



ENGINE FORUM **KOBE**

June 11-12, 2024

Kobe International Exhibition Center No.3

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

Exhibitor Handbook

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Contact

Akiko Ito : aito@advbe.com

Chiara Emma Bissacco : cbissacco@advbe.com

EVENT SCHEDULE & AGENDA

Monday, June 10	Tuesday, June 11	Wednesday, June 12
	07:30 Open	08:00 Open
	09:00-12:25 Conference	09:00-12:25 BtoB meetings
	12:25-14:00 Lunch	Workshop
	14:00-18:00 BtoB meetings	12:25-13:30 Lunch
14:00-18:00 Booth set-up	Workshop	13:30-17:30 BtoB meetings
	18:30-20:30 Networking Cocktail	Workshop

PREPARE YOUR ARRIVAL

Upon arrival at the venue, all participants must present their **PRE-PRINTED BADGES** at the entrance. They will be available for download from your online profile beginning from **May 23 ,2024**: <https://meetings.nagoya.bciaerospace.com/2023/signup.php>

You will also have to **print your B2B meetings schedule** as only the event catalogue containing the exhibition floor plan with the list of exhibitors and the conference program will given to you at the front desk.

BOOTH DETAIL

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 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)
		
Spot lights 1 Table* with white table cloth 3 Chairs Carpet Fascia Board *(W1500mm x D600mm x H700mm)	Spot lights 2 Tables* with white table cloth 6 Chairs Carpet Fascia Board *(W1500mm x D600mm x H700mm)	Spot lights 1 meeting table - 4 chairs 1 coffee table – 4 chairs 1 reception desk – 1 high chair Carpet – Company signs

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 SET-UP

Set up time is from **02.00pm to 06.00pm on Monday, June 10**. For exhibitors unable to make it on this day, it is recommended to arrive at the venue at **07.30am on Tuesday, June 11** to complete the set up and personalization of their booths.

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. Noisy machines or sound systems are not allowed. Please also ensure that all equipment and graphics you bring fit within your booth dimensions.

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 this **LINK**:

■ Basic & Deluxe package

https://kobe.bciaerospace.com/images/2024/downloads/Option_manual_Basic_Deluxe.pdf

■ Premium package :

https://kobe.bciaerospace.com/images/2024/downloads/Option_manual_Premium.pdf

■ Basic & Deluxe package in Japanese :

https://kobe.bciaerospace.com/images/2024/downloads/Option_manual_Basic_Deluxe_JP.pdf

■ Premium package in Japanese :

https://kobe.bciaerospace.com/images/2024/downloads/Option_manual_Premium_JP.pdf

To review the photos of all available furniture proposed by DAIWA if you need additional equipment. Once you have made your choice, you can order the furniture by sending an e-mail **with the application form in Excel you filled in** to the contact below.

■ **How to place an order:**

To order additional equipments, please contact to Chiara Emma BISSACCO : cbissacco@advbe.com for the application form.

■ **Please submit to : (Please note : Applications are only accepted by Excel format)**

DAIWA Co., Ltd. - Mr Kazuma SAKAI

TEL: +81 52 361 5561

Email: sakai@daiwa-web.co.jp

[Notice]

The application deadline for optional equipment and decoration will be **May 22**.

If you apply after the deadline, you will be charged separately, so the cost of express work, handline work, transportation, installation work, etc.

The cost of the optional equipment and decoration must be paid **by May 30**.

LUNCH

Lunch :

There is **no seated lunch organized by BCI Aerospace**, but there is a restrand "Marina Square" in the Building No.2.

Other information about restrants near the venue;

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

WIFI INTERNET

Free-Wifi is available in the Exhibition Hall.

The network name and WIFI password information will be provided on your badge.

COFFEE CORNER

Complimentary coffee corner is available on **June 11 & 12, 2024**, from 08.00am to 10.00am and 02.00pm to 04.00pm.

THEMED WORKSHOPS

If you are leading a themed workshop, the conference room will be fully equipped with a video projector, screen, a computer (for your presentation), and a wireless microphone will be made available to you.

For all your queries and concerns please contact Ruby FENN at rfenn@advbe.com or +44 (0)7341 647 941

SHIPPING

Be sure to have all your materials delivered **from 10.00am on June 10**. **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 2024") and **add your company name to the label**:

« Engine Forum Kobe 2024 +YOUR COMPANY NAME»
Kobe International Exhibition Center No.3
6-11-1 Minatojimanakamachi, Chuou-ku,
Kobe, 650-0046, JAPAN

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **07.00pm** on June 12.

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 June 13** could be taken to a place the organizer deems appropriate at the participant cost and risk.

SCHEDULE

End of modification of your online profile

Monday May 20

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

The online matching process starts

Tuesday May 20

Online process :

- ③ **Make a meeting request**
- ④ **Validate meeting offer that you received**

*Your meeting request might not all be accepted
*Your meeting will be arranged on timetable that you selected



End of online matching

Tuesday June 4

The organizer will arrange your meeting schedule upon your choice.



Your meeting schedule is available

Saturday June 9

You can check your meeting schedule on your .



Engine Forum Kobe 2024

Tuesday June 11

Conference / BoB Meetings / Workshop / Cocktail

Wednesday June 12

BoB Meetings / Workshop

Workshops

HOTEL

Our Revolugo partner and their team offer a choice of hotels with special rates located near Engine Forum in order for you to enjoy your stay to the fullest.

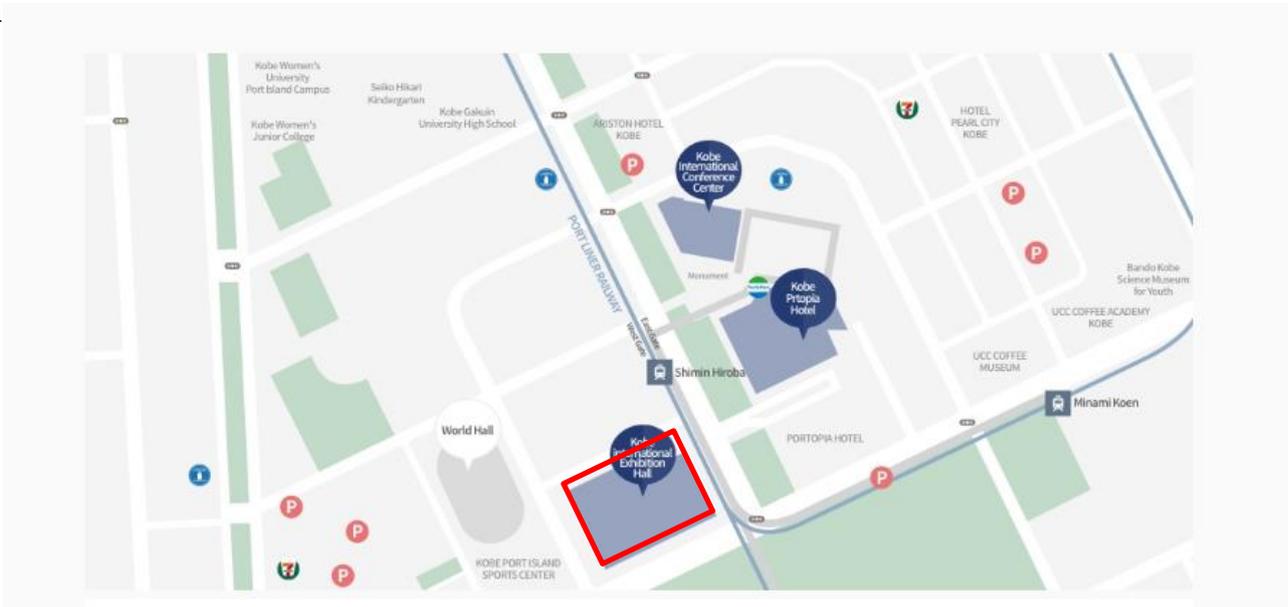
Please, click [here](#) to book online!

If you wish to have more details concerning hotels rates or group bookings, please don't hesitate to contact the dedicated travel planner by email or phone: +33 (0)1-80-06-62-88 / reservations@revolugo.com

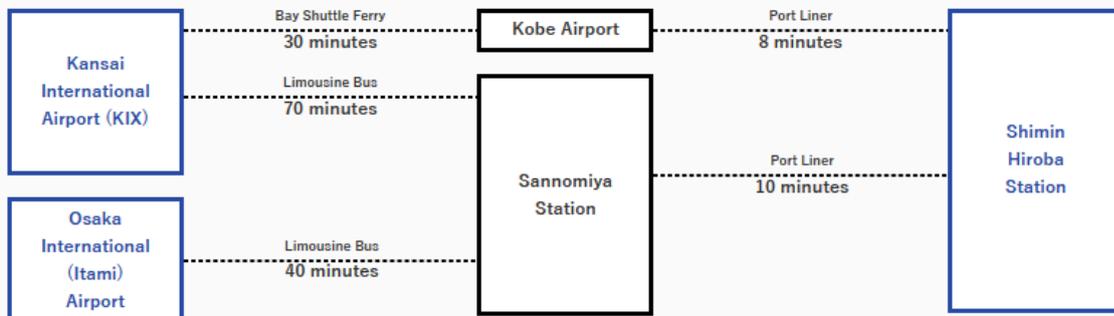
ACCESS TO THE VENUE

Kobe International Exhibition Center No.3

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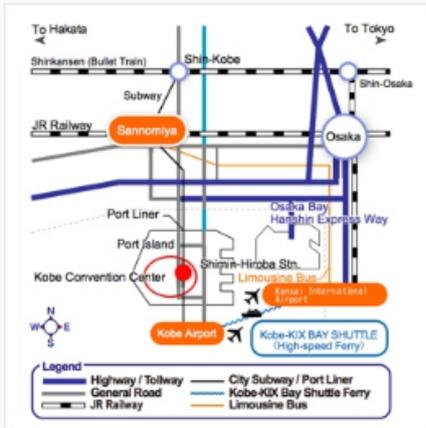
By airplane



By Shinkansen



Access Map



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