

Exhibitor Technical Manual

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the AAM 2025 Exhibition.

The Exhibition will be held in conjunction with **The Advanced Air Mobility Symposium 2025 (AAM25)** which will take place **16-18 September 2025** at the **Aichi Sky Expo in Tokoname City, Japan**.

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Symposium.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Japan and wish you a successful conference and exhibition!

Best Regards, Each exhibitor/supporter has received an e-mail with login details to access the Portal. The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Order exhibitor badges
- Submit booth drawing (for "Space Only" booths)

Submit other deliverables as per contract

Link to access the Portal <https://exhibitorportal.kenes.com>

Notes:

The login details has been sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	https://hotels.kenes.com/congress/AAM25
Company logo and profile	As soon as possible	
Designed Booth Approval	Monday, 11 August	Via Kenes Exhibitor's Portal
Text for Fascia (Shell Scheme stands only)	Thursday, 14 August	https://exhibitorportal.kenes.com
Exhibitor Badge Order	Friday 22, August	reg_aam25@kenes.com
Furniture Rental		
Schell Scheme Extras	As soon as possible no later than, Friday 8 August.	Sakura International
Graphics/Signage	<i>*Payments should be received by 15th August</i>	E-mail: aamasia2025@sakurain.co.jp
Telecommunications and AV Equip. (Sreens, Laptops, Desktop)		
Electricity		
Daily Booth Cleaning		Clara Montes E-mail: cmontes@kenes.com
Security, Hostesses & Temporary Staff	Thursday, 14 August	
	As soon as possible, no later than Thursday, 14 August	Clara Montes
Catering	<i>*Please note that for late orders, the catering company reserves the right not to accept them</i>	E-mail: cmontes@kenes.com
Delivery		
International Shipping	Comming soon	Lorena Perdomos E-mail: lorena.perdomo@dsv.com
Domestic Shipping	Comming soon	Yamato Transportation (Japanese only) Tel: +8180-4481-5860
Exhibition goods – Direct deliveries to Congress venue	Monday, 15th September	Clara Montes E-mail: cmontes@kenes.com
Set-Up	Monday, 15th September Exhibition Set-up- for Space only stands Exhibition Set-up - for Schell Scheme Stands	09:00-19:00 15:00-19:00

Exhibition Opening	Tuesday, 16th September	11:30 – 19:00
	Wednesday, 17th September	09:30 – 16:00
	Thursday, 18th September	09:30 – 13:00
Dismantling	Thursday, 18th September	14:00 – 18:00

- ***The timetable is subject to possible changes in accordance to the scientific program***
- ***Updates to follow up in due time***
- **Dismantling of the stands before the official hour is not permitted.**
- **All exhibitors should be in their Booth 30 minutes before the official opening hour.**

Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Monday, 15 September at 19:00.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

Off Exhibition Information

- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- **Shell Scheme booths** -> any equipment, display aid or other material left behind after Thursday, 18 September 2025 at 17:30 will be considered discarded and abandoned.
- **'Space Only' booths** -> any equipment, display aid or other material left behind after Thursday, 18 September 2025 at 17:30 will be considered discarded and abandoned.
- The exhibitors / customers and all companies contracted by them are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations on their stands / event areas

Waste Removal

- It is the exhibitor's responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.
- **In addition, please consider hiring extra security for your Booth before\after Exhibition Operating hours in case you have valuable stuff in your booths.**

Shipping Materials

- Before sending your package, **Kenes will have to authorize the receipt of the goods** to confirm that there is sufficient space for their storage.
- Parcel shipping can be **done 24 hours before the start of the event (September 15th) from 9:00 a.m. to 2:00 p.m.** To receive these packages, they must be identified with the name of the event (AAM Asia 2025), the exhibition hall (Hall D), exhibition title, booth space number, receiver's name, and contact's phone number.
- Empty boxes and packaging material must be removed after assembly, no later than September 15th at 8:00 p.m.
- All aisles must be free of exhibits and packaging materials to always allow cleaning.
- Package collection will be carried out with **prior authorization from Kenes the last day of the event from 2:00 pm to 4:00 pm.** The packages must be left duly identified for collection, indicating company, address, contact person and telephone number, number of packages.
- The venue will not be responsible for possible losses due to identification errors in shipments.

