

# **The Conference of International Society for Biocuration**

**(Biocuration 2010)**

**Exhibitor Prospectus**

**D a t e : October 11(Mon.) – October 14 (Thu.)**

**V e n u e : Tokyo International Exchange Center Plaza HEISEI**

**Sponsored by: Biocuration2010 Organizing Committee**

# **The Conference of International Society for Biocuration (Biocuration2010) Exhibition Bylaws**

## **1. Schedule:**

Exhibit Move-in: October 12, 2010 (Tue.) AM  
Exhibition Period: October 12 (Tue.) PM – 14 (Thu.), 2010

## **2. Venue:**

Tokyo International Exchange Center Plaza HEISEI  
Address: 2-2-1 Aomi, Koto-ku, Tokyo 135-8630, JAPAN  
TEL: +81-3-5564-3030

## **3. Exhibition Size:**

Approx. 10 booths

## **4. Secretariat:**

Secretariat for Biocuration2010  
c/o ICS Convention Design, Inc. Attn: Keiko Hattori (Ms.), Mayumi Takita (Ms.)  
Chiyoda Bldg., 1-5-18 Sarugaku-cho, Chiyoda-ku, Tokyo 101-8449, JAPAN  
TEL: +81-3-3219-3541 FAX: +81-3-3219-3577 E-mail: biocuration2010@ics-inc.co.jp

## **5. Exhibition Fees and Cancellation:**

### 1) Exhibition Fees

1. Exhibitors must apply for at least one booth  
(one booth = W180cm x D60cm x H180cm).
2. 200,000 JPY will be charged per booth.
3. Exhibitors who wish to attend the Conference must pay the registration fee.

### 2) Cancellation

1. As a rule, cancellation by the exhibitor after application will not be accepted.  
If for some reason you must cancel your application, written notification must be sent to the Secretariat for Biocuration2010.  
The following cancellation fees will apply to all cancellations.  
On or before August 31, 2010 (Tue) 50% of the exhibition fee  
From September 1, 2010 (Wed) 100% of the exhibition fee
2. The Organizing Committee of Biocuration2010 will not bear responsibility if, for any reason, the Exhibition should be canceled, closed early, postponed or the date changed.
3. In the event that the Exhibition should be canceled before the start of the exhibition period, the Organizers will return the exhibition fee to the exhibitors. However, the refund will not include the fees incurred by the Organizing Committee for preparations, to be calculated at a ratio to be set by the Organizing Committee.

## **6. Exhibition Application:**

Those who would like to apply for the Exhibition should complete the application form and send it to the Secretariat by the deadline.

### 1) Send completed forms to:

Secretariat for Biocuration2010  
c/o ICS Convention Design, Inc. Attn: Keiko Hattori (Ms.), Mayumi Takita (Ms.)  
Chiyoda Bldg., 1-5-18 Sarugaku-cho, Chiyoda-ku, Tokyo 101-8449, JAPAN  
TEL: +81-3-3219-3541 FAX: +81-3-3219-3577 E-mail: biocuration2010@ics-inc.co.jp

### 2) Deadline for application

August 31, 2010 (Tue)  
(However, applications will only be accepted as long as there are available spaces)

### 3) Notice of confirmation

A notice of confirmation of the application will be sent in early September, along with the

booth allotment and information on move-in, set-up and tear-down times.

**7. Booth Allocation:**

- 1) Booth allocations will be decided at the discretion of the Organizing Committee.
- 2) If the number of applications should exceed the number of total booths, the Organizing Committee may ask for the cooperation of the exhibitors in making adjustments.
- 3) The transferring, lending or exchanging of allotted booths is prohibited, without prior permission from the Organizing Committee.
- 4) The Organizing Committee reserves the right to decline or prohibit any exhibit or part of an exhibit which in the Organizing Committee's opinion is not in keeping with the purpose of the Conference.

**8. Prohibited actions and Precautions:**

- 1) The exhibit area is limited to the back panel space and on top of the table.
- 2) Exhibits should be limited to what can be placed on the table. Heavy equipment is prohibited.
- 3) Alcohol, petroleum-like substances and any other dangerous objects are prohibited.
- 4) Sounds, lighting and decorations that give off a smell and inconvenience the attendees are prohibited.
- 5) The use of firearms is prohibited.
- 6) Information on how to send exhibition goods will be sent with the notice of confirmation.
- 7) Photography of the exhibits of other exhibitors is prohibited unless the said exhibitor agrees to the photography.
- 8) Smoking inside the Exhibition area is prohibited. Smoking is only allowed in the designated areas.
- 9) Please follow the regulations set by the Tokyo International Exchange Center, Plaza HEISEI on the usage of the venue and the Organizing Committee at all times within the Exhibition venue.
- 10) Exhibitors must ensure the safety of the Biocuration2010 and its attendees. If an accident should occur, the exhibitors will be required to compensate any costs that may be incurred.

**9. Protection of Exhibits:**

- 1) Exhibitors should carry liability insurance on their exhibits and any other insurance at their own expense. The Organizing Committee and the Secretariat for Biocuration2010 shall not be held responsible for any damages that should occur to the exhibits due to fire, theft, leakage of electricity or any other cause for any reason.
- 2) The exhibitors are responsible for the supervision of the exhibits during set-up, the Conference period and tear down times. The exhibition room will be locked every day after the closing of the exhibition.

**10. Booth Attendant:**

Please assign an attendant for the booth during the Conference period. Even if no attendant is assigned, exhibitors must clearly state how to contact the person in charge of set-up and tear-down on-site. The Organizing Committee will prepare 2 name badges per company for booth attendants. The use of microphones is prohibited.

**11. Conference Registration, Reception, etc.:**

Any attendants that wish to attend the Conference or the Reception are required to pay the Registration fee. However, one copy of the Program & Abstract book will be given to each company.

**12. Changes or Additions to These Bylaws:**

Anything not stated in these bylaws or if any questions should arise concerning the conditions of the bylaws should follow the decisions of the Organizing Committee should take precedence. The Organizing Committee reserves the right to change or make additions to the bylaws as it believes necessary with prior notification to the exhibitors.

**13. Others:**

By submitting the Application Form, the exhibitor agrees to the conditions of these bylaws.

## ◆ Outline of Exhibit

### 1. Exhibition Set-up and Decoration Schedule (Tentative):

October 12, 2010 (Tue)	8:00-10:00	Basic set-up by the Organizing Committee
	10:00-12:00	Set-up by the exhibitors
October 12, 2010 (Tue)	13:00-17:00	Exhibition
October 13, 2010 (Wed)	9:00-18:00	Exhibition
October 14, 2010 (Thu)	9:00-15:00	Exhibition
October 14, 2010 (Thu)	15:00	End of Exhibition
	15:00-17:00	Take-out of exhibits
	17:00-	Tear-down of booths

(The above schedule is subject to change)

### 2. Outline of Basic Booth

The Organizing Committee will prepare the basic booth. The outline (tentative) is as follows.

Size: W 180cm x D 60cm x H 180cm

Basic Package: (1) One Power outlet (Two sockets): 100V (single-phase), 50Hz, Max. 5A  
(request base only)

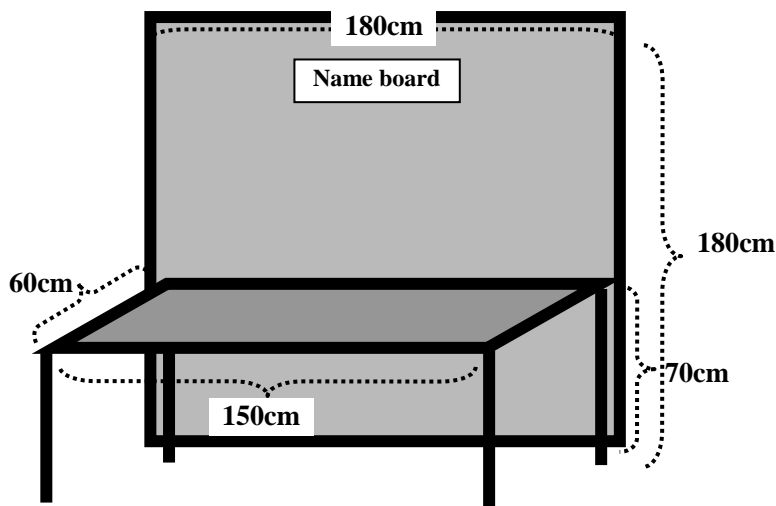
(2) One Table: W 150cm x D 60cm x H 70cm

(3) Two Back boards: W 90cm x H 180cm each

(4) Two Chairs

(5) Name board with company name: W 90cm x H 20 cm (request base only)

(6) The use of coolant water is prohibited



Notice: Details concerning electrical capacity is not yet set and may change from what is stated above.

### 3. Caution on decoration of booth

- 1) Exhibitors are responsible for the disposal of any remaining materials that occur during set-up or tear-down.
- 2) Exhibitors must unplug any equipment connected to the power socket at the end of each day.
- 3) If any damage should occur to the venue or the equipment of the venue, the exhibitors are responsible for the restoration of the damage. The Organizing Committee and the Secretariat of Biocuration2010 will not hold any responsibility for any damage caused by the exhibitors.