

JALT2019 Educational Materials Exhibition (EME) Exhibition Materials Delivery Service **From Overseas Locations to Japan**

This year again, our designated shipping agent, Watanabe Ryūtsū 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 at am@jalt.org the "Delivery Service Request Form".

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 the EME

- Application Deadline: Friday, October 1, 2019
*Please send the "Delivery Service Request Form" to am@jalt.org by this date.
- Starting date for storage at Watanabe Ryūtsū Warehouse: Tuesday, October 14, 2019
- Closing date for receipt of delivered items to be stored at Watanabe Ryūtsū Warehouse: Tuesday, October 22, 2019
*You must have your boxes delivered by this date.

Price (Tax not included)

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

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

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

*This cost is for the delivery between Watanabe Ryūtsū 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 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 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 Ryūtsū Warehouse with the following instructions.

1. Label the following information on all boxes.

- Your Organization Name
- 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 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.

7. Please send your materials to Watanabe Ryūtsū Warehouse to arrive

NO LATER THAN Tuesday, OCTOBER 22, 2019.

SHIP TO: Watanabe Ryūtsū BBD (Attn: Mr. Takahashi)

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

Tel: +81-3-4500-9266 Fax: +81-3-5904-6332 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

Delivery Service Request Form

Please fill out and send back to us via e-mail to: am@jalt.org

by Tuesday, October 1, 2019.

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 Ryūtsū BBD

Shipping Company: _____

Shipping date: _____ Arrival date: _____

Tracking Number: _____

4. Insurance (Optional) Yes / No

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

Your information

Organization name: _____

Contact name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Contact person at the conference

Name: _____

Mobile Phone: _____

Email address: _____

Notes: