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# 1. Outline

## 1-1 Outline

### 1. Name of Event

The 42<sup>nd</sup> Tokyo Motor Show 2011

### 2. Organizer

Japan Automobile Manufacturers Association, Inc.(JAMA)

### 3. Co-sponsors

Japan Auto Parts Industries Association (JAPIA)

Japan Auto-Body Industries Association, Inc. (JABIA)

Japan Automotive Machinery and Tool Manufacturers Association (JAMTA)

Japan Automobile Importers Association (JAIA)

### 4. Patron

H.I.H. Prince Tomohito of Mikasa

### 5. Chairman

Toshiyuki Shiga (Chairman of Japan Automobile Manufacturers Association, Inc.)

### 6. Dates

Dec. 2 (Fri.) — Dec. 11 (Sun.), 2011

(1) Press Days ..... Nov. 30 (Wed.) and Dec. 1 (Thu.)

(2) Special Guest Day and Opening Ceremony ..... Dec. 2 (Fri.)

(3) General Public Days ..... Dec. 3 (Sat.) — Dec. 11 (Sun.)

### 7. Period

(1) Press Days (Planned) ..... 9:00 — 18:00

(2) Special Guest Day

- Opening Ceremony Guests ..... 9:00 — 18:00

- Other Guests ..... 12:30 — 18:00

(3) General Public Days

- Mon. - Sat. .... 10:00 — 20:00

- Sundays ..... 10:00 — 18:00

(Closes at 17:00 on Dec. 11 (Sun.), the last public day)

(Admission times and number of visitors admitted are subject to change)

### 8. Admission fee (5% consumption tax included)

Adults ¥1,500

-Advance ticket ¥1,300

-After 15:00 ticket ¥1,300

Senior High School Students ¥500

-Advance ticket ¥400

-After 15:00 ticket ¥400

Junior high school students and under free

### 9. Site

Tokyo Big Sight

### 10. Support (Planned)

Ministry of Foreign Affairs/Ministry of Economy, Trade and Industry/Ministry of Land, Infrastructure, Transport and Tourism/

Ministry of the Environment/Tokyo Metropolitan Government/Chiba Prefectural Government/Organisation Internationale des

Constructeurs d' Automobiles (OICA)/Japan External Trade Organization (JETRO)

## 11. Cooperation (Planned)

Society of Automotive Engineers of Japan, Petroleum Association of Japan, Japan Mini Vehicles Association, Japan Trucking Association, Japan Traffic Safety Association, Japan Electronics and Information Technology Industries Association, Battery Association of Japan, Special Steel Association of JAPAN, Japan Aluminum Association, The Japan Rubber Manufacturers Association, Nihon Bus Association, Japan Spring Manufacturers Association, Japan Fine Ceramics Association, The Japan Plastics Industry Federation, The Japan Bearing Industrial Association, Motorcycle Federation of Japan, Japan Automobile Tyre Manufacturers Association, Automobile Business Association of Japan, Japan Automobile Education Foundation, Japan Automobile Research Institute, Japan Automobile Service Promotion Association, Japan Automobile Dealers Association, Japan Automobile Federation, The General Insurance Association of Japan, The Japan Iron and Steel Federation, The Japan Electrical Manufacturers' Association, Japan Electric Lamp Manufacturers Association, Japan Paint Manufacturers Association, Japan Land Engine Manufacturers Association, Flat Glass Manufacturers Association of Japan

(random order)

## 1 - 2 Handling of Personal Information

As the organizer of the Tokyo Motor Show, Japan Automobile Manufacturers Association (described as "the Secretariat" hereinafter) shall acquire personal information by lawful and fair means.

Personal information acquired through an exhibit application and/or other related applications shall be used in a limited way for the purpose of smooth operation of "The 42nd Tokyo Motor Show 2011 (described as "the Show" hereinafter)" by the Secretariat and its staff members concerned.

Such personal information acquired shall not be provided to any third party other than co-users without prior consent of the persons concerned, except for those cases specified by laws and regulations. Furthermore, instructions on handling such personal information will be thoroughly communicated to those staff members involved with the secretariat.

## 1 - 3 Operation Schedule

Contents	Schedule		Time (Planned)
	Year	Date	
Sending exhibition space application documents and "Regulations"	2010	Sep. 10 (Fri.)	-
Exhibitor Briefing		Sep. 10 (Fri.)	-
Deadline for exhibition space applications		Nov. 12 (Fri.)	-
Notification on the allotment of exhibition space - Passenger Cars, Commercial Vehicles, Motorcycles, and Vehicle bodies sections	2011	Late February	-
Notification on the allotment of exhibition space - Carrozzeria, Parts, Machinery and Tools, and Automobile related service sections		Late March	-
Sending Information regarding various applications - Newsletter to Exhibitors		Mid - July	-
Application Deadline (1) Operation plan (e.g. Test-ride event near the site), Exhibitor's rooms		Sep. 9 (Fri.)	-
Application Deadline (2) *Online application - Bonded cargo		Sep. 16 (Fri.)	-
Application Deadline (3) *Online application - Exhibition space design drawings, Electricity, Water supply, etc.		Oct. 7 (Fri.)	-
Application Deadline (4) *Online application - Operation plan (stage events)		Oct. 28 (Fri.)	-
Press conference of the show outline		Nov. 4 (Fri.)	-

<b>【Preparatory Work for Ceiling Suspension】</b>	2011	Nov. 23 (Wed.)	12:00–18:00
<b>【Delivery Period】</b> Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle bodies sections		Nov. 23 (Wed.)	18:00–24:00
		Nov. 24 (Thu.) - Nov. 28 (Mon.)	0:00–24:00
		Nov. 29 (Tue.)	0:00–18:00
<b>【Delivery Period】</b> Parts/machinery and tools, automobile related service sections, etc.		Nov.27 (Sun.)	8:00–24:00
		Nov. 28 (Mon.)	0:00–24:00
		Nov. 29 (Tue.)	0:00–18:00
<b>【Press Days】</b>		No. 30 (Wed.) and Dec. 1 (Thu.)	9:00–18:00 (planned)
<b>【Opening Ceremony/Special Guest Day】</b>		Dec. 2 (Fri.)	9:00–18:00
<b>【Public Show Days】</b>		Dec. 3 (Sat.) – Dec. 11 (Sun.) <9 days>	Mon.–Sat. 10:00–20:00 Sun. 10:00–18:00 <until 17:00 on the last day>
<b>【Priority removal time (exhibited vehicles)】</b>		Dec. 11 (Sun.)	6:00–19:00
<b>【Removal Period】</b> Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle Bodies Sections		Dec. 11 (Sun.)	19:00–24:00
<b>【Removal Period】</b> Parts/machinery and tools, automobile related service sections, etc.		Dec. 12 (Mon.)	0:00–24:00
	Dec. 13 (Tue.)	0:00–9:00*	
	Dec. 11 (Sun.)	19:00–24:00	
	Dec. 12 (Mon.)	0:00–18:00	

\*The time for returning the exhibition halls to Tokyo Big Sight is 9:00 AM, December 13 (Tue.).

Please abide by the removal time strictly, because the other event is scheduled to move in immediately after the completion of removal.

## 1 - 4

## Contact Information

Category	Company Name	Address / Contact Info
<b>Exhibition application</b>	Tokyo Motor Show Office, Japan Automobile Manufacturers Association, Inc.	Jidosha Kaikan, 1-1-30 Shiba Daimon, Minato-ku, Tokyo,105-0012 Japan TEL +81-3-5405-6127, FAX +81-3-5405-6136 <a href="http://www.tokyo-motorshow.com/app/en/contact">http://www.tokyo-motorshow.com/app/en/contact</a> <a href="http://www.tokyo-motorshow.com">http://www.tokyo-motorshow.com</a>
<b>Media Announcements, Press Briefings</b>	Public Relations Office, Japan Automobile Manufacturers Association, Inc.	Jidosha Kaikan, 1-1-30 Shiba Daimon, Minato-ku, Tokyo,105-0012 Japan TEL +81-3-5405-6119, FAX +81-3-5405-6136 <a href="http://www.tokyo-motorshow.com/app/en/contact">http://www.tokyo-motorshow.com/app/en/contact</a> <a href="http://www.tokyo-motorshow.com">http://www.tokyo-motorshow.com</a>
<b>Regulations, Construction, Fire Safety, Operations</b>	Tokyo Motor Show Tokyo Big Sight Office (Tokyo Big Sight Inc.)	3-11-1 Ariake, Koto-ku, Tokyo 135-0063 TEL +81-3-5530-1369, FAX +81-3-5530-1222 E-Mail: <a href="mailto:tms@tokyo-bigsight.co.jp">tms@tokyo-bigsight.co.jp</a>
<b>Bonded Exhibits</b>	International Division, Ishikawa-gumi, Ltd.	5-9-4 Higashi-shinagawa, Shinagawa-ku, Tokyo, 140-0002 Japan TEL +81-3-3474-8102, FAX +81-3-5460-9841 Email: <a href="mailto:igl-exhi@ishikawa-gumi.co.jp">igl-exhi@ishikawa-gumi.co.jp</a> <a href="http://www.ishikawa-gumi.co.jp">http://www.ishikawa-gumi.co.jp</a>
<b>Cleaning, Waste Disposal</b>	Big Sight Service Co., Ltd.	3-11-1 Ariake, Koto-ku, Tokyo 135-0063 TEL +81-3-5530-1290 (Cleaning Division) FAX +81-3-5564-5430 <a href="http://www.bigsight-services.co.jp/">http://www.bigsight-services.co.jp/</a>
<b>Catering in the exhibition space</b>	Koto-ku Healthcare Center	2-1-1 Toyo, Koto-ku, Tokyo 135-0016 TEL +81-3-3647-5882 (Life Hygiene Section) FAX +81-3-3615-7171 <a href="http://www.city.koto.lg.jp/seikatsu/hoken/">http://www.city.koto.lg.jp/seikatsu/hoken/</a>

Category	Company Name	Address / Contact Info
<b>Flamproofing, Flamproof testing</b>	Japan Fire Retardant Association	9F Kyodo Bldg. 4-1-5 Nihonbashi-Muromachi, Chuo-ku, Tokyo, 103-0022 Japan TEL +81-3-3246-1661, FAX +81-3-3271-1692 Email: koho-shitsu@jfra.or.jp <a href="http://www.jfra.or.jp">http://www.jfra.or.jp</a>

## 2. General Rules and Regulations

### 2-1 Requirements for Exhibitors

Only those that meet the following requirements and are recognized by the Japan Automobile Manufacturers Association, Inc. (hereafter referred to as "the Secretariat") may apply for exhibition space of the Tokyo Motor Show (hereafter referred to as "the Show").

#### 1) Passenger Cars, Commercial Vehicles and Motorcycles Sections

- Manufacturers that are the members of automobile manufacturers' associations in their own countries (as of November 12 (Fri.), 2010)
- Members of the co-sponsor association\* (as of November 12 (Fri.), 2010) (if no manufacturer above applies for exhibition)
- Manufacturers of products that have been designated by the Ministry of Land, Infrastructure, Transport and Tourism.

#### 2) Carrozzeria Section

- Automobile design companies that design or develop concept cars (presentation cars), small-scale automobile companies that manufacture and sell non-mass production original cars (use of non-original vehicles as base cars permitted), or equivalent associations or individuals.
- Companies, associations, and individuals authorized by the secretariat for this section.

#### 3) Vehicle Bodies Section

- Members of the co-sponsor association\*\* (as of November 12 (Fri.), 2010) or manufacturers recommended by those associations.
- Manufacturers that are the regular members of industrial associations of vehicle bodies manufacturers in their own countries.

#### 4) Parts, Machinery and Tools Section

- Members of the co-sponsor associations\*\*\* (as of November 12 (Fri.), 2010).
- Manufacturers of parts, machinery and tools, and related products or their associations, other than those covered by above (including foreign manufacturers and their associations).

#### 5) Automobile Related Service Section

- Companies and associations dealing with information providing services (Telematics), charging, car sharing, road services, automobile insurance, and other automobile related services

#### 6) Applications will not be accepted from applicants who are in the process of bankruptcy, composition, company liquidation, or have filed for court protection under the Civil or Corporate Rehabilitation Law. Nor will they be accepted from applicants whose current bank accounts have been suspended by financial institutions. The same applies to any case that the Secretariat judges to be similar to those mentioned above.

\*Qualified foreign exhibitors may exhibit through a representative in Japan, but in such cases, the manufacturer's certification is required.

\*In the case of applications made through representatives (including organizations recognized by the Secretariat), the Secretariat shall contact the exhibitor through the representative and the representative shall assume full responsibility for all matters relating to the applicant's participation in the Show.

Co-sponsor association\* = Japan Automobile Importers Association

Co-sponsor association\*\* = Japan Auto-Body Industries Association, Inc.

Co-sponsor associations\*\*\* = Japan Auto Parts Industries Association, Japan Automotive Machinery and Tool Manufacturers Association

### 2-2 Exhibition Space Fees

Exhibition space fees are as shown in the table below. Exhibition fees must be paid in Japanese yen.

Exhibition section	Unit	Cost (consumption tax included)
(A) Passenger Cars, (B) Commercial Vehicles, (C) Motorcycles, (D) Carrozzeria, (E-1) Vehicle Bodies	1m <sup>2</sup>	¥31,500
(E-2) Vehicle Bodies (Outdoor Exhibition)	1m <sup>2</sup>	¥10,500
(F-1) Parts, Machinery and Tools (Co-sponsors)	1 space = approx. 9m <sup>2</sup> (2.97 m x 2.97 m)	¥373,800
(F-2) " (General Exhibitors)		¥451,500
(G) Automobile related services		¥451,500

\*F-1 : Members of Japan Auto Parts Industries Association or Japan Automotive Machinery and Tool Manufacturers Associations

F-2 : Non-members of the above associations

## 2 – 3 Exhibition Applications and Payment of Exhibition Fees

### 1) Application for exhibition space

After agreeing with the items listed in the Regulations, exhibitors should apply for exhibition space by completing the prescribed "Application for Exhibition Space and submitting it to the Secretariat by November 12 (Fri.), 2010. The application fee should also be remitted by the same date. (The application fee is 50% of the cost of space applied for (including 5% consumption tax).)

- (1) If requested, a receipt will be issued for the application fee after confirmation of payment. If an invoice is necessary, the Secretariat should be notified in advance.
- (2) The application fee does not guarantee that the exhibitor will obtain the space applied for.
- (3) After allotment of exhibition space, the application fee will be applied to the exhibition fee. However, depending on the state of applications received, it may be possible that the specific requested space cannot be allotted, or that a space cannot be allotted at all. If overpayment corresponding to the allocated area occurs, the difference will be reimbursed (without interest).
- (4) If you wish to co-exhibit with some other exhibitor or if you wish to have your space adjacent to that of a specific exhibitor, the names of such exhibitors should be indicated on the application form.  
If consent is obtained from both parties of the same section, the Secretariat will arrange the requested space allocation to the extent possible. Under no circumstances, however, will applications for such positioning be accepted after the application deadline.
- (5) The Secretariat reserves the right to defer or reject any application or to restrict proposed space without specifying reasons.
- (6) Exhibitors should advise the Secretariat whenever contact information on the persons in charge changes.

### 2) Exhibition space fee payment

After space allotment, an invoice will be issued in the amount of the exhibition fee according to the space allocated, less the application fee. This balance is to be paid by the date designated on the invoice. With this payment, exhibitors acquire the right to use the space.

### 3) Exhibition cancellation

- (1) To cancel an application, exhibitors should inform the Secretariat and then submit a "Notice of Cancellation of Application for Exhibition Space." (Any format is acceptable, but the reason for cancellation must be specified.)
- (2) The Secretariat reserves the right to cancel exhibits of exhibitors who correspond to the following:
  - 1. Those whose exhibit fees have not been paid by the deadline indicated on the invoice.
  - 2. Those who fail to start using the allotted space by 0:00 on the last day of the Delivery Period (November 29 (Tue.), 2011).
  - 3. Those who are discovered to fall into the categories listed under 2-1-6, after applying.
- (3) Upon cancellation, exhibitors (or their representatives) must promptly pay the Secretariat a cancellation fee as outlined below. Any application fee or exhibit fee already paid will be used as a portion of the cancellation fee, and thus not returned.

Time of receiving "Notice of Cancellation of Application for Exhibition Space"	Exhibition cancellation fee (consumption tax included)
From the deadline for applications for exhibition space to the day before the transmission of "Notifications on the Allotment of Exhibition Space"	One half of Exhibition Space Application Fee (50% of the fee for space applied for)
After the transmission of "Notifications on the Allotment of Exhibition Space"	Exhibition Fee (100% of the fee for space allotted)

### 4) Account for Remittances

Payment of application fees, exhibit fees, cancellation fees, etc. should be made by bank transfer to the following account. Any remittance charges are to be borne by the exhibitor, and all payment must be made in Japanese yen.  
Bank of Tokyo-Mitsubishi UFJ, Ltd., Shin-marunouchi Branch (Branch No. 422) .  
Account No. 4344678, Japan Automobile Manufacturers Association, Inc.

## 2 – 4 Allotment of Exhibition Space

- 1) The Secretariat will allot exhibition spaces in each section taking into account the types of exhibits, the total area applied for in each section, physical conditions of the site, and conditions of stand kits brought in by exhibitors.
- 2) Based on the available allotted space in each exhibition section and the space actually allotted to exhibitors in the past shows, the Secretariat will allot the exhibition spaces after the closing of the application period.
- 3) The Secretariat will allot the spaces taking into consideration the space required for the common passageways and the total space of the exhibition hall. Large spaces may be divided into two segments by aisles (see 3-2-3).
- 4) Due to the configuration of the venue, for the Parts, Machinery and Tools Sections, space may be allotted in terms of measured area equivalent to the number of the allotted exhibition spaces, instead of allotting space in basic exhibition space unit (9m<sup>2</sup>).



- 5) No complaints regarding the allotment will be accepted.
- 6) Any space that becomes available after the initial allotment (due to cancellation, etc.) may be reallocated by the Secretariat.
- 7) Exhibitors are not allowed to sub-license or transfer their allotted space in part or in whole, whether or not such action is gratuitous, to a third party.  
Exchange of spaces among exhibitors is also not allowed.
- 8) The Secretariat reserves the right to make partial changes, for compelling reasons, in any allotted space after the official allotment has been decided. The exhibitor shall not be allowed to cancel the exhibit, nor demand compensation because of such changes.

## 2 – 5

## Conditions for Exhibition

### 1) Passenger Cars Section

Exhibits for the Passenger Cars Section include passenger cars (including mini cars) with license plate numbers 3, 5, or 7, as classified by the Ministry of Land Infrastructure and Transport Registration Regulation (Chapter 3, Clause 13, Item 2), and their engines, chassis, and accessories. Vehicles with license plate numbers 1, 2, 4, 6 or 8 (including mini cars) and their engines, chassis and accessories may also be exhibited.

### 2) Commercial Vehicles Section

The exhibits for the Commercial Vehicles Section include vehicles (including mini cars) with license plate numbers 1, 2, 4, 6, or 8, as classified by the Ministry of Land, Infrastructure, Transport and Tourism Registration Regulation (Chapter 13, Clause 13, Item 2), and their engines, chassis, and accessories. Vehicles with license plate numbers 3, 5, or 7 (including mini cars) and their engines, chassis and accessories may also be exhibited but limited to up to 3 vehicles per exhibitor.

