



25th Conference of the

Asian Pacific Association for the Study of the Liver

Modern Hepatology

February 20-24, 2016
Tokyo, Japan

Exhibition Manual



Event Outline

■ Conference Name

The 25th Conference of the Asian Pacific Association for the Study of the Liver (APASL 2016 Tokyo)

■ Term

February 20 (Saturday) – 24 (Wednesday), 2016

■ Program Overview

	Morning / a.m.	Noon / p.m.	Evening
Day 1 February 20 (Saturday) PGC	Registration Open Post Graduate Course A (Advanced) Post Graduate Course B (Basic)		
Day 2 February 21 (Sunday) HCV Day	Opening Ceremony State-of-the-Art Lectures Plenary Sessions Satellite Symposiums	State-of-the-Art Lectures Plenary Sessions AIH-PBC Satellite Session Satellite Symposiums Free Papers Poster Viewing & Exhibition	Welcome Reception
Day 3 February 22 (Monday) HBV Day	Okuda Lecture Presidential Lecture Plenary Sessions Satellite Symposiums Free Papers Poster Viewing & Exhibition	State-of-the-Art Lectures Plenary Sessions Satellite Symposiums Free Papers	
Day 4 February 23 (Tuesday) HCC/NASH Day	State-of-the-Art Lectures Plenary Sessions Satellite Symposiums Free Papers Poster Viewing & Exhibition	State-of-the-Art Lectures Plenary Sessions Satellite Symposiums Free Papers	Culture Night
Day 5 February 24 (Wednesday) NASH/LC/ Other Day	State-of-the-Art Lectures Plenary Sessions Satellite Symposiums Free Papers Poster Viewing & Exhibition	State-of-the-Art Lectures Plenary Sessions Satellite Symposiums Closing Ceremony	

*The program will include APASL/AASLD Joint Symposium, APASL/EASL Joint Symposium, WHO Symposium etc.

■ Topics

Theme: *Modern Hepatology*

Topics:

Basic Science	Liver Failure (Acute, Chronic)
Viral Hepatitis A, B, C, E, Others (Acute, Chronic)	Pregnancy and Pediatric Hepatology
NAFLD, NASH, and Alcoholic Liver Disease	Metabolic and Genetic Liver Diseases
Drugs, Herbs and Liver Abnormality	Hematological Disorders and Vascular
Autoimmune Liver Diseases	Hepatic Surgery and Transplantation
Cirrhosis and Complications	Gall Bladder and Biliary Tract
Liver Fibrosis and Portal Hypertension	ERCP and Interventional Hepatology
Liver Tumors (Hepatocellular Carcinoma, Cholangiocarcinoma, Others)	
Others	

*Official Language: English

Schedule

■Exhibition Date and Hours

Installation	February 20 (Sat), 2016	12:00 - 20:00
	February 21 (Sun), 2016	8:00 - 11:00
Exhibition Open Hours	February 21 (Sun), 2016	12:00 - 18:30
	February 22 (Mon), 2016	8:30 - 18:30
	February 23 (Tue), 2016	8:30 - 18:30
	February 24 (Wed), 2016	8:30 - 13:00
Dismantling	February 24 (Wed), 2016	13:00 - 19:00

■Time Table

	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
2/19(Fri.)																	
2/20(Sat.)																	
2/21(Sun.)																	
2/22(Mon.)																	
2/23(Tue.)																	
2/24(Wed.)																	

Construction (Feb.19 22:00~ Feb.20 10:00)
 Exhibitors Installation, Decoration (12:00~20:00)
 Exhibitors Installation, Decoration (8:00~11:00)
 Exhibition Display Hours (12:00~18:30)
 Exhibition Display Hours (8:30~18:30)
 Exhibition Display Hours (8:30~18:30)
 Exhibition Display Hours (8:30~13:00)
 Dismantle (13:00~19:00)

※The schedule is subject to change.

Contact

■APASL 2016 Exhibition Secretariat (For inquiries regarding APASL 2016 exhibition)

c/o Sakura International Inc.

4F Fukagawa Sanwa Bldg. 2-5-9 Monzen-Nakamachi, Koto-ku, Tokyo, 135-0048, Japan

Tel: +81-50-5804-1762 Fax: +81-3-5646-1161 Email: apasl2016@sakurain.co.jp

■APASL 2016 Congress Secretariat (For general inquiries regarding APASL 2016 conference)

c/o Academia Support Japan

8F Nittochi Nishi-Shinjuku Bldg. 6-10-1, Nishi-Shinjuku, Shinjuku-ku, Tokyo, 160-0023, JAPAN

Tel: +81-3-6380-0102 Fax: +81-3-6380-0103 Email: info@apasl2016.org

*Office hours are (Mon) ~ (Fri) 10:00~17:00 excluding 12:00~13:00 weekdays and weekends



Venue

■ Venue

Hall "Hokushin", 3F, International Convention Center Pamir

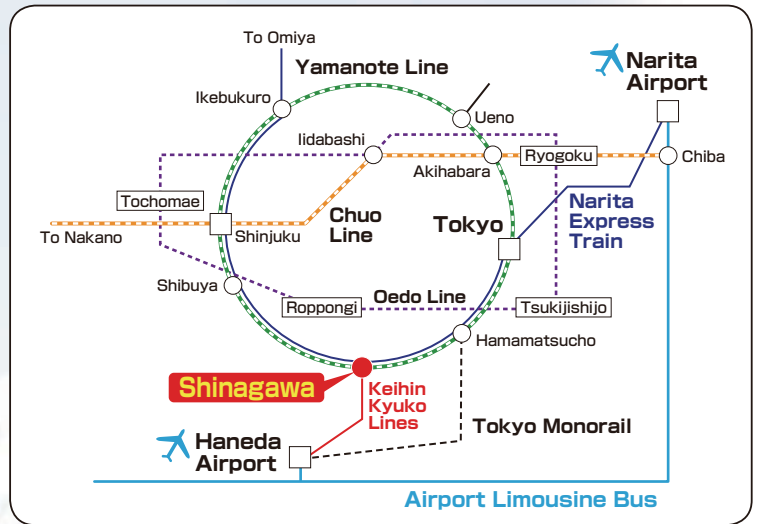
Address :

