

EXHIBITOR MANUAL



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| SPOEX2016_LOGO.JPG | Table of Contents |

2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 Fax: 02)881-5444 E-mail: spoex@kfairs.com

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**SectionⅠ.**

**General Information**

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| SPOEX2016_LOGO.JPG | Exhibition Information |
| 2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 Fax: 02)881-5444 E-mail: spoex@kfairs.com | |

**■ Title:**Seoul International Sports & Leisure Industry Show 2018 (SPOEX 2018)

**■ Date:**February 22 (Thu) ~25 (Sun), 2018

**■ Venue:**Hall A, B(1STFloor) and Hall C, D(3rdFloor),COEX, Seoul

**■ Organized by:** Korea Sports Promotion Foundation (KSPO)

Korea International Trade Association (KITA)

**■ Sponsored by:** Ministry of Culture, Sports and Tourism

Ministry of Trade, Industry and Energy

**■ Managed by:** K. FAIRS LTD.

**■ Show Dates & Opening Hours:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Business Day | | Public Day | |
| Dates | February 22  (Thu) | February 23  (Fri) | February 24  (Sat) | February 25  (Sun) |
| Opening Hours | 10:00~18:00 | 10:00~18:00 | 10:00~18:00 | 10:00~17:00 |

\*

The opening hours of the last day (Feb. 25) will be from 10:00 a.m. to 17:00 p.m.

\* Exhibitors may enter the hall from 8:00 a.m.

**■First Day of the Fair**

The SPOEX 2018 will be open on February 22th, 2018 at 10:00 a.m. and the opening ceremony is expected to be held at 10:30 a.m., in front of the main entrance at Hall C.

All the exhibitors are required to end their booth decoration by 09:30 a.m.

**■ Visitors information**

Visitors must register at the show and wear the visitor’s badge during the show. You will be charged admission fee of KRW 5,000 for each person unless wearing the badge.

However, pre-registered visitors and visitors with invitation tickets will not be charged.

**■Opening hours**

During the exhibition period, closing hours may differ due to certain situations within Organizers.

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| SPOEX2016_LOGO.JPG | Move-in & Out Schedule |
| 2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 Fax: 02)881-5444 E-mail: spoex@kfairs.com | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date** | **Time** | Details |
| **Booth**  **Construction**  **&**  **Booth Decoration** | Feb. 20 | 08:00-20:00 | Booth Construction  \*Vehicles are allowed |
| Feb. 21 | 08:00-13:00 | Booth Construction  \*Vehicles are allowed till 13:00 |
| 13:00-14:00 | Booth Decoration, floor pytex work  \*Vehicles are not allowed |
| 14:00-20:00 | Booth Decoration  \*Vehicles are not allowed |
| **During the Exhibition** | Feb. 22 | 08:00-10:00 | Preparation for the day |
| 10:30-11:00 | Opening Ceremony |
| 10:00-18:00 | Exhibition Open Hours |
| Feb. 23~Feb. 24 | 08:00-10:00 | Preparation for the day |
| 10:00-18:00 | Exhibition Open Hours |
| Feb. 25 | 08:00-10:00 | Preparation for the day |
| 10:00-17:00 | Exhibition Open Hours |
| **Moving-Out Exhibits**  **& Booth Dismantling** | Feb. 25 | 16:00-17:00 | **Submit *Form 12***  **The Move-Out of Exhibits form** |
| 17:00-22:00 | Move-out of Exhibits  \*Vehicles are allowed after 19:00 |

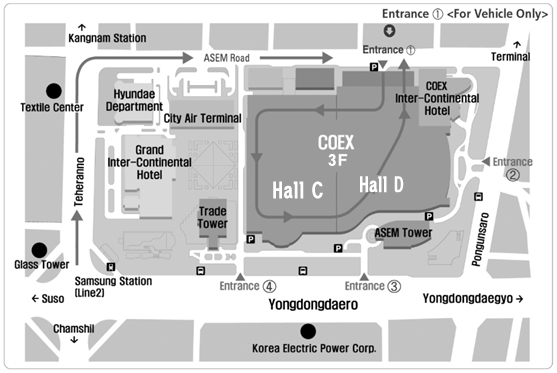
**■ Exhibitors’ Access**

- During the show period, the exhibition halls will be open at 08:00 a.m. All exhibitors must wear exhibitors’ badges when entering the exhibition hall. Exhibitors’ badges can be picked up at the entrance registration desk.

- During the construction period, the exhibition halls will be open from 8:00 a.m. to 20:00 p.m., and in case of needing over work hours, additional construction fee will be charged (KRW 1,000,000 per hour) and should be confirmed by **SPOEX 2018 Secretariat**.

- During construction and deconstruction period, as **SPOEX 2018 Secretariat** does not possess extra cart (handcart), exhibitors should prepare their own.

**■ Route for Move in & out**



B

A

▶**Freight Vehicles for exhibition must use West Gate of COEX (Entrance 1)** to enter the exhibition halls.

- No Vehicles (except freight vehicles) are allowed inside the exhibition hall.

- The show organizer will provide **3 hours of free-parking service only for freight vehicles** with working purposes(Feb. 20 ~ Feb. 21).

- No vehicles will receive free-parking service during the show period.

▶ When exhibits & other related items are carried out from exhibition halls, all exhibitors must submit **The Move-Out of Exhibits *(Form 12)*** on site in accordance with show regulations.

▶ When hazardous materials are carried in/out from exhibitions halls, the exhibitors must submit **The Move-in/out of Hazardous Materials *(Form 6)*** in accordance with show regulations.

▶ During the installation and removing period, it is the exhibitors' responsibility to keep or remove the exhibit items and related materials in exhibition halls.

▶ When removing, exhibitors are responsible for any waste made. **Additional fees will be charged for any plastic, wood or glass left behind after dismantling**.

▶ During the exhibition, **exhibitors are in charge of their exhibits**. Organizers are not responsible for your valuable exhibits.

▶ Carrying exhibits & other related items in and out is **only allowed on designated time**, and the used packages & related items should be thrown away under exhibitor’s responsibility.

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| SPOEX2016_LOGO.JPG | Show Venue: Coex, World Trade Center, Seoul |
| 2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 Fax: 02)881-5444 E-mail: spoex@kfairs.com | |



|  |  |
| --- | --- |
| 1. COEX Exhibition Center | 1. COEX Convention Center |
| 1. Trade Tower | 1. COEX Mall(Starfield) |
| 1. ASEM Tower | 1. Hotel COEX Inter-Continental |
| 1. Convention ANEX | 1. Oak Wood |
| 1. City Air Tower | 1. City Air Terminal |
| 1. Hotel Grand Inter-Continental | 1. Hyundai Department Store |

**■COEX**

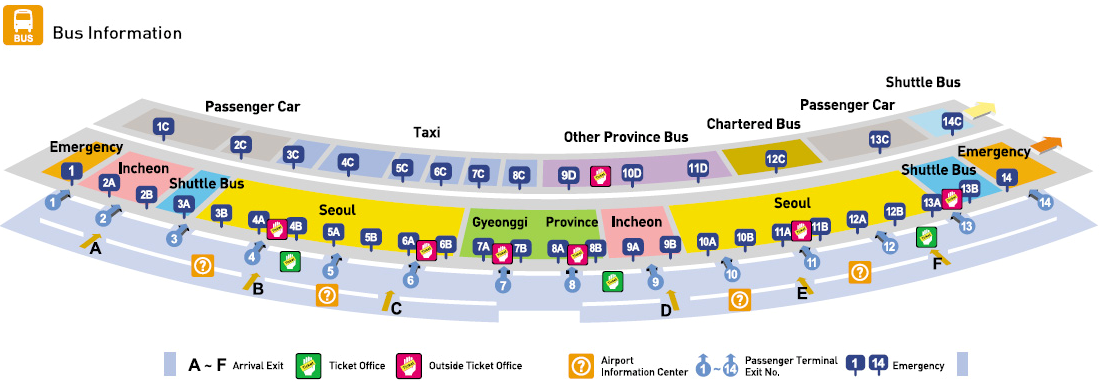
COEX, the venue of SPOEX 2018 is one of the largest exhibition centers in Korea and fully owned and operated by Korea International Trade Association (KITA). Located at the business district of downtown Seoul, COEX is an ultra-modern exhibition and convention complex occupying 435,000 square meters of floor space, which comprises four soccer-field sized exhibition halls, a grand ballroom, and over 100 conference rooms of various sizes.

