



I C A A P
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Exhibition Guide

The 7th International Congress on AIDS in Asia and the Pacific

Date

July 2 (Sat.) - 4 (Mon.), 2005

Venue

Kobe International Exhibition Hall 2 1F



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Enclosures :

- [No.1] Exhibitor's Confirmation Sheet
- [No.2] Application Form for Additional Electricity
- [No.3] Application Form for Renting of Goods

1 . General Information

【Title】 Seventh International Congress on AIDS in Asia and the Pacific

【Congress Organizer】

The 7th ICAAP Organizing Committee
Chair: Tadimitsu Kishimoto
Member of Council for Science and Technology
Former President of Osaka University

【Secretariat】

Convention Linkage Inc.
Ms. Orita Ms. Kawai
PIAS TOWER 11F, 3-19-3 Toyosaki, Kita-ku, Osaka 531-0072
Tel:+81-6-6377-2188 Fax: +81-6-6377-2075
E-mail : sme@secretariat.ne.jp

【Freight & Customs Contractor】

KSA International INC.
Mr. Kunikazu Onoe
Tel: +81-75-802-2105 Fax: +81-75-802-2104
E-mail : onoe@ksa.co.jp

【Venue】

Kobe International Exhibition Hall 2 1F
6-11-1 Minatojima-nakamachi, Chuo-ku, Kobe 650-0046
Tel: +81-78-303-0029

【Date of Event】

July 2 (Sat.) 9:00—17:00
July 3 (Sun.) 9:00—17:00
(13:00—17:00 Open to public)
July 4 (Mon.) 9:00—15:00

2 . Setup and Dismantlement of Exhibit Booth

【Dates and Times are as follows】

Setup of Exhibit Booth:	July 1 (Fri.)	9:00—17:00
Setup of Special Decorating Request:	July 1 (Fri.)	9:00—17:00
Dismantlement of Exhibit Booth:	July 4 (Mon.)	15:00—19:00

【Note】

- Exhibitors are requested to use the designated entrance/exit for exhibitors. (See the attached sheet)
- Entry of vehicles onto the exhibition site is not permitted at all times.
- All cars are requested to be moved to the toll parking lot immediately after the loading/unloading of exhibit items.
- Please bring your own cart to transport your exhibits.
- Exhibitors will be held liable for repair costs for any damage to venue property during the loading and unloading of goods.
- The bringing in of and /or dismantling of exhibits during the duration of the Congress will not be allowed. If a request is to be made, please contact the secretariat.
- The Exhibition Hall must be cleared out by the deadline set forth. Failure to comply with this request will result in charges assessed to exhibitors.

3 . Maintenance and Management

- Exhibitors are fully responsible for the total management of their exhibits in the booths. The organizer will not be held responsible for any damages, robberies and losses incurred by exhibitors, and compensation will not be provided for the loss of personal belongings and exhibits.
Adequate insurance coverage of exhibits is recommended.
- At the conclusion of the Congress, all booth decorations, boxed materials and materials to be disposed of is the sole responsibility of each exhibitor. No material should be left behind in the exhibition hall or on the grounds of the venue site.
- Storage space will not be provided at the site.

4 . Electrical Facilities

- Each exhibition booth will have 100V/100W power supply. Those who require additional electric power are requested to fill out the Application form for additional electricity.
- Unless requested, no electric power will be supplied in a Raw Floor Space booth.

5 . Important Reminders

- General cleaning will not be provided in the exhibitors' booths.
- Smoking in the Kobe International Exhibition Hall is prohibited.
- A member of the exhibiting team should be stationed at the booth to receive items sent by courier service during the setup time.
- At the time of sending exhibits through courier service, please be sure to specify the booth number, and date and delivery times on the invoice as shown below.

The 7th International Congress on AIDS in Asia and the Pacific Booth No. ○○, Company/Organization Name Kobe International Exhibition Hall 2, 1F 6-11-1 Minatojima-nakamachi, Chuo-ku, Kobe 650-0046 Delivery: July 1 (Fri.) 9:00—17:00
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- Exhibition staff will not sign the invoice to receive and/or store any exhibit items delivered by courier service before 9:00 a.m., July 1.
- Decorating or constructing directly on venue property, other than the assigned exhibit booth, using rivets, anchor bolts, nail, glue, tape, or wire is prohibited.
- Telephone messages for exhibitors will not be accepted.
- No canopies should be erected over the booth.
- Exhibitor demonstrations with large sound should not interfere on neighboring exhibit.
- Dangerous materials and products (e.g., liquefied petroleum gas or high pressure gas, gasoline, kerosene, machine oil, compressor oil, nuclear fuel, gunpowder, etc.) are prohibited entry.
- Engaging in certain activities (e.g. smoking, use of open flames - apparatus which generate flame or spark, or heaters with bare Nichrome wire, kerosene heaters, etc.) in the Exhibition Hall are also strictly prohibited and are governed by fire regulations.

6 . Exhibition of Unapproved Medical Items Governed by the Medicine Act of Japan

- Prior permission must be obtained in the exhibiting of unapproved medical items. Exhibitors must contact the secretariat by June 10.

7 . Miscellaneous Information

a) Time of Entry into the Exhibition Hall

- Exhibitors will be allowed to enter the Hall an hour before the opening of the exhibition on each of the three days (except July 1).

b) Badge Policy

- Two exhibitor's badges will be provided per booth. A person in charge is requested to pick them on July 1, between the hours of 1:00 and 5:00 p.m., at the exhibitors' registration desk located in the Hall.

c) Abstract

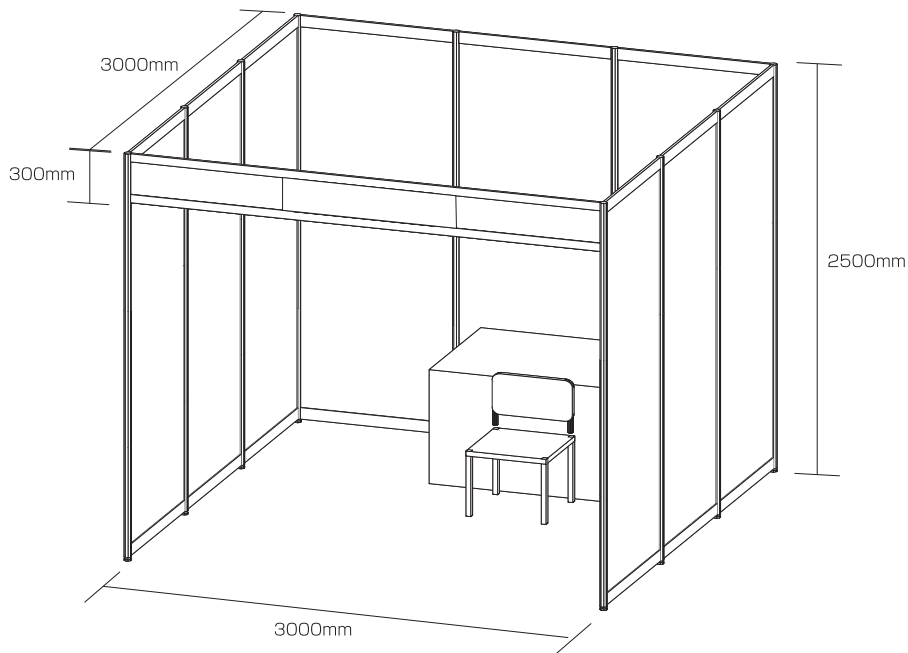
- One abstract will be provided to each exhibition unit. When more than one company or organization share the unit, please buy the second one at the Congress registration desk.

8 . Application/Request Forms

The faxing of the following forms should be completed by June 10.

- Exhibitor's Confirmation Sheet (Submission is required by all exhibitors)
- Application Form for Additional Electric Power (optional)
- Application Form for Exhibition Furnitures (optional)

9 - 1 .Assignment of Package Booth



Dimensions of a booth: W3000mm×D3000×H2500

Height limit is 2500mm.

Each exhibitor will be provided with a standard-size booth, and will consist of the following:

- White system panels at back and both sides (a corner booth will have only a one-sided panel)
- White parapet system panels(W3000×H300)
- Fluorescent light (40W) (attached to the back of the parapet)
- 1 electrical outlets(100V 100W)
- 1 company /organization name board (W1200×H200) with black Gothic letters on white board
- 1 counter (W1800mm×D900mm×H720mm) with a white table cloth
- 1 folding chair

9 - 2 .Raw Floor Space

Size: W3000mm×D3000mm

Height limit is 2500mm.

