



# **Exhibitor Manual**

**Routes Asia 2017**

**19<sup>th</sup> – 21<sup>st</sup> March 2017**

**Okinawa Convention Centre, Okinawa, Japan**



■ Secretariat Office

UBM Japan Co Ltd  
Kanda 91 Bldg., 1-8-3 Kaji-cho  
Chiyoda-ku, Tokyo 101-0044 JAPAN  
Tel: +81-3-5296-1020 Fax: +81-3-5296-1018  
Contact: Mr. Gonda, Mr. Ouchi, Ms. Nakagawara  
E-mail: routesasia2017-jp@ubm.com

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■ Official Contractor

Any queries regarding Furniture,  
Package stands,  
Staffing Services Provider  
Cleaning and Electrical work;

Okinawa Congress Corporation  
Nippon Seimei Naha Bldg., 3-1-1 Kumoji,  
Naha, Okinawa, 900-0015 JAPAN  
Tel: +81-98-869-4220 Fax: +81-98-869-4252  
Contact: Mr. Tomoki Bernard Inamine  
E-mail: routes-asia@okicongre.jp

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■ Official Freight Forwarder

CEVA Showfreight

Tel: +44 1322 312 058 Fax: +44 121 782 2875  
Contact: Mr. Martyn White  
E-mail: [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

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■ Official Travel Agent

1.) Nippon Travel Agency Okinawa Co.,LTD.  
Kokuba Bldg. 2F, 3-21-1 Kumoji,  
Naha, Okinawa, 900-0015, JAPAN  
Tel: +81-98-860-9944 Fax: +81-98-869-4705  
Contact: Ms. Michiko Fukuyama  
E-mail: [routes-a2017@ntaoka.co.jp](mailto:routes-a2017@ntaoka.co.jp)

2.) events in focus  
32 Southwark Bridge Road, London, SE1 9EU, UK  
Direct Line: +44 207 902 7762  
Main Line: +44 207 902 7760  
Fax: +44 207 633 9427  
Neshma Shah  
[neshma.shah@eventsinfocus.net](mailto:neshma.shah@eventsinfocus.net)

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## EXHIBITION CHECKLIST

We have put together this checklist to help you with your planning for Routes Asia 2017, to record your progress and to remind yourself what needs to be done!

<b>BASIC PLANNING</b>	<b>SECTION</b>	<b>DONE</b>
		<b>(Tick)</b>
<b>READ EXHIBITOR MANUAL</b>		
Work Out a Timetable to Prepare for the Event		<input type="checkbox"/>
Initial Deposit Paid		<input type="checkbox"/>
Balance(s) Due	1-9	<input type="checkbox"/>
Book Hotel Rooms	2-8	<input type="checkbox"/>
Make Travel Arrangements		<input type="checkbox"/>
Arrange Delivery/Collection/Storage of Stand Materials		
<b>THE STAND</b>		
Brief Stand Contractor	3-4	<input type="checkbox"/>
Order Carpet	4-5	<input type="checkbox"/>
Order Floral Displays	4-1	<input type="checkbox"/>
Order Audio Visual	4-6	<input type="checkbox"/>
Order Furniture	4-2	<input type="checkbox"/>
Order Catering	6-3	<input type="checkbox"/>
Arrange Stand Staffing	3-6	<input type="checkbox"/>
Return Shell Scheme Name Board Form	4-7	<input type="checkbox"/>
Arrange Insurance	3-7	<input type="checkbox"/>
Order Hosted Networking Stand (for HNS holders only)		<input type="checkbox"/>
<b>PUBLICITY</b>		
Send Exhibitor Profile – Delegate Directory Arrange Prize Draw / Incentives		<input type="checkbox"/>
Organise Stand Literature Organise Extra Advertising		<input type="checkbox"/>
Plan Post-show Activity and Follow Up		<input type="checkbox"/>

## ROUTES ASIA 2017 - EVENT TIMETABLE

The Routes Asia 2017 event will take place in the Okinawa Convention Centre

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 18th March	08:00 – 20:00	Build-up of Hosted Networking Stands and Dressing of Shell Scheme build commences
Sunday 19th March	08:00 – 11:00	Final dressing of Shell Scheme stands
Event Open Days		
Sunday 19th March	13:00 – 18:00	Event Open
Monday 20th March	07:30 – 17:45	Event Open
Tuesday 21th March	08:00 – 17:45	Event Open
Event Breakdown Days		
Tuesday 21th March	18:45 – 00:00	Dismantling of Stands

All stand dressing and construction MUST be removed from the venue by 23:59 on Tuesday 21th March 2017.

Any items left in the venue after this time will be deemed abandoned and disposed of as rubbish.

**There will be a charge for the removal of any stand fitting or other goods which are abandoned in the venue.**

# 1. GENERAL INFORMATION

This manual has been created to aid exhibitors in all aspects of their planning for Routes Asia 2017. It contains many details for your information as well as a number of items which will need your attention in the lead up to the event.

Please take note of the forms and deadlines at the back of this manual in order to make the process of exhibiting at Routes Asia 2017 hassle free.

If you do not find the information you require in this manual please feel free to contact the Routes Operations Team directly by email at [routesasia2017-jp@ubm.com](mailto:routesasia2017-jp@ubm.com), or by phone +81 3 5296 1020

In addition, this manual is available to download via our website [www.routesonline.com](http://www.routesonline.com)

## 1-1 ORGANISERS OFFICE

Routes will have a dedicated Organisers Office to deal with any queries you may have on site. A member of the Routes team will be available to assist you with your queries.

The Organisers Office will be open at the following times:

Saturday 18th March	07:00 – 18:00
Sunday 19th March	07:00 – 18:00
Monday 20th March	07:30 – 18:00
Tuesday 21st March	08:00 – 20:00

The Organisers office is located in Conference Room B3, next to the exhibition hall.

If you have any queries regarding your participation at Routes Asia 2017 prior to these dates please do not hesitate to contact any member of the Routes Operations Team. Contact details can be found above.

### **Registration Desk:**

The Routes Asia 2017 Registration desk will be in operation from 11:00 on Sunday 19th March 2017 until 16:30 on Tuesday 21st March 2017. All delegates can collect their badge and delegate bag from 11:00 on Sunday 19th March 2017 onwards.

The Routes Registration Team will be on hand to answer any of your queries.

If you have any registration queries prior to the event please email [eventregistration@routesonline.com](mailto:eventregistration@routesonline.com)

## 1-2 VENUE FACILITIES

### **Business Centre**

The Business Centre is part of the Convention Centre. It is equipped with general devices to offer administrative support for you to stay connected. Services available include: Copying, E-mail & Internet, Facsimile, PC and Printer.

## 1-3 LOST & FOUND

All lost and found items should be handed in or reported to the Organisers Office. Any enquiries regarding lost and found items should be directed to the Organisers Office or on-site security.

## 1-4 SMOKING

The Okinawa Convention Centre is a **Non-Smoking** venue.

## 1-5 NOISE LEVELS

If you intend to use any form of music or entertainment (dancing, singing and live performances) for your stand promotion you must notify the organisers in advance of Routes Asia 2017.

There will be a prescribed maximum noise level of **50db** for all stands. Entertainment should be scheduled outside the formal one-to-one meetings sessions and only during the periods below:

Sunday 19th March	15:00 – 17:00
Monday 20th March	10:55 – 11:25 15:35 – 16:05
Tuesday 21th March	10:55 – 11:25 15:35 – 16:05

Routes would also ask that all exhibitors minimize noise and show appropriate respect to the formal speeches during the Lunches and Handover Ceremony. If any noise levels are raised to an unacceptable level, you may be asked to suspend activities until a more appropriate time.

**During meetings & speeches no sound, performances or entertainment should be played from any stand.**

Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers are facing inwards towards the stand and **NOT** facing the gangways or any other stands

## 1-6 PUBLIC ADDRESS SYSTEM

The public address system is for official announcements by the organisers only. It is not available to exhibitors for publicity purposes or individual messages during Routes Asia open hours.

If you wish to make an announcement please contact a member of the Routes Marketing team via the Organisers Office.

## 1-7 HEIGHT LIMITS FOR STANDS

Shell Schemes may not exceed a height of 2.5 meters.

Your Hosted Networking Stand may not exceed a height of 4 meters and should be single storey only.

## 1-8 HANGING BANNERS

Under no circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands.

All banners/signs/truss must be attached to the top of the stand itself and must not exceed a total height of 4 meters for Hosted Networking Stands and 2.5 meters for Shell Schemes.

## 1-9 HOTEL ACCOMMODATION

To book hotel accommodation please visit:

[www.routesonline.co](http://www.routesonline.co)



## 2. SECURITY, ACCESS & DELIVERY

This section covers areas such as security, access during the build-up and breakdown period of Routes Asia 2017, parking, lifting, deliveries, customs and storage. Please read carefully and do all that you can to ensure the relevant forms are submitted in good time.

### 2-1 SECURITY

Security is an area we all take seriously and we ask you to read the sections below carefully and ensure that all your staff fully cooperate with these systems. Please call our Operations Team if you have any queries.

While Routes will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage, which may occur, and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. Appropriate insurance cover should be arranged. See Section 4-7 for details of a provider.

There will be security staff from the Convention Centre onsite, but their duties will not include special attention to individual stands. Under no circumstances should a stand be unmanned during the open periods of the event and items of value should not be left on your exhibition stand overnight.

### 2-2 GETTING TO THE VENUE

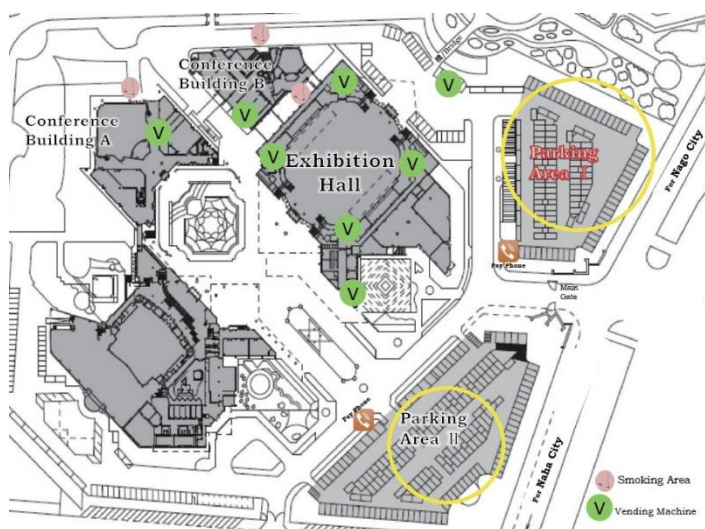
Please click the link below for a map and information on transportation to the venue:

Okinawa Convention Center, [www.oki-conven.jp](http://www.oki-conven.jp)

### 2-3 CAR PARKING

Parking is available at the area 1 of

Okinawa Convention Center.



### 2-4 LIFTING

The use of cranes, forklift trucks and working platforms is restricted exclusively to our Official Contractor, Okinawa Congress Corporation. The use of a company's own cranes, forklift trucks and working platforms is not permitted for safety reasons.

## 2-5 FREIGHT FORWARDING

**CEVA Showfreight** is the official freight forwarding agent and can, through their worldwide logistics operation, arrange for your consignment to be collected from your premises and delivered to Routes Asia 2017.

If you contact **CEVA Showfreight** they will organise for their local agent to contact you and make the necessary arrangements. This way you can deal with someone in your own country and in your own language.

Contact: Martyn White CEVA  
Showfreight

[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

Tel: +44 1322 312 058 - Fax: +44 121 782 2875

Deliveries should be arranged via CEVA Showfreight, as neither Routes nor the Convention Centre will accept responsibility for any deliveries on your behalf.

## 2-6 DELIVERY ADDRESS

**Please note: No shipments should be sent directly to the Okinawa Convention Centre.**

Please contact CEVA Showfreight to arrange delivery to the venue:  
Martyn White  
CEVA Showfreight

[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

Tel: +44 1322 312 058 - Fax: +44 121 782 2875

## 2-7 CUSTOMS

Due to stringent customs regulations in Japan, we do not recommend hand carrying any items.

As such, we recommend that all shipments are sent via CEVA Showfreight, the Official Freight Forwarding agent for Routes Asia 2017. Please note that CEVA Showfreight is recommended by Routes for freight forwarding requirements, however Routes cannot accept responsibility for delivery of any exhibitor goods.

Please note that due to stringent customs procedures in Japan, no foodstuffs or liquid products are permitted to be brought in to the country as part of your shipment. Any gifts or giveaway products will need to be declared to customs and should be listed on a commercial invoice. Please anticipate a long lead time for giveaway gifts to clear customs.

CEVA Showfreight will assist in arranging this clearance as part of their service. Please contact them directly to discuss any questions you may have regarding customs formalities.

Martyn White

CEVA Showfreight

[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

Tel: +44 1322 312 058 - Fax: +44 121 782 2875

## 2-8 DELIVERY & COLLECTIONS

**Deliveries should not be made before Saturday 18th March as there is no storage available at the venue.**

### **Deliveries during Build-Up**

Routes will **not** accept delivery of any goods and also cannot accept responsibility for any goods delivered to unstaffed stands. We regret we have no storage facilities available within the Organisers Office.

**We strongly advise you to check your courier's local office open days and hours if you arrange for a courier other than CEVA to deliver items to the venue. Some courier companies have restricted opening hours especially at weekends.**

Any couriered items not sent with CEVA Showfreight will be subject to local courier taxes and customs charges due on delivery, therefore, **please ensure a representative from your company is at the venue to accept delivery and settle the necessary charges.**

#### **Deliveries during Event**

Vehicles delivering stock during the open period may arrive 1 hour prior to the show opening each open day.

All goods entrances and loading areas must be clear of vehicles prior to the event opening.  
No deliveries are permitted once the event is open.

The breakdown of stands is not permitted during any part of the open period of the event under any circumstances.

#### **Collections**

If you are arranging for goods to be collected after Routes Asia 2017 closes, we strongly advise you do not leave goods unattended at any time before they are collected.

Routes cannot accept responsibility for damage to stands or goods or the loss or theft of any property on any stand or anywhere else in the event.

## **2-9 STORAGE**

There are no facilities within the venue for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

Empty packaging material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal.

## 3. STAND CONSTRUCTION & DRESSING

There are a number of regulations within this section that are essential for an orderly event. Please be aware of and comply with them. If you have any questions or require advice please contact our Operations Team who will be ready to offer you assistance.

### 3-1 BUILD-UP SCHEDULE

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 18 <sup>th</sup> March 2017	08:00 – 20:00	Stand build commences
Sunday 19 <sup>th</sup> March 2017	08:00 – 11:00	Finishing touches to all stands

### 3-2 EVENT OPEN DAYS

Event Open Days	
Sunday 19 <sup>th</sup> March 2017	13:00 – 18:00
Monday 20 <sup>th</sup> March 2017	07:30 – 17:45
Tuesday 21 <sup>st</sup> March 2017	08:00 – 17:45

Any maintenance work required during the open days of Routes Asia 2017 must be pre-arranged with the organisers before 14:00 on the day you want to work. Maintenance can only be undertaken during the closed hours of the show.

### 3-3 BREAKDOWN SCHEDULE

The Networking Area at Routes Asia 2017 will close at 17:45 on Tuesday 21st March 2017.

Removal of exhibits and displays commences at 18:45. Under no circumstances may any goods be removed or packed away from your stand before this time.

We strongly advise you NOT to leave items unattended on your stand at any time.

Dismantling of stands and removal of all material must be completed by 23:59 on Tuesday 21st March 2017.

Please ensure that you arrange for ALL of your stand materials to be removed from the halls.

Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

**There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.**

## 3-4 CARPET / FLOOR COVERING

### Hosted Networking Stands

If you are building your own stand you must supply your own floor covering.

## 3-5 DISCREPANCIES

If you experience any problems with your stand please inform the Organisers Office immediately. Discrepancies regarding your stand will only be recognized by the Organisers if notification is made to them in writing before the close of Routes Asia 2017 on Tuesday 21st March 2017.

## 3-6 SHELL SCHEME STANDS

Routes have appointed **Okinawa Congress Corporation** for all shell scheme construction and as such they must carry out all shell scheme work in the halls.



The Shell Scheme specification is as follows:

Fascia: Red fascia – 26 characters max

Walling: 3 sets of partition panels (one back wall and two side walls). For specific measurements for graphics please contact Okinawa Congress Corporation – Mr. Tomoki Bernard Inamine, [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp)

Carpet: Grey

Power: 1 x socket - Please bear in mind that you may need to bring a plug adaptor with you. Lighting: 3 x spotlights

### Fascia Name Board

All Shell Scheme stands come complete with a fascia name board with your company name on.

It is important that you complete and return the Shell Scheme Name Board Order Form with the company name you wish to appear on your fascia name board by 20th January 2017 to Mr. Tomoki Bernard Inamine at Okinawa Congress Corporation by email on [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp)

**Please note that your name must not exceed 26 characters.**

**If you do not submit your company name details by the deadline then we will use the name as detailed in your stand contract.**

On-site changes will incur an extra charge.

### Additional Branding/Enhancements

Any Shell Scheme stand holders wishing to brand their stand or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Shun Gonda, at [routesasia2017-jp@ubm.com](mailto:routesasia2017-jp@ubm.com) before **20th January 2017**.

## 3-7 HOSTED NETWORKING STANDS

When the exhibitor signs his/her Hosted Networking Stand he/she agrees to abide to all the clauses contained in the Exhibitor Manual and to ensure that all Exhibitor Appointed Contractors (EAC' s) abide by them.

In order to avoid any dispute, you must submit the layout of your stand to our technical advisor, Chris Simpson from Abraxys Global Limited. The definitive set up of your stand must be in strict conformity with the approved submission and Abraxys Limited will check all stand installations and will reject those that do not conform to the exhibition regulations.

### **IMPORTANT:**

- Please make sure you receive your stand approval before 20th Jan 2017
- Hosted Networking Stands (Self Builds) do not receive carpet and walls.
- Please return the Health & Safety form to Abraxys Limited.

### **Key Concepts:**

#### **Stand Plan Inspections – SPI' s**

##### **Why do plans and documentation need to be submitted and inspected?**

UBM have a legal and moral duty of care to ensure the health and safety of everyone in the halls. Events in general have previously had a relatively poor record of health and safety and therefore plans must be submitted so that their proposed structural integrity may be assessed and issues raised dealt-with prior to arrival at site. Therefore, Stand Plan Inspections (also known as SPIs) are required for each stand at the event and it is mandatory for these checks to be completed before construction starts.

Please note that there is a fee for this service – please see below for more details.

License to start the construction process is indicated by you receiving a 'Permission to Commence Build' certificate or PCB, dedicated to the stand in question. You should be aware that the required 'Permission to Commence Build' authorisation cannot be issued until all plans have been inspected for conformity and full payment of the SPI fee has been made (see below). Please also note that receipt of a PCB is only an authorisation to start building the stand – regular checks will be made on each stand to ensure the appropriate use of materials, structural integrity, etc. If our safety advisors are concerned about the above in any way, we reserve absolute right to terminate any stand construction.

##### **What do we need to submit?**

You will need to submit stand plans in the required format.

##### **Please remember that as well as plans and details of stand construction, you will also need to submit:**

- The Health & Safety form.
- Risk Assessment
- Method statement
- Public Liability Insurance certificates from all contractors and other individuals working on your stand(s).
- Details of any exhibits with moving parts, together with how they are to be guarded against causing injury.

##### **Complex and Non-Complex stand construction**

Space only stands are categorised in 2 ways – 'Non-Complex' and 'Complex'. Most stands will fall into the non-complex category, however more substantial designs will often fall into the 'Complex' category.

##### **How do I know if my stand is complex or not complex?**

When Abraxys Global Limited inspect your plans they will confirm whether the design is complex or non-complex. Many different elements may make it complex, however these are the most common reasons:

**Non-Complex**

- o Under 4000mm or less in height
- o Single storey
- o No platform or stage
- o Does not include 'raked' or 'tiered' seating
- o Lightweight exhibits

**Complex**

- o Over 4000mm (Build height must be approved by Routes before submission of plans)
- o More than one storey (Build height must be approved by Routes before submission of plans)
- o Includes platform or performance stage
- o Includes 'raked' or 'tiered' seating
- o Heavy exhibits (e.g. substantial or potentially hazardous working machinery)

**If my stand is deemed 'Complex', what does this mean?**

Due to the more substantial nature of the stand, further checks will need to be made, including a separate structural engineers' report and inspection. Abraxys Global Limited will inform you of the process on submission of your plans, however if your proposed stand build contains elements shown in the Complex category above, you can be certain that it will be defined as complex for the SPI process.

**What Rules and Regulations must I comply with?**

All 'Hosted Networking Stand' exhibitors must comply with the conditions set out by the:

- Health & Safety regulations
- Fire regulations
- Organiser regulations
- General information

As part of your contract to take a 'Hosted Networking Stand' at the event, you are required to submit the following documents before you will be allowed to commence build up. Proposed stands will fall into one of two categories: 'Non-complex' and 'Complex'.

**Deadlines**

Drawings of your stand in either .pdf or .dwg format must be submitted by:

**Non-complex/ Single storey stands:**

**20th January 2017**

**Complex/ (Approved by Routes):**

**20th January 2017**

**Who do we submit them to?**

Digital: [routes@abraxysglobal.com](mailto:routes@abraxysglobal.com)

Please submit all documentation in .pdf or .dwg format. Should you have difficulty with this, please contact AbraxysGlobal Limited as soon as possible to discuss alternatives.

**By Post:**

Please note that we strongly encourage you to submit all documentation digitally as above, as postal delays may mean that deadlines are missed. Plans submitted electronically will be processed more swiftly and in addition, AbraxysGlobal Limited and UBM are committed to sustainable practices wherever practical.

With this in mind, we aim to avoid and discourage printing of documents unless absolutely necessary. For postal submissions, please use:

**Abraxys Global Limited**  
Barley Mow Centre Barley  
Mow Passage LONDON

W4 4PH

United Kingdom

Tel.: +44 (0) 208 747 2045

Fax: +44 (0) 208 747 2046

**IMPORTANT: Please make sure you have received your stand approval from Abraxys Global Limited before the 15th January 2017.**

**Fees for Stand Plan Inspections (SPI):**

Please note that there is a mandatory fee for submitting plans for inspection:

**Prior to the Approval Deadline:**

- Fast Track Rate: **155.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

After the Approval Deadline:

- Standard Rate: **250.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

**Making Payments:**

Please follow the link below to make payment of the SPI fee. Please note that payment will only be accepted at the rate in force at the time (see above) and must accompany submission of drawings etc.

<http://www.abraxysretail.com>

**Please then follow the links to the show you are exhibiting at.**

**Alterations to plans submitted.**

So long as there is not a substantial change to proposed plans (i.e. a complete re-design once it has been inspected and PCB issued), Abraxys Global Limited will re-assess changes at no additional charge and re-issue a PCB if appropriate.

All changes to stand designs of a material nature must be submitted to AbraxysGlobal Limited for assessment.

Generally this will refer to changes to walling, supporting structures and other construction elements, but not to paint or colour finishes – if you are at all unsure, please email details to AbraxysGlobal Limited. Whether the changes are significant enough to warrant additional SPI fees shall be entirely at the discretion of AbraxysGlobal Limited.

**You should be aware that stands which have changed in the nature of their build and do not conform to the plans submitted and assessed, will be treated as if they had not submitted plans. This is likely to mean that the stand/chalet will not be allowed to be built.**

**The venue reserves the right to inspect any complex stand/chalet on site during the build phase, and ask to look at designs and supporting structural paperwork.**

Please ensure your appointed contractor is made aware of all building regulations and has received an up-to-date copy of the floor plan, Routes will not do this for you.

In addition to the above, you should ensure you have completed the HNS Order Form detailed within this Manual. Please ensure you complete the Hosted Networking Stand form and send to Mr. Tomoki Bernard Inamine at Okinawa Congress Corporation by email on [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp) by the **20th January 2017**.



## **3-8 STAND FITTING - GENERAL INFORMATION**

### **Gangways**

Exhibitors must ensure that the gangways adjoining the stands are not blocked, during build-up and breakdown, in such a way which inhibits the movement of other exhibitors and freight. Exhibitors not adhering to this rule may be asked to move.

### **Heights**

Shell Scheme displays may not exceed a height of **2.5 meters**.

Hosted Networking Stands may not exceed a height of **4 meters** and should be single storey only.

### **Hanging**

Exhibitors are not permitted to hang something from the ceiling.

### **Stand Incentives**

Please note exhibitors are not permitted to sell any items from their stands at Routes Asia 20

## 4. ADDITIONAL SERVICES

Under this section you will find information on electrics and all appointed suppliers. Where return dates are shown it is essential these particular services are ordered in advance as late orders may cause delays at Routes and can be subject to surcharges. Please contact the Routes Operations Team or the supplier involved for any advice or assistance you may require.

### 4-1 AUDIO VISUAL EQUIPMENT

Audio visual equipment on your stand is available at an additional cost. AV equipment can be ordered **directly with Okinawa Congress Corporation**. Please contact Mr. Tomoki Bernard Inamine by email on [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp) or by phone +81 98 869 4220 to discuss your requirements **before 20 January 2017**

### 4-2 CATERING

Limited catering can be provided by the Routes Operations Team. Please contact Shun Gonda, [routesasia2017-jp@ubm.com](mailto:routesasia2017-jp@ubm.com) to make a request prior to the 20th January 2017.

Exhibitors/Sponsors are not permitted to supply their own food and drink without a prior, written declaration of acceptance from the venue. Please complete the attached Indemnification Form and submit to the Routes Operations team by 15th Feb 2017 if you wish to offer samples of food and beverages not readily available through the venues catering services.

**All external catering must be pre-prepared before the event as it is not permitted to prepare this onsite.**

### 4-3 CLEANING

Overnight cleaning of all gangways and event common areas is provided by the venue. This will include emptying stand rubbish bins. Should you require additional cleaning, please contact the Okinawa Congress Corporation to discuss your requirements: [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp)

### 4-4 ELECTRICITY

The stands are powered only during open hours. For safety reasons power is switched off during the night. Please contact the Routes Operations Team if you require power to your stand during the night: [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp)

### 4-5 FLORAL

Floral decoration can be ordered directly with UBM. Please contact Shun Gonda at UBM by email on [routesasia2017-jp@ubm.com](mailto:routesasia2017-jp@ubm.com) or by phone +81 3 5296 1020 to discuss your requirements before 20 January 2017.

### 4-6 FURNITURE, CARPET & STAND GRAPHICS

#### Furniture

Please note there is no furniture included in the standard shell scheme package.

Furniture items (chairs, tables, brochure racks, etc) are available at an additional cost. Furniture can be ordered directly with Okinawa Congress Corporation. There is a catalogue and order form attached with this Exhibitor Manual.

Please contact Ms. Yuko at Okinawa Congress Corporation by email on [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp) or by phone +81 98 869 4220 to discuss your requirements before **20 January 2017**.

#### Carpet

The shell scheme booth standard package comes with a grey carpet. If you wish to change the colour of your carpet then please contact Ms. Yuko at Okinawa Congress Corporation by email at [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp) or by phone

+81 98 869 4220 to discuss your requirements. Any colour changes will incur a cost for which you will be liable.

#### Graphics

Graphics are not included in your stand design. Should you wish to have graphics added to your stand at an additional cost please contact Ms. Yuko at Okinawa Congress Corporation by email at [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp) or by phone +81 98 869 4220 to discuss your requirements.

## 4-7 INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss, consequential loss, or damage to your products whilst at Routes events. All exhibitors must have full indemnity insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and person, and in particular against theft.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you will be liable to pay any expenditure incurred should the event be cancelled. Please be aware that there is insurance cover available to protect you against this risk, but it is optional.

The UK Financial Services Authority regulations do not permit us to advise you on any insurance matter. However we would like to draw your attention to the services offered by Event Assured.

Please contact them on Tel +44 (0)1376 330624, Fax +44 (0)1376 330004

You are under no obligation to purchase insurance from Event Assured and may therefore choose to seek insurance from other providers

## 5. VENUE RULES & REGULATIONS

Please read this section carefully and pass on all information to your stand contractor should you have one. It is an exhibitor's responsibility to ensure a copy of this Manual is passed on to all non-official stand contractors.

Please contact the Routes Operations Team for an up-to-date floor plan should you require one.

### 5-1 GENERAL RULES

The below rules and regulations are that of the Okinawa Convention Centre and are not fully inclusive of all Health and Safety Guidelines. For a more comprehensive guide to the Health and Safety Standards that all Routes exhibitors and contractors should adhere to please click on the link below and download a copy of 'The g-Guide' : <http://theg-guide.net/>

#### **Alcohol Consumption**

Alcohol consumption is prohibited during move-in and move-out of all shows.

#### **Building Safety**

HostedNetworkingStands must not be attached to the building in any way and must not rely on the building as a form of support. They must also adhere to local building and fire codes. For further information please contact the Okinawa Congress Corporation: [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp)

#### **Construction Management / Registration**

HostedNetworkingStands may use either the Official Stand fitting Contractor or any other contractors as you wish. But this is subject to the approval by the Organiser / Convention Centre based on the submitted design drawings and other necessary qualification.

Exhibitors must make sure the appointed contractor is qualified and capable of the stand construction within the move-in and move-out timeline provided by the Organiser.

Exhibitors must ensure a proper construction agreement has been signed with the appointed contractor to guarantee that the contractor will obey all the exhibition's rules and regulations.

Exhibitors must alert the appointed standfitting contractor to complete all the formalities at least two weeks before move-in. Exhibitors and their contractors should be aware that, for safety reasons, all staff/workers on site must wear Contractor Badges. If anyone is found without a valid badge, the organizer/ venue's security guard has the right to send them out of the hall. Please contact the Routes Operations Team regarding obtaining your badges ([routesasia2017-jp@ubm.com](mailto:routesasia2017-jp@ubm.com)).

A full set of approved technical drawings by Abraxys Global Limited of your stand must be submitted to the Official Standfitting Contractor together with the completed Order Form of Electricity by **15 January 2017**. No construction is allowed to be carried out, if the stand design drawings are not approved in advance.

