

			Deadline
A From the Management Office			
A1 Exhibit Outline	Exhibition Outline		
A2 Safety Measures	1. Basic Policy and Organizational Framework concerning Disaster Prevention and Safety Measures		
	2. Requests to Exhibitors Concerning Disaster Prevention and Safety Measures	Required	September 27
	3. Exhibitors' Response to Emergency		
	4. Disaster Evacuation Route		
A3 Emergency Conservation Measures	Requests for cooperation to save energy		
A4 Personal Information Protection Policy	1. Personal Information Protection Policy of the Japan Electronics Show Association		
	2. Use of Personal Information by Exhibitors		
A5 Exhibition and Display Contents	important 1. Registration for Co-Exhibitors	Required	August 09
	important 2. Request for registration of "non-Japanese" exhibits	Required	September 06
A6 Applications / Inquiries List	important 1. Applications		
	important 2. Payment of Charges		
	3. Inquiries List		



Exhibition Outline

Name

CEATEC 2024
(Combined Exhibition of Advanced Technologies)

Exhibition Purpose

Aiming to realize Society 5.0, which balances economic development with solutions to social issues, bringing together technology, information, and people from all industries and business sectors to envision the future through “co-creation”.

Duration

10:00 a.m. - 5:00 p.m. October 15 – 18, 2024
■ **Premium Time** 10:00 a.m. - 12:00 a.m. October 15 ※Premium time is open to invitees and the press only.
■ **Opening Hours** 12:00 a.m. - 5:00 p.m. October 15 10:00 a.m. - 5:00 p.m. October 16 - 18

Location

Makuhari Messe (2-1 Nakase, Mihama-ku, Chiba, Japan)

Admission

Free of Charge
All visitors are required register online in advance

Sponsor

Japan Electronics and Information Technology Industries Association (JEITA)

Co-Sponsor

Communications and Information network Association of Japan (CIAJ)
Software Association of Japan (SAJ)

Management

CEATEC Management Office
(Japan Electronics Show Association (JESA))
4F Ote Center Bldg., 1-1-3, Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan
E-mail: exhibitor2024@ceatec.com

Support

- ▶ Ministry of Internal Affairs and Communications,
Ministry of Economy Trade and Industry, Japan,
Ministry of Land, Infrastructure, Transport and Tourism
Digital Agency
- ▶ Japan External Trade Organization(JETRO),
New Energy and Industrial Technology Development Organization (NEDO),
National Institute of Advanced Industrial Science and Technology (AIST),
National Institute of Information and Communications Technology (NICT),
Information-technology Promotion Agency, Japan (IPA),
Organization for Small & Medium Enterprises and Regional Innovation, JAPAN (SME Support, Japan)
- ▶ Chiba Prefecture, Chiba City
- ▶ Japan Broadcasting Corporation (NHK),
Japan Commercial Broadcasters Association (JBA)
- ▶ Japan Business Federation (Keidanren),
The Japan Chamber of Commerce and Industry,
The Tokyo Chamber of Commerce and Industry

(*Listed by date established.)*Expected

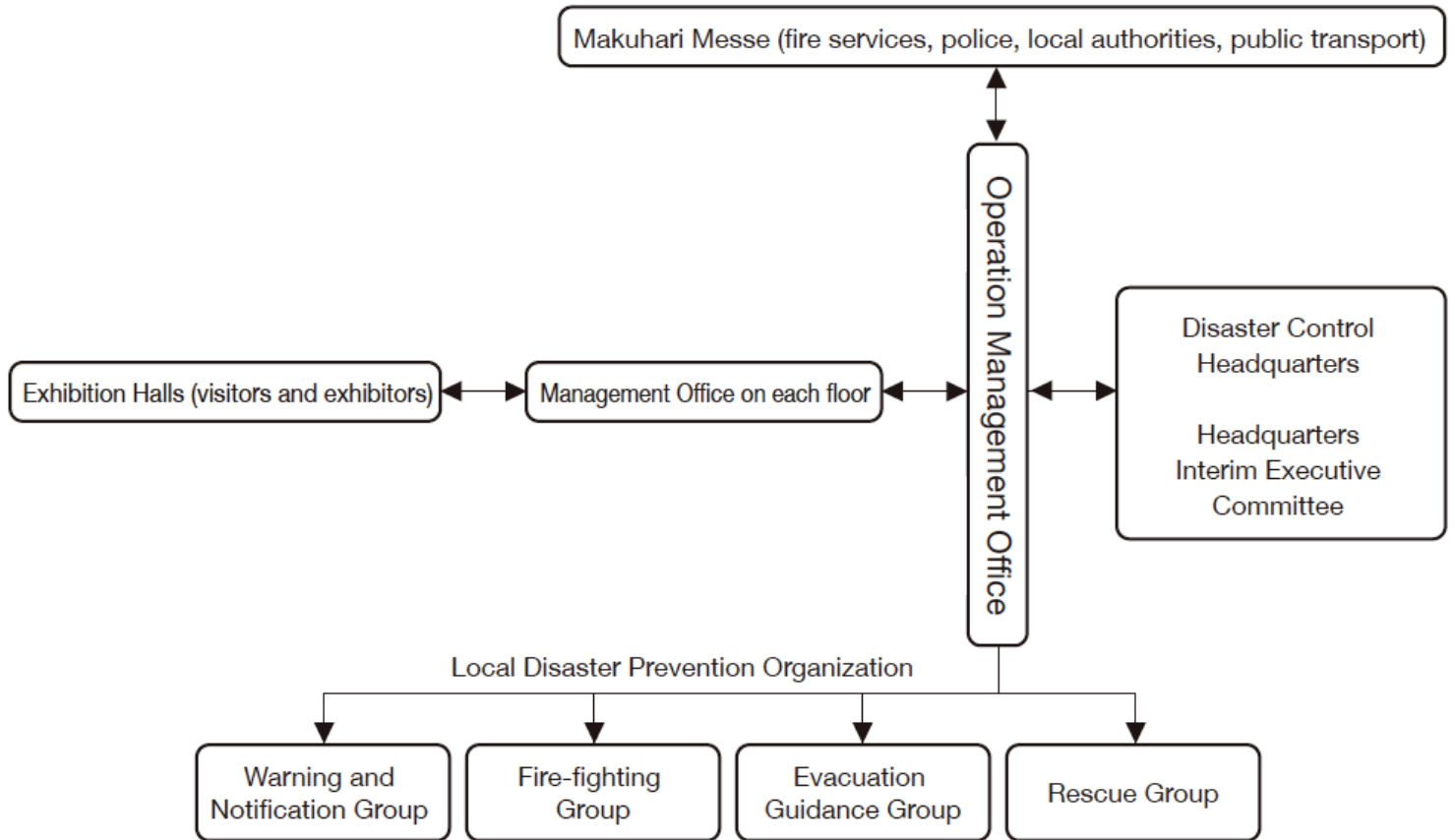
1. Basic Policy and Organizational Framework concerning Disaster Prevention and Safety Measures

Basic Policy

CEATEC Management Office will respond to disasters in accordance with its basic principle of "Prioritizing the safety of visitors and exhibitors".

In the event of a disaster, the Management Office will assemble a local disaster prevention organization to gather and provide information, give evacuation instructions, and conduct initial fire-fighting and rescue activities. The Management Office will also cooperate with Makuhari Messe to circulate information between concerned organizations, and strive to ensure the safety of all parties concerned.

Organization Chart



2. Requests to Exhibitors Concerning Disaster Prevention and Safety Measures

Required

Application

No.4 

Deadline

September 27

The Management Office is determined to operate CEATEC safely with sufficient safety measures. We hope that exhibitors can cooperate with the following requests.

Registration of Booth Manager and Booth Staff *All exhibitors must submit

① Contacting the booth manager

So that the Management Office may contact you if emergency occurs, please register the mobile phone number and e-mail address of the person in charge of the direct/?callback_id=orderform_4&lang=en" target="_blank">"e booth with the Management Office by Friday, September 27 via the . Information that you register with us will be managed in accordance with [personal information protection policy](#) when holding this event and will be deleted after the conclusion of the exhibition.

② Number of booth staff

Please register the estimated maximum number of staff (company employees, external staff, part-time workers, etc.) occupying and working at the booth for each day to the Management Office by **Friday, September 27** via the "[Registration of Booth Manager and Booth Staff](#)" <No.4> . The Management Office will provide this information to public organizations such as the police or fire-fighting services in the event of a disaster.

Advance Preparations

We recommend that all exhibitors refer to the below items and formulate their own safety and disaster prevention manual.

Booth disaster prevention and safety measures

- ① **Formulate a disaster prevention and safety manual to be used in the management of the booth**
- ② **Establish an emergency contact network and select contact managers (own company, partner companies, Management Office)**
- ③ **Divide roles among staff members**
 - Ensure visitor safety and give evacuation instructions
 - Ensure the safety and confirm the whereabouts of booth staff
 - Support rescue activities
 - Maintain the booth (stop demonstrations, stop transmission of electrical energy, look after exhibit products, etc.)
- ④ **Prepare disaster equipment**
 - Basic emergency set
 - Flashlight, etc.
- ⑤ **Check the the site**
 - Confirm suspected danger spots in the booth
 - Confirm the closest primary evacuation place (open spaces such as wide aisles and resting place)
 - Confirm the closest evacuation exit and route
 - Confirm the location of fire-extinguishers

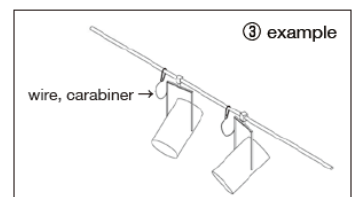
Safety Precautions when Setting Up Booths

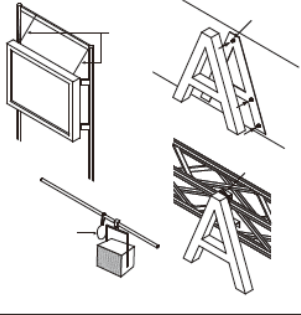
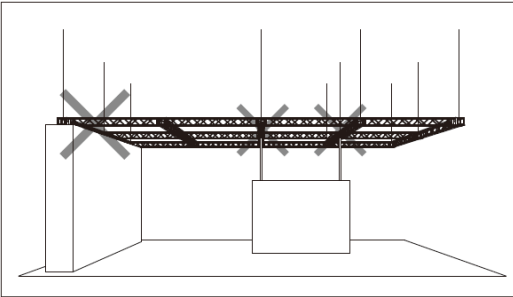
After taking into consideration possible disaster scenarios, exhibitors are requested to take the following safety measures when designing and setting up their booth.

(1) Electrical work

- ① Booth staff will circulate information on the location of temporary distribution boards and select a person to be responsible for turning off the breaker in the event of an emergency. The temporary distribution board to be installed by the Management Office (primary mains work) will act as an earth leakage breaker that automatically cuts off the electrical supply when an earth leakage is detected.
- ② Do not conceal the temporary distribution board. Also, be sure not to place any packages etc. in front of the temporary distribution board.
- ③ When installing large-scale lighting equipment such as PAR lighting fixtures, be sure to take measures to prevent them falling such as securing them with wire.

* For more details please refer to D-2 5



(2) Designing and setting up booths	<ol style="list-style-type: none"> ① When designing block booth be sure to keep 1/3 (one-third) of the side adjacent to the aisle open to allow for an evacuation route. ② To prevent truss beams falling, strike four or more anchor bolts in one place when securing them to the floor. ③ When installing exhibition panels (OCTANORM), take measures to prevent them falling by reinforcing the panels, reinforcing the beams in the corner sections, and installing weights. ④ Take measures to prevent independent fixtures falling by securing them to the wall or floor surface. ⑤ When installing video monitors, speakers, channel characters, lighting fixtures, and other fixtures located in high places; take measures to prevent them falling by securing them with bolts or wires. <p>* For more details please refer to D-1 3</p>	<p>To prevent falling</p> 
(3) Two-story structures	<ol style="list-style-type: none"> ① Design secure two-story structures that take into consideration normal time load calculations as well as seismic loads caused by major earthquakes. ② Please submit structural calculation sheets to the Management Office if you will be using a two-story structure. Your submitted structural calculation sheets are to be stored as reference materials only and this does not mean that the Management Office has approved or authorized the contents. ③ In regard to second floor sections where people will pass through or remain, install walls and fences with a height of at least 1.2m to prevent people falling. ④ Take thorough measures to prevent erections or independent fixtures installed on the second floor collapsing or falling. <p>* For more details please refer to D-1 6</p>	
(4) Suspended structures	<ol style="list-style-type: none"> ① Use a suspended structure that will prevent damage caused by vibrations during an earthquake. ② Do not combine and secure suspended structures and erections that extend upwards from the ground. ③ When wiring cables that cross the floor to suspended structures, install them with flexibility to prevent disconnection from vibrations caused by an earthquake. <p>* For more details please refer to D-1 7</p>	
(5) Safety while working	<ol style="list-style-type: none"> ① People working in high places must wear a helmet and a safety belt. ② When using a stepladder for work, be sure to secure it with an anti-opening bracket. ③ When using a rolling tower, be sure to install a handrail and outrigger with a height of at least 900mm around the work floor. 	

3. Exhibitors' Response to Emergency

Please be prepared to act in the event of an emergency by informing all booth staff about how to respond to a disaster.

Earthquake	During	<ul style="list-style-type: none"> • Prioritize your own safety • Secure the safety of booth visitors and booth staff (guide people to the primary shelter)
	Straight after	<ul style="list-style-type: none"> • Give booth visitors evacuation instructions in accordance with officials' instructions when evacuation orders appear outside the evacuation hall over the P.A. system • Continue to evacuate all booth staff • Persons in charge of the booth will maintain the booth (stop transmission of electrical energy, look after exhibit products, etc.)
	After	<ul style="list-style-type: none"> • Support rescue activities as necessary • Confirm the safety of booth staff and identify the status of damage • Make a report to the Management Office
Fire	When discovered	<ul style="list-style-type: none"> • Ensure people's safety (instruct visitors and exhibitors in the near vicinity to evacuate) • Notify the Management Office
	During	<ul style="list-style-type: none"> • Conduct initial fire-fighting activities with a fire extinguisher (prior to the Management Office dealing with the problem)
Suspicious objects	When discovered	<ul style="list-style-type: none"> • Notify the Management Office
Incidents	During	<ul style="list-style-type: none"> • Ensure people's safety (instruct visitors and exhibitors in the near vicinity to evacuate) • Notify the Management Office
	After	<ul style="list-style-type: none"> • The victim files a damage report • Police investigate and deal with the problem
Emergency	During	<ul style="list-style-type: none"> • Check the well-being of people being rescued • If moderate: Lead people to the first-aid center or the closest Management Office location • If serious: Call for an ambulance (if requested by the person concerned or the person accompanying the injured person) <ul style="list-style-type: none"> ▶Primary action: Contact the Management Office → call an ambulance from the Management Office → the Management Office will guide the ambulance into the grounds ▶Urgent situations: Directly request an ambulance by calling direct from your mobile phone → notify the Management Office → the Management Office will guide the ambulance into the grounds * Prioritize the well-being and wishes of the people being rescued

4. Disaster Evacuation Route

Evacuation orders

If necessary, the Management Office will give instructions via the P.A. system to evacuate people to the outside the exhibition hall.

Example of emergency broadcast message

(1) In the event of a fire:

"This message is for everyone in the venue. There is currently a fire in the vicinity of ○○. The disaster prevention organization has started to deal with the fire, so please calmly follow the instructions of officials and evacuate to the outside of the exhibition hall via the emergency exit."

(2) In the event of an earthquake:

① Straight after

"This message is for everyone in the venue. An earthquake has just occurred. Ensure your own safety such as watching for falling objects, and please wait a while in a safe location within the venue. The Makuhari Messe building is supported by a safe structure. We will let you know as soon as we have more details."

② Evacuation order

"This message is for everyone in the venue. An earthquake centered in ○○ measuring at ○○ on the Japanese scale has just occurred. Although the Makuhari Messe building is supported by a secure structure, booths and exhibits may collapse due to aftershocks, so please calmly follow the instructions of officials and evacuate to the outside of the exhibition hall via the emergency exit."

③ In the event of a tsunami warning

Emergency announcement by Makuhari Messe across the entire venue (in Japanese, English, Chinese, and Korean)
 "A tsunami warning has just been issued for this area. Everyone is urged to evacuate to high places."

Emergency announcement by Management Office.

"This message is for everyone in the venue. An earthquake centered in ○○ measuring at ○○ on the Japanese scale has just occurred. A tsunami warning has been announced at Tokyo Bay, so please calmly follow the instructions of officials and evacuate to the second floor of the exhibition hall via the emergency exit." The second floor is 9.5 meters above sea level."

(3) Incidents (bomb warning, etc.):

① Calling for attention: "Sakura sakura" (music) played 5 times in succession.

② Warning lifted: "Tooryanse" (music) played 5 times in succession

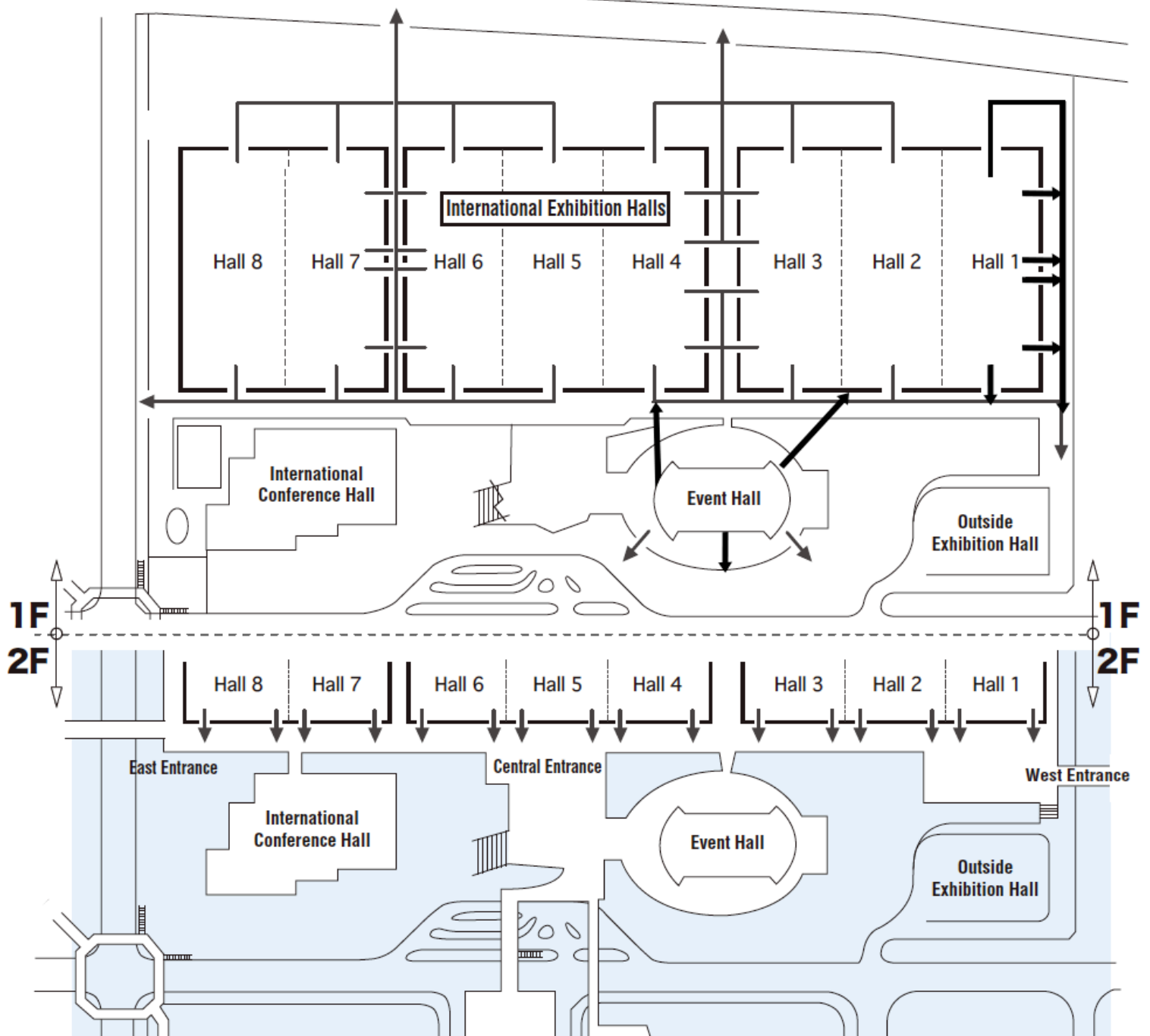
Evacuation guidance

Please act calmly and follow the instructions of the Evacuation Guidance Group.

Evacuation route

(1) When evacuating to the outside of the Exhibition Hall

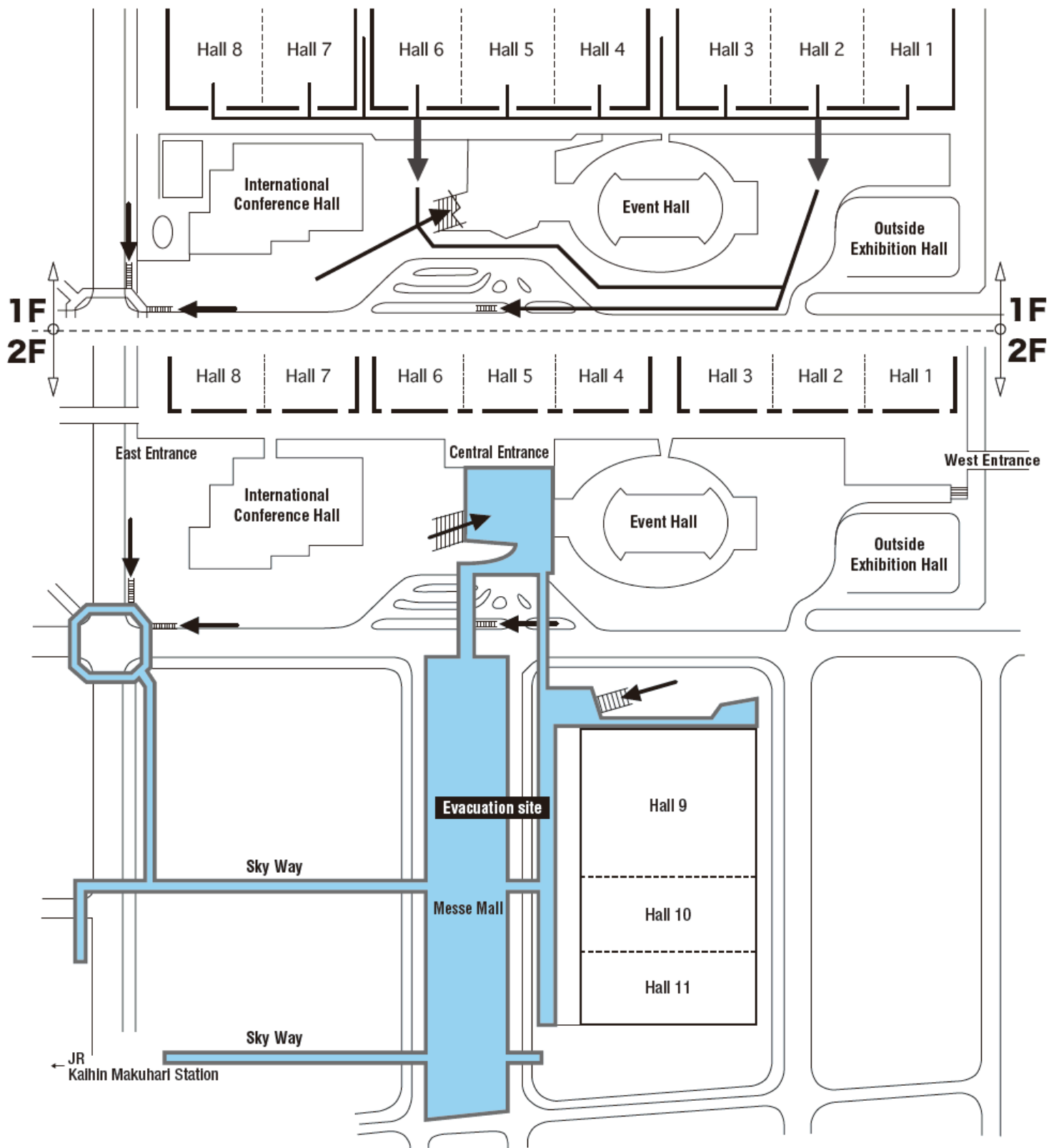
When evacuating to the outside of the Exhibition Hall in event of an earthquake or fire, etc., please go to the outside of the exhibition hall shutters.



(2) When evacuating after a tsunami warning

When a tsunami warning is announced, evacuate to the second floor aisles of Makuhari Messe or to Messe Mall.

* 1st floor of Makuhari Messe exhibition hall - 4.7m above sea level; 2nd floor of the exhibition hall - 9.5m above sea level



Requests for cooperation to save energy

Energy saving activities

CEATEC is voluntarily conducting the following activities to save energy. We appreciated your understanding & cooperation.

Energy saving activities by Organizer

- (1) Controlling air conditioner
- (2) Adjusting escalator services depend on demand

Energy saving activities by Exhibitors

- (1) Use of components with low consumed power (LED lights, etc.)
- (2) Energy saving considerations when designing booths

Encouraging casual dress for saving energy for air-conditioning

CEATEC is promoting Cool Biz, which encourages people to wear suitable casual clothing and air-conditioning to be set to reasonable temperatures during the summer. This commitment applies not only to summer days but also in October. We appreciate your cooperation.

1. Personal Information Protection Policy of the Japan Electronics Show Association

Privacy Policy

The Japan Electronics Show Association (hereinafter referred to as "the Association") hereby states that personal information refers to information about an individual user which can identify a specific individual by name, gender, age, address, telephone number, email address, access record to a service, or other description, or uniquely assigned number or symbol contained in the information, as well as other information. Furthermore, firmly aware that any of such information that can be used to identify a specific individual is important information that constitutes personal privacy, we shall strive to comply with laws and regulations related to the protection of personal information, establish a management system for the protection of personal information as part of our social responsibility, and promote activities to protect personal information as follows:

1. Concerning Personal Information

The Association, composed primarily of manufacturers and distributors of electronic equipment and components, in cooperation with the organizers, is engaged in the operation of exhibitions (including online exhibitions) and seminars (including online lectures and seminars) for the further development of electronics and information technology industries in Japan.

In this and all other of its business activities, the Association fully understands the importance of properly handling and protecting personal information.

Therefore, the Association shall properly safeguard personal information obtained through any of its business activities that could be used to identify individuals (hereinafter referred to as "personal information") in compliance with the Act on the Protection of Personal Information, and related laws and guidelines, and guidance from the Personal Information Protection Committee. Specifically, the kind of personal information that the Association will safeguard is any information collected by the Association in the course of its business activities (e.g. venue-based exhibitions, lectures, seminars and other events, as well as online exhibitions, lectures, seminars and other events) through written documentation, electronic media, websites, etc., including names, age, address, phone numbers, email addresses, places of employment, affiliation, title, and any other information that can be used to identify an individual (including information not directly related to individuals but such that could easily be used with other data for identification).

2. Use of Personal Information

Personal information obtained through the Association's business activities and/or affiliated operations shall be used for the following purposes in accordance to regulations stipulated in the Association's articles of incorporation:

- (1) For sending reports or other information related to business activities of the Association.
- (2) For the operation of exhibitions, seminars, lectures and other events that are the responsibilities of the Association *.
- (3) For the operation and management of the Association's website.
- (4) For the creation and distribution of documents related to the Association's business activities (journals, reports, proposals etc.).
- (5) For answering inquiries and addressing comments concerning the Association and its business activities.
- (6) For sending notifications, questionnaires, related communications, etc. concerning the Association and its business activities.
- (7) For all other correspondences concerning the Association and its business activities.

Notes: The Association may gather personal information to improve and upgrade the services provided by the Association in its commissioned projects, to gain access to exhibitions, to reserve or attend conferences, to ensure the safety of exhibitors when they access individual exhibits (exhibits by the exhibitor) in online exhibitions, lectures and seminars, and finally to conduct questionnaires and requests for information. Additionally, personal information may also be gathered to provide registered visitors with promotional information on the products and services available from companies related to exhibitions. The Association uses personal information only within the scope of these purposes.

3. Providing Personal Information to Third Parties

In situations other than those listed below, personal information collected by the Association shall not be provided to third parties.

Admission pass embedded with QR code/barcode system is issued at exhibitions/events operated or commissioned by the Association. The QR code or barcode system will be checked at the entrance to the conference and exhibition venue, and at the exhibitor's booths in the exhibition hall, and exhibitors will be asked to scan the QR code or barcode on their admission passes.

The personal information, which has been registered in advance, will be provided to exhibitors, speakers, seminar organizers, etc. as visitor information for each event. Please be aware that this information may also be used by exhibitors at a later date to send pertinent guidance materials to visitors via email or postal service.

The statistical data of users of this website and the exhibition as well as the online exhibition halls may be provided to the companies involved in the event of an exhibition in a form that does not allow individuals to be identified. The Association also requires the organizers of the exhibition, the exhibitors, speakers, and seminar operators (including online) to manage personal information in an appropriate manner.

- (1) When prior consent has been obtained from the individual(s).
- (2) When there is a legal obligation to provide personal information.
- (3) When it is difficult to obtain the consent of the individual(s) but disclosure is required to protect an individual's property or safety.
- (4) When it is difficult to obtain the consent of the individual(s) but disclosure is required to enhance public safety or promote children's health and welfare.
- (5) When it is difficult to obtain the consent of the individual(s) in situations where disclosure is necessary for cooperation with a national organization, local authorities and/or contractors in accordance with laws.

Even when personal information is disclosed to third parties in accordance to the aforementioned topics, the Association may restrict access or disclosure as it deems necessary.

4. Matters concerning websites and official app, as well as the business the association commissions

Exhibition commissioned by the Association uses cookies on its website to customize services for individual users and to tally page views. While individual IP addresses are collected to collate statistical data and monitor website usage trends on the website, these addresses are not used in any way to facilitate the identification of individual users. However, this stipulation shall not apply if the legitimate legal rights of the Association are, or could potentially be interfered with or infringed.

5. Managing Personal Information

The Association carefully manages the personal information it acquires within the guidelines of the aforementioned objectives, and initiates strict security measures to protect personal information from unauthorized access, disclosure, copying, use or modification. As for business activities entrusted to the Association by affiliated companies, it shall also comply with the

respective company's personal information policies and the Association's personal information protection policy. When personal information is handled by nonaffiliated companies, the Association shall instigate nondisclosure agreements with these companies and supervise them.

6.Notification, disclosure, correction, addition, and/or deletion of the purpose of use, suspension of use, erasure, and suspension of provision to third parties of the purpose of use of retained personal data

If you wish to request notification, disclosure, correction, addition, and/or deletion of the purpose of use, suspension of use, erasure, or suspension of provision to a third party of your personal data held by the Association, please contact us. After confirming the identity of your request, we will respond to your request in good faith and promptly within a reasonable period of time, in accordance with the provisions of the Personal Information Protection Law. Please note that in the case of encrypted data for storage upon notification of the purpose of use or disclosure of the data, there may be a charge for the cancellation of the encryption.

Note, that if you wish to stop providing personal information to third parties in the online event, the provision of personal information to exhibitors will cease if you press the "Opt-out button" shown at all times on each exhibitor's page that you are viewing during the normal exhibition period (including the period when the exhibition is held in the archived data). Visitors to CEATEC ONLINE can also opt out by accessing the relevant exhibitor page from the Visit History list on their My Page.

If you wish to have the exhibitor (third party) stop using or delete your personal information or stop providing it to third parties after the end of the exhibition period, we will make a request to each exhibitor (third party) to stop using the personal information that has been provided. However, visitors (the requestee) are also asked to refer to the privacy policy disclosed by each exhibitor (third party) and request the exhibitor to delete the personal data. As a reference, please confirm the content from the following exhibitor lists for details:

7.About Cookies

Some services on this website are provided through the use of cookies. Cookies enable the Association to identify the computer used by the user, but they cannot identify the user unless the user enters his or her personal information through this website.

In addition, the cookies used by you when you use this website do not allow your personal information to be disclosed to other sites.

Users can disable cookies by changing the settings on their web browsers, but in that case, the scope of services available on this website may be limited.

Notes: A cookie is an alphanumeric piece of information sent from a web server to the user's web browser. This information acts like a user's ID card and can store the user's password and configuration information. This information enables the user to be identified and to retrieve the settings when the user returns to the website. Cookies do not contain any personally identifiable information.

8.Access History

Information about access to the website operated by the Association is stored as access history. This data is used for the purpose of statistics and analysis of the usage of the Association's website and for advertising purposes.

