



# EXHIBITOR HANDBOOK

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# CONTACT

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## General Organization:

### **advanced business events**

10 RUE DE LA ROCHEFOUCAULD

CS 50300

92513 Boulogne Billancourt Cedex - France

Tél : +33 1 41 86 41 46

Website : <https://www.aeromartnagoya.com/index.php/en/>

E-mail : [nagoya@advbe.com](mailto:nagoya@advbe.com)

## **Aeromart Nagoya organization staff:**

### **CEO**

**Stéphane CASTET**



[scastet@advbe.com](mailto:scastet@advbe.com)

### **EVENT MANAGER**

**Ruiching PORTIER**



[rportier@advbe.com](mailto:rportier@advbe.com)

+33 1 41 86 41 46

### **SALES**

**Marie-Julie CASTAIGNE**



[micastaigne@advbe.com](mailto:micastaigne@advbe.com)

+33 5 32 09 20 03

### **SALES**

**Andrea REINWART**



[areinwart@advbe.com](mailto:areinwart@advbe.com)

+33 1 41 86 41 54

### **SALES**

**Tetyana**

**BRYZHACHENKO**



[tbryzhachenko@advbe.com](mailto:tbryzhachenko@advbe.com)

+33 5 32 09 20 00

### **SALES**

**Akiko ITO**



[aito@advbe.com](mailto:aito@advbe.com)

+81 80 9735 0933

### **SALES**

**Stéphanie FOYART**



[sfoyard@advbe.com](mailto:sfoyard@advbe.com)

+33 (0)1 41 86 41 60

### **SALES**

**Alain NGOIE**



[angoie@advbe.com](mailto:angoie@advbe.com)

+33 (0)1 41 86 41 51

### **SALES**

**Xiang LI**



[lx8281@hotmail.com](mailto:lx8281@hotmail.com)

+86 22 8672 7860

### **COMMUNICATION**

**MARKETING**

**Claire-Marie**

**DIDIOT**



[cmdidiot@advbe.com](mailto:cmdidiot@advbe.com)

+ 33 1 41 86 41 45

### **LOGISTICS**

**Bao Phan Thi**



[BPhanThi@advbe.com](mailto:BPhanThi@advbe.com)

+33 (0)1 41 86 49 11

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## EVENT SCHEDULE & AGENDA

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### **Monday, September, 25<sup>th</sup>**

**(Nagoya Trade & Industry Center)**

3.00pm – 6.00pm : Access to the exhibition hall for booth set-up

### **Tuesday, September, 26<sup>th</sup>**

**(Nagoya Chamber of Commerce & Industry, 2F)**

09.30pm: Participants Registration

10.00pm – 05.00pm: "OEMs supply chain policies & new technology" session

### **Wednesday, September, 27<sup>th</sup>**

**(Nagoya Trade & Industry Center)**

07.30am: Opening of the front desk

09.00am – 12.25pm : BtoB meetings & Workshops

12.25pm: Lunch break

01.30pm – 05.30pm: BtoB meetings & Workshops

06.30pm: Cocktail reception

### **Thursday, September, 28<sup>th</sup>**

**(Nagoya Trade & Industry Center)**

08.00am: Opening of the front desk

09.00am – 12.25pm : BtoB meetings & Workshops

12.25pm: Lunch break

01.30pm – 05.00pm: BtoB meetings & Workshops

### **Cocktail Reception:**

A reception, offered to all the participants, will be held on September 27<sup>th</sup>, at [AICHI MUSEUM OF FLIGHT](#) from 06:30pm.