Contractors are requested to take out and maintain adequate insurance coverage as below:

#### **Contractor's Liability:**

All standfitting contractors are required to take out and maintain public liability insurance in respect of the standfitting contractor's liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services in a sum not less than PHP 31.02 million (US\$ 0.66 million) for any single claim, unlimited in aggregate. In addition, a standfitting contractor shall take out and maintain valid and adequate insurance cover against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the standfitting contractor, or as UBM Global Trade may require, in connection with, inter alia, the standfitting contractors property (including all equipment, fittings, furniture, materials and other facilities used or provided by the standfitting contractor in the performance of the Services) and the performance of the Services. The insurance shall be maintained in force at all times during the Move-in Period, Exhibition Period and Move-out Period.

Each stand fitting contractor MUST HAVE valid and adequate insurance cover of not less than PHP 31.02 million (US\$ 0.66 million) against public liability. Outside stand fitting contractors are required to present the certificate to the Organisers prior to move-in. The Organisers will not allow any work and will refuse entry to the venue to those Stand Contractors that fail to do so.

### **Booth Construction and Decoration**

Hosted Networking Stands are responsible for appointing their own contractors for stand design and construction. It is the Hosted Networking Stands' responsibility to carpet and furnish their contracted space.

Hosted Networking Stands are also responsible for the dismantling of the stand at the end of the show and removing all material used. Failure to do so will result in the automatic forfeit of the total deposit. In addition, the contractor involved will not be permitted to work at future UBM events.

The order forms for electricity and furniture are included in this Manual. All exhibitors with raw space must complete and submit by the deadline.

Hosted Networking Stand exhibitors may construct and decorate their own booths as long as they strictly respect the technical and security rules in force, namely:

Walls, columns and general infrastructure of the exhibition hall may not bear loads

It is forbidden to change the natural state of the structure / installation (painting, drilling holes into the wall panels, using double sided tape on the walls, other than 3M tape, gluing carpets or any other construction material, etc.)

The reparation charges will always be for the exclusive account of the exhibit, it is forbidden to obstruct passages and restrict access to emergency exits

The use of paint or glue or double-sided tape on the floor of the exhibition hall is strictly forbidden.

Should any damage occur to the convention centre or any other stands due to exhibitor/appointed contractor performance it is the exhibitors/appointed contractor' s responsibility to cover the costs involved.

### **Disposal of Material**

It is obligatory to collect and dispose of all material during the breakdown of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

### **Payment Policy**

Payment for the products/services requested should be settled directly with the subcontractors or other official suppliers.

All payments should be effected before the start of the build-up.

Routes do not allow exhibitors to move-in unless all financial obligations have been fulfilled. If onsite payments cannot be avoided then please ensure that a member of your crew has the authority to make the payment. Orders placed during build-up or during the exhibition are to be paid immediately onsite.

### **Prohibited Goods**

The Organiser reserves the absolute right to remove any dangerous equipment which releases disagreeable, harmful or disturbing odours, as well as installations likely to detract from the general appearance of the exhibition.

Raw material processing for structures (cutting pieces to size, planning, polishing, varnishing, etc.) as well as the use of wood working machinery, welding equipment, any type of naked flame or internal combustion engines (e.g. compressors).

Propane-butane gas, nail pistols, spray guns and current-generating equipment

Highly inflammable or explosive compounds, gases, dangerous materials, radiation materials and inflammable chemicals

(Unless otherwise agreed with the Organizer)

Goods causing nuisance by their odour, noise or light

Goods not listed in the application form submitted by the exhibitor.

### **Security**

We advise you to observe the following

We recommend that you take out adequate insurance to cover your property

Always keep your personal property locked away. Please do not leave handbags, briefcases, mobile phones, laptops, etc. on the stand unattended

Do not leave your booth unmanned until the last visitor has left the exhibition area.

### **Special Effects**

Special effects, lighting, live music, smoke and laser projection may not be used in the stands

## 5-2 FLAMMABLE & EXPLOSIVE GOODS, HOT WORK & SMOKE FORMATION

The venue will not allow for any Hot Works to be undertaken on stands. This can include cooking demonstrations, lighting, heating systems and laser technology. This is not an exhaustive list and should be used as a guide only.

Lit candles or other naked flames are also not permitted.

## 5-3 ELECTRICAL INSTALLATIONS

Appropriate temporary supplies for build-up and breakdown should be ordered through Okinawa Congress Corporation by email. Please contact Mr. Tomoki Bernard Inamine at Okinawa Congress Corporation by email at [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp) or by phone +81 98 869 4220 to discuss your requirements.

Cables may not be plugged into venue sockets and / or trailed across gangways.

It is important to note that once a show has ended, stand power will be turned off half an hour after the show closes and will not be turned back on. This is to ensure the safety of all persons working in the halls.

Routes has a legal responsibility to ensure the integrity of electrical installations at the venue.

This includes monitoring contractors' installations and connections made by exhibitors. Any electrical installation considered unsafe will not be energized until the appropriate remedial action is completed.

## 5-4 FIRE & ACCIDENT REGULATIONS

The purpose of this requirement is to maintain an acceptable level of fire safety within the venue.

The following will apply:

- The aisles, passageways, emergency routes, doors and exists must be secured and must remain unobstructed at all times.
- The total weight of fire hazardous materials stored in the booths cannot exceed 650 MJ/m<sup>2</sup>.
- Smoking and the usage of open flames in the entire hall is prohibited.
- Fire hazardous materials are prohibited in the area of fuses or switchboards of electrical appliances.
- Coffee machines must be stored on fire resistant plates only. After usage they must be switched off and unplugged from the circuit. Use of electric ovens and portable heating equipment is strictly prohibited
- The usage of flammable and explosive liquids and propane/butane cylinders is strictly prohibited.
- Fire extinguishers are placed next to exits and cannot be blocked.
- After the event and during dismantling, the booths and exhibit space must be thoroughly checked to ensure that no flammable or explosive incidences have occurred.
- In case of fire/emergency please contact a member of the Routes Team and a venue staff member immediately.
- In the event of a power cut there is Emergency lighting installed throughout the convention centre which would provide basic minimum lighting

## 6. MARKETING

### 6-1 STAND DESIGN

The design of your stand is crucial to attract delegates and increase footfall at Routes Asia 2017. Below are some design and promotional ideas you may wish to consider as part of the effort to make your company stand out:

- Your company tagline
- Visuals of your company/location
- Information counter for your marketing literature
- Plasma screens with promotional DVD's
- The latest technology for visual & digital imagery
- Colour, motion and bold graphics
- Seating area
- Music, entertainment and refreshment facilities
- Giveaways & unique prizes
- Welcoming & smiling promotional staff
- 'At Event' offers and promotions

### 6-2 STAND PROMOTION

#### Extra Seating

To enable you to accommodate delegates we strongly advise you to incorporate seating areas within your stand design.

Remember comfortable lounge seating can be very appealing to exhausted Routes delegates visiting your stand whether informally or formally.

#### Coffee and Dessert

Specialty coffee/cold drinks and desserts are especially popular with delegates at Routes Asia 2017 and we would encourage you to offer this sort of hospitality to entice delegates to your stand as well as offering this service to delegates who are formally visiting you during the event. Please see Section 4-2 for details on stand catering/hospitality.

### 6-3 PROMOTIONAL STAFF & ENTERTAINMENT

Promotional staff will often add to the welcome and inviting experience. Smiles, eye contact and 'fluent' body language will help entice delegates onto your stand. Promotional staff can attend the event at no extra cost and are not included in your exhibitor places.

Should you wish to order any staff/hostesses for your stand please contact the Routes Operations Team for assistance.

Also offering live entertainment\* on your stand attracts attention. Please ensure you contact Catherine Makrandreou by email at [Catherine.Makrandreou@ubm.com](mailto:Catherine.Makrandreou@ubm.com) should you wish to do this, so that such activity can be promoted appropriately and so that we can check that it meets the event regulations.

**\*Due to the meetings and briefings taking place at Routes Asia there are sound volume and timing restrictions in the venue, please refer to Section 1-5.**

Please note you will be required to register these staff with Routes in order for them to gain access to the event. Please send details of your stand staff to our Registration Team at [eventregistration@routesonline.com](mailto:eventregistration@routesonline.com)

## 6-4 ROUTES DIRECTORY

The Routes Asia Delegate Directory is an invaluable tool for the event. Not only will it provide delegates attending the event with important logistical information but it will also provide an important reference tool in sourcing delegate contacts throughout the following year. As a consequence of this, the Routes Asia Delegate Directory is extremely popular with all exhibitors as it is an opportunity to advertise your stand location, company and region, thereby drawing key delegate traffic to your stand.

## 6-5 EXHIBITOR PROFILE

Exhibitors are entitled to a logo and '100 word' profile in the Routes Asia Delegate Directory. To guarantee your inclusion please send a copy of your company logo in both an EPS and JPEG format and your 100 word profile to Louise Smith at [Louise.Smith@ubm.com](mailto:Louise.Smith@ubm.com) by **20th January 2017**.

## 6-6 ROUTES DAILY NEWS & ADVERTISEMENT OPPORTUNITIES

To advertise and add stories to the official publications at Routes Asia 2017, please contact: [Catherine.Makrandreou@ubm.com](mailto:Catherine.Makrandreou@ubm.com)

If you are interested in advertising online to enhance your marketing message at Routes you can contribute to Routesonline. Please contact Kirsty Studholme at [kirsty.studholme@routesonline.com](mailto:kirsty.studholme@routesonline.com)

## 6-7 SPONSORSHIP OPPORTUNITIES

Routes Asia 2017 is offering an exciting range of sponsorship opportunities designed to increase your company profile and key marketing message to over 800 key decision-makers.

From meeting hall sponsorship to literature distribution there are packages to suit every budget, all of which can be tailored to suit your desired requirements and objectives.

