

Kobe International Exhibition Center

KOBE CONVENTION CENTER

~Kobe International Exhibition Center Usage Guid~
(Terms of Use)

**Kobe International
Exhibition Center**



Address: 〒650-0046

6-11-1, Minatojima-nakamachi,
Chuo-ku, Kobe-shi, Hyogo, Japan

H P : <https://kobe-cc.jp>

Phone number: +81-78-302-1020

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Various materials, such as venue layouts and equipment photos, are available for viewing and download online.

Materials

- Exhibition Hall Drawing
- Exhibition Hall Equipment Photos
- Exhibition Hall Facility Photos
- Set of Exhibition Hall Forms for Submission to the Fire Department, etc.
- User Guide and Supplementary Materials

Please access the materials via the link below or the QR code.

[Various materials of the International Exhibition Hall](#)



1. Facility Overview

Kobe International Exhibition Hall is one of Kobe's largest exhibition venues, with a total exhibition area of 13,600 m². It can be used for large-scale exhibitions using the entire hall, as well as for lectures, major exams, seminars, and various events. The facility consists of three buildings: Hall 1, which accommodates a variety of exhibition needs; Hall 2, which features movable seating (1,532 seats) and can be converted into a tiered convention hall with a capacity of up to 4,000 people; and Hall 3, which is designed for ease of use, featuring a large loading area for move-in and move-out. We offer venue plans tailored to the scale and purpose of your event, from Hall 1 to Hall 3.

Name: Kobe International Exhibition Hall, Kobe Convention Center

Address: Kobe International Exhibition Hall, 6-11-1 Minatojima Nakamachi, Chuo-ku, Kobe-shi, Hyogo, 650-0046

TEL: 078-302-1020

FAX: 078-302-1870

E-mail: Kobe.conf-exb@kcva.or.jp

Website: <https://kobe-cc.jp/> (Kobe Convention Center 3D Virtual Tour)

■ Available Dates

January 4 to December 28

* Closed for the New Year holidays from December 29 to January 3.

The hall may be temporarily closed for facility equipment inspections, maintenance, or renovations.

■ Hours of Use

Standard hours: 9:00 AM to 5:00 PM (Extended use outside these hours may be possible.)

* For use during late-night/early-morning hours (10:00 PM to 6:00 AM), please contact us at least two months before your scheduled event date.

Use during late-night/early-morning hours may be subject to restrictions, for instance, for setup and removal activities that generate noise or vibration or for stage use including rehearsals.

Additional costs, such as those for staff accommodation and increased security, may apply.

Extended use outside of standard hours may be denied if it interferes with facility management.

■ Kobe Convention Center 3D Virtual Tour

A "3D Virtual Tour" (VR content that allows you to explore the facility in 3D by moving around while viewing 360-degree still images) is available on the Kobe Convention Center website.

What you can do with the "3D Virtual Tour"

- Check the exterior and the relative location of surroundings.
- Tour the inside of the facility (exhibition halls, conference rooms, waiting rooms, restrooms, elevators, loading areas, etc.).
- Check the layout of exhibition halls and conference rooms (open floor, academic conference style, exam style).
- Take measurements within the virtual tour.
- Capture screenshots within the virtual tour.

2. From Application to Event

Step	Task	Responsible Party
1	Inquiry (availability, venue tour, etc.)	User
2	Sending the "Kobe International Exhibition Hall Application Form"	MICE Promotion Department
3	Submitting the "Kobe International Exhibition Hall Application Form"	User
4	Issuing the "Kobe International Exhibition Hall Usage Approval" and "Basic Usage Fee Invoice"	International Exhibition Hall
5	Payment of Usage Fees	User
6	Event Planning Meeting	User / International Exhibition Hall
7	Event Day	User / International Exhibition Hall
8	Settlement of Expenses Incurred on the Event Day (Issuance of Invoice)	International Exhibition Hall
9	Payment	User

■ Application Start Dates

Type of Meeting/Event	Application Start Date
International conference, international trade fair, or combined use with the entire International Conference Center	Any time
Use of the entire facility (Halls 1, 2, and 3)	2 years prior to the first day of use
Use of 3,000 m ² or more	1 year prior to the first day of use
Use of less than 3,000 m ²	6 months prior to the first day of use
Use of only the Hall 1 multi-purpose room or Hall 2 conference rooms	3 months prior to the first day of use

■ Approval of Use

- (1) Your application is approved upon the issuance of the "Usage Approval" document.
- (2) The user may not transfer or sublease all or part of the right to use the facility to a third party without the facility's permission.

■ Payment of Usage Fees

(1) Facility usage fees must be paid in advance according to the table below. After the "Application Form" is received, a pre-payment invoice will be sent to you along with the "Usage Approval" document.

Timing	Payment Amount	Payment Deadline
From the date of usage approval until 6 months before use	30% of the basic facility usage fee (Full payment is also possible.)	Generally, by the end of the month following the invoice date (by the due date specified on the invoice)
3 months before use	Remaining 70% of the basic facility usage fee	Generally, 3 months before the event (by the due date specified on the invoice)
After the event (post-payment)	Overtime fees, fees for additional equipment/fixtures, cleaning fees, etc.	Generally, by the end of the month following the end of the event (by the due date specified on the invoice)

- * If the usage approval is granted less than three months before your event, payment must be made by the deadline specified on the invoice.
- * The organizer is responsible for any fees related to the payment of usage fees.
- * If you wish to pay the full basic facility usage fee six months before your event, please inform the staff in charge when you apply.

3. Changes and Cancellations

(1) If, after your usage has been confirmed, you need to change the date, time or location or cancel your reservation for personal reasons, a cancellation fee may be incurred. Please contact us promptly.

(2) Cancellation fees may also apply to equipment, produced items, and labor costs ordered through the facility, depending on the timing of the cancellation and the partner company's regulations.

Facility Type	Date of Cancellation	Cancellation Fee
All facilities, Hall 1 (1F/2F), Hall 2 (1F), Hall 3	Until 6 months before the date of use	10% of the basic usage fee
	From 6 months to 3 months before the date of use	30% of the basic usage fee
	From 3 months to 1 month before the date of use	50% of the basic usage fee
	Within 1 month before the date of use	100% of the basic usage fee (full amount)
Hall 1 multi- purpose room, Hall 2 (2F/3F) conference rooms	Until 3 months before the date of use	None
	From 3 months to 10 days before the date of use	10% of the basic usage fee
	Within 10 days before the date of use	100% of the basic usage fee (full amount)

- * The cancellation fee will be deducted from the amount already paid, and the remaining balance will be refunded.
- * If the amount already paid is less than the cancellation fee, the difference will be billed.
- * If the scope of facility use is reduced (e.g., partial use of Hall 3), a cancellation fee will be charged on the difference in the usage fee.
- * Changes to the facility usage category (e.g., from "exhibition use" to "conference use") are not subject to any cancellation fee.

4. Usage Restrictions and Revocation of Usage Approval

■ Exclusion of Anti-Social Forces

Kobe City has implemented the "Kobe City Guidelines for the Exclusion of Organized Crime Groups from City Contract Administration" to eliminate organized crime groups from public contracts. These guidelines ensure the thorough exclusion of organized crime groups from all contracts concluded by Kobe City and its affiliated organizations. Accordingly, the same treatment as Kobe City will be applied to the use of this facility in accordance with these guidelines. Permission to use the facility will not be granted, or may be revoked, if the facility is used for the activities of any organized crime group, thereby benefiting them, or if its use is otherwise prohibited by law or ordinance. To exclude organized crime groups, we may consult with the head of the Hyogo Prefectural Police Headquarters if necessary.

■ Usage Restrictions

Applications for use will be refused if any of the following apply:

- (1) The use is deemed likely to harm public order or morals.
- (2) The use is deemed likely to cause damage to the facility or its equipment.
- (3) The use is deemed to benefit organizations that are likely to engage in collective or habitual violent illegal acts.
- (4) The use is deemed likely to cause inconvenience to other users of the facility.
- (5) The use causes or may cause a nuisance to the surroundings due to noise, vibration, or odors.
- (6) The use causes or may cause a nuisance to nearby residents.
- (7) The use violates any provision of the Kobe International Exhibition Hall Ordinance, its enforcement regulations, or the facility usage rules.
- (8) The use is deemed to hinder the management or operation of the facility for any other reason.

■ Revocation of Usage Approval

Even after usage has been approved, approval may be revoked or the use of the facility may be stopped, even during the event, if any of the following apply:

- (1) Any of the "Usage Restrictions" listed above apply.
- (2) The application was made with false information or by other fraudulent means, or the facility is used for a purpose different from that stated at the time of application.
- (3) The usage fee is not paid by the specified deadline.
- (4) The user or their associates engage in or are likely to engage in nuisance behavior toward other users or the surroundings, such as solicitation, noise, or odors.
- (5) The user fails to comply with the rules established by the facility.
- (6) The user fails to submit required notifications to the relevant government agencies as stipulated by law.
- (7) The use of the facility becomes difficult due to a disaster or other force majeure.
- (8) Unavoidable circumstances arise in the management or operation of the facility.

5. Usage Fees

■ Facility Usage Fees

Please refer to the separate sheet "Kobe International Exhibition Hall Facility Usage Fees."

● Usage Categories (Examples of Use)

Category	Subcategory	Examples of Use
Exhibition	Trade Fair	Trade fairs, product exhibitions, sales, sales events
	Exhibition	Exhibitions, poster exhibitions, workshops (paid experiences)
	Entertainment Events	Events with admission fees or audiences, concerts, dinner shows, fan meetings, handshake events
Conference	Conference	Academic conferences (general meetings, lectures), seminars, meetings
	Assembly	Exams, training sessions, academic conference registration, workshops
	Ceremony	Ceremonies, parties

* If any sales or exhibits are conducted within the venue, the category will be "Exhibition."

- (1) Air conditioning costs and consumption tax are included in the facility usage fee.
- (2) A separate fee will be charged for the final restoration cleaning.
- (3) If setup is carried out ahead of schedule during late-night hours (10:00 PM to 6:00 AM), additional charges for security and staff labor will be incurred in addition to the overtime usage fee.
- (4) If the main event or removal extends past midnight, additional charges for security and staff labor will be incurred in addition to the overtime usage fee.

■ Equipment Usage Fees

Please refer to the separate sheet "Kobe International Exhibition Hall Equipment Price List."

■ Overtime Usage Fees

Please refer to the separate sheet "Kobe International Exhibition Hall Facility Usage Fees." Overtime usage fees will be billed based on the entry and exit records on the day of use.

■ Fee for Unauthorized Use of Shared Spaces

On the day of the event, the following fee will be charged for using lobbies, common areas, etc., for exhibitions, sales, etc.:

Per square meter ¥300/day

■ Utility Fees (Electricity, Gas, Water)

For the following uses of electricity, gas, or water in the exhibition hall, such as connecting outlets or running piping, meters will be checked before and after use, and fees will be charged based on the unit prices below:

Utility	Electricity	Gas	Water
Unit Price	¥60 / 1 kWh	¥170 / 1 m ³	¥500 / 1 m ³

Exhibition Hall Power Supply Guidelines

If you plan to use electricity exceeding the following capacities, the organizer must arrange a separate generator, etc.:

	Mid-season	Cooling period	Heating period
Halls 1 and 2 (entire hall of each)	400 kW	250 kW	360 kW
Hall 3 (entire hall)	204 kW	180 kW	200 kW

- * Mid-season refers to the period when only the supply/ventilation system is operating.
- * The power supply may vary depending on the electrical load of facility equipment such as lighting and air conditioning.

■ Combined Use of the Exhibition Hall and Conference Center

All facilities in the Exhibition Hall or All rooms in any of Hall 1, 2, or 3 + All facilities in the Conference Center

In the case of the combined use described above, each basic usage fee will be reduced by 10%.

- * A "Reduction/Exemption Application Form" must be submitted.

■ Discount Period

If you use the exhibition hall in August, the basic usage fee for the exhibition room will be reduced by 10%.

- * This discount cannot be combined with the discount for the "combined use with the Conference Center" mentioned above.

■ Kobe International Exhibition Hall Underground Parking (Paid)

(1) **Hours:** 7:00 AM – 10:00 PM

(2) **Fees:** ¥300 for the first 2 hours

¥150 for each additional hour (daily maximum: ¥750)

¥1,000 for overnight parking (10:00 PM – 7:00 AM the next day)

- * Gate-controlled parking, payment upon exit. Please pay in cash upon leaving. (¥5,000 and ¥10,000 bills cannot be used.)

(3) **Capacity:** 200 spaces (including 2 spaces for disabled parking)

(4) **Parking Tickets:** The types and fees of parking tickets that can be issued are as follows. You will be billed after the event based on the number of tickets used.

| 2-hour ticket (¥300) | 3-hour ticket (¥450) | 4-hour ticket (¥600) | 1-day ticket (¥750) |

- * Overnight fees are not applicable.
- * There is no discount for disabled parking.

■ Ordering Services from Partner Companies

The following services can be arranged through the exhibition hall. Please consult with the exhibition hall staff. The fees will be billed together with the venue fee.

Service	Examples	Service	Examples
Signage/Flowers	Hanging and directional signs, stage flowers, etc.	Venue Setup	Exhibition/conference setup, various operations
A/V Equipment	Screens, projectors, etc.	Sound Equipment	Multi-channel microphones, recording, BGM, etc.
Lighting Equipment/Operation	Spotlights, pin spots, etc.	Food & Beverages	Boxed lunches, receptions, coffee, etc.
Security Services	Patrols, guidance security, etc.	Cleaning	Cleaning, waste disposal, etc.

■ Cleaning and Waste Disposal

After using the venue, please hire a cleaning company designated by our facility to perform restoration cleaning and waste disposal for the next event. The user is responsible for arranging this.

Designated Company: Tsurukame Kanzai Co., Ltd. 078-371-3589

E-mail: kusumoto@turu-kame.co.jp (Contact: Kusumoto)

* Cleaning must be performed by the designated company to ensure the restoration cleaning standards are met. The time spent for cleaning by the designated cleaning company is not included in the usage hours.

* Trash cans are installed in common areas such as lobbies and hallways. If additional trash cans are needed in the exhibition rooms, etc., please consult with the designated cleaning company.

(1) Basic Cleaning Items (Required)

- ① **Daily Patrol Cleaning:** Collection of garbage in exhibition and waiting rooms, upkeep of common areas, and cleaning of restrooms during the usage period
- ② **Final Restoration Cleaning:** Final cleaning after removal (floor cleaning, etc.)
- ③ **Movable Seating Cleaning (if used):** Cleaning movable seats before use

Estimated Cleaning Fees

① **Daily Patrol Cleaning:** ¥14,300 per person per day (9:00 AM – 5:00 PM)

② **Final Restoration Cleaning:**

	Hall 1 (1F)	Hall 1 (2F)	Hall 2 (1F)	Hall 3 (all rooms)
Conference Use	¥66,000	¥82,500	¥125,400	¥132,000
Exhibition Use	¥99,000	¥115,500	¥165,000	¥165,000

③ **Movable Seating Cleaning:** ¥22,000 (for one side of 766 seats) (cleaning before use)

* Prices may vary depending on the area used and the scope of services. Please consider the above prices as a guide.

(2) Other Cleaning Items

- ④ **Pre-Opening Cleaning:** Collection of garbage generated during setup and cleaning after the setup is completed
- ⑤ **Post-Closing Cleaning:** Collection of garbage and floor cleaning at the end of the event day
- ⑥ **Waste Disposal Fee:** Fees for Kobe City-designated business garbage bags and their collection and transport
- ⑦ **Cardboard Disposal Fee:** Disposal of cardboard

(3) Other

You will be billed based on the actual cleaning results, such as the amount of garbage collected and the extent of soiling or damage after the event. If significant soiling or damage to the facility (e.g., peeled walls, tire marks) is found, a separate restoration fee will be charged.