Raw floor space will be designated by markings on the floor.

Raw floor space does not include any accessories and equipment such as a counter, a folding chair, a name board, etc.

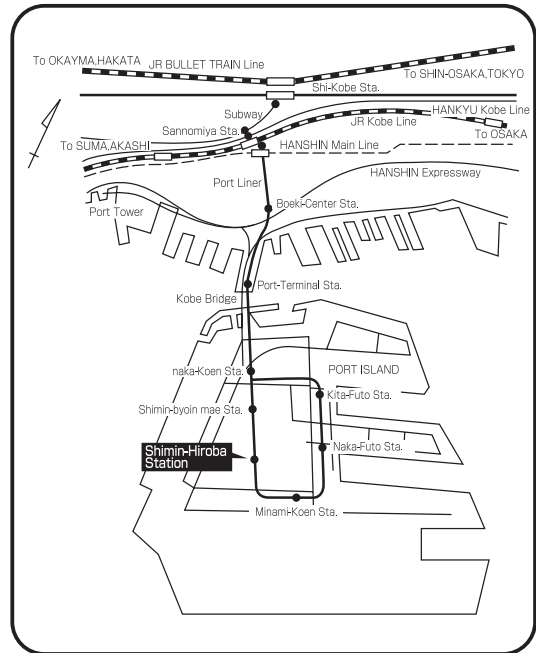
If access to electric power is required, please submit the Application Form for Additional Electricity.

10. Way to the Exhibition Hall for Loading and Unloading

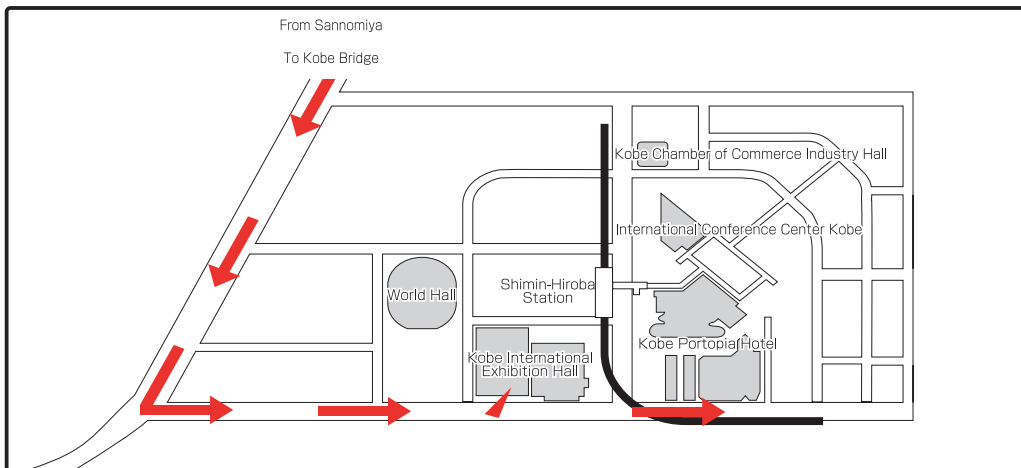
- No person shall stop or park a vehicle for loading/unloading on the road except the place marked or designated as a loading/unloading zone.
- The stop for loading and unloading of goods should not be for an extended period of time. Vehicles should be moved immediately after the loading/unloading of goods
- Vehicles should not be left idling during the time of loading or unloading.
- The road to the loading dock is one-way.
- The loading dock is not to be used as storage.

<ACCESS>

- 10 minutes by Port Liner from JR Sannomiya Station to Shimin Hiroba Station
- 20 minutes by Subway and Port Liner from JR Shin-kobe Station (Change at Sannomiya Sta.)
- 80 minutes from Kansai International Airport by Limousine bus and Port Liner (Change at Sannomiya Sta.)
- 55 minutes from Osaka(Itami) International Airport by Limousine bus and Port Liner (Change at Sannomiya Sta.)



Guide Map to the Exhibition Hall by Vehicle



Carrying Gates at the Exhibition Hall No.2