For further information on how we can help you with sponsorship opportunities, please contact Sanjay Jayanth, Head of Business Development, Asia ( [sanjay.jayanth@ubm.com](mailto:sanjay.jayanth@ubm.com) )

## 6-8 PHOTOGRAPHY

Routes will ensure all exhibits will be photographed during the event and this may be reproduced in post event material. For any special requests, please contact Catherine Makrandreou on [Catherine.Makrandreou@ubm.com](mailto:Catherine.Makrandreou@ubm.com)

## 6-9 PRE & POST MARKETING OPPORTUNITIES

If you have any questions, please contact Catherine Makrandreou on [Catherine.Makrandreou@ubm.com](mailto:Catherine.Makrandreou@ubm.com) or +44 161 234 2773

## 6-10 SUSTAINABILITY

UBM sees it as fundamental that we are conscious of the impact that our actions have on the environment and the communities in which we operate. UBM strives to manage its impact by ensuring that the principles of sustainability are at the core of all our activities.

Please see our **sustainability policy** for more details: <http://live.ubm.com/EUSustainabilityPolicy.pdf>

### A few tips:

#### 1. Collateral:

- Have your sales information in **digital format**, rather than printed hardcopies
- How about having a QR code on your stand that allows visitors to **download a brochure** (perhaps even a customized digital version tailored to the Show)?
- A digital projector or PC-based presentation cuts down on the need for printed handouts.
- If you have to use printed material, use Forest Stewardship Council certified (**FSC**) or **recycled paper**; **chlorine-free unbleached paper** doesn't have to mean a loss of visual impact.
- **Promotional material**, if you hand out pens or pencils why not ensure they are sustainable by buying ones that are made out of recycled plastic, or recycled paper? Paper bags not plastic?



## 2. Have you invested as a business in sustainability?

If so, **show off your credentials**; have your sustainability policy, mission statement and all relevant documentation on your stand.

## 3. Your Stand:

- **Design your stand so it can be used again** at other exhibitions or recycled, **design out waste**, and try to ensure what **waste you do have is recyclable**.

- Choose decorations and display materials that can be **re-used**, be it at another exhibition, in the office or at home, as it will also be a better investment and will save money in the long term.

- Hire light fittings, furniture etc **rather than purchasing** brand new items which will only be used once.

- When you leave the stand at the end of each day, check that all your AV **equipment has been switched off**.

## 4. Positive community impact:

- Think about ways your stand or your presence at the event could **benefit communities around the local area**; can you work towards making sure materials viable for a second life can be donated to NGOs or SMEs (for example carpet and flooring)?

- Can you incorporate fundraising for the charity that your business supports into the stand?

- **Promote your corporate social responsibility work** and gain valuable visibility for the charity of your choice.

To learn more about sustainability and UBM' s commitment to sustainable business please visit our website:

<http://sustainability.ubm.com/>

**For any logistical information not covered by this document then please do not hesitate to contact the Routes Operations Team directly.**

We look forward to seeing you at Routes Asia 2017.

**Shun Gonda**

**Exhibition Coordinator**

T: +81 3 5296 1020

F: +81 3 5296 1018

E: [routesasia2017-jp@ubm.com](mailto:routesasia2017-jp@ubm.com)

w: [www.routesonline.com](http://www.routesonline.com)

## 7. FREQUENTLY ASKED QUESTIONS

Below we have listed some frequently asked questions, please take time to read them as it may just save you a telephone call!

**Q: How high can I build my stand?**

A: Hosted Networking Stands may **not** exceed a height of 4 meters and should be single storey only.

Shell Scheme displays may **not** exceed a height of 2.5 meters.

**Q: Can I hang banners/truss/signage from the ceiling?**

A: Under no circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands.

All banners/signs/truss must be attached to the structure of the stand itself and must **not** exceed a height of 2.5 meters for shell scheme stands and 4 meters for Hosted Networking stands.

**Q: Who can take delivery of my package?**

A: The Organisers and the venue will not accept responsibility for the delivery of any goods for your stand. It is important that you arrange for a representative from your company to be at your stand to receive them, especially during the build-up period.

**Q: Where can I store my boxes?**

A: There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

**Q: When do Exhibitors have access to build/dress their stand?**

A: Hosted Networking Stand exhibitors have access from 08:00 on **Saturday 18th** March 2017.

Shell Scheme exhibitors have access from 12:00 on Saturday 18th March and between 08:00 and 12:00 on

Sunday 19th March 2017.

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 18th March 2017	08:00 – 20:00	Build-up of Hosted Networking Stands and Shell Scheme build commences
	12:00 – 20:00	Dressing of Shell Scheme stands commences
Sunday 19th March 2017	08:00 – 11:00	Final dressing of Shell Scheme stands

**Q: What time can I break down my stand?**

A: Removal of exhibits and displays commences at 18:45 on Tuesday 21st March 2017. Under no circumstances may any goods be removed or packed away from your stand before this time.

**Q: What comes with my Shell Scheme stand?**

A: Fascia name board with company name, wall paneling, carpet, lighting and power point. See full specification in section 3-6

**Q: What if I have a problem with my Shell Scheme stand?**

A: The Okinawa Congress Corporation is the Official Shell Scheme stand contractor and will be on-hand throughout the event to answer any of your queries and to assist you in your build-up.

**Q: How do I attach posters to my Shell Scheme stand?**

A: Lightweight exhibits or displays can be attached to the walls by the use of double sided tape, pads or Velcro.

**Q: I would like to serve food from my stand, who do I contact?**

A: Limited catering can be provided by the Okinawa Congress Corporation. Please contact Ms. Yuko, [routes-asia@okicongre.jp](mailto:routes-asia@okicongre.jp) to make a request prior to the 20th January 2017.

**Q: How do I book hotel accommodation?**

A: All hotel details and rates are listed on [www.routesonline.com](http://www.routesonline.com)

**Q: How do I order an Internet connection?**

A: WiFi is provided at Routes Asia 2017 for general email checking and website browsing, but not for downloading video or graphics. For further information on additional internet requirement for exhibitor booth, please contact the

Routes Operations Team: [routesasia2017-jp@ubm.com](mailto:routesasia2017-jp@ubm.com)

**Q: Will my stand get cleaned?**

A: All gangways, event common areas and stand rubbish bins will be cleaned during the event.

**Q: Can I play music and/or DVD' s on my stand?**

A: Yes music/DVD' s can be played on your stand during the times specified in Section 1-5 of the event.

## 8. ORDER FORMS

We have compiled this checklist as a quick reference guide for returning essential forms to the relevant supplier.

DETAILS	EXHIBITOR TYPE	DEADLINE	SENT
Shell Scheme Name Board Order Form	Shell Schemes	10/02/17	<input type="checkbox"/>
Furniture / Audio-Visual & Printing Form	Shell Schemes & Hosted Networking Stands	05/02/17	<input type="checkbox"/>
Lighting & Electrical Order Form	Hosted Networking Stands (Space Only)	05/02/17	<input type="checkbox"/>
External Food Approval Form	All	24/02/17	<input type="checkbox"/>
Stand Activities & Demonstration Form	All	01/03/17	<input type="checkbox"/>

Routes Asia 2017  
March 19 – 21, 2017  
Okinawa Convention Center

**Deadline: February 5, 2017**

**LIGHTING & ELECTRICAL RENTAL FORM**

- If you have contracted the shell stand package, please ensure that you are ordering only your additional requirements.
- As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a 50% surcharge on on-site orders. The deadline of submission of these is on February 15, 2017.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained.
- **Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period or on site.**
- Exhibitors and other contractors are not allowed to install any additional lighting devices for shell scheme booths without prior notification to the official contractor. Please also declare the total electrical load that you'll be using during the show proper.
- Client should provide power supply / voltage regulator for all of their equipment.
- Connectors or joints and wiring from the power point to their exhibits / machinery are to be provided by the exhibitors.
- Using electrical extension or multi-plug is not allowed.
- Facilities and services not indicated on the forms are subject to quotation and availability. 24 hours electrical supply must be ordered separately on individual job basis.
- The expected location of items ordered must be marked on the attached plan, or it will be installed at our discretion. You may be asked extra charge for any relocation of ordered items.
- Only the Official Contractor will be permitted to undertake electrical work from the source of the supply in the exhibition area. Power point supplied is to be used for running equipment / exhibit only.

ITEMS	DIMENSION * (L x W x H)	UNIT COST(JPY)	QTY	AMOUNT(JPY)
Long arm spot light	arm length 300	6,500		
Short arm spot light	arm length 150	6,500*		
Double spot lights on a stand		6,000		
HQI spot light	70W	12,000		
Fluorescent light	40W	6,500		
			Total Cost Before Tax:	
			Plus 8% Gov't Tax:	
			Total Cost Inclusive of Tax:	

\* All prices for power supply include consumption.

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_

\_\_\_\_\_ Designation: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

\_\_\_\_\_ Fax No.: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

PLEASE RETURN YOUR RENTAL FORMS DIRECTLY TO: OKINAWA  
CONGRESS CORPORATION

Tel. No.: (+81) 98- 869-4220 Fax No.: (+81) 98-869-4252

EMAIL: routes-asia@okicongre.jp

Routes Asia 2017  
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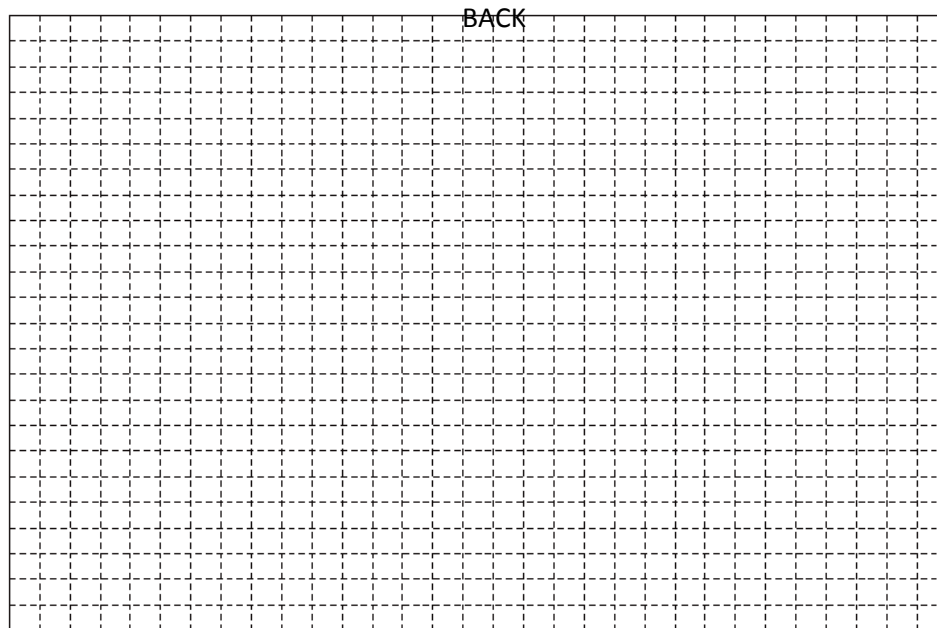
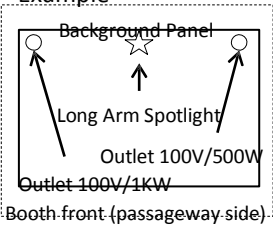
**Deadline: February 5, 2017**

Exhibiting Company		Booth No.	
Address	Postal Code:    Country:	Tel.	
Contact Person		Fax.	
Affiliation/Position		Mobile Phone	
		E-mail	

**Booth Installation Plan**

\*Each square on the grid can denote ½ m<sup>2</sup> or ¼ m<sup>2</sup> for example. Please draw the outline of your booth showing the back and / or sidewalls. In the absence of this location plan, items will be placed at our discretion.

\* Example



AISEL

**Other Remarks**

Routes Asia 2017  
March 19 – 21, 2017  
Okinawa Convention Center

Deadline: February 5, 2017

### FURNITURE RENTAL FORM

- If you have contracted the shell stand package, please ensure that you are ordering only your additional requirements.
- As stocks are limited, late orders cannot be guaranteed & if accepted, will be subjected to a 50% surcharge on on-site orders. The deadline of submission of these is on February 15, 2017.
- All items are on rental basis only. All orders must be accompanied with proof of remittance. Orders without payment will not be entertained.
- Facilities and services not indicated on the forms are subject to quotation and availability.
- Cancellation of orders must be submitted in writing. Cancellation after the deadline is subject to cancellation charge of 15%. No refund or replacement of orders during ingress period or on site.

FURNITURE ITEMS	DIMENSION * (L x W x H)	UNIT COST(JPY)	QTY	AMOUNT(JPY)
Long desk #1	W1800 x D600 x H700	free		
Long desk #2	W1800 x D450 x H700	1,800		
Box-shaped desk cloth	D600 for Long desk #1	1,000		
Desk cloth	W1800 x D1800	1,500		
rectangle table #1	W1200 x D600 x H700	4,200		
rectangle table #2	W1200 x D600 x H900	5,400		
round table #1	dia600 x H700	4,200		
round table #2	dia600 x H900	5,400		
round table #3	dia900 x H700	6,600		
round table #4	dia900 x H900	7,800		
Folding high chair	SH710	3,000		
High chair #1 white	SH570-800adjustable	6,000		
High chair #2 black	SH570-800adjustable	6,000		
Cafe-style chair white	SH430	4,200		
Folding chair gray	SH430	700		
Stackable chair	SH430	free		
Signage stand #1 fix-on		3,600		
Signage stand #2 universal / fit-in		7,000		
Catalog stand #1 on-desk	A4 x 3 columns	5,000		
Catalog stand #2 on-floor	A4 x 12 columns	8,500		
Crowd control barrier		4,800		
Business card drop box		3,000		
LCD TV monitor #1	32"	36,000		
LCD TV monitor #2	42"	70,000		
LCD TV monitor #3	52"	102,000		
TV monitor stand		18,000		
TV monitor wall mounting kit		9,000		

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FURNITURE ITEMS	DIMENSION * (L x W x H)	UNIT COST(JPY)	QTY	AMOUNT(JPY)
DVD player		15,000		
Panel (system)	W990 x H2500	4,200		
Door panel	W990 x H2500	21,600		
Accordion curtain	W990 x H1900	9,600		
Cloth curtain	W990 x H1800	3,600		
Welded wire mesh hanging panel #1	W900 x H900	7,800		
Welded wire mesh hanging panel #2	W870 x H1500	9,000		
Square bar #1	W990, front50	3,600		
Square bar #2	W990, front270	6,000		
Display hook		1,200		
Flat shelf board	D300	6,000		
information counter (system) #1	W1000 x D535 x H900	15,000		
information counter (system) #2 with lockable door	W1000 x D535 x H900	18,000*		
Showcase #1 three way acryl	W535 x D535 x H1000	18,000		
Showcase #2 three way acryl	W535 x D535 x H2100	24,000		
Showcase #3 three way acryl	W1000 x D535 x H1000	21,600		
Showcase #4 three way acryl	W1000 x D535 x H2100	30,000		
		Total Cost Before Tax:		
		Plus 8% Gov't Tax:		
		Total Cost Inclusive of Tax:		

Exhibiting Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Signature/Date: \_\_\_\_\_ Email: \_\_\_\_\_

PLEASE RETURN YOUR RENTAL FORMS DIRECTLY TO: OKINAWA  
CONGRESS CORPORATION

Tel. No.: (+81) 98- 869-4220 Fax No.: (+81) 98-869-4252

EMAIL: routes-asia@okicongre.jp



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## Stand Activities and Demonstrations Form

You are required to notify the Organisers of any activities or demonstrations taking place on your stand at the exhibition. Please list all activities and demonstrations below, if you require any further information please contact the Operations Team on [\[INSERT EMAIL ADDRESS OF OPERATIONS MANAGER\]](#)

<p>Will you have entertainment on your stand?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, please give <b>full details</b> of what entertainment you will have and who will be involved:</p>  <p>What times will the entertainment be scheduled for:</p>
<p>Will you have live music and musical instruments played on your stand?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, please give <b>full details</b> of what live music and musical instruments will be played and who will be involved:</p>  <p>What times will the live music be scheduled for:</p>
<p>Will you have performances on your stand?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, please give <b>full details</b> of the performances and who will be involved:</p>  <p>What times will the performances be scheduled for:</p>
<p>Will you have any live animals on your stand?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, please give <b>full details</b> of the animals on your stand and who will be involved in their handling:</p>  <p>CONTACT NAME OF HANDLER:          CONTACT PHONE NUMBER OF HANDLER:  <b>Please attach handlers certificate of insurance when submitting this declaration.</b></p>
<p>Will you be providing free of charge beauty treatments or massage on your stand?</p> <p>Please note: The Local Authority require copies of all Beauty Therapists and Masseurs relevant qualifications at least one month prior to the exhibition.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, please give full details of what treatments are being offered and who will be providing them:</p>  <p><b>Please attach therapists certificate of insurance when submitting this declaration.</b></p>
<p>At any point will audiences be invited to participate?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, please give full details of the activities the delegate will be required to perform below:</p>
<p>Will you have any celebrity guests?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>

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<p>e.g. celebrity chef, TV personality, sports personality, etc</p>	<p>If yes, please complete the information below:</p> <p>Celebrity name:</p> <p>Dates and times on your stand:</p> <p>Celebrity activity (i.e. hosting a prize raffle, book signing, etc):</p> <p>What security protocol must be followed:</p>
<p>Will you have a water feature on your stand?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, please give <b>full details</b> below:</p>
<p>Have you ensured that all water features are treated for Legionella?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, please explain what measures you have taken:</p>
<p>Will you be using any cooking facilities on your stand?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes, is please tick which type of oven/hob is being used:</p> <p><input type="checkbox"/>Gas <input type="checkbox"/>Electric</p>
<p>Have you ordered water &amp; waste for your stand?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>Other activities taking place on your stand:</p> <p>Please tick as many applicable</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Alcohol sampling</li> <li><input type="checkbox"/> Animals</li> <li><input type="checkbox"/> AV</li> <li><input type="checkbox"/> Award Ceremonies</li> <li><input type="checkbox"/> Balloons</li> <li><input type="checkbox"/> Children</li> <li><input type="checkbox"/> Dangerous exhibits i.e. knives, weapons and tools</li> <li><input type="checkbox"/> Food and drink sampling</li> <li><input type="checkbox"/> Inflatable Structures</li> <li><input type="checkbox"/> Laser products</li> <li><input type="checkbox"/> Music</li> <li><input type="checkbox"/> Naked flames and pyrotechnics</li> <li><input type="checkbox"/> Objects of high value i.e. FA Cup</li> <li><input type="checkbox"/> Performers</li> <li><input type="checkbox"/> Prize Draw</li> <li><input type="checkbox"/> Product Presentations</li> <li><input type="checkbox"/> Vehicles</li> <li><input type="checkbox"/> Other, please give full details below:</li> </ul>

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Please note:

- Demonstration areas must be indicated on your stand plans and, where necessary must include soundproofing within the construction of your stand.
- All exhibitors undertaking demonstrations on-stand must complete a Risk Assessment (RA) for the exhibition. This must cover all activities taking place on the stand during the open period of the exhibition. You must be able to produce your Risk Assessment on site if called upon to do so, this will also need to be submitted to the Organiser prior to the exhibition for approval.
- Failure to produce a Risk Assessment on request will result in all affected activity ceasing until a Risk Assessment has been completed to the satisfaction of the Organiser. Please be aware that spot checks will take place throughout the show open period.
- A step-by-step guide to Risk Assessments is available within the Exhibitor Manual, and for further assistance contact your own company Health & Safety Officer or the HSE Website [www.hse.gov.uk/contact](http://www.hse.gov.uk/contact)
- This information may also be used to gain extra pre show publicity via your company. Please tick here if you do not wish for this information to be passed to the Visit Me Team

**PLEASE REMEMBER TO RETAIN A COPY FOR YOUR RECORDS**

Routes Asia 2017  
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## EXTERNAL FOOD APPROVAL FORM

Please complete and return to the Routes Operations Team: [routesasia2017-jp@ubm.com](mailto:routesasia2017-jp@ubm.com)

To the fullest extent of the law (CLIENT'S NAME) \_\_\_\_\_ and  
(Passport Number or IC Number) \_\_\_\_\_ hereby declare that the below  
mentioned item (s) are to be brought into the OCC premises for the purpose of the invitees consumption  
of the below mentioned event and therefore agrees to defend, to pay on behalf of, indemnify and hold  
harmless Okinawa Convention Centre and all the representative Directors, Officers, Employees and  
Agents from and against any claims for personal injury, death and/or damage to property, judgement or  
decrees which may be entered and/or which arises or are alleged to have risen out of the willful act,  
negligence, misconduct or unlawful act of the Client/Patron or its agents, employees, servants, patrons  
or invitees or any person of the Client/Patron.

