



**KOAA**  
SHOW

*Global TransporTech*

A decorative graphic consisting of a trail of colorful dots (pink, blue, yellow, purple, green) that curves from the 'O' in the KOAA SHOW logo towards the title box.

**Exhibitor's Manual**

OCTOBER 18~20, 2017

KINTEX, KOREA

**ain**global  
Korea Automotive Industry  
Globalization Foundation

**kotra**  
Korea Trade-Investment  
Promotion Agency

## ※ Contents

I. Schedule & Deadline .....	2
II. Venue .....	4
III. Booth Build-up .....	5
IV. Additional Order & Furniture Rental .....	7
V. Exhibition Operation .....	10
VI. Transportation, Management & Dismantling of Exhibits .....	11
VII. Official Contractors .....	15
VIII. Hotel Information .....	15

Please refer to this manual while preparing for KOAASHOW 2017 and please meet the deadlines for submitting necessary applications for entrance badge(mandatory), additional order & furniture rental if needed, and etc.

Please be informed that terms and regulations written on this manual have the same validity as the terms and regulations written for participation.

## I . Schedule & Deadline

### Show Schedule

Sep. 27 (Wed)	Submission of Booth design (Space only booth)	
Oct. 16 (Mon)	08:00 - 20:00	Booth Build up
Oct. 17 (Tue)	08:00 - 20:00	Set-up (Space only booth)
	13:00 - 18:00	Set-up (Shell scheme booth)
	By 16:00	Heavy exhibits move-in
	14:30 -	Electricity will be supplied
Oct. 18 (Wed)	10:00 -17:00	Exhibition hours (Hall opens at 08:30)
Oct. 19 (Tue) ~20 (Fri)	10:00 -16:30	Exhibition hours (Hall opens at 09:00)
Oct. 20 (Fri)	16:30 -	Packing and removing of exhibits
	By 19:00	Shell stand must be vacated
	By 24:00	All exhibitor's materials and structures must be removed.

※ Badge Pick-up

Oct. 17(Tue) at the Hall 7 entrance on the 2<sup>nd</sup> floor

Oct. 18(Wed) at the visitor registration desk (located between Hall 7 and 8 on the 2<sup>nd</sup> floor)

### Deadline\_Online application

Sept. 24 (Sun)	Directory Entry Modification Marketing Package(Directory Advertisement etc.)
Sept. 27 (Wed)	Additional Items such as internet, electricity, etc. Entrance Badge

**\* How to fill out the ONLINE APPLICATION FORMS?**

1) Exhibitor LOGIN (<http://www.koaashow.com/eng/mypage/login.asp>)

# Login



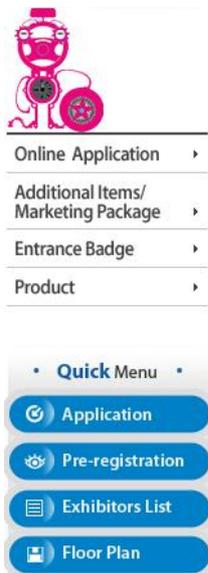
ID

Password

Login

2) Enter your ID and Password -> Inquiry to [domestic@koaashow.com](mailto:domestic@koaashow.com) if you miss your ID and/or Password!

3) Login and click 'Submit' button after filling out the application section (1~2)



**Online Application** HOME > My Page > Online Application

1
2

**General Information**

ID \* ainglobal ID & password will be needed for  
 Password \* ●●●●●●●● modification after registration.

**Company Information**

Company Name \* AIN GLOBAL FOUNDATION  
 Country \* Korea  
 Address \* 247 Gongdan 1-daero, Siheung-si, Gyeonggi-do, 492-853  
 TEL \* 82-31-433-0023 FAX 82-31-433-4066  
 \*E-mail koaashow @ koaashow.com  
 Website http://www.koaashow.com

Notice 1) Contents in the 'Company Information' will be used for producing an official directory of exhibition.

Notice 2) Company name and website will be applied to a company signboard of shell scheme booth.

## II. Venue

### KINTEX2 (2<sup>nd</sup> Korea International Exhibition Center)

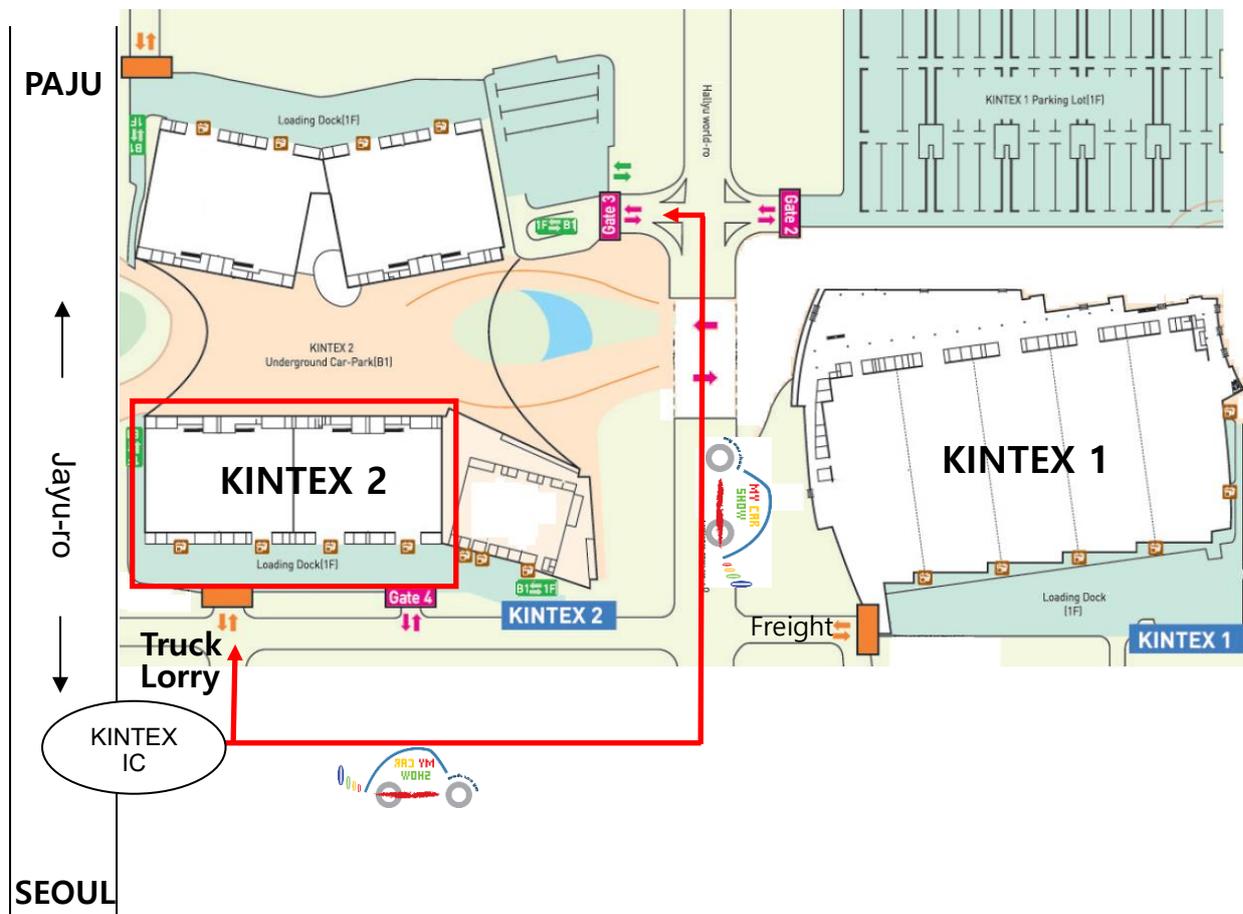
- Address : Daehwa-dong, Ilsan-seogu, Gyoyang-si, Gyeonggi-do, Korea
- Website : [www.kintex.com](http://www.kintex.com)
- Phone : +82 (0)31-810-8114

### Route to KINTEX

Please see [http://www.kintex.com/client/\\_eng/c040101/c040101\\_01.jsp](http://www.kintex.com/client/_eng/c040101/c040101_01.jsp) for detail information.

### Floor Plan: **KINTEX 2 / Hall 7&8**

Please check your booth location at [www.koaashow.com](http://www.koaashow.com) >> Exhibitors >> Floor Plan >> 'ZOOM' Click!



### III. Booth Build-up

#### Shell Stand Booth

Exhibitors will be provided with assembled booths provided by AIN Global, as shown below. Exhibitors, who applied for 'shell stand booths' but need additional equipment or display furniture, are permitted to use only designated booth installation contractors.



#### Fascia Board

Company name and website (written in the application form) will be printed in a unified font. Foreign exhibitors' names will be printed in English alphabet only. The name board will not include any advertising clauses or trademarks.

## Lighting and Electricity

3 spotlights and 1Kw electricity will be installed for each booth. For companies that have applied for more than 2 booths, lighting and electricity in proportion to the applied area space will be installed.

## Information Desk, Round table, & Chair Set

One information desk, one round table, 3 chairs and 1 wastebasket will be provided. The exhibitor is responsible for the cost of additional pieces of furniture, which can be provided by a furniture rental contractor.

No. of Booth	1Booth	2Booth	3Booth	4Booth	Code and size
Round table	1	2	3	4	ST-01, 0.75x0.73m(ØxH)
Information desk	1	2	3	4	SD-01, 1x0.6x0.75m(WxDxH)
Chairs	3	6	9	12	SC-08
Electricity (Kw)	1	2	3	4	
Socket	1	2	3	4	
Lightings	3	6	9	12	

\* Code and size are the information of the official rental company.

[Reference: P9. Furniture & Equipment Rental](#)

## Space Only Booth

The build-up of 'space only booth' can only be undertaken by designated booth installation contractors, and the list of contractor shall be submitted to the organizer. If the organizers conclude that the blueprint violates exhibition regulations or is not desirable for other reasons, they could request for a modification of the design.

## Application & Expenditure Process Per Item

### 1) Booth Installation Contractor

Exhibitors should directly deal with contractors to handle application and cost to set up booth, lightening, carpet, and other equipment (i.e. display stand, table, chair, etc.) and send the file of design to the organizer by September 27, 2017.

### 2) Contact the Organizer for Electricity & Other Device Consumption Application

Electricity consumption calculated by contractor should be applied to the organizer for payment. Fees for other items, such as the internet, phone, etc., should be also applied and paid, if necessary.

### **Notice for Booth Construction**

- Advertisements cannot be put up or installed by using an adhesive on the walls, floor, and ceiling of the shell scheme.
- Utility services, such as electricity, additional booth lighting, as well as telephone, and internet, are not part of the booth construction. Therefore, if such support is required, please fill out the order form for 'Additional Items' and apply.
- Display podium, display shelves, and other equipment shall be provided by the exhibitor or leased from a furniture rental contractor.
- Compressors, electric planes, electric saws, electric grinders, welders, and other electrical tools cannot be used inside the exhibition hall.
- All material used in booth installation must be made of incombustible material or treated as flame-resistant.
- Structures or displays, including lightings, may not be installed in excess of the allotted space.
- The total height of the booth structure cannot exceed 8 meters from the floor.

## **IV. Additional Order & Furniture Rental**

### **Electricity**

The specification of electricity available in the exhibition hall is as follows:

#### 1. 7-hour (10 am ~ 5pm)

Single phase 220V: For additional lightings and other electrical devices

Three phase 220V: For operating small motors and exhibits

Three phase 380V: For operating medium to large motors and exhibits

#### 2. 24-hour

Single phase 220V: For equipment or exhibits for which sustained electricity supply is required

In case additional voltage (DC, etc.) is required, the exhibitor shall install a transformer at his or her expense.

Exhibitors who have applied for 'shell stand booth' will be provided with 1Kw of single phase 220V per each booth. If the exhibitor uses only the provided lamp light bulb,

application of additional electricity is not required. However, if additional electricity is required to operate a VCR or exhibit aside from the booth lighting, the exhibitor must apply for additional electricity. Please do 'Exhibitor Login' and fill out the order form(additional items) and submit it along with the cost. (Note: Using one laptop will not require any additional application for electricity.)

Exhibitors who have applied for 'space only booth' must fill out the order form for lighting and operation of exhibits among other uses of electricity, and submit it along with the cost.

□ **Exhibitors must adhere to the following points with regard to electricity**

The exterior of an exhibit operation motor must be subject to a Type 3 grounding construction. When using electrical devices with surface temperature of 70°C or higher, a safety railing must be installed. Electrical devices to operate the exhibit cannot be installed on a wooden display stand. They must be installed on an incombustible stand that is at least 20cm from the floor.

Connection with the relevant trench for electricity supply within the exhibition halls must be undertaken by a official contractor after a safety inspection by KINTEX personnel. Exhibitors are required to apply for electricity in consideration of that required for lighting and motor operation. If the exhibitor finds that the initially applied amount of electricity falls short of the required amount during installation or exhibition, the exhibitor must submit an additional application for the shortfall.

This is to prevent accidents and maintain safety for the entire exhibition. In case of a fire due to an electricity overload or damage to other exhibitors, the exhibitor that caused the accident must make commensurate compensation to the organizers, KINTEX, and the damaged exhibitors.

