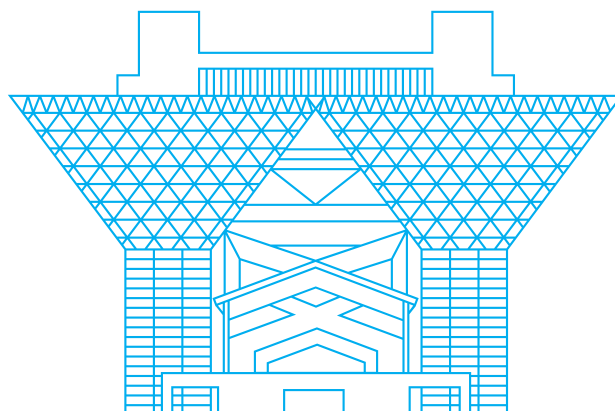


Tokyo Big Sight

Exhibition Facility Manual



TOKYO BIG SIGHT

Tokyo Big Sight Exhibition Facility Manual

Table of Contents

Section 1 Important Reminders About Event Operations	1
1. Procedures for the Use of Facilities	1
2. Delivery and Removal	2
3. Transport Access for Visitors	7
4. Use of Common Areas	9
5. Restrictions on the Exhibition of Heavy Items	9
6. Rules for Demonstrations	13
7. Use of Outside Wireless Devices and Equipment	13
8. Prohibited and Restricted Activities	13
9. Cleaning and Waste Disposal	14
10. Security and Logistics	15
11. Fire and Accident Prevention	15
12. Bonded Exhibition	15
13. Use of Movable Partitions inside the Exhibition Hall	15
Section 2 Important Reminders About Construction Work	16
1. Prohibition of Direct Construction Work	16
2. Guidelines for Setup and Take-Down	16
3. Booth Setup	18
4. Decorative Work	18
5. Flooring Work	19
6. Work in the Pit	20
7. Outdoor Construction	21
8. Electrical Work	21
9. Water Supply and Drainage, Gas and Other Work	22
10. Signs	23
Section 3 Facilities and Equipment of Exhibition Hall	24
1. Side Rooms of Exhibition Halls (Organizer's Office, Meeting Rooms, Dressing Rooms) ...	24
2. Exhibition Hall Auxiliary Facility (EAST VIP Room, South Conference Room)	25
3. Other shared equipment	25
4. Transport Facilities	26
5. Provisional Electric Power for Construction	27
6. Power Panels for Exhibition	30
7. Water Supply and Drainage, Other Facilities	33
8. Air-Conditioning and Hot Water Facilities	35
9. Fire Prevention Facilities	36
10. Communication Facilities	37
11. Visual and Information Facilities	37
12. Parking Facilities	38
Schedule of Fees and Charges	42
List of Telephone Numbers for Exhibition Hall Rooms	43

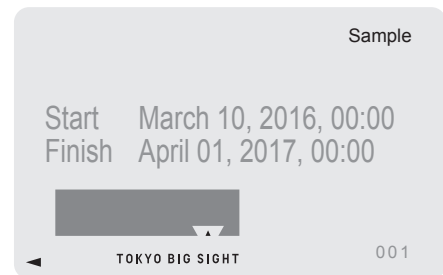
Section 1 Important Reminders About Event Operations

1. Procedures for the Use of Facilities

Commence Use

① Delivery of key-box key

Event organizers will receive a key to the key box located in the organizer's office when their use of the facilities begin. The key-box contains keys to lease areas.



Key card sample

② Inspection and directions for use

On commencement of use, we will conduct an inspection of facilities, equipment and fixtures and explain their use. Event organizers are requested to attend. On completion of inspections, event organizers will be asked to sign a facility checklist sheet.

In Use

① Control of keys

Control of keys during the period facilities are in use is the responsibility of the event organizer.

② Lost keys

In the event keys are lost, event organizers are asked to contact the Tokyo Big Sight representative promptly and to ensure adequate security is maintained for facilities and other exhibitions. In the event that a card key is lost, the key card will be deregistered and a new key card issued. In the case of a cylinder key, the relevant key unit will be replaced entirely. Costs related to issuing a new key card and replacing key units will be invoiced separately.

③ Damage to equipment and other items

Event organizers are asked to contact the Tokyo Big Sight representative immediately in the event of damage to the equipment and other items in the facilities during the period they are in use. A representative of Tokyo Big Sight will confirm the status of damage together with the event organizer, who will be requested to sign a confirmation report. Repair expenses will be invoiced separately in accordance with the Exhibition Hall Lease Agreement at a later date.

End of Use

① Confirmation that facilities are restored to their original state

Event organizers are asked to contact the Tokyo Big Sight representative when facilities and premises have been cleaned and vacated. A representative of Tokyo Big Sight or the representative's agent will inspect and confirm that facilities, external framework, equipment and other items have been restored to their original state. Organizers are asked to be present at the time.

② Return of key-box key

Following confirmation that facilities have been restored to their original state, the key-box key will be returned. The event organizer will be requested to sign the facility checklist sheet, which will conclude use of facilities.

2. Delivery and Removal (See Freight Access Routes 1 to 3 on pages 3 and 4)

(1) Delivery and removal plans

The entry of delivery/removal vehicles to the facility premises and use of the vehicle waiting area are subject to the plans agreed upon with Tokyo Big Sight. To ensure delivery/removal vehicles do not interfere with traffic flows of surrounding areas, organizers are asked to give sufficient instructions to exhibitors in advance, arrange for traffic guards and other personnel within and outside the facility, and maintain smooth traffic flows.

(2) Dimensions of freight entrances/exits

See diagrams 4 and 5 on pages 4 and 5.

(3) Parking of delivery/removal vehicles (See page 38)

Inside the Exhibition Hall, drivers are requested to move their vehicles promptly upon completion of the delivery or removal work. Leaving forklifts, etc. parked is prohibited. In addition, parking vehicles on roads surrounding Tokyo Big Sight is strictly prohibited by the Road Traffic Act. Drivers are requested not to park their vehicles in areas other than the designated vehicle waiting area or the truck yards and other designated parking areas of the leased hall.

(4) Delivery/removal vehicle waiting area (See page 39)

Tokyo Big Sight provides truck yards and vehicle waiting areas (at extra charges) for each Exhibition Hall. Organizers are asked to coordinate with Tokyo Big Sight regarding their use and to ensure smooth traffic flows by arranging for traffic guards at gates, truck yards and vehicle waiting areas that will be used, as well as on public roads when vehicle convoys on public roads are expected. Please submit the Vehicle Waiting Area Usage Application Form and security arrangement diagram to the Tokyo Big Sight representative.

(5) Speed limits within the facility

Drivers of vehicles are requested to observe the displayed speed limit within the facility grounds such as truck yards and exhibition halls and to drive safely. (Truck yard: 20km/h; Within Exhibition Hall areas: 10 km/h)

(6) Facility protection

Drivers of trucks, trailers and cranes and users of aerial platforms are requested to take all necessary care to avoid damage to facilities and frameworks, including pillars, floors, shutters and movable partitions when turning or operating these vehicles.

(7) Weight limits (See page 9 onwards)

Each Exhibition Hall has a weight limit corresponding to its construction specifications. Organizers and Exhibitors are requested to ensure all care is taken in the installation of exhibits and the protection of the facility.

(8) Deliveries by courier service

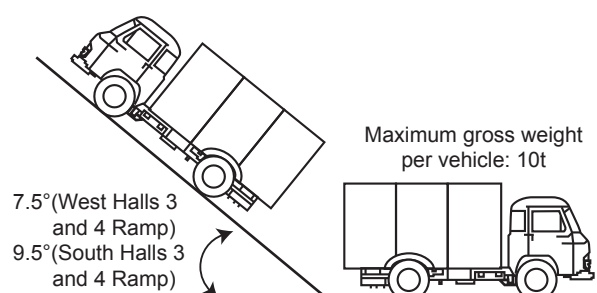
Senders are requested to advise delivery companies of delivery dates, times, and places for each delivery. The organizer or exhibitor must be present at all deliveries. All deliveries and packages must be properly addressed including the exhibition hall name, exhibition name, booth number, recipient's name, and contact telephone number. Deliveries on days other than contracted days are prohibited.

(9) Regulations for using the ramps to West Halls 3 and 4 and South Halls 3 and 4, and the West Rooftop Exhibition Area

Organizers and exhibitors must strictly adhere to the following to prevent the collapse of cargo, slipping and other accidents.

- ① Maximum gross weight on the ramp is 10t. (Weight of vehicle + weight of load \leq 10t)
 * Maximum gross weight on the West Rooftop Exhibition Area is 10t. (Weight of vehicle + weight of load \leq 10t)
- ② When ascending or descending, drivers must wait until the vehicle ahead of them has left the ramp areas before proceeding.

Location	Road width	Maximum gradient of incline
West Halls 3 and 4 Ramp	7.2m (one lane: 3.6m)	13.1% (7.5°)
South Halls 3 and 4 Ramp	7.2m (one-way traffic) 4F→1F	16.7% (9.5°)



<Freight Access Routes>

Diagram 1. Freight access routes to East Halls 1-8

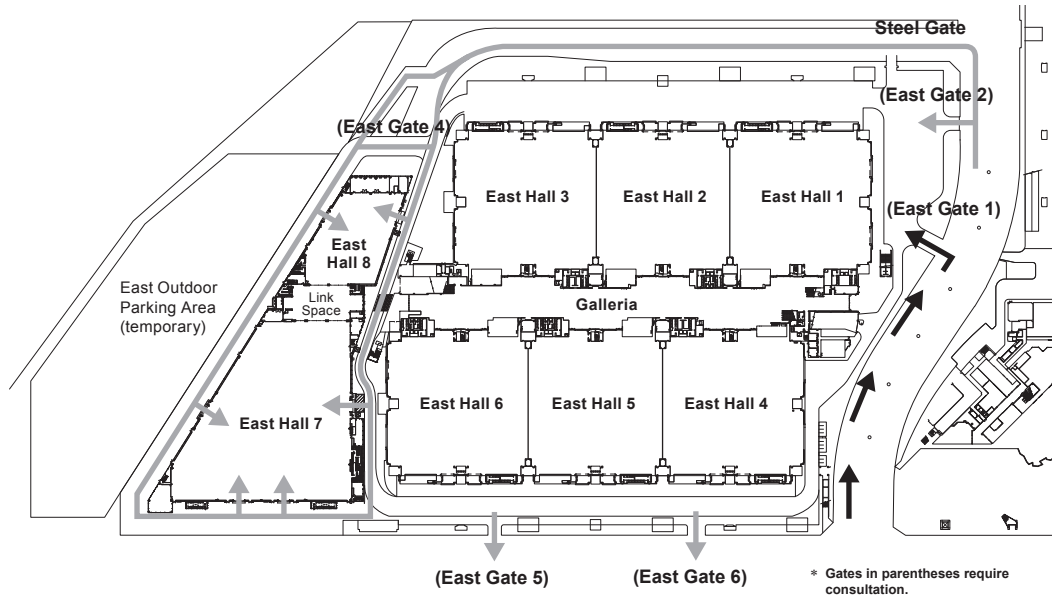


Diagram 2. Freight access routes to West Halls 1 and 2, South Halls 1 and 2

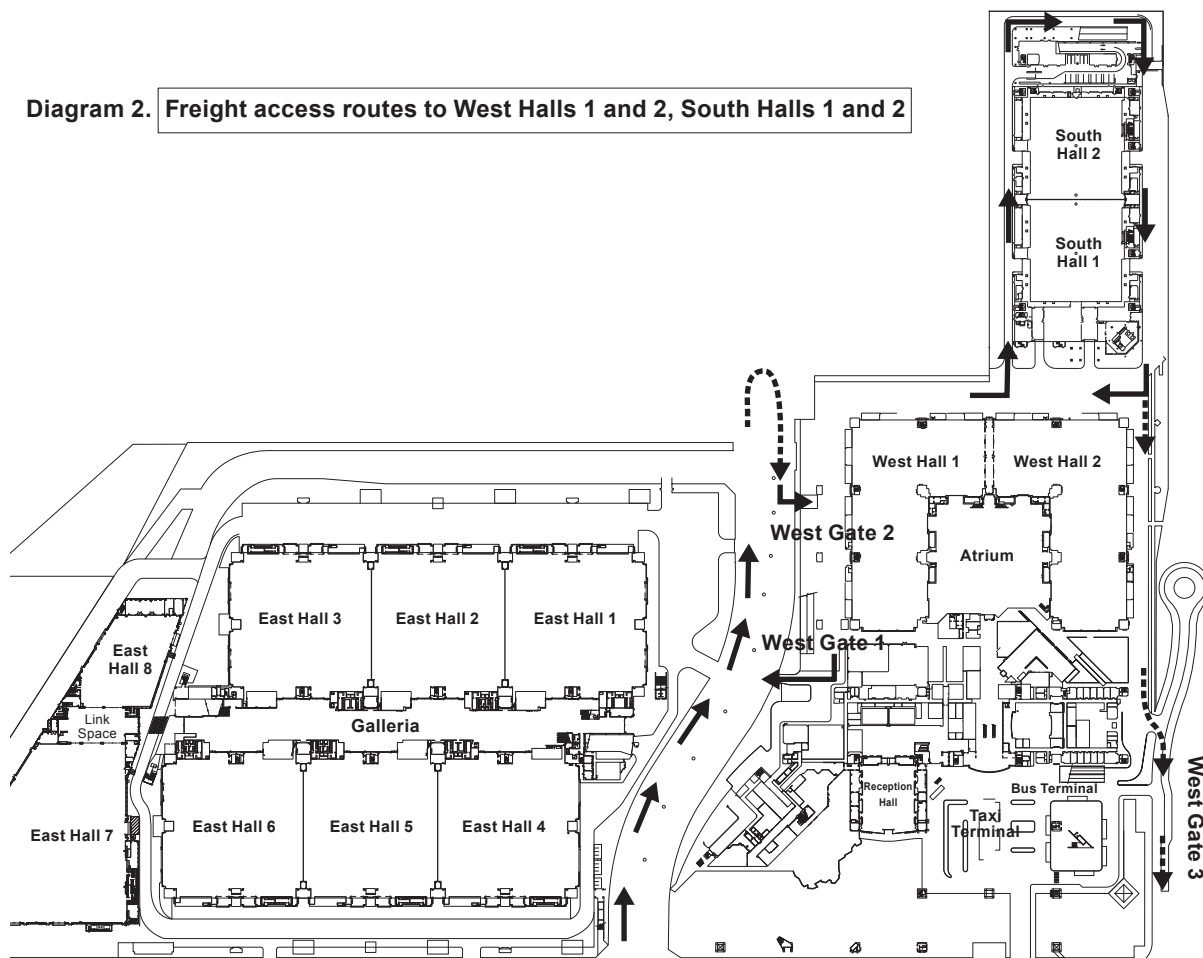
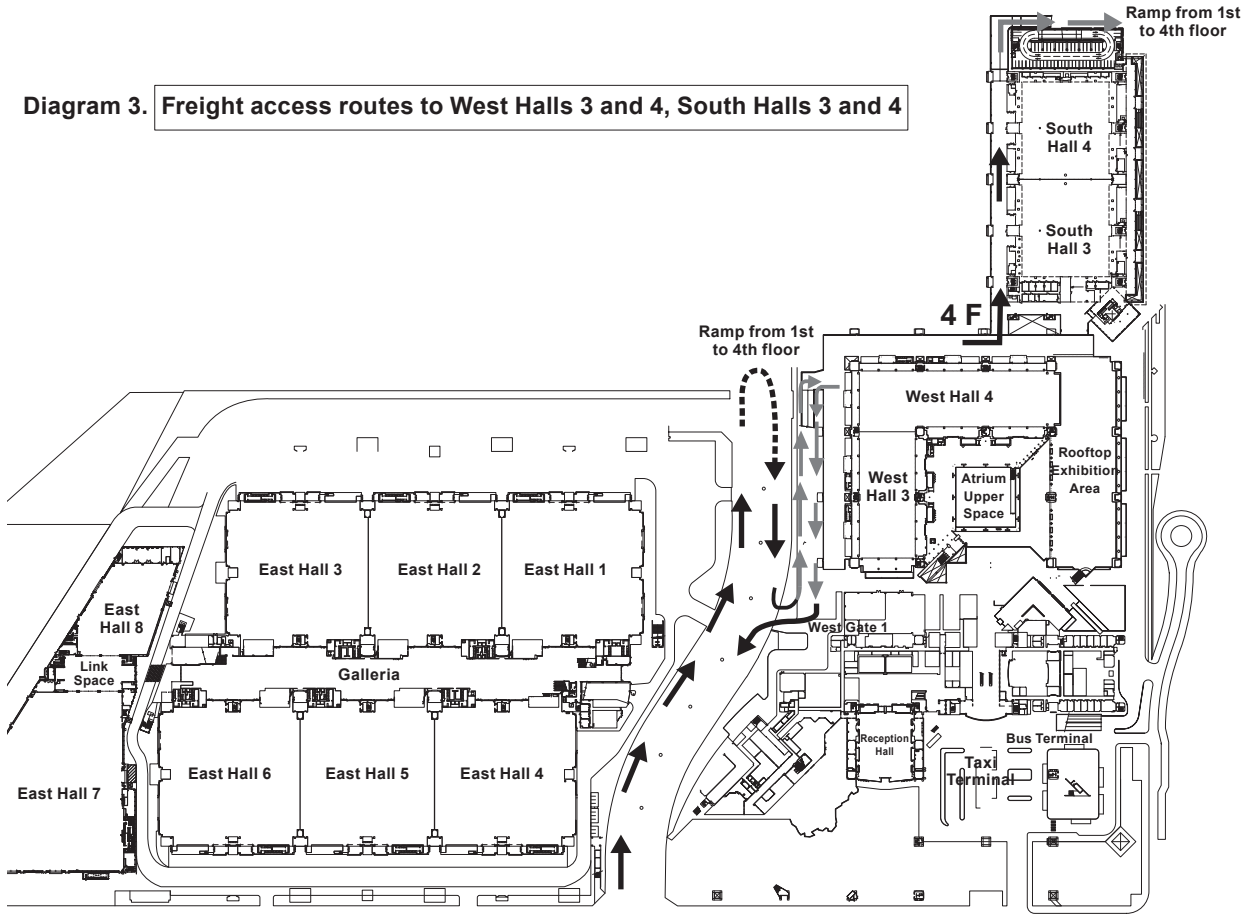


Diagram 3. Freight access routes to West Halls 3 and 4, South Halls 3 and 4



Dimensions of Freight Entrances/Exits

Diagram 4. East Exhibition Hall

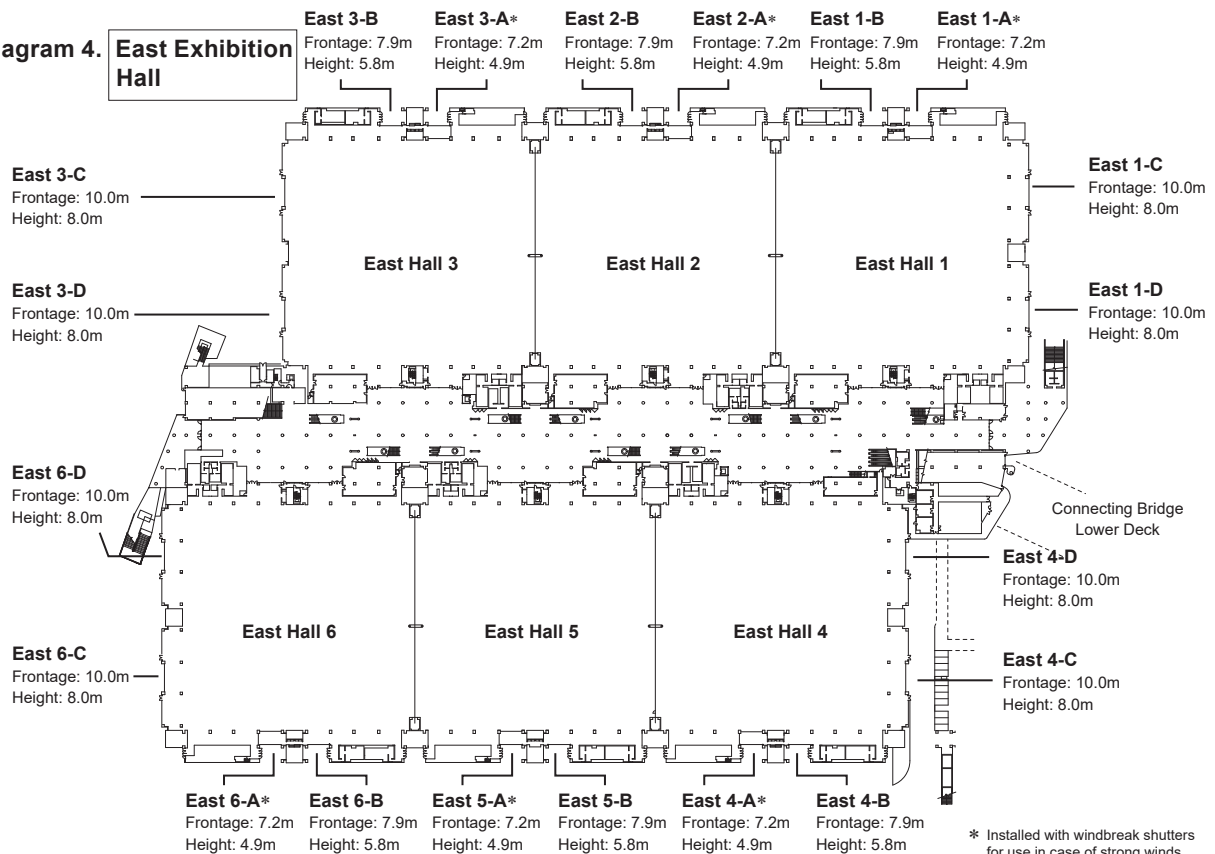


Diagram 5. New East Exhibition Hall

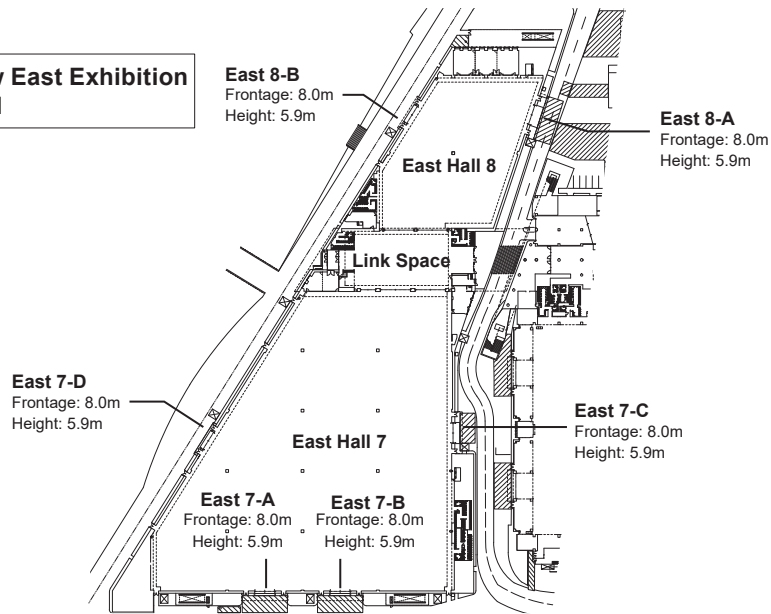


Diagram 6. West Exhibition Hall

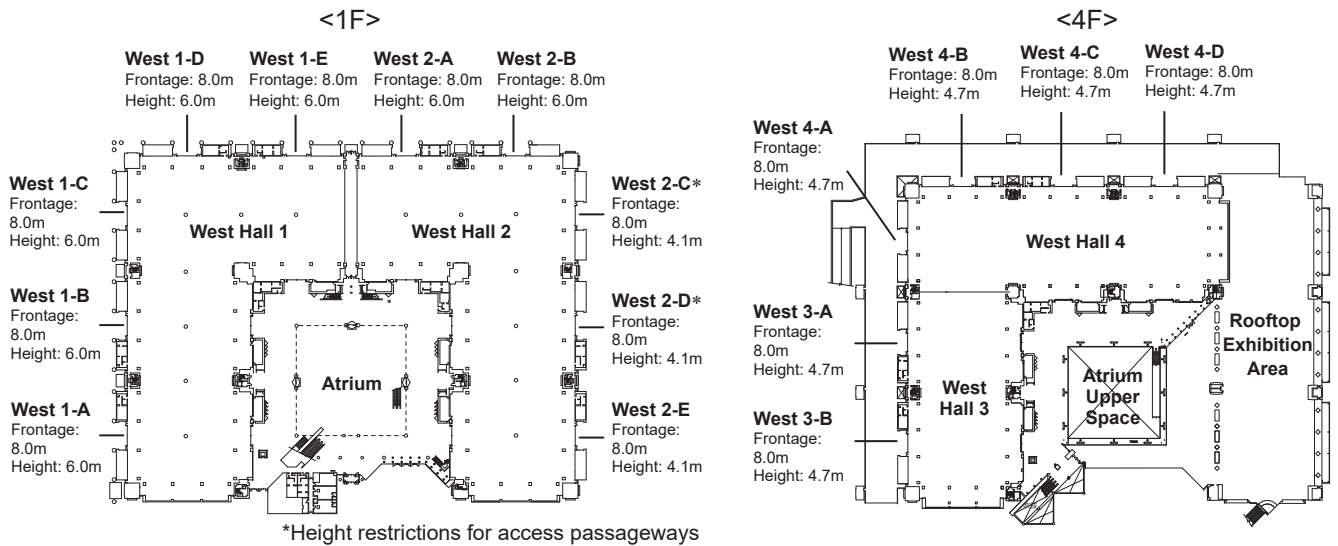
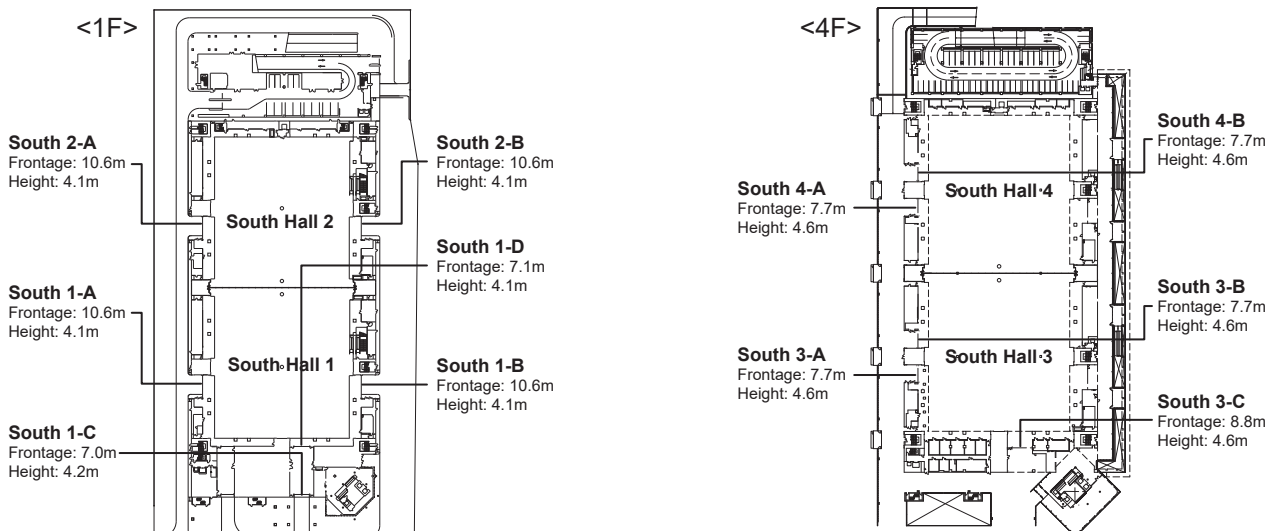


Diagram 7. South Exhibition Hall



(10) After-hours service entrance

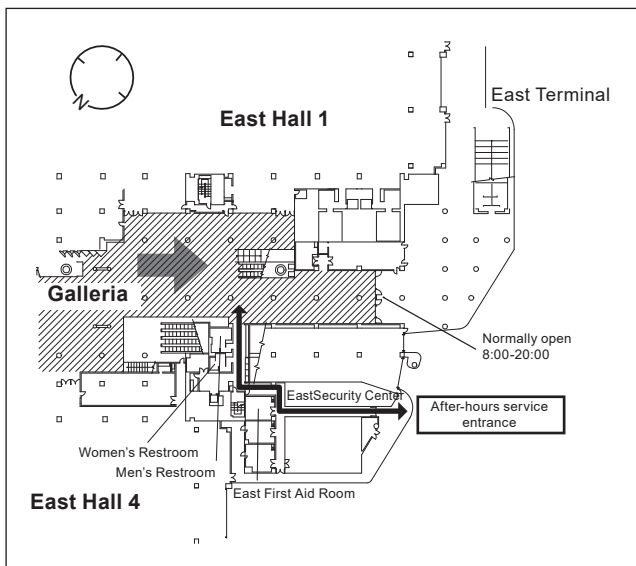
Operating hours of the facility's automatic doors are **8:00-20:00**. Event organizers and exhibitors are requested to use the after-hours service entrance to enter or leave the halls outside these hours. When the after-hours service entrance is closed, please contact the Security Center using the nearby intercom.

- ① When leaving the East Exhibition Hall and Galleria, please use the after-hours service entrance located at the West Entrance on the 1st floor of the Galleria (Conference Tower side).
- ② When leaving the New East Exhibition Hall, please use the after-hours service entrance next to the monitoring room.
- ③ When leaving the West Exhibition Hall and Atrium, please use the after-hours service entrance located on the right side of the Atrium entrance automatic doors of the 1st floor.
(The passageway runs between West dressing rooms 1 and 2 and first aid room through to the 1st floor Central Terminal area.)
- ④ When leaving the South Exhibition Hall, please use the after-hours service entrance next to the South Disaster Prevention Center in the South Exhibition Hall.

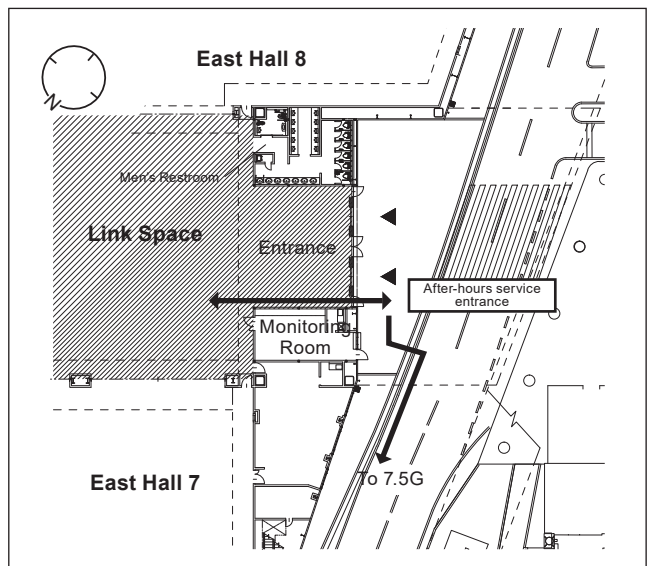
Please consult with the Tokyo Big Sight representative in advance if access prior to 8:00 is required due to the event's circumstances. We will release the operation of the automatic doors on the condition that the organizers take responsibility for them, such as by assigning security personnel. The same will apply after 20:00.

At times when the entrance hall shutters connecting the East and West Halls are closed, access is available through the fire door next to the shutters.

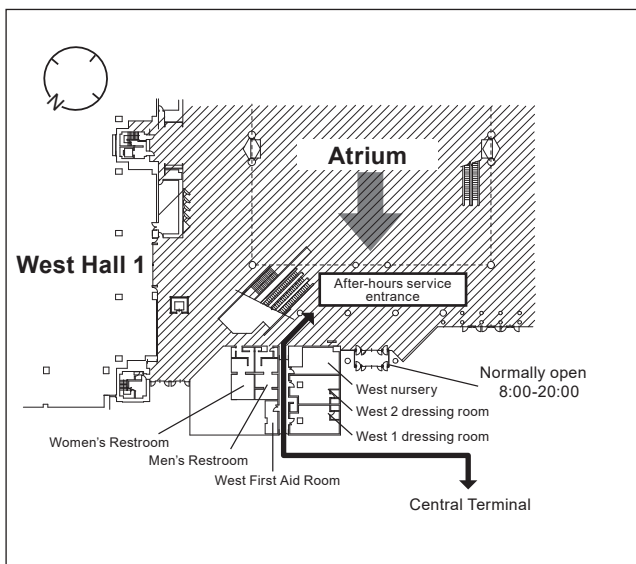
**East Exhibition
Hall 1F**



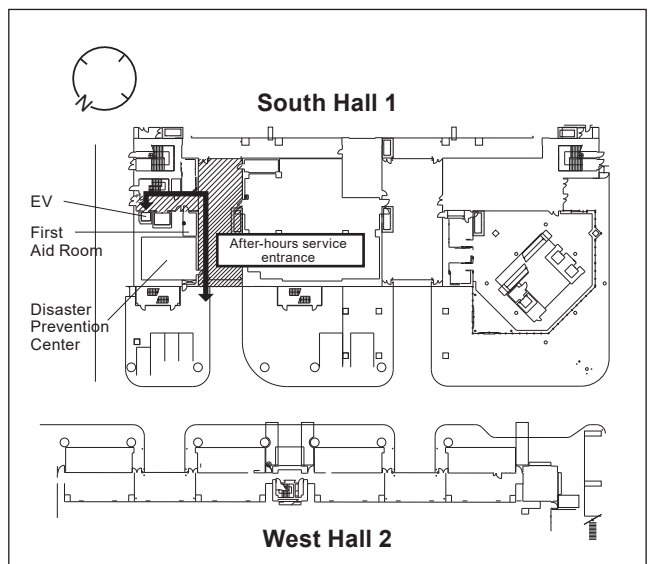
**New East Exhibition
Hall 1F**



**West Exhibition
Hall 1F**



**South Exhibition
Hall 1F**



3. Transport Access for Visitors

(1) Bus and Taxi Terminals (see Diagram 8)

There are two terminals for vehicle use in the facility located in the Central Terminal (Conference Tower) and the East Terminal (East Exhibition Hall). For those wishing to use chartered buses, etc., please submit a Terminal Usage Application Form. Approval to use the terminal shall be given following coordination with other organizers.

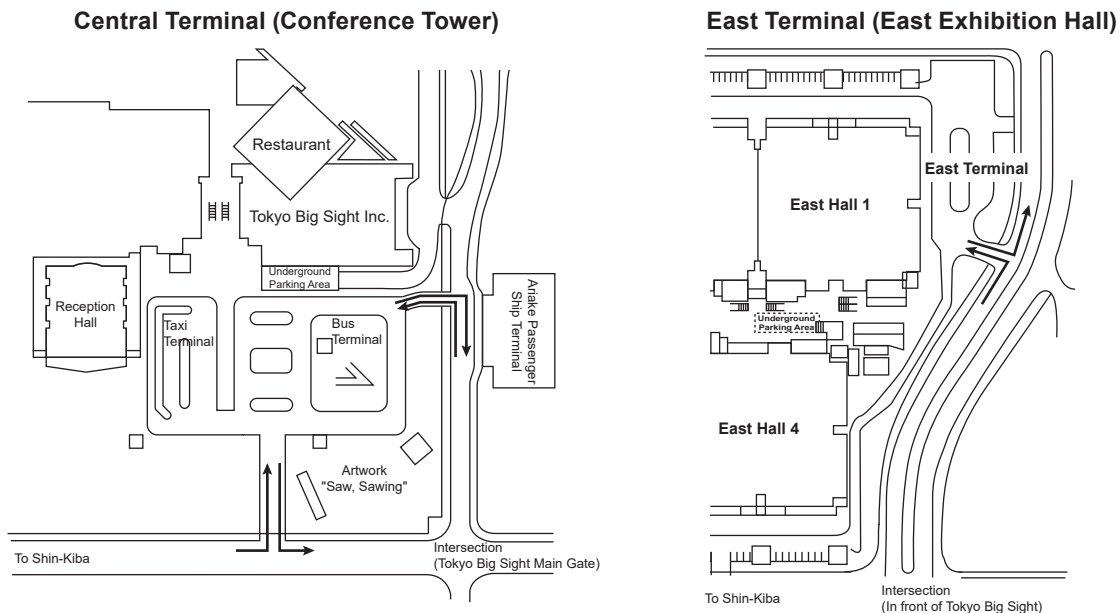
① Central Terminal (Conference Tower)

The Central Terminal is used as a pick-up and drop-off station for passengers using Toei bus services, airport buses, hotel shuttle buses, and taxis. In addition, this terminal can be used as a pickup and drop-off terminal for VIPs.

② East Terminal (East Exhibition Hall)

The East Terminal can be used as a pick-up and drop-off station for chartered buses and for VIPs when using the East Exhibition Hall. Please do not leave vehicles unattended or parked for a long time as doing so will disrupt the transport of items in and out of East Hall 1

Diagram 8. Terminal



(2) Access within the Venue (see Diagram 9 on page 8)

① From the Central Terminal

- Conference Tower, East/New East/West Exhibition Halls
Take the escalator up to the Entrance Plaza on the 2nd floor. From there, access these areas via the Entrance Hall.
- South Exhibition Hall
From the 2nd floor Entrance Plaza, access this area via the Event Plaza passageway.

