

JAIMA EXPO 2010 / SIS 2010 : REGISTRATION FORM

EXHIBITION / New Technology Seminars

Application deadline: **Friday, April 16, 2010**

Mark your choice, and fax or e-mail pdf form with signature. Please retain a copy for your record.

To: JAIMA EXPO 2010/SIS 2010 Organizing Committee,
Att. Japan Analytical Instruments Manufacturers' Association
 Sakura Bldg., 3rd Floor, 1-10-1 Kanda-Nishiki-cho, Chiyoda-ku, Tokyo, 101-0054 Japan
 Phone: +81-3-3292-0642 Fax: +81-3-3292-7157 e-mail: webmaster@jaima.or.jp

We hereby apply as below agreeing to conform all the requirements and standards stated in this JAIMA EXPO 2010/SIS 2010.

*All fees & charges presented in this Outline do not include consumption tax.

JAIMA EXPO 2010/SIS 2010

Booth unit(s)	booth(s)	Fee (¥350,000/booth)	¥
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Booth arrangement (refer to the drawing at article 10. **Booth layout** of JAIMA EXPO 2010/SIS 2010 page 2)

Standard (system panel) booth

Independent booth

Booth arrangement	<input type="checkbox"/> Row	<input type="checkbox"/> Facing rows	<input type="checkbox"/> Block	<input type="checkbox"/> Independent (16 booths or larger, multiples of 8)
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Primary instruments to be exhibited

Exhibit Category

- Analytical Instruments & Systems Scientific Instruments Laboratory equipments and consumables
- Testing equipments and devices Environmental / Industrial Measurement Instruments Bio related Instruments and systems
- Production process Instruments and Systems (Electric, Electronic devices, Energy related Instruments)
- Information and Software related Services

Company we would like to be close to our booth(s) (Consent from the exhibitor you designate is required. Your request may not be satisfied.):

Number of invitation cards requested (Japanese): (300 copies per booth units are free of charge. Additional copies ¥60 per copy.)

Free of charge	copies	Charged	copies
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New Technology Seminars

- *Applications are limited to the exhibitors of JAIMA EXPO 2010/SIS2010 only.
- *Room types (100 or 200) are to be applied with presentation outline submission. (March thru April)
- *Presentations with simultaneous interpretations are to be held at designated room(s).
(The sessions with word-for-word interpretation are not restricted.)
- *The fees for word-for-word interpretation sessions are either 1) or 3).
(Interpreters are to be arranged by the presenters.)

Duration of presentation	Number of topics	Total of entry fee Remarks
1) 50 minutes topics	topic(s)	(¥120,000 per topic) ¥
2) 50 minutes with simultaneous interpretation	topic(s)	(¥270,000 per topic) ¥
3) 25 minutes topics	topic(s)	(¥70,000 per topic) ¥
4) 25 minutes with simultaneous interpretation	topic(s)	(¥160,000 per topic) ¥
Total	topic(s)	¥

Company name	*Company name will appear on all printed materials, please be accurate.	Person in charge	(Name in print)
			(Signature)
Contact	Name	Department	
	Address		
	TEL:	e-mail:	
	FAX:	*Must be entered (used for official communication)	

*For a joint exhibition of the multiple firms, only one name shall be registered as official exhibitor name.

*By signing this application, the exhibitor agrees to take full responsibility for insurance coverage to manage unforeseen accidents to the exhibited products.

comments	
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JAIMA EXPO-2010/SIS2010 APPLICATION OUTLINE

General Notes

- (1) Please be advised that the details below are subject to change should the number of applicants and participants differ significantly from projected numbers.
- (2) For further implementation details of the JAIMA EXPO 2010/SIS2010, please refer to "Exhibit Service Manual" scheduled to be published on the JAIMA website in the beginning of June 2010. In addition, the Secretariat will inform you other details as the JAIMA EXPO 2010/SIS2010 Organizing Committee decides.
- (3) All fees & charges presented in this Outline do not include consumption tax.
- (4) For the application of Mini-Solution Corner and Catalogue Corner, please consult secretariat office.

Exhibit Guidelines

1. Eligibility:

Limited to the Member companies of the Japan Analytical Instruments Manufacturers' Association (JAIMA), Japan Federation of Scientific Instruments Associations (JSIA) and guest exhibitors.

(The companies withdrew from JAIMA or JSIA memberships within the past 3 years are NOT eligible as guest exhibitors.)

For a joint exhibition of the multiple firms, only one name shall be registered as official exhibitor name.

2. Exhibit items:

Analytical instruments, Scientific Instruments and peripheral equipment, related products, applications, software and custom analysis

There are no particular restrictions on the height of exhibits. However, in cases where the height exceeds 2.7m, please advise the Secretariat in advance.

3. Booth dimension:

Basic unit booth is 2.97m (frontage) × 2.97m (depth) × 2.7m (height).

For the configurations and regulations of booths, refer to sections 8 through 15.

4. Charges:

¥350,000/booth (excluding consumption tax) The charge per unit booth does not differ depending on booth layout.

Please note that exhibitors need to born the cost for furnishings, decorations and electrical charges in addition to the booth charge mentioned above.

5. Applications:

Fill out the application form at page 1 and send it to the JAIMA EXPO Secretariat Office. Deadline for applications is Friday, April 16, 2010

6. Payment of charges:

Please wire the payment to the JAIMA Office as instructed in the invoice sent at a later date.

Please note that we do not accept the payment in cash nor in checks.

7. Cancellation, changes to number of booths and refund:

Exhibition contracts may not be cancelled nor changed after the allocation of booths has been fixed. Under no circumstances shall exhibition fees be refunded.

8. Booth specifications:

(1) Standard (system panel) booth

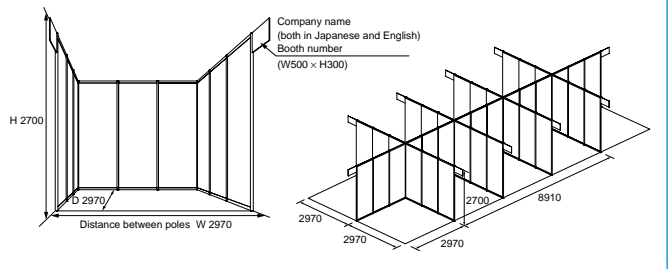
- The standard booth is constructed based on the system panel specifications (except 16 block booth configuration).

The booth is constructed from metal poles and vinyl-coated plywood panels, therefore, nailing, pinning or any form of fabrication to the wall is strictly prohibited. (Please use double sided adhesive tapes or hanging chains for the fixation of panels on the wall. Since the metal poles are installed on the panels at intervals of 1m, flat surfaces are available in between the poles only.)

- The standard booth does not include any furnishings like carpets, parapets, lightings, electric outlets and exhibit tables.

Exhibitors are expected to purchase furnishings separately. (Standard booth package plan is available at reasonable cost. For the details of construction regulations or available furnishings and package plans, please refer to "Exhibit Service Manual" and other catalogues published on our web site in the beginning of June 2010.)

System panel booth



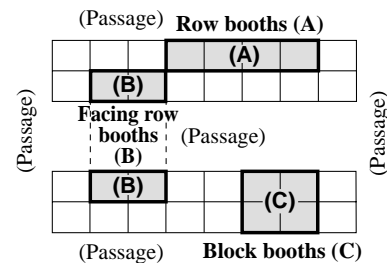
(2) Independent booth specifications:

For the exhibitions larger than 16 booth units (limited to multiples of 8), only the open space shall be provided for the exhibitors' free layout.

9. Booth layout:

(1) Three kinds of booth layouts are available for General Booth:

Row (A), facing rows (B) and block (C). Please see the drawing below before selecting a type of booth.



- 1 - 3 booths are all row (A) configuration
 - The maximum length of row booths is 8 booths.
 - Exhibitions using facing row booths (B) and block booths (C) are restricted to 4 or more booths.
 - Block booths (C) may be 16 booths at maximum.
 - For the booths larger than 16 blocks, the configuration shall be facing rows (B).
(In this case, the aisle between the rows may NOT be main passage.)
- (Note) For facing rows layout, the aisle between the rows shall be carpeted by organizer. (Exhibitor's carpet should not be used.)

(2) Independent Booth

Independent booths are free floor spaces with no structure and shall be larger than 16 booths. (See the table below)

Booth blocks	Frontage (m)	Depth (m)
16	24	7.8
20	24	9.75
24	24	11.7
32	24	15.6
40	24	19.5
48	24	23.4
56	24	27.3
64	24	31.2

10. Allocation of booths:

The JAIMA EXPO 2010/SIS2010 Organizing Committee will decide the locations of booths for exhibitors in the beginning of June 2010.

- (1) The Independent Booths shall be located at the back end or the wall side of the exhibition halls.
- (2) The members of JAIMA and JSIA shall have the rights on booth location.
- (3) The booth location shall be notified to all exhibitors no later than the end of June.

11. Booth construction:

(1) General Booth set up

Single, row, facing rows and block booths constructions shall be arranged by the Organizing Committee based on the local regulations.

(2) Independent booths need to be constructed by the exhibitors at their own cost.

12. Regulations for the height of booth furnishings

(1) General booths:

The height of any booth interior decoration is to be no higher than 3.6 m from floor level with additional restrictions shown below.

a) Please note that the area that may be constructed up to this height limit is restricted to inside the exhibitor's booth with 70cm set back from the booth boundary.

b) Any decoration constructed in the set back area needs to be lower than 2.7 m.

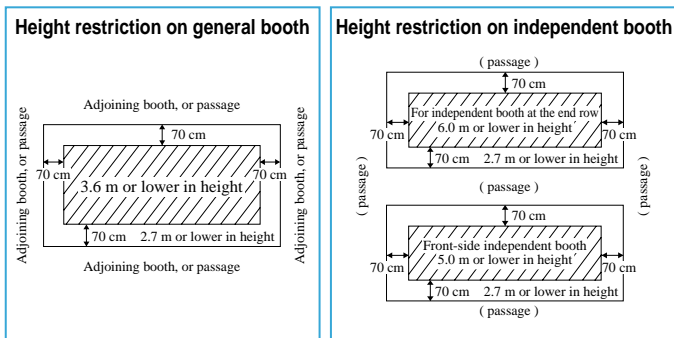
(2) Independent booths:

When independent booths are located at the back end row of the hall floor, height limit is 6.0 m from the floor level. However, when two independent booths are located front and back in row seen from the front entrance, the height of the front-side independent booth shall be no more than 5.0 m. Additional restrictions are shown below.

a) The area that may be constructed up to the height limit of 6.0 m or 5.0 m is restricted to inside the exhibitor's booth with 70cm set back from the booth boundary.

b) Any decoration constructed in the set back area needs to be lower than 2.7 m.

Note: Any sign boards including screens and balloons are regarded to be the parts of structure, therefore, need to be kept lower than the height limits above.



13. Regulations on partition wall construction

Partition wall on the passage side (if constructed) needs to have an openings as specified below.

	Independent Booth	Block Booth (larger than 12 blocks)	2 Blocks ~ 11 Blocks	1 Block
within 70cm setback area	○	Not allowed	Not allowed	Not allowed
Inside of 70cm setback area	○	○	○	○
Width of Opening	wider than 5m (2 openings required on two separate walls)	wider than 5m (2 openings required on two separate walls)	wider than 2m (minimum 1 opening)	wider than 1.2m (minimum 1 opening)

(note 1) The height of the walls must comply with the height regulation of the booth decoration

(note 2) Partition wall is any form of structure that disturbs free passing of visitors.

