DESIGN FESTA vol. 64 Exhibitor Information

This guidance includes important notes on exhibiting. Please circulate it to all participants as well. In order to hold a safe and enjoyable event, we count on your understanding and cooperation of the rules below.

Rules and Regulations for Exhibitors

If you do not obey the following rules and regulations, we will refuse your exhibition in Design Festa event.

●Exhibits are limited to original works and expressions only. The sale and/or display of copyrighted designs and the wearing of copyrighted costumes is strictly forbidden. If part of your exhibition is determined by the Design Festa office to be copyright-infringing, it will be removed.

●Exhibitors can not sell or resell original materials even if you have permission from the brand itself.

Please respect all the exhibitors especially in your vicinity.

●Design Festa Office is not legally responsible for any theft, loss, injury, damage, disputes or payment problems you may face.

●Exhibits, any performance and luggage storage outside your booth is not allowed. Please be sure to stay within the tape mark of your exhibition booth.

●Do not use the back of panels of other exhibitors around you without their permission.

●Do not relocate your exhibition to an empty booth space.

●When setting up your booth, please arrange the entrance/exit in a way that will not inconvenience artists in adjacent booths.

●Acts against public morals and any dangerous behaviour or items are strictly prohibited.

Exhibitions and selling activities must stay within the tape marking your booth space. Also, please keep any baggage or boxes you may have within your own booth space. Thank you for your cooperation!

●We can not refund if you cancel your participation at the event.

●Be advised that during the event (including after the end of it), the safety of your valuables and exhibited items are your own responsibility.

●Resale and transfer of booths and exhibitor passes is forbidden.

●Please contact our office in case something unexpected happens and you can't take part in the event.

●Please wait until 10am to begin selling your work.

●Use of the Tokyo Big Sight P.A. system is prohibited, with the exception of missing child announcements.

●The sale, display and distribution of food and/or drink outside the Food Area is prohibited.

●You may eat and drink at the booth, but please be careful not to get the venue dirty.

●Bringing pets into Tokyo Big Sight is prohibited, with the exception of Service Dogs.

Notice of ban on live commerce.

Design Festa has decided to ban all live commerce activities at the event.
If you need a commerical sales prohibited sign at the booth,
please download it from the URL as below.
【Download URL】 https://designfesta.sakura.ne.jp/download/nolivecommerce.pdf

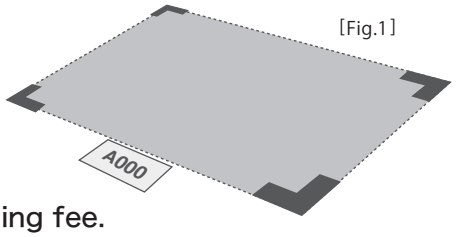
【For announcement】
Notice of ban
Livecommerce

Display

●Your booth space will be marked on the floor with tape.

●Your exhibition must be held within your allocated space, marked on the floor in tape. Your booth number (on the floor) must be kept visible during event days. [Fig.1]

[Fig.1]



●If you plan on making anything at your booth,
please be sure to lay down newspapers or
plastic sheets to prevent the event hall from getting dirty.

●The use of oil based paint and spray paint is prohibited.
If your booth area is found to be exceptionally untidy, we will issue a cleaning fee.

●Be careful to use the nails especially if its falling on the floor.

●Please refrain from placing flyers or posters on the walls and beams of the event hall.

●Flyers or PR activities out of the booth are not allowed.

●Design Festa does not provide changing rooms. If you require mirrors for your exhibition, please prepare your own or order through Rental Equipment Gakari.

●If you bring your own display items, please besure to use flame resistant products with fire code.

●The use of amplifiers and microphones is prohibited. When playing music, be careful of the volume so as not to disturb others.

●Design Festa does not offer luggage storage. Please either store your luggage within your booth space or use one of the coin lockers located throughout the event halls.

●Photography taken without permission of the exhibitor is prohibited. If someone takes a photograph of your booth without permission, please handle it as you see fit. Design Festa staff will also be patrolling the area. Please display a sign if you do not want your booth to be photographed.

●If you plan to use fire in the venue, be sure to submit the Hazardous Materials Permit Application.

●Balloons filled with helium gas cannot be used as display, gift or sale items and will be removed from the venue.

●In accordance with fire safety protocol, any structures taller than 4 meters in height are forbidden.

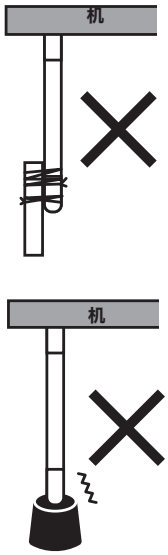
●Roofs cannot be constructed over booth spaces.

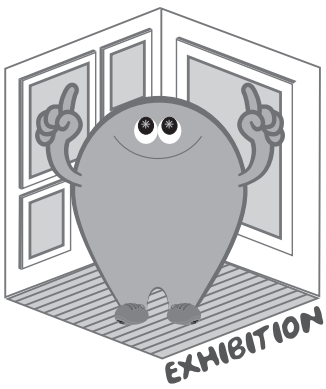
[Fig.2]

●The sale and display of living animals is prohibited.

●The use of Incandescent lightbulbs is prohibited. Please use LED lightbulbs.

●Please ensure that when using your own (or rental) desks or tables that you do not adapt the less in any way. [Fig.2]





Fire Safety

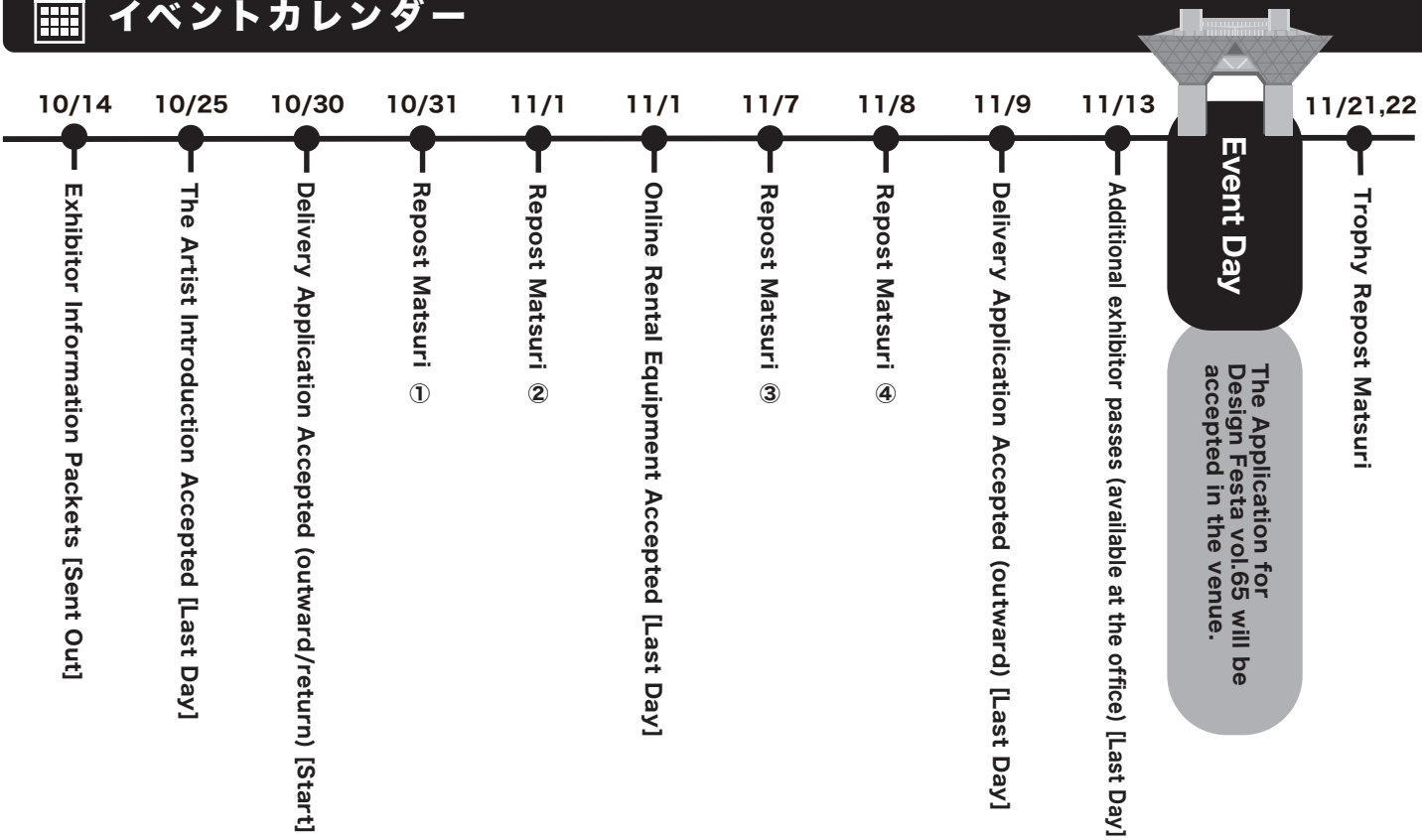
The use, sale, or display of the following items require prior approval from the fire department. Only those exhibitors that submitted the Hazardous Materials Permit Application Form (The deadline has passed.) may display or sell these items. If you are discovered to be using fire or hazardous materials without an application, they will be confiscated.(over the deadline)

Items that require appproval from the Fire Department

- **Candles and incense (if they're packed, no need to apply)**
- **Fire crackers and toys with gunpowder**
- **Flammable paint, varnishes, alcohol, mineral oil and fuels**
- **Equipment exceeding 400°C, like Soldering iron, Engraving pens.**
- **Equipment using hidrogen gas (such as water servers)**
- **Flammable liquid and solids, such as gasoline,alcohol (the alcohol content is 60% or more), diesel fuels,etc.**
- **Liquid fuel such as herbarium oil (application is not required if item is sealed with a lid, for example)**

(※1)If the candles will be wrapped in plastic or otherwise contained, an application is not necessary.
(※2)If you are selling and/or exhibiting completed herbariums, the permit is not necessary.
(※3)About hand sanitizer
The Tokyo Fire Department revised it's article-23 rules regarding the use of Class 4 alcohol (hand sanitizer, ect.)
If you bring hand sanitizer that contains an alcohol of 60% or more, please check the following as below.
<Cautions> ①Bottle of 500ml capacity or less. ②Bottle lable which is including alcohol content and capacity.
※Refill bottles are not allowed.
※Due to the limited storage space of Tokyo big Sight, please do not bring too much hand sanitizer.

イベントカレンダー



The lastest Information for Octorber 2026. The schedule may change depending on the situation.
More informations will be announced in the exhibitor newsletter once or twice per a month.
*** Those who apply for the event area will be contacted separately by the person in charge.**

Contact

DESIGN FESTA OFFICE (10:00am-7:00pm)
3rd fl., 3-20-18 Jingumae, Shibuya-ku, Tokyo 150-0001 Tel: (+81)3-3479-1433 Fax: (+81)3-3479-1498
Email: info@designfesta.com URL: https://designfesta.com

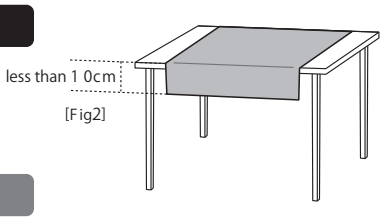
The Design Festa Office will only accept inquiries via phone before November 13rd (Fri) (from 10am to 7pm).
In addition, in order to prepare for th event, we won't answer calls after 7pm.
Email received during the event will be answered after November 16th (Mon).Thank you for your understanding.
Please come to the Information Desk or our administration Office at Tokyo Big Sight with inquiries during the event.
***If you cancel your exhibition please send any Exhibitor Passes you possess with this package back to the Design Festa Office.**

About the Display Materials and Rental Equipment

You may bring your own partitions and display materials , but please use flame resistant products to comply with fire code.

The following items do not have to be flameproof.

- Fabrics that hang from the top of a table less than 10cm. [Fig.2]
- Furniture such as tables, chairs and racks. (Cardboarded furniture is prohibited)



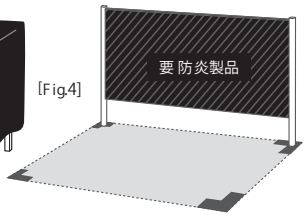
[Fig2]

The following items must be flameproof.

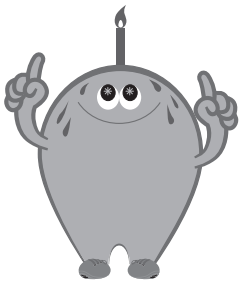
- Fabrics that hang from the top of a table more than 10cm.
- Fabric that completely encases your table. [Fig.3]
- Partitions (ex. wall panels) [Fig.4]
- Fabrics and/or carpets on the floor of your booth.
- Items are made by yourself.

[Fig.3]

[Fig.4]



※In accordance to the Fire Protection Laws, if a display item is made by yourself, it must be made of flame-proof materials and you must have a fireproof certificate or stick a flame-resistant label on it. Please present either the Certificate or the Label to th firefighter representative at the event.
※please note that materials sprayed with flame resistant spray are not recognized as flame resistant materials.
If you have any inquiries regarding non-flammable items, please contact Rental Equipment Gakari for details.
Also, please check “Flameproof products Guide.”



About Rental Equipment, Flameproof Products and Booth Setting inquires, please contact Rental Equipment Gakari directly.

All equipment from Rental Equipment Gakari is guaranteed to meet fire department safety standards.
No other rental companies will be permitted into the venue.

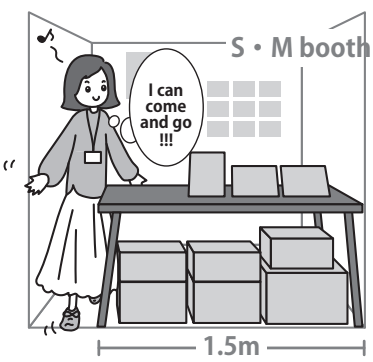
Application of rental equipment&flameproof products		Contact&Inquiries
The way to apply	【Website Page】 https://www.df-catalog.jp / 【Event Day】 It is available to rent it on the event day, but please note that the rental items are limited.	Rental Equipment Gakari 【Tel】 03-5777-2290 【Mail】 support@df-catalog.jp ※Week Day Hours: 10:00-18:00
Application Period	Sep 18th (Fri) ~ Nov 1st (Sun) 2026	

Please come to the “Rental Equipment Desks” on the event day if you want to order equipment.
※During the peak time, it may reguire some waiting time.
※Limit rental equipments·

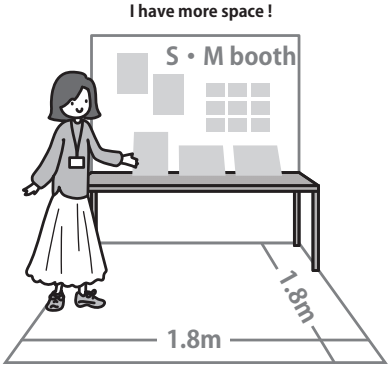
The Event Day	Rental Equipment&Flameproof Products 【Contact】
Rental Equipment Desks	【Time】 Nov 14th (Sat) 6:30~12:30 / 15th (Sun) 7:30~11:30 (It will end when all the stock has been sold.) 【Place】 We will inform you as soon as it is decided.

