

Japan International Aerospace Exhibition 2012

Exhibitor's Manual



Dates : October 9 (Tue.) to 14 (Sun.), 2012

Venue: Port Messe Nagoya (Nagoya International Exhibition Hall)

Organizer: The Society of Japanese Aerospace Companies (SJAC)



**Japan International Aerospace Exhibition Management Office,
The Society of Japanese Aerospace Companies
Tel:03-3585-1641 E-mail:ja2012@sjac.or.jp**

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1 Exhibition Outline

1-1 Outline

- Title** JAPAN INTERNATIONAL AEROSPACE EXHIBITION 2012 (Japan Aerospace 2012 / JA2012)
- Common Name** JAPAN AEROSPACE 2012
- Abbreviation** JA2012
- Dates** October 9 (Tue.) to 14 (Sun.), 2012
 (October 9 (Tue.) to 12 (Fri.) : Trade Days (only industry participants admitted) at Port Messe Nagoya
 October 12 (Fri.) : Trade Day / Public Day at Central Japan International Airport (Centrair) / Port Messe Nagoya
 October 13 (Sat.) and 14 (Sun.) : Public Day at Central Japan International Airport (Centrair) / Port Messe Nagoya)
- Venue** Port Messe Nagoya (Nagoya International Exhibition Hall) / Central Japan International Airport (Centrair)
- Organizer** The Society of Japanese Aerospace Companies (SJAC)
- Supported by** <Governmental agencies> Ministry of Economy, Trade and Industry; Ministry of Internal Affairs and Communications; Ministry of Land, Infrastructure, Transport and Tourism; Ministry of Defense; Ministry of Education, Culture, Sports, Science and Technology; Ministry of Foreign Affairs; Japan Tourism Agency
 <Embassies of foreign countries> Embassy of the United States of America, Embassy of Canada, Delegation of the European Union to Japan, British Embassy, Embassy of France, Embassy of Spain, Embassy of the Kingdom of the Netherlands, Embassy of Italy, Embassy of the Kingdom of Belgium, Embassy of the Republic of Austria, Embassy of Switzerland, Embassy of the Federal Republic of Germany, Embassy of Ukraine, Embassy of Romania, Embassy of the Czech Republic, Embassy of Israel, Embassy of the Republic of Turkey, The Science and Technology Section of the China Embassy, Embassy of the Republic of Korea, Embassy of India, Embassy of Malaysia, Embassy of the Republic of Indonesia, Embassy of Mexico - Pro Mexico, Embassy of the Republic of Costa Rica, Embassy of the Kingdom of Morocco, Embassy of the Republic of Poland, and others
 <Other organizations> Japan Aerospace Exploration Agency (JAXA), New Energy and Industrial Technology Development Organization (NEDO), Japan External Trade Organization (JETRO), Taiwan Trade Center (TAITRA), Czech Invest, Hong Kong Economic and Trade Office, Enterprise Ireland, The Trade Representative of the Russian Federation, Japan Machine Tool Builders' Association
- Special cooperating organizations:**
 JA2012 Aichi & Nagoya Support Council (provisional name, includes Aichi Prefecture, Nagoya City, Tokoname City, Chubu Economic Federation, Nagoya Chamber of Commerce & Industry, Nagoya Industries Promotion Corporation, Nagoya Convention & Visitors Bureau, and Chubu Aerospace Industry and Technology Center), Centrair

Admission [Advance Ticket] *5% consumption tax included

- Trade Day Ticket : 1,500 yen (valid for only one Trade Day)
- Trade Day Ticket : 5,000 yen (valid throughout the exhibition period)
- Public Day Ticket : 1,000 yen (one-time advance ticket)
 (This ticket admits you to each of the two venues once anytime during the exhibition period. Junior high and high school students: 500 yen)
- Public Day Ticket : 1,800 yen (free admittance ticket)
 (This ticket admits you to each of the two venues any number of times anytime during the exhibition period. Junior high and high school students: 900 yen)

[Tickets sold on the day]

- Trade Day Ticket : 1,700 yen (valid for only the day)
- Trade Day Ticket : 6,000 yen (valid throughout the exhibition period)
- Public Day Ticket : 1,200 yen (one-time day ticket)
 (The ticket admits you to each of the two venues on the day. Junior high and high school students: 600 yen)
- Public Day Ticket for Group : 1,000 yen (one-time day ticket)
 (The ticket admits you to each of the two venues on the day. Junior high and high school students: 600 yen)
- Public Day Ticket for the Handicapped : 1,000 yen (one-time day ticket)
 (The ticket admits you to each of the two venues on the day.)

1-2 Exhibition Schedule

Move-in Period	
October 6 (Sat)	8:00 - 20:00 ※Exhibitors for Space Only
October 7 (Sun)	8:00 - 20:00 ※All Exhibitors (Space Only / Packaged Booth)
October 8 (Mon)	8:00 - 22:00 All Exhibitors (Space Only / Packaged Booth)

Open Period	
October 9 (Tue)	10:00 - Opening Ceremony / 10:55 - Opening Reception 13:00 - Keynote Speeches / Special Lectures
	10:50 - 17:00 Trade Day
October 10 (Wed)	10:00 - 17:00 Trade Day
October 11 (Thu)	10:00 - 17:00 Trade Day
October 12 (Fri)	10:00 - 17:00 Trade / Public Day
October 13 (Sat)	10:00 - 17:00 Public Day
October 14 (Sun)	10:00 - 17:00 Public Day

Move-out Period	
October 14 (Sun)	17:30 - 24:00 ※Vehicles are not allowed in the halls until 18:30. Hand-trucks and hand carrying only.
October 15 (Mon)	8:00 - 12:00

■Opening Ceremony

The Opening Ceremony will take place at Hall 1 from 10:00 on October 9 (Tue.).

10:00 - 10:24	Ribbon Cutting Ceremony
10:55 - 12:00	Reception (at the Event Room on the second floor of the Event Hall)

The Opening Ceremony will take place from 10:00 to 10:24. During this period, all exhibitors are requested to refrain from testing visual and audio equipment, conducting rehearsals, etc., that would disturb the Opening Ceremony.

1-3 JA2012 Keynote Speeches / Special Lectures (tentative)

■Date

October 9 (Tue) 13:00 - (at the Conference Room on the third floor of the Main Hall)

■Keynote Speeches

Government agencies will present lectures about Japan's aeronautics and space policies.

■Special Lectures

Government agencies, enterprises, and the European and U.S. aerospace industries will deliver lectures on prospects for the future.

1-4 Facilities Outline

■ Port Messe Nagoya (Nagoya International Exhibition Hall)

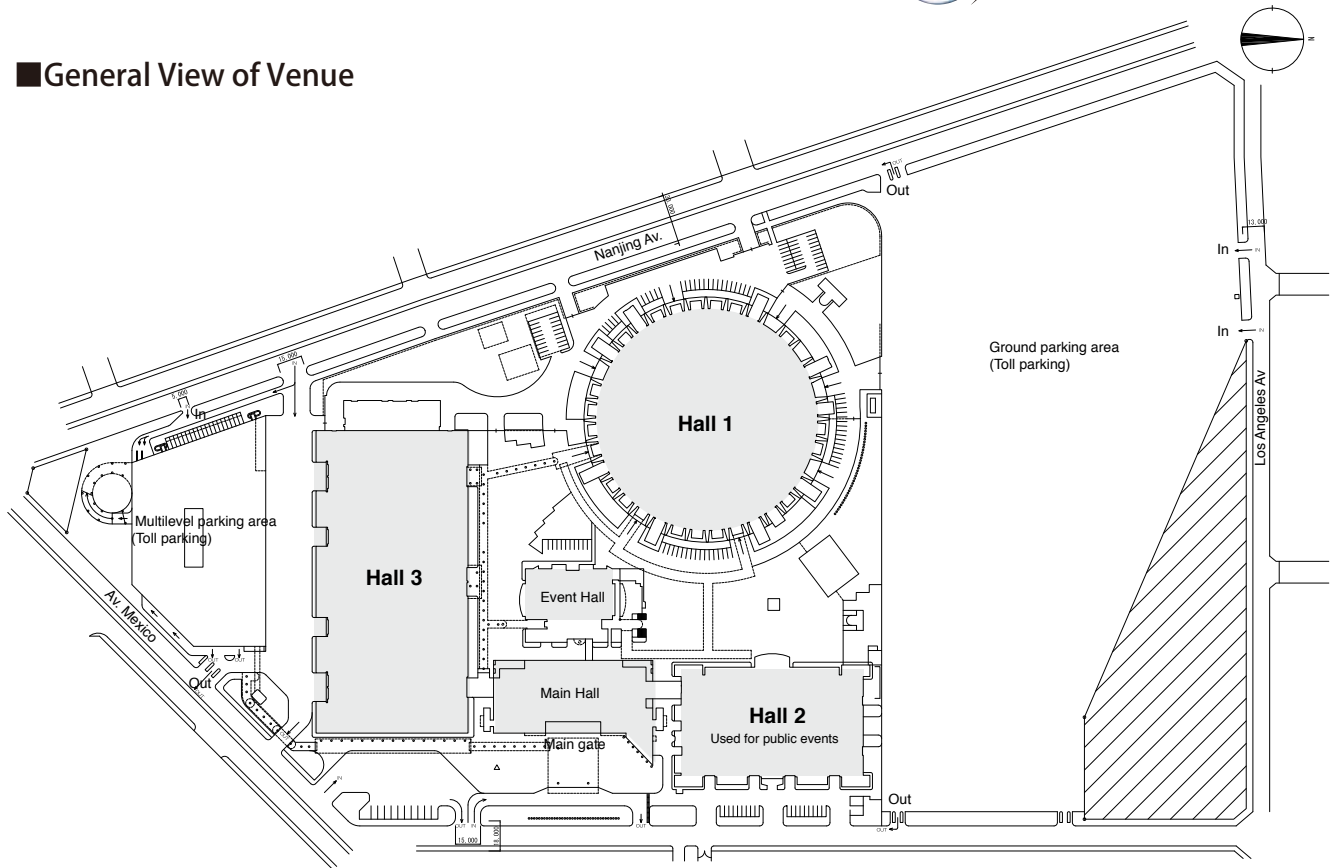
2-2 Kinjo Futo, Minato-ku, Nagoya 455-0848

Tel: +81-52-398-1771 (main) Fax: +81-52-398-1785

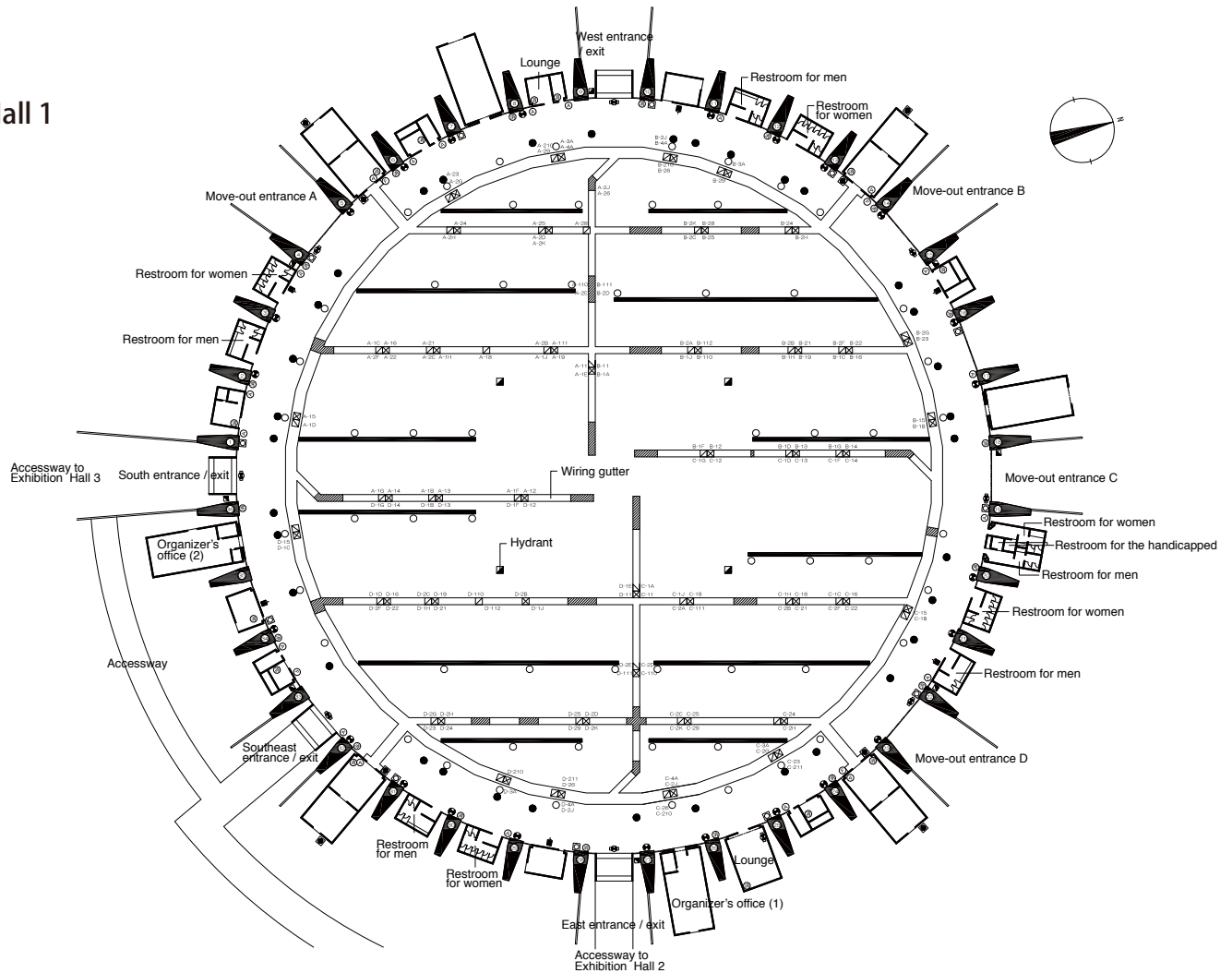
■ Specifications of Venue

- | | |
|----------------|---|
| [Hall1] | <ul style="list-style-type: none"> ● Exhibition area: 13,870 m² ● Building frame: Steel frame construction, one-storied building ● Dimensions: Diameter - approx. 134 m ● Height: Eaves height - approx. 7 m, maximum height - approx. 35 m (approx. 31 m with swivel bridge excluded) ● Entrance: Airlock (5.4 m (W) x 2.1 m (H)) in 4 locations ● Move-in / Move-out entrance: Shutter (7 m (W) x 5 m (H)) in 4 locations (A, B, C, D) ● Asphalt concrete ● Load: 5 t/m² (excluding pits) ● Anchor bolts are available for only asphalt-covered areas (restoration required). |
| [Hall3] | <ul style="list-style-type: none"> ● Exhibition area: 13,500 m² ● Steel frame construction with reinforced concrete construction in part, two-storied building ● Dimensions: Approx. 75 m north to south x approx. 180 m east to west ● Height: Approx. 10 to 15 m ● Entrance: Airlock - east (5.9 m (W) x 2.1 m (H))/center (4.9 m (W) x 2.1 m (H)) x 2 Hall - 7.9 m (W) x 2.1 m (H) ● Move-in / Move-out entrance: Large electric door (6.6 m (W) x 5 m (H)) x 2 - 2 locations (A, D) Large electric door (8.6 m (W) x 5 m (H)) x 2 - 2 locations (B, C) ● Air conditioning system: Provided ● Asphalt concrete ● Load: 5 t/m² (excluding pits) ● Anchor bolts are available for only asphalt-covered areas (restoration required). |
| [Main Hall] | <p>Conference Hall: Area 537 m²</p> <p>Restaurant: 100 seats on the first floor, 350 seats and 250 seats on the second floor</p> <p>Café: 50 seats on the first floor</p> <p>Store: OA Service Room</p> |
| [Event Hall] | <p>Multipurpose Hall: Area 725 m²</p> <p>Restaurant: 270 seats on the first floor</p> |
| [Parking area] | <p>Ground parking area: 3,100 cars, multilevel parking area: 1,000 cars
(Parking fee for one time per day: Standard-sized car = 700 yen / large-sized car = 1,500 yen)</p> <p>Parking area for exhibitors (free of charge)
Around Hall1, Hall 2 and Hall 3
(Parking permit required for October 9 to 14; parking area available for limited number of cars)</p> |

