set: 1 Visitor Guide / 3 admission tickets)
EXHIBITOR BADGE	Please check "✓" for your size of booth(s) below. <input type="checkbox"/> 9 - 27 sqm ⇔ 8 Badges <input type="checkbox"/> 28 - 72 sqm ⇔ 15 Badges <input type="checkbox"/> 73 sqm or more ⇔ 25 Badges
CONTRACTOR BADGE *If you are using the official contractor, please do not order.	Please check "✓" for your size of booth(s) below. <input type="checkbox"/> not necessary (using the official contractor) <input type="checkbox"/> 9 - 27 sqm ⇔ 6 Badges <input type="checkbox"/> 28 - 72 sqm ⇔ 12 Badges <input type="checkbox"/> 73sqm or more ⇔ 20 Badges
FREIGHT VEHICLE PASS *If you are using the official contractor, please do not order.	Please check "✓" for your size of booth(s) below. <input type="checkbox"/> not necessary (using the official contractor) <input type="checkbox"/> 9 - 27 sqm ⇔ 3 Passes <input type="checkbox"/> 28 - 72 sqm ⇔ 5 Passes <input type="checkbox"/> 73 sqm or more ⇔ 8 Passes

Company Name	TEL	Booth No.
Address	FAX	
Contact	Title	
	E-mail	

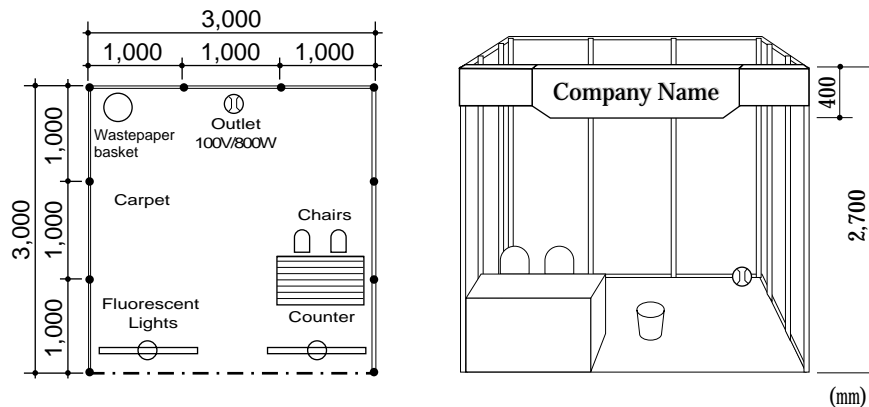
Deadline June 11 → Fax to: Shoei Bijutsu Co.,Ltd. Contact: Mr. Enomoto / Mr. Yamanishi
1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan
TEL.(+81)3-3537-9531 FAX.(+81)3-3537-9528
E-mail: wj2004@shoei-bijutsu.co.jp

If you already contracted with package unit, please just fill in blank of Company Name and Colour of Carpet below.

Our exhibit contract is space only. But we would like to order Package Unit as follow.

¥119,700/9 sqm unit (incl. tax) × _____ unit = ¥ _____

■ Basic Package Unit (3m×3m)




*Booth Cleaning is included. (the last day of setting up, the first and second days of the exhibition.)

	Sign Panel (Company Name)
Japanese	
English	

Colour of Carpet: Blue Red Yellow Green Gray

*It is available to change colour of walls or put your Logo on sign panel as optional order. Please ask Shoei Bijutsu Co.,Ltd.

Company Name	TEL	Booth No.
Address	FAX	
Contact	Title	
	E-mail	

Deadline June 11  Fax to: Shoei Bijutsu Co.,Ltd. Contact: Mr. Enomoto / Mr. Yamanishi
1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan
TEL.(+81)3-3537-9531 FAX.(+81)3-3537-9528
E-mail: wj2004@shoei-bijutsu.co.jp

We require furniture as indicated below.

(Package exhibitors, please see Form 4 for reference to standard furniture already included)

	ITEM	Unit Price	QUANTITY	TOTAL
1	Folding Chair	¥ 600		¥
2	Table	¥ 3,500		¥
3	Meeting Table & Chairs	¥ 10,000		¥
4	Fire Extinguisher	¥ 4,000		¥
5	Business Card Box	¥ 1,500		¥
6	Reception Counter	¥ 6,000		¥
7	Counter High Chair	¥ 3,500		¥
8	Catalogue Stand	¥ 5,500		¥
9	OA Chair	¥ 4,000		¥
10	Round Table	¥ 4,000		¥
11	Small Table	¥ 2,000		¥
12	Display Counter (H800, 940)	¥ 20,000		¥
13	Refrigerator (100 ℓ) (not include a socket)	¥ 20,000		¥
14	Vacuum Cleaner (not include a socket)	¥ 13,000		¥
15	Plant (large)	¥ 3,500		¥
16	Plant (middle)	¥ 2,500		¥
17	Plant (small)	¥ 1,200		¥
18	Plant (flower)	¥ 1,000		¥
19	Plant Box	¥ 16,000		¥
20	Floor Carpet (1 Booth)	¥ 18,000		¥
21	Carpet Edge Strip (Per one meter)	¥ 600		¥
22	Wall Color Sheet (Per one sqm)	¥ 2,500		¥
23	Display Counter (W990XH750XD495)	¥ 13,000		¥
24	Display Counter (W990XH750XD990)	¥ 19,000		¥
25	Sliding Door	¥ 5,000		¥
26	Arm Spotlight	¥ 3,500		¥
27	Spotlight	¥ 3,500		¥
28	Halogen Light (300W)	¥ 7,500		¥
29	Fluorescent Light	¥ 3,500		¥
30	Socket	¥ 3,000		¥
31	Socket	¥ 4,500		¥
32	Socket with a ground wire	¥ 3,500		¥
		Sub total		
		5% consumption tax		
		Grand total		

Please ask Shoei Bijutsu Co.,Ltd. directly if you need other types of furniture.

Payment ; Only check / Money order inclosed

SUBCONTRACTOR REGISTRATION

Company Name		TEL	Booth No.
Address		FAX	
		Title	
Contact		E-mail	

Deadline June 11 Fax to: Shoei Bijutsu Co.,Ltd. Contact: Mr. Enomoto / Mr. Yamanishi
 1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan
 TEL.(+81)3-3537-9531 FAX.(+81)3-3537-9528
 E-mail: wj2004@shoei-bijutsu.co.jp

Our contractors are;

STAND-FITTING	<input type="checkbox"/> Official Contractor <input type="checkbox"/> Own subcontractor specified below;	
Company Name		
Address		
Person in Charge		
TEL:	FAX:	
Floor Work: <input type="checkbox"/> Required <input type="checkbox"/> Not required (Anchor Installation)		

ELECTRICAL WORK	<input type="checkbox"/> Official Contractor <input type="checkbox"/> Own subcontractor specified below;	
Company Name		
Address		
Person in Charge		
TEL:	FAX:	

FREIGHT HANDLER	<input type="checkbox"/> Official Contractor <input type="checkbox"/> Own subcontractor specified below;	
Company Name		
Address		
Person in Charge		
TEL:	FAX:	

FLOOR WORK (ANCHOR BOLTS)

Company Name		TEL	Booth No.
Address		FAX	
		Title	
Contact		E-mail	

Deadline June 11
 Fax to: Shoei Bijutsu Co.,Ltd. Contact: Mr. Enomoto / Mr. Yamanishi
 1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan
 TEL.(+81)3-3537-9531 FAX.(+81)3-3537-9528
 E-mail: wj2004@shoei-bijutsu.co.jp

Hall	East Hall 1・2			
Anchor Bolts	# of Anchor Bolts		Diameter	mm
Name of the Contractor	Company Name			
	Address			
	Title		Contact	
	TEL		FAX	

Invoice to	Company Name			
	Address			
	Title		Contact	
	TEL		FAX	

Exhibitors are charged ¥1,575(including tax) as floor repair expenses per bolt.

Payment ; Only check / Money order inclosed

APPLICATION FOR USE OF FLAMMABLE MATERIALS

Company Name		TEL	Booth No.
Address		FAX	
		Title	
Contact		E-mail	
Deadline	June 11	Fax to: Shoei Bijutsu Co.,Ltd. Contact: Mr. Enomoto / Mr. Yamanishi 1-16-9 Shintomi, Chuo-ku, Tokyo 104-0041, Japan TEL.(+81)3-3537-9531 FAX.(+81)3-3537-9528 E-mail: wj2004@shoei-bijutsu.co.jp	

We would like to make an application for use of flammable materials as follows:

(1) Person in charge of Fire-prevention: _____

(2) ITEM: Please put "X" mark in the space below () and then fill each column.

Heating equipment (Please provide layout indicating where to use it).

Type: _____
Fuel: _____
Protective fire-proof method: _____ _____ _____

Flammable liquid (Please provide layout indicating where to use it).

