



Exhibitor Service Manual

June. 12 (THU) ~ 13 (FRI), 2014

KINTEX Hall 6



Greetings

We hope for the success of the “Inside 3D Printing Conference & Expo 2014” together with all of you participating in the exhibition.

This service manual has been prepared to help you in preparing and holding a successful exhibit and includes the operational guidelines and service offerings of the organizer as well as the operating regulations of KINTEX. Please make sure to carefully and thoroughly read the contents of this service manual.

As it is very important to prepare related matters within given deadlines and comply with stated dates and procedures, we ask that all exhibitors submit directory contents and service application forms for entry passes and various additional facilities within the given timeframe to ensure that no penalties are incurred due to non-compliance or omissions.

At the same time, contents part of this service manual include participation contractual matters and carry the same effect as the exhibit participation regulations.

We again express that the organizing committee is fully committed for the success of the exhibition and sincerely hope that this will be of great assistance in your domestic and overseas marketing activities.

Thank you.

Organizing Committee

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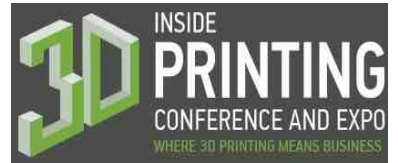
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| . Event Information

1. Event Outline
2. Key Schedules
3. Exhibitor Checklist
4. Check List for Document Submissions

I . Event Information



1. Event Outline

Event Name Inside 3D Printing Conference & Expo 2014

Duration - Installation Period : June 11 (Wed) - 1 days
- Exhibition Period: June 12 (Thu) ~ 13(Fri) - 2 days
- Removal / Demolition Period : June 13 (Fri)

Venue KINTEX II (Hall 6)
408 Hallyuworld-ro, Ilsanseo-gu, Goyang-si, Gyeonggi-do, Korea(411-766)

Organized by KINTEX(KOR), Mediabistro(US)

Open Hours

Category	6.12(Thu)	6.13 Fri)
Open	10:00	10:00
Closed	18:00	18:00

Website <http://www.mediabistro.com/inside3dprinting>

Entrance Fee (Early bird) Free with pre-online registration (On-site) USD 7 / Person

Inquiries Organizing Committee
- Tel : +82-31-995-8074,8076 / Fax : +82-31-995-8088
- Email : ybkim@kintex.com, jmy822@kintex.com

1. Event Information



2. Key Schedules

Classification	Date	Time	Contents
Explanatory Session for Exhibitors		To be notified later	
Submission of Documents	May 16 th (Fri)	-	Deadline to submit various application forms (※ Refer to section on application documents)
Payment of Fees	April 30 th (Wed)	-	Deadline for balance payment of booth expense
	May 28 th (Wed)		Deadline for payment of additional facility expense
Bring in Equipment Construction & Exhibits	June 11 th (Wed)	08:00 ~ 13:00	Bring in exhibits and booth equipment construction ※ <u>Vehicles are not allowed into exhibit space</u>
		13:00 ~ 14:00	Bring in exhibits and install passageway pytex
		14:00 ~ 21:00	Bring in exhibits (*Electricity on until 16:00)
Period of exhibit	June 12 th (Thu)	08:00 ~ 10:00	Admission of Exhibitors
		10:00 ~ 18:00	Exhibit
	June 13 th (Fri)	08:00 ~ 10:00	Admission of Exhibitors
		10:00 ~ 18:00	Exhibit
Removal of Exhibits / Demolition	June 13 th (Fri)	18:00 ~ 22:00	Remove all exhibits and demolition booth ※ <u>Vehicles are not allowed into exhibit space</u>

- ※ Closing times during the duration of the exhibition is subject to change.
- ※ The opening hours during the equipment construction period is 08:00 ~ 21:00. If additional activities are required at 21:00, then an additional cost will be incurred and must receive advanced approval from the organizing committee.
- ※ Upon bringing in exhibits, the organizing committee will not supply separate carts. We ask all Exhibitors to prepare their own carts.
- ※ Vehicles are not allowed into Exhibit hall due to security reasons. please unload exhibit products at loading dock (at the back of Hall 6).

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3. Exhibitor Checklist

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- 1) Drafting and submission of various application forms
 - Application for inclusion within official directory, exhibition access passes, etc.
- 2) Creation of promotional materials
 - Production of promotional prints: brochure, leaflet, flyers
 - Production of promotional souvenirs/giveaways
- 3) Booth and accessories
 - Companies applying for Space Only
 - Designation of installation company and booth design (However, limited to official companies registered with KINTEX)
 - Companies applying for Standard Booth
 - Display simulation of exhibits by booth size
 - Production and organization of booth wall panels/banners ⇒ Pre-check of installation method (Official standard booth installation companies)
 - Check and apply for additionally required furnishings and parts
 - Check exhibition product transport date and establish transport plans
- 4) Other Areas of Preparation
 - Development of plans related to accommodations, meals and transportation
 - Planning of special events within booth

D-30

- 1) Send invitation letter
 - Upon sending Invitation Letters, clearly state invitees
 - State name of Exhibitor and booth number
 - Draft letters related to invitation, including Invitation Letter
- 2) Check consultation schedule
 - Send phone, fax, and email information in advance to buyers
 - Schedule consultation dates and times during exhibit
- 3) Final inspection of various submission documents
 - Additional Facility application, entry pass application, company name sign application, official directory application, etc.

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3. Exhibitor Checklist

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4) Final check of exhibit dates and times

- Installation dates/time, product bring-in dates/time, exhibit dates/time, removal dates/time, demolition dates/time

5) Preparation of in-booth consumables

- Name card holders, visitor lists, writing utensils, beverages and snacks, consultation logs, etc.

6) Employee training

- Designate and train in-booth permanent employees
- Write employee station table by date/time during exhibit
- Training on event, souvenir distribution, and promotional print distribution
- Uniformity through uniforms or formal dress

D-07

1) Final check of exhibit booth and additional facilities

- In the case of Space Only booths, check exhibit booth construction issues
- Check additional facility applications and name tag applications

2) Preparation of exhibits and final check

- Check list of products to be exhibited within booth
- Check exhibition transportation companies and related dates/times

3) Final check of permanent in-booth personnel

- Check personnel to be permanently stationed within exhibit booth (employees, assistances, interpreters)

4) Final check of promotional materials

- Check promotional prints and materials to be provided within booths (inspect quantity and type)

5) Miscellaneous

- Check reservations, including accommodations, transportation and meals
- Check personnel contact information (Sponsors, booth construction companies, additional facility construction companies, employees, assistances, interpreters)

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3. Exhibitor Checklist

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1) Check name tags (badges)

- Collect name tags (badges) at name tag (badge) issuing area
- Check quantities, including name tags, VIP lounge coupons

2) Check booth construction and exhibits

- Check booth position and booth construction issues (additional facilities, etc.)
- Bring in in-booth exhibits, promotional materials and exhibits

3) When requiring construction or exhibiting in non-business hours (after 21:00), submit "Application for Use of Exhibit Space in Non-Business Hours"

D-00

1) Enter exhibit space (08:00~)

2) Final booth inspection, including inspection of exhibit displays and operation of video devices (~10:00)

3) Operate exhibit booth

Period of exhibit

1) Enter exhibit space (08:00~)

2) Final booth inspection, including inspection of exhibit displays and operation of video devices (~10:00)

3) Check exhibit directory (On morning of 2nd day of exhibit, check in-booth info desk)

Final Date of Exhibit

1) Write removal notification sheet (Checking with organizer office is required)

2) Remove exhibits

I . Event Information



3. Exhibitor Checklist

* FAQ for Exhibitors

Q Regarding “Standard Booths(Shell Scheme)”, how can we install or remove additional lights, wall partitions or change positions of lights?

A For matters outside of the “Standard Booth Provisions” provided by the organizing committee, please contact the designated Kintex installation company and inquire whether such installations are possible. Expenses related to additional construction may be incurred.

Q We are planning to exhibit machines that consume a lot of electricity during the exhibit period. How many kw of electricity should we apply for?

A For companies applying for Space Only booths, please apply for electricity after discussing with the installation company. For companies using Standard Booths, 1kw of electricity is supplied, yet this may be insufficient when operating various exhibits. Check the required electricity consumption of devices used in exhibits and apply accordingly.

Notebooks, water dispensers, PDP and LCD players can be operated by using the default 1kw of electricity.

Q It is possible to apply on-site for additional facilities (phones, plumbing, lan, etc.)?

A Installation of additional facilities must be completed in advance by bringing up lines from the floor box prior to constructing and installing the booth.

As there are difficulties in opening up the exhibit floor booth after booth construction has commenced, please make required applications by the submission deadline.

Q From when can we use electricity and additional facilities?

A Phones and Lan (internet) can be used immediately after construction/installation is complete. For lan connection, you must manually enter/set IP addresses attached to the corresponding line.

Electricity and plumbing, for safety reasons, will be supplied between 2PM ~ 4PM on the last day of equipment construction, and at the time when Space Only electricity construction and exhibit displays are complete. A pre-notice (broadcast) will be provided.

Q Can we bring our own furniture and accessories? Are we required to use designated rental companies?

A Exhibitors can bring their own furniture and accessories.

However, the organizing committee recommends the use of designated rental companies upon requiring office furniture and accessories for strengthened security and entry/exit control

Q When can we receive exhibition entry passes?

A Exhibition entry passes will be issued at the entrance registration desk on the final day of equipment construction(June 11, 2014)

Q It is possible to eat meals within the booth during the exhibition?

A The bringing in of foods and averages within exhibit spaces is strictly prohibited in accordance with exhibit regulations. In addition, the exhibit is an enclosed space. Consequently, the smells caused by foods and beverages could give off negative impressions for related companies and exhibits to overseas buyers and foreigners. For such reasons, we ask that exhibitors refrain from eating meals within exhibit booths.

| . Event Information



3. Exhibitor Checklist

* FAQ for Exhibitors

Q Where do we eat meals?

A Simple sandwiches and baked goods will be sold at the lounge within the exhibit. For other foods, please use the restaurant facilities located within KINTEX.

Q How can we throw away trash or clean booths during the exhibition period?

A For security reasons, the event organizer will clean only exhibit hall passageways and bathrooms. Cleaning and sanitation personnel are prohibited from entering the exhibits of exhibitors due to potential loss of exhibits and possibilities of misunderstandings. Trash within booths should be directly discarded within large trash cans positioned at the entrance of bathrooms and at various locations within the exhibit space. Cleaning of exhibit booths is the responsibility of exhibit exhibitors.

Q Upon bringing in or removing exhibits, can we rent carts (portable wagons) from the organizing committee?

A The organizing committee does not have separate carts (portable wagons) and other transport devices in possession. Exhibitors are required to prepare their own carts (portable wagons) necessary in bringing in or removing exhibits.

I . Event Information



4. Check List for Document Submissions

Form	Contents	Submission Deadline	Exhibiting Company		Reference
			Standard Booth	Space Only	
Form 1	Entry Application	April, 30 (Wed)	●	●	
Form 2	Application for Inclusion in Directory	May, 16 (Wed)	●	●	
Form 3	Application for Use of Subsidiary Facilities		●	●	
Form 4	Application for Standard Booth Company Name Signs		●		
Form 5	Application for Participant Entry Passes		●	●	
Form 6	Application for additional free invitations		○	○	
Form 7	Space Only Installation (Modification) Application			●	
Form 8	Application to Bring In (Remove) Heavy Materials		○	○	Onsite Submission
Form 9	Application to Bring In (Remove) Dangerous Materials		○	○	Onsite Submission
Form 10	Application to Bring In (Remove) Exhibition Products		○	○	Onsite Submission
Form 11	Application for Use of Exhibit Space in Non-Business Hours		○	○	Onsite Submission
Form 12	Application for Office Furniture Rental		○	○	

● : Required Submission/ ○ : Only corresponding companies

※ The above documents and related costs must be submitted and transacted within the given deadlines. Not complying with given deadlines may result in the occurrence of additional costs or inability to receive services.

※ For all submission documents excluding online registration forms, please submit via FAX or Email.



II . Operation Rules and Compliance

1. Rules on Participation in Exhibition
2. Responsibilities and Obligations of Exhibitor
3. Exhibition Operational Regulations

II . Operation Rules and Compliance



1. Rules on Participation in Exhibition

Rules on Participation in Exhibition are the rules that both the host organization and the exhibitors shall comply with for smooth exhibition. The exhibitor shall comply with the below rules and provide cooperation for successful exhibition.

Article 1 (Definition of Terms)

1. "Exhibitor" refers to an exhibition exhibitor, such as an individual, company, institution or group, which has submitted the stipulated participation contract for participating in this Exhibition.
2. "Exhibition" refers Inside 3D Printing Conference & Expo 2014.
3. "Host Organization" refers to 'Mediabistro', 'KINTEX'.

Article 2 (Application for participation and Contract)

An individual or entity that wishes to participate in this Exhibition shall prepare and submit to the Host Organization the participation contract and pay 50% of participation fee for the execution of the contract for participating in the Exhibition. However, in the event that it is considered that there is no space to display or the item for exhibition is not adequate for the Exhibition, the Host Organization may refuse to accept the application for participation.

Article 3 (Assignment of Booth Location)

1. The Host Organization will assign the exhibition location according to the order of application and payment of participation fee and the nature of exhibit.
2. The Host Organization may change the assigned exhibition location, if it considers that such change is necessary for overall operation of exhibition hall, considering space balance, view efficiency, exhibition effect, etc. Such change will be made at sole discretion of the Host Organization, and the Exhibitor may not claim compensation for the result of change.

Article 4 (Management of Exhibition Hall)

1. The Exhibitor shall make best efforts to manage its own Booth by displaying the exhibit specified in the application form and designating its dedicated persons for management.
2. In the event that the Exhibitor exhibits any items different from the exhibits specified in the application form or any items that are not adequate to the nature of exhibition, or attempts to directly sell any items without approval of the Host Organization, the Host Organization may order immediate suspension, evacuation or removal of the exhibit items. In such case, the participation fee shall not be refunded and the Exhibitor may not claim for damage.
3. The Host Organization may restrict any access to the exhibit hall by the specified persons, if necessary.
4. The Exhibitor shall not assign nor transfer the assigned exhibition area to any third party, in whole or in part, without the written consent from the Host Organization.

