

Exhibition Guidelines

NT15 Organizing Committee

Conference chair : Hisanori Shinohara

(Professor at Nagoya University, Dean of Graduate School of Science)

Exhibition Guidelines

1. Name of the Conference

The Sixteenth International Conference on the Science and Application of Nanotubes (abbreviated as NT15)

2. Organized by:

NT15 Organizing Committee

3. Periods of the Conference and Exhibition

Conference period: June 29 (Mon) - July 3 (Fri), 2015

Exhibition period: June 29 (Mon) - July 3 (Fri), 2015 [9:00 - 18:00 (scheduled)]

4. Venue

Nagoya University Furo-cho, Chikusa-ku, Nagoya City, 466-8550 Phone: +81-52-789-5111 (main)

5. Number of participants

600 (scheduled)

Exhibition Guidelines

8. Exhibition fees

[Standard booth fee] 150,000 yen (tax incl.) / booth

2 m × 2 m booth with side walls and a facade sign

1 power source (max 500 W)

1 set of 2 spotlights

1 table, 2 chairs

Company name plate

The booth location will appear in the Program Book along with the company name and logo.

[Double booth fee] 250,000 yen (tax incl.) / booth

2 m × 4 m booth with side walls and a facade sign

2 power sources (max 1 kW)

2 sets of 2 spotlights

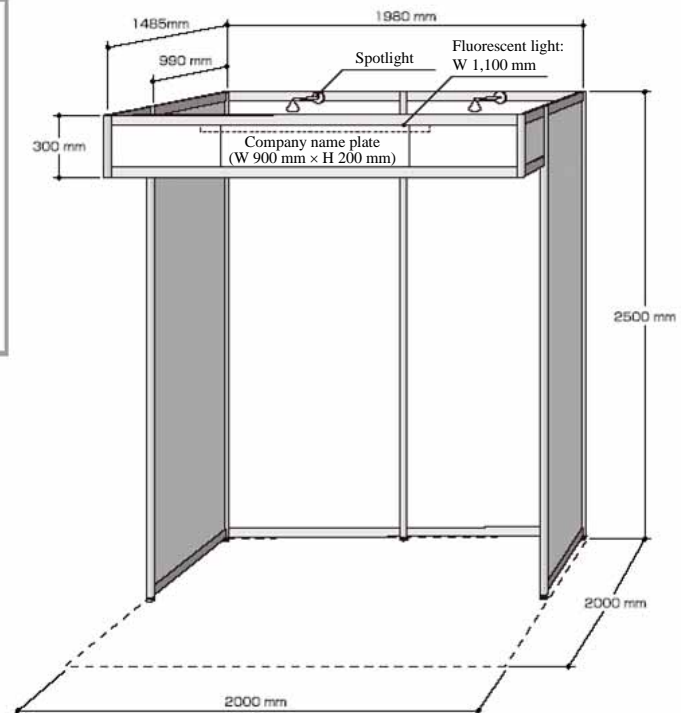
2 tables, 4 chairs

Company name plate

The booth location will appear in the Program Book along with the company name and logo.

9. Booth image (scheduled)

- Basic exhibition booth
- Display space: W 2,000 mm × D 2,000 mm
- Booth size: W 2,000 mm × D 1,500 mm × H 2,500 mm
- Company name plate: H 200 mm × W 900 mm
- Electric capacity: 500 watts
- No. of outlets (two-way): 1
- No. of spotlights: 2
- Table: W 1,800 mm × D 600 mm × H 700 mm (without white cloth)
- No. of pipe chairs: 2



Exhibition Guidelines

10. Application deadline for the exhibition

May 29 (Fri), 2015

Fill out the application form for the exhibition, and send it to the Operational Secretariat by mail, fax, or email.

* When booth applications reach the scheduled number of booths, applications may be closed even before the deadline.

* If the organizer decides that an exhibit and/or other application details are not suitable for the purpose of the symposium, the applicant may be refused entry into the exhibition.

11. How to pay exhibition fees

Exhibitors should transfer their exhibition fees to the designated bank account by **June 19 (Fri), 2015**.

A payment slip, which will be issued by the bank that you use for paying your exhibition fee, will serve as our receipt.

* Bank charges should be covered by exhibitors.

* The transfer account information will be provided when the bill is sent after receipt of your application form for the exhibition.

12. Allocation of booths

1) Booth arrangement will be decided by the organizer in consideration of the types and number of exhibits, booth structure, and whether a demonstration is provided or not, and each exhibitor will be notified. Objections against this decision will not be accepted.

2) Details in the allocation of booths will be provided around mid-June, 2015.

3) Exhibitors are not allowed to transfer and/or exchange all or part of their booths without the organizer's permission.

13. Cancellation of applications

Cancellation of applications will not be accepted in principle. However, if you need to cancel your application for exhibition due to unavoidable circumstances, please contact the Operational Secretariat.

14. Changes & cancellation

The organizer may change the period and/or opening hours of the conference, or cancel the opening of the conference due to unforeseen or unavoidable circumstances. In the case of cancellation, your exhibition fee will be returned, but you must cover the costs which have been paid by the organizer until the cancellation, according to the number of booths you applied for. Furthermore, exhibitors must cover the costs they incur by themselves.

Exhibition Guidelines

15. Delivery schedule of the exhibits (tentative)

The tentative schedule for the delivery and removal of the exhibits is shown below. The official schedule will be provided along with the notification of your booth allotment from the Operational Secretariat.

	Schedule	Time (scheduled)
Delivery and set-up	June 28 (Sun), 2015	13:00 - 18:00
Exhibition	June 29 (Mon) – July 3 (Fri), 2015	9:00 - 18:00
Removal	July 3 (Fri), 2015	14:00 - 16:00

16. Delivery route

The delivery route for exhibits will be provided along with the notification of your booth allotment. Also provided at that time will be notification on how to bring exhibits to the venue using a delivery service.

17. Parking

At the time of delivery and removal of your exhibits, you are allowed to use a parking space near the carry-in entrance. Details of the parking space will be provided along with the notification of your booth allotment .

18. Matters to be noted at the time of delivery and removal of exhibits

- 1) Do not obstruct other exhibitors during the transportation, unpacking, and displaying of your exhibits. Especially, please refrain from unpacking your exhibits at the delivery entrance.
- 2) Persons in charge of the exhibition must be present at the delivery and removal works for your exhibits.
- 3) The removal of waste and packaging materials from decorations at the exhibition venue after delivery, or unpacking of exhibits are each exhibitor's responsibility.
- 4) At the time of removal, please completely remove your exhibits, including disposal of waste materials.

19. Prohibitions

The following practices are prohibited:

- 1) Any practices that conflict with the Fire Service Act, the Building Law, or other related laws or regulations, as well as Nagoya University Rules
- 2) Displaying outside your own booth, and practices that are dangerous and/or inconvenient to other exhibitors
- 3) Practices that can disgrace this international conference

Exhibition Guidelines

20. Management of the exhibits and accidents

- 1) Exhibitors shall be responsible for the management of their own exhibits. The organizer shall not be held responsible for theft, loss, or damage of any exhibits, including compensation. Each company should take appropriate measures, such as buying insurance.
- 2) Accidents due to exhibitors' practices shall be the exhibitors' responsibility to resolve. The organizer shall not be held responsible for such accidents.

21. Exhibitor's Badge

Exhibitor's Badges will be handed to your company's staff member responsible for the exhibition. During the conference period, participants from your company must wear a badge.

◆Application for the exhibition & inquiries◆

Contact: Kengo Suzuki

Conference Secretariat for the NT15 (c/o Inter Group Corp.)

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