

The 3rd **International Keitai Forum**

IT Trade Fair “BUSINESS PLAZA”

Application manual for Exhibitors

Date: 10:00-17:00 Wed. 17th and Thurs. 18th of March, 2004

Venue: Kyoto Trade Fair Center “Pulse Plaza”

International KEITAI Forum Organizational Committee Office
604-0862 5F Kyoto Chamber of Commerce and Industry Building,
Ebisugawa-Agaru Karasuma Nakagyoku Kyoto-City
TEL: +81-75-254-1160 FAX: +81-75-254-1162
E-mail:office@itbazaar-kyoto.com

www.itbazaar-kyoto.com/forum/

Introduction : About the Forum

Thank you for applying to take part in the 3rd International Keitai Forum

The 'International Keitai Forum, Japan's first practical mobile-related business event, will be held for the third time. The International Keitai Forum has brought together leading companies and experts in the Keitai industry from both Japan and overseas, resulting in top conferences and exhibitions of world keitai technology, which has supported the growth of the keitai industry. This 3rd International Keitai Forum intends to use the results gained so far with the co-operation of Kyoto and all Kansai Area. Through the holding of exhibitions and seminars/symposiums on the latest business and technical developments from national and international keitai industry-related companies and groups, we would like to instill energy into the keitai industry and to support the business of our exhibitor companies.

This manual is designed to provide exhibitors with an outline of the forum, and to give descriptions of decoration/signage, construction, exhibition management, transport and removal, and other services. Also attached are various report sheets and application forms related to the exhibition. We ask that these be submitted by the dates mentioned. To all those involved, as well as reading this booklet thoroughly, we ask for your cooperation in preparing towards the exhibition, to make this event a special one.

January 23rd, 2004

International Keitai Forum Executive Committee

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A. 3rd International Keitai Forum Event Outline

■NAME / The 3rd International Keitai Forum

■THEME / Asia and KEITAI —Practical Changes Towards A Ubiquitous Society—

Japan, China, aiming towards development of the KEITAI industry through an Asian collaboration

■Date / 10:00-17:00, Wed. 17th and Thurs. 18th of March, 2004

■Venue / Kyoto Trade Fair Center “Pulse Plaza”

* “Top Conference” will be held at Kongo Noh Theater

■Host / Promotion Conference of International KEITAI Forum

Representative: Governor of Kyoto, Keiji Yamada

Governor of Kyoto, Mayor of Kyoto, Director of Kinki Regional Bureau of Telecommunications, Director of Kansai Bureau of Economy, Trade and Industry, Chairman of Kansai Economic Federation, Chairman of Kyoto Chamber of Commerce and Industry, Chairman of Kyoto Association of Corporate Executives, President of Kyoto Industrial Association, Director of Kansai Science City Development Committee

■Host, Organizing Body / International KEITAI Forum Executive Committee

Vice Chairman: Deputy Head of Kyoto Chamber of Commerce and Industry Yoshio Tateishi
Secretariat: Kyoto Prefecture, Kyoto City, Kyoto Chamber of Commerce and Industry, Kyoto Industrial Support Organization 21, etc

Member Groups: Kyoto Prefecture, Kyoto City, Kinki Regional Bureau of Telecommunications, Kansai Bureau of Economy, Trade and Industry, Kansai Economic Federation, Kansai Science City Development Committee, Kyoto Chamber of Commerce and Industry, Kyoto Industrial Support Organization 21, Kyoto Industrial Association, Kyoto Trade Fair Center, Kyoto Research Park, Ltd., Kyoto High-level Information Promotion Committee, Kyoto Information Industry Association, Keihanna, Ltd., The University Consortium Kyoto Foundation

■Supporters: Ministry of Public Management, Home Affairs, Posts and Telecommunications, Ministry of Economy, Trade and Industry, Ministry of Land, Infrastructure and Transport.

B. Forum Contents

■ IT Trade Fair "Business Plaza"

[3/17&18, 10:00~17:00, Grand Exhibition Hall, Pulse Plaza]

Exhibitions of the latest products, technical developments and services from national and international companies, groups, universities, and research institutes will be held. Inter-company business matching and industrial collaboration between the industrial and academic worlds will be promoted.

■ Top Conference

[3/17&18, 17:00~20:00, at Kongo Noh Theater (Pre-Sale Tickets)]

A conference presented by leading experts from national and international Keitai-related companies. This conference aims to establish a Keitai version of the 'Davos Conference' with a theme of building a practical ubiquitous Asian society. Taking a multi-faceted view at the Keitai sector, through changes in mobile phones, vehicle information technology and distribution systems, this conference will feature discussion on the outlook for a future Keitai society, led by experts representing companies from Japan, China, the rest of Asia and other countries.

■ Top Seminar

[3/17&18, 13:00~17:00, Inamori Hall, Pulse Plaza]

Theme: "The direction of the Keitai industry, as related by company leaders".

The seminar is on the trend of the national and international Keitai industry, and on the business strategies of leading companies, as related by those companies' leading personnel.

■ Keitai Entrepreneur Education Presentation

[3/18, 13:00~, Meeting Booth, 5F Pulse Plaza]

Presentations by Keitai industry entrepreneurs among university students/members of public, detailing excellent Keitai-related business plans, technical ideas and designs.

▼ Other Events Taking Place in the Building

■ Japan Human Engineering Meeting (Mobile Human Engineering Research Unit)

[3/17&18, Meeting Room, 5F Pulse Plaza/ Seminar Hall, No.2 Exhibition Hall, 2F Pulse Plaza(admission fee necessary)]

■ IPv6 Summit in KYOTO

[3/18 No.2 Exhibition Hall, 2F Pulse Plaza]

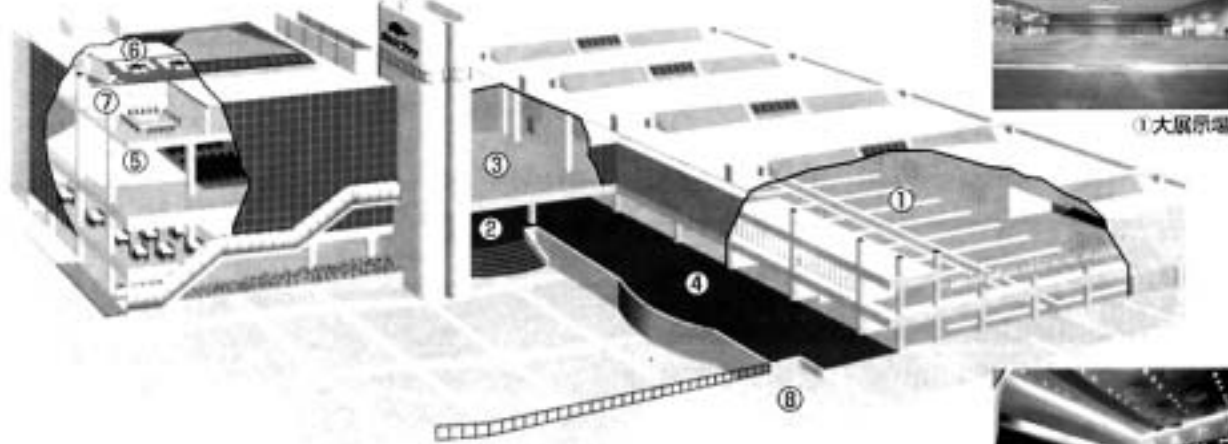
A. Outline of Pulse Plaza

■ Kyoto Trade Fair Center 'Pulse Plaza' J

Address: Tobadonocho 5, Takeda, Fushimi-Ku, Kyoto, 〒612-8450

TEL: +81-75-611-0011 FAX: +81-75-611-6299

<http://www.joho-kyoto.or.jp/~pulse/>



①大展示場



②第1展示場



③第2展示場



⑤ 稲盛ホール



⑥ ラウンジ

④ 多目的広場 ⑦ 会議室
⑧ 駐車場

■ Grand Exhibition Hall

Construction Category: S + SRC

Area: 5400m²

Highest Point: 10000mm

Transport Entrances: 7

Transport Entrance Size: North Side:2 South Side:2 W8000mm x H4500mm

West Side: 3 W7000mm x H4450mm

Flooring: Asphalt with Pit Lane

Lighting: Metal Halide 400LX

Weight Support per Sq. m: 5t/m²

■ No.1 Exhibition Hall

Area: 700m²

Highest Point: 4000mm

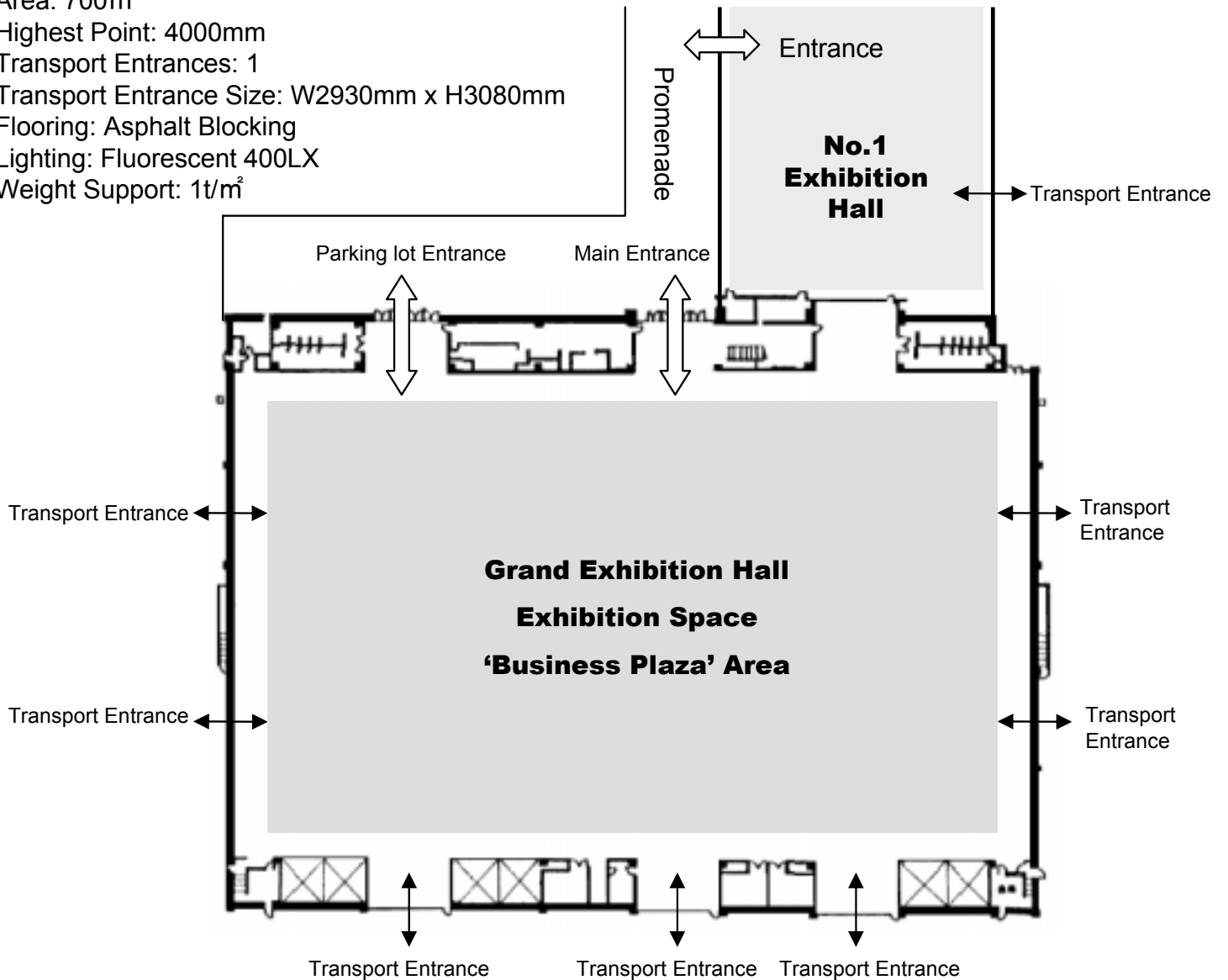
Transport Entrances: 1

Transport Entrance Size: W2930mm x H3080mm

Flooring: Asphalt Blocking

Lighting: Fluorescent 400LX

Weight Support: 1t/m²



B. Road Guide

●By car:

At the 'Akaike Intersection' on the 'Route 1' road (The 2nd set of traffic lights south from the Meishin-minami-Inter), turn East, and at the Abura-no-koji-Dori, which is 2 sets of traffic lights away, turn North. (Approx.3 minutes from Meishin-minami-Inter). For those traveling from 'Route 24' road, turn West at the Meishin-Guard North Intersection, and turn South into Abura-no-koji-Dori road.

For those traveling from Keiji Bypass and No.2 Keihan Road, head North at Oguraike- IC.

*Abura-no-koji-Dori is currently under highway construction, and the number of lanes has decreased, so please take care when traveling down the narrow road.

●Access by Public Transport

■From Kyoto Station area:

By subway or Kintetsu railway: Get off at 'Takeda Station' (The 'Limited Express' train does not stop at this station). (Approx. 7 minutes from Kyoto Station)

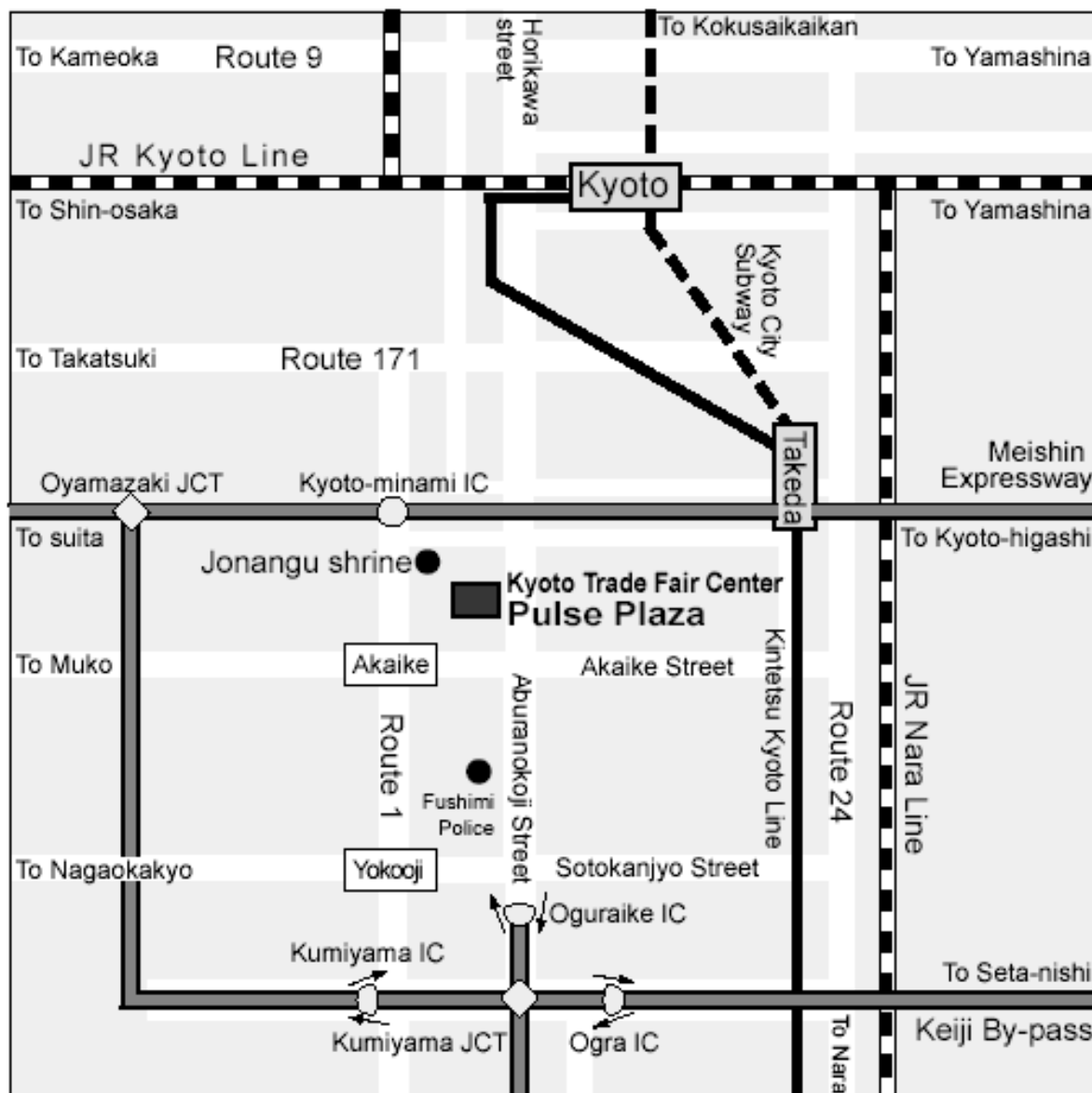
[From Takeda Station] Ride the City Bus departing from the North-West exit of the station. Get off at the 'Pulse Plaza-mae' stop. (Approx. 5 minutes from Takeda Station)

■From Osaka-Yodoyabashi/Uji areas:

Get off at Keihan 'Chusho-jima Station' and ride the City Bus departing in front of the station, until the 'Pulse Plaza-mae' stop. (Approx. 10 minutes from Chusho-jima Station)

■From Nara area:

Get off at 'Takeda Station' on the Kintetsu Kyoto Line (The 'Limited Express' train does not stop at this station), then ride the City Bus departing from the North-West exit of the station until the 'Pulse Plaza-mae' stop.

