

Exhibition Manual

APASL 2024 Kyoto

The 33rd Annual Meeting of the Asian Pacific Association for the Study of the Liver



Conference Term

March 27 (Wed) - 31 (Sun) 2024

Conference Venue

Kyoto International Conference Hall, Kyoto, Japan

Term
March 27-31, 2024

Venue
ICC Kyoto
-Kyoto International Conference Hall
Kyoto, Japan

President
Shuichiro Shiina M.D.
Professor, Department of Gastroenterology,
Juntendo University, Japan

APASL
2024 Kyoto
-The Center of Hepatology

The 33rd Annual Meeting of
the Asian Pacific Association for the Study of the Liver



Event Outline

■Conference Name The 33rd Annual Meeting of the Asian Pacific Association for the Study of the Liver
(APASL 2024 Kyoto)

■Theme The Center of Hepatology

■Term March 27 (Wednesday)-31 (Sunday), 2024

■Place Kyoto International Conference Hall
(422 Iwakura Osagicho, Sakyo-ku, Kyoto, Japan 606-0001, Japan)

■President Shuichiro Shiina, M.D., Ph.D.
(Professor, Department of Gastroenterology, Juntendo University, Japan)

■Congress Secretariat

c/o Academia Support Japan, 1-24-7-909, Shinjuku, Shinjuku-ku, Tokyo, 160-0022, Japan

Tel: +81-3-6380-0102 Fax: +81-3-6380-0103 Email: info@apasl2024kyoto.org

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

■Schedule of Exhibition

3/27(Wed.) Exhibitor installation, decoration (9:00~20:00)

~~3/28(Thu.) Exhibitor installation, decoration (8:00~11:00) Exhibition Display Hours (12:00~18:30)~~

3/28(Thu.) Exhibition Display Hours (9:00~18:30)

3/29(Fri.) Exhibition Display Hours (8:30~18:30)

3/30(Sat.) Exhibition Display Hours (8:30~18:30)

Dismantling (18:30~21:00)

~~3/31(Sun.) Exhibition Display Hours (8:30~11:00) Dismantling (11:00~17:00)~~

3/31(Sun.) Dismantling (9:00~12:00)

※The schedule is subject to change.

Venue:

Kyoto International Conference Hall

Address: 422 Iwakura Osagicho, Sakyo-ku, Kyoto, Japan 606-0001, Japan

Tel: +81- 75-705-1205

Website: <https://www.icckyo.or.jp/en>

■Access

[From Airport to Kyoto Station]

Travel from Kansai International Airport (KIX) to Kyoto Station on the Express Haruka train in 75 minutes.

[From Kyoto Station to ICC Kyoto]

Take the Karasuma Subway Line from Kyoto Station to Kokusaikaikan Station in 20 minutes.

[From the closest station]

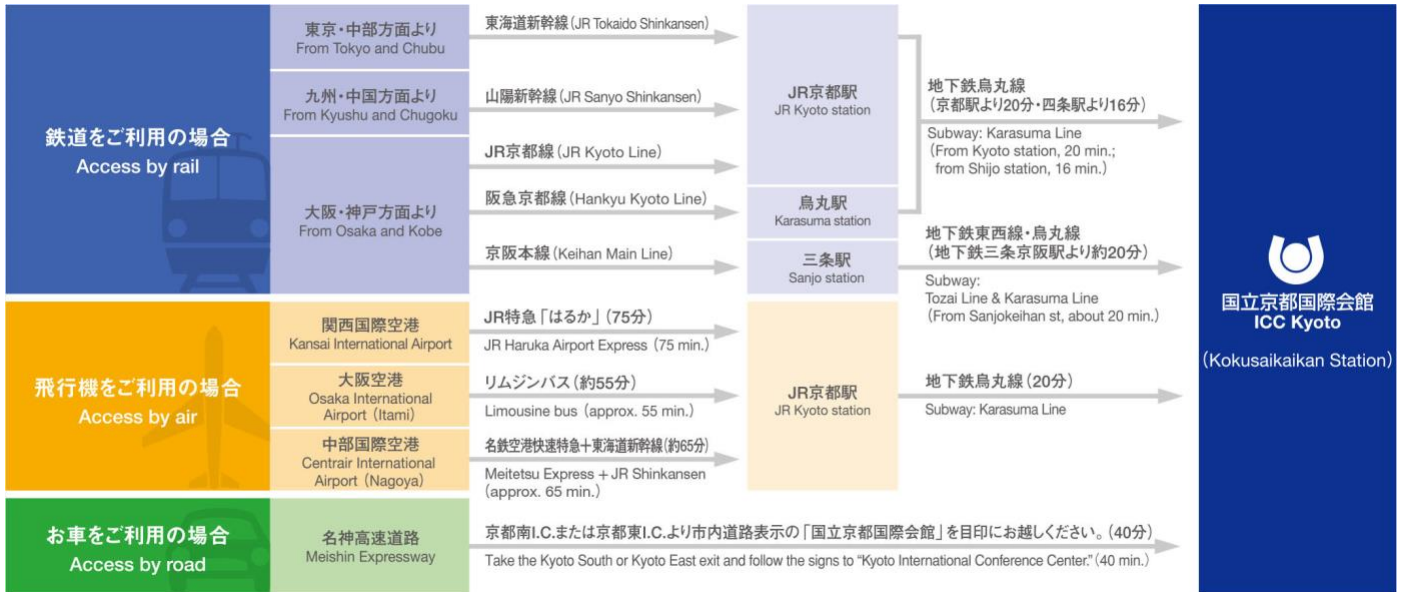
• 5-minute walk from Kokusaikaikan Station on the Karasuma Subway Line.

Exit the ticket gate and walk through the underground passage to Exit 4-2.

The covered walkway from Exit 4-2 will guide you to our front entrance, keeping you dry on rainy days.



APASL 2024 Kyoto



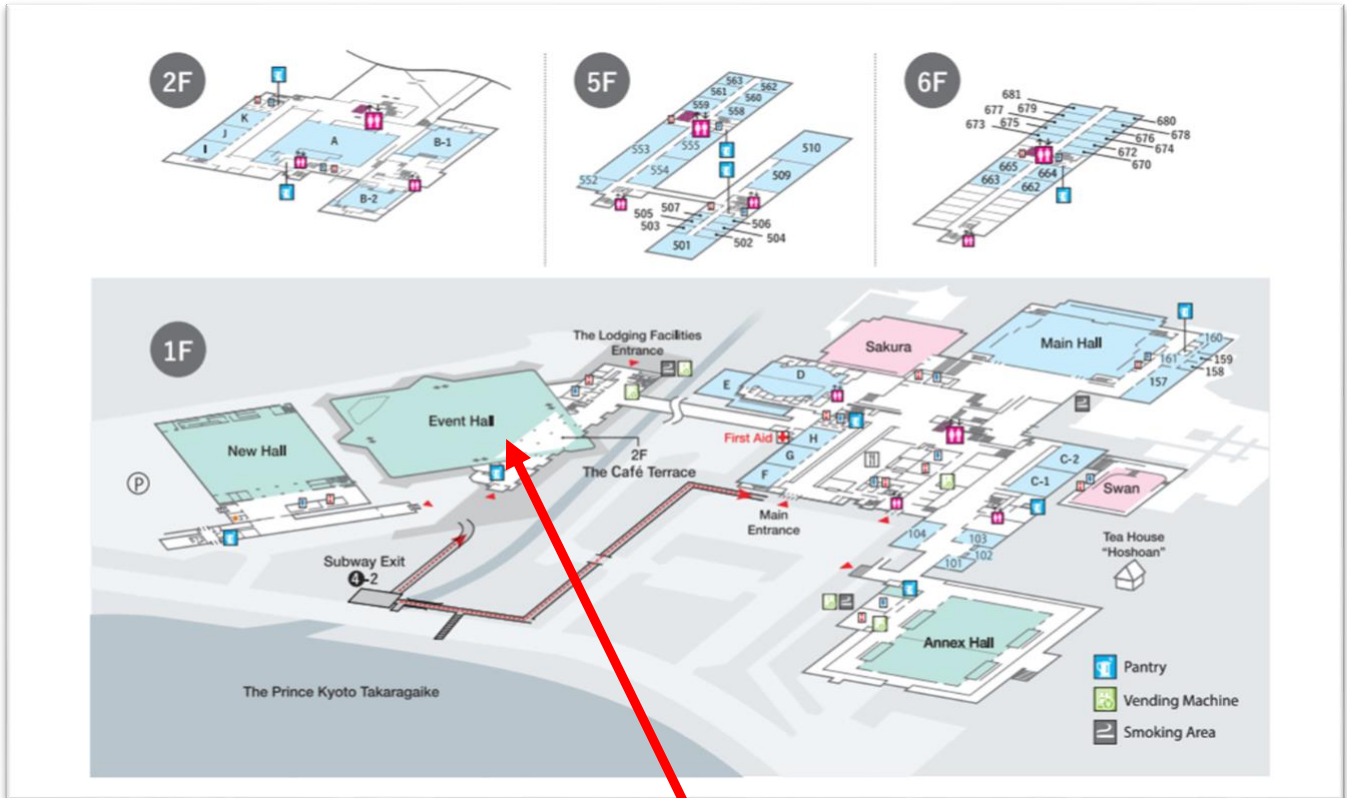
■ICC Kyoto Area Map

国際会館周辺マップ ICC Kyoto Area Map





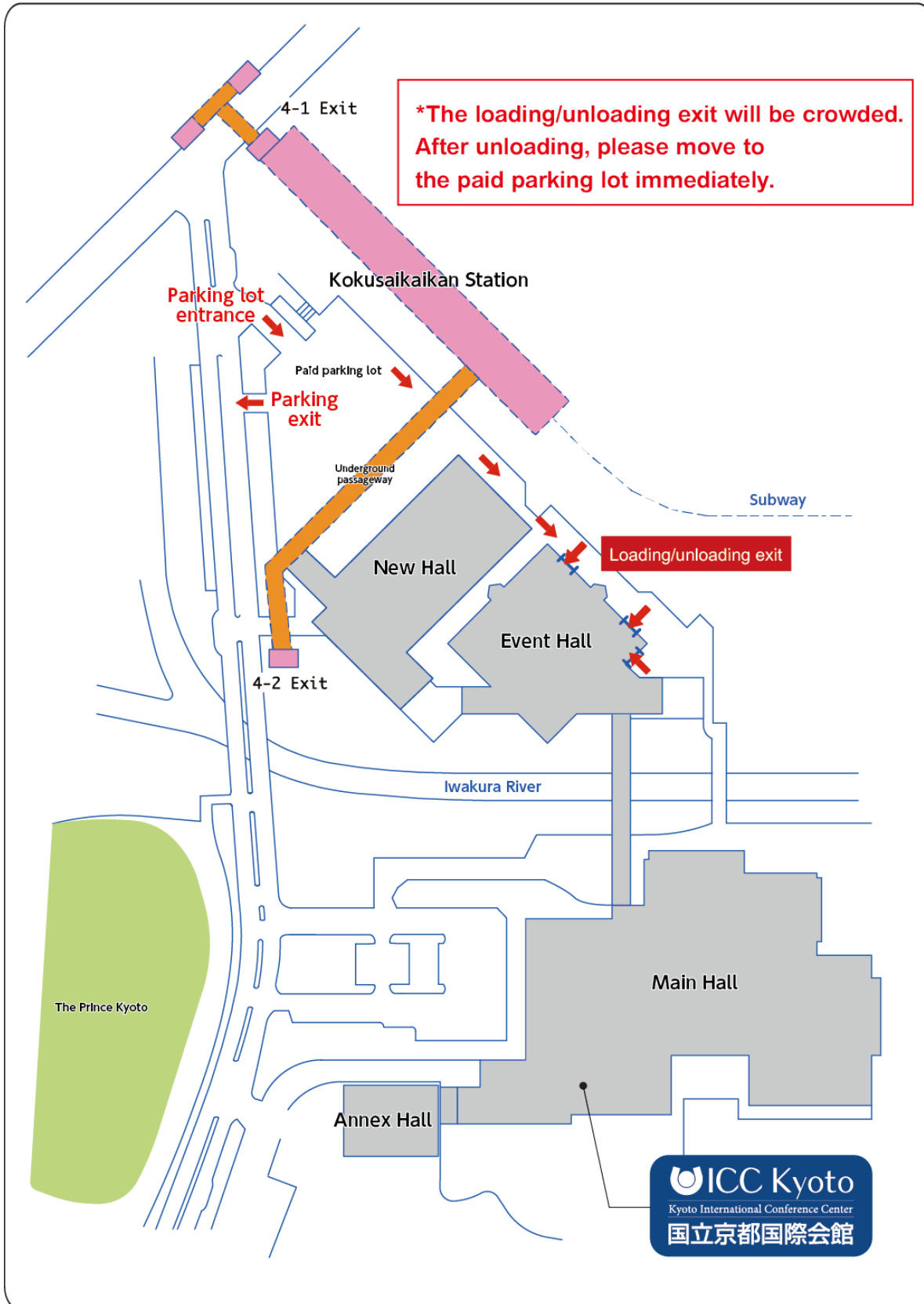
■Floorplan of Kyoto International Conference Hall



Exhibition Area "Event Hall"



Loading/unloading route



A vehicle permit is required for loading and unloading by vehicle. Please use the vehicle identification card on the last page.