COEX stands at the heart of World Trade Center Seoul complex, which encompasses two office buildings, two super deluxe hotels, one long-stay hotel, a city air terminal, and underground entertainment center. The entertainment center features a 16-screen multiplex, an aquarium, duty-free shops and various restaurants serving international cuisines.

With its convenient location and facilities, COEX is recognized as the Korea's best solution to meeting potential trade partners. Each year, COEX serves as venue for some 150 exhibitions.

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| SPOEX2016_LOGO.JPG | Access to the Show Venue |
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**■ Incheon International Airport‘s Bus Stop**

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**■ Airport Limousine Bus**

The best method of transportation from the Airport to the COEX is the City Airport, Logis & Travel (CALT) Airport Limousine buses, which make round-trips between the airport and the CALT, departing every 10 minutes. City Airport, Logis & Travel (CALT) is conveniently located close to the World Trade Center, Seoul.

**Ticket Sale Counter: Near the outdoor Gate No. 4, 6, 7, 8, 11, 13**

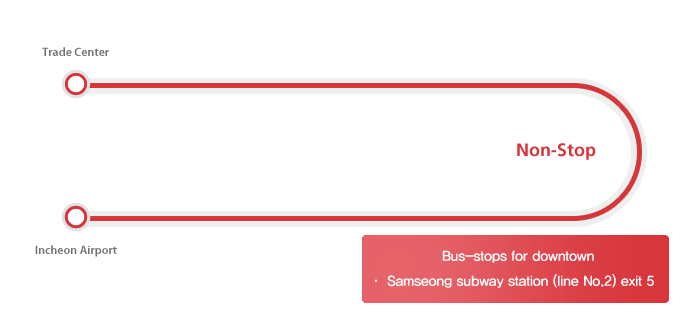
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Destination**  **(Bus No.)** | **Bus**  **Stop**  **No.** | **Bus Stops** | **First Bus** | **Last Bus** | **Interval**  **(min.)** | **Travelling**  **Time**  **(min.)** | **Fare(KRW)**  **/way** | **Bus Service**  **Company** |
| **(To COEX)** | **(To COEX)** |
| **(To Airport)** | **(To Airport)** |
| **City Airport**  **(CALT)**  **#6103** | **1F**  **3B, 9B** | **Incheon Int’l Airport ↔ City Airport** | **05:10** | **23:30** | **10~20** | **70~90** | **KRW 15,000 (Cash16,000)** | **City Airport(CALT) +82.(0)32.743.6660** |
| **04:15** | **21:30** |
| **SongPa Gu**  **#6006** | **1F**  **4B, 11A** | **Incheon Int’l Airport ↔ COEX (Samsung St.)** | **05:30** | **23:06** | **10~20** | **60~85** | **KRW 14,000 (Cash15,000)** | **Seoul Bus**  **+82.(0)2.577.1343~5** |
| **04:08** | **21:17** |
| **Gangnam / COEX**  **#6704** | **1F**  **4A,**  **10B** | **Incheon Int’l Airport ↔ Coex Intercontinental Hotel** | **4A(05:00),10B(05:04)** | **4A(22:51),10B(22:55)** | **30** | **70~80** | **KRW 16,000** | **KAL Limousine**  **+82.(0)2.2667.0386** |
| **05:05** | **18:15** |

**\*** Please be advised that the above schedule can be changed under certain conditions.

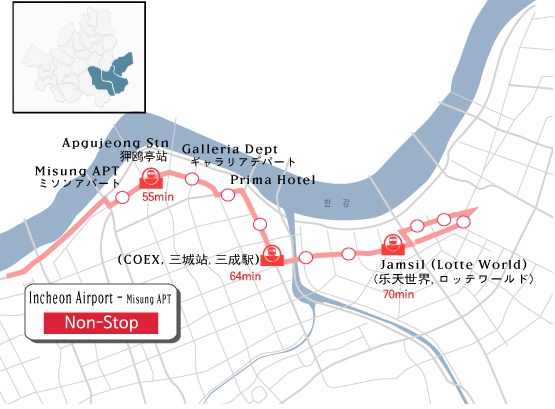
**\* Also, passengers can purchase or recharge transportation cards at convenience stores located in the passenger terminal.**

**■Bus Route**

**[Bus No. 6103]**



**[Bus No. 6006]**



**[Bus No. 6704]**



**■ Taxi**

|  |  |  |
| --- | --- | --- |
| Category | Standard Minimum Fare(KRW) | Remark |
| Regular Taxi (Regular Taxi stop area) | KRW 3,000 (for the first 2km) | - Hours between 24:00~04:00, 20% additional charge to be added  - Receipt and free interpretation service provided  (Required)  - KRW 100 for each additional 144m |
| Deluxe  Taxi  (Black)  (7C,8C) | KRW 5,000  (for the first 3km) | |  | | --- | | -Black Cap  -Car phone service  -Receipt and free interpretation service provided (Required)  -No additional charge during midnight hours  - KRW 200 for each additional 164m | |
| International  Taxi (Foreigner Only)  (4C) | Following to Incheon Airport to Seoul fare system | A foreign-speaking taxi  +82.1644.2255 |

\* The time and fare are estimated under the condition of normal traffic flow.

\* All the information can be changed due to the local situation without prior notice.

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| SPOEX2016_LOGO.JPG | Exhibition Rules & Regulations |
| 2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 Fax: 02)881-5444 E-mail: spoex@kfairs.com | |

**■Cancellation and changes of the exhibition**

▶ In the event of the cancellation of the exhibition by the organizers, the participation fee paid will not be refunded. When the cancellation was caused by force majeure, the fee will be refunded. **However, if you cancel the participation after the booth construction, the fee will not be refunded in any case.** The organizers reserve the right to change the venue and duration of the exhibition if exceptional circumstances demand, In this case, the fee paid will not be refunded and the exhibitor shall have no claim for the compensation as a result of the changes.

▶ Breach of contract and withdrawal by exhibitor

In the event of abandonment or rejection of all allocated space, the organizers have the right to cancel the exhibitor’s application. In this case, the participation fee already paid will not be refunded, unless abandonment or rejection of allocated space as a result of force.

In the event of partial abandonment or rejection of the allocated space, the exhibitor shall forfeit the application fee already paid for the abandoned or rejected space, unless the act of withdrawal was a result of force major. And if the participation fee has not been paid fully, the exhibitor shall pay the remaining amount of the participation fee by the due date for all the space initially applied for.

**■Requirements in installation**

▶Authorized space

Every display item must be arranged in the designated space, and must not hinder sight, passage, or visitors. Any structure that is placed on hallway and carpet in the same color as the pathway is banned. Not every item and equipment should be inflammable.

▶Layout

Any items that can be seen from the pathway or other exhibitor’s booth should be decorated upon exhibitor’s payment. Decorative items, lighting fixtures, and audio equipment should not disturb other exhibitors or their booths.

▶Submission of plan

Every exhibitor who applied for Raw Space should submit the booth plan with indication of height and building material to the Show management by Jan. 12. 2018 in order to get an approval from the hall manager of COEX in advance.

▶Structure

The height of one booth is limited to 4m depending on the booth location. The arrangement of display items or structures should not disturb other booths or hinder passage of visitors.

▶Arrangement of exhibiting items and viewing

The displayed items should not create inconvenience to visitors and be kept at least 60㎝ away from the booth line. Unless exhibitors conform to this rule, the secretariat office may demand those items to be relocated. This rule is designed to give and equal opportunity to every exhibitor in terms of space and sight.

