

Asia-ARVO 2015

Service Manual

EXHIBITION

Asia-ARVO 2015
February 16 – 19, 2015

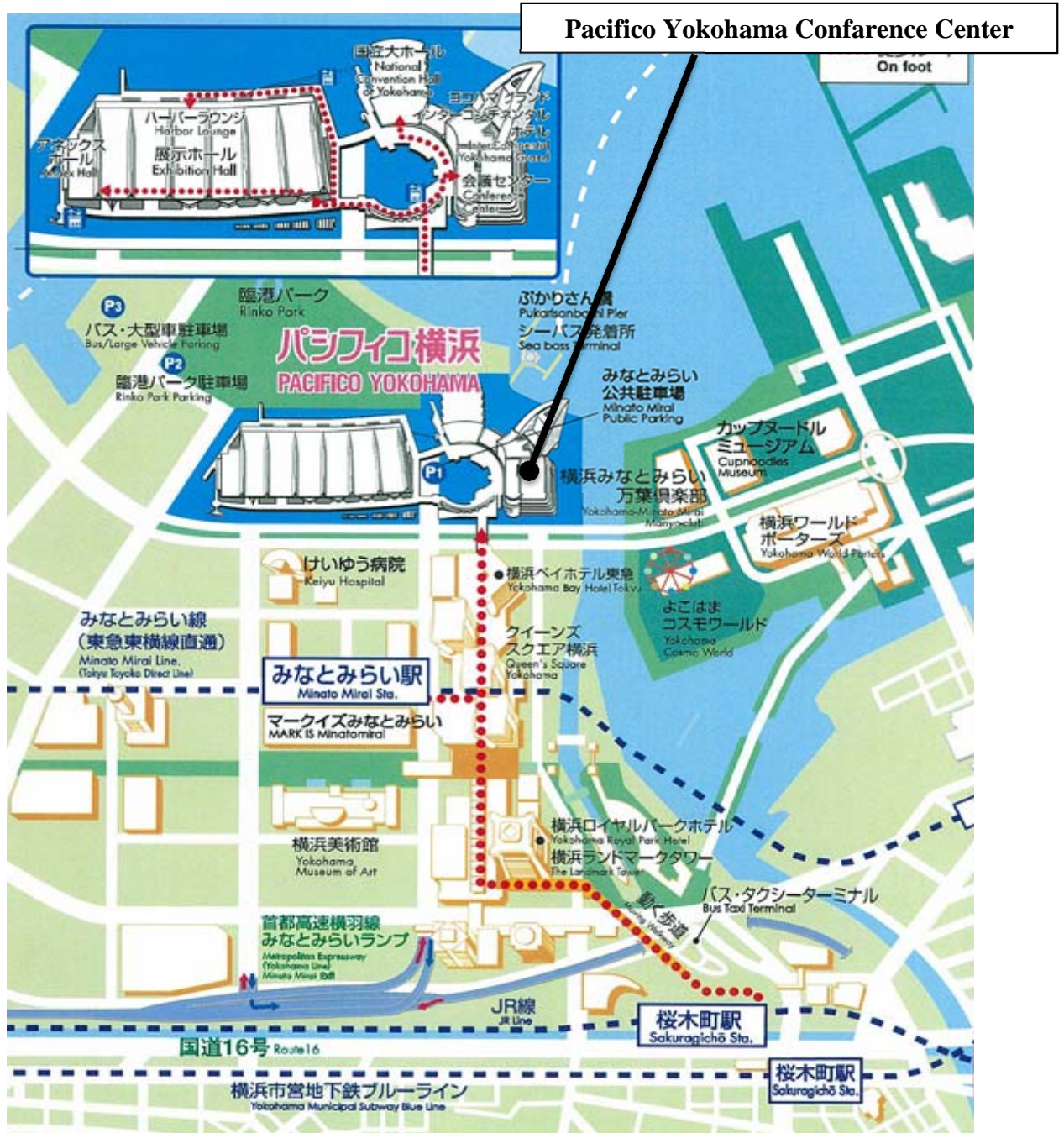
Exhibition Guide

Outline for Exhibition

- Title:** Asia-ARVO 2015 Exhibition
- Dates:** February 16 – 19, 2015 (Monday to Thursday)
- Exhibition Opening Hours:**
- | | | |
|------------------------------------|--------------------|---------------|
| Hours of Carrying in, installation | February 16 (Mon.) | 08:00 - 10:30 |
| Exhibition Opening Hours: | February 16 (Mon.) | 11:00 - 17:00 |
| | February 17 (Tue.) | 09:00 - 17:00 |
| | February 18 (Wed.) | 09:00 - 17:00 |
| | February 19 (Thu.) | 09:00 - 15:00 |
| Removal, carrying out: | February 19 (Thu.) | 15:00 - 18:00 |
- Venue:** Pacifico Yokohama Meeting Center 3F 301 – 304
1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan
TEL: +81-45-221-2155 (General Information)
<http://www.pacifico.co.jp/>
- Instructions from the Pacifico Yokohama:
~Make sure to follow the assigned route (and elevator) when carrying in your exhibit materials and equipment.
~Vertical clearance of the unloading area in the conference center is 3.2 meters.
~Do not use any other elevator aside from the assigned carrying-in elevator.
~Carrying in equipment from the 1st and 2nd floor entrances is also prohibited.
~If using a forwarding company, make sure not to leave the venue until receipt of all equipment has been confirmed.
- Event:** Asia-ARVO 2015
- Chair:** Prof. Kazuo Tsubota, MD, FARVO
Department of Ophthalmology, Keio University School of Medicine
- Theme:** Evolutions in Ophthalmology: from quality of Vision to Aging and Regenerative Science
- Organizer:** Department of Ophthalmology, Keio University School of Medicine
- Official Language:** English
- Number of Participants:** 2,000
- Exhibition Secretariat for the Exhibition**
Asia-ARVO 2015 Exhibition Secretariat
Person in Charge: Sachiyo Minakawa and Shigeru Takayama
E-mail: exh_asia-arvo@mediproduce.jp

Access Map

Venue: Pacifico Yokohama Meeting Center 3F 301 – 304
1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan
TEL: +81-45-221-2155 (General Information)



Parking: Please use the public pay parking lot (for buses, large vehicles, bus tour terminals, etc). In addition, the outdoor parking area is also available to use during the conference dates.

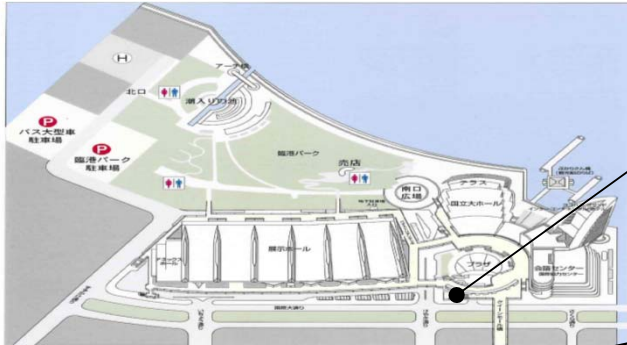
Schedule

Time	February 15 (Sun.)	February 16 (Mon.)	February 17 (Tue.)	February 18 (Wed.)	February 19 (Thu.)
7:00					
8:00		Carrying - in / installation by Exhibitors (08:00-10:30)	Adjustment work (8:30) (Entrance of exhibitors available)	Adjustment work (8:30) (Entrance of exhibitors available)	Adjustment work (8:30) (Entrance of exhibitors available)
9:00			Exhibition Opens (09:00~17:00)	Exhibition Opens (09:00~17:00)	Exhibition Opens (09:00~15:00)
10:00		Adjustment work (Entrance of exhibitors available)	<u>Exhibition</u>	<u>Exhibition</u>	<u>Exhibition</u>
11:00		Exhibition Opens (11:00~17:00)			
12:00		<u>Exhibition</u>			
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					
19:00					
20:00		Exhibition Closes	Exhibition Closes	Exhibition Closes	Exhibition Closes
21:00		Leaving of exhibitors	Leaving of exhibitors	Leaving of exhibitors	
22:00	Carrying - in / installation by Secretariat	Exhibition Hall Closes	Exhibition Hall Closes	Exhibition Hall Closes	Carrying - out by Secretariat
23:00	Installation by the Exhibitors (Pre-application to the Secretariat is necessary)				
24:00	Exhibition Hall Closes				

Route for Carrying-in

Exhibitors are requested to load their their equipment for carrying - in /out of the venue, following the routes shown below with the attached carrying - in /out vehicle permit put up on the front window and following the instructions of the staff. Please note that vehicles without carrying - in /out vehicle permit are not allowed to enter the venue.

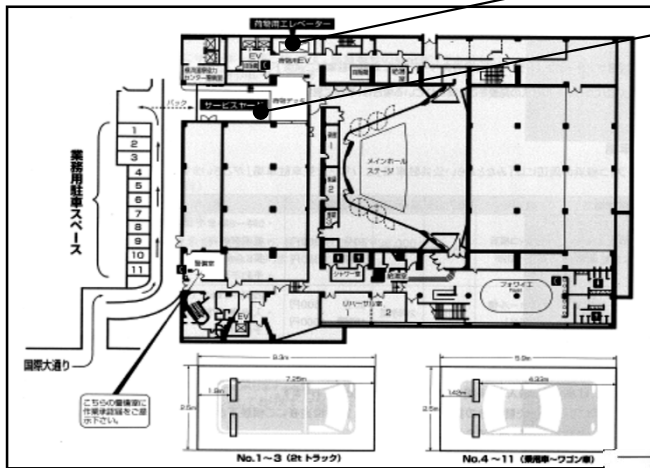
(As for extra copies of vehicle permit, please make copies.)



Entrance to B1F Service Yard
Vertical Clearance: 3.2m

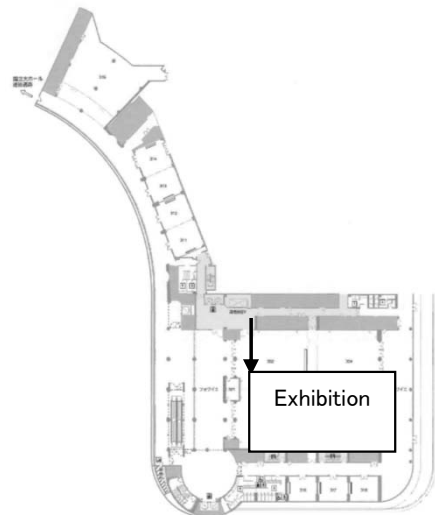
Elevator for loading and carrying equipment

B1F Service Yard (loading/unloading area)
Note: Only 2 lanes are available for the loading trucks. Please refrain from taking a long time unloading and taking up both lanes per company.



Dimensions of loading elevator:
W5.2m × D2.3m × H2.6m

3F
平面図



Instructions from the Pacifico Yokohama:

- ~Make sure to follow the assigned route (and elevator) when carrying in your exhibit materials and equipment.
- ~Vertical clearance of the unloading area in the conference center is 3.2 meters.
- ~Do not any other elevator aside from the assigned carrying-in elevator.
- ~Carrying in equipment from the 1st and 2nd floor entrances is also prohibited
- ~If using a forwarding company, make sure not to leave the venue until receipt of all equipment has been confirmed.

Parking Lot:

Please use the public pay parking lot (for buses, large vehicles, bus tour terminals, etc). In addition, the outdoor parking area is also available to use during the conference dates.

Rules and Regulations Relating to the Carrying-in/Carrying-out

The Exhibitor is requested to arrange and carry out all the procedures for Carrying-in and Carrying-out equipment.

All the expenses for Carrying-in and Carrying-out must be paid by the Exhibitor.

If sending your materials through a forwarding company, please inform the Exhibition Secretariat by filling in the attached form No. 1.

Carrying-in

Equipment and Displays: February 16 (Mon.) 08:00 - 10:30

* If booth set-up can not be completed within the allotted time above, it is possible to do the exhibit set-up on Feb. 15 (Sunday). Please request permission from the Exhibit Secretariat. However, please try to carry-in your exhibit materials from 8 am on Feb. 16 as much as possible.

Feb 15, 22 :00-23 :00 (Vehicles must be moved by 23:00)

- (1) Entrance of vehicles into the exhibition hall is not permitted. Please carry in all the items with carts or by hand from the unloading place. (The Exhibitor is requested to prepare carts.)
- (2) As for Carrying-in/out of vehicles, the Exhibitor is requested to move-in/out, following the designated routes with the attached Carrying-in/out vehicle permit put up on the front window and following the instructions of the staff. Please note that vehicles without Carrying-in/out vehicle permit are not allowed to enter the venue. (As for extra copies of vehicle permit, the Exhibitor is requested to make copies.)
- (3) The Exhibitor is requested to prepare carts for Carrying-in.
- (4) There is no stock space available in the hall. The Exhibitor is requested to carry back all the boxes, materials for package, and empty crates.
- (5) The Exhibitor must unpack its items in its booth and must not place them on the aisle.
- (6) Materials and waste left after the installation and decoration must be carried back on the Exhibitor's own responsibility. In case anything is left, the Exhibitor will be requested to pay the expense for disposal.

Carrying-out

Equipment and Exhibits: February 19 (Thu.) 15:00-18:00

Decorations and Rental Furniture: February 19 (Thu.) 16:00-18:00

- (1) As for Carrying-out, please start with dismantling of the exhibit items.
- (2) The Exhibitor must move out all the items, exhibits, materials for parking, during the above-mentioned period. In case of anything being left, the Exhibition Secretariat will dispose of them at its own will, and the cost of disposal shall be borne by the Exhibitor.

Rules and Regulations Relating to the Presentation

Regulations Relating to the Exhibits

- (1) The following is strictly prohibited to be exhibited or brought in the venue:
Inflammable, explosive, or radioactive dangerous materials, toxic materials, drugs, commodities which can infringe upon industrial proprietary rights or goods prohibited to sell, open fire, etc.
(With permission of the fire department concerned, some might be allowed to be brought in.)
- (2) The exhibit is not a bonded exhibition ground. Exhibits originating from outside Japan must be exhibited as domestic goods or apply for Temporary Admission Procedures (ATA Carnet).
- (3) Those who wish to exhibit unapproved drugs under the Japanese Pharmaceutical Affairs Law must contact the Exhibit Secretariat in advance.

Carrying-in of the Exhibit

The Exhibitor's exhibits can be moved-in and delivered to the venue from 08:00 on February 16 (Mon.). The Exhibitor must not ask the Exhibition Secretariat nor the Pacifico Yokohama to receive and keep its exhibits on behalf of the Exhibitor. Please ensure that any exhibits will not arrive to the venue until the designated time. (All goods are supposed to be received by the Exhibitor at the venue.)

*Sample of shipping address to be put on the parcel
(Name of the Exhibitor) booth
Asia-ARVO 2015 Exhibition
Pacifico Yokohama Meeting Center 3F 301 – 302 (Please specify the name of the booth)
1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan
Mobile no.: _____ (mobile number of person assigned to receive the parcel)
Designated time: Feb. 16, 2015, 8:00-10:30 AM

Exhibition Hall Administration

The utmost efforts will be devoted by the Exhibition Secretariat to the protection and efficient administration of the hall and all display items including the period of carrying-in/out, although no responsibility can be borne for accidents, theft or losses resulting from fire or other occurrences beyond human control, or for the outbreak of human-caused accidents within the booth area.

Accident Prevention and Liability

The Exhibitor must take appropriate measures to guard against any accidents during carrying in / out, demonstration, presentation or dismantling. The Exhibitor is liable for any accident or damage caused by any activity concerning the Exhibitor.

Water Supply and Drainage, Propane Gas, Compressed Oxygen

The use of water, propane gas, compressed oxygen and other substances and materials considered by the Organizer to be dangerous is prohibited.

Prohibited Activities

- (1) The Exhibition is located just in front of the scientific session rooms.
During the sessions, please adjust the volume of loud-speakers and other speakers.
The voices of VTR and PC should also be adjusted .
In addition, using wireless microphones is prohibited for fear of disturbing the sessions.
- (2) Sales or promotional activities in the Exhibition Hall such as distribution of brochures about exhibits out of the Exhibitor's booth is prohibited.
- (3) Smoking is prohibited in the Exhibition Hall.
Please be sure not to smoke in the venue except in the designated smoking area.
- (4) No photographing by the Exhibitor in the Exhibition Hall (Except in the Exhibitor's booth or with permission from the concerned Exhibitor.) In principle, no photographing by visitors to the Exhibition is permitted. However, as for the Press bearing the press badge distributed by the Exhibition Secretariat, photographing and interviewing will be appreciated.
- (5) Bringing and eating/drinking food and drink from outside is prohibited inside the booth. Drinks may be ordered by notifying the exhibit secretariat who will order from the the Intercontinental Hotel. in advance. It may be approved limitedly. However, ordering to Pacifico Yokohama is
Exhibitors planning to offer food or drink samples are requested to inform the Exhibition Secretariat in advance. It may be approved with limitations.
- (6) LAN is available (to be charged). the Exhibitor hoping to use LAN is requested to inform the Exhibition Secretariat of it.

Exhibitor Badges

The number of badges to be given out per exhibitor is based on the applied space or booth size. Moreover, exhibitors with badges may freely enter all areas of the exhibit area but are not allowed to participate in the scientific conference (programs in the lecture areas, get-together party, etc.). Registration is needed in order to the participate in the conference program.

Exhibit format	Size	No. of exhibitor badges
Space/booth	29.16m ² and up	8
	6.48 m ² and up	6
Basic space/ Shell Scheme	2 spaces and up	6
	1 space	4

Rules and Regulations Relating to the Installation

- (1) The Exhibitor is requested to pre-fabricate the installation, so that only minimum assembly will be required at the venue and so that its carrying-in and installation work will be completed as promptly and efficiently as possible during the carrying-in / installation period.
- (2) Make sure to follow the Industrial Safety and Health Law during booth set-up and take measures to ensure safety (wearing of safety helmet, safety belt, etc.)
- (3) When using plywood, fibrous plates, flags, curtains, cloth, paper and other inflammable materials used for booth decoration, the Exhibitor must use flame-resistant ones. Under the Fire Service Law of Japan, those without a 'flame-resistant' label (one issued by Japan Fire Retardant Association is the only one valid.) are not permitted.
Each fire-resistant item must be clearly labeled as such, with the label prominently visible (using tags, stickers, etc.)
When using special materials, the Exhibitor must obtain permission from the local fire department in advance by presenting samples.
Note: The fire department will arrive to inspect the safety of exhibits. Please make sure to use fire-resistant veneer, fire-resistant sheets, etc.
- (4) The Exhibitor must make sure their installed packaged booth and exhibits are stable, so that they will not be knocked down, fall or move in case of earthquake.
- (5) If the Exhibitor should damage any equipment in the hall, other exhibitors' decorations or exhibits, the Exhibitor concerned must restore it to the former condition at their expense and responsibility regardless of the reason.
Any direct construction to the floor with an adhesive tape or an anchor is prohibited;
In case of installation of punched carpet on the floor, please reinforce the floor with flame-resistant plywood.
- (6) None of the Exhibitor's decorations or exhibits must be higher than 2.4 meters.
- (7) The bearable weight of the floor is 350Kg/m². In case of heavy exhibits more than 100Kg/m², please reinforce the floor with panels (more than 10mm in thickness).
The Exhibitor planning to place heavy items is requested to consult with the Exhibition Secretariat.
- (8) During the exhibition's run, alterations to the installation of exhibits or to decorations cannot be made in principle.
- (9) The Exhibitor must not place its display materials or decorations where they can cover such equipments as fire extinguisher, fireplug, fire alarm, alarm bell or guide light.
None of the Exhibitor's exhibits or display which may impede the use of such equipment must be placed around it.
- (10) The Exhibitor is requested to carry back all waste after the installation work.
In addition, please beware of stepping on nails.

