

Guidelines for Display Rules & Regulations

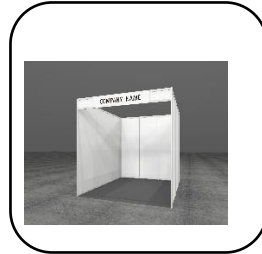
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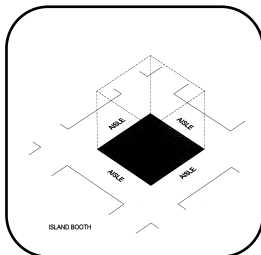
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Guidelines for Display Rules and Regulations

- Responsibility of the exhibiting company to comply with SPIE rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- SPIE Exhibition Management reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Items located in the exhibit space must be in good taste or will be removed at the discretion of the organizer

VIEW SPECIFIC BOOTH REGULATIONS

- Tabletop
- Booth Package
- Booth Raw
- Island
- Other important considerations
- Issues Common to all Booth Types

THE FOLLOWING ITEMS ARE OPTIONAL AND MUST BE ORDERED SEPARATELY

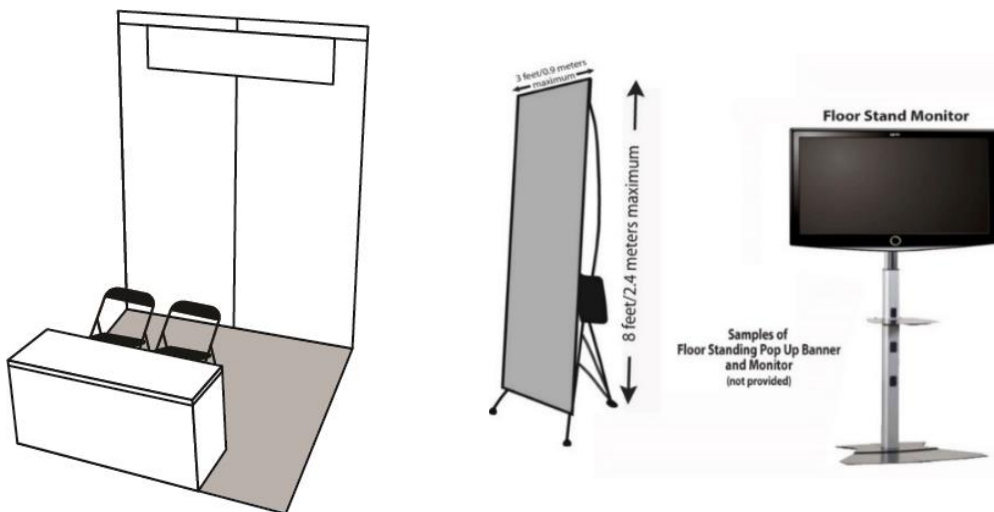
- Cleaning service – available through the decorator [Tohgashi Co., Ltd.](#)
- Electricity (Booth Raw and Islands) – available through the decorator [Tohgashi Co., Ltd.](#)
- Furniture (Booth Raw and Islands and additional items for Booth Package) available through the decorator [Tohgashi Co., Ltd.](#)

Tabletop Package

- Limit of one table per contracted tabletop space, 450mm (D) x 1500mm (W) (1.4ft x 4.92ft)
- Display space may not exceed 1.8m (W) (5.9 ft) of floor space
- Additional Tables and Chairs are not allowed
- Booth Cleaning Service is available for purchase through the decorator [Tohgashi Co., Ltd.](#)

Included:

- Skirted Table 450mm (D) x 1500mm (W) (1.4ft x 4.92ft)
- White drape
- Company name sign with booth number
- Two chairs
- Electricity 100V/200W power single outlet 2-plugs. If you plan to run equipment, monitors or additional lighting that requires more power, available through the decorator [Tohgashi Co., Ltd.](#) additional charges apply.
- Carpeting, however, if you need to order carpet to complete the overall "look" of your display, rental carpet is available through the decorator [Tohgashi Co., Ltd.](#)
- Wastebasket
- 1 Non-Author Technical Pass



Each contracted tabletop space is limited to:

- 1.5m (H) (5ft) from the top of table - as shown above
- 1.8m (W) (5.9 ft) - no items outside the width of the table as shown above
- 1.5m (D) (5ft) x 1.8m (W) (5.9 ft) full tabletop space

Space between the tables is neutral area to access tables and must be kept clear.

SPIE Exhibition Management reserves the right to remove any display that does not conform to tabletop display regulations.

Package Booth

Included:

- Wall Panel - 1 Set (H: 2,400mm)
- Fascia Board (H: 300mm)
- Company Name Sign - Block letters, Booth number (W: 1,500mm × H: 200mm)
- Carpet
- One wastebasket
- One display counter (Jewelry case) 1500mm (W) x 600mm (D) x 920 (H) (4.9 ft x 1.9 ft x 2.4 ft)
- One reception counter 900mm (W) x 450 (D) x 800mm (H)
- Two chairs
- Electricity 100V/300W power single outlet 2-plugs. If you plan to run equipment, monitors or additional lighting that requires more power available through the decorator [Tohgashi Co., Ltd.](#) additional charges apply.
- 2 Non-Author Technical Passes

Cleaning must be ordered separately, through the decorator [Tohgashi Co., Ltd.](#)



Booth Raw Space

Included:

- Hard Walls
- Carpet (additional carpet available through the decorator [Tohgashi Co., Ltd.](#) if desired)
- One Company Name Board
- 2 Non-Author Technical Passes
- Customized booths must adhere to Linear Booth guidelines.

Carpet, Furnishings, cleaning, and electrical are not included and may be ordered separately through the decorator [Tohgashi Co., Ltd.](#)



LINEAR AND CORNER BOOTHS

Booth Scheme

Display space for package and booth raw is defined by support/frame elements and in-filling walls white

Linear Booth

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

Linear booths are most commonly 9m 3.0m (W) x 3.0m (D) (10ft x 10ft).
A maximum back wall height limitation of 2.4m (H) (8ft) is specified.

Use of Space

Regardless of the number of Booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors or interfere with the flow of traffic. The maximum height of 2.4m (H) (8ft) is allowed only in the booth space.

Corner Booth

A corner booth is a linear booth at the end of series of in-line booths with exposure to intersecting aisles. All other guidelines for linear booths apply.

Raw Booth Corner



Booth Package Corner



Island

It is recommended that exhibitors building a customized island display should submit a drawing, plans or renderings, preferably digital, to the show organizer, and to the show's general service contractor, Tohgashi Co., Ltd.

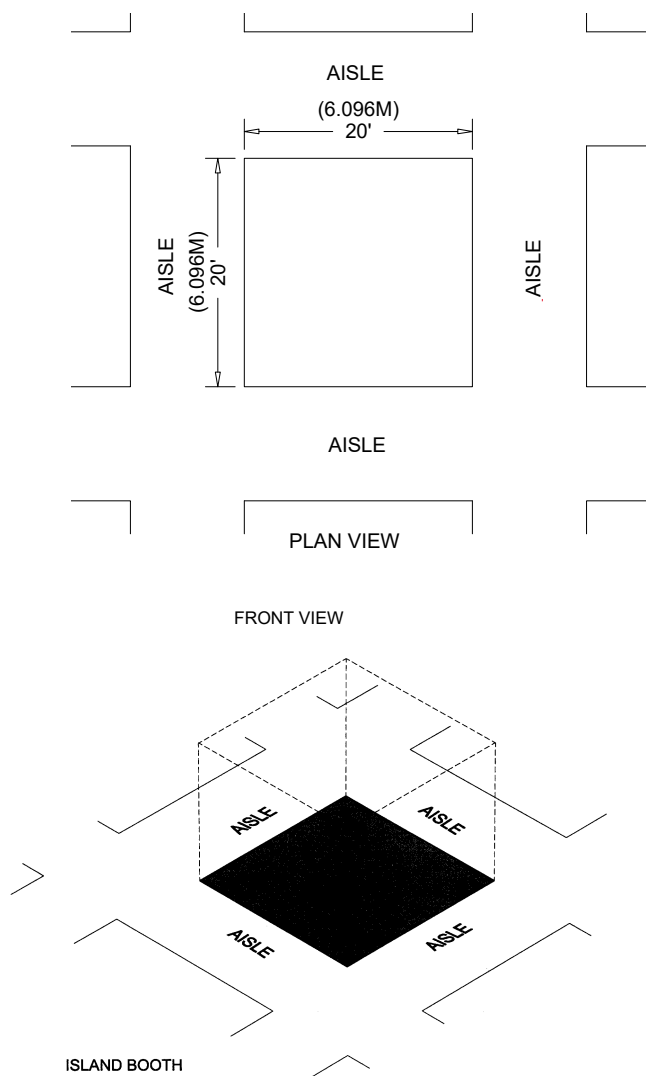
Carpet, Furnishings, cleaning, and electrical may be ordered through the decorator [Tohgashi Co., Ltd.](#)

Dimensions

An Island Booth 6.10m x 6.10m is (20ft x 20ft) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, 6.10m (20ft), including signage.



Facility does not have ceiling hang points overhead hanging signs are not possible.

Other Important Considerations

Electrical



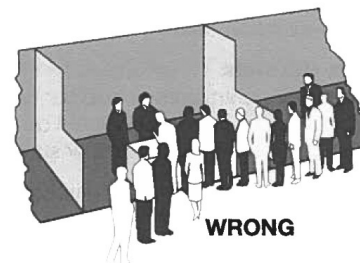
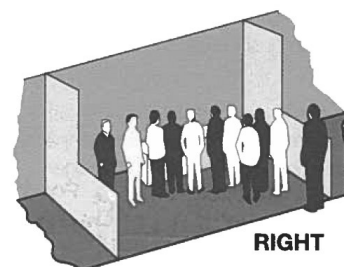
Japan sockets are compatible with 2 prong US plugs. The regular power voltage is 100V 50 Hz (for any lighting and low power items) which lower than US standard of 120V 60 Hz. Adapter is required for a 3 prong plug.

- Exhibitors are required turn off all lights and electrical devices in their booth when not in use. Electric power supply will be available Monday to Thursday, times will vary and coordinate with exhibition hours.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of .91m (3ft) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



Eating and Drinking in Booth

Exhibitors are welcome to bring and serve food and beverages at their booths. However, depending on the food and drink being served, it may be necessary to submit an application to the public health authorities*. Please contact the Secretariat **by April 26, 2024** if you intend to bring food and/or beverages. *Advance application is not required for the distribution of sealed bottles and lidded items or if only light snacks and tea/ coffee are served for business discussions in booths.

Common to all Booth Types continued

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Recycling

We are working with the convention facility to minimize plastic waste by using reusable, recyclable, and compostable resources wherever feasible. The recycling and disposal services in Japan are well-equipped to support this goal. The facility provides small recycling bins for small items, located in the lobby outside of the exhibition hall.

Exhibitors are asked to take packing materials, empty boxes, and all remaining items with them when leaving the hall, any expenses incurred for removing remaining materials will be billed to the exhibitor.

Waste Products

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Ministry of Environment, Environmental Protection Policy of Japan.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles. A finished hard panel may be required to defuse back lit displays.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Common to all Booth Types continued

Sound/Music

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to ASCAP, BMI and SESAC, collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibition hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.