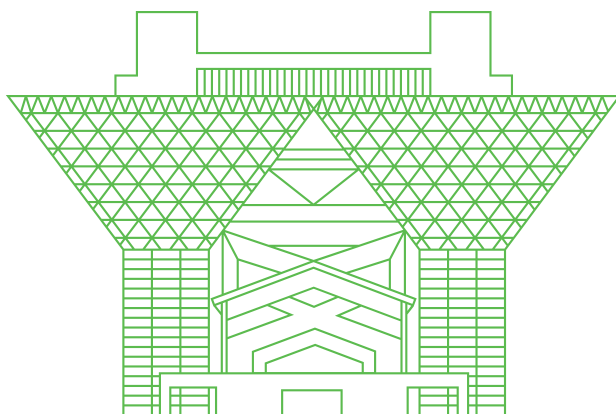


Tokyo Big Sight

Conference Facility Manual



TOKYO BIG SIGHT

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Section 1 Guide and Notes on Conference Facility Use

1 Arrangements and Application for Use

(1) Arrangements

In addition to the representatives of Tokyo Big Sight's Sales Promotion Division, conference support staff of Big Sight Services Corp. will support your use of conference rooms.

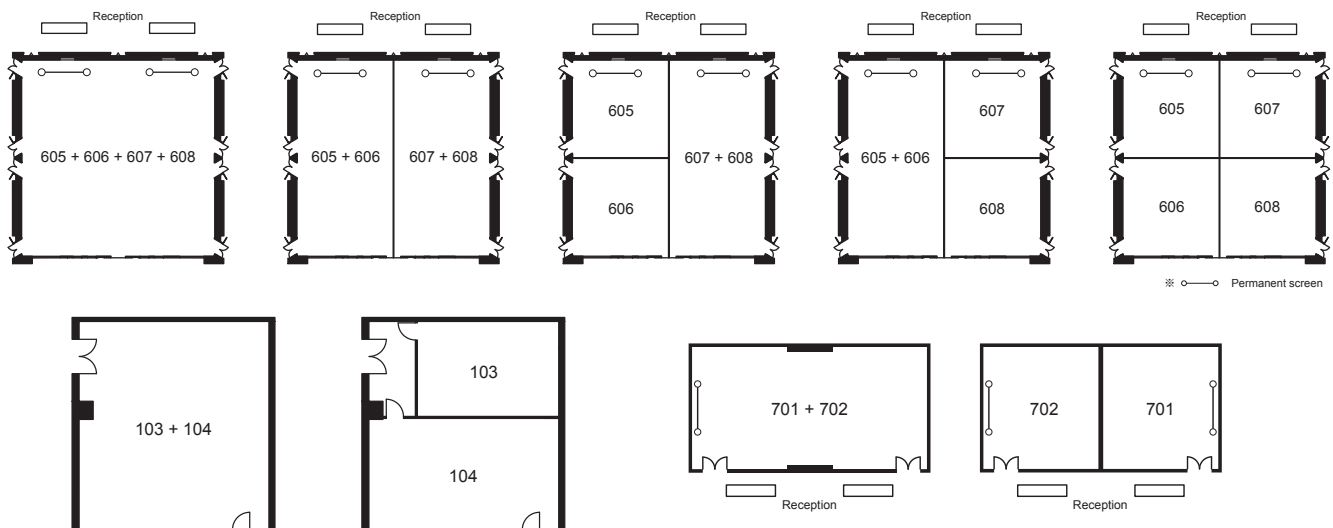
Sales Promotion Department, Sales Promotion Division TEL: +81-3-5530-1114
Big Sight Services Corp. Conference Support Division TEL: +81-3-5530-1287

After receiving approval of an application for conference facility use, please make arrangements for the matters listed below. In the event that the Conference Facility Application Form or the start of arrangements is delayed, please be aware that we may not be able to fulfill requests regarding facilities, equipment and other logistics.

- ① Guide and schedule to conference facility use
- ② Conference management system, conference room layout
- ③ Access to facilities, flow planning, signs, etc.
- ④ Use of facilities and equipment; necessity for electrical work and use of communication lines
- ⑤ Carrying in equipment and devices from outside
- ⑥ Food and beverages
- ⑦ Use of parking facilities and terminals
- ⑧ Participation of VIPs
- ⑨ Other matters related to use of the conference facilities

* If you would like to use more than one of the 605– 608 conference rooms or use a combination of 103 and 104 or a combination of 701 and 702, please notify us with the room layout you would like. Due to the room partitioning system, the patterns below are the only layouts available for use.

* Please be aware that room dividing work will not be conducted by Tokyo Big Sight staff within the time period that the facility is being used.



* The scale of each of the meeting rooms differs. Please check actual sizes on the "Layout Guide of Conference Tower."

(2) Submission of Usage Plan

In the event that the use of facility falls into one of the following cases, please submit a usage plan.

- Audio, lighting, video systems or displays will be brought in from outside.
- Music or entertainment performance, sales of goods, or exhibition of paintings, products, etc. will be included.
- A large-scale conference including an international conference will be held.
- Submission of an application is required by Tokyo Big Sight.

(3) Application to Related Authorities

Application to the following relevant authorities may be required depending on the intended use of conference facilities. Also please refer to "Section 3 Accident and Fire Prevention, and Emergency Response" on page 19.

- ① Fire DepartmentFukagawa Fire Department, Ariake Fire Station (Event applications, applications for prohibited materials authorization)
* Please also submit to Tokyo Big Sight the documents submitted to Fire Department.
- ② Police DepartmentTokyo Wangan Police Station (Event applications)
* Please also submit to Tokyo Big Sight the document submitted to Police Department.
- ③ Public Health CenterKoto Ward Health Center (for application for approval of food and beverage tasting events or event)
TEL: +81-3-3647-5882
- ④ Tax Office.....Koto Nishi Tax Office (Applications for permission to sell alcoholic items)
TEL: +81-3-3633-6211

2 Procedure on Event Day

(1) Entry

Facilities will be unlocked 15 minutes prior to the time you have reserved for use. Check-in is not necessary.

(2) Facilities, Equipment and Layout

Please confirm that equipment and layout are in line with your application. If they are not in line with your application or if you have additional requests, please contact the Conference Support Center on the internal phone.

Please be aware that Tokyo Big Sight may not be able to fulfill additional requests made on the day of the event. In principle, Tokyo Big Sight is not able to respond to requests made on the day of the event for changes in layout.

If applications have been made for the use of audio and visual equipment, please call 85146 on the internal line at the time you requested. A staff member will explain how to use the equipment.

(3) Adjusting the Temperature within the Conference Room

Please consult the Conference Support Center regarding adjustments to the temperature within conference rooms.

(4) Locking of the Rooms during the Time of Use

Only one key will be lent out per room. Please contact us for requests regarding the locking or unlocking of the rooms during the time of use. If it is the day of use, please contact the Conference Support Center.

(5) Exit

In principle, please return equipment to its original position after use.

Upon finishing the use of the room, please contact the Conference Support Center using the internal phone in the conference room.

Please contact the Conference Support Center for extension of the time of use of conference rooms. Time extensions shall be allotted in a one-hour unit at extra charges. Please confirm the availability of time extension in advance, however, because the time may not be extended if the room has already been reserved for use. If no application on the end of conference is made after the time of use ended, staff will be sent to check the room. Please contact us promptly when facilities or equipment are damaged or lost.

(6) List of Contacts

- ① Conference Support Center....(Conference Support Division, Big Sight Services Corp.)
Contact regarding layout, equipment and air conditioning; Contact to notify the end of conference:
TEL: +81-3-5530-1287 (Extension: 85146)
- ② West Security CenterManagement of lost items
TEL: +81-3-5530-1135 (Extension: 80010)
- ③ Visitor and Business Center....Photocopy, FAX, PC rental, etc.
TEL: +81-3-5530-1292 (Extension: 83666)

3 Food and Beverages

(1) Areas where Food and Drinks are Permitted

- ① International Conference Room
In principle, eating and drinking are prohibited inside the International Conference Room. However, lunchboxes may be allowed under certain conditions, so please consult our staff.
- ② Reception Hall, Other Small and Mid-sized Conference Rooms
Eating and drinking are permitted. However, parties outside the Reception Hall and Conference Rooms 101-104 are not allowed in principle.
- ③ Common Areas
Eating and drinking are permitted. But exclusive use is prohibited as a general rule. Please take coffee breaks, etc. in conference rooms where possible except for when the entire floor is reserved.

(2) Important Reminders Concerning Consumption of Food and Beverages in the Conference Tower

- In the event that the conference room is soiled by food or drinks, please immediately contact the Conference Support Center.
- If the tea sets lent by the facility are used, please wash them before returning.
- In principle, please ask lunch service companies or the organizer to remove lunch waste. In the event that such waste is left in the conference room, disposal will be done at extra charges.
- We may not be able to respond to sudden requests for catering services on the event day. Please apply in advance.

(3) Catering Service

- ① Catering Service by Registered Establishments (See the List of Registered Catering Services on page 4)
Catering services within the conference room are available at the restaurants and hotels shown in the next page. Experienced staff will conduct well-coordinated party arrangements satisfying the customer's requests.

The advantages of using registered catering services include the following:

- Only registered catering services are permitted to setup (for tables, chairs and food area) outside the organizer's reserved time.
- Fees are not charged for the use of pantry, tables, etc. when registered services are used.
- If you wish to use the reception hall for a party only, usage fee discounts for the room rate may apply for 4 hours or more (3 hours or more in the afternoon) in some cases.

- ② Catering Service by Outside Establishments

- Please apply for a sufficient time for facility usage to allow for setting up and removal by external services.
- Please submit application forms that include the names of services and the persons responsible, layout, and the request for equipment (including tables, chairs, etc.).
- Those desiring to use the pantry must submit a Pantry Use Application Form, Notification of Operations Inside the Facility Form, and Central Terminal Loading Application Form in advance.
- Fees will be charged for the use of the pantry, party tables, bar counters and other items.
* Please make inquiries separately.

(4) Other

A convenient prepaid card, Big Sight Card, for use at all restaurants and shops located at Tokyo Big Sight and surrounding areas is available at the Service Corner.

Service Corner

TEL: +81-3-5530-1215 (Extension 80180)

<http://www.bigsight.jp/organizer/services/sales/>

List of Catering Services

■ Restaurants within Tokyo Big Sight

Name of Shop	Menu	Minimum number of guests	Cost per person	Reservation period	TEL
Cafeteria MERMAID	Western	20 persons	From ¥3,000, drinks not included	At least one week in advance	+81-3-5530-1160
HIBIYA MATSUMOTORO	Western	50 persons	From ¥3,000, drinks not included	At least two weeks in advance	+81-3-5530-1158
HONGKONG EXPRESS LE PARC	Japanese, Western and Chinese	50 persons	From ¥3,000	At least one week in advance	+81-3-5530-1177
FOOD COURT& BEER Eat it!	Japanese, Western	20 persons	From ¥3,500	At least one week in advance	+81-3-6426-0412
PRONTO	Sandwich appetizers, variety of drinks	Sandwich appetizers: one unit Drinks: one pot (10 cups)	Sandwich appetizers ¥2,000-¥4,000 Drinks ¥270-¥470	Sandwich appetizers: At least two days in advance; Drinks: Negotiable * Same-day also possible depending on numbers	+81-3-3527-8767
Tully's Coffee	Pot service • Coffee (hot, iced) * In-store pick-up only	One pot	¥2,400 per pot	Negotiable * Same-day also possible depending on numbers	+81-3-3527-5086
Starbucks	Pot service • Coffee (hot, iced) * In-store pick-up only	One pot	¥2,160 per pot	Negotiable	+81-3-3599-1320

■ Hotels

Name of Restaurant/Hotel	Menu	Minimum number of guests	Cost per person	Reservation period	TEL
Intercontinental Tokyo Bay	Japanese, Western, Chinese, Ethnic	150 persons	From ¥8,000	At least 20 days in advance	+81-3-5404-3918
Grand Nikko Tokyo Daiba	Japanese, Western and Chinese	50 persons	Food only from ¥6,000; food and drinks from ¥8,000	At least two weeks in advance	+81-3-5500-4601
Tokyo Bay Ariake Washington Hotel	Japanese, Western and Chinese	50 persons	From ¥6,000	At least 10 days in advance	+81-3-5564-0125
Hilton Tokyo Odaiba	Japanese, Western and Chinese	50 persons	Food only from ¥8,000; food and drinks from ¥10,000	At least two weeks in advance	+81-3-5500-5510
Maxpart Harumi Grand Hotel	Japanese, Western and Chinese Vegetarian and halal options	50 persons	¥5,000	At least two weeks in advance	+81-3-3532-6030
Royal Park Hotel	Japanese, Western and Chinese	200 persons	From ¥10,000	At least 10 days in advance	+81-3-3667-1111
Keio Plaza Hotel Tokyo	Japanese (sushi), Western and Chinese Course menu or banquet style	100 persons	Food only from ¥20,000; food and drinks from ¥23,000	At least one month in advance	+81-3-3344-0251

List of Establishments that Welcome Parties

Location	Floor	Name of Shop	Seating Capacity	Reservation period	TEL
Restaurant Avenue	1	HIBIYA MATSUMOTORO	160 seats	At least one week in advance	+81-3-5530-1158
		Cafeteria MERMAID	80 seats (100 people, if standing)	At least five days in advance	+81-3-5530-1160
		Wasyoku-ya	100 seats (150 people, if standing)	At least three days in advance	+81-3-6426-0781
East Conference Rooms	2	HONGKONG EXPRESS LE PARC	190 seats	At least one week in advance	+81-3-5530-1177
Conference Tower	1	FOOD COURT& BEER EatIt!	422 seats	At least one week in advance	+81-3-6426-0412
	8	Al Porto Tokyo Big Sight	74 seats (100 people, if standing)	At least three days in advance	+81-3-5530-1221

List of Box Lunch Services Accepting Reservations

Location	Floor	Name of Establishment	Minimum number of lunches	Reservation period / Remarks	TEL
Restaurant Avenue	1	Cafeteria MERMAID	10-30 lunches	At least three days in advance * Box lunch varies depending on the season.	+81-3-5530-1160
		HIBIYA MATSUMOTORO	10 lunches	At least one week in advance	+81-3-5530-1158
		Wasyoku-ya	10-100 lunches	At least three days in advance	+81-3-6426-0781
East Conference Rooms	2	HONGKONG EXPRESS LE PARC	10 lunches	At least five days in advance	+81-3-5530-1177
		ROYAL CAFETERIA	Negotiable	At least three days in advance * Orders accepted only on days when store is open	+81-3-5530-1168
		curry shop C&C dining	20 lunches	At least three days in advance	+81-3-5530-1172
Conference Tower	1	FOOD COURT & BEER EatIT!	10 lunches	At least one week in advance	+81-3-6426-0412

- * Please either contact each service directly or view our company website for more information on menus, plans, costs, etc.
- * Reservation deadlines are for reference only. Availability may vary depending on the number of other reservations.
- * Content is subject to change without prior notice.

4 Setup

(1) Permission for Setup

Please consult with the Tokyo Big Sight representative in advance and submit the usage plan and receive permission for them if facilities in the Conference Tower are to be used for purposes other than the conference, including exhibits, sales and drink service. Please abide by the following policies and the regulations of the Fire Service Act during setup.

(2) Prohibition of Posters

Sticking posters on walls and windows inside the Conference Tower or of the lobby is prohibited. Please use poster boards and sign stands (at extra charges).

(3) Prohibition of Wallpaper (with glue)

Putting wallpaper is prohibited within all areas of the Conference Tower.

(4) Setup of Panel Displays and Booths (small partitions)

Please observe the following guidelines when conducting panel exhibition.

- ① As a general rule, exhibitions are only to be held either inside conference rooms or within the scope indicated in Section 1.7 (p. 9).
- ② Please use system panels. Please use protective coverings on carpeted floors as needed.
- ③ Please use material of the flame-resistant quality or more durable than that when displays are made of wood or cloth materials.
- ④ Exhibition items placed in common areas must be no taller than 3 m. Exhibition items in the first floor common areas must be no taller than 2.4 m. Requirements may vary depending on fire prevention equipment installed in different areas.
- ⑤ Displays shall not interfere with the movements and operation of equipment and facilities, including disaster prevention facilities.
- ⑥ Please consult in advance if large or heavy objects will be brought in the facility.
- ⑦ Please pay enough attention to other organizers regarding noises and other obstructions during the setup time.

(5) Electrical Outlets

Please submit relevant applications and obtain approval in advance to use electrical outlets in common areas.

(6) Protection

Please be sure to use veneer sheets or other protection measures to prevent damage to floors, walls and doors when moving items by handcarts or other equipment.

(7) Drink Service

Please observe the following guidelines when providing coffee and other refreshments.

- ① In principle, these should be conducted within the conference room or the areas as determined in Section 1.7 (p. 9).
- ② Please use vinyl sheets or other coverings underneath tables or service carts to prevent soiling the floor.
- ③ Bring back all empty cans, paper packs and paper cups.
- ④ Drinks must not be served directly out of a cooler.

(8) Damage and Breakage

Contact the Conference Support Center immediately when facilities are soiled, damaged or broken. Repair of the soiled part may be requested or the actual cost for the repair may be charged.

5 Carrying In and Out of Items

(1) Application

① Central Terminal Loading Application Form

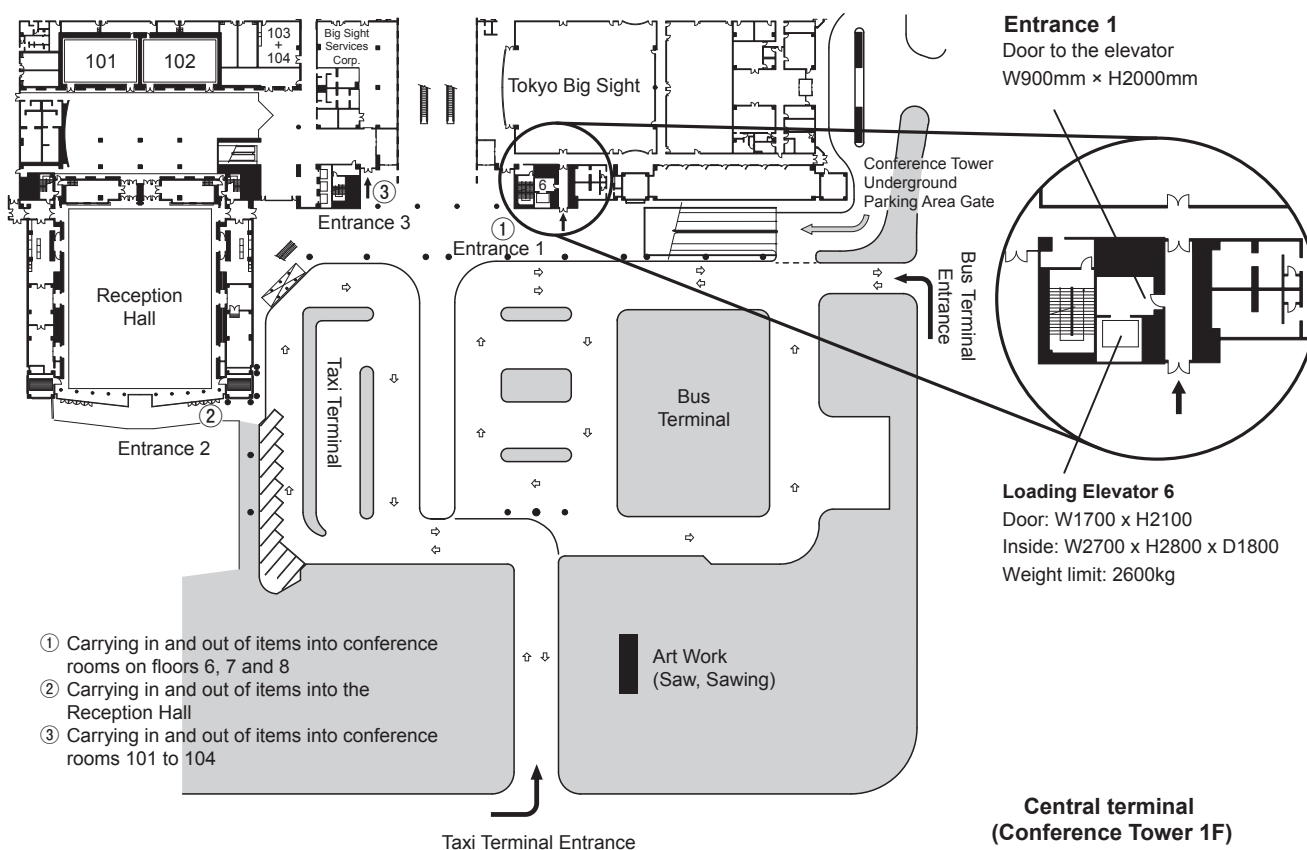
In principle, regular vehicles other than buses and taxis are restricted from entering the central terminal. Please fill out a Central Terminal Loading Application Form in advance in order to use the central terminal for bringing items in and out of the facility. In the event that more than one vehicle will be entering the terminal at the same time slot, the organizer may be requested to adjust an arrival time. Parking a vehicle in the terminal is not permitted. Please quickly move vehicles to the paid parking areas after the delivery is finished.

