

# General Rules and Regulations

## 1 . Requirement for Exhibitors

Exhibitors at the 36th Tokyo Motor Show must in general be manufacturers that are a member company (as of January 31, 2002) of the Japan Motor Industrial Federation, Inc. (JMIF). However, manufacturers and organizations meeting the following requirements for their respective sections and recognized by the JMIF may apply for exhibition space.

### 1 ) Commercial vehicles

Foreign manufacturers who are members of the automobile manufacturers' association or motorcycle manufacturers' association of their own country.

### 2 ) Commercial vehicle bodies (CV bodies)

(1)Members of constituent associations of the JMIF(as of January 31, 2002) or manufacturers recommended by such associations.

(2)Foreign manufacturers who are members of the commercial vehicle body manufacturers' association of their own country.

### 3 ) Parts, machinery and tools, and related products

(1)Members of constituent associations of the JMIF (as of January 31, 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).

Foreign applicants meeting the above requirements must exhibit products through their representatives in Japan (including organizations recognized by the JMIF).

The JMIF will communicate with said representatives, and the latter will be responsible jointly with the applicants for all matters relating to the applicant's exhibits at the Show.

## 2 . Charges for Exhibition Space

### 1 ) Exhibition space charges are as follows.

Section	Unit	Space Charge
(A) Commercial vehicles /CV bodies (Indoors)	1m <sup>2</sup>	¥ 17,000
(B) Commercial vehicles / CV bodies (Outdoors)	1m <sup>2</sup>	¥ 5,000
(C-1) Parts, machinery & tools, and related products(Members of constituent organizations of JMIF)	1 booth = about 9m <sup>2</sup> ( 2.97m x 2.97m )	¥ 203,000
(C-2) Parts, machinery & tools, and related products(Other than C-1)	1 booth = about 9m <sup>2</sup> ( 2.97m x 2.97m )	¥ 245,000

Note: 5% consumption tax will be added to the above charges.

### 2 ) Remittances for application and space charges must be made in Japanese yen to the bank account designated by the JMIF. Remittance charges are borne by the exhibitors.

## 3 . Application for Exhibition Space

### 1 ) Applications for exhibition space must be submitted by January 31 (Thu.), 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. Consumption tax of 5% will be added to the space charge when making a final settlement. 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.

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- Exhibitors planning to demonstrate the performance of vehicles by operating their engines should apply for an outdoor exhibition space.
- 2 ) The balance of the space charge must be paid by April 30 (Tue.), 2002, 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 above 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 JMIF 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 28 (Mon.), 2002, it shall be deemed that the exhibitor's application for that space has been cancelled and said space will be reassigned at the JMIF'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 JMIF 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 JMIF 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. 3188925, Japan Motor Industrial Federation, Inc.,  
The Bank of Tokyo-Mitsubishi, Ltd. - Shin Marunouchi Branch.

#### 4 . Allotment of Exhibition Space

- 1 ) The JMIF will decide the assignment of exhibition halls for each of the sections, taking into account the types of exhibits expected in each section, the physical conditions of the buildings, and other factors.
- 2 ) Base on the available space in each exhibition section, the JMIF will allot the exhibition spaces after the closing of the application period.
- 3 ) The JMIF will allot the spaces taking into consideration the space required for the main aisles and the total space of the exhibition hall. If two or more applicants request the same space in a section, the JMIF will allot it based on a lottery. No complaints against the allotment will not be accepted.
- 4 ) If subsequent to the date of application, the conditions described in 3.7 ) above the allotment made to the exhibitor will be annulled. Any space charge paid will not be refunded.
- 5 ) Any space that becomes available due to cancellation, etc. may be reallocated by the JMIF.
- 6 ) 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. Exchanges of spaces among exhibitors is also not be allowed.
- 7 ) JMIF 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.
- 8 ) Exhibitions at the 36th Tokyo Motor Show (Commercial Vehicles) will not be considered when allocating stands for the 37th Tokyo Motor Show (Passenger Vehicles/Motorcycles).

## 5 . Decorations and Their Installation

- 1 ) The JMIF 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. Decoration work and materials must be in accordance with the "Standfitting and Display Regulations" issued separately.
- 3 ) The size and placement of exhibition facilities, the use of audio equipment, and other display work in each stand must conform to the "Standfitting and Display Regulations" issued separately.
- 4 ) The charges for electricity, communication, water, and drainage, and the installation of these facilities must conform to the "Regulations for Use of Utilities" in the "Standfitting and Display Regulations" issued separately.

## 6 . Protection of Visitors and Maintenance of Exhibits

- 1 ) While the JMIF 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 JMIF 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 JMIF. It is the responsibility of the exhibitor to solve or settle during 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

General public (Adults including high school students)	¥1,000
Elementary and junior high school students	¥ 500

- 2 ) Invitation tickets (valid only on general public days) will be distributed free of charge as follows:

( 1 ) Commercial vehicle/CV body sections	5 tickets per m <sup>2</sup> of exhibition space
( 2 ) Parts, machinery & tools, and related products section	50 tickets per exhibition booth

Extra invitation tickets can be obtained for ¥500 (tax incl.) per ticket.

- 3 ) Industry Associate Complimentary Tickets(valid on the afternoon of special guest day and general public days)

Details on applying for these tickets will be announced separately in a "Newsletter to Exhibitors".

#### 4 ) 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 ) Commercial vehicle / CV body	1 card per 3m <sup>2</sup> of exhibition space
( 2 ) Parts, machinery & tools and related products sections	6 cards per booth

Extra cards will be issued to exhibitors at a charge of ¥2, 000 (tax incl.) upon request.

### 8 . Expenses and Settlement of Accounts

Apart from exhibition expenses specifically borne by the JMIF, 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 JMIF by the date specified by the JMIF.

### 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 JMIF will refund to the exhibitors any balance left after deducting all expenses paid or payable by the JMIF for the planned Show. The amount of the refund to each exhibitor will be based on the percentage of total space charge paid by the exhibitor. The JMIF 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 JMIF 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 JMIF Secretariat accordingly.

## 12 . CLASSIFICATIONS TABLE OF EXHIBITS

Class	Division	Description
Class 1	Commercial vehicles	Commercial vehicles, their engine, chassis and relate units.
Class 2	CV bodies	Vehicles assembled with a CV body, trailers, related apparatus, and accessories.
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, Nozzle, Electronically-Controlled Fuel Injection Equipment, Fuel Filter, Air Cleaner, Air Cleaner Element, Manifold, Turbo Changer and Super Changer, 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	Starting 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, Windshield Washer, Horn and Buzzer, Steering Lock, Switch, Flasher, Relay, and Solenoid, High Tension Electric Cable, Low Tension Electric Cable, Wire Harness, Other Electrical Parts
	Item C Drive, Transmission, Steering, Suspension, Brake Parts	Clutch Cover, Clutch Disk, Clutch Facing, Transmission, Transmission Parts, Automatic Transmission, Steeing 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, Panel for Truck and Bus Chassis, 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	Boring & Honing machines, Steam cleaners, Lubricators, Lifts, Other garage equipment
	Item B Tools	Pliers, Wrenches, Screwdrivers, Reamers, Other maintenance tools
	Item C Diagnosis machinery	Engine analysers, Brake testers, Headlight alignment testers Exhaust emission analysers, Others testers
	Item D Other equipment	Jacks, Gauges, Washing and cleaning machines, Others

### 13 . Schedule of Exhibitor's Expenses(payable to JMIF)

:All exhibitors :Relevant exhibitors - :Not applicable

Items	Section for exhibition			Unit price	Volume
	Commercial vehicles	CV bodies	Parts, etc.		
Exhibition charge			Commercial vehicles CV bodies	Indoors ¥17,000/m <sup>2</sup>	m <sup>2</sup>
				Outdoors ¥5,000/m <sup>2</sup>	
			Parts	• Members of constituent organizations of JMIF ¥203,000/booth	booth(s)
				• Others: ¥245,000/booth	
Advance tickets				Extras to allotted cards at ¥500/piece(tax included)	piece(s)
Automotive Guidebook of Japan coupons				¥900/piece(tax included)	piece(s)
Tokyo Motor Show envelopes				¥20/piece(tax included)	piece(s)
Restaurant Coupons				¥1,000/piece	piece(s)
Exhibitor's admission cards				¥2,000/piece(extras to allotted cards)(tax included)	piece(s)
Electricity charges (Installation and electricity used)				Lighting &Power ¥1,400/0.1kw	kw
Telephone installation				¥25,000/line	line(s)
ISDN line installation				¥35,000/line	line(s)
Water supply installation			13mm	¥60,000/pipe	pipe(s)
			20mm	¥90,000/pipe	pipe(s)
			25mm	¥120,000/pipe	pipe(s)
Water supply charge				¥775/m <sup>3</sup>	m <sup>3</sup>
Carpet for Common Passageway				¥ /m <sup>2</sup>	m <sup>2</sup>
Punch carpet (In-stand)			-	900mm-wide: ¥ /m	m
			-	1,800mm-wide: ¥ /m	m
Exhibitor's room			-	¥ /m <sup>2</sup>	m <sup>2</sup>
Audio/visual/broadcasting equipment				VHF, UHF, FM: ¥ /unit	unit(s)
				Satellite: ¥ /wave	wave(s)
Floor restoration expense			Hole-in-anchor 10mm or less	¥600 /piece	/hole-in-anchor(s)
			Hole-in-anchor 12mm or more	¥800 /piece	/hole-in-anchor(s)
Rent of International Conference Hall					
TOTAL					

- 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. The above prices are as of September 2001 and subject to change.  
4. Unknown unit prices will be notified later.  
5. International call and excessive calls are charged separately ( )

# Regulations Applicable to All Exhibitors <Standfitting and display regulations>

## Chapter 1: Delivery and Removal

### 1 . Delivery and Installation Period

- 1 ) Period —  
The period for delivering exhibits and installing exhibition facilities is October 26 (Sat.) - 28 (Mon.), 2002 (3 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 Japan Motor Industrial Federation, Inc (hereinafter referred to as the JMIF Secretariat) by 5:00 pm of the day for which an extension is required.
- 3 ) Delivery and Removal of Exhibits during the Show —
  - (1) If delivery or removal of exhibits becomes necessary for special reasons during the Show, the exhibitor must notify the JMIF Secretariat of its request for the JMIF's approval. Delivery or removal work may only be done from 30 minutes after the Show hours to 30 minutes before the Show hours.
  - (2) If it becomes necessary to rearrange or redecorate exhibition facilities during the Show due to a breakdown or damage, the exhibitor must obtain prior approval from the JMIF Secretariat. Such rearranging or redecorating work must be carried out in the presence of the exhibitor, before or after opening hours.
- 4 ) Detailed Statement of Exhibit Items —  
Each exhibitor must submit to the JMIF Secretariat a detailed statement of scheduled exhibits describing each item (name, volume, type, size, etc.) on the designated form by August 23 (Fri.), 2002 . The JMIF Secretariat will consider these statements as official descriptions of the exhibits.
- 5 ) Contractor Notices —  
Contractors performing decoration, electrical, or other work in the stands must submit to the JMIF Secretariat a written notification on the designated form by September 6 (Fri.), 2002.

### 2 . Removal Period

The period for removing exhibits and exhibition facilities after the termination of the Show is November 3 (Sat.) 7:30pm - 4 (Sun.) 5:00pm, 2002. All exhibition materials must be removed by the exhibitor. Any materials not removed by 5:00 pm, November 4, 2002 will be disposed of by the JMIF 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 strictly controlled. 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, entry and exit points for delivery and removal have been designated for each exhibition hall.

Exhibitors will receive colored stickers indicating which route 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.

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

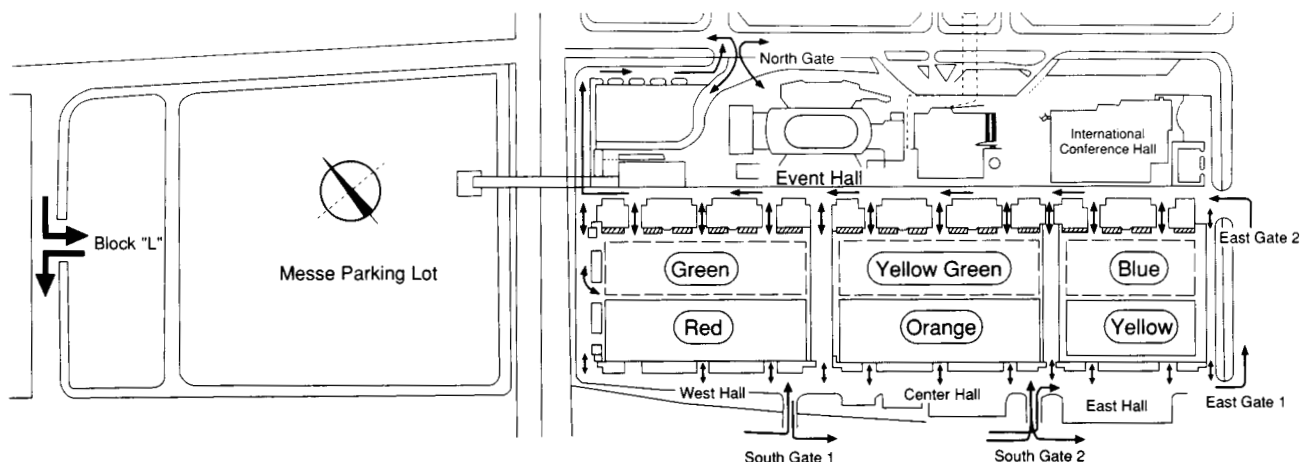
Worker carriers (buses and cars) are not allowed to enter the exhibition site during the delivery or removal periods as well as during the Show period. They must be parked in a parking lot.

##### 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 point for this period is East Gate 2.





#### Entry & Exit points for Delivery & Removal Vehicles

Location of Exhibitor		Entry gate	Exit gate	Sticker color
West Hall	South side	South Gate 1	South Gate 1	Red
	North side	East Gate 2	North Gate	Green
Center Hall	South side	South Gate 2	South Gate 2	Orange
	North side	East Gate 2	North Gate	Yellow Green
East Hall	South side	South Gate 2	East Gate 1	Yellow
	North side	East Gate 2	North Gate	Blue

## 5 . Contractor Badges

Contractors working in the Show site must wear JMIF-issued "Contractor Badges" when working. The badges will be sold (¥100 each) at the JMIF 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 delivery, installation, or 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. at +81 43 296 0534. Exhibitors are requested to maximize the reuse of materials and minimize the amount of disposal.

# Chapter 2: Construction Work

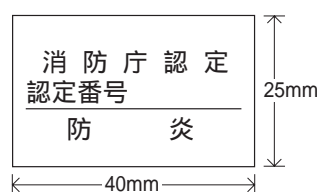
## 1 . Materials for Exhibition Facilities

Materials used for exhibition facilities must, in principle, be incombustible, semi-incombustible, or flameretardant.

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 flameresistant item must bear an easily visible flame-resistant label prescribed by the Fire Service Law Enforcement Regulation.

( Example of Flameresistant Label )



in case of carpets and other materials

## 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, 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 suction and exhaust openings of air conditioning systems must not be covered by exhibits or decorations.

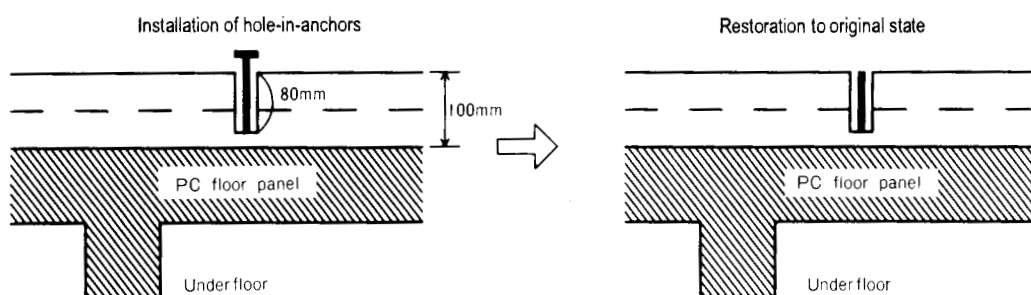
## 3 . Flooring Work

- 1 ) Only the following types of hole-in-anchors may be used in the West, Center, and East Halls to anchor exhibition facilities. Exhibitors intending to use hole-in-anchors must complete a designated "Notification of Flooring Construction Work" form and submit it, together with a drawing detailing the location of the anchors, to the JMIF Secretariat by September 6 (Fri.), 2002. Exhibitors must pay a floor restoration fee determined according to the diameters of the hole-in-anchors, as shown below.

\* Floor Restoration Fee(5% Consumption tax will be added.)

12 mm or more - ¥ 800 / piece
10 mm 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 not allowed.



### 2 ) Exhibition of Heavy Items

The floors of the West, Center, and East Halls have the same construction: 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.)

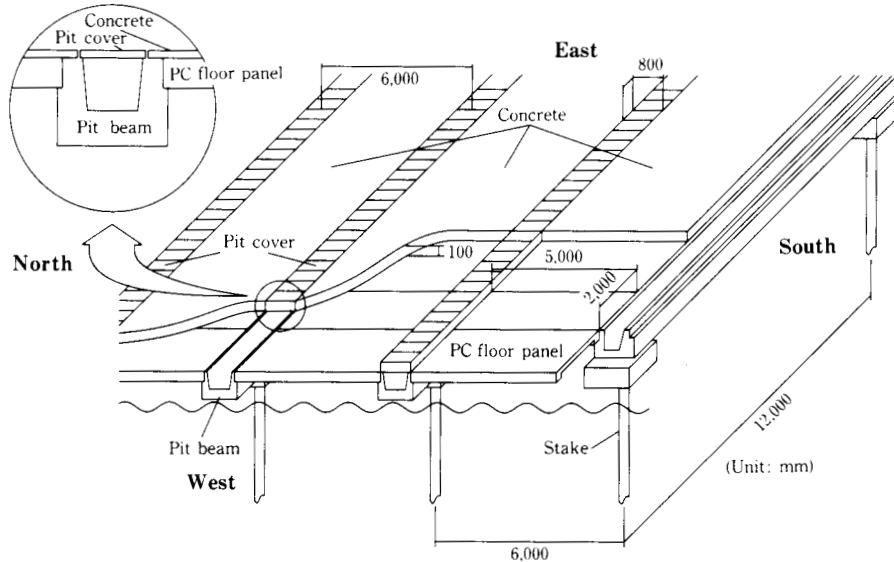
#### ( 1 ) Allowable loads

PC floor panels	5 t / piece (2m x 5 m)
The panels are covered by 100mm-thick concrete, so they are not visible.	
Pit beams	25 t / piece (12 m long)
Stakes	75 t / piece

Exhibits meeting a description below must be reported to the JMIF.

- (A) Items with a load of more than 5t / piece on the PC floor panels, or a load of more than 25t piece on the pit beams.
- (B) Items with a load of more than 25t piece
- (C) 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 30 t, 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 the following “Exhibition Method” of (2).

( 2 ) Exhibition Method

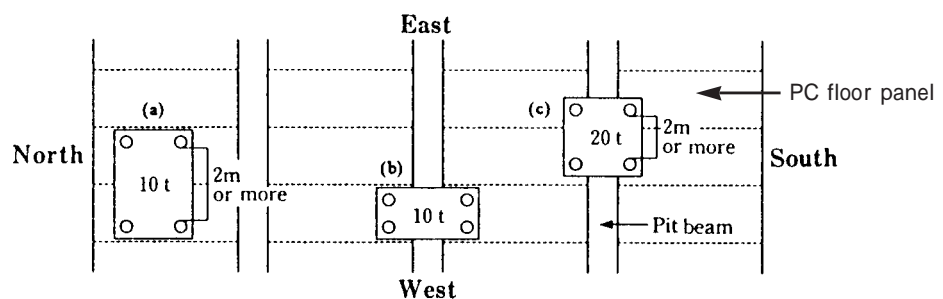
Since the placement of a heavy exhibit depends on how many PC floor panels the load can be distributed to the size of the floor panels (2m × 5m) and the location of the pits must be fully taken into account when planning an exhibits location.

- (A) Exhibits whose load on a PC floor panel is not more than 5t and whose ground anchoring points (marked by ○ in the drawings below) are each 25cm square or more do not require load distribution.

(The load on the pits and stakes will be naturally within “allowable loads.”)

Examples

- a . Ground anchoring points are 2m 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 2m apart (east-west). Ground anchoring is made astride a pit, with load distributed on four PC panels.



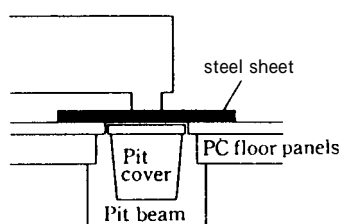
Note: ○ indicates a ground anchoring point. Load is assumed to be dispersed uniformly.

