



DIA Japan  
Nihonbashi Life Science Bldg. 6F, 2-3-11 Nihonbashihoncho, Chuo-ku,  
Tokyo 103-0023 Japan  
Tel: +81.3.6214.0574 | Fax +81.3.3278.1313  
Email: Japan@DIAglobal.org DIA URL: DIAglobal.org

---

## 【 Exhibit Guidelines 】

1. Name: 15<sup>th</sup> Annual Meeting DIA Japan 2018
2. Time: Sunday, 11 November – Tuesday, 13 November, 2018
3. Venue: 1st floor of Conference Tower in Tokyo Big Sight -Exhibit Hall (Reception Hall)
4. Exhibition Hours:

**Day 1 Sunday, November 11 12:30~19:30**

- 9:30~ Exhibit Registration
- 11:30~ Attendee Registration
- 12:00~13:30 Welcome Lunch Reception
- 15:15~15:45 Coffee break & Presentation (Innovation Theater)
- 17:30~17:45 Short Break (Exhibit Hall)
- 18:00~19:30 Networking reception (Exhibit Hall)

**Day 2 Monday, November 12 9:00~19:00**

- 10:30~11:00 Coffee break & Presentation (Innovation Theater)
- 12:30~14:00 Lunch break; lunch box will be distributed in Exhibit Hall  
Exhibitor's showcase  
Luncheon Seminar by Gold supporter (605/606, 101, 102)
- 15:30~16:00 Coffee break & Presentation (Innovation Theater)
- 17:30~17:45 Short Break (Exhibit Hall)
- 17:45~19:30 Let's Chat! "- Special Chat Session" (Exhibit Hall)

**Day 3 Tuesday, November 13 9:00~16:00**

- 10:30~11:00 Coffee break & Presentation (Innovation Theater)
- 12:30~14:00 Lunch break; lunch box will be distributed in Exhibit Hall  
Exhibitor's showcase  
Luncheon Seminar by Gold supporter (605/606, 101, 102)
- 15:30~16:00 Coffee break & Presentation (Innovation Theater)  
Clear away after a coffee break

**Exhibit Space: Industry**

**Size:** 6.125 m<sup>2</sup> (W2475mm×D2475mm)

Two 5-amp power supplies are available per space. (Japanese standard plug only)

For Industry Booth, only the space and power supplies are provided. No exhibit materials are included in the exhibit fee.

**Exhibit Space: Academia**

**Size:** Tabletop space and materials: Space size: 2300 mm x 1200 mm

One 1800 mm x 450 mm table and two chairs will be provided per space. Or can be prepared by Exhibitors' own upon request. (Size needs to be within the space size). Table must not be removed.

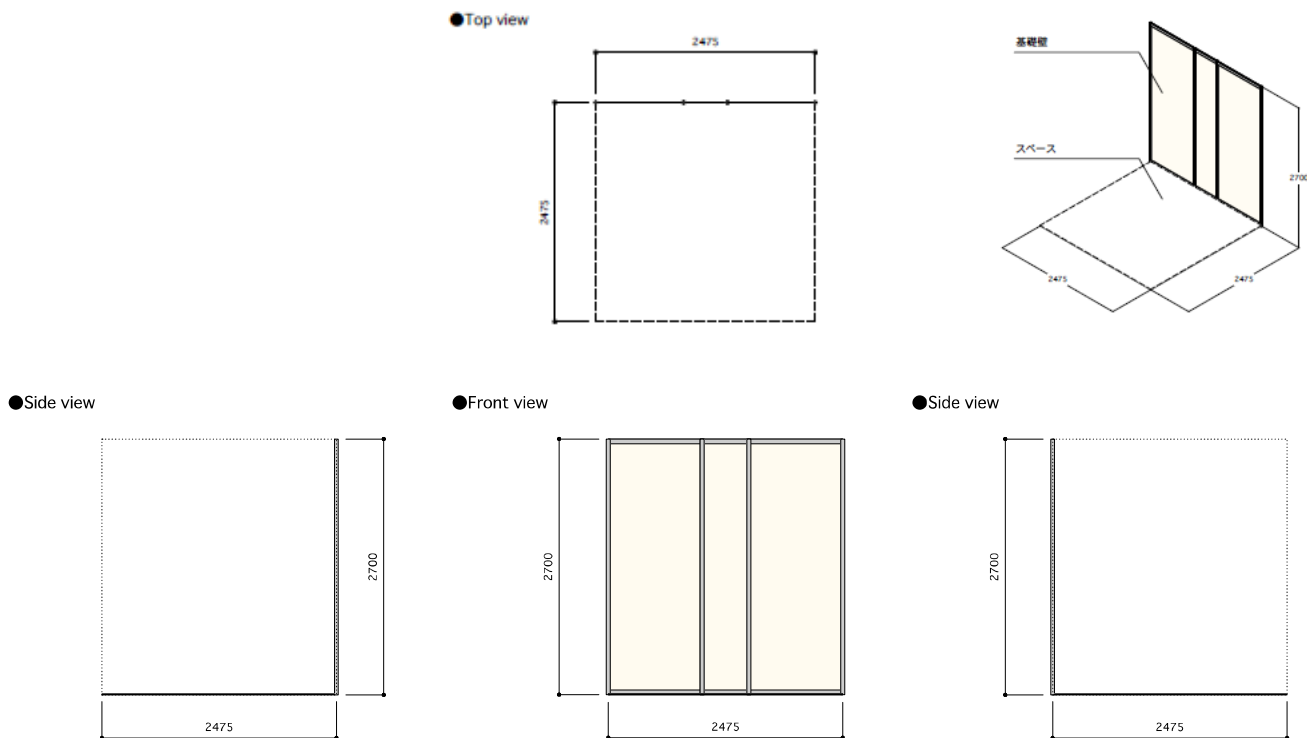
Please place your materials on the table.

One 5-amp power supply is available per tabletop. (Japanese standard plug only).

## **Booth Specifications (Industry only)**

### **(1) Basic Booth (No ordering booth)**

One booth unit: All back panels are available in the booth area.



## **Rental Equipment**

Please visit the DIA Japan exhibit site below link, and if you need any rental equipment, download the

application form and send it to [diajapan2018@branco.jp](mailto:diajapan2018@branco.jp) by e-mail.

<http://diaexhibit.org/rentalequipment>

## **Take Notice**

- 1) The height limit for custom made booth is 2700mm. Additional equipment such as a panel (less than 2300 mm width) may be placed behind the table only so as not to block neighbors' view. Please set the volume to the minimum, if you display image movies. It is prohibited to thumbtack, or tape exhibiting materials on the wall.
- 2) Please set the volume to the minimum, if you display image movies. It is prohibited to thumbtack, or tape exhibiting materials on the wall.
- 3) General Rules & Regulations

All construction institutions must not damage the facilities in the exhibition hall. They are not allowed to drive nails, punch holes, paste adhesives, apply paints or post advertisements within the exhibition hall, on the exterior floor or wall surfaces.

#### 4) Finish Materials

By the venue regulations, Wall Paper Finishing On-site is strictly prohibited.

5. Internet Access: Wi-Fi access is available in the Exhibit Hall.

6. Shipping: You may ship your exhibit items to the address below.

Please indicate as **“For the DIA Annual Meeting Exhibit of Nov 11”** along with your company name and booth number on the shipping invoice as well as the boxes, and also make sure that they should arrive at the venue on **November 10<sup>th</sup> Saturday, no later than 5:00pm**. In terms of storage space for your exhibit materials, you will be charged JPY500 (Including tax) one box for short size (within 1700 mm H/W/D) and JPY1,000 (including tax) for big size (over 1700 mm), per night before November 9<sup>th</sup>. Please pay necessary fee to Hideo Susa or Toyomi Nishizuka when you receive the boxes, then DIA will provide you a receipt and boxes. If you have no cash there, DIA will issue an invoice to you later.

ATTN: Ms. Uchida  
Tokyo Big Sight Service KK  
Conference Tower in Tokyo Big Sight  
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Japan  
Tel: +81.3.5530.1287



You can find a template sheet to be put on your shipping boxes at the last page of this document.

#### 7. Registration and Setup Time

##### ➤ Setup time

You can set up your booth on either of the following schedule.

1) Saturday, November 10 16:00 – 22:00

- Exhibit registration is not open on this day, so please come to the Exhibit Hall directly.

2) Sunday, November 11 9:00 – 11:30

- If you need to have any set-up staff, please contact us for temporary nametags at exhibit registration.

If you need a parking space for large vehicles, please contact us in advance.

➤ Exhibit registration: 9:30am on Day 1, Sunday, November 11  
Entrance Lobby on 1<sup>st</sup> Floor of Conference Tower  
Tokyo Big Sight

➤ Set up route: Please refer to the map attached.(Japanese only)

8. Exit time: You may begin to dismantle your booth after the coffee break on Day 3, 13 Nov. Your exhibit space must be completely cleared by **18:30**.
9. Return Shipment: For domestic shipping in Japan, DIA will arrange “Yamato Corporation desk” in front of the exhibit hall entrance and you can ask Yamato for shipment.  
**But for overseas, shipping COD (Collect on Delivery) is only available.**  
 EMS (Express Mail Service) is available.  
 Please arrange the shipping service appropriately in advance if you need to send some exhibit goods back overseas. The workshop venue and DIA will not arrange for any delivery or pick-up.



