

IASC2013

Exhibition Application Guide

Eligibility

Companies or groups related to Commons, and academic publications, etc.

The organizer reserves the right to reject applications if they are determined to be unsuitable for this Exhibition.

Exhibition and Poster Panel Fee

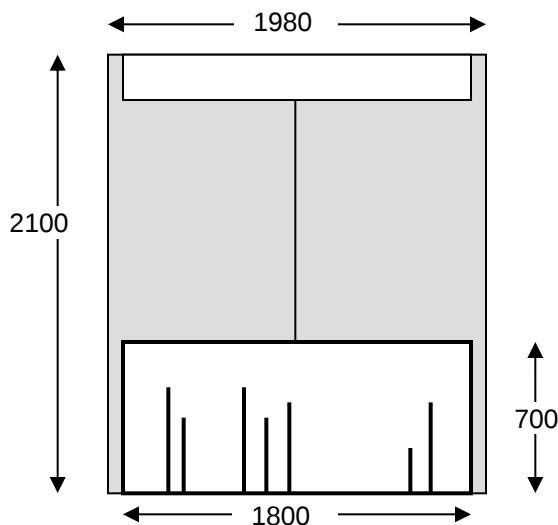
Size of a booth: W 1,800mm x D1,000mm x H2100mm

Package: (with sales) ¥50,000-/per booth
(without sales) ¥30,000-/per booth

Poster Panel (W 1,000 mm x H2,100mm): ¥10,000-/per panel

Exhibition Booth Specification

A standard package booth will be delivered to each exhibitor as follows; each booth is provided with a system panel at the back, company / organization name board (1500mm x 300mm), fluorescent light, a desk (1800mm x 900mm), 2 folding chairs, and 1 electric outlet (500W).

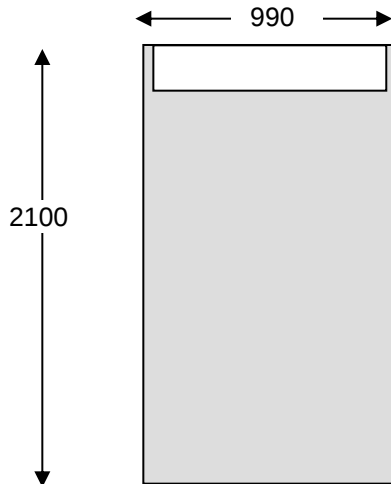


- A table (W1,800 x H700 x D600)
- Company / Organization name board (Common fonts only, logo cannot be used)
- A system panel board (W1,980 x H2,100) behind the desk.
 - *Pins and velcro tape can be used for the panel installation.
- A grounded outlet with two plugs (100V/10A(500w))

* The electrical capacity for one standard booth is 100w. The costs for additional electrical requirements higher than 100w and electrical work will be borne by exhibitors. For those who need additional electricity, please contact secretariat beforehand. Please kindly note that there is no overnight electric transmission. An invoice will be issued after the Congress.

Poster Panel Specification

A poster panel will be delivered to each exhibitor as follows; each panel is provided with a system panel board and company / organization name board (700mm x 300mm) .



- A panel number board (common fonts)
 - A system panel at back (W990/ H2,100)
- *Pins and velcro tape can be used for the panel installation.

Exhibition Date (tentative)

June 4 (Tue.) – 7 (Fri.), 2013 *Exhibition hour will be informed later.

Application Address

To apply, please fill out the enclosed Exhibition Application Form and mail it to the Exhibitor Secretariat at the following address. Faxed application will only be tentatively accepted. Final application forms should be sent to the Secretariat by post.

IASC2013 Exhibitor Secretariat:
c/o Convention Linkage. Inc.
Sanbancho KS Building, 2 Sanbancho, Chiyoda-ku, Tokyo 102-0075, Japan
TEL: +81-3-3263-8695
FAX: +81-3-3263-8693
EMAIL: info@iasc2013.org

Number of Booths and Posters Available

Due to the space limitations, exhibitors can apply for up to two booths or two poster panels. For those who wish for additional number of booths or panels after application, please inform the Secretariat in writing as soon as possible. Reduction of the booths that you have already applied for will not be permitted.

Application Deadline : May 15, 2013

If you intend to exhibit, please contact the secretariat (info@iasc2013.org) by **April 30, 2013**.

Remitting the Booth Fee

An invoice and further information will be sent to companies / groups / organizations that submit the Exhibition Application Form. Upon receipt of the invoice, please make payment by bank transfer.

Notes :

Payment by personal check and bank draft will not be accepted.

All remittance handling fees must be paid by the remitter.

Application may be canceled if payment is not received by the specified deadline.

Bank Account

Bank name: THE YAMANASHI CHUO BANK, LTD.

Branch name: Yoshida Branch (branch No. 501)

Account Name: IASC2013

Account No. : 1938436

Swift Code : YCHBJPJT

Bank Address : 2-6-9 Shimoyoshida, Fujiyoshida-city, Yamanashi, 403-0004 Japan
(Phone: +81- 555-22-3100)

Payment Deadline: May 15, 2013

If changes in the above deadline need to be requested, please inform the Secretariat. However, early payment is appreciated.

Cancellation

As a general rule, cancellation or reduction of the booths by exhibitors cannot be accepted once the applications have been approved. However, if unavoidable circumstances require cancellation, exhibitors will be requested to submit the reason for cancellation in writing to the organizer for approval.

In case of cancellation of the whole exhibition or partial cancellation of booths after an invoice has been issued, exhibitors are required to pay the cancellation fee as specified below.

If the date of cancellation is,

- | | |
|------------------------------|----------------------------------|
| a) Before the end of April | --- Half of exhibition fee (50%) |
| b) After May 1 st | --- Entire exhibition fee (100%) |

Change or Cancellation of the Congress

In case of unavoidable circumstances, the organizer may change the date and venue of the Congress or, if necessary, halt or cancel the Congress. If the Congress is cancelled, all or partial exhibition fee will be refunded to the exhibitors. The costs accrued by the exhibitors to the date of cancellation shall be covered by themselves. If the Congress is halted, the exhibition fee will not be refunded. The organizer assumes no responsibility for any damages resulting from the halt or cancellation.

Responsibility for Compensation

Exhibitors shall be fully responsible for the care of their exhibits. The organizer assumes no responsibility whatsoever, including compensation, if exhibits are stolen, lost, damaged, or otherwise rendered defective. Exhibitors are kindly advised to insure their exhibits or take other measures to minimize their exposure to risk.

Exhibitors shall be responsible for resolving accidents occurred as a result of their actions. The organizer assumes no responsibility for such accidents.

Customs Clearance for Exhibits

As the exhibition site is not a government-designated bonded exhibition area, all items to be brought into the site directly from overseas must undergo customs formalities by exhibitors.

Setting up and Removing Exhibits

The schedule for setting up and removing exhibits is as follows; more detailed information will later be given by the Secretariat.

Setting up exhibits: June 4 (Tue.), 2013

Removing exhibits: June 7 (Fri.), 2013

For Exhibition Application Form submission and further inquiries;

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