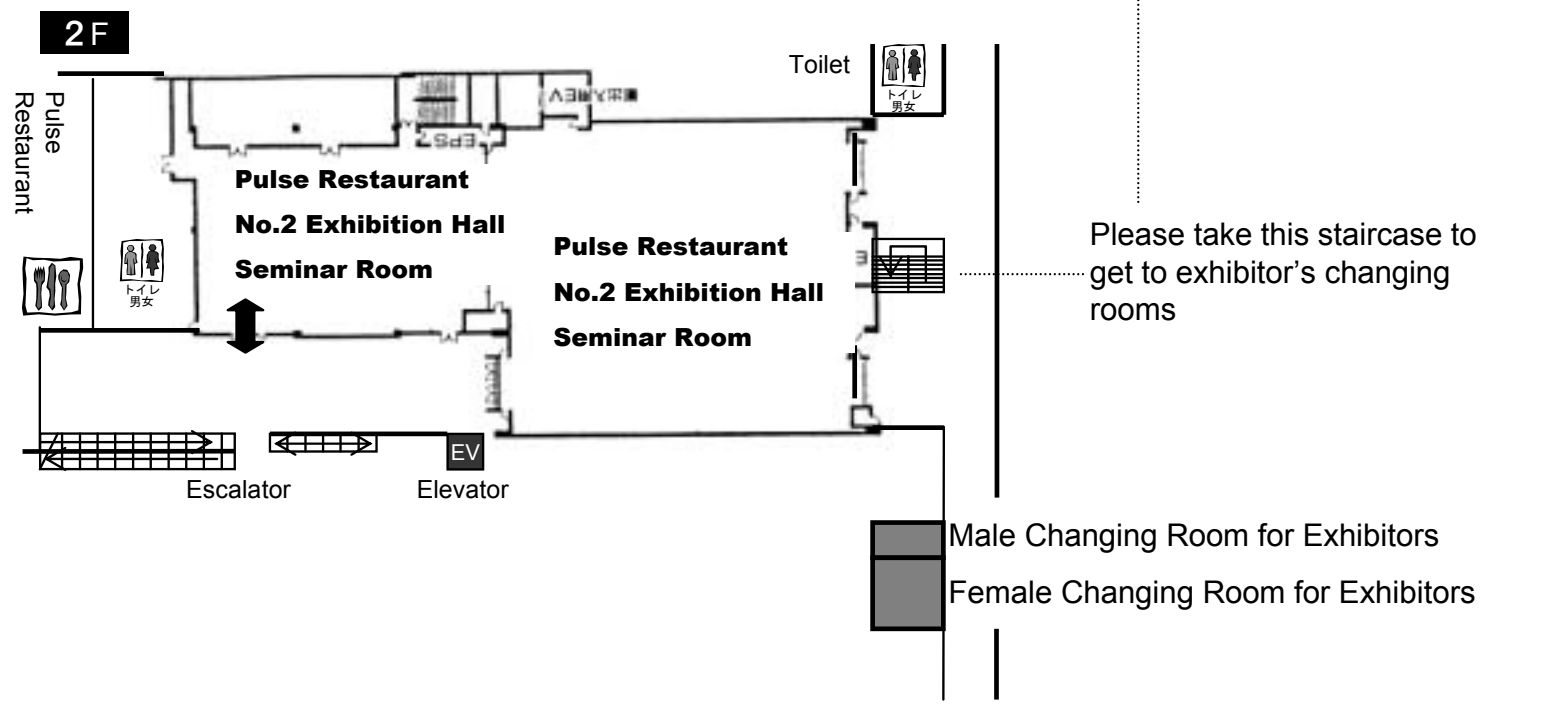
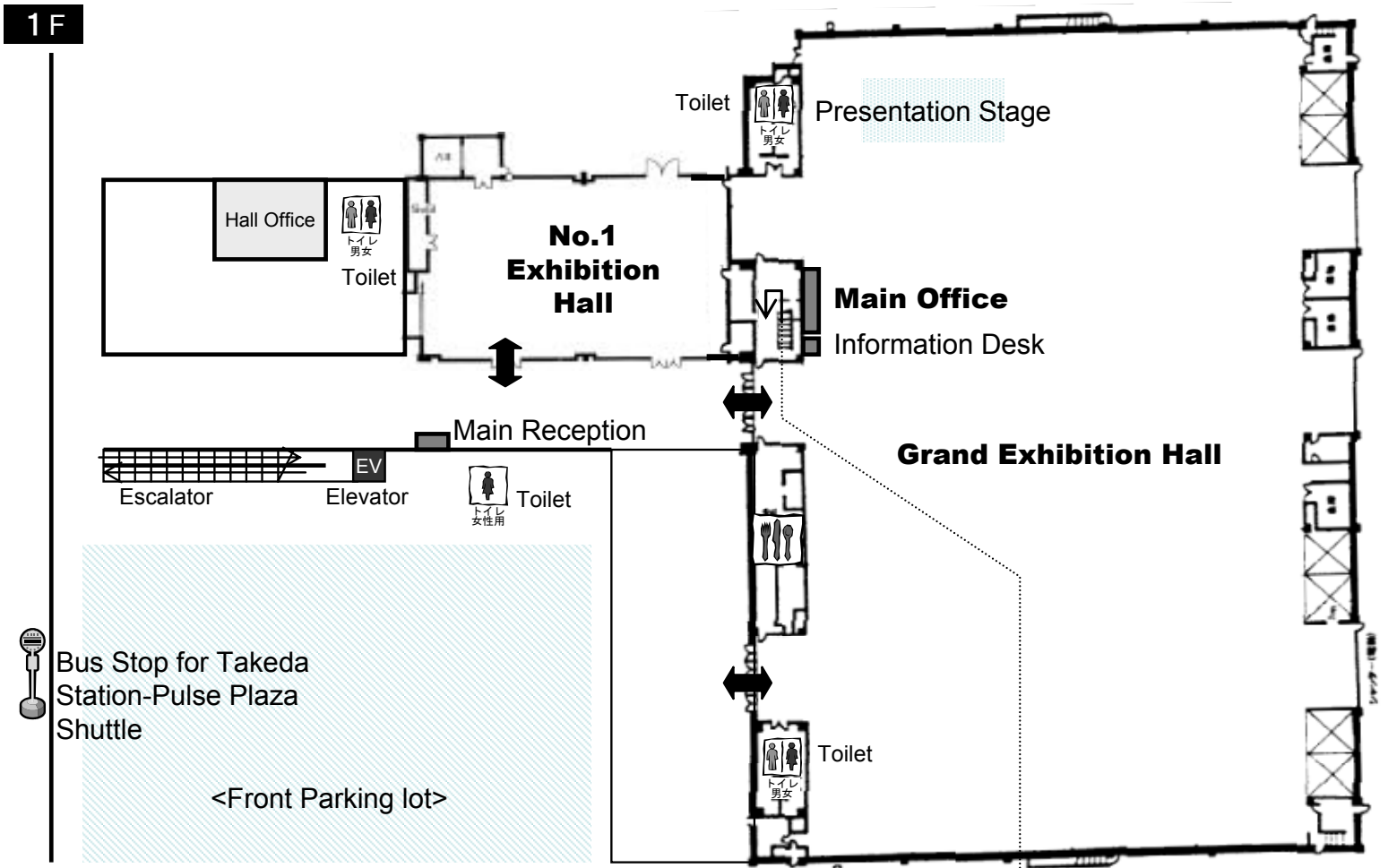


*On the days of the Forum there will be a free shuttle bus running between 'Takeda Station' and 'Pulse Plaza-mae'.

Exhibition staff may also use this service.

From Takeda Station:8:30~16:00 From Pulse Plaza:11:00~17:00

C. Inside the Event Center



A. Pre-Forum Preparation

Date	Content	Application No.
1/23(Fri.)	Explanation Meeting For Exhibitors	
1/30(Fri.)	Deadline for Submission of Contact Information of Persons in Charge	No.1
Early February	Dispatchment of Invitation Cards (Japanese)	
2/16(Mon.)	Deadline for Guidebook Transcripts *Use the homepage set-up for this purpose	
2/16(Mon.)	1st Application Deadline *Without Fail	
	Exhibitor's Name Plate Transcript Sheet	No.2
	Booth Design Company's Report	No.3
	Transport Trucks (in) Application	No.4
	Parking Permit Application	No.5
	Transport Trucks (out) Application	No.6
	Internet Connection Application	No.11
	Hotel Application	No.17
2/23(Mon.)	2nd Application Deadline	
	Application for Electrical Power Supply and Primary Side Trunk Line Construction	No.7
	Electrical Work (Secondary Side Construction) Application	No.8
	Additional Name Cards Application	No.9
	Telephone Line(s) Application	No.10
	Hazardous Objects Application	No.12
	Flooring Work Application	No.13
	Package Booth Application	No.14
	Rental Equipment Application	No.15.16
	Domestic Delivery and Transport Application	No.18
Narrator/Companion Application	No.19	
	Staff Lunch Boxes Application	No.20
~3/8(Mon.)	Dispatch of Name Cards, Vehicle Permits, etc	
3/15(Mon.)	Basic Set-up of Booths	
3/16(Tues.)	Transport in/Set-up/Preparation	
3/17(Wed.)	Forum Period	
3/18(Thurs.)	Forum Period/Transport Out	
3/19(Fri.)	Basic Finishing Date	
End of March	Planned Release Date of Forum Report	

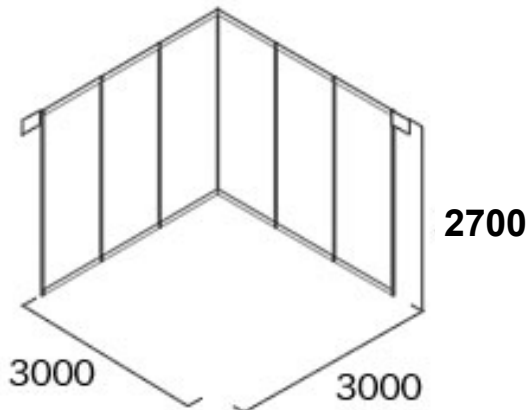
B. Preparation on the Day

Time	3/15(Mon.)	3/16(Tues.)	3/17(Wed.)	3/18(Thurs.)	3/19(Fri.)
7:30					
8:00					
8:30					
9:00			Preparation by Exhibitors 8:00~10:00	Preparation by Exhibitors 8:30~10:00	Removal of Exhibits 8:00~13:00
9:30	Setting up by Organizers 8:00~11:00		■ Tape-Cutting Ceremony		
10:00					
10:30					
11:00					
11:30					
12:00					■ Deadline for Leaving
12:30		Transport in and Setting up by Exhibitors 8:00~18:00	Forum Opening Period 10:00~17:00	Forum Opening Period 10:00~17:00	
13:00					
13:30					
14:00					
14:30	Transport in and Setting up by Exhibitors 11:00~18:00				
15:00					
15:30					
16:00					
16:30					
17:00			Preparation by Exhibitors 17:00~18:00		
17:30			■ Deadline for Leaving		
18:00	■ Deadline for Leaving				
18:30					
19:00					
19:30		Extended Set-up Period (Those who have applied and paid fee)		Removal of Exhibits 17:00~21:00	
20:00		18:00~21:00			
20:30		■ Deadline for Leaving		■ Deadline for Leaving	
21:00					

Name Cards, Vehicle Permits, General Management	International Keitai Forum Executive Committee Office	Construction, Rental Equipment, Electricity, Drainage	Fujiya Inc., Kyoto Branch
	5F Kyoto Chamber of Commerce and Industry Building Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN Tel:+81-75-254-1160(Japanese) Fax:+81-75-254-1162 Attn: Mr.Kihara E-mail:kihara-y@kyo.or.jp		Marutamachi-Kudaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN Tel:+81-75-211-4313(Japanese) Fax:+81-75-211-8650 Attn.: Mr.Kurata, Mr.Takamura E-mail:kyoto-e3@fujiya-net.co.jp
Telephone and Internet Connections	NTT Marketing Act Miyako International Keitai Forum Connections Application Secretariat	Accommodation	JTB Kyoto Office International Travel Department
	Zaimoku-Cho 476-1 Takakura-Higashi-Iru Shichijo-Dori Simogyo-Ku Kyoto 600-8146, JAPAN Tel: +81-75-342-5240 Fax:+81-75-351-9041 Attn: Mr.Matsuoka E-mail:e-kyoto@miyako.nttact.co.jp		Higashi-Shiokoji-Cho Simogyo-Ku (In front of Kyoto Station) Kyoto 600-8216, JAPAN Tel: +81-75-361-7241 Fax: +81-75-341-1028 Attn: Mr.Takeshita, Mr.Sakiyama E-mail:kyoto_ei3b@kns.jtb.co.jp
Transportation	Sagawa Express Inc. Kyoto-Minami Branch Business Section	Companions	Item
	Nekoya-Cho 28, Fushimi-Ku, Kyoto 612-8378, JAPAN Tel. +81-75-604-2255 Fax. +81-75-604-2720 Attn.: Mr.Hirano E-mail:k_hirano@sagawa-exp.co.jp		Dormitory Oike 111, Magohashi-Cho 27, Kawabata Oike, Sakyo-Ku, Kyoto 606-8385 Tel: +81-75-752-3261(Japanese) Fax: +81-75-752-3544 Attn: Mr.Onishi E-mail:item@kyoto.zaq.ne.jp
Interpreting	Congre Corporation	Name Cards, Vehicle Permits, General Management	International Keitai Forum Executive Committee Office
	3-6-13 Awajimachi, Chuo-Ku, Osaka 541-0047, JAPAN Tel.+81- 6-6229-2555 Fax. +81-6-6229-2556 Attn.: Mr Murashita, Ms. Arakawa E-mail:murashita@congre.co.jp		5F Kyoto Chamber of Commerce and Industry Building Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN Tel:+81-75-254-1160(Japanese) Fax:+81-75-254-1162 Attn: Mr.Banba E-mail:Banba-s@kyo.or.jp

A. General Outline of Exhibition Booths

Type A

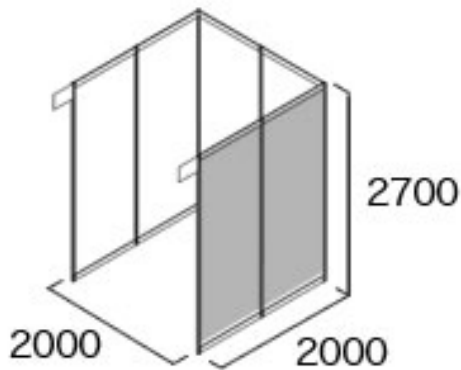


Type A

1 booth (3m x 3m)

H2.7m System panel, Company logo display (In 2 places) included

Type B · C



Type B

■ Small and Medium Companies Only

• Small and Medium companies are companies whose capital does not exceed 300 million yen, or which employs less than 300 employees.

1 booth (2m x 2m)

H2. 7 System Panel, Company Logo Display (In 2 places) included

Type C

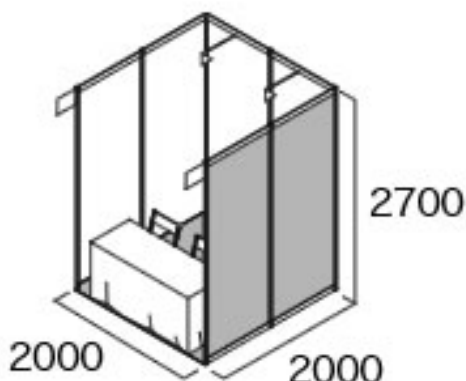
■ Overseas Small and Medium Companies Only

*Overseas Small and Medium companies are companies which currently do not operate stores or businesses inside Japan

1 booth (2m x 2m)

H2. 7m System Panel, Company Logo Display (in 2 places) included

Type D



Type D

■ For Universities, Research Centers and Public Research Organizations Only.

1 booth (2m x 2m)

H2.7m System Panel, Company Logo Display (in 2 places), carpet, desk (with white cloth), chair, 2 spotting lamps, 2 100V 500W power points (earth) included, Electricity charge (up to 1kw)

A. Use of Booths

■ Booth Size (1 booth)

Type A: W3000 x D3000 x H2700mm

Type B,C,D: W2000 x D2000 x H2700mm

■ Booth Division

To ensure that the forum area remain aesthetically pleasing, and to reduce wastage of material, compartment booths will share boundaries and walls, and will consist of 2,700mm high (cream-colored) system panel. In addition, corner booths with 2 open faces will not be available. Exhibitors who require such a set-up should discuss the matter with Fujiya Inc. System paneling will not be provided for independent booths.

■ Booth Numbers/Exhibitor Name Plates

All exhibitor booths will be provided with standard (Gothic/Black Inc.) booth numbers and slot-in exhibitor name plates (W420 by H297). Logos or other writing may not be used.

Independent booths (all faces open) will not receive exhibitor name plates.

■ Rental Equipment (Type D Only)

- Desk (D600 x W1800)
- 2 Pipe Chairs
- 2 Spotting Lamps (includes connection work)

《Caution When Using System Paneling》

1. Cutting of panel, removal or addition of poles is not permitted. Nails, screws or bolts may not be used.
2. System paneling does not generally support heavy weight, but it is possible to use head-level rims or edging. For more information please contact the booth manufacturers, Fujiya Inc.
3. While it is possible to stick removable tape or connective cutting sheets to the system panels, be careful that glue etc does not leave remains on the paneling.
4. Exhibits or decorations may not rest on, or be connected to either the poles or the system panels.
5. All damage to paneling, poles or other construction materials will incur a replacement/repair charge.

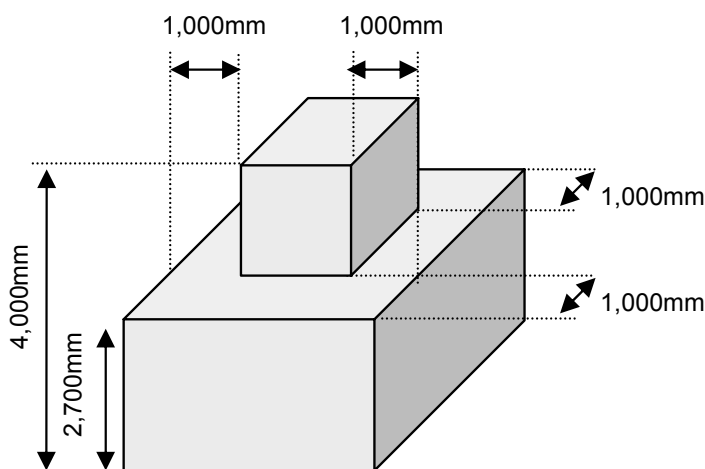
B. Décor Regulations and System Outline

These regulations have been made to preserve the appearance of the exhibit hall as a whole, and to allow exhibitors to display in an effective style. Keeping this in mind, please follow these regulations when preparing exhibits and presentations. If an exhibit violates the regulations, the exhibitor may be asked by organizers to change or remove the exhibit in question.

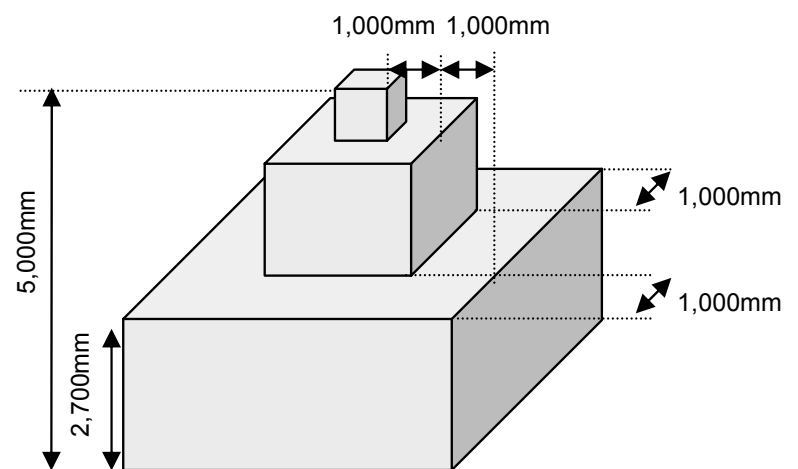
■ Height Limits

To prevent the unlikely event of an accident, the following height limits on decorations are in place. Construction of decoration over 2700mm is prohibited. However in the case of 2 booths or more (18 m²) being used, decoration set back 1000mm from any edge of the construction may be erected, not exceeding a total height of 4000mm (see diagram below). In the case of 4 or more booths (36m²) being used, decoration of up to 5000mm total height is permitted, if it is set back 2000mm from any edge. In this instance please submit a diagram and discuss the situation with the office in advance. (Banners, balloons etc. also fall under this restriction)

The upper portions of exhibits or decorations used in general or for presentations must not hang over the walkway.



*** In the case of 2 booths or more (18m²)**



*** In the case of 4 or more booths (36m²)**

■ Wall Regulations

If walling or decorations are placed facing the pathway, it obstructs view, and may prevent exit from the booth in an emergency situation. As a principle, any walling should cover no more than 2/3 of the booth opening. Those in booths near to the hall entrance, in particular; please take care to preserve a clear view.

■ Weight Regulations

Exhibits with a weight of over 1t/m² must have a weight redistribution method in place. For guidance on weight redistribution methods, please send a written description and diagram of the exhibition object to the secretariat with the application form.

■ Concerning Booth Decorators

1. The decoration of booths should be organized by each exhibitor. Indicate whether or not you will be employing a tradesperson for booth decoration, and if so, include the name etc. of the tradesperson concerned on the 'Booth Design Company's Report' (No.3) and submit to the secretariat by February 16th (Mon.).
2. A diagram of exhibitor's decoration plans should be submitted to the secretariat by February 23rd (Mon.).
3. The organizer can introduce decorating services to exhibitors. Those interested please consult the secretariat.

C. Regulations for Construction of Decor

Materials used for constructing décor should be brought to the hall in their finished form, and must be able to be constructed within the hall. Please keep construction inside booths and to a minimum level.

■ Restrictions Concerning the Building

1. Ceiling, walls, air vents, grilles, plumbing and wiring may not be used as supports. In addition, objects may not be connected to ceiling, walls, floor, posts, doors, windows, glass, beams, air vents, or grilles in the following ways:
 - *With nails or screws *Hung from beams etc. *No application of paint, etc.
 - *Scraping, digging out, cutting (including cutter knives directly touching the artificial grass), gas blowtorching, breakage of concrete.
 - *Use of liquid adhesives. (restricted to meshed tape) *Wrapping wire, etc. around posts.
 - *Use of posts as support for advertising boards etc.
2. Take care not to damage incidental and emergency equipment during construction. If any damage occurs, report immediately to secretariat main office. Also, please refrain from placing decoration in the vicinity of emergency equipment.

■ Anchor Bolts

One method for ensuring the safety of constructions or exhibits is to anchor them to the floor with bolts. However, to those exhibitors who choose to use anchor bolts, ensure that the hall can be left as you found it. At removal time, pull out all bolts and fill in with instant asphalt. Do not cut off the heads of the bolt with sanders or other equipment. Such cutting off will not be seen as a return to the original state. Exhibitors who plan on using anchor bolts must submit the 'Application for Flooring Work' (No.13) with a diagram of plans to the secretariat by Mon. February 23rd.

■ Prohibitions on Roof Building

Construction of a ceiling or roof purely for presentation purposes, or use of items such as slatted venting in place of a roof is not permitted. However, if the exhibit in question relies on the blocking of light, sound, heat or dust, or it's performance is lowered, please discuss the issue with the secretariat. Construction may take place only with a permit issued the fire dept. and Pulse Plaza council. Present a diagram of plans to the secretariat. Without a permit, exhibitors will be ordered to remove the exhibit.

■ Regulations on Décor Materials

For the purpose of fire safety, please keep to the following guidelines when selecting décor material.

1. Only carpet, curtains etc. with a 'fireproof' label (Japan Fire Safety Union-Approved) are allowed.
2. All plywood and print-board must be fireproof, regardless of thickness. (A 'fireproof' label on the front, and 5 red lines on the back)
3. If thick cloth or folded paper is to be attached to fireproof plywood, please use fireproof materials wherever possible. However, there is no problem with covering the fireproof plywood with thin processed sheets.
4. When using exhibition platforms, flags, curtains, cloth, flooring (carpet, artificial grass etc.) or other inflammable objects, use objects which have been factory-treated to be fire-resistant. Fire-proofing on site is prohibited.
5. Materials which are difficult to fireproof, such as imitation 'Hong Kong' flowers containing nylon or other chemically produced fibers), urethane, acetate, polyester and nylon may not be used. However, if polystyrene etc. are used in small amounts, such as for lettering, and are positioned out of reach of visitors, an exception is possible.
6. When un-fireproofed materials are used, objects may be torn down in a fire department inspection, or rebuilding ordered. Please ensure caution.

■ Leaving Waste Banned

Please take responsibility for removing all exhibits, decorations, wastes and containers after the forum. All items not removed are subject to a removal charge sent out by the secretariat.

■ Other Notes of Caution

1. Use of neon signs or related objects for decoration is prohibited.
2. Exhibits which may emit odors or smoke may not be exhibited.
3. If using a door to the booth, be sure to use a push-type (one which does not protrude into the walkway when opened)

D. Electricity

Electricity supply is available in the booths at a charge. Please indicate whether you will or will not use electricity by filling out the 'Application Form for Electrical Power Supply and Primary Side Trunk Line Construction (No.7) and applying to Fujiya Inc. by Feb. 23rd (Mon.).

■ Electrical Power Supply Primary Side Trunk Line Construction /In-Booth Electrical Line Work

1. Power supply methods are as follows:

Single prong, 100V/60Hz
Single prong, 100/200V/60Hz
Three-prong, 100V/60Hz

2. The electrical trunk supply line (primary side trunk line construction) will be run by the organizers into one end of the booths, and a circuit breaker will be installed. Exhibitors using 2 or more booths will generally also have a circuit breaker in just one place. The charge for electrical trunk line work is as written below.
3. In-booth electrical wiring (secondary side electrical work) is to be organized by exhibitors. Those requiring secondary side work must submit the 'Application for Electrical Work (Secondary Side Construction)' (No.8) to Fujiya Inc. by Mon. February 23rd. This work can be supplied at a cost. In addition, if you wish to have secondary work done along with the main trunk connection, this should be made clear in the application.
4. Supply of power to booths is scheduled for 1pm, Tuesday 16th of March to 5pm, Thursday 18th of March. Enquiries regarding power supply outside this period for the purpose of set-up and testing of equipment are handled by the secretariat.
5. Please finish all electrical work before the power supply is turned on at 1pm, Tuesday 16th of March. Electrical wiring work during the forum period can be extremely dangerous, and is therefore prohibited.
6. The power supply during the forum period is on from approximately 9am to 6pm. If power outside these times or a continuous supply is needed, please make this clear in the 'Application Form for Electrical Supply and Primary Side Trunk Line Construction (No.7) and 'Application for Electrical Work (Secondary Side Construction)' (No.8). In these cases, a price quote for supply can be given.
7. For safety purposes, electrical safety personnel will be stationed inside the hall at all times. If an electrical fault occurs, report to the secretariat main office immediately.

■ Cost

- For primary side trunk line electrical work, the charge is 5,000 yen for up to 500m, and an additional 5,000 yen for each subsequent unit within 500m. However, a quote will be given for applications 10KVA and over.
- A quote for secondary side work will be given by Fujiya Inc.
- The charge for electricity is given below. An account will be sent out after the forum by Fujiya Inc. based on the information submitted in the 'Application for Electrical Power Supply and Primary Side Trunk Line Construction' (No.7).

【Power Usage Charge】

Up to 0.5kw – 1,500 yen

Between 0.5 and 1.0kw – 2,500 yen

Additional power available in 1kw units at a cost of 2,300 yen/kw (plus 5% govt. tax)

Example: for 2.5kw, 2,500 + (2,300x2)=7,100 yen (excluding tax)

■ Caution Regarding Electrical Work

1. All persons carrying out electrical work must carry with them a Type 1 Electricians License when performing work.
2. Electrical goods used must carry the mark of approval given by the Minister of Commerce or the Minister of Economic Affairs.
3. Fluorescent lights and high-pressure mercury lights should be of high efficiency, with a condenser attached.
4. Use of neon devices is prohibited.
5. Use the correct fuse when inserting inside the booth switches, and avoid use of copper fuses, etc.
6. The wiring used for 100V light bulbs is diverged into a circuit for use of 15A and over, and a circuit for use of less than 15A. Please install a junction switch (cutout switch).
7. Do not pull or use extension cords with the wiring for fluorescent or incandescent light sockets. In addition, cords and wires may not be stapled to the walls. Always keep F-cables and electrical wiring in a shock protector tube.
8. The organizers take no responsibility for any damage to exhibits or equipment caused by electrical faults, power stoppage due to accident, or a drop in electrical pressure. Please take sufficient care to ensure safety precautions are in place during operation.
9. Be sure to install a breaker (30ma) to the main circuit breaker or junction circuit breaker in the booth circuit box's main switch.

【Applications and Inquiries】

Fujiya Inc., Kyoto branch

Marutamachi-Kudaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN

Tel:+81-75-211-4313(Japanese)

Fax:+81-75-211-8650

Attn.: Mr.Kurata, Mr.Takamura

E-mail : kyoto-e3@fujiya-net.co.jp

E. Phone and Internet Lines

There are 3 types of line available in the hall – analog, INS Net64 and B-Flets Fibre-optic lines. Other types of line may not be ordered through the secretariat.

■ Analog and INS Net64 Lines

Telephone lines may be installed in response to requests from exhibitors. Exhibitors who desire this service should describe the service required in the 'Application for Telephone Line(s)' (No.10) and submit the form to the secretariat by February 23rd. Please include a diagram of your planned wiring system. Applicants will be notified of their phone number by a 'Phone Line Response Form' fax from NTT Marketing Act Miyako International Keitai Forum Phone Line Application Office.

[Cost]

1	Initial Cost (for 1 line)		2	Running Cost (for 1 line, per day)	
				Analog Line	INS Net64
	Indoor wiring charge	3,800yen		Line usage charge	495yen
	Machinery wiring charge	—		Indoor wiring usage charge	6yen
	Office work	1,000yen		Use of push line	39yen
	Basic Charge	4,500yen			—
	Total	9,300yen		Total	540yen
					909yen

The above costs do not include calling charges or government tax. These will be charged separately. The work charge applies for work done to the MJ outlet. We ask exhibitors to prepare systems such as DSU, TA and Router systems, as well as phone handsets, on their own. Due to facility restrictions (distance from NTT tower, loss of information), we are unable to offer ADSL services to exhibitors. We ask for your understanding on this issue.

■ Fibre-Optic Lines (B-Flets)

Fibre-optic lines may be installed in response to requests from exhibitors. Exhibitors who desire this service should describe the service required in the 'Application for Internet Connection' (No.11) and submit the form to the secretariat by February 16th (Mon.). Please include a diagram of your planned wiring system.

[Cost]

1	Initial cost (for 1 connection)		2	Running Costs (for 1 connection, per day)	
				Family 100	
	Contract fee	800yen		Connection charge	138yen
	Charge for maintenance work	8,000yen		Additional charge	29yen
	Office work	1,000yen		Wiring charge	32yen
	Additional maintenance work	13,600yen			—
	Basic charge	4,500yen			—
	Total	27,900yen		Total	199yen

The above costs do not include calling charges or government tax. These will be charged separately. The above values do not include internet provider's charges. (A separate contract is necessary for this.) When selecting a provider, be sure to choose one which is suited to the 'B-Flets Family 100' connection type. The maintenance charge includes the installation of a connection plug. The hardware devices necessary for internet connection should be arranged by the exhibitor. (NTT West Japan will provide the wiring maintenance.)

- ▼Usage period: 3pm, Tues. March 16th ~7pm, Thurs. March 18th.
- ▼Connection work: 8am, Mon. March 15th~Morning of Tues. March 16th.
- ▼Removal work: After Fri. March 19th.

Connection work will be carried out by NTT West Japan. Unauthorized moving or concealing of connection equipment in booths is prohibited. Exhibitors should make this point clear with decorators etc. before any work is carried out. In case such as these, the organizers and secretariat take no responsibility for any delays in work or moving of positions caused. Each exhibitor will be advised of the day and time their connection work is to take place by the International Keitai Forum Connection Application Office(NTT-MA).

■ Caution with Applications

The deadline for fibre-optic connection applications is earlier than others, so please take care to apply on time. In addition, to estimate demand for connections, the Fair Trade Center will act as guarantor for exhibitors wishing to use analog and INS Net64 connections, and can therefore offer a reduced fee. Applications for analog and INS Net64 connections should be sealed(signed) and posted to the secretariat. Applications for fibre-optic connections may also be sent in by FAX.

Analog, INS Net64 connections: to the secretariat by post only, before Mon. February 23rd.
Fibre-optic connection (B-Flets): by Mon. February 16th.

【Inquiries】

NTT Marketing Act Miyako
Tel: +81-75-604-2255 (representative: Matsuoka) FAX: +81-75-351-9041
E-mail: e-kyoto@miyako.nttact.co.jp

【Address for Applications】

Keitai International Forum Executive Committee Office
5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori
Nakagyo-Ku Kyoto 604-0862, JAPAN
FAX: +81-75-254-1162 Attn: Kihara

F. Drainage and Gas

Drainage and gas facilities are installed in the flooring, making it possible for work to be done which will allow drainage and gas to be installed. *A fee is charged for this service.

For safety reasons, all work will be carried out at once by the secretariat, so those wishing to use the drainage system should consult with Fujiya Inc. There are not facilities in place to provide pressurized air. Any queries regarding basic room construction, general decorating, power supply, in-booth power supply, drainage, gas, etc. should be directed to the following:

Many other services are available, so feel free to discuss with Fujiya Inc.

【Applications and Inquiries】

Fujiya Inc., Kyoto branch
Marutamachi-Kudaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN
Tel: +81-75-211-4313(Japanese) Fax: +81-75-211-8650 Attn: Kurata, Takamura
E-mail: Kyoto-e3@fujiya.net.co.jp

G. Handling of Flame and Other Dangerous Items

■ Prohibited Actions

1. The following acts are prohibited in the interests of fire prevention:
Smoking. Smoking is prohibited in the hall except for in the specially marked areas. Smoking areas may not be constructed within booths.
2. Use of Naked Flame: 'Naked Flame' includes devices using gas, liquid or solid fuel, which emit flames, sparks or fireworks; also objects which emit heat, (such as stoves or gas burners), electrical devices which include a visible red-hot portion (however, this excludes objects where the heated part is internally contained such as toasters, hair driers, hot plates, electric fryers, ovens, etc.) Other objects which contain an external heated part which could cause a fuel to combust on contact also fall under the definition of a 'naked flame'.
3. Bringing in of Hazardous Goods: The bringing in of hazardous items is prohibited. If there is a situation where these must be brought in, exhibitors must submit the 'Application for Hazardous Objects' (No.12) to the secretariat by February 23rd. If the fire dept. rules that there is not a fire safety risk after reviewing the number/amount, set-up and safety measures surrounding the item in question, the ban can be lifted.

*The following items are considered hazardous:

- Hazardous items: (Gasoline, paraffin, crude petroleum, work oil, printer ink, machine oil, cleaning oil, animal and plant oils)
- Items declared hazardous under the Fire Prevention Act

Group 1 Oils (Ignition point less than 21C)	Gasoline, Benzene, Thinner, Alcohols, etc.
Group 2 Oils (Ignition point 21-70C)	Paraffin, gas oil, cleaning oil, lacquer, alcohol oils
Group 3 Oils (Ignition point 70-200C)	Crude petroleum, machine oil, lubricant grease
Group 4 Oils (Ignition point above 200C)	Gear oil, cylinder oil, turpentine, animal and plant oils. (Does not include those stored in airtight fireproof containers)

*Concerning the use of lubricant tapping paste, please use a water-soluble product.

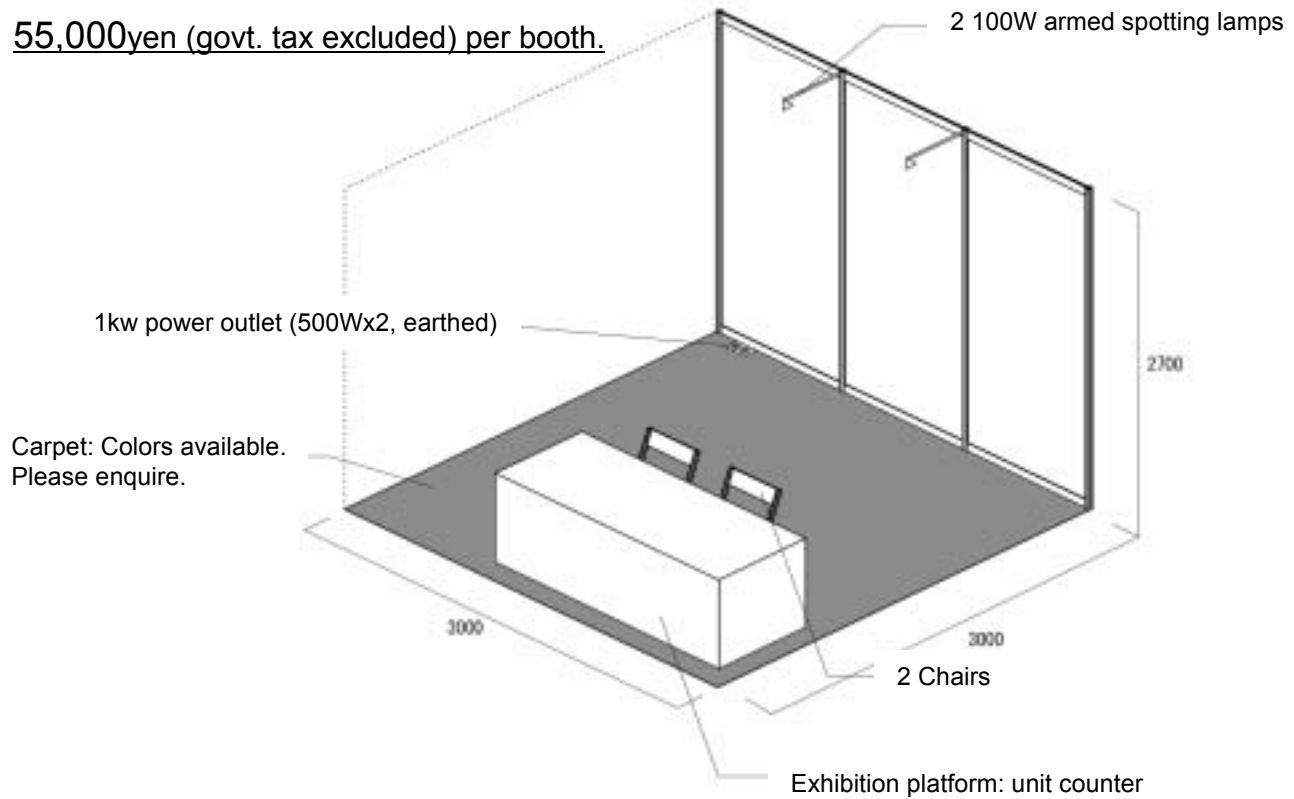
- Outlined items (Inflammable items such as glazing putty and paraffin which come under the Fire Prevention Act)
- Inflammable Gases (Propane, acetylene, hydrogen and other high pressure gases outlined in the safety plan)
- Matches
- Gunpowder and related items
- Compressors (Lubricants used in compressors)

A. Package Booths

Package booths can be prepared by the secretariat. Those who wish to make use of a package booth should fill out the 'Application for Package Booth' (No.14) form and submit it to Fujiya Inc. by Mon. February 23rd.

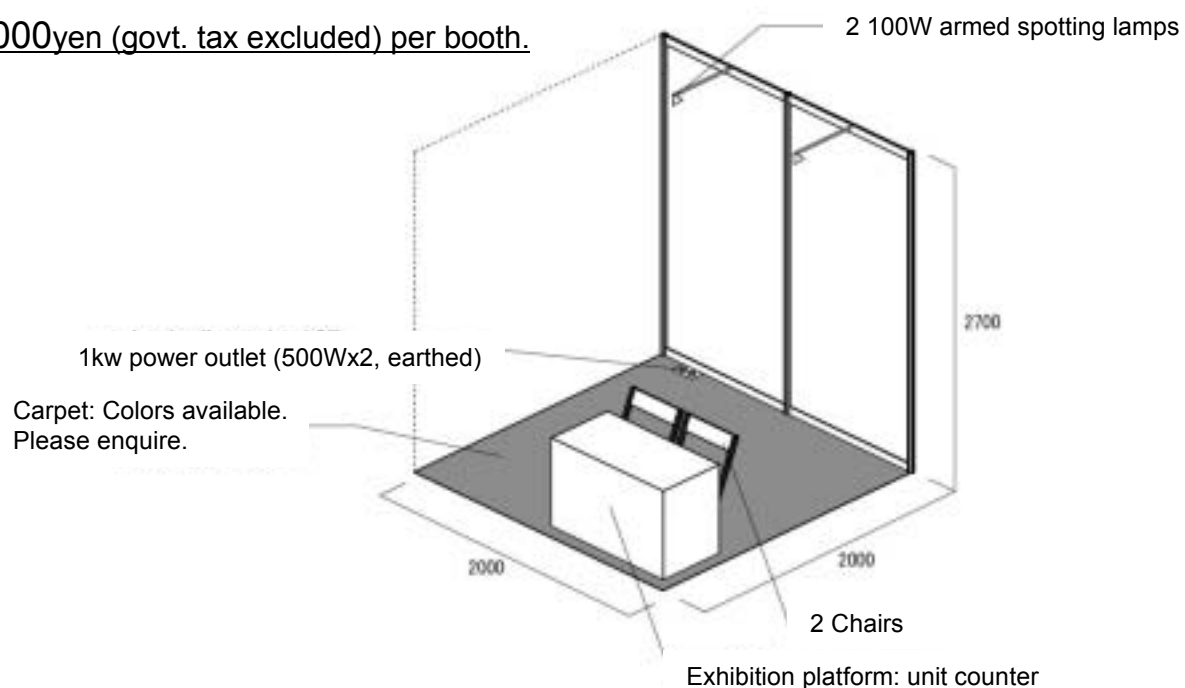
■TypeA (W3000 × D3000 × H2700mm)

55,000yen (govt. tax excluded) per booth.



■TypeB.C (W2000 × D2000 × H2000mm)

33,000yen (govt. tax excluded) per booth.



【Applications and Inquiries】

Fujiya Inc., Kyoto branch
 Marutamachi-Kudaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN
 Tel: +81-75-211-4313(Japanese) Fax: +81-75-211-8650 Attn.: Kurata, Takamura
 E-mail: Kyoto-e3@fujiya.net.co.jp

B. Rental Equipment

Those desiring use of rental equipment should submit the 'Application for Rental Equipment' to Fujiya Inc. by Mon, February 23rd.


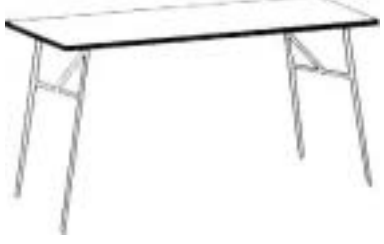
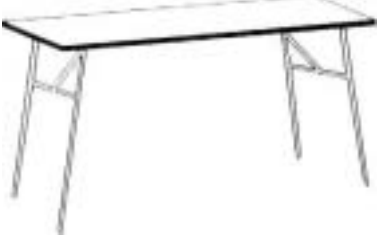

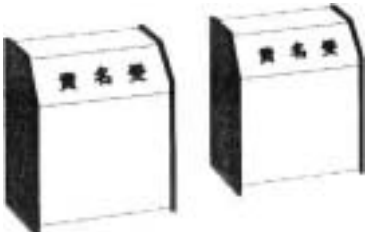




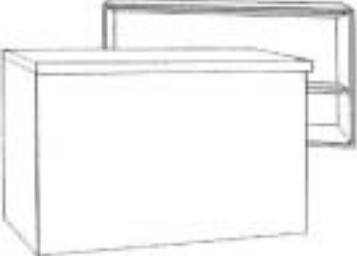

【Applications and Inquiries】



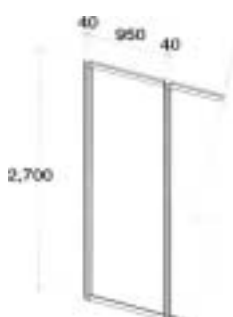
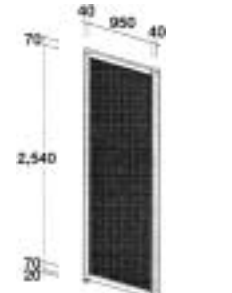
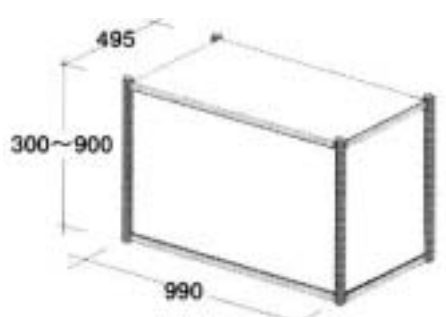
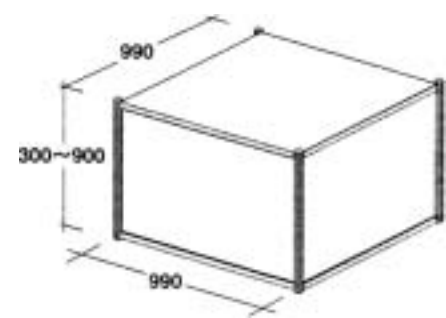

Fujiya Inc., Kyoto branch

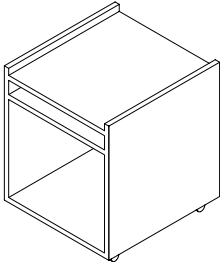






Marutamachi-Kudaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN

Tel: +81-75-211-4313(Japanese) Fax: +81-75-211-8650 Attn.: Kurata, Takamura

E-mail: Kyoto-e3@fujiya.net.co.jp

1 Pipe chair	2 Veneer table	3 Conference table
 <p style="text-align: right;">¥ 600</p>	 <p style="text-align: center;">W1800 × D600mm ¥ 2,500</p>	 <p style="text-align: center;">W1800 × D600mm ¥ 3,000</p>
4 White cloth	5 Fire extinguisher	6 Business card box, visitor sign-in
<p style="text-align: center;">1400 × 2500mm</p> <p style="text-align: right;">¥ 1,000</p>	 <p style="text-align: right;">¥ 4,000</p>	 <p style="text-align: right;">¥ 2,000</p>
7 Registration counter	8 Counter chair	9 Catalog stand
 <p style="text-align: center;">W900 × H750 × D450 ¥ 6,000</p>	 <p style="text-align: right;">¥ 3,500</p>	 <p style="text-align: right;">¥ 5,500</p>
10 Chain for hanging panel (pair)	11 Unit counter	12 Plant (large)
 <p style="text-align: center;">壁面に説明パネル等を吊り下げることが出来ます。</p> <p style="text-align: right;">¥ 500</p>	 <p style="text-align: right;">¥ 20,000</p>	 <p style="text-align: right;">¥ 3,500</p>

13 Plant (medium)  ¥2,500	14 Plant (small)  ¥1,200	15 Flooring carpet (1 booth) 3m X 3m ¥18,000
16 Flooring carpet (1 booth) 2m X 2m ¥8,000	17 Wall panel  W1000 × H2700 ¥10,000	18 Wall color  W1000 × H2700 ¥10,000(1 side)
19 Display stage  W990 × H750 × D495 ¥10,000	20 Display stage  W990 × H750 × D990 ¥10,000	21 Sliding door  (for W990 display stage only) ¥4,500
22 Cart (hand pull) W730 × D480 ¥3,000	23 Monitor 21inch JVC AV21S7 W504 × H452 × D491mm ¥10,000	24 Monitor 25inch JVC AV25S7 他 W571 × H515 × D495mm ¥12,000
25 Monitor 29inch JVC AV29BF1 W698 × H564 × D485mm ¥20,000	26 Monitor rack (21~29inch) H:1000mm ¥5,000	27 VHS deck SONY SVO1530 W535 × H150 × D395mm ¥10,000

28 DVD player	29 Three-footed screen	30 Screen 150 inch
SHARP DV-SF20 W430 × H90 × D260mm ¥ 6,000	AURORA PL120 1800 × 1800mm ¥ 6,000	AURORA UPTH-151B 3000 × 2300mm ¥ 25,000
31 Liquid crystal projector	32 Liquid crystal projector	33 Plasma display
SHARP XV-N800 800ANS ¥ 45,000	SHARP XG-P10XJ 3000ANSI ¥ 95,000	40inch PIONEER V402-D W916 × H714 × D88mm ¥ 100,000
34 Plasma display	35 Plasma display stand	36 Spot light with arm
50inch PIONEER 502MX ¥ 150,000	 W850 × H1205 × D900 ¥ 9,000	 100W ¥ 5,000 (includes installation)
37 Spot light	38 Halogen spot light	39 Fluorescent light
 100W ¥ 5,000 (includes installation)	 100W ¥ 8,000 (includes installation)	 40W ¥ 4,000 (includes installation)
40 Outlet	41 Ground wire outlet	
 500W ¥ 6,000 (includes installation)	 500W ¥ 6,500 (includes installation)	

C. Travel Information

Official Travel Agency

JTB Corp., the official travel agent, will handle all necessary travel arrangements including hotel reservations and local transportation. Participants wishing to make hotel reservations should complete Hotel Application Form and return it to JTB before FEB.23 2004. Hotel assignment will be made on a first come, first-served basis. If there are no vacancies in a hotel you request to stay in, a room in the nearest grade will be reserved.

