

7th Biennial ISAKOS Congress

Osaka, Japan April 5–9, 2009

Exhibit Form A: Declaration of Regulatory Compliance

Fax this form to: Congress Corporation Attn: Masahiko Hagiwara (Mr.) Kohsai-kaikan Bldg, Kojimachi 5-1, Chiyoda-ku, Tokyo 102-8481, Japan E-mail: isakos09-exhibit@congre.co.jp Tel: +81-3-5216-5551 Fax: +81-3-5216-3115	*Required from all exhibitors
	Submission deadline: March 1, 2009
Company name:	Booth No:

I, _____ the legal representative of
(full corporate name) _____ (“The Company”)
at the registered office Address _____
Country _____
Phone _____ Fax _____
E-mail _____

HEREBY DECLARE

I shall assume personal responsibility for ensuring that the exhibition space to be rented by The Company shall comply with the Technical Regulations issued by the International Society of Arthroscopy, Knee Surgery and Orthopaedic Sports Medicine (ISAKOS) and Congress Corporation which I have received and read.

The Company hereby holds harmless from any and all liability the organizing body and third parties in any way involved in the event and renounces all claims and recourses against the organizing body and aforementioned third parties for any harm to persons or damage to the property of others in the event the Company fails to implement the provisions of the Technical Regulations.

The Company shall indemnify the above organizing body or third parties for any damages they suffer directly caused by any representative, employee, subcontractor or material of the Company.

I/The Company understands and acknowledges the information contained in the General Regulations and Technical Specifications issued by ISAKOS and Congress Corporation.

I/The Company understands and acknowledges the information described in the following sections: Damages, Insurance, Customs Requirements, Disputes

Stamp and Signature

Date

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Exhibit Form B: Insurance

Fax this form to: Congress Corporation Attn: Masahiko Hagiwara (Mr.) Kohsai-kaikan Bldg, Kojimachi 5-1, Chiyoda-ku, Tokyo 102-8481, Japan E-mail: isakos09-exhibit@congre.co.jp Tel.: +81-3-5216-5551 Fax: +81-3-5216-3115	*Required from all exhibitors
	Submission deadline: March 1, 2009
Company name:	Booth No:

I, _____ the legal representative of
(full corporate name) _____ (“The Company”)

at the registered office Address _____

Country _____

Phone _____ Fax _____

E-mail _____

HEREBY PROVIDES THE FOLLOWING INSURANCE COVERAGE AS EVIDENCED BY A CERTIFICATE OF INSURANCE:

COMMERCIAL GENERAL LIABILITY

\$1,000,000 Per Occurrence Limit
\$2,000,000 General Aggregate Limit
\$1,000,000 Advertising & Personal Injury Limit
\$1,000,000 Products / Completed Operations Limit

WORKERS COMPENSATION & EMPLOYER’S LIABILITY

International Voluntary Workers Compensation Coverage
Covering – All Employees
Employer’s Liability Limits of
\$1,000,000 Bodily Injury by Accident
\$1,000,000 Bodily Injury by Disease

PROPERTY COVERAGE

Covering Exhibits and All Other property owned by, leased to, or rented by the Exhibitor for All Risks of Physical Damage or Loss with full replacement cost valuation.

REQUIRED **ADDITIONAL INSURED** TO BE INCLUDED UNDER COMMERCIAL GENERAL LIABILITY POLICY AND SO NOTED IN THE CERTIFICATE OF INSURANCE:

International Society of Arthroscopy, Knee Surgery and Orthopaedic Sports Medicine
2678 Bishop Drive, Suite 250
San Ramon, CA 94583

CERTIFICATE MUST INDICATE COVERAGE APPLIES FOR 7TH BIENNIAL ISAKOS CONGRESS TO BE HELD IN OSAKA, JAPAN ON / ABOUT APRIL 5 – 9, 2009;

The certificate of insurance must be attached/enclosed to this form and submitted to ISAKOS office before March 1, 2009.

