

# KYOTO SMART CITY EXPO 2016

Regions and industries creating a sustainable and liveable future.

## KYOTO



## SMART CITY EXPO 2016

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WORLD CONGRESS

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KYOTO

## KYOTO SMART CITY EXPO 2016 Smart City Messe in Keihanna Manual for Exhibitor

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**Dates** Thu., June 2, 2016 10:00~17:30  
Fri., June 3, 2016 10:00~16:30

**Venue** Keihanna Open Innovation Center @Kyoto (KICK)

**Organizar** THE ORGANIZING COMMITTEE OF KYOTO SMART CITY EXPO

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【 Attachment 】 Forms to submit, Vehicle badge

# 1. Expo Overview

<b>1. Name</b>	KYOTO SMART CITY EXPO 2016 — Smart City Messe in Keihanna
<b>2. Date</b>	Thu., June 2, 2016 10:00 - 17:30    Fri., June 3, 2016 10:00 - 16:30
<b>3. Venue</b>	Keihanna Open Innovation Center @Kyoto (KICK)
<b>4. Entry Fee</b>	Free (Preliminary application is required for all lectures and seminars.) * Application can also be accepted on the event day.
<b>5. Organizer</b>	<b>THE ORGANIZING COMMITTEE OF KYOTO SMART CITY EXPO</b> Kyoto Prefecture • Kyoto City • Kyotanabe City • Kizugawa City • Seika Town • Barcelona City Council • Fira Barcelona • Barcelona Global • Embassy of Spain Economic and Commercial Office Tokyo • Embassy of Denmark • Japan Spain Business Cooperation Committee • Kyoto Chamber of Commerce and Industry • Kyoto Industrial Association • Public Foundation of Kansai Research Institute • General incorporated association Kyoto Industrial Eco-energy Promotion Organization • Kyoto Industrial Support Organization 21 • Advanced Scientific Technology & Management Research Institute of KYOTO • Kyoto Convention Bureau • Internet Association Japan • Keihanna Interaction Plaza Incorporated
<b>6. Support</b>	Cabinet Office, Government of Japan • Ministry of Internal Affairs and Communications • Ministry of Foreign Affairs of Japan • Ministry of Economy, Trade and Industry • Ministry of Land, Infrastructure, Transport and Tourism • Ministry of the Environment • The Japan Chamber of Commerce and Industry • Kansai Economic Federation • Kyoto Association of Corporate Executives • Japan External Trade Organization • Urban Renaissance Agency • The Kansai Promotion Committee of International Strategic Zone
<b>7. Cooperation</b>	MONODZUKURI. Nippon. Conference
<b>8. Administrative Office</b>	c/o Shimadzu Advertising & Communications Co., Ltd The person in charge: Nakajima, Namba 1 Nishinokyo Tokudaijicho, Nagagyo-ku, Kyoto, 604-8445 TEL : -81-75-823-1109    FAX : +81-75-823-3659 E-mail : info@expo.smartcity.kyoto
<b>9. Joint events</b>	<ul style="list-style-type: none"><li>• Smart city seminar</li><li>• Next generation smart challenge</li><li>• Special lectures session</li><li>• “Keihanna Research Complex FS” Collaborative Program</li><li>• “Keihanna Green Innovation Forum” Collaborative Program</li><li>• Business seminar</li><li>• Keihanna Lab Trip</li></ul>

Preliminary application

## 2. Exhibition site facilities

### – Transportation



#### [From the Nearest Station]

- Take an express train at Kyoto Station on Kintetsu Kyoto Line and get off at Shin-Hosono Station (30 min.). Take Nara Kotsu Bus of number 36 or 47 and get off at Koenhigashi-dori.
- On Kintetsu Keihanna Line, get off at Gakken Nara-Tomigaoka Station. Take Nara Kotsu Bus of number 47 and get off at Koenhigashi-dori.