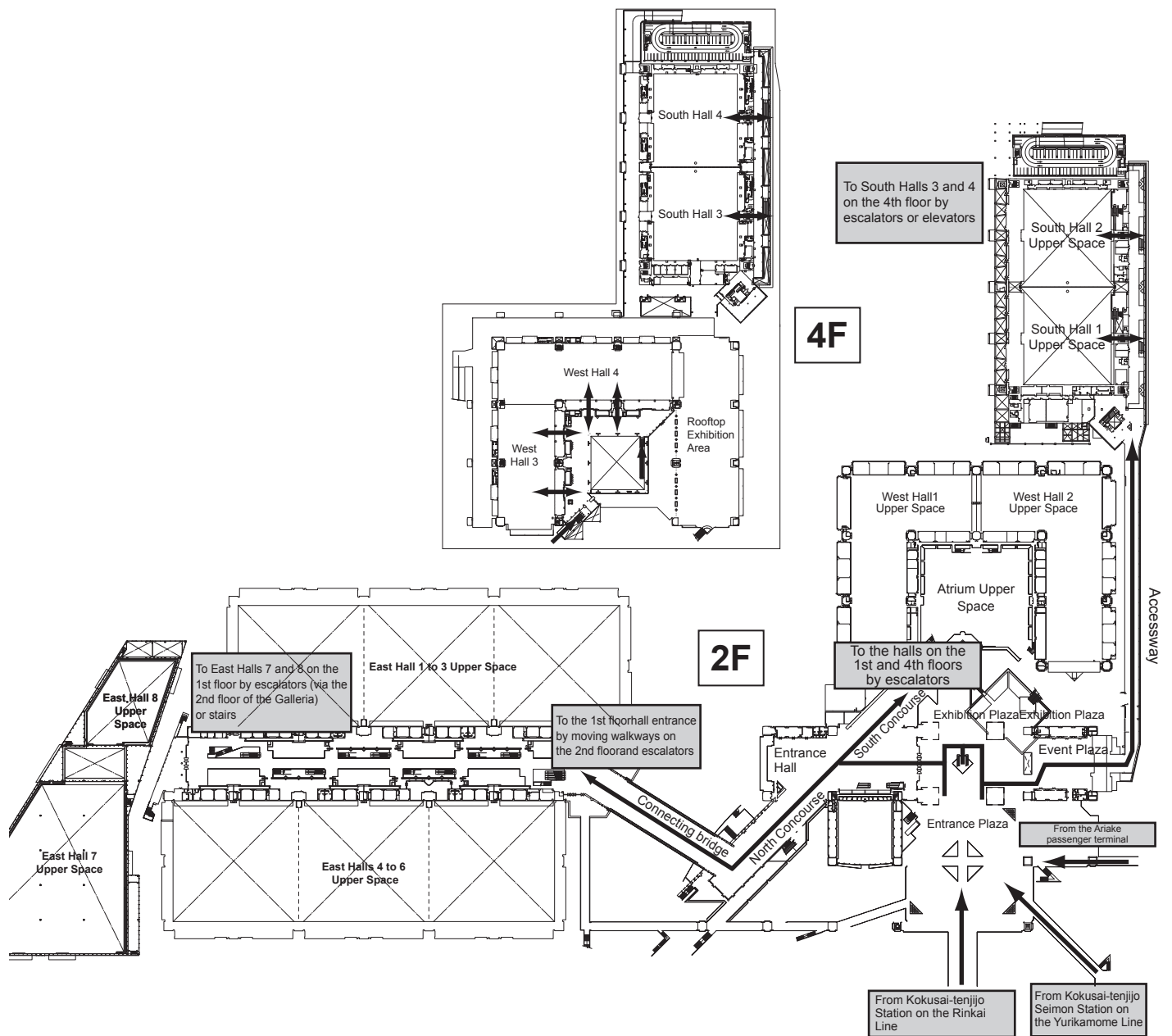
② From the Rinkai Line, Yurikamome Line and Water Bus

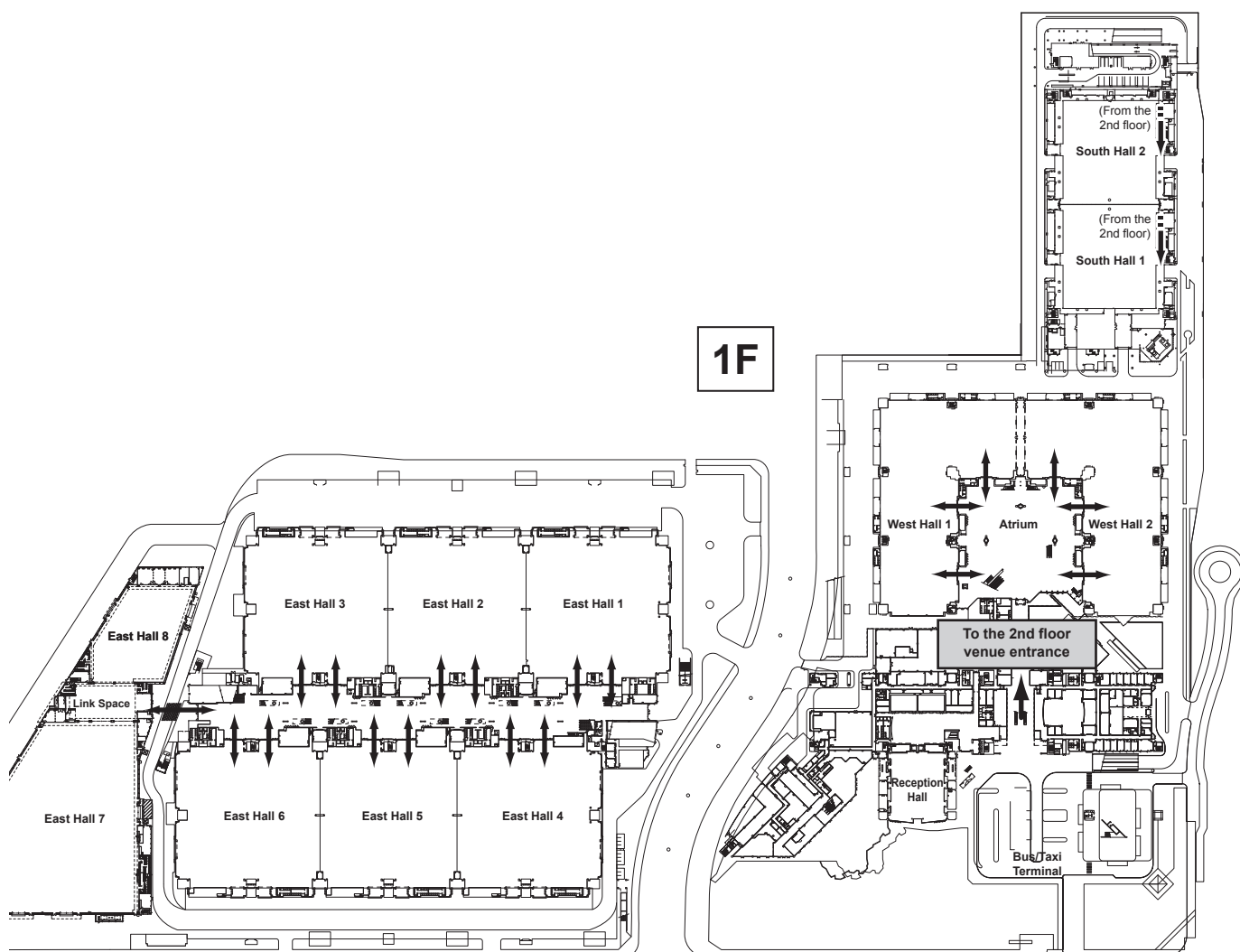
From the Entrance Hall located on the 2nd floor, Visitors may access the Conference Tower, East Exhibition Hall, New East Exhibition Hall, and West Exhibition Hall via the Entrance Plaza and the South Exhibition Hall via the Event Plaza.

③ Using the Moving Walkways

Moving walkways have been installed for the convenience of visitors at the connecting bridge to the East, New East, and South Exhibition Halls, as well as the passageway on the 2nd floor of the Galleria in the East Exhibition Hall.

Diagram 9. Access within the Venue





4. Use of Common Areas

Organizers intending to use common areas outside their particular halls or areas (Entrance Hall, North and South Concourses, Galleria, Connecting Bridge, Atrium, etc.) should submit a Common Area Usage Application Form with plans attached to their Tokyo Big Sight representative. We will review the application based on the applicable rules and give approval if the use is deemed appropriate. For more information, please see **the separate publication “Common Area Usage Manual.”**

5. Restrictions on the Exhibition of Heavy Items

Each Exhibition Hall is subject to restrictions on heavy exhibits based on the construction specifications of each hall. If heavy objects with a gross weight of 5t or more will be brought in (2t or more in West Halls 3 and 4 and South Halls 3 and 4), please plan their allocation after verifying the methods of installation, protection, etc. described below. Please also submit a Heavy Object Application Form with plans attached.

(1) Area Specifications

(For details relating to anchor bolts, see page19.)

	East Halls 1 to 8 West Halls 1 and 2 South Halls 1 and 2	Link Space	West Halls 3 and 4 South Halls 3 and 4	Rooftop Exhibition Area	Event Plaza, Exhibition Plaza	Atrium
Floor construction	Concrete	Concrete	Concrete	Rigid urethane waterproof	Porcelain tile	Terrazzo tile
Anchor bolt	Permitted	Prohibited	Permitted	Prohibited(*)	Prohibited(*)	Prohibited(*)
Maximum floor load	5t/m ²	5t/m ²	2t/m ²	2t/m ²	0.36t/m ²	0.36t/m ²

- * Anchor bolts are restricted to strike anchors with a diameter of 16mm or less and shield depth of 60mm or less (drill diameter of 17mm or less).
- * Anchor bolt prohibited areas: Floors under the low ceiling on the Galleria side of the East Exhibition Hall and within 200mm from the end of pits.
- (*) Indicates areas with existing anchors.

(2) Important Reminders When Using Halls

① East Halls 1 to 8, Link Space, West Halls 1 and 2, South Halls 1 and 2

A. Restrictions on exhibit weight

- The weight of each individual exhibit divided by the horizontal projected area of the exhibit must not exceed **5t/m²**.
- Protection must be placed if the weight of each individual exhibit divided by the contact area of the exhibit exceeds **5t/m²**.
- Please consult with Tokyo Big Sight in advance if any given exhibit item exceeds **50t**.

B. Restrictions on vehicle entry

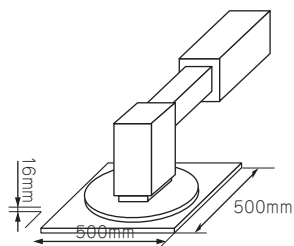
- Vehicles with a gross weight exceeding 45t (vehicle + load weight) may not enter the facility.
- Vehicles inside the exhibition halls are restricted to a maximum speed limit of 10km/h.
- The passageway between West Halls 1 and 2 and the Atrium are constructed of Terrazzo tiles. Accordingly, vehicles may not use this passageway.

C. Restrictions on exhibit installation

- Cranes must be rafter cranes weighing not more than **45t**.
- Outrigger bases and heavy vehicles such as trailers must not be placed/parked on pit lids.
- Outrigger base protection method by size is as follows. (See Diagram 10)

Rafter Crane Weight	Protection Method
Up to 35t	500mm × 500mm floor plate (Thickness: 16mm)
Up to 45t	1000mm × 1000mm floor plate 500mm × 500mm adjoined floor plates (Thickness: 16mm)

- Up to 35t



- Up to 45t

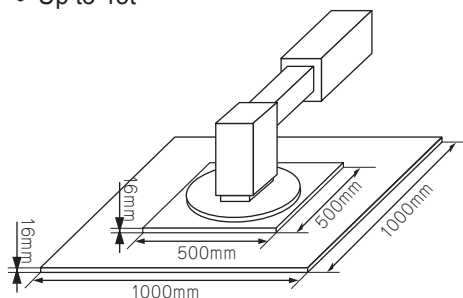


Diagram 10. Protection reference diagram

D. Restrictions on installation

Exhibition Hall floors are divided into compartments by a series of pits. Gross weight restrictions apply to each compartment. (Excluding East Halls 7 and 8)

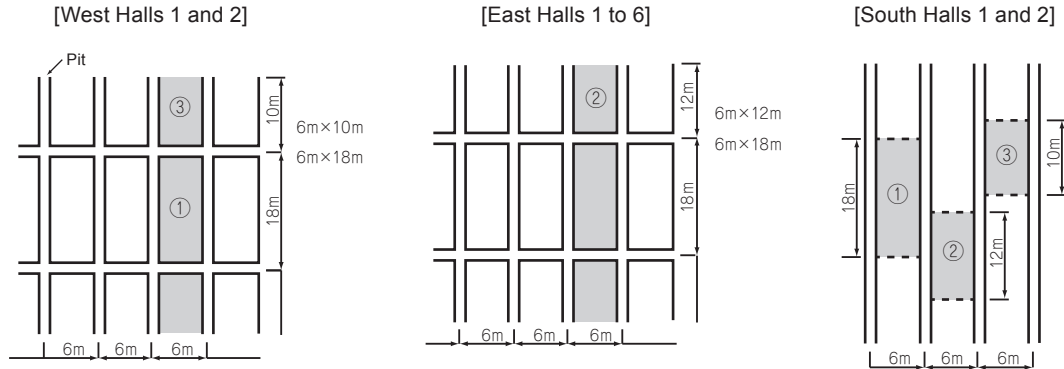
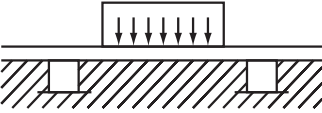
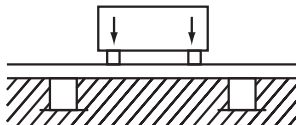


Diagram 11. Pit compartment diagram

- * Gross weight restrictions on each compartment are as follows. Please consult with Tokyo Big Sight in advance for exhibits exceeding these prescribed weight restrictions.
- * Since South Halls 1 and 2 are not divided into compartments for each of the subsidiary pits, gross weight restrictions apply with each 6m pit based on installation measurements.

Installation Method	Maximum weight of load		
	① 6m × 18m compartments	② 6m × 12m compartments	③ 6m × 10m compartments
Flush (uniformly distributed load) 	80t	50t	40t
Raised on supporting pillars (concentrated load) 	Up to 60t and up to 8t per supporting pillar	Up to 35t and up to 8t per supporting pillar	Up to 30t and up to 8t per supporting pillar
* Supporting pillars must not be placed directly on pits.			

E. Restrictions relating to inside pits and surrounding areas

- The total weight of the exhibit must not be placed over or within 200mm from the end of the pit, nor should any weight be concentrated atop the pit. This does not apply, however, to exhibits with a weight **not exceeding 3t/m²**.
- Individual exhibits with a gross weight of **3t or more** that are placed over pits and surrounding areas must be supported in accordance with Diagram 12.

Area subject to exhibit weight restriction

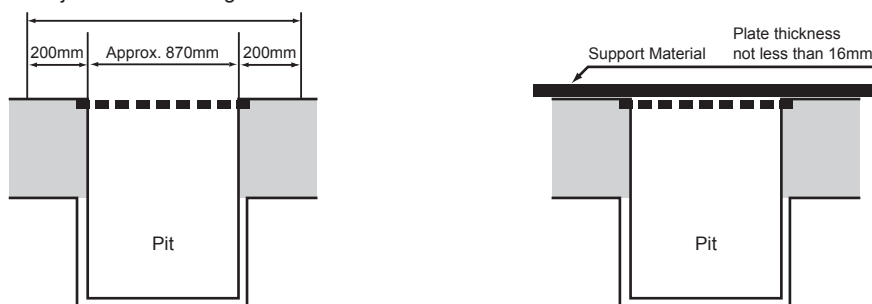


Diagram 12. Pit and surrounding areas

② **West Halls 3 and 4, South Halls 3 and 4, and Rooftop Exhibition Area**

A. Restrictions on exhibit weight

- The weight of each individual exhibit divided by the horizontal projected area of the exhibit must not exceed **2t/m²**.
- Protection must be placed if the weight of each individual exhibit divided by the contact area of the exhibit exceeds **2t/m²**.
- Please consult with Tokyo Big Sight in advance if any given exhibit item exceeds **6t**.

B. Restrictions on delivery/removal vehicle entry (Please also see "2. Delivery and Removal" on page 2)

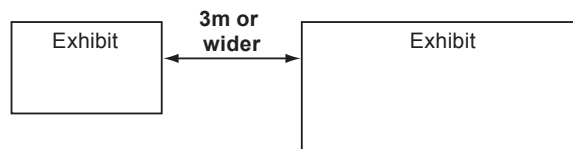
- Vehicles with a gross weight exceeding 10t (vehicle + load weight) may not use the ramp.
- Vehicles inside the exhibition halls are restricted to a maximum speed limit of **10km/h**.

C. Restrictions on exhibit installation

- Crane traffic is restricted to vehicles not larger **than medium-sized trucks with cranes (UNIC, etc.)**.
- Outrigger bases must not be placed on pit lids or surrounding areas.
- Outrigger bases must not be placed directly on floors. In order to protect the floors, areas must be protected before outrigger base installation.

D. Restrictions on installation

A distance of at least 3m must be maintained between adjacent exhibits when the individual weight is 2t to 6t.



E. Restrictions relating to pits and surrounding areas

- The total weight of the exhibit must not be placed over pit lids or surrounding areas (within 200mm from the end of the pit), nor should any weight be concentrated atop the pit. This does not apply, however, to exhibits with a weight not exceeding **1t/m²**.
- Individual exhibits with a gross weight of **1t or more** that are placed over pits and surrounding areas must be supported in accordance with Diagram 12 on page 11.

③ **Event Plaza, Exhibition Plaza and Atrium**

A. Restrictions on exhibit weight

- The weight of each individual exhibit divided by the horizontal projected area of the exhibit must not exceed **0.36t/m²**.
- Protection must be placed if the weight of each individual exhibit divided by the contact area of the exhibit exceeds **0.36t/m²**.
- Please consult with Tokyo Big Sight in advance if any given exhibit item exceeds **1t**.

B. Restrictions on vehicle entry

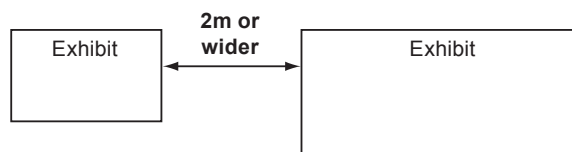
- Vehicle traffic is prohibited.

C. Restrictions on exhibit installation

- The use of cranes is prohibited.
- In order to protect the floors, areas must be protected before exhibits are installed.

D. Restrictions on installation

A distance of **at least 2m** must be maintained between adjacent exhibits when the individual exhibit weight is **0.36t to 1t**.



E. Restrictions relating to pit lids and anchor lids

Exhibits must not be placed on pit lids and anchor lids.

6. Rules for Demonstrations

Organizers and exhibitors are responsible for all necessary protective measures when demonstration of exhibits generates noise, vibration, odor or smoke or involves danger. In addition, event organizers and exhibitors must ensure adequate measures are taken to avoid causing danger and inconvenience to other exhibitors and visitors. In the event that a demonstration causes significant inconvenience or damage to other organizers and exhibitors, Tokyo Big Sight Inc. may suspend or stop the demonstration.

(1) Noise and vibration

Organizers and exhibitors must ensure that protective measures are taken during the demonstration of machinery that generates noise and vibration as well as accounting for the impact of additional vibration prevention equipment, construction, framework and direct dynamic load. Movable partitions inside the exhibition hall are equipped with sound insulation, however, exhibitors are requested to take all due care to avoid inconvenience for any other organizers in the neighboring exhibition halls on excessive noise and vibration.

(2) Odor and smoke

Organizers are requested to provide equipment that forcibly vents air to outside the facility when performing demonstrations that generate odor and smoke. Please consult with the Tokyo Big Sight representative in connection with the booth layout and work plan.

(3) Disposal of oil and other waste

The disposal of oil waste, cuttings, waste materials, chemicals and industrial waste through the pits, kitchenette sinks, toilets and other such drains inside the facility is strictly prohibited. Organizers are responsible for disposal of such matter.

(4) The use of chemicals and other substances hazardous to human health

Please consult with the Tokyo Big Sight representative in advance when performing demonstrations that use chemicals, energy and radioactive materials that impact or are hazardous to human health. Organizers and exhibitors must ensure all protective measures are adopted to ensure the safety of visitors and other exhibitors during demonstrations.

(5) Securing advertising balloons

When mooring advertising balloons, measures must be taken to prevent impediment or obstruction to detection by fire prevention equipment and fire-fighting activities. For further details, please see **the separate publication "Safety Manual."**

(6) Exhibition of knives, swords, toy guns, and firearms

Please consult with our Safety Control Division in advance when exhibiting firearms and bladed objects subject to the Act for Controlling the Possession of Firearms or Swords and Other Such Weapons. For exhibitions featuring other bladed objects to which this law does not apply or air soft and other toy guns, ensure sufficient measures are taken to ensure safety and both the exhibitors and visitors are safe from any danger.

7. Use of Outside Wireless Devices and Equipment

Prior agreement is required to use wireless devices and equipment brought in from outside. Please consult with the Tokyo Big Sight representative about the band used, types of equipment, number of devices, etc. when discussing use of the facility.

(1) A and AX bands

Organizers must complete procedures (application, etc.) with authorities in advance. The Specified Radio Microphone User's Federation (<http://www.radiomic.org/>) will coordinate channel use.

(2) B, C, and D bands

There are no procedures, as these bands are free to use, but signals can become congested so please consult with Tokyo Big Sight in advance.

8. Prohibited and Restricted Activities

(1) Sales activities

When the primary purpose of using facilities is to promote sales or the service of food and beverages, sales activities will be permitted within leased halls subject to the terms and conditions of the leased contract. For information regarding sales activities within the facility defined as common areas, please see "4. Use of Common Areas" on page 9 and the separate publication "Common Area Usage Manual."

(2) Sales activities other than primary purpose activities

The sale of items other than primary purpose items is restricted to items and published materials related to the purpose of using facilities.

(3) Application of food and beverages

Organizers, exhibitors and other relevant parties must notify and obtain permission from the Public Health Center when marketing or selling food and beverages inside exhibition halls. Application and approval from the Public Health Center are also required for food and beverage tasting services provided by exhibitors. Application is not required for serving light refreshment during business meetings held within an exhibitor's booth. For details, please contact the following:

* Contact: Koto Public Health Center, 2-1-1 Toyo, Koto-ku

Tel: +81-3-3647-5855

Additionally, when providing food and beverages inside the exhibition hall, please indicate so in the Exhibition Overview. Please contact Tokyo Big Sight in advance even in the following situations.

