

3.0 ARCASIA PROJECTS

3.2 Timeline Chart



ARCASIA ARCHITECTURAL TIMELINE CHART PUBLICATION ~ EDITION 2

REPORT:

FORUM 16 ~ DANANG, VIETNAM 16TH AUGUST 2011

COORDINATING DIRECTOR FOR ACAE
NELA DE ZOYSA (SLIA) Chair ~ Fellowship Committee
3 AUGUST 2011

1. BACKGROUND

The First Edition of the Arcasia Architectural Time Line Chart (TLC) was published in Beijing in 2006, which in fact was the first Arcasia publication.

The TLC was the brainchild of Past Chairman ~ Yolanda Reyes (UAP) and it was authored by Johannes Widodo (IAI) & Yolanda Reyes, and coordinated by Nela De Zoysa during 2004 – 2006.

This book afforded an opportunity to observe through comparison, the development of Architectural manifestations within a specific period, amongst the countries of Arcasia, rather than in isolation. This becomes a coherent method to understand the development of Architecture of Asia, holistically & comprehensively. An effective manner to observe and compare the Architectural Styles of the 17 countries of Arcasia.

2. PUBLICATION

A Publishing House : BT Options looked at the publication and distribution of the TLC as a business proposition and was willing to do so at absolutely no cost to Arcasia.

In this connection, the Coordinating Editor ~ Nela De Zoysa met up with Johannes Widodo in Singapore to discuss formats, layouts, costs and the honorarium to be charged.

After 4 months of negotiations B.T. Options pulled out, leaving us on the lurch, having offered to publish, distribute and meet the honorarium payment to the Editor ~ Johannes Widodo that was US \$ 5,000.00

Yet another Publisher was contacted, who projected the cost of Publication to be approx. US \$ 45,000.00. Distribution too would be a tedious task.

3. TLC ~ 2ND EDITION ~ ELECTRONIC FORMAT

Due to the soaring Publication & Distribution Costs, the OB in KL, decided to go electronic with the 2nd Edition, thus placing the TLC on the WEB.

This exciting format, opened a whole new horizon, which meant that the TLC could be accessed by all, world over, thus broad basing Arcasia. It fulfilled the Resolution that was passed in Council in 2006, making TLC A Text Book for students of history, throughout the Arcasian countries.

4. WEB DESIGNER

The Coordinating Director met Messrs. SHIFT with regard to designing and hosting the WEB and their Professional charges would be at US \$ 5,000.00

5. DOCUMENTARIES

We could invite Countries to submit documentaries and other such material as well to make this a creative publication.

6. COST OF PUBLICATION ON THE WEB

a. Honorarium to Editor	~	US \$	5,000.00
b. Design	~	US \$	1,500.00
c. Development of Site	~	US \$	4,500.00
d. CMS / App.	~	US \$	4,500.00
e. Multimedia Content (Editing)	~	US \$	5,000.00
f. Travel	~	US \$	5,000.00
TOTAL			US \$ 25,500.00

It is best to find a Sponsor, who could take up this cost, so that it does not affect the coffers of Arcasia.

7. PROSPECTIVE SPONSOR

The Coordinating Director has approached a Multinational Company, who has requested her for a definite proposal, to consider her request.

8. EDITOR

In this connection the Coordinating Director is scheduled to meet Johannes Widodo in Singapore en route to Da Nang, to discuss new Electronic Formats, Logistics of collecting data, Costs, Coordination between Editor and Web Designer etc.

It is necessary to appoint both Editor & Web Designer in order that the two could set out Formats etc. This has to be done at the ACAE Meeting in Da Nang.

9. COLLECTING UPDATED DATA

Logistics of Collecting Data needs to be discussed.

In this connection, I appeal to all Country Heads to appoint a “ Designated Person ” to coordinate this with me. The Country Heads would have to be responsible for the data submitted.

10. TIME LINE

If a format can be agreed upon by the Editor, the collection of data may take 6 months. The balance 3 months could be dedicated to the design of the WEB.

If all goes well, ideally we look forward to launch same prior to the next Arcasia Conference, before the end of President George Kunihiro's tenure.

3.3 ARCASIA Heritage Book

Indonesia

Celebrating
the book launching ceremony
of
arcasia heritage





About this book

ARCHITECTS REGIONAL COUNCIL OF ASIA (ARCASIA) is an organization of the seventeen National Institutes of Architects from the Asian region who have united together on this platform to foster friendly, intellectual, artistic, educational and scientific ties and maintain professional contacts, mutual cooperation and assistance among Member Institutes. Each of these member countries share some common traits being an Asian and also are rich with their individual heritage.

The architectural heritage of all the ARCASIA member countries is rich with the glory of the ancient wisdom of building science as well as with the continuation of those inspirations reflected in the architectural built forms of the present day.

The ARCASIA HERITAGE is a portfolio of some heritage architectural projects from the ARCASIA member countries. It is a collection documenting ten heritage projects from each of the seventeen member countries of ARCASIA. These projects have been selected such that they signify a particular period of architectural achievement, covering from ancient to modern age. The total book is divided into two volumes, the first one containing eight countries while the second volume includes nine countries, all of them being arranged in alphabetical order. However, for each country, the Projects have been presented according to the time line. Valuable Drawings and photographs have enriched the textual content of the publication.

This publication would remain as an inspiration and a source of invaluable knowledge for all throughout Asia and the world beyond.

Exhibition on heritage architecture of seventeen Asian countries

The Exhibition will remain open from 17th-22nd July, 2011

Jointly organized by



Ministry of Foreign Affairs,
Government of the People's Republic of Bangladesh



Institute of Architects Bangladesh
(IAB)

Participating institutes of respective countries



Institute of Architects Bangladesh, in association with the Ministry of Foreign Affairs, Government of Bangladesh, is organizing the Launching Ceremony of "ARCASIA HERITAGE"-a publication by Architects Regional Council of Asia (ARCASIA) and an Exhibition showcasing the heritage architecture of seventeen Asian countries, at Nalini Kanta Bhattachali Hall, National Museum, Shahbag-Dhaka at 5.30 PM on Sunday, 17th July, 2011.

Dr. Dipu Moni, MP, Hon'ble Minister, Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh has kindly consented to be present as the Chief Guest.

Editor Prof. Dr Abu Sayeed M. Ahmed, Head of architecture department, University of Asia Pacific will give a presentation on this Book.

You are cordially invited to grace the occasion.

Ar. Mubashar Hossain
President, Institute of Architects Bangladesh
and Commonwealth Association of Architects

Mijanul Quayes
Secretary, Ministry of Foreign Affairs
Government of Bangladesh

Malaysia

香港

ඌඹ ඌඹ ඌඹ ඌඹ

Indonesia

ไทย

Singapore

Philippines

Viet Nam

RSVP (regrets only): 8624664, 8611454, 01711114084

3.4 Distribution of ARCASIA Books

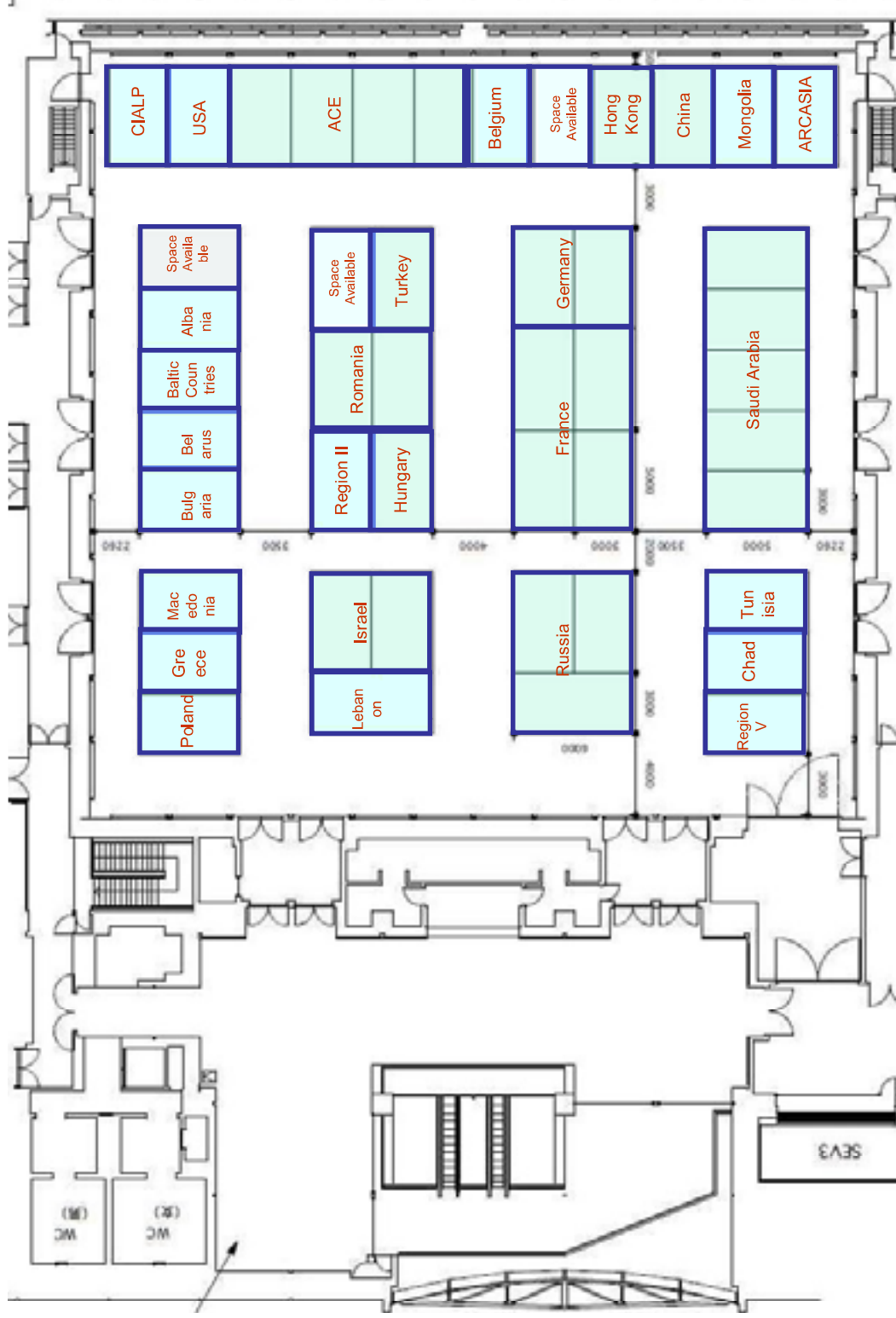
Particulars	Sub-Total	Total
Total Quantity Printed		400
Distributed to the following:		
a. August 19, 2009 in Mongolia		
1. For Member Institutes	17	
2. For Office Bearers	8	
3. For UIA President	1	
b. October 2009 in Singapore thru SIA	10	
c. April 21, 2010 in Manila to the ff:		
1. JIA (thru George Kunihiro)	5	
2. KIRA (thru Kun Chang Yi)	5	
3. UMA (thru Batkhuyag Batjav)	2	
4. IAB (through Ishtiaque Zahir)	5	
5. Arcasia Chair (for gift)	3	
6. Ronald Poon	1	
d. October 9, 2010 in Manila to the ff:		
1. Dato Esa Mohamed	1	
2. ASC	1	
e. Purchase May 9, 2011 – To Ar. Nela (Arcasia) (with payment of US\$60)	1	60
Total Copies Available at the UAP National Headquarters (Quezon City, Philippines)		341

