

The 3rd UNISEC-Global Meeting

March 10, 2015

UNISEC-Global Office

Exhibition Manual

1. Exhibition Period (3 days)

- July 3 (Friday), 2015 09:00 – 17:30
- July 4 (Saturday), 2015 09:00 – 17:30
- July 5 (Sunday), 2015 09:00 – 16:00

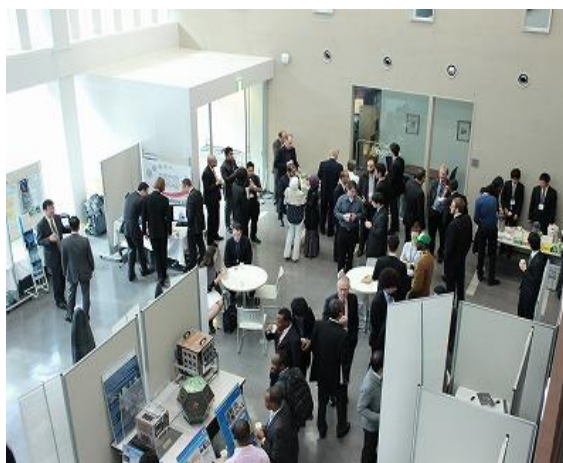
(* The exhibition time may be subject to change. Please contact the office for more information.)

2. Exhibition Place

Takeda Frontier Science Building (Takeda Hall 5F),
The University of Tokyo,
2-11-16 Yayoi, Bunkyo-ku, Tokyo 113-8656, Japan

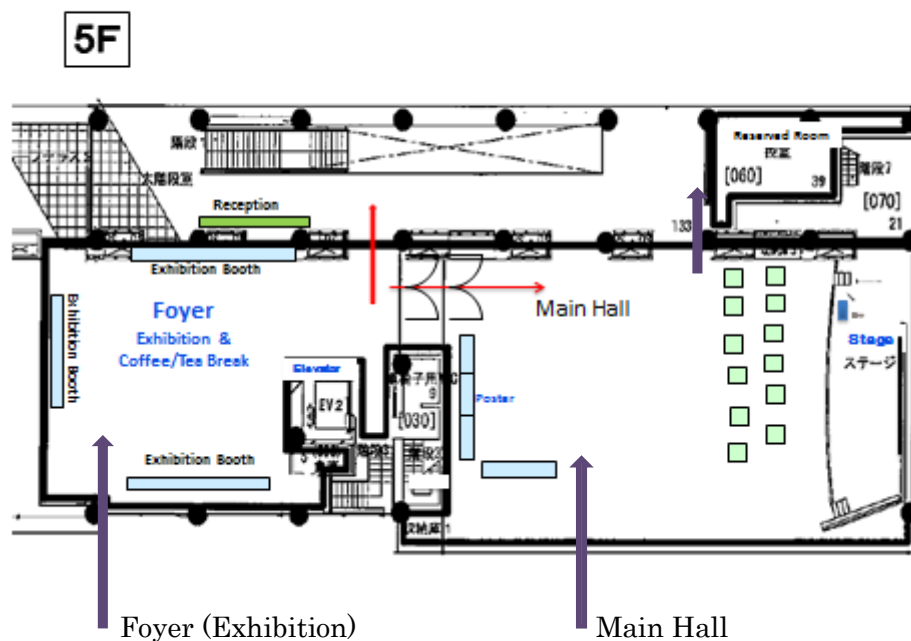
Overview

Image (Last Exhibit at UNISEC-Global 2)



Floor Plan (5F)

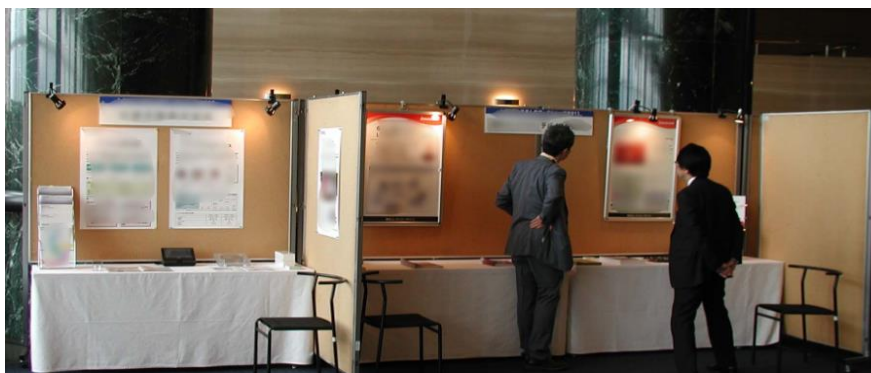
UNISEC-Global Meeting Venue & Exhibition at Takeda Hall



3. Equipment to be provided by the Organizer

- ◆ One Table (180 cm (W) x 60 cm (D)) /Exhibitor
- ◆ One Panel Board (180 cm x 90 cm, stuck with pin) & Side Panels (if needed)
- ◆ One Chair, Tablecloth (white), Rectangular Nameplate, Extension Cord
(Allocation of exhibition space will be made later on)

Images of Exhibit Disposition





4. **Exhibition Fee (per table)**

- ◆ UNISEC Member – 70,000 yen
- ◆ Non UNISEC Member – 100,000 yen
- ◆ The exhibition fee covers the registration fee (10,000 yen) for a non-Member (up to two persons) and a Member (one person).

(Payment will be made by bank transfer for the Member and online via credit card from our website for the non-Member. Please contact the Secretariat for details)

5. **Application**

Those who are interested in the exhibition are kindly requested to fill in necessary items of the attached application form and to send the form to the UNISEC-Global Office (see the bottom of the Manual) as mail attachment. An exhibition booth will be allocated on a first-come-first-served basis in principle.

6. **Bringing-in of Exhibits**

In principle, the Exhibitors should bring in their exhibits with them. As the exhibition space is limited, it is recommendable that any planned exhibits will be portable.

If the Exhibitor feels it difficult to bring in with him due to an unavoidable reason, the Exhibitor can send his exhibits by mail to the following addresses.

Please note, however, that:

- Any mail or parcel will be accepted between June 29 (Mon) – July 2 (Thu) 2015.
- There are items which cannot be accepted, such as hazardous materials or fragile ones. (Please ask the UNISEC-Global Office beforehand)
- The UNISEC-Global Office will handle with normal care these parcels sent by mail, but shall be no liable for any damage against or loss of these parcels. In this connection, the Office would like to advise that they will be properly insured

in advance.

- No parcel or mail will be accepted on other than those dates described the above.

◆ To The University Space Engineering Consortium (UNISEC),
For the UNIGLO-3 Exhibition,
c/o Mr. Michio Ozawa,
Central Yayoi 2F, 2-3-2 Yayoi, Bunkyo-ku, Tokyo 113-0032, Japan
Tel: +81-3-6231-4404,

7. Setup of Exhibits

The setup of exhibits will start from July 3 (Fri) in the morning (time to be announced) at the Takeda Hall. Those exhibits which have already been sent to UNISEC in advance should be picked up by the owners/senders themselves at the UNISEC office (about less than 5 minute-walk from the venue).

8. Electricity

The operating electricity available is 100 V and 50 Hz. If the Exhibitor plans to use special electrical appliances, please contact the Office by June 15 (Mon) 2015.

9. Disposal of Packing Materials

The Exhibitors are obliged to dispose of packaging materials (cardboards, pieces of foamed styrol, etc.) and other wastes produced during the setup/withdrawal of exhibits or throughout the Exhibition period. Please contact the Office for details.

10. No Hazardous Material Allowed

No hazardous materials such as inflammables, explosives, and toxic substances can be brought in the Hall.

11. Responsibility for Exhibits

Throughout the Exhibition, the Exhibitors are in a position to manage their exhibits by themselves and pay a full attention to safety of their exhibits and other belongings. It is up to the Exhibitors whether they buy insurance or not.

Please contact the Office for details.

12. Removal of All Exhibits and Other Items

At the end of the Exhibition, the Exhibitors must remove all exhibits and other



items from the Exhibition place by 16:00 on July 5 (Sun) 2015.

13. All questions or concerns about the Exhibition may go to the following:

Michio Ozawa (Mr.)

The UNISEC-Global Office

c/o UNISEC

Central Yayoi 2F,

2-3-2 Yayoi, Bunkyo-ku, Tokyo 113-0032, Japan

Tel: +81-3-6231-4404, Fax: +81-3-3868-2208

Email: secretariat@unisec-global.org

(End)