Exhibition Application Guide

July 2-4, 2005 (tentative exhibition date)
Kobe International Exhibition Hall 1

Current as of August 31, 2004
Invitation to Exhibition

We are pleased to announce that the Seventh International Congress on AIDS in Asia and the Pacific (ICAAP) is to be held from 1 to 5 July, 2005 in Kobe, Japan.

At the XV International AIDS Conference, which was held in July 2004 in Bangkok, Thailand, an alarm was raised over the explosive expansion of newly HIV infected people in Asia, while successful measures of HIV prevention taken in Thailand and Cambodia were brought to anew world attention. And it was also pointed out that access to ARV drugs needs to be tackled without delay especially in Asia and Africa, and ways to solve this problem was discussed.

7th ICAAP will focus on: prevention and care, which is fundamental elements of effective HIV/AIDS strategies; leadership both in politics and communities to pursue it; concrete practices by researchers, medical personnel and communities. We expect over 3,000 people of the world’s leading researchers, doctors, government organizations, private sectors, NGO/CBO, and PLWHA networks for a five-day discussion.

This Congress exhibition will be a perfect opportunity for you to offer productive information, which is essential to cope with those challenges, and to have a cultural exchange with participants from all over the world. We cordially invite many people and organizations to join us, and thank you for your cooperation.

Junko Teraguchi
Chair, the 7th ICAAP Exhibition Committee
**General Event Information**

**Title:** The Seventh International Congress on AIDS in Asia and the Pacific

**Date of Event:** July 1 (Fri.) – 5 (Tue.), 2005

**Venue:**
- International Conference Center Kobe (ICCK)
- Kobe International Exhibition Hall
- Kobe Portopia Hotel

**Congress Organizer:**
- 7th ICAAP Organizing Committee
- Chair: Tadamitsu Kishimoto (Former President of the Osaka University)

**Co-Organizes:**
- Japanese Society for AIDS Research
- Japanese Foundation for AIDS Prevention (JFAP)
- Japan Anti-Tuberculosis Association (JATA)

**Sponsors:**
- AIDS Society of Asia and the Pacific (ASAP)
- Joint United Nations Programme on HIV/AIDS (UNAIDS)

**Co-Sponsors:**
- Asia Pacific Council of AIDS Service Organization (APCASO)
- Asia Pacific Network of People Living with HIV/AIDS (APN+)
- Asia Pacific Network of Sex Workers (APNSW)
- Asian Harm Reduction Network (AHRN)
- AP-Rainbow (Asia-Pacific Network of Lesbians, Gays, Bisexuals and Transgenders)
- Coordination of Action Research on AIDS and Mobility (CARAM-Asia)

**Supporting Organizations (tentative):**
- Japanese Ministry of Health, Labour and Welfare
- Japanese Ministry of Foreign Affairs
- Japanese Ministry of Education, Culture, Sports, Science and Technology
- Japanese Ministry of Economy, Trade and Industry
- Japan International Cooperation Agency (JICA)
- Hyogo Prefecture
- Osaka Prefecture
- Kobe City
- Osaka City
- Kyoto City
- Hyogo Prefectural Board of Education
- Osaka Prefectural Board of Education
- Kyoto Prefectural Board of Education
- Board of Education, City of Kobe
- Osaka City Board of Education
- Kyoto City Board of Education
- The Kobe Chamber of Commerce and Industry (KCCI)
- Japan Medical Association
- Japanese Nursing Association
- Japanese Association for Infectious Diseases
- Japan Dental Association
- Japanese Midwives’ Association
- Japan Pharmaceutical Association
- Japanese Association of Medical Technologists
- Japanese Red Cross Society
- Japan Epidemiological Association
- Japanese Society for Sexually Transmitted Diseases

**Sponsors (Japanese):**
- Japanese Ministry of Health, Labour and Welfare
- Japanese Ministry of Education, Culture, Sports, Science and Technology
- Japanese Ministry of Economy, Trade and Industry
- Japan International Cooperation Agency (JICA)
- Hyogo Prefecture
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- Japanese Society for Sexually Transmitted Diseases

**Sponsors (Foreign):**
- Joint United Nations Programme on HIV/AIDS (UNAIDS)
- Asia Pacific Council of AIDS Service Organization (APCASO)
- Asia Pacific Network of People Living with HIV/AIDS (APN+)
- Asian Harm Reduction Network (AHRN)
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- Coordination of Action Research on AIDS and Mobility (CARAM-Asia)
Exhibition Application Guide

Eligibility
Companies or groups engaged in pharmaceutical / medical products, technical equipment, accessories, and academic publications, etc.
The organizer reserves the right to reject applications if they are determined to be unsuitable for this Exhibition.

Exhibition Booth Fee
Size of a booth : W3000mm x D3000mm x H2500mm
Raw Space or Package :
• Non-governmental organizations, Not-for-profit organizations : ¥80,000 / per booth
• Companies / Governmental organizations : ¥400,000 / per booth

Exhibition Booth Specification
(1) A standard package booth will be delivered to each exhibitor as follows; each booth is provided with system panels at the back and both sides, company / organization name board, fluorescent light, a desk (1800mm x 900mm), a folding chair, 1 electric outlet (100W) and consumption for smaller equipment.

(2) The costs for additional electric outlets and electrical requirements higher than 0.1kw will be borne by exhibitors. Those who need additional electricity should fill out the Form. Please kindly note that there is no overnight electric transmission. An invoice will be issued after the Congress.
(3) Raw space does not include any accessories and equipments such as carpet, sidewalls, a desk, etc. However, back and side walls or either one side of wall might appear upon the layout of Exhibition Area.
(4) Exhibitors will be provided with two identification badges per booth. Please note that this identification badge is valid only for the Exhibition site.

Exhibition Date (tentative)
July 2 (Sat.) – 4 (Mon.), 2005 *Exhibition hour will be informed later.

Application Address
To apply, please fill out the enclosed Exhibition Application Form and mail it to the 7th ICAAP Secretariat at the following address.
Faxed application can be accepted only as tentative one. Final application should be sent to the Secretariat by post.
7th ICAAP Secretariat :
c/o Convention Linkage, Inc.
PIAS TOWER 11F, 3-19-3 Toyosaki, Kita-ku, Osaka 531-0072 Japan
Tel: +81-6-6377-2188   Fax: +81-6-6377-2075
Number of Booths Available

It is possible to apply for as many booths as desired. Those who wish to apply for more booths, please inform the Secretariat in writing prior to the deadline, January 5 (Wed.), 2005. However, reduction of the booths that you have already applied for is not basically permitted.

Application Deadline

January 5 (Wed.), 2005

Please note that applications will be accepted on a first-come, first-served basis. Acceptance of applications may be closed once it is reached to our estimated quantities before the deadline. Early application is recommended.

Remitting the Booth Fee

An invoice and further information will be sent to companies / groups / organizations that submit the Exhibition Application Form. Upon receipt of the invoice, please make payment by bank transfer.

An exhibition booth fee will be charged to all the non-governmental organizations / not-for profit organizations. However a limited number of free exhibit booths will be reserved for NGO/NPO. The exhibition sub-committee will carefully choose organizations from all the applicants. A 'questionnaire' submitted along with the Exhibition Application Form will be given consideration in making the selection decisions. After the selections by the sub-committee are completed, notices for free exhibition will be sent to the successful organizations.

Notes:
- Payment by personal check and bank draft will not be accepted.
- All remittance handling fees must be paid by the remitter.
- Application may be canceled if payment is not received by the specified deadline.

Bank Account

Bank name : Bank of Tokyo-Mitsubishi, Roppongi branch (branch No. 045)
Account Name : 7th ICAAP SP
Account No. : 1428776
Swift Code : BOTKJPJT
Bank Address : 4-9-7 Roppongi, Minato-ku, Tokyo, 106-0032 Japan (Phone: +81-3-3408-8111)

Payment Deadline

February 28 (Tue.), 2005

Allocation of Booth

(1) The organizer will allocate booths after taking into consideration the types of exhibits, the number of booths an exhibitor has requested, booth arrangements and whether an exhibitor intends to give a demonstration. The result will be informed to the successful / unsuccessful applicants at the beginning of February 2005 (tentative schedule). Decisions of the organizer are final; claims by exhibitors regarding allocation of booths cannot be accepted.

(2) All or part of a booth cannot be transferred or exchanged without prior permission of the organizer.

Cancellation

(1) As a general rule, cancellation by exhibitors cannot be accepted once their applications are approved. However, if unavoidable circumstances require cancellation, exhibitors will be requested to submit the reason for cancellation in writing to the organizer for approval.

(2) In case of cancellation, you are required to pay the cancellation fee as specified below;

- Before March 31, 2005 --- Half of exhibition fee (50%)
- Cancellation on or after April 1, 2005 --- Entire exhibition fee (100%)
Change or Cancellation of the Congress
In case of unavoidable circumstances, the organizer may change the date and venue of the Congress or, if necessary, halt or cancel the Congress. If the Congress is cancelled, the exhibition fee will be refunded to the exhibitors; however all exhibitors shall jointly share the costs accrued by the organizer to the date of cancellation, proportionate to the number of booths applied for by each exhibitor. The costs accrued by the exhibitors to the date of cancellation shall be covered by themselves. If the Congress is halted, the exhibition fee will not be refunded. The organizer assumes no responsibility for any damages resulting from the halt or cancellation.

Responsibility for Compensation
(1) Exhibitors shall be fully responsible for the care of their exhibits. The organizer assumes no responsibility whatsoever, including compensation, if exhibits are stolen, lost, damaged, or otherwise rendered defective. Exhibitors are kindly advised to insure their exhibits or take other measures to minimize their exposure to risk.
(2) Exhibitors shall be responsible for resolving accidents occurred as a result of their actions. The organizer assumes no responsibility for such accidents.

Customs Clearance for Exhibits
As the exhibition site is not a government-designated bonded exhibition area, all items to be brought into the site directly from overseas must undergo customs formalities by exhibitors.

Setting up and Removing Exhibits
The schedule for setting up and removing exhibits is as follows; more detailed information will later be given by the Secretariat.
Setting up exhibits: July 1 (Thu.), 2005
Removing exhibits: July 5 (Tue.), 2005

Others
(1) The Organizer shall distribute to all registered exhibitors not later than 3 months prior to the Congress, an “Exhibitor Services Manual” explaining set-up and dismantling guidelines, decorating services, electricity, security and stand cleaning.
(2) Exhibitors shall be fully responsible for the display of their own booths. The Organizer can introduce exhibition technical suppliers to exhibitors. Exhibitors wishing to use them, please contact the Secretariat. In this case, all contracts shall be settled directly between exhibitors and the suppliers. The Organizer shall not be a party to any such contract and shall not be liable either to the exhibitor or to the supplier of any service for any alleged breach or failure to perform under such contract.

For Exhibition Application Form submission and further inquiries;
7th ICAAP Secretariat
c/o Convention Linkage, Inc.
PIAS TOWER 11F, 3-19-3 Toyosaki, Kita-ku, Osaka 531-0072 Japan
Tel: +81-6-6377-2188  Fax: +81-6-6377-2075
E-mail: info_icaap7@secretariat.ne.jp
For Companies / Governmental organizations

Seventh International Congress on AIDS in Asia and the Pacific
- Exhibition Application Form -

Please print or type

We wish to apply for the following exhibition booth(s):

Company / Organization Name: (Formal company/organization name is required, as it will be appeared in the 7th ICAAP official publications)

Address
Tel: Fax:
E-mail:

Person Responsible: Family name Given name
Dept./Title:
E-mail:

Contact Person: Family name Given name
Dept./Title:
E-mail:

Postal Address:
Tel: Fax:

*Please provide a name and postal address of remitter / receiver of the Invoice, if different from the organization name given above.

Name:
Address:

Date:

Signature or Company / Organization Seal
**Details**

Raw Space Booth or Package Booth  ¥ 400,000  (9m² = W3,000mm x D3,000mm x H2,500mm)

<table>
<thead>
<tr>
<th>Number of booth required:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Space Booth : (         booths)</td>
<td>*1booth = 9m²</td>
</tr>
<tr>
<td>Package Booth : (         booths)</td>
<td>*1booth = 9m²</td>
</tr>
<tr>
<td>Total : (         booths)</td>
<td>*1booth = 9m²</td>
</tr>
</tbody>
</table>

*Note: Raw space does not include any accessories and equipment such as carpet, sidewalls, a desk, etc. - Only required space will be provided.

**Standard Package Booth fee does not include the items below:**

If you require these items please tick. The Secretariat will contact you at later date.

- Electrical requirements (JPY 5,000.- / 500W) **☐ yes, I need**
  
  *Note: There is no overnight electric transmission.*

- Logos on company / organization board (JPY 4,000.-) **☐ yes, I need**

- Additional desks (Size: 1800mm x 900mm JPY 400.- / unit) **☐ yes, I need**
  
  *One is included in a standard package booth fee*

- Additional chairs (JPY 150.- / unit) **☐ yes, I need**
  
  *One is included in a standard package booth fee*

Please identify any groups or companies that you prefer to share a booth with, or be located next to, close to, or far from your booth due to the nature of the items exhibited.

Note: It may not be possible to grant requests concerning other companies due to allocation logistics.

Organization/Company name: __________________________________________

Share with us , Next to us, Close to us, Far from us (Circle One) __________

<table>
<thead>
<tr>
<th>Exhibits</th>
<th>Size (mm)</th>
<th>Weight (kg):</th>
<th>Quantity :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width :</td>
<td>Depth :</td>
<td>Height :</td>
<td></td>
</tr>
</tbody>
</table>

* Maximum :1t / m²

* If you are not the manufacturer of the item, please identify the manufacturer.

Manufacturer : ______________________ Country : ______________________

**Questionnaire**

Please check the box that correctly describes your product(s) or service(s):

- Equipment for clinics, laboratories
- Diagnostics
- Technology development
- Other (________)
For Non-Governmentals / Not-for-Profit Organizations

Seventh International Congress on AIDS in Asia and the Pacific
- Exhibition Application Form -

Please print or type

We wish to apply for the following exhibition booth(s):

Organization Name :  (Formal company/organization name is required, as it will be appeared in the 7th ICAAP official publications)

Address :
Tel : Fax :

E-mail :

Person Responsible :  Family name Given name
Dept. / Title : E-mail :

Contact Person : Family name Given name
Dept. / Title : E-mail :

Postal Address :
Tel : Fax :

*Please provide name and postal address of remitter / receiver of the Invoice, if different from the organization name given above.

Name :
Address :

Date :

Signature or Organization Seal

1 / 3
Details

Raw Space Booth or Package Booth ¥ 80,000 (9m² = W3,000mm x D3,000mm x H2,500mm)

Number of booth required:

- Raw Space Booth : (booths) *1booth = 9m²
- Package Booth : (booths) *1booth = 9m²

Total : (booths) *1booth = 9m²

*Note: Raw space does not include any accessories and equipment such as carpet, sidewalls, a desk, etc. Only required space will be provided.

Standard Package Booth fee does not include the items below:

If you require these items please tick. The Secretariat will contact you at later date.

- Electrical requirements (JPY 5,000.- / 500W)
  - yes, I need _________ W
  
  Note: There is no overnight electric transmission.

- Logos on company / organization board (JPY 4,000.-)
  - yes, I need.

- Additional desks (Size: 1800mm x 900mm JPY 400.-/ unit)
  *One is included in a standard package booth fee
  - yes, I need _________ unit(s).

- Additional chairs (JPY 150.- / unit)
  *One is included in a standard package booth fee
  - yes, I need _________ unit(s).

Please identify any organizations that you prefer to share a booth with, be located next to, close to, or far from your booth due to the nature of the items exhibited.

Note: It may not be possible to grant requests concerning other companies due to allocation logistics.

Organization name:

Share with us   Next to us   Close to us   Far from us   (Circle One)

Exhibits | Size (mm) | Weight (kg) | Quantity
---------|----------|-------------|--------
Width : | Depth : | Height : | |

*Maximum : 1t / m²

Please identify the manufacturer of the item.

Manufacturer : Country :
**Questionnaire**

Has anyone from your organization applied for a scholarship to the Seventh ICAAP?
☐ Yes ☐ No

If so, please list them here.

Family name ___________________________ Given Name ___________________________

All applications must be completed in full with the necessary proof of NGO status. Applications that are incomplete will not be processed. Please identify the name of the identifying document:

____________________________

Is your organization affiliated with any of these Congress Co-Sponsors?
☐ ASAP ☐ APN+ ☐ AP-Rainbow ☐ APCASO
☐ APNSW ☐ AHRN ☐ CARAM-Asia

Please list any other relevant affiliations or information here.

____________________________

Is your organization funded by the following means? (please check applicable)
☐ Government designated funds: __________________________ %
☐ Self-funded through fundraising activities and events ☐ Private Foundation / Institutes
☐ Membership dues ☐ Other (Please specify) __________________________

What are the main activities of your organization? (please check applicable):
☐ advocacy and policy developments ☐ home base care ☐ public health
☐ care and support ☐ human rights ☐ research
☐ dwelling / other livelihood supports ☐ self-help ☐ counseling
☐ telephone counseling ☐ legal support ☐ HIV testing
☐ education / information ☐ treatment ☐ training
☐ networking ☐ Treatment information ☐ outreach
☐ prevention ☐ fundraising
☐ peer educations / support ☐ lobbying
☐ Other(Please specify):

Which of the following persons, groups and organizations benefit from your efforts? (please check applicable):
☐ sex workers ☐ children ☐ youth
☐ injecting drug users ☐ street people ☐ ethnic minority
☐ lesbians or gays ☐ women ☐ hemophiliacs
☐ prisoners ☐ persons living with HIV / AIDS
☐ families of people living with HIV / AIDS ☐ foreign residents / workers in Japan
☐ transgendered persons ☐ persons with disabilities
☐ Others (please specify):

At which level your activities are focused (please check applicable):
☐ Local ☐ National ☐ Regional ☐ International

Which of the following does your exhibits include? (check applicable):
☐ audience participants ☐ demonstration of products product samples: __________
☐ literature (pamphlets, manuals, posters, etc)
☐ video presentation or other visual aids ☐ entertainers
☐ Others (please specify): __________