

II General Rules and Regulations

1 . Requirement for Exhibitors

The Tokyo Motor Show is made possible through the participation of exhibiting manufacturers. Only companies that meet the following requirements and are recognized by the Japan Automobile Manufacturers Association, Inc. (JAMA), Secretariat (hereafter referred to as "the Secretariat") may apply for exhibition space.

1) Passenger cars and motorcycles - Manufacturers that are members of the automobile manufacturers' association or motorcycle manufacturers' association of their own country, or manufacturers of products that have been designated by the Ministry of Land, Infrastructure and Transport.

2) Parts, machinery and tools, and related products...

(1)Members of co-sponsor associations* (as of October 18, 2002).

(2)Manufacturers or their associations, other than those covered by (1) above, of parts, machinery and tools, and related products (including foreign manufacturers and their associations).

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

*Co-sponsor associations: Japan Auto Parts Industries Association (JAPIA), Japan Auto-Body Industries Association, Inc. (JABIA), Japan Automotive Machinery and Tool Manufacturers Association (JAMTA)

2 . Charges for Exhibition Space

1) Exhibition space charges are as shown in the table below.

Exhibit category	Unit	Cost
(A) Passenger cars	1m ²	¥ 26,000
(B) Motorcycles	1m ²	¥ 26,000
(C-1) Parts, machinery and tools, and related products (Members of co-sponsor associations)	1 space = approx 9m ² (2.97m x 2.97m)	¥ 309,000
(C-2) Parts, machinery and tools, and related products (not included in C-1 above)	1 space = approx 9m ² (2.97m x 2.97m)	¥ 374,000

Above charges do not include consumption tax.

2) Remittances for application and space charges must be made in Japanese yen. Remittance charges are borne by the exhibitors.

3 . Application for Exhibition Space

1) Applications for exhibition space must be submitted by October 18 (Fri.), 2002.

Applicants must submit written applications in duplicate using the prescribed application form, together with one-half the space charge as an application fee. The formal receipt of an application is marked by receipt of the payment. After the exhibition space is allotted, this payment is considered part of the space charge. This payment does not guarantee a space.

If the space applied for is reduced in size or the application is denied, the payment will be reimbursed accordingly without interest.

2) The balance of the space charge must be paid by the designated date, following the space allotment. Exhibitors then acquire the right to use the space. If an exhibitor fails to pay the balance of the space charge by the designated date, the space allotment will be cancelled.

3) Please note that if a large number of exhibit applications are received, it may be necessary to reduce the exhibit space requested in specific applications.

4) The Secretariat has the right to defer or reject any application for space or to restrict proposed space without giving a reason.

5) If an applicant cancels the application, the space charge already paid will not be refunded for any reason.

6) If an exhibitor fails to occupy the allotted space by October 21 (Tues.), 2003, it shall be deemed that the exhibitor's application for that space has been cancelled and said space will be reassigned at the Secretariat's discretion.

7) An application will not be accepted from an applicant who is bankrupt or is in the process of composition, liquidation, or rectification. Applications from those whose banking account is suspended will not be accepted either. (Acceptance will be cancelled should the above conditions become known or come about after an application is accepted.) The same treatment will be given if the Secretariat judges an applicant's case to be similar to those described above.

8) If you wish to share an exhibit with another company in the same section or if you wish to have a position adjacent to a specific company, please be sure to indicate the name of that company in your application.
If consent is obtained from the relevant divisions of both companies, the Secretariat will arrange to the extent possible for the requested stand placement. Under no circumstances, however, will applications for such positioning be accepted after the application deadline.

9) Remittances for application and space charges must be made in Japanese yen.
Remittance charges are borne by the exhibitor. Make payment to:
Account No. 4344678, Japan Automobile Manufacturers Association, Inc.
The Bank of Tokyo-Mitsubishi, Ltd. - Shin Marunouchi Branch (Branch No. 422)

4 . Allotment of Exhibition Space

1) The Secretariat will decide the assignment of exhibition halls for each of the sections, taking into account the types of exhibits expected in each section and the total area applied for by exhibitors, the physical conditions of the buildings, and other factors.

2) Based on the available space in each exhibition section, the Secretariat will allot the exhibition spaces after the closing of the application period.

3) The Secretariat will allot the spaces taking into consideration the space required for the main aisles and the total space of the exhibition hall. Large spaces may be divided into two segments by aisles.

4) If two or more applicants request the same space in the Passenger Cars and Motorcycles section, the Secretariat will allot it based on a lottery.

5) No complaints against the allotment will be accepted.

6) Any space that becomes available after the initial allotment due to cancellation, etc., may be reallocated by the Secretariat.

7) Exhibitors are not allowed to sub-license or transfer their allotted space in part or in whole, whether or not such action is gratuitous, to a third party. Exchange of spaces among exhibitors is also not allowed.

8) The Secretariat reserves the right to make partial changes, for compelling reasons, in any allotted space after the official allotment has been decided. The exhibitor shall not be allowed to cancel the exhibit, nor demand compensation because of such changes.

5 . Decorations and Their Installation

- 1) The Secretariat will undertake general decoration such as the display of section signs, basic stands in the parts section, and general information boards.
- 2) All stands are fitted by the exhibitor and at the exhibitor's expense. All decorations and their installation must be carried out in conformity with the "Fire Prevention Regulations" of the Chiba Municipal Government.
- 3) The size and placement of exhibition facilities, the use of audio equipment, and other display work in each stand must conform to "III. Regulations Common to All Sections" and "Regulations for Specific Sections (IV, V).
- 4) The charges for electricity, communication, water, and drainage, and the installation of these facilities must conform to the "III. Regulations Common to All Sections; Chapter 4."

6 . Protection of Visitors and Maintenance of Exhibits

- 1) While the Secretariat will take various measures to protect visitors and to keep the exhibition facilities in good order, such as by deploying management staff and security guards, exhibitors must ensure that their stands are attended by their personnel throughout the opening hours, to receive visitors and to maintain the exhibits.
- 2) The Secretariat is not responsible for any damage to or loss of any exhibit or property of an exhibitor due to theft, fire, or other causes. Exhibitors must, according to their needs, take precautionary measures against such accidents.
- 3) In the case of a problem occurring in a display stand, a report must be made immediately by the exhibitor to the Secretariat. It is the responsibility of the exhibitor to solve or settle such problems.
- 4) During the exhibition period, including during the delivery and removal of exhibits, each exhibitor must subscribe to an insurance policy covering accidents and damage to the exhibits or other properties in the exhibitor's stand.

7 . Admission

Admission charges for the general public and for exhibitors and their guests and staff will be as follows:

1) Admission tickets

*Incl. tax

General public (Adults, including high school students)	¥ 1,200 (¥ 1,000 in advance)
Elementary and junior high school students	¥ 600 (¥ 500 in advance)
Nighter (after 4 pm), general	¥ 1,000 (same-day sales)
Nighter (after 4 pm), elementary / junior high school students	¥ 500 (same-day sales)
Group (30 or more), general	¥ 1,000
Group (30 or more), high school students	¥ 700
Exhibitor's guests (advance tickets for guests)	¥ 800 each (10 or more)

2) Invitation tickets (valid only on general public days)

For details on invitations tickets, please refer to the "Newsletter to Exhibitors."

3) Exhibitor admission cards

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

(1) Passenger Cars and Motorcycles	1 card per 3m ² of exhibition space
(2) Parts, machinery and tools, and related products	6 cards per booth

Extra cards will be issued to exhibitors at a charge of ¥3,000 (tax incl.) upon request.

*Please refer to P.42 for details on "Contractor Badges" for use only during the delivery and removal of exhibits.

8 . Expenses and Settlement of Accounts

Apart from exhibition expenses specifically borne by the Secretariat, exhibitors are responsible for all expenses they incur, including those for the delivery, removal, display and demonstration of their exhibits.

Each exhibitor and/or his representative must pay in Japanese yen all charges, including those for electricity, floor restoration, and water supply, to the Secretariat by the date specified by the Secretariat.

9 . Cancellation of the Show

The Show may be suspended due to the occurrence of a natural calamity or in unavoidable circumstances. If the show is cancelled prior to its opening, the Secretariat will refund to the exhibitors any balance left after deducting all expenses paid or payable by the Secretariat for the planned Show.

The Secretariat will not be required to compensate an exhibitor for any damage or loss incurred by the exhibitor due to a suspension of the Show.

10 . Change in Period and Opening Hours

When deemed necessary, the Secretariat may change the period or opening hours of the Show. No compensation will be paid for damage or loss resulting from such changes, and cancellation of an exhibit on these grounds will not be accepted.

11 . Newsletter to Exhibitors

Information for exhibitors and various documents related to applications will be forwarded to the persons in charge of exhibit applications along with the "Newsletter to Exhibitors." Persons in charge whose contact information has changed should advise the Secretariat accordingly.

12 . CLASSIFICATIONS TABLE OF EXHIBITS

Class	Division	Description
Class 1	Passenger cars	Passenger cars, their engines, chassis and related units.
Class 2	Motorcycles	Motorcycles, scooters, mopeds, and their engines and related units.
Class 3	Auto Parts Item A Engine Parts	Piston, Piston Ring, Cylinder Liner, Engine Gasket and Packing, Engine Valve, Valve, Rocker Arm and Shaft, Other Valve Driving Parts, Bearing, Fuel Pump, Carburetor, Fuel Injection Equipment for Diesel Engine, Fuel Injection Nozzle for Diesel Engine, Fuel Injection Nozzle for Gasoline Engines (Injector), Fuel Filter, Air Cleaner, Air Cleaner Element, Manifold, Turbo Charger and Super Charger, Oil Pump, Oil Filter, Water Pump, Radiator, Thermostat, Oil Cooler, Fan and Fan Clutch, Catalytic Converter, Other Parts for Emission Control Device, Rubber Hose, Exhaust Pipe & Muffler, Other Engine Parts
	Item B Electrical Parts	Starter Motor, Generator, Magneto, Distributor, Ignition Coil, Spark Plug, Glow Plug, Engine Control Device, Drive and Transmission-Related Electronic Device, Brake-Related Electronic Device, Sensor for Electronic Device, Remote Key System, Other Electrical Parts, Head Lamp, Signal and Indicator Lamp, Other Lamp, Speedometer, Wiper Motor and Linkage Parts, Wiper Arm and Blade and link mechanism, Windshield Washer, Horn and Buzzer, Steering Lock, Switch, Flasher, Relay, and Solenoid, High Voltage Electric Cable, Low Voltage Electric Cable, Wire Harness, Other Electrical Parts
	Item C Drive, Transmission, Steering, Suspension, Brake Parts	Clutch Cover, Clutch Disk, Clutch Facing, Standard Transmission, Transmission Parts, Automatic Transmission, Steering Shaft, Column and Gear, Steering Wheel, Power Steering Device, Tie Rod End, Front Axle, CV Joint, Propeller Shaft, Universal Joint, Differential Gear, Rear Axle, Hub Bolt & Nut, Bushing, Oil Seal, Shift Lever, Pedal, Control Cable, Other Drive, Transmission and Steering Parts, Leaf Spring, Coil Spring, Shock Absorber, Suspension Strut, Torsion Bar Stabilizer, Other Suspension Parts, Drum Brake Ass'y, Disk Brake Ass'y, Air Brake Ass'y, Power Brake, Brake Cylinder, Piston Rubber Cup, Brake Lining, Brake Shoe, Disk Pad, Brake Hose, Brake pipe, Control Valve, Other Brake Parts, Other Suspension and Brake Parts
	Item D Body and Interior Parts, Accessories	Panel for Car Body, Chassis Frame, Dashboard and Panel, Bumper, Fuel Tank, Upholstery and Molding, Window Frame, Weatherstrip, Window Regulator, Door Handle and Lock, Door Hinge and Check, Seat and Seat Spring, Seat Parts, Seat Belt, Air Bag Module and Parts, Interior Parts, Mirror, Rubber Damper, Other Body Parts, Car Clock, Car Radio, Car Stereo, Navigation system, Cooler/Air Conditioning, Heater/Air Conditioning, Child Seat, Helmet, Roof Carrier, Wheel, Wheel Cap, Paint, Other Accessories
	Item E Materials and others	Exhibits of Governments and Organizations, Tire, Battery, Window Glass, Materials
Class 4	Machinery and Tools Item A Machinery Item B Tools Item C Diagnosis machinery Item D Other equipment	Boring & Honing machines, Steam cleaners, Lubricators, Lifts, Other garage equipment Pliers, Wrenches, Screwdrivers, Spanners, Reamers, Other maintenance tools Engine analyzers, Brake testers, Headlight alignment testers, Exhaust emission analyzers, Others testers Screw Jacks, Gauges, Washing Equipment, Other Equipment

13 . Schedule of Exhibitor's Expenses

		Exhibit category			:All exhibitors		:Relevant exhibitors		- :Not applicable			
Type	Item	Passenger cars	Motorcycles	Parts	Unit price	Qty.	Cost	Notes				
Exhibits	Exhibit fees				Passenger cars Motorcycles per m ² ¥26,000		m ²	¥				
					Parts Per booth Members of co-sponsor associations ¥309,000 Other than above ¥374,000	booth(s)	¥					
Tickets	Guest tickets				10 or more	¥800 ea.	¥	Incl. tax				
	Automobile guidebook discount tickets				10 or more	¥ ea.	¥	Base prices listed separately				
	Invitation envelopes				10 or more	¥20 ea.	¥	Incl. tax				
	Restaurant Coupons					¥1,000	¥					
	Exhibitor passes				When issued passes are not sufficient: ¥3,000 ea.		¥	Incl. tax				
Exhibits / displays	Power line construction				Excess capacity (incl. lights and power) per 0.1KW	¥2,250	¥					
	Electricity fees				Application capacity (incl. lights and power) per 0.1KW	¥1,900	¥					
	Temporary phone fees				¥74,000 ea.		¥	Not including international calls and excess phone charges				
	ISDN fees				¥100,000 per line		¥					
	Water supply and drainage facilities				13 mm dia. piping	¥60,000	¥					
					20 mm dia. piping	¥90,000	¥					
					25 mm dia. piping	¥120,000	¥					
	Water supply and drainage fees				Volume of water consumed: ¥775 per 1 m ³		¥					
	Purchase of carpet for display space			-	¥ per meter (910 mm w)		¥	Base prices listed separately				
					¥ per meter (1,820 mm w)		¥					
	Shared lighting for motorcycles	-	-		¥ per light		¥	Base prices listed separately				
	Lounge fees				¥		¥	Base prices listed separately				
	Antenna facilities				VHF • UHF • FM	¥70,000	¥					
					Satellite broadcasts (per wavelength)	¥150,000	¥					
	Anchor bolt fees				Hole-in anchor: ¥600 per bolt (10 mm dia. or less)		¥					
					Hole-in anchor: ¥800 per bolt (12 mm dia. or less)		¥					
Total					Based on fees for use of Nippon Convention Center International Conference Hall		¥	Base prices listed separately				

Note: 1. 5% consumption tax will be added to the above charges except for the items indicated.

2. Exhibitors must bear bank transfer fees and various remittance charges.

3. Applications for items other than exhibits will be forwarded in or around July 2003.

14 . Schedule

Schedule		Contents	Remarks
Year	Date		
2002	Oct. 18	Deadline for exhibition space applications	Applicants are requested to remit one half the space charges as application fees to the Secretariat bank account at the time of application. If the invoice is required, please contact the Secretariat (refer to the pages 33-34).
	End of Dec.	Notification on the allotment of exhibition space (Passenger cars & Motorcycles Section)	Together with the notification, the invoice for the remaining exhibition fees will be sent to applicants.
2003	Early Feb.	ditto (Parts Section)	ditto
	Jun.-Jul.	Mailing of "Exhibitor Documents File" to exhibitors	The Secretariat will send exhibitors a set of "Exhibitor Documents File" such as those related to electricity, telephone, water, and bonded cargoes.
	Aug. 22	Deadline for the documents indicated in the "remarks"	Application for use of electricity, Detailed list of bonded cargoes
	Sep. 12	ditto	Documents except the above
	Oct.	Start of delivery and installation of exhibits	Passenger Cars and Motorcycles Section: 24:00, October 14 / Parts Section: 8:00, October 15

Information for exhibitors except the above will be sent in the "Letter to Exhibitors" whenever necessary.

III Regulations Applicable to All Exhibitors

These regulations define the fundamental items required by exhibitors in the planning, design, and operation of exhibits and displays, based on the following objectives:

1. To create a display environment that offers "Quality and Style," with abundant exhibits appropriate to an international motor show.
2. To create a more relaxing, easy-to-view environment that ensures satisfaction for visitors.
3. To secure visitor traffic routes that give ample consideration to the safety of large numbers of visitors, and that enable visitors to move through the venue smoothly
4. To ensure that each company's space is entirely self-contained, so as not to cause inconvenience to adjoining spaces, for example with sound, lighting, or crowding resulting from performances, exhibits, etc.
5. In the display of exhibits, to make efforts targeting a Motor Show that minimizes the consumption of energy and resources and minimizes waste.

We ask that exhibitors make every effort to create attractive and effective displays, based on a full understanding of the intent of the regulations outlined above.

Chapter 1: Delivery and Removal

1 . Delivery and Installation Period

1) Period

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

[Passenger cars and motorcycles]

12:00 am, October 14 (Tues.) - 6:00 pm October 21 (Tues.), 2003 (8 days)

[Parts, machinery and tools, and related products]

8:00 am, October 15 (Wed.) - 6:00 pm October 21 (Tues.), 2003 (7 days)

2) Working Hours

Working hours for delivery of exhibits and installation of exhibition facilities are 8:00 am to 6:00 pm, in principle. If an extension becomes necessary for compelling reasons, the exhibitor must apply for permission to the hall office of the JAMA Secretariat by 5:00 pm of the day for which an extension is required (5:00 pm on the previous day if the request is for early morning work).

3) Delivery and Removal of Exhibits during the Show

If delivery or removal of exhibits becomes necessary for special reasons during the Show, the exhibitor must notify the Secretariat of its request for approval. Delivery or removal work may only be done from 30 minutes after the Show hours to 30 minutes before the Show hours. In such cases, the exhibitor must be present to supervise the work.

4) Detailed list of Exhibit Items

Each exhibitor must submit to the Secretariat a detailed statement of scheduled exhibits describing each item (name, quantity, model, etc.) on the designated form by September 12 (Fri.), 2003. The Secretariat will consider these statements as official descriptions of the exhibits. If there are any changes to the list, please advise the Secretariat promptly.

5) Notification of decoration and electrical work agencies

A written notification regarding contractors performing decoration, electrical, or other work must be submitted to the Secretariat using the designated form by September 12 (Fri.), 2003.

2 . Removal Period

The period for removing exhibits and exhibition facilities after the termination of the Show for all exhibitors is:

8:00 pm, November 5 (Wed.) - 5:00 pm, November 8 (Sat.), 2003.

Schedule for bringing removal vehicles (excluding hand carts) into the Venue is:

Priority removal vehicles (for passenger cars and motorcycles: numbers limited):	8:00 pm, November 5 (Wed.)
Other vehicles:	around 10:00 pm, November 5 (Wed.) (subject to change)

Any materials not removed by 5:00 pm, November 8, 2003, will be disposed of by the Secretariat at the exhibitor's expense.

3 . Security for Delivery and Removal

- 1) Delivery and removal work must be carried out in the presence of the exhibitor, whether or not such work is consigned to a transport agent or the like.
- 2) The delivery, installation, and removal of heavy exhibits and exhibition facilities must be carried out in accordance with Section 2.3.2 in such a way that the loads are spread over a wide floor area to avoid a concentration of weight on any one point of the floor. The anchoring devices of crane trucks used must not come into direct contact with the floor. A protective board must be placed between each anchoring device and the floor. Moreover, anchoring devices must not be placed on covers over floor pits.
- 3) Smoking during delivery, installation, or removal work is prohibited in the halls. Smoking is permitted only in designated smoking areas.
- 4) The bringing into the exhibition halls of paints, apart from specifically approved types to be used for repair work, and of other hazardous materials is to be kept to a minimum. Inflammable materials are prohibited from areas in which painting work is being carried out, and fire extinguishers must at all times be kept at hand.
- 5) When delivery or removal work requires the use of acetylene gas, arc-welding, etc., a fire extinguisher must be provided for ready use, and inflammable materials must be placed outside the spark showering area.
- 6) Decorative materials must not be piled in areas near passageways, evacuation exits, or fire-fighting equipment.
- 7) Safety helmets and safety shoes must be worn by anyone entering a work area. All reasonable efforts must be taken to ensure there are no accidents.

4 . Vehicles for Delivery and Removal

1) Transportation Routes

To prevent traffic congestion in and around the Show site, each exhibition hall has been divided into colored blocks as shown below, and entry and exit gates have been specified for.

Exhibitors' delivery and removal vehicles will receive colored stickers indicating which gates they should use beforehand.

Since parking is prohibited on the roads near the Show site and a large number of vehicles will be trying to enter the Show site, vehicles waiting to make a delivery or pickup must park (at no charge) in Block L of the Makuhari Messe permanent parking lot to avoid congestion, and must endeavor to move vehicles efficiently.

To prevent congestion inside the Show site, delivery and removal work shall be carried out, in principle, inside the exhibition stands. Working and parking in the passageways in and around the halls is strictly prohibited.

The entry of vehicles for delivery and removal work will be described in detail separately.

2) Worker Carriers

Worker carriers (buses and cars) are not allowed to enter the exhibition site during the delivery or removal periods or during the Show period. They must be parked in the nearest parking lot.

3) Vehicle Access to Exhibition Site during Opening Hours

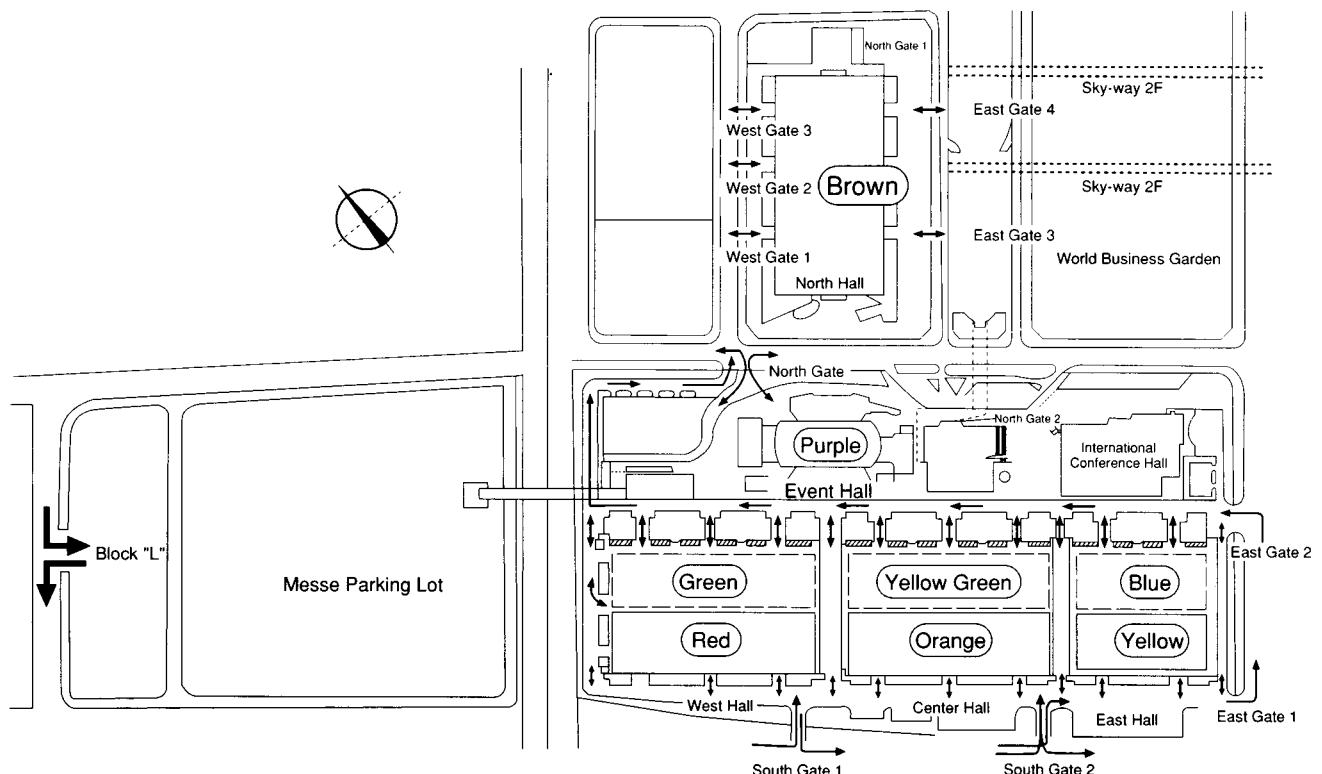
As a general rule, no vehicles, other than those being used for emergency purpose, are allowed to enter the exhibition site during opening hours. Parking within the site is also prohibited. Exhibitors wishing to deliver promotional material to their stands must use pushcarts.

4) Delivery or Removal outside Opening Hours

Deliveries or removals outside opening hours must be made during the period from 30 minutes after the Show closes to 30 minutes before it opens. The entry and exit points for this period are:

West, Central, East, and Event Halls: Delivery / Removal point (East Gate 2).

North Hall: Delivery / Removal point (West Gate 2, East Gate 3).



Entry / Exit gates for Delivery and Removal Vehicles

Exhibitors (by Hall location)	Entry gate	Exit gate	Sticker color
West Hall (South Side)	Delivery Gate (South 1)	Same as entry gate	Red
West Hall (North Side)	Delivery Gate (East 2)	Removal gate (North)	Green
Central Hall (South Side)	Delivery Gate (South 2)	Same as entry gate	Orange
Central Hall (North Side)	Delivery Gate (East 2)	Removal gate (North)	Yellowish Green
East Hall (South Side)	Delivery Gate (South 2)	Removal gate (East 1)	Yellow
West Hall (North Side)	Delivery Gate (East 2)	Removal gate (North)	Blue
North Hall	Delivery Gate (West 1, West 2, West 3, East 3, East 4)	Same as entry gate	Brown

* Priority removal vehicles shall use specified gates

5 . Contractor Badges

Contractors working in the Show site must wear "Contractor Badges" specified by the Secretariat at all times when working.

The badges will be sold (¥100 each, incl. tax) at the various gates and at the Secretariat office in each exhibition hall during the show.

Valid period: During delivery and removal hours and from 30 minutes after the Show hours to 30 minutes before the Show hours.

6 . Disposal of Used Materials

All used or leftover materials resulting from the removal activities must be disposed of by and at the expense of the exhibitor. Such disposal must be done inside Chiba Prefecture, except when the exhibitor has his own means of disposal. Disposal information can be obtained by calling the Chiba-ken Buil Maintenance Coop., Makuhari Messe Office, at +81 43 296 0534.

Exhibitors are requested to maximize the reuse of materials and minimize the amount of disposal.

