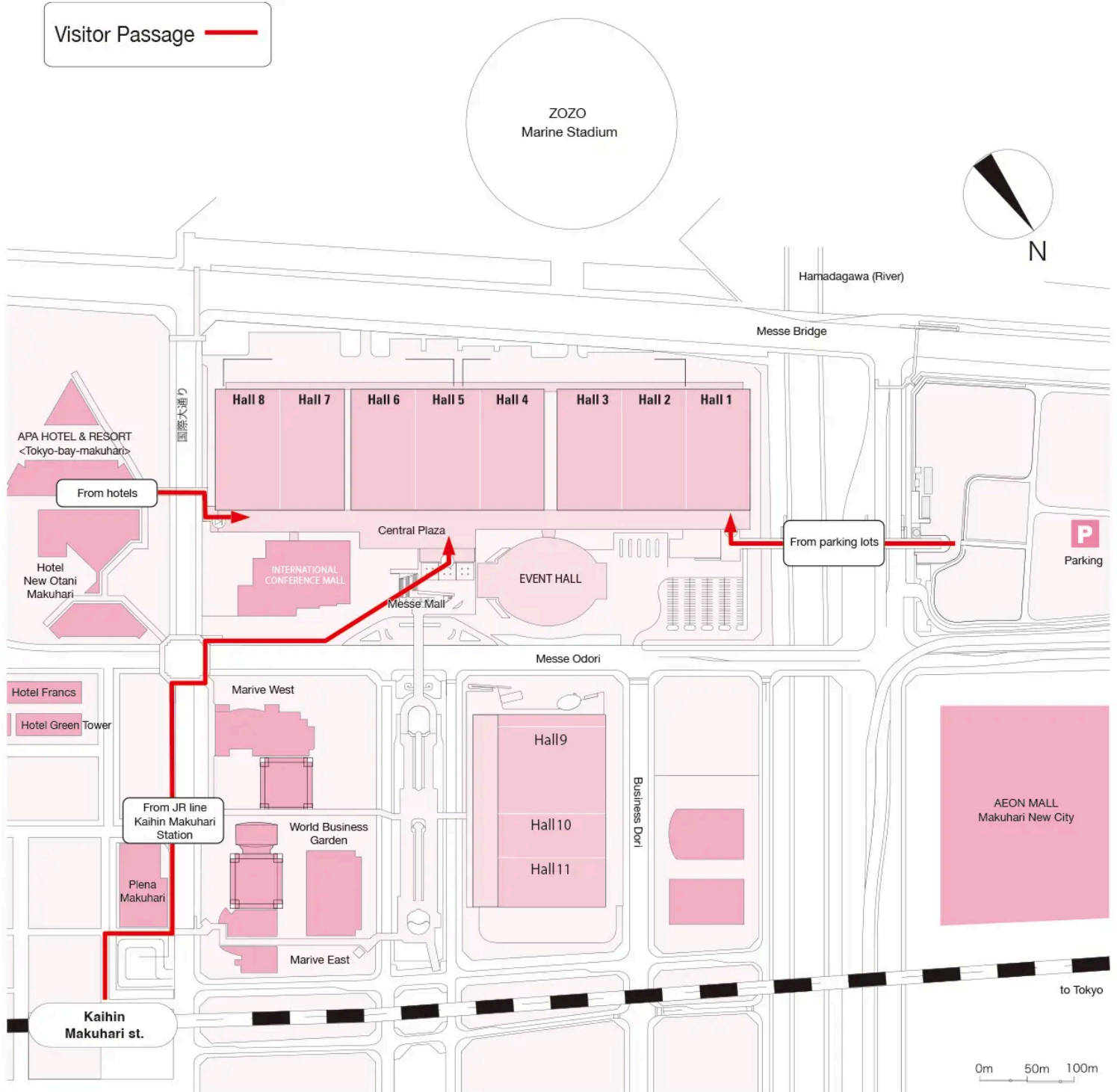


			Deadline
C Exhibition Venue Regulations			
C1 Exhibition Site		1. Exhibition Site Layout / Visitor Passage	
		2. Transportation Guide	
		3. Layout of Makuhari Messe	
		4. Management Office Facilities	
C2 On-site Management	important	1. Work Schedule	
	important	2. Exhibitor Badges, Worker Ribbons	September 20
		3. On-site Photography	
C3 Load-In & Load-Out	important	1. Vehicle Stickers	
	important	2. Load-In	
		3. Vehicles during the show	
	important	4. Load-Out	
C4 Waste Disposal		Waste Material Separation	

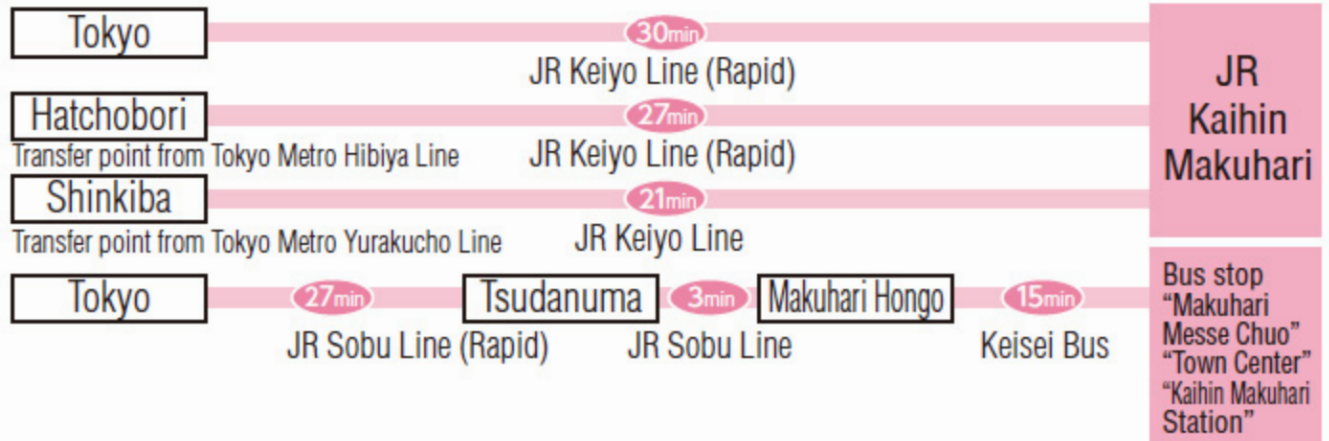
1. Exhibition Site Layout / Visitor Passage



