

IFIS2024 EXHIBITION GUIDE



IFIS2024

The 22nd
International Flight Inspection Symposium

08 TO 12 JULY 2024

NAGOYA, JAPAN

Port Messe Nagoya Convention Hall



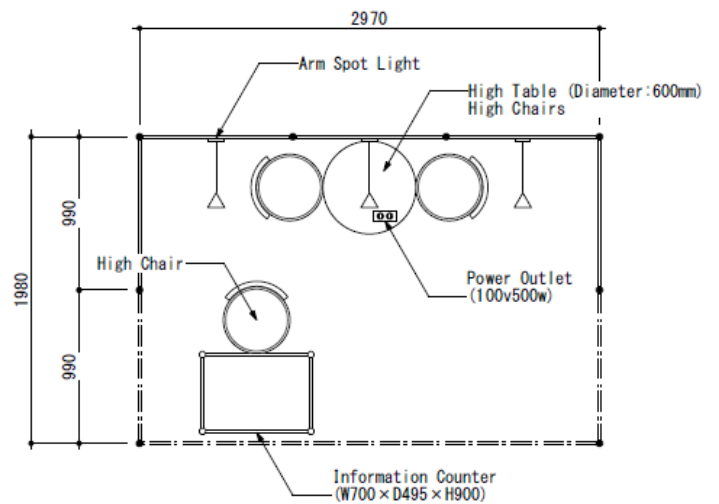
Outline

- Date:** July 8 (Mon.) – 12 (Fri.), 2024
- Venue:** Port Messe Nagoya Convention Hall 3rd and 4th floors
- Host:** IFIS2024 Executive Committee
- Visitors:** Approximately 300 attendees, representing navigation service providers, aviation authorities, privately owned aviation-related companies, and airport companies from around the world.
- Website:** <https://ifis2024.jp/index.html>

Application Guide

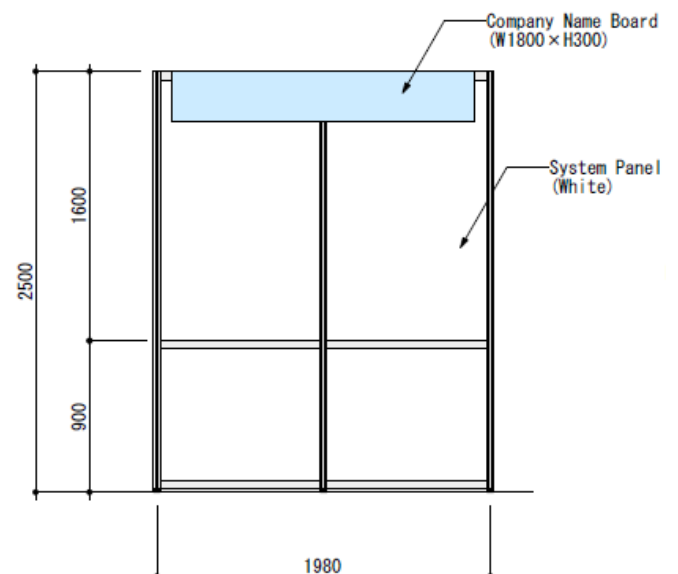
- Badges:** **3 exhibitor badges (1 for full participation, 2 for the exhibition area only) per booth** will be issued. Names of entitled persons should be notified to the secretariat for issuance of badges.
- Booth Location:** Please give us your booth location requests on the application form. The organizer will create the booth layout and allocate booth locations, considering both the quantity and configurations of booths.
- Optional Application:** The floor layout and booth display customization application will be sent to exhibitors in April 2024.
- Deadline:** Application for booth exhibitions will close **on April 30 (Tue.)**
- Payment:** The secretariat will issue an invoice based on the application submitted. Payment for the exhibit fee must be completed by bank transfer **by May 31 (Fri.)** Early payment will be considered in deciding booth allocations.
- Security:** The venue will be secured and locked during closing hours. Security will not be provided to individual booths.

Booth Type A [W3m × D2m] JPY330,000 tax inc.



- ITEMS**
- System panel: white H2500mm
 - Company name board: W2400 × H300mm
 - Information counter: W700 × D495 × H900mm
 - Three high chairs
 - High table (diameter:600mm)
 - Three arm spot lights
 - Power outlets (100v500w)

Booth Type B [W2m × D1m] JPY165,000 tax inc.



- ITEMS**
- System panel: white H2500mm
 - Company name board: W1800 × H300mm
 - Display counter: W1980 × D700 × H900mm

Exhibition Rules

1. Enforcement of Rules

Exhibitors must abide by the rules and provisions set forth in the Exhibition Rules. If the Organizer determines that an Exhibitor has violated any of these rules, the Organizer has the right to, at any time, refuse the application for exhibition or revoke the right for participation, as well as to order the removal of, or changes to, booths, exhibits or decorations. The Organizer's decision and the reasons for such decision will not be disclosed. Moreover, the Organizer will not compensate the Exhibitor or related parties for any damages resulting from advance payment or any other damages caused by the revocation of an exhibition, or the removal of, or changes to, booths, exhibits or decorations.

2. Eligibility requirements for Exhibitors

- 2-1. Exhibitors shall be limited to corporations and organizations providing products and/or services that meet the purpose of the exhibition prescribed by the Organizer. The Organizer shall, based upon its own standards and at its sole discretion, have the right to decide whether an applicant and its products and services are appropriate for the exhibition.
- 2-2. Without explicit permission from the Organizer, on-site sales of products (spot sales) and fee-based services are prohibited at the exhibition site.

3. Application for Exhibition and Payment of Exhibitor Fee

- 3-1. Exhibitors shall submit the original application form by email. If the application form is deficient or inadequate, the Organizer may turn down the application of any corporation or organization. Exhibitors should make copies of their application form and other documents to be submitted for their own records as the Organizer will not return the submitted documents in such cases.
- 3-2. The formal application date for the exhibition shall be the date on which the Organizer receives the application form and confirms the remittance of the exhibition fee.
- 3-3. The Organizer will request that the exhibition fee be paid by the date indicated in the invoice. If the exhibition fee is not remitted by the date designated by the Organizer, the Organizer has the right, in its sole discretion, to revoke an Exhibitor's application.

4. Cancellation

- 4-1. After the submission of the application form, the Exhibitor is not permitted to withdraw or cancel all or part of an exhibit except when such cancellation is due to unavoidable circumstances; provided, however, that the Organizer accepts such cancellation, in its sole discretion. On the part of the Exhibitor, the Exhibitor shall notify the Organizer of such action in writing and pay the prescribed cancellation fee.
- 4-2. Cancellation Fee
 - On or before April 30, 2024: 30% of exhibition fee
 - On and after May 1, 2024: 100% of exhibition fee
- 4-3. If the Organizer determines that an Exhibitor has violated the Exhibition Rules or other rules after the application for participation has been formally accepted, the Organizer shall have the right, in its sole discretion, to revoke the Exhibitor's eligibility for participation.
- 4-4. If the Organizer determines that an Exhibitor has no intention of exhibition or when the Organizer is not able to reach the Exhibitor after the confirmation of payment, the Organizer shall have the right, in its sole discretion, to revoke the Exhibitor's eligibility for participation.

5. Allocation of Exhibition Space

- 5-1. Exhibit space allocation will be determined according to booth location/ format arranged by the Organizer, in the Organizer's sole discretion. The Exhibitor does not have the right to select their location and shall accept all determinations without objection.
- 5-2. The Exhibitor is strictly forbidden from exchanging with, or assigning/ leasing out to, other companies or organizations all or part of their exhibition space that has been determined by the Organizer.
- 5-3. In the event of cancellation of participation or other such circumstances, the Organizer shall have the right, in its sole discretion, to alter the location of booths and the overall layout.

6. Submission of Documents

After the Organizer's receipt of the Exhibitor's application, the Exhibitor shall submit all documents requested by the Organizer by the prescribed date. In the event of any delays by the Exhibitor, the Organizer will determine, in its sole discretion, whether or not the applicant is eligible for participation.