#### [By vehicle]

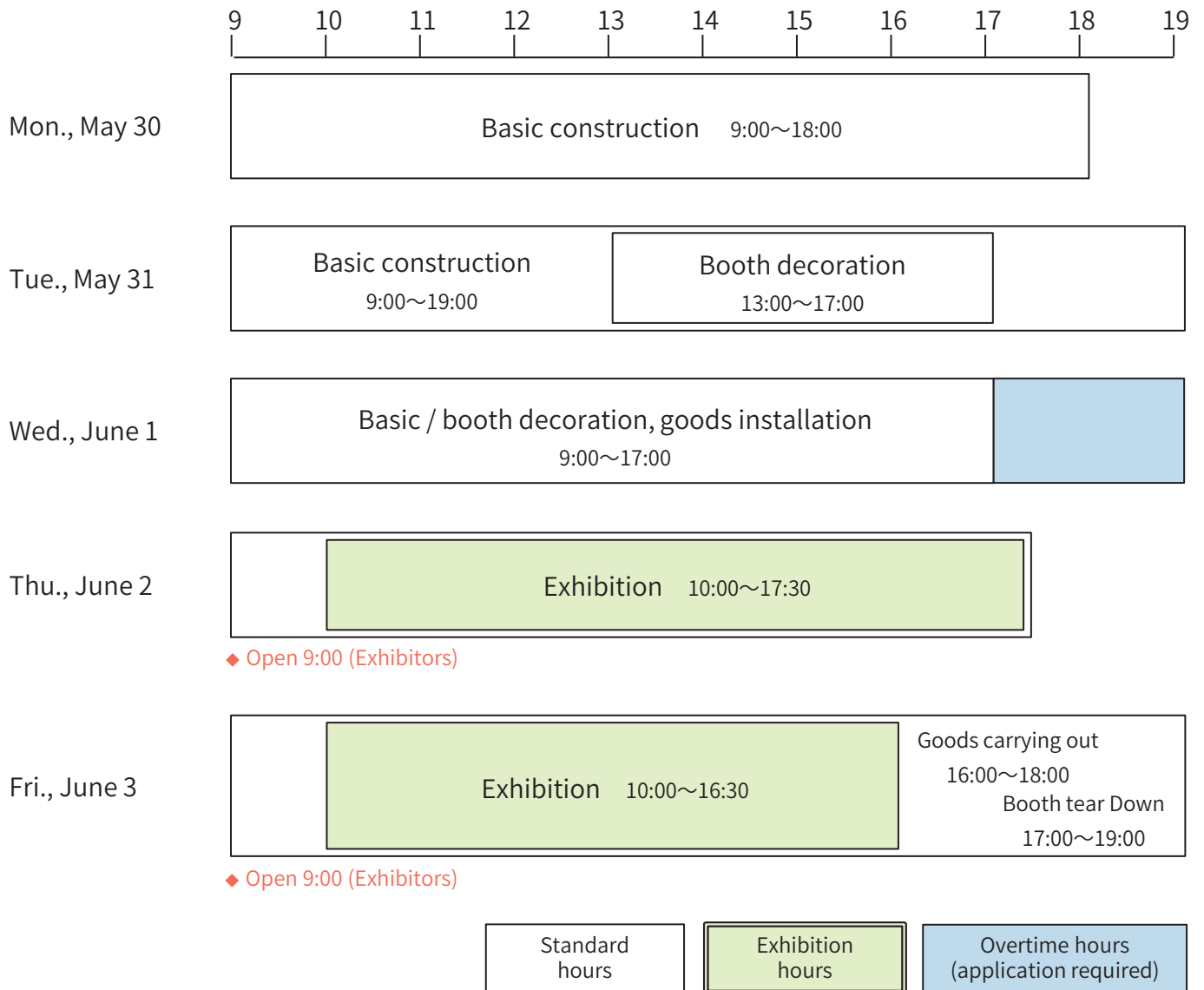
- A free shuttle bus will be running during the period of the exhibition between Kintetsu Kyoto Line Shin-Hosono Station, KICK, and Kintetsu Keihanna Line Gakken Nara Tomigaoka Station. Please feel free to use this shuttle bus (holding 70 passengers).
- Free parking lot is also available for exhibitors.

### – Site facilities

Exhibition Site	Area	Ceiling Height	Flooring	Floor Load
1 F	16000m <sup>2</sup>	6m	Carpet / partially flooring Polished stone tile (Anchors cannot not be used on either.)	0.40 t/m <sup>2</sup>
2 F				1.2 t/m <sup>2</sup>

# 3. Schedule

## – Overall Schedule



## 4. Cautions for carrying in / out exhibition items

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1. Use the specified entrance for transporting exhibition items at all times.  
\* Refer to the Figure on p.8.
2. Any vehicles must show a “vehicle badge” to pass through the gate for installation and decoration. Please display it clearly on your car’s windshield. You can copy the attached badge and fill in the required information. Vehicles are not permitted to idle nor park for long time in front of the gate. When you have finished carrying in/out exhibition items, please move your car to the parking lot immediately.
3. Please arrange a cart by yourself to transport items.
4. Please be careful not to damage a carpet at the exhibition site. The organizer would charge you for any repairing cost of detriment made.
5. Carrying in/out items during the exhibition is forbidden. If this needs arises, please contact the office.
6. **Over-time work (free)** Wed., June 1 17:00~19:00  
If you need to work during this free overtime hours, please submit the application to the office. Over-time work is limited to by 7:00 p.m.  
  
\* Be careful that if there is no preliminary application made, the site will be locked except for during allowed working time.
7. All persons working inside the exhibition site must carry an exhibitor or worker badge. No one without a badge is permitted to work.
8. Hanging wire on any part of the building is forbidden in terms of ensuring the smooth and fast operation and safe management of the exhibition.
9. Neighbor residents will pass through the site during the exhibition. Please be careful when driving in.

## 5. Delivery Service

### – Use delivery service for carrying in items

Exhibitors must make their own arrangement for receiving packages at the exhibition site. The administrative office cannot substitute. If you will take a delivery service to transport items, fill out clearly the location and name of the exhibition, your company name, booth number, name of the person who will actually receive the package, and delivery date.

#### ■ Form example

619-0225

Kyoto-fu Kizugawa-shi Kizugawadai 9-6 or Soraku-gun, Seika-cho Seikadai 7-5-1

Kansai Cultural and Academic Research City

Keihanna Open Innovation Center

KYOTO SMART CITY EXPO 2016

To : Exhibitor Name: xxxx    Person in charge : xxxx (Booth number)

Mobile phone number of the person in charge of the day xxxxxxxxxxxx **《required》**

**Delivery date : Wed., June 1**

**\* Please choose the delivery time between 9:00 a.m. - 5:00 p.m.**

- \* Clarify the name and his/her mobile phone number of the person who can actually receive the package.
- \* Exhibitors are responsible for receiving packages by themselves. The office cannot serve as a substitute.
- \* Delivery service vehicles do not need to carry the staff badge.

### – Use delivery service for carrying out items

If you would like to take a delivery service to carry out your exhibition items, please use the given service company. The office will give you an invoice.

## 6. Item keeping and cleanup

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### – Item keeping

- Exhibitors are responsible for keeping their own items. The sponsors, organizers, and exhibition site cannot make compensation for any theft, damage and loss. It's desirable for exhibitors to join some insurance to protect items.
- Please bring home all trashes caused by decorating booth and packing materials. (Each exhibitor is responsible for handling their own belongings).
- Keep all packing material inside your own booth.

### – Cleanup

- Tear down your booth completely and dispose of all the wastes.
- If some wastes are left behind, the office would charge you for the cleanup cost.



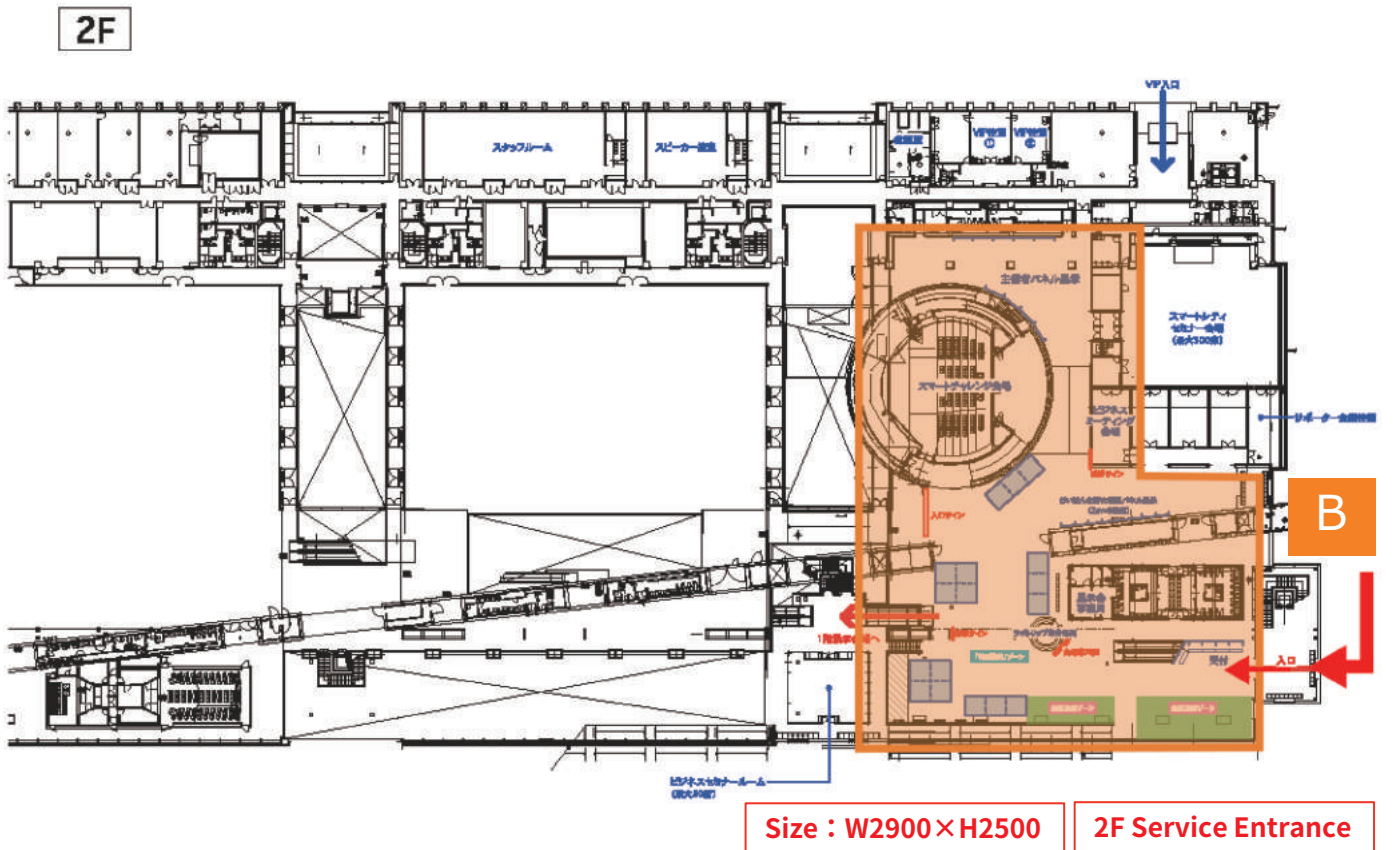
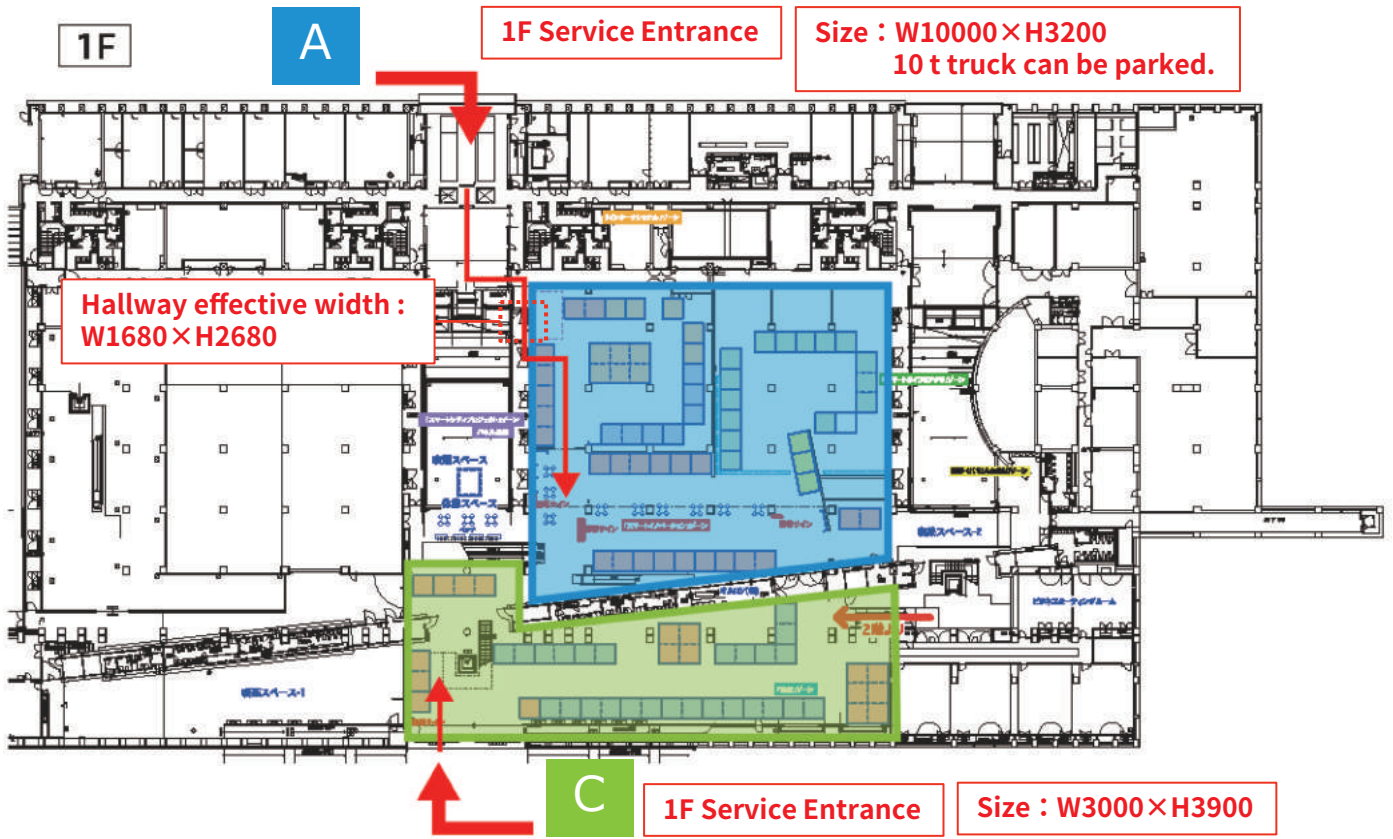
# 7-1. Path to the service entrance



Direction  
 \* Pass by the service entrance seeing it on your right, and then go back to the entrance.

- \* Congestion is expected around the entrance. Please move the vehicle to the parking lot immediately after unloading.
- \* If you'll go to the invited exhibit zone or come by test-drive car, the entrance along Seikadai street is available.

# 7-2. Path to the service entrance



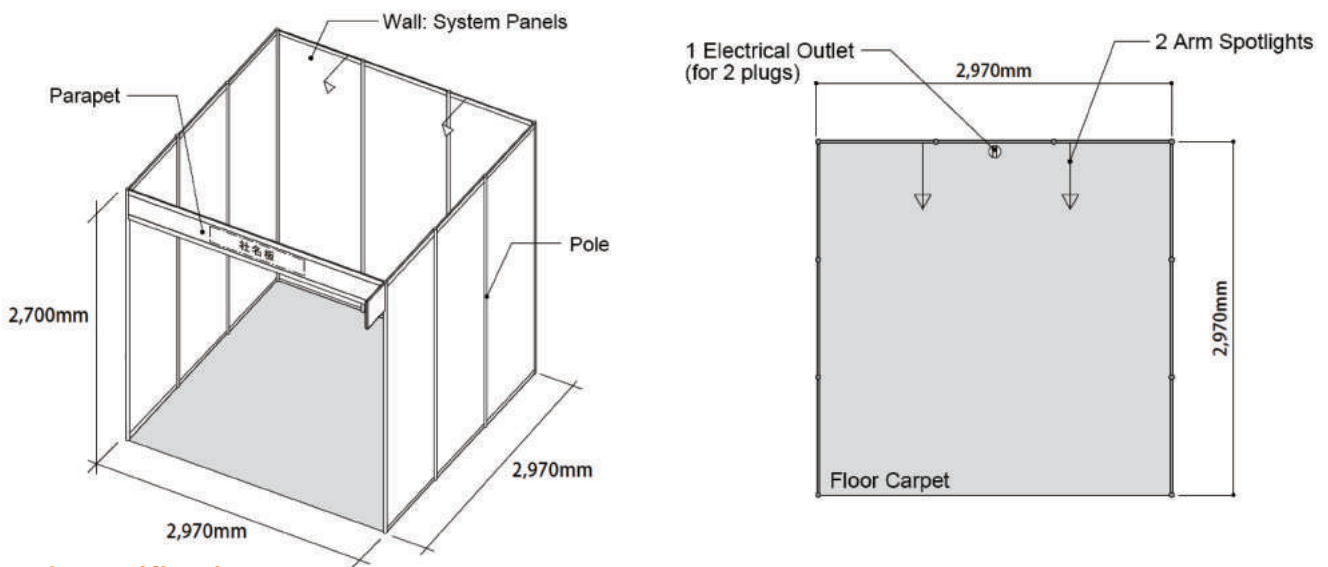
# 8-1. Booth specification

When decorating your booth, please follow all the guidelines to prevent accidents, danger, and fires. These guidelines are set to keep order at the site and to prevent possible troubles among exhibitors. We appreciate your understanding.

## – Booth location and booth number

Exhibitors will be notified of their designated booth locations and numbers in an another document. You may not loan, exchange, or give their space to any third parties.

## – Booth size and diagram



### Booth specification

- Size of 1 booth : W3,000mm \* D3,000mm \* H2,700mm
- Back Panel Octanorm System
- Parapet 3 m
- 1 Company name board (white base with black lettering in Gothic font)
- 2 Arm Spotlights 100W
- Floor Carpet (for 1 space)
- 1 Electrical Outlet (for 2 plugs) within 800W
- Construction/Usage Amount - Up to 1 kW

\* For companies with spaces spanning 2 or 3 booths, there will be 1 parapet pillar per booth space.

