

Import selection
TERROIR



JFW INTERNATIONAL FASHION FAIR

We would like to remind you ...

Items Included in Exhibition Fee

● ***Exhibiting Space***

ANY WALL PANELS ARE NOT INCLUDED IN EXHIBITION FEE , except Creator's Village A type(4.5m²) Exhibitors.

For ordering of wall panels and rental equipments,
please see the catalogue, "Booth Display & Rental Items".

● ***Booth Number Identification Sign Board***

● ***Exhibitors' Room*** - Private room for exhibitors for their breaks during the show dates.

● ***Information Fliers for Visitors*** - To be distributed as below.

JFW-IFF regular zone, f-produce zone and TERROIR : 100 sets per booth

Exhibitor with more than 10 booths : 1,000 sets per exhibitor

Creator's Village : 50 sets per booth

● ***Exhibitor's Badges*** - To be distributed to each exhibitor during move-in period on site.

● ***Exhibitor's Introduction Listed in the Official Catalogue*** - To be distributed to visitors during the fair.

● ***JFW-IFF/TERROIR Special Issue by "h for BIZ"*** - Published by Senken Shimbun to be distributed to subscribers only.

Import selection
TERROIR



JFW INTERNATIONAL FASHION FAIR

Are you ready for JFW-IFF/TERROIR?

Deadline Checklist

SUBMISSION REQUIRED

**Green paper*

☐ June 20, 2008

FORM 2

GENERAL APPLICATION

☐ June 20, 2008

FORM 3

ELECTRICAL SERVICE ORDER FORM

Optional Services

**Yellow paper*

☐ June 20, 2008

FORM 1

Additional Information Fliers for
Visitors Order Form

☐ June 20, 2008

FORM 4

Temporary Telephone & Internet Lines
Order Form

☐ June 20, 2008

FORM 5

Hotel Reservation & Payment

☐ June 20, 2008

FORM 6

In-booth Security Order Form

☐ July 15, 2008

Booth decorating must be completed
by 6:00PM



1. Outline

Title JFW-International Fashion Fair (JFW-IFF)
TERROIR

Date July 16 (Wed.) – 18 (Fri.), 2008

Venue West Exhibition Hall, Tokyo Big Sight

Address 3-21-1 Ariake, Koto-ku, Tokyo 135-0063 Japan

Organizer SENKEN SHIMBUN CO., LTD.

Expected Visitors 29,000

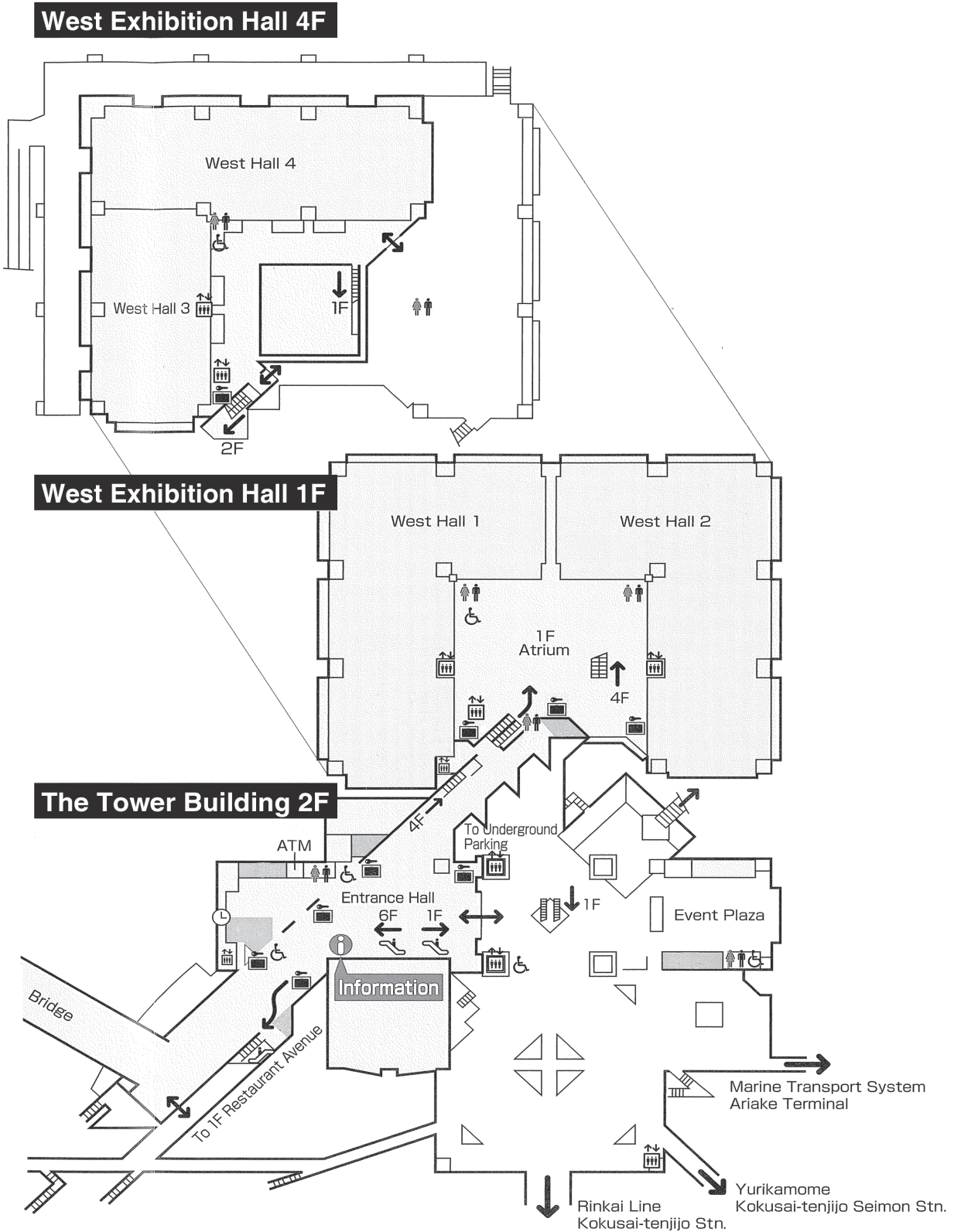
Admission Free of charge

2. Schedule

	AM	PM
July 16 (Wed.)	Exhibition 10 : 00 ~ 18 : 00	
July 17 (Thu.)	Exhibition 10 : 00 ~ 18 : 00	
July 18 (Fri.)	Exhibition 10 : 00 ~ 17 : 00	

2. Area Map & Badge Control

TOKYO BIG SIGHT — West Hall 1, 2, 3, and 4



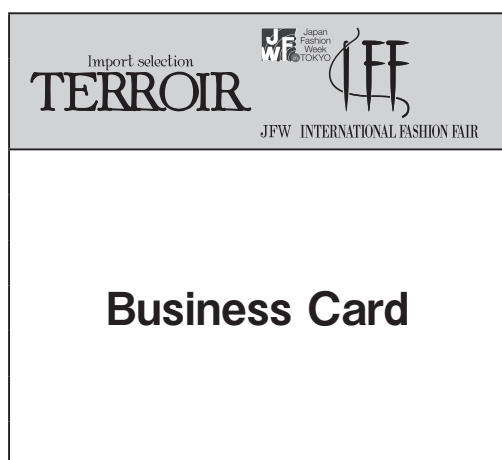
////////////////////////////////////

① Exhibitors

Exhibitors must wear the exhibitor badges distributed by the Secretariat to enter the venue during move-in/move-out day and during the fair as well. While JFW-IFF/TERROIR is in progress, exhibitors can enter the venue one hour (two hours before on July 16 only) before it opens to visitors. They are also free to use the Exhibitors' Room. The Secretariat will provide the badges on site during the move-in period (July 14 & 15) at the on-site office.

② Visitors

Visitors may enter JFW-IFF/TERROIR free of charge at any time throughout the fair, but they must register on site and wear one of the ten badges listed below. In principle, the general public will not be admitted to enter as visitors.



Badges

① Select Shop
① Specialty Store
② Department Store
③ GMS (General Merchandise Store)
④ Non-store Retailing
⑤ Apparel Maker
⑥ Wholesaler
⑦ Trading Firm / Importer / Agent
⑧ Press
⑨ Other

Service Facilities

① Buyers' Lounge

For visitors to rest during the show date within the exhibition halls. Drinks and snacks are available (charged).

② Exhibitors' Room

Exclusively for exhibitors to rest during the show dates located adjacent to the exhibition hall. Only persons wearing an exhibitor badge will be admitted.

③ Press Room

For visitors from the media.

Company brochures/exhibitor catalogues can be placed in the press room during the fair (max. 50 copies per company). If you would like to place your brochures/catalogues, please bring them to the Secretariat during the move-in period.

④ Courier Service

For the convenience of exhibitors, a temporary courier service counter will be set up on the move-out day (July. 18). For assistance how to send your exhibits to the venue by courier services, see Move-in & Move-out of Exhibits (P.13).

⑤ Other Facilities

- Secretariat office
- Supplier's office (for booth decoration, rental item, electric work, freight forwardings, security and cleaning staff)
- First-aid station
- For other service facilities, see "Notice for Exhibitors'," which will be sent by fax about two weeks before the fair.

3. Visitor Promotion

Attracting visitors by advertisement and other PR activities

① Promotion of JFW-IFF/TERROIR on SENKEN SHIMBUN DAILY NEWS

SENKEN SHIMBUN Co., Ltd. will continue to run ads intended to attract visitors to JFW-IFF/TERROIR until just before the show comes. Senken Shimbun Daily News will also feature articles on JFW-IFF/TERROIR for campaign purposes.

Promotion and show announcements are to be made in "Nikkei MJ" and other media.

② JFW-IFF/TERROIR Special Issue by "h for BIZ"

In addition to Official Catalogue distributed to visitors during the show dates, JFW-IFF/TERROIR Special Issue by "h for BIZ" will be published to Senken's subscribers.

③ Notice on URL (www.senken-ex.com)

Updated information on JFW-IFF/TERROIR is released on the website of SENKEN SHIMBUN Co., Ltd.

④ Promotion on Other Industry Organizations

We shall ask industry-related organizations to place announcements on JFW-IFF/TERROIR in their bulletins, newsletters, etc.

⑤ Press Release

Press releases will be sent out worldwide to the fashion industry medias.

⑥ Information Fliers for Visitors

The Organizer will send direct mails around late June to 65,000 persons/companies, including those who visited the past JFW-IFF/TERROIR and buyers from abroad.

Exhibitors of JFW-IFF regular / f-produce zones and TERROIR will have 100 fliers per booth, and Creator's Village exhibitors will have 50 sets per booth for their uses. Exhibitors with more than 10 booths of all zones will have 1,000 sets per exhibitor. In total, about 250,000 Information Fliers for Visitors will be distributed through JFW-IFF/TERROIR exhibitors.

⑦ Advertisement Placement for Domestic and International Media

4. Information Fliers for Visitors

JFW-IFF/TERROIR will prepare Information Fliers for Visitors, contained general information for visitors, and send them to prospective visitors by direct mail. Exhibitors will be given the Fliers for distributions to their clients. If more are required, we will provide them free of charge upon request. Please use these fliers as a promotional tool to your clients.

1. Free distribution to exhibitors

Exhibitors will be provided fliers free of charge in the beginning of June for their promotional use as follows.

- Exhibitors of JFW-IFF regular, f-produce zones and TERROIR: 100 sets per booth
- Exhibitors with more than 10 booths of all zones : 1,000 sets per exhibitor
- Exhibitors of Creator's Village : 50 sets per booth

Please note that fliers do not come with envelopes.

2. Application for additional fliers

If additional fliers are needed, please fill out the FORM 1 (*P.7), and fax it to the Secretariat. Please use your own envelopes to mail.

If wishing to use JFW-IFF/TERROIR original envelopes, please order them by "FORM 1" (charged). Additional Information Fliers for Visitors and/or JFW-IFF/TERROIR envelopes is provided by 50 sets. The price of envelopes is JPY 525 per unit (tax included).

Deadline to request : June 20 (Fri.), 2008

<p>For inquiries</p> <p>Secretariat of JFW-IFF/TERROIR</p> <p>c/o ICS Convention Design, Inc.</p> <p>Sumitomo Corp. Jimbocho Bldg. 5F</p> <p>3-24 Kandnishiki-Cho Chiyoda-Ku, Tokyo 101-8449, Japan</p> <p>Tel: +81-3-3219-3566 / Fax: +81-3-3292-1813</p> <p>iffmail@ics-inc.co.jp</p> <p>terroir@ics-inc.co.jp</p>

FORM 1	Additional Information Fliers for Visitors Order Form	DEADLINE : June 20 (Fri.)
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Send this form to	Secretariat of JFW-IFF/TERROIR Sumitomo Corp. Jimbocho Bldg. 5F 3-24 Kandanishiki-Cho, Chiyoda-Ku, Tokyo 101-8449, Japan Tel: +81-3-3219-3566 Fax: +81-3-3292-1813
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Please check the name of exhibition you participate in	<input type="checkbox"/> JFW-IFF	<input type="checkbox"/> TERROIR
--	----------------------------------	----------------------------------

Company			Booth No.	
Address				
Division				
Contact	Mr./Ms.	Email		
Tel		Fax		

※ If you did not know your booth No., please leave it blank.

We hereby make an order as follows :

Information Fliers for Visitors (free of charge)	Number required : _____ set(s) (50 sets per unit)
JFW-IFF/TERROIR Original Envelopes (charged)	Number required : _____ unit(s) (50 sets per unit @ JPY 525, tax included)

※ If we do not receive a request for additional Information Fliers for Visitors, we will distribute only 100 sets per booth for JFW-IFF regular zone, f-produce zone and TERROIR, 50 sets per booth for Creator's Village and up to 1,000 sets per exhibitor with more than 10 booths. These fliers do not come with envelopes.

※ Invoice will be issued for an order of JFW-IFF/TERROIR original envelopes by the Secretariat.

Signature : _____

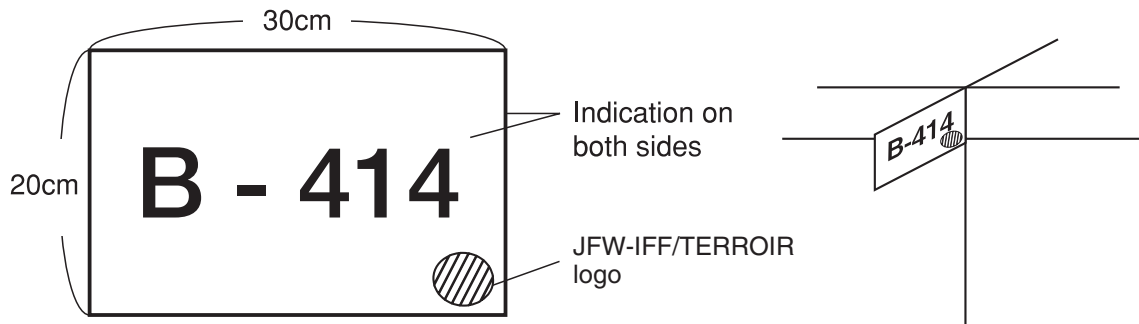
Date : _____

5. Other

1. Number indications on all booths

Each booth will be installed a booth-number sign board for easy recognition by visitors.

<Sample>



*Exhibitors may put the sign board by themselves to fit their booth decoration plan.
Otherwise, the Secretariat will place the sign where it deems best.

2. Carpeted aisles

All main aisles in JFW-IFF will be covered with gray-colored carpet for regular / f-produce zones and all main aisles in TERROIR will be covered with cream-colored carpet, thereby concealing the concrete floor for a more refined mood for the fair. The carpet color in Creator's Village zone would be different from other zones (*TBA).

We suggest taking into account the color of the carpet when planning your booth decoration.

3. Exhibitor PR Board

Exhibitor PR Boards will be set up in the Exhibition Hall for exhibitors' use to make an appeal of their latest production and company profile to visitors.

<Entry format>

Exhibitors who desire to post their information should use the designated format, found at the end of this manual.

If you would like to have the format data, please inform your request by e-mail (iffmail@ics-inc.co.jp or terroir@ics-inc.co.jp). Also, you could prepare a pocket to put for enclosing company name cards, company brochures, or product catalogues on the PR board. Please refer to "PR Board Sample" at the end of this exhibitor manual.

<Submission>

The entry format should be submitted (※only 1 copy) to the Secretariat during the move-in period.
The format WITHOUT the Secretariat's approval stamp will be removed from PR Board.

6. Logo

■ JFW-IFF/TERROIR Logo Mark

Import selection
TERROIR



If desired the logo data, please contact the Secretariat by e-mail.
(iffmail@ics-inc.co.jp or terroir@ics-inc.co.jp)

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1. Move-in & Move-out of Exhibits

1. Schedule

	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	08:00	09:00	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	23:00	24:00
July 14 (Mon.)			Exhibitors with over 20 booths Move-in/building up		All exhibitors Move-in/building						※ Overtime			※ Overtime (charged)			
July 15 (Tue.)	All exhibitors Move-in/building up Move-in by vehicles is available untill 14 : 00 →										※ Overtime			※ Overtime (charged)			
July 16 (Wed.)	Exhibitors in		Exhibition 10 : 00~18 : 00									※ Overtime					
July 17 (Thu.)	Exhibitors in		Exhibition 10 : 00~18 : 00														
July 18 (Fri.)	Exhibitors in		Exhibition 10 : 00~17 : 00								Move-out/dismantling 17 : 00~22 : 00				Cleaning		

※ Please complete move-in and set-up of exhibits on July 15. (Please refer to P.24, "4. Policy for security on site and management of exhibits in booths")

※ Exhibitors are required to address to the Secretariat if overtime is needed. After 21:00 on July 14 and 15, JPY 10,000 per hour will be charged.

2. Vehicles passes

Exhibitors planning to move in/out by motor vehicle will need to have a "Vehicle Pass."

Ask your forwarder to contact the Secretariat directly to obtain the pass in advance.

3. Points to note


- When you send your exhibits by general courier services like Federal Express, DHL, UPS etc., The airway bill should be read as below.

To: Exhibitor's Name (Booth No.)
Attn.: The name of person in charge
JFW-IFF or TERROIR
Tokyo Big Sight, West Hall
3-21-1, Ariake, Koto-ku, Tokyo 135-0063
Japan

The shipments must be delivered directly to your booth. Please clarify the delivery date and time (*restricted delivery) so that you can be at your booth to receive and sign for them. The Secretariat is not able to keep shipments on behalf of any exhibitors.

To exhibit foreign items, customs clearance procedures must be taken by exhibitors themselves at their own cost.

SCHENKER-SEINO Co., Ltd., our official forwarder, is pleased to be of your assistance. Contact them for further information, if desired their service. See P.33 for reference.

- 
- The Secretariat will do their best to prevent accidents, but exhibitors must assign at least one person in charge of supervising moving-in and removal of displays.
 - All packing materials must be removed after moving in at each exhibitor's responsibility.
 - After 18:00 on July 15 (Tue.), the organizer reserves the right to use any empty space in a way it considers appropriate. If you foresee any difficulties in meeting this deadline, please contact the Secretariat as soon as possible by 18:00 on July 11 (Fri.), 2008.
 - In the event of an accident, be sure to contact the Secretariat immediately. Exhibitors will be held responsible for payment to restore facilities to the original condition.
 - The Secretariat will not provide hand trucks or dollies.
 - Regulations do not permit changing exhibits during open hours of the fair (from July 16 to 18). Exhibitors wishing to bring in or remove equipment during the fair must apply to the Secretariat for permission so that appropriate arrangements can be made
 - Booth must remain intact until the close of the exhibition at 17:00 on July 18 (Fri.). Early breakdown is not permitted without the Organizer's authorization.

FORM

2

GENERAL APPLICATION

DEADLINE :
June 20
(Fri.)

Send this
form to

Secretariat of JFW-IFF/TERROIR

Sumitomo Corp. Jimbocho Bldg. 5F

3-24 Kandanishiki-Cho, Chiyoda-Ku, Tokyo 101-8449, Japan

Tel: +81-3-3219-3566 Fax: +81-3-3292-1813

Please check the name of exhibition you participate in

☐ JFW-IFF

☐ TERROIR

Company				Booth No.	
Address					
Division					
Contact	Mr./Ms.	Email			
Tel		Fax			

※ If you did not know your booth No., please leave it blank.

Please check (✓) in the appropriate box.

● Move-in/Move-out plan

Move-in	<p>The exhibits/display are</p> <p><input type="checkbox"/> 1. Carried in by exhibitors themselves to the exhibition hall.</p> <p><input type="checkbox"/> 2. Carried in by the below forwarder</p> <p>Name of forwarder: _____ Contact: _____</p> <p>Tel: _____ Fax : _____</p>
Move-out	<p>The exhibits/display are</p> <p><input type="checkbox"/> 1. Carried out by exhibitors themselves from the exhibition hall.</p> <p><input type="checkbox"/> 2. Carried out by the below forwarder</p> <p>Name of forwarder: _____ Contact: _____</p> <p>Tel: _____ Fax : _____</p>
Loading / Unloading	<p><input type="checkbox"/> 1. Will be done by exhibitor</p> <p><input type="checkbox"/> 2. Will be done by _____</p>

● Registration of Construction Subcontractor

Booth construction and decoration
<p><input type="checkbox"/> 1. We order package booth(s) via KOGEISHA.</p> <p>* For ordering package booth, please refer catalogue of "Booth Display & Rental items" which is enclosed in this manual.</p> <p><input type="checkbox"/> 2. Will be done by</p> <p>Name of display company : _____</p> <p>Address : _____</p> <p>Tel : _____</p> <p>Contact : _____</p>

2. Display & Booth Decoration

1. Exhibition hall structure

	West Hall 1	West Hall 2	West Hall 3	West Hall 4
Surface area	8,880m ²	8,880m ²	4,680m ²	6,840m ²
Floor load	5t / m ²	5t / m ²	2t / m ²	2t / m ²
Height to ceiling	12 m	12 m	13 ~ 18 m	13 ~ 18 m
Flooring	Concrete			
Available size of anchor bolt	d : 60mm or less ϕ : 16mm or less			
Freight doors	5 Places	5 Places	2 Places	4 Places
	8.0m wide \times 6.0m height		8.0m wide \times 4.7m height	

2. Booth specifications

- (1) [JFW-IFF regular zone / f-produce zone / TERROIR / Creator's Village Type D & E]
Size: 1 booth = 9 square meters (3m \times 3m)

[Creator's Village Type C]

Size: Type C \rightarrow 1 booth = 6 square meters (3m \times 2m)

The organizer provides SPACE ONLY to exhibitors of JFW-IFF regular zone, f-produce zone, TERROIR, Type C, D, E in Creator's Village. The secretariat does not install back and side panels. Exhibitors must make provisions to install partitions between their own and neighboring booths.

We appreciate to take an appropriate treatment for backside of installed walls at your booth, especially if the walls are made of wood. In case that you arrange your booth installation with Kogeisha or that the walls are of system panels, there would be of no matter.

- (2) [Creator's Village Type A]
Size: 1 booth = 4.5 square meters (3m \times 1.5m)

The organizer provides back panel (W0.9m \times H2.4m), carpet, 2 spot lights, company name board to Type A exhibitors. Type A exhibitors can not install additional wall panels.

* All exhibitors are required to submit Form 2 〈General Application〉 (P.15).

- (3) Displaying or decorating of booths can be done only inside booths. Aisles or other areas cannot be used.
- (4) A package booth is an economical and convenient way to display products. Exhibitors wishing to rent a package booth should see the enclosed catalogue from Kogeisha. Please contact Kogeisha (Fax: +81-3-5684-7336) directly to make an order.

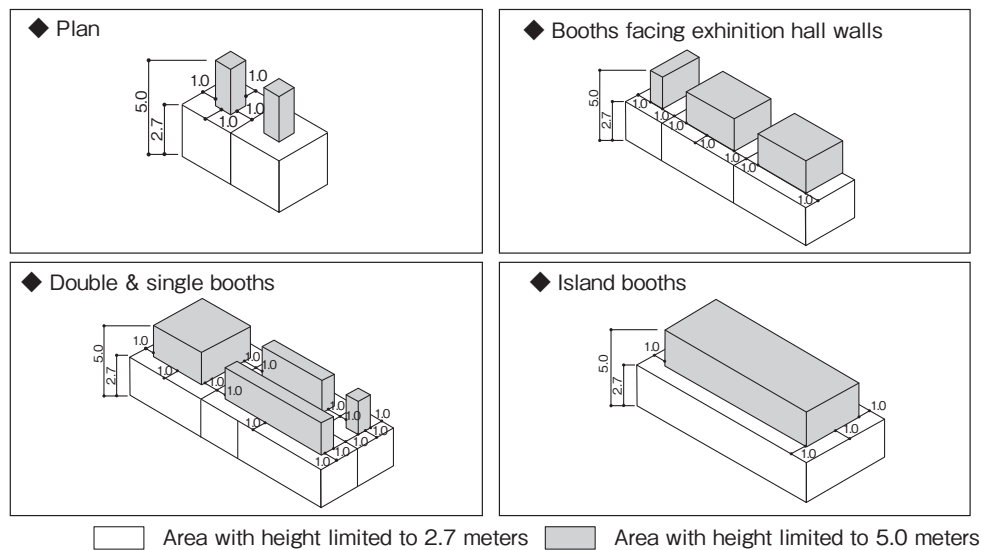
《Attention》

The name of booth types have been changed as follows from this fair.

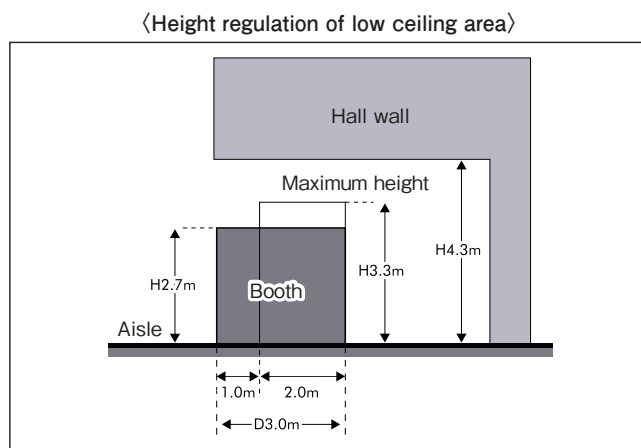
(Ex) piste	\rightarrow	(New) Type A
décollage 6 m ²	\rightarrow	Type C
décollage 9 m ²	\rightarrow	Type D
survol	\rightarrow	Type E

3. Height limitation of booth decoration

- (1) Height limitation for adjoining walls, exhibits (including ballons, flags etc) and display: 2.7m.
Maximum height of exhibits within one's own booth: 5.0m, provided setback is at least 1.0m from the booth's boundary line of all side. Exhibitors, who plan to have exhibits/display exceeding 5.0m in height, should submit design drawings of elevation and plain view to the Secretariat by fax (+81-3-3292-1813).
- (2) If one side of a booth faces to walls of the exhibition hall, the height limitation for that side is 5.0m without setback.
- (3) For island booths
Exhibitors must observe the 1.0m setback from all the sides.
※ *Exhibitors may be asked to install fire prevention equipment.*



- (4) Maximum height of exhibits and displays for Creator's Village Type A exhibitors is 2.7m, although the height of back panel the organizer installs is 2.4m.
- (5) Booths in the low ceiling area
The maximum height should be lower than 3.3m, provided setback is at least 1.0m.
The relevant exhibitors are to be notified on receipt of JFW-IFF/TERROIR floorplan around early June.



- (6) In case exhibits or decorations are taller than 2.7m, drawings must be submitted to the Secretariat in advance.

4. Anchor bolts

If anchor bolts construction is needed, please contact the Secretariat in advance.

5. Limitations on wall enclosures of booth on aisle sides

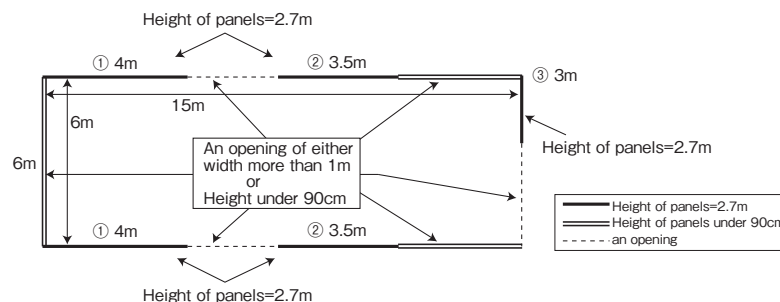
(* For more than 2 booths exhibitors only)

Exhibitors of 4 booths or more who plan to make wall construction around their booth are required to submit the layout plan to the Secretariat in advance.

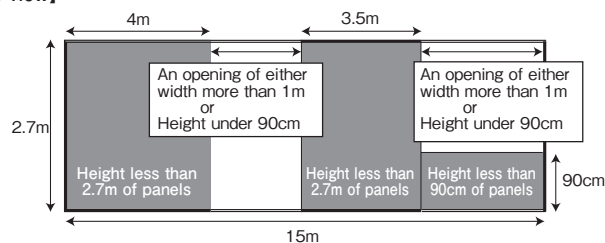
- (1) For making the view inside of the exhibition hall clear, the rules stated hereinafter should be followed by all exhibitors having more than two booths. (frontage is over 6.0m)
Should a relevant exhibitor wish to install a panel of 90cm high or more on the aisle side, the panel(s) cannot exceed 50% in length of the frontage.
- (2) No panel can exceed 4.0m in length, and an opening more than 1.0m must be provided between panels, or the height of the panels must be under 90cm.
* However, if panels are made of clear material like glass, treated for fire prevention, those can exceed 4.0m in length and 2.7m in height. For more detail, please contact the Secretariat.
- (3) An exhibitor, having more than 4 booths and wishing to install panels surrounding the booth(s), must have more than two openings.
- (4) It is possible to install panels without following above rules, in case the side is facing the venue wall.
- (5) Please do not interfere with displays across the aisle for smooth visitor traffic line.

[Example] In case of 10 (2×5) booths

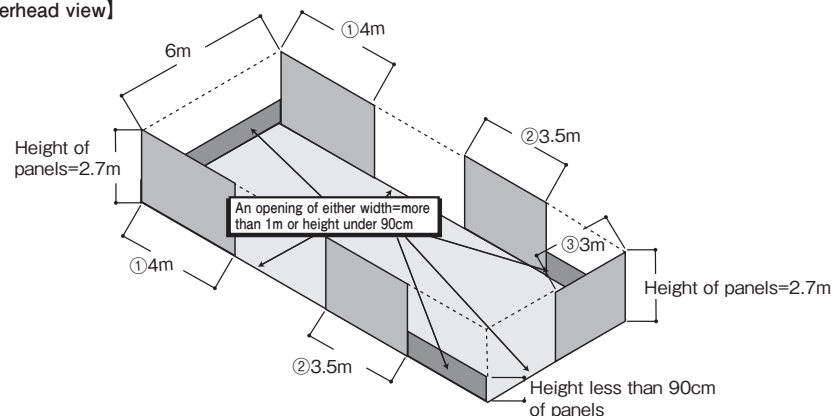
[A plan view] The length of panels (height=2.7m):
 $15\text{m} \times 50\% = 7.5\text{m}$ (①+②)
 $6\text{m} \times 50\% = 3\text{m}$ (③)



[A side of view]



[Overhead view]



6. Weight limitations and restrictions for heavy exhibits

In case the weight of one exhibit is over 500kg, please contact the Secretariat and submit the drawing in advance.

7. Prohibition of ceiling construction & two-story booths

In case the ceiling construction or a two-story booth is planned, please contact the Secretariat and submit the drawing in advance.

8. Fire prevention measures

- (1) All planks, plywood, printed panels and the like used in the exhibition area must be of material treated for fire prevention.
- (2) For flammable objects such as display stands, flags, curtains, cloth, paper or carpeting, be sure to use materials which have been factory treated for fire resistance. Items merely sprayed with fire preventive chemicals on-site will not be accepted.
Thin cloth or paper which completely covers fire-resistant panels boards will be regarded as part of the panels. Thick cloth, pleated paper, tacks, or staples will not be regarded as such and must be fireproof. Items must bear a 'Fire prevention label' issued by Fire and Disaster Management Agency considered fireproof.
- (3) Among oil-based items such as styrofoam, plastic flowers or urethane or easily flammable manmade fibers, items which will not absorb fire extinguishing fluid, cannot be used.
- (4) Facilities or structures for exhibits that accommodate visitors should be structured with consideration given to strength, so that there is no chance of their falling or toppling.
- (5) Never place obstructions near fire prevention equipment. In particular, do not cover fire hydrants, fire alarm buttons or smoke vents with decorations or the like.
- (6) Exhibitors must observe the instructions of the fire prevention manager designated by the Secretariat.
- (7) Fire authorities will make inspections on a move-in date and/or and during the fair.

3. General Management

1. Exhibitors badges

The Secretariat will provide exhibitors badges at the on-site secretariat office during the move-in period (July 14 & 15, 2008). Three badges per booth will be given to each exhibitor. If more are required, they will be provided upon request. These badges will be used as the only means to control entry into the site before the opening and after the closing of the exhibition. We ask that each exhibitor keeps and manages the number of their badges so that they may never be passed into suspicious persons. Also, please do not throw away unused badges in a trash can.

2. Exhibition qualification

- (1) Exhibiting products or services should be fit the aims of the fair as established by the organizer. The organizer has the right to decide whether exhibiting products or items are appropriate for display.
- (2) Exhibitors may not transfer or loan to another company some or all of the booth(s) they have been allotted by contract without the organizer's permission.

3. Exhibiting rules

- (1) Exhibitors must undertake decoration and display work in accordance with regulations stated on this manual.
- (2) Exhibitors must display their exhibits in a way that will not interfere with other exhibitors.
- (3) Aside from the specifications herein, exhibitors must ensure that their decorations, displays and demonstrations do not interfere with those of neighboring booths.
- (4) Products on a parallel import basis shall not be exhibited.

4. Safety & fire prevention

- (1) Exhibitors must closely observe all fire prevention and safety rules in effect at Tokyo Big Sight.
- (2) The Secretariat may demand that an exhibitor use certain accident-preventive measures, or limit or stop activities entirely, if a safety hazard is found.

5. Responsibility for damages

The organizer assumes no responsibility for damage or injury caused to persons or property by an exhibitor, their employees or related personnel using the booths regardless of cause.

6. Protection of exhibits

- (1) Protection of exhibits in booths is the duty of each exhibitor. The Secretariat assumes no responsibility for compensation owing to natural disasters or other unforeseeable events (theft, loss, fire, etc).
- (2) Exhibitors must take appropriate measures to protect their displays either while in transit or during the exhibition taking out insurance if deemed necessary.
- (3) When an exhibitor, its employees or agents are responsible for damaging the exhibition site structures or facilities through carelessness or for any other reasons, the organizer shall assume no responsibility.
- (4) The organizer will not be responsible for accidental misprints or omissions in the official catalogue, signs or other promotional materials.

7. Accident prevention & responsibility

- (1) Exhibitors should take measures to prevent accidents when transporting, exhibiting, demonstrating and removing their displays.
- (2) Accidents or damages resulting from the actions of an exhibitor shall be the responsibility of the said exhibitor.

8. Cancellation of JFW-IFF/TERROIR

The organizer may postpone or cancel the Exhibition because of natural disasters such as an earthquake, fire, etc., or any causes beyond its control. If the Exhibition is cancelled, the Exhibition Fee will be refunded to each exhibitor after deducting the necessary costs therefrom. Other than such refund, the organizer will not compensate for any expenses incurred by exhibitors.

9. Supervision of exhibited products, theft, insurance

- (1) The Secretariat will provide security personnel and take all possible measures to ensure safe supervision of the exhibition site. However, with many visitors entering and leaving all the time throughout the show period, these guards cannot watch out for all exhibits at all times. At the close of each day, exhibitors should take precautions such as putting protective covers on displays and other ways securing them.
- (2) The Secretariat takes no responsibility for natural disasters, theft, loss or other damages. Exhibitors are advised to insure their displays for the time of the fair and always have security personnel in their booths.
- (3) Should an accident occur, please contact the Secretariat immediately. Exhibitors are responsible for the supervision of their booths.
- (4) Since the organizers is not insured for exhibitor's displays, exhibitors would do well to take out their own insurance. In the event of an accident, the organizer will not be held liable.

10. Responsibility for materials left behind

If materials, rubbish or the like is left in a booth, on the aisles or outside after move-out, the exhibitor responsible will be billed for them.

11. Booth demonstrations

- (1) Holding demonstrations within one's booth are prohibited unless the Secretariat approves in advance. Terms for securing permission are:
 - Having more than four booths.
 - Having enough space in their booths to demonstrate.
 - Having enough space in their booths to have audiences within.
 - In case the Secretariat can confirm that it will not interfere with neighboring exhibitors and obstruct the passage at aisle.If exhibitors wish to have booth demonstrations, please contact the Secretariat in advance. Submitting booth plans to the Secretariat is required within.
- (2) Should speakers, CD players, etc. be used in demonstration, be sure to face them inward so that they do not annoy neighboring exhibitors as stated in general regulations. If neighboring exhibitors complain about the proceedings or its noise, the Secretariat will order the exhibitor at fault to lower the volume and the said exhibitor must comply. Demonstrations with live music at the booth is prohibited by the organizer.
- (3) Please note that if a demonstration is held without the Secretariat's permission, it shall be suspended immediately.

12. Sign

It is prohibited to post displays or signboards reading as bellow.

〈For All Exhibitors〉

“Every Item For ¥●●●” or “All On Sale”

〈For JFW-IFF regular zone / Creator’s Village / TERROIR Exhibitors〉

“Available For OEM Orders”

13. Smoking policy

According to the local fire ordinances, smoking is prohibited in the main exhibition site except at designated smoking areas.

14. Storing space

The Secretariat will provide storing space for exhibitors. But please note that space will be limited and shared by all exhibitors. The Secretariat will not be accountable for any loss, theft or accidents occurred in the storing space.

15. Spot sales

No exhibitor without permission by the organizer beforehand is allowed to make spot sales during the fair in the hall.

16. Food and drink in exhibition booth

If you wish to serve food and drink to visitors, application to the Public Health Center will be required. Please contact the Secretariat in advance.

17. Observance of the rules

The organizer may change regulations in case of some inevitable reasons. Exhibitor shall deem a series of regulations set forth by the organizer.

18. Photography

-By Exhibitors

Filming, photographing, and/or any act of reproduction of booths other than one's own are strictly prohibited.

-By Visitors

Filming, photographing, and/or any act of reproduction of booths by visitors are strictly prohibited.

For the purpose of Intellectual Property Rights protection, the Secretariat undertakes such protective measures as patrolling by security personnel, installation of warning signs, and PA announcement to prevent the inconvenience from such act as filming, photographing, and/or any other reproductive deeds.

The Secretariat requests all the exhibitors for your kind cooperation, to raise awareness on the above matter. Please give a warning upon finding visitors engaged in said reproductive act.

-By Press and the Secretariat

Press personnel and Secretariat staff with "Photographer" arm badge will be photographing at the venue, for the purpose of reportorial assignment and data collection for the future exhibition.

We ask you for your kind cooperation and understanding.

4. Policy for security on site and management of exhibits in booths

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All possible measures will be taken by the Secretariat to secure the fair site from suspicious persons, by the placement of security personnel at the main entrances at all the times during the fair and making regular patrol in the site. However, as for exhibits, it is quite difficult in reality for the Secretariat to manage them owing to the nature of the matter. Therefore, in principle, exhibitors are asked to take their own precautions for managing exhibits within their booth and protecting them against theft, etc.

As measures to protect exhibits against theft, etc. the followings are recommended. Please make preparations for them when it is deemed necessary.

1. Arrangement for security personnel exclusively engaged

Exhibitors who require security personnel during the extended hours beyond the fair are to send "FORM 6" (see P.43) by FAX.

2. General property insurance

In case high-priced exhibits are brought in, it is recommended to insure them by general property insurance.

3. Installation of crime prevention goods

Shoplifting prevention goods, used by shops, may be useful to prevent theft, depending on exhibits.

Also, nylon price tags will be provided free of charge by the Secretariat. Exhibitors wishing to use these should contact the Secretariat on site.

4. Installation of a stock room with a lock in the booth

Exhibitors wishing to install this should apply using the order form for "Booth Display & Rental Items". All keys should be managed by the exhibitors concerned.

5. Applications

1. Electrical Service [FORM 3] (*Submission required)

FORM 3 (ELECTRICAL SERVICE ORDER FORM) must be submitted by all exhibitors even if electricity supply is not needed.

Exhibitors who need electrical service should order by FORM 3 to Nakanishi Denki Co., Ltd.

Please note that the application made after this deadline or on site will not be accepted.

Only Nakanishi Denki Co., Ltd. is authorized to do this wiring.

Power outlets can be ordered to Kogeisha by a designated form in a seperated catalogue.

- (1) Nakanishi Denki Co., Ltd., provides wiring for primary electrical service to booths and install one cover switch per booth, even for more than two booths. Be sure to clearly indicate on FORM 3 where the cover switch is to be located.

<Primal Electric Installation Fee>

Cost list (per 1kW)

Type	Fee (@1kW/usage charges and tax included)
Single-phase 100V	JPY 11,970
Single-phase 200V	JPY 13,650
Three-phase 200V	JPY 13,650

Example: In case of applying for 100V 2.3kW → 3kW (round up to nearest whole number)
@ JPY 11,970 × 3kW=JPY 35,910 (Consumption tax included)

- (2) Wiring from the primary electrical supply to any location within the booth (second wiring) will be the responsibility for the exhibitor. The Secretariat's appointed contractor, Nakanishi Denki is also available to provide second wiring service. Please contact them for further information.
- (3) Electrical supply will be provided from 11:00 on July 15 (Tue.) to 17:15 on July 18 (Fri.). Please contact the Secretariat or Nakanishi Denki Co., Ltd. if required electricity supply other than these hours.
- (4) Please turn off the breaker switch in your booth at the end of each show date.
- (5) If 24-hour electrical supply is needed, be sure to state the request on the FORM 3 to Nakanishi Denki Co., Ltd.
- (6) In the event of trouble or a problem, be sure to contact to the Secretariat immediately.

For further information
NAKANISHI DENKI CO., LTD.
2-2-14, Hiranomachi,
Chuo-ku, Osaka 541-0046
Fax: +81-6-6229-0989
e-mail: m-naka@nakanishidenki.co.jp
Attn.: Nakanishi (Mr.) Sugano (Mr.)

Date:

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2. Telephone & Internet Service [FORM 4] (*Submission by desired exhibitors)

(1) Temporary telephone (analog line)

To apply for a temporary telephone with analog line installed in your booth, please make an order by submitting FORM4 <Temporary Telephone and Internet Lines Order Form> to KISSEI COMTEC Co., Ltd. by June 20 (Fri.).

Installation fee : JPY15,750 per line (*tax included)

*Call charge maximum to JPY 5,000 is included in the above fee.

- For call charge over JPY5,000, the balance amount will be charged after the exhibition.
- In case the telephone machine was broken or lost, a compensation fee should be claimed on the said exhibitor.

(2) Internet network (ADSL line)

For application of Internet line service, please submit the FORM4 <Temporary Telephone and Internet Lines Order Form> for order to KISSEI COMTEC Co., Ltd. by June 20 (Fri.).

Installation fee : JPY52,500 per line (*tax included)

*Following supply is included in the above fee: rental ADSL modem, router (already set), router setting charge, provided setting.

- This provides "FLET'S ADSL" line of your exclusive possession with "Best Effort" style service. Speed of internet connection circuit is not guaranteed.
- IP address is allotted in automatically by router.
- LAN cables and adapters should be prepared by exhibitors themselves.
- If required of connecting with 5 PCs or more, please prepare switching hubs by yourselves.

Should you need higher-speed internet access than ADSL, please contact KISSEI COMTEC by June 13(Fri.).

Upon receipt of your order, the invoice will be sent from KISSEI COMTEC. Please make the payment arrangement by the designated date on the invoice though bank transferring or by credit card (VISA or MasterCard only).

<p>PC Rental Service Division KISSEI COMTEC Co., Ltd. Attn: YAMAGUCHI (Mr.) Tel: +81-3-5977-3851 Fax: +81-3-5319-3227 Email: senken@network.kcrent.jp</p>

FORM 4	Temporary Telephone & Internet Lines Order Form	DEADLINE : June 20 (Fri.)
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Send this form to	KISSEI COMTEC Co., Ltd. PC Rental Services Division 3F Nittsu Bldg., 3-4-2, Ohtsuka, Bunkyo-ku, Tokyo 112-0012 Japan Fax: +81-3-5319-3227 Email: senken@network.kcrent.jp
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Please check the name of exhibition you participate in	<input type="checkbox"/> JFW-IFF	<input type="checkbox"/> TERROIR
--	----------------------------------	----------------------------------

Company			Booth No.	
Address				
Division				
Contact	Mr./Ms.	Email		
Tel		Fax		

※ If you did not know your booth No., please leave it blank.

We hereby apply for a network communication setting stated as follows:

	Setting Fee	Number of Line	Total (Incl. tax)
Temporary Telephone	JPY 15,750/ per line		JPY
Internet Network	JPY 52,500/ per line		JPY

■ Placement of Phone Line

The name of adjoining exhibitor ()										The name of adjoining exhibitor ()
Booth No. ()										Booth No. ()

*Indicate the aisle side and names of your adjoining exhibitors.

Signature : _____

Date : _____

3. Shipping Guidelines

(1) Introduction

1. Any person wishing to import goods must declare them (foreign goods) to the respective customs office, and obtain an official permit after necessary inspection of the goods concerned and payment of customs duty and import consumption tax (both national and local), when applicable.
In any cases, exhibitors are subject to adhere to the Customs Law in Japan, otherwise the goods are not to be permitted to import to Japan.
Please refer the website of Japan Customs for detailed information.
http://www.customs.go.jp/index_e.htm
2. In order to insure smooth handling and in-time delivery of exhibit items from overseas before the fair opening, exhibitors are required to properly arrange for air and/or sea shipment and make customs clearance at their own responsibility and cost.
Please note that the venue of JFW-IFF/TERROIR is not designated as a bonded display area.
3. For smooth and quick clearance of customs at less cost, we would recommend overseas exhibitors to apply for ATA CARNET in advance for exhibit goods which are intended only for display purpose, under the following conditions on your application.

Required conditions:

- A. Any sales activities in Japan, including during JFW-IFF/TERROIR show period, are prohibited.
- B. ALL the items applied in ATA CARNET must be re-exported to the original country of export.
- C. Proper documentation should be completed by exhibitors themselves for customs clearance, such as an original ATA-CARNET note or commercial invoice, packing list, and other necessary documents.

For details, you are requested to obtain necessary information at your local chamber of commerce prior to your application.

(2) Freight Handling Service

Schenker-Seino Co., Ltd. offers the following charged services, for exhibitors requiring cargo to and from Japan:

1. To receive all cargo from free arrival airport or seaport in Japan
2. To complete necessary clearance procedures
3. To deliver cargo to exhibitor's booth at the fair site
4. To return cargo to the airport or seaport of origin country or any other countries at the end of the fair

Please note that all exhibition cargo must arrive no later than the following deadlines:

- By Airfreight shipments: 08 July, 2008 at Tokyo / Narita Airport
By Seafreight shipments: 01 July, 2008 at Tokyo Port

For exhibitors requiring cargo forwarding services to and from Japan, please contact to Schenker-Seino Co., Ltd. by middle of June, 2008

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SCHENKER-SEINO Co., Ltd., will receive all cargo from free arrival airport or seaport in Japan, complete customs clearance procedures and deliver cargo to exhibitor's booth at the fair site. Similarly at the end of the fair, SCHENKER-SEINO will return cargo to FOB airport or seaport.

The venue of this exhibition will not be designated as a bonded display area.

For further information, please contact the following:

SCHENKER-SEINO Co., Ltd.

Tennoz Central Tower 15F,
2-2-24, Higashi-Shinagawa, Shinagawa-ku,
Tokyo 140-0002 Japan

Contact: Yachiyo Takano (Ms.)

Fairs & Events

Tel: + 81-3-5769-7380

Fax: + 81-3-5769-7381

e-mail: yachiyo.takano@schenker-seino.co.jp

4. Booth Cleaning

Please contact the Secretariat by June 20(Fri.) to order.

Service fee is JPY840(*tax incl.) per booth/day.

5. Hotel Information [FORM 5] (*Submission by desired exhibitors)

(1) Hotel accommodations

JFW-IFF/TERROIR has reserved rooms near the site for participants during the exhibition. It is recommended that hotel reservations be received by JTB Global Marketing & Travel (JTB GMT) as soon as possible to ensure room availability. Late applications are subject to availability.

Available dates: July 13 - July 19, 2008

Area (Access to venue)	Name of Hotel	Single with bath	Twin with bath
Kokusai-Tenjijyo (3 min. on foot)	Tokyo Bay Ariake Washington Hotel 3-1-28 Ariake, Koto-ku, Tokyo 135-0063 Tel : 81-3-5564-0111	¥ 12,300 (14.5 m ²) (With Breakfast)	¥ 20,200 (21.5 m ²) (With Breakfast)
Daiba (8 min. by Yurikamome line)	Hotel Nikko Tokyo 1-9-1 Daiba, Minato-ku, Tokyo 135-8625 Tel : 81-3-5500-5500	¥ 25,610 (33 m ²)	¥ 30,230 (33 m ²)
Daiba (8 min. by Yurikamome line)	Le Meridien Grand Pacific Tokyo 2-6-1 Daiba, Minato-ku, Tokyo 135-8701 Tel : 81-3-5500-6711	¥ 20,990 (30 m ²)	¥ 23,300 (33 m ²)
Shiodome (21 min. by Yurikamome line)	Park Hotel Tokyo 1-7-1 Higashi-Shimbashi, Minato-ku, Tokyo 105-7227 Tel : 81-3-6252-1111	¥ 16,947 (19 m ²)	¥ 20,790 (22 m ²)
Shinagawa Seaside (7 min. by Rinkai line)	Hotel Sunroute Shinagawa Seaside 4-12-8 Higashi-Shinagawa, Shinagawa-ku Tokyo 140-0002 Tel : 81-3-6716-0011	¥ 11,440 (16.6 m ²)	¥ 17,850 (21.5 m ²)
Harumi (20 min. by shuttle bus)	Harumi Grand Hotel 3-8-1 Harumi, Chuo-ku, Tokyo 104-0053 Tel : 81-3-3533-7111	¥ 9,240 (21 m ²) (With Breakfast)	¥ 12,600 (21 m ²) (With Breakfast)
Oimachi (15 min. by Rinkai line)	Hotel Amista Ohi 1-35-2 Oi, Shinagawa-ku, Tokyo 140-0014 Tel : 81-3-3777-5711	¥ 7,980 (10 m ²)	
Kiba (30 min. by Keiyou line, Rinkai line)	Day Nice Hotel Tokyo 2-1-1 Kiba, Koto-ku, Tokyo 135-0042 Tel : 81-3-3642-0011	¥ 7,350 (13 m ²)	¥ 13,650 (16.5 m ²)

※ Note) In case of full booking, we will suggest you other same class hotels.

※ Hotel Grand Pacific Meridian will change its name to Hotel Grand Pacific LE DAIBA on and after June 1st 2008.

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(2) Reservation and payment

- a) For hotel reservation, please complete FORM 5 〈Hotel Reservation & Payment〉 and send it by Fax to JTB GMT no later than June 20 (Fri.), 2008.
- b) Application must accompany a deposit for the total amount in Japanese Yen. Payment should be in the form of one of the following credit cards:
MASTERCARD / DINERS CLUB / VISA / AMERICAN EXPRESS
Please ensure that the Application Form is undersigned by the cardholder.
- c) JTB GMT will charge the amount of the deposit to the credit card within one week after receiving the application form, and will send a written confirmation of hotel reservation.

(3) Cancellation charge

To cancel or to change a booking, please fax a written notification to JTB GMT.
The following cancellation fees will be deducted before refunding.

Up to 10 days before the first night of stay	None
9-2 days before	10% of one night charge
1 day before	20% of one night charge
On the day of arrival	80% of one night charge
No notice given	100% of one night charge

OFFICIAL TRAVEL AGENT

JTB Global Marketing & Travel

2-3-11, Higashi-Shinagawa,
Shinagawa-ku, Tokyo 140-8604, Japan

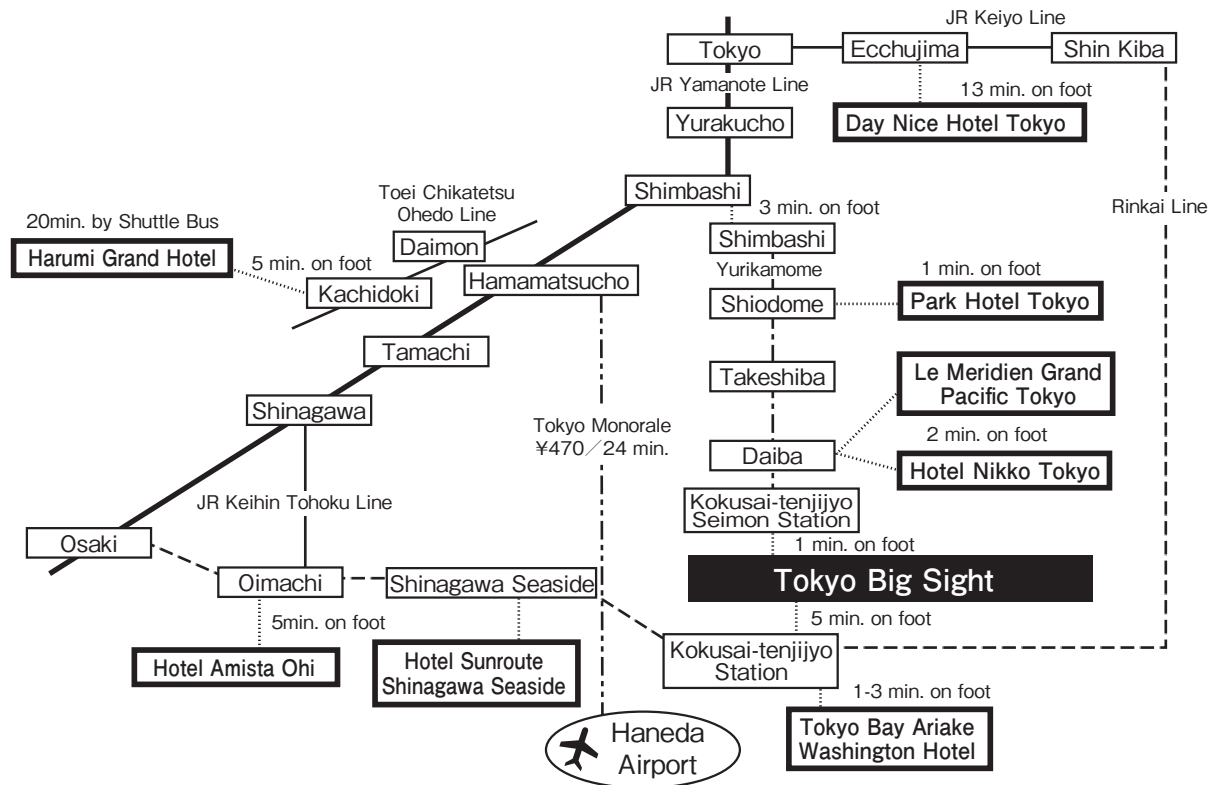
Attn.: JFW-IFF/TERROIR Desk

(Office Hours: 9:30-17:30 (Mon.-Fri.), closed on Sat.Sun.&Holidays)

Tel: +81-3-5796-5445 Fax: +81-3-5495-0685

E-mail: senken@jtb.jp

(4) Access to Tokyo Big Sight



As of April 2008

※ Hotel Grand Pacific Meridian will change its name to Hotel Grand Pacific LE DAIBA on and after June 1st 2008.

FORM 5	Hotel Reservation & Payment	DEADLINE : June 20 (Fri.)
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Send this form to	JTB Global Marketing & Travel Attn.: JFW-IFF/TERROIR DESK Fax: +81-3-5495-0685
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Company		Booth No.	
Address			
Division			
Contact	Mr./Ms.	Email	
Tel		Fax	

※ If you did not know your booth No., please leave it blank.

〈HOTEL〉

HOTEL NAME 1st choice : _____
2nd choice : _____

〈ROOMING〉

Name	Name of 2nd person (For twin rooms only)	Check-in	Check-out	night(s)	Room type
MR. MS.	MR. MS.				Single / Twin
MR. MS.	MR. MS.				Single / Twin
MR. MS.	MR. MS.				Single / Twin
MR. MS.	MR. MS.				Single / Twin

※ Please indicate accompany person for twin room.

〈PAYMENT〉

Single: room(s) _____ × _____ night(s)	Twin: room(s) _____ × _____ night(s)
Total Amount (incl. Tax & Service) ¥ _____	

☐ I agree to pay the amount in Japanese Yen by credit card.

Credit Card : <input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> AMEX	
Card Number :	Expiration Date : _____ <small>(yy,mm)</small>
Card Holder's Name :	Authorized Signature :

★ Please note we charge the total amount for your accommodation to your credit card within one week after we receive this form.

※ Please send the Application Form with copy of your credit card (both sides) by facsimile.

※ In case of cancellation, written notification should be sent to JTB GMT.

※ After receiving your application with authorized signature, JTB GMT will send you Confirmation for Hotel Accommodation.

6. In-booth Security [FORM 6] (*Submission by desired exhibitors)

(1) Application for security

Applications for security in the booth during move-in and out as well as the exhibition period should be made to the Secretariat by June 20 (Fri.), using FORM 6 (In-booth Security Order Form).

(2) Time of security service

Security personnel to be stationed in the booth will be arranged based on the time zones as day duty from 9:00 to 18:00 and as night duty from 18:00 to 9:00 of next morning. For details of security time, please make inquiry to the Secretariat.

(3) Fees

Day duty: 9:00 - 18:00	¥24,948 per person per day
Night duty: 18:00 - 9:00 of next morning	¥41,580 per person per day

(5% Consumption tax included)

- * The number of personnel to apply should include the number of staff for relief in addition to the number of personnel to be actually arranged.
- * Please note that day duty and night duty differ in the fee and the number of staff for relief to be arranged.
- * Lunch fee for personnel will be charged.

* Example for Day Duty

No. of location(s) for security personnel to be arranged	No. of relief	Total of security personnel	Amount
1	1	2	¥49,896
2	1	3	¥74,844
3	2	5	¥124,740

(5% Consumption tax included)

* Example for Night Duty

No. of location(s) for security personnel to be arranged	No. of relief	Total of security personnel	Amount
1	1	2	¥83,160
2	2	4	¥166,320
3	3	6	¥249,480

(5% Consumption tax included)

- * We may occasionally conduct examination for security according to booth space and subject of security.

Secretariat of JFW-IFF/TERROIR

Sumitomo Corp. Jimbocho Bldg. 5F

3-24 Kandanishiki-Cho, Chiyoda-Ku, Tokyo 101-8449, Japan

Tel: +81-3-3219-3566 Fax: +81-3-3292-1813

iffmail@ics-inc.co.jp

terroir@ics-inc.co.jp

FORM 6	In-booth Security Order Form	DEADLINE : June 20 (Fri.)
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Send this form to	Secretariat of JFW-IFF/TERROIR Sumitomo Corp. Jimbocho Bldg. 5F 3-24 Kandanishiki-Cho, Chiyoda-Ku, Tokyo 101-8449, Japan Fax: +81-3-3292-1813
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Please check the name of exhibition you participate in	<input type="checkbox"/> JFW-IFF	<input type="checkbox"/> TERROIR
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Company		Booth No.	
Address			
Division			
Contact	Mr./Ms.	Email	
Tel		Fax	

※ If you did not know your booth No., please leave it blank.

The number of personnel to apply for should include the number of staff for relief in addition to the number of personnel to be actually arranged.

Please note that day duty and night duty differ in the number of staff for relief to be arranged.

Lunch fee for personnel will be charged.

(1) Day Duty

■ We hereby make applications for security in our booth as follows.

() location(s) + () relief = total ()

☐ July 14 (9:00-18:00) ☐ July 15 (9:00-18:00) ☐ July 16 (9:00-18:00)

☐ July 17 (9:00-18:00) ☐ July 18 (9:00-18:00)

No. of location(s) for security personnel to be arranged	No. of relief	Total of security personnel	Amount
1	1	2	¥49,896
2	1	3	¥74,844
3	2	5	¥124,740

(5% Consumption tax included)

(2) Night Duty

■ We hereby make applications for security in our booth as follows.

() location(s) + () relief = total ()

☐ July 14 (18:00-9:00) ☐ July 15 (18:00-9:00) ☐ July 16 (18:00-9:00)

☐ July 17 (18:00-9:00)

No. of location(s) for security personnel to be arranged	No. of relief	Total of security personnel	Amount
1	1	2	¥83,160
2	1	4	¥166,320
3	2	5	¥249,480

(5% Consumption tax included)

■ Please describe the subject for security.

--

Signature : _____





















Date : _____



<http://www.bigsight.jp/english/general/access/index.html>

About 20 min. From Tokyo Station
About 15 min. From Haneda Airport
About 50 min. From Narita Airport

7. Service Facilities

	Information [Entrance Hall]	Various services including information about site facilities, events and traffic conditions. Wheelchairs are also lent out here.
	Public Telephones	Several locations throughout the center
	International Telephones	
	Toilets for the handicapped	Several locations throughout the center
	Wheelchair Lending Service [Entrance Hall]	There is free lending of wheelchairs at the Information Counter.
	Domestic FAX and black-and-white copy service (charge)	Business Center (Entrance Hall) Convenience Store (am/pm / FamilyMart)
	International FAX and color copy service (charge)	Business Center (Entrance Hall) Big Sight Services Corp. (Conference Tower 1F)
	Coin Lockers Small: ¥300/day Medium: ¥400/day Large: ¥500/day Extra Large: ¥600/day	
	Missing children and lost & found	Ask at the Information Counter and organizers' offices.
	Baby Changing Rooms Baby Room	Baby changing tables are located next to the toilets throughout the center. An area for nursing babies is located in the Entrance Hall (on the side of the green sphere).
	ATM	ATM (Automatic Transaction Machines) of Mizuho Bank and Bank of Tokyo-Mitsubishi UFJ and Japan Post Bank are located in the Entrance Hall.
	Currency Exchange	Conversion from US dollars into Japanese Yen is available at Business Center on weekdays. We do not accept Traveler's Checks
	Domestic and Overseas Package Delivery	Delivery Corner of Business Center (Entrance Hall)
	Mailbox	In front of Corner Terminal, Conference Tower 1F
	DPE Photo Services	Convenience Store (am/pm / FamilyMart)
	Vending Machines	Numerous locations throughout the center (soft drinks, disposable cameras, cigarettes, etc.)
	Postage Stamps Revenue Stamps	Convenience Store (am/pm / FamilyMart)
	Umbrella Stand	Conference Tower 1F Entrance
	Smoking Areas	Smoking is permitted in designated areas only! We request visitors to smoke in the rest areas provided with ashtrays or in the designated smoking areas.
	Post office, Bank Cashing Service Pharmacy Book Shop	Located in the Tokyo Fashion Town Building (Wanza Ariake). One minute walk from Kokusai-tenjiro Seimon Station. The bank is the Mizuho Bank (no currency exchange).

Restaurants

A complete range of menus, from light snacks to full-course gourmet meals

Location	Restaurant Name	Seating Capacity	Menu
Conference Tower	1 F Cafe-Restaurant New Tokyo	350	Japanese, Western and Oriental cuisine
	2 F Italian Bar & Cafe MAR	Store 74 Terrace 114	Italian food
	8 F Restaurant TREVI	70	Italian food
Restaurant Avenue	Cafeteria Corner House	260	Japanese, Western and Chinese cuisine noodle dishes
	1 F Ramen Noodle Restaurant Daikei	150	Japanese, Western and Chinese noodle and rice dishes
	Hibiya Matsumoto	160	Western food
	Cafeteria Mermaid	120	Western and Japanese cuisine
East Exhibition Hall	"Tendon-ya" Top Light	170	Tendon (rice with tempura fried fish)
	Royal Cafeteria	130	Mainly Western
	2 F Cafeteria Voir	200	Japanese and Western cuisine, noodle dishes
	Curry Kingdom	160	Dishes with an Oriental flavor
	3 F Le Parc	200	Casual Chinese

Even at congested times, restaurants in the Restaurant Lane in The Tower Building are relatively uncrowded. Some restaurants may be closed to the public due to the event conditions.

Lounge

A lounge where you can unwind between business meetings and tours

Location	Restaurant Name	Seating Capacity	Menu
Conference Tower	2 F Crystal Lounge	260	Coffee, Juice, beer, snacks, etc.
	8 F Observatory Lounge	52	Coffee, Juice, beer, cake, etc.
West Hall	2 F Atrium Lounge	160	Coffee, Juice, beer, snacks, etc.

Some restaurants may be closed to the public due to the event conditions.

● For information on shops, vending machines (beverages, cigarettes, disposable cameras, etc.), prepaid card sales, coin lockers, public telephones, and other services :

Contact : Big Sight Services Corporation

Tel: +81-3-5530-1234

Fax: +81-3-5530-1235

PR Board Sample

4 PR Boards in total will be installed as a tool of exhibitor's promotion to visitors at.

- ・Atrium of West Hall on the 1st floor (2 places)
- ・Entrance of West Hall 4 on the 4th floor (2 places)

For details, please see P.9 in the Exhibitor manual.

You can put a pocket to enclose company name cards, company brochures or product catalogues on the PR Board. Prepared by exhibitors themselves if desired. Heavy paper can be applied if you wish. (Plywood is not acceptable.)

<Sample-1>

※Size : A4 landscape

Import selection
TERROIR
JFW INTERNATIONAL FASHION FAIR

Exhibitor's Name(出展者名) _____
Booth No. _____

Company Information / PR etc.
会社案内・PR等

Postcard / original card size Pocket
ポストカード/オリジナルカード サイズ ポケット

Namecard size Pocket
名刺サイズ ポケット

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<Sample-2>

Import selection
TERROIR
JFW INTERNATIONAL FASHION FAIR

Exhibitor's Name(出展者名) : _____
Booth No. : _____

booklet etc.
冊子 等

Company Information / PR etc.
会社案内・PR等

JFW-IFF/TERROIR事務局発行 Secretariat of JFW-IFF/TERROIR

Exhibitor's Name(出展者名) : _____
Booth No. : _____

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