



## **Exhibitors' MANUAL**

**July 31st – August 2nd, 2017  
Tokyo International Exhibition Center  
Tokyo Big Sight  
West Hall 1**

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## A . Outline

Event Name:	Patisserie & Bakery JAPAN 2017 (Bakery ingredients expo / Confectionery ingredients expo/ Retail shop kitchen system expo)
Date:	July 31 - August 2 (10:00 AM - 5:00PM)
Venue:	Tokyo International Exhibition Center, "Tokyo Big Sight" (West Hall 1) 3-11-1, Ariake, Kohto-ku Tokyo 135-0063 TEL: +81-3-5530-1111 <a href="http://www.bigsight.jp/english/">www.bigsight.jp/english/</a>
Organized by:	EJK Japan, Ltd. Landmark Shibakoen 7F, 1-2-6, Shibakoen Minato-ku Tokyo 105-0011, Japan Tel: +81-3-6459-0444 Fax: +81-3-6459-0445

## B . Transportation



- RINKAI LINE

about 7-minute walk from Kokusai-tenjijo Station

Osaki Sta. (JR) ← 13 mins. → Kokusai-tenjijo Sta. ← 5 mins. → Shin-kiba Sta. (JR, Subway)

\* Direct service at Osaki to JR Saikyo Line

Kokusai-tenjijo Sta. → JR Shibuya Sta. (about 20 mins.)

→ JR Shinjuku Sta. (about 25 mins.)

→ JR Ikebukuro Sta. (about 31 mins.)

- YURIKAMOME

about 3-minute walk from Kokusai-tenjijo-Seimon Station

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

- CITY BUS

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

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

Tokyo Sta. (Marunouchi south Exit, via Kachidoki) ← about 40 mins. → Tokyo Big Sight

- AIRPORT BUS

Haneda Airport ← about 25 mins. → Tokyo Big Sight (Limousine Bus, Keihin Kyuko Bus)

Narita Airport ← about 60 mins. → Tokyo Big Sight (Limousine Bus)

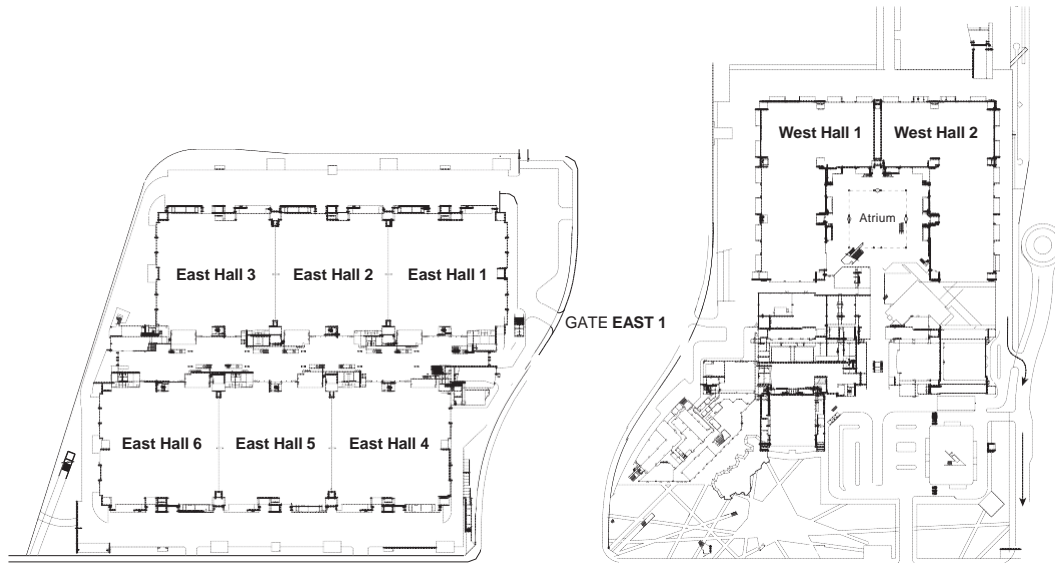
Tokyo City Air Terminal ← about 20 mins. → Tokyo Big Sight (Limousine Bus)

- EXPRESS BUS

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

## C Hall Information

West Hall 1 are located as shown below.



Hall Specifications

	West Hall 1
Floor space	8,880sqm
Floor finish	Concrete
Floor strength	5t/m <sup>2</sup>
Anchor bolt	Available
Ceiling height (m)	12m
Brightness (lx)	400
Air conditioner	Heater/Cooler
Water supply/Drainage	Available
Delivery entrance/exit	5
Vehicle entry	Available
Power supply	Single-phase 2-line 100V 50Hz Single-phase 3-line 100/200V 50Hz 3-phase 3-line 200V 50Hz

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## 2 STAND FITTING & DISMANTLING

### A . MOVE-IN Period

July 29 (Saturday) : Raw Space Exhibitors ONLY -----

Vehicle Entry to the Hall	1:00 PM - 5:00 PM
Stand Construction	1:00 PM - 7:00 PM

July 30 (Sunday) : All Exhibitors -----

Vehicle Entry to the Hall	8:00 AM - 5:00 PM
Stand Construction	8:00 AM - 7:00 PM

※ Overtime work is available until 10:00PM, but if exhibitors would like to work after 7:00PM, please be applied to the Show Management. (No extra charge)

### B . MOVE-OUT Period

- Exhibit Move-out/ Dismantling: August 2 (Wednesday) 5:00 PM - 9:00 PM

Notes: All exhibitor's materials must be removed by 9:00PM, August 2.

5:00 PM - 6:00 PM Exhibit move-out by hand carry only.

6:00 PM - 9:00 PM Vehicle can enter the hall. Materials not removed by this time will be removed by Show Management and put into storage or disposed at the exhibitor's expense.

### C . Preparing Hours During Show Period

Show period is from 10:00 AM to 5:00 PM, Monday July 31st to Wednesday August 2nd.

All exhibitors can enter the exhibition hall from the following time during the show period.

If exhibitors would like to prepare before the following time, please be informed to Show Management in advance.

**Show Hours : 10:00 AM - 5:00 PM**

Day 1 / Mon, 31st July : 8:00 AM

Day 2 / Tue, 1st August : 8:00 AM

Day 3 / Wed, 2nd August: 8:00 AM

※ On Day 1 and 2, Exhibitors can prepare for the next day after 5:00 PM till 7:00 PM.

### D . Wearing of Badges

Exhibitors and construction workers are required to wear badges during the move-in/out period. "Vehicle Pass" is also required for the vehicle entering the exhibition hall. No one will be allowed to enter the exhibition hall without wearing a badge. Submit **Service Order Form No.2** to order badges no later than June 7th.

**Exhibitors badge** : Available during Move-In period, Show days and Move-Out period.

**Constructor Badge** : Available during Move-In and Move-Out period ONLY.

**Vehicle Pass** : Available during ' Vehicle Entry' hours of Move-In and Move-Out period ONLY.

It allows Vehicles to enter the exhibition hall, and it is **NOT free parking ticket.**

※ We don't send you badges before the exhibition, please pick them up at the show management office on-site.

**A . Show Management Office On-Site**

Patisserie & Bakery JAPAN 2017 Show Management will have an office on site during

Move-in period / Show period / Move-out period. Any inquiry, please visit the office on site.

**B . Show Management and Official Contractors**

<b>STAND PACKAGE UNIT / RENTAL FURNITURE</b>	<b>HOTEL ACCOMMODATIONS</b>
TCS Co., Ltd. Contact: P&B Japan Desk E-mail: pbj@t-c-s.co.jp Address: 1-1-32 Shiba Daimon, Minato-ku, Tokyo 105-0012, Japan TEL: +81-3-3432-4720 FAX: +81-3-3432-4730	JTB Global Marketing & Travel Contact: JTB EXPO Desk E-mail: pbjapan2017@gmt.jtb.jp Address: 2-3-11 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-8604, Japan TEL: +81-3-5796-5446 FAX: +81-3-5495-0785
<b>WATER SUPPLY, GAS AND COMPRESSED AIR</b>	<b>ELECTRICITY</b>
Fukudo Kogyo Co., Ltd. Contact: Mr. Kataiwa E-mail: office@fukudo.co.jp Address: 5-32-18 Kameido, Koto-ku, Tokyo 136-0071, Japan TEL: +81-3-3638-0730 FAX: +81-3-3638-4937	Iida Electrical Works Co., Ltd. Contact: Mr. Uehara / Mr. Tsukada E-mail: bakeryexpo2017@iidae.co.jp Address: 1-8-21, Shinkiba, Koto-ku, Tokyo 136-0082, Japan TEL: +81-3-3521-3522 FAX: +81-3-3521-3699
<b>FREIGHT FORWARDER</b>	<b>BOOTH CLEANING</b>
Nippon Express Co., Ltd. Contact: Mr. Shiota E-mail: event-gte@air.nittsu.co.jp Address: 5-42-18 Minami-Magome, Ohta-ku, Tokyo 143-0025, Japan TEL: +81-3-3778-8274 FAX: +81-3-3778-8264	In Support Co., Ltd. Contact: Mr. Shinichi Goto E-mail: goto@yellow.interq.or.jp Address: 5-22-12 Toyo, Koto-ku, Tokyo 135-0016, Japan TEL: +81-3-5683-3886 FAX: +81-3-5683-3887
<b>INTERNET ACCESS</b>	<b>INTERPRETER SERVICE</b>
Tokyo Big Sight Contact: In-House Communication Line Services Desk E-mail: tsushin@tokyo-bigsight.co.jp Address: 3-11-1 Ariake, Koto-ku, Tokyo 135-0063, Japan TEL: +81-3-5530-1107 FAX: +81-3-5530-1106	KEN & STAFF Co., Ltd. Contact: Ms. Kikuchi E-mail: y-kikuchi@ken-staff.co.jp Address: MST hills, 4-4-5, Takadanobaba Shinjuku-ku, Tokyo 169-0075, Japan TEL: +81-3-3367-0020 FAX: +81-3-3367-0027

## C . Recommended Stand Constructors / Decorators

If you contracted with Raw Space, Show Management recommend following constructors for your stand decoration.

<b>TCS Co.,Ltd.</b>	<b>Workman Corporation</b>
Address: 1-1-32 Shiba Daimon, Minato-ku, Tokyo 105-0012, Japan TEL: +81-3-3432-4720 FAX: +81-3-3432-4730 Contact: Mr. Kijima / Ms. Hiya E-mail: pbj@t-c-s.co.jp	Address: 5F, Nitto Bldg., 6-15-11 Sotokanda, Chiyoda-ku, Tokyo 101-0021, Japan TEL: +81-3-5812-7887 FAX: +81-3-5812-7859 Contact: Mr. Watanabe / Ms. Miyazawa E-mail: watanabe@workmancorp.jp

## D . Parking Lot

The toll parking lot is available near the exhibition center. (Show management shall not be responsible for any loss, damages and troubles in the parking lot).

<b>PARKING LOCATION</b>	<b>CAPACITY</b>	<b>HOURS</b>	<b>PRICE</b>
EAST HALL PARKING	191 vehicles	8:00AM – 10:00PM	JPY250 / 30mins Max JPY2,000 per day
MEETING HALL PARKING	62 vehicles	8:00AM – 10:00PM	JPY250 / per HOUR Max JPY2,000 per day

\*For more details, contact Tokyo Big Sight directly at +81-3-5530-1111.

## E . Booth Cleaning

Please submit **Service Order Form No.13** to In Support Co., Ltd. no later than July 21st.

**Please note that Booth Cleaning is included in the Package Booth price.**

### 【Picking up domestic garbage on-site】

In principle, we may ask the exhibitors to take the trash when you leave. However, please note the show management office (hereinafter referred to as "the office") offers a garbage pickup service for an extra fee. If the exhibitors would like to order garbage pickup service, please refer to the below for the details.

### 【How to order garbage pickup service】

Pre-application is not required for the service. Please visit the office on site during the exhibition period. The service is available at JPY 3,000 for 3 days. Please tell staff the number of stickers you need.

### 【Garbage sticker】

After the exhibition period ends, please put the stickers on the garbage bags and leave them where the bags are visible. The garbage collectors will pick up the bags.

Please note no garbages without the stickers, oversized garbages nor the booth materials will be handled. Please also note the extra fees will be charged for the exhibitors for collecting those large sized garbages or the booth materials.

## A . Basic Display Space

## ① Raw space

One unit booth size : width 3m × depth 3m =9 sqm.

**No walls (back and side panels) are included in the basic unit of space (Raw space only).**

All stands must be furnished with the following as a bare minimum.

- Back & Side walls
- Floor carpet

## NOTE:

1. Please be sure to inform your contractor for booth decoration of the regulations here.
2. Exhibitors must modify their booth immediately, if any violation of stand fitting regulations would be found out. In addition, please note that all the modification charges should be bared by the Exhibitors.
3. If you have any questions about stand fitting regulations and constructions etc., please contact TCS Co., Ltd. as below ;

For inquiries, contact : TCS Co., Ltd.

E-mail : pbj@t-c-s.co.jp

TEL : +81-(0)3-3432-4720

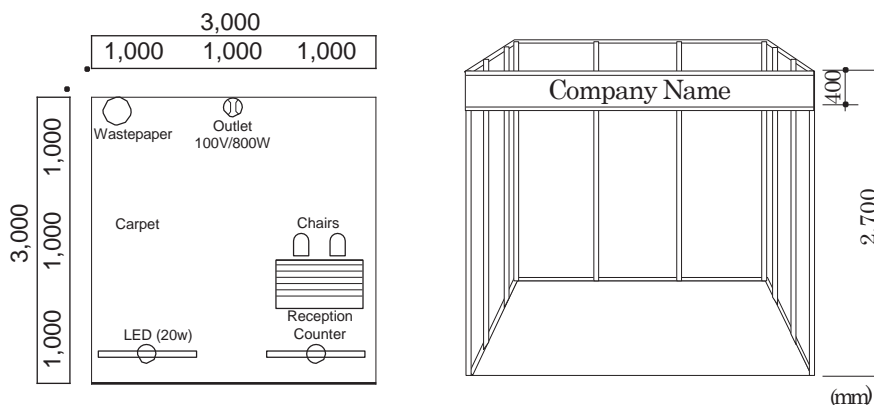
FAX : +81-(0)3-3432-4730

## ② Package Booth

**Package booth includes the following:**

- Side and back panels (W3m × D3m × H2.7m)
- Company name board (English and Japanese)
- Carpet
- Reception counter × 1
- Folding Chairs × 2
- LED (20w) × 2
- 100v/800w electrical outlet × 1 (Usage charge is included)
- Wastepaper
- Basket Booth cleaning

Package Booth Standard Layout (3m×3m)



\* Daily Booth Cleaning is also included in package booth contract.

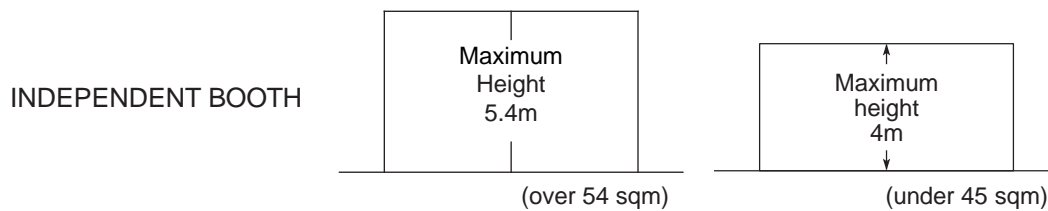
\* Garbage pick-up is not included in booth cleaning. Please refer p.6 for details.



## B . Height Limit of Exhibit

The maximum height of decorating materials and accessories is limited to 2.7m at a space of 1m from the neighbouring booths, and to 3.6m in the rest of the space within the booth. However, when the exhibitor has an island booth such as all of 4 boundaries are the aisle, construction may be executed up to 4m to the boundary of the exhibit space.

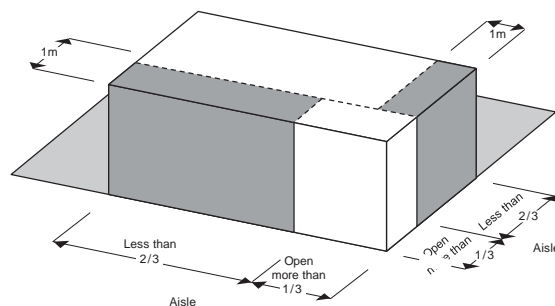
If your booth is, however, more than 54 sqm, the maximum height can be up to 5.4m. (In case any exhibit product exceeds the height limit, the exhibitor must have approval from the Show Management in advance. Please contact TCS Co., Ltd. about this at first.) The exhibitors must be careful when the constructing booths in the specified location, please ask TCS Co., Ltd. for regulations as needed. It has a place where the distance to a ceiling becomes a limit.



If your booth is at the low ceiling area near the skeleton of the exhibition hall, the maximum height is limited to 3.6m.

## C . Securing Exhibiting Structure and Emergency Exit

A sufficient space must be provided at the entrance of the booth facing the aisle. Depending on the size and form of the booth, sufficient number of entrances/exits must be provided. The wall or decoration up to 1 m high should cover no more than 2/3 the length of the stand. (1/3 the length should be open)



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## D . Ceiling Structure

In principle, exhibit structures should have no ceiling, roof, etc. in accordance with the instructions of the Fire Department. Exhibitors wishing to have a ceiling or roofing structure due to an unavoidable reason must contact TCS Co., Ltd. in advance. In this case, the following documents will be required by the Fire Department:

1. Letter of explanation as to why the ceiling structure is required.
2. Plan, elevation and necessary detailed drawing.  
(Example: Overall view and drawing of the booth, drawing of the air-conditioned portion.)
3. Specification  
(Materials of the structure, thickness, dimensions and mounting method of the structure.)
4. Company name, contact name, address and telephone number.

## E . Hanging from the Ceiling

Structures within the booth must be a self-standing type. They cannot be suspended from the ceiling or use the exhibitor's side panel for support.

## F . Floor Work

When floor work such as an anchor bolt is required, please contact TCS Co., Ltd. for details and submit **Service Order Form No.4** no later than June 14 with the construction drawings. When executing the floor work, the position of electric facilities, water supply and utility pipes must be checked.

- The work should be executed in the presence of the person in charge from the Tokyo International Trade Fair Commission.
- The expense required in mounting works, floor repair after removal, and recovery after removing bolts, etc. must be paid by the exhibitor.
- Cost of Anchor bolt-Repairing : JPY1,620 inc tax per an anchor bolt

## G . Modification on Foundation Paneling

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

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

## H . Detail Drawing Submission for Approval

For booth bigger than 54sqm, please submit the construction design to TCS Co., Ltd. for approval.

There will be fire department inspection during the Move-In and show period. If materials not complying with the fire department regulations are used, you will be asked to dismantle and remove them. Please submit **Service Order Form No.4** to TCS Co., Ltd. no later than June 14 along with the construction drawings.

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## **I . Illumination and Decorative Lamps**

LED are included in the package booth. Additional illuminations, if necessary, should be installed by the exhibitor in such a manner so that other exhibitors will not be adversely affected. Hanging additional lighting or neon signs is prohibited.

## **J . Use of Non-inflammable Materials**

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

Incombustible materials as defined by Building Standards Law, Article 2, Paragraph 9 and quasi-incombustible materials defined by building Standards Law Enforcement Regulation, Article 1, Paragraphs 5 and 6, respectively, may be considered as materials having non-inflammability, therefore indicating marks may be omitted. For other details, comply with provisions of Laws concerning Fire Prevention. If materials used are not non-inflammable, Fukagawa Fire Department may order redecoration.

## **K . Securing Aisle**

All construction work must be carried out within the exhibitor's own booth, and commonly used aisles and spaces must not be used for working or placing materials.

## **L . Protection of Fire Fighting Facilities**

Facilities such as emergency exits and fire extinguishers installed by the Show Management must not be moved or occupied, and the spaces required to keep clear.

## **M . Project of Equipment and Fixtures in the Hall**

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

## **N . Disposal of Remnants**

Exhibitors are to arrange for packing materials, empty cartons and wooden crates to be carted away for disposal before the exhibition opens and after move-out. If you leave anything in your booth after move-out is completed, you will be invoiced for removal costs. Please contact cleaning service, In Support Co., Ltd. in case you need your material removed.

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## 5 OPERATIONS DURING EXHIBITION

### A . Display and Demonstration

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

#### 1. Obstructing use of aisle

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

#### 2. Securing safety measures

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

#### 3. Regulating sound volume, etc.

Loud sounds, intense light, heat, dust, gas and smell that may be produced by displays and demonstrations must not adversely affect other exhibitors and visitors. For this purpose, necessary preventive actions must be taken by the exhibitor as required. In particular, sound volume should be limited to (more or less) 60 dB at the booth boundary.

#### 4. Controlling visitors

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

#### 5. Resolution of disputes

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

#### 6. Presentation in a booth

When performing a presentation in a booth, for the visitor who passes, the exhibitors must arrange so that 1/2 or more spaces of a passage may be secured.

#### 7. Power supply after exhibition hours

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

### B Prohibition of Dangerous Materials in the Exhibition Hall

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

#### 1. Prohibited acts

- ① Smoking
- ② Use of open fire (devices generating flame and spark, electric heater with naked nichrome wire, oil stove, alcohol lantern, cartridge spray cans, etc.)

- ③ Delivery of petroleum liquefied gas and high pressure gas into the Exhibition Hall
- ④ Delivery of dangerous objects(nuclear substances, gunpowder, etc.)
- ⑤ Delivery of oils into the Exhibition Hall (Salad Oil, Cooking Oil, gasoline, kerosene, machine oil, heavy oil, etc.) In addition to the above, some kinds of paint, toner for copying machines, sprays, high pressure cylinders, etc. may fall into the category of dangerous materials.

As for cooking demonstration, please use the electromagnetic inducted heat cooker, electric pot, or hot plate, for those items don't require special applications to the Fire Station if electric construction is correctly done. When displaying inflammable products (ex: flavor), please adhere the containers on the exhibit shelf so that they do not overturn.

## 2. Removal of the ban

When an exhibitor desires to deliver the materials defined above into the Exhibition Hall for the purpose of a display or demonstration, the exhibitor must submit an application to Fukagawa Fire Station and must have an authorization in advance. To do so, the exhibitor must submit **Service Order Form No.3.**

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

## C . Sample Food Tasting

All exhibitors who will provide Sample-Food-Tasting for visitors must submit **Service Order Form No.5 (Sample Food Tasting Application)** according to the instruction of Health Center. The exhibitor might require the following equipment, depending on how to provide it and how to cook. TCS Co., Ltd. will contact those who require the equipment after receipt of the application.

For the safety, thank you for your understanding and cooperation!

\* The spot sales acts are prohibited by Show Management through the exhibition period.

- 1) Sink ..... Over 45cm×36cm×18cm with water supply and drainage
- 2) Equipment for hand-washing ..... Over 36cm×28cm with water supply and drainage
- 3) Disinfection Equipment ..... Disinfection liquid must be contained.

## D . Smoking inside of Exhibition Hall

Smoking is prohibited anywhere inside of exhibition halls, Tokyo big Sight.

## E . Control and Security of Exhibition Hall

Throughout the period from the Move-In days to the Move-Out day, the Show Management office will be open. Show Management officials will be in attendance to assure security and safety. The exhibitors are requested to pay due consideration to security measures and maintain safety.

### 1. Wearing exhibitor badge

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

### 2. Control and exemption from responsibility for exhibits

Throughout the period from the Move-In days to the Move-Out days, the Show Management will control the exhibition hall under contract with a security guard company. Show Management does not have responsible for any damage, loss or theft of the exhibits.

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### 3. Compensation for damages

When an exhibitor or his agent inflicts damage to the booths of other exhibitors, Show Management's facilities, facilities of the exhibition hall, harm to people, etc., the exhibitor must take responsibility for compensation. Show Management does not take responsibility for any damage to visitors caused from a cooking demonstration and food poisoning caused from Sample-Food-Tasting.

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

After the end of the exhibition, the exhibitors must dismantle and remove their own properties from the booth by 9:00 PM, August 2 to restore the location to its original state.

## F . Photography within the Exhibition Hall

This will be controlled based on the following standards.

### 1. Photographing exhibits, etc.

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

### 2. Photographing By visitors

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

### 3. In Exhibitor's own booth

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

### 4. Photographing By press

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

## G . For Japanese Attendees

As almost all of the attendees are Japanese, the Show Management strongly recommend all foreign exhibitors to have Sales/Promotion materials in Japanese language and any Japanese interpreters. If you are interested, please contact KEN & STAFF Co., Ltd. with **Service Order Form No. 11.**

## H . Announcement and Paging

Announcement and pages are not permitted for any reason during exhibition hours (from July 31 - August 2, 10:00 AM to 5:00 PM)

### A . Type of Power Supply

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

If you require a different power supply, submit **Service Order Form No.8.**

### B . Location of Primary-Side Main Power Source

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

### C . Power Supply Hours

Power will be supplied as follow,

July 30 (Sun)	9:00 AM - 10:00 PM(*After confirming safe conditions, power will be supplied.)
July 31 (Mon)	8:00 AM - 6:00 PM
August 1 (Tue)	9:00 AM - 6:00 PM
August 2 (Wed)	9:00 AM - 5:00 PM

For the hours other than above, power will be supplied, as much as possible, in response to exhibitor's requirements. In this case, please ask official electrical Contractor, Iida Electrical Works Co., Ltd.

### D . Cost of Electric Works and Power Charges

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

Charge: ¥9,720 per kW capacity

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

2. Charge for power consumption

¥2,160 per kW

### 3. Payments

Both the primary-side wiring work charge and the charge for power consumption will be collected by the official electrical contractor during the Show period. The payment should be made in cash.

### 4. Cost of the panel board works

If the exhibitor uses over 1.5kW each 100v, the cost of panel board works will be additionally charged. The panel board works costs JPY5,400 from 1.5kW to 3.0kW and JPY2,160 extra 1.5kW

All exhibitors who plan to use electricity should submit Service Order Form No. 8 no later than July 1.

## E . Caution for Electric Work

- ① As a power source within a booth, a switch (breaker) will be installed so that power can be supplied by an exhibitor.
- ② Constructors who carry out secondary-side electrical work must possess a License of the Government for Electrical Engineers in conformity with the law concerning Electric works.
- ③ Preferably, materials for electric work should be new. Materials conforming to established industrial standards can be used.
- ④ When electrical appliances subject to Electrical Appliance and Material Law are used, appliances certified by accreditation and inspection organization must be used.
- ⑤ Lamp distribution board and power distribution board must be placed in a special steel or plastic box and installed in a convenient place for inspection and maintenance.
- ⑥ For fluorescent lamps, high-power factor type bulbs must be used.
- ⑦ One unit of power-factor improving condenser must be connected to one drive equipment in parallel. When it is installed centrally in the vicinity of the distribution board, a protective measure such as a protective breaker and discharging device must be used. For condensers, those of correct capacity must be used.
- ⑧ Solderless sleeves and wire connectors must be used in connecting electric wires.
- ⑨ For wiring of illuminations or illuminating machines and equipment, wires having dielectric strength equivalent to or higher than that of cable must be used.
- ⑩ All fuses placed in an intra-booth electric circuitry switch must be properly rated and not substituted with copper wire or the like.
- ⑪ 100 V lighting wiring for appliances with a capacity of 15 or more amperes per unit must be branched on a circuit-to-circuit basis. Any other wiring must form one circuit every 15 amperes, with a branching switch (cut-out switch) provided on a circuit-by-circuit basis.



- ⑫ For floor wiring within a booth, an additional floor must be constructed on the floor of the hall, the wire must be laid under the raised floor, or the wire must be protected with a protecting plate so that the wiring will not hinder passage of people.
- ⑬ Use of neon signs, etc. as a decoration is not permitted.
- ⑭ When an electrical system with voltage other than those supplied regularly by the Show Management is used, the exhibitor must report it to Iida Electrical Works Co., Ltd. in advance. Layout of machines and equipment must be made very carefully so as not to cause any hazard to the visitors.
- ⑮ Incandescent lamps, resistors and other heat-emitting devices must be installed so that they will not come into contact with a combustible material or cause overheating of the material.
- ⑯ When executing works, utmost care must be exercised to prevent fires or damage to property.
- ⑰ Inspections and tests must be conducted in conformity with the Electrical Installation Technical Standards(Ordinance of MITI), Regulations for Wiring stipulated by Tokyo Electric Power Co., and Regulations concerning Fire Prevention.
- ⑱ On the distribution board, the name, address and telephone numbers, as well as name of the person in charge of the electric installation constructor, must be clearly indicated.
- ⑲ During the exhibition, for maintenance of the electric facilities, the Show Management Staff will be at the office at all times. The exhibitor is requested to report any accidents immediately.

— To overseas exhibitors —

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

Single phase two-wire system	100V 50Hz
Single phase three-wire system	100V / 200V 50Hz
Three phase three-wire system	200V 50Hz

As for the voltage other than the above mentioned, the exhibitors are requested to transform the voltage at exhibitors own cost.

An exhibitor is advised to adjust own equipments to the above mentioned voltage in each country.

If transformer is built in equipment, there is no problem.

If the above is not available for an exhibitor, Iida Electrical Works Co., Ltd. will execute the work for you and will send you your quotation upon request. Please specify the voltage, capacity and your request.

Contact: Mr. Uehara / Mr. Tsukada  
 Iida Electrical Works Co., Ltd.  
 1-8-21, Shinkiba, Koto-ku, Tokyo 136-0082, Japan  
 Tel: +81-3-3521-3522  
 Fax: +81-3-3521-3699  
 E-mail: bakeryexpo2017@iidae.co.jp

## 7 WATER SUPPLY / DRAINAGE, AIR AND GAS

To order these services, submit **Service Order Form No.14**. The Show Management will provide necessary piping work from the individual sources up to each booth at exhibitor's expense.

The cost will be between JPY100,000 and JPY200,000 each for water, air and gas. For compressed air, compressor rental charge will be added to the above.

The plumbing work within each booth should be made by each exhibitor at exhibitor's expense, and the payment should be made directly to the contractor.

Please contact FUKUDO KOGYO CO., LTD. for details.

## 8 INTERPRETERS

It is highly recommended to arrange employ interpreters. Not all Japanese attendees understand and speak English. If you have any Japanese interpreters with Sales/Promotion materials in Japanese, you would gather more attention from Japanese visitors and reach your potential clients.

To request interpreters, submit **Service Order Form No.11**, no later than July 1.

## 9 INTERNET ACCESS

Internet access is available in your own booth.

Go to the Tokyo Big Sight Website below and confirm how to order.

- Service Period

Monday, July 31 - Wednesday, August 2

\*Installation date : Sunday, July 30 / By around 2:00PM installation will be completed.

- How to Order

(1)Go to the following website address and click the "Accept" button after confirming "Basic Schedule" and "General Items" on the page.

<http://www.bigsight.jp/english/organizer/services/network>

(2)On the next page, download the application form named "Communication Network Service" (Excel file), and then submit the form directly to Tokyo Big Sight below by Fax or E-Mail no later than Friday June 30.

Inquiries and Application form to :

In-House Communication Line Services Desk, Tokyo Big Sight, Inc.

FAX : +81-3-5530-1106

E-Mail: [tsushin@tokyo-bigsight.co.jp](mailto:tsushin@tokyo-bigsight.co.jp)

## 10 FOR A SUCCESSFUL PARTICIPATION

Optional services are available to enhance your business chance at P&B Japan.  
Don't miss these opportunities for a successful trade show experience.

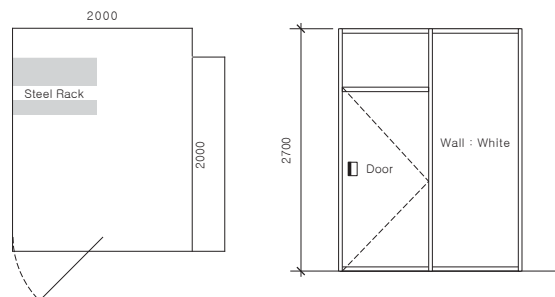
### A. Exhibitor Information Entry

The information of all the exhibitors will be introduced in the official website.  
Please register your information with your ID/PW on the 'Exhibitor Information Entry Website' to be announced by Show Management.

## 11 STORAGE ROOM RENTAL

All exhibitors are required to store items for display, samples and other items within their own booth. However, if extra storage space is needed, Show Management can prepare additional storage space inside the exhibition hall (lockable storage room). In order to secure such storage space, please fill in **Service Order Form No.7** - "Storage Room Rental Application Form" and submit to EJK Japan, Ltd. no later than June 22.

- size : 2m×2m×2.7m (4 sqm) / 1 room
- type of room : shell system panels, lockable
- fees: JPY86,400 / 1 room
- period of use :  
July 31(Sun) 1:00 PM - August 3(Wed) 5:30 PM



- The key for the storage room can be picked up at the Show Management office on site after 1:00 PM, July 30(Sun), and should be returned to Show Management Office by 5:30 PM, August 2 (Wed).
- Each exhibitor will be responsible for the safety of items stored. In case of any accident or loss at items, Show Management will not take any responsibility.
- The location of the storage room will be arranged by Show Management and notified to the exhibitor after application is received.
- Smoking is prohibited inside the storage room.
- In case of key loss, a replacement fee will be charged to exhibitor.

## 12 HOTEL ACCOMMODATIONS

Patisserie & Bakery JAPAN 2017 has reserved a sufficient number of rooms at hotels near the site during the exhibition. Reservations will be confirmed in order of receipt of application form. Late applications are subject to availability.

### (1) RESERVATION AND PAYMENT

- a) For hotel reservation, please apply online or complete the attached Application Form and send it to JTB Global Marketing & Travel Inc.(JTB GMT) by FAX or E-mail no later than Jun 30, 2017.

Online application URL: <https://mice3.jtbgmt.com/pbjapan2017/?lang=en>

- b) Application should be accompanied by a remittance covering total fare due JTB GMT. No reservation will be confirmed in the absence of this payment. Personal checks are not accepted. All payments must be in Japanese yen. If the remittance covers more than one person, please inform us the name of each participant.

※Payment should be in the form of one of the following credit cards.

**1.MASTERCARD 2. DINERS CLUB 3. VISA 4. AMEX 5. JCB**

※A bank transfer to JTB Global Marketing & Travel Inc.(Message:pbjapan2017)

Account at The Bank of Tokyo-Mitsubishi UFJ,Ltd. Shin-Marunouchi Branch

(swift code : BOTKJPJT)

1-4-1, Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan (Account number: 4760327)

- \* After making a remittance, please send us a copy of the bank receipt to avoid possible confusion.

### c) CONFIRMATION (Online reservation)

Your reservation would be completed upon receipt of your online reservation information and verifying your payment. The Confirmation button will be displayed when you complete your payment. Please print your confirmation slip by clicking the Confirmation button and bring it with you to the reception desk upon checking-in at the hotel.

CONFIRMATION (FAX or E-mail reservation)

Your reservation would be completed upon receipt of verifying your payment. Your confirmation will be sent by JTBGMT by Fax or E-mail. Please bring it with you to the reception desk upon checking-in at the hotel.

### (2) CANCELLATION CHARGE

Online changes or cancellation is available until Jun 30.To cancel or to change a booking, after July 1 please E-mail a written notification to JTB GMT in office hours by fax or E-mail. The following cancellation fees will be deducted before refunding.

Up to 10 days before the first night of stay.....No charge  
9-2 days before..... 20% 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

#### ※For Hotel Sunroute Ariake

Up to 21 days before the first night of stay..... No charge  
20-7 days before..... 10% of one night charge  
6-2 days before..... 20% of one night charge  
1 day before..... 40% of one night charge  
On the day of arrival..... 80% of one night charge  
No notice given..... 100% of one night charge

### JTB Global Marketing & Travel Inc.

2-3-14 Higashishinagawa, Shinagawa-ku Tokyo, Japan 140-8604

To: JTB EXPO Desk

Phone: +81-3-5796-5446 Fax: +81-3-5495-0785

E-mail: [pbjapan2017@gmt.jtb.jp](mailto:pbjapan2017@gmt.jtb.jp)

Hours: 10:00-17:30 Mon-Fri except holiday

### Accommodation Fee

Available : July 29 (Sat) – August 2 (Wed)

Area (Access to venue)	Name of Hotel	Single w/bath per room	Twin w/bath per room
<b>Ariake</b> (5mins walk to the site)	<b>Tokyo Bay Ariake Washington Hotel</b> 3-7-11 Ariake, Koto-ku, Tokyo 135-0063 Phone: +81-3-5564-0111	With Breakfast JPY12,628 (Jul.29, Aug.2) JPY10,260 (Jul.30・31) JPY11,340 (Aug.1) Without Breakfast JPY11,548 (Jul.29, Aug.2) JPY8,964 (Jul.30・31) JPY10,260 (Aug.1) (14.3sqm)	With Breakfast JPY23,328 (Jul.29, Aug.2) JPY18,576 (Jul.30・31) JPY19,872 (Aug.1) Without Breakfast JPY21,168 (Jul.29, Aug.2) JPY15,984 (Jul.30・31) JPY17,712 (Aug.1) (21.5sqm)
<b>Ariake</b> (5mins walk to the site)	<b>Hotel Sunroute Ariake</b> 3-6-6 Ariake, Koto-ku, Tokyo 135-0063 Phone: +81-(0)3-5530-3610	With Breakfast JPY12,720 (Jul.29) JPY9,620 (Jul.30・31) JPY11,120 (Aug.1・2) Without Breakfast JPY11,100 (Jul.29) JPY8,000 (Jul.30・31) JPY9,500 (Aug.1・2) (17.3sqm)	With Breakfast JPY23,240 (Jul.29) JPY17,240 (Jul.30・31) JPY19,240 (Aug.1・2) Without Breakfast JPY20,000 (Jul.29) JPY14,000 (Jul.30・31) JPY16,000 (Aug.1・2) (23.3sqm)
<b>Daiba</b> (10 min. by Yurikamome line Kokusaitenjijo-seimon Sta. and 3min. walk)	<b>Grand Nikko Tokyo Daiba</b> 2-6-1 Daiba, Minato-ku, Tokyo 135-8701 Phone: +81-(0)3-5500-6711	*With Breakfast JPY22,340 *Without Breakfast JPY20,180 (30~33sqm)	With Breakfast JPY27,200 Without Breakfast JPY22,880 (33sqm)
<b>Oimachi</b> (15 min. by Rinkai-line Kokusaitenjijo Sta. and 7min. walk)	<b>Hotel Route-Inn Shinagawa Oimachi</b> 1-35-2 Ohi, Shinagawa-ku, Tokyo 140-0014 Phone: +81-(0)3-3777-5711	With Breakfast JPY7,800 (Jul.30) JPY8,700 (Jul.29・30, Aug.1・2) (10sqm)	/
<b>Harumi</b> (Around 10-15 min. by shuttle bus)	<b>Harumi Grand Hotel</b> 3-8-1 Harumi, Chuo-ku, Tokyo 104-0053 Phone: +81-(0)3-3533-7111	*With Breakfast JPY10,800 (24sqm)	With Breakfast JPY17,280 (24sqm)

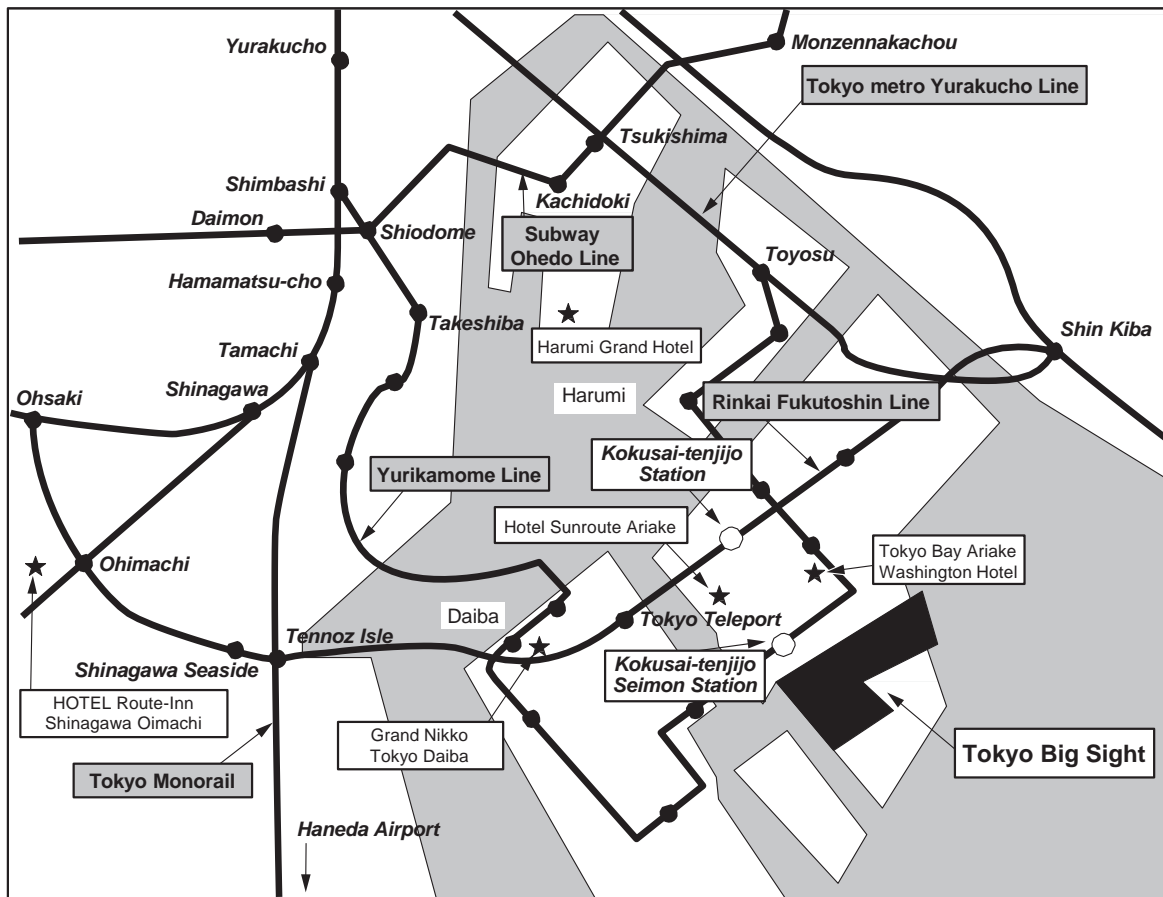
※All rates include room charge, service charge and taxes.

※Rates for Harumi Grand Hotel and HOTEL ROUTE-INN SHINAGAWA OIMACHI include breakfast as well.

◆ \*indicates single occupancy of twin or double room.

### Access to Tokyo Big Sight

Hotels	Access
Tokyo Bay Ariake Washington Hotel	Hotel --- Tokyo Big Sight (5 min. walk)
Hotel Sunroute Ariake	Hotel --- Tokyo Big Sight (5 min. walk)
Grand Nikko Tokyo Daiba	Hotel --- Daiba Sta. (2 min walk) --- Kokusai-tenjijo Seimon Sta. (8 min to take Yurikamome)
Hotel Route-Inn Shinagawa Oimachi	Hotel --- Oimachi Sta. (7 min walk) --- Kokusai-tenjijo Sta. (10 min. by Rinkai Line)
Harumi Grand Hotel	Hotel=[Bus for Kinshi-cho Sta. or Fukagawa-shako]=Toyosu Sta.= [Bus for Tokyo Big Sight] = Tokyo Big Sight (10 min.) (10 min.) *Direct Shuttle buses are available from Hotel to Tokyo Big Sight for free. (around 10~15 min.)



## 13 FURNITURE, FLOWERS & PLANTS RENTAL

1. To apply for Furniture, Flowers & plants rental, please fill out **Service Order Form No.12** and send to TCS Co., Ltd. directly no later than June 30, 2017.
2. More furniture not listed bellow is available. Please contact TCS Co., Ltd. for further information.
3. If you have no response from TCS Co., Ltd. for a week after your application, please kindly contact by phone or E-mail for confirmation.
4. Please refer to **Service Order Form No.12** for the price list.

### Lease Furniture

#### ST-265 Meeting Set



Setup size : w2100xd900xh740  
Table (1unit) : w800xd450xh600  
Chair (4unit) : w450xd550xh740xsh350

¥ 10,800 (10,000) UNIT :mm

#### ST-273 Meeting Set



Set up size : w1850xd200xh780  
Table (1unit) : φ 900xh600  
Chair (4unit) : w400xd540xh780xsh440

¥ 18,144 (16,800) UNIT :mm

#### C-235 Stool

単位:mm



a: sheet high 430 c: sheet high 600  
b: sheet high 500 d: sheet high 700  
Color: white

¥ 3,456 (3,200)

#### C-367 Stack Chair



Color: a: blue / b: white / c: silver

¥ 2,592 (2,400)

#### C-370 Folding Chair



Color: blue

¥ 702 (650)

#### T-113,117,121 Round Table



T-113: DIA.600 x h600  
T-117: DIA.750 x h600  
T-121: DIA.900 x h600  
Color: white

¥ 4,320 (4,000) UNIT :mm

#### T-216,213 Small Table



T-216: w450xd450xh600  
T-213: w800xd450xh600  
Color: white

¥ 2,160 (2,000) UNIT :mm

#### T-232,234,235 Rectangular Table



T-234: w1200xd600xh730  
T-232: w1800xd600xh730  
T-235: w1800xd450xh730  
Color: white

¥ 3,456 (3,200) UNIT :mm

#### PS-91 a,b,c, Brochure Stand



a b c

a: A4 6 slots ¥ 5,184 (4,800)  
b: A4 12 slots ¥ 6,048 (5,600)  
c: B4 12 slots ¥ 6,048 (5,600)

#### PS-92 Table top Brochure Stand



A4 vertical ¥ 2,592 (2,400)

#### UA-4 Business Card Box



¥ 1,728 (1,600)

**UO-42,43 Steel Shelf**




※for storage

UO-43: w900xd300xh1800  
 UO-42: w900xd450xh1800  
**¥ 6,480 (6,000)**

UNIT : mm

**M-57/M-61 Hanger Stand / Hanger**




M-57: w950xd450xh950~1700  
**¥ 2,592 (2,400)**  
 M-61: Hanger **¥ 135 (125)**

UNIT : mm

**UE-29,30,31 Refrigerator**


\*order outlet separately



29/L: 170 ℓ (100v 150w)  
**¥ 21,600 (20,000)**  
 30/M: 100 ℓ ~106 ℓ (100v 100w)  
**¥ 17,280 (16,000)**  
 31/S: 70 ℓ ~74 ℓ (100v 70w)  
**¥ 12,960 (12,000)**

**AV LCD monitor & DVD player**

\*order outlet separately (100v/250w~)



AV24  
 24 inches LCD monitor  
**¥ 50,760 (47,000)**  
 AV32  
 32 inches LCD monitor  
**¥ 83,160 (77,000)**  
 AV40  
 40 inches LCD monitor  
**¥ 104,760 (97,000)**  
 AVD1  
 DVD Player  
**¥ 14,580 (13,500)**

**UN-108,110 Unit Counter**



(no shelf inside)

UN-108: w1200xd600xh800  
 UN-110: w1500xd600xh800  
**¥ 10,800 (10,000)**

UNIT : mm

**UO-129,131 Dust-bin**



UO-129  
 UO-131

UO-129: 25 ℓ (w220×d391×h565)  
**¥ 1,728 (1,600)**  
 UO-131: 13 ℓ (φ240×h290)  
**¥ 702 (650)**

UNIT : mm

**UO-41 Cabinet Box**



w600xd450xh650 ※lockable  
**¥ 6,480 (6,000)**

UNIT : mm

**UE-34,35 Coffee Set**

\*order outlet separately (100v 1500w)



100 cups  
 coffee powder/cups/stir stick/milk/sugar  
**¥ 25,488 (23,600)**

**PS-36B Panel Stand**


\* please use double sided tape to fix your panel.



250mmX250mm / H900mm~1800mm  
**¥ 2,160 (2,000)**

UNIT : mm

**HM-1,2 Flower Box**

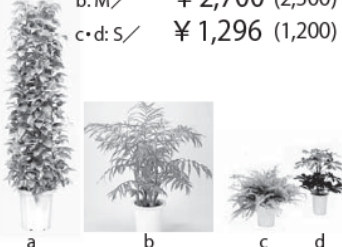


HM-1: w1800xd230xh750  
**¥ 23,760 (22,000)**  
 HM-2: w1300xd230xh750  
**¥ 17,280 (16,000)**

UNIT : mm

**HM-3 Plants**

a: L/ **¥ 3,780 (3,500)**  
 b: M/ **¥ 2,700 (2,500)**  
 c·d: S/ **¥ 1,296 (1,200)**



**UT-21 White Cloth (fabric)**



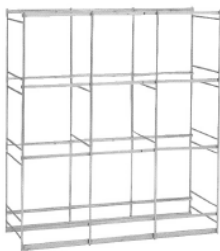
a: w1800~w1200 for table cloth  
 b: w900/1m **¥ 3,240 (3,000)**  
**¥ 648 (600)**

UNIT : mm



# Lease Showcase

## S-63 GLASS SHELVES



Unit:mm

W1300xD460xH1450  
 ¥ 17,280 (16,000)

## G-42 GLASS SHOW CASE

※For lighting the show case, you will need to order an electric outlet for this item. (300W)



Outside : W900xD450xH1500  
 Inside : W870xD400xH1180  
 With lightings & key  
 ¥ 21,600 (20,000)

Unit:mm

## G-47 GLASS CORNER CASE

※For lighting the show case, you will need to order an electric outlet for this item. (300W)



Outside : W1450xD600xH920  
 Inside : W1350xD510xH600  
 With lightings & key  
 ¥ 21,600 (20,000)

Unit:mm

## S-70 Display shelf stand



W1200XD900XH700~1050  
 white only  
 ¥ 108,00 (10,000)

## S-84 Display shelf stand



W900XD690XH1670  
 Shelf: W880XD360 /each white only  
 ¥ 15,120 (14,000)

## S-93 Display shelf unit



W1350XD465XH970  
 shelf col: white/grey/black/natural  
 ¥ 25,920 (24,000)

# Modular System Display Counter Option

- Default color for System Display Counter is white panel with silver frames.
- Maximum payload upto 50Kg per Counter.
- The prices include consumption tax 8%

**SY-1 System Display Counter**



a: w495xd495xh1000  
b: w495xd495xh750  
¥ 10,800 (10,000)

UNIT: mm

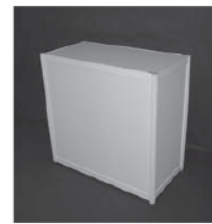
**SY-2 System Display Counter**



a: w700xd495xh1000  
b: w700xd495xh750  
¥ 11,880 (11,000)

UNIT: mm

**SY-3 System Display Counter**



a: w990xd495xh1000  
b: w990xd495xh750  
¥ 14,040 (13,000)

UNIT: mm

**SY-4 System Display Counter**



a: w700xd700xh1000  
b: w700xd700xh750  
¥ 12,960 (12,000)

UNIT: mm

**SY-5 System Display Counter**



a: w990xd700xh1000  
b: w990xd700xh750  
¥ 15,120 (14,000)

UNIT: mm

**SY-6 System Display Counter**



a: w990xd990xh1000  
b: w990xd990xh750  
¥ 18,360 (17,000)

UNIT: mm

**SY-7 Triangular system Display Counter**



a: w495xd495xh1000  
b: w495xd495xh750  
¥ 8,640 (8,000)

UNIT: mm

**SY-10 1/4 Round system Display Counter**



a: w495xd495xh1000  
b: w495xd495xh750  
¥ 12,960 (12,000)

UNIT: mm

**SY-12 Add-on System sliding door**



※Door parts only, please order with Display Counter.

¥ 3,240 (3,000)

UNIT: mm

**SY-13 System Wall Panel**



w1000xh2700  
¥ 10,800 (10,000) UNIT:mm

**SY-14 Add-on color sheet for wall**



w1000xh2700  
¥ 7,560 (7,000) UNIT:mm

Additional wall color sheet  
※The price only with color sheet w/ labor fee.


**SY-15 System Fascia Board**



w1000xh300  
¥ 3,240 (3,000) UNIT:mm

col. white  
※the price per 1m.

