

JACLaS EXPO 2024

Japanese Association of Clinical Laboratory Systems

Outline of EXPO and Important Points for Prospective Exhibitors

[Outline of the Exhibition (hereafter referred to as EXPO)]

Exhibition Name:

JACLaS EXPO 2024

Dates:

October 4 (Fri), 2024 9 : 00 - 17:00

October 5 (Sat), 2024 9 : 00 - 17:00

October 6 (Sun), 2024 9 : 00 - 14:00

Venue:

Pacifico Yokohama, Exhibition Halls B, C, D

Minato Mirai 1-1-1, Nishi-ku, Yokohama 220-0012, Japan

Tel.: 81-45-221-2155 (General Information)

EXPO Size and Composition:

Approx. 710 exhibition booth spaces

No. of exhibiting companies: about 130

Hosting organization:

Japanese Association of Clinical Laboratory Systems

Supporting organizations (expected):

Japan Analytical Instruments Manufacturers' Association (JAIMA)

Japan Association of Clinical Reagents Industries (JACRI)

Japan Association for Clinical Laboratory Science (JCLS)

Japanese Society of Laboratory Medicine (JSLM)

Entrance Charge:

Free of charge

Objectives of EXPO:

- To contribute to the further development of clinical testing, as well as the medical treatment and welfare of people by providing appropriate information on clinical laboratory instruments, reagents, and systems to medical institutions and medical professionals.
- To provide a venue which aggregates information on state-of-the-art clinical laboratory system technologies to be disseminated throughout Japan and overseas.

Items for Exhibition

Clinical laboratory instruments, reagents, systems and other related products

[Schedule]

- Orientation meeting for prospective exhibitors February 29 (Thu) (Recording Viewable)
- Deadline for exhibitor applications April 19 (Fri)
- Payment deadline for booth spaces May 31 (Fri)

- Booth space lottery drawing
 - Deadline for submission of drawings (※)
 - EXPO preparations (decoration of booths)
 - EXPO preparations (bringing in equipment)
 - EXPO
 - Equipment removal
- ※ If the exhibitor plans on construction within the booth spaces, drawings should be submitted.

June 12 (Wed) (Real-Time Webcast)
 August 30 (Fri)
 October 2 (Wed)
 October 3 (Thu)
 October 4 (Fri) - 6 (Sun)
 October 6 (Sun)

[Basic Booth Space Sizes and Booth Space Charges (per booth space)]

Type	Dimensions: frontage x depth x height (mm)	Space charges (consumption tax not included)	
		Member	Non-member
A	2,000 x 2,000 x 2,700	¥100,000	¥130,000
B	3,000 x 3,000 x 2,700	¥200,000	¥250,000

Note: Members can receive discounts from the above charges.

The discount is applicable to both A and B Types.

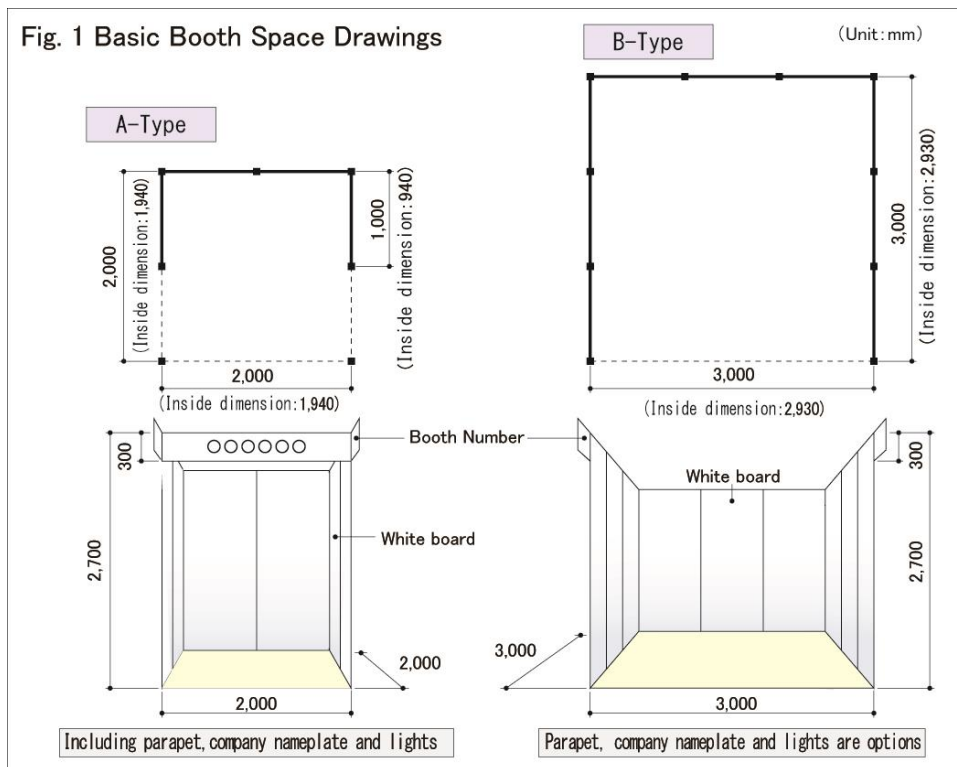
For 9 or less booth spaces: 2.5% discount

For 10 - 19 booth spaces : 5% discount

For 20 or more booth spaces: 7.5% discount

The discounts are offered to each applicant.

Fig. 1 Basic Booth Space Drawings



[Applications]

- We accept applications on our website from February 29.
- Members: on February 29 we will send members the URL address of the website for online application. After receiving your application the Exhibition Office will send you your ID and password.
- Non-members: Please apply through “Applications for non-member” on our website, after which ID and password for applications will be sent from the Exhibition Office.
- Please note that we may ask applicants to reduce the number of spaces requested if, in the judgment of the Exhibition Office, the number requested is deemed excessive.

[Points to Note for Basic Booth Space]

- A Type: Up to 6 booth spaces positioned side by side. An island booth space is not allowed.
B Type: Up to 4 booth spaces positioned side by side.
- For both A and B Types, the back wall cannot be removed.
- For both A and B Types, booths cannot extend into designated aisle areas.
- For both A and B Types situated on a corner, sleeve panels are options. If such panels are needed, choose “necessary” on the Document Submitting System.

[Size of Island Booth Space]

- If you need an island booth space (independent) for 4 or more booth spaces of B Type, indicate desired exhibition size with reference to the attached Exhibition Size by Number of Booth Space.
- For more than 40 booth spaces, the Exhibit Office will determine their aspect ratio.
- The maximum number of booth spaces is 90 for both single and joint exhibitors.

[Joint Exhibition]

- Submit an application for a Joint Exhibitions through the Related Document System.
(If you choose Shared Booth in the Single Booth/Shared Booth option, also input the names of the companies jointly exhibiting.)
- In the event that any company applying for a joint exhibition does not complete payment by the due date, it will not be allowed to participate in the lottery for booth spaces.

[Points to Note for Booth Space Decoration]

Height Limitation:

- Basic booth space (side by side): Up to 2.7m (for both A and B Types)
- 4 or more booth spaces of B Type: Up to 3.6m. Please note that a 700mm setback from aisles and the borderline basic panels on neighboring booth spaces is needed.
- When applying for 15 or more booth spaces of B Type and choosing booth space adjacent to the wall during the lottery drawing, back panels up to 6m in height may be placed on the wall. (However, two-story structures are not allowed.)
If you would like to erect back panels up to 6m in height, apply through the Document Submitting System.

Open Wall:

- If you erect a partition next to the passageway, please leave at least half of each partition surface open to maintain a view across the venue.
- There are no restrictions if the partition is less than 1.2m in height.

Placement of Ceiling Structures:

In principle, ceilings are not allowed within booths. However, if a ceiling or roof is needed for light or sound shielding, you can ask the local fire department in advance for permission to construct one. They may give permission if they can determine that the structure to be built will be safe. If the ceiling or roof structure is considered absolutely necessary, the exhibitor needs to file an application with a detailed drawing by the date mentioned at the orientation meeting for prospective exhibitors.

(Borders and Tarpaulins over 900mm wide or any part of such structure exceeding 9m² in area are categorized as ceiling structures.)

Walls and Ceilings at the Exhibition Halls:

Projecting lights or videos on the walls or ceilings at the exhibition halls is prohibited.

Area Above Booth Space:

The height of decorations (signboards, lights, suspended objects such as balloons, beam decorations etc.) should be within the height limitation for each exhibition type.

Violation of regulations

- If decorations violate regulations, please be aware that you may be asked to remove or correct them in situ.

However, if it proves difficult to remove/correct them in situ, a separate penalty may be handed out.

Work Vehicles:

Vehicles such as aerial work vehicles or forklifts cannot be brought into the exhibition halls or around the facility area during the exhibition.

[Booth Construction Schedule]

Booth construction date: October 2 (Wed), 2024. Starting from 9:00 (tentative)

[Exhibit Carry-In and Removal Schedule]

Exhibit carry-in date: October 3 (Thu), 2024

Exhibit removal date: October 6 (Sun), 2024

- Exhibit carry-in and removal schedule will be set for each carry-in entrance depending on the location of each booth space. However, please note that the schedule is liable to change due to conditions in the exhibition halls.
- If you need to carry-in outside of the times assigned, please contact the Exhibition Office. We will do our best to accommodate your needs.

Carrying-in at night on October 2 (Wed):

Large sized equipment should be carried in between the hours of 18:00 to 20:00. If the exhibitor needs to do this, please apply in advance through the Document Submitting System.

[Free Stock Corner]

If the number of applicants is large, a free stock corner may not be available. If it is available, please note that this is a shared space. Please be considerate of others' needs and use only the minimum space required for your needs.

[Waiting Rooms]

The number of waiting rooms is limited. Availability of temporary waiting rooms will depend on the number of applicants. If there are too many applicants, companies with a greater number of booth spaces will be given priority. Room locations will be determined by lottery on June 12.

※ Since this is a lottery, please be aware that even companies applying for a large number of booth spaces may end up with only a small waiting room.

Rental charge: ¥80,000 ~ ¥160,000 (Excluding tax) (tentative)

Size: 30m² - 90m²

Period: October 5 (Thu) - 8 (Sun) , 2023 (Exhibition hall opening hours)

Equipment: tables, chairs, power supply, (other equipment/furnishings to be provided by exhibitors themselves)

Application: Apply through Document Submitting System.

(Assignments will be determined by the lottery. Rental charges will be billed after the booth space lottery drawing.)

[Regarding the provision of food and beverages in booths, holding events, novelties to be distributed, etc.]

• When providing food and drinks, please follow the guidelines of The Japan Fair Trade Council of the Medical Devices Industry and Japan Association of Clinical Reagents Industries. Please be especially careful about sanitary management.

• The guidelines of organizations such as The Japan Fair Trade Council of the Medical Devices Industry and Japan Association of Clinical Reagents Industries should also be followed for events held in the booth.

• Regarding the type and price of novelty items, please follow the guidelines of The Japan Fair Trade Council of the Medical Devices Industry and Japan Association of Clinical Reagents Industries, etc.

• If you have any further questions, please check with The Japan Fair Trade Council of the Medical Devices Industry and Japan Association of Clinical Reagents Industries.

[Important Points to Keep in Mind]

• During the period of the exhibition, exhibitors cannot engage in other activities on their own. The presentation of products in venue waiting rooms, nearby hotels or conference rooms, or by means of displays on vehicles is forbidden. (Excluding events approved by the Japan Association for Clinical Laboratory Science.)

• Free wifi is available in the exhibition halls. However, if you need to handle large volumes of data or need a more secure system, apply for a separate internet line. The procedure will take time, so please be sure to apply by the deadline.

• Taking photographs of display items in the exhibition hall other than exhibitors' own booths is

forbidden. Exhibiting companies should thoroughly instruct their staff regarding this prohibition.

- Drinks and novelties may be provided inside your booths. When doing so, exhibitors should adhere to the rules of the respective organizations that they are members of.
- Exhibitors should take their trash and waste materials away from the venue for disposal.

[Exhibition of unapproved medical devices]

- Those wishing to exhibit unapproved medical devices should submit the “Application to Exhibit Unapproved Medical Device Form”.
- ”Unapproved medical device” is any device which has not received approval as defined by the Pharmaceuticals and Medical Devices Act.
- While unapproved medical devices may be placed in the booth for exhibition, they cannot be directly advertised, nor can their names be displayed.
- The “Application to Exhibit Unapproved Medical Device Form” will be sent to each exhibitor by e-mail around July. Submit the form if necessary. Two “Permission to Exhibit Form” will be issued at the end of August.
- If a Permission to Exhibit Form is required in addition to the “Certificate for Import of Medicines or Medical Devices” in order to pass through customs, please indicate the required number of extra copies separately. Also, please take adequate care in filling out forms because if there are problems at the customs inspection, such as a mistake in the product name, it will not be possible to issue another Permission to Exhibit Form once the deadline has passed.
- Pharmaceuticals and Medical Devices must be in compliance with article 68 of the Law Governing the Quality, Efficacy and Safety of Pharmaceuticals and Medical Devices (Pharmaceuticals and Medical Devices Act; formerly the Pharmaceutical Affairs Law).

Pharmaceuticals and Medical Devices Act Article 68

(Prohibition of the Advertisement of Pharmaceuticals, Medical Devices, and Regenerative Medicine Products Before Their Approval)

Article 68 No person may advertise the name, manufacturing process, efficacy, effects or performance of pharmaceuticals or medical devices, or regenerative medicine products...which have not yet been certified....

Important Points About Exhibits:

- Exhibitors should take care with regard to the display of unapproved medical devices in Japan because it is against the law to advertise them in the same manner as already approved devices.

[Prohibited Activities]

- Displaying names of unapproved products
- Displaying features, specifications or planned sales prices of unapproved products on panels or documents (such as leaflets).
- Presentation of unapproved products for sales promotion.
- Displaying unapproved products more prominently than approved ones using special lighting, etc.
- Powering up unapproved products.

Please take great care to avoid engaging in the above prohibited activities.

[EXPO Public Relations Matters]

- We will make posters for the EXPO and distribute them to the relevant clinical facilities.
- We will make posters and leaflets for the EXPO and provide them to each exhibitor. Apply for the number of copies you need through the Document Submitting System.
- We will implement a system for advance registration of visitors. Data in QR code※ format for advance registrants will be provided for use in exhibitor publications. If you wish to make your own invitations, please print the QR code※ on it. (QR code※ can be downloaded from the Document Submitting System.)

[Safeguarding of Exhibits and Facilities]

- While the Exhibition Office will exercise the utmost care in the management of exhibits during the EXPO, Exhibitors are ultimately responsible for their own exhibits. The Exhibition Office will not be responsible in the case of damage to or loss of exhibits due to unforeseen circumstances such as natural disasters, fires or theft.
- If an exhibitor causes damage to the exhibition building or its equipment, whether intentionally or by accident, they must report such damage promptly to the Exhibition Office and take appropriate action with respect to such damage and assume responsibility for it.

[Points to Note for Booth Space Lottery Drawing]

- An assignment of booth spaces will be prepared by the Exhibition Office in consideration of the overall layout of the venue and sent to applicants beforehand. The official assignment of booth spaces will be determined by lottery afterwards. If you are unable to attend the lottery drawing, the Exhibition Office will determine your location for you.
- Assignment of booth spaces will be conducted completely by lottery, separate lotteries for similar size booth spaces.
- Space location will be determined by the lottery. The layout displayed at the lottery will only be used for deciding relative positions. (Booth spaces are sorted by similar size, so the displayed layout will show the maximum size in each category. Only after the lottery will the actual booth space locations be finalized.)

[Applications and Payment of Exhibition Charges]

Deadline for applications: April 19 (Fri)

Bill: Will be sent by May 10(Fri) after your application is received.

Deadline for payment for booth spaces: May 31 (Fri)

In the event that a company makes payment later than the deadline, it cannot participate in the lottery for booth spaces.

Cancellation charges:

Up to Date of Booth Space Lottery Drawing (June 11): 50% of exhibition charge

After Date of Booth Space Lottery Drawing (June 12): 100% of exhibition charge

In Case of Cancellation of the EXPO due to Natural Disaster

Cancellation charges:

If JACLaS determines that the EXPO must be cancelled or stopped due to natural disaster or other causes outside its control, JACLaS will refund payments after deducting preparation costs and necessary operating expenses incurred by the cancellation.

If the EXPO is cancelled, the organizers assume no responsibility whatsoever for any expenses incurred by the exhibitors in preparation for the EXPO.

[List of Products on Display]

We plan to make a list of products on display and distribute it to visitors to the EXPO. A PDF file of the list will be available on our website.

Schedule (Tentative)

As last year, we will produce a List of Products on Display for 2024 formed from the data directly entered by all those from member companies and exhibitors via the Document Submitting System. Also, inquiries relating to the List of Products on Display will be entrusted to Jumbo Co., Ltd.

April 22	• They will contact you with the dedicated form URL and ID password for completing information for the List of Products Jumbo→Each exhibitor
June 30	• Deadline for registering information of member companies and exhibitors
July 1 – July 31	• Proof-reading will be carried out twice on the information from exhibitors
4th week of August	• Data proofing finished and Printed
4th week of September	• 2024EXPO Official Product Guideline Completed
October 4-6	• JACLaS EXPO 2024 Held

Guideline for Details About Listed Products (tentative)

Please submit data for your list of products according to the following guideline.

A finalized guideline will be provided when we send data for the list of products to exhibitors.

- Describe names of devices in the “Features and Remarks” column.
- Note that there is a word limit for the “Measurement Method, Fundamentals / Method/Analysis Method/ Detection Method” column.
- Note that there is a word limit for “Features and Remarks” column.
- Note that there is a word limit for “Measurement Item” of control serum.

- Product availability (shown as O for yes or X for no) will be displayed on printed materials. The measurement method will be displayed on our website.

The notation for sample volume, reagent volume, and processing capacity for clinical chemistry and immune serum testing instrumentation has been changed.

- English version of companies’ names for introduction is not displayed on the list of products. It will be printed on leaflets distributed to visitors during the EXPO.
- Please enter company and product information in both Japanese and English.
- Be sure to enter the classification number for your main products displayed.

[Miscellaneous]

- Visitors can register in advance. We offer exhibitors files containing the new JACLaS logo and the QR codes※ for pre-registered products that can be incorporated into your own printed materials. If you are making your own promotional materials, please include the logo and QR codes※ on these materials. (You can download the QR codes※ from Document Submitting System.)

[QR Reader Rental Service]

This is a service that reads the admission passes (QR codes*) of visitors to the booth and provides visitor information after the exhibition period. Only Japanese is available. For details and fees, please contact the JACLaS Support Office via email.

※QR code is a registered trademark of DENSO WAVE.

[Contact Details]

• JACLaS EXPO 2024 Exhibition Office

Japanese Association of Clinical Laboratory Systems
Narabe Bldg. 5F, Hongo 3-18-1, Bunkyo-ku, Tokyo 113-0033, Japan
Tel. 81-3-3830-0920 Fax.81-3-3830-0920
E-mail: expo-guide@jaclas.or.jp

• QR Reader Rental Service

Jumbo Co., Ltd. JACLaS Support Office
Jumbo Bldg., 1474-4 Eda-cho, Aoba-ku, Yokohama,
Kanagawa 225-8501 Japan
TEL: +81-45-911-7779 (dedicated line for JACLaS)
E-mail: support_jcl@jmiba.jp