



K Y O T O

京都スマートシティエキスポ

SMART CITY EXPO 2025

**KYOTO FOODTECH EXPO 2025**

京都フードテックエキスポ 2025

## Manual for Exhibitors

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**Dates** Thu., October 2, 2025 10:00～17:00

Fri., October 3, 2025 10:00～17:00

**Venue** Keihannna Open Innovation Center <KICK@Seika, Kizugawa, Kyoto>

**Organizer** THE ORGANIZING COMMITTEE OF KYOTO SMART CITY EXPO

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【Separate attachments】 Vehicle badge

# 1. Expo Overview

1. Name	KYOTO SMART CITY EXPO 2025 / KYOTO FOODTECH EXPO 2025
2. Date	Thu., October 2, 2025 10:00 - 17:00 Fri., October 3, 2025 10:00 - 17:00
3. Venue	Keihannna Open Innovation Center <KICK@Seika, Kizugawa, Kyoto>
4. Entry Fee	Free (Advance registration required)
5. Organizer	THE ORGANIZING COMMITTEE OF KYOTO SMART CITY EXPO Kyoto Prefecture, Kyoto City, Kyotanabe City, Kizugawa City, Seika Town, Barcelona City Council, Fira de Barcelona, Embassy of Spain Economic and Commercial Office Tokyo, Embassy of Denmark, Japan Spain Business Cooperation Committee, Kyoto Chamber of Commerce and Industry, Kyoto Industrial Association, Public Foundation of Kansai Research Institute, Kyoto Chiesangyo Sozonomori, Kyoto Industrial Support Organization 21, Advanced Scientific Technology & Management Research Institute of KYOTO, Kyoto Convention & Visitors Bureau, Internet Association Japan, Keihanna Interaction Plaza Incorporated
6. Support (TBD)	Cabinet Office, Government of Japan, Ministry of Internal Affairs and Communications, Ministry of Foreign Affairs of Japan, Ministry of Economy, Trade and Industry, Ministry of Land, Infrastructure, Transport and Tourism, Ministry of the Environment, The Japan Chamber of Commerce and Industry, Kansai Economic Federation, Kyoto Association of Corporate Executives, Japan External Trade Organization (Osaka Office), Urban Renaissance Agency, The Kansai Promotion Committee of International Strategic Zone, Japan Science and Technology Agency
7. Cooperation (TBD)	MONODZUKURI Nihon Conference, Nikkan Kogyo Shimbun Ltd., Kyoto Smart City Promotion Association
8. Administrative Office	<b>Kyoto Smart City Expo 2025/ Kyoto Foodtech Expo 2025 Event Administrative Office</b> (within SAKURA INTERNATIONAL INC.) Person-in-charge: Ichien, Inohara <a href="mailto:ksce2025@sakurain.co.jp">ksce2025@sakurain.co.jp</a> ENDO Sakaisuji-Honmachi Bldg. 3F, Bingomachi 1-7-3, Chuo-Ku, Osaka 541-0051, JAPAN TEL: +81-50-5804-1338 FAX: +81-6-4708-5454 Office Hours: 10:00-12:00, 13:00-17:00 (JST) (except Saturday, Sunday and National holidays)  <b>KYOTO SMART CITY STARTUP FES Event Administrative Office</b> (within SCREEN Creative Communications Co., Ltd.) Person-in-charge: Hirose, Shimada <a href="mailto:ksce@ml.screen-cre.co.jp">ksce@ml.screen-cre.co.jp</a> Office Hours: 10:00-12:00, 13:00-17:00 (JST) (except Saturday, Sunday and National holidays)
9. Concurrent Events	• ATR Open House 2025 • Kyoto Foodtech Expo 2025 • Keihanna R&D Fair 2025 etc.

## 2. Exhibition site facilities

### – Transportation



#### 【From the Nearest Station】

- From Kintetsu Shin-Hosono station (30 min. from Kyoto station by express train), take the Nara Kotsu Bus number 36 or 56 and alight at "Koenhigashi-dori" stop.
  - On the Kintetsu Keihanna Line, alight at Gakken Nara-tomigaoka Station. Take the Nara Kotsu Bus number 56 and alight at "Koenhigashi-dori" stop.
  - During the whole event period, free shuttle buses to the venue will run from "Shin-Hosono" station (Kintetsu Kyoto Line), "Hosono" station (JR Gakketoshi Line), and "Gakken Nara Tomigaoka" station (Kintetsu Keihanna Line).
- Please feel free to use these buses to reach the event venue.

#### 【By vehicle】

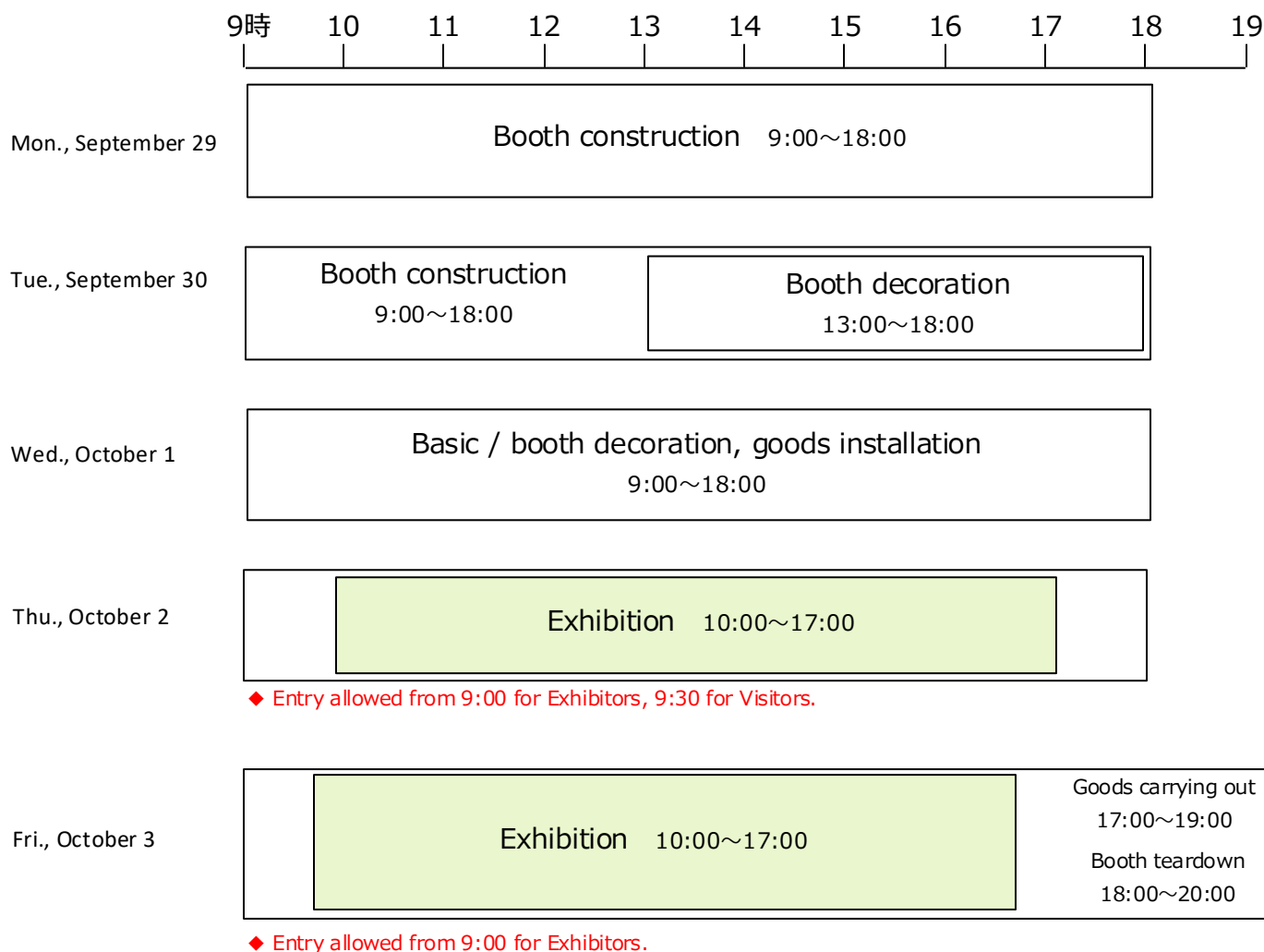
- Free parking lot is also available for exhibitors (only 1 vehicle per exhibitor).

### – Site facilities

Exhibition Site	Area	Celling Height	Flooring	Floor Load
1 F	16,000m <sup>2</sup>	6m	Carpet / partially flooring Polished stone tile (Anchors cannot not be used on either)	0.40 t/m <sup>2</sup>
2 F				1.20 t/m <sup>2</sup>

### 3. Schedule

#### — Overall Schedule

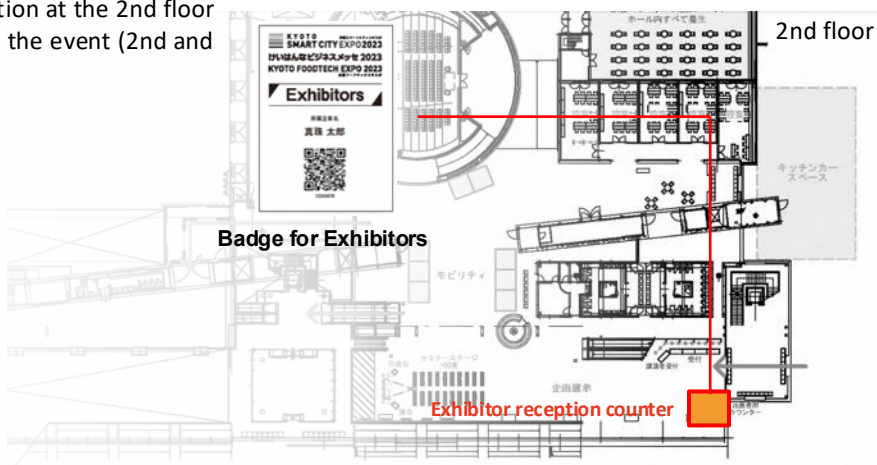


Standard hours

Exhibition hours

\*1: Exhibitors must come to the exhibitor reception at the 2nd floor entrance when entering for the first time during the event (2nd and 3rd days). (For details, see page 31.)