3.6 ARCASIA Exhibition at UIA 2011 Tokyo

Hall B7

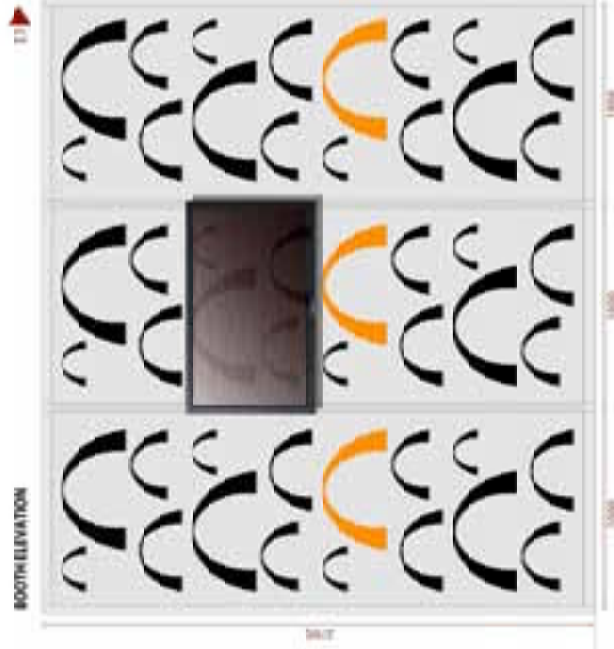
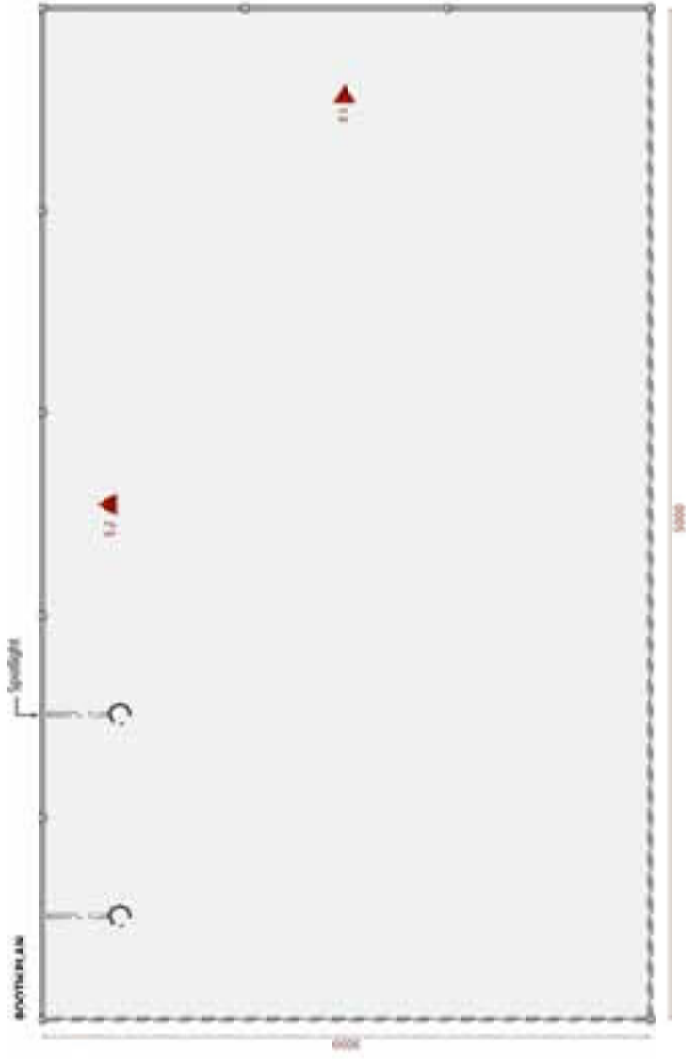
Exhibition for Member sections & Regional organizations

2011.01.20





BOOTH IMAGE



JIA

送信者 : "O Woon Leng" <arcasia@sia.org.sg>
宛先 : "arcasia" <arcasia@jia.or.jp>
Cc: "Ashvinkumar S/o Kantilal" <kantilal.ashvin@ong-ong.com>; "green" <green@sia.org.sg>
送信日時 : 2011年7月12日 11:13
添付 : UIA2011_ExhibitionLayout_Schedule(ArcasiaBooth)-1.pdf
件名 : Arcasia: ARCASIA Exhibition Booth at 2011 Tokyo Congress

Dear Marco

Please be informed that as of to date 11 ARCASIA Members as follows have expressed interest to participate:

Institute of Architects Bangladesh (IAB)
Architectural Society of China (ASC) - submitted materials
Hong Kong Institute of Architects (HKIA)
Japan Institute of Architects (JIA) - submitted materials
Association of Siamese Architects (ASA) - submitted materials
Pertubuhan Akitek Malaysia (PAM)
Institute of Architects Pakistan (IAP)
United Architects of Philippines (UAP) - submitted materials
Singapore Institute of Architects (SIA)
Sri Lanka Institute of Architects (SILA)
Association of Siamese Architects (ASA) - submitted materials

At the recent OB Meeting, it was mentioned that there may be 2 ARCASIA booth, please confirmed and advice on the location of the booth.

Thank you.

Best Regards

Woon Leng
Singapore Institute of Architects
79B Neil Road Singapore 088904
Tel : +65 6226 2668
Fax : +65 6226 2663

Excellence in Architecture and the Built Environment

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The XXIV World Congress of Architecture Tokyo 2011 《Exhibition Application》

FAX: +81-3-5216-5552

E-mail: uia2011-op@congre.co.jp

Date: (D/M/Y) 24 / 05 / 2011

Attn: UIA 2011 Exhibition & Oral Presentation Secretariat

※Please write clearly in block letters.

Application Deadline: May 25, 2011

1. Exhibit applicant information

Name of organisation	ARCASIA (Architects Regional Council Asia)		
Name of contact person	MARCO CORBELLA	Division / Title	HONORARY SECRETARY
Congress Sub-themes	ENVIRONMENT	Title of Exhibition	ARCASIA: Sustainable Asia
Address	c/o JIA, The Japan Institute of Architects, JIA-kan, 2-3-18 Jingumae, Shibuya-ku, Tokyo 150-0001, Japan		
TEL	(+Country code-Area code-Local number) 03-3221-8921	FAX	(+Country code-Area code-Local number) 03-3221-8936
E-mail	arcasia@jia.or.jp		

2. Exhibition booth information

Booth space: <input checked="" type="checkbox"/> Only one (free of charge) <input type="checkbox"/> We will need ____ (indicate number) extra booth(s) (at the rate of 100,000 Japanese Yen per unit) in addition to the free of charge booth. <input type="checkbox"/> We do not need an Exhibition Booth (We do not intend to exhibit in Tokyo.) *Note: One booth is free of charge for Commissions, Work Programs, Member Sections and International Organizations.	Booth Set-Up and Decoration: (Please refer to use of basic shell scheme booth in the "Art 7 -BOOTH REGULATIONS") <input checked="" type="checkbox"/> Yes, we will apply for the basic shell scheme booth. <input type="checkbox"/> No, we do not need the basic shell scheme booth.
Payment: The invoice for the extra booth(s) will be sent after receipt of this application form. Payment is due Friday, Monday, June 30, 2011	

<Send form to> JIA 2011 Exhibition & Oral Presentation Secretariat, c/o Congress Corporation
 Kentsai-kan Bldg., 6-1 Kojimachi, Chiyoda-ku, Tokyo 102-8481
 Contact person: Hirokazu Tanaka (Mr.), Sanae Aoki (Ms.)
 TEL: +81-3-5216-6956 FAX: +81-3-5216-5552 E-mail: uia2011-op@congre.co.jp

With the submission of the "Application Form," the Exhibitor automatically accepts and will comply with the entire contents of the Guidelines set forth in the "General Information for Exhibition," and agrees to abide by all the regulations and instructions provided, which are stipulated for the mutual benefit of all exhibitors and the UIA2011 TOKYO Congress. With the submission of the "Application Form" the Exhibitor automatically accepts the due payment, if applicable, for the booth space rental. The JCB will send the "Exhibitor's Manual" only after the "Application Form" has been sent duly signed.

The undersigned, having read and understood the contents of the attachment, hereby applies for the exhibition as above.

(Signature)



(Date) D/M/Y

25/07/2011

Official Use only

Date of Receipt

2011.07.25

No.

Registration of Contractors

For all exhibitors

Form 1

■ Exhibitor information

Organization:	ARCASIA (Architect Regional Council Asia)		Booth No.	Hal l B7 Arc asia
Address:				
Department:		Contact Person	Marco Corbella	
TEL:	03- 3221- 8921	FAX: 03- 3221- 8936		
E-mail	arcasia@jia.or.jp			

■ Contractor

Please tick the following question

☒ We assign Tohgashi CO., LTD. as an official contractor for your booth decoration.

*If not tick, please fill out the below sheet

We will use the following contractor for decorating our booth:

Contractor:			
Address:			
Person in charge			
Phone		Cell phone	

■ Entrance Permission Badge & Vehicle Entrance Pass

Please and fill out and apply for Entrance Permission Badge & Vehicle Entrance Pass.

Entrance Permission Badge	Number:
Vehicle Entrance Pass	Number:

Contact Information

TOHGASHI CO.,LTD.
Aki Karube (Mr.) Yuuki Matsuura (Ms.)
FAX: + 81-3-6663-4528
E-mail: UIA@tohgashi.co.jp

Application Deadline:

August 5 (Fri.)

Form 2

Equipment Rental Application

For all exhibitors

Form 3-1

Organization:	ARCASIA (Architect Regional Council Asia)		Booth No.	Hall B7 Arcasia
Address:				
Department:		Contact Person	Marco Corbelli	
TEL:	03- 3221- 8921	FAX: 03- 3221- 8936		
E-mail	arcasia@jia.or.jp			

No.	Item	Size and Type	Unit Price (Tax inc)	Quantity	Sub Total
1	needle punch carpet	1m ²	¥1,470	15m ²	22,050
2-a	information counter	w 900xd450xh800	¥6,300		
2-b	information counter	w 900xd600xh940	¥7,140		
3-a	table	w 1200xd600xh730	¥2,520		
3-b	table	w 1500xd600xh730	¥3,360		
3-c	table	w 1800xd600xh730	¥3,360		
4	small table	w 900xd900xh700	¥5,040		
5-a	square table	w 450xd450xh600	¥2,100		
5-b	square table	w 600xd600xh600	¥2,100		
6-a	round table	φ 600xh600	¥4,200		
6-b	round table	φ 750xh600	¥4,200		
6-c	round table	φ 900xh600	¥4,200		
7	box counter	w 600xd450xh650	¥6,300		
8	folding chair		¥630		
9	meeting set		¥8,400		
10	stool		¥3,360		
11	stacking chair		¥2,520		
12	mesh panel		¥8,400		
13	brochure stand	A4 6pockets	¥5,040		
14	panel stand		¥2,100		
15	book stand	A4	¥1,680		
16	clean box		¥1,680		
17	business card box		¥1,680		
18	plant box		¥10,500		
19-a	plant (small)	small	¥1,260		
19-b	plant (medium)	medium	¥2,100		
19-c	plant (large)	large	¥3,150	3	9,450
20	white cloth		¥1,260		
21-a	PDP	32inch	¥84,000		
21-b	PDP	40inch	¥115,500	3	346,500
22	DVD player		¥15,750	3	47,250
23	projector with desk		¥105,000		
24	spotlight	100W	¥3,150		
25	arm spotlight	100W	¥3,150		
26	fluorescent lamp	40W	¥2,625		
27	outlet	100V/500W	¥3,150		
Total					425,250

Note: Furniture and equipment other than that shown here are available upon request.

Please note that the appearance of rented items may differ slightly from that shown here

Equipment Rental Application

For all exhibitors

Form 3-2

Remarks:

- (1) Please refer to the enclosed photos of optional items.
- (2) Please make sure to order the type of outlet if you order any of the above electric appliances.
- (3) If the total electric power in your booth will be more than 1.5kw including lights, you will be charged an electric switch board fee, ¥5,775 per kw.
- (4) Please notice that the power consumption figures of the electrical equipment should be included in the total power consumption entered on ORDER FORM 2.
- (5) Extra electricity wiring work fee and consumption fee will be charged by TOHGASHI CO.,LTD.
- (6) Special models are available upon your request. Please submit drawings.
- (7) Please attach a layout of your booth to this order form.
- (8) 5%consumption tax is included in the above costs.
- (9) Equipment may not be delivered if full payment (per value) has not been received.
- (10) No refund will be given if an order is cancelled after receiving payments.

