



ICASSP 2012

IEEE International Conference on Acoustics, Speech, and Signal Processing



March 25 - 30, 2012

Kyoto International Conference Center

Exhibition Manual

Exhibition Outline

[Title]

ICASSP 2012

[Exhibition hours]

Tuesday, March 27, 2012, Hours 9:30 to 18:30 (tentative)

Wednesday, March 28, 2012, Hours 09:30 to 18:30 (tentative)

Thursday, March 29, 2012, Hours 09:30 to 18:30 (tentative)

Management

In the event of acts of God like natural disasters, the congress organizer, the congress secretariat, and all other service providers will not be liable for failure to hold the exhibit or damages to any property.

The Kyoto International Conference Center will be locked after daily congress hours. However, neither the organizer nor all other service providers is responsible for any loss or damage to exhibitor property. Exhibitors should not leave valuable materials and equipment unprotected, and adequate insurance coverage of exhibits is recommended.

All exhibitors please stop by the Exhibitors Reception Desk of Annex Hall.

Exhibition Hall Information



Construction and scale

Reinforced concrete

Hall: 1,500m²

Lobby: 1000m²

Floor load capacity

300kg/m²

Ceiling height

Highest point: 10m

Loading entrances

Width: 3m / Height: 3.3m

Electrical facilities

Ceiling lighting: 500 Lx

Contact Person

[Exhibits Manager]

Ms. Della D. Smith

Conference Management Services

Tel :979-846-6800

E-Mail:dsmith@cmsworldwide.com

[Official Shipping Agent]

Mr. Yoshinori Ezoe

KSA International Inc.

13 mibu Takahi-cho, Nakagyo-ku, Kyoto, 604-8824 Japan.

Tel :+81(0)75-802-1371

Fax:+81(0)75-811-6906

E-Mail:ezoe.yoshinori@ksa.co.jp

[Official Exhibition Contractor]

Mr. Akihiko Tanimura

Kosugi Co., Ltd. (ICC Kyoto Office)

Kyoto International Conference Center,

Takaragaike, Sakyo-ku, Kyoto 606-0001 Japan.

Fax:+81(0)75-705-1281

E-Mail:tanimura@kosugi-ltd.co.jp or kosugh@icckkyoto.ne.jp

[Official Catering Service]

Mr. Ryoji Imae

Kyoto International Conference Center Restaurant

Kyoto International Conference Center,

Takaragaike, Sakyo-ku, Kyoto 606-0001 Japan.

Tel :+81(0)75-705-1260

Fax:+81(0)75-791-3880

E-Mail:imae@kich-d.co.jp

Time to Buildup / Breakdown

[Registration for Exhibitors, carry-in and Set-up of exhibitors display materials]
Monday, March 26, 2012, Hours 13:00 to 17:00

[Display removal by Exhibitors]
Thursday, March 29, 2012, Hours 18:30 to 21:00

Please refer to the attached sheet for the designated loading/unloading route.

Please be sure to use the designated entrance.

Time for installation and dismantlement are to be strictly adhered.

Installation and/or dismantlement of exhibits during the conference period is not allowed.

Exhibitors must contact the secretariat if they cannot avoid doing so.

The size of the loading/unloading entrance to Annex Hall carry-in entrance is **W3.0xH3.3m**.

The stop for loading/unloading of goods should not be for an extended period of time.

Vehicles should be moved immediately after the loading/unloading of goods.

Courier [Domestic]

At the time of sending exhibits through courier service,
please be sure to specify the delivery time

Monday, March 26, 2012, Hours 13:00 to 17:00 on the invoice.

We will not sign the invoice to receive and/or store any exhibits delivered by
courier service besides the designated time.

A member of the exhibiting team should be stationed at the booth to receive items
sent by courier service during the installation.

Exhibits should be sent with the invoice as below.

Delivery Address: Takaragaike, Sakyo-ku, Kyoto Japan 606-001
Kyoto International Conference Center
Phone: +81-75-705-1234 FAX: +81-75-705-1100

When you ship your exhibit materials please label them as follows:

Conference Name: ICASSP 2012

Site: Annex Hall

Booth Number: _____

Display Company Name: _____

Name of Person in Charge: _____

Courier [Overseas]

Please contact KSA International Inc. (Official Shipping Agent)

For international shipping, you may contact KSA INTERNATIONAL, INC.

If you would like to use another company for this service, please contact them personally.

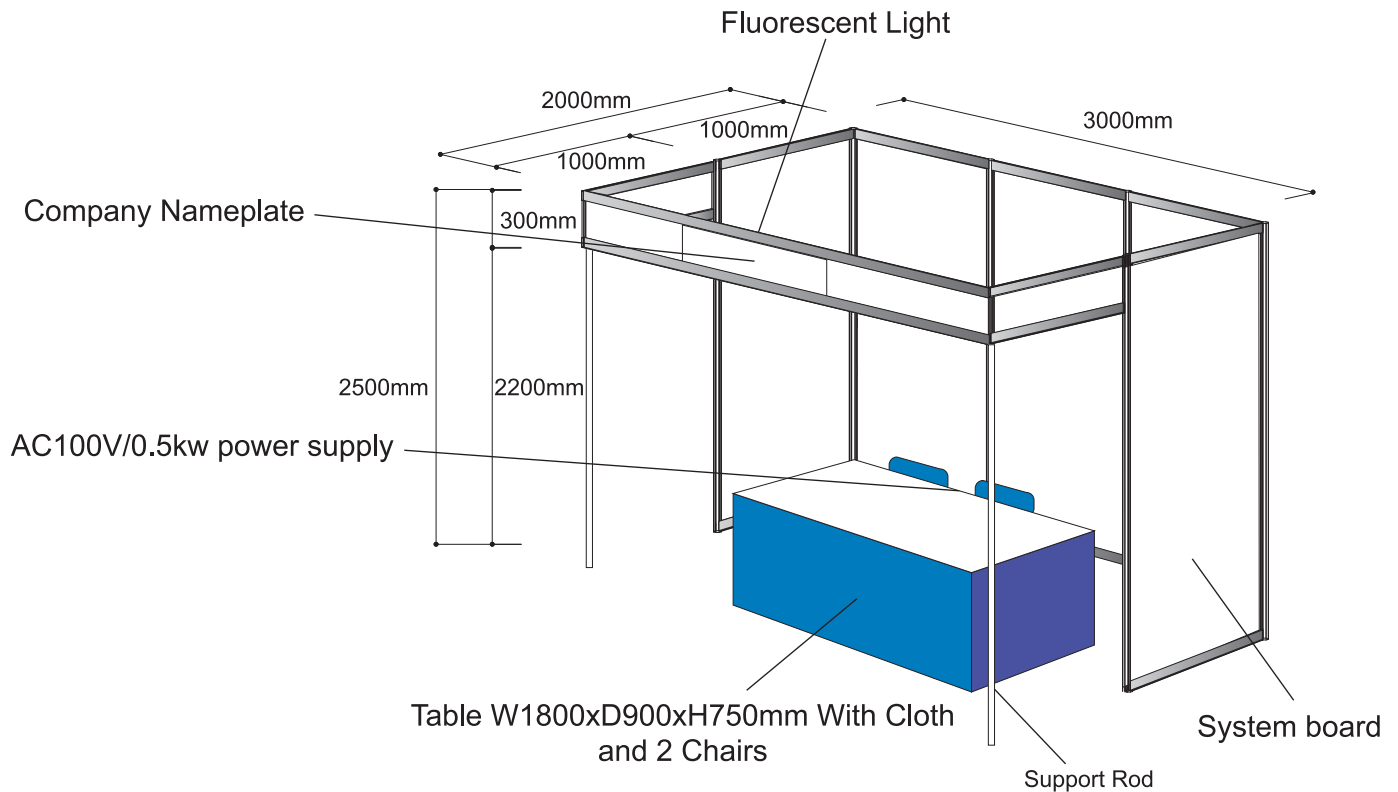
If you have items that require customs clearance, the Kyoto International Conference Center
will not deal with those matters.

Exhibitors must make their own customs arrangements either through KSA or their own vendor.

Standard Exhibition Booth

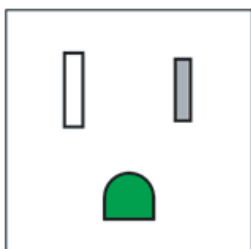
[Standard Exhibition Booth]

W3000xD2000xH2500mm **Height Limit : 2500mm(2.5m)**



Standard Booth Include

- *System board
- *Company name plate
- *Fluorescent Light
- *1 Table and 2 Chairs
- *AC100V 60Hz/0.5kw power supply (Type of sockets (JIS C 8303))



JIS C 8303

If you need any other rental items, please complete and return the application forms.

Catering Services

No food and beverages shall be brought into the Kyoto International Conference Center. Exhibitors wishing to serve any food or beverages from assigned exhibits space must contact the Kyoto International Conference Center Restaurant in advance

[Official Catering Service]

Mr. Ryoji Imae
Kyoto International Conference Center Restaurant
Kyoto International Conference Center,
Takaragaike, Sakyo-ku, Kyoto 606-0001 Japan.

Tel :+81(0)75-705-1260

Fax:+81(0)75-791-3880

E-Mail:imae@kich-d.co.jp

Internet Access, Other Rental Items

Please fill in and send the appropriate forms, if you need.

- Internet Access Order Form
- Other Rental Items Order Form

Stock Space

Please keep the display items inside the display booth.

Please keep your valuables safe.

You can put boxes for the exhibition in the booth or bring them back.

Waste Disposal

Exhibitors are responsible for taking away all exhibition waste, boxes, and used materials after the conference.

General Regulations

No one is allowed to use the entrance at the Annex Hall during the conference. All participants including exhibitors are requested to use the main entrance to the conference center.

Exhibitors are liable for repair costs for any damage caused to the Kyoto International Conference Center property, and no material and/or matter of any kind be posted on, tacked, nailed, screwed and attached to the facilities and furnishings.

Use of products causing fire (including open flames) is prohibited.

Dangerous materials and products (e.g., propane gas, chemical cylinders, firearms, oil, radioactive substances, etc.) are not allowed to be brought in. No animals, dead or alive, are allowed to the exhibition site.

When bringing in an object that exceeds 100kg, the exhibitor is asked to notify the Kosugi Co., Ltd. in advance. The floor needs to be covered with plywood for protection from the entrance to the exhibit space.

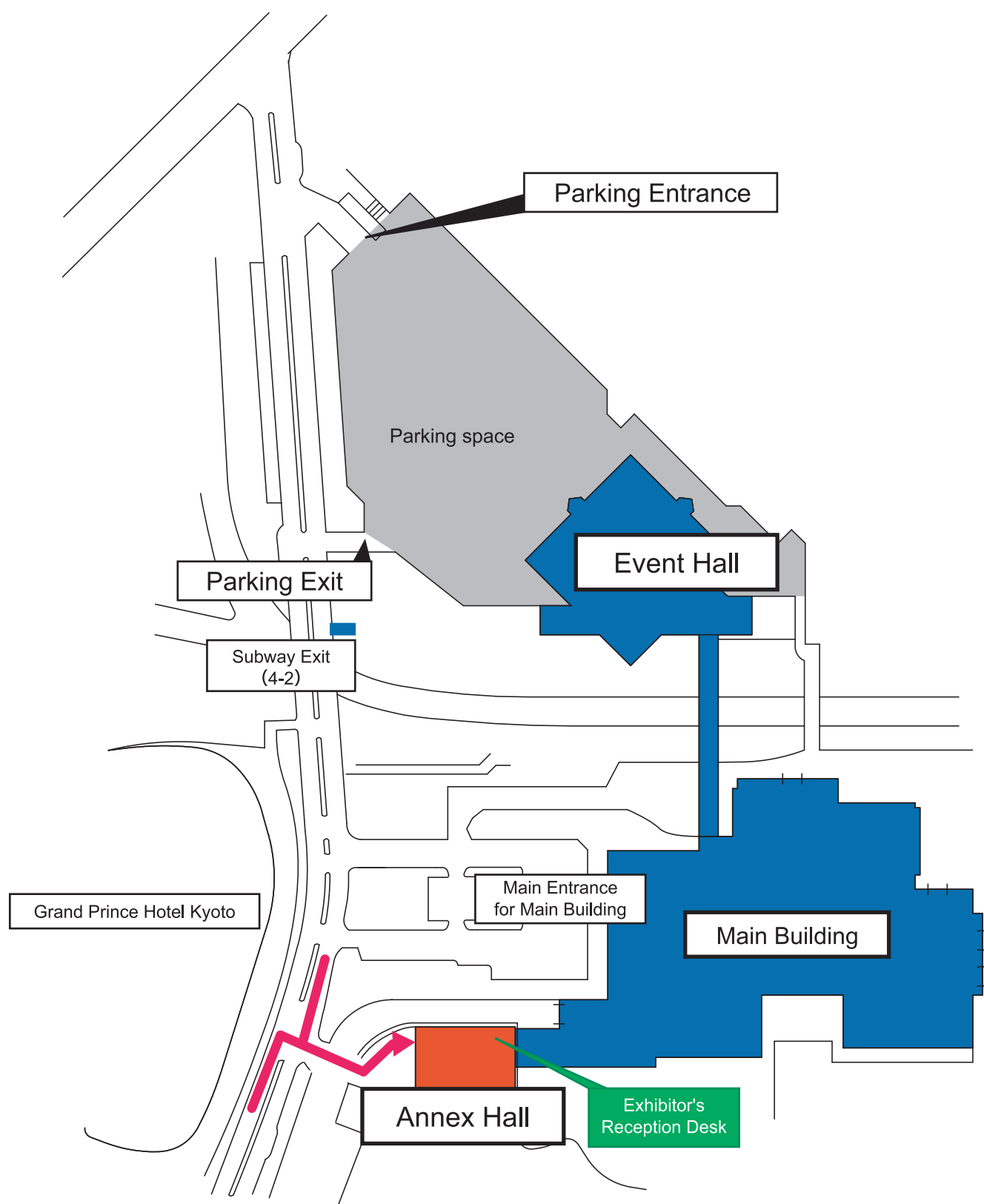
The floor needs to be covered for protection with plywood before laying a carpet.

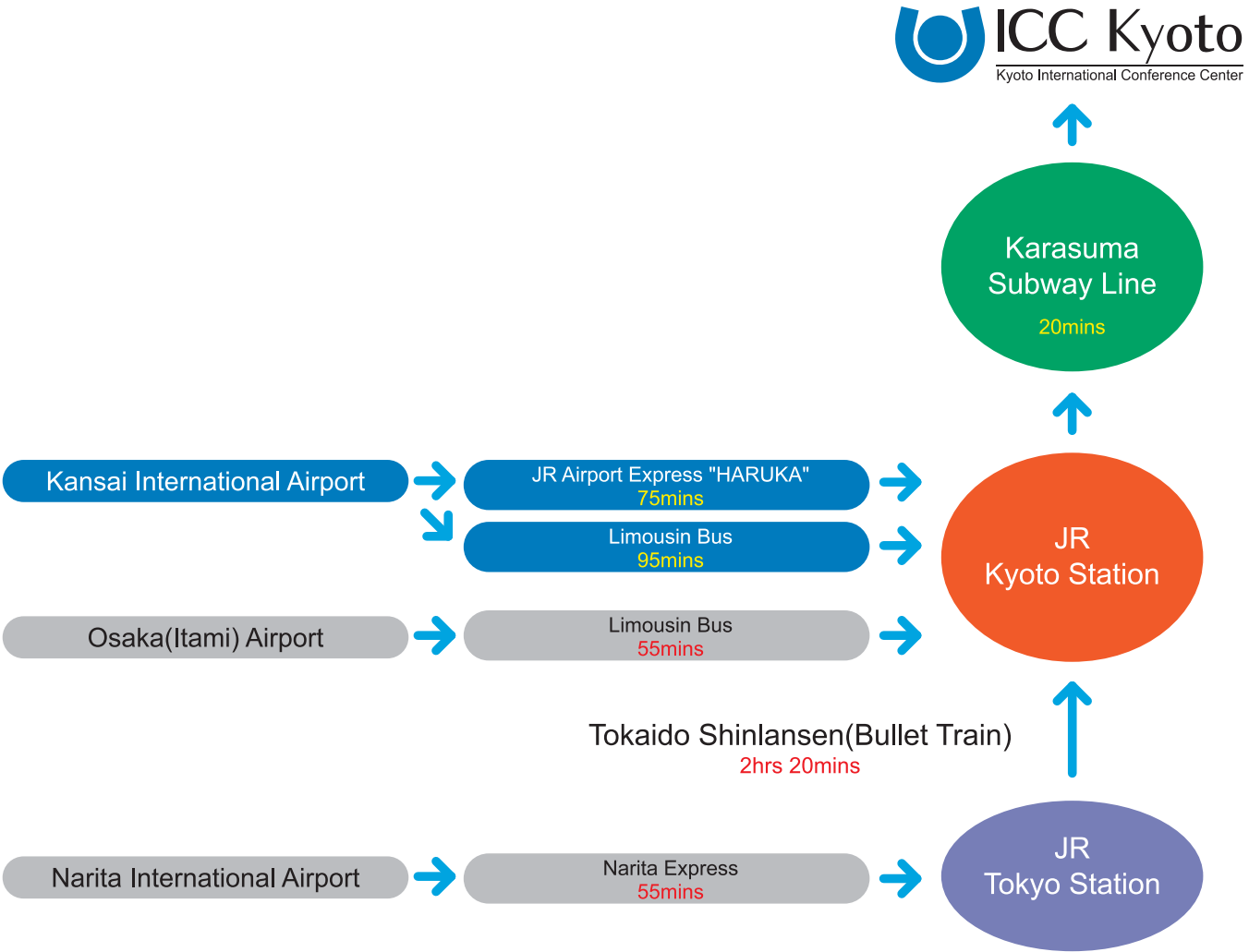
Sound systems must be kept at a reasonable level, and must not interfere with other exhibitor's.

Using a crane track is prohibited. Exhibitor's are asked to notify Kosugi Co., Ltd. in advance when planning to use one.

Smoking in the Kyoto International Conference Center is prohibited. Smoking is permitted only in the designated area with ashtrays.

Way to the carry-in entrance of the Annex Hall







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IEEE Signal Processing Society

Order Form for Electrical Power Supply(Additional)

If you need additional request Electrical Power Supply

Company / Organization Name : Contact Person

Company Name			
Address			
TEL		FAX	
Contact Person			
E-Mail			

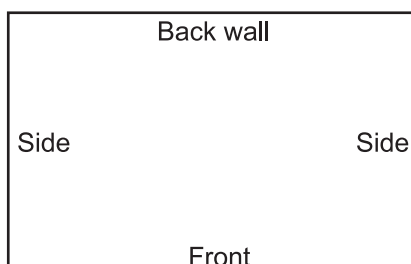
Power Outlet

AC100V 60Hz 0.5kw	6,300(JPY)	W
AC200V 60Hz 0.5kw	12,600(JPY)	W

Other

Arm Spotlight	6,300(JPY)	unit
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Please attach the electrical work design diagram specifying the preferable location of the power supply.



- *The price above includes tax, haulage cost and setup cost.
- *Cost of construction work and power rate are included.
- *A bill will be sent by Kosugi Co., Ltd. After the conference or pay by a Credit card on-site. (VISA / MASTER / DC)

Deadline : March 12, 2012

[Submit to] Kosugi Co., Ltd. (Mr. Akihiko Tanimura / Mr. Tsunehiro Kumagai)

FAX : +81-75-705-1281

E-mail : tanimura@kosugi-ltd.co.jp or kosugh@icckyo.to.ne.jp



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Order Form for Audio-visual Apparatus

Company / Organization Name : Contact Person

Company Name			
Address			
TEL		FAX	
Contact Person			
E-Mail			

Items

Item	Price	Qty.
Laptop PC(English) 15 inch/Windows 7 (include MS Office 2007)	31,500(JPY)	
Desktop PC with 17 inch LCD(English)/ Windows 7(include MS Office 2007)	26,250(JPY)	
Anti-virus Software	2,100(JPY)	
LCD Display 32 inch (with speaker, stand)	63,000(JPY)	
LCD Display 42 inch (with speaker, stand)	126,000(JPY)	
DVD Player	18,900(JPY)	

*The price above includes tax, haulage cost and setup cost.

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IEEE Signal Processing Society

Order Form for Internet Access

Company / Organization Name : Contact Person

Company Name			
Address			
TEL		FAX	
Contact Person			
E-Mail			

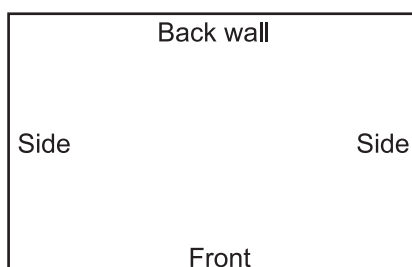
Items

Item	Price	Qty.
Internet connection (LAN cable)	31,500(JPY)	
Additional connection with HUB	10,500(JPY)	

It is the sole responsibility of the exhibitor to have the virus protection software installed on one' s computer.

The safekeeping of the computer is also the responsibility of the exhibitor.

Please attach the design diagram specifying the preferable location of the cable.



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*A bill will be sent by Kosugi Co., Ltd. After the conference or pay by a Credit card on-site. (VISA / MASTER / DC)

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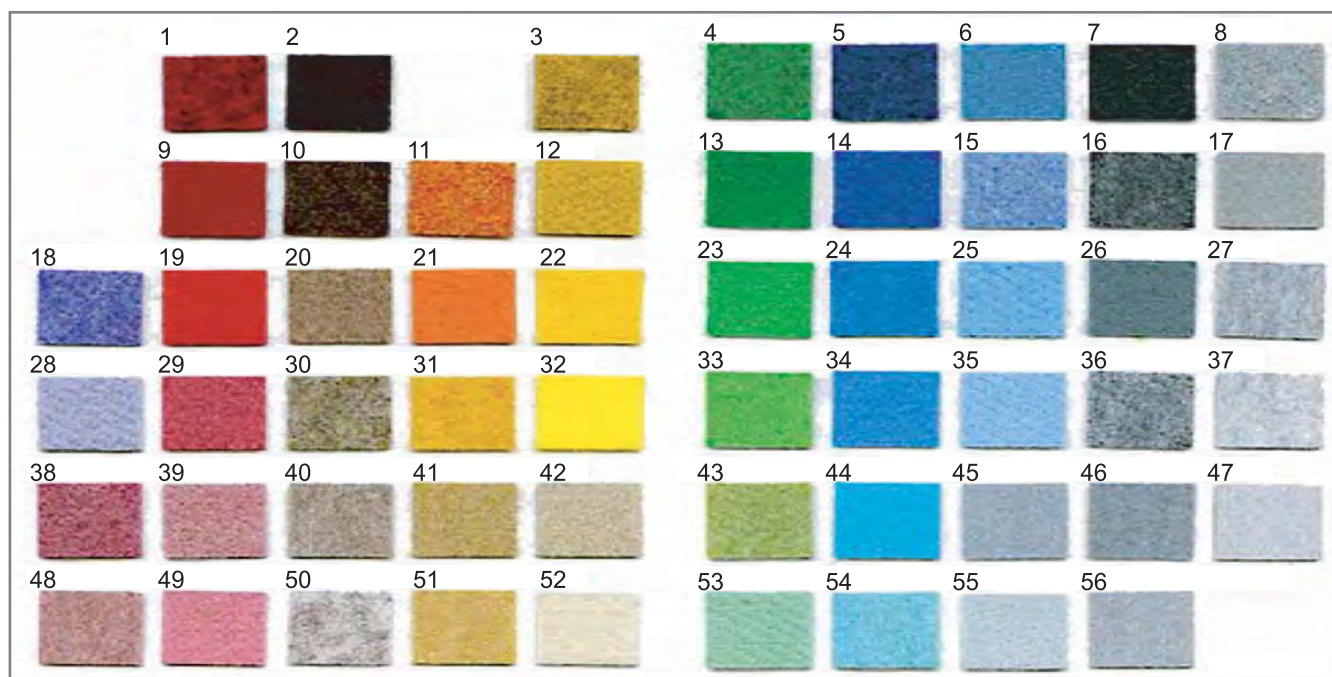
Order Form for Carpet

Company / Organization Name : Contact Person

Company Name			
Address			
TEL		FAX	
Contact Person			
E-Mail			

Items (Please check the color number.)

Item	Price	Qty.
Basic carpet(W3000xD2000mm)	16,800(JPY)	



*The price above includes tax, haulage cost and setup cost.

*A bill will be sent by Kosugi Co., Ltd. After the conference or pay by a Credit card on-site. (VISA / MASTER / DC)

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E-mail : tanimura@kosugi-ltd.co.jp or kosugh@icckyo.to.ne.jp



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IEEE Signal Processing Society

Order Form for Rental Furniture

Company / Organization Name : Contact Person

Company Name			
Address			
TEL		FAX	
Contact Person			
E-Mail			

Items **Please look at the Rental Furniture List.**

Item #		Price	Qty.

*The price above includes tax, haulage cost and setup cost.

*A bill will be sent by Kosugi Co., Ltd. After the conference
or pay by a Credit card on-site. (VISA / MASTER / DC)

Deadline : March 12, 2012

[Submit to] Kosugi Co., Ltd. (Mr. Akihiko Tanimura / Mr. Tsunehiro Kumagai)

FAX : +81-75-705-1281

E-mail : tanimura@kosugi-ltd.co.jp or kosugh@icckyo.to.ne.jp

Rental Furniture List

A-1 A-2 1 seater sofa 31,500(JPY)
W760xD700xSH440xH670
A-1



A-2



A-3 Café Chair 4,200(JPY)
W460xD470xSH440xH730



A-4 A-5 A-6 Café chair 5,250(JPY)
W500xD520xSH440xH780
A-4



A-5



A-6



A-8 A-9 Café chair 2,625(JPY)
W460xD555*SH430*H670
A-8



A-9



A-10 A-11 Café chair 4,725(JPY)
W510xD520xSH420H680
A-10



A-11



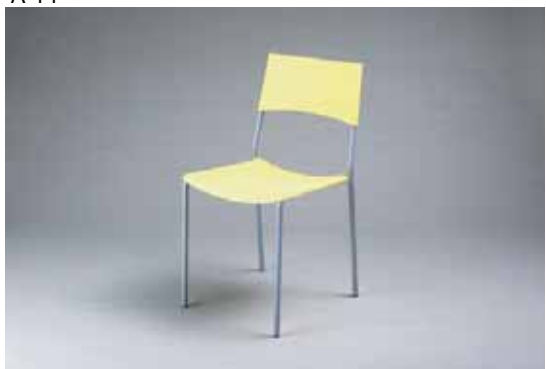
A-12 A-13 A-14 Café chair 4,200(JPY)
W450xD515xSH455xH840
A-12



A-13



A-14



A-15 Pipe char 525(JPY)
W450xD420xSH430xH780



A-16 Stacking chair 2,625(JPY)
W460xD500xSH420xH740



A-17 Café chair 4,725(JPY)
W560xD485xSH430xH795



A-18•19•20•21•22 Bar chair 2,625(JPY)
W385xD370
SH450/500/600/700/750



A-23•24•25•26•27 Bar chair 2,625(JPY)
W385xD370
SH450/500/600/700/750



A-28•29•30•31•32 Bar chair 2,625(JPY)
350φ
SH450/500/600/700/750



A-33•34•35•36•37 Bar chair 2,625(JPY)
350φ
SH450/500/600/700/750



A-38 A-39 Counter chair 6,825(JPY)
W390xD500xSH750xH900
A-38



A-39



A-42 A-43 Counter chair 6,825(JPY)
W410xD410xSH720xH920
A-42



A-43



A-44 Counter chair 4,200(JPY)
W460xD480xSH740xH950



A-45 Counter chair 8,925(JPY)
W435xD425xSH600~750xH800~950



A-46 A-47 Office stool 4,725(JPY)
W650xD650xSH510~690xH630~810
A-46



A-47



B-1 B-2 B-3 B-4 B-5 Round table 6,825(JPY)
750φxH700
B-1



B-2



B-3



B-4



B-5 B-6 B-7 B-8 Center table 5,250(JPY)
D500x W500 x H700
B-5



B-6



B-7



B-8



B-9 B-10 Center table 6,825(JPY)
D700xW700xH700
B-9



B-10



B-11 Round counter table 10,500(JPY)
600φ*H1000



B-12 B-13 B-14 B-15 Round counter table 6,825(JPY)
600φxH1000
B-12



B-13



B-14



B-15



B-16 Round counter table 10,500(JPY)
600xH1000



B-17 B-18 Counter high table 7,875(JPY)
W1260xD530xH860
B-17



B-18



B-19 B-20 B-21 B-22 Counter high table 7,875(JPY)
W1200xD505xH1000
B-19



B-21



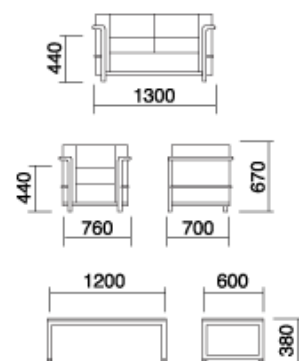
B-20



B-22



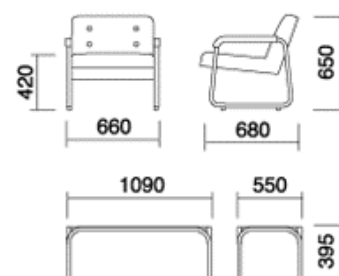
C-1 Sofa set 136,500(JPY)



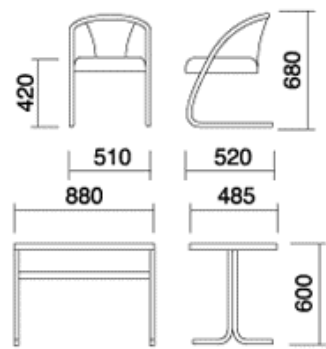
C-2



C-3 Sofa set 42,000(JPY)



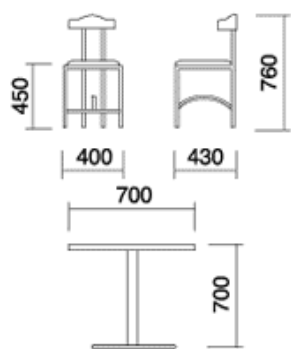
C-4 Meeting set 23,100(JPY)



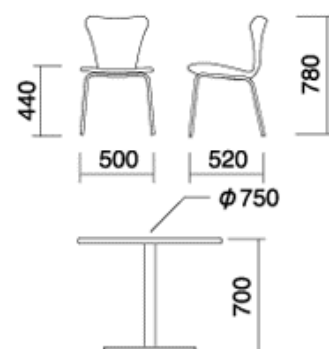
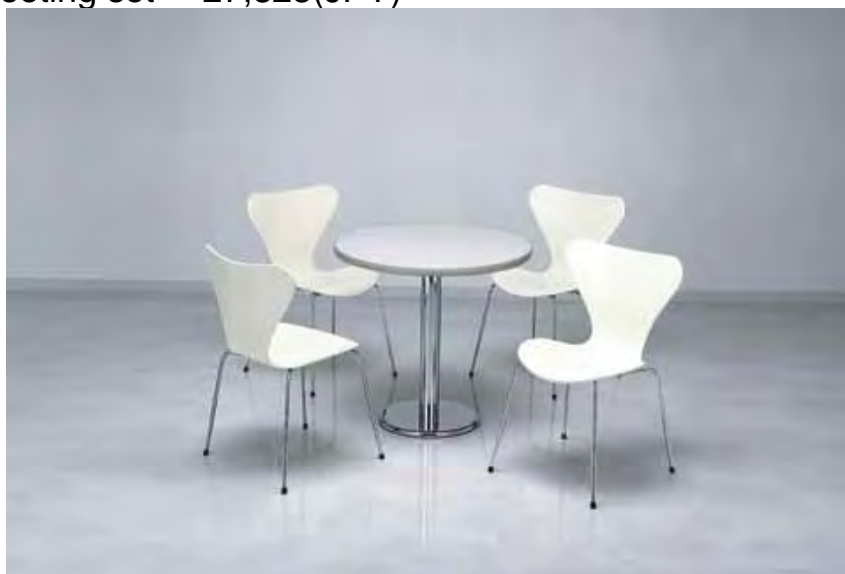
C-5



C-6 Meeting set 23,100(JPY)



C-7 Meeting set 27,825(JPY)



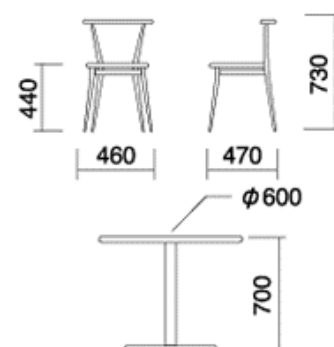
C-8



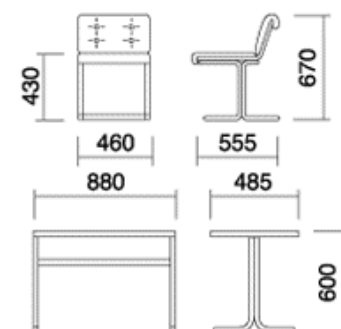
C-9



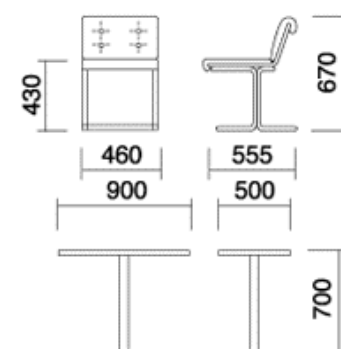
C-10 Meeting set 23,625(JPY)



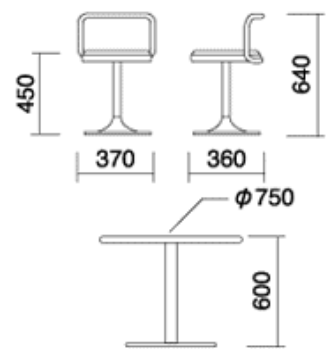
C-11 Meeting Set 12,600(JPY)



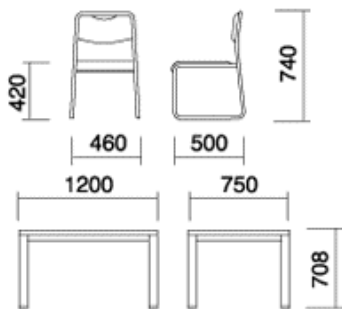
C-12 Meeting set 21,000(JPY)



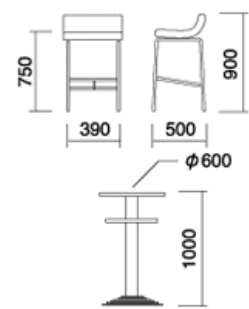
C-13 Meeting set 14,700(JPY)



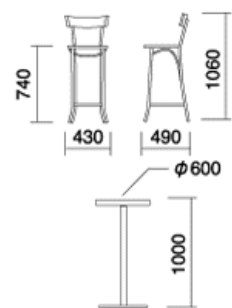
C-14 Meeting set 17,325(JPY)



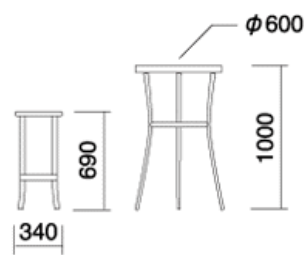
D-1 Counter high table set 37,800(JPY)



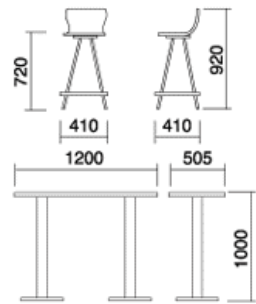
D-2 Counter high table set 27,300(JPY)



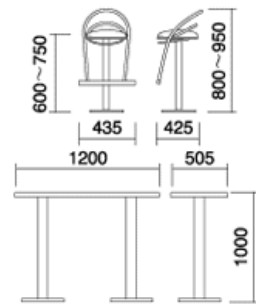
D-3 Counter high table set 27,300(JPY)



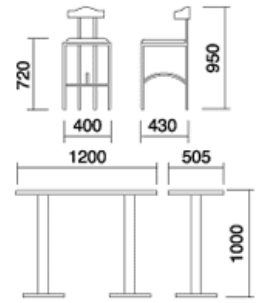
D-4 Counter high table set 35,175(JPY)



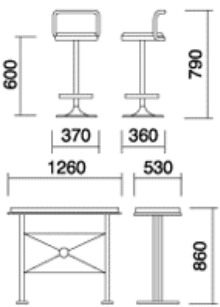
D-5 Counter high table set 43,575(JPY)



D-6 Counter high table set 24,675(JPY)



D-7 Counter high table set 18,375JPY)



E-1 Sign stand 5,250(JPY)
Panel Size : W510~800xH350~1100 t34



E-2 Sign Stand 2,100(JPY)
H1285



E-3,4 Easel 5,250(JPY)
Panel (Max H1200 t35)
E-3



E-4



E-5,6,7 Catalogue stand 5,250(JPY)
B4•12 layers/A4•12 layers/A4•6 layers



E-12 Catalogue stand 6,825(JPY)
A4(vertical) 5 layers(both side)



W460*D555*SH430*H670

E-13 9,450(JPY)
A4 (vertical)15 layers



E-14 2,625(JPY)
2 layers(free size)



E-15 3,675(JPY)
A4(vertical) 3 layers





This image shows a full page of blank graph paper. The grid consists of small, evenly spaced squares formed by thin gray lines. There are no margins, text, or other markings on the page.