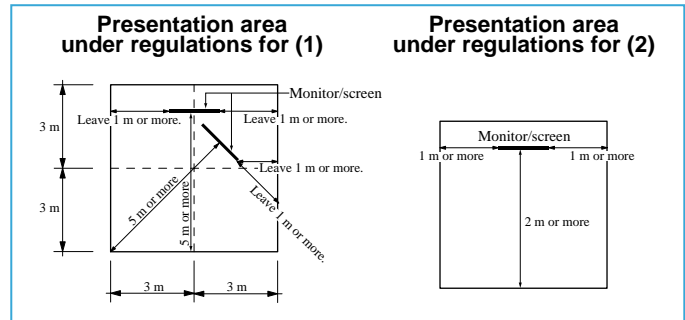
(note 3) Opening is a passage space that allows free traffic of visitors

14. Regulations on presentations within the booth

(1) When conducting presentations with narrators, sound effects and monitor screen, the distance between the screen center and the nearest booth boundary must be at least 5 m, and the distance between the side edges of the screen and the booth boundaries must be at least 1 m for both sides.

This measure is to secure enough seating area within the booth space so that no audience is standing in the aisles.

(2) When conducting presentations with sound effects only (without a narrator), the distance between the screen center and the booth boundary must be at least 2 m and the distance between the side edges of the screen and the booth boundaries must be at least 1 m for both sides, for an enough seating area for the audience.



15. Construction of ceiling or two-floor structures

Exhibitors require the submission of prior notifications to, and to get permissions from the Show Office when constructing ceiling or two floor structures including cloth covers to the upper part of the booths, regardless whether the construction is permitted by the local Fire Department or not.

16. Electrical work:

(1) The Organizing Committee will oversee power supply work up to a main breaker in each booth in accordance with the "Electrical Work Wiring Diagram" submitted at a later date by each exhibitor. Exhibitors are expected to undertake electrical wiring work inside each booth.

(2) Specifications of the power supply are shown below.

- * AC100V single-phase 50Hz
- * AC200V single-phase 50Hz
- * AC200V three-phase 50Hz

(3) Exhibitors shall bear the cost of power supply work and electricity charges.

The Secretariat would send the bills to exhibitors after the show.

- * Electric installation costs: ¥9,300 per 1kW of installed capacity (including consumption tax)
- * Electricity charges: ¥1,600 per 1kW of installed capacity (including consumption tax)

17. Telephones, facsimiles and ADSL/ISDN inside booths:

(1) The Secretariat will undertake installations of such communication line upon receiving requests from exhibitors.

(2) Exhibitors shall bear the cost of installation work, equipment leasing and telephone charges.

18. Protection of exhibits:

The Organizing Committee will have security staff patrolling the venue, however, in the unlikely event of theft, loss or accident, the Organizing Committee will bear no responsibility.

Exhibitors shall manage their articles including personal belongings and bear the cost of carrying insurance if they so decide. In order to avoid theft, exhibitors are requested to secure valuables under their responsibilities, for example, bringing back or storing them in their own locked warehouse.

19. Non smoking policy:

Smoking is strictly prohibited any where in the booth or in the entire exhibition halls.

(Designated smoking area is reserved outside the hall, at the concourse.)

Application for New Technology Seminar

1. Eligibility:

Exhibitors of JAIMA EXPO 2010/SIS2010

2. Themes:

Topics related to analytical and scientific instruments and technologies

3. Duration:

50min session or 25min session

(please refer to article (7) of 13. Notes below.)

Please select 50min session or 25min session and with or without simultaneous interpretation upon registration. (For the sessions with simultaneous interpretation, please refer article (5) & (6) of 12. Venue facilities and article (5) to (8) of 13. Notes, stated below)

4. Venue:

APA Hotel & Resorts Tokyo Bay "Makuhari" /

Hotel New Otani Makuhari (adjacent to the show venue)

5. Fees (all fees do not include consumption tax):

1) ¥120,000 / topic (50min topic)

2) ¥270,000 / topic (50min. topic with simultaneous interpretation)

3) ¥70,000 / topic (25min topic)

4) ¥160,000 / topic (25min. topic, with simultaneous interpretation)

* For word-for-word interpretation, charges 1) & 3) shall be applied.

* 2) & 4) include interpreter fee (with expenses), all equipments and engineering fee including transportation, installation and dismantling.

6. Applications:

Please send an application to the Show Office using the attached form, stating the number of topics.