Please check the details of flameproofing products carefully. The size must match your booth layout.

※Do not use other booth to come out



I have more space !



Shipping Guide

Check here for shipping
Please apply from QR code or URL.
https://www.sagawa-mov.co.jp/dsn/input/

Application Period

[Starting Date] **10/30 (Fri)0:00am～**

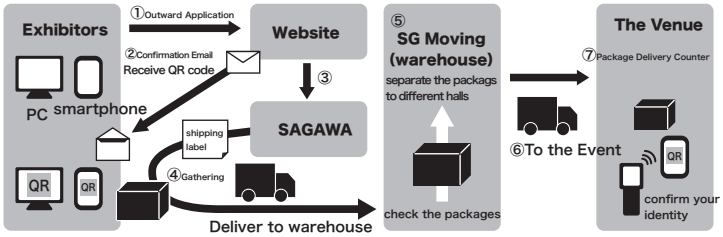
out-ward	[deadline] **11/9 (Mon)11:50am** (※1)
re-turn	[deadline] **11/15 (Sun) 18:50pm**

Delivery Services are provided by SG Moving/Sagawa Express.

【Contact】
SGMoving Corporation - Design Festa Section
TEL:03-5857-2462(10am～5pm)
MAIL:callcenter-kyouyuu@sagawa-exp.co.jp

※Please refrain from sending valuables.
(※1)The deadline for Hokkaido, Aomori, Chugoku, Shikoku, Kyushu and Okinawa area is 11/8 (Sun) 11:50
※There is an upper limit to the warranty of the package in case of damage or loss.
※We ask you to wear a mask when you sign in at the venue. In case of congestion, we may ask our staff to keep an appropriate distance.
※Regarding charter truck, please be aware that recollection and redelivery when you are not at home will be charged the same fee again.
※If there is a risk of damage, we will take it by chartered flight.

About Carry-in



From Home

①Outward Delivery Application

Please apply from QR code or URL during application Period.
【 Payment 】delivery fee + storage fee
【 The way to pay 】credit card/convenience store payment.
※After payment is completed, we will collect your packages
※Please enter a phone number that can be contacted on the day of the event.
※At the time of application, viewing and consent of the packing guideline is required.
※We can't respond to individual requests even if we put it in the article column.

②Shipping Receipt / Application ID

③、④Collection(SAGAWA)

SAGAWA will collect your packages on time.
Please print out the Address Sample from the page of outward Application.
※Please put the Address Sample on your packages.
Items to be entered: Event name, date of delivery, delivery quantity, delivery location, exhibitor name
※Depending on the packing condition and contents, we may refuse to accept baggage by Takkyubin.

⑤SG Moving(warehouse)

⑥、⑦Delivery of luggage at the venue and delivery service counter

【 Delivery Time 】 6:45～10:00(both days)
【 Location 】"Packages Delivery Counter"
in the venue(each exhibit area will be different.)
※You may be asked to confirm your identity and shipping receipt/QR code.

To Venue

(Outward)Application Period
Oct. 30th(Fri) 0:00 am ～ Nov. 9th(Mon) 11:50pm (※1)

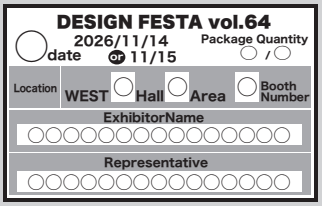
※Please refrain from sending your packages directly to the Tokyo Big Sight, as it may be considered lost packages by the venue administration.
※Shipping rents outside the reception period will be charged ¥10,000/package, as handling fee for receiving, sorting, and delivering。

《 Dimensions combined&Storage fee 》

Dimensions combined	storage fee (+tax) /piece
～180cm	¥3,200
～200cm	¥3,500
～220cm	¥3,700
～240cm	¥3,900
～260cm	¥4,200

※Consult for packages above 260cm

《 Address Sample 》



Regardless of the size, we cannot handle fragile items by regular service. We will handle them by charter truck.

Please contact 03-5857-2462 (10 : 00 to 17 : 00) for changing to charter.