**SY-16 System Door w/lock**



w1000xh2700      ※lockable  
¥ 27,000 (25,000) UNIT:mm

**SY-17 Lockable Accordion Door**



w1000xh2700      ※lockable  
¥ 16,200 (15,000) UNIT:mm

**SY-18 System wall mount Shelf**

◆ Maximum load upto 5Kg ◆



w1000xd300  
¥ 3,780 (3,500) UNIT:mm

**CS-19 PVC Cutting out Letterings**

※see color sample      UNIT:mm

# TCS

h50	1word	¥ 756	(700)
h100	1word	¥ 1,404	(1,300)
h150	1word	¥ 2,268	(2,100)
h200	1word	¥ 3,024	(2,800)
h300	1word	¥ 4,536	(4,200)

**SY-20 LED Lighting Name board Fascia**



power consumption: 60w  
1booth sample  
¥75,600~  
(70,000)      ※Please ask for detail, may quoted separately.

**SY-STR Light-Up Company Sign**



100w  
※For details, please contact us!  
¥ 86,400~ (80,000~)

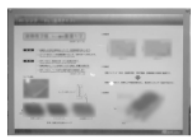
**PK-20 Floor Carpet**



w3000xd3000  
PER BOOTH (9sq.m)  
¥ 21,600 (20,000) UNIT:mm

**CS-21 LED LIGHT PANEL**

Rental LED PANEL and Painting Film are included



A1 : ¥ 27,000 (25,000)  
A2 : ¥ 22,680 (21,000)

※Please provide complete Adobe Illustrator Data (ai data).  
※Electric outlet will be necessary.  
100V/10W~80W

Your goods must first be cleared through Japanese customs before they can be displayed. Below is a brief description of how goods may be cleared and the conditions which pertain to each.

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

1. Arrival deadline :

Food stuff	Food normal entry	July 1, 2017	
	Display only	July 10, 2017	<b>AIR</b>
Booth item	Must arrive in Japan no later than	July 19, 2017	
Food stuff	No service	July 10, 2017	
Booth item	Must arrive in Japan no later than	July 10, 2017	<b>OCEAN</b>

2. Customs clearance :

The exhibition hall is not designated as a Customs Bonded Hall.

a) ATA carnet :

Please send a shipment under an ATA carnet. The conditions which govern an ATA carnet are exactly the same as for a temporary clearance.

The shipment must be returned in the same condition. If your shipment is going to be returned, please use an ATA carnet so that you can save on duty and tax.

b) Consumption entry :

Any shipments which contains give-away items, catalogue or the like, or cannot be cleared under an ATA carnet must be cleared as a consumption entry.

Please also realize if a shipment is cleared as a consumption entry once, it is not possible to recover the duty and tax even for exhibition purpose only.

### 3. Shipping documents :

a) Invoice or ATA carnet :

Please verify the individual value of the items and the serial no. on the invoice or the Carnet.

b) Consignee on the AWB and the INVOICE ;

Exhibitors name Booth No. OR Japanese agent The address and Phone no.

C/O Patisserie & Boulangerie JAPAN or Tokyo Cafe Show & Conference Tokyo Big Sight

3-11-1, Ariake, Koto-ku, Tokyo , Japan

c) Notify on AWB : Nippon Express Co.,Ltd.

K.Shiota Tel : 03-3778-8274

### 4. Tariff :

●IMPORT

Consumption : JPY11,800.-/sheet

Entry Carnet : JPY7,800.-/carnet

Entry Handling

Charge Dry Cargo (AIR) : Under 300kg JPY250.-/kg (Min : JPY80,000.-)

: Under 500kg JPY200.-/kg

: Over 500kg JPY180.-/kg

(Ocean) : JPY22,000.-/M3 (Min : JPY50,000.-)

Perishable Food (AIR ONLY) : Please contact Nippon Express Co.,Ltd.

Terminal Fee : Actual

Custom Inspection : JPY6,500.-/30min

Food Application Fee : JPY8,600.-/7 Items or Brand

Food Inspection Fee : Actual, depends on Food Items (inc. dishes, cups, etc.)

Duty & Tax : Actual TAX 8% OF (CIF VALUE + DUTY)

Empty Box Storage Fee : JPY4,000.-/M3 (Min JPY6,000.-)

Consumption Tax : 8%

●EXPORT

Entry Fee : JPY5,900.-

Carnet Entry : JPY4,200.-

Handling

Charge Dry (AIR) : Under 300kg JPY250.-/kg (Min : JPY30,000.-)

cargo : Under 500kg JPY200.-/kg

: Over 500kg JPY180.-/kg

(Ocean) : JPY22,000.-/M3 (Min : JPY80,000.-)

FOB Charge : JPY50.-/kg (Air) (Min : JPY5,000.-)

: JPY6,480.-/M3 (Ocean) (Min : JPY19,000.-)

The above charges excludes Delivery charge to the booth, Attendance fee at the Show site.

## 5. Contact

If you have any questions or require further information regarding shipping to P&B JAPAN,  
Please contact us at the following ; Nippon Express Co.,Ltd.

Tel : 81-3-3778-8274 , Fax : 81-3-3778-8264, E-mail : event-gte@air.co.jp

Attn : Mr. Shiota

### NIPPON EXPRESS WORLDWIDE NETWORK

AUSTRALIA	BELGIUM
<p>NIPPON EXPRESS (AUSTRALIA) PTY., LTD. Head office: Airgate Business Park, 291 Coward Street Mascot N.S.W. 2020 AUSTRALIA Tel: +61-2-9313-3500 Fax: +61-2-9669-5223</p>	<p>NIPPON EXPRESS (BELGIUM) N.V/S.A Head Office: Bedrijvenzone Machelen Cargo 738/1-1830 Machelen, Belgium Tel: +32-2-753-0202 Fax: +32-2-751-5646</p>
CANADA	CHINA
<p>NIPPON EXPRESS CANADA, LTD. Head Office: 6250 Edwards, Blvd., Mississauga, Ontario L5T 2X3 Tel: +1-905-565-7525 Fax: +1-905-565-5840</p>	<p>NIPPON EXPRESS (CHINA) CO., LTD. Head Office: G11, 11F, Shanghai Mart, 2299 West Yan' an Road, Shanghai, 200336, CHINA Tel: +86-21-6295-0202 Fax: +86-21-6208-0620</p>
FRANCE	KOREA
<p>NIPPON EXPRESS FRANCE, S.A Head Office: 1, rue du Chapelier, BP18177 Roissy- Charles de Gaulle Tel: +33-1-4184-6302 Fax: +33-1-4184-6377</p>	<p>NIPPON EXPRESS KOREA CO., LTD. 11F, Kyobo Securities B/D, 26-4 Yeouido-dong, Yeongdeungpo-gu, Seoul, Korea 150-737 Tel: +82-2-3775-1711 Fax: +82-2-3775-0571/0572</p>
NETHERLANDS	NEW ZEALAND
<p>NIPPON EXPRESS (NEDERLAND) B.V. Head Office: Cessnalaan 24, 1119 NL Schiphol-Rijk Tel: +31-20-406-65-00 Fax: +31-20-406-65-56</p>	<p>NIPPON EXPRESS (NEW ZEALAND) LTD. 37 Andrew Baxter Drive, Airport Oaks, Mangere (P.O.Box73035, Auckland Int'l Airport) Tel: +64-9-256-0340 Fax: +64-9-256-0343</p>
U.S.A (EAST)	U.S.A (WEST)
<p>NIPPON EXPRESS USA, INC NEW YORK Air Cargo (Exp) 230-19, International Airport Center Blvd Suite 100, Jamaica, NY 11413-4104 Tel: +1-718-632-2600 Fax: +1-718-632-2990</p>	<p>NIPPON EXPRESS USA, INC LOS ANGELS Air Cargo (Exp) 2233 E, Grand Ave, El Segundo, CA90245 Tel: +1-310-535-7200 Fax: +1-310-335-4886</p>

**\*NOTE: PLEASE CONTACT NIPPON EXPRESS, FINE ARTS AIR BRANCH  
FOR ANOTHER COUNTRIES NET WORK DETAILS!**

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