

ENCLOSURE A

Osaka International Convention Center Guidelines for Use of Exhibition Facilities

1. Vehicles using the loading bay must not exceed 12.0 meters in length and 3.7 meters in height. Vehicles exceeding these dimensions will not fit in the loading bay.
2. Vehicles using the parking lots on Basement Levels 2 and 3 must not exceed 2.1 meters in height, and those using the automated parking area must not exceed 1.55 meters in height and 5.0 meters in length. Vehicles exceeding these dimensions will not fit in the parking spaces. The parking fee is ¥500 per hour.
3. Use of the 11 passenger elevators (A, B, and C) to transport goods is prohibited. Please use freight elevators E2, E3 and F1.

Elevator	Capacity (metric tons)	Width (mm)	Height (mm)	Depth (mm)
E2	3.0	2,250	3,000	5,000
E3	4.0	4,000	2,800	3,000
F1	4.5	2,750	2,500	6,200

4. Drivers are not permitted to leave their vehicles unattended at any time in the loading bay except in an emergency.
5. Goods must not be left unattended in the unloading area, on the loading bay platform, or around the freight elevators.
6. Goods, empty boxes, waste materials or any other items that create an obstruction must not be left in front of freight elevators E1-3 and F1 or around exits and stairways or in areas and doorways intended for emergency use.
7. Exhibition booths and goods, etc., must not be placed in front of areas and doorways linking emergency stairways.
8. Maintain an emergency exit route at least 1.6 meters wide in the Exhibition Hall. Maintain an exit route at least 0.6 meters wide between the walls of the Exhibition Hall and any panels being installed. Exhibits must not exceed 7.0 meters in height. Booth ceilings and structures such as two-storey booths are not permitted.

9. Carpet protection: If you wish to affix your carpet to the floor, first attach the carpet to plywood sheeting using Velcro (hook-and-loop tape) strips. Place the plywood over the existing carpet tiles on the Exhibition Hall floor.
10. Double-sided tape must not be applied directly to carpets or walls in the Exhibition Hall or the lobby. Where necessary, take steps to protect carpets from staining and damage in booths and in meeting and reception areas.
11. Use protective sheets when setting up panels, driving nails, mounting pictures, and the like. Do not carry out work in lobbies on any floor. If such work is unavoidable, use adequate sheeting and other protective materials. Promptly remove waste materials and garbage.
12. If hanging signs, etc., from movable or fixed battens in the Exhibition Hall, use protective materials to avoid winding wire directly around the battens.
13. It is strictly prohibited to use the lobbies on each floor as break areas for workers. However, the D core and F core lobbies on the third floor may be used as break areas. A designated smoking area is available in the plaza on the first floor.
14. If installing signs at the main entrance on the first floor, use the fixtures provided by the conference venue. You can place a big sign such as 900 x 1800 mm, only when you are using the whole facility of the Convention Center and there is no visitor for other meetings.
15. It is strictly prohibited to use nails or adhesive tape on any wall or floor surface.