Exhibitor badge issuing counter  
 October 1st (Wed) 14:00-  
 October 2nd (Thurs) / 3rd (Fri) 9:00-



## 4. Cautions for carrying in / out exhibition items

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1. Please use the specified entrance for transporting exhibition items at all times.  
※Please refer to the Figure on p.8.
2. Any vehicles must show a vehicle badge to pass through the gate for installation and decoration. Please print and complete the attached “Loading / Decoration Vehicle Pass” and leave it clearly **displayed on your car windshield**. Vehicles are not permitted to idle nor park for a long time in front of the gate.
3. Please arrange a cart by yourself to transport items.
4. The floor of the venue is carpeted, so please be careful not to damage it. The Event Administrative Office will charge you for any damage caused inside and outside the venue during the move-in and move-out process.
5. Carrying in/out items during the exhibition is forbidden. If this needs arises, please contact the Event Administrative Office.
6. All persons working inside the exhibition site must carry an exhibitor or worker badge. People without a badge are not allowed to work in the venue.
7. In order to ensure the smooth and speedy loading-in and unloading operations and to protect the venue, it is prohibited to hang wires, etc., on any part of the venue structures.
8. Neighbor residents will pass through the site during the exhibition. Please be careful when driving in.
9. Due to the limited parking space during the exhibition, **free parking for only 1 vehicle** per exhibitor is allowed.

## 5. Delivery service

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### – Use delivery service for carrying in items

Exhibitors must make their own arrangement for receiving packages at the exhibition site. The administrative office will not receive deliveries on behalf of exhibitors. If you use a delivery service to transport items, **please fill out clearly the venue location, name of the exhibition, your company name (exhibitor name), booth number, name of the person who will actually receive the package, and delivery date.**

#### ■ Delivery form example

619-0238  
Soraku-gun, Seika-cho Seikadai 7-5-1  
Kyoto, JAPAN  
Keihanna Open Innovation Center  
KYOTO SMART CITY EXPO 2025  
To : Exhibitor Name: xxxx Person in charge : xxxx (Booth No. xx-xx) 《required》  
Mobile phone number of the person in charge on the day xxxxxxxxxxxx 《required》  
**Delivery date : Wed., October 4**  
**\*Please choose the delivery time between 9:00 a.m. - 5:00 p.m.**

- ※ Indicate the name and mobile phone number of the person who will actually receive the package.
- ※ Exhibitors are responsible for receiving packages by themselves. The administrative office cannot serve as a substitute.
- ※ Delivery service vehicles do not need to have the vehicle badge.

### – Use delivery service for carrying out items

If you wish to use a delivery service to carry out your exhibition items, please use the service company indicated by the exhibition venue. The delivery service counter will be set in the venue (1F, 2F) on Fri., October 6. The counter reception and address labels (C.O.D. only) distribution will be assured by the administrative office.

## 6. Item keeping and cleanup

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### — Item keeping

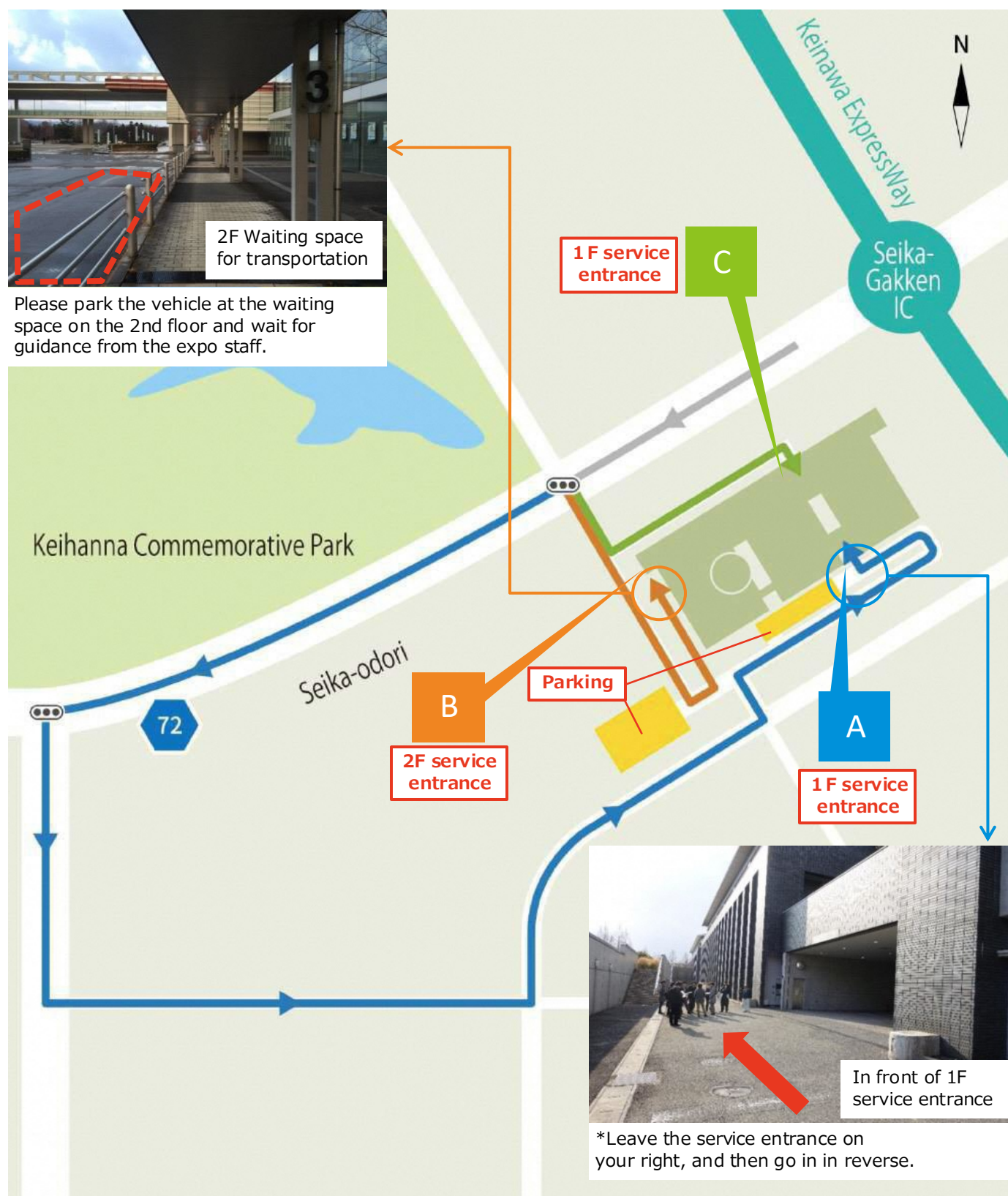
- Exhibitors are responsible for keeping their own items. The organizers, administrative office and exhibition site cannot make compensation for any theft, damage and loss. It is recommended for exhibitors to join some insurance to protect items.
- Please bring home all trash caused by decorating booth and packing materials (each exhibitor is responsible for handling their own belongings).
- Please keep all packing material inside your own booth.

### — Cleanup

- Tear down your booth completely and dispose of all waste.
- Please remove all materials, including waste disposal, and make sure that all construction workers are fully aware of this.
- If waste is left behind, the administrative office would charge you for the related cleanup cost.

