



APPLICATION OUTLINE

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

International Exhibition Halls, Makuhari Messe
November 11 (Wed.) to 13 (Fri.), 2020

General Notes

- (1) The Organizers reserve the right to amend 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 and so on, the organizers shall not compensate any costs incurred by exhibiting entities in their advance preparations and the like.
- (3) To prepare for any possible accident, exhibitor should bear full responsibility to obtain necessary insurance for their exhibition, such as their products and decorations, etc.
- (4) For further implementation details of the JASIS 2020, please refer to "Exhibit Service Manual" to be published on the JASIS website in June, 2020. In addition, the Secretariat will inform you other details as the JASIS 2020 organizing committee decides.
- (5) Unless stated, all fees & charges listed on this outline are subject to 10% consumption tax.

Exhibit Guidelines (General Booth)

1. Eligible Participants:

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

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

2. Exhibit items:

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

3. Booth dimension:

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

4. Exhibit Fee:

$(JPY280,000*/booth+JPY150,000) \times 1.10$ Consumption tax=Total Amount

*The charge per booth does not differ depending on booth layout.

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

5. Application:

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

• Deadline for application: April 10, 2020

6. Payment:

Please wire the payment to the JASIS Office.

Please note that we do not accept the payment in cash, cheque nor by credit card.

• Deadline for payment: June 10, 2020.

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

Exhibition contracts may not be cancelled nor changed after May 21, 2020. After the cancellation deadline, applicants are responsible to pay in full the amount for the active applications that they have submitted.

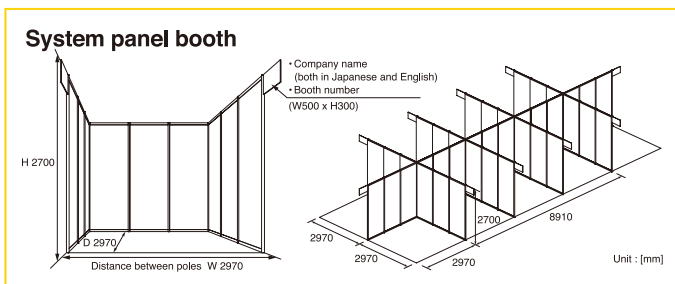
Note: Fees are not refundable.

8. Booth specifications:

(1) Standard (system panel) booth(s) (Row, Facing row and Block)

- 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. 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 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/exhibit/package_booth_entry_e.pdf for detailed information. Construction regulations for other than packaged booth plans can be seen in "Exhibit Service Manual" which would be published on JASIS website in June, 2020.)



9. Booth layout:

- (1) Three kinds of booth layouts are available for standard booth: Row (A), Facing rows (B) and Block (C). Please see the drawing below before selecting a type of booth.

- (2) Independent Booth:

Independent booths are regarded as a free floor spaces with no structure and shall be a block of 16 booths or larger and multiples of 8, inclusive of 20 booths (See the table below).

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:

JASIS organizing committee will decide the locations of booths for exhibitors in the end of June, 2020.

11. Booth construction:

- (1) Standard booth set up

Single, row, facing rows and block booths constructions will be arranged by 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.

- (2) Independent booth specifications:

For the exhibitions larger than 16 booths (limited to multiples of 8) or 20 booths, the open space will be provided for the exhibitors' free layout. (The 1.3 times area will be provided.)

12. Regulations for the height of booth furnishings:

(1) Standard booths: (except independent booth)

- The height of any booth interior decoration is to be no 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 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 the 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).

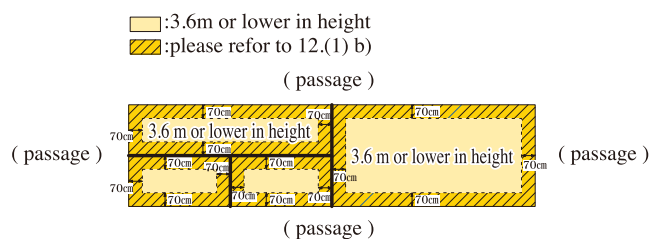
(2) Independent booths:

- When independent booths are located at the back end row of the hall floor, 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 higher than 5.0 m. Those restrictions apply inside the exhibitor's booth with 70 cm setback from the booth boundary.
- Any decoration constructed in the setback area needs to be lower than 2.7 m.

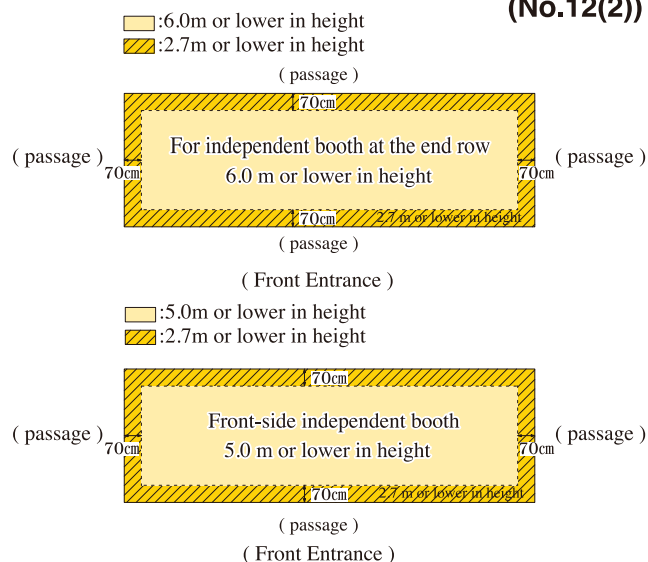
Note 1) The "wall" means the structure which covers the space of 1.2 m to 2 m height at the booth boundary and hinders the free traffic and sights of the people.

Note 2) 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.

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



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



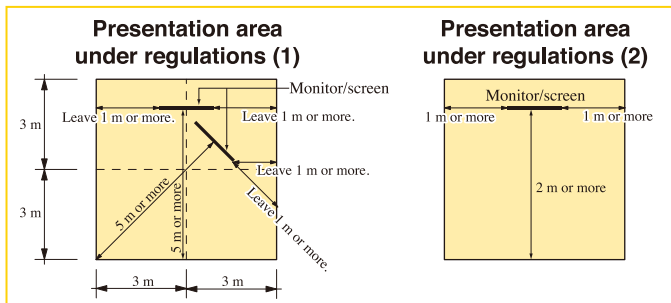
13. Regulations on openings on the partition wall:

- When the booth allows through traffic of visitors, the passage must be wider than 1.2 m at any part of it.
- 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 any time.

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

14. Regulations on presentations in the booth:

- The sound level generated within a booth must not exceed 70 dB when measured at 2 m from the front edge of the booth.
- 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 to secure enough seating space for the audience.
- 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 to secure enough seating space for the audience.



15. Construction of ceiling or two-floor structures:

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

16. Electrical works:

- 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. This diagram will be submitted by each exhibitor at a later date. Exhibitors are expected to undertake an electrical wiring works inside each booth.
- 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
- Exhibitors must bear the cost of the power supply installation works and the electricity usage charges. JASIS office would issue the invoice to exhibitors after the show.
 - Electric installation cost: JPY9,000 per 1 kW of installed capacity (10% consumption tax will be charged)
 - Electricity charge: JPY1,900 per 1 kW of installed capacity (10% consumption tax will be charged)

17. Water & Drainage, Compressed Air and Gas:

- 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 with construction restrictions and safety regulations. When such request is submitted after the determination of the booth locations, organizing committee may decline it.
- Plumbing and piping to the booths are arranged by the organizing committee upon requests, and exhibitors are expected to undertake the piping within the booths.
 - 13 - 20 diameter water supply pipe costs JPY75,000, 25 diameter drainage pipe costs JPY80,000 (includes piping works and maintenance fees). Water usage charge is JPY760/m³.
 - Compressed air pressure is 6.0kg/m² and its usage fee is JPY75,000 for 300L/min supply. For additional information, please refer to "Exhibit Service Manual" which would be published on JASIS website in June, 2020.
 - Gas: Limited to town gas, quotation upon request. Note: 10% consumption tax will be charged.

18. Telephones, FAX and Internet access inside booths:

- JASIS office undertake the installations of such communication lines upon requests from exhibitors.
- Exhibitors must bear the cost of the installation work, the equipment leasing and the telephone charges. Those charges will be invoiced after the show.

Application Outline for New Technology Presentations

1. Date:

November 11 (Wed.) to 13 (Fri.), 2020

2. Venue:

APA Hotel & Resorts Tokyo Bay Makuhari (adjacent to the show venue)
Hotel New Otani Makuhari (adjacent to the show venue)
Approx. 15 rooms each with capacity for 100 or 200 persons will be reserved.

3. Eligible participants:

JASIS 2020 General Booth exhibitors

4. Themes:

Topics related to scientific/analytical systems and solutions.

5. Duration:

- 1) 50 min. session (with or without simultaneous interpretation)
 - 2) 25 min. Session (with or without simultaneous interpretation)
- Please refer to "15. Notes" (12).

6. Fees:

1) 50 min. session	JPY 150,000/session × 1.10 consumption tax
2) 25 min. session	JPY 90,000/session × 1.10 consumption tax

< With optional simultaneous interpretation 2020 special fees >

50 min. / 25 min. session	2020 special discounted fee: Fee 1) or 2) + JPY30,000/session × 1.10 consumption tax
	While regular fees are as below: 50 min. session: Fee 1) + JPY150,000/session × 1.10 consumption tax 25 min. session: Fee 2) + JPY90,000/session × 1.10 consumption tax

Note 1: The simultaneous interpretation optional plan includes the interpreter fee, all equipment, and all setup fees including transportation, installation, and dismantling.

Note 2: Simultaneous interpretation applications are accepted for both English-Japanese and Japanese-English.

Note 3: Applications solely for the optional plan will not be accepted.

Note 4: Please refer to "14. Venue & facilities" (6) and "15. Notes" (7)–(10).

Note 5: For consecutive interpretation, fees 1) & 2) are applied; however, the interpreter must be arranged by the applicants.

7. Applications:

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

Deadline for application: March 16, 2020

Note 1: If the number of applications exceeds total capacity, late applications may not be accepted.

Note 2: Due to the limited number of rooms with simultaneous interpretation system, late applications for such sessions may be rejected.

8. Payment:

Please wire the payment as instructed in the invoice.

Deadline for payment: May 29, 2020

Please note that we do not accept cash, cheque or credit card for payment.

9. Cancellation, changes, refunds:

The deadline for application cancellations or changes is May 21, 2020.

After the cancellation deadline, JASIS organizers will not accept any cancellation or change. Applicants are responsible to pay in full the amount for the active applications that they have submitted.

Note: Fees are not refundable.

10. Session script submission:

The organizing committee will request the submission of the session script to be published on the JASIS 2020 website and other printed materials at the end of March, 2020.

Materials to be submitted:

- Session title (English (mandatory) and Japanese (if available))
- Session abstract (English (mandatory) or Japanese)
- Whether or not to request for a conference room with a 200-person capacity. Please refer to "15. Notes" (1), (2), and (3)

Deadline for submission: May 25, 2020

11. Determination of programs:

The organizing committee will coordinate the number of sessions (themes) and will decide the program. The sessions with simultaneous interpretation will be held in one room at Hotel New Otani Makuhari. (Consecutive sessions are allowable in any room.) The program and the room assignments for the presentations will be notified to the exhibitors via e-mail by the end of May 2020.

12. Changes of the presentations:

Please note that after the session abstracts have been submitted and when the presentation program has been fixed, cancellations or changes to the presentations (i.e. numbers, contents, etc.) will not be accepted.

13. Advertisements:

The outlines for the presentations will be mailed to exhibitors and their clients in advance. In addition, the same information will be provided via JASIS website. Presenters are expected to undertake sufficient public relations activities with their audiences in advance.

14. Venue & facilities:

- (1) Approx. 15 rooms each with a total capacity of 100 or 200 persons will be reserved.
- (2) Presentation venues are scheduled at APA Hotel & Resorts Tokyo Bay Makuhari and at Hotel New Otani Makuhari.
- (3) Desks, chairs, screens, pointers, and audio systems will be prepared by the organizers.
- (4) 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.
- (5) An LCD projector is provided at no charge. We also provide a room where the presenters can check the connectivity between the LCD projector and their computer before the presentation.
- (6) For one room at Hotel New Otani Makuhari, the organizers will set up simultaneous interpretation equipment. Due to equipment changeover time constraints, all of the sessions with simultaneous interpretation will be held in this room.
Each presenter is expected to liaise with the interpreters directly to be certain of the quality of the interpretation.
- (7) Consecutive interpretation must be arranged by the presenter.