	N a m e	Delivering quantity per day
Flammable Liquid		
Purpose		
Protective fire-proof method		

*Inside of the exhibition hall, smoking is not allowed.

*The person in charge of Fire-prevention must be able to be contacted any time on-site.

*Be sure to prepare ABC powder Fire extinguishers.

Company Name	TEL	Booth No.
Address	FAX	
Contact	Title	
	E-mail	

Deadline June 11 Fax to: Kissei Comtec Co., Ltd. Contact: Mr. Muramoto
3-4-2 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan
TEL.(+81)3-5977-3874 FAX.(+81)3-5319-3227
E-mail: wireless@network.kcrent.jp

We will make an arrangements for this service after being able to take attestation of a credit card.

International phone call will be charged to you after the show.

Please keep in mind that after June 12, it can not perform application change on and cancellation, also refund of cancellation is not made.

■ Analog line

This includes installation charge, terminal rent, domestic telephone call charge, 5% consumption tax.

We require phone(s) as indicated below.

Analog line

line(s) × ¥36,750 = ¥
(included 5% consumption tax)

<The above mentioned details>

Up to modular jack _____ line(s)

Up to telephone _____ line(s)

Location of telephone within your booth (indicate the aisle and adjacent booths number also)									

■ ISDN line

ISDN 1 line ¥66,150

line(s) × ¥66,150 = ¥
(included 5% consumption tax)

DSU installation construction.

Necessary

Unnecessary

Location of telephone within your booth (indicate the aisle and adjacent booths number also)									

* Please keep in mind that TA·Router etc, connection apparatus service as preparation of an exhibitor.

* Please read and confirm P8 before ordering.

Payment = Only card

Cards: [] MASTER [] VISA [] AMERICAN EXPRESS

Card No.

Valid Until _____ / _____
Month Year

Name(Print) _____ Signature _____

Company Name		TEL	Booth No.
Address		FAX	
		Title	
Contact		E-mail	
Deadline	June 11	Fax to: Kissei Comtec Co., Ltd. Contact: Mr. Muramoto 3-4-2 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan TEL.(+81)3-5977-3874 FAX.(+81)3-5319-3227 E-mail: wireless@network.kcrent.jp	

We will make an arrangements for this service after being able to take attestation of a credit card.
 International phone call will be charged to you after the show.
 Please keep in mind that after June 13, it can not perform application change on and cancellation, also refund of cancellation is not made.

■ High-Speed Internet

It applies for


- Delicated ADSL line 1.5Mbps ¥57,750(include tax)
- B FLET'S sharing optical fiber line 100 Mbps ¥78,750(include tax)
- LAN connection between booths ¥21,000(include tax)

Location of telephone within your booth (indicate the aisle and adjacent booths number also)													

* Please read and confirm P8 - 9 before ordering.

Payment = Only card					
<input type="checkbox"/> Cards: [] MASTER [] VISA					
Card No.	<table border="1" style="width:100%; text-align: center;"> <tr> <td style="width:25%;"> </td><td style="width:25%;"> </td><td style="width:25%;"> </td><td style="width:25%;"> </td> </tr> </table>				
	<table border="1" style="width:100%; text-align: center;"> <tr> <td style="width:50%;"> </td><td style="width:50%;"> </td> </tr> </table> Month / Year				
Valid Until	_____ / _____				
Name(Print)	_____ Signature _____				

Company Name	TEL	Booth No.
Address	FAX	
Contact	Title	
	E-mail	

Deadline June 11  Fax to: COM-STAFF Contact: Mr. Tsutamoto
1-7-2 Higashi-Ebisu-Nishi, Shibuya-ku, Tokyo 150-0011, Japan
TEL.(+81)3-5428-2277 FAX.(+81)3-5428-2278
E-mail: comstaff@com-staff.com

COM-STAFF is specialized in sending models and assistant to computer and telecommunication oriented events including WORLD PC EXPO, Netword+Interop, WINDOWS WORLD, etc.

Not only as just on-site manpower service, we will help your new client seeking activities and expand your sales through WIRELESS JAPAN.

SUPPORT CATEGORY	Price(per day)	Person(s)	Date	Sub Total	
Narrator	¥32,000~		July ____ - ____	¥	
OA assistant (including demonstration and operation of mobile equipment and PC)	¥23,000		July ____ - ____	¥	
Assistant in Japanese only (Stand attendant)	¥18,000		July ____ - ____	¥	
Receptionist in English (daily conversation level)	¥21,000		July ____ - ____	¥	
*Lunch and transportation fee for temporary staff is not included. *The fee for Narrator is subject to change depending on volume of script. *Higher level interpreter can be prepared according to request.				TOTAL	¥
				CONSUMPTION TAX 5%	¥
				GRAND TOTAL	¥

Other Languages

We need _____ and Japanese language interpreters
(Technical General Receptionist) for _____ days. Please send us quote.

