CONFERENCE
EXHIBITION MANUAL
Tokyo 2016
# Table of Contents

1. WELCOME 3
2. YOUR CHECKLIST 3
3. EXHIBITIONS 4  
   • Exhibition Area 4  
   • Exhibition Supplier 4  
   • Exhibition Space/Booths 4
4. Exhibition Floorplan 5
5. BRANDING 6
6. FURNITURE & A/V OPTIONS 6
7. SHIPMENT 6
8. DELIVERY AND STORAGE 6
9. INTERNET 6
10. TIMELINES 7
11. ADDITIONAL SERVICES & INFORMATION 7  
    • Catering Options for Your Stand 7  
    • Accommodation 7  
    • Promotional Materials 8  
    • Travel Visa 8
12. CONTACT DETAILS 9  
    • JMRA CUSTOMER SERVICE 9  
    • HOTEL VENUE 9  
    • SHIPMENT ADDRESS 9
13. Insurance and Liabilities 10  
    • Security 10
14. Directions & Transportation 11
15. LINKS TO ORDER FORMS 12

Mandatory Order Forms 12
Optional Order Forms 12
This Exhibition Manual has been prepared to provide you not only with the essential information and guidance of all aspects of the physical preparation and onsite management of your stand, but also with a great deal of additional resources and information that you may need. This Exhibitor Manual is also your complete guide to essential technical and marketing information of the show.

We are looking forward to welcoming you to the APRC / JMRA Annual Conference TOKYO 2016, hosted at the Hyatt Regency Tokyo Hyatt Regency Tokyo Hotel from 14th – 15th November 2016.

2. YOUR CHECKLIST

<table>
<thead>
<tr>
<th>Action</th>
<th>Who?</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>JMRA - Finance</td>
<td>Up to 30 days after receipt</td>
</tr>
<tr>
<td>Company Description for Printed Programs</td>
<td>JMRA – Please send to “Koshi Uesugi”</td>
<td>27th September 2016</td>
</tr>
<tr>
<td>Conference Registration</td>
<td>JMRA</td>
<td>13th October 2016</td>
</tr>
<tr>
<td>Hotel Accommodation Bookings</td>
<td>Hyatt Regency Tokyo</td>
<td>Before 15th October 2016</td>
</tr>
<tr>
<td>Furniture / AV Orders</td>
<td>Planning International Corp.</td>
<td>6th November 2016</td>
</tr>
<tr>
<td>Graphics Orders / Submissions</td>
<td>Planning International Corp.</td>
<td>6th November 2016</td>
</tr>
<tr>
<td>Shipping Arrangements</td>
<td>Own Supplier</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

*Koshi Uesugi- uesugi@jmra-net.or.jp

** Orders received after the deadline will be subject to a 30% surcharge. Onsite orders will be subject to a 50% surcharge. Onsite graphic orders are not accepted.
3. EXHIBITIONS

Exhibition Area
The exhibitions for the APRC/JMRA conference will take place in the banquet hall in the basement of the Hyatt Regency Tokyo Hotel.

All coffee breaks, lunch, networking and farewell drinks will be served in this area. To see more information on the venue, please click here or to refer to our event pages at www.jmra-net.or.jp

Exhibition Suppliers
Planning International Corp. has been selected as the official exhibition supplier for this event. Mr. Tatsuya Shimizu will assist you with your orders or any enquiries. Contact details are available towards the end of this manual.

Exhibition Space/Booths
Please refer to the package description below to confirm what is included in the exhibition stand that you have arranged with JMRA. Any additional materials you may need can be ordered via the exhibition supplier, Expo International Ltd. An overview of the order forms are provided on the last page of this manual.
Please note: If you prefer to have a carpet in the color of your choice, please contact: Mr. Tatsuya Shimizu

Information Stand 3 m² (2 x 1,5 meters)
- White modular system set-up complete with white infill panels of 0.9mL x 2.4mHt.
- Fascia board with company name and booth number
- 1 x bar stool
- Lockable system cabinet of 1 meter height
- 1 x 100 watt arm spotlight
- 5 amp power point
- Wastepaper basket

Set Up and Dismantle

The back panel (A) (graphics are optional) measures 1 x 0.5 meters (width x height). Please keep in mind that the fascia board may cover the top graphics of the back panel.
The counter (B) (graphics are optional) measures 1 x 1 meter (width x height).

OPTIONAL ITEMS

- **1. Yes** 15mm thick underlay with a needle punched carpet per square meter.
  2. No

- **1. Yes** (A) Graphic Print 1m W x 2.5m Ht. – DIRECT MOUNT
  2. No

- **1. Yes** (B) Graphics On Counter 1m W x 1m Ht. – DIRECT MOUNT
  2. No

Contact Exhibition Supplier

Use This Order Form

Use This Order Form
5. EXHIBITION

If you have arranged a booth, you may order graphics from the exhibition supplier, Planning International Corp. via the link for the order form here. Please keep in mind of the location of the fascia board (as per image) when ordering your graphics as it may block key part of your image (if placed at the top of the panel).

Your information point package already includes graphics (back wall only). Please send your artwork to Planning International Corp. before 4th November 2016. Please read the order form for guidelines for artwork submission. When submitting images, please keep in mind the location of the reception desk that will block sections of the lower part of the panel.

6. FURNITURE & A/V OPTIONS

You can order furniture and A/V equipment directly through our exhibition supplier, Planning International Corp. Please choose and order items from selection via the order form link here.

The exhibition supplier has requested that all orders are made before 4th November 2016. Orders received after the deadline will be subject to a 30% surcharge. Onsite orders be subject to a 50% surcharge. Onsite graphic orders are not accepted. Furniture and A/V onsite orders are subject based on availability.

7. SHIPMENT

It is the exhibitor’s responsibility to organize the shipping of materials to the venue, Hyatt Regency Tokyo. Exhibitors can use any freight or shipping company of their choice. However, it is important to ensure that you are familiar with Japanese customs regulations. JMRA does not accept liability for any delayed or missing shipments.

8. DELIVERY AND STORAGE

Hyatt Regency Tokyo Hotel will accept deliveries only on the day before set up, Monday 14th November 2016, to be delivered by your shipping agent or courier. However, please make sure that all shipping and custom costs are settled in advance as the Hyatt Regency Tokyo Hotel will not accept any charges related with the receiving of your materials. All relevant costs have to be covered by the sender and any unsettled custom fees may hold your materials at customs. Shipping address:

Hyatt Regency Tokyo Hotel
2-7-2 Nishi-Shinjuku, Shinjuku-Ku
Tokyo, Japan, 160-0023
Tel: +81 3-3348-1234

Reference: APRC/JMRA EXHIBITION 15 November 2016 Banquet Hall

9. INTERNET

APRC / JMRA will provide general WI-FI access in the exhibition area(s) and meeting room(s). WI-FI will be shared by everyone connected to this network and will not have a specific or guaranteed bandwidth per user.
10. Timeline

Set-up
Set-up: Tuesday, 15th November (8:00 – 10:00)
On the morning the exhibition, suppliers will be installing all ordered equipment before your set-up starts at 8:00. Your space will have marked borders. Please be considerate towards your exhibition neighbors when setting up your stand and display.

Exhibition Opening Hours
Exhibitions open at 10:00 on 15th November along with registrations for the event. The Welcome Reception will start at 9:30 and take place in the exhibition area.

Dismantling
Dismantling: Thursday, 17th November (18:30 ~) 
Dismantling/Tear-down will take place after the end of the conference (18:30). Networking Drinks will take place in the exhibition area right after the closing of the conference.

11. Additional Services & Information

Catering Options For Your Stand
If you would like to arrange catering to your stand, please contact Mr Hiroyuki Shimada, Event Sales Manager at Hyatt Regency Tokyo [here](http://). He will inform you on possible options and conditions that may apply. Please send your request no later than 7th November.

Accommodation

**Hyatt Regency Tokyo (conference venue)**
We have prepared preferential room rates for any out-of-town delegates at the hotel where the conference will be taking place. In order to receive the special rate, please mention “APRC conference” upon reservation.

Other hotels near the venue are listed below (special rates do NOT apply). Please note that the room rates at Japanese hotels fluctuate depending on the day/season. Therefore JMRA can only provide hotel information. Please reserve the hotels individually under your own name.

**Shinjuku Washington Hotel**
http://shinjuku.washington-hotels.jp/
3-2-9 Nishi-Shinjuku, Shinjuku-ku, TOKYO 160-8336 JAPAN
Phone: +81 3 3343-3111 Fax: +81 3 3342-2575
Accommodation

■ Hotel Gracery Shinjuku
http://shinjuku.gracery.com/
1-19-1 Kabukicho, Shinjuku-ku, TOKYO
160-8466 JAPAN
Tel: +81 (0)3 6833 2489

■ Keio Plaza Hotel Tokyo
http://www.keioplaza.com/
2-2-1 Nishi-Shinjuku, Shinjuku-Ku, TOKYO
160-8330 JAPAN
Tel: +81 (0)3 3344 0111  Fax: +81 (0)3 3345 8269

■ Hotel Sunroute Plaza Shinjuku
2-3-1 Yoyogi, Shibuya-ku Shinjuku
151-0053 TOKYO JAPAN
Tel: +81 (0)3 3375 3211  Fax: +81 (0)3 5365 4110

■ Ibis TOKYO
http://www.ibis.com4/ja/geoloc/selectdisplayzone.jshtml
7-10-5, Nishi-shinjuku, Shinjuku-ku, TOKYO
160-0023 JAPAN
Tel: +81 (0)3 3361 1111  Fax: +81 (0)3 3369 4216

Promotional Materials

Any promotional materials should be displayed only within your allocated space. Please do not display promotional materials on the coffee tables or in the meeting room. Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors and other parts of the hotel building or furniture. Any necessary or proper for the protection of the building and/or furniture will be at the expense of the exhibitor.

Travel Visa

Please check with your embassy if you need a travel visa to Japan. If so, please get in touch with Customer Service at office@jmra-net.or.jp for an invitation letter. Our local representative will send you an invitation, which you will need to provide to the embassy. Please note that delegate or stand personnel invoices must be paid in order to receive an invitation letter.

We hope this information will help you organize your exhibition.

Should you have any further queries, please contact us at any time.

We are looking forward to welcoming you in Tokyo!
12. CONTACT DETAILS

➔ APRC / JMRA OFFICE
<Customer Service>
Contact person: Mr. Koshi Uesugi
Ishikawa LK Bidg.2F
1-9-9, Kaiji-cho, Chiyoda-ku, Tokyo
101-0044
JAPAN
Tel: +81 (0)3 3256 3101
Fax: +81 (0)3 3256 3105
Email: uesugi@jmra-net.or.jp
Website: www.jmra-net.or.jp

➔ EXHIBITION SERVICES/ MODULAR STANDS/ AV/ FURNITURE
Company: Planning International Corp.
Contact: Mr. Tatsuya Shimizu
Email: sinjuku-data@bp-corp.co.jp
Tel: +81 (0)3 3345 1488
Fax: +81 (0)3 3345 1492

➔ HOTEL VENUE
Company: Hyatt Regency Tokyo
Contact: Mr. Hiroyuki Shimada
Event Sales Manager
Email: h-shimada@hayttregencytokyo.com
Tel: +81 (0)3 5321 3538
Fax: +81 (0)3 5321 3570

➔ SHIPMENT ADDRESS (DIRECT TO VENUE ON 14th-15th November)
Hyatt Regency Tokyo Hotel
2-7-2 Nishi-Shinjuku, Shinjuku-Ku, Tokyo,
160-0023 Japan,
Tel: +81 (0)3 3348 1234
Reference: APRC/JMRA EXHIBITION - 15th November 2016 Banquet Hall
13. Insurance and Liabilities

Security
JMRA will ensure that all possible security measures they deem fit will be taken for the exhibition, exhibitors and visitors.

JMRA will not in any case, be held responsible for any loss, damage or theft of exhibits or any properties of the exhibitors, their subordinates, agents and/or visitors at the exhibition venue during the build-up, tear-down and exhibition periods.

Exhibitors and their staff will not be permitted to enter the exhibition halls before and after the official conference hours. Exhibitors must inform JMRA to make special arrangements for valuable displays or exhibits which require the hiring of security personnel to be stationed at the exhibitors’ booth during off-show hours.

Exhibitors are not allowed to use their own staff or personnel from other security agencies. Movement of exhibits are not permitted during conference hours for security and safety reasons.

JMRA will take every possible precaution to ensure the security and safety of the exhibition halls and the surrounding areas. However, JMRA will not be held responsible or be placed under any liability to exhibitors or their employees and/or agents in regards to any direct or indirect and direct damages and/or loss of any exhibits or injuries of any person.

All exhibitors are not to be insured, indemnified and/or hold JMRA and the Hall Owner responsible in respect of all costs, claims, demands and expenses to which they may be subjected to as a result of loss or injury arising to any person whosoever caused while the said person is upon or examining or passing the said exhibition stand during the tenancy of the exhibition.

The exhibitors will be responsible for the liability of risks of their subordinates, agents and exhibits.

All exhibits will be placed at the exhibitors’ own risk. JMRA will not be held responsible for any theft, damage and/or loss of the exhibits.

Exhibitors are advised to be adequately insured. Some of the insurance items they may cover includes:

- Third Party Insurance
- Personal Injury
- Expenses incurred and/or losses of any items resulting from the cancellation or postponement of the exhibition.
- Loss or Damage of Exhibits
- Risk of Fire
- Workmen’s Compensation
- Medical Expenses and Baggage Coverage/Insurance

Exhibitors are encouraged to place insurance coverage other than those mentioned in the above as they deem fit. Period of insurance coverage is at the exhibitors’ discretion.

JMRA will not in any event be held responsible for the following:

- Any restriction preventing the construction, erection, completion, alteration or dismantling of stands.
- The entry, installation or removal of exhibits.
- Failure of any services or amenities provided by the Hall Owner for the cancellation or part-time opening of the exhibition either as a whole or in part.
- For amendments or alterations to all or any of the rules and regulations caused by circumstances not under their control.
14. DIRECTIONS & TRANSPORTATION

Venue: Hyatt Regency Tokyo
2-7-2 Nishi-Shinjuku, Shinjuku-Ku
Tokyo, Japan, 160-0023
Tel: +81 (0)3 3348 1234

Airport Limousine Bus for Narita Domestic and International Airport (NRT) (2 hours)
• Narita Airport to Hotel – 25 trips daily from 7:00 am to 10:35 pm
• Hotel to Narita Airport – 13 trips daily from 6:05 am to 5:50 pm
• One-way Adult Fare – JPY 3,100
• Airport Limousine Bus for NRT Time Table(PDF)

Airport Limousine Bus for Haneda Domestic and International Airport (HND) (1 hour 20 minutes)
• Haneda Airport to Hotel – 20 trips daily from 5:45 am to 11:10 pm
• Hotel to Haneda Airport – 19 trips daily from 4:35 am to 10:45 pm
• One-way Adult Fare – JPY 1,230
• Airport Limousine Bus for HND Time Table(PDF)
# 15. LINK TO ORDER FORMS

## Mandatory Order Forms

<table>
<thead>
<tr>
<th>Description</th>
<th>Link To Form</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics on your stand</td>
<td><a href="#">Use this order form</a></td>
<td>Before 3th November 2016</td>
</tr>
<tr>
<td>Company name on fascia board</td>
<td><a href="#">Use this order form</a></td>
<td>Before 3th November 2016</td>
</tr>
<tr>
<td>Sending your shipment to Hyatt Regency Tokyo</td>
<td>n/a</td>
<td>Delivery on 14th November only</td>
</tr>
</tbody>
</table>

## Optional Order Forms

<table>
<thead>
<tr>
<th>Description</th>
<th>Link To Form/Contact</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio visual equipment</td>
<td><a href="#">Use this order form</a></td>
<td>Before 3th November 2016</td>
</tr>
<tr>
<td>Additional furniture for your stand</td>
<td><a href="#">Use this order form</a></td>
<td>Before 3th November 2016</td>
</tr>
<tr>
<td>Additional lights or power at your stand</td>
<td><a href="#">Use this order form</a></td>
<td>Before 3th November 2016</td>
</tr>
<tr>
<td>Catering to your stand</td>
<td>Contact Mr. Hiroyuki Shimada <a href="#">here</a></td>
<td>Before 8th November 2016</td>
</tr>
</tbody>
</table>