

《 mini / Solution Corner Exhibit Guideline 》

1. JAIMA EXPO 2010 / SIS 2010	Term: : September 1st (Wed) ~ 3 rd (Fri) 2010 Hours: : 10:00 ~ 17:00 Venue: : Makuhari Messe International Exhibition Hall
2. Exhibits	Analysis Service, Sample Preparation Device, testing Equipment, Standards, Sensors, Components & Parts, Analysis Software & Data Base, Staff Service, and other Solutions relates to Analytical & Scientific Instruments and Technologies
3. Exhibit Details	1、 <u>mini/Solution Corner</u> : Space (2m x 1m, see furnishings below) for Exhibits * Panel height need to be lower than 1500mm * Products need to be less than 495mm in depth x 900mm width and lighter than 30kg. * PCs can be put on the exhibit table. * Brochures, leaflets and technical bulletins can be distributed at the booth. 2、 <u>mini/Solution Catalogue Corner</u> : Space for Catalogue display only * Posting panels for the leaflets or posters and table for A4 size catalogues. (Please do not hesitate inquire to secretariat office.)
4. Exhibition Fee	1、 <u>mini/Solution Corner</u> (without tax) : ¥95000 per booth, (max. 2 booth spaces) 2、 <u>mini/Solution Catalogue Corner</u> (without tax) : ¥30000 for 1 space, ¥50000 for 2 spaces, (max. 2 spaces.) * For the non member exhibitors, non member fee shall be charged as below. • <u>mini/Solution Corner</u> : ¥70000 / exhibitor • <u>mini/Solution Catalogue Corner</u> : ¥30000 / exhibitor * All fees must be paid before May 10, 2010 * Fees include the Package Furnishings specified in article 6. * Please see article 5 for other charges.
5. Other Charges	In addition to booth fee, other fees may be charged based on your application as follows. For details please refer to the [Exhibit Service Manual] published in the end of May. • Other Charges include such as Electric Power Supply and Electric Bill, Optional Goods Rental with labor (Telephone, fax, PCs, and others), LAN connection, Overtime Labor, Transportation of exhibits and other construction works. (Note) The above are examples only and actual invoice would be based upon your orders.
6. Booth Specifications	* Standard Package contents are as follows. For the detailed specifications please refer separate [Booth Specification] 1. <u>mini/Solution Corner</u> ① Walls ② Exhibitor Name Plate: W900×H200 ③ Floor Carpet ④ Exhibit Table: (W990×D495×H1000)×2 ⑤ Folding Chair×1 ⑥ Spot Light: 100W×1 ⑦ 100V Outlet (1.5kW) * Weight limit for one exhibit table is 50kg. If your exhibit was heavier than 50 kg, please consult secretariat office. * When the power supply larger than 1.5kw was required, please submit the Power Supply Request Form (can be obtained through JAIMA EXPO 2010 / SIS 2010 web site) * Power Supply connection and Electricity Fee are included in package price. * Other options are available. Please refer leaflet to be sent in the end of May for details. 2. <u>mini/Solution Catalogue Corner</u> ① Wall ② Exhibitor Name Plate: W400×H200, W400×H50 ③ Exhibit Table: W495×D495×H900
7. Booth Construction	Organizer would construct the packages; exhibitors are expected to supply and manage their exhibits like products, panels and catalogues.
8. Booth Location	The location of the booth shall be decided by the JAIMA EXPO / SIS Organizing Committee in the mid of June and will be informed to you.
9. Presentation @ booth	Exhibitors at <u>mini/Solution Corner</u> are expected to dispatch booth attendant. <u>mini/Solution Catalogue Corner</u> do not require booth personnel however, please manage the exhibits at exhibitors responsibility.

10. Direct Mail Package	The Official Direct Mail Package [Japanese] (Show Guide, Program of New Technology Seminars, Invitation Letter, envelope etc.) shall be provided to exhibitors for distribution to their customers 300 copies at free of charge and each additional package at JPY60. Please indicate number of packages required on the application form.
11. Manuscript	The outlines of exhibitors and their exhibits are introduced in many materials both printed and in the web pages. Please submit your company outline and products descriptions by e-mail following the instructions in May.
12. Analytical Instruments Directory	Please consider applying to the followings. For application, please submit the form. *Analytical Instruments Directory: Products introduction in the directory handed out to visitors during the show.
13. Security of Exhibits	Security guards would patrol the venue periodically, however, please note that the security of any exhibits are to be ensured by the exhibitors and the show organizer would hold no responsibility at any time. Therefore, the insurance costs, if required, need to be born by the exhibitors.
14. Transportation of Exhibits	(1) Please arrange the transportation of your exhibits at exhibitors' responsibility. Please refer to the [Exhibit Service Manual] on the web in the end of May. (2) Exhibitor Badges and vehicle passes are sent to exhibitors in the mid of August.
15. Application and inquiries	Fill out the application forms with responsible person's signature, and fax or email it to the following address & number before due date. Due Date: <u>April 16th (Fri) 2010</u> Forward applications and inquiries to: JAIMA EXPO 2010 / SIS 2010 Organizing Committee (att. Hayashi (Mr.)) Japan Analytical Instruments Manufacturers Association 1-10-1 Kanda-nishiki-cho, Chiyoda-ku Tokyo 101-0054 Japan TEL: +81-3-3292-0642 / FAX: +81-3-3292-7157 E-mail: webmaster@jaima.or.jp
16. Designated Booth Constructor	Ten Corp. Ltd. att. Kadouchi (Mr.), Yamazaki (Mr.) e-mail: bunseki@teninc.co.jp 1-5-9 Kotobuki Taito-ku, Tokyo 111-0042 Japan (Seiko-Shinko Bl. 9F) TEL: +81-3-3842-7710 / FAX: +81-3-3842-7720

17. Important Dates: ※ Subject to change

Dates	events
April/16 (Fri)	Application deadline
April -	Guidance for Exhibitor Profile & Exhibits Scripts
End of May	[Exhibit Service Manual], Furnishing Catalogues on the web
June 20 (Fri)	Payment for booth fee due date
Beginning of July	Direct Mail Package send out
July 23 (Fri)	Electric Requirement Application Decoration Change Notice due date
Mid of August	Exhibitor Badges and Vehicle Pass send out
August 31 (Tue)	The day before the show opening Booth construction must complete before 17:00
September 1 (Wed)	Show opening day
September 3 (Wed)	Show closing day Dismantle starts at 17:00

