



The 21st Small Engine Technology Conference

Technical Exhibition Manual



Society of Automotive Engineers of Japan, Inc.



EXHIBITOR'S MANUAL

Contents

1. Outlines
2. Access
 - 1) By Public Transportation
 - 2) By Car
3. Carry-in & -out
 - 1) Carry-in/Set-up, Tear-down/Carry-out, Exhibition Hours
 - 2) Routes for Carry-in & -out
 - 3) Reminders for Carry-in & -out
 - 4) Exhibition Venue
 - 5) Booth Layout Plan (Layout Plan as per Attached)
4. List of Exhibitors
5. Exhibit Booth
 - 1) Standard Specification
 - 2) Rules of Booth Decoration, Fire Prevention, and General Rules
 - 3) Power Supply Works
6. Power Supply & Equipment Options (See Attached Files)
 - 1) Additional Power Source Request Form
 - 2) Equipment Option Request Form

1. Outlines

- Name : The 21st Small Engine Technology Conference 2015 (SETC2015)
- Period : Tuesday, November 17 to Thursday, November 19, 2015
- Time & Dates : 10:00 ~ 17:00, Tuesday, November 17
10:00 ~ 17:00, Wednesday, November 18
10:00 ~ 12:00, Thursday, November 19
- Venue : Osaka International Convention Center OICC (Grand Cube Osaka)
3-51, 5-chome, Nakanoshima, Kita-ku, Osaka 530-0005 Japan
Tel. + (81)-6-4803-5555
- Sponsors : Society of Automotive Engineers of Japan, Inc. (JSAE) as the lead organization
SAE International as the co-organization
- Corporations : Japan Marine Industry Association (JMIA)
Japan Land Engine Manufacturers Association (LEMA)
- Organizer : JSAE SETC2015 Steering Committee
Chaired by Araki, Kawasaki Heavy Industries, Ltd.
Other Committee Members
Honda, Kawasaki, Suzuki, Yamaha Motor, JMIA, LEMA, Nihon University and
Chiba University
- Secretariat : JSAE Events Group Ms. Noriko Otsu
Conference Secretariat / Sumio Watanabe
Mailto: SETC2015office@jsae.or.jp
Fax : +81-45-441-8444