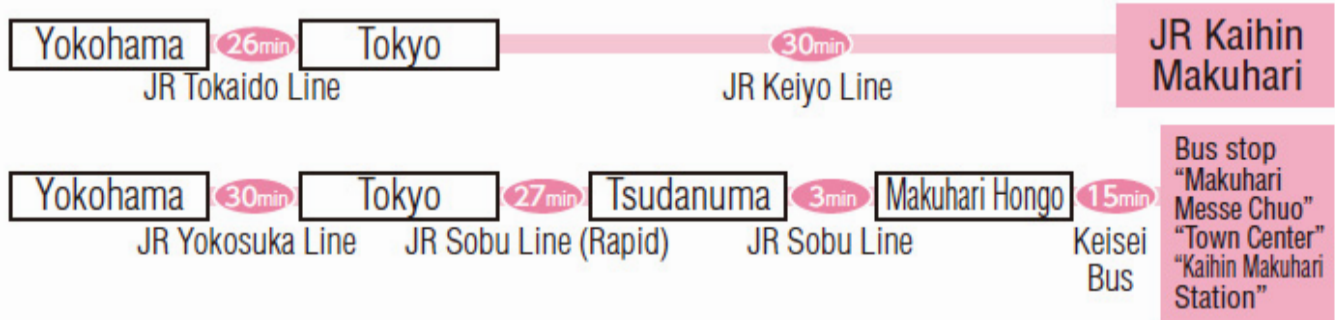
2. Transportation Guide

By Train

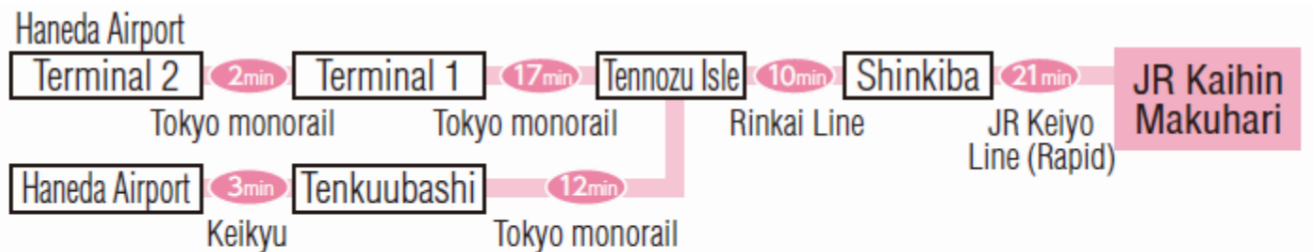
① From Tokyo



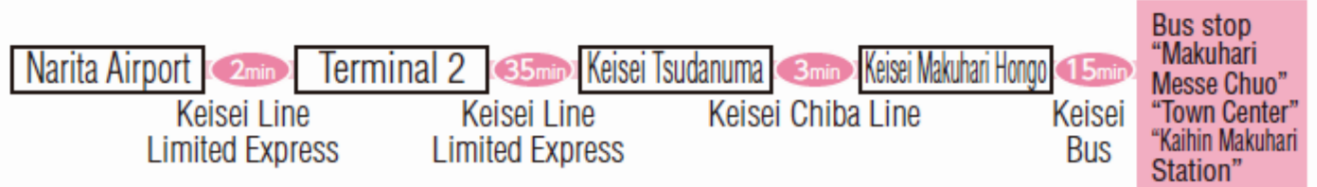
② From Yokohama Districts



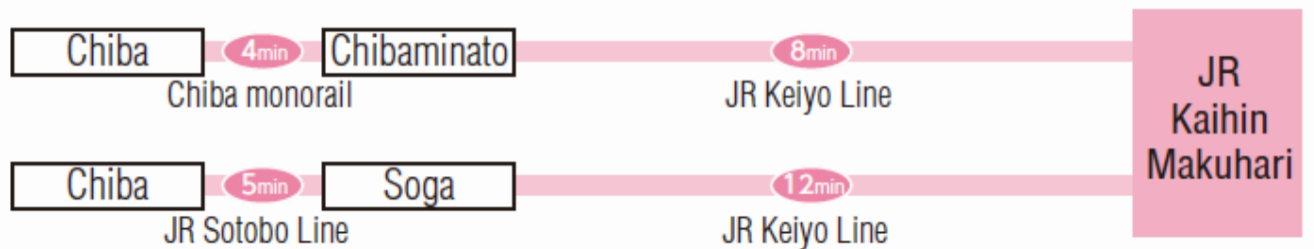
③ From Haneda Airport

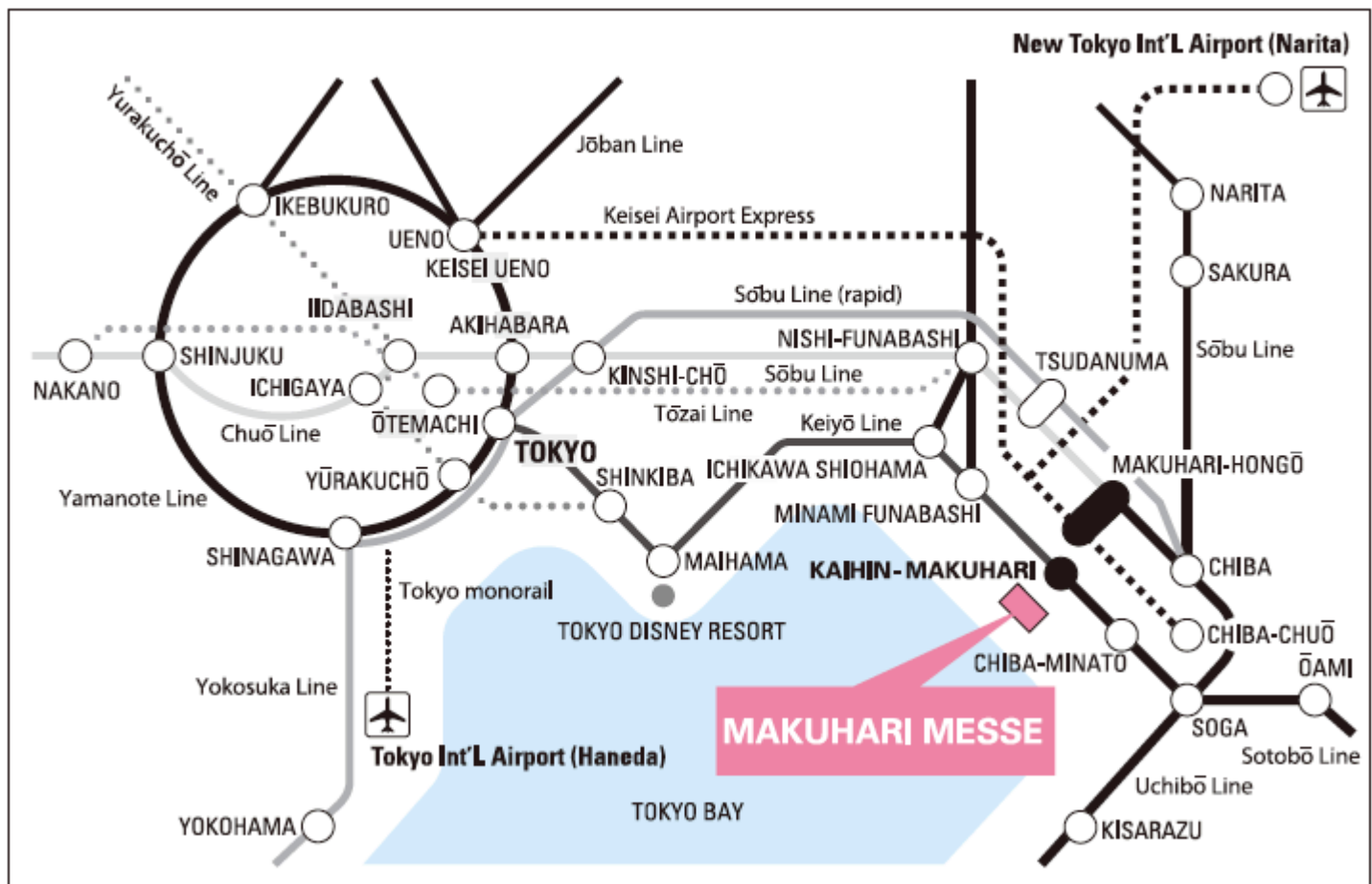


④ From Narita Airport



⑤ From Chiba Station



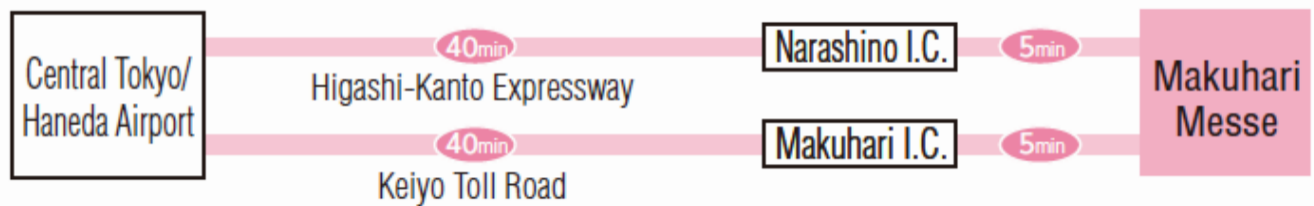


By Highway bus



By Car

① From Central Tokyo



② From Narita Airport



③ Makuhari Messe Parking

Hours: 8:00 a.m. to 11:00 p.m.

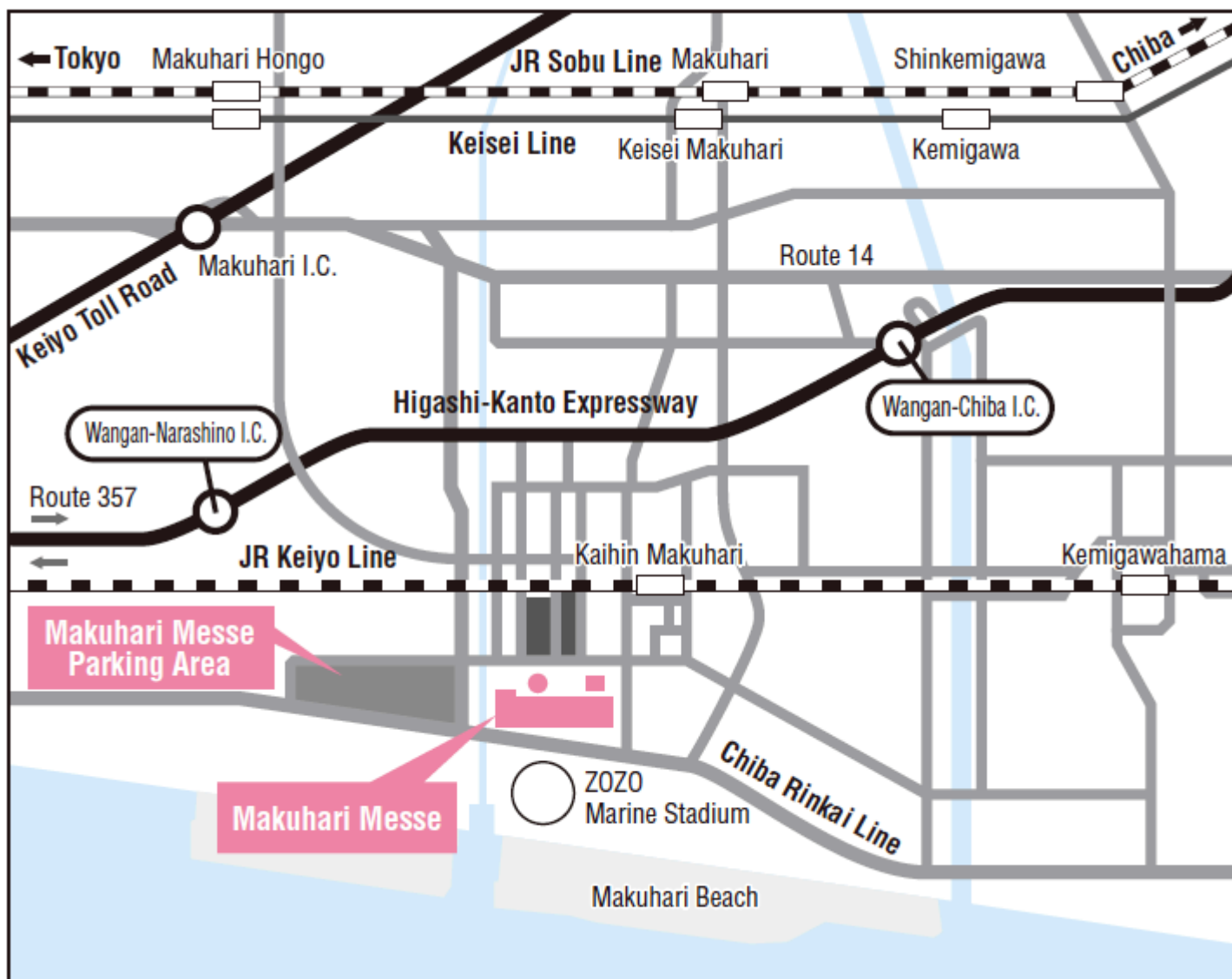
(Latest entrance: 9:00 p.m.)

