



# **INTERNATIONAL TECHNICAL EXHIBITION ON IMAGE TECHNOLOGY AND EQUIPMENT 2018**

## **Guidelines for Exhibitors**

Sponsored by  
The council of image technology and equipment in japan

Cosponsored by  
Advanced Communication Media CO.,LTD.

## 1. OUTLINE

Name of Exhibition	INTERNATIONAL TECHNICAL EXHIBITION ON IMAGE TECHNOLOGY AND EQUIPMENT 2018
Period	December 5(Wed.) through 7(Fri.), 2018 10:00a.m.-5:00p.m.
Venue	PACIFICO YOKOHAMA Hall D
Concurrent Events	VISUAL MEDIA EXPO 2018
Sponsored by	The council of image technology and equipment in japan
Cosponsored by	Advanced Communication Media CO.,LTD.
Supported	Imaging Association Japan Japan Industrial Imaging Association AIA MESSE STUTTGART

## 2. Exhibit Booth Specifications

1) The size of 1 space of “Table-top Booth” and “Light sources and Lighting Zone” is as follows.

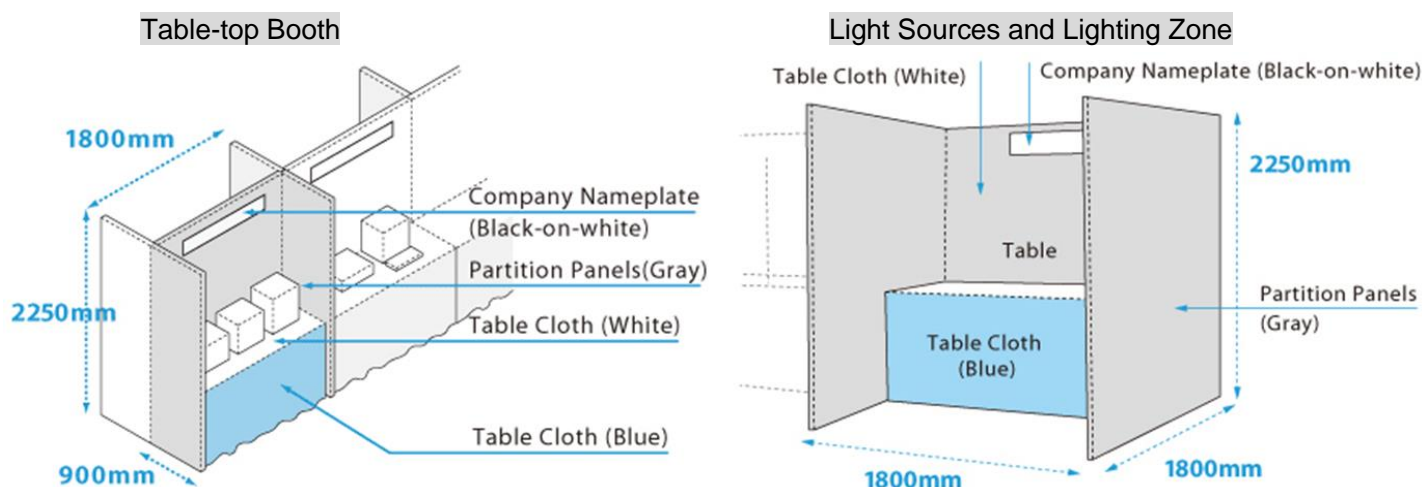
You will find the company nameplate with drawing pin on the table, please hung it inside your booth.

\*The side panels facing the aisle are removable.

If the side panels are not necessary, please write the request on a layout plan of "Application for the Electrical Works", and submit to the exhibition.

\*It is not able to use nails and screws on the side-back panel as it covers wooden blocks with plywood, use drawing pins or adhesive tapes instead. If a pin or tape cannot fix the material, hang it by chains from top of the panel. Panel thickness is 35 mm – 38 mm. Maximum load 20 kg.

\*There is a space under the table which can be used for storage.



2) The size of 1 space of “Space Only” and “Package Booth” is as follows.

To exhibitors apply for “Space Only” and build custom booth, the size of 1 space is width 3000 mm, depth 3000 mm. Please note that the height of the all booth is 2400 mm.

To exhibitors apply for “Package Booth”, please see below.

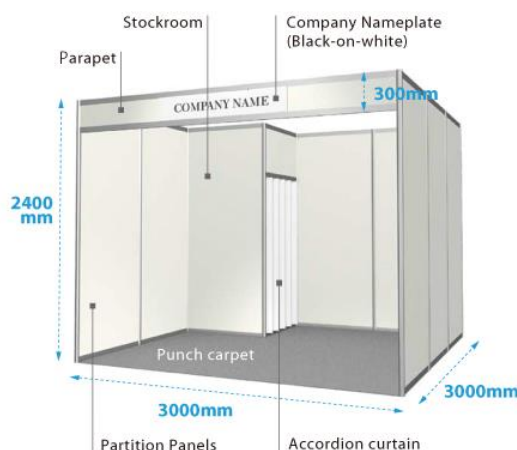
\*Stockroom, accordion curtain, punch carpet, company nameplate and partition panels are included in “Package Booth”. If Stockroom, accordion curtain are not necessary, please write the request on a layout plan of "Application for the Electrical Works", and submit to the exhibition.

\*Nail, a screw, a pin, a drawing-pin are forbidden to be used on the shell scheme. If you damage the shell scheme, you are billed at cost. <1 panel of the shell scheme costs JPY 9,000>

\*Hanging wallpaper on the panel is also forbidden. It is possible to hang it on wood panel.

\*If you put up posters or exhibition panels, please use double sided tape, Velcro, hanging chains for heavy items. Maximum load of 1 panel is 10 kg.

### Package Booth



### 《Prohibited Actions》

1. Demonstrations using a loud speaker.
2. Display outside the booth (in the aisle).
3. Using multiple tap and extension cords
4. Other actions which may disturb other exhibitors.

(Cautions)

If you wish to use lighting equipments, like a spotlight, please submit the application form for the electrical works to the exhibition. It is not accepted to order any additional spotlights on the moving-in day.

### 3. Electricity / Power

There is no free electrical supply for the demonstration of the exhibits. Exhibitors are requested to submit the enclosed "Application for the Electrical Works" to the secretariat. (The contact details at page 6).

Accounts will be settled after the close of exhibition.

#### < Charges for electrical Installations >

##### ●Charges for the electrical works

kW applied x JPY 16,200.

(To be charged on 0.1kW basis. Below 1kW will be rounded up to 1kW.)

##### ●Charges for outlet/socket

100V (Without grounding, 2 sockets) JPY 3,780.

100V (With grounding/ up to 2kW, 2 sockets) JPY 4,320.

200V (both single phase and 3-phase) JPY 7,560.

##### ●Charges for a spotlight

Incandescent-lamp color: JPY 3,240 / Daylight color: JPY 5,616

\*1 piece including socket and installation fee

\*Please check the box of the color you order on "Application Form for the Electrical Works".

If you do not write it, Incandescent-lamp color spotlight will be installed.

##### ●Power consumption

kW applied x JPY 2,160. (To be charged on 0.1kW basis.)

### 4. Rental equipment

If exhibitors need rental equipments like catalogue stand, exhibition stand, please submit "Application form for rental equipment" to ADVANCE Co.,Ltd.

Where to Apply: ADVANCE Co.,Ltd.

Nihonbashiamacho Park Bldg. 3F,2-35-4 Nihonbashiamacho,

Chuo,Tokyo,JAPAN 103-007

Tel: +81-3-3669-2795 Fax: +81-3-3669-2668

### 5. Optical Fiber Channel

Optical fiber channel is available to install. The installation charge per channel is JPY 64,800.

(Communication expenses included.)

It is able to use from the morning of Dec 4 and up to the closing time on Dec 7.



### 6. Wireless LAN

We will provide wireless LAN nearby the “Products search on the web” corner on Dec 5 to 7.

We will inform the access information on the day around the corner.

### 7. Moving-in/out Exhibits

Please follow the procedure below for moving-in/out the exhibits at the exhibition hall.

The construction and decoration for the hall will be conducted on Monday, Dec 3 2018.

No exhibits allow delivering to the hall on that day.

#### 1) Procedure

Moving-in : December 4, Tuesday 2018, A.M.9:00 – P.M.7:00

Moving-out : December 7, Friday 2018, P.M.5:30 – P.M.8:00

\*Exhibitor is required to wear the Exhibitor Badge from moving-in to moving-out in the exhibition hall.

Please come and get the badges at the secretariat in the exhibition hall room number “D11” when you arrived at the hall.

\*To avoid disturbing others, try to unpack the exhibits near your own booth. The items left on the passages might be treated as waste. There are no storage spaces for the empty boxes, and exhibitors are requested to take back the empty boxes after unpacking.

#### 2) Event Transport

When you send the exhibits, please consign in the following manner:

**Exhibitor's Company Name**

**Booth No.**

INTERNATIONAL TECHNICAL EXHIBITION

ON IMAGE TECHNOLOGY AND EQUIPMENT 2018

c/o Pacifico Yokohama Exhibition Hall D

1-1-1 Minatomirai, Nishi-ku, Yokohama, Kanagawa, 220-0012, JAPAN

Please note that all exhibits should arrive on the moving-in date, Dec 4.Tue.

### 8. Exhibition Hall and Exhibits Control

The secretariat shall be obliged to ensure the security for inside and outside of the hall, however, the exhibitors are requested to take sufficient measures of their own prevention against any accidents or troubles. The secretariat shall not be liable for the damage caused by burglary, loss, fire and so on. If an accident occur, the exhibitor shall be responsible for the restitution. The exhibitors are recommended to obtain the correct and proper insurance covered against all risks arising from any losses.

### 9. Business Center

Many useful services are available at the Business center on the second floor of the exhibition hall and also on the first floor of Conference Center(Charged).

URL: [http://www.pacifico.co.jp/english/floorguide/shop\\_service/shops/bcenter/tabid/520/Default.aspx](http://www.pacifico.co.jp/english/floorguide/shop_service/shops/bcenter/tabid/520/Default.aspx)

Please refer to the services below.

[Exhibition Hall 2F]

Copies, Printouts, Scanning, Self Computer, Binding Service, Lamination, Oversize Copies, Panel, Business Cards, DHL EXPRESS EASY

[Conference Center (Self-service corner)]

Copies, Printouts, Scanning, FAX(Sending)

### 10. Exhibitors reception

Exhibitors reception will take place in Exhibition Hall the second floor (Concourse) on December 5, Wednesday 2018, P.M. 5:30 – P.M. 7:00. There is no fee to participate. We are waiting for your participation.

### 11. Contact

Advanced Communication Media Co., Ltd.

2-21-27 Hyakunin-cho, Shinjuku-ku, Tokyo 169-0073 JAPAN

Tel: +81-3-3367-0571 Fax: +81-3-3368-1519

E-mail: [exhibit@adcom-media.co.jp](mailto:exhibit@adcom-media.co.jp)