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SEA JAPAN

INTERNATIONAL MARITIME
EXHIBITION AND CONFERENCE

2020
GOING FOR GOLD!



UBM Japan Co Ltd

11-13 March 2020 Tokyo BIG SIGHT Exhibition Center,
West Hall 1,2 & Atrium

www.seajapan.ne.jp

Order Form

*Please submit the order forms as required. *Please check the Order Form Checklist carefully.

Order Form Checklist

Sea Japan 2020

11 - 13 March 2020, Tokyo Big Sight

www.seajapan.ne.jp



COMPULSORY FOR ALL EXHIBITORS

CHECK	FORM	SUBJECT	DEADLINE	HOW TO SUBMIT	TO
	A-1	Official e-Guide Book Entry	10. Jan	WEB	UBM Japan
	A-2	Visitor Admission Tickets			
	A-3	Exhibitor and Contractor Badges			
	A-4	Vehicle Pass			
	A-5	Contractor Registration	3. Feb		Sakura International
	A-6	Hazardous Goods	23. Feb		

COMPULSORY FOR RELEVANT EXHIBITORS

CHECK	FORM	SUBJECT	DEADLINE	HOW TO SUBMIT	TO
	B-1	Location Plan for Package Booth Exhibitors	3. Feb	E-mail FAX	Sakura International
	B-2	Fascia Board for Package Booth Exhibitors			
	B-3	Floor Work (Anchor Bolts)			
	B-4	Electric Power Supply - Primary Electrical Work			

OPTIONAL

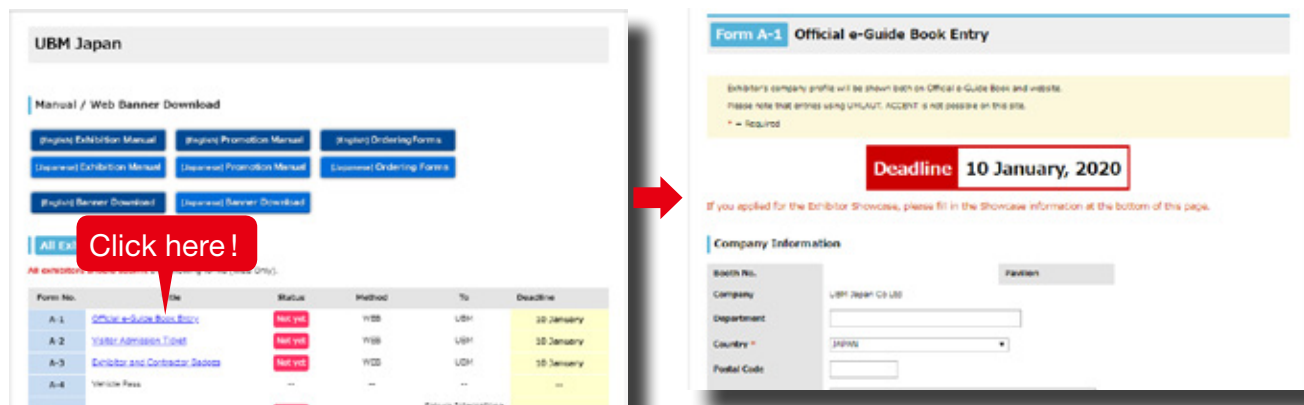
CHECK	FORM	SUBJECT	DEADLINE	HOW TO SUBMIT	TO
	C-1	VIP Invitation Services	10. Feb	WEB	UBM Japan
	C-2	Sharing Stand Exhibitor Registration			
	C-3	Sponsorship Items	First Come, First Served basis		
	C-4	Rental Items	10. Feb	E-mail FAX	Sakura International
	C-5	Rental System Parts			
	C-6	Water Supply /Gas Supply	3. Feb		
	C-7	Air Supply			
	C-8	Booth Cleaning		WEB	
	C-9	Upgrade Package Booth		E-mail FAX	
	C-10	Option Ordering Form for Package Booth Exhibitor		WEB	
	C-11	Electric Power Supply -Second Wiring Service		E-mail FAX	
	C-12	Onsite Material Handling	6. Feb	WEB	
	C-13	Hotel Booking	7. Feb		JTB Global Marketing & Travel
	C-14	Interpreters	26. Feb	E-mail	ISS
	C-15	QR code Service	7. Feb	FAX	Jumbo
	C-16	SNS	28. Feb	E-mail	UBM Japan
	C-17	Invitation Letter for Visa Application	7. Feb	WEB	

WEB This entry is only accepted via internet

Form No. A-1	Official e-Guide Book Entry	Deadline: 9 February
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	

- Official e-Guide Book will be distributed to visitors to the exhibition.
- Information supplied on this form will be listed in the Official e-Guide Book and Sea Japan website.
- Sharing Stand exhibitors are eligible to have their company profile listed separately in the e-Guide Book if they wish.

※ This entry is only accepted via internet



Click here!

Deadline 10 January, 2020

If you applied for the Exhibitor Showcase, please fill in the Showcase information at the bottom of this page.

Company Information

Booth No.

Company

Department

Country

Postal Code

How to submit your entry :

The e-Guide Book entry can be done via the Sea Japan website.

1. Access <https://www.informa-japan.com/sj/guidebook/en/>
2. Use your ID and password to log in.
3. Click "Official e-Guide Book Entry", then enter your company information.
4. The Exhibitor's List will be released on the website in the middle of February.

*The picture data will not be printed in the e-Guide Book.

Special option only for official website registration!!

Available for...

1. Showing your company logo or product photo on the web site

Please upload your company logo or product photo from the entry web site.

Data size: w250-330 × H80-250 pixels.

Data size in bytes: preferred maximum size 300kb

Document Format: GIF or JPG

2. Introducing Activities of your company

Please provide a description of the activities in which your company is engaged.

3. Listing all your exhibits

All exhibits of your company can be listed on the web site.
Maximum 5 exhibits are listed on the Official e-Guide Book.

The company logo or product photo and activities introducing will be shown on the Sea Japan website and used for press releases, and will not be printed in the Official e-Guide Book.



UBM Japan

Booth No.

Product Classification

Logo or Photo 

Company activities

Deadline 10 Jan (Fri) 2020 24:00

Please complete your entry by the deadline. The information provided by this date will be published in the Official e-Guide Book. No amendments will be possible after 10 Jan.

※The Sea Japan Secretariat Office does not take any responsibility for typographical errors and omissions by exhibitors.

WEB This entry is only accepted via internet

Form No. A-2	Visitor Admission Tickets	Deadline: 10 January
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	Please See P.37

Send Visitor admission tickets to your clients!

Exhibitors can request their preferred number of Visitor admission tickets free of charge, using **Web Form A-2**.
With these tickets, you are able to invite your key clients and prospects straight to your booth. Mail the tickets to your clients and prospects accompanied by a personnel letter inviting them to attend the exhibition and to visit your booth.

Form A-2 Visitor Admission Tickets

Exhibitors can order their preferred number of invitation sets free of charge using this form.
We can send the visitor admission tickets to your agent's address if you request.

*Please enter numbers required.

[To Exhibitors] Please Send visitor admission tickets to our office address.

Two admission tickets in one envelop:

English version: ☐

Japanese version: ☐

Separation:

English version: ☐ Ticket(s)

Japanese version: ☐ Ticket(s)

Envelop (bilingual): ☐

Send to:

Company: UBM Japan

Contact: 田中 知鶴子

Address:

TEL:

[To Agents] Please Send visitor admission tickets to our agent's address below.

Two admission tickets in one envelop:

English version: ☐

Japanese version: ☐

Separation:

English version: ☐ Ticket(s)

Japanese version: ☐ Ticket(s)

Envelop (bilingual): ☐

Form No. A-3	Exhibitor and Contractor Badges	Deadline: 10 January
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	Please See P.9

Any Exhibitors or contractors must wear badge to entry the exhibition hall.
Exhibitors are required to order the appropriated badge using Form A-3.

Form A-3 Exhibitor & Contractor Badges

Exhibitor Badges

Each exhibitor will receive 10 free exhibitor name badges.
These badges are for personnel from the exhibiting company who will be associated with the stand during the exhibition.
*Exhibitor's Badges will be available throughout the move-in, move-out and exhibition days.
Please come to the Organizer's office to pick up your badges. Please register staff information with the template below.

Exhibitor Badges
 Sets

	Name	Position	Department	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Send to:

Company	UBM Japan Co Ltd
Contact	Taro Yamada
Address	1-1-1, St. German des pre, Paris
TEL	03-5296-1020

Contractor Badges

These are necessary for all personnel (except those with exhibitor badges) working in the halls during move-in and move-out.
Please specify below the number of contractor badges you require.
Please remember that exhibitors **DO NOT** require contractor badges as exhibitor badges are valid throughout the move-in, move-out and exhibition days.

Date	Time access in the exhibition hall
18 Apr. (Mon)	9:00-22:00
19 Apr. (Tue)	9:00-20:00
22 Apr. (Fri)	17:00-21:00

Contractor Badges
 Sets

Send to:

Company	UBM Japan Co Ltd
Contact	Taro Yamada
Address	1-1-1, St. German des pre, Paris
TEL	03-5296-1020

Exhibitor Badges

出展者
Sea Japan 2020
EXHIBITOR

名刺
NAME CARD

All booth personnel must wear these badges in order to enter the Exhibition Hall during exhibition periods.
**Overseas exhibitors are required to pick up their exhibitor's badge at the exhibitor's check-in counter during move-in day.

Contractor Badges

作業者
Sea Japan 2020
CONTRACTOR

名刺
NAME CARD

All contractors working in the exhibition hall during move-in and move-out must wear these badges. (They are not permitted to enter the hall during the show period with this badge).
If overseas exhibitors assign Japanese contractors and desire to send their badges to them in advance, please request from the organiser directly. The organiser may not take any similar requests from the contractors for security reason.

Form No. A-4	Vehicle Pass	Deadline: 10 January
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	Please See P.10, 11

Because of the limited amount of space in the truck yard of the West halls, the organizers have prepared rules and procedures to ensure the smooth and safe move-in and move-out of vehicles.

If your Japan office, agent, partner, local contractor or forwarder in Japan will access the truck yard or the exhibition halls by vehicle, please instruct them to contact the Sea Japan Secretariat Office (UBM Japan Co Ltd) to obtain the instructions written in Japanese. All exhibitors who plan to move-in or move-out using vehicles are required to understand the instructions and submit Form A-4 (Japanese version) to the organizers in advance.

Sea Japan Secretariat Office / UBM Japan Co Ltd
TEL: +81-3-5296-1020
FAX: +81-3-5296-1018
Email: exhibit@seajapan.ne.jp

Form No. A-5	Contractor Registration	Deadline: 3 February
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	Please See P.15~23

Sakura International / Inc. is the Official Stand Contractor for Sea Japan 2020. However, exhibitors are at liberty to appoint a contractor other than the official stand contractor if they so wish. Please ensure that your contractor is fully aware of the points mentioned in the manual when being asked to tender for your work. All exhibitors must register their contractor for booth fitting with the Organiser using this Web Form A-5.

Exhibitors are reminded that with the exception of primary-side electrical wiring works (from the main power source of the Hall to each booth), they are free to appoint a contractor of their choice to design, embellish or build their booths. However, in the interest of security, all contractors are required to register with the Organisers before arriving on site, by completing the Web Form A-5.

Form A-5 Contractor Registration

Fields marked with * need to be completed.

All exhibitors must register their contractor for stand fitting with the Organiser using this FORM (Contractor Registration).

Sakura International Inc. is the Official Stand Contractor for Sea Japan 2020.

However, exhibitors are at liberty to appoint a contractor other than the official stand contractor if they so wish.
Please ensure that your contractor is fully aware of the points mentioned in the manual when being asked to tender for your work.

STAND FITTING *

☐ Official Contractor (Sakura International Inc.)

☐ Other as specified below:

Company

Contact

Address

TEL

E-mail

Scale Drawing in A3 size

Package booth exhibitor who appoint non-official contractor for additional booth decoration must submit design proposals to be approved by the Organiser and should confirm to all statutory requirements. A drawing to scale in A3 size, in 2 sets must show the plan and elevation of the booth and its fittings, state materials, describe moving exhibits, displays and give measurements, weights and loadings of all exhibits. The Organiser may ask exhibitors to rebuild or dismantle a part of a booth or decoration when the Organiser judges that the booth or decoration adversely effects adjacent exhibitors or does not meet the fire regulations.

Contact:

Sakura International Inc.

Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan

E-mail : seajapan2020@sakurain.co.jp

TEL : +81-50-5804-0901 FAX : +81-3-6458-5727

FORM: No fixed format. Please draw the plan and elevation scale in A3 size and submit.

Deadline: 3 February 2020

Form No. A-6	Hazardous Goods	Deadline: 24 January
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seajapan2020@sakurain.co.jp	Please See P.29

Hazardous goods in the Exhibition Hall

Web Form A-6 must be submitted by all exhibitors, regardless of their intention to use hazardous goods.

In principle, using naked flame or bringing hazardous goods such as high pressure gas, gasoline and kerosene etc. into the exhibition hall is prohibited.

However, if these materials are a component of the displays or necessary for the operation or demonstration of the exhibits, a minimum quantity may be brought into the exhibition hall provided advanced permission is obtained from the Fire Station with jurisdiction over the exhibition hall, in accordance with the usage conditions mentioned in the Disaster Prevention Guide.

To apply for permission (which may be denied), exhibitors must provide an explanation of why the hazardous materials are needed, how they will be used, and attach 2 copies of a catalog or brochure for the equipment to be used in the hall. ABC powder fire extinguishers are to be arranged by the exhibitors.

Form A-6 Hazardous Goods

Fields marked with * need to be completed.

This form must be submitted by all exhibitors, regardless of their intention to use naked flame or hazardous goods.

In principle, using naked flame or bringing hazardous goods such as high pressure gas, gasoline and kerosene etc. into the exhibition hall is prohibited.

However, if these materials are a component of the displays or necessary for the operation or demonstration of the exhibits, a minimum quantity may be brought into the exhibition hall provided advanced permission is obtained from the Fire Station with jurisdiction over the exhibition hall, in accordance with the usage conditions mentioned in the Disaster Prevention Guide.

To apply for permission (which may be denied), exhibitors must provide an explanation of why the hazardous materials are needed, how they will be used, and attach 2 copies of a catalog or brochure for the equipment to be used in the hall. ABC powder fire extinguishers are to be arranged by the exhibitors.

Hazardous Goods *

- ☐ No hazardous materials will be used.
- ☐ Necessary to bring hazardous goods into the hall. (Request for registration form)

Confirm >

COMPULSORY FOR PACKAGE BOOTH EXHIBITORS



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

Form No. B-1	Location Plan for Package Booth Exhibitors	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seajapan2020@sakurain.co.jp	Please See P.16, 17

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	

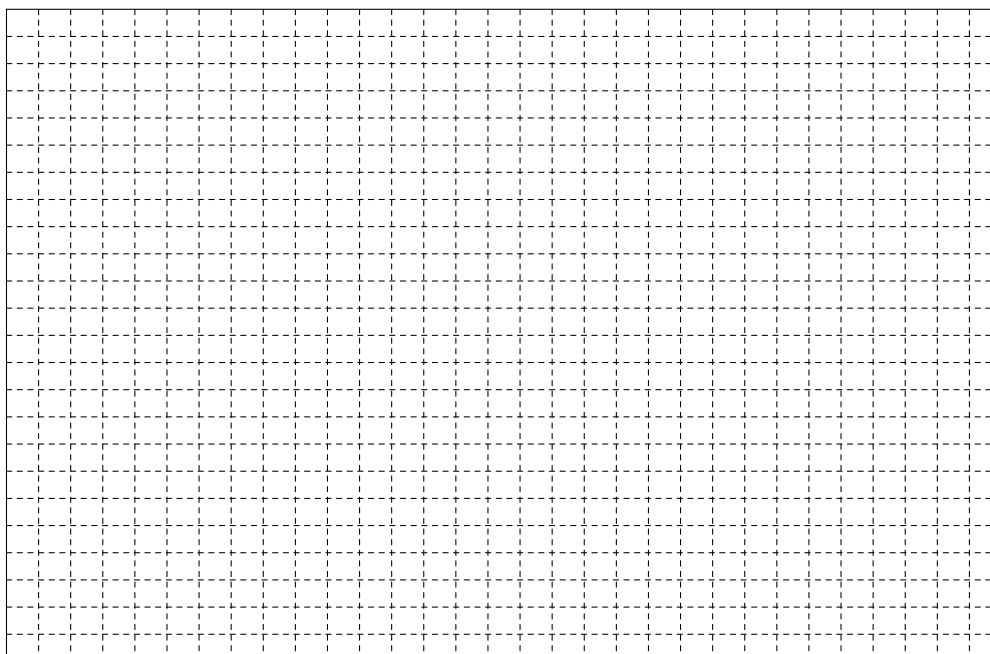
Location plan

Please indicate **the position of the standard provision items and any extra items (furniture, electric) you have ordered.**

- Corner booth will be assumed to open on two sides, unless requested by the exhibitor to set panel facing to the aisle.

If any part of stand is built above 2.7 m, this must not adversely affect adjacent exhibitors; any decoration must be set back at least 1.0 m from adjacent stands and any reverse surface that is higher than the adjacent stand must be painted or covered with white a wall panel or paper (no company name, logo, product name will be permitted). (Note: Island stand exhibitors are excepted from this regulation.) The Organiser have the right to authorise dismantling or rebuilding any stand which does not meet this regulation.

BACK

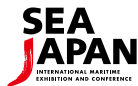


aisle

Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

COMPULSORY FOR PACKAGE BOOTH EXHIBITORS



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

Form No. B-2	Fascia Board for Package Booth Exhibitors	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seajapan2020@sakurain.co.jp	Please See P.16, 17

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	

Company Name on Fascia Board (for all package booth exhibitors)

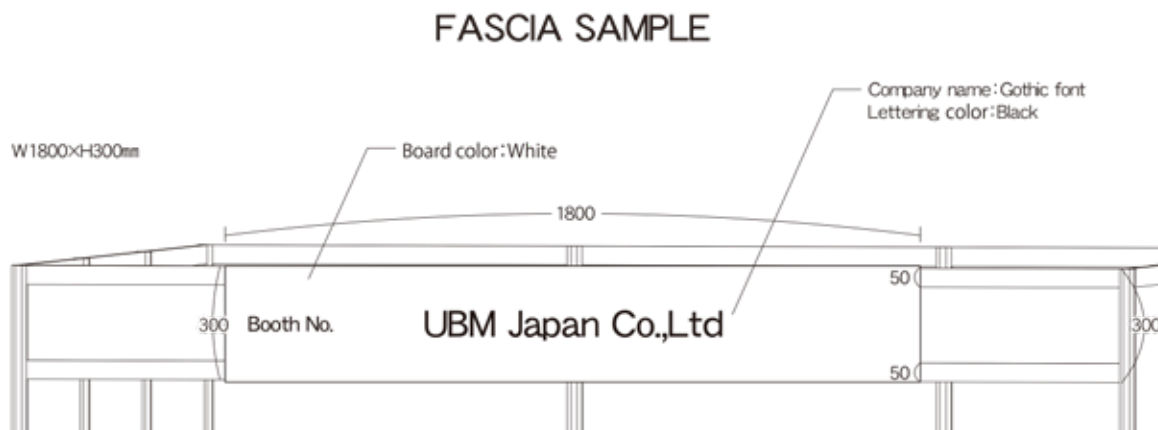
Please indicate below the EXACT company name as desired to show on the fascia board (English and Japanese lettering). Please write clearly.

Space-only Stands exhibitors are responsible for providing their own fascia name board.

ENGLISH LETTERING

JAPANESE LETTERING

FASCIA SAMPLE

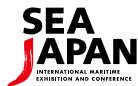


On a fascia name board, only the main exhibitor's name for 1 unit booth, main and the sharing exhibitor's name for more than 2 unit booth will be shown. If you would like to add your associated or sharing stand company's name to your fascia board, you can order it using Form C-10 Option Ordering Form for Package Booth Exhibitors.

Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

COMPULSORY FOR PACKAGE BOOTH EXHIBITORS



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seaJapan2020@sakurain.co.jp

Form No. B-3	Floor Work (Anchor Bolts)	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seaJapan2020@sakurain.co.jp	Please See P.21

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	

This form must be submitted when floor work such as anchor bolts is required. Please attach drawings detailing the works required.

The position of hall electrical and water supply/drainage pits must be checked before execution of works.

Anchor bolts must NEVER be used without notifying the organiser.

The conditions and working procedures specified by the hall management must be strictly observed.

Please register the name of the contractor who will be dealing with floor work.

Name of contractor : _____

Address: _____

Tel: _____ **Fax:** _____

E-mail: _____

Contact person: _____

Please indicate size and quantity of anchor bolt you will be using.

☐ **Diameter. ()mm x ()pcs**

Invoice to

Company: _____ **Contact person:** _____

Address: _____

Tel: _____ **Fax:** _____

E-mail: _____

USAGE CONDITIONS AND WORK PROCEDURES

1. Only knock-type anchor bolts with maximum length of 60mm and diameter of 16mm(maximum drill diameter of 17mm) can be used.
2. A charge of ¥1,100 per bolt for floor restoration will apply.
3. Driving in anchor bolts with hammers, and cutting edges with gas after usage is strictly prohibited.
4. Use of bolts on pit covers and within 20cm from the pit edges and masonry joints is prohibited.
5. Exhibitors must not remove anchor bolts from the floor. If the head of anchor bolt projects above the floor level, they must be cut off to the floor level with a sander.

If the exhibitor fails to perform this job, the organiser will do so and related expenses will be charged to the exhibitor.

Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seaJapan2020@sakurain.co.jp

COMPULSORY FOR SPACE BOOTH EXHIBITORS



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

Form No. B-4	Electric Power Supply - Primary Electrical Work	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seajapan2020@sakurain.co.jp	Please See P.22

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	

Electricity will be supplied only through the Organisers. For this purpose, **Sakura International Inc.** has the authority to act as agent of the Organisers. **No other contractors will be permitted to undertake primary electrical work within Tokyo BIG SIGHT.** Exhibitors intending to undertake secondary electrical work or to appoint a subcontractor for secondary electrical work must contact the Organiser.

- **Space Only Exhibitor:** MUST order Primary Wiring service using this form.
- **Package Booth Exhibitor:** Please contact to Sakura International Inc. for further details.
Tel +81-50-5804-0901 Fax +81-3-6458-5727

■ **Primary Wiring Service for Space Only Exhibitors and Package Booth Exhibitors who request a different power supply**

	Total Watts	Total Amount (JPY)
1. 100 volt single phase 50Hz	_____ kW	_____
2. 200 volt single phase 50Hz	_____ kW	_____
3. 200 volt three phase 50Hz	_____ kW	_____
Total:	_____ kW	_____

Construction: JPY 8,250 per kW (tax not included) / Consumption: JPY 2,750 per kW (tax not included)

- **24-Hours Power Supply** (exhibitors using refrigerator, Fax or PC may need 24-hours power supply)
[] required

Please register the name of the contractor who will be dealing with Electrical Work.

Name of contractor : _____ Contact person: _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

Invoice to

Company: _____ Contact person: _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

Location Plan ※ Please indicate your neighboring booth	Ex.

100W Outlet
 Spotlight
 Longarm Spotlight
 Fluorescent
 100V, 200V, Switch

An invoice will be sent after receiving this application. The order will be cancelled unless the payment is made by the due date on the invoice.

Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

WEB This entry is only accepted via internet

Form No. C-1	VIP Invitation	Deadline: 10 January
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	Please See P.37

A VIP Invitation Service will be provided for those exhibitors who intend to invite important customers or persons to visit the fair. VIP badge holders will be entitled to enjoy the VIP service, such as preregistration and receiving a free copy of the Official e-Guide Book, etc..

- This service is only acceptable on the exhibitor's web. Please upload your VIP list on the web.
- Exhibitor can choose if VIP badges will be sent directly to the VIP person by the organiser or sent to exhibitors.

INFORMATION REQUIRED FOR VIP REGISTRATION

- 1) Full Name of VIP visitor you wish to invite
- 2) Position / Title
- 3) Company Name (Official company name)
- 4) Company Address
- 5) Country
- 6) Tel :
- 7) Fax :
- 8) E-mail :

VIP List

No	Title	Last Name	Fore Name	Position	Company	Address	Postal Code	Country	E-mail
1	Mr.	Takashi	Saito	President	XX maritime Corp	125 Village Blvd #220, Princeton, NJ	08540	USA	saito@xxmarin.com
2	Mr.	Koji	Suzuki	Managing Director	XX Ship	xx-xx, Tukiji, Chuo-ku, Tokyo	222-222Y	Japan	suzuki@xxship.co.jp
3									
4									
5									
6									

- *Please check "We will send the VIP badges ourselves" if you prefer to send badges to the VIPs by yourself in the format.
- *The personal data of registered VIPs may be included in the Organiser's database and used by the Organiser or passed onto third parties for promotion purposes.

Form C-1

VIP Invitation Services

Please download Excel file below and fill in the form , then select the file and push the Confirm button.
Exhibitors can register up to 20 VIPs.
VIP badges will be delivered to your VIPs by the organiser or yourselves.

* Please contact the organiser (exhibit@seajapan.ne.jp) if you add or modify the list.

Step 1	Download file	Template download (Excel)
Step 2	List upload	<div> <div>ファイルを選択</div> <div>選択されていません</div> </div>
Step 3	Select sender	<input type="radio"/> We send badges to our VIPs by ourself. <input type="radio"/> Organiser sends badges to our VIPs.

Uploaded List

Confirm >

WEB This entry is only accepted via internet

Form No. C-2	Sharing Stand Exhibitor Registration Form	Deadline: 10 January
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	Please See P.24

- ☐ Sharing stand exhibitor must be a company which has business contact with a main exhibitor.
- ☐ Sharing Exhibitor can also insert their company profile individually if they wish so. (They will receive an ID and password for the entry.)
- ☐ If your company has an Office in Japan or Japanese agent, please add their contacts in this form.

Form C-2 Sharing Stand Exhibitor Registration

Please fill in your sharing stand exhibitor information in this form

Sharing stand exhibitor must be a company which has business contact with the main exhibitor.

The booth type of the main exhibitor is one package booth is not allowed to have partitions in the booth to divide the booth space between the main exhibitor and the sharing company.

Information about sharing exhibitors, such as company names, addresses, etc. will be published on the Sea Japan official website, visitor admission tickets, and the official e-guidebook.

*In principle, only a main exhibitor will be published on the floorplan. Sharing exhibitors are their numbers will be added next to the main exhibitor's company name.

Sharing Stand Company No.1

Company Name *	<input type="text"/>
Section	<input type="text"/>
Position	<input type="text"/>
Contact Person *	<input type="text"/>
Country *	▼Country ▼
Postal Code *	<input type="text"/>
Address *	<input type="text"/>
TEL *	<input type="text"/>
FAX	<input type="text"/>
E-mail	<input type="text"/>
Official Catalogue Entry (please tick) *	<input type="radio"/> Yes, we prefer our sharing stand company's profile to be inserted INDIVIDUALLY in the Official Catalogue. (The sharing stand company will receive the ID and password for the entry.) <input type="radio"/> No (only company name will be listed in the exhibitor's list.)

Sharing Stand Company No.2

Sharing Stand Company No.3

WEB This entry is only accepted via internet

Form No. C-3	Sponsorship Items	First come, first served basis
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	

Sponsorship is one of the most effective public relations tools that can be utilised at exhibitions. Not only does sponsorship help you achieve long-term objectives such as brand awareness and image, it also helps you achieve short-term goals such as creating awareness and interest in your stand. In order to maximize the number of prospects and customers coming to your stand, you must let people know where to find you! We can offer you sponsorship opportunities to communicate your message to all visitors at the exhibition.

Please indicate below about which of the following items you are interested in receiving further sponsorship information about sponsorship opportunities and on-site advertising.

Form C-3 Sponsorship Items		
Sponsorship Item Catalogue		
	Sponsorship Items	Price
1	<input type="checkbox"/> Banner on the top page of the Sea Japan website 2 Months	150,000JPY
2	<input type="checkbox"/> PR board (Atrium space - west Halls). vertical. 2 sides (Both left and right)	400,000JPY
3	<input type="checkbox"/> Private meeting room per hour	30,000JPY
4	<input type="checkbox"/> PR board (Atrium space - west halls). horizontal.	400,000JPY
5	<input type="checkbox"/> Hanging banner above atrium space	1,300,000JPY
6	<input type="checkbox"/> Advertising billboards in atrium space Both 2sides	200,000JPY
7	<input type="checkbox"/> Pillar banner	300,000JPY
8	<input type="checkbox"/> Hanging banner above booth	700,000JPY
9	<input type="checkbox"/> Advertisements on directional signage	120,000JPY
10	<input type="checkbox"/> Floor stickers Big	120,000JPY
11	<input type="checkbox"/> Floor stickers Small	100,000JPY
12	<input type="checkbox"/> Catalogue station	120,000JPY
13	<input type="checkbox"/> PR boards	50,000JPY
14	<input type="checkbox"/> Luncheon party sponsor 2 hours	300,000JPY
15	<input type="checkbox"/> Reception party sponsor	3,000,000JPY

OPTIONAL



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

Form No. C-4	Rental Items	Deadline: 10 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL:+81-50-5804-0901 FAX:+81-3-6458-5727 E-mail:seajapan2020@sakurain.co.jp	Please See P.24

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	

No.	Item	PRICE(without tax)	Qty	AMOUNT
L-01-E	Information counter (with shelf)W900XD450XH940 (white)	¥7,480		
L-02A-E	Reception counter (with shelf)W1200XD600XH940 (white)	¥11,000		
L-02B-E	Reception counter (with shelf)W1500XD600XH940 (white)	¥13,200		
L-03A-E	Long Table W1200XD600XH730(white)	¥2,640		
L-03B-E	Long Table W1800XD600XH730(white)	¥3,520		
L-04-E	Round table φ750×H650	¥4,400		
L-05A-E	Square table W450 x D450 x H650(white)	¥2,200		
L-05B-E	Square table W800 x D450 x H650(white)	¥2,200		
L-06A-E	Stand chair W400 x D450 x SH430(white)	¥3,520		
L-06B-E	Stand chair W400 x D450 x SH700(white)	¥3,520		
L-07-E	Stacking chair W500 x D500 x SH430(white)	¥2,640		
L-08-E	Folding chair W450 x D420 x H760 x SH410(blue)	¥704		
L-09-E	Visiting card box W115 x D70 x H130	¥1,760		
L-10-E	Desk catalogue (A4 3pockets) W230 x D200 x H415	¥1,760		
L-11A-E	Catalogue Stand (A4 6pockets) W250 x D390 x H1295	¥5,280		
L-11B-E	Catalogue Stand (A4 12pockets) W250 x D550 x H1700	¥6,160		
L-12-E	Steel shelf (for stock room) W900 x D300 x H1800	¥7,040		
L-13-E	Reception set (table&chair)	¥11,000		
L-14-E	Café set (table&chair)	¥16,280		
L-15-E	Lounge set (table&chair)	¥24,200		
L-16-E	High counter set (table&chair)	¥26,400		
L-17A-E	Glass showcase W1200 x D600 x H920	¥17,600		
L-17B-E	Glass showcase W1500 x D600 x H920	¥22,000		
L-17C-E	Glass showcase W1800 x D600 x H920	¥22,000		
L-18-E	Sign stand W250 x D250 x H900~1700	¥2,640		
L-19A-E	Sign stand A W400 x H1270 (Light gray)	¥11,000		
L-19B-E	Sign stand B W400 x H1270 (Dark gray)	¥11,000		
L-20-E	Sign stand(for Both sides) W300 x D400 x H1120~1790	¥5,720		
L-21-E	Coffee maker+Coffee Pot W200 x D320 x H470(100V/1300W)	¥17,600		
L-22-E	Coffee set	¥10,560		
L-23-E	Water server+Water tank (11.4L)	¥16,280		
L-24-E	Water tank (11.4L)	¥3,080		
L-25-E	Refrigerator 70-74L	¥13,200		
L-26-E	Dust box φ240×H290 (White)	¥704		
L-27-E	Single hanger W950 x D450 x H950~1700	¥2,640		
L-28-E	Hanger	¥132		
L-29-E	Table cloth W2200×D1000	¥1,320		
L-30-E	Extinguisher	¥4,400		
TOTAL AMOUNT				

Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

OPTIONAL



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

Form No. C-5	Rental System Parts	Deadline: 10 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seajapan2020@sakurain.co.jp	Please See P.24

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	

No.	Item	PRICE	Qty	AMOUNT
L-31A-E	Monitor 24inch	¥38,500		
L-31B-E	Monitor 32inch	¥88,000		
L-31C-E	Monitor 40inch	¥141,900		
L-31D-E	Monitor 50inch	¥176,000		
L-31E-E	Wall-mounted Installation	¥22,000		
L-32-E	DVD player	¥25,300		
L-33-E	Microphone Speaker set	¥27,500		
L-34-E	Plant(Small)	¥1,870		
L-35-E	Plant(Medium)	¥3,740		
L-36-E	Plant(Large)	¥5,280		
S-01A-E	Wall Panel W990 x H2700	¥11,000		
S-01B-E	Wall Panel W495 x H2700	¥11,000		
S-02-E	Door Panel W990 x H2700	¥26,400		
S-03-E	Curtain unit W990 x H2700	¥13,200		
S-04A-E	Display table1 A (with slide door) W990 x D990 x H770	¥19,140		
S-04B-E	Display table1 B (with slide door) W990 x D990 x H1020	¥19,140		
S-05A-E	Display table2 A (with slide door) W990 x D495 x H770	¥16,500		
S-05B-E	Display table2 B (with slide door) W990 x D495 x H1020	¥16,500		
S-06A-E	Display table3 A W495 x D495 x H770	¥11,000		
S-06B-E	Display table3 B W495 x D495 x H1020	¥11,000		
S-07A-E	Display shelf (White) W990 x D300	¥3,960		
S-07B-E	Display shelf (Glass) W990 x D300	¥5,280		
S-08-E	Wall-hanging mesh panel W890 x H1290	¥8,800		
S-09-E	Wall Panel (Change color) W990 x H2700 Choose your favorite color: Red / Blue / Green / Yellow / Beige / Brown / Gray / Black	¥7,700		
S-10-E	Paraet (Change color) W3000 x H300 Choose your favorite color: Red / Blue / Green / Yellow / Beige / Brown / Gray / Black	¥3,300		
S-11-E	Company name board W1800 x H300	¥13,200		
S-12-E	Chain hook (1set=2pairs)	¥550		
S-13-E	Velcro	¥550		
S-14-E	Logo on the packaging Company name board	¥11,000		
S-15-E	Needle punch carpet 9㎡ Choose your favorite color: Red / Blue / Green / White / Beige / Dark Blue / Gray / Black	¥26,400		
TOTAL AMOUNT				

An invoice will be sent after receiving this application.
The order will be cancelled unless the payment is made by the due date on the invoice.

Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

OPTIONAL



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seaJapan2020@sakurain.co.jp

Form No. C-6	Water Supply / Drainage / Gas Supply	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seaJapan2020@sakurain.co.jp	Please See P.23

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	

Sakura International Inc. will provide, at the ex ors expense, water supply, drainage, air and gas work.

WATER SUPPLY / DRAINAGE

Construction Fee: ¥82,500

Water Consumption: ¥990 / cubic meter

Maintenance and cleaning during the show included.

Standard Supply Time: 11-13 April, 9:30-17:00

Pressure: 2K~4K

Prices include primary work only. Primary work ends at the boundaries of the stand from where exhibitors shall arrange for in-booth installation work.

Please tick all applicable items. Please attach rough installation piping plan.

Supply pipe diameter ☐ 13mm ☐ 20mm () Other / mm

Drain pipe diameter ☐ 40mm ☐ 50mm () Other / mm

24 hour supply ☐ Necessary ☐ Unnecessary

Total Consumption () Litres per minute

Consumption and name of operational machinery

() Litres per minute for

() Litres per minute for

* Equipment is available on request. Please contact Sakura International Inc. for details and a quotation.

Gas Supply

● Primary Work

■ Construction Fee: Sakura International Inc. will estimate

● Secondary Work

Sakura International Inc. can also do secondary work. Please contact them for more details.

*Equipment is available on request. Please contact Sakura International Inc. for details and quotation.

Machine Type	Purpose	Usage
		Liters/min
		Liters/min
		Legend (Drain) tap — gas valve — drain — Legend (Gas) gas cock — cock —
		sink gas cock partition

An invoice will be sent after receiving this application. The order will be cancelled unless the payment is made by the due date on the invoice.

Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seaJapan2020@sakurain.co.jp

OPTIONAL



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seaJapan2020@sakurain.co.jp

Form No. C-7	Air Supply	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seaJapan2020@sakurain.co.jp	Please See P.23

Exhibitor name			Stand No	
Address			Postal Code	
Contact person		Country		
Tel		Fax		
Email		Signed		Date

● Primary Work

■ Contruction fee: ¥82,500 (maintainance, and cleaning during the show included)

■ Standard Supply Time: 11 April - 13 April, 9:30 - 17:00

■ Pressure: 7K - 7.5K

Please tick all applicable items. Please attach rough piping plan.

○ Air valve diameter ☐ 1/2 ☐ 1/4 ☐ 3/8 ☐ Other () m/m

○ 24-hours supply ☐ necessary ☐ unnecessary

○ Total Consumption () litres per minute

Consumption and name of operational machinery

() litres per minute for

() litres per minute for

Exhibition next to you	Layout of air valves	Exhibition next to you
------------------------	----------------------	------------------------

Front Side

An invoice will be sent after receiving this application.
The order will be cancelled unless the payment is made by the due date on the invoice.

Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seaJapan2020@sakurain.co.jp

WEB This entry is only accepted via internet

Form No. C-8	Booth Cleaning	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seajapan2020@sakurain.co.jp	Please See P.26

Daily stand cleaning is not provided to Space Only exhibitors and it is the responsibility of all space only exhibitors to appoint their own contractor for stand cleaning.
The Official Stand Contractor, Sakura International Inc., can undertake this service if required.
Please fill and submit this form if you

Form C-8 Booth Cleaning

Daily stand cleaning is not provided to Space Only exhibitors and it is the responsibility of all space only exhibitors to appoint their own contractor for stand cleaning.
The Official Stand Contractor, Sakura International Inc., can undertake this service if required.

We order booth cleaning as indicated below:

booth size

m² × ¥500 (tax excluded)

¥

※Booth cleaning order is not accepted at on-site while exhibition days.
※This service do not handle scrap woods due to construction or removing such as remaing materials.

NOTES:

- Above price is indusive for 3 days (10 March, 2020 ~ 12 March, 2020).
- Booth Cleaning is included for Package Booth exhibitors.
- Invoice will be issued up on receipt of this order form. Payment must be made before move-in.

Confirm >

OPTIONAL



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

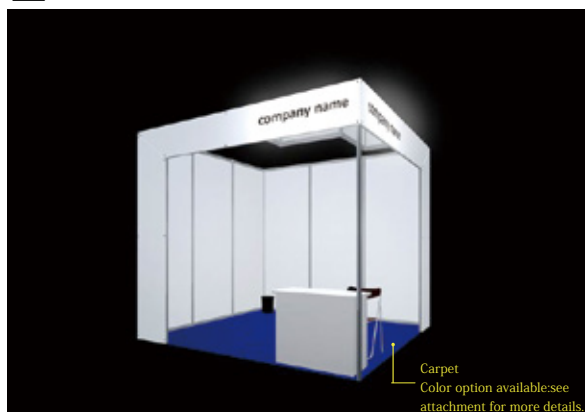
Form No. C-9	Upgrade Package Booth	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seajapan2020@sakurain.co.jp	Please See P.16

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	

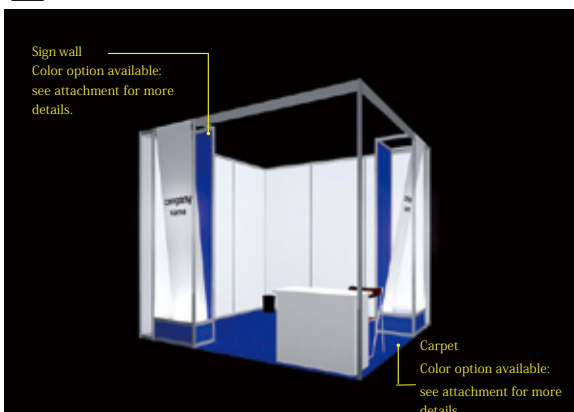
Package Booth exhibitors can order optional decoration as below using this form.
Please provide your logo data in Adobe Illustrator (outlined) or EPS format.

■1 Booth (image)

☐ A...JPY50,000

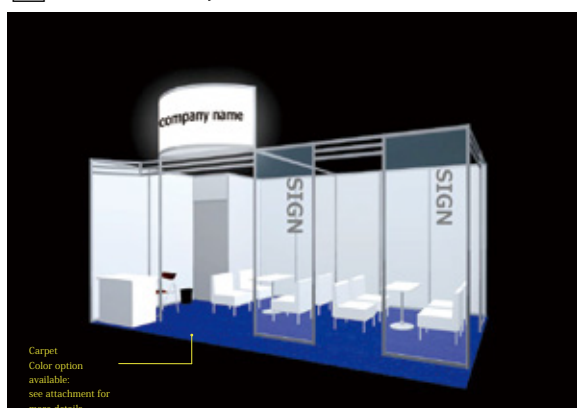


☐ B...JPY80,000



■2 Booths (image)

☐ A...JPY180,000



☐ B...JPY180,000



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

Form No. C-10	Option Ordering Form for Package Booth Exhibitors	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seajapan2020@sakurain.co.jp	Please See P.16, 17

Form C-10 Option Ordering Form for Package Booth Exhibitor

Company Name on Fascia Board (for all package booth exhibitors)

Please indicate below the EXACT company name as desired to be shown on the fascia board (English or Japanese lettering).

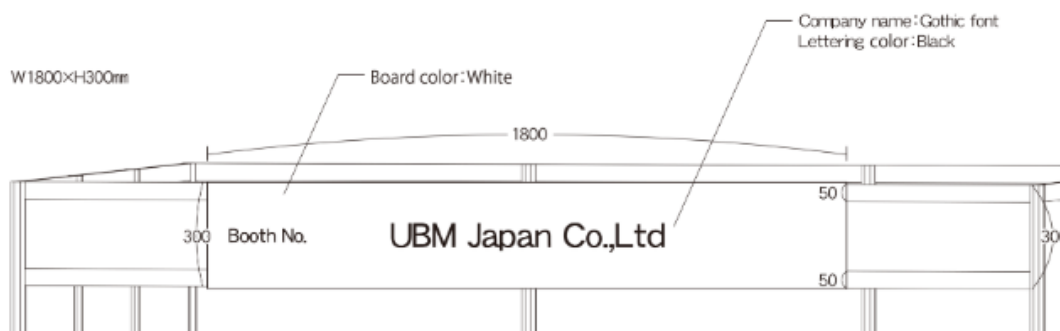
Please write clearly.

Space Only Stands exhibitors are responsible for providing their own fascia name board.

JAPANESE LETTERING

ENGLISH LETTERING

FASCIA SAMPLE



Only one company name can be shown on a fascia name board. If you would like to put your associated or sharing stand company's name additionally on your fascia board, you can order it to Expo International Ltd. Fascia Name board will be provided on each open side of your stand. Therefore if your stand is two or three sides open, you will be able to show an additional company name (i.e. a sharing stand exhibitor) on one of the fascia name boards without any additional charge.

Options	Price(Tax excluded)	Number	Specification
Additional name on Fascia	¥7,000 per one	<input type="checkbox"/>	<input type="text"/>
Personalized font(Other than Gothic)	¥5,800 per one	<input type="checkbox"/>	<input type="text"/>
Additional Fascia Board (W1800 x H300)	¥9,000 per one	<input type="checkbox"/>	<input type="text"/>
Logo	¥13,800 per one	<input type="checkbox"/>	Logo must be provided in illustr ator format, outlined or vectrise d
Carpet color	¥20,500 per one	<input type="checkbox"/>	<input type="text"/>

Confirm >

OPTIONAL



Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

Form No. C-11	Electric Power Supply - Secondary Electrical Work	Deadline: 3 February
Contact:	Sakura International Inc. Contact: Ms.Nakajima, Ms. Okimura Kamei No.2 Bldg., 5F, 17-13 Kiba, 2-Chome, Koto-ku, Tokyo 135-0042, Japan TEL: +81-50-5804-0901 FAX: +81-3-6458-5727 E-mail: seajapan2020@sakurain.co.jp	

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	

● If mailing address for invoice is different from Exhibitor's address, please contact us.

<Electric Power Supply> (Optional)

NO	Item	Capacity	Price	QTY
1	Spotlight (LED lamp)	11W	¥3,300	
2	Arm-spotlight (LED lamp)	11W	¥3,630	
3	Halogen spotlight	100W	¥4,400	
4	Halogen arm-spotlight	100W	¥4,730	
5	Halogen spotlight	300W	¥8,250	
6	Fluorescent light	40W	¥3,850	
7	Power outlet	100V / 1kW	¥4,180	
8	Power outlet	100V / 0.5kW	¥3,850	
9	Additional electric work for trunk-line / Electrical supply	100V / 1kW	¥11,000	

※ Prices above include fees of lease and move-in and move-out.

※ If exhibitors have any other requests, please contact Sakura International Inc.

Location Plan ※ Please indicate your neighboring booth	Ex.




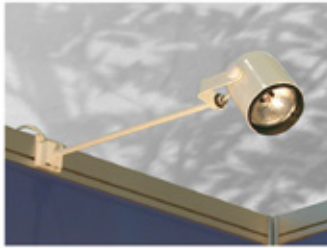

100W Outlet
 Spotlight
 Longarm Spotlight
 Fluorescent
 100V, 200V, Switch

An invoice will be sent after receiving this application.

The order will be cancelled unless the payment is made by the due date on the invoice.

Sakura International Inc. **FAX** +81-3-6458-5727

E-mail seajapan2020@sakurain.co.jp

<p>1. Spotlight (LED lamp) 11W ¥3,300</p> 	<p>4. Halogen arm-spotlight 100W ¥4,730</p> 
<p>2. Arm-spotlight (LED lamp) 11W ¥3,630</p> 	<p>5. Halogen spotlight 300W ¥8,250</p> 
<p>3. Halogen spotlight 100W ¥4,400</p> 	

OPTIONAL



Ishikawa-Gumi, Ltd **E-mail** seajapan2020@ishikawa-gumi.co.jp

Form No. C-12	On-Site Material Handling	DOC Deadline: 6 February	Advance W/H Deadline: 21 February
Contact:	Ishikawa-Gumi, Ltd Attn: Ms. Hiroko Watanabe 4-14-2 HIGASHI-OHI, SHINAGAWA-KU, TOKYO 140-0011, JAPAN Tel: +81-3-3474-8102 Fax: +81-3-5460-9841 E-mail: seajapan2020@ishikawa-gumi.co.jp		
Exhibitor name			Stand No
Address			Department
ATTN		e-mail	
Tel		Mobile	
Cargo Details Package/ DIM Weight etc..	1 2 3 4 5	Request delivery date and time ※ Large size shipment is acceptable only MAR 9th	MAR 9(MON) : MAR 10(TUE) :