(2) Carrying In and Out of Items

Please use the delivery entrance at the central terminal to carrying items into conference rooms in the Conference Tower.

- ① Please carry items into conference rooms on floors 6, 7 and 8 in the Conference Tower through Entrance 1 using the loading elevator (Elevator 6). Please check the measurements of the door to the elevator so that that items can pass through.
- ② Please use Entrance 2 in order to carry items into the Reception Hall on the first floor of the Conference Tower. Please be especially careful not to damage the marble part.
- ③ Please use Entrance 3 in order to carry items to conference rooms 101 to 104 on the first floor of the Conference Tower. Please be especially careful not to damage the marble part.

Note: Please use protection measures along the routes for moving items. Please pay enough attention to other organizers and exhibitors. Driving vehicles onto the walkway is not permitted.



6 Parking Stations and Areas, and the Central Terminal

(1) Parking Facilities

In principle, please use paid parking stations and areas within Tokyo Big Sight.

*Listed information is current as of October 2019. To access the latest information, please visit our website.

	Parking Station Name	Capacity	Operating Hours	Charges	Vehicle Restrictions
Permanent	Conference Tower Underground Parking Area	62 vehicles (5 wheelchair spaces are excluded)	8:00-22:00	¥250 for 30 minutes ¥2,000/day (max.)	Height 2.5m, Width 1.9m Length 5.3m, Weight 2.5t
	East Underground Parking Area	189 vehicles (4 wheelchair spaces are excluded)	For details, please contact the Security Control Division.		
	South Multilevel Parking Area	350 vehicles	8:00-22:00	¥250 for 30 minutes ¥2,000/day (max.)	Height 2.1m, Width 1.9m Length 5.0m, Weight 2.5t
Temporary	East Tower Outdoor Temporary Parking Area	480 vehicles (maximum capacity)	For details, please contact the Security Control Division.		
	Ariake East Temporary Parking Area	330 vehicles	8:00-23:00	Standard vehicles: ¥1,500 per entry ¥500 per entry after 16:00 Large-size: ¥4,000 per entry	Vehicles that are 6m or longer are considered large-size vehicles. * Entry until 18:00 on the event day
	Shinonome Temporary Parking Area	550 vehicles	8:00-23:00	Standard vehicles: ¥1,500 per entry ¥500 per entry after 16:00 Large-size: ¥4,000 per entry	
	Tekko South Temporary Parking Area	110 vehicles	8:00-23:00	Standard vehicles: ¥1,500 per entry ¥500 per entry after 16:00 Large-size: ¥4,000 per entry	

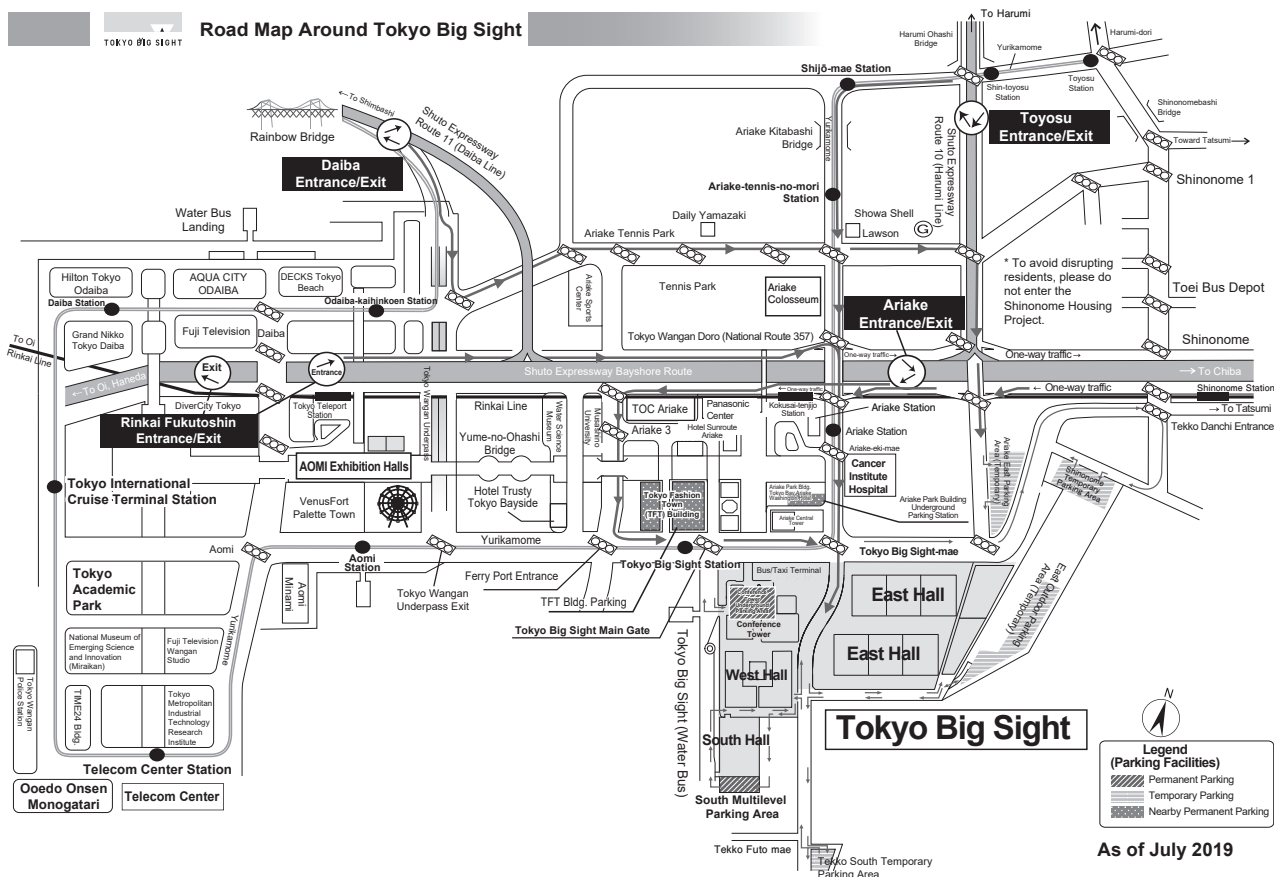
* One day means parking during operating hours (until the closing time on the event day)

* Overnight parking is not permitted. If overnight parking is necessary for conference preparations, etc., please apply in advance.

For more information, please contact parking administration (03-5530-1148).

* Parking is free* for persons with a disability certificate as of April 1, 2010. When using this service, please present your physical disability certificate, special education certificate, or mental disability certificate.

(* Excludes commercial vehicles and large-size vehicles over 6m in length.)



① Service Cards (General Parking Permit)

1. Type

Two types of permits are available: "One-Hour Permit" and "One-Day Permit"

2. Charges and Service

The cards can be used for the Conference Tower Underground Parking Area, East Underground Parking Area, South Halls Parking Area, and East Tower Outdoor Temporary Parking Area.

Card Type	Price	Service	Validity
One-hour permit	¥400	Parking charges for one hour (equal to ¥500)	Conference Tower Underground Parking Area East Underground Parking Area South Halls Parking Area
One-day permit	¥1,500	Parking charges for one day*	East Tower Outdoor Temporary Parking Area (limited to one entry)

* "Parking charges for one day" means parking during operating hours (until the closing time on the event day).

3. Method of Use

Please take a parking ticket when entering the parking area. When exiting, first insert the parking ticket, and then insert the service card into the machine instead of cash.

4. Important Reminders

Since the card contains magnetic data, please refrain from bending the card, getting it wet or bringing it in contact with magnetic objects.

② Pass Card (fixed-duration pass)

1. Type

Three types are available in the unit of one day: Conference Tower Underground Parking Area Pass Card, East Underground Parking Area Pass Card and South Halls Parking Area Pass Card. Please designate your parking area in advance.

(*No pass card is available for the East Tower Outdoor Parking Area.)

There is a limit on the number of pass cards that can be issued. Please contact us if you will need a large number of pass cards.

2. Charges and Service

Conference Tower and East Underground Parking Areas and South Halls Parking Area: ¥2,500/day per ticket
Users are free to enter and exit their requested parking area during operating hours throughout the requested period.

However, it does not provide a designated parking space.

3. Method of Use

When entering, do not take a parking ticket. Instead, insert your pass card into the parking ticket machine. (The pass card will be returned.)

When exiting, please insert your pass card into the machine. (The pass card will be returned.)

4. Important Reminders

Pass cards cannot be returned once requested.(We will secure the appropriate number of cars.)

Since the card contains magnetic data, please refrain from bending the card, getting it wet or bringing it in contact with magnetic objects.

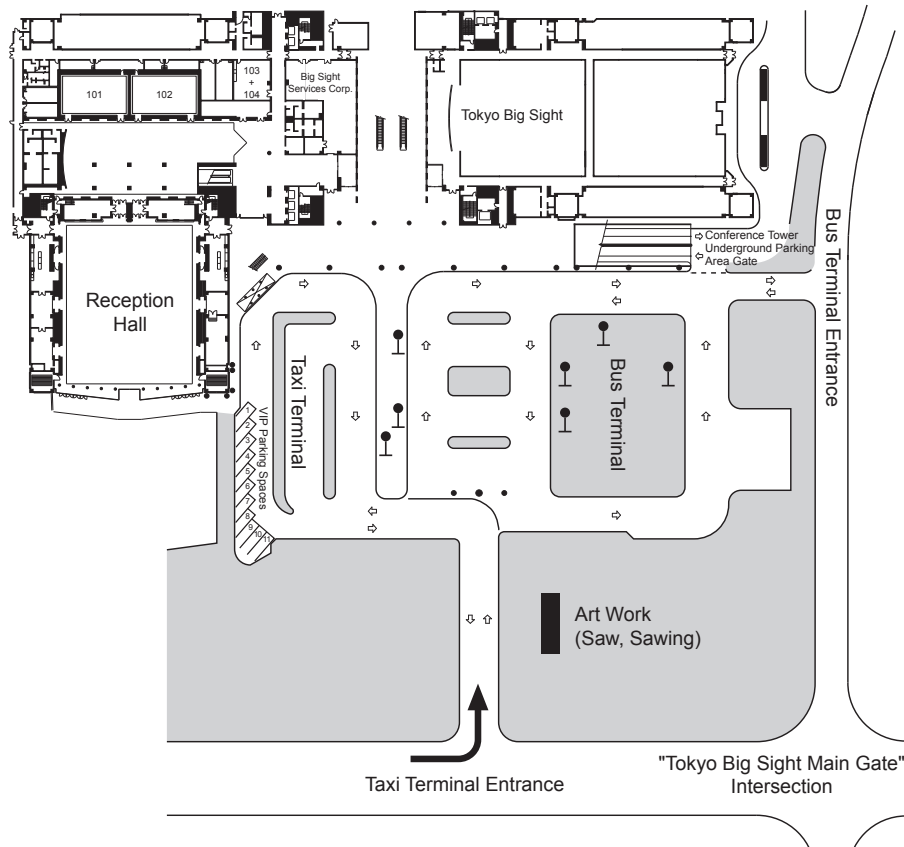
* Cars may enter the parking area even if the display reads "Full."

