

第21回国際結晶学連合会議

The 21st Congress of International Union of Crystallography

Exhibition Manual

**Saturday, August 23 to Sunday, August 31, 2008
Osaka International Convention Center, Japan**

1. Exhibition Information

[Title]: The 21 st Congress of the international Union of Crystallography

[Congress Period]:

Saturday, August 23 ~ Sunday, August 31, 2008

[Exhibit period and hours]:

Sun., August 24, 9:00~17:00

Mon., August 25, 9:00~17:00

Tue., August 26, 9:00~17:00

Wed., August 27, 9:00~17:00

[Organizing Committee]:

Organization Committee of The 21st Congress of International Union of Crystallography

[Venue]: Osaka International Convention Center (GRAND CUBE OSAKA)

Address: 5-3-51 Nakanoshima, Kita-ku, Osaka 530-0005 Japan

Tel: +81-06-4803-5555 <http://www.gco.co.jp>

[Congress/Secretariat]:

The 21st Congress of International Union of Crystallography Secretariat

c/o Congress Corporation

Mr. Yoshihiko Yamaguchi (in charge of exhibition)

Address: 3-6-13 Awajimachi, Chuo-ku, Osaka 541-0047 Japan

Phone: +81-6-6229-2575 Fax: +81-6-6229-2556 E-mail: iucr2008@congre.co.jp

[Exhibition Secretariat/Inquires about exhibition]:

FUJIYA CO., International division

Mr. Hiro TANAKA

1-14-4 Shiba, Minatoku, Tokyo, 105-0014 Japan

Phone: +81-3-3769-0224 Fax: +81-3-3769-3105 E-mail: h-tanaka@fujiya-net.co.jp

[Inquires about shipping and customs clearance]:

KSA International Co., Ltd.

Address: 13 Mibutakahicho, Nakagyou-ku, Kyoto 604-8824 Japan

Phone: +81-75-802-2107 Fax: +81-75-802-2110 E-mail: international@ksa.co.jp

2. Schedule

		9:00	13:00	15:00	17:00	19:00	20:00	21:00
Sat., August 23	Making standard booth construction/ Exhibit installation		Type A set-up	Type B set-up	Exhibit items installation	Adjustment		
Sun., August 24		8:30OPEN	9:00~ start	17:00				
Mon., August 25		8:30OPEN	9:00~ start	17:00				
Tue., August 26		8:30OPEN	9:00~ start	17:00				
Wed., August 27		8:30OPEN	9:00~ start	17:00				
Wed., August 27	Exhibit removal, booth disassembly				Exhibit removal, booth disassembly			

*If you would like to work after the schedule time, please report to the information desk by 15:00 of that day (with your charge)

3. Exhibit Installation and Removal

[Date and Time] Exhibit installation: Sat., August 23 15:00~19:00

Exhibit removal: Wed., August 27 17:00~

Delivery: Sat., August 23 15:00~19:00 no later than this date and time

(Please refrain from sending in advance or in recipient's absence.)

- For exhibit transportation, use only the designated service entrance and exit.
- For making exhibit installation smooth, the time schedule for the respective exhibitor will be contacted later. Each vehicle transporting an exhibit must bear a permit, with the required information and place it inside the vehicle in such a way that it is visible from the outside. Appreciate your cooperation following the guide staff instruction to make your work smooth.
- Vehicle must not be stopped or parked for an extended period in front of the service entrance/exit, vehicles must be moved to the parking as soon as off-loading is completed.
- Vehicles which are less than 2.1m high will be parked at the 2nd, 3rd floor of basement. (with your charge)
- Vehicles which are over 2.1m will be parked in the neighborhood parking of the Event hall.

Entrance	Vehicles height	under 3.6m
Parking	Vehicles height	less than 2.1m -- 2nd, 3rd floor at the basement 500JPY/1h Over 2.1m -- neighborhood parking

- Carts for transporting exhibits must be prepared by the respective exhibitors. Carts users are requested to take appropriate care not damage the carpeting in the exhibition hall.
- For exhibit transportation, it will be required using elevator.
- Should any damages be caused in the hall interior or to the exterior facilities, during transportation of exhibits, the Secretariat will require the responsible parties to pay, at a later date, for the repair of all damages incurred.
- The installation of particularly heavy exhibits must be carried out with great care, with protective materials, such as plywood sheets, laid out on the floor.
- In principle, during the Exhibition period, exhibit transportation in and out of the hall is prohibited. Exhibit transportation that has become necessary during the Exhibition period must be declared to the Exhibition Secretariat and may be carried out only upon approval from the Secretariat.
- The hours for installation must be observed without exception. If over work occurred, the Secretariat will require the responsible parties to pay the overtime venue hire fee.

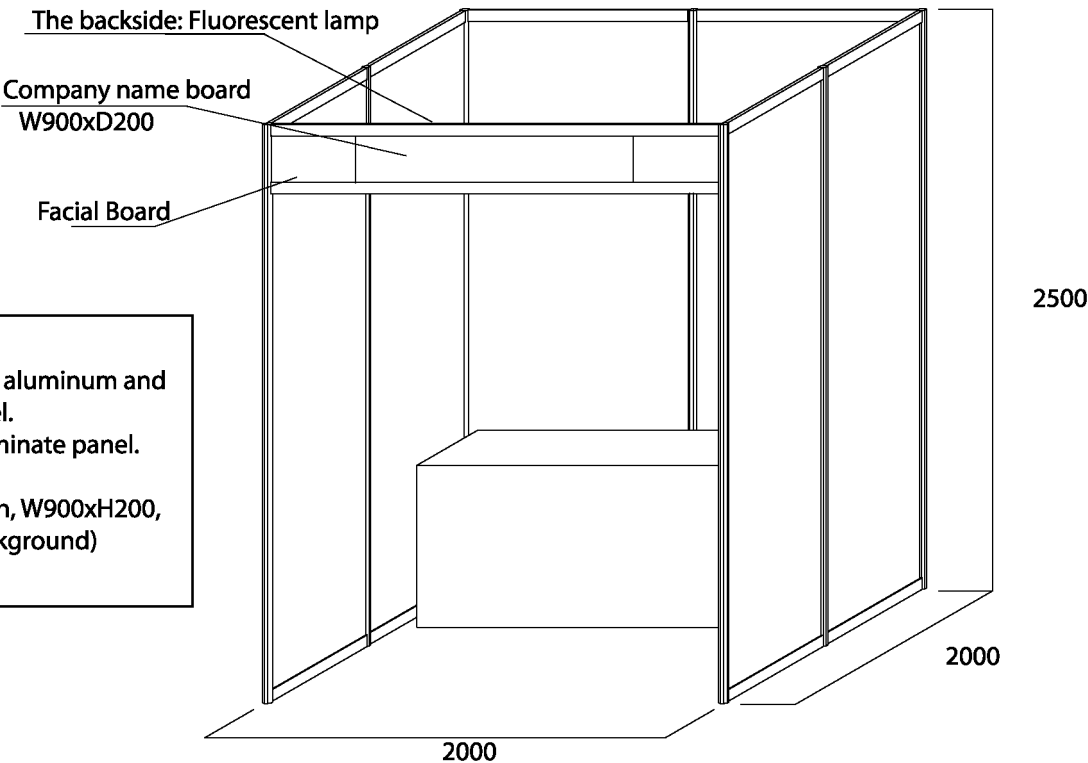
4. Venue Management and Post-event Arrangement

- The respective exhibitors are responsible for the management of their exhibits. The Organizers shall not be responsible under any circumstances for the theft, loss or damage of exhibits. Exhibitors are advised to insure their exhibits or take other measures for precaution.
- Please note that the secretariat will not page or forward call to anyone inside the hall during the exhibition.
- In principle, respective exhibitors are responsible for the treatment or disposal of used packaging and other materials resulting from booth preparation and decoration, exhibit transportation and other related tasks.
- To complete the exhibit removal, respective exhibitors must return their rented booth space to its original, completely vacant state. Nothing, including waste material, may be left behind.