9.Handling of Personal Information at Linked Sites

This website may contain links to sites operated by individual exhibitors, speakers and seminar operators. The handling of personal information at the linked sites is governed by the linked sites, and the Association shall not be held responsible for the handling of personal information at those sites.

The linked websites may collect your personal information on their own, so we recommend you check the privacy policy of each website with due care.

10.Personal Information Management System

The Association establishes a management system that is supervised by its Secretary-General to ensure a consistent, thorough management of personal information protection.

11.Inquiries

For any inquiries concerning the protection and/or disclosure of personal information maintained by the Association, please contact us at:

Japan Electronics Show Association (JESA)

4F, Ote Center Bldg. 1-1-3, Otemachi, Chiyoda-ku, Tokyo 100-0004

E-mail:privacy@jesa.or.jp

* If you wish to delete your JESA account (Registration Site for event), please follow the procedure from [this site](#).

2. Use of Personal Information by Exhibitors

Use of Personal Information by Exhibitors

With respect to the handling of visitors' personal information, the Association shall adopt the aforementioned measures in order to fulfill the requirements of the Personal Information Protection Law. All exhibitors are also required to fulfill the requirements of the Law. The Association therefore requests that exhibitors strictly observe and implement the following items with regard to the handling of personal information obtained at CEATEC.

- ① Methods shall be devised for confirming the wishes of the provider (individual) regarding the use of business cards, names written on name lists, information written on survey forms, details written on business cards or personal information obtained using the QRcode reader system.
- ② Business cards, names written on name lists, information written on survey forms, details written on business cards or personal information obtained using the QRcode reader system must not be resold.
- ③ Business cards, names written on name lists, information written on survey and the QRcode reader system forms, details written on business cards or personal information obtained using the QRcode reader system must be used only by the departments and divisions of one's company and must not be passed to other companies (including group companies) without the consent of the individual.
- ④ In cases where the provider of collected personal information requests not to be contacted, or the information is not to be provided to others, and also in cases where the individual has made it clear that he/she wants the information deleted or erased, use of that personal data is to be stopped immediately, and appropriate measures taken. Also, in cases where the provider of personal information requests disclosure of details held, steps must be taken to provide a response as soon as possible.
- ⑤ Appropriate measures must be devised under the guidance of the person in charge of the management of personal information to prevent the leaking of personal information contained on business cards, names written on name lists, information written on survey forms, details written on business cards or personal information obtained by using the barcode system and QRcode reader system.
- ⑥ Exhibitors shall be responsible for the management of business cards, names written on name lists, information written on survey forms, details written on business cards or personal information obtained using the QRcode reader system.
- ⑦ For, others, appropriate measures must be devised to fulfill the requirements of the Personal Information Protection Law.

Handling of Personal Information Collected at Booth

When collecting personal information from visitors at booths (apart from data supplied through the QRcode reader system), we recommend that you inform them about the intended use of such information and obtain their prior consent. Samples of items visitors are to be advised of at reception desks are provided on the next page. Please use these as a guide for written notices based on your company's policy regarding the protection of personal information.

Points of Confirmation on and Samples of the Usage of Personal Information

Receiving business cards

Please provide us with one business card.

Surveys

We ask for your cooperation in taking part in this survey.

Using of QR code Reader system

We will ask for permission to scan your QR code.

Our company will use personal information collected for the following purposes, and it will be managed and handled according to stringent protocols.

***Purposes of Using Personal Information**

- - To allow our sales representatives to contact you regarding products that will be exhibited at the show.
- - To inform you about our products, services, seminars and events.
- - To invite and inform you of the next CEATEC, etc.

***Handling of Personal Information**

- We shall not provide personal information to a third party without your consent.
- We shall manage personal information strictly in accordance with our protocols for its safe management so that such information is not lost, destroyed, falsified or improperly disclosed.
- We perform appropriate data maintenance to ensure the accuracy of personal information that we obtain. If requested by the person in question to disclose, amend, cease using or delete his or her information, we shall endeavor to do so in an appropriate manner and without delay.

For inquiries, please contact:

XXXXX, Inc., XXXXX Division Contact: XXXXX

Tel: 123-4567-8910 E-mail: aaaa@zzzz.co.jp

1. Registration for Co-Exhibitors

Required

Deadline

August 09

Registration for Co-Exhibitors

For exhibiting company and group names, the exhibitor list, which is shown on the official website, can include multiple company names as co-exhibiting companies and groups. If you wish, fill out **the Co-Exhibitor Registration Form** with the required information and submit it to Japan Electronics Show Association by **Aug 9 (Fri)**. If there are no co-exhibitors, please select N/A in the submission format and submit.

Notes

1. If there is no co-exhibitor, please select "No co-exhibitor" in the Co-exhibitor application form .
2. Based on the information submitted, an account will be issued to co-exhibitors for logging in to the exhibitors-only website.
3. We will send an invoice for the booth fee and all other expenses to the company that submitted the application.
4. The maximum number of booths and booth types that can be applied for must comply with the exhibition regulations whether or not you have a co-exhibitor.
5. Vehicle stickers distributed by the management office will bear only the name of the companies that submitted an application, and will be sent to them or a specified address.

2. Request for registration of “non-Japanese” exhibits

Required

Registration of non-Japanese exhibited products

CEATEC calculate the number of countries worldwide which our exhibits comes from. So, kindly please fill out **Application for Exhibiting Non-Japanese Products <No. 1>** with the required information and submit it to Japan Electronics Show Association by **September 6 (Fri)**.

How to fill out

If one of the following items is applicable to you, let us know the manufacturer's name.

(1) **Exhibitors headquartered in Japan**

Products other than those of the exhibitor's own company

(2) **Exhibitors headquartered outside Japan (Japanese subsidiary exhibitors)**

- Products manufactured in the exhibitor's home country (country where the headquarters is located)
- Products manufactured in other than the company's own country
- Please submit the application form even if you exhibit only your own products (made in Japan).

1. Applications

Submission required

No.	Application form	Deadline	Related Page	Submit to:
1	Application for Exhibiting Non-Japanese Products	Sep.6	A-5 2	Japan Electronics Show Association
2	Display Contractor Registration Form	Aug.27	D-2 1	Fujiya Co., Ltd.
3	Application for Electrical Power Supply	Sep.13	D-2 5	IIDA Electrical Works Co., Ltd.
4	Registration of Booth Manager and Number of Booth Staff	Sep.27	A-2 2	Japan Electronics Show Association
5	the Co-Exhibitor Registration Form	Aug.9	A-5 1	Japan Electronics Show Association

Submit if applicable

No.	Application form	Deadline	Related Page	Submit to:
6	Registration of Overseas Visitors Acceptance	Accept anytime	B-1 4	Japan Electronics Show Association
7	Application for Displaying Tall Exhibits	Sep.6	D-1 4	Japan Electronics Show Association
8	Application for Ceiling Structure	Sep.6	D-1 5	Makuhari Messe Inc.
9	Application for Two-Story Booth Structures	Sep.6	D-1 6	Makuhari Messe Inc.
10	Application for Suspended Structure	Sep.6	D-1 7	Makuhari Messe Inc.
11	Application for Floor Construction Work	Sep.6	D-2 3	Fujiya Co., Ltd.
12	Application for UHF-band Product Exhibits / Demonstrations	Sep.6	D-3 5	Fujiya Co., Ltd.
13	Application for Flammable or Hazardous Items	Sep.6	D-4 1	Fujiya Co., Ltd.

Submit if needed

No.	Application form	Deadline	Related Page	Submit to:
14	Application for News Center Information Distribution	Accept anytime	B-2 1	Japan Electronics Show Association
15	Application for Bento (Box Lunch) Delivery Service	Sep. 27	E-4 5	NILAX Inc.
16	Application for Exhibitor's Utility Booths	Aug.9	E-3 1	Japan Electronics Show Association
17	Application for Certification of Green Power	Sep.30	D-2 6	Japan Natural Energy Company Limited
18	Application for the CEATEC AWARD 2024	Aug.23	B-1 2	CEATEC Office(CEATEC AWARD)
19	Application for Promotion Menu (Web Banner Ad / Mail Magazine Text Banner Ad)	Sep. 30	B-5 1	Japan Electronics Show Association
19	Application for Promotion Menu (On-site Ad Signs)	Jul.31	B-5 2	Japan Electronics Show Association

No.	Application form	Deadline	Related Page	Submit to:
20	Application for Package Booth Service	Aug.27	E-2 1	Fujiya Co., Ltd.
21	Application for Rental Fixtures	Aug.27	E-2 2	Fujiya Co., Ltd.
22	Application for Internet Connection	Sep.13	E-3 2	Kissei Comtec Co., Ltd.
23	Application for Temporary Telephone Line	Aug.27	E-3 3	Fujiya Co., Ltd.
24	Application for Water Supply, Drainage, Compressed Air and Gas	Sep.6	E-3 5	Three-S Setsubi Kogyo Co.,Ltd.
25	Reserving Accommodation	Aug.20	E-4 2	Makuhari Messe Inc.(Messe Travel Service)
26	Application for Food / Beverage Tickets	Sep.13	E-4 3	Makuhari Messe Inc.
27	Application for Antenna Installation	Sep.13	E-3 4	Makuhari Messe Inc.
28	Application for Additional Exhibitor / Worker Badges	Sep.20	C-2 2	Japan Electronics Show Association
29	Application for Transport, Load-in / Load-out Service	Sep.20	E-1 1	Ishikawa-Gumi Ltd
30	Application for PC and Monitor Rental	Sep.20	E-2 3	Kissei Comtec Co., Ltd.
31	Application for Reception Staff / Non-Technical Interpreter	Sep.13	E-4 6	Ken & Staff Co., Ltd
32	Application for Security Guards at the Booth	Sep.20	E-4 7	TEXS Co., Ltd.
33	Application for Booth Cleaning	Sep.20	E-4 8	Chiba-ken Buil Maintenance Corp.
34	Application for Catering Service	Sep.27	E-4 4	NILAX Inc.
35	Vehicle Application Form for VIP Visit	Sep.27	B-3 2	Japan Electronics Show Association
36	Application for VIP Room	Sep.27	B-3 2	Japan Electronics Show Association
37	Application for Visitor Data Reading System [PWA type]	Sep.27	B-4 1	septet Inc.
38	Application for Meeting Room (Rental)	Oct.4	E-4 1	Japan Electronics Show Association
39	Application for Premium Time Invitation Tickets and Leaflets, Envelops	Jul.31	B-1 3	Japan Electronics Show Association
40	Application for Reception Room / Demonstration Room	Aug.2	B-4 3/B-4 4	Japan Electronics Show Association
41	Application for Opening Reception	Aug.23	B-3 1	Japan Electronics Show Association
42	Application for Visitor Data Reading System [QR Reader]	Sep.27	B-4 1	Peek One Inc.

2. Payment of Charges

Page	Service details	Where to pay	When to pay
B-1 2	CEATEC AWARD 2024	Japan Electronics Show Association	Early November (After the period.)
B-1 3	Premium Time Invitation tickets/Leaflets/Envelopes	Japan Electronics Show Association	
B-3 2	VIP room	Japan Electronics Show Association	
B-4 1	Visitor Data-Reading	peak-1	
B-5 3	Web Banner Ad/Mail Magazine Text Banner Ad	Japan Electronics Show Association	
B-5 2	On-Site Ad Signs	Japan Electronics Show Association	
C-2 1	Overtime Work	Japan Electronics Show Association	
C-2 2	Additional Exhibitor badges / Worker ribbons	Japan Electronics Show Association	End of October (After the period.)
D-2 3	Floor Construction Work	Fujiya Co., Ltd.	
D-2 5	Electrical Power Supply (primary mains work)	IIDA Electrical Works Co., Ltd.	
D-2 6	Green Power Certification System	Japan Natural Energy Company Limited	A/N (as needed)
E-1 1	Transport, Load-in / Load-out Service	Ishikawa-Gumi Ltd./Yamato Transport Co., Ltd./Yamato Box Charter Co., Ltd.	Early November (After the period.)
E-2 1	Package Booth Service	Fujiya Co., Ltd.	Before the period Payment date: September 30
E-2 2	Rental Fixtures	Fujiya Co., Ltd.	
E-2 3	PC and Monitor Rental	Kissei Comtec Co., Ltd.	A/N (as needed)
E-3 1	Exhibitors' Utility Spaces	Japan Electronics Show Association	Early November (After the period.)
E-3 2	Internet Connection	Kissei Comtec Co., Ltd.	A/N (as needed)
E-3 3	Temporary Telephone Line Service	Fujiya Co., Ltd.	Before the period Payment date: September 30
E-3 4	Antenna Installation	Makuhari Messe Inc.	Early November (After the period.)
E-3 5	Water Supply, Drainage, Compressed Air and Gas	Three-S Setsubi Kogyo Co., Ltd.	
E-4 1	Meeting Room (Rental)	Japan Electronics Show Association	
E-4 2	Reserving Accommodations	Makuhari Messe, Inc.	A/N (as needed)
E-4 3	Food / Beverage Tickets	Makuhari Messe Inc.	
E-4 4	Catering Service	NILAX Inc.	
E-4 5	Bento (Box Lunch) Delivery Service	NILAX Inc.	
E-4 6	Reception Staff / Non-technical Interpreter	Ken & Staff Co., Ltd.	Early November (After the period.)

Page	Service details	Where to pay	When to pay
E-4 7	Booth Security Guard	TEXS Co., Ltd.	
E-4 8	Booth Cleaning	Chiba-Pref. Bldg. Maintenance Corp.	

3. Inquiries List

Item	Contractor	Address / Tel / Fax / E-mail	Contact	Page
Promotion / Management	CEATEC Management Office (Japan Electronics Show Association)	4F., Ote Center Bldg. 1-1-3, Otemachi, Chiyoda-ku, Tokyo 100-0004 Tel: +81-3-6212-5233 E-mail: exhibitor2024@ceatec.com	Torikai Yoshinaga Kozano Sato	General Inquiries
CEATEC AWARD	CEATEC AWARD 2024 Office	E-mail: award2024@ml.ceatec.com	Kodai	B-1 3
News Center	CEATEC News Center	E-mail: 2024newscenter@ml.ceatec.com	Torikai	B-2 1 B-2 3
Visitor Data-Reading	Peak-1.	E-mail: info_ceatec2024@f-vr.jp	Barcode system section	B-4 1
Visitor Data-Reading/Visitor [PWA type]	Septet	E-mail: scanquick@septet.co.jp	ScanQuick	B-4 1
PC and Monitor Rental /Internet Connection	Kissei Comtec Co., Ltd.	Otsuka S&S Bldg. 3-32-1, Minami-Otsuka, Toshima-ku, Tokyo 170-0005 Tel: +81-3-6709-2440 Fax: +81-3-5979-6335 E-mail: ceatec@network.korent.jp	Baba Fujii	E-2 3 E-3 2
On-site Ad Signs/Decorations / Floor work / Fireproofing Regulations and Advertising Balloons / Display and Demonstration of UHF-band Products / Hazardous materials / Package Booth Service / Rental Fixtures/ Temporary Telephone line	Fujiya Co., Ltd.	3F Toyosu Prime Square, 5-6-36, Toyosu, Koto-ku, Tokyo 135-0061 Tel:+81-3-3532-8057 E-mail: ceatec@fujiya-net.co.jp	Tamagawa Inoue	B-5 3 D-2 1 D-2 3 D-2 4 D-3 5 D-4 1 E-2 1 E-2 2 E-3 3
Ceiling Structure / Two-Story Booth Structures / Suspended Structure	Makuhari Messe Inc. Business Operations II	2-1, Nakase, Mihama-ku, Chiba-shi 261-0023 Tel: +81-43-296-0602 E-mail: ceatec@m-messe.co.jp	Wada	D-1 5 D-1 6 D-1 7
Electrical work	IIDA Electrical Works Co., Ltd.	1-8-21, Shinkiba, Kotoku, Tokyo 136-0082 Tel: +81-3-3521-3522 Fax: +81-3-3521-3699 E-mail: ceatec2024@iidae.co.jp	Kano Uchitate	D-2 5
Green Power Certification System	Japan Natural Energy Company Limited	2F, A-PLACE Nishigotanda Bldg., 2-27-3, Nishigotanda, Shinagawa-ku, Tokyo 141-0031 Tel: +81-3-5437-3561 Fax: +81-3-5437-3562	http://www.natural-e.co.jp	D-2 6
Transport, Load-in, Load-out Service / Bonded Goods	Ishikawa-Gumi Ltd.	4-14-2, Higashi-ohi, Shinagawa-ku, Tokyo 140-0011 Tel: +81-3-3474-8102 Fax: +81-3-5460-9841 h_watanabe@ishikawa-gumi.co.jp	Watanabe	E-1 1 E-1 3
Transport, Load-in, Load-out Service	Yamato Transport Co., Ltd.	1676-1 Kotehashi-cho, Hanamigawa-ku, Chiba-shi, Chiba Prefecture 262-0013 Tel: +81-43-259-9751	Kanazawa	E-1 1
Transport, Load-in, Load-out Service	Yamato Box Charter Co., Ltd.	For questions, pickups, deliveries, etc., please check the [List of Offices] in the upper right corner of the Yamato Box Charter Co. website (https://www.yamatobc.com/) and contact the branch with jurisdiction. E-mail: ybc-event@kuronekoyamato.co.jp	Sakurai	E-1 1

Item	Contractor	Address / Tel / Fax / E-mail	Contact	Page
Antenna Installation	Makuhari Messe Inc. Telecommunications dept.	2-1, Nakase, Mahama-ku, Tokyo 261-0023 Tel: +81-43-296-0536 Fax: +81-43-296-0012 E-mail: Makuhari-m@tfvc.jp	Shishikura Uchida	E-3 4
Water Supply, Drainage, Compressed Air and Gas	Three-S Setsubi Kogyo Co.,Ltd.	2-15-4, Takinogawa, Kita-ku, Tokyo 114-0023 Tel: +81-3-5907-2100 Fax: +81-3-5907-2500 E-mail: info@sss-setubi.jp	Okumura Sekimoto	E-3 5
Reserving Accommodations	Makuhari Messe, Inc.	TEL: +81-43-296-0551 FAX: +81-43-296-0529 E-mail: mts_info@m-messe.co.jp Business hours: 9:00 a.m. to 5:30 p.m. (every day except Saturday, Sunday, national holidays)	-	E-4 2
Food/Beverage Tickets	Makuhari Messe Inc. Business Operations II	2-1, Nakase, Mihama-ku, Chiba-shi 261-8550 Tel: +81-43-296-0525 Fax: +81-43-296-0529	Ticket charge	E-4 3
Catering Service / Bento (Box Lunch) Delivery Service	NILAX Inc.	2-1, Nakase, Mihama-ku, Chiba-shi 261-0023 Tel: +81-43-296-0512 Fax: +81-43-296-2003 199604nx@skylark.co.jp	Otaki, Suzuki	E-4 4 E-4 5
Reception staff and Non- Technical Interpreters	Ken & Staff Co., Ltd	MST Hills, 4-4-5, Takadanobaba, Shinjuku-ku, Tokyo 169-0075 Tel: +81-3-3367-0020 Fax: +81-3-3367-0027 E-mail: k-nashimoto@ken-staff.co.jp	Nashimoto	E-4 6
Security Guard	TEXS Co., Ltd.	5-40-9 Higashiikebukuro, Toshima-ku, Tokyo 170-0013 Tel: +81-3-3590-6446 Fax: +81-3-3590-4001	Ikegami Tani	E-4 7
Cleaning Service	Chiba-ken Buil Maintenance Corp.	2-1, Nakase, Mihama-ku, Chiba-shi 261-8550 Tel: +81-43-296-0090 Fax: +81-43-296-0753 E-mail: cb-event@cbm.or.jp	Yamaguchi	E-4 8