I would like to settle the payment;

Check/ Money order enclosed


Cards:

[] MASTER [] VISA [] AMERICAN EXPRESS

Card No.

Valid Until _____ / _____
Month Year

Name(Print) _____ Signature _____

Company Name	TEL	Booth No.
Address	FAX	
	Title	
Contact	E-mail	
Deadline June 11 	Fax to: In Support Co., Ltd. Contact: Mr. Shinichi Goto 2-11-19 Shiohama, Koto-ku, Tokyo 135-0043, Japan TEL.(+81)3-5683-3886 FAX.(+81)3-5683-3887 E-mail: goto@yellow.interq.or.jp	

We order booth cleaning as indicated below.

○ TERM

July 20 - 22

<Before the day of the show (7/20), 1st day of the show (7/21) and 2nd day of the show (7/22).>

○ COST

¥2,625 / 9 sqm unit · 3days (included 5% consumption tax)

TERM	TOTAL BOOTH SPACE	TOTAL
July 20 - 22	¥2,625× _____ unit	¥

If you contracted with package unit, booth cleaning is included.

I would like to settle the payment;

Check / Money order enclosed

Pay it in cash during the show

*Payment by credit card is not acceptable.

*You pay in cash on-site, in case, we'll visit your booth.

Deadline June 18 Fax to: JTB Corp. International Travel Division. Contact: Mr. Hayashi
 attn: WIRELESS JAPAN 2004 JTB DESK
 2-3-11 Higashi-shinagawa, Shinagawa-ku, Tokyo
 140-8602, Japan
 TEL. (+81) 3-5796-5446 FAX. (+81) 3-5495-0681
 E-mail: WIRELESSJAPAN2004@itd.jtb.co.jp

I CONTACT INFORMATION

Name: _____ Title: _____

Company: _____

Address: _____

Country: _____ E-mail: _____

Phone: _____ Fax: _____

II HOTEL ACCOMMODATIONS

	Family name	Given name	Room Type	Check in	Check out	Number of stay
1	Mr. Ms.		Single Twin			__night(s)
2	Mr. Ms.		Single Twin			__night(s)
3	Mr. Ms.		Single Twin			__night(s)
4	Mr. Ms.		Single Twin			__night(s)
Hotel Name		1 st choice	Remarks:			
		2 nd choice				

III PAYMENT

Please charge the amount of my hotel deposit to:


- VISA MASTERCARD DINERS CLUB AMERICAN EXPRESS

Name on Card: _____

Card Number: _____ Exp. Month/Year: _____

Authorized Signature: _____

Company Name		TEL	Booth No.
Address		FAX	
		Title	
Contact		E-mail	

Deadline June 18  Fax to: E.J.Krause & Associates, Inc. Japan. Contact: Tsuyoshi Kanno
 Kudan Bldg., 2-2-5 Kudanminami, Chiyoda-ku, Tokyo 102-0074, Japan
 TEL.(+81)3-5212-7071 FAX.(+81)3-5212-6091
 E-mail: kanno@ejk japan.co.jp

We order private meeting room as indicated below


TERM	TOTAL
July 21 - 23	¥200,000
5% Consumption Tax	¥10,000
Grand Total	¥210,000

*Please read p11 **F** before ordering

We order shared meeting room as indicated below

TERM	TOTAL
July 21 - 23	¥70,000
5% Consumption Tax	¥3,500
Grand Total	¥73,500

*Please read p11 **F** before ordering

Company Name		TEL	Booth No.
Address		FAX	
		Title	
Contact		E-mail	
Deadline	June 18	 Fax to: E.J.Krause & Associates, Inc. Japan. Contact: Tsuyoshi Kanno Kudan Bldg., 2-2-5 Kudanminami, Chiyoda-ku, Tokyo 102-0074, Japan TEL.(+81)3-5212-7071 FAX.(+81)3-5212-6091 E-mail: kanno@ejk japan.co.jp	

We order stock room as indicated below

TERM	TOTAL
July 21 - 23	¥100,000
5% Consumption Tax	¥5,000
Grand Total	¥105,000

*Please read p11  before ordering