<input type="checkbox"/> Payment by bank transfer	
Bank Info:	MIZUHO BANK
Branch:	NIHONBASHI-HAMACYO SUB BRANCH
Account	ACCOUNT 1425379
Name:	TOHGASHI CO., LTD.
Swift Code:	MHBJJPJT
Note: Additional JPY6,000 will be charged for Japanese bank charge.	

<input type="checkbox"/> Payment by credit card
Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Tel:
Type of credit card: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard
Card No:
Valid until:
Signature

Contact Information

TOHGASHI CO.,LTD.
Aki Karube (Mr.) Yuuki Matsuura (Ms.)
FAX: + 81-3-6663-4528
E-mail: UIA@tohgashi.co.jp

Application Deadline:

August 5 (Fri.)

UIA2011: The 24th World Congress of Architecture



Application for booth cleaning

For all
exhibitors

Form5

Organization:	ARCASIA (Architect Regional Council Asia)		Booth No.	Hall B7 Arcasia
Address:				
Department:		Contact Person	Marco Corbella	
TEL:	03- 3221- 8921	FAX: 03- 3221- 8936		
E-mail	arcasia@jia.or.jp			

* Cleaning service is provided for all 3 days from September 25 (Sun.) to 27 (Tue.).

* Cleaning charge is for floor vacuuming only: Cleaning of exhibits and display stands are not included.

Item	Price/1m ²	Booth Size	Total
Cleaning Fee for 3 days (September 25-27)	¥525	15m ²	7,875

<input type="checkbox"/> Payment by bank transfer	
Bank Info:	MIZUHO BANK
Branch:	NIHONBASHI-HAMACYO SUB BRANCH
Account	ACCOUNT 1425379
Name:	TOHGASHI CO., LTD.
Swift Code:	MHBKJPJT
Note: Additional JPY6,000 will be charged for Japanese bank charge.	

<input type="checkbox"/> Payment by credit card
Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Tel:
Type of credit card: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard
Card No:
Valid until:
Signature

Contact Information

TOHGASHI CO., LTD.
Aki Karube (Mr.) Yuuki Matsuura (Ms.)
FAX: + 81-3-6663-4528
E-mail: UIA@tohgashi.co.jp

Application Deadline:

August 5 (Fri.)



Exhibitor Manual

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 - Form 5. Application for booth cleaning

Exhibition Overview

Exhibition Title:	UIA2011: The 24 th World Congress of Architecture
Exhibition Period:	September 26 (Mon.) – 28 (Wed.), 2011 10:00 – 18:00 *Last day: closed at 15:00
Venue:	Tokyo International Forum
Organizer:	The International Union of Architects (UIA) UIA2011 TOKYO Japan Organizing Board (JOB) 2-3-18, Jingumae, Shibuya-ku, Tokyo 150-0001 Japan TEL +81-3-5411-7271 FAX +81-3-5411-1182 Email contact@uia2011tokyo.com
Participants:	Approximately 5,000

Tokyo International Forum

3-5-1, Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan

TEL. +81-3-5221-9000

1 minute walk from Yurakucho Station, 5 minutes from Tokyo station of JR Line.

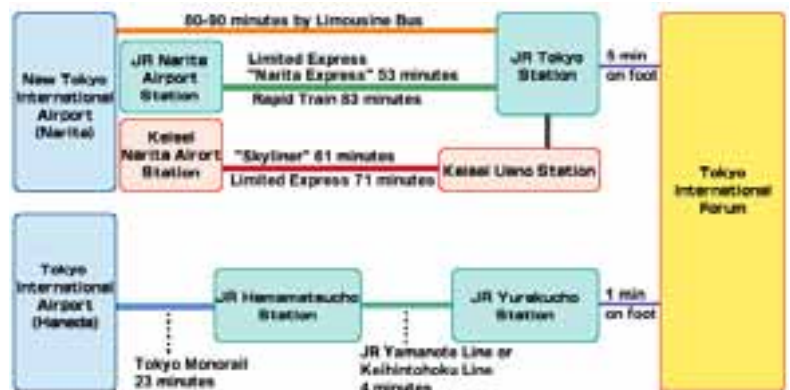
■ Around Tokyo International Forum



■ Transportation Guide

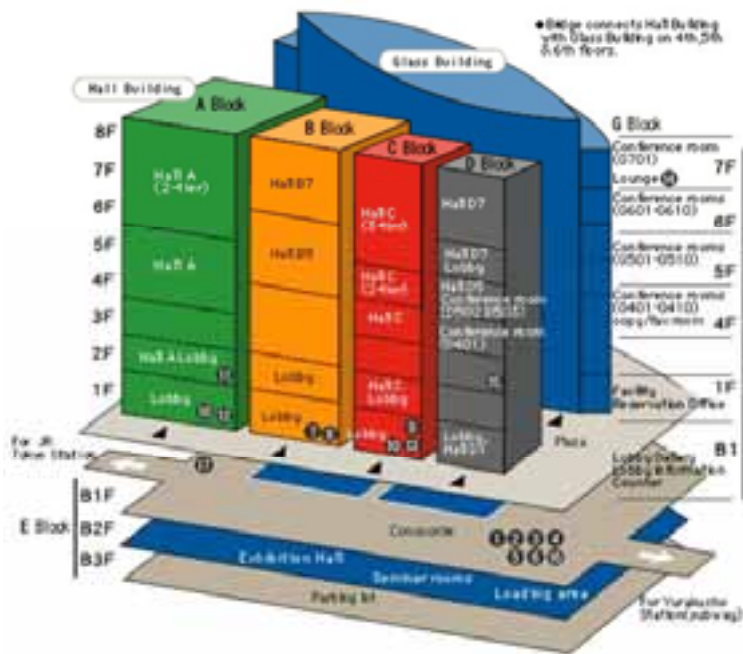


■ Access



Tokyo International Forum

■ Venue Layout

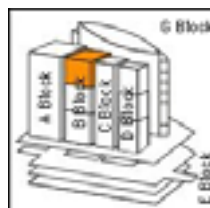


■ Exhibition Hall



Exhibition Hall outline	
block and floors:	● E block, B2
Area:	● 5,000m ² can be divided into two sections(3,000m ² /2,000m ²)
Outline of the hall:	● Open flat style, ceiling height of 9m
	● Power supply for exhibitions: 1,736KVA
	● maximum floor load: 1.0t/m ²

■ Hall B7



Hall B 7 outline	
block and floors	● B block, 7th and 8th floors
Area	● 1,400m ² can be separated into areas (670m ² /670m ²)
Outline of the hall	● Open flat style (37.5m x 37.5m with ceiling height of 7.1m)

Setup, Exhibition, & Tear-down Schedule

1. Overall Schedule

	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00
September 24 (Sat)		Move-in & Booth Set-up									Charged working hours				
September 25 (Sun)		Move-in & Booth Set-up									Charged working hours				
September 26 (Mon)		Gate Open	Exhibition Day												
September 27 (Tue)		Gate Open	Exhibition Day												
September 28 (Wed)		Gate Open	Exhibition Day						Move-out & Removal						

2. Move-in

In the case in which Exhibitors will decorate their booths without using the basic shell scheme booths, such Exhibitors will be permitted to conduct assembly on September 24 and 25, 2011. In this case, the Exhibition Hall will be available from 9:00am while hall B7 will be available from 1:00pm on September 24, 2011. Both Exhibition venues will be available from 9:00 am to 5:00pm on September 25.

<Exhibition Hall>

9:00 – 17:00 September 24

9:00 – 17:00 September 25

<Hall B7>

13:00 – 17:00 September 24

9:00 – 17:00 September 25

*Move-in will end at 17:00. Persons are permitted to work overtime after completing a notification at the on-site Secretariat Office before 17:00 on the day.

3. Exhibition day

September 26 (Mon.) - September 28 (Wed.) 10:00 - 18:00

*Last day: 10:00 – 15:00

*Gate open time: 9:00

4. Basic Shell Scheme

The basic shell scheme booths will be set up by the Japan Organizing Board (JOB) on September 24. The Exhibitors will be permitted to decorate and prepare their own booth from 10:00 am to 5:00 pm on September 25.

5. Move-out

The booth must be dismantled from 3:00 pm on Wednesday, September 28, 2011, and must be completed by 9:00 pm. The Exhibition on that day shall be from 10:00 am to 3:00 pm and no dismantling or removal of materials from the booths will be permitted before the close of the Exhibition. All work must be completed by the prescribed hours.

6. Overtime Work and Charge

Overtime work is permissible from 17:00 – 22:00 on September 24 and 25.

¥31,500 per exhibitor / per hour (including tax)

*The secretariat will issue a bill after the fair for overtime work.

Setup, Exhibition, & Tear-down Schedule

■ Setup schedule September 24 (Sat.) – 25 (Sun.)

<September 24 (Sat.) >

9:00	Vehicle entrance time
9:00 – 17:00	Move-in & Setup (Exhibition Hall)
13:00 – 17:00	Move-in & Setup (Hall B7)
17:00 – 22:00	Overtime

<September 25 (Sun.) >

9:00	Vehicle entrance time
9:00 – 17:00	Move-in & Setup (Exhibition Hall)
10:00 – 17:00	Move-in & Setup (Hall B)
17:00 – 22:00	Overtime

Setup, Exhibition, & Tear-down Schedule

■ The Exhibition period September 26 (Mon.) – 28 (Wed.)

<September 26 (Mon.) >

9:00	Gate open time
10:00 – 18:00	Exhibition Period

<September 27 (Tue.) >

9:00	Gate open time
10:00 – 18:00	Exhibition Period

<September 28 (Wed.) >

9:00	Gate open time
10:00 – 15:00	Exhibition Period
15:00 – 21:00	Tear-down

September 26 (Mon.) - September 28 (Wed.) 10:00 - 18:00

*Last day: 10:00 – 15:00

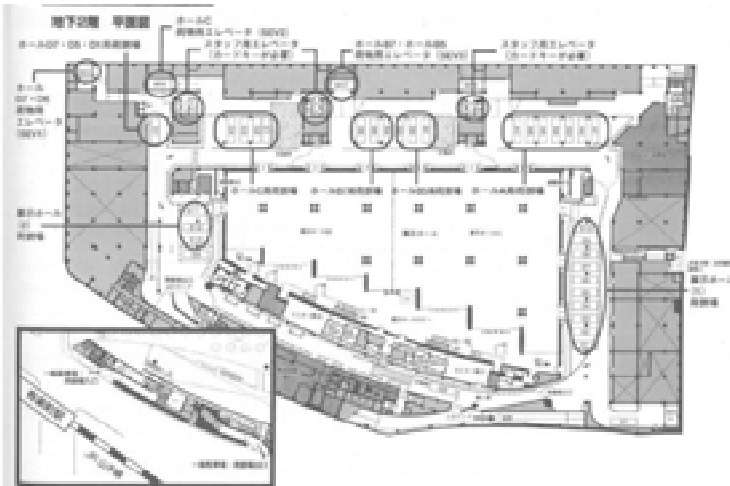
*Gate open time: 8:30 -20:00

Service yard & Parking lot

■ Service yard (B2)

Due to the capacity of the service yard for Tokyo International Forum, the available time of the service yard will be limited by the secretariat during move-in & move-out. Please follow the time printed on “Vehicle Entrance Pass” to use the service yard. The height limit for service yard is no taller than 2.9m.

<B2 Service Yard Map>



■ Vehicle Entrance Pass

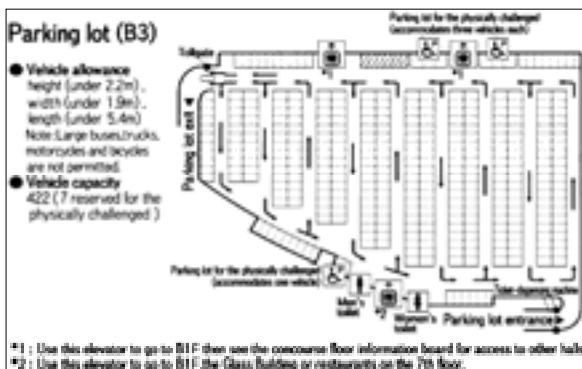
In order to use the service yard, you need to have “Vehicle Entrance Pass”. The secretariat will distribute Vehicle Entrance Pass to each exhibitor in advance. The pass should be visible from Outside the vehicle. The available time for parking lot will be printed on “Vehicle Entrance Pass”.

■ Parking lot (B3)

Car parking is available underground. The car park is open to the general public, as well as users of the Tokyo International Forum facilities.

● Parking charge: ¥200 for 30 minutes

● Open times : 7:00~23:30



Sending & Receiving Packages

All exhibitors should observe the following guidelines when sending and receiving packages. The Exhibition Management Office and the Exhibition Coordinator will not accept any packages for exhibitors at Secretariat on-site office.

All exhibitors keep a staff member on duty in their booth to receive any expected deliveries. Delivery times and dates are as follows.

■ Address for all packages as follows:

UIA 2011 TOKYO

Tokyo International Form Exhibition Hall or (Hall B7)
3-5-1, Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan

Indicate the following information on the package:

1. Name of exhibiting company
2. Booth No.
3. Attention: (name of addressee)
4. Addressee's cell phone no.

■ Official Cargo Company

The ISHIKAWA-GUMI, LTD., has been appointed by UIA 2011 SECRETARIAT, as solo official freight forwarder customs clearing agent and on site handling contractor. Ishikawa-Gumi, Ltd. will be solely responsible for handling all cargo sent by the Exhibitor from overseas. Ishikawa-Gumi, Ltd. will receive the cargo at the seaport or airport in Japan, complete customs procedures and deliver the cargo to the exhibitor's booth at the exhibition site. After the exhibition, Ishikawa-Gumi Ltd. will return the cargo to the sea port/airport upon the request of any exhibitors who are in need of cargo transportation services to and from Japan. Also Ishikawa-Gumi, Ltd. will introduce their overseas agents upon exhibitor's request.

<Contact Information>

HIDENORI SAITO (Mr.)
ISHIKAWA-GUMI, LTD.
9-4, 5-CHOME, HIGASHI-SHINAGAWA,
SHINAGAWA-KU, 140-0002,

Tel: +81-3-3474-8102

Fax: +81-3-5460-9841

E-mail: h_saito@ishikawa-gumi.co.jp

Facility Usage & Department Guidelines

Height Restriction	The height limits for display materials is 3 meter.
Sound Regulations	Sound from demonstrations, narrations, etc., should be kept 70 phones when measured two meters from the booth. Exhibitors should ensure that any noise they generate, even at the permitted level, does not disturb other booths
Safety and helmet	Exhibitors have the responsibility to prevent fire and accidents during the exhibition. Sufficient care should be taken in the use of lasers and the generation of heat, dust , gasses, odors, vibrations and the like, as these could cause accidents. In addition, those who are on-site must wear helmet during move-in and move-out periods.
Protection, Management, and Liability Relating to Displays	Although the JOB will post security guards and management staff in the Hall throughout the exhibition period, exhibitors should also be watchful for fire, theft, or other occurrences that could cause damage or property loss. Exhibitors must ensure their property is adequately insured during the exhibition. Under no circumstances will the JOB be held liable for stolen items, property damage or property damage, or bodily injury resulting from incidents that may occur on exhibition grounds. Therefore, it is strongly recommended that the exhibitor purchase sufficient insurance to cover such eventualities from the time the exhibitor/contractor first enters the exhibition hall until the booth has been dismantled and removed along with all related personnel. Immediately report any accidents or incidents of theft to the JOB of the display booth is the sole responsibility of the exhibitor.
Removal Exhibits & Booth Personnel	Exhibitors are not permitted to remove exhibits during the exhibition without the permission of the organizer. Booths should always be staffed by a representative of the Exhibitor.
Sales Activities	Exhibitors are not permitted to merchandise or sell exhibits on display during the exhibition without the permission of the organizer.
Expenses	Exhibitors are required to submit proper forms for use of utilities and rental equipment, and to pay any attendant fees and bills.
Change and Cancellation	The organizer reserves the right to change the exhibition schedule or cancel the exhibition due t events beyond its control such as a natural disaster, fire, or other such occurrence, The organizer will not be held liable for any damage exhibitors may suffer due to a schedule change or cancellation, and exhibitors shall relinquish any claims to such damage..
Rule Change	The organizer reserves the right to change these rules and guidelines without notice.

Booth Height Restriction

Booths height must be no higher than 3m in height inclusive any sings, decorations and any other construction. Exhibitors who do not follow the height restrictions will be forced to fix or remove their display accordingly.

Basic Shell Scheme Panel & back side wall

Basic shell scheme height is 2.7m. In case your booth decoration goes over 2.7m, please decorate back side of wall. Booth Height must be no higher than 3m in height inclusive any sings, decorations and any other construction. Exhibitors who do not follow the height restrictions will be forced to fix or remove their display accordingly.

Protruding items From booth

Exhibitors are prohibited from placing decoration, furniture or exhibits that protrude from their booth, outside the booth or into the aisle.

Towers, walls and balloons

Tower, walls and balloons must be under 3m in height.

Multi-story Booth Construction

Multi-story booth construction is prohibited due to the venue exhibition.

Regulations on Ceilings

Exhibitors are prohibited from covering their booths with a ceiling or roof because they interfere with the full function of the automatic fire alarm system, sprinkler activation and the visibility of emergency exits.

Floor Work

Using any type of anchor bolts are prohibited. Should use of any anchor bolts or violation of the condition for use or working guidelines be discovered, the work must cease immediately and a penalty will be incurred. Should any accident arise, indemnification for all damage including repair changes will be billed to the exhibitor.

Booth Decoration & Furnishing Rules and Guidelines

■ Guidelines for Booth Decoration, Furnishing and Construction

1. Booth fixtures and decorations should not extend beyond the exhibit booth partitions.
Do not set up equipment and displays in the aisles.
2. Fire Prevention Guidelines
Local ordinances require that buildings, structures, and facilities with a capacity of more than 50 people adhere to specific fire prevention guidelines. All exhibitors must observe the following rules in order to pass the fire department inspection on the first day of the exhibition.
3. Guidelines for Materials Used in Booths (according to Japanese Fire Prevention Regulations)
 - Regardless of thickness, wood composite products such as veneered paneling and printed veneer board must be treated with a fire retardant and bear a label indicating that the material is fire resistant. The label must be affixed in a visible location. Materials that do not meet the fire prevention guidelines must be removed or replaced with approved materials. This rule will be strictly enforced.
 - Use fire-resistant cloth and paper when attaching thick decorative cloth or corrugated paper materials to fire-resistant panels. However, it is permissible to use fire-resistant panels covered with thin cloth or paper as the covering may be considered an integral part of the panel.
 - When using flammable materials such as curtains, coverings or cloth, use only materials treated with an industrial fireproofing process. The application of fire-resistant coatings cannot be undertaken in the Exhibition Hall. Each item must bear a label certifying that the material is fire resistant.
 - Urethane, acetate, polyester, acrylic and nylon materials cannot be used in the booths due to the difficulty of fireproofing these materials. However, letters cut from Styrofoam (extruded polystyrene) are permitted if placed beyond the reach of visitors to the booth.

Sample of flame-proof label

<For plywood>



<For carpet>



4. Booth fixtures and exhibition items should be securely attached so as not to fall or move dangerously in the event of an earthquake or other such disaster to avoid injury visitors and exhibitors.
5. Exhibitors are responsible for any damage or defacement of fixtures, equipment, products and the like belonging to the Exhibition Hall or to other companies participating in the exhibition.
6. Performing construction work on a booth is not permitted during the exhibition.

Booth Decoration & Furnishing Rules and Guidelines

7. In general, overhead structures are not permitted. However, in the following cases, you may submit an application to the fire marshal for permission to build an overhead structure:

- if an overhead structure designed to block light, sound, heat or dust is essential to the functioning and effectiveness of displays in the booth;
- if an overhead structure is required to illuminate the display.

If you wish to be exempted from the prohibition against overhead structures, you must submit an advance application to the Exhibition Coordinator. Attach a drawing illustrating the type of overhead structure you wish to construct. You will be informed of the decision on your application after your plan has been presented to the fire marshal. You are advised to submit your application well before the exhibition opens, as it will take two to three weeks to receive a judgment from the fire marshal. Do not install an overhead structure unless you have been granted a permit by the exhibition Coordinator.

8. Modifications, such as those noted below, to the floor, ceiling, beams, doors, movable partitions, sashes, glass, ducts, water drains, nozzles, outlets, pipes, wiring, lighting equipment, panels, and boards are not permitted.

- Chiseling, drilling or gas welding
- Use of concrete nails or other plaster wall fasteners
- Painting
- Application of adhesives
- Attachment of signboards
- Use of materials and equipment that may damage or deface the facilities of the exhibition hall

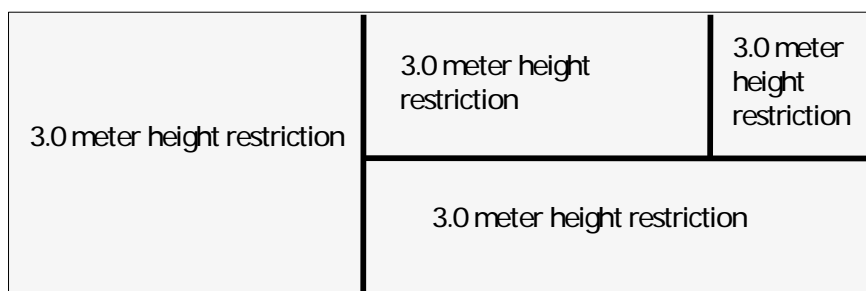
9. Disposal of Waste

- Exhibitors will be responsible for disposing of all waste created in and around their booth during the Exhibition.
- Exhibitors will be billed for all disposal charge which occur when waste is left in the booth after the Exhibition.

*Please contact to TOHGASHI CO., LTD. if you request to dispose something on-site.

■ Height Restrictions

The height of the booth is restricted to 3.0 meters. This applies to single unit booths, multi-unit booths, and island-type booths.



Primary Electrical Installation

The organizer will provide 100V/1kw primary electrical installation and Usage fee for each booth.

Application

If you need any electricity in your booth, you and your contractor are required to submit the following order for by August 5. (See page 20)

Electrical Wiring Work Performed by The Exhibitors

Any other electrical wiring work that is performed after the primary wiring work, including installing the breaker, is the responsibility of the Exhibitor.

Electrical Usage Costs

Electricity Usage Costs	\1,890 (w / tax) per 1kw
-------------------------	--------------------------

*Each booth is included 100V/1kw Usage fee.

Primary electrical Installation fee

Primary electrical installation fee (including tax) for Single Phase 100V/200V, Triple Phase 200V

KW	Unit Cost (100V)	Unit Cost (200V)
up until 1KW	Included basic shell scheme	\7,350
up until 2KW	\7,350	\14,700
up until 3KW	\14,700	\22,050
up until 4KW	\22,050	\29,400
up until 5KW	\29,400	\36,750
per 1kw	\7,350/1kw	\7,350/1kw

Electric Power Supply Hours

September 25 (Sun.)	from 16:00
September 26 (Mon.) – 27 (Tue.)	24hours
September 28 (Wed.)	until 15:30

Power Supply Voltage

Voltage Types
Single Phase/ 100V / 50 Hertz
Single Phase/ 200V / 50 Hertz
Triple Phase/ 200V / 50 Hertz

■ Hazardous Materials

Combustible substances such as gasoline and similar substances listed below, and raw cottons are not permitted in the Exhibition Hall. Small amount of these substances, however, may be brought in if they are recognized as necessary and integral to the displayed equipment and components, and only if the local fire marshal grants permission in advance. If Exhibitors want to use these combustible substances, they should consult with the Exhibition Management Office in advance and notify the details such as the name of the material, storage and handling quantity etc. to the Exhibition Management Office, by submitting the "Request for Permission to use Hazardous Materials" form, in order to apply to the local fire marshal for special authorization.

Substance Classified as Hazardous

- Class 1 petroleum distillates such as gasoline and paint thinners
- Class 2 petroleum distillates such as kerosene and light oils
- Class 3 petroleum distillates such as heavy oil and machine oil
- Class 4 petroleum distillates such as spindle oil, gear oil, lubricating oil and oil-based coolants
- Animal and vegetable oils such as denatured alcohol and cooking oil
- Other potentially hazardous materials such as aerosol sprays, turpentine, benzene, chlorine, motor oil, CFCs, carbon dioxide, argon gas, celluloid, ammonia, printing ink solvents, and large quantities of matches and the like

■ Toxic Substances

Only the minimum necessary amounts of toxic substances such as inflammable paint will be allowed to be brought into the Exhibition Hall for touch-up purposes, etc. During any painting operation, no smoking, open flame or other source of ignition is permitted in the surrounding area.

*Please contact to TOHGASHI CO., LTD. If you request to have the above hazardous materials and toxic substances.

■ The Exhibitor is strictly prohibited from performing the actions listed below.

1. The sale of samples for commercial or monetary gain as well as the displaying of POP signs is strictly prohibited during the Exhibition period.
2. To perform tasting or hand out samples in the aisles is strictly prohibited.
3. To stay overnight in the booth space.
4. Balloons with helium gas are prohibited.
5. Bringing in animals that potentially can injure people or emit offensive odors is prohibited.
6. Please be sure that proper measures are taken to prevent excessive sound volume.
7. Exhibitors are not permitted to remove decorations or displays or leave the booth unstaffed without prior permission from secretariat.
8. Exhibitors are responsible for maintaining and cleaning own exhibition spaces.
9. Smoking is strictly prohibited throughout the entire venue.

Exhibition Hall (W2.5m x D5.0m x H2.7m)

Items included:

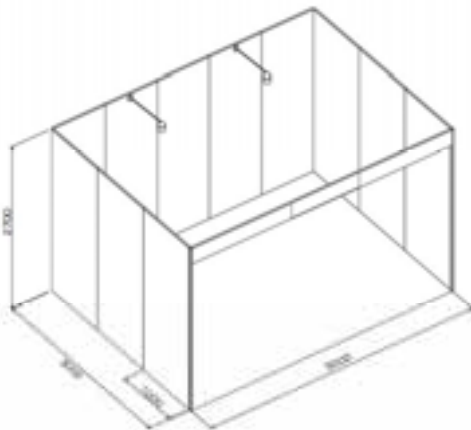
- Lux panel
- fascia board
- organization name board
- 1kw primary electrical installation and Usage fee
- spotlight (100W) x 2
- outlet (100V/500W) x 1

Note:

Lux panel is wooden system panel which is pasted wall paper in the surface. Please use a pin to put something to the wall.

*It is prohibited to use double-sided tape on the wall.

Exhibition Hall (W5.0m x D3.0m x H2.7m)

Items included:

- Lux panel
- fascia board
- organization name board
- 1kw primary electrical installation and Usage fee
- spotlight (100W) x 2
- outlet (100V/500W) x 1

Note:

Lux panel is wooden system panel which is pasted wall paper in the surface. Please use a pin to put something to the wall.

*It is prohibited to use double-sided tape on the wall.

Hall B7 (W3.0m x D5.0m x H2.7m)

Items included:

- Lux panel
- fascia board
- organization name board
- 1kw primary electrical installation and Usage fee
- spotlight (100W) x 2
- outlet (100V/500W) x 1

Note:

Lux panel is wooden system panel which is pasted wall paper in the surface. Please use a pin to put something to the wall.

*It is prohibited to use double-sided tape on the wall.

Note:

- Additional fittings, furniture and electrical equipment will be the Exhibitor's responsibility.
- For corner booths, 2 sides will be completely open without partitions on aisle.

■ Order Forms and Deadlines

Below is the list of order forms . Please make sure to send them to the required address by the deadline date.

Document for Submissions		Check	Deadline
Form 1	Registraton of Contractors		August 5 (Fri.)
Form 2	Application of Electricity		August 5 (Fri.)
Form 3	Equipm ent Rental Application		August 5 (Fri.)
Form 4	Application for Temporary Telephone/Fax/Internet		August 5 (Fri.)
Form 5	Application for Booth Cleaning		August 5 (Fri.)

<Contact >

TOHGASHI CO.,LTD.

Aki Karube (Mr.) Yuuki Matsuura (Ms.)

Tohmaru Unyu Building 3rd Floor, 4-2-2 Rinkaicho, Edogawa-ku, Tokyo 134-0086

TEL: +81-(0)3-6663-4520

FAX: +81-(0)3-6663-4527

E-mail: UIA@tohgashi.co.jp

Registration of Contractors

For all exhibitors

Form 1

■ Exhibitor information

Organization:			Booth No.	
Address:				
Department:		Contact Person		
TEL:		FAX:		
E-mail				

■ Contractor

Please tick the following question

☐ We assign Tohgashi CO., LTD. as an official contractor for your booth decoration.

*If not tick, please fill out the below sheet

We will use the following contractor for decorating our booth:

Contractor:			
Address:			
Person in charge			
Phone		Cell phone	

■ Entrance Permission Badge & Vehicle Entrance Pass

Please and fill out and apply for Entrance Permission Badge & Vehicle Entrance Pass.

Entrance Permission Badge	Number:
Vehicle Entrance Pass	Number:

Contact Information

TOHGASHI CO., LTD.
Aki Karube (Mr.) Yuuki Matsuura (Ms.)
FAX: + 81-3-6663-4528
E-mail: UIA@tohgashi.co.jp

Application Deadline:

August 5 (Fri.)

Form 2

Equipment Rental Application

For all exhibitors

Form 3-1

Organization:			Booth No.	
Address:				
Department:		Contact Person		
TEL:		FAX:		
E-mail				

No.	Item	Size and Type	Unit Price (Tax inc)	Q uantity	Sub Total
1	needle punch carpet	1㎡	¥1,470		
2-a	information counter	w 900xd450xh800	¥6,300		
2-b	information counter	w 900xd600xh940	¥7,140		
3-a	table	w 1200xd600xh730	¥2,520		
3-b	table	w 1500xd600xh730	¥3,360		
3-c	table	w 1800xd600xh730	¥3,360		
4	small table	w 900xd900xh700	¥5,040		
5-a	square table	w 450xd450xh600	¥2,100		
5-b	square table	w 600xd600xh600	¥2,100		
6-a	round table	φ 600xh600	¥4,200		
6-b	round table	φ 750xh600	¥4,200		
6-c	round table	φ 900xh600	¥4,200		
7	box counter	w 600xd450xh650	¥6,300		
8	folding chair		¥630		
9	meeting set		¥8,400		
10	stool		¥3,360		
11	stacking chair		¥2,520		
12	mesh panel		¥8,400		
13	brochure stand	A4 6pockets	¥5,040		
14	panel stand		¥2,100		
15	book stand	A4	¥1,680		
16	clean box		¥1,680		
17	business card box		¥1,680		
18	plant box		¥10,500		
19-a	plant (small)	small	¥1,260		
19-b	plant (medium)	medium	¥2,100		
19-c	plant (large)	large	¥3,150		
20	white cloth		¥1,260		
21-a	PDP	32inch	¥84,000		
21-b	PDP	40inch	¥115,500		
22	DVD player		¥15,750		
23	projector with desk		¥105,000		
24	spotlight	100W	¥3,150		
25	arm spotlight	100W	¥3,150		
26	fluorescent lamp	40W	¥2,625		
27	outlet	100V/500W	¥3,150		
Total					

Note: Furniture and equipment other than that shown here are available upon request.

Please note that the appearance of rented items may differ slightly from that shown here

Equipment Rental Application

For all exhibitors

Form 3-2

Remarks:

- (1) Please refer to the enclosed photos of optional items.
- (2) Please make sure to order the type of outlet if you order any of the above electric appliances.
- (3) If the total electric power in your booth will be more than 1.5kw including lights, you will be charged an electric switch board fee, ¥5,775 per kw.
- (4) Please notice that the power consumption figures of the electrical equipment should be included in the total power consumption entered on ORDER FORM 2.
- (5) Extra electricity wiring work fee and consumption fee will be charged by TOHGASHI CO.,LTD.
- (6) Special models are available upon your request. Please submit drawings.
- (7) Please attach a layout of your booth to this order form.
- (8) 5%consumption tax is included in the above costs.
- (9) Equipment may not be delivered if full payment (per value) has not been received.
- (10) No refund will be given if an order is cancelled after receiving payments.

<input type="checkbox"/> Payment by bank transfer	
Bank Info:	MIZUHO BANK
Branch:	NIHONBASHI-HAMACYO SUB BRANCH
Account	ACCOUNT 1425379
Name:	TOHGASHI CO., LTD.
Swift Code:	MHBJJPJT
Note: Additional JPY6,000 will be charged for Japanese bank charge.	

<input type="checkbox"/> Payment by credit card
Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Tel:
Type of credit card: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard
Card No:
Valid until:
Signature

Contact Information

TOHGASHI CO.,LTD.
Aki Karube (Mr.) Yuuki Matsuura (Ms.)
FAX: + 81-3-6663-4528
E-mail: UIA@tohgashi.co.jp

Application Deadline:

August 5 (Fri.)

Equipment Rental Application

For all exhibitors

Form 3-3

1 needle punch carpet



(1m²) ¥1,470

2 Information counter



w900 x d450 x h800 ¥6,300
w900 x d600 x h940 ¥7,140

3 table



w1200 x d600 x h800 ¥2,520
w1500 x d600 x h800 ¥3,360
w1800 x d600 x h800 ¥3,360

4 small table



w900 x d900 x h700
¥5,040

5 Square table



a) w600 x d600 x h600
b) w450 x d450 x h600
¥2,100

6 round table



a) φ600 x h600
b) φ450 x h600
c) φ900 x h600
¥4,200

7 box counter



W600 x d450 x h650
A4 ¥6,300

8 folding chair



¥630

9 meeting set



¥8,400

10 stool



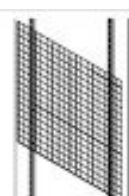
¥3,360

11 Stacking chair



¥2,520

12 mesh panel



w900 x h1800 ¥8,400

13 brochure stand



A4 (6 pockets) ¥5,040

14 panel stand



¥2,100

15 book stand



A4 ¥1,680

16 clean box



25ℓ ¥1,680

Equipment Rental Application

For all exhibitors

Form 3-4

<p>17 business card box</p>  <p>¥1,680</p>	<p>18 plant box</p>  <p>¥10,500</p>	<p>19 plant</p>  <p>Small ¥1,260 medium ¥2,100 large ¥3,150</p>	<p>20 white cloth</p>  <p>¥1,260</p>
<p>21 PDP</p>  <p>32 inch ¥84,000 40 inch ¥115,500</p>	<p>22 DVD player</p>  <p>¥15,750</p>	<p>23 Projector with desk</p>  <p>¥105,000</p>	<p>24 spotlight</p>  <p>100W ¥3,150</p>
<p>25 arm spotlight</p>  <p>100W ¥3,150</p>	<p>26 fluorescent lamp</p>  <p>40W ¥2,625</p>	<p>27 outlet</p>  <p>100V/500W ¥3,150</p>	

Note: In case you order 21, 22, and 23, you need to have outlet (No. 27) in your booth.

Application for Temporary Telephone/Fax /Internet

For all
exhibitors

Form 4

Organization:			Booth No.	
Address:				
Department:		Contact Person		
TEL:		FAX:		
E-mail				

Internet & Phone	<input type="checkbox"/> ISDN	¥68,250
	<input type="checkbox"/> ADSL	¥89,250
	<input type="checkbox"/> PHONE	¥68,250
Location	<p>Note: Internet & Phone service will start on September 26</p>	

Remarks:

- * Equipment may not be delivered if full payment (per value) has not been received.
- * No refund will be given if an order is cancelled after receiving payments.
- * Outlet is necessary to install ISDN, ADSL for terminal adopter or router.

