

<https://www.jasis.jp/en/>

For details and application, please visit the JASIS official site.



General Notes

- (1) The Organizers reserve the right to revise any part of this application outline if necessary at any time.
- (2) In the event that the exhibition cannot be held due to force majeure or similar circumstances, the organizers shall not compensate any costs incurred by exhibiting entities in their advance preparations and related activities.
- (3) In the event that JASIS 2024 at Makuhari cannot be held due to the novel coronavirus infection and other factors, we will consider a refund after deducting the expenses already incurred by that time and the necessary expenses for the continuation of the JASIS business. However, the organizers shall not compensate any costs incurred by exhibiting entities in their advance preparations.
- (4) To prepare for any possible accident, exhibitors should bear full responsibility to obtain necessary insurance for their exhibition, such as their products and decorations, etc.
- (5) For further implementation details of the JASIS 2024 please refer to the "Exhibit Service Manual" to be posted on the JASIS website at a later date. In addition, the Secretariat will inform you of other details as the JASIS 2024 organizing committee decides.
- (6) Unless stated, all fees & charges listed on this outline are subject to a 10% consumption tax.

International Exhibition Halls, Makuhari Messe, September 4 (Wed) to 6 (Fri), 2024

Exhibit Guidelines (General Booth)

1. Eligible Participants:

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

※For a joint exhibition of multiple firms, only one official exhibitor's name shall be registered.

2. Exhibit categories:

Analytical instruments, scientific instruments and peripheral equipment, related products, applications, software, services and contract research.

3. Booth dimension:

Basic booth: 2.97 m (width) × 2.97 m (depth) × 2.7 m (height).

4. Exhibit Fee:

$(JPY330,000 \times \text{booth} + JPY150,000) \times 1.10$ Consumption tax = Total Amount

*The charge per booth is uniform regardless of the booth layout.

*Please note that exhibitors need to bear the cost for furnishings, decorations, power supply wiring and electrical charges in addition to the above booth fee.

5. Application:

Please apply via the official website: <https://www.jasis.jp/en/>

- Application deadline: April 19, 2024

6. Payment:

Please wire the payment to the JASIS Secretariat Office.

Please note that we do not accept cash, checks or credit card payments.

- Payment deadline : May 24, 2024.

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

Exhibition contracts may not be canceled nor changed after May 24, 2024. After the cancellation deadline, applicants are responsible to pay in full the amount for the active applications that they have submitted.

Note: Fees once paid are not refundable.

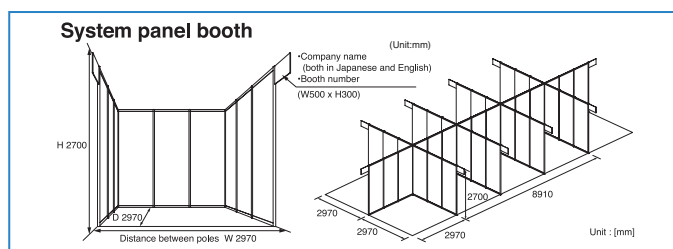
8. Booth specifications:

- (1) Standard booths (Single row, Facing row and Block)

a) The standard booth is constructed based on the system panel specifications (except 16 booths 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. Flat surfaces are available only between the metal poles, installed at intervals of 1m.

b) The standard booth does not include any furnishings such as carpets, parapets, lightings, electric outlets and exhibit tables. Exhibitors are expected to arrange furnishings separately.

(Furnishings and packaged booth plans are available; please visit https://www.jasis.jp/pdf/plan_package_EN.pdf for detailed information. Construction regulations for your own unique booth plans are written in the "Exhibit Service Manual" to be posted on the JASIS website in July.)



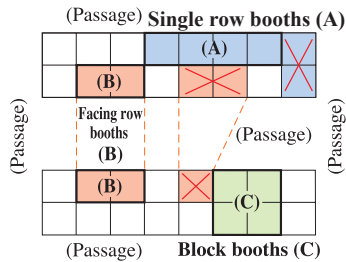
- (2) Independent booths:

For the exhibiting larger than 16 booths (united to multiples of 8) or 20 booths, the open space will be provided for the exhibitors' free layout.

9. Booth layout:

(1) Standard booths:

Three kinds of booth layouts are available: **Single row (A)**, **Facing rows (B)** and **Block (C)**. Please see the drawing below before selecting a type of booth.



- Booths made of 1 - 3 slots need to follow the **single row(A)** configuration. These booths are limited to be horizontal as shown above.
- Exhibitors using **facing row booths(B)** and **block booths(C)** are required to occupy a minimum of 4 booth slots.
- Regarding **facing row booths(B)**, the number of slots facing each other must be the same.
- The maximum length for a single row is set at 8 booth slots.
- The maximum size for **block booths(C)** is set at 16 booth slots.
- Booths larger than 16 slots need to follow the **facing row(B)** configuration.
(In this case, it is not possible to have the main passage in between.)

(2) Independent booths:

Independent booths are regarded as free floor spaces with no structure. Selections are limited to a block of 16 booths or larger with multiples of 8, or 20 booths (See the table below). The 1.3 times area will be provided.

Advertisement plan A-1 will be provided to independent booth exhibitors free of charge.

In case of a request for the plan, please notify the JASIS Secretariat Office by March 21, 2024.

Booth blocks	Frontage (Width) (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 JASIS organizing committee will decide the booth location for exhibitors at the end of June 2024.

11. Booth construction:

(1) Standard booth set up

Single, single row, facing rows and block booth constructions will be arranged by the JASIS organizing committee based on the local regulations (except 16 booths configuration).

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

12. Regulations for the height of booth furnishings:

(1) Standard booths: (except independent booths)

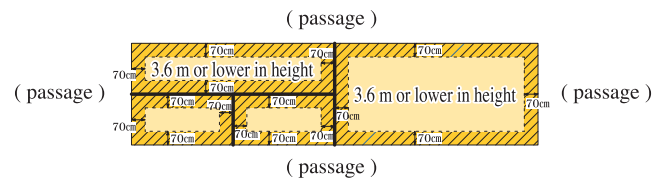
- The height of any booth interior decoration should not be **higher than 3.6 m** from floor level, and the area that may be constructed up to this height limit is restricted to the inside of the exhibitor's booth with a **70 cm setback** from the booth boundary.
- Any structure constructed in the setback area:
 - must be **lower than 2.7 m** on the boundary to neighboring booths.
 - is not allowed on the aisle side if the structure is wall or equivalent (refer to Note 1), except the stockroom with a width narrower than 1/3 of the length of one side.
 - must be **lower than 2.7 m** if the structure (refer to Note 1) and shall not hinder the free traffic of people (such as poles or gates).

(2) Independent booths:

- When independent booths are located at the back end row of the hall floor, the **height limit is 6.0 m** from the floor level. However, when two independent booths are located front and back in rows seen from the front entrance, the height of the front-side independent booth shall be no **higher than 5.0 m**. Those restrictions apply inside the exhibitor's booth with a **70 cm setback** from the booth boundary.

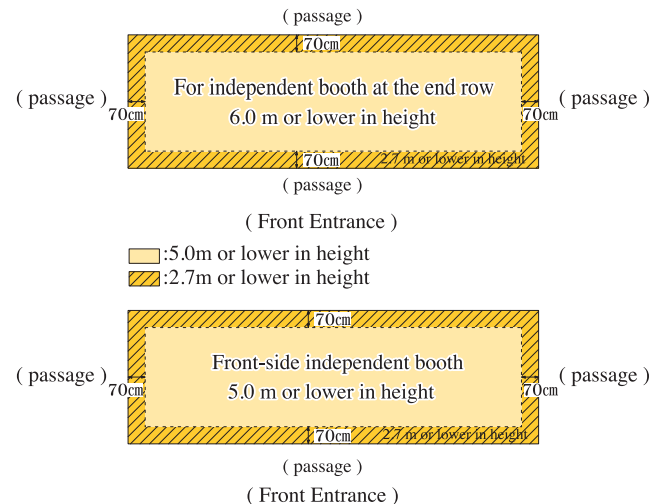
Height restriction on standard booth (No.12(1))

- : 3.6m or lower in height
- ▨: please refer to 12.(1) b)



Height restriction on independent booth (No.12(2))

- : 6.0m or lower in height
- ▨: 2.7m or lower in height



Note 1) The "wall" is defined as the structure which covers the space of **1.2m to 2m** height at the booth boundary and that structure exceeding 1m in width which prevents people from freely going and coming or viewing.

Note 2) Any sign boards including screens and balloons are considered components of a structure, therefore, need to be kept lower than the height limits mentioned above.

Application Guideline for New Technology Presentations

13. Regulations on openings on the partition wall:

- (1) When the booth allows the flow of visitor traffic, the passage must be wider than 1.2 m at any point.
- (2) When the closed space is constructed within the booth, the passage to & from the space must be designed to have enough width to secure the people's free traffic at all times.

NOTE: The "closed space" means the area surrounded by a wall or any equivalent object (i.e. table, cabinet, exhibit, plant, etc.).