If you are stopped by security staff, please show them your pass card.

③ VIP Parking Spaces at the Central Terminal

- If you wish to use a Central Terminal VIP parking space, please submit a request using the Terminal Usage Application Form. Please be aware that parking inside the terminal is not allowed when permission to use a VIP parking space has not been obtained.
- As these spaces can be used by both Conference Tower and Exhibition Building users, only a limited number of VIP spaces are available. When there are many requests for VIP parking, we may need to restrict the number of parking lots available. In the event all lots are occupied, visitors may be asked to adjust the time and/or change their parking location to a nearby parking space.

(2) Central Terminal



① Pickup and drop-off by hired vehicles and other vehicles

Please submit a request using the Terminal Usage Application Form in advance to arrange for pickup and drop-off of event participants and VIPs by hired and passenger vehicles. No application is needed when using a taxi. Please be aware that parking inside the terminal is not allowed when permission to use a VIP parking space has not been obtained.

② Pickup and drop-off by bus, etc.

Please submit a request using the Terminal Usage Application Form in advance to arrange for pickup and drop-off of event participants by bus or minibus. Please follow security staff's instructions regarding the area for pickup and drop-off. Parking a vehicle in the terminal is not permitted. Please quickly move vehicles to outside the terminal after drop-off/pickup of passengers is finished.

③ Brief stop of transport vehicles

Please provide vehicle information, the length of time the vehicle will be stopped and the name of the person responsible on the Central Terminal Loading Application Form. Parking a vehicle in the terminal is not permitted. Please quickly move vehicles to the paid parking areas after the delivery is finished.

7 Common Areas

With the aim of assuring smooth management of events and visitor safety, Tokyo Big Sight has established the following guidelines concerning the use of common areas in the Conference Tower.

(1) Conference Tower Common Areas

"Common Areas" consist of the lobby, hallway, foyer and other spaces where visitors pass through or rest, as well as the areas used jointly for management reasons. Areas for which Tokyo Big Sight has granted permission of use in response to user applications are excluded.

(2) Items Permitted for Setup in Common Areas

- Reception and registration areas
- Information signboards * Only signs which are approved by Tokyo Big Sight may be set up in areas shared with the exhibition hall (entrance hall, entrance plaza, etc.). Signs may be placed inside the Conference Tower depending upon their use within the limits set forth in (4). Signs may be placed for the duration indicated on the Written Approval of Use.
- Drink services corner (may not be available in some cases depending on usage conditions.)
- Panel exhibitions and other simple exhibitions (may not be available in some cases depending on usage conditions.)

(3) Important Reminders

① Prohibition on marketing activities

In principle, marketing activities, sale of goods, etc. are not permitted in the common areas. Please plan to display and sell goods inside the conference room.

Please consult in advance regarding permission for business activities, which may be allowed within limitations at extra charges.

* The charge is ¥11,000 per m² per session.

* Materials, texts and admission tickets specifically required for a seminar may be sold within designated limitations.

② Exceptions to use of the common areas

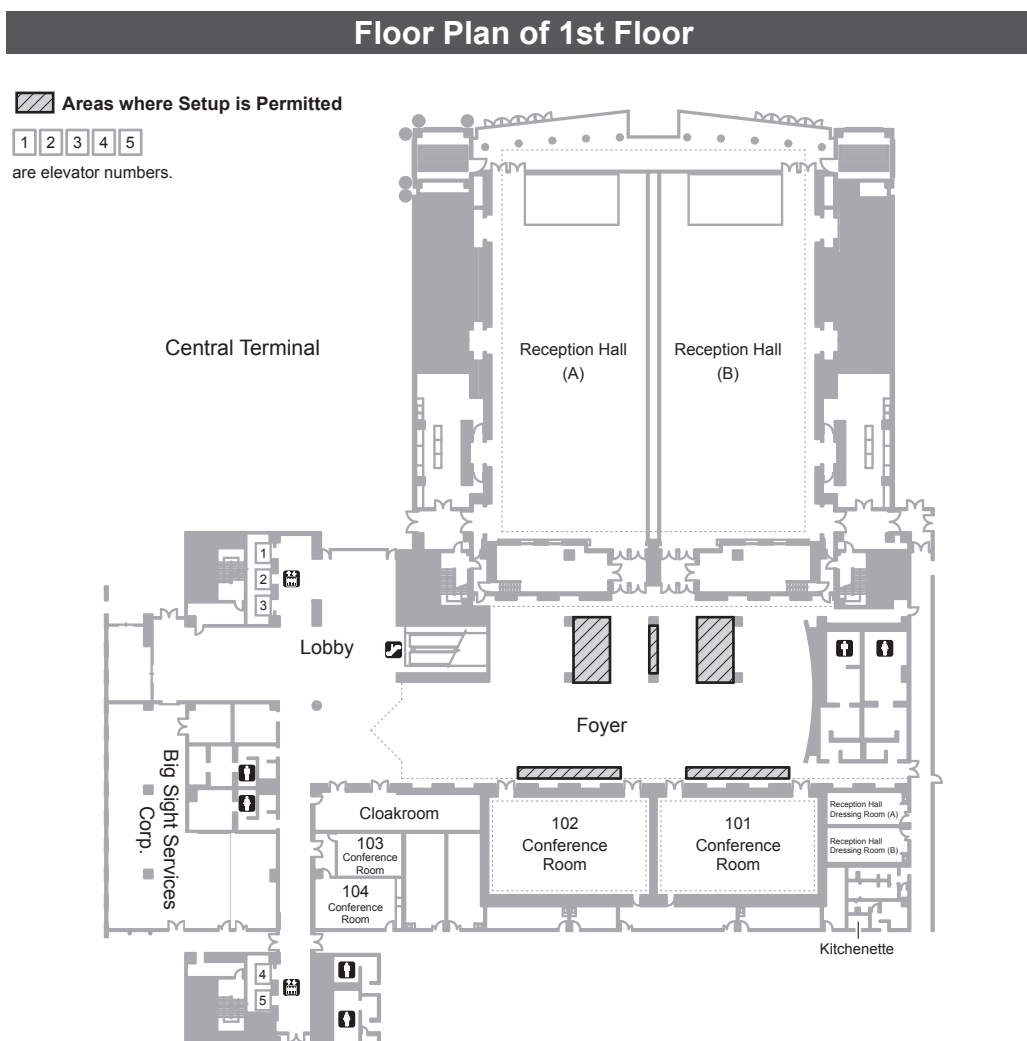
In the event that an organizer contracts for the use of floors 1, 6, and 7, the use of the common areas other than designated in (4) below may be permitted at extra charges. (The charge is ¥11,000 per m² per session.)

Please contact your Tokyo Big Sight representative for inquiries about details including terms and conditions. Please be sure to observe the regulations of the Fire Service Act.

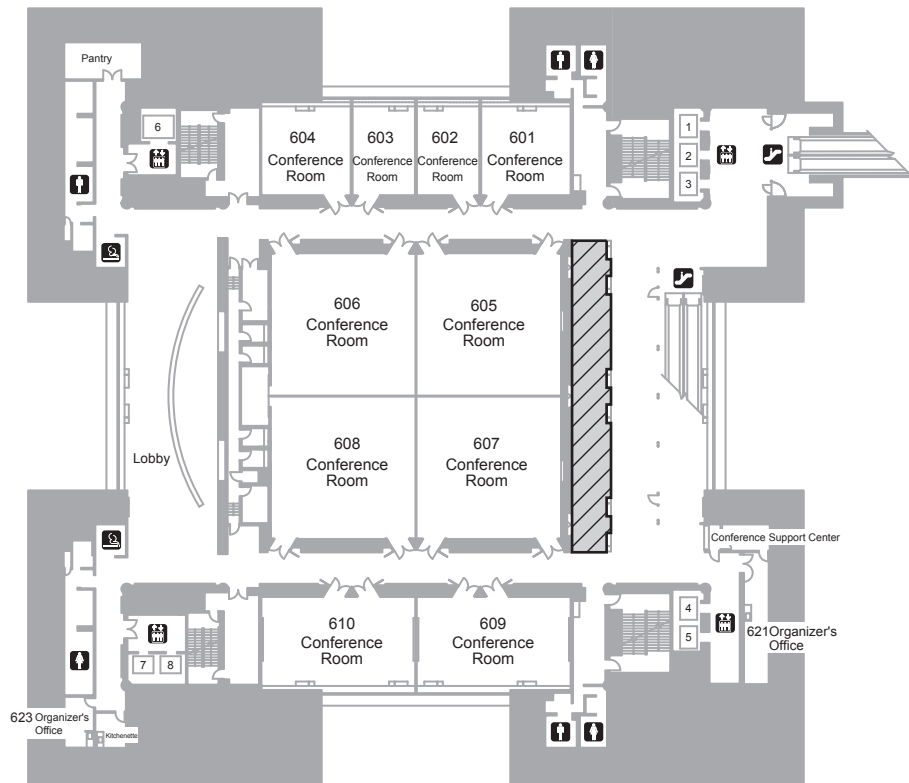
③ Common Area Usage Application Form

In the event of plans to use common areas for purposes other than reception, please fill in the required items on the Common Area Usage Application Form, and submit the form with the usage plan.

