

*Exhibitor's Guide - Tokyo Toy Show 2014*



October, 2013

## **Message for Tokyo Toy Show 2014**

We wish to take this opportunity to thank you for your continued support of the activities of the Japan Toy Association.

We are pleased to enclose an “Exhibitor’s Guide” where you can find all of the details you will need for the Tokyo Toy Show 2014.

The Tokyo Toy Show 2013 welcomed 18,738 visitors at the Trade Fair (the first 2 days) and 140,573 visitors at the Open to the Public Event (the latter 2 days), (in total 159,311 visitors.)

It is our pleasure to announce that the Tokyo Toy Show 2014 will be held from June 12 to 15, 2014 in the West Exhibition Hall 1-4 at Tokyo Big Sight.

In order to continue the momentum of the success of the previous shows, the Japan Toy Association will do its best to further upgrade the show in quality and quantity and to hopefully attract even more visitors than we had at the previous show.

The show has had extensive coverage in the media, thus drawing overwhelming attention from society. And the show has prominently increased its function as a major source for dispatching information concerning toys and hobby products.

We are convinced that the Tokyo Toy Show 2014 will provide you with an effective and unique opportunity for business negotiations for upcoming summer vacation sales, introducing new products for the year-end sales season, and for closer contact with toy users.

Please read the enclosed “Exhibitor’s Guide” for more information about the show.

We look forward to receiving your reply for advance booking of your space in the Tokyo Toy Show 2014.

Yours Sincerely,

**Kantaro Tomiyama, Chairman  
The Japan Toy Association**

**Masanobu Todokoro, Chairman  
Committee of the Tokyo Toy Show,  
The Japan Toy Association**

## Exhibitor's Guide - Tokyo Toy Show 2014

- Exhibition Title:** Tokyo Toy Show 2014
- Subtitle:** International Tokyo Toy Show 2014
- Objective:** To provide a venue for announcing new products to markets inside and outside of Japan and for conducting business negotiations for the Christmas and the year-end sales season, thereby activating distribution and expanding sales channels.  
“The Open to the Public Event” will be held to encourage the public to reconfirm the pleasure of toys through hands-on play.
- Organizer:** The Japan Toy Association
- Co-Organizer:** Tokyo Metropolitan Government (to be confirmed)
- Supported by:** Ministry of Economy, Trade and Industry (to be confirmed)
- Show Period:** Thursday, June 12, to Sunday, June 15, 2014
- Show Hours:**
- |                    |   |
|--------------------|---|
| June 12, Thursday: | 10:00 – 17:30 [Business discussions only] |
| June 13, Friday:   | 10:00 - 17:00 [Business discussions only] |
| June 14, Saturday: | 09:00 - 17:00 [Open to the public]        |
| June 15, Sunday:   | 09:00 - 16:00 [Open to the public]        |
- Show Venue:** Tokyo Big Sight  
3-21-1 Ariake, Koto-ku, Tokyo 135-0063, Japan  
Phone 03-5530-1111 (+81-3-5530-1111)
- Show Floor Footprint:** West Exhibition Building, Tokyo Big Sight  
8,880m<sup>2</sup> in West 1 Hall, 8,880m<sup>2</sup> in West 2 Hall, 4,680 m<sup>2</sup> in West 3 Hall,  
6,840 m<sup>2</sup> in West 4 Hall, Total 29,280m<sup>2</sup>
- Entrance:** Free of charge  
On June 12 and 13, bearers of invitation cards issued by the organizer can enter.  
Business people can enter after completing registration, if they do not have invitation card.  
Foreign visitors can get registration in advance on the website of the JTA to make sure of their entrance.
- Exhibition Products:** Toys and hobbies in general, party goods, fancy goods, stationary, baby & kids gift, baby & kids apparel, maternity-related articles, games, amusement machinery, character goods, contents for kids (movie, music, publication, WEB, etc.), sports/outdoor, etc., as well as products approved by the Japan Toy Association may be exhibited.

**Refrain from Private Exhibition:**

Exhibitors are requested to refrain from holding a private exhibition approximately one month before the Show and during the Show.

**Limitations on Exhibited Products:**

The exhibited products shall be in one of the following categories:

- (1) Products with exhibitors own brand and not displayed in other booths.
- (2) Products purchased from other suppliers or sold under consignment contract and not displayed in other booths.
- (3) Products that do not infringe on intellectual property rights belonging to third parties.

**Qualification of Exhibitor:**

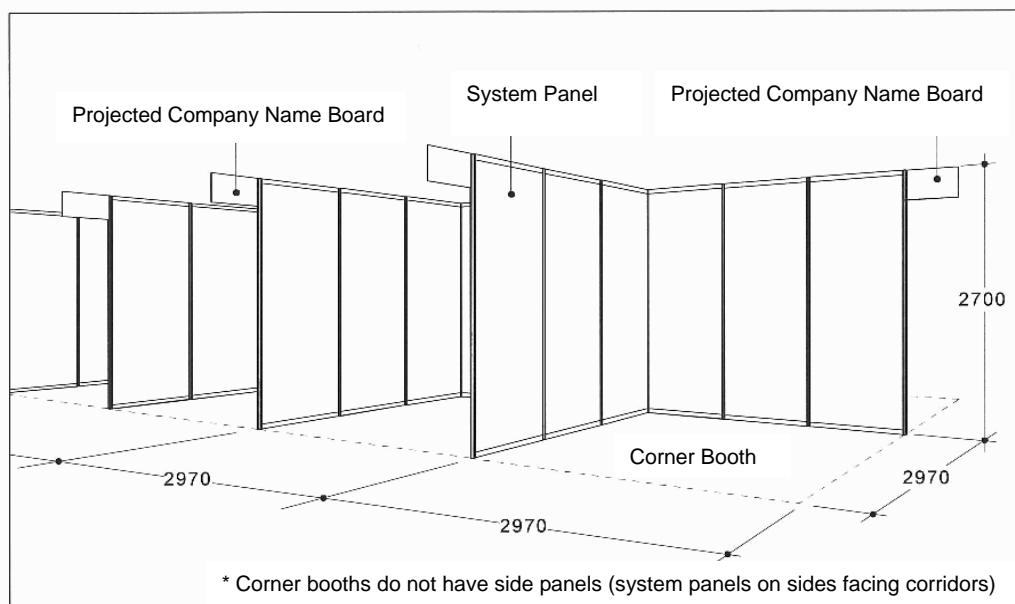
- (1) Member of the Japan Toy Association
- (2) Manufacturers, distributors or groups of them inside and outside Japan exhibiting products listed in “Exhibition Products” as above
- (3) Other parties approved by the Japan Toy Association to exhibit products

**Booth Size:**

Width: approximately 2.97m, Depth: approximately 2.97m,  
Area: approximately 9m<sup>2</sup>

**Basic Facilities:**

- (1) Side walls and rear walls of system panels not facing corridors
- (2) Projected Company Name Board (described in Japanese and English)



**Application Fee:** ¥33,900 (tax included) per exhibitor  
**Exhibition Fee:** Per one exhibition stand:  
¥293,100 (tax included)  
¥246,800 (tax included), for exhibition as a part of a National Pavilion  
**Business days only (Thursday, June 12 and Friday, June 13)**  
**¥168,400 (tax included), foreign exhibitors only**

\*Note: Consumption tax 8%

**Expenses included in Exhibition Fee:**

- (1) Booth rental within standard hours
- (2) Cost for placing the exhibitor's information on the brochure and website
- (3) Basic booth installation fee
- (4) Cost for installing public guidance lights and facilities
- (5) Ceiling lighting charge within standard hours
- (6) Air conditioning charge during the Show
- (7) Overall advertisement and publicity expenses
- (8) Overall planning and operation expenses
- (9) Overall security and safety management expenses
- (10) Expenses related to secretariat activities

**Expenses not included in Exhibition Fee:**

Expenses other than those listed in (1) to (10) will be for the account of the exhibitor, for example;

- Shipping cost of exhibits and promotional materials
- Floor engineering works such as setting a punched-hole carpet
- Cost of electrical construction
- Cost of equipments such as parapet or display shelf, which are not supplied as "Basic Facilities"

**Application Filing Period:**

Applications will be accepted between **Thursday, October 3, 2013, and Friday, November 29, 2013.**

**(After November 29, 2013, please directly contact the secretariat of the JTA.)**

**Allocation of Booth Location:**

- 1) Locations of booths will be allocated by a method decided by the Japan Toy Association.
- 2) The Association will do its best to accommodate the wishes of those exhibitors who desire to have specific booths, but will not be able to guarantee it.