2. Access

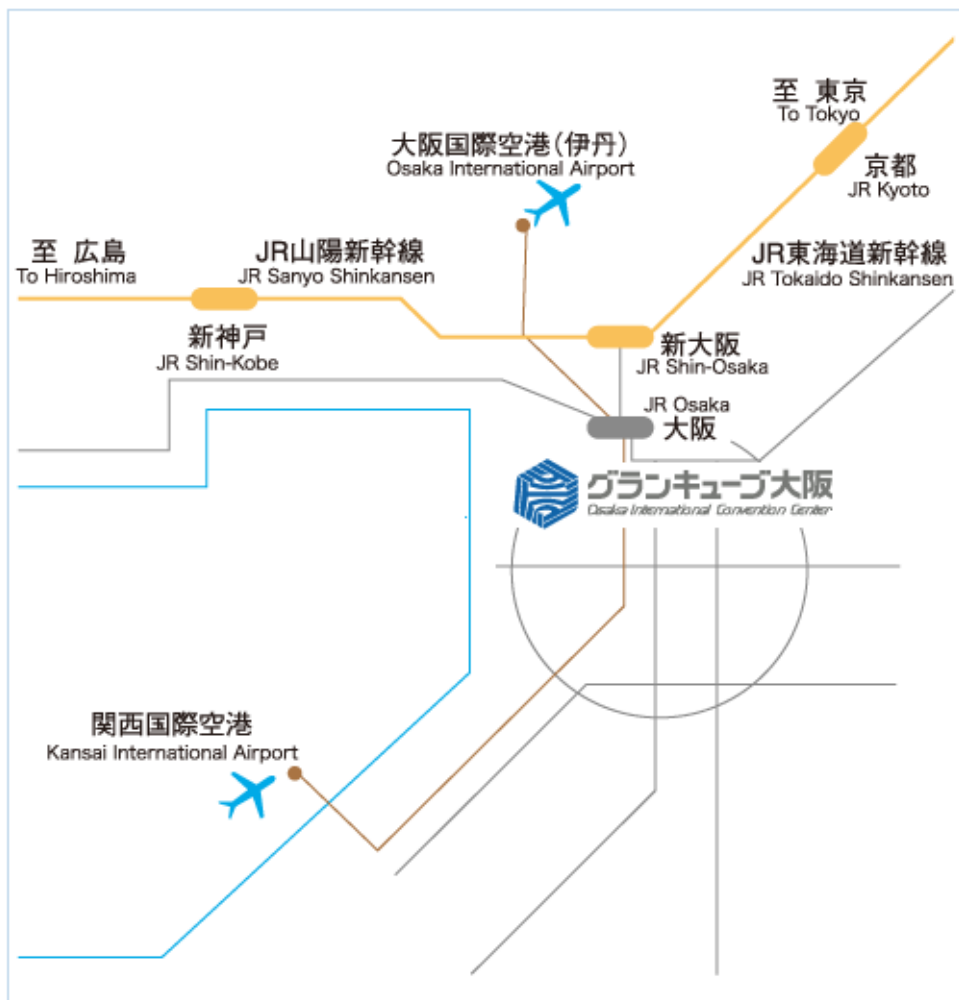
1) By Public Transportation

■ From Kansai International Airport

- Approx. 55 minutes to Osaka Station on the JR Line
- Approx. 30 minutes to Namba Station on the Nankai Railway Line
- Approx. 60 minutes to the Osaka Station by airport limousine bus -