6. Event Planning Process

■ Pre-Event Planning Meeting

Please schedule a pre-event meeting with the exhibition hall at least one month before the first day of use to discuss the following matters. A site visit prior to the event is possible, in principle, on days when the venue is not in use. Please arrange the visit in advance.

Main Discussion Topics

- ① Details and schedule (timeline) of facility use
- ② Confirmation of the venue layout
- ③ Confirmation of the operation manual, etc.
- ④ Use of in-house equipment and fixtures, and availability of parking tickets
- ⑤ Confirmation of the event operation framework (including related contractors)
- ⑥ Use of communication lines and internet, and requirements for electrical work
- ⑦ Final restoration cleaning (including cleaning and garbage disposal)
- ⑧ Bringing in items/equipment from outside, and move-in/move-out plan
- ⑨ Whether food and beverages will be provided (including use of the pantry)
- ⑩ Confirmation of documents to be submitted to the fire department
- ⑪ Safety measures (security plan, etc.) and sharing information about the neighborhood

■ Discussion about Cleaning

The designated cleaning company will contact the organizer to confirm cleaning arrangements.

Designated Company: Tsurukame Kanzai Co., Ltd. 078-371-3589 (Contact: Kusumoto)

Please consult with them regarding the cleaning details and the amount of waste to be disposed of.

■ Documents to Be Submitted to Kobe International Exhibition Hall

[Required]

	Document Details	Submission Timing
①	Documents showing the details and schedule (timeline) of facility use	At or before the pre-event meeting
②	Venue layout plan	
③	Operation manual, etc. (pre-entry waiting area, entry method, entry flow, etc.)	
④	Copies of documents submitted to the fire and police departments*	Generally, 7 days before the event

* After submitting your application to the relevant office, please copy or scan a duplicate (copy) with a seal of acceptance or approval, and submit it or send it by email to the exhibition hall office.

[Optional]

	Situation	Document Details	Submission Timing
⑤	If electrical work is performed within the hall	Electrical Work Notification (to be submitted by the electrical contractor)	Generally, 7 days before the event
⑥	If the network is expanded	Wired LAN wiring diagram	
⑦	If a stage is set up	Stage script (scenario)	At the pre-event meeting

■ On the Day of the Event

- ① **Entry Procedure:** The representative's signature is required (the security reception at Hall 1 for Halls 1 and 2, and the security reception at Hall 3 for Hall 3). Entry is permitted from 10 minutes before the usage time.
- ② Confirm the opening times of the main entrance, loading/unloading shutters, and the operation start time of the escalators.
- ③ The exhibition rooms and other facilities to be used will be unlocked before the usage time. If you need to borrow a key, please request it at the security reception desk.
- ④ Procedures for borrowing various items (copy cards, parking discount tickets, trolleys, pantry, reception room, etc.).
- ⑤ Tables and chairs:
Exhibition rooms: Stored in the equipment warehouse of each hall. A usage fee will be charged for items taken from the warehouse.
Conference rooms: Included in the facility usage fee (If the layout is changed, it must be restored to its original condition at the end.)
- ⑥ Confirm any additions or changes on the day of the event.
- ⑦ Confirm the end time, quantity of equipment used, lobby usage area, etc.
- ⑧ Check for forgotten or lost items after the event.
- ⑨ Check the facility and equipment after use.
- ⑩ Fill out the user questionnaire (request).
- ⑪ **Exit Procedure:** Same as the entry procedure.

Please provide the number of visitors for the annual report to Kobe City.

[About Lost and Found]

- During the event, the organizer is responsible for handling lost and found items.
- After the event, items other than valuables will be kept by the exhibition hall, and inquiries will be handled for about one week. Items for which there are no inquiries within one week will be disposed of.
- Valuables (cash, wallets, credit cards, commuter passes, etc.) should be taken directly to the relevant police station.