15. Notes:

- (1) Excess audience capacity is prohibited. The Organizing Committee may stop people from entering the room if room capacity is exceeded. This measure is for the safety of visitors. We appreciate your understanding and cooperation.
- (2) For visitor safety, please apply for a conference room with 200-person capacity in advance if over 100 audiences are expected. (Upon the submission of the presentation outline, please notify us of the preferred room capacity. The prices are the same for both room types. However, rooms with a capacity of 200 people are limited.)
- (3) Requests for conference rooms of 100-person capacity will not be accepted.
- (4) The distribution of gifts, food or refreshments to the audience is prohibited. 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 small gift items or exchange tickets for technology materials in order to promote visitation to the exhibition venue
 - Distribution of announcement documents via envelope or plastic folder (with company name or logo)
 - Distribution of clip pencils (with company name or logo) for answering the questionnaire
- (5) Use of hazardous substances is prohibited (such as pressurized, poisonous, or combustible gasses, malodorous substances).
- (6) Instruments and equipment related to the presentation content are allowable to be brought into the room, except for those articles that are explicitly restricted as per local regulations.
- (7) Presentations in any languages 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 (starting from March 19), for the audiences' convenience. (Details are to be notified after the application is registered.)
- (8) Sessions with simultaneous interpretation will be held in a designated room. The organizers will arrange for interpretation and related equipment.
- (9) Due to capacity limitations, the number of sessions with simultaneous interpretation will be limited. Therefore, late applications may not be accepted. Please apply at your earliest convenience.
- (10) The organizers will provide for the highest level when considering interpretation and related equipment. However, the organizers are not in a position to ensure the quality of the interpretation. Each presenter is expected to have properly liaised with their interpreter directly so as to be certain regarding the quality of the interpretation.
- (11) Please distribute materials such as abstracts and/or brochures at the entrance to the room on the day.
- (12) The 50 min. or 25 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.
- (13) Please keep noise levels down so as not to disturb adjacent rooms.
- (14) As long as the purpose is for company records, photo and video shooting or audio recording equipment may be brought into the JASIS New Technology Presentations room by presenting companies only. For those activities, please contact to JASIS office for permission(s). The live broadcasting or public release of the audio or visual media (e.g. via TV, radio, internet, on-demand media, etc.) either during or after the exhibition is strictly prohibited.



JASIS 2020 : REGISTRATION FORM

Exhibit for General Booth /
New Technology Presentations

Application deadline: April 10, 2020

To: JASIS 2020 Office,
Att. Japan Analytical Instruments Manufacturers' Association (JAIMA)
1-12-3 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

Registration via Website is available: <https://www.jasis.jp/en>

We hereby apply as below agreeing to confirm all the requirements and standards stated in JASIS 2020 application outline. Unless stated, all fees & charges presented in this outline are subject to 10% consumption tax.

All fields are required except comments boxes.

Exhibit for General Booth (Makuhari)

Booth(s)	booth(s)	Fee (JPY280,000/ booth +JPY150,000) ×1.10 consumption tax Ex. 1 Booth: JPY473,000	JPY
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1) Booth arrangement (Refer to the drawing at article 9. Booth layout (page 1) of "Application Outline")

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 (multiples of 8 (16 or larger), 20 booths)
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2) Water Supply & Drainage, Compressed Air, Gas

(Refer to articles "10-(1)&(3)", and "17-(1)&(2)" on page 1&2 of "Application Outline")

<input type="checkbox"/> Water Supply & Drainage	<input type="checkbox"/> Compressed Air	<input type="checkbox"/> Gas
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3) Number of Direct Mail Packages (Japanese) (300 copies per booth are free of charge. Additional copies : JPY50 + 10% tax per copy.)

Free of charge	copies	Charged	copies
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4) Comments

New Technology Presentations

Applications are limited to JASIS 2020 General Booth exhibitors (Refer to page 3 of "Application Outline").

	Without Simultaneous Interpretation	With Simultaneous Interpretation	comments
50 min. session(s)	①(JPY150,000/session) × 1.10 consumption tax session(s)	③(JPY150,000+JPY30,000) /session × 1.10 consumption tax session(s)	
25 min. session(s)	②(JPY90,000/session) × 1.10 consumption tax session(s)	④(JPY90,000+JPY30,000) /session × 1.10 consumption tax session(s)	
Total	session(s) JPY		

Company name

- Company name will appear on all printed materials, please be accurate.
- For a joint exhibition of the multiple firms, only one name shall be registered as an official exhibitor's name.

Contact Name

Department

Address

TEL:

FAX:

E-mail:

Person in charge (Signature)

E-mail

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