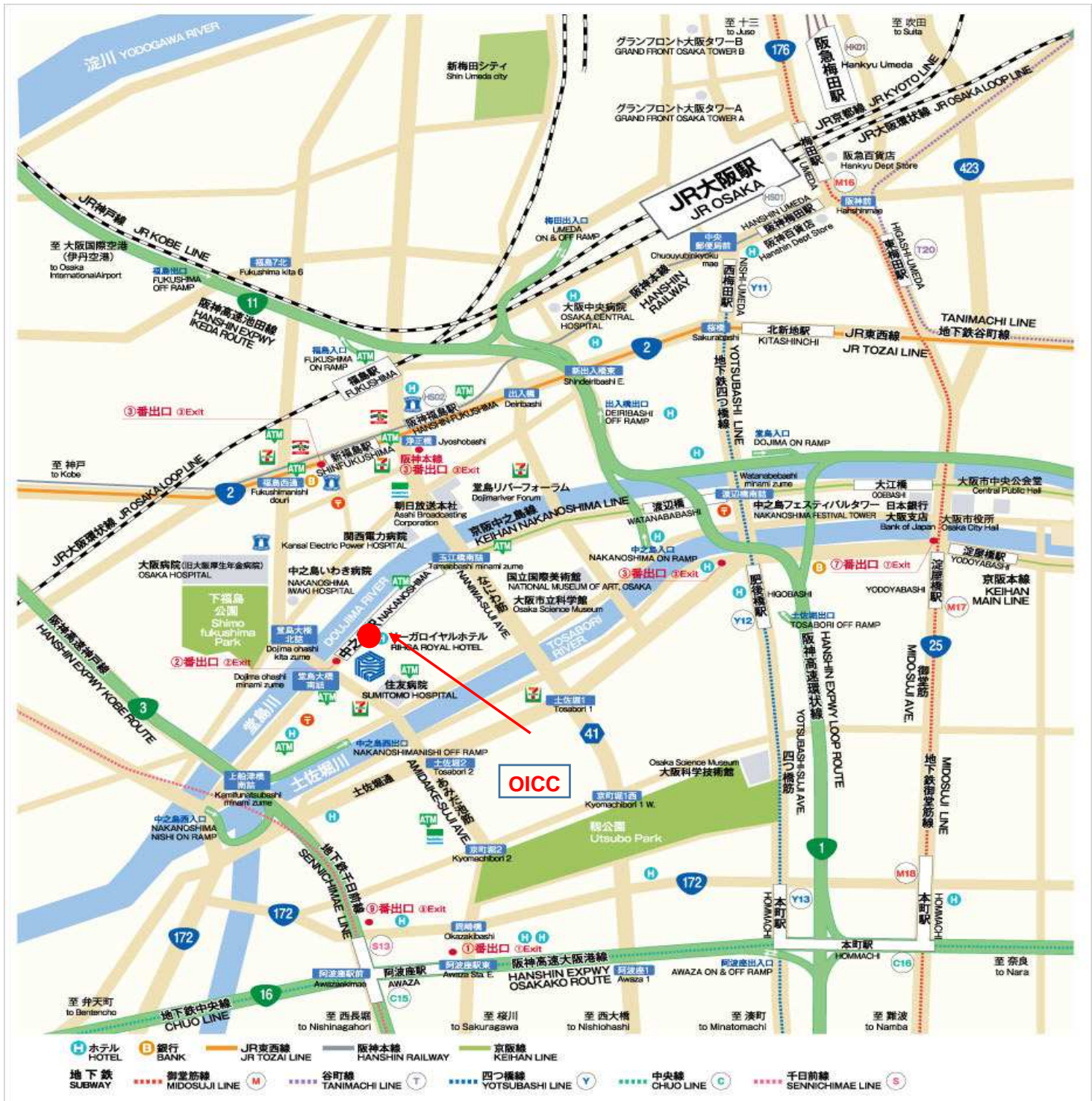
■ From Osaka Itami Airport

- Approx. 30 minutes to Osaka Station by airport bus



■ From Shin-Osaka Shinkansen, Bullet Train, Station

- Transfer to the JR local line at Shin-Osaka Station, and disembark at Osaka Station (approx.5 minutes)



■ Train

- 1 minute by walk from Nakanoshima station (Exit No.2) on the Keihan line.
- 15 minutes by walk from Fukushima station on the JR loop line
- 10 minutes by walk from Shin-Fukushima station on the JR Tozai line(Exit No.3)
- 10 minutes by walk from Fukushima station on the Hanshin line(Exit No.3)
- 15 minutes by walk from Awaza Station on the Subway Chuo line (Exit.No.1), or Sennichimae line (exit No.9).

■ Bus

- 15 minutes by Osaka city bus from JR Osaka station. Take No.53-bound for Funatsubashi, or No.55-bound for Tsurumachi 4-chome. Get off at Dojima Ohashi bus stop.
- A shuttle bus runs between the Rihga Royal Hotel and JR Osaka station.
- 15 minutes by Nakanohima loop bus from Yodoyabashi station on the Subway Midosuji line, or the Keihan line (Exit No.4). The bus stop is in front of Sumitomo building. Get off at Osaka International Convention Center

2) By Car

■ From Namba/Sakai/Nara

- About 10 minutes from the Tosabori Exit of Hanshin Expressway No.1, Loop Line

■ From Kobe

- About 5 minutes from the Nakanoshima West Exit of Hanshin Expressway No.3, Kobe Line

■ From Osaka Airport/Kyoto

- About 10 minutes from the Fukushima Exit of Hanshin Expressway No.11, Ikeda Line

■ From the Kansai International Airport / Wakayama

- About 15 minutes from the Namiyoke Exit of Hanshin Expressway No.16, Osaka Port Line

3. Carry-in & -out

1) Carry-in/Set-up, Tear-down/Carry-out, Exhibition Hours

- | | | | |
|---|------------------|---------------|--|
| ■ | Tue. November 17 | 09:00 ~ 13:00 | System-unit booth set-ups、Electrical supply works |
| | | 13:00 ~ 17:00 | Power distribution, Carry-in & booth installation & decoration |

Note) Please notify the secretariat if a booth will be specially built and decorated without using system units.

- | | | | |
|---|------------------|---------------|----------------------|
| ■ | Tue. November 17 | 09:00 ~ 17:00 | Exhibition hours |
| ■ | Wed. November 18 | 09:00 ~ 17:00 | Ditto |
| ■ | Thu. November 19 | 09:00 ~ 12:00 | Ditto |
| | | 13:00 ~ 15:00 | Tear-down, Carry-out |

Note) The time is subject to change

Nov.16 (Mon.)	8:00 30	9:00 30	10:00 30	11:00 30	12:00 30	13:00 30	14:00 30	15:00 30	16:00 30	17:00 30	18:00 30	19:00 30	⇒	23:00 30
10F. 1001 1002 1003		System-unit booth set-ups Electrical supply works				Power distribution Exhibitors; Carry-in, Inst. & Decoration			Closed					

Nov.17 (Tue.)	8:00 30	9:00 30	10:00 30	11:00 30	12:00 30	13:00 30	14:00 30	15:00 30	16:00 30	17:00 30	18:00 30	19:00 30	⇒	23:00 30
10F 1001 1002 1003			Exhibition Hours											Closed

Enter Preparation for exhibition

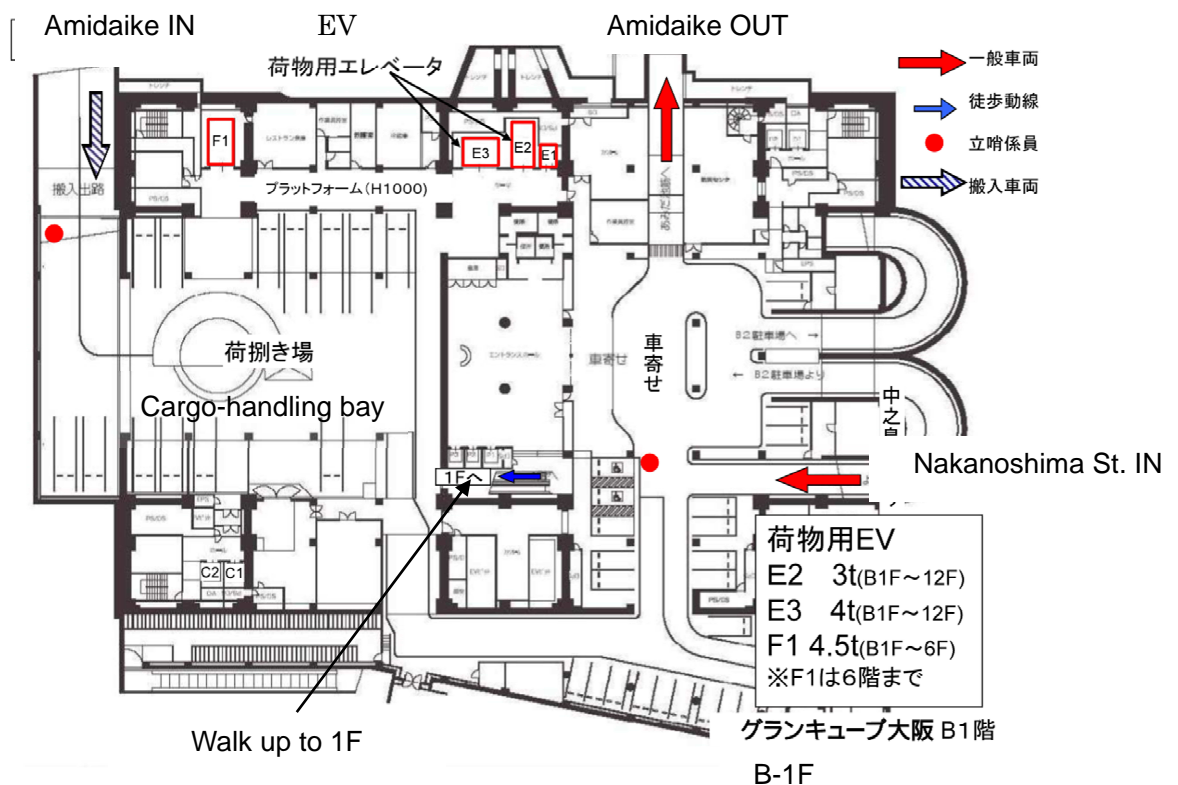
Preparation for leaving

[illegible]

Nov.19 (Thu/)	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
	30	30	30	30	30	30	30	30	30	30	30
10F 1001 1002 1003		E Prep.	Exhibition Hours			Exhibitors: Tear-down, Carry-out			Booth removal		

2) Routes for Carry-in & -out

Please enter via the underground slope to B-1F from Nakanoshima-dori (street) on the north side of the building.



