

RULES & GUIDELINES FOR BOOTH SET-UP

Exhibition Hall Specifications

Floor Area:	Exhibition Hall 6,700 m ² (hall B), Poster Session Hall 3,300 m ² (hall C)
Ceiling Height:	13-19 m (maximum)
Freight Entrance:	13 m height at minimum point 7.0 mW×4.5 mH at yard 3.8 mW×4.5 mH at visitor's entrance 6.4 mW×4.5 mH at concourse hall entrance
Floor Type:	Concrete
Floor Weight Capacity	5 tons/sq. m. 1 ton/sq. m. on the pit cover flooring and within 20 cm of the edge of the pit.
Walls:	4.5 m high concrete from floor surface over which are aluminum sound-absorbent panels.
Lighting:	500 lux during the exhibition
Heating &Cooling:	Radiant floor & forced air circulation

Information of hall B

Exhibition Time Table

Set-up & Move In:	October 14 7:00AM-23:00PM * Between 7:00AM-13:00PM, <u>only space-only exhibitors</u> are allowed to move-in
	October 15 7:00AM-23:00PM
Exhibition:	October 16-18 9:30AM-16:30PM * Exhibitors can enter the hall an hour before the start of exhibition.
Dismantling:	October 18 17:00PM-24:00PM * All exhibitors and worker must leave the hall by 24:00PM on October 18 th .

Exhibitors who are willing to work over night in the wall on 14th and 15th, are required to notify the WCLC 2017 Conference Secretariat via e-mail no later than September 15th. No work after 06:00AM on October 16th is allowed.

Receiving & Sending Packages

Please note that Pacifico Yokohama does not accept any direct deliveries.

Should you be shipping goods to this event and require assistance please contact the official Freight Forwarder: KSA International Inc. Please consult the Shipping-Import-Export Technical Manual for full details.

Guidelines for Move-in/Move-out

Unloading & Set-up

- All vehicle drivers are required to display a Vehicle Permit on top of the dashboard on the driver's side for a security guard to inspect.
- Double parking or other illegal on-street parking will be strictly punished by the local police. Drivers must follow the instructions given by security guards and management coordination staff.
- All exhibitors and their subcontractors are required to wear their badge or work pass when entering the hall. Those without proper ID will not be allowed to enter.
- All vehicles entering the exhibition hall must be less than 4 tons in weight.
- Drivers are asked to move their vehicles from the loading dock immediately after loading or unloading.
- Exhibitors are asked to take packing materials, empty boxes, and all remains with them, when leaving the hall.
- No store rooms are available in the hall.
- As a general rule, no exhibitors are allowed to remain in the hall after 23:00PM. Exhibitors who is willing to work over night in the wall are required to notify the WCLC 2017 Conference Secretariat via e-mail no later than September 15th. No work after 06:00AM on October 16th is allowed.

During the Exhibition

- All exhibitors are required to wear exhibitors' badges.
- All exhibitors are required to go through the Exhibitors Gates when entering in the hall for preparation. The same gates should be used when leaving the hall.
- No vehicles are allowed in the exhibition hall. All exhibitors are required to use the Exhibitors Gates when carrying catalogs and product samples into their booth by hand, cart, or other means.
- Unless you have received permission from WCLC 2017 Conference Secretariat, after exhibition close at 16:30PM, all exhibitors should be out of the building by 17:30PM.

Booth Removal

- All vehicle drivers are required to display a Vehicle Permit on top of the dashboard on the driver's side for a security guard to inspect.
- Double parking or other illegal on-street parking will be strictly punished by the local police. Drivers must follow the instructions given by security guards and management coordination staff.
- All exhibitors and subcontractors are required to wear their badge or work pass when entering the hall. Those without proper ID will not be allowed to enter.
- Vehicles are allowed to proceed into the loading dock in the order that they entered the vehicle reception station.
- Exhibitors are asked to take packing materials, empty boxes, and all remaining items with them when leaving the hall. Any expenses incurred for removing remaining materials will be billed to the exhibitor.