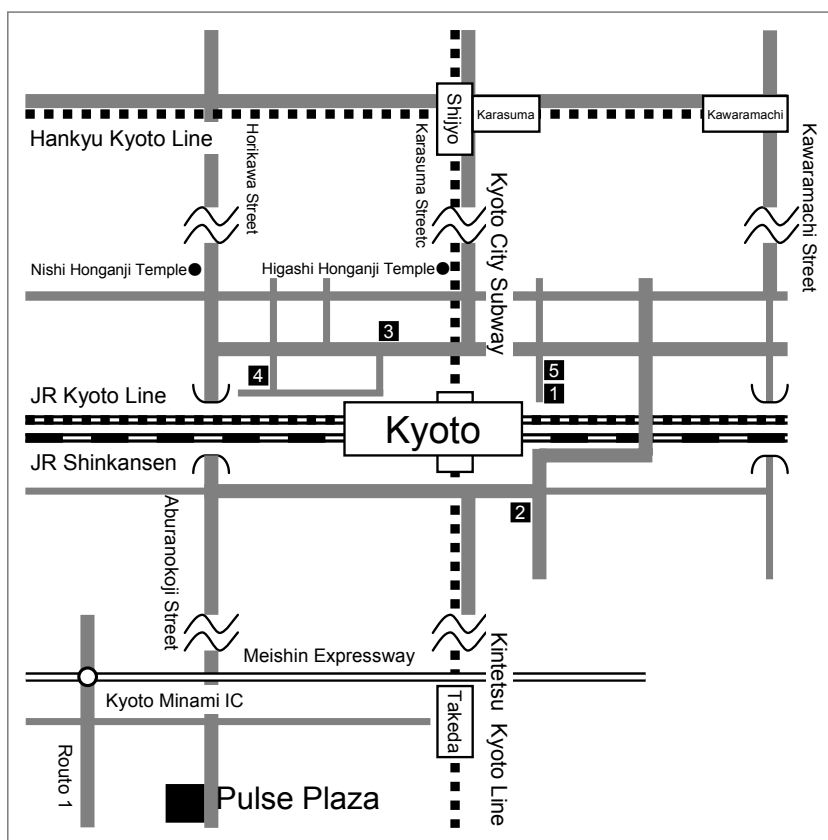
	Name of Hotel	Subway Station	Room Charge Rate (JPY)	
			Single with bath	Twin with bath
1	KYOTO CENTURY HOTEL	1 min. Walk to Kyoto Station	10,500yen	17,000yen
2	HOTEL KEIHAN KYOTO	2min. Walk to Kyoto Station	9,000yen	16,000yen
3	HOTEL HOKKE CLUB KYOTO	3min. Walk to Kyoto Station	7,500yen	13,000yen
4	APA HOTEL KYOTO	3min. Walk to Kyoto Station	7,500yen	14,000yen
5	KYOTO DAI-NI TOWER HOTEL	2min. Walk to Kyoto Station	7,500yen	14,000yen

The above room rates include tax and service charge. NOT included breakfast.

Application

All applications should be accompanied by a remittance covering the hotel deposit of ¥5,000 per room which will be credited to your bill. Therefore, please pay the balance directly to the hotel when checking out. No reservation will be made in the absence of the deposit. The remittance should be made in Japanese yen in the form of: Credit card

American Express Card, Visa Card, Master Card or Diner's Club Card, most of the credit cards issued in Japan.



Cancellation

In the case of cancellation of a hotel reservation, written notification should be sent to Japan Travel Bureau. The deposit will be refunded after deducting the following cancellation charges.

If notice of cancellation reaches JTB...

- 8 to 14 days before-----15 % of daily room rate
- 2 to 7 days before-----25 % of daily room rate
- One day before-----50 % of daily room rate
- Stay day or no notice given----100 % of daily room rate

All inquiries in this regard should be sent to the following address:

JTB Corp., Kyoto Office
 Convention Department
 Kikuokaya Bldg. 5F, Higashi - Shiokoji-cho,
 Shimogyo-ku, Kyoto 600-8216, Japan
 Phone:+81-75-361-7241/FAX:+81-75-341-1028
 E-mail: kyoto_ei3b@kns.jtb.co.jp

D. Transport/Moving Guide

In order to measure the amount of construction and exhibit material being brought to the forum, transport of items will be commissioned to Sagawa Express Inc. Exhibitors who desire transport services, please send an e-mail to the address below by Mon. February 23rd. Also, the secretariat cannot store items of any kind. Make sure that the exhibit leader is present to collect the delivered items at the designated time.

● Transport within Japan

■ Charged Transport Service by Sagawa Express Inc.

- Transport of exhibitor's décor, exhibits etc. from a designated location to the forum hall. (included in transport charge)
- Transport into or out of rooms at exhibition hall. (included in transport charge)
- Storage of boxes during forum (extra charge)
- Insurance against damage during transport or bringing in of items (extra charge)

*One way transport, transport in and out of hall, storage of boxes can all be offered as single services at a designated charge.
For details, enquire to the following:

■ Pricing and ordering information, applications

1. Send a mail to (k_hirano@sagawa-exp.co.jp) with a subject header of: '3rd International Keitai Forum Transport Price Estimate'
 2. A transport price estimate form (Excel file) will be sent to you by E-mail.
 3. After completing the form, return it my E-mail, keeping the same subject header.
- *Applications by FAX of the 'Application for Item Transport within Japan' form are also accepted.

■ Price List (in yen, govt. tax excluded)

Area Charge	Size	3 dimensions (width,length,height)	Weight	Kansai	Shikoku	Toukai, Hokuriku, Chuugoku	Knatou/Shinetsu,Kyuushuu(excluding Okinawa)	South Tohoku	North Tohoku	Hokkaido
Kansai	60	up to 60cm	up to 2kg	740	840	740	840	950	1,050	1,470
	80	up to 80cm	up to 5kg	1,000	1,110	1,000	1,110	1,210	1,320	1,740
	100	up to 100cm	up to 10kg	1,260	1,370	1,260	1,370	1,470	1,580	2,000
	140	up to 140cm	up to 20kg	1,530	1,630	1,530	1,630	1,740	1,840	2,260
	160	up to 160cm	up to 30kg	1,790	1,890	1,790	1,890	2,000	2,100	2,520
Box storage fee	Cardboard boxes, 500 yen per box									
Other	Chartered transport, sale of building materials, other services available by consultation.									

Customers who use Sagawa Express' service will be charged according to the transport fees outlined in the contract. Chartered transport is also available by consultation.

【Application, Inquiries】

Sagawa Express Inc., Kyoto Branch Business Section
Nekoya-Cho 28, Fushimi-Ku, Kyoto 612-8378, JAPAN
Fax. +81-75-604-2720 Tel. +81-75-604-2255(Japanese) Attn. Hirano
E-mail:k_hirano@sagawa-exp.co.jp

■ How to fill in the attached payment slip

▼ When using Sagawa Express

<Name of luggage recipient >
C.O. Sagawa Express Kyoto-minami Branch
'3rd International Keitai Forum' 3/17~1/18
Grand Exhibition Hall, Room No., (Company), (Subject Header)
Tel.: 090-0000-0000 (Cellphone No. of person designated to receive transported items)

▼ When using another transport company

<Name of luggage recipient >
Kyoto Trade Fair Center 'Pulse Plaza' Grand Exhibition Hall
612-8450 Takeda Tobadono-cho, Fushimi-ku, Kyoto City
'3rd International Keitai Forum' 3/17~3/18
Room No., (Company), (Subject Header)
Tel.: 090-0000-000 (Cellphone No. of person designated to receive transported items)

Always write the recipient's name as shown above.

The transport time should be made within the designated set-up time, and the exhibitor must be there to receive the goods in person.

The secretariat and hall office cannot receive any transported items.

● Import of Items

This exhibition is not a tax-free exhibition place.

Please consult with Sagawa Express Inc. about overseas transport. There may be problems with bringing certain items into the country, so be sure to inquire as soon as possible.

【Inquiries and Consultation】

Sagawa Express Inc. International Division.

68 Tsunoda-cho, Kamitoba, Minami-ku, Kyoto 601-8104, JAPAN

Tel. +81-75-691-6500

PR Director: Kenji Iuchi E-mail:k-iuchi@sagawa-exp.co.jp

E. Companions

Exhibitors who require a narrator, OA companion or receptionist for their rooms should complete the 'Application for Narrator/Companion'(No.19) to 'Item' by Mon. February 23rd.

【Applications, Inquiries】

ITEM

Dormitory Oike 111, Magohashi-cho 27, Kawabata Oike, Sakyo-Ku, Kyoto 606-8385

Tel: +81-75-752-3261(Japanese) Fax: +81-75-752-3544 Attn: Mr.Onishi

E-mail: item@kyoto.zaq.ne.jp

F. Interpret Services

If you require interpreting services at the Small Exhibition Hall, please make an inquiry to Congress Corporation by Monday, February 23rd.

Language Staff at the booths

Chinese ⇔ Japanese

English ⇔ Japanese

Breakdown of Charges

- Dispatch Fee: @ ¥ 21,000/1 Person/1 day (7 actual working hours + 1 hour break)
- Transportation: @ ¥ 2,000/1 Person/1 day
- Overtime: @ ¥ 1,500/1 Person/30 minutes
- Preliminary Meetings: @ ¥ 10,000/1 Person(up to 4 hours, excluding transportation)

The breakdown above is for the interpreters with daily conversation skills and the ability to deal with basic business content.

If you are in need of higher business negotiation skills, please let us know.

【Inquiries】

Congress Corporation

3-6-13 Awajimachi, Chuo-ku, Osaka 541-0047, Japan

Tel: +81-6-6229-2555 Fax: +81-6-6229-2556

Person in Charge: Mr. Murashita, Ms. Arakawa

E-mail addresses: Mr. Murashita - murashita@congre.co.jp

Ms. Arakawa - r-arakawa@congre.co.jp

Bank Information : UFJ Bank, Midosuji Branch

Account Number (Ordinary Deposit) No. 5116130

A. Delivery/Set-up

Please fill in the 'Application for Transport Trucks (in) (No.4), and submit to the secretariat by Mon. February 16th. After creation of the time schedule, each exhibitor will be posted their 'Vehicle Entry into Hall Permit' and 'Front Parking Lot Entry Permit'. Display the permit in a visible place inside the vehicle's front windscreen on the transport day. Caution: without an application, transport trucks will be refused entry onto the premises.

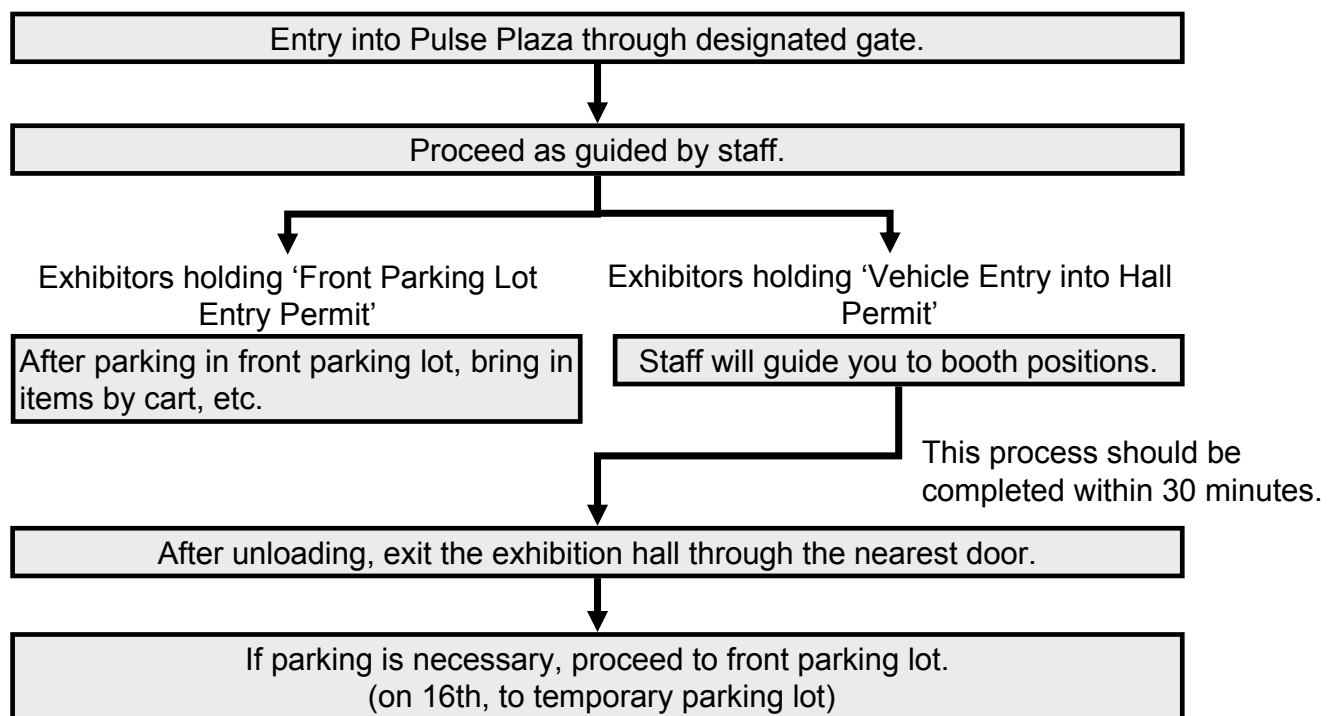
■ Delivery Time

① 11:00~18:00, Mon. March 15th.

② 8:00~18:00, Tues. March 16th. Extended time period (fee charged): 18:00~21:00

▼ Times which vehicles may enter the hall 11:00~18:00, Mon. March 15th.
8:00~12:00, Tues. March 16th.

■ Order of Delivery



*On the 16th, please use the temporary parking lot wherever possible.

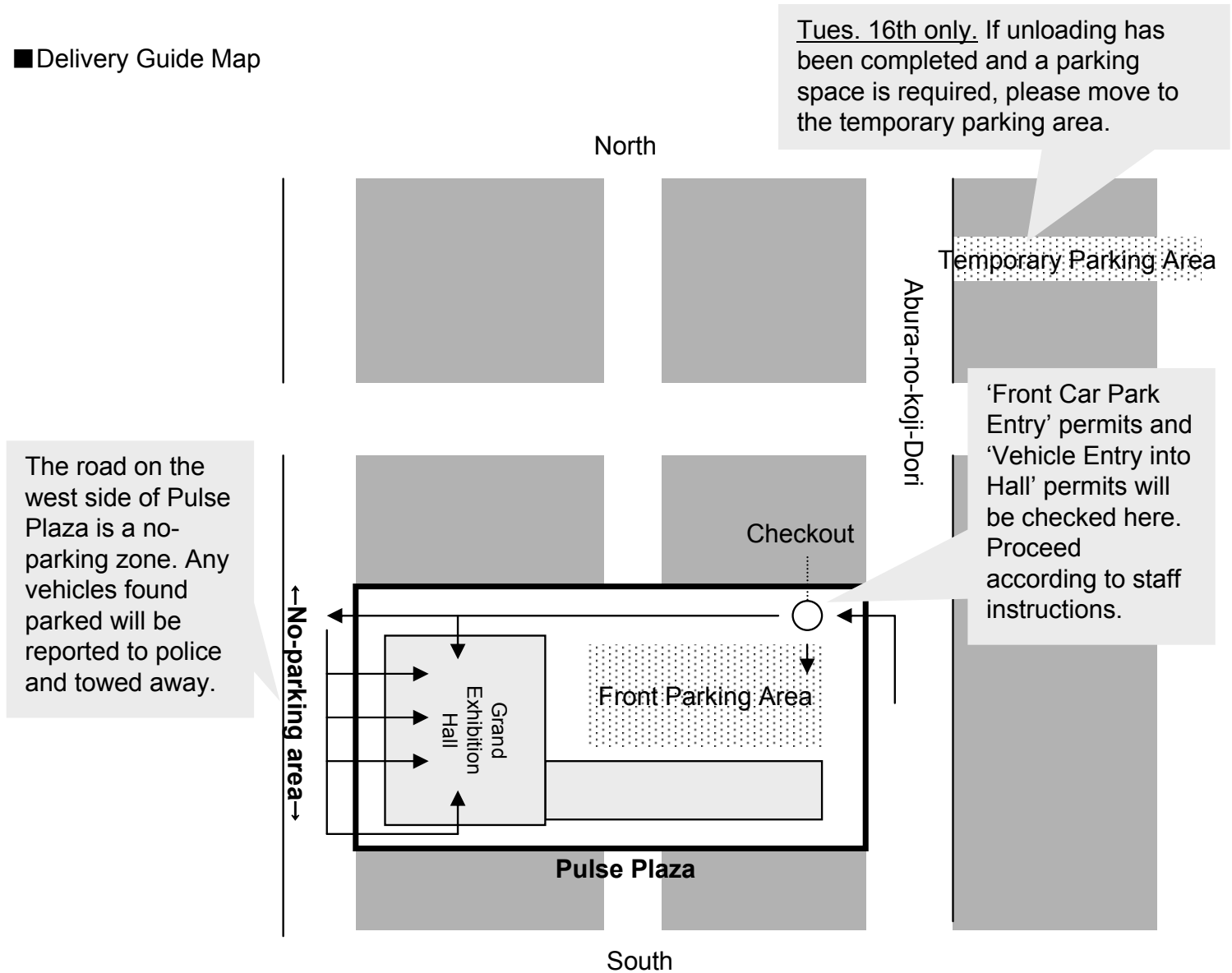
▼ Exhibitors bringing vehicles into exhibition hall. (Vehicle Entry into Hall Permit)

1. Enter Pulse Plaza through the gate at the time designated by secretariat.
2. Proceed according to staff directions.
3. Staff will guide you to an area close to your booth. There may be some delays if the exhibition area is crowded. We ask for your understanding.
4. Cut the vehicle's engine at the area near booth, and finish unloading within 30 minutes.
5. When unloading is complete, vehicles should exit the exhibition area immediately. If parking is necessary, proceed to front parking lot. (on 16th, to temporary parking lot)

▼ Exhibitors who will park in the front parking area, without bringing vehicles to the hall. (Front Parking Lot Entry Permit)

1. Enter Pulse Plaza through the main gate (Abura-no-koji-Dori side) within the designated time period.
2. Follow staff directions to the front parking lot. Due to parking space crowding, there may be some delay experienced. We ask for your understanding.
3. When unloading is complete, vehicles should exit the exhibition area immediately. (If parking on the 16th, please use the temporary parking lot wherever possible.)