▶Restriction on sound volume

Exhibitors may use audio equipment for promotion if they keep the sound down to avoids disturbing other booths. The secretariat office may intervene to restrict the use should there be any complaints made. Exhibitors are required to register any audio equipment, which they will use during the show. It must be less than 80 dbs sound level. If there is any equipment that makes sound louder than 80 dbs, the **SPOEX 2018 Secretariat** may ban the use of the equipment.

▶Safety

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show in order to prevent accidents and each exhibitor is responsible for the maintenance and safety of those equipment (Including containers of hazardous material, x-ray generating machines, inflammable and explosive substance, high-voltage equipment, radioactive material, accelerators, liquid mercury).

▶Lights

Flashlights and revolving light equipment are banned from using. The individual lights from one booth should not disturb or damage other booths.

▶Package material (leaflets and brochures)

Exhibitors are obliged to keep their pathway clean at all times. All materials and items should be placed on designated area and exhibitors need to be careful not to pile goods up in the middle of the pathway.

▶Booth design and change

All exhibitors who applied for Raw Space shall be required to seek for an approval from the **SPOEX 2018 Secretariat** for any changes of the booth design plan.

▶Property damages

Each exhibitor should take care of the exhibiting items and they are not allowed to drive nails and screws on the walls and floors. Furthermore, the exhibitors are not allowed to use painting materials that are indelible in case of spilling on the floors, roofs, and raw materials of the booth. Anyone who violates the above rules must compensate for the damages.

▶Maintenance of hazardous materials

All the dangerous exhibiting items need to be reported to the organizers before taking in. The exhibitors are also required to take necessary safety measures to maintain the items.

▶Sub-letting

The exhibitors are not allowed to sell or sub-let the booth to anyone without an approval from the organizers. Parent companies, affiliates, and subsidiaries are exceptions.

▶Cleaning

**SPOEX 2018 Secretariat** will keep the hallways, shared space clean before and after the show, and take care of trash bins during the show. All wastes produced during the construction of the booth are to be removed by the exhibitors in charge.

▶Wiring

The work of wiring in booths and displaying items should be dome in compliance with the relevant rules and regulations of Korea. The same applies to the construction of display facilities.

**■Notifications**

▶To avoid predicaments

Each exhibitor should refrain from any activities that may cause troubles at the show and should try not to disturb other booth.

▶PR Activities

Exhibitors must have approval from the **SPOEX 2018 Secretariat** for marketing, holding conference and handing out of any samples and gifts outside the designated area. That it all demonstrations and promotional activities are only permitted in the designated area. This is to avoid any disorders cause by these activities. Exhibitors should therefore clear the pathway and the surrounding area.

▶Sales promotion

The exhibitors may hand out samples and gifts only in the authorized booths. But those with exclusive right given by the **SPOEX 2018 Secretariat** will be able to hand them out at the areas other than the designated places.

▶Recruitment

The exhibitors are not allowed to carry items, signboards and brochures for recruitment purpose.

▶Special exhibition

Individual exhibitors are not allowed to display the items without an approval from the **SPOEX 2018 Secretariat** before and after the show opening hours of the exhibition.

▶Show opening hours

The **SPOEX 2018 Secretariat** has the authority to set the opening hours and the days of installation and dismantle of booth. The exhibitors are not allowed to dismantle the booth before the official close of the show.

▶Occupier’s obligation

All exhibitions are required to pay for the full rental fee of the entire space according to the original contact, under any circumstances. If any exhibitors fail to meet the deadline for displaying exhibit items, **SPOEX 2018 Secretariat** shall reserve the right to use the stand for other purposes. Furthermore, exhibitors who fail to pay for stand rental fee to the **SPOEX 2018 Secretariat** by due date shall lose their right to the stand.

▶Sales regulation

Sale of items for cash during the exhibition shall not be allowed. However, mail orders may be taken within the show period. The exhibitors should also be aware of the safety rules of the exhibits and public sanitation prior to the opening date. Unauthorized ads and sales are prohibited.

Although sales activities are strongly prohibited at the show floor, all exhibitors are allowed to sell their items under the obligations of not giving any harm to others on the last day of show date.

▶Wearing Exhibition Pass

When entering the exhibition halls, you must wear the pass issued by the organizer for entrance.

Pick up the pass directly on the final day of construction at the exhibition entrance.

▶ Booth Duty

During exhibition, a member of staff should always be in the booth.

An empty booth may give negative impression on your company.

To maximize exhibiting effect, do not empty your booth during exhibition open hours.

▶Quality of exhibits and rights of other booths

When secretariat decides the exhibit is against standard and violates other exhibitors’ rights, exhibitor may be asked of change in exhibit.

▶Photos and Videos

For those who wear reporter/journalist pass issued by organizer only, may take photos or record video clips. However, it is forbidden of it outside exhibitor’s own booth. If you need photos or video clips within the hall due to unavoidable reasons, please let the secretariat known.

▶Security

During exhibition, management of exhibits is under exhibitor’s responsibility.

When exiting the hall after opening hours, please place rope around the booth for trespassing, and avoid placing valuable items within the booth.

Organizers are **not** responsible for any theft, damage, lost, etc. happened.

**■Miscellaneous**

▶Odor

Anything with unpleasant smell is prohibited.

▶Cleaning

Organizer does not have extra cleaning equipment. (vacuums, brooms, etc.)

Waste during exhibition days may be thrown away in large trash bins located within the hall.

▶Restoration

During exhibition period (including preparation and dismantling period), every exhibits, informing items, promotional items, empty boxes, wrapping materials must be taken out, without leaving any waste behind. (※ If there is any waste left, KRW 300,000 will be charged per 1m3.)

▶Etc.

During exhibition, any types of large size garland are forbidden to be carried inside the hall.

Under the National Health Promotion Law, smoking within the exhibition halls is forbidden.

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| SPOEX2016_LOGO.JPG | Promotional Opportunities |
| 2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 E-mail: [spoex@kfairs.com](mailto:spoex@kfairs.com) | |

**■Advertising in Show Directory**

Only exhibitors are offered the opportunity of advertising in the show directory. Your advertisement in this publication is an excellent means of promoting your products to all buyers from around the world. Since it serves as an important reference both during and after the event, you are strongly encouraged to enhance your product profile by advertising in the show directory. Reserve your space now before all pages are taken!

|  |  |
| --- | --- |
| **Page** | **Rates** |
| Back Cover | US$ 3,000 |
| Inside Front Cover | US$ 2,000 |
| Inside Back Cover | US$ 1,500 |
| Single Full Page | US$ 900 |
| Double Page Spread | US$ 1,800 |

▶Tip for your advertisement!

● Include your booth number to attract many buyers to your booth.

● Print your company PR.

● Insert your product image both in English and in Korean.

**Please apply via Form 5**

**■Invitation Tickets**

We strongly encourage you to send invitation cards your own guests in order to ensure that they visit your booth. If you submit application form 2, we will send invitation cards by air mail.

**Please apply via Form 2**

**■Invite your important buyer**

**SPOEX 2018 Secretariat** prepares two nights free lodging at official hotels for qualified buyers. Submit your important buyer lists to **SPOEX 2018 Secretariat.**

**Please apply via Form 1**

**SectionⅡ.**

**Services for Exhibitor**

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|  | |
| SPOEX2016_LOGO.JPG | Booth Design & Facilities |
| 2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 E-mail: spoex@kfairs.com | |

**■ Exhibition Guide**

**▶** Location: COEX, World Trade Center, Seoul

**▶** Allowed Floor Load: Hall A & Hall B(1st F), Hall C & Hall D(3rd F)

**▶** Cargo Entrance: 6M(Width) × 5M(Height)

The maximum capacity of the vehicles allowed in the Hall is 2.5 ton.

**▶** Height Limit: 4.5M

**▶** Electricity Supply:

• 220V/ 60Hz/ Single phase • 220V/ 60HZ/ Triple phase • 380V/ 60Hz/ Triple phase

**▶** Telephone: Two options are available.

• Local call only / International plus local call

**■ Basic Shell Scheme Booth**

|  |  |
| --- | --- |
|  | |
| **Include Items** | Back & sidewalls, Carpet, Company Name Board, Information desk & 1 chair,  5 Spot lights, 1 Outlet (1KW), Wastebasket (1EA) |

**▶** The design of the basic shell scheme booth is the same as above.

**▶** You should not install any extra facilities like nail or make holes on the wall. If you need help in hanging or displaying the exhibits, please contact the organizer’s office.

**▶** If you want to alter assemble booths, you must request it to the official contractor.

**■ Custom-Built Booths on Raw Space**

**▶** Exhibitors who want to install their stands shall be required to use one of the authorized stand contractors designated by COEX.

**▶** Exhibitors who want custom-built booth on raw space should submit their booth plan to the show management by Jan. 12, 2018.

**■ Facility Summary**

|  |  |  |
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| **Classification** | | **Items of facility** |
| **Electricity** | Power Supply | 3Ø 4W 390-220V: 2600KVA  3Ø 4W 208-120V: 700KVA 3Ø 3W 220V: 2000KVA |
| Electrical capacity | 5600KVA |
| Frequency | 60Hz |
| **Telephone** |  | 2500 Lines |
| **Water supply facility** | Pressure | 1kg/cm²(max) |
| Sub piping Size | 15mm(Ø)(max) |
| **Drainage facility** | Sub piping Size | 25mm(Ø)(max) |
| **Compressed air** | Capacity | 10.5m³/min(max) |
| Pressure | 5~7kg/cm²(max)\_ |
| Sub piping Size | 20mm(Ø)(max) |

**■ Installing electrical power**

**▶** The voltage of electricity inside the hall is 220V & 380V. If you need 110V, the exhibitors must prepare transformer.

**▶** Shell stand booth: Equipment with the main cable lamp light, switches, outlets and electricity supply inside the booths.

**▶** When installing sensitive equipment, you need to install its own safety features. Electricity supply for the booths will be cut off automatically 1 hour after the show each day. If you require the electricity for 24 hours, you must submit an application form by **Jan. 12, 2018**.**→ Please apply via *Form 10***

**▶** Use of Multi-plug as an alternative to the socket may cause fire due to an excessive loads. Hence, for the safety reasons, the designed electrical company must do any type of electrical work. All exhibitors must use the designated contractors<electrical companies> of COEX.

**▶** The exhibitors should apply for the correct voltage of electricity supply that include lighting and electrical appliances. In case it is found that the power is inadequate during the preparation or exhibition period, application or extra power is required. It is most essential to maintain a safe environment of the exhibition center and to help prevent any accident. For the case, would be entitled to compensate the show management and other companies that are affected.

**■Installing telephone**

**▶** We install local telephone line inside the booth and issue an individual telephone number US$50 unit upon request.

**▶** If you apply for the international telephone (plus local call) line, you must pay $ 100 per unit and a deposit of $100. Your charge will be deduced from the deposit and the balance will be refunded.

• If your international telephone fee is more than $100, you must pay the extra charge.

**■Installing the Internet exclusive cable (LAN)**

The Internet exclusive cable is only supplied to the applicants of ***Form 10.***

**■Water supply, drainage and compressed air**

Compressed air will be supplied 30 minutes before the show and cut off 1 hour after the show.

**■Rental Furniture**

Exhibitors, who need additional furniture such as extra showcases, chair, tables and others, please submit ***Form 11*** *t*o order the required facilities.

Pre-payment in full is required.

**■Removal**

After the exhibition when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves. The organizer does not take responsibility for any damage and loss consequently. All the participants must return the equipment and tools that are leased from the secretariat.

**■Attention**

**▶** Exhibition material is to be pre-manufactured outside the area beforehand. Only assembly of the materials is allowed inside.

**▶** Electrical tools such as compressor, welder electrical sawyer, electrical grinder, and electrical plane are not allowed to use inside the hall. In addition, painting is not allowed inside the hall (Fire prevention safety rule).

**▶** You can glue the carpet to the floor with the industrial bond but you may use the special glue that can be taken off with easy (example: Latex). Any of the damage made by nailing on the walls, using bond-glue is to be compensated for the cost of recovering toe the original sate).

**▶** Due to electricity lines under the floor mat, exhibitors must be careful not to spill water or wash the floor with water.

**■Cleaning**

Organizers will provide cleaning service within hallway and business lounge only. As for booths, exhibitors will be responsible for keeping the booths clean at all time, including installation and removing period.

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|  | |
| SPOEX2016_LOGO.JPG | Shipping of Exhibiting Items |
| 2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 Fax: 02)881-5444 E-mail: spoex@kfairs.com | |

**■ GENERAL INFORMATION**

We are pleased to advise you that **KEMI-LEE CO., LTD.** is **AN OFFICIAL FREIGHT FORWARDER & ON-SITE HANDLER** for “**SPOEX 2018**” held at COEX from Feb. 22 through Feb. 25, 2018.

KEMI-LEE CO., LTD. will receive the exhibits at entry sea/airport, complete customs procedures and deliver the exhibits to exhibitor’s booth. After the exhibition, KEMI-LEE CO., LTD. will return exhibits to their origin points (or to third destinations), or move to bonded warehouse for SOLD.

**For any inquiries, please contact below company**

**KEMI-LEE CO., LTD.**

Rm.201 Arcvally, 37 Seongsui-ro 22-gil, Seoul, Korea

Seongdong-Gu, Seoul, Korea (133-832)

Attn. : Mr. John Lee , Ms. Lauren Jung

E-mail : john.lee@kemi-lee.co.kr , lauren@kemi-lee.co.kr

**■TRANSPORT GUIDELINES**

**I. Deadline of exhibits arrival in Korea**

The following dates have been selected to allow you to prepare for meeting arriving

dead-line of your exhibition goods.

- Shipping documents for sea freight : FEB. 5TH 2018

- Shipping documents for air freight : FEB. 7TH 2018

- Sea freight arrival at Busan port : FEB. 8TH 2018

- Air freight arrival at Incheon Airport : FEB. 11TH 2018

The terms of freight should be “FREIGHT PREPAID” and consigned as follows for all

exhibits.

**II. Shipping Documents**

1. Invoice & packing list should be as precise as possible regarding item, quantity, unit price, total price, weight and volume.

2. The exhibitor is cautioned to note that priced indicated on the shipping documents must be reasonable.

3. Problems in customs clearance may occur if customs officer judges the declared price to be unreasonably low, also, customs will not accept “no commercial value” or “free of charge” invoice. Price must be mentioned for all items including consumable items.

**A. SHIPPING DOCUMENTS CONSIST OF:**

AIR CARGO: 1 M/H.AWB Copy 1 / 1 Copies of invoice & packing list

SEA CARGO: 1 B/L Copy / 1 Copies of invoice & packing list

**B. CONSIGNEE**

**ⓐ CONSIGNEE**

KEMI-LEE CO., LTD.

Rm.201 Arcvally, 37 Seongsui-ro 22-gil,Seoul, Korea

Seongdong-Gu, Seoul, Korea (133-832)

TEL : +82-2-553-8458 , FAX : +82-2-565-3710

Attn. : Mr. John Lee , Ms. Lauren Jung

**ⓑ NOTIFY**

Exhibition Name : SPOEX 2018

Name of Exhibitor :

Booth Number :

**C. DOCUMENTATION**

- Sea freight Bill of Lading 1 surrender

- Airway Bill.(AWB)

- Commercial Invoice & Packing list 1 copy

 Surrendered / Express / Sea way Bill are also available and are preferable for efficient proceeding.

 A telex/ telefax of PRE-ADVICE must be sent to KEMI-LEE CO., LTD. indicating the B/L number, vessel name/voyage, number of packing, weight, dimension and name of exhibitor and booth number.

 Full details of the shipment including a copy of AWB along with Commercial Invoice/ Packing List indicating the AWB number, flight number, carrier’s name, number of packing, weight (Gross /Chargeable), dimension, name of exhibitor and booth number must be sent via fax arrival to KEMI-LEE CO., LTD.

 A detailed description of the goods in English including the name y which each item is known and the documents must have full details such as description of commodity, quantity and unit price in US dollar.

 International Harmonized Code (HS CODE available)

 Include serial and/or model number where applicable

 For manufactured products, please specify the component materials (i.e. wood, plastic, etc.)

 List the weight, dimensions and contents of each package

 Please indicate the country of origin of all goods within your consignment

 Please note that, for customs purposes, a value must be declared for each item regardless of the actual commercial value. This includes literature, giveaways and alike. Do NOT indicate the phrase‘No Commercial Value’.

★IMPORTANT : KEMI-LEE cannot make customs entry on shipments where invoices indicate general descriptions such as ‘Exhibit Materials’, or ‘Give Aways’. Nor can we make entry will be delayed until detailed invoices are obtained from the shipper. Please follow the instructions above to avoid delays and additional expenses.

**D. PACKING CASE & CASE MARKING**

We recommend the use of durable crates with screw-down lids to prevent loss or damages. It is imperative that materials are crated or palletized to enable the multiple handling, stacking and handling via forklift or pallet truck.

All items should be packed separately according to following categories.

Category A : Temporary Import

Category B : Items accompanied with ATA CARNET

Category C : Permanent Import

It is recommended that Commercial Invoice / Packing List should be drawn up separately for temporary items and consumable items. We strongly recommend that exhibitor's make use of our Combined Commercial Invoice & Packing List for this purpose a copy of which is enclosed herewith.

All cases should be clearly marked as follows:

Exhibitor’s Name / Stand No

Show Name, Location, Date

GW………KGS / DIMS…………CMS

Category A/ B/ C

**E. ON-SITE HANDLING**

KEMI-LEE CO., LTD. will be responsible for safety in using equipment& efficiency in on-site handling. Therefore, KEMI-LEE CO., LTD. Shall perform exclusive on-site handling services for smooth & efficient handling. Any forwarder may deliver to the door of the hall, however KEMI-LEECO., LTD. must handle it from freight entry up to exhibition stand. So exhibits requiring mechanical assistance must be handled BY OFFICIAL ON-SITE HANDLER. For on-site handling, delivery, taking over from the site to installation.

**F. DUTY FREE GOODS**

- Consumable goods such as leaflet, brochure, literature (100% Duty Free), giveaways and other promotional items valued under USD5.00 per unit are duty free. However, such items must be reasonable in quantities and in price by customs authority otherwise it shall be dutiable.

- Decision of “Duty free or Dutiable” will be advised at the time of customs inspection at show site regardless of the above mentioned provisions.

**G. COURIER SHIPMENTS**

- In accordance with Korean customs regulation, all items under temporary entry are exclusively under control of the Customs Authority. So exhibitors cannot distribute or consume any goods without any permission of Customs Authority.

Please note that the Convention Centre and the organizers will not accept or take responsibility for any international courier shipments consigned to yourself at the venue or the organizers.

Courier shipments must be shipped as noted under ‘Consignee Address (KEMI-LEE CO., LTD.)direct to Korea’.

**H. INSURANCE**

All exhibitors should arrange a comprehensive cover for their exhibit’s which covers shipment to the exhibition, the period of display and which allows either return to the country of origin or an appropriate disposal period the conclusion of the exhibition. Please note the carrier, KEMI-LEE LTD., does not insure the goods during transit from origin up to delivered stand and return.

**I. SELLING OF GOODS**

If any of the goods are sold in Korea and KEMI-LEE is to file a consumption entry (Duty paid), a copy of new invoice should be provided. (In case, purchase price is changed). Also pacific buyer details must be provided before the show closes.

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| SPOEX2016_LOGO.JPG | Korea Entry Visa Application |
| 2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 Fax: 02)881-5444 E-mail: spoex@kfairs.com | |

■ For your participation in **SPOEX 2018**, it is recommended to prepare documents for the visa application. For your convenience, KITA offers letter of invitation when exhibitors send us information as follows:

|  |  |  |
| --- | --- | --- |
| **Required Documents** | **Visa Exempt Countries**  **(B-1)** | **No-Visa Entry**  **(B-2)** |
| Certificate of Employment, Copy of Passport,  Copy of Business Card, Company Profile (Brochure) | Certificate of Business Registration by Government,  Certificate of Employment,  Tax Report,  Copy of Passport,  Company Profile,  Copy of Business Card,  Invitation Letter Request Form  (will be given from us after sending above 6 documents) |

▶ Visa Exempt Countries (with ordinary passport; B-1)

■ Exhibitors who require the show organizer’s assistance with Korea entry visa can be assured that all necessary service will be rendered to you. However, please note that visa application assistance service is offered only when total exhibition participation fees have been paid in full. In addition, the authority to issue a visa lies solely with the relevant Korean authority. **KITA will accept no responsibility in the event of any application being rejected.**

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| **Visa-Exempt Countries**  **(For ordinary Passport;**  **B-1)**  **[Country/**  **Period**  **(days)]** | Europe | | Asia and Oceania | Americas | |
| Austria / 90  Belgium / 90  Bulgaria / 90  Czech Republic/90  Denmark / 90  Estonia / 90  Finland / 90  France / 90  Greece / 90  Germany / 90  Hungary / 90  Iceland / 90  Ireland / 90  Italy / 90  Lithuania / 90  Latvia / 90 | Liechtenstein / 90  Luxembourg / 90  Malta / 90  Netherlands / 90  Norway / 90  Portugal / 60  Poland / 90  Romania / 90  Spain / 90  Slovak Republic / 90  Sweden / 90  Switzerland / 90  United Kingdom / 90 | Bangladesh / 90  Israel / 90  Malaysia / 90  Singapore / 90  Thailand / 90  Turkey / 90  New Zealand / 90 | Antigua and Barbuda / 90  Bahamas / 90  Barbados / 90  Brazil / 90  Colombia / 90  Costa Rica / 90  Chile / 90  Common wealth of Dominica / 90  Dominican Republic / 90  El Salvador / 90  Grenada / 90  Haiti / 90 | Jamaica / 90  Mexico / 90  Nicaragua / 90  Panama / 90  Peru / 90  St. Lucia / 90  St. Kitts and Nevis / 90  St. Vincent & the Grenadines / 90  Surinam / 90  Trinidad and Tobago / 90  Venezuela / 90 |
| Africa |
| Lesotho / 60  Liberia / 90  Morocco / 90  Tunisia / 30 |

▶ No- Visa Entry (B-2)

■ The following Nationals who want to visit Korea just for a short-term tour or transit are permitted to enter Korea with no visa according to the principles of reciprocity or priority of national interests with a tourist/transit visa status.

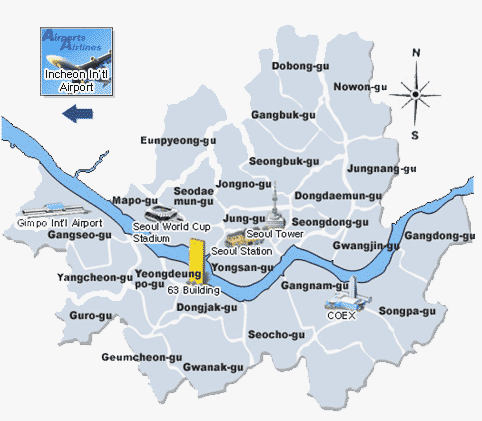
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No-Visa Entry**  **(B-2)** | Asia & Oceania | Marshal Islands/30  Micronesia/30  Samoa/30  Solomon Islands/30  Palau/30  Tuvalu/30  Tonga/30  Kiribati/30  Fiji/30  Australia/90 | Europe | America |
| Lebanon/30(only A-1,2)  Macao/90  Bahrain/30  Brunei/30  Saudi Arabia/30  UAE/30  Republic of Yemen/30  Oman/30  Indonesia/30(only A-1,2)  Taiwan/90  Hong Kong/90  Kuwait/30  Qatar/30  Japan/90  Guam/30  Nauru/30  New Caledonia/30 | Monaco/30  Montenegro/30  Vatican City/30  Bosnia and  Herzegovina/30  Cyprus/30  San Marino/30  Serbia/30  Slovenia/90  Andorra/30  Albania/30  Croatia/30 | USA/90  Canada/6 months  Guyana/30  Argentina/30  Ecuador/30  Paraguay/30  Honduras/30  Uruguay/30 |
| Africa |
| South Africa/30  Mauritius/30  Seychelles/30  Swaziland/30  Egypt/30 |

**Please apply via Form 3**

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| SPOEX2016_LOGO.JPG | Transportation |

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**■ Within The City**



**A. TAXI**

Taxis are plentiful, clean, safe and inexpensive in Korea. There are taxi stands in most of the city areas, and taxis can be hailed on the streets and at taxi stands. In addition, certain taxis can be requested by phone, though the fare for these special call taxis (82-2-3431-5100) is somewhat higher than regular taxis. Most taxi drivers do not speak English, so it is advisable to tell him or her names of the different landmarks (e.g. major hotels or attractions) near your destination. Vacant taxis have red indicator lamps in front of the front passenger seat or on the roof.

**B. SUBWAY**

Subway is the most efficient and convenient way for foreign travelers to get around in Seoul. Station names, ticket counters, and transfer signs are all clearly marked in English as well as Korean, the different lines are rotor-coded, and all trains have announcements in English and Korean. The subways themselves are clean and efficient, air-conditioned, and have automatic ticket dispensers and convenient bus connections. Fares are inexpensive, but do vary with service areas, so check the cost for your destination before purchasing a ticket from the ticket dispenser.

**C. BUS**



|  |
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| **Arterial Bus** <Blue Bus> |
| There are a total of 80 arterial bus (blue bus) routes, and 726 buses are in operation. This is more than a 50% decrease from the number of former long-distance bus routes, which amounted to about 200.  The complicated bus routes are simplified into a route that penetrates Seoul along a South-North axis and an East-West axis, and has dramatically shortened the bus routes.  Among the new bus routes, about 20 bus routes are simplified from the old complicated bus routes. |
| **Local Bus**<Green Bus> |
| Around 2,450 buses operate in the 292 local bus (green bus) routes located in areas where arterial bus routes don’t pass through.  The local bus runs along a short route for passengers transferring to arterial buses or the subway, and is similar to the city bus and community shuttle bus  Among 292 routes, 136 routes are not revised from the old ones, 68 routes are shortened, and 19 routes are extended from the old routes. Especially, 48 new local bus routes are introduced, adding to the convenience to citizens. |
| **Inter-city express bus**<Red Bus> |
| The inter-city express bus is a bus that connects satellite cities to downtown Seoul. Passengers who wish to get to downtown areas in Seoul such as City Hall or Euljiro from satellite cities such as Bundang and Ilsan may take this bus. A total of 43 bus routes are operated and most of the routes are not revised from the old ones, but the running time of the buses are shorter with lesser bus stops. |
| **Downtown Circular Bus** <Yellow Bus> |
| The yellow bus circles a short route in downtown areas of the city. Shoppers and business people are main passengers of this bus. The downtown circular bus routes are introduced to areas with heavy daytime traffic, such as Gangnam and Yeouido. In the case of the Gangnam area, five buses operate in one route which runs from Express bus terminal ~ Gangnam Station ~ COEX ~ Apgujeong-dong. In Yeouido, a total of 16 buses operate in two routes which runs from Daebang Station ~ MBC ~ National Congress ~ 63 Building ~ COEX ~ Apgujeong-dong ~ KBS annex building. |

**☞ To get more information about the transportation in Seoul, please visit the website,** [**http://www.visitseoul.net**](http://www.visitseoul.net)

**SectionⅢ.**

**Official Application Forms**

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| SPOEX2016_LOGO.JPG | Check List |

2018. 2. 22(Thu)~2. 25(Sun) Hall A, B, C, D COEX, Seoul Tel: 02)555-7153 Fax: 02)881-5444 E-mail: spoex@kfairs.com

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Form** | **Application List** | **Due Date** | **Shell Scheme** | **Raw Space** |
| 01 | Buyer Invitation | Jan. 12 (Fri) | Optional | Optional |
| 02 | Invitation Ticket Request | Jan. 12 (Fri) | Optional | Optional |
| 03 | Visa Application Assistance | Jan. 12 (Fri) | **Required** | **Required** |
| 04 | Show Directory Entry | Jan. 12 (Fri) | **Required** | **Required** |
| 05 | Show Directory Advertising | Jan. 12 (Fri) | Optional | Optional |
| 06 | The Move-In & Out  Of Hazardous Materials | Jan. 12 (Fri) | Optional | Optional |
| 07 | Exhibitor Badge Request | Jan. 12 (Fri) | **Required** | **Required** |
| 08 | Booth Construction  - Company Name Board | Jan. 12(Fri) | **Required** | **Not Required** |
| 09 | Custom-Built Booth  On Raw Space Exhibitor | Jan. 12 (Fri) | **Not Required** | **Required** |
| 10 | Utility Services | Jan. 12(Fri) | Optional | **Required** |
| 11 | Rental Furniture | Jan. 12 (Fri) | Optional | Optional |
| 12 | The Move-Out of Exhibits |  | **On-Site** | **On-Site** |

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| --- | --- | --- | --- |
| **RETURN**  **TO** | **SPOEX 2018 Secretariat** | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | **E-mail: spoex@kfairs.com** |

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| **Payment**  **Information** | Upon receipt of application K.Fairs LTD. will send a confirmation.  •Bank: KEB HANA BANK  •Swift Code: KOEXKRSE  •Bank Account: 250-890002-78004  •Company Name: K. Fairs LTD.  <Note>\* The date of payment is show opening before a week.  \*Please make sure to accordant deposit name to company name. |

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| **Buyer Invitation** | | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 1** | |
| **RETURN**  **TO** | **SPOEX 2018 Secretariat** | | | | | | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | | | | **E-mail: spoex@kfairs.com** | | |
| Company Name: | | | | | | | | |
| Contact Person: | | | | E-mail: | | | | |
| **Buyers you want to invite** | | | | | | | | |
| ① Please mark one only: □ Manufacturer □ Wholesaler □ Exporter/ Importer □ Retailer □ Others | | | | | | | | |
| Company: | | | | | | | | |
| Name: | | | | Job Title: | | | | |
| Address: | | | | | | | | |
| Country: | | | | | | | | |
| Tel: | | | | Fax: | | | | |
| E-mail: | | | | | | | | |
| ② Please mark one only: □ Manufacturer □ Wholesaler □ Exporter/ Importer □ Retailer □ Others | | | | | | | | |
| Company: | | | | | | | | |
| Name: | | | | Job Title: | | | | |
| Address: | | | | | | | | |
| Country: | | | | | | | | |
| Tel: | | | | Fax: | | | | |
| E-mail: | | | | | | | | |
| ③ Please mark one only: □ Manufacturer □ Wholesaler □ Exporter/ Importer □ Retailer □ Others | | | | | | | | |
| Company: | | | | | | | | |
| Name: | | | | Job Title: | | | | |
| Address: | | | | | | | | |
| Country: | | | | | | | | |
| Tel: | | | | Fax: | | | | |
| E-mail: | | | | | | | | |
| ④ Please mark one only: □ Manufacturer □ Wholesaler □ Exporter/ Importer □ Retailer □ Others | | | | | | | | |
| Company: | | | | | | | | |
| Name: | | | | Job Title: | | | | |
| Address: | | | | | | | | |
| Country: | | | | | | | | |
| Tel: | | | | Fax: | | | | |
| E-mail: | | | | | | | | |

\*Exhibitors can pick up the badges from Feb 21, 2018 at the registration desk.

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| SPOEX2016_LOGO.JPG | | | | | | |
| **Invitation Ticket Request** | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 2** |
| **RETURN TO** | **SPOEX 2018Secretariat** | | | | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | | | **E-mail: spoex@kfairs.com** | |
| Company Name: | | | | | | |
| Contact Person: | | | E-Mail: | | | |

**Invite Your Customers to Your Booth!**

**Exhibitors can request up to 50 Invitation Tickets for FREE.**

\* Please TYPE or PRINT in order to avoid confusion in transcribing letters and numerals.

- Please indicate No. of tickets

- Please tick off where to send the tickets

|  |  |
| --- | --- |
| **Send the tickets to me** | |
| Invitation Tickets piece for distribution. | |
| Company Name: | |
| Contact Person: | |
| Address: | |
| Country: | |
| <Country Code><Area Code><Direct Code>  Tel: | <Country Code><Area Code><Direct Code>  FAX: |
| **Send the tickets to other Address (Korean Agent)** | |
| Invitation Tickets piece for distribution. | |
| Company Name: | |
| Contact Person: | |
| Address: | |
| Country: | |

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| SPOEX2016_LOGO.JPG | | | | | | |
| **VISA Application Assistance** | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 3** |
| **RETURN**  **TO** | **SPOEX 2018 Secretariat:** A-1601, Tera Tower ll, 201,  Songpa-daero, Songpa-gu, Seoul, 05854, South Korea | | | | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | | | **E-mail: spoex@kfairs.com** | |
| Company Name: | | | | | | |
| Contact Person: | | | E-mail: | | | |
| Tel: | | | Fax: | | | |

**Note**

* If you need VISA to come to Korea, please fill this form and turn it to the show organizer. The show organizer will send you an invitation letter.
* By signing this form, you agree that you acknowledge the terms of the guarantee letter signed by the top authority of your company.
* The service doesn’t guarantee that your VISA be issued. In the event of you VISA application being rejected, the show organizer bears no responsibility for that.
* Please send us this form with the following materials by airmail:

1. The original copy of the certificate of business registration by government
2. The original copy of the certificate of employment
3. The photo copy of passport and business card
4. The tax report of the company

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibitor Information\* Please type clearly. You must submit same information written on your passport.** | | | |
| **Name (English)** | **Job Title** | **Gender (Male/Female)** | **Date of Birth (MM/DD/YY)** |
|  |  |  |  |
| **Nationality** | **ID or Social Number** | | **Passport Number** |
|  |  | |  |
| I certify that information above is correct. I also certify that I return to my country after participation in SPOEX 2018.  **Signature:** | | | |
| **Additional Company Information** | | | |
| **Company Name** | **Certificate Number of Business Registration** | | **Year of Establishment** |
|  |  | |  |
| **President** | **Official Address** | | **Tel** |
|  |  | |  |
| **Annual Sales Volume** | **Major Countries of Exports** | | **Bankers** |
|  |  | |  |
| From the TOP Authority (CEO)  I certify that information above is correct. I also certify that I return to my country after participation in SPOEX 2018.  **Signature:** | | | |

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| SPOEX2016_LOGO.JPG | | | | | | |
| **Show Directory Entry** | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 4** |
| ***Must be submitted*** | |
| **RETURN TO** | **SPOEX 2018 Secretariat** | | | | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | | | **E-mail: spoex@kfairs.com** | |
| **Please complete this form and send by E-MAIL** | | | | | | |
| Company Name(In English): | | | | | | |
| Country: | | | | | | |
| Address: | | | | | | |
| <Country Code><Area Code><Direct Code>  Tel: | | | <Country Code><Area Code><Direct Code>  Fax: | | | |
| E-mail: | | | Website: http:// | | | |
| Contact Person: Mr. / Ms. | | | Job Title / Department: | | | |
| Products to be exhibited ( Max. 100 Characters including spaces.) | | | | | | |
| Introduction of your company or product ( Max. 200 Characters including spaces.) | | | | | | |
| Product Category( You can check more than one)  □ Health / Fitness □ Outdoor Sports □ Camping / Camping Car □ Bike  □ Extreme / Leisure Sports □ General Sporting Goods □ Water Sports □ Sports Services &Facilities  □ Others ( ) | | | | | | |

**\* This is the very important form to make the official directory of SPOEX 2018. Please don’t forget to fill out all the questions correctly, and also you have to send it to us (E-mail: spoex@kfairs.com) no later than the deadline.**

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| SPOEX2016_LOGO.JPG | | | | | | |
| **Show Directory Advertising** | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 5** |
| **RETURN**  **TO** | **SPOEX 2018 Secretariat** | | | | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | | | **E-mail: spoex@kfairs.com** | |
| Company Name: | | | | | | |
| Contact Person: | | | E-mail: | | | |
| Tel: | | | FAX: | | | |
| *\* Please reserve the following advertising space. (Please mark****√*** *at your choice.)* | | | | | | |
| **We wish to reserve advertising space as indicated below. Please invoice us accordingly.** | | | | | | |

|  |  |
| --- | --- |
| **Page** | **Rates** |
| Back Cover | □US$ 3,000 |
| Inside Front Cover | □US$ 2,000 |
| Page Facing Inside Front Cover | □US$ 2,000 |
| Inside Back Cover | □US$ 1,500 |
| Page Facing Inside Back Cover | □US$ 1,500 |
| Single Full Page | □US$900 |
| Double Page Spread | □US$ 1,800 |
| Amount | US$ |

**◇ Mechanical Requirements**

\* Size of the Advertisement:

Bleed: 126mm(W) × 216mm(H)

Trimmed: 120mm(W) × 210mm(H)

Type Area: 100mm(W) × 190mm(H)

* Only Digital Formats Accepted: Adobe Illustrator (outlines only), Photoshop (Tiff or Jpeg)
* No less than 300dpi at printed size

\* Please supply a color proof with all artwork in order for us to ensure that your artwork is produced how you intended.

**Application Form by Jan. 12, 2018**

**Payment by Jan. 12, 2018**

**Artwork Material by Jan. 12, 2018**

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| SPOEX2016_LOGO.JPG | | | | | | |
| **The Move-In & Out**  **Of Hazardous Materials** | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 6** |
| **RETURN**  **TO** | **SPOEX 2018 Secretariat** | | | | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | | | **E-mail: spoex@kfairs.com** | |
| Company Name: | | | | | | |
| Contact Person: | | | E-mail: | | | |
| Tel: | | | Fax: | | | |
| Booth No.: | | | | | | |
| Purpose of the move-in: | | | | | | |
| Date of move-in: | | | Date of Carryout: 2018. 2. . | | | |

●**Contents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Product Name** | **Unit** | **Quantity** | **Container & Packaging** | **Storage after move-in** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
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| 8 |  |  |  |  |  |

**\* Attach additional form if necessary.**

**In compliance with the operation of the exhibition hall, we hereby request the approval for the move-in (out) of hazardous materials.**

**2018. 2. .**

**Applicant Company:**

**Assigned Officer: Signature:**

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| **Verified by the Show Organizer** |  |

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| SPOEX2016_LOGO.JPG | | | | | | |
| **Exhibitor Badge Request** | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 7** |
| ***Must be Submitted*** | |
| **RETURN**  **TO** | **SPOEX 2018 Secretariat** | | | | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | | | **E-mail: spoex@kfairs.com** | |
| Company Name: | | | | | | |
| Contact Person: | | | E-mail: | | | |
| Tel: | | | Fax: | | | |

**No exhibitors and stand fitting contractors are allowed to enter the exhibition hall without an OFFICIAL BADGE issued by the show organizer. Please indicate the number of badges that your office, agent or contractors need.**

**Note**

- You can pick up your badge on the registration desk at the entrance.

