



2025 BIO KOREA

International Convention

May 7(Wed) ~ 9(Fri), 2025 COEX, SEOUL

Exhibition Guideline



Exhibition Participation Guide

Event Overview

• Title	(Korean) ^H (English) B (Abbreviati	(Korean) 바이오 코리아 2025 국제 컨벤션 (English) BIO KOREA 2025 International Convention (Abbreviation) BIO KOREA 2025					
 Duration 	- Installatior - Exhibition - Removal P	- Installation Period: May 5 (Mon) ~ May 6(Tue), 2025 - 2 days - Exhibition Period: May 7 (Wed) ~ May 9(Fri), 2025 - 3 days - Removal Period: May 9 (Fri), 2025, Night					
 Venue 	HALL C, CO	DEX, Seoul					
 Hosted by 	Korea Heal Chungcheo	Korea Health Industry Development Institute (KHIDI) Chungcheongbuk-do (Chungbuk)					
 Organized by 	' BIO KOREA	A Organizing Co	mmittee				
 Open Hours 		5.7 (Wed.)	5.8 (Thu.)	5.9 (Fri.)			
	Open	10:00	10:00	10:00			
	Close	17:00	17:00	16:00			
 Participation target 	Domestic a Pharmaceu country, In	Domestic and international biotech companies, Pharmaceutical companies, Venture Capital, Embassies of each country, Investment institutions,research institutions, etc.					
 Website 	www.biok	www.biokorea.org					
 Inquiries 	BIO KOREA	A Organizing Co	mmittee				
	- Tel: 1661	-0810(2) / Fax:	02-585-4334				
	- Email: ex	- Email: exhibition@biokorea.org					

Review of BIO KOREA 2024 Exhibition





Exhibition Participation Guide Key Schedule

Classification	Date	Time	Details
Submission of Documents	April 4 (Fri.)	-	Deadline to submit various application forms (※ Refer to section on application documents)
Payment of Fees	April 4 (Fri.)	-	Deadline for balance payment of booth expense Deadline for payment of additional facility expense
	May 5 (Mon.)	08:00 ~ 20:00	Additional equipment construction (Standard Booth, Space Only) ※ Possible for vehicles to enter exhibit space
Build-up Period/ Move-in Period		08:00 ~ 13:00	Bring in exhibits and booth equipment construction <u>X Vehicles allowed entrance into exhibit space until</u> <u>12:00</u>
Move-in Period	May 6 (Tue.)	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
N	May 7	08:00 ~ 09:00	Admission of Exhibitors
	(Wed.)	10:00 ~ 17:00	Exhibit
	May 8	08:00 ~ 09:00	Admission of Exhibitors
Exhibition Period	(Thu.)	10:00 ~ 17:00	Exhibit
	May 9	08:00 ~ 09:00	Admission of Exhibitors
	(Fri.)	10:00 ~ 16:00	Exhibit
Removal of Exhibits & Dismantlement	May 9 (Fri.)	16:00 ~ 19:00	Remove all exhibits and dismantlement booth <u> X Vehicles allowed entrance into exhibit space until</u> <u> 19:00</u>

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

 \approx 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. 14 th , 2025	10% off
Pre-registration	~Mar. 7 th , 2025	5% off
Registration	~Apr. 4 th , 2025	
Consecutive years of participation	~Apr. 4 th , 2025	Additional 5% discount (BIO KOREA 2024 participants)

- 1) Conference & Business Partnering Free registration
 - * 1~4 booths: All Pass 1EA, Conference Pass 2EA
 - * 5~8 booths: : All Pass 2EA, Conference Pass 4EA
 - * Over 9 booths: All Pass 3EA, Conference Pass 6EA
- 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



Exhibition Participation Guide Booth Type and Participation Fee

Booth Type and Participation Fee

Classification		Amount (USD)	Exhibition area	Contents
Raw Space	3m 3m	USD 3,100	3m x 3m = 9m²	*Provide exhibition area 9m ² only Participating company directly contacts construction company for booths installation *Construction Company must be register ed by COEX
Standard Booth	COMPANY NAME	USD 3,400	3m x 3m = 9m²	*Standard Booth provision details - System structure (3m * 3m * h3.5m) - Floor (Pytex) 1EA - System Information Desk 1EA - Folding Chair 1EA - Folding Chair 1EA - Spotlight 3EA - Fabric Signage 1EA - Outlet 2 hole 1EA

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

* The Host Organization will assign the exhibitor's booth location based on the organizer's internal criteria, taking into account factors such as booth size, sponsor participation, industry, and the nature of the exhibited products.

Provided Item List upon Booth Scale

Provided Items	^{9m2} (1 Booth)	^{18m2} (2 Booths)	^{27m2} (3 Booths)	^{36m2} (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 Apri. 4 (Fri.), 2025

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. 7(Fri.), 2025	Payment of 50% of the Participation Fee
From Mar. 8(Sat.) to Apr. 4(Fri.), 2025	Payment of 80% of the Participation Fee
After Apr. 5(Sat.), 2025	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 panalty rule applies equally to the reduction of the initial application quantity.



Exhibition Participation Guide Sign-up Process



Sign-up Process

Go to BIO KOREA 2025 Website (www.biokorea.org)

Olick SIGNUP Button



Exhibition Participation Guide Sign-up Process

Privacy Policy

- We, BIO KOREA, collect and use personal information for the following purposes described below.
- 1. Collection and Use of Personal Information
- · Personal information is data that can be used to identify or contact a single person.
- We do not use the personal information for any purpose that disclose such information to any third party without the consent of the
 participant.
- 2. What personal information we collect
- When you create an BIO KOREA ID, we may collect a variety of information, including your e-mail, password, country, gender, name,
- organization, phone number, and address information.
- 3. Duration of Retention and Use of Personal Information and Destruction
- As a general rule, the BIO KOREA retains and uses participant's personal information for the notified and agreed durations and once the
 purposes of collection and use of the personal information are achieved, it is without delay destroyed.
- The duration of retention / use of collected personal information will start from when the User Agreement is entered into (i.e., signing up
- * This is the minimum personal information necessary for BIO KOREA service provider. So you need you can use the services agreement.



