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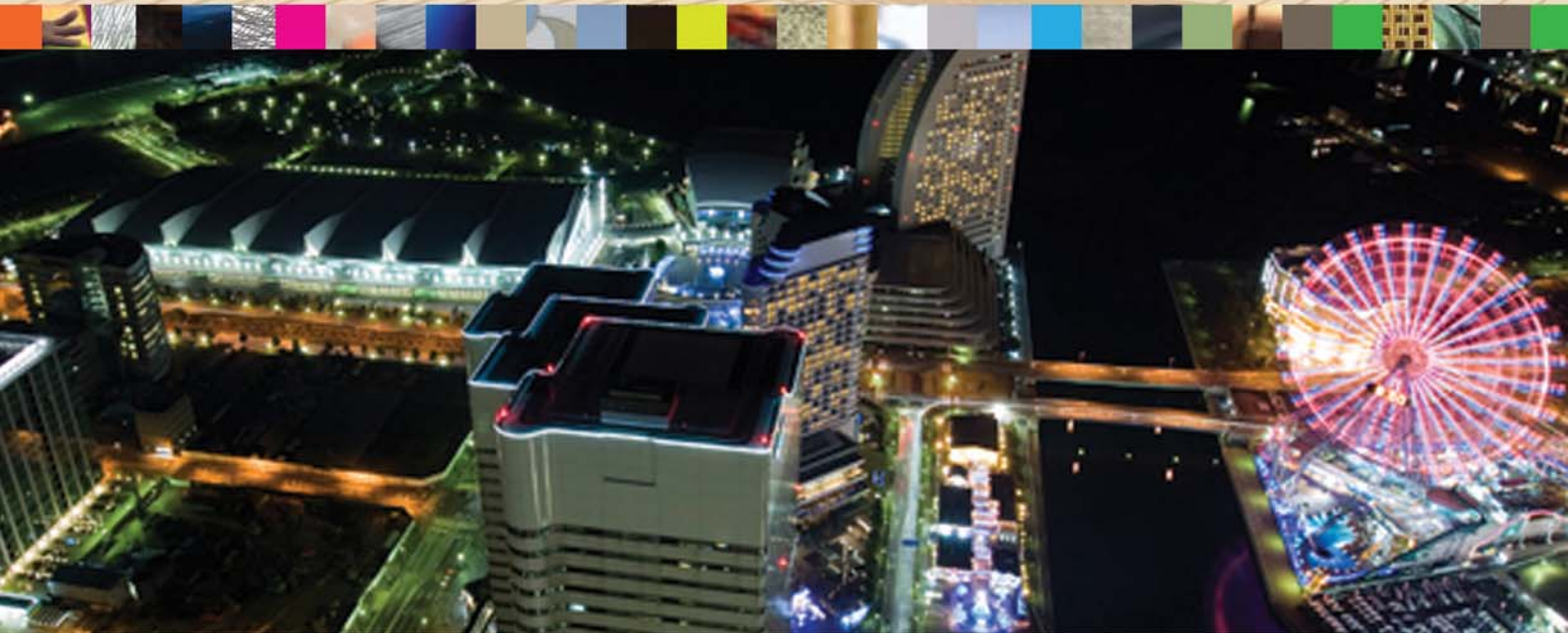


SIGGRAPHASIA2009

THE 2ND ACM SIGGRAPH CONFERENCE AND EXHIBITION IN ASIA

Pacifico Yokohama • Yokohama, Japan

Exhibitor Manual



conference 16-19 DECEMBER 2009

exhibition 17-19 DECEMBER 2009

www.SIGGRAPH.ORG/ASIA2009



Sponsored by ACMSIGGRAPH

WELCOME NOTE

Dear Exhibitor,

Welcome to the **SIGGRAPH Asia 2009!**

This is your personal copy of the Exhibitor Service Manual, which has been carefully compiled to assist and facilitate you in your preparation for the event. The manual will provide you with information required for the preparation of your exhibition stand. General guidelines, marketing aides and useful addresses are also included in the manual. We recommend a careful study of its content to ensure that **SIGGRAPH Asia 2009** will be a successful experience for your company.

The "Index of Forms" lists every individual form included in the Manual and shows you compulsory forms that need to be completed and returned. The *other forms are for your attention and completion where necessary.*

We would like to bring your attention to "**Order Forms Checklist**" (Form 0). To ensure that that the services/forms you require are duly received and processed, we highly recommend that you complete and return this form before the stipulated deadline. This enables us to fully assist you in your booth preparation; providing you with reminders to send in any possibly missing orders. This service is provided for your convenience.

Please send us the order forms by the stipulated deadlines so that we can ensure that the services you require are arranged before the exhibition. Do remember to make a copy for your own reference.

We look forward to welcoming you in Yokohama, Japan at **SIGGRAPH Asia 2009!**

Best Regards,

Your SIGGRAPH Asia 2009 Team

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All Information in this Manual is correct at the time of printing as the Organizer has done its utmost to ensure accuracy. The Organizer apologizes for any misprint or error, and regrets that we cannot be held liable on any account whatsoever for them.

LIST OF CONTACTS

ORGANIZER

SIGGRAPH Asia 2009

c/o Koelnmesse Pte Ltd
152 Beach Road
#25-05 Gateway East
Singapore 189721
Tel: +65.6500.6720
Fax: +65.6296.2771
Email: a.sng@koelnmesse.com.sg
Contact: Mr. Adrian Sng

VENUE

Pacifico Yokohama

Pacifico Convention Plaza Yokohama
1-1-1 Minato Mirai, Nishi-ku
Yokohama 220-0012
Japan
Tel: +81.45.224.2160
Fax: +81.45.221.2136
Email: mizushima@pacifico.co.jp
Contact: Ms. Fumi Mizushima

OFFICIAL STAND CONTRACTOR

Nomura Co., Ltd

2-3-4 Daiba, Minato-ku
Tokyo 135-8622
Japan
Tel: +81.3.5962.4783
Fax: +81.3.3570.2383
Email: exhibitor-desk@nomurakougei.co.jp
Contact: Mr. Yoshikazu Yamada

OFFICIAL AUDIO VISUAL SUPPLIER

Hibino Corporation

3-5-14 Konan, Minato-ku
Tokyo 108-0075
Japan
Tel: +81.3.3472.5611
Fax: +81.3.3472.5710
Email: yukari_yamagishi@hibino.co.jp
Contact: Ms. Yukari Yamagishi

OFFICIAL FREIGHT FORWARDER

Schenker-Seino Co., Ltd

2-2-24 Higashi-Shinagawa
Tennoz Central Tower 16F
Shinagawa-ku, Tokyo 140-0002
Japan
Tel: +81.3.5769.7380
Fax: +81.3.5769.7381
Email: takayuki.matsuzaki@schenker-seino.co.jp
Contact: Mr. Takayuki Matsuzaki

OFFICIAL TRAVEL AGENT

JTB Pte Ltd

47 Hill Street
#03-01 SCCC Building
Singapore 179365
Tel: +65.6595.9157 / 9153
Fax: +65.6535 3823
Email: sales@sg.jtbasia.com
Contact: Ms. Murata / Ms. Maisy

JTB Western Japan Corp, Event & Convention
Sales Dept
JTB bldg.(3F) 2-1-25, Kyutaro-machi, Chuo-ku,
Osaka, 541-0056 Japan
Tel: +81.6.6260.5076
Fax: +81.6.6263.0717
Email: westec_op6@jtb.jp
Contact: Ms.Sakamoto Naoko

OFFICIAL EXHIBITION GUIDE PUBLISHER

Q LTD

109 Catherine Street
Ann Arbor, Michigan
48104 USA
Tel: +1.734.395.0318
Email: tom@qltd.com
Contact: Mr. Tom Rieke

EXHIBITION SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Floor Marking by Official Stand Contractor	14 December 2009	08:00 – 12:00 hrs
Official Stand Contractor Move-In	14 December 2009 15 December 2009 16 December 2009	08:00 – 23:00 hrs
Exhibitor Nominated Contractor Move-In	14 December 2009 15 December 2009 16 December 2009	12:00 – 23:00 hrs 08:00 – 23:00 hrs 08:00 – 23:00 hrs
Exhibitor Registration	15 December 2008 16 December 2008	13:00 – 18:00 hrs 09:00 – 18:00 hrs
Electrical Installation	15 December 2009 16 December 2009	12:00 – 23:00 hrs 08:00 – 23:00 hrs
Exhibits Move-In and Stand decoration	16 December 2009	08:00 – 23:00 hrs
EXHIBITION PERIOD	DATE	TIME
Opening Hours of Exhibition	17 December 2009 18 December 2009	09:30 – 18:30 hrs
	19 December 2009	09:30 – 15:30 hrs
DISMANTLING PERIOD	DATE	TIME
Exhibits Move-Out and Stand Dismantling*	19 December 2009 20 December 2009	15:30 – 23:00 hrs 07:00 – 10:00 hrs

Notes:

- Exhibitors can be admitted to the exhibition hall 30 minutes prior to show opening hours.
- During the exhibition, exhibitors are permitted to remain in their booth for 30 minutes after the exhibition closes.
- All exhibitors must construct and decorate their stands by 20:00 hrs on 16 December 2009. Cleaning of the exhibition hall commences from 20:00 hrs, **and no construction or decoration is permitted during hall cleaning.**
- Exhibitors who require exceptions from this rule must obtain written permission from the Organizer for security and hall lighting to be arranged.
- Overtime charge : -
- If over time is required by the exhibitor for booth construction, exhibitors must contact the Organizer for permission in advance and submit their application before 15:00 hrs on the same day if over time is required. The application of overtime is subjected to the approval of the Organizer and the Venue and it will be charged at JPY22, 050 per hour.

* Exhibitors and all stand contractors must complete dismantling by 10:00 hrs on 20 December 2009. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement will be charged to the exhibitors.

A) GENERAL INFORMATION

A1 NAME OF EVENT

SIGGRAPH Asia 2009

A2 VENUE

Pacifico Yokohama (Exhibition Hall)
Exhibition: Hall B
1-1-1 Minato Mirai, Nishi-ku
Yokohama 220-0012
Japan

A3 DATES & TIMES

Conference:

Wednesday to Saturday
16 – 19 December 2009
09:00 – 17:30 hrs

Exhibition:

Thursday to Saturday
17 – 19 December 2009
09:30 – 18:30 (Thursday and Friday)
09:30 – 15:30 (Saturday)

A4 ORGANIZER, CO-ORGANIZER AND SUPPORTING BODIES

Organizer

ACM SIGGRAPH

Conference and Exhibition Management

Koelnmesse Pte Ltd

A5 VISITOR ADMISSION

- Admission is granted to registered professionals, invited guests, trade, business visitors and students only.
- A fee of JPY1,000 is applicable for onsite registration
- Visitors must register at the registration counters located at the entrance of Exhibition Hall, Level 1.
- Visitors below 16 years of age will not be admitted. Proof of age may be requested upon badge collection.
- The Organizer reserves the rights to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless approval is obtained from the Organizer.

A6 PRESS CENTRE

A Press Centre for local and international media will be made available throughout the opening hours of the exhibition to assist members of the press. Exhibitors have the option of renting a

A) GENERAL INFORMATION

press compartment shelf to display press materials at the Press Centre (Please refer to Form 2.2 on Page 20).

A7 CAFETERIA / RESTAURANTS AND STAND CATERING SERVICES

A variety of coffee shops, snack bars and restaurants are available on-site and within Pacifico Yokohama, Exhibitors are asked to contact Kanagawa Cooking Service Centre at email: suda@kanagawa-cooking.co.jp.

Pacifico Yokohama Restaurant Meal Ticket can be purchased at Pacifico Yokohama Business Center. Please visit http://www.pacifico.co.jp/promoter/dl/pdf/coupon_e.pdf to find out the Restaurants where the Meal Tickets are accepted

A8 HOTELS / TAXI AND AIRPORT TRANSFER

Special discounted hotel rates have been secured for the Exhibitors and visitors of SIGGRAPH Asia 2009. Please refer to Form 20 for hotel bookings or refer to our website www.siggraph.org/asia2009 for further details.

Taxis are available at the airport, hotels and outside the exhibition centre.

Optional tours in and around Japan and Asia can be booked in advance at www.siggraph.org/asia2009 or at the service counter on-site. For special arrangements, please contact our Official Travel Agent (refer to List of Contacts).

A9 LOCATION MAP OF PACIFICO YOKOHAMA





A) GENERAL INFORMATION

A10 TRANSPORTATION INFORMATION

Parking

P1 Minato Mirai Public Parking Lot 045-221-1301	Capacity: 1,200 (Standard-sized car)	Open 24 hours	Rates: ¥260/30min.	*Weekday Discount : 8:00~23:00 *Late Night Discount : 0:00~ 6:00	¥1,300 for max half-rate
P2 Rinko Park Parking Lot 045-221-2175	Capacity: 100 (Standard-sized car)	10:00~21:00	Rates: ¥500/1hour		
P3 Bus/Large Vehicle Parking Lot 045-221-1302	Capacity: 40 (Bus, Large Vehicle)	Open 24 hours (Loading and unloading: 7:00~22:00)	Rates: ¥500/30min.	*Late Night Discount : 22:00~7:00	half-rate

For more information, please visit <http://www.pacifico.co.jp/english/facility/accessmap.html>

B) TECHNICAL INFORMATION

B1 BOOTH CONSTRUCTION REGULATIONS

1.1 Official Stand Contractor

Nomura Co., Ltd has been appointed as the Official Stand Contractor for this event. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The name of the contractor must be addressed to the Organizer by completing and submission of Form 8.

Nomura Co., Ltd

2-3-4 Daiba, Minato-ku

Tokyo 135-8622

Japan

Tel: +81.3.5962.1204

Fax: +81.3.3570.2383

Email: yoshikazu_yamada@nomurakougei.co.jp

Contact: Mr. Yoshikazu Yamada

1.2 Standard Shell Scheme Construction*



	9-12sqm	15sqm	18-21sqm
Wall Panels	on all closed sides		
Carpet	total stand area		
Slot-in Fascia Board with Company Name & Stand Number (English and/or Japanese)	on all open sides (aisle facing)		
Reception Counter	1	1	2
Square Table	1	1	2
Folding Chairs	3	3	6
Spotlight (100w)	3	4	6
Power point (1.0kw)	1	1	2
Waste Paper Basket	1	1	1

Premium Shell Scheme Construction*



	18sqm	27sqm	36sqm
Wall Panels	on all closed sides		
Carpet	total stand area		
Slot-in Fascia Board with Company Name & Stand Number (English and/or Japanese)	on all open sides (aisle facing)		
Logo on Signage	1	1	2
Reception Counter	1	1	2
Square Table	1	2	2
Folding Chairs	4	7	8
Spotlight (100w)	6	7	12
Spotlight for Logo Signage	2	2	4
Power point	1	2	2
Waste Paper Basket	1	1	2

* Please contact the Organizer for entitlements of sqm which are not specified above.

B) TECHNICAL INFORMATION

Booth facilities listed above are subject to change at the discretion of the Organizer without prior notice. If Exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

Additional furniture and electrical items can be rented from the Official Stand Contractor. Please place your order by completing the respective forms within this Manual and returning these by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the Manual.

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by the Official Stand Contractor and charged accordingly to the Exhibitor. The Organizer, together with the venue owners, will inspect the hall before and after the event.

Exhibitors are disallowed from replacing existing fascia with self-made fascia for Standard and Premium Shell Booths. Please refer to Figure 1.0 for an example.

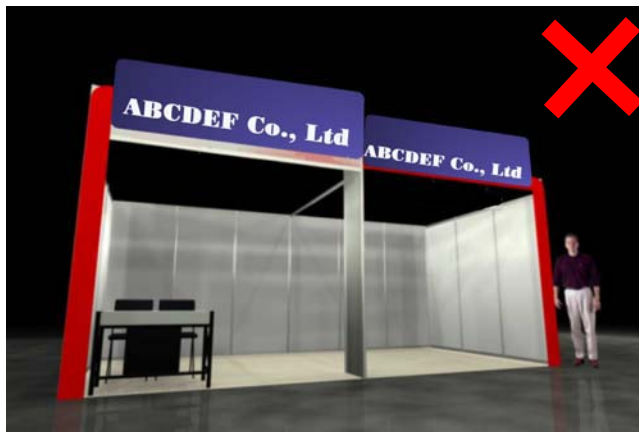


Figure 1.0

1.3 Individual Stand Construction / Raw Space Exhibitors

Exhibitors having Individual booth designs are recommended to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own contractors are permitted to work onsite.

The name of the contractor must be given to the Organizer by completing Form 8. Failure to obtain written approval can result in costly alterations on-site such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations.

When the Exhibitor-appointed contractor is not the Official Stand Contractor, the Exhibitor is required to complete Form 8 of the manual. This is to ensure that the rules and regulations are abided by.

Booth designs; including overview layouts, schematic diagrams and at least 3 different 3D perspectives are to be submitted before the stipulated deadline for the approval of the Organizer. **Late submissions may not be approved.**

B) TECHNICAL INFORMATION

Each booth must have its own panels on all sides which do not face an aisle and it is not permitted to use the neighbor's panels. If any panel is higher than 2.5m, it is restricted to a distance of 1m away from the dividing walls of neighboring stands and acceptable decoration or material must cover the back of that panel. Please refer to Figure 1.1 for an example.



Figure 1.1

Island booths are not permitted to construct a full back wall. All back walls should only be 1/3 closed at a maximum. Booths with individual design must have their exposed back walls covered with suitable material, i.e. white wooden panels.

The Organizer reserves the right to reject any contractor and design deemed inappropriate.

1.3.1 Construction Height

The ceiling height at the venue is between 13 – 19m throughout and the maximum permitted stand height is 4m.

Special structures above 2.5m are restricted to a distance of 1m away from the dividing walls of the neighboring stands. Otherwise, it is each individual Exhibitor's responsibility to obtain written approval from their respective neighboring stand(s) for exceptional cases. Please refer to area circled in red in Figure 1.2 for an example. All Individual stand construction has to be approved by the Organizer.

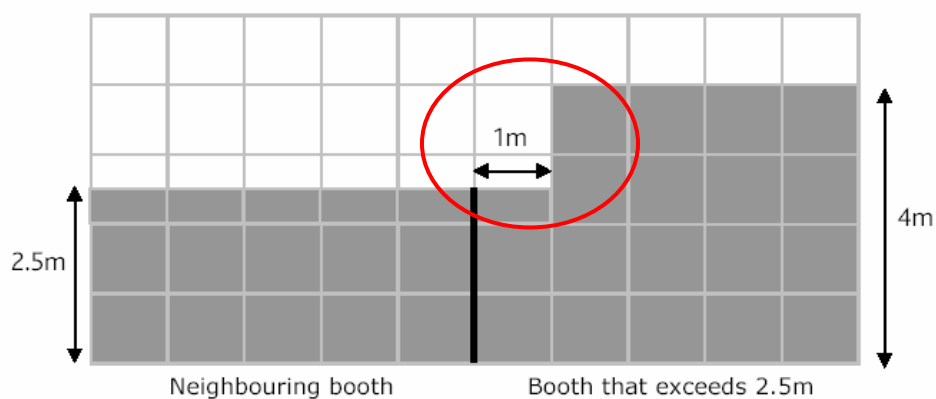


Figure 1.2

B) TECHNICAL INFORMATION

1.3.2 Building Material / Dangerous Materials

Materials for the construction of the exhibition booths and its decoration shall have a minimum flame spread rating.

No false ceiling will be approved, unless the material used will allow water to flow through freely.

Any booth of more than 60sqm has to be equipped with a fire extinguisher provided by the respective stand contractor.

1.3.3 Double storey stands

Apart from the afore mentioned rules & regulations, Exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:

1. The exhibiting company of the lower tier of a particular booth must be the same as that of the upper tier.
2. The rental rates for the contracted floor area at the upper tier shall be fifty percent (50%) of that of the lower tier. That is, if the rental rate for the lower tier floor area is US\$ 330 per square meter, the rental rate for the upper tier floor area is US\$ 165 per square meter.
3. Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 25 square meters and that the minimum length of any dimension of that area is 5 meters.
4. The contracted floor area of the upper tier shall not exceed 50% of the contracted floor area of the lower tier of the particular booth.
5. All booth designs and stand construction must be approved in advance by the Organizer and the hall proprietor in writing. Detailed designs (including technical & structural plans) have to be submitted before the stipulated deadline for the relevant authorities' review and approval. Special structures are restricted to a distance of 1m away from the dividing walls of the neighboring stands.
6. The design, construction and tear-down of double storey stands have to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the Venue Owner.
7. Please refer to 1.3 for more technical information on Individual Stand Construction.

B) TECHNICAL INFORMATION

B2 HALL SPECIFICATIONS

2.1 Floor Loading Capacity:

5 tons/sqm, Concrete Flooring. 1 ton/sqm on pit cover, trench hatch and surrounding areas.

Special arrangements including the provision of a steel base plate may be required for any exhibit exceeding these limits. The Organizer must be informed of any such exhibit (refer to Form 14).

2.2 Power Supply and Lighting

The Organizer will provide general lighting in the exhibition hall during show time only.

All electrical installation, wiring and dismantling work at the exhibition must be carried out by the official stand contractor. No exception is permitted.

All electrical equipment and installations should be tested and approved by the Organizer's appointed licensed engineers prior to turning on the electricity supply.

The standard electrical current supply available for use is 100V & 200V (single phase) and 200V (three phase), the frequency is 50Hz. Exhibitors requiring different voltage/frequency or special connections to equipment must arrange directly with the appointed Stand Contractor.

All electrical supplies must be ordered from the Organizer's appointed Stand Contractor.

Exhibitors who reserved raw space only are requested to submit their electrical order form accompanied by a proposed layout plan. Inspection on-site will be carried out before the power supply is turned on.

Exhibitors or their contractors who wish to bring in special lights, lamps and lighting to be used in their stand must receive approval from the Organizer at least 4 weeks before the commencement of the exhibition. Applicants are requested to submit the following information and documents when applying:

1. Specifications and its rating in watts / units of the light fitting
2. Total units to be installed
3. Layout line drawing of planned electrical installation
4. Company name of the contractor
5. Names and identification card / passport numbers of all attending electrical personnel
6. Electrical order form in the Exhibitors Manual (refer to Form 12)

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.

During the move-out period, temporary electricity supply can be arranged by prior arrangements (at least 24 hours in advance) with the Organizer.

2.3 Water and Compressed Air

For operational safety reasons, only the Official Contractor is permitted to carry out the installation work required. For orders please use Form 13.

2.4 Air-Conditioning

Air-conditioning within the Venue will be operational during official exhibition opening hours only. For any further requirements for extension of air-conditioning operational hours, please contact the Organizer directly to make your request.

B) TECHNICAL INFORMATION

B3 FREIGHT AND EXHIBITS

3.1 Official Freight Forwarder

The Organizer has appointed Schenker-Seino Co., Ltd Ltd as the Official Freight Forwarder, site handling and customs clearance agent for SIGGRAPH Asia 2009. Please refer to Form 19 for detailed guidelines on freight forwarding services.

Delivery of exhibits and other exhibition stocks will not be permitted during the show period. Delivery of stock or replenishment may only be carried out half an hour before the start or immediately after the show opening hours.

Please address all correspondence concerning exhibition freight forwarding matters directly to Schenker Singapore (Pte) Ltd.

Schenker-Seino Co., Ltd

2-2-24 Higashi-Shinagawa
Tennoz Central Tower 16F
Shinagawa-ku, Tokyo 140-0002
Japan
Tel: +81.3.5769.7380
Fax: +81.3.5769.7381
Email: takayuki.matsuzaki@schenker-seino.co.jp
Contact: Mr. Takayuki Matsuzaki

3.2 Storage

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, Exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls before, during and after the show. Any cost incurred will be borne by the respective Exhibitor.

C) RULES & REGULATIONS

C1 FILM, AUDIO / VISUAL AND PRODUCT DEMONSTRATION

Audio visual equipment may be provided by the Exhibitor or hired from the official AV and computer supplier using Form 11. When in operation, audio visual equipment must not disturb visitors or other Exhibitors with excessive sound / noise. All audio visual equipment should be kept to a maximum level of 70dB, unless otherwise stated by the Organizer. Sound levels will be measured using a noise meter at each booth. The Organizer reserves the rights to discontinue any audio visual presentation which in their opinion is detrimental to the event.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizer.

C2 GENERAL CLEANING

The Organizer will provide general cleaning of the exhibition premises and stands (excluding Raw Space Exhibitor booths) prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of each Exhibitor to maintain the cleanliness of his booth at all times.

However, the Exhibitor can engage the services of the official cleaning contractor using Form 17 should they need additional cleaning services.

C3 REMOVAL OF WASTE

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Individual Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, the contractor must remove from the site all the materials from their client's booth. Should they not do so; the deposit paid will be used to pay for removal by the official cleaning contractor.

Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. The Organizer reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.

C4 INDUSTRIAL GAS DEMONSTRATION AND FIRE PRECAUTION

Exhibitors, who, because of the nature of their exhibits, require specific fire precaution, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizer. Even when consent is given, adequate precautionary measures must be taken by Exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the Exhibitor to protect the public against any danger of fire outbreak. NOMURA Co., Ltd may require on-site inspection to ensure maximum fire safety.

Smoking is not permitted in the exhibition hall and conference rooms at all times.

C) RULES & REGULATIONS

C5 LIABILITIES

General insurance will be covered and handled by the Organizer. However, it is the responsibility of each Exhibitor to arrange insurance coverage for its own exhibits during the exhibition.

All Exhibitors must arrange at their own cost "all-risk" insurance coverage from their origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take out public liability and comprehensive protection.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizer maintains security surveillance at all times, Exhibitors are reminded that goods / exhibits will still, nevertheless, be at risk, especially during the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, Exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

If your exhibits are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please contact the Organizer. Please note that you are not allowed to hire staff or personnel from another security agency.

C6 GENERAL SECURITY

The Organizer will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours. All personnel in the exhibition area must wear identification badges.

For security and safety reasons, movement of exhibits in and out of the exhibition area during show opening hours is not permitted.

C7 BOOTH OPERATION

No business activity shall be conducted by the Exhibitor and/or his co-participants outside their booth boundaries such as distribution of promotional material outside their booth.

Activities which will cause inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, and use of excessive animation and sound equipment. Individual stage shows are also not permitted.

Without special permission from the Organizer, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If Exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizer for approval.

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 1530 hrs on the final day of the show.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage solutions.

C) RULES & REGULATIONS

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic.

Exhibitors and Contractors must clear items not for display purposes (e.g. containers, packing items) the day before the show period, according to the schedule. Otherwise the Exhibitors will have to pay the Organizer for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

C8 USE OF DANGEROUS MATERIALS

Hazardous Materials

- No naked flame nor temporary gas lamps
- No explosive, petrol and highly flammable toxic or corrosive substances

Pressure Tanks

- The Exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standards and regulations

Water and Drains

- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

C9 FAILURE TO EXHIBIT

Any organization which has signed and submitted a valid contract for space reservation is deemed a confirmed Exhibitor. If he fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizer, he shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizer.

C10 GROUPS AND NATIONAL PAVILIONS

Organizers of group and national pavilions are responsible for ensuring that all Exhibitors and or / Co-exhibitors on their stand are fully aware of and agree to, and abide with all the rules and regulations stated herein.

C11 FOOD AND BEVERAGE

According to regulations of Pacifico Yokohama, no outside food and beverage are allowed to be taken inside the exhibition venue for personal consumption or sale without approval by the venue.

C12 INTELLECTUAL PROPERTY RIGHTS

The Organizers reserve the right to request Exhibitors to remove exhibits which are alleged of violating Intellectual Property Rights. Any possible legal consequence as a result will have to be borne by Exhibitors concerned.

C) RULES & REGULATIONS

C13 UNFORESEEN OCCURRENCES

In the event of any unforeseen occurrences or not stated, the decision of the Organizer shall be final.

IMPORTANT TO NOTE *

C14 SECURITY

1. The Exhibition Hall will be locked after event hours and there will be no access for all Exhibitors and their staff.
2. All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair. Exhibitors are obligated to ensure the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, Exhibitors may hire a security guard for the show hours. Please refer to Form 16 for more information.
3. For security and safety reasons, exhibits movement in and out of the exhibition area during show opening hours is not permitted.
4. All valuable and portable exhibits should be properly locked at all times.
5. Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 15:30hrs on the final day of the fair.
6. If suspects of crime are found, please contact the Organizer or the security guard in the exhibition hall immediately.
7. All enquiries regarding lost and found items should be made to the Organizer or the security guards on duty.

0 Order Form Checklist



To be returned by: **Immediately**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

This form is compulsory for ALL exhibitors

In order for the Organizer to ensure that we receive the forms for your required services, we would appreciate it if you could take some time to complete the form below.

For services/forms that are required, please indicate in the 'Status' column with a "√". For services/forms that are not required, please indicate in the 'Status' column "N/A"

FORM NO.	CONTENT	DEADLINE	STATUS
1	Exhibition Guide	16 October 2009	Compulsory for all
2	Marketing & Press	09 November 2009	
3	Attendees Data	09 November 2009	
4	Promotional Opportunities	16 October 2009	
5	Meeting Rooms	15 October 2009	
6	Exhibitor Badges	02 November 2009	
7	Fascia Name	02 November 2009	Compulsory for Shell and Premium
8	Raw Space Exhibitors	10 October 2009	Compulsory for Raw Space
9	Service Location Plan	16 October 2009	Compulsory for All
10	Furniture & Equipment	02 November 2009	
11	Audio Visual Equipment	02 November 2009	
12	Electricity & Lighting	02 November 2009	
13	Water & Compressed Air	02 November 2009	
14	Heavy & Large Exhibits	02 November 2009	
15	Telecommunications	16 October 2009	
16	Staff & Security	16 October 2009	
17	Stand Cleaning	02 November 2009	
18	Food and Beverage	Refer to Form	
19	Freight Services	Refer to Form	
20	Hotel Reservations	Refer to Form	

Notes:

- Please note that the respective forms must be returned to the recipients specified in the header of the respective forms before the stipulated deadlines
- For forms submitted after the deadlines, services will not be guaranteed and will be subjected to a late surcharge
- For exhibitors who applied after the expiration of the forms, deadlines are to be treated as immediate

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

2 Marketing & Press



To be returned by: **9 November 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

2.1 SIGGRAPH ASIA 2009 MARKETING MATERIALS

We are also able to provide SIGGRAPH Asia 2009 marketing materials, which you can incorporate in your correspondences, advertisements, newsletters and personal invitations to your clients to further enhance and create awareness of your participation.

With the SIGGRAPH Asia 2009 web-banner hyperlink installed; potential clients visiting your company web-site can gain direct access to the event home-page at www.siggraph.org/asia2009. They will therefore be able to obtain complete information from details of the exhibition and the conference program to travel and hotel packages and much more!

Yes, please send me the following marketing materials at no cost:

- e copy of Invitation Cards
- Logo (TIF/ JPG/ GIF)*
- Web-Banner for hyperlink to www.siggraph.org/asia2009

*Delete accordingly

2.2 PRESS COMPARTMENT SERVICE

The press compartment service provides your press materials to the journalists during the event. It allows you to reach media representative whom you are not able to meet.

We would like to order the following services:-

Description	Unit Price (JPY)	Quantity
Single shelf with individual label, for display of press kits in the Media Center	15,000	
Total		

2.3 PRE-REGISTERED MEDIA LIST

A list with names, addresses, telephone numbers, fax numbers and email address (if provided) of the pre registered media will be available after **Monday, 9 November 2009**, electronically only. Email your request for the pre-registered Media List to Mr. Carsten Obliers at c.obliers@koelnmesse.com.sg

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

2 Marketing & Press



To be returned by: **9 November 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

2.4 MEDIA TOUR

SIGGRAPH Asia will open the exhibits at **08:15 hrs, Thursday, 17 December 2009** to allow editors to have access to the exhibits floor for a "sneak preview" of the latest products and applications. Each editor will be given a list of exhibitors who have expressed interest in talking with the media. This list will also contain a brief summary of your company as well as the contact person in your booth.

Please fill out this form if you are interested in participating in this year's media tour.

Yes, I would like to participate in the Media Tour for SIGGRAPH Asia 2009. My company's specialty is primarily: (Please check one)

Web Graphics

Special Effect

Scientific

Animation / Visualization

Virtual Reality / Interactivity

Data Storage

Game Development Products

Education

Others _____

Brief summary of your company, new products/services, etc: (25 word maximum)

Will your company be making any major announcements at SIGGRAPH Asia 2009? Yes No

If yes, please explain:

Will there be any unique booth promotions at your stand? Please provide more information about the promotions activities (mock-up of processing procedures, product presentation etc)?

Exhibitor's Quote

We invite you to provide us with a quote that can be used in press and promotional materials. You may write about your involvement at the exhibition, why are you exhibiting, your views and thoughts on the industry as a whole etc.

Order form only valid with complete company details

Company Name: _____

Stand No: _____

Fax: _____

Tel: _____

Email: _____

Contact: _____

Date & Signature: _____

3 Attendees Data



To be returned by: **09 November 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg


Tel: +65.6500.6729

Fax: +65.6296.2771

3.1 LEAD RETRIEVAL ORDER FORM

We offer you an efficient method of collecting data from the visitors to your booth using a handheld scanner that instantly records sales lead information. This elegant service enables you to professionally record visitors' data at your stand, manage your lead contacts after the fair, and plan your follow up activities at leisure. The handheld scanner is light-weight and simple to operate, requiring no computer literacy.

A security deposit of JPY28,000 per piece is required. This will be refunded to the exhibitor upon return of the handheld scanner. Should the scanner be damaged in anyways, the security deposit will be forfeited.

	Description	Unit Price (JPY)	Quantity	Total (JPY)
	Before Monday, 09 November 09	13,200		
	After Monday, 09 November 09	16,500		
	Scanner Rental Onsite	20,000		
Grand Total				

*Prices exclude refundable security deposit.

NOTE:

- By submitting this order form, the exhibitor acknowledges that the full data generated will be made available on 12 January 2010.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

3 Attendees Data



To be returned by: **09 November 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

3.2 ATTENDEE LIST RENTAL ORDER FORM

Pre show registered and Post show attendee list are available for rental. Significantly increase booth traffic with pre show promotions and follow up with post show promotions for maximum sales opportunities!

Limited to the first 5 exhibitors.

Description	Cost Price (JPY)	Quantity
2009 Pre-registered attendees (Available on 16 November 2009 or thereafter upon full payment.)*	50,000	
2009 Post-show attendee list (Available 2 weeks after show or thereafter upon full payment)*	70,000	
Total		

* List rental service is subjected to Organizers clearing all email privacy laws in Japan.

Notes:

1. Available in email format only via a 3rd party mailing house.
2. Rates are exclusive of mailing costs.
3. In the interest of all registered attendees and data privacy, **Exhibitors must engage a 3rd party mailing house to handle all mailings.** The Organizer has appointed a mailing house to handle all mails. Please contact Mr. Carsten Obliers at c.obliers@koelnmesse.com.sg for more details.

It is compulsory to read and sign the enclosed agreement (Page 24) regarding email list procedures.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

SIGGRAPH ASIA 2009 ATTENDEE EMAIL LIST PROCEDURES AND AGREEMENT FOR EXHIBITORS

Exhibitors requesting the use of the SIGGRAPH Asia 2009 attendee list (list renter) must honor the following conditions:

1. The use of the SIGGRAPH Asia 2009 attendee list is for a one-time email blast only.
2. A sample of the email must be approved by SIGGRAPH Asia in advance of the distribution to the list. Send email text to c.obliers@koelnmesse.com.sg. Text should not include any message that is competitive in nature.

The list renter must follow all spam laws (domestic and international) when distributing the email: All email messages are required to include a physical street address (no post office boxes) and contact number. The subject line of the email message must clearly introduce the recipient to the offer presented within. The commercial message (message offering, advertising or promoting goods, services, land business or investments) has to comply to the following conditions:

- a. Clearly indicate commercial nature in subject.
 - b. Include subject describing the message content
 - c. For email '<ADV>' included before the subject
3. The "From" line of the email must name the specific company or representative of the company who is sending the message. Even though this is a one-time blast, all messages (HTML and text) must contain an Internet accessible opt-out that will allow recipients to opt-out of receiving future email from the list renter or other list renters.
 4. Before distribution, the list renter's mailing house must remove all email addresses from the SIGGRAPH Asia 2009 attendee list that are found on the list renter's own suppression list. One week after email distribution, **the sender's mailing house must provide SIGGRAPH Asia with an excel file of all email addresses for people who have requested to unsubscribe** from the email list.
 5. The list renter further understands that the size of the SIGGRAPH Asia 2009 list may vary slightly at the time of placing your order, as the email counts are from "live" files that are updated constantly.
 6. The email list renter is solely responsible for the content of its message, and hereby represents that its proposed message does not contain any of the following: (a) any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, profane, or otherwise objectionable information, including without limitation any transmission constituting or encouraging conduct that would constitute a criminal offense, or violate any local, state, federal, provincial or international law; (b) any misleading or deceptive information, or any misrepresentation with respect to products or services offered by the list renter; (c) any chain letters, illegal pyramid, or such schemes; (d) any information, audio, graphics, software, or other works in violation of any person's copyright, trademark, or any sponsorship with any other intellectual property rights; (e) any deceptive information which would imply endorsement, affiliation, or sponsorship with any entity or person other than list renter without written consent of such entity/person; (f) any virus, worm, or similar contaminating/destructive element; and (g) any data gathering or depositing device, including but not limited to cookies. SIGGRAPH Asia reserves the right to refuse to provide the list for any message not in accordance with the representations contained in this paragraph.

The list renter agrees to the above stated conditions.

Authorized Signature from list renter

Date

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Promotional Opportunities



To be returned by: **16 October 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

4 PROMOTIONAL OPPORTUNITIES

GET NOTICED AT SIGGRAPH Asia 2009. Create a dramatic first impression in Asia! The right combination of advertising, sponsorship and pre - and post-show marketing opportunities will help you maximize your presence and stand out from the competition. Turn heads at SIGGRAPH Asia 2009 with these promotional options.

To discuss other sponsor possibilities, please contact Mr. Carsten Obliers at c.obliers@koelnmesse.com.sg

Please tick where applicable .

RECEPTION

JPY 5,000,000 exclusive

JPY 1,500,000 shared (Limited to 4 corporate supporters)

HOST THE PARTY OF THE YEAR!

Your company name and logo will be featured on all signage and banners at the reception. You will also be recognized in SIGGRAPH Asia 2009 promotional materials, including the Advanced Programme, the web site, and the Programme & Buyer's Guide. Invite your guests with complimentary reception tickets. Enhance your company's presence further by distributing your promotional materials during the reception or by sponsoring a door gift.

CONFERENCE BAGS

JPY 500,000 + production costs

A highly valued and classic promotional tool! Corporate supporters will get the chance to insert a flyer in the conference bag which will be placed directly in the hands of every conference attendee!

LANYARDS

JPY 750,000 + production costs

Have your company's logo printed exclusively on the lanyard worn by all SIGGRAPH Asia attendees!

EXHIBITOR TECH TALKS

JPY 200,000 per session

Host an Exhibitor Tech Talk to deliver in-depth tutorials about your products. These educational sessions are opened to all attendees and will be promoted in SIGGRAPH Asia 2009 program and on the web site. Sessions are 2 hours long. Standard AV equipment will be provided.

MERCHANDISE BAGS

JPY 750,000 + production costs, exclusive
JPY 250,000 shared (Limited to 4 corporate supporters)

Thousands of show attendees are expected to make merchandise purchases! Your company name and logo will be prominently displayed on one side of the bag. Make use of these merchandise bags to provide maximum visibility for your company.

MERCHANDISE BAG INSERTS

JPY 250,000 + production costs

Draw the crowd to your booth by giving your company's message out to attendees with an insert in the Merchandise Bag. Get creative! From mints to a game card, we will be delighted to work with you to create a branded insert that will entertain and attract attendees.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Venue Advertising



To be returned by: **16 October 2009**

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729
Fax: +65.6296.2771

4.1 VENUE ADVERTISING (I)

Please tick where applicable.

B-1
Escalator Banner (3 Units)



Area: Exhibition Hall 1F-2F Escalator
Size: W1,100 x H4,100mm
Rates: JPY 157,500

B-2
Exhibition Hall 1F Entrance Banner (2 Units)



Area: Exhibition Hall, 1F Concourse
Size: W1,800 x H2,400mm
Rates: JPY 157,500

B-3
Hanging Banner Hall A/B



Area: Exhibition Hall 2F Concourse
Size: W1,000xH3,000mm
Rates: JPY 157,500

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Venue Advertising



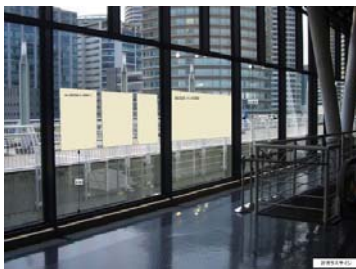
To be returned by: **16 October 2009**

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729
Fax: +65.6296.2771

4.1 VENUE ADVERTISING (II)

S-1
2F Window Sign



Area: Exhibition Hall 2F Concourse
Size: W2,320 x H900mm
Rates: JPY 35,650

S-2
Escalator Sign



Area: Exhibition Hall 1F-2F Escalator
Size: W500 x W500mm
Rates: JPY 7,750

S-3
1F Rectangular Column Sign



Area: Exhibition Hall 1F Concourse
Size: W900 x H1,500mm
Rates: JPY 27,900

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Venue Advertising



To be returned by: **16 October 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

4.1 VENUE ADVERTISING (III)

S-4

1F Rectangular Column Sign



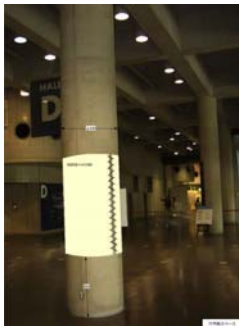
Area: Exhibition Hall 1F Concourse

Size: W560 x H1,500mm

Rates: JPY 20,150

S-5

1F Cylindrical Column Sign



Area: Exhibition Hall 1F Concourse

Size: W2,650 x H1,500mm

Rates: JPY 51,150

Terms and Conditions

1. Prices are quoted based on duration of event, 17-19 December 2009.
2. Prices are exclusive of 5% local consumption taxes.
3. Prices include production, installation and dismantling of each banner/sign. Artwork in Adobe Illustrator format must be provided by the client. Should the client request additional graphic design work or editing, after submission, price will be quoted accordingly.
4. All visuals require venue approval.
5. All ads are sold on a first-come-first serve basis.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

5 Meeting Rooms



To be returned by: **15 October 2009**

Please complete and return to:

Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

5.1 MEETING ROOMS REQUEST FORM

The Organizer offers meeting rooms for the exhibitors to have presentation or meeting areas for a minimum of half day sessions. The rooms will come furnished with basic meeting room furniture (banquet tables and chairs). To ensure good attendance, exhibitors are responsible to promote their presentation by sending invitations.

Kindly complete the form below with a tick "✓" to indicate your preference for the time/date required.

Date/Time	Wednesday, 16 December 2009	Thursday, 17 December 2009	Friday, 18 December 2009	Saturday, 19 December 2009
09:00 – 17:00 hrs				
13:00 – 17:00 hrs				
09:00 – 12:00 hrs				
No. of persons				
Setup required*				

*Example: Theatre, Classroom, Boardroom

Notes:

1. The allocations of rooms are subjected to availability
2. It will take up to 5 working days to finalize and confirm your meeting rooms booking.
3. Upon confirmation, an official agreement will be sent to you.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

5 Meeting Rooms



To be returned by: **15 October 2009**

Please complete and return to:

Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

5.2 ADDITIONAL EQUIPMENTS

This order form is strictly for Exhibitors' Meeting Room Use Only. Please use Form 11* for your booth's Audio Visual requirements.

We require the rental of the following equipment/s for our meeting room:

Items	Quantity
Projector + Screen	
Projector + Screen + Sound System (Speakers, Lapel Mic x1 Wired Mic x 2)	
AV Technician (per day)	
Special Requests	

* - Orders received after 02 November 2009 will be subjected to availability and a surcharge of 30%
. Orders received on and after 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Notes:

1. The Organizer will make recommendations based on the requirements of each meeting room
2. Please allow up to 5 days for the Organizer to revert on the quote.
3. Please feel free to contact us for items which are not listed.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

6 Exhibitor Badges



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

6.1 GENERAL INFORMATION

Exhibitor Badges can be collected at the Exhibitor Check-in Counter in front of the exhibition hall during build-up period (see below). Please bring proof of your participation such as a copy of the stand confirmation letter issued by the Organizer. For security and safety reasons, the Organizer will not send out exhibitor badges in advance.

Exhibitor Check-in Date & Time	15 December 2009	13:00 – 18:00 hrs
	16 December 2009	09:00 – 18:00 hrs

During built-up and the exhibition period, everyone is required to wear a relevant badge. No exhibitor or contractors are allowed to enter the exhibition hall without a badge. For your safety, please cooperate with the security guards at all times. Transferring, altering or selling official badges are strictly prohibited.

Each exhibiting company is entitled to a quota of Full Conference registrations. Full Conference registrants can attend the entire conference.

Full Conference registration quota formula exhibitors:

Total square meter multiplied by 0.08 equals Full Conference quota.

Numbers should be rounded to the nearest whole number.

Example: $18 \text{ sqm} \times 0.08 = 1.44$

In this example, the exhibitor would be entitled to one Full Conference registration.

The Organizer will send you an email noting your account code and the information you need to register your personnel. Once you have the account code you can register online via the official SIGGRAPH Asia 2009 website at www.siggraph.org/asia2009/

6 Exhibitor Badges



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

6.2 IN BOOTH PERSONNEL REGISTRATION

Each exhibiting company is permitted to designate personnel to properly staff its exhibit. Personnel do not include other company employees attending SIGGRAPH Asia 2009 who do not have any direct relationship to staffing the booth. The quota established by SIGGRAPH Asia 2009 for exhibitor booth personnel is **6 badges for each 9 sqm** of exhibit space under contract.

In addition to the Exhibition, in-booth personnel can also attend.

- Exhibitor Tech Talks
- International Resources / SIGGRAPH Village
- Job Fair

Additional Exhibitor Badges can be obtained at cost of **JPY 1,000** each.

Please email a list in the following format to Mr. Carsten Obliers at c.obliers@koelnmesse.com.sg or fax this back to +65.6296.2771. **Kindly type or write legibly.**

Name:

City, State, Country:

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Total Number of Badges: _____

Note:

You may make copies of this form if you have more than 6 names. Please indicate the total number of badges you are applying for if you are using more than 1 form.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

8 Raw Space Exhibitors



To be returned by: **10 October 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

8.1 GENERAL INSTRUCTIONS

This form is applicable and compulsory for Raw Space Exhibitors.

Exhibitors taking Individual Design booths are advised to use the service of the Official Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design deemed inappropriate.

If the Exhibitor individually constructs a booth with his own contractor, he is required to abide by the following regulations and to return Forms 8 to 13 (where applicable) to the Organizer by the respective stipulated deadline.

- a) The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and is not permitted to use the neighbour's panels. If any panel is higher than 2.5m, reasonable decoration or material must cover the back of that panel, and of a distance of 1m away from neighbouring booth.
- b) Standard carpet tape must be used for the booth construction. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the Exhibitor. Only none-leftover, single-faced or dual-faced cloth adhesive will be permitted to fasten carpet or other covering to the cement floor. No adhesive is permitted to be used on stone floorings or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The Exhibitor shall be charged with consequent cleaning fees upon violation of this specification.
- c) No roof covering is permitted. The top of the construction must be at least 1.5m away from the ceiling of the hall. Please refer to **Page 11** for details on booth height limit.
- d) All materials (including electricity facilities) used in construction must be properly fire-proofed in accordance with the local regulations.
- e) The use of naked flame is strictly prohibited. If the Exhibitor or his contractor wishes to use electrical welding or gas welding, he must apply for permission from the Fire Safety Bureau through the Official Stand Contractor.
- f) All electrical works must be approved by and carried out under the supervision of the Official Stand Contractor. Exhibitor using own power distribution boxes should take precautions against leakage of electricity with leakage-proofed sockets.
- g) Detailed booth construction plans should be submitted to the Official Stand Contractor before **Friday, 10 October 2009** for timely approval.
- h) The Organizer and the Official Stand Contractor reserve the rights to reject any construction plan or require the Exhibitor or his own contractor to make modifications.
- i) All construction materials and exhibits must be moved out of the fairground and disposed of properly **before Sunday, 22:00 hrs, 20 December 2009**.
- j) The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts of the hall. Any consequent cost occurred thereof shall be charged upon the party responsible.

8 Raw Space Exhibitors



To be returned by: **10 October 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

8.2 INDEPENDENT CONTRACTOR

Exhibitors have to indicate the address and contact person of their stand fitting contractor

Stand Contractor

Address

Tel

Fax

Email

Contact

8.3 SUBMITTING OF RAW SPACE DESIGNS

The contractor has to submit all plans in duplicate by **Friday, 10 October 2009** for final approval by the Organizer. This includes **detailed drawings** of **elevations, layout** and **perspective** with **dimensions** illustrating the design of the stand. Locations of all equipment/machinery on display have to be included on the layout. Any booths with covered ceilings or double storey designs will need special approval by the relevant authorities.

8.4 TECHNICAL CONNECTIONS

The contractor has to order all necessary electricity, water supply, and compressed air, with the official contractor NOMURA Co.,Ltd. Please refer to Order Forms 12 and Form 13.

According to the rules and regulations of the exhibition hall, all raw space exhibitors or their appointed stand contractor should order at least one power main box for their lighting purpose. Furthermore, it is stated that all power sockets are for exhibits/machines use only, while connection for lighting purpose from power sockets is not permitted.

Each power socket, water and compressed air supplied is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is allowed.

8.5 RULES AND REGULATIONS

The undersigned Exhibitor and their appointed contractor agree to abide to all Rules and Regulations of the exhibition and local law and regulations.

Date

Affix signature and company stamp here

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

9 Service Location Plan



To be returned by: **16 October 2009**

Please complete and return to:

Mr. Yoshikazu Yamada

Nomura Co., Ltd

2-3-4 Daiba, Minato-ku,

Tokyo 135-8622, Japan

exhibitor-desk@nomurakougei.co.jp

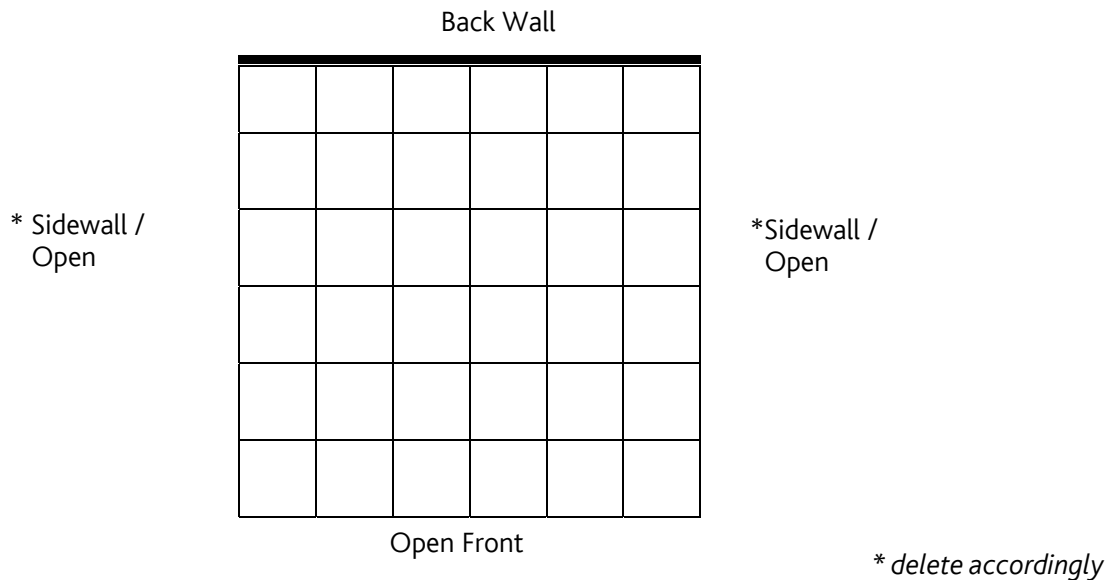
Tel: +81.3.5962.4783

Fax: +81.3.3570.2383

9 MAIN CONNECTION POINTS

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the Official Stand Contractor. Any relocation after installation will be at the expense of the Exhibitor.

Please indicate the position of the connection(s) you have ordered:



Socket Point: ∅

Water: (W) Compressed Air: (C) Telephone: (T) Internet: (I)

Fluorescent: Spotlight: Shelf*: *(please indicate height)

Remarks: _____

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____

10 Furniture & Equipment



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Yoshikazu Yamada
Nomura Co., Ltd

2-3-4 Daiba, Minato-ku
 Tokyo 135-8622, Japan

exhibitor-desk@nomurakougei.co.jp

Tel: +81.3.5962.4783

Fax: +81.3.3570.2383

10 Additional Furniture and Equipment (I)

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.
- Please refer to pictures in the following pages.

No.	Item	Size	Unit Price (JPY)	Quantity	Cost (JPY)
1	Folding Chair	W420 X D420 X H780 X SH430	700		
2	Folding Chair	W450 X D420 X H760 X SH410	700		
3	Folding Chair	W420 X D420 X H780 X SH430	1,320		
4	Stackable Chair_A	W460 X D520 X H880 X SH430	2,640		
5	Stackable Chair_B	W460 X D520 X H880 X SH430	2,640		
6	Stackable Chair_C	W460 X D520 X H880 X SH430	2,640		
7	Stackable Chair_D	W460 X D520 X H880 X SH430	2,640		
8	Black Leather Arm Chair	W550 X D560 X H790 X SH440	13,200		
9	Secretary Chair (with arm)	W560 X D540 X H820~920 X SH420~520	6,600		
10	Secretary Chair (w/o arm)	W460 X D540 X H820~920 X SH420~520	4,400		
11	Secretary Chair (w/o arm)	W430 X D470 X H740~820 X SH390~470	4,400		
12	Executive Chair	W610 X H700 X H950~1060 X SH430~540	17,600		
13	L-shaped Chair	W600 X D600 X H600 X SH390	5,280		
14	Lounge Sofa	W930 X D850 X H790 X SH390	35,200		
15	Bar Stool_1	W390 X D450 X H760 ~ 870 X SH565 ~ 675	4,400		
16	Bar Stool_2_A	W495 X D460 X H1005 X SH810	8,800		
17	Bar Stool_2_B	W495 X D460 X H1005 X SH810	8,800		
18	Bar Stool_3	W420 X D400 X H770~990 X SH520~740	7,040		
19	Bar Stool_4_A	A:W400 X D450 X H580 X SH430	3,520		
20	Bar Stool_4_B	B:W400 X D450 X H650 X SH500	3,520		
21	Bar Stool_4_C	C:W400 X D450 X H750 X SH600	3,520		
22	Bar Stool_4_D	E:W400 X D450 X H850 X SH700	3,520		
23	Bar Stool_5	W440 X D370 X H610~840 X SH500~730	11,000		
24	Glass Top Coffee Table	W750 X D750 X H450	8,800		
25	White Coffee Table	W750 X D750 X H450	8,800		

*Prices quoted are for the whole duration of the exhibition, 16 – 19 December 2009.

*Prices are subjected to 5% consumption tax

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

10 Furniture & Equipment



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Yoshikazu Yamada

Nomura Co., Ltd

2-3-4 Daiba, Minato-ku

Tokyo 135-8622, Japan

exhibitor-desk@nomurakougei.co.jp

Tel: +81.3.5962.4783

Fax: +81.3.3570.2383

10.1 Additional Furniture and Equipment (II)

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.

- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

- Please refer to pictures in the following pages.

No.	Item	Size	Unit Price (JPY)	Quantity	Cost (JPY)
26	Round Coffee Table	φ600 X H600	4,400		
27	White Oval Coffee Table	W1100 X D600 X H600	6,600		
28	White Bistro Table	φ600 X H1050	7,480		
29	Wooden Top Bistro Table	φ600 X H1000	8,800		
30	Information Counter (with shelf)	W900 X D450 X H940	7,480		
31	Washing Basin	W600×D550×H800	10,400		
32	Lockable Cabinet	W600 X D450 X H650	6,600		
33	Two-tier Information Counter	W990 X D700 X H1000	11,000		
34	Semi-round Reception Counter	W1980 X D495 X H1000	22,000		
35	Quarter-round Reception Counter	W1400 X D495 X H1000	16,500		
36	High Showcase	outer size: W600 X D600 X H1900 inner size: W560 X D540 X H750	37,400		
37	Low Showcase_1	outer size: W1500 X D600 X H920 inner size: W1450 X D530 X H290	26,400		
38	Low Showcase_2	outer size: W1200 X D600 X H920 inner size: W1140 X D510 X H600	17,600		
39	Conference Table_1.8mL	W1800 X D900 X H700	4,400		
40	Conference Table_1.2mL	W1200 X D600 X H730	2,640		
41	Square Table	W750 X D750 X H685	6,600		
42	Square Table (with prong leg)	W600 X D600 X H600	2,200		
43	Round Table (with prong leg)	φ750 X H700	6,600		
44	Low Display Cube_A	W467 X D467 X H467	5,720		
45	Low Display Cube_B	W467 X D467 X H467	5,720		
46	Low Display Cube_C	W467 X D467 X H467	5,720		
47	Medium Display Cube_A	W615 X D615 X H615	7,920		

*Prices quoted are for the whole duration of the exhibition, 16 – 19 December 2009.

*Prices are subjected to 5% consumption tax

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

10 Furniture & Equipment



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Yoshikazu Yamada
Nomura Co., Ltd

2-3-4 Daiba, Minato-ku
 Tokyo 135-8622, Japan

exhibitor-desk@nomurakougei.co.jp

Tel: +81.3.5962.4783

Fax: +81.3.3570.2383

10.1 Additional Furniture and Equipment (II)

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.
- Please refer to pictures in the following pages.

No.	Item	Size	Unit Price (JPY)	Quantity	Cost (JPY)
48	Medium Display Cube_B	W615 X D615 X H615	7,920		
49	Medium Display Cube_C	W615 X D615 X H615	7,920		
50	High Display Cube_A	W911 X D911 X H911	15,400		
51	High Display Cube_B	W911 X D911 X H911	15,400		
52	High Display Cube_C	W911 X D911 X H911	15,400		
53	Sloped Shelf	w990 x D300	3,300		
54	Flat Shelf	w990 x D300	3,300		
55	System Catalogue Rack	W700 X D340 X T100	2,200		
56	Standing Brochure Rack	W250 X D390 X H1295	5,280		
57	Free Standing Coat Hanger	φ400 X H1810	4,400		
58	Clothes Hanger	W950 X D450 X H950~1700	2,640		
59	Hanger		130		
60	Fridge_Small (need 70w power)	W475 X D520 X H840	13,200		
61	Fridge_Medium (need 100w power)	W475 X D560 X H1200	17,600		
62	Fridge_Large (need 150w power)	W545 X D630 X H1445	22,000		
63	Coffee Maker – 1.8L (need 1.5kw power)	W190 X D300 X H440	15,400		
64	Counter Table_1	W1800 X D500 X H1050	17,600		
65	Counter Table_2	W1800 X D515 X H1000	26,400		
66	Reception Counter_1	W1800 X D620 X H1000	55,000		
67	Reception Counter_2	W1800 X D600 X H940	55,000		

*Prices quoted are for the whole duration of the exhibition, 16 – 19 December 2009.

*Prices are subjected to 5% consumption tax

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:



No_1
folding chair (blue)

W420 X D420 X H780 X SH430



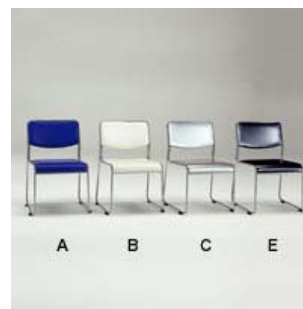
No_2
folding chair (brown)

W450 X D420 X H760 X SH410



No_3
folding chair (white)

W420 X D420 X H780 X SH430



No_4-7
stackable chair

W460 X D520 X H880 X SH430



No_8
black leather arm chair

W550 X D560 X H790 X SH440



No_9
secretary chair with arm

W560 X D540 X H820~920
X SH420~520



No_10
secretary chair without arm

W460 X D540 X H820~920
X SH420~520



No_11
secretary chair without arm

W430 X D470 X H740~820
X SH390~470



No_12
executive chair

W610 X H700 X H950~1060
X SH430~540



No_13
L-shaped chair

W600 X D600 X H600 X SH390



No_14
lounge sofa

W930 X D850 X H790 X SH390



No_15
bar stool_1

W390 X D450 X H760 ~ 870
X SH565 ~ 675



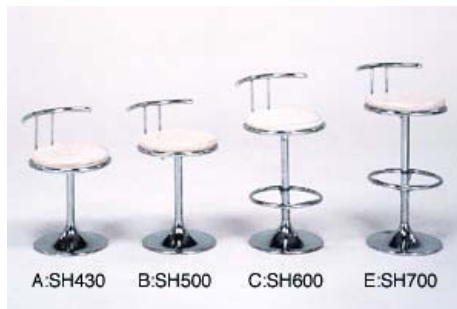
No_16-17
bar stool_2

W495 X D460 X H1005 X SH810



No_18
bar stool_3

W420 X D400 X H770~990
X SH520~740



No_19-22
bar stool_4

A:W400 X D450 X H580 X SH430
B:W400 X D450 X H650 X SH500
C:W400 X D450 X H750 X SH600
E:W400 X D450 X H850 X SH700



No_23
bar stool_5

W440 X D370 X H610~840
X SH500~730



No_24
glass top coffee table

W750 X D750 X H450



No_25
white coffee table

W750 X D750 X H450



No_26
round coffee table

φ 600 X H600



No_27
white oval coffee table

W1100 X D600 X H600



No_28
white bistro table

φ 600 X H1050



No_29
wooden top bistro table

φ 600 X H1000



No_30
information counter with shelf

W900 X D450 X H940



No_31
washing basin

W600 X D550 X H800



No_32
lockable cabinet

W600 X D450 X H650



No_33
two-tier information counter

W990 X D700 X H1000



No_34
semi-round reception counter

W1980 X D495 X H1000



No_35
quarter round reception counter

W1400 X D495 X H1000



No_36
high showcase
outer size : W600 X D600
X H1900
inner size : W560 X D540
X H750



No_37
low showcase_1
outer size : W1500 X D600
X H920
inner size : W1450 X D530
X H290



No_38
low showcase_2
outer size : W1200 X D600
X H920
inner size : W1140 X D510
X H600



No_39
conference table_1.8mL
W1800 X D900 X H700



No_40
conference table_1.2mL
W1200 X D600 X H730



No_41
square table
W750 X D750 X H685



No_42
square table with prong leg
W600 X D600 X H600



No_43
round table with prong leg
φ 750 X H700



No_44-46
low display cube
(white/black/silver)
W467 X D467 X H467



No_47-49
medium display cube
(white/black/silver)
W615 X D615 X H615



No_50-52
high display cube
(white/black/silver)
W911 X D911 X H911



No_53-54
sloped shelf / flat shelf
w990 X D300



No_55
system catalogue rack
W700 X D340 X T100



No_56
standing brochure rack
W250 X D390 X H1295



No_57
free standing coat hanger
φ 400 X H1810



No_58
clothes hanger
W950 X D450 X H950~1700



No_59
hanger

small

medium

large



No_60-62
Fridge (small/medium/large)
Small: W475 X D520 X H840
Medium: W475 X D560 X H1200
Large: W545 X D630 X H1445



No_63
coffee maker
W190 X D300 X H440



No_64
counter table_1
W1800 X D500 X H1050



No_65
counter table_2
W1800 X D515 X H1000



No_66
reception counter_1
W1800 X D620 X H1000



No_67
reception counter_2
W1800 X D600 X H940

11 Audio Visual Equipments



To be returned by: **02 November 2009**

Please complete and return to:

Ms. Yukari Yamagishi
Hibino Corporation
3-5-14 Konan, Minato-ku,
Tokyo 108-0075, Japan
yukari_yamagishi@hibino.co.jp

Tel: +81.3.3472.5611
Fax: +81.3.3472.5710

11 AUDIO VISUAL EQUIPMENTS (I)

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Code	Item	Unit Price (JPY)	Quantity	Cost (JPY)
Computers				
1	Laptop, Intel Core2 2Ghz,2GB RAM 120GB HDD, Win XP, Office2003	33,270		
2	Laptop, Apple Mac Book Pro, Intel Core2Duo 2.5GHz, 4GB RAM, OS X, Office2004	48,070		
Printer				
1	Epson Laserjet, B&W, A4/30ppm, A3~A5	22,000		
2	Additional Toner	33,000		
3	Epson Inkjet, Color, A3~A6	11,000		
4	Additional Toner	9,460		
LCD Projector				
1	NEC VT595J, 2000Ansi	84,150		
2	Sanyo LP-XT20, 3800Ansi	148,500		
3	Sanyo LP-XF60, 6500Ansi	313,500		
DLP Projector				
1	NEC LT260JK, 2400Ansi	89,100		
2	Panasonic TH-D5500, 5000Ansi	313,500		
3	Panasonic TH-D7700-K, 7000Ansi	470,250		
Screen				
1	Stumpfl 120" F/R	37,120		
2	Stumpfl 150" F/R	44,550		
3	Stumpfl 180" F/R	71,770		
4	Floor type Mobile, 80"F	8,880		
5	Floor type Mobile, 100"F	10,970		
6	Tripod, 70" F	5,940		
7	Tripod, 90" F	5,940		

*Prices quoted are for the whole duration of the exhibition, 17-19 December 2009.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

11 Audio Visual Equipments



To be returned by: **02 November 2009**

Please complete and return to:

Ms. Yukari Yamagishi
Hibino Corporation
3-5-14 Konan, Minato-ku,
Tokyo 108-0075, Japan
yukari_yamagishi@hibino.co.jp

Tel: +81.3.3472.5611
Fax: +81.3.3472.5710

11 AUDIO VISUAL EQUIPMENTS (I)

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Code	Item	Unit Price (JPY)	Quantity	Cost (JPY)
Display Monitor				
1	61" Plasma (Video and Computer)	156,750		
2	50" Plasma (Video and Computer)	120,170		
3	43" Plasma (Video and Computer)	104,500		
4	45" LCD (Video and Computer)	120,170		
5	32" LCD (Video and Computer)	52,250		
6	20" LCD (Video)	24,030		
7	15" LCD (Video)	12,010		
8	20" TFT (Computer)	31,350		
9	18" TFT (Computer)	26,120		
10	17" TFT (Computer)	20,900		
11	15" TFT (Computer)	15,670		
12	10" TFT (Computer)	14,100		
DVD Player				
1	Pioneer DVD-V730(NTSC, PAL compatible)	15,670		
2	Sony DVP-F31(LM)(NTSC only)	10,450		
Special Requests				

*Prices quoted are for the whole duration of the exhibition, 17-19 December 2009.

Please feel free to contact us for items which are not listed.

Ordering Information

- All prices are subjected to 5% local consumption tax.
- All prices quoted exclude crews services/labor, delivery and collection unless specified.
- All prices shown in Japanese Yen and we reserve the right to alter and amend details and prices.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

12 Electricity & Lighting



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Yoshikazu Yamada

Nomura Co., Ltd

2-3-4 Daiba, Minato-ku

Tokyo 135-8622, Japan

exhibitor-desk@nomurakougei.co.jp

Tel: +81.3.5962.4783

Fax: +81.3.3570.2383

12.1 ELECTRICAL SERVICE

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.
- Please refer to pictures in the following pages.

No.	Item	Unit Price (per 1kW) (JPY)	Quantity	Cost (JPY)
1	100v / single phase / 50Hz*	9,900		
2	200v / single phase / 50Hz*	9,900		
3	200v / three phase / 50Hz*	9,900		
4	Outlet (two plug-ins) for 100 v**	3,080		
5	Outlet (two plug-ins) for 200 v /s-phase**	3,080		
	Outlet (two plug-ins) for 200 v / t-phase**	3,080		

* including installation & consumption fee

** including installation fee

12.2 FOR LIGHTING USE ONLY

- Orders received after Monday 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.
- Please refer to pictures in the following pages.

No.	Item	Unit Price (JPY)	Quantity	Cost (JPY)
1	40w fluorescent tube*	4,950		
	100w spotlight*	5,500		
	100w long-arm spotlight*	6,050		
	300w halogen floodlight*	9,900		

* including installation & electric consumption fee

NOTE:

- Prices are subjected to 5% consumption tax

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:



No_1
40w fluorescent tube



No_2
100w spotlight



No_3
100w long-arm spotlight



No_4
300w halogen floodlight



Power Outlet (sample)

13 Water & Compressed Air



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Yoshikazu Yamada

Nomura Co., Ltd

2-3-4 Daiba, Minato-ku

Tokyo 135-8622, Japan

exhibitor-desk@nomurakougei.co.jp

Tel: +81.3.5962.4783

Fax: +81.3.3570.2383

13.1 WATER CONNECTION

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.

- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Rates for Installations

Inlet Diameter	Unit Price (JPY)
13 mmφ	90,200
20 mmφ	95,700
25 mmφ	99,000
Water Supply is JPY 880 per cubic meter	

Notes:

1. All inlet installation includes outlet diameter size 40mm or 50mm
2. Main valve is set closest to side of the booth from supply source
3. You may contact Nomura to indicate the specific installation location within your booth.
4. Hot water, cleaning fluid, waste water and dirty water with strong odor are not to be drained.

Order Form

Inlet Diameter Size (mmφ)	Outlet Diameter Size (mmφ)	Water Quantity (Cubic Meter per Day)
13	40 / 50	
20	40 / 50	
25	40 / 50	

Remarks:

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

13 Water & Compressed Air



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Yoshikazu Yamada

Nomura Co., Ltd

2-3-4 Daiba, Minato-ku

Tokyo 135-8622, Japan

exhibitor-desk@nomurakougei.co.jp

Tel: +81.3.5962.4783

Fax: +81.3.3570.2383

13.2 COMPRESSED AIR

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.

- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Rates for Installation: JPY 95,700 (Under 300 liters/minute).

**Additional 120JPY per 1liter will be charged for the amount in excess of 300 liters / pressure: 0.65Mpa*

Quantity	() liters per minute
Diameter	() mm

Note:

- Main valve is set to the closest side of the booth from supply source.
- Please contact Nomura Co.,Ltd to provide main valve to specific position in your booth (this installation will be charged separately)
- Prices are subjected to 5% consumption tax

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

14 Heavy & Large Exhibits



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Carsten Obliers
Koelnmesse Pte Ltd
 152 Beach Road. #25-05 Gateway East
 Singapore 189721
c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729
Fax: +65.6500.2771

14 CONTACT

- Heavy Exhibits** : Any single exhibit exceeding 2000 kg
Large Exhibits : Any single exhibit exceeding 2.50m (L) x 2.20m (W) x 2.20m (Ht)
Tall Exhibits : Any single exhibit exceeding 2.1m (height) on display
 (Relative location must be submitted for approval)

- Exhibitors or their agents are responsible for the early installation of heavy or large exhibits. When stand structures are erected, it may not be possible to move-in/install these exhibits that arrive late. A detailed layout plan should be sent to the Official Freight Forwarder together with the shipping document.
- Exhibitors with heavy exhibits are to refer to the floor loading capacity (see Technical Information - page 13), and to provide steel plates for loading spreading if necessary.

Please tick where applicable.

We will not be appointing Schenker-Seino Co., Ltd, our appointed Freight Forwarder is :-

Company	:			
Address	:			
Tel		Fax	:	
Email	:			

14.1 HEAVY AND LARGE EXHIBITS

We have the following heavy and/or large exhibit (s):

Item Description	Dimensions (cm) (L x W x H)	Weight (kg)	Date of Arrival in Singapore

*Please make copies if necessary

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____

14 Heavy & Large Exhibits



To be returned by: **02 November 2009**

Please complete and return to:
Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road. #25-05 Gateway East
Singapore 189721
c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729
Fax: +65.6500.2771

14.1 HEAVY AND LARGE EXHIBITS ... cont'd

Please indicate (to scale) the position of each item inside your stand.

**Backwall / Open
(delete accordingly)*

**Sidewall /
Open
(delete
accordingly)*

**Sidewall /
Open
(delete
accordingly)*

Open Front

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

15 Telecommunications



SIGGRAPHASIA2009

To be returned by: **16 October 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

15 TELECOMMUNICATION ORDER FORM

- Orders received after Friday, 16 October 2009 will be subject to availability and a surcharge of 30%

- Orders received on or after Tuesday, 17 November and on-site orders will be subject to availability and a surcharge of 50%

No.	Item	Unit Price (JPY)	Quantity	Cost (JPY)
1	Temporary Telephone Line Work (for Local + International Call) Telephone is included	11,000		
2	INS64 Line (ISDN)	46,500		
3	Terminal Adapter (for ISDN)	8,000		
4	Fax Machine	46,500		
5	Wireless LAN	140,000		

Notes:

- All prices are inclusive of 5% consumption tax.
- Call charges will be charged at JPY20/3mins (Price is for reference and subject to change)
- All orders together with a floor plan indicating the exact line location **must be** submitted with this order. Relocation charge will be incurred for changes onsite
- Cancellation of order is subjected to 50% surcharge

Remarks:

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

16 Staff & Security



To be returned by: **16 October 2009**

Please complete and return to:

Mr. Carsten Obliers
Koelnmesse Pte Ltd
 152 Beach Road, #25-05 Gateway East
 Singapore 189721
c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729
Fax: +65.6296.2771

16.1 EXHIBITION STAFF

- Orders received after Friday, 16 October 2009 will be subject to availability and a surcharge of 30%
- Orders received on or after Tuesday, 17 November and on-site orders will be subject to availability and a surcharge of 50%

We will require the following staff for our stand:

Staff	Date (please tick ✓)			Number Required	Per Day (JPY)	Costs (JPY)
	17 Dec	18 Dec	19 Dec			
Receptionist (English/Japanese spoken)					24,500	
General Interpreter						
Japanese - English					36,500	
Japanese - Chinese					39,500	
Japanese - French / German / Italian / Spanish / Korean					49,500	
Total Cost (JPY)						

Receptionist : Welcome attendees, provide them with brief explanation of the products in English and/or Japanese. Capable of translating casual conversation between attendees and exhibitors.

Intepreter : The same role as the receptionist. More competent in linguistic ability.

Notes:

- The above prices are inclusive of meals, transportation expenses and 5% consumption tax
- JPY5,000 will be added on for all payment for bank charges (if paid via bank transfer), alternatively, payment can be made on site at checking in
- The working hours are:-
 - 17 December, Thursday* : 0915 – 1830 hours
 - 18 December, Friday : 0920 – 1830 hours
 - 19 December, Saturday : 0920 – 1230 hours
- In case of cancellation, a written notification is required
 - 4 – 7 business days before : 30% of total fee
 - 2 – 3 business days before : 50% of total fee
 - Day before or on actual day : 100% of total fee

Remarks:

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____

16 Staff & Security



To be returned by: **16 October 2009**

Please complete and return to:

Mr. Carsten Obliers
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729
Fax: +65.6296.2771

16.2 SECURITY GUARDS

- Orders received after Friday, 16 October 2009 will be subject to availability and a surcharge of 30%
- Orders received on or after Tuesday, 17 November 2009 and on-site orders will be subject to availability and a surcharge of 50%

We need the following staff for our stand:

Date	Time Start	Time End	Number of Hours
16 December			
17 December			
18 December			
19 December			
Total Operation Hours <i>(Must be 5 hours and above)</i>			
Total Operation Fee (JPY)			

Operation Hour: 08:00 – 19:00 hrs, Price: JPY 5,000/hour

Note:

- Guards are on duty between 0800 – 1900 hours each day.
- Minimum of 2 guards are required.
- Guards are must be allowed to have a break every 2 hours.
- Prices are subjected to 5% consumption tax.
- Cancellation charge of 50% is applicable after 17 November 2009.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

17 Stand Cleaning



To be returned by: **02 November 2009**

Please complete and return to:

Mr. Carsten Obliers

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

c.obliers@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

17 STAND CLEANING

- Orders received after Monday, 02 November 2009 will be subjected to availability and a surcharge of 30%.
- Orders received on and after Thursday, 03 December 2009 and on-site will be subjected to availability and a surcharge of 50%.

Please be informed that:-

- Stand Cleaning is **not included** in the Premium & Shell Scheme Booth.
- All exhibitors are responsible for arranging the cleaning of their stands.