Grand Prince Hotel New Takanawa, 3-13-1 Takanawa, Minato-ku, Tokyo, 108-8612, Japan

Tel: +81-3-3442-1111

Fax: +81-3-3444-1234

■ Access



[By Train]

- From Shinagawa Station (Takanawa Exit) of the Shinkansen/JR Line/Keiky Line, it is 5 minutes on foot.
- From Takanawadai Station (Toei Subway Asakusa Line), it is 3 minutes on foot.
- From Haneda Airport Station to Shinagawa Station on the Keiky Line, it takes 13 minutes at best.

[By Limousine Bus in Prince Tokyo MICE City]

- From Narita Airport, it takes about 90 minutes.
- From Haneda Airport, it takes about 45 minutes.

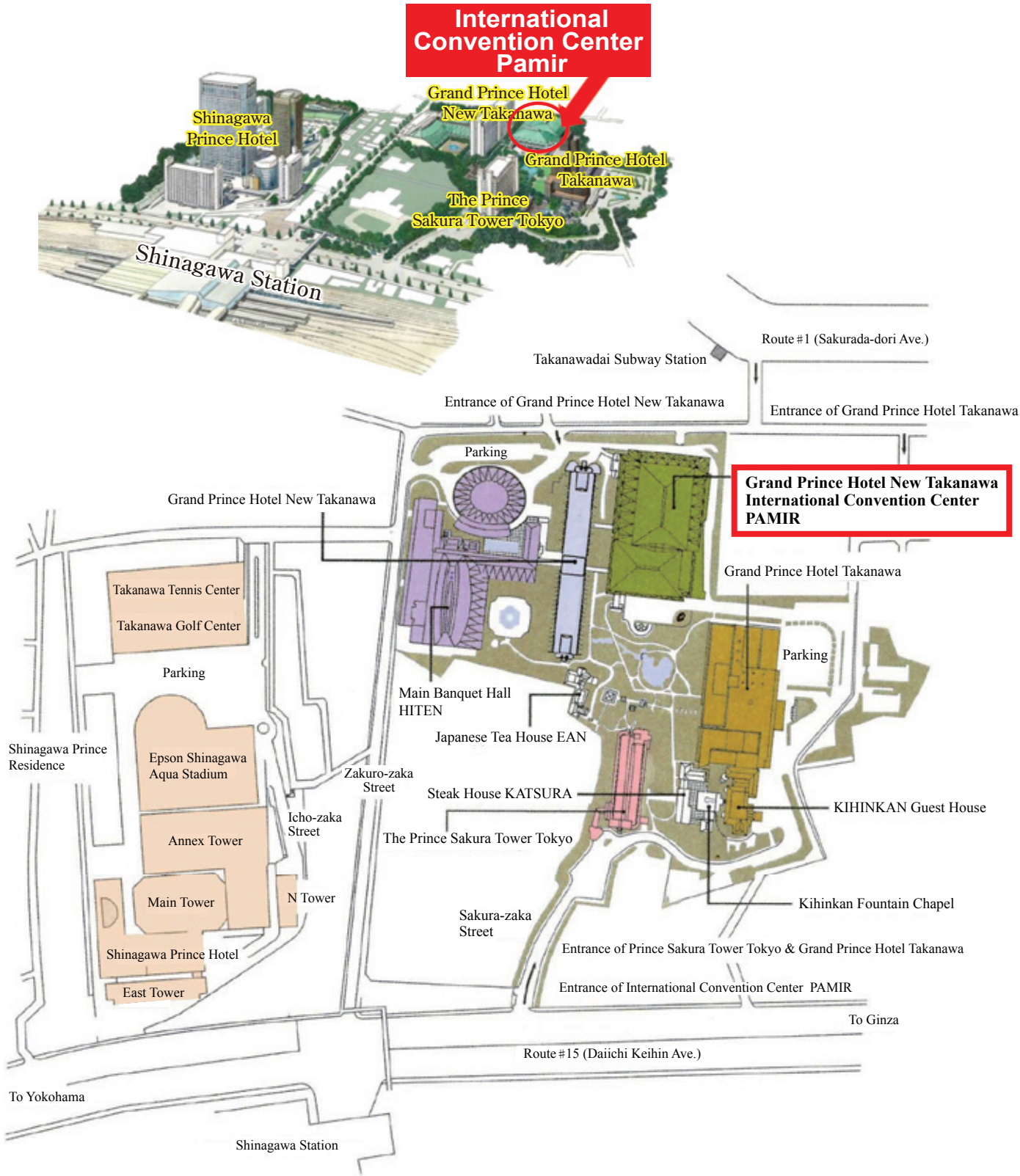
[By Car]

- From Haneda Airport, it takes 30 minutes.
- From Tokyo City Air Terminal (Hakozaki), it takes 15 minutes.
- From Tokyo Station, it takes 25 minutes.
- From Hamamatsucho Station of the JR Line and Tokyo Monorail, it takes 10 minutes.
- From Ginza, it takes 15 minutes.



Location

■ Prince Tokyo MICE City Location Map

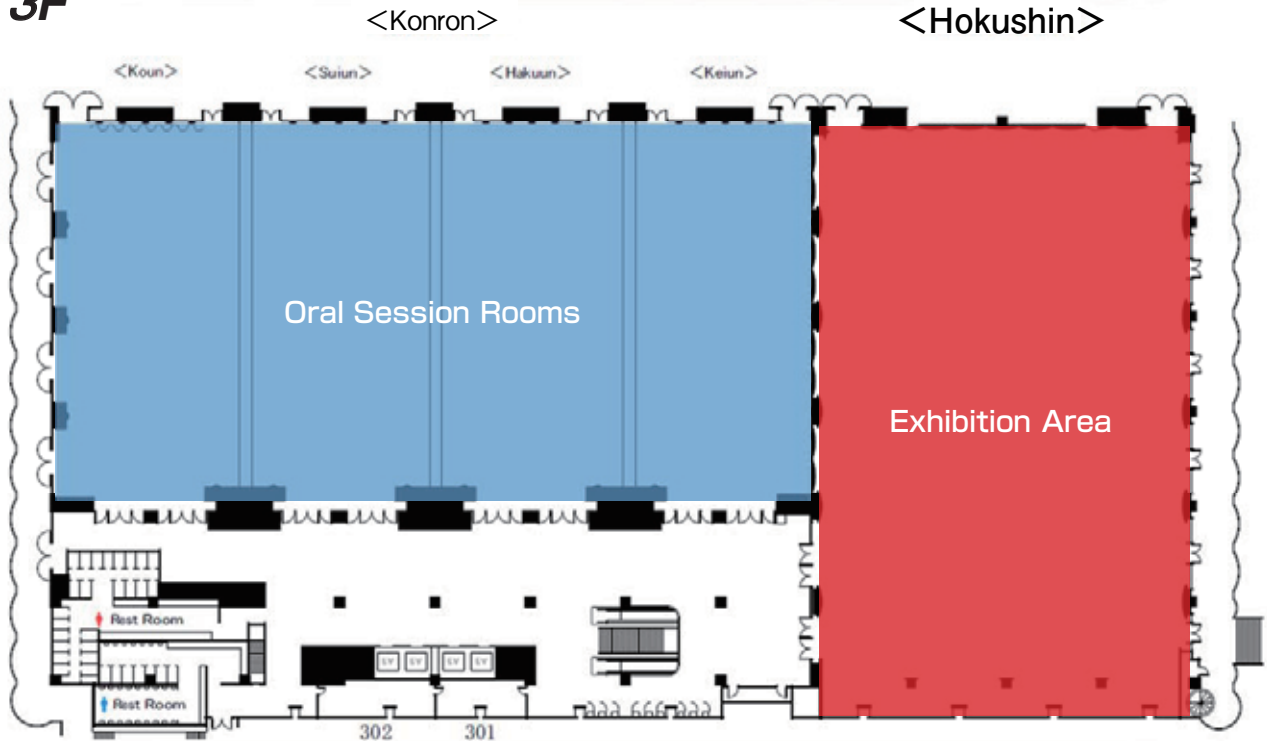




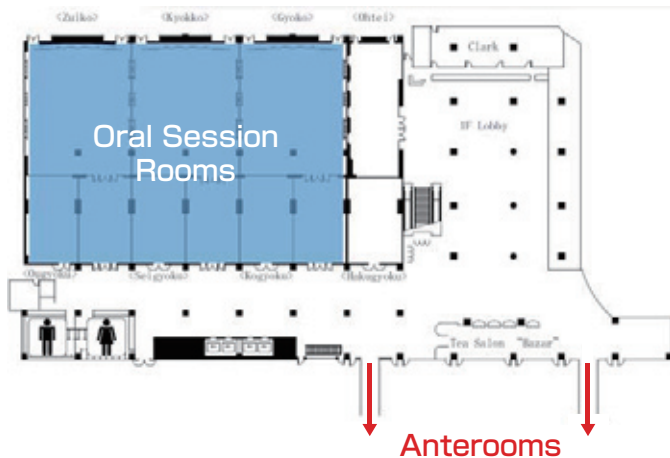
Layout

■ International Convention Center Pamir

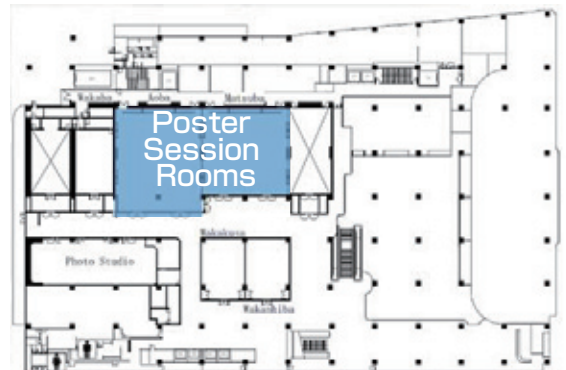
3F



1F



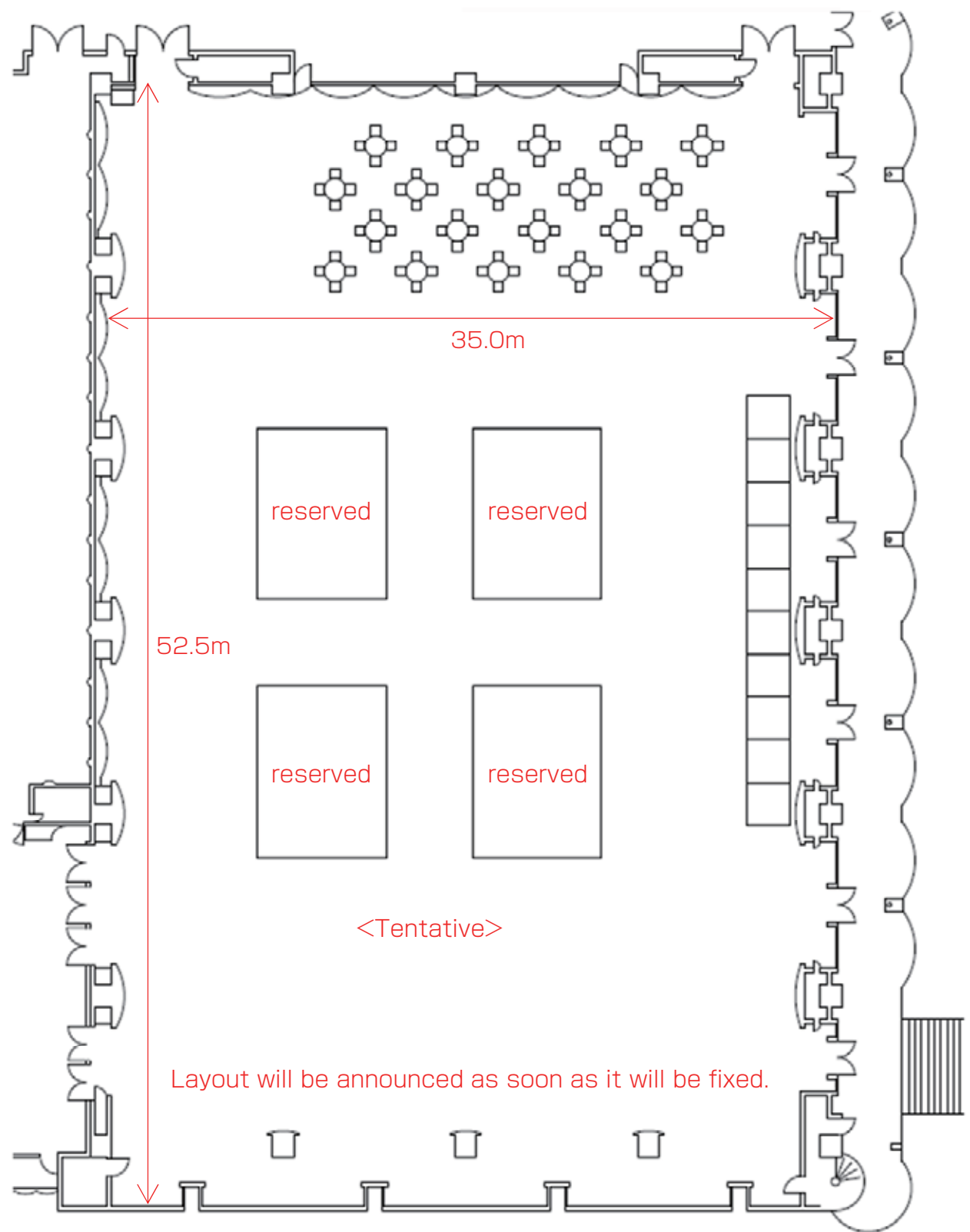
2F





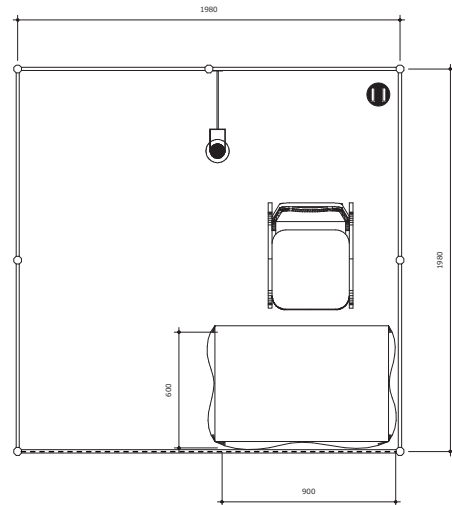
Exhibition Area

■ Venue Layout (Room "Hokushin", 3F, International Convention Center Pamir)





Shell Scheme Rental



Basic Booth Size: W2000mm×D2000mm×H2400mm

■ Attached Facilities

Signboard

Armed spotlight on the back wall (one lighting unit, 100W)

Outlet (two-pronged 400W)

1 table covered by white tablecloth,

1 chair

* All information on the signboard must be written in English.

* Each exhibitor will be provided only one signboard, even if the company will have two or more booths.

* Additional signboards will incur additional charges.

* Use of a logo or/and designed signboard will incur additional charges.

* Exhibitors who apply for Shell Scheme Rental are required to submit Form 1 "Execution Application" with information of the signboard.

Space Rental / Decoration and Setup

* Exhibitors who apply for "space rental" will NOT be provided with a basic panel or other attached facilities.

* Partitions between the next booth, back panel and signboard are mandatory.

* Exhibitors who do not undertake decoration of their own booth are required to submit Form 1 "Execution Application" to apply for a Shell Scheme Rental.

* Exhibitors who apply for special decoration, please contact to the APASL 2016 Exhibition Secretariat.

* Because of the condition and time schedule of the exhibition area, the installation, decoration and setup, dismantling will be solely performed by the APASL 2016 Exhibition Secretariat.

APASL2016 Exhibition Secretariat
c/o Sakura International Inc.

Contact persons: Christina (Ms.) / Shimizu (Ms.) / Kanatake (Mr.) / Hishiki (Mr.)

Email: apasl2016@sakurain.co.jp Tel:+81-50-5804-1762 Fax:+81-3-5646-1161

* Office hours are (Mon) ~ (Fri) 10:00~17:00 excluding 12:00~13:00 on weekdays and weekends

Electrical Construction

- * All contractors that undertake electrical construction work must be qualified registered electricians according to the working conditions described in the Laws for Electrical Works.
- * A Shell Scheme booth includes only one lighting unit (100W) and outlet (400W) *total 500W. If you require additional electrical supply such as outlets, please submit Form 2 "Electrical supply application".
- * Any damage incurred on display by power failure or other power accidents, the APASL2016 Exhibition Secretariat will not take any responsibility. Therefore, please ensure sufficient safeguards have been put in place against such accidents.
- * If you require 24-hour electricity use, please submit Form 2 "Electrical Supply Application".

Optional Rental Service

- * Regarding applications for rental items, please submit Form 3 "Optional Rental Items Application".
- * The invoice for costs of these applications will be sent by the APASL 2016 Exhibition Secretariat. Please ensure payment is made by the deadline.

