

## **Exhibition Manual – 6th WCO TI Forum**

### Welcome

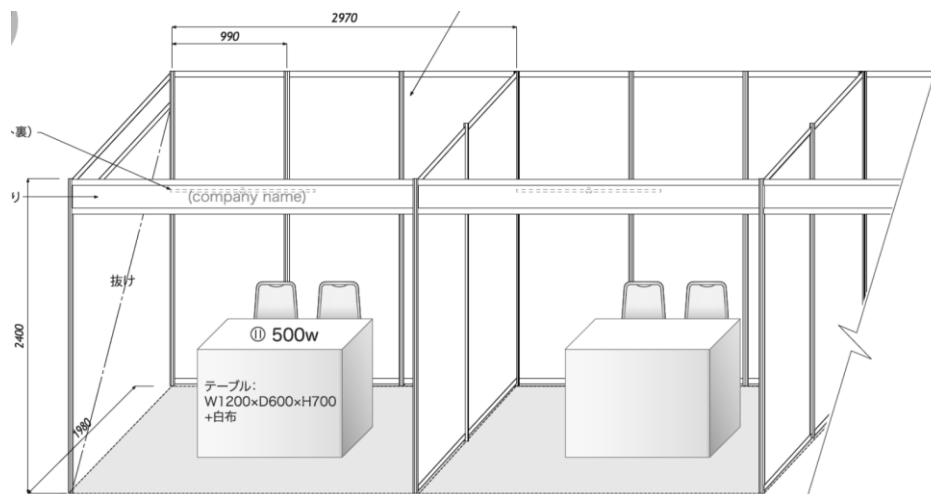
Dear Exhibitor,

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

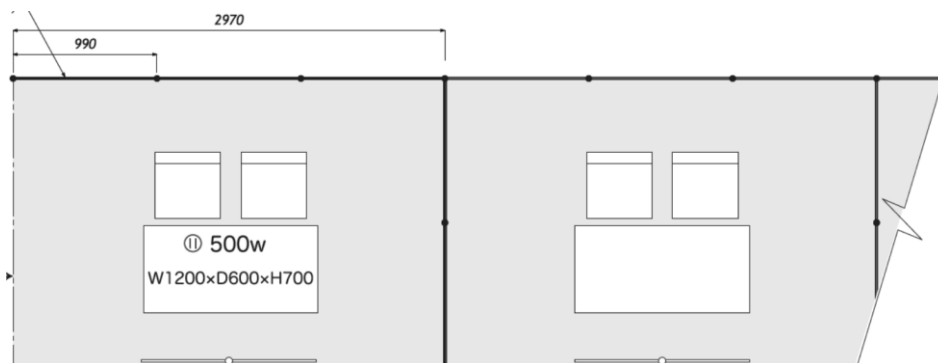
We are pleased to set up this manual, covering all the major points related to your participation at your exhibition. It is also designed to give you the opportunity to place orders to modify and upgrade your booth to make your exhibition a real success.

All prices mentioned are on a rental basis for the full exhibition period (with set up scheduled on October 30<sup>th</sup>, 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 16<sup>th</sup>**

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: \_\_\_\_\_

**Order Form**

**Deadline for application: Monday, October 16<sup>th</sup>**

Please email the completed forms to:  
<wco-exhibition-2017@issjp.com>  
with the Coversheet attached.


Item Name	Item No.	Quantity	Remarks	Price (JPY)
	Total			
	Grand Total (Please add 8% VAT + 15% administration fee)			


Date: \_\_\_\_\_


Deadline for application: **Monday, October 16th**


ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET  
Please email the completed Order Form to: <wco-exhibition-2017@issjp.com>  
Prices below are 8% VAT and 15% administration fee excluded.


■ Rental Items


Item Name	Waste Bin
Item No.	101
Size	
W:310	
D:420	
H:690	
Price	
	<b>¥3,200</b>
Specs	
Material	Recycled PPP
Colour	Ivory

Item Name	Catalogue Stand
Item No.	102
Size	
W : 450	
D : 530	
H : 830	
Price	
	<b>¥8,000</b>
Specs	
Material	Steel Chrome-plated
Specs	1 row 12 shelves

Item Name	Catalogue Stand
Item No.	103
Size	
W : 781	
D : 425	
H : 1421	
Price	
	<b>¥15,000</b>
Specs	
Material	Aluminum Silver
Specs	A4・3 rows, 4 shelves, upto D30mm

Item Name	Card Post
Item No.	104
Size	
W : 98	
D : 84	
H : 112	
Price	
	<b>¥2,000</b>
Specs	
Material	Acrylic
Colour	Wooden/White


Item Name	Bar Table
Item No.	105
Size	
600φ	
H : 700	
Price	
	<b>¥6,500</b>
Specs	
Tabletop	White
Leg	Silver


Item Name	Bar Table
Item No.	106
Size	
600φ	
H : 1000	
Price	
	<b>¥12,000</b>
Specs	
Tabletop	White
Leg	Silver


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■ Rental Items


Item Name	Chair
Item No.	107
Size	
W : 430	
D : 530	
H : 790	
SH:460	
Price	
¥6,500	
Specs	
Material	Leather Grey/Beech wood White
Frame	Steel-Silver

Item Name	Chair
Item No.	108
Size	
W : 498	
D : 523	
H : 800	
S H : 430	
Price	
¥4,000	
Specs	
Material	Polypropylene White
Frame	Steel-plated

Item Name	Chair
Item No.	109
Size	
W:480	
D:540	
H:815	
SH:435	
Price	
¥6,500	
Specs	
Material	Leather White/Beech wood White
Frame	Steel Chrome-plated

Item Name	Stool
Item No.	110
Size	
W : 395	
D : 455	
H : 735~925	
SH : 520~710	
Price	
¥9,000	
Specs	
Material	Leather White or Leather Black
Frame	Steel Chrome-plated
Specs	Hight adjustable/Seat turns

Item Name	Bar Table		
Item No.	111		
Size			
W : 750			
D : 455			
H : 735			
Price			
¥8,000			
Specs			
Tabletop	White		
Leg	Silver		


Item Name	Counter Table	
Item No.	112	
Size		
W : 900		
D : 450		
H:950		
Price		
¥15,500		
Specs		
Material	White	
Shelf	Hight adjustable with shelf	





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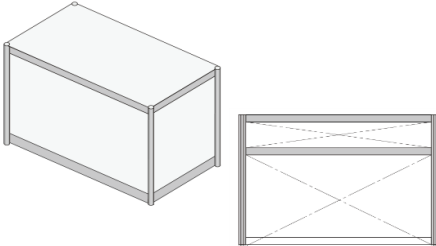
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■ Rental Items

Item Name	Counter Table	
Item No.	113	
Size		
W : 1200		
D : 600		
H:950		
Price		
¥18,000		
Specs		
Colour	White	
Shelf	Hight adjustable with shelf	

Item Name	Plant
Item No.	114
Size	
H:1800	
Price	
¥9,000	
Specs	
Material	Artificial plant

