



The 28th DIA Japan Annual Workshop for Clinical Data Management

Feb 17-18, 2025

Nihonbashi Life Science Hub | Chuo-ku, Tokyo, Japan

Company Contact Information

Exhibiting Company Name (for signage and directory listing)

[Empty text box for Exhibiting Company Name]

Contact Name (all correspondence will be sent to the contact information provided below)

[Empty text box for Contact Name]

Address Line 1

[Empty text box for Address Line 1]

Address Line 2

[Empty text box for Address Line 2]

City, State/Province, Postal Code, Country

[Empty text box for City, State/Province, Postal Code, Country]

Telephone Number

[Empty text box for Telephone Number]

Email Address (required for confirmation)

[Empty text box for Email Address]

Billing Information

Check here if billing address is the same as the contact's address

Billing Company Name (for invoice)

[Empty text box for Billing Company Name]

Contact Name

[Empty text box for Contact Name]

Address Line 1

[Empty text box for Address Line 1]

Address Line 2

[Empty text box for Address Line 2]

City, State/Province, Postal Code, Country

[Empty text box for City, State/Province, Postal Code, Country]

Email Address (where invoice should be sent)

[Empty text box for Email Address]

Payment Options and Information

Payment may be made by credit card or bank transfer. Please note that exhibit space will not be assigned without payment in full. Companies with an outstanding balance will be prohibited from moving in at the KFC Hall.

Credit Card payments by Visa, or MasterCard ONLY:

VISA  MC

Cardholder's Name:

[Empty text box for Cardholder's Name]

Card Number:

[Empty text box for Card Number]

Exp. Date:

[Empty text box for Exp. Date]

Signature:

[Empty text box for Signature]

Bank Transfers should be made to:

MIZUHO BANK LTD., Kamiyacho branch, Toranomon 45 MT Bldg, 5-1-5 Toranomon Minato-ku, Tokyo 105-0001 Japan  
DIA Japan Ordinary Account Number: 1273382  
SWIFT Code: MHCBJPJT

Company name, as well as the Meeting ID 25301 must be included on the transfer document to ensure payment to your account. Payment does not denote approval of your application to exhibit. If application is denied a full refund will be processed. All local and overseas charges incurred for the bank transfer must be borne by payer.

Contract Signature

The undersigned hereby authorizes DIA to reserve exhibit space in the Nihonbashi Life Science Hub for use by the above company or organization during the 28th DIA Japan Annual Workshop for Clinical Data Management. DIA reserves the right in its sole and absolute discretion to reject any application that in its judgment does not enhance the purpose of the 28th DIA Japan Annual Workshop for Clinical Data Management and its associated Exposition or is in direct competition with DIA. This contract shall be deemed accepted by DIA when received, together with the required payment. However, no contract shall be deemed accepted if the contracting exhibitor has outstanding financial obligations to DIA, of which DIA is aware, for booth space, advertising, or any service(s) provided by DIA.

Authorized signature

[Empty text box for Authorized signature]

Date

[Empty text box for Date]

Exhibit Space Rates and Information

Each 2,300 x 1,700 mm space includes one (1) complimentary full-meeting registration and two (2) exhibit booth personnel registrations. Additional exhibit booth personnel may be purchased for ¥13,200 each (including 10% Consumption Tax). Limit of three (3) additional exhibit booth personnel per booth space. Any additional staff would be required to register as conference attendees.

Booth rental fees also include one (1) 1,800 x 450 mm table, two (2) chairs, one (1) 5A (ampere) electrical outlet, and internet access. Additional expenses associated with the exhibit, including special booths, drayage, lights, phone, carpeting, additional electrical capacity, etc., will be the responsibility of the exhibitor.

Tabletop Rental Fees:

- 1 tabletop space (¥200,000 + 10% Consumption Tax) = ¥220,000
- 2 tabletop spaces (¥400,000 + 10% Consumption Tax) = ¥440,000

Services/Products to be exhibited:

[Empty text box for Services/Products to be exhibited]

Cancellation and Downsizing Policy

- Cancellations/Downsizing requests MUST be in writing and may be emailed to japan@DIAglobal.org.
- Cancellations/Downsizing requests received on or before: Nov 16, 2024 will receive a 75% refund.
- Cancellations/Downsizing requests received on or before: Dec 16, 2024 will receive a 50% refund.
- Cancellations/Downsizing requests received after: Jan 17, 2025 will receive NO refund.

Exhibition Contact:  
DIAglobal.org  
Phone: +81.3.6214.0574  
Fax: +81.3.3278.1313  
email: japan@DIAglobal.org

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Tokyo 103-0023 Japan