

Exhibition Guide for ICASSP 2012

ICASSP 2012 Organizing Committee Exhibit Chairs:

Dr. Atsushi Nakamura (NTT Corp.)

Mr. Hideyuki Oka (Panasonic Corp.)

Mr. Masanao Suzuki (Fujitsu Corp.)

Professional Conference Organizer:

Conference Management Services, Inc.

3833 South Texas Avenue, Suite 221

Bryan, Texas, 77802 USA

Purpose of this document:

This document intends to explain the procedure for displaying to exhibitors of ICASSP 2012

1.) **Exhibition Schedule:**

Monday, March 26, 2012, Hours 09:00 to 12:00	Exhibit Booth set-up by contractors
Monday, March 26, 2012, Hours 13:00 to 17:00	Registration for Exhibitors, carry-in and Set-up of exhibitors display materials
Tuesday, March 27, 2012, Hours 9:30 to 18:30 (tentative)	Exhibition Open to Attendees
Wednesday, March 28, 2012, Hours 09:30 to 18:30	“ Exhibition Open to Attendees
Thursday, March 29, 2012, Hours 09:30 to 18:30	“ Exhibition Open to Attendees
Thursday, March 29, 2012, Hours 18:30 to 21:00	Display removal by Exhibitors

2.) **Exhibit Booth Specifications:**

A standard type of exhibit booth package is provided with your exhibit space fee as described below:

Size: 3000mm wide x 2000mm deep x 2500mm high

Type: The exhibit system uses white veneer wall board panels and no push-pins may be used to attach anything to these panels. Signs or posters may be attached to the exhibit wall panels with double stick tape, which may be obtained from the Exhibitor's Registration Desk at the conference venue.

Company Sign: One company identification sign will be provided with black letters in a Gothic font.

Electric Power: AC 100V (0.5kW, 60 Hz) will be provided with exhibit space, with two prong outlet with grounded JIS C 8303.

Table: One cloth-draped table that is 1800 mm wide x 900 mm deep x 750 mm high is included.

Chairs: Two chairs are included with the table in your exhibit space.

Lighting: Basic fluorescent lighting equipment is provided in your exhibit space.

For exhibitors who would like to order additional items and services for their exhibit booth that are not included in the regular exhibition booth package, an exhibition planning company, KOSUGI Co., Ltd., will be offering such items and services. For example, an exhibitor may order additional electrical capacity, rental furniture, audio-visual equipment, or a company logo on your identification sign, for an additional fee. Details will be announced by KOSUGI later, and they will send an Exhibitors' Manual to all exhibiting companies with the necessary forms to order and pay for such items and services.

KOSUGI has a long history in the conference and exhibition industry, and is the only company that has received a contract from the Kyoto International Conference Center (the ICASSP 2012 venue) for the ICASSP 2012 regular exhibition booth setup. Since KOSUGI's office is located in the Kyoto ICC, they will be able to respond to exhibitor's requests very promptly.

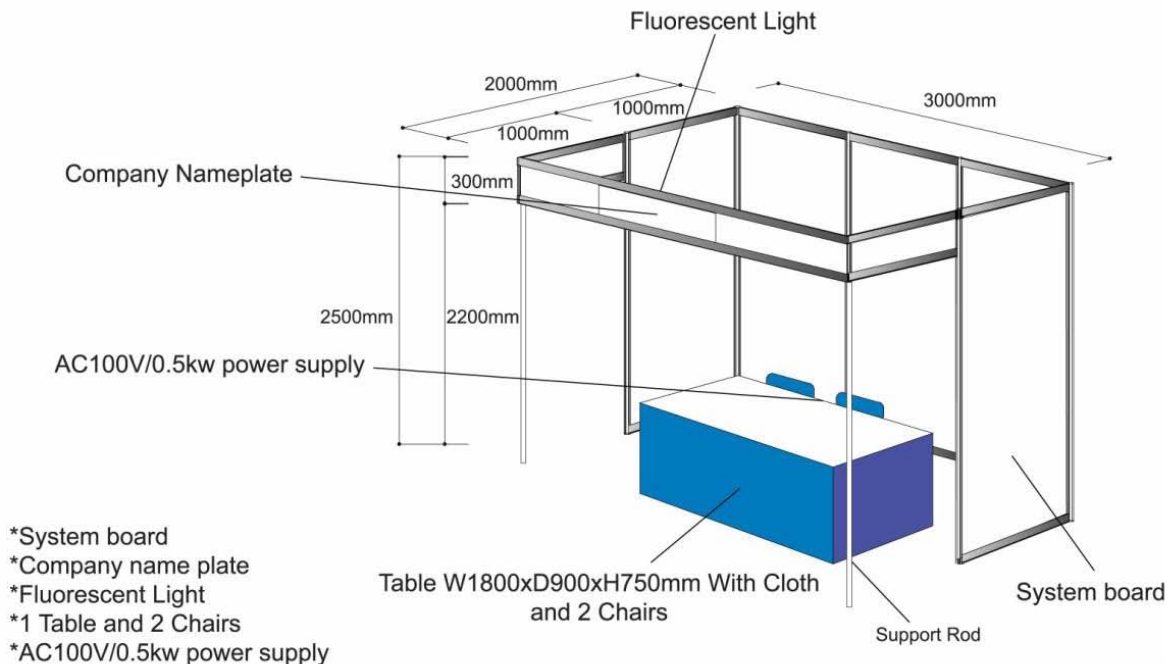
KOSUGI will initiate a direct contact with each exhibitor about one month prior to the conference dates, and will provide the required information, including a list of items and services available along with the necessary order forms. For any exhibitor that needs further details in advance, please contact KOSUGI:

AKIHIKO TANIMURA, Exhibition Contractor
KOSUGI Co., Ltd.
ICC Kyoto Office
FAX: 075-705-1281
E-mail: tanimura@kosugi-ltd.co.jp or kosugh@icckyo.ne.jp

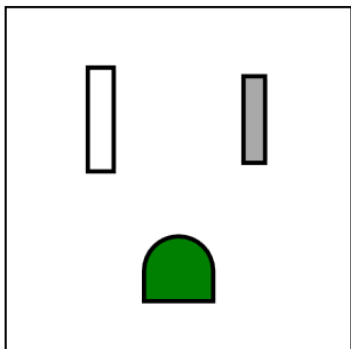
Please note that the ICASSP 2012 Conference Organizing Committee nor the Professional Conference Organizer, Conference Management Services, Inc., has NO involvement in the exhibitor's negotiation with KOSUGI on the extra items or services they may require. Also, exhibitor's payment for the extra items and services has to be made directly to KOSUGI, separately from the payment for the regular exhibition booth package.

Booth specifications:

W3000xD2000xH2500mm Booth



Type of sockets (JIS C 8303):



3.) Exhibits Carry-in:

Exhibit materials which exhibitors plan to bring to the conference center should be delivered between 1:00 PM and 5:00 PM on Monday, March 16, 2012. The delivery address is as shown below:

Delivery Address: Takaragaike, Sakyo-ku, Kyoto Japan 606-001
Kyoto International Conference Center
Phone: +81-75-705-1234 FAX: +81-75-705-1100

When you ship your exhibit materials please label them as follows:

Conference Name: ICASSP 2012
Site: Annex Hall
Booth Number: _____
Display Company Name: _____
Name of Person in Charge: _____

When exhibitors carry in the display items themselves, please work between the hours of 1:00 PM and 5:00 PM on Monday, March 26, 2012. If exhibitors drive their vehicles to deliver exhibit materials, please move your car to the center parking lot as soon as the goods are unloaded. There is a fee for trucks of 2000 Japanese Yen per day, or for standard car, 800 Japanese Yen per day.

4.) Registration for Exhibitors:

Exhibitors should stop at the Exhibitor's Registration Desk between 1:00 PM and 5:00 PM on Monday, March 26, 2012, and get their exhibitor badges and equipment for their display including: your company identification sign, double-stick tape for poster application to the back wall, chains (to hang signs) for exhibitors who want them, and scotch tape.

5.) Instruction for Poster Posting:

When you attach posters to the exhibit back wall panels, please use the double stick tape which is included in your booth equipment. Please do not attempt to use push pins to attach posters to back wall.

6.) Exhibitor Booth Staff Badges:

People who are exhibit staff members do not need to pay for conference registration at ICASSP 2012, however, please note that only people who pay for their ICASSP 2012 registration can enter and audit the oral and poster sessions. Exhibit booth staff members should wear their name badges in the exhibit hall. Also, people who have paid for ICASSP registration may also be exhibit booth staff members.

7.) Name Tag:

Exhibitor Booth Staff Badges will be provided to four (4) people from the exhibiting company. No extra name tags will be issued. The name tags are included in the items which are provided at the reception for exhibitors.

8.) Storage Space:

Please keep the display items inside the display booth. Please keep your valuables safe. You can put boxes for the exhibition in the booth or bring them back.

9.) Exhibits Carry-Out:

For international shipping, you may contact KSA INTERNATIONAL, INC. (Please see their Shipping Guide for Exhibitors included here.) If you would like to use another company for this service, please contact them personally. If you have items that require customs clearance, the Kyoto International Conference Center will not deal with those matters. Exhibitors must make their own customs arrangements either through KSA or their own vendor.

When exhibitors carry out their exhibits, please use the center parking lot, and move your vehicles after loading your exhibit materials. Fee for trucks is 2000 Japanese Yen per day, and car is 800 Japanese Yen per day.

10.) Other Information:

Exhibit Rules:

1.) Management:

In the event of acts of God like natural disasters, the congress organizer, the congress secretariat, and all other service providers will not be liable for failure to hold the exhibit or damages to any property. The Kyoto International Conference Center will be locked after daily congress hours. However, neither the organizer nor all other service providers is responsible for any loss or damage to exhibitor property. Exhibitors should not leave valuable materials and equipment unprotected, and adequate insurance coverage of exhibits is recommended. All exhibitors please stop by the Exhibitors Reception Desk of Annex Hall.

2.) General Regulations:

Exhibitors are responsible for removal of all exhibit waste, boxes and used materials after the conference.

No one is allowed to use the entrance at the Annex Hall during the conference. All participants including exhibitors are requested to use the main entrance to the conference center.

Exhibitors are liable for repair costs for any damage caused to the Kyoto International Conference Center property, and no material and/or matter of any kind shall be posted on, tacked, nailed, screwed and/or attached to the facilities or furnishings.

Use of products causing fire (including open flames) is prohibited.

Dangerous materials and products (e.g., propane gas, chemical cylinders, firearms, oil, radioactive substances, etc.) are not allowed in the conference center.

No animals, dead or alive, are allowed in the exhibition site.

Sound systems must be kept at a reasonable level, and must not interfere with other exhibitors.

Smoking in the Kyoto International Conference Center is prohibited. Smoking is permitted only in the designated areas with ashtrays.

If there are any questions or concerns regarding the aforementioned information, please contact Ms. Della Smith, Exhibits Manager, Conference Management Services, either by email or telephone: dsmith@cmsworldwide.com or 979-846-6800.

Thank you for being an ICASSP 2012 Exhibitor!

Way to the carry-in entrance of the Annex Hall