Cleaning Dates	Cleaning fee per sqm
17-18 Dec.	JPY105 (including tax)

Application date	<input type="checkbox"/> 17 Dec. After 6:30 pm	<input type="checkbox"/> 18 Dec. After 6:30 pm
Total fee	JPY105 x <input type="text"/> m ² x <input type="text"/> day = <input type="text"/> JPY	

Note:

- Cleaning includes vacumming of booth carpet and emptying of waste paper basket. Cleaning of exhibits and exhibit platform is not included. *(There will be additional charges for large quantity of waste)
- Waste material after fabrication / removal should be carried away by Exhibitors. If cleaning of waste material is not possible due to special circumstance, please consult the Exhibition Management Office.
- Prices are subjected to 5% consumption tax

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

18 Food and Beverage



To be returned by: **30 November 2009**

Kanagawa Cooking Service Centre

Please fax all orders to: **+81-50-7568-5296**

For more information, please email to: **suda@kanagawa-cooking.co.jp**

18.1 SNACKS ORDER FORM

No.	Description	Unit Price (JPY)	Quantity	Cost (JPY)
Pastries				
1	Croissant	220		
2	Danish Pastry (Cinnamon)	220		
3	Danish Pastry (Chocolate)	220		
4	Danish Pastry (Apricot)	220		
5	Danish Pastry (Custard)	220		
6	Banana Muffin	220		
7	Madeleine	220		
8	Meat Pie	220		
9	Pastry (Mushroom Pizza)	350		
10	Pastry (Corn Pizza)	350		
11	Donut	220		
12	Sandwich Box (L)	400		
13	Sandwich Box (M)	250		
Lunch Box				
1	Western Style (M)	800		
2	Western Style (L)	1,000		
3	Japanese Style (M)	800		
4	Japanese Style (L)	1,000		

Notes:

1. Delivery time is from 10:00 – 11:30 hrs everyday during show day.
2. Prices are subjected to 5% consumption tax.
3. Cash payment on last day of show.
4. All orders must be placed at least a week before the first day of the show.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

18 Food and Beverage



To be returned by: **30 November 2009**

Kanagawa Cooking Service Centre

Please fax all orders to: **+81-50-7568-5296**

For more information, please email to: **suda@kanagawa-cooking.co.jp**

18.2 BEVERAGE ORDER FORM

No.	Description	Unit Price (JPY)	Quantity	Cost (JPY)
Non Alcoholic				
1	Coffee Pot (10 servings) (including 10pcs of paper cups, sugar, creamer)	3,500		
2	Japanese Tea (500ml/bottle)	200		
3	Mineral (Still, 500ml/bottle)	150		
4	Coke (500ml/bottle)	200		
5	Orange Juice (500ml/bottle)	200		
Canned Beer				
1	Kirin (350ml)	400		
2	Asahi (350ml)	400		

18.3 F&B EQUIPMENT

No.	Description	Unit Price (JPY)	Quantity	Cost (JPY)
Non Alcoholic				
1	Paper Cup (per piece)	20		
2	Sugar (per piece)	20		
3	Creamer (per piece)	20		
4	Crushed Ice (1kg Drinkable)	600		
5	Ice (4 kg Undrinkable)	800		

Notes:

1. Delivery time is from 10:00 – 11:30 hrs everyday during show day.
2. Prices are subjected to 5% consumption tax.
3. Cash payment on last day of show.
4. All orders must be placed at least a week before the first day of the show.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

19 Freight Services



Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd

Mr. Takayuki Matsuzaki

2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,

Tokyo 140-0002, Japan

takayuki.matsuzaki@schenker-seino.co.jp

Tel: +81.3.5769.7380

Fax: +81.3.5769.7381

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as the your freight forwarder

19.1 INTRODUCTION

Schenker-Seino Co., Ltd. will receive all cargo from free arrival airport or seaport in Japan, complete customs clearance procedures and deliver cargo to exhibitor's booth at the fair site. Similarly at the end of the fair, Schenker-Seino Co., Ltd. will return cargo to FOB airport or seaport. For exhibitors requiring cargo forwarding services to and from Japan.

Our correspondence address is as follows:

Schenker-Seino Co., Ltd.

Fairs & Exhibitions Dept.

Tennoz Central Tower 16F

2-2-24, Higashi-Shinagawa

Shinagawa-ku, Tokyo 140-0002

Japan

Tel: + 81-(0)3-5769-7380

Fax: + 81-(0)3-5769-7381

e-mail: Takayuki Matsuzaki (Mr.) / takayuki.matsuzaki@schenker-seino.co.jp

Yachiyo Takano (Ms.) / yachiyo.takano@schenker-seino.co.jp

Ryu Ishida (Mr.) / ryu.ishida@schenker-seino.co.jp

Home page: <http://www.schenker-seino.co.jp>

19.2 DEADLINES FOR CARGO ARRIVAL IN JAPAN (I)

All exhibition cargo must arrive no later than the following deadlines.

Airfreight: 07 Dec 2009 at Narita Airport

Sea freight: LCL: 30 Nov 2009 at Yokohama port

FCL: 04 Dec 2009 at Yokohama port

The arrival deadlines must be observed. Exhibits require time to complete various procedures. Please advise if your cargo is not able to meet the above deadlines when you receive confirmation from your forwarder. For exhibits that arrive after the set deadline, Schenker-Seino Co., Ltd. will impose a late arrival surcharge and will not be responsible if clearance is not effected in time for fair opening.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

19 Freight Services



Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd

Mr. Takayuki Matsuzaki

2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,

Tokyo 140-0002, Japan

takayuki.matsuzaki@schenker-seino.co.jp

Tel: +81.3.5769.7380

Fax: +81.3.5769.7381

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as the your freight forwarder

19.2 DEADLINES FOR CARGO ARRIVAL IN JAPAN (II)

IMPORTANT

=====

Items such as Functional Ingredients, Food, Plant, Animal (CITES), Cosmetic, Medical equipment and/or products requiring proper certification or import licenses. The exhibitor planning to exhibit such goods in doubt of the necessity of certifications and/or licenses is kindly requested to consult your local Schenker office or Schenker-Seino Co., Ltd. as soon as possible prior shipping.

The arrival deadlines must be observed. Exhibits require time to complete various procedures. Please advise if your cargo is not able to meet the above deadlines when you receive confirmation from your forwarder. For exhibits that arrive after the set deadline, Schenker-Seino Co., Ltd. will impose a late arrival surcharge and will not be responsible if clearance is not effected in time for fair opening.

19.3 FREIGHT CHARGES

All exhibition cargo arriving either by airfreight or sea freight must be consigned on "Freight Prepaid" basis only.

19.4 CONSIGNEE

The consignee on all bills of lading and air waybill must read as follows:

Schenker-Seino Co., Ltd.

Tennoz Central Tower 16F,

2-2-24, Higashi-Shinagawa

Shinagawa-ku, Tokyo 140-0002

Attn.: Takayuki Matsuzaki/Yachiyo Takano

TEL: 03-5769-7380 / FAX: 03-5769-7381

The notify party on all bills of lading or air waybill must read as follows :

Exhibitor's Name

c/o SIGGRAPH Asia 2009

Hall No. / Booth No.

Pacifico Yokohama

Please always issue house air waybills for airfreight shipments even if only one shipper and declare as *consolidation as per attached manifest* on master air waybill to ensure prompt clearance upon cargo arrival.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

19 Freight Services



Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd

Mr. Takayuki Matsuzaki

2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,

Tokyo 140-0002, Japan

takayuki.matsuzaki@schenker-seino.co.jp

Tel: +81.3.5769.7380

Fax: +81.3.5769.7381

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as the your freight forwarder

19.5 DOCUMENTATION

Please adhere to the following documentary requirements to ensure that your exhibition cargo does not encounter any problems on arrival.

1. Shipments arriving by Sea freight :

- Invoice and packing list in 5 copies.
- Bills of lading in 1 original and 2 non-negotiable copies.
- Catalogue / Brochure for each exhibit in 1 copy.
- ATA-Carnet with power of attorney in original set, if applicable. (sample attached)

The above specified documents must be received *no later than 10 days prior to vessel's arrival.*

2. Shipments arriving by Air freight :

- Invoice and packing list in 5 copies.
- Air waybill copy by fax in 1 original and 2 copies.
- Catalogue / Brochure for each exhibit in 1 copy.
- ATA-Carnet with power of attorney in original set, if applicable. (sample attached)

The original documents as specified above must be attached to the air waybill pouch accompanying the shipment.

3. Minimum requirement for all invoices and packing list (sample attached).

- *Precise description of cargo including model name and serial number, if available and function (in the case of machinery).*
- *Cargo quantities, unit prices, total amounts, gross weight in kilograms and measurements in length x width x height in cm.*
- *All documents must be in English with prices in US Dollars on a CIF Japan value basis.*
- *Separate invoice and packing lists must be used for definitive DUTY/TAX paid entry items (including consumable).*
- *Invoices must reflect fair prices otherwise problems may occur during customs clearance if customs adjudge the declared value to be unreasonably low.*

19.6 ADVANCE NOTICE OF SHIPMENT (I)

In order to provide shipment tracking and prompt collection of cargo from carrier, the following information must be received by Schenker-Seino Co., Ltd.. Shipment pre-advice should be received prior to shipment departing the airport or port of loading.

Sea freight

1. Name of mother vessel.
2. Estimated time of departure from loading port.
3. Estimated time of arrival at Japanese port.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

19 Freight Services



Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd
Mr. Takayuki Matsuzaki
2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,
Tokyo 140-0002, Japan
takayuki.matsuzaki@schenker-seino.co.jp

Tel: +81.3.5769.7380
Fax: +81.3.5769.7381

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19.6 ADVANCE NOTICE OF SHIPMENT (II)

4. Bill of lading number.
5. Total number of packages and dimensions of each package.

Air freight

1. Master air waybill number.
2. House air waybill number.
3. Flight number of carrier landing at Japanese International Airport.
4. Total number of packages and dimensions of each package.

19.7 PACKING

All exhibition cargo that is intended to be re-exported must be packed separately from consumable that will be imported on a definitive duty/tax paid entry.

Shippers are not allowed to use straw as inside packing material. The importation of straw into Japan is strictly prohibited by the Plant Quarantine Law.

Schenker-Seino Co., Ltd. recommends the usage of reusable bolted cases that are sturdy enough to withstand multiple handling during the transit of the shipment.

19.8 MARKING

For quick identification and safe handling of cargo, all cases must show the following minimum information that must appear on at least 2 exterior sides. Please ensure also that your case marking corresponds to your invoice and packing list.

SIGGRAPH Asia 2009
Exhibitor's Name
Hall No. / Booth No.
Pacifico Yokohama
Case No...1 ... of
Country of origin
Gross Weight / Net Weight
Dimensions : Length X Width X Height (cm)

19.9 INSURANCE

It is the responsibility of each exhibitor to provide adequate insurance coverage for all their exhibition cargo in transit to and from the fair including the entire duration of the fair.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

19 Freight Services



Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd

Mr. Takayuki Matsuzaki

2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,

Tokyo 140-0002, Japan

takayuki.matsuzaki@schenker-seino.co.jp

Tel: +81.3.5769.7380

Fax: +81.3.5769.7381

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as the your freight forwarder

19.10 REMOVAL OF CARGO FROM FAIR SITE

Prior to the end of the fair all exhibitors are requested to inform Schenker-Seino Co., Ltd.. in advance of what is to be done with their cargo after the fair. Requests can be made to Schenker-Seino Co., Ltd.. by submitting work order sheets. Exhibitors have the following options.

1. Return to origin or ship to a third country

Reshipping of exhibits after the fair will require some time for paper work processing as well as scheduling of suitable carriers or vessels. Exhibitors are advised to budget for some delay in reshipping when planning for the delivery schedule of the exhibits to other destinations.

2. Consume

Items imported by duty/tax paid entry are treated as domestic Japanese cargo. Please do not reship such items in the same packing containing bonded exhibits. These items must be separately packed and require separate invoices and packing lists.

3. Destroy / Dispose (Duty/Tax paid entry cargo)

Items that exhibitors want to have destroyed or disposed of, need to be taken to officially designated areas where they will be incinerated under the supervision of customs officers. There will be a charge for the transport of such items to the incineration site.

If such service is required, please contact Schenker-Seino Co., Ltd. for assistance

19.11 EMPTY CASE HANDLING

After all exhibits are unpacked at the booth, empty packing cases will be stored within the same fairgrounds and returned to booth for repacking at the end of the fair. Storage of empty cases at other locations requiring movement to and from fair site will be chargeable.

19.12 SERVICES AND FEES (I)

Schenker-Seino Co., Ltd.. offers the following services between airport or port and the fairground.

The charges for these services are as follows.

1. In-bound to Fairground

A. Air freight cargo from Narita Airport to Fairground

- Payment of terminal charges.
- Loading and transport to warehouse.
- Free storage up to 1 week.
- Loading and transport to fairground.
- Delivery to booth.
- Use of lifting equipment and manpower.
- Unpacking and first time spotting of exhibit.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

19 Freight Services



Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd

Mr. Takayuki Matsuzaki

2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,

Tokyo 140-0002, Japan

takayuki.matsuzaki@schenker-seino.co.jp

Tel: +81.3.5769.7380

Fax: +81.3.5769.7381

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as the your freight forwarder

19.12 SERVICES AND FEES (II)

All in rate per individual exhibitor :

- minimum charge per exhibitor at JPY 37,000.-
- up to 100 kgs at JPY 220.- per chargeable kg.
- 101 - 500 kgs at JPY 200.- per chargeable kg.
- over 501 kgs, ask for separate offer

B. Sea freight cargo from Yokohama Port to Fairground

- Loading and transport to warehouse.
- Unloading from container if applicable.
- Re-loading and transport to fairground.
- Delivery to booth.
- Use of lifting equipment and manpower.
- Unpacking and first time spotting of exhibits.

All in rate per individual exhibitor :

- minimum charge per exhibitor at JPY 38,000.-
- Sea freight shipment at JPY 19,000.- per cbm or ton whichever is the higher.
- minimum volume for FCL shipment is : 22 cbm per 20ft dry container.
44 cbm per 40ft dry container.

PORT Charges are not included above mentioned charge.

Please add customs clearance charge to cargo handling charge for basic charges payable.

2. Outbound from Fairground to Airport or Seaport

A. Air freight cargo from Fairground to Narita Airport

- Labor and equipment for repacking.
- Use of lifting equipment and manpower.
- Removal of packed case from booth, load on truck and transport to warehouse.
- Transport of case from warehouse to airport pending flight availability.
- Payment of terminal charges.

All in rate per individual exhibitor:

- minimum charge per exhibitor at JPY 37,000.-
- up to 100 kgs at JPY 220.- per chargeable kg.
- 101 - 500 kgs at JPY 200.- per chargeable kg.
- over 501 kgs, ask for separate offer

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

19 Freight Services



Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd

Mr. Takayuki Matsuzaki

2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,

Tokyo 140-0002, Japan

takayuki.matsuzaki@schenker-seino.co.jp

Tel: +81.3.5769.7380

Fax: +81.3.5769.7381

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as the your freight forwarder

19.12 SERVICES AND FEES (III)

B. Sea freight cargo from Fairground to Yokohama Port

- Labor and equipment for repacking.
- Use of lifting equipment and manpower.
- Removal of packed case from booth, load on truck and transport to warehouse.
- Transport of case from warehouse to port pending vessel availability.
- Payment of port charges.

All in rate per individual exhibitor :

- minimum charge per individual exhibitor at JPY 38,000.-
- Sea freight shipment at JPY 19,000.- per cbm or ton whichever the higher.
- minimum volume for FCL shipment is: 22 cbm per 20ft dry container.
44 cbm per 40ft dry container.

Please add customs clearance charge to cargo handling charge for basic charges payable.

3. Customs clearance charges

Inbound customs clearance fee is as follows :

- Permanent entry with duty/tax paid at JPY 20,000.- per air waybill or bill of lading.
- ATA-Carnet entry at JPY 25,000.-

The fees charged above include customs declaration, customs inspection but excluding import duty and/or consumption tax or other official fee if any.

Outbound customs clearance fee is as follows :

- Definitive import entry reshipe at JPY 20,000.- per air waybill or bill of lading.
- ATA-Carnet entry reshipe at JPY 25,000.-

4. Handling of Empty cases or Packing materials

- pick up, storage & delivery to/from fair stand at JPY 5,000.- per CBM
- minimum charge per exhibitor at JPY 10,000.-

5. General terms and exclusions

A. Normal working hours are herein defined as:

Monday to Saturday from 0900h to 1700h.

For any work done on request beyond such hours overtime will be incurred at the following rate.

- Normal working days after 1700h to 2200h at 150% of normal rate.
- Normal working days after 2200h at 200% of normal rate.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

19 Freight Services



Please address all correspondence concerning exhibition freight forwarding matters to:

Schenker-Seino Co., Ltd

Mr. Takayuki Matsuzaki

2-2-24 Higashi-Shinagawa, Tennoz Central Tower 16F, Shinagawa-ku,

Tokyo 140-0002, Japan

takayuki.matsuzaki@schenker-seino.co.jp

Tel: +81.3.5769.7380

Fax: +81.3.5769.7381

This form is applicable only if you have appointed Schenker-Seino Co., Ltd as the your freight forwarder

19.12 SERVICES AND FEES (IV)

- Sunday / Public holiday from 0900h to 1700h at 200% of normal rate.
- Sunday / Public holiday after 2200h at 300% of normal rate.

B. Additional labor request for on site handling will be charged as follows ;

- Manpower at Yen 4,500 per hour for normal labor with standard tools.
- Manpower at Yen 5,500 per hour for crew chief.

Manpower is chargeable for a minimum of 2 hours each engagement.

C. Additional handling equipment requests for on site handling will be charged as follows:

- 3-ton forklift with driver at Yen 7,000 per hour.
- 2-ton hydraulic pallet truck at Yen 1,500 per hour.

Equipment hire is subject to a minimum of 2 hours per engagement.

D. Payment of service and/or disbursements.

- For exhibitors using the services of Schenker International companies and its appointed agents for shipping from origin - please apply for payment terms locally.
- For exhibitors using the service of SCHENKER-SEINO from free arrival Japanese air or sea ports - please settle all outstanding amounts prior to moving in date of exhibits. Payment(s) can be made by remittance to our ordinary deposits account with the following bank.

BANK: SUMITOMO MITSUI BANKING CORPORATION, KYOBASHI BRANCH

ACCOUNT NO.: 4088497 (Ordinary deposit)

ACCOUNT NAME: SCHENKER-SEINO CO., LTD.

Exhibitors who need other payment arrangements kindly apply directly.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

20 Hotel Reservations



SIGGRAPHASIA2009

To be returned by: **13 November 2009 (By 5PM, Japan Time)**

Please complete and return to:

Ms.Sakamoto Naoko

JTB Western Japan Corp, Event & Convention Sales Dept

JTB bldg.(3F) 2-1-25, Kyutaro-machi, Chuo-ku,

Osaka, 541-0056 Japan

westec_op6@jtb.jp

Tel: +81-6-6260 5076

Fax: +81-6-6263 0717

20.1 General Information

- Rates are nett price inclusive of taxes and breakfast (per room per night).
- Rates are valid for the stay from 13 December 2009 to 21 December 2009.
- Double room is available only on request.
- As there are limited double rooms in hotels in Japan, therefore please make your request known as soon as possible. Alternatively, we will help you request for Twin Room.
- Credit Card details must be provided to secure your room reservation.
- Confirmation will only be sent from **Saturday, 01 August 2009** onwards.
- An ID and Password will be sent to you. You may log in to view your booking status and make payment with your credit card.
- Confirmation letter is required upon check in.
- For flight booking, please contact JTB offices in your country.
- No Tour Leaders will be receiving the guests at the airport. All guests are required to make own arrangements to the hotel for check in.
- Minimum number of person for booking will be 1 person.

Cancellation / No Show Policy

- If you cancel or change your reservation, please send notify the Official Travel Agent - JTB immediately.
- In case of cancellation of reservation, the following cancellation fees will apply.

8 days or more days prior to the first night of stay	No charge
2 - 7 days before the first night of stay	30% of 1 st Night Room Charge
1 day before the first night of stay	40% of 1 st Night Room Charge
The first night of stay if notice given before noon(Japan Time) on check-in day	50% of 1 st Night Room Charge
The first night of stay if no notice given	100% of 1 st Night Room Charge

20 Hotel Reservations



SIGGRAPHASIA2009

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20.2 Rates (I)

Hotel	Room Type	Distance To Venue	Room Size (sqm)	Nett Price (JPY)		Booking Code
				13 Dec –18Dec 20Dec - 21 Dec	19 Dec - Peak Rate	
5* Hotel						
Yokohama Grand Intercontinental Hotel	Single (1 person use)	Next to Venue	-	-	-	HA – 1
	Twin/Double (1 person use)		38	21,000	35,900	HA – 2
	Twin/Double (2 person use)		38	23,100	46,200	HA – 3
Pan Pacific Yokohama Bay Hotel Tokyu	Single (1 person use)	3 mins walk	-	-	-	HB – 1
	Twin/Double (1 person use)		40	23,100	31,200	HB – 2
	Twin/Double (2 person use)		40	25,200	37,000	HB – 3
Yokohama Royal Park Hotel	Single (1 person use)	5 mins walk	-	-	-	HC – 1
	Twin/Double (1 person use)		27	22,000	33,500	HC – 2
	Twin/Double (2 person use)		37	25,300	41,600	HC – 3
4* Hotel						
Breeze Bay Hotel Resort & Spa	Single (1 person use)	15 mins walk	17	13,200	20,900	HD – 1
	Twin/Double (1 person use)		27	14,300	28,600	HD – 2
	Twin/Double (2 person use)		27	19,800	33,000	HD – 3
Yokohama Bay Sheraton Hotels & Towers	Single (1 person use)	10 mins drive	23	16,300	20,200	HE – 1
	Twin/Double (1 person use)		34	20,200	28,600	HE – 2
	Twin/Double (2 person use)		34	21,200	35,900	HE – 3
Hotel New Grand	Single (1 person use)	10 mins drive	-	-	-	HF – 1
	Twin/Double (1 person use)		32	20,900	33,600	HF – 2
	Twin/Double (2 person use)		32	23,500	42,500	HF – 3

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20.2 Rates (II)

Hotel	Room Type	Distance To Venue	Room Size (sqm)	Nett Price (JPY)		Booking Code
				13 Dec – 18Dec 20Dec – 21 Dec	19 Dec - Peak Rate	
3* Hotel						
Navios Yokohama	Single (1 person use)	7 mins walk	19	10,400	11,600	HG – 1
	Double Only (1 person use)		19	12,800	13,900	HG – 2
	Twin/Double (2 person use)		28	23,100	25,500	HG – 3
Sanai Yokohama Hotel	Single (1 person use)	10 mins walk	14	9,600	9,600	HH – 1
	Twin/Double (1 person use)		19	10,800	10,800	HH – 2
	Twin/Double (2 person use)		19	16,900	16,900	HH – 3
Yokohama Sakuragi-cho Washington Hotel	Single (1 person use)	15 mins walk	14	11,600	14,500	HJ – 1
	Twin/Double (1 person use)		-	-	-	HJ – 2
	Twin/Double (2 person use)		20	19,700	26,600	HJ – 3
Hotel JAL City Kannai Yokohama	Single (1 person use)	10 mins drive	17	9,400	11,800	HK – 1
	Twin/Double (1 person use)		-	-	-	HK – 2
	Twin/Double (2 person use)		20	15,200	20,100	HK – 3
Yokohama Isezaki-cho Washington Hotel	Single (1 person use)	15 mins drive	16.5	11,000	12,800	HL – 1
	Twin/Double (1 person use)		-	-	-	HL – 2
	Twin/Double (2 person use)		22.5	17,400	20,100	HL – 3

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20 Hotel Reservations



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20.2 Rates (II)

Hotel	Room Type	Distance To Venue	Room Size (sqm)	Nett Price (JPY)		Booking Code
				13 Dec – 18Dec 20Dec - 21 Dec	19 Dec - Peak Rate	
Budget Hotel						
Yokohama Heiwa Plaza Hotel	Single (1 person use)	20 mins walk	11	8,300	11,300	HM – 1
	Twin/Double (1 person use)		14	10,600	19,200	HM – 2
	Twin/Double (2 person use)		14	12,100	20,100	HM – 3
Hotel Grand Sun Yokohama	Single (1 person use)	15 mins drive	17	7,000	7,000	HN – 1
	Twin/Double (1 person use)		17	7,000	7,000	HN – 2
	Twin/Double (2 person use)		17	10,400	10,400	HN – 3
Hotel Chatelet Inn Yokohama	Single (1 person use)	15 mins drive	10.5	8,700	8,700	HO – 1
	Twin/Double (1 person use)		13.5	9,900	9,900	HO – 2
	Twin/Double (2 person use)		13.5	15,100	15,100	HO – 3
Hotel Route Inn Yokohama Bashamichi	Single (1 person use)	20 mins walk	13	7,000	7,000	HP – 1

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20 Hotel Reservations



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20.3 Booking Form

CREDIT CARD DETAILS			
<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> JCB <input type="checkbox"/> Diners			
Card Number :		Expiry Date :	(dd-mm-yy)
Card holder Name :			
Amount :			
Signature			

COMPLETE DETAILS IN FULL					
Guest Name 1	:		Passport No	:	
Guest Name 2	:		Passport No	:	
Organization :					
Address :					
Tel :	Fax :		Email :		
Hotel :	Booking Code	No. of Rooms	Check in Date	Check out Date	Smoking (S) Non Smoking (NS)
1st Choice					(S) / (NS)
2 nd Choice					(S) / (NS)
3rd Choice					(S) / (NS)
Kindly fill in the following flight details for hotel reference. For flight booking, please contact JTB offices in your country.					
ARRIVAL					
Date :	Flight Number :		Time :		
DEPARTURE					
Date :	Flight Number :		Time :		