

## Guide to the Exhibition

The 61st Annual Scientific Meeting of the Japanese Society  
of Nuclear Medicine (JSNM) ,  
The 41st Annual Meeting of the Japanese Society of  
Nuclear Medicine Technology (JSNMT)

September 17, 2021

Our ref. GAIKOU SOUTEN HATSU-No. 2021-2e  
Japan Medical Imaging and Radiological Systems Industries Association



The 61th Annual Scientific Meeting of the Japanese Society of Nuclear Medicine(JSNM),

The 41st Annual Meeting of the Japanese Society of Nuclear Medicine Technology(JSNMT) will be held at Nagoya Congress Center, 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.

### Outlines

Main Theme: We love Nuclear Medicine

The 61st Annual Scientific Meeting of the Japanese Society of Nuclear Medicine

- President: Hiroshi Toyama, M.D., Ph.D. (Fujita Health University School of Medicine)
- Venue: Nagoya Congress Center
- Date: November 4 (Thu) to 6(Sat), 2021.

The 41st Annual Meeting of the Japanese Society of Nuclear Medicine Technology

- President: Masanobu Ishiguro, R.T.,Ph.D. (Fujita Health University Hospital)
- Venue: Nagoya Congress Center
- Date: November 4 (Thu) to 6 (Sat), 2021.

### Exhibition

- Promotion: Japan Medical Imaging and Radiological Systems Industries Association (JIRA)

- Venue: Nagoya Congress Center

1-1 Atsuta-nishimachi, Atsuta-ku, Nagoya 456-0036, JAPAN

- Date and time: November

November 4 (Thu) 9:30 Opening Ceremony – 17:00

November 5 (Fri) 9:00 – 17:00

November 6 (Sat) 9:00 – 12:00

### Note:

This exhibition will be held in compliance with the "Guidelines for the Prevention of the Spread of New Coronavirus Infection at the Nagoya International Conference Center" and the "Restrictions on Events" set forth by the government.

## 1. Composition of the exhibition

Number of Exhibitors ; 27 (Joint exhibit : 1)

Number of Exhibit booths :

Booth Type	Number	Area
50 m <sup>2</sup>	1	50 m <sup>2</sup>
40 m <sup>2</sup>	2	80 m <sup>2</sup>
20 m <sup>2</sup>	2	40 m <sup>2</sup>
Type A (6 m <sup>2</sup> )	3	18 m <sup>2</sup>
Type B (4 m <sup>2</sup> )	4	16 m <sup>2</sup>
Type C (3 m <sup>2</sup> )	14	42 m <sup>2</sup>
Total Area		246 m <sup>2</sup>

## 2. Hours of site use and overtime work <sup>2</sup>

### (1) Hours of site use

November 2(Tue.)	9:00 – 17:00	Load-in/Installation
November 3 (Wed.)	9:00 – 17:00	Load-in/Installation
November 4 (Thu.)	9:00 – 17:00	Exhibition
November 5 (Fri)	8:30 – 17:00	Exhibition
November 6 (Sat.)	8:30 – 12:00 12:00 – 17:00	Exhibition Dismantle/Load-out

### (2) Overtime work

Please submit an Overtime Work Notification to the organizer before performing overtime work exceeding the time specified as above. The organizer charges each company for the overtime work.

The charge for the overtime work is 36,000JPY per 30 minutes (tax included).

## 3. Load-in/load-out,

### (1) Load-in

Decoration materials and exhibits	November 2(Tue.) November 3 (Wed.)	13:00 – 16:00 9:00 – 16:00
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### (2) Load-out

Load-in of packing materials	November 6 (Sat.)	12:00 – 13:00
Load-out of exhibits in units with basic fittings	November 6 (Sat.)	13:00 – 16:00
Load-out of decoration materials in units without basic fittings	November 6 (Sat.)	15:00 – 16:00

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

When using a package/parcel/door-to-door delivery

- a) Please station your 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.

When using a car

- b) The Exhibition Hall is on the first floor. Please load and unload at the designated loading exits.
- c) Load-in/out vehicles are limited to 4t vehicles (height: 3.9m).
- d) Costs for load-in/load-out shall be the exhibitor's responsibility.
- e) Please come to the gate by the specified time and perform load-in and load-out according to directions.
- f) Please make sure to affix the "Load-in Permit" to all vehicles and carry them in and out within the designated time. Vehicles without a "Load-in/out permit" or outside the designated time will not be allowed to enter.
- g) Please enter the number of vehicles and out and the desired time in a separate form.

## 4. 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, in a separate form,
- b) The floor load of the venue is 5,000 kg/m<sup>2</sup>. (Note: Some of the basic booths are 350kg/m<sup>2</sup>)
- 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 60cm 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.
  - o) If you will be self-decorating, please apply in a separate form.
- (2) Units with basic fittings for Type A, B and C booth (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 LED fluorescent light. A side wall and floor carpet are provided. All the dimensions of the frontage and depth of the booth are the pole center-to-center dimensions.
  - b) **The height limit for exhibits and display materials shall be 2.7 m.**
  - c) Exhibitors are not permitted to use rivets or nails on panels.
  - d) Use clip-type clamps to fix spotlights etc. on panel walls and poles. Nails or clamps may not be used.
  - e) 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.
  - f) Exhibitors are not allowed to cut or process the panel walls and poles.
  - g) 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.
  - h) Please keep at least one side of each unit open.
  - i) All booths will be corner booths, so two sides will be open. If necessary, we can set up a sleeve. If you need it, we can set up one sleeve wall for free, so please contact us by email.
  - 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 the frontage.) Should such additional pillars obstruct exhibitions, you are permitted to detach parapets and to add display materials. In this case, please apply in a separate form. 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) Decorating company for basic fittings:

KOGEISHA

2-26-5 4F SK building, Ageba-cho, Shinjuku-ku, Tokyo 162-0824 Japan

Telephone: +81 3 5801 0761 Fax: +81 3 5801 0795

Persons in charge: Tooru Negishi, Mitsuo Asayama,

E-mail : [kakuigaku@kogeisha.co.jp](mailto:kakuigaku@kogeisha.co.jp)

HP : [www.kogeisha.co.jp](http://www.kogeisha.co.jp)

## 5. 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 in a separate form.
- 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 the 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 the 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 in a separate form.  
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	November 2 (Tue.)	15:00 (Planned)
During exhibition	November 4(Thu.)	9:00 – 17:00
	November 5 (Fri.)	8:30 – 17:00
	November 6 (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 in a separate form.
- 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

E-mail : kaku2021@iida.co.jp

## 6. 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 sheet1) and submit an application form (Form 11,12,13) 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 website. Please fill in "the exhibit

- list (Form 2)" with the name of the exhibit in English,
- 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 exhibitors. Since there is no key, you can't put valuables in it. We are not responsible for any loss or damage.

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

If you request rental of desks and chairs at extra cost, then submit in a separate form

Rental fee	Long desk 450×1800 mm	1	3,500 JPY (Tax included)
	Long desk 600×1800 mm	1	3,500 JPY (Tax included)
	Collapsible chair	1	600 JPY (Tax included)
	White cloth for long desk	1	1,500 JPY (Tax included)

KOGEISHA (pls see 4 (2) k) shall directly handle the rental equipment for their delivery, claim of rental fee, and payment of rental fee.

## 8 .Load-in / Load-out

- Please wait at the designated waiting area and follow the instructions of the guards to load in and out.
- Please present the "Load-in/out permit" to the front desk of the vehicle. The "Load-in Permit" card will be provided later.
- Please leave the site as soon as possible after you have finished carrying in and out. (There is a paid parking lot.)

## 10. No smoking

Smoking is prohibited in all areas except designated areas during the work and exhibition period.

## 11. 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 15:00 on November 3 (Wed.). Your cooperation is requested.

## 12. 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.

- c) 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.
- d) 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.
- e) 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.
- f) Radiopharmaceuticals, hazardous materials (oil, gunpowder, explosives, etc.), naked flames (propane gas, heaters, etc.), flammable high-pressure gases, and displays are prohibited.
- g) 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.
- f) 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.

### 13. Documents to be submitted

Please fill out the attached form and return it by October 1.

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	October 1	
List of exhibit	Form 2	October 1	
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	October 1	

Inquiry and submission (Forms shall be submitted by email.)



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

Address: Sumitomo Fudosan IIDABASHI BLDG. First Bldg. 1F  
2-5-1, Kouraku, Bunkyo-ku, Tokyo 112-0004, Japan  
Telephone: 81-3-3816-3450. Fax: 81-3-3818-8920  
To the attention of Hiromi Maekawa  
E-mail: [maekawa@jira-net.or.jp](mailto:maekawa@jira-net.or.jp) (submission)

15. Basic booth specification

Please refer the attached file : Basic booth specification.pdf

## Excerpt of Time Schedule from the Guide

### Opening ceremony

November 4 (Thu.)	9:30 -
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### Exhibition hours

November 4 (Thu.)	From the end of an opening ceremony to 17:00
November 5 (Wed.)	9:00 - 17:00
November 6 (Sat.)	9:00 - 12:00

### Hours of site use

November 2 (Tue.)	9:00 - 17:00
November 3 (Wed.)	9:00 - 17:00
November 4 (Thu.)	9:00 - 17:00
November 5 (Fri.)	8:30 - 17:00
November 6 (Sat.)	8:30 - 17:00

### Load-in/load-out schedule

Load-in	Decoration materials and exhibits	November 2 November 3	12:00 - 16:00 9:00 - 16:00
Load-out	Load-in of packing materials	November 6	12:00 - 13:00
	Exhibits	November 6	13:00 - 16:00
	Decoration materials	November 6	15:00 - 16:00

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

Start of power supply	November 2 (Tue.)	15:00 (Planned)
During exhibition	November 4 (Thu.)	9:00 - 17:00
	November 5 (Fri.)	8:30 - 17:00
	November 6 (Sat.)	8:30 - 12:10