5. Types of Booth (Single Booth)

Booth Type A

W2000mm×D2000mm×H2500mm

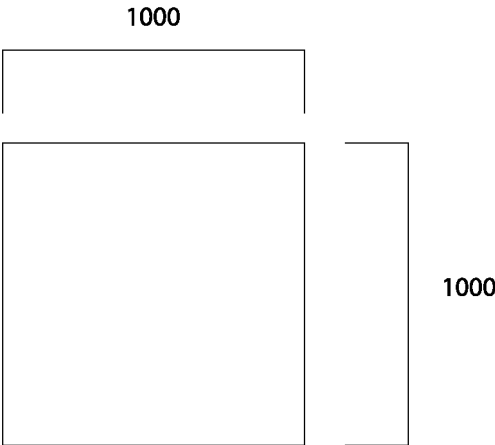


Package Booth

- Package booth is framed with aluminum and assembled with a built-in panel. The panel is made of white laminate panel.
- Fluorescent Lamp (40W) x 1
- Company name board (English, W900xH200, black gothic text on white background)
- Table W1800×D900

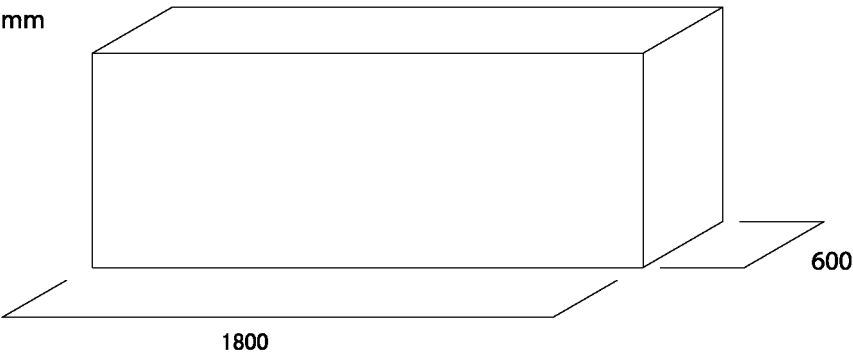
Booth Type B

W1000mm×D1000mm



Publications Stand

W1800mm×D600mm×H700mm



6. If Setting up Your Booth on Your Own

■ If you are planning to set up the booth on your own, please make note of the following:

- Package booth has a built-in panel (Plywood with a white wallpaper finish) so you cannot use nails or pins.
- If you would like to set up on your own, complete and submit Documents for submittal 1 "Confirmation to the Exhibition Secretariat."
- The max. height of the booth is H2,500mm.
- Regulations and procedures concerning fire codes are very strict. See Fire precautions under section of 11. "Other Precautions".
- It is strictly forbidden to attach anything to the floor, walls, columns, windows or other structural members of the hall itself (not your booth), using rivets, anchors, nails, resin, tape, wire, etc
- If carpeting is part of your display, please do not lay the carpet directly on the floor. Add sealed plywood or other protection before laying the carpet.

7. Electrical Work

- Cabling of the requested capacity will be run to your booth.
- Exhibitors who need electric power supply should fill out the total power demand required on Documents for submittal 2 "Request for Power Supply".
- Only the following 3 types of power supplies are available. 100V AC, 60 Hz • 200V AC, 60 Hz • 3Φ200V AC, 60 Hz
Other supplies require a transformer. Please contact the Exhibition Secretariat if you need one.
- Electricity supply starts at 14:00 on August 23.
- Organization Committee and Exhibition Secretariat will assume no responsibility whatsoever for damage to exhibited items, decorations or other property caused by power outage or voltage drop originating in the power supply. Install protective devices of sufficient capacity at your own discretion.
- Wiring work must be performed by a licensed electrician under the Electrical Work Law.
- The expense of requested electrical work will be billed by Fujiya Co., Ltd. at a later date. Please make a payment within the time limit.

8. Telephone Line

If you require a telephone line, please complete and submit Documents for submittal 3 "Request for options" with a picture of the location.

- phone lines will be shared, security or connection speed will not be guaranteed.
- The expense of requested telephone line work will be billed by Fujiya Co., Ltd. at a later date.
Please make a payment within the time limit.

9. Rental

- If you require a rental, please complete and submit Documents for submittal 3 "Request for options"
- The expense of requested construction or engineering work will be billed by Fujiya Co., Ltd. at a later date.
Please make a payment within the time limit.

10. Name Card (For Exhibitors)

The secretariat will distribute requested number of name cards on the exhibit installation day.
Please come to the exhibition information desk.

11. Other Precautions

《CAUTION》

- Maximum floor weight: 1,000 kg/m² (If your display includes heavy items, please lay particle board or plywood in order to protect the floor)
 - You are responsible for cleaning inside your booth.
 - Smoking is prohibited in the hall. Please smoke at designated smoking areas where ashtrays are set up.
 - Please do not schedule express mail delivery any time you or someone else will not be able to receive the delivery.
 - Because of limited storage space and security problems, the secretariat will not sign for any delivery by express mail that arrives before the specified delivery acceptance date and time.
 - Noise restriction: Please respect those around you by keeping the noise level at your booth to a reasonable level.
- If a complaint is received, you may be asked to stop your demonstration or quit using a microphone.

《Prohibitory action matters》

- FIRE PRECAUTIONS...If you violate any of the following, you may be required to modify or disassemble your booth entirely, or remove hazardous articles.
 - ① Fireproof labeling...all plywood, textiles, carpeting, curtains, tablecloths and the like must be fireproof. It is strictly prohibited to use anything that does not bear a fireproof label.
 - ② Ceiling coverings...It is strictly prohibited to construct ceilings or coverings over your booth.
- HAZARDOUS SUBSTANCES PROHIBITED IN THE HALL ...The following acts are prohibited in the hall under local fire codes.
 - ① Smoking (Except for areas where ashtrays are set up)
 - ② Use of live flames (Equipment that produces flames or sparks, electric heaters with exposed nichrome wires, kerosene heaters, etc.)
 - ③ Introducing petroleum liquefied gas or high-pressure gas
 - ④ Introducing hazardous substances (Gasoline, kerosene, machine oil, compressor oil, etc.)
 - ⑤ Introducing hazardous articles (Nuclear fuel, explosives, etc.)

12. Changes or Additions to These Rules

If you discover anything not specified in these rules or should you object to anything stated herein, exhibitors should abide by the decisions of the organizers and the exhibition secretariat. The secretariat reserves the right to change or add to these rules if deemed necessary for the purpose of the exhibition. You will be informed of any changes or additions.

13. Documents for Submittal

Documents for Submittal	Deadline	Who must submit	Where to send it
Documents for submittal 1 Confirmation	Mon., July 28	All exhibitors	Fujiya Co., Ltd.
Documents for submittal 2 Request for Power Supply	Mon., July 28	Only if required	Fujiya Co., Ltd.
Documents for submittal 3 Request for Options	Mon., July 28	Only if required	Fujiya Co., Ltd.

Submit to: Exhibition Secretariat, Fujiya Co., Ltd. Attn: Mr. Hiro TANAKA
1-14-4 Shiba, Minatoku, Tokyo, 105-0014 Japan

Fax: +81-3-3769-3105 Phone: +81-3-3769-0224 E-mail: h-tanaka@fujiya-net.co.jp

Company Name				Booth No.
Address	〒			
TEL		FAX		
Person in charge				
E-mail				

* * Booth Type A. B * *

■ Item exhibited ■ Please declare the size and the weight if there is a heavy item.

	Numbers of vehicles		
	Big/Heavy item	Yes	No

* Lay particleboard or other protective material on the floor before installing heavy items.

■ Setting up your booth on your own ■

Yes • No If Yes, indicate the carrier name.	Carrier Name :		
	Person in charge :	Contact address & number :	

■ Power supply ■

Yes • No	If "Yes", please fill out and submit Document for submittal 2 "Request for power supply". It is option .(with your charge)
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■ Name Card ■

pcs.	How many name cards do you want?
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* * Booth Type A * *

■ Company name board ■ W900×H200mm, English, black gothic font text on white background

Yes • No	Manuscript :	e. g. FUJIYA CO., LTD.
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■ Facial Board ■

Yes • No	Please choose "Yes" if you prefer the basic package.
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■ Table ■

Yes • No	Please choose "Yes" if you prefer the basic package.
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**Documents for
Submittal 2**

The 21st Congress of International Union of Crystallography

Request for Electrical Power Supply Deadline: July 28, 2008

Submit to: Exhibition Secretariat, Fujiya Co., Ltd. Attn: Mr. Hiro TANAKA

1-14-4 Shiba, Minatoku, Tokyo, 105-0014 Japan

Fax: +81-3-3769-3105 Phone: +81-3-3769-0224 E-mail: h-tanaka@fujiya-net.co.jp

Company Name				Booth No.
Address	〒			
TEL		FAX		
Person in charge				
E-mail				

*** * Booth Type A. B. and Publication Stand * ***

■ Power supply

Please indicate the total power demand.

Typs	Total Capacity
Electricity Single-phase 100V, 60 Hz	W
Electricity Single-phase 200V, 60 Hz	W
Electricity Three-phase 200V, 60 Hz	W

<Expense for electrical work> excl., 5% consumption tax

Single-phase 100V...¥6,000 for every 500w

Single&, Three-phase 200V...¥10,000 for every 500w

Cabling of the requested capacity will be run to your booth by the Exhibition Secretariat.

■ Location of power supply

Please request an outlet if you haven't arranged a licensed electrician.

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The 21st Congress of International Union of Crystallography

Request for Options

Deadline: July 28, 2008

Submit to: Exhibition Secretariat, Fujiya Co., Ltd. Attn: Mr. Hiro TANAKA
1-14-4 Shiba, Minatoku, Tokyo, 105-0014 Japan

Fax: +81-3-3769-3105 Phone: +81-3-3769-0224 E-mail: h-tanaka@fujiya-net.co.jp

Company Name				Booth No.
Address	〒			
TEL		FAX		
Person in charge				
E-mail				

NO.	ITEMS	PRICE	QTY.	AMOUNT
1	Desk and chairs set Glass square table/white chair(one table,four chairs)	¥28,000		
2	Table (white laminate) W900xD600xH700mm	¥4,500		
3	Information counter W900xD450xH800mm	¥9,000		
4	Round table (white decoration) φ 750xH700mm	¥7,000		
5	Counter chair (white) φ 350xSH550xH750mm	¥5,000		
6	Counter chair (white) φ 350xSH700xH900mm	¥5,000		
7	Stacking chair	¥6,500		
8	Business card case	¥3,000		
9	Catalog stand (A4, 12 shelves)	¥9,000		
10	Countertop catalog stand (A4)	¥4,500		
11	Shelf unit W900xD300xH1800mm	¥6,000		
12	Vacuum cleaner 10L 950w	¥11,000		
13	Dustbin W430xD320xH670mm	¥4,500		
14	Folding chair	¥800		
15	White tablecloth	¥800		
16	Plant (Large)	¥3,500		
17	Plant (Medium)	¥2,500		
18	Plant (Small)	¥2,000		
19	Arm spotlight (including installation fee) 100w *require a diagram for the location	¥2,500		
20	Clip spotlight (including installation fee) 100w *require a diagram for the location	¥2,500		
21	Outlet Electricity Single-phase 100v,60Hz up to 500w	¥2,500		
22	Outlet Electricity Single-phase 100v,60Hz up to 1000w	¥5,000		
23	Outlet Electricity Single-phase 100v,60Hz up to 1500w	¥7,500		
24	LAN line *require a diagram for the location	¥35,000		

excl., 5% consumption tax

*For exhibitors who would like to request rentals that need electricity, please fill out and submit Documents for submittal 2 Request for Power Supply .

*Please contact Fujiya Co., Ltd. regarding other items for rental.