Charge: Standard-sized vehicle: ¥1,000/day

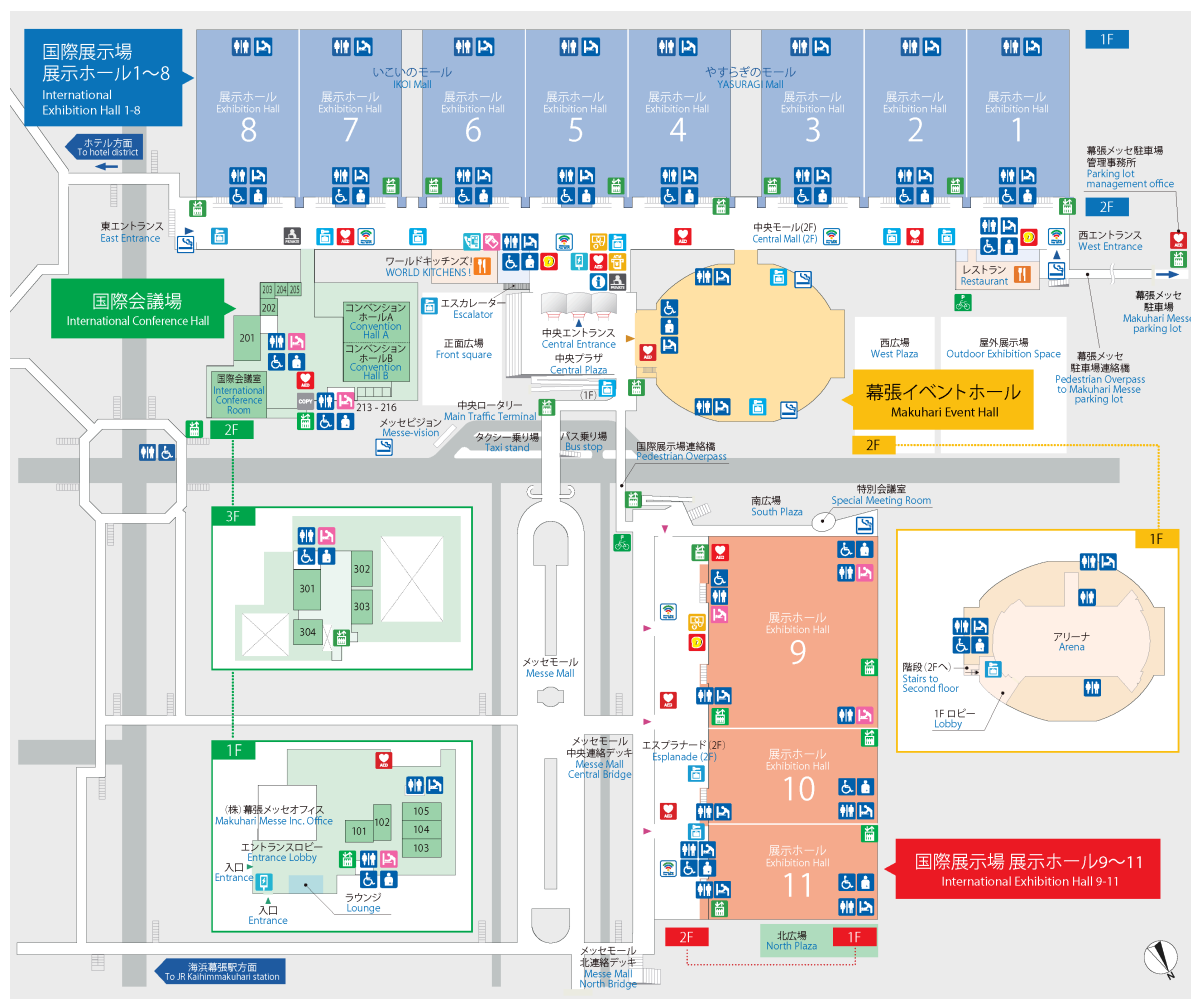
Large/medium-sized vehicle: ¥4,100/day

Motorcycle: ¥200/day

* For the latest information, visit <https://www.m-messe.co.jp/en/access/>.



3. Layout of Makuhari Messe



Notes:

- Smoking is prohibited at the venue except at the designated smoking area, from the time of transporting goods into, until transporting out of, the venue. Please notify this information to all personnel concerned.

4. Management Office Facilities

The following Management Office facilities will be set up during the exhibition period. Details on locations will be notified later.

Management Facilities

- ① Management Office
This office, set up in an exhibit hall, manages operation of the exhibition.
- ② Press Center
The Press Center is set up in the exhibition site for press registration and other services.
- ③ Data Center
This center controls visitor data, and serves as a pick-up/return desk for QRcode readers.
- ④ Registration Counter for Exhibitors
This counter handles exhibitor registration.
- ⑤ Registration Counter for Visitors
This counter handles visitor registration.
- ⑥ First-aid room
Medical staff are stationed to provide first aid to injured and sick persons during the exhibition period.

Exclusive Services for Exhibitors

- ① Meeting Room (Rental) ([see E-4 1](#)) **Charged**
- ② Working Lounge
The lounge can be used as a space for working. This space is not only for the exhibitors but may be used by visitors alike.
- ③ Exhibitors' Staff rooms **Free**
Staff rooms will be set up in the exhibition halls for private use by exhibitors.
No smoking. Smoking is permitted only in the designated areas.

Other Services

- ① Shipping Counter ([see E-1 2](#)) **Charged**
This counter accepts parcels for shipment during the exhibition period. *Available for visitors
- ② Utility Space ([see E-3 1](#)) **Charged**

1. Work Schedule

Work Schedule

	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00
Oct. 12 (Sat.)		Load-in: Block booth exhibitors only (20-booth or more)				Load-in: All exhibitors										
Oct. 13 (Sun.)		Load-in: All exhibitors														*
Oct. 14 (Mon.)	*	Load-in: All exhibitors														
Oct. 15 (Tue.)		Prep.	Premium time	Exhibition open					Prep.							
Oct. 16 (Wed.)		Prep.	Exhibition open					Prep.								
Oct. 17 (Thu.)		Prep.	Exhibition open					Prep.								
Oct. 18 (Fri.)		Prep.	Exhibition open					Load-out (exhibit dismantling)								

**Regular working hours**

8:00 a.m. – 6:00 p.m.

*Load-in Schedules on October 12 (Sat.)

8:00 a.m. - noon; Block booth exhibitors only 20-booth or more.

Noon - 6:00pm; All exhibitors

**Free overtime hours (beyond regular business hours)**

Exhibitors needing to work on-site during this period are required to submit the Application for Overtime Work to the Management Office by 5:00 p.m. on the day in question.

**Charged overtime hours**

Please submit the application for overtime work. Overtime fees of ¥11,000/hour (including consumption tax) will be charged for work during these hours to cover expenses such as security and utilities.

Upon completion of overtime work, exhibitors must file a report with the Management Office before leaving the exhibition site. Extra fees for overtime till 8:00 a.m. of the following day will be levied if this report is not turned in.