Order form for Inbound ※Please advise cargo details if exhibitor requires un-packing and installing service by Ishikawa-Gumi

●Collection / Delivery

Advance warehouse	A. USE	B. DO NOT USE	Address of Advance warehouse	13-14, 3-CHOME, SHIN-YAMASHITA, NAKA-KU, YOKOHAMA-SHI, KANAGAWA, 231-0801 JAPAN	
Delivery to Show site	a. Handle by Exhibitor	b. Handle by Ishikawa-Gumi	Collection arranged by Ishikawa-Gumi	YES	NO
Collection place					
Request Collection date	AM / PM		Any attention		

●On site Handling

Onsite Handling	Unloading from Truck	Unloading from Truck ~ Delivery to Truck	Unloading Truck ~ Delivery to Stand ~ Unpacking	Unloading ~ Delivery to Stand ~ Unpacking ~ Installing
Forklift only for unloading Truck	() t () Truck		Time (: ~ :)	
Onsite-HandlingOrder	Folk lift (2.5t + 1 Worker) () Truck		Time (: ~ :)	
	Forklift (Over 4t + 1 Worker) () Truck		Time (: ~ :)	
Additional Labor request		() person	Time (: ~ :)	
Empty Storage	Yes	No	Other Request	

Order form for Outbound

●On site Handling

Onsite Handling	Repacking ~Collection ex Stand ~ Loading to Truck	Collection ex Stand ~ Loading to Truck	Loading to Truck	Other
Additional Labor request		() person	Time (: ~ :)	
Forklift only for loading Truck		() t () Truck	Time (: ~ :)	
Onsite-HandlingOrder	Folk lift (2.5t + 1 Worker) () Truck		Time (: ~ :)	
	Forklift (Over 4t + 1 Worker) () Truck		Time (: ~ :)	

●Return

Arranged by IGL	YES	NO	Truck	a. Dedicated Truck	b. Consolidated Truck	c. Pick up at IGL W/H	d. Other
Place to return							

●On-Site Handling Tariff (Subject to 10% Local Consumption Tax)

	Forklift + Installing With Driver + 1 Worker 2.5t / Truck ※	Forklift + Installing With Driver + 1 Worker over 4t / Truck ※	Only folk lift operation Unloading Truck Loading Truck	Additional worker (manpower only)	Please contact us for extra request
Per Hour (9:00~17:00)	¥29000	¥39000	¥19000	¥10000	
Empty Collection / Storage	¥7000 / M3 (min:2 M3)				

*For safety reason, forklift and a labor is a pair.
 *Please choose "Forklift only" on order form if you require only unloading / loading truck. We will add labor for safety reason if it is necessary.
 *Please order 2 labors for unpacking/installing/re-packing and large size shipment
 *Please feel free to contact us if you require collection and return shipment

*There are some limited condition for consolidated truck. Please contact us if you consider to use it.
 *We will charge additional cost if over time work / additional work and midnight work are occurred
 *Exhibitor who applied on site operation after our deadline need to follow Ishikawa-Gumi's schedule.
 *Only West hall 1 is allowed folk lift operation by organizer's rule

Ishikawa-Gumi, Ltd **E-mail** seajapan2020@ishikawa-gumi.co.jp

OPTIONAL



JTB Global Marketing & Travel Inc. **FAX** +81-3-5495-0785

WEB This entry is only accepted via internet

Form No. C-13	Hotel Booking Form				Deadline: 7 February	
Contact:	JTB Global Marketing & Travel Inc. Attn: Sea Japan 2020 DESK 2-3-14 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002, Japan Tel: +81-3-5796-5446 Fax: +81-3-5495-0785 E-mail: seajapan2020@gmt.jtb.jp					Please See P.27, 28
Exhibitor name					Stand No	
Address					Postal Code	
Contact person			Country			
Tel			Fax			
Email			Signed		Date	

* Password should be more than 8 to 16 numbers and letters (Upper case, Lower case).

* Online payment is available with your email address and password.

Online application URL: <https://mice3.jtbgmt.com/seajapan2020/?lang=en>

	Family Name	Given Name	Twin Room shared with		Check-in / out Number of nights	Room type
			Family Name	Given Name		
1	Mr. Ms.		Mr. Ms.		() nights	Single Twin
2	Mr. Ms.		Mr. Ms.		() nights	Single Twin
3	Mr. Ms.		Mr. Ms.		() nights	Single Twin
4	Mr. Ms.		Mr. Ms.		() nights	Single Twin
5	Mr. Ms.		Mr. Ms.		() nights	Single Twin
6	Mr. Ms.		Mr. Ms.		() nights	Single Twin
HOTEL		1st choice			Remarks: <input type="checkbox"/> with breakfast <input type="checkbox"/> without breakfast	
		2nd choice				

PAYMENT:

☐ **Credit Card (On-Line)**

* After we input your reservation on the system. we will send you your ID number and the URL.

☐ **Bank Transfer**

* After we received your application form, we will send you proforma invoice.

Please remit the amount by the designated due date in it.

Date: _____ Signature: _____

JTB Global Marketing & Travel Inc. **FAX** +81-3-5495-0785

WEB This entry is only accepted via internet

OPTIONAL



ISS, INC. **FAX** +81-3-3453-1256
E-mail ask_conv@issjp.com

Form No. C-14	Interpreters	Deadline: 26 February
Contact:	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	Please See P.25

Exhibitor name				Stand No	
Address				Postal Code	
Contact person		Country			
Tel		Fax			
Email		Signed		Date	
HP URL					

Category	Linguistic Ability	Language	Fee per day	No. of persons	Date	Remarks
Receptionist	Daily Conversation	J – E	¥22,000 / day		11 MAR, 12 MAR, 13 MAR	
Interpreter	Business Negotiation	J – E	¥33,000 / day		11 MAR, 12 MAR, 13 MAR	
		J – C	¥36,000 / day		11 MAR, 12 MAR, 13 MAR	
		J – S	¥44,000 / day		11 MAR, 12 MAR, 13 MAR	
		J – F/G/K	¥48,000 / day		11 MAR, 12 MAR, 13 MAR	

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

* Meal cost, transportation expenses and consumption tax (8%) are included in the above fees.

Receptionist:	Welcome visitors, gives them a brief explanation of the products in English and Japanese. Capable of translating casual conversations between visitors and exhibitors.
Interpreter:	The same role of the receptionist and that of translator (Interpreter) for business talks. More competent in speaking Foreign languages and has more experience than the receptionist above.
Working hours:	11 March 9:30 – 17:00 *Includes 30 minutes briefing on 11 March.(9:30-10:00) 12 March 9:50 – 17:00 *Includes lunch and other breaks (more than one hour/day) 13 March 9:50 – 17:00 for each day.

Please remit the fees to the bank account by Name of the Bank: Sumitomo Mitsui Banking Corporatiue Branch Name: AKASAKA Branch Account Name: ISS, INC. Account No.: 8516783 For the payment 1) the additoinal charge(¥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). Payment with the credit cards shown below is acceptable. For payment with the credit cards, additional processing fee (5%) is required. Details will be informed after your official purchase order is received.							
* In case of cancellation, a written notification should be required. The cancellation fee will be required depending on the notice's date as follows. <table border="1" style="width: 100%;"> <tr> <td>4-7 business day before</td> <td>30% of the estimated fee</td> </tr> <tr> <td>2-3 business day before</td> <td>50%</td> </tr> <tr> <td>the day itself and the day before</td> <td>100%</td> </tr> </table>		4-7 business day before	30% of the estimated fee	2-3 business day before	50%	the day itself and the day before	100%
4-7 business day before	30% of the estimated fee						
2-3 business day before	50%						
the day itself and the day before	100%						
Phone: +81-3-6369-9993							

ISS, INC. **FAX** +81-3-3453-1256
E-mail ask_conv@issjp.com

OPTIONAL



Jumbo Co., Ltd. **FAX** +81-45-912-2182

E-mail seajapan@jmb.co.jp

Form No. C-15	QR code service	Deadline: 7 February
Contact:	Jumbo Co., Ltd. Contact:Ms. Kaneko JUMBO BLDG., 1474-4 EDA-CHO, AOBA-KU, YOKOHAMA, KANAGAWA PREF. 225-8501 JAPAN. Tel:+81-45-911-7779 Fax: +81-45-912-2182 E-mail:seajapan@jmb.co.jp	Please See P.26

Exhibitor name			Stand No	
Charge post		The person in charge		
Address				
Tel		Fax		
Email			Date	

Type ①	<input type="checkbox"/> Basic service (¥36,000) (10% consumption tax is excluded)
	<input type="checkbox"/> Barcode scanner additional service (¥10,000) (10% consumption tax is excluded) # Of second and subsequent. It is terminal use service. Number()

Jumbo Co., Ltd. **FAX** +81-45-912-2182

E-mail seajapan@jmb.co.jp



Sea Japan Secretariat Office, UBM Japan Co Ltd **E-mail** exhibit@seajapan.ne.jp

Form No. C-16	SNS	Deadline: 28 February
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	Please See P.38

Enjoy the free promotion opportunities by using SNS & E-mail news!

