

Exhibition Application Guidelines

1. Exhibition Venue

Kumamoto Castle Hall, 3rd Floor.

2. Eligible Exhibits

Medical devices, diagnostic equipment, pharmaceuticals, healthcare IT systems, software, publications, and related materials.

3. Exhibition Fee

Type : Standard Booth
Booth Size : W1800 × D900 × H2100 mm
Number of Available Booths : Up to 3 booths
Fee (incl. tax) : JPY 265,000 per booth

*Please note that the number of booths is limited. Applications will close once all spaces are filled.
**Confirmation of exhibition participation will be finalized only upon receipt of the exhibition fee.
If payment is not made by the specified deadline, the exhibition booth will not be reserved.
Please understand this in advance.***

4. Booth Specifications

Standard Booth : 1 booth = W1800 × D900 × H2100 mm

Includes : The following specifications are included in the exhibition fee.

- Back panel (system panel, white)
- Company name plate (white background, black lettering)
- Display table (W1800 × D900 × H700 mm) with white tablecloth
- Booth lighting (fluorescent light), Electricity Charges (including wiring and installation fees)

5. Exhibition Regulations

(1) Booth Allocation

Booth allocation will be determined by the Organizing Secretariat.

(2) Exhibits

Exhibits must fall within the categories listed above or be approved by the Organizing Secretariat.

Please contact the Secretariat regarding the display of items not yet approved under Japan's Pharmaceutical and Medical Device Act (formerly the Pharmaceutical Affairs Act).

(3) Sales Prohibition

On-site sales or delivery of exhibited items in exchange for cash are prohibited during the exhibition. Exceptions may be permitted with prior approval from the Secretariat.

(4) Management of Exhibits

Exhibitors are responsible for the management of their exhibits.

The organizer will not be liable for any loss or damage to exhibits due to theft, loss, natural disasters, or other unforeseen events, nor for any personal injuries occurring within the booth area.

(5) Changes to Venue, Dates, or Format

The organizer reserves the right to change the venue, exhibition dates, opening hours, or event format (e.g., from in-person to online) due to unavoidable circumstances.

Cancellations or refunds will not be accepted due to such changes, and no compensation will be provided for resulting damages.

(6) Restrictions

The maximum height of exhibits is 2.1 m.

Direct attachment or construction on the floor (e.g., using tape or anchors) is prohibited.

Exhibitors are responsible for any floor protection or covering required.

(7) Participation in the Main Conference

Exhibitors are not eligible to attend the academic sessions or related programs of the 2nd Asia-Pacific Pediatric Retina Association Meeting.

Those wishing to attend must register separately as participants.

However, booth personnel are permitted to enter the exhibition area only.

(8) Cancellation Policy

Cancellations after application submission will not be accepted.

Exhibition fees already paid are non-refundable under any circumstances.

(9) Exhibitor Manual

Further details regarding booth specifications, and related procedures will be provided later in the "Exhibitor Manual."

(10) Payment of Exhibition Fee

Upon the close of the application period, an invoice corresponding to the number of booths applied for will be issued. The invoice (in PDF format) will be sent via email.

Payment must be made to the designated bank account within one month from the date of issue.

Please note that all bank transfer and handling fees are the responsibility of the exhibitor.

6. Schedule (Tentative)

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|-------------------|---|
| Exhibition Period | July 24 (Fri) – 25 (Sat), 2026, 10:00–17:00 |
| Move-in | July 24 (Fri), 7:00–9:00 |
| Move-out | July 25 (Sat), Evening |

7. Application Deadline : **Friday, May 22, 2026**

8. Application Procedure

Please contact the Organizing Secretariat by email.

Include the following information in your message :

- **Company Name, Department**
- **Name of Contact Person**
- **Contact Email Address**
- **Number of Booths Requested (Min : 1)**
- **Items to be Exhibited**
- **Electricity Requirement (Yes / No)**
- **Other Comments or Requests (if any)**
- **A signed PDF confirming agreement to the exhibition terms and conditions is required.**

Please fill in the required information in the blanks, convert the form to a PDF, and attach it to your application email for submission.

I have read and agree to all terms and conditions and hereby apply for the corporate exhibition.

Company / Affiliation: _____

Name: _____

Date: _____