Police Station Responsible for Port Island:

- Kobe Suijo Police Station: 3-1 Minatojima, Chuo-ku, Kobe-shi (078) 306-0110
- Port Island Police Box: 4-1-1 Minatojima Nakamachi, Chuo-ku, Kobe-shi

[About Air Conditioning]

• **Operating Hours:**

Normal: Operation starts 10 minutes before the usage time and stops after the usage ends.

Summer: On the event day, operation starts 30 minutes before the usage time or 1 hour before the start of the event and stops after the usage ends.

* On setup days during the summer, operation starts 10 minutes before the usage time, as per normal procedure.

* Summer refers to the period when the outside temperature exceeds 30° C (mid-July to early October).

6. Important Notes

■ Compliance and Other Matters

Users must comply with the following:

- (1) Users or their associates (including related contractors, exhibitors, performers, and visitors; hereinafter the same) are prohibited from entering any facilities without permission that they are not authorized to use.
- (2) Users must immediately restore the facility (including equipment, etc.) to its original condition upon completion of use and have it confirmed by the facility staff.
- (3) Users are responsible for managing security, fire prevention, personal injury, and theft/damage of items, exhibits, valuables, etc., during the entire period of facility use (from preparation to removal). The facility assumes no liability unless such issues are caused by intentional misconduct or gross negligence on the part of the facility.
- (4) Bringing pets or other animals onto the premises is generally prohibited, with the exception of guide dogs and service dogs.
- (5) If the user or their associates cause any soiling, damage, or loss to the facility (including equipment), the user must restore it to its original condition or compensate for the damage.
- (6) If the user or their associates cause damage to a third party, the user must compensate for that damage. The facility assumes no liability.
- (7) Even if the application of Section 4, "Usage Restrictions and Revocation of Usage Approval," results in damage to the user or their associates, the facility assumes no liability.
- (8) In the event of any dispute between the user and the facility regarding the use, the Kobe District Court shall be the exclusive court of first instance with jurisdiction. This user's guide shall be governed by and construed in accordance with the laws of Japan.

■ Setup and Removal

(1) Setup

- ① To preserve the building, nailing, gluing, taping, or coloring on the floor, walls, pillars, etc., is prohibited, both inside and outside the building.
- ② When using tape on the floor for marking, etc., be sure to use low-adhesive tape that does not leave residue, and never use paper tape.
- ③ When laying carpets, etc., on the floor, please use adhesive tape that does not leave residue on the floor.
- ④ Do not cut paper, cloth, etc., directly on the building floor with a knife or similar tool. Always use a cutting mat to avoid damaging the floor.
- ⑤ Posters, etc., must be displayed on panels. If you wish to post them on steel doors, magnets are available for rent (must be returned after use). Please request them at the exhibition hall office.
- ⑥ Do not accumulate setup/decoration materials or store goods near air conditioning equipment, emergency exits, escape routes, fire hydrants, emergency bells, fire shutter closing areas, or other fire-fighting equipment.

(2) Move-in and Move-out

- ① If you are sending packages by courier, etc., please be sure to clearly indicate the destination (Kobe International Exhibition Hall, Hall 1, Hall 2, or Hall 3) and the recipient (event name, organizer name, or exhibitor name).
- ② For the arrival date of packages, please specify a period when the recipient (organizer or exhibitor) will be present at the exhibition hall. The exhibition hall office cannot accept packages on the day before the event or earlier.
- ③ The collection of packages by a courier company during move-out must be completed within the usage hours. If any packages remain in the facility, additional facility usage fees will apply.

(3) Exhibition Hall Rental Equipment

- ① Exhibition hall rental equipment cannot be used outdoors. (For outdoor use, the organizer must arrange and bring their own equipment.)
- ② When using heat-generating equipment such as stoves or fryers on a table, please protect the table with a concrete panel or similar item. Alternatively, please use a table brought in by the organizer.
- ③ Rental of equipment may be refused if its use may cause inconvenience to the next user (e.g., lingering odors or stains). Please protect the equipment or use your own items.
- ④ For safety reasons, do not stack tables two high to use them as cloakroom shelves.

