

July, 2019

JALT2019 Educational Materials Exhibition (EME) Exhibition Materials Pick-up and Delivery Service **For Domestic Japan Shipments**

This year again, our designated shipping agent, Watanabe Ryūtsū 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 Ryūtsū.

General Information and Schedule of the EME

EME Venue open to AMs: Friday, November 1 (14:00) – Sunday, November 3, 2019

Venue: Exhibition Hall (8F) at Aichi Industry & Labor Center "WINC AICHI"

<http://www.winc-aichi.jp>

Carry in schedule to EME by Watanabe Ryūtsū: From 12:00, Friday, November 1

Carry out schedule from EME by Watanabe Ryūtsū: From 16:30, Sunday, November 3

*The materials for the conference bag insert must be delivered on November 1 by the time and location specified by JALT.

Delivery Information and Schedule before and after EME

1. Application Deadline: Friday, October 18, 2019

*Please send the "**Pick-up and Delivery Service Request Form**" by this date.

2. Shipments to the EME

a. Pick-up date by Watanabe Ryūtsū: Friday, Oct 25 / Monday, Oct 28 / Tuesday, Oct 29 for locations within the 23 wards of Tokyo. Watanabe Ryūtsū 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 Ryūtsū for arrival at their warehouse from Monday, Oct 21 to Tuesday, Oct 29 from outside of the areas listed above.

3. Shipments from the EME: Sunday November 3

a. Return delivery date: Wednesday, Nov 6 / Thursday, Nov 7 / Friday, Nov 8 within the Tokyo 23 wards.

b. The delivery service is available from outside the above areas in Japan by shipping

to Watanabe Ryūtsū 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 Watanabe Ryūtsū 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 Ryūtsū can arrange the necessary shipment details.

Price (Tax not included)

1. Delivery Cost within the Tokyo 23 wards:

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

1 box (under 20kg) – 1,250 yen / one-way

Equipment or over-sized box – 1,500 yen / one-way

If your materials are located within the Tokyo 23 wards, 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 Tokyo 23 wards:

Your company ↔ Watanabe Ryūtsū BBD

1 box (under 20kg) – Actual transportation cost/ one-way

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

Watanabe Ryūtsū offers pick-up service for companies located outside the Tokyo 23 wards. However, the service is also available if you ship your packages directly to Watanabe Ryūtsū BBD by Tuesday, Oct 29. Please be advised that equipment and over-sized boxes will have an additional cost.

- The return service for boxes and equipment will be by Sagawa Express COD plus a 100-yen handling fee. Please pay the delivery fees when you receive

your materials.

3. Insurance:

Watanabe Ryūtsū 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.

Shipping information

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

1. Label the following information on all boxes
 - A) Your Organization Name
 - B) JALT2019 / For Booth No. 00 (Please write your final booth number) or
JALT2019 / 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 Ryūtsū 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 Ryūtsū 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:

JALT2019 EME Coordinator, Susan Meiki smmeiki@gmail.com or

Associate Member Liaison, Miho TAJIMA am@jalt.org

Pick-up and Delivery Service Request Form

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

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, Oct 25

2. Monday, Oct 28

3. Tuesday, Oct 29

4. From outside the Tokyo 23 wards

Delivery Company: _____

Date of Arrival to Watanabe Ryūtsū BBD: _____

* 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

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: