

Exhibitor Manual and Order Forms

Open Days: Saturday July 11, 2020 - Tuesday July 14, 2020

Venue: Nagoya Congress Center

Submission Deadline: 29 May (Friday), 2020

Payment Deadline: 5 June (Friday), 2020

All enquiries to: isek2020@sakurain.co.jp



Welcome to all exhibitors to ISEK 2020 in NAGOYA this year.

Sakura International is pleased to have been selected as the official service contractor for this exhibition. We will be responsible for setting up the exhibit hall, supplying utilities, building shell scheme booths, producing graphics and arranging optional furnishings/services.

This is the exhibitor manual for those who intending to exhibit at this show. We request that you read this carefully as this gives important information on the preshow and onsite schedule, how your booth will look and how to order additional furnishings for your booth.

In order to make the most of this event we recommend you follow the instructions here for ordering and submit your applications by the deadline. This will ensure that the setup proceeds smoothly and you get all the required services.

Note there is a 3-tiered pricing system so we encourage exhibitors to order early to take advantage of the discount pricing.

All correspondence with regards to the exhibition should be directed to Sakura International. For other enquiries please refer to the contact info in Part 1 of this manual.

Contact: Mr. Leonard BRINKMANN

Mail: isek2020@sakurain.co.jp

Phone : +81-(0)6- 6264-3900 (10am-5pm weekdays, except 12pm-13pm lunchtime)

FAX : +81-(0)6- 6264-3901

Address : ENDO Sakaisuji Bldg.4F, 1-7-3 Bingomachi, Chuo-ku, Osaka

We look forward to working with you and assisting you to have a successful exhibition.

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The Nagoya Congress center lays to the south of the main station. Closest access for delegates and exhibitors is from either Hibino Station on the Meiko subway line (possible transfer at Kanayama station) or Nishi-Takakura Station on the Meijo subway (possible transfer at Sakae station) line. It takes about 20 minutes from the Nagoya station. The venue is a short walk from both stations.



Please refer to the charts below for pre-show and onsite schedules:

PRE-SHOW

March	Manual Distribution
May 29	Deadline for orders (Discount price)
June 5	Deadline for payment
July 3	Final pre-show correspondence

Onsite construction starts on Saturday July 11. Final date for correspondence is July 3. Any issues arising after this will be dealt with onsite.

ONSITE SCHEDULE

DAY	11-Jul			12-Jul		13-Jul		14-Jul		
TIME	9:00~ 15:00	15:00~ 18:00	18:00~ 20:00	9:00~ 17:00	17:00~ 19:00	9:00~ 17:00	17:00~ 19:00	9:00~ 13:30	13:30~ 14:00	14:00~ 17:00
Utility Install										
Shell Scheme Install										
Exhibitor Setup										
Cleaning										
Show Open										
Exhibitor Moveout										
Show Moveout										

Exhibitors should come to the venue on Saturday July 11th from 15:00 to 18:00 to set up their booths. If needed 18:00 to 20:00 can be used for overtime work hours but [preparations must be finished by 20:00 on that day for the final cleaning to take place.]

The show opens at 9:00 on Sunday July 12th.

TAKEDOWN

All booth furnishings should be left in their original condition at the end of the show for the takedown. Arrangements must be made in advance to dispose of large quantities of waste, especially non-burnable rubbish. Please contact Sakura International for details. **Any cleaning or disposal costs incurred may be charged to the exhibitor.**

The show closes at 13:30 on Tuesday 14th of July. Exhibitors must leave by 13:45 because of limited time for takedown. All power and water supply will be turned off at 14:00 on this day. Exhibitors should pack up and move out as soon as possible, so teardown work and venue handover can take place.

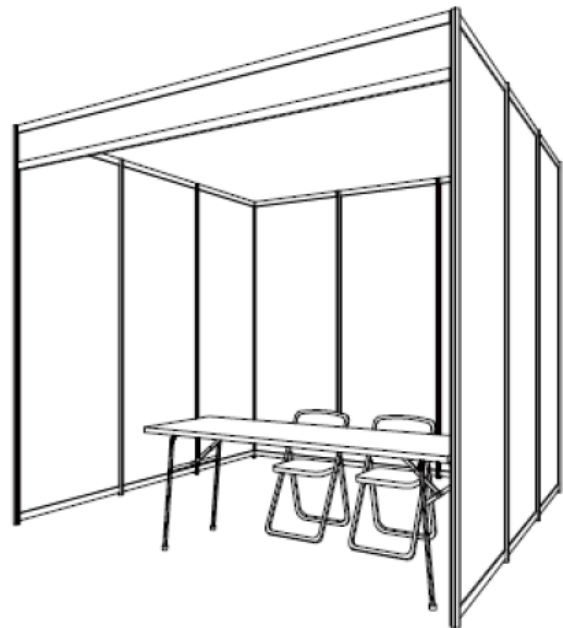
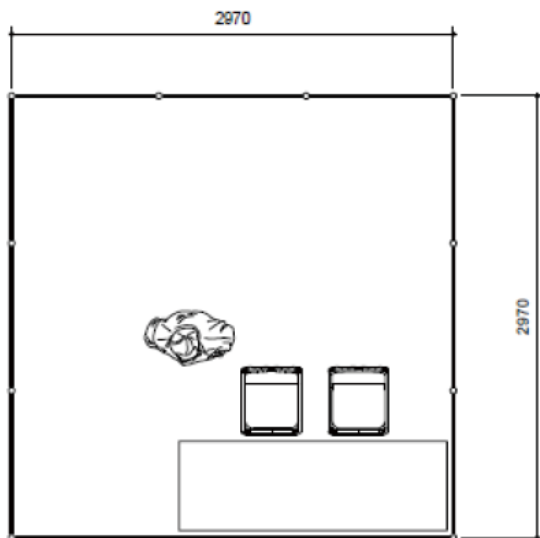
1) Booth Dimensions

Dimensions of 9m² Shell scheme: width 3000mm, depth 3000mm, height 2700mm.

2) Booth Height Restrictions

Shell Scheme booths: maximum height of 2.7m.

Shell Scheme booths



3) Wall Construction (for walls facing aisles)

The height of walls, either load bearing or cosmetic, which face aisles:

Can be only $\frac{1}{2}$ or less of the booth length.



4) Ceiling construction

Ceiling construction which closes off rooms or areas within the booth is prohibited due to fire regulations. The use of ceiling vellum is also restricted, please contact the official contractors if your booth design requires such materials. You may be requested to install smoke detectors and/or fire extinguishers.

5) Smoking

Smoking is prohibited inside the venue during setup and showtime. All exhibitors and workers must use the designated smoking rooms outside the exhibition hall.

6) Construction Materials

Fire regulations are very strict in Japan with regards to booth construction materials. All materials must be flame retardant to Japanese standards. This applies to carpeting, wooden materials and all fabric. A label issued by the local Fire certification body should be attached to all materials to indicate compliancy.

In practice this means materials brought from overseas may not be allowed for decoration. In particular fabric and large custom displays are liable to be inspected by the Fire Department.

Modular booths are typically compliant with the exception of petroleum-based products such as Styro-foam, acrylic and urethane.

7) Storage

There is no storage space available onsite for empty boxes or decoration materials. Please store inside your booth or arrange for removal before the show opens.

Shell Scheme Booth

The details of the package booth and layout plans are noted below. The structural elements are rental Octanorm system with silver poles/frames and white infill panels.

Note the shell scheme booth does not include any electrical connection or lighting. If you require this please order using the application forms in this manual.

If you do not order anything in advance this is how your booth will look when you arrive onsite. If you wish to order extra furnishing or electrical items please do so using the forms on pages 13-31.

If you have 2 or more package booths you get the same furnishings multiplied by the number of booths. Dividing panels are not provided in between the booths in this case. Only one nameplate will be provided, located in the center of the fascia panel.

Note that you may not use pins, staples or any kind of non-removable glue on the wall panels, if you have posters or graphics you would like to mount on any of the fittings you must use either double-sided tape or sellotape.

Any damage to the wall panels will be charged to the exhibitor at a rate of 21,060 yen per panel.

ITEM	SPECS	9m ² BOOTH
Wall Partition	2700H	1 set
Punch Needle Carpet	Gray	9 m ²
Nameplate	W1800xH200	1 pce
Table	1200x600	1 pce
Chair	Stacking	2 pcs

*Package booth furnishings may not be exchanged or refunded against other items.

Shell Scheme Booth (3m x 3m)



SHELL SCHEME

To see what your booth will look like please refer to page 6-8. There are plans and a list of furnishings included with your package. If you do not order anything this is what your booth will look like when you arrive onsite.

If you need additional equipment you should first check the price listings on pages 13-31.

It is possible to remove items from the package booth furniture, however no refunds or exchanges are allowed.

If there are furniture items you would like to order which are not listed in our manual please contact us directly with your requirements. We will do our best to accommodate your needs/request.

ORDERING

There are 2 prices (standard and discount) listed in the manual. The discount price is applicable up until the deadline. You need to submit your order by May 29 to be eligible for this pricing. For all orders received by the deadline we guarantee delivery on time. Orders submitted after the deadline will be charged at the standard price. Orders after July 3, incur an additional 30% surcharge. We will make every effort to fill these late orders, however cannot guarantee a delivery after the deadline.

When you order you also need to indicate where in the booth you want the additional furniture to be located. Please use the form on page 31.

PAYMENT

Payment must be confirmed by June 5

All additional furniture items are chargeable. Payment must be made directly to Sakura International by June 5. Payment must be made by bank transfer.

Items ordered onsite must be paid either by yen cash or by credit card at the Sakura onsite help desk between July 10-11. Payment must be made at time of order. Items will be delivered after that.

After you have filled out the forms please submit either by fax or e-mail as per the details on page 2. You will receive an invoice after the deadline.

If you have any specific formatting, wording or addressing requirements for the invoice please advise these details before issue. A re-issue fee of 200 yen will be charged for any revisions after the deadline/initial invoice is issued.

Receipts will not be issued unless specifically requested.

DELIVERY

Optional furnishings will only be delivered to the booth after payment is confirmed.

This also applies to onsite orders.

Once payment has been received it is not possible to refund or swap items ordered.

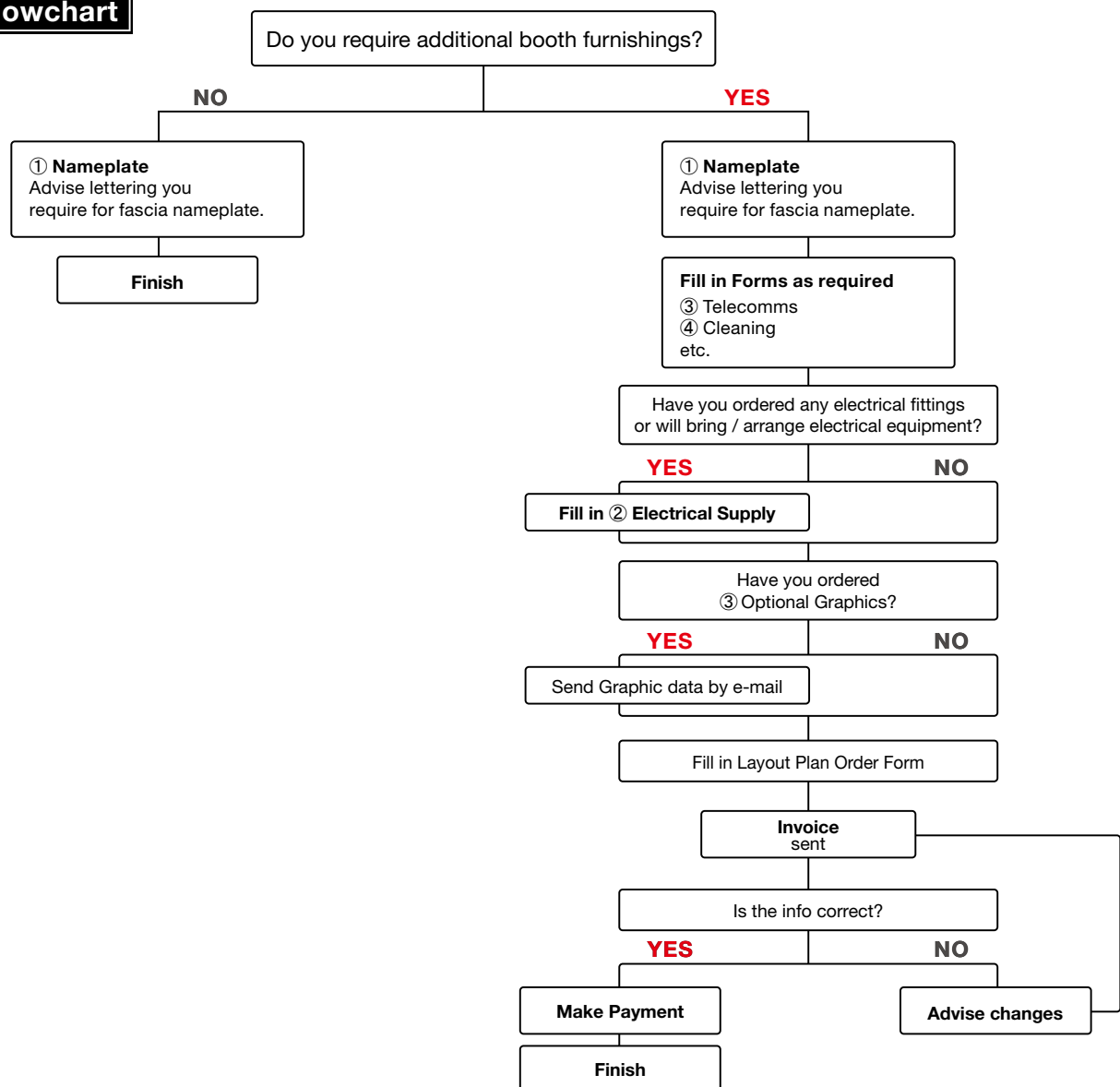
Onsite order cannot be guaranteed.

