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# 1. Outline

## 1-1 Outline

### 1) Name of Event

The 46th Tokyo Motor Show 2019

### 2) Organizer

Japan Automobile Manufacturers Association, Inc. (JAMA)

### 3) Co-Organizers

Japan Auto Parts Industries Association (JAPIA)  
Japan Auto-Body Industries Association, Inc. (JABIA)  
Japan Automotive Machinery and Tool Manufacturers Association (JAMTA)  
Japan Automobile Importers Association (JAIA)

### 4) Patron

Her Imperial Highness princess Yohko of Mikasa

### 5) Chairman

Akio Toyoda (Chairman of Japan Automobile Manufacturers Association, Inc.)

### 6) Dates and Hours

Dates / October 24 (Thu.) — November 4 (Mon/Holiday.), 2019

Hours

(1) Press Days .....	October 23 (Wed.) 8:00 — 18:00
.....	October 24 (Thu.) 8:00 — 11:30
(2) Official Ceremony Day (Guests for opening ceremony, etc.) .....	October 24 (Thu.) 11:30 — 18:00
(3) Special Invitation Day/Special Invitation Day for Persons with Disabilities .....	October 24 (Thu.) 14:00 — 18:00
(4) Preview Day* .....	October 25 (Fri.) 9:00 — 14:00
(5) General Public Days	
- Mon.-Sat. ....	October 25 (Fri) 14:00 — 20:00
	October 26 (Sat.), October 28 (Mon.) — November 2 (Sat.) 10:00 — 20:00
- Sundays, Holidays .....	October 27 (Sun.), November 3 (Sun.) November 4 (Monday/ Holiday) 10:00 — 18:00

(opening hours may be changed and entry into the venue may be limited whenever necessary)

\*Ticket for the Preview Day is also available for the General Public hours 14:00-20:00 on Friday, October 25.

### 7) Admission fee

TBD

### 8) Site

Tokyo Big Sight

### 9) Support (provisional list, as of 2017)

Ministry of Foreign Affairs, Ministry of Economy, Trade and Industry, Ministry of Land, Infrastructure, Transport and Tourism, Ministry of the Environment, Tokyo Metropolitan Government, Chiba Prefectural Government, Organisation Internationale des Constructeurs d' Automobiles (OICA), Japan External Trade Organization (JETRO)

### 10) Cooperation (provisional list, as of 2017)

Flat Glass Manufacturers Association of Japan, Society of Automotive Engineers of Japan, Petroleum Association of Japan, Japan Mini Vehicles Association, Japan Traffic Safety Association, Japan Trucking Association, Japan Electronics and Information Technology Industries Association, Battery Association of Japan, Special Steel Association of Japan, Japan Aluminum Association, The Japan Rubber Manufacturers Association, Automobile Business Association of Japan, Japan Automobile Education Foundation, Japan Automobile Research Institute, Japan Automobile Service Promotion Association, Japan Automobile Tyre Manufacturers Association, Japan Automobile Dealers Association, Japan Automobile Federation, Japan Lighting Manufacturers Association, The General Insurance Association of Japan, The Japan Iron and Steel Federation, The Japan Electrical Manufacturers' Association, Japan Paint Manufacturers Association, Nihon Bus Association, Japan Fine Ceramics Association, The Japan Plastics Industry Federation, The Japan Bearing Industrial Association, Motorcycle Federation of Japan, Japan Land Engine Manufacturers Association

## 1 - 2 Handling of Personal Information

As the organizer of the Tokyo Motor Show, Japan Automobile Manufacturers Association (described as "the Secretariat" hereinafter) shall acquire personal information by lawful and fair means.

Personal information acquired through an exhibit application and/or other related applications shall be used in a limited way for the purpose of smooth operation of "The 46th Tokyo Motor Show 2019 (described as "the Show" hereinafter) by the Secretariat and its staff members concerned (including subcontractors) .

Such personal information acquired shall not be provided to any third party other than the Secretariat and its staff members concerned without prior consent of the persons concerned, except for those cases specified by laws and regulations. Furthermore, subcontractors shall be strictly obligated to handle such personal information.

Contents	Schedule		
	Year	Date	Time
Sending exhibition space application documents and "Regulations"	2018	Oct. 15 (Mon.)	-
Exhibitor Briefing		Oct. 15 (Mon.)	-
Deadline for exhibition space applications	2019	Jan. 18 (Fri.)	-
Notification on the allotment of exhibition space - Passenger Cars, Commercial Vehicles, Motorcycles, and Vehicle bodies (Indoor Exhibition) sections		Late March	-
Notification on the allotment of exhibition space - Carrozzeria, Parts, Machinery and Tools, and Mobility-Related service sections		Late April	-
Sending Information regarding various applications - "Newsletter to Exhibitors"		Mid July	-
Application Deadline (1)* Online application - Bonded cargo, Operation plan, Exhibitor's rooms		Aug. 2 (Mon.)	-
Application Deadline (2)* Online application - Exhibition space design drawings, Electricity, Water supply, etc.		Sep. 2 (Mon.)	-
Application Deadline (3)* Online application - Temporary network facility, Antenna usage, etc.		Sep. 30 (Mon.)	-

<b>【Preparatory Work for Hanging Objects】*</b>	2019	Oct. 16 (Wed.)	6:00-12:00
<b>【Delivery Period】*</b> Passenger Cars, Commercial Vehicles, Motorcycles and Vehicle Bodies (Indoor Exhibition) Sections		Oct. 16 (Wed.)- Oct. 22 (Tue.)	Oct. 16 (Wed.) 12:00- Oct. 22 (Tue.) 18:00
<b>【Delivery Period】*</b> Parts, Machinery and Tools Section using 10 or more spaces		Oct.19 (Sat.) - Oct. 22 (Tue.)	Oct. 19 (Sat.) 8:00- Oct. 22 (Tue.) 18:00
<b>【Delivery Period】*</b> Carrozzeria , Vehicle Bodies (Outdoor Exhibition), Parts, Machinery and Tools using below 10 spaces, and Mobility-Related Service Sections, etc.		Oct.20 (Sun.) - Oct. 22 (Tue.)	Oct. 20 (Sun.) 8:00- Oct. 22 (Tue.) 18:00
<b>【Press Days】</b>		Oct. 23 (Wed.) and Oct. 24 (Thu.)	Oct. 23 (Wed.) 8:00-18:00 Oct. 24 (Thu.) 8:00-11:30
<b>【Official Ceremony Day】</b>		Oct. 24 (Thu.)	11:30-18:00
<b>【Special Invitation Day / Special Invitation Day for Persons with Disabilities】</b>		Oct. 24 (Thu.)	14:00-18:00
<b>【Preview Day】</b>		Oct. 25 (Fri.)	9:00-14:00
<b>【General Public Days】</b>		Oct. 25 (Fri.) – Nov. 4 (Mon.) <11 days>	Mon.-Sat., 10:00-20:00 Oct. 25 (Fri.) 14:00-20:00 Sun. Holiday 10:00-18:00
<b>【Removal Period】*</b> Vehicle Bodies (Outdoor Exhibition) Section		Nov. 4 (Mon.)	18:00-23:00
<b>【Priority removal time (exhibited vehicles)】*</b>		Nov. 4 (Mon.)	19:00-20:00
<b>【Removal Period】*</b> Passenger Cars, Commercial Vehicles, Motorcycles and Vehicle Bodies(Indoor Exhibition) Sections		Nov. 4 (Mon.) – Nov. 7 (Thu.)	Nov. 4 (Mon.) 20:00- Nov. 7 (Thu.) 17:00

Contents	Schedule		
	Year	Date	Time
【Removal Period】* Carrozzeria, Parts, Machinery and Tools, and Mobility-Related Service Sections, etc.	2019	Nov. 4 (Mon.) – Nov. 5 (Tue.)	Nov. 4 (Mon.) 20:00– Nov. 5 (Tue.) 18:00

\*Delivery and removal times specified above are subject to change (see "5 - 1 Delivery and Removal").

## 1 - 4 Contact Information

Category	Company Name	Address / Contact Info
Exhibition application	Tokyo Motor Show Office, Japan Automobile Manufacturers Association, Inc.	Jidosha Kaikan, 1-1-30 Shiba Daimon, Minato-ku, Tokyo 105-0012 Japan TEL +81-3-5405-6127, FAX +81-3-5405-6136 <a href="https://www.tokyo-motorshow.com/app/en/contact">https://www.tokyo-motorshow.com/app/en/contact</a> <a href="https://www.tokyo-motorshow.com">https://www.tokyo-motorshow.com</a>
Media Announcements, Press Briefings	Public Relations Office, Japan Automobile Manufacturers Association, Inc.	Jidosha Kaikan, 1-1-30 Shiba Daimon, Minato-ku, Tokyo 105-0012 Japan TEL +81-3-5405-6119, FAX +81-3-5405-6136 <a href="https://www.tokyo-motorshow.com/app/en/contact">https://www.tokyo-motorshow.com/app/en/contact</a> <a href="https://www.tokyo-motorshow.com/en/">https://www.tokyo-motorshow.com/en/</a>
Regulations, Construction, Fire Safety, Operations	Tokyo Motor Show Tokyo Big Sight Office (Tokyo Big Sight Inc.)	3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Japan TEL +81-3-5530-1369, FAX +81-3-5530-1222 E-Mail: <a href="mailto:tms@tokyo-bigsight.co.jp">tms@tokyo-bigsight.co.jp</a>
Bonded Exhibits	International Division, Ishikawa-gumi, Ltd.	4-14-2 Higashi-Oi, Shinagawa-ku, Tokyo 140-0011 Japan TEL +81-3-3474-8102, FAX +81-3-5460-9841 Email: <a href="mailto:igl-exhi@ishikawa-gumi.co.jp">igl-exhi@ishikawa-gumi.co.jp</a> <a href="http://www.ishikawa-gumi.co.jp">http://www.ishikawa-gumi.co.jp</a>
Cleaning, Waste Disposal	Big Sight Service Co., Ltd.	3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Japan TEL +81-3-5530-1290 (Cleaning Division) FAX +81-3-5564-5430
Catering in the exhibition space	Koto-ku Healthcare Center	2-1-1 Toyo, Koto-ku, Tokyo 135-0016 Japan TEL +81-3-3647-5882 (Life Hygiene Section) FAX +81-3-3615-7171
Flameproof testing	Engineering Department, Japan Fire Retardant Association	9F Kyodo Bldg. 4-1-5 Nihonbashi-Muromachi, Chuo-ku, Tokyo 103-0022 Japan TEL +81-3-3246-0624, FAX +81-3-3271-1692
Type-A Wireless Microphone Operation and Adjustment	Specified Radio Microphone User's Federation	3F Nakamura Bldg. 74 Wasedamachi, Shinjuku-ku, Tokyo 162-0042 TEL: +81-3-5273-9806 FAX: +81-3-5273-9808

## 2. General Rules and Regulations

### 2-1 Requirements for Exhibitors

Only those that meet the following requirements and are approved by the Secretariat may apply for exhibition space of the Show.

#### 1) Passenger Cars, Commercial Vehicles and Motorcycles Sections

- Manufacturers that are the members of automobile manufacturers' associations in their own countries (as of January 18 (Fri.), 2019)
- Members of the Co-Organizer association\* (as of January 18 (Fri.), 2019) (if no manufacturer above applies for exhibition)
- Manufacturers of products that have been homologated by the Ministry of Land, Infrastructure, Transport and Tourism.

#### 2) Carrozzeria Section

- Automobile design companies that design or develop concept cars (presentation cars), small-scale automobile companies that manufacture and sell non-mass production original cars/customized cars (use of non-original vehicles as base cars permitted), or equivalent associations or individuals.
- Companies, associations, and individuals authorized by the Secretariat for this section.

#### 3) Vehicle Bodies Section

- Members of the Co-Organizer association\*\* (as of January 18 (Fri.), 2019) or manufacturers recommended by those associations.
- Manufacturers that are the regular members of industrial associations of vehicle bodies manufacturers in their own countries.

#### 4) Parts, Machinery and Tools Section

- Members of the Co-Organizer associations\*\*\* (as of January 18 (Fri.), 2019).
- Manufacturers of parts, machinery and tools, and related products or their associations, other than those covered by above (including foreign manufacturers and their associations).

#### 5) Mobility-Related Service Section

- Companies and associations dealing with information providing services (Telematics), charging, car sharing, road services, automobile insurance, and other mobility-related services

#### 6) Applications will not be accepted from applicants who are in the process of bankruptcy, or have filed for court protection under the Civil or Corporate Rehabilitation Law. Nor will they be accepted from applicants whose current bank accounts have been suspended by financial institutions. The same applies to any case that the Secretariat judges to be similar to those mentioned above.

#### 7) Applications will not be accepted from organized crime syndicates, members of such organizations, individuals or companies associated with such organizations, corporate blackmailers (a.k.a. *sokaiya*), and other similar criminal organizations (collectively referred to as "criminal entities").

\*Qualified foreign exhibitors may exhibit through a representative in Japan, but in such cases, the manufacturer's certification is required.

\*In the case of applications made through representatives (including organizations recognized by the Secretariat), the Secretariat shall contact the exhibitor through the representative and the representative shall assume full responsibility for all matters relating to the applicant's participation in the Show.

Co-Organizer association\* = Japan Automobile Importers Association

Co-Organizer association\*\* = Japan Auto-Body Industries Association, Inc.

Co-Organizer associations\*\*\* = Japan Auto Parts Industries Association, Japan Automotive Machinery and Tool Manufacturers Association

## 2 – 2 Exhibition Space Fees

Exhibition space fees are as shown in the table below. Exhibition fees must be paid in Japanese yen.

Exhibition section	Unit	Cost (consumption tax excluded)	Remarks
(A) Passenger Cars, (B) Commercial Vehicles, (C) Motorcycles, (D) Carrozzeria, (E-1) Vehicle Bodies (Indoor Exhibition)	1m <sup>2</sup>	¥31,500	Minimum exhibition space for the Carrozzeria Section is 18 m <sup>2</sup> .
(E-2) Vehicle Bodies (Outdoor Exhibition)	1m <sup>2</sup>	¥10,500	
(F-1) Parts, Machinery and Tools (Co-Organizers)	1 space = approx. 9m <sup>2</sup> (2.97 m x 2.97 m)	¥373,800	Exhibitors must rent exhibition spaces in twos. (A minimum of two spaces must be rented.)
(F-2) // (General Exhibitors)		¥451,500	
(G) Mobility-Related Services		¥451,500	

\*F-1 : Members of Japan Auto Parts Industries Association or Japan Automotive Machinery and Tool Manufacturers Associations

F-2 : Non-members of the above associations

Note that if there is any difference between revenues and expenditures upon completion of the show, it will be adjusted by the exhibiting members of the Japan Automobile Manufacturers Association, Inc.

Note that the consumption tax rate on the date of the show will be applied.

## 2 – 3 Exhibition Applications and Payment of Exhibition Space Fee

### 1) Application for exhibition space

After agreeing with the terms of these Regulations, exhibitors are requested to fill out the application form (available on the Show official website), print out the completed form, affix their company seal to it, and submit it to the Secretariat by January 18 (Fri.), 2019 (submission by facsimile is not accepted). Upon receipt of their application, the Secretariat will issue an invoice for the application fee (50% of the cost of the space applied for, including consumption tax). Please pay the application fee by the date specified on the invoice.

- (1) The minimum exhibition space area for the Carrozzeria Section is 18 m<sup>2</sup>.
- (2) Exhibitors in the Parts, Machinery and Tools and Mobility-Related Services Sections must rent exhibition spaces in twos (a minimum of two spaces must be rented). If exhibitors are co-exhibiting with another exhibitor(s), they can rent one space at the minimum as long as the number of spaces rented altogether totals an even number.
- (3) If requested, a receipt will be issued for the application fee after confirmation of payment.
- (4) The application fee does not guarantee that the exhibitor will obtain the space applied for.
- (5) After allotment of exhibition space, the application fee will be applied to the exhibition space fee. However, depending on the amount of applications received, it may be possible that the specific requested space cannot be allotted, or that a space cannot be allotted at all. If overpayment corresponding to the allocated area occurs, the difference will be reimbursed (without interest).
- (6) If exhibitors wish to co-exhibit with another exhibitor or if they wish to have their space adjacent to that of a specific exhibitor, the name of such exhibitor should be indicated in the online application form. If consent is obtained from both parties of the same section, the Secretariat will arrange the requested space allocation to the extent possible. Under no circumstances, however, will applications for such positioning be accepted after the application deadline.
- (7) The Secretariat reserves the right to defer or reject any application or to restrict proposed space without specifying reasons.
- (8) Exhibitors should advise the Secretariat whenever contact information on the persons in charge changes.

### 2) Exhibition space fee payment

After space allotment, an invoice will be issued in the amount of the exhibition space fee (including consumption tax) according to the space allocated, less the application fee. This balance is to be paid by the date designated on the invoice. With this payment, exhibitors acquire the right to use the space.

Consumption tax rate on the date of the show will be applied.

### 3) Exhibition cancellation

- (1) To cancel an application or decrease the number of spaces to rent, exhibitors should inform the Secretariat and then submit a "Notice of Cancellation of Application/ Decrease of Exhibition Space." (Any format is acceptable, but the reason for cancellation must be specified.)
- (2) The Secretariat reserves the right to cancel exhibits of exhibitors who correspond to the following:
  - ① Those whose exhibition space fee have not been paid by the deadline indicated on the invoice.
  - ② Those who fail to start using the allotted space by 0:00 on the last day of the Delivery Period (October 22 (Tue.), 2019).
  - ③ Those who are discovered to fall into the categories listed under 2-1-6) or 2-1-7), after applying.
- (3) Cancellation/ decrease of space regulations shall be applied as below.
  - ① Upon cancellation or decrease of space, exhibitors (or their representatives) must promptly pay the Secretariat a

cancellation fee as specified below. Any application or exhibition space fee already paid will be applied to the cancellation fee with any left over balance to be reimbursed (without interest).

Time of receiving "Notice of Cancellation of Application for Exhibition Space"	Exhibition cancellation fee
From the deadline for applications for exhibition space to the day before the transmission of "Notifications on the Allotment of Exhibition Space"	One half of Exhibition Space Application Fee (50% of the fee for space applied for) (as for decrease of space, 50% of the application fee for the space decreased)
After the transmission of "Notifications on the Allotment of Exhibition Space"	exhibition space fee (100% of the fee for space allotted) (as for decrease of space, 100% of the application fee for the space decreased)

- ② If an exhibitor's exhibition space is canceled due to any of the reasons described in 2-1-6 or 2-1-7 above, the Secretariat may require the said exhibitor to compensate any loss or damage arising from the cancellation. The Secretariat will not be held liable for any loss or damage whatsoever incurred by the exhibitor as a result of such cancellation.

#### 4) Account for Remittances

Payment of application fees, exhibition space fee, cancellation fees, etc. should be made by bank transfer to the following account. Any remittance charges are to be borne by the exhibitor, and all payment must be made in Japanese yen.

Bank of Mitsubishi UFJ, Ltd., Shin-marunouchi Branch (Branch No. 422) .  
Account No. 4344678, Japan Automobile Manufacturers Association, Inc.

## 2 – 4 Other Exhibitions

For other exhibitions, exhibition space may be allotted for the addition of exhibition sections or parties approved by the Secretariat (sponsors, newspaper/magazine corners, planned exhibitions, etc.)

The conditions for the exhibitions will be determined separately in accordance with the "Regulations."

## 2 – 5 Allotment of Exhibition Space

- 1) The Secretariat will allot exhibition spaces in each section taking into account the types of exhibits, the total area applied for in each section, physical conditions of the site, and conditions of stand kits brought in by exhibitors.
- 2) Based on the available allotted space in each exhibition section and the space actually allotted to exhibitors in the past shows, the Secretariat will allot the exhibition spaces after the closing of the application period.
- 3) The Secretariat will allot the spaces taking into consideration the space required for the common passageways and the total space of the exhibition hall. Large spaces may be divided into two segments by aisles (see 3-2-3).
- 4) Due to the configuration of the venue, for the Parts, Machinery and Tools, and Mobility-Related Service Sections, space may be allotted in terms of measured area equivalent to the number of the allotted exhibition spaces, instead of allotting space in basic exhibition space unit (9m<sup>2</sup>).
- 5) No complaints regarding the allotment will be accepted.
- 6) Any space that becomes available after the initial allotment (due to cancellation, etc.) may be reallocated by the Secretariat.
- 7) Exhibitors are not allowed to sub-license or transfer their allotted space in part or in whole, whether or not such action is gratuitous, to a third party.  
Exchange of spaces among exhibitors is also not allowed.
- 8) The Secretariat reserves the right to make partial changes, for compelling reasons, in any allotted space after the official allotment has been decided. The exhibitor shall not be allowed to cancel the exhibit, nor demand compensation because of such changes.

## 2 – 6 Conditions for Exhibition

- 1) Exhibits shall basically be limited to the product manufactured by the exhibitor itself. Terms and conditions applicable to respective sections are as shown below.

① Passenger Cars Section	Exhibits for the Passenger Cars Section include passenger cars (including mini cars) with license plate numbers 3, 5, or 7, as classified by the Ministry of Land Infrastructure and Transport and Tourism Registration Regulation (Chapter 3, Clause 13, Item 2), and their engines, chassis, and accessories. Vehicles with license plate numbers 1, 2, 4, 6 or 8 (including mini cars) and their engines, chassis and accessories may also be exhibited.
② Commercial Vehicles Section	The exhibits for the Commercial Vehicles Section include vehicles (including mini cars) with license plate numbers 1, 2, 4, 6, or 8, as classified by the Ministry of Land, Infrastructure, Transport and Tourism Registration Regulation (Chapter 13, Clause 13, Item 2), and their engines, chassis, and accessories. Vehicles with license plate numbers 3, 5, or 7 (including mini cars) and their engines, chassis and accessories may also be exhibited but limited to up to 3 vehicles per exhibitor.

③ Motorcycles Section	Motorcycles, scooters, mopeds, and their engines and accessories, electrically assisted bicycles. Snow mobiles, personal water crafts, etc., may also be exhibited as special exhibits but limited to up to 5 vehicles per exhibitor (display of specifications and prices of marketed products permitted).
④ Carrozzeria Section	Concept cars (presentation cars) and low-volume production original cars.
⑤ Vehicle Bodies Section	Vehicle bodies, barrier-free vehicles, trailers, their equipment and related accessories.
⑥ Parts, Machinery and Tools Section	Parts, accessories, or machinery and tools for passenger cars, commercial vehicles and motorcycles, as defined in "2-16 Exhibition Classifications." as well as other products permitted by the Secretariat.
⑦ Mobility-Related Service Section	Information providing services, charging, car sharing, road services, automobile insurance, and other Mobility-Related services.

**2) Products manufactured by exhibitors for the Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria, and Vehicle Bodies Sections include the following:**

- (1) Production vehicles (vehicles for which type designation approval has been obtained as of October 22 (Tue.), 2019)
- (2) Reference vehicles (experimental vehicles, commemorative vehicles, export-specification vehicles, overseas production vehicles, etc.)
- (3) Vehicles supplied on an OEM basis.
- (4) Jointly developed vehicles currently being developed, produced, or sold (including vehicles of other manufacturers' brands)
- (5) Vehicles and products not listed above but authorized by the Secretariat

All exhibits must conform to Japanese domestic laws, and any in violation thereof may not be exhibited. However, reference exhibits are excluded from this.

**3) Exhibition as decoration**

- (1) Sample loads such as vehicles or products may only be displayed on the cargo bed of an exhibited vehicle, and there must be no labeling regarding the load (name of manufacturer, model name, specifications, advertising, etc.).
- (2) The following requirements must be observed for exhibitors in the Parts, Machinery and Tools, and Mobility-Related Service Section, above (if exhibits are not developed nor manufactured by the exhibitors.):
  - ① The use of passenger cars, commercial vehicles, motorcycles or vehicle bodies (including 1/1 scale models, cut chassis, and cut bodies) is allowed only if intended to increase the clarity of the exhibits. Such exhibition is not permitted if intended to lure visitors.
  - ② Demonstration or Advertising relating to the models of passenger cars, commercial vehicles, motorcycles or vehicle bodies in use is strictly prohibited.

## 2-7 Sales Contracts for Exhibits

Sales contracts for exhibited items may be entered into freely, however on-the-spot sales are strictly prohibited. The indication of "Sold," purchasers' names, sales volumes, or the like is prohibited on any exhibit.

## 2-8 Prohibition of Counterfeit Products

- 1) Any actions and other similar actions that exhibit, distribute or show any goods infringing upon intellectual property rights of any third party (i.e. counterfeit products), including but not limited to patent rights, trademark rights, design rights, and copyrights (rights in foreign countries are also included) are prohibited.
- 2) The Secretariat reserves the right to remove from the show site or take any other action it deems, at its sole discretion, appropriate in regard to the exhibit or any product that is or is likely to be a counterfeit product. In the event, the exhibitor concerned shall not express any objection to such action as described herein taken by the Secretariat.
- 3) Any exhibitor who is the object of such action as described in the preceding provision shall furthermore cooperate with the Secretariat in the effort to determine whether or not the product in question is in fact counterfeit.
- 4) The resolution of any conflict with respect to intellectual property rights posed by any such product as described herein shall be the responsibility of the exhibitor concerned.

## 2-9 Decorations and their Installation

- 1) The Secretariat will undertake general decoration such as basic stands in the parts, machinery and tools, and Mobility-Related service sections, general information boards and carpet installation in common walkways.
- 2) All stands shall be decorated by the exhibitor at the exhibitor's expense.  
All decorations and their installation must conform to the "Fire Prevention Regulations" of the Tokyo Municipal Government.
- 3) After decoration vendors have been selected for space, exhibitors shall submit a specified "Application for Decoration Vendor for the Space" form by September 2<sup>nd</sup> (Mon.) from Web online page.

## 2-10 Expenses and Settlement of Accounts

Apart from construction work costs specifically covered by the Secretariat, exhibitors are responsible for all expenses they incur, including those for the delivery, removal, display, demonstration of their exhibits, disposal of waste, etc. Each exhibitor and/or his representative must pay all charges in Japanese yen, including those for anchor bolt, fire equipment (smoke detectors, fire extinguishers, etc.), electricity, water supply and temporary communication services, to the Secretariat by the dates specified by the Secretariat.

\*For more details, please refer to "2-18 Exhibitor Expenses".

## 2-11 Protection of Visitors and Maintenance of Exhibits

- 1) The Secretariat will take measures to protect visitors and maintain facilities, including the dispatch of management staff and security guards. However, exhibitors must ensure that their stands are attended by their own personnel throughout opening hours to receive visitors, as well as protect and maintain their exhibits.
- 2) For days on which large crowds are anticipated (Saturdays, holidays, etc.) exhibitors should take extra measures to relieve crowd congestion through stand design, securing passageways for visitors, and one-way routes around the exhibits.
- 3) Exhibitors shall designate the person responsible for stand management and the person responsible for controlling fire sources and submit the specified "Application for Person in charge of stand and Person(s) Responsible for Fire Prevention" by September 2 (Mon.), 2019 (from the Web online page).
- 4) During the show period, including delivery and removal times, the Secretariat will bear no responsibility for any losses incurred in the event of fire, accident, theft, damage or other incident. Exhibitors should take necessary precautions, such as locking exhibitor's rooms and/or covering loss or damage by insurance.
- 5) In the unlikely event of an accident, the exhibitor must file a report with the Secretariat immediately. The matter shall be resolved under the full responsibility of the exhibitor.
- 6) Exhibition facilities must be constructed in such a way that they are safe from collapse, falling, or displacement due to an earthquake and do not hinder the evacuation of visitors or fire-fighting activities.

## 2-12 Changes in Period and Opening Hours

When deemed necessary, the Secretariat may change the period or opening hours of the Show. In this case, damages incurred by such changes will not be compensated. And cancellation of an exhibit application on these grounds will not be accepted.

## 2-13 Cancellation of the Show and Changes in Show Contents

### 1) Cancellation of the Show

The Show may be canceled due to the occurrence of a natural disaster or unavoidable circumstances such as insufficient applications for exhibition. If the show is canceled prior to its opening, the Secretariat will refund the exhibitors any balance left after deducting all necessary expenses paid or payable by the Secretariat for the planned Show. However, the Secretariat assumes no financial liability for any reason whatsoever even if cancellation results in loss or damage to exhibitors.

### 2) Changes in show contents

#### (1) Changes in the period and site scale

The period and site scale of the show may be changed due to the occurrence of a natural disaster or unavoidable circumstances such as insufficient applications for exhibition. However, the Secretariat assumes no financial liability for any reason whatsoever even if changes in the period and scale of the Show result in loss or damage to exhibitors.

#### (2) Abolition of an exhibition section

The Secretariat may eliminate exhibition sections specified in "2-1 Requirements for Exhibitors", when circumstances deem it unavoidable, such as insufficient exhibitor applications, etc. Whenever an exhibition section is eliminated by the Secretariat, necessary expenses will be subtracted from the exhibition fee paid and any balance left over will be returned to the exhibitor depending on the percentage of the exhibition fee paid. The Secretariat assumes no financial liability for any reason whatsoever in the event that an eliminated exhibition section results in loss or damage to exhibitors.

- (3) Exhibitors of the Parts, Machinery and Tools or Mobility-Related Service Sections affected by the above elimination  
When an exhibitor cancels its exhibit space due to the elimination of a specific exhibition section pursuant to 2)-(2) above, any balance left over after subtracting necessary expenses from the exhibition fee paid will be returned to the exhibitor depending on the percentage of the exhibition fee paid if the Secretariat deems that the exhibitor specializes in products and/or services categorized under the eliminated exhibition section. The Secretariat assumes no financial liability for any reason whatsoever in the event that cancellation of exhibitions results in loss or damage to exhibitors.

## 2-14 Newsletter to Exhibitors

Notifications to exhibitors and/or various application forms will primarily be given in the "Newsletter to Exhibitors" posted on the Tokyo Motor Show Web Site. For "Newsletters to Exhibitors" issued on site during the show period, a hard copy will be sent to the exhibition stands, while at the same time, it will be posted on the Show official web site.

## 2-15 Admission

### 1) Admission tickets

TBD

### 2) Invitation tickets

"Invitation tickets" will be distributed to Exhibitors.

More information about "Invitation tickets" types and allotment rules, etc. will be provided via the "Newsletter to Exhibitors".

### 3) Exhibitor admission cards

Exhibitor admission cards valid throughout the Show and during the delivery and removal of exhibits will be issued free of charge in advance according to the rules shown below. These cards must be shown when entering or leaving the exhibition site.

Exhibition section	Number of free cards
(1) Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle bodies sections	1 card per 3m <sup>2</sup> of exhibition space
(2) Parts, Machinery and Tools, Mobility-Related service sections, etc.	6 cards per space (9m <sup>2</sup> )

If the number of Exhibitor admission cards is insufficient, please purchase additional passes. Details will be given in the Newsletter to Exhibitors.

Please refer to "5-1 Delivery and Removal, 7)" for details on "Authorized Exhibitor Contractor Badges".

## 2-16 Exhibition Classification

Class	Exhibition section	Description
Class 1	Passenger Cars	Passenger cars, their engines, chassis and related units.
Class 2	Commercial Vehicles	Commercial vehicles, their engines, chassis and related units.
Class 3	Motorcycles	Motorcycles, scooters, mopeds, and their engines and accessories, and electrically assisted bicycles.
Class 4	Carrozzeria	Concept cars (presentation cars) and low-volume production original cars.
Class 5	Vehicle Bodies	Vehicles fitted with vehicle bodies, trailers, barrier-free vehicles, their equipment and related units.
Class 6	Parts Item A Engine Parts	Pistons, piston rings, cylinder liners, engine gaskets and packing, engine valves, valve locker arms and shafts, valve drive parts and cam shaft, bearing metal, fuel pump, carburetors, fuel injectors parts for diesel engines, diesel fuel injector nozzles, gasoline fuel injector nozzles (injector), fuel filters, air cleaners, air cleaner elements, manifold turbo-chargers (turbo-charger and super-charger), oil pumps, oil filters, water pumps, radiators, thermostats, oil coolers, fans and fan clutches, catalytic converters, other emission control parts, hoses, exhaust pipes and mufflers, other engine parts
	Item B Electrical Parts	Starter motors, alternators, magnetos, distributor, ignition coils, spark plugs, glow plugs, engine controllers, electrical motors, in-wheel motors, inverters, drive and transmission related electronic devices, brake related electronic devices, electronic parts and sensors, remote key and remote key systems, head lamps, signal/sign lamps, other lamps, speed meters, wiper motor and various motors, wiper arms, blades and link mechanisms, wind shield washers, horns and buzzers, steering locks, switches, flasher units and relays, solenoids, antitheft devices, batteries, high-voltage wire/low-voltage wires, wire harness, other instrumentation, metering and lighting parts

Class	Exhibition section	Description
	Item C Drive train Related Parts (Transmission, Steering, Suspension, Brake Parts)	Clutch covers, clutch discs, clutch facings, manual transmissions, transmission parts, automatic transmissions, steering shafts, tube and link mechanism parts, steering wheels, power steering devices, tie-rod ends, front axles, constant-velocity joints, propeller shafts, universal joints, differential gears, rear axles, hub bolts and nuts, bushings, oil seals, shift levers, pedals, control cables, other drive parts, transmission and steering device parts, leaf springs, coil springs, shock absorbers, suspension struts, torsion bars and stabilizers, other suspension unit accessories, drum brake devices, disc brake devices, air brake devices, power brake devices, brake cylinders, rubber cup brake linings, brake shoes, disc pads, brake hoses, brake pipes, brake valves and other brake device accessories, other driving related parts
	Item D Body and Interior Parts	Passenger car press parts, truck/bus press parts, chassis frames, dashboards and panels, bumpers, fuel tanks, ornamental items and laces, automobile glass, window frames, weather strips, window regulators, door handles and locks, door hinges and checkers, seat and seat springs, seat accessories, seat belts, air bag modules and accessories, interior parts, mirror devices, vibration-proof rubber, other body parts, formed and fabricated materials, other body and interior parts
	Item E Information Related Parts and Articles	Car radios, car stereos, car navigation components, vehicle-mounted ETC devices, A/Cs, heaters, child seats, helmets, roof carriers, automobile paints, other information related parts and articles
	Item F Tire and Wheel	Tires, wheels, wheel caps
	Item G Governments and Organizations	Governments and Organizations
Class 7	Machinery and Tools Item A Machinery	Boring & Honing machines, steam cleaners, lubricators, auto-lifts and other garage equipment
	Item B Tools	Pliers, wrenches, screwdrivers, spanners, reamers and other maintenance tools
	Item C Diagnostic machinery	Engine analyzers, brake testers, head light testers, emission testers and other testers
	Item D Other equipment	Screw jacks, gauges, cleaning devices and other articles
Class 8	Mobility-Related Services	Information providing services, charging, car sharing, road services, automobile insurance, and other Mobility-Related services

Category	Regulations	Form	Summary
<b>Public Relations Related Materials</b>			
■	—	Detailed List of Exhibit Items	Primary deadline: The number of exhibited vehicles and the number of world premiers/Japan premiers
			Final deadline: Features and other details should be submitted
			List of departments handling media inquiries
	—	Press Release Links	For including a link to the Tokyo Motor Show Website (free).
	—	Application for Advertising and Publicity Materials	For registration of posters and advance publicity show pamphlets
<b>Concerning Exhibited Items and the Exhibition in General</b>			
■	2-11	Application for Person in Charge of Stand and Person(s) Responsible for Fire Prevention	For registration of the persons in charge of the stand and those responsible for fire prevention
■	2-9	Application for a Space Interior Decorator	For registration of interior decorators and those responsible for construction within the stand

Category	Regulations	Form	Summary
<b>Concerning Exhibited Items and the Exhibition in General</b>			
<input type="checkbox"/>	3-4	Notification of Stand Design Drawings	For presentation of layout plans, floor plans and vertical view
<input checked="" type="checkbox"/>	5-1	Survey of "Delivery and Removal plan"	For submitting information on the number of vehicles to be used for delivery and pickup, etc.
	5-2	Detailed List of Bonded Cargoes	For items to be treated as bonded cargo
	5-3	Application for Cleaning in Stands/ Wax Cleaning	For using stand cleaning and wax cleaning services provided by Big Sight Service
	6-1	Application for the Changes of Facility's Ceiling Lights	For turning off the exhibition facility lights located directly above the exhibitor's stand, due to the hanging objects from the ceilings
	6-3	Application for Use of Anchor Bolts	For using Anchor Bolts
	6-5	Notification of Ceiling Structure Installation	For installing ceiling materials such as ceiling coverings
	6-6	Notification of Two-Story Facility Plan	For presentation of layout plans, floor plans and vertical views
	6-7	Application for Construction Work for Hanging Objects from the Ceiling	For hanging objects from the ceiling
	6-8	Application for Waiver of Prohibited Acts	For using open flames or other hazardous materials
	6-8	Application for Use of Wireless Smoke (Heat) Detectors/Fire Extinguishers	For installing smoke detectors and fire extinguishers
<input checked="" type="checkbox"/>	7-1	Application for Use of Electricity	Application for use of electricity
<input checked="" type="checkbox"/>	7-1	Notification Concerning the Completion of Electrical Work	For reporting after the completion of electrical work
	7-2	Application for Water Supply Service	For using water supply services in the stand
	7-3	Application for Temporary Communication System Installation (fixed-line telephone, ISDN line or optical communication line)	For using fixed-line telephones, ISDN lines or optical communications lines in the stand
	7-4	Application for Use of Cables for Broadcasting Services	For receiving Digital terrestrial television or satellite broadcasting in the stand
<input checked="" type="checkbox"/>	—	Application for the Logo in Use of Sign Notice	Company logo in use of floor guide signage
	7-5	Application for Exhibitors' Rooms	For using exhibitors' rooms
	8-1	Operation Plan	Required if conducting an event such as a test-ride for general public visitors in the vicinity of the venue and smoke emitting (smoke machine etc.).
	8-2	Application for Use of Wireless Microphones	For using wireless microphones in the stand
	8-4	Application for Exhibitor's Surveys	For carrying out visitor surveys outside the stand
	8-6	Food Handling Notification	When handling food in the Tokyo Big Sight, a "Food Handling Notification" should be submitted to the Koto-ku Public Health Center.
	—	Application for Punch Carpet for Stand	For using carpet similar to that used in the passageways
<b>Concerning Sales of Tickets and Related Matters</b>			
	—	Application for Official Events	For registration for Opening Ceremony and Reception
	2-15	Application for Exhibitors' Admission Cards	For purchasing additional exhibitors' ID cards (in addition to the ID cards provided free of charge)
	5-1	Application for Authorized Exhibitor Contractor Badges	For purchasing badges for authorized exhibitor Contractor

Category	Regulations	Form	Summary
<b>Concerning Sales of Tickets and Related Matters</b>			
	—	Application for Advance Exhibitor Tickets, Japanese Motor Vehicles Guidebook Coupons and Envelopes	For buying tickets, envelopes with the Tokyo Motor Show logo, or coupons for the Japanese Motor Vehicles Guidebook in advance
	—	Application for Japanese Motor Vehicles Guidebook (vol.64)	For purchasing Japanese Motor Vehicles Guidebook (vol.64)
	—	Application for Food & Beverage Coupons	For purchasing of original Tokyo Motor Show Food & Beverage Coupons that can be used at the venue and its vicinity
	—	Application for Parking Pass Cards	For purchasing specified-date parking pass cards to use underground parking lots in the Conference Tower and Multi-level parking hall in South Exhibition Hall

Details of deadline for submission of registration forms (available on the Show official website), etc., will be provided separately in a "Newsletter to Exhibitors".

\*The "■" symbol in the category column indicates documents required for all exhibitors, the "●" symbol indicates documents required for exhibitors for the Passenger Cars, Commercial Vehicles, and Motorcycles Sections, and the "□" symbol indicates documents required for exhibitors for the Passenger Cars, Commercial Vehicles, Motorcycles, and Vehicle Bodies Sections.



## 3. Regulations Applicable to Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle Bodies Sections

### 3-1 Composition of Exhibition

The exhibitor must pay proper attention to the safety of visitors and make every effort to ensure the exhibition is comfortable for visitors by enabling a smooth flow of visitors and a good overall view, and by considering effects on neighboring stands. In particular, exterior walls along the central common passageway are to be designed so that they are at least 50% open. As a rule, stands should be arranged to enable visitors to move in and out freely, and to avoid having visitors stop in passageways to view exhibits.

As shown below, stands shall be divided into "Large stands" and "Small stands" depending on their total area. Zone A (main passageway side) and Zone B (wall side) (except for some small exhibition spaces, etc.) shall be designated to regulate the height of facilities.

#### 1) Large stands and small stands

Exhibition section	Large stand	Small stand
(1) Passenger Cars and Commercial Vehicles Sections	Area: 600 m <sup>2</sup> or more	Area: Below 600 m <sup>2</sup>
(2) Motorcycles, Carrozzeria and Vehicle Bodies (Indoor Exhibition) Sections	Area: 300 m <sup>2</sup> or more	Area: Below 300 m <sup>2</sup>

#### 2) Zone organization and height limitations

Exhibition section	Zone A	Zone B
Passenger Cars, Commercial Vehicles, Motorcycles and Vehicle Bodies (Indoor Exhibition) Sections	The height of exhibits and facilities shall be 4.5 m or less. The area of the zone shall be 1/4 of the stand area.	The height of exhibits and facilities shall be 6.0m or less. The area of the zone shall be 3/4 of the stand area.
Carrozzeria Section	The height of exhibits and facilities shall be 4.5 m or less.	
Vehicle Bodies (Outdoor Exhibition) Section	The height of facilities shall be 4 m or less.	

- (1) The height is the length from the existing floor surface.
- (2) Exhibitors may be subject to height restrictions for decorative objects or required to use open-ended designs, etc. or to install fire protection equipment depending on the location of their stand in the exhibition site to ensure fire safety.  
Do not use fire, carry in hazardous materials, or install combustible materials below water cannons.
- (3) Installation of any two-story facility is not permitted in the Vehicle Bodies (Outdoor Exhibition) Sections.
- (4) Please see "6-7 Hanging Objects from Ceiling, 3)" for limitations to the height of ceiling suspensions.  
Installation of any object suspended from the ceiling is not permitted in the Carrozzeria Section.
- (5) If a large-size vehicle exceeds the height limit (ex: a crane exhibited with its boom extended), it may be allowed in some cases. Exhibitors should consult the Secretariat and receive permission prior to submitting their stand design drawings.
- (6) As a general rule, doors should be installed to open inwards, and facilities should be installed within a stand.
- (7) The area around the exhibition site is subject to strong winds due to its geographical location. Exhibitors in the Vehicle Bodies (Outdoor Exhibition) Section are requested to take sufficient measures to secure their facilities, exhibits and decorations against strong winds. Please make sure to obtain approval from the Secretariat.  
If the Tokyo Big Sight's anemometer reading exceeds a certain level, the site manager may ask exhibitors to remove their facilities, exhibits, decorations, etc. to prevent any accidents.  
If exhibitors wish to install a prefabricated facility, etc., they are required to submit a design drawing to the Secretariat for approval at an early stage in the exhibition planning to allow for changes if necessary. The deadline for submitting the design drawing is August 2 (Fri.), 2019. While the Secretariat will install all prefabricated facilities, exhibitors are responsible for installing decorations and fixtures.

#### 3) Building Coverage Ratio

The area covered by all exhibits and structures in the Large stand (areas on the first floor where visitors are unable to pass) shall be 50% or less of the total area.

## 3 – 2 Restrictions on Facilities (Floors and Passageways)

Facilities must be safe and conform to the Construction Standards Law and the Fire Services Act of Japan. The heights of facilities and exhibits and building coverage ratio shall strictly conform to the regulations outlined in "3-1 Composition of Exhibition." Matters relating to the exhibition of heavy items, two-story facilities, and hanging objects from ceilings shall strictly conform to the regulations outlined in "6. Construction."

### 1) Floors

- (1) If the floor to be used by visitors as a passageway need to be elevated, the elevation height must be less than 30 cm from the existing floor surface and any part of the approach intended to be used for visitor traffic should have a slope of no more than 1:12. If the exhibition kits are reused, the slope may be 1:8 or less provided that prior consent of the Secretariat is obtained. The stands should be designed to be as barrier-free as possible.
- (2) Elevated floors that are 30 cm or more from the existing floor surface are limited to the use as a stage or the purpose of viewing exhibits. When elevating visitor passageways, take appropriate measures to prevent visitors from tripping and falling as well as other safety measures.
- (3) When the height of the floors exceeds 2.1 m, it should be regarded as a two-story facility as stipulated in "6-6 Two-story Facilities."
- (4) For the safety of visitors, electric wires, etc. protruding from the floor surface must be protected by additional flooring at least 90 cm in horizontal width, and having a slope along the perimeter. In this case, the height of the edge of the additional flooring from the existing floor must not exceed 10 cm, its width (horizontal surface) must be at least 30cm, and the surrounding area must be sloped.
- (5) Columns, beams, and floors shall be of non-combustible steelwork and have a sufficient strength.
- (6) The under-floor area must have a structure that does not permit entry of people except for inspection purposes.
- (7) Do not place connections for power distribution panel and wiring in under-floor areas.
- (8) Do not install equipment using fire or store or handle hazardous materials in the under-floor area.
- (9) Exhibitors may use any flooring material, provided that its surface is safe for visitors and that wear does not generate dust.

### 2) In-stand passageways

- (1) For exhibition spaces measuring 600 m<sup>2</sup> or more, in-stand passageways (4.0 m or more in width.) must be secured at the specified points in the connection area in the Regulations on Stand Layout Design (to be delivered after allotment of exhibition space). As a general rule, in-stand passageways should run in a straight line. No exhibits or other objects may be placed on the in-stand passageways during the event period, including Press Days.
- (2) If the floor of an in-stand passageway needs to be elevated, the part of the floor that connects with a common passageway or other floors must have a slope of 1:12 or less (or 1:8 or less if the exhibition kits are reused, provided that prior consent of the Secretariat is obtained) in order to eliminate uneven surfaces.
- (3) In case a facility is constructed above the in-stand passageways, it should have a clearance of at least 2.7m from the floor surface.

### 3) Main in-stand emergency passageways

- (1) The Tokyo Big Sight requires exhibitors to build a main in-stand emergency passageway (5.0 m width) in specified areas (every 2,000 m<sup>2</sup> for the West Exhibition Hall and every 3,000 m<sup>2</sup> for the South Exhibition Hall and Aomi Exhibition Hall). (Tokyo Big Sight Disaster Prevention Guidelines)
- (2) If a main emergency passageway needs to be built inside a stand as required due to its size of its stand space or the site layout, exhibitors should reserve space for such a passageway (5.0 m or more in width) in a range specified in the Regulations on Stand Layout Design (to be delivered after allotment of exhibition space).
- (3) The Secretariat will allot an additional area for the main in-stand emergency passageway (length x 5.0 m width) and bear the costs associated with the said passageway (the costs are excluded from the exhibition fees).
- (4) As a general rule, main in-stand emergency passageways should run in a straight line. No exhibits or other objects may be placed on the main in-stand emergency passageways during the event period, including Press Days.
- (5) Exhibitors are required to contact the Secretariat and follow its instructions if they need to raise the floor of a main in-stand emergency passageway or install a facility over such its passageway.

### 4) Supplementary passageways for evacuation

- (1) Because of the site layout, supplementary passageways for evacuation (3.0 m) may have to be provided in the stand. (Tokyo Big Sight Disaster Prevention Guidelines)
- (2) If a supplementary passageway for evacuation needs to be built inside a stand, exhibitors should reserve space for such a passageway (3.0 m or more in width) at a point specified in the Regulations on Stand Layout Design (to be delivered after allotment of exhibition space).
- (3) As a general rule, supplementary passageways for evacuation should run in a straight line. No exhibits or other objects may be placed on the supplementary passageways for evacuation during the event period, including Press Days.

- (4) If the floor of a supplementary passageway for evacuation needs to be elevated, the part of the floor that connects with a common passageway or other floors must have a slope of 1:12 or less (or 1:8 or less if the exhibition kits are reused, provided that prior consent of the Secretariat is obtained) in order to eliminate uneven surfaces.
- (5) If a facility needs to be constructed above a supplementary passageway for evacuation, it should have a clearance of at least 2.7 m from the carpeted floor.

### 5) Utilization of columns

When decorating an existing column within a stand, height limitations shall be strictly observed (ref. "3-1 Composition of Exhibition") and keep in operable condition smoke emitting devices. In such case, decorations cannot be directly installed on the column.

## 3-3 Display of Specification Board

All exhibited vehicles must at least display the following items.

All other displays are optional. The model name and specifications shall be displayed in both English and Japanese.

### 1) Production vehicles

Japanese	English
車名及び型式	Model
エンジン型式	Engine model
排気量 (L)	Displacement (L)
トランスミッション形式、変速段数 (EV車は記載不要)	Transmission type (Except Electric Vehicle)
燃料供給装置の形式	Fuel system
燃料消費率 (km/l : EVの場合Wh/km) (例) WLTCモード燃費 (国土交通省審査値)	Fuel consumption (km/Wh/km for EV) (Ex.) WLTC mode Fuel consumption
車両重量 (Kg)	Gross vehicle weight (Kg)
使用燃料	Fuel type
東京地区希望小売価格 (¥) ※諸費用が価格に含まれない等を明記。 ※未定の場合は「価格未定」と記入。	Suggested retail price in the Tokyo area (¥) *Indicate "taxes and incidental expenses not included" *Indicate "to be determined" if price has not been set.
製造事業者の名称	Manufacturer

2) **Reference vehicles** : Clearly indicate "Reference Exhibit" for all vehicles other than production vehicles.

## 3-4 Submission of Stand Design Drawings

In order to prevent any inadvertent violations of these regulations due to misinterpretation, as well as prevent security problems or annoyance to neighboring stands that may arise from exhibition performances and installations of loudspeakers, each exhibitor must submit a notification of stand design drawings by completing the online form (available on the Show official website) and submit two copies of the items listed below to the Secretariat for approval. The deadline for submission is September 2 (Mon.), 2019. Although submission of the following items is, as a general rule, not required for exhibitors in the Carrozzeria Section, it may be required depending on the size of stand space.

"Notification of stand design drawings"

Layout plan for exhibits and facilities, plane and vertical drawings of facilities, all with accurate and clear dimensional representations.

\*Drawings should include names/designations of exhibited equipment, members, and materials.

\*The language should be either Japanese or English.

\*If exhibit layouts are to be altered for the Press Days, Official day, Special Invitation Day, and General Public Days, please submit drawings for all layouts.



# 4. Regulations Applicable to Parts, Machinery and Tools, and Mobility-Related Service Sections

## 4-1 Composition of Exhibition

The exhibitor must pay proper attention to the safety of visitors and make every effort to ensure the exhibition is comfortable for visitors by enabling a smooth flow of visitors and a good overall view, and by considering effects on neighboring stands. The exhibitor also must not let visitors to stay on the passageway to have a look on exhibits or performance inside the stand.

### 1) Basic Stand Structures

(1) The basic stands constructed by the Secretariat will have a "System Panel" structure and will be built on the boundaries between exhibit spaces. Each stand measures 2.97 m in width, 2.97 m in depth, and 2.7 m in height (see "4-3 Illustration of Basic Stand Structures" for more details). Stands must be applied for and allotted in twos (a minimum of two spaces. must be rented) for all sections with the exception of co-exhibits. Due to the site layout, space may be divided into a measured area equivalent to the number of allotted exhibition spaces.

(2) Exhibitors are not allowed to move the basic stand or change its structure without the approval of the Secretariat.

(3) When items are fixed directly on the system panels of a basic stand, they must be limited to cutting sheets, etc, so that they can be restored to their original condition (e.g. Nailing, tracking, drilling, cutting or anything else that will damage the basic stand is prohibited).

The basic stands are leased to the exhibitors. They must be restored to their original condition at the end of the Show and be left on the exhibition grounds. Exhibitors are responsible for any costs incurred due to loss or damage to the stands they lease.

### 2) Height Limitations

Exhibit and facility height limits are shown below.

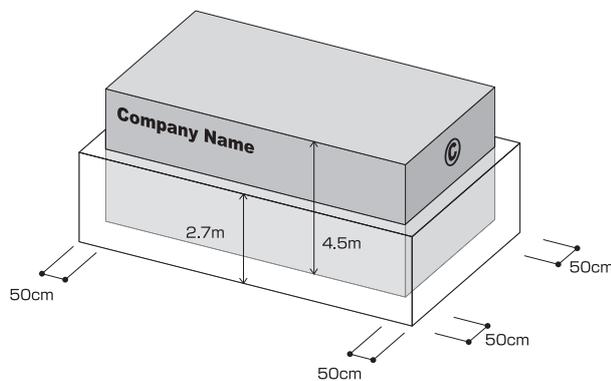
Classification	Setback range	Height limit	
		Exterior setback	Interior setback
Single-layer structure and Multi-layer structure	50 cm or more from the stand borderline (excluding the exhibition site walls of a wall-side stand).	2.7 m or less	4.5 m or less

(1) Exhibitors using 6 or more spaces (in the case of joint exhibitors, the total number of spaces) may install facilities with multi-layer (two levels) Construction must comply with the conditions for installation given under "6-6 Two-story Facilities."

(2) Lighting equipment and speakers may be installed above a basic stand regardless of the height limit for the exterior setback area when such equipment is installed using the fittings for installing the basic stand.

(3) When a stand is placed along the wall of the exhibition site, it may be treated as a wall-side stand if no other stand is located behind it. Details of the wall-side stand will be specified in the Regulations on Stand Layout Design (to be delivered after allotment of exhibition space).

(4) Installing a facility with a height of 3.8 m or more in a wall-side stand located in the low ceiling area of the West Exhibition Halls or 3.7m or higher for 1F, 4.1m or higher for 4F in South Exhibition Halls may obstruct firefighting equipment (sprinklers). In such a circumstance, exhibitors are requested change their construction plans. Contact the Secretariat at an early stage in exhibition planning to allow for changes and follow its instruction.



- Height of exhibits and stand structures must be 2.7m or lower.
- Height of exhibits and stand structures may be increased up to 4.5m.

## 4 – 2 Restrictions on Facilities

### 1) Floors

(1) Space within the stand should be designed with barrier-free considerations, and the stand should be operated in such a way as to pay attention to such considerations.

(2) If floors to be used by visitors are raised off the floor, safety precautions must be taken against tripping.

### 2) Lighting

Lighting for exhibits may be arranged at the exhibitor's discretion, but care must be taken to prevent burn injuries, tripping, and other dangers to visitors.

### 3) Use of Existing Structures

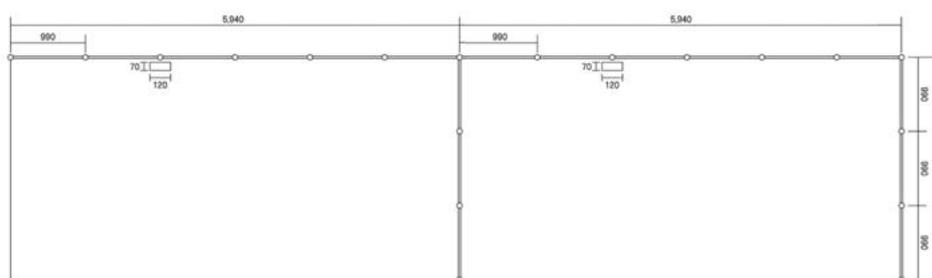
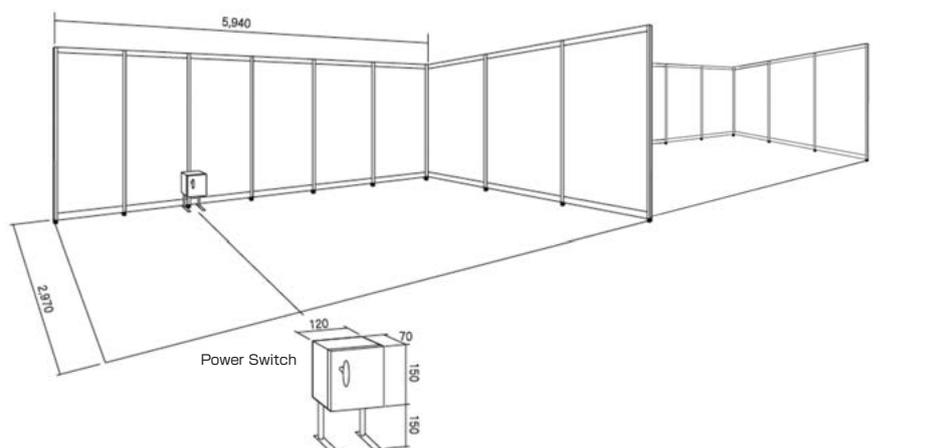
No exhibits or decorative facilities may be suspended from or leaned against an existing structure of the hall.

### 4) Utilization of pillars

When decorating existing pillars within stands, the height restrictions listed in 4-1-2) above must be strictly observed. Additionally, if ventilator controls are installed, they must remain in a fully operable state. In such case, decorations cannot be directly installed on the pillar.

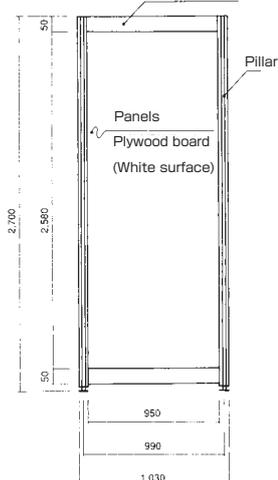
## 4 – 3 Illustration of Basic Stand Structures

\* Unit: mm

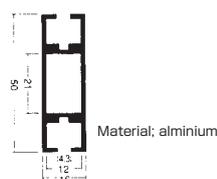


Connection beam

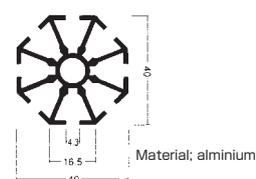
Basic stand type



Connection beam



Pillar



# 5. Delivery and Removal

## 5-1 Delivery and Removal

For the purpose of smoothing on-site delivery and removal work with less congestion, a "Planned delivery and removal" will be implemented. The Secretariat will set up a logistics desk as a primary point of contact for exhibitors concerning delivery and pickup of their equipment and materials. Details will be provided via the "Newsletter to Exhibitors".

\* "Planned delivery and removal" :

The Secretariat will specify a schedule for delivery and removal that includes dates and times for each exhibitor to deliver and remove their equipment and materials based on the information provided in "Survey of Planned Delivery and Removal", which exhibitors are asked to complete and submit via the Show official website by September 2 (Mon.), 2019. No vehicles (forklifts, trucks, etc.) are allowed in the venue before the specified time.

### 1) Delivery period

The period for delivering exhibits and installing exhibition facilities is as follows: The delivery start times noted below are subject to change depending on "Planned delivery and removal".

Passenger Cars, Commercial Vehicles, Motorcycles and Vehicle Bodies (Indoor Exhibition) Sections	12:00, October 16 (Wed.) - 18:00, October 22 (Tue.), 2019 * Following period dedicated to working for hanging objects: 6:00- 12:00, October 16 (Wed.), 2019.
Parts, Machinery and Tools Section	Exhibitors using 10 or more stands: 8:00 , October 19 (Sat.), -18:00 , October 22 (Tue.), 2019 Exhibitors using below 10 stands: 8:00 , October 20 (Sun.), -18:00 , October 22 (Tue.), 2019
Carrozzeria, Vehicle Bodies (Outdoor Exhibition) and Mobility-Related Service Sections	8:00 , October 20 (Sun.), -18:00 , October 22 (Tue.), 2019

### 2) Removal period

The period for removing exhibits and dismantling exhibition facilities after the end of the Show for each exhibition section is as follows: The delivery start times noted below are subject to change depending on "Planned delivery and removal".

Passenger Cars, Commercial Vehicles, Motorcycles and Vehicle Bodies (Indoor Exhibition) Sections	20:00, November 4 (Mon.) - 17:00, November 7 (Thu.), 2019 *We will start directing priority delivery vehicles at 19:00 on Monday, November 4. The number of priority delivery vehicle permits (for the Passenger Cars, Commercial Vehicles, and Motorcycles sections) to be issued depends on the size of your exhibition space.
Vehicle Bodies (Outdoor Exhibition) Section	18:00-23:00, November 4 (Mon.), 2019
Carrozzeria , Parts, Machinery and Tools, and Mobility-Related Service Sections	20:00, November 4 (Mon.) - 18:00, November 5 (Tue.), 2019

\*Any materials not removed by the end of the above removal period will be disposed of by the Secretariat at the exhibitor's expense.

### 3) Working Hours for Delivery and Removal

Working hours for delivery and removal of exhibits are 8:00 to 18:00, in principle. If an extension becomes necessary for the work, please advise the hall secretariat by 17:00 on that day (17:00 on the previous day for early morning hours).

### 4) Delivery and removal and construction during the Show

If delivery or removal of exhibits becomes necessary for special reasons during the Show, the exhibitor must advise the Hall Secretariat. No delivery or removal work is permitted during show hours even if such work is done inside the exhibition space. The exhibitor must perform the work during non-open times, 30 minutes after closing or 1 hour before opening.

(1)When changing display vehicles in the venue, exhibitors must place a protective covering on the carpet in the common passageway to prevent it from getting soiled or damaged.

(2)When starting engines in order to move vehicles, exhibitors must ensure that safety and ventilation are secured.

### 5) Late-night overtime work (additional charges)

With the exception of the delivery or removal period, late-night overtime during the show period is subject to additional charges.

(1)Applicable period: 22:00 October 28 (Mon.) - 7:00 November 4 (Mon.), 2019

(2)Applicable hours: 22:00 to 7:00 the next morning

(3)Overtime charge: ¥10,000/hour (consumption tax not included)

\*The Hall Secretariat should be notified of overtime, and the exhibitors will be invoiced later for the additional charges.

\*Hall lighting will be set to half intensity for the period covered by the overtime application, and turned off at the end of the work.

Consumption tax rate on the date of the show will be applied.

### 6) Notes on work

(1)The exhibitor must attend during the work. This is also applicable when the work is entrusted to a carrier, etc.

(2)As a general rule, work must be performed inside your exhibition space. Make sure not to cause a nuisance to other exhibitors by occupying the common passageway or spreading odors, dust, etc. during the work.

- (3)The delivery, installation, and removal of heavy materials must be carried out in accordance with "6-4 Heavy Material Exhibition" so that any concentrated load will not be applied to the floor surface. The anchoring devices of crane trucks must not come into direct contact with the floor. Protective boards must be placed between each anchoring device and the floor. Moreover, anchoring devices must not be placed on covers over floor pits in the exhibition hall.
- (4)Smoking is generally prohibited at the site. Specified smoking areas must be used.
- (5)For bringing in hazardous materials such as paints, only paints for repairs are permitted and must be at the bare minimum.  
Flammable materials are prohibited from areas in which painting is implemented, and fire extinguishers must be provided.
- (6)When delivery or removal work requires the use of acetylene gas, arc-welding, etc., fire extinguishers must be provided and combustible materials must not be placed in the area where sparks may arise.
- (7)Decorative materials must not be piled in passageways, evacuation exits, or areas near fire extinguishing equipment.
- (8)Safety helmets and safety shoes must be worn by anyone entering the work area. All reasonable efforts must be taken to prevent accidents.
- (9)Please exercise due caution when operating forklifts, aerial work platforms, or the like. Such equipment must only be operated by persons holding a valid Japanese license (international permits issued overseas are not valid). Unlicensed operation is prohibited under the Industrial Safety and Health Act. Exhibitors are kindly asked to adhere strictly to all relevant laws and regulations.
- (10)There must be strict supervision to ensure that no trolleys, ladders, work towers, boxes of materials, toolboxes, paints, etc. remain on site after work is finished.
- (11)To ensure that information on exhibits is not leaked, please refrain from using cameras, mobile phones, smartphones, or the like to take pictures of the exhibition hall during delivery . Likewise do not post such information to social networking services (SNS), blogs, etc. Exhibitors are kindly asked to make certain their employees, attendants, workers, etc. are fully aware of this policy. The above does not include photographs taken by exhibitors of their own booths for record-keeping purposes, or photographs taken for record-keeping purposes by the organizers or persons contracted by the organizers.

#### 7) Authorized exhibitor contractor badges

- (1)Contractors working at the Show site must wear "Authorized Exhibitor Contractor Badges" specified by the Secretariat at all times when working.
- (2)Applications to purchase Authorized Exhibitor Contractor Badges (¥100 per badge including consumption tax) must be made using the specified form (available on the Show official website).
- (3)Validity period: Non-open hours during the delivery/removal period, Press Days, and show period (from 30 minutes after the Show closes to 1 hour before it opens)

#### 8) Sending goods to exhibitors' stands

When sending goods to the show site, exhibitors are requested to ensure that the stand number and the contact details of the person in charge of the stand are described on the invoice, and that goods are received directly by each exhibitor. No products will be accepted or stored at the Secretariat office.

(Invoice description)

<p>(For West and South Exhibition Halls)  Tokyo Big Sight, 3-11-1 Ariake, Koto-ku, Tokyo 135-0063  Tokyo Motor Show  _____ hall, stand No. _____  Exhibitor name _____  Person in charge _____  Cellular phone _____  *For the address, be sure to enter the hall name, stand number,  company name, and delivery date/time.</p>
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(For Aomi Exhibition Halls)  
1-2-33 Aomi, Koto-ku, Tokyo 135-0064

#### 9) Vehicles for Delivery and Removal

- (1)Transportation routes  
Detailed information on the entry of vehicles for delivery and removal work will be provided in a Newsletter to Exhibitors.
- (2)Restrictions on the use of the ramp leading to the freight entrances of West Halls 3 and 4, and South Halls 3 and 4.  
When driving on the ramp to the site, be sure to comply with the following in order to prevent cargo from falling or the vehicle from skidding.
- ① Only vehicles with a loaded gross vehicle weight of up to 10 tons (weight of the vehicle and load < 10 t) are allowed on the ramp.
- ② Whether you are on the inbound or outbound lane, wait for the vehicle ahead of you to pass over the ramp before proceeding.
- \* West 3.4 Halls: Slope width: 7.2m (3.6 m per lane); Maximum incline: 13.1% (7.5 degrees)  
\* South 3.4 Halls: Slope width: 7.2m (3.6 m per lane); Maximum incline: 16.7% (9.5 degrees)
- (3)Worker vehicles  
Worker carriers (buses, cars and motorcycles) are not allowed to enter the show site during the delivery or removal periods or during the Show. They must be parked in the nearest parking lot.

(4) Vehicle access to the show site during opening Hours

Vehicle classification	Access	Parking	Remarks
Vehicles used for emergency work purposes	Permitted	Permitted	
Vehicles used by exhibitor's contractors, etc. with a valid parking pass	Permitted	Permitted (designated areas only)	Detailed information about the allotment of parking passes for exhibitor's contractors, etc. will be provided in the Newsletter to Exhibitors.
Catering vehicles	Permitted	Permitted (Press Days and Preview Day only)	Exhibitors must receive the delivered goods at the exhibitor entrance/exit and carry it into the hall either by hand or dolly, etc.
Delivery vehicles (goods, meals, etc.)	Permitted	Not permitted	Exhibitors must receive the delivered goods at the exhibitor entrance/exit and carry it into the hall either by hand or dolly, etc.

(5) Vehicle access to the show site during non-open hours

Vehicles are allowed to enter the site through the specified vehicle gate during non-open hours beginning 30 minutes after the site is closed (excluding November 4 (Mon.)) until 1 hour before the site is opened on the next day.

Late-night overtime (22:00 to 7:00) during the period from October 28 (Mon.) through November 4 (Mon.) subject to additional charges.

## 5 - 2 Exhibition of Bonded Cargo

Exhibits, decoration materials, and equipment that will be returned to the country of origin immediately after the end of the Show may be used in the exhibition as bonded cargo, without normal customs clearance upon arrival in Japan.

### 1) Application for bonded exhibition area

The Secretariat will file a permit for a bonded exhibition area. If exhibitors wish to exhibit bonded cargo, be sure to notify the Secretariat of the list of bonded cargo they plan to exhibit by submitting a completed "Detailed List of Bonded Cargoes" form (available on the Show official website) to the Secretariat no later than August 2 (Fri.), 2019.

Exhibitors who do not submit a completed form by the specified date may not be allowed to exhibit in the bonded area.

### 2) Procedures for bonded exhibition

When bringing bonded cargo into the Show site, an exhibitor may hire any customs broker or forwarder. However, the exhibitor must hire the following customs brokers to perform temporary customs clearance inside the Show site.

**ISHIKAWA-GUMI, LTD.**

International Division

4-14-2, Higashi-Oi, Shinagawa-ku, Tokyo, 140-0011, JAPAN

TEL: +81-3-3474-8102

FAX: +81-3-5460-9841

E-mail: igl-exhi@ishikawa-gumi.co.jp

## 5 - 3 Disposal of Waste

Exhibitors shall bear the responsibility and any costs for the appropriate disposal of materials and waste left during the period of the Show (including the period for delivery and removal), in accordance with "Laws Concerning Disposal of Waste and Cleaning".

When contracting a waste processing company for the processing of waste products, exhibitors are requested to provide a manifest, and confirm that said products have been correctly processed.

Consultation on cleaning in the stand and requests for collection and transportation of waste will also be accepted by Big Sight Service Co., Ltd. (see "1-4 Contact Information"). To use Big Sight Service's cleaning and waste collection/transport services, fill out the online application form for stand cleaning and waxing services available on the official show website and submit it by October 4 (Fri.), 2019.

**Exhibitors are requested to take into consideration reducing waste from the planning and design stage, and promote 3R activities (Reduce, Reuse, Recycle). Additionally, when commissioning the processing of industrial waste, every effort should be made to select processing methods that make possible recycling as much as possible, in order to increase recycling rates.**



## 6. Construction

### 6-1 Specifications of Tokyo Big Sight Facilities

Exhibitors may request that the exhibition facility's ceiling lights located directly above their stand be turned off only if they install suspended objects from the ceiling above their stand. At least 600 lux of light must be maintained inside the stand in West Halls and South Halls, and at least 400 lux of light in Aomi Halls. Detailed information will be provided in the "Newsletter to Exhibitors".

#### West exhibition hall data

	West Hall 1	West Hall 2	West Hall 3	West Hall 4	Atrium	Rooftop exhibition area
Exhibition Area	8,880m <sup>2</sup>	8,880m <sup>2</sup>	4,680m <sup>2</sup>	6,840m <sup>2</sup>	2,000m <sup>2</sup>	6,000m <sup>2</sup>
Ceiling Height	12m	12m	13m-18m	13m-18m	23m	
Floor maximum load	5t/m <sup>2</sup>	5t/m <sup>2</sup>	2t/m <sup>2</sup>	2t/m <sup>2</sup>	0.36t/m <sup>2</sup>	2t/m <sup>2</sup>
Delivery Gates	5	5	2	4		
Equipment in halls	Ceiling lights (600 lux or more when fully lit), Broadcasting, air-conditioning, anti-disaster, etc.					
Equipment in pits	West 1 & 2: Electricity, water supply and sewage, gas, communications, optical high-speed communication service, shared TV West 3 & 4: Electricity, communications, optical high-speed communication service, shared TV					
Miscellaneous equipment	Organizer's office, business meeting room, locker room, hot-water service room, first-aid room					

#### South exhibition hall data

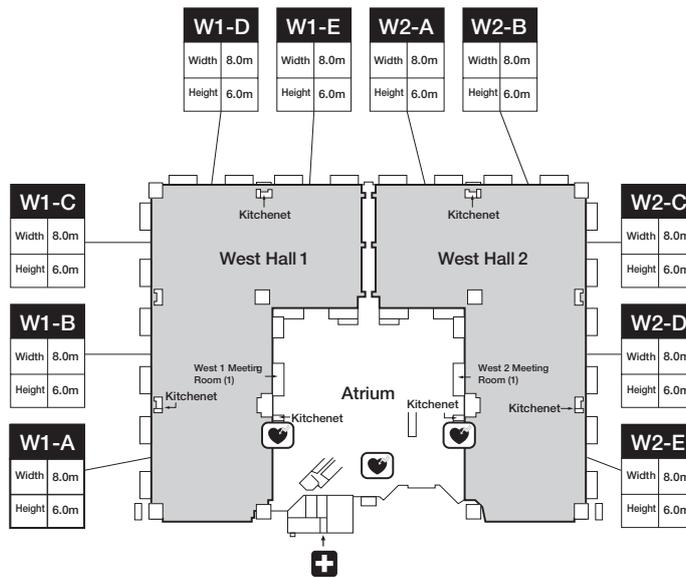
	South Hall 1	South Hall 2	South Hall 3	South Hall 4
Exhibition Area	5,000m <sup>2</sup>	5,000m <sup>2</sup>	5,000m <sup>2</sup>	5,000m <sup>2</sup>
Ceiling Height	12m	12m	13m-18m	13m-18m
Floor maximum load	5t/m <sup>2</sup>	5t/m <sup>2</sup>	2t/m <sup>2</sup>	2t/m <sup>2</sup>
Delivery Gates	3	2	3	2
Equipment in halls	Ceiling lights (600 lux or more when fully lit), Broadcasting, air-conditioning, anti-disaster, etc.			
Equipment in pits	South 1 & 2: Electricity, water supply and sewage, gas, communications, optical high-speed communication service, shared TV, water, compressed air (in trench), drainage (pipe in pit) South 3 & 4: Electricity, water supply and sewage, gas, communications, optical high-speed communication service, shared TV, water, compressed air (in trench), drainage (pipe in pit)			
Miscellaneous equipment	Organizer's office, business meeting room, hot-water service room, first-aid room			

#### Aomi exhibition hall data

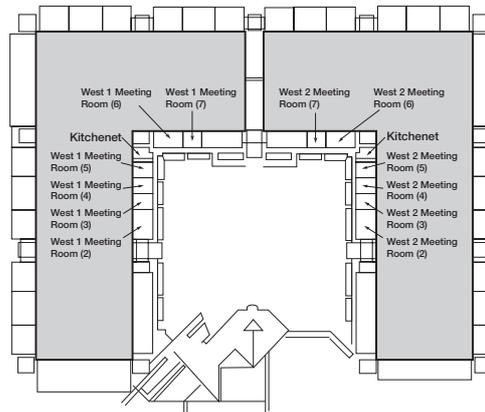
	Hall A	Hall B
Exhibition Area	11,620m <sup>2</sup>	11,620m <sup>2</sup>
Ceiling Height	9m-10m	9m-10m
Floor maximum load	5t/m <sup>2</sup>	5t/m <sup>2</sup>
Delivery Gates	6	6
Equipment in halls	Ceiling lights, 400 lux or more (when fully lit), badcasting, air-conditioning, anti-disaster, catch basin	
Equipment in pits	Electricity	
Miscellaneous equipment	Organizer's office, exhibitor's room, first-aid room	

[West exhibition halls]

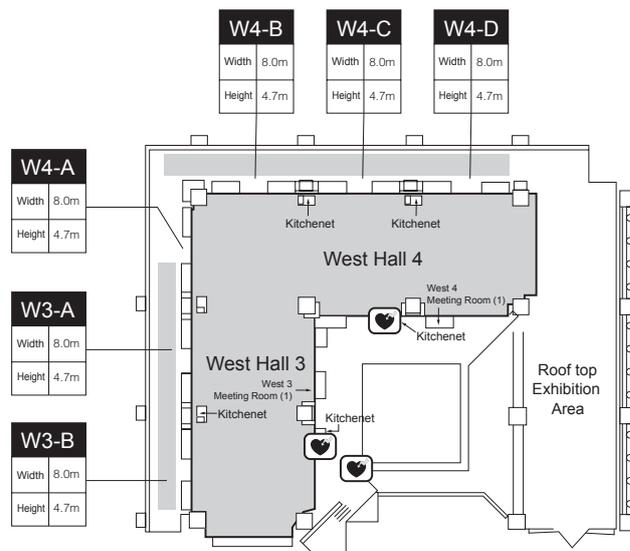
1F



2F

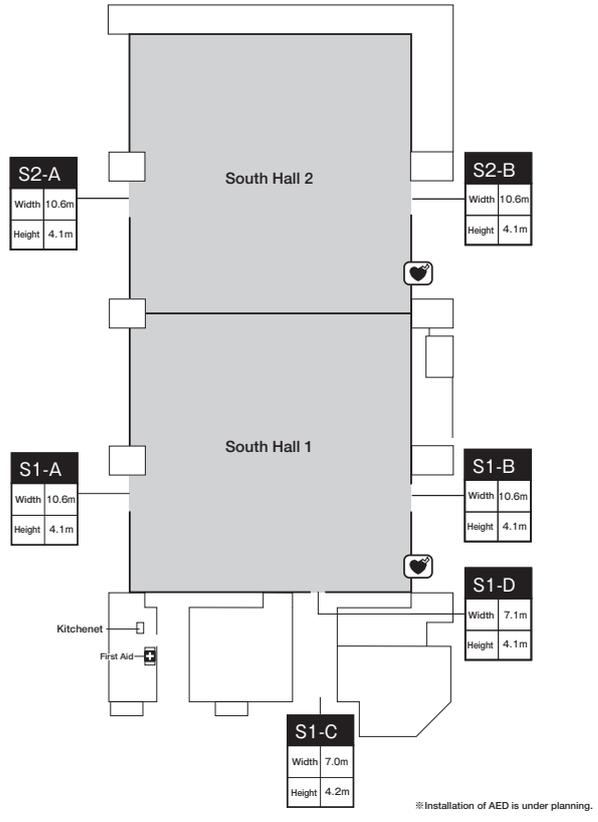


4F



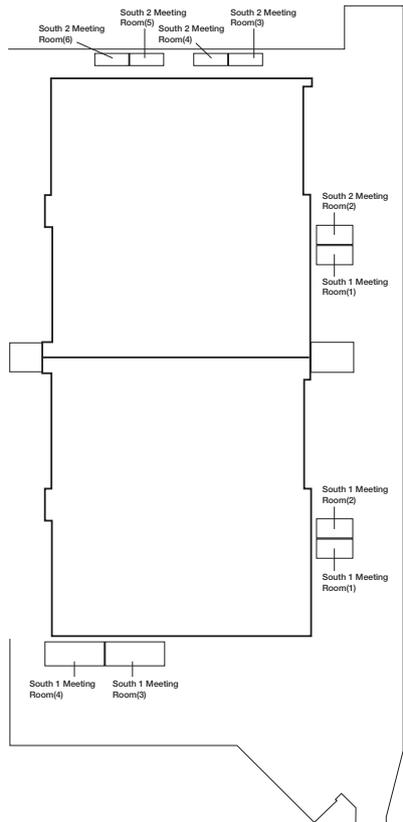
[South exhibition halls]

1F



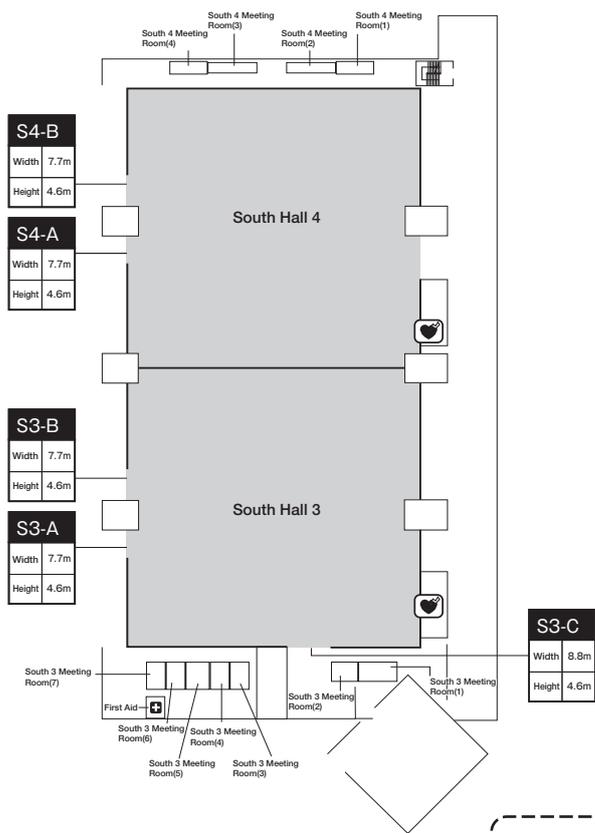
AED First Aid

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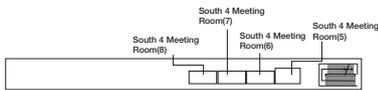
[South exhibition halls]

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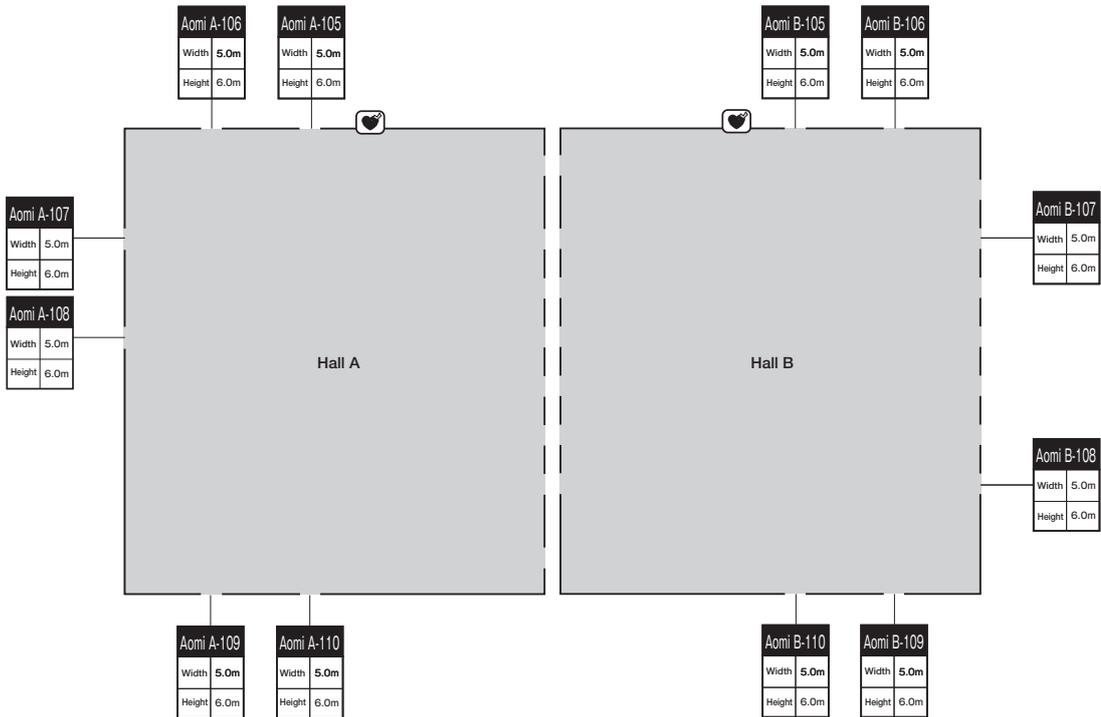
AED First Aid

5F



[Aomi exhibition halls]

1F



## 6 – 2 Work Relating to Hall Structures

- 1) The use of the existing ceilings, walls, grills, piping, or wiring as a support is prohibited. Direct work upon the ceilings, walls, columns, doors, windows, glass, beams, movable partitions, or pits is also prohibited.
- 2) Visibility of fire-fighting and prevention equipment, such as fire hydrants, fire extinguishers, fire alarms, water hoses, smoke detectors, evacuation signs, and ventilator controls must not be obstructed by exhibits or decorations. Facilities must not be constructed in such a way that safety and evacuation activities are obstructed.
- 3) The intake and exhaust openings of air conditioning systems must not be covered by exhibits or decorations.

## 6 – 3 Flooring Work (Anchor bolt usage)

Anchor bolts (strike anchors only) may be used to fix facility materials in the exhibition hall.

### 1) Applications

When applying for the use of anchor bolts, exhibitors are required to submit the prescribed "Application for Use of Anchor Bolts" (available on the Show official website), with two copies of "Anchor Bolt Layout" to the Secretariat by September 30 (Mon.), 2019.

If changes are made after installation, submit two copies of "Anchor Bolt Layout" to the Secretariat immediately..

### 2) Other remarks

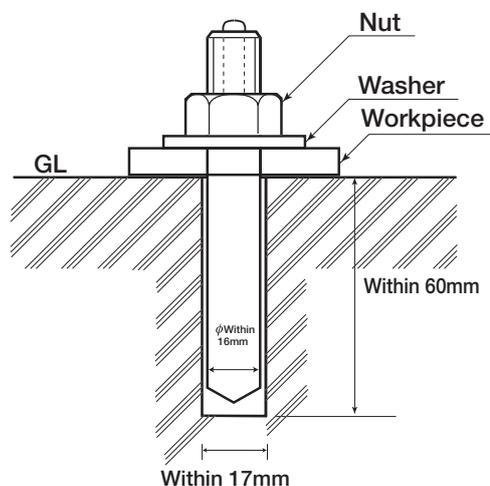
- (1) For installation of anchor bolts on floors, anchor bolts (strike anchors only) with a diameter of up to 16mm and a depth of up to 60mm only are permissible. (\* Depending on the installation locations, different specifications may apply.)
- (2) Installation of nonstandard anchor bolts (e.g. grip anchors, chemical anchors, nut anchors) and concrete rivets, concrete screws, dry-bit rivets, etc. is not permitted.
- (3) Anchor bolts should not be installed on the pit and its surrounding area (up to 200mm from the pit).
- (4) Anchor bolts should not be installed in the atrium and Link Space.
- (5) Since the floor at the galleria side of the East exhibition halls (under the low ceiling area) has been treated with water-proof paint, anchor bolts may not be installed.
- (6) Since standard anchor bolts are not effective in some exhibit areas of the Vehicle Bodies (Outdoor Exhibition) Section, consult with the Secretariat for anchoring methods in case of anchoring your facilities and decorations to the ground to ensure safety.

### 3) Completely prohibited activities

- (1) Excavation or grinding of floor surfaces
- (2) Drilling with a drill diameter exceeding 17mm
- (3) Direct painting on the building's wall surfaces, floor surfaces, and column surfaces
- (4) Fixing carpet or the like by coating its rear surface with an adhesive
- (5) Any other work that cannot be approved due to the building's structure or management/operation

### 4) Restoration to Original State

- (1) For anchor bolts, remove the head coming out of the floor surface using a grinder. Knocking it with a hammer or cutting it off with gas welding is prohibited because the floor surface will be damaged.
- (2) If any exhibitor does not restore its stand area to its original state, the Secretariat will undertake restoration actions at its own discretion. However, the expenses will be invoiced to the exhibitor later.
- (3) If an exhibitor installs anchor bolts in any way other than specified in the Regulations, or if an exhibitor does not restore its stand area to the original state as required, the Secretariat will bill the exhibitor for any expenses incurred.



### 5) Anchor bolt usage fee

Exhibitors must pay the following anchor bolt usage fees for floor restoration by the date designated by the bill issued separately after completion of the Show.

\* Anchor bolt fees : ¥1,000/piece (consumption tax excluded)

Consumption tax rate on the date of the show will be applied.

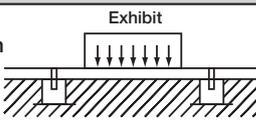
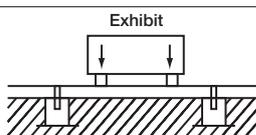
## 6 – 4 Heavy Material Exhibition

### 1) Weight limitations

In each exhibition hall, some limitations are imposed on heavy material exhibition due to the facility's structure. Please confirm the following installation and curing methods to plan the layout of facilities and exhibits.

If an exhibit has not been shown on the application and its weight is over 6 ton, please consult the Secretariat.

	West hall 1 & 2 South Hall 1 & 2	West Hall 3 & 4 South Hall 3 & 4	Atrium	Aomi Hall A & B
Floor finish	Concrete		Terrazzo tile	Concrete
Floor resistance to load	5t/m <sup>2</sup>	2t/m <sup>2</sup>	0.36t/m <sup>2</sup>	5t/m <sup>2</sup>
Hole-in-anchors	Installation permitted (16mm dia., up to 60mm shield depth, not permissible on pit cover) * Depending on the installation location, other specifications may apply.	Installation permitted (16mm dia., up to 60mm shield depth, not permissible on pit cover) * Depending on the installation location, other specifications may apply.	Installation not permitted	Installation permitted (16mm dia., up to 60mm shield depth, not permissible on pit cover) * Depending on the installation location, other specifications may apply.
Weight limitation on exhibits	Please advise the Secretariat if the single-unit weight of the exhibit is over 50t. The total weight is limited for each "space" surrounded by pits (see the table below). Therefore, if multiple exhibitors are sharing a space, the Secretariat may rearrange exhibition locations for exhibits.	Please advise the Secretariat if the single-unit weight of the exhibit is over 6t. If the single-unit weight of the exhibit is 2t to 6t, spacing from the adjoining exhibit must be at least 3m. Therefore, the Secretariat may rearrange installation locations for exhibits.	Please advise the Secretariat if the single-unit weight of the exhibit is over 1t. If the single-unit weight of the exhibit is 0.36t to 1t, spacing from the adjoining exhibit must be at least 2m. Therefore, the Secretariat may rearrange exhibition locations for exhibits.	Please advise the Secretariat if the single-unit weight of the exhibit is over 50t. The total weight is limited for each "space" surrounded by pits (see the table below). Therefore, if multiple exhibitors are sharing a space, the Secretariat may rearrange exhibition locations for exhibits. The weight of exhibit must be less than 350kg/m <sup>2</sup> at the following area, within 2.5m area from the wall, north-south 2.9m and east-west 2.2m area from the column surfaces.
Brining in vehicles	If the total weight (dead weight plus laden weight) is over 45t, the vehicle cannot be brought in.	If the total weight (dead weight plus laden weight) is over 10t, the vehicle cannot be brought in.	Vehicles cannot be brought in.	If the total weight (dead weight plus laden weight) is over 45t, the vehicle cannot be brought in.

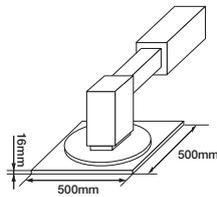
Method of Installation	Maximum Weight of Exhibit		
	6m × 18m Area	6m × 12m Area	6m × 10m Area
Placed flat on the floor 	Up to 80t	Up to 50t	Up to 40t
With legs or pillars 	Up to 60t and Up to 8t/leg or pillar	Up to 35t and Up to 8t/leg or pillar	Up to 30t and Up to 8t/leg or pillar
*Legs/pillars may not be placed directly on pits			

### 2) Limitations to installation of facilities and exhibits

- (1) Use of hoisting cranes shall be limited to 45t or smaller rough terrain cranes.
- (2) Do not place the outrigger base on the pit cover or surrounding area.
- (3) Covering for outrigger bases by size is shown below.

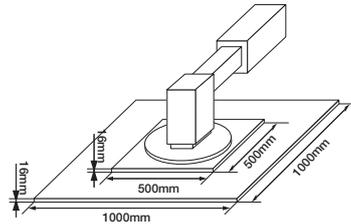
■ to 35t Rafter

500 × 500 (mm) Steel Plate



■ to 45t Rafter

500 × 500 (mm) Steel Plate  
+ 1,000 × 1,000 (mm) Steel Plate

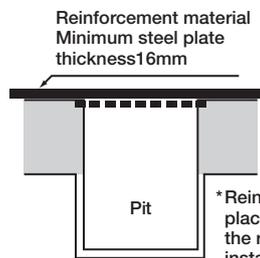
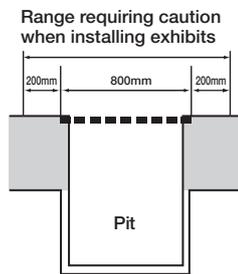


3) Pit and surrounding area

If a facility or an exhibit weighing 3 t/m<sup>2</sup> or more (for West Halls 1 and 2, South Halls 1 and 2, and Aomi Halls A and B) or 1 t/m<sup>2</sup> or more (for West Halls 3 and 4 and South Halls 3 and 4) is to be placed on the pit or surrounding area, reinforcement is required as shown below.

For details, please contact the Secretariat.

\*Do not install anchor bolts within areas where care must be taken during installation of an exhibit.



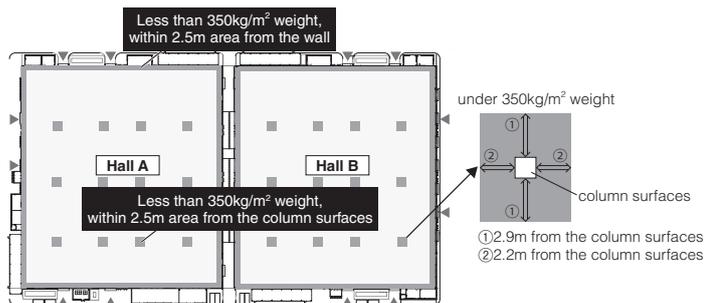
\*Reinforcement steel plate shall be placed in such way that it will cover the range requiring caution when installing exhibits.

Steel reinforcement plates should be placed to cover the areas where care must be taken during installation of an exhibit.

4) Floor load limit around the pillars (in Aomi Halls)

Facilities and exhibits over 350kg/m<sup>2</sup> weight cannot be installed at the following area, within 2.5m area from the wall, north-south 2.9m and east-west 2.2m area from the column surfaces.

Also, do not install outrigger base for hoisting cranes.



6 – 5 Ceiling Structures

If a roof/ceiling structure such as a cloth covering, etc. is to be installed from the ceiling, exhibitors must comply with the following requirements. Any ceiling structure that constitutes a double-ceiling should not be installed under any circumstances whatsoever.

1) Definition of a ceiling structure

A ceiling structure is a covering or other structure that serves as a roof or a ceiling and has an opening rate of less than 70%. It also includes lighting devices with light emitting portion which comes in the shape of a surface.

2) Measures to be taken when installing a ceiling structure

When a ceiling structure exceeds the area or length specified in the table below, it must meet both requirements described in (1) and (2) below. As a general rule, installation of fire protection equipment, etc (excluding fire extinguishers). is not required if the measurements of a ceiling structure are smaller than the figures shown in the table. When a ceiling structure is installed in a closed space such as a walled area, installation of fire protection equipment may be required even if the measurements of the structure is smaller than the figures specified in the table below.

## [Installation Requirements]

Exhibition halls	Ceiling structure requiring installation of fire protection equipment
West Exhibition Halls	Ceiling structure whose width and depth are 1.2 m or more
South Exhibition Halls	Ceiling structure with an area of 50 m <sup>2</sup> or more
Aomi Exhibition Halls	Ceiling structure whose width and depth are 3.0 m or more

(1) Both types of fire protection equipment listed below must be installed.

① Wireless smoke (heat) detector

② Fire extinguisher

(2) Either one of the following requirements must be met. (Some ceiling structures may have to meet both requirements depending on their size and shape.)

① An indoor fire hydrant is installed and provides effective protection.

② Fire extinguishing equipment cabinet is installed and provides effective protection.

### 3) Requirements when installing ceiling structures

(1) Any continuous ceiling area shall not exceed 500 m<sup>2</sup> in West, South and Aomi Halls. When two or more ceiling structures are installed in a booth, a vacant space (fire belt) at least 5.0 m wide is required as a rule for every 500 m<sup>2</sup> area. Please contact our Secretariat Office for details.

(2) Consult with the Secretariat about the location and quantity of fire protection equipment to be installed and follow its instructions.

When smoke machine (not a hazardous object) is to be used in the area where ceiling structures are installed, wireless heat detectors must be installed.

(3) The prohibitions waiver (see "6-8 Fire Regulations") does not apply to areas where a ceiling structure is installed.

(4) When installing a fire alarm and/or firefighting equipment cabinet, exhibitors must follow the necessary steps required by relevant laws and regulations (see "6-8 Fire Regulations").

### 4) Prior consent and filing requirements

Exhibitors must file an application prior to installing a ceiling structure. Submit a "Notification of Ceiling Structure" (available on the Show official website) as well as two copies of the documents specified below to the Secretariat by September 2 (Mon), 2019. When installing a ceiling structure in a two-story facility, obtain prior consent of the Secretariat by submitting a "Notification of Installing a Two-Story Facility plan" and filing the required documents (see "6-6 Two-story Facilities").

(1) Ceiling structure design drawings (floor plan and elevation plan, both of which must indicate the total area and structural design of the ceiling)

(2) Fire protection equipment layout plan (Contact Tokyo Big Sight Inc. in advance.)

(3) Submit a material sample when using a ceiling covering (mesh, net, etc.) with an opening rate of more than 70%.

## 6 – 6

### Two-story Facilities

When multi-layer-structured facilities are built, they should be limited to only two-story structures. When constructing such facilities, the following items must be strictly observed. Exhibitors are required to pay special attention to the safety of visitors.

#### 1) Definition of two-story facilities

The two-story facility is a double layer structure with an upper floor to be used by people, and with a floor height of 2.1 m or more. Structures with a floor height of less than 2.1m used for purposes such as visitors' passage, product exhibitions, or staff rooms are also considered two-story structures.

#### 2) Area of the second floor

Any continuous second floor area shall not exceed 500 m<sup>2</sup> all in West, South, and Aomi Halls. When two or more two-story facilities are installed in a booth, a vacant space (fire belt) at least 5.0 m wide is required as a rule for every 500 m<sup>2</sup> area. Please contact our Secretariat Office for details.

#### 3) Height limitations

(1) Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle Bodies (Indoor Exhibition) Sections must comply with the height limitations in "3-1 Composition of Exhibition". Installation of any two-story facility is not permitted in the Vehicle Bodies (Outdoor Exhibition) Sections.

(2) Parts, Machinery and Tools, and Mobility-Related Service Sections must comply with the height limitations in "4-1 Composition of Exhibition". Exhibitors renting less than 6 stand spaces are not permitted to install a two-story facility.

#### 4) Design and structures

In designing and constructing two-story facilities, full attention shall be given to safety. Items (1) to (7) in the table of "Requirements for installation of two-story facilities" below must be strictly observed according to the purpose of the second floor. Facilities other than the specified items shall be constructed in accordance with the Japanese Construction Standards Act.

#### 5) Installation of elevators, etc.

Any elevators, etc. installed for use by visitors must comply with safety standards. In this case, installation of fire extinguishing equipment may be required.

#### 6) Installation of fire protection equipment

If installation of a two-story facility is deemed to obstruct fire extinguishing equipment such as fire detection scanners, automatic fire alarm, water cannons, sprinklers, etc., a wireless smoke (heat) detector, fire extinguisher and a fire extinguishing equipment cabinet must be installed as well.

## 7) Application drawing

If exhibitors wish to construct a two-story structure, submit a "Notification of Two-Story Facility Plan" (available on the Show official website) as well as two copies of the stand decoration drawing to the Secretariat by September 2 (Mon.), 2019. The Secretariat will check for problems in the facility structure and approve the two-story structure if there are no problems.

The following requirements are provided:

### (1) Construction requirements

The height limits for each section include handrails that must be installed at a minimum height of 1.2 m off the ground.

### (2) Installation construction requirements

A two-story structure is not permitted unless the following requirements are met, as safety based on the Fire Service Act must be secured:

① It must not be a double-ceiling.

② The second floor area must be used for specific purposes such as business meetings, etc.

\*Please submit drawings and plans to the Secretariat in advance to display exhibits or use the facilities for an unspecified number of visitors. They may be granted permission after consultation with the fire department.

③ The structure must give full consideration to other exhibitors nearby.

④ At least two locations of stairways with a width of at least 90cm must be provided on the second floor.

⑤ Protective fences such as handrails with a height of 1.2m must be provided on the second floor and stairways to prevent falls.

⑥ Near the stairways, an evacuation guide lamp or guide sign must be provided.

⑦ The second floor must provide for two-way evacuation, and signs (high-brightness guide signs, etc.) indicating the evacuation direction must be installed.

⑧ Columns and beams shall be of non-combustible steelwork and have sufficient strength.

⑨ If a second floor structure hinders the function of any automatic fire alarm box sensor or fire detection scanner, a wireless smoke (heat) detector must be installed.

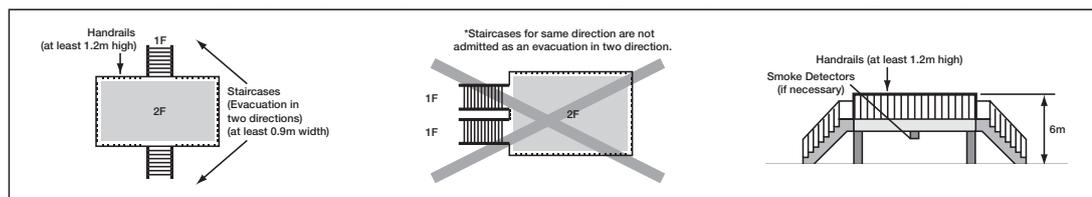
⑩ If a first floor structure hinders the function of any sprinkler or water cannon, a fire extinguisher and fire extinguishing equipment cabinet must be installed and the exhibitor must watch for potential fire hazards.

⑪ Fire extinguishers must be installed on the second floor.

\*The prohibitions waiver (see "6-8 Fire Regulations") does not apply to two-story facilities.

\*Consult with the Secretariat about the location and quantity of fire protection equipment to be installed and follow its instructions.

\*When installing a fire alarm, fire extinguishing equipment cabinet and/or an evacuation guide lamp, exhibitors must take the necessary steps required by relevant laws and regulations (see "6-8 Fire Regulations").



### ■ Requirements for installation of two-story facilities

Item	Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria, Vehicle Bodies (Indoor Exhibition) Sections Parts, Machinery and Tools, Mobility-Related Service (Exhibitors with 6 or more stands, including stands for co-exhibitors)	
(1) Structure design	(1) The major parts of the structure such as columns, beams, stairways and floors shall be made of steel. (2) In designing the structure, it must be safe and strong enough to support its own weight and loads shown below.	
(2) Movable load *1N = Approximately 0.102kg of weight	Load on floor	2,900N/m <sup>2</sup>
	Frame, foundation	1,800N/m <sup>2</sup>
	Earthquake force	800N/m <sup>2</sup>
	*If vehicles or other heavy objects are to be installed on the second floor, the dead weight must be reflected in the design.	

(3)Design of columns and foundations	(1)The floor structure and allowable load of each exhibition hall is as shown in "6-4 Heavy Material Exhibition." The maximum allowable load is 50 kN/m <sup>2</sup> (long term) for West Halls 1 and 2, South Halls 1 and 2, and Aomi Halls, 20km <sup>2</sup> (long term) for West Halls 3 and 4, South Halls 3 and 4. (2)A column with an axial force of 49 kN to 98 kN can be placed on the floor (PC floor board). When two or more columns are placed on a single PC board, the total axial force must be counted. When the axial force exceeds 98 kN (245 kN maximum), the base plates of the columns shall be placed astride a pit. (3)The material, size, and thickness of the base plate must be appropriate for conveying the force to the floor and dispersing the load against the allowable load capacity of the floor. *The above conditions are not applicable if prior consultation is made with Tokyo Big Sight about material, construction methods, securing items, etc.
(4)Stairway	(1)Evacuation stairways leading in two or more directions must be provided. Sufficient space for evacuation facing the common passageway must be provided on the first floor of the stand. (2)The stairways each must have a width of at least 90cm, a stair height not exceeding 18 cm, and a tread of at least 26 cm. (3)When a slope is provided, the grade must be no more than 1/8, and coarse floor finishing materials shall be used. (4)Protective fences such as handrails with a height of 1.2m or more must be provided on the second floor and stairways to prevent falls.
(5)Ceilings on the second floor	Installation of ceilings is prohibited, except in the case of a water permeable ceiling such as those using louvers or netting.
(6)Requirements for finishing materials	Interior base and finishing materials for the first and second floors must be fireproof or flame retardant.
(7)Handrails on the second floor	Open areas on the second floor shall be provided with solid handrails of at least 1.2m in height.

### 8) Limitation on the number of people on the second floor

Exhibitors must apply proper measures to ensure safety of the second floor area. The number of people allowed should be limited to 1.5 or less per 1m<sup>2</sup> of floor area open to foot traffic. Exhibitors must also provide evacuation guide personnel. If use of two-story facilities for an unspecified number of visitors is allowed based on consultation under "6-6 Two-story Facilities, 7)(2)②" the Exhibitor must limit the number of people to 1 or less per 3 m<sup>2</sup> of floor area open to foot traffic, and properly manage the event in accordance with guidance from the fire department concerning measures for managing visitors such as the method of controlling the number of people, the width of passageways including stairs, measures against congestion and the assignment of evacuation guide personnel.

## 6 – 7 Hanging Objects from Ceilings

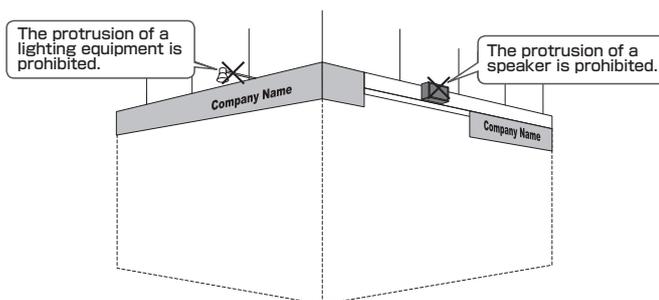
When installing suspended objects from the ceiling above the stand, exhibitors should take safety precautions into full account in their planning and installation, and are required to strictly observe the regulations below.

\*In principle, installing objects from the ceiling is prohibited in Aomi Halls due to the strength issue of the building.

**1) Applicable sections:** Passenger Cars, Commercial Vehicles, Motorcycles and Vehicle Bodies (Indoor Exhibition) Sections

### 2) Permitted installation area

Lights, video and sound effect tools, and structures must not protrude from the inner line of stand borders. Separate arrangements will be made if interference occurs with firefighting equipment including water cannons, smoke detectors or other facilities.

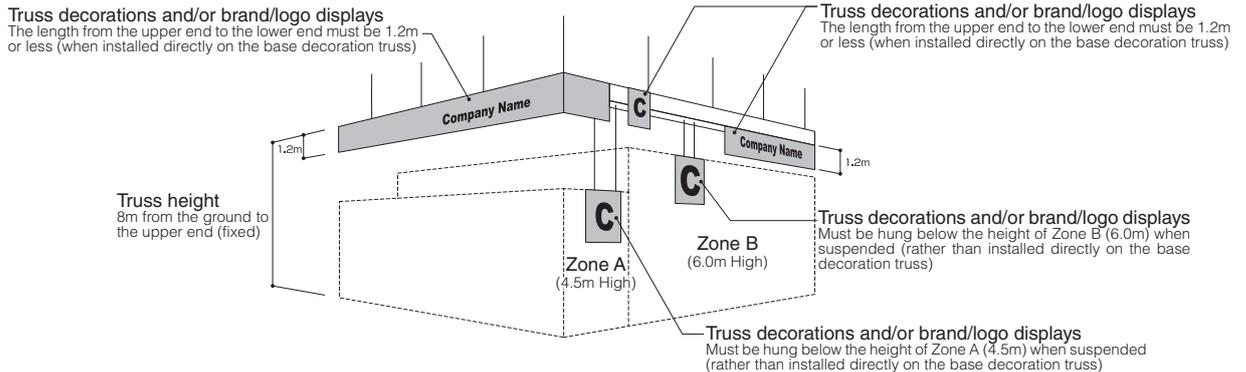


### 3) Height limitations

Any structures to be suspended from the ceiling must be installed on the base decoration truss which is suspended from the suspension plate attached to the facility ceiling. The upper end of the base decoration truss must be 8.0 m from the existing floor surface. As a general rule, any objects to be suspended from the base decoration truss must be placed below the height limits specified in "3-1 Composition of Exhibition" for each zone with the exception of the following objects that are to be installed directly on the base decoration truss.

Lighting equipment, speakers and other audio equipment, louvers (devices provided with a blade lattice for natural lighting and smoke exhaust), ceiling coverings (mesh netting, etc.), brand/logo displays, and truss decorations

\*When installing "truss decorations", "company name/brand displays" or "louvers (devices provided with a blade lattice for natural lighting and smoke exhaust)" onto the base decoration truss, the vertical size shall be up to 120cm. Installation of firefighting equipment or a change of design may be required depending on the size and/or shape of such decorations or displays.



\*When a ceiling structure with an opening rate of less than 70% is installed, fire protection equipment must be installed. Exhibitors must file an "Application for Installing a Ceiling Structure" (see "6-5 Ceiling Structures") with the Secretariat for approval. Note that any ceiling structure that constitutes a double-ceiling should not be installed under any circumstances whatsoever. The upper limit of the ceiling area will be announced later in the "Newsletter to Exhibitors".

\*Suspended structure trusses, wires, chains and motor boxes are excluded from height limitations under the assumption they are made of flame-resistant or flame-retardant materials. However, such apparatuses using inconspicuous colors (silver, etc.) should be used.

### 4) Prohibitions regarding suspended structures

- (1) Connecting a structure built up from the floor to a truss suspended from the ceiling is prohibited.
- (2) The use of stage curtains, banners, flags, and other items in shapes or materials that are easily affected by wind is prohibited.
- (3) Imaging equipment (monitors, LED displays, etc.) must not be installed outside the range of height restrictions for each zone established in "3-1 Composition of Exhibition."
- (4) It is prohibited to move staging and lighting equipment and/or the decorated truss itself up and down.
- (5) The installation of staging and lighting equipment that causes the suspended truss to swing is prohibited. However, the installation of moving lights attached to a truss that can change the directions of the beams is permissible.

### 5) Suspension positions and weights

Ceiling suspension plates should be used on the facility ceiling area directly above the exhibitor's stand. Suspension of items from existing facilities (such as a ball joint with a suspension plate, beams, columns, piping, etc.) other than plates designed for the purpose of suspending items is prohibited. In cases where there are no such suspension plates directly above the exhibitor's stand, suspending objects from locations other than suspension plates directly above the exhibitor's stand may be permitted after discussion with Tokyo Big Sight officials as long as they are suspended from a girder truss.

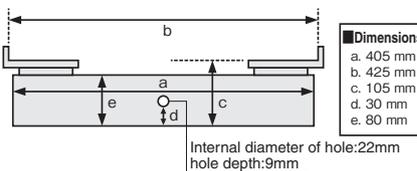
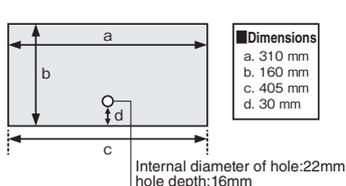
Load limitations on the hoisting hook are as follows:

Location	Load limitation
West Hall 1~4	300kg/point
South Hall 1~4	

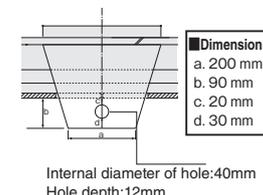


West Hall 1 & 2 (There are two types. Location details will be specified in the Layout for Suspended Items (to be delivered after allotment of exhibition space).)

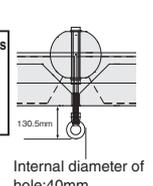
- ① Holes are on the ribs of steel framework
- ② Hooks are attached below steel framework



● South Hall 1 & 2



● South Hall 3 & 4



**6) Power supply**

Switches will be set within the floors of each stand. Therefore, exhibitors should fill in requested positions for the switch on the Drawing of Electrical Work Plan (see "7-1 Electricity") and submit it. In addition, the wiring from the switches to the suspension trusses must be constructed individually under the responsibility of each exhibitor.

\*Power cannot be supplied from the ceiling.

**7) Other Remarks**

- (1) Suspended items should be planned and colored so as not to block the field of vision within the halls or the visual range of the surrounding exhibitors.
- (2) Make sure that the lights will illuminate vertically and shine upon the individual stand.
- (3) Make sure that heat and glare from the lighting will not inconvenience visitors and other exhibitors.
- (4) A design considering safety in order to prevent dangers such as suspended items swinging due to wind blowing in from the Delivery/Removal gates and areas near ventilation outlets must be adopted.
- (5) Work for installing suspended items in the exhibition hall cannot be performed from the catwalk.
- (6) Vehicles for elevated operation must be provided by the user.
- (7) Be sure to cover the hoisting hook and rope winding part to prevent accidents.
- (8) If swinging of the suspended item is extremely large due to air-conditioning, its location may have to be changed.
- (9) Some ceiling suspension plates are located directly above an HVAC vent. When using such a ceiling suspension plate, ensure that an object suspended from the plates will not touch the HVAC vent. If an exhibitor's object suspended from the ceiling touches site facility surfaces or causes any damage to the site facility, the exhibitor may be asked to remove such an object even during the show period. Should such damage occur for any reason, the exhibitor may be held liable and required to compensate the Secretariat or Tokyo Big Sight for any expenses incurred to repair said damage.
- (10) Ropes or the like connecting the truss and suspended items must basically be in a vertical direction. Y-shaped suspensions are prohibited because the distribution of the load to individual suspension points cannot be confirmed.
- (11) Considerations must be given to the installation location so that fire extinguishers, etc. will not be obstructed.
- (12) Safety precautions, such as attaching supporting wires to such equipment, must be taken.
- (13) The chains suspending decoration trusses must be tightly connected with the joints of the decoration trusses, and safety wires must be set within 1.0m of the decoration trusses.
- (14) When conducting maintenance by lowering the suspension trusses from the setup position during Show days, the exhibitor must report to the Hall Secretariat beforehand. The work must be performed during the period 30 minutes after the site is closed and 1 hour before the site is opened.
- (15) If an accident results from suspended structures, the exhibitor must accept all responsibility.
- (16) In case of mounting speakers to the decoration trusses, each speaker must be positioned in such a way that its center axis is directed downward within 45 degrees of a vertical line from the speaker to the floor and must not extend beyond the stand borderline. (see "8-2 Operation of Loud Speaker Systems")

**8) Advance verification and application documents**

For planning to suspend items, an advance application is required. Please attach the following documents to the "Application for Construction Work for Items Suspended from the Ceiling" (available on the Show official website) and submit two sets of documents to the Secretariat by September 2 (Mon.), 2019 for approval in advance.

In case the application does not meet the above-mentioned regulations, changes in specifications may be requested.

- (1) Specifications for suspended structures (floor plan, elevation plan)
- (2) Weight distribution diagram

**1) Materials for Exhibition Facilities (Fire Prevention Regulations)**

Decorating materials

- For disaster prevention, care must be taken for decorating materials to be used as described below. If inappropriate materials are used, fire department may order a replacement with flameproof materials or a removal.

- (1) Regardless of their thickness, plywood, linden/basswood veneer, and printed veneer must be flameproof. They must be labeled flameproof, as required by Article 4-4 of the Ministry of Internal Affairs and Communications ordinance under the Fire Service Act, on the front side and marked "flameproof" along with the product name on the back side, or they must be labeled as flame-retardant as required by the 2005 Fire and Disaster Management Agency Notice No. 5.
- (2) When pasting a thick fabric on flameproof plywood for decorative purposes, use a flameproof material. A thin fabric may be closely fitted to the entire surface of flameproof plywood.
- (3) Flameproof materials such as plywood used in the exhibit, curtains, blackout curtains, decorative shrouds, drop curtains, cloth blinds, carpets, etc. must be those authorized by the head of the Fire and Disaster Management Agency. Flameproof products such as tents, sheets, etc. must be those authorized by the Japan Fire Retardant Association based on the standards set by the Flameproof Production Authorization Committee. Flameproofing treatment on site is prohibited.
- (4) Label all flameproof materials and products as flame-retardant.  
Flameproof goods must be labeled using the format specified in Article 4-4 of the Ministry of Internal Affairs and Communications ordinance under the Fire Service Act and include the registration number of the party authorized by the head of the Fire and Disaster Management Agency as well as the name of the certifying organization that tested the flameproof performance of the said goods. The labeling on flameproof products must be issued by the Japan Fire Retardant Association.

- (5) Use of petrochemical products such as urethane, acetate, polyester, acrylic, nylon, etc. should be avoided on workpieces whenever possible.  
However, styrene pieces for lettering, etc. may be used in places where visitors cannot reach.
- (6) If it is absolutely necessary to use a flameproof material whose fireproof performance has not been tested or a decorating material that has been certified to be flame-retardant outside Japan, submit a written notice as required along with a product sample to the Japan Fire Retardant Association for quality assurance certification in order to prove that the material meets the applicable standards.
- (7) When using unique decorating materials, exhibitors are required to acquire an approval by the local fire department in advance. Please prepare appropriate documentation and contact the Secretariat by September 2 (Mon.), 2019.  
Only decorating materials meeting the flameproof performance standards specified in the Fire Service Act of Japan will be permitted.
- (8) Install fire extinguishers in workplaces that use fire, but such work must be minimized.  
Do not put combustible materials in areas that may be exposed to sparks.

Flameproof label (sample)



## 2) Selection of the person responsible for fire controlling fire sources (all exhibitors)

Exhibitors must select a person responsible for fire source control for safety checks in the stand (particularly when finally leaving the stand) and submit the specified "Application for Person in Charge of Stand and Person(s) Responsible for Fire Prevention" (available on the Show official website) by September 2 (Mon.), 2019.

Even if exhibitors do not use fire and hazardous items, they must enter the person responsible for fire source control and submit the application.

## 3) Prohibited actions

In all exhibition halls, the following three actions are prohibited by the Tokyo Fire Prevention Ordinance:

- ① Smoking
- ② Use of open flames
- ③ Entry of hazardous materials

After approval by the fire department, prohibitions 2, "Use of open flames" and 3 "Entry of hazardous materials" may be waived in the event such actions cannot be avoided during demonstration of the exhibit. However, if fire preventive management and hazard preventive actions are found to be insufficient in during inspection, modification of the equipment, prohibition of use, etc. may be ordered and approval may not be given. The prohibitions waiver does not apply to ceiling structures (including those in two-story facilities).

## 4) Smoking

In the show site including stands, halls, and shared portions, smoking is fully prohibited during the delivery/removal period and the session period. Exhibitors' cooperation is requested so that smoking will only take place at specified locations.

## 5) Application for waiver of prohibitions against the use of fire and hazardous materials

Exhibitors who will handle fire and hazardous materials during the show period are required to submit the "Application for Waiver of Prohibited Acts" (available on the Show official website) by September 2 (Mon.), 2019. The Secretariat will submit the documents from exhibitors at once to the fire department for review. An on site inspection will be held on the day preceding operation. Be sure to attend this inspection.

■ Request for cooperation! - Please apply for the volume of hazardous materials used strictly by the deadline. -

- Applications to the fire department are not made by each exhibitor, but by the Secretariat. Changes or delays by one exhibitor will affect overall scheduling. Please abide by the deadline.
- Please submit documentation clarifying the type, quantity, and location of hazardous materials and distances to respective machines.  
(Stand layout including the stockroom for storage of hazardous materials and machines that will contain or emit hazardous materials.)
- Each halls has maximum volume of hazardous materials to be taken into the hall:
- [West and South Halls] It is specified for each area marked and divided with aisle with width 5.0m or wider, and it is not permitted to bring any materials that exceed this amount. (Please refer to a table on page 89 "Hazardous Materials specified in Fire Services Act Appendix. 1).
- [Aomi Halls] Each hall has maximum volume to be taken into the hall, and only up to 1/10 of that volume is allowed inside the hall.
- Please be noted that the quantity to be brought in by exhibitors will be re-adjusted, if it exceeds the specified amount.

### (1) Use of open flames

#### ① Definition of open flames

- An open flame is defined as a fire-making device that uses a gas, liquid, or solid fuel, and produces flames or sparks or that has an exposed heating element.
- For devices using electricity as a heat source, an "open flame" is a heater that blazes openly (except for hot plates, hair dryers, ovens, etc., in which the heater faces a baking chamber, airway, or inside chamber) or a heater

exposed to the outside that may result in ignition when any combustible material contacts it.

(Heaters that operate at approximately 400°C or higher.)

## ② Requirements for using open flames

### <Unit of use>

- Each hall has its own specified maximum calorific value of gas consumption (kW). If the amount of gas consumption is expected to exceed a certain level, restrictions may be imposed on gas usage.
- For demonstrations with equipment using open fire, the number of such equipment is limited to one per model.
- Candles and alcohol lamps may not be used as decorations.

### <Usage location>

- Secure a safe distance from combustibles nearby for fire prevention.
- Keep hazardous materials and other easily combustible materials a distance of at least 5m from the hall's emergency exits. This does not apply when said material is effectively walled off with a specific non-combustible material.
- Use open flames at a place where combustibles are not likely to fall or drop.
- Use open flames so that a fall or a drop of such flames is not easily caused by an earthquake, etc.

## ③ Safety precautions

- A system including monitoring by the person responsible for fire source control, etc. and a check after use must be provided.
- Measures must be taken so that the user can easily stop the open flame.
- A fire extinguisher (capacity of at least 2 units\*) must be provided at each stand using open flames.
- The characteristics, performance, and safety of fire appliances in use must be clear and must have been verified.
- If a gas appliance is used, the user must provide a fire extinguisher and gas sensor nearby.
- For gaspiping, metal pipe and joints by screws, flanges, or welding must be used and be fastened to the floor level. However, if a metal pipe is connected to a non-metal pipe, an insertion connection must be employed.
- Containers for liquified petroleum gas must be built-in type containers (cartridge type).
- The exhaust cylinder must be connected to the outside.
- Equipment or devices producing flames must have a flame no longer than 10cm.
- Equipment or devices letting sparks fly must be made of non-combustible material and measures preventing flying sparks must be taken.
- Equipment or devices using liquid fuel must use a bare minimum volume and fuel must never be replenished while the show is open.
- Protective measures must be taken against open flames so that visitors will not be exposed to danger.

## (2) Entry of hazardous materials (\* Fuel, lubricant, etc. in tanks of exhibits are hazardous materials.)

### ① Definition of hazardous materials

- Hazardous materials including flammable liquids such as gasoline and gas oil, and oxidizing solids/liquids listed in Appendix 1 of the Fire Service Act (see [Reference] Table on page 89).
- Combustible liquids and solids listed in Appendix 7 of the Fire Prevention Ordinance
- Gunpowder, explosives, explosive devices, and toy fireworks specified in the Explosives Regulation Act (1950 Law No. 149)
- Combustible gases including propane, acetylene, hydrogen, ammonia gas, etc. specified in the General High-pressure Gases Security Rules (1966 - Ministry Ordinance from the Ministry of International Trade and Industry No.53)

\*The use of lithium ion batteries (with electrolytes) in EVs, etc. for demonstration purposes is regarded as "entry of hazardous materials" (and is a "prohibited act"). Demonstration includes lighting headlights using lithium ion batteries installed in the car, making the audio device and accessories sockets on stand by ready for use.

- Exhibitors wishing to use lithium ion batteries for demonstration purposes are required to submit an "Application for Waiver of Prohibited Acts" (available on the official show website) by September 2 (Mon.), 2019.

**\*Prior to bringing in fuel cells, etc. using hydrogen as an exhibit item, consult the Secretariat.**

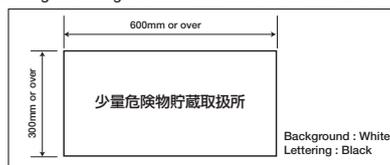
**Individual discussion with governing fire station will be required.**

### ② Marking of low-volume hazardous materials in the stand

If a stand is authorized as a "Low-volume hazardous materials storage and handling location" by the Fire Service Act, the exhibitor must install the signs "Low-volume hazardous materials" and "Flammable - Keep Fire Away" in the stand. These signs will be provided by the Secretariat.

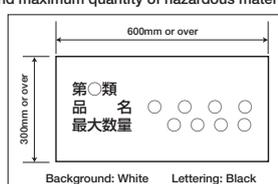
#### <Fire prevention ordinance, Appendix 1>

Sign indicating the storage or handle of small amount of hazardous materials

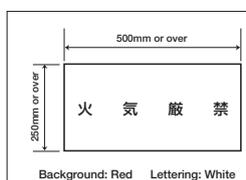


#### <Fire prevention ordinance, Appendix 2>

Notice board displaying the type, product name and maximum quantity of hazardous materials.



Notice board prohibiting the use of open flames.



③Location of Hazardous Materials

- A horizontal distance of at least 6.0m must be secured between the hall evacuation exit and hazardous materials. For other hazardous items, a distance of at least 3.0m must be secured. However, this is not applicable if effective separation is made using a fire-resistant wall structure.
- A horizontal distance of at least 5.0m between the location using fire and hazardous materials must be provided. However, this is not applicable if effective separation is provided by non-combustible materials.

④Safety precautions

- A system including monitoring and checks by the person responsible for fire source control, etc. must be provided.
- A proper fire extinguisher (capacity of at least 2 units\*) must be provided at each stand where hazardous items are brought in.

\*In the capacity unit column on the label attached to the fire extinguisher as shown below, the number following A must be 2 or above.

Label example

Type No.	Extinguisher No. XX
Year of manufacture	2018
Serial No.	12345
Capacity unit	A-X/B-X/C
Discharge distance	3m to 6 m

- For piping handling liquid hazardous materials, metal pipes and joints by screws, flanges, or welding must be used and be fastened at the floor level.
- Equipment or devices that are likely to allow liquid hazardous materials to spray must be made of non-combustible material and measures preventing spraying such materials must be taken.
- Hazardous items that may ignite through contact or mixing must not be handled at the same location.
- Do not replenish liquid hazardous materials while the show is open.
- The fuel in the tank of an exhibit must be the bare minimum volume.
- Toy fireworks must not be mixed with other items and must be handled using a container with a lid made of non-combustible material.
- Other preventive actions corresponding to the properties of hazardous items must be taken.

**[Reference:Appendix 1 of the Fire Service Act(extract)]**

Class	Item name	Property	Specified quantity (L)	Low-volume hazardous material quantity (L) *At least 1/5 of the specified quantity	Notes
Class 4	Special inflammable materials	-	50	10	Diethyl ether, etc.
	Class 1 petroleum	Non-water soluble liquid	200	40	Gasoline, etc.
		Water soluble liquid	400	80	
	Alcohols	-	400	80	Alcohol concentration 60% or more
	Class 2 petroleum	Non-water soluble liquid	1,000	200	Machining oil, Diesel oil, kerosene, etc.
		Water soluble liquid	2,000	400	
	Class 3 petroleum	Non-water soluble liquid	2,000	400	Lubricants, heavy oil, etc.
		Water soluble liquid	4,000	800	
Class 4 petroleum	-	6,000	1,200	Gear oil, cylinder oil, etc.	
Animal/plant oil	-	10,000	2,000	-	

\*Entry exceeding the specified quantity is not permitted.

Special inflammables : Diethyl ether, carbon disulfide, and other chemicals with an ignition point of 100°C or lower, or with a flash point of minus 20°C or lower and a boiling point of 40°C or lower at 1 atmosphere pressure

Class 1 petroleum: Acetone, gasoline, and other liquids with an ignition point below 21°C at 1 atmosphere pressure

Alcohols: Ethanol, etc. with alcohol concentration of at least 60%

Class 2 petroleum: Diesel oil, kerosene, and other liquids with an ignition point of 21°C or above and below 70°C at 1 atmosphere pressure

Class 3 petroleum: Heavy oil, creosote oil, and other liquids with a temperature of at least 20°C and an ignition point of 70°C or above and below 200°C at 1 atmosphere pressure

Class 4 petroleum: Gear oil, cylinder oil, and other liquids with a temperature of at least 20°C and an ignition point of 200°C or above and below 250°C at 1 atmosphere pressure

Animal/plant oil: Extracted from animal fat or plant seeds/flesh and with an ignition point of below 250°C at 1 atmosphere pressure

## 6) Installation of fire protection equipment

When installation of fire protection equipment is required due to the installation of a ceiling structure or a two-story facility, or when filing an Application for Waiver of Prohibited Acts, exhibitors must submit an instrument location plan and other required documentation via the Show official website and follow the procedures described below.

### (1) Wireless smoke (heat) detector

Use wireless smoke (heat) detectors (¥30,000 per unit, consumption tax excluded) provided by Big Sight Services Corporation since operation of the devices must be coordinated with Tokyo Big Sight's disaster management center. Installation work will be performed by Big Sight Services Corporation. The Secretariat will notify the local fire department. If exhibitors plan to use wireless smoke (heat) detectors, file the "Application for Use of Wireless Smoke (Heat) Detectors/Fire Extinguishers" (available on the Show official website) by September 30 (Mon.), 2019. An invoice will be issued after the end of the Show and must be paid by the due date.

Consumption tax rate on the date of the show will be applied.

### (2) Fire extinguisher

Exhibitors may either bring their own fire extinguishers or rent them from Big Sight Services Corporation (¥4,000 per unit, consumption tax included). If exhibitors plan to rent fire extinguishers, file the "Application for Use of Wireless Smoke (Heat) Detectors/ Fire Extinguishers" (available on the Show official website) by September 30 (Mon.), 2019. It is not necessary to notify the local fire department. An invoice will be issued after the end of the Show and must be paid by the due date.

Consumption tax rate on the date of the show will be applied.

### (3) Fire extinguishing equipment cabinet

Exhibitors may bring their own equipment and install it. The following documentation must be filed with the local fire department prior to installation.

Please provide construction by qualified personnel, such as fire prevention engineer, and hand in documents.

#### ① Notification of Commencing Installation Work (to be filed in the name of the installation service provider)

\*This must be filed with the Secretariat at least 21 days before installation work begins. After the information provided in the form is verified by the Secretariat, submit the form to the local fire department at least 10 days before installation work begins.

#### ② Notification of Installation of (Special) Fire Protection Equipment etc. (to be filed in the name of the equipment administrator)

\*This must be filed with the Secretariat at least 21 days before installation work begins. After the information provided in the form is verified by the Secretariat, submit the form to the local fire department immediately after installation

### (4) Guide lights or photoluminescent fire safety signs

Exhibitors may bring their own equipment and install it. The following documentation must be filed with the local fire department prior to installation. Please provide construction by qualified personnel, such as fire prevention engineer, and hand in documents.

Filing is not required for installation of photoluminescent fire safety signs

#### ① Notification of Installation Plan for (Special) Fire Protection Equipment etc. (to be filed in the name of the equipment administrator)

\*This must be filed with the Secretariat at least 21 days before installation work begins. After the information provided in the form is verified by the Secretariat, submit the form to the local fire department at least 10 days before installation work begins.

\*Filing is not required for installation of up to 5 units.

#### ② Notification of Installation of (Special) Fire Protection Equipment etc. (to be filed by the equipment administrator upon installation)

\*This must be filed with the Secretariat at least 21 days before installation work begins. After the information provided in the form is verified by the Secretariat, submit the form to the local fire department immediately after installation

# 7. Utilities

## 7-1 Electricity

### 1) Application for Use of Electricity

If exhibitors wish to have electricity in their stands, they must apply by submitting the specified "Application for Use of Electricity" (available on the Show official website) by September 2 (Mon.), 2019, and submit two copies of the "Drawing of Electrical Work Plan" to the Secretariat.

The "Drawing of Electrical Work Plan" will be examined by the exhibitor and the Secretariat in the presence of the electrical work contractor. This is required for exhibitors in the Passenger Cars, Commercial vehicles, Motorcycles and Vehicle Bodies Sections. Information regarding the venue and timing will be provided later by the Secretariat. (Scheduled for mid September 2019.)

### 2) Electricity supply

(1) Electricity supply type and frequencies provided by main line construction (primary work) are as follows.

Supply class	Current value	Frequency	Voltage	Electricity type
Exhibition lamps	Up to 30A	50Hz	100V	AC single-phase 2-wire type
Exhibition lamps	More than 30A	50Hz	100V/200V	AC single-phase 3-wire type
Exhibition power	All current values	50Hz	200V	AC 3-phase 3-wire type

(2) When a constant voltage and a constant frequency, or a special voltage and a special frequency are required, the exhibitor is responsible for installing the necessary devices.

(3) The capacities of fluorescent lamps and high-voltage mercury-vapor lamps used by exhibitors will be considered to be 150% (50% more than) of the rated capacities thereof.

(4) 1PS (horsepower) will be converted into 1kW.

### 3) Electrical Work and Usage Fees

(1) A main electricity supply cable will be laid to a corner of each stand by, and at the expense of, the Secretariat.

A switch will supply the applied capacity (for both lighting and power) with a 3-wire type up to 200A. For higher capacity, separate switches will be provided as additional 3-wire type 200A circuits.

(2) The exhibitor must be responsible for all electrical work (secondary work) in the stand. The equipment cost and electricity usage fee will be borne by the exhibitor.

(3) Charges for exhibition lighting and exhibition power per 0.1kW shall be as follows (consumption tax excluded). Amounts below 0.1kW will be treated as 0.1kW.

-1. Main electricity supply cable work (primary work) ¥1,800

\*Please consult with Secretariat for fees for 400V electricity supply cable work, as it will differ from the above.

-2. Electricity usage charge (throughout the period) ¥1,740 (The price is subject to change depending on Tokyo Electric Power Company's electricity rates.)

Consumption tax rate on the date of the show will be applied.

(4) The charges for main-cable installation plus electricity used must be paid to the Secretariat by the date of payment shown on the invoice issued by the Secretariat.

### 4) Bringing in a transformer

If a 20kW or higher transformer or high-voltage transforming device (with an overall output of 20kW or higher) is brought in to the exhibition hall, notification of the fire department is required. In such case, the transforming device must principally be a cubicle type and have a sign indicating, "transforming equipment".

3m or more space in between the transformer and other buildings will be needed if it is used outside the building.

If exhibitors wish to bring in a transformer or the like, please consult the Secretariat.

### 5) Electrical Work In the stand

(1) Electrical work in the stand must be carried out by electricians qualified in accordance with the Law on Electrical Technicians.

(2) When carrying out electrical work, contractors must take every measure to prevent electrical leakage according to the relevant laws and regulations.

(3) Contractors must submit two copies of the "Drawing of the Electrical Work Plan" to the Secretariat by October 22 (Tue.), 2019.

(4) All electrical equipment to be used must comply with Japanese Industrial Standards (JIS). Fluorescent lamps and high-voltage mercury-vapor lamps to be used must be of the high-power type. The use of high-voltage neon lights (installed capacity of 2kVA or more) is prohibited.

(5) If equipment that transmits extraordinary electromagnetic fields or that may affect public safety is to be installed, prior consultation with the Secretariat is required.

(6) All wiring, in principle, must be laid using cables.

(7) Wiring should be laid so that it will not protrude into the corridor from the stand borderline.

- (8) All electric cord connections must be made using pressure terminals; connections not using connectors are prohibited.
- (9) Master switches are to be installed in the stand, and short circuit breakers are to be used. Additionally, when a breaker switch is installed, a distribution board shall also be added.
- (10) All equipment that may be touched by visitors or others, and equipment having 150V or more voltage, must be grounded. The grounding wire diameter shall be 1.6 mm or more.
- (11) Incandescent lamps, resistors, and other heat-generating devices must be installed in such a way that none of the equipment can come into contact with, or overheat combustible matter. Moreover, all devices must be installed so that visitors are not exposed to any danger.
- (12) During the execution of electrical work, every measure must be taken to prevent fire, damage to persons and property, and other accidents.
- (13) Upon the completion of electrical work, the safety thereof must be confirmed by an insulation test, earth check, and other methods, and the data thereof must be submitted to the Secretariat on the "Notification Concerning the Completion of Electrical Work" form before the electricity is switched on.

#### **6) Inspection of electrical equipment**

- (1) Immediately after completion of any work on electrical facilities in the stand by exhibitors, the Secretariat shall be informed and shall conduct an inspection for approval of use of such facilities.
- (2) The inspections shall be conducted in accord with the Electrical Equipment Technical Standards issued by the Ministry of Economy, Trade and Industry, the indoor wiring regulations and private electrical work safety regulations of Tokyo Electric Power Co., Inc., and the fire prevention directives of the Tokyo Metropolitan Government.

#### **7) Maintenance of electrical equipment**

Exhibitors shall be responsible for maintaining all electrical equipment in the stand. As a rule, to prevent accidents and to minimize damage in the event of an accident, the electrical contractor for each exhibitor shall remain on the Show grounds at all times to ensure that there are no oversights during maintenance inspections.

#### **8) Supply of Electricity to the Stand**

- (1) Electricity will be supplied from October 22 (Tue.) to November 4 (Mon.), 2019.
- (2) If electricity is required to carry out equipment testing before the above period of electric supply, the Secretariat will comply with the requirement to the extent possible. In such case, exhibitors are requested to submit an application to the Secretariat during the delivery period.  
Electrical outlets on the venue walls may not be used. If a power supply is required for delivery and removal work, use a power distribution board (its location is specified in the Exhibition Regulation Drawing).
- (3) When electrical work in the stand is completed, electricity will be supplied in the presence of the electrical work contractor for the stand, after submission of the "Electrical work completion report" in "5) Electrical work in the stand (13)".
- (4) Exhibitors must turn off the main switch of the stand after the Show closes every day during the Show period.

#### **9) Protective devices**

- (1) The Secretariat is not responsible in any way for damage done to exhibition items used for demonstrations due to any irregularities in power supply or to a blackout or voltage drop caused by an accident. Exhibitors should install protective devices to prevent such damage.
- (2) If electricity is required to carry out equipment testing before the above period of electric supply, the Secretariat will comply with the requirement to the extent possible. In such case, exhibitors are requested to submit an application to the Secretariat during the delivery period.
- (3) When video equipment is installed, an insulation voltage transformer may be effective as a precaution against leakage and power supply noise.

## **7-2 Water Supply and Drainage Services**

### **1) Application for water supply**

If exhibitors wish to have water supply facilities in the stand, they must apply by submitting the "Application for Water Supply Service" (available on the Show official website) by September 2 (Mon.), 2019, and submit two copies of a "Water Supply Positioning Chart" to the Secretariat. A water supply and drainage system is not available in West Halls 3 and 4.

Water supply facilities can't be installed in Aomi Halls, (Please contact Secretariat for details.)

### **2) Basic equipment**

Upon receipt of the application form mentioned below, the Secretariat will install a water outlet together with a meter as basic equipment in a machinery pit located near the stand.

### **3) Electrical work and usage fees**

- (1) Construction work for basic facilities at the stand (water supply and drainage inlets and outlets, water meters, etc.) shall be as follows. A separate bill is issued after the end of the Show and must be paid by the deadline.

Pipe size	Number of taps for simultaneous use	Cost (consumption tax excluded)
13mm dia.	2 taps	¥70,000 each
20mm dia.	4 taps	¥100,000 each
25mm dia.	7 taps	¥130,000 each
32mm dia.	12 taps	¥160,000 each

\* Costs for pipes larger than those noted above will be determined separately.

Consumption tax rate on the date of the show will be applied.

(2) Costs for water supply and drainage will be ¥900/m<sup>3</sup> (consumption tax excluded), and will be billed based upon water meter readings after the end of the Show.

(The charges may be revised according to Tokyo Water Supply Ordinance.)

Consumption tax rate on the date of the show will be applied.

#### 4) Water supply and drainage work

(1) Exhibitors are responsible for any water supply and drainage equipment inside the stand connecting to the water supply outlet provided by the Secretariat, and for any costs resulting from the installation or use of such equipment.

(2) Water must be drained into the machinery pit through the steel cover area of the pit located near the stand; accordingly, the drain piping must be installed at the lower part of the stand inside the machinery pit (except for South Halls). Note that wastewater producing foul odors, etc., should be drained through piping that is extended to the drain inlet inside the machinery pit.

(3) When a large amount of water or a high water pressure is required, the exhibitor should notify the Secretariat of its request, and pressurizing equipment must be installed at the exhibitor's expense.

#### 5) Protective devices

If there is a fear of damage due to water stoppage, pressure changes, or other failures, the exhibitor should provide protective equipment in advance. The Secretariat will bear no liability for such damage.

#### 6) Supply of Water to the Stand

Water will be supplied from October 22 (Tue.) to November 4 (Mon.), 2019.

#### 7) Restoration to original state

Any water supply and drainage equipment installed by the exhibitor must be promptly removed and the original state of the stand must be restored at the exhibitor's expense immediately after the end of the Show.

## 7-3 Temporary Communication Services

The Secretariat will provide telephones (Analog lines), ISDN (64Kbps) lines, shared internet lines and high speed optical communications lines (B Flet's) in the stand during the Show period and for the specified days immediately before and after the period, according to the applications from the exhibitors.

#### 1) Applications

If exhibitors wish to have temporary communications facilities in the stand, they are to apply by submitting the prescribed "Application for Temporary Communication System Installation" (available on the Show official website), along with two copies of the "Drawing Locations of Temporary Communication Systems" by September 30 (Mon.), 2019.

#### 2) Period of use

The period of temporary communications equipment to be used by exhibitors is as follows:

From October 21 (Mon.) to November 5 (Tue.), 12:00, 2019 (16 days.)

#### 3) Installation work and usage fees

Installation work fees for communications equipment is as follows. A separate bill is issued after the end of the period and must be paid by the deadline.

Line type	Installation cost (consumption tax excluded)	
General telephone (analog line)	¥9,524 each	
ISDN line (INS64)	¥50,000 each	
Shared internet lines	Up to 10Mbps	¥30,000 each
	Up to 100Mbps	¥50,000 each
Optical high-speed communication line (B Flet's)	Up to 10Mbps	¥70,000 each
	Up to 100Mbps	¥100,000 each

The charge for general telephone includes a ¥2,523 communication charge (consumption tax excluded) and the charge for the ISDN line includes a ¥15,000 communication charge (consumption tax excluded).

Any excess will be billed separately later. Even if actual use is below the above charges, any balance will not be refunded.

If installation in the stand (secondary work) for the optical high-speed communications line is desired, it will be provided

at a separate charge.

Please contact:

Tokyo Big Sight, Site Communication Line Service

TEL : +81-3-5530-1107 FAX : +81-3-5530-1106

E-MAIL : tsushin@tokyo-bigsight.co.jp

Consumption tax rate on the date of the show will be applied.

#### 4) Installation and return of equipment

The equipment (telephones, etc.) will be installed in the stand on October 21 (Mon.), 2019, as the usage start date.

## 7-4 Antennas

### 1) Applications

If exhibitors wish to have signal supply at the stand, they must apply by submitting the prescribed "Antenna Usage Application" (available on the Show official website) by September 30 (Mon.), 2019, and are to submit 2 copies of an "Antenna use position chart" to the Secretariat. There is no shared TX facilities in Aomi Halls.

### 2) Signal supply

Based on the application by the exhibitor, the Secretariat shall supply Digital terrestrial broadcasts or Satellite (BS) signals to the stand during the Show, and during specified periods before or after the Show.

A 5C2V cable will be provided in the stand; the receiving tuner must be provided by the exhibitor.

### 3) Period of use

Signals can be provided to exhibitors during the following period:

October 21 (Mon.) to November 5 (Tue.) 12:00, 2019 (16 days.)

### 4) Installation costs

The cost of work related to signals is as shown below. An invoice will be issued to exhibitors after the show is over. Please pay by the date specified on the invoice.

Digital terrestrial and satellite (BS digital) broadcasting: ¥70,000 per signal type (consumption tax excluded)

\*If amplification or work in the stand is necessary, such additional work should be performed by the exhibitor.

Consumption tax rate on the date of the show will be applied.

## 7-5 Exhibitor's Rooms

1) Exhibitor's rooms will be provided at a separate charge. Since the facilities are limited, rooms cannot be provided to all exhibitors.

2) If exhibitors wish to install a prefabricated facility, etc., submit a design drawing to the Secretariat for approval at an early stage in exhibition planning to allow for changes if necessary. The deadline for submitting the design drawing is August 2 (Fri.), 2019. While the Secretariat will install all prefabricated facilities, exhibitors are responsible for installing decorations and fixtures

Details will be informed in the "Newsletter to Exhibitors".

# 8. Stand Operation and Staging

## 8 – 1 Demonstrations and Staging

### 1) Exhibit demonstrations

Exhibitors may demonstrate their exhibit in the stand for promoting understanding of the exhibit. Exhibitors must take all possible measures to prevent fire, injury, and damage to property, and obstruction of passageways. During demonstrations, the Fire Services Act and other related regulations must be strictly observed.

- (1) When setting up turntables and other equipment, ensure these are designed to prevent clothing, hands, feet, and fingers, etc., from becoming entangled. Exhibitors are requested to stop operation of these items temporarily when the area becomes crowded.
- (2) Implement measures to prevent burns resulting from overheating of lighting, etc.
- (3) If a demonstration generates loud noise, vibration, glaring lights or beams, heat, smoke, dust, exhaust gas, or fumes, the exhibitor must take effective preventive measures to avoid annoying other exhibitors.
- (4) The engines of a vehicle exhibited in the exhibition halls must not be operated.
- (5) The horns of all exhibited vehicles that visitors are free to touch must be rendered inoperative.
- (6) Demonstrations making use of smoke-emitting equipment are generally not permitted in the exhibition halls. Smokes may activate the detector.
- (7) Such demonstrations could interfere with the operation of photoelectric smoke detectors, which are part of the fire protection equipment in the exhibition halls. If such demonstrations are deemed to hinder the protection of the venue, the maintenance of order, or the safety of the public, or to have any detrimental effects on other exhibitors, the Secretariat will request that the exhibitor take necessary measures or limit or discontinue such demonstrations.
- (8) Should demonstrations cause any loss or damage to visitors, etc., the exhibitor is responsible for taking any appropriate actions.

### 2) Exhibition performance

For an exhibitor to hold an exhibition performance, the following conditions must be met.

- (1) The performance should help the audience understand the exhibit. The performance should not extend beyond the exhibitor's own stand.
- (2) The exhibitor must give full consideration to the safety of visitors. The performance must not cause significant crowding that could interfere with the smooth running of the show (e.g., by causing a traffic hazard in a passageway). The performance must not disturb neighboring stands by, for example, causing excessive sound, light, or dry ice vapor.

### 3) Submission of operation plan

For the test-ride event, emitting smoke from dry ice, use of smoke machine, etc., the operation plan (in the format specified by the Secretariat) must be submitted to the Secretariat by September 2 (Mon.), 2019. Rearrangements may be required by the Secretariat whenever necessary. However, the Secretariat may order changes or cancellation of the plan if an unexpected situation is likely to occur or has occurred during its implementation.

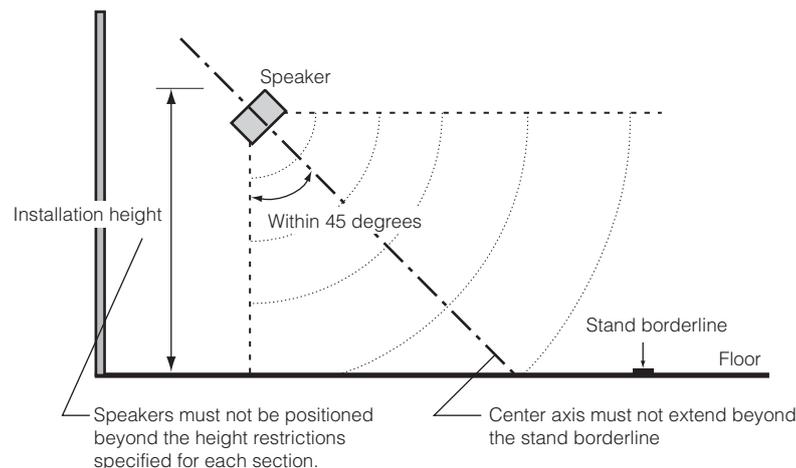
## 8 – 2 Operation of Loud Speaker Systems

Exhibitors are required to manage the sound levels in their stands to ensure a comfortable show environment. Exhibitors must comply with the regulations so as not to create excessive noise and avoid annoying nearby exhibitors.

To control the noise in the exhibition halls created by technical explanations and movies, the use of loud speakers in the stand is restricted as follows.

### 1) Position of speakers

- (1) Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle Bodies Sections: In accordance with "3-1 Composition of Exhibition 2) Zone organization and height limitations."  
\*Zone A: 4.5m or less, Zone B: 6.0m or less. Installation on trusses suspended from the ceiling is excluded.
- (2) Parts, Machinery and Tools, and Mobility-Related Service Sections: In accordance with "4-1 Composition of Exhibition 2) Height Limitations".  
\*A height of 2.7m or less. However, when installed with a 50cm setback from the stand borderline, they may be positioned at 4.5m or lower.
- (3) Each speaker must be positioned in such a way that its center axis is directed downward within 45 degrees of a vertical line from the speaker to the floor and does not extend beyond the stand borderline.



## 2) Volume limitations

- (1) Speaker volume must be no more than 77dB(A).
- (2) Exercise due care when using low-frequency sound that cannot be detected with a measuring instrument to avoid disturbing other exhibitors.
- (3) Exhibitors planning to use loudspeakers for a demonstration should coordinate timing with neighboring exhibitors.
- (4) During press briefings, using the loudspeaker system in the same exhibition hall (West Hall 1/ West Hall 2/ West Hall 3 and 4, South Hall 1 and 2, South Hall 3 and 4, Aomi Hall A, and Aomi Hall B) is completely prohibited. As an exception, only the exhibitor conducting the briefing may use the loudspeaker system.
- (5) Rehearsals and use of audio equipment are prohibited for the 30-minute period after the close of the exhibition during the Show period, in order to get visitors leave quickly. It is, however, permitted to use microphones for brief staff meetings, etc.

## 3) Volume measurement

The Secretariat will regularly conduct measurements as follows:

- (1) Measurement locations
  - 1. For the Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle Bodies (Indoor Exhibition) Sections, sound volume is measured at the stand borderline.
  - 2. For the Parts, Machinery and Tools, and Mobility-Related Service Sections, sound volume is measured at the center of the main passageway.
- (2) Measurement will be principally performed at a height of 1.5m. To identify the sound source, laser pointers will be used if necessary.
- (3) Measurements will be done using a noise meter complying with JIS C1503 or C1502. The measured value at the peak will be used for reference.

## 4) Use of wireless microphones

When wireless microphones are used, the Secretariat should be notified of the frequency by a "Wireless Microphone Usage Notification" form (available on the Show official website). Since there is always the possibility of signal interference, both with other exhibitors and with general wireless equipment users in the vicinity of the show venue, wireless microphones are to be used at the exhibitors' own risk and responsibility.

The Secretariat cannot accept any liability in the case of interference. Frequency adjustments will be made in accordance with Specified Radio microphone User's Federation for Type-A wireless microphones.

\*In Japan, only wireless microphones specified by the Japanese Radio Law (Type-A, Type-B) may be used.

\*Area broadcasting (full-seg) is operated on channel 35 of TV white space at Tokyo Big Sight. Please note that there may be interference on that frequency.

## 5) Measures against exhibitors violating sound volume regulations

Exhibitors found to be in violation of volume limits or those who emit low-frequency noise that causes significant disturbance to others will be warned according to the process outlined below, and must abide by these warnings. Exhibitors failing to heed the warnings will be penalized as described below. Furthermore, exhibitors who receive complaints for producing uncomfortable noise levels that are annoying to visitors, even if those levels are within the limit, will be penalized in the same manner.

- (1) After receiving a total of three warnings, the exhibitor will be prohibited from using loudspeaker systems for the following morning of the Show.
- (2) If a penalty as described above is prescribed three times, the exhibitor will be prohibited from using loudspeaker systems from the following day until the end of the Show.

## 6) Stationing personnel responsible for loudspeaker systems

Persons responsible for operating the loudspeaker systems must be stationed continuously within the stand in order to ensure that systems are operated according to regulations.

### 8 – 3 Stand Personnel

- 1) For the convenience of visitors, each member of an exhibitor's staff must wear a badge indicating the nature of their duties.
  - (e.g.) Sales Representative
  - Technical Representative
  - Receptionist
  - Interpreter
  - Administration
  - Public Relations

### 8 – 4 Surveys and Questionnaires

- 1) **Notification for conducting surveys and questionnaires**

Surveys and questionnaire may be conducted freely in an exhibitor's stand. To conduct a survey outside the stand, the exhibitor must submit a "Survey and Questionnaire Implementation Notification" (available on the Show official website), along with a survey outline (including purpose, data & time, place, number of staff, expected collection rate, and survey form) by September 2 (Mon.), 2019, to obtain approval from the Secretariat.
- 2) **Restrictions on surveys and questionnaires**
  - (1)Location: Separately specified by the Secretariat.
  - (2)Staff: Demonstration-type surveys by mobilizing a large number of survey staff will not be approved. All staff must wear plain clothing and an armband specified by the Secretariat.
  - (3)Contents: Surveys must be aimed mainly at gaining opinions on the exhibitor's products, and should not include items possibly offensive to competitors.
  - (4)Implementation method: Installation of counters, desks, chairs, tents, signs, etc. is prohibited. Furthermore, advertising activities by use of loudspeaker systems are not allowed.
- 3) **Rewards for Participation in Surveys and Questionnaires**

When distributing rewards for participation in surveys inside and outside the stand, the total retail price of the goods must not exceed ¥500 per person; distribution of bags (except for press days), balloons, food, beverages, etc. is strictly prohibited.

### 8 – 5 Distribution of Goods

Distribution of catalogs and leaflets (including DVDs) is approved. For other items, it is possible to distribute when the item distributed does not exceed ¥500 at market price. Distribution of bags (except for press days), balloons, food, beverages, etc. is strictly prohibited.

## 8 – 6 Food Services

### 1) Restrictions on food services in the stand

- (1) If food and drink services are provided in the stand, the entire service should be self-contained.
- (2) Catering services for an unspecified number of visitors are prohibited. They must be limited to hospitality for the members of the press and/or trade visitors.

### 2) Food Handling Notification

If foods are handled, a Food Handling Notification must be submitted to the Koto-ku Healthcare Center.

#### [Equipment Installation Requirements for Sanitary Handling of Foods]

- a. Food pre-packed in containers or sealed ready-made beverages are provided in disposable containers.
  - Equipment such as sinks for washing hands is not particularly needed. Sanitary handling of food is required. However, if foods requiring temperature control are handled, please install refrigeration equipment.
- b. Food is subdivided and/or beverages are poured on site and provided in disposable containers.
  - Necessary equipment: -1. Sink for washing hands (with antiseptic solution)
  - 2. Refrigeration equipment as necessary
- c. Food is processed using implements, such as knife, and provided.
  - Or foods not included in a. or b. are provided in dishes that require washing.
  - Necessary equipment: -1. Double sink
  - 2. Sink for washing hands (with antiseptic solution)
  - 3. Refrigeration equipment as necessary
- d. Food is heated, cooked, and provided.
  - Method other than a, b, c
  - Necessary equipment: -1. Single-basin sink, at least
  - 2. Sink for washing hands (with antiseptic solution)
  - 3. Refrigeration equipment as necessary
  - 4. Hot water supply equipment as necessary

#### Notes:

- Use drinkable water directly connected to the waterworks.
- For hand washing, use a sanitizer (antiseptic solution such as invert soap for hands and fingers).
- Use of a hot water supply room in the exhibition hall is basically not permitted.
- Sanitary management in cooking must be performed using disposable gloves, alcohol antiseptic sprays, etc., as required.
- The use of disposable gloves, alcohol antiseptic sprays, etc. cannot be substituted for hand washing.
- Dedicated hand washing equipment and a sink must be used and they cannot be shared.

### 3) Food service permit

If exhibitors are going to subcontract the operation of a food service facility for six or more days, a food service permit will be required. Contact the Koto-ku Healthcare Center and follow the application and installation requirements specified by the Center.

#### Contact

Koto-ku Healthcare Center, Life Sanitation Section, Food Sanitation  
 2-1-1 Toyo, Koto-ku, Tokyo 135-0016  
 Tel (direct): +81-3-3647-5882, Fax: +81-3-3615-7171

\*All inquiries and notifications must be made in Japanese.

## 9. Violation of Regulations and Questions Regarding Interpretation of Regulations

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For interpretation of the "Regulations," the Japanese text shall take precedence. In the case of a violation of the Regulations by an exhibitor or of different interpretations of the Regulations, the following steps will be taken:

- 1) If, in the judgment of the Secretariat, an exhibitor has violated a provision of the regulations or does not comply with the intent of the regulations, the Secretariat will request the exhibitor to take measures considered necessary to abide by the Regulations.
- 2) When an exhibitor fails to implement the measures referred to in 1) above, or when a question arises about interpretation of the provisions of the Regulations, the Secretariat shall conduct discussions to resolve the situation, and shall request the exhibitor to take measures considered necessary to improve the situation based on its final judgment.  
The conclusion reached through these discussions shall be considered final, and the exhibitor may not raise objections or seek any damages with regard to the issue in question.
- 3) An exhibitor receiving a second request to improve the situation referred to in 2) above must submit in writing to the Secretariat full details of the improvements to be made, including the scheduled date of their completion.
- 4) If the exhibitor makes no improvements following the request referred to in 2) above, the Secretariat may publicly announce this fact, and may prohibit the exhibitor from participating in the next Tokyo Motor Show.

**<Changes in Regulations>**

**The Secretariat may amend the Regulations for compelling reasons.**

**Such changes will be made known to parties concerned in the "Newsletter to Exhibitors" or by other methods.**



# 10. Remarks

## 10-1 JAMA Profile

**Name:** Japan Automobile Manufacturers Association, Inc. (JAMA)  
**Address:** Jidosha Kaikan, 1-30, Shiba Daimon 1-chome, Minato-ku, Tokyo 105-0012 Japan

**Overseas Offices:** North American Office, Washington, D.C., U.S.A.; European Office, Brussels, Belgium; Singapore Representative Office; Beijing representative Office, People's Republic of China

**Established:** April 3, 1967

**Objectives:** To promote the sound development of the Japanese automobile industry and contribute to social and economic welfare.

**Activities:**

1. The conduct of surveys and research on, as well as the compilation and publication of data and related materials pertaining to, automobile production, exports, and the motor vehicle market.
2. The conduct of surveys and research on, and the formulation of recommendations concerning, the following matters:
  - 2.1 Matters pertaining to government policies and measures that target automobiles and the automobile industry;
  - 2.2 Matters pertaining to automobile standards certification and automobile safety and environmental technologies;
  - 2.3 Matters pertaining to environmental protection in relation to automobiles and the automobile industry;
  - 2.4 Matters pertaining to the promotion of traffic safety;
  - 2.5 Matters pertaining to automobile distribution;
  - 2.6 Matters pertaining to improvement of the automobile use environment;
  - 2.7 Matters pertaining to the automobile trade and the automobile industry's international business environment;
  - 2.8 Matters pertaining to automobile parts and materials;
  - 2.9 Matters pertaining to electronic information exchange concerning automobiles and the automobile industry;

2.10 Matters pertaining to labor and the management of human resources, safety and health issues, skills promotion and labor-management relations within the automobile industry;

2.11 Matters pertaining to the protection of intellectual property in the automobile industry.

3. The holding of motor shows and other events, as well as the preparation and publication of related information, materials, etc.
4. Public relations activities promoting a greater understanding of automobiles and the automobile industry, including public awareness-raising activities pertaining to any or all of the items listed above.
5. In addition to the activities listed above, the undertaking of any other activities required to achieve the objectives of the Association.
6. All of the activities referred to above shall be activities conducted domestically within Japan or in countries overseas.

**Member Companies (14 in total):**

Daihatsu Motor Co., Ltd.  
Hino Motors, Ltd.  
Honda Motor Co., Ltd.  
Isuzu Motors Limited  
Kawasaki Heavy Industries, Ltd.  
Mazda Motor Corporation  
Mitsubishi Motors Corporation  
Mitsubishi Fuso Truck & Bus Corporation  
Nissan Motor Co., Ltd.  
Subaru Corporation  
Suzuki Motor Corporation  
Toyota Motor Corporation  
UD Trucks Corporation  
Yamaha Motors Co., Ltd.

**Special Friend:**

General Motors Japan Ltd.

## 10-2 Data on Tokyo Motor Show

No.	Year	Date	Days	Venue	Admission fees yen (incl. tax)	Site area (m <sup>2</sup> )	Area for Exhibits (m <sup>2</sup> )	Number of		
								Exhibitors	Vehicles	Visitors
1	1954	4.20~4.29	10	Hibiya	Free	14,999	4,389	254	267	547,000
2	1955	5.07~5.18	12	◇	Free	14,999	4,689	232	191	784,800
3	1956	4.20~4.29	10	◇	Free after Apr. 22	14,999	5,405	267	247	598,300
4	1957	5.09~5.19	11	◇	20	14,999	6,049	278	268	527,200
5	1958	10.10~10.20	11	Korakuen	30	28,050	6,094	302	256	519,400
6	1959	10.24~11.04	12	Harumi	50	44,653	8,996	303	317	653,000
7	1960	10.25~11.07	14	◇	50	44,653	11,025	294	358	812,400
8	1961	10.25~11.07	14	◇	100	79,236	13,470	303	375	952,100
9	1962	10.25~11.07	14	◇	100	107,710	21,209	284	410	1,049,100
10	1963	10.26~11.10	16	◇	100 (premium 500)	141,756	28,921	287	441	1,216,900
11	1964	9.26~10.09	14	◇	100 (premium 500)	137,002	34,889	274	598	1,161,000
12	1965	10.29~11.11	14	◇	100 (premium 500)	136,002	36,800	243	642	1,465,800
13	1966	10.26~11.08	14	◇	120 (charity 500)	148,433	39,089	245	732	1,502,300
14	1967	10.26~11.08	14	◇	200 (charity 500)	125,086	35,732	235	655	1,402,500
15	1968	10.26~11.11	17	◇	200 (charity 500)	139,356	39,819	246	723	1,511,600
16	1969	10.24~11.06	14	◇	200 (charity 500)	128,693	38,552	256	722	1,523,500
17	1970	10.30~11.12	14	◇	250 (charity 500)	134,967	41,298	274	792	1,452,900
18	1971	10.29~11.11	14	◇	250 (charity 600)	122,247	33,550	267	755	1,351,500
19	1972	10.23~11.05	14	◇	250 (charity 600)	108,103	26,395	218	559	1,261,400
20	1973	10.30~11.12	14	◇	300	115,720	34,232	215	690	1,223,000
21	1975	10.31~11.10	11	◇	500	108,074	28,381	165	626	981,400
22	1977	10.28~11.07	11	◇	600	117,500	30,633	203	704	992,100
23	1979	11.01~11.12	12	◇	700	117,500	34,969	184	800	1,003,100
24	1981	10.30~11.10	12	◇	800	114,700	34,332	209	849	1,114,200
25	1983	10.28~11.08	12	◇	800	111,650	35,130	224	945	1,200,400
26	1985	10.31~11.11	12	◇	900	114,780	40,734	262	1,032	1,291,500
27	1987	10.29~11.09	12	◇	900	112,800	38,662	280	960	1,297,200
28	1989	10.26~11.06	12	Makuhari	1000	173,820	41,844	338	818	1,924,200
29	1991	10.25~11.08	15	◇	1200	210,300	45,635	336	783	2,018,500
30	1993	10.22~11.05	15	◇	1200	211,300	46,924	357	770	1,810,600
31	1995	10.27~11.08	13	◇	1200	211,300	47,941	361	787	1,523,300
32	1997	10.24~11.05	13	◇	1200	211,300	48,693	337	771	1,515,400
33	1999	10.22~11.03	13	◇	1200 (PC+Motorcycles)	211,300	45,394	294	757	1,386,400
34	2000	10.31~11.04	5	◇	1000 (CV)	133,000	24,773	133	248	177,900
35	2001	10.26~11.07	13	◇	1200 (PC+Motorcycles)	211,300	42,119	281	709	1,276,900
36	2002	10.29~11.03	6	◇	1000 (CV)	133,000	24,837	110	224	211,100
37	2003	10.24~11.05	13	◇	1200 (PC+Motorcycles)	211,300	40,839	268	612	1,420,400
38	2004	11.02~11.07	6	◇	1000 (CV)	133,000	24,465	113	206	248,600
39	2005	10.21~11.06	17	◇	1200 (PC+Motorcycles)	211,300	40,211	239	571	1,512,100
40	2007	10.26~11.11	17	◇	1300	211,300	44,587	241	517	1,425,800
41	2009	10.23~11.04	13	◇	1300	133,000	21,395	109	261	614,400
42	2011	12.2~12.11	10	Tokyo Big Sight	1500	243,419	35,187	174	408	842,600
43	2013	11.22~12.1	10	◇	1500	243,419	38,293	178	426	902,800
44	2015	10.29~11.8	11	◇	1600	243,419	39,354	160	417	812,500
45	2017	10.27~11.5	10	◇	1800	265,751	39,708	153	380	771,200

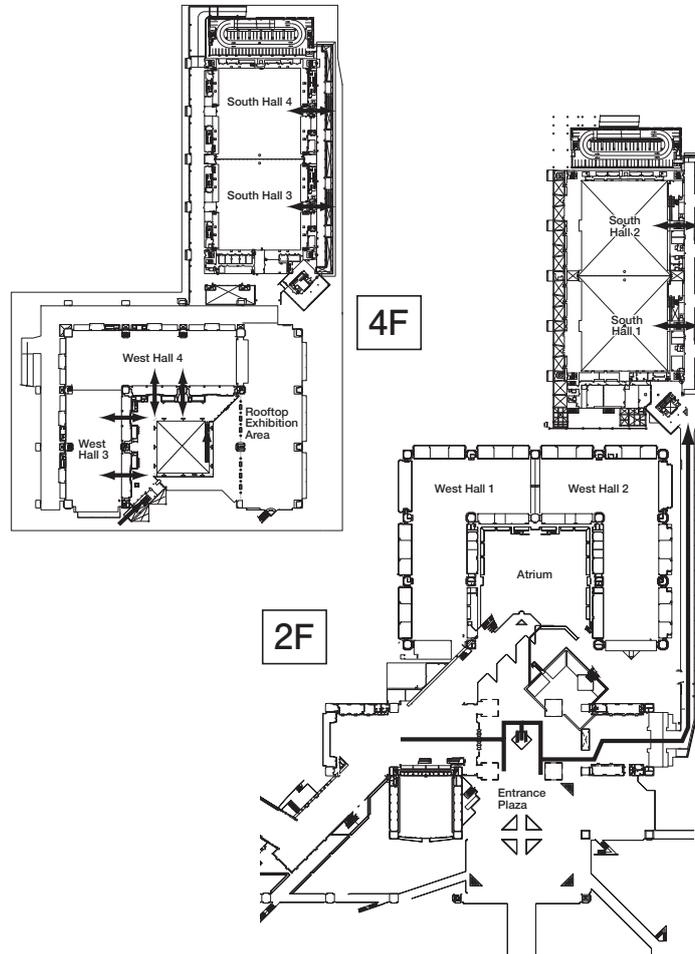
PC : Passenger cars      Notes : - The number of vehicles is an accumulated number of 4, 3, and 2-wheelers, not including special exhibits

CV : Commercial Vehicles

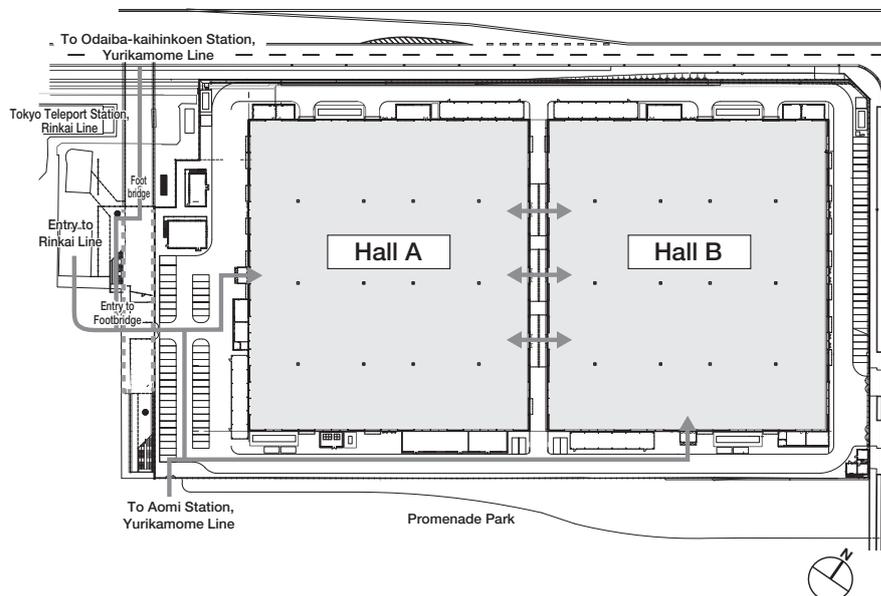
- Tokyo Motor Show was not held in '74, '76, '78, '80, '82, '84, '86, '88, '90, '92, '94, '96, '98, '06, '08, '10, '12, '14 '16.

10-3 Show Venue (TOKYO BIG SIGHT)

(West and South exhibition halls)



(Aomi exhibition halls)



10-4 Surrounding Map