■ Delivery Guide Map



Grand Exhibition Hall Door Sizes
 North side: W8,000 x H4,500mm
 West side: W7,000 x H4,450mm
 South Side: W8,000 x H4,500mm

Caution: Vehicles with dimensions greater than those shown on left may not enter Grand Exhibition Hall.

■ Set-up

- Set-up Times ① 11:00~18:00, Mon. March 15th.
 ② 8:00~18:00, Tues. March 16th. Extended time period (fee charged): 18:00~21:00

Please complete set-up within the designated time. (Extension of the above times is not possible) Take care not to leave leftover materials or rubbish from exhibits, décor, or any packaging. Packaging can be stored by Sagawa Express Inc. for a charge.

■ Extended Set-up Time

Extended set-up time is available for a fee of 10,000 yen per company per hour. The form for 'Application for Paid Extended Time' (No.22) should be submitted to the secretariat main office at the venue by 18:00 on the day. In addition, please report after finishing. If not reported, a fee equivalent to having stayed until 21:00 will be charged. Upon application, extension permits will be distributed to all members. Those without permits will be unable to enter or exit the hall.

【Applications, Inquiries】
 Keitai International Forum Executive Committee Office
 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru
 Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
 Fax: +81-75-254-1162(Japanese) Tel: +81-75-254-1160 Attn: Kihara
 E-mail: kihara-y@kyo.org.jp

B. Management during Forum

■ Opening and Closing Times

The opening and closing times during the forum period are given below:

	Exhibitors/Workers	General Public	Exhibitors/Workers
Wed. March 17th	8:00~	10:00~17:00	~18:00
Thurs. March 18th	8:30~	10:00~17:00	~21:00

■ Name Cards (Exhibitors and Workers)

In order to prevent accidents and thefts, and in the interests of security, entrants will be required to wear a name card ID during the delivery, forum and removal period (March 15-19th). Those without name cards will be refused entry to the premises, so please make sure that all associates follow this rule. During security times, printers and delivery persons are also included.

▼ Types of Name Card and Security Times

● Exhibitor's Card: All day, March 15th and 16th, ~10:00/17:00 March 17th and 18th, All day March 19th

● Worker's Card: All day, March 15th and 16th, ~10:00/17:00 March 17th and 18th, All day March 19th

Each exhibitor will be sent the number of name cards outlined below, free of charge. Exhibitors who require more than this, should submit the 'Application for Additional Name Cards' (No.9) to the office. Each extra name card costs 50 yen (govt. tax excluded)

▼ Number of Name Cards Supplied (free of charge)

Booth Type	Type A (3x3m)				Type B,C,D (2x2m)
	1~2booth	3~4booths	5~6booths	7 booths or more	1 booth
Exhibitor Name Cards	10	15	20	50	6
Worker Name Cards	5	15	20	40	3

Extra Name Cards: 50 yen each (govt. tax excluded)

■ Parking for Associates

During the forum, there will be a special parking area prepared for exhibitor use. If you wish to use this facility, submit the 'Application for Parking Permit during Forum' (No.5) form to the secretariat by Mon. February 16th. When parking during the forum, place the permit in a visible place inside your front windscreen. Parking space will be limited to one space per company/group. In addition, parking space at the centre is lacking, so please refrain from using the front parking area for guests wherever possible. From March 15-19th, a charge of 2000 yen per vehicle will be charged for parking overnight. Please consult the office.

■ Access to the Event Center

On the days of the forum (March 17th and 18th), there will be a free shuttle service running from Takeda Station to Pulse Plaza. Exhibitors are welcome to use this service.

Departs from Takeda Station: 8:30~16:00 Departs Pulse Plaza: 11:00~17:30

■ Presentations and PR[Cautions when performing a presentation]

1. When using wireless microphones, it is possible that there may be some interference with others nearby. Check frequency values with others nearby to minimize disturbances.
2. Exhibitors running a presentation should be cautious of safety at all times. In particular, employ safety precautions, and be sure to minimize the risk of fire, and damage to nearby people or objects. A person in charge should be present at all times during a presentation.
3. Exhibitors should take care that any noise, heat, dust, gas, high frequencies, smoke, odors etc. do not cause nuisance to guests or other exhibitors. Presentation sound level should be such that hall PA announcements are able to be heard at all times, and does not disturb neighboring booths. If any speaker equipment is used, it must be placed on the inside of the booth at a height of 2.7m or more, so that the sound is directed straight inside the booth.
4. Perform all exhibits and presentations inside your booth. Use of pathway, placing of chairs on pathway, handing out fliers, or calling out to attract guests are prohibited.
5. Exhibitors are responsible for settling any compensation matters surrounding injury or damage to people or equipment.
6. When many guests have gathered at a neighboring booth and are blocking the pathway, please sort into an orderly formation to minimize disruptions.

■ **Caution Regarding On-Site Sale of Items**

It is possible to sell items within booths. However, items are limited to those related to the theme of the forum, and items which breach public decency are prohibited. Where the organizer rules that an item is unsuitable, the sale of that item may be stopped. In addition, the organizers take no responsibility for any trouble with buyers that may arise, so please make the inquiries window known in package, inside booths, guidebook etc. Exhibitors must take responsibility for managing money. The leaving of any cash in the hall when going home during the forum is also prohibited.

■ **Managing Safety of Exhibits**

The organizers may not be held responsible for any damage or theft of exhibits, décor etc. Exhibitors should insure any valuable items against damage of theft.

■ **The Stopping of Exhibits or Actions**

If the organizer judges that any exhibit, exhibitor or action is not in spirit of the forum, that an exhibit or action is damaging to other people or equipment, or that the safety or peace of the forum is threatened, the exhibitor in question must obey organizers order to stop.

■ **Ban on Unauthorized Photography**

Unauthorized photography or videotaping of any area outside the exhibitor's own booth is prohibited. Please warn guests about photography rules as the need arises. We ask for exhibitor cooperation that photography by news institutions by undisturbed.

■ **PA Announcements**

The PA system cannot be used to call people, make announcements etc. while the forum is in progress. (10:00~17:00). Each exhibitor should organize their own contact system.

■ **Use of Video Software/Music**

Exhibitors using CDs, audio and video software must pay a copyright fee under the copyright law. If such use is planned, inquire to the following contact address beforehand.

Japan Music Copyright Union Co. Main Office 3-6-12 Uehara, Shibuya-ku, Tokyo
Tel. +81-3-3481-2121 (representative) <http://www.jasrac.or.jp/>

■ **Emergency System**

In all cases where somebody suddenly falls ill and an ambulance is required, this is to be arranged via the organizers. If this need arises, contact the main office immediately.

■ **Changing Rooms for Exhibitor Staff:**

Exhibitor staff changing rooms will be prepared by the office. Feel free to make use of them. The office may not be held responsible for any theft of valuables etc. Please look out for your own belongings. (Position to be announced on setup day)

■ **Rest Area for Exhibitor Staff**

A rest area for exhibitor staff will be prepared by the office. Feel free to make use of it. The office may not be held responsible for any theft of valuables etc. Please look out for your own belongings.

【Applications, Inquiries】

Keitai International Forum Executive Committee Office
5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru
Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
Fax: +81-75-254-1162(Japanese) Tel: +81-75-254-1160 Attn: Kihara
E-mail: kihara-y@kyo.org.jp

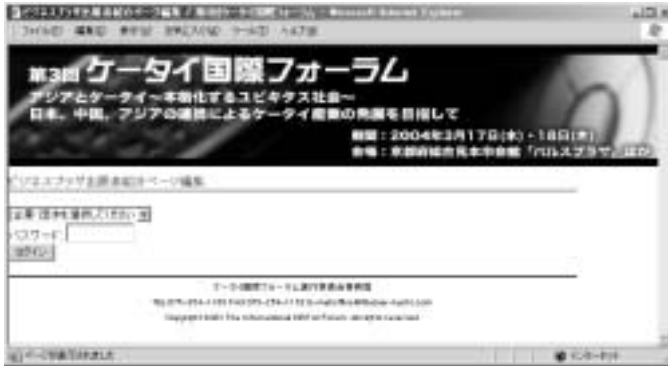
D. Guidebook and Homepage Transcripts

Details about your exhibit can be published in the guidebook distributed to forum guests, and on the forum's public homepage. Exhibit data can be entered at the specially made homepage for exhibitors.

- ① The site's address and password will be sent to the head of each participant company.



- ② Select your booth number, and log in using the password sent to you.



<Category Selection>
Booth Number
<Entry Heading>
Password you were sent by E-mail



- ③ Enter a picture in the entry heading



<Entry headings>
Company (Group) Name
Company Introduction (within 100 characters)
Exhibit PR (within 250 characters)
Postal Address
Name of Representative
Company Capital
Number of Employees
Section/Dept. of Head
Name of Head
Telephone Number
FAX Number
URL
Company Logo or Product Picture (up to 200x200 pixels)



- ④ The information entered will be displayed on the forum's public homepage, so please confirm the details entered. Additional changes can be performed any number of times.



- ⑤ The information entered in the site (in Japanese) as of Mon. February 16th will be published in the guidebook. Image attachments cannot be used in the guidebook. Entries written only in English will be published in the guidebook in English. Information may be changed on the homepage until the day of the forum, but any changes made after Mon. February 16th will not be printed in the guidebook. Please take sufficient care of this point. Each exhibitor is responsible for the input of information to be publicly released. Sufficient care should be taken when entering information to ensure misunderstandings in meaning etc. do not occur.

The deadline for guidebook transcripts is Mon. February 16th.

Information released on the public homepage may still be changed after this date.

【Applications, Inquiries】

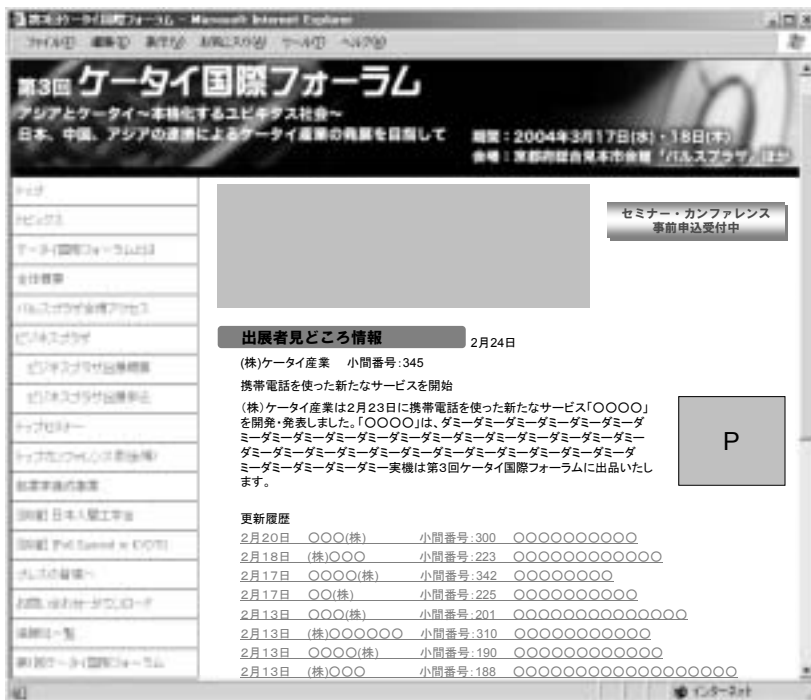
Keitai International Forum Executive Committee Office
5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru
Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
Fax: +81-75-254-1162(Japanese) Tel: +81-75-254-1160 Attn: Mr.Banba
E-mail: banba-s@kyo.org.jp

E. Displaying Information on Homepage

The office is doing it's best to place a wide range of content on the forum's public homepage. (<http://www.itbazaar-kyoto.com/forum>). To promote visitor interest in the forum and introduce information about exhibitors, the 'Exhibitor Hotspot Information' corner will be opened from around February.

This area is for exhibitors to provide information in their own words about their exhibits, presentations, products and services prior to the forum. The 'Guidebook/Homepage Transcript' page will be prepared for data input. This may be used any number of times leading up to the forum.

【Information Input】
 Exhibitor Name
 Booth Number
 Title (within 30 characters)
 Content (within 250 characters)
 Picture (within 200x200 pixels)



The information entered will be displayed on the homepage. On the main page, only the most recently entered profile will be fully displayed. Other profiles will show only exhibitor name, room number, and title information. Each exhibitor is responsible for the input of information to be publicly released. Sufficient care should be taken when entering information to ensure misunderstandings in meaning etc. do not occur.

F. Invitation Cards (DM・Japanese)

Exhibitors will be provided with free invitation cards to inform potential visitors about the forum. (General details of event, as well as FAX application for seminar attendance. Format: triple-folded A3 page, length 3 envelopes). 300 invitation cards will be provided regardless of booth type, and will be posted to the 'Address for receiving of invitation cards' submitted in the 'Contact Information of Persons in Charge' form. (No.1). Postage is scheduled for 1 month before the forum. If extras are required, please contact the office.

300 invitations per booth will be supplied free of charge.

【Applications, Inquiries】
 Keitai International Forum Executive Committee Office
 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru
 Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
 Fax: +81-75-254-1162(Japanese) Tel: +81-75-254-1160 Attn: Mr.Banba
 E-mail: banba-s@kyo.org.jp

G. Caution

■ Payment of Various Accounts

The various fees charged to exhibitors should be paid to the company in question within 2 weeks of being received. Accounts will be sent out separately by each company. Exhibitors must pay any bank transfer fees.

■ Reception Conditions for Cellular Phones etc.

Reception conditions for Cellular Phones, PHS devices in the Grand Exhibition Hall are outlined below:

○NTT Docomo	800MHzDigital	Good
	FOMA	Good
	PHS	Good
○KDDI	au	Good
	Tu-Ka	Good
	DDI Pocket	Good
○Vodafone	—	Good

*Information from Kyoto Trade Fair Center (Foundation) report, Jan. 2002

Reception conditions can vary according to weather conditions. Please be understanding.

■ Additions/Changes to the Manual

There may be additions or changes to this manual. If this is the case, group leaders will be informed immediately.

■ Understanding of this Manual

Please make sure that any associates and set-up workers are aware of the guidelines given in this manual.

■ Changes to; Cancellation of Exhibition

The forum may be cancelled due to disaster or other unavoidable circumstances, or discontinued at the discretion of organizers. In the case of such cancellation, the organizers will discuss the use of any money left over after paying necessary costs with each exhibitor, to compensate exhibitor loss. However, any damage or loss caused by cancellation or discontinuation will not be compensated.

The office has used the Organizing Committee's Network Group to employ a maximal PR base which uses media most likely to reach interested businesses, announce pre-application options for the seminar and conference, promote knowledge of and attract visitors to the forum. As of January 23rd, the methods below are planned, but the organizers aim to add methods which will reach an even wider audience.

