

## JALT2024 Educational Materials Exhibition (EME) Shipping Information and Request for Pick-up/Delivery Service <Domestic Shipments>

Thank you for joining the Educational Materials Exhibition at JALT2024. This year again, JALT's designated shipping agent, Watanabe Ryutsu (WR), will offer to pick up, store, and deliver your materials between your place and your booth site at the Shizuoka JALT conference.

### **Information and schedule of EME**

EME Schedule: **Saturday, November 16 and Sunday, November 17, 2024 <2 days>**

Friday, November 15	13:00 – 18:00	Booth Set-up
Saturday, November 16	09:00 – 18:00	1st EME day (Door opens at 8 am for exhibitors)
Sunday, November 17	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: Shizuoka Convention & Arts Center <https://www.granship.or.jp/>

2-3-1 Higashi-shizuoka, Suruga-ku, Shizuoka-shi, Shizuoka-ken, 422-8019 Japan (Tel: 054-203-5713)

### **Details about Set-up and Break-down**

#### **Friday, November 15 12:00 –**

The boxes delivered by Watanabe Ryutsu will be carried in your booth space from the above time.

#### **Friday, November 15 13:00 – 18:00**

Please set up your booth(s) during the above time.

#### **Sunday, November 17 15:30 – Break-down and Packing by Exhibitors;**

#### **Removal of the boxes by Watanabe Ryutsu (WR)**

Boxes will be checked by WR staff. The Sponsor staff can then leave the site after this transaction. WR will bring your boxes back to the warehouse and deliver them on the designated date and time.

## **Details about Watanabe Ryutsu Delivery Service**

### 1. Package size and type

- ① **Box:** Weighs less than 20kg
- ② **Equipment:** Equipment and oversized box than above, fragile product

### 2. Service and prices

- a. Delivery cost within the 23 wards in Tokyo: *Pick-up, Carry-in / Carry-out, Return*

A r e a : within the 23 wards in Tokyo

(Please note that there might be a case we need to ask you to ship your boxes even from the above area. WR will consult with you in advance.)

Service: WR collects your boxes at your office or warehouse, stores them at WR BBD, and delivers them to your booth space at the site.

Prices: ① **Box**                    **1,650 yen / one-way**

② **Equipment**    **1,900 yen / one-way**

- b. Shipping and delivery for outside of the 23 wards in Tokyo:

A r e a : Outside the 23 wards in Tokyo and in domestic Japan

Service: Please ship your packages directly to Watanabe Ryutsu BBD by **November 11**, WR will receive the boxes, store, and deliver them to your booth space at the site. The return service for the box will be by Sagawa Express at the actual price with an additional price of 100 yen as a handling fee.

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

### 3. Labeling and Shipping information

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

- a. Label the following information on all boxes.

- Your Organization Name
- Booth No. 00

- b. Label "Box Numbers" as below.

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

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

- d. Pack all boxes and equipment completely and as airtight as possible.

- e. Watanabe Ryutsu will not accept packages that are not packed properly.
- f. State clearly on the surface of the box if the package needs to be treated with extra caution.
  - \* If the boxes are over 20kg or difficult to carry by one person, we will consult with you regarding the price.

4. APPLY TO: **Watanabe Ryutsu BBD (Attn: Matsumoto or Kuriko )**  
**6-3-1 Takashima daira, Itabashi-ku, Tokyo 175-0082 JAPAN**  
**Tel: 03-6909-2150 Fax: 03-5904-6332**  
**Email: [matsumoto@wataryu.co.jp](mailto:matsumoto@wataryu.co.jp) or [k.kuriko@wataryu.co.jp](mailto:k.kuriko@wataryu.co.jp)**

Please fill in the application form on the next page and reply directly to WR by email/fax.

Deadline for application: **Friday, November 1, 2024**

**Watanabe Ryutsu Delivery Service Request Form**

Please fill out and send back to Watanabe Ryutsu BBD by fax **03-5904-6332** / email [matsumoto@wataryu.co.jp](mailto:matsumoto@wataryu.co.jp)

Deadline for application: **Friday, November 1, 2024**

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1. Date (please circle) November 6 (Wed) AM or PM; November 7 (Thu) AM or PM; November 8 (Fri) AM or PM; November 11 (Mon) AM or PM

2. Apply for  Delivery Service from 23 wards in Tokyo  
 Delivery from outside the 23 wards in Tokyo

Delivery Company:

Date of Arrival to WR:

3. Request details Approx. Number of boxes \_\_\_\_\_

Approx. Number of equipment \_\_\_\_\_

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

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

4. Extra Insurance  Yes, we wish

(Optional)

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

Not necessary

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

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

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

Tel (FAX): \_\_\_\_\_ Email: \_\_\_\_\_

Tel on the day of pick-up/delivery: \_\_\_\_\_

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

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

Notes: