

LIST OF SERVICE ORDER FORMS & DEADLINES

NOTE :

1. Be sure to submit by the deadline.
2. Those service order forms accompanied with asterisk (*) must be submitted by all exhibitors.
3. Please fill in the forms and return the original copy to each service company as listed on the forms by fax or E-mail.
4. For All the 'Package Booth' exhibitors, please be sure to submit Form 7.

FORM	I T E M	Submit to :	DEAD LINE
*1	EXHIBITOR BADGE/ PASS	EJK	March 6
*2	SUBCONTRACTOR REGISTRATION	TZB	April 10
*3	ELECTRICAL POWER SUPPLY	Iida Electrical Works	April 10
4	SAMPLE FOOD TASTING APPLICATION	TZB	April 10
5	APPLICATION FOR USE OF FLAMMABLE MATERIALS	TZB	April 10
6	WATER SUPPLY & DRAINAGE/ GAS/ COMPRESSED AIR	Fukudo Kogyo	April 10
7	PACKAGE BOOTH FASCIA REGISTRATION	TZB	April 10
8	CUSTOMS REPORT/ ON-SITE MATERIAL HANDLING REPORT	Nippon Express	April 10
9	HOTEL ACCOMMODATION	JTB	April 17
10	FURNITURE, FLOWERS & PLANTS RENTAL	TZB	April 24
11	BOOTH CLEANING	In Support	April 24
12	INTERPRETER SERVICE	Nissan Enterprise	April 24
13	STORAGE ROOM RENTAL	EJK	April 24
14	'ifia/HFE JAPAN 2009' Award – GIVEAWAY PRODUCTS	EJK	April 24
15	INTERNET CONNECTION	Tokyo Big Sight	April 17
16	TELEPHONE LINE	Tokyo Big Sight	April 17

Company Name	Country	Booth No.
Address	Post Code	
Contact	TEL	
E-mail:	FAX	
Deadline March 6	Fax to: EJK Japan, Ltd. Contact: Ms.Ohno E-mail: ohno@ejk-japan.co.jp Akasaka Daiichi Bldg. 10F, Akasaka 4-9-17, Minato-ku, Tokyo, 107-0052, Japan TEL.(+81)3-5772-1321 FAX.(+81)3-5772-1324	Reference pages: 4

Badges will be passed to Foreign Exhibitors at Show Management Office on site on Move-In period / Show period. Order how many badges you need in advance with this form.

◆ **BADGES**

All exhibitors are requested to wear "Exhibitor Badges" throughout the show period including Move-In and Move-Out periods. All the subcontractors who work on setting-up and dismantling are requested to wear "Constructor Badges" during the Move-In and Move-Out periods. Each badges should be ordered in advance by below form, and picked up at Show Management Office on site during move-in period.


◆ **VEHICLE PASS**

To control traffic during move-in and move-out periods, only vehicles with the official "Vehicle Pass" will be allowed to enter the exhibition halls. Please ask your forwarder in Japan to contact us for vehicle passes.

We require the following items.

<p>EXHIBITOR BADGE</p> <p>Additional badges should be charged. 1 Badge costs JPY 100-.</p>	<p>Below number of badges would be automatically provided according to exhibit sqm. Please check "✓" for your size of booth(s) below.</p> <p><input type="checkbox"/> 9 - 18 sqm ⇨ 8 Badges</p> <p><input type="checkbox"/> 27 - 36 sqm ⇨ 15 Badges</p> <p><input type="checkbox"/> 45 - 54 sqm ⇨ 20 Badges</p> <p><input type="checkbox"/> 63 - 72 sqm ⇨ 25 Badges</p> <p><input type="checkbox"/> 81 sqm or more ⇨ 30 Badges</p> <p>To order additional badges, please indicate number: _____ badges</p>
<p>CONSTRUCTOR BADGE</p> <p>Additional badges should be charged. 1 Badge costs JPY 500-.</p>	<p>Please check "✓" for your size of booth(s) below.</p> <p><input type="checkbox"/> not necessary (using the official contractor)</p> <p><input type="checkbox"/> 9 - 27 sqm ⇨ 6 Badges</p> <p><input type="checkbox"/> 36 - 72 sqm ⇨ 10 Badges</p> <p><input type="checkbox"/> 81 sqm or more ⇨ 20 Badges</p> <p>To order additional badges, please indicate number: _____ badges</p>
<p>FREIGHT VEHICLE PASS</p> <p>Additional passes should be charged. 1 Pass costs JPY 300-.</p>	<p>Please check "✓" for your size of booth(s) below.</p> <p><input type="checkbox"/> not necessary (using the official contractor)</p> <p><input type="checkbox"/> 9 - 27 sqm ⇨ 3 Passes</p> <p><input type="checkbox"/> 36 - 72 sqm ⇨ 5 Passes</p> <p><input type="checkbox"/> 81 sqm or more ⇨ 8 Passes</p> <p>To order additional pass, please indicate number: _____ pass</p>

*If you order additional badge/pass, please pay the charge by cash at Show Management Office on site.


Company Name		Country	Booth No.
Address		Post Code	
		TEL	
Contact		FAX	
E-mail:			
Deadline April 10	 Fax to: Tokyo Zokei Bijitsu Co., Ltd. Contact: Ms. Omoto E-mail: risa@tzb.co.jp 8F, Matsumoto Bldg., 14-15, Nihombashi Odenma-cho, Chuo-ku, Tokyo 103-0011, Japan TEL.(+81)3-3669-8571 FAX.(+81)3-3669-8240		Reference pages: 7 ~ 11

Our contractors are;

STAND-FITTING	<input type="checkbox"/> We exhibit with package booth(s). <input type="checkbox"/> Own subcontractor specified below;	
Company Name		
Address		
Person in Charge		
TEL:		FAX:
Floor construction: <input type="checkbox"/> Required <input type="checkbox"/> Not required If required, please notify TZB.		


ELECTRICAL WORK	<input type="checkbox"/> We exhibit with package booth(s). <input type="checkbox"/> Own subcontractor specified below;	
Company Name		
Address		
Person in Charge		
TEL:		FAX:

FREIGHT HANDLER	<input type="checkbox"/> We exhibit with package booth(s). <input type="checkbox"/> Own subcontractor specified below;	
Company Name		
Address		
Person in Charge		
TEL:		FAX:

Company Name		Country	Booth No.
Address		Post Code	
		TEL	
Contact		FAX	
E-mail:			
Deadline April 10		Fax to: Tokyo Zokei Bijitsu Co., Ltd. Contact: Ms. Omoto E-mail: risa@tzb.co.jp 8F, Matsumoto Bldg., 14-15, Nihombashi Odenma-cho, Chuo-ku, Tokyo 103-0011, Japan TEL.(+81)3-3669-8571 FAX.(+81)3-3669-8240	Reference pages: 13

Please fill in the following items;

<p>Sample product :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Cooking required : <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Equipment : <input type="checkbox"/> Sink <input type="checkbox"/> Hand-washing <input type="checkbox"/> Disinfection</p> <p> <input type="checkbox"/> Refrigerator <input type="checkbox"/> Cooking stove <input type="checkbox"/> Others _____</p>
<p>Utensils: <input type="checkbox"/> Paper cup <input type="checkbox"/> Paper dish <input type="checkbox"/> Cutting board</p> <p> <input type="checkbox"/> Bowl <input type="checkbox"/> Others _____</p>
<p>Countermeasure taken for sanitation:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Company Name		Country	Booth No.
Address		Post Code	
Contact		TEL	
E-mail:		FAX	
Deadline April 10		Fax to: Tokyo Zokei Bijitsu Co., Ltd. Contact: Ms. Omoto E-mail: risa@tzb.co.jp 8F, Matsumoto Bldg., 14-15, Nihombashi Odenma-cho, Chuo-ku, Tokyo 103-0011, Japan TEL.(+81)3-3669-8571 FAX.(+81)3-3669-8240	
		Reference pages: 11 ~ 13	

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

<1> Person in charge of Fire-prevention : _____

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

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

Type : _____
Fuel : _____
Product to be heated : _____
Which kind of heating equipment is used : _____
Protective fire-proof method : _____

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

	Name	Delivering quantity per day	Purpose
Flammable Liquid			
Protective fire-proof method			

- * The person in charge of Fire-prevention must be able to be contacted any time on-site.
- * Be sure to prepare ABC powder Fire extinguishers.
- * Valid Date is May 20 - May 22.
- * Cooking oil is included in flammable materials.

Company Name	Country	Booth No.
Address	Post Code	
	TEL	
Contact	FAX	
E-mail:		
Deadline April 10	Fax to: Tokyo Zokei Bijitsu Co., Ltd. Contact: Ms. Omoto E-mail: risa@tzb.co.jp 8F, Matsumoto Bldg., 14-15, Nihombashi Odenma-cho, Chuo-ku, Tokyo 103-0011, Japan TEL.(+81)3-3669-8571 FAX.(+81)3-3669-8240	Reference pages: 7 ~ 11

All Package Exhibitors must fill out and submit this form

<1> Your company name on fascia board in English and Japanese.
 If you do not have Japanese company name, we will translate into Japanese (if you want).

