

*beautyworld*

JAPAN

# Beautyworld Japan Tokyo Nail Forum 2014

## Exhibitor Manual

**19 - 21 May 2014**

**Tokyo Big Sight, Japan**

**East hall 3, 4, 5, 6**

With adherence to the Consumption Tax Act in Japan, 8% tax is charged upon prices declared for fairs of Mesago Messe Frankfurt Corp. taking place after 1st of April, 2014 (\*exceptions indicated accordingly).

This exhibitor manual covers the information about the venue, the fair and also the basic rules and procedures to be followed by exhibitors. Please read this manual to make appropriate preparations and submit the necessary forms to the appropriate offices before the deadlines. For matters and regulations not covered in this manual, please contact the organiser or the official contractors.



Exhibitor's page

[www.mmfcservice.com/exhibitors](http://www.mmfcservice.com/exhibitors)

### Deadline list

Please register / submit appropriate orders through online exhibitor's page or by forms attached to the last part of this manual.

Form No.	Items	Deadline	Submit to	
	Exhibitor name registration	28 February	Mesago Messe Frankfurt Corp.	
	Free admission ticket / Sticker order			
	Web catalogue registration	14 March		
	Exhibitor badge / Contractor sticker / Vehicle pass	28 March		
	Assistance of application for Japanese entry visa (Please download Excel form from Online Exhibitor's Page)			
	Stand contractor registration / Booth design submission (Floor plan / Elevation plan)			
	Onsite emergency contact registration			
1	Electric power supply			BOX-1 Co., Ltd.
2	Hazardous material / Fire prevention			
3	Water supply			
4	Anchor bolts			
5	Food / Beverage			
6	Rental stand	Yamazaki Kogyosho Co., Ltd.		
7	Optional furniture			
8	Rental stand layout			
9	Temporary import permit (TIP)	Kintetsu World Express Sales, Inc.		
10	Quotation for shipment			
11	Tel / Fax / Internet installation	11 April	Kissei Comtec Co., Ltd.	
12	Hotel accommodation	18 April	JTB Global Marketing & Travel	
13	Interpreter / Receptionist service		ISS, Inc.	
14	Booth cleaning	25 April	Mesago Messe Frankfurt Corp.	



...All exhibitors are requested to submit these forms.



...Corresponding exhibitors are requested to submit these forms.



...Complete through online exhibitor's page.

## Official contractor contact list

For inquiry, please contact the company indicated on each page.

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Organiser - Booth cleaning	Mesago Messe Frankfurt Corp. Beautyworld Japan Organiser's Office Shosankan 7F 1-3-2 Iidabashi Chiyoda-ku Tokyo 102-0072, Japan Tel. +81-3-3512-3277 Fax. +81-3-3262-8442 E-mail. op@beautyworldjapan.com Contact: Mr. Shibata, Ms. Takahashi, Ms. Ochiai
Stand contractor - Rental stand - Optional furniture - Electric power supply - Hazardous material / Fire prevention - Food & beverage	BOX-1 Co., Ltd. 1-27-12 Nishi-Koiwa Edogawa-ku Tokyo 133-0057, Japan Tel. +81-3-5622-7542 Fax. +81-3-5622-0685 E-mail. bwj@box1.co.jp Contact: Ms. Obuchi, Mr. Yoshida
Water supply	Yamazaki Kogyosho Co., Ltd. 4-23-17 Honcho Nakano-ku Tokyo 164-0012, Japan Tel. +81-3-3383-3541 Fax. +81-3-3380-1298 E-mail. yumoto@kk-yama.com Contact: Mr. Yumoto, Mr. Katsuya
Forwarder / TIP	Kintetsu World Express Sales, Inc. TDS Mita Bldg. 5F 2-7-13 Mita Minato-ku Tokyo 108-0073, Japan Tel. +81-3-5443-9455 Fax. +81-3-5443-9457 E-mail. beautyworld2014@kwe.com Contact: Ms. Naya
Tel / Fax / Internet	Kissei Comtec Co., Ltd. Rental Center Otsuka S&S Bldg. 3-32-1 Minami-Otsuka Toshima-ku Tokyo 170-0005, Japan Tel. +81-3-5843-0334 Fax. +81-3-5979-6335 E-mail. beauty@network.kcrent.jp Contact: Mr. Mochizuki
Interpreter agent	ISS, Inc. MITA MT. Bldg. 8F 3-13-12 Mita Minato-ku Tokyo 108-0073, Japan Tel. +81-3-6369-9993 Fax. +81-3-3453-1256 E-mail. ask_conv@issjp.com Contact: Ms. Shimada
Travel agent	JTB Global Marketing & Travel Inc. Beautyworld Japan Desk (CD 139997-094) JTB Bldg. 2-3-11 Higashi-Shinagawa Shinagawa-ku Tokyo 140-8604, Japan Tel. +81-3-5796-5446 Fax. +81-3-5495-0785 Email. beautyworld2014@gmt.jtb.jp
Organiser's office at the venue	Organiser's office in: • East hall 4, Tokyo Big Sight • East hall 3 (Tokyo Nail Forum 2014), Tokyo Big Sight During 17 – 21 May 2014 Tel. +81-3-5530-1186 (available during the above period only)

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## Schedule

### February

Receive exhibitor manual	This manual covers the information about the venue, the basic rules, services and procedures of the fair. Please read it thoroughly to enhance the result of your participation.
Registrations / Orders	Please register / place orders through online exhibitor's page or by forms.
Order promotional tools	Various opportunities to present your company and products are available! Promotional tools help your presence grow and will lead more visitors to your booth. For details, please see [Promotion guide]

### March

Press conference	The organiser will hold a press conference to media representatives and announce the outline of the fair. At the conference, the organiser will distribute the press releases of exhibitors upon your requests. For details, please see [Promotion guide].
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### April

Free admission ticket distributed (Free of charge)	Free admission tickets and stickers for envelopes will be provided upon your request (free of charge). Please send the tickets to your customers and announce your participation.
Online exhibitor search released	Online exhibitor search page will open. Please register your company information, product information and highlights for targeted visitors before the page opens.
Order exhibitor badge Contractor sticker Vehicle pass	Receive exhibitor badge / contractor sticker / vehicle pass at the venue during the move-in period. In case you would like to hand over the badges to your local agents prior to the fair, please contact the organiser.

### May

Move-in / Booth set-up	Move-in / Booth set-up* 17 May 9:00 - 19:00 18 May 9:00 - 19:00 *Rental stand will be handed over at 13:00 on 17 May.
Fair opening	19 May 10:00 - 18:00 20 May 10:00 - 18:00 21 May 10:00 - 17:00 Move-out / Dismantling 21 May 17:00 - 21:00

### After the fair

Follow-up	Follow-up and strengthen relations with new customers. Send thank-you letters and strengthen relationships with the visitors for further business opportunities.
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# **General information**





## Outline of the fair

<b>Title</b>	Beautyworld Japan
<b>Concurrent fair</b>	Tokyo Nail Forum 2014
<b>Period</b>	19 (Mon) May 10:00 - 18:00 20 (Tue) May 10:00 - 18:00 21 (Wed) May 10:00 - 17:00
<b>Venue</b>	Tokyo Big Sight (Tokyo International Exhibition Center) East hall 3, 4, 5, 6
<b>About the fair</b>	Started in 1998, Beautyworld Japan is the Japan's largest and most prestigious international trade fair for the beauty and spa industry.
<b>Targeted products</b>	Cosmetic products / Natural & organic products / Beauty equipment / Beauty supplements / Spa & wellness products / Salon items / Beauty accessories / Permanent makeup & eyelash products / Hair care products / Salon business support / OEM & packaging products / Nail products / Diet & health products / Other beauty related items
<b>Targeted visitors</b>	Esthetic salons, hairdressing salons, nail salons, foot care salons / Hotel & resorts, fitness clubs, massage studios and leisure facilities / Spa and related industries / Distributors, wholesalers / Retailers / Medical institutions / Manufacturers / Press, government bodies, embassies, and professional beauty schools
<b>Organisers</b>	Mesago Messe Frankfurt Corp. Shosankan 7F 1-3-2 Iidabashi Chiyoda-ku Tokyo 102-0072 Japan Tel. +81-3-3262-8939 Fax. +81-3-3262-8442 E-mail. <a href="mailto:info@beautyworldjapan.com">info@beautyworldjapan.com</a> Web. <a href="http://www.beautyworldjapan.com/tokyo/e/">www.beautyworldjapan.com/tokyo/e/</a>  Japan Nailist Association (JNA) Tokyo Nail Forum 2014 Tel. +81-3-3500-1580 Fax. +81-3-3500-1608
<b>Admission fee</b>	JPY 3,000 *Free of charge with free admission ticket / online visitor registration *As the fair is held for trade purpose, people under 18 years old are refused to enter.

## Outline of the fair

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### Special highlights

#### Exhibitor presentations

@ Presentation rooms A - E in East hall 3, 4, 5, 6

#### Main stage seminars

@ Main stage in East hall 6

#### Nail stage events

@ Main stage in Tokyo Nail Forum 2014 (East hall 3)  
Organised by Japan Nailist Association (JNA)

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### Zoning

#### Salon business area

Cosmetics zone / Beauty equipment zone / Spa & wellness zone / Hair zone / Permanent makeup & eyelash zone / Salon business support zone / OEM & packaging zone / Diet & health zone

#### Retail business area

Cosmetics & beauty equipment zone / Natural & organic zone / Beauty supplements zone

#### Tokyo Nail Forum 2014

Nail products and related items

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## Location and access

### Venue

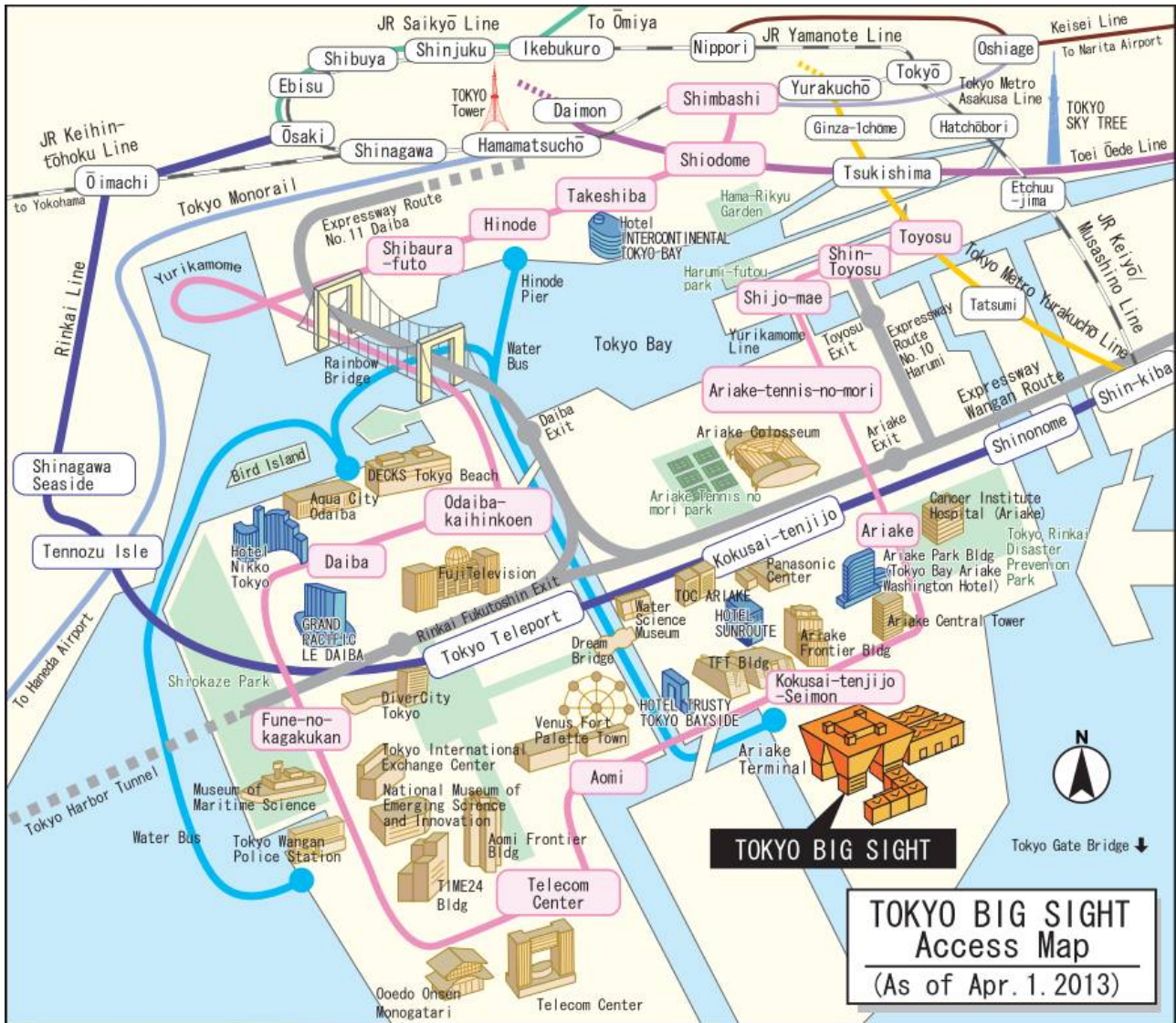
Tokyo Big Sight (Tokyo International Exhibition Center)

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

Tel. +81-3-5530-1111

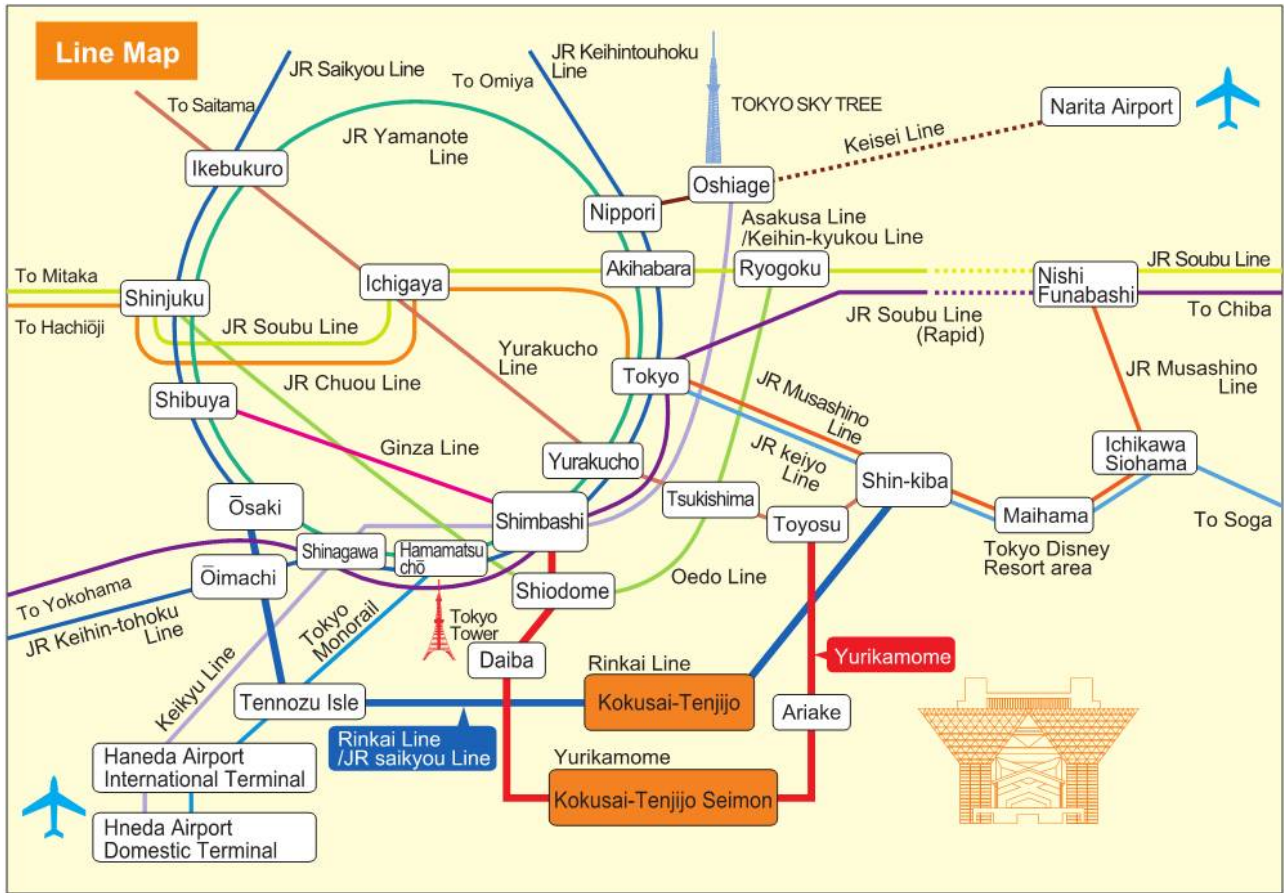
Web. [www.bigsight.jp/english](http://www.bigsight.jp/english)

### Access map



# Location and access

## Train map



## Parking area and fee

Area	Height limit	Opening hours	Parking fee	Available lots
Conference tower (B1)	2.5m	8:00 - 22:00	JPY 250 / 30 minutes Max. JPY 2,000 / day	62 cars
East hall (B1)	2.1m	8:00 - 22:00	JPY 250 / 30 minutes Max. JPY 2,000 / day	191 cars
West hall (outside)	2.7m	7:00 - 23:00	JPY 250 / 30 minutes Max. JPY 1,500 / day	308 cars
East parking (outside)	No limit	7:00 - 23:00	Standard-sized car: JPY 250 / 30 minutes Max. JPY 1,500 / day Full-sized car JPY 500 / 30 minutes Max. JPY 4,000 / day	275 cars / each

## Service facilities of the venue

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<b>Information counter</b>	At entrance hall Open: 9:00 - 18:00 Various services including information about site facilities, events and traffic conditions are available.
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<b>Visitor &amp; business center</b>	At entrance hall Open: 9:00 - 18:00 <ul style="list-style-type: none"><li>• Digital printing</li><li>• Internet</li><li>• Computer use</li><li>• Machine rental (PC / Fax / Printer / Projector)</li><li>• Copy</li><li>• Fax</li><li>• Printing business card</li></ul>
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<b>ATM</b>	Entrance hall Mizuho Bank / Tokyo Star Bank / Japan Post Bank / Seven Bank
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<b>Coin lockers (In various places)</b>	<table border="1"><tr><td>Small</td><td>H:32cm, D:57cm, W:36cm</td></tr><tr><td>Medium</td><td>H:55cm, D:57cm, W:36cm</td></tr><tr><td>Large</td><td>H:84cm, D:57cm, W:36cm</td></tr><tr><td>Extra large</td><td>H:113cm, D:57cm, W:36cm</td></tr></table>	Small	H:32cm, D:57cm, W:36cm	Medium	H:55cm, D:57cm, W:36cm	Large	H:84cm, D:57cm, W:36cm	Extra large	H:113cm, D:57cm, W:36cm
Small	H:32cm, D:57cm, W:36cm								
Medium	H:55cm, D:57cm, W:36cm								
Large	H:84cm, D:57cm, W:36cm								
Extra large	H:113cm, D:57cm, W:36cm								

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<b>Other services</b>	<ul style="list-style-type: none"><li>• Convenience stores</li><li>• Restaurants</li><li>• International pay phone</li></ul> <p>A post office, a pharmacy and a bookstore are located in the neighboring building TFT (Tokyo Fashion Town). For more information, please see <a href="http://www.bigsight.jp/english/general/guide/index.html">http://www.bigsight.jp/english/general/guide/index.html</a></p>
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<b>Organiser's office</b>	Location: East hall 4 / East hall 3 (Tokyo Nail Forum) Period: 17 - 21 May
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<b>Press room</b>	The organiser provides a press room at the exhibition hall for the media representatives to facilitate their press activities and to promote the fair. Location: East hall 4 Period: 18 (PM) - 21 May Exhibitors can display and provide their information materials to the press such as product catalogues, press releases and CD-ROMs. For details, please see [Promotion guide].
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<b>Exhibitor rooms</b>	Exhibitor rooms are open to all exhibitors during the fair period. Please feel free to use it for lunch or coffee break. For the location, we will inform you via email 1 week before the fair.
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<b>Private meeting rooms</b>	A private meeting room is available during the fair free of charge. It is limited only for 2 hours per day per exhibitor.  Please contact the organiser in advance for availability. Be noted that the bookings are accepted on a first-come, first-served basis. E-mail. <a href="mailto:op@beautyworldjapan.com">op@beautyworldjapan.com</a>
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## Service facilities of the venue

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**Stock room**

The organiser will provide stock space for packing materials. Yet, the space is limited, unlocked and shared with other exhibitors. The organiser will not be responsible for any loss or damage. Therefore, the organiser highly recommends exhibitors to keep their packing materials inside their booth space.