(B) Exhibits whose load on a PC floor panel is 5-10 t, with the load concentrated over a pit cover, must have their load distributed by steel sheets.

Examples for laying steel sheets

- a . When the ground anchoring points are each less than 25cm square, even though the load on a PC floor panel is not more than 5t, steel sheets or other undistortable materials of 25cm 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 (22mm thick or more), so that the load is distributed over the PC floor panels as shown below.

Example



- 3 ) In the 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 JMIF Secretariat will collectively apply for a bonded exhibition area, and exhibitors wishing to exhibit bonded cargo must submit a "Detailed List of Bonded Cargo" form (2 copies) to the JMIF Secretariat by August 23 (Fri.), 2002. 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

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## 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 ) Demonstrations using engines are allowed only in the outdoor exhibition area.

## 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 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.

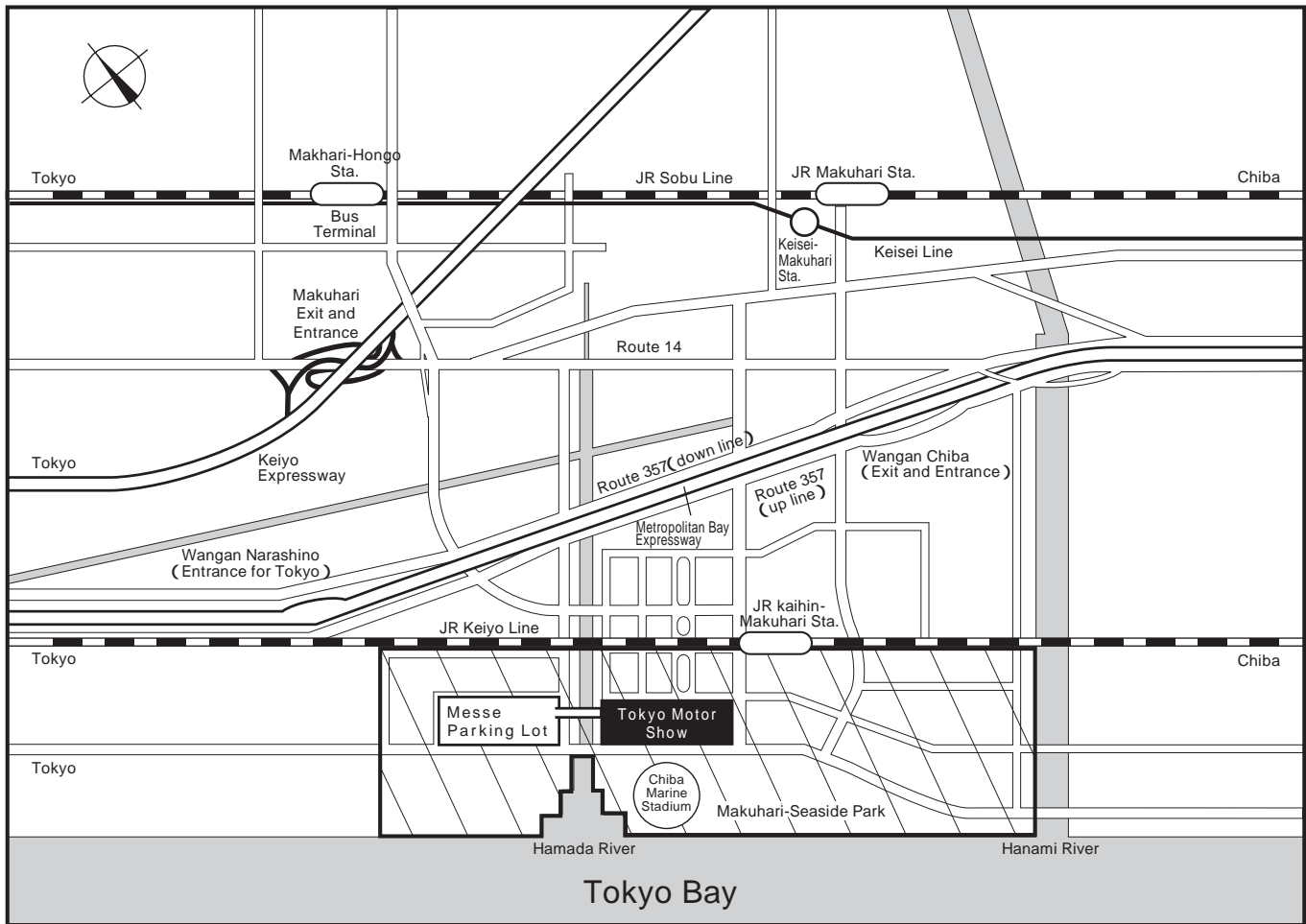
## 4 . Stand Personnel

- 1 ) Trained personnel must always be present in each stand. They must be fully capable of meeting and discussing business with visitors.
- 2 ) For the convenience of visitors, each member of an exhibitor's staff must wear a badge indicating the nature of their duties.  
Examples: Sales Representative, Technical Representative, Receptionist, Interpreter, Administration (Secretariat), 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. Normal advertising based on an annual contract is excepted.

- 1 ) Effective Period of Restrictions. \_\_\_\_\_  
From October 29 (Tue.) to November 3 (Sun.), 2002
- 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 6 (Fri.), 2002 to obtain approval from the JMIF Secretariat.

Such approval will be based on the following conditions:

### 1 ) Surveys by Questionnaire Outside Stand

- ( 1 ) Place: Surveys by questionnaire must be conducted only in places designated by the JMIF 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 JMIF 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.

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## 7 . Distribution of Materials

Exhibitors may distribute articles only within an exhibitor's stand. Exhibitors may distribute mementos, etc. not exceeding ¥500 in retail price. They are not allowed to distribute carry bags.

# Chapter 4: 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

Smoking is prohibited except in "smoking areas" that 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" must be placed conspicuously.

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 JMIF Secretariat by September 6 (Fri.), 2002.

#### ( 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, electric heating devices that have a visibly hot element (not including toasters, hair dryers, microwave ranges, etc. whose heating elements are provided with a combustion chamber or an air duct or positioned therein) and those that have an externally exposed heating elements likely to start a fire if they contact a combustible material are also considered a "naked flame."

#### ( 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. However, the following acts shall not be included in the entry of hazardous materials.

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).

### 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 Mihama Fire Station considers that such a waiver will not obstruct fire prevention efforts.

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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 JMIF Secretariat by September 6 (Fri.), 2002. The JMIF Secretariat will take these applications to the Mihama Fire Station, and those applications approved by the head of the fire station will also be approved by the JMIF Secretariat.

( 1 ) Approval of Use of Naked Flames

The flame is 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 where a naked flame is to be used.

Fire extinguishers are provided.

The flame is at least 5m 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 5m from hazardous materials or other inflammable materials.

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 75 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.

( 2 ) Requirements for Approval of Entry of Hazardous Matter

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 3m 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 6m away, unless incombustible walls are between the hazardous materials and any exits and stairways.