If the furniture you have ordered is out of stock we reserve the right to substitute a similar item.

ORDERING PROCEDURE

1. Check package booth fittings (page 6-8)
2. Check price list for additional items you would like (pages 13-31)
3. If you have ordered electrical fittings or equipment, fill out "Electrical Supply".
4. Fill out Layout Plan Order Form.
5. Submit all forms to Sakura International Inc. by May 29.
6. You will receive an invoice after the deadline. Please check this and make the payment by June 5.

Order Flowchart





Japan has a unique electrical supply which is incompatible with most European and Asian systems. The standard supply is as follows:

VOLTAGE: 100V/200V

SINGLE PHASE: 100V/2 wire or 200V/ 2 wire + earth

TRIPLE PHASE: 200V/3 wire + earth

FREQUENCY: 60Hz (Western Japan only)

PLUG SHAPE (100V): 2 x Straight pin (US-style, no earth)

Most appliances in Japan run on 100V. 200V or triple phase are only available on special request. Other voltages such as 120V (for US appliances) or 230/240V (for European appliances) may require transformers. Please advise in advance if you plan to bring electrical equipment from overseas that may need special supply.

Note that most small appliances such as laptops, tablets and mobile phones have multi-voltage power adapters and will only need an adapter to connect to the supply here.

Sakura International is in charge of all electrical supply in the Exhibition Hall. They will also do all electrical work (spotlights/power outlets etc.) in the Shell scheme booths.

Mainline supply for booths is from SINGLE PHASE. As Japan uses the Delta wiring system the single phase supply cannot be obtained from triple phase without the use of expensive voltage and phase conversion equipment.



	Form	Item	Page
Mandatory	Form 1	Shell Scheme Nameplate	13
Optional	Form 2	Freight Entrance Vehicle Passes	14
Optional	Form 3	Internet	15
Optional	Form 4	Power Supply & Electricals	17
Optional	Form 5	Booth Cleaning/Waste Disposal	19
Optional	Form 6	System Furnishings	22
Optional	Form 7	Optional Graphics	23
Optional	Form 8	AV Equipment/Plant & Floral	26
Optional	Form 9	Lease Furniture	30
Optional	Form 10	Layout Plan	31

**Submission deadline for Discount Price : May 29.
Submission deadline for Standard Price : July 3.
Payment deadline : June 5.**

For any orders made after the deadline, We cannot guarantee delivery of the order.



Application Form 1	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp	Submission Required for Deadline: May 29 (Fri)
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Exhibitor Name			Booth Number	
Invoice Addressee				
Address/Country				
TEL		FAX		
Department		Name of Contact	Mr. Ms.	
E-MAIL	@			

All exhibitors must advise their desired lettering for the company nameplate on their fascia by the deadline. Any combination of letters and numbers is allowed in English or Japanese, up to a maximum of 25 characters. If you require longer please order N3 and specify the lettering by e-mail.

Please indicate using the box below. We recommend the use of abbreviations (Company→Co. Limited→Ltd. etc.) to reduce the length of names.

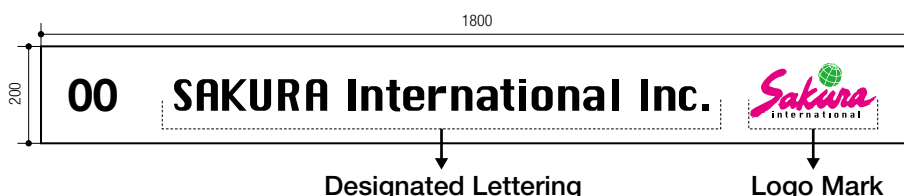
Eg	S	A	K	U	R	A		I	N	T	'	L		I	N	C								
You																								

Shell scheme booth nameplates will be printed in black gothic (sans serif) font on a white polyfoam base. The below shows how this will look, including your booth number.



Shell scheme exhibitors may add a "Company logo" or designated lettering for an extra charge. Data should be submitted in the format on page 18.

No.	Nameplate	Discount Rate (¥)	Standard Rate (¥)	Q'ty	Total (¥)
N-1	Logo Mark (W120×H120)	¥ 5,400	¥ 6,480		
N-2	Designated Lettering (W1000×H100)	¥ 10,800	¥ 12,960		
N-3	Name board with over 25 letters	¥ 3,600	¥ 4,320		





Application Form 2	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp		Submission Required for Raw Space Exhibitors Deadline: May 29 (Fri)	
Exhibitor Name			Booth Number	
Invoice Addressee				
Address/Country				
TEL		FAX		
Department		Name of Contact	Mr. Ms.	
E-MAIL	@			

Exhibitors and their appointed contractors wishing to use the freight entrance must apply using this form. A vehicle pass will be sent out to allow access to the loading area behind the exhibition hall.

No vehicles are allowed to enter the hall. After unloading is finished trucks should be moved as there is limited space available behind the hall.

Exhibitors who are using the official Freight Forwarder or local courier services do not need to apply for processing.

■ Move-in/Move-out Schedule

	Date	Your ETA	Vehicle type	Size (Tons)	Number of passes
Move-in	7/11 (Sat) 15:00~18:00				
Move-out	7/14 (Tue) 13:30~14:30				

*Passes will be sent out by email approximately 2 weeks before the start of setup.



Application Form 3	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp		Deadline: May 29 (Fri)
Exhibitor Name			Booth Number
Invoice Addressee			
Address/Country			
TEL		FAX	
Department		Name of Contact	Mr. Ms.
E-MAIL	@		

Exhibitors wishing to have a telephone/fax line or internet connection in their booth should use this form.

Note that Wi-Fi will be provided by the organizers so only exhibitors required a dedicated internet connection should apply for this.

The broadband internet speed is around 100MB.


Note that internet is NOT available after the deadline and cannot be ordered onsite.

No.	Type	Discount Price (¥)	Standard Price (¥)	No.	Total
T-1	Broadband Internet (LAN) Shared IP	135,000	175,500		
T-2	Broadband Internet (LAN) Dedicated IP	162,000	210,600		
T-3	Broadband Internet (Wi-Fi) Shared IP	202,500	263,250		
T-4	Broadband Internet (Wi-Fi) Dedicated IP	229,500	298,350		

* Please make payment by June 5. Invoice will be sent by Sakura International Inc.
 Orders received before May 29 will be eligible for the early bird discount rate.
 Applications received after the deadline will be charged at the standard rate.
 Orders received after July 3 will incur a late surcharge. (30% additional to prices above)

STANDARD SUPPLY

Require extra power supply. exhibitors will not be supplied with any electrical supply.

The standard electrical supply in Nagoya is 100V at 60Hz. Three phase 200V supply is also available but this must be specially ordered. Any other voltages can only be supplied using transformers. The Japanese outlet has 2 straight pins, like the US style. (no earth) 

There are 2 plugs per outlet.

ADDITIONAL ORDERS

Should you want to order any electrical items you will have to check if there is enough capacity in your booth to cover this. If there is not, additional mainline and secondary wiring charges will apply as follows:

Mainline electrical Supply and consumption			Secondary wiring (DB Fee)				
Capacity	Discount Price	Standard Price	Capacity	100V Discount Price	100V Standard Price	200V/1P Discount Price	200V/1P Standard Price
Up to 1kW	¥10,000	¥12,000	Up to 1.5kW	¥4,000	¥4,800	¥6,000	¥7,200
1.01 - 2kW	¥20,000	¥24,000	Up to 3kW	¥8,000	¥9,600	¥12,000	¥14,400
2.01 - 3kW	¥30,000	¥36,000	Up to 4.5kW	¥12,000	¥14,400	¥18,000	¥21,600
3.01 - 4kW	¥40,000	¥48,000	Up to 6kW	¥16,000	¥19,200	¥24,000	¥28,800
4.01 - 5kW	¥50,000	¥60,000	Thereafter the cost increases ¥ 4,000/¥ 4,800 per 1.5kW			Thereafter the cost increases ¥ 6,000/ ¥ 7,200 per 1.5kW	
Thereafter the cost increases ¥ 10,000/¥ 12,000 per kW							

Important

Additional mainline cannot be ordered onsite so please carefully consider your requirements. Exhibitors are requested to refrain from bringing their own lighting equipment to avoid any electrical trouble onsite. If there is any other equipment you require please contact Sakura International Inc.

ORDERING PROCEDURE

1. Add up total power requirements for any additional electrical appliances ordered or brought.
*If you have appointed your own electrical contractor, please order only mainline using Form 4.
2. Please order required mainline and secondary wiring capacity.



Optional Furnishings Order Form (Power Supply & Electricals)

Application Form 4	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp	Deadline: May 29 (Fri)
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Exhibitor Name			Booth Number	
Invoice Addressee				
Address/Country				
TEL		FAX		
Department		Name of Contact	Mr. Ms.	
E-MAIL	@			

Available Electrical Fixtures, Lighting Choices and Power Options

Electrical Fixtures and Lighting						
No.	System furniture	Discount Price(¥)	Standard Price(¥)	Units	Power consumption	¥
E-1	LED Arm spotlight 20W	¥3,000	¥3,600		W	
E-2	Halogen spotlight 100W	¥4,000	¥4,800		W	
E-3	HQI floodlight 75W	¥10,500	¥12,600		W	
E-4	Transformer 100→220/240V (up to 1kW)	¥10,000	¥12,000		W	
E-5	Adapter	¥500	¥600		W	
E-6	Power outlet 100V/up to 500W	¥2,500	¥3,000		W	
E-7	Power outlet 100V/up to 1500W	¥3,500	¥4,200		W	
Please contact Sakura International if you need power outlets for 200V.				A Total	W	

Mainline electrical for Exhibitors who require extra power supply

100V Single Phase 60Hz	kW	JPY
200V Single Phase 60Hz	kW	JPY

If you need 200V Three Phase supply, please contact us for an individual quote. Please check page 16 for the price.

Secondary Wiring for Exhibitors who require extra power supply.

100V Single Phase 60Hz	kW	JPY
200V Single Phase 60Hz	kW	JPY

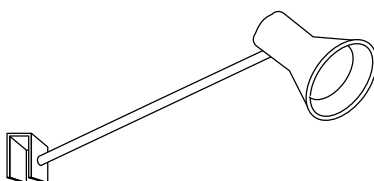
Please check page 16 for the price.

Main Breaker Position <Compulsory>

Please specify the position of main breaker or submit a booth layout which indicates this position. The form is on **page 31**. Basically, you will get one main breaker per your order. If you need to separate the position of the main switch for any reason, please advise us beforehand. There will be an additional cost for separating the circuit.

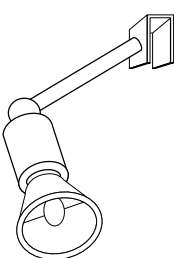
Electrical Price List

Item No.	LED Arm spotlight 20W (Package Booth Light)	
E-1	Discount Price	Standard Price
	¥3,000-	¥3,600-



White light

Item No.	Halogen spotlight 100W	
E-2	Discount Price	Standard Price
	¥4,000-	¥4,800-



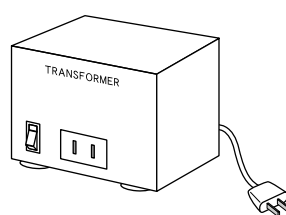
Yellow light

Item No.	HQL Floodlight 75W	
E-3	Discount Price	Standard Price
	¥12,600-	¥15,120-

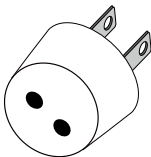


White light

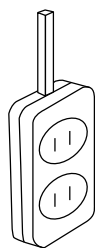
Item No.	Transformer 100V→220V/240V up to 1kW	
E-4	Discount Price	Standard Price
	¥10,000-	¥12,000-



Item No.	Adapter	
E-5	Discount Price	Standard Price
	¥500-	¥600-

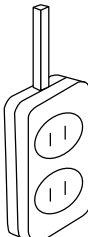


Item No.	Power outlet (100V/500W)	
E-6	Discount Price	Standard Price
	¥3,000-	¥3,600-



2 plugs 60Hz

Item No.	Power outlet (100V/1500W)	
E-7	Discount Price	Standard Price
	¥3,500-	¥4,200-



2 plugs 60Hz

Item No.	DB wiring charge 1500W (100V)	
E-8	Discount Price	Standard Price
	¥4,000-	¥4,800-

Please refer to p.16 for how to calculate.

Item No.	Electrical mainline charge 1kW(100V/200V)	
E-9	Discount Price	Standard Price
	¥10,000-	¥12,000-

Please refer to p.16 for how to calculate.

Please order the necessary power supply and wiring using Form 4.



Application Form 5	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp	Deadline: May 29 (Fri)
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Exhibitor Name			Booth Number	
Invoice Addressee				
Address/Country				
TEL		FAX		
Department		Name of Contact	Mr. Ms.	
E-MAIL	@			

Exhibitors are responsible for disposal of all waste from their booths. The hall aisles are cleared each night by the organisers but exhibitors requiring cleaning services inside their booths must apply for this using this form.

The booth cleaning service includes vacuuming of carpet and emptying of dustbins. **The cost for this service over the show period is 1,000 yen per 1 sqm.** Cleaning of wall panels and furniture is not included.

Exhibitors should use this form if they require cleaning for their booth. The price does not include waste disposal of large quantities of rubbish, exhibits or decoration materials.

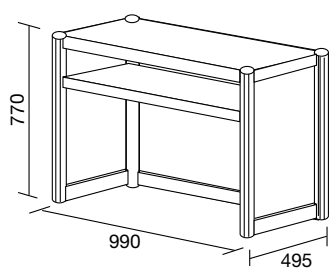
No.	Type	m ² /m ³	Discount Price (¥)	Standard Price (¥)	Total
C-1	Booth Cleaning		9,000	11,700	
C-2	Waste Disposal		20,000	26,000	

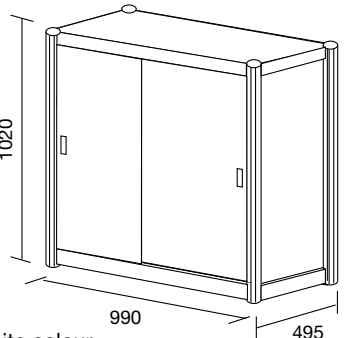
All booth materials must be removed from the venue at the end of the show.
Booths will be dismantled by the official contractors.

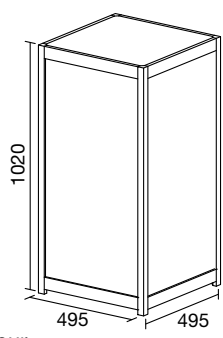
Any materials for disposal must be separated into burnable and industrial waste.
The minimum order for waste disposal is 1 cubic metre. Please order in round units.

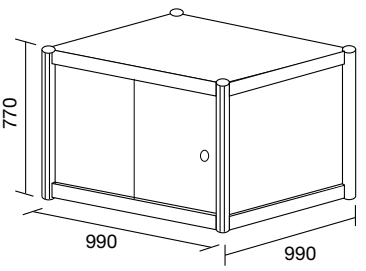
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Orders received after July 3 will incur a late surcharge. (30% additional to prices above)

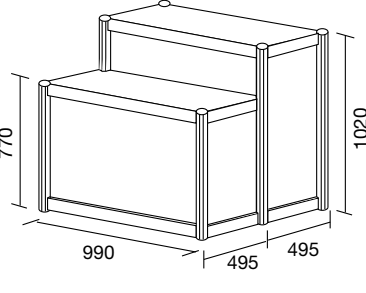
System Furnishings Price List

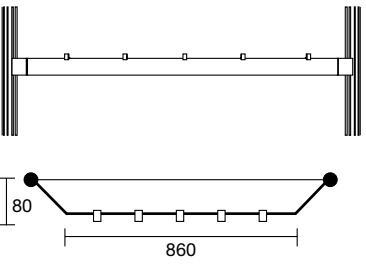
Item No.	Info. counter	
S-1	Discount Price	Standard Price
	¥10,000-	¥12,000-
		
White colour		

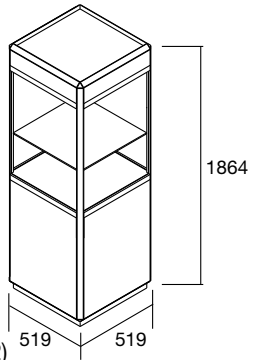
Item No.	Display counter (w.sliding door and lock/key)	
S-2	Discount Price	Standard Price
	¥13,000-	¥15,600-
		
White colour		

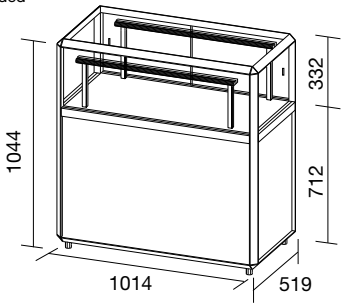
Item No.	Display Plinth	
S-3	Discount Price	Standard Price
	¥9,000-	¥10,800-
		
White colour		

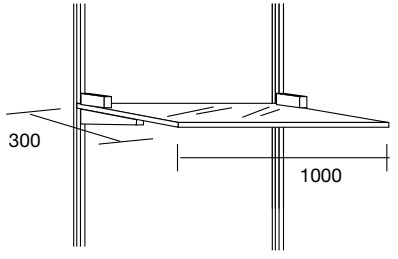
Item No.	Display counter (w.sliding door and lock/key)	
S-4	Discount Price	Standard Price
	¥16,000-	¥19,200-
	<p>A:W990xD990xH770 B:W990xD990xH1020</p> 	

Item No.	Display counter (Steptype)	
S-5	Discount Price	Standard Price
	¥18,000-	¥21,600-
		

Item No.	Coathanger (Standard installation height 1100mmH)	
S-6	Discount Price	Standard Price
	¥4,000-	¥4,800-
		
*Including plastic hangersx5		

Item No.	High showcase* (with two 50W halogen lights)	
S-7	Discount Price	Standard Price
	¥24,000-	¥28,800-
	<p>Power outlet is excluded</p> 	
(100V/50W x2)		

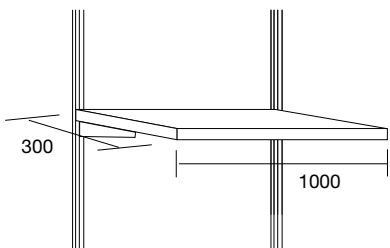
Item No.	Low showcase* (with two 50W halogen lights)	
S-8	Discount Price	Standard Price
	¥24,000-	¥28,800-
	<p>Power outlet is excluded</p> 	
(100V/50W x2)		

Item No.	Glass shelf (standard installation height 1100mmH)	
S-9	Discount Price	Standard Price
	¥4,000-	¥4,800-
		

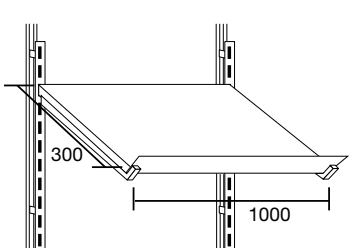
Items marked with an asterisk (*) require a power outlet.
Please order the necessary power supply and wiring using Form4.

System Furnishings Price List

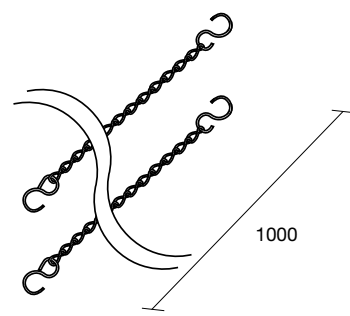
Item No. S-10	Flat shelf 1m (standard installation height 1100mmH)	
	Discount Price	Standard Price
	¥2,600-	¥3,120-



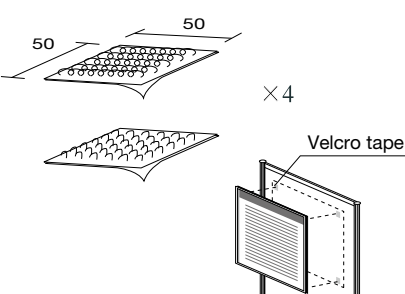
Item No. S-11	Slant shelf (standard installation height 1100mmH)	
	Discount Price	Standard Price
	¥4,000-	¥4,800-



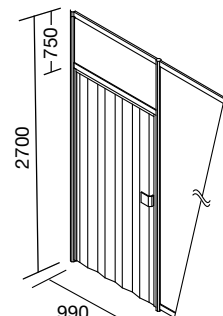
Item No. S-12	Chain & hook (2pcs./set)	
	Discount Price	Standard Price
	¥600-	¥720-



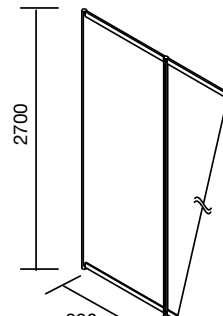
Item No. S-13	Velcro tape (4pcs./bag)	
	Discount Price	Standard Price
	¥600-	¥720-



Item No. S-14	Folding Door (With Key)	
	Discount Price	Standard Price
	¥16,000-	¥19,200-



Item No. S-15	Wall Panel (White)	
	Discount Price	Standard Price
	¥8,000-	¥9,600-

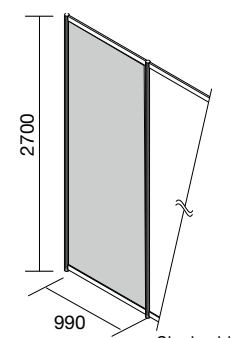


Item No. S-16	Color sheet for wall panel	
	Discount Price	Standard Price
	¥5,000-	¥6,000-

Please specify desired color

Color

- Black
- Gray
- Blue
- Green
- Red
- Pink
- Orange
- Yellow
- Beige
- Brown

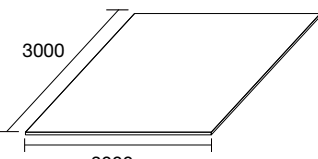


Item No. S-17	Punch carpet (m²)	
	Discount Price	Standard Price
	¥2,500-	¥3,000-

Please specify desired color

Color

- Black
- Gray
- Blue
- Green
- Red
- Pink
- Orange
- Yellow
- Beige
- Brown



Items marked with an asterisk (*) require a power outlet.
Please order the necessary power supply and wiring using Form4.



Application Form 6	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp	Deadline: May 29 (Fri)

Exhibitor Name			Booth Number	
Invoice Addressee				
Address/Country				
TEL		FAX		
Department		Name of Contact	Mr. Ms.	
E-MAIL	@			

No.	System furniture	Details(mm)	Discount Price(¥)	Standard Price(¥)	Q'ty	¥
S-1	Info. counter	990x495x770	¥10,000	¥12,000		
S-2	Display counter (with sliding door and lock/key)	990x495x1020	¥13,000	¥15,600		
S-3	Display Plinth	495x495x1020	¥9,000	¥10,800		
S-4	Display counter (with sliding door and lock/key)	A:W990xD990xH770	¥16,000	¥19,200		
		B:W990xD990xH1020	¥16,000	¥19,200		
S-5	Display counter(Steptype)	990x990x1020	¥18,000	¥21,600		
S-6	Coathanger (Including plastic hangersx5)	860x80	¥4,000	¥4,800		
S-7	High showcase (with two 50W halogen lights)	519x519x1864	¥24,000	¥28,800		
S-8	Low showcase (with two 50W halogen lights)	1014x519x1044	¥24,000	¥28,800		
S-9	Glass shelf (standard installation height 1100mmH)	300x1000	¥4,000	¥4,800		
S-10	Flat shelf 1m (standard installation height 1100mmH)	300x1000	¥2,600	¥3,120		
S-11	Slant shelf (standard installation height 1100mmH)	300x1000	¥4,000	¥4,800		
S-12	Chain & hook (2pcs/set)	300x1000	¥600	¥720		
S-13	Velcro tape (4pcs/set)	50x50	¥600	¥720		
S-14	Folding Door (With Key)	990x2700	¥16,000	¥19,200		
S-15	Wall Panel (White)	990x2700	¥8,000	¥9,600		
S-16	Color sheet for wall panel	990x2700	¥5,000	¥6,000		
S-17	Punch carpet	per m ²	¥2,500	¥3,000		

Sub Total	¥
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* Exhibitors ordering item S-7/C-8 must separately order a power outlet for this.
Additional mainline supply and secondary wiring charges may also apply.

Please indicate your colour preference for Items S16/S17 by adding check marks in the appropriate box of the below chart.

COLOUR	Wall Panel	Punch Carpet
Black	<input type="checkbox"/>	<input type="checkbox"/>
Grey	<input type="checkbox"/>	<input type="checkbox"/>
Blue	<input type="checkbox"/>	<input type="checkbox"/>
Green	<input type="checkbox"/>	<input type="checkbox"/>
Red	<input type="checkbox"/>	<input type="checkbox"/>

COLOUR	Wall Panel	Punch Carpet
Pink	<input type="checkbox"/>	<input type="checkbox"/>
Orange	<input type="checkbox"/>	<input type="checkbox"/>
Yellow	<input type="checkbox"/>	<input type="checkbox"/>
Beige	<input type="checkbox"/>	<input type="checkbox"/>
Brown	<input type="checkbox"/>	<input type="checkbox"/>

*** Please make payment by June 5. Invoice will be sent by Sakura International Inc.**
Orders received before May 29 will be eligible for the early bird discount rate.
Applications received after the deadline will be charged at the standard rate.
Orders received after July 3 will incur a late surcharge. (30% additional to prices above)

Application Form 7	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp	Deadline: May 29 (Fri)

Exhibitor Name			Booth Number	
Invoice Addressee				
Address/Country				
TEL		FAX		
Department		Name of Contact	Mr.	
E-MAIL			Ms.	
	@			

Please order additional graphics using this form. This should be accompanied by the data and indication of where the graphic is to be mounted.

• Graphic data must be supplied in the following format:

- *Illustrator up to CS6*
- *All fonts outlined*
- *All data embedded in the graphic (no links)*
- *Size at 1/10*
- *Graphic resolution at minimum 100dpi when the graphic is at full size*
- *Colour designation in CMYK or Pantone*

• Data supplied in other formats may incur processing charges.

Our server accepts attached files up to 5MB, data heavier than that should be sent by File Postman (up to 1GB) using the link below:

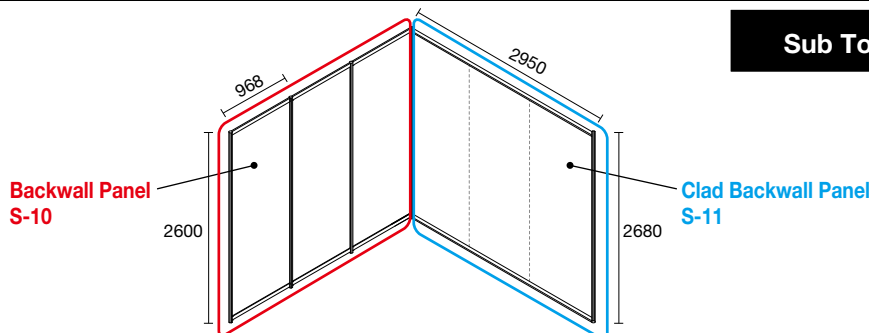
<https://red.sakurain.co.jp/en/open>

• Note that for infill print the final visible size of the panel is slightly smaller (10mm perimeter) than the graphic data size. For other size graphics for multiple-booth exhibitors (cladding) and any other special graphic work please contact Sakura International directly for a quote.

No.	Name	Print Size (Bleed)	Visible Size	Print Format	Discount Price(¥)	Standard Price(¥)	Q'ty	Total(¥)
S-10	Backwall Panel	968x2600H	950x2580H	IJ print on infill panel (3mmt)	¥20,600	¥24,720		
S-11	Clad Backwall Panel	2950x2680H	2950x2680H	IJ print on 5mmt polycarbonate panel	¥28,840 <small>*Price per 990 wall.</small>	¥34,600 <small>*Price per 990 wall.</small>		

Sub Total

¥




*** Please make payment by June 5. Invoice will be sent by Sakura International Inc.**

Orders received before May 29 will be eligible for the early bird discount rate.

Applications received after the deadline will be charged at the standard rate.


Orders received after July 3 will incur a late surcharge. (30% additional to prices above)

AV Equipment Price List


Item No.	32" Monitor*	
A-1	Discount Price	Standard Price
	¥90,000-	¥117,000-
Power outlet is excluded 100V-100W		
		
<div style="display: flex; justify-content: space-between;"> ≒700 ≒400 </div>		

Item No.	40" Monitor*	
A-2	Discount Price	Standard Price
	¥120,000-	¥156,000-
Power outlet is excluded 100V-200W		
		
<div style="display: flex; justify-content: space-between;"> ≒930 ≒560 </div>		

Item No.	50" Monitor*	
A-3	Discount Price	Standard Price
	¥150,000-	¥195,000-
Power outlet is excluded 100V-400W		
		
<div style="display: flex; justify-content: space-between;"> ≒1130 ≒660 </div>		

Item No.	PDP stand (for A2/A3)	
A-4	Discount Price	Standard Price
	¥15,000-	¥19,500-
		

Item No.	Laptop PC*	
A-5	Discount Price	Standard Price
	¥25,000-	¥32,500-
Power outlet is excluded 100V-100W		
		

Item No.	22" Monitor*	
A-6	Discount Price	Standard Price
	¥20,000-	¥26,000-
Power outlet is excluded 100V-60W		
		
<div style="display: flex; justify-content: space-between;"> 520 370 </div>		

Item No.	DVD player (NTSC)*	
A-7	Discount Price	Standard Price
	¥15,000-	¥19,500-
Power outlet is excluded 100V-50W		
		

Items marked with an asterisk (*) require a power outlet.
Please order the necessary power supply and wiring using Form8.

Plant & Floral Price List

Item No.	Plant (L)	
P-1	Discount Price	Standard Price
	¥3,600-	¥4,320-




≒ 1800

Item No.	Plant (M)	
P-2	Discount Price	Standard Price
	¥2,800-	¥3,400-




≒ 1000

Item No.	Plant (S)	
P-3	Discount Price	Standard Price
	¥1,500-	¥1,800-




≒ 300

Item No.	Flower	
P-4	Discount Price	Standard Price
	¥1,200-	¥1,440-




≒ 300

Item No.	Arrangement (tabletop type)	
P-5	Discount Price	Standard Price
	¥6,000-	¥7,200-



≒ 200

Item No.	Arrangement (counter type)	
P-6	Discount Price	Standard Price
	¥10,000-	¥12,000-



≒ 450



Optional Furnishings Order Form (AV Equipment/Floral)

Application Form 8	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp	Deadline: May 29 (Fri)

Exhibitor Name			Booth Number	
Invoice Addressee				
Address/Country				
TEL		FAX		
Department		Name of Contact	Mr.	
			Ms.	
E-MAIL	@			

No.	AV Equipment	Discount Price(¥)	Standard Price(¥)	Q'ty	¥
A-1	* 32" Monitor	¥90,000	¥117,000		
A-2	* 40" Monitor	¥120,000	¥156,000		
A-3	* 50" Monitor	¥150,000	¥195,000		
A-4	PDP stand (for A2)	¥15,000	¥19,500		
A-5	* Laptop PC (Win XP, A4 size)	¥25,000	¥32,500		
A-6	* 20" LCD monitor	¥20,000	¥26,000		
A-7	* DVD player (NTSC)	¥15,000	¥19,500		

* Items marked with an asterisk (*) require power supply.

Sub Total	¥
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No.	Potted plants	Details(mm)	Discount Price(¥)	Standard Price(¥)	Q'ty	¥
P-1	Plant (L)	approx. 1800h	¥3,600	¥4,320		
P-2	Plant (M)	approx. 1000h	¥2,800	¥3,400		
P-3	Plant (S)	approx. 300h	¥1,500	¥1,800		
P-4	Flower	approx. 300h	¥1,200	¥1,440		
P-5	Arrangement (tabletop type)	approx. 250h	¥6,000	¥7,200		
P-6	Arrangement (counter type)	approx. 450h	¥10,000	¥12,000		

Sub Total	¥
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*** Please make payment by June 5. Invoice will be sent by Sakura International Inc.**
Orders received before May 29 will be eligible for the early bird discount rate.
Applications received after the deadline will be charged at the standard rate.
Orders received after July 3 will incur a late surcharge. (30% additional to prices above)

Lease Furniture Pricelist

Item No. **Lobby set**

L-1

Discount rate	Standard rate
¥101,000-	¥121,200-



010-02

Item No. **Cafe set**

L-2

Discount rate	Standard rate
¥30,000-	¥36,000-




011-04

Item No. **High set**

L-3

Discount rate	Standard rate
¥40,000-	¥48,000-



014-02

Item No. **Folding chair**

L-4

Discount rate	Standard rate
¥640-	¥770-




022-13

Item No. **Stacking chair**

L-5

Discount rate	Standard rate
¥2,400-	¥2,880-

Blue White




022-06/022-04

Item No. **Cafe chair**

L-6

Discount rate	Standard rate
¥6,000-	¥7,200-

White Black



021-11/021-47

Item No. **Lobby chair**

L-7

Discount rate	Standard rate
¥10,000-	¥12,000-

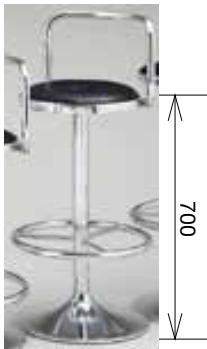


020-07

Item No. **Barstool**

L-8

Discount rate	Standard rate
¥4,000-	¥4,800-



024-19

Item No. **Barstool**

L-9

Discount rate	Standard rate
¥6,000-	¥7,200-




025-51

Lease Furniture Pricelist

Item No. **High table**

L-10

Discount rate	Standard rate
¥8,000-	¥9,600-




032-69

Item No. **Round table**

L-11

Discount rate	Standard rate
¥6,400-	¥7,680-



032-05

Item No. **Round table**

L-12

Discount rate	Standard rate
¥8,000-	¥9,600-



032-17

Item No. **Square table**

L-13

Discount rate	Standard rate
¥8,000-	¥9,600-



031-02

Item No. **Meeting table**

L-14

Discount rate	Standard rate
¥10,000-	¥12,000-



031-05

Item No. **Work table**

L-15

Discount rate	Standard rate
¥4,000-	¥4,800-




035-02

Item No. **Refridgerator***

L-16

Discount rate	Standard rate
¥15,000-	¥18,000-

100V-60W



Power outlet is excluded

080-05

70ℓ

Item No. **Dustbin**

L-17

Discount rate	Standard rate
¥3,000-	¥3,600-




082-49

42ℓ

Item No. **Catalogue rack (A4 - 6 pockets)**

L-18


Discount rate	Standard rate
¥6,000-	¥7,200-



065-03

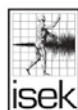
Items marked with an asterisk (*) require a power outlet.
Please order the necessary power supply and wiring using Form4.

Lease Furniture Pricelist

Item No.	Catalogue rack (A4)	
L-19	Discount rate	Standard rate
	¥10,000-	¥12,000-
		
065-04		

Item No.	Desktop rack (A4)	
L-20	Discount rate	Standard rate
	¥5,000-	¥6,000-
		
065-14		

Item No.	Namecard holder	
L-21	Discount rate	Standard rate
	¥3,000-	¥3,600-
		
061-20		



Lease Furniture Order Form

Application Form 9	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp	Deadline: May 29 (Fri)

Exhibitor Name			Booth Number	
Invoice Addressee				
Address/Country				
TEL		FAX		
Department		Name of Contact	Mr.	
E-MAIL	@			

Package Booth Exhibitors should check the furnishings included in their booth before ordering additional items.

No.	System furniture	Details (mm)	Discount rate(¥)	Standard rate(¥)	Q'ty	¥
L-1	Lobby set		101,000	121,200		
L-2	Cafe set		30,000	36,000		
L-3	High set		40,000	48,000		
L-4	Folding chair		640	770		
L-5	Stacking chair	Blue, White	2,400	2,880		
L-6	Cafe chair	White, Black	6,000	7,200		
L-7	Lobby chair		10,000	12,000		
L-8	Barstool	H700	4,000	4,800		
L-9	Barstool	SH640-775	6,000	7,200		
L-10	High table	600x1000	8,000	9,600		
L-11	Round table	750x600	6,400	7,680		
L-12	Round table	750x700	8,000	9,600		
L-13	Square table	900x900x700	8,000	9,600		
L-14	Meeting table	1200x750x710	10,000	12,000		
L-15	Work table	1500x600x695	4,000	4,800		
L-16	* Refridgerator	100V/60W	15,000	18,000		
L-17	Dustbin	42ℓ	3,000	3,600		
L-18	Catalogue rack (A4 - 6 pockets)		6,000	7,200		
L-19	Catalogue rack (A4)		10,000	12,000		
L-20	Desktop rack (A4)		5,000	6,000		
L-21	Namecard holder		3,000	3,600		

→ Please indicate your preferred colour for these items by circling your choice in the details box.

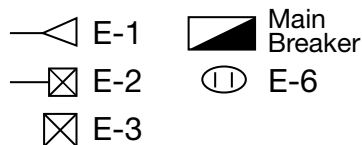
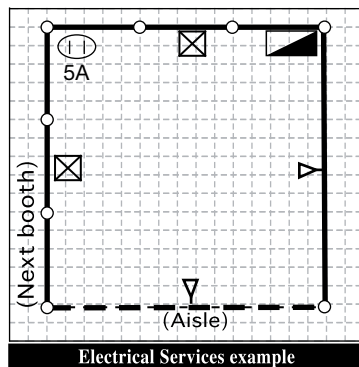
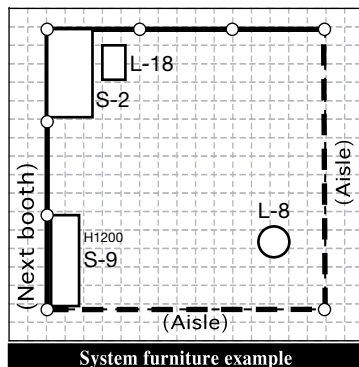
* Power outlet is excluded.

Sub Total ¥

*** Please make payment by June 5. Invoice will be sent by Sakura International Inc.**
Orders received before May 29 will be eligible for the early bird discount rate.
Applications received after the deadline will be charged at the standard rate.
Orders received after July 3 will incur a late surcharge. (30% additional to prices above)



Application Form 10	Submit to: Sakura International Inc. Attn: Mr. Leonard BRINKMANN TEL: +81-6-6264-3900 e-mail: isek2020@sakurain.co.jp	Submission Required for All Ordering Deadline: May 29 (Fri)
Exhibitor Name		Booth Number



Location plan for system furniture and electrical items.
Please draw your booth as per the examples (1box = 20cm)

(back wall)

Next booth (#)

Aisle (Front)

Next booth (#)

Furniture ordered without location plan will be installed
in standard position.



INVOICE

1. Once an order is placed an invoice for the payment will be sent by e-mail after the deadline.
If you need an invoice before the deadline, please contact us.
2. If you have any specific formatting, wording or addressing requirements for the invoice please advise these details before issue. A re-issue fee of JPY 200 will be charged for any revisions after the deadline/initial invoice is issued.

PAYMENT

3. Any extra charges incurred while making the payment (banking fees, etc.) will be borne by the customers.
4. Exhibitors should make the payment by bank transfer in Japanese yen along with the order.
5. Only orders made by Aug 3 and payment completed by Aug 17 will be charged at the discount price.
Orders made and confirmed between Aug 4 and Aug 17 will be charged at standard price.
6. After Sep 3, onsite price is applicable. Onsite orders incur a further 20% surcharge.
7. Refunds, cancellations and swaps cannot be made after the payment is completed.

ORDER CONFIRMATION

8. Only orders accompanied by full payment can be processed.
9. We cannot guarantee availability of any applications sent after the deadline.
10. Incomplete, unconfirmed or unpaid orders may incur delays or surcharges, so we urge all exhibitors to ensure all steps of the order are complete.

OPTIONAL ORDERS

11. Prices are quoted for the whole show period and include lease, delivery and removal.
12. All equipment is rental items. If any damage occurred to the equipment you will be charged the actual cost to restore to original condition. (Ex. System panels will be reused, so if there is any damage caused to the panels you will be charged JPY21,060 per panel to cover costs to repair the material.)
13. If an order is placed before the application deadline the rental equipment will be delivered to your stand the day before the start of the show.
14. Please note that we reserve the right to substitute similar products if the equipment you ordered is out of stock.
15. Please indicate your desired location for power outlets using Layout Plan Order Form.

ONSITE ORDERS

16. Orders made onsite will incur a 30% surcharge from initially guaranteed standard price.
17. Onsite orders are possible however some items may be unavailable so pre-show ordering is recommended.
18. All onsite orders must be paid for at time of order in JPY cash.
19. If we are unable to confirm receipt of funds, orders will not be delivered.

★By ordering to Sakura International Inc. you agree to follow the terms and conditions noted here.
Also note the general show terms and conditions apply.

Please note that your orders will be cancelled if we cannot confirm your payment.