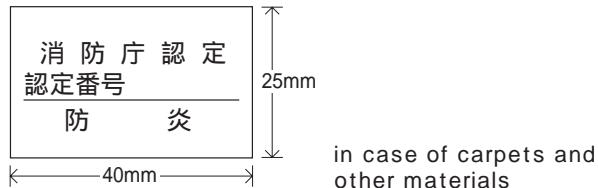
Exhibitors are urged to promote "the three R's (Reduce, Reuse, and Recycle), giving consideration to reduction of waste materials at all stages starting from planning and design.

Chapter 2: Construction Work

1 . Materials for Exhibition Facilities (Fire Prevention Regulations)

Materials used for exhibition facilities must be incombustible, semi-incombustible, or flame-retardant. If however, it is necessary to use combustible materials for compelling reasons, the following requirement must be observed.

- 1) Plywood for exhibition use, carpeting and other floor coverings, sheets for construction use, curtains, "doncho" curtains, blinds made of textile materials, and the like must be flame-resistant.
- 2) Each flame-resistant item must bear an easily visible flame-resistant label prescribed by the Fire Service Law Enforcement Regulation.



2 . Work Related to Hall Structures

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

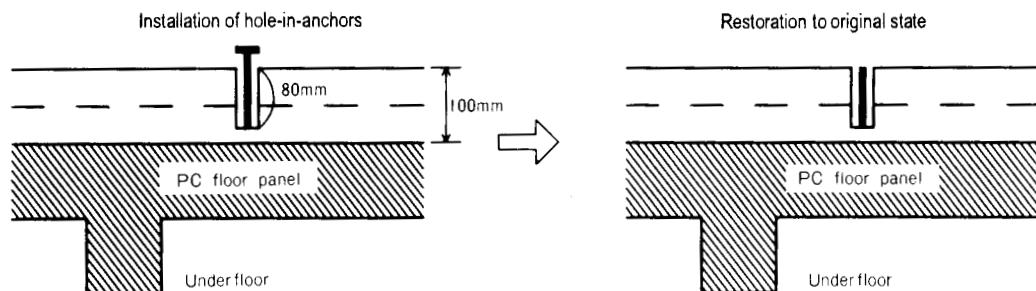
3 . Flooring Work

1) Only the following types of hole-in-anchors may be used in the International Exhibit Halls 1-11 to anchor exhibition facilities. Exhibitors intending to use hole-in-anchors must complete a designated "Notification of Flooring Contraction Work" form and submit it, together with a drawing detailing the location of the anchors, to the Secretariat by September 12 (Fri.), 2003. Exhibitors must pay a floor restoration fee determined according to the diameters of the hole-in-anchors, as shown below. (Invoiced after the termination of the Show.)

* Anchor bolt usage fees (5% consumption tax will be added.)

12 mm dia. or more: ¥800 / piece
10 mm dia. or less: ¥600 / piece

(1) As shown in the drawing below, the length of a hole-in-anchor must not exceed 80 mm.
(2) Hole-in-anchors must not be used in floor pit covers or inside floor pits.
(3) Hole-in-anchors must not affect PC floor panels.
(4) The original floor state may be restored by the exhibitors by filling as shown in the drawing below, provided that any protruding materials are sanded down to floor level. Hammering and gas cutting are prohibited.



2) Exhibition of Heavy Items

The floors of the Exhibition Halls have the same construction as shown below: PC floor panels, pit beams, and stakes. Because the load rests on the PC floor panels and pit beams, which are supported by the stakes, the allowable load on each component must be taken into account. (For exhibitions in which exhibits move, the weight of the exhibits should be regarded as the moving weight.)

(1) Allowable loads (West, Center and East Hall)

PC floor panels 49 kN / piece

The PC panels (1 panel = 2 m x 5 m) are covered by 100 mm thick concrete, so they are not visible from above.

Pit beams 245 kN / piece; (12 m long)

Stakes 735 kN / piece

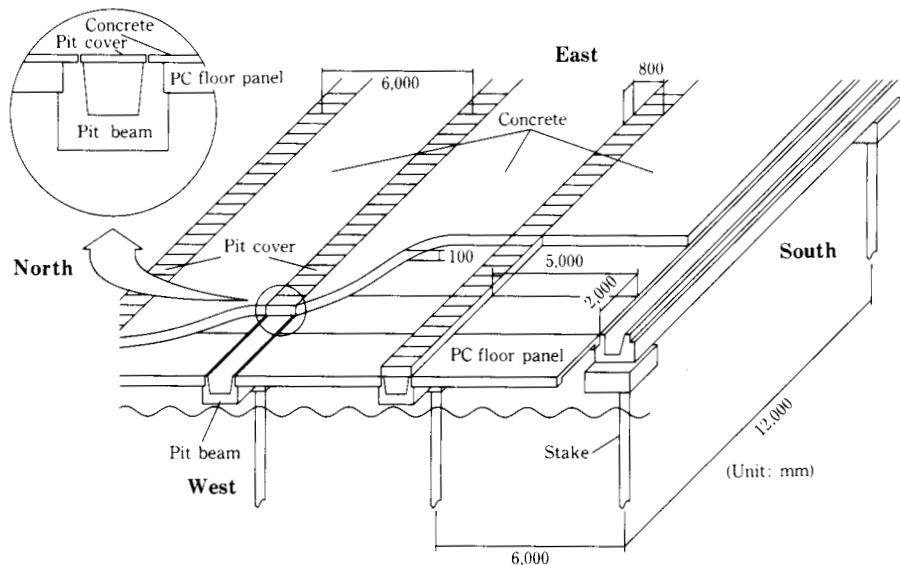
Exhibits meeting the weight description below must be reported to the Secretariat.

Items with a load of more than 49 kN / piece on the PC floor panels, or a load of more than 245 kN piece on the pit beams.

Items with a load of more than 245 kN piece

Items whose performance is accompanied by severe shaking

[Cross-section of floors]



【Notes】

- Vehicles entering the halls for delivery or removal must not exceed a gross vehicle weight (vehicle weight plus load) of 294 kN, must be equipped with tires, and must have four or more wheels.
- When crane outriggers are used to install exhibits, the load must be dispersed by using of steel sheets, referring to "(2) Exhibition Method."

(2) Exhibition Method (West, Center and East Hall)

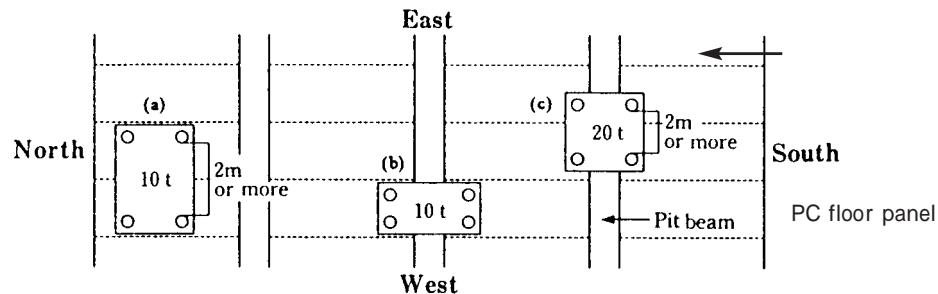
PC floor panels the load can be distributed to, the size of the floor panels (2 m × 5 m) and the location of the pits must be fully taken into account when planning an exhibits location.

Exhibits that do not require load distribution using steel plates

Exhibits whose load on a PC floor panel is not more than 49 kN and whose ground anchoring points (marked by ○ in the drawings below) are each 25 cm square or more do not require load distribution. (The load on the pits and stakes will by necessity be within the allowable loads.)

Examples

- a . Ground anchoring points are 2 m apart, in the east-west direction (parallel with a pit), and the load is distributed on two PC floor panels.
- b . Ground anchoring is made astride a pit, with the load distributed on two PC floor panels.
- c . Ground anchoring points are more than 2 m apart (east-west), and are made astride a pit, with load distributed on four PC panels.



Note) ○ indicates a ground anchoring point. Load is assumed to be dispersed uniformly.

Exhibits that require load to be distributed by steel sheets

Exhibits whose load on a PC floor panel is 49 kN - 98 kN, or whose loads are concentrated over a pit cover, must have their load distributed by steel sheets.

Examples for laying steel sheets

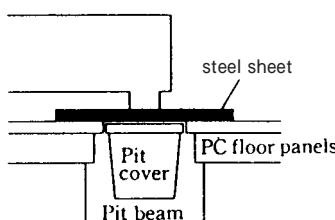
a . a. When the ground anchoring points are each less than 25 cm square, even though the load on a PC floor panel is not more than 49 kN.

Steel sheets or other undistortable materials of 25 cm square or more must be laid on the anchoring point.

b . When the load is concentrated on a pit cover

The pit must be completely spanned by an iron sheet (22 mm thick or more), so that the load is distributed over the PC floor panels.

Example



(2) Allowable loads and Exhibition Method (North Hall)

Allowable load and maximum load

29 kN and 833 kN in the area 6m (between east-west pits) by 12m north to south.

Load concentrated on a pit cover

When load is concentrated on a pit cover, the pit must be completely spanned by a steel sheet (16mm or thicker).

Weight restriction for delivery and removal vehicles

Vehicles allowed to enter the Hall for delivery or removal work must not exceed a gross vehicle weight (vehicle weight and load) of 441 kN.

3) In the Event hall and Outdoor exhibition area, drilling, use of anchor bolts, and other surface-damaging acts are strictly prohibited. Facilities in this area must be free-standing.

Chapter 3: Stand fitting and Display

1 . Exhibition of Bonded Cargo

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

1) Application for Bonded Exhibition Area

The Secretariat will collectively apply for a bonded exhibition area. Exhibitors wishing to exhibit bonded cargo must therefore submit a "Detailed List of Bonded Cargoes" form to the Secretariat by August 22 (Fri.), 2003. Exhibitors who do not submit a form by the specified date may not be allowed to participate in the bonded exhibition.

2) Procedures for Bonded Exhibition

When bringing bonded cargo into the Show site, an exhibitor may hire any customs broker or forwarder; however, the exhibitor must hire one of the following customs brokers to perform temporary customs clearance inside the Show site:

- ISHIKAWA-GUMI, LTD.

Person in charge: Tatsuo Shigeta (General Manager, International Department)

9-4, 5-chome, Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-0002

Tel: +81 3 3474 8102 Fax: +81 3 5460 9841

e-mail: igl-exhi@ishikawa-gumi.co.jp

• DAITO CORPORATION

Person in charge: Hisakazu Asou (General Manager of Forwarding Business Group Chiba Branch)

29, Anegasaki-Kaigan, Ichihara-shi, Chiba 299-0107, JAPAN

Tel: +81 436 62 9161 Fax: +81 436 62 9164

e-mail: h-asou@daitocorp.co.jp

2 . Demonstration of Exhibits

- 1) Exhibitors may demonstrate their exhibits within their stands to give more information about them. Exhibitors must take all reasonable steps to prevent fire, injury, damage to property, and obstruction of passageways.
Especially if a demonstration may generate loud noise, vibration, glaring lights or beams, heat, smoke, dust, exhaust, or fumes, the exhibitor must take effective preventive measures to avoid annoying other exhibitors.
- 2) The engines of a vehicles (excluding electric vehicles) exhibited in the exhibition halls must not be operable, and the horns of all exhibited vehicles that visitors are free to touch must be rendered inoperative.
Demonstrations making use of smoke-emitting equipment are not permitted in the exhibition halls. Such demonstrations could interfere with the operation of the photoelectric smoke detectors.
- 3) The Secretariat shall implement any measures with regard to exhibitors and shall limit or discontinue any demonstrations, if such demonstrations are deemed to hinder the protection of the Venue, the maintenance of order, or the safety of the public, or to have any detrimental effects on other exhibitors.

3 . Exhibition Performance

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

- 1) The performance should help the audience understand the exhibit. The performance should not extend beyond the exhibitor's own stand.
- 2) The exhibitor must give full consideration to the safety of visitors. The performance must not cause significant crowding that could interfere with the smooth running of the show (e.g., by causing a traffic hazard in a passageway). The performance must not disturb neighboring stands by, for example, causing excessive sound, light, or dry ice vapor.
- 3) The performance should be presented regularly during the Show.
In the event that any unforeseen situation should occur, the Secretariat may order a change in the performance plan or discontinuation of the performance.
Examples of prohibited performance: Contests, games, quizzes, autograph sessions, draws, or live radio/TV broadcasts using recognized TV personalities (Saturdays, Sundays, and holidays) etc.

4 . Stand Personnel

- 1) When recognized TV personalities, professional drivers, or professional motorcycle riders are used as personnel to provide explanations, those persons must be used for the duration of the Show. They cannot be present only for specified days.
- 2) For the convenience of visitors, each member of an exhibitor's staff must wear a badge indicating the nature of their duties.

(E.g.) (1) Sales Representative
 (2) Technical Representative
 (3) Receptionist
 (4) Interpreter
 (5) Administration
 (6) Public Relations

5 . Restrictions on Advertising in Vicinity of Exhibition Ground

To prevent excessive advertising competition among exhibitors during the Show period, advertising activities are restricted in the area indicated below, in the following manner. These restrictions do not apply to normal advertising based on an annual contract.

1) Effective Period of Restrictions

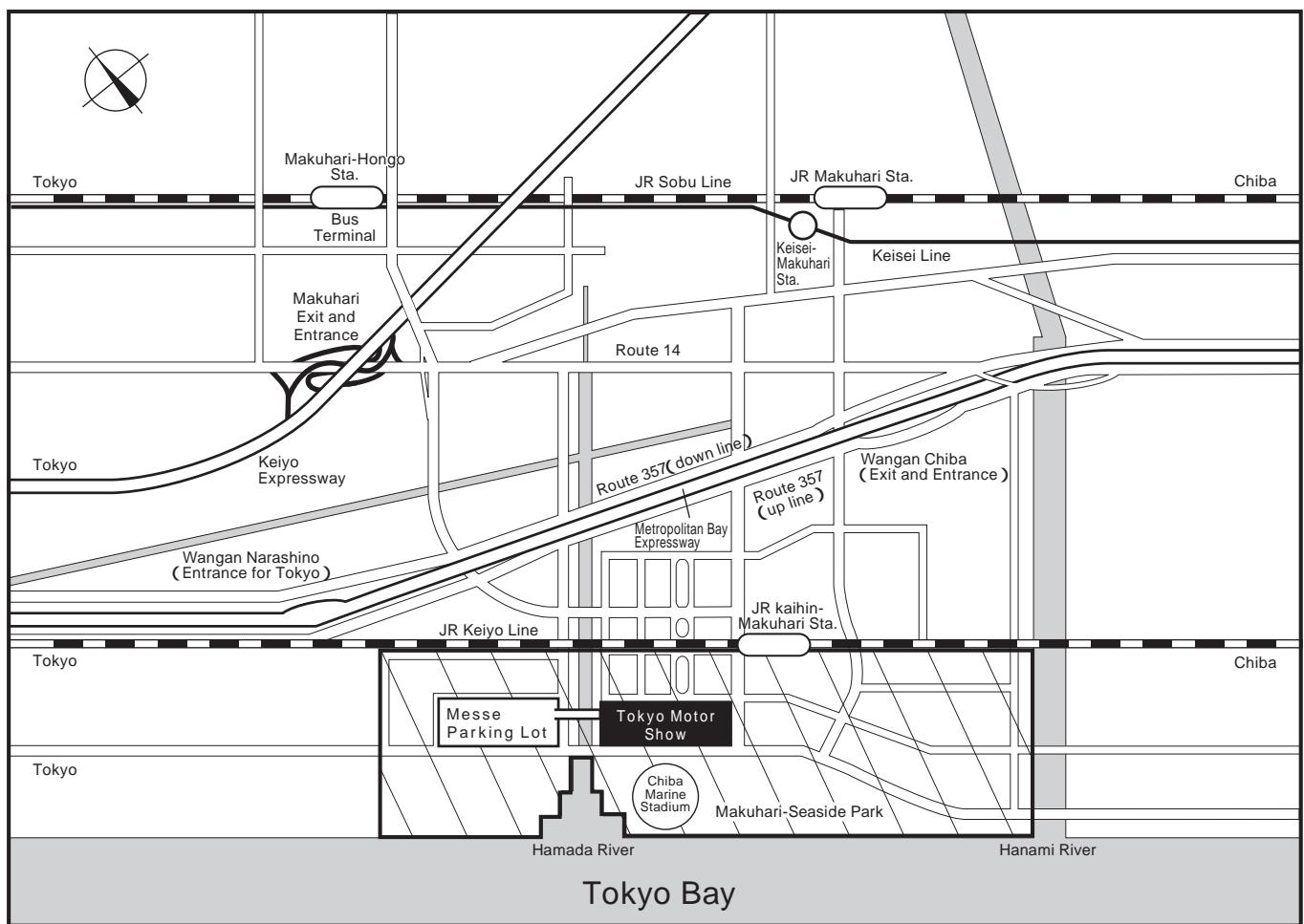
From October 22 (Wed.) to November 5 (Wed.), 2003

2) Restricted Activities

- (1) Test drives, and the like.
- (2) Opening of sales stands and the like; distribution of giveaways and other goods.
- (3) Placement of advertising balloons, flags, screens, and the like.
- (4) Placement of signboards, posters, and the like.
- (5) All other advertising and publicity activities, including distribution of pamphlets and leaflets, beyond normal advertising practices.

3) Area of Restrictions

The restrictions apply to the area marked with diagonal lines in the map below.



6 . Surveys by Questionnaire

Surveys by questionnaire may be conducted freely in an exhibitor's stand.

However, to conduct a survey outside the stand, the exhibitor must submit a survey outline (including purpose, data & time, place, number of staff, expected collection rate, and survey form) by September 12 (Fri.), 2003, to obtain approval from the Secretariat. The Secretariat's judgment with regard to such surveys shall be based on the following standards.

1) Surveys by Questionnaire Outside Stand

- (1) Place: Surveys by questionnaire must be conducted only in places designated by the Secretariat.
- (2) Staff: Demonstration-type surveys by questionnaire requiring a large number of survey staff are not approved. All staff must wear plain clothing and an armband specified by the Secretariat.
- (3) Content: Surveys by questionnaire must be aimed mainly at gaining opinions on the exhibitor's products, and should not include items possibly offensive to competitors.
- (4) Setup: Installation of counters, desks, chairs, tents, signs and the like are prohibited; further, advertising activities by use of loudspeaker systems are not allowed.

2) Gratuities for Participation in Surveys by Questionnaire

Whether a survey by questionnaire is conducted inside or outside the stand, Clause 7 below applies.

7 . Distribution of Materials

Exhibitors are prohibited from distributing any materials other than catalogs or pamphlets (including CD-ROMs). When distributing gratuities for participation in surveys, the total retail price of the goods must not exceed ¥500 per person; distribution of carry bags (except for press day), balloons, etc., is strictly prohibited.

Chapter 4: Chapter 4. Regulations for Use of Utilities

Electricity

1 . General Lighting in Exhibition Halls

The basic general lighting in the Exhibition Halls, consisting of fluorescent high-voltage mercury-vapor lamps, provides indoor illumination of 450 to 500 Lx.

2 . Application for Use of Electricity

Exhibitors needing to use electricity should submit to the Secretariat a copy of the designated Application for Use of Electricity form for each exhibition section involved, by August 22 (Fri.), 2003.

3 . Electricity Supply Conditions

- 1) The expense for laying main electricity-supply cables used by exhibitors will be borne by the exhibitors using them.

- 2) When a constant voltage, constant frequency, special voltage, or special frequency is required, the exhibitor is responsible for installing the necessary devices and for the expense.
- 3) The capacities of fluorescent lamps and high-voltage mercury-vapor lamps used by exhibitors will be considered to be 150% of the rated capacities thereof.
- 4) One PS will be considered to be one kW.

4 . Electrical Work and Usage Fees

- 1) A main electricity supply cable will be laid to a corner of each booth by, and at the expense of, the Secretariat.
One switch will be provided for each of the categories of lighting and motor-power electrical supply not exceeding 20 kw per circuit. For any electricity supply in excess 20 kw, an additional switch may be installed by the Secretariat for every 20 kw per circuit upon the exhibitor's request.
- 2) All electrical work (secondary work) inside the booth is the responsibility of the exhibitor, as is the expense. All electricity charges for a booth are borne by the exhibitor.
- 3) The charge for installing main electricity supply cables, including electricity used for exhibition lighting and motor power, will be ¥2,250 per 0.1kW for laying the main cable, (primary work) plus ¥1,900 (excluding tax) per 0.1kW for the use of electricity.
Note: Power usage less than 0.1kW will be rounded up to 0.1kW.
- 4) The charges for main-cable installation plus electricity used must be paid to the Secretariat by the date of payment shown on the invoice issued by the Secretariat.

5 . Electrical Work Inside Booths

- 1) Electrical work inside the booths must be carried out by electricians qualified in accordance with the Law on Electrical Technicians.
- 2) When carrying out electrical work, contractors must take every measure to prevent electrical leakage according to the relevant laws and regulations.
- 3) Contractors must submit two copies of the "Drawing of Electrical Work Plan" from to the Secretariat by September 12 (Fri), 2003.
- 4) The Secretariat's contractor will meet with the counterpart of the exhibitor to review the Electrical Work Plan. The Secretariat will notify the exhibitor of the time and the place for the meeting.
- 5) Electrical work inside the booth must be carried out in accordance with the submitted drawing and be completed by October 21 (Mon.), 2003.
- 6) All electric equipment to be used must comply with the Japanese Industrial Standard (JIS). Fluorescent lamps and high-voltage mercury-vapor lamps to be used must be of the high-power type. The use of high-voltage neon lights (installed capacity 2 KVA or more) is prohibited.
- 7) If equipment that transmits extraordinary waves, or that may affect public safety, is to be installed, prior consultation with the Secretariat is required.
- 8) All wiring, in principle, must be laid using cables.
- 9) All cord connections must be made using pressure terminals; connections not using connectors are prohibited, as are cords rolled up on reels.
- 10) The main switch of the power distribution board inside each booth must be equipped with a circuit breaker.
- 11) All equipment that may be touched by visitors or others, and equipment having 150 or more earth voltage, must be grounded. The grounding wire shall be 1.6 mm or more.
- 12) Incandescent lamps, resistors, and other heat-generating devices must be installed in such a way that none of the equipment can come into contact with or overheat combustible matter. Moreover, all devices must be installed so that visitors are not exposed to any danger.
- 13) In the execution of electrical work, every measure must be taken to prevent fire, damage to persons and property, and other accidents.

14) Upon the completion of electrical work, the safety thereof must be confirmed by a insulation test, earth check, and other methods, and the data thereof must be submitted to the Secretariat (The Electric Room in each Hall) on the "Notification Concerning the Completion of Electrical Work" form before the electricity is switched on.

6 . Inspection of Electrical Equipment

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

7 . Maintenance of Electrical Equipment

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

8 . Supply of Electricity to Booths

- 1) Electricity will be supplied to the booths from October 21 (Tues.) to November 3 (Wed.), 2003, in principle, after the completion of electrical work.
If it becomes necessary to use electricity for machinery tuning, test operations, or the like prior to that period, the exhibitor should notify the Secretariat in advance; electricity will be provided to the extent that it is possible.
- 2) Exhibitors must turn off the main switch of their booths after the closing of the Show every day during the Show period.

9 . Protective Devices

The Secretariat is not responsible in any way for damage done to exhibition items used for demonstrations due to any irregularities in power supply or to a blackout or voltage drop caused by an accident. Exhibitors should install protective devices to prevent such damage.

Communication Services

1 . Temporary Communication Systems

The Secretariat will provide telephones and ISDN (64-K) lines inside the exhibition booths during the Show period and for the days immediately before and after the period, upon receipt of applications from the exhibitors.

2 . Period of Use

The period of use of these temporary telephones and ISDN lines will be for 21 days, from October 18 (Sat.) to noon on November 7 (Fri.), 2003. Preparations for telephone stands and connection devices should be completed by October 18 (Sat.), 2003.

3 . Application for Installation

Exhibitors requiring the installation of the temporary communication systems described above in their booths should submit an "Application for Temporary Communication Systems Installation" to the Secretariat by September 12 (Fri.), 2003.

4 . Installation and Usage Charges

Installation charges are ¥74,000 (excluding tax) per regular telephone line and ¥100,000 (excluding tax) per ISDN line. The amount must be paid to the Secretariat by the date of payment shown on the invoice.

These charges will cover the expenses for basic service rates, installation, phone rental (ISDN line includes DSU rental), per call rates, and daily telephone services. No payment adjustments will be made.

In cases where international telephone services have been provided, where the cost of per-call domestic telephone services have exceeded the allowance level, or where telephones have been broken or lost, payment adjustments must be made upon issuance of a bill by the Secretariat after the termination of the Show.

5 . Location of Equipment

Exhibitors requesting temporary communication systems must specify the desired location by submitting two copies of the "Drawing Locations of Temporary Communication Systems", using the designated form or the booth layout plans, to the Secretariat by September 12 (Fri.), 2003.

6 . Installation and Return of Equipment

- 1) The equipment (telephones or DSUs) will be installed in the booths on October 18 (Sat.), 2003.
- 2) The equipment must be returned by the exhibitors to the Secretariat's office in each exhibition hall in the presence of Secretariat staff.
- 3) Exhibitors are responsible for stolen, lost, or damaged equipment. Adequate measures should be taken against such eventualities.

Water Supply and Drainage Services

1 . Basic Equipment

Upon receipt of the application form mentioned below, the Secretariat will install a water outlet together with a meter as basic equipment in a machinery pit located near the booth. Water supply and drainage services are not available in the Event Hall due to lack of such facilities.

2 . Application

To obtain water supply and drainage equipment, exhibitors must submit a copy of the "Application for Water Supply and Service" form to the Secretariat by September 12 (Fri.), 2003.

3 . Charges

1) The charges for installing basic equipment (water outlet and meter) to the booth locations are as follows. The amount must be paid to the Secretariat by the date of payment shown on the bill.

Pipe size	Number of outlets for simultaneous use	Cost (excluding tax)
13mm	2	¥60,000
20mm	3	¥90,000
25mm	4	¥120,000

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

2) The water supply charge is ¥775 (excluding tax) per cubic meter. The usage will be determined after the termination of the Show, and the exhibitor will be billed accordingly.

Note: The water supply charge is subject to change depending on Chiba City regulations.

4 . Water Supplies and Drainage Work

- 1) Exhibitors are responsible for any water supply and drainage equipment inside the booth connecting to the water supply outlet provided by the Secretariat, and for any costs resulting from the installation or use of such equipment.
- 2) Water must be drained into the machinery pit through, from the lid area of the pit located near the booth; accordingly, the drain piping must be installed at the lower part of the stand inside the machinery pit.
- 3) When a large amount of water or a high water pressure is required, the exhibitor notifies the Secretariat of its request, and pressurizing equipment must be installed at the exhibitor's expense.

5 . Protective Equipment

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

6 . Restoration to Original State

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

Antennas

1 . Supply of Signals

- 1) Based on an application by the exhibitor, the Secretariat shall supply TV, FM, or satellite (BS) signals to the booths during the Show, or during specified periods before or after the Show.
- 2) Signals shall be supplied to the booths using 5C2V cables (RF); terminal applications shall be 75 dB or more.

3) With regard to satellite signal receivers (with BS tuners), one terminal will be required for each wavelength in keeping with radio wave output from existing facilities.

2 . Period of Use

Signals can be provided to exhibitors during the following period:
October 18 (Sat.) to 12:00 noon, November 7 (Fri.), 2003 (21 days)

3 . Applications

Exhibitors wishing to have signals supplied to their booths during the Show must submit the specified "Application for Use of Audio/ Visual/ Broadcasting equipment" to the Secretariat by September 12, 2003.

4 . Costs

The cost of laying the main line to the booth is as follows. Invoices will be issued after the termination of the Show.

Signal type	Installation cost (excluding tax)
FM・VHF・UHF	¥70,000
Satellite broadcast (1 wavelength)	¥150,000

Meeting Room

Areas of the Makuhari Messe International Conference Hall may be rented to exhibitors. Detailed information on rental rates, usage times, etc., will be provided in the "Newsletter to Exhibitors".

Exhibitor's Rooms

Exhibitor's rooms may be rented to exhibitors. Details will be provided in the "Newsletter to Exhibitors," but certain restrictions may be imposed because it is not be possible to offer waiting rooms to all exhibitors.

Chapter 5: Security

1 . Prohibited Acts and Waiver Thereof

1) General Provisions

The following acts are prohibited in the exhibition halls in accordance with Article 23, the Chiba Municipal Ordinance on Fire Prevention:

(1) Smoking (including the lighting of matches, lighters, etc., and any other acts related to smoking)

(2) Use of Naked Flames

A "naked flame" is defined as a fire device that uses a gas, liquid, or solid fuel, and produces flames and sparks or has an exposed element. Further, devices that have externally exposed heating elements likely to start a fire if they contact a combustible material (i.e., with a surface temperature of 400 °C or more) are also considered a "naked flame" (not including toasters, hair dryers, microwave ranges, etc., whose heating elements are provided with a combustion chamber or an air duct or positioned therein).

(3) Entry of Hazardous Materials

"Entry of Hazardous matter" denotes all acts of introducing hazardous materials as listed in Article 14, Enforcement Regulations of the Chiba Municipal Ordinance on Fire Prevention.

2) Waiver of Prohibited Acts

A waiver of prohibited smoking, prohibited use of naked flames, or prohibited entry of hazardous materials may be granted to the minimum necessary degree upon prior application when the head of the Mihami Fire Station considers that such a waiver will not obstruct fire prevention efforts.

If the following conditions are met, exhibitors can request a waiver by submitting an "Application for Waiver of Prohibited Acts" together with ground plan, layout, and other requested drawings to the Secretariat by September 12 (Fri.), 2003.

The Secretariat will take these applications to the Mihami Fire Station, and those applications approved by the head of the fire station will also be approved by the Secretariat.

(1) Smoking

Smoking areas can only be established in booths with a total area of 36 m² or more, and must meet the following guidelines.

Location of smoking areas

a . Smoking areas must not hinder the passage or evacuation of visitors and personnel.

b . Smoking areas must not be in locations where there is a possibility of inflammable articles toppling over or falling down. In addition, areas must be located at least 1.8 m horizontally away from inflammable materials. If it is impossible to secure this distance, partitions made of semi-incombustible materials (except for flame-resistant plywood) may be placed to prevent flames from traveling along the floor.

c . Smoking areas must not hinder the access to fire-fighting equipment such as indoor fireplugs and evacuation equipment.

Smoking areas must be clearly indicated by the colors of the floor and partitions.

Ashtrays, etc. must be provided; no furniture other than seating may be placed in a smoking area.

When partitioning a smoking area, fire-resistant or fire-proof materials must be used.

Signs designating "smoking area" (as specified) must be placed in such a way as to be clearly visible to the public, in keeping with the shape of the area in question.

At least one type-10 fire extinguisher must be placed in each designated smoking area.

An "Application for Providing Smoking Area" must be submitted to the Secretariat by September 12 (Fri.), 2003.

(2) Conditions for Approval of Use of Naked Flames

The flame shall be kept a safe distance from any inflammable objects or materials.

There is no danger of inflammable materials toppling or falling.

Supervision and fire-fighting systems operated by a responsible person have been established.

Measures are taken so that a user can easily stop the naked flame.

At least one type-10 fire extinguisher must be placed near each location where a naked flame is to be used.

The flame is at least 5 m horizontally from any exit or stairway (unless walls of fire-retardant materials are between the flame and the exits and stairways).

The flame is at least 5 m from hazardous materials or other inflammable materials (unless fire-retardant materials or other fire prevention measures are put in place)

Scope of approval.

a . Equipment or any device using electricity as a heat source.

b . Equipment or any device using gas as a heat source.

a) Power consumption must be 58 kw or less for each item; total power consumption must be 175 kw or less for each zone. ("Zones" are sections separated from other sections by a passageway with a width of 5 m or more)

b) Each device is equipped with an apparatus for preventing excessive gas flow or for quickly detecting gas leakage (except for cartridge systems).

c) Liquid gas must be in a cartridge-type container.

c . Equipment or any device using an inflammable liquid as a heat source (restricted to use in performance exhibitions).

d . Equipment using a solid fuel as a heat source (restricted to use in performance exhibitions).

e . Equipment or devices producing flames must have a flame no longer than 20cm.

(3) Requirements for Approval of Entry of Hazardous Matter (Show venue)

A system of supervision by a responsible person has been established.

At least one type-10 fire extinguisher must be placed near where hazardous materials are to be stored or handled.

The hazardous materials are kept at least 3 m from any exit or stairway. Hazardous materials (excluding those specified in the Regulations for Hazardous Materials, Article 44, Item 2 to 5), must be kept at least 6 m away, unless incombustible walls are between the hazardous materials and any exits and stairways.

The hazardous materials are kept at least 5 m from where fire is used, unless incombustible walls are between the materials and the fire.

The hazardous materials are completely sealed and kept away from other articles.

The amount of hazardous materials approved in a designated area is as follows. Note that these amounts include hazardous materials in the public passage area adjacent to the same area.

a . The amount of hazardous materials must be less than one-tenth the amount specified in Table 3, attached to the Chiba Municipal Ordinance on Fire Prevention.

b . The amount of inflammable solids and liquids must be less than one-tenth the amount specified in Article 23, Chiba Municipal Ordinance on Fire Prevention.

c . The amount of inflammable gas (limited to the liquid gas exempted from the application of the Gas Regulation Law) shall be less 5 kg in total.

Acts not included in the entry of hazardous materials.

Indoor display of hazardous materials (for displays without performances, only products, etc., in sealed containers)

Exhibition of vehicles (not used for transport or operation) .

Entry or operation of equipment such as machine tools with sealed lubrication oil

Entry of decorations or art objects made of paraffin classified as an inflammable solid.

Use of animal / plant oil for cooking (except for boiling)

Use of hazardous materials such as everyday cleaners, etc.

(4) Complementary Measures for Approval Conditions

Depending on the nature of the requested waiver, the exhibitor may have to take safety measures specified by the head of the Mihami Fire Station, in addition to the measures listed above.

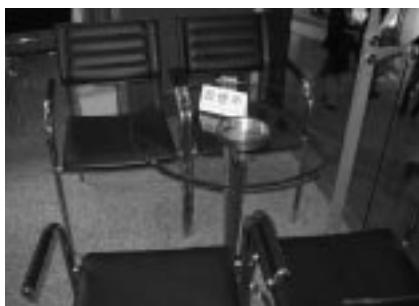
(5) Revocation of Waivers

Approved waivers may be revoked in the following cases:

When the requirements for approval have not been met.

When a fire occurs in a location where approval for hazardous materials has been granted.

When the waiver is seen as a threat to fire safety due to changes made in the building or the structural parts and equipment thereof.



"Smoking Area" sign and ashtray



Water bucket



Fire extinguisher

2 . Placement of Fire Extinguishers

Fire extinguishers must be placed as follows:

- 1) In every area where a waiver of prohibited acts has been approved, at least one fire extinguisher with sufficient performance capacity (Ordinary Fire 2-Grade, and Hazardous Fire 3-Grade) must be installed. They must have a sign clearly indicating "fire extinguisher".
- 2) Fire extinguishers must be placed so that there are easy to use.
Fire extinguishers must not obstruct passageways and emergency exits.
- 3) Fire extinguishers to be used must have passed a regular inspection.
- 4) All fire extinguishers must be in place on the first day exhibition facilities are installed.

3 . Measures against Earthquakes

Exhibition facilities must be installed in such a way that they will be safe from collapse, falling, or displacement due to an earthquake and will not hinder the evacuation of visitors or fire-fighting activities.

Chapter 6: Violation of Regulations and Questions Regarding Interpretation of Regulations

For interpretation of these "Stand fitting and Display Regulations," the Japanese text shall take precedence.

In the case of an infringement of the Regulations by an exhibitor or of different interpretations of the Regulations, the following steps will be taken:

- 1) If, in the judgment of the Secretariat, an exhibitor has infringed on a provision of the regulations or does not comply with the intent of the regulations, the Secretariat will request the exhibitor to take measures considered necessary to abide by the regulations.
- 2) When an exhibitor fails to implement the measures referred to in 1) above, or when a question arises about interpretation of the provisions of the Regulations, the Secretariat shall conduct discussions to resolve the situation, and shall request the exhibitor to take measures considered necessary to improve the situation based on its final judgment. The conclusion reached through these discussions shall be considered final, and the exhibitor may not raise objections or seek any damages with regard to the issue in question.
- 3) An exhibitor receiving a second request to improve the situation referred to in 2) above must submit in writing to the Secretariat full details of the improvements to be made, including the scheduled date of their completion.
- 4) If the exhibitor makes no improvements following the request referred to in 2) above, the Secretariat may publicly announce this fact, and may prohibit the exhibitor from participating in the 38th (2004) and 39th (2005) Tokyo Motor Show.

Changes in Regulations

The Secretariat may amend these regulations for compelling reasons. Such changes will be made known to parties concerned in "Newsletter to Exhibitors" or otherwise.

IV Regulations Applicable to Passenger Cars and Motorcycles Exhibitors

1 . Conditions for Exhibition

1) The exhibits shall be passenger cars (including minicars) with license plate numbers 3, 5, or 7 as classified by the Ministry of Land Infrastructure and Transport Registration Regulation (Chapter 3, Clause 13, Item 2), as well as their engines, chassis, and accessories. In case an exhibitor wishes to exhibit a vehicle other than the above as a special exhibit, the vehicle shall be for 10 passengers or less and designed mainly for carrying passengers. The number of vehicles allowed to be exhibited shall be up to 10% of the total of exhibited vehicles. The exhibitor must submit an application to the JAMA Motorshow Secretariat for approval no later than September 12 (Fri.), 2003.

2) The exhibits to the Motorcycle Section shall be motorcycles, scooters, mopeds, and their engines and accessories.

3) No exhibits shall be allowed other than the following new products manufactured by the exhibitors (except for reference displays of commemorative vehicles).

- (1) Production vehicles (vehicles for which type designation approval has been obtained as of October 24, 2003, from the Japanese Ministry of Land Infrastructure and Transport)
- (2) Reference vehicles (experimental vehicles, commemorative vehicles, export-specification vehicles, overseas production vehicles, etc.)
- (3) Vehicles supplied on an OEM basis.
- (4) Jointly developed vehicles currently being developed, produced, or sold (including vehicles of other manufacturers' brands)
- (5) Vehicles not listed above but recognized by the Secretariat

4) All vehicles shall display the following information (according to the Automobile Fair Trade Council's New Vehicle Display Regulations Manual). All other displays are optional. The model name and specifications shall be displayed in both English and Japanese.

Production vehicles

Japanese	English
車名及び型式	Model
エンジン型式	Engine model
排気量 (L)	Displacement (L)
トランスミッション形式、変速段数	Transmission type
燃料供給装置の形式	Fuel system
燃料消費率 (km/l) 10・15モード燃費 (国土交通省審査値) 60キロ定地走行燃費	Fuel consumption (km/l) -10・15 mode Fuel consumption -60km/h Fuel consumption
車両重量 (Kg)	Gross vehicle weight (Kg)
主要燃費向上対策 (筒内直接噴射、希薄燃焼等)	Main fuel economy improvement measures (direct injection, lean burn, etc.)
プレミアムガソリン使用の場合はその旨	Fuel type
東京地区希望小売価格 (¥) 諸費用が価格に含まれない等を明記。 未定の場合は「価格未定」と記入。	Suggested retail price in the Tokyo area (¥) indicate "taxes and incidental expenses not included" *indicate "to be determined" if price has not been set
製造事業者の名称	Manufacturer

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

2 . Composition of Exhibition

The exhibitor must pay proper attention to the safety of visitors and make every effort to ensure the exhibition is comfortable for visitors, by enabling a smooth flow of visitors and a good overall view, and by considering effects on neighboring stands. As a rule, booths should be composed to enable visitors to move in and out freely, and to avoid having visitors stop in passageways to view exhibits.

As shown below, stands shall be divided into "Large Stands" and "Small Stands" depending on their total area. Zone A and Zone B (Large Stands in the Passenger Car and Motorcycle divisions) shall be designated to regulate the height of stand structures.

1) Large Stands and Small Stands

	Large Stands	Small Stands
(1) Passenger Car division	Area: 600 m ² or more	Area: Less than 600 m ²
(2) Motorcycle division	Area: 300 m ² or more	Area: Less than 300 m ²

2) Composition by Zones and height restrictions (Refer to Exhibit regulation drawing on P.66-67)

	A Zone	B Zone
(1) Passenger Car division	The height of stand structures shall be 4.5 m or less. The area of the zone shall be 1/3 of the stand area.	The height of stand structures shall be 6.0 m or less. The area of the zone shall be 2/3 of the stand area.
(2) Motorcycle division (Large Stands)	The height of stand structures shall be 4.5 m or less. The area of the zone shall be 1/2 of the stand area.	The height of stand structures shall be 6.0 m or less. The area of the zone shall be 1/2 of the stand area.
(3) Motorcycle division (Small Stands)	For stands on the central passageway side in the North Hall, the height of stand structures shall be 4.5 m or less. For stands adjacent to the walls of the North Hall, the height of stand structures shall be 6.0 m or less.	

The height of stand structures within a 6.0 m radius of fire-fighting equipment (fire hoses) in Halls of the Makuhari Messe International Exhibition Halls 1, 6, 7, and 8 shall be 4 m or less.

3) In-stand Passageway

(1) A passageway must be made available, throughout the Show period, within each Large Stand at the contact point as shown in the drawing on P.66-67. The Secretariat shall allot additional area for the in-stand passageway, and shall bear the costs for this additional area. The area of the stand used as the basis for calculating the exhibition charge shall not include this additional segment of the passageway.

The in-stand passageway should run in a straight line as far as it can (except at the east end stand in the East Hall and the west end stand of the West Hall where it should curve in an XL letter form). Exhibits must not be placed on the in-stand passageways.

(2) When the in-stand passageway is elevated, as a rule the approach to it should be slanted at no more than an angle of 1/12, and must be strong enough to enable the passage of electric cars used for tours by the Patron of the show and other VIPs. Only in cases when a 1/12 slope is not feasible (for example due to re-used exhibition kits), a slope with an angle of 1/8 or less may be used with the confirmation of the Secretariat.

In case a stand structure is constructed astride the in-stand passageway, it should have a clearance of at least 2.7 m from the floor.

(3) In case a stand structure is constructed astride the in-stand passageway, it should have a clearance of at least 2.7 m from the floor.

Division	Width of in-stand passageway	Width borne by Secretariat (not included in space charge)
Passenger Car division	6.0 m or more	2.0 m
Motorcycle division	5.5 m or more	1.5 m

4) In-stand emergency passageways (formerly called passageways separating stands)

(1) In Large Stands or Joint Display Stands, it may be necessary to establish in-stand emergency passageways (north-south direction) leading directly to the Exhibition Hall's emergency exits. In these cases, the Secretariat shall allot additional area for this passageway, and shall bear the costs for this additional area. The area of the stand used as the basis for calculating the exhibition charge shall not include this additional segment of the passageway. Exhibits must not be placed on the in-stand emergency passageways.

(2) If the emergency passageway is elevated, the height should be 10 cm or less and the approach to it should be slanted at no more than an angle of 1/12.

(3) If the emergency passageway is the same color as the floor of the stand, measures shall be taken to clearly indicate the width of the passageway.

(4) In case a stand structure is constructed astride the in-stand emergency passageway, it should have a clearance of at least 2.7 m from the floor.

5) Coverage

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

6) Setting back from borderline (Large Stands)

If the large stand exhibitors wish to install an information booth, display stand, or the like along a borderline facing a common passageway running from north to south, it must be set back at least 50 cm away from the borderline.

(1) Passenger car division	Along a borderline facing a common passageway running from north to south
(2) Motorcycle division	Along a borderline facing a common passageway running from east to west

3 . Restrictions on Facilities

Stand structures must be safe and conform to the Construction Standards Law and the Fire Services Act of Japan. The height of stand structures and exhibits, positioning of passageways, and coverage shall conform strictly to the regulations outlined in "2. Composition of Exhibition" above.

1) Floor

(1) When the floors used for the passageway of visitors are elevated, the approaches to them should be slanted at an angle of no more than 1/12 in principle. (If this is not possible due to unavoidable circumstances (for example due to re-used exhibition kits), the slope grade may be 1/8 or less, provided that prior confirmation is obtained from the Secretariat.)

When it is required that some part of the approaches be changed into stairs, the step height should not exceed 18 cm and the tread should be 26 cm or more, and safety measures equivalent to those applied to two-story facilities, such as the installment of railings and stationing of attendants, should be taken.

When the height of the floors exceed 2.1 m, they should be regarded as a "multi-layer-structured facility," as stipulated in Item 3 of Article 4.

(2) Exhibitors may use any flooring material, provided that its surface is safe for pedestrians and that wear and tear does not generate dust. Any exhibitor wishing to obtain carpeting may purchase designated "uniform floor finishing materials" through the Secretariat.

(3) Carpeting work on the common passageway inside the hall will be carried out by the Secretariat.

(4) For the safety of visitors, electric wires and the like protruding from the floor surface must be protected by additional flooring at least 90 cm in horizontal width, and having a slope along the circumference. (The height of the edge of the additional flooring from the existing floor must not exceed 1 cm.)

2) Utilization of Hall Columns

When utilizing an existing column within a stand, height restrictions shall be strictly observed (ref. "2. Composition of Exhibition," Paragraph 2). Any ventilator buttons installed on a column must be kept operative.

3) Multi-layer-structured facility

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

(1) Definition of two-storied facilities

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

(2) Area of the second floor

The area of the second floor must not exceed 500 m², including the area of attached stairs and slopes.

(3) Height

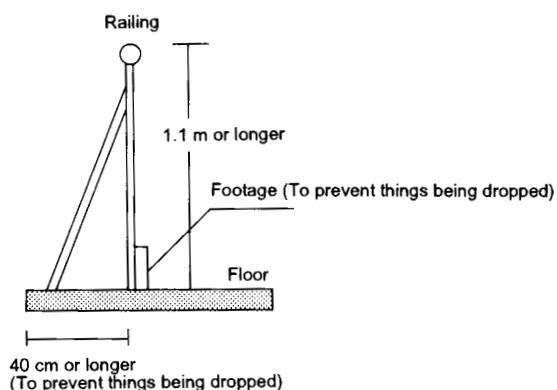
Height restrictions (ref. "2. Composition of Exhibition", Paragraph 2) shall be strictly observed.

(4) Design and structures

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

Item	Utilization by visitors or for vehicle exhibition		Exclusive use for business meetings, resting by personnel, etc.												
1) Structure design	<p>(1) The major parts of the structure of the second floor such as pillars, beams, stairways and floors shall be made of steel.</p> <p>(2) In designing the structure, it must be safe and strong enough to support its own weight and loads shown below.</p> <p>(3) It must be able to withstand earthquakes.</p>														
2) Loads <Passenger car division>	<p>*1N 0.102kg</p> <p>As shown below.</p> <table border="1"> <tr> <td>Vehicle exhibition on second floor</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Load on floor</td> <td>7200 N/m² or more</td> <td>3500 N/m² or more</td> </tr> <tr> <td>Frame, foundation</td> <td>5200 N/m² or more</td> <td>3200 N/m² or more</td> </tr> <tr> <td>Earthquake force</td> <td>2600 N/m² or more</td> <td>2100 N/m² or more</td> </tr> </table> <p>When the exhibits are clearly limited in weight, the load in the table may be reduced depending on the situation.</p>		Vehicle exhibition on second floor	Yes	No	Load on floor	7200 N/m ² or more	3500 N/m ² or more	Frame, foundation	5200 N/m ² or more	3200 N/m ² or more	Earthquake force	2600 N/m ² or more	2100 N/m ² or more	*1N 0.102kg As shown below.
Vehicle exhibition on second floor	Yes	No													
Load on floor	7200 N/m ² or more	3500 N/m ² or more													
Frame, foundation	5200 N/m ² or more	3200 N/m ² or more													
Earthquake force	2600 N/m ² or more	2100 N/m ² or more													
<Motorcycle division>	<p>As shown below.</p> <table border="1"> <tr> <td>Load on floor</td> <td>3500 N/m² or more</td> </tr> <tr> <td>Frame, foundation</td> <td>3200 N/m² or more</td> </tr> <tr> <td>Earthquake force</td> <td>2100 N/m² or more</td> </tr> </table>		Load on floor	3500 N/m ² or more	Frame, foundation	3200 N/m ² or more	Earthquake force	2100 N/m ² or more	As shown below.						
Load on floor	3500 N/m ² or more														
Frame, foundation	3200 N/m ² or more														
Earthquake force	2100 N/m ² or more														
3) Design of pillars and foundation	<p>(1) In reference to the exhibition hall floor structure and allowable load (see "Chapter 2-3-2 Flooring Work" in "III Regulations Common to All Exhibitors"), pillars holding the second floor shall be placed where applicable to the conditions shown below according to each pillar's axis force, and shall be secured in concrete floor segments by the use of hole-in anchors.</p> <p>(2) A pillar with axis force of 49 kN or less and 98 kN or less can be placed on the floor (PC floor panel). When two or more pillars are placed on a single PC panel, the total axis force must be counted. When axis force exceeds 98 kN (245 kN maximum), the base plates of the pillars shall be placed astride a pit.</p> <p>(3) The material, size, and thickness of the base plate must be appropriate for conveying the force to the floor and dispersing the load against the allowable load bearing of the floor. Specific conditions are shown below.</p> <table border="1"> <tr> <td>Axis force</td> <td>Base plate</td> </tr> <tr> <td>49 kN or less</td> <td>Square steel with a side length of 45 cm, and a thickness of 12 mm or more</td> </tr> <tr> <td>98 kN or less</td> <td>Length must be 2 m or more parallel to the pit. Width and thickness must be appropriate for the carrying force.</td> </tr> <tr> <td>Exceeding 98 kN</td> <td>The plate must be long enough to sit completely astride the pit, and wide enough to convey the force. It must be steel with a thickness of 22 mm or more in order to prevent damage to the pit cover.</td> </tr> </table> <p>(4) The above conditions do not apply to those who have made prior consultation with the Nippon Convention Center about material, construction method, securing, etc.</p>		Axis force	Base plate	49 kN or less	Square steel with a side length of 45 cm, and a thickness of 12 mm or more	98 kN or less	Length must be 2 m or more parallel to the pit. Width and thickness must be appropriate for the carrying force.	Exceeding 98 kN	The plate must be long enough to sit completely astride the pit, and wide enough to convey the force. It must be steel with a thickness of 22 mm or more in order to prevent damage to the pit cover.					
Axis force	Base plate														
49 kN or less	Square steel with a side length of 45 cm, and a thickness of 12 mm or more														
98 kN or less	Length must be 2 m or more parallel to the pit. Width and thickness must be appropriate for the carrying force.														
Exceeding 98 kN	The plate must be long enough to sit completely astride the pit, and wide enough to convey the force. It must be steel with a thickness of 22 mm or more in order to prevent damage to the pit cover.														

Item	Utilization by visitors or for vehicle exhibition	Exclusive use for business meetings, resting by personnel, etc.
4) Stairways	<p>(1) Evacuation stairways in two or more directions must be provided. Sufficient space for evacuation facing the common passageway must be provided in the first floor of the stand.</p> <p>(2) The stairways each must have a width of at least 2.4 m, a step height not exceeding 18 cm, and a tread of at least 26 cm.</p> <p>(3) When a slope is provided, the grade must be no more than 1/12, and coarse floor finishing materials shall be used. If this is not possible due to unavoidable circumstances, the slope grade may be no more than 1/8 provided that prior confirmation is obtained from the Secretariat.</p> <p>(4) When there are no walls on both sides, railings must be provided.</p>	<p>(1) A room with a floor space of 100 m² or more must be equipped with evacuating stairways leading in two directions.</p> <p>(2) The stairways each must have a width of at least 90 cm, a step height not exceeding 18 cm, and a tread of at least 26 cm.</p> <p>(3) When a slope is provided, the grade must be no more than 1/12, and coarse floor finishing materials shall be used. If this is not possible due to unavoidable circumstances, the slope grade may be no more than 1/8 provided that prior confirmation is obtained from the Secretariat.</p> <p>(4) When there are no walls on both sides, railings must be provided.</p>
5) Surrounding walls on the first floor	The first floor shall not be closed. It must be designed so that at least 50% of the surrounding walls are open.	
6) Ceilings on the second floor	Installation of ceilings is prohibited, except in the case of a water permeable method such as using louvers or a net	
7) Restrictions on interior materials	Base and finishing interior materials for the first and second floors shall be semi-incombustible or incombustible as stipulated in the Construction Standards Law.	
8) Railings on the second floor	Open areas on the second floor shall be provided with solid handrails of at least 1.1 m height. In addition, railings shall be installed at least 40 cm inward from the floor edges, as described below.	Open areas on the second floor shall be provided with solid handrails of at least 1.1 m height.



(5) Limit in numbers on the second floor

It is the responsibility of the exhibitor to ensure that only a reasonable number of people are allowed on the second floor at one time. Especially when the second floor is open to visitors, the number of people on the second floor shall be limited to 1.5 people or less per 1 m² of the floor where people can pass, and furthermore, attendants shall always be stationed to control crowds and to lead evacuations.

(6) Fire-fighting equipment

The following automatic fire alarm and fire extinguishing equipment shall be installed in the two-story facilities.

Fire extinguishers shall be installed on the second floor. The performance capacity of such a fire extinguisher shall be one unit for areas smaller than 50 m²; in the case of an area of 50 m² or more, performance capacity for fire extinguishers to be installed shall be equal to greater than the value obtained by dividing the second floor area by 50.

When the second floor has an area exceeding 200 m², or is used for visitors, the exhibitor shall install a 1-pc. Package type fire extinguisher within 20 m of the passageways on the first floor. Furthermore, the Secretariat will install an automatic fire alarm system connecting the sensors on the first floor with the General Management Center Security Guard Office at the expense of the exhibitor.

Smoke sensors must be installed on the ceiling of the first floor, at least one for each 150 m². If the space is partitioned by a 60 cm or longer wall projecting from the ceiling, more than one sensor must be installed in each space.

(7) Notifications, etc.

The following automatic fire alarm and fire extinguishing equipment shall be installed in the two-story facilities.

Prior to the installation of a two-story facility, the exhibitor shall consult with the Secretariat, and must submit two copies of the following documents to the Secretariat by September 12 (Fri.), 2003.

- General design drawings for the stand (Installation drawings, plane drawings, elevated view drawings)
- Two-story structure design drawing notification, structural calculations (only when the second story is used for visitors)
- Layout drawings of fire-fighting equipment (smoke sensors, automatic fire alarms, fire extinguishers, package type fire extinguishers, etc.)

In the case of a second floor area of 100 m² or more, a person with fire prevention qualifications shall be stationed to assist the fire prevention supervisor in the supervision of the second story.

In the case of a visitors' room with a floor space of 200 m² or more, a "Report in accordance with Article 12, Paragraph 3 of the Construction Standards Law" must be submitted to the Construction Guidance Section of the Chiba Municipal Government.

4) Restrictions on Ceiling Panels, etc.

The installation of ceiling panels and a roof over facilities, except for water permeable types such as louvers and nets, is prohibited, in principle. If it is necessary to protect exhibits from light, noise, heat, or dust in order to achieve the proper functioning of the exhibits, anti-flame treated blackout curtains or equivalent materials can be used as a ceiling.

For rooms of 100 m² or more designed for sound insulation purposes, the following conditions will apply.

- (1) Smoke sensors connected to the automatic fire alarm system must be installed on the ceiling, one for every 150 m², and at least one for every space partitioned by a 60 cm or longer divider projecting from the ceiling.
- (2) A room with a floor space of 100 m² or more must be equipped with evacuation passages leading in two or more directions.
- (3) For a visitors' room with a floor space of 200 m² or more, a "Report in accordance with Article 12, Paragraph 3 of the Construction Standards Law" must be submitted to the Chiba Municipal Government by the exhibitor.

5) Overhead Banners (Passenger Car division, Motorcycle division)

Banners that will be suspended above their stands will be provided by the Secretariat, and the cost met from the Show's general fund.

(1) Size and number of banners

Stand type	Area of stand	Size of banner	Quantity
Large stand	2000 m ² and over (Passenger Cars)	6.5 m (length) x 4.5 m (width)	2
	600 ~ 1999 m ² (Passenger Cars) 300 m ² and over (Motorcycles)	6.5 m (H) x 4.5 m (W)	1
Small stand	Less than 600 m ² (Passenger Cars) Less than 300 m ² (Motorcycles)	6.0 m (H) x 4.0 m (W)	1

Exhibitors that want to have their banners suspended by brand may suspend one banner in addition to the above at their own expense, which will be specified separately.

(2) Logo and layout

The uniform layout will be applied to the corporate logo, brand name, and trademark that the exhibitor submits to the Secretariat on the specified form "Exhibitor's Logo for Overhead Banner." (Details to be specified separately)

(3) Location of banners

To be specified separately.

4 . Operation of Loud Speaker Systems

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

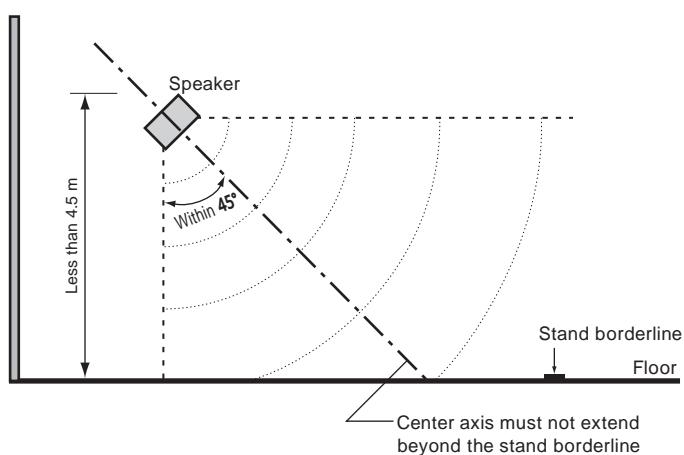
To control the noise in the exhibition halls created by technical explanations and movies, the use of loud speakers in the stands is restricted as follows.

1) Position of speakers

(1) Speakers must be positioned 4.5m or lower.

(2) Each speaker must be positioned in such a way that its center axis is directed downward within 45° of a vertical line from the speaker to the floor and does not extend beyond the stand borderline.

(3) Speakers targeting users on the second floor of two-story facilities shall be directed vertically downward.



2) Volume limit

(1) Speaker volume must be no more than 77dB(A) at the stand borderline facing common passageways.

(2) Exhibitors planning to use loudspeakers for a demonstration should coordinate the timing with neighboring exhibitors.

(3) Exhibitors located near other exhibitors conducting press briefings on Press Day are prohibited from using loudspeaker systems or equipment in the same hall until the briefings are complete. Only the exhibitor conducting the briefing is allowed to use a sound system.

3) Volume measurement

The Secretariat will regularly conduct measurements as follows:

- (1) It will regularly measure the sound volume at the point of the stand borderline closest to the sound source according to regulations.
- (2) The measurement at the stand borderline will be based on the sense of human hearing and will be done at the height of 1.5 m from the borderline. To ascertain the sound source, laser pointers will be used if necessary.
- (3) Measurements will be done using a noise meter complying with JIS C1503 or C1502. The peak value of the sound will be the one used for measurement.

4) Coping with exhibitors violating sound volume regulations

Exhibitors found to be violating the volume limit will be warned according to the process outlined below, and must abide by these warnings. Exhibitors failing to heed the warning will be penalized as described below.

Exhibitors who receive complaints from other exhibitors for producing uncomfortable noise level that may annoy visitors, even though the levels are within the limit, will be treated as though having exceeded the limits.

- (1) The exhibitor in question will receive a written notification from the Secretariat to improve the situation.

- (2) Depending on the number of warnings, the exhibitor will be instructed to terminate use of all sound systems for the period defined below.

The exhibitor must abide by these instructions.

After receiving a total of three warnings: the following morning of the show.

If the penalty (1) above is given three times, the exhibitor will be prohibited from using loudspeakers from the following day until the end of the show.

5) Registering and stationing of persons responsible for loudspeaker system operations

The people responsible for the operation of the speakers must be always stationed in the stands to ensure an appropriate operation according to these regulations.

Use of wireless microphones

Wired microphones should be used in the halls.

When a display performance requires the use of wireless microphones, the exhibitor must notify the Secretariat of the frequency to be used by submitting the designated form "Application for Wireless Microphone Usage." The exhibitor is required to use wireless microphones at its own risk, recognizing that there may be interference with signals from other exhibitors in the halls as well as from general communication equipment in the Makuhari Messe area.

The Secretariat bears no responsibility in the event of audio interference.

(The Specified Radio-microphone User's Federation conducts a preliminary adjustment of frequencies in the case of A-type wireless microphones.)

5 . Submission of Stand Design Drawings

To prevent inadvertent violation of these regulations due to misinterpretations, and to prevent problems of security and annoyance to neighboring stands that may arise from exhibition performances and installation of loudspeakers, each exhibitor must submit two copies of the items listed below to the Secretariat for approval at an early stage in exhibition planning to permit changes if necessary. The deadline for submission is September 12 (Fri.), 2003.

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

Documents to be submitted:

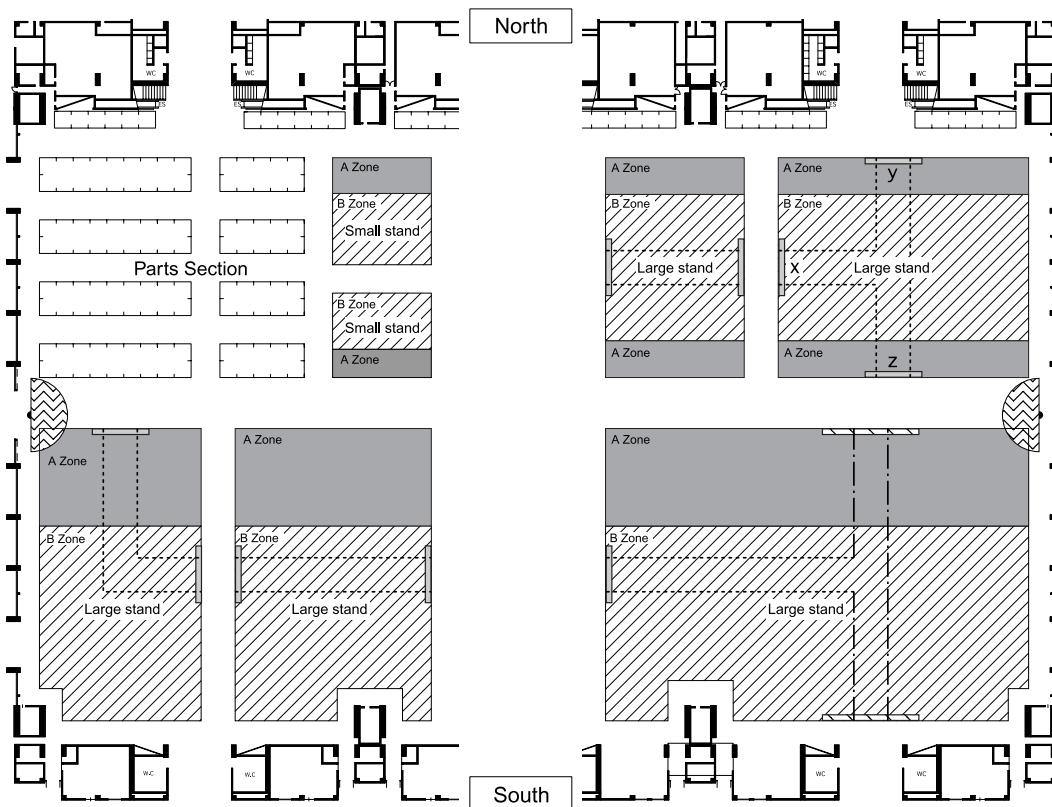
1) "Notification of booth design drawings"

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

6 . Regulations on Stand Layout Design

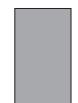
Passenger Car Section Floor Plan

※The detailed stand floor plan will be sent separately.



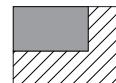
Height Restrictions

A Zone

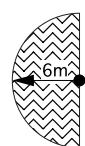


The height of stand structures shall be 4.5 m or less.
The area shall be 1/3 of the stand area.

In case of the West End Stand in the West Hall or East End Stand in the East Hall, the composition of a zone may be as shown below.

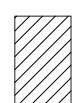


Area around fire-fighting equipment (water guns)

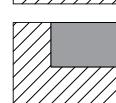
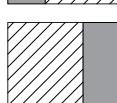


4.0 m or lower

B Zone

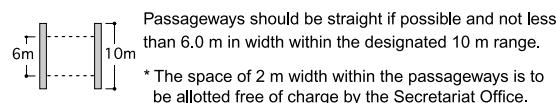


The height of stand structures shall be 6.0 m or less.
The area shall be 2/3 of the stand area.



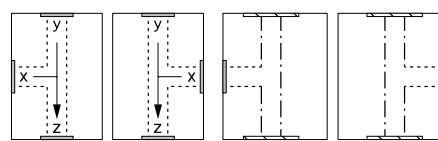
Placement of In-Stand Passageway

In-Stand Passageway (Large stand < 600 m² or large >)



Passageways should be straight if possible and not less than 6.0 m in width within the designated 10 m range.
* The space of 2 m width within the passageways is to be allotted free of charge by the Secretariat Office.

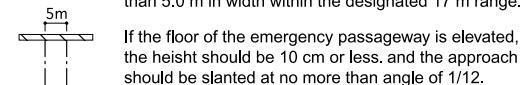
In case of the West End Stand in the West Hall or East End Stand in the East Hall, the stand may be as shown below.



In-stand passageways can be either (x→z) or (y→z).
When the in-stand passageway and in-stand emergency passageway are connected, the width of the emergency passageway should be 6m.

In-Stand Emergency Passageway

Passageways should be straight if possible and not less than 5.0 m in width within the designated 17 m range.



If the floor of the emergency passageway is elevated, the height should be 10 cm or less, and the approach should be slanted at no more than an angle of 1/12.
* The space of 5 m width within the passageways is to be allotted free of charge by the Secretariat Office.

Motorcycle Section Floor Plan

※The detailed stand floor plan will be sent separately.



Height Restrictions

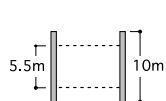
A Zone

Large Stand: 1/2 of stand area.
 Small Stand: Central Passage side stand.
 The height of stand structures shall be 4.5 m or less.

B Zone

Large Stand: 1/2 of stand area.
 Small Stand: Hall-wall side stand.
 The height of stand structures shall be 6.0 m or less.

Placement of In-Stand Passageway



In case of the Large Stand (300 m² or more)

Passageways should be straight if possible and not less than 5.5 m in width within the designated 10 m range.

* The space of 1.5 m width within the passageways is to be allotted free of charge by the Secretariat Office

– V Regulations Applicable to Parts / Machinery & Tools / Related Products Exhibitors –

1 . Conditions for Exhibition

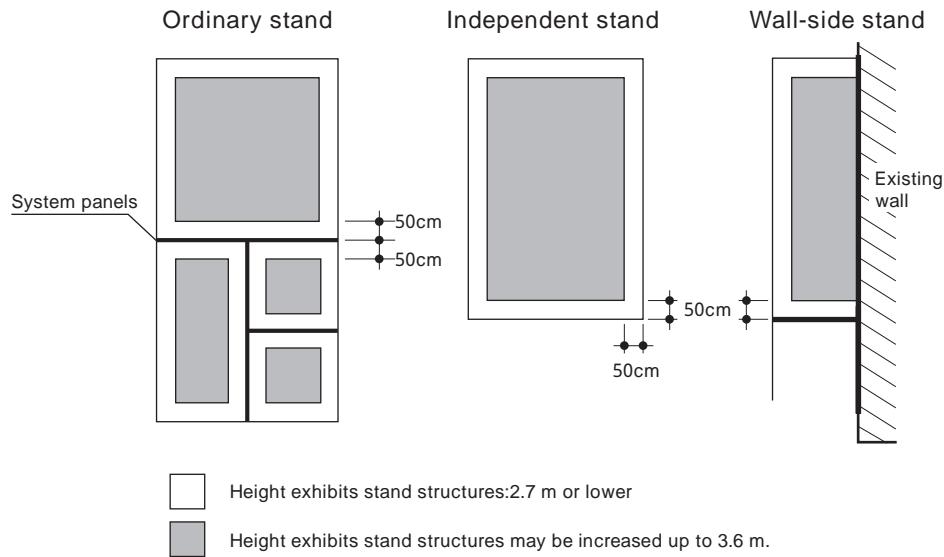
- 1) Exhibits must be parts, accessories, or machinery & tools for passenger cars and motorcycles, as defined in P.37, "Classifications Table of Exhibits."
- 2) No exhibits other than products manufactured by exhibitors themselves may be exhibited (excepting reference exhibits).
- 3) Exhibitors using passenger cars or motorcycles in their exhibits shall strictly abide by the following conditions.
 - (1) The exhibition of passenger cars or motorcycles (including 1/1 scale models, cut chassis, and cut bodies) is allowed only if intended to increase the clarity of the exhibits. Such exhibition is not permitted if intended to lure visitors.
 - (2) Advertising related to the models of passenger cars or motorcycles in use is strictly prohibited.
- 4) All exhibits, except reference exhibits, must conform with Japanese domestic laws: any in violation thereof must not be exhibited.
- 5) Sales contracts for exhibited items may be entered freely, but on-the-spot sales are strictly prohibited. The indication "Sold," a purchaser's name, a sales volume, or the like must not be shown on any exhibit.

2 . Basic Stand Structures

- 1) The basic stands constructed by the Secretariat will have a "System Panel" structure 2.97 m wide, 2.97 m deep, and 2.7 m high. (Ref. P.72, Basic Parts Stand Drawing)
- 2) Dividing partitions may not be installed when the same exhibitor is to use two or more adjoining stands. In the case of corner stands, no partitions are allowed on the sides facing the walls. (Government exhibits and joint exhibits are considered exhibits by the "same exhibitor.")
- 3) A sign plate indicating the stand number in a uniform graphic design will be displayed at each basic stand by the Secretariat. (Ref. P.72)
- 4) An exhibitor may not move the basic stand or change its structure without the approval of the Secretariat
- 5) The basic stands are leased to the exhibitors. They must be restored to their original condition at the termination of the Show and be left on the exhibition grounds. Exhibitors are responsible for any costs incurred due to loss or damage to the stand they lease.

3 . Restrictions on Facilities

- 1) No exhibits or facilities may be placed outside of or allowed to protrude from the basic stand. This does not include the following cases.
 - (1) When lighting equipment or speakers are fixed directly on the upper edge of the basic stand by using the attachments for the basic stand.
 - (2) When placing facilities that are 3.6 m or lower set back 50 cm or more from the inner side of the stand borderline (except the wall surface line of a Wall-side stand). (See the drawing below.)



2) A facility is not allowed to be fixed directly on the system panels of a basic stand, unless the panels can be restored to their original condition by using cutting sheets and the like.
To prevent damage to the basic stands, nailing, riveting, cutting, and the like are prohibited.

3) Restrictions on Ceiling Panels, etc., on Single-Story Facilities
The installation of ceiling panels and a roof over facilities, except for water permeable types such as louvers and nets, is prohibited, in principle.
If it is necessary to protect against light, noise, heat, or dust in order to achieve the proper functioning of the exhibits, anti-flame treated blackout curtains or equivalent materials can be used as a ceiling.
For rooms designed for sound insulation purposes, the following conditions will apply.

(1) Smoke sensors connected to the automatic alarm system must be installed on the ceiling, one for every 150 m^2 , and one or more for every space partitioned by a 60 cm or longer divider projecting from the ceiling.

(2) A room with a floor space of 100 m^2 or more must be equipped with evacuation passages leading in two or more directions.

4) Multistoried Facilities
Installation of multistoried facilities within a stand is prohibited.

5) Lighting
Lighting for exhibits may be arranged at the exhibitor's discretion, but every care must be taken to prevent danger to visitors.

6) Use of Existing Structures
No exhibits or decorative facilities may be suspended from or leaned against an existing structure of the hall.

7) Utilization of Pillars
Exhibitors with stands flanked by pillars (specified separately) may use the pillars for exhibition purposes. No part of the exhibits or decorations may be placed higher than 2.7m, and exhibits or decorations must not conceal or obstruct the use of any smoke ejecting handles installed on the pillars.

8) Carpeting for Common Passageways
All carpeting work on the common passageways inside the hall will be carried out by the Secretariat.

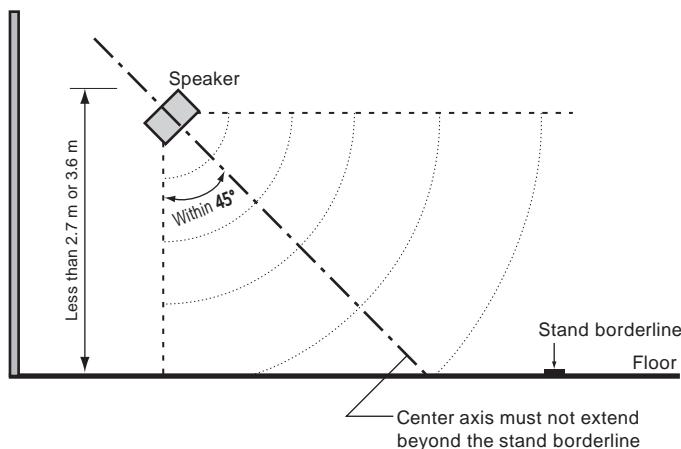
4 . Operation of Loud Speaker Systems

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

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

1) Position of speakers

- (1) The height of speaker positions shall be within the limits defined in "3. Restrictions on Facilities, Paragraph 1."
- (2) Each speaker must be positioned in such a way that its center axis is directed downward within 45° of a vertical line from the speaker to the floor and does not extend beyond the stand borderline.



2) Volume limit

- (1) Speaker volume must be no more than 77dB(A) at the center of the adjacent common passageways.
- (2) Exhibitors planning to use loudspeakers for a demonstration should coordinate the timing with neighboring exhibitors.
- (3) Demonstration of sound equipment and the like that exceeds the sound volume limitations is only allowed in enclosed spaces such as listening rooms or inside vehicles, such that the sound cannot be heard outside that space.
- (4) Exhibitors located near other exhibitors conducting press briefings on Press Day are prohibited from using loudspeaker systems or equipment in the same hall until the briefings are complete. Only the exhibitor conducting the briefing is allowed to use a sound system.

3) Volume measurement

The Secretariat will regularly conduct measurements as follows:

- (1) It will regularly measure the sound volume at the center of the adjacent common passageways closest to the sound source according to regulations.
- (2) The measurement at the stand borderline will be based on the sense of human hearing and will be done at the height of 1.5 m from the borderline. To ascertain the sound source, laser pointers will be used if necessary.
- (3) Measurements will be done using a noise meter complying with JIS C1503 or C1502. The peak value of the sound will be the one used for measurement.

4) Coping with exhibitors violating sound volume regulations

Exhibitors found to be violating the volume limit will be warned according to the process outlined below, and must abide by these warnings. Exhibitors failing to heed the warning will be penalized as described below.

Exhibitors who receive complaints from two or more other exhibitors for producing

uncomfortable noise level that may annoy visitors, even though the levels are within the limit, will be treated as though having exceeded the limits.

(1) The exhibitor in question will receive a written notification from the Secretariat to improve the situation.

(2) Depending on the number of warnings, the exhibitor will be instructed to terminate use of all sound systems for the period defined below.

The exhibitor must abide by these instructions.

After receiving a total of three warnings: the following morning of the show.

If the penalty (1) above is given three times, the exhibitor will be prohibited from using loudspeakers from the following day until the end of the show.

5) Registering and stationing of persons responsible for loudspeaker system operations.——

The people responsible for the operation of the speakers must be always stationed in the stands to ensure an appropriate operation according to these regulations.

Use of wireless microphones

Wired microphones should be used in the halls.

When a display performance requires the use of wireless microphones, the exhibitor must notify the Secretariat of the frequency to be used by submitting the designated form "Application for Wireless Microphone Usage." The exhibitor is required to use wireless microphones at its own risk, recognizing that there may be interference with signals from other exhibitors in the halls as well as from general communication equipment in the Makuhari Messe area.

The Secretariat bears no responsibility in the event of audio interference.

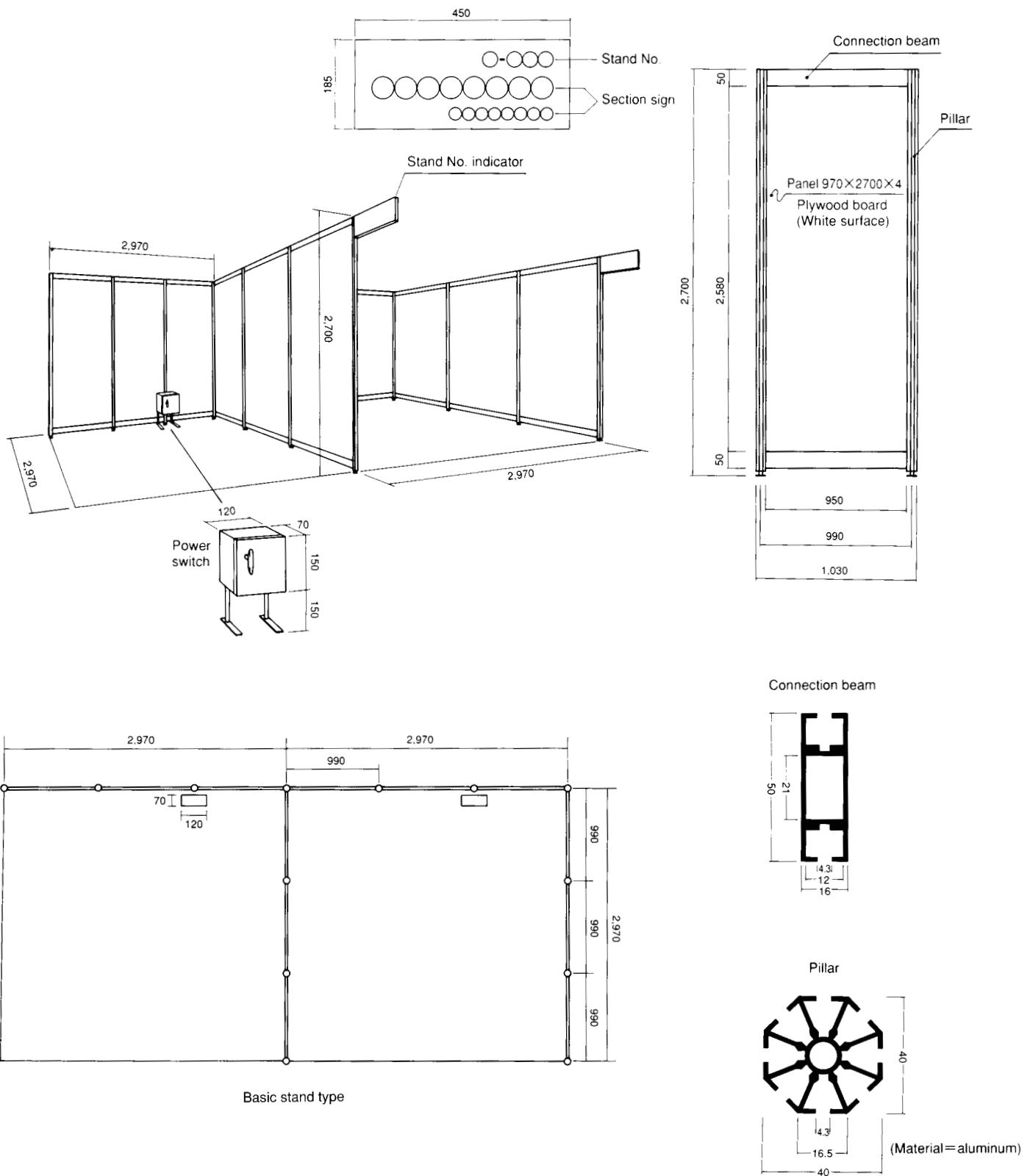
(The Specified Radio-microphone User's Federation conducts a preliminary adjustment of frequencies in the case of A-type wireless microphones.)

5 . Safety of visitors, and Protection and Custody of Exhibits

Exhibits should be planned in consideration of the safety of visitors.

Furthermore, exhibitors should station at least one person assigned to prevent theft of or damage to exhibits during opening hours, and take protective measures for after hours, such as locking up and insuring property.

6 . Illustration of Basic Stand Structures (System Panel)



unit : mm