II . Operation Rules and Compliance



1. Rules on Participation in Exhibition

5. The Exhibitor shall operate and manage the exhibits within the scope that will not cause any damage to other exhibitors or visitors.
6. The Host Organization may order removal of any exhibits that have infringed other intellectual property right.
7. The Exhibitor shall not change the original conditions of the exhibit hall by any acts, such as painting or nailing on the floor, ceiling or wall of the exhibit hall. The Exhibitor shall compensate for any damages, such as restoration to the original conditions, to the Host Organization.

Article 5 (Payment Terms)

1. The Exhibitor shall make payment of the contract deposit equivalent to 50% of the participation fee within fifteen (15) days from the submission of the contract and then make full payment of the remaining amount no later than April 30 (Wednesday), 2014.
2. In the event that the Exhibitor fails to make payment within the specified date, the Host Organization may terminate the participation contract and shall not claim for refund of any paid participation fee.

Article 6 (Termination)

1. In the event that the Exhibitor refuses to use the assigned exhibit booth in whole or in part or fails to make payment of the participation fee within the specified period, the Host Organization, at its sole discretion, may terminate the participation contract and, in such case, shall not refund any paid participation fee. Any renunciation of participation by the Exhibitor without the approval of the Host Organization shall not be entitled to have refund of the participation fee.
2. In the event that the Exhibitor cancels its participation after submission of the application form, the Exhibitor shall pay a cancellation fee specified in the following; provided, however, that any paid participation fee shall be deducted as a cancellation fee and any shortage shall be additionally paid or any surplus shall be returned.
 - a) **Cancellation no later than April 30, 2014:** Payment of 50% of the participation fee (exclusive of VAT) as a cancellation fee;
 - b) **Cancellation after May 1, 2014:** Payment of 100% of the participation fee (exclusive of VAT) as a cancellation fee
3. Non-refundable participation fee shall not be carried forward to the next participation fee for the next 'Exhibition'.

Article 7 (Cancellation or change of Exhibition)

In the event that the Host Organization cancels the Exhibition, it shall refund the paid participation fees to the Exhibitor. However, in the event that the Exhibition is cancelled or its schedule is changed or reduced due to special circumstances not attributable to the Host Organization, such as Force Majeure, the participation fee shall not be refunded. In such case, the Exhibitor shall not claim for damage against the Host Organization.



II . Operation Rules and Compliance

1. Rules on Participation in Exhibition

Article 8 (Display of Equipment of Exhibition)

The Exhibitor shall complete bringing-in and display of equipments and exhibits in the assigned exhibit area and within the specified period.

Article 9 (Taking-out of Equipment of Exhibition)

1. The Exhibitor shall not take out the exhibits before the end of exhibition.
2. The Exhibitor shall take out all exhibits and equipments within the specified period. In case of any delay in taking-out, the Exhibitor shall pay to the Host Organization any and all costs and expenses borne by the Host Organization.

Article 10 (Security, risk bearing and insurance)

1. The Host Organization shall take necessary security measures for the Exhibitors and visitor.
2. The Exhibitor shall be liable for damage and loss of the equipments and exhibits placed within the assigned area that may occur during the period of exhibition or delivery/installation/removal of the exhibits.
3. In the event that the Host Organization or any third party has been damaged due to fire, loss or other accidents caused by the Exhibitor's intentional or negligent act, the Exhibitor shall be responsible for compensation and shall take up an insurance policy for its own exhibits.

Article 11 (Fire Prevention Rule)

1. All equipments and materials within the exhibition hall shall be nonflammable-handled in an adequate manner in accordance with the fire defense laws and regulations.

Article 12 (Supplementary Provisions)

1. The Host Organization may establish the supplementary provisions not specified in the Rules on Participation in Exhibition, if necessary.
2. The supplementary provisions shall become an integral part of the Rules on Participation in Exhibition which the Exhibitor shall comply with.
3. The Exhibitor shall comply with any and all regulations of KINTEX.

Article 13 (Dispute Resolution)

Any dispute arising out between the Host Organization and the Exhibitor with respect to the interpretation of the Rules on Participation in Exhibition or any dispute in connection with the rights and obligations of both parties shall be governed by the arbitration of the Korean Commercial Arbitration Center, and the decision of arbitration shall be final and non-actionable to a court.

II . Operation Rules and Compliance



2. Responsibilities and Obligations of Exhibitor

1) Modification of rules

Any matters equivalent to rules and regulation not specified in this Service Manual shall be followed in accordance with the judgment and decision by the Host Organization. In addition, such rules and regulations may be changed depending on the circumstances and the changed rules and regulations will be notified to the Exhibitor in the homepage or distributed in documents and shall have the same effect with the previous rules and regulations.

2) Nonperformance of occupation

Even if the Exhibitor fails to utilize the contracted areas in whole, the Exhibitor shall pay rental for the whole areas. Any booth where the exhibits have not been installed by the deadline may be possessed and used by the Host Organization for other adequate purposes of smooth operation of exhibits.

3) Compensation for damage

The Exhibitor shall compensate for any damage to any items or other exhibits in the exhibition hall during the period of installation of booth structure. The Exhibitor shall not be allowed to perform coating or nailing, such as paint or adhesive, on the wall or floor.

4) Obligation of safety management

The Exhibitor shall be responsible for safety management, such as preventive action, maintenance or repair of any risk in booth structures or exhibits, for the visitor's safety. The Host Organization shall not be liable for any accidents or personal injury occurred in the exhibit booth caused by the Exhibitor's nonperformance of safety management duties.

5) Sublease

The Exhibitor shall not sublease the booth areas by the Host Organization to any third party without the approval of the Host Organization.

6) Violation and Penalty

In the event that it is necessary to suspend or re-work booth construction in the exhibit hall due to the Exhibitor's violation of the rules and regulation specified in this Manual, any additional costs and expenses shall be borne by the Exhibitor. Furthermore, if there is the evidence supporting serious violation of rules, the Host Organization shall have an authority to remove the booth and other structures of the applicable Exhibitor for the purpose of smooth operation of the Exhibition, and any costs and expenses will be borne by the applicable Exhibitor.

7) Compliance with various rules of KINTEX

With respect to the matters not specified by the Host Organization, any related rules of KINTEX shall be followed.

II . Operation Rules and Compliance



3. Exhibition Operational Regulations

1) Guideline on Freight Entry and No-entry of vehicle with the exhibit hall

All equipments carried in using cargo truck shall be delivered through the freight gate of KINTEX, and June 11 (Wed) is recommended for delivery. In addition, vehicle's access to the inside of the exhibit hall and freight platform shall not be allowed.

- ① For entry and delivery of exhibits during the period of preparation and removal, the vehicle of less than 2.5tons shall be exempted from parking charge for one (1) hour per day while the vehicle of more than 2.5tons two (2) hours per day.
(※ Personal car shall not be allowed to access the inside of the exhibit hall and freight platform during, before and after the exhibition period in any event.)
- ② Cargo truck shall not be allowed to access to the exhibit hall after 16:00 on June 11 (Tuesday).
- ③ Operation rule on cargo truck
- Height limit on cargo truck: 5m/Speed limit on cargo truck 10km/h

2) Guide on On-site Operation Office

Organizing Committee will operate the On-site Operation organizing committee in the exhibit hall from June 11 (Wed) to June 13 (Fri) 2014. On-site Operation organizing committee will be composed of personnel who can perfectly resolve any problems that may occur during the period of exhibit preparation, such as electricity service, furniture, standard booth, water supply/drainage, compressed air, etc, for minimizing any inconvenience of the exhibitors. We hope that the exhibitors will make much use of On-site Operation organizing committee during the period of exhibition.

3) Receipt of ID card for exhibitors

Employee ID cards applied online by you will be distributed at the distribution booth in the exhibit hall on June 11 during the period of preparation, so please take over ID cards upon arrival to the exhibit hall. All exhibitors shall possess ID cards for entry or otherwise may be subject to restraint by security service at the entry of the exhibit hall.

4) Protection of Intellectual Property Right

All Exhibitors shall not display product or service that infringes intellectual property rights, such as copyright trademark, design right or patent, of any third party during the period of exhibition. In the event that any product or service displayed by the Exhibitor is determined as infringing intellectual property rights of a third party, the Host Organization, at its sole discretion, may remove the booth of the applicable Exhibitor at any time.

II . Operation Rules and Compliance



3. Exhibition Operational Regulations

5) Noise Policy

Any sound system shall be used to the low level of noise, considering the effect on other exhibitors and visitor, and any speaker, in connection with image/sound play, shall be installed in accordance with the following guideline:

- ① The maximum noise in the exhibit hall shall not exceed 70db. (When measuring at 3 meter distance from the front of the speaker)
- ② When a speaker is installed inside 0~1.5m from the booth external line, its direction shall be toward the center of booth.
- ③ A speaker that is installed in 3 meter or higher height from the bottom of the booth shall be directed toward the center or immediate lower part of the booth
- ④ The Host Organization will measure noise in the passageway closest to the direction or sound source of a speaker.
- ⑤ TV or multi-vision shall be installed 0~1.5 meter distance from the passageway for avoiding any inconvenience to traffic of visitors. All speakers shall be connected and installed directly to accessible point from the audio power supply.
- ⑥ Any violation of the aforementioned rules may be punished by the Host Organization, and any refusal or failure to cooperate may be subject to power down or booth close or removal of the applicable booth. In such case, the Exhibitor shall be liable for any and all related damages.

6) Smell

Use of any apparatus generating uncomfortable smell shall be prohibited, and if it is inevitable to use them, it is required to obtain a prior consent from the Host Organization.

7) Filming/recording/videotaping

Unauthorized filming (photograph, video, etc) exhibit items and exhibit equipments other than its own product shall be strictly prohibited. The Exhibitor may show the image related to its products within the specified booth.

8) Misappropriation of name card (badge) of the Exhibitor

If any person who pretends to the Exhibitor of the specific company by stealing or misappropriating the name card (badge) of the Exhibitor is found out, the applicable person shall be evacuated from the exhibition hall. If such event occurs through interruption of the Exhibitor, the Host Organization may remove the applicable booth without any separate notice or compensation for participation fee. Please be careful of any disadvantage due to violation.



II . Operation Rules and Compliance

3. Exhibition Operational Regulations

9) Drinking

Drinking alcohol within the exhibition hall during the period of exhibition shall be strictly prohibited, and any drinker shall not participate in the exhibition activities within the exhibition hall.

10) Booth Manager

A booth manager shall stay in the booth at all times during the period of exhibition. Employees or representatives of the Exhibitor other than assistants (information guide or specialty narrator, etc) shall stay in the booth for explanation of the exhibition items or services

11) Security Rule

The Exhibitor shall be responsible for protecting the exhibits and pay full attention to management of them at all times. It is recommended to utilize a security service provider designated by KINTEX for preventing loss or damage of the exhibits.

12) Special care against loss of exhibits or valuables

Please pay special attention and perform separate management when leaving the exhibition hall because any valuables or portable exhibits (such as laptop, expensive micro equipment component, etc) may be lost due to the exhibition hall's crowdedness during the exhibition period. In addition, the Host Organization shall not be liable for any loss or theft incident due to negligence of the exhibitor.

13) Promotional materials and gifts

Any sample and gift may be distributed within the assigned booth. In addition, lottery of gift may be carried out within the booth to the extent that its speculation shall not exceed the custom.

14) Guideline on use of exhibition hall

All Exhibitors shall leave the exhibition hall within 30 minutes from the end of official exhibition hours during the exhibition period; provided, however, that the Exhibitor which is authorized to perform additional works may carry out such additional work within the permitted hours and shall pay any costs and expenses necessary for such additional use of the exhibition hall. Such criteria shall apply from the date of installation throughout the date of event and the date of removal.

II . Operation Rules and Compliance



3. Exhibition Operational Regulations

- ① The available hours of the exhibition hall for preparation and removal of exhibition will be 08:00 ~ 21:00(Prep) / 22:00(Demolition)and the Exhibitor shall comply with them.
- ② However, if overtime use is inevitable, the Exhibitor shall prepare the form of 'Application for Overtime Use' and pay overtime use charge at the same time when submitting the form no later than 17:00 of the applicable date to the office of the Host Organization.
- ③ The maximum height of the structures (including signs) in the booth where exhibit items or facilities are installed is limited up to 5 meter, which will be differentially applied depending on the booth size.

Booth Size	Height Limit	Booth Size	Height Limit
1~4 booths	3.5 m	5~10 booths	4 m
11~20 booths	4.5 m	Over 20 booths	5 m

- ④ The Exhibitor shall display its exhibits until the last date of Exhibition. The Exhibitor shall not remove its exhibits before or until the official end date and shall remove them within the notified time. The Exhibitor shall be responsible for lease expenses, storage expenses, or other expenses additionally incurred to KINTEX exhibition hall necessary for later removal than expected.

15) Smoking

All spaces and areas within KINTEX exhibition hall (building) are non-smoking areas. Please understand that less than 100 USD fine and penalty shall be imposed on smoking in the non-smoking areas.

16) On-site sale

This Exhibition is a specialty exhibition for professionals working in the related industry, and thus the Exhibitor shall be prohibited from selling tickets to general visitors visiting the exhibition hall during the exhibition period. Any violation shall be subject to penalty by the organizing committee.

17) Free ticket

The Exhibitor may provide free tickets for its general and business customers. Free tickets shall not be sold nor transferred to any company not participating in the Exhibition. Please take appropriate measures for managing free tickets.

II . Operation Rules and Compliance



3. Exhibition Operational Regulations

18) Disposal of wastes in exhibition hall

Any wastes carried in during the exhibition period (wood, vinyl, airpack, wasted materials, etc) shall be taken out by those which have carried in after completion of the Exhibition. In particular, the following company shall pay special attention and so Space Only exhibitor shall consider it when contracting with equipment construction company because the Exhibitor shall responsible for all costs and expenses related to wastes in case of occurrence of problems. In addition, the Exhibitor may suffer disadvantage due to a disposal company's undue charge of excessive costs and expenses related to treatment of wastes.

* Waste disposal bags are available for sale at the entrance security service provider.

- . Exhibitor that manufactures Space Only or equipment using wood
- . Exhibitor that carries in materials for its exhibits and supporting items
- . Exhibitor that carries in materials for installing them in the Standard Booth
- . Exhibitor that carries in packing materials for protecting its exhibits (paper, vinyl, airpack, wood, etc)



III . Exhibition Transport & Management

1. Shipment & Customs Procedure of Bonded Exhibits
2. Moving Domestic Exhibits in the Exhibition Center
3. Entrance of Freight Trucks
4. Insurance & Expenses

III . Exhibition Transport & Management



1. Shipment & Customs Procedure of Bonded Exhibits

1) Obtaining bonded area

The organizer can obtain KINTEX as a bonded area and display exhibits from abroad without a formal customs procedure. All exhibits brought into the bonded area cannot be moved out to any other places without permission of the organizer or a customs officer, and sales in the bonded area are completely prohibited.

2) Shipping exhibits from abroad

- In order to smoothly run the shipment process after freight from abroad arrives in Korea, all exhibits(including equipment for installing booths) which will be displayed in the exhibition should be shipped through local partners of the official freight forwarder designated by the exhibition secretariat.
- If exhibitors prefer certain local shipping companies, they are allowed to ship their items to ports and airports in Korea through their preferred companies. However, they should hand over all shipping documents to the official freight forwarder designated by KINTEX after their freight arrives at ports and airports in Korea in order to handle bonded exhibits without any problems.
- All exhibits should be arriving in Korea on schedule so that there will not be any problems in entering them for the exhibition. In the case of exhibits from abroad, it will take many days to clear customs regardless of whether they are bonded goods or not, and the shipment of exhibits from abroad can be delayed because of unexpected situations such as changes in related regulations. In order to bring exhibits into Korea in time and guarantee their entry for the exhibition, you need to make a shipping plan with enough time to get your exhibits to Korea on schedule(Need to send your exhibits from your location two to three months before the schedule when they are supposed to get to Korea)
- exhibitors should transport their exhibits with special care from ports and airports to the exhibition center after their exhibits arrive in Korea, and transport them to a warehouse for bonded goods after the exhibition finishes.
- When exhibits are checked to bring in or take out, a responsible person who can explain contents of the items in detail should be on the spot to attend the check.
- After the exhibition, exhibits should be moved out after the exhibition finishes, or they can be imported through a formal customs procedure if there is someone who wants to import them.

3) Customs Procedure for Exhibits

- Customs Procedure for Bonded Exhibits
 - It refers to a way of bringing exhibits in through a temporary customs procedure, not a formal customs procedure, and exhibits should be taken out of the country after the exhibition finishes, or they can be imported through a formal customs procedure if there is someone who wants to import them.
 - Exhibitors should notify the exhibition secretariat of detailed contents of bonded exhibits, as the exhibition secretariat obtains a bonded area for exhibitors that have bonded exhibits during the exhibition period

III. Exhibition Transport & Management



1. Shipment & Customs Procedure of Bonded Exhibits

- permanent duty-paid entry
 - Exhibits for permanent duty-paid entry are consumable goods used for the exhibition, the price of each item should not be more than US \$5, and the total price and quantity of items should be within the range that are acceptable by customs.
- temporary re-export entry: required to establish collateral
 - A promise between customs and an importer on which the importer will re-export related goods during a designated period.
- ※ Characteristics
 - If a venue is not obtained as a bonded area, temporary re-export entry is applied.(Hotels, normal events)
 - Bonded exhibits will be demonstrated for a certain period of time after the exhibition, or buyers require them to stay longer
 - When exhibits arrive in Korea, customs inspection will be conducted(different from customs clearance for bonded goods), and there is no tariff to pay.
- ※ Types of Establishing Collateral
 - Cash Collateral: Establish cash collateral according to the standard of tax amount
 - Bank payment guarantees: When a bank guarantees the payment
 - Tax Bond Insurance: Issue tax bond insurance(provided that exhibits should be reexported in a certain period of time, and if the condition is not met, a fine will be imposed.)
- ATA CARNET: Certification documents based on the agreement between governments
 - If a venue is not obtained as a bonded area, temporary re-export entry is applied.
 - If an importer needs to prepare separate settings at their company before the exhibition
 - The period is supposed to end in six months, but it can be extended once.

4) Preparing Shipment Documents

- Shipment Documents Required for Customs Clearance
 - Air Freight: one original document and four copies of AWB, Invoice and Packing List
 - Ocean Freight : one original document and four copies of B/L, Invoice and Packing List
- The matters to be considered in preparing shipment documents
 - Consignee: EXHIBITOR AGENT IN KOREA (IF ANY) OR EXHIBITOR C/O organizing committee OF Inside 3D Printing Conference & Expo 2014 BOOTH No. ____, and ____ Hall
 - Notify Party: the address and contact number of a designated freight forwarder in English
 - Destination: Busan Port(Ocean Freight) or Incheon Airport(Air Freight)
 - Shipment documents with detailed contents of exhibits such as item names, quantity and price are required to be written in English and USD

III . Exhibition Transport & Management



1. Shipment & Customs Procedure of Bonded Exhibits

- Please put down the following information on B/L, INVOICE and PACKING LIST of all exhibits "THESE GOODS ARE INTENDED FOR DISPLAY PURPOSE ONLY AT KINTEX, GOYANG CITY, GYEONGGI PROVINCE, KOREA DURING the specific period including day, month and year."
- Please make a separate INVOICE and PACKING LIST for RETURNED GOODS, SOLD GOODS, CONSUMABLE GOODS and GIVEAWAY GOODS.

5) Packing and Box Marking

- Each exhibitor should pack their exhibits securely so that their items will not be damaged during transporting and installing processes. Even if their exhibits are shipped in a container, secure packing is needed. In particular, for reusing packing materials again when exhibits are taken out of the country after the exhibition, secure packing is important.
- Box MARKING: Please put down the following information on the box marking for every exhibit.

EXHIBITOR :

BOOTH NO :

PACKAGE NO :

GROSS WT : (KG)

NET WT : (KG)

DIMENSIONS : (L) (W) (H)CM

"EXHIBITION GOODS FOR Inside 3D Printing Conference & Expo 2014"

Name of Company <ex> (C/O THE KOREA EXPRESS CO., LTD)

6) Duty-free imports

- Items below are exempted from tariffs according to customs regulations of Republic of Korea .
 - Catalogs, pamphlet, photo frames, photos, posters, exhibitors' advertising materials, and so on.
- The items are samples(excluding alcoholic beverages and cigarettes) and souvenirs such as badges and medals, and each item should not be more than US \$5.00, and the total price and quantity of items should be within the range that are acceptable by customs.
- Paint, varnish and wall paper used for building up booths are also included, and the total price and quantity of these items should be within the range that are acceptable by customs.

III . Exhibition Transport & Management



2. Moving Domestic Exhibits into the Exhibition Center

1) Schedule for Moving Domestic Exhibits in the Exhibition Center

- The schedule is June 11th (Wed).
- Heavy exhibition items or big equipment should be moved in the exhibition center before 18:00 o'clock on June 11th(Wednesday)

2) Others

- Please contact contractors designated by KINTEX if you have an inquiry about forklift trucks, and you can use forklift trucks on the ground without prior reservations.
- ※ For more information, please visit our website(www.kintex.com) [Rental · Service → List of Contractors
- Please note that plant pots are allowed to bring into the exhibition center, but standing wreaths are not allowed.

3. Entrance of Freight Trucks

1) Entrance of Freight Trucks



KINTEX
IC

Isanpo IC

III . Exhibition Transport & Management



3. Entrance of Freight Trucks

2) Parking Rates in Cargo Handling Area

Classification	Parking Rates	Note
Passenger Cars and Vans Lorries (under 2.5 ton)	For the first 40 min: 1,000 KRW every additional 20 min: 500 KRW	For vehicles used for the exhibition, parking is free of charge for two hours per day
Lorries (2.5 ton or over), Bus (25 seater or larger)	For the first 40 min.: 2,000 KRW every additional 20 min.: 1,000 KRW	
(Parking Rates for a Day) 00:00 ~ 24:00	Sedan, Van, Truck (under 2.5 ton): 7,000 KRW Bus (more than 25 seats): 14,000 KRW	

4. Insurance & Expenses

1) Insurance

Exhibitors should buy insurance that covers “All RISK” related to all possible accidents on exhibits from when exhibits are sent to Korea to when they are delivered to the final destination after the exhibition.

2) Security

- Basically, exhibitors take responsibility for keeping their exhibits safe.
- The exhibition secretariat provides a 24-hour security service in the exhibition center by contracting professional security services companies during the exhibition period, the preparation period, and the dismantling period.
- However, it is exhibitors’ responsibility to protect their exhibits and prevent the losses and damages of exhibits. Exhibitors should protect their exhibits by buying insurance that covers all kinds of damages that are likely to happen on their exhibits. In particular, exhibitors should consider a measure to keep their expensive exhibits safe right after the closing ceremony of the exhibition when the security is not that tight.

※ The exhibition secretariat holds no responsibility for damages on exhibits occurred by natural disasters, arson, theft and vandalism.

3) Fire Alarm and Fire Prevention

- Exhibitor staff should be fully aware of the instruction and the location of fire alarm equipment and fire extinguishers that are close to their booths. The first person who spots a fire should immediately run the fire alarm equipment, use an extinguisher and remove exhibit items close to the fire, trying not to cause fear to visitors and other exhibitors in the process.



IV. Equipment Construction

1. Booth Approval & Compliances
2. Booth Installation Dates
3. Standard Booth
4. Space Only

IV. Equipment Construction

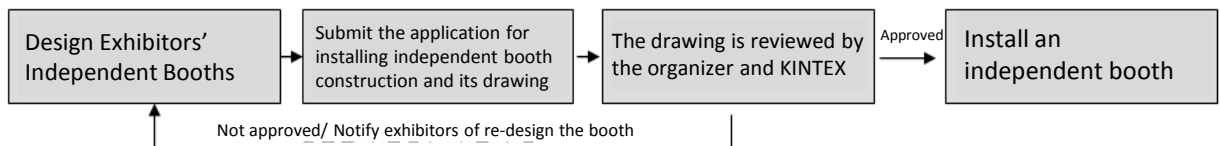


1. Booth Approval & Compliances

Booth installation will start on June 11th (Wed), a day before the opening of the exhibition. Please refer to the information on booth installation below, as the contents of booth installation varies according to Space Only and Standard Booth. In particular, exhibitors who apply for Space Only need to check the information including declaration and schedule related to Equipment Construction.

1) Approval of Booths

- Exhibitors should correct and reconstruct their booths at their own expense if their booths fail to meet regulations on booth installation. Also, they should complete to reconstruct their booth within the designated period.
- It is exhibitors' responsibility for the approval and process of booth installation, and contractors for booth installation do not hold any responsibility, and exhibitors who apply for Space Only should keep the drawing approved by the organizer and KINTEX at their booths so that responsible persons for firefighting of the exhibition center, the organizer and KINTEX can take a look into the drawing anytime.
- Approval Process for Space Only



- Exhibitors should design the structure of their booths after figuring out the conditions of the exhibition center and checking related regulations by visiting the exhibition center in advance, when they make a design for Space Only.
- Exhibitors should submit the floor plan, elevation(the location of a stage for events, the location of speakers and their output(W), and the design of rigging items with their weights) and the layout of utility services in jpg file format along with the "Form 4. Application for Space Only Equipment Construction" to the organizer, and they should undergo the approval process separately by submitting their drawing and plan to KINTEX through a contractor for booth installation according to the KINTEX regulations.
- If a stage for events is considered to hinder the operation and the movement of other booths close the stage too much, the construction may not be approved.
- The organizer and KINTEX may not approve the booth installation on the ground based on related regulations and safety issues if you build up Space Only without prior approval.

IV. Equipment Construction



1. Booth Approval & Compliances

2) Power/Electric Wiring

All of the electric facilities should be designed and constructed according to regulations on the Electric Equipment Technical Standards. Electric mains between equipment and booths will be provided only by official designated companies, and especially, electric equipment in Space Only should be provided by official companies designated by KINTEX (prohibited to install electric equipment at exhibitors' own discretion). Using other electric wirings are strictly prohibited because of the risk of fire. Any damages caused by an exhibitor's violation of the regulations should be borne by the relevant exhibitor.

3) Booth Installation

The organizer may urge to rearrange a booth if conditions of the booth fail to meet rules and regulations. All the expense for rearranging the booth should be borne by relevant exhibitors. Also, exhibitors should use official contractors designated by KINTEX for booth installation.

※ See the list of contractors at the KINTEX homepage

4) Usage of Flameproof Materials

- All of the materials used for booth installation should be flameproof or nonflammable, and the Fire-Prevention Certificate for booths should be reported to KINTEX.
- Covering materials with paint on the ground are prohibited.

5) Floor Load

Structures that exceed the standard weight should be modified to meet the standard by distributing their loads. An exhibit that is more than 2 ton/m² cannot be displayed, and more than 2 ton/m² exhibits will be classified as super heavy structures. In the case of exhibits with more than 2 ton/m² of weight, please fill in the "Form 8. Declaration for Moving in(Moving out) a Super Heavy Exhibit" and submit it to the organizer during the designated period.

6) Handling Dangerous Materials

All of the dangerous materials used for the exhibition should be managed, stored and eliminated safely. Dangerous materials include the list below. If you need to move in(move out) dangerous materials in the list below and similar materials, you should submit the "Form 22. Application for Moving in(Moving out) Dangerous Materials" to the organizer within the designated period, and receive approval by the organizer. Other dangerous materials without approval are not allowed to move in the exhibition center.

Types of Dangerous Materials	▶ Container for dangerous materials	▶ X-ray equipment	▶ High voltage equipment	▶ Liquid Mercury
	▶ Particle accelerator	▶ radioactive matter	▶ Inflammable and explosive materials	

IV. Equipment Construction



1. Booth Approval & Compliances

7) Securing Aisles

Exhibitors should not hinder visitors' access to other booths close to theirs as too many people gather around the aisle near their booths, or an obstacle occurs when they demonstrate their exhibit. Demonstrations related to exhibits should be conducted in the booth, and demonstrating exhibits in public spaces such as aisles are prohibited.

8) Lighting

Using flashlights, light bars, rotating lights and glittering lights in the exhibition center are prohibited in order not to disturb close booths and the exhibition.

9) Conditions for Installing Duplex Type Booths

Exhibitors can install a duplex type booth when they meet the conditions below.