<input type="checkbox"/> Payment by bank transfer	
Bank Info:	MIZUHO BANK
Branch:	NIHONBASHI-HAMACYO SUB BRANCH
Account	ACCOUNT 1425379
Name:	TOHGASHI CO., LTD.
Swift Code:	MHBJPJ
<p>Note: Additional JPY6,000 will be charged for Japanese bank charge.</p>	

<input type="checkbox"/> Payment by credit card	
Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Tel:	
Type of credit card: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard	
Card No:	
Valid until:	
Signature	

Contact Information

TOHGASHI CO.,LTD.
Aki Karube (Mr.) Yuuki Matsuura (Ms.)
FAX: + 81-3-6663-4528
E-mail: UIA@tohgashi.co.jp

Application Deadline:

August 5 (Fri.)

Application for booth cleaning

For all
exhibitors

Form 5

Organization:			Booth No.	
Address:				
Department:		Contact Person		
TEL:		FAX:		
E-mail				

* Cleaning service is provided for all 3 days from September 25 (Sun.) to 27 (Tue.).

* Cleaning charge is for floor vacuuming only: Cleaning of exhibits and display stands are not included.

Item	Price/1 m ²	Booth Size	Total
Cleaning Fee for 3 days (September 25-27)	¥525		

<input type="checkbox"/> Payment by bank transfer	
Bank Info:	MIZUHO BANK
Branch:	NIHONBASHI-HAMACYO SUB BRANCH
Account	ACCOUNT 1425379
Name:	TOHGASHI CO., LTD.
Swift Code:	MHBKJPJT
Note: Additional JPY6,000 will be charged for Japanese bank charge.	

<input type="checkbox"/> Payment by credit card
Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Tel:
Type of credit card: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard
Card No:
Valid until:
Signature

Contact Information

TOHGASHI CO., LTD.
Aki Karube (Mr.) Yuuki Matsuura (Ms.)
FAX: + 81-3-6663-4528
E-mail: UIA@tohgashi.co.jp

Application Deadline:

August 5 (Fri.)

UIA 2011 TOKYO

Terms and Conditions of Exhibition
Commissions / Work Programmes
Member Sections / International Organizations

as of April 27

The XXIV World Congress of Architecture Tokyo 2011

Terms and Conditions of Exhibition

Art.1 - ORGANISATION OF THE EVENT

The XXIV World Congress of Architecture Tokyo 2011 is organized by the UIA2011 TOKYO Japan Organizing Board (hereafter referred to as the JOB). The Congress will be held during the period between September 25 and October 1, 2011, The UIA2011 TOKYO Exhibition (hereafter referred to as Exhibition) will be held on September 26 and 27, 2011 from 10:00 a.m. to 6:00 p.m. and on September 28, 2011 from 10:00 a.m. to 3:00 p.m. at the Tokyo International Forum (hereafter referred to as TIF) in Tokyo

Art.2 – TREATMENT OF PERSONAL DATA

The JOB will manage and administer all aspects of the Exhibition.

The JOB will use information such as the names, addresses and telephone numbers of exhibitors in order to perform the activities listed below.

Information compiled by the JOB and information entrusted to companies contracted by the JOB will be managed appropriately and held in the strictest confidence in order to prevent leaks of disclosure of the information to other parties.

All personal information received and compiled by the JOB will not be used for purposes other than the UIA2011 TOKYO Congress.

1. Management of exhibitor information

The JOB will use exhibitor information for the following purposes.

- 1) to verify exhibitor qualifications, perform registration and bill fees
- 2) to compile exhibitor manuals and mail posters
- 3) to process direct mail; supply additional registration cards, envelopes and exhibitor badges; and mail invoices for these items
- 4) to process requests for lighting and electricity
- 5) to process requests for booth-installed telephone and Internet Services (FTTH)
- 6) to process requests for permission to build booth decorations
- 7) to process requests for contractor registration and vehicle permits
- 8) to process requests for domestic shipping and forklift use
- 9) to process requests for hotel accommodations
- 10) to process requests to set up shell scheme booths
- 11) to process requests for optional rental equipment and furniture
- 12) to compile lists of exhibitors
- 13) to send out post-exhibition surveys
- 14) to perform other activities requested by the JOB

The XXIV World Congress of Architecture Tokyo 2011
Terms and Conditions of Exhibition

2. Shared use of exhibitor information

Exhibitor information will be shared only to the extent required for efficient management of the exhibition. The JOB and companies affiliated with the exhibition assume responsibility for shared exhibitor information.

Exhibitor information will be disclosed to the official suppliers who will be announced in the Exhibitor's Manual.

Art.3 – APPLICATIONS

In order to confirm participation in the Exhibition, applicants must submit the attached "Application Form," duly filled out and signed, to UIA 2011 Exhibition & Oral Presentation Secretariat, c/o Congress Corporation not later than May 25, 2011. With the submission of the "Application Form," the Exhibitor automatically accepts and will comply with the entire contents of the Guidelines set forth in this document, and agrees to abide by all the regulations and instructions received, which are stipulated for the mutual benefit of all exhibitors and the UIA2011 TOKYO Congress. With the submission of the "Application Form" the Exhibitor automatically accepts the due payment, if applicable, for the booth space rental. The JOB will send the invoice for the extra booth(s) after the receipt of the Application Form and will send the "Exhibitor's Manual" only after the Application Form has been duly received.

In the case in which the Exhibitor will apply only for one booth space free of charge, the JOB will send the "Exhibitor's Manual" upon receipt of the Application Form.

Art.4 – BOOTH ASSIGNMENTS

The JOB reserves the right, in its sole discretion, to determine the booth assignments, modify the details of the participation and the location of the booth space assigned, replace the booth space assigned with another of the same or different surface area, as well as reduce or expand the booth space already assigned.

One booth is free of charge for Member Sections, Regional Organisations, Working Programmes and Commissions.

In the case in which payment is due for the participation, the Exhibitor shall be entitled to utilize the assigned space only after payment has been made.

This right is in no way transferable to third parties without the prior authorization of the JOB, regardless of whether the space is granted free of charge or with charge.

Art.5- PAYMENT

The Exhibitor will receive the invoice for the charges of the extra booth(s) after the JOB receives the

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duly signed Application Form.

Payment must be made in full by June 20, 2011, to the UIA 2011 Exhibition & Oral Presentation Secretariat, c/o Congress Corporation, as specified in the payment instructions on the invoice. No refunds shall be issued in the case of withdrawal on/after June 20, 2011. If the Exhibitor has not completed payment by this date, no application for exhibition space will be processed and no booth will be assigned.

Art.6 – ASSEMBLING AND DISMANTLING

The basic shell scheme booths will be set up by the JOB on September 24. The Exhibitors will be permitted to decorate and prepare their own booths from 10:00 a.m. to 5:00 p.m. on September 25.

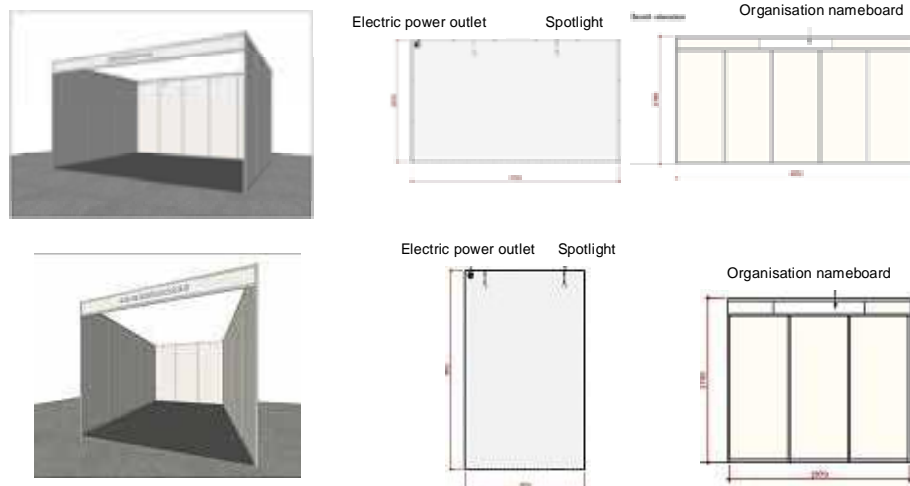
In the case in which Exhibitors will decorate their booths without using the basic shell scheme booths, such Exhibitors will be permitted to conduct assembly on September 24 and 25, 2011.

In this case, the Exhibition Hall will be available from 9:00 a.m. while Hall B7 will be available from 1:00 p.m. on September 24, 2011. Both Exhibition venues will be available from 10:00 a.m. to 5:00 p.m. on September 25, unless otherwise agreed upon in advance. The detailed assembling and dismantling schedule, and information on the official forwarder will be provided in the “Exhibitor’s Manual.”

The booth must be dismantled from 3:00 p.m. on Wednesday, September 28, 2011, and must be completed by 9:00 p.m. The Exhibition on that day shall be from 10:00 a.m. to 3:00 p.m. and no dismantling or removal of materials from the booths will be permitted before the close of the Exhibition. All work must be completed by the prescribed hours.

Art.7 – BOOTH REGULATIONS

■ Booth Image



Important note: The shape of the booth may be different depending on its allocated location.

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Height Restrictions: The height restriction for booth and display items is 3.0 meters.

Sound Regulations: Sound from demonstrations, narrations, etc., should be kept under 70 phons when measured two meters from the booth. Exhibitors should ensure that any noise they generate, even at the permitted level, does not disturb other booths.

Safety: Exhibitors have the responsibility to prevent fire and accidents during the Exhibition. Sufficient care should be taken in the use of lasers and the generation of heat, dust, gasses, odors, vibrations and the like, as these could cause accidents. Exhibitors are required to conduct their activities in a manner that does not disturb adjacent exhibitors.

Protection, Management, and Liability Relating to Displays: The JOB, the Exhibition Management Office and the Exhibition Coordinator will post security guards and management staff in the Hall during the carry-in and set-up period, but will not post security guards during the exhibition period. The Exhibitors should be watchful for fire, theft or other occurrences that could cause damage or property loss. Exhibitors must ensure their property is adequately insured during the exhibition. Under no circumstances will the JOB, the Exhibition Management Office or the Exhibition Coordinator be held liable for stolen items, property damage or bodily injury resulting from incidents that may occur in the exhibition area. Therefore, it is strongly recommended that the exhibitor obtain sufficient insurance to cover such eventualities from the time the exhibitor/contractor first enters the exhibition hall until the booth has been dismantled and removed along with all related personnel. Immediately report any accident or incidents of theft to the Exhibition Management Office or the Exhibition Coordinator. Management of the display booth is the sole responsibility of the exhibitor.

Utilities and Rental Equipment Expenses: Exhibitors are required to submit proper forms for use of utilities and rental equipment, and to pay any related fees and bills.

Rule Changes: The organizer reserves the right to change these rules and guidelines without notice.

Exhibition Construction and Decoration Regulations

- All exhibitors must comply with these regulations.

Guidelines for Booth Decoration

1. Booth decorations should not extend beyond the booth space.
Do not set up equipment and displays in the aisles.

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2. Fire Prevention Guidelines

All exhibitors must observe the following rules in order to pass the fire department inspection.

(1) Guidelines for Materials Used in Booths (according to Japanese Fire Prevention Regulations)

- Regardless of thickness, wood composite products such as veneered paneling and printed veneer board must be treated with a fire retardant and bear a label indicating that the material is fire resistant. The label must be clearly visible. Materials that do not have labels must be removed or replaced with approved materials that have official labels. This rule will be strictly enforced.
- When using flammable materials such as curtains, carpet, coverings or cloth, use only labeled materials treated with an industrial fireproofing process. The application of fire-resistant coatings cannot be undertaken in the Exhibition Hall. All items must bear a label certifying that the material is fire resistant.
- Urethane, acetate, polyester, acrylic and nylon materials cannot be used in the booths due to the difficulty of fireproofing these materials. However, letters cut from Styrofoam (extruded polystyrene) are permitted if placed beyond the reach of visitors to the booth.

(2) Hazardous Materials

Combustible substances such as gasoline and similar substances listed below, and raw cottons are not permitted in the Exhibition Hall. Small amounts of these substances, however, may be brought in if they are recognized as necessary and integral to the displayed equipment and components, and only if the local fire marshal grants permission in advance. If Exhibitors want to use these combustible substances, they should consult with the Exhibition Management Office in advance and notify the details such as the name of the material, storage and handling quantity etc. to the Exhibition Management Office, by submitting the “Request for Permission to use Hazardous Materials” form, in order to apply to the local fire marshal for special authorization.

Substances Classified as Hazardous

- Class 1 petroleum distillates such as gasoline and paint thinners
- Class 2 petroleum distillates such as kerosene and light oils
- Class 3 petroleum distillates such as heavy oil and machine oil
- Class 4 petroleum distillates such as spindle oil, gear oil, lubricating oil and oil-based coolants
- Animal and vegetable oils such as denatured alcohol and cooking oil

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- Other potentially hazardous materials such as aerosol sprays, turpentine, benzene, chlorine, motor oil, CFCs, carbon dioxide, argon gas, celluloid, ammonia, printing ink solvents, and large quantities of matches and the like

(3) Toxic Substances

Only the minimum necessary amounts of toxic substances such as inflammable paint will be allowed to be brought into the Exhibition Hall for touch-up purposes, etc. During any painting operation, no smoking, open flame or other source of ignition is permitted in the surrounding area.

3. Two-storied structures are not permitted. All structures must be less than 3 meters high.
In general, roof structures are not permitted.
4. Booth decorations should be securely attached so as not to fall or move dangerously in the event of an earthquake or other such disaster.
5. Exhibitors are responsible for any damage or defacement of fixtures, equipment, products and the like belonging to the Exhibition Halls or to other companies participating in the exhibition.
6. Performing construction work on a booth is not permitted during the exhibition.
7. Modifications to the Exhibition Hall, such as those noted below, to the floor, ceiling, beams, doors, movable partitions, sashes, glass, ducts, water drains, nozzles, outlets, pipes, wiring, lighting equipment panels and boards are not permitted.
 - Chiseling, drilling or gas welding
 - Use of concrete nails or other plaster wall fasteners
 - Painting
 - Application of adhesives
 - Attachment of signboards
 - Use of materials and equipment that may damage or deface the facilities of the exhibition hall
8. Electrical Installation Guidelines
 - All exhibitors must comply with these rules.

(1) Electrical work qualification

Electrical work inside the Exhibition Hall can only be undertaken by licensed electricians, under the Japan Electrician Act.

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(2) Incandescent lights, resistors and other heat-generating equipment

Incandescent lights, resistors and other heat-generating lamps and equipment must be put in a location free from flammable materials.

(3) Connection of electric wires

Use either sleeves or pressed-attached terminals in connecting electric wires.

(4) Protection of live parts

Live parts such as the lamp base, socket, etc., must not be exposed.

(5) Master switch and distribution board

Distribution boards should be used in electrical wiring installation for motors, electric lights and electronic devices. We recommend applying an earth leakage circuit breaker for the master switch.

Note: A No Fuse Breaker must be used with the master switch and when necessary, please install an overcurrent protection device. Switches and sockets should be of the exposed type.

(6) Existing sockets

It is prohibited to utilize existing sockets in the Exhibition Hall for electrical wiring.

(7) Liability

The JOB, the Exhibition Management Office, the organizers or any of their officers, agents or employees, shall not be liable for any damages or injury caused to an exhibitor or property being demonstrated or displayed in an exhibition booth due to power outage caused by power failure or any type of accident, or due to voltage depression. Exhibitors are requested to take sufficient safeguards to prevent accidents.

9. Disposal of construction waste, packing materials, etc.

a) Installation Period and during the Exhibition

There will be no storage space for empty crates, boxes, packaging materials or wastes at the exhibition site. Exhibitors must store those materials in their booths or remove them from the exhibition hall on their own.

b) Removal Period

All disposal of waste in Japan is charged. If you need trash disposal service, please contact the

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Exhibition Management Office for an on-site estimate. The Organizer will invoice any exhibitor that leaves crates, large boxes or any other large garbage behind.

By signing the application form, the Exhibitor agrees to read and adhere to all the rules and regulations relating to the assembly of the decorations and fire prevention, which will be furnished in written form.

Art.8 – BOOTH SUPERVISION AND SECURITY

Supervision of the booth and its contents during the stages of assembly, Exhibition and dismantling are the responsibility of each individual Exhibitor, and Exhibitors are thus obliged to be present at their booth with their personnel at the time the exhibition opens and to occupy the same until the evening closure.

The JOB will accept no responsibility for objects, items or goods left unguarded inside the booths at any time, whether during the hours that the exhibition is open or closed to the public.

Art.9 – INSURANCE

Insurance is compulsory for exhibitors in order to insure against all risks or dangers, including theft, fire and liability. The JOB and the management of the congress venue, TIF, assume no liability for theft, loss or damage to the property of an exhibitor or its employees, contractors, agents, business guests or attendees.

The JOB, its official suppliers and the TIF cannot provide insurance protection to an exhibitor. Exhibitors are responsible for maintaining liability and property insurance in amounts the exhibitor deems adequate. Exhibitors should, at their sole expense, maintain workers' compensation insurance throughout the duration of the contract for exhibit space in full compliance with all federal and other laws governing all of the exhibitor's employees engaged in the performance of any work for the exhibitor. Policies shall name the JOB as an additional insured. If so requested by the JOB, an exhibitor is required to provide the JOB with a certificate of insurance as proof of insurance. Exhibitors intending to use an outside service contractor must notify the JOB prior to the Exhibition and provide the name and address of regular and supervisory personnel who will be working in the exhibit area during installation and dismantling. The Exhibitor must ensure that those suppliers maintain liability and property insurance in amounts the supplier deems adequate.

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<GENERAL REGULATIONS>

Art.10 – Special prohibitions

In particular, Exhibitors are forbidden to:

- make any sales involving the immediate consignment of the goods on the premises;
- distribute any form of publicity outside of the assigned space and/or in the aisles of the Exhibition area;
- distribution of promotional or advertising material including leaflets is permitted only within the confines of one's own allotted exhibition booth placement area;
- conduct any entertainment or show, of any type or nature, even if limited to the assigned exhibition booth placement area, or presentation of any products, without the prior written consent of the JOB;
- take photographs and/or videos or films inside the assigned booth (should the shots include products and/or structures owned by third parties), in the Exhibition venue or in the outside areas, without the prior written authorization of the JOB;
- cede or sublease the assigned exhibition booth placement area, even in part, to third parties, even free of charge;
- exhibit products/projects other than those specified in the enclosed "Application Form;" eventual modifications must be approved in advance by the JOB;
- exhibit logos or advertising images of any other exhibitors or companies, without the prior written authorization of the JOB.

In the case of failure to observe even only one of the prohibitions listed above, as well as in the case of failure to pay the fee owed for participation, the JOB shall have the option of suspending the execution of the contract with the Exhibitor, without carrying out any formalities whatsoever and ordering the temporary closure of the booth in question, or, if it so deems necessary, the immediate revocation of the contract without the performance of any formalities whatsoever, but simply ordering the immediate exclusion of the exhibitor in question from the Exhibition.

The Exhibitor in question shall not be entitled to any reimbursement from the JOB as a result of the application(s) of said sanctions. The JOB shall in any case not be liable for eventual sanctions or other action which, as a consequence of said violations, may be communicated or undertaken by the judiciary police officers and public authorities in general. The JOB reserves the right to initiate legal proceedings against those responsible in order to obtain compensation for eventual damages that the exhibitor in question through improper conduct may cause the image of the Exhibition to suffer.

Art.11 – INTELLECTUAL PROPERTY RIGHTS

It is absolutely forbidden to draw, copy, measure, photograph or in any way reproduce the objects

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exhibited without the express written consent of the Exhibitor in question. Exhibitors cannot object to graphic, photographic or cinematographic images of the exhibition area and their contents if authorized by the JOB.

Art.12 – PUBLICITY

The display of promotional material and advertising in all its forms is reserved exclusively for the JOB and its agents. It is strictly prohibited to advertise in a loud voice or with the aid of loudspeakers or other audio equipment either inside or outside the assigned booth, as well as to distribute catalogues, price lists and promotional material of any kind outside of the assigned exhibition booth placement area.

Art.13- ADHERENCE TO THE APPLICABLE RULES AND REGULATIONS

Exhibitors are required to adhere to the rules specified in the Regulations, as well as to obey the instructions of the public authorities and police. Any infraction may result in the immediate temporary or permanent exclusion of the Exhibitor who has violated the rules, without the right to a refund or reimbursement of any kind.

The JOB reserves the right to dispose as it sees fit of the spaces remaining free due to a violation of the Regulations.

Art.14 – MODIFICATION OF DATES AND TIMES

The JOB reserves the exclusive right to modify the dates and times of the opening and closing of the Exhibition.

Art.15 – RESCHEDULING, REDUCTION OR SUSPENSION OF THE EXHIBITION

The organizer reserves the right to change the exhibition schedule or cancel the exhibition due to events beyond its control such as a natural disaster, fire or other such occurrence. In this case, all those who have submitted an application to participate will be notified immediately. The organizer will not be held liable for any damage exhibitors may suffer due to a schedule change or cancellation, and exhibitors shall relinquish any claims to such damage.

In the case in which the exhibition is canceled for reasons attributable to the organizer, the JOB shall refund in full, after June 20, 2011, the amount paid by the Exhibitors who have completed payment for the extra booth charge.

Art.16 – ISSUANCE OF NEW REGULATIONS

The JOB reserves the right to issue additional rules and regulations that shall take immediate effect, without notice.

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Art.17 – JURISDICTION

In the event of dispute regarding to the Exhibition, the Court of Tokyo, Japan shall preside.

UIA 2011 Exhibition & Oral Presentation Secretariat

For additional information and inquiry please contact:

UIA2011 TOKYO Japan Organizing Board (JOB)

Attn: Satoru Tsutsumi (Mr.)

Tel: +81-3-5411-7271, Fax: +81-3-5411-1182

e-mail: uia_activities@uia2011tokyo.com

For the provision of services related to the Exhibition:

UIA 2011 UIA Activities Exhibition Secretariat, c/o TOHGASHI CO., LTD

Attn: Akiyuki Karube (Mr.)

TEL: +81-3-6663-4520, FAX: +81-3-6663-4527

email: uia@tohgashi.co.jp

For the provision of services related to Oral Presentation:

UIA 2011 UIA Activities Oral Presentation Secretariat, c/o Congress Corporation:

Attn: Sanae Aoki (Ms.)

Tel.: +81-3-5216-6956, FAX: +81-3-5216-5552,

e-mail: uia2011-op@congre.co.jp

IMPORTANT DATES

April 25, 2011	Distribution of Terms and Conditions of Exhibition
May 25, 2011	Exhibition Application Submission Deadline Dispatch of Exhibitor's Manual*
June 20, 2011	Payment due for the extra booth(s)
September 25, 2011	Booth-setup**
September 26, 2011	Opening of the Exhibition
September 28, 2011	Clean-up and Booth Removal at end of day

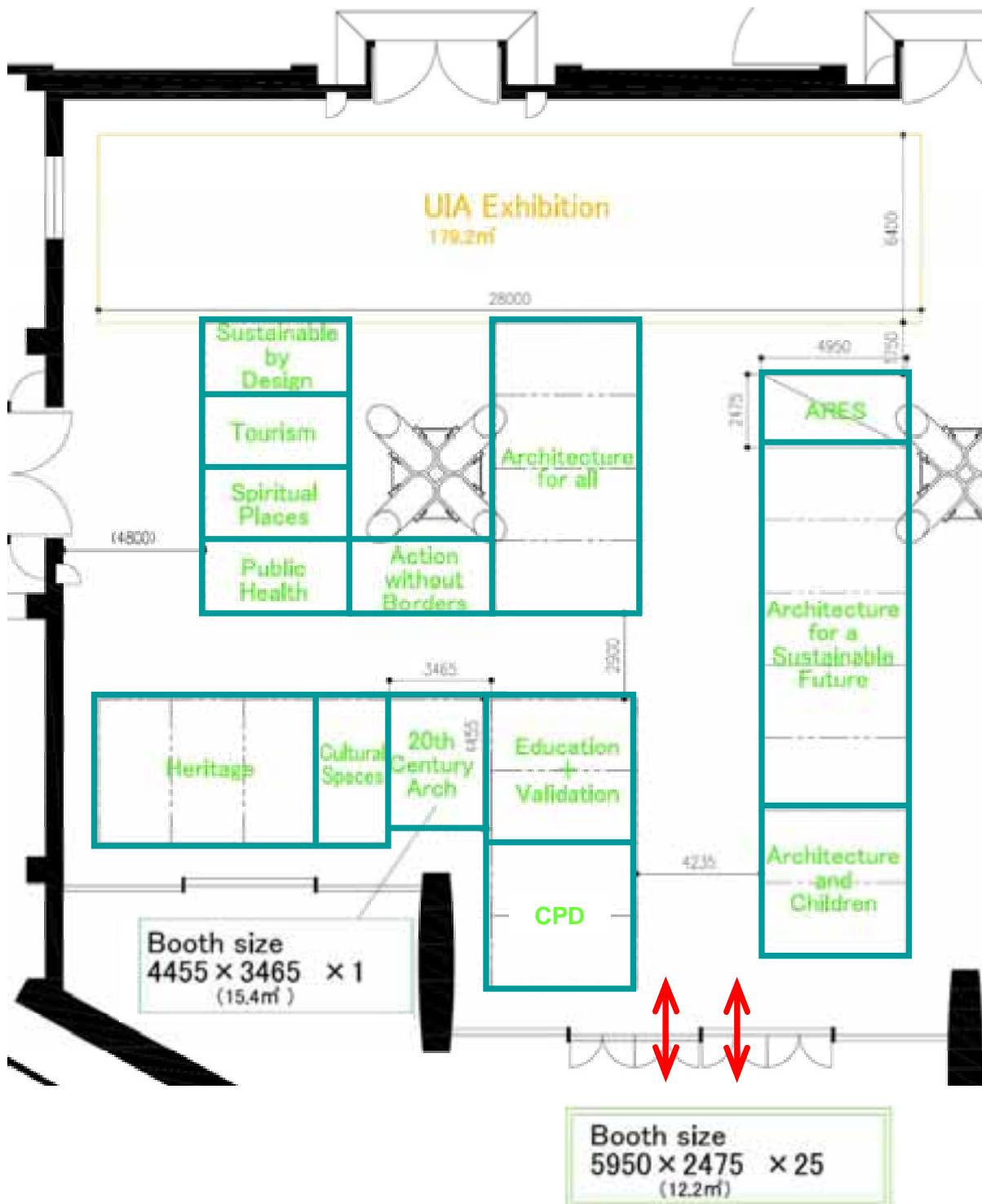
NOTE:

* The JOB will send the invoice for the extra booth(s) after receipt of the Application Form.

** In the case in which Exhibitors will decorate their booths without using the basic shell scheme, such Exhibitors will be permitted to conduct assembly on September 24 and 25, 2011.

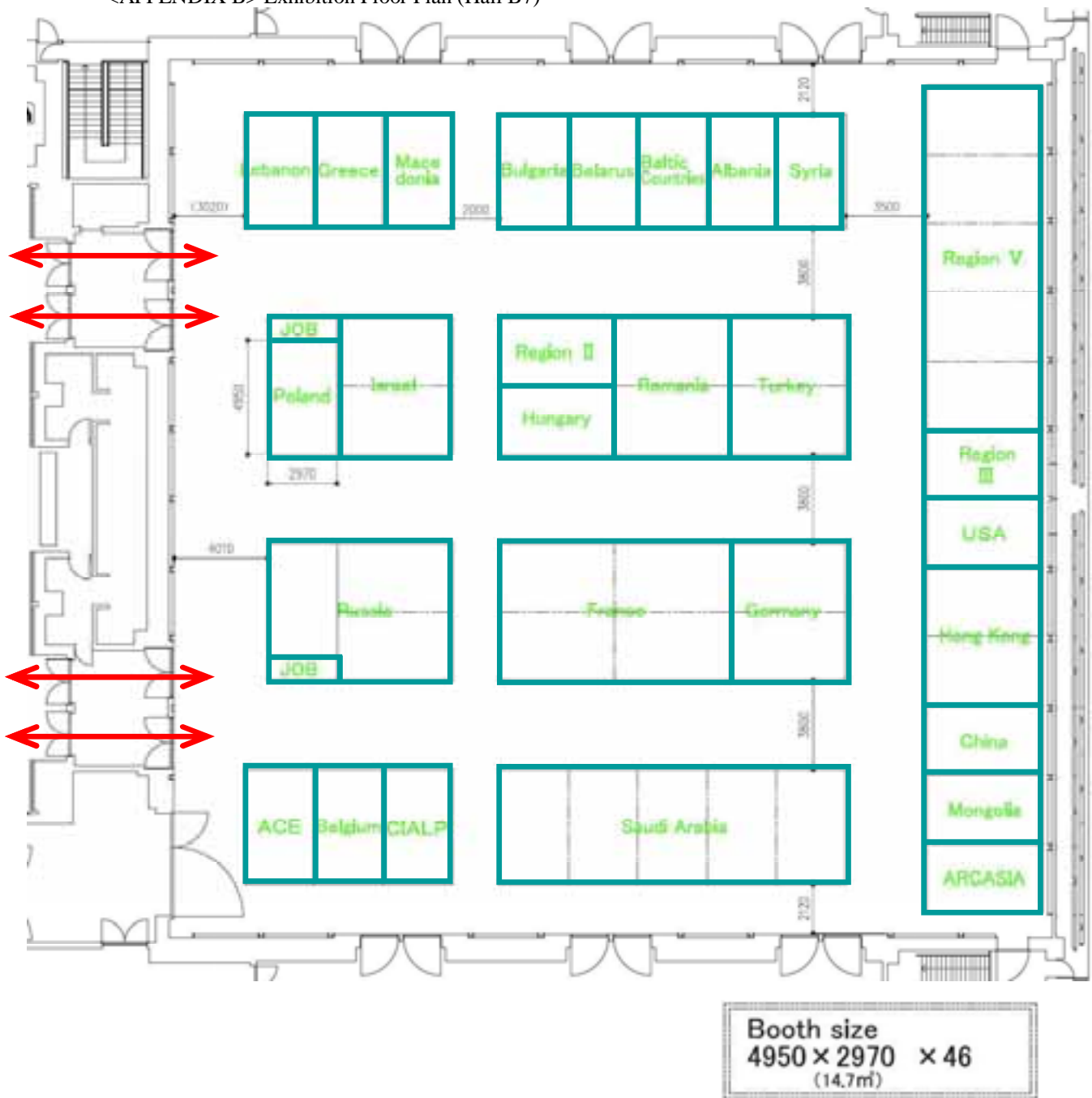
**The XXIV World Congress of Architecture Tokyo 2011
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<APPENDIX A> Exhibition Floor Plan (Exhibition Hall)



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<APPENDIX B> Exhibition Floor Plan (Hall B7)











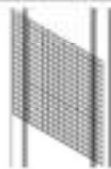









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<APPENDIX C>

Price list of rental equipment I

(The application procedures for rental equipment will be informed after the exhibition booth application has been received from the Exhibitor.)

1 needle punch carpet  1 set ¥1,470	2 information counter  W1200×D600×H800 ¥10,500	3 table  W1800×D600×H700 ¥3,340	4 small table  W900×D900×H700 ¥3,040
5 square table  a) W800×D600×H600 ¥2,100 b) W850×D450×H600 ¥2,100	6 round table  a) Ø600×H600 ¥4,200 b) Ø750×H600 ¥4,200 c) Ø900×H600 ¥4,200	7 box counter  W600×D450×H650 ¥6,200	8 folding chair  ¥630
9 meeting set  1 set ¥8,820	10 stool  ¥3,340	11 stacking chair  ¥2,520	12 mesh panel  W900×H1800 ¥8,820
13 brochure stand  A4 (6 pockets) ¥5,040	14 panel stand  ¥2,100	15 book stand  A4 ¥1,680	16 clean box  25 L ¥1,680
17 business card box  ¥1,680	18 plant box  W900×D224×H900 ¥10,500	19 plant  small ¥1,050 medium ¥2,100 large ¥3,150	20 white cloth  ¥1,280

Additional (JPY)

Item	Specification	Unit	Unit Price
Flourescent Light	FL40w		¥5,000
Projector	set up included		¥110,000
Screen	100 inch	inch	¥8,000
PC			¥10,000
Internet Connection			¥10,000
Event Assistant	8h/day (MC English)		¥60,000

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<APPENDIX D>

Reference: Exhibitor's Manual Contents (planned)

- ☐ Outline
- ☐ Directions
- ☐ Venue
- ☐ Supervisions
- ☐ Regulation on Loading
- ☐ Booth Regulations
- ☐ Exhibiting/Decoration Regulation
- ☐ Regulations for Electricity Installation
- ☐ Regulations for Electricity Installation and other Equipment
- ☐ Regulations for Rental Items and Electrical Equipment
- ☐ Addresses for Submissions
- ☐ Application Form

The XXIV World Congress of Architecture Tokyo 2011 《Exhibition Application》

FAX: +81-3-5216-5552

E-mail: uia2011-op@congre.co.jp

Date: (D/M/Y) / / 2011

Attn: UIA 2011 Exhibition & Oral Presentation Secretariat

※Please write clearly in block letters.

Application Deadline: May 25, 2011

1. Exhibit applicant information

Name of organisation			
Name of contact person		Division / Title	
Congress Sub-themes		Title of Exhibition	
Address			
TEL	(+Country code-Area code-Local number)	FAX	(+Country code-Area code-Local number)
E-mail			

2. Exhibition booth information

Booth space: <input type="checkbox"/> Only one (free of charge)* <input type="checkbox"/> We will need ____ (indicate number) extra booth(s) (at the rate of 100,000 Japanese Yen per unit) in addition to the free of charge booth. <input type="checkbox"/> We do not need an Exhibition Booth (We do not intend to exhibit in Tokyo.) *Note: One booth is free of charge for Commissions, Work Programs, Member Sections and International Organizations.	Booth Set-Up and Decoration: (Please refer to use of basic shell scheme booth in the "Art.7 –BOOTH REGULATIONS") <input type="checkbox"/> Yes, we will apply for the basic shell scheme booth. <input type="checkbox"/> No, we do not need the basic shell scheme booth.
Payment: The invoice for the extra booth(s) will be sent after receipt of this application form. Payment is due in full by Monday, June 31, 2011	

<Send form to> UIA 2011 Exhibition & Oral Presentation Secretariat, c/o Congress Corporation
Kohsai-kaikan Bldg., 5-1 Kojimachi, Chiyoda-ku, Tokyo 102-8481
Contact person: Hirokazu Tanaka (Mr.), Sanae Aoki (Ms.)
TEL: +81-3-5216-6956 FAX: +81-3-5216-5552 E-mail: uia2011_op@congre.co.jp

With the submission of the "Application Form," the Exhibitor automatically accepts and will comply with the entire contents of the Guidelines set forth in the "General Information for Exhibition," and agrees to abide by all the regulations and instructions received, which are stipulated for the mutual benefit of all exhibitors and the UIA2011 TOKYO Congress. With the submission of the "Application Form" the Exhibitor automatically accepts the due payment, if applicable, for the booth space rental. The JOB will send the "Exhibitor's Manual" only after the "Application Form" has been sent duly signed.

The undersigned, having read and understood the contents of the attachment, hereby applies for the exhibition as above

(Signature)

(Date) DD/MM /YY

Official Use only

Date of Receipt

/ / 2011 (dd/mm/yyyy)

No.