- ① Tasting at food-related exhibitions
- ② Free food and beverage services in the lounge
- ③ Food and beverages when used as a party venue

(4) Prohibition of pets and other animals within the facility

Pets and other animals besides seeing-eye and service dogs are prohibited in common areas and restaurants within the facility.

(5) Distributing balloons

Floating balloons may not be distributed to visitors inside the facility.

9. Cleaning and Waste Disposal

(1) Cleaning

- ① Organizers are responsible for covering cost for cleaning leased areas (exhibition halls, parts of common areas where a structure was erected, vehicle waiting areas).
- ② Organizers are responsible for cleaning and removal of all waste after the conclusion of the exhibition. Waste cannot be left inside the facility.

(2) Disposal of Waste

During the period of the exhibition, organizers will bear the responsibility and cost for appropriately separating and disposing of all waste produced during the term of the lease.

- ① Waste materials in connection with the construction, setup and take-down of exhibits inside the hall are subject to disposal in accordance with the Waste Management and Public Cleansing Act and other rules, laws and regulations. Organizers and exhibitors are required to conclude a service agreement with licensed contractors for both the collection and transport and the disposal of industrial waste. Organizers and exhibitors are also requested to prioritize reuse and recycling where these are possible in an effort to reduce waste.
- ② Tokyo Big Sight uses a pneumatic collection system for the disposal of waste. This system is limited to combustible waste. Organizers and exhibitors are requested to purchase waste disposal bags designated by Tokyo Big Sight when using the pneumatic collection system. Waste is temporarily placed at specified areas in each hall (outside area for the East Exhibition Hall and an inside area for the New East Exhibition Hall, West Exhibition Hall, and South Exhibition Hall). Organizers are responsible for the removal of waste from these areas to designated waste disposal rooms. Please contact the Tokyo Big Sight representative for further information.
- ③ In order to better assess the volume of waste produced within the facility, organizers and exhibitors are requested to complete and submit a Report of Post Event Waste Treatment to the Tokyo Big Sight representative after the exhibition has concluded. The report must include details of waste disposal by type of waste.
- ④ Combustible hazardous materials should be sorted and collected separately from other waste produced at the exhibition.
 - * Combustible hazardous materials include gases, oils, batteries and other explosive or naturally flammable materials.
- ⑤ Combustible hazardous materials should be transported separately from flammable items.

(3) Important Reminders and Requests

- ① The disposal of any remaining paint and wallpaper glue used in decorative work down drainpipes within the facility and the cleaning of related brushes and utensils in washing places are strictly prohibited. Penalties may apply to actions that contravene the Waste Management and Public Cleaning Act and the Sewerage Act.
- ② Tokyo Big Sight endeavors to reduce the amount of waste and recycle. Organizers and exhibitors are requested to give positive consideration to the use of reusable materials and display system panels in construction work and for decoration.

- ③ Costs of disposing of any waste left within the premises of the facility, as well as repairing damages and returning the facility to its original state will be invoiced to the organizer.
- ④ Organizers will be asked to remove balloons and other items that remain on the ceiling.

10. Security and Logistics

(1) Security during the period of use

Organizers may apply to use exhibition halls on the condition they will adhere strictly to the notices regarding the maintenance of safety described in the **separate publications "Safety Manual" and "Emergency Manual."**

(2) Application of an event to be held

Organizers should prepare their security plans in detail, including routes for visitors to follow, crowd control, and theft countermeasures for their event, and prepare an Event Application Form in triplicate. In the case of performance events (i.e. events with a purpose other than exhibition according to the Fire Service Act) or other events requiring a higher level of security than normal, organizers must implement the necessary measures for crime prevention. Following a thorough discussion of these factors with our Safety Control Division, organizers will generally be required to submit the application form directly to the Tokyo Wangan Police Station along with a written security plan. The staff at the station will confirm the important points of this plan. For more information, please contact the our Safety Control Division.

(3) Assignment of security personnel to the Exhibition Halls and vehicle waiting areas

- ① Please assign security or other appropriate personnel to the Exhibition Hall, vehicle waiting areas, entry/exit gates and, as needed, public roads.
- ② Organizers should use licensed security personnel for their security needs. Providing security without a proper license is prohibited by law.

(4) Control and management of visitors

Organizers are required to manage and control visitors from before to after the exhibition hours.

(5) Obtaining non-life insurance and other insurance

Organizers and exhibitors are advised to obtain non-life insurance and other insurance as security against accidents.

11. Fire and Accident Prevention

Tokyo Big Sight is a multi-purpose facility. The facility is also designated a joint fire control building under Article 8.2-1 of the Fire Service Act. Tokyo Big Sight has established a fire and disaster prevention administrative committee, assigned a general fire prevention manager, and formed an internal fire-fighting team for the protection of target objects. In addition, the Disaster Prevention Center has been established to monitor the entire facility. Organizers are requested to prepare an event management plan in accordance with the Tokyo Big Sight Fire Prevention Plan to be submitted (in triplicate) to Tokyo Big Sight's Security Control Division as the "Event Application Form" at least 7 days before the event. Application will be reviewed by Tokyo Big Sight's Security Control Division and submitted to the Ariake Fire Station. Event organizers may be required to attend when submitting the application. For further information relating to fire and disaster prevention, please see **the separate publication "Safety Manual."**

12. Bonded Exhibition

Tokyo Big Sight is not a permanent bonded exhibition hall. Accordingly, an application must be submitted and approval obtained for the exhibition of bonded goods. For further details, please contact the following:

- * Contact: Tokyo Customs Headquarters (Tokyo Kowan Godochosha), 2-7-11 Aomi, Koto-ku, Tokyo
TEL:+81-3-3529-0700

13. Use of Movable Partitions inside the Exhibition Hall

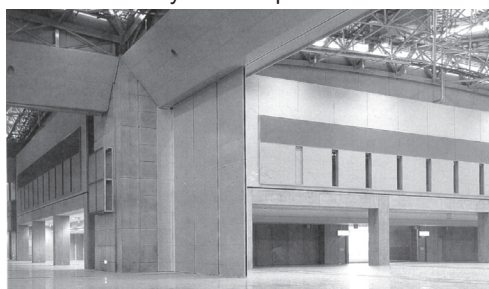
There are movable partitions between the East Halls 1 to 6, West Halls 3 and 4, and South Halls 1 to 4. If two or more adjoining halls are used, the partitions can be opened or closed. Tokyo Big Sight will open and close movable partitions. Please discuss your plans with representatives of Tokyo Big Sight when discussing use of the facility.

Movable partitions within halls:

- * Partitions may not be used in a partially open position.
- * Partitions may not be open and closed during an event.



East Halls



West Halls 3 and 4

Section 2 Important Reminders About Construction Work

1. Prohibition of Direct Construction Work

In order to protect and maintain the facilities, it is prohibited to engage in the following direct construction work:

- (1) Use of nails and rivets directly on the facility (For information relating to anchor bolts, please see page 19.)
- (2) Drilling, raveling, cutting and gas welding
- (3) Direct application of paints and other coating materials
- (4) Direct application of adhesives
- (5) Use of cutting knives and other tools directly on the facility
- (6) Winding wires around facility pillars
- (7) Using the facility's external framework as supports for display boards, signs, etc.
- (8) Any activity that may cause damage to Tokyo Big Sight

2. Guidelines for Setup and Take-Down

Organizers and exhibitors are required to observe the following regulations in the setup and take-down of exhibitions.

(1) Construction/work foreman on duty at all times, use of helmets and other protective wear

A construction/work foreman must be appointed and essential measures must be implemented to ensure safety management. Helmets, protective wear and all essential safety measures must be taken for crane work, work in high places and other dangerous activities.

(2) A fire and disaster prevention manager on duty at all times

A fire and disaster prevention manager must remain on duty at all times to provide exhibition personnel with fire prevention guidance and instructions as needed.

(3) Work conducted by licensed professionals

A fire and disaster prevention manager must remain on duty at all times to provide exhibition personnel with fire prevention guidance and instructions as needed. Licensed professionals are required to conduct the following work:

- Scaffolding assembly: Certificate of Completion of Specified Training for Scaffolding Assembly
- Crane slinging: Certificate of Completion of Technical Training for Slinging
- High elevation work (operation of aerial platforms): Certificate of Completion of Technical Training for High Elevation Work

(4) Restrictions on the use of fire-generating equipment and tools

Work with equipment and tools that generate fire or sparks is prohibited within the facility.

(5) Measures to protect exhibits and construction work against strong winds

Tokyo Big Sight faces Tokyo Bay and is subject to strong seasonal winds. Adequate important reminders against strong winds are required particularly in the installation of outdoor exhibitions.

(6) Report of accidents during construction and other work

Organizers and exhibitors should promptly inform the West Security Center (Ext. 80010), East Security Center (Ext. 30010), or South Disaster Prevention Center of any accident during construction work. In the event an ambulance is called, it is essential that Tokyo Big Sight be immediately informed. In the event of fire or serious accident, first call 119 and then contact the Security Center without delay.

(7) Protection work

Please protect against any possible staining, damage and water leaks of facilities. Organizers and exhibitors are requested to use fireproof sheets particularly when welding for protection.

(8) Protection work in common areas

Organizers must submit for approval a Common Area Usage Application Form when seeking to construct an information booth or other facility in the common areas such as North and South Concourses, etc. At the same time, care must be taken to protect floors during work and to ensure the safety of visitors and other exhibitors.

(9) Submitting applications for construction work

Organizers must submit an application in advance for any construction work, including electrical, water supply & drainage, gas, anchor bolts, etc. inside the exhibition hall. An inspection will be conducted based on the application.

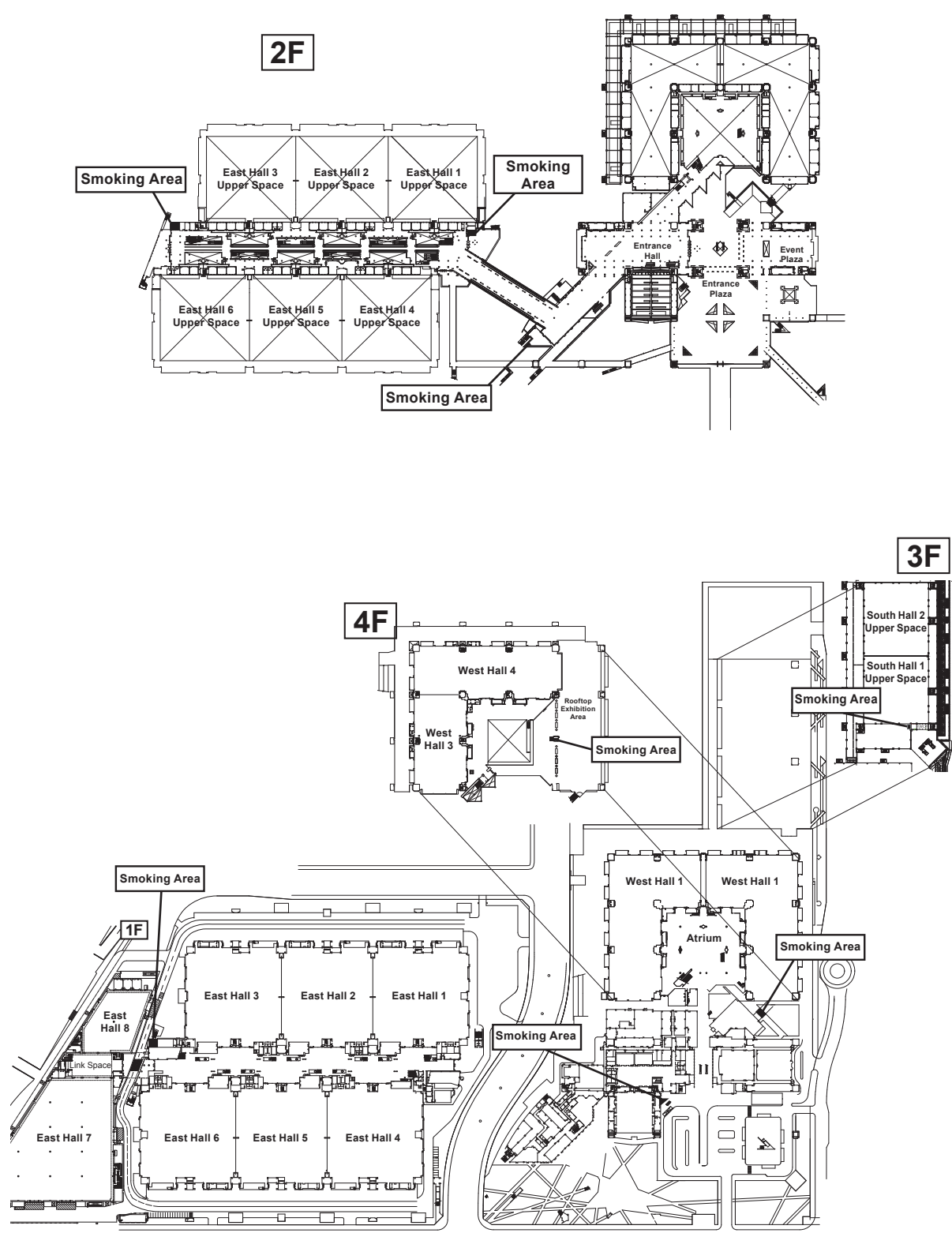
(10) No smoking

Except for designated areas, the entire facility is non-smoking. (see Diagram 13 on page 17)

(11) Other

- ① Do not pour paints, oils and other materials into pits, kitchenette sinks, or toilets.
- ② Do not use bicycles, kick boards and other such modes of transportation in common areas.
- ③ Organizers and exhibitors must follow the instructions of Tokyo Big Sight personnel and security staff while on site at construction work locations.

Diagram 13
Designated Smoking Areas



3. Booth Setup

(1) Exhibition layout

Organizers are requested to give due consideration to traffic flows and to avoid bottlenecks in the layout of exhibitions and location of partitioning. For further details, please see "1. About Exhibition Layout" under "Section 4. Venue Setting-up Guidelines" in the separate publication "Safety Manual."

(2) Booth Setup

Organizers and exhibitors are required to take all necessary measures to ensure exhibition facilities, equipment inside exhibition booths, work pieces and other objects do not collapse or fall in the event of earthquake and prevent the evacuation of visitors and fire-fighting activities. In the setup of booths and exhibitions, organizers and exhibitors are also required to pay attention around fire alarms, hydrants and fire extinguishers locations including access doors.

4. Decorative Work

(1) Decorative work

Organizers and exhibitors are requested to maintain decorative work inside the Exhibition Hall to a minimum. Every effort should be made to utilize reusable and recyclable materials and to reduce the amount of waste.

(2) Decorative materials

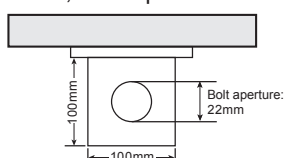
Organizers and exhibitors are required to use fireproof materials in the decoration of exhibits. Please see the separate publication "Safety Manual" for details.

(3) Objects hung from ceilings

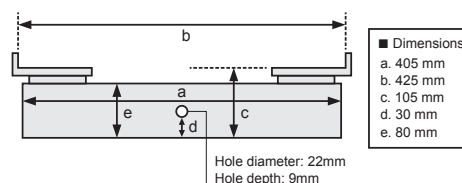
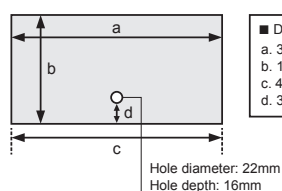
① Ceiling hook load limits

Location	Load Limits
East Halls 1 to 8, Link Space	≤ 300kg per location
West Halls 1 to 4, South Halls 1 to 4	
Galleria, Entrance Hall, Other	No ceiling hooks

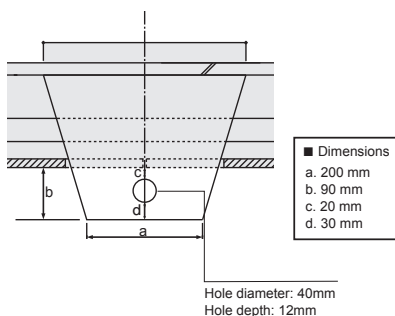
• East Halls 1-8, West Halls 3 and 4, Link Space



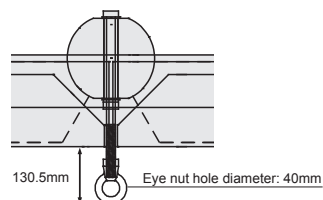
• West Halls 1 and 2 (two types)



• South Halls 1 and 2



• South Halls 3 and 4



② Procedures for use

Please submit a Hanging Item Construction Application Form for approval.

③ Important Reminders

- For hanging overhead items, please use a hanging item hook. For hanging overhead items in areas such as the Galleria where there are no hooks available, please consult with the Tokyo Big Sight representative.
- A design indicating location and load must be submitted and approved by Tokyo Big Sight before hanging overhead items.
- Catwalks may not be used to perform hanging work inside the exhibition halls. Organizers/exhibitors will need to arrange for an aerial platform.
- Hooks used to attach overhead items and areas where a string or rope is strapped must be adequately protected to prevent accidents, etc.
- Organizers/exhibitors may be asked to reposition hanging items if the air-conditioning, etc. is causing them to sway noticeably.
- The rope or other material connecting a hanging object to the hooks must be in a vertical position.
- Hanging items must be hung from locations that pose no threat of obstruction to fire prevention equipment.
- Hanging objects that span more than one hall are prohibited.

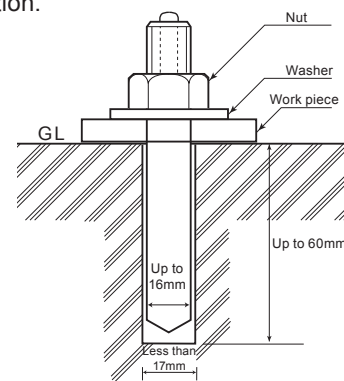
④ Reinforcing decorations hanging from Exhibition Hall ceilings

The reinforcement of decorative items from Exhibition Hall ceilings is prohibited.
Please consult with the Tokyo Big Sight representative for further information.

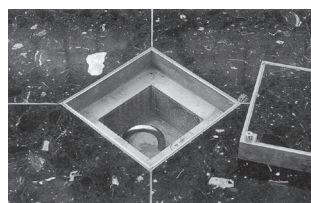
5. Flooring Work

(1) Setting anchor bolts

Location	Permitted/Prohibited	Remarks
East Halls 1 to 8, West Halls 1 to 4, South Halls 1 to 4	Permitted	
Link Space	Prohibited	
Rooftop Exhibition Area, Atrium, Event Plaza, Entrance Plaza	Prohibited	Existing anchor bolt



Rooftop Exhibition Area



Atrium



Entrance Plaza

(2) Anchor bolts permitted for use

Anchor bolts are restricted to strike anchors with a diameter of 16mm or less and shield depth of 60mm or less (drill diameter of 17mm or less).

(3) Work procedures, etc.

① Application

In addition to assuming overall responsibility, organizers must submit an Anchor Bolt Installation Application Form to their Tokyo Big Sight representative in advance together with a booth plan that shows where the anchor bolts will be used.

② Anchor bolt removal

Sanders may be used to remove anchor bolts and ensure there are no protrusions from the floor. The use of hammers and fusion cutting is strictly prohibited. The West Hall 3 and 4 floors have been treated with a dust protection coating. Organizers and exhibitors are required to protect them by using fireproof sheets for any work.

③ Prohibited items

- (a) Excavating and chipping
- (b) Use of other than specified anchor bolts (including concrete nails, concrete pins, female-screw anchors, adhesive anchors, etc.)
- (c) Holes with a drill diameter of more than 17mm
- (d) Affixing of anchor bolts to pits or an area within 200mm of a pit edge
- (e) Affixing of anchor bolts to the floors of lower ceiling areas on the East Exhibition Hall Galleria side

④ Billing for costs of floor repairs

Tokyo Big Sight will invoice the organizer upon conclusion of the exhibition for expenses relating to the repair and maintenance of floors in line with the number of anchor bolts used. In the event application was not provided relating to floor work conducted or floor damage results from affixing anchor bolts in violation of specifications described in ③ above or due to an uncut portion of anchor bolts, Tokyo Big Sight will likewise invoice the user for all expenses, including repair costs.

