



DIA Japan
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Tokyo 103-0023 Japan
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Email: Japan@DIAglobal.org DIA URL: DIAglobal.org

【 Exhibit Guidelines 】

1. Name: 16th Annual Meeting DIA Japan 2019
2. Time: Sunday, 10 November – Tuesday, 12 November, 2019
3. Venue: 1st floor of Conference Tower in Tokyo Big Sight -Exhibit Hall (Reception Hall)
4. Exhibition Hours:

Day 1 Sunday, November 10 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 11 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 12 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 m² (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.

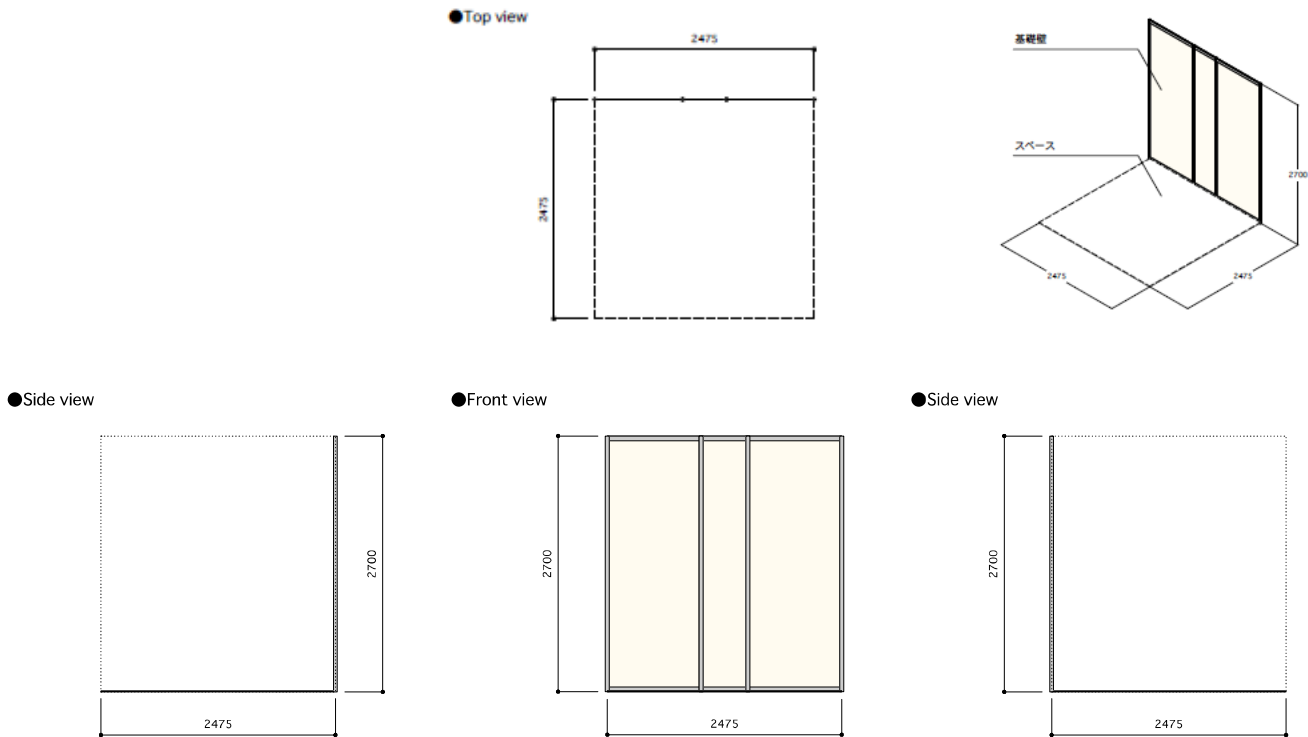
Please place your materials on the table.

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 diajapan2019@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 10”** 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 9th 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 9th. 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. Akiko 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 9 16:00 – 22:00

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

2) Sunday, November 10 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 10
Entrance Lobby on 1st 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, 12 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 JPY13,960. 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 11th**.
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 8th.
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 11th** to DIA Japan Office (hideo.susa@DIAglobal.org)

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

Hideo Susa |Exhibit Consultant | hideo.susa@DIAglobal.org | +81.80.5697.6836 (mobile)
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For Exhibit Booth: 16th DIA Japan Annual Meeting 2019

第 16 回 DIA 日本年会 展示用荷物

Company Name 御社名	
Booth # ブース番号	
Number of Items 荷物個数	/
Comments 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 11/10 DIA 利用分
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