### 3) Motorcycles Section

Motorcycles, scooters, mopeds, and their engines and accessories, electrically assisted bicycles. Snow mobiles, personal water crafts, etc., may also be exhibited as special exhibits but limited to up to 5 vehicles per exhibitor (display of specifications and prices of marketed products permitted).

### 4) Carrozeria Section

Concept cars (presentation cars) and low-volume production original cars.

### 5) Vehicle Bodies Section

Vehicle bodies, barrier-free vehicles, trailers, their equipment and related accessories.

### 6) Parts, Machinery and Tools Section

Exhibits must be parts, accessories, or machinery and tools for passenger cars, commercial vehicles and motorcycles, as defined in "2-14 Exhibit Classifications."

### 7) Automobile Related Service Section

Information providing services (Telematics), charging, car sharing, road services, automobile insurance, and other automobile related services.

### 8) Exhibition as decoration

For sections 6) and 7) above, the following requirements must be observed:

- Exhibitors using passenger cars, commercial vehicles, motorcycles or vehicle bodies in their exhibits shall strictly abide by the following conditions.

- (1)The use of passenger cars, commercial vehicles, motorcycles or vehicle bodies (including 1/1 scale models, cut chassis, and cut bodies) is allowed only if intended to increase the clarity of the exhibits. Such exhibition is not permitted if intended to lure visitors.
- (2)Demonstration or Advertising relating to the models of passenger cars, commercial vehicles, motorcycles or vehicle bodies in use is strictly prohibited.

### 9) Loads

Sample loads such as vehicles or products may only be displayed on the cargo bed of an exhibited vehicle, and there must be no labeling regarding the load (name of manufacturer, model name, specifications, advertising, etc.).

### 10) Exhibits

Exhibits shall basically be limited to the product manufactured by the exhibitor itself but include the following:

- (1)Production vehicles (vehicles for which type designation approval has been obtained as of December 2 (Fri.), 2011, from the Japanese Ministry of Land, Infrastructure, Transport and Tourism.)
- (2)Reference vehicles (experimental vehicles, commemorative vehicles, export-specification vehicles, overseas production vehicles, etc.)
- (3)Vehicles supplied on an OEM basis.
- (4)Jointly developed vehicles currently being developed, produced, or sold (including vehicles of other manufacturers' brands)
- (5)Vehicles and products not listed above but authorized by the Secretariat

All exhibits must conform to Japanese domestic laws, and any in violation thereof may not be exhibited. However, reference exhibits are excluded from this.

### 11) Sales Contracts for Exhibits

Sales contracts for exhibited items may be entered into freely, however on-the-spot sales are strictly prohibited. The

indication of "Sold," purchasers' names, sales volumes, or the like is prohibited on any exhibit.

## 2 – 6 Prohibition of Counterfeit Products

- 1) Any actions and other similar actions that exhibit, distribute or show any goods infringing upon intellectual property rights of any third party (i.e. counterfeit products), including but not limited to patent rights, trademark rights, design rights, and copyrights (rights in foreign countries are also included) are prohibited.
- 2) The Secretariat reserves the right to remove from the show site or take any other action it deems, at its sole discretion, appropriate in regard to the exhibit or any product that is or is likely to be a counterfeit product. In the event, the exhibitor concerned shall not express any objection to such action as described herein taken by the Secretariat.
- 3) Any exhibitor who is the object of such action as described in the preceding provision shall furthermore cooperate with the Secretariat in the effort to determine whether or not the product in question is in fact counterfeit.
- 4) The resolution of any conflict with respect to intellectual property rights posed by any such product as described herein shall be the responsibility of the exhibitor concerned.

## 2 – 7 Decorations and their Installation

- 1) The Secretariat will undertake general decoration such as the display of section signs, basic stands in the parts, machinery and tools, and automobile related service sections, general information boards and collective carpet installation in common walkways.
- 2) All stands shall be decorated by the exhibitor at the exhibitor's expense.  
All decorations and their installation must conform to the "Fire Prevention Regulations" of the Tokyo Municipal Government.

## 2 – 8 Expenses and Settlement of Accounts

Apart from construction work costs specifically covered by the Secretariat, exhibitors are responsible for all expenses they incur, including those for the delivery, removal, display, demonstration of their exhibits, disposal of waste, etc. Each exhibitor and/or his representative must pay all charges in Japanese yen, including those for electricity, communications facilities, floor restoration, water supply, and fire prevention equipment (smoke detectors, fire extinguishers, etc.), to the Secretariat by the dates specified by the Secretariat.

\*For more details, please refer to "2-16 Schedule of Exhibitor's Expenses".

## 2 – 9 Protection of Visitors and Maintenance of Exhibits

- 1) The Secretariat will take measures to protect visitors and maintain facilities, including the dispatch of management staff and security guards. However, exhibitors must ensure that their stands are attended by their own personnel throughout opening hours to receive visitors, as well as protect and maintain their exhibits.
- 2) For days on which large crowds are anticipated (Saturdays, holidays, etc.) exhibitors should take extra measures to relieve crowd congestion through stand design, securing passageways for visitors, and one-way routes around the exhibits.
- 3) Exhibitors shall designate the person responsible for stand management, the person responsible for fire protection, and the person responsible for controlling fire sources and submit the specified "Application for Person in charge of stand and Person(s) Responsible for Fire Prevention" by October 7 (Fri.), 2011 (from the Web online page).
- 4) During the show period, including delivery and removal times, the Secretariat will bear no responsibility for any losses incurred in the event of fire, accident, theft, damage or other incident. Exhibitors should take necessary precautions, such as locking exhibitor's rooms and/or covering loss or damage by insurance.
- 5) In the unlikely event of an accident, the exhibitor must file a report with the Secretariat immediately. The matter shall be resolved under the full responsibility of the exhibitor.
- 6) Exhibition facilities must be constructed in such a way that they are safe from collapse, falling, or displacement due to an earthquake and do not hinder the evacuation of visitors or fire-fighting activities.

## 2 – 10 Changes in Period and Opening Hours

When deemed necessary, the Secretariat may change the period or opening hours of the Show. In this case, damages incurred by such changes will not be compensated. And cancellation of an exhibit application on these grounds will not be accepted.

## 2 – 11 Cancellation of the Show and Changes in Show Contents

- 1) **Cancellation of the Show**  
The Show may be canceled due to the occurrence of a natural disaster or unavoidable circumstances such as

insufficient applications for exhibition. If the show is canceled prior to its opening, the Secretariat will refund the exhibitors any balance left after deducting all necessary expenses paid or payable by the Secretariat for the planned Show. However, the Secretariat assumes no financial liability for any reason whatsoever even if cancellation results in loss or damage to exhibitors.

## 2) Changes in show contents

### (1) Changes in the period and site scale

The period and site scale of the show may be changed due to the occurrence of a natural disaster or unavoidable circumstances such as insufficient applications for exhibition. However, the Secretariat assumes no financial liability for any reason whatsoever even if changes in the period and scale of the Show result in loss or damage to exhibitors.

### (2) Abolition of an exhibition section

For exhibition sections specified in 2-1 "Requirements for Exhibitors", the Secretariat may abolish an exhibition section under unavoidable circumstances such as insufficient applications for exhibition. As long as an exhibition section is abolished by the Secretariat, necessary expenses are subtracted from the exhibition fee paid, and any balance left over will be returned to the exhibitor.

However, the Secretariat assumes no financial liability for any reason whatsoever even if the abolishment of an exhibition section results in loss or damage to exhibitors.

### (3) Handling of exhibitors for the Parts, Machinery and Tools Section and the Automobile Related Service Section as a result of abolition of an exhibition section

As a result of abolition of a specific exhibition section according to 2)-(2) above, if any exhibitor for the Parts, Machinery and Tools Section or the Automobile Related Service is authorized as dedicated to the products and/or services exclusive for the abolished exhibition section by the Secretariat and the exhibitor cancels exhibition consequently, the necessary expenses are subtracted from the exhibition fee paid and any balance left over will be returned to the exhibitor. However, the Secretariat assumes no financial liability for any reason whatsoever even if cancellation of exhibitions results in loss or damage to exhibitors.

## 2-12 Newsletter to Exhibitors

Notifications to exhibitors and/or various application forms will primarily be given in the "Newsletter to Exhibitors" posted on the Tokyo Motor Show Web Site. For Newsletters to Exhibitors issued on site during the show period, a hard copy will be sent to the exhibition stands, while at the same time, it will be posted on the Tokyo Motor Show Web Site.

## 2-13 Admission

### 1) Admission tickets

consumption tax included

Category	Standard ticket	Advance ticket Afternoon discount (after 15:00) Group discount (20 or more)	Advance tickets for exhibitor's guests
Adults	¥1,500	¥1,300	¥800
Senior high school students	¥500	¥400	—
Junior high school students and under	Free		—

### 2) Invitation tickets (valid from 12:30 on Special Guest Day)

For details on invitation tickets or advance tickets for exhibitor's guests, exhibitors will be notified by the "Newsletter to Exhibitors."

### 3) Exhibitor admission cards

Exhibitor admission cards valid throughout the Show and during the delivery and removal of exhibits will be issued free of charge in advance according to the rules shown below. These cards must be shown when entering or leaving the exhibition site.

Exhibition section	Number of free cards
(1) Passenger Cars, Commercial Vehicles, Motorcycles, Carrozeria and Vehicle bodies sections	1 card per 3m <sup>2</sup> of exhibition space
(2) Parts, Machinery and Tools, Automobile related service sections, etc.	6 cards per stand

If the number of Exhibitor admission cards is insufficient, please purchase additional passes. Details will be given in the Newsletter to Exhibitors.

Please refer to "5-1 Delivery and Removal, 7)" for details on "Authorized Exhibitor Company Badges".

## 2 –14 Exhibition Classification

Class	Exhibition section	Description
Class 1	Passenger Cars	Passenger cars, their engines, chassis and related units.
Class 2	Commercial Vehicles	Commercial vehicles, their engines, chassis and related units.
Class 3	Motorcycles	Motorcycles, scooters, mopeds, and their engines and accessories, and electrically assisted bicycles.
Class 4	Carrozzeria	Concept cars (presentation cars) and low-volume production original cars.
Class 5	Vehicle Bodies Section	Vehicles fitted with vehicle bodies, trailers, barrier-free vehicles, their equipment and related units.
Class 6	Auto Parts Item A Engine Parts	Pistons, piston rings, cylinder liners, engine gaskets and packing, engine valves, valve locker arms and shafts, valve drive parts and cam shaft, bearing metal, fuel pump, carburetors, fuel injectors parts for diesel engines, diesel fuel injector nozzles, gasoline fuel injector nozzles (injector), fuel filters, air cleaners, air cleaner elements, manifold turbo-chargers (turbo-charger and super-charger), oil pumps, oil filters, water pumps, radiators, thermostats, oil coolers, fans and fan clutches, catalytic converters, other emission control parts, hoses, exhaust pipes and mufflers, other engine parts
	Item B Electrical Parts	Starter motors, alternators, magnetos, distributor, ignition coils, spark plugs, glow plugs, engine controllers, electrical motors, in-wheel motors, inverters, drive and transmission related electronic devices, brake related electronic devices, electronic parts and sensors, remote key and remote key systems, head lamps, signal/sign lamps, other lamps, speed meters, wiper motor and various motors, wiper arms, blades and link mechanisms, wind shield washers, horns and buzzers, steering locks, switches, flasher units and relays, solenoids, antitheft devices, batteries, high-voltage wire/low-voltage wires, wire harness, other instrumentation, metering and lighting parts
	Item C Drive train Related Parts (Transmission, Steering, Suspension, Brake Parts)	Clutch covers, clutch discs, clutch facings, manual transmissions, transmission parts, automatic transmissions, steering shafts, tube and link mechanism parts, steering wheels, power steering devices, tie-rod ends, front axles, constant-velocity joints, propeller shafts, universal joints, differential gears, rear axles, hub bolts and nuts, bushings, oil seals, shift levers, pedals, control cables, other drive parts, transmission and steering device parts, leaf springs, coil springs, shock absorbers, suspension struts, torsion bars and stabilizers, other suspension unit accessories, drum brake devices, disc brake devices, air brake devices, power brake devices, brake cylinders, rubber cup brake linings, brake shoes, disc pads, brake hoses, brake pipes, brake valves and other brake device accessories, other driving related parts
	Item D Body and Interior Parts	Passenger car press parts, truck/bus press parts, chassis frames, dashboards and panels, bumpers, fuel tanks, ornamental items and laces, automobile glass, window frames, weather strips, window regulators, door handles and locks, door hinges and checkers, seat and seat springs, seat accessories, seat belts, air bag modules and accessories, interior parts, mirror devices, vibration-proof rubber, other body parts, formed and fabricated materials, other body and interior parts
	Item E Information Related Parts and Articles	Car radios, car stereos, car navigation components, vehicle-mounted ETC devices, A/Cs, heaters, child seats, helmets, roof carriers, automobile paints, other information related parts and articles
	Item F Tire and Wheel	Tires, wheels, wheel caps
	Item G Governments and Organizations	Governments and Organizations
Class 7	Machinery and Tools Item A Machinery	Boring & Honing machines, steam cleaners, lubricators, auto-lifts and other garage equipment
	Item B Tools	Pliers, wrenches, screwdrivers, spanners, reamers and other maintenance tools
	Item C Diagnostic machinery	Engine analyzers, brake testers, head light testers, emission testers and other testers
	Item D Other equipment	Screw jacks, gauges, cleaning devices and other articles
Class 8	Automobile Related Services	Information providing services (Telematics), charging, car sharing, road services, automobile insurance, and other automobile related services

Form	Summary
<b>Public Relations Related Materials</b>	
Detailed List of Exhibit Items	Primary deadline: The number of exhibited vehicles and the number of world premiers/Japan premiers
	Final deadline: Features and other details should be submitted
	List of departments handling media inquiries
Application for Linking to the Website	For including a link to the Tokyo Motor Show Website (free).
<b>Concerning Exhibited Items and the Exhibition in General</b>	
Application for Person in Charge of Stand and Person(s) Responsible for Fire Prevention	For registration of the persons in charge of the stand and those responsible for fire prevention
Application for a Space Interior Decorator	For registration of interior decorators and those responsible for construction within the stand
Notification of Stand Design Drawings	For presentation of layout plans, floor plans and vertical view of facilities
Notification of Two-Story Facility Plan	For presentation of layout plans, floor plans and vertical views of facilities
Application for Construction Work for Items Suspended from the Ceiling	For suspending items from the ceiling
Application for Use of Hole-in-Anchors	For using hole-in-anchors
Application for Waiver of Prohibited Acts	For using open flames or other hazardous materials
Detailed List of Bonded Cargoes	For items to be treated as bonded cargo
Application for Use of Electricity	Application for use of electricity
Notification Concerning the Completion of Electrical Work	For reporting after the completion of electrical work
Application for Water Supply Service	For using water supply services in the stand
Application for Temporary Communication System Installation (fixed-line telephone, ISDN line or optical communication line)	For using fixed-line telephones, ISDN lines or optical communications lines in the stand
Application for Use of Cables for Broadcasting Services	For receiving Digital terrestrial television or satellite broadcasting in the stand
Application for Use of Wireless Microphones	For using wireless microphones in the stand
Application for Exhibitors' Rooms	For using exhibitors' rooms
Application for Exhibitor's Surveys	For carrying out visitor surveys outside the stand
Application for Punch Carpet for Stand	For using carpet similar to that used in the passageways
Operation Plan	For staging an exhibition performance for general visitors
<b>Concerning Sales of Tickets and Related Matters</b>	
Application for Official Events (Details will be provided separately)	For registration for Opening Ceremony and Reception
Application for Exhibitors' Admission Cards	For purchasing additional exhibitors' ID cards (in addition to the ID cards provided free of charge)
Application for Authorized Exhibitor Company Badges	For purchasing badges for authorized exhibitors
Application for General Admission Tickets, Japanese Motor Vehicles Guidebook Coupons and Envelopes	For buying tickets, envelopes with the Tokyo Motor Show logo, or coupons for the Japanese Motor Vehicles Guidebook in advance
Application for Japanese Motor Vehicles Guidebook (vol.58)	For purchasing Japanese Motor Vehicles Guidebook (vol.58)
Application for formal record DVD	For purchasing an official DVD of the 42nd Tokyo Motor Show 2011

Details of deadline for submission of registration forms (available on online), etc., will be provided separately in a "Newsletter to Exhibitors".

## 2-16 Exhibitor Expenses

○: All exhibitors, △: Applicants, —: N/A

Type	Item	Exhibition section					Unit price (consumption tax included)	Unit	Note:
		Passenger Cars, Commercial Vehicles and Motorcycles Sections	Carrozeria	Vehicle Bodies Section	Parts, Machinery and Tools Section	Related service			
Exhibition	Exhibition fee	○	○	○	○	○	Passenger Cars, Commercial Vehicles, Motorcycles, Carrozeria ¥31,500 per m <sup>2</sup>	m <sup>2</sup>	
							Vehicle Bodies (Indoor Exhibition) ¥31,500 per m <sup>2</sup>	m <sup>2</sup>	
							Vehicle Bodies (Outdoor Exhibition) ¥10,500 per m <sup>2</sup>	m <sup>2</sup>	
							Parts, Machinery and Tools (Members of co-sponsor associations) ¥373,800 per stand	stand	
							Parts, Machinery and Tools (other than above) ¥451,500 per stand	stand	
							Automobile related service ¥451,500 per stand	stand	
Concerning Sales of Tickets and Related Matters	Exhibitor admission cards	△	△	△	△	△	When issued passes are not sufficient ¥3,000	each	
	Authorized Exhibitor Company Badges	△	△	△	△	△	¥100 each	each	
	Exhibitor's Guest tickets	△	△	△	△	△	¥800 each	each	
	Invitation Envelopes	△	△	△	△	△	¥20 each	each	
	Japanese Motor Vehicles Guidebook Coupons	△	△	△	△	△	each	each	Unit prices listed separately
Exhibition	Anchor bolt fees	△	△	△	△	△	Hole-in anchor ¥1,050 per piece	each	
	Power line construction	△	△	△	△	△	Application capacity (incl. lights and power) ¥1,860 per 0.1kW	kW	
	Electricity fees	△	△	△	△	△	Application capacity (incl. lights and power) ¥1,680 per 0.1kW	kW	Whole period
	Construction fees for installing basic water supply	△	△	△	△	△	13 mm dia. piping ¥73,500		
		△	△	△	△	△	20 mm dia. piping ¥105,000		
		△	△	△	△	△	25 mm dia. piping ¥136,500		
	Water supply and drainage fees	△	△	△	△	△	1 m <sup>3</sup> of used water ¥945	m <sup>3</sup>	
	Temporary phone fees	△	△	△	△	△	¥10,500	set	—
	ISDN fees	△	△	△	△	△	¥52,500 per line	line	Not including international calls and excess phone charges
	High Speed optical communications circuitry usage fees	△	△	△	△	△	up to 10Mbps ¥73,500 per contract		
						up to 100Mbps ¥105,000 per contract			
Antenna facilities	△	△	△	△	△	Digital terrestrial broadcasts		Unit prices listed separately	
	△	△	△	△	△	Digital satellite broadcasts			
Exhibitor's room fees	△	—	—	—	—		—	Unit prices listed separately	

Note) 1. Bank transfer fees and various remittance charges must be paid by exhibitors.

