

Exhibition Manual – 6th WCO TI Forum

Welcome

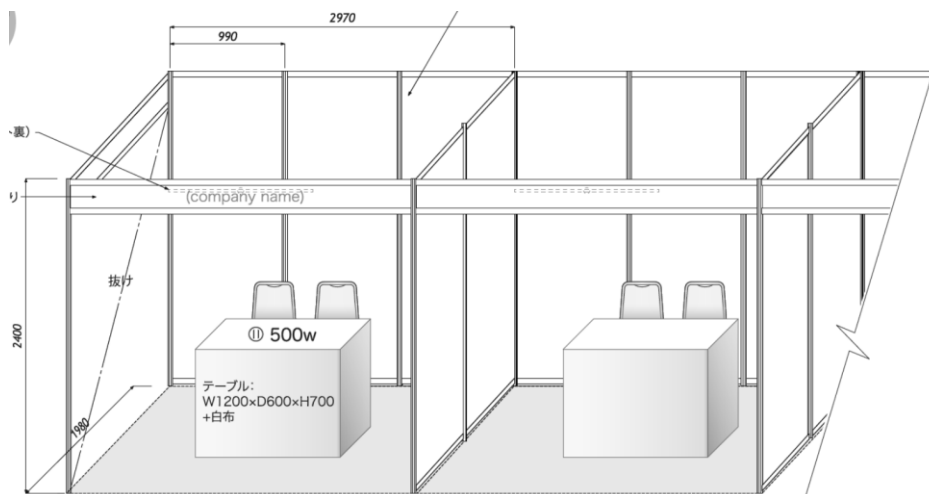
Dear Exhibitor,

This is an Exhibitor Manual for WCO Technology and Innovation Forum 2017 from October 31st till November 2nd, in Tokyo, Japan.

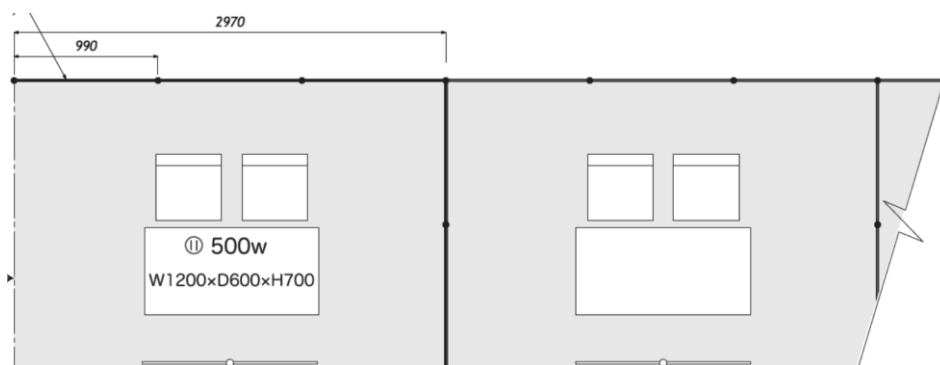
We are pleased to set up this manual, covering all the major points related to your participation at your exhibition. It is also designed to give you the opportunity to place orders to modify and upgrade your booth to make your exhibition a real success.

All prices mentioned are on a rental basis for the full exhibition period (with set up scheduled on October 30th, 12:00 to 22:00 hrs for those who take standard booths, whereas for personalized booths it will be from 08:00 to 22:00 hrs), 8% VAT and 15% administration fee is excluded.

We hope that you find this brochure useful and wish you every success with your exhibition preparations. Please do not hesitate to contact us if you have any questions.



1 booth size = W3000mm x D2000mm x H2400mm



Your shell scheme package (for a standard booth) consists of the following items:

- 2.4m high System panels of white with visible aluminum supports (no panels for booths along the aisles);
- Fascia (W3000mm x H200mm, with your logo and lettering), white;
- 1 double socket (2-pronged) up to 100V/500W;
- 1 fluorescent light behind fascia;
- 1 Table (W1200mm x D600mm x H700mm) with white table cloth;
- 2 Chairs
- 1 Waste Basket

For additional items to the basic stand construction you can use the order forms enclosed.

The following conditions are applicable to your order(s):

- The Order Form **and** Coversheet must always be filled in completely and after being dated and undersigned be sent to ISS, INC.
- Orders which are not accompanied by a fully completed Coversheet will not be executed. This will also apply to Coversheets which are not dated and/ or undersigned;
- After receiving your order ISS, INC. will send a confirmation. This is also an invoice for the requested services. Invoices must be fully paid BEFORE the exhibition opens.
- If because of the time-schedule this is not possible ISS, INC. is allowed to request cash payment (in JPY) at the exhibition floor;
- The deadline for the orders is Monday October 16th.
- All prices mentioned are on a rental basis, 8% VAT and 15% administration fee excluded, unless mentioned differently, for the full exhibition period;
- When an order is cancelled a week prior to the carry-in (October 30th), i.e. Monday October 23rd, 10% of the price of the items concerned is charged for administration costs.

Deadline for application: Monday, October 16th

Please email the completed forms to:

<wco-exhibition-2017@issjp.com>

Coversheet

We kindly ask your attention for the following: if you would like to make an (additional) order for the construction, furnishing or decoration of your stand at the exhibition mentioned above, please complete this form with the requested information, and send it as a coversheet along with your order forms. The payment can only be done through Bank Transfer.

If we do not receive the fully completed coversheet, the order cannot be executed.

Company Name: _____

Stand Number: _____

Company Name at Fascia: _____

Contact Person: _____

Address: _____

Zip Code/City/Country: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Invoice Address (if aberrant): _____

Zip Code/City/Country: _____

Method of payment:

Bank (after receiving an invoice/ order confirmation)

Date: _____

Signature: _____