Send us your latest products and services to be announced during Sea Japan 2020!

The organiser of Sea Japan uses FACEBOOK (<https://www.facebook.com/SeaJapan>) for promoting the latest show information, and the latest products and services of exhibitors to potential visitors. The organiser also sends e-newsletters regularly through the huge maritime database for both international and domestic buyers.

How to apply

Send the information below to: exhibit@seajapan.com

- Your company name
- Booth Number
- Contact person
- Pictures of the products or services
- Description (40 words)

*Use casual sentences to catch more attention from the visitors or press

*Your new products, your presentation schedules, or even your give-away products can be announced!

*The organiser can now translate your text into any language.

*The organiser may correct the text if needed.

*Please put "Sea Japan 2020 SNS / E-mail campaign" in the subject line of your E-mail.

Do not miss these free and effective promotional opportunities for your pre-promotion! We are looking forward to receiving your E-mails!

Form No. C-17	Invitation letter for visa application	Deadline: 30 March
Contact:	Sea Japan Secretariat Office UBM Japan Co Ltd Kanda 91 Bldg 1-8-3, Kaji-cho, Chiyoda-ku Tokyo 101-0044, Japan Tel: +81-3-5296-1020 E-mail: exhibit@seajapan.ne.jp	

For those who need an invitation letter from the organiser for your visa application, please visit Exhibitor Manual on website, fill in the Form C-17 and submit it to us.

The invitation letter will be delivered to you in the beginning of December 2019.

UBM Japan Co Ltd

Manual / Web Banner Download

Exhibitor Manual Download Exhibitor Ordering Form Download Exhibitor Manual Download Exhibitor Ordering Form Download

All Exhibitors Compulsory Forms

All exhibitors should submit the following forms (WEB Only).

Form No.	Title	Status	Method	Destination	Deadline
A-1	Official Catalogue Entry	Not yet	WEB Only	Expo International Ltd	30 January, 2015
A-2	Visitor Admission Notice	Not yet	WEB Only	Expo International Ltd	23 January, 2015
A-3	Exhibitor & Contractor Details	Not yet	WEB Only	Expo International Ltd	23 January, 2015
A-4	Website Plan for Stand in A, B and C	Not yet	WEB Only	Expo International Ltd	23 January, 2015
A-5	Contractor Registration	Not yet	WEB Only	Expo International Ltd	20 March, 2015
A-6	Insurance Policy	Not yet	WEB Only	Expo International Ltd	20 March, 2015

Relevant Exhibitors Compulsory Forms

Compulsory for relevant exhibitors. Please print out the form and fax us.

SHIELD SCHEME EXHIBITORS

Form No.	Title	Status	Method	Destination	Deadline
B-1	Location Plan for Shield Scheme Exhibitors	-	FAX/Email	Expo International Ltd	27 February, 2015

SPACE ONLY EXHIBITORS

Form No.	Title	Status	Method	Destination	Deadline
B-2	Floor Work (Stand/Both) (if applicable)	-	FAX/Email	Expo International Ltd	20 March, 2015
B-3	Electric Power Needs - Pre-Event Checklist	-	FAX/Email	Expo International Ltd	20 March, 2015

Optional

Form No.	Title	Status	Method	Destination	Deadline
C-1	Off-Event Services	Not yet	WEB Only	Expo International Ltd	23 January, 2015
C-2	Shading Stand Exhibitor Registration Form	Submitted	WEB / FAX/Email	Expo International Ltd	20 December, 2014
C-3	Business Reception	-	FAX/Email	UBM Japan	10 April, 2015
C-4	Seamless Events	-	FAX/Email	Expo International Ltd	First come, first served basis
C-5	Advertisement - Official Catalogue	Submitted	WEB / FAX/Email	Expo International Ltd	6 March, 2015
C-6	Advertisement - Official Stand Position in the Chemical Cells	-	FAX/Email	The Chemical Daily	6 March, 2015
C-7	Rec Code System Request	-	WEB Only	Expo International Ltd	10 April, 2015
C-8	Test in English Manual (For Japanese Exhibitor Only)	-	-	-	-
C-9	Options for Stand Scheme Exhibitors	-	FAX/Email	Expo International Ltd	13 April, 2015
C-10a	Optional Furniture 1	-	FAX/Email	Expo International Ltd	13 April, 2015
C-10b	Optional Furniture 2	-	FAX/Email	Expo International Ltd	13 April, 2015
C-11	Optional Plan for Stand Scheme Stand with Meeting Space	-	FAX/Email	Expo International Ltd	27 February, 2015
C-12	Optional Stand Reservation for Stand Scheme Stand	-	FAX/Email	Expo International Ltd	27 February, 2015
C-13	Water Supply	-	FAX/Email	Expo International Ltd	27 February, 2015
C-14	Booth Checklist	-	FAX/Email	Expo International Ltd	27 February, 2015
C-15	Invitation Letter Form	Not yet	WEB Only	Expo International Ltd	30 March, 2015
C-16	Stand Order	-	FAX/Email	Expo International Ltd	30 March, 2015
C-17	Stand Order	-	FAX/Email	Expo International Ltd	30 March, 2015
C-18	Stand Order	-	FAX/Email	Expo International Ltd	30 March, 2015
C-19	Invitation Letter Form	Not yet	WEB Only	Expo International Ltd	30 March, 2015
C-20	Stand Order	-	FAX/Email	Expo International Ltd	30 March, 2015

1, Click "Invitation Letter Form"

Form C-19 Invitation Letter Form

For those who need an invitation letter from the organizer for your visa application, please fill in the following application form and submit it to us.
The original invitation letter will be sent to you starting in the beginning of February 2015.

Applicant No.1

Required fields are indicated with *

Passport Information

Name * (Please type your name in the same way as printed on your passport.)

Sex * ☐ Male ☐ Female

Nationality *

Date of Birth * Date Month Year

Passport Number *

Place of Issue *

Date of Issue * Date Month Year

Date of expiry * Date Month Year

Company Information

Company Name * UBM Japan Co Ltd

Department

Job Title

Address (Line 1) * 1-1-1, St. German des pres, (within 42 characters)

Address (Line 2) Paris (within 42 characters)

Postal Code 110-1111

Country * FRANCE

TEL * 03-1296-1020

FAX 03-1296-1018

Mailing Information

The invitation letter will be sent to the registered company address.
If you would like to ask us to send it to another place, please fill in the following fields.

Name

Sex ☐ Male ☐ Female

Company Name

Address (Line 1) (within 42 characters)

Address (Line 2) (within 42 characters)

Postal Code

Country * Country

TEL

FAX

Upload Passport Photo

Please upload your passport photo here.
Data size under 100KB / Document Format: GIF or JPG.
If the image does not fit to this size/format, it cannot be uploaded. Please make sure to re-size it for uploading.
If it cannot be uploaded, please proceed to "Confirm" without uploading it and send the picture to us by email later.
Contact: exhibit@seajapan.com

Passport Image