

51st-2008 JAPAN TAPPI Annual Meeting

Exhibition Application Outline

Term of Application: May 30, 2008

Method of Application:

Registration: TBA

Exhibition and special lecture is free of charge.

Application: Fill out the application form and send it to the JAPAN TAPPI Annual Meeting secretariat. At the same time it is necessary to send your product pamphlets separately.

Exhibition Booth

Charge: 84000 JPY (including consumption tax) per booth space.
Booth space size: 1.62sqm (0.9m x 1.8m) Minimum application unit is 2 booth space (=3.24sqm=0.9m x 3.6m).

Payment of Exhibition

Booth Charge: We send an invoice after we received your application and pamphlets. Payment must be made in full after receiving our invoice by the end of July, 2008.

Booth Allocation:

Booths will be allocated to exhibitors in the middle of August 2008 (scheduled). Booth allocations will be made by the Working Committee according to the order of applications, the type of facilities required and the layout of the exhibition site.

Cancellation of

Application: Applicants should note that paid exhibition booth charge may not be returned in the cancellation.

Booth Facilities:

(1) Decoration

We (JAPAN TAPPI) will supply only space for the booths. The exhibitor is responsible for additional decoration, such as high back, side panels and the booth number, etc.

We recommend Matsudai Planning as a nominated contractor.

Matsudai Planning

Address: Tukijinagatani Town Plaza 301, 2-8-1, Tukiji, Chuo-ku,
Tokyo 104-0045 Japan

E-mail:matsudai@amy.hi-ho.ne.jp

(2) Electricity

Electrical power required for lighting the booth and demonstrations will be provided in the prescribed format upon the request of the exhibitor. The exhibitor will be responsible for power costs along with the power consumption requirements. And also the exhibitor will be responsible for extra wiring and construction costs providing by Matsudai Planning.

(3) Gas and Water

Gas and water may not be supplied to the exhibition site.

(4) Foreign Exhibits

The fairground is not designed as bonded display area. The exhibitor will be responsible for custom clearance.

(5) Payment of Power Costs

We send an invoice after determining the installed electrical capacity. Payment must be made in full by the end of September, 2008.

The calculation goes as follows.

Required Electric Capacity KW x @5250JPY

We round up the figures less than 1KW.

(6) Load Carriage

After an autotruck goes alongside a service entrance the exhibitor will use only hand truck to carry in and out in the exhibition hall. Please note that it is under the ban to use driving bogie, such as forklift, etc.

Lecture Presentation

Application: It is available for exhibitor to give a technical speech during the technical sessions as follows.

2-5 booths: 20min

6-9 booths: 20min x 2 = 40min

10- booths: 20min x 3 = 60min

In case of giving a technical speech it is necessary to apply exhibition and speech at the same time.

Title and speaker: The deadline of presentation title and speaker's name (including translator) submission is 6 June.

Manuscript: The deadline of manuscript submission is the end of July.

Guidebook We usually prepare a guidebook for a conventioner. Please complete and return the attached form named as "Manuscript for a Guidebook" to our secretariat by the end of July, 2008.