**Internet**

For each internet connection application, one wired high-speed internet connection to one port will be provided. Make sure to use a computer with a LAN card. We do not accept applications for wireless Internet connection, as we have yet to provide a stable wireless connection.

### **Water Supply/Drainage & Compressed Air Supply**

Connection to an air hose valve at the booth should be done by the exhibitor. A high-pressure hose must be used, and joint fittings, such as clips, must be strong and solid.

### **Furniture & Equipment Rental**

Please refer to the furniture list, which includes furniture image, code, price, and application form.

**\*In case of ordering on site, it will be difficult to get your order right away.**

**Please be sure to order by October 3<sup>rd</sup>.**

Contractor: Sejong ENR

[ace@sejongenr.com](mailto:ace@sejongenr.com), T) +82-31-916-3330

Rental catalogue & order sheet :

<http://www.koaashow.com/eng/download/download.asp>

## V. Exhibition Operation

### E-tickets for Entry

E-tickets will be sent to each exhibitor by September 18<sup>th</sup>. Visitors with the printed e-tickets are allowed to enter the exhibition for free of charge.

### Help Desk

There will be a help desk inside the hall to assist exhibitors, regarding booth items, such as rental items, booth equipment, electricity, etc.

### Exhibitors' Packaging Box Handling

Please note that there will be no separate place set aside to temporarily store exhibitors' packaging boxes.

### Exhibitor Entrance

※ Badge application: <http://www.koaashow.com/eng/mypage/login.asp> >>

Exhibitor Login >> Entrance Badge

Each exhibitor can apply for a maximum 5 badges per booth.

Distribution of badges: At the Hall 7 entrance on the 2<sup>nd</sup> floor (OCT. 17)

### Intellectual Property Rights

Organizers are not to be held responsible for the protection of intellectual property rights for designs and inventions exhibited. Exhibitors who wish to receive such protection are strongly urged to register or apply for a patent in advance.

### Visa Acquisition

Remember to give yourself enough time to obtain your visa.

## VI. Transportation, Management & Dismantling of Exhibits

### **Move-in & Management of Foreign Exhibits**

Organizers, designated labor, and packing and delivery contractors shall not be held responsible for exhibits delivered to the exhibition booths. The responsibility of managing the exhibits falls entirely with the exhibitors, who shall pay special attention to prevent loss or damage.

### **Shipping, Labor, Packing & Delivery**

In accordance with the KINTEX exhibition hall regulations, none other than the designated, forwarding contractors are permitted to handle the exhibits.

Therefore, please select and use the right shipping, labor, packing and delivery contractors for your company from the list of designated contractors. Only designated contractors may handle your customs clearance, load/unloading, move-in of exhibits, as well as move-out and customs clearance after the exhibition.

### **Exhibition Hall as Bonded Area**

Organizers have designated the exhibition hall as a bonded area for foreign exhibits under bondage. Unless foreign exhibits brought into Korea under bondage are left behind in Korea after the exhibition, no tariffs will be imposed on such exhibits.

### **Customs Clearance of Exhibits**

Regardless of whether exhibits are brought in under bondage or with tariffs, this process requires much time for customs clearance. A change in related regulations (unexpected additional procedures or form submission) may also be a source of more delays. Therefore, please make sure that you make such preparations well in advance of the exhibition so that the exhibits are moved in during the preparation period and exhibited in a timely fashion. (Please consign the exhibits from the place of departure about 2 months in advance.)

### **Filling Out the Shipment Documents**

Write a KINTEX designated transportation contractor as the notifying party on the shipment form and the name of the exhibitor as the consignee. The destination of the exhibits is KINTEX, and it must be marked clearly that the exhibit is for the KOAASHOW 2017.

※ KINTEX address: Daehwa-dong, Ilsan-seogu, Goyang-si, Gyeonggi-do, 411-766, Korea

### **Heavy Exhibits**

If the weight of the exhibit exceeds 2.5 tons/m<sup>2</sup>, please make sure to discuss this with the organizers.

### **Hazardous Material Management**

Hazardous material refers to all devices that use electricity, gas, and other high temperature or voltage. When moving in exhibits or products that require protection from fires and explosions, please make sure to meet with the organizer's approval. Without such pre-approval, hazardous material will not be permitted into the exhibition hall. All affairs, relating to the handling of hazardous material, must be in accord with related regulations and laws. All possible measures, including stationing a personnel with a hazardous material handling certificate at the exhibition site and purchasing insurance products, must be carried out in order to prevent safety accidents. All responsibility with regard to accidents that arise from hazardous material carried into the exhibition hall shall lie with the relevant exhibitor.