10. Registration: The exhibition includes one complimentary full-meeting registration and two booth personnel. Additional booth personnel may be purchased for JPY12,960. All exhibitor delegates (both full-meeting and exhibit booth personnel) must keep their nametags on during the conference. If you do not registered yet your booth personnel, please fill in the attached EBP (exhibit booth personnel form) application form and send it to DIA Japan to register **by Friday, October 12<sup>th</sup>**.
11. Trash/garbage: Any garbage or empty boxes must not be left behind when you clear out your exhibit space.
12. Exhibit Fees: If you have not made the payment, please complete by November 9<sup>th</sup>.
13. Exhibitor’s Profile: Please provide us with your corporate profile which will be printed in a conference final program. Please write in 70 words (or 150 letters in Japanese) with your company name, contact information (including phone/fax number and email) with WORD File, and send it via e-mail **by Friday, October 12<sup>th</sup>** to DIA Japan Office ([Hideo.Susa@DIAglobal.org](mailto:Hideo.Susa@DIAglobal.org))

Should you have any questions, please contact Hideo SUSA at DIA Japan Office.

**Hideo Susa** | Exhibit Consultant | [Hideo.Susa@DIAglobal.org](mailto:Hideo.Susa@DIAglobal.org) | 080-5697-6836 (mobile)

**DIA Japan**

Nihonbashi Life Science Bldg. 6F, 2-3-11 Nihonbashihoncho, Chuo-ku, Tokyo 103-0023 Japan

Tel: +81.3.6214.0574 | Fax +81.3.3278.1313

DIA URL: [DIAglobal.org](http://DIAglobal.org)

# For Exhibit Booth: 15th DIA Japan Annual Meeting 2018

## 第 15 回 DIA 日本年会 展示用荷物

<b>Company Name</b> 御社名	
<b>Booth #</b> ブース番号	
<b>Number of Items</b> 荷物個数	/
<b>Comments</b> 備考	

Send to:  
Attn: Mr. Imazato  
Tokyo Big Sight Service KK  
Conference Tower in Tokyo Big Sight  
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Japan  
Tel: +81.3.5530.1287

宛先:  
〒135-0063 東京都江区有明 3-11-1  
株式会社ビッグサイトサービス 今里様 宛  
会議棟 1F レセプションホール宛 11/11 DIA 利用分  
Tel: 03-5530-1287

# DIA 日本年会「宅急便」搬出マニュアル(会議棟レセプションホール)

開催日:11月11日(日)~11月13日(火)

★ 搬出時の注意事項となりますので、必ずお守り下さい。

<搬出>

11月13日(火)

カウンターへの持ち込みをお願い致します。

14:00よりレセプションホール出入り口付近にて宅急便カウンターを設置いたします。  
返送をご希望の出展社さまは、宅急便カウンターにて発送伝票をご用意しておりますので  
カウンターまでお越し下さい。返送お荷物はすべて**カウンターへのお持込み**となります。  
伝票1番上のご依頼主控えにつきましては、後日お問い合わせの控えとなりますので必ず  
お持ち帰りください。

カウンターにお持込の際には梱包をしていただき、伝票をご記入し貼り付けた上でお持込  
下さい。(品名を具体的にご記入願います。)

- ★ 搬出のお荷物につきましては、しっかりと輸送上問題のないように梱包願います。
- ★ 梱包不備のお荷物につきましては、破損等がありましても責任は負いかねますのでご了承下さい。(外装異常の無い破損荷物につきましては、補償いたしかねますので嚴重な梱包をお願い致します。)
- ★ 精密機器につきましては、メーカー専用箱での発送のみお取扱いいたします。
- ★ ブースに放置されたお荷物の所在につきましては責任は負いかねますので、必ずカウンターへの持ち込みをお願い致します。
- ★ 宅急便規格外のお荷物(3辺合計160cm以上または重さが25kg以上のもの)につきましてはカウンターにて事前にご相談願います。

【その他、事前搬入などのご相談・問合せについて】

**ヤマト運輸株式会社**

〒135-0063 東京都江東区有明1-6-26

東京フロンティア支店 担当:池上

TEL 03-3599-1340