Please do not store any products in the stock room.

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**Lost and found**

Lost items will be kept at the Organiser's office during the fair.

After the fair, they will be kept at Tokyo Big Sight. (Tel.+ 81-3-5530-1129)

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# **Rules and regulations**



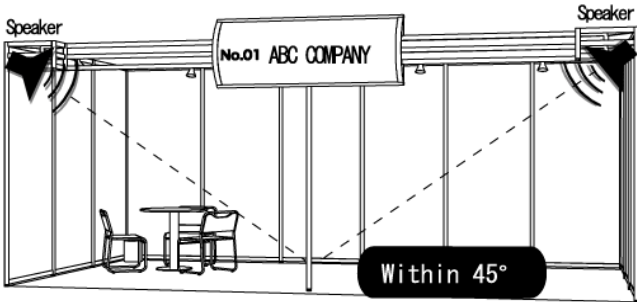


## Rules and regulations

The organiser has issued rules and regulations in order that all exhibitors will have optimum opportunities to present their exhibits and attract attendees and interested parties to visit their booths. The rules and regulations are binding upon all exhibitors. In the interest of all participants, the organiser reserves the right to verify compliance with these regulations. Thus, please read carefully following rules and regulations for your successful participation in the trade fair.

<b>No move-in / out during fair</b>	Moving-in and moving-out during the fair is not permitted. If necessary, please contact the organiser in advance. <b>Exhibitors cannot leave their booths unattended during the opening hours.</b>
<b>Booth boundaries</b>	Exhibitors should unpack, pack, and display exhibits only in their booth not to interfere with other exhibitors' work during move-in, fair, and move-out period.
<b>Catalogues and questionnaires</b>	When distributing free samples, catalogues and questionnaires to visitors, please conduct it within your booth only.
<b>No smoke / fog</b>	Making smoke and using fog machines / smoke machines are prohibited.
<b>No gas balloon</b>	Using / having gas balloons are prohibited.
<b>Disposal of waste materials</b>	Exhibitors must arrange for all packing materials, empty cartons and wooden crates to be carried away for disposal or storage before the fair opens and after the move-out. <u>The removal of any and all items or materials, remaining in the exhibition hall after move-out, will be charged back to the responsible exhibitor.</u> Exhibitors are hereby cautioned that the organiser charges for the removal and disposal of abandoned items and the cost is very high.
<b>No smoking</b>	Smoking inside the hall is prohibited. Smoking is only permitted in the designated smoking area.
<b>Security precaution &amp; insurance</b>	The organiser will provide security guards for the hall during the fair period, however, assume no legal responsibility for exhibits from damage, theft, loss or any other accidents. It is strongly recommended to carry insurance on exhibits, etc. during the whole trade fair period including move-in and move-out.

## Rules and regulations

<b>Exhibitor badge / Contractor sticker / Vehicle pass</b>	Without an appropriate pass, no one will be permitted to enter the exhibition hall during the move-in and move-out, or during the fair. Please place your order through online exhibitor's page.
<b>Visitor registration</b>	All visitors are registered and managed by an IC-tag system. All visitors are wearing IC-tagged badges. As the fair is held for trade purpose, people under 18 years old are refused to enter.
<b>Demonstration</b>	Preventive measures must be taken against any possible danger and disorder in demonstrating your products. If you are planning a demonstration, please consult the official contractor in advance to prepare appropriate facilities.
<b>Appropriate conducts during demonstrations</b>	The organiser may ask the exhibitors to stop their demonstration if the organiser judges that the demonstration is socially, legally and/or culturally inappropriate in any means.
<b>Volume control</b>	<p>Mechanical reproduction of sound or music related to exhibits should be kept under 75 dB as measured in the adjacent aisle.</p> <p>If exhibitors use loudspeakers, put them inside of the booth facing the booth's inner side. When exhibitors install loudspeakers on the walls of your booth, adjust them towards the inner side of the booth panels within an angle of 45 degree. (See figure below).</p> <div style="text-align: center;">  </div> <p>When operating devices which make operating noise like compressors at your booth, please make any soundproofing measure by your own.</p> <p>The organiser reserves the right to impose limitations on noise levels and any method of operation which becomes objectionable.</p>
<b>Announcement and paging</b>	No announcements for paging or any other private purpose will be made during the fair.
<b>Providing food and beverage</b>	Providing food and beverage to visitors in your booth may require installing water supply and drainage equipment. Prior consultation is required. If it is planned, see <Food / Beverage> and submit the form.
<b>Stock room</b>	<p>The organiser will provide stock space for packing materials. Yet, the space is limited, unlocked and shared with other exhibitors. The organiser will not be responsible for any loss or damage. Therefore, the organiser highly recommends exhibitors to keep their packing materials inside their booth space.</p> <p><u>Please do not store any products in the stock room.</u></p>

## Rules and regulations

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### Demonstration of permanent makeup and eyelash / cosmetic surgery

It is prohibited to give a demonstration of permanent makeup and eyelash / cosmetic surgery onsite at anytime.

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### Demonstration of depilatory devices

- 1) Demonstrations should be given in a closed room and the light from the devices be kept inside the room.
- 2) The demonstrators, models, and audience should wear eye protectors. Those who have no eye protector are not allowed to enter the demonstration room.
- 3) Demonstrations should only be given by authorised staff.
- 4) Products with display purpose only do not require the conditions mentioned above. However, full attention should be paid to ensure the safety.
- 5) The power outlet is permitted for a single device.
- 6) The exhibitor must check the skin conditions of the models in advance and make sure the models are fit enough for the demonstration.
- 7) The demonstrator should provide sufficient explanation and for proper treatment for the models after the demonstration.

If the demonstration does not comply with the safety guidelines, the organiser will order you to stop the demonstrations immediately. Please be noted that the participation of exhibitors who do not follow the organiser's instructions will be halted.

The instructions issued by Ministry of Health, Labour and Welfare in 2001 state that only licensed doctors are allowed to operate the following treatments by medical law.

- ※ The depilatory using laser or any other high powered light
- ※ The cosmetic implantation technique which deposits tiny individual implants of pigment into the dermal layer of the skin
- ※ The application of a chemical solution to improve the texture of facial skin by removing its dulled or damaged outer layers

### Protection of intellectual property rights of exhibits



The organiser strives to prevent the copy of exhibits and to protect intellectual property in order to make the trade fair a place where all exhibitors can display their new products with a sense of security. To better protect company-owned products and the industrial property rights to brands, we request the attention and cooperation of every exhibitor, both in their advance preparations and during the fair.

### Registration of intellectual property rights and copyrights

The organiser recommends that exhibitors register their trademarks and products with appropriate authorities in their respective countries and in Japan in advance of the trade fair. By the registration, exhibitors can establish a clear basis to present the evidence necessary to instigate legal action in the event of intellectual property infringement. For more information, please consult Japan Patent Office. [www.jpo.go.jp](http://www.jpo.go.jp)

In the event of infringement of intellectual property rights at the trade fair, exhibitors will be required to present appropriate evidence at the venue. Therefore, exhibitors are encouraged to bring appropriate documents required for submission in such case, including original documents or certified copies, particularly certificates for patents, trademarks, registered designs or utility models, together with any proof of final verdicts already obtained against a copier that is exhibiting.

Exhibitors must ensure that their exhibits, packages and related publicity materials do not in any way violate or infringe the rights of third parties with respect to trademarks, copyrights, design rights, names and patents, whether registered or otherwise, in accordance with laws and regulations in Japan. The organiser maintains the right to refuse participation of exhibitors that violate such laws and regulations. In the event that the organiser uncovers such a case at the trade fair, it maintains the right to remove an exhibitor's products and refuse participation of such exhibitor. In addition, the organiser may also refuse participation of an exhibitor or remove exhibits in the cases described in the article "Right-expired products".

### Right-expired products

The organiser shall respect the rights of original manufacturers. In case the original right holder continuously produces the product, the organiser shall respect the right of the original manufacturer. In the event that another party at the trade fair is producing such products, the organiser will prohibit its display and have it removed from the fair. Conversely, if an original holder of the rights to a product no longer produces it, other parties will be permitted to display such product at the fair.

### Photographing and videotaping



Ban on photographing sticker

The organiser has strengthened its strict regulations on photographing and videotaping in order to support exhibitors in the fight against product and brand piracy.

- Media representatives

With the exception of journalists wearing a press badge and an armband that the organiser issued, all visitors are prohibited from photographing or videotaping at the venue. Armbands will be issued exclusively to media representatives directly involved in news reporting. If you notice anyone photographing or videotaping without wearing a press badge and an armband, please inform the organiser or security guards at the venue.

- Visual and sound recording by the organiser

The organiser and its group companies are entitled to make, or to have made on their behalf, visual and sound recordings, as well as sketches of exhibition stands or individual exhibits, for the purposes of documentation or for their own publications. This also applies to any persons included in such recordings.

- Exhibitors

Exhibitors are permitted to photograph and videotape their own booths and products, but are prohibited from photographing and videotaping elsewhere at the venue. If photographs of the overall event are needed, please contact the organiser.

- Ban on photographing sticker

Exhibitors are encouraged to display the "Ban on photographing" sticker given by the organiser at their booth.

## Protection of rights

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<b>Exhibitor's personal information</b> <b>[Organiser]</b>	<p>The personal information received from exhibitors will be kept under strict control and management by the organiser.</p> <p>Please note that the data will be shared with official contractors for operating the fair.</p>
<b>Visitor's personal information</b> <b>[Organiser]</b>	<p>Visitor's personal data may be used for the purpose of providing information on fairs / magazines and related services of the Messe Frankfurt Group companies as well as on products and services provided by exhibitors and sponsors. The organiser utilize visitor's data for no other purposes. The personal information received will be kept under strict control and management.</p>
<b>Visitor's personal information</b> <b>[Exhibitor]</b>	<p>Based on the Personal Information Protection Law in Japan, the organiser recommends exhibitors that those who acquire visitor's personal information by any means including collecting business cards and / or questionnaires should explain the purpose of usage and data management to obtain the agreement from the visitors. The information acquired should be handled appropriately within the scope of the purposes of use.</p>

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# **Booth fitting regulations**





## Booth fitting regulations

<b>Inquiry</b>	<b>BOX-1 Co., Ltd.</b>
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All exhibitors must observe the following regulations without exceptions. This is to ensure the safe and trouble-free environment for both exhibitors and visitors, and also to maintain the unified aesthetic appearance and smooth operation of the trade fair. The organiser reserves the right to request modifications or suspend an exhibit at any time, if the display or booth design violates the booth fitting regulations.

**Please copy these regulation pages and hand them over to your stand contractors to make them fully aware of these regulations.**

<b>Rental stand Optional furniture</b>	If you apply for “Rental stand” and “Optional furniture”, please submit application forms to the official stand contractor.
<b>Contractor and booth plan</b>	All exhibitors are requested to register the information of their stand contractor through the online exhibitor’s page and send your booth plan to the official contractor.
<b>Precautions on booth fittings</b>	<p><b>Exhibiting space will be provided without any booth fittings</b> except floor markings by plastic taping (except rental stand). Exhibitors may select a reputable and experienced contractor on their own. The organiser will introduce stand contractor upon exhibitor’s request too.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>In order to harmonize the appearance within the exhibition hall, all exhibitors are requested to install a booth at least with:</p> <ul style="list-style-type: none"> <li>• <b>Floor decoration (carpet, etc)</b> The venue’s concrete floor surface must not be exposed.</li> <li>• <b>Partitions (H 2.7m partitions are required between you and your adjoining booth(s))</b> If you and your adjoining booth(s) requested “Rental stand”, you will share the partitions in between.</li> <li>• <b>Decoration on both sides of partitions if your booth locates along isles and is visible by visitors.</b></li> <li>• <b>Exhibitor name sign and booth number</b></li> </ul> </div>
<b>Restriction on positioning of display devices</b> *for hall 3 only	From the perspectives of lawful fire defense of the hall, in order to mitigate expected congestion, the use of such display devices as monitor screens for demonstrations or for any promotional purposes, is only allowed in a side of your booth designated by the organiser. Please refer to the guideline enclosed for details.

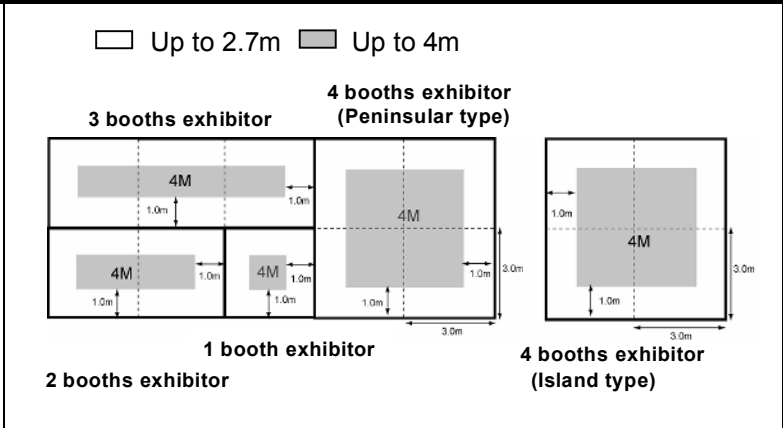
# Booth fitting regulations

## Heights Limit

### Standard booth ( 1 booth = 3m x 3m)

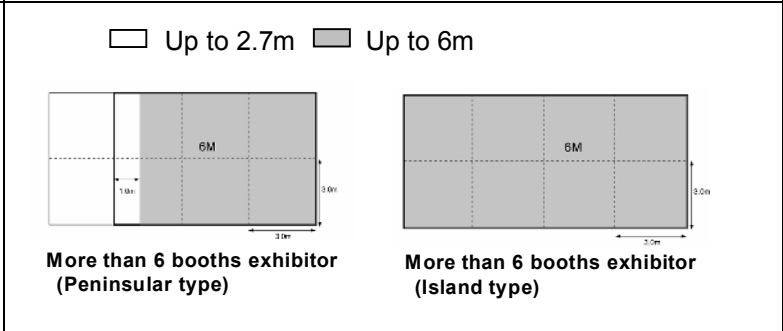
**A. 1-5 booths**

-Maximum height is limited to **4m**.  
However, decorations over 2.7m high should be **set more than 1m back from the adjoining booth(s) and the aisles.**



**B. More than 6 booths**

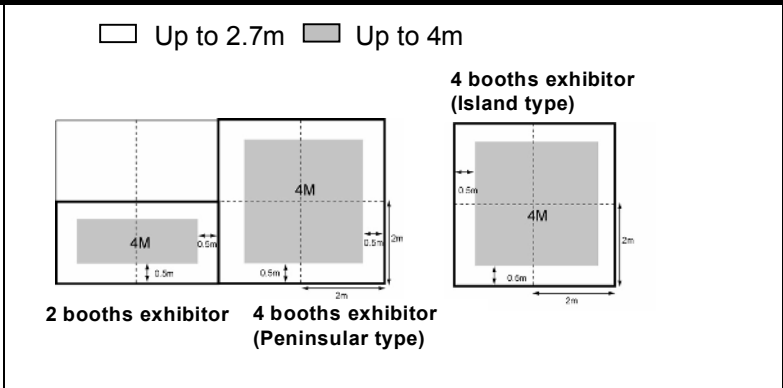
-Maximum height is limited to **6m**.  
However, decorations over 2.7m high should be **set more than 1m back from the adjoining booth.**



### Nail booth (1 booth = 2m x 2m)

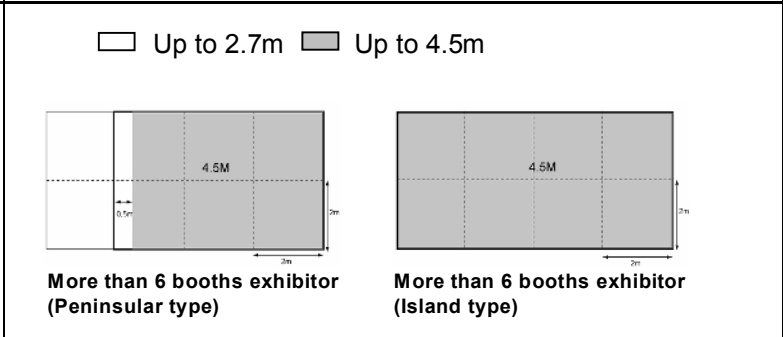
**C. 1-5 booths**

-Maximum height is limited to **4m**.  
However, decorations over 2.7m high should be **set more than 0.5m back from the adjoining booth(s) and the aisles.**



**D. More than 6 booths**

-Maximum height is limited to **4.5m**.  
However, decorations over 2.7m high should be **set more than 0.5m back from the adjoining booth(s).**



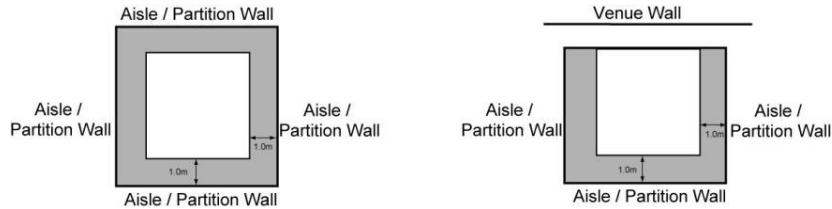
# Booth fitting regulations

## Clearance along with the aisle

In order to ensure safety of all exhibitors and visitors, and optimum opportunities for exhibitors to present their exhibits and attract attendees, the following regulations on “Clearance along with the aisle” are binding upon all exhibitors. **All exhibitors who apply for this case must submit booth plans (floor and elevation plan) to the official contractor in advance.**

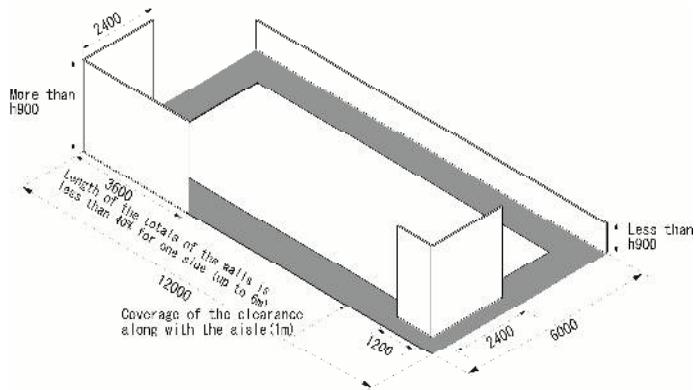
1. The regulations apply to the area that is 1.0 m wide from the border with the adjoining booth and aisle.

■ :Applied area

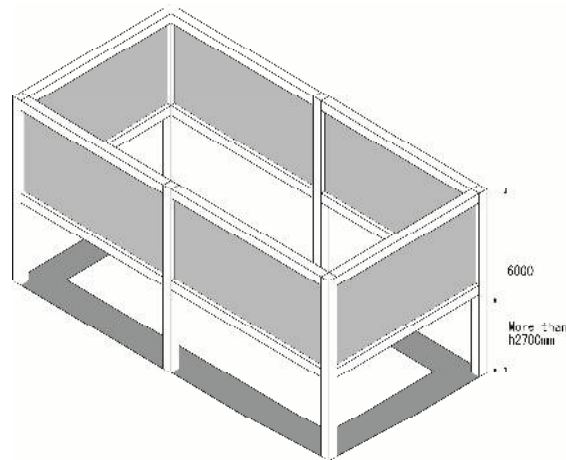


2. When any booth structures - including walls, furnishings and advertising media – are set up within this area, total length of structures must be within 40% of the length (up to 6m) of the side.

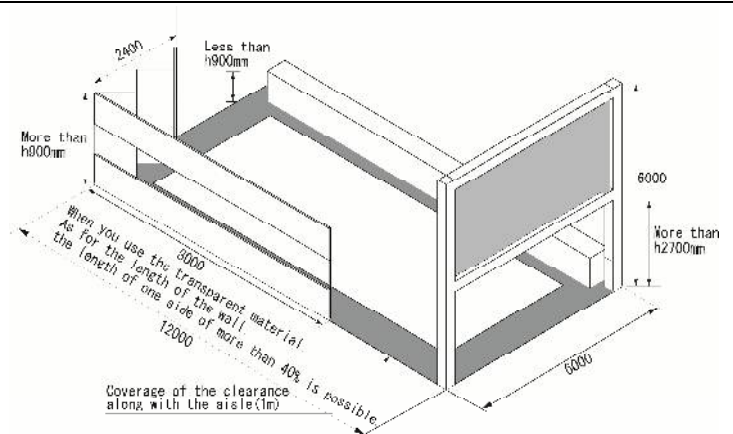
In case that the structure must be more than 40% of the length of the side and/ or 6m for any reasons, the structure can be set up if the height of the structures is less than 0.9m.



3. In case that the structures must be more than 40% of the length of the side and/ or 6m for any reasons, the structure can be set up if the structure is higher than 2.7m from the ground.



4. In case that the materials of the structures are transparent, above regulations are not applicable.

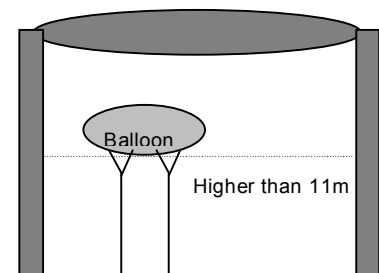


5. The exhibitors who are more than 6 booths are required to set up 2 escape routes for safety reason by binding above regulations.

**For the details, please contact the official contractor or the organiser’s office.**

## Booth fitting regulations

<b>Height limit exception</b>	<p>Due to the hall structure of Tokyo Big Sight, the height limit of following booth numbers is <b>3.2 m</b>.</p> <p><b>Booth number:</b> 3-101—3-118, 4D-01—4D-03, 4D-24—4D-26, 5M-01—5M-03, 5M-60—5M-61, 6V-01—6V-04, 6V-27—6V-29</p>
<b>Exception on booth furnishing</b>	<p>Since the visitors can see the backside of the booths, the exhibitors of following booth number are obligated to furnish the backside of the booth.</p> <p><b>Booth number:</b> 3-110—3-118, 4B-06—4B-07, 4G-01—4G-08, 5K-01—5K-08, 5P-01—5P-04, 5Q-01—5Q-04, 6S-01—6S-06, 6Y-01—6Y-08</p>
<b>Ceiling / roof structure</b>	<p>Fire department regulations stipulate that in principle, exhibit structures should have no ceiling, roof, etc. to prevent any interference with automatic fire protection measures. In cases where an exhibitor deems the construction of a ceiling structure or roof as essential, the exhibitor must consult with the fire station through the official stand contractor in advance.</p> <p>Onsite inspection by the fire department will be conducted before the fair and there may be the case that unreported or not approved ceilings shall be removed.</p>
<b>Two-storied booth [Over 10 booths / island booth only]</b>	<p>For exhibitors who plan to set up a two-storied booth decoration, please contact BOX-1 Co., Ltd. in advance. These exhibitors will be requested to submit the construction specification, the structural calculation sheets, plan view and other related documents. Please note that there may be the case that exhibitors need to modify their booth design or decoration in order to meet the regulations of stand construction given by the organiser and Tokyo Big Sight.</p>
<b>Prohibited booth decoration</b>	<p>Following decorations are not permitted.</p> <ul style="list-style-type: none"> <li>• Hanging banners and wires from the ceiling of the hall.</li> <li>• Placing exhibits, display or any other decorations on aisles, or setting arches above aisles.</li> <li>• Placing exhibits, display or any other decorations on the wall or ceiling of the hall.</li> </ul>
<b>Installation of balloon</b>	<p>Installation of balloons may be allowed to island booth with larger than 6 booths, but <b>advanced application is required</b>.</p> <p>The regulation of installation will be provided by the official contractor after the application. Please contact BOX-1 Co., Ltd. for the details.</p>



## Booth fitting regulations

**Safety precautions** The booth structures – including furnishings, exhibits and advertising media – must be structurally stable to ensure that there is no threat to public safety and order, and in particular that there is no danger to life or health.

**Fire prevention** Facilities such as emergency exits, fire extinguishers and fire alarms must not be obstructed or moved at anytime. The organiser may request the exhibitor to reconstruct its booth wholly or partly if it is recognized that the booth is in any way unsafe or hinders the operation of fire prevention facilities.

**Use of flame-resistant materials** All materials to be used for booth construction, display etc. must adhere to the disaster / fire prevention regulations. If the materials used have not been adequately fireproofed, the Fire Station reserves the right to order to take down or rearrange the designs during the inspections.



- Decorative materials such as plywood, veneer have to be nonflammable and with authorized “Flame-resistant” (“防炎” BOEN in Japanese) labels.
- Carpets, curtains, draperies, flags, cloths and papers, which are considered to be inflammable, must be flame-resistant with permeation processed and also with authorized “Flame-resistant” (“防炎” BOEN in Japanese) labels.
- Petrochemical products such as foamed polystyrene, urethane, acetate, polyester, nylon, etc. are prohibited because these materials are not easily processed for anti-flame capacities.
- Usages of materials manufactured outside Japan have to be authorized.

**Anchor bolts** When anchor bolts are to be used, prior notification is necessary. See <Anchor bolts> and submit the form.

**Disposal of waste materials** Exhibitors must arrange for all packing materials, empty cartons and wooden crates to be carried away for disposal or storage before the fair opens and after the move-out. **The removal of any and all items or materials, remaining in the exhibition hall after move-out, will be charged back to the responsible exhibitor.** Exhibitors are hereby cautioned that the organiser charges for the removal and disposal of abandoned items and the cost is very high.

**Exception of booth fitting regulations** Even if the booth structures comply with all booth fitting regulations, the organiser has right to ask the exhibitors for alterations or removal of booth fittings from their premises in case that the organiser judges that the booth structures are against the interest of all parties.

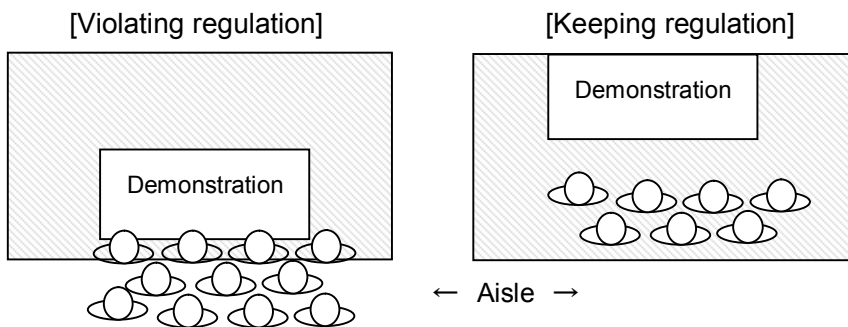
# Booth fitting regulations

## Demonstration within booth

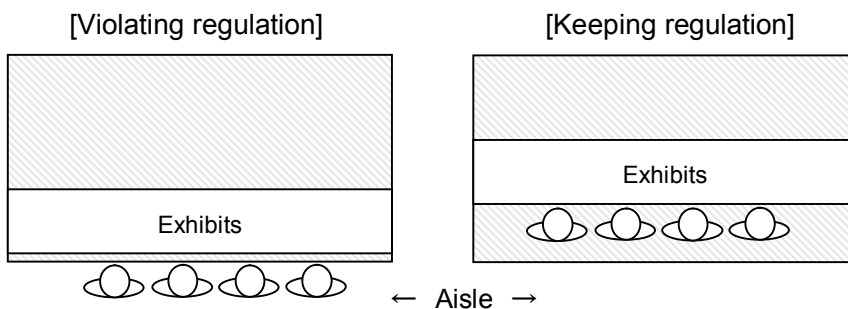
All demonstration is allowed in their own booths only. When the exhibitors plan to have demonstration and/or presentation, the space for attendees and audiences has to be considered. Any measures interfering with the flow of visitors, especially those which cause congestion in the hall aisles and are thus detrimental to the running of the event are not permitted and subject to alteration or removal from the booth.

### Demonstration

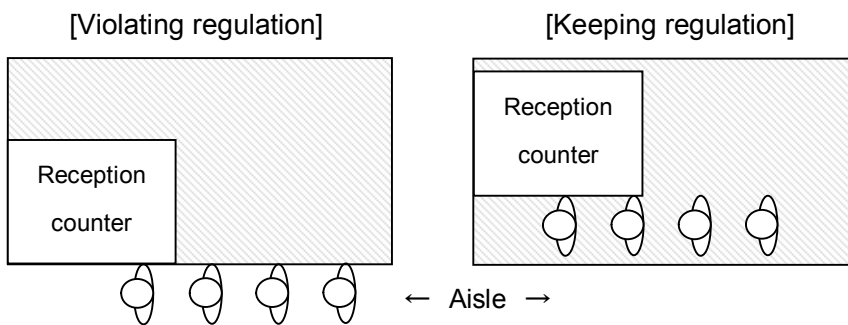
\*please refer to the enclosed guideline for positioning restriction of display devices in hall 3.



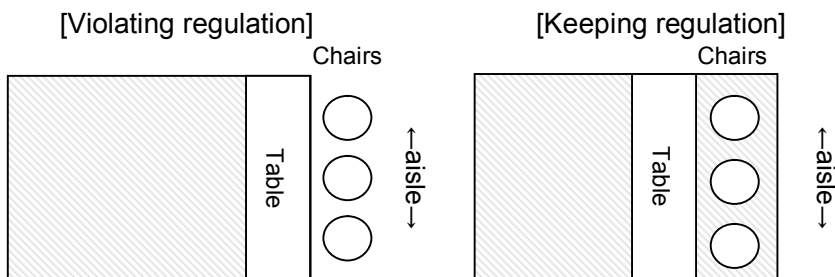
### Presenting exhibits



### Reception counter



### Table & Chairs

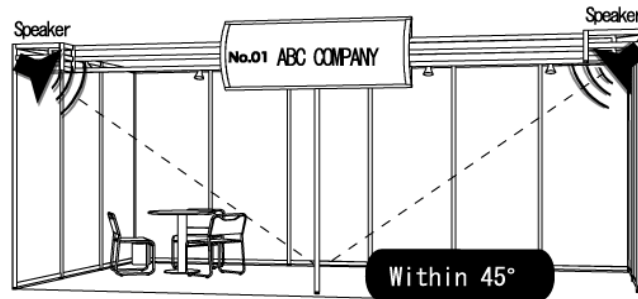


## Booth fitting regulations

### Volume control

Mechanical reproduction of sound or music related to exhibits should be kept under 75 dB as measured in the adjacent aisle.

If exhibitors use loudspeakers, put them inside of the booth facing the booth's inner side. When exhibitors install loudspeakers on the walls of your booth, adjust them towards the inner side of the booth panels within an angle of 45 degree. (See figure below).



When operating devices which make operating noise like compressors at your booth, please make any soundproofing measure by your own.

The organiser reserves the right to impose limitations on noise levels and any method of operation which becomes objectionable.

### Appropriate conducts during demonstrations

The organiser may ask the exhibitors to stop their demonstration if the organiser judges that demonstration is socially, legally and/or culturally inappropriate in any means.

### Demonstration of depilatory devices

For such demonstrations, a closed room is required to be constructed. For details, please refer to [Demonstration of depilatory devices] in Rules and regulations.

### No smoke / fog


Making smoke and using fog machines / smoke machines are prohibited.

### No gas balloon

Using / having gas balloons are prohibited.

## Electric power supply

Inquiry	BOX-1 Co., Ltd.
Application	Form 1 Electric power supply

<b>Primary installation</b>	<p><b>Without an application, there will be no electric power supply.</b></p> <p>All exhibitors are required to order primary electrical service to the official contractor through Form 1 [Electric power supply]. They will connect a primary power line to the booth boundary and install the main switch. (One switch is to be installed for each booth.)</p> <p><b>*Rental stand includes electric power supply in its package.</b></p>		
<b>Power supply system and charge</b>	<p>100V Single-phase 50Hz</p> <p>200V Single-phase 50Hz</p> <p>200V Three-phase 50Hz</p>	<p> <b>JPY 11,500</b> (tax excluded) per kW/h including construction cost and electrical consumption charge. In case of excessive use, extra fee will be charged.</p>	
<b>Power supply hours</b>	<p>18 (Sun) May 9:00 - 19:00</p> <p>19 (Mon) May 9:00 - 19:00</p> <p>20 (Tue) May 9:00 - 19:00</p> <p>21 (Wed) May 9:00 - 17:00</p>	(Extended if overtime work applied)	
	<ul style="list-style-type: none"> <li>• When you leave the exhibition hall, please ensure to turn off all switches.</li> <li>• Exhibitors requiring 24 hours power supply must inform by Form 1 [Electric power supply].</li> <li>• If the exhibitors require different power supply or more power than being supplied, please inform by Form 1 [Electric power supply].</li> </ul>		
<b>Secondary electrical service</b>	<p>Exhibitors are requested to report their stand contractor for secondary electrical service, other than the primary power supply (trunk lines), to the official contractor by Form 1 [Electric power supply]. Please contact the official contractor if you cannot find any appropriate contractors.</p> <ul style="list-style-type: none"> <li>• All workers engaged in electrical works must hold a license for electric service staff under the Electric Work Specialist Act.</li> <li>• Electric lamps, resistors and other heat-generating equipment shall be put in a location free from inflammables. Neon lights are prohibited.</li> <li>• Switchboards should be installed where inspection and maintenance is easy. The name and telephone number of the contractor should be clearly written on the switchboards.</li> <li>• Connection of electric wires shall use either sleeves or pressed-attached terminals.</li> <li>• Vinyl-covered wires are not permitted.</li> <li>• All electrical work is to be carried out with utmost care so that no accident, injury or property damage occurs. During the fair, no electrical work is permitted, so please complete all work before the fair opening.</li> <li>• To prevent electric accidents, the local Fire Station and the organiser will inspect all electric facilities inside the booths and the condition of the demonstration apparatus. Exhibitors failing to pass this inspection will be ordered to make necessary repairs promptly.</li> </ul>		
<b>Protective devices</b>	<p>The organiser will not be responsible for any damages caused to demonstration, exhibits and electrical devices due to a power failure, accidental service interruption, or voltage drop. Exhibitors are advised to provide proper protective devices for the event of such problems. When any problems happen, please report it to the organiser immediately.</p>		



## Hazardous material / Fire prevention

<b>Inquiry</b>	<b>BOX-1 Co., Ltd.</b>
<b>Application</b>	<b>Form 2 Hazardous material / Fire prevention</b>

**Precaution**                      **During move-in period and the fair, the official inspection will be carried out. Exhibitors may be judged to remove the items in case of non-application, no-permission and / or endangered safety.**

**Contents apparatus**            Contents apparatus requiring advanced permission is as follows:

- Gasoline
- LPG
- Hydrogen
- Acetylene gas
- Light oil
- Kerosene
- Lube oil
- Engine oil
- Electric heater
- Portable cassette gas range
- Lighters (must be exhibited emptied of their oil or gas)
- Sprays
- Paint
- **Alcohol**
- **Candles**    **Displaying Candle requires advanced permission**
- **Gel nail**
- **Nail polish**
- **Nail polish remover**

**Naked light**                      The use of "naked light" needs permission in advance.  
 A "naked light" is defined as a fire device that uses a gas, liquid, or solid fuel, and produces flames and sparks or has an exposed heating element. Further, devices that have externally exposed heating elements likely to start a fire if they contact a combustible material (i.e., with a surface temperature of 400C or more) are also considered as "naked light" (not including toasters, hair dryers, microwave ovens, etc., whose heating elements are installed within a combustion chamber or faced with an air duct or positioned therein).

- Application for permission**
- When exhibitors plan to display and / or exhibit the above, please apply for permission in advance with Form 2 [Hazardous material / Fire prevention] to the official constructor together with 3 copies of a catalogue or a brochure for the goods / equipment to be used.
  - When displaying the hazardous material with authorized permission from the Fire Station, exhibitors are **required to place a fire extinguisher** within their booth all the time during the fair along with a post sign. It also must remain visible and easily accessible all times in the event of fire. Fire extinguishers are available from **[Optional furniture]**.
  - If any hazardous materials are handled inadequately or exhibited without advanced permission, the Fire Station will order to improve the condition or to halt their use.

**Please consult with the official contractor if you are not sure whether your exhibits / presentation require permission.**

## Water supply

<b>Inquiry</b>	<b>Yamazaki Kogyosho Co., Ltd.</b>
<b>Application</b>	<b>Form 3 Water supply</b>

The official contractor will provide water supply and drainage installation at the exhibitors' expense.

<b>Primary installation</b>	Piping (vinyl chloride) up to the booth edge is carried out. <ul style="list-style-type: none"> <li>Water pressure 1.5 - 1.8 kg/cm<sup>2</sup></li> <li>Water supply pipe 13mmφ -</li> <li>Drainage pipe 40mmφ -</li> </ul>
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<b>Charge</b> (tax excluded)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="3" style="width: 50%; padding: 5px;">Primary Plumbing Cost</td> <td style="width: 25%; padding: 5px;">JPY70,000</td> <td style="width: 25%; padding: 5px;">13mmØ</td> </tr> <tr> <td style="padding: 5px;">JPY70,000</td> <td style="padding: 5px;">20mmØ</td> </tr> <tr> <td style="padding: 5px;">JPY75,000</td> <td style="padding: 5px;">25mmØ</td> </tr> <tr> <td style="padding: 5px;">Maintenance</td> <td style="padding: 5px;">JPY5,000</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Water Consumption</td> <td style="padding: 5px;">JPY900/m<sup>3</sup></td> <td style="padding: 5px;"></td> </tr> </table>	Primary Plumbing Cost	JPY70,000	13mmØ	JPY70,000	20mmØ	JPY75,000	25mmØ	Maintenance	JPY5,000		Water Consumption	JPY900/m <sup>3</sup>	
Primary Plumbing Cost	JPY70,000		13mmØ											
	JPY70,000		20mmØ											
	JPY75,000	25mmØ												
Maintenance	JPY5,000													
Water Consumption	JPY900/m <sup>3</sup>													

<b>Secondary work in booth</b>	Secondary work, which includes all plumbing in booths from the stop taps installed by the official contractor, is to be paid by the exhibitors. Please contact the official contractor for price quotation if you cannot find an appropriate contractor.
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<b>Protective devices</b>	The organiser will not be responsible for any damages caused to exhibits and machines due to suspension of water supply or pressure drop. Please provide proper protective devices in the event of such problems.
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## Anchor bolts

<b>Inquiry</b>	<b>BOX-1 Co., Ltd.</b>
<b>Application</b>	<b>Form 4 Anchor bolts</b>

When anchor bolts are to be used, prior notification is necessary.

<b>Limits</b>	Form 4 [Anchor bolts] with a drawing of your booth which shows the number, size and location of the bolts to be used. <ul style="list-style-type: none"> <li>Size limits are 16mm in diameter and protruding up to 60mm.</li> <li>Applications can be approved with the assumption that exhibitors restore the floor to its original state at the exhibitors' expense after the fair.</li> <li>It is unnecessary to pull out the bolts. If the bolt heads are left above the floor (concrete), cut it off by sunder to make it level.</li> <li>Driving it with a hammer or gas welding is strictly prohibited.</li> </ul>
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<b>Charge</b> (tax excluded)	<b>JPY 1,300</b> (tax excluded) per bolt for the floor restoration charge.
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## Food / Beverage

<b>Inquiry</b>	<b>BOX-1 Co., Ltd.</b>
<b>Application</b>	<b>Form 5 Food / Beverage</b>

**Free tasting (Food / Beverage)** Providing food and beverage to visitors in your booth may require installing water supply and drainage equipment. Prior consultation is required. The organiser will consult the Health Center, and contact the exhibitor individually in case of any guidance.

To install facilities such as a sink or hand basin, secondary work is required. If you cannot find an appropriate constructor, please contact the official contractor.

**Necessary facilities**

1. Simple works (serving food or drinks by disposable utensils)
  - Sink (with soap and complete water supply / drainage)
2. Cooking
  - Sink (with soap and complete water supply / drainage) / 36cm × 28cm (hand wash)
  - Sink (with soap and complete water supply / drainage) / 45cm × 36cm (utensils and foods)
  - Other required facilities: ex. hot-water supply system, refrigerator.

## Booth cleaning

<b>Inquiry</b>	<b>Mesago Messe Frankfurt Corp.</b>
<b>Application</b>	<b>Form 14 Booth cleaning</b>

Each exhibitor is responsible to maintain their own booth tidy at all times. A booth cleaning service is available. The rental stand includes this service and no need to order it.

<b>Order</b>	Form 14 [Booth cleaning]
<b>Service</b>	<ul style="list-style-type: none"> <li>• Collecting garbage from trash box. (Please place it on the isle)</li> <li>• Vacuuming the floor.</li> </ul>
<b>Charge</b> (tax excluded)	<b>JPY 2,600</b> (tax excluded) per 1 standard booth (3m x 3m =9 m <sup>2</sup> ) <b>JPY 1,200</b> (tax excluded) per 1 nail booth (2m x 2m =4 m <sup>2</sup> )
<b>Payment</b>	<b>Please make your payment by cash in Japanese Yen onsite.</b> The staff will visit your booth during the fair to clear the invoice.

