

KYOTO



The Joint Meeting of
The 12th World Congress of International Society for Apheresis

ISFA2019

The 40th Annual Meeting of Japanese Society for Apheresis

JSFA2019

Date : October 17(Thu)-20(Sun), 2019

Venue : Kyoto International Conference Center, Kyoto, Japan

FOR **S** PONSORS

CONDITIONS, **R**ULES & **R**EGULATIONS



In order to secure your hotel reservation we strongly advise to book your hotel as early as possible. There is a possibility the application be refused in case it does not fit our policy for this congress program.

Exhibition

The Exhibition Organizer (hereafter called the “Organizer”) is Atalacia Ltd. A/S on behalf of ISFA JSFA 2019. The venue is Kyoto International Conference Center, Kyoto, Japan.

The allocation of the exhibitions shall be decided by the Exhibition Organizer according to the contents and circumstances.

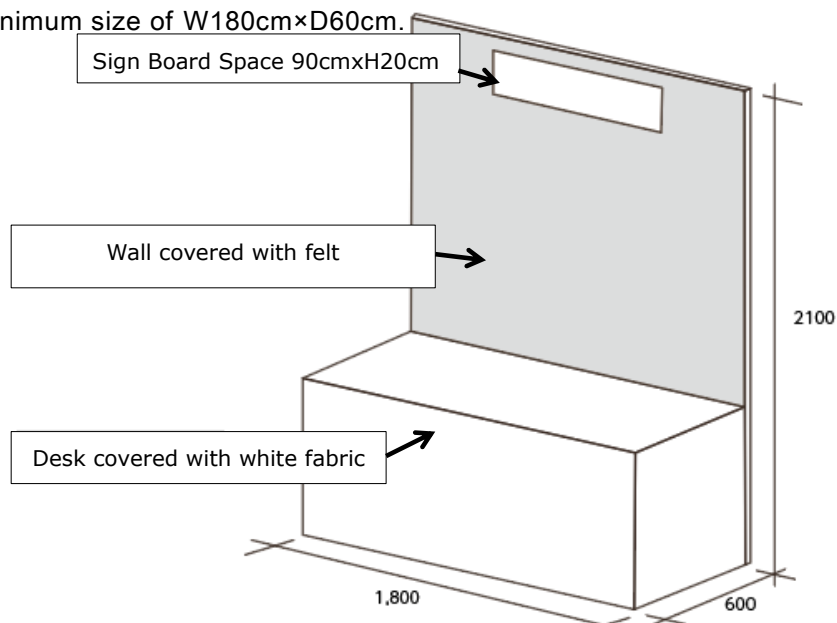
1. Opening hours

The opening hours have been fixed at:

Friday -	Oct 18	09:00 – 18:00 hrs	
Saturday –	Oct 19	09:00 – 18:00 hrs	
Sunday –	Oct 20	09:00 – 16:00 hrs	Alterations may occur.

2. Stand size / Price

Stands are available in a minimum size of W180cm×D60cm.



With regard to stand mounting - individual height restrictions per stand - and extras (decoration, sittings, furniture, power, etc. - not included in the stand rental), all contracted Exhibitors will be contacted by Atalacia

3. Terms of Application / Payment

The application for the exhibition shall be made no later than **June 30, 2019**. We will stop accepting applications when the number of applicants reaches the quota (12).

We will invoice sponsors after the application is accepted. Please make an arrangement of Bank transfer to the designated bank account.

4. Set-up and mounting/decoration of stands

The Exhibitors may carry the exhibition materials into the venue, build and arrange their stands on:

Thursday, Oct 17, 2019

13:00 – 17:00 hrs.

Alterations may occur.

Please make sure that all invoices are paid before arrival. Build-up is not allowed with a balance due.

The Exhibitor shall be bound to comply with the regulations issued by the Organizer, the Exhibition Architect, the Fire Authorities, the Health Authorities, and any other Public Authority, and in other respects to comply with the “Conditions, Rules and Regulations”, a copy of which is submitted to each Exhibitor.

No Exhibitor may allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces, just as there must be no construction above the height of the stand without special permission from the Organizer.

The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up, etc. The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.

The exhibition building and the material therein must not be damaged (for example by nails, screws, etc. in doors and walls).

No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof.

It is the responsibility of each exhibitor to find suitable space for the storage of potential empty wrapping during the days of exhibiting. Please contact your forwarding agent or make arrangement with the official forwarding agent Altalacia Solutions.

5 Removal of articles exhibited

The hours of the dismantling of exhibition stands are:

Sunday Oct 20, 2019

16:00 – 18:00 hrs.

Alterations may occur.

The Organizer shall be entitled, at the risk and expense of the Exhibitor, to remove all articles, exhibition material, etc. which have not been removed by the Exhibitor before the expiry of the time limit, i.e. Oct 20, 2019 at 18:00 hrs.

The Exhibitor with build-up shall restore the Stand to its original form/condition.

6 Sales and publicity

The Exhibitor shall be obliged to observe the provisions fixed by the Organizer and the Authorities concerning sales, taking of orders, delivery of samples, etc.

The placing or handing out of publicity material, samples, etc. outside the area of the stand is not permitted. Exhibitors may only hand out samples, etc. for Companies represented on the stands. Political propaganda is prohibited. The Exhibitor must not from his stand promote companies, who are not notified and have not been recognized in writing as an Exhibitor.

Cash sales or on-site sales to prospective purchasers within the confines of the exhibition space are prohibited. (For Exhibitors selling books : Please contact Atalacia for specific instructions).

Use of loudspeakers and exhibition film, slides, video etc. may only take place after obtaining permission from the Organizer and must never constitute a nuisance to the surrounding stands and lecture halls.

7 Transfer of space

Exhibitors are not permitted to sublet their stand or lend it to a third party, either in part or as a whole. No changing of stands among the exhibitors may take place without the written consent of the Organizer.

8 Responsibility

The Exhibitor shall be responsible for any damage done to the premises, fixtures or injury to persons caused by the Exhibitor, his staff or his exhibited articles and exhibition material. The Exhibitor shall not be entitled to repair any such damage himself.

9 Force majeure

In case of war, mobilization, strike, lock-out, fire, regulations of the authorities or other circumstances beyond the control of the Organizer, that might render it impossible or difficult to carry through an arrangement, the Organizer shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel. The arrangement and the Organizer shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the stand rental paid.

10 Claims

Any complaint shall be made forthwith and no later than at the closing of the exhibition and shall be sent by registered letter to the Organizer.

11 Questions of doubt

Any and every matter, which is not covered by the above regulations and about which there may be any doubt, shall be settled by the Organizer and is subject to the Organizer's discretion.

12 Alteration of the regulations

The Organizer reserves the right to alter the present regulations with immediate effect in case of orders from the Authorities or other compelling reason might make it necessary.

13 Special arrangements

Special arrangements, if any, between the Organizer and the Exhibitor, which are not included in the agreement, shall only be binding when accepted in writing by the Organizer.

14 General information

Official contractors

All official contractors act on their own behalf in all arrangements with exhibitors and are not agents, employees or representatives of the ISFA JSFA 2019. All services or materials supplied by such contractors on order of the exhibitor will be billed directly by the contractor to the exhibitor. Therefore, ISFA JSFA 2019 does not assume any liability or responsibility for any act performed or omitted by such official contractors.

15 Damage to Facilities

No part of any exhibits, signs, posters or displays can be nailed or attached to columns or walls or any parts of the Conference Venue. Any damage to the Conference Venue by an exhibitor shall be the financial responsibility of the exhibitor.

16 Insurance

It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or theft, fire damage or loss of property in such amounts as the exhibitor shall deem adequate. Neither the ISFA JSFA 2019 Exhibition, nor the Conference Venue will offer the exhibitor any kind of insurance protection.

17 Security

General guard service will be supplied by the Conference but in no instance will guarantee the Exhibitor against loss or theft of any kind. The safekeeping of the exhibitor's property is the responsibility of each exhibitor. Exhibitors are advised to add on their existing insurance a portal-to-portal rider, protecting them against loss/damage to their materials by fire, theft, accident and the like.

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ISFA JSFA 2019 Your Contacts:

Exhibition Secretariat:	Atalacia Co.Ltd. A/S I-775Funahashi Honmachi,Hirakata, Osaka 573-1116 Japan
Att.:	Miwa Kunishima
E-mail:	isfa.kigyo@atalacia.com
Fax:	+81 72-808-8126

Advertisement on Program

1 The program of

**12th World Congress of
International Society for Apheresis
&
40th Annual Meeting of
Japanese Society for Apheresis**

2 Size / Number of Copies/ Prices

Advertising in program	Type				Number
	Inside Front Cover, Full page,B/W	A4 size Number of copies:2500			1
	Inside Back Cover, Full Page, B/W				1
	Back Cover, Full Page,Color				1
	Full Page, B/W				5
	Half Page, B/W				10
	application deadline 30/June/2019				

3 Term of Application / Payment

The application for the advertisement shall be made no later than June 30, 2019. We will stop accepting applications when the number of applicants reaches the quota.

We will invoice sponsors after the application is accepted. Please make an arrangement of Bank transfer to the designated bank account.

4 Data Sending

Advertisement Data shall be sent by e-mail, or CD-ROM, or DVD-ROM. PDF file shall be sent for printing proof. Please be noticed that the data is not returned and deleted after the congress.

5 Contacts

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I-775Funahashi Honmachi,Hirakata, Osaka 573-1116 Japan

Att.: Miwa Kunishima
E-mail: isfa.kigyo@atalacia.com
Fax: +81 72-808-8126

Endowed Seminar

In order to secure your hotel reservation we strongly advise to book the chair persons and speakers hotel as early as possible.

There is a possibility the application be refused in case it does not fit our policy for this congress program.

1 Type/Price

Seminar	Type	Date	Room	Time	Seat	Number	
include	Lighting facilities	M-1	Sat 19	A	8:00-9:00	500	1
	Sound facilities	M-2	Sat 19	B-1	8:00-9:00	220	1
	1 Screen	M-3	Sun 20	A	8:00-9:00	500	1
	1 PC & 1 operator	M-4	Sun 20	B-1	8:00-9:00	220	1
		L-1	Fri 18	A	12:30-13:00	500	1
exclude	Meal & drink allowance	L-2	Fri 18	B-1	12:30-13:00	220	1
	Expenses for meeting with speakers	L-3	Fri 18	D	12:30-13:00	220	1
	Reward	L-4	Sat 19	A	12:30-13:00	500	1
	Travel expenses	L-5	Sat 19	B-1	12:30-13:00	220	1
	Fryer & Poster	L-6	Sat 19	D	12:30-13:00	220	1
	Staffs	L-7	Sun 20	A	12:30-13:00	500	1
application deadline 30/April/2019							

2 Term of Application / Payment

The application for the advertisement shall be made no later than **April 30, 2019**. We will invoice sponsors after the application is accepted. Please make an arrangement of Bank transfer to the designated bank account.

3 Ultimate Decision

The Organizer shall assign an allocation for the seminar according to the request of all the sponsors. The invoice shall be issued after the ultimate decision.

4 Facility in Seminar Room

Lighting Facilities, Sound Facilities, 1 PC with 1 Operator, 1 Screen included.

5 Special arrangements

Rewards and travel cover to the Chair persons, speakers, and presenters are not included, nor meal allowance, nor fryers & posters. The organizer shall not have any responsibilities about the arrangement for the Chair persons, speakers, and presenters.

6 Contacts

The organizer may give some information about recommended supplier for meal and hotel reservation.

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