- Consult with the organizer after submitting the "Form 8. Space Only Installation (Change) Application" and a structure calculation within the designated period.
- The area for a duplex type booth should be less than one third of the floor area. (if the area exceeds the standard, exhibitors need to consult the issue with the organizer in advance)
- Partitions for a stand should be open to more than a half of the circumference.
- The width of the stairs to the second floor should be more than 1.2 meters.
- A fire extinguisher should be located every 10 meters inside a duplex type booth.
- The ceiling of the second floor must be open. (If it is not possible, exhibitors need to consult the issue with the organizer)
- The width of the entrance should be more than 0.9 meters, and the entrance should be open to the direction of emergency exits. Rechargeable emergency lighting should be installed in front of the entrance.
- Security guards must be stationed on the ground all the time.
- If finishing materials are applied to the ceiling, automatic fire extinguishers should be installed every 10m² on the ceiling.

IV. Equipment Construction



2. Booth Installation Dates

June 11th (Wed) 08:00 ~ 21:00 Booth Construction

June 12th (Thu) ~ 13th (Fri) 10:00 ~ 18:00 Exhibition Period

June 13th (Fri) 18:00 ~ 22:00 Exhibition Period / Moving Exhibits out after the Closing of the Exhibition and Tearing Booths down

- ※ The construction for Space Only starts on June 11th(Mon). Please note the construction schedule, and all exhibitors who apply for Space Only should use constructors designated by KINTEX according to the KINTEX regulations. If an exhibitor constructs their booth with other contractors for booth installation, not designated contractors by KINTEX, all of the losses and damages caused by entrance control and a halt to the construction imposed by KINTEX should be borne by the relevant exhibitor.
- ※ All the process for Standard Booth Equipment Construction will be conducted by the organizer, please move exhibits in the exhibition center after 13: 00 o'clock on June 11th(Wed) when booth construction is completed.

3. Standard Booth

1) Standard Booth Installation Schedule

Date	Time	Content
June 11th (Wed)	08:00~13:00	Complete Standard Booth Installation
	08:00~12:00	Complete to move heavy exhibits in the exhibition center
	13:00~21:00	Complete to move ordinary exhibitors' exhibits in the exhibition center
	16:00~	Provide electricity, compressed air and plumbing system in the exhibition center
	16:00~	Complete to install telephones and Internet in the exhibition center

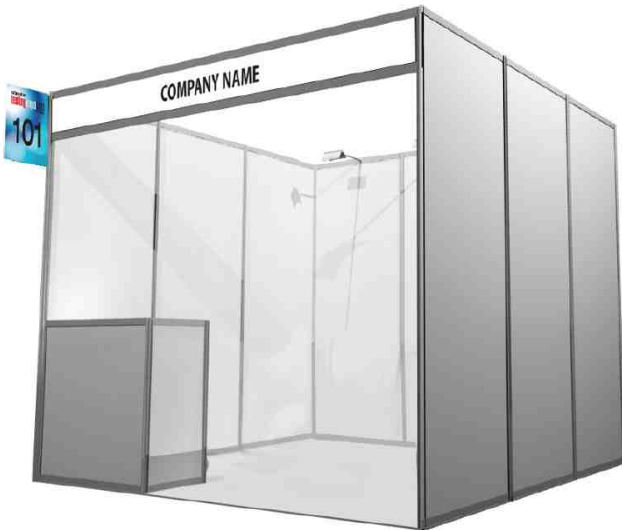
IV. Equipment Construction



3. Standard Booth

2) Standard Booth

○ Booth Photos



Installation Contents	Quantity	Note
Octa System Structure	1	4x3x3.25(m)
Floor(finetex)	1	4x3(m)
Spotlight	3	100W
Electrical Outlet(2)	1	15A/220V(1kW)
Company Signboard (acrylic)	1	4x0.5(m)
Information Desk/Chair	1 Desk+1 Chair	1x0.5x0.75(m)
Trash Can	1	-

* Booth images and installation contents are subject to change by the organizer.

- **Floor** : finetex will be installed for the floor inside booths.
 - ※ Color of the booth floor: Grey(for the floor of aisles in the exhibition center, finetex will not be installed).
Color of the booth floor are subject to change later)
- **Company Signboard**: Each Korean/English company signboard will be marked in a line. If there is an exhibitor who wants to insert their logos in the signboard, please contact the contractor for Standard Booth.
 - * According to the shape of a logo, additional cost may be caused.
- **Lighting**: Lighting system will be provided in proportion to the extent of Standard Booth
- **Electricity**: Electric power of 1kW per booth will be provided. If you need additional electricity, please apply for more electricity after checking the power consumption of your exhibit.
- **Others**
 - Additional installations including lighting system should be limited within the designated booth area. .
 - If you want to change the location of lighting equipment, please ask the contractor for Standard Booth.
 - Display panels, consumables for exhibits and other office supplies should be prepared by exhibitors themselves.

IV. Equipment Construction



3. Standard Booth

○ Service Contents

- Service for clearing up before the opening of the exhibition during the exhibition period(only for the communal areas to prevent exhibits from being stolen or damaged)
- Service for collecting garbage from booths during the exhibition period.
- Service for providing entrance tickets to visitors(The quantity will be confirmed later)
- Service for posting the information on each company and their products at the KINTE homepage
- Service for providing passes to exhibitors



FAQ.

1. What is Standard(Shell Scheme) Booth?

Contrary to Space Only through which only a space for exhibiting is provided to exhibitors, the organizer installs booths and provides them to exhibitors in Standard Booth.

2. What is the size of Standard Booth(per booth)?

4 X 3 X 2.5(m) (from the floor to the signboard)

3. What is the basic specifications provided with Standard Booth?

A company signboard, finetex floor, one information desk and folding chair, Lighting system, three spotlights, and electricity(1Kw-220V with one outlet) will be provided.



4. What do exhibitors need to prepare for the exhibition except for items provided by the organizer ?

Exhibitors need to prepare for display panels, interior materials, catalogs, and business cards. If you need a meeting table, chairs and display panels, you can apply for additional items to the designated rental services for furniture and office supplies(additional fee charged), or you can bring them in from your company.

* Materials for Standard Booth will be reused, so please use transparent tape or fishing lines(a S-shaped loop) to hang a poster/ a banner on the wall of your booth. Compensation payment will be demanded if walls are damaged by nailing and gluing a poster/ a banner on the walls.

* As the organizer installs and dismantles all booths for Standard Booth, it is prohibited to install additional equipment and facilities such as a meeting room except for the installation contents mentioned above, and to change the drawing of a booth including the color of a booth. You can apply for additional services and facilities(electricity and Internet) through "Menu of Applying for Services and Facilities." Please refer to the next chapter "V. Service & Facilities" for more detailed information.

* Exhibits are not allowed to move out during the exhibition period except for the designated period. The organizer holds no responsibility for the losses and damages on exhibits occurred because exhibitors are not aware of the regulation on the period when they are allowed to move their exhibits out.

IV. Equipment Construction



4. Space Only

1) Designating Contractors for Booth Installation

- In the case of Space Only, the organizer only provides a space for exhibiting to exhibitors. Accordingly, there is no items for the organizer to provide. (Exhibitors need to apply for services and facilities separately)
- Exhibitors who apply for Space Only need to prepare for all materials and items including booth and interior materials, and they should choose and use one of the designated contractors by KINTEX to install their booths.
- In principle, it is prohibited for exhibitors to construct their booths themselves. However, exhibitors are allowed to install their booths themselves if they are approved by KINTEX in the case of the following conditions. The exhibitors should deal with all of the matters related to booth installation such as submitting a work plan as the same as designated contractors do.
 - If an exhibitor has their own interior department in the company, and the company’s workers directly install their booth. (only when their certificate for business registration is categorized as Interior design, advertisement production and furniture manufacture)
 - If an exhibitor has their own system for booth installation (required to submit documented evidence such as a contract and photos taken in other events)
 - If an interior structure itself is an exhibit for the exhibition
- ※ Required to submit documents : an explanatory statement for their own booth installation, an application for installing(changing) a booth, a work plan and a drawing

2) Installing and dismantling booths

Installation Contents	Period	Note
Submit a drawing of a booth	May 16 th (Fri)	Submit to KINTEX
Install the booth, move exhibits in, and display them	June 11 th (Wed)	The day when to move super heavy structures and dangerous materials: June 11 th (Wed)

- All booth equipment should be assembled and installed within the preparation period.
- Exhibitors and contractors for booth installation should follow all instructions written in the manual and the KINTEK regulations when they install and dismantle booths.

3) The Matter to be Considered in Equipment Construction

- Structures including lighting system should be installed within the assigned area(contractured area), and if they exceed the area, exhibitors will pay additional cost for that.
- The height of a booth is limited in at best 5 meters, and the height of each booth will be different according to the size of booths.
- It is not allowed to use electric powered tools such as a compressor, an electric plane, an electric grinder and a welding machine.
- A carpet installed inside a booth should be one that is easily removed.



V . Additional Facilities

1. Electricity
2. Telephone/Internet
3. Plumbing & Compressed Air
4. Method of Applying for
Additional Facilities

V. Additional Facilities



1. Electricity

Application for electricity is necessary for the efficient operation of lighting and booth equipment (computers, PDPs, water cooler/heater, refrigerators, etc.) being installed within the exhibition booth. While there are differences in the method of application between Standard Booth and Space Only booth exhibitors, please refer to the contents below and submit applications by Friday, May 16st.

1) Application for Electricity

- Standard Booth : 1kw (220V 2 socket – 1 ea) of electricity is supplied, energy equivalent to powering 1 PDP unit or 1 refrigerator. If additional power is required, an application for additional electricity must be filled out and submitted.
- Space Only : No power is supplied. An application must be submitted in advance for all power needs, including booth lighting, etc. (Form 3. Refer to Application for Use of Additional Facilities)

2) Unit Price Sheet

Category	Unit Price (VAT not included)	Reference
220V(single-phase)	40 USD/kW	-
220V(three-phase)	40 USD/kW	-
380V(three-phase)	40 USD/kW	-
24 hour use	80 USD/kW	Application if equipment must be operated for 24 hours a day (ice-makers, etc.)

※ If 110V is required, exhibitors should submit applications for 220V and prepare their own electric transformers.

3) Installation

All electrical facility construction and installation must be designed and constructed in accordance with electrical equipment related laws and regulations. Electrical wiring connections between facilities and electrical booths are provided only by official designed companies. Particularly, electrical facilities within Space Only booths must make use of KINTEX designated companies. (in-house construction of electrical components is prohibited).

The use of other forms of connection lines are strictly prohibited due to risks of fire. All damages that occur in violation of the above are the sole responsibility of the exhibitor.

V. Additional Facilities



1. Electricity

4) Time of Electricity Supply

- Electricity is scheduled to be supplied from 4pm on Wed, June 11th (last day of equipment construction). In the case of materials that require power among exhibits, please make considerations for the appropriate bring-in dates in advance.
- During the exhibit period, electricity is supplied during exhibition operating hours (08:00 ~ 18:30).
- For exhibits that must be powered for 24 hours/day, please submit a separation application for 24 hour electricity use.
- Power Supply Time Table

Date	Ceiling Lights	Power for equipment and lighting
June 11 th (Wed)	08:00 ~ 21:00	16:00 ~ 21:00
June 12 th (Thu) ~ 13 th (Fri)	08:00 ~ 18:30	08:00 ~ 18:30
June 13 th (Fri)	08:00 ~ 22:00	08:00 ~ 17:30

5) Preparations to be made by Exhibitors

- Electrical and electricity related equipment are installed by the organizer side, yet related components are not supplied by the organizing committee
 - Multi taps, power extension cables, 110v down transformers (when using 110V devices), other electrical components, etc.

6) Cautions

- When exhibiting equipment sensitive to electricity, the exhibitor must install additionally required safety devices. Accidents caused by power overloads and insufficient safety standards by exhibitors shall not be the responsibility of the organizer. In the case of such accident, the subject exhibitor must make appropriate compensations to KINTEX and other damage inflicted companies.
- Connecting and using numerous multi taps to electrical sockets could result in fires.
- Electrical construction done directly by exhibitors is prohibited. All related activities must be done through KINTEX designated electrical companies.
- Cleaning booths with use of water is prohibited as electrical facilities are installed underneath the floor trench covers. In addition, do not throw away or spill water on exhibition space floors.

V. Additional Facilities



2. Telephone/Internet

Applications for telephone/internet must be submitted in advance in order to use internet, telephones, faxes, card terminals within exhibition booths. Please refer to the contents below and submit your applications to the organizing committee by Friday, May 16th.

※ It is not possible to add devices or cancel installation during the exhibit period. Please make considerations for the required quantities in advance.

1) Application for Telephone/Internet

○ Telephone

- Telephones (Domestic/International) are provided only to companies making the request through the Application for Use of Additional Facilities. Upon requesting telephone(s), a direct-line telephone is installed within the booth. (Numbers are shown on the telephone unit).
- When requiring fax, fax machines must be prepared by the exhibitor.
- In the case that actual telephone fees exceed the telephone subscription expense, then such difference in expense must be compensated.

○ Internet

- Internet Use (LAN) is provided only to companies making the request through the Application for Use of Additional Facilities.
- For Standard Booths, internet lines are positioned at appropriate locations with adequate length and can be used by connecting them with PCs.
- For Space Only booths, please also show the location(s) where to install internet lines upon application submission.
- When using dedicated internet lines, the use of routers is strictly prohibited.
- Basic access information, such as IP addresses, and manager contact information is shown at the end of the internet LAN line.

2) Telephone/Internet Unit Price Sheet

Category		Unit Price (VAT not included)	Quantity
Telephone	Domestic	50 USD	1 unit
	International	150 USD	1 unit
Internet	Wire/Wireless	150 USD	1 port

V. Additional Facilities



3. Plumbing & Compressed Air

Applications for Plumbing/Compressed Air must be made in advance in order to use water within the exhibition booth (drinking water not available) or use compressed air to operate exhibits. Refer to the contents below and make your applications to the organizing committee by Friday, May 16th.

※ It is not possible to add devices or cancel installation during the exhibit period. Please make considerations for the required quantities in advance.

1) Applying for Plumbing/ Compressed Air

Plumbing

- Upon applying for Plumbing, pipes will be installed from the trench to your booth.
- Pipes will be exposed within your booth and sink installation and connection with exhibits must be done by the exhibitor.
- Exhibitors installing sinks must all install food waste trays on to drainage holes. Food wastes introduced into drains is a main cause of drainage clogs.

Compressed Air

- In the same way as plumbing, pipes will be installed from the trench to your booth.
- When only small amounts of compressed air is required, exhibitors can use small-sized compressors.

2) Plumbing/ Compressed Air Unit Price Sheet

Category	Unit Price (VAT not included)	Quantity
Plumbing	150 USD	1 unit
Compressed Air	150 USD	1 unit

3) Specifications of Plumbing/Compressed Air facilities

Category	Water Supply	Drainage	Compressed Air
Diameter	15m/m	20m/m	20m/m
Usage Pressure	6kg/cm2		8kg/cm2(Terminal 7kg/cm2)

V . Additional Facilities



4. Method of Applying for Additional Facilities

Only online applications for additional facilities are accepted. Exhibitors should refer to the contents below and submit applications by Friday, May 16th .

1) Additional Facilities Unit Price Sheet

Category	Details	Unit Price (VAT not included)
Lighting electricity	100W spotlight	20 USD/ea
	300W halogen	40 USD/ea
	1.2M 40W fluorescent light	25 USD/ea
	13AMP socket 200V/60Hz single-phase	40 USD/ea
	24-hour use socket	40 USD/ea
Equipment operation & Space Only lighting electricity	220V/60Hz single-phase	40 USD/kW
	220V/60Hz three-phase	40 USD/kW
	380V/60Hz three-phase	40 USD/kW
	24-hour use 220V three-phase	80 USD/kW
Compressed Air	Basic Type	150 USD/ea
Plumbing	Basic Type	150 USD/ea
Telephone	Domestic	50 USD/unit
	International	150 USD/unit
Dedicated Internet Line	Installation and usage fees	150 USD/port

V. Additional Facilities



5. Method of Applying for Additional Facilities

2) Method of Applying for Additional Facilities

Access website -> Exhibitor log-in -> Apply for additional facilities required by exhibitor-> Issuance of invoice for additional facilities applied for by exhibitor after application deadline (**Friday, May 16th**) -> Exhibitor must complete payment of expense balance to the organizing committee by **Wednesday, May 28th** -> Issuance of tax invoice for additional facility usage fees (electronic tax invoice)

3) Cautions

- Additional facilities cannot be used unless the expense of additional facilities are paid.
Exhibitors should complete payment of the expense balance within the given time frame to prevent potential inconveniences during the exhibition period.
- Additional facilities cannot be added on site during the exhibition period due to carpet and exhibit installations. Please make considerations for the required quantities in advance.

V . Additional Facilities



* Additional Facilities related FAQ

1. What is the 220V 2 socket that is provided as part of the basic package?

One 2 socket power outlet used normally within homes is installed.

2. Who are KINTEX designated companies?

KINTEX has a list of designated companies in various sectors to separate out improper and poor companies as well as to improve construction safety. Lists of designated companies are shown within the appendix of this service manual or at the KINTEX website (www.kintex.com).

3. From when can the telephone and internet be used?

Telephone and internet will be activated at 4PM on June 11th, the last day of equipment installation and construction.

4. Is there a Wi-Fi zone installed within the exhibit space?

KINTEX-designated telecommunication company, LG U+, operates all telecommunication related services. A separate Wi-Fi zone will not be installed. While Wi-Fi from neighboring areas may be found, they are not part of the official services being offered by KINTEX.

5. Is it possible to have a supply of drinking water?

The water from plumbing installation is not suitable as drinking water. If you require drinking water within your booth, please contact a water purifier rental company and have a device installed.

6. Are sinks also installed by the organizer?

Constructions not included as part of basic installation equipment must be done by the exhibitor. If you require sink installation, please inquire with a kitchen furniture rental company.

7. Is it possible to receive the DB of all exhibit visitors?

Due to personal privacy regulations, the DB of all exhibit visitors cannot be disclosed or sold. DB of visitors not visiting an exhibitor booth is managed solely by the organizing committee. For more information, please contact the organizing committee.



VI. Demolition

1. Demolition Period
2. Demolition and Removal Dates
3. Procedure for Removing Exhibits
4. Theft upon removal demolishing of exhibit

VI. Demolition



1. Demolition Period

Removal and Demolition scheduled for 18:00 ~ 22:00 on Friday, June 13th

2. Demolition and Removal Dates

Date	Time	Contents
June 13 th (Fri)	18:00~	Discontinuation of electricity, telephones, compressed air and plumbing supply
	18:00~22:00	Collection of rentals of equipment and furniture companies
	18:00~22:00	Exhibit removal by exhibitors

※ The organizer shall not be responsible for loss or damage of components/materials and ask exhibitors to heed caution upon removing exhibits. Please remove all exhibit materials within the designated time period.

3. Procedure for Removing Exhibits

1) Procedure for Removal

- ① Draft "Form10. Application to Bring In (Remove) Exhibition Products" (Refer to Exhibitor Service Manual or prepared within organizer office)
- ② Receive confirmation of "Application to Bring In (Remove) Exhibition Products" at exhibition organizing committee
- ③ Upon loading exhibits in vehicle for departure, submit related documentation to exhibit security company (Removal of exhibits is possible only after "Application to Bring In (Remove) Exhibition Products" has been confirmed.)

2) Cautions

- Exhibition product removal notification is a regulation designed to prevent theft or loss of exhibited products. Consequently, it is possible to remove exhibits only after the Application to Bring In (Remove) Exhibition Products has been validated.
- Standard Booth exhibitors are required to remove only exhibited products, related materials and furnishings. Booth demolition is conducted by the organizer. (Rental parts/furnishings are collected by the rental company)

VI. Demolition



4. Theft upon removal/demolishing of exhibit

1) Cautions upon Tearing Down Exhibit

- When designated companies remove furniture and furnishings after the exhibit has ended, check again to see that no materials, including drawers and shelves, have been left behind. The organizer is not responsible for any loss of materials.
- To prevent theft or loss of exhibited products, please remove all exhibited products on the day of the closing ceremony. (Exhibited booths can be torn down during the demolishing period.)
- During the demolishing period, the exhibitor must dispatch personnel to prevent potential accidents or incidents of theft.
- Space Only exhibitors must restore the exhibit hall to its original form by completing demolishing activities within the designated time period. In the case restoration by a third party becomes necessary, the organizer may perform such activities. All expenses incurred for such activities must be paid by the exhibitor. In addition, industrial wastes (waste woods, Styrofoam, vinyl, carpets, glass, etc.) not accepted as general living wastes by land fills must be properly discarded by the exhibitor and construction company. Consequently, the exhibitor must discuss with the construction company on measures to minimize the occurrence of industrial wastes and finalize construction contracts based on the condition of collecting all industrial wastes once the exhibit has ended. In the case that industrial wastes are not properly discarded, services will be requested to an industrial waste processing company and incurred expenses must be paid in full by the exhibitor.

* FAQ

1. Are we required to receive confirmation of the exhibits removal ?

Exhibition product removal notification is a regulation designed to prevent theft or loss of exhibited products. Consequently, it is possible to remove exhibits only after the Application to Bring In (Remove) Exhibition Products has been validated.

2. Do demolishing (demolition) companies for Space Only booths need to be designated separately?

As Space Only construction companies provide both installation and demolishing services, it is advised that you finalize the construction agreement under the condition of demolishing and collecting all industrial wastes when designating a Space Only booth construction company. If exhibit booths are not torn down, the organizer will do so and request corresponding expenses to the exhibiting company.



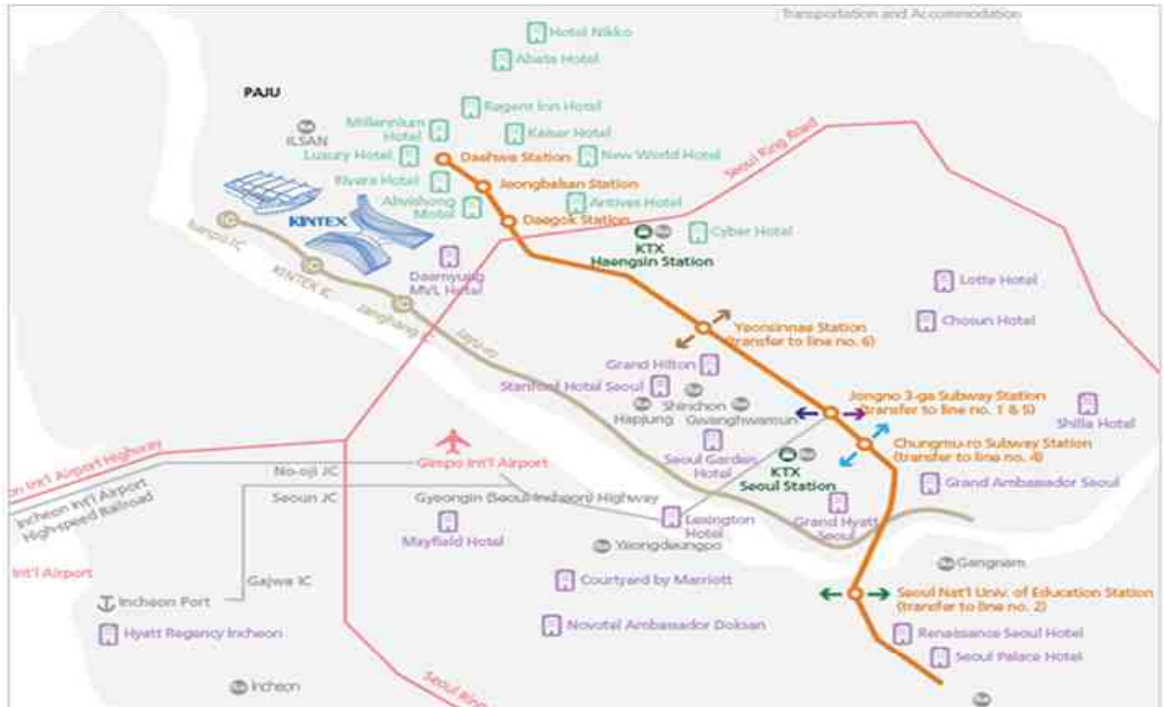
VII. Lodging, Traffic and Parking Information

1. Lodging Information
2. Traffic Information
3. Parking Information

VII. Lodging, Traffic and Parking Information



1. Lodging Information



1) Five-star Hotel

Hotel Name	Address	Phone Number	Number of Rooms	Travel Time
MVL Hotel KINTEX www.mvlhotel.com/kintex	1248 Janghang-dong, Ilsandong-gu, Goyang-si, Gyeonggi-do	82-31-927-7700	377	5min
Mayfield www.mayfield.co.kr	426, Oebalsan-dong, Ganseo-gu, Seoul	82-2-2660-9154	202	25 min
Grand Hilton www.grandhiltonseoul.com	201-1, Hongoeun-dong, Seodaemun-gu, Seoul,	82-2-2287-8441	501	25 min
Lexington Hotel www.thelexington.co.kr	13-3, Yeouido-dong, Yeongdeungpo-gu Seoul	82-2-6670-7553	235	30 min
Best Western Premier Seoul Garden Hotel www.seoulgarden.co.kr	169-1, Dohwa-dong, Mapo-gu, Seoul	82-2-710-7227	362	30 min
Stanford Hotel Seoul www.stanfordseoul.com	1587, Sangam-dong, Mapo-gu, Seoul	82-2-6016-0001	239	30 min
Novotel Ambassador Doksan www.ambatel.com	1030-1, Doksan 4-dong, Geumcheon-gu, Seoul	82-2-838-1101	230	35 min

VII. Lodging, Traffic and Parking Information



1. Lodging Information

1) Five-star Hotel

Hotel Name	Address	Phone Number	Number of Rooms	Travel Time
The Shilla Hotel www.shilla.net	202, Jangchung-dong, Jung-gu, Seoul	82-2-2230-3131	462	35 min
The Westin Chosun www.echosunhotel.com	87, Sogong-dong, Jung-gu, Seoul	82-2-317-0413	453	35 min
Grand Ambassador Hotel grand.ambatel.com	186-53, Jangchung-dong 2-ga, Jung-gu, Seoul	82-2-2270-3159	409	40 min
Grand Hyatt Seoul Hotel www.grandhyattseoul.co.kr	747-7 Handam-dong, Yongsan-gu, Seoul	82-2-799-8209	601	40 min
Millennium Seoul Hilton www.millenniumseoulhilton.co.kr	395, Namdaemunno 5-ga, Jung-gu, Seoul	82-2-317-3214	681	40 min
Lotte Hotel www.lottehotel.co.kr	1, Sogong-dong, Jung-gu, Seoul	82-2-759-7534	1,318	40 min
Courtyard Seoul Times Square www.courtyardseoul.com	442, Yeongdeungpo-dong 4-ga, Yeongdeungpo-gu, Seoul	82-2-2638-3025	283	40 min
Hyatt Regency Incheon www.hyattregencyincheon.com	2850-1 Unseo-dong, Jung-gu, Incheon	82-2-310-6515	525	40 min
Seoul Palace Hotel www.seoulpalace.co.kr	63-1, Banpo-dong, Seocho-gu, Seoul	82-2-2186-6796	283	45 min
Paradise Hotel Incheon www.paradisehotel.co.kr	3-2, Han-dong 1-ga, Jung-gu, Incheon	82-2-2260-2040	175	45 min
Renaissance Seoul Hotel http://www.renaissance-seoul.com/	676 Yeoksam-dong, Gangnam-gu, Seoul	82-2-555-0501	493	50 min
Eastgate Hotel www.eastgatehotel.kr	Cerestar Mall 17-2 Euljiro 5-ga, Jung-gu, Seoul	82-2-2638-3025	158	75 min

VII. Lodging, Traffic and Parking Information



1. Lodging Information

2) Tourist Hotel

Hotel Name	Address	Phone Number	Number of Rooms	Travel Time
Hotel River Park www.riverpark.co.kr	261-4 Yeomchan-dong, Gangseo-gu, Seoul	82-2-3665-3000	70	20 min
Hotel Nostalgia www.hotelnostalgia.co.kr	1110, Hwagok-6dong, Gangseo-gu, Seoul	82-2-2691-0071	71	20 min
Best Western Niagara Hotel www.niagarahotel.co.kr	259-2, Yeomchan-dong, Gangseo-gu, Seoul	82-2-3660-4040	101	25 min
Seoul Mate Hotel www.matehotel.net	921-6, Hwagok-dong, Gangseo-gu, Seoul	82-2-2605-1700	57	30 min
Hotel Seokyo www.hotelseokyo.co.kr	130 Yangwha-ro, Seokyo-dong, Mapo-gu, Seoul	82-2-330-7777	135	30 min
Stay 7 Premiere Hotel www.stay7.com	15-3 Yeouido-dong, Yeongdeunpo-gu, Seoul	82-2-2135-7001	130	30 min
Yoido Hotel www.yoidohotel.co.kr	10-3, Yeouido-dong, Yeongdeunpo-gu, Seoul	82-2-782-0121	107	30 min
Ramada Hotel & Suites Seoul Namdaemun http://www.ramadapnp.com/ko/main/	151, Soonwha-dong, Jung-gu, Seoul	82-2-2119-8873	331	40 min
Provista Hotel www.provista.co.kr	1677-8 Seocho-1dong, Seocho-gu, Seoul	82-2-597-1140	150	55 min