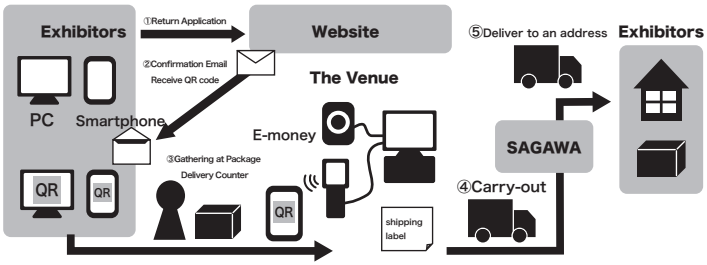
Baggage Delivery Counter

Exhibit Area		Location
West Hall	A・B・C	1F / West 1・ A Area
	D・E F・G	1F / West 2・ F Area
	K・L・M N・O	4F / West 3・ L Area

Exhibit Area		Location
South Hall	H・I・J	1F / South 2・ H Area
	P・Q・R	4F / South 4・ P Area

Delivery time **6:45-9:45 (both days)**

About Carry-out



From Venue

①Application for return

Please apply from QR code or URL during application Period.
【 Payment 】delivery fee + carry-out fee (¥2,000)
【 How to pay in advance 】credit card/convenience store payment.
【 How to pay on the event day 】Credit cards and electronic money (under ¥10,000)

②Shipping Receipt/QR code

※Please be sure to keep/screen shot the "shipping receipt/QR code" with youupon picking up your packages.

③Bringing into delivery service counter

※Electronic money cannot be charged at the counter.
※Please note that you cannot pay cash at the unloading counter.

④、⑤Delivery to the designated destination at the time of application

You will be given a reception number when delivering your packages.
Also, You can track your packages on the website.
【 SAGAWA Tracking Service 】http://www.sagawa-exp.co.jp/
*** Depending on the packing condition of the baggage, we will arrange a chartered truck separately. The fee will be announced at the reception counter (we accept cash).**

To Home

(Return)Application Period
Oct. 30th(Fri) 0:00 am ～ Nov. 15th(Sun) 18:50pm

※Please use hard type suitcases and cardboard boxes for shipping fragile pieces such as glass.
※Please apply earlier to avoid rush-hour traffic.
※After collection, it will be shipped on the next day. The designated delivery date after May 26th (Tue) is possible, but the shortest date that can be designated depends on the destination. Please check with the counter staff when shipping.
※ You can't recharge electronic money at the counter. Please recharge in advance.

Please pack it yourself and bring it to the counter.
Packing outside the specified range may cause damage. Please be sure to pack the product in accordance with the packing guidelines.
【Packing Method Guidelines】 https://www.sagawa-exp.co.jp/send/howto-packing/
* We cannot compensate because it is shipped locally.

《 Packaging Supplies 》

Packaging Supplies	Size&Fee (tax included)	
Size 80 Cardboard	19cm×35cm×26cm	¥150
Size 100 Cardboard	25cm×43cm×32cm	¥200
Size 140 Cardboard	42cm×58cm×40cm	¥250
Bubble Wrap	120cm×160cm	¥200

※It is sold only by electronic money at the delivery service counter.

Shipping Area (delivery counter)			
West Hall	1F - 【A area】	South Hall	1F - 【H area】
	4F - 【L area】		4F - 【P area】

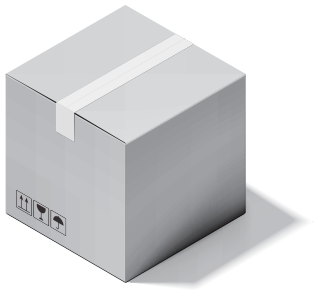
Reception Time in Venue **Nov. 14th(Sat) 15:00-19:00pm**
Nov. 15th(Sun) 15:00-19:30pm

Precautions for Home Delivery

1. Packaging that can be delivered by home delivery

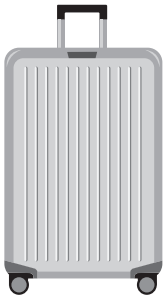
•When you send it by home delivery, please pack it in cardboard box or suitcase.

【Packing Guideline】 https://www.sagawa-exp.co.jp/assets/pdf/send/howto-packing/packing_guideline.pdf



Corrugated paper board

Plastic corrugated board



※Please use the suitcase cover.

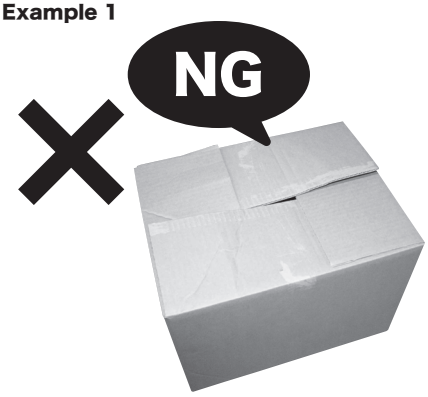
Suitcase

2. About Cardboard

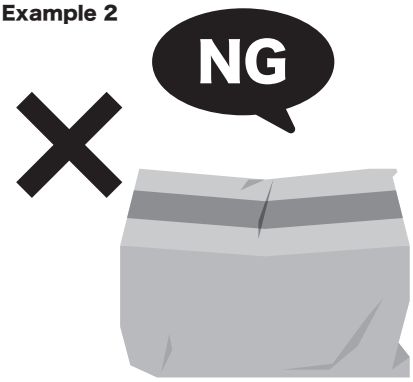
•Low strength cardboard or previously used cardboard may incur damages.