Exhibition Categories

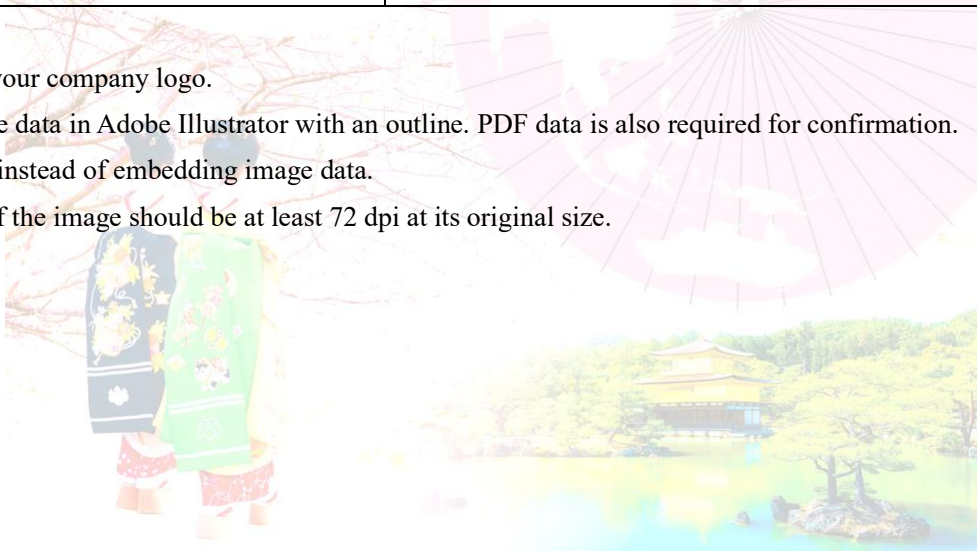
EX -S	Exhibition Space (2 m×2 m=4 m ²): JPY500,000 including Tax (JPY125,000 including Tax per square meter, minimum 4 m ² to maximum 12 booths up to 48 m ²)	1. Provision of exhibition space: 1 booth 2 m x 2 m = 4 m ² 2. Write your company name in the acknowledgment column of the Final Program Book *3. Your company name will be displayed on the sponsor list board to be installed in the entrance lobby of the venue during the exhibition. 4. Staff name badges provided for 2 people per booth (can enter the exhibition hall)
EX -B	Exhibition Booth (2 m×2 m=4 m ²): JPY600,000 including Tax (JPY150,000 including Tax per square meter, minimum 4 m ² to maximum 12 booths up to 48 m ²)	1. Provision of exhibition booth (Shell Scheme): 1 booth 2 m x 2 m = 4 m ² 2. Panel, company name board, armed spotlighting, power outlet (2 outlets 500w), 1 desk with white cloth, 1 chair 3. Write your company name in the acknowledgment column of the Final Program Book *4. Your company name will be displayed on the sponsor list board to be installed in the entrance lobby of the venue during the exhibition. 5. Staff name tags provided for 2 people per booth (can enter the exhibition hall)
EX -V	Online Exhibition: JPY300,000 including Tax	1. Provision of online exhibition virtual space to be set up on the conference website 2. Write your company name in the acknowledgment column of the Final Program Book *3. Your company name will be displayed on the sponsor list board to be installed in the entrance lobby of the venue during the exhibition.

• Please submit your company logo.

*Please submit the data in Adobe Illustrator with an outline. PDF data is also required for confirmation.

*Please use links instead of embedding image data.

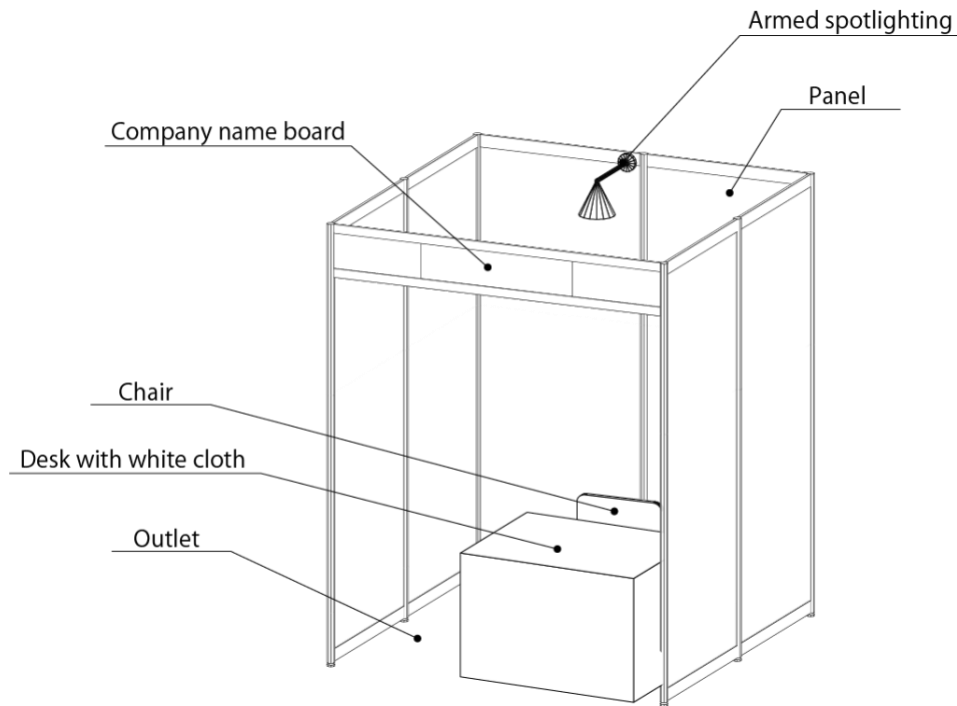
*The resolution of the image should be at least 72 dpi at its original size.





Shell Scheme Rental

Basic Booth Size (per booth) / W2000mm×D2000mm×H2400mm



Facilities

■ Company name board

* 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 will incur additional charges.

■ Armed spotlight on the back wall (one lighting unit), outlet, 1 table, 1 chair

■ Panel

* The use of push pins, screws, tape with adhesive residue, etc. on the system panel is prohibited.

Chains and Velcro for attaching panels will be provided by the exhibition office. If you wish to do so, please contact the exhibition office desk on the day of the event.

■ Side Panel

* Side panels can only be decorated on the inside. Please note that side panels for corner booths and partitions between multiple booths will not be installed

■ Outlet

* Includes 500W outlet and armed spotlighting. Exhibitors who require 500W or more are required to submit 02 "Electricity Supply Application Form".

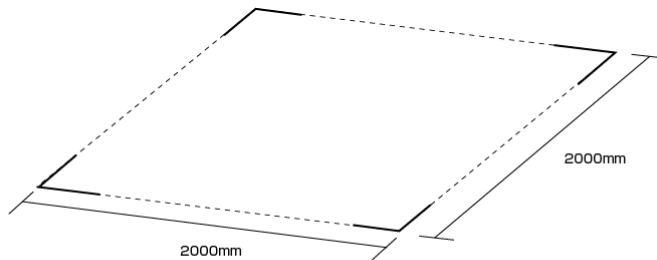
■ Table and Chair

Includes 1 desk with white cloth and 1 chair. Desk size: W1200*D600*H700



Space Rental / Decoration and Setup

Booth Size (per booth): / W2000mm×D2000mm×H4000mm



Height limit : 4000mm

Facilities

* Exhibitors who apply for “space rental” will NOT be provided with a basic panel and other attached facilities. Partitions between the next booth, back panel and signboard are mandatory.

* Exhibitors who wish to make special decorations should submit drawings to the exhibition office.

Because of the condition and time schedule of the exhibition area, Shell Scheme Rental setup, dismantling will be solely performed by the APASL 2024 Kyoto Exhibition Secretariat.