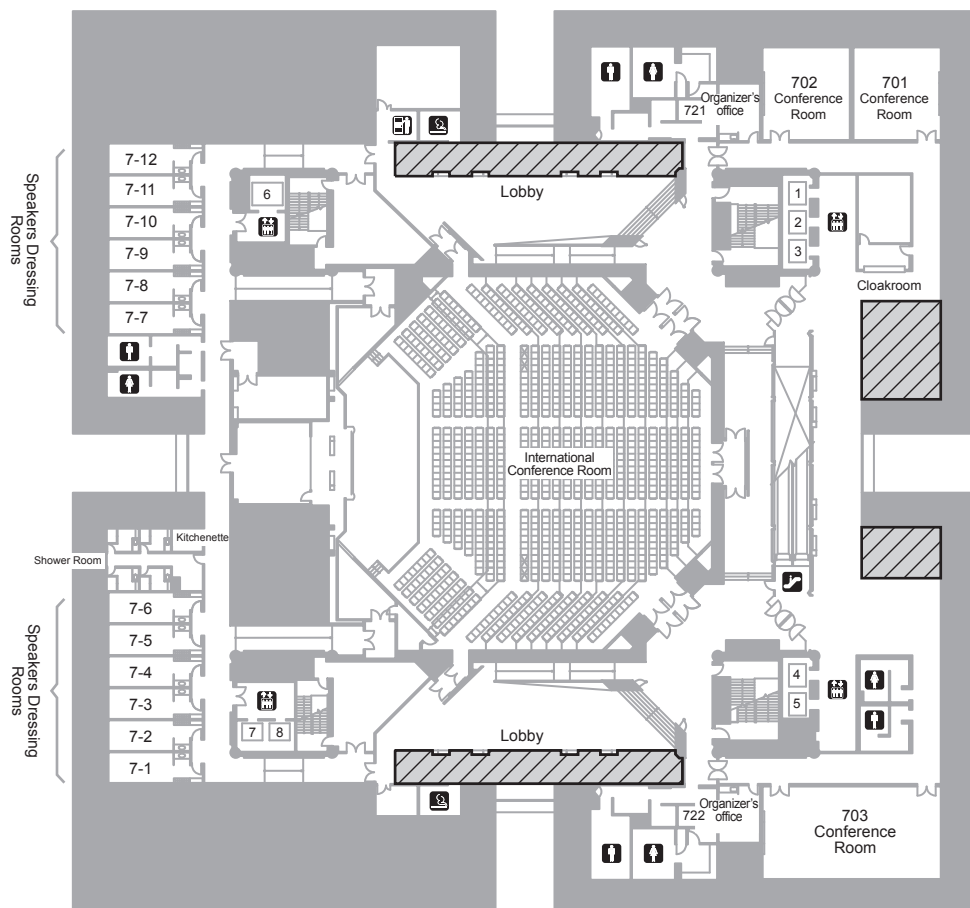
(4) Areas Where Setup is Permitted



Floor Plan of 6th Floor



Floor Plan of 7th Floor



① 1st Floor

- Setup of items other than those for reception, registration and ticket sales areas, as well as information signboards, in front of the conference rooms 101 and 102 or in the foyer is prohibited.
- While designated indoor display boards and sign stands may be set up in the lobby, reception and panel displays are not permitted there.
- Only organizers who use the reception hall and conference rooms 101 and 102 at the same time are permitted to set up poster displays in the foyer (at extra charges).
- Please conduct cloak check within three meters of the wall.
- Please ensure that an emergency escape route of at least six meters wide is set in the foyer.

② 2nd Floor

- Only designated indoor display boards and sign stands may be set up in the entrance hall. These cannot be set up in the reception areas.
- Only designated outdoor display boards may be set up outside the venue in the entrance plaza.

③ 6th Floor

- Please ensure that an emergency escape route of at least three meters wide is set in the lobby on the escalator side.
- Setting up items other than reception tables and information signboards in the hallway outside conference rooms 601 to 610 is not permitted. Reception tables should not obstruct the hallway.

④ 7th Floor

- Please ensure that an emergency escape route of at least four meters wide is left in the dedicated lobby for the International Conference Room.

⑤ 8th Floor

- Setting up items other than reception tables and information signboards in the 8th floor lobby is not permitted.

8 Communication Lines and Power Supply

(1) Guide to Communication Lines

All conference rooms are equipped with internal telephone lines. If you need the outgoing call restrictions to be removed or other communication lines to be available, please consult in advance with the In-house Communication Line Services Desk about options.

① Installation of temporary communication lines

Please see the “Temporary Communication Facility Usage Guideline” for details regarding Internet services using analog lines, INS64 lines, and high-speed optical communication/shared lines. The guide may be downloaded from our website.

<http://www.bigsight.jp/organizer/services/network/>

Please contact Communication Line Support Services directly at the numbers below. Invoices will be issued separately for conference room use fees and equipment charges.

Contact: Communication Line Services Desk, Facility Safety Division, Venue Department, Big Sight Services Corp
TEL: +81-3-5530-1107 (Extension: 80051) FAX: +81-3-5530-1106

② On-site mobile phone

Personal handy-phone system (PHS) devices can be rented for exclusive use within the premises of Tokyo Big Sight. Requests may not be fulfilled due to the limited number of devices.

Contact: Rental Division, Business Department, Big Sight Services Corp.
TEL: +81-3-5530-1285 FAX: +81-3-5564-5430

(2) Power Supply

In the event that video devices or other devices requiring power supply will be brought into conference rooms, please submit a request using the Organizer Arranged Equipment Application Form.

① Use of electrical outlets in conference rooms

After determining that the use of such devices will not exceed the maximum electricity capacity of each room, the use will be allowed with a fee of ¥880 per kW (including tax). Depending on the terms of the application, a Tokyo Big Sight representative may give directions to split the use of electrical outlets.

Electrical capacity per circuit is 15A.

② Use of electrical outlets in the common areas

Please submit an Electrical Facility (Socket) Usage Application Form to obtain permission.

③ Exceeding capacity of electrical outlets in conference rooms

Electricity may be drawn from distribution boards in addition to electrical outlets on the wall or floor, which requires designated electrical work in accordance with the Electricians Act. Only companies that have attended an electric safety seminar held by Tokyo Big Sight and received accreditation may conduct electrical work at the facility.

(Prior to the event)

- Event organizers are requested to appoint an electrical contractor. In principle, one month prior to the event, an Electrical Construction Work Application Form must be submitted in triplicate together with design plans of all electrical work to be conducted.
 - * Application by the organizer with the organizer's seal is required.
- Application to the appropriate fire department is required for the use of electrical transformers of 20kW or higher. Please consult with the representatives of Tokyo Big Sight.
- An Electrical Facility (Socket) Usage Application Form must be submitted in triplicate together with plans for the use of electrical outlets.

(During the event)

- Upon completion of electrical work, please submit the results of insulation resistance measurements (in triplicate) for verification. Electricity transmission will commence following insulation resistance confirmation.
 - * An electrical contractor must remain on duty at all times during the event.

9 Other

(1) Receiving/Sending Packages

① Receiving packages on the day of the event

Packages must be clearly marked with the date and time of delivery together with conference facility details (e.g. Conference Tower xx floor, xxx room). A representative must be appointed to receive all incoming packages at the conference room.

② Receiving packages prior to the day of the event

Conference-related packages received by the Conference Support Center will be delivered to the conference room on the day of event (at extra charges). Packages must be clearly marked with the conference room number (and event date), organizer name, conference name, and the name of the recipient. * Please see "List of Usage Charges for Conference Tower Facilities/Accessories."

Mailing Address: 3-11-1 Ariake, Koto-ku, Tokyo 135-0063
Big Sight Services Corp.
Conference Support Center
TEL: +81-3-5530-1287

* Please contact the above for details and confirmation of packages received.

③ Sending packages after the conference has concluded

Service details depend on the method of shipping and contact time. Please contact the Conference Support Center for information.

TEL: +81-3-5530-1287 (Extension: 85146)

If paid by sender, please bring items to the businesses below.

- | | | | |
|------------------------|---------------|-----------------------------|------------------|
| ● 2nd Floor (Outdoors) | Event Plaza | 7-Eleven | Yamato Transport |
| ● 2nd Floor (Indoors) | Entrance Hall | Visitor and Business Center | Sagawa Express |
| ● 2nd Floor (Indoors) | Entrance | Lawson | Yu-Pack |
| ● 2nd Floor (Indoors) | Galleria | FamilyMart | Yamato Transport |

If paid by receiver (Sagawa Express only), please contact the Conference Support Center.

(2) Receiving Telephone Calls and Faxes

① Telephone calls

Incoming calls will not be relayed to conference rooms.

Please install a temporary line if a large number of incoming calls are expected.

② Faxes

In principle, incoming facsimile communications will not be relayed to the recipient. The Business Center offers facsimile services (at extra charges).

(3) Lost and Found Articles

Organizers are requested to contact the Conference Support Center regarding lost and found articles when exiting the facility. These items will be passed on to the Lost and Found at the West Security Center.

(4) Preparations for Rain and Wet Weather

Tokyo Big Sight provides clear plastic umbrella covers at each entrance in the event of rain and wet weather. In principle, visitors are responsible for their own umbrellas.

(5) Cloakroom

Priority is given to users of the Reception Hall and International Conference Room for the use of cloakrooms located on the 1st and 7th floors of the Conference Tower. Please make an inquiry regarding the use of cloakrooms. Adjustments will be made for the use of cloakrooms if a large volume of requests are made.

Shelves and hangers are provided at each cloakroom by Tokyo Big Sight. Please apply for cloak tags as equipment (at extra charges). It is the organizer's responsibility to provide cloakroom service staff.

(6) Waste Disposal

Organizers are requested to remove all waste from the facility. Waste disposal by Tokyo Big Sight is available for an additional fee. For requesting such waste disposal by Tokyo Big Sight, please separate waste into combustible waste and non-combustible waste and contact Tokyo Big Sight. The fee for disposing of waste is ¥682 (including tax) per 90-liter bag. Please contact Tokyo Big Sight in advance if a disposal cart is required.

(7) Smoking

Smoking is strictly prohibited within the premises of Tokyo Big Sight except in designated smoking areas. Your cooperation would be highly appreciated.

(8) Photo/Video Shooting and News Gathering Activities

No specific approval is required for photo/video shooting and news gathering activities at the events inside conference rooms. The organizer is requested, however, to consult with the Sales Promotion Department of Tokyo Big Sight for permission prior to filming and coverage in the common areas.

(9) Guide to In-Venue Facilities to Support Event Management

① Conference Support Center (Big Sight Services Corp. Conference Support Division)

(6th floor Lobby, 1st floor Big Sight Services Corp.)

Big Sight Services Corp. provides support services including prior consultation, acceptance of application for the use of facilities and equipment, and support on the day of the event. A service for receiving packages sent to the facility is also provided (at extra charges).

For information relating to leased equipment, the preparation of signs and signboards and catering services, please contact the following:

TEL: +81-3-5530-1287 (Extension: 83643)

Business hours: Conference facility business hours

② Service Corner

(2nd floor Entrance Hall)

A convenient prepaid card for use at all restaurants and shops located at Tokyo Big Sight and surrounding areas is available at the Service Corner. The Service Corner also sells commemorative Big Sight souvenirs.

TEL: +81-3-5530-1215 (Extension: 80180)

Business hours: 9:00-18:00 (holidays irregularly scheduled)

③ Visitor and Business Center

(2nd floor Entrance Hall)

The Business Center offers photocopying, facsimile and Internet services. The Center also handles the printing of emergency business cards; arranging of posters, signs and signboards; and leasing of facsimile equipment, PCs, printers, monitors and other equipment.

