

SPONSORSHIP & EXHIBITION OPPORTUNITIES

25th International Congress
on Sound and Vibration
(www.icsv25.org)

1. About the Congress and the Venue

The Anniversary 25th International Congress on Sound and Vibration (ICSV25) will be held in Hiroshima, Japan, 8 to 12 July 2018. The ICSV25 is expected to be one of the largest congresses in the world in the fields of acoustics, noise and vibration, with more than 800 participants from over 60 countries. Therefore, it will be a major opportunity for you to present your latest scientific and experimental results, advertise your company and products, and learn about the most advanced theories, technologies and applications.

The venue of ICSV25 is the *Grand Prince Hotel Hiroshima*, which is located just beside the Moto-Ujina Park on Hiroshima Bay, and surrounded by Seto Inland Sea National Park. The hotel is ideally located, being 15 minutes away by car from the centre of Hiroshima city. The 23-floor, triangular building allows for views of Hiroshima Bay from all 510 rooms, you could enjoy the scenery of the Seto Inland Sea. The hotel is also conveniently located for tourism; you can reach Miyajima, a World Heritage Site, in only 26 minutes by high-speed boat from Moto-Ujina Pier in front of the hotel. The City of Hiroshima faces the



sunny and scenic Seto Inland Sea decorated with numerous green coloured and pearl-like islands, and is surrounded by mountains which show off their seasonal beauties year around. Hiroshima is also famous as a city of water, having six rivers flowing through the city, which presents a unique charming point of the city. Hiroshima has grown into the largest city in the Chugoku region of west Japan after the devastating atomic bombing on Aug. 6, 1946. Now Hiroshima is a modern city of high-tech industries, tourisms, dietary and peace cultures.

2. Main institutions supporting the Congress

The ICSV25 is sponsored by the International Institute of Acoustics and Vibration (IIAV), the Prefectural University of Hiroshima, the Hiroshima City University, and the Kindai University. The ICSV25 is currently organized in cooperation with the Acoustical Society of Japan (ASJ) and the Institute of Noise Control Engineering of Japan (INCEJ).

ICSV25 is in the series of ICSV congresses organised by the International Institute of Acoustics and Vibration. IIAV is an international non-profit scientific society, having currently about 400 individual members in 60 countries and supported by 45 national and international scientific societies and organisations. The purpose of IIAV is to advance the science of acoustics and vibration by creating an international scientific society that is responsive to the needs of scientists and engineers in all countries whose primary interests are in the fields of acoustics and vibration. The Institute cooperates with scientific societies in all countries and with other international organizations with the aim of increasing information exchange by sponsoring, cosponsoring or supporting seminars, workshops, congresses and publishing journals, newsletters and other publications. The IIAV provides a refereed journal on paper, the International Journal of Acoustics and Vibration (IJAV), electronic newsletter and the International Sound and Vibration Digest (ISVD) for all members as part of their dues.

3. Local Organising Committee

The authorities of the Local Organising Committee (LOC) are:

General Chair:

Prof. Akira Ikuta
Prefectural University of Hiroshima
e-mail: ikuta@pu-hiroshima.ac.jp

Chair, ICSV25 Local Organising Committee:

Prof. Shunsuke Ishimitsu
Hiroshima City University
e-mail: ishimitsu@hiroshima-cu.ac.jp

Co-Chair, ICSV25 Local Organising Committee:

Prof. Yegui Xiao
Prefectural University of Hiroshima
e-mail: xiao@pu-hiroshima.ac.jp

ICSV25 Exhibition Manager

Michel Rosmolen
CEO, Geonose, Bangkok, Thailand
e-mail: michel@geonose.com

4. Sponsorship Opportunities

Main Sponsorship Opportunities

The ICSV25 provides excellent opportunities to promote your company by choosing one of three main sponsorship types:

- **Diamond Sponsor** – JPY 1,350,000 (Tax included)
- **Gold Sponsor** – JPY 720,000 (Tax included)
- **Silver Sponsor (max 5)** – JPY 520,000 (Tax included)

Sponsorship Application Deadline: 28 February 2018

Specified Sponsorship Opportunities

Additionally, the ICSV25 also provides other opportunities to promote your company during main social events accompanying the congress.

Itemised sponsorship

A fee of JPY 30,000 (Tax included) applies to all sponsorship items given below. Sponsoring company covers cost of items and production. Items supplied must include the ICSV25 logo and be approved before production.

Notepads (small note pads)
 Pens
 Lanyards
 Credit card Flashdrive for proceedings only
 Ceramic mugs
 Chocolate / sweets
 Staff T-shirts

Additional sponsorship (cost on request)

There is the opportunity to sponsor many other events taking place during the congress, for example, but not limited to:

Coffee breaks, 2 banners at the refreshment stations
 Opening Ceremony, sponsor the music at the Opening Ceremony
 Welcome Reception, sponsor the reception, display 2 banners at the venue
 Gala Dinner, Sponsor the drinks reception, display up to 3 banners at the venue
 Banners must stand independently and should not exceed the maximum size of 2x1m
 Leaflets in delegate bags (1,000), 1 A4 or 1 A3 folded leaflet for **JPY 130,000** (Tax included).

5. Benefits from Main Sponsorship types

Benefits of Sponsorship	Main Sponsorship type		
	Diamond	Gold	Silver
Verbal acknowledgement during the Opening and Closing Ceremony, and during the Congress Banquet	✓	✓	
The Company large format banner* (max 2 m ²) near the main registration area	✓		
The Company banner* (max 1 m ²) near the main registration area		✓	
The Company Logo** placed on the name badge of each congress delegate	✓		
The Company name and logo** advertised on the main projector screen at the beginning of all plenary sessions	✓		
The Company name and logo** advertised on the main projector screen at the beginning of all sessions except plenary sessions	✓	✓	✓
The Company banner* in the main Plenary room	✓		
The Company Logo** placed near the computers in the Internet Room	✓	✓	✓
Number of complimentary exhibition booths	2****	1****	1****
Priority of the booth location	1 st	2 nd	3 rd
Free Congress registration including admission to all sessions and exhibition, congress materials, coffee breaks and lunches, Welcome Reception, Congress Banquet	2	1	1
The Company Logo** with hyperlink on the official Congress Website	✓	✓	
The Company Logo** on the official Congress Website			✓
Opportunity to place promotional materials, up to the A4 format, double side***, in every participant satchel	10 pages	5 pages	2 pages
Company info and Logo** placed in the Book of Abstracts and the Congress Proceeding on CD-ROM or in USB memory.	✓	✓	✓

* Banner must be supplied by the sponsor

** Logo must be supplied by the sponsor as a computer file together with written permission of usage

*** Promotional materials must be supplied by the sponsor

**** Additional Booths can be ordered at normal rates.

6. Exhibition Opportunities

The Exhibition will be available to all congress participants and will open in the morning of July 9 and close in the evening of July 11.

The coffee breaks will be situated in the Exhibition area. Moreover, the exhibition area adjoins the scientific program auditorium, thus guaranteeing a high level of delegate visitation.

An exhibition opportunity is directed only to any company who has products, research or involvement in any areas of acoustics, noise and vibration.

Exhibition Application Deadline: 28 February 2018

Standard Exhibition Package Details and Prices:

The Organising Committee has prepared 19 booths.

The Standard Exhibition Package includes only one option:

Size	Fee
3 x 2 m	JPY 300,000 (Tax included)

Additional Exhibition Registration (admission to the exhibition area, lunches, and refreshments) is: JPY 18,000 (Tax included)

The exhibition booths equipment includes:

- shell scheme 2300mm high partition wall
- one table (1800mm x 600mm) & three chairs
- one electricity socket (100V, 60Hz)
- two LED spotlights
- free Wi-Fi
- company name board (H200mm x 2000mm, only text and no logo)

The Standard Exhibition Package includes also:

- two complementary exhibitor badges (exhibition admission, lunches, and refreshments)
- information in the Congress Program or in the Book of Abstracts including the company logo and address
- information on the Congress website including the company logo and hyperlink.

(The Logo must be supplied by the Exhibitor in a specified graphics format by 30 April 2018)

Exhibitors can also purchase additional full Congress Registration including all sessions and exhibition admission, congress materials, coffee breaks and lunches, admission to the Welcome Reception and Congress Banquet, at normal cost.

Schedule for Exhibition

1. Exhibition construction by the Organising Committee: 8 July 2018
2. Exhibitor installation by the Exhibitors: 9 July 2018 (early morning)
3. Exhibition period: 9 – 11 July 2018 (9 am – 6 pm)
4. Exhibition removal: 11 July 2018 (evening)

Payment procedure

We accept payments by:

- 1st payment (no less than 50 % of total participation fee)
with the **Exhibition Application Form**.
- 2nd payment (balance) – no later than 28 February 2018

Cancellation and Refund

- Cancellation before 28 February 2018 – 50 % of total participation fee refund.
- Cancellation after 28 February 2018 – no refund.

7. Terms and Conditions of Exhibition

§1 TERMS OF REFERENCE

1. In these terms and conditions for exhibiting, the term “Exhibitor” shall include all employees, partnership, firm or individual to whom space has been allocated for the purpose of exhibition.
2. In these terms and conditions for exhibiting, the term “Exhibition” shall mean exhibition taking place during the “25th International Congress on Sound and Vibration”, organised by the Local Organising Committee.
3. In these terms and conditions for exhibiting, the “Organiser” shall mean the “25th International Congress on Sound and Vibration” Local Organising Committee.

§2 BOOTH ALLOCATION

1. The Organiser shall allocate the space in accordance with the nature of the exhibit or in the manner the Organiser deems fit.
2. The Organiser shall reserve the right to change the space allocated to the Exhibitor at any time prior to the commencement of the build-up of the exhibition should the circumstances require changes. Such changes shall be at the discretion of the Organiser.
3. The Exhibitor shall not claim for compensation as a result of the changes including claim for changing of participation fee.

§3 APPLICATION AND PAYMENT PROCEDURES

1. Applications should be sent by e-mail to the Organiser along with a remittance slip (copy of a bank) paying for the initial 50% of the standard exhibition package fee of the variant of choice.
2. All payments must be made in Japanese currency (JPY)
3. Due to a limit in the number of exhibition booths, the booth allocation will be based on application order with the rule that the Main Sponsors have the priority to choose their booths.
4. The balance including optionally additional exhibition registration fees should be paid by no later than 28 February 2018.

§4 CANCELLATION

1. Cancellation will only be accepted under unavoidable circumstances.
2. In the case of cancelling the exhibition, Exhibitors should inform the Organiser in writing. The date of cancellation is the date of supplying the cancellation document in written form to the Organiser.
3. Charge for cancellation received prior to **28 February 2018** is 50% of total standard exhibition package fee of the variant of choice. If the payment was higher than 50% of standard exhibition package fee, the difference between payment amount and the amount resulting from 50% of standard exhibition package participation fee will be reimbursed to the Exhibitor indicated bank account. Charges for bank transfers are to be borne by the Exhibitor.
4. Any refunds for cancellation received after **28 February 2018** will not be accepted.

§5 INSTALLATION AND REMOVAL

1. The installation of the exhibits and booths must be completed in the early morning (before 9:00 am) of 9 July 2018.
2. The removal of the exhibits and booths must be completed by the end of the day of 11 July 2018.
3. Exhibitors shall indemnify the Organiser against any loss during installation and removal which may be caused by delay or damage to the Exhibition area.

§6 INSURANCE, SECURITY AND SAFETY

1. Exhibitors shall provide descriptions of their exhibits before the construction of the exhibits and ensure in writing compliance with regulations and restrictions on booth design and activity.
2. Exhibitors are required to subscribe to all risks insurance policy on all equipment and products during the Exhibition as well as during set-up and take-down. The Organiser shall not be held responsible for any loss, theft, or damage to any articles belonging to the Exhibitor.
3. Materials used in stand and display construction must be properly fireproof in accordance with the local fire and safety regulations.
4. The Organiser shall reserve the right to limit any constructions or demonstrations that pose as potential safety hazards.

§7 USE OF EXHIBIT SPACE

1. Exhibitors are bound to exhibit the announced products and to man the stands with competent personnel during the open hours of the Exhibition.
2. The Exhibition will be held from 9 July 2018 to 11 July 2018 and is open from 9 am to 6 pm.
3. Activities of the Exhibitor shall be confined within limits of the Exhibitor's booth.
4. The exhibit will be consistent with the theme of the Exhibition.

5. The Organiser reserves the right to close Exhibits which may detract from the general character of the Exhibition.

§8 RESTRICTION ON SELLING

1. It is agreed that the sole purpose for contracting exhibit space to display and/or demonstrate equipment, supplies and/or services. Any sales within the confines of the exhibit space are prohibited.

§9 LIABILITY

1. It is mutually agreed that the Organiser shall not be liable to the Exhibitors for any damage to and/or loss of the Exhibitor's property during Exhibition as well as installation and removal of the exhibits and booths.
2. The Organiser shall not be liable to the Exhibitors for any injuries to persons presenting or visiting Exhibitor's booth.
3. All claims for any such loss, damage, or injury, are expressly waived by the Exhibitors.

§10 BREACH OF CONTRACT AND WITHDRAWAL BY EXHIBITOR

1. In the event that the Exhibitor refuses to use all or part of the space allocated or the Exhibitor defaults on the payment, the Organiser shall have the right to terminate the contract.
2. In addition, the stand charges shall not be refunded.
3. If the Exhibitor withdraws from participation without the Organiser's approval, the already paid money by the Exhibitor shall not be refund.

§11 CHANGES

1. The Organiser reserves the right to change the venue and duration of the Exhibition, or to cancel the Exhibition if exceptional circumstances demand such changes.
2. In the event of a change of venue and/or date, or cancellation of the Exhibition, the Exhibitor shall not be entitled to any claim for compensation in connection with the booking for participation as well as predicted profits.

§12 SUPPLEMENTARY AND ARBITRATION OF DISPUTES

1. When necessary, the Organizer shall have the right to issue supplementary regulations in addition to those in the TERMS AND CONDITIONS.
2. Additional regulations shall be binding on the Exhibitors in the moment of supplying them to the Exhibitors in written form.
3. Any dispute, difference or question arising hereafter between the Organiser and the Exhibitor concerning the true construction of these TERMS AND CONDITIONS or the rights and liabilities of the parties thereto shall be settled by the appropriate Japanese Court.