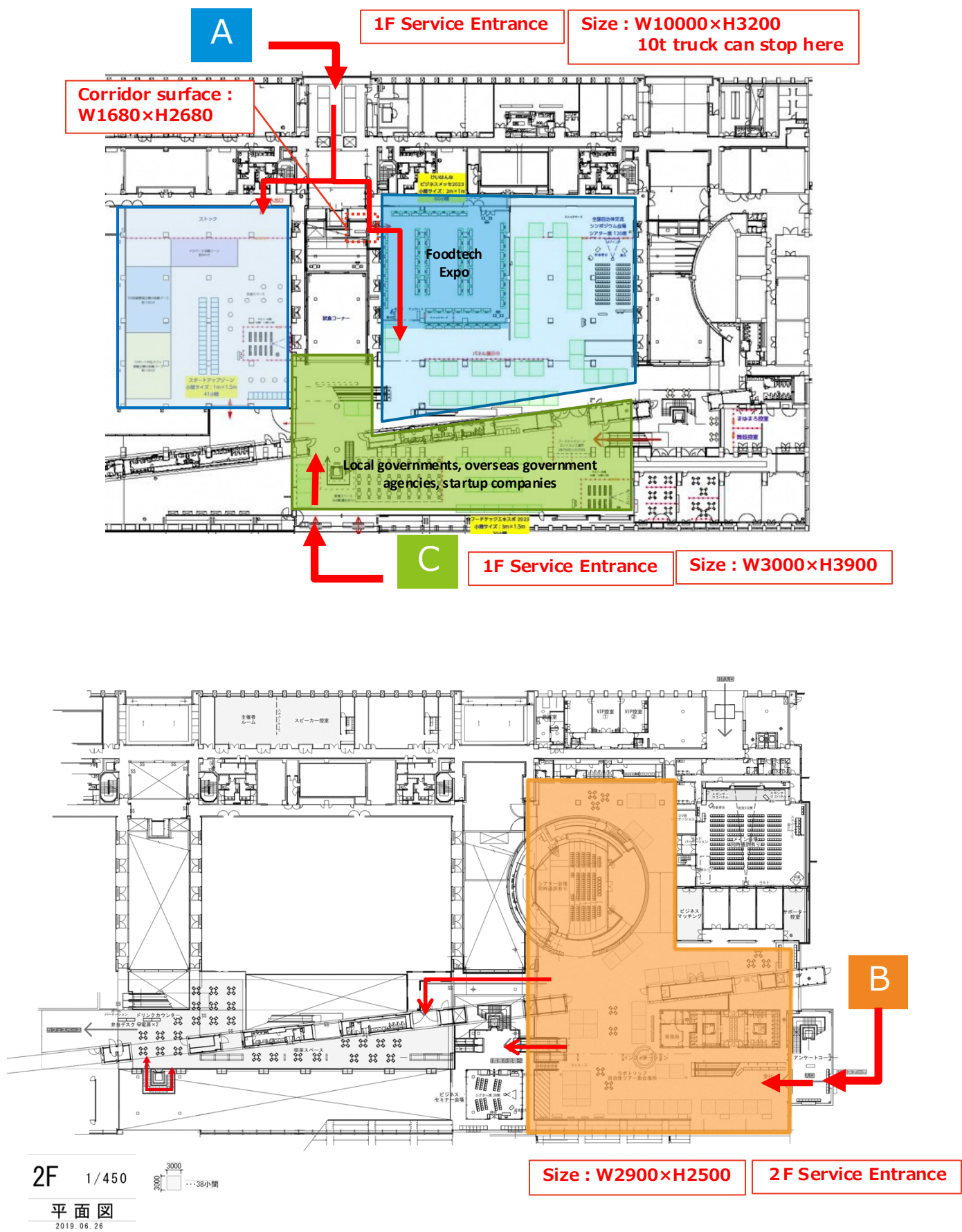


## 7-1. Path to the service entrance



- \* Congestion is expected around the loading entrance. Please move the vehicle as soon as the unloading is finished.
- \* For demonstration model (Car), please enter from the Seika-odori entrance.
- \* 1 vehicle per exhibitor is allowed in the Exhibitor Parking Lot (57 cars in total). For exhibitors with multiple booth spaces, please contact for the administrative office for extra parking space inquiry (subject to availability).
- \* Please park your car according to the security staff instructions.

7-2. Path to the service entrance



## 8-1. Booth specifications (Kyoto Smart City Expo 2025)

When decorating your booth, please follow all the guidelines to prevent accidents, danger, and fires. These guidelines are set to keep order at the site and prevent possible troubles among exhibitors. We appreciate your understanding.

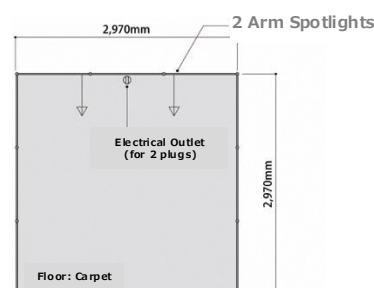
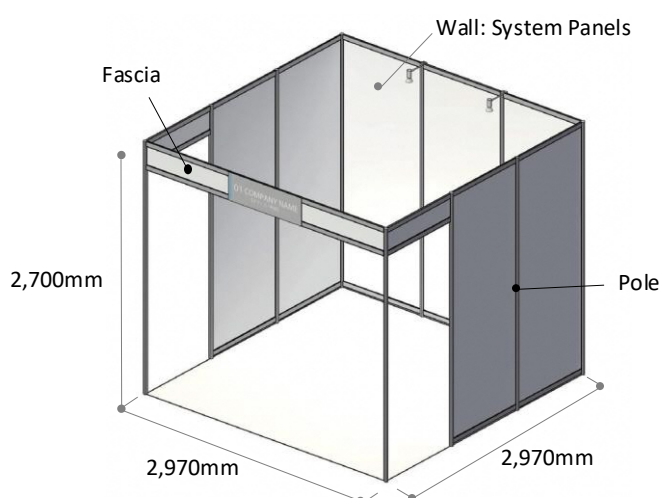
### – Booth location and booth number

Exhibitors will be later notified of their designated booth locations and numbers. You may not loan, exchange, or give your booth space to any third parties.

### – Booth size and layout

Changes from the previous version: Basic equipment includes two LED arm spotlights, one two-port outlet, main electrical wiring work, and electricity usage fees (up to 100V 500W).

#### ● Regular booth space



【1 Booth Space Package Booth Layout】  
(Approx. 3m wide x 3m deep x 2.7m high)  
• System panel (wall)  
• 3m booth front parapet  
• 1 Company Name Board (Fascia Board)  
• 2 Arm Spotlights  
• 1 Electrical Outlet (for 2 plugs)  
• Main Power Line Construction/  
Usage Amount - Up to 100V 500W

\*For exhibitors with spaces spanning over 2 or 3 booth spaces, there will be 1 fascia board per booth space.

\*For corner booths, there will be a fascia board on the corridor side, but no wall panel. If you wish to get a wall panel on the corridor side, please contact the administrative office.

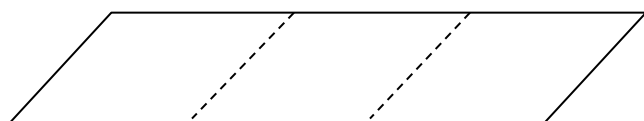
\*Punch carpet is not included in the basic booth package, but the floor surface of the exhibition hall is carpeted (permanently installed). If you need a separate carpet for your booth space, please apply for the optional punch carpet (charged separately).

#### ● Caution

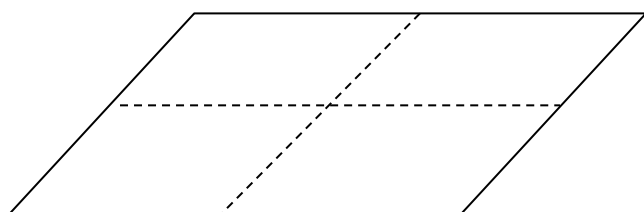
1. System wall panels are white, and poles and frames are silver. You may not put nails and pins directly onto the panels.
2. You may attach posters or light photo panels to panel walls or poles with a double-sided tape or adhesive paper, but you are responsible for restoring everything to their original condition when it is time to clean up.
3. You may not modify or cut a panel wall and pole.
4. Please use clip-typed items for attaching lighting fixture (such as spotlights) to a panel or pole. You may not use screws or bolts.
5. Please do not let heavy items or decorations hang from or lean against panel or poles. If you need to use heavy items, please contact the administrative office.
6. The system panels are rented items. In case of damage caused by the Exhibitor, a repair cost of 21,450yen (tax included) per panel will be charged. Please handle the panels with care.

## 8-2. Booth specifications (Kyoto Smart City Expo 2025)

### — Booths with 3 or 4 allocated spaces



3 spaces (parallel style)



4 spaces (block style)

#### \*Booth standards

- Size of 1 booth :  
(Regular space) W3,000mm \* D3,000mm  
(Small space) W2,000mm \* D3,000mm

If you choose to hand over the space, we will not provide the basic equipment (system panels, parapets, company name plates, power/outlets, and lighting fixtures).

- Construction/Usage Amount :  
(1 kW per booth) (with distribution panel exposed)  
If you need additional electric supply, please apply  
[Application Form No.3]

#### \*Height Restrictions : H 3,600mm

- Exhibitors will be allocated either booth.
- There is no punch carpet in the booths  
(Carpets are available in some locations of the venue)