### **AICHI MUSEUM OF FLIGHT**

Toyoba, Toyoyama-cho, Nishikasugai-gun, Aichi

Shuttle bus is available with the time table as below;

Departure from the venue to the museum (Boarding location: Wakamiya Odori, north side of the venue)

17:00 1 bus	17:30 5 buses	18:00 1 bus
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Departure from the museum to the downtown (Nagoya station, Fushimi and Sakae) (Boarding location: Large bus parking area)

20:00 1 bus	20:30 5 buses	21:00 1 bus
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	Monday, September 25 <sup>th</sup>	Tuesday, September 26 <sup>th</sup>	Wednesday, September 27 <sup>th</sup>	Thursday, September 28 <sup>th</sup>
Access to Exhibition Hall for booth set-up	03.00pm - 06.00pm	02.00pm - 06.00pm	07.30am	
Cocktail Reception			06.30pm – 08.30pm	
Move-out				05.00pm / 07.00pm




## PREPARE YOUR ARRIVAL

Upon arrival at the venue, all participants must present their **PRE-PRINTED BADGES** at the entrance. They will be available for download from your online profile beginning from **August 26<sup>th</sup>, 2023**: <https://meetings.nagoya.bciaerospace.com/2023/signup.php>

You will also have to **print your B2B meetings schedule** as only the event catalogue containing the exhibition floor plan with the list of exhibitors and the conference program will given to you at the front desk.

## BOOTH DETAIL

Each wall panel measures **1m (3.3ft) wide and 2.5m (8.2ft) high**. Exhibitors are welcome to bring pop-up stands, rollups and other graphics if they fit within the dimensions of your selected booth and do not stick out into the passageways.

<b>Basic Package</b> 6sqm Booth 3m x 2m (9.84ft x 6.56ft)	<b>Deluxe Package</b> 12 sqm Booth 6m x 2m (19.68ft x 6.56ft)	<b>Premium Package</b> 24 sqm Booth 6m x 4m (19.68ft x 13.12ft)
		
Spot lights 1 Table* with white table cloth 3 Chairs Carpet Fascia Board  *(W1500mm x D600mm x H700mm)	Spot lights 2 Tables* with white table cloth 6 Chairs Carpet Fascia Board  *(W1500mm x D600mm x H700mm)	Spot lights 1 meeting table - 4 chairs 1 coffee table – 4 chairs 1 reception desk – 1 high chair Carpet – Company signs

To customize your space, we strongly recommend you to bring graphics. You must **provide all** necessary materials to hang your graphics (chains, adhesives, **etc**). It is strictly forbidden to drill into the panels. **Your booth is equipped with 1 electric outlet**. You must bring a **power strip** if you're planning to use several devices.

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# BOOTH SET-UP

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Set up time is from **03.00pm to 06.00pm on Monday, September 25<sup>th</sup>** and **02.00pm to 06.00pm on Tuesday, September 26<sup>th</sup>**. For exhibitors unable to make it on those days, it is recommended to arrive at the venue at **07.30am on Wednesday, September 27<sup>th</sup>** to complete the set up and personalization of their booths.

AEROMART NAGOYA offers hard walled booths. **We strongly recommend you to bring graphics to customize your space**, or order custom-printed wall and fascia panels for a more professional appearance. Noisy machines or sound systems are not allowed. Please also ensure that all equipment and graphics you bring fit within your booth dimensions.

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## ADDITIONAL FURNITURE

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• **Default furniture:**

**Our official supplier, « DAIWA Co., Ltd. »** offers an entire range of furniture & printed materials. You may trade your default furniture or order additional equipment at your own cost.

• **How to place an order:**

Click this **LINK**:

■ Basic & Deluxe package

[https://aeromartnagoya.com/images/2023/downloads/Option\\_manualBasicDelux\\_EN.pdf](https://aeromartnagoya.com/images/2023/downloads/Option_manualBasicDelux_EN.pdf)

■ Premium package :

[https://aeromartnagoya.com/images/2023/downloads/Option\\_manualPremium\\_EN.pdf](https://aeromartnagoya.com/images/2023/downloads/Option_manualPremium_EN.pdf)

■ Basic & Deluxe package in Japanese :

[https://aeromartnagoya.com/images/2023/downloads/Option\\_manualBasic\\_Delux\\_JP.pdf](https://aeromartnagoya.com/images/2023/downloads/Option_manualBasic_Delux_JP.pdf)

■ Premium package in Japanese :

[https://aeromartnagoya.com/images/2023/downloads/Option\\_manualpremium\\_JP.pdf](https://aeromartnagoya.com/images/2023/downloads/Option_manualpremium_JP.pdf)

To review the photos of all available furniture proposed by DAIWA if you need additional equipment. Once you have made your choice, you can order the furniture by sending an e-mail to the contact below with the references of the furniture you need.

