

AEROMART NAGOYA 2021 Participant Guide

October 12 – 14, 2021

Aichi Sky Expo, Hall F

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1. CORONAVIRUS MEASURES

To guarantee your health and safety, we are committed to taking preventive and safety measures. Please comply with the following measures to prevent the outbreak of the Coronavirus.

[Venue Management]

- We will conduct body temperature check before entering the venue. If you are experiencing a fever, we may ask you not to enter.
- One of the entrances at the loading dock and emergency exit will be opened at all times of the event for the ventilation of the venue.
- Hand sanitizer will be available at the entrance and some spots of the venue.
- To be through the venue and the bathrooms.
- Please install "COVID-19 Contact-Confirming Application" before the event.
Download is here.

[For Exhibitor]

- Please do not to participate in if you are experiencing symptoms such as a fever or a cold.
- If you are feeling unwell, please speak to the staff immediately.
- Only 1 person (Representative) from your company is allowed to check in at the Reception Desk to collect Participant's Passes.
- Wear a mask at the venue.
- Wash your hands frequently (Take your own hand sanitizer or hand wipe).
- No handshake.
- Place a sanitizer on your booth.
- Clean the equipment of your booth once a day. (tables, chairs, tablets, exhibits, electric outlets etc.)
- Disinfect the hands each time after the meeting.
- Disinfect the hands when eating and drinking at the venue.
- Please refrain from serving drinks with paper cup and distributing snacks unwrapped in your booth.
※ Bottled drinks are allowed to serve.
- Keep social distance at all times other than the meeting.
- We appreciate your cooperation for reducing of waste of paper. Please use your company or product brochure in digital.

2. EVENT SCHEDULE & AGENDA

<p>Tuesday, October, 12 SEMINARS (Aichi Sky Expo Hall F)</p> <p>12.00pm: Participants Registration 01.00pm – 05.00pm: Seminars</p>	
<p style="text-align: center;">Wednesday, October, 13 B2B MEETINGS / WORKSHOPS (Aichi Sky Expo Hall F)</p> <p>08.00am: Welcoming of Participants 09.00am – 12.25am : One-to-one meetings Workshops 12.25pm: Lunch break 13.30pm – 05.30pm: One-to-one meetings Workshops /Conferences</p>	<p style="text-align: center;">Thursday, October, 14 B2B MEETINGS / WORKSHOPS (Aichi Sky Expo Hall F)</p> <p>08.00am: Welcoming of Participants 09.00am – 12.30pm : One-to-one meetings Workshops /Conferences 12.25pm: Lunch break 13.30pm – 05.00pm: One-to-one meetings Workshops/Conferences</p>

	Tuesday, October 12	Wednesday, October 13	Thursday, Thursday 14
Access to Exhibition Hall	12.00pm / 05.00pm	08.00am / 05.30pm	08.00am / 05.00pm
Move-out			05.00pm / 07.00pm

3. RECEPTION DESK

Upon arrival at the Exhibition Center, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items:

- Your final **Schedule of Meetings**
- Your **Name Badges**
- **Official catalog & Floor plan**

※Due to Covid-19 precaution, only 1 person (Representative) from your company is allowed to check in at the Reception Desk to collect Participant's Paases.

※Please allow enough time to arrive at the venue because it is estimated to be crowded at the Reception Desk.




4. BOOTH SET-UP

Set up time will be running from **12:00 PM to 06:00 PM on Monday, October 12**. For exhibitors unable to make it on Monday, it is recommended to arrive at the venue at **8:00 AM on Tuesday, October 13** to complete the set up and personalization of their booths. Please bring necessary materials for setting your booth.

Exhibition hall and Seminar venue are in the same Hall. Please refrain from entering or leaving the Seminar venue other than the between each speech.

5. BOOTH DETAILS

Each wall panel measures **0.99m (3.2ft) wide and 2.5m (8.2ft) high**. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

<p>Basic Package 6sqm Booth(3m x 2m) (9.84ftx6.56ft)</p>	<p>Deluxe Package 12 sqm Booth(6m x 2m) (19.68ftx6.56ft)</p>	<p>Premium Package 24 sqm Booth(6m x 4m) (19.68ftx13.12ft)</p>
		
<p>1 Spotlight 1 Table* with white tablecloth 3 Chairs Carpet Fascia Board** Electric outlet</p> <p>*(W1500mmxD600mmxH700mm) **The company name you registered online will be printed.</p>	<p>2 Spotlights 2 Tables* with white tablecloth 6 Chairs Carpet Fascia Board** Electric outlet</p> <p>*(W1500mmxD600mmxH700mm) **The company name you registered online will be printed</p>	<p>2 Spotlights 2 Meeting Sets (1 Table + 4 Chairs) 1 Reception Desk – 1 Highchair Carpet* 3 Company Signs Electric outlet (500W)</p> <p>*You may choose the color of carpet and the inside of panel. For the detail, please refer to the documents of the article [Additional Furniture].</p>

Accept to remove the unnecessary equipment at the executive secretariat.

Booth set-up

We strongly recommend you to bring graphics to customize your space, or order custom-printed wall and fascia panels for a more professional appearance. **It is strictly forbidden to drill into the panels.** Noisy machines or

sound systems are not allowed. Also please ensure that all equipment and graphics you will bring can actually fit in your booth.

Please reduce paper materials and use them in digital instead.

Reference

Here are the photographs of venue in other event below. Please refer to it to set your booth up.

- [Engin Forum Kobe](#)
- [Aeromart Toulouse \(France\)](#)
- [Aeromart Montreal \(Canada\)](#)

6. ADDITIONAL FURNITURE

Official Supplier
DAIWA Co., Ltd

Default furniture

You may trade your default furniture or order additional equipment at your own cost. Please see the following documents for the detail.

[Additional equipment]

Your own equipments are allowed to bring.

[Decoration]

You can customize your booth with your products and graphics. Since the main purpose of this event is B2B, elaborate decoration is not required.

- Additional equipment & decoration (Basic & Deluxe Package)

https://aeromartnagoya.com/images/downloads/Basic_and_Deluxe_Package-Equipment_and_Decoration-EN.pdf

- Additional equipment & decoration (Premium Package)

https://aeromartnagoya.com/images/downloads/JP/Premium_Package-Equipment_and_Decoration-JP.pdf

- Additional equipment & decoration Order Sheet

Attached document

https://aeromartnagoya.com/images/downloads/Additional_equipment_decoration-order_form-EN.pdf

Deadline application & payment

○Deadline of **Application** for additional equipment and decoration : **5 October**

○Deadline of **Payment** for additional equipment and decoration : **9 October**

【Contact】

DAIWA Co., Ltd – Mr Kazuma SAKAI

Tel: +81 52 361 5561

Email: tenji@daiwa-web.co.jp

7. LUNCH

You can have lunch at the Food Court in Aichi Sky Expo or the Cafe near the Hall F. To avoid crowdedness, please have lunch from those who finished the business meeting. If you have plenty time, you can go to lunch at a restaurant in Chubu Centrair International Airport.

- Menu of the Food Court (<https://bit.ly/3h498Cl>)
- Cafe ※near the Hall F (Take out only)
- Restaurants in Chubu Centrair International Airport (<https://bit.ly/36166IN>) ※10 minutes walk from Aichi Sky Expo

8. NETWORKING COKTAIL (Cancelcd)

The networking cocktail scheduled on October 13 is cancelled due to the situation of infection disease measures. We are very sorry for those who were looking forward to this occasion and thank you for your understanding.

9. INTERNET

Free Wi-Fi (Aichi Sky Expo) will be available inside the exhibition hall. Select "Aichi_Sky_Expo_Free" and connect to the Internet following the screen guidance.

If you do your meeting with your own PC or Tablet, only 1 device of each company can access to Wi-Fi of Aeromart Nagoya. For the password, please ask to the reception.

10. SHIPPING

Be sure to have your materials delivered from 12.00am to 5:00pm on October 11, or from 9:00am on October 12. Any earlier deliveries will not be handled. Send them to the address below and **add the name of the event as well as your company name** on the label:

« AEROMART NAGOYA 2021 +YOUR COMPANY NAME»
Aichi International Exhibition Center "Aichi Sky Expo" Hall F
5-10-1, Centrair, Tokoname-city,
Aichi, 479-0881, JAPAN

Materials and equipment must be picked up: **October 14, 2021 (from 05.30pm)**

NOTE: The luggage will be delivered to each booth by the shipping company or the organizer. The organizer assumes no responsibility for any loss or damage.

11. MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths **from 05.00pm to 07:00pm** on October 14.

If you expect to send your luggage by shipping company (Yamato Transport), please bring your luggage with a waybill to the Shipping Company Booth in the Venue until 5:30pm. **Cash on delivery or Prepay (No cash. Electronic money or Cord payment only) will be accept. It will take 1 to 3 days to deliver.**

The waybill is available at the Venue.

●TA-Q-BIN regulation : Total of the length, width and height is within 200cm (height is within 170cm) and weight is within 30kg.

NOTE: Any luggage over the size above will not be accepted.

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 7.00 pm on October 14** could be taken to a place the organizer deems appropriate at the participant cost and risk.

12. ECO-FRIENDLY

Thank you for your cooperation for eco-friendly management of the event such as reducing wastes.

- Please don't leave any paper materials such brochure.
- Please reuse graphics such as placard and panel that you brought.

13. Virtual Exhibition

Aeromart Nagoya 2021 will be held in real and also online. The Exhibitors can also have the online booth free of charge. We will inform you the detail later.

[Image of virtual booth]



[Articles you can customize]



Logo

- Size:512×512 pixels
- Format: jpeg, jpg, png
- ※ the square shape sizing

Brochure

Brochure etc.

Info

- Size:146×233 pixels
- Format: jpeg, jpg, png
- (You can link the URL.)

Video

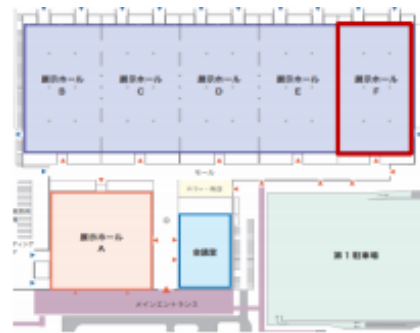
YouTube or Vimeo
(You can link the URL after uploading the image.)

Poster

- Size:320×10 pixels
- Format: jpeg, jpg, png
- (You can link the URL.)

14. ACCESS TO THE VENUE

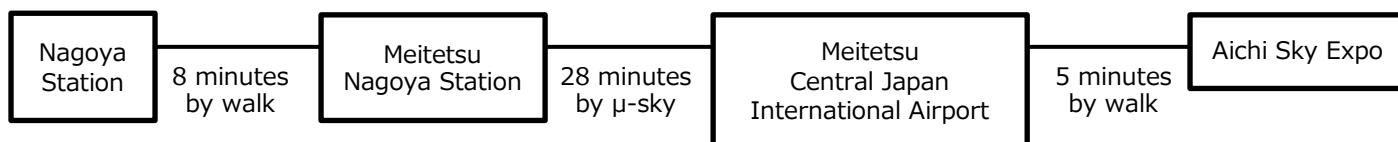
AICHI INTERNATIONAL EXHIBITION CENTER "Aichi Sky Expo" HALL F
5-10-1, Centrair, Tokoname-city,
Aichi, 479-0881, JAPAN



Access from Chubu Centrair International Airport

5 minutes by walk.

Access by train



Please click here for other transportation.
<https://www.aichiskyexpo.com/english/access/>

15. HOTEL

1



ANA CROWNE PLAZA GRAND COURT HOTEL

[HTTPS://WWW.ANACROWNEPLAZA-NAGOYA.JP/](https://www.anacrowneplaza-nagoya.jp/)

1-1-1, Kanayama-cho, Naka-ku, Nagoya 〒460-0023

〈Reservation〉

TEL. +81 52 683 4240

Email : room-rsv@anacrowneplaza-nagoya.jp

◆ Access to the Venue

1 minute walk to the Meitetsu KanayamaStation. 25 minutes to the Aichi Centraire International Airport by Airport Express train μ-Sky. 5 minutes walk from the airport.

2



NAGOYA MARRIOTT ASSOCIA HOTEL

[Nagoya Station directly above hotel |Nagoya Marriott Associa Hotel|official site\]](#)

1-1-4, Meieki, Nakamura-ku, Nagoya-city,

Aichi 〒450-6002

TEL. +81 52 584 1111

◆ Access to the Venue

3 minutes walk to the Meitetsu Nagoya Station. 28 minutes to the Aichi Centraire International Airport by Airport Express train μ-Sky. 5 minutes walk from the airport.

3



COMFORT HOTEL CENTRAL INTERNATIONAL AIRPORT
[Tokoname-City, Japan hotel adjacent to the Central Japan International Airport - Comfort Hotel \(choicehotels.com\)](#)

4-2-3, Centrair, Tokokoname-city,
Aichi 〒479-0881
<Reservation>

TEL. +81 569 38 7211

Email : centrair@choice-hotels.jp

◆ Access to the Venue (5 minutes walk)

4



FOUR POINTS BY SHERATON NAGOYA, CHUBU INTERNATIONAL AIRPORT

[Hotels in Nagoya Japan | Four Points by Sheraton Nagoya, Chubu Airport \(marriott.com\)](#)

4-10-5, Centrair, Tokoname-city,
Aichi 〒479-0881

TEL. +81 569 84 8888

◆ Access to the Venue (8 minutes walk)