## 8-3. Booth specifications (Kyoto Foodtech Expo 2025)

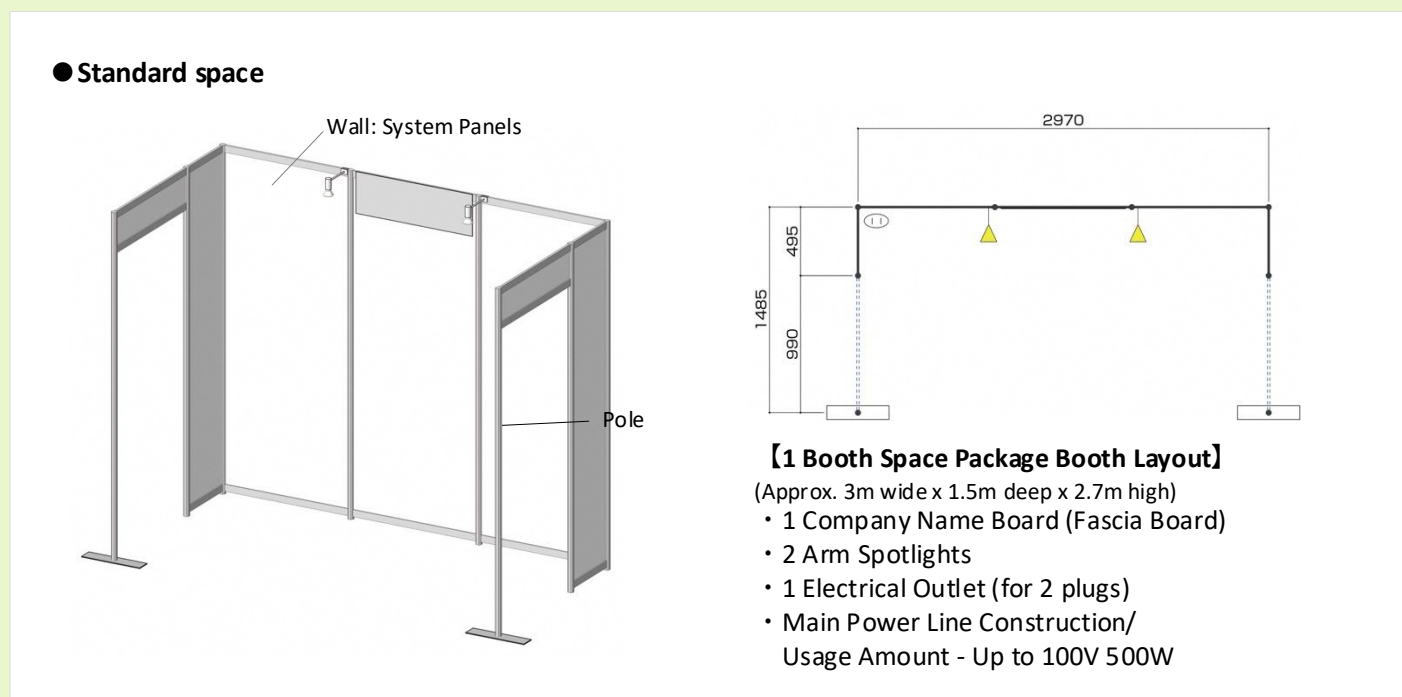
When decorating your booth, please follow all the guidelines to prevent accidents, danger, and fires. These guidelines are set to keep order at the site and prevent possible troubles among exhibitors. We appreciate your understanding.

### - Booth location and booth number

Exhibitors will be later notified of their designated booth locations and numbers.  
You may not loan, exchange, or give your booth space to any third parties.

### - Booth size and layout

Changes from the previous version: Basic equipment includes two LED arm spotlights, one two-port outlet, main electrical wiring work, and electricity usage fees (up to 100V 500kW).



\*For exhibitors with spaces spanning over 2 or 3 booth spaces, there will be 1 fascia board per booth space.

\*For corner booths, there will be a fascia board on the corridor side, but no wall panel. If you wish to get a wall panel on the corridor side, please contact the administrative office.

\*Punch carpet is not included in the basic booth package, but the floor surface of the exhibition hall is carpeted (permanently installed). If you need a separate carpet for your booth space, please apply for the optional punch carpet (charged separately).

### ● Caution

1. System wall panels are white, and poles and frames are silver. You may not put nails and pins directly onto the panels.
2. You may attach posters or light photo panels to panel walls or poles with a double-sided tape or adhesive paper, but you are responsible for restoring everything to their original condition when it is time to clean up.
3. You may not modify or cut a panel wall and pole.
4. Please use clip-typed items for attaching lighting fixture (such as spotlights) to a panel or pole. You may not use screws or bolts.
5. Please do not let heavy items or decorations hang from or lean against panel or poles. If you need to use heavy items, please contact the administrative office.
6. The system panels are rented items. In case of damage caused by the Exhibitor, a repair cost of 21,450yen (tax included) per panel will be charged. Please handle the panels with care.

## 8-4. Booth specifications (Kyoto Smart City StartUp Fes 2025)

STARTUP FES Application Form <https://pro.form-mailer.jp/lp/6c5c0461332327>  
KYOTO SMART CITY STARTUP FES Event Administrative Office (within SCREEN Creative Communications Co., Ltd.)  
Person-in-charge: Hirose, Shimada  
[ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)  
Office Hours: 10:00-12:00, 13:00-17:00 (JST) (except Saturday, Sunday and National holidays)

**\*Please note that this is different from the contact information for Kyoto Smart City Expo and Kyoto Food Tech Expo.**

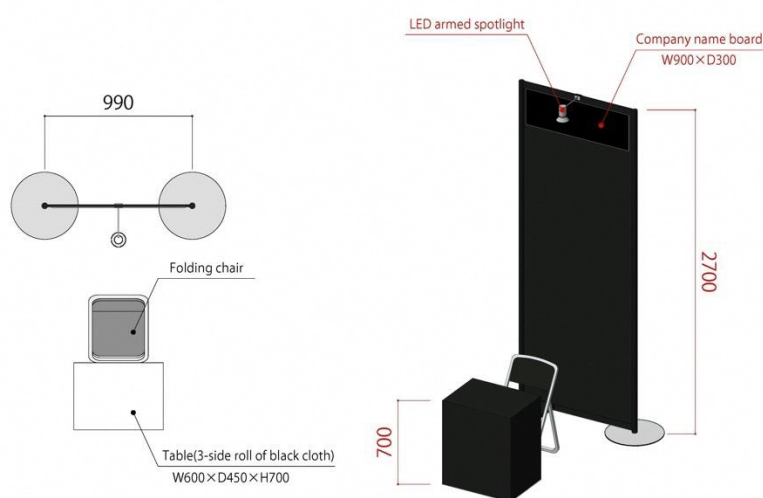
### - Booth location and booth number

Exhibitors will be later notified of their designated booth locations and numbers.  
You may not loan, exchange, or give your booth space to any third parties.

### - Booth size and layout

#### ● Standard space

【STARTUP FES Booth Specifications】  
※black system/black wall/black cloth



【1 Booth Space Package Booth Layout】  
(Approx. 1m wide x 1.5m deep x 2.7m high)

- Black System pane l(wall)
- 1 Company Name Board (Fascia Board)
- 2 Arm Spotlights
- 1 Table (3-side roll of black cloth)  
W600×D450×H700 mm
- 1 Folding Chair

**Power supplies and outlets require separate application and fees.**  
**If you require these, please apply by email to the address below.**

KYOTO SMART CITY STARTUP FES  
Event Administrative Office  
E-Mail. [ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)

The recommended size for posters is A0 or A1, but you are free to display anything other than posters, such as panels or tapestries. (Exhibitors are responsible for displaying posters, etc.)

\* Punch carpet is not included in the basic booth decoration, but the floor of the exhibition venue is permanently carpeted.  
If you require a separate carpet, please apply for punch carpet as an optional item (additional fees apply).

#### ● Caution

1. System wall panels are white, and poles and frames are silver. You may not put nails and pins directly onto the panels.
2. You may attach posters or light photo panels to panel walls or poles with a double-sided tape or adhesive paper, but you are responsible for restoring everything to their original condition when it is time to clean up.
3. You may not modify or cut a panel wall and pole.
4. Please use clip-typed items for attaching lighting fixture (such as spotlights) to a panel or pole. You may not use screws or bolts.
5. Please do not let heavy items or decorations hang from or lean against panel or poles. If you need to use heavy items, please contact the administrative office.
6. The system panels are rented items. In case of damage caused by the Exhibitor, a repair cost of 21,450yen (tax included) per panel will be charged. Please handle the panels with care.

## 9. Decoration rules

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1. The booth wall panels must be less than 2,700mm in height.  
As for a booth with 3 or 4 spaces, it is permitted to have up to 3,600 mm height.
2. Do all work within your own booth.
3. Make sure to keep all your exhibition items within your booth space. Putting chairs or catalog racks outside of the allocated space is not permitted.
4. All booth-related materials (including carpets) must be fireproof (with the specified seal attached). Please make sure to stick the flameproof seal accordingly.
5. It is strictly prohibited to fix some pins, anchors, nails, glues, tapes, and wires into a floor, wall, column, and door at the site except for within your own booth.
6. The package booth back wall is made of system panels, on which surface mounting or nailing is not permitted.
7. Take care not to close off neighbor booths when you decorate a booth (no special numerical restrictions will be set, but we ask for your cooperation and consideration for neighboring booths).
8. A booth with parallel type of spaces has a fixed panel. You can decorate this panel but cannot take it off. Make sure that your booth has enough space for an emergency route if you will design it to let visitors walk around inside.
9. Any structures with a roof, 2 stories, ceilings are not permitted.
10. Exhibitors are responsible for cleaning their own booths. Trash and waste produced at each booth must be disposed of completely.
11. Congestion is expected during booth decoration time. In order to keep an emergency route, please take care not to block the hallway.
12. Wear a helmet and safety belt when working on high places, also when doing work on a ladder. Please do not step on display or reception counter for your safety. You can borrow a ladder for decoration at the onsite helpdesk.
13. Notify the administrative office immediately if you have made any damage to the site facilities. You will be charged for the repairing costs.
14. Exhibitors must leave their booth in their original condition after the exhibition is over.

## 10. Electrical construction

**Changes from the previous plan: Basic equipment includes two LED arm spotlights, one double outlet, mains power installation, and electricity usage (up to 100V, 500W). (Per booth)**

1. A basic booth is equipped with 2 arm spotlights and 1 electric outlet panel (with 2 outlets).  
The exhibition site is supplied with electricity 24 hours a day.
2. A basic booth has electrical supply up to 500W per space. The 100V included in the foundation cannot be changed to 200V. If you require a 200V electrical supply, please apply for additional electrical work, which will incur a fee.
3. If additional lighting fixtures or electricity supply is needed, please apply with [Application Form No.3] on the exhibitor webpage by **Fri., August 29.**
4. Applications for electrical work at startup booths must be made by email, so please contact the Kyoto Smart City Expo 2025 Organizing Committee Headquarters ([ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)).
5. If you have a preference for the location of outlets or lighting, please submit an electrical work design drawing that clearly states your desired locations.