(4) Other

- ① Based on the Hyogo Prefectural Ordinance on the Prevention of Secondhand Smoke, smoking is strictly prohibited inside the building. Please be sure to use the designated outdoor smoking areas.
- ② Do not block, cover, or move the emergency exits, fire doors/shutters, fire extinguishers, fire alarm systems provided in the venue, or the space required for their operation. Also, always keep the escape routes reported to the fire department clear. Do not place materials, etc., in these routes.
- ③ Do not store the user's luggage or materials in the facility's equipment warehouses or machine rooms or other similar areas.
- ④ When providing food and beverages (including samples) or preparing food, please be sure to protect the floor with vinyl sheets, etc., to prevent staining.
- ⑤ When handling liquids, please take measures to prevent water from entering the pits (where electrical wiring is located).

(5) Notes for Each Hall

[Hall 1]

- ① Trucks are allowed to enter the first floor of Hall 1 for move-in/move-out. Up to 10-ton trucks are permitted (maximum load capacity: 3t/m²). Please be careful of the pillars.
- ② The east exit of the second floor of Hall 1 can only be used in the following cases:
 - An event using the second floor of Hall 1
 - An event using the entire Hall 1
 - An event using the entire Hall 1 and all or part of Hall 2 (confirmation required)
- ③ When dividing the second floor of Hall 1, the organizer must move and set up the movable walls.
 - * Exhibition hall staff will be present to explain how to operate them and provide assistance (no fee)

for using the movable walls).

- ④ When using a divided section of the second floor of Hall 1, sections not included in your application cannot be used for storing luggage or materials.

Example: When only section A on the second floor of Hall 1 is applied for, section B cannot be used as a storage area, but can be used for passage during move-in/move-out and for people to pass through.

[Hall 2]

- ① Trucks are allowed to enter the first floor of Hall 2 up to the designated truck entry line for move-in/move-out. Up to 10-ton trucks are permitted (maximum load capacity: 5t/m²).
- ② If a truck must enter beyond the designated truck entry line, a protective sheet must be laid on the floor (material: long vinyl sheet) for protection. The protective sheets are stored in "Waiting Room 3" outside the south loading area of Hall 2.

Sudden friction between tires and the floor may occur during sharp turns or sudden braking while a vehicle or forklift is operating, which may leave tire marks. Please drive in a way that does not leave tire marks, and ensure the protective sheets are used. If tire marks are left, a repair fee of ¥30,000 (tax included) per mark will be charged.

- ③ When dividing the first floor of Hall 2, the organizer must move and set up the movable walls. Exhibition hall staff will be present to explain how to operate them and provide assistance (no fee for using the movable walls).
- ④ When using the first floor of Hall 2 by dividing it into north and south sections, sections not included in your application cannot be used for storing luggage or materials.

Example: When only the north half of the first floor of Hall 2 is applied for, the south half of the first floor cannot be used as a storage area, but can be used for passage during move-in/move-out and for people to pass through.

[Hall 3]

- ① Trucks are allowed to enter Hall 3 up to the designated truck entry line for move-in/move-out. Up to 10-ton trucks are permitted (maximum load capacity: 5t/m²).
- ② If a vehicle weighing 4 tons or more (including the load) must enter beyond the designated truck entry line, please use concrete panels, steel plates, or plywood to cover and protect the pits and be careful not to warp them. Even vehicles under 4 tons must not stop with tires positioned over the pits to prevent warping.
- ③ When using a part of Hall 3, the organizer must set up partition panels to indicate the usage area after the setup work is complete. The panels are stored in the Hall 3 equipment warehouse (no fee for using the panels). Attaching or posting papers on the partition panels is prohibited.
- ④ When using a part of Hall 3, spaces not included in your application cannot be used for storing luggage or materials.

Example: When section A of Hall 3 is applied for, the remaining half of Hall 3 cannot be used as a storage area, but can be used for passage during move-in/move-out, and for people to pass through.