Please enter via the underground slope to B-1F from Nakanoshima-dori (street) on the north side of the building.

For the loading area, please enter via the underground slope from Amidaike-suji on the west side of the building

Parking Guide				
Parking Fee	Business Hours	Capacity	Height Limit	Length Limit
JPN 500/hour	8 : 00 ~ 22 : 00	304	2.1 m	5.0 m

3) Reminders for Carry-in & -out

Please prepare an agent or a forwarder by yourself to assist your carry-in & -out work if necessary.

■ Loading and Unloading

- It is not allowed to leave a vehicle in the cargo-handling bay. Please leave the premises immediately after finish loading/unloading or move to the parking area.
- The height limit of the loading and unloading exit is 3.7m and the length of vehicles should be less than 12.0m.
- Vehicles without the “Compatible Vehicle Mark” issued by Osaka Prefecture are not allowed entrance.
- Please submit “Plan for carry-in & -out” that can be downloadable from the following URL, and fill out the form to submit to the secretariat by the end of September 2015.
 - ✧ URL : <http://www.gco.co.jp/guide/#6>
 - ✧ Mailto: SETC2015office@jsae.or.jp

■ Use of Elevators

- Please use cargo elevators, E-2 and E-3 to go up to the 10th floor direct. It is not allowed to use passenger elevators, A, B and C for carrying-in and -out unless carry small materials in hands.
- Please share the cargo elevators with others as there may be some other events on the same day.
- Please do not leave carrying-in & -out materials, empty boxes, disposal materials and so on, in cargo handling bay and/or elevator areas, in front of and/or by emergency exits, stairways & doors
- Please prepare a wagon, carriage and cart by yourself.
- Please make sure to receive delivered-materials by yourself.
- It is not allowed to use any of the convention center structures, equipment and facilities for carry-in & -out works for the maintenance of exhibition venue.

■ Cargo Elevator Specification

E-2 W : 2,250mm H : 3,000mm D : 5,000mm (Weight Limit : 3.0t)

E-3 W : 4,000mm H : 2,800mm D : 3,000mm (Weight Limit : 4.0t)

■ Use of Delivery Service or “Taku-hai-bin” including International Courier Service

To place an order with a delivery service company for carry-in, please make sure to inform the followings to the company: the address of Osaka International Convention Center with postal code, conference name (SETC2015), exhibitor's name, booth number, name of a person-in-charge, delivery time & date.

- The secretariat cannot accept or keep any deliveries for an exhibitor without reason.
- Please contact the Business Center, 11F if you use KURONEKO-YAMATO Delivery Service for carry-out. Business hours 8:30~19:00 Mailto: info@bizplus.jp TEL.+81-6-4803-5570
- With regard to a material more than over 160cm in length, over 25kg in weight and/or good value exceeding JPN300,000, please contact the following OICC office. Mailto: info@gco.co.jp TEL.+81-6-4803-5668
- If you plan to use a delivery service company other than KURONEKO-YAMATO for both carry-in & -out, please ask the company to come over to your booth direct for pick-up.

Example of a courier's delivery slip

Address:	3-51, 5-chome, Nakanoshima, Kita-ku, Osaka 530-0005 Japan		
	Osaka International Convention Center OICC (Grand Cube Osaka)		
Conf. name:	SETC2015 Exhibit Venue 10F (1001 1002 1003)		
Booth No.:	000		
Exhibitor:	ABC		
A person-in-charge:	Mr. Aaaaas Bbbbbb	Mobile:	000--0000-0000
Goods name:	cccccc		
Delivery time & Date:	13:00 to 17:00 on Nov. 16, Mon 2015		

■ Other Reminders to Exhibitors

- Exhibitors are responsible for taking all waste and used materials with them when they leave.
- In the case of any damage being caused to the exterior or interior of the facility during installation or removal of exhibits, those responsible for the damage shall receive an invoice for the cost of repairs from the management secretariat, once the conference is over.
- Set-up & installation and tear-down & removal of exhibits during the exhibition period is, in principle, prohibited. If special circumstances make this necessary, please contact the conference secretariat.