Contact: TEL: +81-3-5530-1292 FAX: +81-3-5530-0152

Business hours: 9:00-18:00 (Open every day except during facility inspections and some of the facility's closing days)

Section 2 Providing Participants with Access Information

1 Official Facility Name and Contact Information

Please see the following guide for Conference Tower facilities at Tokyo Big Sight. Please consult with Tokyo Big Sight if multiple facilities are to be used.

- ① Name of FacilityTokyo Big Sight
- ② Towers and FloorsConference Tower, 1st Floor; Conference Tower, 6th Floor; Conference Tower, 7th Floor; Conference Tower, 8th Floor
- ③ Name of Conference FacilitiesInternational Conference Room, Reception Hall A, 101 Conference Room, etc.

Please use the main telephone number +81-3-5530-1111 for all inquiries to the facility. While general directions to Tokyo Big Sight will be provided, we do not provide information about individual conferences or take messages.

2 Access and Directions to the Venue

(1) Access to the Venue

A PDF access map can be downloaded from Tokyo Big Sight's website. Please refer as appropriate.

<http://www.bigsight.jp/download/>

(2) Signboards

① Electronic Bulletin Board

Electronic bulletin boards are posted in the premises of Tokyo Big Sight and outside the ticket gates to the Rinkai Line Kokusai-tenjijo Station. Names of events to be held that day are displayed on the electronic bulletin boards. In principle, the name of the event as listed on the Conference Facility Application Form is displayed. Organizers wishing to specify the contents to be displayed or how they will be displayed are requested to consult with representatives of Sales Promotion Division. There are no fees or charges for using this service. However, the number of letters used is restricted. In principle, electronic bulletin boards are displayed during conference facility hours from 8:00-20:00.



North Concourse Area, 2F



Central Terminal Area, 1F

② Conference Room Signboard (at extra charges)

A signboard with text can be placed at the entrance to conference facilities or the outside the reception area. One signboard per conference facility can be requested. The kind of signboard stand can vary slightly depending on the facility being used. There are no restrictions on the number of letters but we recommend using a small number of letters because if too many letters are used, the letters may become too small to read. The font face designated by the organizer in black and white is generally used. Please contact us if you wish to use particular font or logo.



(3) Directions to Facilities and Events

Tokyo Big Sight has installed displays and signs from stations to the facility entrance and from the Entrance Hall to individual facilities. Given the size of the facility and the large number of events and conferences held, the organizer is advised to actively provide visitors with directions to their events.

① Methods of Providing Directions

• Directions by Staff

The organizer can station staff at appropriate locations such as stations, the Entrance Plaza and Entrance Hall to provide visitors with directions to the relevant event. As advance application may be required, please contact us for more information. The use of megaphones is not generally allowed. The distribution of flyers is also prohibited. The organizer is responsible for providing staff for guiding visitors.

• Signboards

Various signboards are available for rent at Tokyo Big Sight.

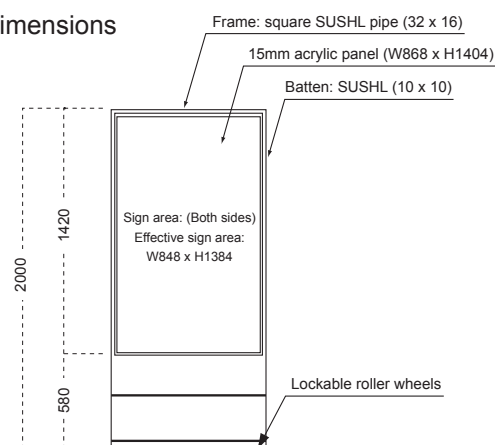
② Rentals of Various Types of Signboards(at extra charges)

● Indoor Display Board

This is a large-size signboard that can be placed inside the Conference Tower. Generally it is placed near the Entrance Hall escalators. Big Sight Services Corp. is also able to create the sign (at additional charge).



■ Dimensions

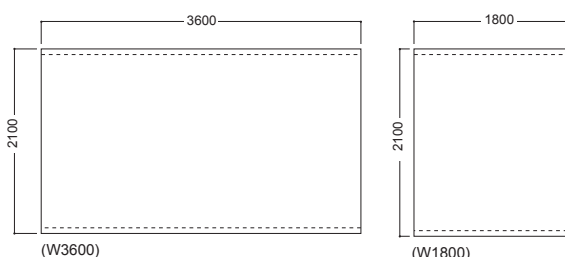


● Outdoor Display Board

This is a large-size outdoor signboard placed at the Entrance Plaza. Please consult with the representative of Tokyo Big Sight for the use and location of the signboard. On receipt of an application, Tokyo Big Sight will setup a metal frame for a signboard on the event date. The organizer is responsible for the preparation, setup and removal of the display board sign. For more information, please see the separate publication "On-site Information Sign Manual" or consult with the representative.



■ Dimensions



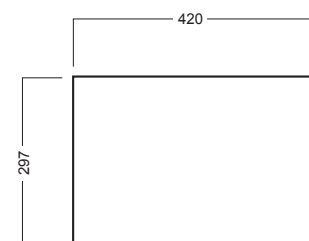
* 40mm thick wood panel

● Sign Stand

These are A3-size acrylic sign boards. An A3 size sign can be inserted into the display frame. The organizers who has submitted the application can pick up their sign boards in the requested number near the entrance to the conference room. Setup and removal is the responsibility of the organizer. Sign boards are only available for the Conference Tower.



■ Dimensions



A3 size


* Portrait shape also available.

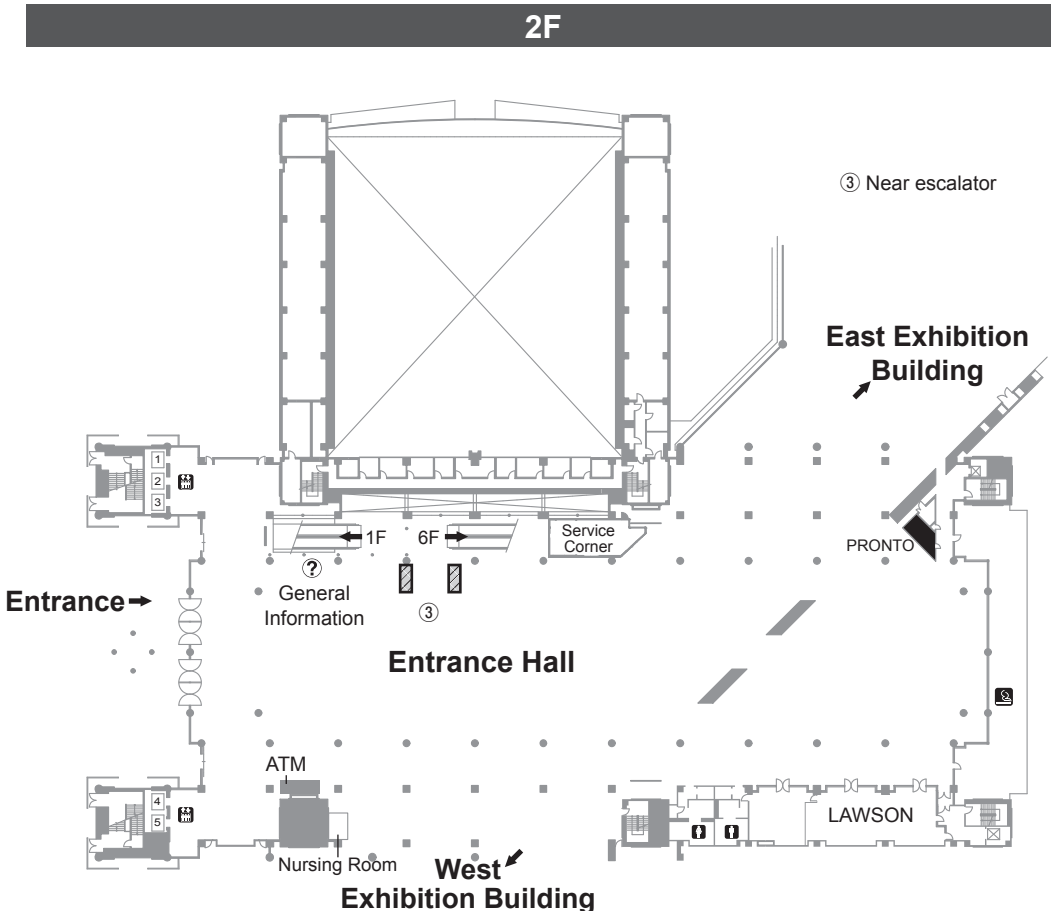
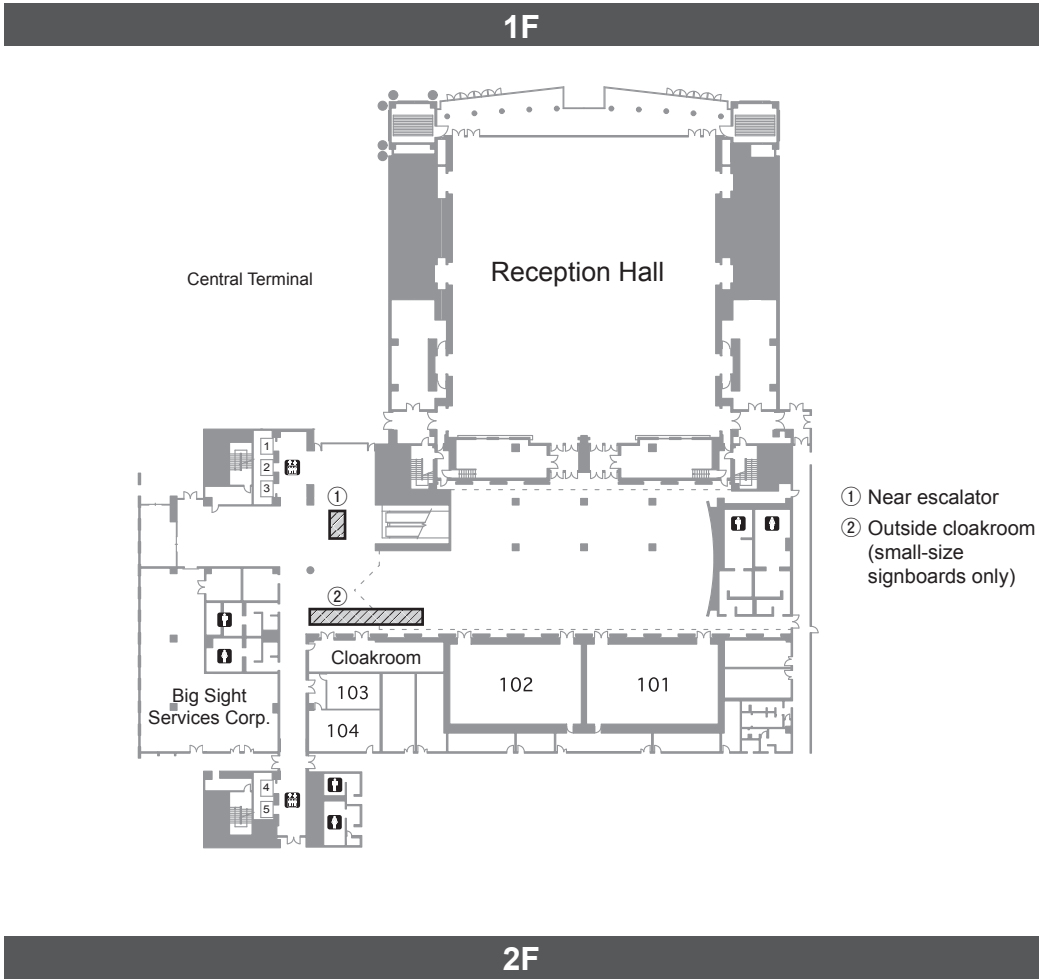
③ Important reminders on the use of display boards