Date	Media	Content
February, March,	Member Group Organization Bulletin	<ul style="list-style-type: none"> ■ Kyoto Prefecture ■ Kyoto Chamber of Commerce of Industry ■ Kyoto Industrial Support Organization 21, etc.
Mid-February	E-mail	<ul style="list-style-type: none"> ■ Kyoto Prefecture ■ Kyoto Chamber of Commerce of Industry ■ Kyoto Industrial Support Organization 21, ■ 1st Seminar Applicants, etc.
Mid-February	FAX	<ul style="list-style-type: none"> ■ Kyoto Chamber of Commerce and Industry ■ Osaka Chamber of Commerce and Industry
Mid-February	Invitation Cards (DM)	<ul style="list-style-type: none"> ■ Associated Groups ■ 1st Seminar Applicants
Mid-February	Magazine	<ul style="list-style-type: none"> ■ Business Magazine—1 publication planned ■ Communications Magazine —1 publication planned
Mid-February, Early March	Newspaper	<ul style="list-style-type: none"> ■ Business Newspaper ■ Business Newspaper (Osaka Edition) ■ Communications Newspaper ■ Local Newspaper ■ Other Industry's Newspaper, etc.
Early March	Advertisements on Public Transport	<ul style="list-style-type: none"> ■ Hanging Advertisements on Osaka City Subway ■ Hanging Advertisements on Kyoto City Subway ■ Rear-Window Advertisements in Kyoto Taxis
Mid-February, Early March	Press Release	<ul style="list-style-type: none"> ■ Release Information sent to Major National Radio, Newspapers, Magazines and Internet Sites.

Other advertisements and newspaper items etc. are also being planned by associated member groups.

Application Deadline Summary

- Note:
1. It is not necessary to submit forms that are not applicable.
 2. An asterisk (*) denotes an application all applicants are required to submit.
 3. Each application may be turned in by fax or postal mail, as specified.
 4. Please make a copy of all applications for your records.

Application No	Item	Place to submit	Deadline	Check
1*	Contact Information of Persons in Charge	Secretariat	Jan. 30 (Fri.)	
2*	Exhibitor's Name Plate Transcript Sheet	Secretariat	Feb. 16 (Mon.)	
3*	Booth Design Company's Report	Secretariat	Feb. 16 (Mon.)	
4*	Transport Trucks (in) Application	Secretariat	Feb. 16 (Mon.)	
5*	Parking Permit during Forum Application	Secretariat	Feb. 16 (Mon.)	
6*	Transport Trucks (out) Application	Secretariat	Feb. 16 (Mon.)	
7*	Electrical Power Supply and Primary Side Trunk Line Construction Application	Fujiya Inc.	Feb. 23 (Mon.)	
8*	Electrical Work (Secondary Side Construction) Application	Fujiya Inc.	Feb. 23 (Mon.)	
9*	Additional Name Cards Application	Secretariat	Feb. 23 (Mon.)	
10	Telephone Line(s) Application	Secretariat (signed, postal mailed)	Feb. 23 (Mon.)	
11	Internet Connection Application	Secretariat	Feb. 16 (Mon.)	
12	Hazardous Objects Application	Secretariat	Feb. 23 (Mon.)	
13	Flooring Work Application	Fujiya Inc.	Feb. 23 (Mon.)	
14	Package Booth Application	Fujiya Inc.	Feb. 23 (Mon.)	
15	Rental Equipment (No. 1) Application	Fujiya Inc.	Feb. 23 (Mon.)	
16	Rental Equipment (No. 2) Application	Fujiya Inc.	Feb. 23 (Mon.)	
17	Hotel Application	JTB (Kyoto branch)	Feb. 16 (Mon.)	
18	Domestic Delivery and Transport Application	Sagawa Express Delivery	Feb. 23 (Mon.)	
19	Narrator/ Companion Application	Item	Feb. 23 (Mon.)	
20	Staff Lunch Boxes Application	Secretariat	Feb. 23 (Mon.)	
22	Paid Extended Time Application	Secretariat (main office)	on the day of	

FAX**POSTAL MAIL**

All applicants must submit this form

[1] CONTACT INFORMATION OF PERSON(S) IN CHARGE International Keitai Forum**Deadline 30 JANUARY 2004**

Exhibitor's name		Booth number	
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● Person in Charge of Exhibit

Affiliation/ Occupation			
Name			
Address	Post No.		
TEL		FAX	
E-mail	@		

● Delivery of Invitation

Affiliation/ Occupation			
Name			
Address	Post No.		
TEL		FAX	

● Delivery of Name Cards, Permission for Transport Trucks, etc.

Affiliation/ Occupation			
Name			
Address	Post No.		
TEL		FAX	

● Set-up Contact

Affiliation/ Occupation			
Name			
Address	Post No.		
TEL		FAX	

Submit to: International Keitai Forum Executive Committee Office
 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara

【 2 】 EXHIBITOR'S NAME PLATE APPLICATION

International Keitai Forum

Deadline 16 FEBRUARY 2004

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

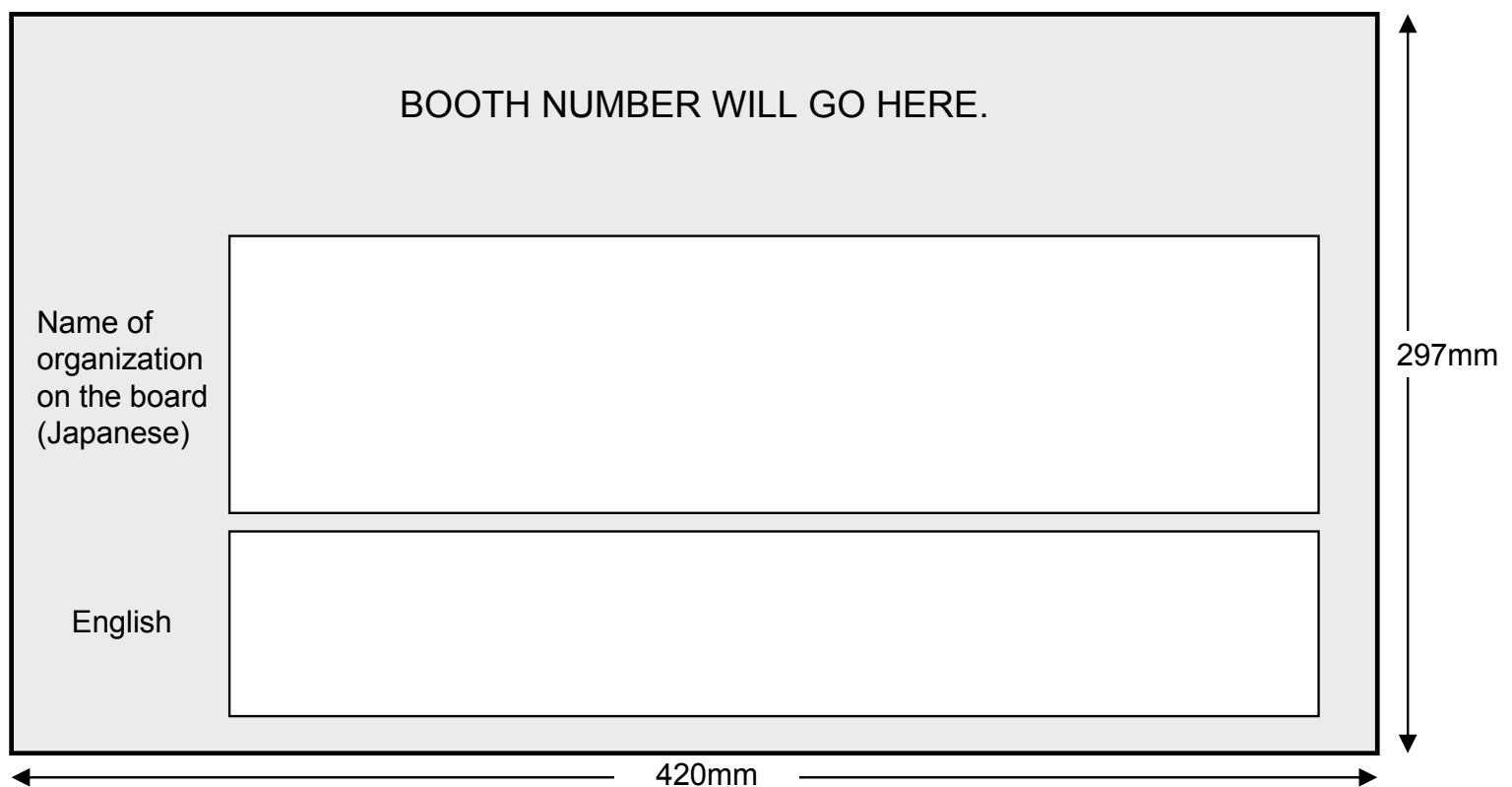
Booth Type (circle one of the two)

Independent	▪	Attached
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*Independent booths are those that have four separate sides each facing an aisle and are not adjoined to another organization's booth.

Name Plates are not provided for independent exhibitors. Please fill out the following only if you are exhibiting as an attached exhibitor.

We hereby apply for basic construction of an exhibitor's Name Plate as indicated below:



-All letters will be in black, gothic font

-Logo marks cannot be printed (or title copies added)

-Corporations (stock) and foundations will be abbreviated. Please indicate whether the abbreviation appears before or after the name.

-Please distinguish English capital and small letters clearly.

Submit to:	Fujiya Inc., Kyoto branch Marutamachi-Sagaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN Fax: +81-75-211-8650 Tel: +81-75-211-4313 Attn.: Kurata, Takamura
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FAX**POSTAL MAIL**

All applicants must submit this form

[3] BOOTH DESIGN REPORT

International Keitai Forum

Deadline 16 FEBRUARY 2004

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

We WILL / WILL NOT request the assistance of a design company for our booth (circle one).

[For those who WILL request the assistance of a design company, please complete this form.]

Our organization will request the assistance of the design company indicated below. We will adhere to the guidelines in the exhibitor's manual and follow the directions of the secretariat regarding delivery/transport, set up, and day/time.

Name of design company				
Address				
Person in charge at site		Affiliated section		
TEL			FAX	
March 15 (Mon.)	Delivery time	approx. minutes	No. of workers	
	Delivery trucks	t × ,	t × ,	t × ,
March 16 (Tues.)	Delivery time	approx. minutes	No. of workers	
	Delivery trucks	t × ,	t × ,	t × ,
March 18 (Thurs.)	Transport time	approx. minutes	No. of workers	
	Transport trucks	t × ,	t × ,	t × ,
March 19 (Fri.)	Transport time	approx. minutes	No. of workers	
	Transport trucks	t × ,	t × ,	t × ,

Please submit one copy of the booth plan.

Submit to: International Keitai Forum Executive Committee Office
 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara

FAX**POSTAL MAIL**

All applicants must submit this form

[4] TRANSPORT TRUCKS (IN) APPLICATION

International Keitai Forum

Deadline 16 FEBRUARY 2004

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

For those who will use their own company or another company's transport trucks please fill out the following information.

At the time of transport, we will use the vehicle(s) indicated below, so we hereby apply for a vehicle permit. We will follow the secretariat's and security guard's instructions regarding time of transport.

March 15 (Mon.) **NECESSARY** · **NOT NECESSARY** (circle one)

Type of truck	Goods	Company name	Weight Includes goods	No.	Entry to/from Grand Exhibition Hall
<i>(ex.) 2t long truck</i>	<i>PCs for demo</i>	<i>Transport</i>	<i>2.2t</i>	<i>1</i>	<input checked="" type="radio"/> YES <input type="radio"/> NO
					YES / NO
					YES / NO
					YES / NO
					YES / NO

March 16 (Tues.) **NECESSARY** · **NOT NECESSARY** (circle one)

Type of truck	Goods	Company name	Weight Includes goods	No.	Entry to/from Grand Exhibition Hall
<i>(ex.) 2t long truck</i>	<i>PCs for demo</i>	<i>Transport</i>	<i>2.2t</i>	<i>1</i>	<input checked="" type="radio"/> YES <input type="radio"/> NO
					YES / NO
					YES / NO
					YES / NO
					YES / NO

Note:

-Please write the number of trucks for the design company in Booth Design Report (No. 3)

-In cases where entry into the Grand Exhibition Hall is not available, loading and unloading will take place in the front parking lot.

Submit to: International Keitai Forum Executive Committee Office
5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara

FAX**POSTAL MAIL**

All applicants must submit this form

[5] PARKING PERMIT During Forum APPLICATION International Keitai Forum**Deadline 16 FEBRUARY 2004**

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

Parking permits will be issued for use during the exhibition period. Exhibitors who wish to park near the venue should complete the following.

We hereby apply for an exhibitor's parking permit during forum as indicated below. We will follow the directions of the secretariat's and security guard's instructions during the exhibition period (March 17-18).

Parking day	Parking permit	Type of vehicle	Owner	Emergency contact
March 17	YES			
	NO			
March 18	YES			
	NO			

■ In order to prevent traffic jams and protect the environment, each organization is limited to one vehicle.

During the exhibition, there will be a free shuttle service between Takeda Station and Pulse Plaza.

Submit to: International Keitai Forum Executive Committee Office
5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara

FAX**POSTAL MAIL**

All applicants must submit this form

[6] TRANSPORT TRUCKS (OUT) APPLICATION International Keitai Forum**Deadline 16 FEBRUARY 2004**

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

For those who will use their own company or another company's transport trucks please fill out the following information.

At the time of transport, we will use the vehicle(s) indicated below, so we hereby apply for a vehicle permit. We will follow the secretariat's and security guard's instructions regarding time of transport.

March 18 (Thurs.)	NECESSARY · NOT NECESSARY	(circle one)
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Type of truck	Goods	Company name	Weight Includes goods	No.	Entry to/from Grand Exhibition Hall
<i>(ex.) 2t long truck</i>	<i>PCs for demo</i>	<i>Transport</i>	<i>2.2t</i>	<i>1</i>	<input checked="" type="radio"/> YES <input type="radio"/> NO
					YES / NO
					YES / NO
					YES / NO
					YES / NO

March 19 (Fri.)	NECESSARY · NOT NECESSARY	(circle one)
-----------------	---------------------------	--------------

Type of truck	Goods	Company name	Weight Includes goods	No.	Entry to/from Grand Exhibition Hall
<i>(ex.) 2t long truck</i>	<i>PCs for demo</i>	<i>Transport</i>	<i>2.2t</i>	<i>1</i>	<input checked="" type="radio"/> YES <input type="radio"/> NO
					YES / NO
					YES / NO
					YES / NO
					YES / NO

Note:

-Please write the number of trucks for the design company in Booth Design Report (No. 3)

-In cases where entry into the Grand Exhibition Hall is not available, loading and unloading will take place in the front parking lot.

Submit to:	International Keitai Forum Executive Committee Office 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara
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FAX**POSTAL MAIL**

All applicants must submit this form

**[7] ELECTRICAL POWER SUPPLY AND PRIMARY SIDE
TRUNK LINE CONSTRUCTION APPLICATION**

International Keitai Forum

Deadline 23 FEBRUARY 2004

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

We **DO** / **DO NOT** request electricity (circle one)
(For those who answered DO, please complete this form)

Note: For those requesting a package booth (type D), please indicate DO NOT above.
In that case, if more than 1kw is needed, please apply for the amount over 1kgw.
Necessary fees will incur.

We hereby apply for electricity supply.

Type	Total capacity	Ground wire (yes / no)	24-hour power supply
Single-prong100V 60hertz	K w	YES · NO	YES · NO
Single-prong200V 60hertz	K w	YES · NO	YES · NO
three-prong200V 60hertz	K w	YES · NO	YES · NO

The electricity bill resulting from this application will be forwarded to the applicant by Fujiya Inc. at a later date.

Submit to: Fujiya Inc., Kyoto branch
Marutamachi-Sagaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN
Fax: +81-75-211-8650 Tel: +81-75-211-4313 Attn.: Kurata, Takamura

FAX**POSTAL MAIL**

OPTIONAL APPLICATION

[9] ADDITIONAL NAME CARDS APPLICATION

International Keitai Forum

Deadline 23 FEBRUARY 2004

Exhibitor's name				Booth number	
Address					
Affiliation/ Occupation			Name		
TEL			FAX		
E-mail					

For each exhibitor, the following numbers of additional name cards will be supplied at no cost.

Type of booth	Type A (3m × 3m)				Type B, C, D (2m × 2m)
No. of booths	1~2	3~4	5~6	7+	1
Exhibitors name cards	10	15	20	50	6
Employee name cards	5	15	20	40	3

Complete the above information only if additional name cards are necessary.
Beyond the numbers above, additional name cards are offered for a fee indicated below.

We hereby apply for additional name cards for a fee.

Application for additional name cards

Exhibitor name cards	× 50yen
Employee name cards	× 50yen

*Exhibitors and employee who do not have name cards will not be allowed entry into the event, so please wear your name card.

