

2024
JAPAN DIE CASTING
CONGRESS & EXPOSITION
Exhibitor Manual
<<English Guide>>

Organizer ◇ Japan Die Casting Association

Dates ◇ November 14 (Thu) – 16 (Sat), 2024

Venue ◇ Pacifico YOKOHAMA (Exhibition Hall C & D)

III Installation, Removal, and Display

1. Operation Schedule

	AM					PM																	
	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12						
November 12th (Tue)	Organizer Foundation Construction					Exhibitors' Booth Decoration, Carrying-in																	
	Priority Loading time for Large, Heavy items																						
November 13th (Wed)	Exhibitors' Carrying-in																						
November 14th (Thu)	OC	Exhibition										PL											
November 15th (Fri)	OC	Exhibition										PL											
November 16th (Sat)	OC	Exhibition										Closing Confirmation, Removal Preparation	Exhibitors' Removal, Carrying-out										
November 17th (Sun)	Removal, Carrying-out																						

Preparation for Opening
 Chargeable work period (¥ 10,000-/hour, non-taxed)

OC Opening Ceremony
 PL Preparation for Leaving the building

2. Decoration Work by Exhibitors, Installation Schedule

November 12th (Tue), from Noon to 7:00pm

(Large, heavy items start to be brought in from 8:00am.)

※Moving-in by a large-size trailer, crane etc. will be specified an early morning time separately.

(Vehicle access time inside the venue: Noon - 6:00pm. Designated time for each exhibitor)

November 13th (Wed), from 9:00am to 7:00pm

(Vehicle access time inside the venue: 9:00am - 5:00pm. Designated time for each exhibitor)

As for carrying-in of exhibit items schedule, due to expected congestion in the exhibition hall, we will specify the carrying-in time for each exhibitor, based on the number of vehicles you apply.

Please notify the number of vehicles you bring by

[⑨ **Vehicle Loading and Unloading Plan/** 提出書類⑨車両搬入出計画書].

※No Vehicle Access in the venue is allowed after 5:00pm, November 13th (Wed.)

Also, aisle closures in the hall may occur from 1:00pm, November 13th (Wed,) due to water supply & drainage and air construction.

※Carrying-in is not allowed during the exhibition period.

※Please leave the building promptly after unloading items.

3. Carry-in/out Vehicle Certificate for Installation and Removal

Carry-in/out Vehicle Certificate must be stucked clearly on the windshield of your car, in order to make the whole operation run smoothly. Security guards will deny entry if there's no certificate.

4. Waiting Area for Vehicles on Installation and Removal days

Waiting area is available from 8:00am on each carry-in/out day.

5. Removal, Moving-out Schedule

November 16th (Sat), [Last day of the Exhibition] from 4:30pm to 8:30pm

(4:30pm – 5:00pm: time for carrying out by hand by a push cart)

(Vehicle access time inside the venue: 5:00pm – 7:30pm. Designated time for each exhibitor)

November 17th (Sun) from 8:00am to Noon

(Vehicle access time inside the venue: 8:00am – 11:00am. Designated time for each exhibitor)

Exhibitors are requested to complete the removal and moving-out of their exhibits within the above time frame.

※Basic Schedule for Exhibit Removal: November 16th (Sat) for lightweight items,
November 17th (Sun) for heavyweight items.

On November 16th (Sat,) vehicle access time inside the venue will start at 5:00pm.

【Notes】

※4:00pm (Just after close) – 4:30pm: only preparation for removal in the booth is allowed, considering visitor safety.

※4:30pm – 5:00pm: carrying out by push cars is available.

Please proceed with the removal in order.

6. Overtime Work

You have to apply for overtime work (work outside the specified time for carrying in/out, during the session) by filling out the appropriate application form.

After-hours work will be charged.

Exhibitors will be charged an amount equivalent to the actual costs (**¥ 10,000-/hour, non-taxed.**)

Exhibitors cannot work after noon on November 17th (Sun,) due to a venue rental agreement.

7. Disposal of Trash and Leftover Materials

Exhibitors must take your empty container and leftover with you. If you leave exhibit items, decoration materials or any others in the venue, we'll dispose them optionally. Please note that disposal fees will be charged to exhibitors.

