



2024 BIO KOREA

International
Convention

Participation Guide

2024. 5. 8 수 - 5. 10 금

PROGRAM

Business Partnering | Exhibition |
Conference | Invest Fair

BIO KOREA Organizing Committee

Tel 1661-0810

E-Mail exhibition@biokorea.org

www.biokorea.org

Exhibition Participation Guide

Event Overview

- **Title**

(Korean) 바이오 코리아 2024 국제 컨벤션
 (English) BIO KOREA 2024 International Convention
 (Abbreviation) BIO KOREA 2024
- **Duration**
 - Installation Period: May 6 (Mon) ~ May 7(Tue), 2024 - 2 days
 - **Exhibition Period: May 8 (Wed) ~ May 10(Fri), 2024 - 3 days**
 - Removal Period: May 10 (Fri), 2024, Night
- **Venue**

HALL C, COEX, Seoul
- **Hosted by**

Korea Health Industry Development Institute (KHIDI)
 Chungcheongbuk-do (Chungbuk)
- **Organized by**

BIO KOREA Organizing Committee
- **Open Hours**

	5.8 (Wed.)	5.9 (Thu.)	5.10 (Fri.)
Open	10:00	10:00	10:00
Close	17:00	17:00	16:00
- **Participation target**

Domestic and international biotech companies,
 Pharmaceutical companies, Venture Capital, Embassies of each
 country, Investment institutions, research institutions, etc.
- **Website**

www.biokorea.org
- **Inquiries**

BIO KOREA Organizing Committee
 - Tel: 1661-0810(2) / Fax: 02-585-4334
 - Email: exhibition@biokorea.org

Review of BIO KOREA 2023 Exhibition



338 Companies



18 Countries



449 Booths

Exhibition Participation Guide

Key Schedule

Classification	Date	Time	Details
Submission of Documents	April 5 (Fri.)	-	Deadline to submit various application forms (※ Refer to section on application documents)
Payment of Fees	April 5 (Fri.)	-	Deadline for balance payment of booth expense Deadline for payment of additional facility expense
Build-up Period/ Move-in Period	May 6 (Mon.)	08:00 ~ 20:00	Additional equipment construction (Standard Booth, Space Only) ※ Possible for vehicles to enter exhibit space
	May 7 (Tue.)	08:00 ~ 13:00	Bring in exhibits and booth equipment construction ※ <u>Vehicles allowed entrance into exhibit space until 12:00</u>
		13:00 ~ 17:00	Distribution entry passes (name tags/badges) (At the exhibition information desk in front of BIO KOREA exhibition office)
		13:00 ~ 20:00	Bring in exhibits
Exhibition Period	May 8 (Wed.)	08:00 ~ 09:00	Admission of Exhibitors
		10:00 ~ 17:00	Exhibit
	May 9 (Thu.)	08:00 ~ 09:00	Admission of Exhibitors
		10:00 ~ 17:00	Exhibit
	May 10 (Fri.)	08:00 ~ 09:00	Admission of Exhibitors
		10:00 ~ 16:00	Exhibit
Removal of Exhibits & Dismantlement	May 10 (Fri.)	16:00 ~ 19:00	Remove all exhibits and dismantlement booth ※ <u>Vehicles allowed entrance into exhibit space until 19:00</u>

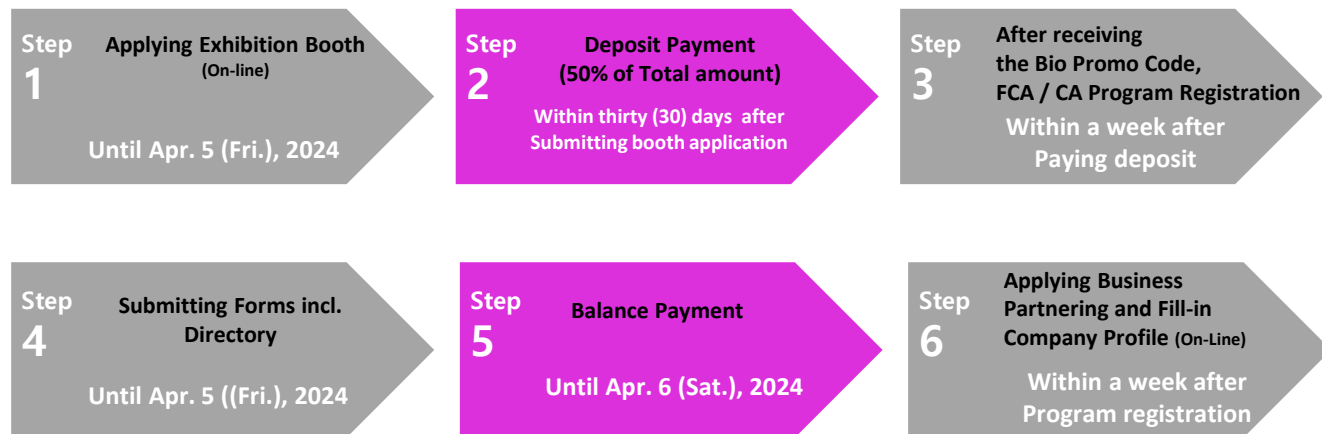
※Closing times during the duration of the exhibition is subject to change.

※The opening hours during the equipment construction period is 08:00 ~ 20:00. If additional activities are required after 20:00, then an additional cost will be incurred and must receive advanced approval from the organizing committee.

Exhibition Participation Guide

Application Process and Benefits

Application Process



Period of Applying and Benefits

Classification	Application Period	Discount Rate
Early-Bird	~Feb. 16 th , 2024	10% off
Pre-registration	~Mar. 8 th , 2024	5% off
Registration	~Apr. 5 th , 2024	
Consecutive years of participation	~Apr. 5 th , 2024	Additional 5% discount (BIO KOREA 2023 participants)

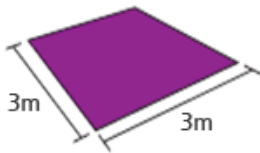



※ IR Booth does not apply to any discount.

- 1) Conference & Business Partnering Free registration
 - 1~4 booths: FCA 1EA, CA 2EA / 5~8 booths: FCA 2EA, CA 4EA / Over 9 booths: FCA 3EA, CA 6EA
 - Free registration tickets are not provided to IR Booth applicants.
- 2) Providing domestic and international promotion of participating company technology, product through BIO KOREA official media
- 3) Providing promotion of participating company through domestic and international media promotion
- 4) Providing meetings with overseas participating companies and overseas buyers

Exhibition Participation Guide

Booth Type and Participation Fee

Booth Type and Participation Fee

Classification		Amount (USD)	Exhibition area	Contents
Raw Space		USD 3,100	3m x 3m = 9m ²	*Provide exhibition area 9m ² only Participating company directly contacts construction company for booths installation <u>*Construction Company must be registered by COEX</u>
Standard Booth		USD 3,400	3m x 3m = 9m ²	*Standard Booth provision details - System structure (3m * 3m * h3.5m) - Floor (Pytex) 1EA - System Information Desk 1EA - Folding Chair 1EA - Spotlight 3EA - Fabric Signage 1EA - Outlet 2 hole 1EA
Premium Booth		USD 3,900	3m X 3m = 9m ²	*Premium Booth provision details (Based on two booths) - System structure (6m * 3m * h3.5m) - Floor (Pytex) 1EA - System Information Desk 1EA - Folding Chair 1EA - Round table 1EA, Chair 3EA - Spotlight 6EA - LED Signage 2EA - Outlet 2 hole 1EA - Catalogue Stand 1EA
IR Booth		USD 900	1m x 2.5m	*IR Booth Booth provision details - IR Wall (1m * 2.5m) - A0 Panel (841mm * 1189mm) 1EA - Signage 1EA

※ Raw Space and Premium Booth can be applied for minimum 2 booths

Provided Item List upon Booth Scale

Provided Items	9m ² (1 Booth)	18m ² (2 Booths)	27m ² (3 Booths)	36m ² (4 Booths)
System Stand (3m*3m*2.5m(h))	Y	Y	Y	Y
Floor (Pytex)	Y	Y	Y	Y
System Information Desk	1EA	1EA	1EA	1EA
Folding Chair	1EA	1EA	1EA	1EA
Spotlight	3EA	6EA	9EA	12EA
Fabric Signage	1EA	2EA	3EA	4EA
Outlet 2 hole	1EA	1EA	1EA	2EA

Exhibition Participation Guide

Payment and Cancellation

Period of Payment

Payment Amount	Payment Deadline
Deposit Payment.(50% of Total Payment)	Within thirty (30) days from the submission of the contract
Balanced Payment. (50% of Total Payment)	Until Apr. (Fri.), 2024

Payment Method (Bank transfer Only)

Name of Bank	National Agricultural cooperative Federation Chungcheongbuk-do sub-branch
Account No.	301-0083-4208-11
Swift code	NACFKRSEXXX
Beneficiary	BIO KOREA
Bank Address	82 Sang dang-ro Cheong juChungcheongbuk-do, Korea

Cancellation Fee

Cancellation Date	Cancellation Fee
Until Mar. 8(Fri.), 2024	Payment of 50% of the Participation Fee
From Mar. 9(Sat.) to Apr. 5(Fri.), 2024	Payment of 80% of the Participation Fee
After Apr. 6(Sat.), 2024	Payment of 100% of the Participation Fee

※ Penalty is the amount including VAT, and tax invoice cannot be issued.

(Value-added Tax Act 4-0-1)

※ The above penalty rule applies equally to the reduction of the initial application quantity.

Exhibition Participation Guide

Applying Exhibition Booth method

The screenshot shows the website's navigation menu with 'REGISTRATION' highlighted by a red box and a circled '1'. A sub-menu is open under 'REGISTRATION', with 'Participants' highlighted by a red box and a circled '2'. The banner below the menu displays the event dates 'May 8(Wed) ~ 10(Fri), 2024 | COEX, SEOUL' and categories 'Business Partnering | Exhibition | Conference | Invest Fair'. Below the banner is a 'News & Notice' section with three items:

News & Notice	Content	Date
	Get ready for BIO KOREA 2024! Meet the New BIO KOREA!	2023.11.21
	Thank you for participating BIO KOREA 2023	2023.05.17
	BIO KOREA 2023 DAY3 Introducing main programs	2023.05.16

A 'More' link is located below the 'News & Notice' section.

Go to BIO KOREA 2024 Website (www.biokorea.org)

- 1 Click on “**Registration**” from menu on the main page.
- 2 Click **Participants** from the sub-menu.

Exhibition Participation Guide

Applying Exhibition Booth method

Participants

Exhibitor

BIO KOREA 2024

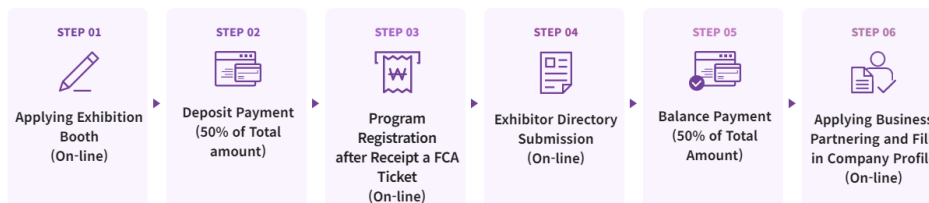
Go to Applying Exhibition Booth

1

Apply

Guideline

Application Process



Applying Exhibition Booth

① Click the “Apply” button on the exhibition booth application page

※ On this page, you can find detailed information about participating in the exhibition, including application process, benefits, costs, payments and cancellation fee

Exhibition Participation Guide

Applying Exhibition Booth method

Login

The screenshot shows the BIO KOREA Login page. Step 1 highlights the login form with fields for E-mail, Password, and a Save my Email checkbox, along with a Login button. Step 2 highlights the BIO KOREA Sign-up button. Step 3 highlights the forgot password section, which includes a text input field and a Send Me New Password button.

Login Page

- 1 If you have already registered on the BIO KOREA website, please enter your email and password to log in.
- 2 Click the BIO KOREA Sign-up button on the Login page.
※ For the registration method, please refer to the [Participation Registration Guide].
- 3 If you've forgotten your password, please enter the email address that you signed up with to receive a temporary password.

Exhibition Participation Guide

Applying Exhibition Booth method

1

Applying Exhibition Booth

Information (Company/Organization)		* Please fill-out the information exactly.
* Country	United States of America ▼	
* Name of Company	<input type="text"/>	
* CEO's Name	First Name <input type="text"/> Last Name <input type="text"/>	
* Product Category	===== ▼ Others <input type="text"/>	
* Address	Postal code <input type="text"/> <input type="text"/>	
* Title	Mr.	
* Name of Participant	BIO KOREA	
* Position	General Manager	
Div./Dept.		
* Mobile Number	070-7772-7055	
* Mobile phone Number	010-5353-0707	
* E-mail (The person in charge of)	haejoni11@hanmail.net	
* Home Page	http:// <input type="text"/> <input type="checkbox"/> None	
* Classification of Exhibits	<input type="text"/>	
Note	<input style="width: 100%; height: 40px;" type="text"/>	
Business Card	<input type="button" value="파일 선택"/> 선택된 파일 없음	(JPG,PNG,PDF file only)

Applying Exhibition Booth



1 Fill out the Company information.

- ※ Fields that are marked with asterisks are mandatory. Please enter all information accurately.
- ※ Please input your full name instead of abbreviations.

Exhibition Participation Guide

Applying Exhibition Booth method

1 Applying Exhibition Booth

 New Participant	Early-Bird Discount 10 %	 Consecutive Participant (2023 Exhibitor)	Early-Bird Discount 15 %
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2	Raw Space	Unit Cost (USD)	3,100 USD	Quantity (Booths)	<input type="text" value="0"/>	Registration Fee	0 USD	Discount	10 %	Total Cost (Including Vat)	0 USD
	Standard Shell Scheme	Unit Cost (USD)	3,400 USD	Quantity (Booths)	<input type="text" value="0"/>	Registration Fee	0 USD	Discount	10 %	Total Cost (Including Vat)	0 USD
	Premium Shell Scheme	Unit Cost (USD)	3,900 USD	Quantity (Booths)	<input type="text" value="0"/>	Registration Fee	0 USD	Discount	10 %	Total Cost (Including Vat)	0 USD
	IR Booth	Unit Cost (USD)	900 USD	Quantity (Booths)	<input type="text" value="0"/>	Registration Fee	0 USD			Total Cost (Including Vat)	0 USD

- ※ IR Booth does not apply to any discount.
- ※ Please refer to the 'exhibit booth application process' for classified discount rate.
- ※ Booth position will be arranged by reporting date, payment date and booth size, etc.
- ※ At least two booths should be applied for raw space and premium shell scheme booth.

3 Payment Details

will proceed with the payment of exhibition booth participation according to the following schedule.

Partial Payment Full Payment

Select Participation and Exhibition booth Type

- 1 Different discount rates apply depending on the type of exhibition participation.
- 2 Select the booth type and quantity to check the applied discount rate.
- 3 Please check the final amount after selecting installment payment or lump sum payment.

Exhibition Participation Guide

Applying Exhibition Booth method

Agreement of the Participation Terms and Conditions

Exhibition Rules and Regulations

Article 1 (Definition of Terms)

1. "Exhibitor" refers to an exhibition exhibitor, such as an individual, company, institution or group, which has submitted the stipulated participation contract for participating in this Exhibition.
2. "Exhibition" refers to BIO KOREA 2024.
3. "Host Organization" refers to ' Chungcheongbuk-do and Korea Health Industry Development Institute'(Supervisor: BIO KOREA organizing committee).

Article 2 (Application for participation and Contract)

1

Agree to terms and conditions.

We accept the entry regulations and agreement conditions (recorded on reverse side) of 'BIO KOREA 2024 International Convention Exhibition', and also submit our business license and signed a application for participation and conclusion of a contract as noted above.

04.12.2023

2

Apply for exhibit booth as above.

3

Apply

Agreement

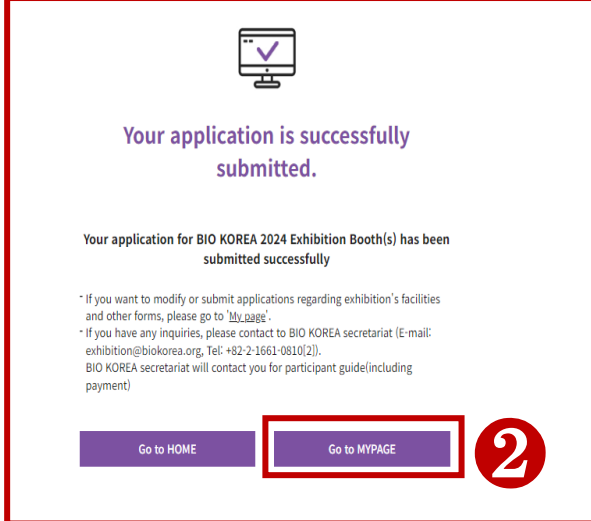
- 1** Please check the exhibition participation rules and agree to the terms and conditions.
- 2** Please check the “Apply for exhibition booth as above” button
- 3** Please click the “Apply” button.


Exhibition Participation Guide

Applying Exhibition Booth method

Applying Exhibition Booth

1





Your application is successfully submitted.

Your application for BIO KOREA 2024 Exhibition Booth(s) has been submitted successfully

* If you want to modify or submit applications regarding exhibition's facilities and other forms, please go to 'My Page'.
* If you have any inquiries, please contact to BIO KOREA secretariat (E-mail: exhibition@biokorea.org, Tel: +82-2-1661-0810[2]).
BIO KOREA secretariat will contact you for participant guide(including payment)

[Go to HOME](#) [Go to MYPAGE](#)

2

Applying Completed

- 1** The applying for the exhibition booth has been completed.
- 2** You can check exhibition submission materials on My Page.

Exhibition Participation Guide

Applying Exhibition Booth method

MY PAGE
 BIO KOREA's My Page

Personal Information

Category	State
Program Registration	Register

1 Exhibition Application

Category	State
Application for Exhibition booth	Print
Invoice for Payment	Download

2

Form Name	Status	Action
✓ Form 1. Entry Application (-April 5)	Submitted	
✓ Form 2. Application for Inclusion in Directory (-April 5)	Not Submitted	
Form 3. Application for Use of Subsidiary Facilities (-April 5)	Not Submitted	
✓ Form 4. Application for Shell Scheme Booth Company Name Signs (-April 5)	Not Submitted	
✓ Form 5. Application for Participant Entry Passes (-April 5)	Not Submitted	
Form 6. Application for Additional Free Invitations (-April 5)	Not Submitted	
Form 7. Raw Space Installation (Modification) Application (-April 5)	Not Submitted	
Form 8. Application to Move-in(Move-out) Heavy Materials (-April 5)	Not Submitted	
Form 9. Application to Move-in(Move-out) Dangerous Materials (-April 5)	Not Submitted	
Form 10. Application to Move-in(Move-out) Exhibition Products (-April 5)	Not Submitted	
Form 11. Application for Office Furniture Rental (-April 5)	Not Submitted	

Required documents marked as ✓

All forms can be revised within the period

For inquiries, please email us
exhibition@biokorea.org

Applicant Forms

- 1 You can download the exhibit application and invoice.
- 2 You can write and modify the materials to be submitted for exhibition participation on My Page.