

# The 6<sup>th</sup> UNISEC-Global Meeting

June 21, 2018  
UNISEC-Global Office

## Exhibition Manual

(Final Draft)

### 1. Exhibition Period (3 days)

- November 19 (Monday) – 21 (Wednesday), 2018 09:00 – 17:30

The 6<sup>th</sup> UNISEC-Global Meeting

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

### 2. Exhibition Place

International Space University (ISU), Strasbourg, France

1 rue Jean-Dominique Cassini

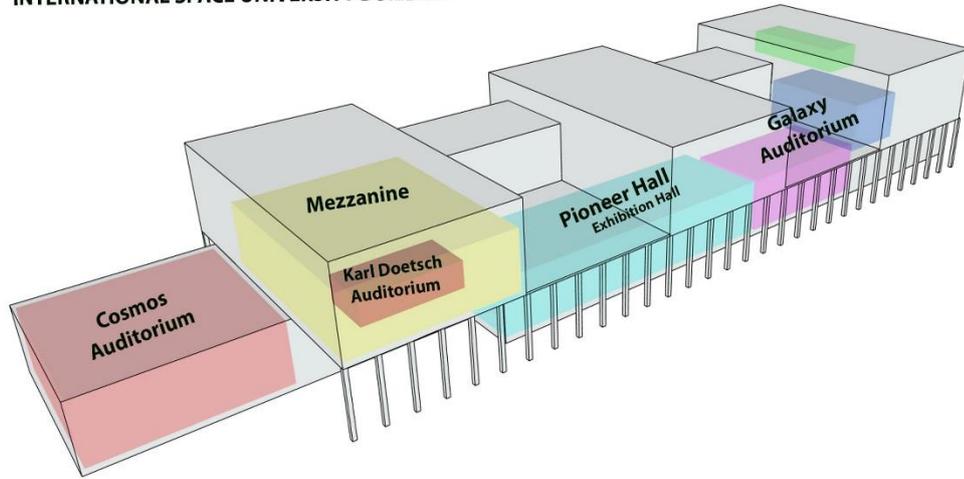
67400 Illkirch-Graffenstaden

France



Overview of ISU

**INTERNATIONAL SPACE UNIVERSITY BUILDING**



These pictures indicate areas for the Exhibition.





### 3. Equipment to be provided by the Organizer

- ◆ One Table (120 cm (W) x 70 cm (D)) or Two, (depending on how you will exhibit)
- ◆ One Panel Board (120 cm x 100 cm, stuck with pin) & Side Panels (if needed)
- ◆ One or Two Chairs (55cm (W)x 80cm (Height), Extension Cord, Wi-Fi  
(Allocation of exhibition space will be made later on)

### 4. Exhibition Fee

- ◆ 1,000 € /booth
- ◆ The exhibition fee covers the registration fee of one person of the exhibit member.  
(Payment will be made by bank transfer or online payment via credit card from our website. Please contact the Office 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/her due to an unavoidable reason, the Exhibitor can send the exhibits by parcel to the following addresses.

**Please note, however, that:**

- **Any mail or parcel will be accepted between October 29 (Mon) – November 12 (Mon) 2018.**
- **The items shall be mailed without raising any customs issue, by using “no commercial value”, “for exhibition only, not for sale”, etc.**

For details, see the following website:

<http://ee.france.fr/en/information/customs-rules>

If you may need some customs procedures, you are responsible for these procedures. Moreover, if you need organizer’s help, you can contact the Secretariat of the UNISEC-Global Office.

- **There are items which cannot be accepted, such as hazardous materials or fragile ones. (Please ask the UNISEC-Global Office beforehand)**
- **The Joint Organizer, ISU 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.**

◆ **Please send to:**

International Space University  
Att: Claire Byrski  
1 rue Jean Dominique Cassini  
67400 Illkirch-Graffenstaden  
France  
Phone : +33 (0)88 65 54 30

## **7. Setup of Exhibits**

The setup of exhibits will start from November 18 (Sunday) in the afternoon at the designated location of ISU building. Those exhibits, which would have already been sent to the above address in advance, should be picked up by the owners/senders themselves at the designated storage room of ISU.