4) Exhibition Venue

■ Venue

	Area	Floor finish	Wall finish	Floor Load
F10 Room 1001+1002+1003	1,010 sq.mt.	Tile Carpet	Mortar-finish	300Kg per sq. mt.

Please refer to 5) Booth Layout Plan.

5) Booth Layout Plan

Number of booth: 38

Booth Specification: 2.0m width × 2.0m depth × 2.4m height

(See the last page for Booth Assignment)

4. List of Exhibitors

<u>Name of Exhibitor</u>	<u>Booth No.</u>	<u>Number of booth</u>
• AVL LIST GmbH	18	2
• Bosch Corporation	03	2
• Cambustion	02	2
• Chevron Oronite Company LLC.	16	1
• ETAS K.K.	08	1
• EXEDY Corporation	09	2
• GTR TEC Corporation	17	1
• Honda Motor Co., Ltd.	12	4
• Infinium	15	1
• Kawasaki Heavy Industries, Ltd.	11	3
• Lubrizol Japan Limited	14	2
• MAHLE Japan Ltd.	05	2
• Metaldyne Japan Corporation	04	2
• PRÜFREX Innovative Power Products GmbH	19	2
• SUZUKI MOTOR CORPORATION	10	3
• SYNERJECT SAS	01	3
• TOYO Corporation	06	1
• TPR CO., LTD.	07	1
• Yamaha Motor Co., Ltd.	13	3

5. Exhibit Booth

System Panels

Both back and side panels are vinyl-coated woody plywood in white colors.

Drilling, nails, tacks, wood screws, adhesive tapes and the like are not allowed onto the panels.

Please use S-shaped metal hooks, Velcro to hang and fasten an information panel.

Height Limit is up to 2.4m

1) Standard Specification

■ Single Booth

- Standard booth size: 2 m wide × 2 m deep × 2.4 m high (partitioned with side and back panels)
- Conference table: 1.8 m long × 0.6 m wide × 0.7 m high (with white cloth) × 1
- Chairs: Stackable chairs × 2
- Electric power outlets: One double socket (AC 100 V; maximum: 500 W)
- Company nameplate: Uniform black font (W900 mm × H200 mm)

■ 社名板 W900 × H200



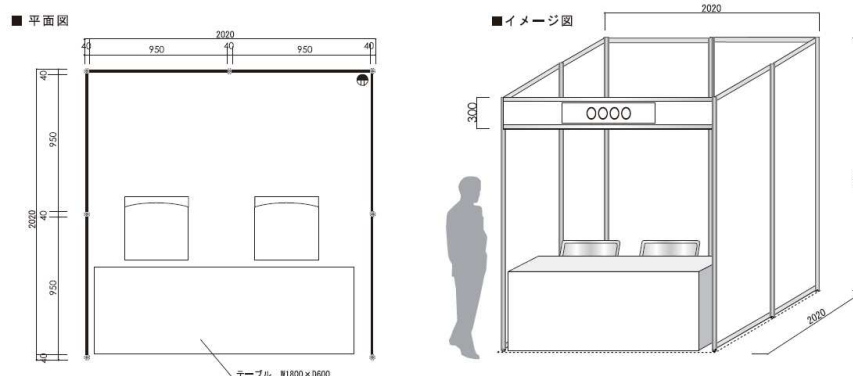
■ Double-booth

- Standard booth size: 4 m wide × 2 m deep × 2.4 m high (partitioned with side and back panels)
- Conference table: 1.8 m long × 0.6 m wide × 0.7 m high (with white cloth) × up to 2
- Chairs: Stackable chairs × up to 4
- Electric power outlets: Two double sockets (AC 100 V; maximum: 1,000 W)
- Company nameplate: Uniform black font (W900 mm × H200 mm)