Food and Drink in Your Booth

- * The bringing in of food and drink not listed in Form 4 "Catering Application" such as raw food, fruit (excluding that contained in PET bottles) is prohibited.
- * If you require other food and drink not listed in Form 4 "Catering Application" to be brought in, you must obtain special permission from the APASL 2016 Exhibition Secretariat by December 25 (Fri) 2015. Items for which permission is not obtained should not be brought into the venue.
- * The disposal and administration of all food and drink, appliances, and waste that you produce are the sole responsibility of the exhibitor and you must remove all such material at your own expense.

Internet

- * If you require Internet use at your booth, please contact the APASL 2016 Exhibition Secretariat. As the construction of Internet setup will be done at once, please place your order by December 25 (Fri) 2015. Orders that arrive after the deadline will not be accepted.
- * Because the line might be busy, WI-FI condition is not guaranteed at the exhibition area.

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Badges of Exhibitor

- * "Exhibitor" badges will be provided according to the number of booths at Registration Desk.
- * "Exhibitor" badges do not permit entry to scientific sessions.



Administration

- * An invoice of the application cost will be sent by the APASL 2016 Exhibition Secretariat after the deadline has elapsed. Please submit payment by February 12 (Fri) 2016 (excluding the carrying in and out service).
- * Any order received after the deadline has elapsed will not be accepted.
- * Additional orders received at the venue may be refused, by the situation of the stock. Payment only by cash is acceptable (Credit card is acceptable only if the total amount exceeds ¥10,000).
- * The venue does not have any storage space, so please store any stock material at your own booth.
- * Exhibitors are responsible for the administration of all their articles on display. The APASL 2016 organizer bears no responsibility and will provide no compensation for theft, loss, or any damages.
- * Exhibitors are responsible for disposing of all their packing and waste materials by themselves.
- * The waste must be disposed completely. If the APASL2016 Secretariat finds any waste remaining, you will be liable for the disposal costs incurred.



Notes and Prohibition

- * The height of the decoration must be within 3.6m from the floor.
- * Driving anchor bolts into the floor is not permitted. If you wish to lay carpet in your company's space, please use the base panel under the carpet, which can order to APASL 2016 Exhibition Secretariat.
- * Temporary plumbing work is not permitted. Please refrain from making ceiling tension, make 2 stories, or attach a roof.
- * When using a hand truck, please move on the protected floor. Please do not place your materials on the floor in the exhibition area directly.
- * Construction of the floors, walls, poles, doors, etc. using rivets, anchor, nails, paste, tape, wire, etc. is not permitted.
- * Cleaning of the space is at the responsibility of the exhibitor.
- * All the boards, linen, curtains, cloths, used in the exhibition area must be fire proofed, and certification label must be indicated on all those materials.
- * No telephone connection is available for exhibitors at the venue.
- * Bringing in dangerous materials is prohibited. Due to fire prevention regulations, the following are prohibited in the venue:
 1. Smoking (Except smoking areas)
 2. Use of a naked flame
 3. Liquefied petroleum gas, high - pressure gas
 4. Other highly flammable materials (gasoline, kerosene, machine oil, compressor oil, etc.)
 5. Dangerous products (nuclear fuel material, explosives, etc.)
- * The APASL 2016 organizer (Head office, secretariat, venue) are in no way responsible for any and all damages, losses, or theft resulting from an Act of God, such as a natural disaster. Please ensure all articles on display are insured. In addition, laptop computers should not be left unattended or antitheft devices should be prepared in advance.
- * When using speakers or audio equipment, please be mindful of other exhibitors at the venue. Overly loud volume will be turned down.
- * Please take appropriate measures to ensure that no bad odor or vibration is emitted during demonstrations. If an odor is particularly noxious, the exhibitor should stop the demonstration immediately.
- * Exhibitors can provide company samples for attendees. However, they may only be distributed with in sealed containers. If you require unsealed samples, please inform the Secretariat of the details.
- * Distribution of advertising items such as leaflets and a questionnaire survey can only be performed in your booth. The distribution of leaflets and sales performed outside of your booth area are not allowed without permission.
- * Be careful not to damage items on display and facilities in the venue. If you damage something, you should repair it immediately; otherwise, you will be liable for the cost of restoration.
- * Do not display any item that is not approved by the Pharmaceutical Affairs Law.
For questions and inquiries, please contact the APASL 2016 Exhibition Secretariat.
- * As all equipment is rented, its manipulation or reconfiguration is prohibited. If damages are incurred, you will be liable for the cost of restoration.



Transport of Exhibits

■ Move-in and Move-out Service

【About Move-in and Move-out Service】

We offer a service that receives your items at our warehouse, delivers them to your booth, picks up items from your booth after closing of the exhibition, and delivers them to the requested location. If you would like to apply for this service, please complete Form 5 "Move In/Out Service Application" form and submit it by January 15 (Fri) 2016. This service can be applicable only for small packages. Please contact us if you have any of the following items: packages over 30kgs/160cm-3-side; total/total number exceeds 20.

* Large cargo and transport from abroad are also possible. Please contact Agility Ltd.

For international orders, please contact us by January 15 (Fri) 2016.

【Flow of Move-in and Move-out Service】

* Please complete Form 5 "Move In/Out Service Application" and submit it by January 15 (Fri) 2016.

* Please attach a label (containing the exhibitor name/booth number/number of parcel/name in charge/cell phone number) on two side of your packages.

* Payment is required in advance

* We will deliver the items to your booth.

* We will pick them up after closing of the exhibition.

* We will deliver after February 26 (Fri) 2016.

【Warehouse Location】

Agility Ltd. Fairs and Events (Contact: Ms. Abe)

NOF Kanda Iwamotocho Bldg 7F, 3-8-16, Iwamoto-cho, Chiyoda-ku, Tokyo, 101-0032, Japan

Tel: +81-3-5821-4617

【Acceptable Term】

February 10 (Wed), 2016 ~ February 17 (Wed), 2016 at 9:00am ~ 05:00pm on weekdays

Please arrange the delivery of your shipment during above mentioned term.

