Dear Exhibitor,

Welcome to the SIGGRAPH Asia 2009!

This is your personal copy of the Exhibitor Service Manual, which has been carefully compiled to assist and facilitate you in your preparation for the event. The manual will provide you with information required for the preparation of your exhibition stand. General guidelines, marketing aides and useful addresses are also included in the manual. We recommend a careful study of its content to ensure that SIGGRAPH Asia 2009 will be a successful experience for your company.

The "Index of Forms" lists every individual form included in the Manual and shows you compulsory forms that need to be completed and returned. The other forms are for your attention and completion where necessary.

We would like to bring your attention to “Order Forms Checklist” (Form 0). To ensure that that the services/forms you require are duly received and processed, we highly recommend that you complete and return this form before the stipulated deadline. This enables us to fully assist you in your booth preparation; providing you with reminders to send in any possibly missing orders. This service is provided for your convenience.

Please send us the order forms by the stipulated deadlines so that we can ensure that the services you require are arranged before the exhibition. Do remember to make a copy for your own reference.

We look forward to welcoming you in Yokohama, Japan at SIGGRAPH Asia 2009!

Best Regards,

Your SIGGRAPH Asia 2009 Team
## INDEX OF FORMS

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<td></td>
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<td>Order Form Checklist</td>
<td>All Exhibitors</td>
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<td>Exhibition Guide (sent separately)</td>
<td>All Exhibitors</td>
<td>16 October 09</td>
<td></td>
</tr>
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<td>2</td>
<td>Marketing &amp; Press</td>
<td>All Exhibitors</td>
<td>09 November 09</td>
<td>20–21</td>
</tr>
<tr>
<td>3</td>
<td>Attendees Data</td>
<td>All Exhibitors</td>
<td>09 November 09</td>
<td>22–24</td>
</tr>
<tr>
<td>4</td>
<td>Promotional Opportunities</td>
<td>All Exhibitors</td>
<td>16 October 09</td>
<td>25–28</td>
</tr>
<tr>
<td>5</td>
<td>Meeting Rooms</td>
<td>All Exhibitors</td>
<td>15 October 09</td>
<td>29–30</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>BOOTH AND UTILITIES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>6</td>
<td>Exhibitor Badges</td>
<td>All Exhibitors</td>
<td>02 November 09</td>
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<td>Fascia Name</td>
<td>Shell &amp; Premium</td>
<td>02 November 09</td>
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<td>Raw Space Exhibitors</td>
<td>Raw Space</td>
<td>10 October 08</td>
<td>34–35</td>
</tr>
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<td>9</td>
<td>Service Location Plan</td>
<td>Shell &amp; Premium</td>
<td>16 October 09</td>
<td>36</td>
</tr>
<tr>
<td>10</td>
<td>Furniture &amp; Equipment</td>
<td>All Exhibitors</td>
<td>02 November 09</td>
<td>37–43</td>
</tr>
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<td>11</td>
<td>Audio Visual Equipment</td>
<td>All Exhibitors</td>
<td>02 November 09</td>
<td>44–45</td>
</tr>
<tr>
<td>12</td>
<td>Electricity &amp; Lighting</td>
<td>All Exhibitors</td>
<td>02 November 09</td>
<td>46–47</td>
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<tr>
<td>13</td>
<td>Water &amp; Compressed Air</td>
<td>All Exhibitors</td>
<td>02 November 09</td>
<td>48–49</td>
</tr>
<tr>
<td>14</td>
<td>Heavy &amp; Large Exhibits</td>
<td>All Exhibitors</td>
<td>02 November 09</td>
<td>50–51</td>
</tr>
<tr>
<td>15</td>
<td>Telecommunications</td>
<td>All Exhibitors</td>
<td>16 October 09</td>
<td>52</td>
</tr>
<tr>
<td>16</td>
<td>Staff &amp; Security</td>
<td>All Exhibitors</td>
<td>16 October 09</td>
<td>53–54</td>
</tr>
<tr>
<td>17</td>
<td>Stand Cleaning</td>
<td>All Exhibitors</td>
<td>02 November 09</td>
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</tr>
<tr>
<td>18</td>
<td>Food and Beverage</td>
<td>Refer to form</td>
<td></td>
<td>56–57</td>
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<td>Freight Services</td>
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<td>Refer to form</td>
<td></td>
<td>66–70</td>
</tr>
</tbody>
</table>

*Forms marked as "compulsory" must be returned from all Exhibitors*

All Information in this Manual is correct at the time of printing as the Organizer has done its utmost to ensure accuracy.
The Organizer apologizes for any misprint or error, and regrets that we cannot be held liable on any account whatsoever for them.
# List of Contacts

## Organizer

**SIGGRAPH Asia 2009**

c/o Koelnmesse Pte Ltd
152 Beach Road
#25-05 Gateway East
Singapore 189721
Tel: +65.6500.6720
Fax: +65.6296.2771
Email: a.sng@koelnmesse.com.sg
Contact: Mr. Adrian Sng

## Venue

**Pacifico Yokohama**

Pacifico Convention Plaza Yokohama
1-1-1 Minato Mirai, Nishi-ku
Yokohama 220-0012
Japan
Tel: +81.45.224.2160
Fax: +81.45.221.2136
Email: mizushima@pacifico.co.jp
Contact: Ms. Fumi Mizushima

## Official Stand Contractor

**Nomura Co., Ltd**

2-3-4 Daiba, Minato-ku
Tokyo 135-8622
Japan
Tel: +81.3.5962.4783
Fax: +81.3.3570.2383
Email: exhibitor-desk@nomurakougei.co.jp
Contact: Mr. Yoshikazu Yamada

## Official Audio Visual Supplier

**Hibino Corporation**

3-5-14 Konan, Minato-ku
Tokyo 108-0075
Japan
Tel: +81.3.3472.5611
Fax: +81.3.3472.5710
Email: yukari_yamagishi@hibino.co.jp
Contact: Ms. Yukari Yamagishi

## Official Freight Forwarder

**Schenker-Seino Co., Ltd**

2-2-24 Higashi-Shinagawa
Tennoz Central Tower 16F
Shinagawa-ku, Tokyo 140-0002
Japan
Tel: +81.3.5769.7380
Fax: +81.3.5769.7381
Email: takayuki.matsuzaki@schenker-seino.co.jp
Contact: Mr. Takayuki Matsuzaki

## Official Travel Agent

**JTB Pte Ltd**

47 Hill Street
#03-01 SCCCI Building
Singapore 179365
Tel: +65.6595.9157 / 9153
Fax: +65.6535 3823
Email: sales@sg.jtbasia.com
Contact: Ms. Murata / Ms. Maisy

**JTB Western Japan Corp, Event & Convention Sales Dept**

JTB bldg.(3F) 2-1-25, Kyutaro-machi, Chuo-ku,
Osaka, 541-0056 Japan
Tel: +81.6.6260.5076
Fax: +81.6.6263.0717
Email: westec_op6@jtb.jp
Contact: Ms. Sakamoto Naoko

## Official Exhibition Guide Publisher

**Q LTD**

109 Catherine Street
Ann Arbor, Michigan
48104 USA
Tel: +1.734.395.0318
Email: tom@qltd.com
Contact: Mr. Tom Rieke
# Exhibition Schedule

## Build-up Period

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Marking by Official Stand Contractor</td>
<td>14 December 2009</td>
<td>08:00 – 12:00 hrs</td>
</tr>
<tr>
<td>Official Stand Contractor Move-In</td>
<td>14 December 2009</td>
<td>08:00 – 23:00 hrs</td>
</tr>
<tr>
<td></td>
<td>15 December 2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 December 2009</td>
<td></td>
</tr>
<tr>
<td>Exhibitor Nominated Contractor Move-In</td>
<td>14 December 2009</td>
<td>12:00 – 23:00 hrs</td>
</tr>
<tr>
<td></td>
<td>15 December 2009</td>
<td>08:00 – 23:00 hrs</td>
</tr>
<tr>
<td></td>
<td>16 December 2009</td>
<td>08:00 – 23:00 hrs</td>
</tr>
<tr>
<td>Exhibitor Registration</td>
<td>15 December 2008</td>
<td>13:00 – 18:00 hrs</td>
</tr>
<tr>
<td></td>
<td>16 December 2008</td>
<td>09:00 – 18:00 hrs</td>
</tr>
<tr>
<td>Electrical Installation</td>
<td>15 December 2009</td>
<td>12:00 – 23:00 hrs</td>
</tr>
<tr>
<td></td>
<td>16 December 2009</td>
<td>08:00 – 23:00 hrs</td>
</tr>
<tr>
<td>Exhibits Move-In and Stand decoration</td>
<td>16 December 2009</td>
<td>08:00 – 23:00 hrs</td>
</tr>
</tbody>
</table>

## Exhibition Period

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Hours of Exhibition</td>
<td>17 December 2009</td>
<td>09:30 – 18:30 hrs</td>
</tr>
<tr>
<td></td>
<td>18 December 2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19 December 2009</td>
<td>09:30 – 15:30 hrs</td>
</tr>
</tbody>
</table>

## Dismantling Period

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibits Move-Out and Stand Dismantling*</td>
<td>19 December 2009</td>
<td>15:30 – 23:00 hrs</td>
</tr>
<tr>
<td></td>
<td>20 December 2009</td>
<td>07:00 – 10:00 hrs</td>
</tr>
</tbody>
</table>

Notes:
- Exhibitors can be admitted to the exhibition hall 30 minutes prior to show opening hours.
- During the exhibition, exhibitors are permitted to remain in their booth for 30 minutes after the exhibition closes.
- All exhibitors must construct and decorate their stands by 20:00 hrs on 16 December 2009. Cleaning of the exhibition hall commences from 20:00 hrs, and no construction or decoration is permitted during hall cleaning.
- Exhibitors who require exceptions from this rule must obtain written permission from the Organizer for security and hall lighting to be arranged.
- Overtime charge: -
- If over time is required by the exhibitor for booth construction, exhibitors must contact the Organizer for permission in advance and submit their application before 15:00 hrs on the same day if over time is required. The application of overtime is subjected to the approval of the Organizer and the Venue and it will be charged at JPY22,050 per hour.

* Exhibitors and all stand contractors must complete dismantling by 10:00 hrs on 20 December 2009. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement will be charged to the exhibitors.
A) GENERAL INFORMATION

A1 NAME OF EVENT
SIGGRAPH Asia 2009

A2 VENUE
Pacifico Yokohama (Exhibition Hall)
Exhibition: Hall B
1-1-1 Minato Mirai, Nishi-ku
Yokohama 220-0012
Japan

A3 DATES & TIMES

Conference:
Wednesday to Saturday
16 – 19 December 2009
09:00 – 17:30 hrs

Exhibition:
Thursday to Saturday
17 – 19 December 2009
09:30 – 18:30 (Thursday and Friday)
09:30 – 15:30 (Saturday)

A4 ORGANIZER, CO-ORGANIZER AND SUPPORTING BODIES

Organizer
ACM SIGGRAPH

Conference and Exhibition Management
Koelnmesse Pte Ltd

A5 VISITOR ADMISSION

- Admission is granted to registered professionals, invited guests, trade, business visitors and students only.
- A fee of JPY 1,000 is applicable for onsite registration
- Visitors must register at the registration counters located at the entrance of Exhibition Hall, Level 1.
- Visitors below 16 years of age will not be admitted. Proof of age may be requested upon badge collection.
- The Organizer reserves the rights to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless approval is obtained from the Organizer.

A6 PRESS CENTRE

A Press Centre for local and international media will be made available throughout the opening hours of the exhibition to assist members of the press. Exhibitors have the option of renting a
A) GENERAL INFORMATION

press compartment shelf to display press materials at the Press Centre (Please refer to Form 2.2 on Page 20).

A7 CAFETERIA / RESTAURANTS AND STAND CATERING SERVICES

A variety of coffee shops, snack bars and restaurants are available on-site and within Pacifico Yokohama, Exhibitors are asked to contact Kanagawa Cooking Service Centre at email: suda@kanagawa-cooking.co.jp.

Pacifico Yokohama Restaurant Meal Ticket can be purchased at Pacifico Yokohama Business Center. Please visit http://www.pacifico.co.jp/promoter/dl/pdf/coupon_e.pdf to find out the Restaurants where the Meal Tickets are accepted.

A8 HOTELS / TAXI AND AIRPORT TRANSFER

Special discounted hotel rates have been secured for the Exhibitors and visitors of SIGGRAPH Asia 2009. Please refer to Form 20 for hotel bookings or refer to our website www.siggraph.org/asia2009 for further details.

Taxis are available at the airport, hotels and outside the exhibition centre.

Optional tours in and around Japan and Asia can be booked in advance at www.siggraph.org/asia2009 or at the service counter on-site. For special arrangements, please contact our Official Travel Agent (refer to List of Contacts).

A9 LOCATION MAP OF PACIFICO YOKOHAMA

[Image of a map of Pacifico Yokohama]
### General Information

#### A10 Transportation Information

**By Train/Air**

- **Shibuya Sta.**
  - Tokyo Toyocho Line: Limited Express
  - JR Shinjuku Line
  - 29min

- **Shinjuku Sta.**
  - JR Tokaido Line
  - Keikyu Express: Limited Express
  - 15min

- **Tokyo Sta.**
  - JR Yokohama Line
  - Keihin Line: 13min

- **Shinagawa Sta.**
  - JR Yokohama Line
  - Keikyu Express: Limited Express
  - 15min

- **Shin Yokohama Sta.**
  - JR Yokohama Line
  - Keihin-Tohoku Line: 15min

- **Narita Airport**
  - JR Narita Express
  - 90min

- **Haneda Airport**
  - Keikyu Express
  - 24min

**By Car**

- **Metropolitan Expressway**
  - Toward Yokohama Park, Yokohane Route
  - Toward Yokohama (over Bay bridge), Wangan Route

- **Tomix Expressway**
  - Yokohama Machida IC

**By Air**

- **Minato Mirai Sta.**
  - On foot: 3min

**Location:**

- PACIFICO YOKOHAMA
- Yokohama City Air Terminal, Yokohama St. Est.
### A10 TRANSPORTATION INFORMATION

**Parking**

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<th>Capacity</th>
<th>Operating Hours</th>
<th>Rates</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minato Mirai Public Parking Lot 045-221-1301</td>
<td>1,200 (Standard-sized car)</td>
<td>Open 24 hours</td>
<td>¥280/30min.</td>
<td>+ Weekday Discount: 8:00~23:00, ¥1,300 for max half-rate</td>
</tr>
<tr>
<td>Rinko Park Parking Lot 045-221-2176</td>
<td>100 (Standard-sized car)</td>
<td>10:00~21:00</td>
<td>¥500/1hour</td>
<td></td>
</tr>
<tr>
<td>Bus/Large Vehicle Parking Lot 045-221-1302</td>
<td>40 (Bus, Large Vehicle)</td>
<td>Open 24 hours (Loading and unloading: 7:00~22:00)</td>
<td>¥500/30min.</td>
<td>+ Late Night Discount: 22:00~7:00 half-rate</td>
</tr>
</tbody>
</table>

For more information, please visit [http://www.pacifico.co.jp/english/facility/accessmap.html](http://www.pacifico.co.jp/english/facility/accessmap.html)
B) TECHNICAL INFORMATION

B1 BOOTH CONSTRUCTION REGULATIONS

1.1 Official Stand Contractor
Nomura Co., Ltd has been appointed as the Official Stand Contractor for this event. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The name of the contractor must be addressed to the Organizer by completing and submission of Form 8.

Nomura Co., Ltd
2-3-4 Daiba, Minato-ku
Tokyo 135-8622
Japan
Tel: +81.3.5962.1204
Fax: +81.3.3570.2383
Email: yoshikazu_yamada@nomurakougei.co.jp
Contact: Mr. Yoshikazu Yamada

1.2 Standard Shell Scheme Construction*

<table>
<thead>
<tr>
<th></th>
<th>9-12sqm</th>
<th>15sqm</th>
<th>18-21sqm</th>
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</thead>
<tbody>
<tr>
<td>Wall Panels</td>
<td>on all closed sides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td>total stand area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slot-in Fascia Board with Company Name &amp; Stand Number (English and/or Japanese)</td>
<td>on all open sides (aisle facing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reception Counter</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Square Table</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Folding Chairs</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Spotlight (100w)</td>
<td>3</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Power point (1.0kw)</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Waste Paper Basket</td>
<td>1</td>
<td>1</td>
<td>1</td>
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</table>

* Please contact the Organizer for entitlements of sqm which are not specified above.

Premium Shell Scheme Construction*

<table>
<thead>
<tr>
<th></th>
<th>18sqm</th>
<th>27sqm</th>
<th>36sqm</th>
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<tbody>
<tr>
<td>Wall Panels</td>
<td>on all closed sides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td>total stand area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slot-in Fascia Board with Company Name &amp; Stand Number (English and/or Japanese)</td>
<td>on all open sides (aisle facing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logo on Signage</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Reception Counter</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Square Table</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Folding Chairs</td>
<td>4</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Spotlight (100w)</td>
<td>6</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>Spotlight for Logo Signage</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Power point</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Waste Paper Basket</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

* Please contact the Organizer for entitlements of sqm which are not specified above.
**B) TECHNICAL INFORMATION**

Booth facilities listed above are subject to change at the discretion of the Organizer without prior notice. If Exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

Additional furniture and electrical items can be rented from the Official Stand Contractor. Please place your order by completing the respective forms within this Manual and returning these by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the Manual.

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by the Official Stand Contractor and charged accordingly to the Exhibitor. The Organizer, together with the venue owners, will inspect the hall before and after the event.

Exhibitors are disallowed from replacing existing fascia with self-made fascia for Standard and Premium Shell Booths. Please refer to Figure 1.0 for an example.

![Figure 1.0](image)

**1.3 Individual Stand Construction / Raw Space Exhibitors**

Exhibitors having Individual booth designs are recommended to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own contractors are permitted to work onsite.

The name of the contractor must be given to the Organizer by completing Form 8. Failure to obtain written approval can result in costly alterations on-site such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations.

When the Exhibitor-appointed contractor is not the Official Stand Contractor, the Exhibitor is required to complete Form 8 of the manual. This is to ensure that the rules and regulations are abided by.

Booth designs; including overview layouts, schematic diagrams and at least 3 different 3D perspectives are to be submitted before the stipulated deadline for the approval of the Organizer. **Late submissions may not be approved.**
B) TECHNICAL INFORMATION

Each booth must have its own panels on all sides which do not face an aisle and it is not permitted to use the neighbor’s panels. If any panel is higher than 2.5m, it is restricted to a distance of 1m away from the dividing walls of neighboring stands and acceptable decoration or material must cover the back of that panel. Please refer to Figure 1.1 for an example.

![Figure 1.1](image)

Island booths are not permitted to construct a full back wall. All back walls should only be 1/3 closed at a maximum. Booths with individual design must have their exposed back walls covered with suitable material, i.e. white wooden panels.

**The Organizer reserves the right to reject any contractor and design deemed inappropriate.**

1.3.1 Construction Height

The ceiling height at the venue is between 13 – 19m throughout and the maximum permitted stand height is 4m.

Special structures above 2.5m are restricted to a distance of 1m away from the dividing walls of the neighboring stands. Otherwise, it is each individual Exhibitor’s responsibility to obtain written approval from their respective neighboring stand(s) for exceptional cases. Please refer to area circled in red in Figure 1.2 for an example. All Individual stand construction has to be approved by the Organizer.

![Figure 1.2](image)
1.3.2 Building Material / Dangerous Materials
Materials for the construction of the exhibition booths and its decoration shall have a minimum flame spread rating.

No false ceiling will be approved, unless the material used will allow water to flow through freely.

Any booth of more than 60sqm has to be equipped with a fire extinguisher provided by the respective stand contractor.

1.3.3 Double storey stands
Apart from the afore mentioned rules & regulations, Exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:

1. The exhibiting company of the lower tier of a particular booth must be the same as that of the upper tier.

2. The rental rates for the contracted floor area at the upper tier shall be fifty percent (50%) of that of the lower tier. That is, if the rental rate for the lower tier floor area is US$ 330 per square meter, the rental rate for the upper tier floor area is US$ 165 per square meter.

3. Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 25 square meters and that the minimum length of any dimension of that area is 5 meters.

4. The contracted floor area of the upper tier shall not exceed 50% of the contracted floor area of the lower tier of the particular booth.

5. All booth designs and stand construction must be approved in advance by the Organizer and the hall proprietor in writing. Detailed designs (including technical & structural plans) have to be submitted before the stipulated deadline for the relevant authorities’ review and approval. Special structures are restricted to a distance of 1m away from the dividing walls of the neighboring stands.

6. The design, construction and tear-down of double storey stands have to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the Venue Owner.

7. Please refer to 1.3 for more technical information on Individual Stand Construction.
B) TECHNICAL INFORMATION

B2 HALL SPECIFICATIONS

2.1 Floor Loading Capacity:
5 tons/sqm, Concrete Flooring. 1 ton/sqm on pit cover, trench hatch and surrounding areas.

Special arrangements including the provision of a steel base plate may be required for any exhibit exceeding these limits. The Organizer must be informed of any such exhibit (refer to Form 14).

2.2 Power Supply and Lighting
The Organizer will provide general lighting in the exhibition hall during show time only.

All electrical installation, wiring and dismantling work at the exhibition must be carried out by the official stand contractor. No exception is permitted.

All electrical equipment and installations should be tested and approved by the Organizer’s appointed licensed engineers prior to turning on the electricity supply.

The standard electrical current supply available for use is 100V & 200V (single phase) and 200V (three phase), the frequency is 50Hz. Exhibitors requiring different voltage/frequency or special connections to equipment must arrange directly with the appointed Stand Contractor.

All electrical supplies must be ordered from the Organizer’s appointed Stand Contractor.

Exhibitors who reserved raw space only are requested to submit their electrical order form accompanied by a proposed layout plan. Inspection on-site will be carried out before the power supply is turned on.

Exhibitors or their contractors who wish to bring in special lights, lamps and lighting to be used in their stand must receive approval from the Organizer at least 4 weeks before the commencement of the exhibition. Applicants are requested to submit the following information and documents when applying:

1. Specifications and its rating in watts / units of the light fitting
2. Total units to be installed
3. Layout line drawing of planned electrical installation
4. Company name of the contractor
5. Names and identification card / passport numbers of all attending electrical personnel
6. Electrical order form in the Exhibitors Manual (refer to Form 12)

Each electrical supply provided is intended for one equipment or machine on display. Multpoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.

During the move-out period, temporary electricity supply can be arranged by prior arrangements (at least 24 hours in advance) with the Organizer.

2.3 Water and Compressed Air
For operational safety reasons, only the Official Contractor is permitted to carry out the installation work required. For orders please use Form 13.

2.4 Air-Conditioning
Air-conditioning within the Venue will be operational during official exhibition opening hours only. For any further requirements for extension of air-conditioning operational hours, please contact the Organizer directly to make your request.
B) T E C H N I C A L  I N F O R M A T I O N

B3  F R E I G H T  A N D  E X H I B I T S

3.1  Official Freight Forwarder
The Organizer has appointed Schenker-Seino Co., Ltd Ltd as the Official Freight Forwarder, site handling and customs clearance agent for SIGGRAPH Asia 2009. Please refer to Form 19 for detailed guidelines on freight forwarding services.

Delivery of exhibits and other exhibition stocks will not be permitted during the show period. Delivery of stock or replenishment may only be carried out half an hour before the start or immediately after the show opening hours.

Please address all correspondence concerning exhibition freight forwarding matters directly to Schenker Singapore (Pte) Ltd.

Schenker-Seino Co., Ltd
2-2-24 Higashi-Shinagawa
Tennoz Central Tower 16F
Shinagawa-ku, Tokyo 140-0002
Japan
Tel: +81.3.5769.7380
Fax: +81.3.5769.7381
Email: takayuki.matsuzaki@schenker-seino.co.jp
Contact: Mr. Takayuki Matsuzaki

3.2  Storage
Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, Exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls before, during and after the show. Any cost incurred will be borne by the respective Exhibitor.
C) RULES & REGULATIONS

C1 FILM, AUDIO / VISUAL AND PRODUCT DEMONSTRATION

Audio visual equipment may be provided by the Exhibitor or hired from the official AV and computer supplier using Form 11. When in operation, audio visual equipment must not disturb visitors or other Exhibitors with excessive sound / noise. All audio visual equipment should be kept to a maximum level of 70dB, unless otherwise stated by the Organizer. Sound levels will be measured using a noise meter at each booth. The Organizer reserves the rights to discontinue any audio visual presentation which in their opinion is detrimental to the event.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizer.

C2 GENERAL CLEANING

The Organizer will provide general cleaning of the exhibition premises and stands (excluding Raw Space Exhibitor booths) prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of each Exhibitor to maintain the cleanliness of his booth at all times.

However, the Exhibitor can engage the services of the official cleaning contractor using Form 17 should they need additional cleaning services.

C3 REMOVAL OF WASTE

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Individual Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, the contractor must remove from the site all the materials from their client’s booth. Should they not do so; the deposit paid will be used to pay for removal by the official cleaning contractor.

Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. The Organizer reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

C4 INDUSTRIAL GAS DEMONSTRATION AND FIRE PRECAUTION

Exhibitors, who, because of the nature of their exhibits, require specific fire precaution, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizer. Even when consent is given, adequate precautionary measures must be taken by Exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the Exhibitor to protect the public against any danger of fire outbreak. NOMURA Co., Ltd may require on-site inspection to ensure maximum fire safety.

Smoking is not permitted in the exhibition hall and conference rooms at all times.
C) RULES & REGULATIONS

C5 LIABILITIES

General insurance will be covered and handled by the Organizer. However, it is the responsibility of each Exhibitor to arrange insurance coverage for its own exhibits during the exhibition.

All Exhibitors must arrange at their own cost “all-risk” insurance coverage from their origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take out public liability and comprehensive protection.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizer maintains security surveillance at all times, Exhibitors are reminded that goods / exhibits will still, nevertheless, be at risk, especially during the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, Exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

If your exhibits are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please contact the Organizer. Please note that you are not allowed to hire staff or personnel from another security agency.

C6 GENERAL SECURITY

The Organizer will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours. All personnel in the exhibition area must wear identification badges.

For security and safety reasons, movement of exhibits in and out of the exhibition area during show opening hours is not permitted.

C7 BOOTH OPERATION

No business activity shall be conducted by the Exhibitor and/or his co-participants outside their booth boundaries such as distribution of promotional material outside their booth.

Activities which will cause inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, and use of excessive animation and sound equipment. Individual stage shows are also not permitted.

Without special permission from the Organizer, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If Exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizer for approval.

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 1530 hrs on the final day of the show.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage solutions.
C) RULES & REGULATIONS

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and other Exhibitors due to the transport, removal of exhibits, refuse and or decoration works.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic.

Exhibitors and Contractors must clear items not for display purposes (e.g. containers, packing items) the day before the show period, according to the schedule. Otherwise the Exhibitors will have to pay the Organizer for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

C8 USE OF DANGEROUS MATERIALS

Hazardous Materials
- No naked flame nor temporary gas lamps
- No explosive, petrol and highly flammable toxic or corrosive substances

Pressure Tanks
- The Exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standards and regulations

Water and Drains
- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

C9 FAILURE TO EXHIBIT

Any organization which has signed and submitted a valid contract for space reservation is deemed a confirmed Exhibitor. If he fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizer, he shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizer.

C10 GROUPS AND NATIONAL PAVILIONS

Organizers of group and national pavilions are responsible for ensuring that all Exhibitors and or Co-exhibitors on their stand are fully aware of and agree to, and abide with all the rules and regulations stated herein.

C11 FOOD AND BEVERAGE

According to regulations of Pacifico Yokohama, no outside food and beverage are allowed to be taken inside the exhibition venue for personal consumption or sale without approval by the venue.

C12 INTELLECTUAL PROPERTY RIGHTS

The Organizers reserve the right to request Exhibitors to remove exhibits which are alleged of violating Intellectual Property Rights. Any possible legal consequence as a result will have to be borne by Exhibitors concerned.
### C13 Unforeseen Occurrences

In the event of any unforeseen occurrences or not stated, the decision of the Organizer shall be final.

### Important to Note *

### C14 Security

| 1. | The Exhibition Hall will be locked after event hours and there will be no access for all Exhibitors and their staff. |
| 2. | All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair. Exhibitors are obligated to ensure the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, Exhibitors may hire a security guard for the show hours. Please refer to Form 16 for more information. |
| 3. | For security and safety reasons, exhibits movement in and out of the exhibition area during show opening hours is not permitted. |
| 4. | All valuable and portable exhibits should be properly locked at all times. |
| 5. | Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 15:30hrs on the final day of the fair. |
| 6. | If suspects of crime are found, please contact the Organizer or the security guard in the exhibition hall immediately. |
| 7. | All enquiries regarding lost and found items should be made to the Organizer or the security guards on duty. |
Order Form Checklist

To be returned by: **Immediately**

Please complete and return to:
Mr. Carsten Obliers  
Koelnmesse Pte Ltd  
152 Beach Road, #25-05 Gateway East  
Singapore 189721  
c.obliers@koelnmesse.com.sg

**This form is compulsory for ALL exhibitors**

In order for the Organizer to ensure that we receive the forms for your required services, we would appreciate it if you could take some time to complete the form below.

For services/forms that are required, please indicate in the 'Status' column with a "—". For services/forms that are not required, please indicate in the 'Status' column "N/A"

<table>
<thead>
<tr>
<th>FORM NO.</th>
<th>CONTENT</th>
<th>DEADLINE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exhibition Guide</td>
<td>16 October 2009</td>
<td>Compulsory for all</td>
</tr>
<tr>
<td>2</td>
<td>Marketing &amp; Press</td>
<td>09 November 2009</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Attendees Data</td>
<td>09 November 2009</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Promotional Opportunities</td>
<td>16 October 2009</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Meeting Rooms</td>
<td>15 October 2009</td>
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</tr>
<tr>
<td>6</td>
<td>Exhibitor Badges</td>
<td>02 November 2009</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Fascia Name</td>
<td>02 November 2009</td>
<td>Compulsory for Shell and Premium</td>
</tr>
<tr>
<td>8</td>
<td>Raw Space Exhibitors</td>
<td>10 October 2009</td>
<td>Compulsory for Raw Space</td>
</tr>
<tr>
<td>9</td>
<td>Service Location Plan</td>
<td>16 October 2009</td>
<td>Compulsory for All</td>
</tr>
<tr>
<td>10</td>
<td>Furniture &amp; Equipment</td>
<td>02 November 2009</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Audio Visual Equipment</td>
<td>02 November 2009</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Electricity &amp; Lighting</td>
<td>02 November 2009</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Water &amp; Compressed Air</td>
<td>02 November 2009</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Heavy &amp; Large Exhibits</td>
<td>02 November 2009</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Telecommunications</td>
<td>16 October 2009</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Staff &amp; Security</td>
<td>16 October 2009</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Stand Cleaning</td>
<td>02 November 2009</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Food and Beverage</td>
<td>Refer to Form</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Freight Services</td>
<td>Refer to Form</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Hotel Reservations</td>
<td>Refer to Form</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- Please note that the respective forms must be returned to the recipients specified in the header of the respective forms before the stipulated deadlines
- For forms submitted after the deadlines, services will not be guaranteed and will be subjected to a late surcharge
- For exhibitors who applied after the expiration of the forms, deadlines are to be treated as immediate

Order form only valid with complete company details

Company Name: ___________________________  Stand No: ___________________________

Fax: ___________________________  Tel: ___________________________  Email: ___________________________

Contact: ___________________________  Date & Signature: ___________________________
2.1 SIGGRAPH ASIA 2009 MARKETING MATERIALS

We are also able to provide SIGGRAPH Asia 2009 marketing materials, which you can incorporate in your correspondences, advertisements, newsletters and personal invitations to your clients to further enhance and create awareness of your participation.

With the SIGGRAPH Asia 2009 web-banner hyperlink installed; potential clients visiting your company web-site can gain direct access to the event home-page at www.siggraph.org/asia2009. They will therefore be able to obtain complete information from details of the exhibition and the conference program to travel and hotel packages and much more!

Yes, please send me the following marketing materials at no cost:

- e copy of Invitation Cards
- Logo (TIF/ JPG/ GIF)*
- Web-Banner for hyperlink to www.siggraph.org/asia2009

*Delete accordingly

2.2 PRESS COMPARTMENT SERVICE

The press compartment service provides your press materials to the journalists during the event. It allows you to reach media representative whom you are not able to meet.

We would like to order the following services:-

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single shelf with individual label, for display of press kits in the Media Center</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.3 PRE-REGISTERED MEDIA LIST

A list with names, addresses, telephone numbers, fax numbers and email address (if provided) of the pre registered media will be available after Monday, 9 November 2009, electronically only. Email your request for the pre-registered Media List to Mr. Carsten Obliers at c.obliers@koelnmesse.com.sg

Order form only valid with complete company details

Company Name:                        Stand No:  
Fax:                                  Tel:      Email: 
Contact:                              Date & Signature:
2.4 MEDIA TOUR

SIGGRAPH Asia will open the exhibits at 08:15 hrs, Thursday, 17 December 2009 to allow editors to have access to the exhibits floor for a “sneak preview” of the latest products and applications. Each editor will be given a list of exhibitors who have expressed interest in talking with the media. This list will also contain a brief summary of your company as well as the contact person in your booth.

Please fill out this form if you are interested in participating in this year’s media tour.

Yes, I would like to participate in the Media Tour for SIGGRAPH Asia 2009. My company’s specialty is primarily: (Please check one)

- Web Graphics
- Animation / Visualization
- Game Development Products
- Others
- Special Effect
- Virtual Reality / Interactivity
- Scientific
- Data Storage
- Education

Brief summary of your company, new products/services, etc: (25 word maximum)

Will your company be making any major announcements at SIGGRAPH Asia 2009?  Yes  No
If yes, please explain:

Will there be any unique booth promotions at your stand? Please provide more information about the promotions activities (mock-up of processing procedures, product presentation etc)?

Exhibitor’s Quote
We invite you to provide us with a quote that can be used in press and promotional materials. You may write about your involvement at the exhibition, why are you exhibiting, your views and thoughts on the industry as a whole etc.

Order form only valid with complete company details

Company Name:  Stand No:
Fax:  Tel:  Email:
Contact:  Date & Signature:
3 Attendees Data

To be returned by: 09 November 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6296.2771

3.1 LEAD RETRIEVAL ORDER FORM

We offer you an efficient method of collecting data from the visitors to your booth using a handheld scanner that instantly records sales lead information. This elegant service enables you to professionally record visitors’ data at your stand, manage your lead contacts after the fair, and plan your follow up activities at leisure. The handheld scanner is light-weight and simple to operate, requiring no computer literacy.

A security deposit of JPY28,000 per piece is required. This will be refunded to the exhibitor upon return of the handheld scanner. Should the scanner be damaged in anyways, the security deposit will be forfeited.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Total (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Monday, 09 November 09</td>
<td>13,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After Monday, 09 November 09</td>
<td>16,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scanner Rental Onsite</td>
<td>20,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Prices exclude refundable security deposit.

NOTE:

- By submitting this order form, the exhibitor acknowledges that the full data generated will be made available on 12 January 2010.
3.2 ATTENDEE LIST RENTAL ORDER FORM

Pre show registered and Post show attendee list are available for rental. Significantly increase booth traffic with pre show promotions and follow up with post show promotions for maximum sales opportunities!

Limited to the first 5 exhibitors.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Price (JPY)</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 Pre-registered attendees</td>
<td>50,000</td>
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</tr>
<tr>
<td>(Available on 16 November 2009 or thereafter upon full payment)*</td>
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<td></td>
</tr>
<tr>
<td>2009 Post-show attendee list</td>
<td>70,000</td>
<td></td>
</tr>
<tr>
<td>(Available 2 weeks after show or thereafter upon full payment)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* List rental service is subjected to Organizers clearing all email privacy laws in Japan.

Notes:
1. Available in email format only via a 3rd party mailing house.
2. Rates are exclusive of mailing costs.
3. In the interest of all registered attendees and data privacy, Exhibitors must engage a 3rd party mailing house to handle all mailings. The Organizer has appointed a mailing house to handle all mails. Please contact Mr. Carsten Obliers at c.obliers@koelnmesse.com.sg for more details.

It is compulsory to read and sign the enclosed agreement (Page 24) regarding email list procedures.

Order form only valid with complete company details

Company Name:  
Stand No:  
Fax:  
Tel:  
Email:  
Contact:  
Date & Signature:  

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SIGGRAPH ASIA 2009 ATTENDEE EMAIL LIST PROCEDURES AND AGREEMENT
FOR EXHIBITORS
Exhibitors requesting the use of the SIGGRAPH Asia 2009 attendee list (list renter) must honor the following conditions:

1. The use of the SIGGRAPH Asia 2009 attendee list is for a one-time email blast only.

2. A sample of the email must be approved by SIGGRAPH Asia in advance of the distribution to the list. Send email text to c.obliers@koelnmesse.com.sg. Text should not include any message that is competitive in nature.

   The list renter must follow all spam laws (domestic and international) when distributing the email: All email messages are required to include a physical street address (no post office boxes) and contact number. The subject line of the email message must clearly introduce the recipient to the offer presented within. The commercial message (message offering, advertising or promoting goods, services, land business or investments) has to comply to the following conditions:
   a. Clearly indicate commercial nature in subject.
   b. Include subject describing the message content
   c. For email '<ADV>' included before the subject

3. The “From” line of the email must name the specific company or representative of the company who is sending the message. Even though this is a one-time blast, all messages (HTML and text) must contain an Internet accessible opt-out that will allow will allow recipients to opt-out of receiving future email from the list renter or other list renters.

4. Before distribution, the list renter’s mailing house must remove all email addresses from the SIGGRAPH Asia 2009 attendee list that are found on the list renter’s own suppression list. One week after email distribution, the sender’s mailing house must provide SIGGRAPH Asia with an excel file of all email addresses for people who have requested to unsubscribe from the email list.

5. The list renter further understands that the size of the SIGGRAPH Asia 2009 list may vary slightly at the time of placing your order, as the email counts are from “live” files that are updated constantly.

6. The email list renter is solely responsible for the content of its message, and hereby represents that its proposed message does not contain any of the following: (a) any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, profane, or otherwise objectionable information, including without limitation any transmission constituting or encouraging conduct that would constitute a criminal offense, or violate any local, state, federal, provincial or international law; (b) any misleading or deceptive information, or any misrepresentation with respect to products or services offered by the list renter; (c) any chain letters, illegal pyramid, or such schemes; (d) any information, audio, graphics, software, or other works in violation of any person’s copyright, trademark, or any sponsorship with any other intellectual property rights; (e) any deceptive information which would imply endorsement, affiliation, or sponsorship with any entity or person other that list renter without written consent of such entity/person; (f) any virus, worm, or similar contaminating/destructive element; and (g) any data gathering or depositing device, including but not limited to cookies. SIGGRAPH Asia reserves the right to refuse to provide the list for any message not in accordance with the representations contained in this paragraph.

The list renter agrees to the above stated conditions.

-------------------------------------------------------------------------------------------------------------------
Authorized Signature from list renter                  Date
-------------------------------------------------------------------------------------------------------------------

Company Name:                        Stand No:

Fax:                               Tel:

Email:

Contact:                          Date & Signature:

24
PROMOTIONAL OPPORTUNITIES

GET NOTICED AT SIGGRAPH Asia 2009. Create a dramatic first impression in Asia! The right combination of advertising, sponsorship and pre- and post-show marketing opportunities will help you maximize your presence and stand out from the competition. Turn heads at SIGGRAPH Asia 2009 with these promotional options.

To discuss other sponsor possibilities, please contact Mr. Carsten Obliers at c.obliers@koelnmesse.com.sg

Please tick where applicable ☐.

☐ RECEPTION

JPY 5,000,000 exclusive
JPY 1,500,000 shared (Limited to 4 corporate supporters)

HOST THE PARTY OF THE YEAR!
Your company name and logo will be featured on all signage and banners at the reception. You will also be recognized in SIGGRAPH Asia 2009 promotional materials, including the Advanced Programme, the website, and the Programme & Buyer’s Guide. Invite your guests with complimentary reception tickets. Enhance your company’s presence further by distributing your promotional materials during the reception or by sponsoring a door gift.

☐ CONFERENCE BAGS

JPY 500,000 + production costs

A highly valued and classic promotional tool! Corporate supporters will get the chance to insert a flyer in the conference bag which will be placed directly in the hands of every conference attendee.

☐ LANYARDS

JPY 750,000 + production costs

Have your company’s logo printed exclusively on the lanyard worn by all SIGGRAPH Asia attendees!

☐ EXHIBITOR TECH TALKS

JPY 200,000 per session

Host an Exhibitor Tech Talk to deliver in-depth tutorials about your products. These educational sessions are open to all attendees and will be promoted in SIGGRAPH Asia 2009 program and on the website. Sessions are 2 hours long. Standard AV equipment will be provided.

☐ MERCHANDISE BAGS

JPY 750,000 + production costs, exclusive
JPY 250,000 shared (Limited to 4 corporate supporters)

Thousands of show attendees are expected to make merchandise purchases! Your company name and logo will be prominently displayed on one side of the bag. Make use of these merchandise bags to provide maximum visibility for your company.

☐ MERCHANDISE BAG INSERTS

JPY 250,000 + production costs

Draw the crowd to your booth by giving your company’s message out to attendees with an insert in the Merchandise Bag. Get creative! From mints to a game card, we will be delighted to work with you to create a branded insert that will entertain and attract attendees.

Order form only valid with complete company details
4.1 VENUE ADVERTISING (I)

Please tick where applicable.

- **B-1**
  Escalator Banner (3 Units)
  Area: Exhibition Hall 1F-2F Escalator
  Size: W1,100 x H4,100mm
  Rates: JPY 157,500

- **B-2**
  Exhibition Hall 1F Entrance Banner (2 Units)
  Area: Exhibition Hall, 1F Concourse
  Size: W1,800 x H2,400mm
  Rates: JPY 157,500

- **B-3**
  Hanging Banner Hall A/B
  Area: Exhibition Hall 2F Concourse
  Size: W1,000 x H3,000mm
  Rates: JPY 157,500

Order form only valid with complete company details
4 Venue Advertising

To be returned by: 16 October 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
c.obliers@koelnmesse.com.sg
Fax: +65.6296.2771

4.1 VENUE ADVERTISING (II)

☐ S-1
2F Window Sign

Area: Exhibition Hall 2F Concourse
Size: W2,320 x H900mm
Rates: JPY 35,650

☐ S-2
Escalator Sign

Area: Exhibition Hall 1F-2F Escalator
Size: W500 x W500mm
Rates: JPY 7,750

☐ S-3
1F Rectangular Column Sign

Area: Exhibition Hall 1F Concourse
Size: W900 x H1,500mm
Rates: JPY 27,900

Order form only valid with complete company details

Company Name: Stand No:
Fax: Tel: Email:
Contact: Date & Signature:

27
4 Venue Advertising

To be returned by: 16 October 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6296.2771
c.obliers@koelnmesse.com.sg

4.1 VENUE ADVERTISING (III)

☐ S-4
1F Rectangular Column Sign

Area: Exhibition Hall 1F Concourse
Size: W560 x H1,500mm
Rates: JPY 20,150

☐ S-5
1F Cylindrical Column Sign

Area: Exhibition Hall 1F Concourse
Size: W2,650 x H1,500mm
Rates: JPY 51,150

Terms and Conditions

1. Prices are quoted based on duration of event, 17-19 December 2009.
2. Prices are exclusive of 5% local consumption taxes.
3. Prices include production, installation and dismantling of each banner/sign. Artwork in Adobe Illustrator format must be provided by the client. Should the client request additional graphic design work or editing, after submission, price will be quoted accordingly.
4. All visuals require venue approval.
5. All ads are sold on a first-come-first serve basis.

Order form only valid with complete company details

Company Name: Stand No:
Fax: Tel: Email:
Contact: Date & Signature:
5 Meeting Rooms

To be returned by: 15 October 2009

Please complete and return to:
Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6296.2771
c.obliers@koelnmesse.com.sg

5.1 MEETING ROOMS REQUEST FORM

The Organizer offers meeting rooms for the exhibitors to have presentation or meeting areas for a minimum of half day sessions. The rooms will come furnished with basic meeting room furniture (banquet tables and chairs). To ensure good attendance, exhibitors are responsible to promote their presentation by sending invitations.

Kindly complete the form below with a tick "✓" to indicate your preference for the time/date required.

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Wednesday, 16 December 2009</th>
<th>Thursday, 17 December 2009</th>
<th>Friday, 18 December 2009</th>
<th>Saturday, 19 December 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 – 17:00 hrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:00 – 17:00 hrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09:00 – 12:00 hrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of persons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Example: Theatre, Classroom, Boardroom

Notes:
1. The allocations of rooms are subjected to availability
2. It will take up to 5 working days to finalize and confirm your meeting rooms booking.
3. Upon confirmation, an official agreement will be sent to you.
5 Meeting Rooms

To be returned by: 15 October 2009

Please complete and return to:
Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6296.2771
c.obliers@koelnmesse.com.sg

5.2 ADDITIONAL EQUIPMENTS

This order form is strictly for Exhibitors’ Meeting Room Use Only. Please use Form 11* for your booth’s Audio Visual requirements.

We require the rental of the following equipment/s for our meeting room:

<table>
<thead>
<tr>
<th>Items</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projector + Screen</td>
<td></td>
</tr>
<tr>
<td>Projector + Screen + Sound System (Speakers, Lapel Mic x1 Wired Mic x 2)</td>
<td></td>
</tr>
<tr>
<td>AV Technician (per day)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Requests</th>
</tr>
</thead>
</table>

* - Orders received after 02 November 2009 will be subjected to availability and a surcharge of 30%
  Orders received on and after 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Notes:
1. The Organizer will make recommendations based on the requirements of each meeting room
2. Please allow up to 5 days for the Organizer to revert on the quote.
3. Please feel free to contact us for items which are not listed.
6 Exhibitor Badges

To be returned by: 02 November 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6296.2771

c.obliers@koelnmesse.com.sg

6.1 GENERAL INFORMATION

Exhibitor Badges can be collected at the Exhibitor Check-in Counter in front of the exhibition hall during build-up period (see below). Please bring proof of your participation such as a copy of the stand confirmation letter issued by the Organizer. For security and safety reasons, the Organizer will not send out exhibitor badges in advance.

<table>
<thead>
<tr>
<th>Exhibitor Check-in Date &amp; Time</th>
<th>15 December 2009</th>
<th>13:00 – 18:00 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16 December 2009</td>
<td>09:00 – 18:00 hrs</td>
</tr>
</tbody>
</table>

During build-up and the exhibition period, everyone is required to wear a relevant badge. No exhibitor or contractors are allowed to enter the exhibition hall without a badge. For your safety, please cooperate with the security guards at all times. Transferring, altering or selling official badges are strictly prohibited.

Each exhibiting company is entitled to a quota of Full Conference registrations. Full Conference registrants can attend the entire conference.

Full Conference registration quota formula exhibitors:

**Total square meter multiplied by 0.08 equals Full Conference quota.**

Numbers should be rounded to the nearest whole number.
Example: 18 sqm x 0.08 = 1.44

In this example, the exhibitor would be entitled to one Full Conference registration.

The Organizer will send you an email noting your account code and the information you need to register your personnel. Once you have the account code you can register online via the official SIGGRAPH Asia 2009 website at [www.siggraph.org/asia2009/](http://www.siggraph.org/asia2009/).
6 Exhibitor Badges

To be returned by: 02 November 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6296.2771

6.2 IN BOOTH PERSONNEL REGISTRATION

Each exhibiting company is permitted to designate personnel to properly staff its exhibit. Personnel do not include other company employees attending SIGGRAPH Asia 2009 who do not have any direct relationship to staffing the booth. The quota established by SIGGRAPH Asia 2009 for exhibitor booth personnel is 6 badges for each 9 sqm of exhibit space under contract.

In addition to the Exhibition, in-booth personnel can also attend.
- Exhibitor Tech Talks
- International Resources / SIGGRAPH Village
- Job Fair

Additional Exhibitor Badges can be obtained at cost of JPY 1,000 each.

Please email a list in the following format to Mr. Carsten Obliers at c.obliers@koelnmesse.com.sg or fax this back to +65.6296.2771. Kindly type or write legibly.

Name: City, State, Country:

1. ___________________________ ___________________________
2. ___________________________ ___________________________
3. ___________________________ ___________________________
4. ___________________________ ___________________________
5. ___________________________ ___________________________
6. ___________________________ ___________________________

Total Number of Badges: __________

Note:
You may make copies of this form if you have more than 6 names. Please indicate the total number of badges you are applying for if you are using more than 1 form.

Order form only valid with complete company details

Company Name: Stand No:
Fax: Tel: Email:
Contact: Date & Signature:
7 Fascia Name

To be returned by: 02 November 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6296.2771
c.obliers@koelnmesse.com.sg

7.1 FASCIA NAME

This form is applicable and compulsory for all Premium & Shell Scheme Exhibitors.

For premium & shell scheme stands, the fascia lettering (max. 20 letters including spaces) is free-of-charge. Please fill in your exact company name in block letters. Should the space provided be insufficient, please use common abbreviations.

English (no more than 20 letters – including space and punctuations)


Japanese (no more than 40 letters – including space and punctuations)


Please note:
- If we do not receive this form, we will use the company’s name submitted in your space application form. A fee of JPY 10,000* will be charged for any changes made on-site.
- For all stands other than shell & premium scheme, the exhibitor is responsible for the lettering.

Size of letters : 75 mm ht
Letter type : Bliss

7.2 LOGO

Please tick where applicable.

For shell scheme stands, a corporate logo may be added on the fascia board at additional cost.

*Price: JPY 10,000* per logo
Size: Approx. 120mm ht

If you wish to have your logo on the fascia, please send the logo in high resolution TIFF, JPG or EPS together with your company name to Mr. Carsten Obliers at c.obliers@koelnmesse.com.sg

*Prices are subjected to 5% consumption tax

Order form only valid with complete company details

Company Name: ___________________________ Stand No: ___________________________
Fax: ___________________________ Tel: ___________________________ Email: ___________________________
Contact: ___________________________ Date & Signature: ___________________________
8 Raw Space Exhibitors

To be returned by: 10 October 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
c.obliers@koelnmesse.com.sg
Fax: +65.6296.2771

8.1 GENERAL INSTRUCTIONS

This form is applicable and compulsory for Raw Space Exhibitors.

Exhibitors taking Individual Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design deemed inappropriate.

If the Exhibitor individually constructs a booth with his own contractor, he is required to abide by the following regulations and to return Forms 8 to 13 (where applicable) to the Organizer by the respective stipulated deadline.

   a) The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and is not permitted to use the neighbour's panels. If any panel is higher than 2.5m, reasonable decoration or material must cover the back of that panel, and of a distance of 1m away from neighbouring booth.

   b) Standard carpet tape must be used for the booth construction. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the Exhibitor. Only none-leftover, single-faced or dual-faced cloth adhesive will be permitted to fasten carpet or other covering to the cement floor. No adhesive is permitted to be used on stone floorings or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The Exhibitor shall be charged with consequent cleaning fees upon violation of this specification.

   c) No roof covering is permitted. The top of the construction must be at least 1.5m away from the ceiling of the hall. Please refer to Page 11 for details on booth height limit.

   d) All materials (including electricity facilities) used in construction must be properly fire-proofed in accordance with the local regulations.

   e) The use of naked flame is strictly prohibited. If the Exhibitor or his contractor wishes to use electrical welding or gas welding, he must apply for permission from the Fire Safety Bureau through the Official Stand Contractor.

   f) All electrical works must be approved by and carried out under the supervision of the Official Stand Contractor. Exhibitor using own power distribution boxes should take precautions against leakage of electricity with leakage-proofed sockets.

   g) Detailed booth construction plans should be submitted to the Official Stand Contractor before Friday, 10 October 2009 for timely approval.

   h) The Organizer and the Official Stand Contractor reserve the rights to reject any construction plan or require the Exhibitor or his own contractor to make modifications.

   i) All construction materials and exhibits must be moved out of the fairground and disposed of properly before Sunday, 22:00 hrs, 20 December 2009.

   j) The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts of the hall. Any consequent cost occurred thereof shall be charged upon the party responsible.
8 Raw Space Exhibitors

To be returned by: 10 October 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6296.2771
c.obliers@koelnmesse.com.sg

8.2 INDEPENDENT CONTRACTOR

Exhibitors have to indicate the address and contact person of their stand fitting contractor

Stand Contractor
Address
Tel  Fax  Email
Contact

8.3 SUBMITTING OF RAW SPACE DESIGNS

The contractor has to submit all plans in duplicate by Friday, 10 October 2009 for final approval by the Organizer. This includes detailed drawings of elevations, layout and perspective with dimensions illustrating the design of the stand. Locations of all equipment/machinery on display have to be included on the layout. Any booths with covered ceilings or double storey designs will need special approval by the relevant authorities.

8.4 TECHNICAL CONNECTIONS

The contractor has to order all necessary electricity, water supply, and compressed air, with the official contractor NOMURA Co., Ltd. Please refer to Order Forms 12 and Form 13.

According to the rules and regulations of the exhibition hall, all raw space exhibitors or their appointed stand contractor should order at least one power main box for their lighting purpose. Furthermore, it is stated that all power sockets are for exhibits/machines use only, while connection for lighting purpose from power sockets is not permitted.

Each power socket, water and compressed air supplied is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is allowed.

8.5 RULES AND REGULATIONS

The undersigned Exhibitor and their appointed contractor agree to abide to all Rules and Regulations of the exhibition and local law and regulations.

Date  Affix signature and company stamp here

Order form only valid with complete company details

Company Name:  Stand No:
Fax:  Tel:  Email:
Contact:  Date & Signature:
9 Service Location Plan

To be returned by: 16 October 2009

Please complete and return to:
Mr. Yoshikazu Yamada
Nomura Co., Ltd
2-3-4 Daiba, Minato-ku,
Tokyo 135-8622, Japan
exhibitor-desk@nomurakougei.co.jp

Tel: +81.3.5962.4783
Fax: +81.3.3570.2383

9 MAIN CONNECTION POINTS

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the Official Stand Contractor. Any relocation after installation will be at the expense of the Exhibitor.

Please indicate the position of the connection(s) you have ordered:

Back Wall

* Sidewall / Open

* Sidewall / Open

Open Front

* delete accordingly

Socket Point: Ø

Water: W Compressed Air: C Telephone: T Internet: I

Fluorescent: — Spotlight: △ Shelf*: —

(all please indicate height)

Remarks: ______________________________________

Order form only valid with complete company details

Company Name: ___________________ Stand No: ___________________
Fax: ___________________ Tel: ___________________ Email: ___________________
Contact: ___________________ Date & Signature: ___________________
10 Furniture & Equipment

To be returned by: 02 November 2009

Please complete and return to:
Mr. Yoshikazu Yamada
Nomura Co., Ltd
2-3-4 Daiba, Minato-ku
Tokyo 135-8622, Japan

Tel: +81.3.5962.4783
Fax: +81.3.3570.2383
exhibitor-desk@nomurakougei.co.jp

10 Additional Furniture and Equipment (I)

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.
- Please refer to pictures in the following pages.