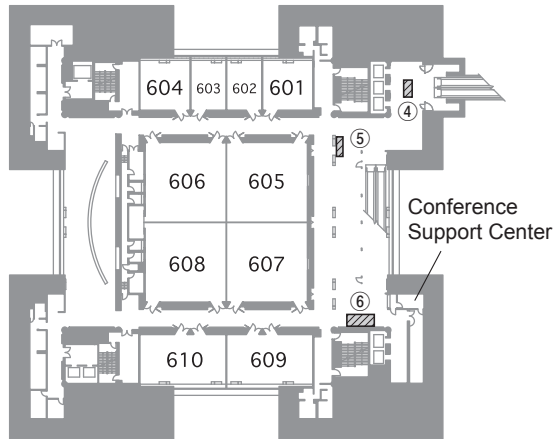
In addition to information provided in Section 1.7 "Common Areas" (page 9), signboards can be set up at the following locations. The organizer is requested to adhere to the following precautions.

- The setup and removal of signboards are the responsibility of the organizer unless creation of signs has been contracted to the Conference Support Center provided by Big Sight Services Corp.
- The use of signboards is allowed only for the duration of the event.
- Signboards prepared by the organizer may be placed inside the Conference Tower, excluding the 2nd floor Entrance Hall and Entrance Plaza. The organizer is requested, however, to submit relevant designs and plans in advance.
- Only designated signboards may be placed at the 2nd floor Entrance Hall and Entrance Plaza.
- Please ensure signboards do not obstruct the flow of visitors.
- In the event that signboards obstruct the flow of visitors or are placed in areas outside the permitted area, the signboards may be moved or removed at the facility's discretion.

[Signboard Setup Locations]

 Areas where display board setup is permitted ①—②

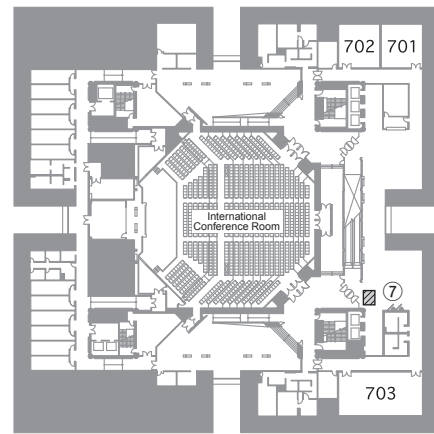


6F

④ Near elevators
(small-size
signboards only)

⑤ Near escalator
(small-size signboards
only)

⑥ Near Conference Support
Center (small-size
signboards only)

7F

⑦ Near escalator
(small-size
signboards only)

3 Website Links

If you wish to include links on your company or organization's website that provide Tokyo Big Sight venue directions, please contact the Public Relations Division.

Public Relations Div. TEL: +81-3-5530-1113

Section 3 Accident and Fire Prevention, and Emergency Response

1 Accident and Fire Prevention

Tokyo Big Sight is Japan's largest international exhibition and conference facility both in size and the number of visitors. A wide variety of exhibitions and conferences are held at Tokyo Big Sight throughout the year, attracting about 10 million visitors each year. As a result, if fire or other accidents occur during an event, it poses a substantial threat to the safety of a large number of people.

Tokyo Big Sight takes every precaution and care to prevent accidents and fire and, with the understanding and cooperation of organizers, strives to build a comprehensive accident and fire response system.

In this context, organizers are requested to observe the following in preparing a venue plan.

The regulations of the Fire Service Act may change depending on the use of facilities. Applications to various authorities (the Fire Department, the Police Department and the Public Health Department) may also be required depending on the use of facilities.

(1) Reminders When Using the Facilities for Conferences

- ① In principle, Tokyo Big Sight is a non-smoking facility. Smoking is strictly prohibited in areas other than the designated smoking areas.
- ② Prior to the use of facilities, the organizer is requested to confirm the location of emergency exits. Emergency exits must not be obstructed.
- ③ It is essential to secure adequate passageways when laying out desks and chairs.
- ④ The layout must not obstruct fire prevention systems provided by the facility including fire extinguishers and sprinklers, warning facilities such as automatic fire alarm systems and evacuation signs and lighting.
- ⑤ Please ensure the use of fireproof materials when using veneer, georgette, screens and cloths.
- ⑥ If you use the special effects such as smoke machines in the International Conference Room and other areas, please consult with the Tokyo Big Sight representative in advance.
- ⑦ The doors in Tokyo Big Sight are fire shutters. Please ensure that all doors can be closed.

(2) Reminders When Using the Facilities for Purposes Other than Conferences

In addition to complying with the items raised in "(1)" above, please ensure that ample escape passageways are maintained and plans must be submitted.

① Important Reminders

- Escape passageways must be at least 1.8m wide.
- Designs and plans must be submitted for approval prior to the display and sale of merchandise.
- Emergency exit signs must be clearly visible from any location in each facility.

② Documents Required

Application to the Fire Department using the following documentation is mandatory. Please prepare documents in triplicate and provide one copy to our representative and two copies to the fire department. For more information, please see the separate publication "Safety Manual" or speak with the representative.

- (a) Fire Prevention Property Temporary Usage Application Form (attach the book with calculations for estimated time required for evacuation)
- (b) Event management plan
 - Fire prevention organization chart
 - Internal fire prevention organization chart
- (c) Notice of fire prevention training
- (d) Floor plan
- (e) Evacuation simulation

③ Prohibited Action Exemptions

The use of open flames and dangerous materials is prohibited pursuant to the fire prevention ordinance. However, minimum use may be permitted as an exception if the application has been made and approval from the Fire Department Chief has been obtained in advance. An application for the exception must be submitted two weeks in advance to our representative.

[Hazardous materials]

- (a) Hazardous items (gasoline, light oil and other flammable liquids, oxidizing solids and liquids, etc. designated by the Fire Service Act)
 - (b) Designated combustible goods (flammable liquids and solids, etc. designated by fire prevention ordinances)
 - (c) Explosives (gunpowder and fireworks, etc. designated by the Explosives Control Law)
 - (d) Combustible gas (gases designated by the general-purpose high-pressure gas safety standards including propane, acetylene, hydrogen and ammonia and other gases, etc.)
- * Restrictions may change depending on the use of facilities. Please contact us for details.
 - * Consultation with the Tokyo Fire Department Headquarters is required regarding certain applications for fireworks exceeding 10cm, hydrogen gas, etc. In such cases, please contact us early, as the entire application for the prohibited materials authorization that includes open flames and dangerous items, which usually must be submitted two weeks in advance, must be submitted to the fire department under the jurisdiction one month prior to the event.
 - * For smoke machines, oils are considered hazardous items. Please consult us in advance.

2 Emergency Response

(1) Emergency Hospitals

Please contact the Conference Support Center (Extension: 85146). Depending on the circumstances, the venue may call an ambulance in some cases.

(2) Fires and Other Emergencies

The organizer is requested to immediately contact the Conference Support Center in the event of fire or other emergency situation is found and to sound the closest fire alarm.

If an emergency announcement is made about fire or other emergency, please follow the instructions and directions of facility staff. Remain calm and exit in an orderly manner.

(3) List of Emergency Contacts

Conference Support Center:
West Security Center:
Hospitals:

TEL: +81-3-5530-1287 (Ext.: 85146)

TEL: +81-3-5530-1135 (Ext.: 80010)

St. Luke's International Hospital (Internal medicine, surgery, other) 9 Akashicho, Chuo-ku

TEL: +81-3-3541-5151

Showa University Koto Toyosu Hospital (Internal medicine, surgery, other) 5-1-38 Toyosu, Koto-ku

TEL: +81-3-6204-6000

Kiba Hospital (Internal medicine, surgery) 5-8 Kiba, Koto-ku

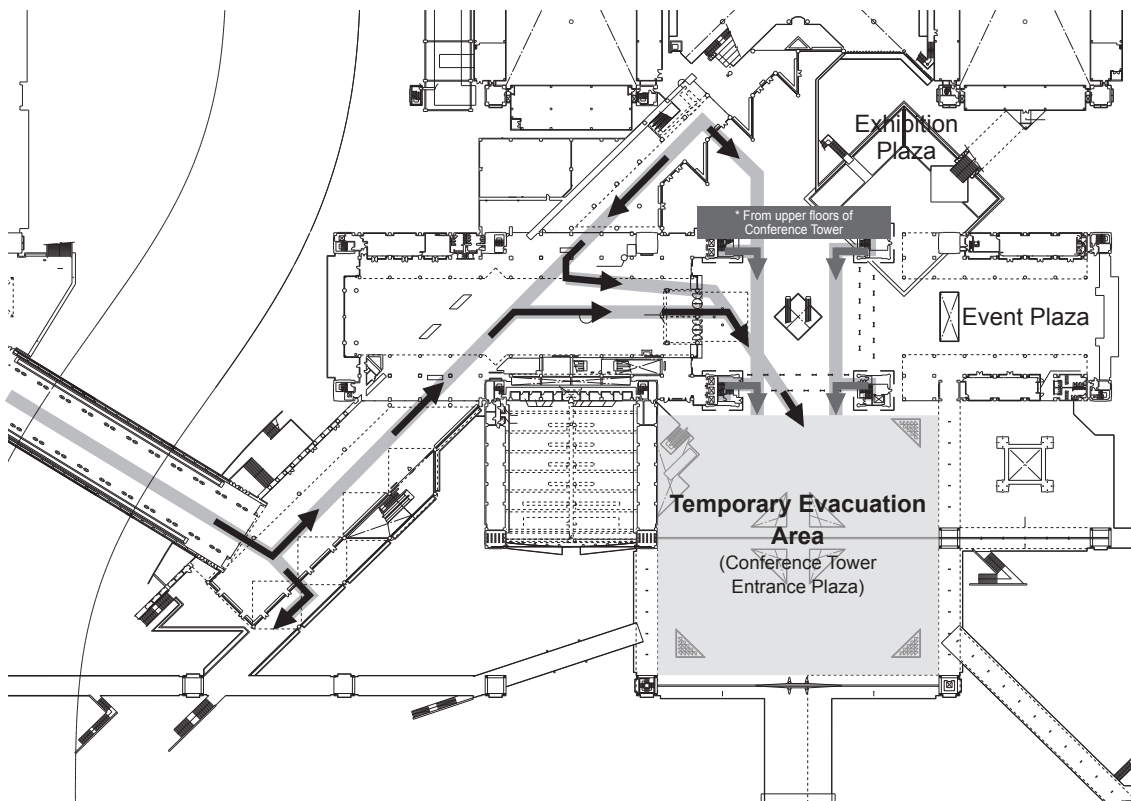
TEL: +81-3-3642-0032

The Cancer Institute Hospital of JFCR (Internal medicine, surgery, other) 3-8-31 Ariake, Koto-ku

