



# 12th DIA Clinical Operations and Monitoring Workshop

July 24-25, 2024

Nihonbashi Life Science Hub | Chuo-ku, Tokyo, Japan

## Company Contact Information

**Exhibiting Company Name** (for signage and directory listing)

**Contact Name** (all correspondence will be sent to the contact information provided below)

**Address Line 1**

**Address Line 2**

**City, State/Province, Postal Code, Country**

**Telephone Number**

**Email Address** (required for confirmation)

## Billing Information

Check here if billing address is the same as the contact's address

**Billing Company Name** (for invoice)

**Contact Name**

**Address Line 1**

**Address Line 2**

**City, State/Province, Postal Code, Country**

**Email Address** (where invoice should be sent)

## Payment Options and Information

Payment may be made by credit card or bank transfer. Please note that exhibit space will not be assigned without payment in full. Companies with an outstanding balance will be prohibited from moving in at the KFC Hall.

**Credit Card** payments by **Visa**, or **MasterCard ONLY**:

**VISA**  **MC**

Cardholder's Name:

Card Number:

Exp. Date:

Signature:

Bank Transfers should be made to:

MIZUHO BANK LTD., Kamiyacho branch, Toranomon 45 MT Bldg,  
5-1-5 Toranomon Minato-ku, Tokyo 105-0001 Japan  
DIA Japan Ordinary Account Number: 1273382  
SWIFT Code: MHCBJPJT

Company name, as well as the Meeting ID 23307 must be included on the transfer document to ensure payment to your account. Payment does not denote approval of your application to exhibit. If application is denied a full refund will be processed. All local and overseas charges incurred for the bank transfer must be borne by payer.

## Contract Signature

The undersigned hereby authorizes DIA to reserve exhibit space in the KFC Hall for use by the above company or organization during the 11th DIA Clinical Operations and Monitoring Workshop. DIA reserves the right in its sole and absolute discretion to reject any application that in its judgment does not enhance the purpose of the 11th DIA Clinical Operations and Monitoring Workshop and its associated Exposition or is in direct competition with DIA. This contract shall be deemed accepted by DIA when received, together with the required payment. However, no contract shall be deemed accepted if the contracting exhibitor has outstanding financial obligations to DIA, of which DIA is aware, for booth space, advertising, or any service(s) provided by DIA.

**Authorized signature**

**Date**

## Exhibit Space Rates and Information

Each 2,300 x 1,700 mm space includes one (1) complimentary full-meeting registration and two (2) exhibit booth personnel registrations. Additional exhibit booth personnel may be purchased for ¥13,200 each (including 10% Consumption Tax). Limit of three (3) additional exhibit booth personnel per booth space. Any additional staff would be required to register as conference attendees.

Booth rental fees also include one (1) 1,800 x 450 mm table, two (2) chairs, one (1) 5A (ampere) electrical outlet, and internet access. Additional expenses associated with the exhibit, including special booths, drayage, lights, phone, carpeting, additional electrical capacity, etc., will be the responsibility of the exhibitor.

### Tabletop Rental Fees:

- 1 tabletop space (¥200,000 + 10% Consumption Tax) = **¥220,000**
- 2 tabletop spaces (¥400,000 + 10% Consumption Tax) = **¥440,000**

Services/Products to be exhibited:

## Cancellation and Downsizing Policy

- Cancellations/Downsizing requests **MUST** be in writing and may be emailed to [japan@DIAglobal.org](mailto:japan@DIAglobal.org).
- Cancellations/Downsizing requests received **on or before**:  
May 24, 2024 will receive a 75% refund.
- Cancellations/Downsizing requests received **on or before**:  
June 24, 2024 will receive a 50% refund.
- Cancellations/Downsizing requests received **after**:  
June 25, 2024 will receive **NO** refund.  
**Booth rental fees are non-transferable.**

**Exhibition Contact:**  
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Fax: +81.3.3278.1313  
email: [japan@DIAglobal.org](mailto:japan@DIAglobal.org)

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