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Size</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Folding Chair</td>
<td>W420 X D420 X H780 X SH430</td>
<td>700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Folding Chair</td>
<td>W450 X D420 X H760 X SH410</td>
<td>700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Folding Chair</td>
<td>W420 X D420 X H780 X SH430</td>
<td>1,320</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Stackable Chair, A</td>
<td>W460 X D520 X H880 X SH430</td>
<td>2,640</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Stackable Chair, B</td>
<td>W460 X D520 X H880 X SH430</td>
<td>2,640</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Stackable Chair, C</td>
<td>W460 X D520 X H880 X SH430</td>
<td>2,640</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Stackable Chair, D</td>
<td>W460 X D520 X H880 X SH430</td>
<td>2,640</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Black Leather Arm Chair</td>
<td>W550 X D560 X H790 X SH440</td>
<td>13,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Secretary Chair (with arm)</td>
<td>W560 X D540 X H820 ~ 920 X SH420 ~ 520</td>
<td>6,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Secretary Chair (w/o arm)</td>
<td>W460 X D540 X H820 ~ 920 X SH420 ~ 520</td>
<td>4,400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Secretary Chair (w/o arm)</td>
<td>W430 X D470 X H740 ~ 820 X SH390 ~ 470</td>
<td>4,400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Executive Chair</td>
<td>W610 X H700 X H950 ~ 1060 X SH430 ~ 540</td>
<td>17,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>L-shaped Chair</td>
<td>W600 X D600 X H600 X SH390</td>
<td>5,280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Lounge Sofa</td>
<td>W930 X D850 X H790 X SH390</td>
<td>35,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Bar Stool, 1</td>
<td>W390 X D450 X H760 ~ 870 X SH565 ~ 675</td>
<td>4,400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Bar Stool, 2, A</td>
<td>W495 X D460 X H1005 X SH810</td>
<td>8,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Bar Stool, 2, B</td>
<td>W495 X D460 X H1005 X SH810</td>
<td>8,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Bar Stool, 3</td>
<td>W420 X D400 X H770 ~ 990 X SH520 ~ 740</td>
<td>7,040</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Bar Stool, 4, A</td>
<td>A: W400 X D450 X H580 X SH430</td>
<td>3,520</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Bar Stool, 4, B</td>
<td>B: W400 X D450 X H650 X SH500</td>
<td>3,520</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Bar Stool, 4, C</td>
<td>C: W400 X D450 X H750 X SH600</td>
<td>3,520</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Bar Stool, 4, D</td>
<td>E: W400 X D450 X H850 X SH700</td>
<td>3,520</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Bar Stool, 5</td>
<td>W440 X D370 X H610 ~ 840 X SH500 ~ 730</td>
<td>11,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Glass Top Coffee Table</td>
<td>W750 X D750 X H450</td>
<td>8,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>White Coffee Table</td>
<td>W750 X D750 X H450</td>
<td>8,800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Prices quoted are for the whole duration of the exhibition, 16 – 19 December 2009.
*Prices are subjected to 5% consumption tax.
To be returned by: 02 November 2009

Please complete and return to:
Mr. Yoshikazu Yamada
Nomura Co., Ltd
2-3-4 Daiba, Minato-ku
Tokyo 135-8622, Japan
exhibitor-desk@nomurakougei.co.jp

10.1 Additional Furniture and Equipment (II)
- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.
- Please refer to pictures in the following pages.

<table>
<thead>
<tr>
<th>No.</th>
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<th>Unit Price (JPY)</th>
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</thead>
<tbody>
<tr>
<td>26</td>
<td>Round Coffee Table</td>
<td>φ600 X H600</td>
<td>4,400</td>
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<tr>
<td>27</td>
<td>White Oval Coffee Table</td>
<td>W1100 X D600 X H600</td>
<td>6,600</td>
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<td>28</td>
<td>White Bistro Table</td>
<td>φ600 X H1050</td>
<td>7,480</td>
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<td>29</td>
<td>Wooden Top Bistro Table</td>
<td>φ600 X H1000</td>
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<tr>
<td>30</td>
<td>Information Counter (with shelf)</td>
<td>W900 X D450 X H940</td>
<td>7,480</td>
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<tr>
<td>31</td>
<td>Washing Basin</td>
<td>W600×D550×H800</td>
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<tr>
<td>32</td>
<td>Lockable Cabinet</td>
<td>W600 X D450 X H650</td>
<td>6,600</td>
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</tr>
<tr>
<td>33</td>
<td>Two-tier Information Counter</td>
<td>W990 X D700 X H1000</td>
<td>11,000</td>
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<tr>
<td>34</td>
<td>Semi-round Reception Counter</td>
<td>W1980 X D495 X H1000</td>
<td>22,000</td>
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<td></td>
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<tr>
<td>35</td>
<td>Quarter-round Reception Counter</td>
<td>W1400 X D495 X H1000</td>
<td>16,500</td>
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</tr>
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</table>
| 36  | High Showcase                             | outer size: W600 X D600 X H1900
inner size: W560 X D540 X H750 | 37,400           |          |            |
| 37  | Low Showcase_1                            | outer size: W1500 X D600 X H920
inner size: W1450 X D530 X H290 | 26,400           |          |            |
| 38  | Low Showcase_2                            | outer size: W1200 X D600 X H920
inner size: W1140 X D510 X H600 | 17,600           |          |            |
| 39  | Conference Table_1.8mL                    | W1800 X D900 X H700            | 4,400            |          |            |
| 40  | Conference Table_1.2mL                    | W1200 X D600 X H730            | 2,640            |          |            |
| 41  | Square Table                              | W750 X D750 X H685             | 6,600            |          |            |
| 42  | Square Table (with prong leg)             | W600 X D600 X H600             | 2,200            |          |            |
| 43  | Round Table (with prong leg)              | φ750 X H700                    | 6,600            |          |            |
| 44  | Low Display Cube_A                        | W467 X D467 X H467             | 5,720            |          |            |
| 45  | Low Display Cube_B                        | W467 X D467 X H467             | 5,720            |          |            |
| 46  | Low Display Cube_C                        | W467 X D467 X H467             | 5,720            |          |            |
| 47  | Medium Display Cube_A                     | W615 X D615 X H615             | 7,920            |          |            |

*Prices quoted are for the whole duration of the exhibition, 16 – 19 December 2009.
*Prices are subjected to 5% consumption tax.
10 Furniture & Equipment

To be returned by: 02 November 2009

Please complete and return to:
Mr. Yoshikazu Yamada
Nomura Co., Ltd
2-3-4 Daiba, Minato-ku
Tokyo 135-8622, Japan
exhibitor-desk@nomurakougei.co.jp

10.1 Additional Furniture and Equipment (II)
- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.
- Please refer to pictures in the following pages.

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Size</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
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<td>Medium Display Cube_C</td>
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<td>High Display Cube_B</td>
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<td>52</td>
<td>High Display Cube_C</td>
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<td>53</td>
<td>Sloped Shelf</td>
<td>w990 x D300</td>
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<td>54</td>
<td>Flat Shelf</td>
<td>w990 x D300</td>
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<td>55</td>
<td>System Catalogue Rack</td>
<td>W700 X D340 X T100</td>
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<tr>
<td>56</td>
<td>Standing Brochure Rack</td>
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<td>57</td>
<td>Free Standing Coat Hanger</td>
<td>w400 X H1810</td>
<td>4,400</td>
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<tr>
<td>58</td>
<td>Clothes Hanger</td>
<td>W950 X D450 X H950 – 1700</td>
<td>2,640</td>
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<td>59</td>
<td>Hanger</td>
<td></td>
<td>130</td>
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<tr>
<td>60</td>
<td>Fridge_Small (need 70w power)</td>
<td>W475 X D520 X H840</td>
<td>13,200</td>
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<td>Fridge_Medium (need 100w power)</td>
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<tr>
<td>62</td>
<td>Fridge_Large (need 150w power)</td>
<td>W545 X D630 X H1445</td>
<td>22,000</td>
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<tr>
<td>63</td>
<td>Coffee Maker – 1.8L (need 1.5kw power)</td>
<td>W190 X D300 X H440</td>
<td>15,400</td>
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<td></td>
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<tr>
<td>64</td>
<td>Counter Table_1</td>
<td>W1800 X D500 X H1050</td>
<td>17,600</td>
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<tr>
<td>65</td>
<td>Counter Table_2</td>
<td>W1800 X D515 X H1000</td>
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<tr>
<td>66</td>
<td>Reception Counter_1</td>
<td>W1800 X D620 X H1000</td>
<td>55,000</td>
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<td></td>
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<tr>
<td>67</td>
<td>Reception Counter_2</td>
<td>W1800 X D600 X H940</td>
<td>55,000</td>
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<td></td>
</tr>
</tbody>
</table>

*Prices quoted are for the whole duration of the exhibition, 16 – 19 December 2009.
*Prices are subjected to 5% consumption tax
No.1  folding chair (blue)  W420 X D420 X H780 X SH430
No.2  folding chair (brown)  W450 X D420 X H760 X SH410
No.3  folding chair (white)  W420 X D420 X H780 X SH430
No.4-7  stackable chair  W460 X D520 X H880 X SH430

No.8  black leather arm chair  W550 X D560 X H790 X SH440
No.9  secretary chair with arm  W560 X D540 X H820 X SH420
No.10  secretary chair without arm  W460 X D540 X H820 X SH420
No.11  secretary chair without arm  W430 X D470 X H740 X SH390

No.12  executive chair  W610 X H700 X H950～1060 X SH430～540
No.13  L-shaped chair  W600 X D600 X H600 X SH390
No.14  lounge sofa  W930 X D850 X H790 X SH390
No.15  bar stool_1  W390 X D450 X H760 ～ 870 X H565 ～ 675

No.16-17  bar stool_2  W495 X D460 X H1005 X SH810
No.18  bar stool_3  W420 X D400 X H770～990 X SH520～740
No.19-22  bar stool_4  A:W400 X D450 X H580 X SH430 B:W400 X D450 X H650 X SH500 C:W400 X D450 X H750 X SH600 D:W400 X D450 X H850 X SH700
FURNITURE, ELECTRICAL & LIGHTING CATALOGUE

No._23  
bar stool_5  
W440 X D370 X H610～840  
X SH500～730

No._24  
glass top coffee table  
W750 X D750 X H450

No._25  
white coffee table  
W750 X D750 X H450

No._26  
round coffee table  
ϕ 600 X H600

No._27  
white oval coffee table  
W1100 X D600 X H600

No._28  
white bistro table  
ϕ 600 X H1050

No._29  
wooden top bistro table  
ϕ 600 X H1000

No._30  
information counter with shelf  
W900 X D450 X H940

No._31  
washing basin  
W600 X D550 X H800

No._32  
lockable cabinet  
W600 X D450 X H650

No._33  
two-tier information counter  
W990 X D700 X H1000

No._34  
semi-round reception counter  
W1980 X D495 X H1000

No._35  
quarter round reception counter  
W1400 X D495 X H1000

No._36  
high showcase  
outer size: W600 X D600  
X H1900  
inner size: W560 X D540  
X H750

No._37  
low showcase_1  
outer size: W1500 X D600  
X H920  
inner size: W1450 X D530  
X H290

No._38  
low showcase_2  
outer size: W1200 X D600  
X H920  
inner size: W1140 X D510  
X H600
FURNITURE, ELECTRICAL & LIGHTING CATALOGUE

**No. 39**  
Conference table _1.8mL_.  
W1800 x D900 x H700

**No. 40**  
Conference table _1.2mL_.  
W1200 x D600 x H730

**No. 41**  
Square table  
W750 x D750 x H685

**No. 42**  
Square table with prong leg  
W600 x D600 x H600

**No. 43**  
Round table with prong leg  
Φ 750 x H700

**No. 44-46**  
Low display cube  
(white/black/silver)  
W467 x D467 x H467

**No. 47-49**  
Medium display cube  
(white/black/silver)  
W615 x D615 x H615

**No. 50-52**  
High display cube  
(white/black/silver)  
W911 x D911 x H911

**No. 53-54**  
Sloped shelf / flat shelf  
w990 x D300

**No. 55**  
System catalogue rack  
W700 x D340 x T100

**No. 56**  
Standing brochure rack  
W250 x D390 x H1295

**No. 57**  
Free standing coat hanger  
Φ 400 x H1810

**No. 58**  
Clothes hanger  
W950 x D450 x H950 ~ 1700

**No. 59**  
Hanger

**No. 60-62**  
Fridge (small/medium/large)  
Small: W475 x D520 x H840  
Medium: W475 x D560 x H1200  
Large: W545 x D630 x H1445
NOMURA Co., Ltd.

FURNITURE, ELECTRICAL & LIGHTING CATALOGUE

No. 63
coffee maker
W190 X D300 X H440

No. 64
counter table_1
W1800 X D500 X H1050

No. 65
counter table_2
W1800 X D515 X H1000

No. 66
reception counter_1
W1800 X D620 X H1000

No. 67
reception counter_2
W1800 X D600 X H940
11 Audio Visual Equipments

To be returned by: 02 November 2009

Please complete and return to:
Ms. Yukari Yamagishi
Hibino Corporation
3-5-14 Konan, Minato-ku,
Tokyo 108-0075, Japan
Tel: +81.3.3472.5611
Fax: +81.3.3472.5710
yukari_yamagishi@hibino.co.jp

11 AUDIO VISUAL EQUIPMENTS (I)

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
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<td><strong>Computers</strong></td>
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<tr>
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<tr>
<td>2</td>
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<tr>
<td></td>
<td><strong>Printer</strong></td>
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<tr>
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<tr>
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<td>Additional Toner</td>
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<tr>
<td>3</td>
<td>Epson Inkjet, Color, A3～A6</td>
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<tr>
<td>4</td>
<td>Additional Toner</td>
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<td></td>
<td><strong>LCD Projector</strong></td>
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<tr>
<td>2</td>
<td>Sanyo LP-XT20, 3800Ansi</td>
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<tr>
<td>3</td>
<td>Sanyo LP-XF60, 6500Ansi</td>
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<td></td>
<td><strong>DLP Projector</strong></td>
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<td>Panasonic TH-D5500, 5000Ansi</td>
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<td>3</td>
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<td><strong>Screen</strong></td>
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<tr>
<td>5</td>
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<td>6</td>
<td>Tripod, 70° F</td>
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<td>7</td>
<td>Tripod, 90° F</td>
<td>5,940</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Prices quoted are for the whole duration of the exhibition, 17-19 December 2009.

Order form only valid with complete company details

Company Name:  Stand No:  
Fax:  Tel:  Email:  
Contact:  Date & Signature:  

44
**11 Audio Visual Equipments**

To be returned by: **02 November 2009**

Please complete and return to:
Ms. Yukari Yamagishi  
Hibino Corporation  
3-5-14 Konan, Minato-ku,  
Tokyo 108-0075, Japan  
yukari_yamagishi@hibino.co.jp  
Tel: +81.3.3472.5611  
Fax: +81.3.3472.5710

**11 AUDIO VISUAL EQUIPMENTS (I)**

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

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<th>Display Monitor</th>
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<td>61&quot; Plasma (Video and Computer)</td>
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<td>43&quot; Plasma (Video and Computer)</td>
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<td>4</td>
<td>45&quot; LCD (Video and Computer)</td>
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<td>20&quot; LCD (Video)</td>
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<td>15&quot; LCD (Video)</td>
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<td>20&quot; TFT (Computer)</td>
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<td>10</td>
<td>17&quot; TFT (Computer)</td>
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<tr>
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<td>2</td>
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</table>

**Special Requests**

*Prices quoted are for the whole duration of the exhibition, 17-19 December 2009.

Please feel free to contact us for items which are not listed.

