

3rd UCLG ASPAC Congress 2010 Hamamatsu



Promotion Corner for Cities/Organizations Exhibition Manual

3rd UCLG ASPAC Congress 2010
Hamamatsu Executive Committee Secretariat

1. Introduction

(1) Outline

<Outline of Promotion Corner for Cities/Organizations>

S c h e d u l e	Booth Installation	Mon. 18 th Oct. 13:00 ~ 16:00
		Tue. 19 th Oct. 09:00 ~ 11:00
Exhibition Period		Tue. 19 th Oct. 12:00 ~ 18:00
		Wed 20 th Oct. 09:00 ~ 18:00
		Thu 21 st Oct. 09:00 ~ 17:00
	Booth Dismantling	Thu 21 st Oct. 17:00 ~ 18:00
V e n u e	ACT City Hamamatsu, 3 rd Fl. Meeting Room 31	

<Outline of Congress>

T i t l e	3rd UCLG ASPAC Congress 2010 Hamamatsu
D a t e	Tue 19th October – Fri 22nd October 2010
V e n u e	ACT City Hamamatsu (Congress Center, Concert Hall)
H o s t	3rd UCLG ASPAC Congress 2010 Hamamatsu Executive Committee, Hamamatsu City and UCLG ASPAC
Main Supporter	Council of Local Authorities for International Relations(CLAIR)
S p o n s o r	Suzuki Motor Corporation, Fujitsu Limited, F.C.C. Co., Ltd., Hamamatsu Photonics K.K.
S u p p o r t e r	Ministry of Internal Affairs and Communication, Ministry of Foreign Affairs, Shizuoka Prefecture, Japan International Cooperation Agency (JICA), Japan National Tourism Organization (JNTO), Japan External Trade Organization (JETRO), Hamamatsu Chamber of Commerce and Industry, The Shizuoka Shimbun and Shizuoka Broadcasting System, The Cunchi Shimbun Tokai Head Office
Participants	300 (150 domestic,150 overseas) *tentative
Main Participants	Representatives of member cities/organizations of UCLG ASPAC etc
T h e m e	Main Theme: “Responding to Globalization” Session Themes: Multicultural Society Climate Change Tourism Promotion Through the Use of Local Resources Inter-city Cooperation in the Economic Sector

Congress Website:

<http://www.uclg-aspac2010.org>

【Congress Program】

Tues, 19 th October		
12:00-16:30	Concert Hall, Lobby	Registration
13:00-13:25	Concert Hall	Opening Ceremony
13:30-15:00		Session 1: Multicultural Society
15:00-15:30	Congress Center 3F	Coffee Break
15:30-16:30	Concert Hall	Keynote Speech 1: Governor of Shizuoka Prefecture
16:30-17:30		Keynote Speech 2: Chairman & CEO of Suzuki Motor Corporation
18:30-20:30	Okura Act City Hotel Hamamatsu, 4F “Heian no Ma”	Welcome Reception

Wed, 20 th October		
09:00-16:00	Congress Center 4F, Lobby	Registration
10:00-10:30	Congress Center 4F	World Bank Special Session: Climate Change
10:30-12:00	Meeting Room 41	Session 2: Climate Change
12:00-13:30	Okura Act City Hotel Hamamatsu 4F “Heian no Ma”	Lunch
13:30-15:00	Congress Center 4F Meeting Room 41	Session 3: Tourism Promotion Through the Use of Local Resources
15:00-15:30	Congress Center 3F	Coffee Break
15:30-17:00	Congress Center 4F Meeting Room 41	Session 4: Intercity Cooperation in the Economic Sector
18:00-20:00	Okura Act City Hotel Hamamatsu 4F “Heian no Ma”	Gala Dinner Party

Thu, 21 st October		
08:30-12:00	Congress Center 4F, Lobby	Registration
09:30-10:30	Congress Center 4F Meeting Room 41	Executive Bureau Meeting
10:30-11:00	Congress Center 3F	Coffee Break
11:00-12:00	Congress Center 4F Meeting Room 41	Election of Council and Executive Bureau Members
12:00-13:30	Okura Act City Hotel Hamamatsu 4F “Heian no Ma”	Lunch
13:30-14:30	Congress Center 4F Meeting Room 41	Council Meeting
14:30-15:00	Congress Center 3F	Coffee Break
15:00-17:00	Congress Center 4F Meeting Room 41	Council Meeting Election of President and Co-Presidents
18:00-20:00	Mein Schloss	Farewell Party

Fri, 22 nd October	
09:00-17:00	Study Tour Course 1: Industrial Tourism and Culture/History Course
(tentative)	Study Tour Course 2: Environment and Culture/History Course

(2) Enquiries

3rd UCLG ASPAC Congress 2010 Hamamatsu Executive Committee Secretariat

(International Affairs Division, Planning Department, Hamamatsu City)

Contact Person: Mr Takimoto, Mr Daito

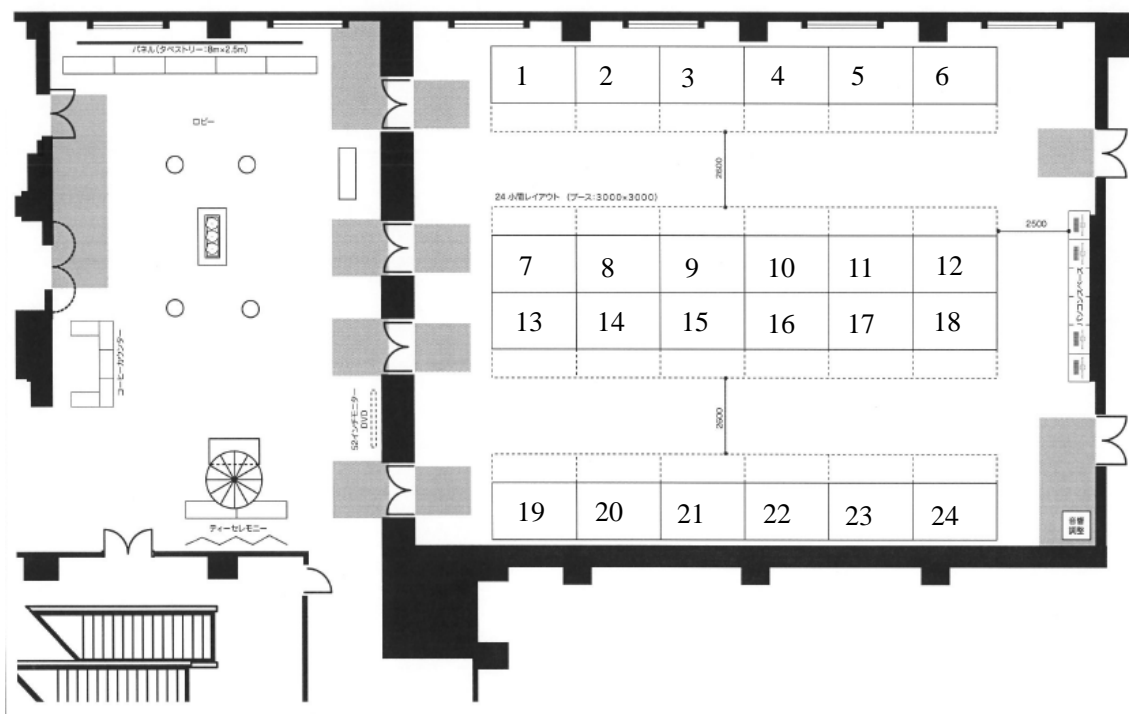
103-2 Motoshiro-cho, Naka-ku, Hamamatsu-shi, Shizuoka-ken, 430-8652

Tel: +81-(0)53-457-2359 FAX: +81-(0)53-457-2362

E-mail: kokusai@city.hamamatsu.shizuoka.jp

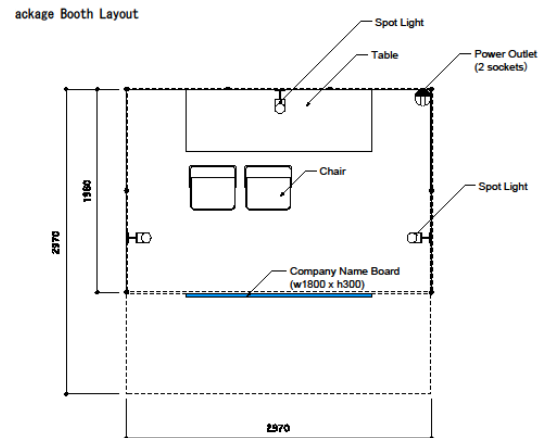
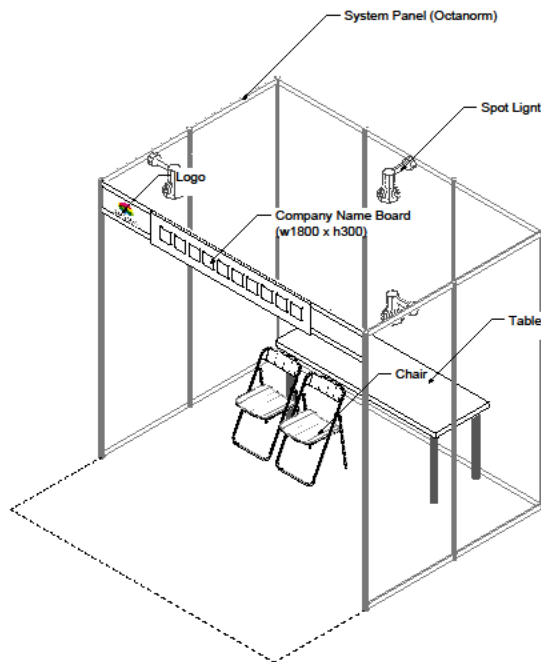
(3) Layout of the Promotion Corner for Cities/Organisations

Venue: ACT City Hamamatsu, Congress Center 3F



*The position of your booth will be notified beforehand.

(4) Booth Specifications



< Booth Size >

1 booth = Width 2,970mm
 Depth 2,970mm
 Height 2,700mm

< Equipment Included >

	Item	Size	Quantity
1	Back panel	H2,700mm×W2,970mm	1
2	Side panel	H2,700mm × W1,780mm	2
3	Name Board	H300mm × W1,800mm	1
4	Spotlight	100W, on top of back and side panels	3
5	Long table	W1,800 × D600mm	1
6	Chair		2
7	Power supply	1,000W (Includes cost of installing line and electricity use) *As there is limited power supply in the venue, the lowest amount of power supply necessary will be arranged, so please fill in any equipment that you will use requiring electricity and its voltage in the “Booth Content Form”.	1

2. Documents to Submit

Booth Content Form (required)

Submission Deadline: Tue 31st Aug. 2010

Equipment Rental Form (optional)

Submission Deadline: Tue 31st Aug. 2010

3. Important Points for Exhibiting

(1) Booth Installation and Dismantling

A. Installation and Dismantling Time

Please keep strictly to the times below for booth installation, setup, dismantling and removal.

Booth installation/Setup Mon. 18th Oct. 13:00 ~ 16:00

 Tue 19th Oct. 09:00 ~ 11:00

Dismantling/Removal Thu 21st Oct. 17:00 ~ 18:00

B. Use of Vehicles etc

If you are using a car or delivery company for loading and removal, please fill in the “Booth Content” section in the Booth Content Form.

(2) Other

A. Wearing your Exhibitor ID

Please wear your Exhibitor ID at the Congress venue. If you do not wear your ID, you may not be able to enter the venue, so please be careful.

The number of Exhibitor IDs which you apply for on the Booth Content Form will be sent to you before the Congress.

The Exhibitor ID will not allow you to participate in other Congress events (sessions, reception, lunch etc), so if you would like to participate in the Congress, please register separately (fee required).

B. Use of fire

The use of fire is strictly prohibited.

C. Use of electricity

In principle, each booth is able to use up to 1,000W without additional charge, however, as the power supply at the venue is limited, the lowest amount of power supply necessary will be distributed amongst all booths.

If you bring in any equipment which requires electricity, please write this in the “Equipment requiring electricity” column on the Booth Content Form.

If power usage exceeds 1,000W, you will be charged 3,000 yen for installing the line and 1,000 yen for usage fee per 500W, so please be aware.

D. Decorating the booth

Use of thumbtacks, pins, double-sided tape with strong glue etc is not permitted on the back and side panels. Please use Velcro, metal hangers etc.

For use of plywood etc, please fireproof it. Also, if using flammable materials such as carpet, flags, cloths etc, please fireproof it. Please do not use styrofoam, nylon etc.

E. Regarding Food and Beverages

- To sell and provide food/beverages, please fill in the “Booth Content” section of the Booth Content Form.
- It is possible to sell and provide food/beverages, however it must be within the limits which does not require a permit based on the Food Hygiene Law.
- Please follow all related laws regarding the sales and provision of food/beverages.
- It is possible to bring food/beverages inside, but for drinks and other liquids, please lay a groundsheet. If the carpet becomes soiled or dirty, you may be asked to pay for the cleaning costs.
- You may use the hot water supply room at the back of the venue. You may also use the refrigerator located in the same room, however, please consult with the Congress Secretariat beforehand if you wish to use it.

F. Additional Costs

If you would like to rent other equipment or require special construction for your booth, this will incur additional costs.

< Items which incur additional costs >





















- Rental of equipment other than the basic equipment provided.
- Using electricity which exceeds over 1,000W.
- Separate installation (Temporary phone, Internet connection etc)
- Services other than what is provided in the basic package.

G. Other

- For loading and removal of equipment and materials into the Congress venue, please use the Congress Centre Loading Dock. After you have finished loading/unloading, please move your vehicle as quickly as possible.
- For those who will come by car, please use the ACT City Underground Parking Lot (fee required) or private parking lots in the area.

4. Equipment Rental

Those who would like to rent equipment please fill in the Equipment Rental Form. If there is equipment not listed below, please contact the 3rd UCLG ASPAC Congress 2010 Hamamatsu Executive Committee Secretariat.

				
① Café Chair W 430 D 455 H 750 SH 450 ¥4,900	② Café Table Φ600 H 600 ¥4,200	③ Counter Chair Φ400 SH 530~780 ¥4,000	④ Unit Counter W 900 D 450 H 800 ¥6,300	⑤ Catalogue Stand (12 levels) W 450 D 570 H 1650 ¥5,600
				
⑥ Business Card Box W 95 D 125 H 125 ¥1,500	⑦ Stand W 990 D 495 H 750 ¥13,000	⑧ Stand with doors W 990 D 495 H 750 ¥15,000	⑨ 21 Inch DVD set W 990 D 495 H 750 ¥20,000	⑩ DVD Player ¥5,000
				
⑪ 32 Inch Liquid Display TV W 967 D 306 H 587 ¥35,000	⑫ 45 Inch Liquid Display TV W 1259 D 306 H 744 ¥58,000	⑬ Freestanding TV Stand W 700 D 600 H 1430~1730 ¥12,000	⑭ Metal TV Wall Hanger ¥9,600	⑮ “S” hanger (4) ¥100
				
⑯ Chain 1m ¥500	⑰ Velcro 1m ¥1,000	⑱ Medium-size Plant ¥3,500	⑲ Small-size Plant ¥2,500	⑳ Flower pot ¥2,000

*The actual item may differ slightly from the image shown.

FAX: +81-53-457-2362

To International Affairs Division, Hamamatsu City, Japan

3rd UCLG ASPAC Congress 2010 Hamamatsu

PR Corner for Cities/Organizations Booth Content Form

1. Exhibitor Information

Exhibitor Name		
Name of Booth	Japanese	
	English	
Contact Person	Name	
	Dept/Position	
	Address	
	TEL	
	FAX	
	E-mail	

2. Booth Content

No. of Exhibitor ID Required	Quantity:
Equipment Required *Free	Qty of Long Table(s): (Max: 1 per booth) Qty of Chair(s): (Max: 2 per booth) *The amount provided in the booth will be what is written here.
Equipment Rental *Fee required	Yes No *If Yes, please fill in the separate "Equipment Rental Form".
Method of loading/unloading	Car Yes No Delivery Company Yes No Proposed Date of Booth installation/Setup 10/18(Mon)PM 10/19(Tue)AM
Booth Content	Selling goods Yes No Selling food Yes No < Describe in detail >
Equipment requiring electricity *Only if brought into the booth	1 _____ (Voltage W × (qty) = Total W) 2 _____ (Voltage W × (qty) = Total W) 3 _____ (Voltage W × (qty) = Total W) 4 _____ (Voltage W × (qty) = Total W) *Up to 1000W is free of charge, however if power usage exceeds 1000W (incl. usage by rental equipment), you will be charged 3000 yen for installing the line and 1000 yen for electricity per 500W.

Submission Deadline: 31st Aug (Tue)

FAX: +81-53-457-2362

To International Affairs Division, Hamamatsu City, Japan

3rd UCLG ASPAC Congress 2010 Hamamatsu

Equipment Rental Form

1. Exhibitor Information

Exhibitor Name				
Contact Person	Name			
	Department/Position			
	Address			
	TEL		FAX	
	E-mail			

2. Equipment Rental

No.	Type	Item Name	Price (yen)	Quantity	Total Price (yen)
1	Rental	Café Chair	4,900		
2	Rental	Café Table	4,200		
3	Rental	Counter Chair	4,000		
4	Rental	Unit Counter	6,300		
5	Rental	Catalogue Stand (12 levels)	5,600		
6	Rental	Business Card Box	1,500		
7	Rental	Stand	13,000		
8	Rental	Stand with doors	15,000		
9	Rental	21 Inch DVD Set	20,000		
10	Rental	DVD Player	5,000		
11	Rental	32 Inch Liquid Display TV	35,000		
12	Rental	45 Inch Liquid Display TV	58,000		
13	Rental	Freestanding TV Stand	12,000		
14	Rental	Metal TV Wall Hanger	9,600		
15	Rental	“S” hanger (4)	100		
16	Rental	Chain (1m)	500		
17	Rental	Velcro	1,000		
18	Rental	Medium-size Plant	3,500		
19	Rental	Small-size Plant	2,500		
20	Rental	Flower pot	2,000		
Total					

*Excludes Consumption Tax

*For other items not listed above, please enquire to the 3rd UCLG ASPAC Congress 2010 Hamamatsu Executive Committee Secretariat.

*Applications may not be accepted after the deadline, so please apply before the deadline.

Submission Deadline: 31st August (Tue)