*From 10:00 p.m. (Oct. 13) to 8:00 a.m. (Oct. 14), overtime work for the media convention is free of charge.

- * Load-in period (exhibit set-up)
Exhibitors with more than 20 booths: Saturday, October 12 8:00 a.m. – Monday, October 14, (3 days) Exhibitors other than those above : Saturday, October 12 noon – Monday, October 14, (3 days)
- * Load-out period (exhibit dismantling): From 5:00 p.m. to 11:00 p.m. on Friday, October 18.

2. Exhibitor Badges, Worker Ribbons

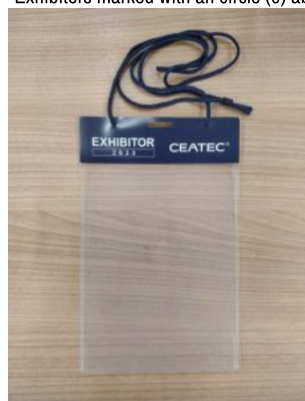
Exhibitor badge / Worker ribbon

All exhibitors must wear Exhibitor/Worker Badges provided by the Management Office. These badges must be shown to personnel at entrances/exits when entering or leaving the site.

Availability period

	Load-in period (Oct. 12 – Oct. 14)	Exhibition period (Oct. 15 – 18)	Load-out period (After 5:00 p.m. on Oct. 18)
Exhibitor badge	○	○	○
Worker badge	○	×	○

*Exhibitors marked with an circle (O) above can enter with either an exhibitor's badge or a worker's ribbon.



< Exhibitor badge >

< Worker ribbons >

Number of Badges Allotted Free of Charge

Exhibitor badge: 15 badges per booth

Worker badge: 5 badges per booth

- * [Exhibitors are required to pre-register for CEATEC via the official website and print out an entrance pass to be worn in the exhibitor badge case.](#)
- * Worker ribbons are not required to pre-register. Please wear the ribbon when you enter the venue.
- * [Free badges do not require the application.](#)

Additional Exhibitor/Worker Badges (with fee)

Should additional Exhibitor/Worker Badges be required, exhibitors are requested to submit the **Application for Additional Exhibitor/Worker Badges <No.28>** to the Japan Electronics Show Association by **Friday, September 20**. Exhibitor/worker badges can be purchased at the exhibition venue.

Fees (including consumption tax)

	Application received by Sept. 20	Purchase on site
Exhibitor badge	¥1,650/each	¥3,300/each
Worker ribbon	¥550/each	¥550/each
Payment method	Bank remittance	Cash

- * Do not forget to bring your badge, otherwise you will be required to buy a new one to enter the premise.
- * Badges are not refundable.

Admission Registration for Exhibitors Important

[Exhibitors are requested to wear the EXHIBITOR Badge Holder and Admission Pass obtained through online registration when entering the venue during both the preparation period before the exhibition](#) and while it is being held (between Saturday, October 12 and Friday, 18). The Management Office requests that all exhibitors register online in advance for admission into the exhibition. Thank you for your cooperation.

(1) The importance of admission registration by exhibitors

- ① Some exhibitors require their visitor's information who is wearing exhibitor badges as very important visitors so the Management Office has made it easier to gather information from them by simply reading the QR codes on these badges.
- ② Enhanced venue security
VIP visitors ([refer to section B-3 2](#)) who have registered online will be accepted for admission at the VIP Exclusive Counter, located on the first floor of the International Conference Hall.

(2) Entering into the venue

Insert the Admission Pass in the Exhibitor Badge Holder and bring it to the venue as shown.

(3) Obtaining the Exhibitor Badge Holder

The Management Office is planning to distribute badge holders in early September to the person in charge at each company and/or organization of the exhibitor. Please ensure that this person in charge receives the badge holder(s).

(4) Obtaining the Admission Pass

① Exhibitors

Each individual attending the exhibition is required to obtain an Exhibitor Admission Pass by registering online at the CEATEC official website (www.ceatec.com). An admission pass ticketing machine (which prints the admission pass when a smartphone showing the registration completed screen is waved over on the machine) and a registration counter at the venue entrance will be setup for your convenience. However, the Management Office asks for the cooperation of all exhibitors to print a copy of the admission pass in advance and bring it with them to the venue as the ticketing machine and registration counter at the entrance are expected to be very crowded.

② Subcontractors for Exhibitors

Subcontractors may have difficulty registering in advance for admission, exhibitors should download the Exhibitor Subcontractors Form from the Exhibitor Exclusive site and provide this form to their subcontractors. Note: The admission pass provided to subcontractors on the form will be a simplified version without a QR code.

3. On-site Photography

Photos and Videos Taken by Journalists

Press Badges will be issued to journalists and should be worn at all times on-site. Exhibitors are requested to cooperate with media representatives visiting booths to gather news and/or conduct interviews.

Reporting and Taking of Photos by the Management Office Reporters

At each CEATEC venue, management staff with staff badges, and members of the press, will film and take photographs of the various events. Videos, still images, and photographs taken at CEATEC may be posted, broadcast, or distributed on the websites, related media, and PR materials of CEATEC sponsors, co-sponsors, and exhibiting companies/ organizations, as well as on other websites, newspapers, magazines, and other media. For this reason, please be aware of the possibility that your image may appear in such content.

Photos and Videos of Other Booths Taken by Exhibitors

You may not take photos or videos of another company's products without the permission of that company.

Photos and Videos of Own Booths

Although there are no regulations governing the photographing and videoing of a company's own booths, we ask that when doing so you take care not to disturb visitors and other exhibitors.

Photos and Videos Taken by Visitors

There are no special regulations governing the taking of photos and videos by visitors. However, in cases where exhibitors require that their products and designs be protected or in cases where such actions would interrupt demonstrations, we ask exhibitors to control visitors.

Load-In & Load-Out

1. Vehicle Stickers

Vehicle passes issued by the Management Office will be required to bring vehicles onto the show site. Vehicle passes will be distributed by the Management Office (number of stickers determined by booth size) in early September.

Load-in Vehicle Stickers

Valid dates	Load-in period
Number distributed	Only the Load-in Vehicle Sticker can be copied; please use the original Load-in Vehicle Sticker distributed in early September and copy the required number of copies.

- * During the load-in period from 8:00 a.m. to noon on October 12 (Sat.), only block exhibitors (20-booth or more) may bring vehicles on-site.
- * All exhibitors can start preparation from noon on October 12 (Sat.). Receive a numbered entrance ticket at the load-in waiting area (See [C-3 2](#)).
- * There is no need to provide a pass to courier drivers.

Vehicles Stickers during the Show

Valid dates	Tuesday, October 15 to Thursday, October 17
Number distributed	1 sticker per exhibitor

- * Since October 18 (Fri.) will be a move-out day, the "Vehicles Stickers during the Show" will not be available.

Priority Load-out Vehicle Sticker

Valid date	Friday, October 18 (1 day only)
Number distributed	1 sticker per exhibitor

- * Only vehicles with this pass may enter the Makuhari Messe premises directly.

Product Load-out Vehicle Stickers

Valid date	Friday, October 18 (1day only)
Number distributed	See below

No. of booth spaces	1–2 booth spaces	3–5 booth spaces	6–9 booth spaces	10–18 booth spaces	20 • 25 booth spaces	30–40 booth spaces	45–65 booth spaces	70–100 booth spaces
No. of stickers	1	2	3	4	5	6	8	10

- * This sticker does not allow direct entry to the Makuhari Messe premises. Drivers should bring their vehicles to [the Load-out Vehicle Waiting Area](#), receive a numbered entrance ticket, and follow the instructions of show staff.
- * Although courier drivers can enter the premises for load-out after receiving an entrance ticket, vehicles with stickers are given priority to enter the premises.

Notes on Vehicle Stickers

- ① **No extra vehicle stickers will be issued**, nor will stickers be re-issued if lost
- ② See [C-3 2](#) to [C-3 4](#) for details on load-in/load-out activities.

- ③ Vehicle drivers and other person entering the show site must also have exhibitor badges or worker ribbons.
(see C-2.2)

2. Load-In

Load-In

- ① All on-site exhibitors/workers involved in setting up booths must wear Exhibitor badges/Worker ribbons during the load-in period. Those without badges will not be permitted to enter the show halls.
- ② All motor vehicles entering the show premises must have a **Vehicle Sticker**. Vehicles with stickers should obtain an Order of Load-in/Load-out Tickets at the Load-in/Load-out Waiting Area.
- ③ Please follow the management staff's instructions when entering into the show halls.

Waste Disposal

- ① During the load-in period, removing certain types of waste, such as bulky-waste materials, carpeting and production sheets is the responsibility of each exhibitor.
- ② Exhibitors will be invoiced separately for the removal of any such materials left on the premises.

Load-In Vehicle Sticker

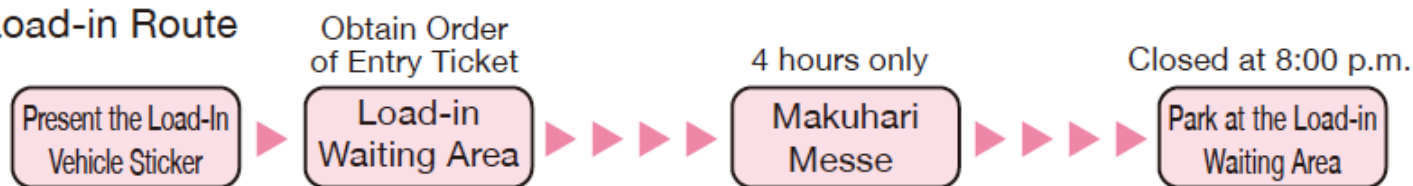
Load-in vehicles should wait in the Load-In Waiting Area. Exhibitors must present Exhibitor Badges and Worker Ribbons in addition to Load-In Vehicle Stickers to receive Order of Entry Tickets at the Load-In Waiting Area.

The Order of Entry Ticket is valid for 4 hours, and parking time is also limited to 4 hours. Vehicles parked for longer than 4 hours will incur a fee of ¥1,000 per hour (including consumption tax) when exiting the premises.

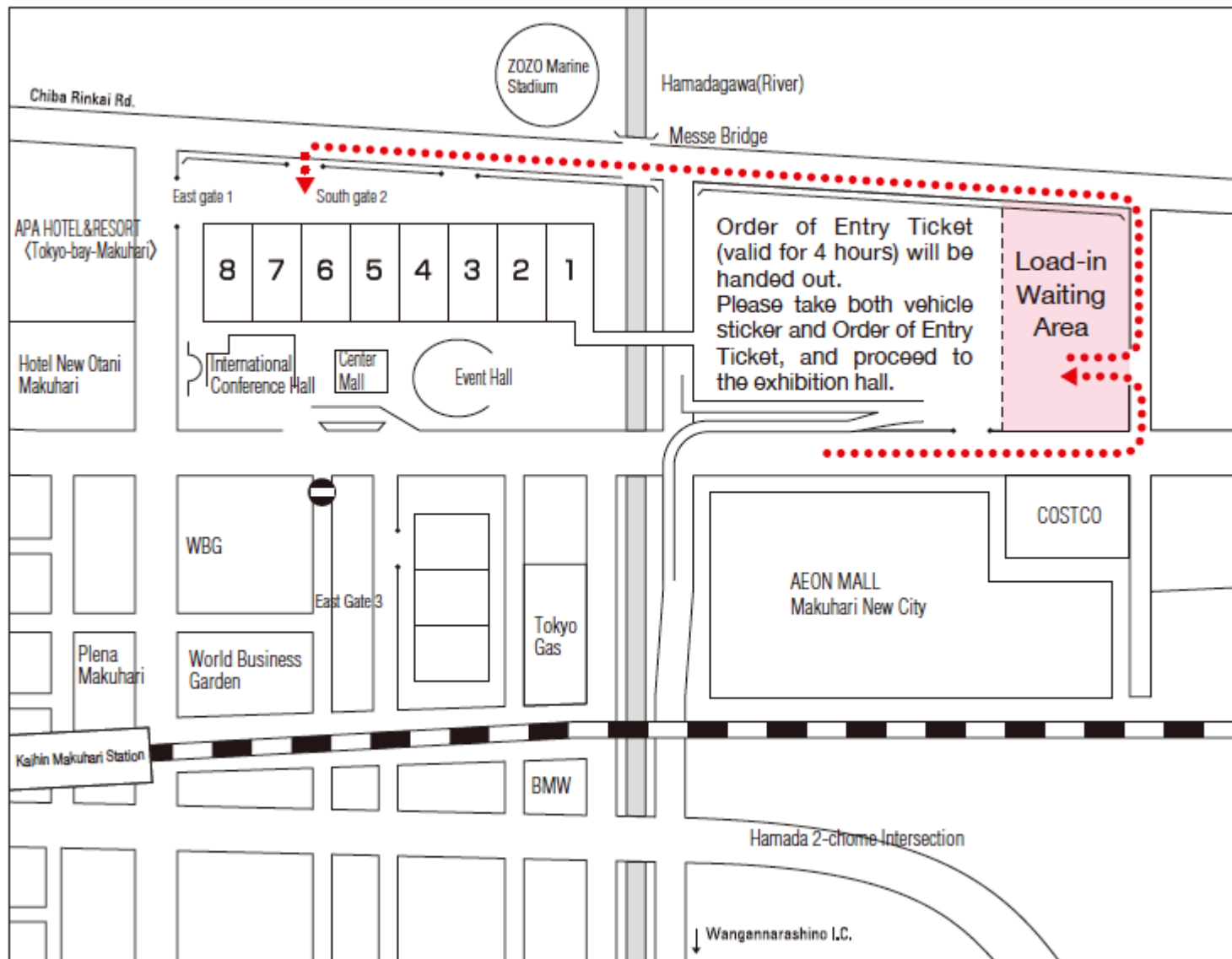
The Load-in Waiting Area is available during the load-in period. To relieve congestion at the exhibition venue, please park vehicles without loads in the load-in waiting area.

