

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



Exhibition Application Guide

July 2-4, 2005 (tentative exhibition date)
Kobe International Exhibition Hall 1

Current as of August 31, 2004

Invitation to Exhibition

We are pleased to announce that the Seventh International Congress on AIDS in Asia and the Pacific (ICAAP) is to be held from 1 to 5 July, 2005 in Kobe, Japan.

At the XV International AIDS Conference, which was held in July 2004 in Bangkok, Thailand, an alarm was raised over the explosive expansion of newly HIV infected people in Asia, while successful measures of HIV prevention taken in Thailand and Cambodia were brought to anew world attention. And it was also pointed out that access to ARV drugs needs to be tackled without delay especially in Asia and Africa, and ways to solve this problem was discussed.

7th ICAAP will focus on: prevention and care, which is fundamental elements of effective HIV/AIDS strategies; leadership both in politics and communities to pursue it; concrete practices by researchers, medical personnel and communities. We expect over 3,000 people of the world's leading researchers, doctors, government organizations, private sectors, NGO/CBO, and PLWHA networks for a five-day discussion.

This Congress exhibition will be a perfect opportunity for you to offer productive information, which is essential to cope with those challenges, and to have a cultural exchange with participants from all over the world. We cordially invite many people and organizations to join us, and thank you for your cooperation.

Junko Teraguchi
Chair, the 7th ICAAP Exhibition Committee

General Event Information

- Title:** The Seventh International Congress on AIDS in Asia and the Pacific
- Date of Event:** July 1 (Fri.) – 5 (Tue.), 2005
- Venue:** International Conference Center Kobe (ICCK)
Kobe International Exhibition Hall
Kobe Portopia Hotel
- Congress Organizer:** 7th ICAAP Organizing Committee
Chair: Tadimitsu Kishimoto (Former President of the Osaka University)
- Co-Organizes:** Japanese Society for AIDS Research
Japanese Foundation for AIDS Prevention (JFAP)
Japan Anti-Tuberculosis Association (JATA)
- Sponsors:** AIDS Society of Asia and the Pacific (ASAP)
Joint United Nations Programme on HIV/AIDS (UNAIDS)
- Co-Sponsors:** Asia Pacific Council of AIDS Service Organization (APCASO)
Asia Pacific Network of People Living with HIV/AIDS (APN+)
Asia Pacific Network of Sex Workers (APNSW)
Asian Harm Reduction Network (AHRN)
AP-Rainbow (Asia-Pacific Network of Lesbians, Gays, Bisexuals and Transgenders)
Coordination of Action Research on AIDS and Mobility (CARAM-Asia)

Supporting Organizations (tentative):

- | | |
|---|--------------------------------------|
| Japanese Ministry of Health, Labour and Welfare | |
| Japanese Ministry of Foreign Affairs | |
| Japanese Ministry of Education, Culture, Sports, Science and Technology | |
| Japanese Ministry of Economy, Trade and Industry | |
| Japan International Cooperation Agency (JICA) | |
| Hyogo Prefecture | |
| Osaka Prefecture | |
| Kyoto Prefecture | |
| Kobe City | |
| Osaka City | Japanese Society for Immunology |
| Kyoto City | The Asahi Shimbun |
| Hyogo Prefectural Board of Education | THE KOBE SHIMBUN |
| Osaka Prefectural Board of Education | The Sankei Shimbun |
| Kyoto Prefectural Board of Education | Nihon Keizai Shimbun, Inc. |
| Board of Education, City of Kobe | The Mainichi Newspaper |
| Osaka City Board of Education | The Yomiuri Shimbun |
| Kyoto City Board of Education | Asahi Broadcasting Corporation |
| The Kobe Chamber of Commerce and Industry (KCCI) | FM Osaka Co.,Ltd. (fm osaka) |
| Japan Medical Association | FM 802 Co.,Ltd. |
| Japanese Nursing Association | Osaka Broadcasting Corporation |
| Japanese Association for Infectious Diseases | Kansai Intermedia Corporation |
| Japan Dental Association | Kansai Telecasting Corporation |
| Japanese Midwives' Association | Hyogo FM Broadcasting Ltd.(Kiss-FM) |
| Japan Pharmaceutical Association | Sun Television Co.,Ltd. |
| Japanese Association of Medical Technologists | Japan Broadcasting Corporation (NHK) |
| Japanese Red Cross Society | Mainichi Broadcasting System, Inc. |
| Japan Epidemiological Association | Yomiuri Telecasting Corporation |
| Japanese Society For Sexually Transmitted Diseases | Radio Kansai,Ltd. (AM KOBE) |

Exhibition Application Guide

Eligibility

Companies or groups engaged in pharmaceutical / medical products, technical equipment, accessories, and academic publications, etc.

The organizer reserves the right to reject applications if they are determined to be unsuitable for this Exhibition.

Exhibition Booth Fee

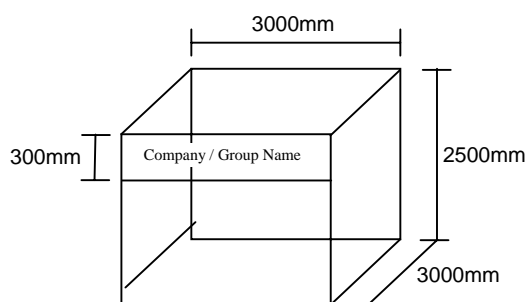
Size of a booth : W3000mm x D3000mm x H2500mm

Raw Space or Package :

- Non-governmental organizations, Not-for-profit organizations : ¥80,000 / per booth
- Companies / Governmental organizations : ¥400,000 / per booth

Exhibition Booth Specification

- (1) A standard package booth will be delivered to each exhibitor as follows; each booth is provided with system panels at the back and both sides, company / organization name board, fluorescent light, a desk (1800mm x 900mm), a folding chair, 1 electric outlet (100W) and consumption for smaller equipment.



- (2) The costs for additional electric outlets and electrical requirements higher than 0.1kw will be borne by exhibitors. Those who need additional electricity should fill out the Form. Please kindly note that there is no overnight electric transmission. An invoice will be issued after the Congress.
- (3) Raw space does not include any accessories and equipments such as carpet, sidewalls, a desk, etc. However, back and side walls or either one side of wall might appear upon the layout of Exhibition Area.
- (4) Exhibitors will be provided with two identification badges per booth. Please note that this identification badge is valid only for the Exhibition site.

Exhibition Date (tentative)

July 2 (Sat.) – 4 (Mon.), 2005 *Exhibition hour will be informed later.

Application Address

To apply, please fill out the enclosed Exhibition Application Form and mail it to the 7th ICAAP Secretariat at the following address.

Faxed application can be accepted only as tentative one. Final application should be sent to the Secretariat by post.

7th ICAAP Secretariat :

c/o Convention Linkage. Inc.

PIAS TOWER 11F, 3-19-3 Toyosaki, Kita-ku, Osaka 531-0072 Japan

Tel: +81-6-6377-2188 Fax: +81-6-6377-2075

Number of Booths Available

It is possible to apply for as many booths as desired. Those who wish to apply for more booths, please inform the Secretariat in writing prior to the deadline, January 5 (Wed.), 2005. However, reduction of the booths that you have already applied for is not basically permitted.

Application Deadline

January 5 (Wed.), 2005

Please note that applications will be accepted on a first-come, first-served basis. Acceptance of applications may be closed once it is reached to our estimated quantities before the deadline. Early application is recommended.

Remitting the Booth Fee

An invoice and further information will be sent to companies / groups / organizations that submit the Exhibition Application Form. Upon receipt of the invoice, please make payment by bank transfer.

An exhibition booth fee will be charged to all the non-governmental organizations / not-for profit organizations. However a limited number of free exhibit booths will be reserved for NGO/NPO. The exhibition sub-committee will carefully choose organizations from all the applicants. A 'questionnaire' submitted along with the Exhibition Application Form will be given consideration in making the selection decisions. After the selections by the sub-committee are completed, notices for free exhibition will be sent to the successful organizations.

Notes :

- Payment by personal check and bank draft will not be accepted.
- All remittance handling fees must be paid by the remitter.
- Application may be canceled if payment is not received by the specified deadline.