## Rental stand & optional furniture

<b>Inquiry</b>	<b>BOX-1 Co., Ltd.</b>
<b>Application</b>	<b>Form 6 Rental stand Form 7 Optional furniture Form 8 Rental stand layout</b>

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An economical and convenient rental stand is available upon request. To order, please complete Form 6 [Rental stand] and submit to the official stand contractor.

Optional furniture and other additional items for your booth are also available at the expense of the exhibitor. To order, please submit Form 7 [Optional furniture].

Also please indicate the layout of furniture and items you ordered for your booth on Form 8 [Rental stand layout] and send it to the official stand contractor.

\* The invoice with bank information will be issued by BOX-1 Co., Ltd. upon receipt of your application.

\* All bank commission fees should be paid by the exhibitor.

\* Payment must be made by **25 April**. Once payment is received, no refund will be issued.

\* In case of no payment by deadline, the application will be cancelled.

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## Rental stand & optional furniture

- Rental Booth is an economical and convenient stand.
- A-type, B-type, C-type for standard space (3m×3m/1 booth).
- Nail-type for only nail space (2m×2m/1 booth).
- Additional items and custom-made stand can be ordered upon request.
- For more information, please contact BOX-1 CO.,LTD.

### Rental stand fee (Tax excluded)



	A type	B type	C type	Nail type
1 booth (9㎡)	JPY 119,500	JPY 145,500	JPY 160,500	JPY 109,500 (4㎡)
2 booths (18㎡)	JPY 174,500	JPY 210,500	JPY 225,500	JPY 174,500 (8㎡)
3 booths (27㎡)	JPY 244,500	JPY 300,500	JPY 315,500	JPY 239,500 (12㎡)
4 booths (36㎡)	JPY 274,500	JPY 390,500	JPY 418,500	JPY 291,500 (16㎡)

\*With adherence to the Consumption Tax Act in Japan, Mesago Messe Frankfurt Corp. charges 8% consumption tax upon all prices declared for fairs taking place after 1st of April, 2014.

\*Fees mentioned above only cover charge for "rental stand", and NOT "participation fee".

\*For a rental stand plan of over 5 booths, please contact BOX-1 CO., LTD.

### Items included in the rental stand plan

	A type	B type	C type	Nail type
Needle punch carpet (light gray)	●	—	—	●
Needle punch carpet (9 color choices) 	—	●	●	—
Booth line color (9 color choices) 	—	●	●	—
Octanorm wall panel system (white, H2.7m)	●	●	●	●
Sign (company name, booth number) in Gothic font (black)*1	●	●*3	●	●
Booth number board	●	●	●	●
Spotlight 100W	3 spotlights per 1 booth			
Double electrical outlet (100V / 1kW) ※For over 27㎡ booth, 2 outlets, 2 places.	●	●	●	●
Power supply installation, electricity (up to 1kW)*2	●	●	●	●
Wastepaper bin	●	●	●	—
Booth cleaning (May 18 - 20)	●	●	●	—
Booth construction and dismantling	●	●	●	●
Optional furniture (please select [a] or [b]) [a] 1 cafe table (B-4B) & 3 armless chairs (A-2B) [b] 1 reception counter(B-7) & 1 counter chair(A-4C) ※For over 4 booths, please select [a] or [b] + [a] or [b]	—	●	●	—
1 display counter with glass shelf (1 booth / W700×D495×H900 / 2 - 4 booths / W1400×D495×H900)	—	—	●	—
2 display counters (W700×D495×H900) & 2 armless chairs (A-2)	—	—	—	●

\*1. Special characters sign and logo sign are available with extra charge. Please contact BOX-1.,LTD.

\*2. In case of ordering electric appliances, additional electric fee [1kW = JPY 11,500(Tax excluded)] will be charged.

\*3. [Option] Inside lighting is available [One sign = JPY 18,000 (Tax excluded)].

For corner booths, the price remains the same. When next booth is also rental booth, system wall is to be shared.

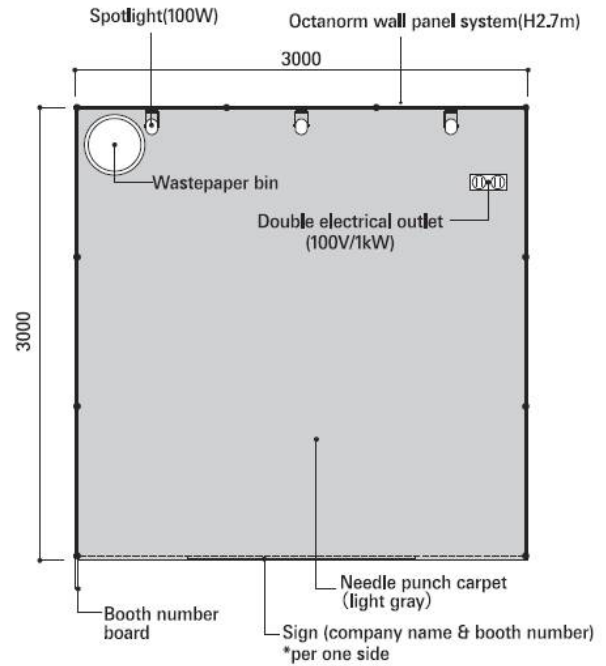
# Rental stand & optional furniture

## A type

### ■ 1 booth (9 m<sup>2</sup>)



- \* There will be no installation of side panel for a corner booth.
- \* Sign : Gothic font (Using special characters and company logo are available with extra charge).
- \* Primary wiring fee and electricity consumption fee are included in rental booth plan.
- In case additional lights and outlets are ordered, extra charge may occur [1kW = JPY 11,500 (Tax excluded)].
- \* For the location of each spotlights, please submit [Rental stand layout] on "Exhibitor manual" which will be sent to all applicants in February 2014.



### ■ 2 booths (18 m<sup>2</sup>)



### ■ 3 booths (27 m<sup>2</sup>)

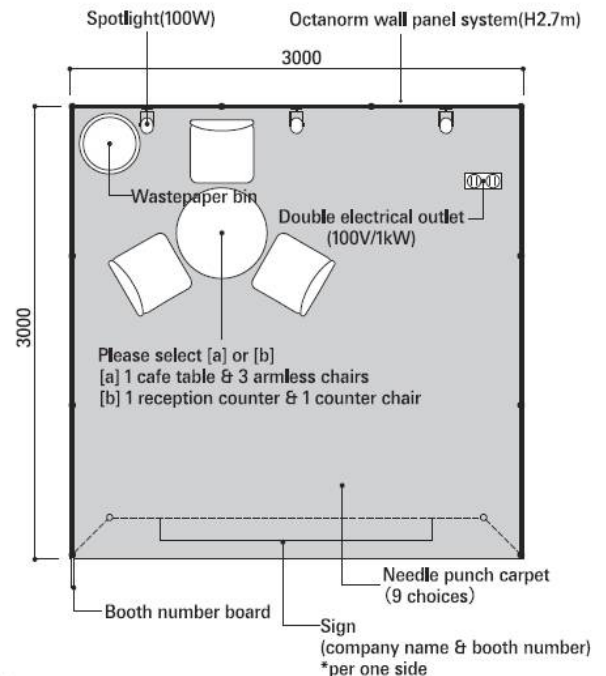


## B type

### ■ 1 booth (9 m<sup>2</sup>)



- \* There will be no installation of side panel for a corner booth.
- \* Sign : Gothic font (Using special characters and company logo are available with extra charge).
- \* Primary wiring fee and electricity consumption fee are included in rental booth plan.
- In case additional lights and outlets are ordered, extra charge may occur [1kW = JPY 11,500 (Tax excluded)].
- \* For the location of each spotlights, please submit [Rental stand layout] on "Exhibitor manual" which will be sent to all applicants in February 2014.
- \* [Option] Inside lighting is available [One sign = JPY 18,000 (Tax excluded)].



### ■ 2 booths (18 m<sup>2</sup>)



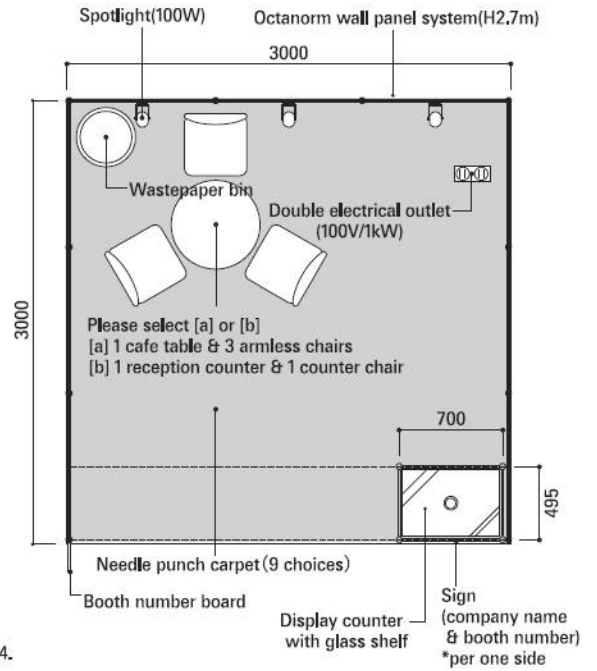
### ■ 3 booths (27 m<sup>2</sup>)



# Rental stand & optional furniture

## C type

### ■ 1 booth (9 m<sup>2</sup>)



- \* There will be no installation of side panel for a corner booth.
- \* Sign : Gothic font (Using special characters and company logo are available with extra charge).
- \* Primary wiring fee and electricity consumption fee are included in rental booth plan.
- In case additional lights and outlets are ordered, extra charge may occur [1kW = JPY 11,500 (Tax excluded)].
- \* For the location of each spotlights, please submit [Rental stand layout] on "Exhibitor manual" which will be sent to all applicants in February 2014.
- \* If you wish to change the location of "Display counter with glass shelf", please submit [Rental stand layout] on "Exhibitor manual" which will be sent to all applicants in February 2014.

### ■ 2 booth (18 m<sup>2</sup>)

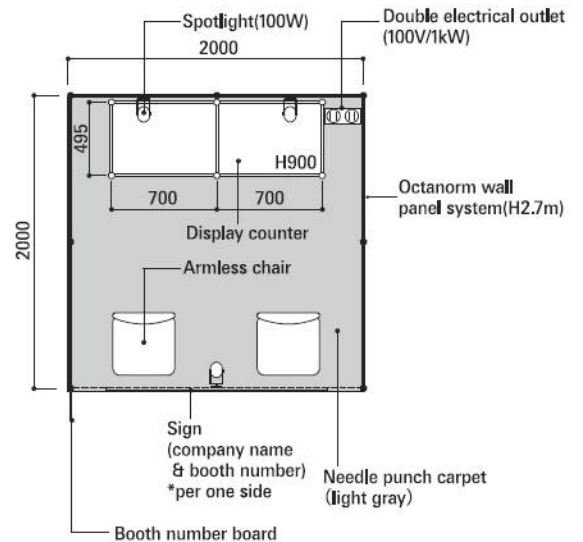


### ■ 3 booths (27 m<sup>2</sup>)



## Nail type

### ■ 1 booth (4 m<sup>2</sup>)



- \* There will be no installation of side panel for a corner booth.
- \* Sign : Gothic font (Using special characters and company logo are available with extra charge).
- \* Primary wiring fee and electricity consumption fee are included in rental booth plan.
- In case additional lights and outlets are ordered, extra charge may occur [1kW = JPY 11,500 (Tax excluded)].
- \* For the location of each spotlights, please submit [Rental stand layout] on "Exhibitor manual" which will be sent to all applicants in February 2014.

### ■ 2 booths (8 m<sup>2</sup>)



### ■ 3 booths (12 m<sup>2</sup>)



## Booth line color [color sample]

For only [B type] and [C type], 9 following colors are available. Please select a favorite color.

### ■ B type



● Blue



● Red



● Orange



● Yellow



● Green



● Grain of wood



● Pink



● Gray



● Black

### ■ C type



● Blue



● Red



● Orange



● Yellow



● Green



● Grain of wood



● Pink



● Gray



● Black

## Needle punch carpet [color sample]

For only [B type] and [C type], 9 following colors are available. Please select a favorite color.



Blue



Red



Orange



Yellow



Green



Brown



Pink



Light gray



Dark gray

■ Ordering only needle punch carpet [ 1 m<sup>2</sup> = JPY 2,000 (Tax excluded)]

■ In case of [A type] and [Nail type], changing to other color from light gray [ 9 m<sup>2</sup> = JPY 3,000 (Tax excluded)]



オプション備品 Optional furniture

\*8% tax will be charged on top of the price shown. For other rental furniture, please contact BOX-1 CO.,LTD.

テーブル・イス(Table & chair) / ティスプレイ備品(Display equipment)					
<b>A-1</b>		<b>A-2</b>		<b>A-3</b>	
Folding chair 折りイス		Armless chair アームレスチェア <small>*Please select a favorite color</small> W460xD520xH880xSH430 A / Blue B / White C / Silver E / Black		Cafe chair (wooden) カフェチェア(座面木製) <small>*Please select a favorite color</small> W500xD520xH780xSH440 A / White B / Black	
W420xD420xH780xSH430		JPY 2,400		JPY 5,200	
<b>A-4</b>		<b>A-5</b>		<b>B-1</b>	
Counter chair (white) カウンターチェア <small>*Please select a favorite size</small> A / W400xD450xSH430 B / W400xD450xSH500 C / W400xD450xSH600 E / W400xD450xSH700		Stool (white) スツール  Φ360xSH430		Table (white) 会議テーブル <small>*Please select a favorite size</small> A / W1800xD450xH730 B / W1800xD600xH730 C / W1800xD900xH700	
JPY 3,200		JPY 600		JPY 32,00	
<b>B-2</b>		<b>B-3</b>		<b>B-4</b>	
Table (white) 会議テーブル <small>*Please select a favorite size</small> A / W1500xD600xH730 B / W1500xD450xH700		Table (white) 会議テーブル  W1200xD600xH730		Round table (white) カフェテーブル <small>*Please select a favorite size</small> A / Φ750xH600 B / Φ600xH600	
JPY 3,200		JPY 2,400		JPY 4,000	
<b>B-5</b>		<b>B-6</b>		<b>B-7</b>	
Round table (black) カフェテーブル <small>*Please select a favorite size</small> A / Φ750xH600 B / Φ600xH600		High table ハイテーブル <small>*Please select a favorite color</small> Φ600xH1050 A / White B / Black		Reception counter (white) 受付カウンター  W900xD450xH940	
JPY 4,000		JPY 6,800		JPY 6,800 <small>*With one inside shelf</small>	
<b>B-8</b>		<b>C-1</b>		<b>C-2</b>	
Display counter (white) ユニットカウンター <small>*Please select a favorite size</small> A / W1200xD600xH940 B / W1500xD600xH940 C / W1800xD700xH940		Round table & chair set (white) カフェセット ・ Table / B-4A ・ Chairs / W490*D540*H780*SH440		High counter set (black) ハイカウンターセット ・ Table / Φ600*H1000 ・ Chairs / W410*D450*H905*SH700	
JPY 12,000 <small>*With one inside shelf</small>		JPY 15,600		JPY 20,400	
<b>D-1</b>		<b>D-2</b>		<b>D-3</b>	
[NEXT TIME] Sign 時間表示サイン  H1045		Panel stand パネルスタンド  W250xD250xH900~1800		Universal stand ユニバーサルスタンド  W450xD450xH1200~1800	
JPY 10,000		JPY 2,000		JPY 5,200	
<b>D-4</b>		<b>D-5</b>		<b>D-6</b>	
Catalogue stand カタログスタンド A4/ 6 pockets 812 pockets <small>*Please select a favorite size</small> A / 6 pockets W250xD390xH1295 B / 12 pockets W250xD390xH1700		Desk catalogue rack 卓上カタログスタンド A4 / 3 pockets  W230xD200xH415		Business card box 貴名受  W200xH150	
A / JPY 4,800 B / JPY 5,600		JPY 1,600		JPY 1,600	

オプション備品 Optional furniture


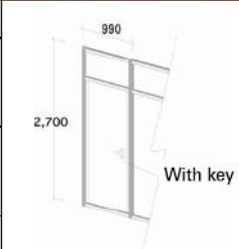
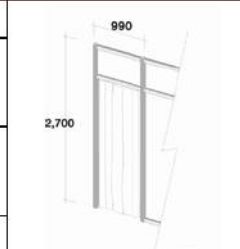
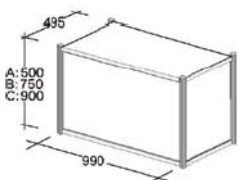
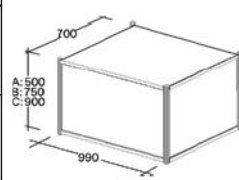
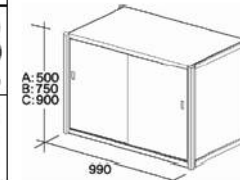
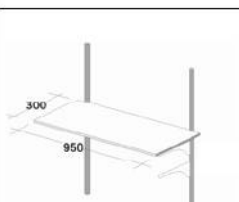
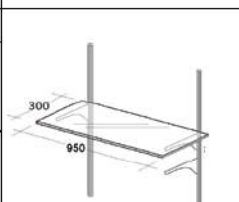
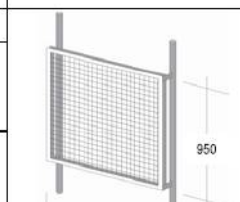
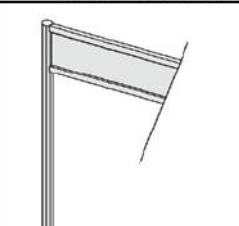
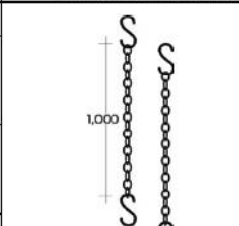







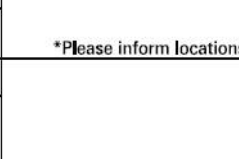
\*8% tax will be charged on top of the price shown. For other rental furniture, please contact BOX-1 CO.,LTD.

ディスプレイ備品(Display equipment) / ストックルーム備品(Stockroom equipment)					
<b>D-7</b>		<b>E-1</b>		<b>E-2</b>	
White cloth 白布		Display stand (glass) アブスト1段(天板ガラス) *Please select a favorite size		Display stand (glass) アブスト2段(天板ガラス) *Please select a favorite size	
W2200xH1000		A / W450xD450xH450 B / W600xD600xH600		A / W450xD450xH1035 B / W600xD600xH1335	
JPY 1,200		JPY 2,400	*No side panels	JPY 4,500	*No side panels
<b>E-3</b>		<b>E-4</b>		<b>E-5</b>	
Display stand (glass) アブスト3段(天板ガラス) *Please select a favorite size		Display stand (glass) アブスト2段*2列 (天板ガラス) *Please select a favorite size		Display stand (glass) アブスト3段*3列 (天板ガラス) *Please select a favorite size	
A / W450xD450xH1470 B / W600xD600xH1920		A / W870xD450xH1035 B / W1185xD600xH1335		A / W1320xD450xH1470 B / W1770xD600xH1920	
JPY 6,500	*No side panels	JPY 10,000	*No side panels	JPY 18,000	*No side panels
<b>E-6</b>		<b>E-7</b>		<b>E-8</b>	
Display stand ディスプレイルック2段 *Please select a favorite color		Display stand ディスプレイルック 2段*2列 *Please select a favorite color		Display stand ディスプレイルック 2段*3列 *Please select a favorite color	
W465xD465xH970 A / Black B / Wood		W910xD465xH970 A / Black B / Wood		W1350xD465xH970 A / Black B / Wood	
JPY 8,000	*No side panels	JPY 16,000	*No side panels	JPY 24,000	*No side panels
<b>E-9</b>		<b>E-10</b>		<b>E-11</b>	
Extinguisher 消火器(10号)		Steel shelf for stock room スチールラック		Coffee maker & coffee set コーヒーメーカーセット	
Φ120xH480		W900xD300xH1800		For 100 persons *Power consumption / 1.5kW	
JPY 4,000		JPY 6,000		JPY 23,600	
<b>E-12</b>		<b>E-13</b>		<b>E-14</b>	
Mirror 姿見		Desk mirror 卓上鏡		Wastepaper bin ダストボックス	
W530xD450xH1500		W250xD220xH460		Φ240xH290	
JPY 4,000		JPY 2,000		JPY 640	
<b>E-15</b>		<b>E-16</b>		<b>E-17</b>	
Hanger rack シングルハンガー		Hanger ハンガー		Glass showcase 鏡面ハイケース	
W950xD450xH950~1700		One hanger		W900xD450xH1500	
JPY 2,400		JPY 120		JPY 20,000	
植栽 (Green establishment)					
<b>F-1</b>		<b>F-2</b>		<b>F-3</b>	
Green (small) 観葉植物(小鉢)		Green (large) 観葉植物(大鉢)		Plant box プランター	
H250~400		H1600~2000		W900xD250xH700	
JPY 1,500		JPY 3,500		JPY 11,000	

# Rental stand & optional furniture

## オプション備品 Optional furniture

\*8% tax will be charged on top of the price shown. For other rental furniture, please contact BOX-1 CO.,LTD.

