

## JALT2018 Educational Materials Exhibition (EME) Exhibition Materials Pick-up and Delivery Service **For Domestic Japan Shipments**

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

### **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 and after EME**

1. Application Deadline: Friday, November 9, 2018 \*Please send the application form by this date.
2. Shipments to the EME:
  - a. Pick-up date by Watanabe Ryutsu: Friday, Nov 16 / Monday, Nov 19 / Tuesday, Nov 20 For locations within the 23 wards of Tokyo. Watanabe Ryutsu can pick up packages at your office, warehouse, or specified place and deliver to your booth space in the EME and return them to your office, warehouse, or a specified place. If the location for pick-up and return is different, it is available within the basic price as long as they are in the Tokyo 23 wards.
  - b. Please ship to Watanabe Ryutsu for arrival at their warehouse from Monday, Nov 12 to Tuesday, November 20 from outside of the areas listed above.
3. Shipments from the EME Sunday November 23:
  - a. Return delivery date: Wednesday, Nov 28 / Thursday, Nov 29 / Friday, Nov 30 the delivery area is within the 23 wards in Tokyo.
  - b. The delivery service is available from outside the above areas in Japan by shipping to Watanabe Ryutsu between your company and our warehouse. Please find the details in the section on page 2 marked Price 2.  
  
\*\*Please note that there might be the case where Watabane Ryutsu will ask you to ship your boxes, even from the 23 wards in Tokyo. However, we will consult with you in advance.  
  
\*\*If the boxes are over 20kg or are difficult to carry by one person, we will consult with you regarding the special delivery price.

One way delivery from the EME to your organization is also available. Please send a request form so that Watanabe Ryutsu can arrange the necessary shipment details.

**Price** (Tax not included)

1. Delivery Cost within the 23 wards in Tokyo:

Your company ↔ Watanabe Ryutsu BBD ↔ Exhibition Hall (Your Booth)

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

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

If your materials are located within the 23 wards in Tokyo, this cost is for pick-up at your location and delivered between your company and the EME hall. (Please note that there will be an additional cost for return shipments.) For the return shipment, your materials are collected at your booth and delivered to the original shipped from location or another specified location (it is limited to the 23 wards in Tokyo.)

2. Shipping and Delivery Cost for outside of the 23 Tokyo wards:

Your company ↔ Watanabe Ryutsu BBD

**1 box (under 20kg) – 500 yen / one-way flat fee (from anywhere in Japan) by**

**Sagawa Kyubin Cash On Delivery Service**

**Equipment or over-sized box – Actual transportation cost / one-way**

Watanabe Ryutsu offers pick-up service for companies located outside the 23 Tokyo wards. However, the service is also available if you ship your packages directly to Watanabe Ryutsu BBD. By using Sagawa Express cash on delivery service, the above shipping fees are applied. (Please be advised that equipment and over-sized boxes will have an additional cost.)

- 1 box (under 20kg) – 500 yen / One way, flat fee (from anywhere in Japan)  
Equipment or over-sized box – Price depends on the size of the item
- The above price is only applicable for Sagawa Express cash on delivery service.
- The shipping fee for other services (e.g. Yamato Transport, Seino Transportation, etc.) will be the actual cost.
- The return service for boxes will be by Sagawa Express at the same price as above.
- The return service for equipment will be by Sagawa Express COD plus a 100 yen handling fee. Please pay the delivery fees when you receive your materials.
- Delivery service for only for return (one-way), it is also available. However, please apply with the estimated quantity of boxes and/or equipment so that delivery can be arranged.

3. 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 carried-in, taken out, 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.

#### 4. Invoice:

For those Associate Members who do not have a contract with Watanabe Ryutsu, JALT will be charged your shipping fees and then they will send an invoice to the AM at a later date.

### **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 in 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.

**APPLY / SHIP TO: Watanabe Ryutsu BBD (Attn: Mr. Takahashi)**

**6-3-1 Takashima daira, Itabashi-ku, Tokyo 175-0082 JAPAN**

**Tel: 03-4500-9266 Fax: 03-5904-6332 Email: takahashi@wataryu.co.jp**

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

JALT2018 EME Coordinator, Susan Meiki [smmeiki@gmail.com](mailto:smmeiki@gmail.com) or

Acting Associate Member Liaison, Junko Shirakawa <[am@jalt.org](mailto:am@jalt.org)>

# Pick-up and Delivery Service Request Form

Please fill out and send back to Watanabe Ryutsu BBD by fax <03-5904-6332>

Deadline for application: **Friday, November 9, 2018**

**For your Conference Bag Insert, please fill in Q1, Q3, Q5 and your information.**

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

Yes, \_\_\_\_\_ Boxes / No

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

Number of boxes : \_\_\_\_\_

Number of equipment pieces: \_\_\_\_\_

## 3. Preferable pick-up date Please circle one below.

1. Friday, November 16

2. Monday, November 19

3. Tuesday, November 20

4. Not Necessary (Ship by Sagawa Express Cash On Delivery / Ship by prepaid)

\* Please note that your chosen day may not be available according to the arranged vehicle size.

\* If you prefer an earlier pick-up date, please fill in the Notes section below.

\* Please let us know, at your earliest convenience, in case of cancellation. A cancellation fee may be applied after the day before collection.

## 4. Choice of service

1. Pick-up/Carry-in and Carry-out/Delivery

2. Only Pick-up/Carry-in

3. Only Carry-out/Delivery

## 5. Insurance (Optional)

Yes

/

No

\*If yes, please declare the value of materials in yen: \_\_\_\_\_ yen

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Organization name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Tel on the day of pick up and delivery: \_\_\_\_\_

The address to pick-up: \_\_\_\_\_

The address to return delivery: \_\_\_\_\_  
\_\_\_\_\_

Notes: