



Onsite Quick Reference Guide

TRANSPORTATION AND VENUE ACCESS

VENUE LOCATION

Tokyo Big Sight
Tokyo International Exhibition Center East Hall 7,8
[Map](#) | [Venue Plan](#)

BUILD UP HOURS

Sunday, November 25 (Early move-in date)
12:00pm to 8:00pm
* Move-in is possible only for exhibitors with 90m² or more

Monday, November 26 - November 27*
9:00am to 8:00pm
* Nov. 27: Driving into the exhibition hall is not allowed

IMPORTANT ACCESS REQUIREMENTS

High visibility clothing or vest, helmet and covered footwear are not required for the buildup and dismantle period. However, we do recommend taking precaution while onsite during build-up and dismantle with proper attire.

SHOW HOURS

Wednesday, November 28- Thursday, November 29

- Exhibitor Hours 9:00am to 6:00pm
- Show Hours: 10:00am to 5:00pm

Friday, November 30

- Exhibitor Hours: 9:00am to 10:00pm
- Show Hours: 10:00am to 5:00pm

FIRST THINGS FIRST

BE PREPARED!

Make sure you have the following before traveling to the venue:

- Business Cards for Exhibitor Pass
- Photo ID



EXHIBITOR BADGES & CHECK IN

From Sunday, November 25 Exhibitors will be able to collect their exhibitor passes at the Organizer and exhibition management office located in East hall 7, Tokyo Big Sight. The hours of operation are 9:00am to 8:00pm.

Upon arrival at Japan Aerospace, please make your way to the USA Partnership Pavilion Meeting Point, located in **Stand 7211** to check in with us and pick up your USA Partnership Pavilion Access lanyards and other important information.

USA PARTNERSHIP PAVILION PROGRAM & SERVICES

USA PARTNERSHIP PAVILION MEETING POINT

The Meeting Point, located in **Stand 7211**, will be open during show hours and is reserved exclusively for exhibitors and their guests. It is not open to the public and all exhibitors are required to wear a USA Partnership Pavilion lanyard to enter.

Here, we will offer:

- Complimentary refreshments
- Coffee, hot tea, and a selection of cold beverages
- Phone charging station
- Welcome Desk

WIFI

The USA Partnership Pavilion offers wifi services within the confines of the USA Partnership Pavilion. You can also purchase additional wifi through form 13 or rent a personal mifi through our preferred vendor, [CellHire](#).

CONFERENCE ROOM

USA Partnership Pavilion Conference Rooms are available for booking onsite. Please visit the Meeting Point and Exhibitors' Lounge **Stand 7211** to reserve your timeslot with a Kallman representative. Conference rooms can be booked for a maximum of 1 hour per day, per direct exhibiting company. Please reserve for confirmed meetings only.



MEDIA KIT

Download these Japan Aerospace USA Partnership Pavilion social media banners to let everyone know where to find you at the show! [Click here](#) to download the zip file or find them under Media Kit in the [Exhibitor Zone](#)!



SCHEDULE OF EVENTS

As an exhibitor in the USA Partnership Pavilion, in addition to official show events you also have exclusive access to official Pavilion events.

- [USA Partnership Pavilion VIP Reception](#)

SOCIAL MEDIA

Kallman Worldwide is committed to your success online, as well as on site, with social media support that extends your event outreach and impact.

Follow us and join the #USPavilion conversation!



SAFETY & SECURITY AT THE SHOW

GENERAL EXHIBITION SECURITY

Overall surveillance of the exhibition site is provided by the organizer. Equipment displayed on the booth is the responsibility of the exhibitor, day and night. You should take all appropriate measures to be protected against damage and theft. Exhibitors are advised to assign an appointed staff member to watch over their own booth. Be sure to take all necessary measures to ensure the safety of your belongings. If you require additional security in your booth, please log in to your online exhibitor manual and place an order for those services.

WHAT TO DO IN CASE OF EMERGENCY?

When there is Earthquake:

- Tokyo Big Sight is built to withstand earthquakes measuring up to 5 on the Japanese scale without any damage.
- If an earthquake measuring more than 5 on the Japanese scale occurs, an emergency broadcast from the Tokyo Big Sight Disaster Prevention Center will be played through the entire site. Follow all directions from the emergency broadcast, protect yourself by watching out for falling objects or collapsing decorations and do not use elevators.
- Earthquake measuring 2 or less on the Japanese scale the Organizer will not make any special announcements in the site.
- Earthquake measuring 3 – 4 on the Japanese scale the Organizer will relay any information that comes in about the disaster or damages.

When there is an Evacuation:

- If there is no tsunami warning, evacuate to the eastern outdoor parking lots (waiting area).
- If there is a tsunami warning, evacuate to the second or higher floors.

When there is Fire:

- If a fire is spotted, first attempt to put out the flames with a nearby fire extinguisher.
- Alert neighboring or surrounding booths and notify a nearby guard or the Management Office.
- Also notify the above persons when contacting 119 (emergency services).

When there is Injured Person:

- Notify a nearby guard or the Management Office.
- Also notify the above persons when contacting 119 (emergency services).
- An AED is available for use.