Welcome Reception at The Exhibition Area

On **Tuesday, September 16th** you are cordially invited to **Networking Reception** held in the **Exhibition Hall** (Hall D) from **17:45**, Exhibitors are asked to please man their booths during the Networking Reception in the Exhibition Halls.**Exhibition Floor Plan**

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.
For most updated floor plan and list of exhibitors, please [click here](#)

List of Exhibitors

Please see all exhibitors listed here: [Confirmed Sponsors & Exhibitors | Advanced Air Mobility Asia Symposium 2025](#) All exhibitors are required to be registered and will receive a badge displaying individual name and the exhibiting company name.

Exhibitor badges will be given as per your contract.

Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for each 9 sqm after.

Companies can purchase a maximum number of exhibitor registrations as follows:

- ✓ Stands of up to 60sqm – 15 exhibitor registrations
- ✓ Stands larger than 60sqm – 25 exhibitor registrations

The Exhibitors badges allow access to the exhibition area, refreshments, and Welcome Reception.

Additional Exhibitor badges can be ordered online via: reg_aam25@kenes.com

Please make sure that your Company Profile has been submitted before placing an order for exhibitor badge.

Deadline: **Monday, 1st September, 2025**

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

REGISTRATION OF STAND PERSONNEL

In order to be granted access in the exhibition area each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff e.g. hostesses, bar and service personnel etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to a number of complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, company
This badge will give you access to	Exhibition area (including access before the official opening hours); Congress Opening Ceremony; Welcome Reception
This badge will not give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.

Technical Information

Exhibition Area

- The Exhibition is being held in Hall D
- Hall height is 14 m
- Maximum build up height allowed for booth walls is **4 meters**.
- Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.
- Shell scheme stand build up is 2.5 meters.



Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.

Floor

Floor type: Concrete

Maximum floor load: 400 kg/m²

Exhibitors are required to have floor cover or carpeted floor within the stand area.

All floor coverings must be secured and maintained so that they do not cause any hazard.

Fixing of floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

Ceiling Rigging

Ceiling Rigging is **NOT** permitted.

Raised Floor / Platform

- The organizers must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/water trap/electricity trap are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.
- The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**.
- Please note that if your booth has a platform, you are required to provide a **ramp** to ensure access for people with disabilities.

Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

Shell Scheme which has been **pre-booked with Kenes** includes the following:

- Shell Scheme construction.
- Fascia sign – to include the name of the company and booth number (logo is not included)
- 2 spotlights
- Carpet – blue color
- Electric outlet – electricity is not included and needs to be purchased separately
- Table, 2 chairs and trash bin
- You will be able to order extra furniture, graphics and signage, AV, and additional items to the builder no later than **Friday, 8 August 2025**

Booth Package does not include:

- Stand cleaning
- Electricity

Electricity, cleaning and other products and supporting services can be ordered via the **Exhibitor Order Form** located in the beginning and end of the manual.

For **furniture, graphics** and supporting services please contact:

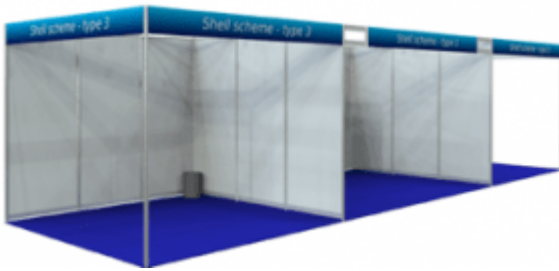
Sakura International

Email: aamasia2025@sakurain.co.jp

Please always state your company name, booth number when submitting your request.

*Image shown is for illustration purpose only

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia panels with company name.



Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm booths).

Please submit lettering for fascia via the Exhibitor's Portal by **Friday, 8 August 2025**

You can submit your design/Facia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booths will be designed and built by the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Friday, 8 August 2025**
- No free-standing stand-fitting or display(s) may exceed a height of **5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- Under any circumstances, it is not allowed to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the

panels and booth structure. **The booth must be returned in the same condition in which they were received. Any damage to the booth structure will be invoiced to the exhibitor.**

- It is possible to use the fishing line (nylon) to hang pictures etc.
- An exhibitor occupying **a booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Friday, 8 August 2025**– it will be assumed that the exhibitor will have opening on the additional side(s).
- The back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a blue carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).

Exhibitors using independent contractors are required to submit the following for the organizer approval:

1. **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
2. **Utility connections: electrical, water and drainage – a list of all appliances**
3. **The name and contact details of their construction company.**

Please submit the files through the Kenes Exhibitor’s Portal: <https://exhibitorportal.kenes.com> Each exhibitor will be contacted with login details to access the Exhibitor’s Portal.

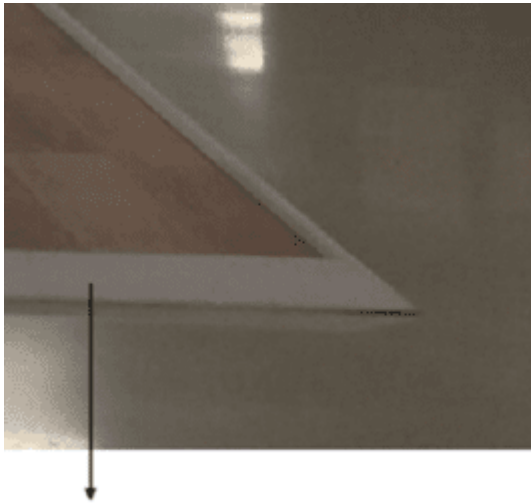
Deadline: Friday, 8 August 2025

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved. You are only allowed to build walls that cover third of each side.**
- **Island booths should be partly accessible on all “open” sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but max 1/3 of side to side may be covered. The construction must be perfect in all the stand’s visible areas, including rear sides.**
- Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible to avoid trip hazards. Advertising on the boundary with other stands is

prohibited.

**For your reference, see below an image showing sloped edging.



Raised floor (4cm) with sloping edges,
finished with wooden laminate.

- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- The maximum building height for the top of all elements is **5 meters**.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- **Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**
- **Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).**
- **Ceiling Rigging is NOT permitted**

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.

- Work cannot commence until the booth drawings are approved by the organizers.
- The used spaces must be returned to the conference center completely clear of all items and the Exhibition areas restored to their original state.

Electricity and Electrical Installations for “Space Only” booths

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the conference center.

Sakura International is the only company that is allowed to connect any kind of device directly to the main power sources.

Only **Sakura International** is authorized to provide an electrical switchboard for power points.

Thus, every exhibitor should order an electrical switchboard from the **Sakura International** and to pay for the electrical consumption according to his power needs.

Please contact them directly to send you a quote; aamasia2025@sakurain.co.jp

- Sakura International will check that the official electrical switchboard is not removed from the booth.
- Electrical switchboards provided by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- Sakura International staff are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

Please note the following:

- Electrical switchboard and/or various power outputs will be ALWAYS delivered onto the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- Sakura International only could provide electricity from the electrical ducts on the floor.
- It is compulsory to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/stand builder will have to place them in the space they need them

Sakura International provides electric service in the Exhibition area during the official exhibition times only. At the end of the day, we recommend switching off your main electrical sources in order to save energy and not to occur any accidents overnight.

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. **Sakura International** won't be liable for any damages caused from this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to the **Aichi Sky Expo** switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the

day.

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered. Booth managers will have to make sure the general lights are turned off.

Booth Cleaning

The organizers will arrange for the general cleaning of the exhibition premises prior to the opening of the exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please contact Sakura International: aamasia2025@sakurain.co.jp
Internet & Wi-Fi

For wired internet and Wi-Fi connection please contact cmontes@kenes.com

Important:

Please be advised the Private Wi-Fi networks installations in the stand are not allowed.

The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.

Complimentary Wi-Fi will be provided by the Conference during official Conference days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Aichi Sky Expo** nor the organizers can accept responsibility for the security of the stands and their contents. The **Aichi Sky Expo** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or

goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, please contact cmontes@kenes.com

Booth Catering

The preferred catering supplier is Cezarsr Kitchen, although there is no exclusive catering contract in place.

If you wish to use the preferred supplier, please contact Clara Montes at cmontes@kenes.com.

If you choose to bring your own catering provider, please note that, in some cases, you may be required to request approval from the Chita Health Center (Tel: 0562-32-6211).

Any damages or stubborn stains found during check-out will be subject to replacement or cleaning fees, which must be covered by the exhibitor.

If you opt for Aichi Sky Expo's official catering services (including bento boxes and paid drinks), there is no need to request approval from the Health Center, and the supplier will also take care of garbage disposal.

Storage

Aichi Sky Expo has limited storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with the organizers.

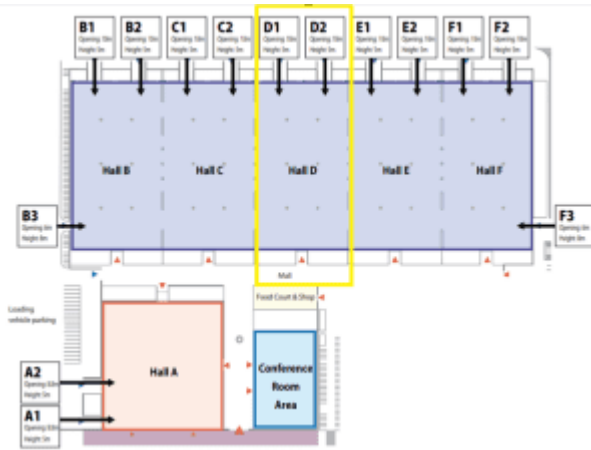
Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact cmontes@kenes.com with information on sizes and number of parcels, size, and storage period.

Shipments sent directly to the venue prior to the set-up period will be refused by the venue.

Once the event & dismantling are over, Aichi Sky Expo shall not be held responsible for the safekeeping and/or storage of any items left in the building and additional charges might occur if you leave any belongings.

For access to the goods/ lorry entrance/ Lifts:



Please note that **Sakura International** is an exclusive agent for move in and move out.

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

Parking during unloading is limited for a short time only. All vehicles must be moved after unloading.

Parking space is available, please check the website of the conference center.

Parking of Loading/Unloading Vehicles

Please move vehicles out of the exhibition halls after finishing loading/unloading. Leaving forklifts, etc. there is prohibited as it may interfere with loading/unloading. Parking on the roads around the venue is prohibited by the Road Traffic Act. Do not park vehicles in places other than i) the General-Purpose Site when it is used as a standby area, ii) loading areas of halls you are using, and/or iii) other designated parking lots.

Standby Areas for Loading/Unloading Vehicles

At this facility, we have a loading area for each exhibition hall and a paid multi-purpose site (can be used as a

standby area). In using them, please ensure smooth vehicle control by assigning security guards to gates and

loading areas to be used, inside the multi-purpose area, and public roads (if lines of cars are expected on public

roads), upon making adjustments with us. Additionally, when using the multi-purpose site, please

submit an

Application for Permission for Use and obtain permission for use. Also, please submit a security layout drawing to

us in advance.

Speed Limit

Drive vehicles safely and as slow as possible in the exhibition halls.

Access to the exhibition area

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

Important note: companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Access for Deliveries

Please be advised that neither the Organizers nor **Aichi Sky Expo** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Monday, 15th September**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

Facility Protection

If trucks, trailers, cranes, etc. will be making turns and/or if high-lift work vehicles will be operated, please give sufficient care to the protection of the facility and its frames such as columns, floor, and shutters.

Weight Limit

Due to structural reasons of the facility, each exhibition hall has a weight limit. Please exercise sufficient caution for installation methods, protection methods, etc.

Loading by Delivery Service

When receiving delivery services, set dates, time, place, etc. with the delivery companies and make sure that users or exhibitors will be present. Goods which will be loaded into the facility will require indication of information such as exhibition hall name, exhibition title, booth space number, receiver's name, and contact phone number.

Note that we do not receive or temporarily keep goods delivered to users or exhibitors. Therefore, delivery services

are prohibited other than on days of use for which permission has been obtained.

Any **damages or stubborn stains** found during check-out will be subject to **replacement or cleaning fees**, which must be covered by the exhibitor.

If you opt for **Aichi Sky Expo's official catering services** (including bento boxes and paid drinks), there is **no need to request approval from the Health Center**, and the supplier will also **take care of garbage disposal**.

Animals

It is not permitted to bring animals into the Messe Berlin.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment**(PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the Aichi Sky Expo in removing this property will be charged to the exhibitor.

Fire Regulations

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or Aichi Sky Expo.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

It is not permitted the operation of any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates or contains flames.

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the Aichi Sky Expo will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside Aichi Sky Expo and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element.
How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of Aichi Sky Expo are not allowed.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor Aichi Sky Expo, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of Aichi Sky Expo or any part there of in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music 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).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise

source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.

Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and Aichi Sky Expo cannot accept liability for loss of or damage to private property or goods.
- Neither the Messe Berlin nor the organizers can accept responsibility for the security of the booths and their contents. Aichi Sky Expo as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via **contacting cmontes@kenes.com**

Personal Transportation Vehicles

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Congress features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.

- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Smoking Policy

Aichi Sky Expo operates a **NO SMOKING** policy in ALL halls.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the booths. No permission will be given for projection in the aisles or on the walls of the hall.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by Aichi Sky Expo and/or the organizers at the expense of the exhibitor concerned.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

IMPORTANT:

Please read thoroughly the Venue Technical Guidelines at the end of the manual.

Please note that these regulations are in addition to the exhibition Rules and Regulations found in Section 6.

Exhibitors must comply with **Aichi Sky Expo** technical guidelines including operation, fire safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

Venue Technical Guidelines can be found online at :**International shipping:**

For international shipping you can use the services of DSV: Global Transport and Logistics.

Please contact Lorena Perdomo at lorena.perdomo@dsv.com or Olimpia Rodríguez at olimpia.rodrigalvarez@dsv.com to receive a price quote.

For shipping instructions please [click here](#).

Domestic Shipping:

Yamato Transportation Person in Charge of Aichi Sky Expo (Japanese only) : +8180-5481-5860

Sagawa Transportation Chita Branch (Japanese only): +81570-01-0657

If you have any questions please contact cmontes@kenes.com

Kenes Group Contacts:

Symposium Organizer

Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
Email: aam25@kenes.com

Registration

Ms. Lorena Granda
Kenes Group
+41 22 9080488 Ext: 255
Email: reg_aam25@kenes.com

Exhibition Manager

Ms. Clara Montes
Kenes Group
Tel: +41 22 9080488 Ext: 251
Email: cmontes@kenes.com

Booth signage/ booth fittings/ Furniture

Sakura International
Email: aamasia2025@sakurain.co.jp

Sponsorship and Exhibition Sales

Mrs. Paula Suarez
Kenes Group
Tel: +41 22 9080488 Ext.531
Email: psuarez@kenes.com

Symposium Website

For updated information regarding Symposium,
please visit the website <https://aam-asia.com/>

Hotel Accommodation

<https://hotels.kenes.com/congress/AAM25>

As we, at **Kenes Group**, seek to inspire sustainable development in our industry, we do our best to organize this event in an environmentally and socially responsible way.

We invite you to actively participate in our sustainability efforts by considering the enclosed **Sustainability tips & tricks**.

Let's work together on enhancing the event experience, meeting the expectations of our audience, and minimizing the wastage of time, resources and expenses.

Rethink your Booth Design!

- When planning your stand, think of the many benefits of producing a stand that you can reuse at multiple events, not just for better sustainability, but also for cost
- Design your booth and displays using environmentally responsible materials and energy efficient lighting if applicable.
- Choose the core elements such as walls, counters from reusable materials.
- Choose recyclable carpets, vinyl flooring and other floor
- Design and word signage so that it can be stored and reused multiple

Plan Smartly your Set-up and Dismantling!

- Follow the organiser's set-up Working on your stand outside the set hours directly affects the energy needed to keep the exhibition hall open and functioning.
- Use efficient, low energy consumption
- Make a conscious effort to minimize packing Whenever possible, use environmentally responsible packing materials that are reusable, recyclable or biodegradable.
- Consider using materials or packaging that generate less waste at the end of the material's life cycle

e.g. less volume or less weight.

- Participate in the facility's recycling efforts by recycling cardboard, freight boxes, plastic wrappings and other recyclable items during move-in and move-out.

Be Conscious of your Booth Presence!

- Be sure to shut off any electronic devices outside of event hours to conserve
- Provide promotional items made of recycled, responsibly grown natural fiber, and non-toxic and biodegradable Ensure items are useful, not merely promotional in nature.
- Giveaways with some imagination could also be electronic: free music downloads; free online subscriptions or free internet access.
- Instead of a giveaway, consider a donation to a special cause in the name of your booth
- Inform and train your staff about the environmentally responsible practices to be implemented during the

Reduce Carbon Footprint!

- Use local staff in the booth if
- Minimize transportation to and from the show Use biodiesel or alternative fuel shipping methods, or a [SmartWay hauler](#), where applicable.
- Where possible, travel by If travelling by plane, choose airlines that strive to reduce the environmental impact of their flights.

- At the destination, travel to your hotel and around the destination on public transport or shuttle buses, or group together for sharing a taxi
- For car rentals, choose electric or low-emission, and if possible, consider ride-share.

Measure & Share Your Learnings!

If possible, we also encourage you to track your success, but more importantly be proud of your sustainability efforts and share your stories and achievements.

We'd love to hear about your best practices. If you'd like to share examples or new ideas with us, please contact us!

We truly thank you for helping to reduce the impact of exhibiting on the environment!