

Application for the “Exhibition Booth” at TOCAT7 Kyoto2014

1 Schedule for Booth Exhibition

June 1st, 2014 (Sunday) – June 6th, 2014 (Friday)

Sunday: from 18:00 to 19:30

Monday to Thursday: from 9:00 to 19:30

Friday: from 9:00 to 12:00

- Sunday from 15:30 to 18:00, 1st June: preparation for exhibition
- Friday from 13:00 to 15:00, 6th June: closing of booth, and all the articles to be removed.

2 Venue of Conference

KyotoTERRSA

Shinmachi Kujo, Minami-ku

Kyoto 601-8047

Japan

TEL: +81-75-692-3400 FAX: +81-75-692-3402

URL: <http://www.kyoto-terrsa.or.jp/>

3 Equipment of Booth

One Booth includes the items listed below

- One table: W1800mm X D600mm X H700mm
- Two chairs
- Two back panels¹: W900mm X H2100mm
- Name of company²: W900mm X H200mm
- Electric outlets³: AC100V, 300W
- Table cloth
- Three ID cards for exhibitors^{4,5}

Note #1: There are no partitions and lighting at the booth

Note #2: Company name only (Please contact below if you need to show a LOGO)

Note #3: Extra electric outlets are available if you pay additional fee.

Note #4: Exhibiter’s ID holders cannot attend the oral and poster presentations.

Note #5: All exhibitors are invited to the reception held on June 1st, 2014 in the evening.

4 Location of Exhibition Booth and Points of Concern

The booths are located on the foyer on the 1st floor close to the main hall and the corridor on the 2nd floor which connects the main hall and the other satellite halls. We will send a manual

for the exhibition including layout by mail. A briefing will not be held.

5 Articles for Display

All articles for display must be taken or received on site by the exhibitors themselves. The way to send articles for display will be shown in the manual.

Notice: The organizing committee of TOCAT7 Kyoto2014 will do our best to circumvent any accidents, however, we cannot take any responsibility for incidents such as accidents, injury, and property loss on booth exhibition.

6 Fee and Payment

- Booth & Advertising: ¥150,000 (tax not included)
- Booth: ¥100,000 (tax not included)

<Detail of the bank transfer>

Bank Name: SUMITOMO MITSUI BANKING CORPORATION

Branch Name: JINBOCHO BRANCH

SWIFT CODE: SMBCJ JT

Account Number: 001-2129973

Beneficiary's Name: IPPANSHADANHOJIN SHOKUBAIGAKKAI TOCATBUKAI

Our address: KAGAKU-KAIKAN 1-5 KANDASURUGADAI CHIYODA-KU TOKYO JAPAN
101-0062 (TEL: +81-3-3291-8224)

7 Application Process

Please fill in the attached application form (Word file) and send it to the following contacts by E-mail or fax (+81-6-6388-8869), no later than 31st January, 2014.

8 Cancellation Policy

The organizing committee of TOCAT7 Kyoto2014 reserve the right to cancel any event. In that case, the organizing committee shall refund to the applicant all fees received from the applicant for this conference but reserve the right to deduce initial and spent cost from the payment. Any applicants submitting written notice of cancellation of all or any portion of application on or before April 30th, 2014, shall receive a refund of all fees paid. After May 1st, 2014, no refunds for cancellations will be issued.

9 Contacts

<<<TOCAT7 Kyoto2014 Exhibition & Advertising Department>>>

Prof. Takanori MIYAKE, Kansai University

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FAX: +81-6-6388-8869

E-mail: tmiyake@kansai-u.ac.jp

<<<Official company for exhibition of TOCAT7 Kyoto2014>>>

Department of Convention, KOSUGI, Co., Ltd.

Mr. Tsunehiro KUMAGAI

TEL: +81-75705-1280 FAX: +81-75-705-1281

E-mail: kumagai@kosugi-ltd.co.jp