システムオプション備品(System fixture)					
<b>G-1</b>		<b>G-2</b>		<b>G-3</b>	
Panel unit パネルユニット		Door unit (with key) ドアユニット(鍵付)	With key	Curtain unit カーテンユニット	
H2700xW990		H2700xW990		H2700xW990	
JPY 6,500		JPY 12,000		JPY 6,000	
<b>G-4</b>		<b>G-5</b>		<b>G-6</b>	
Display counter 展示台		Display counter 展示台		Display counter (with key) 引戸タイプ展示台(鍵付)	
*Please select a favorite size A:W990xD495xH500 B:W990xD495xH750 C:W990xD495xH900		*Please select a favorite size A:W990xD700xH500 B:W990xD700xH750 C:W990xD700xH900		*Please select a favorite size A:W990xD495xH500 B:W990xD495xH750 C:W990xD495xH900	
JPY 13,000		JPY 20,000		JPY 18,000	
<b>G-7</b>		<b>G-8</b>		<b>G-9</b>	
Flat shelf (white) 木製平棚(白)		Flat glass shelf ガラス棚		Mesh panel メッシュパネル	
W950xD300		W950xD300		W950xH950	
JPY 4,000	*Please inform locations	JPY 5,000	*Please inform locations	JPY 8,000	*Please inform locations
<b>G-10</b>		<b>G-11</b>		<b>G-12</b>	
Fascia バラベツト		Chains for panel display パネル用チェーン (1 unit = 2 chains)		Hook for mesh panel メッシュパネル用フック (1 unit = 5 hooks)	
W990xH300		L=1000		*Please select a favorite size A:L=200 B:L=100	
JPY 2,000		JPY 200		JPY 1,000	
AV機器(AV equipment)					
<b>H-1</b>		<b>H-2</b>		※AV機器をお申込みの場合、別途コンセント、1次幹線工事費(1kWあたり¥11,500)がかかります。 If you order Electric appliances, primary wiring cost and electric consumption fee will be charged additionally. (1kW/JPY 11,500)	
LCD monitor 32inch 液晶モニター32インチ (For PC & DVD)		Sound system 音響セット (有線ハンドマイク)			
W786xH534		有線ハンドマイクx1、アンプx1、スピーカーx1 Microphone(cable)x1、Amplifierx1、Speakerx1			
JPY 90,000		JPY 33,000			
電気器具(Electric appliances)					
<b>I-1</b>		<b>I-2</b>		<b>I-3</b>	
Fluorescent light 40W 蛍光灯40W		Spot light 100W スポットライト100W		Armed spot light 100W アームライト100W	
White		White		White	
JPY 3,500	*Please inform locations	JPY 3,500	*Please inform locations	JPY 3,700	*Please inform locations
<b>I-4</b>		<b>I-5</b>		※電気器具をお申込みの場合、別途1次幹線工事費(1kWあたり¥11,500)がかかります。 If you order Electric appliances, primary wiring cost and electric consumption fee will be charged additionally. (1kW/JPY 11,500)	
Halogen light 300W ハロゲンライト300W		Outlet コンセント(2口)			
White		White			
JPY 6,500	*Please inform locations	JPY 3,200	*Please inform locations		



# **Move-in & move-out**



## Fair timetable

	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
17 (Sat) May			Booth construction / Move-in of exhibits																
						Move-in of exhibits (Rental stand move-in)													
18 (Sun) May			Booth construction / Move-in of exhibits																
19 (Mon) May			Fair open																
20 (Tue) May			Fair open																
21 (Wed) May			Fair open						Move-out / Dismantling										

Application required  
 Overtime work permitted (Charged)   
  Open for exhibitors   
  No access

Move-in	17 (Sat) May	9:00	-	19:00	Booth construction / Move-in of exhibits	
				13:00	-	"Rental stand" will be handed over.
	18 (Sun) May	9:00	-	19:00	Booth construction / Move-in of exhibits	
				19:00	-	Cleaning by the organiser
Fair	19 (Mon) May	8:30	-		Open for exhibitors	
				10:00	-	18:00
	20 (Tue) May	8:30	-		Open for exhibitors	
				10:00	-	18:00
21 (Wed) May	8:30	-		Open for exhibitors		
			10:00	-	17:00	Fair open
Move-out	21 (Wed) May	17:00	-	21:00	Move-out of exhibits / Booth dismantling	
						*electricity supply stops at 17:00
				21:00	Complete dismantling	
Vehicles access	17 (Sat) May	09:00	-	17:00	Booth construction / Move-in of exhibits	
	18 (Sun) May	09:00	-	17:00	Booth construction / Move-in of exhibits	
	21 (Wed) May	18:00	-	21:00	Move-out of exhibits / Booth dismantling	

### Rental stand

All "Rental stand" will be handed over at 13:00 on 17 May. Rental stand users can begin move-in work afterwards.

### Overtime work

If work is not completed during the move-in period, overtime work may be permitted. Please submit an application for overtime work to the organiser's office for each day.

**For overtime work, exhibitors will be charged JPY 10,000 per 1 hour (tax included).**

## Move-in and move-out instructions

<b>Inquiry</b>	<b>Mesago Messe Frankfurt Corp.</b>
<b>Application</b>	<b>Online exhibitor's page</b>

**Exhibitor badge**  
**Contractor sticker**  
**Vehicle pass**

Without the appropriate passes, no one will be permitted to enter the exhibition hall during the move-in and move-out, or the fair period. Please place your order through online exhibitor's page and **receive them onsite during move-in period.**

**Exhibitor badge** is required for all stand personnel standing at booths including temporary staff. Badges and holders will be distributed onsite during move-in period.

[Quantity limit of exhibitor badge distribution]

**1 - 4 booths: 20pcs / 5 - 9 booths: 40pcs / 10 and more: Ask**

**Contractor sticker** is required for all personnel working in the halls during move-in and move-out only.

**Vehicle pass** is required for all vehicles making deliveries during move-in and move-out. (This pass is not a parking ticket of the venue.)

[Quantity limit of vehicle pass distribution]

**1 - 3 booths: 2pcs / 4 - 10 booths: 5pcs / 11 and more: Ask**

Entrance	17 May Move-in	18 May Move-in	19 May Fair	20 May Fair	21 May Fair / Move-out
Exhibitor badges	○	○	○	○	○
Contractor stickers	○	○	×	×	○ from 17:00

**Vehicle parking**

During the move-in and move-out period, no parking or stopping will be allowed on public roads. All vehicles are requested to stay in the stand-by-parking area surrounding the exhibition hall or temporary parking area for vehicles with pass. Please follow the instructions to enter the gates in order to avoid accidents. Any vehicles used for commuting to the exhibition hall cannot enter the premises.

**Where to get**

You will receive the requested badges onsite during move-in period. In case you would like to hand over the badges to your local agents prior the fair, please contact the organiser.

## Onsite emergency contact registration

<b>Inquiry</b>	<b>Mesago Messe Frankfurt Corp.</b>
<b>Application</b>	<b>Online exhibitor's page</b>

**Registration of onsite emergency contact**

**[Onsite emergency contact] through exhibitor's page.**

Please inform the organiser your emergency contact information such as the name of the hotel in which you will be staying during the fair and your cell phone number which is reachable in Japan so that the organiser can reach you in case of an emergency during the fair period including move-in and move-out.



## Import of cosmetics to Japan

Inquiry	Kintetsu World Express Sales, Inc.
Application	Form 9 Temporary import permit (TIP)

Cosmetics which have **not** been imported to Japan by the importers with certificated Japanese import license have to be imported with the temporary import permit (TIP) issued by the Ministry of Health, Labour and Welfare. **Cosmetics without TIP or certified import permit will not go through the Japanese customs.**

This TIP is a special permit and which can be obtained to go through the Japanese customs for the trade fair display purpose and for which you are requested to apply for in each fair. Even if you obtained TIP for the past Beautyworld Japan, Beautyworld Japan West, & Beautyworld Japan Fukuoka fairs or for any other trade fairs held in Japan, you are requested to apply for TIP again.

Once you have obtained TIP, you can bring your products, but **the products imported with TIP CANNOT be sold or given as samples.** Please inform Kintetsu World Express Sales, Inc. whether you need assistance in obtaining TIP by submitting Form 9 [Temporary import permit] by **28 March.** Kintetsu World Express Sales, Inc. will support exhibitors in obtaining TIP with following charge.

Number of items	TIP charge (Tax excl.)
Min.25	JPY 15,000
26 - 50	JPY 20,000
51 - 75	JPY 25,000
76 - 100	JPY 30,000
101 - 125	JPY 35,000
Thereafter additional 25 items	JPY 5,000 / 25 items

For shipping, exhibitors are requested to appoint our official forwarder, Kintetsu World Express Sales, Inc.  
Please refer to [Shipping information].

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### [Important]

**You cannot obtain TIP for any kinds of beauty machines / equipments** due to the strict import regulations in Japan. This means that you cannot bring them neither by air nor sea shipment.

**TIP is not an import permission. This document is only for customs entry requirement.**

Obtaining TIP from the Ministry of Health, Labour and Welfare of Japan only enables your product to enter the Japanese customs to be exhibited at Beautyworld Japan.

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### Products that require TIP

- e.g.) Cosmetic items  
Toiletry goods  
Tooth paste  
Hair products (shampoo & conditioner, etc)  
Nail products (nail polish, gel nail, etc)

### Products that cannot obtain TIP

- e.g.) Beauty equipments/machines  
Supplement  
Foods and drinks with medical effect

### Products that do not require TIP

- e.g.) Empty cases / boxes  
Display units or shelves without real cosmetics  
Colour charts or samples without real cosmetics  
Herbs (submission of the phytosanitary certificate will be required)  
Hair products (comb, hair drier, scissors, etc)  
Nail products (files & nippers, clippers, nail decoration items, etc)

### **Procedures to obtain TIP**

All exhibitors are requested to submit Form 9 [Temporary import permit (TIP)] to Kintetsu World Express Sales Inc. **by 28 March**. If you apply for TIP, please follow the instruction below.

**Important !**

### **For shipment by freight instruction**

#### Step 1 Before the shipment

Please submit the following items to Kintetsu World Express Sales, Inc. by **4 April**.

- 1) Your invoice and packing list in data (MS Excel or Word).  
    ➡ Please refer to the next page for the sample invoice
- 2) 2 copies of the catalogue of all products on the invoice  
    \*Please put the same numbers on the invoice/packing list to the items on your catalogues.  
    \*You may submit product photos via e-mail if those are not on the catalogue.

Step 2 Kintetsu World Express Sales, Inc. will contact you if your invoice/packing lists need to be revised.

Step 3 Please ship your products after you receive the final confirmation from Kintetsu World Express Sales, Inc.

Your products should arrive at Narita Int'l Airport or Tokyo Seaport **no later than 21 April**. If your products will fail to arrive in time, please inform Kintetsu World Express Sales, Inc.

#### Step 4 After the shipment

Please submit the following items to Kintetsu World Express Sales, Inc. immediately.

- 1) A copy of final invoice and the packing list by data
- 2) A copy of the Airway bill with the invoice No. by E-mail or Fax

**Important !**

### **For hand carry**

Since 2007, the Ministry of Health, Labour and Welfare of Japan does not issue TIP for hand carry items. The organiser strongly recommends applying for TIP in Form 9 [Temporary import permit (TIP)] and sending your products by air or ship in advance. If you insist on hand carrying cosmetic products, the organiser asks you to bring them at your own risk. Up to 24 pieces per item are allowed to hand carry to Japan for personal use.

Please check the following website for details

⇒ [www.mhlw.go.jp/english/topics/import/index.html](http://www.mhlw.go.jp/english/topics/import/index.html)

# Sample Invoice for Shipment by Freight

## Commercial Invoice

### Shipped to:

Consignee name and address here:  
 \*\*\* To be advised \*\*\*

Invoice No. XXXXX

② Show organiser won't be a consignee.

① Put the invoice No. which must be the same number as on the Airway bill.

### Notify:

Kintetsu World Express Sales, Inc.  
 TDS Mita Bldg., 2-7-13 Mita, Minato-ku  
 Tokyo 108-0073 Japan  
 TEL: +81 3 5443 9455

③ Notify will be Kintetsu World Express Sales, Inc.

Booth No. 000

④ Put your booth No.

Exhibitor name:	ABC Cosmetics Corporation
Exhibitor address:	Ludwig-Erhard-Anlage 1 60327 Frankfurt am Main Germany
Exhibitor Tel:	+49-69-7575-0000
Contact person:	Ms. Saopi Yamada
Email Address:	yamada@abc-cosmetics.com

⑤ Put each of the exhibitor's information.

⑥ No. and product name must be the same one on the catalogue / picture of the product.

⑦ Price must be put in EURO or US\$.

No.	Product name	Quantities	Unit Price (US\$)	Amount (US\$)
1	Shower gel rose large (100ml)	10	\$0.75	\$7.50
2	Shower gel rose small (25ml)	10	\$0.40	\$4.00
3	Body lotion with aroe vera large (250ml)	5	\$1.00	\$5.00
4	Body lotion with aroe vera large (50ml)	5	\$0.50	\$2.50
5	shampoo - for normal hair	10	\$0.75	\$7.50
6	shampoo - for damaged hair	10	\$0.75	\$7.50
7	Moisture lipstick	10	\$0.50	\$5.00
8	Liquid foundation			\$5.00
9	Powder foundation			\$5.00
10	Facial cleansing soap with olive			\$2.50
11	Weekly package of Vitamin C night gel (each box contains 8 bottles of 5ml)	5 boxes	\$4.00	\$25.00
12	Holiday gift package (kit containing 1 bar of soap, 1 tooth brush, 1 bar of soap, 1 tooth brush, 1 bar of soap, 1 tooth brush, 1 bar of soap, 1 tooth brush, 1 bar of soap, 1 tooth brush)			\$12.50
	Bar of Soap			
	Tooth Paste	5	\$0.50	
	Tooth Brush	5	\$0.50	
	Body Lotion	5	\$0.50	
	Spray			
13	Fragrance spray (red rose) 100ml			\$5.00
14	Fragrance spray (empty bottle)			\$1.00
15	Nail polish color pallet (plastic color chart)	5	\$1.00	\$1.00
16	Hair color sample (color chart sample)	1	\$1.00	\$1.00
17	Stainless Steel Display stand of	1	\$10.00	\$10.00
18	Order sheet			\$0.40
19	Product catalogues			\$20.00
20	Stationery (pens)			\$3.00
21	Stationery (stapler)	1	\$1.00	\$1.00
<b>Total</b>				\$131.40

Indicate the details of kit products or gift packages.

Indicate the breakdown of kit or package and unit price.

Indicate if empty bottles were included.

Indicate if the color chart or color samples were included.

Indicate the material of the display stand.

## Shipping information

<b>Inquiry</b>	<b>Kintetsu World Express Sales, Inc.</b>
<b>Application</b>	<b>Form 10 Quotation for shipment</b>

For the transportation of exhibits from overseas, Kintetsu World Express Sales, Inc. will provide you with complete transportation up to your booth as well as with personnel for onsite handling.

**Please note that the trade fair hall is not a 'Bonded exhibition area' for the fair.**

Exhibitors who will display imported goods should go through customs clearance procedures.

<b>Deadlines for cargo arrival</b>	<b>Sea freight</b>	Arrival date	Port of arrival
	LCL shipment	<b>Before 21 April 2014</b>	<b>Tokyo Port</b>
	FCL shipment	<b>Before 21 April 2014</b>	<b>Tokyo Port</b>

<b>Air freight</b>	Arrival date	Airport of arrival
	<b>Before 21 April 2014</b>	<b>Tokyo Narita Airport</b>

\* Please make sure that all items arrive by the date above. If delayed, they may arrive at the venue during or after the fair period.

**Freight charges** All shipments sent to the exhibition hall by sea or air must be forwarded by freight prepaid.

**Import customs clearance** Exhibitors should realize that the regulation on concerning importation into Japan is different from other countries. The Japanese customs service is very strict. Please read the following notices very carefully.

**Importing categories**  
**A. ATA Carnet**  
 Must be returned to the country of origin by its valid date.  
**B. Temporary import permit "Yakkan" (with duty tax)**

**Packing** All items should be packed separately according to the above two categories.

**Case marking** To enable quick identification and handling of cargoes, all cases must be stenciled or printed on two exterior sides with the following information.

**Beautyworld Japan**

- Name of exhibitor \_\_\_\_\_
- Tokyo Big Sight East hall No. \_\_\_\_\_ Booth No. \_\_\_\_\_
- C/No. \_\_\_\_\_ of \_\_\_\_\_
- Net Weight \_\_\_\_\_ kg
- Gross Weight \_\_\_\_\_ kg
- Made in \_\_\_\_\_

In addition to above, be certain to mark with "THIS SIDE UP", "FRAGILE", "KEEP DRY", "OPEN THIS SIDE ONLY" etc. as required.

**Consignee / Notify** Consignee on all bills of lading and air waybills.  
**Please contact to Kintetsu World Express Sales, Inc.**  
**They are going to advise you accordingly.**

Notify party on all bills of lading and air waybills.

**Kintetsu World Express Sales, Inc.**  
**TDS Mita Bldg. 5F**  
**2-7-13 Mita, Minato-ku, Tokyo, Japan**  
**Tel. +81-3-5443-9455 Fax. +81-3-5443-9457**  
**E-mail. beautyworld2014@kwe.com**  
**Contact: Ms. Naya**

## Shipping information

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<b>Shipping document</b>	Each invoice / packing list should be as precise as possible regarding descriptions, quantities, unit prices, total amounts, gross weights and measurements. <b>The document must be only <u>in English</u> with prices shown in U.S. dollars on CIF Japan basis.</b>
<b>Sea freight</b>	
<b>a. Invoice / packing list</b>	<b>1 copy (each)</b>
<b>b. Bill of lading</b>	<b>1 copy</b>
<b>c. Brochure of each exhibit</b>	<b>2 copies (Very Important)</b>
	<ul style="list-style-type: none"><li>• Documents should be received at least 10 days prior to the berthing of the ship in Japan. Please send the bill of lading by rapid courier as soon as it is received from the shipping company.</li><li>• Master bill of lading is strongly recommended. A consolidation bill of lading will take a long time to obtain cargo from an agent.</li></ul>
<b>Air freight</b>	
<b>a. Invoice / packing list</b>	<b>1 copy (each)</b>
<b>b. Air waybill</b>	<b>1 copy</b>
<b>c. Brochure of each exhibit</b>	<b>2 copies (Very Important)</b>

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<b>Sending advance notice</b>	The following information must be sent to Kintetsu World Express Sales, Inc. by fax as soon as possible (in advance of the shipment).
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<b>Sea freight</b>	<ul style="list-style-type: none"><li>a. Name of vessel</li><li>b. Estimated time of departure and port of loading (ETD)</li><li>c. Estimated time of arrival and port of discharge (ETA)</li><li>d. Bill of lading number</li><li>e. Number of packages and each volume</li></ul>
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<b>Air freight</b>	<ul style="list-style-type: none"><li>a. Air waybill number (AWB No.)</li><li>b. The flight number landing in Narita Airport</li><li>c. Estimated time of arrival at Narita Airport</li><li>d. Number of packages and each volume</li></ul>
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<b>Insurance policy certificate</b>	An insurance policy / certificate should be purchased. Exhibitors should insure their goods from the time they are dispatched at their place until either being returned to these premises or collected by buyers after the exhibition. Kintetsu World Express Sales, Inc. does not insure goods on exhibitors' behalf.
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<b>Importation of hand carry items</b>	<p>In case exhibitors themselves bring hand carried items into Japan, all items will be chargeable, no matter of the amount of the items. Please make sure to fill out on customs declaration (Declaration of Personal Effects and Unaccompanied Articles), and submit to customs upon arrival at the airport. In case of bringing any food items, tableware, and toys etc. into Japan, please follow the instructions of customs official at the airport.</p> <p>The organiser and Kintetsu World Express Sales, Inc. take no responsibility for any items to be brought to Japan as hand carried items.</p>
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Please note that these trade fair halls are not bonded exhibition area. Exhibitors who will display imported goods should go through customs clearance procedures.



