

## Guide to the Exhibition

The 12th Asia Oceania Congress of Nuclear Medicine and  
Biology (AOCNMB2017)

in Conjunction with

The 57th Annual Scientific Meeting of the Japanese Society  
of Nuclear Medicine (JSNM) ,

The 37th Annual Meeting of the Japanese Society of Nuclear  
Medicine Technology (JSNMT),

and

The 7th Annual International Conference of the Asian  
Society of Nuclear Medicine Technology (ASNMT)

August 7, 2017

Our ref. GAIKOU SOUTEN HATSU-No. 29-6

Japan Medical Imaging and Radiological Systems Industries Association



The 12th Asia Oceania Congress of Nuclear Medicine and Biology(AOCNMB2017), The 57th Annual Scientific Meeting of the Japanese Society of Nuclear Medicine(JSNM), The 37th Annual Meeting of the Japanese Society of Nuclear Medicine Technology(JSNMT), and The 7th Annual International Conference of the Asian Society of Nuclear Medicine Technology(ASNMT) will be held at the Pacifico Yokohama Exhibition Hall, and the Japan Medical Imaging and Radiological Systems Industries Association (JIRA) will promote the Exhibition in conjunction with the convention, the schedule of which is as follows.

Your cooperation in observance of them would be highly appreciated in order to achieve smooth operation and a satisfactory outcome of the exhibition.

Main Theme: Connecting people for the bright future of Asia-Oceania nuclear medicine

The 12th Asia Oceania Congress of Nuclear Medicine and Biology (AOCNMB2017)

- President: Tomio Inoue (Yokohama City University Graduate School of Medicine)
- Venue: PACIFICO Yokohama, Yokohama, Japan
- Date: October 5 (Thu.) – 7 (Sat.), 2017

The 57th Annual Scientific Meeting of the Japanese Society of Nuclear Medicine (JSNM)

- President: Tomio Inoue (Yokohama City University Graduate School of Medicine)

The 37th Annual Meeting of the Japanese Society of Nuclear Medicine Technology (JSNMT)

- President: Hiroshi Watanabe (Japan Organization of Occupational Health and Safety Yokohama Rosai Hospital)

The 7th Annual International Conference of the Asian Society of Nuclear Medicine Technology (ASNMT)

- President: Tetsuro Katafuchi (Gifu University of Medical Science)

#### Exhibition

- Sponsor: The 12th Asia Oceania Congress of Nuclear Medicine and Biology (AOCNMB2017)
- Promotion: Japan Medical Imaging and Radiological Systems Industries Association (JIRA)
- Venue: PACIFICO Yokohama Exhibition Hall A  
1-1-1, Minato Mirai, Nishi-ku, Yokohama, Japan  
<http://www.pacifico.co.jp/english/tabid/500/Default.aspx>
- Date and time: October 5 (Thu.) 9:30 Opening Ceremony – 17:00  
6 (Fri.) 9:00 – 17:00  
7 (Sat.) 9:00 – 12:00
- Hall opening time: October 5, 6 & 7 on 8:30 (planned).

## 1. Hours of site use and overtime work

### (1) Hours of site use

October 3 (Tue.)	9:00 – 21:00	Load-in/Installation
October 4 (Wed.)	8:30 – 21:00	Load-in/Installation
October 5 (Thur.)	8:30 – 17:30	During exhibition
October 6 (Fri.)	8:30 – 17:30	During exhibition
October 7 (Sat.)	8:30 – 21:00	During exhibition & Dismantle/Load-out

### (2) Overtime work

Please submit an Overtime Work Notification to the organizer before performing overtime work. The organizer shall charge each company for overtime work for work performed before or after the times shown in the table above.

The charge for overtime work is ¥20,000 per 30 minutes (tax included). This charge shall be divided proportionately when multiple companies apply for overtime work.

## 2. Load-in/load-out, and installation work

### (1) Load-in

Decoration materials and exhibits	October 3 (Tue.)	13:00 – 20:00
	October 4 (Wed.)	9:00 – 21:00

### (2) Load-out

Load-in of packing materials	October 7 (Sat.)	12:00 – 13:00
Load-out of exhibits in units with basic fittings	October 7 (Sat.)	13:00 – 18:00
Load-out of decoration materials in units without basic fittings	October 7 (Sat.)	16:00 – 21:00

### (3) Procedure for load-in/load-out work

- a) The Exhibition Hall A is at first floor. Vehicles can enter into the exhibition hall.
- b) Please use Service Yard entrance Gate 1 for load-in/load-out.  
Front concourse is shared use with other halls, you cannot use this gate for load-in/load-out.
- c) Costs for load-in/load-out shall be the exhibitor's responsibility.
- d) When you need to work after the specified time (hours of site use) for decoration, installment and adjustment, please submit the specified "Overtime Work Notification" to the exhibition secretariat by 16:00 on that day.
- e) Please station staff at your unit (booth) to enable the trouble-free receipt of items delivered by delivery services. The organizer and exhibition secretariat shall not be able to receive them in exhibitors' stead.
- f) When you use a vehicle, maximum loading capacity is less than 4 tons and maximum height is 3.9m.  
Please come to the gate by the specified time and perform load-in and load-out according to directions.
- g) A guard is stationed at the gate. Please perform load-in and load-out according to

directions of the guard.

### 3. Decoration in booth and other precautions for exhibition

#### (1) Common matters

- a) All of your transportation, installation and explanation personnel must wear an exhibitor badge, which is distributed beforehand. You get one badge per one square meter of booth. If you want to get additional badges, then please submit, by August 28 (Mon.), "an application for exhibitor badge"
- b) Floor load capacity 5,000kg/m<sup>2</sup>; 1,000kg/m<sup>2</sup> for Utility Pit.
- c) Be careful not to soil the floor, wall, pillar, etc. of the hall. If you damage a building and fixture, you must compensate for the damage.
- d) You are prohibited to use decorative plywood, cloth, carpet, etc. that have no labels for flame resistance.
- e) For decorative work, ceiling or making roof over 90cm is prohibited.
- f) Please do decorative work within your booth. Do not leave decorative materials in the passage.
- g) You are prohibited to protrude decorations from the booth. Be careful not to protrude the decoration out of the specified limit lines on the floor, the side, and the ceiling.
- h) Do not install a stand or a signpost in the passage.
- i) You are prohibited to use the floor, the wall or the ceiling of a building for decorative purpose or light-emitting (blinking) purpose.
- j) Actions that may conflict with the Medical Law and other relevant legislation are prohibited.
- k) You are prohibited to produce noise or foul odors, to perform other activities that inconvenience other people, to bring in dangerous articles (including radioactive materials), and to perform any demonstration of generation of radiation.
- l) When performing narration, do not use a microphone.
- m) Exhibitors are not permitted to photograph or make videos or other recordings of other companies' units without prior notice during the exhibition period, including load-in/load-out work.
- n) Please use cellular phones in places where you do not disturb people nearby or in the booths of other companies.

#### (2) Units with basic fittings (standard specification)

- a) A system panel is used. The company name is provided. Electricity of single-phase 100 V is supplied with one wall socket with two outlets (500 W) and a fluorescent light (40 W x 1). A side wall and floor carpet are provided. All the dimensions of the frontage and depth of booth are the pole center-to-center dimensions.
- b) Exhibitors are not permitted to use rivets or nails on panels.
- c) Use clip-type clamps to fix spotlights etc. on panel walls and poles. Nails or clamps may not be used.
- d) Posters, lightweight photo panels no larger than A1 size (such as dry mounting) or cut sheets can be posted on panel walls and poles with double-sided tape. Exhibitors shall return the walls and poles to their original states when exhibits are removed.
- e) Exhibitors are not allowed to cut or process the panel walls and poles.
- f) The materials and strength of panel walls and poles are not suitable and sufficient for the following purpose. Do not put exhibits or decorations directly on panel walls

- and poles, or do not remove supports such as pillars.
- g) Please keep at least one side of each unit open.
  - h) **The height limit for exhibits and display materials shall be 2.7 m.**
  - i) For corner units, if you request, side walls can be installed (free of charge). In this case, apply when submitting "a Notification of Decorative Work" by August 28 (Mon.).
  - j) When two or more units are used together, in order to reinforce the parapets, additional pillars shall be set up, in addition to the pillars at the front corners of units. (When two units are used together, an additional pillar shall be set up at the middle of frontage.) Should such additional pillars obstruct exhibitions, you are permitted to detach parapets and to add display materials. In this case, apply when submitting "a Notification of Decorative Work" by August 28 (Mon.).  
In this case, parapets shall not be attached together with company name plates. After parapets have been detached, you shall install the display materials on your own account.  
Direct applications on site may not be accepted because workmen may not always be available on site.
  - k) Side walls of 1.0m depth shall be set up for both units of A and B and C. However, as an exception, if an agreement is obtained through discussion with neighboring exhibitors, the neighboring walls may be closed (at extra cost). In this case, apply when submitting "a Notification of Decoration Work".  
Even when placing exhibits or a reception desk in a location without side walls, be sure to discuss with responsible staff members of neighboring exhibitors and obtain their agreement.  
Unless the agreement of neighboring exhibitors is obtained, you are prohibited to set up side walls, a reception desk etc.

Decorating company for basic fittings:

Three-B Inc.

Erde Hongo-kan Bldg. 5F, 3-6-9 Hongo, Bunkyo-ku, Tokyo 113-0033 Japan

Telephone: 81-3-5805-1055 Fax: 81-3-5805-1058

Persons in charge: Ryouosuke Iida

E-mail: iida@threeb.co.jp

#### 4. Electricity

- a) The existing ceiling lights are used for general lighting.
- b) If you request electric power supply for displays, demonstrations, and lighting, then submit the Power Supply Application Form by August 28 (Mon.).
- c) Electric cabling will be installed in each unit according to the Power Supply Application Form. You are responsible for the cost of installing this electric cabling (connected to a service entrance switch in each unit) and for the electricity charges (for their own load-in/load out work and exhibitions). You shall be charged for the amount of electricity consumed after the exhibition closes.
- d) If the capacity of existing power supply facility is not enough, the facility will be expanded. Also in this case, you shall be charged for the cost of expansion as specified in the preceding paragraph.
- e) For units with basic fittings, one wall socket with two outlets of single-phase 100 V (500 W) per one unit is installed either at the left side of back wall within a unit or one meter above the floor at the right side per one company at one place.
- f) If you request any removal of installation, change of installation, expansion of

capacity, additional installation of outlets, or use of single-phase 200 V or 3-phase 200 V. then submit the Power Supply Application Form by August 28 (Mon.).  
Three types of electricity supply are available: 50 Hz, single-phase 100 V, single-phase 200 V, and 3-phase 200 V

g) Date and time of start and cut off of power supply

Start date	October 3 (Tue.)	16:00 (Planned)
During exhibition	October 5 (Thu.)	8:30 – 17:30
	October 6 (Fri.)	8:30 – 17:30
	October 7 (Sat.)	8:30 – 12:10

- h) If a temporary power supply is needed before the dates power supply is started or cut off, fill in the dates, times, and power consumption required on the Power Supply Application Form and submit it by August 28 (Mon.).
- i) The organizer shall not compensate for damage to exhibits caused by power failure for reasons such as power supply interruption, power cuts, and voltage drops. Please implement protective measures for exhibit demonstrations accordingly.

Electric installation for additional cabling and sockets, spotlights, etc.:  
Event Business Division of IIDA Electrical Works Co., Ltd.  
1-8-21, Shinkiba, Koto-ku, Tokyo 136-0082 Japan  
Telephone: 81-3-3521-3522 Fax: 81-3-3521-3524  
Persons in charge: Ikunosuke Nakamura

## 5. The exhibit

- a) Products not approved under the Act on Pharmaceuticals, Medical devices, etc. may not be exhibited. If you request to exhibit those products especially, refer to the document (Attached sheet) and submit an application form (Form 11,12,13) by August 28 (Mon.).  
However, in the case of non-approved products, it is prohibited to distribute catalogs and pamphlets or to perform any other PR activities.
- b) The names of exhibits will be posted on JIRA's web site. Please fill in "the exhibit list (Form 2)" with the name of exhibit in English, and submit it by August 28 (Mon.).
- c) Stockroom to store the packing materials of exhibits is available at the exhibition hall (Priority use for units of A, B and C). Please share space with other exhibitor. Since there is no key, you can't put valuables in it. We are not responsible for any loss or damage.

## 6. Parking space and load-in/load-out standby place

- a) There is no standby place for load-in/load-out vehicle.
- b) Use toll parking in in the first basement for van type vehicle.
- c) Please put up the Load-In/Load-Out Permit Card on the front of each load-in/load-out vehicle.  
The Load-In/Load-Out Permit Card will be sent at a future date with details of the load-in/load-out work plan.

## 7. Rental of furniture (at extra cost)

If you request rental of desks and chairs at extra cost, then submit an application for rental of furniture by August 28 (Mon.).

Rental fee	Long desk 450 × 1800 mm	1	3,500 yen (plus tax)
	Long desk 600 × 1800 mm	1	3,500 yen (plus tax)
	Collapsible chair	1	600 yen (plus tax)
	White cloth for long desk	1	1,500 yen (plus tax)

Three-B Inc. shall directly handle the rental furniture for their delivery, claim of rental fee, and payment of rental fee.

## 8. Temporary telephones

- Temporary telephones will not be installed at each exhibitor's unit.
- The on-site exhibition secretariat will have only a cellular phone of 080-6500-1580 available. The secretariat will not relay telephone calls. It will only convey written messages.

## 9. Cleaning

- Each exhibitor is responsible for taking away trash (decoration/packing materials) incurred in installation and load-in/out.
- Any small amount of trash made during the exhibition period may be put away in the designated trash location in the hall.
- The exhibitor is responsible for cleaning within the unit.
- The interior of the site will be cleaned from 18:00 on October 2 (Wed.). Your cooperation is requested.

## 10. Other precautions

### (1) Responsibilities and Indemnities of Related Parties

- Each exhibitor shall manage the labor service based on Labor Standard Law and Industrial Safety and Health Law in every working aspect.
- The sponsor and the operator of the exhibition will pay attention to the exhibition as a good manager and take general control of the exhibition hall. However, we assume no responsibility for any accidents caused by force majeure, including a natural disaster. In such a case, you shall protect your own exhibits.
- In setting up and carrying out, and during exhibition, you shall secure a reliable management of your own exhibits and decorative structures and pay much attention to prevention of accidents. You shall also take appropriate measures, such as buying insurance, to prepare for theft, loss or any other accidents of your own exhibits.
- The exhibitors shall bear all expenses relating to your own exhibition including cost for transporting, carrying in, exhibiting and carrying out your exhibits and the insurance fee.
- The sponsor and the operator of the exhibition accept no liability for any injury or damage of human bodies or properties caused by the use of the exhibition

space by the exhibitors including your employees and related parties, whatever the causes may be. You shall be liable for any damages of the exhibition hall and its surrounding buildings and facilities caused by carelessness, etc. of your employees, related parties, agents, decoration companies, transportation companies, etc.

(2) Others

- a) During the exhibition, do not leave the unit unattended. In an unavoidable situation be sure to let the attendants of neighboring units know your whereabouts.
- b) When leaving at closing time, please pay attention to protection of exhibits, possible sources of fire and the turning off of the power supply. Especially, please pay attention to turning off the power supply to any PC.
- c) Smoking is prohibited in Exhibition Hall. Smoking is only permitted at the designated places from the start of bringing-in to the end of bringing-out of goods including the exhibition period.

## 11. Documents to be submitted

Documents	Form	Deadline	Remarks
Notification of decoration work Power supply application form Application for exhibitor badge Notification of the number of load-in/load-out vehicles Application for rental of furniture	Form 1	August 28 (Mon.)	
List of exhibit	Form 2	Ditto	
Application for exhibition of products not approved under the Act on Pharmaceuticals, Medical devices, etc. Explanatory note of reason of exhibition	Form 11,12,13	Ditto	

Inquiry and submission (Forms shall be submitted by e-mail.)

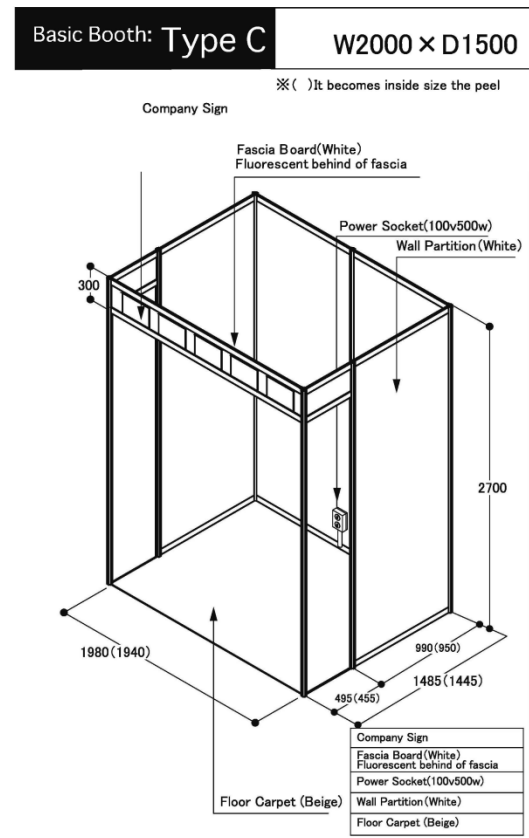
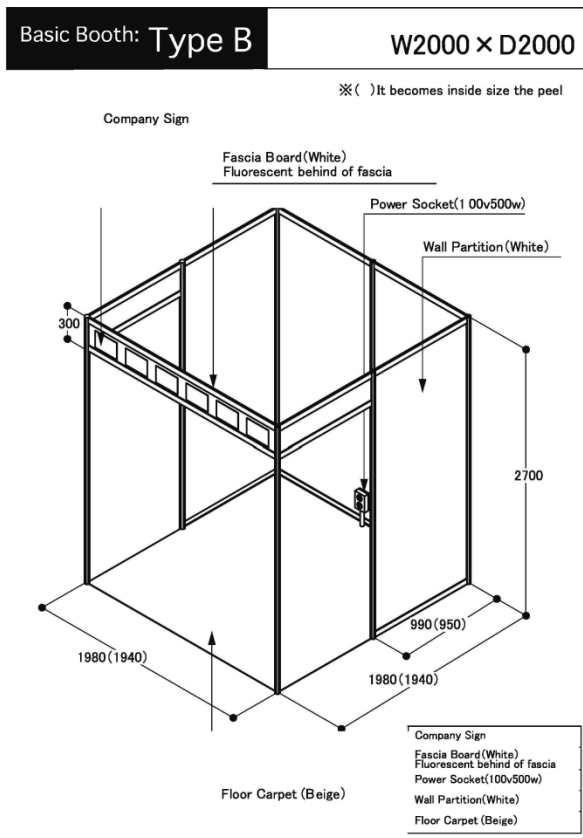
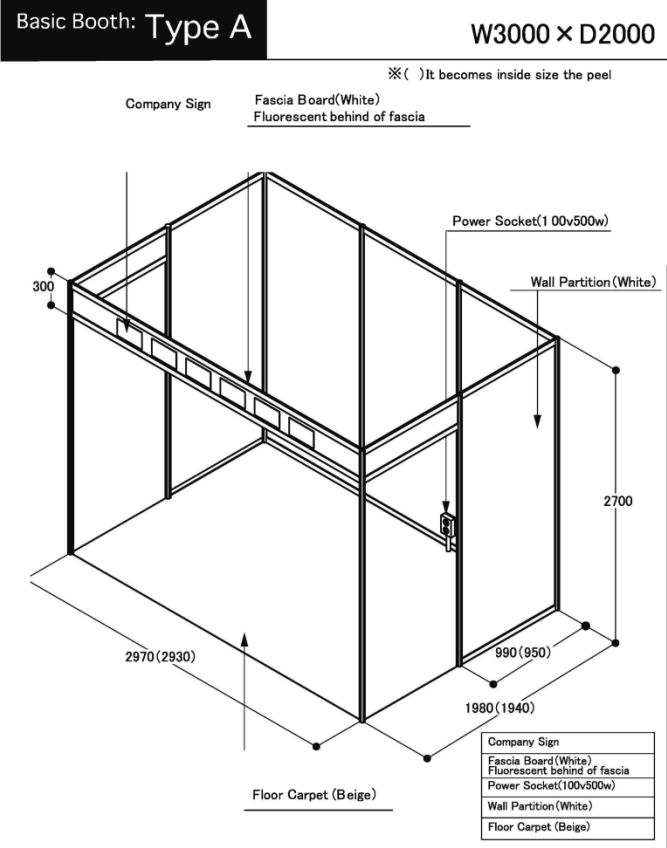
## 12. The Exhibition Secretariat of Japan Medical Imaging and Radiological Systems Association (JIRA)

Address: Sumitomo Fudosan IIDABASHI BLDG. N0.2, 6F  
2-2-23, Kouraku, Bunkyo-ku, Tokyo 112-0004, Japan  
Telephone: 81-3-3816-3450. Fax: 81-3-3818-8920  
To the attention of Masatsugu Mori  
E-mail: [exhibit@jira-net.or.jp](mailto:exhibit@jira-net.or.jp) (submission)



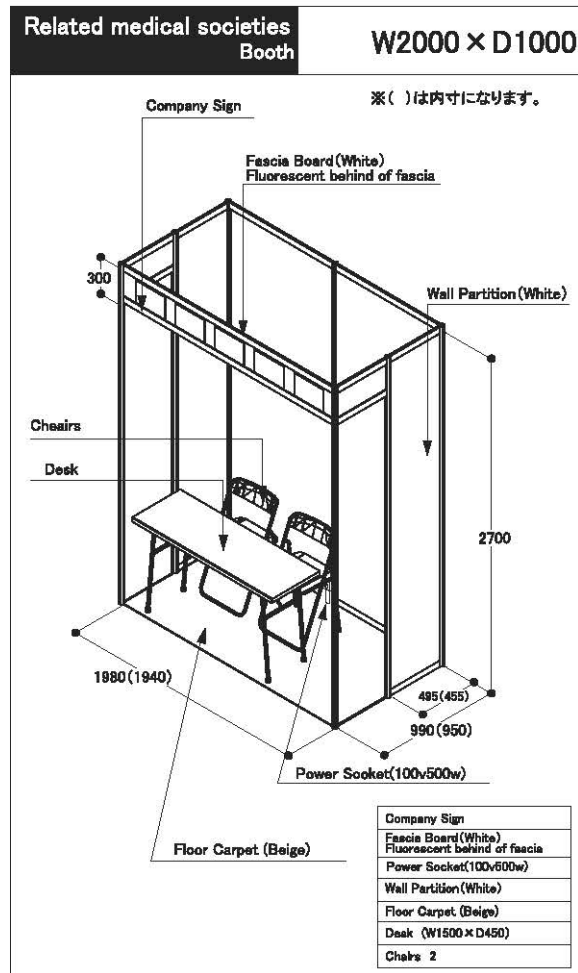
### 13. Basic booth specification

\* The height of basic booth is 2700 mm.



## Exhibition spaces for related medical societies and research institutions

- AOCNMB2017 / 57<sup>th</sup> JSNM Exhibition, new paid exhibition spaces are available exclusively for related medical societies and research institutions that are in conformity with the exhibition purposes set by JSNM/AOFNMB.
- A unit of 2.0 m (W) x 1.0 m (D) is equipped with a power outlet(500w), a standard signboard, a desk(Length 45 cm), and 2 chairs.



## Excerpt of Time Schedule from the Guide

### Opening ceremony

October 5, 2017 (Thu.)	9:30
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### Exhibition hours

October 5, 2017 (Thu.)	From the end of an opening ceremony to 17:00
October 6 (Fri.)	9:00 - 17:00
October 7 (Sat.)	9:00 - 12:00

### Hours of site use

October 3, 2017 (Tue.)	9:00 - 21:00
October 4, (Wed.)	8:30 - 21:00
October 5 (Thu.)	8:30 - 17:30
October 6 (Fri.)	8:30 - 17:30
October 7 (Sat.)	8:30 - 21:00

### Load-in/load-out schedule

Load-in	Determination of unit boundary line Foundation work	October 3, 2017 (Tue.)	9:00 - 13:00
	Space units, decoration materials, exhibits	Ditto	10:00 - 21:00
	Units with basic fittings, decoration materials, exhibits	Ditto	13:00 - 20:00
	decoration materials, exhibits	Ditto	9:00 - 21:00
Load-out	Load-in of packing materials	October 7 (Sat.)	12:00 -13:00
	Exhibits	Ditto	13:00 - 18:00
	Decoration materials	Ditto	16:00 - 21:00

### Date and time of start and cut off of power supply

Start of power supply	October 3, 2017 (Tue.)	16:00 (Planned)
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