

XCTM
Fine & Specialty
XpoChem

XPTM
Pharmaceutical
XpoPharm

EXHIBITOR'S MANUAL

5-6 November 2008
SETEC, Seoul, Korea



CMP
United Business Media

August, 2008

Dear Exhibitors,

We would like to welcome you to XpoChem 2008 • XpoPharm 2008.

In order to assist you in preparing for the forthcoming XpoChem 2008 • XpoPharm 2008, this manual provides all kinds of general information, order forms and stand regulations.

To make your participation successful, you are advised to read this manual carefully and process all the relevant order forms on time. You should keep a copy of all forms for your own reference, so that queries can be settled immediately should they arise.

If you need any assistance in making your preparations for the show, please feel free to contact the XpoChem • XpoPharm Secretariat or our team in your country or region.

We thank you for your support and co-operation and look forward to seeing you in Seoul in November 2008.

Best regards,

XpoChem • XpoPharm Secretariat
CMP Media Korea Co Ltd

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■ GENERAL INFORMATION

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■ XpoChem 2008 INFORMATION

- 1. FAIR TITLE** XpoChem 2008
- 2. CONCURRENT EVENT** XpoPharm 2008
XpoChem Conference 2008
XpoPharm Conference 2008
- 3. FAIR PERIOD** 5(Wed) – 6(Thu) November 2008 10:00 - 17:00
- 4. FAIR VENUE** SETEC, Seoul
Daechi-dong 514, Gangnam-gu, Seoul, Korea
Tel: +82-2-2222-3811 Fax: +82-2-2222-3820
Website: www.setec.or.kr
- 5. ORGANISERS** CMP Media Korea Co Ltd
Korea Specialty Chemical Industry Association (KSCIA)
- 6. SPONSORS** Ministry of Knowledge Economy
Korean Agency for Technology and Standards
Ulsan Metropolitan City
Ulsan Fine Chemical Industry Center
China Chamber of Commerce for Import & Export of Medicines and Health Products (CCCMHPIE)
- 7. OFFICIAL MEDIA** The Chemical Daily (Japan)

8. EXHIBITS

Additives, Adhesive ingredients & intermediates, Agrochemical ingredients & intermediates
Analytical services, Bio-chemicals, Catalysts, Chemical equipment, Consulting services, Cosmetic
Ingredients, Custom synthesis / contract manufacturing, Dye and pigment ingredients &
intermediates, Electronic chemicals, Flavours and fragrances, Ink and paint chemicals, Inorganic
chemicals, Laboratories, Organic chemicals, Outsourcing, Pharmaceutical ingredients &
intermediates, Photographic chemicals, Publications and services, Surfactant ingredients &
intermediates, Toxicoid management, Water treatment chemicals

■ XpoPharm 2008 INFORMATION

- 1. FAIR TITLE** XpoPharm 2008
- 2. CONCURRENT EVENT** XpoChem 2008
XpoPharm Conference 2008
XpoChem Conference 2008
- 3. FAIR PERIOD** 5(Wed) – 6(Thu) November 2008 10:00 - 1700
- 4. FAIR VENUE** SETEC, Seoul
Daechi-dong 514, Gangnam-gu, Seoul, Korea
Tel: +82-2-2222-3811 Fax: +82-2-2222-3820
Website: www.setec.or.kr
- 5. ORGANISERS** CMP Media Korea Co Ltd
Korea Pharmaceutical Traders Association (KPTA)
- 6. SPONSORS** Ministry of Health, Welfare and Family Affairs
Korea Food & Drug Administration
China Chamber of Commerce for Import & Export of Medicines and Health Products (CCCMHPIE)
- 7. OFFICIAL MEDIA** The Yakup Shinmoon (Korea)
- 8. EXHIBITS**

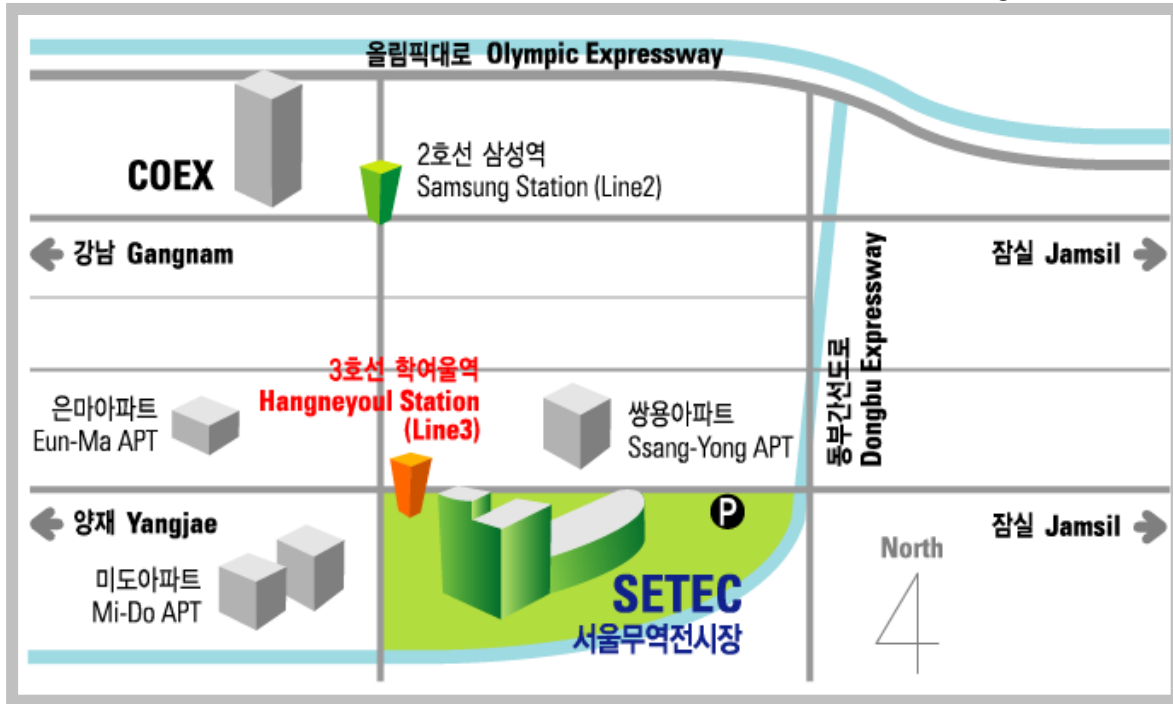
Active pharmaceutical ingredients, Alkaloids, Amino acids, Analytical services, Antibiotics Biotechnology, Bulk pharmaceuticals, Capsules / encapsulation, Chiral drug, Consulting services, Custom synthesis / contract manufacturing, Diagnostic reagents, Drug delivery systems, Drug formulation, Enzymes, Excipients, Hormones and synthetic substances, Laboratories, Natural products, Outsourcing, Peptides, Pharmaceutical equipment, Pharmaceutical intermediates, Publications and services, Quasi drugs, Synthetic organic chemistry

■ ACCESS TO FAIR VENUE

Seoul Trade Exhibition & Convention(SETEC)

514, Daechi-dong, Gangnam-gu, Seoul, Korea

Tel: +82. 2. 2222. 3811 Fax: +82.2. 2222. 3820 Website: www.setec.or.kr/eng



Transportation

(1) The City → SETEC

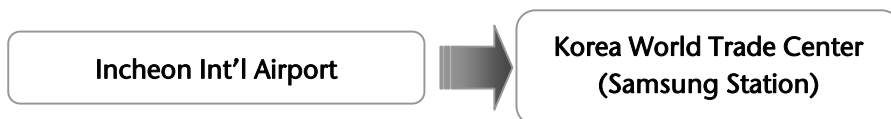
- **Subway:** Get off at Hangnyeoul Station on Line No. 3
- **Bus**
 - ▶ Green Bus - Daechi Ssangyong APT getting off: Bus no. 4419
Eunma APT getting off: Bus no. 4412, 4312
 - ▶ Blue Bus - Daechi Eunma APT getting off: Bus no. 401, 402
 - ▶ Village Bus - Daechi Ssangyong APT getting off: Gangnam01
Daechi Eumna APT getting off: Gangnam06

(2) Incheon Int'l Airport → SETEC

- **KCAT Limousine Bus** (Please refer to <http://www.kcat.co.kr>)

Approx. 66 – 80 mins
by KCAT limousine bus

5 mins by
Taxi

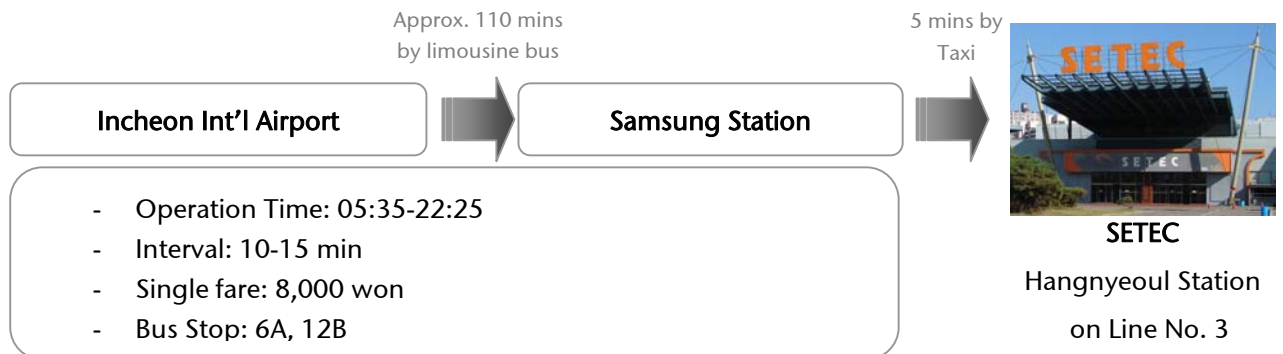


SETEC

Hangneyoul Station
on Line No. 3

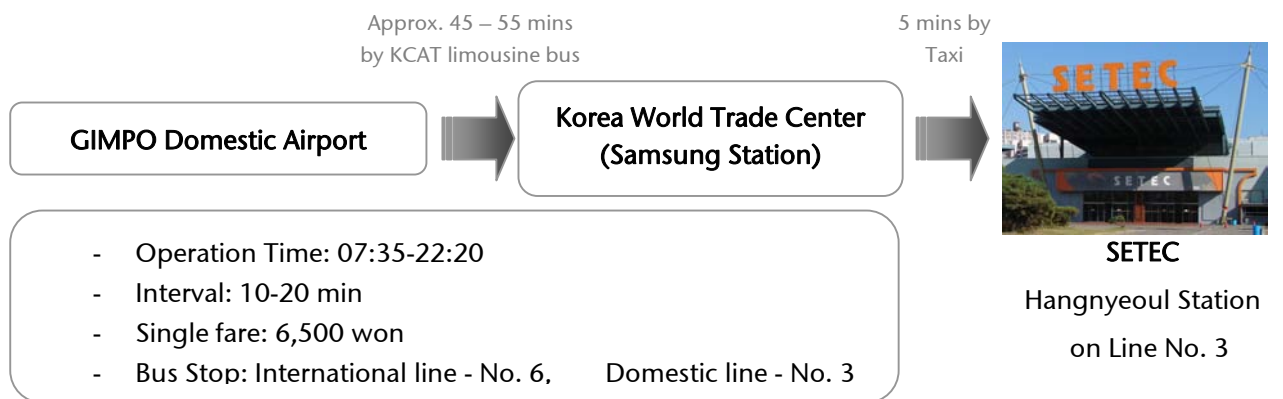
- Operation Time: 05:30-22:30
- Interval: 10-15 min
- Single fare: 14,000 won
- Bus Stop: 4A, 10B

- Limousine Bus No. 6000(Please refer to <http://www.airportlimousine.co.kr/route/route01.htm>)

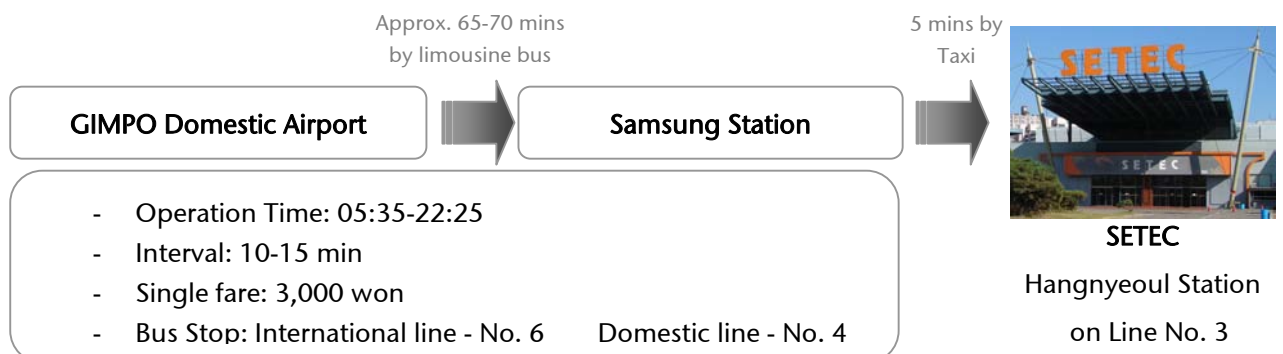


(3) GIMPO Domestic Airport → SETEC

- KCAT Limousine Bus (Please refer to <http://www.kcat.co.kr>)



- Limousine Bus No. 6000(Please refer to <http://www.airportlimousine.co.kr/route/route01.htm>)



■ HOTEL INFORMATION AROUND FAIR VENUE

Class	Hotel	Travelling Time by car	Telephone	Address	Website
SDL	Grand Inter-Continental Seoul	5 min	+82-2-555-5656	159-8, Samseong-dong, Gangnam-gu, Seoul	www.seoul.intercontinental.com
	COEX Inter-Continental	5 min	+82-2-3452-2500	159, Samseong-dong, Gangnam-gu, Seoul	www.seoul.intercontinental.com
	Renaissance Seoul	15 min	+82-2-555-0501	676, Yeoksam-dong, Gangnam-gu, Seoul	www.marriott.com
	Lotte Hotel World	15 min	+82-2-419-7000	40-1, Jamsil-dong, Songpa-gu, Seoul	www.lottehotel.co.kr/english
DLX	Ellui Hotel	15 min	+82-2-514-3535	129, Cheongdam-dong, Gangnam-gu, Seoul	www.ellui.com/english
	Ramada Seoul	15 min	+82-2-6202-2000	112-5, Samseong-dong, Gangnam-gu, Seoul	www.ramadaseoul.co.kr/eng
	Hotel Riviera	15 min	+82-2-541-3111	53-7, Cheongdam-dong, Gangnam-gu, Seoul	www.hotelriviera.co.kr
1st	Hotel Sunshine	15 min	+ 82-2-541-1818	587-1, Sinsa-dong, Gangnam-gu, Seoul	www.hotelsunshine.co.kr
3rd	Hawaii Hotel	10 min	+82-2-547-9663	77-9 Samsung-dong, Gangnam-gu, Seoul, Korea	www.hotelhawaii.co.kr

* For more information about hotel reservations, please contact each hotel directly.
 For more information on other hotels near Venue, SETEC,
 please visit at <http://www.setec.or.kr/eng/around/hotel.do>

■ ORGANISER'S INFORMATION

1. CMP Media Korea Co Ltd

8F Woodo Bldg, #129-3 Sangbong-dong

Jungrang-gu, Seoul 131-861, Korea

Tel: +82-2-6715-5400 Fax: +82-2-432-5885

E-mail: xpochem@cmpmediakorea.com

xpopharm@cmpmediakorea.com

Website: www.cmpmediakorea.com

Contact: Enoch Y.S. Jeong

2. Korea Specialty Chemical Industry Association (KSCIA)

KICOX Venture Center 188-5 Guro-dong, Guro-gu

Seoul 152-759, Korea

Tel: +82-2-6300-5243 (ext.250) Fax: +82-2-6300-5290

E-mil: pyj@kscia.or.kr

Website: www.kscia.or.kr

Contact: Yeon Jeong Park

3. Korea Pharmaceutical Traders Association (KPTA)

Rm. No. 1801 Korea World Trade Center, #159-1 Samsung-dong

Gangnam-gu, Seoul 135-729, Korea

Tel: +82-2-6000-1843

Fax: +82-2-6000-1850

E-mail: yhchoi@kpta.or.kr

Website: www.kpta.or.kr

Contact: Yong Hee Choi

■ OFFICIAL CONTRACTORS & SERVICES

1. Official Stand Contractor

KYOUNG DONG DESIGN CO LTD

#246, Ui-dong, Gangbuk-gu, Seoul 142-871, Korea

Tel: +82-2-907-8896

Fax: +82-2-991-8896

E-mail: kyoung-dong@hanmail.net

Contact: Tae Won Lee

2. Official Carpet Flooring

Rubens Carpet Co.

Hunga Bldg, #597-41, Jeonnong-dong

Dongdaemun-gu, Seoul 130-020, Korea

Tel: +82-2-965-6866

Fax: +82-2-965-6863

E-mail: sun14411@hanmail.net

Contact: Ki Bok Kwark

3. Official Freight Forwarder

MIRIM E & F CORP.

3F Gunho Bldg, #166-7 Samsung-dong

Gangnam-gu, Seoul 135-090, Korea

Tel: +82-2-569-7711

Fax: +82-2-567-8460

E-mail: seon@mirimenf.com

Contact: Seon Jeon

■ 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.

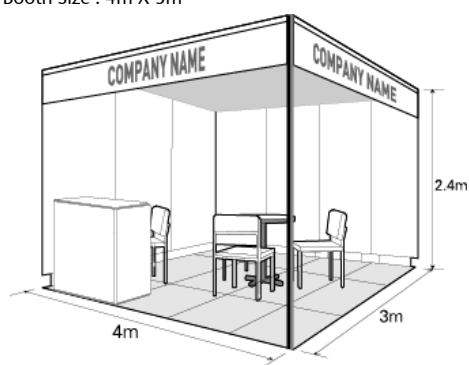
Please refer to the details below.

	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.

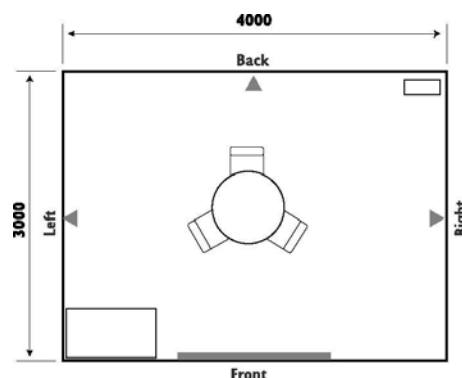
■ SHELL SCHEME BOOTHS

Unit: mm

Booth Size : 4m X 3m



Cubic plan



Ground plan

STANDARD SHELL SCHEME PACKAGE INCLUDES (12 sqm. booth basis):

1. **Side / Rear Walls** 1000mm(W) x 2400mm(H) white panels set between aluminium 'OCTANORM' supports.
2. **Company Fascia** 300mm-high company fascia will be installed on the front/side of stand at a height of 2400mm high from ground. Exhibitors' names will be written in Gothic with booth No. (Korean - maximum 12 letters, English - maximum 24 letters). Exhibitor names in English will only be provided for foreign Exhibitors. Exhibitor names in both English and Korean will be provided if Korean agent is participating at the show on behalf of a foreign company. Full exhibitor names should be provided to the official contractor through **FORM D COMPANY FASCIA (Shell Scheme Only)**. Logotype or public relations wording is not permitted.
3. **Needle Punch Carpeting** Booth - Grey colour , Hallway - Reddish black colour (Colour is subject to change without prior notice)
4. **Lighting** 3 spotlights (100W), 1 fluorescent light (40W)
5. **Electric Power** 1 socket will be installed (220V/single phase/13amp/ 1KW capacity)
6. **Info Desk/Meeting Set** 1 info desk, 1 round table, 3 chairs will be furnished.
7. **Basic Items per Booth Dimension**

Booth Dimension	12~23 sq.m.	24~35 sq.m.	36~47 sq.m.	48~59 sq.m.	60 sq.m.
Information Desk	1	2	3	4	5
Folding Chair	3	6	9	12	15
Spotlight	3	6	9	12	15
Fluorescent Light	1	2	3	4	5
Electric Socket	1	2	2	3	3
Round (Meeting) Table	1	2	3	4	5
Waste Basket	1	2	3	4	5

Notice: Any additional work should be performed inside shell scheme stand. It is forbidden to carry out procedures that affect the installation, such as using electric drills or nailing. Please use double-sided tape or hooks to avoid damage to panels. Exhibitors and / or their decorators will be charged for any damage that they cause to rentals or any utility.

■ SHIPPING/FREIGHT FORWARDING INFORMATION

1. General Information

Official Forwarder: MIRIM E & F CORP.
 Contact: Seon Jeon (seon@mirimenf.com)
 Address: 3F Gunho Bldg, #166-7 Samsung-dong
 Gangnam-gu, Seoul 135-090, Korea
 Tel: +82-2-569-7711 Fax: +82-2-567-8460

2. Deadlines for cargo arrival in Korea

- (1) SEA Freight: Vessel must arrive at BUSAN PORT by :
 - LCL shipment: 27 Oct 2008
 - FCL shipment: 27 Oct 2008
- (2) AIR Freight: 30 Oct 2008 at INCHEON AIRPORT

3. Freight Terms

All shipments sent by sea or air must be FREIGHT PREPAID.

4. Import Customs Clearance

- (1) TEMPORARY IMPORT (Bonded)

If the exhibition site is allowed as a "BONDED AREA" by CUSTOMS AUTHORITIES.

 - SOLD ITEMS during the Exhibition

To be moved to Bonded Warehouse after Exhibition where buyer can clear customs for permanent import with payment of Duty & Tax.
 - RETURNED ITEMS

To be transported to Busan or Incheon Airport after show.
- (2) PERMANENT IMPORT (for FREE-Distribution)
 - SAMPLES, GIVEAWAYS & ENTERTAINMENT ITEMS:
 - Free Distribution where value is less than US\$5.00 per piece (C.I.F.) is allowed provided that total value and quantity of the goods are reasonable in the opinion of the Customs authorities. However, there is no exemption from Duty for CIGARETTES and ALCOHOL.
 - Decision of "DUTIABLE OR DUTYFREE " will be advised at the time of Customs Inspection at the exhibition site regardless of the aforementioned provision.
- (3) ATA Carnet

ATA Carnet is not required for the show. In cases where the Exhibitor has to use ATA Carnet, we will clear customs with ATA Carnet for temporary import and export.

*** PLEASE NOTE:** In accordance with the Korea Customs regulations, all items under temporary (in Bond) entry are exclusively under the control of the customs authorities. Exhibitors cannot distribute or consume any goods unless customs duties & taxes have been paid.

5. Packing

All items should be packed separately according to the following three categories.

- (1) Category A: TEMPORARY IMPORT

- (2) Category B: Items accompanied by ATA Carnet. Please do not mix exhibits and consumables on one invoice. A separate commercial invoice & packing list must be made for consumable goods.
- (3) Category C: Items for PERMANENT IMPORT

*** NOTICE:** It is strongly recommended that exhibits and consumable goods be packed in separate cases. It cannot be over-emphasized that packing must be exceptionally sturdy for both sea and air shipments.

6. Shipping Documents

- (1) Each invoice / packing list should be as precise as possible regarding descriptions, quantities, unit prices, total amount, gross weight and measurements.
- (2) Exhibitors are cautioned to note that prices indicated on the shipping documents must be reasonable. Problems in customs clearance may occur if the customs officers judge the declared prices are to be unreasonably low. In addition, customs will not accept "no value" or "free of charge" invoices. Prices must be mentioned for all items including consumable items.
- (3) A separate INVOICE / PACKING LIST should be made for GIVEAWAYS, CONSUMABLES, LITERATURE and OTHER PROMOTIONAL MATERIALS, from that of exhibits.

- Shipping Documents consist of:

- AIR CARGO: 1 Original AWB
3 Copies of INVOICE & PACKING LIST
- SEA CARGO: 2 Original B/L
3 Copies of INVOICE & PACKING LIST

- CONSIGNEE & NOTIFIABLE PARTY:

CONSIGNEE: MIRIM E & F Corp
3F, Gunho Bldg, 166-7 Samsung-dong
Gangnam-gu, Seoul 135-090, Korea
TEL: +82-2-569-7711 FAX: +82-2-567-8460
ATTN: Mr. Seon Jeon / Mr. Steve Oh

NOTIFIABLE PARTY: "XpoChem 2008" or "XpoPharm 2008"

C/O EXHIBITOR'S NAME

STAND NO.:

- Documents arrival in Korea

- SEA Freight: Five working days prior to vessel arrival at Busan port.
- AIR Freight: Two working days prior to flight arrival at Incheon airport.

- Please provide the following information by fax or e-mail to :

MIRIM E & F CORP. ATTN : Mr. Seon Jeon (seon@mirimenf.com, FAX : +82-2-567-8460)

- ① Name of VESSEL / CARRIER, VOYAGE NUMBER or FLIGHT NUMBER
- ② BILL OF LADING NUMBER / AIRWAY BILL NUMBER (MAWB & HAWB NO.)
- ③ Number of PACKAGE

- ④ Weight and Dimensions of exhibits
 - ⑤ E.T.D. & E.T.A.
- Shipping Documents should be forwarded to:
MIRIM E & F Crop.
3F Gunho Bldg, #166-7 Samsung-dong
Gangnam-gu, Seoul 135-090, Korea
TEL : +82-2-569-7711 FAX : +82-2-567-8460
ATTN : Mr. Seon Jeon, Mr. Steve Oh
 - Insurance
It is requested that all exhibits are insured for the round trip transit period because our handling tariff has been compiled based on weight & volume of exhibits. Upon request, we can offer you insurance for return of exhibits.
 - Disposal Instructions for Exhibits
In order to make prior arrangements with customs, shipping lines and airlines, our staff will visit you at your booth during the show.
You are kindly requested to fill out the "DISPOSAL PLAN" supplied to you.
Your exhibits will be shipped back to port of origin or to a third destination as instructed.
Sold/Contracted exhibits will be moved to bonded warehouse for permanent customs clearance.

7. CASE MARKING

NAME OF EXHIBITION: "XpoChem 2008" or "XpoPharm 2008"			
NAME OF EXHIBITOR:			
HALL / BOOTH NO.:			
PACKAGE NO.:			
DIMENSIONS:	L(CM) X	W(CM) X	H(CM)
GROSS / NET WEIGHT:	KGS /	KGS	

RULES & REGULATIONS

RULES & REGULATIONS OF EXHIBITION

RULES & REGULATIONS OF EXHIBITION CENTER

STAND REGULATIONS

Rules & Regulations

TERMS & CONDITIONS

1. TERMS OF REFERENCE

In These Terms and Conditions the following definitions shall apply:

"Application Form" shall mean the application form overleaf.

"Contract" shall mean the contract established between the Exhibitor and the Organisers upon the Organisers accepting the offer of the Exhibitor to Participate, upon these Terms and Conditions and the Application Form, in the Exhibition.

"Exhibition" shall mean the exhibition stated on the Application Form.

"Exhibition Centre" shall mean the centre named in the Application Form or such other venue as may be selected by the Organisers under clause 4.

"Exhibition Centre Operator" shall mean the owner/proprietor/operator/manager for the time being of the Exhibition Centre.

"Exhibition Space" shall mean any space in the Exhibition Centre licensed to the Exhibitor by the Organisers for the purpose of the Exhibition under these Terms and Conditions and shall include shell (ready stand) spaces and nonshell (raw) spaces.

"Exhibition's Official Directory" shall mean the official directory of the Exhibition published by the Organisers or an associated company.

"Exhibitor" shall include the person described as such in the Application Form and all employees and agents of such person and shall also include permitted sub-licensees of the Exhibitor.

"Exhibitor's Manual" shall mean the manual supplied by the Organisers to the Exhibitor which contains information relating to the Exhibition and the Exhibition Space and other matters (as amended from time to time).

"Fees" shall mean the amount payable for the use of the Exhibition Space (as specified in the Application Form).

"Organisers" shall mean the person or persons named as the organiser(s) of Exhibition on the Application Form.

"Representatives" shall mean the employees, servants, agents, contractors, sub-contractors and all other representatives of the Exhibitor.

"Rules and Regulations" shall mean the rules and regulations for the time being applicable to, amongst others, exhibitors at the Exhibition Centre made by the Exhibition Centre Operator.

2. RULES AND REGULATIONS AND EXHIBITOR'S MANUAL

The Exhibitor shall, and shall procure that its Representatives shall observe and comply with the Rules and Regulations, copies of which are obtainable from the Organisers on request.

The Exhibitor shall, and shall procure that its Representatives shall, observe and comply with the Exhibitor's Manual.

3. APPLICATION FOR PARTICIPATION

All applications for participation shall be made on the Application Form which shall be submitted to the Organisers for approval accompanied by a non-refundable/non-transferable deposit for the rental of the Exhibition Space as stated in the Application Form. The Organisers reserve the right to accept or refuse any application without giving any reason. If the Organisers accept an application for participation otherwise than on the Application Form, such acceptance shall nevertheless be upon and subject to these Terms and Conditions and the Exhibitor shall, if required by the Organisers, complete an Application Form.

The Exhibitor shall co-operate with the Organisers to provide them with any reasonable information which they require about it. An Exhibitor cancelling or reducing his space reserved shall not receive any refund. Acceptance of any payment made by an Exhibitor does not mean that the application is successful unless and until the booth location has been assigned.

4. LICENSING AND ALLOCATION OF EXHIBITION SPACE

The Exhibition Space is licensed to the Exhibitor only in common with the Organisers and all others authorized by the Organisers on a non-exclusive basis. The Exhibitor is not permitted to sub-license the Exhibition space allocated to it, either wholly or in part, or otherwise part with or share possession of all or any part of the Exhibition Space without the prior written consent of the Organisers. The Exhibitor shall ensure that any such authorized sub-licensees comply with this Contract and the Exhibitor's Manual and shall be responsible for any default of such sub-licensees and shall indemnify the Organisers in accordance with clause 12. The Organisers reserve the right to cancel the participation and licence immediately if both sub-letting occurs.

Any Exhibitor who wishes to use a company name on its Exhibition stand which is different to that stated on its Application Form must submit notice of this change to the Organisers at least three months prior to the commencement of the Exhibition together with the following - (i) documentation signed by a certified accountant or the company secretary (where the Exhibitor is a registered limited liability company) to prove that only the name of the Exhibitor has changed; or (ii) other documentation to show that the new company name belongs to a wholly-owned subsidiary of the Exhibitor.

The Organisers may allocate the Exhibition Space in any manner as they deem fit but may take into account such factors as the order of applications received and the nature of the Exhibitor's business. The Organisers reserve the right at their sole discretion to change the location of or venue for the Exhibition, the opening hours of the Exhibition, the term or duration of the Exhibition, the date or dates on which the Exhibition is to be held provided that the revised dates are within 6 months of the dates set out in the Application Form, to change the Exhibition Space allocated to the Exhibitor, to alter the size and dimensions of the Exhibition Space from that for which application is made in the Application Form, to change or close entrances for exits and access to the venue, Exhibition and/or Exhibition Space and to undertake any kind of alterations to the Exhibition Space whatsoever.

In the event that the Organisers change location or venue of the Exhibition, or the date or dates on which the Exhibition is to be held, the Organisers will provide the Exhibitor with notice of that change as soon as practicable.

Shell stands are all erected according to a standard pattern. No variation of the standard fascia and lettering will be permitted. Exhibits and displays should not exceed the height of the stand walls unless written permission has been received from the Organisers. It is recommended that all design proposals be submitted to the Organisers for approval.

An Exhibitor who is allocated shell space will be provided with stand services as per the schedule in the Exhibitor's Manual. Plans, drawings and design proposals for non-shell spaces must be submitted and approved according to the Rules and Regulations. These plans, in triplicate, must be submitted to the Organisers for approval not later than the time specified by the Organisers in the Exhibitor's Manual.

The Organisers reserve the right at any time to order the alteration or removal of any stand which differs from the approved specifications or which does not conform to the Rules and Regulations. The costs of such alteration and removal shall be entirely borne by the Exhibitor and any sums of money which may have been paid by the Exhibitors for rent and charges shall not be refunded. If any such alterations or removals are not made within the time required by the Organisers then the Organisers may undertake the same at the risk and cost of the Exhibitors, and the Exhibitors shall reimburse all costs and expenses incurred in relation thereto by the Exhibitors on demand.

5. EXHIBITS

No exhibit will be allowed into or out of the Exhibition Centre without an official delivery order or clearance document. The Exhibitor shall at its own cost make its own arrangements for transportation of exhibits to and from the Exhibition Centre (including, without limitation, arranging for all necessary customs clearances and regulatory approvals and licences) and for storage of exhibits and packaging materials. Display of any working or moving exhibits must have the prior written approval of the Organisers. Precautionary measures such as the provision of guards or other means of protection must be taken by the Exhibitor to protect the public from such moving or working exhibits. Moving or working exhibits shall only be demonstrated or operated by persons authorized by the Exhibitor and shall not be left running in the absence of such persons. All exhibits and stand furnishings must be confined to the Exhibition Space. The Exhibitor shall not store or permit to be stored any hazardous goods in the Exhibition Space. Advertising literature should be distributed from the Exhibitor's own stands only. No business activity shall be conducted by the Exhibitor and/or his staff outside the allocated booth area. No advertising or canvassing for business may take place anywhere else in the Exhibition Hall.

The Organisers reserve the right to remove at the Exhibitor's expense and risk any exhibits or publicity material not produced by the Exhibitor or its associated companies or which are not as specified on the Application Form.

The Exhibitor shall not exhibit at the Exhibition any counterfeit goods or any goods which infringe any third party's intellectual property rights ("Infringing Goods") or any goods which are prohibited or restricted by local laws or regulations ("Prohibited Goods"). The Organisers shall have the right, without recourse, to physically remove any goods which it or any Korea court or relevant authority deems to be infringing Goods or Prohibited Goods, to cancel the Exhibitor's right of participation and/or to close down the Exhibitor's exhibition stand and in any such event, the Exhibitor shall have no financial or other claim against the Organisers.

The Exhibitor agrees to indemnify and hold harmless the Organisers on demand against all claims, liabilities, losses, suits, proceedings, damages, judgments, expenses, costs (including legal fees) and charges of any kind whatsoever incurred by or on behalf of or made against the Organisers arising out of the Exhibition of any Infringing Goods or Prohibited Goods by the Exhibitor, or acts by third parties as a consequence thereof.

At such time after the close of the Exhibition as the Organisers may specify, or on sooner termination of this Contract, all exhibits shall be removed and cleared from the Exhibition Space and vacant possession of the Exhibition Space shall be delivered to the Organisers in as good and clean order and condition as it was when initially licensed to

the Exhibitor.

Any property remaining after the last day designated by the Organisers for material to be removed shall be considered abandoned and may be sold or otherwise disposed of by the Organisers at the Exhibitor's expense. No property may be removed from the Exhibition before the Exhibition ends.

6. TERMS OF PAYMENT

Payment of the Fees by the date(s) stipulated in contract is of the essence to participation by the Exhibitor in the Exhibition.

7. CONDUCT IN THE EXHIBITION CENTRE

During the term of the Exhibition and for so long as the Exhibitor or any of its Representatives or exhibits is in the Exhibition Centre in connection with the Exhibition the Exhibitor shall be responsible for the good conduct of its Representatives who shall be bound by and must observe these Terms and Conditions in all respects.

Exhibitors and their Representatives shall not do, or permit anything to be done, which in the reasonable opinion of the Organisers shall cause or is likely to cause a disturbance, nuisance, annoyance, inconvenience, disruption, damage, danger or risk to any person or thing, or to the health or safety thereof, or which does not conform with the general standards of the Exhibition or amounts or may amount to a breach of these Terms and Conditions.

The Exhibitor shall (and shall procure that its Representatives shall) at all times act so as to avoid putting the Organisers in breach of the license (as amended from time to time) under which they hold the Exhibition Centre or the relevant part of it.

It is expressly prohibited for the Exhibitor or its Representatives to record images of any other exhibitor's exhibition space or exhibits in any form ("Images") without the prior written consent of the Organisers. Such prohibition includes, but is not limited to, the taking of photographs, video or digital recording of any type and/or making any drawing or sketch or other physical record. The Exhibitor and its Representatives agree to surrender to the Organisers on demand any material in whatever media on which Images may be recorded in violation of this rule, including but not limited to film, video tapes, sketchbooks, camera phones and digital storage devices.

Should the Exhibitor or its Representative record any Image in breach of the above rule, the copyright and other intellectual property or other rights (including for the avoidance of doubt, rights in sound recordings and broadcasts) whether arising now or in the future ("IPR") shall vest in the Organisers unconditionally and immediately on the creation or recording of the Images. The Exhibitor undertakes to execute all deeds and documents and to do all things (and shall procure that its Representative executes all deeds and documents and does all things) as the Organisers may require to vest the IPR in the Organisers including, without limitation, delivery of the Images or copies of them in any media and should it fail to do so on demand, the Exhibitor irrevocably authorises any employee of the Organisers to execute the same in its name and on its behalf and as its attorney.

The Exhibitor agrees to indemnify and hold harmless the Organisers, on demand, against all claims, liabilities, losses, suits, proceedings, damages, judgments, expenses, costs (including legal fees) and charges of any kind whatsoever incurred by or on behalf of or made against the Organisers arising out of breach of the obligations of the Exhibitor not to record Images, or any infringement of third party IPR by the Exhibitor.

It is expressly prohibited for any Representative of the Exhibitor to visit or attempt to visit the exhibition space of any other exhibitor unless invited to do so by the relevant exhibitor.

The Exhibitor and its Representatives must wear the identification badges specified by the Organisers at all times in the Exhibition Centre. Persons under the age of 18 are not allowed to be both attendants nor may they enter the Exhibition Hall during the Exhibition and the moving in periods. The Exhibitor may not alter or in any way affect the structure or fixtures of the Exhibition Centre. The Exhibitor will pay or reimburse on demand to the Organisers the costs of making good any damage caused to the Exhibition Centre or fixtures by it and/or its Representatives.

The Organisers reserve the right to refuse admittance to the Exhibitor and/or any of the Exhibitor's Representatives or to require the Exhibitor and/or any such Representative to leave if in their opinion his or her behaviour is in breach of these rules and regulations, any rules and regulations of the Exhibition Centre or local laws and regulations. The opinion of the Organisers is final in this regard.

8. OTHER OBLIGATIONS

The Exhibitor agrees to observe and comply with the requirements set out in the Exhibitor's Manual.

All reasonable endeavours to ensure that all information, written or oral or in any other form, of whatever nature received by it and/or its Representatives in connection with the Exhibition (the public domain) be treated as confidential and shall not be used or disclosed to any third party except in connection with the participation in the Exhibition of the Exhibitor under this Contract or as may be required by law, by any competent regulatory authority or by the Exhibition Centre Operator.

Notwithstanding the above the Exhibitor agrees that the personal data provided by it in connection with its participation or proposed participation in the Exhibition may be included on the Exhibition database, included in the Exhibition's Official Directory, used in communications with the Exhibitor and otherwise used by the Organisers and associated companies (or their successors or potential successors in business), whether located in Korea or otherwise, or passed on to third parties for promotion purposes. Any requests for access to or correction of the data can be made to CMF Media Korea Co. Ltd, 5F Woodo Bldg, 128-3 Sanghng-Dong, Jungnang-Gu, Seoul, R. O. Korea. A fee may be charged by the Organisers of a relevant associated company for complying with access requests.

9. INSURANCE

The Exhibitor agrees to observe and comply with the requirements set out in the Exhibitor's Manual concerning insurance. The Exhibitor must have in existence prior to its seeking access to the Exhibition Centre and at all times during the term of the Exhibition, and for so long as the Exhibitor or any of its Representatives or exhibits is in the Exhibition Centre in connection with the Exhibition, a valid insurance policy satisfactory to the Organisers in respect of its and its Representatives' participation in the Exhibition, its Exhibition Space and its exhibits at the Exhibition Centre, covering such risks and in such minimum amount(s) as are set out in the Exhibitor's Manual.

The Exhibitor must have, at all times, valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and such other risks normally insured against by Exhibitors and/or as the Organisers may require, in connection with, inter alia, the Exhibitor's property and its activities during the Exhibition (including the moving in and moving out periods).

The Organisers shall be entitled to inspect any such insurance policy and receipts for premium at any time.

The Exhibitor shall insure and/or accept the risk of any change to the venue, opening hours, the duration and/or the date or dates of the Exhibition pursuant to clause 4 or any postponement or cancellation of, or other change to, the Exhibition under clause 10.

10. POSTPONEMENT AND CANCELLATION

In addition to the Organisers' rights under clause 4, the Organisers may, without reason being necessary and without incurring any liability whatsoever to the Exhibitor other than as provided in clause 12, cancel the Exhibition, or at their election, postpone indefinitely, or otherwise make changes to the Exhibition, if in the sole opinion of the Organisers:

- (a) the holding of the Exhibition by the Organisers, the performance by the Organisers' of their obligations or attendance at the Exhibition by exhibitors and/or visitors, is impossible, illegal or substantially or materially interfered with or affected, due to any cause or causes beyond the control of the Organisers including, without limitation, any of the following:
 - act of God, governmental act, war, fire, flood, explosion, civil commotion, armed hostilities, act of terrorism, revolution, blockade, embargo, strike, lock-out, sit-in, industrial or trade dispute, adverse weather, disease, risk to public health, accident to or breakdown of plant or machinery, shortage of any material, labour, transport, electricity or other supply, regulatory intervention, general advisory or recommendation of any government (including any government agency or department), regulatory authority or international agency, against travel, exhibitions and/or public gatherings, or the Exhibition Centre becomes unavailable and/or unfit for occupancy and/or use;
- (b) any other circumstance, occurrence or cause makes it in the opinion of the Organisers impossible, impractical, or undesirable for the Organisers to hold the Exhibition as initially planned.

11. TERMINATION

This Contract may be terminated by the Organisers by notice to the Exhibitor upon the occurrence of any of the following events:

- (1) the Exhibition is cancelled under clause 10;
- (2) the Organisers is not satisfied that proper use is being made of the Exhibition Space during the installation period or at any time during the term of the Exhibition or at any other time when the Exhibitor or any of its Representatives or exhibits is in the Exhibition Centre in connection with the Exhibition;
- (3) payment of Fees is not made by the Exhibitor in accordance with Clause 6;
- (4) the Exhibitor is, for any reason, unable to utilise the Exhibition Space allocated to it;
- (5) the Exhibitor becomes insolvent or, in any jurisdiction, enters into or takes or is subject to any form of winding up, administration, receivership, liquidation, bankruptcy,

arrangement with creditors generally or any other insolvency procedure in respect of it or any of its assets, or suffers the enforcement of security or legal process or repossession;

(6) the Exhibitor is convicted of any criminal offence or otherwise so conducts itself as to bring itself, the Exhibition or the Organisers into disrepute;

(7) the Exhibitor is in breach of any provision of this Contract, including without limitation its obligations in clauses 5 and 7 in relation to Infringing Goods, Prohibited Goods and recording of Images, or of the Exhibitor's Manual; or

(8) the Exhibitor is in breach of any applicable local legislation, rules or regulations.

Upon termination of this Contract for whatever reason, any allocation of the Exhibition Space shall automatically be cancelled forthwith. If this Contract is terminated under any of sub-clauses 11(2) to 11(8) above the Organisers shall be entitled forthwith to re-licence the Exhibition Space, all payments made in respect of the Exhibition Space shall be forfeited and the Organisers shall have the right to claim for the balance of the Fees and for any loss or damage suffered or additional expenses incurred by or on behalf of the Organisers as a consequence thereof. Upon termination of this Contract for whatever reason, all of the Exhibitor's property shall be removed by the Exhibitor from the Exhibition Space immediately failing which such property shall be removed and the Exhibition Space cleared by the Organisers at the Exhibitor's expense. The Organisers reserve the right to exercise a general lien over any property of the Exhibitor in the Exhibition Centre in respect of all monies, of whatsoever nature, including in respect of claims for damages, which may at any time be due or payable by the Exhibitor to the Organisers or to or on behalf of the Exhibitor.

Obligations of the Exhibitor which are unperformed at termination of the Contract shall continue in force after termination.

12. LIABILITY AND REFUNDS (PLEASE REVIEW THIS CLAUSE 12 CAREFULLY)

Participation by the Exhibitor in the Exhibition is solely at the Exhibitor's own risk. The Exhibitor agrees to indemnify and hold the Organisers harmless, on demand, against all claims, liabilities, losses, suits, proceedings, damages, judgments, expenses, costs (including legal fees) and charges of any kind whatsoever incurred by or on behalf of or made against the Organisers arising out of any breach of any of this Contract or the Exhibitor's Manual or any other default or negligence of, or any damage caused by, the Exhibitor and/or any of its Representatives.

All exhibits are brought to, displayed at and removed from the Exhibition Centre at the Exhibitor's own risk and shall be safeguarded by the Exhibitor at all times.

The Organiser shall not be liable for any losses (including consequential losses), damages, 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 including, without limitation, (a) any theft, fire, (b) use of Security Room Services, (c) defect in the Exhibition Centre whatsoever caused, (d) cancellation or early closure of, or delay in the opening or closing of, the Exhibition for whatever reason outside the control of the Organisers, (e) any matter referred to in paragraph 3 & 4 of these Terms and Conditions, (f) any natural calamity or any act of God, whatsoever arising. The Exhibitor shall be liable to any third party for, inter alia, any claims, injury or damage arising from its booths and its portion of the shell scheme. Subject as below, the Organisers accept no responsibility and shall not incur any liability to the Exhibitor or any other person for:

- (a) any error or omission in any information relating to it, its equipment, products or services in any promotional material, information or thing provided to the Organisers or any other person by the Exhibitor, (b) any error or omission relating to it, its equipment, products or services in the Exhibition's Official Directory or in any promotional material, information or thing produced or commissioned by the Organisers or that Exhibitor, (c) products displayed or sold by any exhibitor at the Exhibition, (d) the Organisers carrying out any of their obligations under this Contract or the Exhibitors' Manual, or (e) any loss or damage or any indirect or consequential loss caused by or arising from any of the equipment and computer systems (inclusive of hardware and software) and services provided by the Organisers, by any supplier to the Organisers or by the Exhibition Centre Operator failing or being defective.

In the event that the Organisers postpone, change the venue of or otherwise make changes to the Exhibition under clause 4 or clause 10:

- (a) the Contract shall continue to bind the parties;
- (b) the Exhibitor shall not be entitled to any refund of any payments made in respect of the Exhibition Space, and shall remain liable to pay the balance of the Fees, if any; and
- (c) the Exhibitor shall have no claim whatsoever for compensation for loss or damage suffered or additional expenses incurred as a result of any postponement, change of venue or other change to (including any alteration in character or reduction in scale of) the Exhibition. In the event that the Organisers cancel or permanently postpone the Exhibition under clause 10:

(a) the Organisers shall refund the Fees paid to the Organisers by the Exhibitor after deducting an administrative fee to cover all costs reasonably incurred by the Organisers in relation to the Exhibition; and

(b) the Exhibitor shall have no claim whatsoever for compensation for loss or damage suffered or additional expenses incurred as a result of any such cancellation of the Exhibition.

The Exhibitor acknowledges that, in light of the Fees, the above provisions of this clause are no more than is reasonable to protect the Organisers as organisers of the Exhibition. Nothing in this clause shall have the effect of limiting or excluding the Organisers' liability for fraud, or for death or personal injury caused by negligence of the Organisers to the extent it cannot be excluded or restricted at law under the Control of Exemption Clauses Ordinance.

13. COMPLIANCE WITH LEGISLATION

The Exhibitor must comply with all relevant legislation, rules and regulations of the country or territory where the Exhibition is held and shall be solely responsible for observing and complying with the same and for obtaining all consents, approvals, authorities, licenses and the like as may be requisite to its participation in the Exhibition.

14. GENERAL

The Organisers reserve the right to set off any indebtedness of the Exhibitor to the Organisers against any indebtedness of the Organisers to the Exhibitor in each case on any account whatsoever.

No waiver by the Organisers of any of the provisions of these Terms and Conditions, or any of its rights hereunder, or any provisions of the Exhibitor's Manual shall have effect unless given in writing and signed by any Director of the Organisers. The Organisers' rights shall not be prejudiced or restricted by any concession, indulgence or forbearance extended to the Exhibitor.

No waiver by or on behalf of the Organisers of any breach or any liability for payment by the Exhibitor shall operate as a waiver of any other or subsequent breach or other liability for payment, respectively.

No remedy conferred by any of the provisions of these Terms and Conditions or the Exhibitor's Manual is intended to be exclusive of any other remedy, except as expressly provided in these Terms and Conditions or the Exhibitor's Manual, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing in law or in equity or by statute or otherwise.

The Organisers' obligations under this Contract, including without limitation the obligation to comply with the terms of, and to avoid putting the Organisers in breach of, other documents) together with the Exhibitor's Manual and the Application Form, supersede all prior agreements, negotiations and discussions between the parties. The Exhibitor may not rely on any representation, warranty, collateral contract or other assurance (except as set out in these Terms and Conditions and the Exhibitor's Manual) made by or on behalf of the Organisers before the Exhibitor's participation in the Exhibition, and the Exhibitor waives all rights and remedies which, but for this paragraph, might otherwise be available to it in respect of any such representation, warranty, collateral contract or other assurance, provided that nothing in this paragraph shall limit or exclude any liability for fraud.

Time is of the essence in relation to these Terms and Conditions. The headings in these Terms and Conditions have been inserted for reference only and do not affect their interpretation. Nothing in this Contract shall create a relationship of landlord and tenant between the Organisers and the Exhibitor or give the Exhibitor any estate or interest in the Exhibition Space other than a non-exclusive licence. The provisions contained in each clause, paragraph and subparagraph of these Terms and Conditions shall be enforceable independently of each of the others and its validity shall not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question shall apply with such modification as may be necessary to make it valid.

In the event of any conflict between these Terms and Conditions and the Exhibitor's Manual, these Terms and Conditions shall prevail to the extent of any such inconsistency.

15. GOVERNING LAW AND JURISDICTION

This Contract shall be governed by and construed in all respects in accordance with the laws of R. O. Korea and the Exhibitor submits to the non-exclusive jurisdiction of R. O. Korea's courts for all purposes relating to this Contract or the Exhibition.

16. SUPPLEMENTAL CLAUSES

Notwithstanding the provisions of clause 3, the Organisers reserve the right to issue supplementary regulations or instructions in addition to those in these Terms and Conditions, the Exhibitor's Manual or the Rules and Regulations to the extent reasonable to ensure smooth management of the Exhibition. Any additional written regulations or instructions shall be deemed to form part of these Terms and Conditions and shall be binding on the Exhibitor.

■ RULES & REGULATIONS OF EXHIBITION CENTER

1. Specifications of Exhibition Hall

- (1) Floor Area: Hall 1 (3,130 sqm), Hall 2 (1,684 sqm), Hall 3 (3,134 sqm)
- (2) Floor Loading: 2 ton/m²
- (3) Floor Type: Concrete
- (4) Ceiling Height : 9 m
- (5) Loading gate: 5.8m(W) X 3.5m(H)
- (6) Vehicle Entry into Exhibition Halls: Trucks (Max. 5 ton)/Forklifts
- (7) Ventilation: Automatic ventilation device
- (8) Power Supply: 220V - 60Hz Single Phase, 3 Phase ±
380V - 60Hz 3 Phase ±
- (9) Lighting Level: 100 lux
- (10) Water Supply: Pressure 2Kg/cm²
- (11) Air Compressor: 6kg/cm² per 26.9 cu.cm
- (12) Air Conditioning: Available (About 26°C or 78°F in summer / 22°C or 72°F in winter)
- (13) Pillar Size: 0.65m X 0.65m
- (14) Toilet: 1 for Men, 1 for Women
- (15) Security: Security guards on duty 24 Hours

2. Management of Facilities of Exhibition Halls

- (1) Installation of Electricity, Water and Compressed Air
The Organiser shall perform electrical work to operate exhibited goods and to mount spotlights; perform work to install facilities for supply of water and drainage and piping work; provide compressed air by making connections to the relevant common duct in the exhibition halls.
All work will be performed under the supervision of SETEC.
- (2) Installation of Telephone and LAN
Telephones for exhibition stands shall be installed by the contractor that Korea Telecom designates and LAN shall be installed by the contractor that SETEC designates and the exhibitor shall bear all expenses connected therewith.
- (3) Ceiling and Height limitations on Exhibition stand
Raw space exhibitors shall erect an exhibition stand not higher than **5 metres** from floor level of the exhibition hall according to the features of the exhibition stand and exhibition goods.
- (4) Aisles
Aisles between exhibition stands shall be more than 3m in width and shall be connected to the emergency exit in a direct line. No equipment or exhibits may be installed at an emergency exit or in front of a room housing machinery, EPS panel door, a warehouse, a fire hydrant or a rest room.
- (5) Materials to be used
All materials to be used for exhibition stands and flooring shall be fire resistant or nonflammable.
- (6) Restrictions on Electrical Facilities
Electric power for spot-lights shall not exceed 100W per square metre. For wiring, 600 volt EV cable shall be used according to the capacity, while 600volt IV wires and PVC code can not be used. Power outlets shall be installed at least 30 cm above from the floor. Electricity will be used only after a safety inspection has been conducted by SETEC.
- (7) Restrictions on Bringing in Heavy Exhibition Goods

Exhibition goods exceeding 2 ton /m² may not be brought into or exhibited at the Exhibition Halls. When heavy exhibition goods are to be brought into the halls, an application to bring in/out heavy goods shall be submitted **before 30 October 2008**.

(8) Restrictions on the Use of Electrical Equipment

Electrical equipment such as compressors, electrical saws, planes and grinders may not be used in the Exhibition halls. Highly dangerous exhibition goods such as boilers, furnaces and stoves may not be operated.

(9) Restrictions on the Use of Electrical Heating Equipment

If the surface temperature of electrical heating equipment is more than 70°C (158 °F) when being operated, iron safety guards shall be installed. Electrical heating equipment for the demonstration of exhibition goods may not be installed on wooden exhibition stands, but shall be installed on a non-flammable stand no less than 30 cm from the floor. The walls adjacent to electrical heating products such as cookware and irons shall be protected with non-flammable material. Only pytex_carpeting shall be used for exhibition stands that shall operate electrical heating equipment.

3. Exhibition Operation

(1) Move-out of Exhibits

The Move-out form shall be distributed to exhibitors from **15:00 on 6 November 2008** by the Organiser.

(2) User Personnel and Security Guards

Exhibitors shall station personnel within SETEC during the period of the lease to counsel buyers and to maintain the security and order of visitors. The personnel shall follow the instructions of SETEC when to do so is necessary for the operation of SETEC.

(3) Food and Beverages

Exhibitors cannot provide food and beverages to visitors inside or outside the Exhibition halls.

(4) Prohibition of Sales activity

Sales activity inside and outside of the halls shall be prohibited.

(5) Management of the Exhibition halls

Exhibitors have a duty not to damage, destroy or lose facilities, equipment and furnishings in the Exhibition halls and are responsible for removing all types of waste from dismantled exhibition stands in the Exhibition halls when the Exhibition is finished. In cases where the Exhibitor does not follow the preceding paragraph by the appointed day, the Organiser may remove such waste at its discretion and charge the Exhibitor accordingly.

(6) Restoration of Exhibition Halls to Original Condition

After the show is finished, exhibitors shall return every facility and all furnishings to SETEC after SETEC has confirmed the condition thereof. If there is any damage, deformation or loss of facilities and furnishings except for normal wear and tear through their use, they shall be immediately restored to their original condition. The Organiser shall make the restoration in place of the Exhibitor, if the Exhibitor fails to restore facilities to their original condition within the term given by the Organiser. In this situation, the Organiser can ask for all required expenses from the Exhibitor.

■ STAND REGULATIONS

Exhibitors who applied for raw space are advised to appoint a stand contractor from amongst [the contractors registered at SETEC](#), but if they cannot do so due to unavoidable circumstances, they should submit an 'Exhibition Stand Installation Application for Raw Space' and an 'Exhibition Stand Installation Guarantee Covering Raw Space' with this Form for approval from the organiser. Exhibitors who need an 'Exhibition Stand Installation Application for Raw Space' and an 'Exhibition Stand Installation Guarantee Covering Raw Space' should contact the organiser.

1. The stand contractors for raw space shall submit **FORM B RAW SPACE CONTRACTOR(Raw Space Compulsory)** to the Organiser with **two sets of ground plans and elevation of the exhibition stand** to obtain the safety approval of the Organiser.
2. All ceilings of exhibition stands shall be open. Where ceilings are required for special purposes such as meeting rooms, all materials shall be non-flammable.
3. Exhibitors and stand contractors shall complete all installations during the move-in period and exhibition facilities shall be prepared in advance.
4. In principle, all materials used for exhibition stands and flooring shall be fire resistant or non-flammable.
5. Carpets on the floor of the Exhibition Hall shall be easy to remove.
6. Nothing shall be fixed to the existing facilities such as walls, floors, ceilings, etc.
7. Exhibitors shall be responsible for removing all types of waste from dismantled exhibition stands in the Exhibition Halls **by 22:00 on 6 November 2008**. If additional working time is needed, the exhibitor should contact the organiser before 19:00. In this case, the Organiser can ask for all required expenses from the Exhibitor.
8. No facilities or structures, including lighting equipment, may be constructed outside the approved exhibiting space and a double-tiered stand is not permitted.
9. The raw space stand **MUST** be presented with the Exhibitor's Name and Booth No.
10. No facilities shall be higher than 5m from floor level of the Exhibition hall according to the regulations of SETEC.

ORDER FORMS

ORDER FORM CHECKLIST

DIRECTORY LISTING

COMPANY INDEX

PRODUCT INDEX

EXHIBITOR BADGES

ADDITIONAL VISITOR GUIDE (INVITATION)

VIP BUYER SERVICE

DIRECTORY ADVERTISING

WEBSITE BANNER ADVERTISING

ON-SITE ADVERTISING

TECHNICAL SEMINARS

INVITATION FOR VISA APPLICATION

DANGEROUS GOODS

RAW SPACE CONTRACTOR

ELECTRIC POWER SUPPLY

COMPANY FASCIA

ADDITIONAL FURNITURE AND AUDIO VISUAL EQUIPMENT RENTAL

LIGHTING PLAN

COMPRESSED AIR, WATER & DRAINAGE

TELEPHONE/INTERNET LINE

■ ORDER FORM CHECKLIST

	FORM NO	SUBJECT (DOWNLOADABLE)	CONDITION	DEADLINE	SEND TO	PAGE
PUBLICITY ORDER FORMS	FORM 1	DIRECTORY LISTING	COMPULSORY (ONLINE ONLY)	2 Oct 2008	"Exhibitors' Manual" on the right side of the website: www.xpochem.com or www.xpopharm.com	26
	FORM 2	COMPANY INDEX	OPTIONAL (ONLINE ONLY)			27
	FORM 3	PRODUCT INDEX	COMPULSORY (ONLINE ONLY)			28
	FORM 4	EXHIBITOR BADGES	COMPULSORY (ONLINE ONLY)			29
	FORM 5	ADDITIONAL VISITOR GUIDE (INVITATION)	OPTIONAL	10 Oct 2008	XpoChem • XpoPharm Secretariat: CMP Media Korea Co Ltd xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com Tel: +82-2-6715-5400 Fax: +82-2-432-5885	30
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TECHNICAL ORDER FORMS	FORM A	DANGEROUS GOODS	COMPULSORY	17 Oct 2008	CMP Media Korea Co Ltd xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com Tel: +82-2-6715-5400 Fax: +82-2-432-5885	37
	FORM B	RAW SPACE CONTRACTOR	RAW SPACE			38
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	FORM D	COMPANY FASCIA	SHELL SCHEME ONLY	17 Oct 2008	KYOUNG DONG DESIGN CO LTD Kyoung-dong@hanmail.net Tel: +82-2-907-8896 Fax: +82-2-991-8896	40
	FORM E-1	ADDITIONAL FURNITURE AND AUDIO VISUAL EQUIPMENT RENTAL	OPTIONAL			41
	FORM E-2	LIGHTING PLAN				48
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FORM 1 DIRECTORY LISTING (Compulsory, On-line only)

Forms 1, 2, 3 and 4 are accepted on-line only. Please access the Exhibitor's Manual via website (www.xpochem.com or www.xpopharm.com) and complete.

DEADLINE: 2 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

- The Company name quoted on the contact form will appear in the Official Directory. If this Form is not returned to the Organiser by the deadline, the only details that appear in the directory will be your company name, address, tel & fax no., e-mail and website based on the information written on your contract.
- The Organiser will not be held responsible for any error arising thereafter. Entries will appear in alphabetical order.
- The Organiser does not provide a translation service.

EXHIBITING COMPANY

Company _____

President _____

Address _____

_____ Postal code _____ Country _____

Tel _____ Fax _____

E-mail _____

Website _____

Contact _____

Position _____

COMPANY/PRODUCTS INFO.

Please write a description of your company and its products for insertion in the Official DIRECTORY. The Organiser accepts no responsibility for the accuracy, errors or omissions of any information relating to individual exhibitors contained in this DIRECTORY. Exhibitors are encouraged to use their full 150 words allocation in English, but should not exceed this limit. The Organisers reserve the right to edit text that exceeds 150 words without consultation with the exhibitor.

FORM 2 COMPANY INDEX (Optional, On-line only)

Forms 1, 2, 3 and 4 are accepted on-line only. Please access the Exhibitor's Manual via website (www.xpochem.com or www.xpopharm.com) and complete.

DEADLINE: 2 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

- If you are an AGENT for a number of principals, or if you are a PRINCIPAL for a number of agents/distributors, please list the name of each company (Maximum three names) that will be represented on your booth and their products/services. This information will be included in the Official DIRECTORY.
- The Principal company and Agent/Distributor company you enter below will be included in the Exhibitors' List.

Please tick (✓) and fill in the following spaces if they are applicable.

We are an AGENT for the principals below.

Principal Company	Country	Products/Services

We are a PRINCIPAL for the agents/distributors below.

Agent/Distributor Company	Country	Tel.	Products/Services

The company returning the contract form to the Organiser will be listed in the Official DIRECTORY. If you would like to insert the FULL details of your PRINCIPALS in the Official Directory, you are required to pay a listing fee of US\$ 450 for each company. PLEASE CONTACT ORGANISER FOR MORE DETAILS.

FORM 3 PRODUCT INDEX (Compulsory, On-line only)

Forms 1, 2, 3 and 4 are accepted on-line only. Please access the Exhibitor's Manual via website (www.xpochem.com or www.xpopharm.com) and complete.

DEADLINE: 2 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

This FORM MUST be returned to the Organiser. The information provided will be used to compile the list of Product Categories for the Official Directory.

Exhibit Profile Please tick (✓) in the following spaces if they are applicable.

XpoChem 2008

XpoPharm 2008

Equipment & Machinery Zone

- Additives
- Adhesive ingredients & intermediates
- Agrochemical ingredients & intermediates
- Bio-chemicals
- Catalysts
- Chemical equipment
- Cosmetic ingredients
- Dye and pigment ingredients & intermediates
- Electronic chemicals
- Flavours & fragrances
- Ink & paint chemicals
- Inorganic chemicals
- Organic chemicals
- Photographic chemicals
- Surfactant ingredients & intermediates
- Toxicoid management
- Water treatment chemicals
- Analytical services
- Consulting services
- Custom synthesis / contract manufacturing
- Laboratories
- Outsourcing
- Publications & Services
- Others(Please specify)

- Active pharmaceutical ingredients
- Alkaloids
- Amino acids
- Antibiotics
- Biotechnology
- Bulk pharmaceuticals
- Capsules/encapsulation
- Chiral drug
- Diagnostic reagents
- Drug delivery systems
- Drug formulation
- Enzymes
- Excipients
- Hormones and synthetic substances
- Natural products
- Peptides
- Pharmaceutical equipment
- Pharmaceutical intermediates
- Quasi drugs
- Synthetic organic chemistry
- Analytical services
- Consulting services
- Custom synthesis / contract manufacturing
- Laboratories
- Outsourcing
- Publications & services
- Others(Please specify)

- Analytical equipment and filtration
- Automation systems
- Cleanroom equipment
- Laboratory products and equipment
- Nanotechnology
- Packaging equipment
- Processing equipment
- Publications and service
- Related equipment

Others(Please specify)

Pharmaceutical ingredients & intermediates
Please specify your products at XpoPharm 2008 on the right.

Remarks: The Organiser accepts no responsibility for the accuracy, error or omission of any information relating to individual exhibitors contained in this directory. Information will be listed according to the information provided by the exhibitor.

FORM 4 EXHIBITOR BADGES (Compulsory, On-line only)

Forms 1, 2, 3 and 4 are accepted on-line only. Please access the Exhibitor's Manual via website (www.xpochem.com or www.xpopharm.com) and complete.

DEADLINE: 2 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

- Exhibitors' badges are for personnel from the exhibiting company who will be manning the stand during the Exhibition.
- Exhibitors' badges will be available from the Exhibitor Registration Counter at the Exhibition Lobby at 09:00 –18:00 on 3-4 November 2008.
- **This is a TRADE ONLY exhibition. No persons under the age of 18 are permitted.**
- Exhibitors' badges are available in both Korean and English.
- The number of Exhibitors' badges will be provided according to the size of booth as follows:
 - 12 ~ 23 sq.m. --- Max. 5
 - 24 ~ 47 sq.m. --- Max. 10
 - 48 ~ 96 sq.m. --- Max. 15
 - Over 96 sq.m. --- Max. 20

Please fill in the form in BLOCK letters in Korean or English for accuracy.

Name of Personnel	Position	Company	E-mail	Country
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

If necessary, please use separate sheet.

FORM 5 VISITOR GUIDE (INVITATION) (Optional)

Please complete and return this copy to:

CMP Media Korea Co Ltd

8F Woodo Bldg, #129-3 Sangbong-dong, Jungrang-gu, Seoul 131-861, Korea

Tel: +82-2-6715 5400 Fax: +82-2- 432 5885 E-mail: xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com

DEADLINE: 10 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

The organiser provides free Visitor Guide (INVITATION) **ONLY** to those who submit this form. Exhibitors are recommended to plan your own promotion campaign to distribute and promote to your existing and potential clients. Visitors with the Visitor Guide (INVITATION) will be admitted free of charge as the procedure of visitor registration.

Visitor Guides Application (INVITATIONS)

Exhibitors can be provided with maximum 300 free Visitor Guides(INVITATIONS) per stand. Please indicate your required quantity below and submit by the deadline.

Please tick (✓) and fill in the following spaces if they are applicable.

We require additional Visitor Guides (INVITATIONS).

Please send us a total of _____ Visitor Guides (INVITATIONS)

Please send to the address below. (If different from your company address)

Company		Dept	
Contact		Position	
Address			
Tel		Fax	

FORM 6 VIP BUYER SERVICE (Optional)

Please complete and return this copy to:

CMP Media Korea Co Ltd

8F Woodo Bldg, #129-3 Sangbong-dong, Jungrang-gu, Seoul 131-861, Korea

Tel: +82-2-6715 5400 Fax: +82-2- 432 5885 E-mail: xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com

DEADLINE: 10 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

VIP Buyer Service is provided for all Exhibitors who intend to invite important buyers to the Exhibition. The Organiser will send a visitor package including visitor guide, with the exhibiting company's name placed on it, to those who are nominated by Exhibitors. The Organiser reserves the right to refuse VIP status to nominees that it deems not sufficiently qualified. Please complete and send this FORM by fax or email to the Organiser using word processor on separate sheet.

(1) Name of Buyer _____ Position _____
 Company _____
 Address _____
 Tel _____ Fax _____
 E-mail _____

(2) Name of Buyer _____ Position _____
 Company _____
 Address _____
 Tel _____ Fax _____
 E-mail _____

(3) Name of Buyer _____ Position _____
 Company _____
 Address _____
 Tel _____ Fax _____
 E-mail _____

(4) Name of Buyer _____ Position _____
 Company _____
 Address _____
 Tel _____ Fax _____
 E-mail _____

There is no limitation to the number of VIP Invitations.

FORM 7 DIRECTORY ADVERTISING (Optional)

Please complete and return this copy to:

CMP Media Korea Co Ltd

8F Woodo Bldg, #129-3 Sangbong-dong, Jungrang-gu, Seoul 131-861, Korea

Tel: +82-2-6715 5400 Fax: +82-2- 432 5885 E-mail: xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com

DEADLINE: 30 September 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

The official Fair directory will be distributed to exhibitors, trade visitors and trade associations as well as international trade buyers. It is also an effective promotional method.

Advertising order in show directory

Item (Colour, full page)	Rate (US\$)	No. of advertisement	Cost (US\$)
Inside Front Cover	2,500		
Inside Back Cover	2,500		
Back Cover	3,000		
Next to Entry	2,000		
R. O. P	1,700		
Total Amount			

- We understand that our advertisement order will only be processed when we enclose with this FORM the full payment of the advertising fee by T/T before the deadline.
- Production costs for ad film and colour proof are not included in the above rates and the advertiser should provide all materials. Special colour will not be accepted.

Please submit material for advertisements in the show directory to the Organiser **by 7 October 2008**.

• Hard-copy material requirements

- Full page -150mm(W) x 225mm(H) actual size.
- Screen - 175 lpi
- Materials required positive film with colour proof

• Soft-copy material requirements for CD-Rom and Diskettes

All files should be produced by Macintosh and saved in one of the following formats: QuarkXpress (version 3.3 or lower), Adobe Photoshop (version 6.0 or lower), Adobe Illustrator – version 9.0 or lower)

- File format : 300 dpi (tiff, ai, jpeg)
- All images need to be in 1:1 scale in order to produce the best quality.
- Please email the advertising design layout to ella@cmpmediakorea.com
- Material requirements for files sent by email should be a finalized 300 dpi in trimmed size

Bank Details for Telegraphic Transfer

Payee Name : CMP Media Korea Co Ltd **Bank Name :** Korea Exchange Bank (Mang-U Station Branch)
74-46, Sangbong-dong, Jungrang-gu, Seoul, Korea **Account No. :** 300-22-01152-5 **Swift Code :** KOEXKRSE

* All banking charges, if any, are to be borne by the applicant. * Please fax a copy of bank transmission memo on remittance.

FORM 8 WEBSITE BANNER ADVERTISING (Optional)

Please complete and return this copy to:

CMP Media Korea Co Ltd

8F Woodo Bldg, #129-3 Sangbong-dong, Jungrang-gu, Seoul 131-861, Korea

Tel: +82-2-6715 5400 Fax: +82-2- 432 5885 E-mail: xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com

DEADLINE: 1 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

Website banner advertising is one of the most effective tools to promote your company listing on the official website of the show. Your company website will be linked directly. This offers your company time and a cost-effective promotional opportunity.

Unit: US\$

Running Period	Fees	No. of Website banner	Amount
7-12 months before the show	3,000		
2 - 6 months before the show	2,000		
1 month before the show – show days	1,500		
Total Amount			

- Location: All website pages
- Banner size: 172 x 45 pixel
- File type: gif, jpg, flash are all available
- If requested, additional artwork will be charged by the Organiser
- This FORM should be accompanied by full payment.

Bank Details for Telegraphic Transfer

Payee Name : CMP Media Korea Co Ltd **Bank Name** : Korea Exchange Bank (Mang-U Station Branch)

74-46, Sangbong-dong, Jungrang-gu, Seoul, Korea **Account No.** : 300-22-01152-5 **Swift Code** : KOEXKRSE

* All banking charges, if any, are to be borne by the applicant. * Please fax a copy of bank transmission memo on remittance.

FORM 9 ON-SITE ADVERTISING (Optional)

Please complete and return this copy to:

CMP Media Korea Co Ltd

8F Woodo Bldg, #129-3 Sangbong-dong, Jungrang-gu, Seoul 131-861, Korea

Tel: +82-2-6715 5400 Fax: +82-2- 432 5885 E-mail: xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com

DEADLINE: 17 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

On-site advertising is one of the most effective tools to promote your company during the Exhibition. This offers your company a cost-effective promotional opportunity.

X-banner Advertisement

- Location: in the lobby of exhibition center
- Price: US\$ 1,000
- Banner size: 600mm (W) x 1800mm (H)
- The film for the advertisement should be provided by the Exhibitor.
- Production costs will be added if exhibitor needs to produce film for the advertisement.

Expected Quantity _____ EA

Total Amount US\$ _____

Reference

1. The price includes installation of X-banner and space for an advertisement. Film for the advertisement is excluded.
2. Please submit slide film, CD or digital format files for the advertisement to the Organiser **by 22 October 2008** to order a banner advertisement. Please submit CD with AI files with the original copy (in CMYK colours). For digital format files, colour proofs should be also submitted. If you do not provide the materials required above, there is no guarantee on the quality of colour.
3. Only orders that have been paid in advance are executed.

Bank Details for Telegraphic Transfer

Payee Name : CMP Media Korea Co Ltd **Bank Name** : Korea Exchange Bank (Mang-U Station Branch)
 74-46, Sangbong-dong, Jungrang-gu, Seoul, Korea **Account No.** : 300-22-01152-5 **Swift Code** : KOEXKRSE
 * All banking charges, if any, are to be borne by the applicant. * Please fax a copy of bank transmission memo on remittance.

FORM 10 TECHNICAL SEMINARS (Optional)

Please complete and return this copy to:

CMP Media Korea Co Ltd

8F Woodo Bldg, #129-3 Sangbong-dong, Jungnang-gu, Seoul 131-861, Korea

Tel: +82-2-6715 5400 Fax: +82-2- 432 5885 E-mail: xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com

DEADLINE: First-come-first-served basis

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

- As a presentation opportunity for exhibitors, technical seminars will be a good chance to introduce new products, and/or the result of research and business developments, etc. The seminars are open only to exhibitors and admission is free of charge.

- Date: 5 & 6 November 2008
- Venue: Seminar Room in the Exhibition Center
- Room capacity: 30-40 people
- Equipment provided: 2 microphones, 1 projector, 1 projector screen and 1 lecture table
- Duration: 30 minutes

• Cost:

	12sq m booth	Over 24 sq m booth	Notice
One seminar	Free of Charge	Free of Charge	* Maximum 2 presentations are available per exhibitor.
Two seminars	US\$ 300		

• Technical Seminars Date and Timetable

November 5		November 6			
Code	Time	Code	Time	Code	Time
A-1	14:00-14:30	A-5	10:45-11:15	A-8	14:00-14:30
A-2	14:45-15:15	A-6	11:30-12:00	A-9	14:45-15:15
A-3	15:30-16:00	A-7	12:15-12:45	A-10	15:30-16:00
A-4	16:15-16:45				

• Please indicate preferred seminar date and time code, referring to the above table.

Preferred Date and Time	1 st preference	Code:
	2 nd preference	Code:
	3 rd preference	Code:
Language		<input type="checkbox"/> English <input type="checkbox"/> Korean (Please check the applicable box)
The title of Seminar	English	
	Korean	

*Technical seminars are open to exhibitors only.

* Dates and times will be allocated on a first-come-first-served basis.

* The organisers will not provide any equipment or services, except as noted above.

FORM 11 INVITATION FOR VISA APPLICATION (Exhibitors Only)

Please complete and return this copy to: **CMP Media Korea Co Ltd**
8F Woodo Bldg, #129-3 Sangbong-dong, Jungrang-gu, Seoul 131-861, Korea
Tel: +82-2-6715 5400 Fax: +82-2- 432 5885 E-mail: ella@cmpmediakorea.com

DEADLINE: 7 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

■ VISA APPLICATION FOR KOREA

Foreign Exhibitors, who are required to have a VISA to enter Korea, are strongly recommended to process the application at least one month before departure from the country of origin. The Organiser can provide an Invitation Letter for prompt VISA process. Please fill in this FORM for an Invitation Letter and send to us as soon as possible. The Invitation Letter will be ready within seven business days of receiving all documents and will be delivered to your company by express mail

■ ATTENTION

1. Passport must be valid for at least **SIX MONTHS** beyond the intended date of entry into Korea.
2. The cost to issue an Invitation Letter for a visa application is **US\$ 50.00** per person. Please provide prompt payment and send a copy of bank Transmission Memo for remittance to the Organiser so that we can process your Invitation Letter without delay.
3. Please complete this FORM and return to the Organiser with documents listed below **before 7 October 2008**.
 - (1) **A copy of passport**
 - (2) **A certificate of employment**
 - (3) **Notarial and handling charge US\$ 50.00/person**
4. An Invitation Letter will only be processed when you return this FORM with full payment of the application fee.
(Please send a copy of bank Transmission Memo on remittance to the Organiser at +82-2-432-5885)
 - Payee Name: CMP Media Korea Co Ltd
 - Bank Name: Korea Exchange Bank (Mang-U Station Branch) 74-46 Sangbong-dong, Jungrang-gu, Seoul, Korea
 - Account No.: 300-22-01152-5 - Swift Code: KOEXKRSE
 (All banking charges, if any, are to be borne by the applicant.)

■ Information for Invitation

Name(English):	Given name _____	Surname _____	Sex: M / F _____
Name(Chinese):	_____		Nationality: _____
Passport No.:	_____	Date of Birth: _____	Place of Birth: _____
Entry Korea Date:	_____	Exit Korea Date:	_____
Company Name:	_____		
Department:	_____	Position:	_____
Address:	_____		
Tel:	_____	Fax:	_____
E-mail:	_____		
Entry info:	Flight No _____	Departure time _____	Arrival time _____
Exit info:	Flight No _____	Departure time _____	Arrival time _____
Hotel staying at in Korea	_____		

FORM A DANGEROUS GOODS (Compulsory)

Please complete and return this copy to:

CMP Media Korea Co Ltd

8F Woodo Bldg, #129-3 Sangbong-dong, Jungrang-gu, Seoul 131-861, Korea

Tel: +82-2-6715 5400 Fax: +82-2- 432 5885 E-mail: xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com

DEADLINE: 17 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

- If dangerous goods such as high-pressure gas, gasoline and other inflammables are to be brought into the Exhibition halls, prior approval must be obtained. Without prior approval, the handling of dangerous goods shall be prohibited in the exhibition halls (Exhibitors are responsible for accidents caused by bringing in and handling dangerous goods).

- All matters concerning handling of dangerous goods shall follow the Fire Prevention Law and Decree, the High Pressure Gas Safety Control Law and other laws relating to handling of dangerous goods. To obtain approval, Exhibitors must complete this FORM and return to the Organiser.

- Please tick (√) and fill in the following spaces where applicable.

No dangerous goods will be used

Yes, we need to bring dangerous goods into the exhibition halls

A person in charge: _____

Mobile Phone No: _____

Dangerous Items

Item	Date of Move in /out	No.	Purpose	Keeping way during works
1.				
2.				
3.				
4.				
5.				
6.				

If necessary, please use separate sheet.

FORM B RAW SPACE CONTRACTOR (Raw Space Compulsory)

Please complete and return this copy to:

CMP Media Korea Co Ltd

8F Woodo Bldg, #129-3 Sangbong-dong, Jungrang-gu, Seoul 131-861, Korea

Tel: +82-2-6715 5400 Fax: +82-2- 432 5885 E-mail: xpochem@cmpmediakorea.com xpopharm@cmpmediakorea.com

DEADLINE: 17 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

- Exhibitors who are carrying out stand construction work on their booths must complete and submit this FORM and '**Form C ELECTRIC POWER SUPPLY**' for electricity. (Please refer to **STAND REGULATIONS**)
- Exhibitors are advised to appoint contractors from among the SETEC's designated contractors, but if they cannot do so due to unavoidable circumstances, they should submit an 'Exhibition Stand Installation Application for Raw Space' and an 'Exhibition Stand Installation Guarantee Covering Raw Space' with this Form for approval from the organiser. Exhibitors who need an 'Exhibition Stand Installation Application for Raw Space' and an 'Exhibition Stand Installation Guarantee Covering Raw Space' should contact the organiser.
- Contractors should submit plans for special designs to the organiser for approval by the local security and safety authorities **before 17 October 2008**. The plans for special designs should include the booth size, height, material and colour. Details of freight forwarding, weight, packing, building up and breaking down must also be described.

View SETEC's designated contractors



<http://www.setec.or.kr/eng/exhibit/company.do>

- This FORM should be signed jointly by the Exhibitor and the appointed contractor.

STAND CONSTRUCTION FOR RAW SPACE				
We, the undersigned, as Exhibitor and contractor, agree to abide by all exhibition regulations, particularly those stipulated on this FORM.				
Exhibitor	Exhibitor Name		Booth No	
	Person in Charge		Position	
	Tel		Authorised Signature	
	Fax			
Raw Space Contractor	Contractor Name			
	Person in Charge		Position	
	Tel		Fax	
	Mobile Phone		Authorised Signature	
	Email			

Number of Contractor's Badge: _____

FORM D COMPANY FASCIA (Shell Scheme Only)

Please complete and return this copy to: **KYOUNG DONG DESIGN CO LTD**

#246, Ui-dong, Gangbuk-gu, Seoul 142-871, Korea

Tel: +82-2-907-8896

Fax: +82-2-991-8896

E-mail: kyoung-dong@hanmail.net

DEADLINE: 17 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

1. Please write your full company name in the blanks below(one letter per blank).
2. Handwriting or logo and script for public relations cannot be accepted.
3. Company name on contract will be used if this FORM is not submitted by due date.
4. Exhibitor names in English will only be provided for foreign Exhibitor. Exhibitor names in both English and Korean will be provided if Korean agent is participating at the show on behalf of a foreign company.
5. Additional Charges will be incurred if Exhibitor wants to adjust letters on the fascia on-site during build-up dates.

COMPANY FASCIA

Company Name (Korean)- Maximum 12 letters including symbols and spacing, if any.

--	--	--	--	--	--	--	--	--	--	--	--

Company Name (English)- Maximum 24 letters including symbols and spacing, if any.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Booth No.

--	--	--	--	--	--

FORM E-1 ADDITIONAL FURNITURE AND AUDIO VISUAL EQUIPMENT RENTAL (Optional)

Please complete and return this copy to: **KYOUNG DONG DESIGN CO LTD**

#246, Ui-dong, Gangbuk-gu, Seoul 142-871, Korea

Tel: +82-2-907-8896

Fax: +82-2-991-8896

E-mail: kyoung-dong@hanmail.net

DEADLINE: 17 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

Please complete and submit this FORM, referring to the furniture list on the following pages if you need Additional furnishing and/or audio visual equipment, based on the basic items supplied per booth, as noted in the table below.

Basic Items per Booth Dimension					
Booth Dimension	12~23 sq m	24~35 sq m	36~47 sq m	48~59 sq m	60 sq m
Information Desk	1	2	3	4	5
Folding Chair	3	6	9	12	15
Spotlight	3	6	9	12	15
Fluorescent Light	1	2	3	4	5
Electric Socket	1	2	2	3	3
Meeting Table (round)	1	2	3	4	5
Waste Basket	1	2	3	4	5

Application for additional furniture and/or audio visual equipment

Code no.	Item	Unit Price	Quantity	Amount
Total Amount				

*** Cancellation Charges**

Before 24 Oct: 20% of total amount

Before 31 Oct: 50% of total amount

After 3 Nov: 100% of total amount

Bank Details for Telegraphic Transfer

Payee Name : KYOUNG DONG DESIGN Co Ltd

Bank Name : WOORI BANK(BANGHAK DONG Branch)

736 Banghak3dong, Dobong-gu, Seoul, Korea

Account No. : 1081-300-324824

Swift Code : HYBKKRSE

* All banking charges, if any, are to be borne by the applicant.

* Please fax a copy of bank transmission memo on remittance.

FURNITURE CATALOGUE

Code No.	Item	Size	Cost(US\$)
KA-01	Round Chair	420 X 420 X 420mmH	10
KA-02	Wooden Folding Chair	550×450×4450mmH	15
KA-03	Cyber Chair	500×400×415mmH	25
KA-04	Arm Office Chair	450×550×450mmH	30
KA-05	Barstool	Ø400×700mmH	25
KA-06	Office Chair	450×550×450mmH	30
KA-07	Arm Office Chair	480×420×430mmH	35
KB-01	Round Table	Ø500,600,750,900×730mmH	35
KB-02	Bar Table	Ø500,600,750,900×1000mmH	35
KB-03	Round Table	Ø600,700×730mmH	40
KB-04	Rectangular Table(A)	700×1000×730mmH	30
	Rectangular Table(B)	700×1500×730mmH	35
	Rectangular Table(C)	700×1800×730mmH	40
KB-05	Rectangular Table(A)	700×1000×730mmH	35
	Rectangular Table(B)	700×1500×730mmH	40
	Rectangular Table(C)	700×1800×730mmH	45
KC-01	Display Base(A)	1000×600×750mmH	30
	Display Base(B)	1200×600×750mmH	35
	Display Base(C)	1500×600×750mmH	40
	Display Base(D)	1950×600×750mmH	45
KC-02	Display Base(A)	1000×600×1000mmH	50
	Display Base(B)	1200×600×1000mmH	60
	Display Base(C)	1500×600×1000mmH	70
	Display Base(D)	1950×600×1000mmH	80
KC-03	Display Base	1200×900×1000mmH	85
KC-04	Display Base(A)	560×560×500mmH	30
	Display Base(B)	560×560×750mmH	35
	Display Base(C)	560×560×1000mmH	40
	Display Base(D)	900×900×1000mmH	50

FURNITURE CATALOGUE

Code No.	Item	Size	Cost(US\$)
KC-05	Display Base(A)	500×500×350mmH	20
	Display Base(B)	500×500×550mmH	25
	Display Base(C)	500×500×750mmH	30
	Display Base(D)	900×900×1000mmH	35
KC-06	Shelf	300×1000 mmH (철제)	20
KC-07	Display Showcase	900×500×900mmH	55
KC-08	Display Showcase	900×500×900mmH	60
KC-09	Lighting Display(A)	Ø 500X1000mmH	65
	Lighting Display(B)	Ø850X1000mmH	85
KC-10	Lighting Display(A)	Ø 500X1000mmH	65
	Lighting Display(B)	Ø850X1000mmH	85
KC-11	Filing cabinet	900X450X750mmH	45
KD-01	Table & Chair Set	Ø 750X1000mmH	70
KD-02	Table & Chair Set	Ø 750X1000mmH	90
KD-03	Table & Chair Set	Ø 750X1000mmH	80
KE-01	Catalogue Holder	260X1300X220mmH	15
KE-02	Catalogue Holder	255X310X1470mmH	50
KE-03	Spec Stand	500X400X700mm	15
KE-04	Steel mash	900X1200mm	20
KE-05	Guard-rail	1000X2000mm	15
KE-06	Spec Stand	200X300X1000mmH	15
KF-01	Refrigerator(A)	80L	60
	Refrigerator(B)	120L	80
KF-02	Coffee Maker		30
KF-03	Water Dispenser		45
KF-04	Water	18.9L	10
KF-05	Locable Folding Door		50
KF-06	Wall Pannel per Meter		20
KF-07	Wire	L:1000mm	5





















LIGHTING CATALOGUE

Code No.	Item	Size	Cost(US\$)
KG-01	100W Spotlight	/	15
KG-02	100W Arm Spotlight		20
KG-03	40W Fluorescent Light		15
KG-04	300W Halogen Lamp		30
KG-05	300W Arm Halogen Lamp		35
KG-06	220V Socket		15










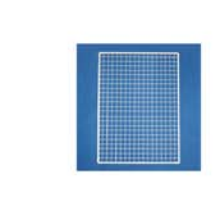









AUDIO VISUAL EQUIPMENT CATALOGUE

Code no.	Item	Size	Cost(US\$)
KH-01	Computer set(A)	17" monitor	170
	Computer set(B)	19" monitor	190
	Computer set(C)	24" monitor	300
KH-02	LCD Monitor	17" monitor	120
	LCD Monitor	19" monitor	140
	LCD Monitor	24" monitor	250
KH-03	Note Book	14" monitor	250
KH-04	DVD&VCR	VCR Combo	60
KH-05	LCD TV	32"	400
	LCD TV	40"	550
	LCD TV	46"	750
KH-06	PDP TV	42"	400
	PDP TV	50"	600
	PDP TV	63"	950

FURNITURE CATALOGUE

<p>KA-01 Round Chair</p> 	<p>KA-02 Wooden Folding Chair</p> 	<p>KA-03 Cyber Chair</p> 	<p>KA-04 Arm Office Chair</p> 
<p>KA-05 Barstool</p> 	<p>KA-06 Office chair</p> 	<p>KA-07 Arm Office Chair</p> 	<p>KB-01 Round Table</p> 
<p>KB-02 Bar Table</p> 	<p>KB-03 Round Table</p> 	<p>KB-04 Rectangular Table</p> 	<p>KB-05 Rectangular Table</p> 
<p>KC-01 Display Base</p> 	<p>KC-02 Display Base</p> 	<p>KC-03 Display Base</p> 	<p>KC-04 Display Base</p> 
<p>KC-05 Display Base</p> 	<p>KC-06 Shelf</p> 	<p>KC-07 Display Showcase</p> 	<p>KC-08 Display Showcase</p> 

FURNITURE CATALOGUE

<p>KC-09 Lighting Display</p> 	<p>KC-10 Lighting Display</p> 	<p>KC-11 Filling Cabinet</p> 	<p>KD-01 Table & Chair Set</p> 
<p>KD-02 Table & Chair Set</p> 	<p>KD-03 Table & Chair Set</p> 	<p>KE-01 Catalogue Holder</p> 	<p>KE-02 Catalogue Holder</p> 
<p>KE-03 Spec Stand</p> 	<p>KE-04 Steel Mesh</p> 	<p>KE-05 Guard Rail</p> 	<p>KE-06 Spec Stand</p> 
<p>KF-01 Refrigerator</p> 	<p>KF-02 Coffee Maker</p> 	<p>KF-03 Water Dispenser</p> 	<p>KF-04 Water</p> 
<p>KF-05 Lockable Folding Door</p> 	<p>KF-06 Wall Panel per Meter</p> 	<p>KF-07 Wire</p> 	

LIGHTING CATALOGUE



AUDIO VISUAL EQUIPMENT CATALOGUE



FORM F Compressed Air, Water & Drainage (Optional)

Please complete and return this copy to: **KYOUNG DONG DESIGN CO LTD**

#246, Ui-dong, Gangbuk-gu, Seoul 142-871, Korea

Tel: +82-2-907-8896

Fax: +82-2-991-8896

E-mail: kyoung-dong@hanmail.net

DEADLINE: 17 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

Please fill out the form below to order compressed air, water and drainage.

- This is for the incoming line installation work to a specific point in the stand by official contractor, KYOUNG DONG DESIGN CO LTD.
- Separate quotation is needed for connection of equipment, water and drainage to kitchen unit, and compressed air.
- Exhibitors having special plumbing requirements should state details for quotation. Please indicate the locations of the requirements on the **FLOOR PLAN OF STAND** below.
- Water and compressed air will be provided from the day prior to opening and during exhibition hours only.

1 Kg/cm² equals to 14.7 PSI

Service Items	Unit Price(US\$)	Quantity	Amount(US\$)
WATER SUPPLY AND DRAINAGE (Inlet 1/2 inch diameter and outlet 1 inch diameter piping)	150		
COMPRESSED AIR SUPPLY (Standard piping 3/8 inch internal diameter, 3~6Kg/cm ²)	150		
Total Amount			

* 50cm or 1m per block

Key (W) Water and drainage (A) Compressed air

* Cancellation Charges

Before 24 Oct: 20% of total amount

Before 31 Oct: 50% of total amount

After 3 Nov: 100% of total amount

Bank Details for Telegraphic Transfer

Payee Name : KYOUNG DONG DESIGN Co Ltd

Bank Name : WOORI BANK(BANGHAK DONG Branch)

736 Banghak3dong, Dobong-gu, Seoul, Korea

Account No. : 1081-300-324824

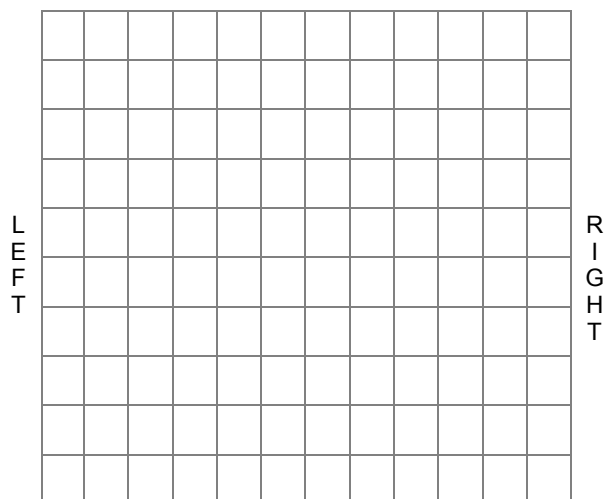
Swift Code : HYBKKRSE

* All banking charges, if any, are to be borne by the applicant.

* Please fax a copy of bank transmission memo on remittance.

FLOOR PLAN OF STAND

BACK



AISLE (FRONT)

FORM G TELEPHONE/INTERNET LINE (Optional)

Please complete and return this copy to: KYOUNG DONG DESIGN CO LTD

#246, Ui-dong, Gangbuk-gu, Seoul 142-871, Korea

Tel: +82-2-907-8896

Fax: +82-2-991-8896

E-mail: kyoung-dong@hanmail.net

DEADLINE: 17 October 2008

Company		Booth No	
Contact		Dept/Position	
Tel		Fax	
E-mail		Signature	
Date			

Telephone Rental

1. The installation fee of US\$50 is not refundable.
2. The balance of the deposit, less consumption charges, will be refunded when the telephone is returned in good condition.
3. No official invoice will be issued for individual companies; please refer to the list from Korea Telecom that will be issued two months after the exhibition closes.

INTERNET LINE SERVICE

If you need Internet access, please apply for lines for each computer using this FORM.

- 1 port will be connected to 1 PC.
- 1 IP address will be supplied per line.
- Internet Line Request

Unit: US\$

Telephone	Telephone Rental	UNIT PRICE / Line	QUANTITY	Rental fee & Deposit
			50	
	Deposit/Line	200		
	Amount (A)			
Internet	Internet Line	UNIT PRICE / Port	QUANTITY	Internet line fee
		150		
	Amount (B)			
Total Amount (A+B)				

*** Wireless Internet access is convenient in SETEC as there is a wireless Internet zone called the NESPOT Zone offered by KT. If you would like to use wireless Internet during the fair, please apply by calling +82 100 or online at www.KT.com/eng.**

Bank Details for Telegraphic Transfer

Payee Name : KYOUNG DONG DESIGN Co Ltd
 Bank Name : WOORI BANK(BANGHAK DONG Branch)
 736 Banghak3dong, Dobong-gu, Seoul, Korea
 Account No. : 1081-300-324824
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