# **Optional services**





## Tel / Fax / Internet installation

<b>Inquiry</b>	<b>Kissei Comtec Co., Ltd. Rental Center</b>
<b>Application</b>	<b>Form 11 Tel / Fax / Internet installation</b>

<b>Service period</b>	18 - 21(Sun - Wed) May * Available from 14:00 on 18 May - Removal on 21 May after closing of the fair.				
<b>Charge (tax excluded)</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. Telephone line (Analogue)</td> <td style="width: 50%; text-align: right;">JPY 15,000</td> </tr> <tr> <td>2. 10Mbps Internet connection</td> <td style="text-align: right;">JPY 50,000</td> </tr> </table> <ul style="list-style-type: none"> <li>• If you need a global fixed IP address, please ask.</li> <li>• Please make payment by credit card. VISA or Master card is accepted.</li> </ul>	1. Telephone line (Analogue)	JPY 15,000	2. 10Mbps Internet connection	JPY 50,000
1. Telephone line (Analogue)	JPY 15,000				
2. 10Mbps Internet connection	JPY 50,000				
<b>Telephone line (Analogue)</b>	<ul style="list-style-type: none"> <li>• Construction fee, telephone, and basic domestic call charge JPY 5,000 (tax excluded) are included in the above price. Bill fees over JPY 5,000 (tax excluded) will be charged after the fair.</li> <li>• The bills for international calls will be charged separately after the fair.</li> <li>• Exhibitors are responsible for theft, loss of equipment and unauthorized use. Any loss or damage of the telephone will be invoiced for compensation.</li> </ul>				
<b>10Mbps Internet connection</b>	<ul style="list-style-type: none"> <li>• Kissei Comtec do not guarantee circuit speed, and band width of the service.</li> <li>• Internet line, internet service provider and broadband router fees are included in the above fee. LAN cables / adapters, hubs, PCs etc. have to be prepared by the exhibitors.</li> <li>• The IP address will be automatically given from the broadband router. If you need a static IP address, please contact Kissei Comtec Co., Ltd.</li> </ul>				
<b>Other lines</b>	If you need other types of lines, please ask Kissei Comtec. Please be informed that your requests may not be available depending on the types of lines or requests after the deadline.				
<b>Note</b>	Please protect your machines against viruses and others by yourselves. Kissei Comtec nor the organiser will be responsible for any damages caused by viruses and others.				

**Package Plan (PC rental with popular software installation and Windows Update)**

No.	Presentation Plan	Price	OS	
P1	Toshiba dynabook TECRA M10 (English)	<b>9,500</b>	Vista-Business or WinXP(SP2)	Microsoft Office Standard Edition is installed.
P2	DELL OptiPlex 980SFF(English) ※Display is not included	<b>9,500</b>	Windows7 or WinXP(SP3)	Presentation tool, "PowerPoint" is available.
				Please choose from 2000, XP, 2003, 2007 and 2010.
No.	Internet connection Plan	Price	OS	
P3	Toshiba dynabook TECRA M10 (English)	<b>9,500</b>	Vista-Business or WinXP(SP2)	Norton AntiVirus and the latest version of
P4	DELL OptiPlex 980SFF(English) ※Display is not included	<b>9,500</b>	Windows7 or WinXP(SP3)	the Windows update software are installed
				for the security countermeasure.
No.	All in One Plan	Price	OS	
P5	Toshiba dynabook TECRA M10 (English)	<b>13,500</b>	Vista-Business or WinXP(SP2)	Microsoft Office Standard Edition, Nod32 AntiVirus
P6	DELL OptiPlex 980SFF(English) ※Display is not included	<b>13,500</b>	Windows7 or WinXP(SP3)	and the latest version of the Windows update software
				are installed. Please choose from 2000, XP, 2003, 2007 and 2010

**iPad**

1	Apple 3rd iPad MD328J/A Wifi 16GB WHITE	<b>5,000</b>	Wi-Fi model
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**Mobile broadband**

2	PocketWifi D25HW	<b>8,500</b>	for Windows XP, Vista, 7, MacOS10.4~10.6
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**Laptop PC**

No.	Items	Price	RAM	CPU	VRAM	Drive	OS
3	DELL Latitude E6510 (English) (1600×900)	<b>10,000</b>	4096	Core i7 2.66G		DVDSuperMulti	Windows7 or WinXP(SP3)
4	Toshiba dynabook TECRA M10 (English) (1280×800)	<b>7,000</b>	3072	Core2Duo 2.4G		DVD + CD	Vista-Business or WinXP(SP2)
5	Toshiba dynabook Satellite B551 (1366×768)	<b>7,000</b>	4096	Core2Duo 2.26G		DVDSuperMulti	Windows7 or WinXP(SP3)
6	Apple MacBook Pro MC026J/A (1440×900)	<b>11,000</b>	4096	Core2Duo 2.66G	NVIDIA GeForce 9600M GT	DVDSuperMulti	OS X (10.5.6)
7	Security cable	<b>500</b>					

**Desktop PC**

No.	Items	Price	RAM	CPU	VRAM	Drive	OS
8	DELL OptiPlex 980SFF(English)	<b>7,000</b>	4096	Corei7-860 2.8G	Radeon HD 3450 256MB	DVDSuperMulti	Windows7 or WinXP(SP3)
9	DELL OptiPlex 780SFF	<b>6,000</b>	4096	Core2Duo 3.33G		DVDSuperMulti	Windows7 or WinXP(SP3)
10	Apple MacPro MA356J/A	<b>27,000</b>	8GB	DCXeon 2.66G*2	Nvidia GeForce 7300GT	Super Drive	OS X (10.4) or OS X (10.5)

**Ueware**

No.	Items	Price	Reference
11	Network wiring work, Establishment, setting-up etc.	<b>Ask</b>	Network construction work in your booth

**Software Rental**

No.	Items	Price	Reference
12	MS Office2010/2007/2003/XP/2000 Professional Plus	<b>5,000</b>	Japanese/English(for Windows only) , installation fee is included
13	MS Office2010/2007/2003/XP/2000 Standard	<b>4,500</b>	Japanese/English(for Windows only) , installation fee is included
14	Canon IT Solutions Nod32 AntiVirus	<b>2,500</b>	Japanese/English(for Windows only) , installation fee is included

**LCD Monitor**

No.	Items	Price	Reference
15	23.6"TFT Samsung 2494HS and others	<b>5,000</b>	FHD 23.6"(1920×1080)
16	20"TFT Samsung 204B others	<b>3,700</b>	UXGA 20"(1600×1200)
17	19"TFT NEC Mitsubishi 195V and others	<b>2,500</b>	SXGA 19"(1280×1024)
18	17"TFT SHARP, Samsung	<b>1,800</b>	SXGA 17"(1280×1024)

**Digital Signage**

No.	Items	Price	Reference
19	32"TFT Samsung HK32V001	<b>20,000</b>	WXGA60 32"(1366×768)

Delivery and pick up fee, pack and unpack fee , setting-up fee,and tax are not included to the prices.

Delivery and pick up on different date and time is also available with an extra fee.

The list above shows only a part of our stock. Please ask us if you need other items which are not in the list.

## Hotel accommodation

<b>Inquiry</b>	<b>JTB Global Marketing &amp; Travel Inc. Beautyworld Japan Desk (CD139997-094)</b>
<b>Application</b>	<b>Form 12 Hotel accommodation</b>

Rooms for the participants can be booked by the official travel agent at the following rates.

**Payment** Please select a payment method for the total accommodation charges, in Japanese Yen, on the application form. Payment should be made with one of the following credit cards;  
**MASTER CARD / DINERS CLUB / VISA / AMERICAN EXPRESS / JCB.**  
 \* Please ensure that the application form is undersigned by the cardholder.

**Cancellation fee** To cancel or change a booking, please fax a written notification to JTB GMT during office hours. The following cancellation fees will be deducted from your payment before refunding via the same credit card account.

Days before cancellation	Cancellation fee
Up to 10 days before the first night of stay	None
9 - 2 days before	10% of one night charge
1 day before	80% of one night charge
On the day of arrival / No notice given	100% of one night charge



## Hotel accommodation

### Hotel tariff for Beautyworld Japan 2014 (Available: 16 - 22 May 2014)

Room rates include 8% consumption tax and service charge.

- Various hotels are available other than below hotels, please contact to JTB Global Marketing directly.

No.	Hotel name (Check-in & out time)	Room rates (JPY)		Room rates (JPY) (Breakfast included)		Address /Tel / Fax Access to closest station Access to the venue
		Single	Twin	Single	Twin	
1	<b>Tokyo Bay Ariake Washington Hotel</b>  14:00/10:00	8,316 (14.3sqm)	14,688 (21.5sqm)	9,612 (14.3sqm)	17,280 (21.5sqm)	3-7-11 Ariake, Koto-ku, Tokyo 135-0063 Tel. +81-3-5564-0111 Fax: +81-3-5564-0525  3 min.walk to Yurikamomeline "Kokusai Teinjijo Seimon Station", "Ariake Station" and Rinkai line "Kokusai Tenjijo Station" 4 min walk to the venue
2	<b>Hotel Sunroute Ariake</b>  15:00/11:00	9,180 (17.3sqm)	18,360 (26sqm)	10,584 (17.3sqm)	21,168 (26sqm)	3-6-6 Ariake, Koto-ku, Tokyo, 135-0063 Tel. +81-3-5530-3610 Fax. +81-3-5530-3611  3 min.walk to Yurikamomeline "Kokusai Teinjijo Seimon Station", "Ariake Station" and Rinkai line "Kokusai Tenjijo Station" 4 min walk to the venue
3	<b>Hotel Grand Pacific LE DAIBA</b>  15:00/12:00	15,760 (33sqm)  * single use of a twin/double room.	16,200 (33sqm)	18,460 (33sqm)  * single use of a twin/double room.	21,600 (33sqm)	2-6-1 Daiba, Minato-ku, Tokyo 135-8701 Tel. +81-3-5500-6711 Fax. +81-3-5500-4507  Adjacent to Yurikamome line "Daiba Station" 8 min by Yurikamome line to the venue

## Interpreter / Receptionist service

<b>Inquiry</b>	<b>ISS, Inc.</b>
<b>Application</b>	<b>Form 13 Interpreter / Receptionist service</b>

Employing an interpreter (Japanese speaker) is highly recommended for your smooth business with Japanese visitors.

**Language** J= Japanese / E= English / C= Chinese / F= French  
G=German / S=Spanish / K=Korean

**Charge**  
(tax excluded)

Language	Category	Fee per day
J - E	Receptionist	JPY 18,000 / day
J - E	Interpreter	JPY 28,000 / day
J - C	Interpreter	JPY 30,000 / day
J - F/G/S/K	Interpreter	JPY 40,000 / day

\* Meal cost and transportation expenses are included in the above fees.

**Category**

Receptionist	Welcomes visitors. Gives a brief explanation of the products in English and Japanese. Capable of translating basic conversation between visitors and exhibitors. (Service only in Japanese-English)
Interpreter	The same role as the receptionist and that of an interpreter for business talk. More competent in linguistic ability and more experienced than the receptionist.

**Working hours**

19 May 9:30 - 18:00  
20 May 9:50 - 18:00  
21 May 9:50 - 17:00

\* Including 30 minutes briefing on the first day. (9:30 - 10:00)

\* Including lunch and other breaks (one hour a day) for each day.

**Method of payment:**

Choose (1) or (2)

The invoice will be forwarded to you on receiving your request form.

(1) Bank transfer

Please remit the fees to the bank account by **2 May**.

Sumitomo Mitsui Banking Corp., Akasaka Branch Account no.: 8516783      Account name: ISS, INC.
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\*For the payment (1), an additional charge (JPY 5,000) will be required as expenses which ISS Inc. has to pay to the bank when they receive the remittance.

Besides, all local and overseas charges should be borne by the remitter (exhibitor).

(2) Credit Card Payment

Payment with the credit cards shown below is acceptable.

**VISA / Master / UC / SAISON / American Express**

For payment with the credit cards, additional processing fee (5%) is required.

Please complete the transaction by **2 May**.

Details will be informed after your official purchase order is received.

**Cancellation Fee**

4 - 7 business day before	30% of the estimated fee
2 - 3 business day before	50% of the estimated fee
The day and the day before	100% of the estimated fee

**\* The organiser's office will not arrange interpreter / receptionist services at the fairground during the trade fair period.**

Should you need interpreters / receptionist, please order in advance.

## Assistance of application for Japanese entry visa

<b>Inquiry</b>	<b>Mesago Messe Frankfurt Corp.</b>
<b>Application</b>	<b>Assistance of application for Japanese entry visa on exhibitor's page</b>

Exhibitors who require assistance with Japanese entry visa may be offered support by the organiser.

**Please note that issuing visas solely lies with the relevant Japanese authority and organiser will not be responsible in the event of rejected application.**

**Also the service is offered only when the full participation fee has been paid.**

- |                  |  |
|------------------|--|
| <b>Procedure</b> | <ol style="list-style-type: none"> <li>1) Check with your local Japanese Embassy / Consulate to confirm if you require a visa for entry to Japan in order to attend Beautyworld Japan and also the requirements for an application. You will find the list of Embassy / Consulate in your region at :<br/><br/> <b>Web. <a href="http://www.mofa.go.jp/j_info/visit/visa/index.html">www.mofa.go.jp/j_info/visit/visa/index.html</a></b> </li> <li>2) If the Embassy / Consulate advises you to submit an official invitation letter from the organiser as part of your visa application, please download excel form, [Assistance of application for Japanese entry visa] from the online exhibitor's page and fill in all required information.<br/>           Send the completed form and a copy of your bank remittance(s) proving full payment of the participation fee to <a href="mailto:visa@mesago-messefrankfurt.com">visa@mesago-messefrankfurt.com</a><br/><br/>           * <u>This service will be offered only when full participation fee has been paid</u> </li> <li>3) Upon receipt of the forms with information in full, the organiser will issue an official letter (in Japanese) addressed to your local Japanese Embassy / Consulate, confirming you as an exhibitor of Beautyworld Japan. This letter and other relevant documents will be sent to you directly. Bring these documents with the other required items to the local Embassy / Consulate for your visa application.</li> </ol> |
|------------------|--|

- |                   |  |
|-------------------|--|
| <b>Conditions</b> | <ul style="list-style-type: none"> <li>• <b>The maximum number of visa applications is 3 persons per 1 booth.</b></li> <li>• <b>The validity period of visa may not exceed a total of 10 days.</b></li> <li>• <b>This service is only for those who enter Japan for the purpose of participating in Beautyworld Japan 2014. Any other activities not related to this fair are not admitted.</b></li> <li>• <b>This service is offered only when the full participation fee has been paid.</b></li> <li>• <b><span style="background-color: black; color: white; padding: 2px;">Notice</span> In case that the reissue and re-sending of the invitation letter is required due to a modification upon its contents and / or applicant(s), after the organiser issued and completed its dispatch regardless of arrival confirmation by the applicant, the organiser will arrange it with service fees of JPY13,000 (tax included / non-refundable) per person and per post.</b><br/>           *This only applies when the organiser considers that the reason of modification is acceptable.</li> <li>• <b>Please note that this service does not guarantee a successful issuance of entry visa.</b></li> <li>• <b>The organiser will not be responsible in the event of rejected application.</b></li> </ul> |
|-------------------|--|

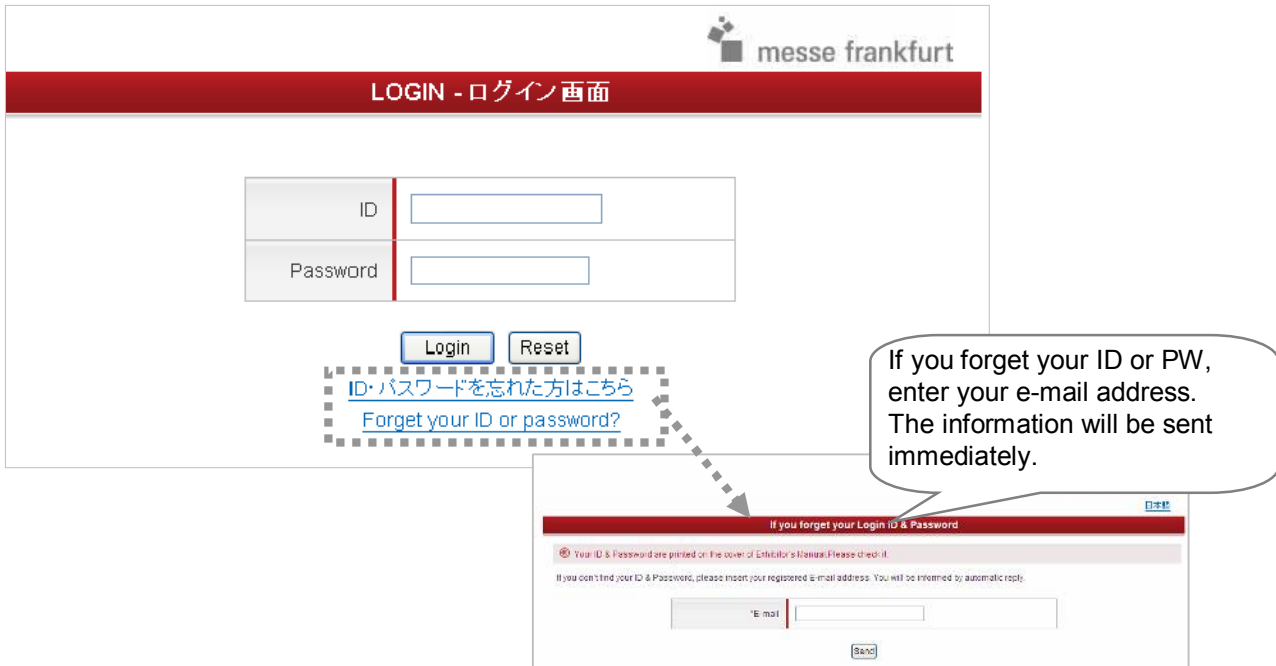
# **Online exhibitor's page guide**





## 1. Login

1. Access [www.mmfcservice.com/exhibitors/login.htm](http://www.mmfcservice.com/exhibitors/login.htm)
2. Enter your ID and PW.



## 2. List of order forms

You can check your status of submission.

- Some forms must be submitted by Fax or E-mail.
- Please make sure you submit / register the necessary documents by each deadline.

Order Forms	Exhibitor Info	Exhibitor Name	WEB Catalogue	Admission Ticket	Exhibitor Badge	Onsite Contact	Contractor
Status	Confirmation	Registration	Registration	Order Form	Order Form	Registration	Registration
<b>Order Forms List</b>							
<b>Required Forms (submit to organizer)</b>						<b>Deadline</b>	<b>Last Modified</b>
<a href="#">Exhibitor Name Registration</a>						4/03(Fri)	12/04 13:11
<a href="#">WEB Catalogue Registration</a>							2/06 19:24
<a href="#">Order Form for Admission Ticket / Sticker</a>						4/03	not requested
<a href="#">Order Form for Exhibitor Badge / Contractor Sticker / Vehicle Pass</a>						4/10	not requested
<a href="#">Onsite Emergency Contact</a>						5/22 (Fri)	unregistered
<a href="#">Stand Contractor Registration</a>						5/10(Sun)	unregistered
<a href="#">Presentation Registration</a>						5/17(Sat)	unregistered
<b>Optional Order Forms (submit to organizer)</b>						<b>Deadline</b>	
<b>Required Forms (submit to contractors)</b>						<b>Deadline</b>	<b>Contractor</b>
<b>Optional Order Forms (submit to contractors)</b>						<b>Deadline</b>	<b>Contractor</b>

Current page is indicated in red

Deadlines

### 3. Exhibitor information

- Please check carefully and confirm that your registered information is correct.
- The information on this page is used only for communication with the organiser. It will not be used for the printed materials.
- In case the information is incorrect, please notify the organiser immediately.

ENGLISH MESAGO MESSE FRANKFURT イングリッシュ メサゴ メッセ フランクフルト								Created in France West Hall 1 <b>111</b>
Order Form	Exhibitor Info	Exhibitor Name	WEB Catalogue	Admission Ticket	Exhibitor Badge	Onsite Contact	Contractor	
Status	Confirmation	Registration	Registration	Order Form	Order Form	Registration	Registration	

#### Exhibitor Information

Your information is registered as follows. In case the information is incorrect, please notify the organizer immediately.

Your hall No. and booth No. are shown here.