The hazardous materials are kept at least 5m 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 designate area is as follows, but must 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.

( 3 ) Complementary Measures for Entry

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



#### ( 4 ) 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 has become a threat to fire safety due to changes made in the building or the structural parts and equipment thereof.

## 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 of "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 5: 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 JMIF Secretariat, an exhibitor has infringed on a provision of the regulations or does not comply with the intend 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 matter will be referred to the Chairman and Vice-Chairman of the Exhibition Planning Sub-committee and to the JMIF Secretariat.  
Based on their decision, the JMIF may issue a formal warning to the exhibitor.  
This warning is the final judgement which an exhibitor is not allowed to make a complaint against.
- 3 ) An exhibitor receiving a warning referred to in 2) above must submit in writing to the JMIF Secretariat full details of the improvements to be made, including the scheduled date of their completion.
- 4 ) If an the exhibitor makes no improvements following a formal warning referred to in 2) above, the Secritariat may publicly announce the fact to that extent and prohibit the exhibitor from participating in the next two Tokyo Motor Show.

#### Changes in Regulations

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

# Regulations Applicable to Commercial Vehicle and CV Body Exhibitors

## 1 . Conditions for Exhibition

- 1 ) Commercial vehicle section: (1) Vehicles (including mini vehicles) with a license plate number with 1, 2, 4, 6, or 8, and (2) taxi vehicles with a license plate number with 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.
- 2 ) Commercial vehicle body section: Vehicles with a base included in 1) above and a CV body, trailers, related apparatus, and accessories.
- 3 ) Special exhibition: Exhibitors in 1) and 2) above can exhibit vehicles with a license plate number with 3, 5, or 7 if such vehicles can also be used for commercial purposes (excluding "prohibited vehicles" below) and vehicles designed for welfare service. However, these special exhibition vehicles can comprise no more than 20% of the total number of vehicles exhibited. This limitation does not apply to vehicles approved by the JMIF Secretariat. Applications for special exhibition must be submitted to the JMIF Secretariat by September 6 (Fri.), 2002. "Prohibited vehicles": Vehicles designed exclusively for passenger use (e.g., sedan, coupe, hardtop, cabriolet) and car-derived competition vehicles.
- 4 ) Exhibitors may exhibit only products they have manufactured themselves (including vehicles with already acquired license plates). These products include.
  - ( 1 ) Chassis or body equipment of their own manufacture.
  - ( 2 ) Consigned-production vehicles.
  - ( 3 ) Jointly developed vehicles.
  - ( 4 ) Vehicles supplied on an OEM (recipient brand products) basis.
  - ( 5 ) Overseas production vehicles (produced by overseas affiliates or joint venture companies)
- 5 ) Price indication of vehicles exhibited  
If a price is shown on an exhibited vehicle, the suggested retail price in the Tokyo area should be used so as not to mislead visitors.
- 6 ) Cargoes for display  
When exhibitors displaying commercial vehicles or commercial vehicle bodies use passenger cars, motorcycles, or other items as examples of cargo that can be loaded, these items must be placed on the cargo beds of the displayed vehicles. Markings indicating the nature of the cargo (manufacturer, model, specifications, advertisements, etc.) are prohibited.

## 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 neighboring stands.

- 1 ) Inclusion of In-stand Emergency Passageways (North-South) in Stand Space.  
In case the space leading to the emergency exits on the north and south sides of the halls are used as part of a stand space, as a result of a joint display and so on, the exhibitors must ensure that an in-stand emergency passageway is kept open for this purpose. Exhibitors so affected will be advised by the JMIF Secretariat when the stand allocations are announced. The area of the in-stand emergency passageways will be considered separate from the area of the stand itself, and exhibitors will not be required to pay fees for use of this space.
- 2 ) Use of In-stand Emergency Passageways (North-South)
  - ( 1 ) Exhibitors shall must keep open the in-stand emergency passageway of a width of at least 5 m. (Please refer to the attached diagram showing regulations for exhibits.) A straight passageway will obviate the need for adjustments by fire prevention authorities; if the passageway is not going to be straight, please contact the JMIF Secretariat.

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- ( 2 ) With the exception of the following, placement of facilities and/or display items is strictly prohibited in in-stand emergency passageways:

Elevated floor covering (10 cm or less). Slopes must conform to Paragraph 4, "Restrictions on Facilities." If the floor covering is the same color as the floor in the stand, the exhibitor must put in place markings indicating the width of the passageway (using a different color carpet, etc.).

If facilities or displays cross above a passageway, there must be an opening of 2.7 m or more, measured from the top of the floor covering.

### 3 . Layout of Exhibits and Facilities

- 1 ) The layout of exhibits and facilities should be planned in consideration of the safety of visitors, the visual effects on neighboring stands, and a smooth visitor flow.
- 2 ) Exhibits and facilities must be planned so that visitors can enter and leave the stand freely without stopping in the common passageway to view the stand.

### 4 . Restrictions on Facilities

Stand structures must confirm to the Construction Standards Law and the Fire Services Act of Japan. Construction is unrestricted except for the items specified below. The height of stand structures, excluding that of exhibits, must 6.0 m or less.

Since the outdoor exhibition area is open to the wind, care should be taken to avoid the danger of exhibits falling downs, when constructing self-standing facilities, in accordance with "Regulations Applicable to All Exhibitors" Chapter 2, Article 3.

- 1 ) Floor \_\_\_\_\_
  - ( 1 ) When a raised floor is used in an area where visitors will be walking, the exhibitor must install a slope (1/12 or less) around the perimeter of this raised area. (If a 1/12 slope is impossible for some reason, a slope of 1/8 or less may be used, as long as the JMIF Secretariat's confirmation is granted.) If a step or staircase is used in place of a slope, the steps must be no more than 18 cm in height and have a depth of 26 cm or more; in addition, a handrail must be installed or other measures taken to ensure the safety of visitors.
  - ( 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 JMIF Secretariat.
  - ( 3 ) Carpeting work on the common passageway inside the hall will be carried out by the JMIF Secretariat, and the costs thereof will be shared by the exhibitors in proportion to their exhibition are as.
- 2 ) Facilities for Viewing Exhibits \_\_\_\_\_

When installing facilities higher than the floor level designated in 1) above, they must be no higher than 2.1 m to give visitors a better view of exhibits. When providing stairways, they must have a tread of at least 26cm and a step not exceeding 18cm. When providing a slope, the grade must be must be 1/12 or less (If a 1/12 slope is impossible for some reason, a slope of 1/8 or less may be used, as long as the JMIF Secretariat's confirmation is granted.), and safety features such as railings must be used.
- 3 ) Utilization of Hall Columns \_\_\_\_\_

When utilizing an existing column within a stand, the maximum height of utilization is 6.0m. Any ventilator buttons installed on a column must be kept operative.
- 4 ) Multistory Facilities \_\_\_\_\_

Installation of multistory facilities within a stand is prohibited.

5 ) Restrictions on Ceiling Panels, etc.