【Schedule】

Move in ...February 20 (Sat) 2016 12:00 ~

Move out...February 24 (Wed) 2016 after closing of exhibition

【Charge】

Move in ...¥100/kg (minimum charge ¥12,500/shipment)

Move out...¥100/kg (minimum charge ¥11,000/shipment)

Storage of empty package...¥5,000/shipment (less than 2cbm)

* additional charge of ¥3000 per 1cbm for over 2cbm

* Chargeable weight is either actual weight or volume weight whichever is greater
(volume weight: 1cbm=280kgs)

* Tax is not included

【Contact】

Agility Ltd. Fairs and Events.

Contact person: Ms. Abe

Email:eabe@agility.com Tel:+81-3-5821-4617 Fax:+81-3-5821-4610

■ Delivery by courier Service

If you use service, your items must be received at your own booth by the person in charge on February 20 (Sat) 2016 between 12:00~20:00. The venue and Secretariat will not receive items and store them on your behalf.

【Delivery Ticket Sample】

International Convention Center Pami, Grand Price Hotel New Takanawa

3-13-1 Takanawa Minato-ku Tokyo 108-0074, Japan

[25th Conference of the Asian Pacific Association for the Study of the Liver (APASL2016)]

Booth code/Exhibitor/Name in charge/Cell phone number

■ Other

- There is no space available for storage of your exhibit's packing materials. Please keep these materials at your own booth or make your own arrangements to have them removed.
- Display of articles and decoration are only permitted at your booth. The use of passages and other locations is not permitted.
- Please take back any waste and unnecessary equipment with you. If any waste remains at the venue, you will be liable for the cost of disposal.



Optional Rental Service





Options List

Please submit Form 3 "Optional Rental Items Application" at the end of the manual to the APASL 2016 Exhibition Secretariat.

Deadline: January 15 (Fri) 2016

■ Lounge table



(W600 X D600 X H600)

A-001

¥2,700

■ Café table



(φ600 X H600)

A-002

¥5,400

■ Meeting table



(W1500 X D600 X H730)

A-003

¥4,320

■ Dining table



(W800 X D800 X H680)

A-004

¥10,800

■ Reception table (with shelf)



(W900 X D450 X H940)

A-005

¥9,180

■ Folding chair



(W420 X D420 X H780 X SH430)

A-006

¥864

■ Stacking chair

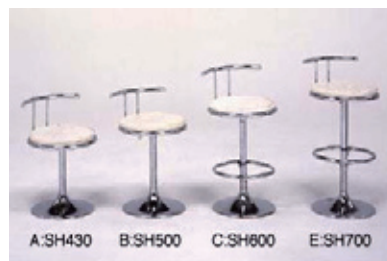


(W460 X D520 X H880 X SH430)

A-007

¥3,240

■ Barstool



A:SH430 B:SH500 C:SH600 E:SH700

A:W400 X D450 X H580 X SH430
 B:W400 X D450 X H650 X SH500
 C:W400 X D450 X H750 X SH600
 E:W400 X D450 X H850 X SH700

A-008

¥4,320

■ Signature stand



※panel is not included
 (250 square X H900~1800)

A-009

¥2,700

*Each exhibitor is responsible for the layout of own booth.

Options List

Please submit Form 3 "Optional Rental Items Application" at the end of the manual to the APASL 2016 Exhibition Secretariat.
 Deadline: January 15 (Fri) 2016

■ Desktop rack

(W230 X D200 X H415※A4 3Tiers)

A-010 ¥2,160

■ Catalog rack

(W250 X D550 X H1700※A4 12Tiers)

A-011 ¥7,560

■ Catalog stand

(W270 X D350 X H1470※A4 4Tiers)

A-012 ¥16,200

■ Waste bin

(φ240 X H290)

A-013 ¥864

■ White cloth

(2200 X 1000)

A-014 ¥1,620

■ Name card holder

(W200 X H150)

A-015 ¥5,400

■ 32" LCD Monitor

※Electric quantity : 136W
 ※Electric Construction Cost included
 ※Outlet included

H-001 ¥75,600

■ 42" LCD Monitor

※Electric quantity : 220W
 ※Electric Construction Cost included
 ※Outlet included

H-002 ¥101,520

■ Stand for LCD Monitor

H-003 ¥31,320

*Each exhibitor is responsible for the layout of own booth.



Options List

Please submit Form 3 "Optional Rental Items Application" at the end of the manual to the APASL 2016 Exhibition Secretariat.

Deadline: January 15 (Fri) 2016

■ DVD player



Repeat function
 ※Electric quantity : 19W
 ※Electric Construction Cost included
 ※Outlet included

H-004 ¥31,320

■ Microphone speaker set (2ch)



Stand included
 ※Electric quantity : 100W
 ※Electric Construction Cost included
 ※Outlet included

H-005 ¥45,360

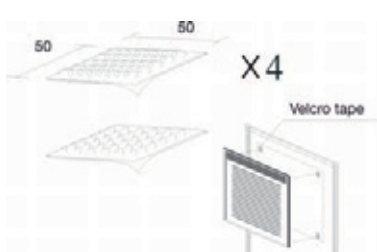
■ Laptop computer



Windows7, Office(PPT2003~PPT2013)
 ※Electric quantity : 80W
 ※Electric Construction Cost included
 ※Outlet included

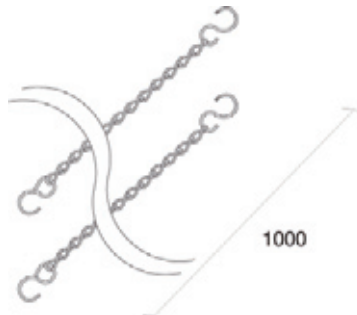
H-006 ¥57,240

■ Velcro tape (4pcs/bag)