**\* Please print clearly or type the names of individual exhibitors and interpreters requiring badges.**

|  |  |  |
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| **No.** | **NAME** | **TITLE** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
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| **Booth Construction**  **- Company Name Board** | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 8** |
| ***Must be Submitted*** | |
| **RETURN**  **TO** | **SPOEX 2018 Secretariat** | | | | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | | | **E-mail: spoex@kfairs.com** | |
| Company Name: | | | | | | |
| Contact Person: | | | E-mail: | | | |

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| **Company Name Board** | | | | | | | | | | | | | | | | | | | |
| ▶ Please indicate below the exact letters to appear on fascia board including spaces and punctuation. | | | | | | | | | | | | | | | | | | | |
| ▶ Please type or print clearly. | | | | | | | | | | | | | | | | | | | |
| ▶ Country name will automatically be printed. | | | | | | | | | | | | | | | | | | | |
| ▶Please circle ‘Yes’ if you want to have Korean name appeared. ( Yes / No )  **(1) English (Letters on the fascia board will be capitalized.)** | | | | | | | | | | | | | | | | | | | |
| **E** | **X** | **.** | **K** | **.** | **F** | **A** | **I** | **R** | **S** |  | **L** | **T** | **D** | **.** |  |  |  |  |  |
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| **(2) Korean** | | | | | | | | | | | | | | | | | | | |
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| **Note**   * **For additional furniture and showcase, please see Form 12 for application.** * **For utility services, please see Form 11.** | | | | | | | | | | | | | | | | | | | |

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| SPOEX2016_LOGO.JPG | | | | | | |
| **Custom-Built Booth**  **On Raw Space Exhibitor** | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 9** |
| **RETURN**  **TO** | **SPOEX 2018 Secretariat** | | | | | |
| **Tel: 82-2-555-7153** | **Fax: 82-2-881-5444** | | | **E-mail: spoex@kfairs.com** | |
| Company Name: | | | | | | |
| Contact Person: | | | E-mail: | | | |
| **‘Custom-Built Booth on Raw Space’ exhibitors have the following option.** | | | | | | |
| **Note 1**  **Employ a stand contractor of your choice in private.**   * You have to employ one of stand contractors listed on the website at www.coex.com   Please inform them of the ‘move-in/out schedule’ and ‘stand fitting regulations’. - All arrangements, payments, schedules, and other agreements are made between you  and the private contractor you employ.  - Make sure that all constructions are completed before noon on Feb.21.2018.  - Private contractors may not enter the exhibition hall during the show period. (Feb. 22~ 25)   * Submit a stand layout to SPOEX 2018Secretariat. (**Deadline ▶Jan. 12. 2018**)   **Note 2**  - Custom-Built Booth on Raw Space does not include any decoration such as back and sidewalls, carpet, and electricity.  - Companies who are buying Custom Built Booth on Raw Space must make sure that their booth be furnished with the following as a bare minimum; Back & Side Walls, Carpet and Company Name Board. | | | | | | |

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| **We are ‘Custom-Built Booth on Raw Space’ Exhibitor.** | |
| Details of our stand fitting company are as follows. | |
| Stand Fitting Company(Constructor) Name: | |
| Company Address: | |
| Tel: | Fax: |
| Contact Person (person in charge of your stand construction) | |
| Mr. / Ms.: | E-mail: |
| Have you informed your private contractor of the move-in/out schedule and stand fitting regulation? | |
| □ Yes□ No | |
| Stand layout to be submitted on (date):2018. . . | |

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| **Utility Services** | | | | | | | | | **Deadline ▶Jan. 12. 2018** | | | | | | **FORM 10** |
| **RETURN**  **TO** | **SPOEX 2018 Secretariat** | | | | | | | | | | | | | | |
| **Tel: 82-2-555-7153** | | | | | **Fax: 82-2-881-5444** | | | | | | **E-mail: spoex@kfairs.com** | | | |
| Company Name: | | | | | | | | | | | | | | | |
| Contact Person: | | | | | | | | E-mail: | | | | | | | |
| **1. ELECTRICITY SUPPLY DETAILS** | | | | | | | | | | | | | | | |
| **Classification** | | | **Required(KW)** | | | | **Charge Due** | | | | **Unit Price** | | | **Remarks** | |
| **Day Time** | **24 Hours** | | |
| Single-Phase 220V | | |  |  | | | US $ | | | | Daytime(10:00~18:00):  US $ 50/KW  24 Hours:  US $ 70KW | | | Frequency: 60Hz | |
| Three-Phase 220V | | |  |  | | |
| Three Phase 380V | | |  |  | | |
| Sub Total ① | | |  | | | |  | | | |  | | |  | |
|  | | | | | | | | | | | | | | | |
| **2. TELEPHONES, COMPRESSED AIR, LAN AND WATER & DRAINAGE** | | | | | | | | | | | | | | | |
| **Classification** | | **Required(Units)** | | | **Charges Due** | | | | | **Unit Price** | | | **Remarks** | | |
| Telephone A  (Local calls only) | | Line(s) | | | US $ | | | | | US $ 50/each | | | No extra charge | | |
| Telephone B  (Overseas calls) | | Line(s) | | | US $ | | | | | US $ 200/each | | | Deposit $100 included | | |
| LAN (Internet) | | Port(s) | | | US $ | | | | | US $ 150/each | | |  | | |
| Compressed Air | | Line(s) | | | US $ | | | | | US $ 150/each | | |  | | |
| Water & Drainage | | Line(s) | | | US $ | | | | | US $ 150/each | | |  | | |
| Sub Total ② | |  | | | | | | | |  | | |  | | |
|  | | | | | | | | | | Total Amount   1. +②) | | | $ | | |
| **Note**   * Payment of the total utility services fee should be made until **Jan. 12. 2018** | | | | | | | | | | | | | | | |

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| SPOEX2016_LOGO.JPG | | | | | | |
| **Rental Furniture** | | | | **Deadline ▶Jan. 12. 2018** | | **FORM 11** |
| **RETURN**  **TO** | FINERENT Co.,LTD ([www.finerent.co.kr)](http://www.finerent.co.kr)     135-090 Room 423, COEX, 159 Samsung-Dong, Gangnam-Gu, Seoul, Republic of KOREA | | | | | |
| **Tel: 82-2-6000-2660** | **Fax: 82-2-6000-2662** | | | **E-mail: finerent@naver.com** | |
| Company Name: | | | | | | |
| Contact Person: | | | E-mail: | | | |
| Tel: | | | Fax: | | | |

**▶In order to use rental furniture, please make your choice and fill out the form below.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DESCRIPTION** | **STANDARD** | **UNIT** | **QUANTITY** | **UNIT PRICE** | **AMOUNT** | **REMARKS** |
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|  |  |  |  |  |  |  |
| **TOTAL AMOUNT** | | $ | | |

**Note**

* **To assure delivery, payment must be made before Jan. 12. 2018**
* **Although on-site orders may be accepted, there is no guarantee that you request can be processed.**
* **Pictures of the rental furniture are on the following pages.**

|  |  |
| --- | --- |
| **Payment**  **Information** | Upon receipt of application FINERENT CO., LTD. will send a confirmation.  \*Please be informed FINERENT for the payment information with the Invoice.  \*Please make sure to accordant deposit name to company name. |

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| SPOEX2016_LOGO.JPG | | | | |
| **The Move-Out of Exhibits** | | | **Deadline ▶ On-Site** | **FORM 12** |
| ***Must be Submitted*** |
| **RETURN TO** | **SPOEX 2018 Secretariat** | | | |
| Company Name: | | | | |
| Contact Person: | | E-mail: | | |
| Tel: | | Fax: | | |
| Booth No.: | | | | |
| Date of Carryout: 2018. 2. . | | | | |

▶**Contents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Product Name** | **Type** | **Unit** | **Quantity** | **Remarks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
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| 10 |  |  |  |  |  |

**\* Attach additional form if necessary.**

**We hereby request the approval for the move-out of exhibits.**

**2018. 2. .**

**Applicant Company:**

**Assigned Officer: Signature:**

|  |  |
| --- | --- |
| **Verified by the Show Organizer** |  |

**\* If you don’t submit this form, you CANNOT move exhibits outside.**