EVENT / DATE	
ITEMS	1. 2. 3. 4.

Signed:

\_\_\_\_\_

Signature

Date :

## AUDIO EQUIPMENT AND NOISE LEVEL REGULATIONS

This section of the Exhibitor Manual acts as formal notification that by contracting to a stand at Routes Asia you, the Exhibitors, are obliged to comply with the following Audio Equipment and Noise level Regulations.

It is imperative that all of the following regulations and understood and complied with. If these are not followed then the Organiser, UBM, have the right to prohibit you, the exhibitor, from exhibiting. This may include, but not limited to, cutting power to your stand for a period of time; the confiscation of product or equipment; prohibition from exhibiting in the future.

### Audio Equipment and Noise Level Regulations:

- Exhibitors wishing to undertake activities of any kind on their stand need to notify the Organiser in advance by completing the form below.
- Exhibitors need to ensure they provide detailed plans shoeing the location of heir AV equipment on their stand plans. The deadline for submission of stand plans is the 25<sup>th</sup> February 2017.
- Exhibitors need to ensure all speakers are placed no higher than 2m from the ground.
- Exhibitors need to ensure all speakers are facing inwards towards their stand.
- All music and noise needs to be no louder than 50 decibels. If the noise level goes above 50 decibels the Organiser reserves the right to cut the power to the stand for 30 minutes.
- Entertainment on stands will only be permitted at the following times:

Sunday 19<sup>th</sup> March 15:00 – 17:00

Monday 20<sup>th</sup> March 10:55 – 11:25  
15:35 – 16:05

Tuesday 21<sup>st</sup> March 10:55 – 11:25  
15:35 – 16:05

- During the Strategy Summit on Sunday, meetings on Monday and Tuesday and any speeches, no sound, performances or entertainment should occur on any stand.
- Routes would also ask that all exhibitors minimise noise and show appropriate respects to the formal speeches during Monday and Tuesday lunches.

If you have any queries or concerns regarding the above then please do not hesitate to contact the Routes Operations Team.

In order for us to be satisfied that you have read and understood the above we kindly ask you to acknowledge as such by signing and returning this notification to [routesasia2017-jp@ubm.com](mailto:routesasia2017-jp@ubm.com) by 24<sup>th</sup> February 2017.

I duly acknowledge and understand the above Audio Equipment and Noise Level Regulations in relation to my participation at Routes Asia

SIGNATURE:.....

PRINT NAME:.....

COMPANY:.....

Routes Asia 2017

# Official Hotel Information



## 1 Laguna Garden Hotel

Approx. 6 min walk to the venue  
Approx. 30 min drive from Naha Airport

## 2 MOON OCEAN GINOWAN HOTEL & RESIDENCE

Approx. 10 min walk to the venue  
Approx. 30 min drive from Naha Airport

## 3 Hilton Okinawa Chatan Resort

Approx. 20 min drive to the venue  
Approx. 45 min drive from Naha Airport

## 4 VESSEL HOTEL CAMPANA OKINAWA

Approx. 15 min drive to the venue  
Approx. 40 min drive from Naha Airport

## 5 THE BEACH TOWER OKINAWA

Approx. 15 min drive to the venue  
Approx. 40 min drive from Naha Airport

\*You'll benefit from complimentary shuttle bus service to and from the event venue, networking events and Naha Airport.



# CEVA Showfreight

Official Shipping Instructions and Tariff



## Routes Asia 2017

19 - 21 March

Okinawa, Japan

### Showfreight Contacts:

Martyn White

[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

+44 (0) 3305 877776

[www.cevalogistics.com](http://www.cevalogistics.com)



Making business flow



# Introduction



CEVA Showfreight are bringing their exhibition site logistics and forwarding skills to Routes Asia as the Sole Officially Appointed freight contractor for the 2017 event.

CEVA Showfreight has been chosen to ensure the efficient movement of exhibits and stand fitting material whilst onsite at Routes Asia 2017 along with the arrangement of any international or domestic freighting requirements you may have.

The following instructions are intended to assist all parties involved with keeping the operation as simple as possible and will ensure the smooth flow of freight to and from the event with the minimum of fuss.

## International Shipping Enquiries:

Martyn White  
+44 (0) 3305 877776  
martyn.white@cevalogistics.com





# Shipping Instructions



## Pre Alerts

All pre alerts should be sent to:

<b>Telephone</b>	+44 (0) 3305 877776
<b>E-Mail</b>	<a href="mailto:martyn.white@cevalogistics.com">martyn.white@cevalogistics.com</a>
<b>Contact</b>	Martyn White

## Shipping Deadlines:

<b>Airfreight at Naha International Airport (OKA)</b>	Friday 3 March
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## Airfreight

All consignments should be sent freight prepaid to arrival Okinawa International Airport (OHA)

1. Long desk #1  
(W1,800×D600×H700mm)

2. Long desk #2  
(W1,800×D450×H700mm)

3. Box-shaped desk cloth

4. Desk cloth (Flat type)

(W1,800×D1,800mm)



5. Rectangle table #1  
(W1,200×D600×H700mm)

6. Rectangle table #2  
(W1,800×D450×H900mm)



7. Round Table #1  
(φ600×H700mm)

8. Round Table #2  
(φ600×H900mm)

9. Round Table #3  
(φ900×H700mm)

10. Round Table #4  
(φ900×H900mm)



11. Folding high chair  
H830mm : SH710mm



12. High chair #1 white  
Height adjustable  
Max: SH800mm  
Min: SH570mm



13. High chair #2 black  
Height adjustable  
Max: SH800mm  
Min: SH570mm

14. Cafe-style chair white  
H850mm : SH430mm



15. Folding chair gray  
W380×D380×H720mm  
(SH430mm)



16. Stackable chair  
W500mm×H750mm (SH430mm)



17. Signage



fix-on

18. Signage stand #2 universal / fit-in



19. Catalog stand #1 on-desk  
(A4 x 3 columns)



20. Catalog stand #2 on-floor  
(A4 x 12 columns)



21. Crowd control barrier



22. Business card drop box



23. LCD TV monitor #1 (32")



24. LCD TV monitor #2 (42")



25. LCD TV monitor #3 (52")



26. TV monitor stand



27. TV monitor wall mounting kit



28. DVD Player



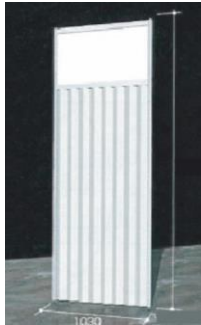
29. Panel (system)  
W900×H2,500mm



30. Door panel  
W990×H2,500mm



31. Accordion curtain  
W990×H1,900mm



32. Cloth curtain  
W990×H1,800mm

33. Welded wire mesh hanging panel #1  
W900×H900mm

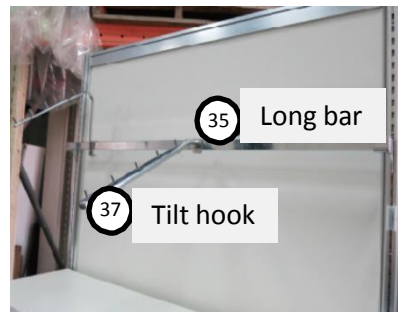
34. Welded wire mesh hanging panel #2  
W870×H1,500mm



35. Square bar #1  
W990mm (front50mm)

36. Square bar #2  
W990mm (front270mm)

37. Display hook



38. Flat shelf board W900×D300mm



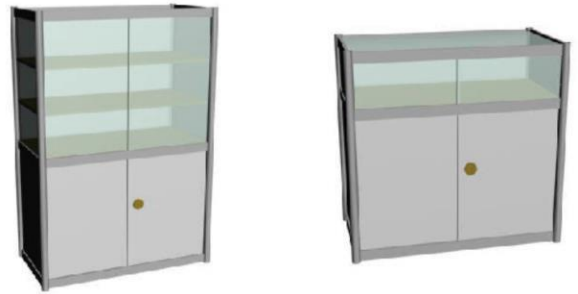
39. Information counter (system) #1  
W1,100×D535×H900mm



40. Information counter (system) #2  
with lockable door  
W1,100×D535×H900mm



- 41. Showcase #1 three way acryl  
W535×D535×H1000
- 42. Showcase #2 three way acryl  
W535×D535×H2100
- 43. Showcase #3 three way acryl  
W1.000×D535×H1000
- 44. Showcase #4 three way acryl  
W1.000×D535×H2100



- 45. Long arm spot light  
arm length 300
- 46. Short arm spot light  
arm length 150



- 47. Double spot lights on a stand



- 48. HQI spot light  
70W



- 49. Fluores

40W



# Shipping Instructions



## Consigning Instructions

All shipments should be consigned as follows:

### MAWB

#### CONSIGNEE

Okinawa Congress Corporation  
Nippon Naha Bldg.,  
3-1-1 Kumoji,  
Naha City  
Okinawa 900-0015,  
Japan

#### NOTIFY:

FAIRTRANS INTERNATIONAL LTD  
IWASEI NIHOMBASHI BLDG 6 F, 6-5  
NIHOMBASHI ODENMACHO, CHUO-KU  
TOKYO 103-0011  
JAPAN  
TEL: +81 3 3808 0915    FAX: +81 3 3808 0916  
ATTN: FUNAKOSHI

Commodity description: Exhibition goods for Routes Asia 2017

All Air Waybills should be e-mailed as soon as they are available.

For shipments which will be disposed of / given away in Okinawa a commercial invoice with onsite contact name/telephone number and the required delivery date to the stand will be required.

**All shipments which will return after the show MUST BE SHIPPED to Japan using an ATA CARNET. Temporary imports in Okinawa CANNOT be done.**

**There is no exception to this rule!**

**Shipments MUST NOT be sent DDU or DDP, but sent pre-paid up to arrival at Naha International Airport (OKA) only.**

All documents **MUST** be attached to the MAWB and pre-alerts **MUST** be received 3 days prior to shipment arrival.

# Shipping Instructions



## Documentation

**Copies of all documents are required by CEVA Showfreight at least 3 working days prior to the arrival of your shipment.**

For shipments which will be consumed/given away a commercial invoice is required, in English, for customs clearance and must be addressed as follows:

### **CONSIGNEE**

Okinawa Congress Corporation  
Nippon Naha Bldg.,  
3-1-1 Kumoji,  
Naha City  
Okinawa 900-0015,  
Japan

**On your commercial invoice, please state:**

**`The invoiced goods are of [country] origin and are intended for exhibition purposes only'**

**Invoices which show `No Commercial Value for Giveaway Items' will be rejected and could cause delays to your shipment.**

**Please ensure that your commercial invoice clearly states the following:**

- Country of origin
- Tariff heading(s) / H.S. Codes
- Serial numbers (electrical items)
- Commodities are itemised and valued individually

**DO NOT SEND food, drink, medicines, cosmetics or any hazardous items in your shipment.**

Shipments that **will return** after the show **MUST BE SENT** under the **ATA Carnet** system. We are unable to process temporary importation in Okinawa. Shipments not sent correctly will be refused and will incur unnecessary charges!

**DO NOT MIX ATA CARNET GOODS AND PERMANENT IMPORT GOODS IN THE SAME CASE. ITEMS PER DOCUMENT TYPE MUST BE PACKED SEPARATELY**

# Shipping Instructions



## Case Marking

All cases should be clearly marked on two opposite sides of each case as follows:

FAIRTRANS INTERNATIONAL  
ROUTES ASIA 2017  
[Exhibitor Name]  
Stand No:  
Dimensions:  
G/W (KG)  
Case No:.....of.....

Please ensure that suitable packaging is used for your shipment. Exhibits will be in transit for long periods, both to and from the exhibition and cartons will not withstand the constant handling which takes place during transshipment.

## Courier Shipments

We discourage the use of courier services for the despatch of your material to the exhibition. Should you decide to use a courier service for your shipment, please ensure that the shipment is sent 'DDP' ensuring that all customs formalities in the Japan are dealt with by your chosen courier and that charges are billed back through your courier account. Shipments should be consigned directly to your stand at the venue address. Charges will apply to your courier shipment as per our tariff.

CEVA Showfreight accept no responsibility for courier shipments which are delayed or do not arrive at the venue.

## Fumigation

WOOD PACKAGING MATERIALS (also pallets) have to be FUMIGATED with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes.

All wooden material has to be marked legible and permanent. The mark must be approved by IPPC (International Plant Protection Convention). Original fumigation certificate issued by government authorities at origin must be attached to the Master Airway Bill. Failure to comply will result to problems with the customs clearance, delays on delivery and high fines



- 1 IPPC logo
- 2 ISO Country Code (XX)
- 3 Unique Number assigned to the company (Which carries out the fumigation procedure) by the national plant protection organization (000)
- 4 Fumigation method either HT Heat Treatment or MB-Methyl Bromide (YY)



# Shipping Instructions



## Lithium Batteries, Cells and Dangerous/Hazardous

Lithium batteries and cells are prevalent in more and more items that are used at exhibitions/events. Therefore, it is the responsibility of the exhibitor to declare to CEVA Showfreight if their shipment contains lithium batteries or cells and/or dangerous or hazardous goods. Batteries or cells include those which are contained in equipment such as laptops or tablet style computers.

If your shipment does contain these items, it is your responsibility to ensure that your goods are packed suitably for transport. Your shipment **MUST** be properly and securely packed and clearly labelled. Correct documentation, complete with an accurate description of goods **MUST** be issued and it **MUST** be compliant with all regulations in the country of origin, transit and destination.

In some cases, CEVA can assist with the repacking of your shipment to ensure it is compliant with all regulations. However, it is the responsibility of the exhibitor/shipper to provide an MSDS (Material Safety Data Sheet) for all products being shipped. Costs for repacking are available on request.

**For further information on dangerous/hazardous goods or batteries/cells please visit:**

<https://www.gov.uk/shipping-dangerous-goods/overview>

<http://www.iata.org/whatwedo/cargo/dgr/Pages/lithium-batteries.aspx>

## Insurance

Unless specifically insured CEVA Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver/collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down.

**Transit Insurance can be provided upon request. Please contact the CEVA Showfreight for a quotation.**

All work is carried out under our standard terms and conditions a copy of which is on the last page of this document.

# Shipping Instructions



## Payment of charges

Unless freight is routed via one of our appointed agents we require full payment of our charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance via bank transfer or alternatively on-site with cash or a credit card for the full amount.

<b>Citibank</b>	Account Name:	CEVA Showfreight
<b>Citigroup Centre</b>	Account Number:	17578644
<b>Canada Square</b>	Sort Code:	18 - 50 - 08
<b>Canary Wharf</b>	IBAN:	GB92 CITI 1850 0817 578644
<b>London, E14 5LB</b>	BIC (Swift):	CITI GB 2L

Bank payments will incur a **£15.00** fee

Credit card payments will incur a **3%** fee

## Tariff Notes

### Agency & Intervention fee / Communication costs

**£130.00 per consignment (All orders)**

Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1800 on weekdays, or on weekends.

All bookings received after 24th February 2017 will incur a 25% surcharge  
For Airfreight purposes 1 cubic metre is equal to 167 kgs.

For onsite services 1 cubic metre is equal to 300 kgs

**Booking Deadline Date:**  
**24<sup>th</sup> February 2017**



## Customs

<b>ATA Carnet Customs Clearance</b>	£175.00 per entry / consignment
<b>Permanent Import Customs Clearance</b>	£175.00 per entry / consignment
<b>Additional Tariff Heading Line Items per Entry</b>	£3.50 per heading
<b>Customs Examination</b>	£80.00 per consignment
<b>Customs Duty</b>	Cost plus 15% Disbursement
<b>Customs Tax</b>	Cost plus 15% Disbursement

## Airfreight

- From arrival Naha International (OKA) Airport .
- Max. shipment size: 2000 kgs or Dims: 250x220x220 cms

<b>Airport Handling Charge</b>	£1.10 per kg (minimum 100 kgs)
<b>Delivery to Warehouse</b>	£1.75 per kg (minimum 200 kgs)
<b>Warehouse Storage</b>	£30.00 per m3 (minimum 2 m3)

<b>Transport – Naha Airport to Okinawa Venue</b>	£1.95 per kg (minimum 300 kgs)
<b>Waiting Time</b>	£65.00 per hour (1 <sup>st</sup> hour free)
<b>Japanese Handling Fee</b>	£250.00 per shipment



Making business flow



## Airfreight Outbound

<b>Waiting Time</b>	£65.00 per hour (1 <sup>st</sup> hour free)
<b>Delivery to Warehouse</b>	£1.75 per kg (minimum 200 kgs)
<b>Warehouse Storage</b>	£30.00 per m3 (minimum 2 m3)
<b>Delivery to Naha Int'l Airport</b>	£1.95 per kg (minimum 200 kgs)
<b>Airport Handling Charge</b>	£1.10 per kg (minimum 100 kgs)
<b>Japanese Handling Fee</b>	£250.00 per shipment

## Onsite Handling

<b>Unload / Deliver to Stand</b>	<b>£195.00 per m3 (Minimum 2 m3)</b>
<b>Collection from Stand / Reload to Vehicle</b>	<b>£195.00 per m3 (Minimum 2 m3)</b>
Collection of empty cases	£78.00 per m3 (minimum 3m3)
Re-Delivery of Empty Cases	£78.00 per m3 (minimum 3 m3)

## Export Customs

ATA Carnet Sign Out	£175.00 per consignment
Export Customs Examination	£80.00 per consignment
Airway Bill Fee	£80.00 per consignment



# Committed to a sustainable events industry



At UBM EMEA we achieve sustainable commercial success through thoughtful market focus and superior results for our customers. Being a sustainable business is central to how we run our events, how we make decisions and how we do business every day.

Our continuing evolution is fueled by insight, innovation, and collaboration. We are proud of our commitment to having a positive environmental and social impact on both the communities and industries we work within.

**We are committed to achieving a sustainable events industry, and will continue to be at the forefront of driving change.**

# What type of stand will you have?



One of our key issues remains the amount of waste created at our events. A key part of this is the building of space only stands.

## There are two ways to build a stand:

**ONE** The structure is made using a system designed to be able to be used again and again in different formats to suit the client.

**TWO** The structure is made (usually from MDF) to be only used once, and is therefore demolished and disposed of at the end of the event.

We realise that many of our exhibitors are not aware of the difference between these two types of stand, and how much of an impact this decision has on both the health & safety of our show, and the environmental impact.



We want to encourage all of our exhibitors to find out which of the two types of build they use and consider taking advantage of the many benefits associated with using a system build stand.

For more information please contact [ubmemea.sustainability@ubm.com](mailto:ubmemea.sustainability@ubm.com)

### WILL IT COST MORE?

No. Stands which use system build come in all shapes, sizes, level of complexity, and therefore importantly prices, so there is the option to fit any budget.

### WILL IT LOOK IMPRESSIVE?

Yes. A large majority of the most impressive stands at our show are already taking advantage of using system builds, to achieve a quality finish and higher return on investment. Any desired look, feel, design and style is achievable with a system build.



# Exhibitor sustainability check list



## 10 things to remember

**1** Ensure your stand is designed so that it will be used again

**2** Promote your company's and products sustainability credentials

**3** Be energy efficient by using LED lights, and energy efficient equipment such as computers, and TVs

**4** Reduce your paper handouts by switching to digital options



**10** Think about what waste your stand will create and try to minimise it as much as possible. For what waste you do have try and ensure it is recyclable



**5** For any paper you do use, reduce its carbon impact by a third by choosing recycled paper

**6** One of the biggest environmental impacts of our events is travel and transport. Choose public transport, and logistic companies with sustainable credentials

**7** Think about what you buy for the event, such as promotional items and catering, is there a sustainable option? Such as paper rather than plastic cups, or pens from recycled plastic

**8** Make sure you and your contractor is aware and compliant with all Health and safety requirement

**9** Check out our event charity partner, how could you support them?