**Preferred Allocation of Corner position (Additional cost):**

Corner positions will be allocated preferentially to those who have requested it on the Application Form. The additional cost of ¥64,800 (tax included) will be charged on the invoice.

(This service is only for exhibitors who book 3 unit booths or less.)

In case their request should not be met as a result of overall floor plan, the paid ¥64,800 (tax included) shall be refunded.

\*Note: Consumption tax 8%

### **Expenses of electric work and electricity use:**

The Japan Toy Association will undertake the primary engineering work to supply mains electricity to each booth.

Please implement on exhibitor's side the secondary engineering work for interconnection and decoration in the booth.

#### ①Expense for engineering work for mains electricity

Exhibitors will be charged according to the following tariff.

It costs ¥8,640 (tax included) up to 1kw of applied electric power, then it is calculated by adding the amount of ¥4,320 (tax included) multiplied by every added 0.5 kw.

#### ②Rates for electricity usage

The rates are calculated by multiplying ¥2,160 (tax included) by 1 kw based on electric energy during the show.

\*Note: Consumption tax 8%

**Provisional Telephone:** Services by analog, INS64, ADSL and high-speed optical fiber line can be used. Installation and communication charges will be for the exhibitor's account.

### **Approval from a local health department:**

Any sampling of food and drink at the venue may be required to get approval in advance from the local health department by a designated form.

### **Standard Show Hours and Moving In and Out of Equipment:**

Booth decoration	June 10, Tuesday:	8:00-20:00
Booth product moving in and display	June 11, Wednesday:	8:00-20:00
Show day	June 12, Thursday:	9:00-18:30
Show day	June 13, Friday:	9:00-19:00
Show day	June 14, Saturday:	8:00-18:00
Show day	June 15, Sunday:	8:00-16:00
Moving out	June 15, Sunday:	16:00-22:00

### **Work Charges Outside Standard Hours:**

An overtime work charge of ¥10,800 (tax included) per 30 minutes will be charged additionally for work performed outside above standard hours.

Work less than 30 minutes will be counted as 30 minutes.

An overtime charge will be billed after the Show.

### **Application and Registration:**

#### 1) Application for exhibition

Please fill in the attached application form completely without leaving unfilled columns and send it to the Secretariat of The Japan Toy Association before the application deadline.

Application by telephone, FAX or verbal application will not be accepted.

#### 2) Acceptance of exhibition and billing for exhibition fee

The Japan Toy Association will send an acknowledgment of application registration and an invoice to exhibitors who meet the conditions contained in this guide.

### **Payment of Exhibition Fee and Other Charges:**

The exhibitors will be requested to pay the exhibition fee and other charges in full based on the invoice issued by the Secretariat of The Japan Toy Association. For foreign exhibitors, only bank transfer is admitted. Any other payment method such as credit card is not admitted. (Receipt will not be issued to the payment by bank transfer.)

### **Changes After Application:**

#### **1) Procedures**

Cancellation of application for exhibition and reduction in supplied floor footprint for the exhibitor's own reasons should be notified by mail or by FAX. Such cancellation or reduction in floor footprint will become valid when received by the Secretariat of the Association.

#### **2) Cancellation charge**

A cancellation charge will be invoiced in case of a cancellation or reduction of floor footprint. The following rate will be applied;

**Thursday, October 3, 2013 to Friday, November 29, 2013**

**Full amount of application fee and 50% of exhibition fee**

**After Saturday, November 30, 2013**

**Full amount of application fee and exhibition fee**

#### **3) Nonperformance of Procedures**

In the event an exhibitor fails to comply with 1) and 2) above, the Association will cancel the exhibition contract and will not accept applications of the exhibitor for subsequent shows.

No fees and charges paid by the exhibitor will be refunded.

### **Inability to Exhibit:**

In case an exhibitor who has completed exhibition procedures fails to complete the decoration and display before the specified date and time, the Japan Toy Association will manage the booth instead.

The paid exhibition fee and other fees and charges will not be refunded.

The Japan Toy Association will not compensate for damage to the exhibitor caused through this cancellation or reduction in floor footprint.

### **Prohibition of Subleasing of Booth:**

Subleasing of all or part of an allocated booth to a third party by an exhibitor or exchanging allocated booths between exhibitors is prohibited regardless of whether subleasing or exchange is for a consideration or gratis.

### **Prohibition of Sales of Exhibited Products:**

At the Open to the Public Event on Saturday, June 14 and Sunday, June 15, exhibitors may sell their products as long as they maintain the spirit of the Open to the Public Event.

The Japan Toy Association is not responsible for any claims concerning the sales of the products. Complaints raised against products sold shall be dealt with by each exhibitor.

**Only those foreign exhibitors who have their branch or agent in Japan which deals with claims for their products may sell their merchandise.**

Each exhibitor is responsible for security and transactions of currency at his/her own booths.

The Japan Toy Association bears no responsibility for loss, in the case of damage from theft etc.

**Display of Foreign-Made Goods:**

When displaying foreign-made goods or using them for decoration purposes, please display them after clearing them through customs and converting them into domestic cargo on the exhibitor's side. (The show ground will not be bonded.)

**Management of Booth and Storage of Exhibition Products:**

1) During the Show, the Japan Toy Association will post personnel to manage the show facilities in good order.

The exhibitors are responsible for managing their booths.

2) Exhibitors must station personnel at their booths at all times to attend to visitors. Exhibitors are fully responsible for ensuring the safety of visitors and for managing their exhibition products.

3) The Japan Toy Association is not responsible for theft or loss of exhibition products in the booths or for accidents caused by a force majeure beyond its control.

Exhibitors are recommended to insure their products against loss or damage.

**Limitations on Decorations Inside Booth:**

The following decorations in the booths are prohibited.

If prohibited decorations are found, the exhibitors will be asked to remove them.

1) Decorations that are detrimental to the dignity of the venue as a whole.

2) Displays that offend against public order and decency or that defame and slander other parties.

3) Decorations that do not conform to the height limitation specified in the exhibitor's guide and to other conditions set by the Japan Toy Association.

4) Decorations that do not conform to the restrictions imposed by the fair ground.

5) Decorations that do not conform to laws and regulations.

**Violation of an Intellectual Property Right:**

When the Japan Toy Association is informed of the violation of an intellectual property right, it is entitled to pull the suspected product or promotional item from the booth after consultation between related parties; the exhibitor, the owner of the intellectual property right and the JTA.

**Cancellation of Show:**

Should the Japan Toy Association be prevented from holding the Show due to a calamity, fire or other force majeure beyond its control, the Association will refund the exhibitors amounts that are remaining after deducting necessary expenses. The Japan Toy Association is not responsible for damage to the exhibitors caused by cancellation.



**Violation of Exhibition Regulation:**

1) Should an exhibitor violate the conditions set in this guide or new rules to be established in the future, the Association will forthwith ask the contravening exhibitor to comply.

Any expense to the exhibitor as a result of this request shall be paid by the exhibitor.

2) In the event an exhibitor refuses to correct the situation, the Japan Toy Association will forthwith cancel the exhibition contract and will ask the exhibitor to remove the products and decorations belonging to the exhibitor from the show site.

All expenses incurred as a result of this shall be paid solely by the exhibitor. The Association will not refund the exhibition fee and other fees and charges already paid by the exhibitor.

**Change in Exhibition Regulation:**

1) The conditions contained in this guide were decided at a board meeting of the Association held on October 3, 2013.

2) Any new situation not taken up in this guide shall be studied, discussed and decided on each occasion at a board of directors meeting of the Association.

3) The conditions contained in this guide are subject to changes in the future.

The exhibitors will be notified by the Association each time a change is made.

**Language and Currency of Show:**

The official language in operating the Show will be Japanese and expenses will be settled in Japanese currency.

**Payment of Expenses:**

Please pay the exhibition fee and other fees and charges in Japanese currency to the following bank account of the Association on or before the date specified by the Association.

**Every bank charges (either local or recipients) for transfer of fund shall be for the senders' (exhibitors') account.**

The Association will not issue receipts for transfers of fund to its bank account.

Ordinary Bank Account No. 0620447 of The Japan Toy Association  
at Oshiage Branch of The Bank of Tokyo-Mitsubishi, Ltd.

**Confirmation of Exhibition Conditions:**

The exhibition applicants are requested to read this guide carefully and observe the conditions for exhibition when applying for booth/s.

Exhibitor's Guide - Tokyo Toy Show 2014

Issued on October 3, 2013



## **The Japan Toy Association**

5<sup>th</sup> Floor, Nippon Bunkayohin Anzenshikenjyo Bldg.,  
4-22-4 Higashi-komagata Sumida, Tokyo 130-8611, Japan

Phone: 03-3829-2513 +81-3-3829-2513

FAX: 03-3829-2510 +81-3-3829-2510

URL: <http://www.toys.or.jp>

E-mail: [toyshow2014@toys.or.jp](mailto:toyshow2014@toys.or.jp)

# Application Form for Booth/s at Tokyo Toy Show 2014

Deadline for Application: November 29, 2013

After the deadline date, please contact the secretariat of JTA.

Date of application:

To: The Japan Toy Association

We have read and agree to the conditions set in the Exhibitor's Guide for Tokyo Toy Show 2014 and apply for booth/s as follows.

**1. Applicant (Please fill in with BLOCK LETTERS. Company representative please affix signature.)**

COMPANY NAME IN FULL				
HEAD OFFICE ADDRESS				
NAME OF REPRESENTATIVE	TITLE		TEL	
	NAME & SIGNATURE		FAX	
URL	http://			

**2. Name and Address of Contact Person (Please fill in with BLOCK LETTERS.)**

COMPANY NAME IN FULL				
ADDRESS				
NAME OF CONTACT PERSON	TITLE		TEL	
	NAME & SIGNATURE		FAX	
Bank of account	bank	branch	E-mail	
	account current * saving account No.		Remarks	

**3-1. Booth Type**

unit area	number of booth applied	total area	abstract
9m <sup>2</sup>		m <sup>2</sup>	

Please check the applicable box below:

- I will exhibit for entire four days (June 12 to June 15, 2014.)  
 I will exhibit for the first two days only (Business Days, June 12 and 13, 2014.)

**3-2 Allocation of Corner position**

- I request the Corner Booth (Only for those who book 3 unit booths or less.)

\* For a request of corner position, JPY 64,800 (tax included) will be charged additionally to the Exhibition Fee.

\* In case your request of corner position cannot be met, the paid extra (JPY 64,800) shall be refunded.

**4. Product Classification (Please tick the applicable box and fill in the number of articles of that category.)**

- Baby / Intellectual Toys [\_\_\_items]     Stuffed toys / Dolls [\_\_\_items]     Sundries / Commodities [\_\_\_items]  
 Boy Toys [\_\_\_items]     Games / Puzzles [\_\_\_items]     Seasonal [\_\_\_items]  
 Girl Toys [\_\_\_items]     Hobbies / Models / RC [\_\_\_items]     Others [\_\_\_items]

Notes 1: Please attach one copy each of an exhibit catalog and company profile or corresponding documents.

2: Please make copy of this application form and keep it in your files.

3: Please FAX a notification to the Association each time a change is made in the foregoing items.

**【Handling of Personal Data】**

The Japan Toy Association utilizes personal data provided by exhibitors only for the registration procedures and information services related to the exhibition. And the Japan Toy Association does not disclose exhibitor's personal data to third parties except when the exhibitor has given a prior consent to the disclosure. However, please note that the Japan Toy Association may entrust exhibitor's personal data with an outsourcing company with which the Association has concluded a nondisclosure contract for the purpose of confirmation, contact and other procedures.

This column for the Association	Date Received	Acknowledgment No.	Stamp of Acknowledged Person	Stamp of Director	Committee	Remarks