



# 2025 BIO KOREA

International Convention

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

Exhibition Guideline

# Exhibition Participation Guide

## Event Overview

- **Title**

(Korean) 바이오 코리아 2025 국제 컨벤션  
 (English) BIO KOREA 2025 International Convention  
 (Abbreviation) BIO KOREA 2025
- **Duration**
  - 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, COEX, Seoul
- **Hosted by**

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

BIO KOREA Organizing Committee
- **Open Hours**

	5.7 (Wed.)	5.8 (Thu.)	5.9 (Fri.)
<b>Open</b>	10:00	10:00	10:00
<b>Close</b>	17:00	17:00	16:00
- **Participation target**

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

[www.biokorea.org](http://www.biokorea.org)
- **Inquiries**

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

## Review of BIO KOREA 2024 Exhibition



**338** Companies



**23** Countries



**438** Booths

# 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
Build-up Period/ Move-in Period	May 5 (Mon.)	08:00 ~ 20:00	Additional equipment construction (Standard Booth, Space Only) ※ Possible for vehicles to enter exhibit space
	May 6 (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 7 (Wed.)	08:00 ~ 10:00	Admission of Exhibitors
		10:00 ~ 17:00	Exhibit
	May 8 (Thu.)	08:00 ~ 10:00	Admission of Exhibitors
		10:00 ~ 17:00	Exhibit
	May 9 (Fri.)	08:00 ~ 10:00	Admission of Exhibitors
		10:00 ~ 16:00	Exhibit
Removal of Exhibits & Dismantlement	May 9 (Fri.)	16:00 ~ 19:00	Remove all exhibits and dismantlement booth ※ <u>Vehicles allowed entrance into exhibit space until 19:00</u>

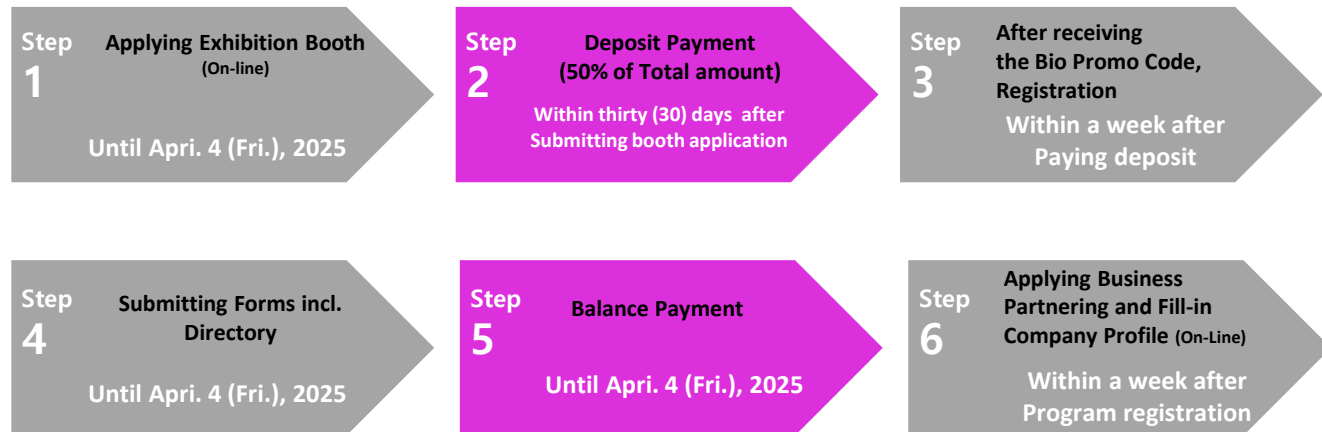
※Closing times during the duration of the exhibition is subject to change.

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

# Exhibition Participation Guide

## Application Process and Benefits

### Application Process



### Period of Applying and Benefits

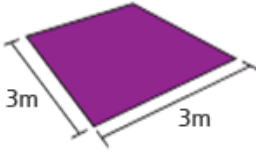

Classification	Application Period	Discount Rate
Early-Bird	~Feb. 14 <sup>th</sup> , 2025	10% off
Pre-registration	~Mar. 7 <sup>th</sup> , 2025	5% off
Registration	~Apr. 4 <sup>th</sup> , 2025	
Consecutive years of participation	~Apr. 4 <sup>th</sup> , 2025	Additional 5% discount (BIO KOREA 2024 participants)

- 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		USD 3,100	3m x 3m = 9m <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 = 9m <sup>2</sup>	<p>*Standard Booth provision details</p> <ul style="list-style-type: none"> <li>- System structure (3m * 3m * h3.5m)</li> <li>- Floor (Pytex) 1EA</li> <li>- System Information Desk 1EA</li> <li>- Folding Chair 1EA</li> <li>- Spotlight 3EA</li> <li>- Fabric Signage 1EA</li> <li>- Outlet 2 hole 1EA</li> </ul>

※ 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	9m <sup>2</sup> (1 Booth)	18m <sup>2</sup> (2 Booths)	27m <sup>2</sup> (3 Booths)	36m <sup>2</sup> (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)

<b>Name of Bank</b>	National Agricultural cooperative Federation Chungcheongbuk-do sub-branch
<b>Account No.</b>	301-0083-4208-11
<b>Swift code</b>	NACFKRSEXXX
<b>Beneficiary</b>	BIO KOREA
<b>Bank Address</b>	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

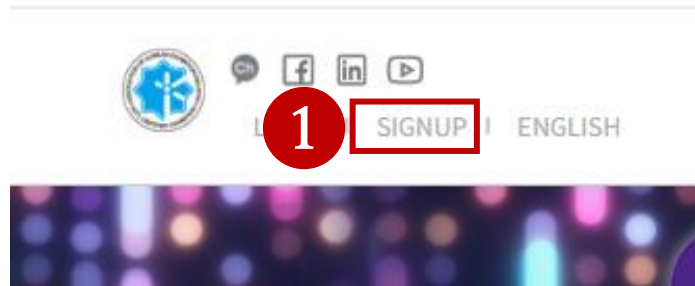
※ Penalty is the amount including VAT, and tax invoice cannot be issued.

(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



BIO KOREA PROGRAM REGISTRATION COMMUNITY PARTNERING

LOGIN | SIGNUP | KOREAN

# BIO KOREA 2025

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

Business Partnering / Exhibition / Conference / Invest Fair



## News & Notice

BIO KOREA 2025 Early-Bird Registration OPEN! Do not miss 30% discount!	2024.12.11
Thank you for you participation in BIO KOREA 2024.	2024.05.20
Get ready for the last day of BIO KOREA 2024!	2024.05.10

[More](#)

## Sign-up Process

Go to BIO KOREA 2025 Website ([www.biokorea.org](http://www.biokorea.org))

1 Click 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 for membership) and end when the User Agreement is terminated / finished, but not limited to, such as for withdrawal from the membership.

\* This is the minimum personal information necessary for BIO KOREA service provider. So you need you can use the services agreement.

1

I agree

2

### PERSONAL INFORMATION

✓ please fill out the information correctly.

Special characters are not allowed, and when using abbreviations, please write your full name.

✓ E-mail	<input type="text"/>	(Your email address is the key for entry into the system.)
✓ Password	<input type="text"/>	(Password may consist of a-z, 0-9 and four to fifteen characters.)
✓ Country	- select a Country -	Example: Republic of Korea
✓ Region	=====	
✓ Title	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Dr. <input type="radio"/> Prof. <input type="radio"/> Other	<input type="text"/>
✓ Name	First Name <input type="text"/>	Last Name <input type="text"/>
✓ Organization	<input type="text"/>	
✓ Industry	=====	
Div./Dept.	<input type="text"/>	
✓ Position	<input type="text"/>	
✓ Phone Number	+ <input type="text"/>	Example: +82-70-1234-5678
✓ Cell phone Number	+ <input type="text"/>	
✓ Address	<input type="text"/>	
✓ participation Purpose	<input type="radio"/> Buyer <input type="radio"/> Normal	

