



Asia Oceania Geosciences Society
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AOGS... In Asia for Asia and the World

In collaboration with



Exhibitor Manual

AOGS 2026 23rd Annual Meeting
2 – 7 August 2026
Fukuoka, Japan

www.asiaoceania.org/AOGS2026

Supported By:



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1. Key Dates & Contacts

1.1 Exhibitor/Sponsor Material

Deadline: 17 June 2026

Asia Oceania Geosciences Society (AOGS)

Secretariat at Meeting Matters International

Ms Inah DELA CRUZ

Tel: (O) +65 6472 3108 (Ext. 104) (M) +65 9660 9824

Email: geomeet@asiaoceania.org

1.2 Freight, Shipping and Customs Clearance

Deliver to Fukuoka by:

- Overseas Shipments (Inbound) 01 Aug 2026

AOGS2026 Official Freight, Shipping & Site Handling

KSA International Inc.

Mr Hidenoshin TAKARA

Email: mice-logistics@ksa.co.jp

1.3 Exhibition Booth Add-On's

Completed Order Form & Payment: 30 Jun 2026

Exhibition Secretariat - Japan Convention Services, Inc.

Ms Nozomi FURUKAWA

Tel: (M) +81 90-9708-5918

Email: aogs2026@convention.co.jp

1.4 Booth Catering

Orders must be placed at least two (2) weeks prior to the date of use.

Tel: (O) +81 92 282 0003.

Email: info@f-sunpalace.com

2. Exhibition Period & Hours

- AOGS2026 spans two venues connected by a walk-way: Hall B (in use Sun-02 Aug to Thu-06 Aug; Exhibition, Poster & Match-Meet) and Fukuoka International Congress Center - FICC (in use Mon-03 to Fri-08 Aug)
- Exhibition access aligns with coffee breaks, lunch period and poster sessions to maximise delegate traffic.
- Exhibitor Notes
 - Poster sessions are co-located with the exhibition area to drive footfall
 - Programme details remain subject to final scheduling updates (refer to program section of the conference website's home page:
<https://www.asiaoceania.org/AOGS2026/Home>)
- Key Timings
Program uses Japan Standard Time and is 9 Hours Ahead of GMT (GMT+9)

Monday, 03 August, 2026

11:00 – 15:00 Exhibitor Booth Dressing
18:30 – 20:30 Exhibition Opens & Welcome Reception

Tuesday to Thursday, 04 to 06 August, 2026

14:00 - 19:00 Exhibition Day 2, 3 & 4
17:00 – 19:00 Match-Meet & Beer Hour, Daily

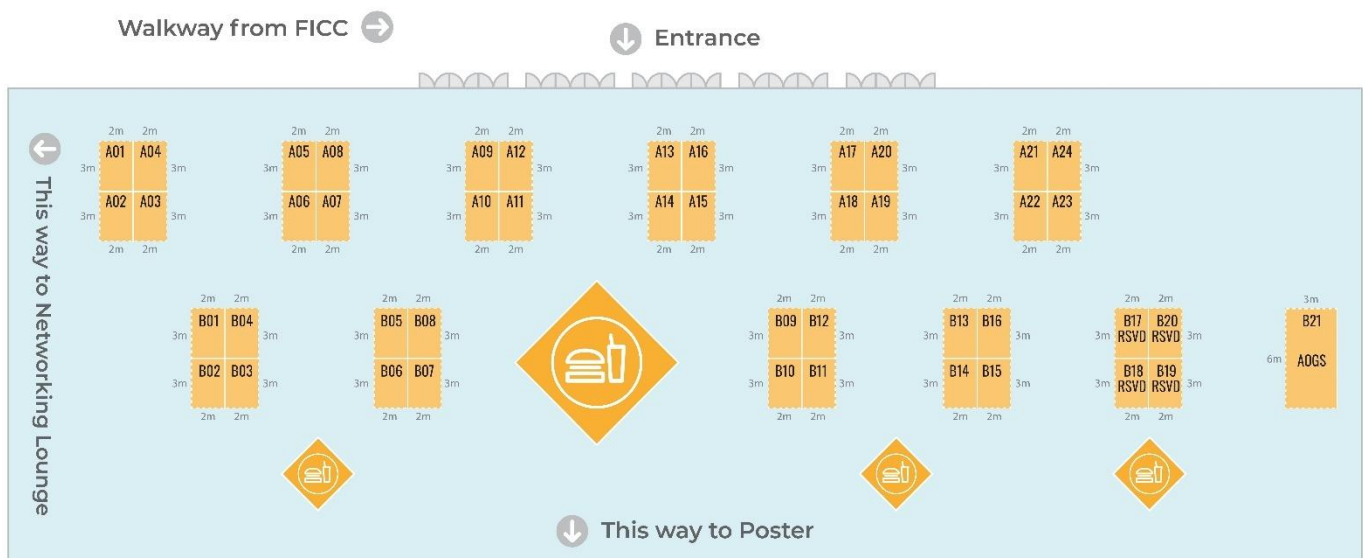
Exhibition Tear Down / Exhibition Ship-Out:

Thursday, 06 August, 2026 from 19:00 – 20:30

- Badge Pick Up

Date:	Time:	Location:
02 Aug	15:30 – 18:30	Marine Messe Hall B Level 1
03 to 06 Aug	09:30 – 20:30 15:30 – 18:30	FICC Level 1 Marine Messe Hall B Level 1

3. Messe Hall B - Floor Plan



4. Exhibition Information, Booth Specifications and Regulations

- a. On the exhibition days, exhibitors are permitted to enter the exhibition hall half an hour before opening at 2:00pm. Exhibitors can remain for half an hour after the show closes each day at 7:00pm to service their booths.

For security reasons, exhibitors required to go in earlier or stay later must obtain permission from the organizer.

It is a contractual requirement that your booth is not dismantled in any way or products removed and must remain manned until the show closes on Thu-06 Aug 2026. Exhibitors are advised not to leave their booth unattended at any time during the exhibition days.

It is the exhibitor's responsibility to remove all materials within the booth including packaging and waste from the Hall. Please note that charges will be levied for the removal of materials left behind.

- b. The Exhibition Room at Marine Messe Fukuoka Hall B, Level 1, will be the co-location for the Exhibition, Match-Meet Sessions, Poster Sessions and coffee/tea/beer stations. This is to bring ample traffic to the exhibition booths.

View the floorplan here:

<https://www.asiaoceania.org/AOGS2026/Floor-Plan>

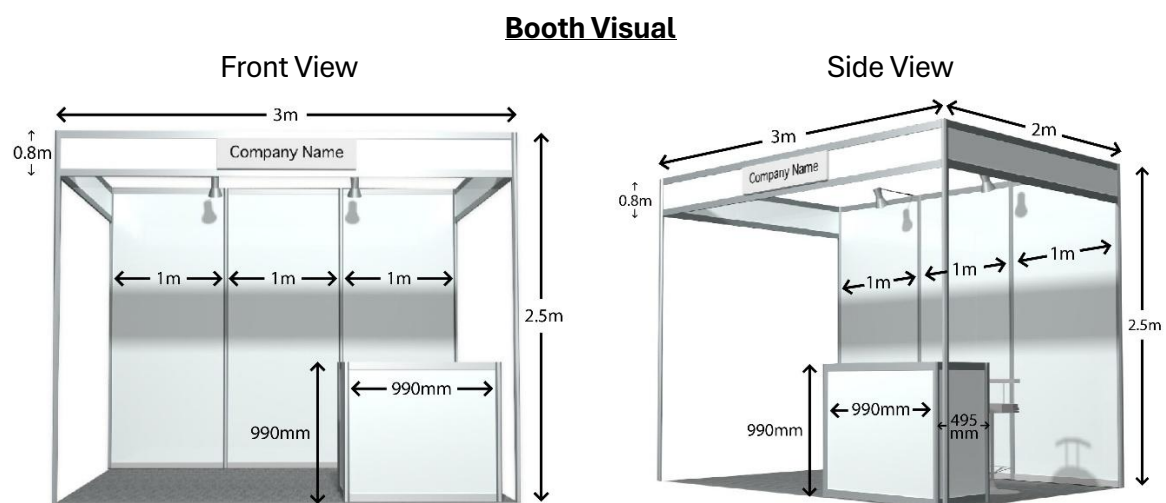
The exhibition hall floor plan is subject to changes without prior notice at the discretion of the AOGS 2026 Organizing Committee.

c. Exhibitor Entitlements

- Logo recognition with a link to the company website
- 50-word max company write-up in Sponsor & Exhibitor web page
- Up to three (3) product showcase with product description and image upload
- Logo placement in conference materials (Print and Digital)
- One (1) conference pass that allows access to all sessions
- Two (2) Exhibitor Passes (Must not be author or presenter)

d. 6-sqm Basic Shell Scheme package (3m x 2m) includes:

- Modular system with one back panel
- Fascia with vinyl text cut-out of exhibitor name and booth number
- 1 no. 13Amp socket, max 800W (not for lighting use)
- 2 nos. Fluorescent lights
- 2 nos. White folding chairs
- 1 no. Information desk



The pictures shown are only the artist's impressions. The exact number of side walls and furniture will depend on the booth's size, location, and/or exhibitor's own indicated preference.

e. Standard Shell Scheme Booths Rules and Regulations

Exhibitors may engage a contractor of his choice for any additional fittings but must abide by the following rules and regulations:

- i. No nailing, drilling or screwing on the shell scheme stands are allowed and any damages will be charged to the exhibitor or his appointed contractor. Any

assistance required in hanging or display on the shell scheme stands may contact the official contractor directly.

- ii. No painting or wallpapering on the panels of the shell scheme stands are allowed. Japan Convention Services, Inc. must be contacted for a quotation to provide such work. Any double sided or adhesive tapes pasted on the panels must be removed after the Exhibition.
- iii. Exhibitors may contact the official contractor for a quotation to change the floor covering/carpet colour of their choice.
- iv. Exhibitors occupying a corner stand and wish to erect a side wall may be required to be set back into the stand by a metre as deemed necessary by the Organiser for safety reasons & to provide sufficient exposure to the neighbouring stands.
- v. Any enhancement to the walls of the stands must maintain at the height of 2.44 metres. Other structures within the stand must set back by a metre from the wall and must not exceed the height limit allowed in the respective segments of the hall.
- vi. No financial credit or item-exchange for any Shell Scheme package items not utilised.

f. General Rules and Regulations

Rules and regulations designed are for the protection of the exhibitors. Exhibitors are required to observe all rules and regulations listed in this Manual.

i. Admission

All staff of exhibitors are required to wear Exhibitor Badges at all times during the exhibition days (including build-up and tear-down period). No one will be permitted into the Exhibition Hall without the Exhibition or Conference Badge.

- ii. Exhibitors must ensure that all staff on site have valid employment passes. Please note that the issuance of the Exhibitor Badges from the Organizer does not imply in any way that permission is granted for any person to work on-site without the necessary work permits or passes.

- iii. The Organizer reserves the right to refuse admission to Exhibitors in shorts, slippers, or inappropriate dressing into the Exhibition Hall and/or request any person who refuses to comply to leave without giving any reason.

g. Exhibitor Badges

Every member of your staff, who will be manning the booth, requires an Exhibitor Badge. These badges must be worn on-site at all times during the open days of the exhibition.

h. Lighting And Electrical Work

All technical services work including additional electrical supplies must be ordered through Japan Convention Services, Inc. the appointed contractor by the Organizer.

Supplies to booth will normally be switched off 30-minutes after the Exhibition closes each evening but 24-hour supplies can be provided by prior arrangement with the Official Booth Contractor. Exhibitors who require electrical supplies at times other than those stated must make an application to the Official Booth Contractor's office on-site. Any cost incurred will be borne by the Exhibitor.

The Organizer reserves the right to disconnect any electrical supply that is dangerous or is likely to be hazardous to visitors or to cause annoyance to other Exhibitors.

All electrical works must be carried out solely by the Official Booth Contractor.

i. Character Of Exhibits

The Organizer reserves the exclusive right to decline or prohibit any exhibit, part of an exhibit, person, advertisement, souvenir, or other feature or action deemed objectionable and/or potentially harmful to the high standards of the Annual Meetings of AOGS. All public space in the exhibit areas and throughout the conference venue is under the joint control of the Organizer and Marine Messe Fukuoka Hall B and shall not be used for exhibit purposes without expressed written consent. If the operation of any equipment or apparatus produces noises or vibrations of sufficient volume, or odours found to be annoying to neighbouring exhibitors or guests, it will be necessary to discontinue such operation. Booths must be manned at all times during exhibit hours. Exhibits must NOT be disturbed, dismantled, or removed before 7:00pm on Thu-06 Aug 2026.

j. Official Contractors

The Organizer has appointed Japan Convention Services, Inc. for various services to ensure a more efficient and regulated build-up and tear-down. The services of the appointed contractor are for the convenience of exhibitors, and the Organizer will accept NO liability in respect of any contract between exhibitors and the Official Booth Contractor for negligence or default of any such persons, their servants, and agents.

k. Insurance

Exhibitors are advised to insure their exhibits, property, or articles of any kind against all risks and have third-party insurance taken out to cover their staff or representatives on duty. The Exhibitor shall insure against, indemnity, and hold the Conference Organizer harmless in respect of all costs, claims demand, and expenses to which the Conference Organizer may in any way be subject as a result of any loss or injury arising

to any person (including members of the public, the organizer's staff, agents or contractors), or property howsoever caused as a result of any act or default of the Exhibitor, his servants, agents or contractors or invitees. If the Organizer demands, the Exhibitor shall provide proof to the Organizer that the exhibitor has adequate insurance coverage.

l. Liability Insurance

Neither the Asia Oceania Geosciences Society (AOGS), Meeting Matters International and/or Marine Messe Fukuoka Hall B nor any of their employees or representatives shall be liable for any injury, loss, or damage to the Exhibitor's personnel or property or their visitors attending the exhibition. Additionally, neither the AOGS, Meeting Matters International nor Marine Messe Fukuoka Hall B shall be held liable for the effects of unforeseeable events that may deleteriously affect the quality of the Exhibitors' display or the number of people attending the meeting. Neither AOGS, Meeting Matters International nor Marine Messe Fukuoka Hall B accepts any responsibility for an Exhibitor's products. Liability insurance shall be at the Exhibitor's own expense.

m. Booth Cleaning

During the build-up and teardown periods, Exhibitors will be responsible for the removal of booth debris (i.e. empty carton boxes, etc.) and rubbish. Failure to do so will result in the Exhibitors being liable for the service fees involved in removing the debris and rubbish. All aisles must be left clear at all times.

n. During the Exhibition days, the Organizer will provide general cleaning of the aisles and Hall daily. It is the Exhibitors' responsibility to maintain the cleanliness of their booths at all times.

5. Booth Add-Ons - Order & Payment by 30 June 2026

Japan Convention Services, Inc. has been appointed as the official booths, poster boards, furniture provider and audio & visual support for AOGS 2026. For additional booth requirements, please download the form here:

<https://drive.google.com/file/d/1VY8pfc2MQI-yJ2YKWt0UykfYS1-rvQDM/view?usp=sharing>

If you would like to place orders for graphic printing and provision of AV, kindly contact:

Ms Nozomi FURUKAWA

Tel: (M) +81 90-9708-5918

Email: aogs2026@convention.co.jp

6. Freight, Shipping & Site Handling

a. Overseas Shipments (Inbound)

Exhibitors and sponsors are advised to read through this section carefully and take note of the shipping requirements and deadlines. Information includes details on unpacking, installation, and re-packing of exhibits, storage services, prohibited items, custom requirements, venue requirements, etc.

The contracted services provided by our Official Freight Forwarder includes receiving exhibit goods, temporary storage, positioning, delivery confirmation, unpacking, empty container storage and transportation, outbound return formalities and operation, and other services required by Exhibitors. Exhibitors requiring such services are requested to email the person-in-charge for the service order with their item description, dimensions, weight and the expected date of arrival.

b. Outbound Shipment (After the Conference)

Exhibitors are to handle and arrange the shipment of their materials in advance. Please ensure that packing, collection, transportation and customs procedures are fully coordinated directly with your appointed freight forwarder.