Bank Account

Bank name : Bank of Tokyo-Mitsubishi, Roppongi branch (branch No. 045)
Account Name : 7th ICAAP SP
Account No. : 1428776
Swift Code : BOTKJPJT
Bank Address : 4-9-7 Roppongi, Minato-ku, Tokyo, 106-0032 Japan (Phone: +81-3-3408-8111)

Payment Deadline

February 28 (Tue.), 2005

Allocation of Booth

- (1) The organizer will allocate booths after taking into consideration the types of exhibits, the number of booths an exhibitor has requested, booth arrangements and whether an exhibitor intends to give a demonstration. The result will be informed to the successful / unsuccessful applicants at the beginning of February 2005 (tentative schedule). Decisions of the organizer are final; claims by exhibitors regarding allocation of booths cannot be accepted.
- (2) All or part of a booth cannot be transferred or exchanged without prior permission of the organizer.

Cancellation

- (1) As a general rule, cancellation by exhibitors cannot be accepted once their applications are approved. However, if unavoidable circumstances require cancellation, exhibitors will be requested to submit the reason for cancellation in writing to the organizer for approval.
- (2) In case of cancellation, you are required to pay the cancellation fee as specified below;
 - Before March 31, 2005 --- Half of exhibition fee (50%)
 - Cancellation on or after April 1, 2005 --- Entire exhibition fee (100%)

Change or Cancellation of the Congress

In case of unavoidable circumstances, the organizer may change the date and venue of the Congress or, if necessary, halt or cancel the Congress. If the Congress is cancelled, the exhibition fee will be refunded to the exhibitors; however all exhibitors shall jointly share the costs accrued by the organizer to the date of cancellation, proportionate to the number of booths applied for by each exhibitor. The costs accrued by the exhibitors to the date of cancellation shall be covered by themselves. If the Congress is halted, the exhibition fee will not be refunded. The organizer assumes no responsibility for any damages resulting from the halt or cancellation.

Responsibility for Compensation

- (1) Exhibitors shall be fully responsible for the care of their exhibits. The organizer assumes no responsibility whatsoever, including compensation, if exhibits are stolen, lost, damaged, or otherwise rendered defective. Exhibitors are kindly advised to insure their exhibits or take other measures to minimize their exposure to risk.
- (2) Exhibitors shall be responsible for resolving accidents occurred as a result of their actions. The organizer assumes no responsibility for such accidents.

Customs Clearance for Exhibits

As the exhibition site is not a government-designated bonded exhibition area, all items to be brought into the site directly from overseas must undergo customs formalities by exhibitors.

Setting up and Removing Exhibits

The schedule for setting up and removing exhibits is as follows; more detailed information will later be given by the Secretariat.

Setting up exhibits: July 1 (Thu.), 2005

Removing exhibits: July 5 (Tue.), 2005

Others

- (1) The Organizer shall distribute to all registered exhibitors not later than 3 months prior to the Congress, an "Exhibitor Services Manual" explaining set-up and dismantling guidelines, decorating services, electricity, security and stand cleaning.
- (2) Exhibitors shall be fully responsible for the display of their own booths. The Organizer can introduce exhibition technical suppliers to exhibitors. Exhibitors wishing to use them, please contact the Secretariat. In this case, all contracts shall be settled directly between exhibitors and the suppliers. The Organizer shall not be a party to any such contract and shall not be liable either to the exhibitor or to the supplier of any service for any alleged breach or failure to perform under such contract.

For Exhibition Application Form submission and further inquiries;

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c/o Convention Linkage. Inc.

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Tel: +81-6-6377-2188 Fax: +81-6-6377-2075

E-mail: info_icaap7@secretariat.ne.jp



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For Companies / Governmental organizations

**Seventh International Congress on AIDS in Asia and the Pacific
- Exhibition Application Form -**

Please print or type

We wish to apply for the following exhibition booth(s):

Company / Organization Name : (Formal company/organization name is required, as it will be appeared in the 7th ICAAP official publications)

Address _____

Tel : _____ Fax : _____

E-mail : _____

Person Responsible : Family name _____ Given name _____

Dept. / Title : _____ E-mail : _____

Contact Person : Family name _____ Given name _____

Dept. / Title : _____ E-mail : _____

Postal Address : _____

Tel : _____ Fax : _____

*Please provide a name and postal address of remitter / receiver of the Invoice, if different from the organization name given above.

