



ENGINE
FORUM **KOBE**

NOV. 17-18, 2026



EXHIBITOR HANDBOOK

Kobe International Exhibition Center No.3

6-11-1 Minatojimanakamachi, Chuou-ku, Kobe, Hyogo 650-0046

AN EVENT ORGANIZED BY



 **BCI AEROSPACE**

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GENERAL INFORMATION

EVENT LANGUAGE

The official languages of Engine Forum Kobe are English and Japanese. All conferences will be conducted in either English or Japanese, with simultaneous interpretation available between both languages.

BADGE

Badges are personal and non-transferable. Access to the event areas is strictly reserved for registered participants wearing their badge at all times.

PHOTOGRAPHY & VIDEO DISCLAIMER

Please note that photographs and video recordings may be taken during Engine Forum Kobe for communication, marketing and promotional purposes.

By attending the event, participants and exhibitors acknowledge and agree that their image may be used by the event organizers on any media (print, digital or online), without compensation, unless they expressly object.

If you do not wish to appear in any photographs or video recordings, please inform the event organizers on site.

HEALTH, SAFETY & INSURANCE

Each exhibitor is responsible for their own equipment and personal belongings. The organizers cannot be held liable for loss, theft or damage.

CODE OF CONDUCT

Engine Forum Kobe is a professional B2B event. All participants are expected to behave in a respectful and professional manner throughout the event.



MEET THE TEAM

Project Director

Akiko ITO

aito@advbe.com
+81 80 9735 0933

Conference Manager

George WEST

gwest@advbe.com
T. +44 (0)7467 544 896

Logistics Manager

Chiara Emma Bissacco

cbissacco@advbe.com
+81 70 2354 4200

Marketing & Communications Manager

Laura CASTELLANOS

lcastellanos@advbe.com
+33 (0)1 41 86 41 30



EVENT SCHEDULE



MONDAY, NOV 16

14:00 - 18:00 Booth set-up

TUESDAY, NOV 17

07:30 Open

09:00-12:25 Conference

12:25-14:00 Lunch

14:00-18:00 B2B meetings
Workshops

18:30-20:30 Networking Cocktail

WEDNESDAY, NOV 18

08:00 Open

09:00-12:25 BtoB meetings
Workshop

12:25-13:30 Lunch

13:30-17:30 BtoB meetings
Workshop

18:00 Closing of the event

18:00 - 19:30 Booth move-out

PREPARE YOUR ARRIVAL



Upon arrival at the venue, all participants must present their pre-printed badges at the entrance. These badges will be available for download from your online profile.

[Download your badge](#) >



Please ensure you also print your B2B meetings schedule. At the front desk, only the event catalogue, containing the exhibition floor plan, the list of exhibitors, and the conference program, will be provided.



Important: On site, only the event leaflet, which includes the exhibition floor plan and the list of exhibitors, will be available at the welcome desk.

ACCESS TO THE VENUE

Kobe International Exhibition Center No.3

6-11-1 Minatojimanakamachi, Chuou-ku, Kobe, Hyogo 650-0046

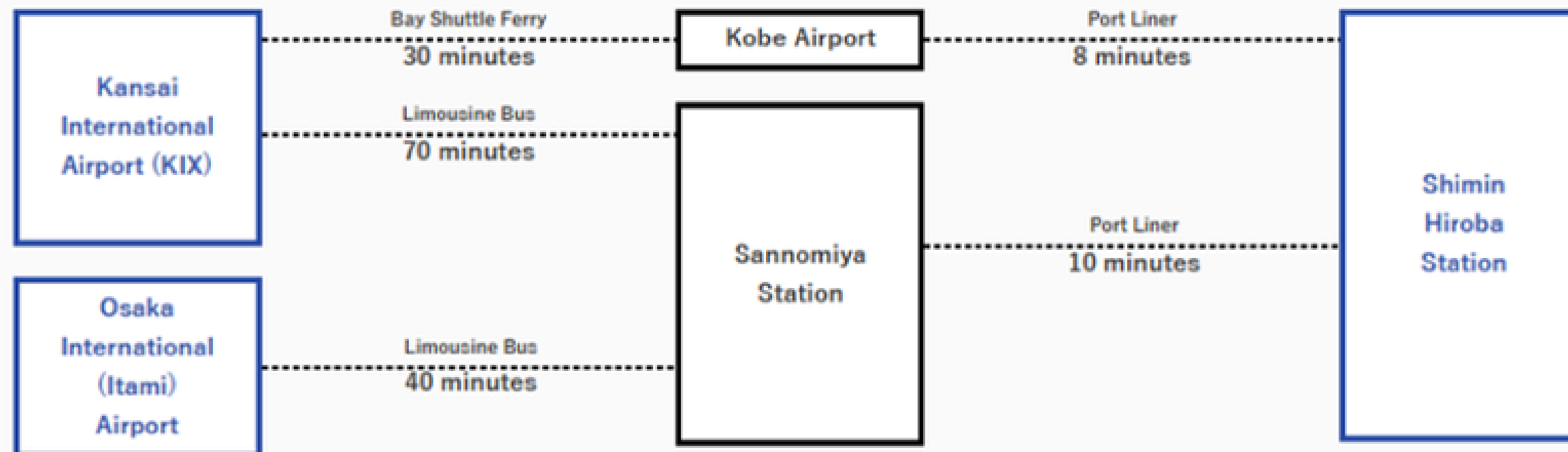


ACCESS TO THE VENUE

Kobe International Exhibition Center No.3

6-11-1 Minatojimanakamachi, Chuou-ku, Kobe, Hyogo 650-0046

 By Airplane



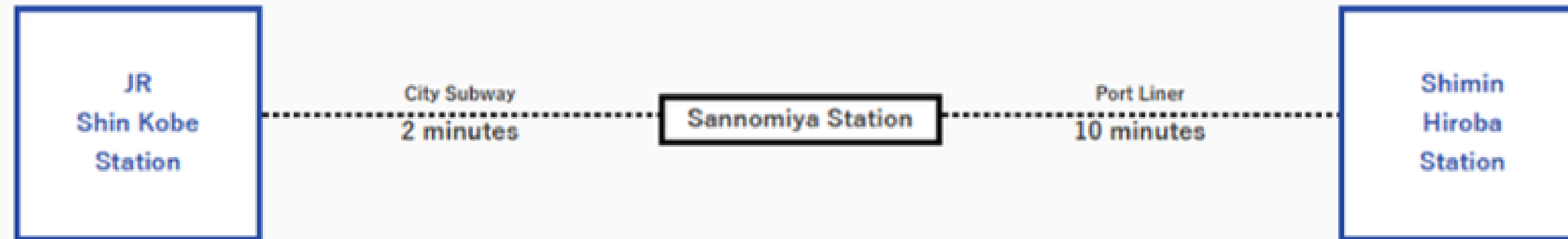
ACCESS TO THE VENUE

Kobe International Exhibition Center No.3

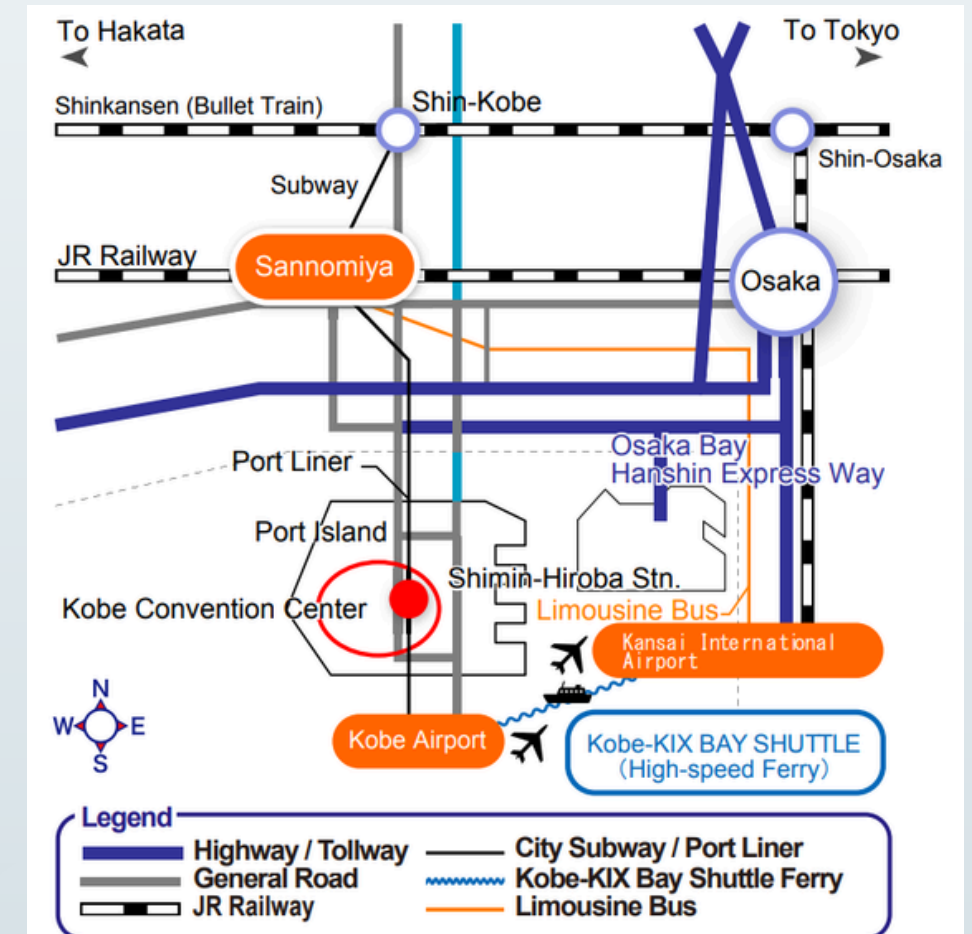
6-11-1 Minatojimanakamachi, Chuou-ku, Kobe, Hyogo 650-0046



By Shinkansen



Access Map



[View the map](#)

ACCOMMODATION



Revolugo is Engine Forum Kobe 2026 official travel agency partner.
They offer a wide choice of accommodation at specially negotiated rates!

With our partner, you'll be guaranteed that your hotel reservation, data and personal information will be protected and secure.

If you would like to take advantage of the best offers, we invite you to book as soon as possible.

Practical information (for your accommodation search only)

For further assistance, or group bookings, please contact the dedicated project manager with details of your requirements:

Email : reservations@revolugo.com

Tel: +33 (0)1 80 06 62 88 (toll-free - 9am to 7pm).

[Book early for best offers](#)



BOOTH DETAILS

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.

BASIC

6SQM BOOTH 3M X 2M
(9.84FT X 6.56FT)

- Carpet
- 1 table
- 3 chairs
- Lighting
- Electrical outlet
- Facia board with company name

*(W1500mm x D600mm x H700mm)



BASIC +

6SQM BOOTH 3M X 2M
(9.84FT X 6.56FT)

- Carpet
- 1 table
- 3 chairs
- Lighting
- Electrical outlet
- Facia board with company name

*(W1500mm x D600mm x H700mm)

- Back wall graphics
[Data size detail HERE](#)

GRAPHICS TO BE PROVIDED
by **October 30th 2026**

To : tenji@daiwa-web.co.jp

Cc: cbissacco@advbe.com



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.

BOOTH DETAILS

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.

DELUXE

12 SQM BOOTH 6M X 2M
(19.68FT X 6.56FT)

- Carpet
- 2 tables
- 6 chairs
- Lighting
- electrical outlet
- Facia board with company name

*(W1500mm x D600mm x H700mm)



DELUXE +

12 SQM BOOTH 6M X 2M
(19.68FT X 6.56FT)

- Carpet
- 2 tables
- 6 chairs
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BOOTH DETAILS

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.

PREMIUM

24 SQM BOOTH 6M X 4M
(19.68FT X 13.12FT)

- Carpet
- Lighting
- Fascia board x3
- 1 table + 4 chairs
- Reception counter + highchair
- 1 meeting table + 4 chairs
- Location of the booth in the central aisle of the fair
- 1 storage room



PREMIUM CUSTOMIZED*

24 SQM BOOTH 6M X 4M
(19.68FT X 13.12FT)

- Carpet
- Lighting
- Fascia board x3
- 1 table + 4 chairs
- Reception counter + highchair
- 1 meeting table + 4 chairs
- Location of the booth in the central aisle of the fair
- 1 storage room

*Customization fee is not included in the booth fee, see pricing list below

GRAPHICS TO BE PROVIDED by **October 30th 2026**
To : tenji@daiwa-web.co.jp
Cc: cbissacco@advbe.com



- 1 W950 - 300€ - [Data Size Details](#)
- 2 W1800 - 500€ each (for aisle side and booth side) - [Data Size Details](#)
- 3 W1200 - 400€ each (for front and back) - [Data Size Details](#)

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.

BOOTH PRODUCTION, GRAPHICS & SET-UP

Booth set-up

- Monday, Nov 16, 2026: 2:00 pm – 6:00 pm
- Wednesday, Nov 17, 2026: from 7:30 am (if needed)

No noisy machines or sound systems allowed

Graphic panel specifications

Engine Forum Kobe 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.

Artwork files:

- Resolution: 150 dpi min. / 300 dpi recommended
- Formats: PDF, PSD, TIFF, JPG, PNG, AI, EPS, SVG
- Fonts: outlined
- Color mode: CMYK only (no RGB)

Please carefully check all artwork files before submission.
Non-compliant files may cause printing issues or delays.

Key deadlines & regulations

- **All orders deadline: October 30th, 2026**
- Drilling or damaging booth panels is strictly prohibited
- Only Tesa Textile or MiArco double-sided tape allowed (can be purchased directly from Fibes)
- Any booth damage will be charged to the exhibitor
- 1 electrical outlet included (power strip not included - please bring your own if needed)

Contact

If you booked the graphic personalization for your booth, you just need to supply your ready-to-print artwork. Files need to be sent in HD.

Please send you graphic panel artworks files to:

DAIWA Co., Ltd. - Mr. Kazuma SAKAI

tenji@daiwa-web.co.jp

+81 52 361 5561

Please add Cbissacco@advbe.com in copy

For customized booth options: abe / BCI AEROSPACE

Chiara Emma Bissacco

Cbissacco@advbe.com

+81 70 2354 4200

ADDITIONAL SERVICES & AMENITIES

Enhance your exhibition experience with our comprehensive range of services and amenities designed to support your success.

Additional furniture

■ 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. Click on the links below to consult the catalogues:

- [Options for Basic&Deluxe Package](#)
- [Options for Premium Package](#)

■ How to order additional equipment:

1. Contact Chiara Emma BISSACCO (cbissacco@advbe.com) to receive the application form.
2. Submit the application form* to the following contact by **October 30th 2026**:


DAIWA Co., Ltd. - Mr. Kazuma SAKAI

TEL: +81 52 361 5561

Email: tenji@daiwa-web.co.jp

*Applications are only accepted in Excel format

The cost of optional equipment and decorations must be paid by November 6th 2026.

 Applications submitted after the deadline will incur additional charges, including express work, handling, transportation, and installation fees.

Technical services

DAIWA Co., Ltd. - Mr. Kazuma SAKAI

tenji@daiwa-web.co.jp

+81 52 361 5561

Lunch

A seated business lunch will be catered on November 17th, 18th for those who have pre-paid for the lunch option during the on-line registration process.

Access to lunch area will be denied to those who have not pre-paid.

The cost for the lunch package is € 40.00 per person per 2 days.

As availability is limited, please make your reservation at your earliest convenience.

Business lunch location: [Kobe Sankan](#)

Themed workshop

Workshop rooms equipped with video projector, screen, computer, and wireless microphone.

Contact George West for queries at +44 (0)7467 544 896 or gwest@advbe.com

Complimentary Wi-Fi

Enjoy free Wi-Fi throughout the exhibition hall.

The network name and password will be printed on your badge.

Coffee corner

A complimentary coffee corner will be available every morning and after lunch on Nov 17 & 18

All service orders must be submitted by [Friday 30th October](#)

SHIPPING & MOVE-OUT LOGISTICS

MATERIAL DELIVERY

Be sure to have all your materials delivered from **10.00 am on 16th November 2026**. Any earlier deliveries will not be handled. Ship them to the address below (don't forget to mention the name of the event "Engine Forum Kobe 2026") and add your company name to the label:

« Engine Forum Kobe 2026 +YOUR COMPANY NAME»

Kobe International Exhibition Center No.3

6-11-1 Minatojimanakamachi, Chuou-ku,

Kobe, 650-0046, JAPAN

MOVE-OUT REQUIREMENTS

Exhibitors must have all their materials and equipment cleared from the booths by **07.00 pm on 18th November 2026**.

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 could be taken to a place the organizer deems appropriate at the participant cost and risk.

POST-EVENT CLEANUP

Return booth spaces free of all objects. Beginning Thursday 19th, any remaining materials will be stored by Kobe International Exhibition at the exhibitor's expense. We remind you that all exhibitors are responsible for their belongings - the event organizers will not be liable for theft or damage.



SCHEDULE

23
OCTOBER

END OF MODIFICATION OF YOUR ONLINE PROFILE

After your registration you will receive ID and password for participant area access
Please fill out company details and delegate information before this date

27
OCTOBER

THE ONLINE MATCHING PROCESS STARTS

1. Make a meeting request
2. Validate meeting offer that you received

*Your meeting request might not all be accepted

*Your meeting will be arranged on timetable that you selected

10
NOVEMBER

END OF ONLINE MATCHING

The organizer will arrange your meeting schedule upon your choice.

14
NOVEMBER

YOUR MEETING SCHEDULE IS AVAILABLE

You can check your meeting schedule on your profile.

17 - 18
NOVEMBER

ENGINE FORUM KOBE 2026

Conference / BoB Meetings / Workshop / Cocktail



EXHIBITOR CHECKLIST

Use this checklist to make sure you are fully prepared for Engine Forum Kobe.

BEFORE THE EVENT

- Register all delegates on the online participant platform
- Download and print exhibitor badges and B2B meeting schedule (avail. from 14 November)
- Book your accommodation
- Request the [media kit](#) and start promoting your participation on social media

BOOTH & LOGISTICS

- Submit orders for stand customization / additional services (deadline: 30th October 2026)
- Prepare and send graphic files according to technical specifications (deadline: 30th October 2026)
- Check electrical needs and bring or buy a power strip if necessary
- Plan booth set-up (from 14:00 to 18:00 on 16th November 2026)

SHIPPING & DELIVERIES

- Arrange shipment of booth materials from 16th November 2026 (earlier deliveries will not be accepted)
- Label all packages clearly (with event name + company name)
- Schedule material pick-up (by 18th November end of day)

ON-SITE SERVICES

- Confirm lunch options for delegates (deadline: October 26th, 2026)
- If hosting a themed workshop, prepare your presentation

END OF THE EVENT

- Do not dismantle your booth before the official closing (18th October, 2026 at 18:00)
- Ensure all materials are removed from your booth before leaving the venue

Need assistance?

For any question or last-minute issue, please refer to the **Contacts** section of this handbook.





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CONTACT US

 kobe@advbe.com

 www.kobe.bcicaerospace.com

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