● Electricity supply prices

Exhibitors shall bear the additional electricity cost according to the rate listed below

Electricity rate (without tax)	Single phase 100 V	16,000yen per kW
	Single phase 200 V	18,500yen per kW
	Three phases 200 V	22,000yen per kW

※ Extra electricity supply will be invoiced after the exhibition ends.

4. Follow the rules below if you will make electrical construction by yourself.
  - ① All workers must carry a license as specified in the electrical construction law when they are working on a basic booth.
  - ② Choose cables of size F or above to wire lighting fixtures. Make sure to use a connector for cords and do not connect cables without it.
  - ③ Use a current leakage circuit breaker for a switch of an electric device in the booth, and use a no-fuse breaker or a cutout switch with an appropriate fuse for a splitter switch. Do not substitute copper wires.
  - ④ When you wire machine with 100V, separate the circuits for a device with 15A and more. For other devices, prepare one switch for each circuit per 15A.
  - ⑤ Be careful so that flammable materials will not be touched or heated by Incandescent light bulbs, resistors, and other devices generating heat. Also be cautious against not to locate devices where visitors are posed in danger.
  - ⑥ The foundation installation by the Management Office will be provided by switchgear, so please apply for all electrical work in exhibitors' booths with [Application Form No. 3].
  - ⑦ For “electric construction contractor name and address” in the form, be sure to fill in that information of the contractor you have asked for your booth construction.



## 11. Fire / disaster prevention

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### — Prohibited activities

The following activities are prohibited at the exhibition site, as specified in the fire prevention law:

1. Smoking (Use the designated area for smoking.)
2. Open flame
  - Use of flammable devices that generate sparks/flames by fuel, or devices with a heating section exposed
  - Heaters, stove burners, electrical stoves, alcohol lamps, etc.
3. Bringing combustible gas (general high-pressurized gas such as liquefied petroleum gas, acetylene, and hydrogen)
4. Bringing hazardous materials such as gasoline, kerosene, machine oil, fuel oil, and animal and vegetable oil
5. Bringing hazardous materials such as sub-hazardous materials, dynamites, or large amounts of matches, candles, or spray cans
6. Bringing oil contained in a machine (compressors, vehicles, etc.)
7. Bringing machines or devices that emit bad odor and smoke
8. A booth with two stories or a roof

\* Please contact the Management Office in case of unavoidable circumstances due to demonstrations of exhibits, etc.

## 12-1. Other precautions

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### 1. Internet

LAN internet connection can be provided for a fee.

Please complete the **[Application Form No.6]** on the exhibition webpage by **Thu. August 31.**

### 2. Keeping exhibition items and accidents

Exhibitors are responsible for keeping their own items. The organizers, administrative office and exhibition site cannot make compensation for any theft, damage and loss. It is recommended for exhibitors to join some insurance to protect items.

If some accident occurs due to an exhibitor's fault, it is the exhibitor's responsibility to resolve all matters. We appreciate your cooperation.

### 3. Delivery service

Delivery service counter by Yamato Transport will be set at the exhibition site only on the last day of the exhibition. This service will handle only packages with cash on delivery (payment in advance is not available).

If you will order another delivery service by yourself, be sure to be present there until they finish picking up your packages. Please understand that if some of your belongings are left behind, the keeping cost will be charged to you later.

### 4. Noise restriction / use of microphones

Please have enough consideration regarding the demonstration/video volume so as not to disturb neighbor exhibitors. The use of a wireless microphone is prohibited at the site.

If complaints are received from neighboring exhibitors or other visitors due to a presentation or demonstration, or if the Management Office determines that the presentation or demonstration will interfere with the operation of the exhibition, it may request the exhibitor to take the necessary measures and restrict or cancel the presentation or other demonstration.

### 5. Distribution of goods / other items

Pamphlets may only be distributed within your own booth, not in the walkway.

## 12-2. Other precautions

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### 6. Photography

① Taking photographs of items on display

Do not photograph booths or displayed items without the permission of the exhibitor.

② Taking photographs of your own booth

Do not cause troubles with visitors when taking photographs of your booth. Also, if you will be taking photographs in other than the standard hours, please notify the administrative office.

③ Press photography

A "press card" is given to a press photography team specially permitted by the administrative office. We appreciate your cooperation with photographers wearing this press card.

### 7. Paging / announcement

Paging announcement is basically prohibited during the exhibition not to disturb business negotiations held at the site. However, it is allowed during items carrying in/out time.

### 8. Cleaning

① Any wastes made by packaging such as wood, veneer boards, cardboards, plastic, and electrical wires must be disposed of by the exhibitors.

② Exhibitors must keep their booth clean and prepare cleaning tools by themselves.

③ If any exhibition items or decoration materials are left at the site after the expo is over, the exhibitor will be charged for the disposal cost.

### 9. No smoking

Smoking is prohibited in the site (including within a booth), except for the designated smoking area.

### 10.Storage rooms

The exhibition site does not have any free storage rooms available. Exhibitors are required to handle items including empty boxes by themselves.

### 11.Schedule change / Cancellation

When the exhibition organizer judges it inappropriate to hold the exhibition as scheduled due to some inevitable situation such as society affairs, natural disasters, accidents, or infectious diseases, the exhibition may be postponed or cancelled.

Although the organizer cannot have responsibility for the risk and loss, it will return all or part of the money regarding application already paid by the exhibitors.

### 12.Application Cancellation

From 60 days or less before the exhibition, refund will not be offered.

# 13. Handout Items

Items	Number distributed	Distribution Date
Vehicle badge	Please download the vehicle badge from the website and print it out.	

KYOTO

京都スマートシティエキスポ

SMART CITY EXPO2025

KYOTO FOODTECH EXPO 2025

京都フードテックエキスポ 2025

2025.10.2[Thu]▶3[Fri]@Keihanna Open Innovation Center <KICK@Kyoto>

2025年10月2日(木)・3日(金)

けいはんなオープンイノベーションセンター<KICK>

出展社 搬入出 車両証

“Loading / Decoration Vehicle” Pass

<div>小間No.</div> <div>Booth No.</div>	<div>◆搬入 Booth decoration / Goods carrying in</div> <div>9/30 13:00 ~ 18:00 (特別後飾・スペース小間)</div> <div>10/1 9:00 ~ 18:00</div> <div>◆搬出 Goods carrying out</div> <div>10/3 17:00 ~ 19:00</div>
<div>出展社名:</div> <div>Company Name</div>	
<div>運転者名</div> <div>Driver's name</div>	<div>携帯電話</div> <div>Cell phone number</div>

※必ず搬入出車両証の内容をご記入の上、フロントガラスに掲示してください。

※荷降ろしが終わり次第、駐車場へご移動ください。

※誘導員の指示に従い、速やかな搬入出をお願い致します。

\*Please make sure to fill-in the all sections of the pass and display it on the prominent place so as to be visible from the windshield.

\*Please move your car to the parking area promptly after you finish carrying your loading and decoration items in/out.

\*Please kindly follow the instructions given by staffs and cooperate for a prompt carrying in/out.

## - Use of exhibitor webpage

Please access the exhibitor webpage for form submission.

The Kyoto Smart City Expo 2025 Event Administrative Office will send by email to each exhibitor a Login ID and password.

Please log into the exhibitor webpage through the URL in the email with your login ID and password for form submission.

<https://www.miceworld.jp/smartcity/>

Login in the exhibitor webpage with the information included in the email.

ID

PASSWORD

LOGIN



※For English, please send us E-mail to below.

**KYOTO  
SMART CITY EXPO 2025**

京都スマートシティエキスポ

全体出展者専用Web申請ページ

Web 申請一覧

出展者基本情報登録

基本小間変更装飾施工

追加電気工事申込

レンタル備品申込①

レンタル備品申込②

インターネット回線申込

ビジネスセミナー申込(協賛社のみ)

オプションレンタル備品指示

よくあるご質問

電気工事について

オクタノルムとは

お客様サポート

【京都スマートシティ EXPO2024】Q&A

ようこそ サクラインターナショナル 様

ログアウト

ご出展ありがとうございます。登録期限を過ぎると各ページは自動で閉まり、ご登録出来なくなりますのでご注意ください。期限を過ぎてからの依頼には原則対応できませんので、必ず期限内のご登録をお願いいたします。※ログインから1時間でタイムアウトしますので、長時間作業をされる場合はこまめに「登録」ボタンを押していただくことをお勧めいたします(登録後、締切日までは変更可能です)。

サクラインターナショナルでは、ブースの特別装飾を承っております。下記のメールアドレスにご予算・小間数などをお送り下さい。追ってこちらからご連絡いたします。なお、請求書は会期後に「株式会社SCREENクリエイティブコミュニケーションズ」名義でお送り致します。

No.1

必須

出展者基本情報登録

締切日: 09/01(日)

登録完了: 07/09(火)

No.2

必須

基本小間変更装飾施工

締切日: 09/01(日)

No.3

追加電気工事申込

締切日: 09/01(日)

No.4

レンタル備品申込①

締切日: 09/01(日)

No.5

レンタル備品申込②

締切日: 09/01(日)

No.6

インターネット回線申込

締切日: 09/01(日)

No.7

ビジネスセミナー申込(協賛社のみ)

締切日: 09/01(日)

No.8

オプションレンタル備品指示

締切日: 09/01(日)

詳細はこちら



お問合せ

京都スマートシティエキスポ2024運営事務局(サクラインターナショナル内)  
担当: 猪原  
〒541-0051 大阪府大阪市中央区備後町1-7-3 ENDO男塾ビル3F・4F  
TEL: 050-5804-1338 ※受付時間 平日10:00-17:00 (12:00-13:00は除く)  
E-mail: ksce2024@sakurainc.co.jp

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## 14-2. Form submission

Kyoto Smart City Expo 2025 Kyoto Food Tech Expo 2025 Exhibitors Only

Web application page <https://www.miceworld.jp/smartcity/>

You can register the following items on the application page.

Please be sure to register where marked "Required for all companies." Please register by the deadline.

\*If you are exhibiting in the startup/university category at the Kyoto Food Tech Expo, please also apply here.

(Please see the next page for information about startup exhibitors at the Kyoto Smart City Expo)

[Contact information]

**Kyoto Smart City Expo 2025/ Kyoto Foodtech Expo 2025 Event Administrative Office**

(within SAKURA INTERNATIONAL INC.)

Person-in-charge: Ichien, Inohara

[ksce2025@sakurain.co.jp](mailto:ksce2025@sakurain.co.jp)

TEL: +81-50-5804-1338 FAX: +81-6-4708-5454

Office Hours: 10:00-12:00, 13:00-17:00 (JST) (except Saturday, Sunday and National holidays)

No.	Application form	Details	Deadline	Applicable to	Contact person
1	Exhibition Information	After the login, check all the information, and go to the next page.	Fri., August 29	All exhibitors	Ichien, Inohara
2	Registration form for decoration and agent	Please register any changes in basic booth equipment, booth layout, electrical contractors, etc.	Fri., August 29	All exhibitors	Ichien, Inohara
3	Application for additional electrical construction	When using electrical appliances such as outlets, spotlights, and fluorescent lights, please apply for the electric mainline and power according to the appliances and the power consumption (paid service)	Fri., August 29	exhibitors willing to apply	Ichien, Inohara
4	Application for rental equipment①	Please apply for equipment you wish to rent on other than basic equipment.	Fri., August 29	Optional	Ichien, Inohara
5	Application for rental equipment②	Please apply for equipment you wish to rent on other than basic equipment.	Fri., August 29	Optional	Ichien, Inohara
6	Application for Internet connection	Please apply for the installation of an internet connection line during the exhibition period and upload a layout of the location where you would like to install a wired LAN.	Fri., August 29	Optional	Ichien, Inohara
7	Application for Business seminar	To be completed by Global premier supporter/Premium supporter/Gold supporter.	Fri., August 29	Sponsors willing to apply Gold sponsorship and above	Ichien

## 14-2. Form submission

Kyoto Smart City Expo Startup exhibitors only

STARTUP FES Application Form <https://pro.form-mailer.jp/lp/6c5c0461332327>  
 KYOTO SMART CITY STARTUP FES Event Administrative Office (within SCREEN Creative Communications Co., Ltd.)  
 Person-in-charge: Hirose, Shimada  
[ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)  
 Office Hours: 10:00-12:00, 13:00-17:00 (JST) (except Saturday, Sunday and National holidays)

**\*Please note that this is different from the contact information for Kyoto Smart City Expo and Kyoto Food Tech Expo.**

N o.	提出書類	詳細	提出締切日	該当	お問合せ先
1	Application for additional electrical construction	<p>If you will be using electrical outlets or appliances, please email us with the main power line and power consumption information according to your power needs. (Charges apply.)</p> <p>For electrical work and other options, please also email us the number, name, and quantity listed on the option introduction page on the next page.</p> <p>Please contact us by email at <a href="mailto:ksce@ml.screen-cre.co.jp">ksce@ml.screen-cre.co.jp</a></p>	Fri., August 29	exhibitors willing to apply	Hirose, Shimada
2	Application for Internet connection	<p>There will be a fee for installing an internet connection during the event.</p> <p><b>*Wi-Fi is available at the venue.</b></p> <p>If you would like to specify a preferred location for your wired LAN connection, please contact us by email at <a href="mailto:ksce@ml.screen-cre.co.jp">ksce@ml.screen-cre.co.jp</a></p>	Fri., August 29	exhibitors willing to apply	Hirose, Shimada

\*Details regarding pitch and booth tour applications will be communicated separately.



# 15-1. Optional items

Startup exhibitors at Kyoto Smart City Expo 2025

Please apply by email, including the Booth number, Booth name, and Item No. from the table below.

Startup company option applications: [ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)

Please submit to the administrative office by Fri. August 29:

- For items No. E → [Form No.3 - Application for additional electrical construction]
- For item No. I → [Form No.6 - Application for Internet connection]

\*All prices are without tax.

オプションレンタル備品		Optional Rental Equipment	System Furniture
リース備品		Lease Furniture	
<b>Item No.</b> <b>E-1~3</b>	<b>電気幹線工事</b> <i>Electricity supply</i> <b>E-1</b> 100V(1kW/単相 Single phase) ※電気使用料含む <b>¥16,000</b> <b>E-2</b> 200V(1kW/単相 Single phase) ※電気使用料含む <b>¥18,500</b> <b>E-3</b> 200V(1kW/三相 Three phase) ※電気使用料含む <b>¥22,000-</b>  *Power outlets are not included. *Startup exhibitors at the Kyoto Smart City Expo, and exhibitors who provide their own space, who require power outlets, should also apply for E-11.	<b>Item No.</b> <b>E-4</b>	<b>LEDアームスポット</b> 10W (工事費込) <i>LED arm spotlight 10W (includes construction fees)</i> <b>¥5,000</b> 
		<b>Item No.</b> <b>E-5</b>	<b>LEDスポット</b> 10W (工事費込) <i>LED clip spotlight 10W (includes construction fees)</i> <b>¥5,000</b> 
<b>Item No.</b> <b>E-6</b>	<b>LEDスリム蛍光灯</b> 20W (工事費込) <i>LED slim fluorescent 20W (includes construction fees)</i> <b>¥5,500</b> 	<b>Item No.</b> <b>E-7</b>	<b>LEDスポット</b> 20W (工事費込) <i>LED spotlight 20W (includes construction fees)</i> <b>¥7,000</b> 
		<b>Item No.</b> <b>E-8</b>	<b>LEDスポット</b> 30W (工事費込) <i>LED spotlight 30W (includes construction fees)</i> <b>¥10,000</b> 
<b>Item No.</b> <b>E-9</b>	<b>LEDスポット</b> 60W (工事費込) <i>LED spotlight 60W (includes construction fees)</i> <b>¥16,000</b> 	<b>Item No.</b> <b>E-10</b>	<b>LEDスポット</b> 90W (工事費込) <i>LED spotlight 90W (includes construction fees)</i> <b>¥20,000</b> 
		<b>Item No.</b> <b>E-11</b>	<b>コンセント</b> (電気幹線工事別途) <i>Power outlet (exclude construction fees)</i> <b>¥5,000</b> 
		<b>Item No.</b> <b>I-1</b>	<b>インターネット回線</b> (Bフレッツ100M共有) 1回線当たり <i>Internet connection (B Flet's 100 M shared) 1 connection</i> <b>¥130,000-</b>

\*Please feel free to contact the office if you would like to rent other items than those listed above.

※金額は税抜きです



## 15-2. Optional items

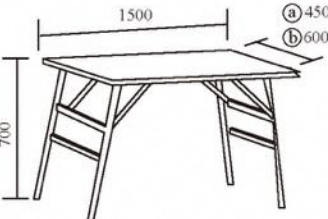
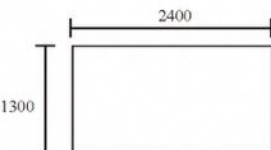


Startup exhibitors at Kyoto Smart City Expo 2025

Please apply by email, including the Booth number, Booth name, and Item No. from the table below.

Startup company option applications: [ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)

Please submit [Form No. 5 - Application for rental equipment②] to the administrative office by Fri. August 29.

\*All prices are without tax.

オプションレンタル備品		Optional Rental Equipment		Lease Furniture	
リース備品		Lease Furniture			
Item No. <b>L-1</b>	商談セット Meeting set	Item No. <b>L-2</b>	カフェテーブル Square table	Item No. <b>L-3</b>	長テーブル(白) Rect. table (White laminate top)
				① 450d ② 600d	
	¥22,000		¥7,000		¥6,500
					
椅子色: 白 テーブル: ガラス W880xD485xH600		天板: デコラ白			
Item No. <b>L-4</b>	長テーブル(白) Rect. table (White laminate top)	Item No. <b>L-5</b>	白布 White cover cloth	Item No. <b>L-6</b>	丸テーブル Round table
	① 450d ② 600d				
	¥6,500		¥1,500		¥12,000
					
		天板: デコラ白			
Item No. <b>L-7</b>	パイプイス(黒) Folding chair (Black)	Item No. <b>L-8</b>	ハイチェア(白) Bar stool(White)	Item No. <b>L-9</b>	サインスタンド Sign stand
			① 430d ② 700d		
	¥800		¥6,000		¥5,000
					
				※パネルは別途 Sign panel NOT included.	

※金額は税抜きです

\*Please feel free to contact the office if you would like to rent other items than those listed above.

## 15-3. Optional items

Startup exhibitors at Kyoto Smart City Expo 2025

Please apply by email, including the Booth number, Booth name, and Item No. from the table below.

Startup company option applications: [ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)

Please submit [Form No. 5 - Application for rental equipment②] to the administrative office by Fri. August 29.

\*All prices are without tax.

オプションレンタル備品		Optional Rental Equipment	Lease Furniture
リース備品		Lease Furniture	
<b>Item No.</b> <b>L-10</b> 写真パネルスタンド Stand for graphic panel (Sign panel NOT included)	<b>¥9,000</b>	<b>Item No.</b> <b>L-11</b> カタログスタンド (A4縦6段) Catalog stand for A4 size (6-pocket)	<b>¥12,000</b>
 <p>※パネルは付属しません。御社でパネルをお持ちください。 Please bring your panel to on-site.</p>			
<b>Item No.</b> <b>L-13</b> 倉庫用スチールラック (5段) Storage shelving (5 shelves)	<b>¥10,000</b>	<b>Item No.</b> <b>L-14</b> 貴名受 Namecard holder	<b>¥4,000</b>
			
<b>Item No.</b> <b>L-16</b> 植木 (大) Plant (L)	<b>¥6,000</b>	<b>Item No.</b> <b>L-15</b> ゴミ箱 Waste basket	<b>¥3,500</b>
		 <p>Ø240H280</p>	
<b>Item No.</b> <b>L-17</b> 植木 (中) Plant (M)	<b>¥5,000</b>	<b>Item No.</b> <b>L-18</b> 植木 (小) Plant (S)	<b>¥4,000</b>
			

\*Please feel free to contact the office if you would like to rent other items than those listed above.

※金額は税抜きです



## 15-4. Optional items

Startup exhibitors at Kyoto Smart City Expo 2025

Please apply by email, including the Booth number, Booth name, and Item No. from the table below.

Startup company option applications: [ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)

Please submit [Form No. 5 - Application for rental equipment②] to the administrative office by Fri. August 29.

\*All prices are without tax.

オプションレンタル備品		Optional Rental Equipment		Lease Furniture	
リース備品		Lease Furniture		Lease Furniture	
Item No. <b>L-19</b>	花鉢 Flower	Item No. <b>L-20</b>	冷蔵庫 140ℓ Refrigerator 140ℓ	Item No. <b>L-21</b>	ノートパソコン Laptop PC
¥4,000		¥26,000 (100V/100W)		¥38,500	
					
※コンセント別途 Power outlet is excluded.		※コンセント別途 Power outlet is excluded.		Windowsオフィスインストール済 Office Home & Business ※コンセント別途 Power outlet is excluded.	
Item No. <b>L-22</b>	音響セット (有線マイクx1、アンプx1、スピーカーx1) Sound System	Item No. <b>L-23</b>	ブルーレイ/ DVDプレーヤー Blu-ray / DVD Player	Item No. <b>L-24</b>	43インチ 縦型 サイネージディスプレイ 43" Signage Display
¥68,000		¥25,000 (100V/20W)		¥180,000	
					
※コンセント別途 Power outlet is excluded.		※コンセント別途 Power outlet is excluded.		本体寸法: H1807×W636×D70 台座寸法: H635×W450×D127 (100V/100W) Built-in media player. Simply insert SD/USB media containing still images or videos into the monitor to automatically play the content! ※コンセント別途 Power outlet is excluded.	
Item No. <b>L-25</b>	32インチ液晶 ディスプレイ 32" LCD Monitor	Item No. <b>L-26</b>	43インチ液晶 ディスプレイ 43" LCD Monitor	Item No. <b>L-27</b>	55インチ液晶 ディスプレイ 55" LCD Monitor
¥75,000 W724×H424 (100V/100W)		¥90,000 W968×H559 (100V/120W)		¥130,000 W1,239×H711 (100V/150W)	
					
※コンセント別途 Power outlet is excluded.		※コンセント別途 Power outlet is excluded.		※コンセント別途 Power outlet is excluded.	

※金額は税抜きです

\*Please feel free to contact the office if you would like to rent other items than those listed above.

# 15-5. Optional items

Startup exhibitors at Kyoto Smart City Expo 2025  
Please apply by email, including the Booth number, Booth name, and Item No. from the table below.  
Startup company option applications: [ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)

Please submit [Form No. 5 - Application for rental equipment②] to the administrative office by Fri. August 29.

\*All prices are without tax.

オプションレンタル備品		Optional Rental Equipment	Lease Furniture
リース備品		Lease Furniture	
Item No. <b>L-28</b>	「液晶ディスプレイ」 システムパネルへの壁掛け仕様 For hanging on system wall ¥27,000	Item No. <b>L-29</b>	モニタースタンド (搬入出費用込) For hanging on system wall ¥36,000- W630×D636×H1306~1661mm *Adjustable in 5 steps at 9cm intervals
			
		Item No. <b>L-30</b>	HDMIケーブル 5m HDMI cable 5m ¥3,500
			

※金額は税抜きです

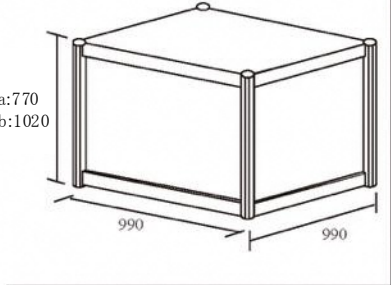
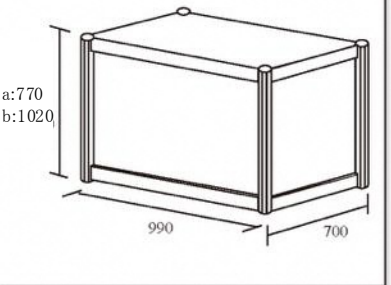
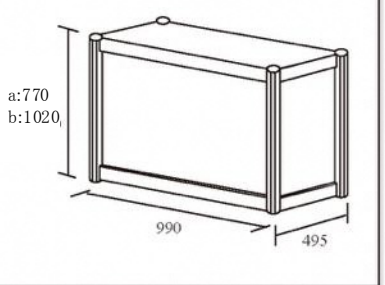
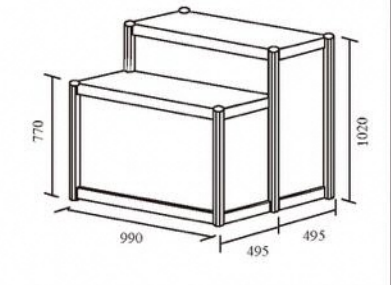
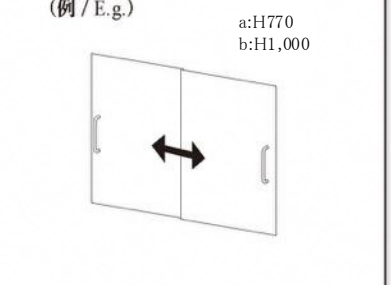
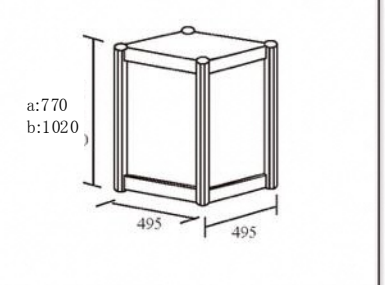
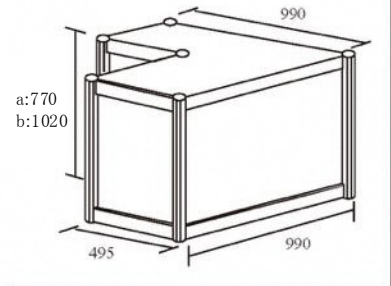
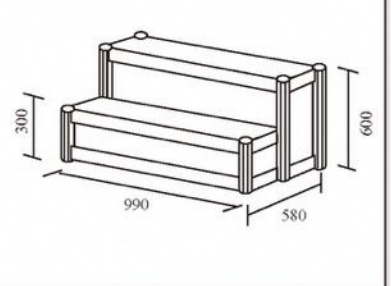
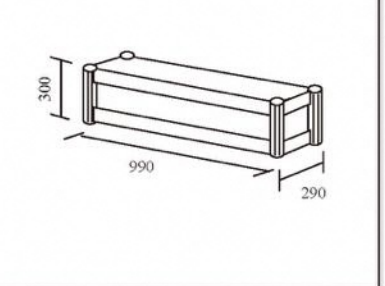
\*Please feel free to contact the office if you would like to rent other items than those listed above.

# 15-6. Optional items

Startup exhibitors at Kyoto Smart City Expo 2025  
Please apply by email, including the Booth number, Booth name, and Item No. from the table below.  
Startup company option applications: ksce@ml.screen-cre.co.jp

Please submit [Form No. 4 - Application for rental equipment①] to the administrative office by Fri. August 29.

\*All prices are without tax.

オプションレンタル備品		Optional Rental Equipment		System Furniture	
システム備品		System Furniture			
Item No. <b>S-1</b>	展示台 Display counter	Item No. <b>S-2</b>	展示台 Display counter	Item No. <b>S-3</b>	展示台 Display counter
¥26,000		¥26,000		¥20,000	
					
Item No. <b>S-4</b>	展示台(ヒナ段) Display counter (Two-step counter)	Item No. <b>S-5</b>	S-1～4の展示台に 引き戸をつける(W990部分) Display counters S-1～4 can be fitted with a sliding door	Item No. <b>S-6</b>	展示台 Display counter
¥36,000		¥6,500		¥14,000	
					
Item No. <b>S-7</b>	L型展示台 Display counter	Item No. <b>S-8</b>	展示台(ヒナ段小) Display counter (Two-step counter)	Item No. <b>S-9</b>	展示台(ヨーカン型) Display counter (One-step counter)
¥37,000		¥33,000		¥15,000	
					

※金額は税抜きです

\*Please feel free to contact the office if you would like to rent other items than those listed above.