VII. Lodging, Traffic and Parking Information



1. Lodging Information

3) Business Hotel

Hotel Name	Address	Phone Number	Number of Rooms	Travel Time
Hotel New World www.newworldhotel.co.kr	2208-3, Daehwa-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do	82-31-917-7222	35	5 min (by walk)
Hotel Luxury www.luxuryhotel.kr	2224-3, Daehwa-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do	82-31-917-1717	48	5 min (by walk)
Motel Rivera www.riverahotel.co.kr	2224-2, Daehwa-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do	82-31-922-2052~4	54	5 min (by walk)
Regentinn Hotel www.regentinn.co.kr	2208-4, Daehwa-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do	82-31-913-2853~5	35	5 min (by walk)
Millenium Hotel www.ilsanmillennium.com	2223-1, Daehwa-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do	82-31-922-5211	49	5 min (by walk)
Ahvisong Motel	2224, Daehwa-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do	82-31-919-8811	30	5 min (by walk)
Kaiser Hotel www.kaiserhotel.co.kr	2199-1, Daehwa-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do	82-31-917-1919	42	5 min (by car)
Abata Hotel www.abata.kr	Tanhyeon-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do 1575-4	82-31-919-6761	40	10 min (by car)
Hotel Nikko	Tanhyeon-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do 1558-2	82-31-916-0081	42	10 min (by car)
Antives Hotel www.hotelantives.com	1296-1, Baekseok-dong, Ilsandong-gu, Goyang-si, Gyeonggi-do	82-31-905-1515	48	10 min (by car)
Dream Park Hotel	621-9 Jugyo-dong, Deogyang-gu, Ilsandong-gu, Goyang-si, Gyeonggi-do	82-31-967-0071~2	35	15 min (by car)
Cyber Hotel	708 Haengsin-dong, Deogyang-gu, Ilsandong-gu, Goyang-si, Gyeonggi-do	82-31-974-0008	38	15 min (by car)
Home	129-4, Beopgot-dong, Ilsanseo-gu, Goyang-si, Gyeonggi-do	031-914-8871	35	15 min (by car)

VII. Lodging, Traffic and Parking Information



1. Lodging Information

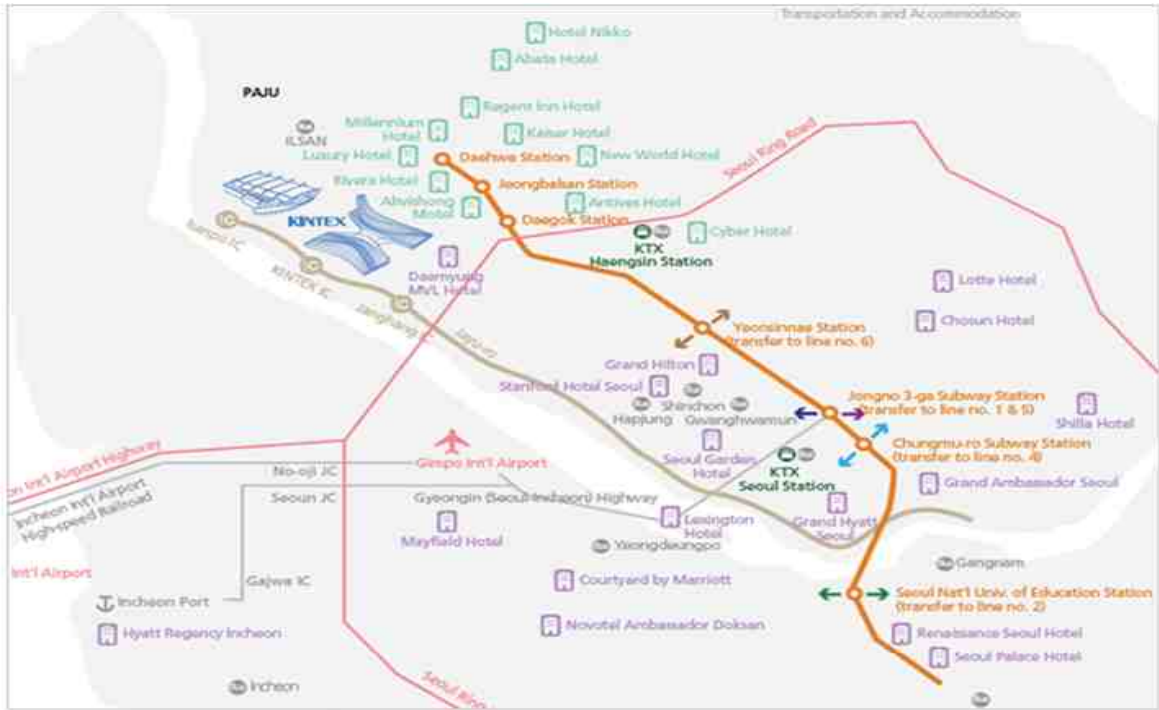
4) Residence

Hotel Name	Address	Phone Number	Number of Rooms	Travel Time
Residence&U www.residencenu.com	771-1 Janghang-dong, Ilsandong-gu, Goyang-si, Gyeonggi-do	82-31-813-8001	60	10 min
Ilsan Residence www.ilsanresidence.co.kr	730 Janghang-dong, Ilsandong-gu, Goyang-si, Gyeonggi-do	82-31-911-6363	40	10 min
Guest House Jijihyang www.jijihyang.org	524-3, Moonbal-dong, Paju-si, Gyeonggi-do	82-31-955-0090	79	20 min
Goyang Youth Hostel	278-3 Goyang-dong, Deogyang-gu, Goyang-si, Gyeonggi-do	82-31-962-9049	23	25 min
Marriot Executive Apartments Seoul www.measeoul.com	28-3 Yeouido-doing, Yeongdeungpo-gu Seoul	82-2-2090-8037	103	30 min
Hyundai Residence www.hyundairs.com	22-5, Chungmuro 5-ga, Jung-gu, Seoul	82-2-3406-8000	165	50 min

VII. Lodging, Traffic and Parking Information



2. Traffic Information



1) Bus

○ Express city buses at major point of Seoul

Route	Classification	BusNo.	Station	TravelTime	Fee	note
Seoul Station	Express City Bus	M7106	No.1	40min	1.8 USD	
	Nonstop Bus	1000	No.1	45min	1.8 USD	Via Sinchon, Gwanghwamun, City Hall
		2000	No.1	45min	1.8 USD	Via Sinchon, Gwanghwamun, City Hall
		8880	No.1	45min	1.8 USD	Via Sinchon, Gwanghwamun, City Hall
	Normal Bus	9701	No.1	80min	1.8 USD	Via Sinchon, Gwanghwamun, City Hall
		9708	No.1	70min	1.8 USD	Via Sinchon, Gwanghwamun, City Hall
9714		No.1	70min	1.8 USD	Via Sinchon, Gwanghwamun, City Hall	
Gangnam Station	Nonstop Bus	9700	No.1	70min	1.8 USD	Via Nonhyun, Sinsa, Yangjae
Yeongdeungpo	Normal Bus	9707	No.1	70min	1.8 USD	Via Dongsan
		870	No.2	50min	1.6 USD	Via Dongsan
		873	No.2	50min	1.6 USD	Via Dongsan
Sinchon	Normal Bus	770	No.2	60min	1.6 USD	
Hapjeong Station	Nonstop Bus	200	No.1	60min	1.6 USD	

VII. Lodging, Traffic and Parking Information



2. Traffic Information

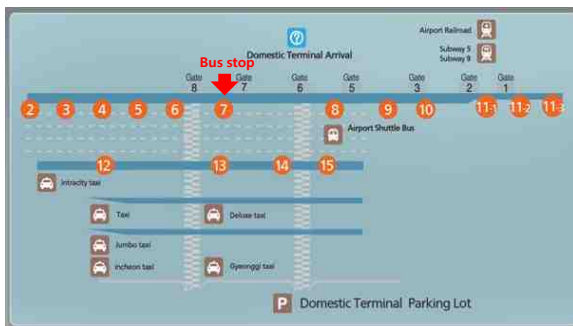
1) Bus

※ Bus # 9700/8109 runs nonstop route to KINTEX (Terminal : KINTEX2)

Inquiry for Nonstop bus Route : Daewon Express 010-3955-3951

○ Airport Limousine

Route	Classification	BusNo.	Station	TravelTime	Fee	Note
IncheonInt'l Airport	NonstopBus	3300	No.1	70min	8USD	http://www.buspia.co.kr/_airbus/
	AirportLimousine	7400	No.3	60min	8USD	
GimpoInt'l Airport	AirportLimousine	7300	No.3	20~40min	3USD	



Gimpo Int'l Airport->KINTEX

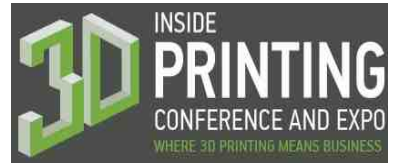


Incheon Int'l Airport-> KINTEX

○ City Bus

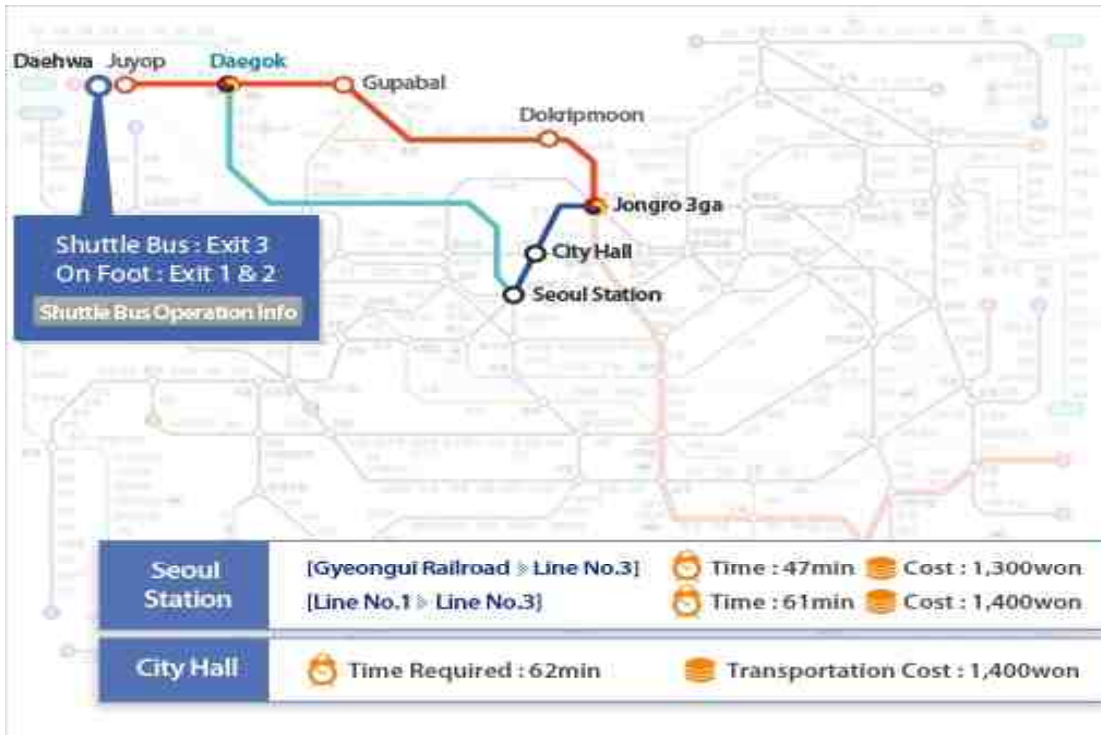
Route	Bus No.	Station	Travel Time	Fee
Sinchon	72	No.1	40min	1.2USD
Susaek Station	66	No.1	55min	1.2USD
Bulgwang-dong	55/55-1/55-2	No.1	50min	1.2USD
Gimpo Int'l Airport	150	No.1	75~80min	1USD
Kimpo College	97	No.1	80min	1.3USD

VII. Lodging, Traffic and Parking Information



2. Traffic Information

2) Subway / Train



○ Subway Line No. 3

- How to get to KINTEX

Get off at Daehwa St. → On foot: Take Exit No. 2 → 7 minutes walk to KINTEX

○ Subway Line No.9 → Airport Limousine

- How to get to KINTEX

Get off at Gimpo Int'l Airport St. → Take a Airport Limousine bus at 7th station in domestic terminal

→ Get off at KINTEX

○ Gyeongui Line → Subway Line No. 3

- How to get to KINTEX

Get off at Daegok St. → Transfer to subway Line No.3 → Get off at Daehwa St.

VII. Lodging, Traffic and Parking Information



2. Traffic Information

2) Subway / Train

○ KTX

- How to get to KINTEX

Get off at Seoul Railway St. → Take a bus in front of YTN Tower Bldg.

(Regarding Bus Route refer to bus section)

Get off at Haengsin St. → Transfer to Daegok St. in Gyeongui Line → Transfer to subway Line No. 3

→ Get off at Daehwa St.

3) Car

○ The 1st Jayu-ro

- How to get to KINTEX : KINTEX IC or Yisanpo IC → Use either South gate or West gate
- Distance from major point : Gangnam approx. 37km, Gwanhwamun approx. 28km, Gimpo approx. 17km

○ The 2nd Jayu-ro

- Route : Paju~Goyang Daehwa IC~Gangmae IC~Seou Sangam (Total 22.7km, 6 Lanes)
- How to get to KINTEX : Yisanpo IC → Use either South gate or West gate

○ Olympic Expressway extension (connects to Ilsan-daegyo)

- Route: Gimpo Newtown~Ilsan IC(Ilsan-daegyo)~ Haengju-daegyo~ Olympic Expressway

VII. Lodging, Traffic and Parking Information



3. Parking Information

1) Parking Rates

	Section	Parking Rate
General Rate	Passenger Cars and Vans/Lorries (Under 2.5ton)	Standard(40 min): 1USD Every additional 20 minutes: 0.5USD
	Lorries (2.5ton or over), Bus (25 seater or larger)	Standard(40 min): 2USD Every additional 20 minutes: 1USD
	(Daily Rate) 00:00 ~ 24:00	Passenger Cars, Vans, Lorries (2.5ton): 7USD Lorries (2.5ton or over), Bus (25 seater or larger): 14USD
General Rate (Unloading dock)	Passenger Cars, Vans Lorries (All)	Standard(40 min): 1USD Every additional 20 min: 0.5USD
	Bus (25 seater or larger)	Standard(40 min): 2USD Every additional 20 minutes: 1USD
	(Daily Rate) 00:00 ~ 24:00	Passenger Cars, Vans, Lorries (All): 7USD Bus (25 seater or larger): 14USD
Discount or No Charge	Vehicles of Disabled Persons, Vehicles of Persons of Merit, Compact Cars	50% off
	Vehicles of Exhibitors/Vehicles of Related Businesses (When parking for 3 days or more)	Passenger Cars, Vans, Small-size Lorries: 6USD/day Large-size Lorries, Bus: 12USD/day
	Vehicles Accessing Unloading Dock (Exhibition and Event Vehicles)	Free for two hours a day ※ For unloading dock use only

2) Parking Routes



Isanpo IC

KINTEX IC

VII. Lodging, Traffic and Parking Information



3. Parking Information

3) Parking Capacity

Category	Parking Lot	Underground	Total
KINTEX 1	1,943	-	1,943
KINTEX 2	386	1,881	2,267

4) Prepaying Parking Fee

- Prepaying Procedure
 - ① Enter you last four digit of your car number. (If there is car numbers, you can select vehicle model)
 - ② Insert the discount coupon, if you have.
 - ③ Pay the parking fee, displayed on the screen.
 - ④ Press the receipt button.
- Benefit of Prepaying parking fee
 - No parking fee for 20 minutes.
 - Exit without stopping at the toll gate.

* FAQ

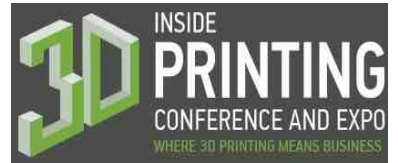
1. Are there any disadvantages if you don't pay the parking fee forehead?
 - You can pay the fee at the gate, but in the big event there will be congestions around the gate and you can't take advantage of benefits.



VIII. Exhibition Hall Information

1. Amenities Information
2. Surrounding Facilities Information

VIII. Exhibition Hall Information



1 Amenities Information

1) Food/Beverage

[Exhibition Center 1]

- Naju Gomtang : Korean Restaurant
 - Location : 2nd floor(in front of Conference Room 207)
 - Tel : 031-995-8383
 - Capacity : 100 seats

- Starfish : Seafood buffet
 - Location : 2nd floor
 - Tel : 031-995-8340~1
 - Capacity : 350 seats

- Food Court : Popular Korean Dishes
 - Location : 2nd floor
 - Tel : 031-995-8342
 - Capacity : 400 seats

- Onigiri&LeeGyudong : Udon/Snack
 - Location : 1st floor(in front of Exhibition Hall 1)
 - Tel : 031-995-8388
 - Capacity : 50 seats

- Addal Tteokbokki : Flour Based Food
 - Location : 1st floor(in front of Exhibition Hall 2)
 - Tel : 031-995-8390
 - Capacity : 64 seats

- Doughnut plant newyork city : Donut/Soft Drink
 - Location : 1st floor(in front of Exhibition Hall 2)
 - Tel : 031-995-8787
 - Capacity : 50 seats



VIII. Exhibition Hall Information



1 Amenities Information

1) Food/Beverage

[Exhibition Center 1]

- A Twosome Place : Cake/coffee/Sandwich
 - Location : 1st floor(in front of Exhibition Hall 3)
 - Tel : 031-995-8385
 - Capacity : 80 seats

- Mango Six : Soft Drink/Piece of Cake
 - Location : 1st floor(between in front of Hall 3 and Hall 4)
 - Tel : 031-995-8717
 - Capacity : 50 seats

- TOUS les JOURS : Bread/Cake/Coffee/Other Gifts
 - Location : 1st floor(in front of Exhibition Hall 5)
 - Tel : 031-995-8366
 - Capacity : 50 seats

- Yum China : Chinese Cuisine
 - Location : 3rd floor
 - Tel : 031-995-8373
 - Capacity : 110 seats



VIII. Exhibition Hall Information



1 Amenities Information

1) Food/Beverage

[Exhibition Center 2]

- Myung Dong Noodle : Noodle, Pelmeni

- Location : 1st floor
- Tel : 031-995-7272
- Capacity : 90 seats



- Camp Spice : Beef Bone Soup Units/Modum Sausage Cooking

- Location : 1st floor
- Tel : 031-995-7205
- Capacity : 100 seats



- NaRamen : Ramen/Flour Based Food

- Location : 1st floor
- Tel : 031-995-7207
- Capacity : 78 seats



- Lotteria : Hamburger

- Location : 1st floor
- Tel : 031-995-7208
- Capacity : 106 seats



- Food O Clock : Bibimbob/Yookgaejang/Pork Culter/Etc.

- Location : 1st floor
- Tel : 031-995-7214
- Capacity : 304 seats



VIII. Exhibition Hall Information



1 Amenities Information

1) Food/Beverage

[Exhibition Center 2]

- Myung Dong Noodle : Noodle, Pelmeni

- Location : 1st floor
- Tel : 031-995-7272
- Capacity : 90 seats



- Tous les jours: Bread/Cakes/Coffee/Other Gifts

- Location : 1st floor
- Tel : 031-995-7206
- Capacity : 36 seats



- Palazzo : Ice Cream / Other

- Location : 1st floor
- Tel : 031-995-7221
- Capacity : 10 seats



- Newyork Hotdog : Hotdog / Other

- Location : 1st floor
- Tel : 031-995-7222
- Capacity : 10 seats



- Mango Six : Soft Drink/Piece of Cake

- Location : 1st floor(in front of Hall 7)
- Tel : 031-995-7219
- Capacity : 10 seats



- Tours Coffee : Coffee / Etc.

- Location : 1st floor(in Front of Hall 8)
- Tel : 031-995-7220
- Capacity : 10 seats



VIII. Exhibition Hall Information



1 Amenities Information

1) Food/Beverage

[Exhibition Center 2]

- Yum china/Corner Coffee : Chinese Cuisine
 - Location : 2nd floor
 - Tel : 031-995-7215~6
 - Capacity : 184/82 seats



2) Shopping

- GS25
 - Location : 1st floor(in front of Exhibition Hall 2, Hall 5)
 - Tel : 031-995-8355~6
 - Capacity : Food/Cigarettes/Alcoholic Drinks/Daily Necessities, Etc

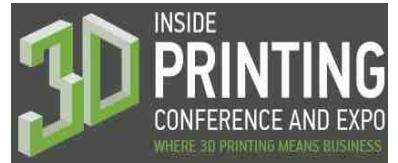


3) Support Facilities

- Nonghyup Bank KINTEX Branch
 - Location : 1st floor(south of Exhibition Hall 5)
 - Tel : 031-995-8800~5
 - Function : Deposit, Loans, Foreign Exchange

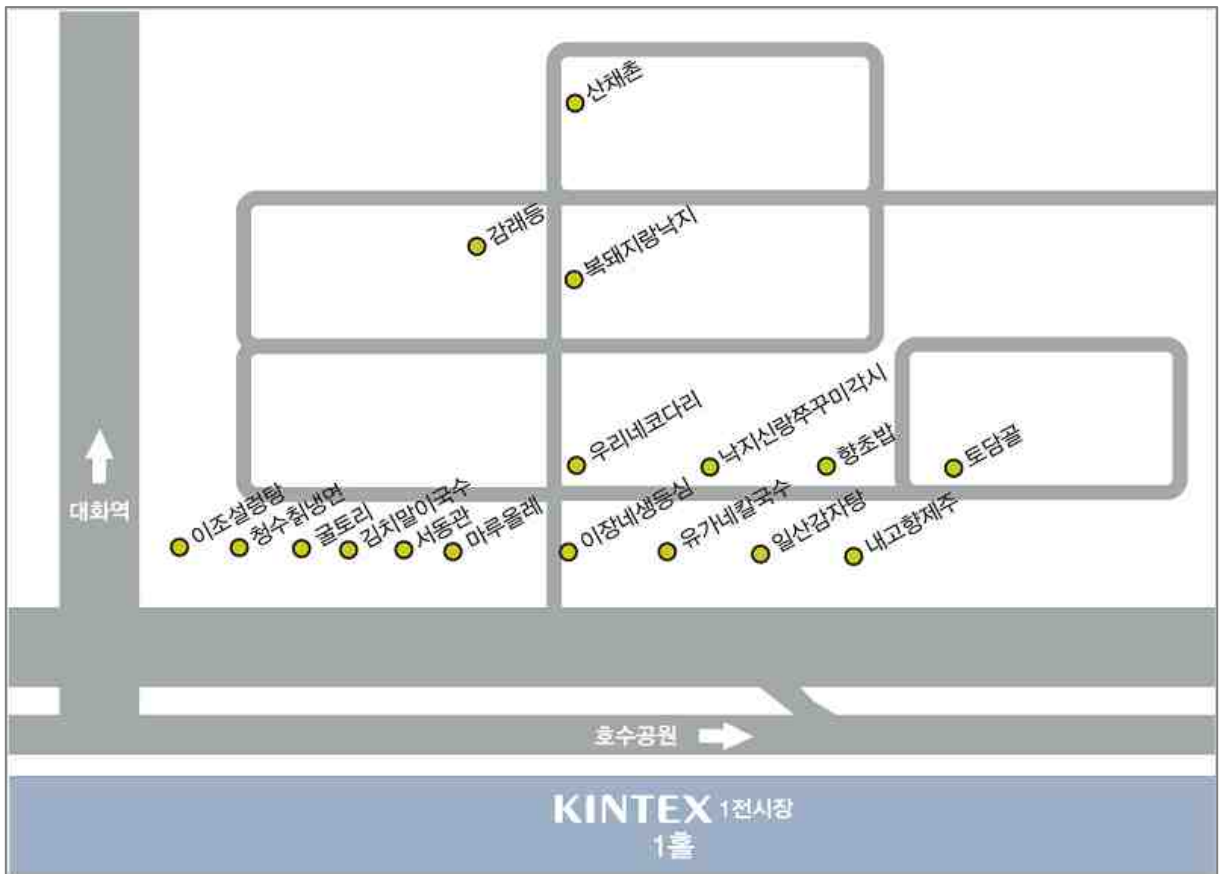


VIII. Exhibition Hall Information



2. Surrounding Facilities Information

1) Nearby Restaurants



Name	Typical Menus	No. of Seats	Tel.
Gamlaedeung(감래등)	Chinese Cuisine	24	031-911-1788
Gultori(굴토리)	Gulgukbap(Oystersoup with rice), Guljeonggol(Korean casserole with oyster)	120	031-924-1221
KimchimalGuksu(김치말이국수)	KimchimalGuksu(Noodles with Kimchi), Pajeon(Spring onion pancake)	80	031-918-4790
Nakji-Shinrang jjuggumi-Gaksi (낙지신랑쭈꾸미각시)	Nakji-bokkeum (stir-fried small octopus seasoned with red pepper), Yeonpotang(Small octopus and vegetables stew)	60	031-919-8889
Naegohyangjeju (내고향제주)	Saengseonhoe(Sliced raw fish), Saengseon-jorim(fish stew seasoned with soy sauce)	100	031-921-2707
MaruOle(마루올레)	Pork Outlet, Nakji-deopbap(Rice topped with small octopus seasoned with red pepper), Beer	30	031-919-9945
BokdwaejjangNakji(복돼지랑낙지)	Korean stew, Meat	80	031-911-3747

VIII. Exhibition Hall Information



2. Surrounding Facilities Information

1) Nearby Restaurants

Name	Typical Menus	No. of Seats	Tel
Sandhaechon(산채촌)	Namul(Korean seasoned vegetable dish), Dolsot bibimbap(Cooked rice with seasoned vegetables and chili pepper paste)	50	031-911-4387
Seodonggwan(서동관)	Gomtang(Ox pale-bone broth), Suyuk(Steamed pork belly)	86	031-922-7463
Urine Kodari(우리네 코다리)	Kodari-gui(Grilled half-dried pollock)	60	031-911-8682
Yugane Kalguksu(유가네 칼국수)	Son-Kalguksu(handmade, knife-cut wheat flour noodles)	300	031-912-9992
Ijangne Saengdeungshim(이장네 생등심)	Amsohanu(Korean native cow beef), Yukhoe bibimbop(Cooked rice with seasoned vegetables, chili pepper paste and raw beef)	50	031-919-0449
Ijo Seolleongtang(이조설렁탕)	Seolleongtang(Stock soup of bone and stew meat)	76	031-917-8757
Ilsan Gamjatang(일산삼자탕)	Gamjatang(Pork bone soup)	100	031-917-0042
Cheongsu Chiknaengmyeon(청수출렁면)	Naengmyeon(Cold noodles), Budae Jjigae(Spicy sausage stew)	162	031-911-2356
Todaygol(토담골)	Korean Table d'hote	50	031-915-5551
Hyangchobap(향초밥)	Sushi, Sashimi	50	031-914-5007

2) Recommendable Places for VIPs

- Korean Table d'hote : Ahn(安)
 - Location : Madu-dong, Ilsandong-gu (Aramnuri Building)
 - Seats(Room)
 - Tel : 031-908-9889



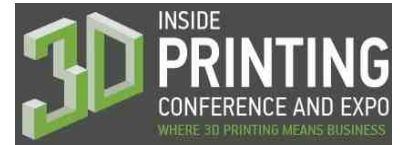
- Japanese Cuisine : Asosan
 - Location : Madu-dong, Ilsandong-gu
(in the vicinity of National Cancer Center)
 - Seats(Room)
 - Tel : 031-903-5333
 - <http://www.asosan.co.kr>