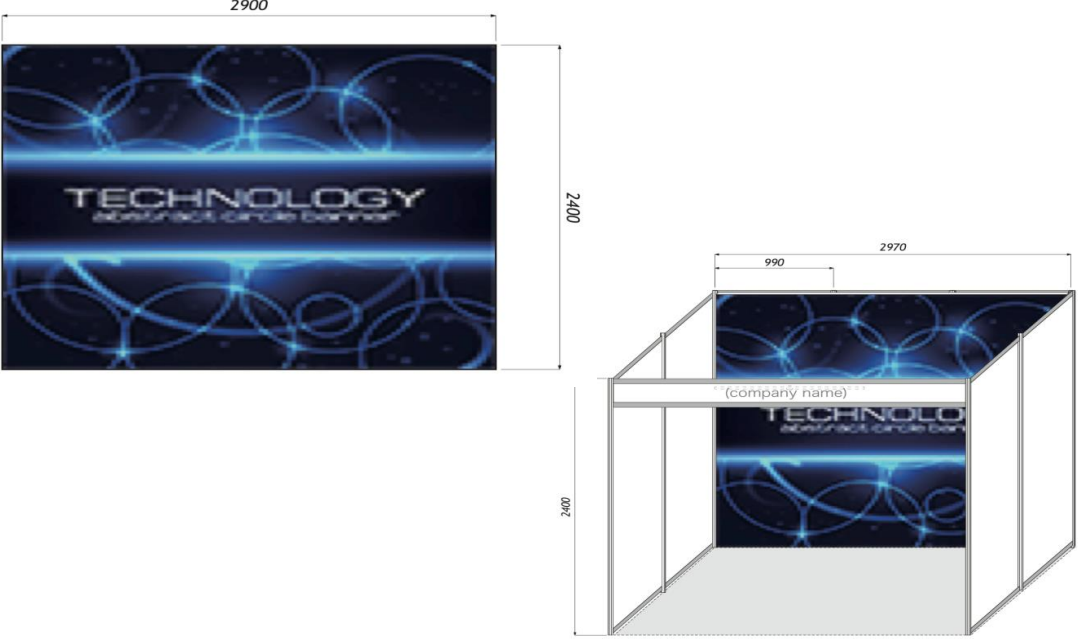
Item Name	Plant
Item No.	115
Size	
H:1800	
Price	
¥12,500	
Specs	
Material	Artificial plant

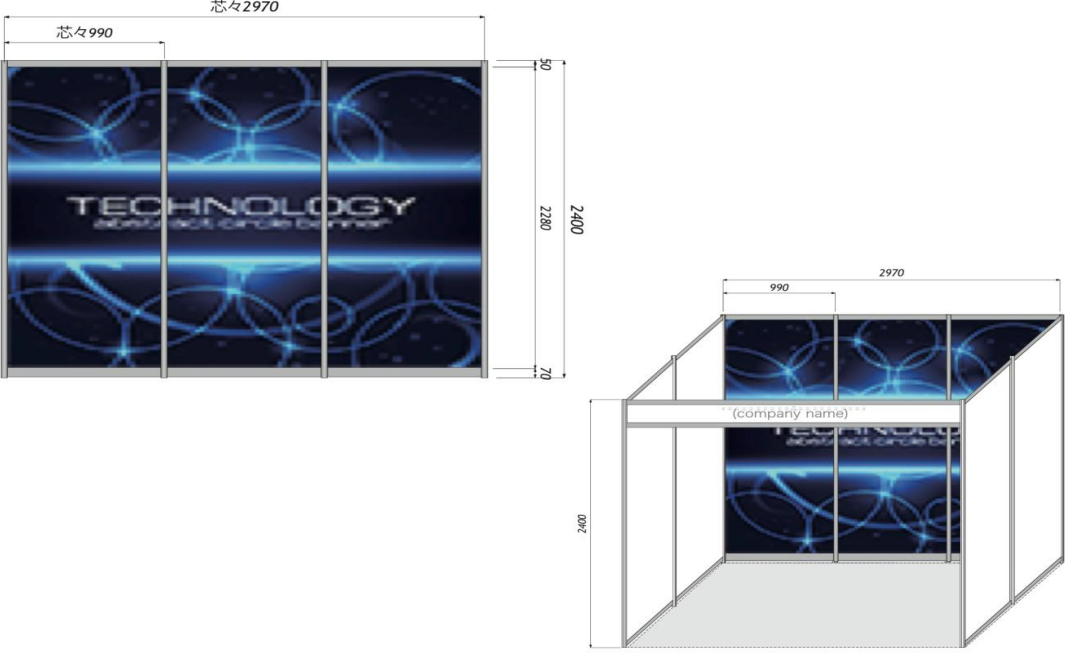
Item Name	Counter Table	
Item No.	116	
Size		
W : 1000		
D : 500		
H : 750 or H : 920		
Price		
¥15,500		
Specs		
Material	Panel	
	with shelf	