XI Application Forms

1. Documents to be Submitted

① Decoration Contractor Notification (All Exhibitors must submit)

In the exhibition hall, when booth decoration and secondary electrical work is outsourced to a contractor, please submit 「提出書類①」 (Application Form ①) by September 6th, 2024(Friday)(JST.) Submission is required even if you are constructing your own booth.

Please submit attached with a copy of the booth decoration drawing.

② Application Form for Bringing in Open Flames and Dangerous Materials

(All Exhibitors must submit)

(※If you are not bringing your own, please check 「不要」 "not required" and submit the form.)

Prior permit application is required for oil, gas and petroleum incorporated in machinery, equipment and demonstrations.

Please submit 「提出書類②」 (Application Form ②) by September 6th, 2024(Friday)(JST.) **with the attachments of 2 copies of 'Exhibits relevant Catalogue,' and 'Booth Layout Drawing.'**

Only items approved by the Yokohama Nishi Fire Department may be brought in.

③ Electricity Supply Application Form (primary side) (All Exhibitors must submit)

When electricity is used for exhibitions, demonstrations, lighting, etc., please submit 「提出書類③」 (Application Form ③) by September 6th, 2024(Friday)(JST.) If the application is not submitted by the due date, no electricity will be supplied.

④ Water Supply and Drainage Equipment Application Form

For exhibitors using water supply and drainage systems, please submit 「提出書類④」 (Application Form ④) by September 6th, 2024(Friday)(JST.)

⑤ Air Equipment Application Form

For exhibitors using air equipment systems, please submit 「提出書類⑤」 (Application Form ⑤) by September 6th, 2024(Friday)(JST.)

⑥ Optional Construction and Rental Equipment Application Form

Exhibitors who require secondary electrical work and rental equipment, please submit 「提出書類⑥」 (Application Form ⑥) by September 6th, 2024(Friday)(JST.) for Optional construction, and by September 19th, 2024(Thursday)(JST.) for Rental equipment.

⑦ Demonstration Notice (All Exhibitors must submit)

(※If you are not bringing your own, please check 「不要」 "not required" and submit the form.)
Please be sure to submit this form if you will be operating machinery (equipment or devices) or demonstrating exhibits during the exhibition.
Please let us know if you need or do not need prior permission from the Fire Department.
As an organizer, it is essential to keep track of the entire exhibition.
Please submit 「提出書類⑦」 (Application Form ⑦) by September 6th, 2024(Friday)(JST.)

⑧ Anchor Construction Notification

For hole-in-anchor construction in the exhibition hall, please submit 「提出書類⑧」 (Application Form ⑧) by September 6th, 2024(Friday)(JST.) with the attachments of 2 copies of the layout drawing.

⑨ Vehicle Loading and Unloading Plan (All Exhibitors must submit)

Please submit 「提出書類⑨」 (Application Form ⑨) by September 6th, 2024(Friday)(JST.) Be sure to consult in advance if you need to carry in and out heavy items.

⑩ Exhibit Details (All Exhibitors must submit)

For exhibit details, please submit 「提出書類⑩」 (Application Form ⑩) by September 6th, 2024(Friday)(JST.)

⑪ Balloon Installation Application Form

If you plan to set up a balloon, please submit 「提出書類⑪」 (Application Form ⑪) by September 6th, 2024(Friday)(JST.) with the attachments an Arrangement diagram of and a Balloon Dimensional drawing.

⑫ Exhibitor Badge Application Form (All Exhibitors must submit)

Please submit 「提出書類⑫」 (Application Form ⑫) by September 6th, 2024(Friday)(JST.)

⑬ Ceiling Construction Application Form

If you are considering ceiling installation, please be sure to consult in advance, and submit 「提出書類⑬」 (Application Form ⑬) by September 6th, 2024(Friday)(JST.)

※Please use a photocopy of the submission form at the end of this document.

2. Where to submit/ Where to pay fees

No.	Documents Submitted	Submission Due By	Where to submit	Where to pay fees
①	Decoration Contractor Notification	September 6th (Friday) All Exhibitors must submit	MURAYAMA INC.	
②	Application Form for Bringing in Open Flames and Dangerous Materials	September 6th (Friday) All Exhibitors must submit	MURAYAMA INC.	
③	Electricity Supply Application Form (primary side)	September 6th (Friday) All Exhibitors must submit	MURAYAMA INC.	MURAYAMA INC.
④	Water Supply and Drainage Equipment Application Form	September 6th (Friday)	MURAYAMA INC.	MURAYAMA INC.
⑤	Air Equipment Application Form	September 6th (Friday)	MURAYAMA INC.	MURAYAMA INC.
⑥	Optional Construction and Rental Equipment Application Form	Optional Construction: Sept. 6th (Fri.) Rental Equipment: Sept. 19th (Thurs.)	MURAYAMA INC.	MURAYAMA INC.
⑦	Demonstration Notice	September 6th (Friday) All Exhibitors must submit	MURAYAMA INC.	
⑧	Anchor Construction Notification	September 6th (Friday)	MURAYAMA INC.	MURAYAMA INC.
⑨	Vehicle Loading and Unloading Plan	September 6th (Friday) All Exhibitors must submit	MURAYAMA INC.	
⑩	Exhibit Details	September 6th (Friday) All Exhibitors must submit	MURAYAMA INC.	
⑪	Balloon Installation Application Form	September 6th (Friday)	MURAYAMA INC.	
⑫	Exhibitor Badge Application Form	September 6th (Friday) All Exhibitors must submit	MURAYAMA INC.	
⑬	Ceiling Construction Application Form	October 4th (Friday)	MURAYAMA INC.	

■Contact Us

MURAYAMA INC.

Yokohama Branch Attn: Futatsugi (Mr.), Fukuda(Mr.)

TEL: 045-201-8961 FAX: 045-201-9078

E-mail: j-dec2024@murayama.co.jp

App. No.	Japanese	English
	提出書類	Documents to be submitted
	提出期限	Submission Deadline
	提出先	Where to Submit
	料金支払先	Payment Destination
	全社提出	All Exhibitors must submit
	(P. ○○参照)	(Refer to page. ○○)
	出展者小間No.	Exhibitor's Booth No.
	出展社名	Exhibitor Name
	所在地	Address
	担当責任者名	Name of person in charge
	@	(signature)
	担当部署	Department in charge
	担当者名	Name of person to contact
	※この書類は、貴社の控えとして必ずコピーを保管してください。	※Please be sure to keep a copy of this document as a copy of your company.

	① 装飾施工業者届	① Decoration Contractor Notification
	装飾施工業者名	Name of Decoration Contractor
	パッケージブース	Package Booth
	小間内 2次側電気施工業者	Secondary-side electrical contractor in booth
	オプション工事	Optional Construction
	主任電気工事士	Chief Electrical Engineer
①	氏名	Name
	免許番号	License No.
	※小間装飾図面を1部添付してください。	※Please submit attached with a copy of the booth decoration drawing.
	※装飾工事・電気工事を、事務局のパッケージブースおよびオプション工事のみで工事する場合には、上記の「パッケージブース」・「オプション工事」に丸印をつけて、業者欄は空欄のままご提出ください。	※If decorative and electrical work to be performed only in the association's package booth and optional construction, please do not fill in any of the vendor fields and submit the form by circling [パッケージブース] / [オプション工事].

	② 裸火・危険物持ち込み申請書	② Application Form for Bringing in Open Flames and Dangerous Materials
②	不要の場合は、下記に丸印をしてご提出ください	If it does not apply, please circle <input type="checkbox"/> 不要 (not required) and submit.
	担当者名（防火責任者）	Name of a person in charge of fire prevention
	1. 機械等の内蔵油並びに実演材・展示品	1. Oil for machinery as well as demonstration materials and exhibits
	一日の持ち込み量	Amount brought in per a day
	使用目的	intended use
	品名	item name
	2. 高圧ガス・液化ガス・裸火関係	2. High pressure gas, liquefied gas, open flame
	1日の使用量	Amount used in per a day
	使用方法、目的	Usage and purpose
	注意事項）：火災予防上の見地から、下記について遵守してください。	Notes）：From the standpoint of fire prevention, please observe the following
	7) 担当者欄には防火責任者名を記入し、 出展物の該当カタログ、 製品安全データシート並びに小間レイアウト図面を2部添付してください。	7) Write the name of the person in charge of fire prevention, please submit with the attachments of 2 copies of 'Exhibits relevant Catalogue,' 'Material Safety Data Sheet' and 'Booth Layout Drawing.'

	③ 電気供給申込書（1次側）	③ Electricity Supply Application Form (primary side)
③	不要の場合は、下記に丸印をしてご提出ください	If it does not apply, please circle <input type="checkbox"/> 不要 (not required) and submit.
	電力方式	Electric power method
	仕様合計W数	Specification total wattage
	単相	Single-phase
	三相	Three-phase
	通電	Power on
	電気工事設計	Electrical construction design
	24h送電のものには印をつけてください	Please mark those that have 24-hour power supply.
	※隣接小間を必ずご記入ください	※Please be sure to indicate adjacent booths.
	小間内2次側電気施工業者	Secondary-side electrical contractor in booth

	④ 給排水設備申込書	④ Water Supply and Drainage Equipment Application Form
④	使用量（機械のみ）	Usage (machine only)
	トン	(how much) tons
	給水管のサイズ	Water supply pipe size
	排水管のサイズ	Drain pipe size
	蛇口	faucet
	使用する（ 個）・使用しない	Use (how many) ・ Not Use
	バルブ	valve
	機械接続依頼	Machine connection request
	ある・なし	required ・ not required
	※機械接続依頼がある場合は接続の詳細な図面を提出してください	※If you have a mechanical connection request, please submit a detailed diagram of the connection.
	小間内略図	Booth interior diagram
	給排水の取り出し位置を略図で示してください	Please provide a schematic diagram of where the water supply and drainage outlets are located.

	⑤ エアー設備申込書	⑤ Air Equipment Application Form
⑤	使用量	amount used
	リットル/分	Liters/minute
	使用圧力	Operating pressure
	必要口径	Required diameter
	機械接続依頼	Machine connection request
	要・不要	required・not required
	ストップバルブ	Stop valve
	エア어의取り出し位置を略図で示してください	Please show a schematic diagram of where the air is taken out.

	⑥ オプション工事・ レンタル備品申込書	⑥ Optional Construction and Rental Equipment Application Form
⑥	① 2次側電気工事	① Secondary Electrical Work
	② レンタル備品	② Rental Equipment
	単価	unit price
	数	number
	金額	Amount of money
	①-小計	①- subtotal
	①+②合計金額	①+② grand total
	ご請求先（出展者と違う場合のみ）	Billing information (only if different from exhibitor)

	⑦ 実演届	⑦ Demonstration Notice
⑦	不要の場合は、下記に丸印をしてご提出ください	If it does not apply, please circle <input type="checkbox"/> 不要 (not required) and submit.
	実演品目、内容、方法、防災措置等なるべく詳しくお書きください。	Please describe in as much detail as possible the items to be demonstrated, their contents, methods, disaster prevention measures, etc.
	実演品目	Demonstration Item
	内容	Contents
	方法	Methods
	防災措置	Emergency Measures
	寸法重量	Dimensions Weight

⑧ アンカー工事届	⑧ Anchor Construction Notification
工事関係連絡先（社名）	Construction Contact (Company Name)
工事責任者氏名	Name of person responsible for construction
携帯番号	mobile number
料金請求先住所（出展者と異なる場合）	Billing address (only if different from exhibitor)
※必ず図面を2部添付してください。	※Please be sure to attach 2 copies of the layout drawing.
(注) ①届けをお出し頂いても建造物の構造上、または、その他の都合で作業をご遠慮願う場合がありますので、あらかじめご了承ください。	(NOTE)① Even if an application has been submitted, work may not be possible due to building construction or other reasons.
②会場内で次の行為をすることは固くお断りいたします。万一行われた場合は、相応の弁償金をいただきますからご注意ください。	② The following actions are strictly prohibited in the venue. Otherwise, you will be required to pay an appropriate amount of compensation.
●床、壁面、柱面にコンクリート釘又はドライビット鉋を打ち込むこと。	● Nailing concrete nails or dryvit rivets into floors, walls, and column surfaces.
●サッシ、壁面、柱面に穴をあけること。	● Drilling holes in sashes, walls, or column surfaces.
③使用するアンカーボルトは、全て会場支給品のみとさせていただきます。設営当日事務局から支給させていただきます。	③ Only venue-supplied anchor bolts can be used. We will provide ones on the day of set-up.

⑨ 車両搬入出計画書	⑨ Vehicle Loading and Unloading Plan
混雑が予想されますので、時間調整のうえ、車両通行証（全社時間帯指定）を発行いたします。	Congestion will be expected. We will issue a vehicle pass (company-wide time zone designation) after adjusting the time.
搬入時	Carry In
搬出時	Carry Out
規定時間	Specified Time
装飾関係車両	Decorative-related vehicles
出展物搬入出車両	Vehicles carrying in/out exhibits
☆○○t車 ★○○台	(☆how heavy) tons / (★how many) trucks
大型重量物優先搬入時間	Priority carry-in time for large, heavy items
※会期中の館内への車両乗り入れは原則として禁止いたします。	※ Vehicles are not allowed in the museum during the exhibition period.
※大型重量物の搬入出に関しては、必ず事前に事務局とご相談ください。	※ Please be sure to consult in advance regarding the carrying in and out of large, heavy items.
※高さ3.8mを超える車両での搬入は原則できません。	※ Vehicles exceeding 3.8m in height are not allowed to use for carrying-in.

⑩ 出展物内容書	⑩ Exhibit Details
品名	Item
数	Number
総重量	Total weight
サイズ：幅×奥行×高さ	size : width×depth×height
運搬車両	Transport vehicles
積み降ろし方法	How to unload
クレーン車	Crane truck
ユニック車	Mounted truck crane (unic truck)
フォークリフト	Forklift truck
※該当するものがあれば「使用」に○印を付けてください。	※ Circle 「使用」 (Use) if applicable vehicles.
搬入にかかる時間（車上からブース内まで）	Time for loading and unloading (From the vehicle to the booth)
搬入 ○○時間	Carrying-in ○○ hours
搬出 ○○時間	Carrying-out ○○ hours
備考	remarks
※大型重量物については詳細にご記入ください。	※ Please give detailed information on large heavy items.

⑪	⑪ バルーン設置申請書	⑪ Balloon Installation Application Form
	※必ず配置図（小間平面図・立面図）、バルーン寸法図を添付してください。	※ Please be sure to attach Placement Drawings (booth plan and elevation) and Balloon Dimensions.

⑫	⑫ 出展者バッジ申込書	⑫ Exhibitor Badge Application Form
	どちらかに○を付けてください。	Please check <input checked="" type="checkbox"/> whether 'required' or 'not required.'
	出展者バッジ（吊下げ式）	Exhibitor badge (hanging type)
	<input type="checkbox"/> 必要	<input type="checkbox"/> required
	<input type="text"/> 枚	(how many) badges
	<input type="checkbox"/> 不要（自社で作成）胸止め式名札でも可	<input type="checkbox"/> not required
	※自社で作成する場合は下記に従って作成願います。	※ If you make your own, please follow the sample below.
	出展者バッジ見本：名刺大・吊下げ名札	Exhibitor badge sample: name card size, hanging name tag
★「2024日本ダイカスト展示会」と明記してください。	★ Please clearly state [2024日本ダイカスト展示会](j-dec 2024) in Japanese.	
★出展者名・氏名をご記入ください。	★ Please clearly state Exhibitor Name and Full name (first and last).	

⑬	⑬ 天井工事申請書	⑬ Ceiling Construction Application Form
	◆必ず施工図面に天井構造位置が分かるように斜線で囲み 平米数と材質を記載して添付してください。	◆ Please circle the location of the ceiling structure with a diagonal line on the construction drawing so that it is clear. In addition, please attach a description of the square meters and materials.
	小間番号	Booth Number
	天井構造	Ceiling Structure
	設置面積	Installation area
	天井の材質	Ceiling material
	設置理由	Purpose for installation
	出展者	Exhibitor
	小間数またはサイズ	Booth Size
	装飾施工担当者	Decorating Construction Manager
部課名	Department	