IX. Application Forms

- Form 1. Entry Application
- Form 2. Application for Inclusion in Directory
- Form 3. Application for Use of Additional Facilities
- Form 4. Application for Standard Booth Company Name Signs
- Form 5. Application for Exhibitor Entry Passes
- Form 6. Application for additional free invitations
- Form 7. Space Only Installation (Modification) Application
- Form 8. Application to Bring In (Remove) Heavy Materials
- Form 9. Application to Bring In (Remove) Dangerous Materials
- Form 10. Application to Bring In (Remove) Exhibition Products
- Form 11. Application for Use of Exhibit Space in Non-Business Hours
- Form 12. Application for Office Furniture Rental



Entry Application

1. Company Information

※ Upon submission of agreement, also submit a copy of your business license

Company Name	Korean				
	English				
Business Registration No.			CEO		
Address			Tel		
			Fax		
Manager	Name		Direct Tel		Mobile
	Position		Division		E-Mail
E-mail address of Electronic Tax Invoice					
Website (1)			Website (2)		

2. Exhibit Information

Classification	<input type="checkbox"/> 3D Printer	<input type="checkbox"/> Scanner	<input type="checkbox"/> Software	<input type="checkbox"/> Peripheral
	<input type="checkbox"/> Materials	<input type="checkbox"/> Electronic(IT)	<input type="checkbox"/> 3D Service	<input type="checkbox"/> Design
	<input type="checkbox"/> Government /Organization / Institution	<input type="checkbox"/> Press/Media	<input type="checkbox"/> Other ()	
Introduction of Exhibit			
			
			

3. Booth Application and Cost of Participation

※ Cost of Additional Facilities/Equipment(Electricity, Phones, Internet, etc.) not included. VAT Inclusive

Category	Unit Cost	Quantity	Total	Reference
Space Only	3,150 USD/Booth (9m ²)	Booth(s)	USD	- Provides only floor space - 4 booths or more
Standard Booth (Shell Scheme)	4,000 USD/Booth (9m ²)	Booth(s)	USD	- Equipment cost included
MAKER Pavilion (Frameless)	900 USD/Booth (9m ²)	Booth(s)	USD	- Individual User(s) - Items Included : Table, 2 Chairs, Carpet, Power outlet
Total			USD	

※ Provision included with Standard Booth : Partitions, Company Sign, Spotlights (100W) 3ea, Electrical Outlet 1ea, Information Desk and Chair 1 set, Floor Pytex, Electricity 1Kw

※ Account Number : NH Bank 1218-01-001512 SWIFT : NACFKRSEXXX Account Holder: KINTEX

※ Deposit Payment : Deposit of 50% of total cost within 15 days of submitting entry application

※ Balance Payment : by 30st of April, 2014; For companies applying after this date, payment of full amount within 15 days

We accept the entry regulations and agreement conditions (recorded on reverse side), submit our business license and agree to execute the application and agreement to participate in Inside 3D Printing Conference & Expo 2014

Year Month Day

Manager (sign)

CEO (sign)

(The above person shall serve as representative of the Exhibitor and shall be warranted the rights and obligations to execute this agreement)

KINTEX

[YB Kim Tel : 82-31-995-8074 / Fax : 82-31-995-8088 / e-mail : ybkim@kintex.com]
[Jay Yoon Tel : 82-31-995-8076 / Fax : 82-31-995-8088 / e-mail : jmy822@kintex.com]



Application for Inclusion in Directory

- Please enter the below contents in detail as they will be included within official directory.
- If you wish to show product images, attach jpg files and send together with this application.

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name	Team / Position	
	Telephone	(Office)	FAX
		(Mobile)	Email

2. Contents to be included within Directory

Category	Korean	English
Company Name		
CEO		
Address	□□□-□□□	
Telephone		82-
FAX		82-
E-mail	@	@
Website	http://	http://
Exhibit Classification		
Company & Product Introduction	※ space included, within 250 characters	※ space included, within 150 characters
Company Logo or Exhibit Image(s)	※ Submission via Fax and Post-mail's not accepted ※ JPG file format. If 4 sheets over, submission via E-mail's accepted	
Expected Activities and Benefits	<input type="checkbox"/> Form transaction lines <input type="checkbox"/> Form partnerships <input type="checkbox"/> Acquire investors <input type="checkbox"/> Acquire dealers <input type="checkbox"/> Create dealerships/agencies <input type="checkbox"/> Technical Alliance <input type="checkbox"/> Others ()	

Month Day, 20XX

Company :

CEO :

(sign)

Organizing Committee



Application for Use of Additional Facilities

[New/ Modify] Upon applying for modification, please check 'Modify' and re-write the application form.

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name		Team / Position
	Telephone	(Office)	FAX
		(Mobile)	Email

2. Application and Cost

Request Issuance of claim tax invoice

Account Number:

Nonghyup 1218-01-001512 / SWIFT : NACFKRSEXXX / Account Holder : KINTEX

Our company requests the use of the additional facilities and submit related deposit receipts.

Category		Unit Cost × Units (A)	VAT	TOTAL
Electricity	220V (single-phase)	40 USD/Kw × () Kw = (USD)	USD	USD
	220V (three-phase)	40 USD/Kw × () Kw = (USD)	USD	USD
	380V (three-phase)	40 USD/Kw × () Kw = (USD)	USD	USD
	220V (single-phase) 24 hours	80 USD/Kw × () Kw = (USD)	USD	USD
Telephone	Domestic	50 USD/Kw × () units = (USD)	USD	USD
	International	150 USD/Kw × () units = (USD)	USD	USD
Plumbing		150 USD/unit × () units = (USD)	USD	USD
Compressed Air		150 USD/unit × () units = (USD)	USD	USD
Internet Lines		150 USD/port × () ports = (USD)	USD	USD
Total				USD

※ You are kindly requested to deposit into KINTEX account by 28th May, 2014

Month Day, 20XX

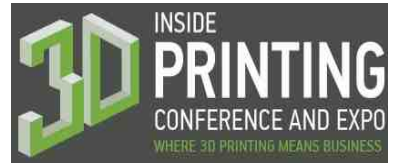
Company :

CEO :

(sign)

Organizing Committee

[YB Kim Tel : 82-31-995-8074 / Fax : 82-31-995-8088 / e-mail : ybkim@kintex.com]
 [Jay Yoon Tel : 82-31-995-8076 / Fax : 82-31-995-8088 / e-mail : jmy822@kintex.com]



Application for Standard Booth Company Name Signs

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name	Team / Position	
	Telephone	(Office)	FAX
		(Mobile)	Email

- Standard Booth company name signs (Korean/ English) are created based on the Korean/English company name as entered within the Inside 3D Printing Conference & Expo Application for Inclusion in Directory form. For exhibitors with distinctive company names, please fill out the above-mentioned form and submit it to the Standard Booth construction company as well as the organizing committee.
- When writing the Korean and English company name, make sure that the Uppercase/Lowercase, spelling and spacing are accurate.

2. Standard Booth Company Name Sign – Korean

3. Standard Booth Company Name Sign – English

4. Contents on Sides of Signs (limited to exhibitors with booths open on 2 or more sides)

Month Day, 20XX

Company :

CEO :

(sign)

[Submission to: Standard Booth construction company]

Company		Manager/ Position	/
Address	□□□-□□□		
Telephone	(Office)	FAX	/
	(Mobile)	Email	@
Payment Information	~Bank / Account Holder/ Account Number		

Organizing Committee

[YB Kim Tel : 82-31-995-8074 / Fax : 82-31-995-8088 / e-mail : ybkim@kintex.com]
 [Jay Yoon Tel : 82-31-995-8076 / Fax : 82-31-995-8088 / e-mail : jmy822@kintex.com]



Application for Exhibitor Entry Passes

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name		Team / Position
	Telephone	(Office)	FAX
		(Mobile)	Email

2. Contents of Application

Category	Name	Division	Position	Reference
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total	Persons			

Our company applies for the exhibitor entry passes as mentioned above.

Month Day, 20XX

Company :

CEO :

(sign)

Organizing Committee

[YB Kim Tel : 82-31-995-8074 / Fax : 82-31-995-8088 / e-mail : ybkim@kintex.com]
 [Jay Yoon Tel : 82-31-995-8076 / Fax : 82-31-995-8088 / e-mail : jmy822@kintex.com]



Application for Additional Free Invitations

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name	Team / Position	
	Telephone	(Office)	FAX
		(Mobile)	Email

※ Exhibitors are given 100 invitations.

If the number of free exhibition invitation letters you receive is insufficient, please fill out this application form and submit it to the Exhibition organizing committee. Additional invitations no more than 100 copies will be sent to you within 1 week. (FAX : 82-31-995-8088)

Month Day, 20XX

Company :

CEO :

(sign)

Organizing Committee



Space Only Installation (Modification) Application

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name	Team / Position	
	Telephone	(Office)	FAX
		(Mobile)	Email

※ Together with Space Only Installation (Modification) Application, two copies each of the ground plan and elevation plan must be submitted to receive pre-approval for booth construction.

※ Upon submitting booth design plans, positions of event stage must be accurately shown. Booth construction may not be approved if event stages are positioned too close to neighboring booths and determined to cause interference with operations of other booths.

2. Space Only Construction Company Manager

Company Name		Booth No.	
Address			
Manager	Name	Team / Position	/
	Telephone	(Office)	FAX
		(Mobile)	Email
Cause of Design Modification	(Only upon design modification)		

We submit the Space Only Installation (Modification) application along with the required appendix.

※ Appendix : Space Only ground plan and elevation plan, additional facility position indication (2 copies each)

Month Day, 20XX

Company :

CEO :

(sign)

Organizing Committee



Application to Bring In (Remove) Heavy Materials

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name		Team / Position
	Telephone	(Office)	FAX
		(Mobile)	Email

2. Contents

No.	Component Name	Weight (tons)	Quantity	Specification	Reference
1					
2					
3					
4					
5					

- Appendix : Arrangement diagram for heavy materials, Load distribution plan – 1 copy each

We request the bringing in (removal) of the above heavy materials in compliance with KINTEX operating procedures and ask for your approval.

Month Day, 20XX

Company :

CEO :

(sign)

Organizing Committee



Application to Bring In (Remove) Dangerous Materials

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name		Team / Position
	Telephone	(Office)	FAX
		(Mobile)	Email

2. Contents

No.	Component Name	Type	Unit	Quantity	Reference
1					
2					
3					
4					
5					

- Purpose of bringing-in (removal) :
- Bring-in date: Hour : Min, Day Month, 20XX
- Removal date : Hour : Min, Day Month, 20XX

We request the bringing in (removal) of the above dangerous materials in compliance with KINTEX operating procedures and ask for your approval.

Month Day, 20XX

Company :

CEO :

(sign)

Organizing Committee



Application to Bring In (Remove) Exhibition Products

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name		Team / Position
	Telephone	(Office)	FAX
		(Mobile)	Email

2. Contents

No.	Component Name	Type	Unit	Quantity	Reference
1					
2					
3					
4					
5					

- Purpose of bringing-in (removal) :
- Bring-in date: Hour : Min, Day Month, 20XX
- Removal date : Hour : Min, Day Month, 20XX

We request the bringing in (removal) of the above exhibits in compliance with KINTEX operating procedures and ask for your approval.

Month Day, 20XX

Company :

CEO :

(sign)

Organizing Committee

[YB Kim Tel : 82-31-995-8074 / Fax : 82-31-995-8088 / e-mail : ybkim@kintex.com]
 [Jay Yoon Tel : 82-31-995-8076 / Fax : 82-31-995-8088 / e-mail : jmy822@kintex.com]



Application for Use of Exhibit Space in Non-Business Hours

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name		Team / Position
	Telephone	(Office)	FAX
		(Mobile)	Email

2. Exhibition Hall ※ Please mark V in the appropriate place.

<input type="checkbox"/> 1 Hall	<input type="checkbox"/> 2 Hall	<input type="checkbox"/> 3 Hall	<input type="checkbox"/> 4 Hall	<input type="checkbox"/> 5 Hall
<input type="checkbox"/> 6 Hall	<input type="checkbox"/> 7 Hall	<input type="checkbox"/> 8 Hall	<input type="checkbox"/> 9 Hall	<input type="checkbox"/> 10 Hall

3. Duration of Use

Date	Start Time	End Time	Total	Usage Fee	Remarks
2014..	:	:	Hour	USD	
2014..	:	:	Hour	USD	
2014..	:	:	Hour	USD	
2014..	:	:	Hour	USD	

4. Fee

Booth Size	Divided Use	Hourly Fee	VAT	Total
	1/10	205 USD	USD	USD
	1/8	255 USD	USD	USD
	1/4	510 USD	USD	USD
	Use of entire space	2,045 USD	USD	USD

We pledge to comply with the exhibit operating procedures and apply for the use of exhibit space in non-business hours.

Month Day, 20XX

Company :

CEO :

(sign)

Organizing Committee

[YB Kim Tel : 82-31-995-8074 / Fax : 82-31-995-8088 / e-mail : ybkim@kintex.com]
 [Jay Yoon Tel : 82-31-995-8076 / Fax : 82-31-995-8088 / e-mail : jmy822@kintex.com]



Application for Office Furniture Rental

1. Applicant Information

Company Name	(Korean)	CEO	
	(English)	Website	http://
Address	□□□-□□□		
Manager	Name	Team / Position	
	Telephone	(Office)	FAX
		(Mobile)	Email

2. Contents of Additional Facility Application

※ Request issuance of tax invoice

Category	Unit Cost × Units	VAT	Total
Additional Furniture	Part Name() : USD × () ea = (USD)	USD	USD
	Part Name() : USD × () ea = (USD)	USD	USD
	Part Name() : USD × () ea = (USD)	USD	USD
	Part Name() : USD × () ea = (USD)	USD	USD
	Part Name() : USD × () ea = (USD)	USD	USD
	Part Name() : USD × () ea = (USD)	USD	USD
	Part Name() : USD × () ea = (USD)	USD	USD
	Part Name() : USD × () ea = (USD)	USD	USD
	Part Name() : USD × () ea = (USD)	USD	USD
	Part Name() : USD × () ea = (USD)	USD	USD
TOTAL			USD

•Rates for use of additional facilities may change depending on circumstances.

Account Number : NH Bank 1218-01-001062 SWIFT : NACFKRSEXXX Account Holder: SE JONG ER Corp.

We submit our request for use of additional facilities as described above as well as the deposit receipt.

Month Day, 20XX

Company :

CEO :

(sign)

SE JONG ER Corp.

[Ms. Seon-ok Lee Tel : 82-31-916-3330 / Fax : 82-31-918-8615 / C.P : 82-10-4929-3340 / e-mail : ace@sejongenr.com]