14. Regulations on presentations in the booth:

- (1) The sound level generated within a booth must not exceed 70 dB when measured at 2 m from the front edge of the booth.
- (2) In all passages in the venue, exhibitors are restricted from any activity which disturbs or blocks free traffic of the visitors such as distributing information leaflets or questionnaire sheets.

15. Construction of ceiling or two-story structures:

Exhibitors require to submit prior notifications to and obtain permission from the organizing committee, when constructing ceiling or two-story structures including cloth covers for upper part of the booths, regardless of whether or not the construction is permitted by the Fire Service Act.

16. Electrical works:

- (1) The organizing committee will oversee the power supply installation up to a main breaker in each booth in accordance with the "Electrical work wiring diagram" submitted by each exhibitor at a later date. Exhibitors are expected to undertake electrical wiring works inside each booth.
- (2) Specifications of the power supply are shown below.
 - AC 100 V single-phase 50 Hz
 - AC 200 V single-phase 50 Hz
 - AC 200 V three-phase 50 Hz
- (3) Exhibitors must bear the cost of the power supply installation works and the electricity usage charges. JASIS Secretariat Office would issue the invoice to exhibitors after the exhibition.
 - Electric installation cost: JPY9,000 per 1 kW of installed capacity (10% consumption tax will apply)
 - Electricity charge: JPY 1,900 per 1 kW of installed capacity (10% consumption tax will apply)

17. Water & Drainage, Compressed Air and Gas:

- (1) When an exhibitor requires a water supply & drainage, compressed air or town gas supply, specify the requirement on the application form. The location of such booths will be designated by the organizing committee considering construction restrictions and safety regulations.
- (2) Plumbing/piping works to the booth are arranged by the organizers; exhibitors are expected to undertake such works within the booth.
- (3) See below for the details of plumbing/piping works to the booth arranged by the organizers. For additional information, please refer to the "Exhibit Service Manual" to be posted on the JASIS website at a later date.
 - 13 - 20 diameter water supply pipe costs JPY75,000, 25 diameter drainage pipe costs JPY80,000 (includes piping works and maintenance fees). The water usage charge is JPY760/m³.
 - Compressed air pressure is 6.0kg/m² and its usage fee is JPY75,000 for 300L/min supply.
 - Gas: Limited to town gas, quotation upon request.

18. Telephones, FAX and Internet access inside booths:

- (1) JASIS Secretariat Office undertakes the installations of such communication lines upon requests from exhibitors.
- (2) Exhibitors must bear the cost of the installation work, the equipment leasing and the telephone charges. Those charges will be invoiced after the exhibition.

1. Date:

September 4 (Wed.) to 6 (Fri.), 2024

2. Venue:

Makuhari Messe International Conference Hall or nearby hotel

3. Eligible participants:

JASIS 2024 General Booth exhibitors

4. Themes:

Topics related to scientific/analytical instrument systems and solutions.

5. Duration:

Please choose either a 60-min session or 30-min session upon your application. Please refer to "14. Notes" (9).

6. Fees:

1) 60 min. session	JPY 160,000/session × 1.10 consumption tax
2) 30 min. session	JPY 100,000/session × 1.10 consumption tax

7. Applications:

Please apply via the JASIS website (<https://www.jasis.jp/en>).
Application deadline: April 19, 2024

8. Payment:

Please wire the payment as instructed in the invoice.
Payment deadline: May 24, 2024
Please note that we do not accept cash, checks, or credit card payments.

9. Cancellation, changes, refunds:

The deadline for application cancellations or changes is May 24, 2024.
After the cancellation deadline, JASIS organizers will not accept any cancellation or change. Applicants are responsible to pay in full for the active applications that they have submitted.
Note: Fees once paid are not refundable.

10. Session script submission:

The organizing committee will request the submission of the session script to be published on the JASIS 2024 website, SNS, and other printed materials in late April, 2024.
Materials to be submitted:

- Session title : English and Japanese (if available)
- Session abstract : English and Japanese (if available)

Submission deadline: End of April, 2024

Note: Major changes in your presentation will not be accepted after the above due date.

11. Determination of programs:

The organizing committee will coordinate the number of sessions (themes) and finalize the program. The program and the room assignments for the presentations will be notified to exhibitors via e-mail in late June.

12. Advertisements:

The outlines for the presentations will be informed to JASIS customers through email newsletters in advance. In addition, the same information will be available on the JASIS website. Presenters are expected to undertake sufficient public relations activities with their audiences in advance.