■ Triple-booth

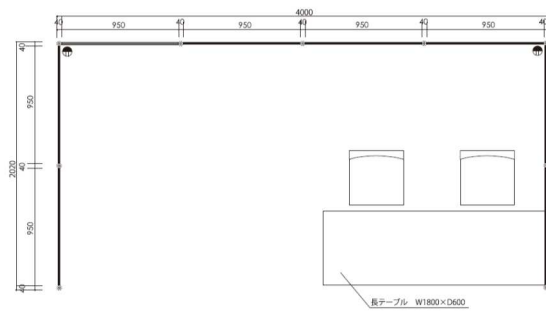
- Standard booth size: 6 m wide × 2 m deep × 2.4 m high (partitioned with side and back panels)
- Conference table: 1.8 m long × 0.6 m wide × 0.7 m high (with white cloth) × up to 3
- Chairs: Stackable chairs × up to 6
- Electric power outlets: Three double sockets (AC 100 V; maximum: 1,500 W)
- Company nameplate: Uniform black font (W900 mm × H200 mm)

◆ Single Booth Image

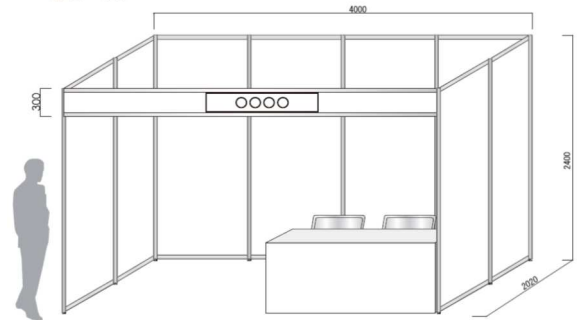


◆ Double-booth Image

■ 平面図

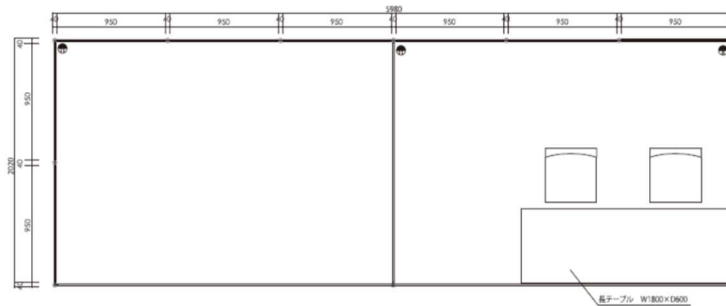


■ イメージ図

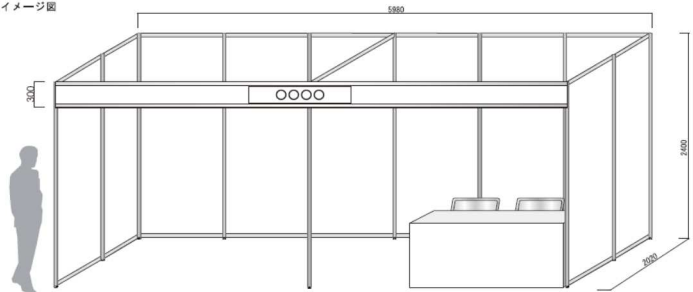


◆ Triple-booth Image

■ 平面図



■ イメージ図



2) Rules of Booth Decoration, Fire Prevention, and General Rules

■ Rules of Booth Decoration

- ① Anchors, nails, tacks and the like must not be driven into the floor. Paint, adhesives, tape and the like should not be used on the floor surface. If exhibitors wish to lay a carpet, the floor should first be covered with veneer or the like to protect it, and they carpet laid on top of that.
- ② Display decorations or exhibits must not be hung from, propped up against or fixed to existing structures such as ceilings, columns, walls and the like. All exhibits and decorations must be displayed within the confines of your company's booth, and not in the aisles or passageways. All displays, decorations and distribution of items must take place inside your company's booth.

- ③ Storage space for catalogues, equipment and the like must be established inside each booth.
- ④ Exhibitors are responsible for clearing away any waste materials, packaging materials or garbage generated during installation, exhibiting or removal. There are no places at the venue to dispose of such materials.
- ⑤ Please secure any booth decorations and exhibits to prevent them from falling, collapsing or moving in the event of an earthquake or the like. Exhibitors will be asked to remove any defective decorations or displays from the booths, so please take extra care at the planning and design stage.