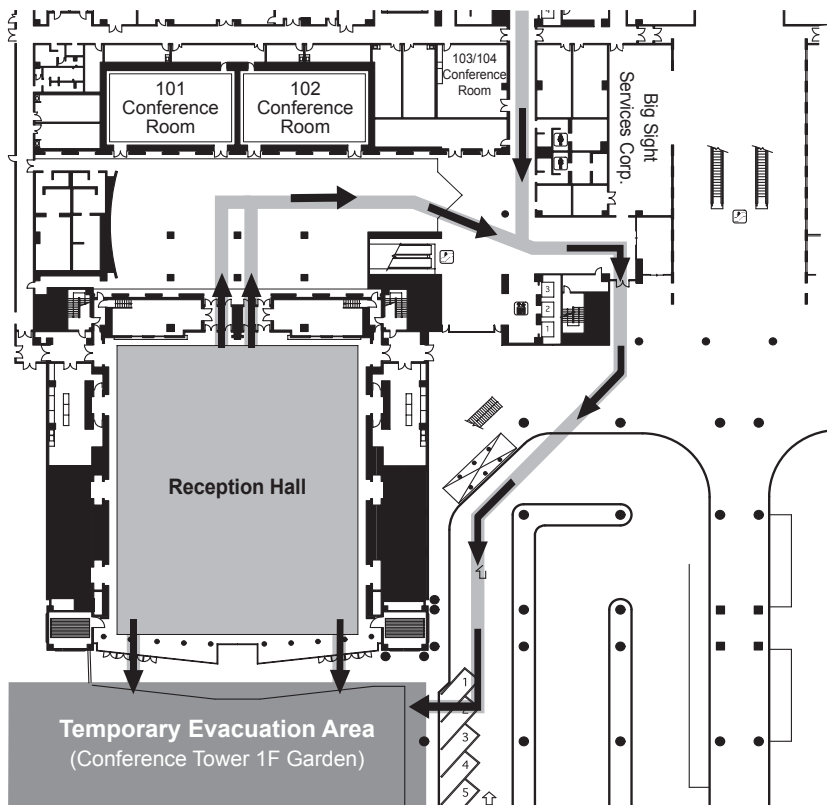
TEL: +81-3-3520-0111

(4) Map of Emergency Exit Routes

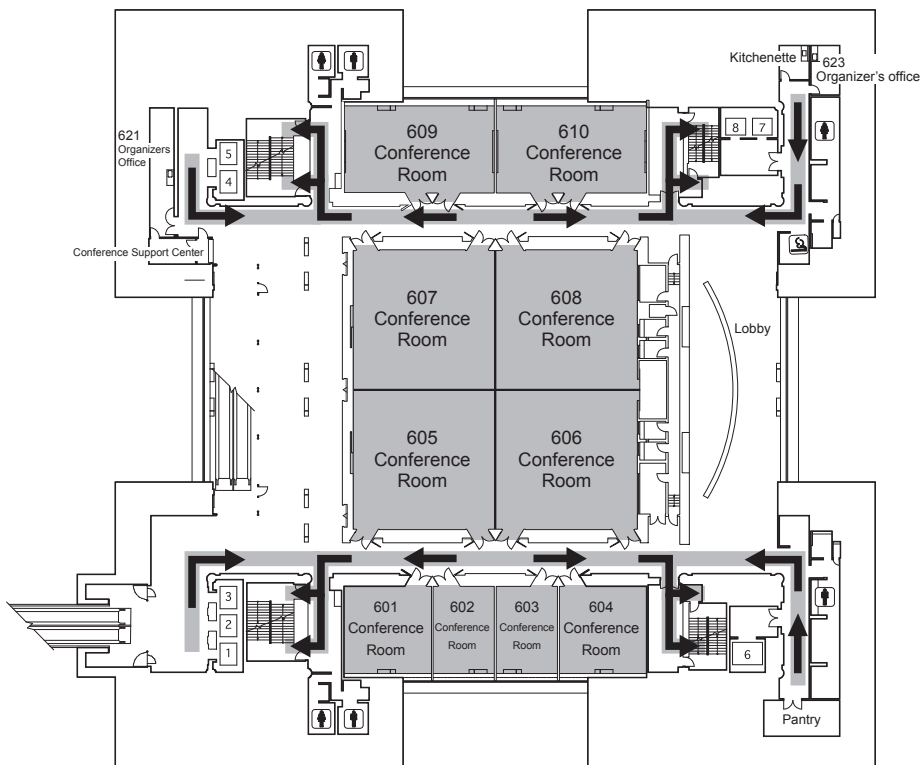
Conference Tower, 2F (Entrance, Concourse)



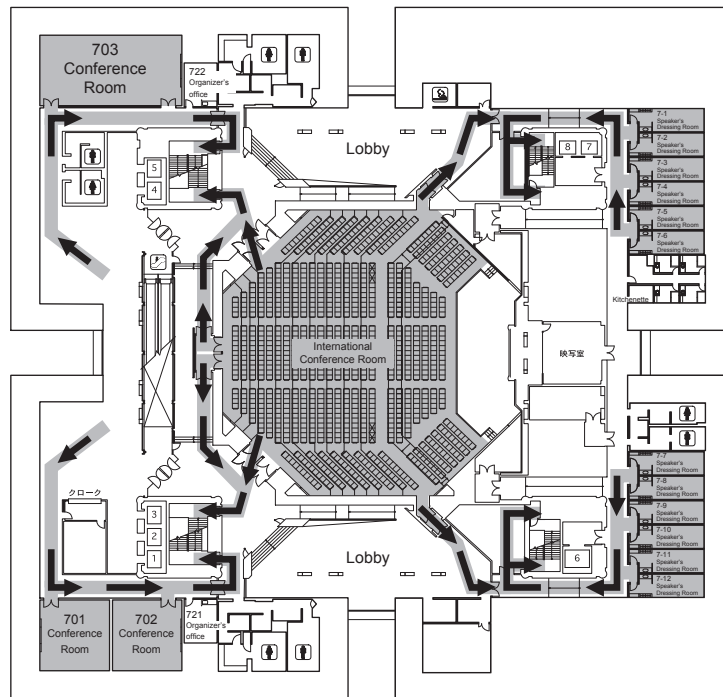
1F



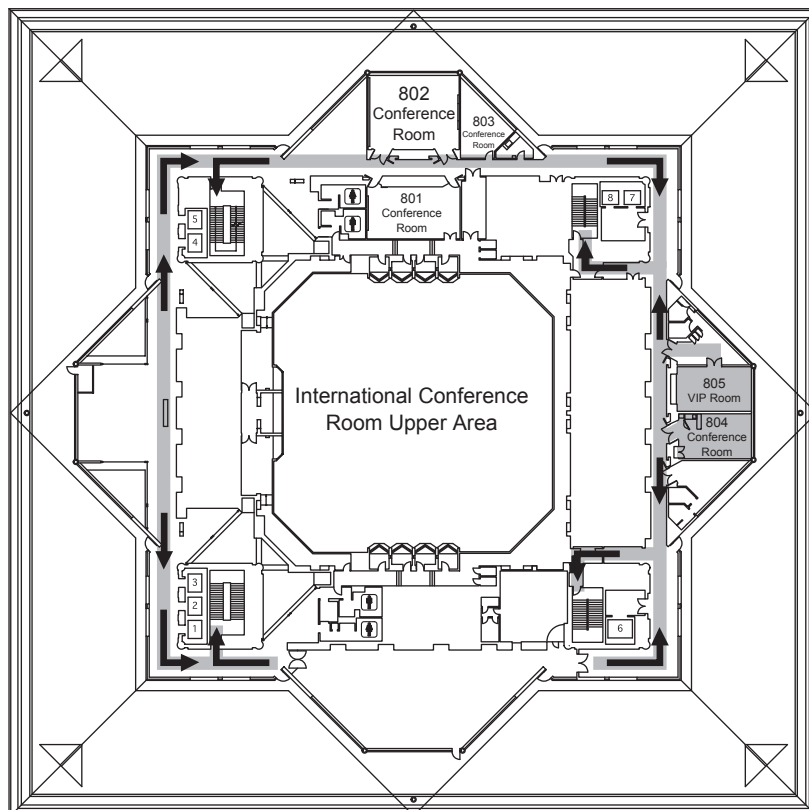
6F



7F



8F



MEMO

MEMO

Handwriting practice area with 20 sets of dashed lines for tracing on a white background.

Tokyo Big Sight Inc.

3-11-1 Ariake, Koto-ku, Tokyo, 135-0063
Tel: +81-3-5530-1111 Fax: +81-3-5530-1222
URL: <http://www.bigsight.jp/>

Sales Promotion Department	Tel: +81-3-5530-1114
Sales Division 1	Tel: +81-3-5530-1326
Sales Division 2	Tel: +81-3-5530-1327

2005.10.1.000 K
2007.08.500 K - Partial revision
2008.04.500 K - Partial revision
2009.09.300 K - Partial revision
2010.02.200 K - Partial revision
2010.06.500 K - Partial revision
2011.07.200 K - Partial revision
2011.12.500 K - Partial revision
2014.03.500 K - Partial revision
2015.01.500 K - Partial revision
2015.12.500 K - Partial revision
2016.12.500 K - Partial revision
2018.07.500 D - Partial revision
2019.10.1000 D - Partial revision



TOKYO BIG SIGHT