#### Company Information

ID	A0004DF
Company Name	ENGLISH MESAGO MESSE FRANKFURT
Department	
Title	Manager
Contact Person	Ms.Hanako Yamada
Address	Maekawa Kudan Bldg., 3F 2-3-7 Kudan-kita, Chiyoda-ku Tokyo
Zip / Postal Code	102-0073
Country	Germany
TEL	+81-03-3262-8453
FAX	+81-03-3262-8442
E-mail	info@mesago-messefrankfurt.com

Contact person information

#### Agent Information

Company Name	JAPANESE MESAGO MESSE FRANKFURT
Department	
Title	
Contact Person	Yamao Yamada
Zip / Postal Code	102-0073
Address	東京都千代田区九段北2-3-7 前川九段ビル3F
Country	Japan
TEL	03-3262-8456
FAX	03-3262-8442
E-mail	

Your Japanese agent information

**If you have an agent in Japan, please forward the contact information to the organiser.**

#### 4. Exhibitor name registration

- The exhibitor name will be printed on the free admission tickets, the official guide and also introduced online on the exhibitor search.
- Only the 26 regular English letters are accepted. (character such as **Ö, Ä, Ø**, etc. **are not accepted**)
- Co-exhibitor names are printed in alphabetical order on the free admission ticket and the official fair guide.
- These to be abbreviated as follows.  
Company Limited→Co.,Ltd. / Corporation→Corp. / Incorporated→Inc.

Order forms	Exhibitor info	<b>Exhibitor name</b>	Web catalogue	Admission ticket	Exhibitor badge	Onsite contact	Contractor
Status	Confirmation	Registration	Registration	Order form	Order form	Registration	Registration

**Exhibitor name registration**

Please register your "Exhibitor name" and "Co-exhibitor/Agent name (if applicable)".  
List of all exhibitors will be on the Japanese free admission ticket, official fair guide and "Exhibitor search" on the of

**NEW** You may insert your previous year's information by clicking here.

>>Insert your previous year's information.

-Only the 26 regular English letters are accepted. Character such as Ö, Ä, Ø, etc. are NOT accepted.  
-The Exhibitor and Co-exhibitor/Agent name will be printed in capital letters.  
-These to be abbreviated as follows.  
COMPANY LIMITED→CO., LTD./ CORPORATION→CORP./ INCORPORATED→INC.

**\*Required information**

Exhibitor		English	Japanese
*Exhibitor name		MESAGO MESSE FRANKFURT CORP. e.g) MESAGO MESSE FRANKFURT CORP. <b>(in capital letters)</b>	
*Country		Germany *Choose your country.	

Required info:  
- Exhibitor name  
- Country

Co-exhibitor		English	Japanese
Co-exhibitor name 1		e.g) MESAGO MESSE FRANKFURT CORP. <b>(in capital letters)</b>	
Country		Choose your country. Choose the country.	

If you have any co-exhibitors/agents, please register this as well. (Up to 20 co-exhibitors)

Confirmed above information.

Check the box and click "Send" to register the information.

## 5-1. Web catalogue registration 1/3

- Please register your information for online exhibitor search on the official website.
- Only the 26 regular English letters are accepted. (character such as Ö, Ä, Ø, etc. are **not accepted**)

Order forms	Exhibitor info	Exhibitor name	<b>Web catalogue</b>	Admission ticket	Exhibitor badge	Onsite contact	Contractor
Status	Confirmation	Registration	Registration	Order form	Order form	Registration	Registration

**Web Catalogue registration 1/3**

WEB Catalogue Registration consists of 2 registration pages and 1 confirmation page. Please make certain of filling all the information. This information registered will be shown on "Exhibitor Search" on the official website.

- Only the 26 regular English letters are accepted. Character such as Ö, Ä, Ø, etc. are NOT accepted.
- The Exhibitor and Co-exhibitor/Agent name will be printed in capital letters.
- This page is closed and not be updated after the deadline, but it is possible to update the next page until the fair opens.
- Please note that time-out is set one hour after the last input.

**NEW** You may insert your previous year's information by clicking here.

[>>Insert your previous year's information.](#)

\*Required information

**Exhibitor name**

[>>Edit exhibitor name.](#)

	English	Japanese
Exhibitor name	MESAGO MESSE FRANKFURT CORP.	
Country	Germany	

**Exhibitor information**

Building	<input type="text"/> ex) Shosankan 7F
*Address	<input type="text"/> ex) 1-3-2 Iidabashi
*City	<input type="text"/> ex) Chiyoda-ku
*State / Region	<input type="text"/> ex) Tokyo
*Zip / Postal code	<input type="text"/> ex) 102-0072
*Country	Japan <small>Choose your country.</small>
*Tel	<input type="text"/> ex) +81-3-3262-8453
Fax	<input type="text"/> ex) +81-3-3262-8442
Web	<input type="text"/> http:// ex) http://www.mesago-messefrankfurt.com/
Department	<input type="text"/>
E-mail	<input type="text"/>
New exhibitor	<input type="checkbox"/> Please tick if you participate in this fair for the first time.
Looking for agents	<input type="checkbox"/> Please tick if looking for agents/distributors in Japan.

Please register official contact information.

Please tick if it is your first participation at this fair.

Please tick if you are looking for an agent/distributor in Japan.

**Japan Office, if any**

	English	Japanese
Company name	<input type="text"/> ex) MESAGO MESSE FRANKFURT CORP. <b>(in capital letters)</b>	
Building	<input type="text"/> ex) Shosankan 7F	
Address	<input type="text"/> ex) 1-3-2 Iidabashi	
City	<input type="text"/> ex) Chiyoda-ku	
State / Region	<input type="text"/> ex) Tokyo	
Zip / Postal code	<input type="text"/> ex) 102-0072	
Tel	<input type="text"/> ex) +81-3-3262-8453	<input type="text"/> ex) 03-3262-8453
Fax	<input type="text"/> ex) +81-3-3262-8442	<input type="text"/> ex) 03-3262-8442
Web	<input type="text"/> http:// ex) http://www.mesago-messefrankfurt.com/	
Department	<input type="text"/>	
Title	<small>*The title will not be shown on the fair's official website. It is used only for contact from the fair management office.</small>	
Contact person	<small>*Contact person will not be shown on the fair's official website. It is used only for contact from the fair management office.</small>	
E-mail	<input type="text"/>	

Please register your agent in Japan, if available.

Make sure to "Save" and proceed.

Save and proceed

## 5-2. Web catalogue registration 2/3

- Please register your information for online exhibitor search on the official website.
- Only the 26 regular English alphabets are accepted. (character such as Ö, Ä, Ø, etc. are **not accepted**)


### Translation service order (optional: JPY 3,000- \*tax incl.)

You can order this service with just one tick  below. Then you will receive a confirmation e-mail.

### Additional web product information (optional: JPY 20,000- \*tax excl.)

Please order this optional service with the form [Promotion guide]

Then you will find the registration field for "Product information."



EB Catalogue Registration 2/3

For visitors, please register your information that will be shown as exhibitor search on the official fair website.  
\*Please do not enter special characters (p/symbol) />  
Please order this optional service with FORM 15 (Additional web product information) in advance. Then you will find the registration field for "Product information."  
To avoid loss of entry, please make a copy of this page and save it into your file system as "Product information".

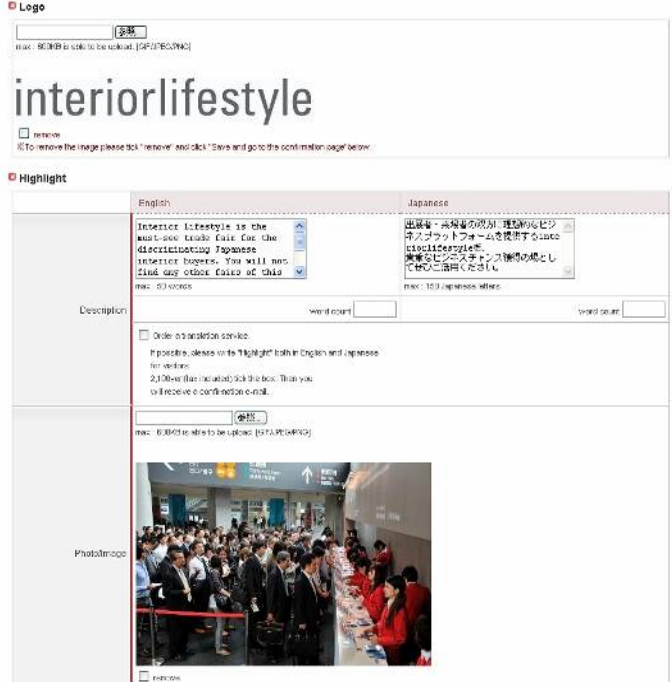
Status: Draft

**Brand Name**

Brand Name1	Enter Name Interior Lifestyle	Country Japan <input checked="" type="checkbox"/> New Brand
Brand Name2	Enter Name Top Fair	Country Germany <input checked="" type="checkbox"/> New Brand
Brand Name3	Enter Name	Country Choose your country <input type="checkbox"/> New Brand
Brand Name4	Enter Name	Country Choose your country <input type="checkbox"/> New Brand
Brand Name5	Enter Name	Country Choose your country <input type="checkbox"/> New Brand

**Product Category**

- Tableware
  - Glassware
  - Ceramics, Pottery
  - Others
- Kitchenware
  - Cutting Tool
  - Electric Appliance for Kitchen
- Houseware
  - Plastic Products
  - Household Articles and Toys
  - Cleaning Tools and Utensils
- Gift Item
  - Art and Crafts
  - Watch, Clock
  - Photo, Frame, Mirror
  - Paper, Paper Goods, Card
  - Baby & Kids Items
  - Fashion Jewelry
  - Seasonal Interior
  - Stationery and Paper Goods
  - Other Gift Items
- Interior Product
  - Furniture
  - Electric Appliance for Living
  - Other Interior Accessories
  - Planter, Floor Pot
  - Lightings
  - All-Photo, Frame, Mirror
  - Plants for interior
  - Gardening Article
- Home Textile, Linen
  - Bed Linen, Mattresses
  - Bath Linen, Towel
  - Liner for Kitchen and Dining Room
- Interior Textile



interiorlifestyle

remove  
To remove the image please tick "remove" and click "Save and go to the confirmation page" below.


**Highlight**

English: Interior Lifestyle is the multi-use trade fair for the discriminating Japanese interior buyers. You will not find any other fair of this max: 50 words

Japanese: 出展者・来場者の両方、理知的セレクト志向の日本人をターゲットとするインテリアライフスタイルの展示会。他の展示会とは異なり、高品質のインテリア製品を扱う。 max: 100 Japanese letters


Order a translation service.  
If possible, please order "Highlight" both in English and Japanese for dollars.  
2,000yen (tax included) is the fee. Then you will receive a confirmation e-mail.

max: 60KB is able to be upload (20,000,000 bytes)

Photo: 

**Promotional tool**  
**[Additional web product information]**  
**JPY 20,000- \*tax excl.**

Please see [Promotion guide] for more details.



**Product Information**

English: Interior Lifestyle


Japanese: インテリア ライフスタイル

max: 10 words

New Brand --Choose the product category--

Interior Lifestyle is the leading "Design-Driven" trade fair for the Japanese interior market. Interior Lifestyle is the max: 50 words

max: 60KB is able to be upload (20,000,000 bytes)

Photo: 

Back: Save and go to the confirmation page

Save and proceed.

## 5-3. Web catalogue registration 3/3

1. Confirm your registered information with the "Preview."
2. Once you press "Release," the information will be shown on the official fair website about a month prior to the fair.

Order Forms: Exhibitor Info: Exhibitor Name: WEB Catalogue: Mission Ticket: Exhibitor Badge: Onsite Contact:  
 Status: Confirmation: Registration: Registration: Registration: Registration: Registration: Registration: Registration:

**WEB Catalogue Registration 3/3** Status: Released

Thank you. Your registration has been sent.

**Confirmation Page**  
 Thank you for your registration. Please click 'Preview' button and check all the information you input are correct. Please click 'Release' button below to send the info on fair's official website.

You ordered translation service for [Highlight].

confirmed above information

[Back to the edit page](#) [Release](#)

Once "Release" is clicked, the registered information will be released on the online exhibitor search on the official fair website.

MESAGO MESSE FRANKFURT CORP.  
 MESAGO MESSE FRANKFURT CORP.

New Exhibitor Agent Wanted  
 France Collection East Hall 5 5-200

messe frankfurt


	-Japanese-	-English-
連絡先 Contact info.		MESAGO MESSE FRANKFURT CORP. Sales Dept. Hauptstr. 11 60528 Frankfurt am Main Germany www.messefrankfurt.com
国内代理店 Agent	メサゴ・メッセフランクフルト(株) 輸入部 〒102-0072 東京都千代田区飯田橋1-3-2 螺旋館7F Tel 03-0000-0000 Fax 03-0000-0000 E-mail info@mesago-messefrankfurt.com WEB http://www.mesago-messefrankfurt.com	MESSE FRANKFURT JAPAN CO., LTD. Import Dept Shosankan 7F 1-3-2 Iidabashi Chiyoda-ku Tokyo 102-0072 Tel +81-0000-0000 Fax +81-0000-0000 E-mail info@mesago-messefrankfurt.com WEB http://www.mesago-messefrankfurt.com
共同出展者 Co-exhibitor		ABC COMPANY (Japan)
ブランド名 Brand Name		MMFC (Japan) <b>new</b> <b>Demo</b>
出展カテゴリー Product Category		

**見どころ / Highlight**

メサゴ・メッセフランクフルト株式会社、ビューティービジネス、インテリアから機械、IT、ナノテクノロジーに至るまで多岐にわたる分野で見本市開催の実績を上げています。

We make markets. Worldwide.

Mesago Messe Frankfurt Corporation has organized a wide range of successful exhibitions including beauty products, interior, machinery, IT and nano-technology.



## 6. Free admission ticket and sticker order

Sending free admission tickets to your customers is one of the best ways of promotion. Free admission tickets can be ordered in an unlimited quantity free of charge including delivery cost until the stock lasts.

Order Forms	Exhibitor Info	Exhibitor Name	WEB Catalogue	Admission Ticket	Exhibitor Badge	Onsite Contact	Contractor
Status	Confirmation	Registration	Registration	Order Form	Order Form	Registration	Registration

**Order Form for Admission Ticket / Sticker**

Items can be sent to your agent in Japan, if requested.

\*Required Information

Order Date : 2009/2/09 15:30	Mailing Address : You can overwrite the address below if needed.
*Admission Ticket in Japanese <input type="text"/> tickets	*Company Name ENGLISH MESAGO MESSE FRANKF
*Admission Ticket in English <input type="text"/> tickets	Department <input type="text"/>
*Stickers <input type="text"/> stickers	*Contact Person Ms. <input type="text"/> Hanako Yamada
*If you need none, please insert "0".	Building Shosankan, 7F
	Street 1-3-2 lidabashi
	City Chiyoda-ku
	*State / Region Tokyo
	*Zip / Postal Code 102-0072
	*Country Germany
	*TEL +81-03-3262-8442
	FAX +81-03-3262-8442
	Note <input type="text"/>

Please input "0" if you do not need any.

Information is rewritable.

Items can be sent to your agent in Japan, if requested.

## 7. Exhibitor badge / Contractor sticker / Vehicle pass order

Please receive items onsite during move-in period.

- Including the move-in and the move-out period, all people must wear an exhibitor badge or a contractor sticker to enter the hall.
- You can pick up exhibitor badge / sticker / vehicle pass at the badge counter during move-in.
- Vehicle pass is for those who make deliveries during the move-in and move-out period.
- Each vehicle needs one pass.

Order Forms	Exhibitor Info	Exhibitor Name	WEB Catalogue	Admission Ticket	Exhibitor Badge	Onsite Contact	Contractor
Status	Confirmation	Registration	Registration	Order Form	Order Form	Registration	Registration

**Order Form for Exhibitor Badge / Contractor sticker / Vehicle Pass**

Items can be sent to your agent in Japan, if requested.

\*Required Information

Order Date : 2009/2/09 15:36	Mailing Address : You can overwrite the address below if needed.
*Exhibitor Badge <input type="text"/> 10 badges	*Company Name ENGLISH MESAGO MESSE FRANKF
*Contractor Sticker <input type="text"/> 2 stickers	Department <input type="text"/>
Vehicle Pass <input type="text"/> 1	*Contact Person Ms. <input type="text"/> Hanako Yamada
*If you need none, please insert "0".	Building Shosankan, 7F
	Street 1-3-2 lidabashi
	City Chiyoda-ku
	*State / Region Tokyo
	*Zip / Postal Code 102-0072
	*Country Germany
	*TEL +81-03-3262-8453
	FAX +81-03-3262-8442
	Note <input type="text"/>

Please input "0" if you do not need any.

Information is rewritable.

Items can be sent to your agent in Japan, if requested.

## 8. Stand contractor registration

- Please register your stand contractor information.
- The mobile phone number is requested.

Order Forms	Exhibitor Info	Exhibitor Name	WEB Catalogue	Admission Ticket	Exhibitor Badge	Onsite Contract	Contractor
Status	Confirmation	Registration	Registration	Order Form	Order Form	Registration	Registration

**Stand Contractor Registration**

\*Required Information

**Stand Contractor Registration\***

Please check the applicable item.

Ordered Rental booth to official stand contractor  
 \*Related forms can be downloaded from the "Order Forms". Please make sure to submit all necessary forms.

Asked the official stand contractor

Join as a Pavilion Exhibitor

Pavilion Name

Asked the non official stand contractor below(Please fill in)

\*Company Name

Zip / Postal Code

\*State / Region

\*City

\*Street

Building

Department

\*TEL

\*FAX

\*Contact Person

\*Contact No. in case of emergency (Cell-phone etc.)

Please tick if your booth is a **"Rental stand"**

Please tick if your booth constructor is **official contractor.**

Please tick if you join as a **pavilion exhibitor.**

Please register if your booth constructor is none of the above 3 types.

**Agent/PR agent (if any)**

Company Name

Zip / Postal Code

State / Region

City

Street

Building

Department

TEL

FAX

Contact Person

Contact No. in case of emergency (Cell-phone etc.)

Please fill out if you use a PR agent.

**Reference for your construction and decoration.\***

Exhibitor

Stand Contractor

Agent/PR agent

**Please send your booth plan to the official stand contractor.**

**All exhibitors are required to submit the booth plan to the official contractor by e-mail**

Please check if you are planning following construction.

Plan to build booth ceilings.

Plan to build two-storied booth.

Plan to build walls, exhibits or decorations over 2.7m.

\*Exhibits and partitions can be up to 4m high, only if there is setback more than 1m from the adjoining booths. In the 1m-setback, the maximum height is 2.7m.

Please tick the appropriate box below.If you answer "yes" to any of the questions below, please submit related forms.  
 \*Related forms can be downloaded from the "Order Forms". Please make sure to submit all necessary forms.

Plan to use anchor bolts. (Order form 'Anchor Bolt')

Plan to use fire and bring-in dangerous items.(Order form 'Fire Prevention')

Plan to use waterworks or compressed air.(Order form 'Waterworks' or/and 'Compressed Air')

※Please follow the regulation for construction and decoration on "Exhibitor Manual".



## 9. Onsite emergency contact registration

- Please register your onsite emergency contact information.
- The mobile phone number is requested.

Order Forms	Exhibitor Info	Exhibitor Name	WEB Catalogue	Admission Ticket	Exhibitor Badge	Onsite Contact	Contractor
Status	Confirmation	Registration	Registration	Order Form	Order Form	Registration	Registration

### Onsite Emergency Contact

Please input your emergency contact information below so that the Organizer can reach you urgently in case of emergency.

**\*Required Information**

#### Contact Information

*Company Name	<input type="text" value="ENGLISH MESAGO MESSE FRANKFURT"/>
Department	<input type="text" value="Team PET"/>
Title	<input type="text" value="Coordinator"/>
*Contact Person	<input type="text" value="Ms.Koizumi Keiko"/>
*Cell-phone	<input type="text" value="090-0000-0000"/>
Cell-phone E-mail Address	<input type="text" value="cellphone@messefrankfurt.com"/> <a href="mailto:op@micromachine.jp">op@micromachine.jp</a>

Please register your mobile phone number and cell phone e-mail address so that the organiser can contact you in emergency situations.

#### Hotel Information

Hotel Name	<input type="text" value="Ariake Washington Hotel"/>
Hotel Tel	<input type="text" value="81-3-00000"/>
Hotel Address	<input type="text" value="000-0000"/>
Check-in	<input type="text" value="2011/8/21"/>
Check-out	<input type="text" value="2011/8/30"/>

# beautyworld

## JAPAN

Form	1
Deadline	28 March
<b>All exhibitors</b>	

### Electric power supply

Date: / /2014

Exhibitor name	Booth No.
Address	Country
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

Without your application, there will be **no electric power supply** to your booth, except ordering rental stand.

■ **Booth construction** (Tick  below)

- Rental stand *\*standard electricity supply included.*
- Original stand

■ **For primary wiring service** Tick  below and fill out information.

Please submit 2 copies of booth plan with primary wiring position (Form 8 [Rental stand layout]).

\* Also show neighboring booth walls and / or aisles in your booth plan.

100V 50Hz Single-phase	kW	24 hours power supply
200V 50Hz Single-phase	kW	<input type="checkbox"/> required
200V 50Hz Three-phase	kW	<input type="checkbox"/> not required

■ **For in-booth electrical service (Secondary electrical service)**

Tick  below and fill out information.