7. Rules on Exhibition

- 7-1. The Exhibitor must be corporations or organizations as described in the application form and the content of the exhibit shall be as described in the application form.
- 7-2. If any changes occur in the corporation or organization itself, or in the content of the exhibit stated in the application form/products and services, the Exhibitor must immediately notify the Organizer of such changes.
- 7-3. The manner in which decorations and exhibits are to be moved in and out of the exhibition site as well as the exhibition format shall be prescribed in the Exhibitor Manual provided by the Organizer, which the Exhibitor shall comply with.
- 7-4. The Exhibitor is not permitted to engage in any exhibition, advertising, or marketing activity in locations such as aisles, etc. Such activity is to take place only in the Exhibitor is assigned exhibition booth.
- 7-5. The Exhibitor shall refrain from causing harm to, or disturbing others and shall not use displays with strong light, heat, odor or loud sound. If the Organizer determines that any display is causing considerable harm or disturbance to others, the Organizer may, in its sole discretion, suspend or change such display as it sees fit.
- 7-6. Exhibitors are to strictly observe the venue's fire prevention and safety regulations.
- 7-7. If the Organizer determines any acts to be harmful or disturbing to the visitors or Exhibitors (such as forceful sales practices, solicitation, defamation, interfering with other's marketing activities, etc.) during, before or after the exhibition period, the Organizer may decide, in its sole discretion, that an exhibit be suspended or that future application for exhibition be declined, which the Exhibitor shall comply with.
- 7-8. The Organizer shall not be held responsible in any way for business talks, or the content of contracts entered into between Exhibitors and visitors during, before or after the exhibition.
- 7-9. It is prohibited to take photographs in the venue except at Exhibitors own booths. However, Exhibitors are permitted to take photographs of other Exhibitors' booths with their explicit permission.
- 7-10. Please note that photographs and videos (including Exhibitors and exhibited items) taken by the Organizer during the show may be posted on the Symposium Report and official website etc..
- 7-11. In case there was a flaw in the publications regarding IFIS2024, the Organizer shall rectify the flaw on the official website and shall not reissue such publications.
- 7-12. Persons under the age of 18, even they are exhibitors, are not allowed to enter the venue, excluding the persons who are allowed by the Secretariat.
- 7-13. Exhibitor is not permitted to sell and/or provide the samples of alcoholic beverage to anyone underage or any drivers. The Organizer will not be held responsible, even if a drunk driving or underage drinking incident occurs due to the sales and provision of samples of alcoholic beverage by the Exhibitor.

8. Damages

- 8-1. The Organizer shall not be held responsible in any way for any damages to persons or products arising for any reason from use of the exhibition space by the Exhibitor, its employees or related parties.
- 8-2. The Exhibitor shall make immediate compensation for any damages to the structures or equipment in the exhibition hall and nearby area that are the result of carelessness on the part of the Exhibitor's employees, related parties or agents.
- 8-3. The Organizer shall not be liable to compensate the Exhibitor or related parties for any damages that are due to changes in the exhibition period or the suspension of the exhibition, either of which is directly caused by an act of God, infectious disease or force of nature.
- 8-4. The Organizer shall not be liable to compensate the Exhibitor or related parties for any damages that are the result of natural disasters, traffic delays or social unrest.

9. Visas

- 9-1. Overseas exhibitors who need a visa to attend the show must make complete arrangements on their own. If the exhibitor has no reference to ask for the visa issuance, the exhibitor must contact the Secretariat for the visa arrangements (fee charging service).
- 9-2. Exhibitors who cannot exhibit due to being unable to obtain an entry visa into Japan, for whatever reason, shall not have the right to claim, against the Organizer, compensation or a refund for arising damages.

10. Privacy Policy

- 10-1. The IFIS2024 Executive Committee (hereinafter referred to as "the Committee") and its secretariat collects information of the Exhibitor. The information acquired will be handled in compliance with the "Act on the Protection of Personal Information" and all other relevant laws and ordinances, and in accordance with the following policy.
- 10-2. The Committee and its secretariat will use, provide and disclose in the aim of following purposes:

- To contact exhibitors for providing necessary information
- To send materials to exhibitors (cooperating and subcontracting companies will receive the information)
- To make various publications and the website
- To provide information to visitors to the Symposium and media
- To use in statistical database in the format in which personal and private information is not specified
- To comply with the regulation