2. Details of applications (available on the website) will be forwarded in mid-July 2011.

## 3. Regulations Applicable to Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle Bodies Sections

### 3-1 Composition of Exhibition

The exhibitor must pay proper attention to the safety of visitors and make every effort to ensure the exhibition is comfortable for visitors by enabling a smooth flow of visitors and a good overall view, and by considering effects on neighboring stands. In particular, exterior walls along the central common passageway are to be designed so that they are at least 50% open.

As a rule, stands should be arranged to enable visitors to move in and out freely, and to avoid having visitors stop in passageways to view exhibits.

As shown below, stands shall be divided into "Large stands" and "Small stands" depending on their total area.

Zone A (central common passageway side) and Zone B (wall side) (except for some small exhibition spaces, etc.) shall be designated to regulate the height of facilities.

#### 1) Large stands and small stands

Exhibition section	Large stand	Small stand
(1) Passenger Cars and Commercial Vehicle Sections	Area: 600 m <sup>2</sup> or more	Area: Below 600 m <sup>2</sup>
(2) Motorcycles, Carrozzeria and Vehicle Bodies (Indoor Exhibition) Sections	Area: 300 m <sup>2</sup> or more	Area: Below 300 m <sup>2</sup>

#### 2) Zone organization and height limitations

Exhibition section	Zone A	Zone B
Passenger Cars and Commercial Vehicle Sections Motorcycles Section (Large exhibition space)	The height of exhibits and facilities shall be 4.5 m or less. The area of the zone shall be 1/4 of the stand area.	The height of exhibits and facilities shall be 6.0m or less. The area of the zone shall be 3/4 of the stand area.
Motorcycles Section (Small exhibition space) Carrozzeria Section Vehicle Bodies (Indoor Exhibition) Section	Stand on the central passageway side: The height of exhibits and facilities shall be 4.5 m or less. Stand on the hall wall side: The height of exhibits and facilities shall be 6.0 m or less.	

\*Depending on the location of the stand in the site, limitations to the height of decorations and open designs may be required due to fire prevention equipment.

Do not use fire, carry in hazardous materials, or install combustible materials below water cannons.

\*Please see "6-6 Construction of Suspension from Ceiling, 3)" for limitations to the height of ceiling suspensions.

\*If a large-size vehicle exceeds the height limit (ex: a crane exhibited with its boom extended), it may be allowed in some cases. Exhibitors should consult the Secretariat and receive permission prior to submitting their stand design drawings.

\*For the Vehicle Bodies Section (Outdoor Exhibition), regulations will be given separately.

#### 3) Building Coverage Ratio

The area covered by all exhibits and structures in the Large stand (areas on the first floor where visitors are unable to pass) shall be 50% or less of the total area.

### 3-2 Restrictions on Facilities (Floors and Passageways)

Facilities must be safe and conform to the Construction Standards Law and the Fire Services Act of Japan. The heights of facilities and exhibits and building coverage ratio shall strictly conform to the regulations outlined in "3-1 Composition of Exhibition." Matters relating to the exhibition of heavy items, two-story facilities, and suspending construction from ceilings shall strictly conform to the regulations outlined in "6. Construction Work."

#### 1) Floors

(1) High floors that are at least 30cm in height are limited to the purposes of viewing the stage and exhibits.

(2) Columns, beams, and floors shall be of non-combustible steelwork and have a sufficient strength.

(3) The under-floor area must have a structure that does not permit entry of people except for inspection purposes.

(4) Take actions for preventing falls, etc.

(5) Do not place connections for power distribution panel and wiring in under-floor areas.

(6) Do not install equipment using fire or store or handle hazardous materials in the under-floor area.

(7) When elevating the floors used by visitors as a passageway, the approaches to them should have a slope of no more than 1/12. If exhibition kits will be reused, the slope may be 1/8 or less provided that prior confirmation is obtained from the Secretariat. Floors inside stands should be designed to be "barrier-free" as much as possible.

- (8)When the height of the floors exceeds 2.1 m, it should be regarded as a two-story facility as stipulated in "6-5 Two-story Facilities."
- (9)Exhibitors may use any flooring material, provided that its surface is safe for visitors and that wear does not generate dust.
- (10)For the safety of visitors, electric wires, etc. protruding from the floor surface must be protected by additional flooring at least 90 cm in horizontal width, and having a slope along the perimeter. In this case, the height of the edge of the additional flooring from the existing floor must not exceed 10 cm, its width (horizontal surface) must be at least 30cm, and the surrounding area must be sloped.

## 2) In-stand passageways

- (1)For Large stands, in-stand passageways (more than 4.0 meters in width) must be secured at the specified points in the connection area in the Regulations on Second layout design (to be delivered after stands are finalized). In-stand passageways should run in a straight line as long as possible.
- (2)In case a facility is constructed above the in-stand passageways, it should have a clearance of at least 2.7m from the floor surface.

## 3) In-stand emergency passageways

- (1)In Large stands or Joint display stands, if it is necessary to establish emergency passageways in stands leading directly to the Exhibition Hall's emergency exits (see the Exhibition regulation drawing), the Secretariat shall allot additional area for such passageway, and shall bear the costs for this additional area. Exhibits must not be placed on the emergency passageways in stands.
- (2)If the emergency passageway is elevated, the part of the floor connecting the stands with common passageways should have a slope of 1/12 or less with no steps.
- (3)If the emergency passageway is elevated, a structure allowing two-way evacuation and actions (including high-brightness emergency lighting) identifying the direction of evacuation must be taken.
- (4)If the emergency passageway is the same color as the floor of the stand, measures shall be taken to clearly indicate the width of the passageway.
- (5)In case a facility is constructed above the in-stand emergency passageways, it should have a clearance of at least 2.7m from the floor surface.

## 4) Supplementary passageways for evacuation

Because of the site layout, supplementary passageways for evacuation (3.0m) may have to be provided in the stand. (Tokyo Big Sight Disaster Prevention Guidelines)

## 5) Utilization of columns

When decorating an existing column within a stand, height limitations shall be strictly observed (ref. "3-1 Composition of Exhibition") and keep in operable condition smoke-emitting devices. In such case, decorations cannot be directly installed on the column.



### 3-3 Display of Specification Board

All exhibited vehicles must at least display the following items (according to the Automobile Fair Trade Council's New Vehicle Display Regulations Manual).

All other displays are optional. The model name and specifications shall be displayed in both English and Japanese.

#### 1) Production vehicles

Japanese	English
車名及び型式	Model
エンジン型式	Engine model
排気量 (L)	Displacement (L)
トランスミッション形式、変速段数	Transmission type
燃料供給装置の形式	Fuel system
燃料消費率 (km/l : EVの場合Wh/km) (例) 10・15モード燃費 (国土交通省審査値) (例) JC08モード燃費 (国土交通省審査値)	Fuel consumption (km/:Wh/km for EV) (Ex.) 10・15 mode Fuel consumption (Ex.) JC08 mode Fuel consumption
車両重量 (Kg)	Gross vehicle weight (Kg)
主要燃費向上対策 (筒内直接噴射、希薄燃焼等)	Main fuel economy improvement measures (direct injection, lean burn, etc.)
プレミアムガソリン使用の場合はその旨	Fuel type
東京地区希望小売価格 (¥) ※諸費用が価格に含まれない等を明記。 ※未定の場合は「価格未定」と記入。	Suggested retail price in the Tokyo area (¥) *Indicate "taxes and incidental expenses not included" *Indicate "to be determined" if price has not been set.
製造事業者の名称	Manufacturer

2) Reference vehicles : Clearly indicate "Reference Exhibit" for all vehicles other than production vehicles.

### 3-4 Submission of Stand Design Drawings

To prevent inadvertent violation of these regulations due to misinterpretations, and to prevent problems of security and annoyance to neighboring stands that may arise from exhibition performances and installation of loudspeakers, each exhibitor must submit two copies of the items listed below to the Secretariat for approval at an early stage in exhibition planning to allow for changes if necessary. The deadline for submission is October 7 (Fri.), 2011.

Should an exhibitor wish to change the approved plan, the same documents must be submitted again immediately for re-approval.

"Notification of stand design drawings"

Layout plan for exhibits and facilities, plane and vertical drawings of facilities, all with accurate and clear dimensional representations.

\*Drawings should include names/designations of exhibited equipment, members, and materials.

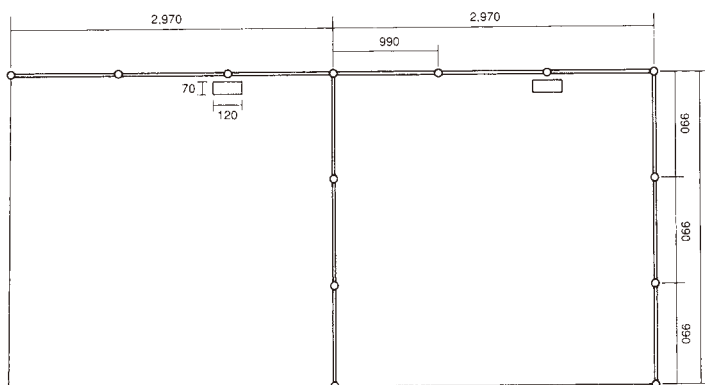
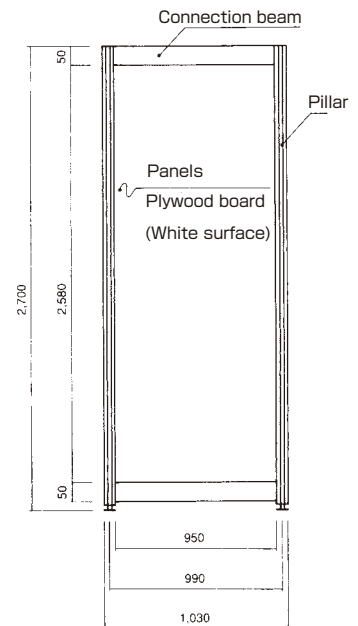
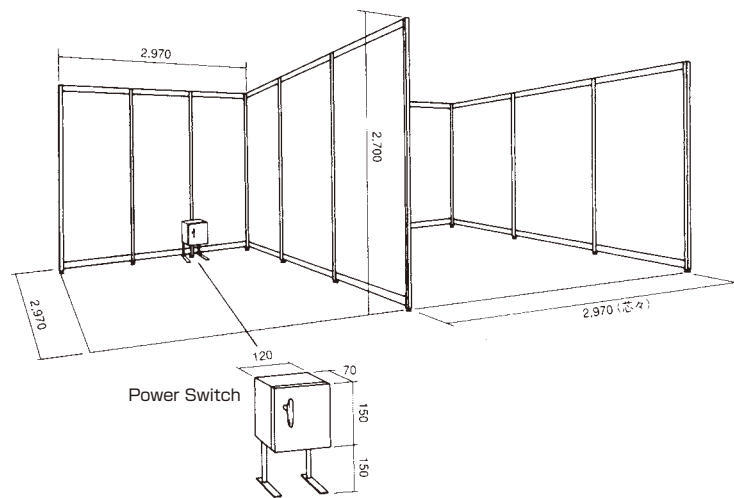
\*The language should be either Japanese or English.





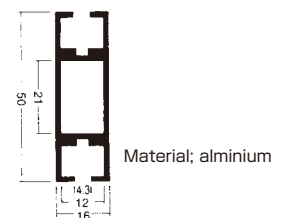
4 - 3 Illustration of Basic Stand Structures

\* Unit: mm

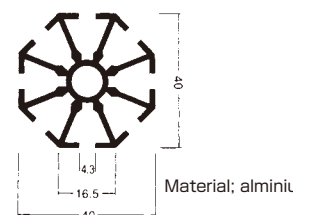


Basic stand type

Connection beam



Pillar



# 5. Delivery and Removal

## 5-1 Delivery and Removal

During the show period, including delivery and removal periods, the Secretariat shall place Hall Secretariats to support exhibitors.

### 1) Delivery period

The period for delivering exhibits and installing exhibition facilities is as follows:

**[Passenger Cars, Commercial Vehicles, Motorcycles, Carrozeria and Vehicle Bodies (Indoor Exhibition) Sections]**

18:00, November 23 (Wed.) – 18:00, November 29 (Tue.), 2011

\*Period dedicated to ceiling suspension construction: November 23 (Wed.), 2011. (Details will be informed in a Newsletter to Exhibitors.)

**[Parts, Machinery and Tools and Automobile Related Service Sections]**

8:00, November 27 (Sun.) – 18:00 November 29 (Tue.), 2011

**[Vehicle Bodies (Outdoor Exhibition) Section]**

Details will be informed in a Newsletter to Exhibitors.

### 2) Removal period

The period for removing exhibits and dismantling exhibition facilities after the end of the Show for each exhibition section is as follows:

Passenger Cars, Commercial Vehicles, Motorcycles, Carrozeria and Vehicle Bodies Sections	Closing on December 11 (Sun.) – 9:00* December 13 (Tue.), 2011
Parts, Machinery and Tools and Automobile Related Service Sections, etc.	Closing on December 11 (Sun.) – 18:00 December 12 (Mon.), 2011

\*The time for returning the exhibition halls to Tokyo Big Sight is 9:00 AM, December 13 (Tue.).

Please abide by the removal time strictly, because the other event is scheduled to move in immediately after the completion of removal.

Any materials not removed by the end of the above removal period will be disposed of by the Secretariat at the exhibitor's expense.

### 3) Working Hours for Delivery and Removal

Working hours for delivery and removal of exhibits are 8:00 to 18:00, in principle. If an extension becomes necessary for the work, please advise the hall secretariat by 17:00 on that day (17:00 on the previous day for early morning hours).

### 4) Delivery and removal and construction during the Show

If delivery or removal of exhibits becomes necessary for special reasons during the Show, the exhibitor must advise the Hall Secretariat and perform the work during non-open times, 30 minutes after closing or 1 hour before opening.

(1)When changing display vehicles in the venue, exhibitors must pay attention not to soil or damage the carpet in the common passageway.

(2)When starting engines in order to move vehicles, exhibitors must ensure that safety and ventilation are secured.

### 5) Late-night overtime work (additional charges)

With the exception of the delivery or removal period, late-night overtime during the show period is subject to additional charges.

(1)Applicable period: 22:00 December 5 (Mon.) - 7:00 December 11 (Sun.), 2011

(2)Applicable hours: 22:00 to 7:00 the next morning

(3)Overtime charge: ¥10,500/hour (consumption tax included)

\*The Hall Secretariat should be notified of overtime, and the exhibitors will be invoiced later for the additional charges.

\*Hall lighting will be set to half intensity for the period covered by the overtime application, and turned off at the end of the work.

### 6) Notes on work

(1)The exhibitor must attend during the work. This is also applicable when the work is entrusted to a carrier, etc.

(2)The delivery, installation, and removal of heavy materials must be carried out in accordance with "6-4 Exhibition of Heavy Materials" so that any concentrated load will not be applied to the floor surface. The anchoring devices of crane trucks must not come into direct contact with the floor. Protective boards must be placed between each anchoring device and the floor. Moreover, anchoring devices must not be placed on covers over floor pits in the exhibition hall.

(3)Smoking is generally prohibited at the site. Specified smoking areas must be used.

(4)For bringing in hazardous materials such as paints, only paints for repairs are permitted and must be at the bare minimum.

Flammable materials are prohibited from areas in which painting is implemented, and fire extinguishers must be provided.

(5)When delivery or removal work requires the use of acetylene gas, arc-welding, etc., fire extinguishers must be provided and combustible materials must not be placed in the area where sparks may arise.

- (6)Decorative materials must not be piled in passageways, evacuation exits, or areas near fire extinguishing equipment.
- (7)Safety helmets and safety shoes must be worn by anyone entering the work area. All reasonable efforts must be taken to prevent accidents.
- (8)Forklifts and other specialized vehicles may only be driven by qualified personnel and proper care must be taken to ensure safe operation.
- (9)There must be strict supervision to ensure that no trolleys, ladders, work towers, boxes of materials, toolboxes, paints, etc. remain on site after work is finished.

#### 7) Authorized exhibitor contractor badges

- (1)Contractors working at the Show site must wear "Authorized Exhibitor Contractor Badges" specified by the Secretariat at all times when working.
- (2)Applications to purchase Authorized Exhibitor Contractor Badges (¥100 per badge) must be made using the specified form (available on the Website).
- (3)Validity period: Non-open hours except for delivery and removal hours and Press Days hours (from 30 minutes after the Show closes to 1 hour before the Show opens)

#### 8) Sending goods to exhibitors' stands

When sending goods to the Show site, exhibitors are requested to ensure that the stand number and the contact details of the person in charge show are described on the invoice, and that goods are received directly at each exhibitor's stand. No products will be accepted or stored at the Secretariat office.

Tokyo Big Sight, 3-11-1 Ariake, Koto-ku, Tokyo 135-0063  
 Tokyo Motor Show  
 \_\_\_\_\_ hall, stand No. \_\_\_\_\_  
 Exhibitor name \_\_\_\_\_  
 Person in charge \_\_\_\_\_  
 Cellular phone \_\_\_\_\_  
 \*For the address, be sure to enter the hall name, stand number,  
 company name, and delivery date/time.

#### 9) Vehicles for Delivery and Removal

- (1)Transportation routes  
 Detailed information on the entry of vehicles for delivery and removal work will be provided in a Newsletter to Exhibitors.
- (2)Worker vehicles  
 Worker carriers (buses, cars and motorcycles) are not allowed to enter the show site during the delivery or removal periods or during the Show. They must be parked in the nearest parking lot.
- (3)Vehicle access to the show site during opening Hours  
 As a general rule, no vehicles, other than those used for emergency purposes, are allowed to enter the Show site during opening hours. Parking within the site is also prohibited. Exhibitors wishing to deliver promotional materials to their stands must use pushcarts.
- (4)Vehicle access to the show site during non-open hours  
 Detailed information on the entry of vehicles during non-open hours will be provided in a Newsletter to Exhibitors.
- (5)Vehicles for removal work  
 Detailed information on the entry of vehicles during non-open hours for removal work will be provided in a Newsletter to Exhibitors.

## 5 – 2

### Exhibition of Bonded Cargo

Exhibits, decoration materials, and equipment that will be returned to the country of origin immediately after the end of the Show may be used in the exhibition as bonded cargo, without normal customs clearance upon arrival in Japan.

#### 1) Application for bonded exhibition area

The Secretariat will collectively apply for a bonded exhibition area. Exhibitors wishing to exhibit bonded cargo must therefore submit a "Detailed List of Bonded Cargoes" (available on the Website) form to the Secretariat by September 16 (Fri.), 2011. Exhibitors who do not submit a form by the specified date may not be allowed to participate in the bonded exhibition.

#### 2) Procedures for bonded exhibition

When bringing bonded cargo into the Show site, an exhibitor may hire any customs broker or forwarder. However, the exhibitor must hire the following customs brokers to perform temporary customs clearance inside the Show site.