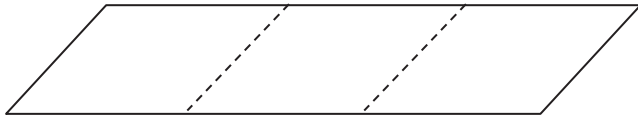
\* Corner booths will not have divider panels setup on the walkway side. Please contact the office if it is needed.

### ● Caution

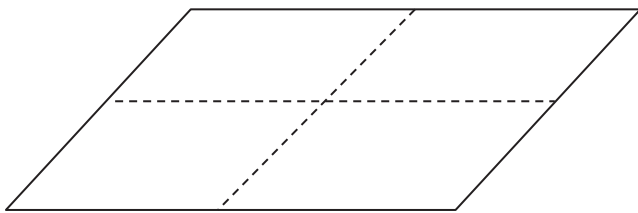
1. You may not attach nails and pins to a panel.
2. You may attach posters or light photo panels to a panel wall or pole with a double-sided tape or adhesive paper, but you are responsible for restoring everything to its original condition when it is time to clean up.
3. You may not modify or cut a panel wall and pole.
4. Please use clip-typed items for attaching lighting instruments (such as a spotlight) to a panel or pole. You may not use screws and bolts.
5. In terms of durability of a panel and pole, do not let heavy items or decorations lean against them. When you need this, please contact the office.
6. The system panels are rented one. Exhibitors shall be responsible for repairing cost for any damage made. Please handle them with much care.

## 8-2. Booth specification

### – Booths with 3 or 4 allocated spaces



3 spaces (parallel style)



4 spaces (block style)

#### Booth construction

- Size of 1 booth : W3,000mm \* D3,000mm
- No regulation about setback
- Construction/Usage Amount :  
(1 kW per booth) (with distribution panel exposed)  
If you need additional electric supply, please apply  
[ **Submission form No.1** ].

#### \* Height limit : H 3,600mm

- Exhibitors will be allocated with either booth.
- No punch carpet in this block type of booth.

## 9. Decoration rules

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1. The height is limited to within **2,700 mm**.  
As for a booth with 3 or 4 spaces, it is permitted to have up to **3,600 mm height**.
2. Do all work within your own booth.
3. Make sure that items are not overflowed from your booth. Putting chairs or catalog racks outside the booth is seen as violation.
4. Flameproof procession should have been made for all materials (including carpet) used for decoration. Be sure to attach the specified flameproof sticker to all of them to prove it.
5. It is strictly prohibited to fix some pins, anchors, nails, glues, tapes, and wires into a floor, wall, column, and door at the site except for within your own booth.
6. The back side of a booth is a fixed one. You cannot do coating and plunging nails on it.
7. Take care not to close off neighbor booths when you decorate a booth. (There is no specific regulation in number but we would expect your generous consideration toward your neighbors).
8. A booth with parallel type of spaces has a fixed panel. You can decorate this panel but cannot take it off. Make sure that a booth has enough space for an emergency route if you will design it to let visitors walk around inside.
9. Any structures with a roof, 2 stories, ceilings are not permitted.
10. Exhibitors are responsible for cleaning their own booths. Trashes and wastes produced at each booth must be disposed of completely.
11. Congestion is expected during booth decoration time. In order to keep an emergency route, please take care not to block the hallway.
12. Wear a helmet and safety belt when working on high places, and also when doing work on a ladder.
13. Notify the office immediately if you have made any damage to the site facilities. The repairing cost has to be born by you.
14. Exhibitors must completely put their booth condition back to the original after the exhibition is over.

# 10. Electrical construction

1. A basic booth is equipped with 2 arm spotlights and 1 electric outlet panel (with 2 outlets).  
\* If you need additional lighting instruments or electrical supply, please apply for with **[Submission Form No.1]** by **Tue., May 10**. Electricity rate is specified in this form.
2. The exhibition site is supplied with electricity 24 hours a day.
3. A basic booth has electrical supply up to 1kW per space. If you will need to use more, please apply for with **[Submission Form No.1]**.

## ● Electricity supply prices

Exhibitors shall bear the additional electricity cost according to the rate listed below

Electricity rate (tax not included)	Single phase 100 V	12,000 yen per kW (1 additional outlet per 1 additional kW)
	Single phase 200 V	15,000 yen per kW (1 additional outlet per 1 additional kW)
	Three phases 200 V	18,000 yen per kW (1 additional outlet per 1 additional kW)

4. Follow the rules below if you will make electrical construction by yourself.
  - I. All workers must carry a license as specified in the electrical construction law when they are working on a basic booth.
  - II. Choose cables of size F or above to wire lighting instruments. Make sure to use a connector for cords and don't connect cables without it.
  - III. Use a current leakage circuit breaker for a switch of an electric device in the booth, and use a no-fuse breaker or a cutout switch with an appropriate fuse for a splitter switch. Do not substitute copper wires.
  - IV. When you wire machine with 100V, separate the circuits for a device with 15A and more. For other devices, prepare one switch for each circuit per 15A.
  - V. Be careful so that flammable materials will not be touched or heated by incandescent light bulbs, resistors, and other devices generating heat. Also be cautious against not to locate devices where visitors are posed in danger.
  - VI. Regarding all electrical constructions at a booth, please apply for with **[Submission Form No.1]** as what the office booth can provide is only a switch.
  - VII. For "electric construction contractor name and address" in the form, be sure to fill in that information of the contractor you have asked for your booth construction.

# 11. Fire / disaster prevention

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## – Prohibited activities

The following activities are prohibited at the exhibition site, as specified in the fire prevention law

1. Smoking (Use a designated area for smoking.)
2. Open flame
  - Use of flammable devices that generate sparks/flames by fuel, or devices with a heating section exposed
  - Heaters, stove burners, electrical stoves, alcohol lamps, etc.
3. Bringing combustible gas (general high-pressurized gas such as liquefied petroleum gas, acetylene, and hydrogen)
4. Bringing hazardous materials such as gasoline, kerosene, machine oil, fuel oil, and animal and vegetable oil
5. Bringing hazardous materials such as sub-hazardous materials, dynamites, or large amount of matches, candles, or spray cans
6. Bringing oil contained in a machine (compressors, vehicles, etc.)
7. Bringing machines or devices that omit bad odor and smoke
8. A booth with two stories or a roof

Please contact the office if you need any materials above for demonstration.

# 12-1. Other precautions

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## 1. Internet

Wireless internet connection can be provided for a fee.

If you would like to use, apply for **with [Submission Form No.2]** by **Tue., May 10.**

## 2. Keeping exhibition items and accidents

Exhibitors are responsible for keeping their own items with much care. The sponsor, organizer and administrative office cannot have compensation for any theft, loss and damage. It is desirable for exhibitors to consider joining some insurance.

If some accident occurs due to an exhibitor's fault, it is the exhibitor's responsibility to resolve all matters. We appreciate your cooperation.

## 3. Delivery service

Delivery service counter will be set at the exhibition site only on the last day of the exhibition. This service will handle only packages with cash on delivery, not ones prepaid.

If you will order another delivery service by yourself, be sure to be present there until they finish picking up your packages. Please understand that if some of your belongings are left behind, the keeping cost will be charged to you later.

## 4. Noise restriction / use of microphones

Please have enough consideration regarding the demonstration/video volume so as not to disturb neighbor exhibitors. The use of a wireless microphone is prohibited at the site.

When the office judges from the neighbors' complaints that the exhibitor has been seriously damaging the exhibition operation, it will ask the exhibitor to take collective actions or to restrict/stop their demonstration.

## 5. Distribution of goods / other items

Pamphlets may only be distributed within your own booth, not in the walkway. Spot selling of exhibition items and any other selling of goods is prohibited



## 12-2. Other precautions

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### 6. Photography

I. Taking photographs of items on display

Do not photograph booths or displayed items without the permission of the exhibitor.

II. Taking photographs of your own booth

Do not cause troubles with visitors when taking photographs of your booth. Also, If you will be taking photographs in other than the standard hours, please notify the office.

III. Press photography

A “press card” is given to a press photography team specially permitted by the administrative office. We appreciate your cooperation with photographers wearing this press card.

### 7. Paging / announcement

Paging announcement is basically prohibited during the exhibition not to disturb business negotiations held at the site. However, it is allowed during items carrying in/out time.

### 8. Cleaning

I. Any wastes made by packaging such as wood, veneer boards, cardboards, plastic, and electrical wires must be disposed of by the exhibitors.

II. Exhibitors must keep their booth clean and prepare cleaning tools by themselves.

III. If any exhibition items or decoration materials are left at the site after the expo is over, the exhibitor will be responsible for bearing the disposal cost.

### 9. No smoking

Smoking is prohibited in the site (including inside a booth), except for the designated smoking area.

### 10. Storage rooms

The exhibition site does not have any free storage rooms available. Exhibitors are required to handle items including empty boxes by themselves.

### 11. Schedule change / Cancellation

When the exhibition organizer judges it inappropriate to hold the exhibition as scheduled due to some inevitable situation such as society affairs, natural disasters, accidents, or infectious diseases, the exhibition may be postponed or cancelled. Although the organizer cannot have responsibility for the risk and loss, it will return all or part of the money regarding application already paid by the exhibitors.

## 13. Items

Print	Number	Distribution Date	
Poster (A1)	i . Number distributed	Requested number	Early-May
	ii . Request for additional items	Please contact us (apply for with <b>[Submit From No.3]</b> ).	
Invitation letter / ticket	i . Number distributed	Requested number	Early-May
	ii . Request for additional items	Please contact us (apply for with <b>[Submit From No.3]</b> ).	
Vehicle badge	i . Number distributed	Badges will be uploaded online. Please print out them.	
	ii . Request for additional items		
Badge for exhibitor/ worker * (for construction company)	i . Number distributed	10 per booth	Early-May
	ii . Request for additional items	Free (apply for with <b>[Submission Form No.4]</b> ).	

\* You can get additional exhibitor badges also at the office booth at the exhibition site on the setup day (Wed., June 1)

## 14. Forms to submit

No.	Submission Form	Submission deadline	Submit to
1	Application for additional electricity, lighting, and electrical construction	Tue., May 10, 2016	Shimadzu AdCom Co., Ltd.
2	Application for internet connection / rental equipment	Tue., May 10, 2016	Shimadzu AdCom Co., Ltd.
3	Application for additional invitation letters and posters	Tue., May 10, 2016	Shimadzu AdCom Co., Ltd.
4	Application for additional badges for an exhibitor/worker	Tue., May 10, 2016	Shimadzu AdCom Co., Ltd.
5	Registration form for construction company (agency)	Tue., May 10, 2016	Shimadzu AdCom Co., Ltd.
6	Text for website and publications <b>&lt;required&gt;</b>	Fri., April 22, 2016	Shimadzu AdCom Co., Ltd.

Submit the forms by email or FAX. You can download them at the expo website

Exhibition guide : <http://expo.smartcity.kyoto/e/exhibit/>

### KYOTO SMART CITY EPXO 2016 Administrative Office

c/o Shimadzu Advertising & Communications Co., Ltd.

The person in charge : Nakajima , Namba

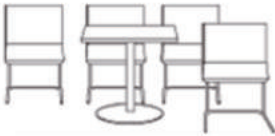
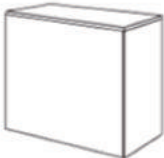














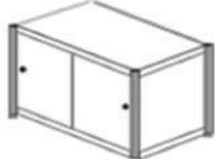


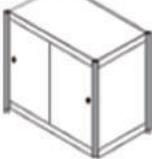



1 Nishinokyo Tokudaijicho, Nagagyo-ku, Kyoto, 604-8445

TEL : +81-75-823-1109 FAX : +81-75-823-3659 E-mail : [info@expo.smartcity.kyoto](mailto:info@expo.smartcity.kyoto)

# 15. Optional items

Apply with [Form to submit 2] to the administrative office by **Tue., May 10.**

\* The prices do not include tax.

<p><b>1 Cafe set</b></p> 	<p><b>2 Information counter</b> W900D450H750</p> 	<p><b>3 Table</b> W1800D600H700</p> <p><b>4 Table</b> W1200D600H700</p> 	<p><b>5 Table</b> W650D500H600</p> 
<p><b>6 Round table (white laminate)</b> φ600 H1000</p> 	<p><b>7 Round table (white laminate)</b> φ750H700</p> 	<p><b>8 Stacking chair</b></p> 	<p><b>9 Counter chair</b></p> 
<p><b>10 Folding pipe chair</b></p> 	<p><b>11 Operator chair</b></p> 	<p><b>12 Catalog stand</b> A4 12 shelves</p> 	<p><b>13 Tabletop catalog stand</b> A4</p> 
<p><b>14 Business card post box</b></p> 	<p><b>15 Sign stand</b></p> 	<p><b>16 White cloth</b></p> 	<p><b>17 Potted plant - large</b> <b>18 - medium</b> <b>19 - small</b></p> 
<p><b>20 System exhibit stand</b> W990D990H750</p> 	<p><b>21 System exhibit stand</b> W990D990H900</p> 	<p><b>22 System exhibit stand</b> W990D450H750</p> 	<p><b>23 System exhibit stand</b> W990D450H900</p> 
<p><b>24 LCD monitor - 20 inch tabletop (for computer) no speakers</b></p> <p><b>25 LCD monitor - 32 inch tabletop (for computer / VHS) attached speakers</b></p> <p><b>26 LCD monitor - 32 inch wall mounted (for computer / VHS) attached speakers</b></p> <p><b>27 LCD monitor - 42 inch tabletop (for computer / VHS) attached speakers</b></p> 	<p><b>28 Laptop computer</b> - Windows, Microsoft Office installed</p> 	<p><b>29 DVD player 100W</b></p> 	

\* Please feel free to contact the office if you would like to rental materials any other than above.