



34th ISTS Exhibition Conditions, Kurume, Fukuoka

Exhibition Committee of the 34th ISTS

1. General Provision:

This regulation is sponsored by the 34th International Symposium on Space Technology and Science and The Japan Society for Aeronautical and Space Sciences. Co-sponsored by Nano-Satellite Symposium Organizing Committee (NSAT), it stipulates the procedure of the exhibition to be held as one of the projects to hold the “34th International Symposiums on Space Technology and Science”, in Kurume, Fukuoka, in June 2023.

2. Formal Name

34th ISTS International Space Exhibition

3. Organizers

34th ISTS Organizing Committee, Exhibition Committee
The Japan Society for Aeronautical and Space Sciences (JSASS)

4. Co-sponsors

Nano-Satellite Symposium Organizing Committee (NSAT)

5. Name of the Exhibition and Exhibition Theme

Kurume in Fukuoka: “Space for All of Us”

6. Opening Period and Venue

- Period June 3 (Sat.) – June 7 (Wed.), 2023 10:00 – 17:00
- Venue Kurume City Plaza Exhibition Room & Shared areas (part of)
General information about Kurume City Plaza will be available at the website below.

<https://kurumecityplaza.jp/en>

-34th ISTS International Space Exhibition is open not only to ISTS participants but also to the public free of charge.

7. Exhibit Items:

The Exhibition will include actual equipment and parts, models, panels, and videos that will introduce the current status and future plans of various aerospace-related organizations, groups interested in future use in the aerospace field, and a wide range of organizations involved in manufacturing in science and technology.

8. Exhibition Format

① Booth Exhibition - Shell Scheme Stand

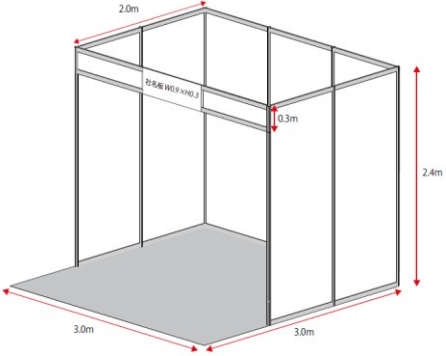
1. Please use the booth prepared by the exhibition committee. Exhibitors with a Shell Scheme Stand must use the system elected by the Exhibition Committee. Shell Scheme Stands are available in units of **3m×3m and a height of 2.4m**.
2. The size and font of the company name plate will be produced and installed by the

- exhibition committee. **Install 2 spotlights (100W) per booth.**
- Each unit includes side panels, a back panel, 2 spotlights, nameplate with general letters and an electrical main of 1.5kw with 2 sockets. Exhibitors who need multiple units should contact the Exhibition Committee.
* (Shared areas excluded)

4. Image of Shell Scheme Stand

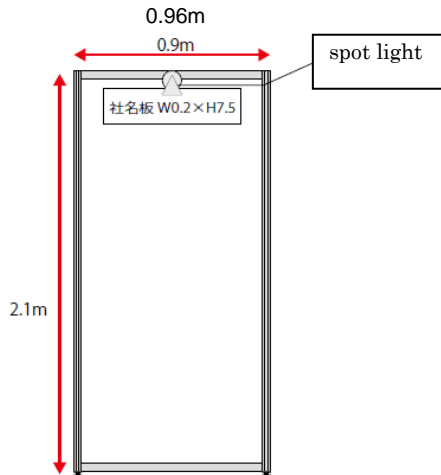
Exhibition booth image:

- Exhibition Space (3m*3m=9 m²)
- The company plate (W900mm*H300mm)
- Electric capacity companies 1.5kw limit
- 1 Outlet with 2 sockets
- 2 spotlights (100W) 2lights
- ※Other than this as a condition, each company will do the construction separately.



② Panel Exhibition

- The size and font of the company name plate will be produced and installed by the exhibition committee. **Install 1 spotlights (100W) per booth.**
- Each unit includes side panels, a back panel, 1 spotlights, nameplate with general letters and an electrical main of 1.5kw with twin sockets. Exhibitors who need multiple
- If you require an electrical outlet, please apply for one separately (at an additional cost).* (Shared areas excluded)
- Please apply separately if you need a table. (Charges apply.)



Panel Stands Exhibition Image:

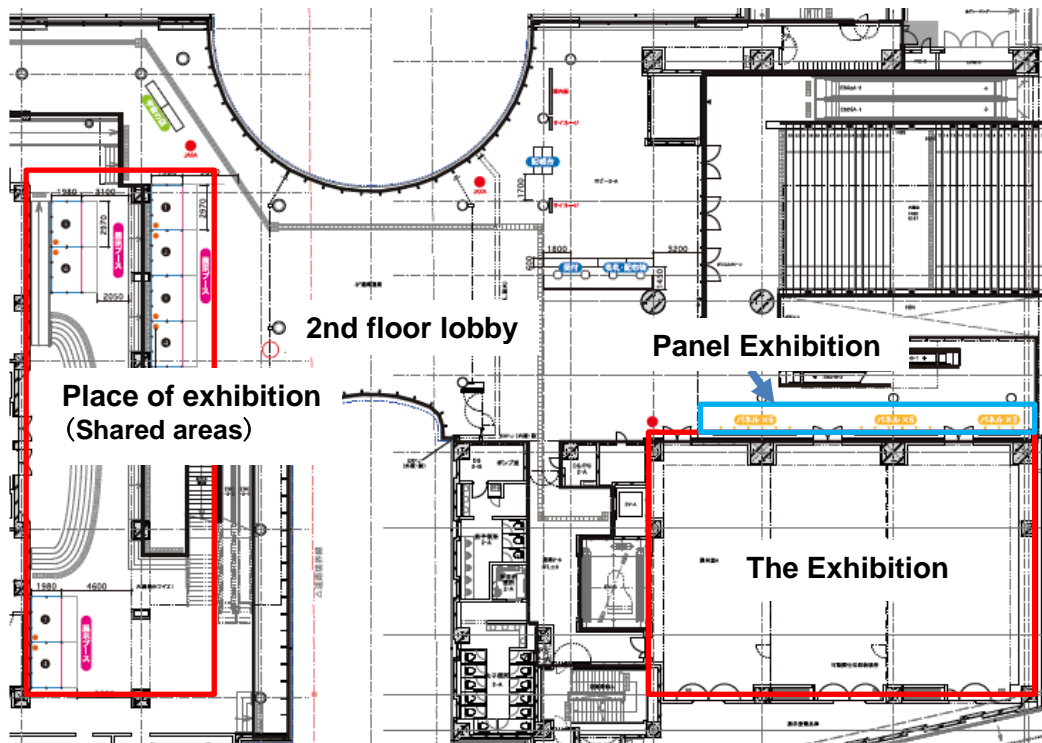
Panels are available in unit of 0.96m×2.1m. Exhibitors with a panel stand must use the system erected by the exhibition committee. Exhibitors can place a small desk for brochures (extra charge)

※Other than this as a condition, each company will do the construction separately.

③Online publication

Exhibitors who apply for either a booth or panel display will be introduced with their company logo and up to two images of their choice (links are also possible). (Scheduled)

< Reference > Exhibition and panel display area



9. For Addition Work:

In case of additional construction, please consult with the exhibition committee and carry out at the exhibitor's expense.

10. Disaster prevention regulations for decorative materials:

Please be sure to observe the following regarding the decorative materials used in the exhibition hall.

- ① For plywood veneer, printed veneer, etc., use flameproof treated boards regardless of thickness.
- ② When attaching a thick cloth or paper with folds to the flameproof plywood or fastening with nails, use a flameproof material. However, it can be used because it is considered as flameproof plywood if a thick cloth or paper is stuck to the whole surface.
- ③ Carpet, curtains, flags (banners), fiberboards, artificial flowers, fabrics, paper, and other flammable materials should be flameproof. Each of these items must be labeled with a flameproof label.
- ④ Please do not use Styrofoam, Hong Kong flower, urethane, polyester, nylon, etc. as it is difficult to give flame resistance.

11. Exhibit fees and expense:

In accordance with the exhibition format defined in Section 7, the exhibition fees and expense are set forth below. However, regardless of the exhibition format, the exhibitor is responsible for all expenses related to the transportation, installation and removal of the exhibition area. The consumption tax will be applied at the time of payment.

- ① Booth exhibition fee (planned)
1 booth: W3.0m × D3.0m × H2.4m 280,000yen (tax not included) (Section 7 includes foundation work as specified in (1), Includes online publication fee of 30,000 yen.).
- ② Panel Exhibition fee (Planned)
1panel: W0.96m × H2.1m 80,000 円(tax not included)
(Includes online publication fee of 30,000 yen.)
- ③ Electricity usage fee (planned)
As a general rule, the exhibitor is responsible for the electricity charges, which are billed after the exhibition

12. Electrical Power Supply

Electrical power supply is available at the expense of the exhibitor. Exhibitors who need electrical power should apply to Exhibition Committee in writing. The Exhibition Committee will send the invoice for the electricity fee after the end of the exhibition.

The following type of electricity is available.

-AC single-phase 100 V * (Shared areas excluded)

13. Water and Drainage Service

Exhibitors who need water and drainage service should apply to Exhibition Committee in writing.

14. Carry-in/ Carry-out related

- ① Date and time of delivery
 - Delivery/Decorative: Friday, June 2 09: 00 to 17: 00 (planned)
 - Withdrawal/Removal: Wednesday, June 7 from 18: 00 to 21: 00 (planned)
Thursday, June 8 from 09: 00 to 12: 00 (planned)

*We will let you know the details of the delivery later.
- ② Floor Loading Capacity
If you want to display heavy items, please contact the secretariat.
- ③ Carry-in/ Carry-out vehicles:
A large truck can be used to carry in and out the items, but they are unloaded at the carriage entrance and the items on display are moved to the booth by a cart. Vehicles are not allowed in the theater.

15. Security Management

- ① Kurume City Plaza, where the exhibition room is located, will lock all entrances and exits except during opening hours (9: 00 ~ 22: 30). Security guards patrol during the opening hours of Kurume City Plaza except for the exhibition hours, but there is no permanent or regular patrol. The security guards at the venue will patrol and confirm that all entrances and exits are locked outside of the exhibition hours, but there will be no resident or show patrol.
- ② The Exhibition Secretariat manages the entry and exit of exhibitors and event participants outside of the exhibition hours by presenting their identification cards (conference participation certificate, exhibitor badges) and checking them against the list of prior applicants at the entrance of the exhibition room.

16. Protection and management of exhibits

- ① The exhibitor assumes all responsibility for the management of the exhibits during the exhibition. Exhibitors are encouraged to provide appropriate insurance against damage to their exhibits due to unforeseen accidents during the entire period from shipment to exhibition and return.

- ② As a safety measure for the exhibition hall, the exhibition committee sets up and operates the hall in accordance with the instructions of the local fire department and the hall safety regulations. In addition, event insurance will be provided during the event in order to deal with the accident of the visitor at the opening.
- ③ The Exhibition Committee shall not be liable for any damage or loss of the Exhibits due to theft or force majeure such as natural disaster.

17. Prohibited matters

No fire, also, smoking is prohibited in the theater. Please do not bring combustibles such as gasoline, alcohol and kerosene, explosives such as compressed gas, or unstable substances based on combustibles or explosives into the venue without permission from the exhibition committee.

18. Identification card

- ① The exhibition committee will distribute designated exhibitor badges with the exhibition name and the exhibitor name to each exhibitor. This is your identification card for the duration of the session. Please make sure to wear the exhibitor's badge when you enter the exhibition hall during the exhibition or during the work of carrying in and out the exhibits.
- ② Exhibitor badges are only valid for entry to the exhibition hall. You cannot enter the session hall. However, you can enter the opening ceremony, special session and welcome reception.

19. cancellation policy

In the event of cancellation at the exhibitor's convenience, the exhibitor shall pay the following cancellation fees to the organizer.

(1) Cancellation before May 2, 2023 (Tue): Free of charge

(2) Cancellation after May 3, 2023 (Wednesday): 100% of the exhibition fee

20. Payment of exhibition fees, etc.

We will send you an invoice for the exhibition fee immediately after the end of the exhibition, so please transfer it to the designated bank. Additional expenses such as construction and rental items will be requested directly from the vendor after the exhibition.

21. Transportation of Exhibits, etc.

The facility (Kurume City Plaza) does not accept packages, so it is not possible to send packages in advance. The exhibitor is responsible for receiving the package on the day of delivery. Also, we cannot keep it at the exhibition committee.

22. Other

- ① If possible, please write both Japanese and English on the explanation panels about the exhibits.
- ② The list of exhibitors is attached to the program distributed to the symposium participants.
- ③ We will create a guidebook to introduce exhibitors and exhibits at the exhibition committee. Each exhibitor is requested to provide the manuscript for publication.

23. New Coronavirus Disease (COVID-19) Information Related

Please use according to the guidelines of Kurume City Plaza. (Fukuoka) note that organizer may ask you to take measures against new coronavirus infections.

<https://ists.ne.jp/covid-19/>

24. Deadline for exhibit applications and contact information

Please send your application form to the following office by Tuesday, February 28, 2023. If you have any questions or need further explanation about the mentioned conditions, please do not hesitate to contact the Exhibition Secretariat.

Secretariat of the 34 ISTS Organizing Committee

4-1- 21, Nihonbashi-Muromachi Chuo-ku, Tokyo 103 0022, Japan

The 4th floor of Kinsan Building, in the Japan Society for Aeronautical and Space Sciences

Tel: 03-6262-5313 E-Mail: 34ists@jsforum.or.jp