



28th ISTS Exhibition Conditions

1. Name of the Exhibition

28th ISTS International Space Exhibition

2. Organizer

28th ISTS Organizing Committee, Exhibition Committee
The Japan Society for Aeronautical and Space Sciences

3. Opening Period and Venue

- Period June 5 (Sun) – June 12 (Sun), 2011
9:30 – 17:00

- Venue Okinawa Convention Center, Exhibition Hall

General information about Okinawa Convention Center is available at the web site below.

<http://www.oki-conven.jp/en/>

4. Prices for Exhibit Stand and Space

- Shell Scheme Stand

JPY 262,500 (Tax included)

Shell Scheme Stands are available in units of **3m×3m and a height of 2.5m**. Exhibitors with a Shell Scheme Stand must use the system erected by the Exhibition Committee. The floor dimension of one unit is 3m×3m, but the system size is **3m×2m**, with a height of 2.5m. (see picture below)

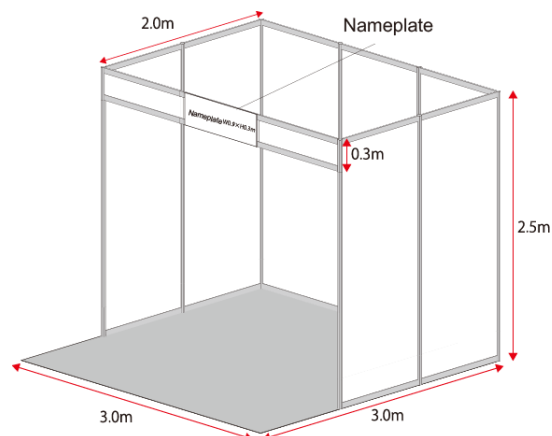
Each unit includes side panels, a back panel, 2 spotlights, nameplate with general letters and an electrical main of 1.5kw with twin sockets. Exhibitors who need multiple units should contact the Exhibition Committee.

- Space Only (minimum 50 sq m)

JPY 21,000 (Tax included) / sq m

Exhibitors requesting a more personalized stand can reserve floor space only for a self-build option. The minimum size is 50 sq m. Construction, decoration and dismantling of the space should be done at the Exhibitor's own risk and expense. Exhibitors must submit the dimensional drawings showing the plan layout and all elevations of their proposed display.

Image of Shell Scheme Stand



5. Payment of Exhibit Space

Upon receipt of the application for exhibit stand/space, the Exhibition Committee will send an invoice of the exhibit stand/space rental fee to the Exhibitor. Payment must be paid to the bank account of the Exhibition Committee prior to the start of the Exhibition by May 31, 2011. All bank charges and transfer charges must be paid for by the Exhibitor. A final invoice of the electricity fee and/or additional services requested by Exhibitors will be sent after the end of exhibition.

6. Allocation of Space/Booth

The Exhibition Committee reserves the right to allocate the exhibit space/stand in the overall interest of the Exhibition.

7. Liability and Insurance

- A) The exhibition site will be set up and managed by the Exhibition Committee under the control of the Fire Department and the regulation issued by Okinawa Convention Center.
- B) The Exhibition Committee shall not be responsible for loss of, or damage or injury to any exhibits, property and/or persons in the custody of the Exhibitor. The Exhibitors are advised to insure their exhibits adequately against such claims during the period of the exhibition including the construction and dismantling periods.
- C) The Exhibition Committee will not take the responsibility for any articles being damaged by natural disaster.

8. Prohibitions

Inflammables, explosives, or any unstable materials may not be exhibited or brought into the Exhibition without prior consent of the Exhibition Committee. Exhibitors wishing to use such materials in the hall must apply in writing to the Exhibition Committee. Smoking is also prohibited not only in the Exhibition Hall but also on the premises of Okinawa Convention Center.

9. Set-up and Dismantling

- A) Set-up and dismantling time will be determined at a later date. These times will be announced in writing to each Exhibitor. Delivery of exhibits, stand set-up and dismantling work and the removal of exhibits shall be carried out at the exhibitor's own risk and expense. The following is a tentative schedule.

Set-up	June 4 (Sat)	09:00 – 17:00(Tentative)
Dismantling	June 12 (Sun)	18:00 – 22:00(Tentative)
	June 13 (Mon)	09:00 – 15:00(Tentative)

- B) Floor Loading Capacity

2t / sq m

- C) Size of Loading Entrance and Height of The Exhibition Hall

Loading Entrance W 3.6 m × H 3.7 m

Height of Exhibition Hall 12.5 m – 24.5 m (center 21.0 m)

In areas with a smoke sensor on the ceiling, the height of exhibits is restricted.

10. Nametags

The Exhibition Committee will issue official nametags to all Exhibitors. Exhibitor nametags allow access only to the exhibition site and not to the symposium or the session. Exhibitors must wear the nametag at all times during the construction, open period and dismantling of the Exhibition.

11. Telephone

Temporary telephone lines are not available in the hall. Pay phones are available in the foyer, mobile phones can be used in the hall. It is required to refrain from using mobile phones that cause a nuisance to the other exhibitors.

12. Electrical Power Supply

Electrical power supply is available at the expense of the exhibitor. Exhibitors who need electrical power should apply to Exhibition Committee in writing. The Exhibition Committee will send the invoice for the electricity fee after the end of the exhibition.

The following type of electricity is available.

- 100v 60 Hz single phase
- 200v 60 Hz triple phase

13. Water and Drainage Service

Exhibitors who need water and drainage service should apply to Exhibition Committee in writing.

14. Inquiry

If you have any questions or need further explanation about the above mentioned conditions, please do not hesitate to contact the Exhibition Committee.

28th ISTS Exhibition Secretariat

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