	Sign Panel (Company Name)
Japanese	
English	

* Company name will be written in black gothic letters.
 If you'd like it to be written in other colors or with your company logo, it will be charged depending on the order. Please contact Tokyo Zokei Bijitsu Co., Ltd. for more information.

<2> Please tick the color preference for the sign panel and carpet.

Sign Panel base color			
<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Navy blue	⇐ lettering will be in white.
<input type="checkbox"/> Light Grey	<input type="checkbox"/> White		⇐ lettering will be in black.

Carpet Color				
<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Orange	<input type="checkbox"/> Grey

Company Name		Country	Booth No.
Address		Post Code	
		TEL	
Contact		FAX	
E-mail:			
Deadline April 17	 Fax to: JTB Global Marketing & Travel Contact: JTB EXPO Desk E-mail: ifia2009@jtb.jp TEL.(+81)3-5796-5446 FAX.(+81)3-5495-0785	Reference pages: 23 ~ 25	

JTB EXPO Desk (CD147261-034)

I. HOTEL ACCOMMODATIONS

	Family name	Given name	Room Type	Check in Date/month	Check out Date/month	Number of stay
1	Mr. Ms.		Single Twin	/	/	— night(s)
2	Mr. Ms.		Single Twin	/	/	— night(s)
3	Mr. Ms.		Single Twin	/	/	— night(s)
4	Mr. Ms.		Single Twin	/	/	— night(s)
5	Mr. Ms.		Single Twin	/	/	— night(s)
	Hotel Name	1st choice	Remarks:			
		2nd choice	-----			

II. PAYMENT

Please fill in the Forms below.

Visa
 MasterCard
 Diners Club
 AMEX
 JCB

Name on Card:

Card Number: Exp.Month/Year:

Authorized Signature:

*Security Code:

*Other than AMEX: final 3 digits on the reverse side of the end, AMEX: final 4 digits on the front of the card (Upper level)

Company Name	Country	Booth No.
Address	Post Code	
Contact	TEL	
E-mail:	FAX	
Deadline April 24	Fax to: Tokyo Zokei Bijitsu Co., Ltd. Contact: Ms. Omoto E-mail: risa@tzb.co.jp 8F, Matsumoto Bldg., 14-15, Nihombashi Odenma-cho, Chuo-ku, Tokyo 103-0011, Japan TEL.(+81)3-3669-8571 FAX.(+81)3-3669-8240	Reference pages: 21,26,27

We require furniture as indicated below.


For All Package Exhibitors, please make sure furniture already included in the price at page.25 of Exhibitors' Manual.

	ITEM	PRICE	QUANTITY	TOTAL
1	Meeting Set	¥ 19,425		¥
2	Meeting Set	¥ 10,500		¥
3	Counter Chair SH430	¥ 3,675		¥
4	Folding Chair	¥ 630		¥
5	Round Table 750φ×H600mm	¥ 4,200		¥
6	Long Table W1800×D600×H730mm	¥ 3,675		¥
7	Reception Counter W900×D450×H800mm	¥ 6,300		¥
8	Display Table W1200×D600×H940mm	¥ 13,125		¥
9	Catalogue Stand A4 size 12	¥ 5,775		¥
10	Sign Stand 250□×H900~1250mm	¥ 2,625		¥
11	Refrigerator 100ℓ	¥ 18,900		¥
12	Refrigerator 70ℓ	¥ 15,750		¥
13	Trash Box 13ℓ	¥ 3,150		¥
14	Card Box per one	¥ 1,575		¥
15	Fire Extinguisher 100φ	¥ 4,200		¥
16	Coffee Maker	¥ 13,650		¥
17	Coffee set for 100 cups	¥ 8,925		¥
18	40"PDP w/Stand, DVD set	¥ 178,500		¥
19	Potted Plant Large (H1500~1800mm)	¥ 3,675		¥
20	Potted Plant Medium (H700~900mm)	¥ 2,625		¥
21	Potted Plant Small (H250~300mm)	¥ 1,260		¥
22	Potted Flower (H250~300mm)	¥ 1,050		¥
23	Steel Rack (W900×D450×H1800)	¥ 6,300		¥
24	White Cloth (W2200×D1000)	¥ 1,890		¥
25	4 S-hooks + 2 Chains (1m×2)	¥ 500		¥
		Grand total		

Please inform Tokyo Zokei Bijitsu Co., Ltd. directly if you need other types of furniture.

I would like to settle the payment;

- Bank Transfer or Credit card
 Cash on site

Company Name		Country	Booth No.
Address		Post Code	
		TEL	
Contact		FAX	
E-mail:			
Deadline April 24		Fax to: In Support Co., Ltd. Contact: Mr. Shinichi Goto E-mail:goto@yellow.interq.or.jp 5-22-12 Toyo Koto-ku Tokyo 135-0016, Japan TEL.(+81)3-5683-3886 FAX.(+81)3-5683-3887	Reference pages: 6

We order booth cleaning as indicated below.

○TERM

May 19 - 21

○COST

¥2,500 / 9 sqm unit •3days

TERM	TOTAL BOOTH SPACE	TOTAL
May 19 - 21	¥2,500× _____ unit	¥

I would like to settle the payment;

Pay it in cash during the show

* Payment by credit cards is not acceptable.

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

Company Name	Country	Booth No.
Address	Post Code	
Contact	TEL	
E-mail:	FAX	
Deadline April 24	Fax to: Nissan Enterprise Co., Ltd. Contact: Mr. Takano E-mail: nissan@a-net.email.ne.jp 7-5-17, Akasaka, Minato-ku, Tokyo 107-0052, Japan TEL.(+81)3-3584-6301 FAX.(+81)3-3584-6303	Reference pages: 14,18,19

Type of Interpreter	Person	Period	Price	Total
1. Technical Interpreter (Japanese / English) *more than 3 year's experience	person	May ____ - ____ (_____ days)	¥52,500	¥
2. Technical Interpreter (Japanese / English) *1-2 year's experience	person	May ____ - ____ (_____ days)	¥36,750	¥
3. Receptionist (Japanese / English)	person	May ____ - ____ (_____ days)	¥29,400	¥
Grand total				¥

In addition, traffic fare (¥1,000 per person / day) should be charged.

Other Languages

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

I would like to settle the payment; <input type="checkbox"/> Cheque during the show <input type="checkbox"/> Cash during the show <input type="checkbox"/> Wire Transfer

Company Name	Country	Booth No.
Address	Post Code	
	TEL	
Contact	FAX	
E-mail:		
Deadline April 24	Fax to: EJK Japan, Ltd. Contact: Ms.Ohno E-mail: ohno@ejk-japan.co.jp Akasaka Daiichi Bldg. 10F, Akasaka 4-9-17, Minato-ku, Tokyo, 107-0052, Japan TEL.(+81)3-5772-1321 FAX.(+81)3-5772-1324	Reference pages: 22

★ STORAGE ROOM RENTAL APPLICATION FORM

Number of rooms:


Fees: 84,000 yen/room × rooms = ¥ yen

Person keeping the key

*In the case that the billing address is different from the one above, please fill in the space below.

Company name	
Mailing address	
Person in charge	
Tel	
Email	

*For details, please see the reference pages.

Company Name		Country	Booth No.
Address		Post Code	
		TEL	
Contact		FAX	
E-mail:			
Deadline April 24		Fax to: EJK Japan, Ltd. Contact: Ms.Ohno E-mail: ohno@ejk-japan.co.jp Akasaka Daiichi Bldg. 10F, Akasaka 4-9-17, Minato-ku, Tokyo, 107-0052, Japan TEL.(+81)3-5772-1321 FAX.(+81)3-5772-1324	Reference pages: 21

For 'ifia/HFE JAPAN 2009 Award', Show Management will prepare free gift to attendees who vote. It would be greatly appreciated if any exhibitors would provide giveaway products to get attention and vote from attendees.


For exhibitors who provide giveaway products, Show Management put your company name on the Award Winner Board as 'Award Sponsors'!

GIVEAWAY PRODUCTS NAME	NUMBER OF PRODUCTS

◆ Please send your giveaway products to the address below :

Atten; Satoko Ohno, Show Management
ifia JAPAN 2009 (or) HFE JAPAN 2009
West Hall 1 & 2, Tokyo Big Sight,
3-21-1 Ariake, Koto-ku, Tokyo 135-0063
Tel:03-5772-1321

* Your products must be arrived on Tuesday, 19th May.
Before that day Show Management cannot receive your package.

Company Name		Country	Booth No.
Address		Post Code	
		TEL	
Contact	FAX		
E-mail:			
Deadline April 17		Fax to: Tokyo Big Sight In-House Communication Line Services Desk E-mail: tsushin@tokyo-bigsight.co.jp 3-21-1 Ariake, Koto-ku, Tokyo 135-0063, Japan TEL.(+81)3-5530-1107 FAX.(+81)3-5530-1106	Reference pages: 18,19

Event name : ifia JAPAN 2009 / HFE JAPAN 2009 (WEST HALL 1 & 2)

In accordance with the information provided in this form, I hereby apply (provisionally) to Tokyo Big Sight, Inc., for a communications line(s).