**ISHIKAWA-GUMI, LTD.**  
 International Division  
 5-9-4, Higashi-Shinagawa, Shinagawa-ku, Tokyo, 140-0002, JAPAN  
 TEL: +81-3-3474-8102  
 FAX: +81-3-5460-9841  
 e-mail: igl-exhi@ishikawa-gumi.co.jp

Exhibitors shall bear the responsibility and any costs for the appropriate disposal of materials and waste left during the period of the Show (including the period for delivery and removal), in accordance with "Laws Concerning Disposal of Waste and Cleaning". When contracting a waste processing company for the processing of waste products, exhibitors are requested to provide a manifest, and confirm that said products have been correctly processed.

Consultation on cleaning in the stand and requests for collection and transportation of waste will also be accepted by Big Sight Service Co., Ltd. (see "1-4 Contact").

**Exhibitors are requested to take into consideration reducing waste from the planning and design stage, and promote 3R activities (Reduce, Reuse, Recycle). Additionally, when commissioning the processing of industrial waste, every effort should be made to select processing methods that make possible recycling as much as possible, in order to increase recycling rates.**





# 6. Construction

## 6-1 Specifications of Tokyo Big Sight Facilities

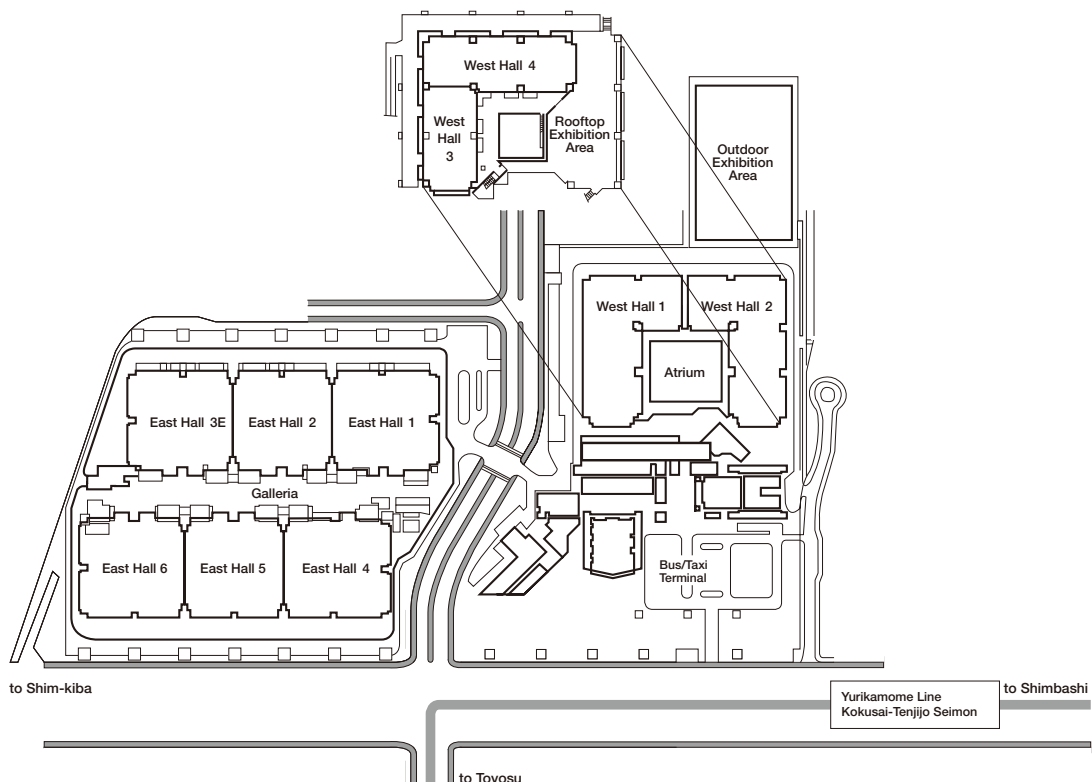
### East exhibition hall data

	East Hall 1	East Hall 2	East Hall 3	East Hall 4	East Hall 5	East Hall 6
Exhibition Area	8,670m <sup>2</sup>	8,350m <sup>2</sup>	8,670m <sup>2</sup>	8,670m <sup>2</sup>	8,350m <sup>2</sup>	8,670m <sup>2</sup>
Ceiling Height	17m (lowest part) 31m (highest part)	17m (lowest part) 31m (highest part)	17m (lowest part) 31m (highest part)	17m (lowest part) 31m (highest part)	17m (lowest part) 31m (highest part)	17m (lowest part) 31m (highest part)
Floor maximum load	5t/m <sup>2</sup>	5t/m <sup>2</sup>	5t/m <sup>2</sup>	5t/m <sup>2</sup>	5t/m <sup>2</sup>	5t/m <sup>2</sup>
Delivery/Removal Gates	4	2	4	4	2	4
Equipment in halls	Broadcasting, air-conditioning, anti-disaster, etc.					
Equipment in pits	Electricity, water supply and sewage, compressed air, gas, communications, optical high-speed communication service, shared TV					
Miscellaneous Facilities	Organizer's office, business meeting room, locker room, hot-water service room, childcare room, first-aid room, VIProom					

### West exhibition hall data

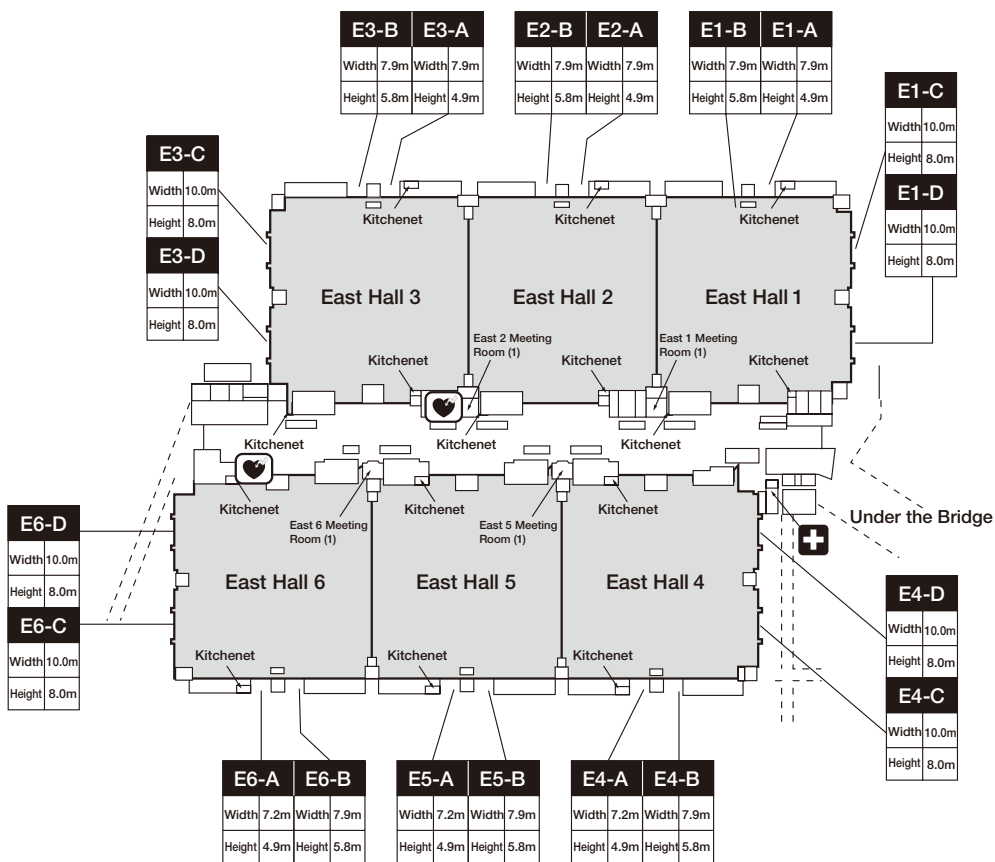
	West Hall 1	West Hall 2	West Hall 3	West Hall 4	Atrium	Outdoor exhibition area	Rooftop exhibition area
Exhibition Area	8,880m <sup>2</sup>	8,880m <sup>2</sup>	4,680m <sup>2</sup>	6,840m <sup>2</sup>	2,000m <sup>2</sup>	9,000m <sup>2</sup>	6,000m <sup>2</sup>
Ceiling Height	12m	12m	13m (lowest part) 18m (highest part)	13m (lowest part) 18m (highest part)	23m		
Floor maximum load	5t/m <sup>2</sup>	5t/m <sup>2</sup>	2t/m <sup>2</sup>	2t/m <sup>2</sup>	0.36t/m <sup>2</sup>	5t/m <sup>2</sup>	2t/m <sup>2</sup>
Delivery Gates	5	5	2	4			
Equipment in halls	Broadcasting, air-conditioning, anti-disaster, etc.						
Equipment in pits	West 1 & 2: Electricity, water supply and sewage, gas, communications, optical high-speed communication service, shared TV West 3 & 4: Electricity, communications, optical high-speed communication service, shared TV						
Miscellaneous equipment	Organizer's office, business meeting room, locker room, hot-water service room, first-aid room						

### 1F Site Plan

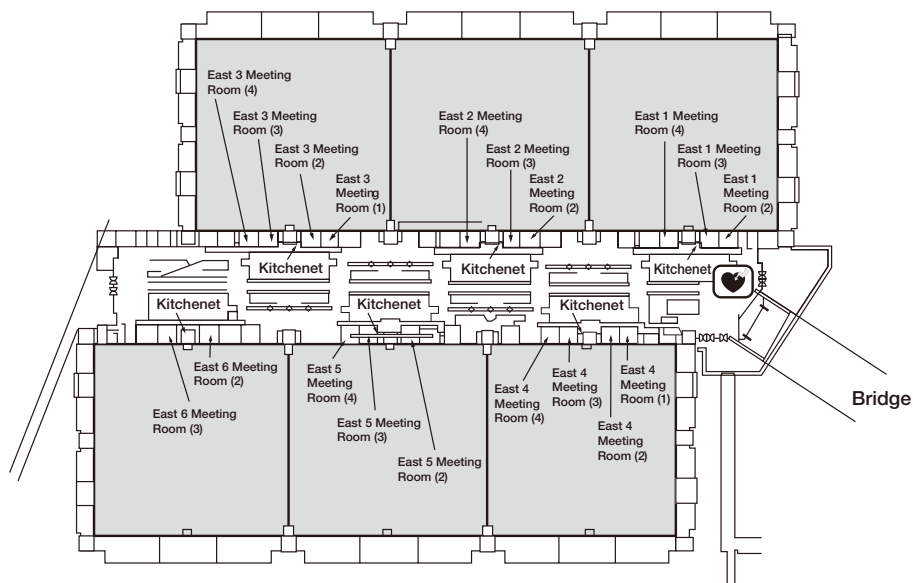


[East exhibition halls]

1F



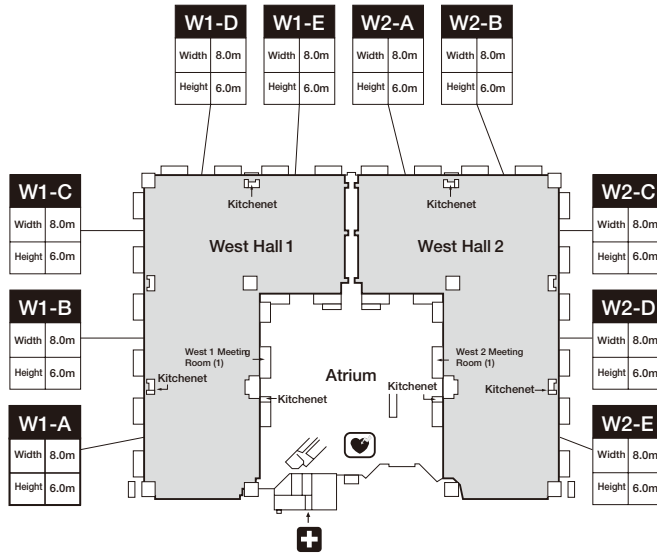
2F



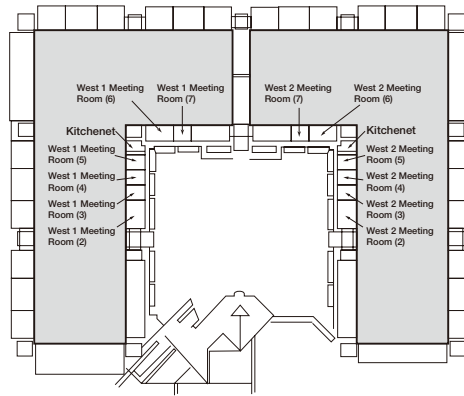
AED First Aid

[West exhibition halls]

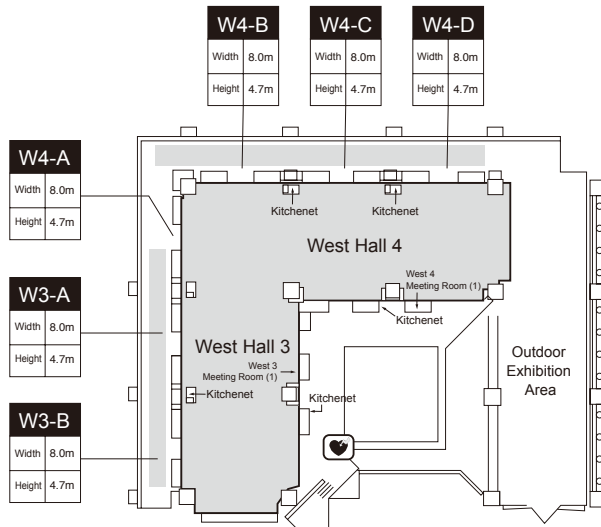
1F



2F



4F



## 6-2 Work Relating to Hall Structures

- 1) The use of the existing ceilings, walls, grills, piping, or wiring as a support is prohibited. Direct work upon the ceilings, walls, columns, doors, windows, glass, beams, movable partitions, or pits is also prohibited.
- 2) Visibility of fire-fighting and prevention equipment, such as fire hydrants, fire extinguishers, fire alarms, water hoses, smoke detectors, evacuation signs, and ventilator controls must not be obstructed by exhibits or decorations. Facilities must not be constructed in such a way that safety and evacuation activities are obstructed.
- 3) The intake and exhaust openings of air conditioning systems must not be covered by exhibits or decorations.

## 6-3 Flooring Work (Anchor bolt usage)

Anchor bolts (hole-in-anchors only) may be used to fix facility materials in the exhibition hall.

### 1) Applications

When applying for the use of anchor bolts, exhibitors are required to submit the prescribed "Application for Use of Hole-in-Anchors" (available on the Website), with two copies of "Anchor Bolt Layout" to the Secretariat by October 7 (Fri.), 2011.

If changes are made after installation, submit two copies of "Anchor Bolt Layout" to the Secretariat immediately.

### 2) Other remarks

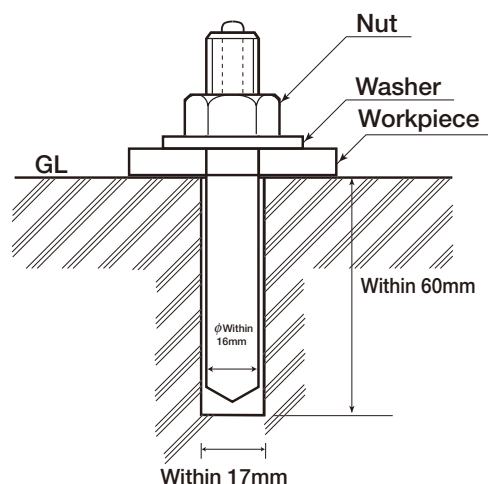
- (1) For installation of anchor bolts on floors, hole-in-anchors with a diameter of up to 16mm and a depth of up to 60mm only are permissible. (\* Depending on the installation locations, different specifications may apply.)
- (2) Installation of nonstandard anchor bolts (e.g. grip anchors, chemical anchors, nut anchors) and concrete rivets, concrete screws, dry-bit rivets, etc. is not permitted.
- (3) Anchor bolts should not be installed on the pit and its surrounding area (up to 200mm from the pit).
- (4) Anchor bolts should not be installed in the atrium.
- (5) Since the floor at the galleria side of the East exhibition halls (under the low ceiling area) has been treated with water-proof paint, anchor bolts may not be installed.

### 3) Completely prohibited activities

- (1) Excavation or grinding of floor surfaces
- (2) Drilling with a drill diameter exceeding 17mm
- (3) Direct painting on the building's wall surfaces, floor surfaces, and column surfaces
- (4) Fixing carpet or the like by coating its rear surface with an adhesive
- (5) Any other work that cannot be approved due to the building's structure or management/operation

### 4) Restoration to Original State

- (1) Exhibitors must restore the floor to the original state after the exhibition period is over.
- (2) For anchor bolts, remove the head coming out of the floor surface using a grinder. Knocking it with a hammer or cutting it off with gas welding is prohibited because the floor surface will be damaged.
- (3) If any exhibitor does not restore its stand area to its original state, the Secretariat will undertake restoration actions at its own discretion. However, the expenses will be invoiced to the exhibitor later.



### 5) Anchor bolt usage fee

Exhibitors must pay the following anchor bolt usage fees for floor restoration by the date designated by the bill issued separately after completion of the Show.

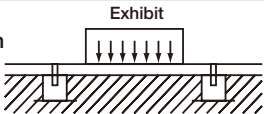
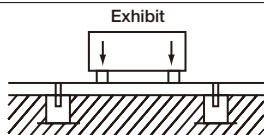
※ \* Anchor bolt usage fee : ¥1,050/bolt (consumption tax included)

1) Weight limitations

In each exhibition hall, some limitations are imposed on heavy material exhibition due to the facility's structure. Please confirm the following installation and curing methods to plan the layout of exhibits.

If an exhibit has not been shown on the application and its weight is over 2 ton, please consult the Secretariat.

	East hall 1 to 6 West hall 1 & 2	West hall 3 & 4	Atrium
Floor finish	Concrete		Terrazzo tile
Floor resistance to load	5t/m <sup>2</sup>	2t/m <sup>2</sup>	0.36t/m <sup>2</sup>
Hole-in-anchors	Installation permitted (16mm dia., up to 60mm shield depth, not permissible on pit cover) * Depending on the installation location, other specifications may apply.		Installation not permitted
Weight limitation on exhibits	Please advise the Secretariat if the single-unit weight of the exhibit is over 50t. The total weight is limited for each "space" surrounded by pits (see the table below). Therefore, if multiple exhibitors are sharing a space, the Secretariat may rearrange exhibition locations for exhibits.	Please advise the Secretariat if the single-unit weight of the exhibit is over 6t. If the single-unit weight of the exhibit is 2t to 6t, spacing from the adjoining exhibit must be at least 3m. Therefore, the Secretariat may rearrange installation locations for exhibits.	Please advise the Secretariat if the single-unit weight of the exhibit is over 1t. If the single-unit weight of the exhibit is 0.36t to 1t, spacing from the adjoining exhibit must be at least 2m. Therefore, the Secretariat may rearrange exhibition locations for exhibits.
Brining in vehicles	If the total weight (dead weight plus laden weight) is over 45t, the vehicle cannot be brought in.	If the total weight (dead weight plus laden weight) is over 10t, the vehicle cannot be brought in.	Vehicles cannot be brought in.

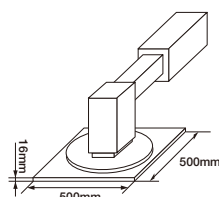
Method of Installation	Maximum Weight of Exhibit		
	6m x 18m Area	6m x 12m Area	6m x 10m Area
Placed flat on the floor 	Up to 80t	Up to 50t	Up to 40t
With legs or pillars 	Up to 60t and Up to 8t/leg or pillar	Up to 35t and Up to 8t/leg or pillar	Up to 30t and Up to 8t/leg or pillar
*Legs/pillars may not be placed directly on pits			

2) Limitations to installation of exhibits

- (1) Use of hoisting cranes shall be limited to 45t or smaller rough terrain cranes.
- (2) Do not place the outrigger base on the pit cover or surrounding area.
- (3) Covering for outrigger bases by size is shown below.

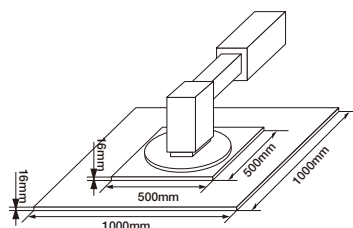
■ to 35t Rafter

500 x 500 (mm) Steel Plate



■ to 45t Rafter

500 x 500 (mm) Steel Plate  
+ 1,000 x 1,000 (mm) Steel Plate

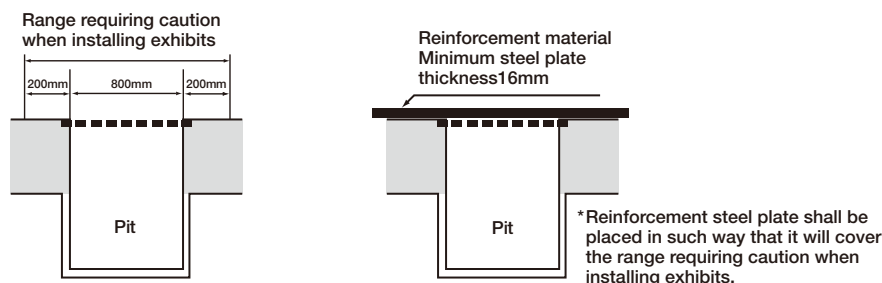


### 3) Pit and surrounding area

If the single-unit weight is over 3t for East Hall 1 to 6 or West Hall 1 & 2, or it is over 1t for West Hall 3 & 4 and the exhibit is to be placed on the pit or surrounding area, reinforcement as shown below is required.

For details, please contact the Secretariat.

\*Do not install anchor bolts within areas where care must be taken during installation of an exhibit.



Steel reinforcement plates should be placed to cover the areas where care must be taken during installation of an exhibit.

## 6 – 5 Two-story Facilities

When multi-layer-structured facilities are built, they should be limited to only two-story structures. When constructing such facilities, the following items must be strictly observed. Exhibitors are required to pay special attention to the safety of visitors.

### 1) Definition of two-story facilities

The two-story facility is a double layer structure with an upper floor to be used by people, and with a floor height of 2.1 m or more. Structures with a floor height of less than 2.1m used for purposes such as visitors' passage, product exhibitions, or staff rooms are also considered two-story structures.

### 2) Area of the second floor

The area of the second floor must not exceed 500 m<sup>2</sup>, including the area of attached stairs and slopes.

### 3) Height limitations

(1) Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle Bodies (Indoor Exhibition) Sections must comply with the height limitations in "3-1 Composition of Exhibition".

(2) Parts, Machinery & Tools and Automobile Related Service Sections must comply with the height limitations in "4-2 Limitations on Facilities".

### 4) Design and structures

In designing and constructing two-story facilities, full attention shall be given to safety. Items (1) to (8) in the table of "Requirements for installation of two-story facilities" below must be strictly observed according to the purpose of the second floor. Facilities other than the specified items shall be constructed in accordance with the Japanese Construction Standards Act.

5) Any elevators, etc. installed for use by visitors must comply with safety standards. In this case, installation of fire extinguishing equipment may be required.

### 6) Ceiling structure

If it is judged that installation of the ceiling, etc. in the stand would obstruct the fire extinguishing equipment such as scan type fire detectors, water cannons, sprinklers, etc., installation of the fire sensor, supplementary sill cock, and package type fire extinguishing equipment will be required separately.

### 7) Application drawing

If construction of a two-story structure is desired, two copies of the stand decoration drawing must be submitted to the Secretariat by October 7 (Fri.), 2011. The Secretariat will check for problems in the facility structure and approve the two-story structure if there are no problems.

The following requirements are provided:

(1) Construction requirements

The height of a two-story structure must be up to 6.0m including a handrail that is at least 1.2m in height.

(2) Installation construction requirements

A two-story structure is not permitted unless the following requirements are met, as safety based on the Fire Service Act must be secured:

① It must not be a double-ceiling structure.

② The second floor must be limited to use by specified visitors such as a business meeting room. (Please be noted that use as a locker room, stockyard or for display of exhibits is prohibited.)

However, in case of limiting the use of the second floor to specific visitors, display of exhibits may be permitted.

In such case, please provide the Secretariat with the stand layout plan beforehand.

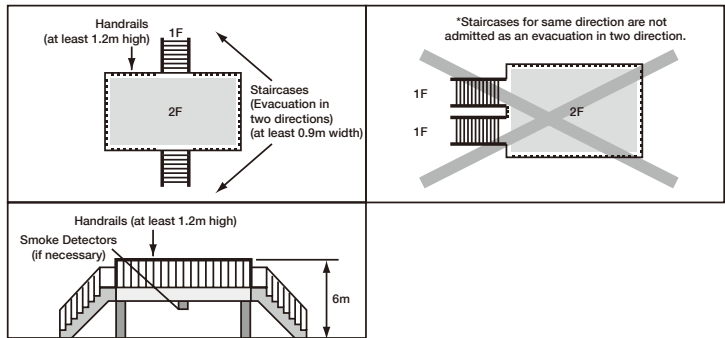
③ The structure must give full consideration to other exhibitors nearby.

④ At least two locations of stairways with a width of at least 90cm must be provided on the second floor.

⑤ Protective fences such as handrails with a height of 1.2m must be provided on the second floor and stairways

to prevent falls.

- ⑥ Near the stairways, an evacuation guide lamp or guide sign must be provided.
- ⑦ The second floor must provide for two-way evacuation, and signs (high-brightness guide signs, etc.) indicating the evacuation direction must be installed.
- ⑧ Columns and beams shall be of non-combustible steelwork and have sufficient strength.
- ⑨ If the second floor structure hinders the function of the automatic fire alarm box sensor or scan type fire sensor, a sensor shall be separately provided.
- ⑩ If the first floor structure hinders the function of the sprinkler and water cannon, a supplementary sill cock or package type fire extinguisher shall be provided.
- ⑪ Package-type fire extinguishing equipment must be installed on the second floor. The equipment must be visible and readily operable. In addition, fire extinguishers must be separately installed at 20-meter intervals along walkways.
- ⑫ Necessary emergency lighting for evacuation shall be installed.



■ Requirements for installation of two-story facilities

<b>Item</b>	<b>Passenger Cars, Commercial Vehicles, Motorcycles and Carrozzeria Sections, and Vehicle Bodies (Indoor Exhibition)</b>	<b>Parts, Machinery and Tools Section Automobile Related Service Section (Exhibitors with 10 or more stands, including stands for co-exhibitors)</b>												
	<b>Limited to specific users as business meeting rooms, etc.</b>	<b>Limited to specific users as offices, salons, etc.</b>												
(1) Structure design	(1) The major parts of the structure such as columns, beams, stairways and floors shall be made of steel.													
	(2) In designing the structure, it must be safe and strong enough to support its own weight and loads shown below.													
	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Load on floor</td> <td style="text-align: center;">2,900N/m<sup>2</sup></td> </tr> <tr> <td style="text-align: center;">Frame, foundation</td> <td style="text-align: center;">1,800N/m<sup>2</sup></td> </tr> <tr> <td style="text-align: center;">Earthquake force</td> <td style="text-align: center;">800N/m<sup>2</sup></td> </tr> </table>	Load on floor	2,900N/m <sup>2</sup>	Frame, foundation	1,800N/m <sup>2</sup>	Earthquake force	800N/m <sup>2</sup>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Load on floor</td> <td style="text-align: center;">2,900N/m<sup>2</sup></td> </tr> <tr> <td style="text-align: center;">Frame, foundation</td> <td style="text-align: center;">1,800N/m<sup>2</sup></td> </tr> <tr> <td style="text-align: center;">Earthquake force</td> <td style="text-align: center;">800N/m<sup>2</sup></td> </tr> </table>	Load on floor	2,900N/m <sup>2</sup>	Frame, foundation	1,800N/m <sup>2</sup>	Earthquake force	800N/m <sup>2</sup>
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Frame, foundation	1,800N/m <sup>2</sup>													
Earthquake force	800N/m <sup>2</sup>													
(2) Movable load *1N = Approximately 0.102kg of weight	*If vehicles or other heavy objects are to be installed on the second floor, the dead weight must be reflected in the design.													

(3) Design of columns and foundations	(1) According to the exhibition hall floor structure and allowable load (see "6-4 Heavy Material Exhibition), columns holding the second floor shall be placed in accordance with the conditions shown below based on each column's axial force, and shall be secured in concrete floor segments by the use of hole-in anchors.								
	(2) A column with an axial force of 49 kN to 98 kN can be placed on the floor (PC floor board). When two or more columns are placed on a single PC board, the total axial force must be counted. When the axial force exceeds 98 kN (245 kN maximum), the base plates of the columns shall be placed astride a pit.								
	(3) The material, size, and thickness of the base plate must be appropriate for conveying the force to the floor and dispersing the load against the allowable load capacity of the floor.								
	<table border="1"> <thead> <tr> <th>Axial force</th> <th>Base plate</th> </tr> </thead> <tbody> <tr> <td>49kN or less</td> <td>Steel plate 45 cm × 45 cm or larger, with a thickness of 12 mm or more.</td> </tr> <tr> <td>98 kN or less</td> <td>Length must be 2 m or more parallel to the pit. Width and thickness must be appropriate for the carrying force.</td> </tr> <tr> <td>Exceeding 98 kN</td> <td>The plate must be long enough to sit completely astride the pit, and wide enough to convey the force. It must be steel with a thickness of 22 mm or more to prevent damage to the pit cover.</td> </tr> </tbody> </table>	Axial force	Base plate	49kN or less	Steel plate 45 cm × 45 cm or larger, with a thickness of 12 mm or more.	98 kN or less	Length must be 2 m or more parallel to the pit. Width and thickness must be appropriate for the carrying force.	Exceeding 98 kN	The plate must be long enough to sit completely astride the pit, and wide enough to convey the force. It must be steel with a thickness of 22 mm or more to prevent damage to the pit cover.
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Exceeding 98 kN	The plate must be long enough to sit completely astride the pit, and wide enough to convey the force. It must be steel with a thickness of 22 mm or more to prevent damage to the pit cover.								
*The above conditions are not applicable if prior consultation is made with Tokyo Big Sight about material, construction methods, securing items, etc.									
(4) Stairway	<p>(1) Evacuation stairways leading in two or more directions must be provided. Sufficient space for evacuation facing the common passageway must be provided on the first floor of the stand.</p> <p>(2) The stairways each must have a width of at least 90cm, a stair height not exceeding 18 cm, and a tread of at least 26 cm.</p> <p>(3) When a slope is provided, the grade must be no more than 1/8, and coarse floor finishing materials shall be used.</p> <p>(4) Protective fences such as handrails with a height of 1.2m or more must be provided on the second floor and stairways to prevent falls.</p>								
(5) Surrounding area on the first floor	Must be designed so that at least 50% of the surrounding walls are open.								
(6) Ceilings on the second floor	Installation of ceilings is prohibited, except in the case of a water permeable ceiling such as those using louvers or netting.								
(7) Limitations on interior materials	Base and finishing interior materials for the first and second floors shall be semi-incombustible or incombustible as stipulated in the Construction Standards Law.								
(8) Handrails on the second floor	Open areas on the second floor shall be provided with solid handrails of at least 1.2m in height.								

#### 8) Limitation on the number of people on the second floor

Exhibitors must ensure that only a reasonable number of people are allowed on the second floor at one time. The number of people must be limited to 1.5 or less per 1m<sup>2</sup> of second floor area and evacuation guide personnel must be provided.



When installing suspended objects from the ceiling above the stand, exhibitors should take safety precautions into full account in their planning and installation, and are required to strictly observe the regulations below.

**1) Applicable sections:** Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle Bodies (Indoor Exhibition) Sections

**2) Permitted installation area**

Structures must not protrude from the inner line of stand borders. Separate arrangements will be made if interference occurs with firefighting equipment including water cannons, smoke detectors or other facilities.

**3) Height limitations**

The height limit for structures suspended from the ceiling is 6.0 meters.

However, the following items may be installed at a height of more than 6.0 meters, but not exceeding 8.0 meters.

Lighting trusses, lighting equipment, speakers and other audio equipment, louvers (devices provided with a blade lattice for natural lighting and smoke exhaust), ceiling coverings (mesh netting, etc.), and brand/logo displays.

※Truss decorations and brand/logo displays in the above range are limited to the width of the truss (approx. 60 cm).

\*If a ceiling is to be installed in a space with a height of more than 6.0 meters, but not exceeding 8.0 meters, installation of a fire extinguisher may be required.

\*Suspended structure trusses, wires, chains and motor boxes are excluded from height limitations under the assumption they are made of flame-resistant or flame-retardant materials. However, such apparatuses using inconspicuous colors (silver, etc.) should be used.

**4) Prohibitions regarding suspended structures**

(1)Connecting a structure built up from the floor to a truss suspended from the ceiling is prohibited.

(2)The use of stage curtains, banners, flags, and other items in shapes or materials that are easily affected by wind is prohibited.

(3)Installation of imaging equipment (monitors, LED displays, etc.) at a height of over 6.0 meters is prohibited.

(4)It is prohibited to move staging and lighting equipment and/or the decorated truss itself up and down.

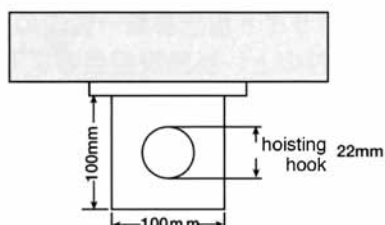
(5)The installation of staging and lighting equipment that causes the suspended truss to swing is prohibited. However, the installation of moving lights attached to a truss that can change the directions of the beams is permissible.

**5) Suspension positions and weights**

Ceiling suspension plates on a facility ceiling that are located directly above the area of the exhibitor's stand should be used. Suspension of items from existing facilities (such as beams, columns, piping, etc.) other than plates designed for the purpose of suspending items is prohibited. In cases where there are no such suspension plates directly above the exhibitor's stand, suspending from locations other than suspension plates may be permitted with prior discussion with Tokyo Big Sight.

Load limitations on the hoisting hook are as follows:

Location	Load limitation
East Hall 1 to 6	300kg/point
West Hall 1 & 2	
West Hall 3 & 4	



**6) Power supply**

Switches will be set within the floors of each stand. Therefore, exhibitors should fill in requested positions for the switch on the Drawing of Electrical Work Plan (Ref. " 7-1 Electricity") and submit it. In addition, the wiring from the switches to the suspension trusses must be constructed individually under the responsibility of each exhibitor.

\*Power cannot be supplied from the ceiling.

**7) Other Remarks**

(1)Suspended items should be planned and colored so as not to block the field of vision within the halls or the visual range of the surrounding exhibitors.

(2)Make sure that the lights will illuminate vertically and shine upon the individual stand.

(3)Make sure that heat and glare from the lighting will not inconvenience visitors and other exhibitors.

(4)A design considering safety in order to prevent dangers such as suspended items swinging due to wind blowing in

from the Delivery/Removal gates and areas near ventilation outlets must be adopted.

- (5) Work for installing suspended items in the exhibition hall cannot be performed from the catwalk.
- (6) Vehicles for elevated operation must be provided by the user.
- (7) Be sure to cover the hoisting hook and rope winding part to prevent accidents.
- (8) If swinging of the suspended item is extremely large due to air-conditioning, its location may have to be changed.
- (9) Ropes or the like connecting the truss and suspended items must basically be in a vertical direction.
- (10) Considerations must be given to the installation location so that fire extinguishers, etc. will not be obstructed.
- (11) Safety precautions, such as attaching supporting wires to such equipment, must be taken.
- (12) Ceiling coverings must be made of fire retardant mesh or netting, and must be made by a process that makes certain a 70% permeability of water or smooth passage of smoke.
- (13) The chains suspending decoration trusses must be tightly connected with the joints of the decoration trusses, and safety wires must be set within 1.0m of the decoration trusses.
- (14) When conducting maintenance by lowering the suspension trusses from the setup position during Show days, the exhibitor must report to the Hall Secretariat beforehand. The work must be performed during the period 30 minutes after the site is closed and 1 hour before the site is opened.
- (15) If an accident results from suspended structures, the exhibitor must accept all responsibility.
- (16) In case of mounting speakers to the decoration trusses, each speaker must be positioned in such a way that its center axis is directed downward within 45 degrees of a vertical line from the speaker to the floor and must not extend beyond the stand borderline. (Ref. "8-2 Operation of Loud Speaker Systems")

## **8) Advance verification and application documents**

For planning to suspend items, an advance application is required. Please attach the following documents to the "Application for Construction Work for Items Suspended from the Ceiling" (application on the Website) and submit two sets of documents to the Secretariat by October 7 (Fri.), 2011 for approval in advance.

In case the application does not meet the above-mentioned regulations, changes in specifications may be requested.

- (1) Specifications for suspended structures (floor plan, elevation plan)
- (2) Weight distribution diagram
- (3) When ceiling covering (mesh, netting, etc.) is to be used, a sample must be provided.

### 1) Materials for Exhibition Facilities (Fire Prevention Regulations)

Decorating materials

- For disaster prevention, care must be taken for decorating materials to be used as described below.

- (1) Regardless of the thickness, plywood, China veneer, and printed veneer must be flameproof, be pasted with a flameproof product label in the format specified in the "Ministry Ordinance from the Ministry of Internal Affairs and Communications: Fire Service Act enforcement regulations 4-4" on the front side, and marked with the product name and "Flameproof" on the rear side.
- (2) If thick cloth or folded paper is being attached to the flameproof plywood for decoration, such materials must be flameproof. However, thin cloth or paper may be closely fitted on the full surface of the flameproof plywood.
- (3) Flameproof goods such as the plywood for exhibition, curtain, shrouds, drop curtains, cloth blinds, carpets, etc. must be those authorized by the president of the Fire and Disaster Management Agency. Tents must be those authorized by the Flameproof Production Authorization Committee.  
Flameproofing treatment on site is prohibited.
- (4) Attach a flameproof marking to each flameproof item such as curtains, etc.  
In this case, the marking is limited to one indicating the registration number of the party authorized by the president of the Fire and Disaster Management Agency in the format specified in the "Ministry Ordinance from the Ministry of Internal Affairs and Communications: Fire Service Act enforcement regulations 4-4" and the name of the registration check organization that checked flameproof performance of the item.
- (5) Petrochemical products such as urethane, acetate, polyester, acryl, nylon, etc. must not be used when possible. However, styrene pieces for marking letters, etc. may be used in places where visitors cannot reach.
- (6) Unique decorating materials must be approved by the local fire department in advance. Please prepare documentation and contact the Secretariat by October 7 (Fri.), 2011. Only decorating materials having flameproof performance as specified in the Fire Service Act of Japan may be used. If decorating materials authorized overseas are necessarily being used, please submit a copy of the authorization certificate, Japanese translation of the certificate, and product sample to the Japan Fire Retardant Association for flameproof authorization, etc.
- (7) Install fire extinguishers in workplaces that use fire, but such work must be minimized.  
Do not put combustible materials in areas where sparks will fly.



### 2) Selection of the person responsible for fire controlling fire sources (all exhibitors)

Exhibitors must select a person responsible for fire source control for safety checks in the stand (particularly when finally leaving the stand) and submit the specified "Application for Person in Charge of Stand and Person(s) Responsible for Fire Prevention" (available on the Website) by October 7 (Fri.), 2011.

Even if exhibitors do not use fire and hazardous items, they must enter the person responsible for fire source control and submit the application.

### 3) Prohibited actions

In all exhibition halls, the following three actions are prohibited by the Tokyo Fire Prevention Ordinance:

- 1. Smoking
- 2. Use of open flames
- 3. Entry of hazardous materials

After approval by the fire department, prohibitions 2, "Use of open flames" and 3 "Entry of hazardous materials" may be waived in the event such actions cannot be avoided during demonstration of the exhibit. However, if fire preventive management and hazard preventive actions are found to be insufficient in during inspection, modification of the equipment, prohibition of use, etc. may be ordered and approval may not be given.

### 4) Smoking

In the show site including stands, halls, and shared portions, smoking is fully prohibited during the delivery/removal period and the session period. Exhibitors' cooperation is requested so that smoking will only take place at specified locations.

### 5) Application for waiver of prohibitions against the use of fire and hazardous materials

Exhibitors who will handle fire and hazardous materials during the show period are required to submit the "Application for Waiver of Prohibited Acts" (available on the Website) by October 7 (Fri.), 2011. The Secretariat will submit the documents from exhibitors at once to the fire department for review. An on site inspection will be held on the day preceding operation. Be sure to attend this inspection.

■ Request for cooperation! - Please apply for the volume of hazardous materials used strictly by the deadline. -

- Applications to the fire department are not made by each exhibitor, but by the Secretariat. Changes or delays by one exhibitor will affect overall scheduling. Please abide by the deadline.
- Please submit documentation clarifying the type, quantity, and location of hazardous materials and distances to respective machines.  
(Stand layout including the stockroom for storage of hazardous materials and machines that will contain or emit hazardous materials.)
- The quantity to be brought in must be the bare minimum. The quantity of hazardous materials is specified for each area partitioned by a walkway with a width of at least 5m.  
A volume exceeding this cannot be brought in (see [Reference] table on page 80).
- Please be noted that the quantity to be brought in by exhibitors will be re-adjusted, if it exceeds the specified amount.

(1) Use of open flames

- 1. Definition of open flames
  - An open flame is defined as a fire-making device that uses a gas, liquid, or solid fuel, and produces flames or sparks or that has an exposed heating element.
  - For devices using electricity as a heat source, an "open flame" is a heater that blazes openly (except for hot plates, hair dryers, ovens, etc., in which the heater faces a baking chamber, airway, or inside chamber) or a heater exposed to the outside that may result in ignition when any combustible material contacts it.  
(Heaters that operate at approximately 400°C or higher.)
- 2. Requirements for using open flames
  - <Unit of use>
    - In each exhibition hall, a use limit (kcal/h) is specified. If it is expected that the use limit will be exceeded, use limitations may be applied.
    - For demonstrations with equipment using open fire, the number of such equipment is limited to one per model.
    - Candles and alcohol lamps may not be used as decorations.
  - <Usage location>
    - Secure a safe distance from combustibles nearby for fire prevention.
    - Secure a distance of at least 5m from the hall evacuation exit, hazardous materials, and other easily combustible materials. However, this is not applicable if effective separation is achieved with walls made of non-combustible material.
    - Use open flames at a place where combustibles are not likely to fall or drop.
    - Use open flames so that a fall or a drop of such flames is not easily caused by an earthquake, etc.
- 3. Safety precautions
  - A system including monitoring by the person responsible for fire source control, etc. and a check after use must be provided.
  - Measures must be taken so that the user can easily stop the open flame.
  - A fire extinguisher (capacity of at least 2 units\*) must be provided at each stand using open flames.
  - The characteristics, performance, and safety of fire appliances in use must be clear and must have been verified.
  - If a gas appliance is used, the user must provide a fire extinguisher and gas sensor nearby.
  - For gaspiping, metal pipe and joints by screws, flanges, or welding must be used and be fastened to the floor level. However, if a metal pipe is connected to a non-metal pipe, an insertion connection must be employed.
  - Containers for liquified petroleum gas must be built-in type containers (cartridge type).
  - The exhaust cylinder must be connected to the outside.
  - Equipment or devices producing flames must have a flame no longer than 10cm.
  - Equipment or devices letting sparks fly must be made of non-combustible material and measures preventing flying sparks must be taken.
  - Equipment or devices using liquid fuel must use a bare minimum volume and fuel must never be replenished while the show is open.
  - Protective measures must be taken against open flames so that visitors will not be exposed to danger.

(2) Entry of hazardous materials (\* Fuel, lubricant, etc. in tanks of exhibits are hazardous materials.)

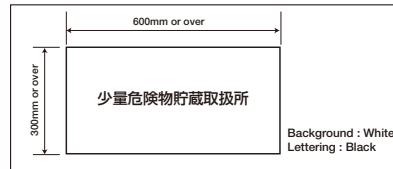
- 1. Definition of hazardous materials
  - Hazardous materials including flammable liquids such as gasoline and gas oil, and oxidizing solids/liquids listed in Appendix 1 of the Fire Service Act (see [Reference] Table on page 80).
  - Combustible liquids and solids listed in Appendix 7 of the Fire Prevention Ordinance
  - Gunpowder, explosives, explosive devices, and toy fireworks specified in the Explosives Regulation Act (1950 Law No. 149)
  - Combustible gases including propane, acetylene, hydrogen, ammonia gas, etc. specified in the General High-pressure Gases Security Rules (1966 - Ministry Ordinance from the Ministry of International Trade and Industry No.53)

- 2. Marking of low-volume hazardous materials in the stand

If a stand is authorized as a "Low-volume hazardous materials storage and handling location" by the Fire Service Act, the exhibitor must install the signs "Low-volume hazardous materials" and "Flammable - Keep Fire Away" in the stand. These signs will be provided by the Secretariat.

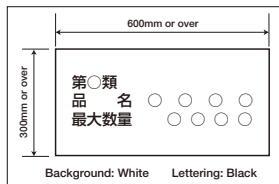
**<Fire prevention ordinance, Appendix 1>**

Sign indicating the storage or handle of small amount of hazardous materials

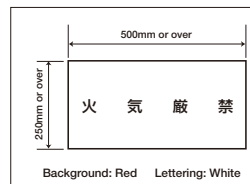


**<Fire prevention ordinance, Appendix 2>**

Notice board displaying the type, product name and maximum quantity of hazardous materials.



Notice board prohibiting the use of open flames.



- 3. Location of Hazardous Materials

- A horizontal distance of at least 6.0m must be secured between the hall evacuation exit and hazardous materials. For other hazardous items, a distance of at least 3.0m must be secured. However, this is not applicable if effective separation is made using a fire-resistant wall structure.
- A horizontal distance of at least 5.0m between the location using fire and hazardous materials must be provided. However, this is not applicable if effective separation is provided by non-combustible materials.

- 4. Safety precautions

- A system including monitoring and checks by the person responsible for fire source control, etc. must be provided.
- A proper fire extinguisher (capacity of at least 2 units\*) must be provided at each stand where hazardous items are brought in.

\*In the capacity unit column on the label attached to the fire extinguisher as shown below, the number following A must be 2 or above.

Label example

Type No.	Extinguisher No. XX
Year of manufacture	2010
Serial No.	12345
Capacity unit	A-X/B-X/C
Discharge distance	3m to 6 m

- For piping handling liquid hazardous materials, metal pipes and joints by screws, flanges, or welding must be used and be fastened at the floor level.
- Equipment or devices that are likely to allow liquid hazardous materials to spray must be made of non-combustible material and measures preventing spraying such materials must be taken.
- Hazardous items that may ignite through contact or mixing must not be handled at the same location.
- Do not replenish liquid hazardous materials while the show is open.
- The fuel in the tank of an exhibit must be the bare minimum volume.
- Toy fireworks must not be mixed with other items and must be handled using a container with a lid made of non-combustible material.
- Prior to bringing in fuel cells, etc. using hydrogen as an exhibit item, consult the Secretariat.
- Other preventive actions corresponding to the properties of hazardous items must be taken.

## [Reference:Appendix 1 of the Fire Service Act(extract)]

Class	Item name	Property	Specified quantity (L)	Low-volume hazardous material quantity (L) *At least 1/5 of the specified quantity	Notes
Class 4	Special inflammable materials	–	50	10	Diethyl ether, etc.
	Class 1 petroleum	Non-water soluble liquid	200	40	Gasoline, etc.
		Water soluble liquid	400	80	
	Alcohols	–	400	80	Alcohol concentration 60% or more
	Class 2 petroleum	Non-water soluble liquid	1,000	200	Machining oil, Diesel oil, kerosene, etc.
		Water soluble liquid	2,000	400	
	Class 3 petroleum	Non-water soluble liquid	2,000	400	Lubricants, heavy oil, etc.
		Water soluble liquid	4,000	800	
Class 4 petroleum	–	6,000	1,200	Gear oil, cylinder oil, etc.	
Animal/plant oil	–	10,000	2,000	–	

\*Entry exceeding the specified quantity is not permitted.

Special inflammables : Diethyl ether, carbon disulfide, and other chemicals with an ignition point of 100°C or lower, or with a flash point of minus 20°C or lower and a boiling point of 40°C or lower at 1 atmosphere pressure

Class 1 petroleum: Acetone, gasoline, and other liquids with an ignition point below 21°C at 1 atmosphere pressure

Alcohols: Ethanol, etc. with alcohol concentration of at least 60%

Class 2 petroleum: Diesel oil, kerosene, and other liquids with an ignition point of 21°C or above and below 70°C at 1 atmosphere pressure

Class 3 petroleum: Heavy oil, creosote oil, and other liquids with a temperature of at least 20°C and an ignition point of 70°C or above and below 200°C at 1 atmosphere pressure

Class 4 petroleum: Gear oil, cylinder oil, and other liquids with a temperature of at least 20°C and an ignition point of 200°C or above and below 250°C at 1 atmosphere pressure

Animal/plant oil: Extracted from animal fat or plant seeds/flesh and with an ignition point of below 250°C at 1 atmosphere pressure

# 7. Utilities

## 7-1 Electricity

### 1) Application for Use of Electricity

If exhibitors wish to have electricity in their stands, they must apply by submitting the specified "Application for Use of Electricity" (available on the Website) by October 7 (Fri.), 2011, and submit two copies of the "Drawing of Electrical Work Plan" to the Secretariat.

The "Drawing of Electrical Work Plan" will be examined by the exhibitor and the Secretariat in the presence of the electrical work contractor. Information regarding the venue and timing will be provided later by the Secretariat. (Scheduled for mid-October 2011.)

### 2) Electricity supply

(1) Electricity supply type and frequencies provided by main line construction (primary work) are as follows.

Supply class	Current value	Frequency	Voltage	Electricity type
Exhibition lamps	Up to 30A	50Hz	100V	AC single-phase 2-wire type
Exhibition lamps	More than 30A	50Hz	100V/200V	AC single-phase 3-wire type
Exhibition power	All current values	50Hz	200V	AC 3-phase 3-wire type

(2) When a constant voltage and a constant frequency, or a special voltage and a special frequency are required, the exhibitor is responsible for installing the necessary devices.

(3) The capacities of fluorescent lamps and high-voltage mercury-vapor lamps used by exhibitors will be considered to be 150% (50% more than) of the rated capacities thereof.

(4) 1PS (horsepower) will be converted into 1kw.

### 3) Electrical Work and Usage Fees

(1) A main electricity supply cable will be laid to a corner of each stand by, and at the expense of, the Secretariat.

A switch will supply the applied capacity (for both lighting and power) with a 3-wire type up to 200A. For higher capacity, separate switches will be provided as additional 3-wire type 200A circuits.

(2) The exhibitor must be responsible for all electrical work (secondary work) in the stand is the responsibility of the exhibitor. The equipment cost and electricity usage fee will be borne by the exhibitor.

(3) Charges for exhibition lighting and exhibition power per 0.1kW shall be as follows (Consumption tax included.) Amounts below 0.1kW will be treated as 0.1kW.

-1. Main electricity supply cable work (primary work) ¥1,860

-2. Electricity usage charge (throughout the period) ¥1,680

The charges for main-cable installation plus electricity used must be paid to the Secretariat by the date of payment shown on the invoice issued by the Secretariat.

### 4) Brining in a transformer

If a 20kW or higher transformer or high-voltage transforming device (with an overall output of 20kW or higher) is brought in to the exhibition hall, notification of the fire department is required. In such case, the transforming device must principally be a cubicle type and have a sign indicating, "transforming equipment".

If exhibitors wish to bring in a transformer or the like, please consult the Secretariat.

### 5) Electrical Work In the stand

(1) Electrical work in the stand must be carried out by electricians qualified in accordance with the Law on Electrical Technicians.

(2) When carrying out electrical work, contractors must take every measure to prevent electrical leakage according to the relevant laws and regulations.

(3) Contractors must submit two copies of the "Drawing of the Electrical Work Plan" to the Secretariat by November 29 (Tue.), 2011.

(4) All electrical equipment to be used must comply with Japanese Industrial Standards (JIS). Fluorescent lamps and high-voltage mercury-vapor lamps to be used must be of the high-power type. The use of high-voltage neon lights (installed capacity of 2 KVA or more) is prohibited.

(5) If equipment that transmits extraordinary electromagnetic fields or that may affect public safety is to be installed, prior consultation with the Secretariat is required.

(6) All wiring, in principle, must be laid using cables.

(7) Wiring should be laid so that it will not protrude into the corridor from the stand borderline.

(8) All electric cord connections must be made using pressure terminals; connections not using connectors are prohibited.

(9) Master switches are to be installed in the stand, and short circuit breakers are to be used. Additionally, when a breaker switch is installed, a distribution board shall also be added.

(10) All equipment that may be touched by visitors or others, and equipment having 150V or more voltage, must be

grounded. The grounding wire diameter shall be 1.6 mm or more.

- (1) Incandescent lamps, resistors, and other heat-generating devices must be installed in such a way that none of the equipment can come into contact with, or overheat combustible matter. Moreover, all devices must be installed so that visitors are not exposed to any danger.
- (2) During the execution of electrical work, every measure must be taken to prevent fire, damage to persons and property, and other accidents.
- (3) Upon the completion of electrical work, the safety thereof must be confirmed by an insulation test, earth check, and other methods, and the data thereof must be submitted to the Secretariat on the "Notification Concerning the Completion of Electrical Work" form before the electricity is switched on.

#### 6) Inspection of electrical equipment

- (1) Immediately after completion of any work on electrical facilities in the stand by exhibitors, the Secretariat shall be informed and shall conduct an inspection for approval of use of such facilities.
- (2) The inspections shall be conducted in accord with the Electrical Equipment Technical Standards issued by the Ministry of Economy, Trade and Industry, the indoor wiring regulations and private electrical work safety regulations of Tokyo Electric Power Co., Inc., and the fire prevention directives of the Tokyo Metropolitan Government.

#### 7) Maintenance of electrical equipment

Exhibitors shall be responsible for maintaining all electrical equipment in the stand. As a rule, to prevent accidents and to minimize damage in the event of an accident, the electrical contractor for each exhibitor shall remain on the Show grounds at all times to ensure that there are no oversights during maintenance inspections.

#### 8) Supply of Electricity to the Stand

- (1) Electricity will be supplied from November 29 (Tue.) to December 11 (Sun.), 2011.
  - (2) If electricity is required to carry out equipment testing before the above period of electric supply, the Secretariat will comply with the requirement to the extent possible. In such case, exhibitors are requested to submit an application to the Secretariat during the delivery period.
  - (3) When electrical work in the stand is completed, electricity will be supplied in the presence of the electrical work contractor for the stand, after submission of the "Electrical work completion report" in "4) Electrical work in the stand (13)".
- Exhibitors must turn off the main switch of the stand after the Show closes every day during the Show period.

#### 9) Protective devices

- (1) The Secretariat is not responsible in any way for damage done to exhibition items used for demonstrations due to any irregularities in power supply or to a blackout or voltage drop caused by an accident. Exhibitors should install protective devices to prevent such damage.
- (2) If there is leakage of current of approximately 200 mA per a main circuit 40k load, the main electricity supply will be cut off.  
For details, please consult with the contractor in advance.
- (3) When video equipment is installed, an insulation voltage transformer may be effective as a precaution against leakage and power supply noise.

## 7-2 Water Supply and Drainage Services

### 1) Application for water supply

If exhibitors wish to have water supply facilities in the stand, they must apply by submitting the "Application for Water Supply Service" (available on the Website) by October 7 (Fri.), 2011, and submit two copies of a "Water Supply Positioning Chart" to the Secretariat.

### 2) Basic equipment

Upon receipt of the application form mentioned below, the Secretariat will install a water outlet together with a meter as basic equipment in a machinery pit located near the stand.

### 3) Electrical work and usage fees

- (1) Construction work for basic facilities at the stand (water supply and drainage inlets and outlets, water meters, etc.) shall be as follows. A separate bill is issued after the end of the Show and must be paid by the deadline.

Pipe size	Number of taps for simultaneous use	Cost (consumption tax included)
13mm dia.	2 taps	¥73,500
20mm dia.	3 taps	¥105,000
25mm dia.	4 taps	¥136,500

\* Costs for pipes larger than those noted above will be determined separately.

Costs for water supply and drainage will be ¥945/m<sup>3</sup>, and will be billed based upon water meter readings after the end of the Show.

(The charges may be revised according to Tokyo Water Supply Ordinance.)

### 4) Water supply and drainage work

- (1) Exhibitors are responsible for any water supply and drainage equipment inside the stand connecting to the water



- supply outlet provided by the Secretariat, and for any costs resulting from the installation or use of such equipment.
- (2) Water must be drained into the machinery pit through the steel cover area of the pit located near the stand; accordingly, the drain piping must be installed at the lower part of the stand inside the machinery pit. Note that wastewater producing foul odors, etc., should be drained through piping that is extended to the drain inlet inside the machinery pit.
- (3) When a large amount of water or a high water pressure is required, the exhibitor should notify the Secretariat of its request, and pressurizing equipment must be installed at the exhibitor's expense.

#### 5) Protective devices

If there is a fear of damage due to water stoppage, pressure changes, or other failures, the exhibitor should provide protective equipment in advance. The Secretariat will bear no liability for such damage.

#### 6) Restoration to original state

Any water supply and drainage equipment installed by the exhibitor must be promptly removed and the original state of the stand must be restored at the exhibitor's expense immediately after the end of the Show.

## 7-3 Temporary Communication Services

The Secretariat will provide telephones (Analog lines), ISDN (64Kbps) lines and high speed optical communications lines (B Flet's) in the stand during the Show period and for the specified days immediately before and after the period, according to the applications from the exhibitors.

#### 1) Applications

If exhibitors wish to have temporary communications facilities in the stand, they are to apply by submitting the prescribed "Application for Temporary Communication System Installation" (available on the Website), along with two copies of the "Drawing Locations of Temporary Communication Systems" by October 7 (Fri.), 2011.

#### 2) Period of use

The period of temporary communication equipment to be used by exhibitors is as follows:  
From November 28 (Mon.) to December 12 (Mon.), 12:00, 2011 (15 days.)

#### 3) Installation work and usage fees

Installation work fees for communications equipment is as follows. A separate bill is issued after the end of the period and must be paid by the deadline.

Line type		Installation cost (consumption tax included)
General telephone (analog line)		¥ 10,500 each
ISDN line (INS64)		¥ 52,500 each
Optical high-speed communication line (B flet's)	Up to 10Mbps	¥ 73,500 each
	Up to 100Mbps	¥ 105,000 each

The charge for general telephone includes a 2,650-yen communication charge (tax included) and the charge for the ISDN line includes a 15,750-yen communication charge (tax included).

Any excess will be billed separately later. Even if actual use is below the above charges, any balance will not be refunded.

If installation in the stand (secondary work) for the optical high-speed communication line is desired, it will be provided at a separate charge.

Please contact:

Tokyo Big Sight, Facilities Section, Site Communication Line Service

TEL : +81-3-5530-1107 FAX : +81-3-5530-1106

#### 4) Installation and return of equipment

The equipment (telephones, etc.) will be installed in the stand on November 28 (Mon.) as the usage start date.

## 7-4 Antennas

#### 1) Applications

If exhibitors wish to have signal supply at the stand, they must apply by submitting the prescribed "Antenna Usage Application" (available on the Website) by October 7 (Fri.), 2011, and are to submit 2 copies of an "Antenna use position chart" to the Secretariat.

#### 2) Signal supply

Based on the application by the exhibitor, the Secretariat shall supply Digital terrestrial broadcasts or Satellite (BS) signals to the stand during the Show, and during specified periods before or after the Show.

A 5C2V cable will be provided in the stand; the receiving tuner must be provided by the exhibitor.

#### 3) Period of use

Signals can be provided to exhibitors during the following period:

November 28 (Mon.) to December 12 (Mon.) 12:00, 2011 (15 days.)

#### **4) Installation costs**

Details on the installation costs for signal supply will be given separately in a Newsletter to Exhibitors. If amplification or work in the stand is necessary, such additional work should be implemented by the exhibitor.

## **7 – 5**

### **Exhibitor's Rooms**

Exhibitor's rooms will be provided at a separate charge. Since the facilities are limited, rooms cannot be provided to all exhibitors. Details will be informed in a Newsletter to Exhibitors.

# 8. Stand Operation and Staging

## 8 – 1 Demonstrations and Staging

### 1) Exhibit demonstrations

Exhibitors may demonstrate their exhibit in the stand for promoting understanding of the exhibit. Exhibitors must take all possible measures to prevent fire, injury, and damage to property, and obstruction of passageways. During demonstrations, the Fire Services Act and other related regulations must be strictly observed.

- (1) When setting up turntables and other equipment, ensure these are designed to prevent clothing, hands, feet, and fingers, etc., from becoming entangled. Exhibitors are requested to stop operation of these items temporarily when the area becomes crowded.
- (2) Implement measures to prevent burns resulting from overheating of lighting, etc.
- (3) If a demonstration generates loud noise, vibration, glaring lights or beams, heat, smoke, dust, exhaust gas, or fumes, the exhibitor must take effective preventive measures to avoid annoying other exhibitors.
- (4) The engines of a vehicle exhibited in the exhibition halls must not be operated.
- (5) The horns of all exhibited vehicles that visitors are free to touch must be rendered inoperative.
- (6) Demonstrations making use of smoke-emitting equipment are not permitted in the exhibition halls.
- (7) Such demonstrations could interfere with the operation of photoelectric smoke detectors, which are part of the fire protection equipment in the exhibition halls. If such demonstrations are deemed to hinder the protection of the venue, the maintenance of order, or the safety of the public, or to have any detrimental effects on other exhibitors, the Secretariat will request that the exhibitor take necessary measures or limit or discontinue such demonstrations.
- (8) Should demonstrations cause any loss or damage to visitors, etc., the exhibitor is responsible for taking any appropriate actions.

### 2) Exhibition performance

For an exhibitor to hold an exhibition performance, the following conditions must be met.

- (1) The performance should help the audience understand the exhibit. The performance should not extend beyond the exhibitor's own stand.
- (2) The exhibitor must give full consideration to the safety of visitors. The performance must not cause significant crowding that could interfere with the smooth running of the show (e.g., by causing a traffic hazard in a passageway). The performance must not disturb neighboring stands by, for example, causing excessive sound, light, or dry ice vapor.

### 3) Submission of operation plan

- (1) For exhibition performance targeted at general visitors, an operation plan (in the format specified by the Secretariat) must be submitted to the Secretariat by October 28 (Fri.), 2011.
- (2) For the test-ride event, etc. targeted for general visitors, the operation plan (in the format specified by the Secretariat) must be submitted to the Secretariat by September 9 (Fri.), 2011. Rearrangements may be required by the Secretariat whenever necessary.
- (3) However, even if an operation plan has been submitted to the Secretariat, the Secretariat may order changes or cancellation of the plan if an unexpected situation is likely to occur or has occurred during its implementation.

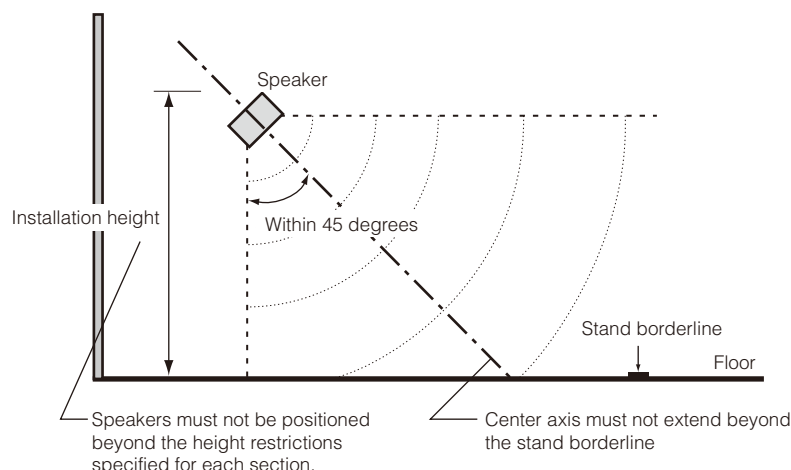
## 8 – 2 Operation of Loud Speaker Systems

Exhibitors are required to manage the sound levels in their stands to ensure a comfortable show environment. Exhibitors must comply with the regulations so as not to create excessive noise and avoid annoying nearby exhibitors.

To control the noise in the exhibition halls created by technical explanations and movies, the use of loud speakers in the stand is restricted as follows.

### 1) Position of speakers

- (1) Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzeria and Vehicle Bodies Sections: In accordance with "3-1 Composition of Exhibition 2) Composition by Zones and height limitations."
  - \* Zone A: 4.5m or less, Zone B: 6.0m or less. Installation on trusses suspended from the ceiling is excluded.
- (2) Parts, Machinery and Tools Section: In accordance with "4-2 Limitations on Facilities".
  - \* A height of 2.7m or less. However, when installed with a 50cm setback from the stand borderline, they may be positioned at 4.0m or lower. (4.5 meters or lower for two-story structures.)
- (3) Each speaker must be positioned in such a way that its center axis is directed downward within 45 degrees of a vertical line from the speaker to the floor and does not extend beyond the stand borderline.



## 2) Volume limitations

- (1) Speaker volume must be no more than 77dB(A).
- (2) Exhibitors planning to use loudspeakers for a demonstration should coordinate timing with neighboring exhibitors.
- (3) During press briefings, using the loudspeaker system in the same exhibition hall is completely prohibited. As an exception, only the exhibitor conducting the briefing may use the loudspeaker system.
- (4) Rehearsals and use of audio equipment are prohibited for the 30-minute period after the close of the exhibition during the Show period, in order to get visitors leave quickly. It is, however, permitted to use microphones for brief staff meetings, etc.

## 3) Volume measurement

The Secretariat will regularly conduct measurements as follows:

- (1) Measurement locations
  - 1. For the Passenger Cars, Commercial Vehicles, Motorcycles, Carrozzzeria and Vehicle Bodies Sections, sound volume is measured at the stand borderline.
  - 2. For the Parts, Machinery & Tools and Automobile Related Service Sections, sound volume is measured at the center of the common passageway.
- (2) Measurement will be principally performed at a height of 1.5m. To identify the sound source, laser pointers will be used if necessary. Measurements will be done using a noise meter complying with JIS C1503 or C1502. The measured value at the peak will be used for reference.

## 4) Use of wireless microphones

When wireless microphones are used, the Secretariat should be notified of the frequency by a "Wireless Microphone Usage Notification" form (available on the Website). Since there is always the possibility of signal interference, both with other exhibitors and with general wireless equipment users in the vicinity of the show venue, wireless microphones are to be used at the exhibitors' own risk and responsibility.

The Secretariat cannot accept any liability in the case of interference. Frequency adjustments will be made in accordance with the Specified Radio-microphone User's Federation for Type-A wireless microphones.

\* In Japan, only wireless microphones specified by the Japanese Radio Law (Type-A, Type-B) may be used.

## 5) Measures against exhibitors violating sound volume regulations

Exhibitors found to be in violation of volume limits will be warned according to the process outlined below, and must abide by these warnings. Exhibitors failing to heed the warnings will be penalized as described below. Furthermore, exhibitors who receive complaints for producing uncomfortable noise levels that are annoying to visitors, even if those levels are within the limit, will be penalized in the same manner.

- (1) After receiving a total of three warnings, the exhibitor will be prohibited from using loudspeaker systems for the following morning of the Show.
- (2) If a penalty as described above is prescribed three times, the exhibitor will be prohibited from using loudspeaker systems from the following day until the end of the Show.

## 6) Stationing personnel responsible for loudspeaker systems

Persons responsible for operating the loudspeaker systems must be stationed continuously within the stand in order to ensure that systems are operated according to regulations.

### 8 – 3 Stand Personnel

- 1) For the convenience of visitors, each member of an exhibitor's staff must wear a badge indicating the nature of their duties.
  - (e.g.) Sales Representative
  - Technical Representative
  - Receptionist
  - Interpreter
  - Administration
  - Public Relations

### 8 – 4 Surveys and Questionnaires

- 1) **Notification for conducting surveys or questionnaires**

Surveys and questionnaire may be conducted freely in an exhibitor's stand. To conduct a survey outside the stand, the exhibitor must submit a "Survey and Questionnaire Implementation Notification" (available on the Website), along with a survey outline (including purpose, data & time, place, number of staff, expected collection rate, and survey form) by October 7 (Fri.), 2011, to obtain approval from the Secretariat.
- 2) **Restrictions on surveys and questionnaires**
  - (1)Location: Separately specified by the Secretariat.
  - (2)Staff: Demonstration-type surveys by mobilizing a large number of survey staff will not be approved. All staff must wear plain clothing and an armband specified by the Secretariat.
  - (3)Contents: Surveys must be aimed mainly at gaining opinions on the exhibitor's products, and should not include items possibly offensive to competitors.
  - (4)Implementation method: Installation of counters, desks, chairs, tents, signs, etc. is prohibited. Furthermore, advertising activities by use of loudspeaker systems are not allowed.
- 3) **Rewards for Participation in Surveys by Questionnaire**

When distributing rewards for participation in surveys inside and outside the stand, the total retail price of the goods must not exceed ¥500 per person; distribution of bags (except for press day), balloons, etc. is strictly prohibited.

### 8 – 5 Distribution of Goods

Exhibitors are prohibited from distributing any goods other than catalogs or pamphlets (including CD-ROMs, etc.) to visitors.

## 8 – 6 Food Services

### 1) Restrictions on food services in the stand

- (1) If food and drink services are provided in the stand, the entire service should be self-contained.
- (2) Catering services for an unspecified number of visitors are prohibited. They must be limited to hospitality for the members of the press and/or trade visitors.

### 2) Food Handling Notification

- (1) When food is being handled at the site, notification to the Koto-ku Healthcare Center may be required using the following standards. Details will be given separately in a Newsletter to Exhibitors.

- a. Food pre-packed in containers distributed.
  - Equipment for hand washing is not particularly needed. Sanitary food handling is required.
- b. Food is subdivided or beverages are poured and provided.
  - Necessary facilities: -1. Hand washing equipment (with antiseptic solution)
  - 2. Refrigeration equipment as necessary
- c. Food is processed using implements, such as knife, and provided.
  - Necessary facilities: -1. Double sink
  - 2. Hand washing equipment (with antiseptic solution)
  - 3. Refrigeration equipment as necessary
- d. Food is heated, cooked, and provided.
  - Method other than a, b, c
  - Necessary facilities: -1. Double sink
  - 2. Hand washing equipment (with antiseptic solution)
  - 3. Refrigeration equipment as necessary
  - 4. Hot water supply equipment as necessary

#### Notes:

- Use drinkable water directly connected to the waterworks.
- For hand washing, use a sanitizer (antiseptic solution such as invert soap for hands and fingers).
- Use of a hot water supply room in the exhibition hall is basically not permitted.
- Sanitary management in cooking must be performed using disposable gloves, alcohol antiseptic sprays, etc., as required.
- The use of disposable gloves, alcohol antiseptic sprays, etc. cannot be substituted for hand washing.
- Dedicated hand washing equipment and a sink must be used and they cannot be shared,

#### (2) Contact

Koto-ku Healthcare Center, Life Sanitation Section, Food Sanitation

2-1-1 Toyo, Koto-ku, Tokyo 135-0016

Tel (direct): +81-3-3647-5882, Fax: +81-3-3615-7171

\*All inquiries and notifications must be made in Japanese.

## 9. Violation of Regulations and Questions Regarding Interpretation of Regulations

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For interpretation of the "Regulations," the Japanese text shall take precedence. In the case of a violation of the Regulations by an exhibitor or of different interpretations of the Regulations, the following steps will be taken:

- 1) If, in the judgment of the Secretariat, an exhibitor has violated a provision of the regulations or does not comply with the intent of the regulations, the Secretariat will request the exhibitor to take measures considered necessary to abide by the Regulations.
- 2) When an exhibitor fails to implement the measures referred to in 1) above, or when a question arises about interpretation of the provisions of the Regulations, the Secretariat shall conduct discussions to resolve the situation, and shall request the exhibitor to take measures considered necessary to improve the situation based on its final judgment. The conclusion reached through these discussions shall be considered final, and the exhibitor may not raise objections or seek any damages with regard to the issue in question.
- 3) An exhibitor receiving a second request to improve the situation referred to in 2) above must submit in writing to the Secretariat full details of the improvements to be made, including the scheduled date of their completion.
- 4) If the exhibitor makes no improvements following the request referred to in 2) above, the Secretariat may publicly announce this fact, and may prohibit the exhibitor from participating in the next Tokyo Motor Show.

**<Changes in Regulations>**

**The Secretariat may amend the Regulations for compelling reasons.**

**Such changes will be made known to parties concerned in a "Newsletter to Exhibitors" or by other methods.**





# 10. Remarks

## 10-1 JAMA Profile

Established in 1967, the Japan Automobile Manufacturers Association, Inc. (JAMA) is a non-profit industry association comprised of Japan's fourteen manufacturers of passenger cars, trucks, buses, and motorcycles. Its organization today is the result of the merger of the Japan Motor Industrial Federation (JMIF) and the Japan Automobile Industry Employers' Association (JAIEA) with JAMA in May, 2002.

Automobile manufacturing integrates many supporting industries, and automobile use is the focus of a wide range of related industries. Directly or indirectly, over 8% of Japan's working population is involved in auto industry-related work. Auto production furthermore accounts for nearly 17% of the total value of Japan's manufacturing shipments and for roughly 36% of the value of the machinery industries' combined shipments. The automotive industry is thus one of the Japanese economy's core industrial sectors. The globalization of auto manufacturing also contributes significantly to local and national economies around the world.

JAMA works to support the sound development of Japan's automobile industry and to contribute to social and economic welfare. As directions in auto manufacturing increasingly influence the world we live in, JAMA takes its role and mission ever more seriously, on the road to sustainable mobility.

<b>Name:</b>	Japan Automobile Manufacturers Association, Inc. (JAMA)	2.10	Matters pertaining to labor and the management of human resources, safety and health issues, skills promotion and labor-management relations within the automobile industry;
<b>Address:</b>	Jidosha Kaikan, 1-30, Shiba Daimon 1-chome, Minato-ku, Tokyo 105-0012 Japan	2.11	Matters pertaining to the protection of intellectual property in the automobile industry.
<b>Overseas Offices:</b>	North American Office, Washington, D.C., U.S.A.; European Office, Brussels, Belgium; Singapore Representative Office; Beijing Office, People's Republic of China	3.	The holding of motor shows and other events, as well as the preparation and publication of related information, materials, etc.
<b>Established:</b>	April 3, 1967	4.	Public relations activities promoting a greater understanding of automobiles and the automobile industry, including public awareness-raising activities pertaining to any or all of the items listed above.
<b>Objectives:</b>	To promote the sound development of the Japanese automobile industry and contribute to social and economic welfare.	5.	In addition to the activities listed above, the undertaking of any other activities required to achieve the objectives of the Association.
<b>Activities:</b>		6.	All of the activities referred to above shall be activities conducted domestically within Japan or in countries overseas.
1.	The conduct of surveys and research on, as well as the compilation and publication of data and related materials pertaining to, automobile production, exports, and the motor vehicle market.		
2.	The conduct of surveys and research on, and the formulation of recommendations concerning, the following matters:		
2.1	Matters pertaining to government policies and measures that target automobiles and the automobile industry;		
2.2	Matters pertaining to automobile standards certification and automobile safety and environmental technologies;		
2.3	Matters pertaining to environmental protection in relation to automobiles and the automobile industry;		
2.4	Matters pertaining to the promotion of traffic safety;		
2.5	Matters pertaining to automobile distribution;		
2.6	Matters pertaining to improvement of the automobile use environment;		
2.7	Matters pertaining to the automobile trade and the automobile industry's international business environment;		
2.8	Matters pertaining to automobile parts and materials;		
2.9	Matters pertaining to electronic information exchange concerning automobiles and the automobile industry;		
		<b>Member Companies (14 in total) :</b>	
			Daihatsu Motor Co., Ltd.
			Fuji Heavy Industries Ltd.
			Hino Motors, Ltd.
			Honda Motor Co., Ltd.
			Isuzu Motors Limited
			Kawasaki Heavy Industries, Ltd.
			Mazda Motor Corporation
			Mitsubishi Motors Corporation
			Mitsubishi Fuso Truck & Bus Corporation
			Nissan Motor Co., Ltd.
			Suzuki Motor Corporation
			Toyota Motor Corporation
			UD Trucks Corporation
			Yamaha Motors Co., Ltd.
		<b>Former Member &amp; Friend of JAMA:</b>	
			General Motors Japan, Ltd.