### **Fixation of Exhibit Structures**

Exhibitors who wish to fix machinery or other structures on the hall floor with an anchor must receive a pre-approval from the organizers. All related costs, including that required for restoring the floor after the exhibition, shall be undertaken by the exhibitor. No structures or adhesives may be fixed to the side walls or the ceiling.

### **Scope of Exhibits**

All exhibits are restricted to products or services related to the exhibition. Organizers hold the right to exclude or move out any exhibit that is deemed not to conform to the nature of the exhibition, in which case the exhibitor must take responsibility for the accompanying costs. Moreover, display is limited to exhibits that were recorded on the Application Form.

### **Operation of Exhibits**

Exhibitors that wish to operate or demonstrate exhibits at their booths must take measures to prevent fire or other safety accidents and to avoid disrupting the activities of visitors or other exhibitors. Organizers may restrain or restrict such operations if deemed to violate the objective or goal of the exhibition.

### **Maintenance & Repair of Exhibits**

Repair or maintenance work of exhibits is forbidden during exhibition viewing hours. If repair or maintenance is required, please notify the organizers and set up some preliminary measures. All costs related to such repair or maintenance shall be undertaken by the relevant exhibitor.

### **On-site Sales of Exhibits**

Unless explicitly permitted, exhibitors are prohibited from selling their exhibits on the exhibition floor.

### **Security of Exhibits**

The ultimate responsibility for the security of all exhibits belongs to the exhibitors. Exhibitors shall subscribe to insurance against theft and damage, as well as install locks and keys for storage of small or high-cost exhibits. The most vulnerable hours, in terms of security, are those immediately before the opening and immediately after the closing of the exhibition. Security measures must be sought for all high-cost exhibits and theft-vulnerable products, and a staff member shall be stationed at the booth until the move-out of all exhibits.

### **Fire Prevention**

A staff member from each exhibitor who is stationed at the exhibition floor must be knowledgeable of a nearby fire alarm system and the instructions and location of a fire extinguisher. Any witness to a fire, however small it may be, must operate the fire alarm system immediately and do his or her best to extinguish the fire either by using a fire extinguisher or by removing nearby exhibits.

### **Move-out of Exhibits**

Exhibits shall be moved out simultaneously with the closing of the exhibition. No exhibit may be carried out before the designated move-out time nor can it be neglected in the booth.

### **Exhibition Area Restoration**

Exhibitors hold responsibility of restoring the allotted floor area after usage and must respond immediately to the demand of restoration from organizers. Organizers may charge restoration fees to exhibitors who do not respond to the restoration demand from the organizers.

### **Dismantling of Exhibit Structures**

All exhibit structures and remaining material must be dismantled and removed during the dismantling period. If there are remaining materials (in particular, vinyl, styrofoam, cardboard, etc.) in the exhibition hall, organizers will dismantle and remove them at will and charge the cost to the exhibitor afterwards.

### **Exhibit Move-out Procedures**

The move-out of exhibits will be possible from the closing date (OCT. 20) at 16:30.

### **Anti-theft Measures During Dismantling & Move-out**

All exhibitors must station at least one staff during the dismantling period in order to prevent thefts. The organizers will not to be held responsible for any thefts and losses.

## VII. Official Contractors

Field	Company	Person in charge	Telephone	e-mail
Freight	EXPO LOGIS	Park, Seung-Gil	+82-2-6965-7700	skpark@expologis.com
Booth Construction	WIDE PLANNING	Kim, Jong-Yeol	+82-2-3453-7563	jjonggo@korea.com
Electricity	JEONGSUNG COMPOSITE ELECTRICAL	Im, Jae-Hwan	+82-2-544-5627	jeongsung@korea.com
Furniture Rental	SE JONG E&R	Lee, Sun-Ok	+82-31-916-3330	ace@sejongenr.com
Water & Drainage Air	YOOCHANG INSTALLATIONS	Song, Jae-Hwan	+82-2-2232-0715	ychang03@hanmail.net
Carpet & Pytex	BOKWANG	An, Yeong-Geun	+82-2-563-8195	bokwang@chol.com
Forklift	YOO SHIM	Kim, Sung-Kwang	+82-2-6000-7861	yooshimindus@naver.com
Translation	Language Bank	Kang, Jin Hwa	+82-2-501-9866	inter@languagekorea.com

## VIII. Hotel Information

[http://www.kintex.com/client/\\_eng/c040201/c040201\\_00.jsp](http://www.kintex.com/client/_eng/c040201/c040201_00.jsp)