6. Work in the Pit

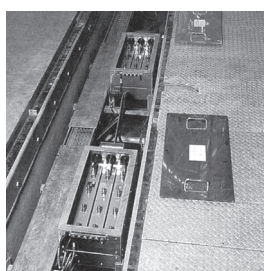
The use of gas burners, electric welding equipment and equipment that use open flames and produce sparks and bringing in hazardous materials are prohibited in pit areas.

Pit System

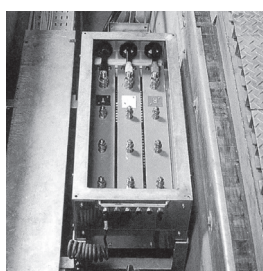
Electric and machinery trench	Facilities around each exhibition hall and under floors on the Galleria side
Electric and machinery main pit	Electric and machine pits that branch from the trench have been installed inside each exhibition hall at six-meter intervals on an alternating basis.
	Electric pit: 1φ105V/210V • 3φ210V • Temporary telephone • CATV terminal board• LAN
	Machine pit*1: space for water supply and drainage, cooling water and compressed air piping, drainage pipes*2
Subsidiary pit*	Subsidiary pits intersect electric and machine pits throughout exhibition halls. (Space provided for connection between electric and machine pits)

* 1 Excluding West Halls 3 and 4

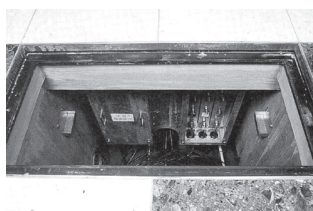
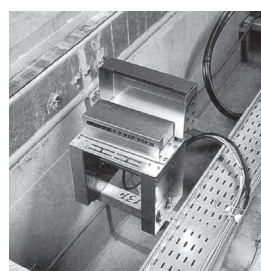
* 2 South Halls 1 to 4



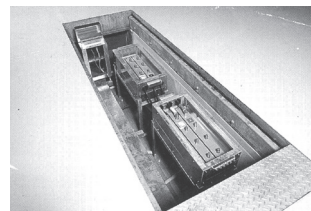
Electrical power supply terminal box



Information terminal



Electrical power supply terminal box located beneath the Atrium floor



West 4F electrical power supply terminal box

7. Outdoor Construction

(1) Rooftop Exhibition Area

Existing anchors, water outlets, drain pipes, electric manholes and other facilities are available and should be used.

(2) Other surrounding areas

Direct construction work to facilities such as walkways, decks, pillars, street lamps, signs, etc. is prohibited even for the exhibition. Road authorities and police may have to be notified if placing sign boards (including directional placards) on surrounding roads or plazas outside stations. Please contact them at the following. Before providing such application, please consult with the Tokyo Big Sight representative.

Tokyo Port Management Office
Tokyo Wangan Police Station

Port Roads Management Division
TEL +81-3-3570-0110

TEL +81-3-5463-0223

8. Electrical Work

Only companies that have attended an electric safety seminar held by Tokyo Big Sight and received accreditation may conduct electrical work at the facility. Electrical contractors are requested to observe the following rules in addition to the instructions provided at training lectures.

Important Reminders

(1) A work foreman to remain on duty at all times

Foreman and safety officer designated at a training lecture must remain on duty at all times during construction and the duration of the show. Organizers and electrical contractors are requested to take all necessary care in connection with safety.

(2) Construction

In the process of undertaking construction work, organizers and contractors are required to take all necessary important reminders to avoid personal injury, damage to facilities, fire and other accidents. Specific care must be taken to avoid electric shock.

(3) Prevention of heating of flammable items

Objects and equipment that generate heat such as resistors and electric lamps must be placed in areas where they do not heat flammable items. Robust safeguards must be taken to ensure the safety of visitors in connection with low-level spotlights located near passageways.

(4) Switch boards and power panels

- Power panels located on passageways in the booth must remain locked and appropriate signs such as "Caution: Power Panel" displayed.
- Switch boards located within exhibition booths must have the name, phone number and other relevant details of the electric installation company affixed.
- Switch and distribution boards must be located in areas that allow convenient inspection. When they are installed in a storage area, please make sure operation is not hindered.
- Earthwork must be completed to avoid electric shock due to insulation failure. Please ensure that other earthwork specified by technical standards set for electrical equipment is performed.

(5) Electric cables and wiring

- Electric cable and wiring apparatus must be fastened and supported in an appropriate manner to prevent movement and collapse. In addition, CV cables must be used for all primary cable work from the electric pit through to the switch board.
- F cables or their equivalent must be used for lighting apparatus and equipment wiring.
- Floor cabling must be enclosed in metal casing, etc. Adequate measures must be adopted to prevent tripping and accidents for cables that cut across passageways.
- Protection measures must be taken during setup and take-down to prevent damage to electric cables and wiring for work due to vehicles and scaffolding for work.
- Crimp-style terminals must be used when connecting electric cables.

(6) Transformers

- If high voltage or very high voltage substation equipment (total output: 20kW or higher) will be brought into the exhibition facility, an application must be submitted to the fire station.
If installed outdoors, they must be at a distance of at least 3m from other buildings. Substation transformers should be of the cubicle type and have a sign placed indicating that they are an "Electrical Substation."
- In the event that existing transformer capacity is insufficient and temporary additional transformers, etc. are required, organizers and exhibitors are requested to contact representatives for fire and electricity at Tokyo Big Sight to discuss installation methods, electric wiring circuitry and utilization procedures.

(7) Use of distribution boards for construction work as power supplies for exhibitions

The power supplies of distribution boards for construction work cannot be used as exhibition power supplies.

(8) Discharge lamp work

Consultation with the Tokyo Big Sight electricity representative is required in case of discharge lamp work utilizing high voltage.

(9) Demonstrations using low voltage

If exhibits cannot be demonstrated without low voltage, low frequency or a prescribed voltage and frequency, it is the responsibility of organizers/exhibitors to implement the necessary measures.

(10) Work within the switch room

Work conducted within the switch room must be completed in the presence of the electricity representative from Tokyo Big Sight or their agent.

(11) Inspection upon completion of electrical work

After electrical work has been completed, please measure insulation resistance and ground resistance for the completed electrical work. Results of the inspection will be submitted to Tokyo Big Sight for confirmation.

(12) Other

- Avoid exposing any electric lamp caps and sockets
- Contain arc discharge apparatus within incombustible vessels

9. Water Supply and Drainage, Gas and Other Work

Organizers and exhibitors are required to comply with the following important reminders in the case of water supply and drainage, gas, compressed air piping and other work inside the exhibition halls. **Please also see the following section (page33) regarding "Water Supply and Drainage, Other Facilities."**

<Important Reminders>

(1) Qualified supervisors to monitor work

All work is to be conducted and supervised by qualified professionals. Safety inspections should be implemented as required to prevent leakage.

(2) Work foreman and safety officer to remain on duty at all times

The work foreman or safety officer must remain on duty at all times during periods when work is being conducted and during the exhibition.

(3) Electric power supply facilities for compressed air

There is no electric power supply facility for compressed air. Organizers and exhibitors are requested to arrange for their own engine-powered low-decibel air compressors. Please consult with Tokyo Big Sight if installing a power generator. Power for the generator can be supplied from electrical pits.

(4) Water supply and drainage

- Water supply and drainage pipe must not be laid in electric pits.
- During construction, please ensure that the gas detector does not get wet.
- After completing plumbing, pass a sufficient amount of water through the pipes to clean them and maintain the water quality standards of the Water Supply Act.
- Since the machine pits themselves function as drainage ditches in East Halls 1 to 8 and West Halls 1 and 2, drainage may be discharged into the machine pits in some cases. For West Halls 3 and 4 and South Halls 1 to 4, please connect the drainage to the prescribed drainage pipe. Please ensure drainage is below the standard values for pH, turbidity, and oil content defined in the Water Supply Act, has no strong odors remaining, and is discharged at a temperature of 40°C or less.
- Organizers must sufficiently clean the machine pit prior to final departure and pay attention to ensure that no unpleasant odor remains.
- A grease trap must be installed prior to the discharge of foodstuff.
- After use, please ensure that the water supply valve and faucet are shut off.

(5) Gas

① Use restrictions

The use of gas (City Gas and LPG) inside the exhibition halls is regulated. Organizers and exhibitors seeking to use gas must consult with the representative of Tokyo Big Sight at least 1 month prior to the exhibition.

City Gas and LPG cannot be used together in the same hall. For more information, please see the separate publication "Gas Usage Guidelines."

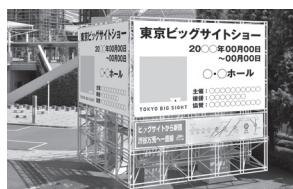
② Construction work to be arranged by the user

(6) Use of steam (boiler)

Subject to prior consultation with Tokyo Big Sight

(7) Safety measures for pipes along walkways, etc.

Please ensure adequate protection and safety measures are in place to prevent tripping and falls when pipes are installed along or across walkways.



① Media Tower



② Outdoor Display Board



③ Indoor Display Board



④ Indoor Display Board (Small)



⑤ Media Core

10. Signs

Display boards and signs are located at the facility to facilitate smooth traffic flows and assist in guiding visitors to each hall at Tokyo Big Sight.

(1) Information signs

For more information, please see the separate publication "On-site Information Sign Manual."



⑥ Information Gate

Section 3 Facilities and Equipment of Exhibition Hall

1. Side Rooms of Exhibition Halls (Organizer's Office, Meeting Rooms, Dressing Rooms)

(1) Facilities standard throughout all side rooms

- ① **Extension telephone (see the "List of Telephone Numbers for Exhibition Hall Rooms" on page43.)**
Internal telephone communication is free of charge. Outside calls can be made from the telephone in the organizer's office (dial "0" for an outside line). Telephone charges for all outside calls will be invoiced on conclusion of the exhibition.
- ② **Use of equipment and accessories**
Facilities include basic equipment and accessories. For details, please contact the Tokyo Big Sight representative. The organizer's room in each hall is equipped with one Automated External Defibrillator (AED). For its location, please see the separate publication "Overview of Exhibition Facilities."

(2) Organizer's office furnishings

① Key box

A key box will be installed in the organizer's office of each exhibition hall. The key box will contain the following:

The event organizer is responsible for the management and control of keys.

Key card	Master key card, organizer's office, meeting room, dressing room
Cylinder key	Shutters and trash area

② Exhibition hall operating panel for lighting

Exhibition hall ceilings are installed with HID lighting (East Halls 7 & 8, West Halls 1 to 4, South Halls 1 to 4 and Link Space are LED). Lighting can be controlled with the operating panel in the organizer's office. Four lights comprise one unit for high ceilings and offer light intensity at four levels: 25%, 50%, 75% and 100%.

- * Light intensity:
 - 400LX or more in the exhibition halls (East Halls 7& 8, West Halls 1 to 4, South Halls 1 to 4 are 600LX or more)
 - 500LX or more in the side rooms

* Lighting expenses are included in the Hall leasing fee. Organizers are requested, however, to cooperate with efforts to conserve energy when delivering and removing goods and during their event.

③ Security camera equipment (ITV)

Security surveillance can be conducted through security cameras fixed inside the exhibition halls and throughout the facility. Please consult with the Tokyo Big Sight representative for surveillance in other than the leased areas.

④ Broadcast facilities

Audio, BGM and other communication can be broadcast to selected areas, such as Exhibition Halls and common areas.

⑤ Equipment to operate shade blinds

Exhibition hall ceilings are installed with automatic blinds to allow adjustment of light inside each hall (excluding the East Halls 7 & 8 and South Halls 1 to 4). If you need to open the blinds, please contact us.

(3) Meeting Rooms

Each exhibition hall has a meeting room to be used for business meetings with individual visitors or as a dressing room.

(4) Dressing rooms

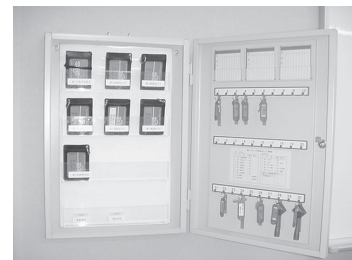
The facility is equipped with changing booths and shower rooms (excluding the New East Exhibition Hall and South Exhibition Hall). Dressing rooms in West Halls 3 and 4 are for share use.



Organizer's office



Organizer's office
operating panel
(lighting, etc.)



Key box

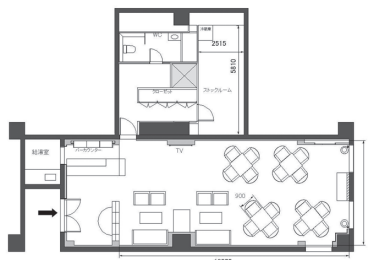
2. Exhibition Hall Auxiliary Facility

(1) East VIP Room (at extra charges)

A 90m² "VIP Room" is located next to East Hall 1. The room is available for rent only to event organizers for special business meetings and small-size parties. To use the room, please submit an East Exhibition Hall VIP Room Usage Application Form.

Important Reminders

- Hours of use are 7am to 9pm. (The room is not available for rent after hours.)
- The room should be returned with equipment and accessories in their original places. (See diagram at right)
- Please contact the Tokyo Big Sight representative with any additional questions.

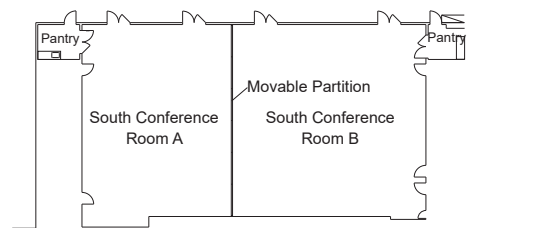


(2) South Conference Room (at extra charges)

Conference Room A (170 m²) and Conference Room B (220 m²) are available to the side of South Hall 1. If the movable partition is removed, the two rooms can also be combined and used as a single 390 m² conference room. These rooms are available for rent only to event organizers and can be used for purposes such as sales negotiation and as seminar venues.

<Cautionary points for use>

- Rental periods are one day (midnight to midnight of the following day), morning (midnight to 12 noon), and afternoon (12 noon to midnight).
- Furniture such as desks and chairs, as well as light, sound, video, and other specialized equipment and the operators for this equipment, must all be provided by the user.



3. Other shared equipment

The shared facilities in the table below are available in each exhibition hall. The East VIP Room dressing room can be used as a nursery. Please contact Tokyo Big Sight in advance to use these rooms. Please also have personnel stationed in the room when using it. For separate and unrelated exhibitions held at the same time, all facilities will be for common use.

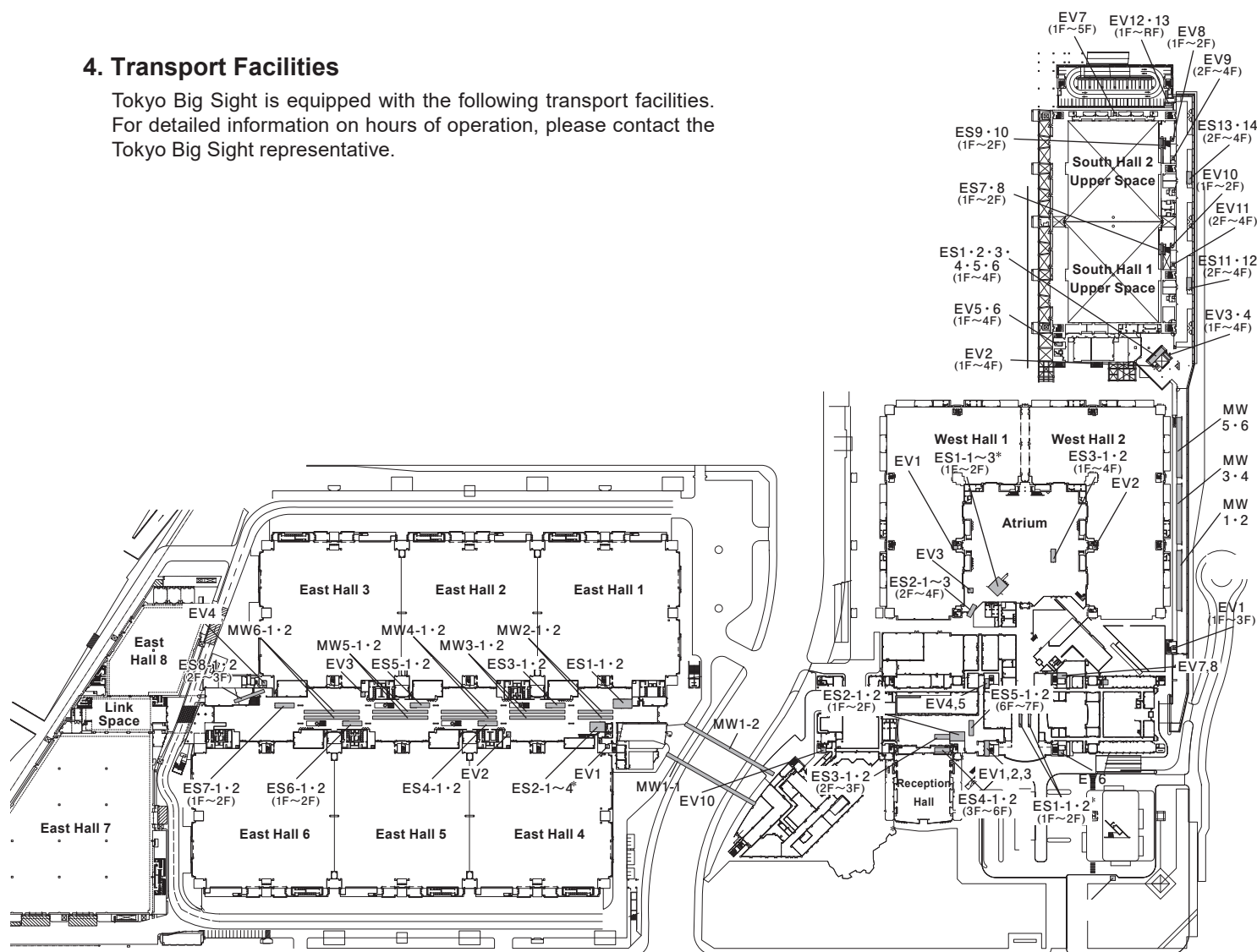
	East Exhibition Hall	West Exhibition Hall	South Exhibition Hall
First Aid Room	33m ²	18m ²	1F: 10m ² 4F: 21m ²
Nursery		42m ²	
Dressing Room	29m ²		

* None at the New East Exhibition Hall

* For information about the location of side rooms, auxiliary facilities, and shared facilities, please see the separate "Overview of Exhibition Facilities."

4. Transport Facilities

Tokyo Big Sight is equipped with the following transport facilities.
For detailed information on hours of operation, please contact the Tokyo Big Sight representative.



EV: elevator; ES: escalator; MW: moving walkway
* Wheelchair accessible ES

	Elevator							Escalator		Moving walkway		
	Number	Size		Entrance/Exit		Passenger capacity	Load capacity	Number	Width	Number	Width	Speed
East Exhibition Hall	1-4	1.4m	1.35m (EV 2 & 3 = 1.4m)	0.8m	2.1m	11 persons (EV 2 & 3 = 12 persons)	750kg (EV 2 & 3 = 800kg)	1-8 (18)*	1.2m (0.8m)	2-6 (10)	1.2m	30 or 40m/min.
West Exhibition Hall	1-2	1.6m	1.35m	0.9m	2.1m	13	900kg	1-3 (8)	1.2m			
	3	1.4m	1.35m	0.8m	2.1m	11	750kg					
Conference Tower	1-5	1.8m	1.7m	1.0m	2.3m	20	1,350kg	1-6 (12)	1.2m	1 (2)	1.2m	30 or 40m/min.
	6	2.75m	1.85m	1.8m	2.1m	40	2,600kg					
	7, 8	1.8m	1.5m	1.0m	2.1m	17	1,150kg					
	10, 11	1.4m	1.35m	0.8m	2.1m	11	750kg					
South Exhibition Hall	1, 2, 6, 9, 11-13	1.6m	1.35m	0.9m	2.1m	13	900kg	1-6	1.0m	1-6	1.0m	30 or 40m/min.
	3, 4	1.6m	1.5m	0.9m	2.3m	15	1,000kg	7-14	1.0m			
	5	2.75m	1.85m	1.8m	2.1m	40	2,600kg					
	7	2.1m	1.95m	1.5m	2.3m	30	2,000kg					
	8, 10	1.5m	1.5m	0.9m	2.1m	11	750kg					

* : Only escalator number 8 (2 escalators)

* Regarding the escalators installed within the South Halls 1 and 2 of South Exhibition Hall, since they are located within the organizer rental area, event organizers should carry out management. If accidents or other issues occur, the applicable organizer will be held responsible, so please ensure sufficient measures are taken to avoid this. In addition, compliance items are on display at each organizer's office, so please confirm them there.

5. Provisional Electric Power for Construction

(1) Drawing provisional electric power for construction

- * Power outlets for construction and provisional electric power can be utilized for work during event setup and take-down. Use during the period of the exhibition is prohibited.
- * If existing sockets from common areas in front of the exhibition halls or elsewhere must be used, an Electrical Facility (Socket) Usage Application Form must be submitted together with plans and designs for Tokyo Big Sight approval. Use of power supply sockets located inside the exhibition halls is prohibited.

(2) Exhibition Hall electric capacity

① Power outlets for construction

Hall	Type	System	Location (Number of connections)	
			Hall walls	Inside pits
East Halls 1, 3, 4, 6	Single-phase 2-wire system 105V	Socket system	10 each	1 each
	Three-phase 3-wire system 210V	Cable connection system with earth terminal		
East Halls 2, 5	Single-phase 2-wire system 105V	Socket system	8 each	1 each
	Three-phase 3-wire system 210V	Cable connection system with earth terminal		
East Hall 7	Single-phase 2-wire system 105V	Socket system	4	0
	Three-phase 3-wire system 210V	Cable connection system with earth terminal		
East Hall 8	Single-phase 2-wire system 105V	Socket system	2	0
	Three-phase 3-wire system 210V	Cable connection system with earth terminal		
Link Space	Single-phase 2-wire system 105V	Combined socket system and cable connection system with terminal block	2	0
West Halls 1, 2	Single-phase 2-wire system 105V	Socket system	12 each	-
	Three-phase 3-wire system 210V	Cable connection system with earth terminal		
West Halls 3, 4	Single-phase 2-wire system 105V	Socket system	8 each (6 in West Hall 3)	-
	Three-phase 3-wire system 210V	Cable connection system with earth terminal		
Atrium	Single-phase 2-wire system 105V	Socket system	5	-
	Three-phase 3-wire system 210V	Cable connection system with earth terminal		
SouthHalls 1 to 4	Single-phase 3-wire system 10105/210V	Socket system	8each	-
	Three-phase 3-wire system 210V	Cable connection system with earth terminal		

(Equipment configuration)

Hall	Application	Equipment	Composition
East Halls 1 to 6	Electric lighting	Main circuit breaker	3P100AF/100AT × 1
		Branch circuit breaker	2P50AF/30AT × 2 2P50AF/20AT × 6
		Socket	2P15A × 6 (W/E) 2P30A × 2 (W/E)
	Power	Main circuit breaker	3P50AF/20AT × 1
East Halls 7 and 8	Electric lighting	Main circuit breaker	3P100AF/100AT
		Branch circuit breaker	2P50AF/30AT × 2 2P50AF/20AT × 6
		Socket	2P15A × 6 (W/E) 2P30A × 2 (W/E)
	Power	Main circuit breaker	3P50AF/50AT × 1 (to max. of 20A)

Hall	Application	Equipment	Composition
West Halls 1 to 4	Electric lighting	Main circuit breaker	3P100AF/100AT × 1
		Branch circuit breaker	2P50AF/30AT × 2 2P50AF/20AT × 6
		Socket	2P15A × 6 (w/ E) 2P30A × 2
	Power	Main circuit breaker	3P50AF/20AT × 1
Atrium	Electric lighting	Main circuit breaker	3P100AF/75AT × 1
		Branch circuit breaker	2P50AF/30AT × 2 2P50AF/20AT × 6
		Socket	2P15A × 6 (w/ E) 2P30A × 2
	Power	Main circuit breaker	3P50AF/20AT × 1
South Halls 1 to 4	Electric lighting	Main circuit breaker	3P100AF/75AT x 1
		Branch circuit breaker	2P50AF/30AT x 2 2P50AF/20AT x 6
		Socket	2P15AE x 4 2P30AE x 2
	Power	Main circuit breaker	3P100AF/75ATx 1

- ② Provisional electric power * Locations: Outdoor garbage disposal (14 locations)
 East Halls 1-6 external walls (6 locations)
 East Halls 7 & 8 external walls (4 locations)
 West Halls 1 & 2 external walls (8 locations)

East Exhibition Hall, West Exhibition Hall

Application	Equipment	Composition
Electric lighting	Main circuit breaker	3P100AF/100AT × 1
	Branch circuit breaker	2P50AF/30AT × 2, 2P50AF/20AT × 6
	Socket	2P15A × 6 (W/ E), 2P30A × 2 (W/ E)
Power	Main circuit breaker	3P100AF/100AT (to max. of 75A)

New East Exhibition Hall

Application	Equipment	Composition
Electric lighting	Main circuit breaker	3P100AF/100AT × 1
	Branch circuit breaker	2P50AF/30AT × 2, 2P50AF/20AT × 6
	Socket	2P15A × 6 (w/ E), 2P30A × 2 (w/ E)
Power	Main circuit breaker	3P100AF/100AT (to max. of 75A)

* Excluding the South Exhibition Hall

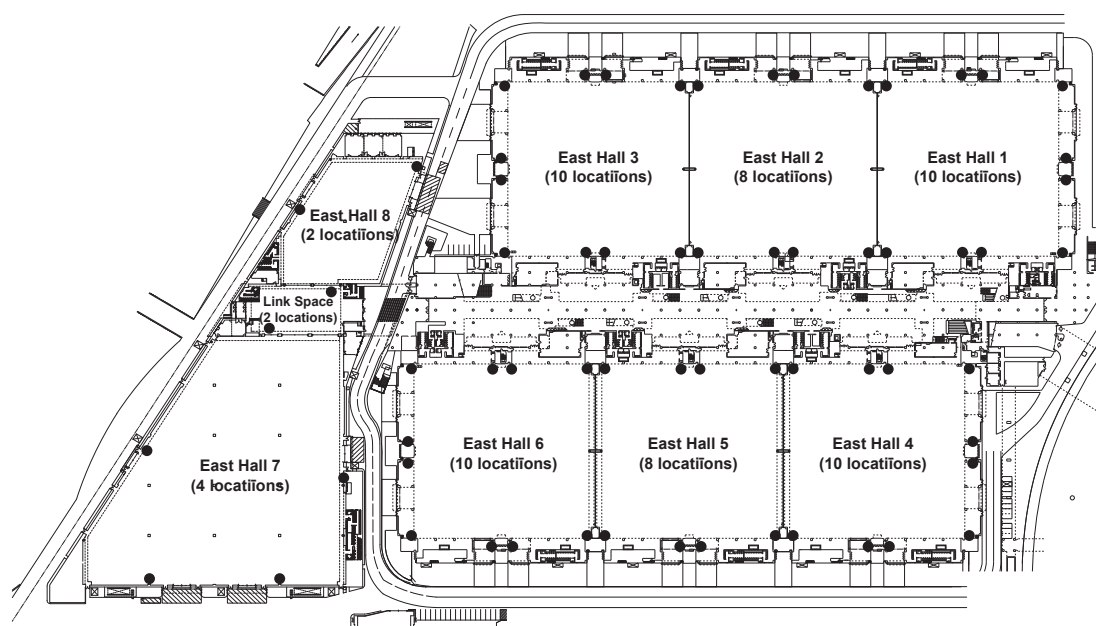


Distribution boards for construction work

Layout of distribution boards for construction work

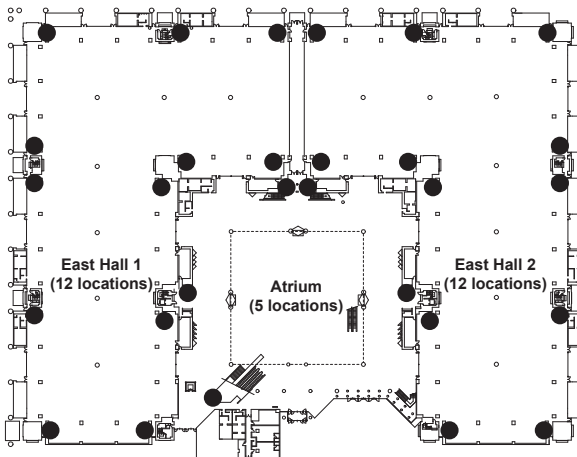
● Distribution boards for construction work

East Exhibition Hall 1F and
New East Exhibition Hall 1F

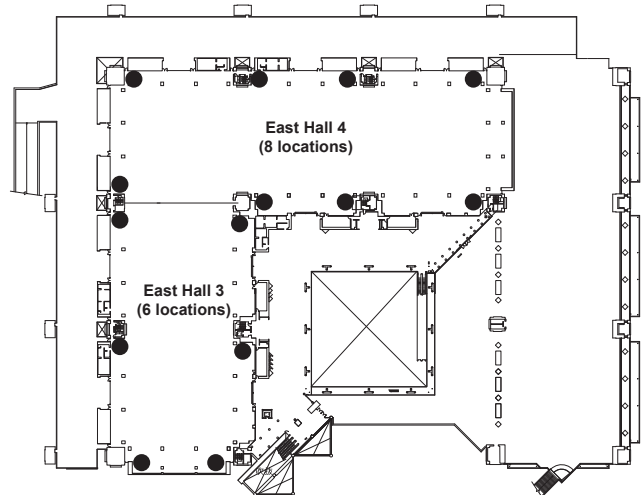


Layout of distribution boards for construction work

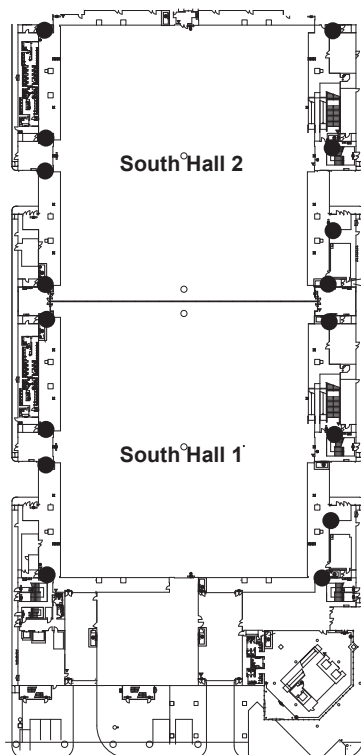
**West Exhibition
Hall 1F**



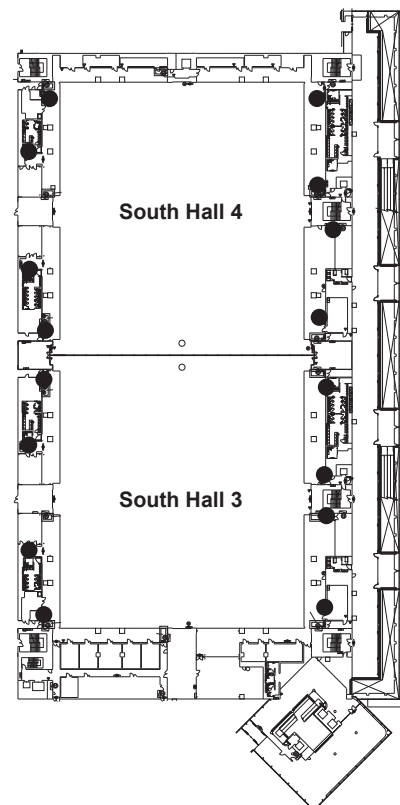
**West Exhibition
Hall 4F**



**South Exhibition
Hall 1F**



**South Exhibition
Hall 4F**



6. Power Panels for Exhibitions

Only companies that have attended an electric safety seminar held by Tokyo Big Sight and received accreditation may conduct electrical work at the facility. Review the cautionary points in “Section 2: 8. Electrical Work” (p. 21) and ensure their compliance during this work.

(1) Exhibition Hall electric capacity

Hall	Type	System	Location (Number of connections)		
			Hall walls	Outside halls* ¹	Outside halls* ¹
East Halls 1, 2, 5, 6	Single-phase 3-wire system 200/100V	Cable connection system with earth terminal	4 each	2 (only electric lighting)	3
	Three-phase 3-wire system 200V				
East Halls 3, 4	Single-phase 3-wire system 200/100V	Cable connection system with earth terminal	4 each	1 (only electric lighting)	3
	Three-phase 3-wire system 200V				
West Hall 1	Single-phase 3-wire system 200/100V	Cable connection system with earth terminal	13	3 (only electric lighting)	2
	Three-phase 3-wire system 200V				
West Hall 2	Single-phase 3-wire system 200/100V	Cable connection system with earth terminal	14	3 (only electric lighting)	2
	Three-phase 3-wire system 200V				
West Hall 3	Single-phase 3-wire system 200/100V	Cable connection system with earth terminal	7	2 (only electric lighting)* ²	1
	Three-phase 3-wire system 200V				
West Hall 4	Single-phase 3-wire system 200/100V	Cable connection system with earth terminal	11	2 (only electric lighting)* ²	1
	Three-phase 3-wire system 200V				
South Hall 1 to 4	Single-phase 3-wire system 105/210V	Cable connection system with earth terminal	4 each	-	South Hall 1, 2: 4 each South Hall 3: 1
	Three-phase 3-wire system 210V		4 each	-	South Hall 1, 2: 4 each South Hall 3: 1
	Three-phase 4-wire system 240/415V		2 each* ³	-	

* 1: Shared area in front of the hall, truck yard

* 2: Various rooms on the 4th floor only

* 3: Inside the trenches in South Halls 1 and 2

* 4: 1 each in the organizer's office and Meeting Room facilities of South Halls 1 to 4 (Single-phase 3-wire system:105/210V)

* 5: 4 each in the truck yards for South Halls 1 and 2 (Single-phase 3-wire system: 105/210V, three-phase 3-wire system:210V)

(Equipment configuration)

Hall		Application	Equipment	Composition
East Halls 1 to 6		Electric lighting	Main circuit breaker	200AT x 1 (inside halls) 50AT x 1 (inside various rooms) 200AT x 1 (outside halls)
		Power	Main circuit breaker	200AT x 1 (inside halls) 200AT x 1 (outside halls)
West Halls 1 and 4		Electric lighting	Main circuit breaker	100AT x 1 (inside halls) 50AT x 1 (inside various rooms) 200AT x 1 (outside halls)
		Power	Main circuit breaker	100AT x 1 (inside halls) 200AT x 1 (outside halls)
South Halls 1 to 4	Hall walls Outside halls	Electric lighting	Main circuit breaker	3P225AF/200AT×1
			Main circuit breaker with secondary side terminal block	3P225AF/200AT×1
				3P100AF/100AT × 1
				2P50AF/50AT × 1
				2P50AF/10AT × 1
		Power	Main circuit breaker with secondary side terminal block	3P225AF/200AT × 1
	Power (400V)*1	Main circuit breaker with secondary side terminal block	4P225AF/225AT × 1	
	Inside trench	Electric lighting	Main circuit breaker with secondary side terminal block	3P225AF/200AT × 1
		Power	Main circuit breaker with secondary side terminal block	3P225AF/200AT × 1
		Power (400V)	Main circuit breaker with secondary side terminal block	4P225AF/225AT × 1
	Organizer's Office	Electric lighting	Main circuit breaker with secondary side terminal block	3P100AF/100AT × 1
	Meeting Room	Electric lighting	Main circuit breaker with secondary side terminal block	3P50AF/50AT × 1
	South Halls 1 and 2 Truck Yard	Electric lighting	Main circuit breaker with secondary side terminal block	3P225AF/200AT×1
		Power	Main circuit breaker with secondary side terminal block	3P225AF/200AT×1

* 1: None outside of the halls



Power panels for exhibition

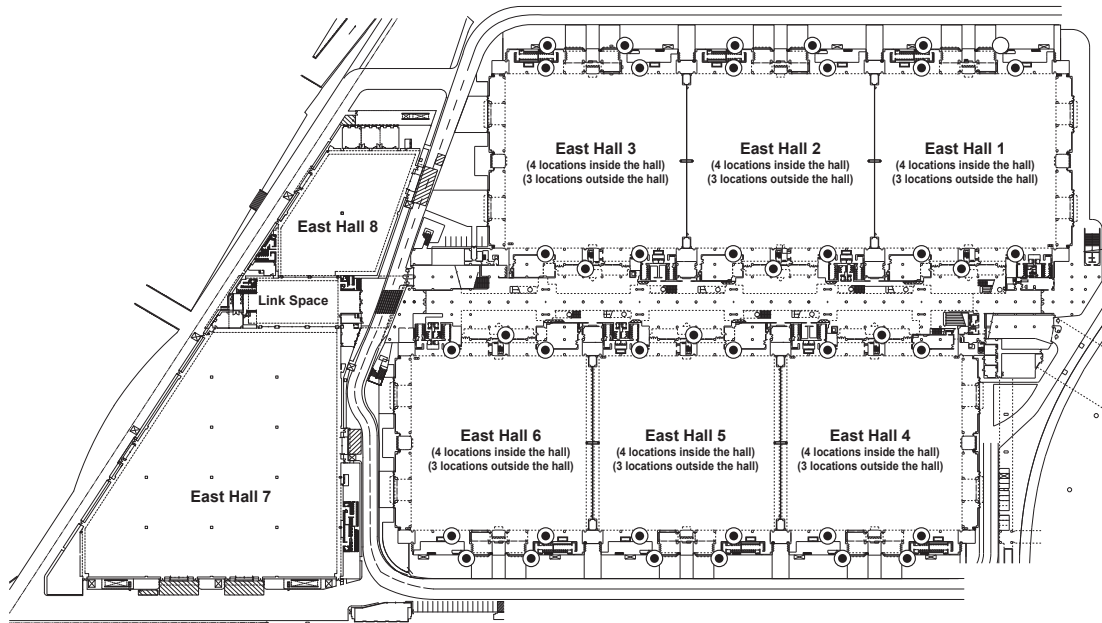


Power panels for exhibition

Layout of power panels for exhibition

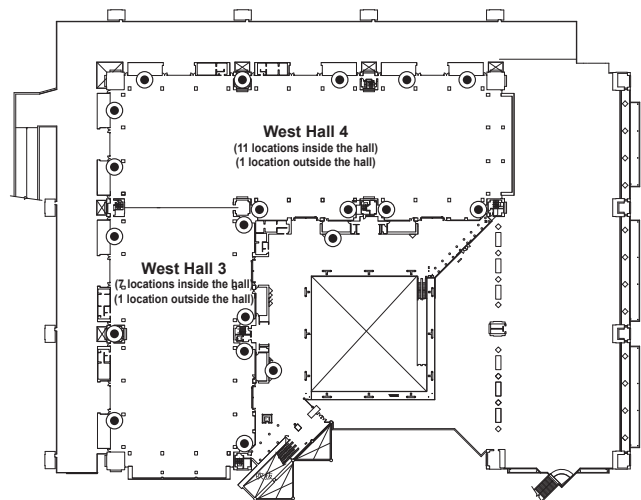
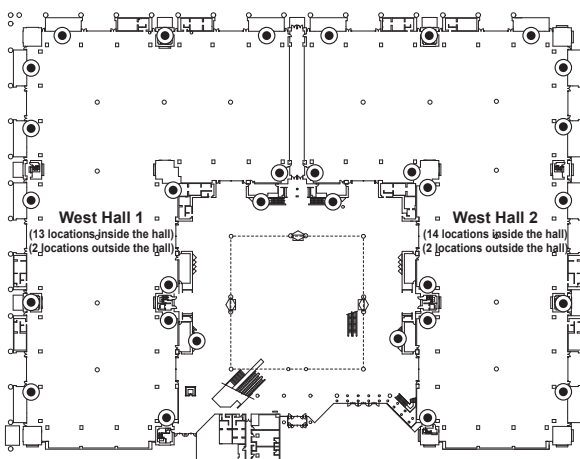
● Power Panels for Exhibition

East Exhibition Hall 1F and
New East Exhibition Hall 1F



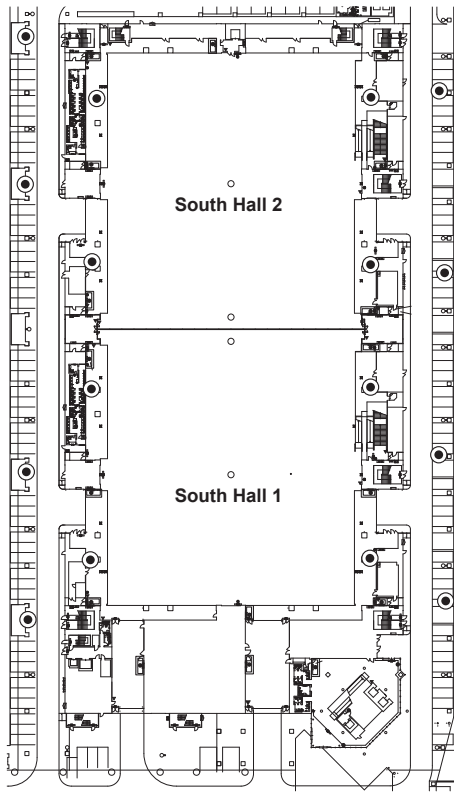
West Exhibition
Hall 1F

West Exhibition
Hall 4F

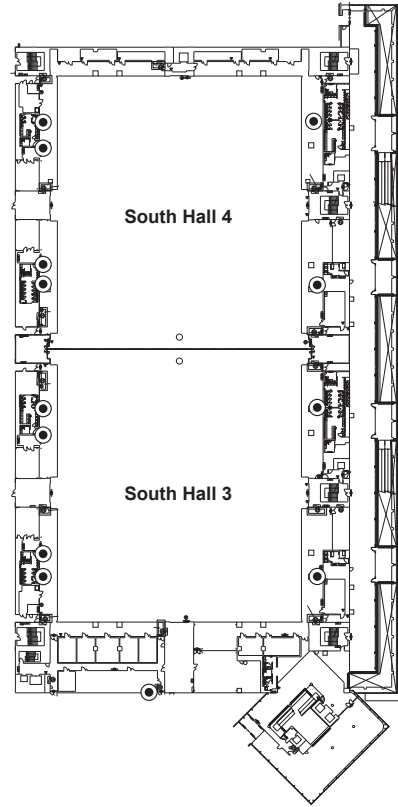


Layout of power panels for exhibition

**South Exhibition
Hall 1F**



**South Exhibition
Hall 4F**



7. Water Supply and Drainage, Other Facilities

Please also see "9. Water Supply and Drainage, Gas and Other Work" under "Important Reminders About Construction Work" in the previous section (page 22).

(1) Water Supply

① Location of water supply valve

The water supply valve is located at the end of the machinery main pit in each exhibition hall.

② Location of water supply header

In addition to the aforementioned, water supply valves are located at each trench supply header.

③ Construction work to be arranged by the organizer

Tokyo Big Sight installs water supply piping to the supply valve. Organizers bear the responsibility and cost for piping from the supply valve to the main pit/trench and each booth.

④ Usage meter

The service water usage meter is located in the trench. A branch valve is installed in the main mechanical pit in the event of multiple organizers, and piping is installed for each organizer. Usage meters must be installed for each individual organizer.

⑤ Compartment treatment (South Halls 3 and 4)

The space between the trenches and the machinery main pits is a fire prevention area. When connecting piping from the trench to the main pit, please carry out the proper compartment treatment (installation construction, etc.).

⑥ Outlet valves at each exhibition hall

Hall	Indoor / Outdoor	Number of outlets	Location	Outlet valve	Outlet diameter	Number	Maximum flow	Water pressure
East Halls 1 to 6	Indoor	14 at each hall	End of the main mechanical pit	Ball valve	50A	1 each	35m ³ /h	
			Header inside mechanical trench	Ball valve	25A	3 each		
	Outdoor	2 at each hall	At the wall of the truck yard side	Ball valve	50A	1 each		
East Hall 7	Indoor	14 locations	Header inside trench	Ball valve	50A	1 each	24m ³ /h	
				Ball valve	25A	3 each		
			End of the main mechanical pit	Ball valve	50A	1 each		
East Hall 8	Indoor	4 locations	Header inside trench	Ball valve	50A	1 each	18m ³ /h	
				Ball valve	25A	3 each		
			End of the main mechanical pit	Ball valve	50A	1 each		
Link Space	Indoor	1 location	Header inside trench	Ball valve	50A	1 each	9m ³ /h	
				Ball valve	25A	3 each		
			End of the main mechanical pit	Ball valve	50A	1 each		
West Halls 1 and 2	Indoor	15 at each hall	End of the main mechanical pit	Ball valve	50A	1 each	54m ³ /h	Approx. 3-5kg/cm ² (0.294-0.49MPa)
			Header inside mechanical trench	Ball valve	50A	1 each		
				Ball valve	25A	3 each		
West Hall 3	Indoor	8 locations	Water supply and drainage junction box against the pillar	Ball valve	25A	1 each	4m ³ /h	Approx. 2-4kg/cm ² (0.196-0.392MPa)
				Ball valve	25A	1 each		
			Water supply and drainage junction box against the pillar	Ball valve	25A	1 each		
West Hall 4	Indoor	11 locations	Water supply and drainage junction box against the pillar	Ball valve	25A	1 each		
Rooftop Exhibition Area		2 locations	In the pipe shaft	Ball valve	25A	1 each		
South Halls 1 and 2	Indoor	10 locations at each hall	End of the main mechanical pit	Ball valve	25A	1 each	35m ³ /h	
			Inside trench	Ball valve	50A	1 each		
South Halls 3 and 4	Indoor	8 locations at each hall	End of the main mechanical pit	Ball valve	25A	1 each		
			3F maintenance space	Ball valve	50A	1 each		

* Link Space is supplied by East Hall 7 water supply system



Water supply use (50φ)



Water supply use (25φ x 3)



West Halls 3 and 4 water supply and drainage box



Rooftop water supply and drainage



East Halls 1 through 6 outdoor outlets



West Halls 1 and 2 outdoor outlets



Compressed air use

(2) Water Drainage

① East Halls 1 to 8 and West Halls 1 and 2 water drainage

Water can be drained directly from the main mechanical pit in each exhibition hall.

Please connect drainage pipes at the lower section of the main mechanical pit. Piping is not required within the trench.

Installation of piping to the connection is the responsibility of the organizer.

② West Halls 3 and 4 water drainage

Water must be drained through drainage pipes. West Halls 3 and 4 pits are used for electricity and communication. The drainage of water through pits is strictly prohibited.

③ South Halls 1 to 4 water drainage

Please connect drainage to the drainage pipes inside the pits. Direct drainage into the pits is prohibited.

④ Water drainage with kitchen waste

Grease traps must be installed for water drainage that includes kitchen waste from kitchen utensils, etc.

⑤ Restrictions on water drainage

The disposal of oils, industrial waste, food and beverages through drainpipes is strictly prohibited.

⑥ Details of water drainage facilities

Hall	Indoor / Outdoor	Location	Water Drainage Pipe Diameter	Remarks
East Halls 1 to 6, West Halls 1 and 2	Indoor	End of the main mechanical pit	150A	
	Outdoor	Outside drainage container located at the truck yard	150A	
East Halls 7, 8 and Link Space	Indoor	End of the main mechanical pit	150A	
	Outdoor	None		
West Halls 3, 4	Indoor	Sides of pillars around the halls	80A	8 locations in West Hall 3, 11 locations in West Hall 4
Rooftop Exhibition Area		Pipe shaft	80A Covered with Cap (MD joint)	2 locations (an air cap must be connected to the hopper in the event of pressure on water supply)
South Halls 1 to 4	Indoor	Inside the sanitary pits	100A Covered with Cap (MD joint)	50 locations in each of South Halls 1 and 2 40 locations in each of South Halls 3 and 4

(3) Cooling water

① Supply header (East Halls 1 to 6, West Halls 1 and 2)

Headers (with valve attachments) are installed within trenches in each main mechanical pit on the truck yard side of each exhibition hall. Cooling water pipes have not been installed in East Halls 7 and 8, West Halls 3 and 4 and rooftop exhibition areas.

② Cooling water outlet positions (South Halls 1 to 4)

Output valves are installed at the positions in the table. Piping is also installed within the trenches and extending to each PS position. In addition, no cooling water pipes are installed inside the maintenance space on the west side of South Halls 3 and 4.

③ Construction work to be arranged by the organizer

Organizers bear the responsibility and cost for installing a cooling tower, cooling water pump etc. and piping from the supply valve to within the main pit and each booth.

④ Compartment treatment (South Halls 3 and 4)

The space between the trenches and the machinery main pits is a fire prevention area. When connecting piping from the trench to the main pit, please carry out the proper compartment treatment (installation construction, etc.).

⑤ Cooling water valves for each exhibition hall

Hall	Indoor / Outdoor	Number of Outlets	Location	Outlet valve	Outlet diameter	Number
East Halls 1 to 6	Indoor	7 at each hall (1 system)	Header inside mechanical trench	Butterfly valve Ball valve	80A 50A	1 for each hall 1 for each hall
	Outdoor	1 at each hall	On the wall on the truck yard side*	Butterfly valve	150A	1 for each hall
West Halls 1 and 2	Indoor	12 at each hall (1 system)	Header inside mechanical trench	Butterfly valve Ball valve	80A 50A	1 for each hall 1 for each hall
	Outdoor	1 at each hall	On the wall on the truck yard side*	Butterfly valve	150A	1 for each hall
South Halls 1 and 2	Indoor	10 at each hall (1 system)	Inside trench	Butterfly valve	100A	1 for each hall
	Outdoor	2 at each hall (1 system)	PS	Butterfly valve	100A	1 for each hall
South Halls 3 and 4	Indoor	4 at each hall (1 system)	3F maintenance space	Butterfly valve	100A	1 for each hall
	Outdoor	2 at each hall (1 system)	PS	Butterfly valve	100A	1 for each hall

* Cooling tower connector

* Since the cooling water and compressed air in South Halls 3 and 4 use the same piping, they cannot be used simultaneously.

(4) Compressed air

① **Supply header (East Halls 1 to 8, West Halls 1 and 2)**

Supply headers (with valve attachments) are installed within trenches in each main mechanical pit on the truck yard side of each exhibition hall. Compressed air pipes have not been installed in West Halls 3 and 4 and rooftop exhibition areas.

② **Compressed air outlet positions (South Halls 1 to 4)**

Output valves are installed at the positions in the table. Piping is also installed within the trenches and extending to each PS position. In addition, no compressed air pipes are installed inside the maintenance space on the west side of South Halls 3 and 4.

③ **Construction work to be arranged by the organizer**

Organizers bear the responsibility and cost for installing piping from the supply valve to within the main pit/trench and each booth or for installing an air compressor.

④ **Compartment treatment (South Halls 3 and 4)**

The space between the trenches and the machinery main pits is a fire prevention area. When connecting piping from the trench to the main pit, please carry out the proper compartment treatment (installation construction, etc.).

Hall	Indoor / Outdoor	Number of outlets	Location	Outlet valve	Outlet diameter	Number
East Halls 1 to 6	Indoor	14 for each hall (1 system)	Header inside mechanical trench	Ball valve	50A	1 each
				Ball valve	25A	3 each
	Outdoor	2 for each hall (1 system)	At the wall of the truck yard side*2	Butterfly valve	100A	1 each
East Hall 7	Indoor	6 locations (2 systems)	Header inside mechanical trench	Ball valve	50A	1 each
				Ball valve	25A	3 each
	Outdoor	2 locations (2 systems)	Water tank area*2	Butterfly valve	100A	1 each
East Hall 8	Indoor	2 locations (1 system)	Header inside mechanical trench	Ball valve	50A	1 each
				Ball valve	25A	3 each
	Outdoor	1 location (1 system)	West-side exterior wall*2	Butterfly valve	100A	1
Link Space*1	Indoor	1 location	Header inside mechanical trench	Ball valve	50A	1
				Ball valve	25A	3
West Halls 1 and 2	Indoor	15 for each hall (1 system)	Header inside mechanical trench	Ball valve	50A	1 each
				Ball valve	25A	3 each
	Outdoor	1 for each hall (2 systems)	At the wall of the truck yard side*2	Butterfly valve	100A	1 each
South Halls 1 and 2	Indoor	10 for each hall (1 system)	End of the main mechanical pit	Ball valve	50A	1 each
			Inside trench	Ball valve	50A	1 each
	Outdoor	2 for each hall (1 system)	PS	Butterfly valve	100A	1 each
South Halls 3 and 4	Indoor	4 for each hall (1 system)	3F maintenance space	Butterfly valve	100A	1 each
				Butterfly valve	100A	1 each
	Outdoor	2 for each hall (1 system)	PS	Butterfly valve	100A	1 each

* 1 Link Space is supplied by East Hall 7 air compressor system

* 2 For Compressor connector

* Since the cooling water and compressed air in South Halls 3 and 4 use the same piping, they cannot be used simultaneously.

8. Air-Conditioning and Hot Water Facilities

(1) Air-conditioning facilities

Air-conditioning facilities at Tokyo Big Sight use cool and hot water supplied by local cooling and heating companies (excluding New East Exhibition Hall). An appropriate level of air-conditioning is provided to all common areas throughout the duration of each exhibition. Air-conditioning is not provided during exhibition delivery and removal. Organizers bear the responsibility and cost for air-conditioning in each exhibition hall as applied for.

① **Application for air-conditioning inside each exhibition hall**

Organizers are requested to submit an Air-Conditioning Usage Application Form together with details of dates of use, schedule of operating start and end times and any other essential information.

The use of air-conditioning is calculated on an hourly basis for each day.

② **Exhibition hall rooms**

Air-conditioning expenses for exhibition hall side rooms are included in hall rental fee. Air-conditioning to individual rooms and areas is available. Organizers are requested to ensure that the last person to exit the rooms switch off air-conditioners.

(2) Hot water facilities

Kitchenettes are available in each exhibition hall. All care should be taken in the use of hot water and in maintaining cleanliness and hygiene. All care should be taken to ensure that wallpaper glues, etc. are not poured through drainage pipes, causing blockage.

9. Fire Prevention Facilities

(1) Exhibition hall fire hydrant facilities

Hall	Fire Hydrant	Outlet diameter	Number	Hall	Fire Hydrant	Outlet diameter	Number
East Halls 1 to 6	Indoor fire hydrant	40A	4 at each hall	West Halls 1 and 2	Indoor fire hydrant	40A	8 at each hall
	Outdoor fire hydrant	65A	14 locations		Outdoor fire hydrant	65A	10 locations
East Hall 7	Indoor fire hydrant	40A	9 locations	West Halls 3 and 4	Indoor fire hydrant	40A	4 at each hall
East Hall 8	Indoor fire hydrant	40A	5 locations	Atrium	Indoor fire hydrant	40A	6 locations
				South Halls 1 to 4	Indoor fire hydrant	25A	7 at each hall

(2) Water cannon system

	East Halls 1 to 6	East Hall 7	East Hall 8	Link Space	South Halls 1 to 4
Number of cannons	2 each	5	1	1	5 each
Effective discharge width (meters)	4	2	2	2	2
Installation height (outlet position)(meters)	7.7	7.2	5	5	9
Maximum discharge distance (meters)	67	49	65	65	40
Standard discharge volume (liters/min.)	2,880	2,800	2,800	2,800	500

(3) Detector scanning devices

	East Halls 1 to 6	East Hall 7	East Hall 8	Link Space	South Halls 1 to 4
Number of detectors	12	4	2	2	5 each
Horizontal scanning angle	190°	190°			190°
Installation height (meters)	15.6	11.6-12.6			9
Monitoring range (meters)	Up to 230	Up to 200			40

(4) Fire detectors and sprinkler system

Fire sensors and sprinklers are installed in the lower ceiling areas of exhibition halls and all related rooms.

(5) Important Reminders

Please note that prohibited activities restricted by the Fire Prevention Regulations or installing flammable items are not allowed directly below a water cannon.

(6) Smoke control system

Smoke control system is installed in the upper part of each exhibition hall. The equipment can be operated in an emergency using the smoke control switch installed at each location. The equipment may not be open and closed for purposes of ventilation.

(7) Package-type fire extinguishing system and secondary fire hydrants (at extra charges)

A package-type fire extinguishing system or secondary fire hydrants are required in cases where exhibit decorations impede the efficacy of existing fire-fighting facilities. In such cases, organizers and exhibitors are requested to consult with sales and fire prevention representatives at Tokyo Big Sight and install the system or hydrants in advance.

* Valves for secondary fire hydrants

Hall	Outlet valve	Location	Number of outlets
East Halls 1 to 6	Valve: 25A Gate valve: 50A	Inside each main mechanical pit main mechanical pit (Each double interval)	4 at each hall
West Halls 1 and 2	As above	As above	8 at each hall

For more information, please see "Safety Manual."

Note: There are no such facilities for secondary fire hydrants in East Halls 7 and 8, West Halls 3 and 4, and South Halls 1 to 4.



10. Communication Facilities

Tokyo Big Sight offers analog and digital (INS64 and optical fiber) lines. Please see **the separate publication “Temporary Communication Facility Usage Guidelines” and our website** and submit an application for the use of communication lines at exhibition hall rooms and booths.

(1) Overview of facilities

Exhibition Hall	Outlets per Hall	Outlet Pit	Exhibition Hall	Outlets per Hall	Outlet Pit
East Halls 1 to 6	104 per hall	Electrical pit	Link Space	3	Electrical pit
East Hall 7	46	As above	West Halls 1, 2 & 4	102 per hall	As above
East Hall 8	8	As above	West Hall 3	70	As above
			South Halls 1 to 4	36 per hall	As above

(2) Application and inquiries

Information & Communication Department, Tokyo Big Sight Inc.
TEL +81-3-5530-1107 FAX +81-3-5530-1106

(3) Use of wireless LAN inside exhibition halls

The facility does not provide a wireless LAN inside the exhibition halls as it may interfere with exhibits. If a wireless LAN is required, organizers and exhibitors will need to install it themselves.

- If a regular 2.4GHz-band wireless LAN will be used, the wireless LAN standard IEEE802.11g is recommended for use.
- To avoid signal interference between channels, channels should be set at a distance of five channels from other users, so please set the channel to ch. 1, ch. 6 or ch. 11.
- Please be aware that using other wireless LAN standards (e.g. IEEE802.11n) together on the same frequency band (2.4GHz) can degrade efficiency by sharing the same radio waves.

11. Visual and Information Facilities

Tokyo Big Sight offers a variety of information facilities including visual and guidance information.

(1) CATV facilities

In these facilities, each hall is equipped with CATV facilities. Organizers and exhibitors can receive television broadcasts and transmit their own broadcasts as required. Connectors are installed inside electrical pits in each exhibition hall.

① TV Broadcasts

Terrestrial digital broadcasts can be received in both the East Halls and West Halls. To watch digital TV broadcasts, a compatible television set and card (B-CAS card) are required.

* Customers must register in advance to receive pay-TV broadcasts (NHK, WOWOW, etc.). However, signal reception can be affected by conditions such as the weather and wireless. Organizers and exhibitors are advised there may be fluctuations in sound and image quality.

② Organizer Videos and Self-video Broadcasts Between Exhibition Halls

Video brought by organizers and exhibitors can be transmitted through outlets in each exhibition hall from Tokyo Big Sight's studio facilities. Self-video can also be sent and received between the exhibition halls and between the East and West buildings. Self-video can also be broadcast in HD.

③ Terrestrial digital broadcasts

Signal outlets are installed in the exhibition halls. For more information, please contact the Tokyo Big Sight representative.

(2) Fees for transmission equipment, etc.

Audio and visual transmissions using CATV lines are available at extra charges. For more information on fees for CATV lines and devices, please contact the Tokyo Big Sight representative.

(3) Electronic bulletin boards

The information on exhibition halls and conference rooms on the day is displayed on large video monitors outside the venue and at various locations inside.

(4) Telephone information services

Telephone information services are in place to handle external inquiries.

Type	Telephone number	Information Details
Voice navigation	TEL +81-3-5530-1100	Weekly event information

(5) Website (<http://www.bigsight.jp/>)

Tokyo Big Sight maintains and operates a website, which provides event information, access and facility details. Please contact the Planning and Public Relations Division (TEL +81-3-5530-1113) about posting event information.

12. Parking Facilities

Tokyo Big Sight provides the following parking facilities and vehicle waiting areas (at extra charges) for organizers, exhibitors and visitors.

(1) Parking for contractors

Parking spaces are available for contractors in the truck yards of each exhibition hall. Please use paid parking facilities if the contractor spaces are full.

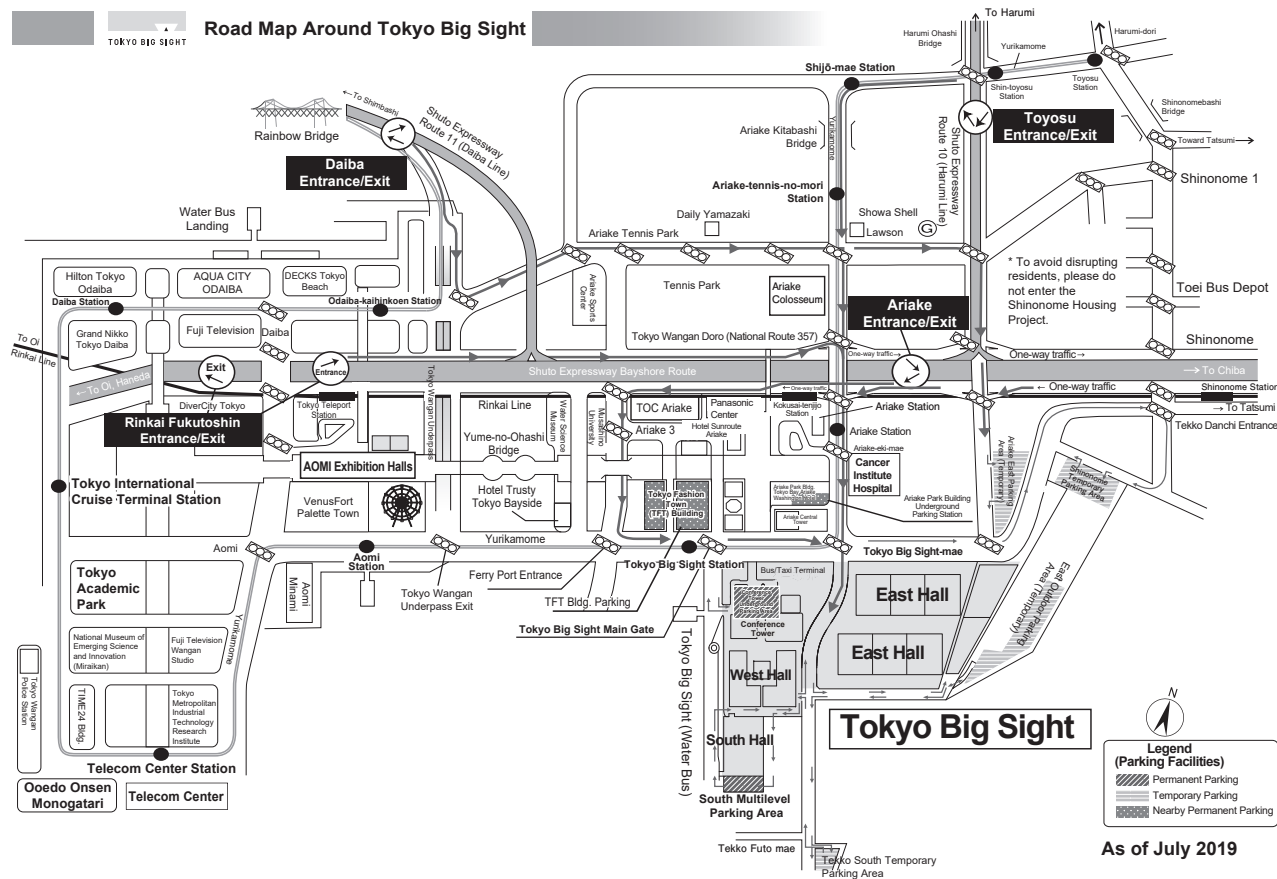
(2) Parking Facilities

Please use the paid parking facilities within Tokyo Big Sight.

- * Parking is free for persons with a disability certificate. When parking, please show your Handbook for the Physically Disabled, Hand book for the Mentally Disabled, or Health and Welfare Handbook for the Mentally Disabled.
- * commercial vehicles and large-size vehicles over 6m in length.
- * This information is current as of October 2019. Please see the Tokyo Big Sight website for the most current information.

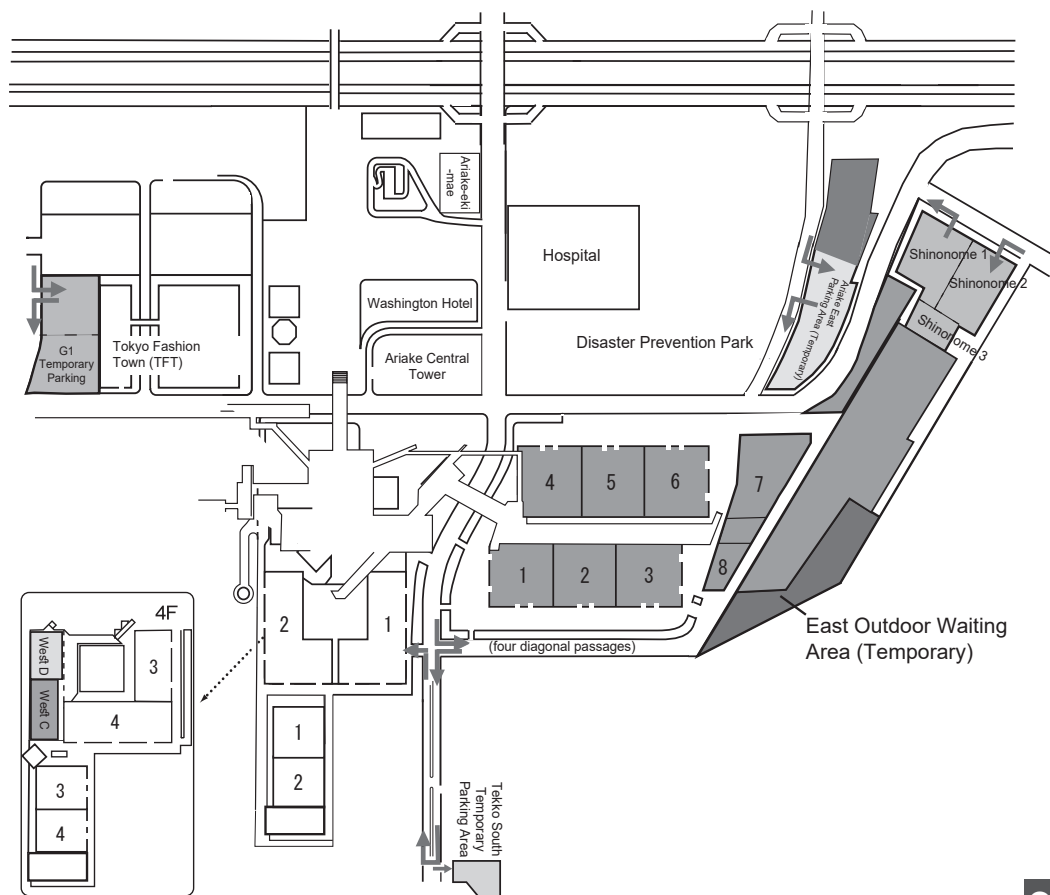
	Parking Station Name	Capacity	Operating Hours	Charges	Vehicle Restrictions
Permanent	Conference Tower Underground Parking Area	62 vehicles (excluding 5 spaces for disabled parking)	8:00-22:00	Standard vehicles: ¥250 / 30 min., ¥2,000 / day (max.)	Height 2.5m, Width 1.9m Length 5.3m, Weight 2.5t
	East Underground Parking Area	189 vehicles (excluding 4 spaces for disabled parking)	For details, please contact the Security Control Division.		
	South Multilevel Parking Area	About 350 vehicles	8:00-22:00	Standard vehicles: ¥250 / 30 min., ¥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 / entry, ¥500 / entry after 16:00, Large-size: ¥4,000 / 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 / entry ¥500 / entry after 16:00 Large-size: ¥4,000 / entry	
	Tekko South Temporary Parking Area	110 vehicles	8:00-23:00	Standard vehicles: ¥1,500 / entry, ¥500 / entry after 16:00, Large-size: ¥4,000 / entry	

- * One day refers to parking during operating hours
- * Overnight parking is not permitted. If overnight parking is necessary for exhibition preparations, etc., please submit a request in advance.
For details, please contact the Security Control Division parking lot supervisor (TEL: +81-3-5530-1148).



(3) Vehicle waiting area (at extra charges)

Coordination with Tokyo Big Sight Inc. is required prior to using the vehicle waiting area for delivery and removal of items. Please consult with the Tokyo Big Sight representative.



	Waiting Area Name		Area (m ²)	Vehicle capacity (2-ton cars)	Charges including tax (Charges excluding tax)	Surface	Remarks
	East Outdoor Waiting Area (Temporary)		17,600	≈ 480	871,200 (792,000)	Asphalt	
Temporary	Ariake East Temporary		8,902	≈ 330	426,800 (388,000)	Asphalt	
	Shinonome Temporary	Whole area	17,150	≈ 550	556,600 (506,000)	Asphalt	
		1	7,300	≈ 240	237,600 (216,000)	Asphalt	
		2	7,150	≈ 220	231,000 (210,000)	Asphalt	
		3	2,700	≈ 90	88,000 (80,000)	Asphalt	
	G1 Temporary	Whole area	11,700	≈ 300	491,700 (447,000)	Asphalt	
		Half area	5,850	≈ 150	246,400 (224,000)	Asphalt	
	Tekko South Temporary		3,520	≈ 110	207,900 (189,000)	Asphalt	
West Exhibition Hall	West Rooftop Exhibition Area	West C	2,600	≈ 60	88,000 (80,000)	Rigid urethane coating waterproof	Total vehicle + load weight up to 10t may enter
		West D	3,300	≈ 60	88,000 (80,000)	Rigid urethane coating waterproof	Total vehicle + load weight up to 10t may enter

(4) Service Cards (General Parking Permit)

① Type

There are two types: "One-Hour Permit" and "One-Day Permit"

② Charges and Service

Cards can be used at the Conference Tower Underground Parking Area, East Underground Parking Area, South Multilevel Parking Area, and East Tower Outdoor Temporary Parking Area.

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

* "Parking charges for one day" means parking during operating hours.

③ Method of Use

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

④ Important Reminders

The data is magnetic, so do not allow the card to be bent, get wet or come in contact with magnetic objects.

(5) Pass Card (fixed-duration pass)

① Type

Available in one-day increments. The parking facility to be used can be specified in advance. Facilities include the Conference Tower Underground Parking Area, the East Underground Parking Area and the South Multilevel Parking Area.

(* There is no pass card for the East Outdoor Parking Area (temporary))

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

¥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.

(Please see "(2) Parking Facilities" on page 38 in "11. Parking Facilities" for operating hours.)

③ Method of Use

When entering, do not take a parking ticket. Instead, insert your pass card into the 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. (The number of parked vehicles will be reserved.)
- The data is magnetic, so do not allow the card to be bent, get wet or come in contact with magnetic objects.
- Refunds are not available.

* Pass holders may enter the parking area even if the facility display reads "Full."
If you are stopped by security, please show them your pass card

(6) Important Reminders

- ① Tokyo Big Sight will not accept responsibility for any accidents and theft that may occur within its premises such as parking areas and vehicle waiting areas.
- ② Organizers, exhibitors and authorized users are requested to ensure smooth traffic flow and appropriate behavior while using parking areas and vehicle waiting areas.

Schedule of Fees and Charges

Current as of October 2019

Type	Category	Charges
Electrical	Standard (capacity) charges	(Requested electricity - 1,000kW) × ¥77.0 × event duration (days)
	Metered charges	¥34.59 × usage (kWh)
Air-Conditioning	East Halls 1 to 6	¥42,900/hour
	East Hall 7	¥40,700/hour
	East Hall 8	¥10,000/hour
	West Halls 1 and 2	¥42,900/hour
	West Hall 3	¥23,100/hour
	West Hall 4	¥34,100/hour
	South Halls 1 to 4	¥24,750/hour
Water	Metered charges	¥940.50 / m ³
City Gas	Metered charges	¥121.00 / m ³
Anchor Bolt Repair	Per anchor bolt	¥1,100
Communication	○ Please see the Tokyo Big Sight website. (http://www.bigsight.jp) ○ Please see the separate publication “On-site Information Sign Manual.” (per period)	
Sign Equipment	Outdoor Display Board	(Large) ¥110,000 (3600 mm width) (Small) ¥71,500 (1800 mm width)
	Indoor Display Board	(Large) ¥55,000 (Small) ¥11,000
	Media Core	A ¥49,500 (2 sides per set) B ¥49,500 (2 sides per set) C ¥37,400 (2 sides per set)
	Information Gate	¥16,500 (per stretch)
	Exhibition Hall Entrance Signs	¥44,000

● All listed fees and charges include tax.

* Big Sight Services Corp. also leases forklifts, PHS communication systems for use within the premises of the facility and other equipment and devices.

For details, please contact the following:

Rental Division, Business Department, Big Sight Services Corp. +81-3-5530-1285

List of Telephone Numbers for Exhibition Hall Rooms

Current as of October 1, 2019

Hall	Room	Capacity	Dial-in Number (Extension)	Hall	Room	Capacity	Dial-in Number (Extension)
East 1	Organizer's Office	3	+81-3-5530-1180 (31000-31002)	West 1	Organizer's Office (1)	3	+81-3-5530-1192 (21010-21012)
	Meeting Room (1)	1	(31010)		Organizer's Office (2)	1	+81-3-5530-1193 (21020)
	Meeting Room (2)	1	(31020)		Meeting Room (1)	1	(21110)
	Meeting Room (3)	1	(31030)		Meeting Room (2)	1	(21120)
	Meeting Room (4)	1	(31040)		Meeting Room (3)	1	(21130)
	Dressing Rooms	1	(31050)		Meeting Room (4)	1	(21140)
East 2	Organizer's Office	3	+81-3-5530-1182 (32000-32002)		Meeting Room (5)	1	(21150)
	Meeting Room (1)	1	(32010)		Meeting Room (6)	1	(21160)
	Meeting Room (2)	1	(32020)		Meeting Room (7)	1	(21170)
	Meeting Room (3)	1	(32030)		Dressing Rooms	1	(21180)
	Meeting Room (4)	1	(32040)	West 2	Organizer's Office (1)	3	+81-3-5530-1194 (22010-22012)
East 3	Organizer's Office	3	+81-3-5530-1184 (33000-33002)		Organizer's Office (2)	1	+81-3-5530-1195 (22020)
	Meeting Room (1)	1	(33010)		Meeting Room (1)	1	(22110)
	Meeting Room (2)	1	(33020)		Meeting Room (2)	1	(22120)
	Meeting Room (3)	1	(33030)		Meeting Room (3)	1	(22130)
	Meeting Room (4)	1	(33040)		Meeting Room (4)	1	(22140)
	Dressing Rooms	1	(33050)		Meeting Room (5)	1	(22150)
East 4	Organizer's Office	3	+81-3-5530-1186 (34000-34002)		Meeting Room (6)	1	(22160)
	Meeting Room (1)	1	(34010)		Meeting Room (7)	1	(22170)
	Meeting Room (2)	1	(34020)		Dressing Rooms	1	(22180)
	Meeting Room (3)	1	(34030)	West 3	Organizer's Office	3	+81-3-5530-1196 (23010-23012)
	Meeting Room (4)	1	(34040)		Meeting Room (1)	1	(23110)
	Dressing Rooms	1	(34050)		Meeting Room (2)	1	(23120)
East 5	Organizer's Office	3	+81-3-5530-1188 (35000-35002)		Meeting Room (3)	1	(23130)
	Meeting Room (1)	1	(35010)		Meeting Room (4)	1	(23140)
	Meeting Room (2)	1	(35020)		Dressing Rooms*	1	(23150)
	Meeting Room (3)	1	(35030)	West 4	Organizer's Office	3	+81-3-5530-1198 (24010-24012)
	Meeting Room (4)	1	(35040)		Meeting Room (1)	1	(24110)
	Dressing Rooms	1	(35050)		Meeting Room (2)	1	(24120)
East 6	Organizer's Office	3	+81-3-5530-1190 (36000-36002)		Meeting Room (3)	1	(24130)
	Meeting Room (1)	1	(36010)		Meeting Room (4)	1	(24140)
	Meeting Room (2)	1	(36020)		Meeting Room (5)	1	(24150)
	Meeting Room (3)	1	(36030)		Dressing Rooms*	1	(23150)
	Meeting Room (4)	1	(36040)		West First Aid		(20000)
	Dressing Rooms	1	(36050)		Nursery Room		(20190)
	East VIP Room	1	(31060)	<p>* Dressing rooms in West Halls 3 and 4 are for common use</p> <p>* The South Exhibition Hall is pending..</p>			
	East First Aid Room	1	(30100)				
	Dressing Rooms	1	(30190)				
East 7	Organizer's Office	2	+81-3-5530-1197 (37000-37001)				
	Meeting Room (1)	1	(37010)				
	Meeting Room (2)	1	(37020)				
East 8	Organizer's Office	2	+81-3-5530-1199 (38000-38001)				
	Meeting Room (1)	1	(38010)				
	Meeting Room (2)	1	(38020)				
	Meeting Room (3)	1	(38030)				

List of Telephone Numbers for South Exhibition Hall

Current as of October 1, 2019

Floor	Room	Capacity	Dial-in Number (Extension)
1F	South 1 Organizer's Office	3	+81-3-5530-1924 (61100-61102)
2F	South 1 Meeting Room (1)	1	(61210)
2F	South 1 Meeting Room (2)	1	(61220)
2F	South 1 Meeting Room (3)	1	(61230)
2F	South 1 Meeting Room (4)	1	(61240)
1F	South 2 Organizer's Office	3	+81-3-5530-1925 (62100-62102)
2F	South 2 Meeting Room (1)	1	(62210)
2F	South 2 Meeting Room (2)	1	(62220)
2F	South 2 Meeting Room (3)	1	(62230)
2F	South 2 Meeting Room (4)	1	(62240)
2F	South 2 Meeting Room (5)	1	(62250)
2F	South 2 Meeting Room (6)	1	(62260)
4F	South 3 Organizer's Office	3	+81-3-5530-1930 (63400-63402)
4F	South 3 Meeting Room (1)	1	(63410)
4F	South 3 Meeting Room (2)	1	(63420)
4F	South 3 Meeting Room (3)	1	(63430)
4F	South 3 Meeting Room (4)	1	(63440)
4F	South 3 Meeting Room (5)	1	(63450)
4F	South 3 Meeting Room (6)	1	(63460)
4F	South 3 Meeting Room (7)	1	(63470)
4F	South 4 Organizer's Office	3	+81-3-5530-1931 (64400-64402)
4F	South 4 Meeting Room (1)	1	(64410)
4F	South 4 Meeting Room (2)	1	(64420)
4F	South 4 Meeting Room (3)	1	(64430)
4F	South 4 Meeting Room (4)	1	(64440)
5F	South 4 Meeting Room (5)	1	(64550)
5F	South 4 Meeting Room (6)	1	(64560)
5F	South 4 Meeting Room (7)	1	(64570)
5F	South 4 Meeting Room (8)	1	(64580)
2F	South Conference Room A	2	(65200, 65201)
2F	South Conference Room B	2	(65210, 65211)
1F	South First Aid Room	1	60195
4F	South First Aid Room	1	60495

M E M O

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Sales Division 2 TEL: +81-3-5530-1327

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2017.01.500 K Partial Revision
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2019.10.1000 D Partial Revision



TOKYO BIG SIGHT