## 10-2 Data on Tokyo Motor Show

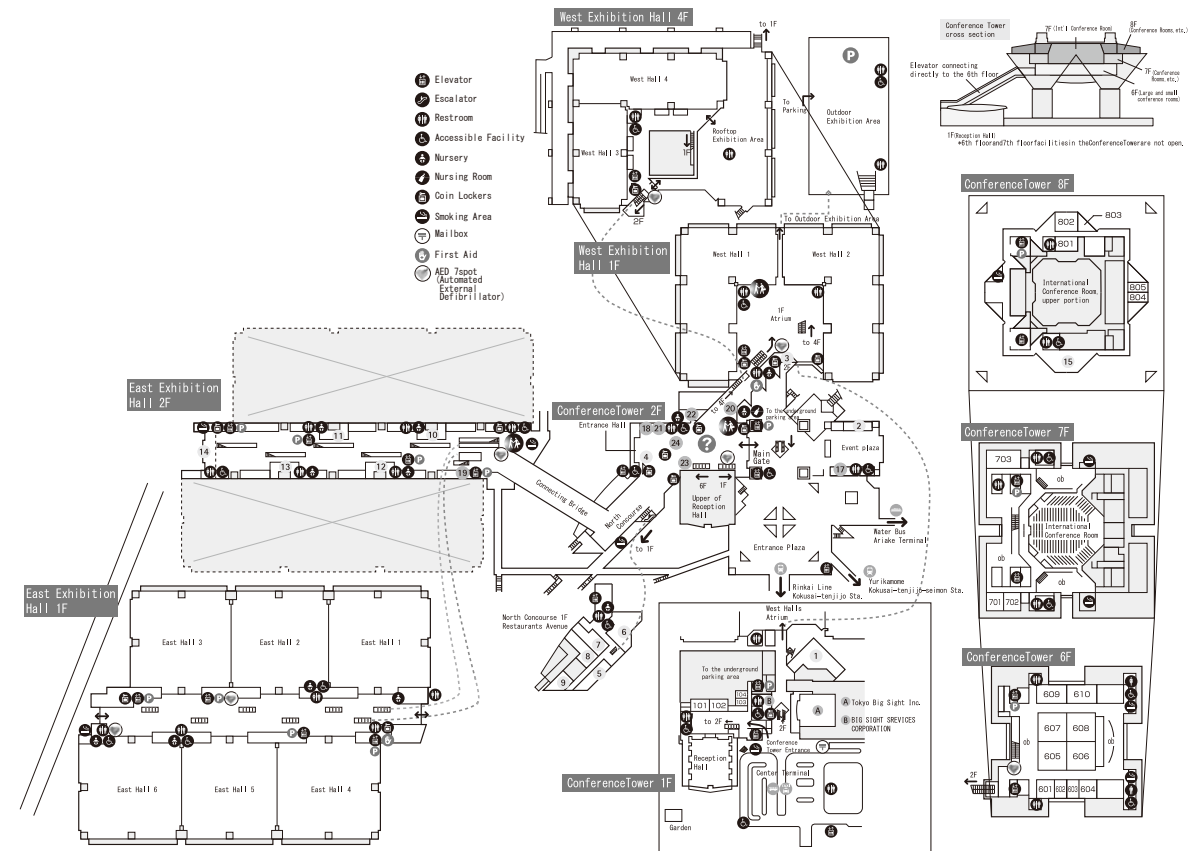
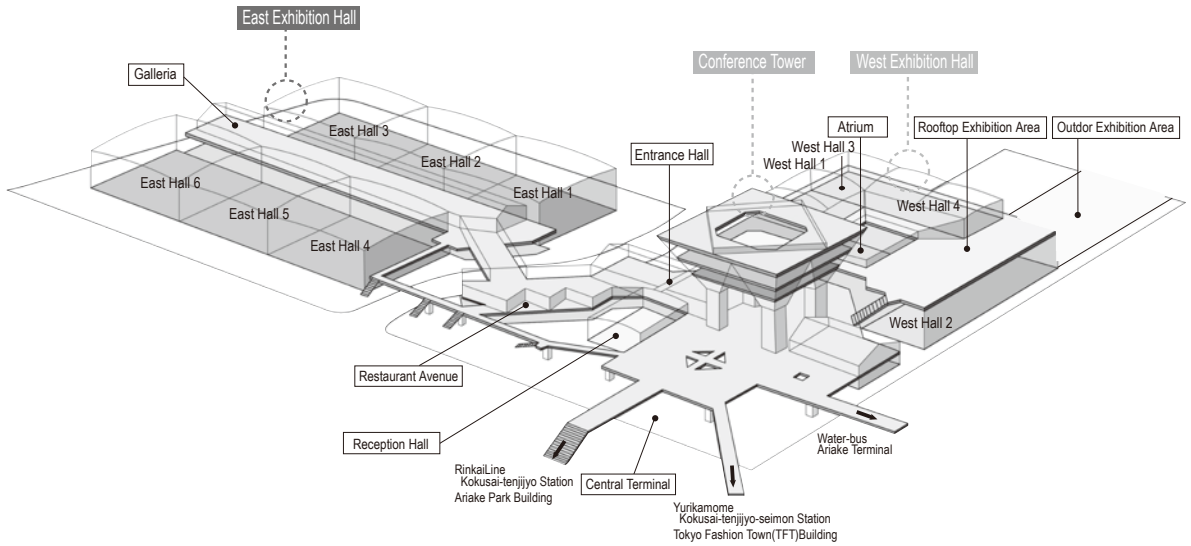
No.	Year	Date	Days	Venue	Admission fees yen (incl. tax)	Site area (m <sup>2</sup> )	Area for Exhibits (m <sup>2</sup> )	Number of		
								Exhibitors	Vehicles	Visitors
1	1954	4.20~4.29	10	Hibiya	Free	14,999	4,389	254	267	547,000
2	1955	5.07~5.18	12	◇	Free	14,999	4,689	232	191	784,800
3	1956	4.20~4.29	10	◇	Free after Apr. 22	14,999	5,405	267	247	598,300
4	1957	5.09~5.19	11	◇	20	14,999	6,049	278	268	527,200
5	1958	10.10~10.20	11	Korakuen	30	28,050	6,094	302	256	519,400
6	1959	10.24~11.04	12	Harumi	50	44,653	8,996	303	317	653,000
7	1960	10.25~11.07	14	◇	50	44,653	11,025	294	358	812,400
8	1961	10.25~11.07	14	◇	100	79,236	13,470	303	375	952,100
9	1962	10.25~11.07	14	◇	100	107,710	21,209	284	410	1,049,100
10	1963	10.26~11.10	16	◇	100 (premium 500)	141,756	28,921	287	441	1,216,900
11	1964	9.26~10.09	14	◇	100 (premium 500)	137,002	34,889	274	598	1,161,000
12	1965	10.29~11.11	14	◇	100 (premium 500)	136,002	36,800	243	642	1,465,800
13	1966	10.26~11.08	14	◇	120 (charity 500)	148,433	39,089	245	732	1,502,300
14	1967	10.26~11.08	14	◇	200 (charity 500)	125,086	35,732	235	655	1,402,500
15	1968	10.26~11.11	17	◇	200 (charity 500)	139,356	39,819	246	723	1,511,600
16	1969	10.24~11.06	14	◇	200 (charity 500)	128,693	38,552	256	722	1,523,500
17	1970	10.30~11.12	14	◇	250 (charity 500)	134,967	41,298	274	792	1,452,900
18	1971	10.29~11.11	14	◇	250 (charity 600)	122,247	33,550	267	755	1,351,500
19	1972	10.23~11.05	14	◇	250 (charity 600)	108,103	26,395	218	559	1,261,400
20	1973	10.30~11.12	14	◇	300	115,720	34,232	215	690	1,223,000
21	1975	10.31~11.10	11	◇	500	108,074	28,381	165	626	981,400
22	1977	10.28~11.07	11	◇	600	117,500	30,633	203	704	992,100
23	1979	11.01~11.12	12	◇	700	117,500	34,969	184	800	1,003,100
24	1981	10.30~11.10	12	◇	800	114,700	34,332	209	849	1,114,200
25	1983	10.28~11.08	12	◇	800	111,650	35,130	224	945	1,200,400
26	1985	10.31~11.11	12	◇	900	114,780	40,734	262	1,032	1,291,500
27	1987	10.29~11.09	12	◇	900	112,800	38,662	280	960	1,297,200
28	1989	10.26~11.06	12	Makuhari	1000	173,820	41,844	338	818	1,924,200
29	1991	10.25~11.08	15	◇	1200	210,300	45,635	336	783	2,018,500
30	1993	10.22~11.05	15	◇	1200	211,300	46,924	357	770	1,810,600
31	1995	10.27~11.08	13	◇	1200	211,300	47,941	361	787	1,523,300
32	1997	10.24~11.05	13	◇	1200	211,300	48,693	337	771	1,515,400
33	1999	10.22~11.03	13	◇	1200 (PC+Motorcycles)	211,300	45,394	294	757	1,386,400
34	2000	10.31~11.04	5	◇	1000 (CV)	133,000	24,773	133	248	177,900
35	2001	10.26~11.07	13	◇	1200 (PC+Motorcycles)	211,300	42,119	281	709	1,276,900
36	2002	10.29~11.03	6	◇	1000 (CV)	133,000	24,837	110	224	211,100
37	2003	10.24~11.05	13	◇	1200 (PC+Motorcycles)	211,300	40,839	268	612	1,420,400
38	2004	11.02~11.07	6	◇	1000 (CV)	133,000	24,465	113	206	248,600
39	2005	10.21~11.06	17	◇	1200 (PC+Motorcycles)	211,300	40,211	239	571	1,512,100
40	2007	10.26~11.11	17	◇	1300	211,300	44,587	241	517	1,425,800
41	2009	10.23~11.04	13	◇	1300	133,000	21,395	109	261	614,400

PC : Passenger cars

CV : Commercial Vehicles

Notes : - The number of vehicles is an accumulated number of 4, 3, and 2-wheelers, not including special exhibits

- Tokyo Motor Show was not held in '74, '76, '78, '80, '82, '84, '86, '88, '90, '92, '94, '96, '98, '06, '08.



**Restaurants & Cafe**  
 Opening times may change in line with events.  
 Thank you for your understanding and cooperation.

- 1 Cafe Restaurant NEW TOKYO
- 2 Italian Bar & Cafe IMR
- 3 CAFE TERRACE ROYAL
- 4 PRONTO
- 5 Cafeteria Mermaid
- 6 -
- 7 Ramen Noodle Restaurant Daiko
- 8 BO
- 9 HIBIYA Matsumoto
- 10 Tendonya Top Light
- 11 Cafeteria Voir
- Western, Chinese and Japanese Food
- Western and Japanese Food
- Snacks and Drinks
- Snacks and Japanese Food
- Western and Japanese Food
- Ramen Noodle
- Sushi, Japanese Food
- Western Food
- Japanese Food
- Western and Japanese Food

- 12 ROYAL CAFETERIA
- 13 UNITED KINGDOM UP CURRY
- 14 WAKING EXPRESS Le PANC
- 15 RISTORANTE TREVI
- Western Food
- Ajion Food
- Chinese Food
- Italian Food

**Shops & Service Facilities**  
 Opening times may change in line with events.  
 Thank you for your understanding and cooperation.

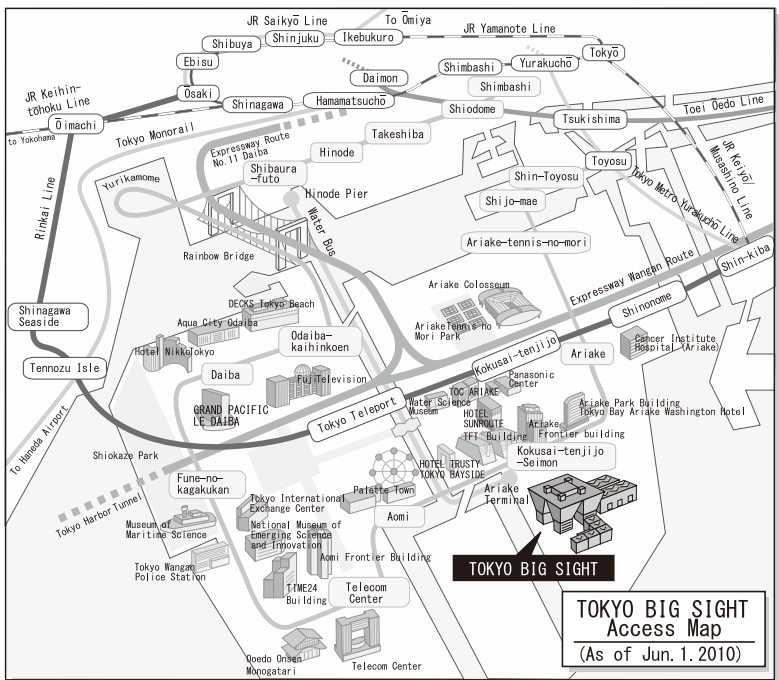
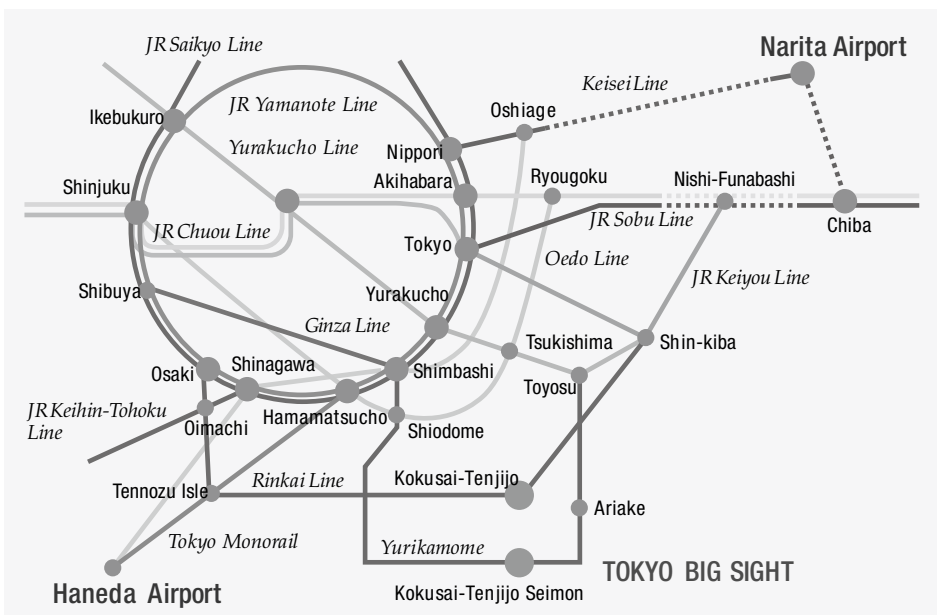
- 17 FamilyMart (Convenience Store)
- 18 FamilyMart (Convenience Store)
- 19 FamilyMart (Convenience Store)
- 20 ATM Yuchu
- 21 ATM Seven Bank, Mizuho Bank, Tokyo Star Bank
- 22 Business Center
- 23 SERVICES CORNER
- 24 Lottery Ticket Shop
- FamilyMart (Convenience Store)
- FamilyMart (Convenience Store)
- ATM Yuchu
- ATM Seven Bank, Mizuho Bank, Tokyo Star Bank
- Business Center
- Prepaid Cards, Custody of Large Baggage
- Lottery Ticket Shop

**Meeting Point**

**Information Counter**

The information desk provides information on the outline, events, transport facilities, lost children, things left behind and lending wheel chairs in the hall.

10-4 Access to TOKYO BIG SIGHT



<p><b>Rinkai Line</b></p> <p>Shin-kiba (JR Subway) → Approx. 5 minutes → Kokusai-Tenjijo → Approx. 7 minutes walk from Kokusai-Tenjijo Sta. → Tokyo Big Sight</p> <p>Osaki (JR) → Approx. 13 minutes → Kokusai-Tenjijo → Tokyo Big Sight</p> <p><small>* Direct service at Osaki to JR Saikyo Line Kokusai-Tenjijo Sta. → JR Shibuya Sta. (Approx. 20 minutes) → JR Shinjuku Sta. (Approx. 25 minutes) → JR Ikebukuro Sta. (Approx. 31 minutes)</small></p>	<p><b>Airport Bus (Limousine Bus, Keihin Kyuko Bus)</b></p> <p>Haneda Airport → Approx. 25 minutes → Tokyo Big Sight</p> <p>Narita Airport → Approx. 60 minutes → Tokyo Bay Ariake Washington Hotel (3 minutes walk) → Tokyo Big Sight</p> <p>Tokyo City Air Terminal (TCAT) → Approx. 20 minutes → Tokyo Big Sight</p> <p><small>Please note that some buses may only be available during times of events being held.</small></p>
<p><b>Yurikamome</b></p> <p>Shimbashi (JR Subways) → Approx. 22 minutes → Kokusai-Tenjijo → Approx. 3 minutes walk from Kokusai-Tenjijo Sta. → Tokyo Big Sight</p> <p>Toyosu (Subway) → Approx. 8 minutes → Kokusai-Tenjijo → Tokyo Big Sight</p>	<p><b>Express Bus (Keihin Kyuko Bus)</b></p> <p>Yokohama Sta. (East Exit, JR) → Approx. 50 minutes → Tokyo Big Sight</p>
<p><b>Toei Bus</b></p> <p>Tokyo Sta. Yaesu Exit (JR) → Approx. 40 minutes → Tokyo Big Sight</p> <p>Monzennakacho (Subway) → Approx. 30 minutes → Tokyo Big Sight</p> <p>Hamamatsucho (JR) → Approx. 40 minutes → Tokyo Big Sight</p>	<p><b>Water Bus</b></p> <p>Hinode Pier (Approx. 25 minutes walk from JR Hamamatsucho Sta.) → Approx. 25 minutes → Ariake Terminal → Approx. 2 minutes walk from Ariake Terminal → Tokyo Big Sight</p>
	<p><b>Car</b></p> <p>From center of Tokyo → Expressway Route No.11 Daiba → Approx. 5 minutes from Daiba Exit → Tokyo Big Sight</p> <p>Yokohama/Haneda → Expressway Wangan Route → Approx. 5 minutes from Rinkai Fukutoshin Exit → Tokyo Big Sight</p> <p>From Chiba/Kasai → Expressway Wangan Route → Approx. 5 minutes from Ariake Exit → Tokyo Big Sight</p>