Name cards to be worn during the following times:

- March 15-16 (all day)
- March 17-18 (until 10am, after 5pm)
- March 19 (all day)

Billing Address			
Tel		Fax	
Person in charge		Section name	

Submit to: International Keitai Forum Executive Committee Office
 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara

[10] TELEPHONE LINE(S) APPLICATION

International Keitai Forum

Deadline 23 FEBRUARY 2004

*Exhibitor's name			*Booth number		
*Date of application	2004/ /	Contact Tel.			
Dates of service request	2004/3/16 ~ 2004/3/18		Pager No.		
*Type of phone	1. Dial	2. Push	3. INS Net 64	X _____	(# of lines)
*Applicant name	Seal/Signature				
*Applicant address					
*Address to send statement					
*Contact information	Tel:	Fax:	E-mail:		
架設場所	京都市伏見区竹田鳥羽殿町5 (財)京都府総合見本市会館 大展示場				
保証人	財団法人 京都府総合見本市会館 専務理事 南 恵美子 印 (京都市伏見区竹田鳥羽殿町5 Tel 075-611-0011)				
料金					
臨込	予約金	免除		領収日付印	課長決済
	取付料	円			加入係長
	日額 使用料	年 月 日 ~ 月 日 (日 間)			係
		円			原簿係長
	合計	円			係
臨廃	廃止年月日	年 月 日		異動通知番号	
	予約金	-----		領収日付印	課長決済
	使用料	円			加入係長
	月分相殺	円			係
	月分相殺	円			原簿係長
	合計	円			係

[WIRING POSITION LAYOUT]

Front _____

●Due to the hall's position as guarantor, the secretariat will submit to the NTT marketing act.
 *After filling out all information marked with an asterisk, please submit this form through post mail. Please sign the form before mailing.
 Contact: NTT Marketing Act Miyako Tel: +81-75-604-2255

Submit to: International Keitai Forum Executive Committee Office
 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN
 Attn: Kihara

FAX**POSTAL MAIL**

OPTIONAL APPLICATION

【11】INTERNET CONNECTION APPLICATION

International Keitai Forum

Deadline 16 FEBRUARY 2004

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

We hereby apply for bent light fiber line (B FLET'S)

B FLET'S (Family 100M) × () number of lines

[WIRING POSITION LAYOUT]

Front

Address to send reply (only complete if different from exhibitor named above)

Exhibitor's name			
Address			
Person in Charge		Section name	
Tel		Fax	

Submit to:	International Keitai Forum Executive Committee Office 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara
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FAX**POSTAL MAIL**

OPTIONAL APPLICATION

[12] HAZARDOUS MATERIAL APPLICATION

International Keitai Forum

Deadline 23 FEBRUARY 2004

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

As indicated below, we hereby apply for permission to bring in hazardous materials.

One day amount	First oil type (ex. gasoline)	Second oil type (ex. kerosene, oil)	Third oil type (ex. lubricant)	Fourth oil type (e.g. gear oil)
Please explain the use of the above hazardous material (ex. inside a machine, infusion, etc.)				
Please explain the purpose and use of any other hazardous materials in detail (ex. gas cylinder)				
Person in charge of fire prevention				
Person in charge of permanently monitoring booth				

Note: Please attach necessary documents (e.g. pamphlet) to this application.

Submit to:	International Keitai Forum Executive Committee Office 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara
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FAX**POSTAL MAIL**

OPTIONAL APPLICATION

[13] FLOORING CONSTRUCTION APPLICATION International Keitai Forum**Deadline 23 FEBRUARY 2004**

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

We hereby apply for flooring construction according to the following specifications.

Anchor bolt	Number		Caliber	mm
	Company name			
Construction company	Address			
	Section name		Person in charge	
	Tel		Fax	

Please submit a construction plan of the anchor bolt positioning.

An application does not guarantee acceptance due to the layout of the hall, decisions of the administration, and the like.

Upon removal, please take the bolts completely out and bury them in the asphalt.

Submit to:	International Keitai Forum Executive Committee Office 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara
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[14] PACKAGE BOOTH APPLICATION

International Keitai Forum

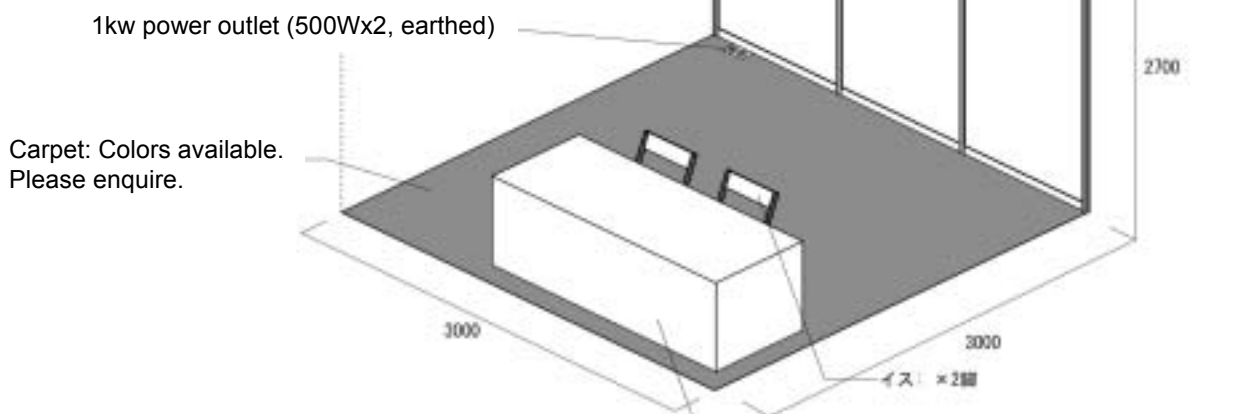
Deadline 23 FEBRUARY 2004

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

We hereby apply for

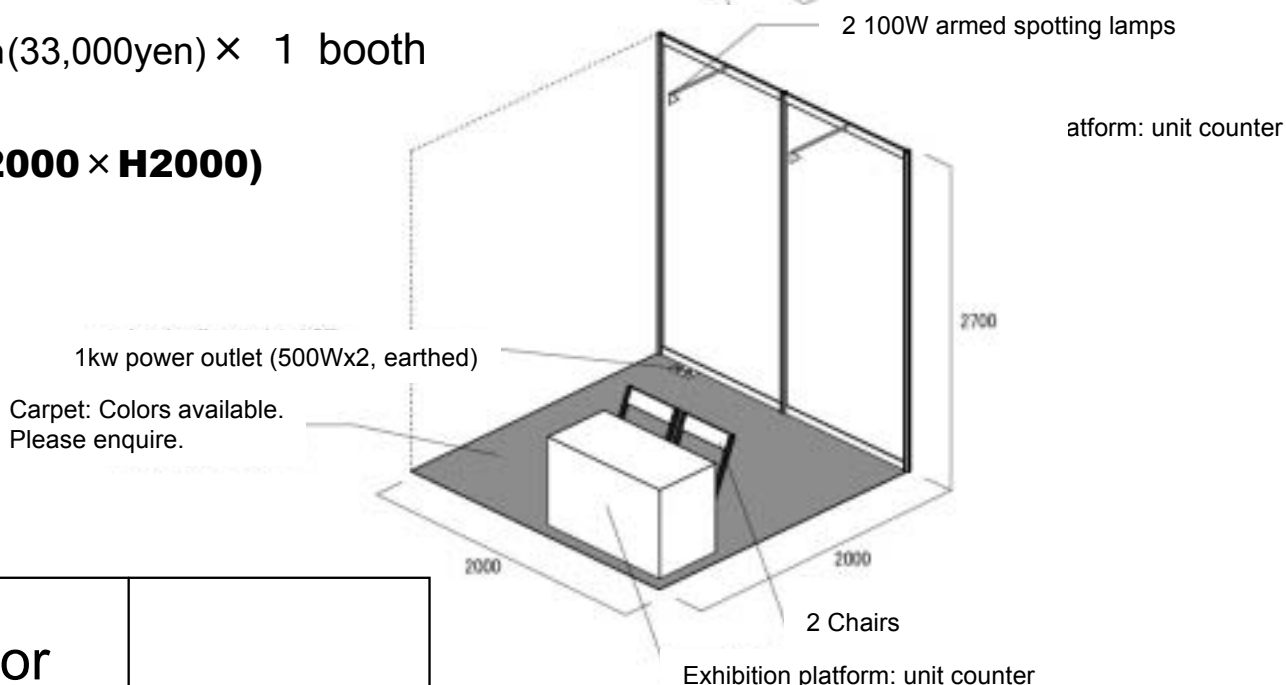
3 × 3m(55,000yen) × ____ booth(s)

**■Type A
(W3000 × D3000 × H3000)**



2 × 2m(33,000yen) × 1 booth

**■Type B,C
(W2000 × D2000 × H2000)**



Carpet color	
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If electricity demand exceeds 1kw, please submit in addition the Electrical Supply and Primary Side Trunk Line Construction Application (No. 7).

Submit to:	Fujiya Inc., Kyoto branch Marutamachi-Sagaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN Fax: +81-75-211-8650 Tel: +81-75-211-4313 Attn.: Kurata, Takamura
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FAX**POSTAL MAIL****OPTIONAL APPLICATION****[15] RENTAL EQUIPMENT APPLICATION (NO.1)** International Keitai Forum**Deadline 23 FEBRUARY 2004**

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

We hereby apply for the following items

	Item	Price (yen)	No.	Subtotal
1	Pipe chair	600		
2	Veneer table W1800 × D600	2,500		
3	Conference table W1800 × D600	3,000		
4	White cloth	1,000		
5	Fire extinguisher	4,000		
6	Business card box, visitor sign-in	2,000		
7	Registration counter W900 × H750 × D450	6,000		
8	Counter chair	3,500		
9	Catalog stand	5,500		
10	Chain for hanging panel (pair)	500		
11	Unit counter	20,000		
12	Plant (large)	3,500		
13	Plant (medium)	2,500		
14	Plant (small)	1,200		
15	Flooring carpet (1 booth) 3m × 3m	18,000		
16	Flooring carpet (1 booth) 2m × 2m	8,000		
17	Wall panel W1000 × H2700	10,000		
18	Wall color (1 side) W1000 × H2700	10,000		
19	Display stage W990 × H750 × D495	10,000		
20	Display stage W990 × H750 × D990	10,000		
21	Sliding door (for W990 display stage only)	4,500		
22	Cart (hand pull) W730 × D480	3,000		
		Subtotal		
		Tax 5%		
		TOTAL		

In addition to the above items, other items are also available for rental. Please inquire.

Submit to: Fujiya Inc., Kyoto branch
 Marutamachi-Sagaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN
Fax: +81-75-211-8650 Tel: +81-75-211-4313 Attn.: Kurata, Takamura

FAX**POSTAL MAIL****OPTIONAL APPLICATION****[16] RENTAL EQUIPMENT APPLICATION (NO.2)** International Keitai Forum**Deadline 23 FEBRUARY 2004**

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

We hereby apply for the following items

	Item	Price (yen)	No.	Subtotal
23	Monitor 21 inch	10,000		
24	Monitor 25 inch	12,000		
25	Monitor 29 inch	20,000		
26	Monitor rack	5,000		
27	VHS deck	10,000		
28	DVD player	6,000		
29	Three-footed screen	6,000		
30	Screen 150 inch	25,000		
31	Liquid crystal projector 800ANSI	45,000		
32	Liquid crystal projector 3000ANSI	95,000		
33	Plasma display 40 inch	100,000		
34	Plasma display 50 inch	150,000		
35	Plasma display stand	9,000		
36	Spot light with arm 100W (includes installation)	5,000		
37	Spot light 100W (includes installation)	5,000		
38	Hallogen spot light 100W (includes installation)	8,000		
39	Fluorescent light 40W (includes installation)	4,000		
40	Outlet 500W (includes installation)	6,000		
41	Ground wire outlet 500W (includes installation)	6,500		
		Subtotal		
		Tax 5%		
		TOTAL		

In addition to the above items, other items are also available for rental. Please inquire.

Submit to: Fujiya Inc., Kyoto branch
 Marutamachi-Sagaru 7-4, Higashi Horikawa-Dori, Nakagyo-Ku Kyoto 604-0076, JAPAN
Fax: +81-75-211-8650 Tel: +81-75-211-4313 Attn.: Kurata, Takamura

FAX**POSTAL MAIL****OPTIONAL APPLICATION****【17】Hotel Application Form**

International Keitai Forum

Deadline 23 FEBRUARY 2004

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

Title: Prof. Dr. Mr. Ms.Name: _____
Family name First name Middle name

Affiliation: _____

Mailing Address: Office Home

City Zip code Country

Phone: _____ Fax: _____

Name of Accompanying Persons: _____ e-Mail: _____
Mrs. Dr. Mrs. Dr.
Mr. Ms. _____ Mr. Ms. _____

Hotel

Name of Hotel	Number of Rooms	Period of Stay		Nights
		IN	.MAR	
	Twin	OUT	.MAR	
	Single			

Hotel Deposit: ¥5,000 × _____ room(s) = ¥ _____ **Total**

Payment

Credit card: American Express VISA Master Card Diners Club JCB Card

Card number: _____

Name of card holder: _____ Expiration date: _____

Authorized signature: _____

Date: _____ Signature: _____

This application will become valid upon receipt for confirmation from JTB.

Please send us this form to JTB Kyoto Office Convention Departmen
 Kikuokaya Bldg. 5F, Higashi-shiokoji-cho, Shimogyo-Ku, Kyoto 600-8216, Japan
FAX. +81-75-341-1028 (TEL.+81-75-361-7241)

FAX**POSTAL MAIL****OPTIONAL APPLICATION****[19] NARRATOR/COMPANION APPLICATION** International Keitai Forum**Deadline 23 FEBRUARY 2004**

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

Type	Price (1 day)	No. of Persons	Period	Sum
Narrator Explains goods at exhibit hall	32,000yen~		March___ ~ ____,	
OA Companion Operations demo, Sampling, Registration	21,000yen~		March___ ~ ____,	
Companion A Sampling, Registration Tea service	18,000yen~		March___ ~ ____,	
Companion B Registration, Tea service	17,000yen~		March___ ~ ____,	
Transportation Fee	2,000yen			
			Subtotal	
			Tax 5%	
			TOTAL	

Payment for rehearsal/training the day before the exhibit at the exhibit hall for a half day (4 hours) is charged half the prices stated above. Any day (5-8pm), payment for rehearsal/training is 80% of the prices stated above.

Overtime for narrators is equivalent to 30min. at 2000 yen; OA Companions and others are 30 min. at 1300 yen.

The above prices do not include lunch stipend or uniform costs. For those wishing an estimate based on these costs, please inquire within.

Narrators and Companions requested to wear miniskirts, shorts, and others high exposure uniforms are paid an additional 6,000 yen per day.

Inquiries Applications Payment : ITEM

Dormitory Oike 111, Magohashi-cho 27, Kawabata Oike, Sakyo-Ku, Kyoto 606-8385

Tel: +81-75-752-3261 Fax: +81-75-752-3544

Attn: Onishi E-mail: item@kyoto.zaq.ne.jp

Payment window: Bank of Kyoto Nishi Shichijo Branch (Regular) 3029948

ITEM Onishi Kenji

FAX**POSTAL MAIL****OPTIONAL APPLICATION****[20] STAFF LUNCH BOXES APPLICATION**

International Keitai Forum

Deadline 23 FEBRUARY 2004

Exhibitor's name			Booth number	
Address				
Affiliation/ Occupation		Name		
TEL		FAX		
E-mail				

We hereby apply for staff lunch boxes (900 yen each [tax included])

Day	Number	Price per	Total
March 16 (Tues.) set-up day		900 yen (tax included)	yen
March 17 (Wed.)		900 yen (tax included)	yen
March 18 (Thurs.)		900 yen (tax included)	yen

Note: Cash payments for lunch boxes can be made at the secretariat main office.

Cancellations not accepted the day of delivery

Exhibitors should make their own arrangements for March 15 (Mon.)
and March 19 (Fri.)

Receipt: Name

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Submit to:	International Keitai Forum Executive Committee Office 5F Kyoto Chamber of Commerce and Industry Building, Ebisugawa-Agaru Karasuma-Dori Nakagyo-Ku Kyoto 604-0862, JAPAN Fax: +81-75-254-1162 Tel: +81-75-254-1160 Attn: Kihara
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[22] PAID EXTENDED TIME APPLICATION International Keitai Forum

Deadline 16 March 2004

Exhibitor's name		Booth number	
Address			
Affiliation/ Occupation		Name	
TEL		FAX	
E-mail			

We hereby apply for paid extended time

Starting Time	March 16 (Tues.)	6:00pm -	Office Confirmation
Ending Time	:		Office Confirmation

Staff

Number of people

10,000yen × (hours) = yen(not including tax)

Billing Address			
Tel		Fax	
Person in Charge		Section Name	

Submit to: International Keitai Forum Executive Committee Office
 Grand Exhibition Hall 1F, Pulse Plaza, Kyoto Trade Fair Center
 Attn: Kihara