Deadline for application: Friday April 16, 2010

If the number of applications exceeded the total capacity, the late applications may not be accepted, and because of the limited number of the rooms with simultaneous interpretation arrangements, the late application for those sessions may also be rejected.

We appreciate your understanding if these circumstances occur.

7. Payment of charges:

Please wire the payment to the JAIMA account as instructed in the invoice sent at a later date. Please note that the payment shall be neither in cash nor in checks.

8. Session Script submission

Organizing Committee shall request the submission of session script to be published in the Official Guide Book and other materials in the end of March 2010 and the deadline shall be April 23rd, 2010.

Materials to be submitted are;

1. Topic Title (English and Japanese (if available))

2. Topic Abstract (English (mandatory) or Japanese)

3. Request of 200 capacity room (if any)

9. Determination of programs:

The Organizing Committee will coordinate the number of sessions (themes) and decide the program.

The sessions with simultaneous interpretation shall be programmed being gathered to one room of Hotel New Otani Makuhari. (The word-for-word sessions would not be included.)

The program and room assignments for presentations shall be informed to exhibitors by e-mail by the end of June 2010.

10. Changes in number and contents of the presentations:

Please be advised that after abstracts have been submitted and the presentation program has been fixed, cancellations and changes to the number of presentations or to the contents shall not be accepted.

Also, under no circumstances will fees be refunded after the presentations program has been fixed.

11. Advertisement:

The outlines of presentations will be mailed to exhibitors and their clients in advance, and the same information will be provided via show web site. Participating companies are also requested to undertake sufficient public relations activities to attract audiences.

12. Venue facilities:

(1) 11 rooms with the capacity of 100 people and 5 rooms with the capacity of 200 people shall be reserved. (Number of the rooms is

subject to change without notice.)

(2) Presentation venues are APA Hotel & Resorts at Tokyo Bay Makuhari and Hotel New Otani Makuhari.

(3) Desks, chairs, screens, pointers, white boards and audio systems are available for presenters. (One room with simultaneous interpretation equipments shall be prepared at Hotel New Otani Makuhari.)

(4) LCD projector is provided at no charge. We also provide a room to check the connection between LCD projector and presenter's computer.

(Please note that the Over Head Projector is not available.)

(5) For one of 16 rooms (one at Hotel New Otani Makuhari), organizer would set up simultaneous interpretation equipments. Because of the change over time constraint, all of the sessions with simultaneous interpretation shall be programmed to this room.

*Organizer would prepare the highest level of interpreters and equipments, however, would not assure the level of interpretation contents. Each presenter is expected to consult with interpreters directly to secure the quality of interpretation.

(6) The Word-for-word interpretations need to be arranged by the presenters.

(7) Presenters are requested to prepare any other equipment like OHP and/or AV devices as required

13. Notes:

(1) A seminar with people exceeding the room capacity is strictly prohibited.

The Organizing Committee may stop people entering the room if they are exceeding the room capacity.

This measure is for the safety of the visitors. We appreciate your understandings and cooperation.

(2) Since this safety precaution should be taken as mentioned above, if you expect more than 100 audiences, please apply for the room(s) with the accommodation capacity of 200 people.

(Upon submission of the presentation outline, please identify the preferred room capacity. The charges are the same for both room types, however, number of the 200-people room is limited.)

(3) The distribution of gifts, foods or refreshments to audiences is strictly prohibited.

Please be advised that if such acts are found during presentations, Show Officials may terminate the presentation.

(4) Instruments and equipment (with the exception of restricted articles by the local regulation) those are related to the sessions may be brought to the rooms.

(5) English presentations are accepted other than Japanese. (No other language is accepted)

For English presentations, please note either "English with interpretation" or "English without interpretation" when submitting the presentation outline (starting from March 23rd) for the convenience of audience preparation. (Details are to be notified after the application was registered.)

(6) The sessions with simultaneous interpretation shall be programmed at one designated room and organizer would arrange interpreters and equipments. (For the sessions with word-for-word interpretation, presenters need to arrange interpretation at exhibitors' cost.)

(7) Because of the capacity restriction, number of the sessions with simultaneous interpretation shall be limited, therefore, the late application may not be accepted.