- A fee of ¥10,000 (including consumption tax) will be charged for tickets lost on the show premises.
- The Order of Entry Ticket is valid only one time.
- On street parking around the South gate is prohibited strictly.

Load-in Route



Load-in Route

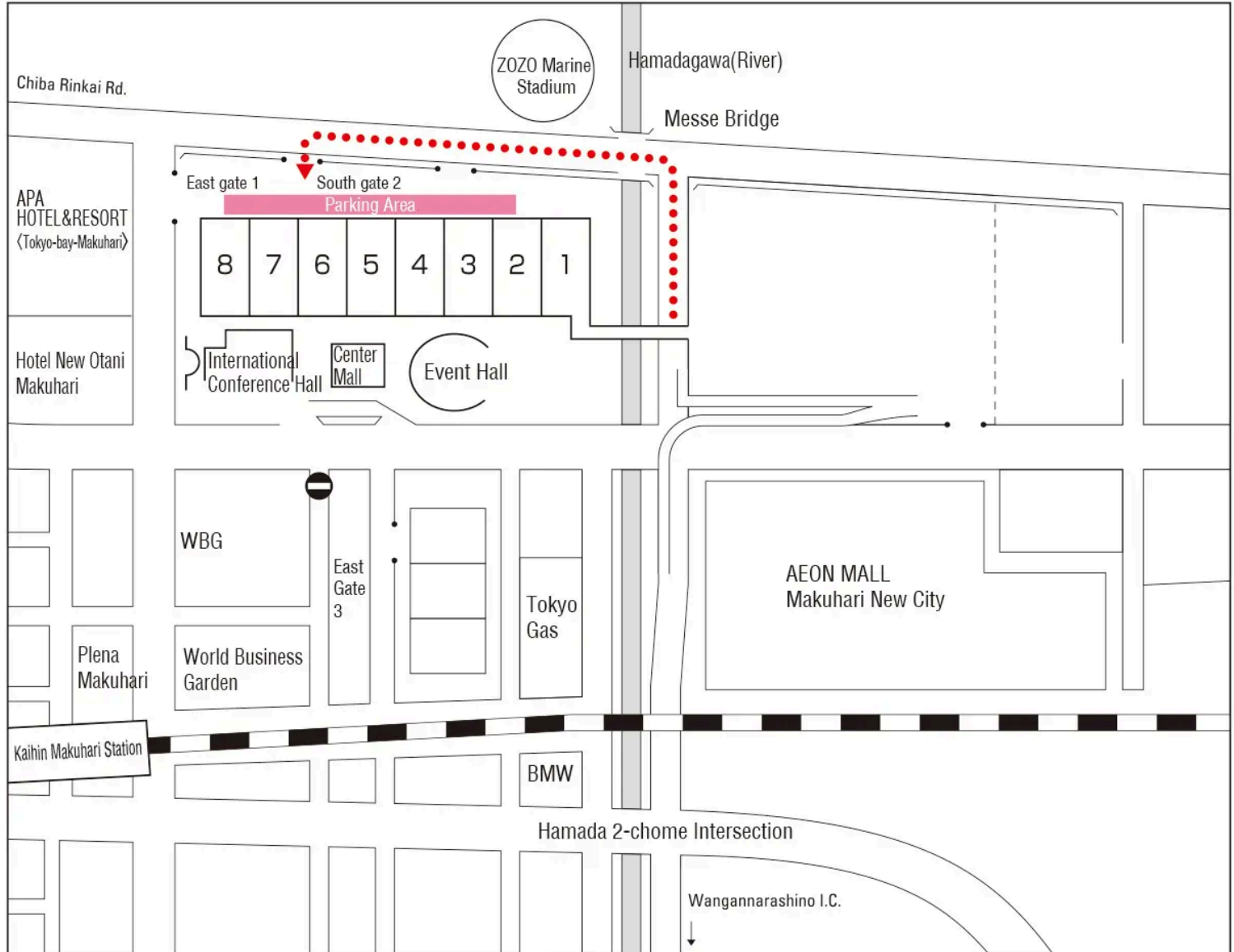


3. Vehicles during the show

Exhibitor Vehicles during the show

Vehicles Sticker during the show (one per exhibitor) allows the free parking of one vehicle at Makuhari Messe during the show period, **between 8:00 a.m. and 6:00 p.m. from Tuesday, October 15 to Thursday, October 17.**

- * This sticker is not valid for load-out purposes on **Friday, October 18.**
- * Additional temporary load-in vehicle passes (parking is not allowed) will be issued at the gate if required during the show period.
- * Exhibitors are requested not to leave any vehicles such as forklift.
- * No extra vehicle stickers will be issued, nor will stickers be re-issued if lost.



Load-In & Load-Out

4. Load-Out

Load-Out

- ① **Priority Load-out Vehicle Sticker** will be distributed to each exhibitor. This sticker allows one vehicle per exhibitor to directly enter the show site on **Friday, October 20**.
- ② Vehicles with **Load-out Vehicle Sticker** and vehicles without passes should proceed to the Vehicle Waiting Area and follow the instructions of show staff.
- ③ The Management Office takes no responsibility for exhibited products left on the show site after **8:00 p.m. on Friday, October 20**. In addition, please note that if load-out and booth removal are not completed by **11:00 p.m. on October 20**, you will be charged an extra space usage fee.

Waste Disposal

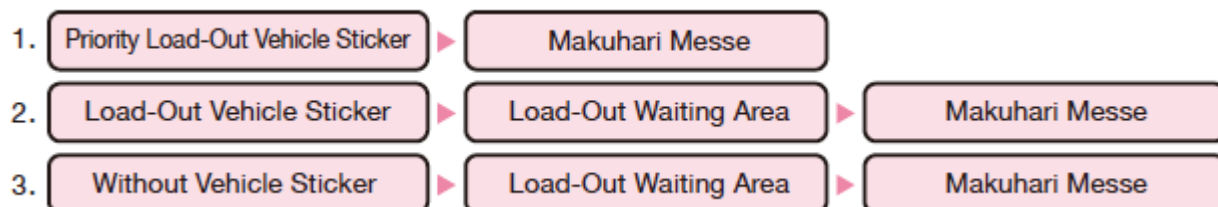
- ① During the load-out period, removing certain types of waste, such as bulky-waste materials, carpeting and production sheets is the responsibility of each exhibitor.
- ② Exhibitors will be invoiced separately for the removal of any such materials left on the premises.
- ③ A recyclable materials disposal area will be prepared on the exhibition premises.

