

JALT2023 Educational Materials Exhibition (EME) Exhibition Materials Delivery Service **From Overseas Service**

This year again, JALT's designated shipping agent, Watanabe Ryutsu (WR), will offer to store and deliver your materials between the warehouse and your booth in the Educational Materials Exhibition (EME) site. Please read through this information, then fill in and send the "Delivery Service Request" form directly to WR by **November 10**.

Information and schedule of EME

EME Schedule: **Saturday, November 25 and Sunday, November 26, 2023 <2 days>**

Friday, November 24	13:30 – 18:00	Booth Set-up
Saturday, November 25	09:00 – 18:00	1st EME day (Door opens at 8 am for exhibitors)
Sunday, November 26	09:00 – 15:30	2nd EME day (Door opens at 8 am for exhibitors)
	15:30 –	Break Down (Packing by exhibitors)
		Removal of boxes by Watanabe Ryutsu

Venue: Tsukuba International Congress Center (Epochal Tsukuba) <https://www.epochal.or.jp/eng/index.html>

2-20-3 Takezono, Tsukuba-shi, Ibaraki, 305-0032 Japan (Tel: 029-861-0001)

Schedule for application and delivery

Application Deadline: **Friday, November 10, 2023** *Please send the application form by this date.

Please send your boxes to WR by **Friday, November 20, 2023** *Your boxes must arrive to WR by this date.

Price

1. Delivery Cost:

Box (under 20kg) – 1,300 yen/one-way

Equipment or over-sized box (incl. fragile product) – 1,500 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 in the EME.

Please note that there will be an additional charge for packages which are too heavy to be handled by one person. Costs will be billed by JALT on behalf of WR after the conference.

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" under Delivery Service Request. The price and details will be sent to you upon request.

Shipping information

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

1. Label the following information on all boxes.

- Your Organization Name
- Booth No. 00

2. Label "Box Numbers" as below.

(If you have 3 boxes in total, please write as 1/3, 2/3, 3/3.)

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 Friday, NOVEMBER 20, 2023.**

SHIP TO: Watanabe Ryutsu BBD (Attn: Mr. Matsuzaka or Ms. Matsumoto)
6-3-1 Takashima daira, Itabashi-ku, Tokyo 175-0082 JAPAN
Tel: +81-3-6909-2150 Fax: +81-3-5904-6332
Email: matsuzaka@wataryu.co.jp

Delivery Service Request Form <Overseas>

Please fill out and send back to us via e-mail attachment <matsuzaka@wataryu.co.jp>
by **Friday, November 10, 2023.**

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

Please specify the number of boxes: _____

Please specify the number of equipment pieces: _____

3. Shipping Information 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: