

## **Guideline of Exhibition at the 35th Annual Sensor Symposium**

Since 1981, SENSOR SYMPOSIUM has been the leading conference for the researchers in sensors, MEMS and their application systems in Japan. Today the symposium became the major annual event for the Institute of Electrical Engineers of Japan (IEEJ) Sensors and Micromachines Society.

The 35th SENSOR SYMPOSIUM will be held from October 30 through November 1, 2018 in Sapporo, Japan. Three cooperative symposia will be held in the same venue at the same time; (1) the 9th Symposium on Micro-Nano Engineering organized by The Japan Society of Mechanical Engineers, (2) the 10th Symposium on Integrated MEMS Technology organized by The Japan Society of Applied Physics, and (3) the 38th Workshop organized by Society for Chemistry and Micro-Nano Systems.

The 35<sup>th</sup> SENSOR SYMPOSIUM offers an opportunity to be a bridge between R&D and commercial market through exhibition and sponsorship.

Conference Name:

The 35th Sensor Symposium on Sensors, Micromachines and Applied Systems

Date: October 30- November 1, 2018

Venue: Sapporo Community Plaza

<http://www.sapporo-community-plaza.jp/access.html>

Cooperated with:

The Japan Society of Mechanical Engineers

The Study Group of the Integrated MEMS, The Japan Society of Applied Physics

The Society for Chemistry and Micro-Nano Systems

Conference Website: [http://www.sensorsymposium.org/index\\_e.html](http://www.sensorsymposium.org/index_e.html)

Supported by (on request)

Japan Institute of Electronics Packaging

The Japan Society of Applied Physics

The Society of Instrument and Control Engineers

The Institute of Systems, Control and Information Engineers

Japan Society of Next Generation Sensor Technology

The Japan Society for Precision Engineering

The Japan Society of Mechanical Engineer, Micro-Nano Science & Technology Division

The Society of Sensing Technology of Japan

The Electrochemical Society of Japan

The Institute of Electronics, Information and Communication Engineers

The Japan Society of Mechanical Engineers

The Japan Society of Vacuum and Surface Science

The Society of Materials Science, Japan

Reliability Engineering Association of Japan

Japanese Society for Medical and Biological Engineering

The Japan Society of Infrared Science and Technology

The Robotics Society of Japan

New Ceramics Forum

Micromachine Center

Laser Society of Japan

Technical Committees of IEEJ Sensors and Micromachine Society

## Registration fee:

	Early Bird fee before October 13, 2018	Regular and onsite fee after October 14, 2018
Student (Member*)	¥ 5,000	¥ 8,000
Student (Non-member)	¥13,000	¥ 18,000
Non-student (Member*)	¥22,000	¥30,000
Non-student (Non-member*)	¥45,000	¥55,000

\*Members of sponsors or supported organizations

## Exhibition:

Exhibition period        October 30- November 1, 2018

Venue:                        Sapporo Community Plaza

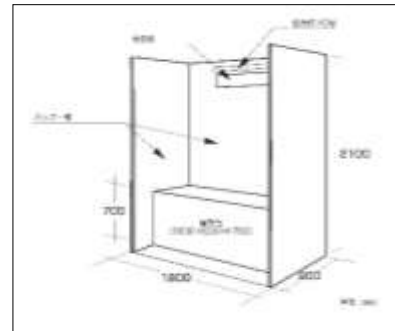
## Exhibition Fee & Benefits:

	Benefit	Regular Exhibition	Table Top Exhibition	Poster Exhibition	Academia
Exhibition Fee per booth (8% tax to be added)		200,000 JP Yen	100,000 JP Yen	100,000 JP Yen	50,000 JP Yen
PR Support	One slot of short presentation in the program	Yes	Yes	Yes	Yes
	Banner on conference website	Yes	Yes	Yes	Yes
Free tickets	Free ticket to the 35th SENSOR SYMPOSIUM	2 persons	1 person	1 person	1 person
Other	Usage of Exhibitor/sponsor room at the conference venue	Yes	Yes	Yes	Yes
	Company logo on the symposium website	Yes	Yes	Yes	Yes
	Company logo on the IEEEJ Section E website	Yes	Yes	Yes	Yes
	Company logo in the program handout	Yes	Yes	Yes	Yes
	Advertisement in the program handout (Additional 54,000 yen required)	Yes	Yes	Yes	Yes

## **Booth**

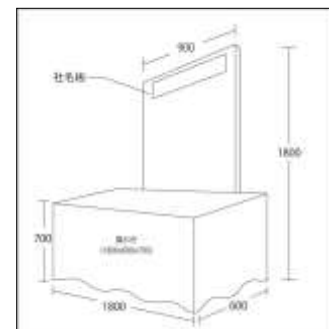
### **Regular Exhibitors (A-Type)**

1. Booth size (W1.8m x D0.9m x H2.1m)
2. Back side Panel (W1.8mxH2.1m)  
The space for display is W1.5mxH1.1m
3. Cloth-covered table (W1.8m x D0.9m x H0.7m)
4. AC Power Outlet (500W) 2 outlet
5. Chair 1
6. Lighting (40W)
7. Company Name Board (in English and Japanese)



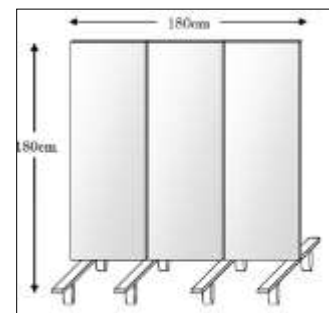
### **Regular Exhibitors (B-Type)**

1. Booth size (W1.8m x D0.9m x H2.1m)
2. Back side Panel (W0.9mxH2.1m)  
The space for display is W0.6mxH1.1m
3. Cloth-covered table (W1.8m x D0.9m x H0.7m)
4. Chair 1
5. Company Name Board (in English and Japanese)



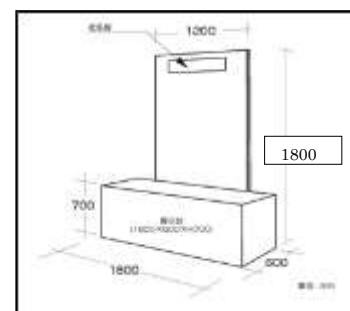
### **Poster Exhibitors**

1. Back side Panel (W1.8mxH1.8m)  
The space for display is W1.5mxH1.1m
2. Company Name Board (in English and Japanese)



### **Table-top/Academic Exhibitors**

1. Booth size (W1.8m x D0.6m x H1.8m)
2. Back side Panel (W1.2mxH2.1m)
3. The space for display is W1.2mxH1.1m
4. Table (W1.8m x D0.6m x H0.7m)
5. Company Name Board (in English and Japanese)



### **Academia exhibit:**

Academia exhibit booth is applied for education institutes, academia (high school, college, university) with the purpose of introduction of research progress. The joint exhibit with commercial affiliation is not applied for academia exhibit booth.

## **Exhibitors Benefit**

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### **\*One slot of short presentation in the program**

There are two core sessions (on October 30 and 31) for exhibitors short presentation.

One slot of short (5-minute long) presentation will be assigned to each exhibitor. The assignment order is based on the application order.

### **Logo on conference website**

- Company logo will be uploaded on the conference website.

### **Half-page (A5 wide size) advertisement in the conference handout is available only for exhibitors with additional 54,000 yen The conference handout will be distributed among all participants of the conference.**

Size: Trim Size 120mm depth x180mm wide

File types:

Print ready PDFs should be made in CMYK (cyan, magenta, yellow and black) using PDFx1a profile.

The PDFx1a profile can be found when exporting to PDF or when distilling a Postscript file using Acrobat Distiller.

The PDFx1a profile contains a series of well defined subsets that protects the integrity of the fonts and colors contained therein.

\* Fonts will be properly embedded into the file

\* All color data must be greyscale, CMYK or named spot colors.

\* The file cannot contain RGB, LAB data.

\* Encryption cannot be used.

EPS files from Illustrator are acceptable CS2-CS5 (Creative Suite 5), with text save to outlines/paths

or supply all fonts and hi-resolution Photoshop files (300dpi) usually saved in JPG, TIFF, PSD or EPS formats.

While our production department will do everything they can to ensure that your advertising is processed as error-free as possible, we cannot take responsibility for the color reproduction of any PDFs containing RGB pictures and logos.

## Onsite Schedule

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### ■Time Table

	6:00	7:00	8:00	8:30	9:00	10:00	10:30	11:00	12:00	13:00	14:00	14:20	16:00	17:00	18:00	19:00	19:30	20:00
Mon., Oct. 29															Set up by organizers (18:00-19:30)			
Tue., Oct. 30				Set up by exhibitors 8:30-10:30			Exhibition hours 10:50-18:25											
Wed., Oct. 31				Exhibition hours 9:00-17:00														
Thu., Nov. 1				Exhibition hours 9:00-14:20						Tear down by exhibitors 14:20-16:00		Tear down by organizer						

### ■Set Up/Tear Down Period

All exhibitors are requested to follow set-up/tear down period set by MEF secretariat.

Set up time 8:30-10:30, October 30 (Tuesday)

All set up need to be completed at latest by 10:30 am, October 30.

Tear down time is 14:20-16:00, November 1.

### Power Supply

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Power supply up to 100V is available during the following period for exhibitor booth:

8:30-18:30, October 30

8:45-18:45, October 31

8:45-14:20, November 1

The electric installation fee for 2 500W-plugs is included in the booth fee for only Type A Exhibition. For other exhibitors, the electric installation is available at additional cost of 5,000 yen plus tax.

## **Shipping Instructions**

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### **<Incoming Materials>**

**IMPORTANT:** The payment of exhibit registration is required before making shipping arrangements. The conference hall will not assume any responsibility for the damage or loss of merchandise sent to the hall for storage.

Exhibit materials must be shipped directly to the conference hall. Materials must be arrived no earlier than October 29, 2018. Materials that arrive earlier may not be accepted.

### **Shipments must be addressed as follows:**

Sapporo Community Plaza

1 Chome, Kita 1-Jo Nishi, Chuo-ku, Sapporo, Hokkaido 060-0001 JAPAN

Tel: +81-11-242-5800

Hold For : SENSOR SYMPOSIUM (10/30-11/1), [Exhibitor's Name and Individual Name]

Exhibitors must include their return address on all box(es) shipped to the hall.

### **<Outgoing Materials>**

Guests can ship their packages out from the conference hall. All outgoing boxes must be packed, sealed, and labeled by the Exhibitors. The shipping forms that are used internally for proper tracking will be provided.

### **Inland transport/domestic**

Domestic shipment (within Japan) will be handled by YAMATO TRANSPORT CO., LTD. and only pay on delivery (Chakubarai) is available.

<http://www.kuronekoyamato.co.jp/en/>

### **Overseas shipping**

Please check with the secretariat individually.

### **Shipping Questions**

All questions related to shipping exhibitor materials should be directed to the secretariat before the conference period.

Exhibitors are responsible for contracting for the shipment and handling of all exhibit materials. Neither Sapporo Community Plaza nor Semiconductor Portal, Inc. (SENSOR SYMPOSIUM Secretariat Office) is responsible for lost or misdirected shipments.

**All exhibitors must observe the following rules and regulations:**

- ✚ Wall, column, and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the hall.
- ✚ Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
- ✚ All material and equipment furnished by Sapporo Community Plaza staff shall remain the property of the venue and can only be removed by the hall engineering personnel at the close of the function.
- ✚ Exhibitor is responsible for any and all damages to floor coverings and walls caused by exhibitor and/or exhibitor's employees.

### **Security**

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Each exhibitor must make provisions for safeguarding its materials, equipment, and displays at all times. Neither Sapporo Community Plaza nor Semiconductor Portal, Inc will be responsible for the loss or theft of property belonging to any Exhibitor, its agents, employees, visitors, or guests. Each Exhibitor must carry full insurance for the entire duration of the show. Please include proof of your insurance with your registration. Exhibitors assume all responsibility for compliance with local, city, county, state, and federal ordinances and regulations covering fire, safety, and health. Only fireproof materials should be used in displays and Exhibitors should take necessary fire precautions.

### **Exhibitor Responsibilities**

In the event that any damage occurs to Sapporo Community Plaza furniture, fixtures, building, or equipment caused by installation, presence, and/or removal of exhibit materials, the Exhibitor shall reimburse Sapporo Community Plaza for the cost of such repair, or replacement as may be necessary.

### **Disclaimers**

By registering as an Exhibitor, the Exhibitor indemnifies and agrees to hold harmless Sapporo Community Plaza and Semiconductor Portal, Inc. (SENSOR SYMPOSIUM Secretariat Office) its officers, directors, employees and agents, from and against any actions, losses, costs, damages, and expenses (including attorney fees) arising from damages to property or bodily injury to the Exhibitor, his agents representatives and employees by reason of the Exhibitor's occupancy or use of the Exhibitor's facilities.

Sapporo Community Plaza and Semiconductor Portal, Inc. (SENSOR SYMPOSIUM Secretariat Office) are not responsible for any lost, stolen, damaged or misdirected

equipment, personal items or business related property brought onto the premises by an Exhibitor, guest, group contractor, etc. This includes items that are in the meeting rooms outside of the event hours.

### **Signs and Banners**

There is to be no rigging of signs, banners, lights, sound, etc., from any ceiling in Sapporo Community Plaza without their expressed prior approval. In addition, no signs are to be taped on walls, doors, columns, or windows. No nails, hooks, screws, tacks, or adhesives may be used to secure signs or other paraphernalia.

### **Application**

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Fill in the exhibition application form and send it to the secretariat by email.  
Sensorsympo\_2018@semiconportal.com

### **Application Due**

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September 28, 2018

### **Payment**

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Both credit card payment and bank transfer payment is available.  
Please note that the remittance charge should be covered by sender.

### **Cancellation Policy**

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Cancellation penalties will apply after the confirmation of the application is sent to the exhibitors.

- 50% of total exhibit fee for cancellation after the notification by confirmation letter till September 28, 2018.
- 100% of total exhibit fee for cancellation on and after September 29, 2018.

### **Contact**

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The 35th SENSOR SYMPOSIUM  
C/o Semiconductor Portal Inc.  
Tel: +81-3-5733-4971  
sensorsympo\_2018@semiconportal.com  
[http://www.sensorsymposium.org/index\\_e.html](http://www.sensorsymposium.org/index_e.html)