Stamp and Signature

Date

7th Biennial ISAKOS Congress

Osaka, Japan April 5-9, 2009

Exhibit Form D: Identification of Outfitters and Moving Vehicles

Fax this form to: Congress Corporation Attn: Masahiko Hagiwara (Mr.) Kohsai-kaikan Bldg, Kojimachi 5-1, Chiyoda-ku, Tokyo 102-8481, Japan E-mail: isakos09-exhibit@congre.co.jp Tel: +81-3-5216-5551 Fax: +81-3-5216-3115	*Required from all exhibitors Submission deadline: March 1, 2009
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Company name:	Booth No:
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• The following company below will be the outfitter for our booth.

Booth No.		Exhibitor	
Address			
Dept./ Section		Contact person	
		E-mail	
Tel.		Fax	

1. Exhibit details

	Details	Quantity	Quantity
Total			

2. Details of vehicles for move-in/out, including the exhibitor and outfitter

Make/model of vehicle	License plate No.
Total	

Notes:

Note: Vehicles not identified on this form will not be admitted to the premises.

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Osaka, Japan April 5-9, 2009

Exhibit Form E: ADSL Connection, Telephones and PC Rental

Fax this form to: Kissei Comtec Co., Ltd. Attn: Yusuke Mochizuki (Mr.) Hongo 1-24-1, Bunkyo-ku, Tokyo 113-0033, Japan Email: isakos@network.kcrent.jp Tel: +81-3-5843-0318 Fax: +81-3-5840-7407	Optional Submission deadline: March 1, 2009
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Company name:	Booth No:
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■ **Person in charge & billing address**

Booth No.		Exhibitor	
Address			
Dept./ Section	Contact person		
	E-mail		
Tel.	Fax		

■ **Please fill in necessary amount. If you need additional items, please contact us directly.**

Item	Price (w/tax)	Amount
ADSL Connection, incl. ISP charge, ADSL modem and router rental	JPY 52,500	
Analogue telephone line *Please indicate if you require a telephone handset.	JPY 31,500	
ISDN (INS64) line with DSU unit *Please prepare a TA for yourself.	JPY 36,750	
Lenovo notebook PC with MS Office 2007, Anti Virus software	JPY 21,000	
Canon laser printer LBP 3970 black and white	JPY 39,900	

We will prepare an invoice upon receiving your application. Payment is required by March 27, 2009. Failure to submit the payment will result in cancellation of your reservation.

■ **Please indicate (with an asterisk) the desired locations of the line(s) in your booth.**

Next Booth ()		Next Booth ()
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Front</div>		

7th Biennial ISAKOS Congress

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Form F-1: Electrical Work & Equipment Rental (1/4)

Fax this form to: Techno-i Co., Ltd. Attn: Yasuori Tanaka (Mr.), Hiroki Fujie (Mr.) Shimaya 3-10-34 , Konohana-ku Osaka 554-0024, Japan E-mail: Tel: +81-6-6468-3191 Fax: +81-6-6468-3271	Optional
	Submission deadline: March 1, 2009

Company name:	Booth No:
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■ Person in charge and billing address

Booth No.		Exhibitor	
Address			
Dept./ Section		Contact person	
		E-mail	
Tel.		Fax	

1. Do you require electrical work or rental equipment? (Check one.)

<input type="checkbox"/> Yes, as indicated below and on Exhibit Forms F-1 through F-4	<input type="checkbox"/> No.
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2. If you are sending the following forms, please tick an appropriate box.

- Order Form F-2: System Paneling and System Furniture
- Order Form F-3: Optional Rental Furniture
- Order Form F-4: Electricity and Rental Electrical Items

3. Use the following space to draw the desired position of electrical sockets & spot lighting.

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Form F-2: Electrical Work & Equipment Rental (2/4)

Order form for system paneling and system furniture

システムパネル・システム備品申込書

Submission
deadline:
March 1, 2009

提出期限：
2009年3月1日

Basic booth 基本ブース

No.	Basic booth 基本ブース	Details (㎡)	Unit price	Quantity	Amount (JPY)
SP-1	Floor plan for basic booth 1小間平面図		52,500		0
SP-2	Floor plan for basic two booths 2小間平面図		99,750		0