PERSONAL INFORMATI	ON v please fill out the information correct
	Special characters are not allowed, and when using abbreviations, please write your full na
✓ E-mail	(Your email address is the key for entry into the system.)
✓ Password	(Password may consist of a-z, 0-9 and four to fifteen characters.)
~ Country	select a Country - Example: Republic of Korea
✓ Region	~
~ Title	○ Mr. ○ Ms. ○ Dr. ○ Prof. ○ Other
~ Name	First Name Last Name
 Organization 	
~ Industry	
Div./Dept.	
~ Position	
Phone Number	+ Example: +82-70-1234-5678
 Cell phone Number 	+
Address	
 participation Purpose 	○ Buyer ○ Normal



Sign-up Process

- **1** Check for Privacy Policy
- Pill Personal Information
- 8 Click the SAVE Button



BIO KOREA	PROGRAM	REGISTRATION	COMMUNITY	PARTNERING	
ABOUT History Sponsorship	Conference Business Partn Exhibition Invest Fair	Participants Exhibitor	News & Notice FAQ Contact us	Partnering Center	
В	IO K	ORE	A 20	25	

May 7(Wed) ~ 9(Fri), 2025 | COEX, SEOUL

Business Partnering / Exhibition / Conference / Invest Fair

News &	Thank you for you participation in BIO KOREA 2024.	2024.05.20
Notice	Get ready for the last day of BIO KOREA 2024!	2024.05.10
More	Get ready for the Day 2 lineup at BIO KOREA 2024!	2024.05.09

Go to BIO KOREA 2025 Website (www.biokorea.org)

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





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



BIO KOREA	PROGRAM	REGISTRATION	COMMUNITY	PARTNERING
		Login		
A.				_
U	BIO KOREA L E-mail	ogin	Logia	
	Password		Login	
2		BIO KOREA Sign-	qı	
8	If you have forgotten you Password".	ur password, please enter your email	address and click "Send Me New	
			Send Me New Password	

Login Page

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



nformation (Compa	ny/Organization)		* Please fill-out the information exact
• Country	United Kingdom		
• Name of Company			
• CEO's Name	First Name Las	Name	
Product Category 1	V Others		
• Address	Postal code		
• Title	Mr.		
• Name of Participant	Hae John Lee		
Position	Director		
Div./Dept.			
• Mobile Number	44-07-7772-7055		
* Mobile phone Number	44-10-5353-0707		
• E-mail (The person in charge of)	monacoandrea@naver.com		
• Home Page	http://	🗆 None	
Classification of Exhibits			
Note			
Business Card	파일 선택 선택된 파일 없음	(JPG,PNG,PDF file	e 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.



ନ୍ତ New P	articipa	ant	Discou	Early-Bin	4) nu	A Consec (2024 Exhibit	utive	Particip	ant Discount	Early-Bird
Raw Space	Unit Cost (USD)	3,100 usd	Quantity (Booths)	(¥	Registration Fee	() USD	Discount	10%	Total Cost (Including Vat)	() use
Standard Shell Scheme	Unit Cost (USD)	3,400 usd	Quantity (Booths)	(♥	Registration Fee	() usd	Discount	10%	Total Cost (Including Vat)	() usi

0	Payment Details
0	I will proceed with the payment of exhibition booth participation according to the following schedule.
	% The deposit must be paid within 30 days from the date of receiving the confirmation letter. % The approval procedure may take up to ? days after the application is submitted.
	O Partial Payment O Full Payment

Select Participation and Exhibition booth Type

Different discount rates apply depending on the type of exhibition participation.

- Select the booth type and quantity to check the applied discount rate.
- B Please check the final amount after selecting installment payment or lump sum payment.



Agreement of the Participation Terms and Conditions



We accept the entry regulations and agreement conditions (recorded on reverse side) of 'BIO KOREA 2025 International Convention Exhibition', and also submit our business license and signed a application for participation and conclusion of a contract as noted above.



Agreement

- Please check the exhibition participation rules and agree to the terms and conditions.
- Please check the "Apply for exhibition booth as above" button
- 8 Please click the "Apply" button.



Exhibition Participation Guide

Applying Exhibition Booth method



Applying Completed

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



A MY PAGE BIO KOREA 's My Page	Personal Information
Category Program Registration	State

1	Exhibition Application					
9	Category	State				
	Application for Exhibition booth	Print				
	Invoice for Payment	Download				

2

✓ Form 1. Entry Application	Submitted	
✓ Form 2. Application for Inclusion in Directory (-April 4)	Not Submitted	
Form 3. Application for Use of Subsidiary Facilities (-April 4) Card Payment	Not Submitted	
✓ Form 4. Application for Shell Scheme Booth Company Name Signs (-April 4)	Not Submitted	
✓ Form 5. Application for Participant Entry Passes (~April 4)	Not Submitted	
Form 8. Application to Move-in(Move-out) Heavy Materials (~April 4)	Not Submitted	All forms can be revised within the perio
Form 9. Application to Move-in(Move-out) Dangerous Materials (-April 4)	Not Submitted	For inquiries, please email us exhibition@biokorea.org
Form 10. Application to Move-in(Move-out) Exhibition Products (~April 4)	Not Submitted	
Form 11. Application for Office Furniture Rental (~April 4) Card Payment	Not Submitted	

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.