

Newsletter to Exhibitors

Japan Automobile Manufacturers Association, Inc.
Tokyo Motor Show Dept.

37th Tokyo Motor Show – Passenger Cars & Motorcycles (2003) Site Management

1. Admission for Exhibitors

When entering the Show site, Exhibitors must clearly show their “Exhibitor admission card” at the gate.

1) During Delivery and Removal periods, and during the show before opening (until 30 minutes before opening):

Exhibitors in West, Central, East, and Event Halls:

West 1, East, and North 2 gates

Exhibitors in North Hall:

West 2 and North 1 gates

2) During the Show (during opening hours)

Exhibitors may enter from any of the six entry gates.

Contractors must wear a “Contractor Badge” (100 yen each; sold only at the site) at all times. This badge is valid during the Delivery and Removal periods and outside of opening hours during the Show (from 30 minutes after closing to 30 minutes before opening).

2. Traffic restrictions around the site

During the show, traffic restrictions will be imposed between the North Hall and the Event Hall.

No vehicles will be allowed to pass through this area while traffic restrictions are enforced. Please ensure that all persons working at the site or involved in Show activities are well aware of these restrictions.

	Location	Schedule for traffic restrictions
Press Day, Special Guest Days (Oct. 22 – 24)	Between North Hall and Event Hall	8:45 ~ 18:30
General Public Days (Oct. 25 – Nov. 5)	Between North Hall and Event Hall	Weekdays: 9:30 ~ 20:00 Weekends and holidays: 9:00 ~ 20:00

3. Theft Prevention

During Delivery and Removal periods and during the Show, a large number of persons are expected to be present in booths, in the Lounge, and in other areas throughout the Show site. As in the past, the Secretariat will assign security personnel to undertake general safety management throughout the venue, and will make every effort to prevent theft and accidents. Please note, however, that the Secretariat will assume no responsibility whatsoever for losses of any exhibit item or other property due to theft, fire, damage, etc. Exhibitors should take the necessary preventative measures, such as locking up and insuring property.

4. Delivery and Removal Periods

1) Delivery and Installation Period

Passenger Car and Motorcycle Divisions:

Oct. 14, 2003 (Tues.) at 12:00 a.m. – Oct. 21 (Tues.) at 6:00 p.m.

Parts, Machinery and Tools, and Related Products Division:

Oct. 15, 2003 (Wed.) at 8:00 a.m. – Oct. 21 (Tues.) at 6:00 p.m.

2) Removal Period

All Divisions: Nov. 5, 2003 (Wed.) at 8:00 p.m. – Nov. 8 (Sat.) at 5:00 p.m.

*Any facilities not removed by November 8 at 5:00 p.m. will be appropriately disposed of by the Secretariat, and the Exhibitor shall bear the cost of that removal, with an invoice to be forwarded at a later date.

5. Vehicles for Delivery and Removal

1) Times for vehicle entry

Delivery and removal periods

24-hour access from specified gates.

A waiting area (Block L, Makuhari Messe Permanent Parking Lot; at no charge) will be set up for vehicles that are unable to enter the site. This waiting area will only be available during delivery and removal periods; parking or waiting in this area during the Show is prohibited. (A charge will be levied for parking in this waiting area during delivery and removal periods.)

*Note that start of removal on November 5 shall be according to the following schedule:

From 10:00 a.m.: Opening of parking lot for removal vehicles (Reception will be at Block L, Makuhari Messe Permanent Parking Lot. Follow the instructions of the on-site attendants regarding parking positions.)

From 8:00 p.m.: Entry for workers and removal equipment (pushcarts, forklifts, etc.)

Entry for priority removal vehicles (Passenger car / Motorcycle Divisions: Number of vehicles will be limited)

From around 10:00 p.m.: (Depending on removal conditions for priority removal vehicles): Entry for removal vehicles

During the Show

During opening hours: Entry of vehicles into the Show site and parking is prohibited, with the exception of emergency vehicles and catering vehicles (Press Day only). Exhibitors delivering catalogs and other materials must use pushcarts, etc.

After closing: From 30 minutes after closing to 30 minutes before opening. Entry via the delivery gate (East 2, East 3, and West 2 gates).

2) Site entry and exit gates

In order to alleviate congestion of Delivery and Removal vehicles within the site, Exhibition Halls will be divided into blocks and identified by colors, with entry and exit gates designated for vehicles used by Exhibitors in these Halls. **Drivers must use specified entry and exit gates according to the sticker color.**

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
East Hall (North Side)	Delivery Gate (East 2)	Removal gate (North)	Blue
Event Hall	Delivery Gate (North)	Same as entry gate	Purple
North Hall	Delivery Gate (West 1-3, East 3-4)	Same as entry gate	Brown

3) Vehicles allowed to enter the site

Only trucks and other vehicles transporting materials for setup, removal, and exhibits.

Vehicles for transporting persons (buses, passenger vehicles) may not enter the site either during delivery/removal periods or during the Show.

* Vehicles for transporting persons shall present an "Exhibitor's Parking Permit," and park in the Exhibitor's parking lot. Vehicles without a permit shall park in the permanent or temporary parking lots for a fee.

4) Priority Removal Vehicles

At the start of removal operations on November 5, in order to alleviate congestion within the site, vehicles involved in dismantling and removal for Passenger Car and Motorcycle Divisions shall be given priority for entry from 8:00 p.m. Stickers will be distributed separately for the relevant vehicles according to the standards outlined below. Please display these stickers on the front windshield along with the colored stickers described above.

Distribution of stickers for priority entry vehicles

Exhibitor Division	Exhibit area	Number of stickers
Passenger cars	2,000 m ² or more	5
	1,500 m ² or more – Less than 2,000 m ²	4
	600 m ² or more– Less than 1,500 m ²	3
	200 m ² or more– Less than 600 m ²	2
	Less than 200 m ²	1
Motorcycles	300 m ² or more	3
	200 m ² or more– Less than 300 m ²	2
	Less than 200 m ²	1

6. Other Items

- 1) Parking in the roads in the vicinity of the Show site is prohibited.
- 2) Loading and unloading operations should be conducted as quickly as possible; after the operations are completed, the vehicles should leave the Show site immediately. Working and parking is prohibited particularly in the roads and passageways inside and in the vicinity of the Show site.
- 3) As a rule, work should be conducted inside the booths, and with attention to avoiding inconvenience to others nearby.
- 4) Workers must wear safety helmets and safety boots, and should pay full attention to prevent accidents.
- 5) All persons shall follow the instructions of security personnel at the Show site.