

■ EXHIBITION TIMETABLE

DESCRIPTION	DATE	TIME	REMARK
BUILD-UP	3(Mon) November 2008	09:00 – 20:00	Move-in for Raw Space
	4(Tue) November 2008	08:30 – 19:00	Move-in for Raw Space & Shell Scheme Booth
EXHIBITORS REGISTRATION	3(Mon)-4(Tue) November 2008	09:00 – 18:00	At Registration counter in the lobby
SHOW DATES	5(Wed)-6(Thu) November 2008	10:00 – 17:00	Show open
BREAK-DOWN	6(Thu) November 2008	17:30 – 22:00	Move-out for Raw Space & Shell Scheme Booth

■ OPERATIONAL & LOCAL INFORMATION

1. ADMISSION TO THE EXHIBITION

(1) Entry for Exhibitors

Exhibitor badges are meant only for Exhibitors and their staff manning booths during the exhibition. For security reasons, Exhibitors and their personnel are requested to wear their badges at all times in the Exhibition hall.

Exhibitor badges will be issued to all Exhibitors and staff manning their booths according to the list of names provided in [FORM 4 EXHIBITOR BADGES \(Compulsory – Online only\)](#)

Exhibitors are requested to make their first stop at the “Exhibitor Registration Counter” when they arrive at the fair venue to collect their badges.

Registration: 09:00-18:00; 3 (Mon) & 4 (Tue) November 2008

Please note that this is a trade exhibition; people under the age of 18 are not admitted, either as visitors or exhibitors.

(2) Entry for Contractors

All personnel working in the exhibition halls during build-up and breakdown must wear a valid contractor badge issued by the organiser.

Contractor badges will be issued at the organiser’s office on-site.

(3) Vehicle pass **(available only on move-in/out days)**

On move-in/out days, free parking will be offered to all freight vehicles for a maximum of 180 minutes. (Please refer to [Article No. 10 Parking Facility in OPERATIONAL & LOCAL INFORMATION](#))

2. Visitor Guide (INVITATION)

(1) Exhibitors will be provided with a maximum of 300 free Visitor Guides (INVITATIONS) per stand to invite existing and potential clients to the show.

(2) Visitor Guides (INVITATIONS) are available by submitting [FORM 5 VISITOR GUIDE\(INVITATION\)\(Optional\)](#)

3. Stand Cleaning

- (1) It is the responsibility of the Exhibitor to keep his/her own stand tidy at all times.
- (2) During the build-up and dismantling periods, the contractors appointed by Raw Space Exhibitors are responsible for the removal of their own stand-building/dismantling materials and rubbish.
- (3) Exhibitors should not store empty and/or non-usable crates, cartons and/or cases used for transportation in their own space; arrangements should be made with the official freight forwarders for storage during the Exhibition period.

4. Security

- (1) A basic level of security at the fair venue will be provided by the organiser.
- (2) Exhibitors are responsible for the safety of their own property at all times during the Exhibition, including during the moving-in and moving-out periods. The organiser will not be liable for any losses (including consequential losses), damage, demands, costs, claims, charges or other expenses of any kind suffered or incurred by the Exhibitor or any other person arising in connection with the Exhibition.

5. Restrictions on Bringing in/out Dangerous Goods and their Handling

When dangerous goods are to be brought into or out of the Exhibition Halls, an application to do so (please refer to [FORM A DANGEROUS GOODS \(Compulsory\)](#)) must be submitted and the approval of the organiser obtained. Dangerous goods other than those that have been approved by the organiser may not be brought into the Exhibition Halls.

6. Prohibition of Smoking

Smoking will not be permitted in the Exhibition Halls during the exhibition periods or while stands are being erected or dismantled, or while exhibition goods are being installed.

7. Photography

Unauthorised photo/video shooting in the venue is not permitted. Please contact the organiser's office to obtain authorisation.

8. Responsibility of Exhibitors for the Management of Fire Prevention

The Exhibitor shall be wholly responsible for the prevention of fire inside and outside the Exhibition Halls. The Exhibitor shall designate a person to manage fire prevention, a person to be in charge of fire prevention and a person responsible for fire prevention equipment during the use of the Exhibition Halls, and shall submit a list of the names to the organiser.

9. EXHIBITION CENTER FACILITIES

- (1) Organiser's Office: 2/F of the Exhibition Center
- (2) Sales Office: On the right side at the back of the Exhibition Hall
- (3) Business Center: At the back of the Exhibition Hall (available only during show dates)
- (4) Press Center: At the back of the Exhibition Hall (available only during show dates)
- (5) Service Counter of the Official Stand Contractor and Official Freight Forwarder: In the inside entrance of the Exhibition Hall (available only on move-in/out days)
- (6) Cafeteria (Korean, Chinese and Western food): 1/F of the Convention Center (the building to the rear of the Exhibition Center; Tel: 02 2222-3862)
- (7) Snack Bar/Support Center (Snacks and Stationery): 1/F of the Exhibition Center; Tel: 02 558-5834

10. Parking Facilities

- (1) Parking Management Office; Tel: 02 2222-3715
- (2) Opening times: 08:00-20:00
- (3) From 4 to 6 November 2008, a 50% discount will be offered on parking for Exhibitors' vehicles (private cars only; **1-day ticket only**).
- (4) On Move-in/out days, free parking will be offered to freight vehicles for a maximum of 180 minutes.

Please refer to the details below.

	Parking Fee	How To Use
General Info.	<ul style="list-style-type: none"> * KRW1,500/30 mins * KRW500/additional 10 mins * KRW30,000/day (1-day ticket) 	Take the parking ticket to the fare adjustment office at the entrance to the parking lot when you enter and pay when you leave.
Exhibitors' Vehicles (Private Cars)	<ul style="list-style-type: none"> * 50% discount on general parking fee (available only for 1-day ticket): KRW15,000/per 1-day ticket * Available only between 4 (Tue) and 6 (Thu) Nov. from 08:00-20:00 	After showing your exhibitor's badges at the fare adjustment office when you enter or leave, take a 50% discount ticket.
Vehicles for Exhibits (Freight vehicles, including cargo trucks and mini buses only)	<ul style="list-style-type: none"> * Free for 180 mins/day * For parking after 180 mins/day, a general parking fee will be charged. A 50% discount will be provided for 1-day tickets only (available only on move-in/out days) * Move-in Day: 3 & 4 Nov. 2008 08:00-20:00 * Move-out Day: 6 Nov. 2008 07:30-22:00 	Collect a free ticket for 180 mins at the fare adjustment office, indicating that your vehicle(s) is/are for exhibits.