システム備品 System furniture

No.	System furniture システム備品	Details (㎡)	Unit price	Quantity	Amount (JPY)
SP-3	Info. counter 受付カウンター	495×990×1000h	18,900		0
SP-4	Info. counter 受付カウンター	495×990×750h	18,900		0
SP-5	Display counter 展示台	990×990×750h	18,900		0
SP-6	Display counter 展示台	990×700×750h	15,750		0
SP-7	Info. counter 受付カウンター	990×495×750h	12,600		0
SP-8	Display counter (double-tier counter) 展示台 (ヒナ段)	990×990×750/1000h	24,150		0
SP-9	Display counters SP-3~6 can be fitted with sliding door and lock. Please indicate which counter you would like to attach the door to.	SP3~6の展示に引き戸、鍵をつける 取り付ける展示台をご記入下さい。	5,250		0
SP-10	Display counter 展示台	495×990×1000h	9,450		0
SP-11	Display counter 展示台	495/990×495/990×750h	21,000		0
SP-12	Display counter (double-tier counter) 展示台 (ヒナ段)	990×580×300/600h	18,900		0
SP-13	Display counter (double-tier counter) 展示台 (白一カン型)	990×290×300h	10,500		0
SP-14	Display counter (cube) 展示台 (サイコロ)	300×300×300h	7,350		0
SP-15	Curved display counter 展示台 (R型)	990×990×750h (R)	18,900		0
SP-16	Dividing wall 追加仕切壁	990×2700h	10,500		0
SP-17	Lockable door 鍵付きドア	990×2700h	26,250		0
SP-18	Curtain カーテン	990×2700h	18,900		0
SP-19	Flat shelf (1m) 平棚 1m	300×1000	3,675		0
SP-20	Sloped shelf 傾斜棚	300×1000	8,400		0
SP-21	Mesh panel (L) メッシュパネル (大)	900×900h	9,450		0
SP-22	Mesh panel (S) メッシュパネル (小)	900×450h	8,400		0
SP-23	Mesh hook メッシュ用フック		210		0
SP-24	Chain & hook (2pcs./set) チェーンフック (2本/1組)		630		0
SP-25	Panel holder (4pcs./set) パネルホルダー (4個/組)		4,200		0
SP-26	Velcro tape (4pcs./set) マジックテープ (4枚/組)		525		0
SP-27	Cobred wall panels 壁紙色替え	1 booth/1小間 2 booth/2小間 3 booth/3小間	47,250 63,000 78,750		0
	Cobr 色	No./品番			
SP-28	Punch carpet パンチカーペット	1 booth/1小間	28,350		0
	Cobr 色	No./品番			

Layout suggestions 組み合わせ施工例

No.	Layout suggestions 組み合わせ施工例	Details (㎡)	Unit price	Quantity	Amount (JPY)
SP-29	Techno-recommendation 1 テクノアイご提案ブース 1		219,450		0
SP-30	Techno-recommendation 2 テクノアイご提案ブース 2		187,950		0
SP-31	Techno-recommendation 3 テクノアイご提案ブース 3		171,675		0

SubTotal 小計

0

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Form F-3: Electrical Work & Equipment Rental (3/4)

Order form for optional rental furniture オプションレンタル備品申込書

Submission
deadline:
March 1, 2009

提出期限：
2009年3月1日

Rental furniture レンタル備品					
No.	Rental furniture レンタル備品	Details (寸)	Unit price	Quantity	Amount (JPY)
R-1	Meeting room set 商談セット	One table & 4 chairs	14,700		0
R-2	Meeting room set 商談セット	One table & 4 chairs	18,900		0
R-3	Rectangular table (wood grain) 長テーブル (木目)	1800×450×700h	3,675		0
R-4	Rectangular table (white) 長テーブル (白)	1800×600×700h	578		0
R-5	Tablecloth テーブルクロス		1,260		0
R-6	Round table 丸テーブル	750Φ	5,250		0
R-7	Folding chair パイプイス		420		0
R-8a	Bar stool ハイチェア	400h	4,200		0
R-8b	Bar stool ハイチェア	700h	4,200		0
R-9	Single coat hanger rack シングルハンガースタンド	900×1000~1700h	3,150		0
R-10	Hanger ハンガー		368		0
R-11	Adjustable mannequin (male) 自在マネキン (紳士)		8,400		0
	Adjustable mannequin (female) 自在マネキン (婦人)		8,400		0
	Adjustable mannequin (child) 自在マネキン (子供)		8,400		0
R-12	Graphic panel stand 写真パネルスタンド	475×450×1125~1773h	8,400		0
R-13	Catalog stand (A4 size) カタログスタンド (A4用)	450×1243h	7,350		0
R-14	Locker ロッカー	900×515×1790h	9,450		0
R-15	Storage shelves 倉庫用スチールラック	900×300×1800h	7,350		0
R-16	Name card holder 貴名箱		2,625		0
R-17	Waste basket ゴミ箱		840		0
R-18	Fire extinguisher 消火器		2,625		0
R-19	Plant (L) 植木 (大)	About 1500h	5,250~		Separate estimate
R-20	Plant (S) 植木 (小)	About 300h	3,150~		Separate estimate
R-21	Flower vase 花鉢	About 300h	4,200~		Separate estimate
R-22	*Showcase (shaukasten) *シャウカステン	1500×500×1885h	84,000		0
R-23	*Glass showcase with fluorescent lighting *ガラスケース 蛍光灯	1500×500×940h	19,950		0
R-24	*Refrigerator 120L *冷蔵庫 120L	600×600×950h	18,900		0
R-25	*Refrigerator 70L *冷蔵庫 70L	460×520×1160h	14,175		0
R-26	*Coffee machine *コーヒーメーカー	450×490×820h	15,750		0
R-27	Coffee set (for 200 cups) コーヒーセット (200杯分)		42,000		0
R-28	*PDP monitor *PDPモニター	42"~	110,250~		Separate estimate
	*LCD monitor *LCDモニター	15"~	19,950~		Separate estimate
R-29	*PDP LCD stand *PDP LCDスタンド	890×600×1980h	13,230~		Separate estimate
R-30	*NTSC video deck *NTSC ビデオデッキ	270×352×130h	15,750		0
R-31	*Videoplayer DVD *DVD プレイヤー	420×283×55h	21,000		0
R-32	TV & video rack ラクサー (TV、ビデオ用)	800×600×1200h	5,250		0
R-33	*Video projector *プロジェクター	1500 ANSI lm ~	66,150~		Separate estimate
R-34	Stand screen M2×2 スタンドスクリーン		14,700		0

*コンセント別途

*Power outlets not included.

SubTotal 小計 0

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Form F-4: Electrical Work & Equipment Rental (4/4)

Order form for electricity and rental of electrical items

電力・電気照明備品申込書

Submission
deadline:
March 1, 2009

提出期限：
2009年3月1日

(A) Main wiring 幹線工事

No.	Main wiring 幹線工事	Unit price JPY	Quantity	Amount (JPY)
PW-1	Under 1.0 KW 1.0 KW 以下	10,500		0
PW-2	1.01~2.0 KW	21,000		0
PW-3	2.01~3.0 KW	31,500		0
PW-4	3.01~4.0 KW	42,000		0
PW-5	4.01 KW -per 1.0 KW 1kwあたり 4.0 kw以上) 10,500/KW	10,500		0

(B) Branch circuit construction 回路工事

No.	Branch circuit construction 回路工事	Unit price JPY	Quantity	Amount (JPY)
BC-1	1.5~3.0KW	5,775		0
BC-2	3.01~4.5KW	8,400		0
BC-3	4.51KW~6.0KW	9,975		0
BC-4	Above 6.01KW 6.01KW 以上 2,100/1.5KW 1.5kwあたり	2,100		0

*For the type of sockets, please contact us directly. 差込ソケットの種類に関しましては、直接問い合わせ下さい。

*Other power available, please contact us directly. 電源供給量につきましては上記外も応じますので直接問い合わせ下さい。

(C) Rental electrical items 電気照明備品

No.	Rental electrical items 電気照明備品	Unit price JPY	Quantity	Amount (JPY)	Watts
E-1	Fluorescent lamp 40W 蛍光灯 40W	3,675		0	
E-2	Spotlight 100W スポットライト 100W	3,150		0	
E-3	Arm spotlight 100W アームスポットライト 100W	3,675		0	
E-4	Halogen light 300W ハロゲンライト 300W	5,250		0	
E-5	Halogen arm spot 100W ハロゲンアーム 100W	4,410		0	
E-9	Power outlet 100V 1.5W コンセント 100V 1.5W	3,150		0	
Sub-total 小計				0	

*Total due is calculated by adding the sub-totals of (A), (B) and (C).

Amounts in (A) and (B) will vary depending on the total wattage of the equipment you use.

総額は上記の(A) (B) (C)の合計により算出されます。

(A) (B)はご使用になる機器のワット数により決まります。

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Form G: Catering Services

Fax this form to: Rihga Royal Hotel, Banquet Department Attn: Kenzo Sasaoka (Mr.) Nakanoshima 5-3-68, Kita-ku, Osaka 530-0005 Japan E-mail: kenzo.sasaoka@rihga.co.jp Tel: +81-6-4803-5560 Fax: +81-6-6441-1522	Optional Submission deadline: March 1, 2009
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Company name:	Booth No:
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■ Person in charge & billing address

Booth No.		Exhibitor	
Address			
Dept./ Section		Contact person	
		E-mail	
Tel.		Fax	

1. Food and Beverage Order for Meeting Room

	Descriptions (Please circle your selection)		Unit Price	breakdown			breakdown			breakdown		
				date	time	quantity	date	time	quantity	date	time	quantity
1	Japanese Lunch Box or Sandwich Box	with tea or juice pack	JPY 1,200									
2	Japanese Lunch Box or Sandwich Box	with tea or juice pack	JPY 1,800									
3	Japanese Lunch Box or Sandwich Box	with tea or juice pack	JPY 2,400									
4	Japanese Lunch Box or Sandwich Box	with tea or juice pack	JPY 3,000									
5	Japanese Lunch Box "SHOKADO-BENTO"	with soup	JPY 3,500									
6	Coffee	Hot or Ice	JPY 400/cup									
7	Tea	Hot or Ice	JPY 400/cup									
8	Orange juice		JPY 400/glass									
9	Oolong tea		JPY 400/glass									
10	Japanese tea set (10 cups)	tea, hot water pot, tea pot	JPY 1,200/set									
11	Mineral water	330 ml bottle with a glass	JPY 300/bottle									
12	Mineral water	500 ml bottle with a glass	JPY 420/bottle									

Tax (5%) is included.

- The above rates apply between the regular hours of 09:00 to 18:00. Additional charges apply for food and beverage orders outside regular hours.
- Payment in full in Japanese Yen to the following bank account is required by March 25, 2009. Failure to submit the payment will result in cancellation of your order.
 SMBCJPJT(AB# AND SWIFT Code) Ordinary Account No. 221628 The Royal Hotel Ltd.
 Sumitomo Mitsui Banking Corporation, Osaka Head Office, Kitahama 4-6-5, Chuoku, Osaka 541-0041, Japan

7th Biennial ISAKOS Congress

Osaka, Japan April 5–9, 2009

Form H: Hostess Service

Fax this form to: Congress Corporation Attn: Yukiko Mori (Ms.) Congress Bldg., Awajimachi 3-6-13, Chuo-ku Osaka 541-0047, Japan E-mail: osaka-staff@congre.co.jp Tel: +81-6-6229-2565 Fax: +81-6-6229-2566	Optional Submission deadline: March 1, 2009
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Company name:	Booth No:
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■ **Person in charge & billing address**

Booth No.		Exhibitor	
Address			
Dept./ Section	Contact person		
	E-mail		
Tel.	Fax		

■ **Please indicate your requirements for English- & Japanese-speaking hostesses.**

Day	Working Hours	Fee /day	Number of persons	Subtotal (JPY)
Sunday, April 5	10:00–16:00	JPY 18,900		
Sunday April 5	18:00–20:30	JPY 12,600		
Sunday, April 5	10:00–20:30	JPY 33,600		
Monday, April 6	08:00–16:00	JPY 25,200		
Tuesday, April 7	08:00–16:00	JPY 25,200		
Wednesday, April 8	08:00–16:00	JPY 25,200		
Tax (5%) is included.			Total	

- The above working hours include a one-hour lunch break, except during the 18:00–20:30 period on April 5.
- Meal and travel expenses are included in the above rates. Overtime will be charged at the rate of JPY 3,500 per hour.
- Although efforts will be made to assign the same individuals throughout the contracted period, daily staff changes can occur. On April 5, staff changes are likely to occur during the allotted times of 10:00–16:00 and 18:00–20:30.
- Hostesses are attired in business suits or a jacket and pants.

Payment

We will prepare an invoice upon receiving your application. Payment is required by March 15, 2009. Failure to submit the payment will result in cancellation of your reservation.