

PHOTO  
**NEXT**  
2025  
Exhibitor's  
instruction

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Main Organizer : Promedia Co. Ltd  
Organizer's group : Japan Photo Imaging association ,  
Japan Photo and imaging Accessories Association

# [1] Payment of the exhibit fee and cancellation

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## 1-1 Exhibiton fee payment date and cancellation fee

- Exhibition fee payment deadline date : May 23th, 2025
- The organizer will send an invoice of the exhibition fee (including the charge, if you order the meeting room and the storck room) to the exhibitor until end of March 2025.
- Exhibitors who ordered all inclusive booths, the official construction contractor will contact you separately about the fee.
- If you need an invoice early for the settlement purposes, please let us know.
- Exhibitors must transfer the exhibition fee to the financial institution account designated to the organizer by the deadline. The exhibitor is responsible for paying the transfer fee.
- If the payment is not confirmed by the deadline, the organizer would refuse the exhibitors's participation.

## 1-2 the cancellation and the cancellation fee

- If you cancel after February 28th 2025,there will be a cancellation fee involved,and if you would like to reduce the number of applied booths, please pay 100% of the exhibiton booth's fee originally applied for.

## [2] Person in charge, Construction submitted documents

### 2-1 To arrange a person in charge and submitted documents

- Please decide a person in charge and fill in the blanks, file No.1 "responsible person notification form (attachment No.1)" and submit to organizer's office until April 25th.

1. Exhibitor Manager	responsible for all exhibits in your company, information, contact and billing between the organizer's office and your company.	1 person
2. Venue Manager	responsible for the exhibitor's booth, mainly.( a person who can be contacted in the exhibit's period Jun 10th-11th, June.)	1 person ※ over 8 booths =2 people
3. Loading and unloading Manager	responsible for the carry-in and out day 9th June for your company's exhibits, mainly.( a person who can be contacted in June 9th and 11th	1 person ※ over 8 booths =2 people

- In case of emergency cause of the earthquake, the fire, the transportation trouble, the organizer will let you know immediately, so please tell us your each manager's phone number and email address.
- Under 8 booths exhibitors, it is possible to arrange that one person could be three roles( 1.2.3)

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## 2-2 submitted documents

- About decorating and constructing, exhibitors should submit a document after you decide a company which can be decorate and construct in your booth for the exhibition. Please fill out the " construction company notification form ( attachment No2) and submit to the organizer's office until April 25th.
- Even if you do not use a construction company, to decorate yourself, or using all inclusive plan, please let us know using attachment No2 form, and submit to the organizer's office.
- For more information and questions about the decorating, adding and special construction, please ask to the organizer's office by the email.

## 2-3 introducing the official construction company

■ There are many construction companies, it is one of the reason of congestion in the preparing day's carry-on and out after the exhibition.

So, we (the organizer) recomend one official construction company "Togashi" please consider about it.

We would like to introduce the following:

**【Official Construction Company】**

Togashi Co.Ltd.

〒104-0041 2F 2-14-1 Shintomi Chuo-ku Tokyo Japan

TEL.050-3138-5801 FAX.03-6222-8697

E-mail : photonext@tohgashi.co.jp

manager / Wada, Sato

opening / weekdays 10:00 ~ 17:00

## [3] Prohibitions and precautions

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### 3-1

#### Prohibitions and precautions related to decoration and construction

● The following types of direct manipulation are prohibited;

\* Chiseling, drilling, cutting , gas welding

\* Driving nails and rivets

\* Direct attachment of paint etc.

\*Pasting with adhesive

\*Use of tape or stickers that leave adhesive behind

\*Work that involves direct application of a cutter knife

\*Wrapping wire and string around pillars

\*Direct work on venue ceilings, walls, doors, and glass

\* Construction work that generates noise, vibration, odor, smoke, etc. that interferes with the management and operation of the venue.

● The following actions are prohibited;

\*To place decorations beyond the booth boundaries

\*Hanging exhibition decorations and exhibits from the ceiling of the venue, floating them in the venue using balloons, or leaning them against pillars, walls, etc.

\*Using the ceiling, walls, glass, piping, wiring, etc, of the venue as supports

\*Using open flames, smoke, smoke machines, neon equipment,etc. as decorations or performances

\*Any other actions that may damage or deface the facility

● If you damage venue equipment, basic booths, other companies'exhibits, decorations, please promptly report it to the organizer's office inside the venue.

● Please do not hide fire extinguishers, indoor fire hydrants, sprinkler equipments, automatic fire alarms, emergency levels, guide lights, by decorations or exhibits in the venue. Also, please do not put displays or object that may obstruct use near these areas.

● Please take sufficient protective measures in advance

● Exhibitors must securely secure and install decorations and exhibits to prevent these from falling.

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## 3-2 about smoking

- According to the Fire Service Act, smoking is strictly prohibited inside the hall and outside of the building. If you wish to smoke during loading/unloading or during the exhibition, please be sure to use the designated smoking areas at Pacifico Yokohama.
- If we found someone smoking inside the exhibition hall, we ( security guards, organizer's staffs and management staffs) will ask you to confirm your name and company and leave the exhibition hall.
- In the cargo handling area is also prohibited.
- Exhibitors are requested to thoroughly inform to contractors involved in decoration and your construction companies about the prohibition of smoking within the venue and let them know using of designated smoking areas.

## 3-3 The helmet use

- All workers entering the exhibition hall on the day of the carry-in and carry-out day, must wear a helmet for your safety. It is the exhibitor's responsibility to thoroughly inform them.
- Workers who are working set up or removal work without wearing a helmet, may be instructed to wear the helmet by security guards or organizers.

## 3-4 The cleaning and the waste

- After setting up your booth or after the exhibition period ends, please do not leave trash on the border between neighboring booths or in the aisles.
  - It is each exhibitor's responsibility to clean the booths before opening.
  - Exhibitors are responsible for taking exhibition wastes, used materials, dusts and debris in the own booth or around the booths to home and the company. If exhibitors leave materials in the booth, the organizer's office would charge the exhibitors for the cost of disposal after the exhibition ends.
  - If it is an accident occurs with the waste and left materials which the exhibitors brought at the beginning, it is own responsibility of exhibitors. The organizer is not responsible to your belongings.
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## [4] to carry in and out

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### 4-1 how to carry in and out of exhibits' items

- how to carry in and out ; exhibits' items and materials

Using the package delivery service company → Please check the box No.6-1

### 4-2 Exhibitors' responsibility when carrying in /out

- Could you please make sure that each manager will be in the booth during working hours, when the carry in and out.
- Exhibitor's each managers ( especially the loading and unloading manager) are responsible for the carrier and construction company( without official construction company) in carry-in and out day. Please respect the rules.
- The organizer will give instructions to exhibitors or carriers and construction companies as necessary, so please follow directions.
- If the carrier and construction companies against the rules, the organizer will ask each managers, and take appropriate majors.

## [5] Exhibitor's ID • Operator's and worker's ribbon

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### 5-1 exhibitors' (registration) ID and worker's ribbons

- During preparing days and exhibition days, exhibitors and booth's workers have exhibitor's ID and worker's ribbon, if you don't have it, you cannot enter the hall.
- Exhibitors and workers show these ID in an easily visible part, please.
- Not only in the carry-in day but also carry-out day, exhibitors and workers have to show these ID to the security staff in the hall entrance.
- The security guards stand at the hall entrance to keep out intruders. Thank you for your understanding and cooperation.

### 5-2 The number of registration ID, the worker's ribbon

- It is decided that the number of exhibitor's ID and worker's ribbon ;  
to exhibit 1 booth..... exhibit's ID + worker's ribbon = 5  
to exhibit two booth or more .....needed number
- Exhibitors have to submit a document to the organizer until April 25, let us know how many number of exhibitor's ID and worker's ribbon needed.
- The organizer make exhibitor's ID and worker's ribbon and send these to the exhibitor manager until the end of May.
- Please note that it is not applicable additions after the sending.
- Eventhough over two booth exhibitors, if we get extremely large number of applications, we will control the number of copies issued.



## [6] Using package delivery service( organizer's recommendation)

### 6-1 about delivery service

- In the PHOTONEXT 2025 exhibition, for reduction the number of vehicles and alleviate congestion, please use Yamato Transport co.ltd.  
( the official delivery service)

■ Pacifico logistics senter Kuroneko Yamato  
reception / 2F Pacifico Yokohama (the next to the business and service center)

open hours / 9 : 00 ~ 18 : 00

service menu / general dellivery · Yamato delivery · international · temperature-controlled · personal computer · to the airport

- Please specify the time you would like to recieve your packages in your booth in June 9th.

The organer cannot keep in storage your packages, so please contact to your carrier service and get your packages to designate the time you can definitely receive it in your booth. The organizer is not responsible for your packages.

- When the carrying out day (after 5:00 pm,11th) , we are going to prepare the service counter of Yamato Transport co., ltd., in front of Hall B. Please use it.
- To send packages are on a COD basis, please.
- another transport service; Tsukishima Butsuryu service  
TEL.03-3790-8686 FAX 03-3790-8705  
E-mail masaru\_sato@tsukishima-brs.co.jp/

### 6-2 delivery invoice

- Please make sure the following invoice.

**【To】**  
〒220-0012  
1-1-1 Minatomirai Nishi-ku Yokohama-city Kanagawa  
Pacifico Yokohama Exhibition Hall B  
「PHOTONEXT2025」

delivery arrival date : 9 June 2025 ( time : ~ : )

\* booth No. : □□

\* exhibitor's name : □□□□□□ \* phone No. □

\* exhibitorr's company name of manager name : □□□□

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■ Main Organizer

Promedia Co,Ltd.

2F 16-1 Nihonbashi kabutocho,

Chuo-ku, Tokyo, 1030026 JAPAN

TEL.81-3-6302-0801 E-mail : info@photonext.jp

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