13. Facilities:

- (1) Rooms each with a total capacity of 100~160 persons will be reserved.
- (2) Desks, chairs, a screen, an LCD projector and audio systems will be prepared by the organizers at no charge. Laser pointers can be used by notifying the JASIS Secretariat Office.
- (3) The presenters must supply their own PCs with the relevant data loaded therein. In the case of unexpected occurrences, please bring a USB drive loaded with your data.
- (4) A concurrent interpreter service is not available. Please arrange for a verbatim interpreter on your own as necessary.

Application Guideline for Online Promotion

14. Notes:

- (1) Excess audience capacity is prohibited. The organizing committee reserves the right to restrict entry if the room capacity is exceeded. This measure is for the safety of visitors. We appreciate your understanding and cooperation.
- (2) The exhibitors are fully responsible for the reception operation and are expected to assign their own receptionists. The organizers will dispatch support staff in case of unexpected congestion. The exhibitors are also responsible for distinguishing their competitors as well as managing valuables including information.
- (3) If you expect a large audience, assign an appropriate number of staff.
- (4) The distribution of gifts, food or refreshments to audience is prohibited. The organizing committee may request that a presentation be stopped in the event that such actions are observed in the session. However, the below cases will be allowable.
 - Distribution of exchange tickets for technology materials or small gift items in order to promote visitation to the exhibition venue.
 - Distribution of presentation documents via envelope or plastic folder (with company name or logo).
 - Distribution of writing materials for answering a questionnaire.
- (5) Use of hazardous substances is prohibited (such as pressurized, poisonous, or combustible gasses, or malodorous substances).
- (6) Please inform the JASIS Secretariat Office in case of carrying instruments and equipment related to the presentation content, LCD projectors, videos, etc. into the room.
- (7) Presentations in any language are allowable.
 - For presentations other than Japanese or English, the presenters are expected to arrange for interpretation.
 - Please identify the presentation language (other than Japanese) to be used with or without interpretation by stating “English without an interpreter”, “French with an interpreter” etc., when you submit the presentation outline, for the audiences’ convenience. (Details are to be notified after the application is registered.)Note: Simultaneous interpretation presentation is NOT possible.
- (8) Please distribute materials such as abstracts and/or brochures in the room assigned.
- (9) The 60 min. or 30 min. time allotted for each session must include time for the presentation, the Q&A, the filling out and collection of questionnaires, and the vacating of the room. Please be punctual.
- (10) Please keep noise levels down so as not to disturb adjacent rooms.
- (11) Filming or recording your company's new technology presentations for record purposes is permitted; however, public disclosure is prohibited. (For filming, please apply for a filming permit at the JASIS Secretariat Office on-site.)

1. Online Promotion Guideline

By utilizing online promotion, your company's products and solutions can be posted on the JASIS website, attracting customers anytime, anywhere.

- (1) Online Promotion period (subject to slight changes) :
 - Pre-JASIS (pre-announcement and visitor induction to JASIS 2024): From July 5 (Fri.) till the closure of JASIS 2024 at Makuhari.
 - Post-JASIS (releasing videos, presentation slides or product brochure; content may include exhibits in JASIS:After the closure of JASIS 2024 at Makuhari till October 31 (Thu.), 2024.
- (2) Promotion Activity for the JASIS website
 - Posting around 50 highlight conference videos of JASIS 2023 and JASIS 2024
 - Distributing email newsletters to JASIS customer (about 40K customers)
- (3) Language : Japanese and English

2. Fee

Exhibitors: JPY 90,000 × 1.10 consumption tax

Non-exhibitors: JPY 300,000 × 1.10 consumption tax

3. Details

- (1) This plan is dedicated to non-domestic entities only.
- (2) The plan includes four content posts: videos, PDF (max. 20 MB per file), and links to the exhibitors' own company websites. The content post should be related to analytical & scientific instruments and technologies.
- (3) The report of the number of clicks will be provided.
- (4) Content that violates laws and ordinances, public order and morals, low credibility or false information, harassment against other companies, abuse, threats, obscene content, or content infringing on intellectual property rights, software, hardware, etc., used by other users is prohibited. It is also prohibited to post programs that destroy or interfere with functions.
- (5) In case of a violation of item (4), we reserve the right to remove the post without prior notice.

Please contact JASIS Secretariat Office for further information.

4. Application

Please apply via the JASIS website: <https://www.jasis.jp/en/>

- Submission deadline : April 19, 2024

5. Payment / cancellation

JASIS Secretariat Office will issue the invoice. Payment should be completed by the deadline.

- Payment / cancellation deadline: May 24, 2024

Please note we do not accept cash, checks, or credit card payments. **After the payment/cancellation deadline, JASIS organizers will not accept any cancellation or change of the application. Applicants are responsible to pay in full for the active applications that they have submitted.**

※ **The fees once paid are not refundable.**