**Ordering Information**

- All prices are subjected to 5% local consumption tax.
- All prices quoted exclude crews services/labor, delivery and collection unless specified.
- All prices shown in Japanese Yen and we reserve the right to alter and amend details and prices.

Order form only valid with complete company details.

**Company Name:**  
Stand No:  
Fax:  
Tel:  
Email:  
Contact:  
Date & Signature:
12 Electricity & Lighting

To be returned by: 02 November 2009

Please complete and return to:
Mr. Yoshikazu Yamada
Nomura Co., Ltd
2-3-4 Daiba, Minato-ku
Tokyo 135-8622, Japan
exhibitor-desk@nomurakougei.co.jp
Tel: +81.3.5962.4783
Fax: +81.3.3570.2383

12.1 ELECTRICAL SERVICE
- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.
- Please refer to pictures in the following pages.

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Unit Price (per 1kW) (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
</tr>
</thead>
<tbody>
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<td>100v / single phase / 50Hz*</td>
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<tr>
<td>2</td>
<td>200v / single phase / 50Hz*</td>
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<td></td>
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<tr>
<td>3</td>
<td>200v / three phase / 50Hz*</td>
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<td>Outlet (two plug-ins) for 100 v**</td>
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<tr>
<td>5</td>
<td>Outlet (two plug-ins) for 200 v / s-phase**</td>
<td>3,080</td>
<td></td>
<td>3,080</td>
</tr>
<tr>
<td></td>
<td>Outlet (two plug-ins) for 200 v / t-phase**</td>
<td>3,080</td>
<td></td>
<td>3,080</td>
</tr>
</tbody>
</table>

* including installation & consumption fee
** including installation fee

12.2 FOR LIGHTING USE ONLY
- Orders received after Monday 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.
- Please refer to pictures in the following pages.

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40w fluorescent tube*</td>
<td>4,950</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100w spotlight*</td>
<td>5,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100w long-arm spotlight*</td>
<td>6,050</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>300w halogen floodlight*</td>
<td>9,900</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* including installation & electric consumption fee

NOTE:
- Prices are subjected to 5% consumption tax

Order form only valid with complete company details

Company Name:  Stand No:  
Fax:  Tel:  Email:  
Contact:  Date & Signature:  
46
Electricity & Lighting Equipment

No_1
40w fluorescent tube

No_2
100w spotlight

No_3
100w long-arm spotlight

No_4
300w halogen floodlight

Power Outlet (sample)
13.1 WATER CONNECTION

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Rates for Installations

<table>
<thead>
<tr>
<th>Inlet Diameter</th>
<th>Unit Price (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 mmφ</td>
<td>90,200</td>
</tr>
<tr>
<td>20 mmφ</td>
<td>95,700</td>
</tr>
<tr>
<td>25 mmφ</td>
<td>99,000</td>
</tr>
</tbody>
</table>

Water Supply is JPY 880 per cubic meter

Notes:
1. All inlet installation includes outlet diameter size 40mm or 50mm
2. Main valve is set closest to side of the booth from supply source
3. You may contact Nomura to indicate the specific installation location within your booth.
4. Hot water, cleaning fluid, waste water and dirty water with strong odor are not to be drained.

Order Form

<table>
<thead>
<tr>
<th>Inlet Diameter Size (mmφ)</th>
<th>Outlet Diameter Size (mmφ)</th>
<th>Water Quantity (Cubic Meter per Day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>40 / 50</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>40 / 50</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>40 / 50</td>
<td></td>
</tr>
</tbody>
</table>

Remarks:

Order form only valid with complete company details

Company Name: ___________________________ Stand No: __________
Fax: __________ Tel: __________ Email: __________
Contact: ___________________________ Date & Signature: __________
13 Water & Compressed Air

To be returned by: 02 November 2009

Please complete and return to:
Mr. Yoshikazu Yamada
Nomura Co., Ltd
2-3-4 Daiba, Minato-ku
Tokyo 135-8622, Japan
exhibitor-desk@nomurakougei.co.jp
Tel: +81.3.5962.4783
Fax: +81.3.3570.2383

13.2 COMPRESSED AIR
- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Rates for Installation: JPY 95,700 (Under 300 liters/minute).
*Additional 120JPY per 1liter will be charged for the amount in excess of 300 liters / pressure: 0.65Mpa

<table>
<thead>
<tr>
<th>Quantity</th>
<th>( ___ ) liters per minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diameter</td>
<td>( ___ ) mm</td>
</tr>
</tbody>
</table>

Note:
- Main valve is set to the closest side of the booth from supply source.
- Please contact Nomura Co., Ltd to provide main valve to specific position in your booth (this installation will be charged separately)
- Prices are subjected to 5% consumption tax
14 CONTACT

Heavy Exhibits: Any single exhibit exceeding 2000 kg
Large Exhibits: Any single exhibit exceeding 2.50m (L) x 2.20m (W) x 2.20m (Ht)
Tall Exhibits: Any single exhibit exceeding 2.1m (height) on display
(Relative location must be submitted for approval)

- Exhibitors or their agents are responsible for the early installation of heavy or large exhibits. When stand structures are erected, it may not be possible to move-in/install these exhibits that arrive late. A detailed layout plan should be sent to the Official Freight Forwarder together with the shipping document.
- Exhibitors with heavy exhibits are to refer to the floor loading capacity (see Technical Information - page 13), and to provide steel plates for loading spreading if necessary.

Please tick where applicable. ❑

We will not be appointing Schenker-Seino Co., Ltd, our appointed Freight Forwarder is:-

| Company | : |
| Address | : |
| Tel | Fax | : |
| Email | : |

14.1 HEAVY AND LARGE EXHIBITS

We have the following heavy and/or large exhibit (s):

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Dimensions (cm) (L x W x H)</th>
<th>Weight (kg)</th>
<th>Date of Arrival in Singapore</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please make copies if necessary
14 Heavy & Large Exhibits

To be returned by: 02 November 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road. #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6500.2771
c.obliers@koelnmesse.com.sg

Order form only valid with complete company details

Company Name:  
Stand No:  
Fax:  
Tel:  
Email:  
Contact:  
Date & Signature:  

14.1 HEAVY AND LARGE EXHIBITS ... cont’d

Please indicate (to scale) the position of each item inside your stand.

*Backwall / Open
(delete accordingly)

*Sidewall / Open
(delete accordingly)

Open Front
# 15 Telecommunications

To be returned by: 16 October 2009

Please complete and return to:
Mr. Carsten Obliers  
Koelnmesse Pte Ltd  
152 Beach Road, #25-05 Gateway East  
Singapore 189721  
c.obliers@koelnmesse.com.sg  
Tel: +65.6500.6729  
Fax: +65.6296.2771

## 15 TELECOMMUNICATION ORDER FORM

- Orders received after Friday, 16 October 2009 will be subject to availability and a surcharge of 30%
- Orders received on or after Tuesday, 17 November and on-site orders will be subject to availability and a surcharge of 50%

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Temporary Telephone Line Work (for Local + International Call) Telephone is included</td>
<td>11,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>INS64 Line (ISDN)</td>
<td>46,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Terminal Adapter (for ISDN)</td>
<td>8,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fax Machine</td>
<td>46,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Wireless LAN</td>
<td>140,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- All prices are inclusive of 5% consumption tax.
- Call charges will be charged at JPY20/3mins (Price is for reference and subject to change)
- All orders together with a floor plan indicating the exact line location must be submitted with this order. Relocation charge will be incurred for changes onsite
- Cancellation of order is subjected to 50% surcharge

**Remarks:**

---

Order form only valid with complete company details

**Company Name:**  
**Stand No:**

**Fax:**  
**Tel:**  
**Email:**

**Contact:**  
**Date & Signature:**
16.1 EXHIBITION STAFF

- Orders received after Friday, 16 October 2009 will be subject to availability and a surcharge of 30%
- Orders received on or after Tuesday, 17 November and on-site orders will be subject to availability and a surcharge of 50%

We will require the following staff for our stand:

<table>
<thead>
<tr>
<th>Staff</th>
<th>Date</th>
<th>Number Required</th>
<th>Per Day (JPY)</th>
<th>Costs (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptionist (English/Japanese spoken)</td>
<td>17 Dec</td>
<td>2</td>
<td>24,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>18 Dec</td>
<td>2</td>
<td>24,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19 Dec</td>
<td>2</td>
<td>24,500</td>
<td></td>
</tr>
<tr>
<td>General Interpreter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japanese - English</td>
<td></td>
<td></td>
<td>36,500</td>
<td></td>
</tr>
<tr>
<td>Japanese - Chinese</td>
<td></td>
<td></td>
<td>39,500</td>
<td></td>
</tr>
<tr>
<td>Japanese - French / German / Italian / Spanish / Korean</td>
<td></td>
<td></td>
<td>49,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost (JPY)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Receptionist**: Welcome attendees, provide them with brief explanation of the products in English and/or Japanese. Capable of translating casual conversation between attendees and exhibitors.

**Interpreter**: The same role as the receptionist. More competent in linguistic ability.

**Notes**:
- The above prices are inclusive of meals, transportation expenses and 5% consumption tax
- JPY5,000 will be added on for all payment for bank charges (if paid via bank transfer), alternatively, payment can be made on site at checking in
- The working hours are:
  - 17 December, Thursday*: 0915 – 1830 hours
  - 18 December, Friday: 0920 – 1830 hours
  - 19 December, Saturday: 0920 – 1230 hours
- In case of cancellation, a written notification is required
  - 4 – 7 business days before: 30% of total fee
  - 2 – 3 business days before: 50% of total fee
  - Day before or on actual day: 100% of total fee

**Remarks**:

Order form only valid with complete company details

---

**Company Name:** ___________________________  **Stand No:** _______________________

**Fax:** ___________________________  **Tel:** ___________________________

**Email:** ___________________________  **Date & Signature:** _______________________

---
To be returned by: 16 October 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
Fax: +65.6296.2771
c.obliers@koelnmesse.com.sg

16.2 SECURITY GUARDS
- Orders received after Friday, 16 October 2009 will be subject to availability and a surcharge of 30%
- Orders received on or after Tuesday, 17 November 2009 and on-site orders will be subject to availability and a surcharge of 50%

We need the following staff for our stand:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Start</th>
<th>Time End</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 December</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 December</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 December</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 December</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Operation Hours (Must be 5 hours and above)

Total Operation Fee (JPY)

Operation Hour: 08:00 – 19:00 hrs, Price: JPY 5,000/hour

Note:
- Guards are on duty between 0800 – 1900 hours each day.
- Minimum of 2 guards are required.
- Guards are must be allowed to have a break every 2 hours.
- Prices are subjected to 5% consumption tax.
- Cancellation charge of 50% is applicable after 17 November 2009.

Order form only valid with complete company details

Company Name: ____________________________ Stand No: ____________________________
Fax: ____________________________ Tel: ____________________________ Email: ____________________________
Contact: ____________________________ Date & Signature: ____________________________
17 Stand Cleaning

To be returned by: 02 November 2009

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65.6500.6729
c.obliers@koelnmesse.com.sg
Fax: +65.6296.2771

17 STAND CLEANING

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Please be informed that:-
- Stand Cleaning is not included in the Premium & Shell Scheme Booth.
- All exhibitors are responsible for arranging the cleaning of their stands.

<table>
<thead>
<tr>
<th>Cleaning Dates</th>
<th>Cleaning fee per sqm</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-18 Dec.</td>
<td>JPY105 (including tax)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application date</th>
<th>17 Dec. After 6:30 pm</th>
<th>18 Dec. After 6:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total fee</td>
<td>JPY105 x [m²] x [day] = JPY</td>
<td></td>
</tr>
</tbody>
</table>

Note:
- Cleaning includes vacuuming of booth carpet and emptying of waste paper basket. Cleaning of exhibits and exhibit platform is not included. *(There will be additional charges for large quantity of waste)*
- Waste material after fabrication / removal should be carried away by Exhibitors. If cleaning of waste material is not possible due to special circumstance, please consult the Exhibition Management Office.
- Prices are subjected to 5% consumption tax

Order form only valid with complete company details

Company Name: ___________________________ Stand No: ___________________________
Fax: ___________________________ Tel: ___________________________
Contact: ___________________________ Date & Signature: ___________________________
18.1 SNACKS ORDER FORM

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Croissant</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Danish Pastry (Cinnamon)</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Danish Pastry (Chocolate)</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Danish Pastry (Apricot)</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Danish Pastry (Custard)</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Banana Muffin</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Madeleine</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Meat Pie</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Pastry (Mushroom Pizza)</td>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Pastry (Corn Pizza)</td>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Donut</td>
<td>220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Sandwich Box (L)</td>
<td>400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Sandwich Box (M)</td>
<td>250</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lunch Box

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Western Style (M)</td>
<td>800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Western Style (L)</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Japanese Style (M)</td>
<td>800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Japanese Style (L)</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. Delivery time is from 10:00 – 11:30 hrs everyday during show day.
2. Prices are subjected to 5% consumption tax.
3. Cash payment on last day of show.
4. All orders must be placed at least a week before the first day of the show.
18 Food and Beverage

To be returned by: 30 November 2009

Kanagawa Cooking Service Centre
Please fax all orders to: +81-50-7568-5296
For more information, please email to: suda@kanagawa-cooking.co.jp

### 18.2 BEVERAGE ORDER FORM

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Non Alcoholic</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Coffee Pot (10 servings)</td>
<td>3,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(including 10pcs of paper cups, sugar, creamer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Japanese Tea (500ml/bottle)</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mineral (Still, 500ml/bottle)</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Coke (500ml/bottle)</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Orange Juice (500ml/bottle)</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Canned Beer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Kirin (350ml)</td>
<td>400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Asahi (350ml)</td>
<td>400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 18.3 F&B EQUIPMENT

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Unit Price (JPY)</th>
<th>Quantity</th>
<th>Cost (JPY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Non Alcoholic</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Paper Cup (per piece)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sugar (per piece)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Creamer (per piece)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Crushed Ice (1kg Drinkable)</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ice (4 kg Undrinkable)</td>
<td>800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. Delivery time is from 10:00 – 11:30 hrs everyday during show day.
2. Prices are subjected to 5% consumption tax.
3. Cash payment on last day of show.
4. All orders must be placed at least a week before the first day of the show.

Order form only valid with complete company details

---

Company Name: ____________________________  Stand No: __________________________
Fax: ____________________________  Tel: __________________________
Contact: ____________________________  Date & Signature: __________________________
19 Freight Services

Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd
Mr. Takayuki Matsuzaki
2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,
Tokyo 140-0002, Japan
Tel: +81-3.5769.7380
takayuki.matsuzaki@schenker-seino.co.jp
Fax: +81-3.5769.7381

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as your freight forwarder

19.1 INTRODUCTION

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 Co., Ltd. will return cargo to FOB airport or seaport. For exhibitors requiring cargo forwarding services to and from Japan.

Our correspondence address is as follows:

Schenker-Seino Co., Ltd.
Fairs & Exhibitions Dept.
Tennoz Central Tower 16F
2-2-24, Higashi-Shinagawa
Shinagawa-ku, Tokyo 140-0002
Japan
Tel: + 81-(0)3-5769-7380
Fax: + 81-(0)3-5769-7381
e-mail: Takayuki Matsuzaki (Mr.) / takayuki.matsuzaki@schenker-seino.co.jp
Yachiyo Takano (Ms.) / yachiyo.takano@schenker-seino.co.jp
Ryu Ishida (Mr.) / ryu.ishida@schenker-seino.co.jp
Home page: http://www.schenker-seino.co.jp

19.2 DEADLINES FOR CARGO ARRIVAL IN JAPAN (I)

All exhibition cargo must arrive no later than the following deadlines.

Airfreight: 07 Dec 2009 at Narita Airport

Sea freight: LCL: 30 Nov 2009 at Yokohama port
FCL: 04 Dec 2009 at Yokohama port

The arrival deadlines must be observed. Exhibits require time to complete various procedures. Please advise if your cargo is not able to meet the above deadlines when you receive confirmation from your forwarder. For exhibits that arrive after the set deadline, Schenker-Seino Co., Ltd. will impose a late arrival surcharge and will not be responsible if clearance is not effected in time for fair opening.
19 Freight Services

Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd
Mr. Takayuki Matsuzaki
2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,
Tokyo 140-0002, Japan

Tel: +81.3.5769.7380
Fax: +81.3.5769.7381

takayuki.matsuzaki@schenker-seino.co.jp

IMPORTANT

Items such as Functional Ingredients, Food, Plant, Animal (CITES), Cosmetic, Medical equipment and/or products requiring proper certification or import licenses. The exhibitor planning to exhibit such goods in doubt of the necessity of certifications and/or licenses is kindly requested to consult your local Schenker office or Schenker-Seino Co., Ltd. as soon as possible prior shipping.

The arrival deadlines must be observed. Exhibits require time to complete various procedures. Please advise if your cargo is not able to meet the above deadlines when you receive confirmation from your forwarder. For exhibits that arrive after the set deadline, Schenker-Seino Co., Ltd. will impose a late arrival surcharge and will not be responsible if clearance is not effected in time for fair opening.

19.2 DEADLINES FOR CARGO ARRIVAL IN JAPAN (II)

19.3 FREIGHT CHARGES

All exhibition cargo arriving either by airfreight or sea freight must be consigned on “Freight Prepaid” basis only.

19.4 CONSIGNEE

The consignee on all bills of lading and air waybill must read as follows:

Schenker-Seino Co., Ltd.
Tennoz Central Tower 16F,
2-2-24, Higashi-Shinagawa
Shinagawa-ku, Tokyo 140-0002
Attn.: Takayuki Matsuzaki/Yachiyo Takano
TEL: 03-5769-7380 / FAX: 03-5769-7381

The notify party on all bills of lading or air waybill must read as follows:

Exhibitor’s Name
c/o SIGGRAPH Asia 2009
Hall No. / Booth No.
Pacifico Yokohama

Please always issue house air waybills for airfreight shipments even if only one shipper and declare as consolidation as per attached manifest on master air waybill to ensure prompt clearance upon cargo arrival.

Order form only valid with complete company details

Company Name: Stand No:
Fax: Tel: Email:
Contact: Date & Signature:

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Freight Services

Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd
Mr. Takayuki Matsuzaki
2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku, Tokyo 140-0002, Japan
Tel: +81.3.5769.7380
Fax: +81.3.5769.7381
takayuki.matsuzaki@schenker-seino.co.jp

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as your freight forwarder

19.5 DOCUMENTATION

Please adhere to the following documentary requirements to ensure that your exhibition cargo does not encounter any problems on arrival.

1. Shipments arriving by Sea freight:
   - Invoice and packing list in 5 copies.
   - Bills of lading in 1 original and 2 non-negotiable copies.
   - Catalogue / Brochure for each exhibit in 1 copy.
   - ATA-Carnet with power of attorney in original set, if applicable. (sample attached)

   The above specified documents must be received no later than 10 days prior to vessel’s arrival.

2. Shipments arriving by Air freight:
   - Invoice and packing list in 5 copies.
   - Air waybill copy by fax in 1 original and 2 copies.
   - Catalogue / Brochure for each exhibit in 1 copy.
   - ATA-Carnet with power of attorney in original set, if applicable. (sample attached)

   The original documents as specified above must be attached to the air waybill pouch accompanying the shipment.

3. Minimum requirement for all invoices and packing list (sample attached).
   - Precise description of cargo including model name and serial number, if available and function (in the case of machinery).
   - Cargo quantities, unit prices, total amounts, gross weight in kilograms and measurements in length x width x height in cm.
   - All documents must be in English with prices in US Dollars on a CIF Japan value basis.
   - Separate invoice and packing lists must be used for definitive DUTY/TAX paid entry items (including consumable).
   - Invoices must reflect fair prices otherwise problems may occur during customs clearance if customs adjudge the declared value to be unreasonably low.

19.6 ADVANCE NOTICE OF SHIPMENT (I)

In order to provide shipment tracking and prompt collection of cargo from carrier, the following information must be received by Schenker-Seino Co., Ltd. Shipment pre-advice should be received prior to shipment departing the airport or port of loading.

Sea freight
1. Name of mother vessel.
2. Estimated time of departure from loading port.
3. Estimated time of arrival at Japanese port.

Order form only valid with complete company details

Company Name: ___________________________  Stand No: ________________
Fax: ___________________________  Tel: ___________________________  Email: ___________________________
Contact: ___________________________  Date & Signature: ___________________________
19 Freight Services

Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd
Mr. Takayuki Matsuzaki
2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa, Tokyo 140-0002, Japan
Tel: +81.3.5769.7380  Fax: +81.3.5769.7381
Matsuzaki.takayuki@schenker-seino.co.jp

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as your freight forwarder.

19.6 ADVANCE NOTICE OF SHIPMENT (II)

4. Bill of lading number.
5. Total number of packages and dimensions of each package.

Air freight
1. Master air waybill number.
2. House air waybill number.
3. Flight number of carrier landing at Japanese International Airport.
4. Total number of packages and dimensions of each package.

19.7 PACKING

All exhibition cargo that is intended to be re-exported must be packed separately from consumable that will be imported on a definitive duty/tax paid entry.

Shippers are not allowed to use straw as inside packing material. The importation of straw into Japan is strictly prohibited by the Plant Quarantine Law.

Schenker-Seino Co., Ltd. recommends the usage of reusable bolted cases that are sturdy enough to withstand multiple handling during the transit of the shipment.

19.8 MARKING

For quick identification and safe handling of cargo, all cases must show the following minimum information that must appear on at least 2 exterior sides. Please ensure also that your case marking corresponds to your invoice and packing list.

SIGGRAPH Asia 2009
Exhibitor’s Name
Hall No. / Booth No.
Pacifico Yokohama
Case No. 1 of .......
Country of origin
Gross Weight / Net Weight
Dimensions: Length X Width X Height (cm)

19.9 INSURANCE

It is the responsibility of each exhibitor to provide adequate insurance coverage for all their exhibition cargo in transit to and from the fair including the entire duration of the fair.

Order form only valid with complete company details.

Company Name:  Stand No:  
Fax:  Tel:  Email:  
Contact:  Date & Signature:  

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Freight Services

Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd
Mr. Takayuki Matsuzaki
2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,
Tokyo 140-0002, Japan
Tel: +81.3.5769.7380
Fax: +81.3.5769.7378
Email: takayuki.matsuzaki@schenker-seino.co.jp

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as your freight forwarder

19.10 REMOVAL OF CARGO FROM FAIR SITE

Prior to the end of the fair all exhibitors are requested to inform Schenker-Seino Co., Ltd. in advance of what is to be done with their cargo after the fair. Requests can be made to Schenker-Seino Co., Ltd. by submitting work order sheets. Exhibitors have the following options:

1. Return to origin or ship to a third country
   Reshipping of exhibits after the fair will require some time for paper work processing as well as scheduling of suitable carriers or vessels. Exhibitors are advised to budget for some delay in reshipping when planning for the delivery schedule of the exhibits to other destinations.

2. Consume
   Items imported by duty/tax paid entry are treated as domestic Japanese cargo. Please do not reship such items in the same packing containing bonded exhibits. These items must be separately packed and require separate invoices and packing lists.

3. Destroy / Dispose (Duty/Tax paid entry cargo)
   Items that exhibitors want to have destroyed or disposed of, need to be taken to officially designated areas where they will be incinerated under the supervision of customs officers. There will be a charge for the transport of such items to the incineration site.
   If such service is required, please contact Schenker-Seino Co., Ltd. for assistance.

19.11 EMPTY CASE HANDLING

After all exhibits are unpacked at the booth, empty packing cases will be stored within the same fairgrounds and returned to booth for repacking at the end of the fair. Storage of empty cases at other locations requiring movement to and from fair site will be chargeable.

19.12 SERVICES AND FEES (I)

Schenker-Seino Co., Ltd. offers the following services between airport or port and the fairground. The charges for these services are as follows.

1. In-bound to Fairground
   A. Air freight cargo from Narita Airport to Fairground
      - Payment of terminal charges.
      - Loading and transport to warehouse.
      - Free storage up to 1 week.
      - Loading and transport to fairground.
      - Delivery to booth.
      - Use of lifting equipment and manpower.
      - Unpacking and first time spotting of exhibit.

Order form only valid with complete company details

Company Name: ___________________________  Stand No: ___________________________
Fax: ___________________________  Tel: ___________________________  Email: ___________________________
Contact: ___________________________  Date & Signature: ___________________________
Freight Services

Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd
Mr. Takayuki Matsuzaki
2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,
Tokyo 140-0002, Japan
Tel: +81.3.5769.7380
Fax: +81.3.5769.7381
takayuki.matsuzaki@schenker-seino.co.jp

Order form only valid with complete company details

Company Name: ___________________________  Stand No: ___________________________
Fax: ___________________________  Tel: ___________________________  Email: ___________________________
Contact: ___________________________  Date & Signature: ___________________________
Freight Services

Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd
Mr. Takayuki Matsuzaki
2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,
Tokyo 140-0002, Japan
Tel: +81.3.5769.7380
Fax: +81.3.5769.7381
takayuki.matsuzaki@schenker-seino.co.jp

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as your freight forwarder

19.12 SERVICES AND FEES (III)

B. Sea freight cargo from Fairground to Yokohama Port
- Labor and equipment for repacking.
- Use of lifting equipment and manpower.
- Removal of packed case from booth, load on truck and transport to warehouse.
- Transport of case from warehouse to port pending vessel availability.
- Payment of port charges.

All in rate per individual exhibitor:
- minimum charge per individual exhibitor at JPY 38,000.-
- Sea freight shipment at JPY 19,000.- per cbm or ton whichever the higher.
- minimum volume for FCL shipment is: 22 cbm per 20ft dry container.
  44 cbm per 40ft dry container.

Please add customs clearance charge to cargo handling charge for basic charges payable.

3. Customs clearance charges
Inbound customs clearance fee is as follows:
- Permanent entry with duty/tax paid at JPY 20,000.- per air waybill or bill of lading.
- ATA-Carnet entry at JPY 25,000.-

The fees charged above include customs declaration, customs inspection but excluding import duty and/or consumption tax or other official fee if any.

Outbound customs clearance fee is as follows:
- Definitive import entry reship at JPY 20,000.- per air waybill or bill of lading.
- ATA-Carnet entry reship at JPY 25,000.-

4. Handling of Empty cases or Packing materials
- pick up, storage & delivery to/from fair stand at JPY 5,000.- per CBM
- minimum charge per exhibitor at JPY 10,000.-

5. General terms and exclusions

A. Normal working hours are herein defined:
Monday to Saturday from 0900h to 1700h.

For any work done on request beyond such hours overtime will be incurred at the following rate:
- Normal working days after 1700h to 2200h at 150% of normal rate.
- Normal working days after 2200h at 200% of normal rate.

Order form only valid with complete company details

Company Name: ___________________________ Stand No: ___________________________
Fax: ___________________________ Tel: ___________________________ Email: ___________________________
Contact: ___________________________ Date & Signature: ___________________________
19 Freight Services

Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd
Mr. Takayuki Matsuzaki
2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,
Tokyo 140-0002, Japan

Tel: +81.3.5769.7380
Fax: +81.3.5769.7381

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as your freight forwarder

19.12 SERVICES AND FEES (IV)

- Sunday / Public holiday from 0900h to 1700h at 200% of normal rate.
- Sunday / Public holiday after 2200h at 300% of normal rate.

B. Additional labor request for on site handling will be charged as follows:
- Manpower at Yen 4,500 per hour for normal labor with standard tools.
- Manpower at Yen 5,500 per hour for crew chief.

Manpower is chargeable for a minimum of 2 hours each engagement.

C. Additional handling equipment requests for on site handling will be charged as follows:
- 3-ton forklift with driver at Yen 7,000 per hour.
- 2-ton hydraulic pallet truck at Yen 1,500 per hour.

Equipment hire is subject to a minimum of 2 hours per engagement.

D. Payment of service and/or disbursements.
- For exhibitors using the services of Schenker International companies and its appointed agents for shipping from origin - please apply for payment terms locally.

- For exhibitors using the service of SCHENKER-SEINO from free arrival Japanese air or sea ports - please settle all outstanding amounts prior to moving in date of exhibits. Payment(s) can be made by remittance to our ordinary deposits account with the following bank.

   BANK: SUMITOMO MITSUI BANKING CORPORATION, KYOBASHI BRANCH
   ACCOUNT NO.: 4088497 (Ordinary deposit)
   ACCOUNT NAME: SCHENKER-SEINO CO., LTD.

Exhibitors who need other payment arrangements kindly apply directly.
20 Hotel Reservations

To be returned by: 13 November 2009 (By 5PM, Japan Time)

Please complete and return to:
Ms. Sakamoto Naoko
JTB Western Japan Corp, Event & Convention Sales Dept
JTB bldg.(3F) 2-1-25, Kyutaro-machi, Chuo-ku,
Osaka, 541-0056 Japan
westec_op6@jtb.jp

20.1 General Information

- Rates are nett price inclusive of taxes and breakfast (per room per night).
- Rates are valid for the stay from 13 December 2009 to 21 December 2009.
- Double room is available only on request.
- As there are limited double rooms in hotels in Japan, therefore please make your request known as soon as possible. Alternatively, we will help you request for Twin Room.
- Credit Card details must be provided to secure your room reservation.
- Confirmation will only be sent from Saturday, 01 August 2009 onwards.
- An ID and Password will be sent to you. You may log in to view your booking status and make payment with your credit card.
- Confirmation letter is required upon check in.
- For flight booking, please contact JTB offices in your country.
- No Tour Leaders will be receiving the guests at the airport. All guests are required to make own arrangements to the hotel for check in.
- Minimum number of person for booking will be 1 person.

Cancellation / No Show Policy

- If you cancel or change your reservation, please send notify the Official Travel Agent - JTB immediately.
- In case of cancellation of reservation, the following cancellation fees will apply.

| 8 days or more days prior to the first night of stay | No charge |
| 2 - 7 days before the first night of stay | 30% of 1st Night Room Charge |
| 1 day before the first night of stay | 40% of 1st Night Room Charge |
| The first night of stay if notice given before noon(Japan Time) on check-in day | 50% of 1st Night Room Charge |
| The first night of stay if no notice given | 100% of 1st Night Room Charge |
## 20 Hotel Reservations

To be returned by: 13 November 2009 (By 5PM, Japan Time)

Please complete and return to:
Ms. Sakamoto Naoko
JTB Western Japan Corp, Event & Convention Sales Dept
JTB bldg.(3F) 2-1-25, Kyutaro-machi, Chuo-ku,
Osaka, 541-0056 Japan

Tel: +81-6-6260 5076
Fax: +81-6-6263 0717

westec_op6@jtb.jp

### 20.2 Rates (I)

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Room Type</th>
<th>Distance To Venue</th>
<th>Room Size (sqm)</th>
<th>Nett Price (JPY) 13 Dec – 18 Dec</th>
<th>Nett Price (JPY) 20 Dec - 21 Dec</th>
<th>Nett Price (JPY) 19 Dec - Peak Rate</th>
<th>Booking Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><em><em>5</em> Hotel</em>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yokohama Grand Intercontinental Hotel</td>
<td>Single (1 person use)</td>
<td>Next to Venue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>HA – 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin/Double (1 person use)</td>
<td></td>
<td>38</td>
<td>21,000</td>
<td>35,900</td>
<td>HA – 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>38</td>
<td>23,100</td>
<td>46,200</td>
<td>HA – 3</td>
<td></td>
</tr>
<tr>
<td>Pan Pacific Yokohama Bay Hotel Tokyu</td>
<td>Single (1 person use)</td>
<td>3 mins walk</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>HB – 1</td>
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</tr>
<tr>
<td></td>
<td>Twin/Double (1 person use)</td>
<td></td>
<td>40</td>
<td>23,100</td>
<td>31,200</td>
<td>HB – 2</td>
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<tr>
<td></td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>40</td>
<td>25,200</td>
<td>37,000</td>
<td>HB – 3</td>
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</tr>
<tr>
<td>Yokohama Royal Park Hotel</td>
<td>Single (1 person use)</td>
<td>5 mins walk</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>HC – 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin/Double (1 person use)</td>
<td></td>
<td>27</td>
<td>22,000</td>
<td>33,500</td>
<td>HC – 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>37</td>
<td>25,300</td>
<td>41,600</td>
<td>HC – 3</td>
<td></td>
</tr>
<tr>
<td><em><em>4</em> Hotel</em>*</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Breeze Bay Hotel Resort &amp; Spa</td>
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<td>17</td>
<td>13,200</td>
<td>20,900</td>
<td>HD – 1</td>
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<td></td>
<td>Twin/Double (1 person use)</td>
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<td>27</td>
<td>14,300</td>
<td>28,600</td>
<td>HD – 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>27</td>
<td>19,800</td>
<td>33,000</td>
<td>HD – 3</td>
<td></td>
</tr>
<tr>
<td>Yokohama Bay Sheraton Hotels &amp; Towers</td>
<td>Single (1 person use)</td>
<td>10 mins drive</td>
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<td>16,300</td>
<td>20,200</td>
<td>HE – 1</td>
<td></td>
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<tr>
<td></td>
<td>Twin/Double (1 person use)</td>
<td></td>
<td>34</td>
<td>20,200</td>
<td>28,600</td>
<td>HE – 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>34</td>
<td>21,200</td>
<td>35,900</td>
<td>HE – 3</td>
<td></td>
</tr>
<tr>
<td>Hotel New Grand</td>
<td>Single (1 person use)</td>
<td>10 mins drive</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>HF – 1</td>
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<tr>
<td></td>
<td>Twin/Double (1 person use)</td>
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<td>32</td>
<td>20,900</td>
<td>33,600</td>
<td>HF – 2</td>
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<td></td>
<td>Twin/Double (2 person use)</td>
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<td>32</td>
<td>23,500</td>
<td>42,500</td>
<td>HF – 3</td>
<td></td>
</tr>
</tbody>
</table>

* Rates are nett price inclusive of taxes and breakfast (per room per night).*
20 Hotel Reservations

To be returned by: 13 November 2009 (By 5PM, Japan Time)

Please complete and return to:
Ms. Sakamoto Naoko
JTB Western Japan Corp, Event & Convention Sales Dept
JTB bldg.(3F) 2-1-25, Kyutaro-machi, Chuo-ku,
Osaka, 541-0056 Japan
westec_op6@jtb.jp
Tel: +81-6-6260 5076
Fax: +81-6-6263 0717

20.2 Rates (II)

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Room Type</th>
<th>Distance To Venue</th>
<th>Room Size (sqm)</th>
<th>Nett Price (JPY) 13 Dec – 18 Dec</th>
<th>Nett Price (JPY) 20 Dec - 21 Dec</th>
<th>Nett Price (JPY) 19 Dec - Peak Rate</th>
<th>Booking Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3* Hotel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Navios Yokohama</td>
<td>Single (1 person use)</td>
<td>7 mins walk</td>
<td>19</td>
<td>10,400</td>
<td>11,600</td>
<td>HG – 1</td>
<td></td>
</tr>
<tr>
<td>Navios Yokohama</td>
<td>Double Only (1 person use)</td>
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<td>19</td>
<td>12,800</td>
<td>13,900</td>
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<td>Navios Yokohama</td>
<td>Twin/Double (2 person use)</td>
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<td>23,100</td>
<td>25,500</td>
<td>HG – 3</td>
<td></td>
</tr>
<tr>
<td>Sanai Yokohama Hotel</td>
<td>Single (1 person use)</td>
<td>10 mins walk</td>
<td>14</td>
<td>9,600</td>
<td>9,600</td>
<td>HH – 1</td>
<td></td>
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<tr>
<td>Sanai Yokohama Hotel</td>
<td>Twin/Double (1 person use)</td>
<td></td>
<td>19</td>
<td>10,800</td>
<td>10,800</td>
<td>HH – 2</td>
<td></td>
</tr>
<tr>
<td>Sanai Yokohama Hotel</td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>19</td>
<td>16,900</td>
<td>16,900</td>
<td>HH – 3</td>
<td></td>
</tr>
<tr>
<td>Yokohama Sakuragi-cho</td>
<td>Single (1 person use)</td>
<td>15 mins walk</td>
<td>14</td>
<td>11,600</td>
<td>14,500</td>
<td>HJ – 1</td>
<td></td>
</tr>
<tr>
<td>Washington Hotel</td>
<td>Twin/Double (1 person use)</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>HJ – 2</td>
<td></td>
</tr>
<tr>
<td>Yokohama Sakuragi-cho</td>
<td>Twin/Double (2 person use)</td>
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<td>20</td>
<td>19,700</td>
<td>26,600</td>
<td>HJ – 3</td>
<td></td>
</tr>
<tr>
<td>Hotel JAL City Kannai</td>
<td>Single (1 person use)</td>
<td>10 mins drive</td>
<td>17</td>
<td>9,400</td>
<td>11,800</td>
<td>HK – 1</td>
<td></td>
</tr>
<tr>
<td>Yokohama Isezaki-cho</td>
<td>Twin/Double (1 person use)</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>HK – 2</td>
<td></td>
</tr>
<tr>
<td>Yokohama Isezaki-cho</td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>20</td>
<td>15,200</td>
<td>20,100</td>
<td>HK – 3</td>
<td></td>
</tr>
<tr>
<td>Washington Hotel</td>
<td>Single (1 person use)</td>
<td>15 mins drive</td>
<td>16.5</td>
<td>11,000</td>
<td>12,800</td>
<td>HL – 1</td>
<td></td>
</tr>
<tr>
<td>Washington Hotel</td>
<td>Twin/Double (1 person use)</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>HL – 2</td>
<td></td>
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<tr>
<td>Washington Hotel</td>
<td>Twin/Double (2 person use)</td>
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<td>22.5</td>
<td>17,400</td>
<td>20,100</td>
<td>HL – 3</td>
<td></td>
</tr>
</tbody>
</table>

* Rates are nett price inclusive of taxes and breakfast (per room per night).
## 20 Hotel Reservations

To be returned by: **13 November 2009 (By 5PM, Japan Time)**

Please complete and return to:

**Ms. Sakamoto Naoko**  
JTB Western Japan Corp, Event & Convention Sales Dept  
JTB bldg.(3F) 2-1-25, Kyutaro-machi, Chuo-ku,  
Osaka, 541-0056 Japan  
westec_op6@jtb.jp  
Tel: +81-6-6260 5076  
Fax: +81-6-6263 0717

### 20.2 Rates (II)

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Room Type</th>
<th>Distance To Venue</th>
<th>Room Size (sqm)</th>
<th>Nett Price (JPY) 13 Dec – 18 Dec</th>
<th>Nett Price (JPY) 20 Dec - 21 Dec</th>
<th>Nett Price (JPY) 19 Dec - Peak Rate</th>
<th>Booking Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Hotel</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Yokohama Heiwa Plaza Hotel</td>
<td>Single (1 person use)</td>
<td>20 mins walk</td>
<td>11</td>
<td>8,300</td>
<td>11,300</td>
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<tr>
<td></td>
<td>Twin/Double (1 person use)</td>
<td></td>
<td>14</td>
<td>10,600</td>
<td>19,200</td>
<td>HM – 2</td>
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<tr>
<td></td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>14</td>
<td>12,100</td>
<td>20,100</td>
<td>HM – 3</td>
<td></td>
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<tr>
<td>Hotel Grand Sun Yokohama</td>
<td>Single (1 person use)</td>
<td>15 mins drive</td>
<td>17</td>
<td>7,000</td>
<td>7,000</td>
<td>HN – 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin/Double (1 person use)</td>
<td></td>
<td>17</td>
<td>7,000</td>
<td>7,000</td>
<td>HN – 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>17</td>
<td>10,400</td>
<td>10,400</td>
<td>HN – 3</td>
<td></td>
</tr>
<tr>
<td>Hotel Chatelet Inn Yokohama</td>
<td>Single (1 person use)</td>
<td>15 mins drive</td>
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<td>8,700</td>
<td>8,700</td>
<td>HO – 1</td>
<td></td>
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<tr>
<td></td>
<td>Twin/Double (1 person use)</td>
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<td>13.5</td>
<td>9,900</td>
<td>9,900</td>
<td>HO – 2</td>
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<td></td>
<td>Twin/Double (2 person use)</td>
<td></td>
<td>13.5</td>
<td>15,100</td>
<td>15,100</td>
<td>HO – 3</td>
<td></td>
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<tr>
<td>Hotel Route Inn Yokohama Bashamichi</td>
<td>Single (1 person use)</td>
<td>20 mins walk</td>
<td>13</td>
<td>7,000</td>
<td>7,000</td>
<td>HP – 1</td>
<td></td>
</tr>
</tbody>
</table>

*Rates are nett price inclusive of taxes and breakfast (per room per night).*
20 Hotel Reservations

To be returned by: 13 November 2009 (By 5PM, Japan Time)

Please complete and return to:
Ms. Sakamoto Naoko
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JTB bldg.(3F) 2-1-25, Kyutaro-machi, Chuo-ku,
Osaka, 541-0056 Japan
westec_op6@jtb.jp
Tel: +81-6-6260 5076
Fax: +81-6-6263 0717

20.3 Booking Form

<table>
<thead>
<tr>
<th>CREDIT CARD DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ American Express</td>
</tr>
</tbody>
</table>

Card Number :  |
Expiry Date : (dd-mm-yy) |

Card holder Name :  

Amount :  

Signature :  

<table>
<thead>
<tr>
<th>COMPLETE DETAILS IN FULL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Name 1 :</td>
</tr>
<tr>
<td>Passport No :</td>
</tr>
<tr>
<td>Guest Name 2 :</td>
</tr>
<tr>
<td>Passport No :</td>
</tr>
<tr>
<td>Organization :</td>
</tr>
<tr>
<td>Address :</td>
</tr>
<tr>
<td>Tel :</td>
</tr>
<tr>
<td>Fax :</td>
</tr>
<tr>
<td>Email :</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hotel :</th>
<th>Booking Code</th>
<th>No. of Rooms</th>
<th>Check in Date</th>
<th>Check out Date</th>
<th>Smoking (S)</th>
<th>Non Smoking (NS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(S) / (NS)</td>
<td></td>
</tr>
<tr>
<td>2nd Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(S) / (NS)</td>
<td></td>
</tr>
<tr>
<td>3rd Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(S) / (NS)</td>
<td></td>
</tr>
</tbody>
</table>

Kindly fill in the following flight details for hotel reference. For flight booking, please contact JTB offices in your country.

**ARRIVAL**

<table>
<thead>
<tr>
<th>Date :</th>
<th>Flight Number :</th>
<th>Time :</th>
</tr>
</thead>
</table>

**DEPARTURE**

<table>
<thead>
<tr>
<th>Date :</th>
<th>Flight Number :</th>
<th>Time :</th>
</tr>
</thead>
</table>