Installation Profile

Shell Scheme Booth (1.8 meters at the front × 0.9 meters deep × 2.4 meters high)

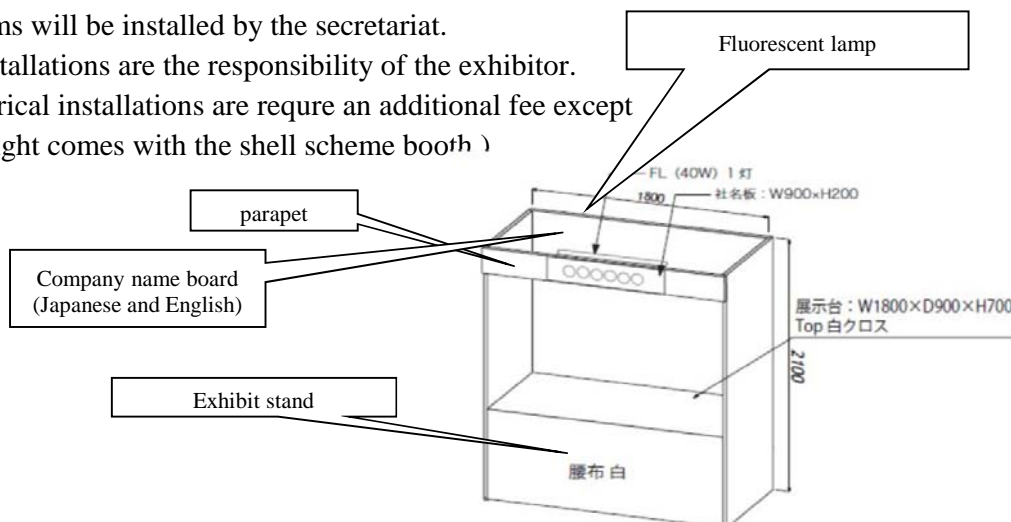
- (1) Base Panels: Back wall, side walls, parapet (all with veneer-coated paper finish)
- (2) Company name board: W900 x 200, white panel with navy blue parapet (English alphabet Gothic font/Navy Blue)
- (3) Exhibit stand: W1800 x D900 x H720 (with white cloth)
- (4) Fluorescent lamp: 40W x 1 lamp
- (5) None of the Exhibitor's exhibit or decoration must be higher than 2.4 meters.

All of the above items will be installed by the secretariat.

All other needed installations are the responsibility of the exhibitor.

(All additional electrical installations are require an additional fee except for the fluorescent light comes with the shell scheme booth)

Notes: 1) Please specify if you require your company logo (additional fee).
2) A 40w fluorescent light will be installed behind the company name board to light up the inside of the booth.
3) The venue floor is carpeted



Booth Space (1.8 meters at the front × 1.8 meters deep × 2.4 meters high)

- (1) The booth space will be handed to the exhibitor with markings on the floor. In addition, the exhibition Secretariat will install panels (D900) for booths that adjacent to other booths on any side.
- (2) None of the Exhibitor's exhibit or decoration must be higher than 2.4 meters.
- (3) Layout to keep a wide field of vision of neighboring booths is appreciated.
- (4) Please arrange decorations and exhibits without impeding adjoining booths.
- (5) Please submit construction drawing to the Exhibition Secretariat in advance.

Installation and Decoration

Please complete installation and decoration within the hour of carrying-in:
February 16 (Mon.) 08:00 - 10:30

Electrical Installation

Limited power supply, up to 1.0Kw will be provided for JPY18,000 to the booth on the Exhibitor's request.
AC 1-Phase: 100V 50Hz

JPY9,000 for every 0.5kw will be added if capacity exceeds 1.0Kw. (including charge for consumed electricity)
The Exhibitor will be charged separately for any secondary installation of lighting and power which is not mentioned above (e.g., outlets). Please let the Secretariat be informed of it by sending back the application form.

*(e.g.) 1Kw(minimum) with 1 outlet (2 mouths)

Electrical Installation fee JPY 18,000(@18,000x1) and outlet JPY 3,500(@3,500x1) = Total JPY 22,000

*Please use the attached form No. 2 (Application for Electrical Work).