Please apply at your earliest convenience.

(8) Organizer would prepare the highest level of interpreters and equipments, however, we are not in the position to assure the quality of interpretation contents. Each presenter is expected to consult with interpreters directly to secure the quality of their interpretation.

(9) Please distribute the materials such as papers and catalogs at the room entrance on the day.

(10) The 50min or 25min time allotted to each session must include the presentation, questions and answers, filling out and collection of questionnaires, and vacating the room. Please be punctual.

(11) Please be considerate and keep noise levels down so as not to disturb adjacent rooms.

Analytical Instruments Directory 2010 REGISTRATION FORM

Application deadline: **Friday, April 16, 2010**

Check your choice, and fax or e-mail pdf form with signature. Please retain a copy for your record.

**Send to: JAIMA EXPO 2010/SIS 2010 Organizing Committee,
Japan Analytical Instruments Manufacturers' Association**

Sakura Bldg., 3rd Floor, 1-10-1 Kanda-Nishiki-cho, Chiyoda-ku, Tokyo, 101-0054 Japan
Phone: +81-3-3292-0642 Fax: +81-3-3292-7157 e-mail: webmaster@jaima.or.jp

During the Joint Exposition, the free copies of Scientific Instruments Directory would be distributed with the Analytical Instruments Directory. When exhibitor would like to be listed in the Scientific Instruments Directory, please contact below and ask for application procedure.

Att. Tokyo Scientific Instruments Association

3-8-5 Nihonbashi-honmachi, Chyuo-ku, Tokyo, 103-0023 Japan
Phone: +81-3-3661-5131 Fax: +81-3-3668-0324 e-mail: ymkw@sia-tokyo.gr.jp

Entries for the Analytical Instruments Directory 2010 (Products Descriptions with photographs)

1. Eligibility:

Members of the Japan Analytical Instruments Manufacturers' Association (member companies not exhibiting the show may submit entries), and exhibitors at JAIMA EXPO 2010/SIS2010.

2. Items:

Analytical instruments and peripheral equipment, related products, application software and analysis services

3. Outline of Directory:

To be printed in B5 and will include the "Introduction of Products" (accompanied by photos with 3 items per page), the "List of Companies and their Products by Product Category" (free of charge for the JAIMA members) and other related descriptions on analytical instruments. Total of 8,000 – 10,000 copies would be distributed at JAIMA EXPO and several thousands additional copies would be sold through the year.

4. Article Area Size:

16cm x 7cm (100~120 words description + photo)

5. Fees:

Exhibitors at JAIMA EXPO 2010/SIS 2010	¥10,000/item (without consumption tax)
Non-exhibiting JAIMA members	¥20,000/item (without consumption tax)

6. Applications:

Please apply to the Secretariat using the form below.

Deadline for applications: Friday, April 16, 2010

7. Payment of fees:

Please wire the payment to the JAIMA account as instructed in the invoice sent at a later date.

8. Request for written text and submission:

Please submit products description text by the following date in accordance with the "Writing Guidelines" to be sent to applicants at a later date.

Deadline for papers: Monday, April 26, 2010

Deadline for photos: Friday, May 14, 2010

9. Proofreading of the text

The final proofreading of product description text would be the middle of June.

10. Distribution of final copy

The Analytical Instruments Directory would be completed in the end of August.

The free copies of the directory would be sent to exhibitor (same number with the booth blocks for the exhibitor and 1 copy to non-exhibitor).

The additional copies could be sent with proper mailing charge being paid.

We hereby apply for the Analytical Instruments Directory as below.

Analytical Instruments Directory 2010		Exhibitor: ¥10,000/item Non-exhibiting member: ¥20,000/item	
Product(s) to be included	Products	Fee	¥
Company name	*Company name will appear on all printed materials, please be accurate.		(Name in print)
			(Signature)
Contact	Name	Department	
	Address		
	TEL:	e-mail:	
	FAX:	*mandatory (used for official communication)	
comments			

*By signing this application, the exhibitor agrees to take full responsibility for insurance coverage to manage unforeseen accidents to the exhibited products.