The installation of ceiling panels and a roof over facilities, except for open 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 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 150m<sup>2</sup>, and one for every space partitioned by a 60cm or longer divider projecting from the ceiling.
- ( 2 ) A room with a floor space of 100m<sup>2</sup> or more must be equipped with evacuation passages leading in two or more directions.
- ( 3 ) For a visitors' room with a floor space of 200m<sup>2</sup> 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.

6 ) Specification Boards or Sheets

The following items stipulated by the Automobile Fair Competition Rules must be shown on specification boards or sheets. Vehicle names and specifications must be shown both in Japanese and English.

Essential Items	Model
	Dimensions (length, width, and height) mm
	Seating capacity (persons)
	Maximum loading capacity (kg)
	Piston displacement (cm <sup>3</sup> )
	Engine type
	Fuel system
	Fuel economy 10-15 mode fuel economy (km/l)
	Transmission
	Manufacturer
	Country of origin

7 ) Other

Protection of Electric Wires

For the safety of visitors, electric wires and the like protruding from the floor surface must be protected by additional flooring, not exceeding 10cm in height, at least 90cm in horizontal width, and having a slope along the circumference. (The height of edge of the additional flooring from existing floor must not exceed 1 cm.)

## 5 . Operation of Loud Speaker Systems

Exhibitors are required to manage the sounds levels in their stands to ensure a comfortable show environment.

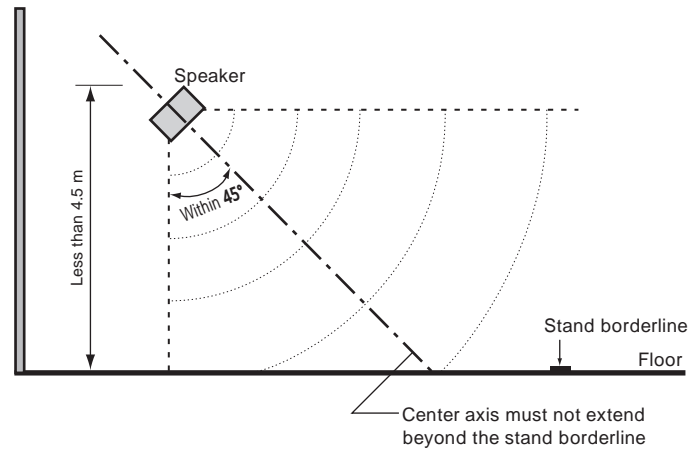
Exhibitors must comply with the regulations so as not to create excessive noise and avoid annoying nearby exhibitors.

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.

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1 ) Position

- ( 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.



2 ) Volume limit

- ( 1 ) Speaker volume must be no more than 77dB(A) at the stand borderline.
- ( 2 ) Exhibitors planning to use loud-speakers for a demonstration should coordinate the timing with neighboring exhibitors.
- ( 3 ) Exhibitors located near other exhibitors conducting press briefings on Press Day (to be notified separately in "Newsletter to Exhibitors") are prohibited from using loudspeaker systems or equipment until the briefings are complete.

3 ) Volume measurement

- ( 1 ) The JMIF Secretariat will regularly measure the sound volume at the point of the stand borderline closest to the sound source.
- ( 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 ) Violations

Exhibitors found to be violating the volume limit will be warned in writing by the JMIF Secretariat. 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 also be warned. Exhibitors failing to heed the warning will be penalized as follows.

- ( 1 ) An exhibitor will not be allowed to use any speakers during the morning period of the day after having received three warnings.
- ( 2 ) An exhibitor will not be allowed to use any speakers for the rest of the show, the third time the above (1) happens.

5 ) Constant attendance by 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.

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#### Use of wireless microphones

Wired microphones should be used in the halls to avoid interference with signals from other exhibitors in the hall and from general communication equipment in the Makuhari Messe area. When a display performance requires the use of wireless microphones, the exhibitor must notify the JMIF Secretariat of the frequency to be used by submitting the designated form "Application for Audio/Visual/Broadcasting Equipment". The exhibitor is required to use wireless microphones at its own risk, recognizing that there may happen interference with signals from other exhibitors in the halls and from general communication equipment in the Makuhari Messe area. The JMIF Secretariat bears no responsibility in the event of audio interference.

### 6 . 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 JMIF Secretariat for approval at an early stage in exhibition planning to permit changes if necessary. The deadline for submission is September 6 (Fri.), 2002.

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

#### Documents to be submitted:

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

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# Regulations Applicable to Parts / Machinery & Tools / Related Products Exhibitors

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## 1 . Conditions for Exhibition

- 1 ) Exhibits must be parts, accessories, or machinery & tools for commercial vehicles and CV bodies.
- 2 ) No exhibits other than products manufactured by exhibitors themselves may be exhibited.
- 3 ) Products may be exhibited together with commercial vehicles or CV bodies under the following conditions:
  - ( 1 ) The exhibition of commercial vehicles and CV bodies (including 1/1 scale models, cut chassis, and cut bodies) is allowed only if intended to increase the clarity of the exhibits. Such exhibition is not permitted if intended to lure visitors.
  - ( 2 ) Advertising related to the models of commercial vehicle or commercial vehicle bodies 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 ) The indication "Sold," a purchaser's name, a sales volume, or the like must not be shown on any exhibit.

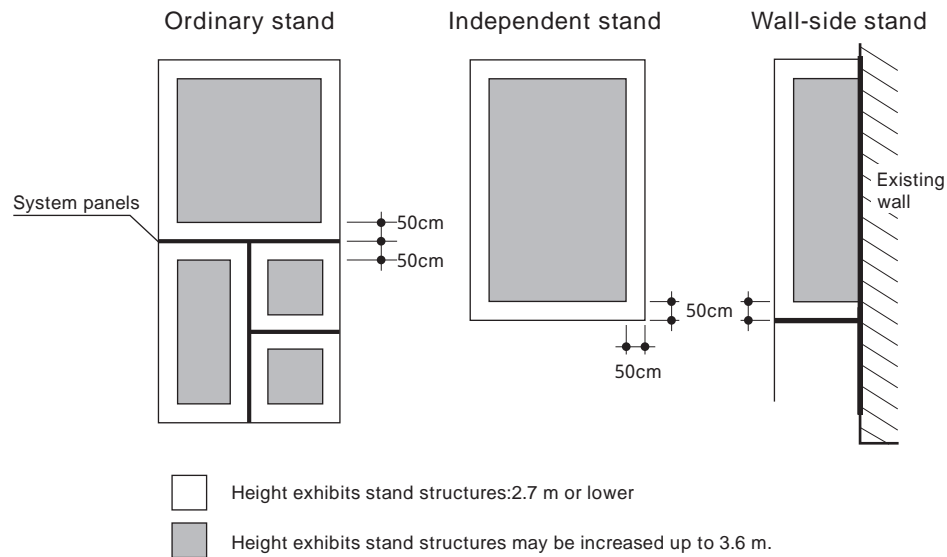
## 2 . Basic Stand Structures

- 1 ) To conserve natural resources and energy, the basic stands constructed by the JMIF Secretariat will have a "System Panel" structure 2.97m wide, 2.97m deep, and 2.97m high, as shown in the attached drawing of page 55.
- 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 JMIF Secretariat.
- 4 ) An exhibitor may not move the basic stand or change its structure without the approval of the JMIF 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

Facilities may be arranged at the exhibitor's discretion, except for the following.