Load-Out Vehicle

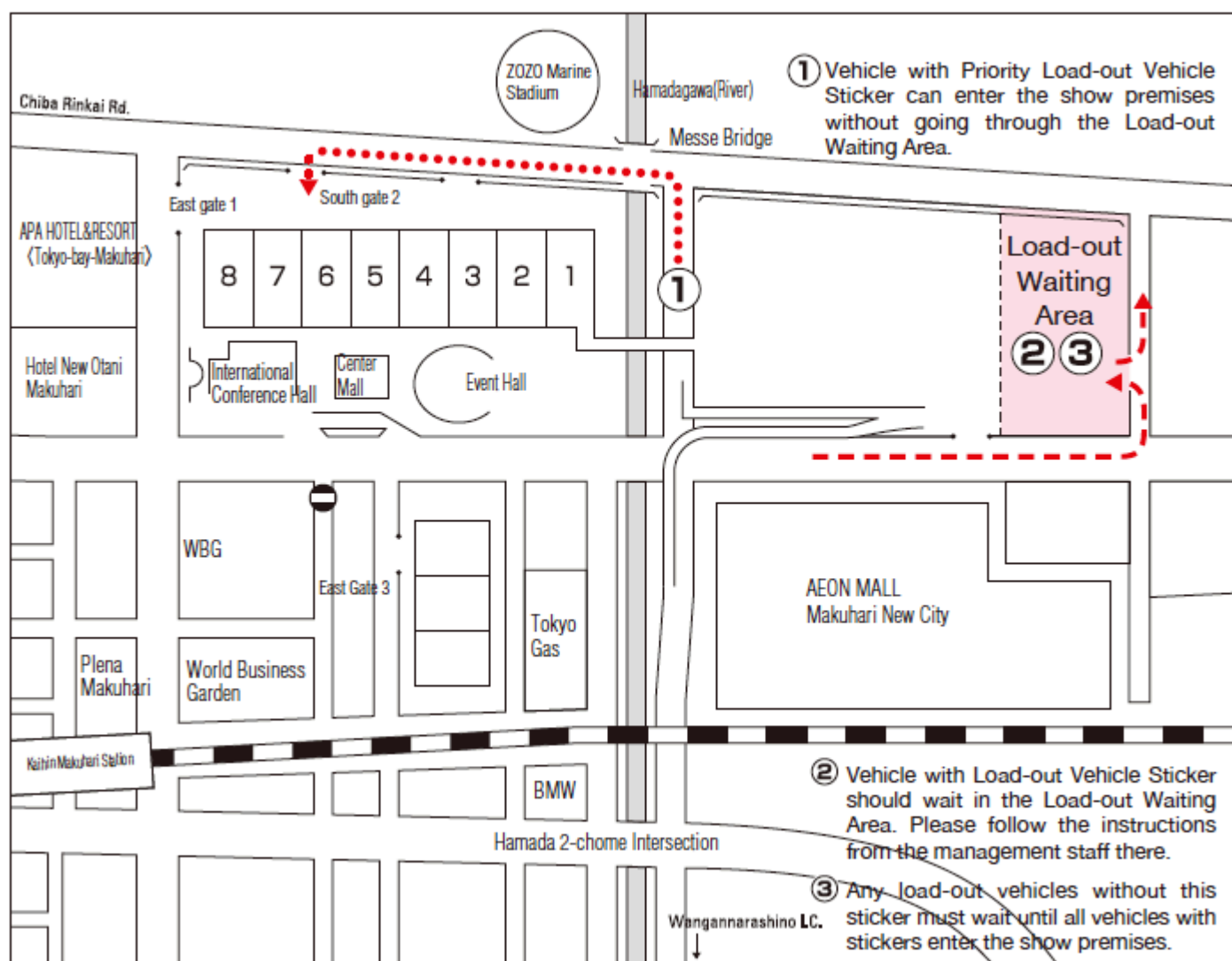
- ① **Priority Load-Out Vehicle Sticker** will be distributed per exhibitor. Load-out vehicles with this sticker may enter the show premises without going through the Load-Out Waiting Area. Because only 1 sticker will be distributed per exhibitor, this ticket should be assigned to each exhibitor's priority load-out vehicle.
- ② **Load-Out Vehicle Stickers** will be distributed. Any load-out vehicles without this sticker must wait until all vehicles with stickers enter the show premises. All load-out vehicles (excluding those that have Priority Load-Out Vehicle Stickers) are required to wait at the Load-Out Waiting Area (Order of Load-out Tickets Exchange), where Load-Out Vehicle Stickers will be exchanged for Order of Load-out Tickets. These tickets permit entry to the show premises according to the number on the ticket.
- ③ Vehicles without stickers must wait until all vehicles with stickers enter the show premises.

- * Load-out Waiting Area may be subject to change depending on the number of issued Vehicle Stickers.
- * On street parking around the South gate is prohibited strictly.
- * Please note that vehicle stickers will not be re-issued, and additional ones will not be provided.

Load-out route



Load-out Route





Waste Disposal

We ask exhibitors to remove waste generated from setting up and dismantling their respective booths, or to take responsibility for the disposal of such waste, including costs incurred.

If an exhibitor should leave waste inside the exhibition venue, the exhibitor will be billed later for the cost of disposal.

Please separate waste materials, to increase the percentage of recycled waste. Dedicated waste bins will be placed at the loading entrance of each hall, so please bring your recyclable materials to the garbage cans. Please take any leftover cardboard to the waste-collection point at the south service pathway.

We ask for your cooperation, especially with regard to bringing in and taking out large quantities of waste. We ask exhibitors to devise measures for reducing waste at booths and to make arrangements so that, if at all possible, cardboard, exhibition materials and other items do not require disposal when setting up and dismantling booths.

You may contact the following office for further details on waste treatment within Chiba Prefecture.

Chiba-Prefecture Bldg. Maintenance Corporation
Makuhari Messe Office
Tel: +81-43-296-0090 Contact: Yamaguchi

CEATEC promotes environmental measures through the 3Rs (reduce, reuse, and recycle) concept from the exhibition planning and design stages. Examples include using energy-saving lighting, reducing waste from the exhibition such as decorations and lighting fixtures.

CEATEC asks all exhibitors to think about 3R ways to save energy and reduce waste from the planning and design stages of the exhibition. Please try to recycle as much as possible and reduce industrial waste, even if the disposal is contracted out.