■ **Contact:**

DAIWA Co., Ltd. - Mr Kazuma SAKAI

TEL: +81 52 361 5561

Email: [sakai@daiwa-web.co.jp](mailto:sakai@daiwa-web.co.jp)

**[Notice]**

The application deadline for optional equipment and decoration will be **September 8**.

If you apply after the deadline, you will be charged separately, so the cost of express work, handline work, transportation, installation work, etc.

The cost of the optional equipment and decoration must be paid **by September 15**.

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## LUNCH

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**Lunch :**

There is **no seated lunch organized by BCI Aerospace**, but there will be 2 kitchen cars selling lunch meals at the parking area by the venue.

Kitchen Lotus: stew, curry rice, quiche, lunch box etc.

Kitchen Ouka: roast beef bowl, fried chicken bowl

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## WIFI INTERNET

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Wi-fi inside the exhibition hall will be provided for all participants throughout the duration of the event.

**The network name and WIFI password information will be provided on your badge.**

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# COFFEE CORNER

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**Complimentary coffee corner** is available on **September 27<sup>th</sup> & 28<sup>th</sup>, 2023**, from 08.00am to 10.00am and 02.00pm to 04.00pm.

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# THEMED WORKSHOPS

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If you are leading a themed workshop, the conference room will be fully equipped with a video projector, screen, a computer (for your presentation), and a wireless microphone will be made available to you.

**For all your queries and concerns please contact Rosanna Quigley** at [rquigley@advbe.com](mailto:rquigley@advbe.com) or +44 (0)7341 647 941

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# SHIPPING

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Be sure to have all your materials delivered **from 10.00am on September 25<sup>th</sup>, 2023**. **Any earlier deliveries will not be handled**. Ship them to the address below (don't forget to mention the name of the event "AEROMART NAGOYA 2023") and **add your company name to the label**:

**« AEROMART NAGOYA 2023 +YOUR COMPANY NAME»**  
**Nagoya Trade & Industry Center**  
2-6-3, Fukiage, Chikusa-ku,  
Nagoya, 464-0856, JAPAN

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# MOVE-OUT

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Exhibitors must have all their materials and equipment cleared from the booths by **07.00pm** on September 28<sup>th</sup>, 2023.

NOTE: You are recommended to attend all your belongings at all times. BCI Aerospace shall not be responsible for any damage caused to your equipment or theft. Any materials or equipment left or unattended **by September 29<sup>th</sup>** could be taken to a place the organizer deems appropriate at the participant cost and risk.

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# HOTEL

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Our Revolugo partner and their team offer a choice of hotels with special rates located near Aeromart Nagoya in order for you to enjoy your stay to the fullest.

Please, click [here](#) to book online!

If you wish to have more details concerning hotels rates or group bookings, please don't hesitate to contact the dedicated travel planner by email or phone: +33 (0)1-80-06-62-88 / [reservations@revolugo.com](mailto:reservations@revolugo.com)

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# ACCESS TO THE VENUE

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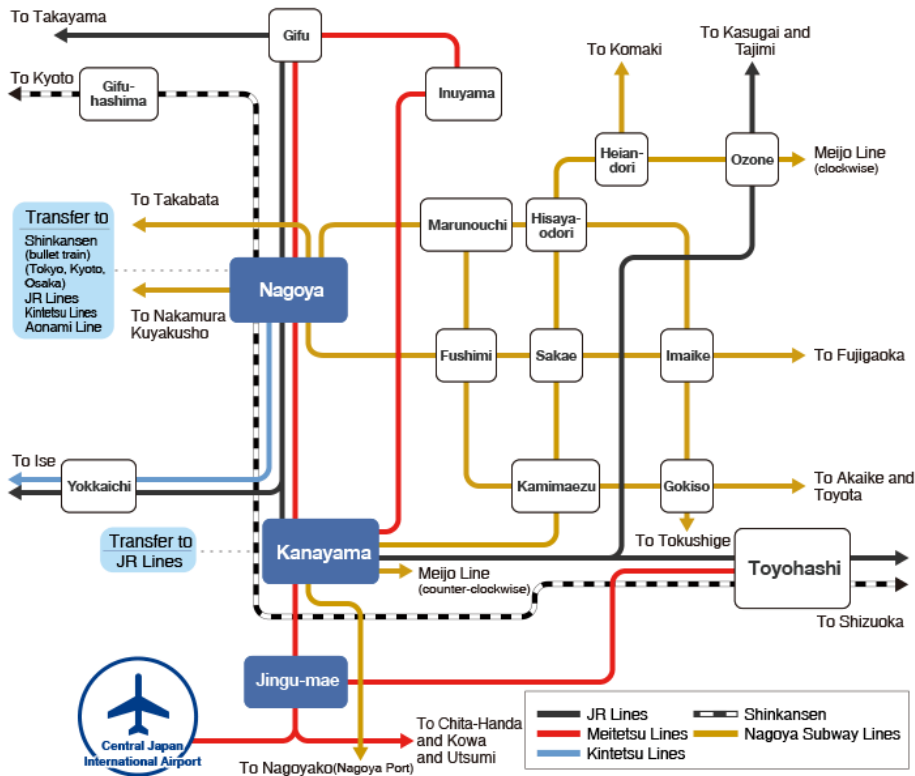
## **[FLIGHTS]**

Nagoya is connected nationally and internationally to major airlines through **Chubu Centrair International Airport, "Centrair"** (Central Japan International Airport) the closest airport to the conference venue, airport code: NGO

[TRAINS]

➤ **FROM CHUBU CENTRAIR INTERNATIONAL AIRPORT**

Central Japan International Airport → Nagoya Station (28min by Meitetsu MU-SKY Limited Express train)



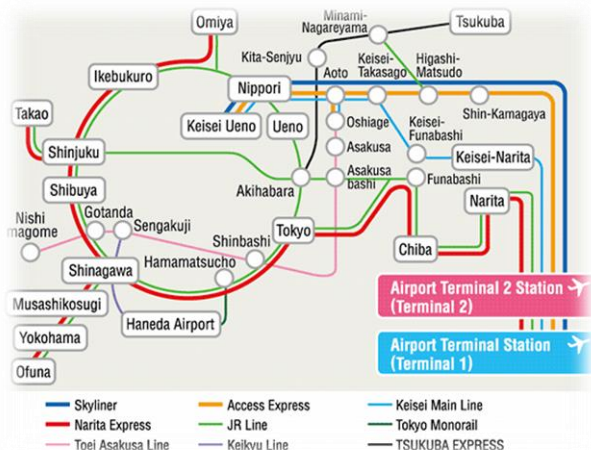
➤ **FROM OSAKA & TOKYO**

Nagoya is reached by JR Shinkansen "**NOZOMI**" train. Trains offer both non-reserved seats (自由席, jiyūseki) and reserved seats (指定席, shiteiseki) in separate cars, but for peace of mind seats reservations are always recommended. For your information Nagoya from **Tokyo Station** is reached in around 1h45.