## 8. Electricity

The operating electricity available is 220 V and 50 Hz. If the Exhibitor plans to use special electrical appliances, please contact the Office well in advance.

## 9. Disposal of Packing Materials

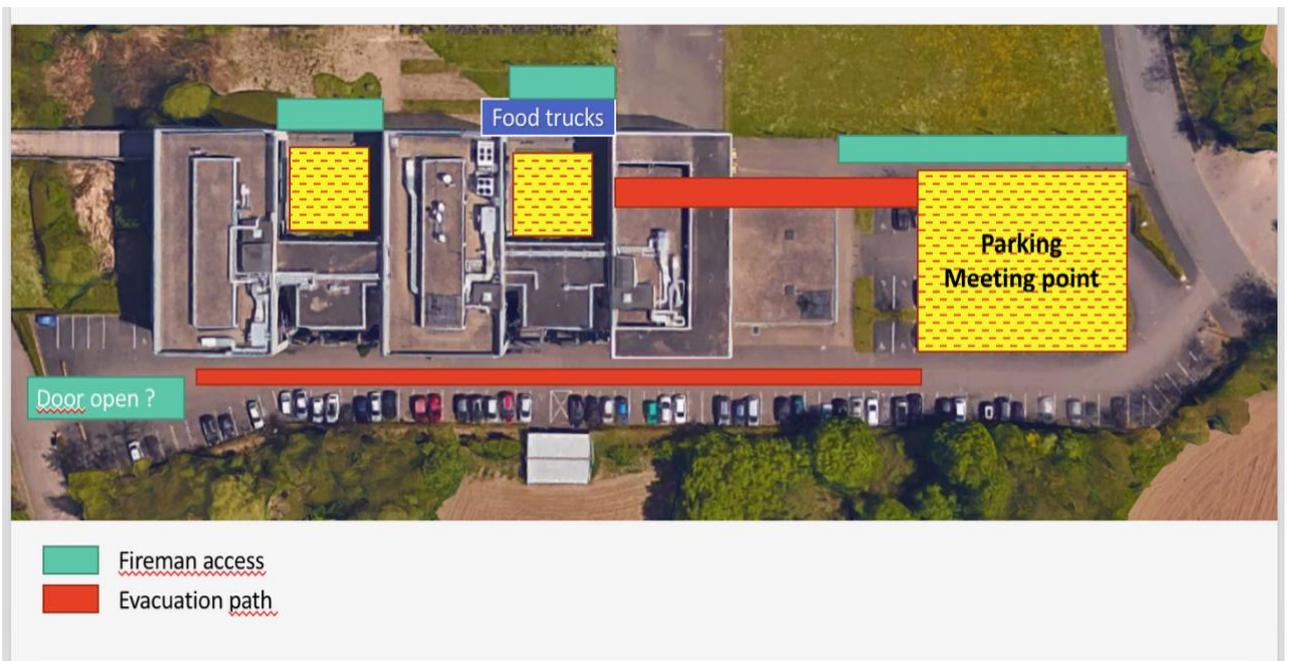
The Exhibitors are obliged to dispose of packaging materials (cardboards, pieces of foamed styrol, etc.) and other wastes produced during the setup/withdrawal of exhibits or throughout the Exhibition period. Please contact the Office for details.

## 10. No Hazardous Material Allowed

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

## 11. Evacuation (in case of emergency)

It is very important to check the following evacuation path for your own safety in advance.



## 12. 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.

**13. 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 November 21 (Wed) 2018.

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

(1) UNISEC-Global Office,

Contact: Michio Ozawa (Mr.),

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](mailto:secretariat@unisec-global.org)

(2) International Space University

Contact : Claire Byrski

1 rue Jean Dominique Cassini

67400 Illkirch-Graffenstaden

France

Phone : +33 (0)88 65 54 30

Email : [claire.byrski@isunet.edu](mailto:claire.byrski@isunet.edu)

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