- Official contractor (BOX-1 Co., Ltd.)  
\*Please submit booth plan with electric wiring position (Form 8 [Rental stand layout]).
- Other contractor as specified below.

Company name	
Address	
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

■ **Payment**

A charge of JPY 11,500 (tax excluded) per 1kW for construction cost and electrical consumption charge will be applied. Tick  below.

- Please send the invoice to my company address.
- Please send the invoice to the contractor's address given above.

Please send this form to: **BOX-1 Co., Ltd. Attn: Ms. Obuchi, Mr. Yoshida**  
**Tel. +81-3-5622-7542 Fax. +81-3-5622-0685**  
**E-mail. bwj@box1.co.jp**

### Hazardous material / Fire prevention

Date: / /2014

Exhibitor name	Booth No.
Address	Country
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

- No, we **do not** bring any hazardous material and use any fire at the booth.
- Yes, we bring hazardous material and/or use fire as below.

1. Bringing-in of hazardous material										
	Machinery oil		Compressor oil		Flux		Cleaning oil		Other	
	Name	Q'ty / Day	Name	Q'ty / Day	Name	Name	Q'ty / Day	Name	Q'ty / Day	Name
Oil 1		Lit.		Lit.			Lit.		Lit.	Lit.
Oil 2		Lit.		Lit.			Lit.		Lit.	Lit.
Oil 3		Lit.		Lit.			Lit.		Lit.	Lit.
Oil 4		Lit.		Lit.			Lit.		Lit.	Lit.
Oil 1: Ignition point below 21°C (ex. gasoline, thinner)      Oil 3: Ignition point below 200°C (ex. heavy oil, lubricating oil) Oil 2: Ignition point below 70°C (ex. kerosene, cleaning oil)      Oil 4: Ignition point over 200°C (ex. turbine oil size) *Depending on the contained ingredients, the items listed as examples may not be categorized as above.										
2. Handling of inflammable gases										
Product name			Consumption		Purpose of use					
			kg							
3. Use of bare fire (electric welding, electric stove, laser demonstration etc.)										
Product name			Quantity		Purpose of use					
4. Others (Essential oil etc.)										
Product name			Quantity		Purpose of use					

- 3 copies of product catalogues and a drawing indicating manner of use and method of protection must be submitted together with this form.
- Fire extinguisher must be provided.
- During move-in period of the fair, the official inspection will be carried out. The person in charge of the booth must be present at the inspection.



## Anchor bolts

Date: / /2014

Exhibitor name	Booth No.
Address	Country
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

- ❖ Please submit 2 copies of drawings which show the position of anchor bolt(s). Also show neighboring booth walls and / or aisles in your booth plan.
- ❖ Position of electrical and water supply / drainage pits must be checked before execution of work.
- ❖ Anchor bolts shall never be used without notifying the organiser.

### ■ Required bolts

Bolts	_____ pieces (Diameter: _____ mm Depth: _____ mm )
Floor restoration	<b>JPY 1,300 per a bolt</b> (tax excluded) × _____ pieces = <u>JPY</u>

### ■ Contractor

 Tick  below and fill out information. Official contractor (BOX-1 Co., Ltd.) Other contractor as specified below.

Company Name

Address

Contact (Mr./Ms.)

E-mail.

Tel.

Fax.

### ■ Payment / Payer

A charge of JPY 1,300 (tax excluded) per bolt for floor restoration will be applied.

Tick  bellow. Please send the invoice to my company address. Please send the invoice to the contractor's address given above.

Please send this  
form to:

**BOX-1 Co., Ltd. Attn: Ms. Obuchi, Mr. Yoshida**  
**Tel. +81-3-5622-7542 Fax. +81-3-5622-0685**  
**E-mail. bwj@box1.co.jp**

### Food / Beverage

Date: / /2014

Exhibitor name	Booth No.
Address	Country
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

We handle food and drink at Beautyworld Japan held at Tokyo Big Sight as below.  
(Tick  all which apply.)

Place	Tokyo Big Sight East Hall (3 · 4 · 5 · 6) * circle the hall number
Exhibition	Beautyworld Japan 2014
Period	19 - 21 May 2014 (3 days)
Providing items (specify in detail)	
Providing purpose (specify in detail)	
Cooking using heat	<input type="checkbox"/> Yes <input type="checkbox"/> No
Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment	<input type="checkbox"/> Wash basin <input type="checkbox"/> Antiseptic equipment <input type="checkbox"/> Sink <input type="checkbox"/> Tank <input type="checkbox"/> Refrigerator <input type="checkbox"/> Cooking stove <input type="checkbox"/> Microwave <input type="checkbox"/> Others
Eating utensils	Reusable <input type="checkbox"/> Cup <input type="checkbox"/> Plate <input type="checkbox"/> Chopsticks <input type="checkbox"/> Spoon <input type="checkbox"/> Fork <input type="checkbox"/> Chopping board <input type="checkbox"/> Knife <input type="checkbox"/> Others  Disposable <input type="checkbox"/> Cup <input type="checkbox"/> Plate <input type="checkbox"/> Chopsticks <input type="checkbox"/> Spoon <input type="checkbox"/> Fork <input type="checkbox"/> Chopping board <input type="checkbox"/> Knife <input type="checkbox"/> Others
Operation detail	

Please send this  
form to:

BOX-1 Co., Ltd Attn: Ms. Obuchi, Mr. Yoshida  
Tel. +81-3-5622-7542 Fax. +81-3-5622-0685  
E-mail. [bwj@box1.co.jp](mailto:bwj@box1.co.jp)

### Rental stand

Date: / /2014

Exhibitor name

Booth No.

Address

Country

Contact (Mr./Ms.)

E-mail.

Tel.

Fax.

#### ■ Exhibitor name on a sign

--

#### ■ We will apply for rental stand (Please tick the appropriate box below)

<input type="checkbox"/> Rental stand Type A _____ booth(s)
<input type="checkbox"/> Rental stand Type B _____ booth(s)
● Color of needle punch carpet (Please tick <input checked="" type="checkbox"/> ) <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Brown <input type="checkbox"/> Pink <input type="checkbox"/> Light gray <input type="checkbox"/> Dark gray
● Booth line color (Please tick <input checked="" type="checkbox"/> ) <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Grain of Wood <input type="checkbox"/> Pink <input type="checkbox"/> Gray <input type="checkbox"/> Black
● Optional furniture (Please tick <input checked="" type="checkbox"/> ) <input type="checkbox"/> (a)1 cafe table & 3 armless chairs <input type="checkbox"/> (b)1 reception counter & 1 counter chair * If nothing is marked, light gray for needle punch carpet, gray for booth line color, and option (a) will be provided.
● [Option] (Please tick <input checked="" type="checkbox"/> ) Inside lighting <input type="checkbox"/> YES(JPY 18,000 *tax excluded per fascia)
<input type="checkbox"/> Rental stand Type C _____ booth(s)
● Color of needle punch carpet (Please tick <input checked="" type="checkbox"/> ) <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Brown <input type="checkbox"/> Pink <input type="checkbox"/> Light gray <input type="checkbox"/> Dark gray
● Booth line color (Please tick <input checked="" type="checkbox"/> ) <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Grain of Wood <input type="checkbox"/> Pink <input type="checkbox"/> Gray <input type="checkbox"/> Black
● Optional furniture (Please tick <input checked="" type="checkbox"/> ) <input type="checkbox"/> (a)1 cafe table & 3 armless chairs <input type="checkbox"/> (b)1 reception counter & 1 counter chair * If nothing is marked, light gray for needle punch carpet, gray for booth line color, and option (a) will be provided.
<input type="checkbox"/> Rental stand Nail Type _____ booth(s)

\* The invoice with bank information will be issued by BOX-1 Co., Ltd. upon receipt of your application.

\* All bank commission fees should be paid by the exhibitor.

\* To ensure delivery, payment must be made by **25 April**. Once payment is received, no refund will be issued.

Please send this  
form to:

BOX-1 Co., Ltd. Attn: Ms. Obuchi, Mr. Yoshida  
Tel. +81-3-5622-7542 Fax. +81-3-5622-0685  
E-mail. bwj@box1.co.jp

### Optional furniture

Date: / /2014

Exhibitor name

Booth No.

Address

Country

Contact (Mr./Ms.)

E-mail.

Tel.

Fax.

#### ■ We apply for optional furniture

No.	Item / Size	Color	Unit price (tax excluded)	Q'ty	Total price (tax excluded)
			JPY		JPY
			JPY		JPY
			JPY		JPY
			JPY		JPY
			JPY		JPY
			JPY		JPY
			JPY		JPY
* For exhibitors who ordered rental stand, please layout your booth plan in <b>Form 8 [Rental stand layout]</b> .			<b>Total amount</b>		<b>JPY</b>

#### ■ Payment (please tick either box below)

 Please invoice us at the above address Please invoice the company below

Company name	
Address	
Dept.	Contact person
Tel.	Fax.

\* The invoice with bank information will be issued by BOX-1 Co., Ltd upon receipt of your application.

\* All bank commission fees should be paid by the exhibitor.

\* To ensure delivery, payment must be made by **25 April**. Once payment is received, no refund will be issued.

\* In case of no deposit by deadline, the application will be cancelled.

Please send this  
form to:

**BOX-1 Co., Ltd. Attn: Ms. Obuchi, Mr. Yoshida**  
Tel. +81-3-5622-7542 Fax. +81-3-5622-0685  
E-mail. [bwj@box1.co.jp](mailto:bwj@box1.co.jp)

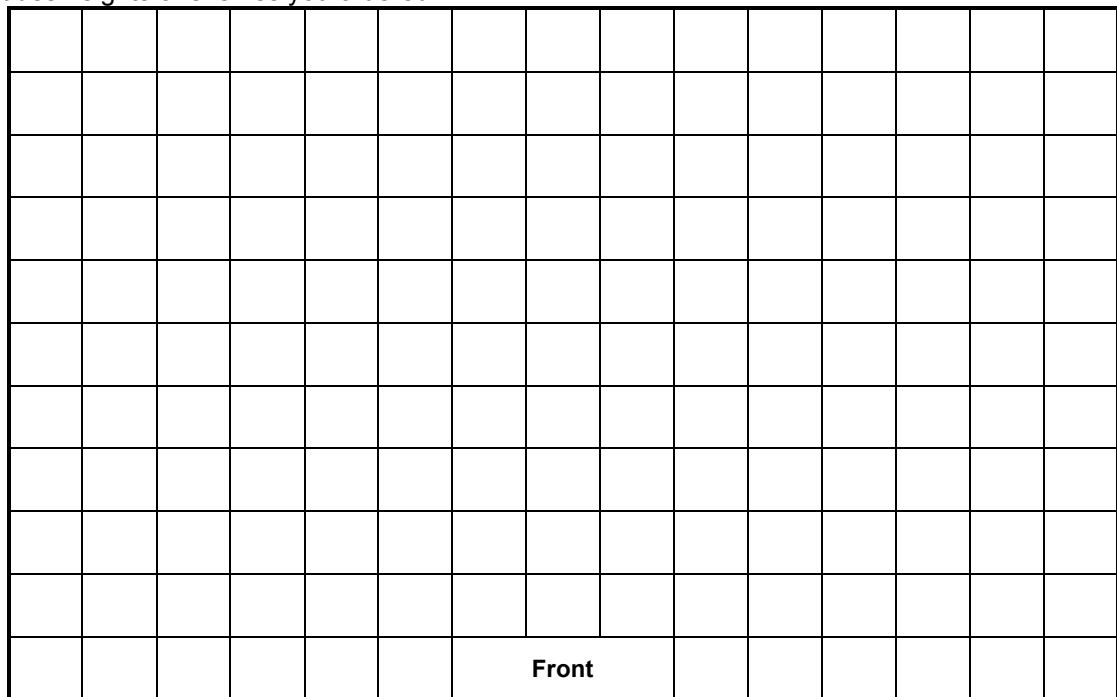


### Rental stand layout

Exhibitor name		Date:    /    /2014
Address		Booth No.
Contact (Mr./Ms.)		E-mail.
Tel.		Fax.

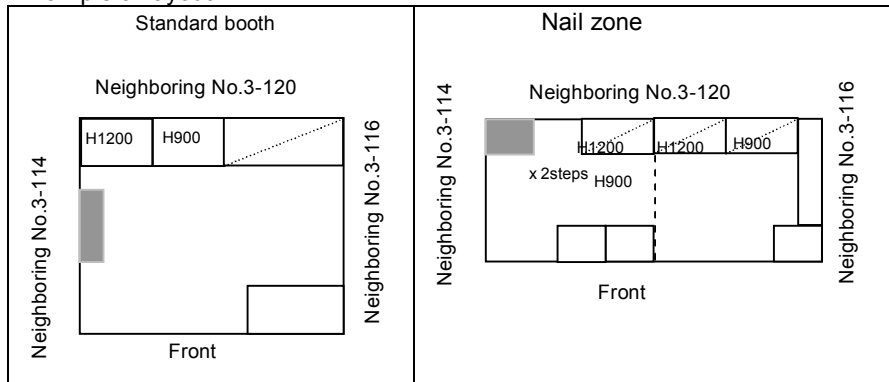
■ **Booth layout**

Please indicate the locations of the fixtures included in the rental stand, and any other optional furniture. This includes heights of shelves you ordered.



Display table	
Shelf *heights incl.	
Distribution board	

Example of layout



# beautyworld

## JAPAN

Form	9
Deadline	28 March
All exhibitors	

### Temporary import permit (TIP)

Date: / /2014

Exhibitor name	Booth No.
Address	Country
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

#### 1. Please specify your exhibits / products:

#### 2. Please tick the applicable box:

- Our exhibits have been imported to Japan as permanent import goods through our Japanese agent. Our Japanese agent will take care of all processes of import/export of our products for Beautyworld Japan 2014. (Please fill in the contact info of your agent below)

Name of your agent:

Contact person: (Mr. / Ms.)

Address

Tel.

Fax.

E-mail.

- We ask the organiser to apply for temporary import permit.  
→Please send your **invoice/packing list** and **2 copies of product brochure** ASAP.
- As noted in question 1, our products do **not** require TIP.

Please send this form to:

Kintetsu World Express Sales, Inc Attn: Ms. Naya  
Tel. +81-3-5443-9455 Fax. +81-3-5443-9457  
E-mail. beautyworld2014@kwe.com

### Quotation for shipment

Date: / /2014

Exhibitor name

Booth No.

Address

Country

Contact (Mr./Ms.)

E-mail.

Tel.

Fax.

#### ■ Description of the single packages

Items	No. of pieces	Gross weight	Packaging	Dimensions (L x W x H)	Kind of import clearance
<b>Total</b>					

1. Total value of the shipment US\$

2. Please arrange the transportation to Tokyo

From \_\_\_\_\_ (place).

Date \_\_\_\_\_

By  Sea freight  Air freight (Please tick )

Please send this form to:

Kintetsu World Express Sales, Inc Attn: Ms. Naya  
Tel. +81-3-5443-9455 Fax. +81-3-5443-9457  
E-mail. beautyworld2014@kwe.com

Form	11
Deadline	11 April

### Tel / Fax / Internet installation

Date: / /2014

Exhibitor name	Booth No.
Address	Country
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

■ **Items** Tick  below and fill out information. \*tax excluded.

Internet	<input type="checkbox"/> Telephone line	JPY 15,000*	( ) line(s)
	<input type="checkbox"/> With telephone set		
	<input type="checkbox"/> Without telephone set	JPY 50,000*	( ) line(s)
<input type="checkbox"/> 10Mbps Internet connection			

	Item number	Item	Amount
Others			

■ **Plan**

Please indicate (use ★) where you would like to put the lines.  
Also show neighboring booth walls and aisles.


▲  
Front

■ **Payment / Payer**

Please pay the total fee by credit card. VISA or MASTER CARD is available.  
Tick  below and fill out information.

Credit card:	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER
Name on card:	
Card No.:	
Expiry date (MM/YY)	

### Hotel accommodation

Date: / /2014

Exhibitor name	Booth No.
Address	Country
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

	Name 1	Name 2 (in use of twin room)	Room type	Check-in (D-M)	Check-out (D-M)	Number of stay
1			<input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> with breakfast			Night(s)
2			<input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> with breakfast			Night(s)
3			<input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> with breakfast			Night(s)
4			<input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> with breakfast			Night(s)
5			<input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> with breakfast			Night(s)
Hotel name	1 <sup>st</sup> choice:					
	2 <sup>nd</sup> choice:					

\* Please copy if more forms are needed.

**■ Payment / Payer** Tick  below and fill out information.

Credit card :	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER	<input type="checkbox"/> DINERS	<input type="checkbox"/> AMEX	<input type="checkbox"/> JCB
Card No. :	Expiry date (MM/YY) :				
Name on card :					
Authorized signature :					
Security code:					
Other than AMEX: final 3 digits on the reverse side of the end.					
AMEX: final 4 digits on the front of the card (upper level)					

Please send this form to:

JTB Global Marketing & Travel Inc.  
Beautyworld Japan Desk (CD139997-094)  
Tel. 03-5796-5446 Fax. +81-3-5495-0785  
E-mail. beautyworld2014@gmt.jtb.jp  
Office hours: 10:00 - 17:30 (Mon - Fri, except holiday)

### Interpreter / Receptionist service

Date: / /2014

Exhibitor name	Booth No.
Address	Country
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

Category	Language *	Linguistic ability	Price per day (tax excluded)	Number of persons	Required days (Please circle)	Remarks
Receptionist	J-E	Basic Conversation	JPY 18,000 / d		19, 20, 21 May	
Interpreter	J-E	Business Negotiation	JPY 28,000 / d		19, 20, 21 May	
	J-C	Business Negotiation	JPY 30,000 / d		19, 20, 21 May	
	J-F/G/S/K	Business Negotiation	JPY 40,000 / d		19, 20, 21 May	

\* J= Japanese, E= English, C= Chinese, F= French, G= German, S= Spanish, K= Korean

\* Meal cost and transportation expenses are included in the above fees. tax is excluded.

#### Payment:

Tick  the box you choose

The invoice will be forwarded to you on receiving your request form.

**1. Bank transfer**

Please remit the fees to the bank account **by 2 May 2014**

**Bank account** Sumitomo Mitsui Banking Corporation, Akasaka Branch  
Account No. 8516783 Account name: ISS, INC.

\* For the payment 1, the additional charge (JPY 5,000) will be required as expenses we should pay to the bank when we receive the remittance. Besides, all local and overseas charge should be borne by remitter (exhibitor).

**(2) Credit Card Payment**

Payment with the credit cards shown below is acceptable.

**VISA / Master / UC / SAISON / American Express**

For payment with the credit cards, additional processing fee (5%) is required.

Please complete the transaction **by 2 May 2014**.

Details will be informed after your official purchase order is received.

#### Cancellation fee:

In case of cancellation, a written notification should be required.

4 - 7 business day before 30% of the estimated fee

2 - 3 business day before 50% of the estimated fee

On the day and the day before 100% of the estimated fee

## Booth cleaning

Date: / /2014

Exhibitor name	Booth No.
Address	Country
Contact (Mr./Ms.)	E-mail.
Tel.	Fax.

- ❖“Rental stand (except Nail type)” includes the booth cleaning.  
If you use rental stand A, B or C type, do not need to submit this form.

### ■ Number of booth

#### Standard booth:

\_\_\_\_\_ booth(s) x JPY 2,600 (tax excluded) / booth (3m x 3m = 9 m<sup>2</sup>) = JPY

#### Nail booth:

\_\_\_\_\_ booth(s) x JPY 1,200 (tax excluded) / booth (2m x 2m = 4 m<sup>2</sup>) = JPY

### ■ Service

Size	Whole booth size, regardless the size of equipment occupied in the booth, is applied
Service period	18 - 20 May 2014 (3 days)
Service	<ul style="list-style-type: none"><li>• Vacuuming the floor</li><li>• Collecting garbage from trash box</li></ul>

### ■ Trash separation

**Bins, cans and corrugated cardboard** will be collected separately for recycling.  
Please put them in the aisle after fair closed.

### ■ Payment

**Please make your payment by cash in Japanese Yen onsite.**

Organiser's staff will visit your booths during exhibition period to clear the invoice.

**Mesago Messe Frankfurt Corporation**

Beautyworld Japan Organiser's Office

Shosankan 7F 1-3-2 Iidabashi,

Chiyoda-ku Tokyo 102-0072 Japan

Tel. +81-3-3512-3277

Fax. +81-3-3262-8442

E-mail. [op@beautyworldjapan.com](mailto:op@beautyworldjapan.com)

Web. [www.beautyworldjapan.com](http://www.beautyworldjapan.com)