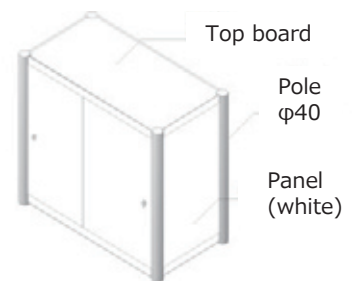
S-001 ¥756

■ Chain hooks (2pcs/set)



S-002 ¥756

■ Display counter A



※Sliding door
 (W990 X D495 × H1020)

S-003 ¥20,520

■ Display counter B



(W495 X D495 × H1020)

S-004 ¥11,880

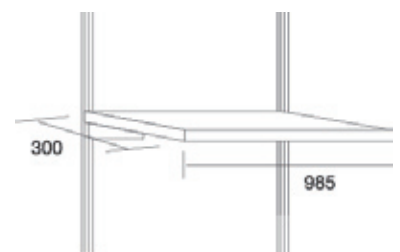
■ Display counter C



※Sliding door
 (W495 X D495 × H1020)

S-005 ¥22,680

■ Shelf board



※average height H1100mm

(W985 X D300)

S-006 ¥3,888

*Each exhibitor is responsible for the layout of own booth.

Application Forms

Form 1	<p>Execution Application (All Exhibitors are required to submit this form)</p>	<p>Application deadline January 15(Fri) 2016 (Please refer to Page 7)</p>
Form 2	<p>Electrical Supply Application (Exhibitor who order Electrical Supply is required to submit this form)</p>	<p>Application deadline January 15(Fri) 2016 (Please refer to Page 8)</p>
Form 3	<p>Optional Rental Items Application (Exhibitor who order Optional Rental Items is required to submit this form)</p>	<p>Application deadline January 15(Fri) 2016 (Please refer to Page 9)</p>
Form 4	<p>Catering Application (Exhibitor who order Catering Items is required to submit this form)</p>	<p>Application deadline January 15(Fri) 2016 (Please refer to Page 10)</p>
Form 5	<p>Move In/Out Service Application (Exhibitor who order Move In/Out Service is required to submit this form)</p>	<p>Application deadline January 15(Fri) 2016 (Please refer to Page 11)</p>

■For inquiries regarding Application Form 1~4

APASL2016 Exhibition Secretariat, c/o Sakura International Inc.
 Contact persons: Christina (Ms.) / Shimizu (Ms.) / Kanatake (Mr.) / Hishiki (Mr.)
 Email: apasl2016@sakurain.co.jp Tel: +81-50-5804-1762 Fax: +81-3-5646-1161

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■For inquiries regarding Application Form 5

Agility Ltd.
 Contact person: Abe (Ms.)
 Email: eabe@agility.com Tel: +81-3-5821-4617 Fax: +81-3-5821-4610

■For general inquiries regarding APASL2016 conference

APASL 2016 Congress Secretariat, c/o Academia Support Japan
 Email: info@apasl2016.org Tel: +81-3-6380-0102 Fax: +81-3-6380-0103



Form 3

Optional Rental Items Application

Date:

Exhibitor Name		Booth Number
Name of Contact	Telephone	Department

■ Rental List

Code	Item	Details	Unit Price	Quantity	Total Price
A-001	Lounge table	W600 × D600 × H600	¥2,700		¥
A-002	Café table	φ 600 × H600	¥5,400		¥
A-003	Meeting table	W1500 × D600 × H730	¥4,320		¥
A-004	Dining table	W800 × D800 × H680	¥10,800		¥
A-005	Reception table	W900 × D450 × H940	¥9,180		¥
A-006	Folding chair	W420 × D420 × H780 × SH430	¥864		¥
A-007	Stacking chair	W460 × D520 × H880 × SH430	¥3,240		¥
A-008-A	Barstool A	W400 × D450 × H580 × SH430	¥4,320		¥
A-008-B	Barstool B	W400 × D450 × H650 × SH500	¥4,320		¥
A-008-C	Barstool C	W400 × D450 × H750 × SH600	¥4,320		¥
A-008-E	Barstool E	W400 × D450 × H850 × SH700	¥4,320		¥
A-009	Signature stand	W250 × D250 × H900~1800	¥2,700		¥
A-010	Desktop rack	W230 × D200 × H415 *A3 3stories	¥2,160		¥
A-011	Catalog rack	W250 × D550 × H1700 *A4 12stories	¥7,560		¥
A-012	Catalog stand	W270 × D350 × H1470 *A4 4stories	¥16,200		¥
A-013	Waste bin	φ 240 × H290	¥864		¥
A-014	White cloth	2200 × 1000	¥1,620		¥
A-015-A	Name card holder A	W200 × H150	¥5,400		¥
A-015-B	Name card holder B	W200 × H150	¥5,400		¥
A-015-C	Name card holder C	W200 × H150	¥5,400		¥
A-015-E	Name card holder E	W200 × H150	¥5,400		¥
A-015-F	Name card holder F	W200 × H150	¥5,400		¥
H-001	32" LCD Monitor	16:9 with speaker, desktop stand	¥75,600		¥
H-002	42" LCD Monitor	16:10 with speaker, desktop stand	¥101,520		¥
H-003	Stand for LCD Monitor		¥31,320		¥
H-004	DVD player	With repeat system	¥31,320		¥
H-005	Microphone speaker set (2ch)	With mike stand	¥45,360		¥
H-006	Laptop computer	Windows7, Office(PPT2003~PPT2013)	¥57,240		¥
S-001	Velcro tapes (4pcs/bag)	W50 × D50	¥756		¥
S-002	Chain hooks (2pcs/set)	L1000	¥756		¥
S-003	Display counter A	W990 × D495 × H1020 (Sliding door)	¥20,520		¥
S-004	Display counter B	W495 × D495 × H1020	¥11,880		¥
S-005	Display counter C	W495 × D495 × H1020 (Sliding door)	¥22,680		¥
S-006	Shelf board	W985 × D300	¥3,888		¥
				Total	¥

* Consumption tax included

■ Billing Information

(Please fill in below just only in the case the billing information is different from that of the exhibitor.)

