

## JALT2024 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 1**.

### **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)

### **Schedule for application and delivery**

Application Deadline: **Friday, November 1, 2024** \*Please send the application form by this date.

Please send your boxes to WR by **Monday, November 11, 2024** \*Your boxes must arrive to WR by this date.

### **Price**

1. Delivery Cost:

**Box (under 20kg) – 1,650 yen/one-way**

**Equipment or over-sized box (incl. fragile product) – 1,900 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 Monday, NOVEMBER 11, 2024.**

**SHIP TO:**

**Watanabe Ryutsu BBD (Attn: Matsumoto or Kuriko)**

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

**Tel: +81-3-6909-2150 Fax: +81-3-5904-6332**

**Email: [matsumoto@wataryu.co.jp](mailto:matsumoto@wataryu.co.jp) or [k.kuriko@wataryu.co.jp](mailto:k.kuriko@wataryu.co.jp)**

## Delivery Service Request Form <Overseas>

Please fill out and send back to us via e-mail attachment <[matsumoto@wataryu.co.jp](mailto:matsumoto@wataryu.co.jp)>  
by **Friday, November 1, 2024.**

### 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

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### Your information

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

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

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

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

Email: \_\_\_\_\_

### Contact person at the conference

Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Notes: