

Duration: July 24-29, 2016 Venue: PACIFICO YOKOHAMA

Exhibitors' Manual

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SECTION 1 Event Outline Show Information

- > Name : The 31st International Congress of Psychology
- Venue: PACIFICO YOKOHAMA

Exhibition Hall B-C

- 1-1-1 Minato Mirai, Nishi-Ku, Yokohama, 220-0012 Japan
- > Organizer: ICP2016 Organizing Committee
- ICP2016 Office<c/o The Japanese Psychological Association>
- > 5-23-13,Hongo,Bunkyo-ku,Tokyo,113-0033
- E-mail: icp-kyoryoku@psych.ro.jp

Exhibition Timetable

SETUP&MOVE IN	: Sunday, July 24	9:00~15:00
	(The vehicle is limited	d to 9:00~13:00)
OPEN	: Monday, July 25 – Th	ursday, July 28 9:00~18:00
	Friday, July 29	9:00~12:00
	(Note)Exhibitors can enter t	he hall half an hour before the start of exhibition.
DISMANTLING& MOVE OUT	: Friday, July 29	12:00~15:30
	(The vehicle is limite	ed to 13:00~)

SECTION 2 RULES & GUIDELINES FOR EXHIBITTION **Exhibition Hall Facilities**

- Floor Area : 10,000 sqm
- > Ceiling Height: 19 m at highest point
- > Vehicle Entrance: 13 m at lowest point

(Service yard) Wide 7.0 m x High 4.5 m (Visitor's Entrance) Wide 3.8 m x High 4.5 m (Exhibition Hall Entrance) Wide 6.4 m x High 4.5 m

- Floor: Concrete
- Floor Load: 5 t /sqm (3 t /sqm for on pit and 0.2 m boundaries from pit edge).
- Wall: Concrete from floor level to 4.5 m high, and over which are aluminum soundabsorbent panels.
- Lighting : 500 lux during the exhibition
- Heating & Cooling: Radiant floor & forced air circulation

Move-in/out

All exhibitors should follow the guidelines below for move-in/out their exhibits or other booth decoration materials.

 a) The Exhibition Management Coordinator will not receive any packages for exhibitors. All exhibitors should have their staff present in the booth to receive delivered packages. Packages should be addressed to:

Pacifico Yokohama Exhibition Hall B-C

1-1-1 Minato Mirai, Nishi-Ku, Yokohama, 220-0012 Japan

The following information must be written on the package:

- 1. Event: ICP2016
- 2. Name of exhibiting company:
- 3. Booth no.
- 4. Attention to: (name of addressee)
- 5. Cell phone no.
- 6. Date and time of receiving package: Sunday, july 24 AM or PM OO o'clock
 * please specify the deliverly time

b) You can send packages from the exhibition hall at the following places if you have Japanese base that forwarder contact to;

Exhibition Hall 2nd Floor Concourse PACIFICO Logistics Center

• Exhibition Hall 1st Floor Concourse Delivery Counter (on July 29th *Operation hour is limited)

Rules & Guidelines for Exhibitors

Setup & Move-in (July 24 9:00~15:00)

- a) All vehicle drivers are required to display a Vehicle Permit on top of the dashboard on the driver's side for a security guard to inspect.
- b) Double parking or other illegal on-street parking will be strictly punished by the local police. Drivers must follow the instructions given by security guards and management coordination staff.
- c) All vehicles entering the exhibition hall must be less than 4 tons in weight.
- d) Drivers are asked to move their vehicles from the loading dock immediately after unloading.

During the Exhibition (July 25 – Thursday, July 28 9:00~18:00 July 29 9:00~12:00)

- a) All exhibitors are required to go through the Exhibitors Gates when entering in the hall for preparation. The same gates should be used when leaving the hall.
- b) No exhibitor's is allowed to move-in/out of exhibits and other materials using the vehicle during the exhibition period. All exhibitors are required to carry out the catalogs and product samples by hand though the Exhibitors Gates.

Dismantling & Move-out (July 29 12:00~15:30)

- a) All vehicle drivers are required to display a Vehicle Permit on top of the dashboard on the driver's side for a security guard to inspect.
- b) Double parking or other illegal on-street parking will be strictly punished by the local police. Drivers must follow the instructions given by security guards and management coordination staff.
- c) Vehicles are allowed to proceed into the loading dock in the order.
- d) All garbage (incl. exhibits, decoration material and other) must be disposed of by exhibitors and is prohibited to be left in the exhibition hall. In case any garbage is left, an additional charge of disposal is claimed to the exhibitor after the show.
- e) Exhibitors who need waste-disposal service, please submit Form 6 to Murayama Inc.
 The fee of disposal may be changed by cubage and kinds of garbage.

Entrance of Move-in/out



Vehicle Permit

- a) Each vehicle must carry Vehicle Permit to move-in/out.
- b) The exhibitor's name and booth number must be presented in the Vehicle Permit. Vehicles without permits or with permits that do not contain the required information will be denied entrance to the exhibition grounds.

搬	16,YOKOHAMA 入搬出車両証 Permit for Move-in and Move-out
搬入 _{Move-in}	7月24日(Sun) 9:00~13:00
搬出 ^{Move-out}	7月29日(Fri) 13:00~15:30
小間番号 Booth Number	出展社名 Name of the Exhibitor
ドライバー携帯番号 Driver's cellphone Number	

Booth Management and rules

Sound Level

Sound from demonstrations, narrations etc. shall be 70-dB or less when measured at the point 2m distance from the front line of the booth. A loud speaker may not face directly towards the neighbor booth.

Regulation about Photographing and Video Recording

- a) Visitors are not allowed to photograph and video record without the exhibitors' approve. Those who does not wish to be photographed or recorded the exhibits, prepare the signboard saying "No Photos or Videos".
- b) Please cooperate with photographing and interviews from the press representatives.

Restriction of Business related activities in Aisles

Solicitation, invitations, brochure distribution, survey taking, and other business-related activities are not allowed in the aisles.

Accident Prevention

Exhibitors have the responsibility of preventing accidents and fire for their in-booth activities.

Sufficient care should be taken in the use of lasers and the generation of heat, dust, gasses, odors, and vibrations etc., activities which may lead to accidents. Exhibitors are asked to conduct their activities in a way that does not disturb neighbor booth.

Liability for Damage

The organizer takes no responsibility for theft or loss of goods, damage to human bodies or property, or fire in individual booths. Exhibitors are requested to take the utmost care to be prepared for any accident, such as by ensuring appropriate insurance coverage and to take any necessary measures to prevent accidents from occurring.

Removal of Exhibition Items & Booth Personnel

Exhibitors are not allowed to remove exhibit items during the exhibition without permission from organizer. Booths should always be attended by a representative of the exhibitor.

Expenses

Exhibitors are required to submit proper forms for use of utilities and rental equipment, and to pay such fees and bills accordingly.

Modification or cancellation of the exhibition schedule

Organizer may change the show schedule or cancel the show for natural disaster or other force majeure. Organizer does not compensate any damage of exhibiting products caused under such circumstances

Rule Changes

The organizer shall reserve the right to changes the rules and guidelines without prior notice.

Booth Type

TYPE A: 9sqm (High 2.5m)





TYPE B: 4.5 sqm (High 2.5m)



For further information, please contact to Murayama Inc.

Booth Decoration

Wall Panel

Exhibitors are prohibited to pin or nail on the wall panels. In case you display panels on the walls, please use Velcro or other scotch tape. If you need hooks, please ask Murayama Inc. in advance. Depensing on the severity of the breakage, exhibitor will be charged repair cost.

Height Limitation

Height of exhibits and booth decorations must be 2.5 m or less.

Guidelines for Booth Decoration

a) Exhibits and booth decorations should be installed within the booth boundary.

b) Decoration Material :

The following fire preventing measures and equipment are required in the halls in conformity with the laws and regulations. Please pay enough attention when preparing materials.

The Fire Department will conduct strict inspection. The exhibitor will be ordered to remove or modify materials if these are not complied with regulations. Flammability of veneered plywood of inside the booth and around the stockroom, fire-proof identification for carpet, flag, curtain, etc. will be checked elaborately.

1. Plywood for decoration and exhibits	Plywood used as base materials including veneer and printed veneer should be
(Veneer, printed veneer, etc.)	fire-proofed by dip coating method regardless its thickness. Materials with
	spraying method are not allowed. Plywood used for decoration, reception counter,
	shelf, etc. should also be fire-proofed. The exhibitor will be ordered to remove or
	modify inappropriate materials, which are not complied with regulations by the Fire
	Department at the on-site inspection.
2. Fire-proofed plywood as base material	When nailing materials including thick fabrics or draped papers on fire-proofed
	plywood base, the materials should also be fire-proofed. Pasted thin fabrics and
	papers can be considered as a part of fire-proofed plywood.
3. Carpet, curtain, flag, drape, artificial	Flammables including carpets, curtains, flags, stand flags, papers (posters)
flower, fabric, paper, other flammables	drapes, artificial flowers, fabrics etc., should be fire-proofed at proper factories.
	Fire-proof identification label should be attached to each flammable.
4. Urethane, acetate, polyester, acrylic	Materials, which are difficult to be fire-proofed such as urethane, acetate,
nylon, etc.	polyester, acrylic nylon are prohibited. Use of very small amount of polystyrene for
	signs may be allowed if it is kept out of reach of visitors.

- c) No rigging and hanging objects from the venue ceiling are allowed.
- d) Booth fixtures and exhibition items should be secured and attached securely so as not to fall or move dangerously during an earthquake or other such disaster.
- e) In case of causing any damage in the hall or to other exhibitors, the exhibitor is responsible for the damage and must compensate for it irrespective of the reason.
- f) Modifying and dismatling exhibits and booth decoration is not allowed during the exhibition period.
- e) Any booth construction procedure which could damage to the builing facilities such as floor, ceilings, ceiling beams, doors, partitions, windows, window frames, ducts, water drains, nozzles, outlets, electrical wiring, lighting equipment, electrical panels are strictly prohibited. The following procedures are are assumed to damage the facilities.
 - Chiseling, drilling, gas welding
 - · Use of concrete nails or other hardwall fasteners
 - Painting
 - Application of glue
 - Signboards display
 - Or any other materials that may damage or deface the exhibition hall facilities

Restriction for Hazardous Materials, Open Fire Usage

In principle, the use of open fire and/or carrying-in of hazardous substances are prohibited. Exhibitors who need the use of such substances for the demonstration or the display are required to report the Murayama Inc. using the **Form 2**, with a correct drawings showing the exact positioning, in order to obtain the permission from the Fire Dept. Application must be submitted by <u>Monday, June 27, 2016 (Tokyo time).</u> Only the exhibitors with the official permission are allowed to use such substances.

Bringing-in of dangerous materials is only allowed under conditions of installing fire equipments such as fire extinguisher. Any cost involving constructions need to be burden by each exhibitor.

- [Prohibited Actions]
- a) Smoking
- b) Use of open fire

*Fire instruments used fuel with spark and fire, or exposed heat generator/ *Electric heater/ *Cooking stove/ *Electric stove/ *Spirit lamp, etc.

c) Carrying-in hazardous materials

*Inflammable gas (general high - pressure gas such as petroleum liquid gas, acetylene, hydrogen)/ *Dangerous object (Gasoline, kerosene, machine oil, crude petroleum, animal/botanical oil, etc.)/ *Hazardous substance (quasidangerous object, gunpowder, large quantity of matches and/or candles, etc.)/ *Carrying-in the instruments producing bad odor and/or much smoke.

Ceiling Structures

Self-constructed ceilings (including blackout curtains) are prohibited.

Power Supply

Primary electricity construction

- a) A fluorescent lamp,3 sets of spotlights, electrical outlet (1,000 watt), and these electricity fee charge are included to the basic booth facilities.
- b) Exhibitors who wish to add the lightning equipments need increase the electical capacity.

Please apply by using the Form 3 to Murayama Inc.

- Increasing electricity capacity----- 13,500 yen per kilowatt *Tax incl.
- Electricity fee ----- 2,700 yen per kilowatt *Tax incl.
- c) Exhibitors who wish to have the distribution box within their booth, please apply by using the **Form 3** to Murayama Inc.
- d) Electricity supply system

No electric voltages / frequencies are available except for the supplies below.

- Single-phase Two-wire/ 100V/ 50Hz
- Single phase Two-wire /200V / 50Hz
- Three-phase Three-wire / 200V / 50Hz
- e) Power Supply period

Sunday, July 24 - Thursday, July 28	9:00-18:30
Monday, July 29	9:00-12:30

f) Exhibitors are requested to turn off all lights and electrical devices in their booth when leaving the hall.

Secondary Wiring Work (within a booth)

- a) Exhibitors who need additional lightning equipments in their booth, please submit Form
 3 to Murayama Inc. Please refer to the page17 of Manual for the additional lightning equipment.
- b) Switchboard and other controlling devices should be in an iron case and should be place where inspection is easily conducted.

Cation for Electrical work within each booth

- a) Constructors carrying out electric work must carry an Electrical Engineer license based on the law concerning electric works.
- b) Electric works need to follow Electrical Product Controlling Regulation, ministerial ordinance and related regulations setting up for technical criteria of electrical work and Fire Prevention Ordinance of Tokyo prefecture paying careful attention to the followings.
- c) Fluorescent and High-pressure mercury lamp should be with condenser
- d) Exhibitors should use ground-fault circuit breaker for electric interrupter in the booth.
- e) For illumination and equipment wiring, appropriate electric cable such as F cable should be used.
- g) Incandescent lamps, resistors and other heat emitting devices must not contact or heat flammables.

Anchoring Work

Exhibitors who use anchor bolts are required to submit the **Form 4** to Murayama Inc with the ground drawing showing the position of exact settings.

Anchor bolts cannot be cast on the floor where the pit located and on both sides of the pit (200 mm each from the boundary of pit).

Please be noted that a fixed cooperative charge for floor restoration will be payable in accordance with the number of anchor bolts used (2,160 yen per bolt. *Tax included). This fee will be charged to exhibitors by credit card on site during the exhibition period. Please back Unused anchor bolts to the counter.

If unused bolts were not returned, the total number is claimed including unused bolts.

Guideline for anchoring work

- a) Bolts and Drill would be provided by the Pacifico Yokohama. Exhibitor will receive them at front counter in front of exhibition hall.
 - (Note1)Bolts are hammer-in type with embedded length of 50 mm. It is prohibited to drill the hole deeper than 50 mm.

(Note2)It is prohibited to use bolt and drill brought by exhibitors and its contractor.

- b) For cutting off the anchor bolts, please use the electricity outlet on building wall since the power supply would be stopped during the dismantling. The Sander and Cord reel is not supplied by Pacifico Yokohama, so exhibitors or its contractors need to bring it.
- c) Please cut off the anchor bolts by such as sander so as not to leave any projections on the floor surface after the exhibition. Removing bolts, hammering and gas welding are prohibited.

d) All amounts for restoration fee will be charged to exhibitors if they violate the prohibitions.

- Removing bolt: 5,400 yen/ bolt *tax incl.
- Drilling and chipping: 5,400 yen/ bolt *tax incl.
- Anchor bolt are not cut off: 1,620 yen/bolt *tax incl.
- Anchor bolt, which are not supplied by the Pacifico Yokohama is used: 16,200 yen /bolt *tax incl.

Internet Service

Free WiFi service is available in the Exhibition hall.

Exhibitors who need high-speed internet service for the purpose of online demonstration or other, please submit **Form 7** to Murayama Inc.

- a) High-Speed Internet Connection Service : 162,000 yen per line (tax included) (note) Adapter rental and and usage fee in included (note)The service will be available from 12:00 on Sunday, July 24.
- b) Guidline of High-Speed Internet Connection
- The Internet service provided by the hall works best at a baud rate of 200 Mbps and not always gurantee this rate. Communications speed may be reduced according to connection status, and there is a possibility of connection failure.
- NTT Communications Service is the only Internet service provider used by the exhibition.
- The service provided is the NTT Communications FLET'S Family type which uses an optical cable network(OCN). The OCN FLET'S Family type service operates in the same manner as a dial-up connection by using a timing-type IP address allocation that differs from the user's IP address.
- Please connect by yourself from the mainline to your laptop.
- The interface for the booths is a 10 BASE-T or 100 BASE-T type. Please use a PC with an Ethernet port and LAN card to be compatible.
- It is exhibitor's responsibility to secure their data and preventing the invasion of computer viruses through the Internet. It is recommended to install the virus detection software to your laptop.

Optional Booth Accessories

Exhibitors are able to apply rental booth accessories by submitting **Form 5** to Murayama Inc. Each price including the tax.







Basic Color: Gray





Basic Color (Company Name): Black Basic Color (Fascia, Wall Panel & Display Box): White

Basic color will be applied where there is no color specified. Actual colors may be slightly different from samples. For further inquiry, please contact Murayama Inc.

Electric Items

Exhibitors are able to apply additional lightning equipment by submitting **Form 3** to Murayama Inc. Each price including the tax.



Fluorescent Light 40W 4,320 yen



Spotlight 100W 4,320 yen



Spotlight with Arm 100w 5,400 yen



Halogen Light 300w 7,560 yen



CDM Light 75W 8,100 yen



Electrical outlet 5,400 yen

- LED Spotlight 15W: 5,400 yen

- LED Spotlight with arm 15W: 5,400 yen

SECTION 3 APPLICATION FORMS and DEADLINE/PAYMENT Application Forms and Deadline

Application Forms

Form 1	Notification Form for the Booth Exhibitor/ Booth type/ Booth	Compulsory
	Constructor	
Form 2	Notification Form for Use of Hazardous Materials, Open Fire	Applied Exhibitors
Form 3	Request Form for A Primary Electricity Construction and	Applied Exhibitors
	Additional Ligihtning Equipment	
Form 4	Notification Form for Anchor Bolt Usage	Applied Exhibitors
Form 5	Request Form for Optional Booth Accessories	Applied Exhibitors
Form 6	Request Form for waste-disposal	Applied Exhibitors
Form 7	Request Form for the Installation of Internet Services	Applied Exhibitors

Submission Deadline

Monday, June 27 2016 (Tokyo time)

Payment

For those which are not specified about the payment in each section, please make a payment after receiving the quotation and billing invoice by Murayama Inc.

The cancellation or changes will not be accepted once the payment is completed.

SECTION 4 CONTACT INFORMATION Contact Information

Event Organizer ICP2016 Organizing Committee ICP2016 Office<c/o The Japanese Psychological Association> E-mail: icp-kyoryoku@psych.or.jp

Official Booth Constructor MURAYAMA INC. Contact Person: Takashi Itoh (Mr.) / Yuko Mori (Ms.) E-mail: icp2016@murayama.co.jp