

JACLaS EXPO 2015

Japanese Association of Clinical Laboratory Systems

Outline of EXPO and Important Points for Prospective Exhibitors

Outline of EXPO

Title	JACLaS EXPO 2015
Dates	October 8 (Thu) ~ 10 (Sat) 2015
Venue	Pacifico Yokohama, Exhibition Halls A, B, C Minato Mirai 1-1-1, Nishi-ku, Yokohama 220-0012, Japan Tel.: 81-45-221-2166 (Transportation Guide) 81-45-221-2155 (General Information)
Hosting organization	Japanese Association of Clinical Laboratory Systems
Entrance	Free of charge
Objectives of EXPO	<ol style="list-style-type: none"> To contribute to the further development of clinical testing as well as the medical treatment and welfare of people by providing appropriate information on clinical laboratory instruments, reagents, and systems to medical institutions and medical professionals. To provide an arena for providing information on state-of-the-art clinical laboratory system technologies that will be disseminated throughout Japan and all over the world.
EXPO size details	<ol style="list-style-type: none"> 500 ~ 550 exhibition booth spaces No. of exhibiting companies: 100
Supporting organizations (expected)	<p>Japan Analytical Instruments Manufacturers' Association (JAIMA) Japan Association of Clinical Reagents Industries (JACRI)</p>

EXPO Schedule from Feb 2015

• Orientation meeting for prospective exhibitors	Feb 6 (Fri) SYD Hall
• Deadline for exhibitor applications	Apr 24 (Fri)
• Deadline for payment for booth spaces	Jun 1 (Mon)
• Booth space lottery drawing	Jun 16 (Tue) SYD Hall
• Deadline for submission of drawings (optional)	Aug 21 (Fri)
• EXPO preparations (decoration of booths)	Oct 6 (Tue)
• EXPO preparations (bringing in equipment)	Oct 7 (Wed)
• EXPO	Oct 8 (Thu) ~ 10 (Sat)
• Equipment removal	Oct 10 (Sat)

Exhibitor Application-related Matters

1. Items for exhibition

Clinical laboratory instruments, reagents, systems and other related products.

2. Exhibition charges, basic booth space specifications

(1) • Discount on exhibition charges with JACLaS membership (Annual membership fee: ¥20,000)

• Address membership inquiries to JACLaS Exhibition Office

(2) Basic booth space sizes, booth space charges (per booth space)

Type	Dimensions: frontage x depth x height (mm)	Space charges (Excl. consumption tax)	
		Member	Non-member
A	2,000 x 2,000 x 2,700	¥100,000	¥130,000
B	3,000 x 3,000 x 2,700	¥200,000	¥250,000

Note: 1. Electrical wiring work, electricity usage, equipment and other charges will be billed later.

2. The above charges are for reference only. Once finalized, charges will be displayed on the JACLaS website.

(3) When applying for 4 or more booth spaces of the B type, calculate the number of booth spaces, area and desired exhibition size with reference to the attached Exhibition Size by Number of Booth Spaces chart. Considering the desired size to be a square with an area of 9 m² times the number of booth spaces and a side length of 3 m, 6 m or 9 m, (multiples of 3) take the measurements of the other sides to be the area divided by such side lengths to the first decimal place.

Example: For 5 booth spaces of the B type (45 m²)

1) 3 m x 15 m (possible) 2) 6 m x 7.5 m (possible)
3) 9 m x 5 m (possible) 4) 12 m x 3.75 m (not possible) ...

(4) If you need a booth space height up to the limit of 6 m (applying for 20 or more B type booth spaces, 2 stories not possible) indicate this in the Exhibitor Application Form.

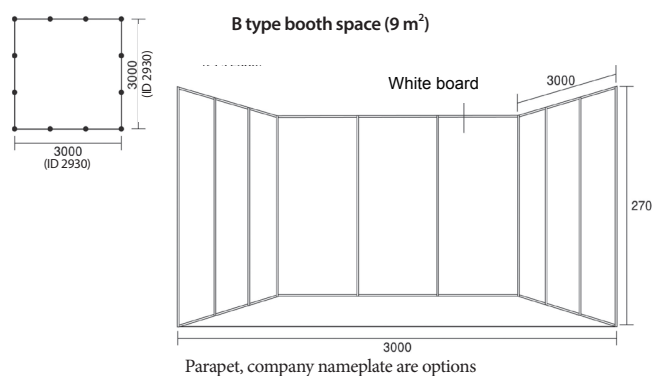
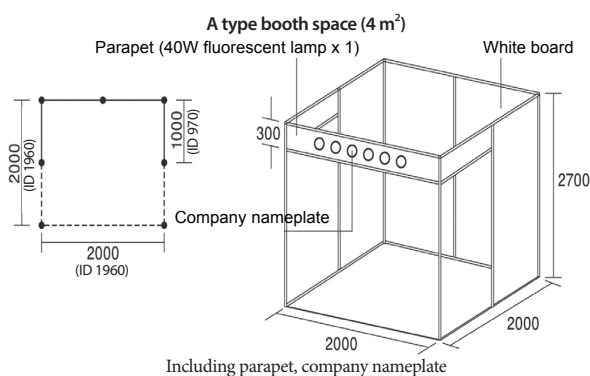


Fig. 1 Basic Booth Space Drawings

3. Points to Note for Applications

- (1) Address applications to:
JACLaS EXPO 2015 Exhibition Office
Japanese Association of Clinical Laboratory Systems
6th Fl. Y.U. Bldg., Hongo 3-19-6,
Bunkyo-ku, Tokyo 113-0033, Japan
Tel. 81-3-3830-0920
Fax 81-3-3830-0921
E-mail: info@jaclas.or.jp
- (2) **Deadline for applications: April 24 (Fri) 2015**
Note: In the event that a company applies later than the deadline due to unavoidable circumstances, it will be ranked lower in the lottery for booth spaces.
- (3) An assignment of booth spaces will be prepared by the JACLaS EXPO 2015 Exhibition Office in consideration of the overall layout of the venue and sent to applicants beforehand. The official assignment of booth spaces will be determined by lottery afterwards. If you are unable to attend the lottery drawing, please note that it will be conducted fairly by the Exhibition Office.
- (4) **Booth Space Lottery Drawing and Orientation Meeting for Exhibitors: June 16 (Tue) 2015; venue: SYD Hall**
- (5) Assignment of booth spaces will be conducted completely by lottery, separately for the similar size of booth space.

4. Points Regarding Payment of Exhibition Charges

- (1) Account for payment
Name of Account : Japanese Association of Clinical Laboratory Systems
Bank : Bank of Tokyo-Mitsubishi UFJ,
Hongo Branch (Branch No. 351)
Account No. (Ordinary Account): 0115331
Swift Code : BOTKJPJT
- (2) **Deadline for payment: June 1 (Mon) 2015**
(Bank transfer charges to be borne by exhibitor)
- (3) With the payment of exhibition charges, the application for booth space will be treated as official. After booth space assignment has been finalized, it will not be possible to cancel an exhibit or change the number of booth spaces. However, in the case of complete (or partial cancellation) of an exhibit due to unavoidable circumstances, the following cancellation charges will apply.
 - Up to date of Booth Space Lottery Drawing:
50% of exhibition charge
 - After date of Booth Space Lottery Drawing:
100% of exhibition charge

5. Points Regarding Electricity Usage and Electrical Work

- (1) Electricity usage
Indicate any needs for electricity on the Power Supply Application Form distributed at the Booth Space Lottery Drawing. Wiring work and electricity charges will be billed by the basic booth space provider after the EXPO.
* Electricity charge rate:
¥6,000 per 0.5kW (excluding consumption tax) (expected)
Power supplies available: Single phase, 100V, 50Hz
Single phase, 200V, 50Hz
Three-phase, 200V, 50Hz
- (2) Electrical work
Primary work: Wiring work for each booth depending on amounts of power applied for, carried out by Exhibition Office.
Secondary work: Wiring work in individual booths for which exhibitors are responsible. Engage a qualified electrical installation provider for this work.

6. Exhibit and Booth Decoration-related Work Items

- (1) Booth decoration and exhibit carrying in schedules
Booth decoration date : Oct 6 (Tue) 2015
Exhibit carrying in date : Oct 7 (Wed) 2015
Exhibit removal date : Oct 10 (Sat) 2015
 - (2) Basic booth space specifications (**Refer to Fig. 1**)
 - Wall partitions made using system panels will be installed for basic booth spaces. System panels will not be used where a booth space does not adjoin another booth space (next to aisle, etc.)
 - Basic booth spaces do not include carpeting, fixtures and fittings or electrical equipment. Exhibitors should provide such items themselves. Detailed information will be given at the Booth Space Lottery Drawing.
 - The A type booth space includes a parapet and a company nameplate. Please inform us if they are unnecessary. Owing to layout constraints, applications will only be accepted for up to six of the A type booth space arranged side-by-side.
 - Panels may not be installed using nails or tacks. The Exhibition Office will lend you a chain with hooks.
 - It is OK to use weakly adhesive double-sided tape and cut-out stickers but please leave everything in its original state when you remove your exhibit.
 - Please note that exhibitors will be charged for any damage to system panels.
- Note: Height and wall limitations for decorated booth spaces as well as information regarding booth decoration, installation work, flooring work and plumbing work will be published on the JACLaS website by April.

7. Important Points during EXPO

- (1) Sound volume for oral and video explanations
 - Regarding the sound volume for oral and video explanations, the level measured in the center of the aisle should not exceed 70dB. Please make efforts to avoid disturbing exhibitors in adjoining booths.
 - The standing position of the oral presenter is 2 m within the booth from the aisle. (Therefore, oral explanations are not possible for the A type booth space) (**Refer to Fig. 2**)
- (2) Distribution of advertising material, aisle occupancy (**Refer to Fig. 2**)
 - The standing position for distributing advertising material should not exceed 1 m into the aisle from the booth.
 - Please ensure that visitors to your booth or company staff do not stand beyond the midpoint of the aisle.

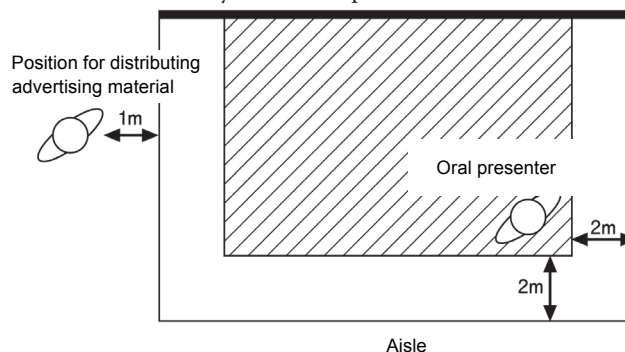


Fig. 2 Positions for Oral Presenters and Staff Distributing Advertising Material

- (3) Use of Internet
 - If you need a communications line for the Internet to be installed for the period of the EXPO, follow the application procedure in the material distributed at the Booth Space Lottery Drawing.
 - A wireless LAN will be provided for EXPO visitors in the concourse on the 2nd floor of the exhibition halls.
- (4) Rental of waiting rooms
 - During the period of the Expo, waiting rooms will be provided according to the details given below. Availability

will be limited and if there are too many applicants, rooms will be assigned by lottery.

- Room locations will also be determined by lottery.

(Rental details)

Rental charge: ¥80,000 ~ ¥300,000

(Excluding consumption tax)

Period: October 7 (Wed) ~ 10 (Sat) 2015 (4 days)

Equipment: Table, chairs (other equipment to be provided by exhibitors themselves)

Application deadline: April 24 (Fri) 2015 (Same as deadline for exhibitor applications)

Note: Rental charges will be billed after the lottery drawing.

(5) Advertising events staged by companies during EXPO

- The presentation of products in venue waiting rooms or conference rooms of nearby hotels or by means of displays on vehicles is forbidden.

(6) Exhibition of unapproved medical devices

- Those wishing to exhibit unapproved medical devices should submit the “Application to Exhibit Unapproved Medical Device Form” distributed at the Booth Space Lottery Drawing, by the deadline. A “Request to Exhibit Form” will be also issued. If a Request to Exhibit form is required in addition to the “Certificate for Import of Medicines or Medical Devices” to pass through customs, please indicate the required number of extra copies separately. Also, please take adequate care in filling out forms because if there are problems at the customs inspection, such as a mistake in the product name, it will not be possible to issue another Request to Exhibit Form once the deadline has passed. Pharmaceuticals and Medical devices must be in compliance with article 68 of the Law Governing the Quality, Efficacy and Safety of Pharmaceuticals and Medical Devices (Pharmaceuticals and Medical Devices Act; former Pharmaceutical Affairs Law). Please make inquiries to the relevant government ministry and offices regarding legislation applying to the product to be displayed.

[Points for attention regarding exhibits]

- Exhibitors should take care with regard to the display of unapproved medical devices because it is against the law to advertise them in the same manner as already approved devices. For instance, the following are prohibited in principle.
 - i) Presentation of unapproved products using a microphone tape recorder or other amplifying device with a speaker.
 - ii) Displaying unapproved products more prominently than approved ones using special lighting, etc.
- It was reported that acts such as the above were observed at last year’s JACLaS EXPO. Please take great care to avoid such acts.

(7) Provision of drinks or novelties in booths

- Drinks (excluding alcohol) and individually wrapped food items only may be provided in an area of the booth space set up for this purpose. Candy, however, may be made available anywhere in the exhibitor’s booth.
- Regarding the cost and types of novelties that may be provided, exhibitors should adhere to the rules of the respective organizations that they are members of.

8. Preservation of Exhibits and Facilities

- While the Exhibition Office will exercise the utmost care in the management of exhibits during the EXPO, it will not be responsible in the case of damage to or loss of exhibits due to unforeseen circumstances such as natural disasters, fires or theft.
- If an exhibitor causes damage to the exhibition building or its equipment, whether intentionally or by accident, they must report such damage promptly to the Exhibition Office and take appropriate action with respect to such damage and assume responsibility for it.
- For detailed information on actions to be taken, refer to the materials distributed at the Booth Space Lottery Drawing.

9. Public Relations Matters

- We will make a poster for the EXPO and distribute it to the respective facilities.
- It is planned to make a list of the products on display and distribute it to visitors to the EXPO. A guide to the listing of products will be provided to exhibitors during May.
- A letter giving details of the EXPO will be prepared for sending to exhibitors. If you wish to receive one, submit an application at the Booth Space Lottery Drawing.

10. Other Matters for Attention

- During the period of the EXPO, exhibitors cannot engage in other activities of their own.
- Taking photographs of things in the exhibition hall other than exhibitors’ own booths is forbidden. Exhibiting companies should thoroughly instruct their staff regarding this.
- Exhibitors should take their trash away from the venue for disposal.

11. Contact Details

JACLaS EXPO 2015 Exhibition Office
 Japanese Association of Clinical Laboratory Systems
 6th Fl. Y.U. Bldg., Hongo 3-19-6,
 Bunkyo-ku, Tokyo 113-0033, Japan
 Tel. 81-3-3830-0920
 Fax 81-3-3830-0921
 E-mail: info@jaclas.or.jp

<Attachment>

Exhibition Size by Number of Booth Spaces (B type applications for 4 or more booth spaces only)

B. Spaces	Area (m ²)	Side length (m)									
		3	6	9	12	15	18	21	24	27	30
4	36	12	6	4	3	2.4	2	1.7143	1.5	1.3333	1.2
5	45	15	7.5	5	3.75	3	2.5	2.1429	1.875	1.6667	1.5
6	54	18	9	6	4.5	3.6	3	2.5714	2.25	2	1.8
7	63	21	10.5	7	5.25	4.2	3.5	3	2.625	2.3333	2.1
8	72	24	12	8	6	4.8	4	3.4286	3	2.6667	2.4
9	81	27	13.5	9	6.75	5.4	4.5	3.8571	3.375	3	2.7
10	90	30	15	10	7.5	6	5	4.2857	3.75	3.3333	3
11	99	33	16.5	11	8.25	6.6	5.5	4.7143	4.125	3.6667	3.3
12	108	36	18	12	9	7.2	6	5.1429	4.5	4	3.6
13	117	39	19.5	13	9.75	7.8	6.5	5.5714	4.875	4.3333	3.9
14	126	42	21	14	10.5	8.4	7	6	5.25	4.6667	4.2
15	135	45	22.5	15	11.25	9	7.5	6.4286	5.625	5	4.5
16	144	48	24	16	12	9.6	8	6.8571	6	5.3333	4.8
17	153	51	25.5	17	12.75	10.2	8.5	7.2857	6.375	5.6667	5.1
18	162	54	27	18	13.5	10.8	9	7.7143	6.75	6	5.4
19	171	57	28.5	19	14.25	11.4	9.5	8.1429	7.125	6.3333	5.7
20	180	60	30	20	15	12	10	8.5714	7.5	6.6667	6
21	189	63	31.5	21	15.75	12.6	10.5	9	7.875	7	6.3
22	198	66	33	22	16.5	13.2	11	9.4286	8.25	7.3333	6.6
23	207	69	34.5	23	17.25	13.8	11.5	9.8571	8.625	7.6667	6.9
24	216	72	36	24	18	14.4	12	10.286	9	8	7.2
25	225	75	37.5	25	18.75	15	12.5	10.714	9.375	8.3333	7.5
26	234	78	39	26	19.5	15.6	13	11.143	9.75	8.6667	7.8
27	243	81	40.5	27	20.25	16.2	13.5	11.571	10.125	9	8.1
28	252	84	42	28	21	16.8	14	12	10.5	9.3333	8.4
29	261	87	43.5	29	21.75	17.4	14.5	12.429	10.875	9.6667	8.7
30	270	90	45	30	22.5	18	15	12.857	11.25	10	9
31	279	93	46.5	31	23.25	18.6	15.5	13.286	11.625	10.333	9.3
32	288	96	48	32	24	19.2	16	13.714	12	10.667	9.6
33	297	99	49.5	33	24.75	19.8	16.5	14.143	12.375	11	9.9
34	306	102	51	34	25.5	20.4	17	14.571	12.75	11.333	10.2
35	315	105	52.5	35	26.25	21	17.5	15	13.125	11.667	10.5
36	324	108	54	36	27	21.6	18	15.429	13.5	12	10.8
37	333	111	55.5	37	27.75	22.2	18.5	15.857	13.875	12.333	11.1
38	342	114	57	38	28.5	22.8	19	16.286	14.25	12.667	11.4
39	351	117	58.5	39	29.25	23.4	19.5	16.714	14.625	13	11.7
40	360	120	60	40	30	24	20	17.143	15	13.333	12

Note: Lengths in cells shaded with oblique lines are not possible due to shape of exhibition hall

JACLaS EXPO 2015

Japanese Association of Clinical Laboratory Systems

Exhibitor Application Form

Application date:

We apply to exhibit in the JACLaS Expo 2015.

We agree to observe the application and any other requirements of JACLaS.

1. Exhibitor information

Exhibiting company name			
Person responsible for exhibit			
Dept./Sect.		Position	
E-mail		Name	
Contact person (Contact for Exhibition Office, person to whom invoices should be sent)			
Dept./Sect.		Position	
E-mail		Name	
Address	Zip		
TEL		FAX	

2. Application details

(For form completion procedure refer to Outline of Expo and Important Points for Prospective Exhibitors)

Booth requirements			
Booth space	Type	Booth space(s)	When 4 or more booth spaces of B type are needed, indicate desired size. [Desired size] m x m
Exhibition charge	(Incl. tax) x Booths ...Exhibition charge: (Incl. tax)		
Decorated height	<input type="checkbox"/> Decorated height of 6 m needed (20 B type booth spaces or more)		
Waiting room	<input type="checkbox"/> Waiting room needed <input type="checkbox"/> Waiting room not needed		

3. Major items to be exhibited

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Send applications to: (E-mail) info@jclas.org.jp

<Deadline: April 24 2015>

Confirmed receipt of exhibition fee makes application official. Invoices sent from end of April onwards

For inquiries

JACLaS EXPO 2015 Exhibition Office

Japanese Association of Clinical Laboratory Systems.

6th Fl. Y.U. Bldg., Hongo 3-19-6, Bunkyo-ku, Tokyo 113-0033, Japan

TEL: 81-3-3830-0920 FAX: 81-3-3830-0921

E-mail: info@jclas.or.jp URL: <http://jclas.or.jp>

Remarks