•Please use a matching size and fill it with cushioning material to protect your artworks.

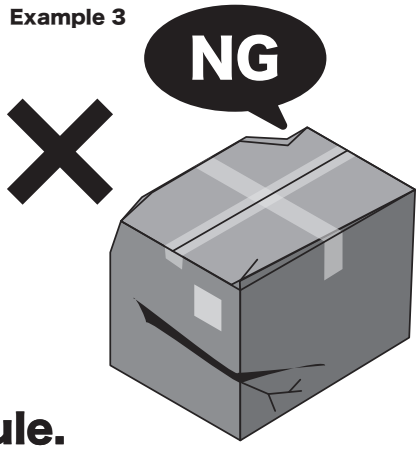
Example 1



Example 2



Example 3



•Please use new cardboard as a general rule.

•If you would like to purchase cardboard boxes, please contact your nearest Sagawa Express.

Please refer to the following URL for details on the types of cardboard.

https://www.sagawa-exp.co.jp/service/material/box/

3. Packing Guidelines

•Please refer to the following packing guidelines for those who send packages by home delivery.

https://www.sagawa-exp.co.jp/assets/pdf/send/howto-packing/packing_guideline.pdf

•When making an application, please refer to the packing guideline and pack it appropriately for the package.

4. About Charter

When we ship the following items, we will accept it by chartered truck.

Large luggage over 260 sizes on 3 sides	Fragile items	Baggage that is difficult to consolidate, such as being easily crushed

Inquiries: 03-5857-2462(10:00～17:00)

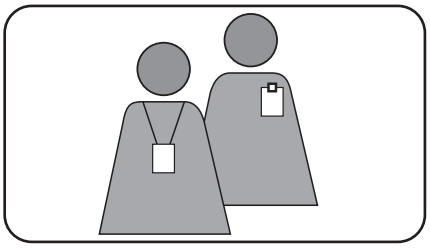
There are some areas that we can't handle, so we will check it when you inquire.

Delivery services are outsourced to SG Moving Sagawa Express.

Setting Up

[Setup Hours] 6:00am ~ 9:45am

※ Please show the exhibitor pass to the staff when you re-enter.
※ Be sure to bring your ID, as you may be required to show it.
● You cannot enter the venue the day before.
● You will be required to present your Exhibitor Pass to enter the venue.
● Packages sent to Tokyo Big Sight can be picked up at the Delivery and Rental Desk from 6:45am at the event.
● Loading Zone entrances will close at 9:45am.
● Equipment such as ladders, tools and carts are not available for rent. Please bring yourself.



※ Be sure to show your exhibitor pass in a visible place during the event.

Departing

● Please have all artwork and display items carried out by 19:30pm.
● If you need to leave your booth during your clean up process, please leave a sign stating you are currently away from your booth, but will be returning shortly. In the event you do not leave a sign or other indications that you will be back, the cleaning staff may mistakenly clear out your booth and area, so please be careful.
● You will be charged disposal fees for anything left behind in your booth space.
● Tokyo Big Sight cannot dispose of any artwork or displays on your behalf. Please take everything with you when you leave.
● You may carry out from 18:00pm, after the end of the event, it is strictly prohibited to use the shutter doors during the event.
⚠ Please do not use the shutter during the event.

