

The 2nd UNISEC-Global Meeting

International Workshop on Small Satellite Standardization

July 23, 2014

UNISEC-Global Office

Exhibition Manual

1. Exhibition Period (4 days)

- November 17 (Monday), 2014 09:00 – 17:40
- November 18 (Tuesday), 2014 09:00 – 18:10
- November 19 (Wednesday), 2014 09:00 – 15:00
- November 20 (Thursday), 2014 09:00 – 17:00

- November 17-18 International Workshop on Small Satellite

- November 18-20 Second UNISEC-Global Meeting

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

2. Exhibition Place

Nakamura Centenary Memorial Hall (2F),

Kyushu Institute of Technology (Kyutech),

Sensui 1-1, Tobata-ku, Kita-Kyushu, Fukuoka 804-8550, Japan

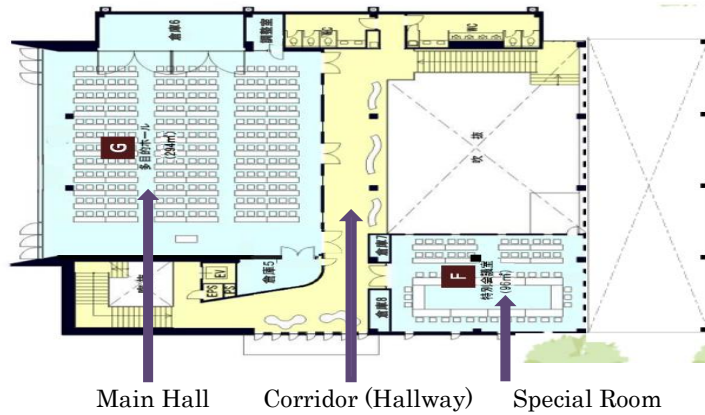
Overview



Corridor for Exhibit (planned)



Floor Plan (2F)



3. Equipment to be provided by the Organizer

- ◆ One Table (180 cm (W) x 45 cm (D)) /Exhibitor
- ◆ One Panel Board (180 cm x 120 cm, stuck with pin)
- ◆ Two Chairs, Tablecloth (white), Rectangular Nameplate, Extension Cord
(Allocation of exhibition space will be made later on)

Sample of Tables



Panel



4. Exhibition Fee (per table)

- ◆ UNISEC Member – 50,000 yen
- ◆ Non UNISEC Member – 100,000 yen

(How to pay will be informed separately)

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 at least by **October 10 (Fri) 2014.**

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 planed 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 after November 12 (Wed.), 2014.**
- **There are items which cannot be accepted, such as hazardous materials and fragile ones. (Ask the UNISEC-Global Office beforehand)**
- **The receiver (Kyushu Institute of Technology) and the UNISEC-Global Office are no liable for any damage against or loss of any exhibit-related parcels they receive**
- **No parcel or mail will be accepted on other than those dates described below.**

◆ **November 12 (Wed) – 14 (Fri)**

To the 2nd UNISEC-Global Exhibition,
Cho Laboratory, S2-406, Research Bldg-1, Kyushu Institute of Technology,
Sensui 1-1, Tobata-ku, Kita-Kyushu, Fukuoka 804-8550, Japan
C/O Mr. Seiji Kawano
TEL: +81-93-884-3292

◆ **November 15 (Sat) – 17 (Mon)**

To the 2nd UNISEC-Global Exhibition,
Cho Laboratory, Nakamura Centenary Memorial Hall, Kyushu Institute of
Technology,
Sensui 1-1, Tobata-ku, Kita-Kyushu, Fukuoka 804-8550, Japan
C/O Mr. Seiji Kawano
TEL: +81-90-7530-3912

7. Setup of Exhibits

The setup of exhibit will start from November 16 (Sun) at 14:00 until 17:00 at the exhibition site of Nakamura Centenary Memorial Hall. It may continue on the next day of November 17 (Mon), at 10:00 am, though the International

Workshop on Small Satellite Standardization will have already begun. Those exhibits which have already been sent to Kyushu Institute of Technology in advance should be picked up by the owners/senders themselves at the storage site.

8. Electricity

The operating electricity available is 100 V and 60 Hz. If the Exhibitor plans to use special electrical appliances, please contact the Office by the end of October 2014.

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.

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.

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 17:00 on November 20 (Thu), 2014.

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)