



ENGINE FORUM **KOBE**

Exhibitor Guide

October 20th - 21st, 2020

Kobe International Exhibition Hall No.3 Building
6-11-1, Minatojima-nakamachi, Chuo-ku,
Kobe, 650-0046, JAPAN

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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]



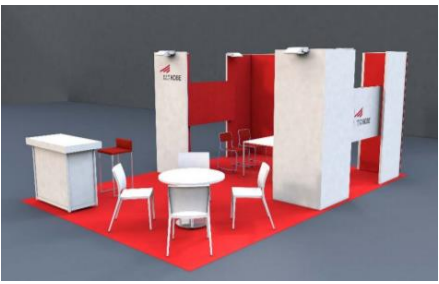
- We will conduct body temperature check before entering the venue. If you are experiencing a fever, we may ask you not to enter.
- One of the entrances at the loading dock and an emergency exit will be opened at all times of the event for the ventilation of the venue.
- Hand sanitizer will be available at the entrance.
- You will be required to register to "Hyogo New Corona Tracking System". Please scan the QR code at the venue. You will be provided the information in case of the cluster occurrence of the COVID-19. More detail about the system is [here](#) (Japanese only).
- Please install "COVID-19 Contact-Confirming Application" before the event. Download is [here](#).

[For Exhibitors]

- Please do not to participate in if you are experiencing symptoms such a fever or a cold.
- If you are feeling unwell, please speak to the staff immediately.
- Wear a mask at the venue.
- Wash your hands often with soap and water (Take your own hand sanitizer or hand wipe).
- No handshake.
- Place a sanitizer on your booth.
- Clean the equipment of your booth (tables, chairs, tablets, exhibits, electric outlets etc.) frequently.
- Disinfect the tables, chairs and exhibits of your booth each time after the meeting.
- Disinfect your hands each time after the meeting.
- Please refrain from distribution of food and drink at the booth. Bottled drink is exceptionally allowed.
- Keep social distance (2m) 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.

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 as long as they fit within the dimensions of the selected booth and do not stick out.

Basic Package 6sqm Booth 3m x 2m (9.84ft x 6.56ft)	Deluxe Package 12 sqm Booth 6m x 2m (19.68ft x 6.56ft)	Premium Package 24 sqm Booth 6m x 4m (19.68ft x 13.12ft)
		
<ul style="list-style-type: none"> -1 Spotlight -1 Table* with white tablecloth -3 Chairs -Carpet -Fascia Board -Electric outlet is required to apply <p>* (W1500mm x D600mm x H700mm)</p>	<ul style="list-style-type: none"> -2 Spotlights -2 Tables* with white tablecloth -6 Chairs -Carpet -Fascia Board -Electric outlet is required to apply <p>* (W1500mm x D600mm x H700mm)</p>	<ul style="list-style-type: none"> -2 Spotlights -2 meeting sets -(1 table + 4 chairs) -1 reception desk – 1 highchair -Carpet -3 Company signs -1 electric outlet (500W)

In order to customize your space, we strongly recommend you bring graphics. You must bring necessary materials to hang your graphics (chains, adhesives and so forth). **It is strictly forbidden to drill into the panels.** Your booth is not equipped with an electric outlet except for Premium Package. You may order an electric outlet following "ADDITIONAL FURNITURE" below.

ADDITIONAL FURNITURE (ELECTRIC OUTLET)

- **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.

The booth is not equipped with an electric outlet except for Premium Package.

- **How to place an order:**

- Basic & Deluxe package :

- file:///C:/Users/akko5/Downloads/Option%20List%20Basic-Delux%20Package_EN.pdf

- Basic & Deluxe package in Japanese :

- https://www.kobe.bciaerospace.com/images/downloads/Option_List_Basic-Delux_Package_JP.pdf

[Notice]

Deadline of application for the electric outlet, additional furniture, and decoration: **5th October**

Deadline of payment for the electric outlet, additional furniture, and decoration: **9th October**

- **Contact:**

- DAIWA Co., Ltd. - Mr Kazuma SAKAI

- TEL: +81 52 361 5561 Email: sakai@daiwa-web.co.jp

- URL: <http://www.daiwa-web.co.jp/eng/index.html>

LUNCH

There is **no seated lunch organized by BCI Aerospace**, but there is a restaurant (Marina Square) at the 1st floor of the Hall No.1 Building where you would be able to have lunch on **October 20th & 21st, 2020**.

-Restaurant Marina Square

<http://shin-ei-foods.co.jp/shop/marina-square.html>

-Convenient Store around the Venue

<https://kobe-cc.jp/kcc/wp-content/uploads/2017/11/syuhon.pdf>

-Restaurants around the Venue

<https://kobe-cc.jp/en/visitors/local-area-guide/>

NETWORKING COCKTAIL

The organization has unfortunately been unable to find a location for the networking cocktail where social distancing could be practiced. As such we invite you for a short reception at the venue. Please wear a mask during the networking cocktail.

The networking cocktail might be cancelled due to the situation or the government guideline of infection disease measures.

INTERNET

There is **NO** Wi-Fi connection inside the exhibition halls.

SHIPPING

Be sure to have your materials delivered from 9.00am on October 19th, 2020. 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:

« **ENGINE FORUM KOBE +YOUR COMPANY NAME** »
Kobe International Exhibition Hall No.3 Building
6-11-1, Minatojima-nakamachi, Chuo-ku,
Kobe, 650-0046, JAPAN

Materials and equipment must be picked up: **October 21st, 2020 (from 05.30pm)**

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **07.00pm** on October 21st

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 9.00 pm on October 21st** could be taken to a place the organizer deems appropriate at the participant cost and risk.

ECO-FRIENDLY

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

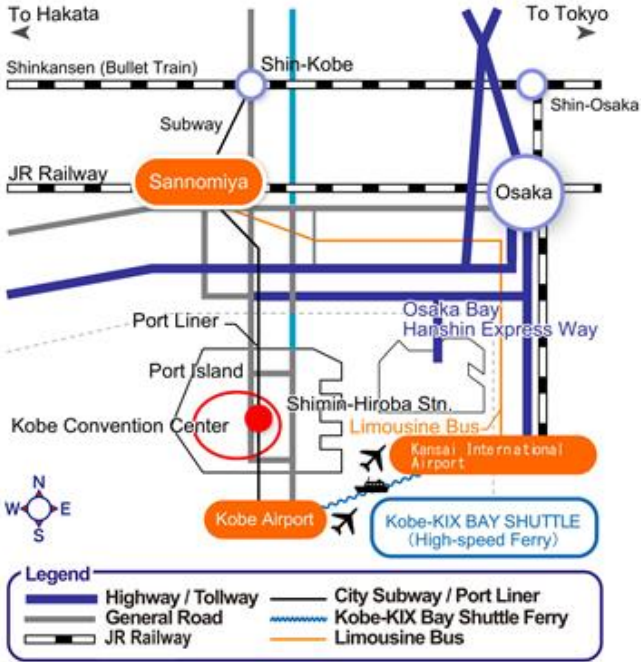
- Please don't leave any paper materials such as brochure.
- Please reuse graphics such as placard and panel that you brought.



ACCESS TO THE VENUE

Kobe International Exhibition Hall No.3
 6-11-1 Minatojimanakamachi, Chuou-ku, Kobe-city 〒650-0046

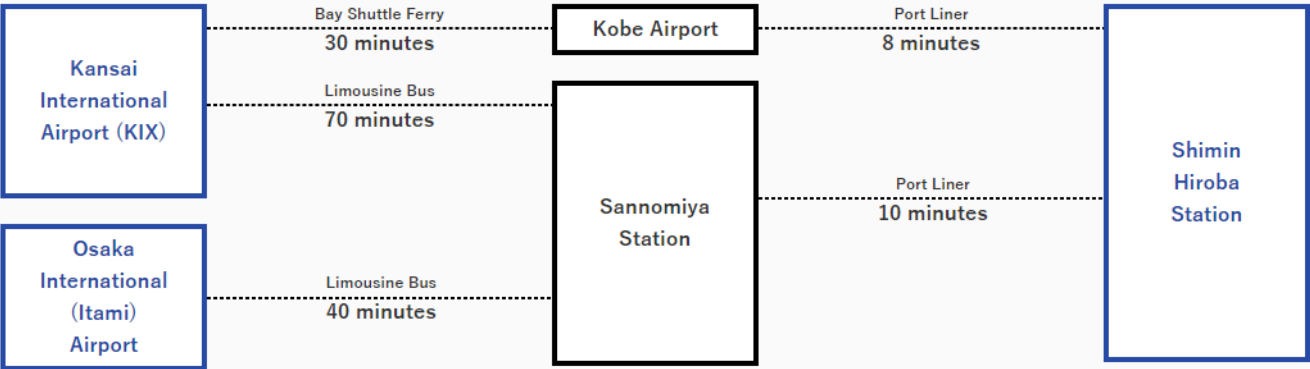
ACCESS TO THE VENUE



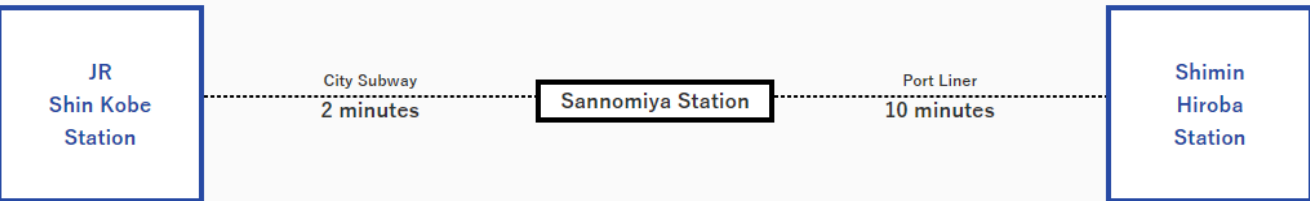
SURROUNDING AREA MAP

<https://kobe-cc.jp/kcc/wp-content/uploads/2017/11/syuhen.pdf>

By Airplane



By Shinkansen (Bullet train)



HOTEL

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KOBE MERIKENPARK ORIENTAL HOTEL

5-6 Hatobamachi, Chuou-ku, Kobe-City
〒650-0042

TEL.+81 78 325 8119

HP : <https://www.kobe-orientalhotel.co.jp/english/>

◆10minutes by taxi to the venue

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PORTOPIA HOTEL

Recommended

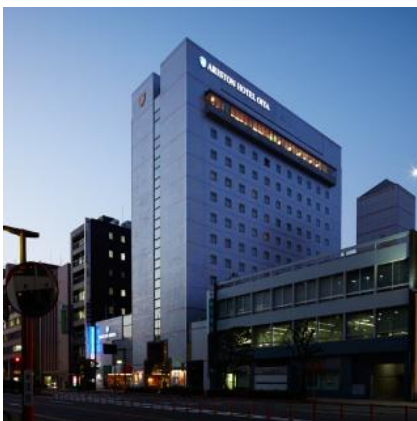
6-10-1 Minatojimanakamachi, Chuou-ku, Kobe-city
〒650-0046

TEL.+81 78 325 8119

HP : <https://www.portopia.co.jp/en/>

◆5minutes by walk to the venue

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ARISTON HOTEL KOBE

6-1 Minatojimanakamachi, Chuou-ku, Kobe-city
〒650-0046

TEL.+81 78 303 5555

HP : <https://www.ariston.jp/kobe/en/>

◆6 minutes by walk to the venue

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HOTEL PEARL CITY KOBE

7-5-1 Manatojimanakamachi, Chuou-ku, Kobe-city
〒650-0046

TEL.+81 78 303 0100

HP : <https://www.pearlcity.jp/kobe/en/>

◆10 minutes by walk to the venue