I understand that my application will be finalized after I complete advanced payment prior to construction and Tokyo Big Sight has confirmed receipt of said payment.

[When applying for ADSL or high-speed optical communications service]

Menu	Unit price with tax	Number applied for	Total monetary amount	Remarks
ADSL	24 Mbps set			Set of ADSL line, ADSL modem, provider connection ID *No. of terminals to be connected: <input type="text"/> sets
	24 Mbps line only			ADSL line
High-speed optical connection	Type A (max. 10 Mbps)			*Need provider connection ID? <input type="radio"/> Yes <input type="radio"/> No *No. of terminals to be connected: <input type="text"/> sets
	Type B (max. 100 Mbps)			*Need provider connection ID? <input type="radio"/> Yes <input type="radio"/> No *No. of terminals to be connected: <input type="text"/> sets
Additional option menu	Unit price with tax	Number applied for	Total monetary amount	Remarks
Fixed IP address×1	31,500 yen			*For ADSL <input type="text"/> sets *For High-speed optical connection <input type="text"/> sets
Fixed IP address×8	84,000 yen			*For ADSL <input type="text"/> sets *For High-speed optical connection <input type="text"/> sets

*Necessary in special cases (installation of an open server to the Internet, etc.)

[Important points]

In the following cases, the user must prepare an external line to the Tokyo Big Sight MDF, line terminal device, etc. (expenses to be paid by the user):


- a. When using a user-specified provider (i.e., a provider other than that supplied by Tokyo Big Sight)
- b. When using a line other than B FLETS
- c. When using an exclusive line

When the user will connect own computer to the ADSL or high-speed communications service

Menu	Unit price with tax	Number applied for	Total monetary amount	Remarks
1 to 4 PCs	42,000 yen			*Additional fees may arise if changes are made to the construction design. For details, please consult the In-House Communication Line Services Desk, Facilities Division.
5 to 8 PCs	57,750 yen			
9 to 16 PCs	78,750 yen			
17 or more PCs				
When using a LAN cable over 5 meters				

Please attach a drawing showing the installation locations of lines, etc., in your booth (select one).

<input type="radio"/> Attached to Application Form <input type="radio"/> Not yet decided; will send at a later date
--

Company Name		Country	Booth No.
Address		Post Code	
		TEL	
Contact		FAX	
E-mail:			
Deadline April 17		Fax to: Tokyo Big Sight In-House Communication Line Services Desk E-mail: tsushin@tokyo-bigsight.co.jp 3-21-1 Ariake, Koto-ku, Tokyo 135-0063, Japan TEL.(+81)3-5530-1107 FAX.(+81)3-5530-1106	Reference pages: 18,19

Event name : ifia JAPAN 2009 / HFE JAPAN 2009 (WEST HALL 1 & 2)

In accordance with the information provided in this form, I hereby apply (provisionally) to Tokyo Big Sight, Inc., for a communications line(s).

I understand that my application will be finalized after I complete advanced payment prior to construction and Tokyo Big Sight has confirmed receipt of said payment.

[When applying for an analog line]

Menu		Unit price with tax	Number applied for	Total monetary amount	Remarks
Analog line (direct line)	Telephone (required)	10,000 yen			Includes 2,650 yen in calling charges (including tax). Calling charges that exceed this amount will be billed separately at a later date. No refunds will be made if actual charges fall below 2,650 yen. *Please check below if you require NTT service <input type="checkbox"/> Number display service Other ()
	Telephone (not required)	10,000 yen			
Lifting of restrictions on outgoing calls in exhibition hall rooms and meeting rooms; addition of dial-in number		3,000 yen			Includes 375 yen in calling charges (including tax). Calling charges that exceed this amount will be billed separately at a later date. No refunds will be made if actual charges fall below 375 yen.

[When applying for an INS64 line]

Menu		Unit price with tax	Number applied for	Total monetary amount	Remarks
INS64	DSU (required)	52,500 yen			Includes communications and calling charges up to 15,750 yen. Additional communications and calling charges will be billed separately at a later date. No refunds will be made if actual charges fall below 15,750 yen. *Please check below if you require NTT service <input type="checkbox"/> D-ch packet service Other ()
	DSU (not required)	52,500 yen			

Please attach a drawing showing the installation locations of lines, etc., in your booth (select one).

<input type="radio"/> Attached to Application Form <input type="radio"/> Not yet decided; will send at a later date
--