➤ **Tokyo Station from Narita International Airport**

Narita Airport → Tokyo Station (1h30 by *Narita Express*)



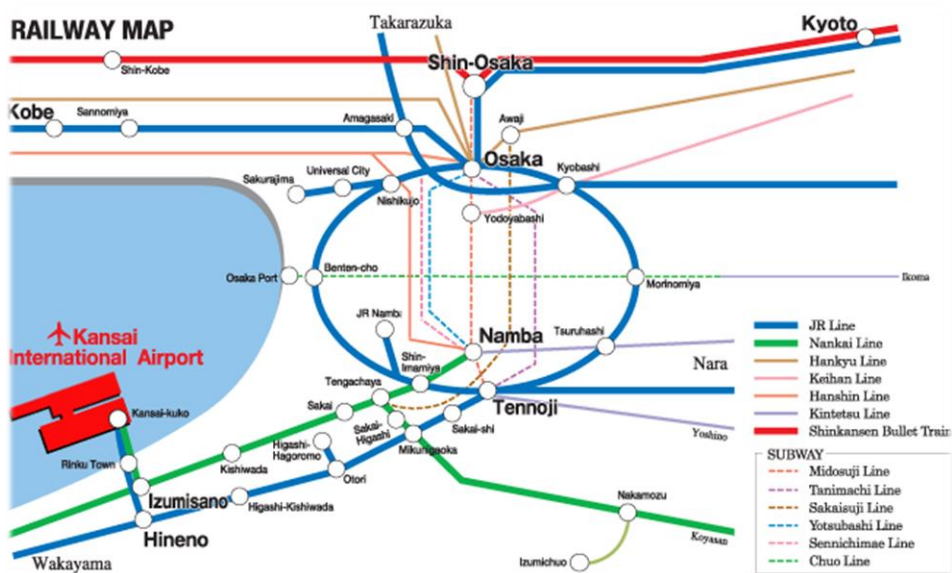
➤ **Shinagawa Station from Haneda International Airport**

Haneda Airport → Shinagawa Station (15min by *Keikyu Line*)



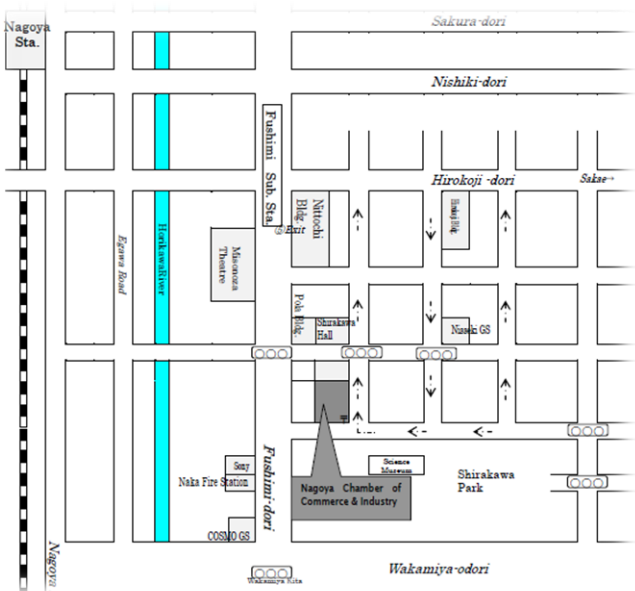
➤ **Shin-Osaka Station from Kansai International Airport**

Kansai Airport → Shin-Osaka Station (50min by *JR Express Line "HARUKA"*)



■ **CONFERENCE LOCATION (September, 26<sup>th</sup>)**

○ **Address** → Nagoya Chamber of Commerce & Industry, 2-10-19, Sakae, Naka-ku, Nagoya, 460-8422, JAPAN





### **Metro from Nagoya Station**

HIGASHIYAMA line towards FUJIGAOKA. Get off at FUSHIMI station, and take No.5 Exit.

Go straight 4 blocks to south on Fushimi Street, and turn left.

Taxi: 10m by taxi

### **■AEROMART NAGOYA CONVENTION LOCATION (September, 27<sup>th</sup>-28<sup>th</sup>)**

- *Address* → **Nagoya Trade & Industry Center**, 2-6-3, Fukiage, Chikusa-ku, Nagoya, 464-0856, JAPAN

#### **➤ From Nagoya Station**

Take a Metro (SAKURADORI line) towards TOKUSHIGE. Get off at FUKIAGE station, and take No.5 Exit. 5 minutes' walk from FUKIAGE Station.