■ Fire Prevention Regulations

- ① The use of naked flames is prohibited inside the exhibition hall.
- ② Dangerous substances, pressurized gas and the like must not be brought into the exhibition hall.
- ③ All materials used in booth decorations must be fire resistant. Wooden panels, plywood, curtains, carpets and other materials must all have been treated with an effective flameproof protection. "Flame proofed" labels must be attached to all exhibit decoration materials to certify they have been treated in such a way.
- ④ Special decorations that attach to the ceiling structure in the booths are prohibited.

■ Standard Regulations

- ① Exhibitors' entry into the hall during the technical exhibition is from 8:30 am. The doors of the venue will be locked until then.
- ② Please drop by the Secretariat Room 1010 10F to pick up the passes on Monday, November 16, 2015 before the work of set-ups. Exhibitors should wear their "Exhibitor" pass in the venue at all times during the period of the conference.
- ③ Two exhibitor passes shall be issued per booth. An additional extra pass costs 10,000 yen.
- ④ These passes enable holders to attend the reception, lunch and social networking break, but normal registration is necessary to attend technical sessions, keynote speeches and plenary session.
- ⑤ Please acquire the permission of exhibitors before taking photographs inside the venue. Also, an exhibitor is encouraged to put a notice or sign-board for "No Photos Allowed" at booth.
- ⑥ Stock space is in the back of your booth(s) but it is strictly prohibited to leave any materials on the floor within the space of 60cm from the face of the wall due to safety precaution. Decoration materials, pamphlets, cardboard boxes and all other waste materials must be removed from the venue and disposed of by the exhibitors. Disposal cost of waste materials, if any, will be billed to an exhibitor.
- ⑦ Smoking is not allowed in the venue.
- ⑧ The conference secretariat will do its utmost to provide the best possible security, but in the event of any loss or damage to exhibits due to natural disaster, fire, theft, misplacement or physical damage or other accidents, the secretariat cannot be held responsible.
- ⑨ Exhibitors are advised to take appropriate measures (insurance, etc.) with regard to the security of their exhibits.

3) Electrical Works

■ Basic Lighting in the Exhibition Room, 1001+1002+1003, 10F

The light intensity in the venue is over-400 lux with FL lamps, 70cm high from the floor.

■ Use of Electricity

- ① The use of lighting and up to 500w of electric power supply is included in the standard booth rental fees.
- ② Extra charges incurred by the use of lighting or electrical power over and above 500 w shall be borne by the exhibitor. (incl. tax)
- ③ Those requiring an additional power supply should submit a separate Electricity Application Form by Friday, July 3, 2015.
- ④ Please contact the secretariat if 200V will be planned to use.

Up to 500W, 100V (1-booth)	Free (incl. single booth)
Up to 1,000W, 100V	JPN 6,480
Up to 1,500W, 100V	JPN12,960
Per 500W thereafter	JPN 6,480

Note) Consumption tax incl.

■ Electric Power Outlets

- ① Each standard booth is equipped with one double socket (AC100V, 500W).
*Additional 100V double sockets cost JPN 3,240 each.
- ② Please note that excessive applications for additional power supplies may result in final adjustments that make large amounts of power unavailable.
- ③ Additional power supplies cannot be used if no application has been received. The time required for installation work and demand for electricity may mean that supplies cannot be provided on the day; please apply in advance.
- ④ Please contact the secretariat if a special type of outlet and/or 200V outlet will be used.

Monday, November 16	15:00 ~ 18:00
Tuesday, November 17	08:30 ~ 18:00
Wednesday, November 18	08:30 ~ 18:00
Thursday, November 19	08:30 ~ 15:00

24-hour electricity cannot be supplied, in principle.

6. Additional Power Supply & Optional Equipment

- 1) 6.2 Application Form for Additional Power Source
- 2) 6.3 Application Form for Equipment Options
- 3) 5. Equipment Options

Billing invoices related application form 6.2 & 6.3 will be emailed by Murayama, SETC2015 exhibition sub-contractor after the due date. Please remit your payments to its designated bank accounts before the start of the conference upon the receipt.

Booth Assignment 38 booths

- Stock space is available behind booth but do not leave any materials within space of 60cm from the face of wall.