APASL2024 Kyoto Exhibition Secretariat

c/o Accost Co., Ltd. Contact person: Ms. Imagawa and Mr. Kitaoka, Kyoto office

TEL: +81-75-323-5856 FAX: +81-75-322-8025

e-mail imagawa@accost.co.jp, kitaoka@accost.co.jp

<http://www.accost.co.jp/>

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



Prohibition of Decoration and Notes

- The height of the decoration must be within 4m 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. Arrangements can also be made at the APASL 2024 Kyoto 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 without permission.
- 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 have passed the disaster prevention processing, 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.)

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 and outlet (500W).

If you require additional electrical supply such as outlets, please submit the 02 "Electrical supply application" form.

- Any damage incurred on display by power failure or other power accidents, the APASL2024 Kyoto 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 the 02 "Electrical supply application" form.



Optional Rental Service

- Regarding applications for rental items, please submit the 03 “Optional rental service” form.
- An invoice will be issued after the application deadline. The invoice for costs of these applications will be sent by the APASL 2024 Kyoto Exhibition Secretariat. Please ensure payment is made by the deadline.

Internet

If you require Internet use at your booth, please contact the APASL 2024 Kyoto Exhibition Secretariat.

- * As the construction of Internet setup will be done at once, please contact us by January 15 (Mon) 2024 to place your order. 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.

Badges of Exhibitor

- APASL 2024 Kyoto will provide two “Exhibitor” badges per booth. Additional badges will be provided according to the number of booths.
- Exhibitors are not permitted to enter the scientific program halls.

Administration and Aftercare

- 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 2024 Kyoto 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.
- This waste must be disposed of completely. If the APASL 2024 Kyoto Secretariat finds any waste remaining, you will be liable for the disposal costs incurred.
- The APASL 2024 Kyoto 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.

Cautions

- 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.

Food and Drink in Your Booth

- In principle, bringing food and drinks into the conference venue is prohibited, except for the distribution of samples of our own products. If you would like to bring your own products, please contact the exhibition office. Items for which permission is not obtained should not be brought into the venue.
- If you need to arrange food and drinks, please contact to ICCK Kyoto catering company.(icckcs-eigy@kich-d.co.jp) Please see page 22 for details.
- 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.

Non-approved Items by the Pharmaceutical Affairs Law

Do not display any item that is not approved by the Pharmaceutical Affairs Law.

For questions and inquiries, please contact the APASL 2024 Kyoto Exhibition Secretariat.

Miscellaneous

- As all equipment is rented, its manipulation or reconfiguration is prohibited. If damages are incurred, you will be liable for the cost of restoration.
- An invoice of the application cost will be sent by the APASL 2024 Kyoto Exhibition Secretariat after the deadline has elapsed. Please submit payment by February 12 (Fri) 2024 (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. If they are deemed acceptable, cash payment only is required.



Transport of Exhibits (Domestic)

For parcels arriving and departing within Japan *

■ Carrying in

【Please pay attention to the following】

• **If you use a courier service, please send your package between 9:00 a.m. and 8:00 p.m. on March 26 or 27 ; the Exhibition Secretariat will receive it on your behalf if it arrives on the 26th.**

• **On the 27th, the person in charge should pick up the package at their booth.**

Please note that the exhibition office cannot be held responsible for lost luggage, etc.

• Please be sure to write the company name, time designation, and telephone number of the person in charge on the shipping slip.

• Please fill in the necessary information on the shipping slip on page 26, attach it to your package, and send it.

***Set-up work will not be available on the 26th.**

*Large cargo and transport from abroad are also possible. Please contact KSA International Inc.

For international orders, please contact us by January 31 (Wed.) 2024.

Example of filling out a shipping slip

【Delivery ticket sample】

International

Kyoto International Conference Hall

Address: 422 Iwakura Osagicho, Sakyo-ku, Kyoto, Japan 606-0001, Japan

[33rd Conference of the Asian Pacific Association for the Study of the Liver (APASL2024 Kyoto)]

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

■Carrying out

【Please pay attention to the following】

- Luggage that meets all of the conditions below can use the service arranged by the exhibition secretariat.

If you wish, please write the number of luggage on page 23.

- Only “Yamato courier service”
- cash on delivery only
- Shipping after next day
- Total of three sides is less than 200cm and less than 30kg

* The pickup location will be announced at a later date.

- The following are not available, so please make arrangements with each company.

When arranging your own delivery company, you are responsible for managing the package until it is handed over to the delivery company.

- JIT BOX delivery or Yamato delivery
- Delivery companies other than Yamato
- Prepaid luggage
- Luggage arriving the next day

For large cargo and transport from abroad

Please contact KSA International Inc.

For international orders, please contact us by January 31 (Wed.) 2024.

【Contact】

KSA International Inc.

7-4-25 Akasaka, Minato-ku, Tokyo

107-0052, JAPAN

HP: <http://www.ksa.co.jp/en/> TEL: +(81)-3-3505-8674

MAIL: mice-logistics@ksa.co.jp ATTN: Masahiro, Adachi (Mr.)

■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 only are 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 the 03 ‘Option Rental’ application form at the end of the manual to the APASL 2024 Kyoto Exhibition Secretariat.





Deadline: January 31 (Wed) 2024

*You are solely responsible for the layout of your booth.

*Tax excluded.

List of rental video equipment

Monitor	wall-mounted Monitor bracket	Monitor stand
 <p>20inch Monitor ¥33,000 24inch Monitor ¥49,000 32inch Monitor ¥82,000 37inch Monitor ¥109,000 42inch Monitor ¥122,000 50inch Monitor ¥163,000 65inch Monitor ¥272,000</p> <p>Stand needs to be ordered separately (tax exclusive)</p>	 <p>for 42inch ~90inch for 26inch ~37inch</p> <p>¥5,500 (tax exclusive)</p>	 <p>for 42inch ~75inch for 24inch ~37inch</p> <p>¥22,000 (tax exclusive)</p>

Speaker	PC (Windows)	DVD Player
 <p>¥4,300 (tax exclusive)</p> <p>Speaker type A</p>  <p>¥4,300 (tax exclusive)</p> <p>Speaker type B</p>	 <p>¥43,000 (tax exclusive)</p>	 <p>¥27,000 (tax exclusive)</p>

***All prices are for 5 days.**

*You are solely responsible for the layout of your booth.

*Tax unexcluded.



Options List













Please submit the 03 'Option Rental' application form at the end of the manual to the APASL 2024 Kyoto Exhibition Secretariat.

Deadline: January 31 (Wed) 2024

List of electrical items

















2 plug outlet Single-phase 100V 500W/1000W/1500W	Florescent light 20W LED light	Spotlight 10W LED light	Arm Spotlight 10W LED light
			
¥13,000~ (tax exclusive)	¥4,500 (tax exclusive)	¥4,500 (tax exclusive)	¥4,500 (tax exclusive)

List of rental items

022-04: Meeting chair W460 D500 SH420 H740 	022-13: Folding chair W420 D455 SH430 H740 	024-11~15: Stand chair Size: 5 types (inquire) 	021-09: Cafe chair W400 D510 SH450 H830 
¥4,000 (tax exclusive)	¥800 (tax exclusive)	¥4,000 (tax exclusive)	¥7,000 (tax exclusive)
021-11: Cafe chair W500 D520 SH440 H780 	021-17: Cafe chair W510 D520 SH420 H680 	021-96: Cafe chair W480 D530 SH450 H830 	025-04: Counter chair W390 D500 SH750 H900 
¥7,000 (tax exclusive)	¥6,000 (tax exclusive)	¥7,000 (tax exclusive)	¥9,000 (tax exclusive)
025-08: Counter chair W410 D410 SH720 H920 	025-17: Counter chair W365 D430 SH725 H875 	025-31: Counter chair W400 D550 SH700 H1010 	025-27: Counter chair W460 D460 H610~710 
¥9,000 (tax exclusive)	¥10,000 (tax exclusive)	¥9,000 (tax exclusive)	¥6,000 (tax exclusive)



List of rental items

031-07: Meeting table W750 D750 H700	032-20: High counter W1200 D505 H1000	032-153: Round table φ750 H700	032-143: Round table φ600 H700
			
¥9,000 (tax exclusive)	¥10,000 (tax exclusive)	¥9,000 (tax exclusive)	¥9,000 (tax exclusive)
032-501: Counter table φ750 H1000	032-561: Counter table φ600 H1000	034-11: Center table W500 D500 H700	034-12: Center table W650 D500 H700
			
¥12,000 (tax exclusive)	¥9,000 (tax exclusive)	¥7,000 (tax exclusive)	¥9,000 (tax exclusive)
035-01: Conference table W1800 D600 H700	035-02: Conference table W1500 D600 H700	062-05: Counter unit W900 D450 H750/with mid shelf	062-06: Counter unit W900 D450 H930/with mid shelf
			
¥4,000 (tax exclusive)	¥4,000 (tax exclusive)	¥9,000 (tax exclusive)	¥12,000 (tax exclusive)
062-07: Counter unit W1200 D600 H750/with mid shelf	062-08: Counter unit W1200 D600 H930/with mid shelf	062-12: Counter unit W1500 D600 H750/with mid shelf	062-13: Counter unit W1500 D600 H930/with mid shelf
			
¥18,000 (tax exclusive)	¥18,000 (tax exclusive)	¥22,000 (tax exclusive)	¥22,000 (tax exclusive)



List of rental items

S-1/2: System display stand S-1: W900 D490 H750 S-2: W900 D490 H900	S-3/4: System display stand S-3: W900 D700 H750 S-4: W900 D700 H900	S-5/6: System display stand S-5: W900 D900 H750 S-6: W900 D900 H900	061-05: Tablecloth 2400×1300																																								
																																											
¥16,000 (tax exclusive)	¥24,000 (tax exclusive)	¥30,000 (tax exclusive)	¥1,200 (tax exclusive)																																								
064-20: Easel W480-800 D350-870 H700-1650	065-14: Tabletop catalogue stand A4 3 tiers/W251 D261 H373	065-02: Catalogue stand A4 12 tiers/W450 D575 H1635	065-04: Catalogue stand A4 5 tiers both sides/W270 D350 H1430																																								
																																											
¥6,000 (tax exclusive)	¥4,000 (tax exclusive)	¥8,000 (tax exclusive)	¥8,000 (tax exclusive)																																								
082-15: Dustbin φ240 H280	082-49/50: Dustbin 42L W430 D282 H630 (no lid H508)	082-51/52: Dustbin 31.5L W390 D260 H580 (no lid H466)	088-23: Plant Large pot/ about H1500~1800																																								
																																											
¥1,000 (tax exclusive)	¥3,500 (tax exclusive)	¥3,000 (tax exclusive)	¥6,000 (tax exclusive) ※image																																								
088-24: Plant Medium pot/ about H900~1200	Needle punch carpet/Fastening strip (includes plywood covering) 3000×3000																																										
	<table border="0"> <thead> <tr> <th colspan="4">Needle punch carpet</th> <th colspan="4">Fastening strip</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>YN23</td> <td>YN25</td> <td>YN29</td> <td>YN33</td> <td>YNH-3</td> <td>YNH-5</td> <td>YNH-10</td> <td>YNH-11</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>YN36</td> <td>YN38</td> <td>YN41</td> <td>YN43</td> <td>YNH-12</td> <td>YNH-13</td> <td>YNH-14</td> <td>YNH-16</td> </tr> </tbody> </table>			Needle punch carpet				Fastening strip												YN23	YN25	YN29	YN33	YNH-3	YNH-5	YNH-10	YNH-11									YN36	YN38	YN41	YN43	YNH-12	YNH-13	YNH-14	YNH-16
Needle punch carpet				Fastening strip																																							
																																											
YN23	YN25	YN29	YN33	YNH-3	YNH-5	YNH-10	YNH-11																																				
																																											
YN36	YN38	YN41	YN43	YNH-12	YNH-13	YNH-14	YNH-16																																				
¥4,500 (tax exclusive)	¥50,000 (tax exclusive)																																										



List of rental items

<p>011-39: Cafe set</p> <p>Table: ϕ750 H700 Chair: W385 D370 SH450 H640</p>  <p>¥25,000 (tax exclusive)</p>	<p>011-25: Cafe set</p> <p>Table: ϕ750 H700 Chair: W500 D520 SH440 H780</p>  <p>¥37,000 (tax exclusive)</p>	<p>011-08: Cafe set</p> <p>Table: ϕ750 H700 Chair: W400 D510 SH450 H830</p>  <p>¥37,000 (tax exclusive)</p>
<p>011-60: Cafe set</p> <p>Table: W750 D750 H700 Chair: W480 D530 SH450 H830</p>  <p>¥37,000 (tax exclusive)</p>	<p>011-64: Cafe set</p> <p>Table: ϕ750 H700 Chair: W460 D500 SH420 H740</p>  <p>¥25,000 (tax exclusive)</p>	<p>012-01: Meeting set</p> <p>Table: W1200 D750 H698 Chair: W460 D500 SH420 H740</p>  <p>¥25,000 (tax exclusive)</p>
<p>014-01: High counter set</p> <p>Table: ϕ600 H1000 Chair: W390 D500 SH750 H900</p>  <p>¥52,000 (tax exclusive)</p>	<p>014-04: High counter set</p> <p>Table: ϕ600 H1000 Chair: W410 D410 SH720 H920</p>  <p>¥45,000 (tax exclusive)</p>	<p>014-18: High counter set</p> <p>Table: W1200 D505 H1000 Chair: W365 D430 SH725 H875</p>  <p>¥50,000 (tax exclusive)</p>
<p>014-41: High counter set</p> <p>Table: W1200 D505 H1000 Chair: W400 D550 SH700 H1010</p>  <p>¥46,000 (tax exclusive)</p>	<p>011-31: Cafe set</p> <p>Table: W880 D485 H600 Chair: W460 D555 SH430 H670</p>  <p>¥20,000 (tax exclusive)</p>	<p>011-11: Cafe set</p> <p>Table: W700 D700 H700 Chair: W400 D430 SH450 H760</p>  <p>¥30,000 (tax exclusive)</p>

*You are solely responsible for the layout of your booth

*Tax unexcluded.



Execution Application

Please submit this form by January 31 (Wed) 2024 by mail to imagawa@accost.co.jp, kitaoka@accost.co.jp.

Date:

*Basic facilities are not included for exhibitors applying for space rental.

Exhibitors who wish to apply for a booth space and do not provide their own decorations should contact the exhibition secretariat.

Name of Exhibitor	Booth Number
Contact Person Phone	Department

■Shell Scheme Rental Booth

<p><Basic facilities> Back panel / Armed spotlight x 1 / 1 Outlet (two-pronged 500W) / 1 signboard 1 table with white cloth / 1 chair</p>

Type of Signboard (Black text, Gothic typeface)

* Please write in English only. Please fill in for the whole company.

Content																			
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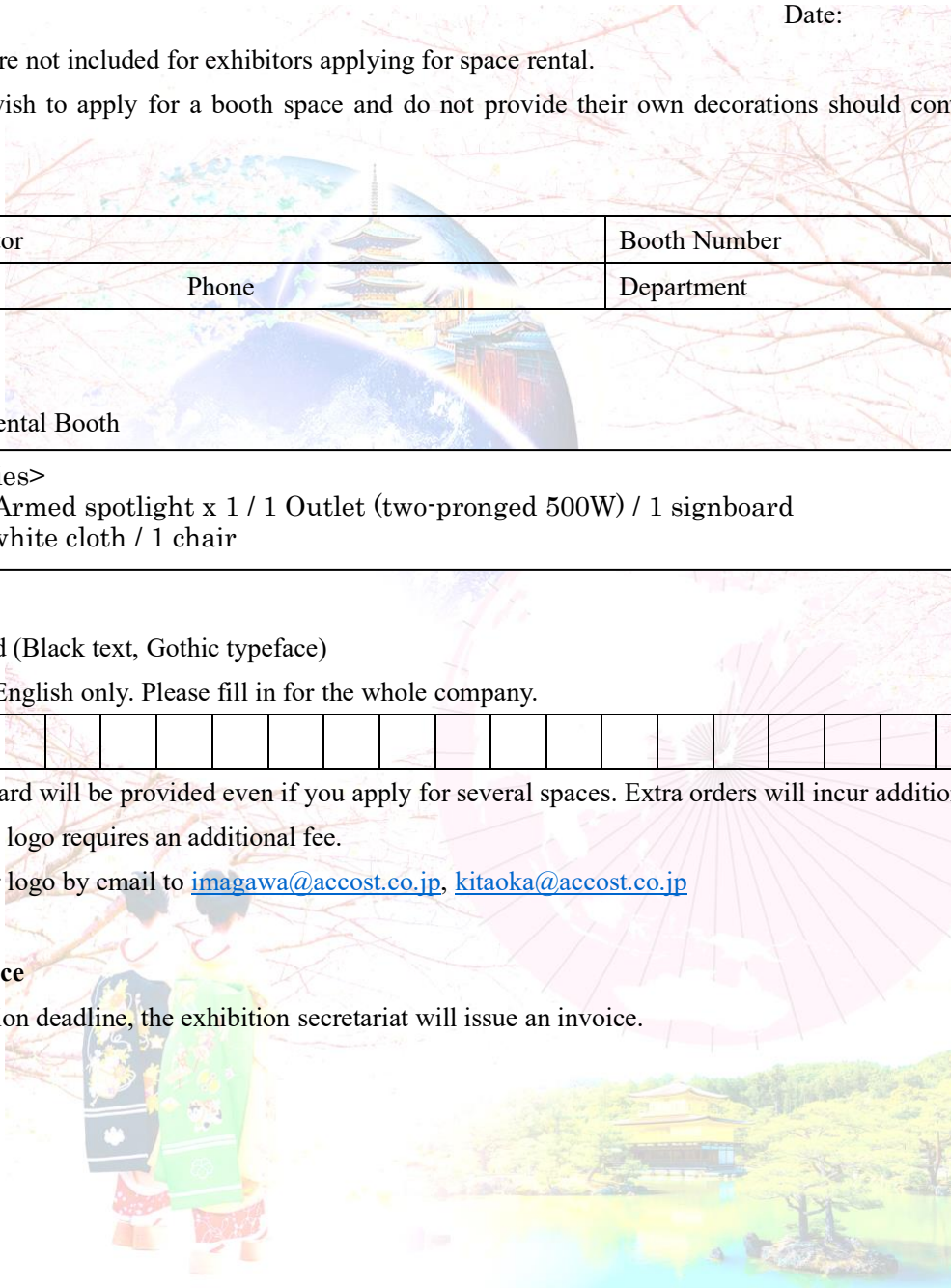
*Only one signboard will be provided even if you apply for several spaces. Extra orders will incur additional charges.

*Use of a specific logo requires an additional fee.

Please send your logo by email to imagawa@accost.co.jp, kitaoka@accost.co.jp

■About the invoice

After the application deadline, the exhibition secretariat will issue an invoice.





Electrical Supply Application

Please submit this form by January 31 (Wed) 2024 by mail to imagawa@accost.co.jp, kitaoka@accost.co.jp.

Date:

*One spotlight and two outlets are included per one shell scheme rental booth.

*Order additional power supply using this application.

Exhibitor Name	Booth Number
Name of Contact Telephone	Department

■Additional Electrical Power

* Load to outlet is up to 1500W. If you use more than 1500W, please apply for an additional outlet.

*If you need a 100V three-phase, 200V single-phase, or 200V three-phase outlet, please contact the exhibition office.

Code	Item	Capacity	Unit Price	Quantity	Total Price
E-001	Additional Electrical Power	100V500W	¥13,000		
E-002	Additional Electrical Power	100V1000W	¥23,000		
E-003	Additional Electrical Power	100V1500W	¥33,000		
E-004	Additional Outlet		¥3,000		
			Total		¥

*Tax excluded

* Basic electrical line construction is included.

■Electrical Power (distribution board)

* Please arrange for an electrician to do the wiring inside the booth as we will only be handing over the distribution board.

Please indicate the location of the distribution board on the plan and submit it.

Code	Item	Capacity	Unit Price	Quantity	Total Price
L-100	Basic electrical line construction and power usage fee (Delivery of distribution board)	100V(1kw)	¥20,000		¥
L-200-01	Basic electrical line construction and power usage fee (Delivery of distribution board)	200V(1kw) Single Phase	¥20,000		¥
L-200-02	Basic electrical line construction and power usage fee (Delivery of distribution board)	200V(1kw) Three Phase	¥40,000		¥
			Total		¥

*Tax excluded



■Lease of Electrical Items

Code	Item	Capacity	Unit Price	Quantity	Total Price
L-001	Spotlight	100V100W	¥4,500		
L-002	Armed spotlighting	100V100W	¥4,500		
L-003	Fluorescent light	100V60W	¥4,500		
			Total		¥

*Tax excluded

■Request of 24 hours availability

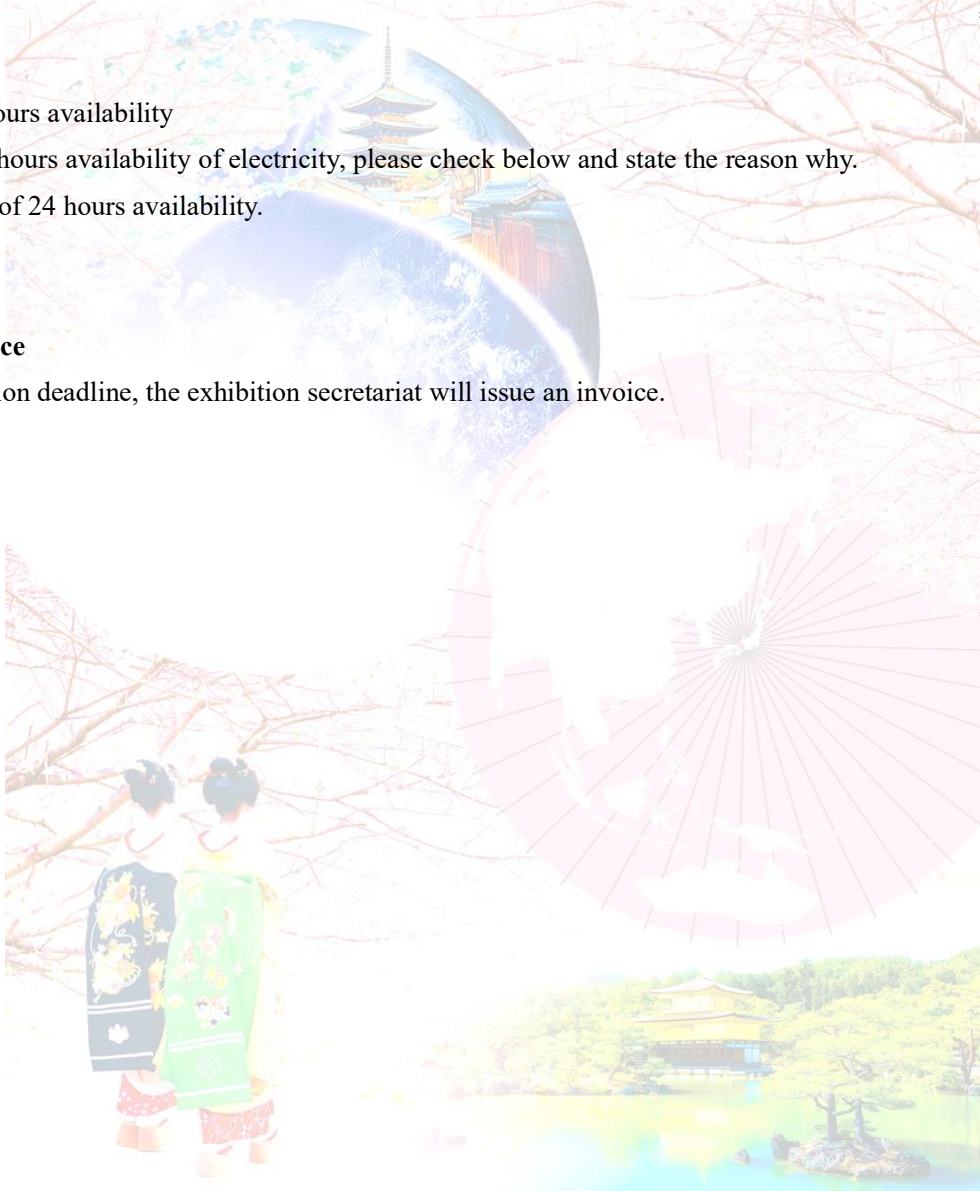
If you request 24 hours availability of electricity, please check below and state the reason why.

Yes, we request of 24 hours availability.

Reason:

■About the invoice

After the application deadline, the exhibition secretariat will issue an invoice.





Catering Application

Please submit this form by January 31 (Wed) 2024 by mail to icckcs-eigyo@kich-d.co.jp.

Date:

Date				*Required to submit a form for each date.
Room / Hall				
Time	Start	Finish	※	
Event title	APASL2024 Kyoto			
Meeting title				

※Staff will come to clean the room after using.

CONTACT INFORMATION

Your Company Name					
Address					
Contact Person					
TEL		FAX			
E-mail					
Payment method	Cash	()	Credit card	()	

※Please pay in cash or credit card to catering staff, when you get items.

Item	Price (Tax included)	Price (Tax excluded)	Quantity	Room	Delivery time	Sub Total
【Bento Box】						
Bento box (with Packaged tea)	For Staff	¥1,210	¥1,100			¥0

※Bento box is available from 11:00 to 15:00.

【Refreshment】

Cookie Assortment	About 8 pieces per plate	¥660	¥600			¥0
Candy Assortment	About 10 pieces per plate	¥550	¥500			¥0
Chocolate Assortment	About 8 pieces per plate	¥660	¥600			¥0
Japanese Confectionery	3 Types of Sweets	¥550	¥500			¥0
Baked Sweets	Madeleines, etc.	¥330	¥300			¥0

【Drinks】

Coffee (pot)	Approx. 15 cups Paper cups	¥4,180	¥3,800			¥0
Iced coffee (pitcher)	Approx. 10 cups Paper cups	¥2,750	¥2,500			¥0
Tea (pot)	Approx. 15 cups Paper cups	¥4,180	¥3,800			¥0
Iced Tea (pitcher)	Approx. 10 cups Paper cups	¥2,750	¥2,500			¥0
Orange Juice (pitcher)	Approx. 10 cups Paper cups	¥2,750	¥2,500			¥0
OolongTea (pitcher)	Approx. 10 cups Paper cups	¥2,750	¥2,500			¥0
Mineral water	400ml bottle can	¥242	¥220			¥0
Green Tea	275ml bottle can	¥242	¥220			¥0
Cold water tank	Approx. 100 paper cups	¥2,750	¥2,500			¥0
Japanese tea tank	Approx. 100 paper cups	¥3,520	¥3,200			¥0
Ice (ice pail)	Iced drinks do not contain ice.	¥605	¥550			¥0

Total amount:

<Other requests>

【Before applying for catering, please check the following.】

◎Please send this form by **March 4, 2024**

◎Please let us know any changes by **March 20, 2024**

After above date, even if the number of orders decreases, we will charge you with the number ordered by the deadline.

◎Catering service is available from 8:30 to 18:30. ※Bento box is from 11:00 to 15:00.

(Besides the specified hours, consultation is acceptable.)

◎The prices above include Tax and Service charge.

◎Cancellation fees for catering are as follows (※Tax not included)

※Cancellation 14-8 days prior to the event...50% of the estimate

※Cancellation 7-2 days prior to the event...80% of the estimate ※Cancellation 1 day prior or on the day of the event...100% of the estimate



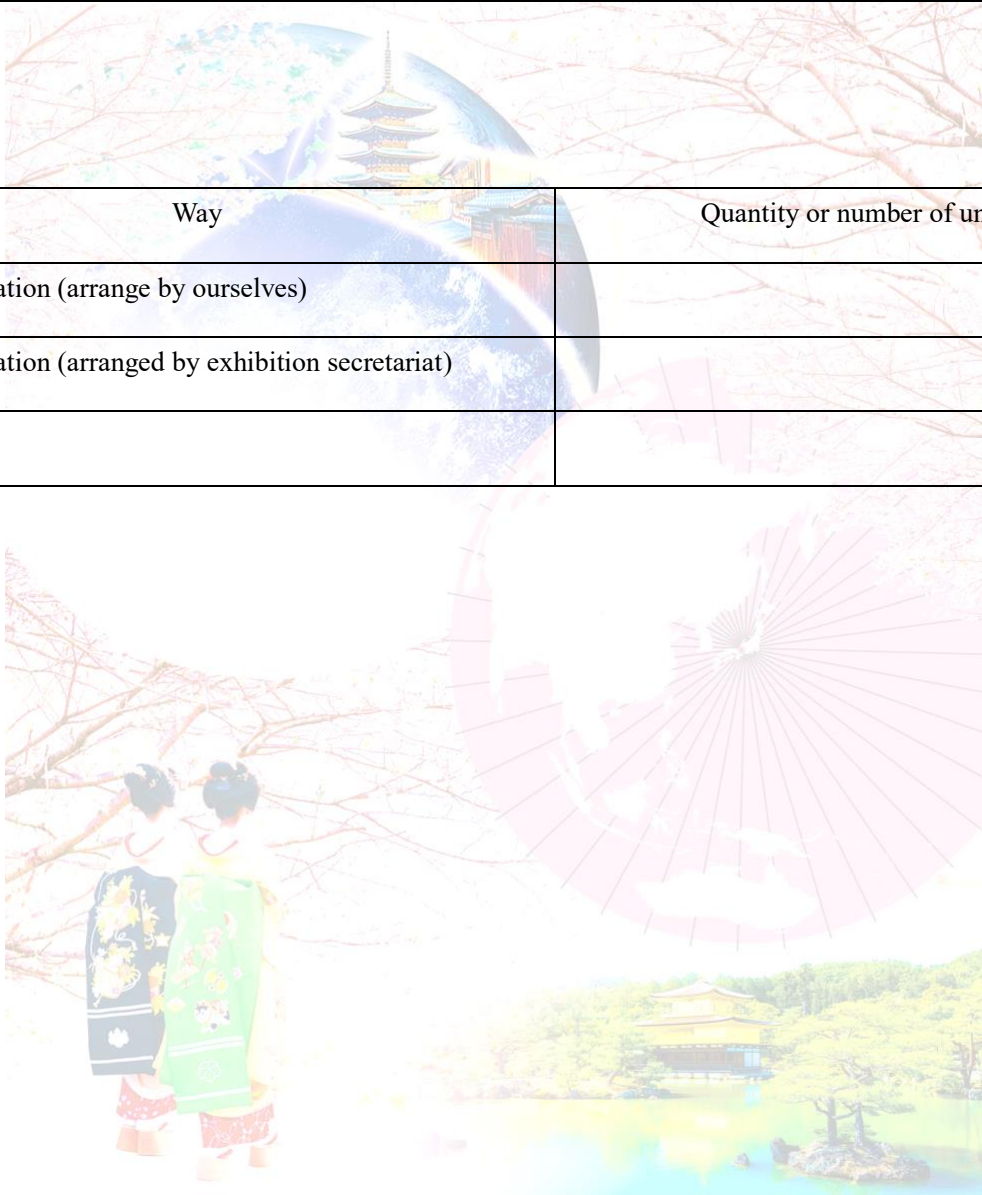
How to exhibit Carrying in / Out

■ Carrying in

Way	Quantity or number of units
By vehicle	

■ Carrying out

Way	Quantity or number of units
By transportation (arrange by ourselves)	
By transportation (arranged by exhibition secretariat)	
By vehicle	





Application Deadlines

<p>01 Form. Execution Application (All Exhibitors are required to submit this form)</p>	<p>Application deadline January 31(Wed) 2024 Please refer to Page06, 18</p>
<p>02 Form. Electrical Supply Application (Exhibitor who order Electrical Supply is required to submit this form)</p>	<p>Application deadline January 31(Wed) 2024 Please refer to Page08, 19-20</p>
<p>03 Form. Optional Rental Items Application (Exhibitor who order Optional Rental Items is required to submit this form)</p>	<p>Application deadline January 31(Wed) 2024 Please refer to Page09, 21</p>
<p>04 Form. Catering Application (Exhibitor who order Catering Items is required to submit this form)</p>	<p>Application deadline January 31(Wed) 2024 Please refer to Page10, 22</p>
<p>Carrying In/Out Service Application</p>	<p>Application deadline January 31(Wed) 2024 Please refer to Page11-12</p>
<p>Internet Application (Exhibitors who order Internet use must contact the 2024 Exhibition Secretariat)</p>	<p>Application deadline January 31(Wed) 2024 Please refer to Page09</p>
<p>Carrying in / out information (All Exhibitors are required to submit this form)</p>	<p>Application deadline January 31(Wed) 2024 Please refer to Page23</p>





Contact information

■For inquiries regarding application form 01~04 and/or Internet use

APASL2024 Kyoto Exhibition Secretariat

c/o Accost Co., Ltd. Contact person: Ms. Imagawa and Mr. Kitaoka, Kyoto office

TEL: +81-75-323-5856 FAX: +81-75-322-8025

e-mail: imagawa@accost.co.jp, kitaoka@accost.co.jp

<http://www.accost.co.jp/>

■Inquiries regarding application large cargo and transport from abroad

KSA International Inc.

7-4-25 Akasaka, Minato-ku, Tokyo

107-0052, JAPAN

HP: <http://www.ksa.co.jp/en/>

TEL: +(81)-3-3505-8674

MAIL: mice-logistics@ksa.co.jp

ATTN: Masahiro, Adachi (Mr.)

■General inquiries regarding APASL2024 Kyoto conference

APASL 2024 Kyoto Congress Secretariat, c/o Academia Support Japan

Email: info@apasl2024kyoto.org Tel: +81-3-6380-0102 Fax: +81-3-6380-0103



APASL 2024 Kyoto Exhibitor shipment

**Venue : Kyoto International Conference Center
Event Hall**

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Company name :

Booth number:

Person in charge :

Cell phone number:

*Please enter your company name and booth number.

*Please attach it to your package and send it.

APASL 2024 Kyoto

Carrying in / out vehicle permit

Venue : Kyoto International Conference Center

Company name :	Driver's phone number :	
Person in charge :		
Import : 3/27 (Wed)	Exit : 3/30 (Sun)	3/31 (Mon)
9:00~20:00	18:30~21:00	9:00~12:00

*Please be sure to display it in a position that can be seen from outside the windshield.

*Please clearly state the company name, person in charge, and driver's contact information.

*Once the vehicle has been loaded and unloaded, please move immediately. (You cannot park it at all.)