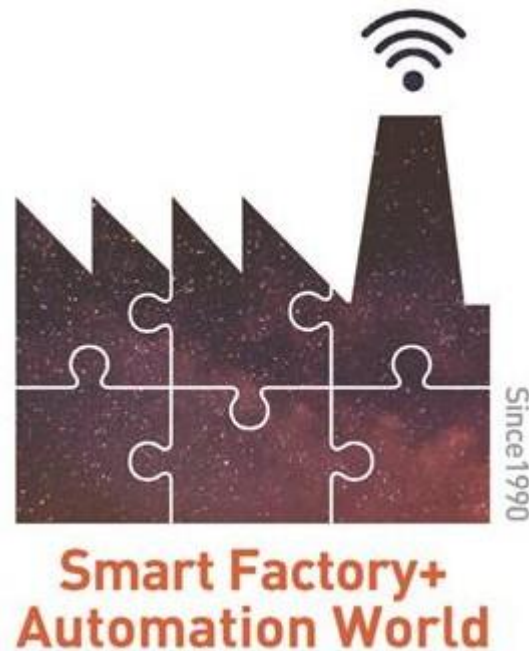


Smart Factory + Automation World 2019

Exhibitor's Manual



March 27th, 2019 ~ March 29th

Coex Hall A, B, C, D

coex

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1. Exhibition Outline

Show Title	Smart Factory + Automation World 2019
Period	Exhibition: 27th (Wed) – 29th (Fri), March 2019 - Set-up: 25 th (Mon) – 26 th (Tue), March 2019 - Move out: 18:00, 29 th (Fri) March 2019
Venue:	Coex Halls A, B, C and D, Seoul, Korea
Exhibition Profile	<p>Motion Control & Robots Drive, Servo motors, linear motors, inverters, stepping motors, AC motors, gear motors, LM guide, clutches/brakes, changes/reducers, gears, ball screws, robot controllers vertical multi-joint robots, bouncing robots, palletizing robots, robot-related equipment and components</p> <p>Sensor & Control PLC, industrial PC sensors, inverters, switches, encoders, counters, measuring instruments, meters, indicators, timers, measuring instruments, Temperature/pressure gauges, flow meters, converters, dispensing machines, controllers, CNC, relays, temperature control equipment lights</p> <p>FA System & Components HMI, dispensers, actuators, index tables, couplings, bearings, shafts, automatic spray nozzles, unit, cylinders, compressors, control valves</p> <p>Industrial Software Fieldbus, communication boards, Ethernet communication equipment, MMI, HMI, S/S, MES, DAS, SCADA, process control systems, process monitoring and environment control, embedded solutions, CAD/CAN, CIM</p> <p>Machine Vision Machine vision system, smart camera, machine vision sensor, laser, contact image sensor, lighting, machine vision measurement system, related application program</p> <p>Hydraulic & Pneumatic Components Cylinders pumps, actuators, industrial pneumatic valves, air motors, compressors, control valves, vacuum systems, fans, nozzles</p> <p>Logistics Automation System Conveyors, automatic doors, lifts, hoists, chain, belt, roller, cable bared, vacuum suction feed system, SCM, ERP, barcode systems, printers, barcode systems, printers, barcode scanners, handy terminals, industrial PDAs, RFID, DPS, POS</p>

2. Schedule Reference

→ SCHEDULE FOR MOVE-IN & MOVE-OUT

CONTENTS	BOOTHTYPE	SCHEDULE
Exhibits Move-in	Space only	March 25 (Mon) 8:00 a.m. ~ 8:00 p.m. March 26 (Tue) 8:00 a.m. ~ 8:00 p.m.
	Shell scheme & Premium	March 26 (Tue) 2:00 p.m. ~ 8:00 p.m.
Stand Set-Up & Display	Space only	March 25 (Mon) 8:00 a.m. ~ 8:00 p.m. March 26 (Tue) 8:00 a.m. ~ 8:00 p.m.
	Shell scheme & Premium	March 25 (Mon) 8:00 a.m. ~ 8:00 p.m. March 26 (Tue) 8:00 a.m. ~ 8:00 p.m.
Exhibits Move-out		March 29 (Fri) 4:30 p.m. ~ 8:00 p.m.
Stand Dismantling		March 29 (Fri) 8:30 p.m. ~ 12:00 a.m.

→ EXHIBITION HOURS

Date	Time	Note
March 27 th	10:00 – 17:00	
March 28 th	10:00 – 17:00	
March 29 th	10:00 – 16:00	
*Last Entry: March 27 th , March 28 th – 16:30 / March 29 th – 15:30		

→ EXHIBITOR'S BADGES

Please pick up your exhibition badges at the time and place below, and please note that badges will not be mailed prior to the show.

Date: March 26th, 2019

Time: 12:00 - 17:00

Place: aimex - 1F entrance of A hall (registration counter)

Korea Vision Show - 1F entrance of B hall (registration counter)

SmartFactoryExpo(Hall C) - 3F entrance of C hall (registration counter)

SmartFactoryExpo(Hall D) - 3F entrance of D hall (registration counter)

Note : It is subject to be changed depending on situation

If more badges are needed during the show, please contact the Smart Factory + Automation World Secretariat.

→ THINGS TO DO BEFORE EXHIBITION

December	
Things To Do	Plan the outfitting of the stand Define the stand staff Check the validity of passports Prepare promotional materials
January	
Things To Do	Prepare visa application Finalize the stand preparation Send the freight instruction to the freight forwarder Forward your products to the freight forwarder
February	
Things To Do	Make travel arrangements Send the booth design (for space only booth)

3. Frequently Asked Questions (FAQ)

Q. What is the difference between space-only booths and shell-stand booths?

While the exhibition organizer provides all of the materials and assembly needed for a shell-stand booth, only space will be provided for a space-only booth, meaning exhibitors will be expected to organize booth assembly themselves. For a shell-stand booth, the organizer will provide a three-sided divider, **Three spotlights (100W), Two fluorescent lamps (40W)**, a company name sign, an information desk and chair, and a fiber-textile floor cover. (Refer to Section 2)

Q. What should exhibitors prepare besides booth spaces and stands?

Adequately prepared employees for the exhibition are strongly advised. In general, a salesperson or company agent should prepare a presentation associated with his or her own exhibits, meaning that employees or other presenters should also be sufficiently prepared for the presentation in terms of their attire, attitude, speech, bargaining and negotiating skills, etc.

Exhibitors should also prepare a display stand, materials for the booth interior, catalogs of their exhibits, and business cards. It is possible to rent tables and display stands for the duration of the exhibition. In the case of any damages to a shell-stand booth caused by hammering or the use of nails, exhibitors must provide reasonable compensation to any affected party affiliated with Smart Factory + Automation World.

Q. For a space-only booth, should assembly be conducted only by the subcontractors approved by Coex?

Yes. Please refer to the subcontractors' list (Section 6) and choose from the companies listed.

Q. What is the procedure for the move-out of exhibits?

The procedure for the move-out of exhibits is as follows:

Receive Application for Exhibits Move-out → Complete the Application → Receive Confirmation from the Organizer (Organizer's office) → Submit Move-out Confirmation to Security → Complete Exhibit Move-out

Exhibits cannot be moved out of the exhibition hall without the organizer's authorization. This is to prevent loss and/or theft. Exhibitors should list all of the exhibits that are to be carried out on the application for Exhibits Move-out, receive move-out authorization from the Smart Factory + Automation World Secretariat, submit the authorization to security, and then proceed to remove all exhibit materials from the venue.

Q. What should exhibitors do to prevent theft and loss?

The Smart Factory + Automation World Secretariat will provide a reliable security service during the set-up, presentation, show, and dismantling periods. However, given the large crowds that

are present in the exhibition hall during the show, exhibitors nonetheless must take extra care of their own booth and exhibits.

Exhibitors are liable for the damage and/or loss of their exhibits during the set-up, show, and dismantling periods. Exhibitors should thus be insured for any unexpected accidents. Exhibitors should take special care of any valuable items (i.e. cameras), important notes, and small-sized exhibits.

Q. What should exhibitors do if they want to include a logo and trademark on the company name sign in addition to a company name? (Only for shell-stand booths)

Exhibitors should contact the booth set-up companies first and then confirm whether it is possible to include a logo and trademark on the company name sign. An additional fee will be charged.

Q. Can one side of a booth partition be closed or removed? (Only for shell-stand booths)

The exhibitors should contact the booth set-up companies to confirm whether closing or removing one side of a booth partition is allowed. An additional fee will be charged.

Q. When is electricity going to be supplied?

Electricity is going to be supplied from **4 p.m. on March 26 (Tuesday)** to the last day of exhibition. Electricity will not be supplied if the electric company does not complete the necessary electrical work, so please cooperate with the company to complete any needed electrical work as soon as possible. (Basically supplied electricity : 1KW)

Q. When will the Internet be available?

Exhibitors who apply for LAN will have priority in regards to Internet service. Exhibitors who apply for LAN should install the Internet service program for their company at the pre-arranged location. Installation should take less than five minutes. IP addresses will be provided at the same time as installation. Please have in mind that only wired LAN is provided when for the exhibitors who applied for LAN.

SECTION 1

1-1. Deadline Checklist and Schedule

1-2. Booth Installation

1-3. Official Announcement for Exhibitors

1-4. Utilities Installation Guide

1-1 A. Schedule

Classification	Contents	Schedule	Remarks
Stand Set-Up & Display	Space-Only Booths	March 25, March 26 (8:00 ~ 20:00)	Exhibitors are to build their own stands
	Shell Stand Booths Premium Booths	March 25, March 26 (8:00 ~ 20:00)	Organizers are to build the exhibitors' shell stands.
Exhibits Move-in	Space-Only Booths	March 25, March 26 (8:00 ~ 20:00)	Please report heavy exhibits over 1.5ton/m ² in advance
	Shell-Stand Booths Premium Booths	March 26 (14:00 ~ 20:00)	
Utility Service Installation	Electric Power	Start : March 25 (8:00) Complete : March 26 (16:00)	Plan to supply electricity after completion of electrical work
	Telephone Lines & Drainage/ Compressed Air		
	LAN		Possible to set up LAN after setting up PC
Exhibits Move-out		March 29 (16:30 ~ 20:00)	
Stand Dismantling		March 29 (20:00 ~ 24:00)	*Heed warnings regarding exhibit theft *Stand in Band D hall is dismantled on 30th
Free Parking During Set-up	Exhibits Move-in & Set-up period	March 25, March 26	3 Hours of Free Parking per loading vehicle for working purposes only
	Exhibits Move-out & Dismantling Period	March 29	

◇ Exhibitors who need extra time for booth set-up or dismantlement beyond the specified times should inform the Smart Factory + Automation World Secretariat. Approval is issued by the Secretariat and exhibitors are required to cover the necessary fees for additional work.

1-2. Booth Installation

1-2-1. Exhibition Hall Guide

Address	Coex, World Trade Center, 159, Samseong-dong, Gangnam-gu, Seoul, 135-731, Korea
Proof Load(or Safe Load)	Halls A, B: 1.5 ton/Sqm
Cargo Entrance	5m (Width) ~ 4.3m (Height)
Ceiling Limit Height	4, 5, or 7m depending on the booth location
Electricity Supply	220V/60Hz /Single phase, 220V/60Hz /Three phase 380V/60Hz /Three phase
Water supply & Drainage	2.9kg/cm ³ , 15~25mm(Ø)
Compressed air	5.8m ³ /min (Max), 9mm(Ø), 6~6.5kg/cm ² (Max)

1-2-2. Regulations

Booths will be constructed with their overall harmony and view in mind. In order to ensure everyone's safety during the stand installation period, the following regulations must be observed. If any assembly work proceeds in violation of these regulations, the Secretariat may require companies to modify or suspend their booth construction. All exhibitors will be expected to comply with these demands.

- A. In order to assure the overall harmony and effective operation of the exhibition halls, exhibitors using independent stands should use official contractors designated by the secretariat and report their contractors to the secretariat by submitting the application for construction ([Form 4] Space- Only Booth Contractor Declaration). Any exhibitors wanting to install a space-only booth using an unregistered company need to consult the Smart Factory+ Automation World Secretariat in prior.
- B. Installation companies for space-only booths are required to submit a design plan to the secretariat by Feb. 10, 2019. This requirement is needed to confirm whether the design violates the regulations of Smart Factory+ Automation World. Any changes to registered booths should be confirmed by the Secretariat.
- C. Working hours during the period of booth construction or dismantling is usually 8:00 a.m. to 8:00 p.m. If overtime work is required, an application for overtime work should be submitted to the Secretariat by 3 p.m. on the day prior to the required overtime day during the construction period and 1 p.m. during the dismantling period so that overtime can be charged.
- D. Exhibitors must manufacture all exhibition materials beforehand. Only exhibit assembly will be allowed inside the facility. Use of welders, electrical saws, electrical grinders, and other power tools is not permitted inside the hall. For fire prevention purposes, painting is also not allowed inside the hall.

E. Booth materials and installation

- ✧ All materials used for booth construction should be fireproof or be made of non-combustible materials. Fireproofing treatments cannot be carried out in the exhibition halls.
- ✧ Flammable materials (oil, gas, etc.) may not be used in the exhibition hall. If use of these materials is essential, prior approval from the Secretariat should be obtained and positive safety precautions must be taken i.e., work should be started only after the fire extinguishers have been arranged.
- ✧ Painting is prohibited in the exhibition hall during booth construction.
- ✧ If carpeting is used for flooring, any adhesives that are used must be easily removable. Floor conditions after exhibit removal will be confirmed by the Secretariat. Exhibitors cannot glue carpet to the floor using an industrial bond, but special glues that can be removed more easily are permitted.
- ✧ If the floor of the exhibition hall is damaged, exhibitors will be responsible for any repair expenses incurred.

F. The ceiling of all booths must generally be left open. Ceilings made of non-combustible materials for small offices or reception areas are permitted if approved by the Secretariat. Exhibitors will be charged

a fee if any damage to the hall caused by nailing or bonding occurs. Because of the electrical components beneath the exhibition hall floor, washing or cleaning the hall with water is not permitted.

G. Exhibitors shall employ the contractors designated by the Secretariat for the construction and assembly of their booths. All waste and spare booth materials must be removed from the exhibition hall by 24:00 a.m. on March 29, and booths must be completely dismantled and removed from the exhibition hall by March 29.

1-2-3. Shell-Stand Booths

- A. Exhibitors have the option of using booths constructed by the organizer.

This booth will be uniform and will consist of:

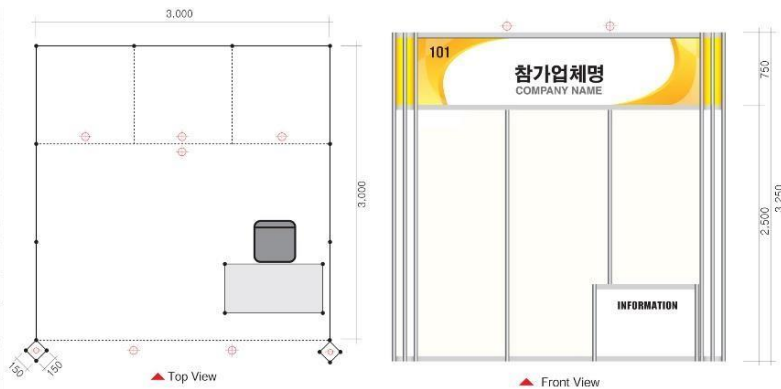
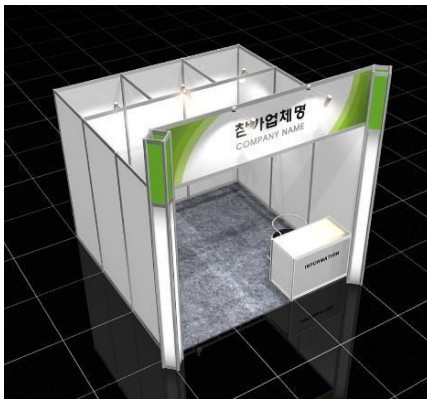
Walls : Width 1m x Height 2.4m Assembled paint with aluminum frame

Signboard : Company name in English + booth No.

Flooring : One information desk + one chair

Lighting : 3 spotlights (100W) + 2 fluorescent lamp (40W)

(Extra application needed for additional electricity except lighting)



※ The booth design is subject to change in future.

◆ Additional stand fitting materials and displays, electrical installations, electricity and other services are not included but are available at the exhibitor's expense.

- B. All additional construction work, including light fittings, must be contained within the shell-stand structure. It should be noted that shell-stand walls are contained within the site allocated, thereby reducing the effective floor area by approximately 50mm in each direction, and that the maximum clear headroom is 2.4m.
- C. No fixings other than removable adhesives or special brackets and suspensions may be used or added to the walls of shell stands. The advice of the Secretariat should be sought if an exhibitor wants to fix any heavy items to the shell-stand wall.

Booth Contractor : Joong Ang Exhibition Co.,Ltd.

- Byung Gook, Choi : jafair01@daum.net

1-2-3. Premium Booths

- A. Exhibitors have the option of using booths constructed by the organizer.

This booth will be uniform and will consist of:

Walls : Front – Blocks with lighting

Back – Width 1m X height 2.4m Assembled paint panel with aluminum frame

Signboard : LED panel (Company name in Korean/English + booth number)

Flooring : One information desk + one chair (One set provided per exhibitor regardless of booth size)

Lighting : 3 spotlights (100W) + 2 fluorescent lamp (40W)

(Extra application needed for additional electricity except lighting)



1-2-4. Submission of Drawings for Booth Construction (Space-only booths)

- A. Exhibitors using independent stands must submit drawings for stand construction to the Secretariat for prior approval as early as possible to ensure that sufficient time is available for any potential revisions. The drawings shall include details and locations concerning electrical systems, telephone installations, water supplies and waste water drainage, compressed air supplies, and other related utilities. If requested by the Secretariat, exhibitors may also be required to submit structure calculations approved by a certified engineer.

- B. Should exhibitors revise their drawings and carry out alternate construction work without the Secretariat's approval, the concerned exhibitors shall take all responsibility for any damages or problems that occur. The Secretariat has the right to approve the removal of concerned exhibitors for expected damage or problems.

1-3. Official Announcement for Exhibitors

- 1-3-1.** Companies exhibiting heavy products or installing heavy facilities must submit written reports describing the weight of the load along with the structure calculations for the installed facilities to the Secretariat. Exhibitors must check their booths to verify that the weights of the exhibits can be effectively spread throughout their allocated spaces, taking the necessary measures for adequate load spreading.
- 1-3-2.** Exhibitors cannot fix machines or other items to the floor of the exhibition hall. If inevitable, exhibitors must obtain prior approval from the Secretariat. Exhibitors are not allowed to fix any equipment or attachments to the walls, columns, or ceilings of their booths.
- 1-3-3.** Exhibitors are banned from making any holes on the walls of the Coex building. Exhibitors are not allowed to use any glue except for the ones approved and recommended by the show organizer.
- 1-3-4.** Arbitrary use of multiple electricity plug-ins may cause fire due to a circuit overload. For safety, all electrical wiring work should be commissioned to officially-registered electrical equipment companies.
- 1-3-5.** Exhibitors are required to report their needed electric capacity, including electricity for lighting and power generators. If exhibitors fail to report the exact capacity of electricity needed, they will need to make an additional application in response to any electricity shortages. This is designed to prevent accidents and maintain the safety of the show. Any exhibitors found responsible for any fires caused by an electricity overload will have to adequately compensate the Smart Factory + Automation World Secretariat and/or victims for damages.
- 1-3-6.** Exhibitors are expected to take necessary security measures in order to prevent any loss or theft during the show.

1-4. Utilities Installation Guide

1-4-1. Utility Information

Utilities include **electricity, telephone lines, water and drainage, and compressed air**. Exhibitors are required to submit the application form for Utilities Service ([Form 5] Utility Services Application) before Feb. 10, 2019.

1-4-2. Electrical Installation

- A. Electrical installation work involves the installation of wiring from existing facilities to individual booths. Such installation involves no-fuse breakers in individual booths, and this electrical work shall be carried out by the Secretariat. Exhibitors shall carry out additional electrical installation in their respective booths.
- B. Electrical power supplies are listed below. If exhibitors need power supplies other than those specified below to operate their exhibits, exhibitors must install transformers or transducers at their own expense.

For lighting 60(Hz)
For power 60(Hz)

Single-phase 2 wire AC(220V)
Single-phase 2 wire AC(220V)
Three-phase 3 wire AC(220V)

Three-phase 3 wire AC(380V)

- C. Electricity will be made available to exhibitors on a limited basis starting on March 27 4pm. Electricity will be supplied between thirty minutes before opening time to thirty minutes after closing time every day over the course of the show. Exhibitors must install self-safety equipment when exhibiting sensitive equipment. Electricity for the booths will be automatically suspended thirty minutes after the official end of the show day. If a 24-hour supply is desired, exhibitors must submit the appropriate application form by Feb. 16, 2019. ([Form 5] Utility Services Application).
- D. Installation work for electricity inside booths should be performed by one of the contractors confirmed by the Secretariat, and work should be completed during the installation period. If exhibitors wish to perform installations by themselves or to select their own service companies, the exhibitors should notify the Secretariat.
- E. Breakers will be installed at least 30 cm from ground level and classified into those used for exhibit operations and those for lighting purposes.
- F. If electric heaters that cause surface temperatures to exceed 70 degrees Celsius are used, appropriate safety devices must be provided and such heaters must be installed on separate, non-combustible display stands taller than 20cm. No carpeting will be laid in the vicinity of such heaters.
- G. All materials used in electrical installations, including power cables, will be new and KS-marked standard items approved by the Korean Government.
- H. If exhibitors require temporary power supplies in order to assemble, adjust, or test machines or to install, disassemble, or remove display systems, prior application describing the electric capacity needed during the respective installation, exhibition, and dismantling periods is required. Exhibitors must submit the attached application form for additional installation to the Secretariat.

1-4-3. Telephone Installation

- A. Local or overseas telephone lines will be installed based on exhibitor applications.
- B. Extra payment beyond the basic price for telephone use will be not charged.

1-4-4. Water Supply and Drainage

- A. Upon application, the Secretariat will connect pipes from the fixed outlets in the under-floor ducts of the exhibition halls to individual booths. Dimensions are as follows:

Classification	Pressure	Diameter	Remarks
Supply	2.9kg/ cm ³	15mm	Ball valve
Drainage	-	25mm	Size: 15mm

- B. There should be no danger of machines causing damage during test-operations as a result of a water cutoff or a drop in water-pressure. Exhibitors must install the necessary protection devices, and the Secretariat is not responsible for any damage that may occur. Water will be supplied thirty minutes before the show and cut off thirty minutes after the show.

1-4-5. Compressed Air Supply

Compressed air is available for machine demonstrations. If exhibitors need a higher pressure or a larger supply, they may use their own compressor but are advised to contact the Secretariat's Technical Service no later than two weeks before the booth installation period. Dimensions are as follows:

**Pressure (Max.): 6-
6.5kg/cm² Diameter: 3/8"**

Compressed air will be supplied from thirty minutes prior to the start of the show to thirty minutes after the show each day over the course of the exhibition.

SECTION 2

Rules and Regulations

2-1. Installation Requirements

2-1-1. Authorized Space

Every display item must be arranged in the designated space and must not hinder the sight or passage of visitors. No structures or display items can be placed on hallway flooring or carpet that has the same color as the main pathway. All display items and equipment should also be non-flammable.

2-1-2. Layout

Exhibitors are responsible for any of their display items that can be seen from the pathway or other exhibitors' booths. Decorative items, light fixtures, and audio equipment should not disturb other exhibitors or their booths.

2-1-3. Booth Plan Submission

Exhibitors applying for a space-only booth should submit the booth plan with details concerning booth height and building materials to the Smart Factory + Automation World Secretariat by Feb. 10, 2019 in order to receive the Secretariat's approval in advance of the exhibition.

2-1-4. Structure

The height of one booth is limited to 5m. The arrangement of display items or structures should not disturb other booths or hinder the passage of visitors.

2-1-5. Arrangement of Exhibit Items

Items on display should not cause any inconvenience to visitors and should be kept at least 30cm behind the demarcated booth line. If exhibitors disregard this rule, the Secretariat may demand that certain display items be relocated. This rule is designed to give an equal opportunity to every exhibitor in regards to display space and sight.

2-1-6. Restriction on Sound Volume

Exhibitors may use audio equipment for promotion provided that the volume is maintained at an appropriate level to avoid disturbing other booths. The Secretariat's office may intervene to restrict the use of audio equipment if any complaints are filed. Exhibitors are required to register all audio equipment that will be used during the show. The sound level must be less than 80dbs, and if this volume level is exceeded, the Secretariat may ask exhibitors to stop using their audio equipment.

2-1-7. Safety

Exhibitors should take necessary safety measures prior to using any dangerous equipment or parts during the show in order to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their display items and equipment, especially containers of hazardous material, X-ray generating machines, flammable and explosive substances, high-voltage equipment, radioactive material, accelerators, liquid mercury, and other similar materials.

2-1-8. Lights

Strobe lights and revolving light equipment are banned from use during the exhibition. Individual lights from one booth should not disturb or damage other booths.

2-1-9. Booth Materials

Every exhibitor is obliged to keep his or her pathway clean at all times. All materials and items should be placed in the designated booth area and exhibitors need to be careful not to gather goods or other items in the middle of the main pathway.

2-1-10. Booth Design and Changes

Exhibitors applying for a space-only booth will be required to seek approval from the Smart Factory + Automation World Secretariat for any changes to their booth design plan.

2-1-11. Property Damages

Each exhibitor should take proper care of their exhibit items. Exhibitors are not allowed to drive nails or screws into the walls and floors, and the use of non-removable painting materials is prohibited to avoid spills on the floor, walls, or booth materials. Exhibitors who violate these regulations will be required to provide full compensation for damages.

2-1-12. Maintenance of Hazardous Materials

All potentially hazardous display items and equipment need to be reported to the Smart Factory + Automation World 2015 organizers before being brought in to the exhibition hall. Exhibitors are also required to take necessary safety measures to maintain these items.

2-1-13. Sub-Leasing

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

2-1-14. Cleaning

The Smart Factory + Automation World Secretariat will keep the hallways and shared space clean before and after the show and also take care of trash bins during the show. All waste produced during booth construction

is to be removed by the exhibitors.

2-1-15. Wiring

Any work involving electrical wiring in booths or display items should be done in compliance with the relevant rules and regulations of Korea. The same applies to the construction of display facilities.

2-2. Miscellaneous

2-2-1. Avoiding Predicaments

Each exhibitor should refrain from any activities that may cause trouble at the show and should avoid disturbing other booths.

2-2-2. PR Activities

Exhibitors must have exclusive rights granted by the Smart Factory + Automation World Secretariat for marketing, holding conferences, or handing out of any samples and gifts outside of the designated booth area. That is, all demonstrations and promotional activities are only permitted in the designated booth area. Exhibitors should thus clear the pathways and areas around their booths.

2-2-3. Sales Promotion

Exhibitors may hand out samples and gifts only in the authorized booths. Only those with exclusive rights given by the Smart Factory + Automation World Secretariat will be allowed to hand out items in areas other than the designated booth space.

2-2-4. Recruitment

Exhibitors are not allowed to carry items, signboards, or brochures for recruitment purposes.

2-2-5. Odor

Any display items with an unpleasant smell are prohibited.

2-2-6. Special Exhibitions

Individual exhibitors are not allowed to display items after the show hours of the exhibition without the approval of the Smart Factory + Automation World Secretariat.

2-2-7. Show Hours

The Smart Factory + Automation World Secretariat has the authority to set the opening hours of the show and the days for booth installation and dismantlement. Exhibitors are not allowed to dismantle booths before the show officially ends.

2-2-8. Booth Occupant's Rights

All exhibitors are entitled to the use of the entire booth space according to the original rental contract once the full rental fee has been paid. For exhibitors that fail to meet the deadlines for displaying items, the Smart Factory + Automation World Secretariat has the right to use their reserved booths for other purposes. Furthermore, exhibitors who fail to submit the lease to the Smart Factory + Automation World Secretariat

will lose their preferential rights to their booth.

2-2-9. Sales Regulations

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

SECTION 3

Shipment/Freight/Customs Clearance of Exhibits

3-1. General Information

Participants may use designated service companies for international freight customs clearance and construction work inside the exhibition hall (Refer to Customs Clearance and Freight).

3-1-1. Methods of Customs Clearance for Exhibits

A. Clearance of Bonded Goods

- ✧ Simplified clearing of the goods, without the official Import clearance, on condition that those goods return to an overseas country once the exhibition is over. Should there be a buyer for those goods, an official customs clearance is needed afterwards.
- ✧ During the exhibition, the Smart Factory + Automation World Secretariat accounts for the clearance of bonded exhibition goods. Therefore, participating companies are required to report all the details of their bonded goods to the Secretariat by Feb.10, 2019. ([Form 8] Bonded Exhibits Application)

B. No-Draft Clearance

- ✧ Designates goods that are less than US \$5 each and have a Total Invoice Value not exceeding US\$ 300.

C. Re-Export Clearance

- ✧ A promise with the customs office that the importers shall re-export the goods within a given period.
- ✧ Note the following (Mortgage required):
 - Clearing of goods by re-exporting if they do not belong to the bonded industries (Hotel, general event, etc.)
 - When the exhibits are needed by the buyers or for demonstration purposes for a fixed period after the exhibition is over.
 - Then, the customs inspection is the arrival inspection (different from bonded clearance) and customs tax is exempt.

✧ Types of Mortgage

- Cash Mortgage: based on taxes (only for those below US\$ 300)
- Bank Guarantee: when the bank guarantees the payment.
- Tax Payment Insurance: issuance of the payment guarantees insurance

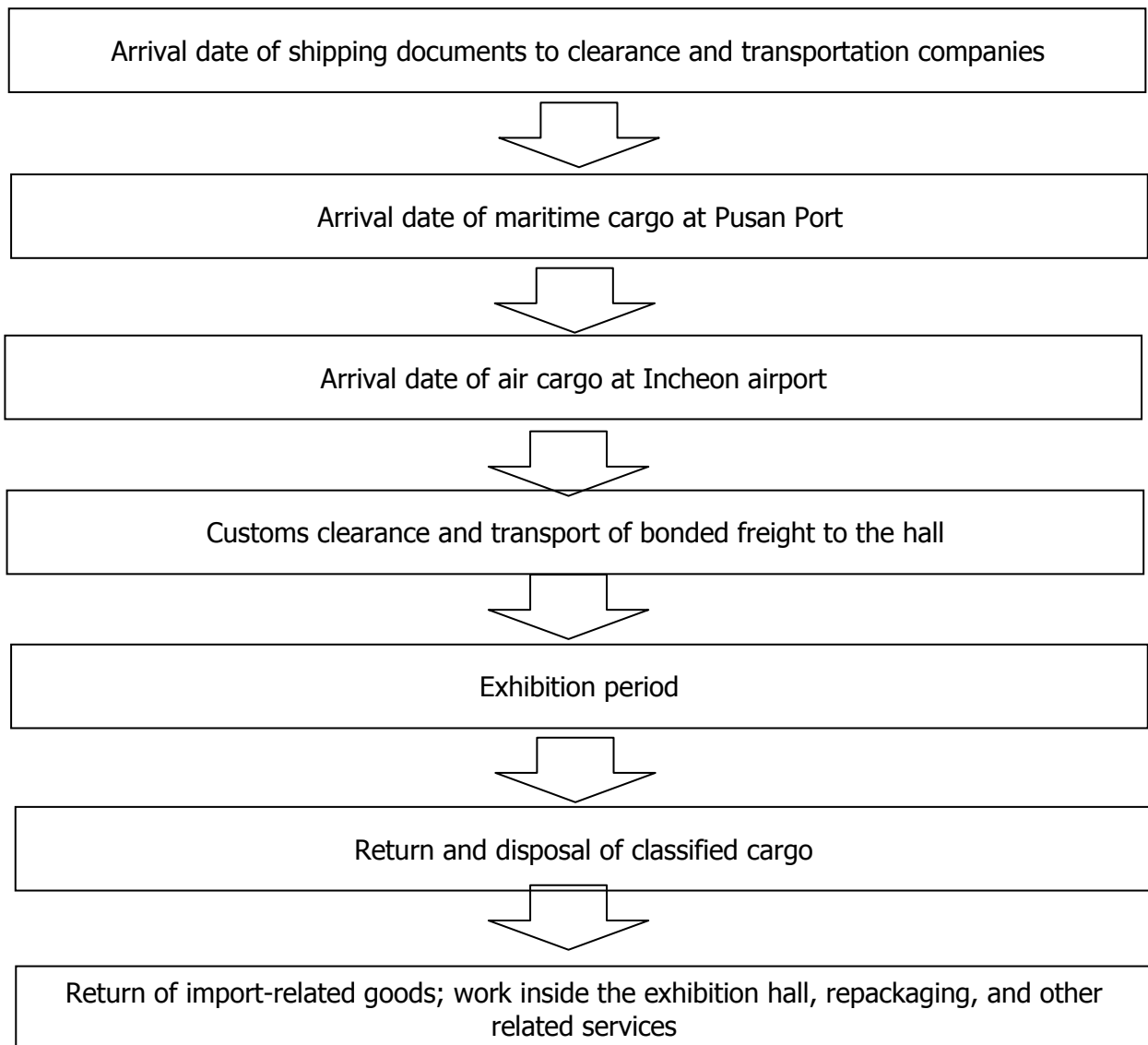
✧ ATACARNET: Certificate documents agreed upon by governments around the world

- Clearance by re-exporting if the goods are not classified as the bonded area
- In cases where the importer requires an extra setting of its exhibits in its subsidiary before the opening of the show.
- The period generally lasts until the expiration date stated in the ATACARNET document.

3-1-2. The main tasks of customs clearance and freight service companies are as follows:

- A. Payment for the cargo
- B. Bond forwarding from the harbor or airport to the exhibition hall
- C. Transporting to and storing items in the exhibition booth
- D. Collapsing and storing empty boxes
- E. Installation procedures
- F. Customs clearance
- G. Repackaging and indoor work for exhibit removal
- H. Loading exhibit materials into transport vehicles for removal from the exhibition facility
- I. Entering and storing of import-specified products in bond warehouses and the provision of other imported-related services.
- J. International carriage(sea and air) for returned items

3.2 Exhibit Operations Schedule



3-3. Shipping Documents

3-3-1. Requirements to acquire domestic bond freight licenses.

- ◇ Bill of lading or AWB(Original 1 Copy 4)
- ◇ Commercial Invoice(Original 1 Copy 4)
- ◇ Packing List(Original 1 Copy 4)

3-3-2. The exhibitors and the domestic agents must attend to the following items for a smooth exhibition operation:

A. Consignees

Exhibitor's Agent in Korea (if any) or Exhibitor C/O

B. Notify party

(1) Destination

- ◇ Maritime cargo : Busan, Korea
- ◇ Air cargo : Incheon, Korea

Please record "INCHEON, Korea", and not "Seoul, Korea", for the "Final Destination" on AWB to avoid unnecessary operational delays and additional charges.

(2) You must write the item list and price in English and in USD respectively on all shipping documents.

(3) The price of the exhibits should be in CIF Pusan/Incheon port or INCHEON Airport on the invoice. Even if the products have no commercial value, they should still have the actual prices displayed.

(4) You must record "These Goods are intended only for display in Smart Factory + Automation World 2019 at Coex, SEOUL, KOREA DURING March 27 ~ March 29, 2019" on the B/L, Invoice, and the packing list of exhibits.

(5) You must make invoices and packing lists separately for: returned goods, sold goods or consumable goods, and giveaway goods.

(6) All shipping documents should be made in English

(7) All exhibitors must submit the shipping documents and schedules by fax once the exhibits are shipped. Especially when goods may arrive later than scheduled, exhibitors must inform their service companies in advance by fax.

3-4. Packing and Box Marking

3-4-1. Packing

Exhibitors must pack items firmly, even if they are carried in containers, to avoid any damage during transport or exhibit construction inside the exhibition hall. Special care is needed if items are to be re-used after the exhibits.

3-4-2. Box Marking: The packing surface of the exhibits must be marked as follows:

Exhibitors :

Booth No :

Package No:

Gross Wt: (kg)

Net Wt : (kg)

Dimensions : (L) × (W) × (H) in cm

"Exhibition Goods for Smart Factory + Automation World 2019"

Name of the company (example: *the Korea Express Co., Ltd.*)

3-5. Duty-Free Products

Korean customs law stipulates that the following items are exempt from customs tax:

3-5-1. Catalogues, pamphlets, pictures, ad materials, etc.

3-5-2. Samples (except for liquor, cigarettes, and food), souvenirs (badges, medals); items must be less than 5 USD each and the total quantity and price must be approved by the customs office.

3-5-3. The total price and the quantity of paint, varnish, and wall paper for booth construction must also be approved by the customs office.

3-5-4. Disposable products used for machine operations in the show needs to be approved by the customs office.

3-6. Other

3-6-1. Security

Although Coex guards the show 24 hours per day, exhibitors are liable for the damage and loss of their exhibits during the show. Exhibitors should always be aware of customs inspection procedures, the cross-checking of their customs information, the state of their goods, and the quantity of goods that are accepted, returned, and transferred over the course of the exhibition.

3-6-2. Insurance

All exhibitors must be insured from the point of departure to the point of arrival to cover for potential accidents related to the exhibition.

3-6-3. Request for Cargo Return and Disposal

For a prompt and precise return process, exhibitors must fill out and submit a Disposal Instruction Form.

SECTION 4

Official Directory Directory Advertisements

4-1. Official Directory

4-1-1. Content

The official exhibitor catalogue featuring exhibitor and exhibit information will be published by the Smart Factory + Automation World Secretariat. The show directory will be distributed to exhibitors and buyers on site. The directory can be requested by buyers after the show, and the show management will also send it to international buyers who are interested in but unable to attend to the show. Therefore, accurate information will undoubtedly benefit your business both during and after the exhibition.

The directory will be printed in English, the official international business language, as well as in Korean. It will contain introductory forewords (if any), general information about the event, complete information regarding services available at the exhibition, lists of exhibitors, their products and advertisements, maps, etc.

4-1-2. Free Entry for Exhibitors

Each Exhibitor will be entitled to an entry in the official exhibitor catalogue, free of charge. ([Form 3] Application for Show Directory Entry).

All exhibitors must fill out the official directory application form ([Form 3] Application for Show Directory Entry) and submit it to the Smart Factory + Automation World Secretariat using e-mail only to nhj@coex.co.kr by no later than Feb.10,2019. Photographs displaying an exhibitor's products can also be included in the official directory (no more than two pictures are permitted). Please send photographs by e-mail.

The Smart Factory + Automation World Secretariat cannot guarantee the inclusion of an exhibitor in the official show catalogue for any entries received after the deadline. Only the name, address, telephone, and fax numbers appearing on the Smart Factory + Automation World application form will be included in the directory if the appropriate form is not submitted by **Feb.10,2019**.

SECTION 5

Accommodation Transportation Parking Interpreters and Secretarial Services Convenient Facilities

5-1. Accommodation

5-1-1. Nearby Hotels

Please refer to the following hotel list for accommodation. All hotels listed are within 30 minutes by car from Coex.

** Exhibitors can make a hotel reservation through [Korea City Air Terminal](#), the official travel agency of the exhibition. (TEL: +82-2-551-0737)

A. Special-Grade 1 Hotels

A	Intercontinental Hotel	Tel : +82-2-555-5656
		Fax : +82-2-559-7990
http://www.seoul.interconti.com/		
B	Coex-Intercontinental Hotel	Tel : +82-2-3452-2500
		Fax: +82-2-3430-8000/2
http://seoul-coex.intercontinental.com/		
C	Park Hyatt Seoul	Tel : +82-2-2016-1234
		Fax ; +82-2-2016-1200
http://www.parkhyattseoul.co.kr		
D	Novotel Hotel	Tel : +82-2-2222-8604
		Fax : +82-2-553-8118
http://www.ambatel.com/		
E	Ramada Renaissance Hotel	Tel : +82-2-419-7000
		Fax : +82-2-417-3655/6
www.renaissance.co.kr/		
F	Hotel Lotte World	Tel : +82-2-6282-6262
		Fax : +82-2-6282-6222
www.lottehotel.co.kr/		
G	JW Marriott Hotel	Tel : +82-2-3440-8000
		Fax : +82-2-3440-8025
http://www.ritz.co.kr/		
H	Imperial Palace Hotel	Tel : +82-2-3466-7705
		Fax : +82-2-3466-7710
http://www.imperialpalace.co.kr/		

B. Special-Grade 2 Hotels

A	Novotel Ambassador Hotel	Tel: +82-2-531-6660
		Fax: +82-2-562-0120
http://www.ambatel.com/		
B	Riviera Hotel	Tel : +82-2-541-3111
		Fax : +82-2-546-6111
http://www.hotelriviera.co.kr/		
C	Ellui Hotel	Tel : +82-2-514-3535
		Fax : +82-2-548-2500
http://www.ellui.com/		
D	Seoul Palace Hotel	Tel : +82-2-532-5000
		Fax : +82-2-532-0399
http://www.seoulpalace.co.kr/		
E	New World Hotel	Tel : +82-2-557-2020
		Fax : +82-2-557-0141
http://www.hotelnewworld.co.kr/		

C. Grade 1 Hotels

A	Samjung Tourist Hotel	Tel : +82-2-557-1221
		Fax : +82-2-556-1126
http://www.samjunghotel.co.kr/		
B	Youndong Hotel	Tel : +82-2-542-0112
		Fax : +82-2-546-8409
http://www.youngdonghotel.co.kr/		
C	Chamshil New Star Hotel	Tel : +82-2-420-0100/9
		Fax : +82-2-412-1932
D	Prima Tourist Hotel	Tel : +82-2-549-9011/8
		Fax : +82-2-544-8523
E	Hotel Sentro	Tel : +82-2-3486-6000
		Fax : +82-2-3486-6022
G	Ibis Hotel	Tel : +82-2-3454-1101
		Fax: +82-2-3454-1946

5-2. Transportation

A. From Airport:

a. Limousine Bus Line: Incheon International Airport <—> Coex (non-stop)

- Operating Time: 05:20 - 22:00/ Operating Interval: Every 5 - 10 minutes
- Departing Point: Stop No. 3A, 11A on the 1st floor of Incheon International Airport
- Single fare: 15,000 KRW/overseas passenger
- Duration of Travel: approximately 80 - 90 minutes from Incheon International Airport

b. Airport Bus: No.600

B. Subway: 5-minute walk from Samsung station on the No. 2 green line

C. Bus:

- Red : 9407
- Blue : 361, 362, 730, 301, 640
- Green : 3417, 3414, 3217, 3218, 3412, 3415

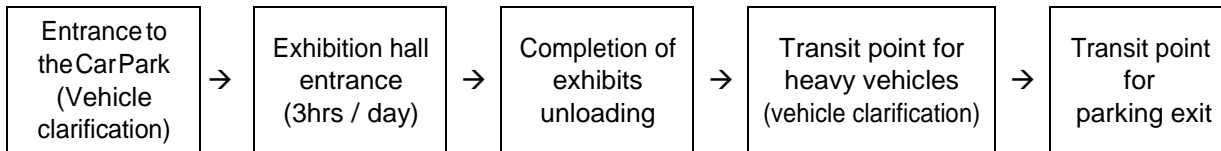


5-3. Parking Information

A. Free Parking

Free parking will be provided only for working purposes in order to avoid the inconvenience of parking during installation work.

- ◇ Period : during set-up and dismantlement
 - * Set-up: March 25 ~ March 26
 - ** Dismantlement: March 29
- ◇ Quantity: unlimited number of loading vehicles
- ◇ Validity: 3 hours after entrance
- ◇ Vehicles: trucks, vans, and other heavy-loading vehicles
 - **The Magnetic Card must be presented together when parking.



B. Parking Fee

Coex Parking Lot (General Price)

- ◇ Sedans : ₩1,200/15min
- ◇ Full day parking: maximum ₩48,000
- ◇ Trucks over 2.5tons or wagons with up to 25 people are charged double the rate of a sedan.

5-4. Interpreters and Secretarial Services

WSH Communication / Ji-youngKim, Manager

Tel : +82-2-3446-1113

Fax: +82-2-547-8060

C. P : +82-10-2279-8005

J&S Dream / Ji-soo Lee, Director

Tel :+82-2-584-5892

Fax : +82-2-587-7293

5-5. Convenient Facilities

General Information for Coex	Bldg Guard status office
Tel : +82-2-6000-0114,5114 www.coex.co.kr	Tel : +82-2-6000-0112
Airport Information	Air lines
KoreaCity-Air Terminal(1st fl.) Tel:+82-2-551-077/8	Asian air line(1st fl.) Tel+82-2-551-0301

www.kcat.co.kr	Korea air line(1st fl.) Tel : +82-2-551-3321
Post Office	Travel agency
Trade center branch(1st fl.) Tel : +82-2-551-1607/8	Tel : +82-2-551-0737
Telephone Services Office	Bank
Hanaro telecommunication(1st fl.) Tel:+82-2-6000-1166 www.hanaro.com	Shinhan bank(1st fl.) Tel:+82-2-551-0505 www.shinhan.com KEB Bank Tel:+82-2- 551-7980
Food, Shopping, Entertainment	Drug store
Coex MALL Customer Service Tel : +82-2-6002-5312/3 www.coexmall.com	<u>Coex Drug store(B1)</u> Tel: +82-2-6002-6430 <u>ASEM Drug store(B1)</u> Tel: +82-2-6002-6966
Cinema	Aquarium
Mega Box (Cineplex) Movie Theatre, Coex MALL, B2 Tel: +82-2-6002-1200 www.magabox.co.kr	Coex Aquarium, Coex MALL, B2 Tel: +82-2-6002-6200
Hospital	Stationery
<u>ASEM Clinic</u> Tel: +82-2-6002-0022 <u>Coex Dental Hospital</u> Tel:+82-2-6000-2875	Linko, Coex MALL(B1) +82-2-6002-6700

SECTION 6

Designated Contractor's List

■ EXHIBITION MANAGEMENT AGENT

	COMPANY	TEL	FAX	EMAIL
1	INNOTIVE Works Inc.	82-2-2226-0961	82-2-6008-2276	overseas@innotive.co.kr

■ EXHIBIT STAND

	COMPANY	TEL	FAX	EMAIL
	Kyoung Dong Design Ltd.	82-2-907-8895~6	-	kyung-dong@hanmail.net
	Kingsmen Korea Limited.	82-31-785-1114	82-31-785-1199	hunjin.lee@kingsmen.co.kr
	PISCO INTERNATIONAL CO.,LTD.	82-2-553-9822	82-2-553-9825	pis@piscoi.com
	FIART KOREA	82-2-564-6364	82-2-556-3512	james@fiart.co.kr
	Pico North Asia Ltd.	82-2-558-3240	82-2-561-3005	info@kr.pico.com

■ EXHIBIT RENTALS

	COMPANY	TEL	FAX	EMAIL
1	Modul in space Co.,Ltd.	82-2-6000-7560	82-2-6000-7566	cws82@chol.com
2	ERAERENTAL CO.,LTD	82-2-551-6893	82-2-551-6894	eraerent@paran.com
3	TRS(Total Rental Service)	82-2-551-6783	82-2-551-6784	trscs@naver.com
4	Fine Rent Co., Ltd.	82-2-6000-2660	82-2-6000-2662	finerent@finerent.co.kr

■ CUSTOMS CLEARANCE & FREIGHT

	Company	Tel	Email	Homepage
1	SunJin Logistics	+82-2-2225-9531	expo@sunjinsa.co.kr	http://www.sunjinsa.co.kr/korean/
2	Schenker Korea	+82-32-744-0429	sel_fex@dbschenker.com	http://www.dbschenker.kr/log-kr-kr/Company/About_D
3	Panaroad Co.ltd NY	+82-70-4849-1706	caron@panaroad.com	www.panaroad.com
4	international logistics	+82-2-322-6518	expo3@nyil.co.kr	nyil.co.kr
5	K-UNG	+82-70-7331-5309	michelle@k-ung.com	http://www.k-ung.com
6	CJ koreaexpress	+82-2-6919-6757	kihyun.kim2@cj.net	www.cjkoreaexpress.co.kr
7	Seum Expo Logistics	+82-2-338-6888	incho.choi@seumexpo.co.kr	www.seumexpo.co.kr
8	Kemi lee	+82-10-3396-1432	brandon@kemi-lee.co.kr	www.kemi-lee.co.kr
9	Mirim ENF	+82-2-561-0547	info@mirimenf.com	www.mirimenf.com
10	Eplus Expo	+82-2-566-0089	shine.choe@eplusexpo.com	www.eplusexpo.com
11	GX logistics	+82-10-6877-9931	david@gxlogis.co.kr	www.gxlogis.co.kr
12	LH logistics	+82-70-8660-2239	lhwh@hnfriends.com	http://www.hlogixs.com
13	Inter Expo	+82-2-717-6658	shoo1357@interexpo.kr	www.interexpo.kr
14	Rosette Expo Inc	+82-2-542-8588	info@rstexpo.co.kr	www.rstexpo.co.kr
15	Korea Cargo Logistics	+82-2-774-1854	kclshim@hanmail.net	
16	Korea GLS	+82-70-7726-9629	patrick@koreagls.co.kr	http://www.koreagls.co.kr/
17	Expo Logis	+82-2-6965-7711	jerome@expologis.com	www.expologis.com
18	Oryx	+82-10-5804-4600	oryx24@empal.co	http://www.oryx24.net
19	TP Expo	+82-2-540-2230	info@tpexpo.co.kr	www.tpexpo.co.kr
20	SEUM EXPO	82-2-538-6888	victoria@seumexpo.co.kr	http://www.seumexpo.co.kr

■ ELECTRICITY

	COMPANY	TEL	FAX	EMAIL
1	SAMJEON electric Co.,Ltd	82-31-750-9222	-	samjeon7@hanmail.net

■ FORKLIFT

	COMPANY	TEL	FAX	EMAIL
1	Moving Power Tech. co.,Ltd	82-31-432-9113	82-31-432-9118	

■ RIGGING

	COMPANY	TEL	FAX	EMAIL
1	International Service Business(ISB)	82-2-525-3711	-	ahn@e-isb.com

■ SECURITY

	COMPANY	TEL	EMAIL
1	MANJUNG SECURITY&PLANNING CO.,LTD	82-2-3442-6220	mjsm6220@drea mwiz.com
2	Neung Woo Development Co.,Ltd	82-16-334-2078	ktsc0334@paran.c om

■ SIGNS & BANNERS

	COMPANY	TEL	EMAIL
1	Paran Ad Com		
2	ART DECO	82-2-469-1035~6	lsjik@hanmail.net
3	SACOMAD	82-2-786-4461	sacomad@chol.com

■ WATER & DRAINAGE

	COMPANY	TEL	EMAIL
1	YUCHANG INSTALLATIONS CO.	82-2-2232-0715	ychang03@hanmail.net
2	G&B System	82-2-6000-1353	call22222@naver.com

■ CARPET & PYTEX

	COMPANY	TEL	EMAIL
1	HANA DECO	82-2-887-1418	hanadeco1418@hanmail.net
2	KYUNG DONG DECO	82-2-538-9370	5389370@hanmail.net