Name : _____

Address : _____

Date : _____

Signature or Company / Organization Seal _____

For Non-Governmentals / Not-for-Profit Organizations

**Seventh International Congress on AIDS in Asia and the Pacific
- Exhibition Application Form -**

Please print or type

We wish to apply for the following exhibition booth(s):

Organization Name : (Formal company/organization name is required, as it will be appeared in the 7th
ICAAP official publications)

Address : _____

Tel : _____ Fax : _____

E-mail : _____

Person Responsible : Family name _____ Given name _____

Dept. / Title : _____ E-mail : _____

Contact Person : Family name _____ Given name _____

Dept. / Title : _____ E-mail : _____

Postal Address : _____

Tel : _____ Fax : _____

*Please provide name and postal address of remitter / receiver of the Invoice, if different from
the organization name given above.

Name : _____

Address : _____

Date : _____

Signature or Organization Seal _____

Details

Raw Space Booth or Package Booth ¥ 80,000 (9m ² = W3,000mm x D3,000mm x H2,500mm)	
Number of booth required:	
<input type="checkbox"/> Raw Space Booth : (booths) *1booth = 9m ²
<input type="checkbox"/> Package Booth : (booths) *1booth = 9m ²
<hr/> Total : (booths) *1booth = 9m ²	
*Note: Raw space does not include any accessories and equipment such as carpet, sidewalls, a desk, etc. Only required space will be provided.	
Standard Package Booth fee does not include the items below.:	
If you require these items please tick. The Secretariat will contact you at later date.	
- Electrical requirements (JPY 5,000.- / 500W)	<input type="checkbox"/> yes, I need _____ W
<i>Note: There is no overnight electric transmission.</i>	
- Logos on company / organization board (JPY 4,000.-)	<input type="checkbox"/> yes, I need.
- Additional desks (Size: 1800mm x 900mm JPY 400.-/ unit)	<input type="checkbox"/> yes, I need _____ unit(s).
*One is included in a standard package booth fee	
- Additional chairs (JPY 150.- / unit)	<input type="checkbox"/> yes, I need _____ unit(s).
*One is included in a standard package booth fee	

Please identify any organizations that you prefer to share a booth with, be located next to, close to, or far from your booth due to the nature of the items exhibited.

Note : It may not be possible to grant requests concerning other companies due to allocation logistics.

Organization name: _____

Share with us Next to us Close to us Far from us (Circle One)

Exhibits	Size (mm)			Weight (kg):	Quantity :
	Width :	Depth :	Height :		
				*Maximum :1t / m ²	

Please identify the manufacturer of the item.

Manufacturer : _____ Country : _____

Questionnaire

Has anyone from your organization applied for a scholarship to the Seventh ICAAP?

Yes No

If, so please list them here.

Family name _____ Given Name _____

All applications must be completed in full with the necessary proof of NGO status.
Applications that are incomplete will not be processed. Please identify the name of the identifying document:

Is your organization affiliated with any of these Congress Co-Sponsors?

ASAP APN+ AP-Rainbow APCASO
 APNSW AHRN CARAM-Asia

Please list any other relevant affiliations or information here.

Is your organization funded by the following means? (please check applicable)

Government designated funds: _____, portion : _____ %
 Self-funded through fundraising activities and events Private Foundation / Institutes
 Membership dues Other (Please specify) _____

What are the main activities of your organization? (please check applicable);

advocacy and policy developments home base care public health
 care and support human rights research
 dwelling / other livelihood supports self-help counseling
 telephone counseling legal support HIV testing
 education / information treatment training
 networking Treatment information outreach
 prevention fundraising
 peer educations / support lobbying
 Other(Please specify): _____

Which of the following persons, groups and organizations benefit from your efforts? (please check applicable):

sex workers children youth
 injecting drug users street people ethnic minority
 lesbians or gays women hemophiliacs
 prisoners persons living with HIV / AIDS
 families of people living with HIV/ AIDS foreign residents / workers in Japan
 transgendered persons persons with disabilities
 Others (please specify): _____

At which level your activities are focused (please check applicable):

Local National Regional International

Which of the following does your exhibits include? (check applicable) :

audience participants demonstration of products product samples: _____
 literature (pamphlets, manuals, posters, etc)
 video presentation or other visual aids entertainers
 Others (please specify) : _____