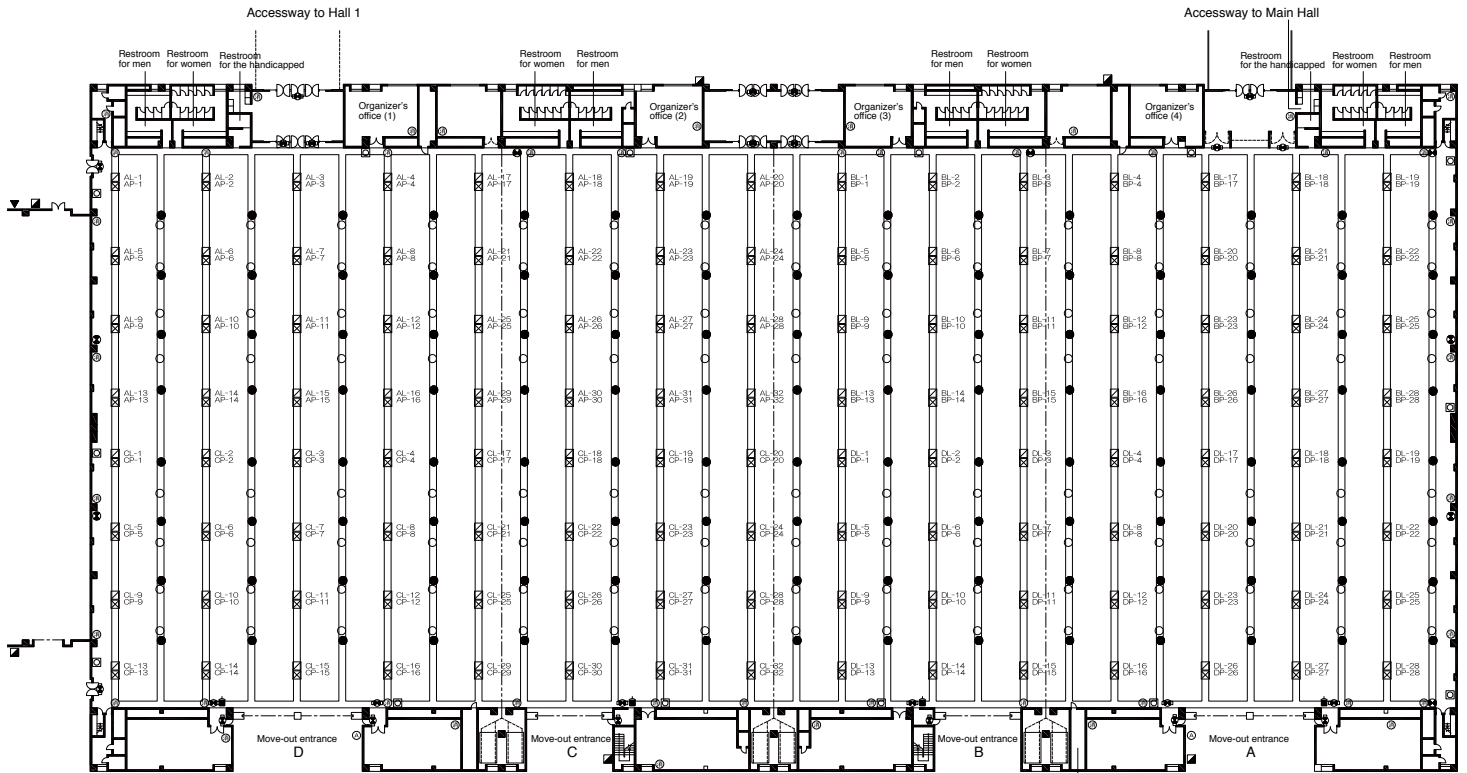
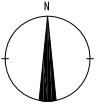
General View of Venue



Hall 1



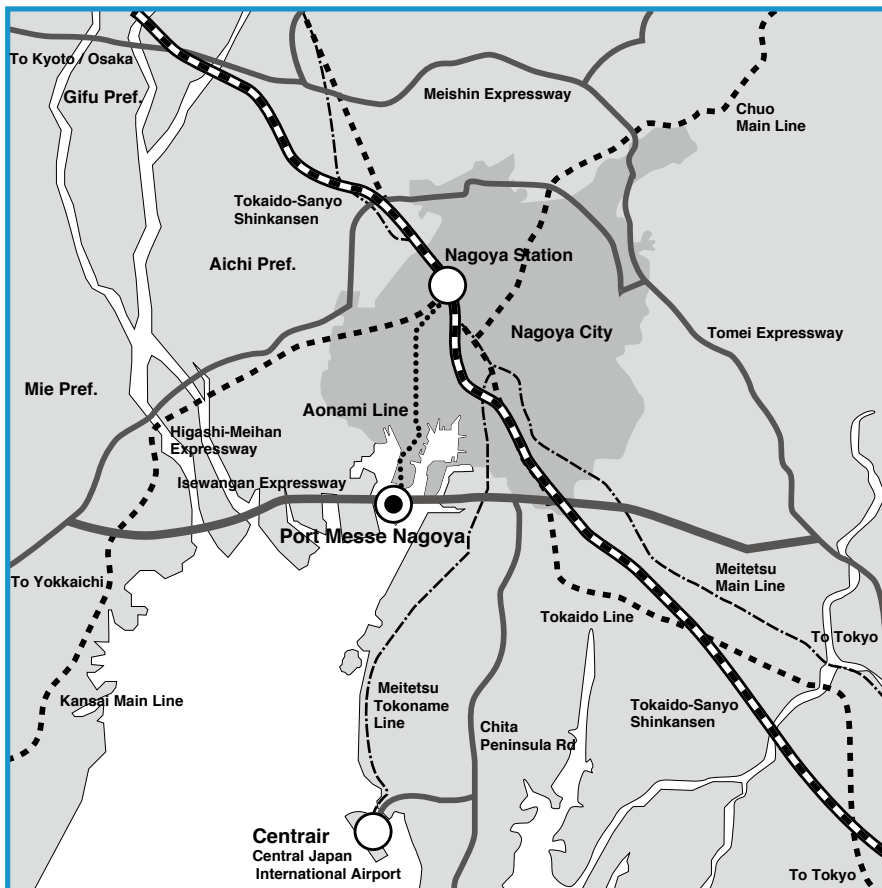
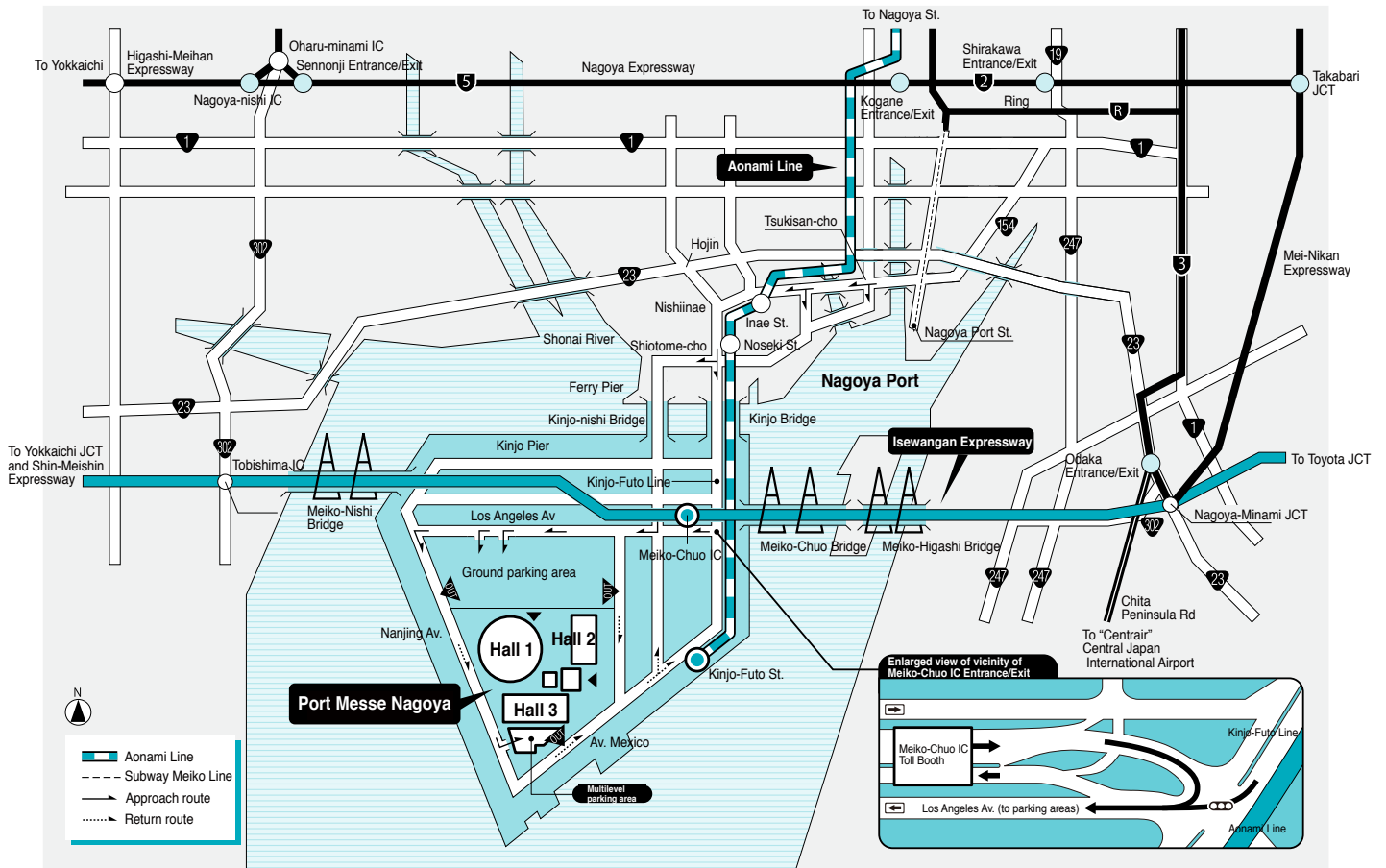
● Hall 3



Public Transportation (Train and Bus)



Access Map



2 General Exhibition Rules

2-1 Basic Exhibition Information



List of documents to be submitted

■ Accepted at the JA2012 Exhibition Management Office

Document to be submitted	Due date
No. 1 Official Guidebook Registration	July 31 (Tue.), 2012
No. 2 Additional Tickets Application	August 31 (Fri.), 2012
No. 3 Authorized Personnel Badges Application	August 31 (Fri.), 2012
No. 4 Handling of Food and Beverages	August 13 (Mon.), 2012
No. 5 Vehicle Move-in / Move-out Permit Application	August 17 (Fri.), 2012
No. 18 Bus Application	August 31 (Fri.), 2012

■ Accepted at the JA2012 Official Service Provider

Document to be submitted	Due date
No. 6 Stand Display / Contractor Registration	August 17 (Fri.), 2012
No. 7 Heavy Weight Exhibits Application	August 17 (Fri.), 2012
No. 8 Application for Floor Anchor Bolt Installation	August 17 (Fri.), 2012
No. 9 Application for Hazardous materials & Use of Fire	August 17 (Fri.), 2012
No. 11 Electric Power Supply Application	August 17 (Fri.), 2012
No. 12 Application for Rental Furniture / Fixtures	September 7 (Fri.), 2012
No. 14 Application for Stand Cleaning	September 7 (Fri.), 2012
No. 15 Application for Rental Storage	September 7 (Fri.), 2012

■ Accepted directly at the desk

[Foreign cargo and customs clearance service]

No. 10 Bonded Exhibits Application By August 13 (Mon.), 2012; Service provider: Yusen Logistics Co., Ltd.

[Communication Lines / Rental of Personal Computers]

No. 13-1 Application for Internet Access By September 7 (Fri.), 2012

No. 13-2 Application for Rental Personal Computer Service provider: KISSEICOMTEC Co., Ltd.

[Interpreter service]

No. 16 Interpreters Application By August 10 (Fri.), 2012; Service provider: MIK International Co., Ltd.

[Onsite freight service]

No. 17 Freight Forwarder Service Use Application By September 19 (Wed.), 2012; Service provider: Yusen Logistics Co., Ltd.

2-2 Official Guidebook

The JA2012 Office will make an official guidebook introducing the exhibitors' profiles and exhibits for visitors to purchase.

■ Outline

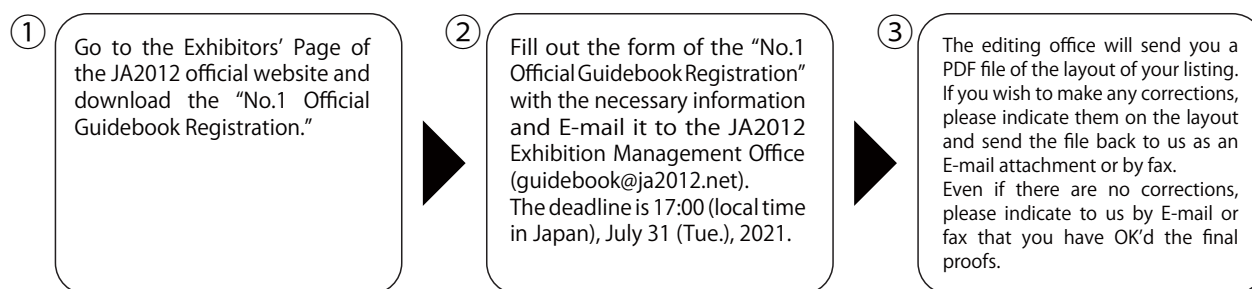
- Title: JAPAN AEROSPACE 2012 Official Guidebook
- Issue Date: October 9 (Tue.), 2012
- Description Language: Japanese / English

■ Procedure of Guidebook Manuscript Submission

All exhibitors are requested to submit the "No.1 Official Guidebook Registration" by 17:00, July 31 (Tue.), 2012. Note that only submission by E-mail will be accepted.

● Procedure for Getting Listed in the Guidebook

The following is the sequence from submitting the manuscript to being listed in the guidebook.



● Contents

- Company or Organization Information
exhibitor name / department / person in charge / address / TEL/ FAX / URL / E-mail
 - Exhibits / Company or Organization Profile
Japanese: up to 250 characters / English: up to 100 words, 400 letters
 - Main Exhibits
Maximum of 5 exhibits
- *If neither Japanese nor English manuscript is submitted, your space will be left blank.
- *If you wish to have your manuscript translated, a service will be provided at the following cost.
Please apply for this service on your **No. 1 "Official Guidebook Registration."**
- *Please submit your manuscript to be translated by July 25 (minimum of 1 week prior to the dead line.)
- Translation Fee **Charge per space: 21,000 yen (tax included)**

*The term "space" refers to the space provided to each exhibitor in the guidebook. An additional fee will be charged if the amount of text in the manuscript exceeds the space. Please note that the same amount will be charged even if the text does not reach the maximum.

—Inquiries for official guidebook—

【JA2012 Management Office】 MIK International Co., Ltd.
Pacific College Building 6F, 1-23-37, Izumi Higashi-ku, Nagoya 461-0001
Tel: +81-52-955-3333 Fax: +81-52-955-3334
E-mail for submission of official guidebook: guidebook@ja2012.net
E-mail for inquiries: ask@ja2012.net

—Inquiries for translation—

【JA2012 Interpreter Desk】 MIK International Co., Ltd.
Pacific College Building 6F, 1-23-37 Izumi, Higashi-ku, Nagoya 461-0001
Tel: +81-52-955-3333 Fax: +81-52-955-3334 E-mail: ja2012@mikintl.jp

●Product Categories

An index will be added to the guidebook in order to allow readers to search for exhibitors by product category. When submitting your form, please use the following codes to indicate your product categories. (Multiple answers permitted)

1. Manufacturing

Aircrafts
Aircraft Engines
Unmanned Aerial Vehicles
Rockets
Satellites
Spacecrafts
Related Equipment / Devices / Parts / Materials
Electronic and Communication Equipment
Aircraft interior
Seats
Audio / Video Equipment
etc.

2. Ground Equipment

Related appliances / Devices
Logistic Systems & Equipment
Security Systems & Equipment
Airport Equipment / Materials
Air-traffic Control / Earth Stations
etc.

3. Aerospace Management / Utilization

Launch Vehicle Services
Communication & Broadcasting
Remote Sensing
Positioning Systems / Technology
Space Environment Usage
Airport
Air Transport
etc.

4. IT / Solutions

Solution Systems
Design & Processing Technology
etc.

5. Production & Maintenance, Services Areas, Supply

Machine Tools
Maintenance
Inspection / Testing
Consumables
Supply equipment / Materials
Fuel

6. Flight Operation

Airlines
Flight Operation Support Companies
/ Organizations
etc.

7. Research & Development, Education / Training

Universities
Research Laboratories
Joint Development Projects
Industry-government-academia joint projects
Related Advanced Technology
etc.

8. Domestic and International Organization Engaging in Regional Promotion & Development

Domestic / International Organizations
Embassies
etc.

9. Other Related Fields

Press; Publishing; Models; Products; Travel;
Amusement
etc.

●Sample of Guidebook (Design is subject to change.)

Each manuscript will be on the guidebook with the layout shown below. Please refer to this layout when preparing your manuscript.

<div> <div>小間番号 J-554</div> <div>一般社団法人 日本航空宇宙工業会 The Society of Japanese Aerospace Companies(SJAC)</div> </div>	
◆担当者 広報部 ●●●● 〒107-0052 東京都港区赤坂1-1-14 NOF溜池ビル2F ◆TEL 03-3585-0511 ◆FAX 03-3585-0541 ◆URL http://www.sjac.or.jp/ ◆E-mail ja2012@sjac.or.jp	◆CONTACT ●●●● / Public Relations Division 2F NOF-Tameike Bldg, 1-1-14 Akasaka, Minato-ku, Tokyo 107-0052 JAPAN ◆TEL +81-3-3585-0511 ◆FAX +81-3-3585-0541 ◆URL http://www.sjac.or.jp/ ◆E-mail ja2012@sjac.or.jp
出展製品及び会社紹介	Exhibits / Company Profile
<p>(一社)日本航空宇宙工業会は、航空宇宙機器の生産の振興と貿易の拡大を通じてわが国航空宇宙工業の健全な発展を図り、産業の高度化と国民生活の向上に寄与すると共に、世界の航空宇宙産業の健全な発展に貢献することを目的とする民間公益団体です。</p> <p>現在、わが国の航空機、人工衛星、ロケットおよびそれらのエンジンをはじめ、関連機器、素材等の開発、製造修理並びに航空輸送に携わる企業と貿易商社など約150社から構成されています。</p>	<p>The society of Japanese Aerospace Companies is a non-profit trade association. Its members are mainly Japanese enterprises engaged in the manufacture of aircraft, engine, avionics, equipment, space vehicle and related products.</p> <p>The object of the Society is to contribute to upgrading industrial activity, as well as the national welfare and expanding the international trade of aerospace products.</p>
■主な出展製品	■Main Items to be Exhibited
出展物	Exhibits
製品名(メーカー名/代理店名)	Product Name (Manufacture/distributor)
工業会活動紹介パネル	Major Activities of SJAC
会員企業紹介パネル	Member Companies
JAQG 紹介パネル	JAQG Program
EDI センターパネル	Aerospace EDI Program
防衛 CALS/EC/パネル	Defense CALS/EC Program

●Manuscript Submission Deadline

Deadline: July 31 (Tue.), 2012, 17:00 (Local time in Japan)

Note that your company / exhibit will not be introduced in the Guidebook if you fail to submit your manuscript by the due date.

■Precautions

- Co-exhibitors will also be introduced as individual enterprises. Please submit a manuscript.
- There will be no listing of logos or special marks.

■Distribution of Official Guidebook

The following number of Guidebooks will be distributed to exhibitors free of charge.

Free Distribution of Guidebooks	
1 - 4 Booth(s)	Same as the number of booth(s)
5 Booths or more	5 guidebooks

*Guidebooks will be distributed to applicants.

*In case your booth size is less than 9m², the number of guidebooks distributed is the same as that for 1 booth.

*Distribution of guidebooks will be conducted on the last day of Move-in, October 8 (Mon.) at your booth.

*Exhibitors requiring additional guidebooks are to contact the JA2012 On-site Exhibition Management Office.
(The Guidebook will be sold at 1,000 yen a copy.)

2-3 Ticket Distribution and Purchase Procedure

●Distribution of Tickets

The following number of Trade Tickets will be distributed to exhibitors free of charge.

Distribution of Trade Tickets
5 tickets per 9m ²

Trade Tickets (free distribution) with “Invitation” printed on them in principle will be sent out in early September.

*In case your booth size is less than 9m², the number of distributed tickets is the same as that for 1 booth.

●Purchase of Additional Tickets

Exhibitors requiring additional tickets are to submit **form No. 2 “Additional Tickets Application”** to the JA2012 Exhibition Management Office by **August 31 (Fri.), 2012.**

*There are two kinds of Trade Tickets with face par (1,500 yen) or non-par.

*“Invitation” is printed on the non-par Trade Tickets.

●Fees (Tax included)

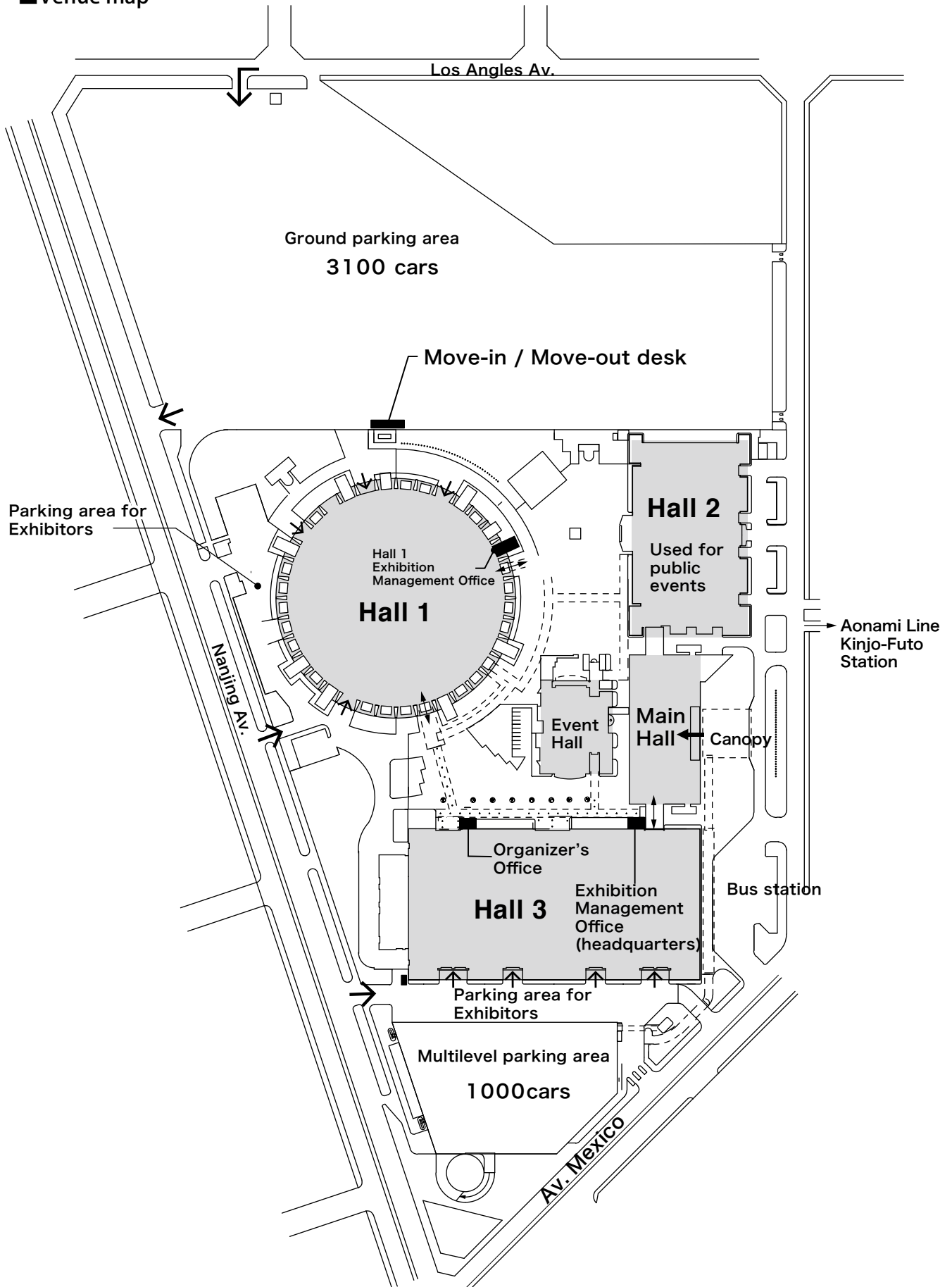
Trade Day Ticket (invitation) *Non-par	1,500 yen / ticket
Trade Day Ticket (advance purchase price) *Face par printed	1,500 yen / ticket
Trade Day Ticket (advance ticket, valid throughout the exhibition period)	5,000 yen / ticket
Public Day Ticket (advance one-time day ticket) for adult	1,000 yen / ticket
Public Day Ticket (advance one-time day ticket) for junior high and high school student	500 yen / ticket
Public Day Ticket (advance free admittance ticket) for adult	1,800 yen / ticket
Public Day Ticket (advance free admittance ticket) for junior high and high school student	900 yen / ticket

●Billing System

After receiving applications, exhibitors will receive an invoice from the JA2012 Exhibition Management Office. **Please make full payment to the designated account promptly, as tickets will be sent from early September after payment has been received.** (We recommend that you apply for tickets early.)

2-4 Operational Regulations

■ Venue map



■ Management of Exhibits and Entire Venue

The JA2012 Exhibition Management Office will concentrate all its efforts on the management system to prevent all accidents on the premises of the venue and smoothly operate the exhibition. However, each exhibitor is requested to manage his/her own booth on his/her own responsibility.

■ Security and Accident Prevention within Venue

The JA2012 Exhibition Management Office will entrust a security service company to conduct general security within the venue. The JA2012 Exhibition Management Office will not assume any responsibility for theft and/or loss of exhibits, etc. and human-induced accidents, such as fires, within exhibitors' booths. When performing a demonstration of your exhibit within the booth, please take measures to protect visitors from danger in advance.

In case of an accident, please report it immediately to the JA2012 Exhibition Management Office.

In anticipation of accidents, please be insured on your exhibits and against accidents to exhibits.

■ Entering and Leaving Buildings

(1) Wearing an exhibitor badge

Each exhibitor is requested to show his/her exhibitor badge whenever he/she enters or leaves any building during the period of the exhibition. Note that even exhibitors will not be permitted to enter the venue if they are not wearing their exhibitor badges.

The following entrances will be available before the opening time / after the closing time:

● Entrance to the venue: Entrance to the Main Hall

● Entrance to each hall

Hall 1: East and south entrances / exits

Hall 3: Accessway to the Main Hall and move-in / move-out entrance D

(2) Time permitted to enter and leave the venue (during the period)

To safeguard the venue, please observe the time permitted to enter and leave the venue.

● Time permitted to enter the venue: From 8:30 (from 8:00 on October 9)

● Time permitted to leave the venue: By 19:00 (except October 14)

*If you have to enter or leave the venue at a time other than that within the permitted time, please inform the JA2012 Exhibition Management Office of the fact.

■ Exhibitor Badges

The JA2012 Exhibition Management Office will distribute exhibitor badges to all exhibitors.

If additional badges are required, fill in the **form No.3 "Authorized Personnel Badges Application"** and submit it to the JA2012 Exhibition Management Office by August 31 (Mon.), 2012.

(1) Number of free exhibitor badges to be allotted

5 badges per 9m² of exhibition area

*They will be allotted to the applicant for exhibition.

(2) Charge for additional issue of badges: 4,000 yen/badge (tax included)

(3) Billing

After the acceptance of an application, the JA2012 Exhibition Management Office will issue a bill.

Please pay the charge by the due date. The requested additional exhibitor badges will be sent with the free exhibitor badges after the payment of the charge is confirmed.

■ Parking Spaces

(1) General parking area

During the period of move-in (October 6 to 8) and the period of move-out (October 14 17:00— to 15), the ground parking area will be available free of charge. During the period of the exhibition (October 9 to 14), both the ground parking area and the multilevel parking area will be available at a charge (700 yen / standard-sized car / day, 1,500 yen / large-sized car / day).

(2) Parking area for exhibitors

During the period of the exhibition, parking space available for exhibitors will be prepared close to each hall (a Parking Permit will be required). However, since the available parking space is limited, parking space for one car will be allocated to each applicant for the exhibition. (We will close applications as soon as all of the parking space is allocated.)

A "Parking Permit" will be issued to exhibitors who desire parking space on October 7 and 8 in the preparation period at the JA2012 Exhibition Management Office Headquarters in Hall 3. Note that parking space will not be available on October 14, the last day of the period of the exhibition, in order to secure move-out space. On that day, please use the ground parking area. From 17:30 after the end of the period of the exhibition, exhibitors will be permitted to leave the venue free of charge from the exit which will be prepared exclusively for exhibitors in the ground parking area.

*If exhibitors leave the venue before 17:30 or from an exit other than the exit allocated exclusively for exhibitors, they will be regarded as using the general parking area and have to pay the parking fee.

Parking in the nighttime will be prohibited.

■ Visitor Interaction

In principle, all exhibitors are requested to be present in their booths at all times during the period of the exhibition (October 9 (Tue.) to 14 (Sun.)) to explain their exhibits to and attend to visitors and manage their exhibits, etc. All exhibitors are also requested to distribute catalogues, brochures, product samples, questionnaires, etc. within their booths. To conduct presentations or demonstrations, please prepare enough space within the space so that visitors will not stop to see them from the aisle.

■ Precautions on Demonstration of Exhibits

When demonstrating exhibits, please take stringent measures against any danger, noise, odor, vibration, etc., that might occur. If another exhibitor brings a complaint against a demonstration or any demonstration is considered to be dangerous to the safeguard or management of the venue, to the maintenance of order, or to visitors' safety, the JA2012 Exhibition Management Office may request the exhibitor concerned to take necessary measures or discontinue or restrict the demonstration.

■ Photographing / Filming

No restrictions will be imposed on photographing and videotaping within the venue.

However, when taking photos or videotaping other exhibitors' booths or scenes or general views of the exhibition and recording information and written works from which individuals will be identifiable and uploading them on a website or printing them in a magazine or another medium, please take proper measures, such as image processing, to prevent infringement on the copyright or the right of likeness of the objects concerned.

The organizer will not assume any responsibility if any problem arises in connection with such infringement.

In addition, an armband printed with "PRESS" will be issued to each member of the organizer's camera crew and the media organization(s) accepted by the organizer. Please lend your cooperation to them in taking photos of or videotaping your exhibits, demonstrations, etc., unless photographing or videotaping hinders the management of your booth. Please keep in mind that recorded images may be printed in or uploaded on a post-exhibition report, the official website of the exhibition, guidebooks for the next exhibition, etc.

If exhibitors require the protection of their exhibits and their designs, technical information, etc., or if photographing or videotaping may cause a hindrance to their demonstrations, etc., each exhibitor is requested to display a "Photographing Prohibited" sign on the exhibits concerned or take other protective measures.

■ Sound Volume Regulations

The sound level will be limited to 75 dB or below when measured at a point 1 to 2 meters away from the end of the booth. If you are going to use a loudspeaker, microphone, or other AV equipment for a presentation or demonstration, place the equipment so that it will not cause inconvenience or nuisance to other exhibitors.

If another exhibitor brings a complaint against sound, or if sound is considered to be a hindrance to the smooth management of the venue even though the sound level is within the limit, the JA2012 Exhibition Management Office may limit the volume of the sound.

■ Illumination / Lighting Regulations

Nothing may be directly attached, nor may lights be shone directly onto the walls, floors or ceiling of the venue. When strong lighting equipment such as LEDs are used in displays and/or signboards, they must be positioned so as not to be a nuisance to visitors or neighboring booths. If any problems occur with lighting, the JA2012 Exhibition Management Office may request immediate countermeasures.

■ Handling of Food and Beverages within the Booth

Exhibitors wishing to offer food or beverage services to visitors are to submit form No.4 "Handling of Food and Beverage" to the JA2012 Exhibition Management Office by August 13 (Mon.), 2012.

For the purpose of sanitary management, approval for some acts must be obtained from the health center.

The JA2012 Exhibition Management Office will contact the relevant exhibitors, so please follow the Instructions that are given at that time.

● Please report to the JA2012 Exhibition Management Office if you are planning to do the following:

*In case the following is conducted without prior notification, the exhibitor may be forced to quit the relevant acts.

- Cooking and selling
- Sampling of food or drink for sales
- Serving visitors with refreshments and cakes (using non-oneway eating utensils and when cooking has been conducted)

Depending on the types of services you plan to offer, you may be required by the health center to add kitchen equipment and / or fire prevention equipment to your stand as mandated by the Fire Department.

■ Smoking Policy

Smoking is prohibited in the whole building. Those wishing to smoke must use the designate outside smoking areas.

■ Disposal of Waste

All exhibitors are requested to take home exhibition waste, used materials (carpet, curing vinyl, air packing, corrugated fiberboard, etc.), and garbage produced in their booths on their own responsibility. If such waste is left in the venue, the JA2012 Exhibition Management Office will charge the exhibitor the expenses incurred by the disposal of the waste at a later date.

■ Exhibition Designation System and Exhibits prior to Patent Application

Established by the Japan Patent Office, the "Exhibition Designation" System is intended for enterprises engaged in the development of new products for a trade fair, and the Japan International Aerospace Exhibition 2012 will be designated by this System. The JA2012 Exhibition Management Office will issue an exhibition certificate. If you require one, please ask the Office.

In general, if a developed product is exhibited in a trade fair before filing a patent for it, it will be regarded as a "publicly known invention" as defined in Article 29 of the Patent Act and become ineligible to be patented. However, if such a trade fair is designated by the Commissioner of the Japan Patent Office as an exhibition complying with the provisions of Section 3 and other sections of Article 30 of the Patent Act, the exhibit will be exceptionally exempted from the category of "publicly known inventions." The JA2012 Exhibition Management Office will apply for an exhibition based on the provisions of Section 3 and other sections of Article 30 of the Patent Act. Exhibits for this exhibition will, therefore, be protected by Section 3 of Article 30 of the Patent Act and Section 1 of Article 11 of the Utility Model Act and become eligible for the application of exception to lack of novelty. For inquiries about the "Exhibition Designation" System and exhibits before patent filing, contact the Japan Patent Office.

■ Exhibits Requiring Third Party Authorization

When exhibiting a real machine, a model, a panel / photograph / image, a catalog / pamphlet or a product sample, etc., regardless of whether or not it is tangible, for a business act that requires authorization from any third party organization (other than the Organizer and the exhibitor), it becomes necessary to make an arrangement between the exhibitor and the third party. Please make all necessary arrangements directly with the third party to obtain the approval needed. The JA2012 Office does not become involved in this matter.

■ Observance of the Regulations

Exhibitors and persons involved in the exhibition are required to observe a series of regulations set forth by the Organizer. Please be reminded that the Organizer may change the regulations due to inevitable reasons.

— Inquiries about exhibition —

【JA2012 Management Office】

MIK International Co., Ltd.
Pacific College Building 6F, 1-23-37, Izumi
Higashi-ku, Nagoya 461-0001
Tel: +81-52-955-3333 Fax: +81-52-955-3334
E-mail for application: office@ja2012.net
E-mail: ask@ja2012.net

2-5 Move-in and Move-out Schedule / Regulations

Regular Time

	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	24:00
October 6 (Sat.)	Move-in and Assembly (Only Space-only exhibitors)																
October 7 (Sun.)	Move-in and Assembly (Space-only / Packaged Booth Exhibitors)																
October 8 (Mon.)	Move-in and Assembly (Space-only / Packaged Booth Exhibitors)													Hand-trucks and hand-carrying only (vehicles are not permitted to enter)			

October 9 (Tue.)																	
October 10 (Wed.)																	
October 11 (Thu.)																	
October 12 (Fri.)																	
October 13 (Sat.)																	
October 14 (Sun.)																	
October 15 (Mon.)																	

 Move-in, construction work, move-out, dismantlement hours
  Exhibition preparation, replenishment, dismantlement preparation hours

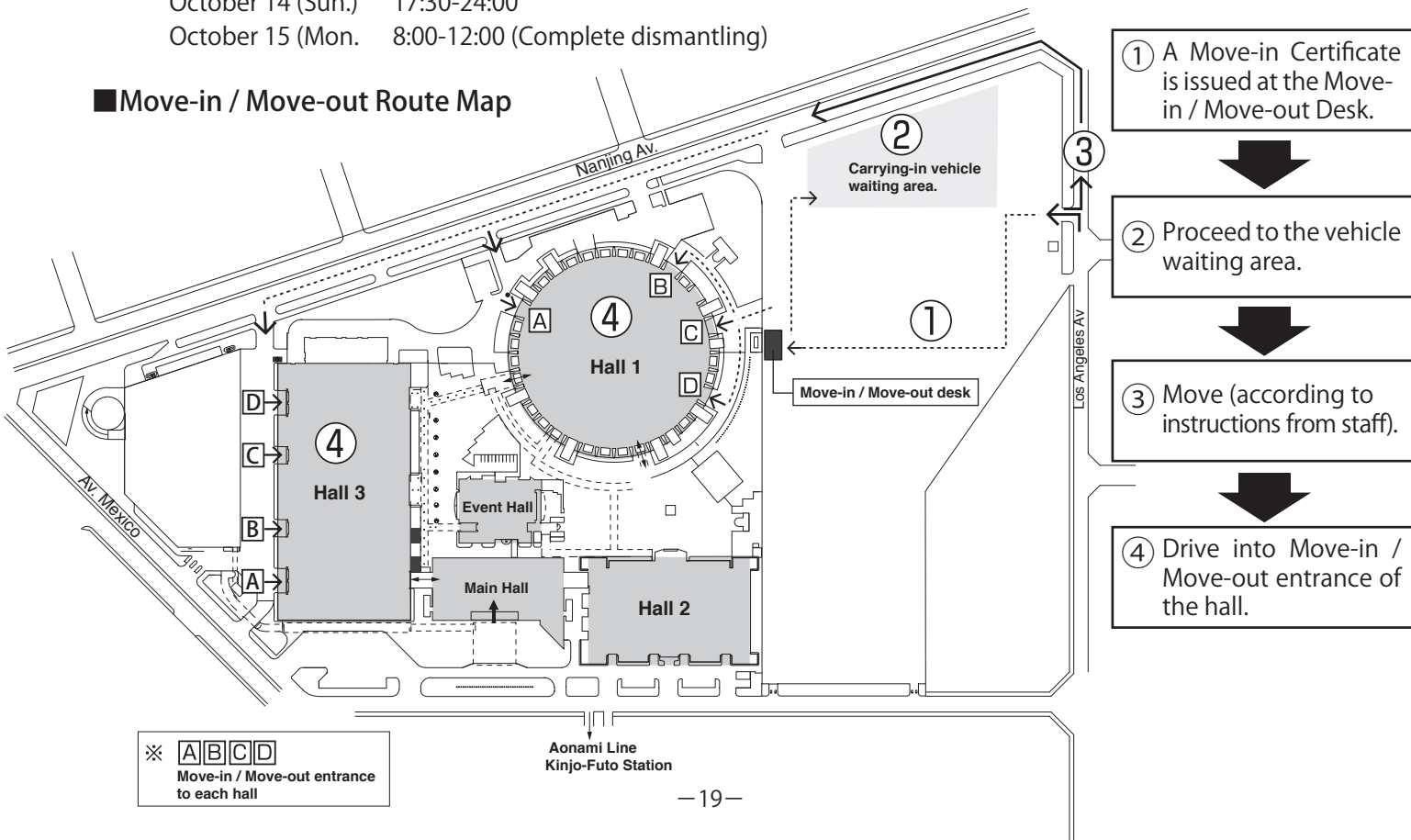
Move-in hours

- October 6 (Sat.) 8:00-20:00 (Only Space-only Exhibitors)
- October 7 (Sun.) 8:00-20:00 (Space-only / Packaged Booth Exhibitors)
- October 8 (Mon.) 8:00-20:00 (Space-only / Packaged Booth Exhibitors /
Vehicles are permitted inside the venue until 15:00)

Move-out hours (all exhibitors)

- Dismantling and Move-out Schedule
- October 14 (Sun.) 17:30-24:00
- October 15 (Mon.) 8:00-12:00 (Complete dismantling)

Move-in / Move-out Route Map



■ Move-in / Move-out Regulations

For move-in, a "Vehicle Move-in / Move-out Permit" will be issued at the Move-in / Move-out Desk in the ground parking area in front of Hall 1. Please show your permit to the Move-in / Move-out Desk at each hall, and follow the instructions given from the staff to conduct work. (Vehicles without a Vehicle Move-in / Move-out Permit will not be permitted to enter the halls.) Wait for move-in and move-out work in the designated waiting area according to the instructions from staff.

■ Vehicle Move-in / Move-out Permits

A special "Vehicle Move-in / Move-out Permit" is needed for each vehicle to enter the venue during the move-in or move-out period, and vehicles without these permits will not be allowed to enter the venue.

Exhibitors requiring vehicle permits are to submit **form No.5 "Vehicle Move-in / Move-out Permit Application"** to the JA2012 Exhibition Management Office by **August 17 (Fri.), 2012**.

If large vehicles are needed to bring in aircraft or heavy items, arrangements should be made individually. Please inform us on the details by filling out **form No.5 "Vehicle Move-in / Move-out Permit Application"**

■ Move-in / Move-out Periods and Work Hours

Move-in (decoration) period:	8:00 to 20:00, October 6 (Sat.) to 8 (Mon.) (until 22:00 on October 8)
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Move-out (dismantlement) period:	October 14 (Sun.): 17:30 to 24:00 October 15 (Mon.): 8:00 to 12:00
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*When conducting work at another hour, make an application to the JA2012 Exhibition Management Office for permission. (Fee: 10,500 yen / company / hour)

On October 14, vehicles will be permitted to enter the venue after 18:30.

■ Worker Admission Pass

All workers who carry out work in the venue (companies undertaking move-in / move-out, decoration work, electrical work, air / water service work, rental service, etc.) are requested to carry out work with their "Admission Passes (ribbons)" on.

"Admission Passes" will be distributed at the Move-in / Move-out Desk (free of charge).

"Admission Passes" will be valid during only the move-in and move-out periods (October 6 to 8, after 17:00, October 14). Nobody will be permitted to enter the venue with an "Admission Pass" during the period of the exhibition.

■ Parking Spaces Available during Move-in Periods

The ground parking area will be available free of charge during the move-in and move-out periods. Do not park vehicles around the halls because they will hinder move-in work.

■ Move-in Work

- (1) To ensure smooth move-in work, JA2012 Exhibition Management Office will set move-in and move-out hours for exhibitors. Please conduct move-in and move-out work according to the timetable. Check the allocated move-in and move-out hours with the "Move-in and Move-out Timetable." (tentatively scheduled in mid-September)
- (2) Conduct move-in work according to the steps of the move-in and move-out procedure described on the preceding page.
- (3) Those who conduct move-in work are requested to receive a "Vehicle Move-in / Move-out Permit" at the Move-in / Move-out Desk in the ground parking area in front of Hall 1 and move to the halls according to instructions from the waiting area staff.
- (4) In each hall, begin work according to instructions from staff in charge of the hall.
- (5) Conduct move-in work with care not to cause inconveniences to other exhibitors and with consideration given to safety.
- (6) During move-in work, all exhibitors are requested to be on the premises to attend to and check the work. Exhibitors will not be permitted to conduct work within the halls if their personnel in charge are not present.
- (7) Take home the garbage produced in the booth and the materials used.

- (8) In each hall, keep the received "Vehicle Move-in / Move-out Permit" displayed in a visible position in the move-in vehicle from outside.
- (9) When driving or parking a vehicle inside a hall, exercise care not to put the weight of the vehicle on wiring and piping pits.
- (10) When driving a vehicle inside a hall, exercise care not to soil or stain the carpet laid inside the booth.

■Overtime Booth Construction Work

When conducting work out of the designated hours of the move-in and move-out periods and the period of the exhibition, notify the work out of the designated hours with the JA2012 Exhibition Management Office within the hall. Note that 10,500 yen (tax included) will be charged per company per hour because the security guard, the extension of lighting inside the hall or the venue, etc. will be required for work out of the designated hours. After the exhibition, the JA2012 Exhibition Management Office will send you a bill. Working will not be permitted unless it is notification.

■Move-in / Move-out during the Exhibition Period

In principle, move-in and move-out work will not be permitted during the period of the exhibition, except for only move-in and move-out work using a cart or by hand before and after the opening hours of each day. If move-in or move-out work is required due to unforeseen circumstances such as failure of or damage to an exhibit, the replenishment of demonstration materials, the bringing out of an exhibit for a demonstration, exhibited equipment maintenance, part replacement, etc., please inform the JA2012 Exhibition Management Office in advance.

During the period of the exhibition, no vehicle waiting area will be provided.

Use the parking area for exhibitors ("Exhibitor Parking Permit" is required) or a toll parking area.

■Move-in / Move-out Precautions

- (1) An area for storing packing materials and empty containers will not be prepared inside each hall. Exhibitors are requested to store and manage these materials on their own responsibility in principle.
- (2) Conduct move-in and move-out work with utmost consideration given to safety to prevent accidents. In case of an accident, the exhibitor concerned will settle it on his/her own responsibility and promptly report it to the JA2012 Exhibition Management Office.
- (3) If machine oil or other fluid is spilled on the floor during work or demonstration, immediately wipe it off or take appropriate measures to remove it, and report the incident to the JA2012 Exhibition Management Office of the hall. If machine oil is not removed immediately, the asphalt on the floor will get corroded, and the exhibitor may need to bear the repair expenses.

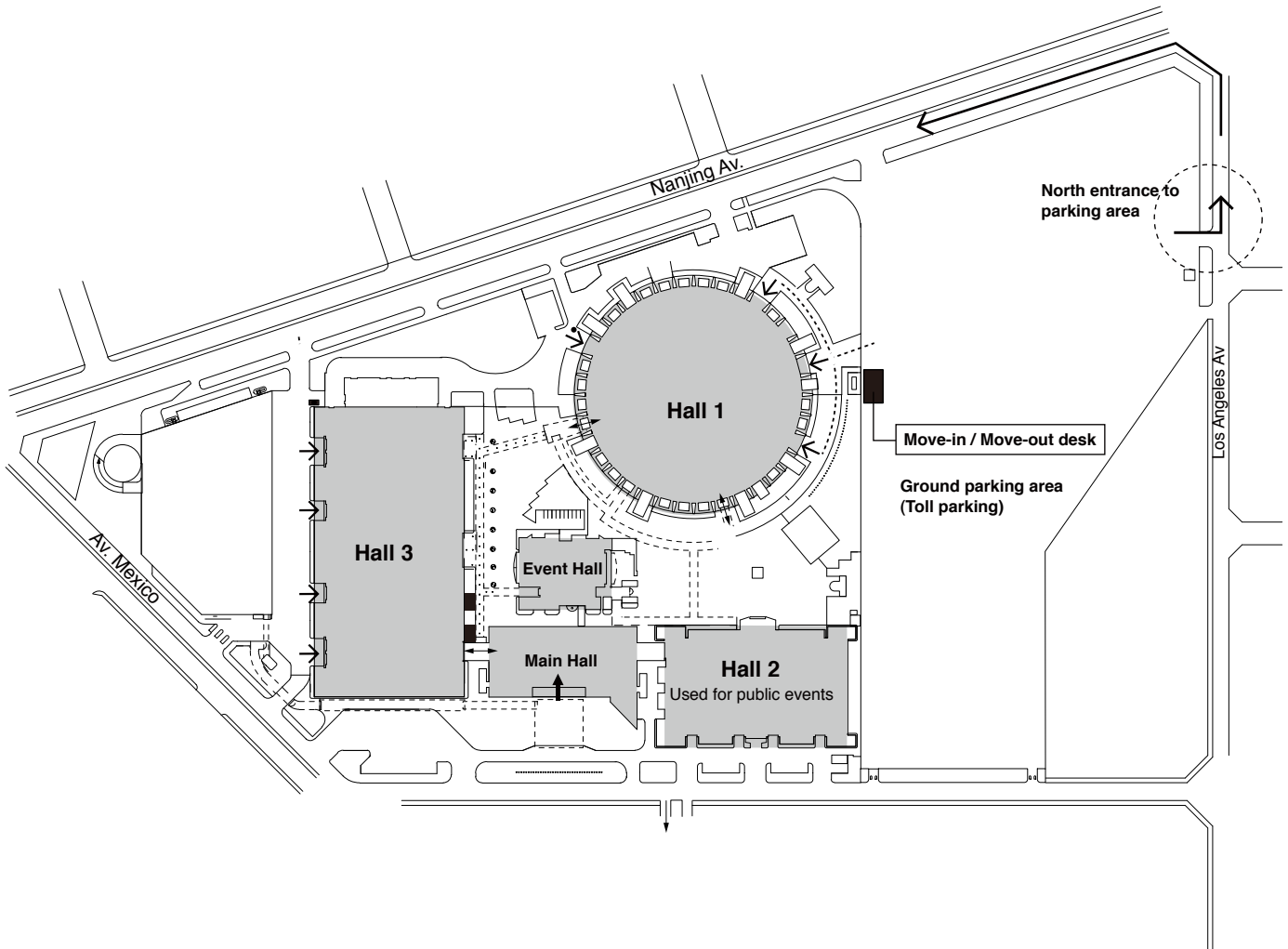
■ Parking during Move-out (October 14)

On October 14, parking in the parking areas for exhibitors around the halls will be prohibited to make preparations for move-out work.

Exhibitors having an "Exhibitor Parking Permit" are requested to park in the ground parking area.

Vehicles will be permitted to leave the venue after 17:00 from the north entrance to the parking area free of charge by showing their "Exhibitor Parking Permit" or "Vehicle Move-in / Move-out Permit." Vehicles without any permit and vehicles leaving from another entrance will have to pay the parking fee.

Move-out vehicles must arrive at the venue at the designated time. The roads around the venue are no-parking zones. Vehicles must be parked in the designated parking area.



■ Courier Service

- Please clarify your booth number when you use a courier service. Also, the person in charge of the packages is required to be at his/her own booth and receive (sign for) them on the delivery day / time. The JA2012 Exhibition Management Office is not able to sign for any items or store them on behalf of exhibitors.
- "Vehicle Move-in / Move-out Permit" are not required for courier services.
 * How to fill out a courier address form:

【General Exhibition Rules】

From: Mr./Ms. **** * The Society of Japanese Aerospace Companies NOF Tameike Bldg. 2F 1-1-14 Akasaka Minato-ku, Tokyo TEL +81-3-35-3585-0511	To: Japan Aerospace 2012 Port Messe Nagoya 2-2 Kinjo Futo Minato-ku, Nagoya <div style="border: 1px dashed black; padding: 5px; margin-top: 10px;"> Booth #: _____ Exhibitor Name: _____ Attention to: _____ Telephone # _____ </div>
Requested Delivery Time: October (day), (time),	

— Please write down the requested delivery time for a time when someone can sign for the items at your booth. —

— This information is required. —

— Inquiries about move-in / move-out — 【JA2012 Management Office】

MIK International Co., Ltd.
 Pacific College Building 6F, 1-23-37, Izumi Higashi-ku, Nagoya 461-0001
 Tel: +81-52-955-3333 Fax: +81-52-955-3334
 E-mail for application: office@ja2012.net
 E-mail for inquiries: ask@ja2012.net

■ Move-in and move-out of aircraft

For inquiries about the move-in and move-out of aircraft, please contact the Japan International Aerospace Exhibition Management Office shown below.

— Inquiries —

【Japan International Aerospace Exhibition Management Office】

The Society of Japanese Aerospace Companies
 Person in charge: Mr. Miya
 NOF Tameike Bldg. 2F, 1-1-14 Akasaka, Minato-ku, Tokyo 107-0052
 Tel: +81-03-3585-1641 / Fax: +81-03-3585-0541
 E-mail: ja2012@sjac.or.jp

3 Exhibits / Display Regulations

3-1 Types of Booths

The Organizer has provided two options, which include a Packaged Booth and Space Only.

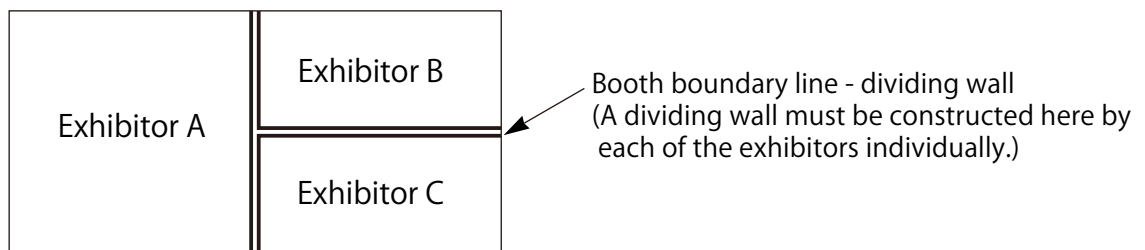
■Space Only

Exhibitors using this option should note that only the bare floor space is included. Exhibitors are responsible for building and decorating their stands to an acceptable standard.

When there is an adjoining exhibitor, each exhibitor needs to prepare a dividing wall (height: 2.7m) as a boundary.

In principle, the opposite side of an adjoining exhibitor's wall cannot be used; however, this regulation will not be enforced if the two exhibiting parties have agreed between themselves that only one wall is needed.

●Dividing Walls example:



■Packaged Booth

●Booth size:

W 2,970mm × D 2,970mm × H 2.7m (approx. 9m²)

●Specifications

Wall: Back panels, side panels, parapets (white system panels)

Company name: Company name panel

(in Japanese and English, font: Sans-Serif Gothic, black, 1,800 mm X 200 mm) x 1

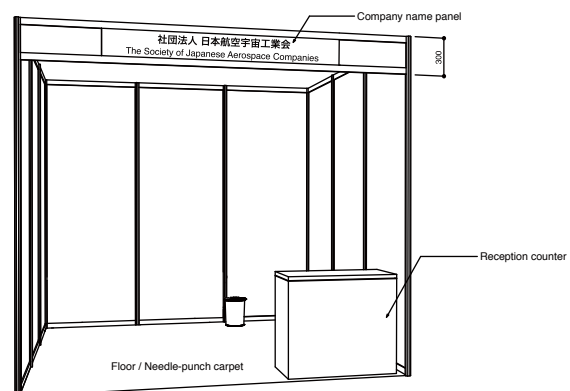
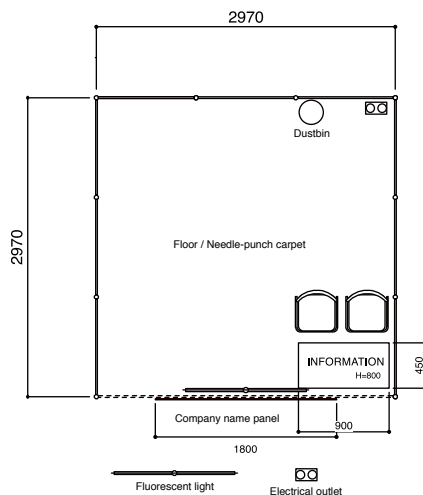
Lighting: 40 W fluorescent lamp x 1 (installed on the back side of parapets)

Flooring: Punch carpet, color: one of light gray, gray, red, dark red, light blue, sky blue, green, and orange (See the color samples shown in the Appendix.)

Furniture: Reception counter x 1, pipe chair x 2, dustbin x 1

Outlet: 100 V, 500 W x 1 location (duplex type)

●Packaged Booth Image



*In principle, the side panel on the aisle side is not installed. If it is necessary to have a side wall, this will be done at no extra charge; however, please notify the JA2012 Official Service Provider by submitting **form No. 6 "Stand Display / Contractor Registration"** by **August 17 (Fri.), 2012.**

■Precautions for Packaged Booth Exhibitors

- As the system panels are leased items, please do not use nails, rivets or adhesives on them. In case the walls are damaged and unusable any more upon their return, the exhibitor will need to purchase them.
- When setting up the panel on the system panels, it is possible to use weak double-sided tape or hook chains.
- Please note that the system panel walls are not capable of withstanding the weight of heavy exhibit decorations.
- Packaged Booth exhibitors can select the carpet color by submitting **form No.6 "Stand Display / Contractor Registration"** to the JA2012 Official Service Provider by **August 17 (Fri.), 2012.**

3-2 Display / Building Contents Registration

The JA2012 validates the safety of all stand decorating and building during the assembly period. All exhibitors are to submit **form No.6 "Stand Display / Contractor Registration"** along with their booth plans and elevation views to the JA2012 Official Service Provider by **August 17 (Fri.), 2012.**

Upon booth decoration, please be thorough in securing and fastening the exhibits to prevent them from moving / falling in the event of earthquakes, etc., and follow the series of regulations closely. Also, we recommend the exhibitors to put up safety or warning labels for the visitors' awareness. Your understandings and cooperation would be highly appreciated for the prevention of accidents during the exhibition.

3-3 Height Regulations

■Displays and Exhibits

- Definition of a "Display":
Exhibit table, panels, fascia, posters, ad balloons, lighting, signs, banners, plants, decorations, etc., are all considered displays.
- Definition of an "Exhibit" includes:
An exhibitor's manufactured products or mock-ups of such products.

■Height Limit

The height limit for an exhibit / display is 6m from the floor. However, if your booth adjoins the stand(s) of other exhibitor(s), the height of any exhibit / display installed within 1m from the stand boundary (boundaries) must not exceed 2.7 m (reference #1, #2).

If the exhibit / display itself is taller than 6m, it may be allowed after verifying the law, the hall regulations and safety. However, within 1m from the booth boundary, the height limit is 2.7m, as mentioned. If your exhibit falls under these conditions, please submit the **form No.6 "Stand Display / Contractor Registration"** to the JA2012 Official Service Provider along with your booth plan and elevation view by **August 17 (Fri.), 2012.**

Please note that your application may not be accepted because of the terms and conditions.

Also, exhibitors using over 100m² and setting up the panel along the aisle must prepare two or more passageways, in different directions, which can be used in case of emergency. Moreover, an emergency passageway (at least 2m wide) must be provided for every 15m of booth length.

*Please provide as wide an opening between panels as possible in order for visitors to come into your booths easily and also allow for a clear view of the inside of the exhibition hall.

3-4 Weight Regulations

■ Heavy / Large Exhibits

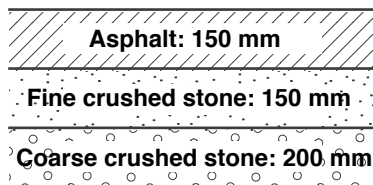
Exhibitors displaying exhibits / displays weighing over 1 ton are requested to submit **form No.7 “Heavy Weight Exhibits Application”** along with exhibit information (product catalogue, etc.) and booth floor plan to the JA2012 Official Service Provider by **August 17 (Fri.), 2012.**

- Exhibits with a weight of over 5t / m² (weight divided by area) is not permitted.

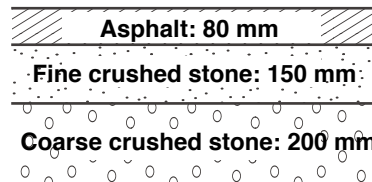
(1) Displaying heavy exhibits

The floors of the halls, except for pits and the areas surrounding them, are covered with asphalt. To display heavy exhibits, place steel panels, wooden blocks, etc. under them to disperse their weight.

Hall 1



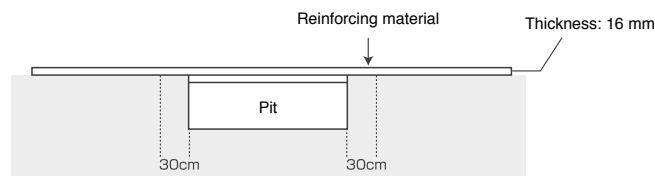
Hall 3



*The withstand load of the floor surface is 5 tons/m².

(2) Protection of pits and surrounding areas

Exhibits weighing over 1 ton/m² in W/A described above cannot be displayed on pit covers and areas within 30 cm from the edges of the pits. If it is necessary to display any exhibit on a pit cover or in such an area due to reasons of the display space, protect the area by, for example, laying a reinforcing material over it.



(3) Crane Usage

When using cranes, please take the following precautions and cure the floor. Also, please insure that neither tires nor outriggers are placed on the pit covers.

Type of Crane	Protection for Outrigger
Medium-sized truck with crane attachment	500×500mm plate to be placed beneath outrigger base.
35t or less Rafter Crane	
45t Rafter Crane	500×500mm plate placed over 1000×1000mm plate to be placed beneath outrigger base.

3-5 Flooring Regulations

■Flooring (Needle-punch carpet, etc.)

Paint, etc. cannot be applied directly to the floor surface.

Also, carpets, etc., are not to be secured to the floor by glue; please use double-sided tape.

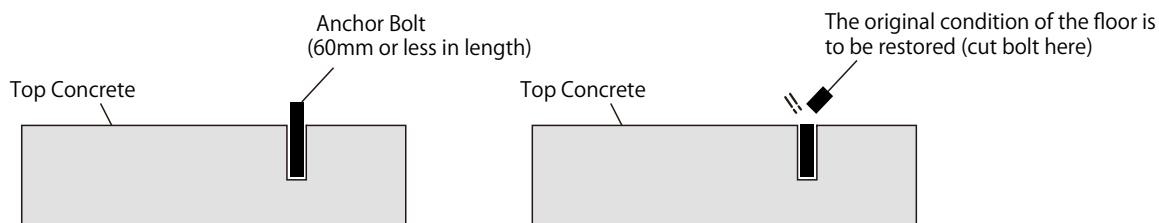
■Anchor Bolts

Exhibitors planning to use anchor bolts are to submit **form No.8 “Application for Floor Anchor Bolt Installation”** along with booth floor plans and elevation view to the JA2012 Official Service Provider by **August 17 (Fri.), 2012.**

Only after acknowledgement by the venue (Port Messe Nagoya), will the use of anchor bolts be allowed. Moreover, when the exhibition is over, the floor must be restored to the original condition by the exhibitors.

●Use of Anchor Bolts

1. Anchor bolts cannot be used on the pit covers or within 20cm from pit borders. Use only anchor bolts that are 16 mm or less in diameter and 60 mm or less in length.
2. Please do not extract anchor bolts after use. The protruding parts of the anchor bolt are to be cut off with a sander. In case the floor cannot be restored, all costs incurred by the venue carried out to repair the floor are to be borne by the exhibitor.
3. Hammering and gas welding is prohibited.
4. The use of anchor bolts without notification is prohibited, and exhibitors will be liable for damages and repair costs involved with restoring the damaged floor surface.



●Anchor Bolt Usage Fees (tax included)

2,100 yen per anchor bolt

●Fees Invoiced

The JA2012 Official Service Provider will send an invoice after the exhibition.

■Prohibited Items

Concrete nails and rivets are prohibited.

3-6 Fire Precautions and Safety

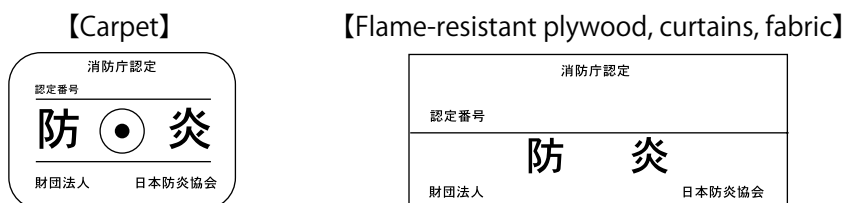
Please acknowledge that permission may not be given even if fire regulations below are defended.

■ Flame Resistance of Decorating Materials

In selecting booth display materials, exhibitors are to take the following into consideration.

- Any plywood, hard boards, printed plywood and laminated boards, must be duly processed to be flame-resistant. Also, the red label of fireproof marking (Fire Department certificate) must be attached on the surface and five red lines on the back.
- Any inherently flammable materials such as carpets, curtains, banners, screens, etc., must undergo a nonflammable treatment process in advance. Any spraying process using fireproofing chemicals on-site is not allowed.
- Fireproof markings (Fire Department certificate) on fireproof goods should be stitched or applied in a manner that is easily recognizable.
- Any thick cloth or pleated papers used on the abovementioned flame-resistant plywood for decoration purposes must also be flame-resistant. However, thin textiles glued to the entire surface of flame-resistant plywood are permitted.
- Please avoid using non-flame-resistant materials such as foam polystyrene, Hong Kong Flowers (artificial polyethylene flowers), urethane, acetate, polyester, acrylic and nylon. It is possible to use Styrofoam instead of foam polystyrene.
- In case that building and display materials are brought in from overseas, please submit the documents from your own country certifying that the materials are flame-proof to the JA2012 Official Service Provider. Permission to use these materials will depend on the Fire Authorities.
- In the case that the above criteria are not followed, the Fire Authorities may order the removal or replacement of materials without non-flammable treatment during inspection.

* Flame-resistance label (Sample)



■ Handling of Hazardous Materials and Open Flames

When bringing any hazardous materials into the halls or when using any open flames within the halls, special permission must be received from the local Fire Department (Nagoya Fire Bureau Minato Fire Station).

As the JA2012 Official Service Provider handles all hazardous materials applications in bulk, exhibitors planning to use such materials need to submit two product catalogues of the relevant items, booth floor plan and elevation view along with **form No.9 “Application for Hazardous materials & Use of Fire”** to the JA2012 Official Service Provider by **August 17 (Fri.), 2012**. Additionally, the Fire Authorities may direct to change the booth layout or materials used which will be notified to the exhibitor via the JA2012 Official Service Provider.

● Definition of “Hazardous Materials”

Hazardous Materials are dangerous articles, combustible gases, or other such flammable chemicals as specified by the Nagoya Fire Prevention Ordinance.

1. Flammable gas (oil, liquefied gas, acetylene and hydrogen, etc.)
2. High-pressure gas (such as a helium and oxygen)
3. Hazardous Materials (gasoline, lamp oil, machine oil, other oils, etc.)
4. Dangerous goods (semi-dangerous objects, gunpowder, matches, candles, etc.)
5. Oil used in machines (compressor, vehicle, etc.)
6. Machines and displays that use oil to generate smoke (smoke machine, etc.)

*There are some items which are permissible such as hazardous materials sealed in an airtight container, vehicle fuel and lubricating oil in machines, if they are absolutely necessary. The fire department will decide the minimum necessary amount. Please contact the JA2012 Official Service Provider in advance.

●Definition of “Open Flame”

“Open Flame” here means any gas, liquid or solid fuel used in any instrument emitting flames or sparks. Also, anything that generates heat (heating or burning equipment including electric heaters, stoves, etc.) is included.

Also, any electrical appliance generating heat with a heating unit that becomes red in the heating process (with the exception of one whose heating unit is confined inside a walled-in box or duct, such as a toaster, hair dryer, or oven), as well as one with a heating unit exposed to the outside that might set fire (at a surface temperature of above 400°C) to a flammable item upon contact, is considered to be an open flame. Induction-heating appliances are also included in the definition of an open flame.

●Precautions on Hazardous Materials and Open Flames

- When you bring any approved hazardous material into the venue, you must bring only a one-day supply at a time.
- Please install one or more fire extinguishers within the booth (size 10 or larger)
- Exhibiting or demonstrating may not be allowed depending on the contents of the application.
- Be sure to submit in all documents by the designated date, as additional applications will not be accepted

■Ceiling Structures / Two-storied Structures / Suspended Structures

In principle, this exhibition will prohibit ceiling structure installation, two-storied structure installation, and suspended structures using the frame ceiling of the hall. However, if ceiling structure installation or a suspension structure is required for the nature of an exhibit, please contact the JA2012 Official Service Provider by August 17 (Fri.), 2012.

■Fire Department Inspection

An inspection by the local Fire Department will be conducted during the move-in period. Your cooperation will be appreciated.

— Inquiries about display and decoration —

【JA2012 Official Service Provider】

FUJIART, INC.

Persons in charge: Ms.Tsurumaki, Mr.Hasegawa
and Mr.Katayama

17F DiverCity Tokyo Office Tower

1-1-20 Aomi, Koto-ku, Tokyo 135-0064

Tel: +81-3-5520-1882 Fax: +81-3-5520-1892

E-mail: ja2012@fujiart.co.jp

3-7 Others

■Nighttime Decoration

Exhibitors are required to notify the JA2012 Exhibition Management Office if they have to do decoration work in the night time during the move-in period, and will have to pay a fee over the specified hours (after 20:00, overtime fee per hour: 10,500 yen (tax included)).

Move-in (decoration) period	Work hours
October 6 (Sat.) to 8 (Mon.) (3 days)	8:00 to 20:00 (to 22:00 on October 8)

■Removal of Garbage

Each exhibitor is requested to take home display decorations and garbage produced by demonstrations in the booth on his/her own responsibility. Lend your cooperation toward the use of recycled materials, the separation of combustible materials and incombustible materials, and garbage reduction, and please do not place any garbage in the aisles. Take home unnecessary catalogues, etc., especially at the time of move-out, or ask a waste disposal service company to dispose of waste. If you leave your garbage in the hall, we will charge you the expenses incurred by the removal of the garbage.

3-8 Overseas Freight and Customs Clearance

■ Bonded Exhibits

The JA2012 venue, Port Messe Nagoya, is a bonded trade fair hall. Exhibitors can bring exhibits, displays and decorating materials into the hall and back to their country directly without paying duties.

Exhibitors intending to display overseas materials are to submit **form No.10 "Bonded Exhibits Application"** to the JA2012 Bond / Freight Service Desk by **August 13 (Mon.), 2012.**

In addition, exhibitors may select ATA Carnet and import clearance (Usual taxation customs clearance) except the bonded clearance.

Import goods which are not the purpose of exhibits but brought out of the venue even temporary need to obtain the import clearance. For import clearance procedures, below company can be in charge however, each exhibitor is required to prepare by own for the freights that violate the Import Trade Control Order and the Export Trade Control Order etc. Also, please note that consumable goods such as catalogues are imported materials and need import clearance.

*This forms clarify the expected use of bonded trade fair hall to Nagoya Customs. In case the changes are caused in the exhibits, these will not be an obstacle; however, actual bonded exhibits are overseas freights so those are under control of customs. When you transport those exhibits, please remember you are required to obtain permissions and authorization from the customs.

—Inquiries—

【JA2012 Bond / Freight Service Desk】

Yusen Logistics Co., Ltd.

Persons in charge: Mr.Ozaki, Mr.Kurono and Ms.Shiomi
Centrair 3-15-1, Tokoname, Aichi Prefecture 479-0881
Tel: +81-569-38-9502 Fax: +81-569-38-9507
E-mail: ja2012@jp.yusen-logistics.com

■ Procedures for Temporary Import and Re-export of Weaponry-related Items

If an exhibitor is going to display weaponry-related freight in this exhibition, the exhibitor may have to obtain import approval and export permission from the Ministry of Economy, Trade and Industry. All exhibitors planning to display such freight, consult the JA2012 Bond / Freight Service Desk early.

● Weaponry-related Freight

Weaponry-related freight is freight falling under the "Import Trade Control Order" or the "Export Trade Control Order" based on the "Foreign Exchange and Foreign Trade Act."

Examples: Weaponry (military aircraft, other military hardware, etc.)

General products that can be diverted for military purposes (mass destruction weaponry, conventional weaponry (cutting-edge materials, material processing, computers, electronics, etc.) and their component parts

*For guidance about the transportation of exhibits, see the "Guide for Transportation of Freight for Display."

4 Technical Guide and Optional Application

Following services from “4 Technical Guide and Optional Application” must be applied to our official constructor.

【Applications to the JA2012 Official Service Provider】

- | | |
|------------------------------|--|
| 4-1. Electrical Installation | 4-2. Water supply / drainage, air, and gas supply work |
| 4-4. Communication Lines | 4-6. Rental Storage |

4-1 Electrical Installation

■ Electrical Installation

Regardless of the electrical use, all exhibitors are to submit **form No.11 “Electrical Power Supply Application”** to the JA2012 Official Service Provider by **August 17 (Fri.), 2012.**

● Basic Electrical Supply Included:

Type Booth	Space Only	Packaged Booth
Included Electrical Supply	Nil	0.5kw per 9m ² booth

● Power Supply Specification

- AC Single-phase 100V 60Hz
- AC Single-phase 200V 60Hz
- AC Three-phase 200V 60Hz

● Power Supply Hours

- | | |
|---------------------------------------|---------------|
| October 8 (Mon.) | 10:00 - 20:00 |
| October 9 (Tue.) | 8:00 - 18:00 |
| October 10 (Wed.) - October 14 (Sun.) | 8:30 - 18:00 |

● Cost for Additional Power Supply

If an exhibitor needs to use more electricity than originally supplied, please submit **form No.11 “Electrical Power Supply Application”** with the necessary amount.

1kw = 13,650 yen (tax included)

Example: 3.01kw will be charged as 54,650 yen (13,650 yen X 4kw)

* Rates are applied equally for Single Phase 100V and Single Phase / Three Phase 200V.

* If other voltages, etc. are needed, please contact the JA2012 Official Service Provider for a separate invoice.

● Billing System

The JA2012 Official Service Provider will invoice exhibitors upon receiving application, and payment must be made before the exhibition.

■ Secondary-side Wiring Work

Each exhibitor is responsible for secondary electrical installations within their booths. Also, such secondary-side electrical work is to be done at the exhibitor’s expense (the installation of lighting fixtures, socket outlets as well as wiring from the switchboard); however, JA2012 Official Service Provider will be able to accept this work.

Exhibitors that will be performing any electrical work inside their booths are to submit **form No.11 “Electrical Power Supply Application”** to the JA2012 Official Service Provider by **August 17 (Fri.), 2012.**

■ Safeguards

Exhibitors are requested to arrange appropriate safeguards against any possible electrical accidents such as a power failure or voltage drop that could inflict damage on exhibits or equipment. The Organizer expressly disclaims liability for any loss, injury, or damage caused by such accidents.

■ Maintenance during the Exhibition

If there are any electrical accidents in your booth, please contact the Exhibition Management Office immediately as there are electricians on duty.

■ Precautions

- Please select a duly-licensed contractor for electrical installation and wiring in your booth. Every electrician undertaking electrical work must always carry his / her license when working in the venue.
- Please be sure to complete all secondary-side wiring work within the booth by **October 8 (Mon.), 20:00**. No electrical work will be allowed during the open period.
- Please use condensers when using fluorescent lights, and high-pressure mercury lights.
- The use of neon lights is prohibited.
- Appropriate fuses must be used for all switches in your booth. Please do not substitute copper wire or similar materials for fuses.
- When wiring for 100V lighting fixtures, a circuit must be branched for each fixture of 15A or more. For fixture of less than 15A, a circuit must be branched for every 15A installed with a branch switch (cut-out switch).
- Regarding wiring, please do not hook up the cords without using connectors or drift-lay the plastic cords. Also, it is not allowed to staple the wire on the walls. Please pay thorough attention, especially during installation, not to hurt any people nor cause any fires or property damage.

— Inquiries about electric supply work —

【JA2012 Official Service Provider】

FUJIART, INC.

Persons in charge: Ms.Tsurumaki, Mr.Hasegawa and Mr.Katayama
17F DiverCity Tokyo Office Tower
1-1-20 Aomi, Koto-ku, Tokyo 135-0064
Tel: +81-3-5520-1882 Fax: +81-3-5520-1892
E-mail: ja2012@fujiart.co.jp

4-2 Water supply / drainage, air, and gas supply work

If you desire water, air, and / or gas supply, we will make an estimate of the work you desire. Please contact the JA2012 Official Service Provider by **August 17 (Fri.), 2012**.

— Inquiries about water, air, and gas supply —

【JA2012 Official Service Provider】

FUJIART, INC.

Persons in charge: Ms.Tsurumaki, Mr.Hasegawa and Mr.Katayama
17F DiverCity Tokyo Office Tower
1-1-20 Aomi, Koto-ku, Tokyo 135-0064
Tel: +81-3-5520-1882 Fax: +81-3-5520-1892
E-mail: ja2012@fujiart.co.jp

4-3 Rental Furniture / Fixtures



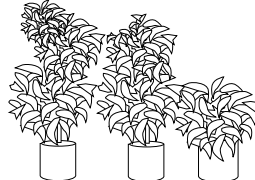
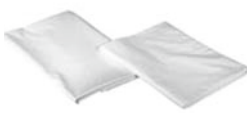

Exhibitors who wish to rent various furniture and fittings for the booth should submit **form No.12 "Application for Rental Furniture / Fixtures"** to the JA2012 Official Service Provider by **September 7 (Fri.), 2012.**

●Billing System (Prices are during the exhibition, tax included.)

The JA2012 Official Service Provider will invoice exhibitors upon receiving application, and payment must be made before the exhibition.

1 System Wall Panel (White) W990 × H2700 ¥ 7,350	2 Color Sticker Sheet for System Wall Panel per m ² ¥ 3,150	3 System Door Unit (Lockable) W990 × H2700 ¥ 21,000	4 System Curtain Unit W990 × H2700 ¥ 9,450
5 System Accordion Door Unit ¥ 18,900	6 Display Counter (White) W990 × D495 ¥ 8,400	7 Display Counter (White) W495 × D495 ¥ 7,350	8 Display Counter (White / Lockable Cabinet) W990 × D495 ¥ 12,075
9 Display Counter (White) W990 × D990 ¥ 12,600	10 1/4 Round Display Counter (White) W990 × D990 ¥ 17,325	11 1/4 Round Display Counter (White) W495 × D495 ¥ 9,135	12 S Hook and Chain (×2 sets) (For attaching lightweight panels) ¥ 525
13 Velcro (hooks&loops ×2sets) (for mounting lightweight panels) ¥ 315	14 Electrical Power Outlet An electric cost of construction is required. ¥ 2,625	15 Halogen Arm-Spotlight An electric cost of construction is required. ¥ 4,725	16 Halogen Spotlight 100 W An electric cost of construction is required. ¥ 4,725
17 Halogen Spotlight 300 W An electric cost of construction is required. ¥ 6,300	18 Fluorescent 40 W An electric cost of construction is required. ¥ 3,150	19 Reception Set A Glass-top Low Table × 1 Single Sofas × 4 ¥ 26,250	20 Reception Set B White Low Table × 1 Single Sofas × 4 ¥ 10,500

<p>21 Reception Set C Glass-top Low Table × 1 Single Sofas × 2 Double Sofas × 1</p>  <p>¥ 43,575</p>	<p>22 Meeting Set A Round Table × 1 Chairs × 4</p>  <p>¥ 27,300</p>	<p>23 Meeting Set A Glass Table × 1 Chairs × 4</p>  <p>¥ 27,300</p>	<p>24 Bar Stool A: H600 B: H700</p>  <p>¥ 3,675</p>
<p>25 High Table and Chair Set A High Table × 1 High Chairs × 4</p>  <p>¥ 16,800</p>	<p>26 High Table and Chair Set B High Table × 1 Chairs × 4</p>  <p>¥ 34,650</p>	<p>27 Stacking Chair A: Silver B: White</p>  <p>¥ 3,150</p>	<p>28 Folding Chair</p>  <p>¥ 630</p>
<p>29 Folding Chair with Table Top</p>  <p>¥ 3,150</p>	<p>30 Work Table (white laminated top) A: W1800 × D600 × H730 B: W1800 × D450 × H730 C: W1500 × D600 × H730 D: W1500 × D450 × H730</p>  <p>¥ 3,675</p>	<p>31 Reception Desk A A: W1200 × D600 × H800 B: W1200 × D600 × H940</p>  <p>A- ¥ 14,175 B- ¥ 21,525</p>	<p>32 Reception Desk B W900 × D450 × H940 (with Shelf Board)</p>  <p>¥ 6,300</p>
<p>33 Lockable Cabinet A W600 × D450 × H750</p>  <p>¥ 12,600</p>	<p>34 Lockable Cabinet B W900 × D600 × H750</p>  <p>¥ 12,600</p>	<p>35 Steel Shelf A: W900 × D450 × H1800 B: W900 × D300 × H1800</p>  <p>¥ 6,300</p>	<p>36 Business Card Box A: Blue B: Red</p>  <p>¥ 1,575</p>
<p>37 Desktop Brochure Stand A4 size, 3 pockets</p>  <p>¥ 1,575</p>	<p>38 Brochure Stand A: A4 size, 6 pockets B: A4 size, 12 pockets</p>  <p>¥ 5,775</p>	<p>39 Panel Stand</p>  <p>¥ 2,625</p>	<p>40 Refrigerator (Electric outlet necessary)</p>  <p>Medium: 100 W Medium ¥ 18,900 Small: 70 W Small ¥ 15,750</p>

41 Clothes Hanger Set  ¥ 4,725	42 Dustbin A (47ℓ) B (25ℓ)  A- ¥ 3,150 B- ¥ 1,575	43 Coffee Maker Set 100V-950W Serves 200 cups (Electric outlet necessary)  ¥ 31,500	44 Potted Plant  Large ¥ 3,675 Medium ¥ 2,625 Small ¥ 1,260
45 White Cloth W2000 × H1000 (Flameproof treated)  ¥ 1,575	46 Fire Extinguisher  ¥ 4,200	47 Punched Carpet Colored Carpet Colors available shown on attachment. ¥ 15,750/9m ²	

— Inquiries about rental furniture / fixtures —
【JA2012 Official Service Provider】

FUJIART, INC.

Persons in charge: Ms.Tsurumaki, Mr.Hasegawa and Mr.Katayama
17F DiverCity Tokyo Office Tower
1-1-20 Aomi, Koto-ku, Tokyo 135-0064
Tel: +81-3-5520-1882 Fax: +81-3-5520-1892
E-mail: ja2012@fujiart.co.jp

4-4 Communication Lines

If you want to have a communication line to use the Internet and other network services in the booth, fill in the **form No. 13-1 “Application for Internet Access”** and submit it to KISSEI COMTEC Co., Ltd. by **September 7 (Fri.), 2012.**

■ Internet services

● Type of lines

[A] FLET’S Hikari Next proprietary: 105,000 yen (tax included)

[B] EMOBILE Pocket Wi-Fi rental: 12,600 yen (tax included)

*Make an application for [A] and / or [B] above with the **form No. 13-1 “Application for Internet Access.”** After the acceptance of the application, KISSEI COMTEC Co., Ltd. will issue a bill. Transfer the total amount before the opening of the exhibition.

*Wiring work and services will be provided after the payment of the charge is confirmed.

● Period of use

October 9 (Tue.) to 14 (Sun.)

[The line will become available at 14:00 on October 8 (Mon.). (tentative) and be removed after the end of the period of the exhibition on October 14 (Sun.).]

● Overview of services

[A] This service will provide you with a FLET’S Hikari Next proprietary line only for you.

- The line speed will not be guaranteed at all.
- This service includes a line, a provider, and a broadband router.
- In this service, an IP address will be automatically obtained from the broadband router.
- Please prepare a LAN cable from the broadband router to your personal computer, a LAN adapter, etc., by yourself.
- The broadband router is provided with four Ethernet ports.
- If you are going to use five or more personal computers, please prepare a hub yourself.
- If you require a fixed global IP, consult the company shown below.
- If you desire another line, consult the company shown below (ADSL will not be available).
- The connection of the wireless LAN for EMOBILE will not be guaranteed. Note that the wireless LAN may be difficult to connect due to radio interference, etc., depending on where you are in the hall.

[B] This service will rent an EMOBILE Pocket Wi-Fi router.

- This is a mobile router using EMOBILE’s 3 G line and connectable to a wireless LAN.
- The router may not be connected depending on the radio receiving condition in the location where you are.

● Remarks

- The provider will set OP25B (Outbound Port 25 Blocking) as a measure against spams, so that e-mails will not be sent through port 25. Use port 587 or VPN to send e-mails (except when a fixed global IP address is used).
- Each exhibitor is requested to update Windows and take security measures, such as use of an antivirus application, and measures to prevent the leakage of information. We will not assume any responsibility for problems.

■ Analog Lines

If you desire an analog line, we will separately make an estimate. Please contact KISSEI COMTEC Co., Ltd. by **September 7 (Fri.), 2012.**

— Inquiries about rental of personal computers and peripheral equipment —
【JA2012 Official Service Provider for Communication Lines】

KISSEI COMTEC Co., Ltd. Rental Service

Person in charge: Mr. Mochizuki

Otsuka S&S Building 3-32-1, Minami-Otsuka, Toshima-ku, Tokyo 112-0012

Tel: +81-3-5843-0318 Fax: +81-3-5979-6335

E-mail: japanaerospace@network.kcrent.jp

■ Rental of Personal Computers and Peripheral Equipment

If you want to use a personal computer and peripheral devices in the exhibition, fill in the **form “No. 13-2 Application for Rental of Personal Computer”** and submit it to Kissei Comtec Co., Ltd. **by September 7 (Fri.), 2012.**

● **Billing** (The charges shown below are charges throughout the period of the exhibition and include taxes.)
 After the acceptance of applications, Kissei Comtec Co., Ltd. will issue a bill. Transfer the total amount before the opening of the exhibition.

● **Package rental** (The installation of software in large demand and security tools are provided as a package.)

No.	Presentation pack	Amount (yen)	OS	These personal computers will be rented with the presentation tool “PowerPoint” installed. (Select from among 2000, XP, 2003, 2007, and 2010 *1.)
P1	Toshiba Dynabook Satellite K30 226E/W (1,280 x 800)	12,600	Vista Business or WinXP (SP2)	
P2	DELL OptiPlex 780SFF (monitor not included)	12,600	Windows7 or WinXP (SP3)	

*1: To install Office 2010, Windows XP (SP3), Windows Vista (SP1), Windows 7, or a higher version of OS will be required.

No.	Internet connection pack	Amount (yen)	OS	These personal computers will be rented with upgraded antivirus and other security tools installed. NOD32 will be installed, and Windows will be updated.
P3	Toshiba Dynabook Satellite K30 226E/W (1,280 x 800)	12,600	Vista Business or WinXP (SP3)	
P4	DELL OptiPlex 780SFF (monitor not included)	12,600	Windows7 or WinXP (SP3)	

No.	All-in-one pack	Amount (yen)	OS	Microsoft Office Standard and NOD32 will be installed, and Windows will be updated. (Select from among 2000, XP, 2003, 2007, and 2010.)
P5	Toshiba Dynabook Satellite K30 226E/W (1,280 x 800)	16,800	Vista Business or WinXP (SP3)	
P6	DELL OptiPlex 780SFF (monitor not included)	16,800	Windows7 or WinXP (SP3)	

Laptop

No.	Product name	Amount (yen)	Memory	CPU	VRAM	Drive	OS
1	DELL Latitude E6520 (1,600 x 900)	10,500	4096	Corei7 2.7G	NVIDIA NVS 4200M	DVD super multi	Windows7 Pro
2	DELL Latitude E6510 (English version) (1,600 x 900)	10,500	4096	Corei7 2.66G	Main memory shared	DVD super multi	Windows7 Pro or WinXP (SP3)
3	Lenovo ThinkPad T510 4314-3VJ (1,600 x 900)	10,500	2048	Corei5 2.40G	Main memory shared	DVD super multi	Windows7 Pro or WinXP (SP3)
4	Lenovo ThinkPad T410 2518-DAJ (1,440 x 900)	10,500	2048	Corei5 2.40G	Main memory shared	DVD super multi	Windows7 Pro or WinXP (SP3)
5	Toshiba Dynabook K45 (1,366 x 768)	9,450	2048	Core i7 2.66G	Main memory shared	DVD super multi	Windows7 Pro or WinXP (SP3)
6	Toshiba Dynabook B551 (1,366 x 768)	8,400	4096	Core i5 2.5G	Main memory shared	DVD super multi	Windows7 Pro
7	Toshiba Dynabook TECRA M10 (English version) (1,280 x 800)	8,400	3072	Core2Duo 2.4G	Main memory shared	CD+DVD	Vista Business or WinXP (SP2)
8	Toshiba Dynabook Satellite K30 26E/W (1,280 x 800)	7,350	1024	Core2Duo 2.26G	Main memory shared	DVD super multi	Vista Business or WinXP (SP2)
9	Apple MacBook Pro MC026J/A (1,440 x 900)	13,650	4096	Core2Duo 2.66G	NVIDIA GeForce 9600M GT	DVD super multi	OS X (10.5.6)
10	Additional memory for laptop personal computer: 1,024 MB	735					
11	Additional memory for laptop personal computer: 2,048 MB	945					
12	Security wire	525					

Thefts of laptop PCs frequently occur in exhibition halls.

It is recommended that measures to prevent thefts, such as connecting a security wire to PCs and storing PCs in a lockable cabinet, be taken.

Desktop

No.	Product name	Amount (yen)	Memory	CPU	VRAM	Drive	OS
13	HP dx7500 SF/CT	7,350	4096	Core2Duo 3.33G	Onboard	DVD super multi	Windows7 or WinXP (SP3)
14	HP dc7800 MT GV808PA#ABJ	7,350	1024	Core2Duo 3G	RADEON X1600XT 256MB	DVD super multi	WinXP (SP2)
15	DELL Optiplex 980SFF	8,400	4096	Corei7-860 2.8G	Radeon HD 3450 256MB	DVD super multi	Windows7 or WinXP (SP3)
16	DELL OptiPlex 980SFF (English version)	8,400	4096	Corei7-860 2.8G	Radeon HD 3450 256MB	DVD super multi	Windows7 or WinXP (SP3)
17	DELL OptiPlex 780SFF	7,350	4096	Core2Duo 3.33G	Onboard	DVD super multi	Windows7 or WinXP (SP3)
18	Apple MacPro MA356J/A	31,500	8GB	DCXeon 2.66G*2	Nvidia GeForce 7300GT	Super Drive	OS X (10.4) or OS X (10.5)
19	Additional memory for desktop personal computer: 1,024 MB	735					
20	Additional memory for desktop personal computer: 2,048 MB	945					

Useware

No.	Product name	Amount (yen)	Remarks
21	Windows update charge	3,150	Only for "important update."
22	Network wiring, setting, etc	Ask	In-booth network wiring, network setting, etc.
23	Unpacking, installation, dismantlement	Ask	Unpacking / installation and dismantlement of equipment (or only one or the other)
24	Application installation	3,150~	Initial installation of commercial application or free application

Rental of software (Microsoft Office, security software)

No.	Product name	Amount (yen)	Remarks
25	MS Office 2010 / 2007 / 2003 / XP / 2000 Professional Plus *2	3,675	Japanese version, English version (for Windows only, installation charge required)
26	MS Office 2010 / 2007 / 2003 / XP / 2000 Standard *2	3,150	Japanese version, English version (for Windows only, installation charge required)
27	KINGSOFT Office 2010	735	Japanese version (for Windows only, installation charge required)
28	Canon IT Solution NOD32 Antivirus	Free	Japanese version, English version (for Windows only, installation charge required)
29	Symantec Endpoint Protection	735	Japanese version, English version (for Windows and for MacOS, installation charge required)
30	Trend Micro VirusBuster 2011 Cloud/Rental version	525	Japanese version (for Windows only, installation charge required)
31	Software installation charge	3,150	Each software application needs to be installed. Installation charge is per PC.
32	Data erasure software: Hitachi KE Systems CLEAR-DA	735	Required for each PC. *3

*2: To install Office 2010, Windows XP (SP3), Windows Vista (SP1), Windows 7, or a higher version of OS will be required.

*3: Since it takes more than 2 hours to erase data using this software (about 3 to 9 minutes/GB), it is advisable to bring back the PC and erase data after the exhibition has ended.

LCD monitor

No.	Product name	Amount (yen)	Remarks
33	24" LCD monitor: Multimedia LCD Mitsubishi MDT241WG, etc.	13,650	WideUXGA 24" (1920×1200)
34	23.6" LCD monitor: Samsung SyncMaster 2494HS, etc.	5,250	FHD23.6" (1920×1080)
35	20" LCD monitor: Samsung 204B, etc.	4,200	UXGA 20" (1600×1200)
36	19" LCD monitor: Mitsubishi RDT195V, etc.	3,150	SXGA 19" (1280×1024)
37	17" LCD monitor: Sharp, Samsung, etc.	2,100	SXGA 17" (1280×1024)
38	15" LCD monitor: I-O Data, etc.	1,995	XGA 15" (1024×768)
39	Monitor (for 15" to 24" LCD), wall-hanging fixture (compatible with VESA standard)	1,785	If you want the monitor base to be removed, 2,000 yen will be added per monitor.

Digital signage

No.	Product name	Amount (yen)	Remarks
40	32" LC poster creation & display system "HARUE & KEIJI" HK32V001	25,200	WXGA60 32" (1366×768)
41	Monitor (for 32" LCD), wall-hanging fixture LW-37	5,250	

iPad

No.	Product name	Amount (yen)	Remarks
42	Apple iPad2 MC979J/A Wifi 16GB	6,300	Wi-Fi dedicated model

Printer

No.	Product name	Amount (yen)	Remarks
46	(Inkjet) Canon PIXUS IP90 or IP100	8,400	A4-compatible inkjet printer *Including ink
47	(Inkjet) Epson PM-G4500	14,700	A3-compatible inkjet printer *Including ink
48	(Monochrome laser) Canon Satera LBP3000B	13,650	A4-compatible monochrome laser printer *Including toner
49	(Monochrome laser) Canon Satera LBP3970	35,700	A3-compatible monochrome laser printer (network-connectable) *Including recycled toner
50	(Color laser) Canon LBP5400**	31,500	A4-compatible color laser printer (network-connectable) **Usage-based rate
51	(Color laser) Canon LBP5700 or 5910**	152,250	A3-compatible color laser printer (network-connectable) **Usage-based rate (including unpacking and packing work)

**Usage-based rate: No additional charge will be incurred up to 500 sheets of paper.

An additional charge of 23 yen per sheet will be incurred if the number of sheets of paper exceeds 501 sheets of paper.

Network equipment

No.	Product name	Amount (yen)	Remarks
53	(HUB) Melco LSW-GT-8NSR	945	10 / 100 / 1000 M-compatible 8-port switching hub
54	(HUB) Melco LSW-TX-8NS	840	10 / 100 M-compatible 8-port switching hub
55	(Router) YAMAHA RT58i	5,460	FTTH / ADSL-compatible high-speed broadband router

The rental charges listed above are special charges during the period of the exhibition (excluding transportation expenses, including taxes). Unpacking, installation, and packing work are not included.

As optional services, in-booth network wiring, setting, equipment unpacking and installation, dismantling, etc. are available. If you want to use any of the services, please contact us.

4-5 Stand Cleaning

Exhibitors wishing to order cleaning for their booths are to submit **form No.14 “Application for Stand Cleaning”** by **September 7 (Fri.), 2012** to the JA2012 Official Service Provider.

■Cleaning Details

Cleaning of booths will be done in the evening of the last day of the move-in period, October 8 (Mon.), and each day of the exhibition period, October 9 (Tue.) to 13 (Sat.). Relevant contents are cleaning of the floors and emptying the dust bins. Cleaning of exhibits or decorations is not included.

●Rate

¥420 / m² (6 days, tax included)

*Cleaning of massive amounts of waste will be separately charged.

●Billing System

The JA2012 Official Service Provider will invoice exhibitors upon receiving application, and payment must be made before the exhibition.

— Inquiries about stand cleaning —
【JA2012 Official Service Provider】

FUJIART, INC.

Persons in charge: Ms.Tsurumaki, Mr.Hasegawa and Mr.Katayama
17F DiverCity Tokyo Office Tower 1-1-20 Aomi, Koto-ku, Tokyo 135-0064
Tel: +81-3-5520-1882 Fax: +81-3-5520-1892
E-mail: ja2012@fujiart.co.jp

4-6 Rental Storage

Rental Stock Rooms will be available within the exhibition halls. If you would like to use a stock room, please submit **form No.15 “Application for Rental Storage”** to the JA2012 Official Service Provider by **September 7 (Fri.), 2012**.

■Storage Specifications

●Size:

W1,980mm×D1,980mm×H2,700mm (approx. 4m³)

●Specifications

System panel room with lock

●Rental Fee

84,000 yen / unit (tax included)

●Billing System

The JA2012 Official Service Provider will invoice exhibitors upon receiving application, and payment must be made before the exhibition.

■Precautions

- The number of rental stock rooms is limited. You are requested to apply for them as soon as possible.
- Keys of stock rooms can be picked up on October 8 (Mon.) after 13:00 at the On-site Official Service Provider, and need to be returned by 18:00 on October 14 (Sun.). Charges are incurred for lost keys.
- Exhibitors will be responsible for the security of goods kept in their stock room. The JA2012 Office expressly disclaims liability for any loss, theft, or accidents.
- Exhibitors will be contacted at a later date about the exact location of rental stock room.

— Inquiries about rental storage —
【JA2012 Official Service Provider】

FUJIART, INC.

Persons in charge: Ms.Tsurumaki, Mr.Hasegawa and Mr.Katayama
17F DiverCity Tokyo Office Tower 1-1-20 Aomi, Koto-ku, Tokyo 135-0064
Tel: +81-3-5520-1882 Fax: +81-3-5520-1892
E-mail: ja2012@fujiart.co.jp

4-7 Interpreters

If you need an interpreter to have a business meeting with overseas visitors or buyers or deal with overseas exhibitors, fill in the **form No. 16 "Interpreters Application"** and submit it to the JA2012 Interpreter Desk by **August 10 (Fri.), 2012.**

After the acceptance of the application, the interpretation service company will contact you.

● **Languages:**

(Japanese / English, Japanese / Chinese, Japanese / Korean. For other languages, please consult us.)

● **Interpretation services:**

Interpretation for business negotiations, interpretation at booths. (For consecutive and simultaneous interpretation services for conferences, seminars, etc., we will charge different fees. Please consult us.)

● **Working hours:**

9:30 to 17:30 (including a meeting for about 30 minutes, lunch time (1 hour), and break). We will charge an overtime fee (5,000 yen per 30 minutes (tax included)) if you need an interpreter before or after the working hours.

Fees, etc. (The following will be required.)

● **Interpretation fee**

From 64,000 yen (tax included) per interpreter per day. (A higher fee may be charged depending on the interpretation service.)

● **Transportation expenses**

We will charge 1,500 yen (round trip) per interpreter per day as transportation expenses.

● **Lunch**

Please prepare lunch for each interpreter. If you cannot, we will charge 1,050 yen (tax included) per day.

● **Payment**

The JA2012 Interpreter Desk will invoice exhibitors upon receiving application, and payment must be made by August 31, 2012.

● **Cancellation**

If you inevitably cancel your request for interpreter dispatch after making an application, we will charge a cancellation fee as shown below.

Please inform us of cancellation by e-mail or in writing, such as by fax.

14 to 9 days before the first day of the service: 30% of interpretation fee

8 to 3 days before the first day of the service: 50% of interpretation fee

2 days to the first day of the service: 100% of interpretation fee

It may be impossible to dispatch the same interpreter throughout the period of the exhibition. Please make an application early.

If you want personnel other than interpreters, such as bilingual MCs and foreign language narrators, to be dispatched, please contact the JA2012 Interpreter Desk.

— Inquiries —

【JA2012 Interpreter Desk】

MIK International Co., Ltd.

Pacific College Building 6F,

1-23-37 Izumi, Higashi-ku, Nagoya 461-0001

Tel: +81-52-955-3333 Fax: +81-52-955-3334

E-mail: ja2012@mikintl.jp

4-8 Official Freight Service

Onsite freight services will be available at the time of move-in and move-out as described below.

Exhibitors desiring freight services are requested to fill in the **form No. 17 "Freight Forwarder Service Use Application"** and submit it to the JA2012 Freight Service Desk by **September 19 (Wed.), 2012.**

■ Work Content

- ①, ② Unloading of exhibits from trucks and installation
- ③ Supplementary work (unpacking, assembling, dismantling, and repacking of exhibits, slinging work, and all other supplementary work relating to exhibits)
- ④ Storage, move-in, and move-out of empty containers

■ Labor Costs (tax included)

① Crane (including operator)

	Move-in day (8:00 to 22:00, to 22:00 on Oct.8)			Move-out day (18:30 to 24:00 / 8:00 to 12:00)		
Type of crane	Up to 4 hours	1 day (up to 8 hours)	Every 30 minutes after 8 hours	Up to 4 hours	1 day (up to 8 hours)	Every 30 minutes after 8 hours
10-ton crane	28,800 yen	56,000 yen	3,600 yen	28,800 yen	56,000 yen	3,600 yen
25-ton crane	52,000 yen	94,000 yen	6,500 yen	52,000 yen	94,000 yen	6,500 yen
50-ton crane	100,000 yen	170,000 yen	12,000 yen	100,000 yen	170,000 yen	12,000 yen

*Preparations for outriggers, jibs, etc. and storage work will be counted as actual work hours.

*If a crane other than those listed above is required, we will check whether it can be prepared and charge the actual expenses.

*If any material or equipment is used, we will charge the actual expenses in addition to the service fee.

② Forklift (including operator)

	Move-in day (8:00 to 22:00, to 22:00 on Oct.8)			Move-out day (18:30 to 22:00 / 8:00 to 12:00)		
Type of forklift	Up to 4 hours	1 day (up to 8 hours)	Every 30 minutes after 8 hours	Up to 4 hours	1 day (up to 8 hours)	Every 30 minutes after 8 hours
2.5-ton forklift	38,000 yen	52,000 yen	4,700 yen	38,000 yen	52,000 yen	4,700 yen
4.5-ton forklift	45,000 yen	77,000 yen	6,200 yen	45,000 yen	77,000 yen	6,200 yen

*If a forklift other than those listed above is required, we will check whether it can be prepared and charge the actual expenses.

③ Supplementary work (unpacking, assembling, dismantling, and repacking of exhibits, slinging work, and all other supplementary work relating to exhibits)

	Move-in day (8:00 to 22:00, to 22:00 on Oct.8)			Move-out day (17:30 to 22:00 / 8:00 to 12:00)		
	Per hour	1 day (up to 8 hours)	Every 30 minutes after 8 hours	Per hour	1 day (up to 8 hours)	Every 30 minutes after 8 hours
1 person	4,000 yen	32,000 yen	2,500 yen	4,000 yen	32,000 yen	2,500 yen

*If any material or equipment is used, we will charge the actual expenses in addition to the service fee.

*The fees are set on the premise that the containers which have been left empty at the time of move-in will be used.

④ Storage of empty containers (including take-back from and handover to the booth)

4,700 yen per m³

*If a special vehicle, such as a low-floor trailer, is used for the transportation of empty containers, we will charge the actual expenses in addition to the service fee.

*Empty containers will be stored for up to two weeks after the end of the period of the exhibition.

If the storage period exceeds two weeks, we will charge the actual expenses in addition to the service fee.

■ Billing

After the end of the period of the exhibition, the JA2012 Freight Service Desk will issue a bill.

【Remarks】

- *The charges shown in the list on the preceding page apply only to freight services within the halls of Port Messe Nagoya.
- *Depending on the situation of the day of work, we may change the heavy equipment to be used or the number of workers. In this case, the appropriate charge shown in the list will apply based on actual work.
- *If it is necessary to carry out work out of the designated move-in and move-out hours, we will charge actual expenses by mutual consultation between the exhibitor and us.
- *We will charge actual expenses in case of special situations in addition to the situations mentioned above.

—Inquiries—

【JA2012 Freight Service Desk】

Yusen Logistics Co., Ltd.

Persons in charge: Mr. Ozaki, Mr. Kurono and Ms. Shiomi

Centrair 3-15-1, Tokoname, Aichi Prefecture 479-0881

Tel: +81-569-38-9502 Fax: +81-569-38-9507

E-mail: ja2012@jp.yusen-logistics.com

4-9 Hotel Information

Exhibitors desiring to make a hotel reservation are requested to access the official website of the Japan International Aerospace Exhibition 2012 and make a hotel reservation.
If you have any questions, please feel free to contact the JA2012 Travel Desk.

■Hotel Accommodations

We will prepare about 40 hotels close to Nagoya Station and in the Fushimi, Sakae, and other areas.

*Each hotel charge is the charge per overnight stay per room with breakfast. It includes service charges and consumption tax.

*Hotel charges are to be paid in Japanese yen.

*It is recommended that a hotel reservation be made early because reservations will not be accepted as soon as all hotel rooms are reserved.

*If no empty hotel room is available or you are going to make a reservation for a group (15 or more people), please contact the JA2012 Travel Desk shown below.

■How to Make a Reservation

On the official website of the Japan International Aerospace Exhibition 2012 (<http://www.japanaerospace.jp>), access Services for exhibitors > Accommodations and excursions.

Click on the "HOTEL ACCOMMODATION" button to enter the Hotel Accommodation site. Select a desired hotel from the list of the hotels, and click on Select to go to the application screen.

Check the screen showing details of the screen, and make a reservation according to the instructions on the screen.

After the reservation is completed, an e-mail confirming that your reservation was accepted will be sent to you.

■Payment

Only payments by credit card will be accepted.

■Changes and Cancellation

Each hotel's regulations relating to the cancellation of reservations, etc. will apply. For details, check the regulations on the application screen.

■Others

The JA2012 Travel Desk will be able to make arrangements for flights, JR trains, limousine taxis, buses, and other transportation facilities, interpreters, parties, lunch / meals, and sightseeing.

If you desire to make an application for any of these services, please contact the JA2012 Travel Desk shown below.

—Inquiries—

【JA2012 Travel Desk】

KINKI NIPPON TOURIST CO., LTD.

Event & Convention Branch, Nagoya

Business hours: 9:15 to 18:00 (except Saturdays, Sundays, and national holidays)

Nihon Life Sasashima Bldg. 7F,

1-27-2 Meiekininami, Nakamura-ku, Nagoya 450-0003

Tel: +81-52-583-8331 Fax: +81-52-563-1846

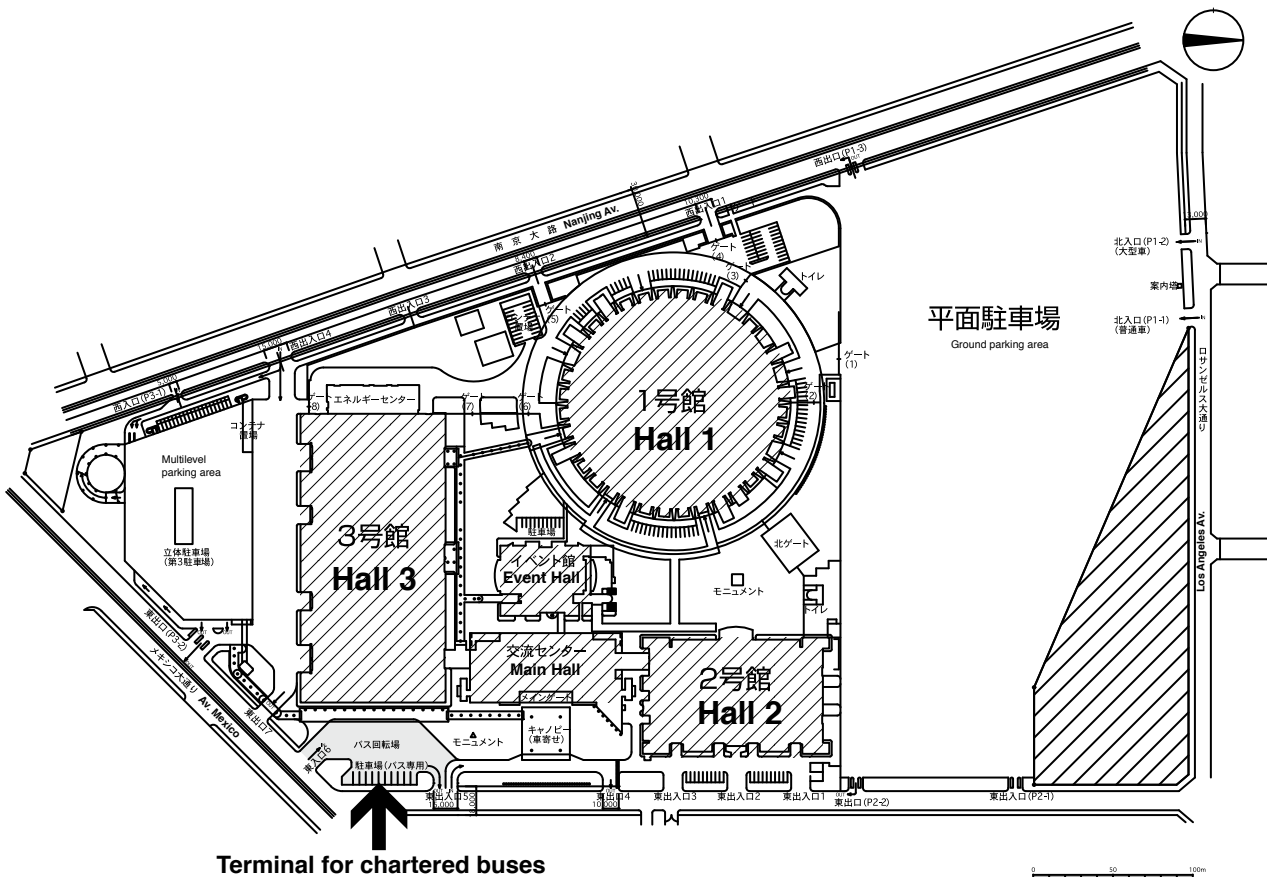
E-mail: ja2012@or.knt.co.jp

4-10 Entry into Venue by Chartered Bus

If guests come to the venue in a chartered bus, tell the bus driver to drop them at the terminal exclusively for buses.

Then, the bus should be moved to the ground parking area (parking fee: 1,500 yen / bus / day).

Exhibitors planning to take their guests to the venue in chartered buses are requested to fill in **form No. 18 "Bus Application"** and submit it to the JA2012 Exhibition Management Office by **August 31 (Fri.), 2012.**



4-11 Insurance

■ Comprehensive Insurance

- Even if any of the exhibits of an exhibitor is damaged by loss, breakage, contamination, fire, theft, or for another reason during the move-in period, the period of the exhibition, or the move-out period, the exhibitor shall not claim damages against the organizer, irrespective of the cause of the accident.
- Details of the facility / contractor's liability insurance and the movables all risk insurance which all exhibitors are required to take out are described below.

1. Facility / contractor's liability insurance

Period of insurance: Period during which the exhibitor moves in, displays, and moves out the exhibits

Amount of insurance: Bodily injury and property damage liability limit of 500 million yen or over

Insurance condition: Designate the organizer as the joint insured.

2. Movables all risk insurance

Period of insurance: Period during which the exhibitor moves in, displays, and moves out the exhibits

Insurance condition: Add the special policy condition of waiver of the right of indemnity against the organizer.

- All exhibitors are requested to submit the insurance policies or certificates based on the exhibition regulations and the Exhibitor's Manual by August 31, 2012.
- The JA2012 Exhibition Management Office recommends the insurance company and insurance agency shown below.
- Make a request for insurance by early August.

【Insurance company】: Mitsui Sumitomo Insurance Co., Ltd.

Section 2, Kansai Enterprise Sales Department 1

【Insurance agency】: Dentsu Works Inc.

Kansai Branch

Persons in charge of Kansai group insurance: Ms. Morimoto and Ms. Sato

2-3-5 Dojoma, Kita-ku, Osaka City, Osaka 530-0003

Tel: +81-6-6342-3304 Fax: +81-6-6342-3309

5 Publicity / Trade Support Programs

5-1 Publicity / Advertising Opportunities

In order to increase awareness and attract more visitors coming to JA2012, The Society of Japanese Aerospace Companies, JA2012 Office will perform the following public relations / advertising activities.

■ PR Activities

- Updated information of JA2012 is announced on the JA2012 official website.
(<http://www.Japanaerospace.jp>)



- Public relations activities will be carried out to request feature articles, advertisement publishing, and broadcasting in various media such as newspapers, magazines, TV and radio, etc.
- Posters, exhibition flyers and direct mail, etc., will be prepared for the exact targets.
- Regional announcing to City of Nagoya and transport advertising in JR, subway and bus etc. will be actively carried out.

*Contents of above publicity and advertising are subject to change.

5-2 Trade Support Programs

■ On-site Seminar Room

In the Japan International Aerospace Exhibition 2012, On-site Seminar Room will be prepared for exhibitors to explain their businesses and products. (Additional charge)
More information is expected to be announced later.

■ Business Opportunity Planning (B-to-B meeting)

The Japan International Aerospace Exhibition 2012 will plan the first international business opportunity in Japan's aerospace industry with the support of the global company "BCI Aerospace" (French company "abe"). We will make use of the system BCI Aerospace has an efficient meeting with business partners.

Benefit for participants

Superior enterprises and manufacturers from Japan and overseas, including member companies of the Society of Japanese Aerospace Companies (SJAC), have participated in this meeting. By understanding detailed information about each participant in advance, the participant will be able to conduct an efficient meeting with only participants matching its own business strategy.

Efficient business meeting

A business meeting will be arranged and scheduled for each company in advance. This schedule will be operated and managed by the computer program of "BCI Aerospace" according to the wishes of each participant in the business meeting.

Benefit for exhibitors (companies, groups)

This B-to-B meeting is a privilege to exhibitors (companies, groups), and they will not need to pay an additional participation fee.

Schedule of business meeting

Business meetings will be held for two days in the Japan International Aerospace Exhibition 2012.

B-to-B meeting: 10:30 to 16:30, October 10 (Wed.) and 11 (Tue.), 2012 (30 minutes/meeting)

(Participants: Buyers and suppliers)

For the two days, the world's leading aerospace companies will provide a presentation on their policies of material procurement (four overseas companies and three domestic companies (planned)).

How to participate in the meeting

Make an application from the official website of the Japan International Aerospace Exhibition 2012.

Overview of the business meeting

Location of business meeting: Booth of each participant

Support by the organizer:

Scheduling in case of cancellation or delay of meetings

Providing interpretation services and IT equipment support and systems for business meetings with overseas companies

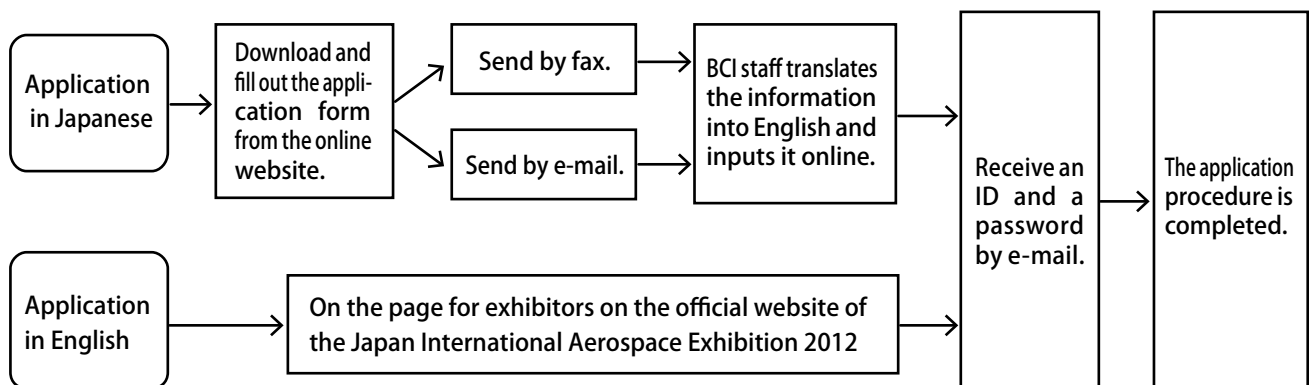
Process of business meeting scheduling

<Application procedure>

In this step, input the name of the participant in the meeting, an overview and PR of the company, proprietary technology, and information about the company's products.

Upon completion of the procedure for participation in the business meeting, an ID and a password will be sent.

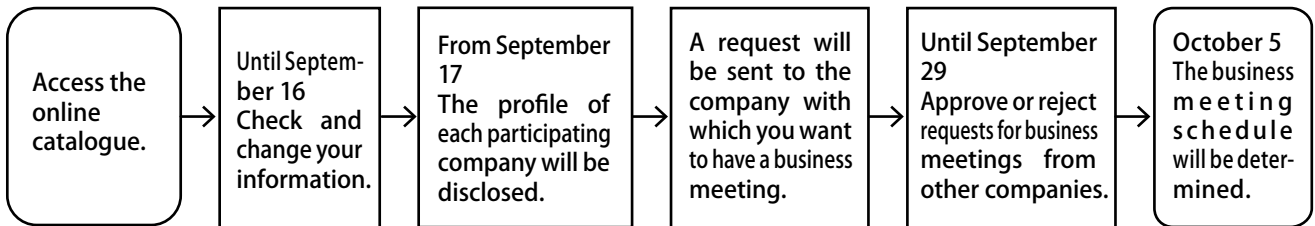
- ① Download and fill out the application form from the page for exhibitors on the official website of the Japan International Aerospace Exhibition 2012, and send it by e-mail or by fax for registration.
- ② After the completion of the registration procedure, an ID and a password required for access to the online catalogue program will be sent by e-mail.



<Flow until the determination of the meeting schedule on the online catalogue program>

In this step, the participants in the meeting will share information through the "online catalogue program." And the partner will be determined, and the business meeting schedule during the period of the exhibition will be finally output (output only in English).

- ① Using the ID and the password, access the online catalogue to check information, such as your business and the selling points of your products and technology.
- ② Input information about the product and / or service you want to appeal to the buyer. (If you participate in the meeting as a buyer, input information about the product and / or service you want to purchase.)
- ③ You can access the database online several weeks before the business meeting to check the profile of each participating company and select a company with which you would like to have a business meeting.
- ④ After the selection of the company with which you wish to have a business meeting, a list of the business meeting schedules (in English) agreed upon by the parties concerned will be reported to the participants (several days before the business meeting).
- ⑤ On October 9 (Tue.), 2012, you will receive a set of participation documents (meeting schedule, list of participants, presentation schedule, feedback sheet) in the venue.



If you have any questions about how to input information when making an application or about how to use the "online catalogue program," you can obtain support in Japanese from Japanese staff of "BCI Aerospace" over the phone, etc.

— Inquiries —

"BCI Aerospace"

(in The Society of Japanese Aerospace Companies)

Person in charge: Ms. Mio Teycheney

Tel: +81-3-3585-1641 Fax: +81-3-3585-0541

E-mail: mteycheney@advbe.com

■ Sponsorship Program

Promotion programs will be prepared for exhibitors to make this exhibition a more effective opportunity to advertise products and find business opportunities.

For further information about these programs and an application procedure, see the attached “**Guide to Sponsor Program**” (uploaded on the official website of the Japan International Aerospace Exhibition 2012 at <http://www.japanaerospace.jp/>).

● List of programs

- | | |
|---|---|
| • Official guidebook
Official guidebook advertisement | • Venue decoration and creations
Advertisement in the venue, etc. |
| • Products
Venue map advertisement | |

■ Logotype Data Download Service

A logotype data download service will be available on the JA2012 official website. Exhibitors are encouraged to use this service for promotion purposes based on the conditions listed below.

● Conditions of Use

The logo and key visual images for Japan International Aerospace Exhibition 2012, with the exception of specially designated images, are under copyright held by The Society of Japanese Aerospace Companies (SJAC) and are protected by rights of authorship and international treaties. When using these images, the following conditions set by SJAC must be complied.

1. For non-commercial purposes as follows, images may be used free of charge without obtaining the permission of SJAC.
Purposes:
 - When used by companies or organizations exhibiting in JA2012 to publicize the exhibition
 - When used for personal use or for educational activities such as lectures
 - When used for newspaper, television, or other media to report on the activities of SJAC and JA2012Media:
 - Images may be used for the above purposes in the following media:
Websites, television programs and commercials, newspaper and magazine articles and advertisements, brochures and flyers, signs, posters, and office products such as business cards, notebooks, and paper bags
2. If images are to be used for purposes or in media other than the above, please contact the JA2012 Exhibition Management Office for approval.
3. The following cases of use are prohibited:
 - Use for supporting, recommending, labeling or defaming a specific individual, group, or organizational activities.
 - Use for a purpose or in a manner that runs counter to the public good.
 - Use that misleads people about the activities of SJAC or JA2012.
4. When using these images, actions that detract from the original work, including modification of the aspect ratio, removal of a portion of the image, modification of colors, and reversal, are prohibited. Refer to the JA2012 official website for details such as the maximum permitted size of use and the image resolution.
5. SJAC does not guarantee the reliability or safety of registered materials.
SJAC does not assume liability for any damage whatsoever that may arise through use of materials provided by SJAC.

Please contact the JA2012 Exhibition Management Office for any clarification.