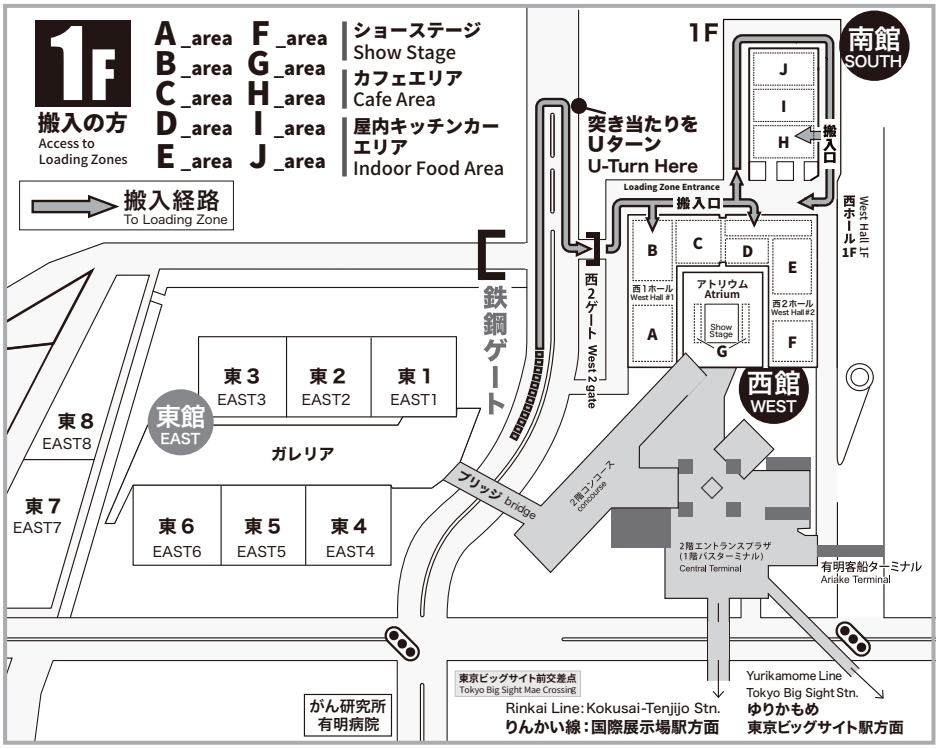
Exhibitor Passes

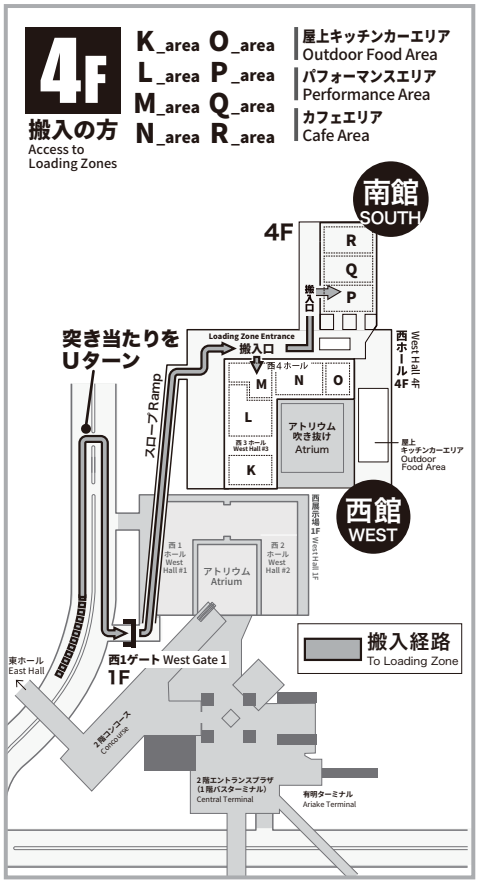
● Two exhibitor passes are included in each booth.
● Exhibitor pass is also required for those who come in at the time of preparation and only need help with the display.
● Please show your exhibitor pass at the entrance when you enter.
Please be sure to wear your exhibitor pass where you can see it during the event. Please be sure to show the exhibitor pass to the staff when you re-enter.
● Reissue is not possible. Please note that if lost or damaged, it will need to be re-purchased.
● Exhibitor pass is required for elementary school students and above. (Free for preschoolers.)
●We will not sell exhibitor passes during the event.
●Please be sure to purchase the above online or in advance at our Harajuku Office.
●Purchases at the Harajuku Office are available until 7:00 PM on Friday, the day before the event.

Electrical Outlets

●The outlets found inside the venue cannot be used without proper reservation, due to the Fire Service Law.
●If you applied for power supply equipment, a [2 outlets 500W] outlet will be installed in the booth
●For defective power supply or repairs on the day, please contact the administration office.
●Please note that incandescent bulbs cannot be used. *Please use an LED bulb.
●We will not be accepting electric outlet requests during the event, as it will be installed at the venue while implementing preventive measures against the virus.
Please be sure to purchase in advance, within the application period.

Directions to Loading Zone





*** Vehicle Entrance opening time**
(carry-in) 6:00am ~ 9:45am / (carry-out) 18:00pm ~ 19:30pm.

* After passing through the gate, please follow the instructions of the staff.

Parking Passes

● **Exhibitor parking tickets can only be used at the Design Festa parking lot. Please be careful not to enter the general parking lot of Big Sight.**
Please note that if you accidentally park your car in the general parking lot, the purchased ticket cannot be refunded.

● Be sure to write the booth number on the parking ticket and present it on the windshield so that it is always visible.

● Please fill in the representative name or the name of the driver.

● Show your parking ticket and park according to the staff's instructions.

● Reissue is not possible. If lost or damaged, you must repurchase it.

● If you have a parking ticket for both days, you can park at the premises, but you won't be able to reach it from 21:00pm on the 14th (Sat) until 6:00am on the 15th (Sun)

● For details on the transportation route, please refer to the back of the parking ticket that will be sent to the applicant later.

● Exhibitors with a disability certificate will be asked to present the parking fee free of charge. Please contact the office for details.