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■ **Decoration**


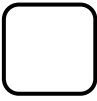
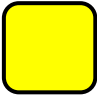

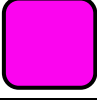
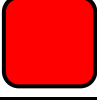

Item Name	Wood Panel	
Item No.	201	
Size		
W2900×H2400		
Specs		
Wood panel Output paper sticking Seamless		
Price		
¥110,000		


Item Name	Shell Scheme Wall Panel	
Item No.	202	
Size		
W3000×H2300		
Specs		
Shell Scheme Wall Panel Output paper sticking		
Price		
¥70,000		

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■ **Carpet**

Colour		Item No.
Black		301
White		302
Yellow		303
Orange		304
Pink		305
Red		306
Sky Blue		307

Colour		Item No.
Blue		308
Purple		309
Green		310
Light Green		311
Dark Grey		312
Light Grey		313

NOTE: Default carpet colour of the Exhibition room (Pegasus) is brown and cream, with strips of blue.


Quantity = 1 is equivalent to the size of one basic booth of 6sqm.


**Price: ¥24,000** per booth of 6sqm


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■ **Electricity (Additional)**


Item Name	Halogen Spotlight (100W)		
Item No.	401		
Size			
Price			
¥4,500			
Specs			
Colour	White		

Item Name	Halogen Spotlight (300W)		
Item No.	402		
Size			
Price			
¥9,000			
Specs			
Colour	White		
	System Type		

Item Name	Halogen Spotlight (100W)
Item No.	403
Size	
Price	
¥5,000	
Specs	
Colour	White or Black
	Arm Type

Item Name	Halogen Spotlight (300W)
Item No.	404
Size	
Price	
¥9,500	
Specs	
Colour	White
	Arm System Type

Item Name	Halogen Spotlight (100W)
Item No.	405
Size	
Price	
¥4,500	
Specs	
Colour	White
	Duck Type

Item Name	Additional Power Outlet		
Item No.	406		
Size	2 outlet for one		
			
Price			
¥11,000			
Specs			
Colour	White		
	up to 100W/500W, including installation fee		


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Prices below are 8% VAT and 15% administration fee excluded.


## ■ Rental AV Equipment/Items


Item Name	LCD monitor (40 inch, with stand)
Item No.	501
Size	
Price	
¥115,000	
Specs	
	Stand size: W850, H1646-2246, D900

Item Name	LCD monitor (50 inch, with stand)
Item No.	502
Size	
Price	
¥190,000	
Specs	
	Stand size: W850, H1646-2246, D900

Item Name	LCD monitor (40 inch, wall hanging)
Item No.	503
Size	
40 inch	
Price	
¥105,000	
Specs	
	Power consumption: 310W
	NEC

Item Name	LCD monitor (50 inch, wall hanging)
Item No.	504
Size	
50 inch	
Price	
¥180,000	
Specs	
	Power consumption: 95W
	Panasonic

Item Name	LCD monitor (55 inch, wall hanging)
Item No.	505
Size	
55 inch	
Price	
¥190,000	
Specs	
	Power consumption: 255W
	NEC


Item Name	Laptop PC
Item No.	506
Size	
Price	
¥40,000	
Specs	
	English OS
	Win_7/2007·2010·2013·2016

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■ Rental AV Equipment/Items

Item Name	iPad Air2 Wifi 16GB
Item No.	507
Size	
Price	
¥24,000	
Specs	

Item Name	Security Wire for iPad
Item No.	508
Size	
Price	
¥10,000	
Specs	
	Suction pad
	Does not come with iPad

Item Name	iPad Stand
Item No.	509
Size	
Price	
¥6,500	
Specs	
	Tripod
	Does not come with iPad