Vehicle Permit Allocation

- In order to unload and load materials at the exhibition site, a Vehicle Permit must be obtained for each vehicle entering or leaving the exhibition grounds.
- Vehicle Permit will be sent to the exhibitors via e-mail approximately 2 weeks before the exhibition for the exhibitors to print out and use them.
- The Vehicle Permit must contain the name of the exhibitor, booth number, and names of affiliated contractors.
- Vehicles without permits or with permits that do not contain the required information will be denied entrance to the exhibition grounds.
- Vehicles without permits will not be allowed in the hall.

Work PUggYg

All workers must wear their work passes to enter the hall during the construction period.

The appointed booth representative can request the total passes required on-site at the work-pass desk.

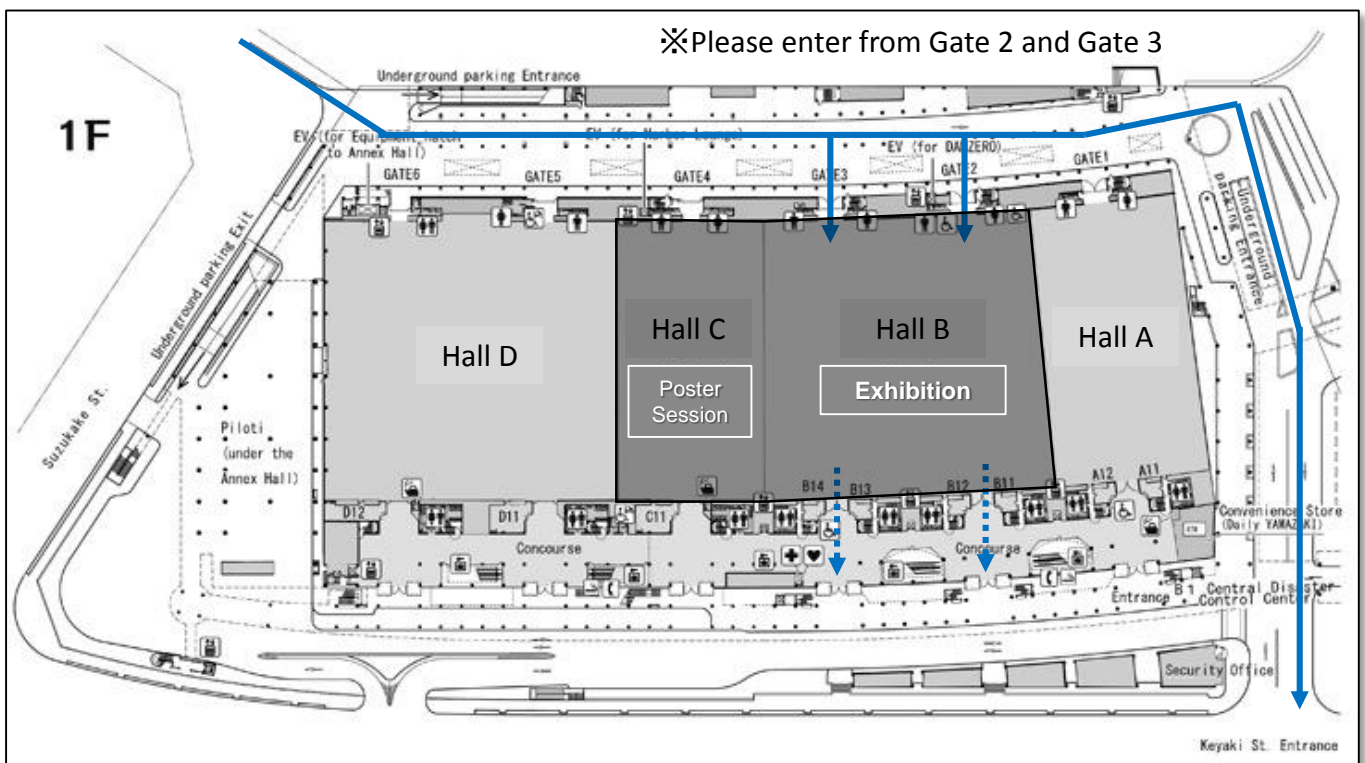
Opening Hours of Work PUgg Desk.

October 14 (Saturday) 07:00AM-17:00PM

October 15 (Sunday) 07:00AM-17:00PM

Exhibitors will be advised of the Work Pass Desk location via email 2 weeks before the exhibition.

Loading, Unloading Routes (One-Way Route)



Facilities Usage & Guidelines

Sound Regulations

Sound from demonstrations, narrations etc., should be kept under 70-dB as measured two meters from the booth. Exhibitors should ensure that any noise that they generate, even at the allowed level, does not disturb adjacent exhibitors.

Business Activities in Aisles

Solicitation, invitations, pamphlet distribution, survey taking, and other business-related activities are not allowed in the aisles.

Accident Prevention

Exhibitors have the responsibility of preventing accidents and fire during their in-booth activities. Sufficient care should be taken in the use of lasers and the generation of heat, dust, gasses, odors, and vibrations etc., activities which may lead to accidents. Exhibitors are asked to conduct their activities in a way that does not disturb adjacent exhibitors.

Protection, Management, and Liability relating to Display Items

Although WCLC 2017 Conference Secretariat will have security guards and management staff posted in the hall throughout, the exhibitors should also take it upon themselves to be watchful for the outbreak of fire, theft, or other occurrences that could cause damage or property loss. Exhibitors should make sure that their property is adequately insured during the exhibition. Under no circumstances can the International WCLC 2017 Conference Secretariat exhibition management firm be held liable for stolen items, property damage, or bodily injury resulting from incidents which may occur on exhibition grounds. Therefore, it is strongly recommended that the exhibitor take out sufficient insurance to cover such happenings from the time that the exhibitor/contractor first enters the exhibition hall until the booth has been dismantled and removed along with all related personnel. Please report any accidents or incidents of theft to the exhibition management office immediately. Management of the display booth is the complete responsibility of the exhibitor.

Removal of Exhibition Items & Booth Personnel

Exhibitors are not allowed to remove exhibit items during the exhibition without permission. Booths should always be attended by a representative of the exhibitor.

Sales Activities

Exhibitors are not allowed to merchandise or sell exhibit items.

Expenses

Exhibitors are required to submit proper forms for use of utilities and rental equipment, and to pay such fees and bills accordingly.

Changes or Cancellation

WCLC 2017 Conference Secretariat reserves the right to change the exhibition schedule or cancel the exhibition due to events beyond the control of WCLC 2017 Conference Secretariat such as natural disaster, fire, or other such occurrences.

WCLC 2017 Conference Secretariat will not be liable for damage exhibitors may suffer due to such schedule changes or cancellation, and exhibitors relinquish the claim to such damage.

Rule Changes

WCLC 2017 Conference Secretariat shall reserve the right to make changes to these rules and guidelines without prior notice.

Booth Decoration Rules & Cautionary Points

Booth Decoration & Furnishing Rules

- Standard dimensions for each booth unit are 3.0 meters square. (9 sq.m)
- Booths (other than shell scheme package type) are assigned to exhibitors with boundaries indicated by tape on the exhibition floor. Basic panel (partition) installation is the responsibility of the exhibitor.
- Even for space-only booth, if they are adjacent booth of Shell Scheme Package, the inner dimensions will be 2.93 meters square surrounded by system hard walls. Please check your floor plan before you design the booth.

Submission of Booth Plan and Form 4 (Mandatory for Space-Only booths)

Exhibitors whose booth is “Space-only” are required to submit booth plan (layout and elevation view) along with **Form 4** to Murayama Inc., no later than Friday, August 18. After reviewing your plan, the approval will be given via e-mail.

Decoration Restrictions

- **Height of Decoration:** As a basic rule, exhibits and decorations can be as high at 4 Meters from the ground with no clearance from the booth boundaries.
- **Ceiling Structure:** As a basic rule overhead structure and ceiling structure is not permitted.
- **Two-story structures:** is not permitted at this exhibition.

Ceiling Structure or/and Height more than 4 Meters

Exhibitors who desire to have their booth decoration with Ceiling Structure or/and Height more than 4 Meters will need permission from the venue and fire department. Depending on circumstances on fire laws and location from sprinkling system in the venue, exhibitors may need to install Fire Extinguishing Equipment in their booth to prevent cause of fire.

Document below along with **Form 8** need to be submitted to Murayama Inc., by August. 18.

- Statement of purpose of the exhibit and/or decoration
- A floor plan of the proposed structure
- Elevated views and cross sectional drawings of the planned structure (including materials used to finish the structure, and dimensions of the vicinity around the overhead structure)
- Drawings showing the shape and configuration of the overhead structure (these drawings must show the span of the overhead structure and the materials used to finish it.)

Upon the receipt of above document, they will be forwarded to the officer at the venue for their reviews.

The permission will only be given under the conditions such as installments of fire extinguisher, smoke Detector, a mobile fire hydrant unit and other equipment depending on circumstances on fire laws and location from sprinkling system in the venue

The quotations for those equipment will be issued from Murayama Inc.

Other Rules for Booth Decoration, Furnishing and Construction

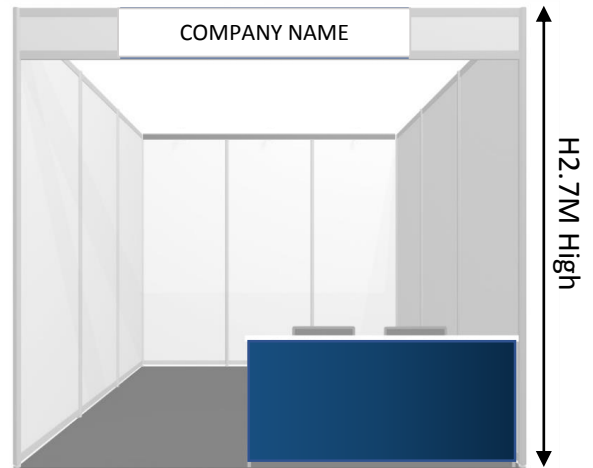
1. Booth fixtures and decorations should not protrude beyond the exhibit space. Equipment and displays are not to be set up in the aisles.
2. Fire Prevention Guidelines
Local ordinances require that buildings, structures, or facilities which have a capacity of more than 50 people adhere to specific fire prevention rules. All exhibitors must observe the following rules in order to pass a fire department inspection that will be conducted on the first day of the exhibition.
3. Cautionary Points for Materials Used in the Booth (Japanese Fire Prevention Regulations)
 - Regardless of thickness, composite board such as veneer paneling, printed veneer board etc. must be treated with a fire resistant agent and have a label attached indicating that the material is fire resistant. The label must be affixed in an easily seen location. Materials that do not meet the fire prevention guidelines must be removed or replaced with approved materials. This rule will be strictly enforced.
 - When attaching thick decorative cloth or corrugated paper materials to fire resistant panels, please use fire resistant cloth and paper. When using flammable materials such as curtains, coverings, and cloths, please use materials that have been treated with an industrial fire-proofing process. Please affix a label to each item certifying that the material is fire resistant.
 - Due to the difficulty of fire-proofing urethane, acetate, polyester, acrylic, and nylon materials, these materials may not be used in the booth. However, letters cut out from Styrofoam are permitted provided that they are placed in a location that cannot be reached by visitors to the booth.
4. For the rigging structure, please consult Murayama Inc., no later than July 15th with drawing and structure calculation document for quotation.
5. Booth fixtures and exhibition items should be secured and attached securely so as not to fall or move dangerously during an earthquake or other such disaster.
6. Exhibitors are responsible for any damage or defacement of fixtures, equipment, products etc. belonging to the exhibition hall or other companies participating in the exhibition.
7. Construction work on the booth is not allowed during the exhibition.
8. Modifications, such as noted below, to floor, ceilings, beams, doors, movable partitions, sashes, glass, ducts, water drains, nozzles, outlets, pipes, wiring, lighting equipment, panels, and boards are not allowed.
 - Chiseling, drilling, gas welding
 - Use of concrete nails or other hardwall fasteners
 - Painting
 - Application of adhesives
 - Attachment of signboards
 - Use of materials and equipment that may damage or deface the exhibition hall facilities

Shell Scheme Package Booth

Shell Scheme Package Plan Include:

- 3-side x System Walls
- 1 x White table with fabric (navy blue)
Table Size W1800D600H730(mm)
- 2 no. x Chairs
- 1 no. x Company Name Sign Board Size W1800H300(mm)
- ※Carpet, electric power, lighting fixture are not included.

When the exhibitor require to add the logo, please order it by submitting **Form 10**. (Choose Item No. 3)



Octanorm System Wall Panel

Octanorm System Wall Panel is used for shell scheme package booth.

Remarks:

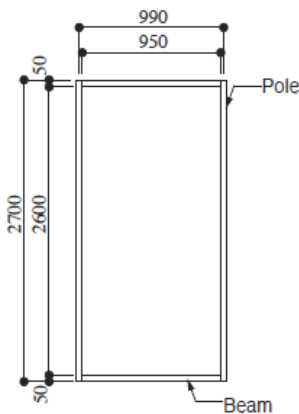
- (1) Octanorm System Wall Panels are white vinyl chloride panels with supporting aluminum poles and beams
- (2) It is not allowed to decorate directly on the wall panels, and/or to cut, nail or boring wall panels, poles, and beams.

※Exhibitors are asked to use Velcro, blue-tac, double-sided adhesive tap, or hooks & chains to fix panels/posters on to the wall surface.

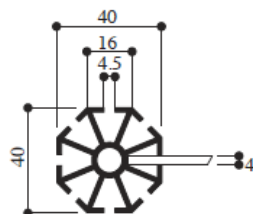
- (3) To stand alone, the wall panels need to be installed in L-shape or be jointed with Display Box.

Dimension/size and Names of the Parts

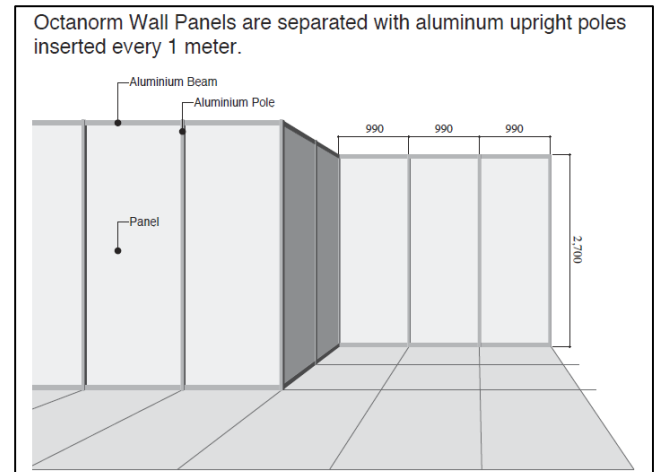
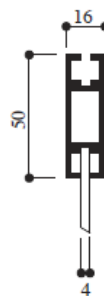
Panel



Pole



Beam



Hazardous Materials

Combustible substances such as gasoline, light fuel oil, lubricating oil, kerosene, paints, thinners, and other like substances are not allowed in the exhibition hall. Small amounts of these substances, however, may be brought in if they are recognized as necessary and integral to displayed equipment and/or components, and only if permission is received beforehand from the local fire marshal. Exhibitors who plan to bring in hazardous substances, or vehicles containing hazardous substances, must fill out and submit **Form 5** no later than Friday, August 18, along with the documents noted below, to Murayama Inc.

Documents to be attached:

- Reason for the display
- Type and dimensions of the vehicle (or other item) to be displayed. This information can be supplied in the form of a product catalog.

Note 1: If an exhibitor receives permission to bring a hazardous substance into the hall, a fire extinguisher must be placed nearby.

Substances Classified as Hazardous:

- Class 1 petroleum distillates such as gasoline and paint thinners.
- Class 2 petroleum distillates such as kerosene and light oils.
- Class 3 petroleum distillates such as heavy oil and machine oil.
- Class 4 petroleum distillates such as spindle oil, gear oil, lubricating oil, and oil-based coolants.
- Animal and vegetable-based oils such as denatured alcohol and cooking oil.
- Other potentially hazardous materials such as aerosol sprays, turpentine, benzene, chlorine, motor oil, CFCs, carbon dioxide, argon gas, large quantities of matches, celluloid, ammonia, printing ink solvents.