

JALT2018 Educational Materials Exhibition (EME) Exhibition Materials Delivery Service **From Overseas Locations to Japan**

This year again, our designated shipping agent, Watanabe Ryutsu will offer to store and deliver your materials between their warehouse and your booth at the Educational Materials Exhibition (EME) site. Please read through this information, then fill in and send us the "Delivery Service Request Form".

General Information and Schedule of the EME

EME Venue open to AMs: Friday, November 23 (14:00) – Sunday, November 25, 2018

Venue: Main Hall (1F) at Shizuoka Convention & Arts Center "Granship" <https://www.granship.or.jp>

Carry in schedule to EME by Watanabe Ryutsu: From 12:00, Friday, November 23

Carry out schedule from EME by Watanabe Ryutsu: From 18:30, Sunday, November 25

- The materials for the conference bag insert must be delivered on November 23 by a time and location specified by JALT.

Delivery Information and Schedule before the EME

Application Deadline: Tuesday, October 23, 2018 *Please send the "Delivery Service Request Form" by this date.

Starting date for storage at Watanabe Ryutsu Warehouse: Tuesday, October 23, 2018

Closing date for receipt of delivered items to be stored at Watanabe Ryutsu Warehouse: Tuesday, November 13, 2018 *[You must have your boxes delivered by this date.](#)

Price (Tax not included)

1. Delivery Cost to the EME from the Watanabe Ryutsu Warehouse:

1 box (under 20kg) – 1,200 yen / one-way

Equipment or over-sized box – 1,450 yen / one-way

This cost is for the delivery between Watanabe Ryutsu Warehouse and your Booth in the EME.

Your materials will be delivered directly to your display booth.

Please note that there will be an additional charge for packages which are too heavy to be handled by one person.

2. Insurance:

Watanabe Ryutsu will insure all the cargo being transported. This insurance policy covers up to a maximum of 200,000 yen for each exhibitor if the exhibitor's display products are damaged when they are stored and delivered to the site.

If you wish to purchase extra insurance for your materials, the price is 100 yen per 10,000 yen value of the display product. Please circle "Yes" on the "Delivery Service Request Form" under the "4. Insurance" section. Additional information about pricing and details will be sent to you upon request.

Shipping information

Please arrange your shipment to the Watanabe Ryutsu Warehouse with the following instructions.

1. Label the following information on all boxes.

- Your Organization Name
- JALT2018 / For Booth No. 00 (Please write your final booth number) or
JALT2018 / For Bag Insert

2. Label "Box Numbers" according to booth allocation or bag inserts.

(i.e. If you have 5 boxes in total and 3 boxes are for your booth and 2 boxes are for the bag insert, please label them as 1/3, 2/3, 3/3 and 1/2, 2/2.)

3. If the delivery materials are equipment, please clearly write "EQUIPMENT".

4. Pack all boxes and equipment completely and as airtight as possible.

5. Watanabe Ryutsu will not accept packages that are not packed properly.

6. State clearly on the surface of the box if the package needs to be treated with extra caution.

7. Please send your materials to Watanabe Ryutsu Warehouse to arrive NO LATER THAN Tuesday, NOVEMBER 13, 2016.

SHIP TO: Watanabe Ryutsu BBD (Attn: Mr. Takahashi)
6-3-1 Takashima daira, Itabashi-ku, Tokyo 175-0082 JAPAN
Tel: +81-3-4500-9266 Fax: +81-3-5904-6332

If you have any queries and concerns, please feel free to contact:

JALT2018 EME Coordinator, Susan Meiki smmeiki@gmail.com or

Action Associate Member Liaison, Junko Shirakawa <<mailto:am@jalt.org>>

Delivery Service Request Form

Please fill out and send back to us via e-mail, am@jalt.org by **Tuesday, October 23, 2018**.

1. Materials for Conference Bag Insert (Estimated number of boxes is fine)

Yes, _____ Boxes / No

***IMPORTANT:** Put conference bag inserts and booth materials in SEPARATE BOXES. Do NOT mix them.

2. Materials for Your Booth (Estimated number of boxes is fine)

Number of boxes: _____

Number of equipment pieces: _____

3. Shipping Information: From your location to Watanabe Ryutsu BBD

Shipping Company: _____

Shipping date: _____ Arrival date: _____

Tracking Number: _____

4. Insurance (Optional) Yes / No

If yes, please declare the value of materials in yen: _____ yen

Your information

Organization name: _____

Contact name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Contact person at the conference

Name: _____

Mobile Phone: _____

Email address: _____

Notes: