



EXHIBITOR HANDBOOK

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CONTACT

Organisateur :

advanced business events
10 rue de la Rochefoucauld CS 50300
92513 Boulogne-Billancourt Cedex – France
Tél : 01 41 86 41 60
Site Internet : <https://www.aeromartnagoya.com/index.php/en/>
E-mail : nagoya@advbe.com

Adresse :**Port Messe Nagoya**

2-2 Kinjo-futo, Nagoya-city, Aichi 455-0848

EVENT SCHEDULE & AGENDA

Wednesday, September 24th

9:00am – 5:00pm: Aeromart Nagoya Conference
8:00pm – 5:30pm: Access to exhibition hall (booth set-up)

Thursday, September 25th

7:30am – Opening of the front desk
9:00am – 12:25pm: BtoB meetings & workshops
12:25pm – 1:30pm: Lunch break
1:30pm – 5:30pm: BtoB meetings & workshops
6:30pm – 8:30pm: Cocktail reception

Friday, September 26th

8:00am – Opening of the front desk
9:00am – 12:25pm: BtoB meetings & workshops
12:25pm – 1:30pm: Lunch break
1:30pm – 5:00pm: BtoB meetings & workshops
5:00pm – 7:00pm: Closing

	Wednesday, September 24th	Thursday, September 25th	Friday, September 26th
Access to exhibition hall for booth set-up	8:00am-5:30pm	7:30am	
Cocktail reception		6:30pm - 8:30pm	
Move-out			5:00pm – 7:00pm

PREPARE YOUR ARRIVAL

Upon arrival at the venue, all participants must present their PRE-PRINTED BADGES at the entrance. They will be available to download from your online profile beginning from September 16th, 2025:

<https://meetings.nagoya.bciaerospace.com/2025/signup.php>

You will need to print your B2B meeting schedule, as only the event catalog, which includes the exhibition floor plan and the list of exhibitors, along with the conference program, will be provided at the front desk.

BOOTH SET-UP




Booth set up will be from 8:00am to 5:30pm on Wednesday, September 24th. For exhibitors unable to make it on Wednesday, it is recommended to arrive at the Exhibition Center at 7:30am on Thursday, September 25th to complete the set up and personalization of their booths.

Aeromart Nagoya offers hard walled booths. We strongly recommend you bring graphics to customize your space, or order personalized prints and fascia boards for a more professional appearance. Noisy machines or sound systems are not allowed. Additionally, ensure that all equipment and graphics fit within your booth dimensions. Please note that your booth includes only one electrical outlet.

BOOTH DETAILS

Depending on the package you have chosen, the following equipment is included (excluding the extra options). Each panel is 2500mm high and 990mm wide.

* Pictures are non-contractual

<p>Basic Package 6m² (3m x 2m)</p>		<ul style="list-style-type: none"> - Carpet - Hard walls, Spot light - 1 single-sided sign: exhibitor's name + booth number - 1 table + 3 chairs - 1 wastepaper basket - 1 electrical outlet of 500W
<p>UP-GRADED Basic Package 6m² (3m x 2m) with 3 personalized booth panels</p>		<ul style="list-style-type: none"> - Carpet - Hard walls, Spot light - 1 single-sided sign: exhibitor's name + booth number - 1 table + 3 chairs - 1 wastepaper basket - 1 electrical outlet of 500W <p>Data size detail : https://aeromartnagoya.com/images/2025/Packages/Basic_Deluxe_package_EN.pdf </p> <p>GRAPHICS TO BE PROVIDED before September 5, 2025 to bphanthi@advbe.com </p>
<p>Deluxe Package 12m² (6m x 2m)</p>		<ul style="list-style-type: none"> - Carpet - Hard walls, Spot light - 2 single-sided sign: exhibitor's name + booth number - 2 table + 6 chairs

<p>UP-GRADED Deluxe Package 12m² (6m x 2m) with 6 personalized booth panels</p>		<ul style="list-style-type: none"> - Carpet - Hard walls, 2 Spot light - 2 single-sided sign: exhibitor's name + booth number - 2 table + 6 chairs - 1 wastepaper basket -1 electrical outlet of 500W <p>Data size detail : https://aeromartnagoya.com/images/2025/Packages/Basic_Deluxe_package_EN.pdf</p> <p>GRAPHICS TO BE PROVIDED before September 5, 2025 to bphanthi@advbe.com</p>
<p>Customizable Premium Package 24m² (6m x 4m)</p>		<ul style="list-style-type: none"> - 5 Lighting - 1 high table, 4 high chairs - 1 meeting table + 4 chairs - 1 Counter with company logo - Storageroom - Carpet - 1 wastepaper basket -1 electrical outlet of 500W <p>Data size details : ①W950 300EUR: https://aeromartnagoya.com/images/2025/Packages/Premium_package_W950_EN.pdf ②W1800 500 EUR each for aisle side and booth side: https://aeromartnagoya.com/images/2025/Packages/Premium_package_W1800_EN.pdf ③W1200 400EUR each for front and back: https://aeromartnagoya.com/images/2025/Packages/Premium_package_W1200_EN.pdf</p> <p>GRAPHICS TO BE PROVIDED before September 5, 2025 to bphanthi@advbe.com</p>

BtoB Table size : **W1800xD600xH700**

Feel free to bring your own graphics to personalize your space. Please ensure you bring all the necessary materials to hang or attach them (chains, adhesives, etc), as drilling into the panels is strictly prohibited. Also, don't forget to bring an extension cord and power strip, as your booth includes only one outlet.

PERSONALIZED BOOTH PANEL

Your booth (Basic & Deluxe) is made of hard walls that can be customized with your own graphics, **consult the detail [HERE](#)**.

Provide us with your ready-to-print artwork in the correct format:

940mm x 2400mm

- Price: 350 EUR HT per panel

How to place an order?

You must order on the platform during your registration.

Once the form is completed, please send it by email to your ABE/BCI Aerospace contact, **copying Bao Phan Thi (bphanthi@advbe.com)**.

ALL ORDERS MUST BE SUBMITTED BY [AUGUST 29th, 2025](#).

YOUR GRAPHICS MUST BE SENT BY SEPTEMBER 5th, 2025 TO bphanthi@advbe.com

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.

☐ How to place an order:

Click this LINK:

■ Basic & Deluxe package :

https://aeromartnagoya.com/images/2025/downloads/Option_manual_Basic_Delux_EN.pdf

■ Premium package :

https://aeromartnagoya.com/images/2025/downloads/Option_manual_Premium_EN.pdf

■ Optional Equipment & Decoration Order Form

The Excel application form is available for download either from the attachment or via your online profile page.

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 to the contact below with the references of the furniture you need.

Contact:

DAIWA Co., Ltd. - Mr Kazuma SAKAI

TEL: +81 52 361 5561

Email: tenji@daiwa-web.co.jp

【Notice】

The application deadline for optional equipment and decoration will be **September 5**.

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 **September 12**.

LUNCH

There is no seated lunch organized by BCI Aerospace; however, there will be two food trucks selling lunch meals inside the venue.

Please refer to the following website for restaurants inside and near the venue.

<https://portmesse.com/en/sightseeing-en>

COCKTAIL RECEPTION

A reception, offered to all the participants, will be held on September 25th, at PORT MESSE NAGOYA CONVENTION HALL A from 06:30pm.

WIFI INTERNET

Wi-fi inside the exhibition hall will be provided for all participants throughout the duration of the event. The network name and WIFI password information will be provided on your badge.

COFFEE CORNER

A complimentary coffee corner is available every morning of September 25th and 26th.

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 Rosanna Quigley at rquigley@advbe.com or +44 (0)7341 647 941

SHIPPING

Be sure to have all your materials delivered from 9:00am on September 24th, 2025. Any earlier deliveries will not be handled. Ship them to the address below (don't forget to mention the name of the event "AEROMART NAGOYA 2025") and add your company name to the label:

« AEROMART NAGOYA 2025 +YOUR COMPANY NAME»

Port Messe Nagoya

2-2 Kinjo-futo, Nagoya-city, Aichi 455-0848

IMPORTANT: Each exhibitor is responsible for the transport of his material the reception and the forwarding of his packages. Port Messe Nagoya and ABE/BCI Aerospace decline all responsibility in the event of theft, loss, or damage to stored goods.

Materials delivery date: no earlier than **Wednesday, September 24th, 2025**

Materials pick-up date (mandatory): **Friday, September 26th, 2025** (end of the day)

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by 07.00pm on September 26th, 2025.

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 September 27th could be taken to a place the organizer deems appropriate at the participant cost and risk.

ACCESS TO THE VENUE

Port Messe Nagoya

2-2 Kinjo-futo, Nagoya-city, Aichi 455-0848

ACCESS:

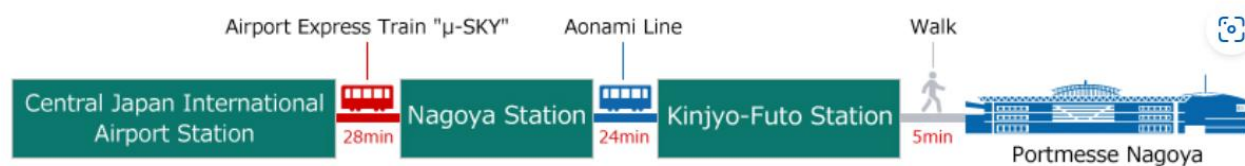
<https://portmesse.com/en/access-en>

Flights

From Chubu Centrair Airport:

Take a μ -SKY train from the airport to Nagoya station, then take a train of Aonami line from Nagoya station to Kinjo-Futo station.

From Airport



Train:

From Nagoya Station

Take a train of Aonami line from Nagoya station to Kinjo-Futo station.

From Nagoya Station



Car:

Parking information

https://portmesse.com/wp-content/uploads/parking_flyer.pdf

HOTELS



Revolugo is our official travel agency partner. They offer a wide choice of accommodation at specially negotiated rates! With our partner, you'll be guaranteed that your hotel reservation, data and personal information will be protected and secure.

If you would like to take advantage of the best offers, we invite you to book as soon as possible [HERE](#) !

Practical information: For further assistance with your accommodation search only, please contact our dedicated project manager: Email: reservations@revolugo.com / Phone: +33 1 80 06 62 88 (toll-free - 9am to 7pm).