



# 2024 BIO KOREA

International  
Convention

## Exhibition Rule Book

2024. 5. 8<sup>수</sup> - 5. 10<sup>금</sup>

### PROGRAM

Business Partnering | Exhibition |  
Conference | Invest Fair

**BIO KOREA Organizing Committee**

**Tel** 1661-0810

**E-Mail** [exhibition@biokorea.org](mailto:exhibition@biokorea.org)

[www.biokorea.org](http://www.biokorea.org)

# Greetings

We hope for the success of the “BIO KOREA 2024” together with all of you participating in the exhibition.

This service manual has been prepared to help you in preparing and holding a successful exhibition and includes the operational guidelines and service offerings of the organizer as well as the operating regulations of COEX.

Please make sure to carefully and thoroughly read the contents of this service manual.

As it is very important to prepare related matters within given deadlines and comply with stated dates and procedures, we ask that all exhibitors submit directory contents and service application forms for entry passes and various additional facilities within the given timeframe to ensure that no penalties are incurred due to non-compliance or omissions.

At the same time, contents part of this service manual include participation contractual matters and carry the same effect as the exhibit participation regulations.

We again express that the BIO KOREA organizing committee is fully committed for the success of the exhibition and sincerely hope that this will be of great assistance in your marketing activities.

Thank you.



BIO KOREA organizing committee

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## I . Exhibition Information

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## 1. Event Outline

- **Event name** (Korean) 바이오코리아 2023 국제컨벤션  
(English) BIO KOREA 2024 International Convention  
(Abbreviation) BIO KOREA 2024
- **Duration** - Installation Period: May 6<sup>th</sup> (Mon.) ~ May 7<sup>th</sup> (Tue.), 2023 - 2 days  
- Exhibition Period: May 8<sup>th</sup> (Wed.) ~ May 10<sup>th</sup> (Fri.), 2023 - 3 days  
- Removal Period: May 10<sup>th</sup> (Fri.), 2023
- **Venue** COEX HALL C
- **Organized by** Korea Health Industry Development Institute (KHIDI)  
Chungcheongbuk-do (Chungbuk)
- **Managed by** BIO KOREA Organizing Committee

Open Hours	5.8 (Wed.)	5.8 (Thu.)	5.10 (Fri.)
<b>Open</b>	<b>10:00</b>	<b>10:00</b>	<b>10:00</b>
<b>Close</b>	<b>17:00</b>	<b>17:00</b>	<b>16:00</b>

- **Website** [www.biokorea.org](http://www.biokorea.org)
- **Entrance Fee** USD 10 / Person
- **Inquiries** BIO KOREA Organizing Committee  
- Tel: +82-1661-0810(2) / Fax: +82-2-585-4334  
- Email: [exhibition@biokorea.org](mailto:exhibition@biokorea.org)



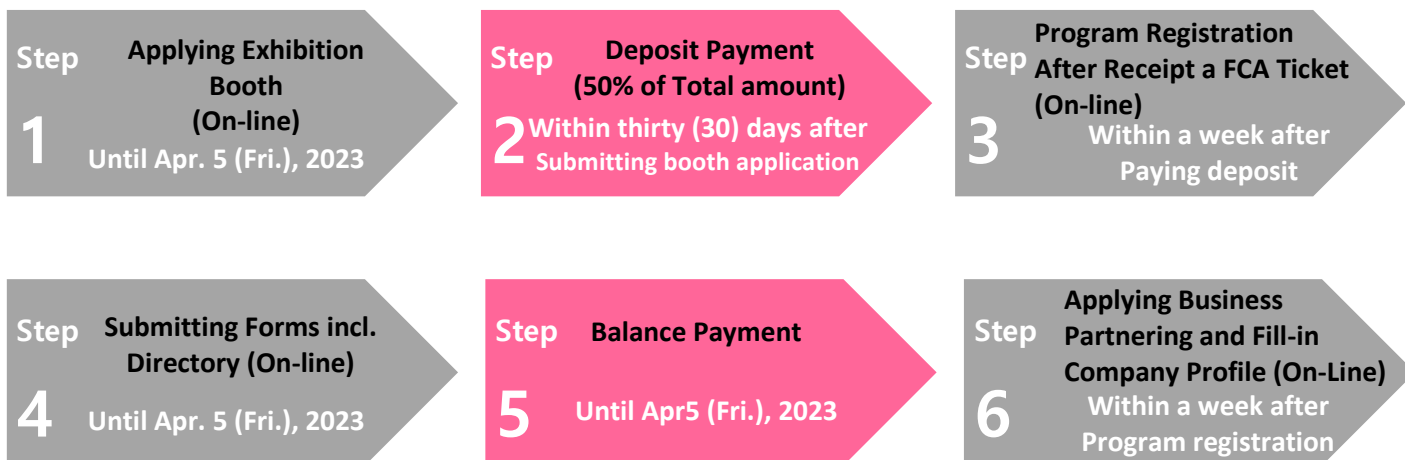
## 2. Key Schedule

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 (Thur.)	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

※ 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 at 20:00, then an additional cost will be incurred and must receive advanced approval from the organizing committee.

### 3. Application Process



### 4. Period of Applying and Benefits

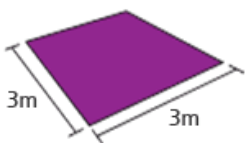


Classification	Application Period	Discount Rate
Early-Bird	~Feb. 16 <sup>th</sup> , 2024	10% off
Pre-registration	~Mar. 8 <sup>th</sup> , 2024	5% off
Registration	~Apr. 5 <sup>th</sup> , 2024	
Consecutive years of participation	~Apr 5 <sup>th</sup> , 2024	Additional 5% discount (BIO KOREA 2023 participants)

※ IR Booth does not apply to any discount.


- 1 Conference & Business Forum 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

## 5. Booth Type and Participation Fee

### 1) Booth Type and Participation Fee

Classification	Amount (USD)	Exhibition area	Contents
Space Only 	USD 3,100	3m x 3m = 9 m <sup>2</sup>	<p>*Provide exhibition area 9m<sup>2</sup> only Participating company directly contacts construction company for booths installation</p> <p><b><u>*Construction Company must be registered by COEX</u></b></p>
Standard Booth 	USD 3,400	3m x 3m = 9 m <sup>2</sup>	<p>*Standard Booth provision details</p> <ul style="list-style-type: none"> <li>- System structure (3m*3m*h3.5m)</li> <li>- Carpet(9sqm)</li> <li>- System Information Desk 1EA</li> <li>- Folding Chair 1EA</li> <li>- Spotlight 3EA</li> <li>- Outlet 2 hole 1EA</li> <li>- Fabric Signage 1EA</li> </ul>
Premium Booth 	USD 3,900	3m x 3m = 9 m <sup>2</sup>	<p>*Premium Booth provision details (Based on two booths)</p> <ul style="list-style-type: none"> <li>- System structure (6m*3m*h3.5m)</li> <li>- Floor (Pytex) 1EA</li> <li>- System Information Desk 1EA</li> <li>- Folding Chair 1EA</li> <li>- Round table 1EA, Chair 3EA</li> <li>- Spotlight 6EA</li> <li>- Outlet 2 hole 1EA</li> <li>- LED Signage 2EA</li> <li>- Catalogue Stand 1EA</li> </ul>



IR Booth		USD 900	1m x 2.5m	*IR Booth provision details - IR Wall (1m * 2.5m) - A0 Panel (841mm * 1189mm) 1EA - Signage 1EA
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**2) Provided Item List upon Booth Scale \*Only applicable for shell scheme exhibitors**

Provided Items	9m2 (1 Booth)	18m2 (2 Booths)	27m2 (3 Booths)	36m2 (4 Booths)
System Stand (3m*3m*3.5m(h))	Y	Y	Y	Y
Floor (Pytex)	Y	Y	Y	Y
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

## 6. Payment and Cancellation

### 1) 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. 5(FRI.), 2024

### 2) 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

### 3) 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

※ Even if the Exhibitor cancels and reduces a part of the booth requested by the Exhibitor, the same penalty rule applies.

## 7. Exhibitor Checklist

<b>D-60</b> (March 8, 2024)	<b>Drafting and submission of various application forms</b>	<ul style="list-style-type: none"> <li>○ Application for inclusion within official directory, Exhibition entrance badges, etc.</li> </ul>
	<b>Creation of promotional materials</b>	<ul style="list-style-type: none"> <li>○ Production of promotional materials : brochure, leaflet, flyers</li> <li>○ Production of promotional souvenirs/giveaways</li> </ul>
	<b>Booth and accessories</b>	<ul style="list-style-type: none"> <li>○ Companies applying Raw Space <ul style="list-style-type: none"> <li>- Designation of installation company and booth design (However, limited to official companies registered with COEX)</li> </ul> </li> <li>○ Companies applying for Shell scheme booth <ul style="list-style-type: none"> <li>- Display simulation of exhibits by booth size</li> <li>- Production and organization of booth wall panels/banners <ul style="list-style-type: none"> <li>⇒ Pre-check of installation method (Official shell scheme booth installation companies)</li> </ul> </li> <li>- Check and apply for additionally required furnishings and parts</li> <li>- Check exhibition product shipping date and plan for logistics schedule</li> </ul> </li> <li>○ Checking submission of exhibitor application forms <ul style="list-style-type: none"> <li>- Check necessary quantity, type and application forms of facilities, name tag(entry pass), company name signs, official directory , etc.</li> </ul> </li> </ul>
	<b>Other Areas of Preparation</b>	<ul style="list-style-type: none"> <li>○ Development of plans related to accommodations, meals and transportation</li> <li>○ Planning of on-site promotional events within booth</li> </ul>

<b>D-30</b> ( April 6, 2024)	<b>Check consultation schedule</b>	<ul style="list-style-type: none"> <li>○ Send phone, fax, and email information in advance to buyers</li> <li>○ Schedule consultation dates and times during exhibit</li> <li>○ FCA registration and partnering participation</li> </ul>
	<b>Final inspection of various submission documents</b>	<ul style="list-style-type: none"> <li>○ Additional Facility application, entry pass application, company name sign application, official directory application, etc.</li> </ul>
	<b>Final check of exhibit dates and times</b>	<ul style="list-style-type: none"> <li>○ Installation dates/time, product bring-in dates/time, exhibit dates/time, removal dates/time, dismantlement dates/time</li> </ul>
	<b>Preparation of in-booth consumables</b>	<ul style="list-style-type: none"> <li>○ Name card holders, visitor lists, writing utensils, beverages and snacks, consultation logs, etc.</li> </ul>
<b>D-7</b> (May 1, 2024)	<b>Final Check of booth and additional facilities</b>	<ul style="list-style-type: none"> <li>○ In the case of raw space, check exhibition booth on construction issues</li> <li>○ Check additional facility applications and name tag applications</li> </ul>
	<b>Preparation of exhibits and final check</b>	<ul style="list-style-type: none"> <li>○ Check list of products to be exhibited within booth</li> <li>○ Check exhibition logistic companies and arrival dates/times</li> </ul>
	<b>Final check of permanent in-booth personnel</b>	<ul style="list-style-type: none"> <li>○ Check personnel to be permanently staying within exhibit booth (employees, assistances, interpreters)</li> </ul>
	<b>Final check of promotional materials</b>	<ul style="list-style-type: none"> <li>○ Check promotional materials to be provided within booths (check quantity and type)</li> </ul>
	<b>ETC</b>	<ul style="list-style-type: none"> <li>○ Check reservation including accommodations, transportation and meals</li> <li>○ Check personnel contact information (Sponsors, booth construction companies, additional facility, construction companies, employees, assistances, interpreters)</li> </ul>

<b>D-1</b> (May 7, 2024)	<b>Check name tags (badges)</b>	<ul style="list-style-type: none"> <li>○ Collect name tags (badges) at the exhibition information desk in front of BIO KOREA exhibition office</li> </ul>
	<b>Check booth construction and exhibits</b>	<ul style="list-style-type: none"> <li>○ Check booth position and booth construction issues (Additional facilities, etc.)</li> <li>○ Bring in in-booth exhibits, promotional materials and exhibits</li> </ul>
	<b>Use of Exhibit Space in Non-Business Hours</b>	<ul style="list-style-type: none"> <li>○ When requiring construction or exhibiting in non-business hours (after 20:00), submit "Application for Use of Exhibit Space in Non-Business hours"</li> </ul>
	<b>Check Exhibition Directory</b>	<ul style="list-style-type: none"> <li>○ Check exhibition directory (Our staff will visit each booth and distribute the directories in person after May 9)</li> </ul>

<b>D-Day</b> (May 8, 2024)	<ul style="list-style-type: none"> <li>○ Enter exhibition hall (08:00~09:00)</li> </ul>
	<ul style="list-style-type: none"> <li>○ Final booth inspection, including inspection of exhibit displays and operation of video devices (~09:00)</li> </ul>
	<ul style="list-style-type: none"> <li>○ Open exhibit hall</li> </ul>

<b>Period of exhibit</b> (May 8, 2024 ~ May 10, 2024 )	<ul style="list-style-type: none"> <li>○ Prepare to open exhibit hall (08:00~09:00)</li> </ul>
	<ul style="list-style-type: none"> <li>○ Final booth inspection, including inspection of exhibit displays and operation of video devices (~09:00)</li> </ul>

<b>Final Date of Exhibit (May 10, 2024)</b>	○Write removal notification sheet (Checking with organizer office is required) *After 15:30
	○Remove exhibits *After 16:00 possible to shipping out

## 8. FAQ for Exhibitors

**Q. Regarding “Shell Scheme Booth”, how can we install or remove additional lights, wall partitions or change positions of lights?**

- A. For matters outside of the “Standard Booth Provisions” provided by the organizing committee, please contact the designated COEX installation company and inquire whether such installations are possible. Expenses related to additional construction may be incurred.

**Q. We are planning to exhibit machines that consume a lot of electricity during the exhibit period. How many kw of electricity should we apply for?**

- A. For companies applying for Space Only booths, please apply for electricity after discussing with the installation company. For companies using Standard Booths, 1kw of electricity is supplied, yet this may be insufficient when operating various exhibits. Check the required electricity consumption of devices used in exhibits and apply accordingly. Notebooks, water dispensers, PDP and LCD players can be operated by using the default 1kw of electricity.

**Q. It is possible to apply on-site for additional facilities (phones, plumbing, lan, etc.)?**

- A. Installation of additional facilities must be completed in advance by bringing up lines from the floor box prior to constructing and installing the booth. As there are difficulties in opening up the exhibit floor booth after booth construction has commenced, please make required applications by the submission deadline.

**Q. From when can we use electricity and additional facilities?**

- A. Phones and LAN (internet) can be used immediately after construction/installation is complete. For LAN connection, you must manually enter/set IP addresses attached to the corresponding line. Electricity and plumbing, for safety reasons, will be supplied after 4PM on May 9(Tue) of equipment construction, and at the time when Space Only electricity construction and exhibition displays are complete. A pre-notice (broadcast) will be provided.

**Q. Can we bring our own furniture and accessories? Are we required to use designated rental companies?**

- A. Exhibitors can bring their own furniture and accessories. However, the organizing committee recommends the use of designated rental companies upon requiring office furniture and accessories for strengthened security and entry/exit control.

**Q. When can we receive exhibition entry passes?**

- A. Exhibition entry passes will be issued on May 9(Tue) after 13:00 at the exhibition information desk in front of BIO KOREA exhibition office.

**Q. How can we throw away trash or clean booths during the exhibition period?**

- A. For security reasons, the event organizer will clean only exhibition hall passageways and bathrooms. Cleaning and sanitation personnel are prohibited from entering the exhibits of exhibitors due to potential loss of exhibits and possibilities of misunderstandings. Trash within booths should be directly discarded within large trash cans positioned at the entrance of bathrooms and at various locations within the exhibit space. Cleaning of exhibit booths is the responsibility of exhibit exhibitors.

**Q. Upon bringing in or removing exhibits, can we rent carts (portable wagons) from the organizing committee?**

- A. The organizing committee does not have separate carts (portable wagons) and other transport devices in possession. Exhibitors are required to prepare their own carts (portable wagons) necessary in bringing in or removing exhibits.



## II. Operation Rules and Compliance

1. Rules on Participation in Exhibition
2. Responsibilities and Obligations of Exhibitor
3. Exhibition Operational Regulations

## 1. Rules on Participation in Exhibition

Rules on Participation in Exhibition are the rules that both the host organization and the exhibitors shall comply with for smooth exhibition. The exhibitor shall comply with the below rules and provide cooperation for successful exhibition.

### 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 2023.
3. "Host Organization" refers to 'Korea Health Industry Development Institute' Chungcheongbuk-do, (Supervisor - BIO KOREA organizing committee).

### Article 2 (Application for participation and Contract)

An individual or entity that wishes to participate in the Exhibition should prepare and submit to the host organization the participation contract and pay 50% of participation fee for the execution of the contract for participating in the Exhibition. However, in the event that it is considered that there is no space to display or the item for the Exhibition is not adequate for the Exhibition, the Host Organization may refuse to accept the application for participation

### Article 3 (Assignment of Booth Location)

1. The Host Organization will assign the exhibition location according to the order of application and payment of participation fee and the nature of exhibit.
2. The Host Organization may change the assigned exhibition location, if it considers that such change is necessary for overall operation of exhibition hall, considering space balance, view efficiency, exhibition effect, etc. Such change will be made at sole discretion of the Host Organization, and the Exhibitor may not claim compensation for the result of change.

### Article 4 (Management of Exhibition Hall)

1. The Exhibitor should make best efforts to manage its own Booth by displaying the exhibit specified in the application form and designating its dedicated people for management.
2. In the event that the Exhibitor exhibits any items different from the exhibits specified in the application form or any items that are not adequate to the nature of exhibition, or attempts to directly sell any items without approval of the host organization, the Host Organization may order immediate suspension, evacuation or removal of the exhibit items. In such case, the participation fee will not be refunded and the Exhibitor may not claim for damage.
3. The Host Organization may restrict any access to the exhibition hall by the specified people, if necessary.
4. The Exhibitor must not assign nor transfer the assigned exhibition area to any third party, in whole or in part, without the written consent from the Host Organization.
5. The Host Organization may order removal of any exhibits that have infringed other intellectual property right.

### Article 5 (Payment Terms)

1. The Exhibitor should make payment of the contract deposit equivalent to 50% of the participation fee within seven (7) days from the submission of the contract and then make full payment of the remaining amount no later than April 8(Sat.), 2023.

2. In the event that the Exhibitor fails to make payment within the specified date, the Host Organization may terminate the participation contract and may not claim for refund of any paid participation fee.

#### **Article 6 (Termination)**

1. In the event that the Exhibitor refuses to use the assigned exhibit booth in whole or in part or fails to make payment of the participation fee within the specified period, the Host Organization, at its sole discretion, may terminate the participation contract and, in such case, will not refund any paid participation fee. Any renunciation of participation by the Exhibitor without the approval of the Host Organization will not be entitled to have refund of the participation fee. In addition, when the Exhibitor gives up participation without the Host Organization's approval, including refusal of visa issuance and refusal to enter the country, the participation fee will not be refunded, either.
2. In the event that the Exhibitor cancels its participation after submission of the application form, the Exhibitor should pay a cancellation fee specified in the following; provided, however, that any paid participation fee will be deducted as a cancellation fee and any shortage will be additionally paid or any surplus will be returned.
  - a) Cancellation no later than March 8, 2024: Payment of 50% of the participation fee as a cancellation fee
  - b) Cancellation from March 9, 2024 to April 5, 2024: Payment of 80% of the participation fee as a cancellation fee
  - c) Cancellation after April 6, 2024: Payment of 100% of the participation fee as a cancellation fee
3. Non-refundable participation fee will not be carried forward to the next participation fee for the next 'Exhibition'.
4. Even if the Exhibitor cancels and reduces a part of the booth requested by the Exhibitor, the same penalty rule applies.

#### **Article 7 (Cancellation or change of Exhibition)**

In the event that the Host Organization cancels the Exhibition, it will refund the paid participation fees to the exhibitor. However, in the event that the Exhibition is cancelled or its schedule is changed or reduced due to special circumstances not attributable to the Host Organization, such as Force Majeure, the participation fee will not be refunded. In such case, the exhibitor may not claim for damage against the Host Organization.

#### **Article 8 (Display of Equipment of Exhibition)**

1. The Exhibitor should complete bringing-in and display of equipment and exhibits in the assigned exhibit area and within the specified period.
2. The Exhibitor must not change the original conditions of the exhibition hall by any acts, such as painting or nailing on the floor, ceiling or wall of the exhibition hall. The Exhibitor should compensate for any damages, such as restoration to the original conditions, to the Host Organization.

#### **Article 9 (Taking-out of Equipment of Exhibition)**

1. The Exhibitor may not take out the exhibits before the end of exhibition.
2. The Exhibitor may take out all exhibits and equipment within the specified period. In case of any delay in taking-out, the exhibitor should pay to the Host Organization any and all costs and expenses borne by the host Organization.

## **Article 10 (Security, risk bearing and insurance)**

1. The Host Organization should take necessary security measures for the Exhibitors and visitor.
2. The Exhibitor should be liable for damage and loss of the equipment and exhibits placed within the assigned area that may occur during the period of exhibition or delivery/installation/removal of the exhibits.
3. In the event that the Host Organization or any third party has been damaged due to fire, loss or other accidents caused by the Exhibitor's intentional or negligent act, the Exhibitor should be responsible for compensation and should take up an insurance policy for its own exhibits.

## **Article 11 (Fire Prevention Rule)**

1. All equipment and materials within the exhibition hall should be nonflammable-handled in an adequate manner in accordance with the fire defense laws and regulations.

## **Article 12 (Supplementary Provisions)**

1. The Host Organization may establish the supplementary provisions not specified in the Rules on participation in exhibition, if necessary.
2. The supplementary provisions will become an integral part of the Rules on Participation in Exhibition which the Exhibitor will comply with.
3. The Exhibitor should comply with any and all regulations of COEX.

## **Article 13 (Dispute Resolution)**

Any dispute arising out between the Host Organization and the Exhibitor with respect to the interpretation of the rules on participation in Exhibition or any dispute in connection with the rights and obligations of both parties will be governed by the arbitration of the Korean Commercial Arbitration Center, and the decision of arbitration should be final and non-actionable to a court.

# **2. Responsibilities and Obligations of Exhibitor**

## **1) Modification of rules**

Any matters equivalent to rules and regulation not specified in this Service Manual shall be followed in accordance with the judgment and decision by the Host Organization. In addition, such rules and regulations may be changed depending on the circumstances and the changed rules and regulations will be notified to the Exhibitor in the homepage or distributed in documents and shall have the same effect with the previous rules and regulations.

## **2) Nonperformance of occupation**

Even if the Exhibitor fails to utilize the contracted areas in whole, the Exhibitor shall pay rental for the whole areas. Any booth where the exhibits have not been installed by the deadline may be possessed and used by the Host Organization for other adequate purposes of smooth operation of exhibits.

## **3) Compensation for damage**

The Exhibitor shall compensate for any damage to any items or other exhibits in the exhibition hall during the period of installation of booth structure. The Exhibitor shall not be allowed to perform coating or nailing, such as paint or adhesive, on the wall or floor.

## **4) Obligation of safety management**

The Exhibitor shall be responsible for safety management, such as preventive action, maintenance or repair of any risk in booth structures or exhibits, for the visitor's safety. The Host Organization shall not be liable for any accidents or personal injury occurred in the exhibit booth caused by the Exhibitor's nonperformance of safety management duties.

## **5) Sublease**

The Exhibitor shall not sublease the booth areas by the Host Organization to any third party without the approval of the Host Organization.

## **6) Violation and Penalty**

In the event that it is necessary to suspend or re-work booth construction in the exhibition hall due to the Exhibitor's violation of the rules and regulation specified in this Manual, any additional costs and

expenses shall be borne by the Exhibitor. Furthermore, if there is the evidence supporting serious violation of rules, the Host Organization shall have an authority to remove the booth and other structures of the applicable Exhibitor for the purpose of smooth operation of the Exhibition, and any costs and expenses will be borne by the applicable Exhibitor.

#### 7) Compliance with various rules of COEX

With respect to the matters not specified by the Host Organization, any related rules of COEX shall be followed.

### 3. Exhibition Operational Regulations

#### 1) Guideline on Freight Entry and No-entry of vehicle with the exhibition hall

All equipments carried in using cargo truck shall be delivered through the freight gate of COEX, and May8(Mon.) is recommended for delivery because many vehicles will be overcrowded for simultaneous access to the gate on May9(Tue.), the last day of preparation period. In addition, vehicle's access to the inside of the exhibition hall and freight platform shall not be allowed.

- For entry and delivery of exhibits during the period of preparation and removal, the vehicle of less than 1.5tons shall be exempted from parking charge for one (3) hour per day.

(※ Personal car shall not be allowed to access the inside of the exhibition hall and freight platform during, before and after the exhibition period in any event).

- Cargo truck shall not be allowed to access to the exhibition hall after 12:00 on May7, Tuesday.

- Regulations for cargo truck

- ① Floor load: 1.5 Ton/m<sup>2</sup>
- ② Entering breadth: 6m
- ③ Height limit on cargo truck
  - Entrance of Cargo truck parking lot: 4.2m
  - Exhibition hall: 4m
  - Booth construction (Hall C, D): Up to 5m

#### 2) Guide on On-site Operation Office

BIO KOREA organizing committee will operate the On-site Operation organizing committee in the exhibition hall from May6Mon) to 10(Fri) 2024. On-site Operation organizing committee will be composed of personnel who can perfectly resolve any problems that may occur during the period of exhibit preparation, such as electricity service, furniture, standard booth, water supply/drainage, compressed air, etc, for minimizing any inconvenience of the exhibitors. We hope that the exhibitors will make much use of On-site Operation organizing committee during the period of exhibition.

#### 3) Receipt of ID card for exhibitors

Employee ID cards applied online by you will be distributed at the information desk in the exhibition hall from May7(Tue.) 13:00 during the period of preparation, so please take over ID cards upon arrival to the exhibition hall. All exhibitors shall possess ID cards for entry or otherwise may be subject to restraint by security service at the entry of the exhibition hall.

#### 4) Protection of Intellectual Property Right

All Exhibitors shall not display product or service that infringes intellectual property rights, such as copyright trademark, design right or patent, of any third party during the period of exhibition. In the event that any product or service displayed by the Exhibitor is determined as infringing intellectual property rights of a third party, the Host Organization, at its sole discretion, may remove the booth of the applicable Exhibitor at any time.

#### 5) Noise Policy

Any sound system shall be used to the low level of noise, considering the effect on other exhibitors and visitor, and any speaker, in connection with image/sound play, shall be installed in accordance with the following guideline (If the noise level of the exhibition hall is or exceeds 65dB at night and 75dB during the day, the consent from the surrounding exhibition booths must be obtained, and the noise level cannot exceed a maximum of 80dB.) In addition,

when the exhibitor holds an event within a booth, they must submit their plan to the organizing committee by April 6th (Sat.) for approval.

#### **6) Smell**

Use of any apparatus generating uncomfortable smell shall be prohibited, and if it is inevitable to use them, it is required to obtain a prior consent from the Host Organization.

#### **7) Filming/recording/videotaping**

Unauthorized filming (photograph, video, etc) exhibit items and exhibit equipments other than its own product shall be strictly prohibited. The Exhibitor may show the image related to its products within the specified booth.

#### **8) Misappropriation of name card (badge) of the Exhibitor**

If any person who pretends to the Exhibitor of the specific company by stealing or misappropriating the name card (badge) of the Exhibitor is found out, the applicable person shall be evacuated from the exhibition hall. If such event occurs through interruption of the Exhibitor, the Host Organization may remove the applicable booth without any separate notice or compensation for participation fee. Please be careful of any disadvantage due to violation.

#### **9) Drinking**

Drinking alcohol within the exhibition hall during the period of exhibition shall be strictly prohibited, and any drinker shall not participate in the exhibition activities within the exhibition hall.

#### **10) Booth Manager**

A booth manager shall stay in the booth at all times during the period of exhibition. Employees or representatives of the Exhibitor other than assistants (information guide or specialty narrator, etc) shall stay in the booth for explanation of the exhibition items or services

#### **11) Security Rule**

The Exhibitor shall be responsible for protecting the exhibits and pay full attention to management of them at all times. It is recommended to utilize a security service provider designated by COEX for preventing loss or damage of the exhibits.

#### **12) Special care against loss of exhibits or valuables**

Please pay special attention and perform separate management when leaving the exhibition hall because any valuables or portable exhibits (such as laptop, expensive micro equipment component, etc) may be lost due to the exhibition hall's crowdedness during the exhibition period. In addition, the Host Organization shall not be liable for any loss or theft incident due to negligence of the exhibitor.

#### **13) Promotional materials and gifts**

Any sample and gift may be distributed within the assigned booth. In addition, lottery of gift may be carried out within the booth to the extent that its speculation shall not exceed the custom.

#### **14) Guideline on use of exhibition hall**

All Exhibitors shall leave the exhibition hall within 30 minutes from the end of official exhibition hours during the exhibition period; provided, however, that the Exhibitor which is authorized to perform additional works may carry out such additional work within the permitted hours and shall pay any costs and expenses necessary for such additional use of the exhibition hall. Such criteria shall apply from the date of installation throughout the date of event and the date of removal.

- ① The available hours of the exhibition hall for preparation and removal of exhibits will be 08:00 ~ 20:00, and the exhibitors shall comply with the schedule.
- ② However, if overtime use is inevitable, the exhibitors should notify the organizer about additional use of the exhibition hall and overtime fee will be applied.
- ③ The maximum height of the structures (including signs) in the booth where exhibit items or facilities are installed is limited up to 5 meter, which will be differentially applied depending on the booth size.



Hall	C Hall
Height limit	5m

- ④ The Exhibitor shall display its exhibits until the last date of Exhibition. The Exhibitor shall not remove its exhibits before or until the official end date and shall remove them within the notified time. The Exhibitor shall be responsible for lease expenses, storage expenses, or other expenses additionally incurred to COEX exhibition hall necessary for later removal than expected.

#### **15) Smoking**

All spaces and areas within COEX exhibition hall (building) are non-smoking areas. Please understand that less than 100 USD fine and penalty shall be imposed on smoking in the non-smoking areas.

#### **16) On-site sale**

This Exhibition is a specialty exhibition for professionals working in the related industry, and thus the Exhibitor shall be prohibited from selling tickets to general visitors visiting the exhibition hall during the exhibition period. Any violation shall be subject to penalty by the organizing committee.

#### **17) Invitation ticket**

The Exhibitor may provide invitation tickets for its general and business customers. Free tickets shall not be sold nor transferred to any company not participating in the Exhibition. Please take appropriate measures for managing invitation tickets.

#### **18) Disposal of wastes in exhibition hall**

- Any wastes (wood, vinyl, air-pack, wasted materials, etc.) discarded during the exhibition period shall be disposed by COEX designated companies, and expenses of disposal should be paid by the exhibitors followed the polluter pays principle.

- Leaving or loading debris of wastes is prohibited at a loading dock.

### III. Exhibition Transport & Management

1. Shipment & Customs Procedure of Bonded Exhibits
2. Moving Domestic Exhibits in the Exhibition Center
3. Entrance of Freight Trucks
4. Insurance & Expenses

# 1. Shipment & Customs Procedure of Bonded Exhibits

## 1) Shipping exhibits from abroad

- In order to smoothly run the shipment process after freight from abroad arrives in Korea; all exhibits (including equipment for installing booths) which will be displayed in the exhibition should be shipped through local partners of the official freight forwarder designated by the exhibition secretariat.
- If exhibitors prefer certain local shipping companies, they are allowed to ship their items to ports and airports in Korea through their preferred companies. However, they should hand over all shipping documents to the official freight forwarder designated by COEX after their freight arrives at ports and airports in Korea in order to handle bonded exhibits without any problems.
- All exhibits should be arriving in Korea on schedule so that there will not be any problems in entering them for the exhibition. In the case of exhibits from abroad, it will take many days to clear customs regardless of whether they are bonded goods or not, and the shipment of exhibits from abroad can be delayed because of unexpected situations such as changes in related regulations. In order to bring exhibits into Korea in time and guarantee their entry for the exhibition, you need to make a shipping plan with enough time to get your exhibits to Korea on schedule (Need to send your exhibits from your location two to three months before the schedule when they are supposed to get to Korea)
- When exhibits are checked to bring in or take out, a responsible person who can explain contents of the items in detail should be on the spot to attend the check.
- After the exhibition, exhibits should be moved out after the exhibition finishes, or they can be imported through a formal customs procedure if there is someone who wants to import them.

## 2) Customs Procedure for Exhibits

- Customs Procedure for Bonded Exhibits
  - It refers to a way of bringing exhibits in through a temporary customs procedure, not a formal customs procedure, and exhibits should be taken out of the country after the exhibition finishes, or they can be imported through a formal customs procedure if there is someone who wants to import them.
  - Exhibitors should notify the exhibition secretariat of detailed contents of bonded exhibits, as the exhibition secretariat obtains a bonded area for exhibitors that have bonded exhibits during the exhibition period
- Permanent duty-paid entry
  - Exhibits for permanent duty-paid entry are consumable goods used for the exhibition, the price of each item should not be more than US \$5, and the total price and quantity of items should be within the range that are acceptable by customs.
- temporary re-export entry: required to establish collateral
  - A promise between customs and an importer on which the importer will re-export related goods during a designated period.

※ Characteristics

- If a venue is not obtained as a bonded area, temporary re-export entry is applied (Hotels, normal events).
- When the exhibits are needed by the buyers or for demonstration purpose for a fixed period after the exhibition is over
- The customs inspection is for the arrival inspection (different from bonded clearance) and tariff is exempt

※ Types of Establishing Collateral

- Cash Collateral: Establish based on the standard of tax amount
- Bank payment guarantees: When the bank guarantees the payment
- Tax Bond Insurance: Issue tax bond insurance (provided that exhibits should be re-exported in a certain period of time, and if the condition is not met, a fine will be imposed.)

○ ATA CARNET: Certification documents based on the agreement between governments

- If a venue is not obtained as a bonded area, temporary re-export entry is applied.
- If an importer needs to prepare separate settings at their company before the exhibition
- The period is supposed to end in six months, but it can be extended once.

### 3) GENERAL INFORMATION

#### 1. FREIGHT ARRIVAL DEADLINES

The following dates have been selected to allow you to prepare for meeting arriving dead-line of your exhibition goods.

Shipping documents for sea freight	3 Days prior to vessel's arrival
Shipping documents for air freight	Prior to flight's arrival
Sea freight consignment at Busan seaport (LCL)	April 29, 2024
Sea freight consignment at Busan seaport (FCL)	April 29, 2024
General Cargo, (AIR)	May 3, 2024

\* For late cargo after the arrival, surcharge (50% of inward charge) shall be imposed.

#### 2. DESTINATED PORTS

For Sea freight: Busan International Seaport

For Air freight: Incheon International Airport

#### 3. CONSIGNEE INSTRUCTION

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

① CONSIGNEE

SEUM EXPO LOGISTICS CO., LTD.  
KINTEX Exhibition Centre II Office Building #1001-3,  
217-59 KINTEX-ro, Ilsanseo-gu, Goyang city,  
Gyeonggi province, Korea 10390  
TEL : 82-01-8420-4883 / FAX : 82 2 538 6877  
ATTN. : MS. Jenny Shin  
E-mail : seum@seumexpo.co.kr

② NOTIFY

EXHIBITION NAME: BIO KOREA 2024  
EXHIBITOR NAME:  
BOOTH NUMBER:

4. SEAFREIGHT

- Sea Freight Bill of Lading 1 Original + 3 Copies
- Commercial Invoice & Packing List 1 Original + 3 Copies

+ All original documents should be couriered through express service such as TNT, DHL, Fedex etc. to SEUM EXPO LOGISTICS CO., LTD. no later than 3 days prior to vessel's arrival.

**+ Surrendered / Express / Sea Way Bill are also available and are preferable for efficient proceeding.**

+ A telex/telefax of PRE-ADVICE must be sent to SEUM EXPO LOGISTICS CO., LTD. Indicating the B/L number, vessel name/ voyage, number of packing, weight, dimension and name of exhibitor and booth number.

+ Documents must have full details such as description of commodity, quantity and unit price in US dollar.

+ Please note the actual commercial value. This includes literature, giveaways and alike.

5. AIRFREIGHT

- Commercial Invoice & packing list 1 Original + 3 Copies
- A copy of MAWB/HAWB.

+ All original documents should be attached with Airway Bill and should be same arrival with exhibition products.

+ Full details of the shipment including a copy of AWB along with Commercial Invoice / packing list and Certificates, indicating the AWB number, flight number, carrier's name, number of packing, weight (Gross / Chargeable), dimension, name of exhibitor and booth number must be sent via FAX or EMAIL to SEUM EXPO LOGISTICS CO., LTD.

+ Documents must have full details such as description of commodity, quantity and unit price in US Dollar.

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

6. NOTICE

**★★IMPORTANT: SEUM EXPO LOGISTICS CO., LTD. cannot make customs entry on shipments where invoices indicate general descriptions such as "Exhibit Materials", or "Give-Aways". Nor can we make entry**

**on invoices that indicate lump sum values only. In these instances entry will be delayed until detailed invoices are obtained from the shipper. Please follow the instructions above to avoid delays and additional expenses.**

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

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

- Such items must be reasonable in quantities and in price by customs authority.

## 7. CASE MARKING

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

All items should be packed separately according to following categories.

Category A : Temporary Import

Category B : Items accompanied with ATA CARNET

Category C : Permanent Import

It is recommended that Commercial Invoice/Packing list should be drawn up separately for temporary items and consumable items. We strongly recommend that exhibitor's make use of our Combined Commercial Invoice & Packing list.

Packing List for this purpose a copy of which is enclosed herewith.

All cases should be clearly marked as follows :

Exhibitor's Name / Stand No. Show Name, Location, Date GW.....KGS / DIMS.....CMS Category A / B / C / D / E / F "Exhibition goods for BIO KOREA 2024"
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All exhibitors should arrange a comprehensive cover for their exhibit's which covers shipment to the exhibition, the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition. Please note the carrier, SEUM EXPO LOGISTICS CO., LTD. does not insure the goods during transit from origin up to delivered stand and return.

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

Our terms and conditions require that all transportation, customs clearance and delivery charges be paid before the close of the show unless other arrangements have been made or you have utilized an agent. For payment of invoices, SEUM EXPO LOGISTICS CO., LTD. will accept cash payments in US Dollar. If you have any other ways to pay, please feel free to contact us.

## 8. COURIER

Please note that the convention centre and the organizer will not accept or take responsibility for any international courier shipments consigned to your-self at the venue or the organizers. Courier shipments must be shipped as noted under 'Consignee Address Direct to Korea



We wish you a successful show and we are happy to assist you in any way possible. If you have questions that are not answered here, special arrangements with which you need assistance, or if you require further information, please contact us at your convenience.

## 2. Moving Domestic Exhibits in the Exhibition Center

### 1) Schedule for Domestic Exhibits Move-in in the Exhibition Center

- Move -in schedule is from March 6(Mon.) to 7(Tue.)
- Heavy exhibition items or big equipment should be moved in the exhibition center before 18:00 o'clock on March 6 (Mon.)

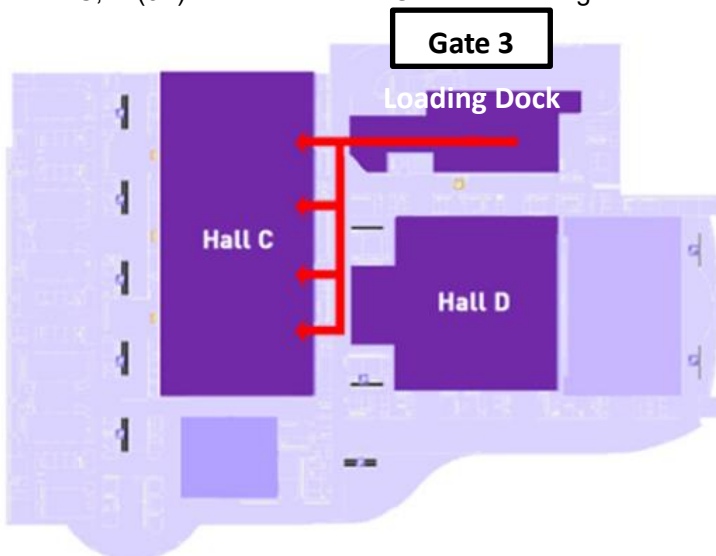
### 2) Others

- Please contact contractors designated by COEX if you have an inquiry about forklift trucks, and you can use forklift trucks on the ground without prior reservations.
- ※ For more information, please visit our website([www.coex.co.kr](http://www.coex.co.kr)) [Rental · Service → List of Contractors]
- Please note that plant pots are allowed to bring into the exhibition center, but standing wreaths are not allowed.

## 3. Entrance of Freight Trucks

### 1) Entrance of Freight Trucks

Hall C, D (3F) : Enter the West Gate and turn right after then going up to 3Floor



### 2) Free Parking service for Freight Trucks

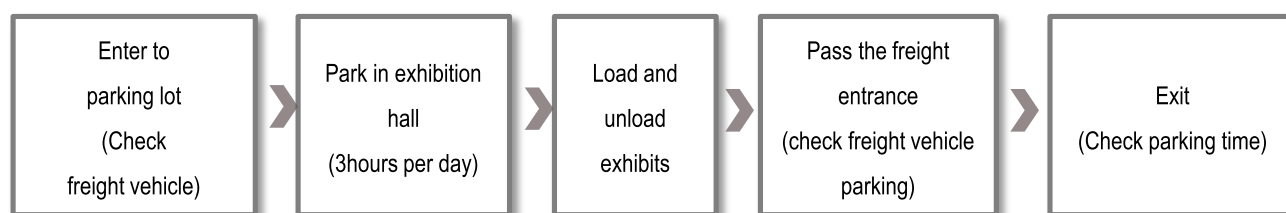
During the preparation and removal period, free parking service (only for freight vehicles entering into loading dock of the exhibition hall) will be provided.

- **Free Parking service**

- Duration: Preparation and removal period
- Quantity: Unlimited
- Valid period: Only 3hours after parking.
- Applicable object: Freight Trucks (General Trucks) and car numbered with 70~80  
(Grace, Eastana, Pregio, Besta and Van)
- Except: Carnival, Musso etc.

### 3. Entrance of Freight Trucks

#### ○Free Parking



※ Service Period: When exiting the parking garage, please make sure to check the parking time by registering the parking QR code at the cargo entrance (Additional charge for exceeding 3 hours)

### 4. Insurance & Expenses

#### 1) Insurance

Exhibitors should buy insurance that covers “All RISK” related to all possible accidents on exhibits from when exhibits are sent to Korea to when they are delivered to the final destination after the exhibition.

#### 2) Security

- Basically, exhibitors take responsibility for keeping their exhibits safe.
- The exhibition secretariat provides a 24-hour security service in the exhibition center by contracting professional security services companies during the exhibition period, the preparation period, and the dismantling period.
- However, it is exhibitors' responsibility to protect their exhibits and prevent the losses and damages of exhibits. Exhibitors should protect their exhibits by buying insurance that covers all kinds of damages that are likely to happen on their exhibits. In particular, exhibitors should consider a measure to keep their expensive exhibits safe right after the closing ceremony of the exhibition when the security is not that tight.

※ The exhibition secretariat holds no responsibility for damages on exhibits occurred by natural disasters, arson, theft and vandalism.

#### 3) Fire Alarm and Fire Prevention

- Exhibitor staff should be fully aware of the instruction and the location of fire alarm equipment and fire extinguishers that are close to their booths. The first person who spots a fire should immediately run the fire alarm equipment, use an extinguisher and remove exhibit items close to the fire, trying not to cause fear to visitors and other exhibitors in the process.

## IV. Equipment Construction

1. Booth Approval & Compliances
2. Booth Installation Dates
3. Standard Scheme booth
4. Raw Space

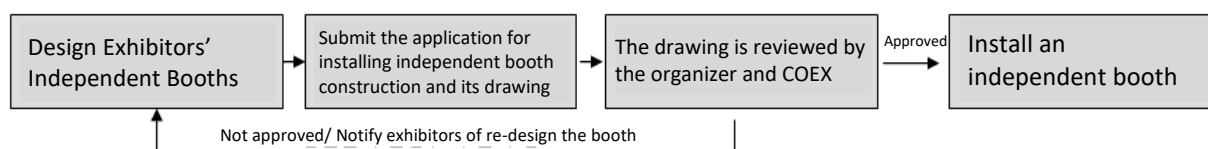
# 1. Booth Approval & Compliances

Booth installation will start on May 6<sup>th</sup> (Mon.), two days before the opening of the exhibition. Please refer to the information on booth installation below, as the contents of booth installation varies according to Space Only and Standard Booth. In particular, exhibitors who apply for Space Only need to check the information including declaration and schedule related to Equipment Construction.

## 1) Approval of Booths

- Exhibitors should correct and reconstruct their booths at their own expense if their booths fail to meet regulations on booth installation. Also, they should complete to reconstruct their booth within the designated period.
- It is exhibitors' responsibility for the approval and process of booth installation, and contractors for booth installation do not hold any responsibility, and exhibitors who apply for Space Only should keep the drawing approved by the organizer and COEX at their booths so that responsible persons for firefighting of the exhibition center, the organizer and COEX can take a look into the drawing anytime.

### ○ Approval Process for Space Only



- Exhibitors should design the structure of their booths after figuring out the conditions of the exhibition center and checking related regulations by visiting the exhibition center in advance, when they make a design for Space Only.
- Exhibitors should submit the floor plan, elevation (the location of a stage for events, the location of speakers and their output(W), and the design of rigging items with their weights) and the layout of utility services in jpg file format along with the "Form 4. Application for Space Only Equipment Construction" to the organizer, and they should undergo the approval process separately by submitting their drawing and plan to COEX through a contractor for booth installation according to the COEX regulations.
- If a stage for events is considered to hinder the operation and the movement of other booths or close to the stage too much, the construction may not be approved.
- The organizer and COEX may not approve the booth installation on the ground based on related regulations and safety issues if you build up Space only without prior approval.

## 2) Power/Electric Wiring

All of the electric facilities should be designed and constructed according to regulations on the Electric Equipment Technical Standards. Electric mains between equipment and booths will be provided only by official designated companies, and especially, electric equipment in Space Only should be provided by official companies designated by COEX (prohibited to install electric equipment at exhibitors' own discretion). Using other electric wirings are strictly prohibited because of the risk of fire. Any damages caused by an exhibitor's violation of the regulations should be borne by the relevant exhibitor.

## 3) Booth Installation

The organizer may urge to rearrange a booth if conditions of the booth fail to meet rules and regulations. All the expense for rearranging the booth should be borne by relevant exhibitors. Also, exhibitors should use official contractors designated by COEX for booth installation.

※ See the contractors at the COEX homepage(<http://www.coex.co.kr/facility-lease/exhibition/cooperative-firm-1>)

#### 4) Usage of Flameproof Materials

- All of the materials used for booth installation should be flameproof or noninflammable, and the Fire-Prevention Certificate for booths should be reported to COEX.
- Covering materials with paint on the ground are prohibited.

#### 5) Floor Load

- Floor Load Structures that exceed the standard weight should be modified to meet the standard by distributing their loads. An exhibit that is more than 1.5 ton/m<sup>2</sup> of weight, please obtain COEX's approval of structural calculation and floor load dispersion plan before 14days from opening day.

#### 6) Handling Dangerous Materials

All of the dangerous materials used for the exhibition should be managed, stored and eliminated safely. Dangerous materials without approval are not allowed to move in the exhibition center.

#### 7) Securing Aisles

Exhibitors should not hinder visitors' access to other booths close to theirs as too many people gather around the aisle near their booths, or an obstacle occurs when they demonstrate their exhibit. Demonstrations related to exhibits should be conducted in the booth, and demonstrating exhibits in public spaces such as aisles are prohibited.

#### 8) Lighting

Using flashlights, light bars, rotating lights and glittering lights in the exhibition center are prohibited in order not to disturb close booths and the exhibition.

#### 9) Conditions for Installing Duplex Type Booths

Exhibitors are allowed to install a duplex type booth when they meet the conditions below.

- To obtain approval, please submit the booth install application form and structural calculation report to COEX at least 14days before the opening day. Exhibitor must install the booth according to the approved design.
- Host organization and COEX are authorized to hold the installation and to ask modification to exhibitors, if it is necessary.
- Partitions for a stand should be open to more than a half of the circumference.
- The ceiling of the second floor must be open for a clear view
- The width of the stairs to the second floor should be more than 1.2 meters.
- If finishing materials are applied to the ceiling, automatic fire extinguishers should be installed every 10m<sup>2</sup> on the ceiling.
- Duplex type booths must be installed according to the booth installation manual from the COEX. Please confirm with the COEX for acceptable booth height.
- A total weight of duplex Type Booths structures must not be over-weight up to 5 ton/m<sup>2</sup> including structure, exhibit and exhibitors. Please make a plan for floor load dispersion to avoid to damage exhibition floor.

○ Exhibitors must comply with the instructions of the organizing committee during the installation, presentation and dismantlement of a duplex type booth. In case of noncompliance, the organizing committee is authorized to interrupt power supply, to cancel an exhibition, and so on. Exhibitors will not receive any compensation for their disbenefit related to the decision made by the organizing committee. Exhibitors and Installation Company must share responsibility of any disbenefit.

## 2. Booth Installation Dates

Date	Time	Content
May 6(Mon.)	08:00 ~ 20:00	Booth Construction
May 7(Tue.)	08:00 ~ 20:00	Booth Construction
	13:00 ~ 20:00	Moving Exhibits in for Standard Booth
May 8(Wed.) ~ May 9(Thu.)	10:00 ~ 17:00	Exhibition Period
May 10(Fri.)	10:00 ~ 16:00	Exhibition Period /Move-out after the Closing of the Exhibition and tearing Booths down

※ The construction for Space Only starts on May8(Mon). Please note the construction schedule, and all exhibitors who apply for Space only should use constructors designaged by COEX accoring to the COEX regulations. If an exhibitor constructs their booth with other contractors for booth installation, not designated contractors by COEX, all of the losses and damages caused by entrance control and a halt to the construction imposed by COEX should be borne by the relevant exhibitor.

※ All the process for Standard Booth Equipment Construction will be conducted by the organizer, please move exhibits in the exhibition center after 13: 00 on May9(Tue.) when booth construction is completed.

## 3. Shell Scheme Booth


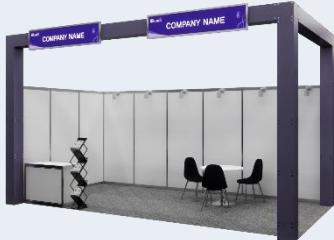
### 1) Shell Scheme Booth Installation Schedule

Date	Time	Content
May 7(Tue.)	08:00~13:00	Complete Shell Scheme Booth Installation
	08:00~12:00	Complete to move heavy exhibits in the exhibition hall
	13:00~20:00	Complete to move ordinary exhibitors' exhibits in the exhibition hall
	16:00~	Provide electricity, compressed air and plumbing system in the exhibition hall
	16:00~	Complete to install telephones and Internet in the exhibition hall



## 2) Shell Scheme Booth

### ○ Booth Image

Standard Booth		<p>*Standard Booth provision details</p> <ul style="list-style-type: none"> <li>- System structure (3m*3m*h3.5m)</li> <li>- Carpet(9sqm)</li> <li>- Information Desk 1EA</li> <li>- Folding Chair 1EA</li> <li>- Spotlight 3EA</li> <li>- Outlet 2 hole 1EA</li> <li>- Fabric Signage 1EA</li> </ul>
Premium Booth		<p>*Premium Booth provision details (Based on two booths)</p> <ul style="list-style-type: none"> <li>- System structure (6m*3m*h3.5m)</li> <li>- Floor (Pytex) 1EA</li> <li>- System Information Desk 1EA</li> <li>- Folding Chair 1EA</li> <li>- Round table 1EA, Chair 3EA</li> <li>- Spotlight 6EA</li> <li>- Outlet 2 hole 1EA</li> <li>- LED Signage 2EA</li> <li>- Catalogue Stand 1EA</li> </ul>

**\* Booth images and installation contents are subject to change by the organizer.**

- **Floor:**Py-tex will be installed for the floor inside booths.

※ Color of the booth floor: Grey(for the floor of aisles in the exhibition center, Py-tex will not be installed. Color of the booth floor are subject to change later)

- **Company Signage:** The company's name will be displayed in both Korean and English

- **Lighting:** Lighting system will be provided in proportion to the extent of Standard Booth

- **Electricity:** Electric power of 1kW per booth will be provided. If you need additional electricity, please apply for more electricity after checking the power consumption of your exhibit.

#### - **Others**

- Additional installations including lighting system should be limited within the designated booth area. .
- If you want to change the location of lighting equipment, please ask the contractor for Standard Booth.
- Display panels, consumables for exhibits and other office supplies should be prepared by exhibitors themselves.

### ○ Service Contents

- Service for clearing up before the opening of the exhibition during the exhibition period(only for the communal areas to prevent exhibits from being stolen or damaged)

- Service for collecting garbage from booths during the exhibition period.

- Service for providing entrance tickets to visitors. (The quantity will be confirmed later.)
- Service for posting the information on each company and their products at the COEX homepage
- Service for providing passes to exhibitors

## 4. Raw Space

### 1) Designating Contractors for Booth Installation

- In the case of Raw Space, the organizer only provides a space for exhibiting to exhibitors. Accordingly, there is no items for the organizer to provide. (Exhibitors need to apply for services and facilities separately)
- Exhibitors who apply for Raw Space need to prepare for all materials and items including booth and interior materials, and they should choose and use one of the designated contractors by COEX to install their booths.

### 2) Installing and dismantling booths

Installation Contents	Period	Note
Submission of the drawing of a booth	April 12(Fri.)	Submit to Organizing Committee
Installation, exhibit move-in, exhibits display period	May 6(Mon.) ~ May 7 (Tue.)	The day when to move super heavy structures and dangerous materials: May 6 (Mon.)

- All booth equipment should be assembled and installed within the preparation period.
- Exhibitors and contractors for booth installation should follow all instructions written in the manual and the COEX regulations when they install and dismantle booths.


### 3) The Matter to be Considered in Equipment Construction

- Structures including lighting system should be installed within the assigned area(contract area), and if they exceed the area, exhibitors will pay additional cost for that.
- The height of a booth is limited in at best 5 meters, and the height of each booth will be different according to the size of booths.
- It is not allowed to use electric powered tools such as a compressor, an electric plane, an electric grinder and a welding machine.
- A carpet installed inside a booth should be one that is easily removed.

## 4. IR Booth

### 1) IR Booth

#### ○ Booth Image

IR Booth		<p>*IR Booth provision details</p> <ul style="list-style-type: none"> <li>- IR Wall (1m * 2.5m)</li> <li>- A0 Panel (841mm * 1189mm) 1EA</li> <li>- Signage 1EA</li> </ul>
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- IR wall with panel display placed around the lounge, which aims to support the promotion of companies that are not able to visit onsite.

- **Signage:** The company's name will be displayed in both Korean and English.

- Please submit A0 Panel design files in JPEG or AI formats (with outlines applied for CS6 or below), in actual size (E-mail submission by April 12th)

- **Printed materials:** Additional promotion through the display of catalog stands and business card holders near the poster is available.

Please submit promotional materials, including catalogs, brochures, and business cards, by post only before April 26th. Extra charges apply for requesting catalog stands and business card holders.

The production of printed materials requires an additional cost.  
**(Printed materials design work is not possible)**

#### - BIO KOREA 2024 Secretariat

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## V. Additional Facilities

1. Electricity
2. Telephone/Internet
3. Plumbing & Compressed Air
4. Method of Applying for Additional Facilities
5. Additional Facilities FAQ

## 1. Electricity

Application for electricity is necessary for the efficient operation of lighting and booth equipment (computers, PDPs, water cooler/heater, refrigerators, etc.) being installed within the exhibition booth. While there are differences in the method of application between Standard Booth and Space Only booth exhibitors, please refer to the contents below and submit your application via online (Official website > My page) by **April 5 (Fri.)**.

### 1) Application for Electricity

- Standard Booth: 1kw (220V 2 socket – 1 ea) of electricity is supplied, energy equivalent to powering 1 PDP unit or 1 refrigerator. If additional power is required, an application for additional electricity must be filled out and submitted.
- Space Only: No power is supplied. An application must be submitted in advance for all power needs, including booth lighting, etc. (Form 3. Refer to Application for Use of Additional Facilities)

### 2) Unit Price Sheet

Category	Unit Price (VAT not included)	Reference
220V(single-phase)	USD 60/KW	-
380V(three-phase)	USD 70/KW	-
24 hour use	USD 90/KW	Application if equipment must be operated for 24 hours a day (ice-makers, etc.)

※ If 110V is required, exhibitors should submit applications for 220V and prepare their own electric transformers.

### 3) Installation

All electrical facility construction and installation must be designed and constructed in accordance with electrical equipment related laws and regulations. Electrical wiring connections between facilities and electrical booths are provided only by official designated companies. Particularly, electrical facilities within Space Only booths must make use of COEX designated companies. (in-house construction of electrical components is prohibited). The use of other forms of connection lines are strictly prohibited due to risks of fire. All damages that occur in violation of the above are the sole responsibility of the exhibitor.

### 4) Electricity Supply Period

- Electricity is scheduled to be supplied from 4pm on May 7 (last day of equipment construction). In the case of materials that require power among exhibits, please make considerations for the appropriate bring-in dates in advance.
- During the exhibit period, electricity is supplied during exhibition operating hours (08:00 ~ 18:00).
- For exhibits that must be powered for 24 hours/day, please submit a separation application for 24 hour electricity use.
- Power Supply Time Table

Date	Ceiling Lights	Power for equipment and lighting
May6(Mon.)	08:00 ~ 20:00	-
May7(Tue.)	08:00 ~ 20:00	16:00 ~ 20:00

May8(Wed.)~10(Thu.)	08:00 ~ 18:00	08:00 ~ 18:00
May 10(Fri.)	08:00 ~ 20:00	08:00 ~ 16:30

## 5) Preparations to be made by Exhibitors

- Electrical and electricity related equipment are installed by the organizer side, yet related components are not supplied by the organizing committee. (e.g. Multi taps, power extension cables, 110v down transformers (when using 110V devices), other electrical components, etc.)

## 6) Cautions

- When exhibiting equipment sensitive to electricity, the exhibitor must install additionally required safety devices. Accidents caused by power overloads and insufficient safety standards by exhibitors shall not be the responsibility of the organizer. In the case of such accident, the subject exhibitor must make appropriate compensations to COEX and other damage inflicted companies.
- Connecting and using numerous multi taps to electrical sockets could result in fires.
- Electrical construction done directly by exhibitors is prohibited. All related activities must be done through COEX designated electrical companies.
- Cleaning booths with use of water is prohibited as electrical facilities are installed underneath the floor trench covers. In addition, do not throw away or spill water on exhibition space floors.

## 2. Telephone/Internet

Applications for telephone/internet must be submitted in advance in order to use internet, telephones, faxes, card terminals within exhibition booths. Please refer to the contents below and submit your application via online (Official website > My page) by **April 5(Fri.)**.

- ※ It is not possible to add devices or cancel installation during the exhibit period. Please make considerations for the required quantities in advance.

### 1) Application for Telephone/Internet

#### ○ Telephone

- Telephones (Domestic/International) are provided only to companies making the request through the application for Use for Additional Facilities. Upon requesting telephone(s), a direct-line telephone is installed within the booth. (Numbers are shown on the telephone unit).
- When requiring fax, fax machines must be prepared by the exhibitor.
- In the case that actual telephone fees exceed the telephone subscription expense, then such difference in expense must be compensated.

#### ○ Internet

- Internet Use (LAN) is provided only to companies making the request through the Application for Use of additional facilities.

- For Standard Booths, internet lines are positioned at appropriate locations with adequate length and can be used by connecting them with PCs.
- For Space Only booths, please also show the location(s) where to install internet lines upon application submission.
- When using dedicated internet lines, the use of routers is strictly prohibited.
- Basic access information, such as IP addresses, and manager contact information is shown at the end of the internet LAN line.

## 2) Telephone/Internet Unit Price Sheet

Category		Unit Price (VAT not included)	Quantity
Telephone	Domestic	USD 50	1 unit
	International	USD 150	1 unit
Internet	Wire/Wireless	USD 200	1 port/ 1 ID

## 3. Plumbing & Compressed Air

Applications for Plumbing/Compressed Air must be made in advance in order to use water within the exhibition booth (drinking water not available) or use compressed air to operate exhibits. Refer to the contents below and submit your application via online (Official website > My page) by **April 5(Fri.)**.

- ※ It is not possible to add devices or cancel installation during the exhibit period. Please make considerations for the required quantities in advance.

### 1) Application for plumbing and compressed air

#### ○ Water supply and drainage

#### \* Basic conditions

- All construction material and equipment must comply with the KS standards or any higher standards.
- All manhole locations of the plumbing and compressed air using exhibition hall must be submitted.
- All material and equipment must withstand a pressure twice as much the commercial pressure.
- For connecting high pressure hose, hose-nipple and hose clamp(band) complying with local standards must be used to withstand the pressure.
- After the installation of pipes or hoses, leak test must be carried out.
- Drainage pipes should be constructed as short as possible, and drainage must be tested after the construction.
- A drainage valve must be applied at the lowest part of the pipe to drain away the water.
- All pipe must be installed inside of a trench and any further joint connections must be restrained.
- The pressure relief valve must be installed externally so that it must be turned on/off quickly in case of emergency.
- Constructor must turn off the pressure relief valve before leaving the exhibition hall.

- An assigned site manager from a construction company must present all the time from the installation to the dismantlement.
- An emergency contact system with all plumbing/ compressed air/drainage service departments must be properly maintained, and the contact information must be attached on the visible area.
- Additional absorbent pads must always be available in case of an incident.
- A construction company must directly install and dismantle all required equipment, and also give the user company the safety guidelines to prevent any accident.

**\* During presentation**

- To open exhibition hall, a construction company must inspect all booth for any possible leakage in advance. After the inspection, the company must report to the organizing committee in order to provide water and compressed air.
- A construction company must be present at the end of each exhibit period to inspect the exhibition hall for safety reason.
- In case of leaking, a construction company must use absorbent pads and place bars around the leaking area to minimize the inconvenience of the audience. A fast response must be expected to prevent further damages.

**\* During dismantlement**

- Must shut off all valve for prevention of leak and drain all the water in the pipes in advance.

**o Compressed Air**

- In the same way as plumbing, pipes will be installed from the trench to your booth.
- When only small amounts of compressed air are required, exhibitors can use small-sized compressors.

**2) Plumbing/ Compressed Air Unit Price Sheet**

Category	Unit Price (VAT not included)	Quantity
Plumbing	USD 200	1 unit
Compressed Air	USD 200	1 unit

**3) Specifications of Plumbing/Compressed Air facilities**

Category	Water Supply	Drainage	Compressed Air
Diameter	15m/m	20m/m	20m/m
Usage Pressure	6kg/cm <sup>2</sup>		8kg/cm <sup>2</sup> (Terminal 7kg/cm <sup>2</sup> )



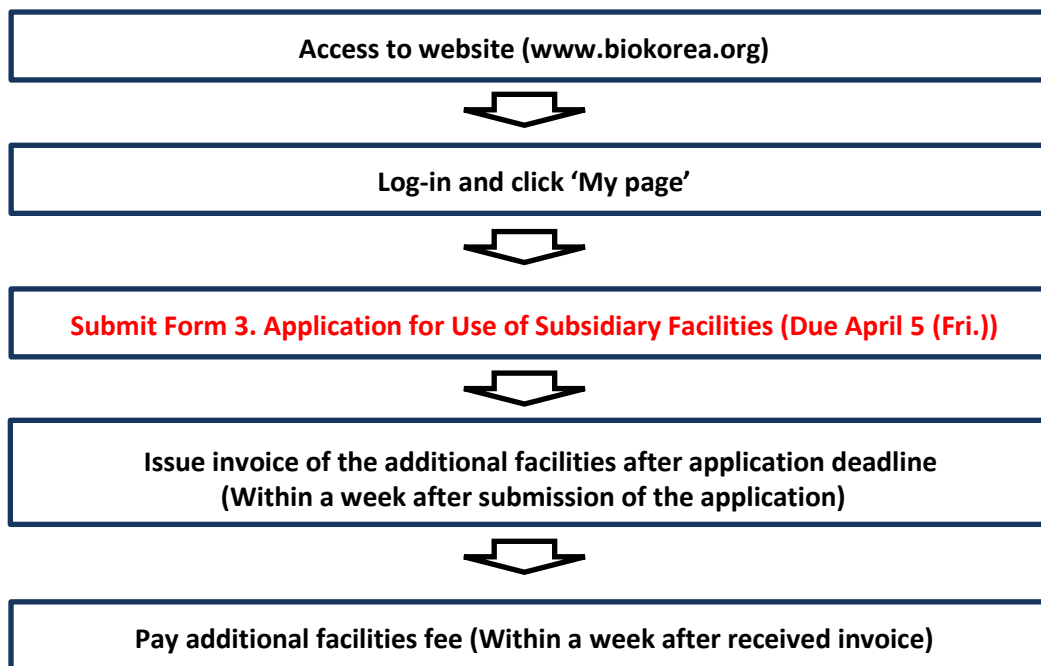
## 4. Method of Applying for Additional Facilities

Only online applications for additional facilities are accepted. Exhibitors should refer to the contents below and submit your application via online(Official website>My page) by **April 5(Fri.)**.

### 1) Additional Facilities Unit Price Sheet

Category	Details	Unit Price (VAT not included)
Lighting electricity	100W spotlight	USD 20 /EA
	300W halogen	USD 35/EA
	13AMP socket 200V/60Hz single-phase	USD 20/EA
Equipment operation & Space Only lighting electricity	220V/60Hz single-phase	USD 60/kW
	380V/60Hz three-phase	USD 70/kW
	24-hour use 220V three-phase	USD 90/kW
Compressed Air	Basic Type	USD 200/unit
Plumbing	Basic Type	USD 200/unit
Telephone	Domestic	USD 50/unit
	International	USD 150/unit
Dedicated Internet Line	Installation and usage fees	USD 200/port
Participation Bar Code Reader	Include booth visitor's DB	USD 250/unit

## 2) Method of Applying for Additional Facilities



## 3) Cautions

- Additional facilities cannot be used unless the expenses of additional facilities are paid. Exhibitors should complete payment of the expense balance within the given time frame to prevent potential inconveniences during the exhibition period.
- Additional facilities cannot be added on site during the exhibition period due to carpet and exhibit installations. Please make considerations for the required quantities in advance.

## 5. Additional Facilities related FAQ

### 1. What is the 220V 2 socket that is provided as part of the basic package?

One socket with two holes power outlet used normally at home is installed.

### 2. Who are the COEX designated companies?

COEX has a list of designated companies in various sectors to separate out improper and poor companies as well as to improve construction safety. Lists of designated companies are shown within the appendix of this service manual or at the COEX website ([www.coex.com](http://www.coex.com))

### 3. From when can the telephone and internet be used?

Telephone and internet will be activated at 4PM on May7 (Tue.), the last day of equipment installation and construction.

### 4. Is it possible to have a supply of drinking water?

The water from plumbing installation is not suitable as drinking water. If you require drinking water within your booth, please contact a water purifier rental company and have a device installed.

### 5. Are sinks also installed by the organizer?

Constructions not included as part of basic installation equipment must be done by the exhibitor. If you require sink installation, please inquire with a kitchen furniture rental company.

### 6. Is it possible to receive the DB of all exhibit visitors?

Due to personal privacy regulations, the DB of all exhibit visitors cannot be disclosed or sold. DB of visitors not visiting an exhibitor booth is managed solely by the organizing committee. For more information, please contact the organizing committee.

※ To check visitors to the booth, you can check it by applying for a bar code reader for visitors to the Additional Facilities

## VI. Dismantlement

### 1. Dismantlement Period

### 2. Dismantlement and Removal Dates

### 3. Procedure for Removing Exhibits

### 4. Exhibitor Application Forms

## 1. Dismantlement Period

**May 10(Fri.) 16:00~19:00 Removal and Dismantlement**

## 2. Dismantlement and Move-out Dates

Date	Time	Contents
May 10(Fri.)	16:00~	Discontinuation of electricity, telephones, compressed air and plumbing supply
	16:00~20:00	Collection of rentals of equipment and furniture companies
	16:00~20:00	Exhibit removal by exhibitors

※ The organizer shall not be responsible for loss or damage of components/materials and ask exhibitors to heed caution upon removing exhibits. Please remove all exhibit materials within the designated time period.

※ Dismantlement times is subject to change because of the progress of the exhibition.

## 3. Procedure for Removing Exhibits

### 1) Procedure for Removal

- ① Fill out "Form 11. Application to Bring In (Remove) Exhibition Products"  
(Refer to Exhibitor Service Manual or prepared within organizer office)
- ② Receive confirmation of "Application to Bring In (Remove) Exhibition Products" at exhibition organizing committee
- ③ Upon loading exhibits in vehicle for departure, submit related documentation to exhibit security company  
(Removal of exhibits is possible only after "Application to Bring In (Remove) Exhibition Products" has been confirmed.)

### 2) Cautions

- Exhibition product removal notification is a regulation designed to prevent theft or loss of exhibited products. Consequently, it is possible to remove exhibits only after the Application to Bring In (Remove) Exhibition Products has been validated.
- Standard Booth exhibitors are required to remove only exhibited products, related materials and furnishings. Booth dismantlement is conducted by the organizer. (Rental parts/furnishings are collected by the rental company)

## 4. Theft upon removal/dismantlement of exhibit

### 1) Cautions upon tearing Down Exhibit

- When designated companies remove furniture and furnishings after the exhibit has ended, check again to see that no materials, including drawers and shelves, have been left behind. The organizer is not responsible for any loss of materials.
- During the demolishing period, the exhibitor must dispatch personnel to prevent potential accidents or incidents of theft.
- Space Only exhibitors must restore the exhibition hall to its original form by completing demolishing activities

within the designated time period. In the case restoration by a third party becomes necessary, the organizer may perform such activities. All expenses incurred for such activities must be paid by the exhibitor. In addition, industrial wastes (waste woods, Styrofoam, vinyl, carpets, glass, etc.) not accepted as general living wastes by land fills must be properly discarded by the exhibitor and construction company. Consequently, the exhibitor must discuss with the construction company on measures to minimize the occurrence of industrial wastes and finalize construction contracts based on the condition of collecting all industrial wastes once the exhibit has ended. In the case that industrial wastes are not properly discarded, services will be requested to an industrial waste processing company and incurred expenses must be paid in full by the exhibitor.

#### \* FAQ

##### **1. Are we required to receive confirmation of the exhibits removal ?**

Exhibition product removal notification is a regulation designed to prevent theft or loss of exhibited products. Consequently, it is possible to remove exhibits only after the Application to Bring In (Remove) Exhibition Products has been validated.

##### **2. Do demolishing (dismantlement) companies for Space Only booths need to be designated separately?**

As Space Only construction companies provide both installation and demolishing services, it is advised that you finalize the construction agreement under the condition of demolishing and collecting all industrial wastes when designating a Space Only booth construction company. If exhibit booths are not torn down, the organizer will do so and request corresponding expenses to the exhibiting company.

## VII. Information of Application Form



## 1. Information of Application Form

Form	Contents	Submission Method	Submission Deadline	Exhibitor	
				Shell Scheme Booth	Raw Space
Form 1	Entry Application	On-line Submission	April 5(Fri.), 2024	●	●
Form 2	Application for Inclusion in Directory	On-line Submission		●	●
Form 3	Application for Use of Subsidiary Facilities	On-line Submission		○	○
Form 4	Application for Standard Booth Company Name Signs	On-line Submission		●	
Form 5	Application for Participant Entry Passes	On-line Submission		●	●
Form 6	Application for Additional Free Invitations	On-line Submission		○	○
Form 7	Directory Advertisement Application	On-line Submission		○	○
Form 8	Space Only Installation (Modification) Application	On-line Submission			●
Form 9	Application to Move-in (Move-out) Heavy Materials	On-line Submission		○	○
Form 10	Application to Move-in (Move-out) Dangerous Materials	On-line Submission		○	○
Form 11	Application to Move-in (Move-out) Exhibition Products	On-line Submission		○	○
Form 12	Application for Office Furniture Rental	On-line Submission		○	○

● : Required Submission / ○ : Only corresponding companies

※ The above document and related costs must be submitted and transacted within the given deadline, Not complying with certain may result in the occurrence of additional costs or inability to receive services.

※ For more information, please refer to VIII. Official Application Forms – 2. Various Application Forms or website([www.biokorea.org](http://www.biokorea.org)).