

# Exhibitors' Manual

**NANO KOREA Organizing Committee**

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<b>Section</b>	<b>  Checklist</b>
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## 1. Exhibition Outline

<b>Title</b>	<b>NANO KOREA 2018</b> The 16 <sup>th</sup> International Nanotech Symposium & Nano-Convergence Expo <b>MNS KOREA 2018</b> The 11 <sup>th</sup> International Micro/MEMS Exhibition & Symposium <b>LASER KOREA 2018</b> The 9 <sup>th</sup> International Laser Technology Exhibition <b>ACE 2018</b> The 8 <sup>th</sup> International Advanced Ceramics Exhibition <b>SMART SENSOR KOREA 2018</b> The 3 <sup>rd</sup> Smart Sensor Exhibition
<b>Period</b>	<b>July 11<sup>th</sup>(Wed.)~13<sup>th</sup>(Fri.), 2018</b>
<b>Venue</b>	<b>Hall 7 &amp; 8, KINTEX, Gyeonggi-do, Korea</b>
<b>Hosted by</b>	Ministry of Trade, Industry & Energy(MOTIE) Ministry of Science, ICT & Future Planning(MSIP)
<b>Organized by</b>	NANO KOREA Organizing Committee - Nano Technology Research Association (NTRA) - Korea Nano Technology Research Society (KoNTRS)
<b>Supported by</b>	Nano-Convergence Foundation Advanced Technology Center Association (ATCA) Korea Trade-Investment Promotion Agency (KOTRA) Korea Institute of Science & Technology Evaluation and Planning (KISTEP) Korea Institute of Science and Technology Information (KISTI) Korea Foundation for the Advancement of Science and Creativity (KOFAC) Korea Institute for Advancement of Technology (KIAT) Korea Industrial Technology Association (KOITA) Korea Evaluation Institute of Industrial Technology (KEIT) National Research Foundation of Korea (NRF)
<b>Exhibition Hours</b>	2018. 7. 11 : 10:00 am ~ 5:00 pm 2018. 7. 12 : 10:00 am ~ 5:00 pm 2018. 7. 13 : 10:00 am ~ 4:00 pm

## 2. Schedule

### 1) Exhibition Schedule

Classification	Contents	Date	Remarks
Application for Additional Services	Online Application	~June 1 <sup>st</sup> (Fri)	Website
	Offline Application		E-mail
Payment	Booth fee balance + Additional Services Charge	June 1 <sup>st</sup> (Fri) ~June 8 <sup>th</sup> (Fri)	Invoice will be sent after June 1 <sup>st</sup> (Fri.)
Booth Installation & Exhibitor Move-in	Raw space booth	July 9 <sup>th</sup> (Mon) ~July 10 <sup>th</sup> (Tue)	8:00 am ~ 20:00 pm
	Shell scheme booth	July 9 <sup>th</sup> (Mon) ~July 10 <sup>th</sup> (Tue)	Booth installation will be completed by 14:00 on July 10 <sup>th</sup> .  Move-in of exhibits is available from 14:00 ~20:00 July 10 <sup>th</sup>
Exhibition Period	1 <sup>st</sup> day	July 11 <sup>th</sup> (Wed) 10:00~17:00	Exhibitors are allowed to enter exhibition hall 1 <sup>st</sup> day: 8:00 am / 2 <sup>nd</sup> , 3 <sup>rd</sup> day: 9:00 am
	2 <sup>nd</sup> day	July 12 <sup>th</sup> (Thur) 10:00~17:00	
	3 <sup>rd</sup> day	July 13 <sup>th</sup> (Fri) 10:00~16:00	
Move-out		July 13 <sup>th</sup> (Fri) 16:00~18:00	Vehicles are allowed to enter exhibition hall after 17:00.
Dismantling		July 13 <sup>th</sup> (Fri) 18:00~24:00	

※ Booth Dismantling is not allowed on July 14<sup>th</sup>(Sat.)

## 2) Schedule for Exhibition Services Application

☐ **Online Application : Applying at Exhibitor My page (Deadline : June 1<sup>st</sup>)**

Classification		Form	Contents	Deadline	Remarks
Mandatory	Free	Form1	Company name of Fascia board	June 1 <sup>st</sup>	Mandatory for Shell scheme booth
		Form2	Exhibitor Badge		
		Form3	Directory Manuscript (Directory book)		Mandatory for both (Raw/Shell scheme)
		Form4	Exhibit field		
	Charge	Form5	Electricity/Lighting		Mandatory for Raw space booth
Optional	Free	Form6	Exhibition Free Admission Ticket	June 1 <sup>st</sup>	-
		Form7	Temporary Telephone		
		Form8	Internet LAN Service		
	Charge	Form9	Visitor Barcode Scanner		
		Form10	Water supply&Drairage /Compressed air		
		Form11	Furniture/Electronics rental		
		Form12	Directory Book Advertisement		

☐ **Offline Application : Only corresponding exhibitors submit by e-mail.**

Form	Contents	Deadline	Remarks
Form1	Bonded Exhibit Goods	June 1 <sup>st</sup>	-
Form2	Heavy Exhibits Move-in		-
Form3	Handling Hazardous Materials		-
Form4	Exhibition fee overpayment refund request	After exhibition	-
Form5	Symposium Pre-registration form	June 1 <sup>st</sup>	-
Form6	Application for Affiliate Hotel		Apply directly to hotel



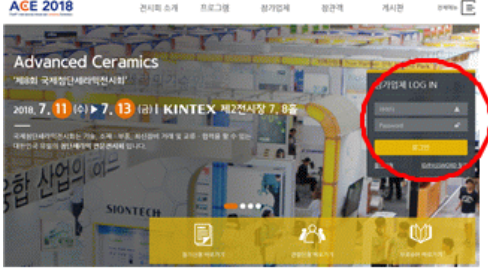
Offline application forms are attached in this manual. Also, you can download at exhibitor's page. Please fill out and send by e-mail. ([ntrasong@nanokorea.net](mailto:ntrasong@nanokorea.net))

## Section II

# Exhibitor My page & Online application Guide

## 1. How to access Exhibitor My page

### Visit Official Website and Sign-in

<p><b>NANO KOREA 2018</b>  <a href="http://nanokorea.or.kr/eng/main/">http://nanokorea.or.kr/eng/main/</a></p> 	<p><b>LASER KOREA 2018</b>  <a href="http://www.laserkorea.or.kr/eng/main/">http://www.laserkorea.or.kr/eng/main/</a></p> 
<p><b>ACE 2018</b>  <a href="http://aceramic.or.kr/eng/main/">http://aceramic.or.kr/eng/main/</a></p> 	<p>※ Please be sure to login at the certain exhibition site, and each exhibition will be managed by a separate ID/PW.</p> <p>※ You can find your ID/PW in the confirmation e-mail from the secretariat.</p>

## [Sample of Confirmation E-mail]



[NANOKOREA 2017].

Application for participation has been accepted as shown below. Please check the contents again. If you have any corrections, please correct it in

'Website Sign-in ► My page

### Basic information

* ID	eng_test
* Password	0543496980

## 2. Online application Guide

### ☐ Checking application details

- Checking the participation application details on the Exhibitor My page.
- Please click the 'Editing' button at the bottom and modify it according to each details.

### Confirmation of participation application

Home > My page > Confirmation of participation application

Company/Organizagion

View Invoice

Edit your password

* ID	Nano_No_delete
* Company/ Organization name	ENG : Nanokorea Secretariat
* Address(ENG)	Gwanggyoro 145
* Tel	82-31-548-2013

#### Payment Information

Account Information	Bank Name	Account Number	Account Holder Name
	National Agricultural Cooperative Federation	301-0092-4789-71	NTRA

• 30% of the total booth fee is due with this application and is non-refundable.

• Space will not be assigned unless the payment is remitted with contract.

"Exhibitor agrees to abide by and be bound to all terms and conditions set forth in this contract, including those on the above."

2017 - 05 - 29

President :

I have confirmed the above .

Editing the exhibitor's information >

## □ How to Apply for Additional Services

- Sign-in Exhibitor My page and apply for each additional services

### Apply for additional services

Home > My page > Apply for additional services

### Apply for additional services

Here is details of additional service. "Nanokorea Secretariat"

● Online application

Classification	Method	Form	Contents	Deadline	Application	Remarks	
Mandatory	Free	Online	Form1	Company name of Fascia board	June 09	<a href="#">Modifying</a>	Mandatory for Shell scheme booth
			Form2	Exhibitor Badge	June 09	<a href="#">Modifying</a>	
			Form3	Directory Manuscript(Directory book)	June 09	<a href="#">Apply</a>	
			Form4	Exhibit field	June 09	<a href="#">Apply</a>	
	Charge	Online	Form5	Electricity/Lighting	June 09	<a href="#">Apply</a>	Mandatory for Raw space booth
Optional	Free	Online	Form6	Exhibition Free Admission Ticket	June 09	<a href="#">Apply</a>	Exhibition secretariat provides Free Admission Tickets to exhibitors for marketing.
	Charge	Online	Form7	Temporary Telephone	June 09	<a href="#">Apply</a>	
			Form8	Internet LAN Service	June 09	<a href="#">Apply</a>	
			Form9	Visitor's management system	June 09	<a href="#">Apply</a>	Contact Information : Elms International, Mr. Yung-Min Park (Tel. +82-2-2052-6660, Mobile. +82-10-3760-6359, pmy0128@elms.kr)
			Form10	Water supply&Drainage/compressed air	June 09	<a href="#">Apply</a>	
			Form11	Furniture/Electronics rental	June 09	<a href="#">Apply</a>	Contact Information ; Mr. Min Kyu Kim (Mobile. +82-10-4795-2297)
			Form12	Directory Book Advertisement	June 09	<a href="#">Apply</a>	

● Offline application (Only those applicable companies submit e-mails to the exhibition secretariat, )

Method	Form	Contents	Deadline	Remarks
E-mail	Form1	Bonded Exhibit Goods	June 09	-
	Form2	Heavy Exhibits Move-In		-
	Form3	Handling Hazardous Materials		-
	Form4	Exhibition fee overpayment refund request	After the exhibition	-
	Form5	Symposium Pre-registration form	June 09	-
	Form6	Application for Affiliate Hotel	June 09	-

- Each form has a **(Save)** and **(Complete)** button.
- **Please note that it is not possible to modify if you click 'Complete'.**



☐ **Form 1. Company Name on Fascia Board** \* Mandatory for Shell scheme booth

- Please click the 'Save' button to save and then click the 'Complete' button to submit.
- This form is to clarify the company name that would be on fascia board of Shell Scheme Booth.
  - ※ English will be marked in Roman font.
- Please clarify all commas, full-stops, CO., LTD. etc.
- The proper number of characters is about 20 characters.
- The name of the fascia board you are applying for is shown on one line.
  - **If the business name is more than 20 characters, the font size may be smaller.**
- If you want to put logo on fascia board, It charges \$70 for each installation.
  - **Please contact the installation company by June 1<sup>st</sup>. / Kyoung Dong Design  
Mr. Min-ho Kim : +82-2-2038-5930, E-mail : kddesign2@naver.com (On-site application is not available)**

* ENG										
Remarks										

Save

Complete >

❑ **Form 2. Exhibitor Badge** \* Mandatory for both (Shell scheme/Raw space)

- Please click the 'Save' button to save and then click the 'Complete' button to submit.
- All exhibitors have to wear 'Exhibitor Badge' during the exhibition period. Exhibitors should apply for their exhibitor badges via the below form.
- You can pick up on July 10<sup>th</sup>(Tue) at **Exhibition Service Center** in the exhibition hall.
- The number of badges is limited to 10 people per a company.  
- **If you need more than 10 badges, please contact Exhibition Secretariat.**

1. Click "Add exhibitor badge"

Category	Affiliation	Name	Tel	E-mail	Modify/Delete
<a href="#">&lt; Add exhibitor badge</a>			<a href="#">Complete &gt;</a>		

2. Insert information and click "Check"

Exhibitor Badge ×

* Category	<input checked="" type="radio"/> Exhibitor	
* Affiliation	<input type="text" value="Nanokorea"/>	
* Name	Last name <input type="text" value="Song"/>	First name <input type="text" value="Joohyang"/>
* Position	<input type="text" value="Staff"/>	
* Gender	<input type="radio"/> Male <input checked="" type="radio"/> Woman	
* Mobile	<input type="text" value="82-10-0000-0000"/>	
* E-mail	<input type="text" value="ntrasong@nanokorea.net"/> <span>×</span>	
Remarks	<input type="text"/>	

[Check](#) [Cancel](#)

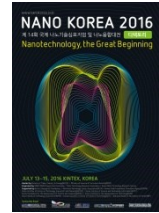
3. Confirm the details and click "Complete" button to submit.

Category	Affiliation	Name	Tel	E-mail	Modify/Delete
Exhibitor	Nanokorea	Song Joohyang	82-10-0000-0000	ntrasong@nanokorea.net	<a href="#">Modify</a> <a href="#">Delete</a>

[< Add exhibitor badge](#) [Complete >](#)

☐ **Form 3. Directory Manuscript (Directory Book)** \* Mandatory for both (Shell scheme/Raw space)

◆ **What is Directory Book?** This book will embody all information about exhibitors and programs, and will be published and provided to all visitors and exhibitors for the exhibiting company's publicity and marketing purposes.



- Please click the 'Save' button to save and then click the 'Complete' button to submit.
- Exhibitors' information will be published on the website for 1 year for free and will be used in the exchange of all exhibitors' information and to make meeting appointments between pre-registrants and exhibitors.
- Please register your product image for the exhibit items in the directory book.  
**- Image file format : jpg, gif (over 1Mbyte)**  
**※ The image pasted into <Word> is not suitable for printing due to low resolution.**

※ Please write carefully as it is produced as a directory book with the contents you input.

* Company/ Organization name	Nanokorea Secretariat
* Name	ENG English
* Address(ENG)	Gwanggyoro 145
* Tel	82 - 31 - 548 - 2013
* Fax	- - -
* E-mail	ntrasong@nanokorea.net
* Website	nanokora.or.kr
* Major Item introduce	Less than 300 Words. Korea's leading nanotechnology exhibition
* Image Upload	<p>* After registering the product, please click the button to save the attached file.</p> <p>Add File</p> <p>Add file</p>
* Logo Upload	<p>* After registering the logo, please click the button to save the attached file.</p> <p>Add file</p>

☐ **Form 4. Exhibit Field** \* Mandatory for both (Shell scheme/Raw space)

- Please click the 'Save' button to save and then click the 'Complete' button to submit.
- The Directory Book will include exhibit field of exhibitors.
- Please check the products and research fields/services according to the following fields.
- Please note that visitors may find the list of exhibitors according to your exhibit field.

※ **Multiple choice available**

Category	Interest area
Nano Material	<input type="checkbox"/> Carbon Nano Tube(CNT) <input type="checkbox"/> Graphene <input type="checkbox"/> Conducting polymer <input type="checkbox"/> Oxide Nanomaterial(ZnO <sub>2</sub> , TiO <sub>2</sub> , ITO etc) <input type="checkbox"/> Metal Nanomaterial <input type="checkbox"/> Magnetic Material(Ferrite) <input type="checkbox"/> Quantum dot <input type="checkbox"/> Silicon(Silica) <input type="checkbox"/> Others <input type="text"/>
Nano Measurement/Evaluation	<input type="checkbox"/> Electron Microscope(SEM, TEM) <input type="checkbox"/> Scanning Probe Microscope(AFM, SPM, STM) <input type="checkbox"/> Grain Size Analysis <input type="checkbox"/> Efficiency Analysis & Experimental Equipment <input type="checkbox"/> Measurement Services <input type="checkbox"/> Design <input type="checkbox"/> Simulation Software <input type="checkbox"/> Others <input type="text"/>

❑ **Form 5. Electricity / Lighting** \* Mandatory for Raw space booth

- Please click the 'Save' button to save and then click the 'Complete' button to submit.

- Shell Scheme Booth Electricity**

- **Secretariat provides 1kW electricity basically** for lighting installed in the Shell scheme booth and for power available through the outlet in the booth.
- If exhibitors use electric products which needs more than 1kW electricity, they should order additional electricity as below.

- Raw Space Booth Electricity (Mandatory)**



- All Exhibitors using Raw Space booth should order for electricity for lighting, lamps and electric equipment.
- In order to supply the power of the Raw Space Booth, the electric main work (installation of the panel board from the trench in the exhibition hall to the booth) is to be carried out by the secretariat.
- In order to work on the electricity trunk line, it is necessary to check the amount of electric power required in advance and apply to the secretariat because the type of panel board and work contents are determined according to the power required by the exhibitors.

※ Enquiry (Jeongsung Electricity / Mr. Ho-ik Jo / Tel : +82-2-544-5627 / E-mail : [jeongsung@korea.com](mailto:jeongsung@korea.com))

Item		Unit	Price	Quantity
Day time	Single-Phase 220V	\$50/kw	Select ▼	\$0
	Three-Phase 220V	\$50/kw	Select ▼	\$0
	Three-Phase 380V	\$50/kw	Select ▼	\$0
24-hour	Single-Phase 220V	\$60/kw	Select ▼	\$0
	Three-Phase 220V	\$60/kw	Select ▼	\$0
	Three-Phase 380V	\$60/kw	Select ▼	\$0
Total	Sub-Total			\$0
	Total Price			\$0



☐ **Form 6. Exhibition Free Admission Ticket** \* Optional

- Please click the 'Save' button to save and then click the 'Complete' button to submit.
- Exhibition secretariat provides Free Admission Tickets to exhibitors for their marketing.
- The tickets that you requested will be sent by post mail.

Copies	Choose num 
I want to receive by	<input type="text"/> 
<div> <div>Save</div> <div>Complete &gt;</div> </div>	

☐ **Form 7. Temporary Telephone**

- Please click the 'Save' button to save and then click the 'Complete' button to submit.
- It is a direct telephone number that individual telephone number is given in the booth.
- Price includes the telephone rental, connecting fee and construction fee.  
**※ Additional charge if exceeded.**

Item	Unit Price	Quantity	Sub-Total
Domestic	\$50 / each	Select  EA	\$0
International	\$500 / each	Select  EA	\$0
Total Price	Sum		\$0
	Total Price		\$0

Save

Complete >

☐ **Form 8. Internet LAN Service** \* Optional


- Please click the 'Save' button to save and then click the 'Complete' button to submit.
- This service is for internet use in the exhibition hall.
- Internet engineer will install internet line in your booth. If you need assistance, please contact Exhibitor Service Center.
- Free Wi-Fi is provided from the venue, but we ask you to apply Internet Lan service for stable and safe connection. (Free Wi-Fi connection is unstable)

※ If you use smart phone, laptop, please select KINTEX Wi-Fi.

Item	Unit Price	Quantity	Sub-Total
Internet LAN service	\$150 / Line	Select EA	\$0
Sub-Total	Sub-Total		\$0
	Total Price		\$0

☐ **Form 9. Visitor Barcode Scanner**

- Please click the 'Save' button to save and then click the 'Complete' button to submit.
- This system can help you collect the Visitor's database. All visitors, speakers and exhibitors wear a bar-code name tag badges that contains affiliation, name, email, tel.
- This will enable you to get their information directly through the on-line system.
- Device will be provided on the 1<sup>st</sup> day of Exhibition before 9:00am. Staff will visit your booth and inform how to use the device.
- Contact Information : Eims International, Mr. Yung-Min Park (Tel. +82-2-2052-6660, Mobile. +82-10-3760-6359, [pmy0128@eims.kr](mailto:pmy0128@eims.kr))

Expo-Handy			
		- Portable equipment using a dry cell - Check number of visitors - Reading and screening visitor's information	

Item	Unit Price	Quantity	Sub-Total
Visitor's Management System	\$200 / each	Select EA	\$0
Total Price	Sub-Total		\$0
	Total Price		\$0

☐ **Form 10. Water Supply & Drainage / Compressed Air** \*Optional

- **Compressed Air (General)**

- Pressure : Max 7kg/cm<sup>2</sup> / Pipe : 9mm(Inside)
- If you need other types of air, please feel free to contact the Secretariat. (Charges will be added.)

- **Water Supply/ Drainage**

- Water supply: 15mm, Drainage: 25mm, Water Pressure: 2.9kg/cm<sup>2</sup>
- You must mark the construction position for water supply/drainage.
- Contact Information : Korea Gas Industry, Mr. Yong-jun Won (Tel. +82-2-438-5166, Mobile. +82-10-2021-9971, [yjun12@nate.com](mailto:yjun12@nate.com))

Item	Unit Price	Quantity	Sub-Total
Compressed Air	\$200 / each	Select EA	\$0
Water Supply/ Drainage	\$200 / each	Select EA	\$0
Total Price	Sub-Total		\$0
	Total Price		\$0

☐ **Form 11. Furniture & Electronics rental**

- Exhibition Secretariat provides rental service for furniture and electronics.
- How to apply
  1. Please click the tap such as Electronics, Furniture, etc.
  2. Please click "Put" button after selecting the number of items you need.
  3. Please check [Selected items] in the above.
  4. Please click "Complete".
  5. Completed.
- ※ Contact Information : KD Rental Service, Mr. Ki-seo Gu (Tel. +82-2-907-9270, [kdrental9270@naver.com](mailto:kdrental9270@naver.com))

Furniture/Electronics rental

※ check for selected items

<input type="checkbox"/>	Item	Quantity	Price	Delete
				Total Price : \$0

Del select

Complete

Delete selected item >

Electronics

Furniture

Display Stand

Table & Chair Set

Table Set



❑ **Form12. Directory Book Advertisement** \* Optional

- Please click the 'Save' button to save and then click the 'Complete' button to submit.
- If you want to post your advertisement, please fill up this form. (Charged advertisement)
- The directory book will be published and provided to all visitors and exhibitors for the exhibiting company's publicity and marketing purposes.
- Details
  - Page size : 120mm(width) X 210mm(height)
  - Printed size : 120mm(width) X 210mm(height)
  - Deadline : June 22<sup>th</sup>(Fri), 2018

※We will let you know if the size changeable.

Page	Color	Unit Price()	Applied	Price
Cover II	4	\$3,000	Select ▼	\$0
Cover III	4	\$2,000	Select ▼	\$0
CoverIV	4	\$4,000	Select ▼	\$0
Page 1	4	\$3,000	Select ▼	\$0
Inside	4	\$1,000	Select ▼	\$0
Total Price	Sub-Total			\$0
	Total Price			\$0

## ☐ **Program Online Application (Optional) (Deadline : June 1<sup>st</sup>)**

### ☐ **Exhibitor Presentation**

The exhibition secretariat provides two open seminar space in the exhibition hall for free use to support successful exhibition performance and promotion of exhibitors.

[ [How to apply](#) ]

- My page → Apply for programs → Exhibitor Presentation → Click "Apply" → Fill out Basic information, Details, and Remarks → Register → Completed

### ☐ **Reception**

NANO KOREA 2018 organizing committee will hold "Exhibitors Welcoming Reception" for exhibitors on July 11<sup>th</sup>(Wed) 17:30~19:30 (Exhibition 1<sup>st</sup> day).

[ [How to apply](#) ]

- My page → Apply for programs → Reception → Click "Apply" → Fill out Basic information → Register → Completed

## ☐ **Register your request**

☐ It is a private 1: 1 bulletin board for quick response to requests of exhibitors. We will reply within 24 hours when you register for bulletin board.

1. Request : Overpayment refund, Etc.
2. Recommendation : Recommendation to the organizer
3. Question : Question about exhibition preparation

## Section III

## Move-in/out of Exhibits, Booth Installation

Classification	Contents		Date	Remarks
Booth Installation	Raw Space Booth		July 9 <sup>th</sup> (Mon) 08:00~20:00 July 10 <sup>th</sup> (Tue) 08:00~20:00	※ Exhibitors should build their own booths
	Shell Scheme Booth		July 9 <sup>th</sup> (Mon) 08:00~20:00 July 10 <sup>th</sup> (Tue) 08:00~14:00	※ Organizer sets up booth
Move-in of Exhibits	Raw Space Booth		July 9 <sup>th</sup> (Mon) 08:00~20:00	※ Please let us know if you exhibit over 5ton/m <sup>2</sup> heavy exhibits.
			July 10 <sup>th</sup> (Tue) 08:00~20:00	
	Shell Scheme Booth		July 10 <sup>th</sup> (Tue) 14:00~20:00	
Utility Service Installation	Electric works, Telephone lines, Drainage Compressed air, Internet LAN	Start	July 9 <sup>th</sup> (Mon) 08:00	※ Electric Power will be supplied after completion of electric works (after July 10 <sup>th</sup> 16:00)
		Complete	July 10 <sup>th</sup> (Tue) 16:00	※ Available to set up LAN after setting up PC
Exhibition Period		1 <sup>st</sup> Day	July 11 <sup>th</sup> (Wed) 10:00 17:00	※ Exhibitors are allowed to enter 1st day : 8:00 am 2nd, 3rd day : 9:00am
		2 <sup>nd</sup> Day	July 12 <sup>th</sup> (Thur) 10:00~17:00	
		3 <sup>rd</sup> Day	July 13 <sup>th</sup> (Fri) 10:00~16:00	
Move-out			July 13 <sup>th</sup> (Fri) 16:00~18:00	※ All vehicles are allowed to enter from 17:00
Dismantling of Booths			July 13 <sup>th</sup> (Fri) 18:00~24:00	

# 1. Move-in of Exhibits

## □ Schedule

Classification		Schedule
Raw Space booth exhibitor	Day 1	July 9 <sup>th</sup> (Mon) 08:00~20:00
	Day 2	July 10 <sup>th</sup> (Tue) 08:00~20:00
Shell Scheme booth exhibitor	Day 3	July 10 <sup>th</sup> (Tue) 14:00~20:00

## □ Exhibition Service Center

- Exhibition Service Center will be operated 9:00~20:00 on July 9<sup>th</sup>(Mon)~10<sup>th</sup> (Tue) to support exhibitors.
- Once arriving at the Venue, drop by 'Exhibition Service Center' and take Exhibitor badges.
- Location : Hall 7B \* We will inform if it changed.



## □ Conveyance

- Exhibitors are asked to prepare 'handcarts' for their own conveyance of their exhibits.

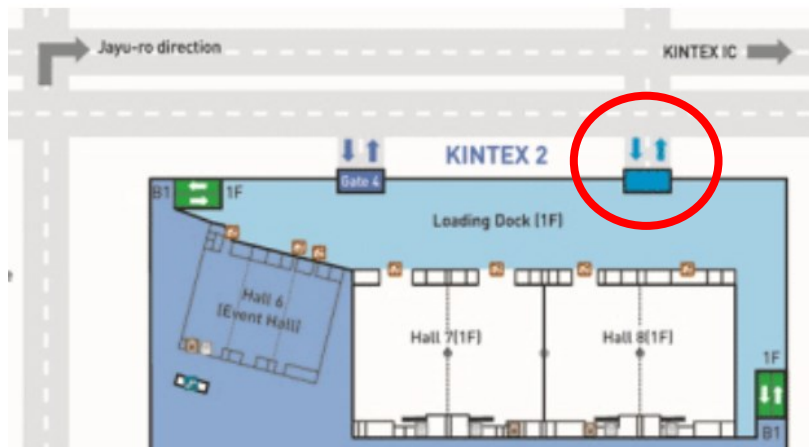



## □ Handling of Hazardous Material

- Exhibitors, who handle with hazardous materials (such as explosive gas, inflammable substance, high-voltage equipment, and radioactive materials), are required to fill out an application form for hazardous material handling and send it to the Exhibition Secretariat by June 1<sup>st</sup>, 2018. Under the KINTEX regulations, unregistered materials will not be permitted into the hall.

## ❑ Truck Parking

- Entrance : Hall 7 & 8 **Unloading Dock**



Classification	Schedule	Remarks
Truck Parking	Exhibits Move-in & Installation Period (July 9 <sup>th</sup> ~10 <sup>th</sup> 08:00 ~ 20:00)	※ 2 Hours Free Parking per one truck
	Exhibits Move-out & Dismantling Period (July 13 <sup>th</sup> 17:00~24:00)	 over 80

## ❑ Overseas Logistics information

- Select and use the right shipping, labor, packing and delivery contractors for your customs clearance, load/unloading, move-in exhibits, as well as move-out and customs clearance after the exhibition. Secretariat designated below companies for carriage of exhibits.

Compnay	KEMI-LEE CO., LTD	Expo Logis Inc.
Person in Charge	Mr. Jin-ik Jeon	Mr. Suk-dong Oh
Tel	+82-2-565-3727	+82-2-6965-7716
E-mail	seon@kemi-lee.co.kr	Jacob_oh@expologis.com
Home page	www.kemi-lee.co.kr	www.expologis.com

- Schedule

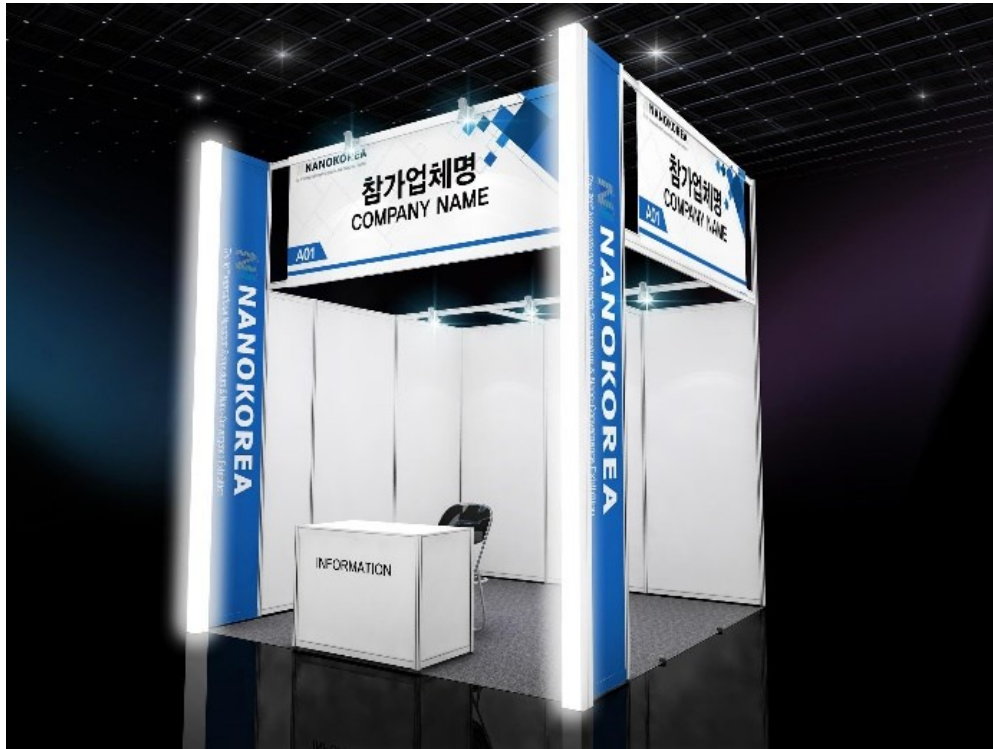
- Sea freight Deadline (Busan seaport) : July 2<sup>nd</sup>, 2018 (Exhibition D-10)
- Air freight Deadline (Incheon airport) : July 4<sup>th</sup>, 2018 (Exhibition D-8)

※ Organizers have designated the exhibition hall as a **bonded area** for foreign exhibits. Unless foreign exhibits brought into Korea under bondage are left behind in Korea after the exhibition, no tariffs will be imposed on such exhibits. Exhibitors who want to transfer the exhibits in bonded area are requested to send the Bonded Exhibit Goods form to the Exhibition Secretariat. Also, you may download Exhibit Goods form at exhibitor's page.

## 2. Booth Installation

### 1) Shell Scheme Booth

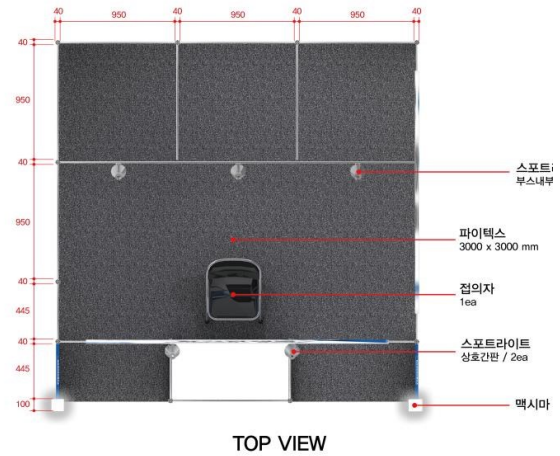
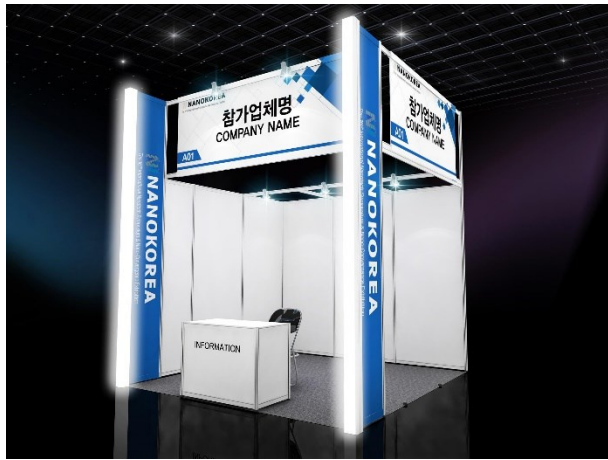
- The organizer does booth set-up and dismantling.



<Booth Color>

- NANO KOREA-Materials(Blue)
- NANO KOREA-Devices(Green)
- NANO KOREA-Organization(Sky blue)
- Micro Nano Systems exhibition(Red)
- Laser Korea(Purple)
- Advanced Ceramics exhibition(Yellow)
- Smart Sensor(Orange)

## • 1 Booth information



### The Shell-scheme Stand is inclusive of

- Wall : 1m(width) x 2.5m(height) panels assembled with aluminum frame
- Fascia Name : 3m(width) x 1m(height)
- Pytex(Carpet) : Dark Gray(9 m<sup>2</sup>)
- Lightings : 3 Spot Lights(100W), 2 LED Pillar
- Furniture : 1 information desk and a chair, waste basket (1 set/company)
- Power : Power Outlet (220V, 1kW) per a booth



Electric Socket



Information Desk



Chair



Waste Basket







## • 2 Booths information

2 sides open booth(Corner)	2 sides open booth

### The Shell-scheme Stand is inclusive of

- Wall : 1m(width) x 2.5m(height) panels assembled with aluminum frame
- Fascia Name : 3m(width) x 1m(height), 2 fascia name
- Pytex(Carpet) : Dark Gray(18 m<sup>2</sup>)
- Lightings : 6 Spot Lights(100W), 2 LED Pillar
- **Furniture : 1 information desk and a chair, waste basket (1 set/company)**
- Power : Power Outlet (220V, 1kW) per a booth

	<div><div>Showcase</div><div></div><div>FS-03 Information Table 1000x500x750mmH</div></div>	<div><div>Chair</div><div></div><div>FC-07 Folding Chair 450 x 450 x 430mmH ● Black ● Blue</div></div>	<div><div>Display</div><div></div><div>FB-18 Wastebasket 150, 200</div></div>
Electric Socket	Information Desk	Chair	Waste Basket

- Exhibits, exhibits catalog, business cards should be prepared by the exhibitors. Meeting tables, display stands and other furniture for booths are available to order from the leasing company on online application system.
- Attention: Any company that may damage the shell-scheme booth panel by using nails or adhesives is fully responsible for the cost of returning the panel to its original state.



## 2) Raw Space Booth

- Organizer provides only space and **exhibitors build their own booth.**



- Only the authorized subcontractors are allowed to perform installation work for space only booths. Exhibitors are required to use the subcontractors that are designated by KINTEX.

(refer to [http://www.kintex.com/client/\\_eng/c030601/c030601\\_00.jsp](http://www.kintex.com/client/_eng/c030601/c030601_00.jsp))

- Height limit for installation**



### ※ Attention

- Exhibition equipment is to be pre-manufactured outside the area beforehand only the assembled equipment is allowed inside.
- Electrical tools such as compressor, welder, electrical sawyer, electrical grinder and electrical plane are not allowed to be used inside the hall. Also, painting besides finishing is not allowed inside the hall. (Fire prevention safety rule)
- You cannot glue the carpet to the floor with industrial bond but you may use special glue that can be removed with ease (example: latex).
- Any damages made by nailing on walls or using bond-glue are to be compensated for with the cost of restoring the material to its original state. Due to electricity lines under the floor mat, exhibitors must be careful not to spill water or wash the floor with water.

## Section IV

## Useful Information

### 1. Registration and Entry

#### ☐ Exhibition hours

Classification	Day 1 (July 11 <sup>th</sup> )	Day 2 (July 12 <sup>th</sup> )	Day 3 (July 13 <sup>th</sup> )
Exhibitor's entering	08:00	09:00	09:00
Exhibition open	10:00	10:00	10:00
Exhibition close	17:00	17:00	16:00
Exhibitor's leaving	17:30	17:30	24:00 (Move-Out and dismantling)

#### ☐ All visitors need to register to enter the exhibition.

#### ☐ Pre-registration of visitors

- Visitor's Pre-registration is available through the exhibition website. Those who have completed pre-registration may enter the exhibition by obtaining a badge at the registration desk at the entrance in front of **Hall 7**.

#### ☐ On-site registration

- Those who did not pre-register will be required to do on-site registration.
- Those who have the invitation ticket are able to enter the exhibition free of charge, but others are required to purchase the ticket (5,000 KRW).
- The completed registration card needs to be submitted to the on-site registration booth for issuing of badge at the entrance in front of **Hall 8**.

### 2. Venue Information (KINTEX)

#### ☐ KINTEX



- Address : Daehwa-dong Ilsan-seogu, Goyang-si, Gyeonggi-do, Korea
- TEL : +82-31-810-8034
- Transportation Guidance :  
[http://www.kintex.com/client/\\_eng/c040101/c040101\\_00.jsp](http://www.kintex.com/client/_eng/c040101/c040101_00.jsp)

## A. From / To Airport

### ☐ From Incheon International Airport (<http://www.iia.co.kr/eng/>)

- ☐ Airport Limousine Bus (7400)



Interval	25~35min	Transit time	40~50min
Type	Cross-country	Fare	KRW 8,000
Where to buy tickets	Please refer to above map	Bus Stop	1F, 8B

- ☐ Taxi

Time to destination	Approximately 40 minutes (approximately 50km)
Single Fare	KRW 40,000 (normal taxi)

### ☐ From Gimpo International Airport (<http://www.airport.co.kr/mbs/gimpoeng/>)

- ☐ Airport Limousine Bus (7300)

Interval	35~40min	Transit time	30min
Type	Cross-country	Fare	KRW 3,000
Where to buy tickets	Bus waiting room (Gate2,3)	Bus Stop	2F, Platform 1

- ☐ Subway



- ☐ Taxi

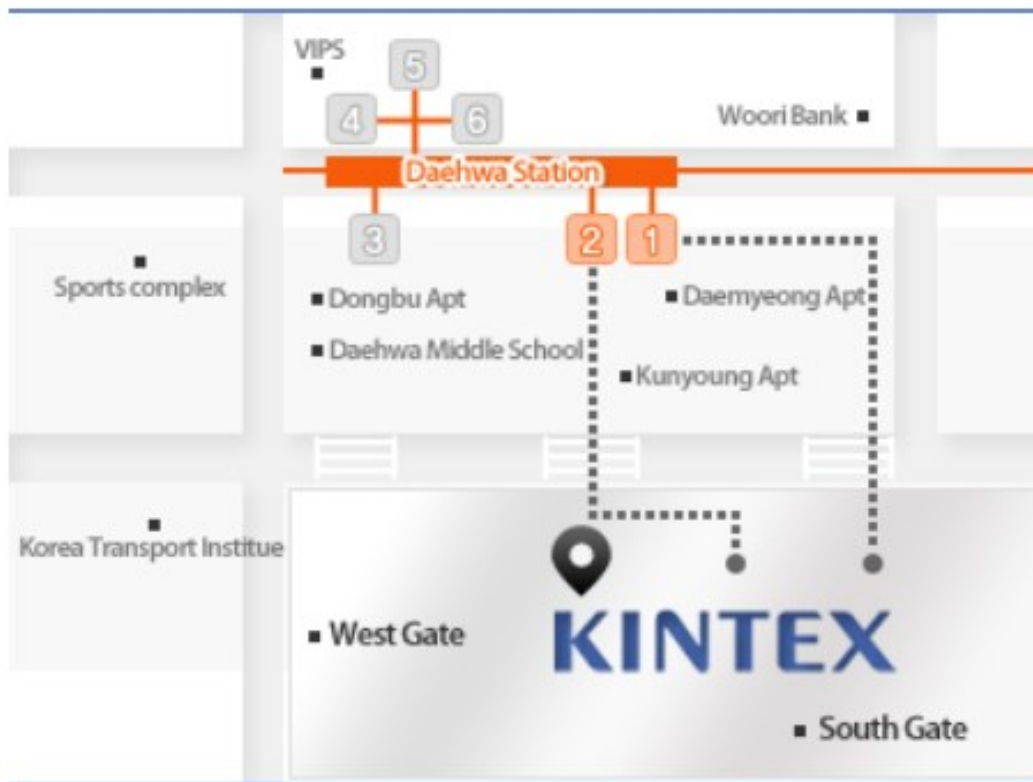
Time to destination	Approximately 20 minutes (approximately 18km)
Single Fare	KRW 16,000 (normal taxi)

## B. By Bus

Area	Bus No.	Boarding Point	Arriving Point	Interval (min)	Transit time (min)	Fare (KRW)
Gangnam	9700	Yangjae Station	Daehwa Station	10~20	80~100	1,800
Yeongdeungpo	870	Yeongdeungpo Station	Songpo Station	8~10	65~90	1,600
	873	Yeongdeungpo Station	Gajwa-dong	25~30	50~65	1,600
	9707	Yeongdeungpo Station	Gajwa-dong	7~8	70~90	1,800
Seoul Station /Gwanghwamun /Shinchon	770	Sinchon Trail Station	Songpo-dong	6~7	60~65	1,600
	72	Shinchon Hyundai Dept. Store	Songpo-dong	9~10	50~60	1,800
	1000	Gwanghwaman	Daehwa-dong	4~6	50~65	1,800
	2000	Gwanghwaman	Daehwa Station	4~6	50~65	1,800
	9708	Seoul Station	Tanhyun E-Mart	12~15	70~75	1,800
	8880	Seoul Station	DaeHwa Station	50~60	75~80	1,800
	M7106	Seoul Station	DaeHwa Station	3~15	50~60	1,800
	9714	Seoul Station	DaeHwa Station	25~50	60~70	1,800
Yeongdeungpo	870	Yeongdeungpo Station	Songpo Station	8~10	65~90	1,600
	873	Yeongdeungpo Station	Gajwa-dong	25~30	50~65	1,600
	9707	Yeongdeungpo Station	Gajwa-dong	7~8	70~90	1,800

### C. By Subway

● \*\*\* Pedestrian Shortcut



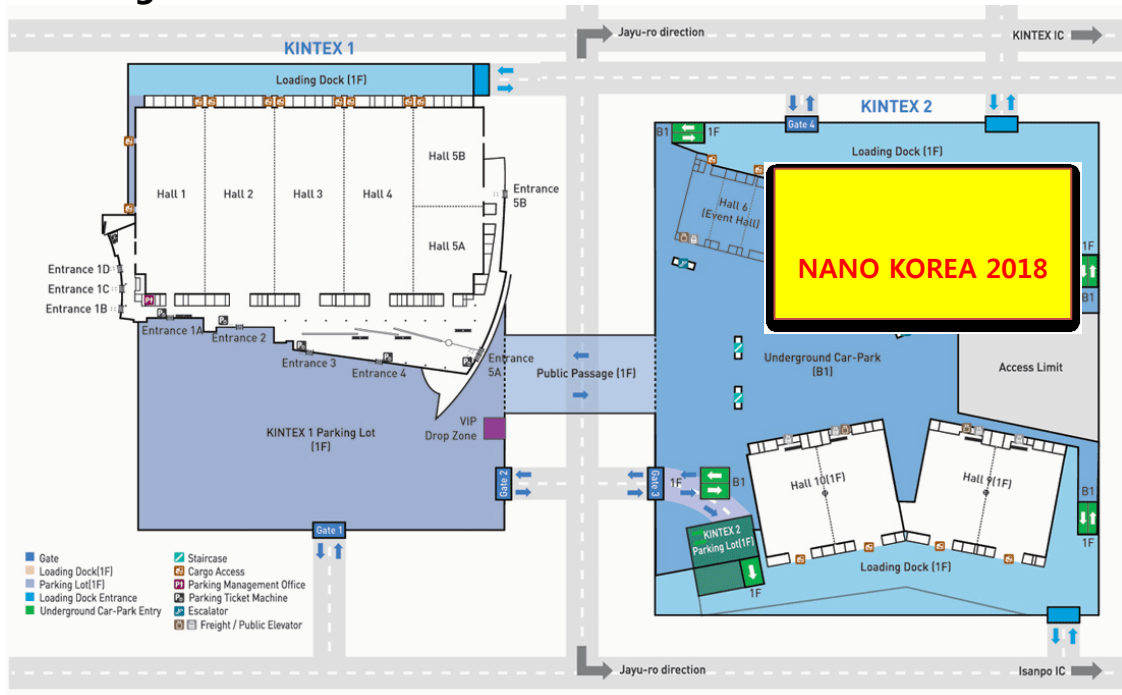
○ Coming from Daehwa Station (Subway Line No.3)

- Please take Exit No.2 at Daehwa Station and follow the walk way through the APT Complex, or take Exit No.1. It takes roughly 5 minutes to get to KINTEX.

### D. By Car

Point of Departure	Text guided map	Time (approx..)
Gangnam-gu	South of Hannam Bridge > Olympic Highway > South of Gayang Bridge > north of Gayang Bridge > North Riverside highway > Jayuro > Yisanpo IC or KINTEX IC > KINTEX	50
Gwanghwamun	Gwanghwamun > Chungjeongro > Ahyun Samgeori > Gongdeok Rotary > Mapo Station > north of Mapo Bridge > North Riverside Highway > Jayuro > Yisanpo IC or KINTEX IC > KINTEX	45
Shinchon	Shinchon Rotary > entrance of Gwangsung Middle&High School > Gwangheungcahng Station > Sangsu Dong Office > North Riverside Highway > Jayuro > Yisanpo IC or KINTEX IC > KINTEX	35
Yeongdeungpo-gu	Yeongdeungpo-gu Rotary > Yeouigyo 2(Bridge) > Olympic Expressway > south of Gayang Bridge > North of Gayang Bridge > Gangbyeon Expressway > Jayuro > Yisanpo IC or KINTEX IC > KINTEX	40

## E. Parking information



### □ Parking Rates

	Section	Parking Rate
General Rate	Passenger Cars and Vans Lorries (under 2.5 ton)	Standard (30 min): KRW 1,000 Every additional 15 minutes: KRW 500
	Lorries (2.5 ton or over), Bus ( 25 seater or larger)	Standard (30 min): KRW 2,000 Every additional 15 minutes: KRW 1,000
	(Daily Rate) 00:00 ~ 24:00	Passenger Cars, Vans, Lorries (2.5 ton) : KRW 10,000 Lorries ( 2.5 ton or over), Bus (25 seater or larger) : KRW 20,000
General Rate (Unloading dock)	Passenger Cars, Vans Lorries (All)	Standard (30 min): KRW 1,000 Every additional 15 min: KRW 500
	Bus (25 seater or larger)	Standard (30 min): KRW 2,000 Every additional 15 minutes: KRW 1,000
	(Daily Rate) 00:00 ~ 24:00	Passenger Cars, Vans, Lorries (All): KRW 10,000 Bus (25 seater or larger): KRW 20,000
Discount or No Charge	Vehicles of Disabled Persons, Vehicles of Persons of Merit	50% off
	Compact / Electronic / Hybrid Cars	
	Vehicles of Exhibitors Vehicles of Related Businesses (When parking for 3 days or more)	Passenger Cars, Vans, Small-size Lorries : KRW 6,000/day Large-size Lorries, Bus : KRW 12,000 /day
	Vehicles Accessing Unloading Dock (Exhibition and Event Vehicles)	Free for two hours a day ※ For unloading dock use only

\* No duplicate discounts are allowed.

\* A 30-min parking grace time applies when using the free collection machine in the lobby.

\* Parking fees will not be charged for the first 20 minutes of the parking. After 20 minutes has expired, standard fee will be charged from first parking time.



[Parking Registration Application]



Parking Registration Application (Individual Exhibitor)

<Exhibitors Only>

Name		Company		Payment Plan	Credit / Debit	Cash
Contact	+					
Car Plate No. (Full numbers)				Car Model		
Name of Your Event						
Duration	~			Total Amount		

<Cautions>

The duration **MUST be OVER 3 DAYS** (the lesser can not be applied to KRW 6,000 per day)

Once registered plate numbers **CANNOT be changeable or refundable** for the duration above

This Form should be printed and submitted to our office by the applicant

The contract will be invalid **UNLESS** payment is made instantly with this form submitted

. . . (dd/mm/yy)

Name : (sign)

\* You may also download on KINTEX website.

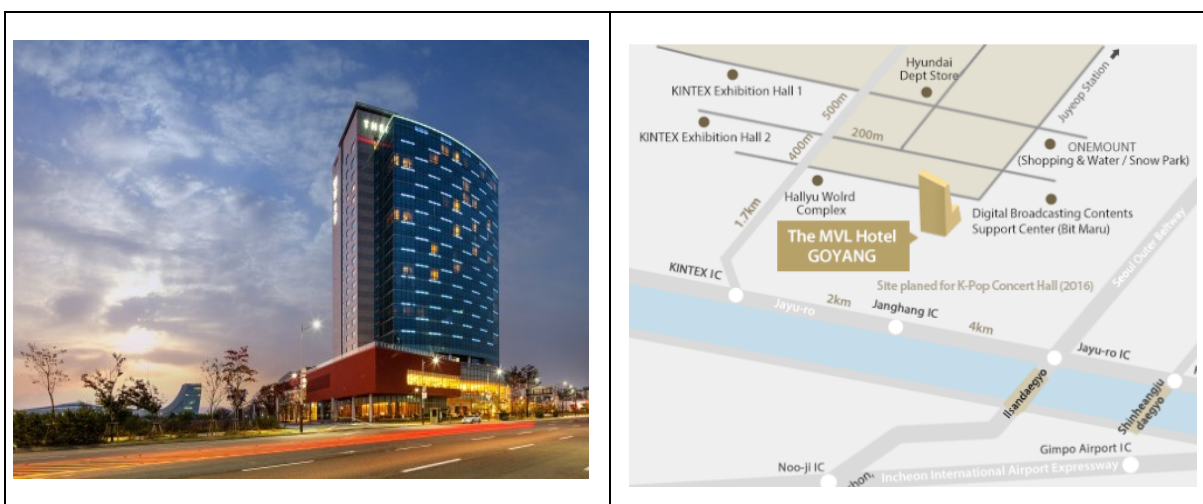
[http://www.kintex.com/client/eng/c020501/c020501\\_00.jsp](http://www.kintex.com/client/eng/c020501/c020501_00.jsp)

### 3. Accommodation Information

- Exhibition Secretariat provides information of convenient and moderate accommodations. Please refer to their following hotel list. Below Hotels provide exclusive price for exhibition participants. The hotels are located nearby Kimpo Airport, Myeong-dong, Yeouido, in front of Hongik University and Mapo-gu Community.
- Hotel application form can be downloaded from Nano Korea My page website.
- After fill out the form, Please send it to the Managers of each Hotel by deadline. (**~June 8<sup>th</sup>**)
- 

○ Hotel 1

Classification	The MVL Hotel Goyang	
Time required to venue	10 minutes on foot	
Tel /Email	+82-31-927-7700 / <a href="mailto:info.goyang@mvlhotel.com">info.goyang@mvlhotel.com</a>	
Address	20, Taegeuk-ro, Ilsandong-gu, Goyang-si, Gyeonggi-do	
Website	<a href="http://www.mvlhotel.com/daemyung.mvl.goyang.eng.main.ds/dmparse.dm">http://www.mvlhotel.com/daemyung.mvl.goyang.eng.main.ds/dmparse.dm</a>	
Price	Double room + Breakfast(1 person)	KRW 188,760 (Tax included)

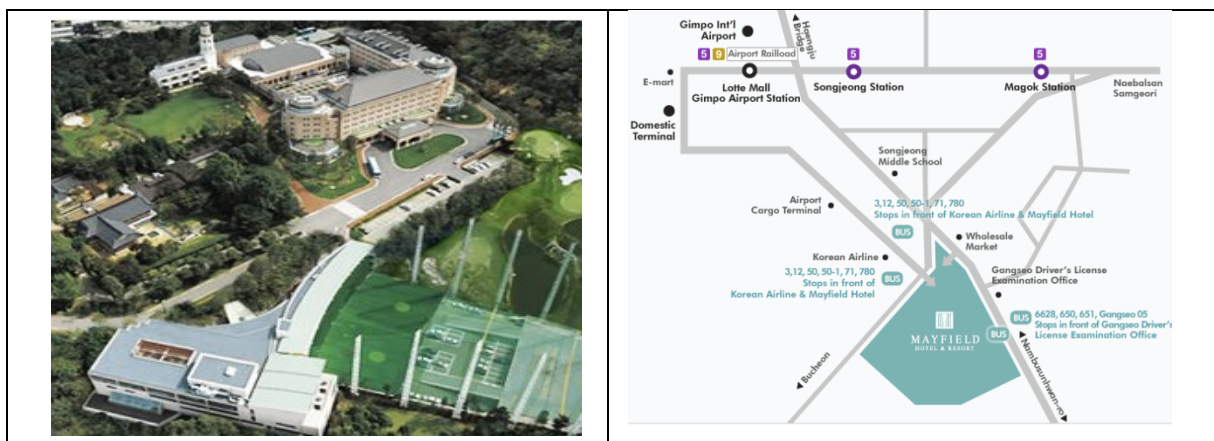




○ Hotel 2, Hotel 3

Classification	Mayfield Hotel		Lotte Hotel World	
Time required to venue	30 minutes by car		1 hour by car	
Tel/Email	+82-2-2660-9000 <a href="mailto:maymaster@mayfield.co.kr">maymaster@mayfield.co.kr</a>		+82-2-411-7522 <a href="mailto:jyuchang39@lotte.net">jyuchang39@lotte.net</a>	
Address	94 Banghwadaero, Gangseo-gu, Seoul (nearby Gimpo Airport)		240, Olympic-ro, Songpa-gu, Seoul (Jamsil-dong, Lottehotel)	
Website	<a href="http://mayfield.co.kr/eng/">http://mayfield.co.kr/eng/</a>		<a href="http://www.lottehotel.com">http://www.lottehotel.com</a>	
Price	Double	KRW 90,000 (Tax excluded)	Deluxe	KRW 140,000 (Tax excluded)
	Breakfast(1 person)	KRW 18,000 (Tax excluded)	Breakfast(1 person)	KRW 25,000 (Tax excluded)

- Mayfield Hotel



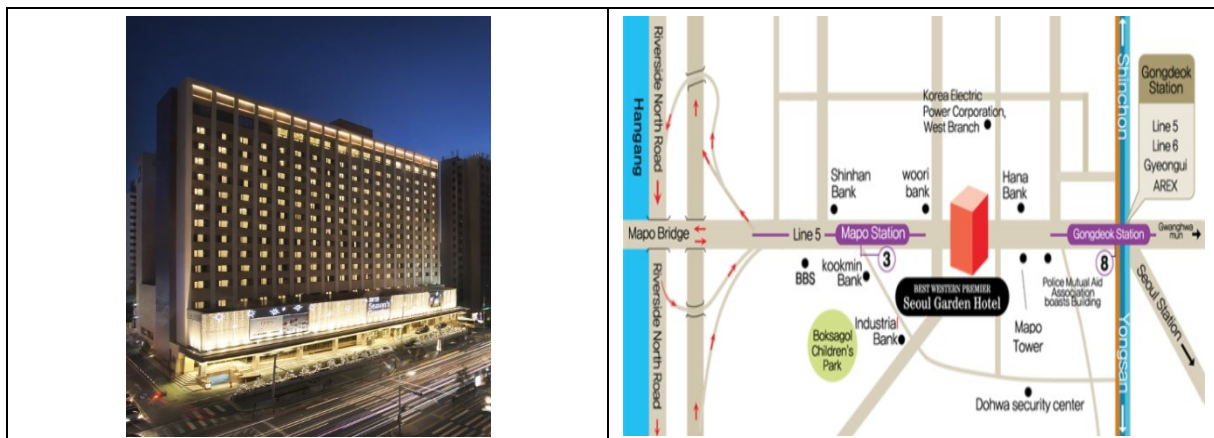
- Lotte Hotel World



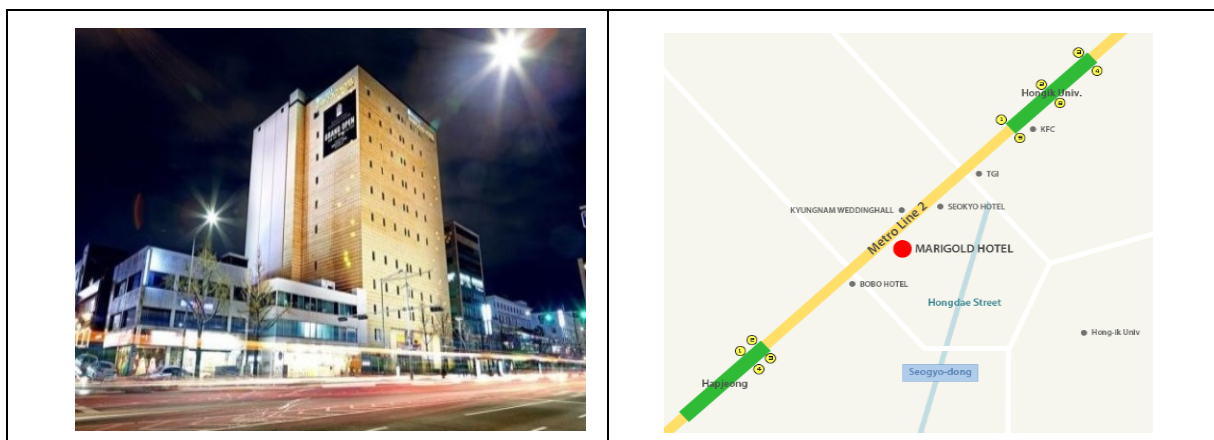
○ Hotel 4, Hotel 5

Classification	Best Western Premier Seoul Garden Hotel		Marigold Hotel	
Time required to venue	30 minutes by car		25 minutes by car	
Tel/Email	+82-2-710-7111 <a href="mailto:resv@seoulgarden.co.kr">resv@seoulgarden.co.kr</a>		+82-2-332-5656 <a href="mailto:marigold@hotelmarigold.co.kr">marigold@hotelmarigold.co.kr</a>	
Address	58, Mapo-daero, Mapo-gu, Seoul (Mapo Station Exit 3)		112 Yanghwa-ro, Mapo-gu, Seoul (Hongik University Station Exit 9)	
Website	<a href="http://www.seoulgarden.co.kr/EN/">http://www.seoulgarden.co.kr/EN/</a>		<a href="http://hotelmarigold.co.kr/">http://hotelmarigold.co.kr/</a>	
Price	Double room + Breakfast(1 person)	KRW 115,000 (Tax excluded)	Double	KRW 130,000 (Tax excluded)
			Breakfast(1 person)	KRW 15,000 (Tax excluded)

– Best Western Premier Seoul Garden Hotel



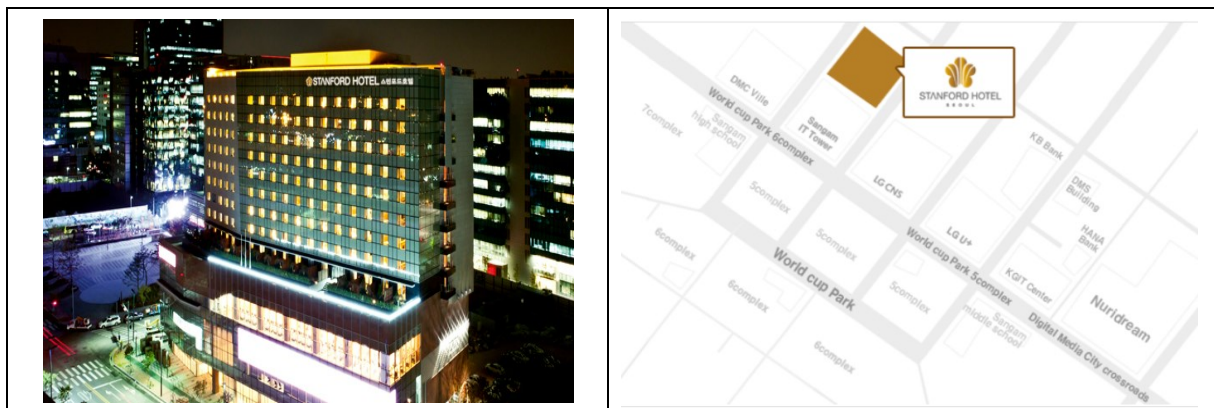
– Marigold Hotel



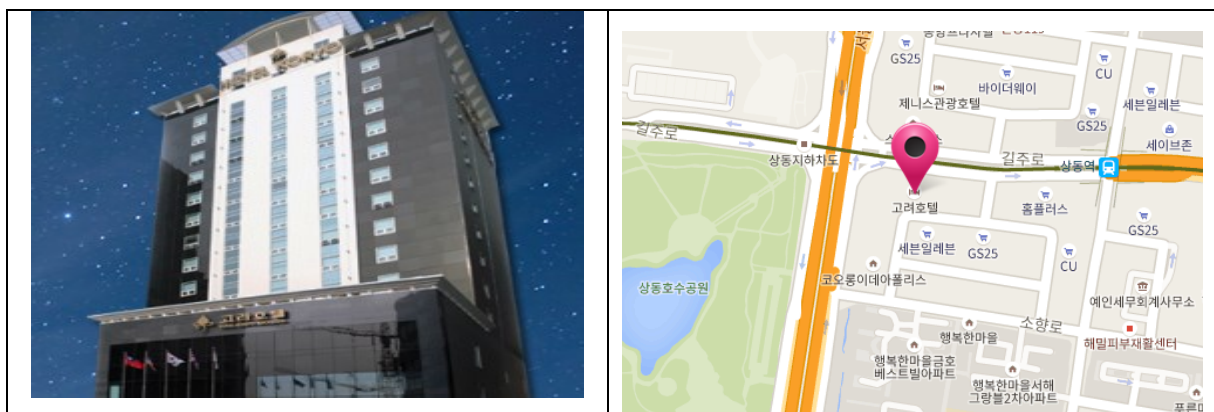
○ Hotel 6, Hotel 7

Classification	Stanford Hotel Seoul		Koryo Hotel	
Time required to venue	15 minutes by car		30 minutes by car	
Tel/Email	+82-2-6016-0001 <a href="mailto:Reservation@stanfordseoul.com">Reservation@stanfordseoul.com</a>		+82-32-329-0001	
Address	1587 Sangam-dong, Mapo-gu, Seoul (Sangam Digital Media City)		66, Gilju-ro, Bucheon-si, Gyeonggi-do	
Website	<a href="http://www.stanfordseoul.com/seoul/?r=en">http://www.stanfordseoul.com/seoul/?r=en</a>		<a href="http://www.hotelkoryo.net">http://www.hotelkoryo.net</a>	
Price	Double	KRW 100,000 (Tax included)	Standard	KRW 99,000 (Tax included)
	Breakfast(1 person)	KRW 15,000 (Tax included)	Breakfast (1 person)	KRW 14,000 (Tax included)

- Stanford Hotel Seoul



- Koryo Hotel



※ You can find other accommodations near the Venue on the NANO KOREA Website  
<http://nanokorea.or.kr/eng/visit/dis02.php>

## 4. Exhibition manpower

Classification	Price(per 1 day) *Tax excluded	Remark
Racing Model	KRW 250,000	-
Narrator Model	KRW 170,000	Company introduction, Explanation of products, Operating events, etc. (5 years' field experience)
General guide	KRW 150,000	Booth information desk receptionist
Professional Interpreter	KRW 250,000	5 years' field experience
Student Interpreter	KRW 150,000	Interpretable student (English, Japanese)
Staff (part-time job)	KRW 100,000	-

5.

- ※ Registration will be available at least 7 days before of the exhibition.
- ※ If you want to simultaneous interpretation (certificate possessor), please enquire below person.
- ※ Contact : PMP KOREA / Manager Hyo-jeong Lee (+81-2-568-2400 / +82-10-5777-3884)

## Section V

## Rules and regulations

### □ **Authorized space**

Display items must be kept in the designated area, and must not hinder the sight or passage of visitors. Any structure that invades the hallway or carpet that is the same color as the aisle carpet is banned. All items and equipment should not be inflammable.

### □ **Appearance**

Decoration, lighting and audio equipment should not disturb other exhibitors or their booths.

### □ **Raw Space Booth Layout**

All exhibitors need prior approval for their booth layouts from the Exhibition Secretariat. The layout, with height and building material specifications, needs to be submitted to the Exhibition Secretariat.

### □ **Structure**

The height of one booth is limited to 5~6m. The arrangement of displayed items or structures should not disturb other booths or hinder passage of visitors. For more detailed information, please contact the Exhibition Secretariat.

### □ **Display of exhibits**

Displayed items should not create inconveniences for visitors and be kept at least 30cm away from the booth line. If exhibitors fail to conform to this rule, the secretariat office may demand for those items to be relocated. This rule is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

### □ **Restrictions on sound volume**

Exhibitors may use audio equipment for promotions provided that they keep the sound down to avoid disturbing other booths. The secretariat may intervene to restrict the use should there be any complaint made. Exhibitors are required to report any audio equipment that they plan to use during the show. It must be less than 85dbs sound level. If there is any equipment that makes sound louder than 85dbs, the secretariat may ask users to stop using it.

### □ **Safety**

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

### □ **Lights**

Flashlights and revolving light equipment are prohibited. Lights from one booth should not disturb or damage other booths.

### □ **Packaging materials (leaflets and brochures)**

Every exhibitor should keep its pathway clean at all times. All materials and items should be placed in their designated areas and exhibitors need to be careful not to pile goods up in the middle of the aisle.

□ **Booth design change**

All exhibitors are required to seek approval from the Exhibition Secretariat for any change in the booth design.

□ **Property damages**

All exhibitors are responsible for their own exhibits and are not allowed to drive nails and screws in the walls and floors. Furthermore, the exhibitors are not allowed to use painting materials that are indelible if spilt on the floors, roofs and raw materials of the booth. Anyone who violates the above rules must compensate for the damages.

□ **Sub-leasing**

Exhibitors are not allowed to sell or sub-lent the booth to anyone without approval from the organizer. Parent companies, affiliates and subsidiaries are exceptions.

□ **Cleaning**

The Exhibition Secretariat will keep the hallways and shared space clean before and after the show as well as take care of trash bins during the show, however, all wastes produced during the construction of the booth are to be removed by the exhibitors at their expense.

□ **Wiring**

Wiring in booths and displaying items should be done in compliance with the relevant rules and regulations. The same applies to the construction of display facilities.

□ **Non-Smoking**

Smoking is prohibited in the Exhibition Hall.

□ **PR Activities**

Exhibitors must obtain exceptional rights, given by the Exhibition Secretariat, for marketing, holding conferences and handing out samples and gifts outside the designated area. All demonstrations and promotional activities are only permitted in designated areas to avoid any disorder. Exhibitors should hence clear the pathways and the surrounding areas.

□ **Sales Promotion**

The exhibitors may hand out samples and gifts only in the authorized booths. But those with exclusive rights given by the Exhibition Secretariat will be able to hand them out in areas other than those designated.

□ **Occupant's Obligation**

Exhibitors should pay the full amount of the booth space that they signed up for in the contract under any circumstances. For exhibitors that fail to meet the deadlines for displaying items, the Exhibition Secretariat obtains the right to use those booths for other purposes. Furthermore, exhibitors who fail to inform the Exhibition Secretariat about booth cancellation will lose their preferential rights to the booths.

□ **Sales Regulation**

Mail-order sales and sales that are authorized by Exhibition secretariat may be made during the show. The exhibitors should be aware of the safety rules and public health effects of the exhibits. Unauthorized ads and sales are prohibited.



## Section VI Frequently Asked Questions

### **Q1. What is the “Service Center”?**

The ‘Exhibition Service Center’ will be opened 9:00~20:00 on July 11<sup>th</sup>~13<sup>th</sup>, in order to provide exhibitors with a more convenient exhibit environment. It is supposed to be located in the front side of Hall 7. The Service Center provides you with all the technical services, including the installation of Shell Scheme booth, electricity, telephone, water supply, compressed air, and LAN, as well as other important miscellaneous services, also, you may pick your exhibitors’ badges at the service center.

### **Q2. What is the difference between Raw Space booth and Shell Scheme booth?**

While the organizer provides the construction work for ‘Shell Scheme booth’, only space will be given for ‘Raw Space booth’. For ‘Shell Scheme booth’, the organizer will provide 1kw of electricity with 2 outlets, 3 spotlights (100W), a company fascia board, a set of information desk and chair, waste basket and fiber-textile floor.

### **Q2-1. For ‘Raw space booth’, should the subcontractors assigned by KINTEX be the only ones to do construction work for the booth?**

Yes. Exhibit stand companies should be registered at KINTEX. You may download the list of exhibit stand companies assigned by KINTEX at the NANO KOREA website.

### **Q3. What should the exhibitors prepare besides their Booth?**

The Exhibitors should prepare a display stand, interior materials for the inside of booth, a catalog of exhibits, and business cards. In the case of damaging the ‘Shell Scheme booth’ with nails, the exhibitors must compensate the party of the organizer with a certain recovering fee.

### **Q4. What should the Exhibitors do in order to prevent theft and loss?**

The Exhibition Secretariat will provide a reliable security service during the set-up, show and dismantling period. However, regarding the unexpected crowds in the Hall, exhibitors must take extra care of their own booth and exhibits. The Exhibitors are liable for the damage and loss of their exhibits during the set-up, show and dismantling period. Thus, the exhibitors should be insured for unexpected incidents. (Especially for the items, such as cameras, lap top computer and small-sized exhibits, the exhibitors should take extra care.)

### **Q5. Could one side of the booth partition be closed or removed?**

**(Only for Shell Stand Booth)** The exhibitors should contact the booth installation company to confirm whether it is allowed to close or remove one side of the booth partition before June 3<sup>rd</sup>. An additional fee can be charged if they order on site.

※ Contact Information : KDDesign Mr. Dong-kwon Lee +82-02-2038-5931 [kddesign2@naver.com](mailto:kddesign2@naver.com)

### **Q6. When is the electricity going to be supplied?**

Normally, the electricity is going to be supplied starting 4 p.m., July 10<sup>th</sup>, the second day of installation day because the completion of electrical work and setting might be delayed. The electricity will never be supplied if any one company has not completed the electrical work. Therefore, please cooperate to complete the electrical work as soon as possible.

### **Q7. When can Internet be used?**

The exhibitors who applied for LAN are going to have priority in Internet service. The exhibitors will be supplied with the IP address upon installation.