3

SAVE

## Sign-up Process

- 1 Check for Privacy Policy
- 2 Fill Personal Information
- 3 Click the SAVE Button



# Exhibition Participation Guide

## Applying Exhibition Booth method

BIO KOREA	PROGRAM	<b>1</b> REGISTRATION	COMMUNITY	PARTNERING
ABOUT History Sponsorship	Conference Business Part Exhibition Invest Fair	Participants <b>2</b> Exhibitor	News & Notice FAQ Contact us	Partnering Center

# BIO KOREA 2025

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

Business Partnering / Exhibition / Conference / Invest Fair

## News & Notice

[More](#)

Thank you for you participation in BIO KOREA 2024. 2024.05.20

Get ready for the last day of BIO KOREA 2024! 2024.05.10

Get ready for the Day 2 lineup at BIO KOREA 2024! 2024.05.09

Go to BIO KOREA 2025 Website ([www.biokorea.org](http://www.biokorea.org))

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

# Exhibition Participation Guide

## Applying Exhibition Booth method

BIO KOREA PROGRAM REGISTRATION COMMUNITY PARTNERING

Participants Exhibitor

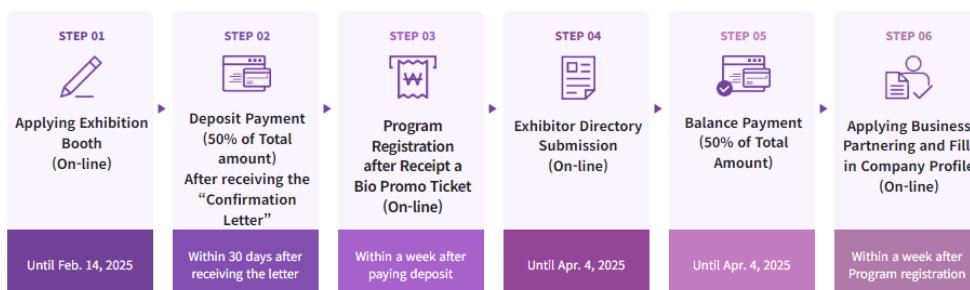
BIO KOREA 2025

1

Apply

Go to Applying Exhibition Booth

### Application Process



## Applying Exhibition Booth

1 Click the "Apply" button on the exhibition booth application page

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

# Exhibition Participation Guide

## Applying Exhibition Booth method

BIO KOREA

PROGRAM

REGISTRATION

COMMUNITY

PARTNERING

### Login

1

BIO KOREA Login

E-mail

Password

Save my E-mail

Login

2

BIO KOREA Sign-up

3

If you have forgotten your password, please enter your email address and click "Send Me New Password".

Send Me New Password

## Login Page

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

# Exhibition Participation Guide

## Applying Exhibition Booth method

1

### Applying Exhibition Booth

Information (Company/Organization)		* Please fill-out the information exactly.
* Country	<input type="text" value="United Kingdom"/>	
* Name of Company	<input type="text"/>	
* CEO's Name	First Name <input type="text"/> Last Name <input type="text"/>	
* Product Category 1	<input type="text" value="====="/> Others <input type="text"/>	
* Address	Postal code <input type="text"/> <input type="text"/>	
* 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:// <input type="text"/> <input type="checkbox"/> None	
* Classification of Exhibits	<input type="text"/>	
Note	<input type="text"/>	
Business Card	<input type="text" value="파일 선택"/> 선택된 파일 없음	(JPG,PNG,PDF file only)

## Applying Exhibition Booth

### 1 Fill out the Company information.



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

# Exhibition Participation Guide

## Applying Exhibition Booth method

1

### Applying Exhibition Booth

 <b>New Participant</b> Discount <b>10%</b>	Early-Bird	 <b>Consecutive Participant</b> (2024 Exhibitor) Discount <b>15%</b>	Early-Bird
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2

<b>Raw Space</b>	Unit Cost (USD)	3,100 USD	Quantity (Booths)	<input type="text" value="1"/>	Registration Fee	0 USD	Discount	10%	Total Cost (Including Vat)	0 USD
<b>Standard Shell Scheme</b>	Unit Cost (USD)	3,400 USD	Quantity (Booths)	<input type="text" value="1"/>	Registration Fee	0 USD	Discount	10%	Total Cost (Including Vat)	0 USD

※ Please refer to the 'exhibit booth application process' for classified discount rate.  
 ※ Booth position will be arranged by reporting date, payment date and booth size, etc.  
 ※ At least two booths should be applied for raw space booth.

3

### Payment Details

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 7 days after the application is submitted.

Partial Payment     Full Payment

## Select Participation and Exhibition booth Type

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

# Exhibition Participation Guide

## Applying Exhibition Booth method

### Agreement of the Participation Terms and Conditions

**Exhibition Rules and Regulations**

**Article 1 (Definition of Terms)**

1. 'Exhibitor' refers to an exhibition exhibitor, such as an individual, company, institution or group, which has submitted the stipulated participation contract for participating in this Exhibition.
2. 'Exhibition' refers to BIO KOREA 2025.
3. 'Host Organization' refers to ' Chungcheongbuk-do and Korea Health Industry Development Institute'(Supervisor: BIO KOREA organizing committee).

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

**1**  Agree to terms and conditions.

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

11.12.2024

**2**  Apply for exhibit booth as above.

**3**

## Agreement

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


# Exhibition Participation Guide

## Applying Exhibition Booth method

**1**

**Applying Exhibition Booth**

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**Your application is successfully submitted.**

Your application for BIO KOREA 2025 has been submitted.

\* If you have any inquiries, please contact to BIO KOREA secretariat (E-mail: exhibition@biokorea.org, Tel: +82-2-3161-0810(2)).

**2**

Go to HOME      Go to MYPAGE

## Applying Completed

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



# Exhibition Participation Guide

## Applying Exhibition Booth method

 **MY PAGE**  
 BIO KOREA's My Page

**Personal Information**

Category	State
Program Registration	<a href="#">Register</a>

### 1 Exhibition Application

Category	State
Application for Exhibition booth	<a href="#">Print</a>
Invoice for Payment	<a href="#">Download</a>

### 2

		Required documents marked as ✓
✓ Form 1. Entry Application	<a href="#">Submitted</a>	<p>All forms can be revised within the period</p> <p>For inquiries, please email us  <a href="mailto:exhibition@biokorea.org">exhibition@biokorea.org</a></p>
✓ Form 2. Application for Inclusion in Directory (-April 4)	<a href="#">Not Submitted</a>	
Form 3. Application for Use of Subsidiary Facilities (-April 4)	<a href="#">Card Payment</a> <a href="#">Not Submitted</a>	
✓ Form 4. Application for Shell Scheme Booth Company Name Signs (-April 4)	<a href="#">Not Submitted</a>	
✓ Form 5. Application for Participant Entry Passes (-April 4)	<a href="#">Not Submitted</a>	
Form 8. Application to Move-in(Move-out) Heavy Materials (-April 4)	<a href="#">Not Submitted</a>	
Form 9. Application to Move-in(Move-out) Dangerous Materials (-April 4)	<a href="#">Not Submitted</a>	
Form 10. Application to Move-in(Move-out) Exhibition Products (-April 4)	<a href="#">Not Submitted</a>	
Form 11. Application for Office Furniture Rental (-April 4)	<a href="#">Card Payment</a> <a href="#">Not Submitted</a>	

## 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.