Name of Company	Name of Contact
Postal Address	Telephone

Deadline	Please submit this form by January 15 (Fri) 2016.	APASL 2016 Exhibition Secretariat, c/o Sakura International Ltd. Contact: Christina (Ms.) / Shimizu (Ms.) / Kanatake (Mr.) / Hishiki (Mr.) Tel: +81-50-5804-1762 Email: apasl2016@sakurain.co.jp
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*Office hours are (Mon) ~ (Fri) 10:00~17:00 excluding 12:00~13:00 (weekdays) and weekends

Please send by FAX: +81-3-5646-1161

■ Bank Account Information

Please submit payment by February 12 2016 and also pay the bank transfer fee.	
Bank Name: The Bank of Tokyo-Mitsubishi UFJ, Ltd. Branch Name: Tamade Branch Branch Address: 2-1-1, Tamade-nishi Nishinari-ku Osaka 557-0045, Japan SWIFT Code: BOTKJPJT Account Number: 0307128 Name of Account Holder: Sakura International Inc.	
An invoice will be sent after the application deadline has elapsed.	

Form 4

Catering Application

Date:

Exhibitor Name	Booth Number
Name of Contact	Department
Telephone	FAX
Email	

■ Catering Menu

Type	Content	Fill in the catering date and number	Price	Total number	Time
Food					
	Cookies (6 pieces)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	TBA		
	Chocolate (6 pieces)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	TBA		
	Muffins (2 pieces)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	TBA		
Hot drink					
	Hot coffee (Pot for 10 cups)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥11,063		
	Hot tea (Pot for 10 cups)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥11,063		
Gold drink					
For special exhibition	Iced coffee (decanter for 10 cups)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥11,063		
	Iced tea (decanter for 10 cups)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥11,063		
	Oolong tea (decanter for 10 cups)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥9,219		
	Orange juice (decanter for 10 cups)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥9,219		
	Apple juice (decanter for 10 cups)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥9,219		
	Green tea 500ml (1 bottle)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥922		
	Mineral water 500ml (1 bottle)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥922		
	Mineral water 320ml (1 bottle)	<input type="checkbox"/> Feb.21() <input type="checkbox"/> Feb.22() <input type="checkbox"/> Feb.23() <input type="checkbox"/> Feb.24()	¥738		

*Consumption tax included.

*APASL 2016 Exhibition Secretariat will inform you about the delivery service of food and drink you ordered after the deadline of this application.

*Food and drink service for participant onsite is required to be self-provided.

*If you have any special requests not listed, please describe in the blank space below. The cost estimation will be sent by the APASL 2016 Exhibition Secretariat.

Remarks:

Deadline

Please submit this form by January 15 (Fri) 2016.

APASL 2016 Exhibition Secretariat, c/o Sakura International Ltd.
 Contact: Christina (Ms.) / Shimizu (Ms.) / Kanatake (Mr.) / Hishiki (Mr.)
 Tel: +81-50-5804-1762 Email: apasl2016@sakurain.co.jp

*Office hours are (Mon) ~ (Fri) 10:00~17:00 excluding 12:00~13:00 (weekdays) and weekends

Please send by FAX: +81-3-5646-1161

■ Bank Account Information

Please submit payment by February 12 2016 and also pay the bank transfer fee.

Bank Name: The Bank of Tokyo-Mitsubishi UFJ, Ltd. Branch Name: Tamade Branch
 Branch Address: 2-1-1, Tamade-nishi Nishinari-ku Osaka 557-0045, Japan
 SWIFT Code: BOTKJPJT Account Number: 0307128 Name of Account Holder: Sakura International Inc.



Form 5 Move-in and Move-out Service Application

Date:

(Information of exhibitor)

Exhibitor Name		Booth Number	
Name of Contact		Quantity of Booth	
Postal Address			
Contact	Tel:	Email:	

(Name of contact) * Please fill in below only in the case it is different from that of the exhibitor.

Name of the Party			
Name of Contact			
Address			
Contact	Tel:	Email:	
Billing Party	*Please check either box <input type="checkbox"/> same as exhibitor <input type="checkbox"/> _____ will on behalf of the exhibitor *Please state the name of the party responsible for the payment.		

I hereby apply for the move-in and move-out service as below. (Please check the box)

I wish to ship cargo to the warehouse → date of delivery : day/ month

I wish to order pick-up cargo → date of pick-up day/ month

Address /name in charge/contact (Please fill in below in case it is different from that of the exhibitor.)

I wish to order move-out service.

Address /name in charge/contact (Please fill in below in case it is different from the exhibitor.)

I wish to order storage service of empty packages during the exhibition hours.

(Please keep cartons at your own booth if you have space to store)

Please fill in details of your shipment

	Move-in	Move-out
Number of package		
Type of package		
Size of package		
Contents of shipment		

*The term for acceptance of shipment at our warehouse is February 10 (Wed) 2016~February 17 (Wed) 09:00-17:00. Weekdays only.

*Some items can not be handled

*If you have large cargo, or cargo overseas, please contact us

*If there is any change in the contents of the application, please contact us immediately.

Deadline	Please submit this form by January 15 (Fri) 2016 by email.	Agility Ltd. Fairs and Events Tel:+81-3-5821-4617 Email:eabe@agility.com Contact: Ms. Abe
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Please send by Email: eabe@agility.com



Information Label for Move-in

Exhibitor Name
Booth Number
Number of Parcel
Name of Contact
Cell Phone Number

25th Conference of the Asian Pacific Association for the Study of the Liver “Modern Hepatology”
Term: February 20-24, 2016 Venue: International Convention Center Pamir, Tokyo, Japan

*Please attach this Label on two side of your package.