	Parking Hours
Nov 14th (sat)	6:00am ~ 21:00pm
Nov 15th (sat)	6:00am ~ 21:00pm
2-day	6:00am on the 14th ~ 21:00pm on the 15th

*Cars cannot be accessed between 21:00pm on the 14th and 6:00am on the 15th

About General Admission Tickets

***Admission with the general admission ticket is from 10:00 am.**

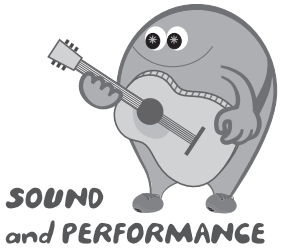
The Advance Ticket is only available at designated ticket companies and Design Festa Office.
See below for more information on how to purchase.

- **Sale start: Friday, Sep 19th, 2026, 12:00**
- **Design Festa Ticket information https://designfesta.com/about-ticket**

Design Festa Ticket information

Audience Crowd Control

● An application is required if you plan on holding any kind of performance.(over the deadline)
● Your performance must remain within the borders of your booth space.
●Please be mindful of your volume levels and be respectful of your fellow exhibitors.
● If complaints are filed as a result of your performance, your performance privileges will be revoked.
●Keep the volume of amplifiers and speakers low; the use of microphones is forbidden.
⚠ Exhibitors performing performances (singing songs, etc.) must wear face shields and keep a secure distance from the viewer to prevent splashing.



● Please take responsibility for dealing with the crowd during the performance.
● Please keep tabs on your audience and do not allow them to block aisles or block access to any nearby booths.
● Please guide visitors to the viewing site with a limited time and intervals so that viewers will not be crowded

Booth Line and Manners

● With every volume of Design Festa, there is an increase in the number of visitors and a subsequent increase in the amount of problems related to foot traffic.
● If a crowd begins to form in front of your booth, please direct them so they do not block off aisles or access to the booth spaces around you. If you have any questions regarding where or how to best make a queue for your booth, please feel free to contact the Design Festa office.
● We recommand using the Numbered Tickets to avoid confusion of waiting around the booth.
【Download Numbered Ticket template】 http://designfesta.sakura.ne.jp/download/NumberedTickets.pdf

Numbered Ticket template

Event Day Media Presence

● Members of the Press registered with the Design Festa office will be carrying visible press passes.
● Feel free to accept or decline any requests for photos or filming.
● The Design Festa office cannot be held responsible for the activities of Youtubers and the like.
● There may be television stations filming on the day of the event. We appreciate your understanding.
● Any photographs taken by Design Festa staff or volunteer staff may be used in future advertising and marketing campaigns.
● If you have a deal with media companies for interviewing or recording you at the event, please share their contact information with our Office.

Smoking

● Smoking is prohibited inside the venue. Please smoke in the designated area.
⚠ Since it will also be used by visitors, please use other smoking areas when it is crowded.

Accessing Tokyo Big Sight

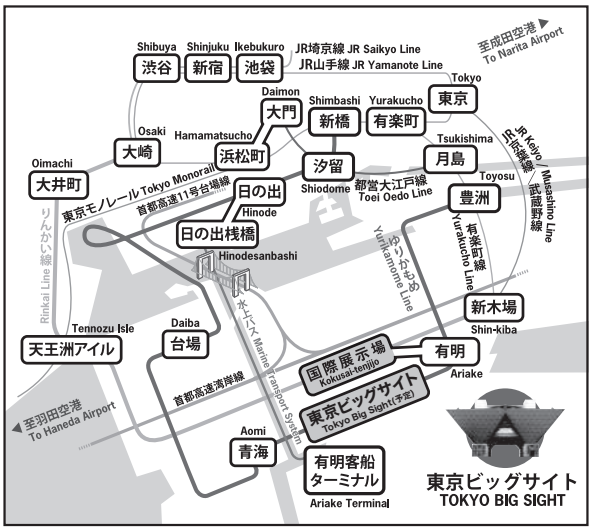
Tokyo Big Sight

3-11-1 Ariake, Koto-ku, Tokyo
TEL:03-5530-1111

Rinkai Line : a 7-min walk from Kokusai-Tenjijo Station
Osaki Station (JR) -> Kokusai-Tenjijo Station-> Shinkiba Station (JR/Metro)
*From Osaki towards Shinjuku/Omiya, JR Saikyo Line (through train)

Yurikamome : a 3-min walk from Tokyo Big Sight Station
Shinbashi Station (JR/Metro) -> Tokyo Big Sight Station <-Toyosu Staion (Metro)

Airport Bus (Limousine Bus or Keikyu Bus)
Haneda Airport (25 min)-> Tokyo Big Sight.
Narita Airport-> Tokyo Bay Ariake Washington Hotel 3 min.

Car (Via Freeway)
From the center of Tokyo (11th Daiba Line via the Rainbow Bridge)
-> approx. 5 minutes from the Odaiba ramp
From Yokohama / Haneda (Wangan Line)
-> approx. 5 minutes from the Rinkai Fukutoshin Exit
From Chiba/Kasai (Wangan Line)
-> approx. 5 minutes from the Ariake or Harumi route > Approx. 5 min from Toyosu Exit

Water Bus : 2-minute walk from [Ariake Passenger Terminal]
Hinode Pier (7-minute walk from Hamamatsucho Stn) -> Ariake Terminal