If you require assistance on freight, shipping and site handling, kindly contact:

Mr Hidenoshin TAKARA

KSA International Inc.

Email: mice-logistics@ksa.co.jp

7. Vehicle Access for Load-in/Load-out

Exhibitors who wish to deliver or remove materials by vehicle must notify the organizer in advance.

Please send the following information by 30 June 2026 to AOGS2026@convention.co.jp:

- Vehicle type
- Vehicle Registration Number / Plate Number

Upon confirmation, a vehicle pass will be issued and sent to the exhibitor.

Please note that no vehicle parking or standby is permitted at the venue.

If vehicle parking is required, exhibitors must use nearby public coin-operated parking facilities at their own expense.

8. Booth Catering

All food and beverage services within the exhibition venue must be arranged through the official catering provider. External food and beverage suppliers are not permitted unless prior approval is obtained from the organizer and the venue.

For Exhibition Booth Catering inquiries contact them at info@f-sunpalace.com or at +81 92 282 0003.

9. AOGS2026 Exhibitors and Sponsor Terms & Conditions

AOGS2026 EXHIBITORS AND SPONSORS TERMS & CONDITIONS

Terms of Reference

The term "Sponsor" and "Exhibitor" shall include all representatives and agents of any organization to whom space and promotional activities have been allocated for the purpose of participating in the AOGS2026 Exhibitor & Sponsor program. The term "Organizer" shall mean Asia Oceania Geosciences Society (AOGS) and/or Meeting Matters International Pte Ltd (Meet Matt) also referred to as AOGS Secretariat. The term "Contract" means the contract for sponsorship participation in AOGS2026 – 23rd Annual Meeting also referred to as the Event.

1. Use of Sponsored Space

Sponsors are not allowed to sub-let or assign their digital showcase or sponsor's acknowledgement space to other parties either wholly or in part without the written consent of the Organizer in writing.

2. Exhibition Booth Location

The original booth placement may be changed at the organizer's discretion.

3. Terms of Payment

All payments are required to be made within 21 days of the invoice date, unless otherwise agreed in writing we may be required to release your booking.

4. Breach of Contract and/or Withdrawal by Sponsor

If a Sponsor decides not to participate, they must notify Meet Matt in writing. The following expenses will be borne by the Sponsor:

- Cancellation within 30 days of submitting the Exhibitor/Sponsor Booking Form: No charge unless booking is made after 03 June 2026 (11:55PM GMT+8) in which case, full cost of participation is payable.
- Cancellation between 30 days after Exhibitor & Sponsor Booking Form submission and before 03 June 2026 (11:55PM GMT+8): 50% of cancelled participation costs apply.

5. Changes in Venue, Date and/or Duration of the Event

The Event's location, date, and length may all be altered at the organizer's discretion. If the location, date, or duration of the event are altered, the participation agreement will still be in effect as long as the Sponsor is notified at least one month in advance of the new information.

6. Failure of Services

The Organizer shall not be held responsible for any losses incurred by the Sponsor, either directly or indirectly should any portion of the Event be cancelled, suspended, reduced or postponed, due to:

- i. Force Majeure
- ii. Acts of war, military activity, municipal statutory or civil authority requisition
- iii. Fire or excessively inclement weather e.g., earthquake, flood, typhoon
- iv. Acts of terrorism
- v. Strikes or lockouts
- vi. Or any other cause beyond the Organizer's control.

7. Event Cancellation / Postponement

Should any portion of the Event be cancelled, reduced or postponed, the Organizer reserves the right to withhold the full payment or part thereof to cover any costs they have already incurred for the Sponsorship. Payments made to the Organizer, or any part thereof, may be refunded to the Sponsor at the Organizer's sole discretion.

8. Jurisdiction

These Terms of Contract shall be subject to Singapore law.

9. Prices

Package prices are exclusive of service charge and taxes. If applicable these will be additional and charged at the prevailing local rates.

10. Indemnification

It is the responsibility of the Exhibitor/Sponsor to indemnify the organizer against any claims or liabilities arising from their participation in the Event.

AOGS2026 Exhibition & Sponsorship
Email: geomect@asiaoceania.org