

23rd International Model Railroad Convention 2024
-JAM CONVENTION-
Exhibition guidelines for companies/shops

JAM convention Executive committee
5-15-3,higashioi, Shinagawa-ku, Tokyo
<https://kokusaitetsudoumokei-convention.jp/>

■ **About event**

【name of the event】 23rd International Model Railroad Convention 2024
-JAM CONVENTION-

【Date】 2024 8/16 to 18

【Time】

8/16(Fri) 10:00~18:00

8/17(Sat) 10:00~18:00

8/18(Sun) 10:00~17:00

【Days of carrying in/out】

Day of carrying in 8/15(Thu) Specified time(be set later) ~ 20:00

Day of carrying out 8/18(sun) 17:00 ~ 20:00

【Venue】 Tokyo BigSight east-1 hall

【22nd Number of visitors】 24, 442

【Sponsored by】 JAM convention Executive committee

【Schedule】

●Application start date:2/20(Mon)

●Application end date:5/10(Fri)

■ **guideline for applicants**

●model/travel/photo/book companies related to railroad can apply for exhibition.

●Exhibition format unit of specified booth.

There are no space for free rental.

■ About booth

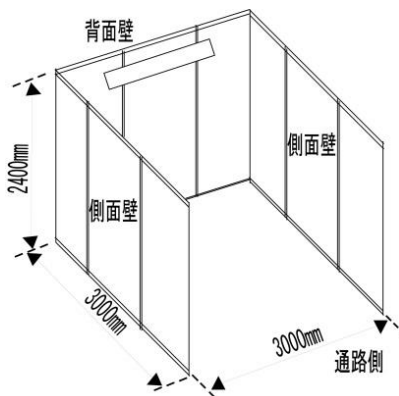
【Booth-type】

Booth-name	size	Type	price (in tax)
A	3.0 × 3.0m	Corner	¥181,500
		Middle	¥108,900
B	2.5 × 2.0m	Corner	¥89,600
		Middle	¥78,700

【Booth-form】

■ A-booth (Corner・Middle)

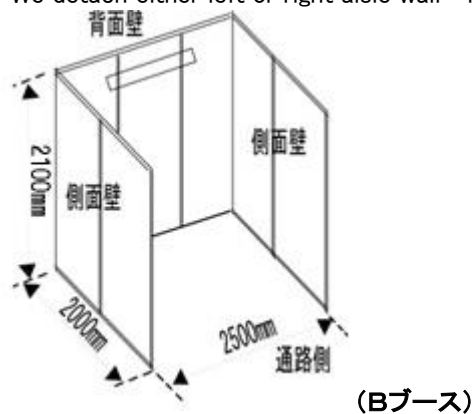
- ・Size : frontage:3mXdepth:3m
- ・partition(side wall/back wall) is system panel(height:2.4m).
- ・You cannot use thumbtacks and strong adhesive tapes for system-panels.
- ・ The limit of height of your exhibits is 4.8m.
- ・Exhibition fee includes prices of a company's name plate (300mm × 1,200mm, name written) , 3 ID-cards and permission cards on your vehicle.
- ・You can rent sources of electricity (electrical outlet),illuminations, display cases , tables , chairs and carpets on a chargeable basis.
- ・You can apply for using multiple booths.
- ・you can apply for using same booth by multiple companies, but company's name plate is one plate only(all companies names written).
- ・We detach either left or right aisle wall from corner-booth.



(A-booth)

■B-booth (Corner・Middle)

- ・Size : frontage:2.5mXdepth:2m
- ・partition(side wall/back wall) is system panel(height:2.1m).
- ・You cannot use thumbtacks and strong adhesive tapes for system-panels.
- ・ The limit of height of your exhibits is 3.6m.
- ・Exhibition fee includes prices of a company's name plate (150mm × 600mm, name written), 2 ID-cards and permission cards on your vehicle.
- ・You can rent sources of electricity (electrical outlet),illuminations, display cases , tables , chairs and carpets on a chargeable basis.
- ・You can apply for using multiple booths.
- ・you can apply for using same booth by multiple companies, but company's name plate is one plate only(all companies names written).
- ・We detach either left or right aisle wall from corner-booth.



【About discount when you apply for using multiple booths】

- ・ When you apply for using multiple booths,you can remove a system-panel between booths.
- ・ We reduce the total cost by 5500 yen per wall.
- ・ You can remove not only side-panels,but also back-panels.
- ・ if you hope that side by side with other company , you can remove the wall between you and other company. In that case , we reduce the total cost by 2750 yen each other.

【About arrangement of booths】

- ・ we will decide arrangement of booths after Application deadline. We appreciate your understanding in advance that we can not accept your request for changing it.
- ・ We are planning to present booth-map at the briefing session on June.
- ・ You can not give or exchange or lend your booths to other companies without our permission.
- ・ We appreciate your understanding in advance that after Application deadline, We may adjust the number of booths you apply for.

■ Loading and unloading

【Loading・Set up】

August 15th (Thu) Separately specified time~20:00 (Vehicles enter the venue until 3:00 p.m.)

•When sending luggage to the venue by courier, Please be sure to clearly state the exhibitor's name and booth number.We do not receive or temporarily store, so your members should be waiting at the booth by the designated delivery time.

•Rentals of carts, trolleys, etc. are not available at us or the Big Sight Visitor & Business Center, so must prepare their own.

【unloading /removal】

• August 18th (sun) 17:00~20:00

•We will not be held responsible for any accidents involving vehicles, etc. within the venue. Please do so at your own risk.

【a permission card on your vehicle】(for free)

If you plan to bring items into and out of the venue by car, please apply for a permit for each car.Cars under 4 tons are allowed to enter the venue.Please refer to the next page for the delivery route.The start time of loading will be announced at a later date.

•Entry time for unloading is from 17:00 to 20:00.

•In order to ensure a smooth loading process for all exhibitors, we ask for your cooperation in leaving the venue promptly after unloading.

Note: This card cannot be used to park in the east outdoor temporary waiting area.

Also, it is not possible to enter the area around the east building except during loading and unloading.

【Parking】

Special parking tickets will be sold only to exhibitors, allowing them to park and enter freely from the setup date to the teardown date. Please apply together with your booth.

Special delivery parking tickets can be parked in any section of the East Building outdoor waiting area (**red circle area on next page**) adjacent to the East Exhibition Building.

It may be sold out. In that case, please use your own nearby paid parking lot.



(permission card) (parking ticket)

【Optional items such as exhibition equipment】

Electricity, lighting equipment, carpets, chairs, desks, glass display cases, etc. used at the venue are paid rental items. Please see attached sheet for price list, application form, etc.

【Prohibited acts】

• **Eating inside the company's booth is prohibited.**

(You are welcome to replenish your water supply in the booth, but please be careful not to scatter empty or half-drinked plastic bottles.)

• Acts that would be a nuisance to exhibitors, such as degrading the quality of the exhibition (including sales formats), using loudspeakers or loud voices to attract customers, advertising, advertising in shared aisles, etc., are prohibited.

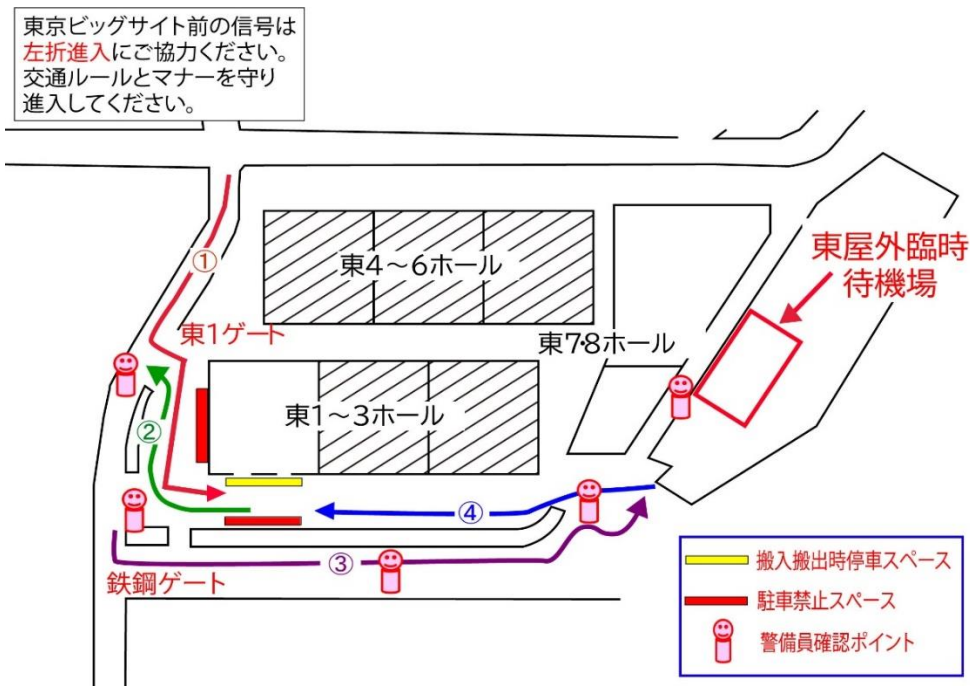
• It is prohibited to perform any processing on rental items that would require repair after use, such as opening holes in the system panel.

• Distribution of airborne objects, drones, and airplanes (helium balloons, etc.) is prohibited.

Other actions that our executive committee deems inappropriate may be prohibited.

Exhibitors who engage in any of the prohibited acts listed above and do not improve even after receiving warnings may be refused future exhibitions.

【Loading/unloading route】



Loading date : When the start time written on your vehicle entry permit arrives, please display your vehicle entry permit on the dashboard and enter through the East 1 Gate. (Route ①)

Once loading is complete, please exit through East Gate 1. (Route ②)

Unloading date : After 5:30 pm, please display your vehicle delivery permit on the dashboard and go through the steel gate to the east outdoor temporary waiting area. Please follow the instructions of the guide and temporarily wait in the waiting area. (Route ③)

After that, please follow instructions of the usher and enter East Hall 1. (Route④)

When unloading or retiring, please return from East Gate 1. (Route ②)

■ others

【Exhibition contents】

• There is a section on the exhibition application form to describe the exhibition contents. We will post it on our website. Please fill in the PR text.

(Please keep it within 200 characters. Sentences exceeding 200 characters will be omitted from publication.)

【Apply for additional ID】

The exhibition fee includes 3 ID cards per booth A and 2 ID cards per booth B.

Ex1) When applying for 2 booths in Booth A, a total of 6 ID cards will be included (2 booths x 3 ID cards).

Ex2) When applying for 2 booths in Booth B, a total of 4 ID cards will be included (2 booths x 2 ID cards).

If you would like to apply for an additional ID, you can use it for 1,700 yen per ID. Please enter the required number in the additional ID card field on the application form.

【Management of exhibits】

• Exhibitors are requested to make every effort to prevent theft and accidents while transporting, exhibiting, demonstrating, and removing exhibits.

Although we will do our best to manage and maintain the entire venue, we will not be responsible for or compensate for damage to exhibits due to theft, damage, loss, fire, natural disasters, force majeure, etc.

(Please take sufficient measures such as insuring your work against damage.)

• When using wireless devices, the frequencies that can be used may be limited. To prevent crosstalk, please let us know the number of devices and channels you will be using.

• If you have a work that is over 2.5m in height, please let us know the height.

(Depending on venue regulations, exhibitions may be restricted.)

【Change or cancellation of exhibitions】

• We may change the dates or cancel the event due to natural disasters or other causes beyond our control.

• If the exhibition is canceled in advance, the exhibition fee paid will be refunded.

【Request regarding limited edition sales】

• We would like to encourage you to sell limited-edition products at the venue, as this will help attract more customers.

If you want to sell items, please set the number of items to sell each day.

Also, please allow customers to make purchases throughout the event period.

Please announce the sales method on your company's website in advance.

We do not provide our customers with detailed information about each company's limited edition products.

■ How to apply**【Application for exhibition】**

• Please fill in your desired booth type, number of booths, fees, etc. on the attached “Exhibition Application Form” and apply in a way that will leave a copy of the information sent to us.

Please apply by mail or email if possible. If you must apply by fax, please send the same details by email or post on another day to prevent any accidents.

【Destination】**For mail:**

〒140-0011 5-15-3 Higashioi, Shinagawa-ku, Tokyo

Imon Corporation Co., Ltd.

JAM Convention Executive Committee

For email:

info@kokusaitetsudoumokei-convention.jp

【Reception deadline】

• Reception deadline: Please send by **May 10th**.

• If there are no more booths available even before the deadline, applications may be closed.

Please apply as soon as possible.

【Application area】

Please apply for each booth. However, depending on the circumstances of the venue or the status of exhibitors, we may make adjustments to the area. note that.

【How to pay the exhibition fee】

• After receiving your application, we will send you an invoice for the exhibitor booth fee. Please transfer the amount to the designated account by **July 31st**.

• A bank-issued transfer stub is a substitute for a receipt.

• Exhibitors are responsible for paying bank transfer fees.

• We cannot accept checks, so please pay the exhibition fee by bank transfer.

• If payment is not made by the payment deadline, preparation of the exhibition booth will be suspended and we cannot guarantee that space will be secured after that.

【Application form】

• Please send one letter per company.

If multiple companies wish to use the same booth, please use separate application forms and write “Co-exhibitor with...” in the blank space outside the form.

【Cancellation (cancellation) or change of contents of exhibition application】

• Regardless of the application, we cannot cancel the exhibition or reduce the content. If you have no choice but to cancel your exhibition or change the contents of your application, please submit a document stating the reason for your cancellation to us.

• If you wish to expand or change the content after submitting your application, please contact us immediately.

• Please note that if you cancel your exhibition after **July 31st**, any fees already paid will not be refunded regardless of the reason. In addition, if the exhibition fee is not paid by the payment deadline and you cancel after the payment deadline, you will be charged the exhibition fee.

This concludes the information. To make the exhibition even more wonderful,

We look forward to your participation.