

# The 7<sup>th</sup> UNISEC-Global Meeting

August 29, 2019

UNISEC-Global Office

## Exhibition Manual

### 1. Exhibition Period (4 days)

- November 30 (Saturday)–December 3 (Tuesday), 2019 09:00 – 17:30

On the sidelines of the 7<sup>th</sup> UNISEC-Global Meeting

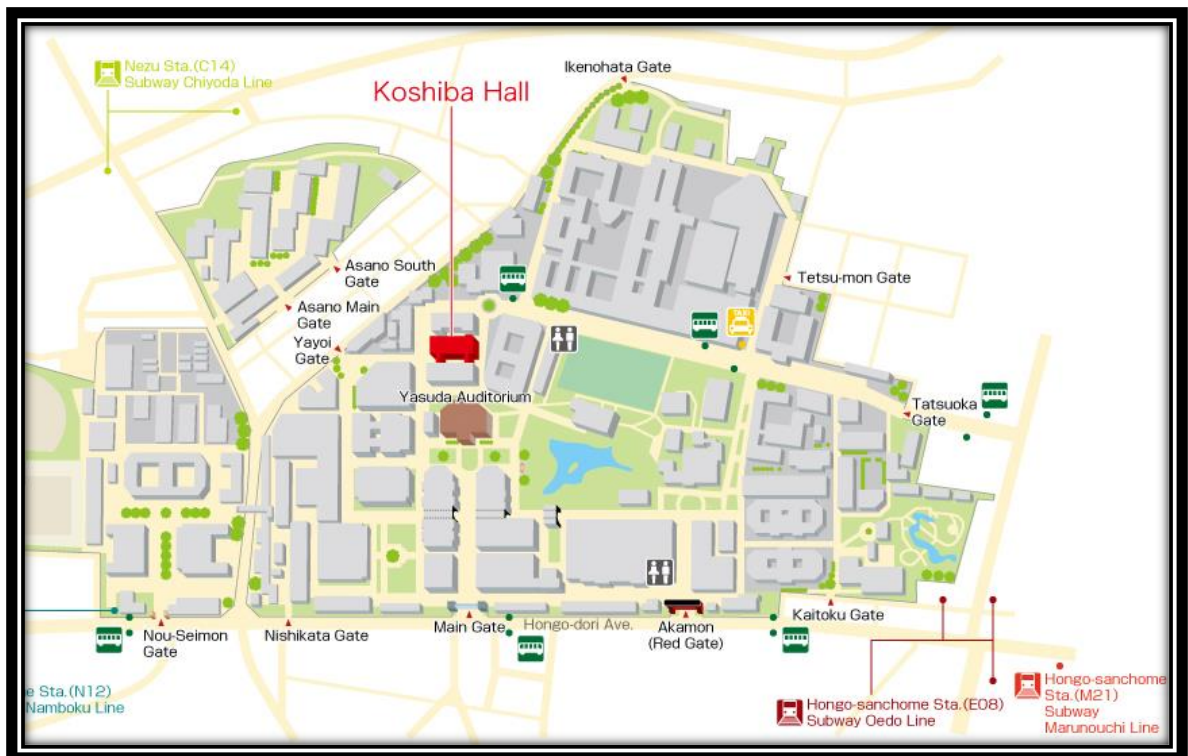
(\* The exhibition time may be subject to change. Please contact the office for more information.)

### 2. Exhibition Place

Koshiba Hall, The University of Tokyo (UoT),

7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654, Japan

○UoT Campus Map



- Clock Tower of UoT



- Entrance of Koshiba Hall



- Conference Hall



- Exhibition (Foyer of the Conference Hall)

### 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 (115 cm x 175 cm, stuck with pin) & Side Panels (if needed)
- ◆ One or Two Chairs, Extension Cord, Wi-Fi  
(Allocation of exhibition space will be made later)

### 4. Exhibition Fee

- ◆ 110,000 yen or 1,000 USD/booth (inclusive 10% consumption tax)
- ◆ 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 November 1 (Fri) – November 22 (Fri.) 2019.
- 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://www.customs.go.jp/english/index.htm>

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 Office of UNISEC-Global 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:

UNISEC-Global Office,

Att: Michio Ozawa

UNISEC, Central Yayoi 2F, 2-3-2 Yayoi,  
Bunkyo-ku, Tokyo 113-0032, Japan  
Phone : +81-3-6826-4008, Email : ozawa@unisec.jp

#### **7. Setup of Exhibits**

The setup of exhibits will start from the morning of November 30 (Sat) at the foyer of Koshiba Hall. Those exhibits, which would have already been sent to the above address in advance, should be picked up by the owners/senders themselves from UNISEC-Global Office under a guidance of the exhibition staff.

#### **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 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. 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 December 3 (Tue) 2019.

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

- (1) UNISEC-Global Office,  
Contact: Michio Ozawa (Mr.), or Rei Kawashima (Ms),

c/o UNISEC, Central Yayoi 2F, 2-3-2 Yayoi, Bunkyo-ku,  
Tokyo 113-0032, Japan  
Tel: +81-3-6826-4008, Fax: +81-3-6826-3988  
Email: [secretariat@unisec-global.org](mailto:secretariat@unisec-global.org)



- Promenade lined by Ginkgo Trees with Yellow Leaves at UoT in autumn

(End)