## 15-7. Optional items

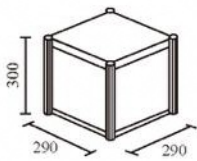
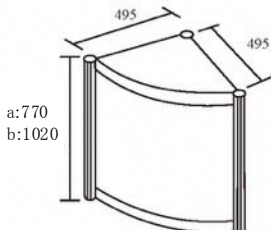
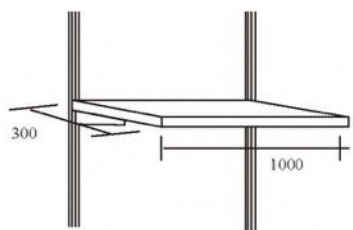
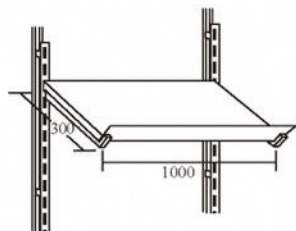
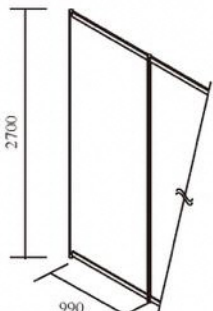

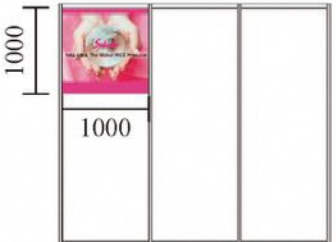
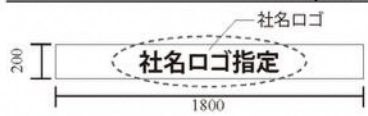
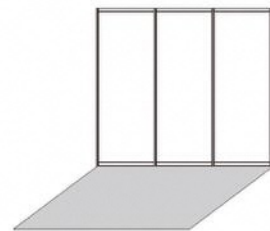
Startup exhibitors at Kyoto Smart City Expo 2025

Please apply by email, including the Booth number, Booth name, and Item No. from the table below.

Startup company option applications: [ksce@ml.screen-cre.co.jp](mailto:ksce@ml.screen-cre.co.jp)

Please submit [Form No. 4 - Application for rental equipment ①] to the administrative office by Fri. August 29.

\*All prices are without tax.

オプションレンタル備品		Optional Rental Equipment	System Furniture
システム備品		System Furniture	
<b>Item No.</b> <b>S-10</b>	<b>展示台 (サイコロ)</b> <i>Display counter (Cube)</i>	<b>Item No.</b> <b>S-11</b>	<b>展示台 (R型)</b> <i>Curved display counter</i>
¥13,000		¥22,000	
		<b>Item No.</b> <b>S-12</b>	<b>平棚 1m</b> <i>(標準取り付け高さ1100mmH)</i> <i>Flat shelf 1m</i> <i>(Standard installation height 1100mmH)</i>
		¥9,000	
<b>Item No.</b> <b>S-13</b>	<b>傾斜棚</b> <i>(標準取り付け高さ1100mmH)</i> <i>Slant shelf</i> <i>(Standard installation height 1100mmH)</i>	<b>Item No.</b> <b>S-14</b>	<b>追加仕切りパネル</b> <i>Additional dividing wall pane</i>
¥14,000		¥10,000	
		<b>Item No.</b> <b>S-15</b>	<b>壁面色替え (1枚/W950)</b> <i>Colored wall panels</i> <i>(par panel. /W950)</i>
		¥18,000	 <p>次ページの色見本よりお選び下さい。 Please choose from sample sheet.</p>
<b>Item No.</b> <b>S-16</b>	<b>壁面グラフィックシート出力貼り (1出力) mあたり</b> <i>Graphic sheet for wall panel</i> <i>(per sqm)</i>	<b>Item No.</b> <b>S-17</b>	<b>社名板 (社名ロゴ指定)</b> <i>完全データ支給 / Logo data provided by customer</i> <i>Putting logo on company nameboard</i>
¥22,000		¥35,000	 <p>申込締切日までに、ロゴデータをメールにてお送りください。 データの無い場合は、別途見積りをいたします。 ※データはイラストレーターCC以下のバージョンで アウトライン化したものをお願いします。 *Logo data must be provided in Illustrator format.</p> <p>Destination address <a href="mailto:ksce2025@sakurain.co.jp">ksce2025@sakurain.co.jp</a></p>
		<b>Item No.</b> <b>S-18</b>	<b>パンチカーペット</b> <b>3×3m 15色</b> <i>Punch carpet</i> <i>3×3m(15Colors)</i>
		¥36,000	 <p>次ページの色見本よりお選び下さい。 Please choose from sample sheet.</p>

\*Please feel free to contact the office if you would like to rent other items than those listed above.

※金額は税抜きです

## 15-8. Optional Items

### COLOR SAMPLE (色見本)

壁面パネル(12色) / Wall panel (12Colors)



**LK-311**  
ピンク/Pink



**LK-300**  
赤/Red



**LK-201**  
黄/Yellow



**LK-313**  
オレンジ/Orange



**LK-907**  
青/Blue



**LK-900**  
紺/Navy



**LK-506**  
黄緑/Light Green



**LK-503**  
緑/Green



**LK-316**  
クリーム/Cream



**LK-370**  
茶/Brown



**LK-105**  
グレー/Gray



**LK-101**  
黒/Black

パンチカーペット(15色) / Punch carpet (15Colors)



ピンク/Pink



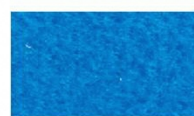
赤/Red



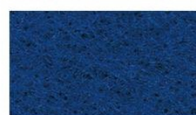
黄/Yellow



オレンジ/Orange



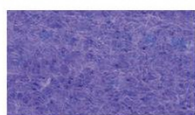
水色/Light Blue



青/Blue



紺/Navy



紫/Purple



霜降り黄緑/Light Green



緑/Green



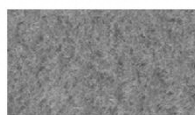
霜降り茶/Light Brown



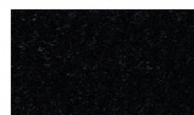
茶/Brown



霜降りグレー/Light Gray



グレー/Gray



黒/Black

※上記の色見本は印刷の都合上、実際の色味、発色は異なります。

ご指定の色がある場合や、実際の色を確認されたいご出展社様はサクラインターナショナル(株)までご連絡ください。

※The actual color may differ from the samples above.



## 16. Visitor Management System and Booth Visitor Reception

A visitor registration system (Smile Tracking) will be used for visitor flow management (number of visitors entering/exiting the venue and visiting booths). Exhibitors can scan the QR codes on Visitors' badges with their own devices to collect information on who has visited their booths, and the collected data can be viewed on the dedicated page.

The Administrative office will send to each exhibitor an ID/Password to access the dedicated page.

An instruction document about the access and use of this page will be sent at a later date.

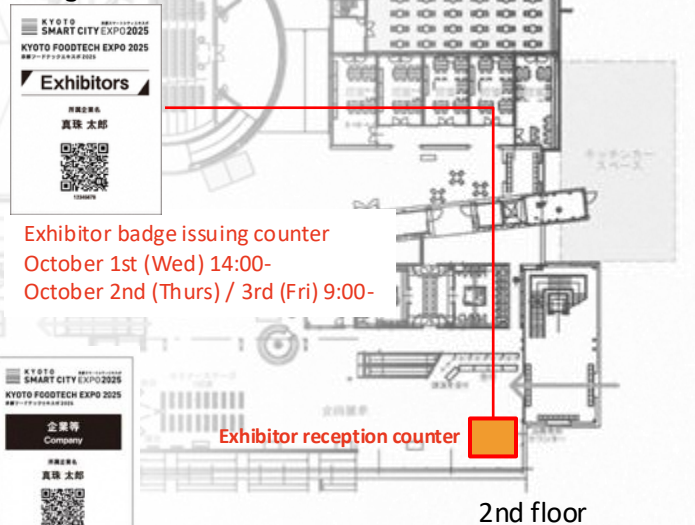
Visitors and Exhibitors will all get a badge with a QR code.

※The badge design is subject to modification.

### Badge for Visitors



### Badge for Exhibitors



## How to scan the QR code of your booth visitors

※Exhibitors will be sent before the event a QR code and URL to log onto the dedicated page, as well as an instruction manual.

### ① Scan the QR code to log into the page

Scan the received QR code with your smartphone camera.



※画像はイメージです



Multiple staff in your booth can access the page with the same QR code and URL.

Once on the page, input your exhibitor code (user code) and password to log in. ※The page URL will be sent at a later date.

### ② The dashboard

Once logged in, the dashboard page is displayed. Your Exhibitor information appears at the top, so please check the Exhibitor name is correct.



### ③ Scan a visitor's QR code

Tap on the 「QRコード受付」 ("Scan QR") button for the camera to open in your browser and scan the visitor's QR code.

After scanning the QR code, tap on the 「受付」 ("Enter") button for this visitor to be counted in your booth's total number of visitors.

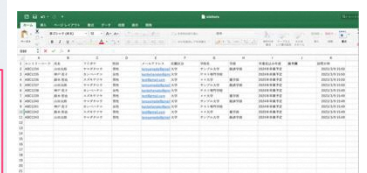


Visitor badge with QR code to be scanned



### ④ Visitors history and CSV download

You can see information for all your visitors in the 「訪問履歴一覧」 ("Visitor history") section. If you scan the visitors' QR codes with several devices, refresh the browser page for the information to appear.



Tap on the green 「CSVダウンロード」 ("Download CSV") button to get the CSV file with visitors' basic information (full name, e-mail address, employer, affiliation, industry, department).

※ Please let the visitors know you will get their basic information before scanning their QR code.