- 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 50 cm or more set back from 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 open 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 be applied.
  - ( 1 ) Smoke sensors connected to the automatic alarm system must be installed on the ceiling, one for every 150m<sup>2</sup>, and one for every space partitioned by a 60cm or longer divider projecting from the ceiling.
  - ( 2 ) A room with a floor space of 100m<sup>2</sup> or more must be equipped with evacuation passages leading in two or more directions.
- 4 ) Multistoried Facilities  
Installation of multistory 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 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 ) Common Passageways  
Carpeting work on the common passageways inside the hall will be carried out by the JMIF Secretariat, and the costs thereof will be shared by the exhibitors in proportion to their exhibition areas.



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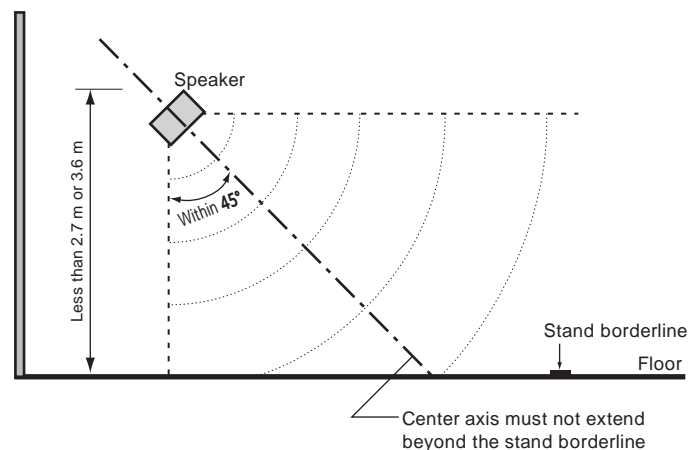
## 4 . Operation of Loudspeaker System

Exhibitors are required to manage the sound levels in their stands to ensure a comfortable show environment. Exhibitors must comply with the following regulations so as not to create excessive noise sounds 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

- ( 1 ) The height of speakers must be within the limit designated in Section 3, above Restrictions on Facilities 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 common passageway.
- ( 2 ) Exhibitors planning to use loud-speakers, for a demonstration should coordinate the timing with neighboring exhibitors to ensure that the limit is not exceeded.
- ( 3 ) When the sound volume exceeds the limit due to the use of audio equipment or the like, sound-insulated rooms such as listening rooms or vehicles should be used.
- ( 4 ) Exhibitors located near other exhibitors conducting press briefings on Press Day (to be notified separately in "Newsletter to Exhibitors") are prohibited from using loudspeaker systems or equipment until the briefings are complete

### 3 ) Volume measurement

- ( 1 ) The JMIF Secretariat will regularly measure the sound volume at the point of the center of the common passageway closest to the sound source.
- ( 2 ) The measurement will be based on the sense of human hearing, and will be done at the height of 1.5 m from the center of the common passageway. 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 stand. The peak value of the sound will be the one used for measurement.

### 4 ) Violations

Exhibitors found to be violating the volume limit will be warned in writing by the JMIF Secretariat. 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 also be warned. Exhibitors failing to heed the warning will be penalized as follows.

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- ( 1 ) An exhibitor will not be allowed to use any speakers during the morning period of the day after having received three warnings.
- ( 2 ) An exhibitor will not be allowed to use any speakers for the rest of the show, the third time the above (1) happens.
- 5 ) Constant attendance by 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**

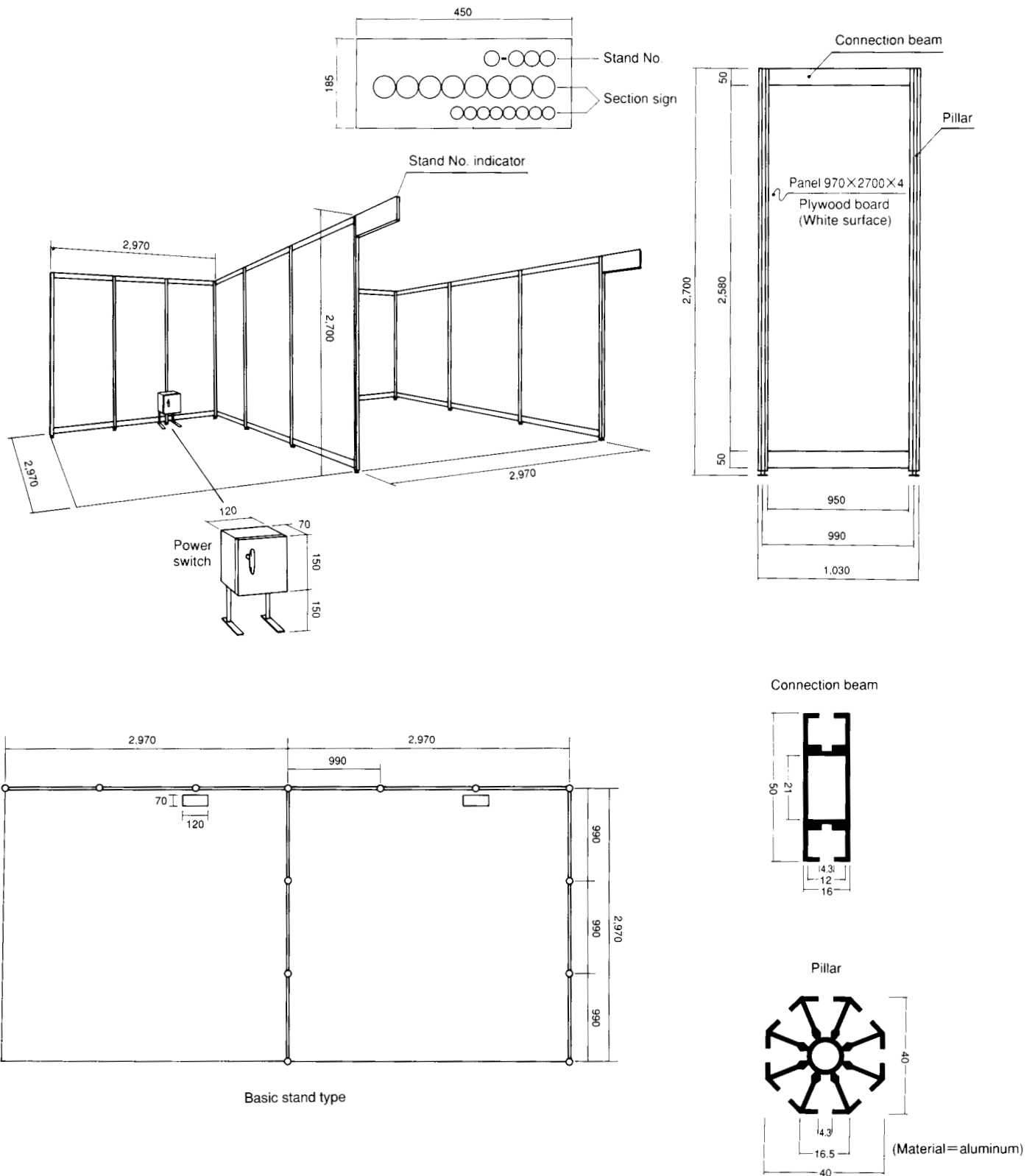
Wired microphones should be used in the halls to avoid interference with signals from other exhibitors in the hall and from general communication equipment in the Makuhari Messe area. When a display performance requires the use of wireless microphones, the exhibitor must notify the JMIF secretariat of the frequency to be used by submitting the designated form "Application for Audio/Visual/Broadcasting Equipment". The exhibitor is required to use wireless microphones at its own risk, recognizing that there may happen interference with signals from other exhibitors in the halls and from general communication equipment in the Makuhari Messe area. The JMIF Secretariat bears no responsibility in the event of audio interference.

## **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.

# Illustration of Basic Stand Structures (System Panel)



unit : mm

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# Regulations for Use of Utilities

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## 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 JMIF Secretariat a copy of the "Application for Use of Electricity" form for each exhibition section involved, by August 23 (Fri.), 2002.

### 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 Shared Expenses

- 1 ) A main electricity-supply cable will be laid to a corner of each booth by, and at the expense of, the JMIF Secretariat.  
For exhibition booths in the Parts Section, the exact locations of the outlets of these cables will be decided on by the JMIF Secretariat.  
For exhibitions in sections other than the Parts Section, the wiring will be run, as best as possible to position switches at locations designated by the exhibitors. For this purpose, two copies of the "Drawing of Locations of Electric Switches Desired" form must be submitted to the JMIF Secretariat by August 23 (Fri.), 2002. 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 JMIF Secretariat for every 20 kw per circuit upon the exhibitor's request.
- 2 ) All electrical 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 ¥1,400 (excluding tax) per 100 w.  
Note: Lighting and motor power usage of less than 100 w will be considered to be 100 w.
- 4 ) The charges for main-cable installation plus electricity used must be paid to the JMIF Secretariat by the date of payment shown on the bill issued by the JMIF Secretariat.

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## 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 JMIF Secretariat by September 6 (Fri.), 2002.
- 4 ) The JMIF Secretariat's contractor will meet with the counterpart of the exhibitor to review the Electrical Work Plan. The JMIF 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 28 (Mon.), 2002.
- 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 is prohibited.
- 7 ) If equipment that transmits extraordinary waves, or that may affect public safety, is to be installed, prior consultation with the JMIF Secretariat is required.
- 8 ) All wiring, in principle, must be laid using cables.
- 9 ) Solder less terminals must be used to connect electric wires, and cords must not be connected without connectors.
- 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.
- 12 ) Contractors must observe the following conditions,
  - ( 1 ) Electrical workers must wear a designated badge.
  - ( 2 ) Electrical workers must submit a copy of the "Notification of Decoration and Electrical Work Agencies" form to the JMIF Secretariat by September 6 (Fri.), 2002.
- 13 ) 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.
- 14 ) In the execution of electrical work, every measure must be taken to prevent fire, damage to persons and property, and other accidents.
- 15 ) 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 JMIF Secretariat (The Electric Room in each Hall) on the "Notification Concerning the Completion of Electrical Work form(2 copies)" before the electricity is switched on.

## 6 . Inspection of Electrical Equipment

- 1 ) After the JMIF Secretariat receive the "Notification concerning the completion of Electrical Work" form.
- 2 ) The electrical work will be inspected to ensure that it is 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 local government.

## 7 . Maintenance of Electrical Equipment

Exhibitors must maintain all electrical equipment inside their booths and must take measures, such as stationing a full-time qualified electrician in the booth or execute regular inspections, to prevent accidents and to minimize damage in the event of an accident.

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## 8 . Supply of Electricity to Booths

- 1 ) Electricity will be supplied to the booths from October 28 (Mon.) to November 3 (Sun.), 2002, 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 pavilion office of the JMIF Secretariat in advance, and the JMIF Secretariat will endeavor to provide electricity.

- 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 JMIF Secretariat is not responsible in any way for damage done to exhibition items used for demonstrations due to an 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 JMIF 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 8 days, from October 28 (Mon.), to noon, November 4 (Mon.), 2002 (8 days). All facilities associated with the services, such as information counters and communication equipment, should be installed by October 28 (Mon.), 2002.

## 3 . Application for Installation

Exhibitors requiring the installation of the temporary communication systems described above should submit an "Application for Installation of Temporary Communication Systems" to the JMIF Secretariat by September 6 (Fri.), 2002.

## 4 . Installation Charges

Installation charges are 25,000 yen (excluding tax) per telephone line and 35,000 yen (excluding tax) per ISDN line. The amount must be paid to the JMIF Secretariat by the date of payment shown on the bill issued by the JMIF Secretariat.

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

In cases where international telephone services have been provided, where the cost of 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 JMIF 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 of Temporary Communication Systems Locations", using the designated form or the booth layout plans, to the JMIF Secretariat by September 6 (Fri.), 2002.

## 6 . Installaton and Return of Equipment

- 1 ) The equipment (telephones or DSUs) will be installed in the booths on October 28 (Mon.), 2002.
- 2 ) The equipment must be returned by the exhibitors to the JMIF Secretariat's office in each exhibition hall after the termination of the show.
- 3 ) Exhibitors are responsible for stolen or damaged equipment. Adequate measures should be taken against such eventualities.

# Water Supply and Drainage Services

## 1 . Basic Equipment

Upon receipt of the application from mentioned below, the JMIF Secretariat will run the necessary water pipies from the main machinery pit (connection diameter 50 mm) of the exhibition floor and install a water outlet together with a meter as basic equipment in a secondary machinery pit located near the booth. Water supply and drainage services are not available in the outdoor exhibition area 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 Drainage Service" form to the JMIF Secretariat by September 6 (Fri.), 2002.

## 3 . Charges

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

Diameter of distribution pipe	Charge
13mm	¥ 60 000
20mm	¥ 90 000
25mm	¥120 000

\*If a distribution pipe in excess of the above diameters is required, the JMIF Secretariat will decide the charges separately.

- 2 ) The water supply charge is 775 yen (excluding tax) a cubic meter. The usage will be determined after the termination of the Show, and the exhibitor will be billed accordingly. The bill must be paid to the JMIF Secretariat by the date of payment shown the bill issued by the JMIF Secretariat.

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

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#### 4 . Water Supplies and Drainage Work

- 1 ) An exhibitor is responsible for installing water fountain and drainage equipment inside the booth connecting to the water supply outlet provided by the JMIF Secretariat.  
The expense for this installation work inside the booth is borne by the exhibitor.
- 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 JMIF Secretariat of its request, and pressurizing equipment must be installed at the exhibitor's expense.

#### 5 . Protective Equipment

If water stoppage or pressure changes are likely to happen the exhibitor should provide protective equipment. The JMIF Secretariat is not liable 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.

### 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

Exhibitors 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.