



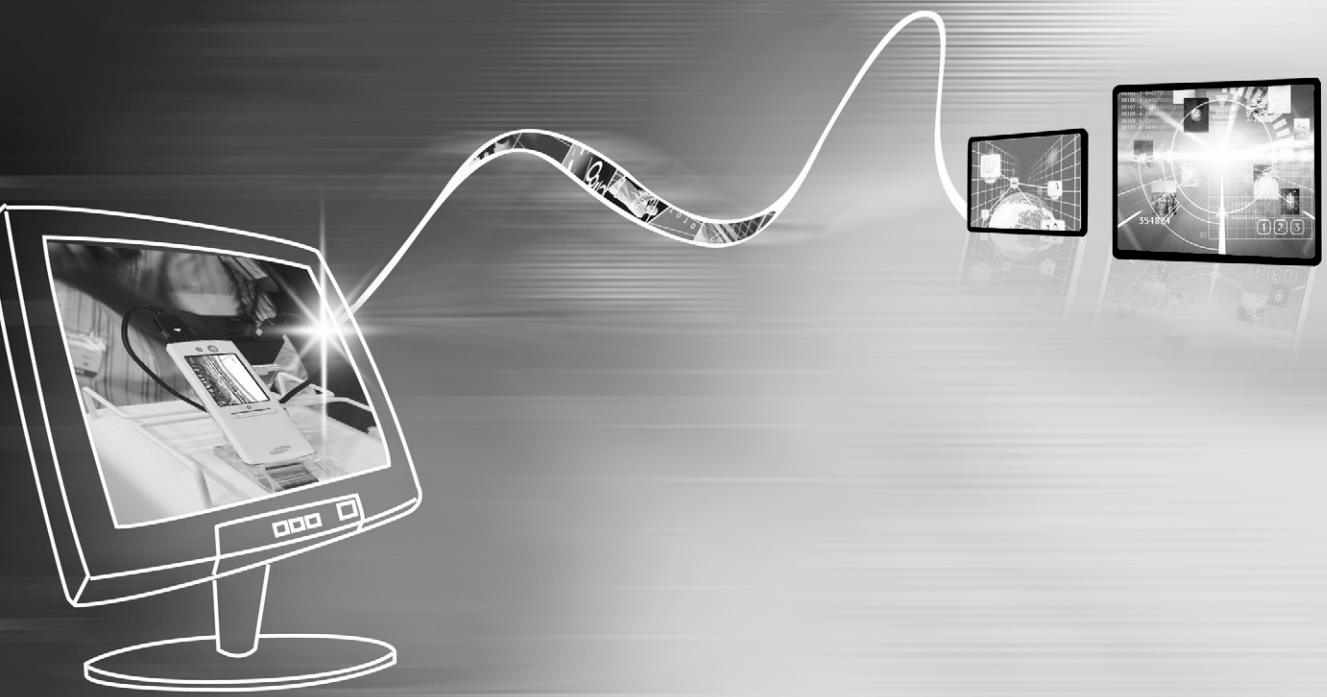
IMID EXHIBITION 2008

International Meeting on Information Display

Exhibitor Service Manual

October. 14~17, 2008

KINTEX in ILSAN



IMID 2008 Exhibition Check List

Deadline	Contents	Form	Return to/ Remark
9. 12(Fri)	Show Directory Asvertising	Form1	KDIA
	Stand Contractor Registration(rawspace only)	Form3	KDIA
9. 19(Fri)	Company Name for Stand Fascia(Logo & Furniture Rental)	Form8	Gaya DNS
	DIRECTORY LISTING	On-line	www.imidex.org
10. 7(tue)	Technical Services	Form2	KDIA
	Carrying-in(out) Ultraheavy Exhibition Item	Form4	KDIA
	Move-in/Move-out of Dangerous materials	Form5	KDIA
10. 10(Fri)	Hotel reservation	On-line	www.imidex.org
10. 11(Sat) 08:00~	Booth set-up		Gaya DNS
10. 13(Mon) ~ 18:00	Move-in of Exhibit		
10. 14(Tue) 10:30 ~	Opening Event		
10. 14(Tue) ~17(Fri)	Overtime Work	Form6	KDIA
10. 17(Fri) 16:00~21:00 10. 18(Sat) 08:00~21:00	Exhibit Removal	Form7	KDIA

▶ **Please don' t forget to keep a copy for your records**

Korea Display Industry Association(KDIA)

635-4, Yeoksam-dong. KSTC Bldg.

Kangnam-gu, #1108 SEOUL,KOREA135-703

Tel : +822-3014-5707

Fax : +822-556-2234

URL : <http://www.imidex.org> E-mail : bgb@kdia.org (Contact : Mr. Bag-geun BAE)

Contents



1. SHOW INFORMATION / 5

- 1.1 General Information / 5
- 1.2 Exhibition Facilities & Services / 6

2. STAND CONSTRUCTION / 15

- 2.1 In-hall Operating Schedule / 15
- 2.2 Space-Only Stands / 15
 - 2.2-1 Stand Set-up & Dismantling / 15
 - 2.2-2 Design Drawings for Space Only / 16
 - 2.2-3 Stand Height / 16
 - 2.2-4 Overtime Work / 17
- 2.3 Shell Scheme Stands / 17
 - 2.3-1 Stand Set-up & Dismantling / 17
 - 2.3-2 Specification of Shell Scheme / 17
 - 2.3-3 Diagram of Shell Scheme by Size / 18
 - 2.3-4 Additional Furniture Rental / 19
 - 2.3-5 Official Contractors of Furniture Rental / 19

3. GENERAL RULES & REGULATIONS / 22

- 3.1 Installation of Equipment and Exhibits / 22
- 3.2 Restrictions on Ultraheavy Exhibition Items / 23
- 3.3 Obstruction of Aisle or Nearby Booths / 24
- 3.4 Fire Precautions / 24
- 3.5 Disposal Waste / 24
- 3.6 Damage / 24
- 3.7 Move-In / Move-Out of Dangerous Materials / 24
- 3.8 KINTEX Management Regulations / 25
- 3.9 Admission and Identification / 25
- 3.10 Exhibit Removal / 26
- 3.11 Security / 26
- 3.12 Overtime Work / 26
- 3.13 Sound Control / 26
- 3.14 Promotion during the Show / 26
- 3.15 On-Site Sale / 27
- 3.16 Intellectual Property Rights / 27
- 3.17 Smoking / 27
- 3.18 Flowers and Flowerpots / 27
- 3.19 Keeping the Package Boxes of Exhibition Items / 27



4. SHIPPING & FORWARDING OF EXHIBITS / 28

- 4.1 Bonded Area / 28
- 4.2 Time Schedule (Deadline for Exhibitions Goods) / 28
- 4.3 Documents / 28
- 4.4 Consignee / 29
- 4.5 Packing / 29
- 4.6 Insurance / 30
- 4.7 Import Customs Clearance / 30
- 4.8 Official Freight Forwarders / 30

5. TECHNICAL SERVICES / 31

- 5.1 Electricity / 31
- 5.2 Telephone / 32
- 5.3 Visitor Data Management System / 33
- 5.4 Compressed Air/Water / 33
- 5.5 Internet Access Service / 34

6. PROMOTION & MARKETING / 35

- 6.1 Show Directory Advertising / 35

7. TICKETS, BADGES AND PASSES / 36

- 7.1 Free Invitation Tickets / 36
- 7.2 Exhibitor Badges / 36
- 7.3 Stand Contractor Passes / 37

8. ORDER FORMS / 38

- Form1 Show Directory Advertising / 39
- Form2 Technical Services / 40
- Form3 Stand Contractor Registration(rawspace only) / 41
- Form4 Carrying-in(out) Ultraheavy Exhibition Item / 42
- Form5 Move-in/Move-out of Dangerous Materials / 43
- Form6 Overtime Work / 44
- Form7 Exhibit Removal / 45
- Form8 Company Name for Stand Fascia / 46
(Standard shell scheme only)



1. SHOW INFORMATION

1.1 General Information

1) Name

- IMID 2008(International Meeting on Information Display 2008) Exhibition

2) Theme

- See The Future Technology Today!

3) Period

- October 14~17, 2008
- Opening Hours : 10:00 ~ 17:00
- Oct. 17 : 10:00 ~ 16:00

4) Venue

- Venue : KINTEX
(Daehwa-Dong, Ilsan-Ku, Goyang-City, Gyeonggi Province)

5) Scale

- Exhibition Area : 10,611sq/m
- No. of Exhibitors : 350 booth from 150 company
- No. of Visitors (estimated) : about 200,000 (Korean nationals and Foreigners)

6) Event Implementation Agencies

- Organizers : KDIA(Korea Display Industry Association),
KIDS(The Korean Information Display Society)
The Electronic Times
- Management Office : KDIA(Korea Display Industry Association)
- Supporters : MKE(Ministry of Knowledge Economy), Gyeonggi Province, Nikkei BP

7) Opening Ceremony

- Date and Time : October 14 (Tue.), 2008, 10:30 (Scheduled)
- Place : Entrance 3Hall to KINTEX

2) Transportation

■ From the Incheon Int'l Airport

* By Car

Incheon Int'l Airport	New Airport TG > Nooji JC > Seoul Ring Expressway > Jayuro JC > Jayuro > KINTEX IC > KINTEX	About 1 hour
-----------------------	---	--------------

* By Bus

Bus No.	Starting Point	Arriving Point	Intervals	Travel Times	Transportation Cost
3300	Songpo-dong	Incheon Int'l Airport	15~20 min.	70~75 min.	8,000 won
Bus Stop	1F 8A				
Embarkation Points	Incheon Int'l Airport > Express Way > Neunggok > Todang-dong > Hwajeong Station > Goyang Police Station > Daegok Station > Baekseok Station > Madu Station > Ilsan Police Station > Juyeop Station > Daehwa Station > Songpo-dong				

* By Airport Limousine

Bus No.	Starting Point	Arriving Point	Intervals	Travel Times	Transportation Cost
Airport Limousine	Uijeongbu	Incheon Int'l Airport	15~20 minute	70~75 minute	8,000 won
Bus Stop	1F 8B				
Embarkation Points	Uijeongbu Station > Pung-dong > KINTEX > gimpo Int'l Airport > Incheon Int'l Airport Express Way				

■ From the Gimpo Int'l Airport

* By Car

Gimpo Int'l Airport	Gonghangno > Gonghang High School > Gaehwa IC > South End of Haengjudaegyo(Bridge) > Haengju IC > Jayuro > KINTEX IC > KINTEX	About 1 hour
---------------------	---	--------------

* By Bus

Bus No.	Starting Point	Arriving Point	Intervals	Travel Times	Transportation Cost
150	Geumchon	Domestic Terminal	10~20 min.	70~85 min.	850 won
Embarkation Points	[Now],Domestic Terminal ([Before],International Terminal 1)				

* By Airport Limousine

Bus No.	Starting Point	Arriving Point	Intervals	Travel Times	Transportation Cost
Airport Limousine	Incheon Int'l Airport	Uijeongbu	15~20 minute	70~75 minute	Uijeongbu 11,000won KINTEX 8,000won
Embarkation Points	Incheon Int'l Airport Express Way > gimpo Int'l Airport > KINTEX > Pung-dong > Uijeongbu Station				

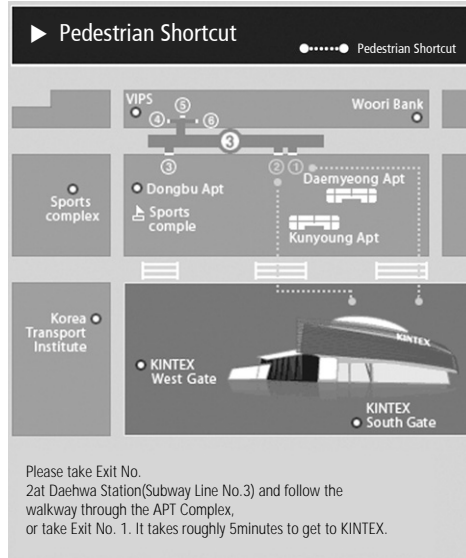
■ by Car

City	Location	Route
SEOUL	Gang Nam	Samsung Station South of Yeongdong Bridge > Olympic highway > South of Gayang Bridge
		Kangnam Station South of Hannam Bridge > Olympic highway > South of Gayang Bridge > North of Gayang Bridge > North Riverside Highway > Jayuro > KINTEX IC > KINTEX
	Gang buk	Suyu Suyu Crossroad > Mia Crossroad > Inner Beltway > Mapo Gu Office > entrance of Sangam Bridge > North Riverside Highway > Jayuro > KINTEX IC > KINTEX
		Gwanghwamoon Gwanghwamun > Chungjeongro > Ahyun Samgeori > Gongdeok Rotary > Mapo Station > north of Mapo Bridge > North Riverside Highway > Jayuro > KINTEX IC > KINTEX
		Shinchon Sinchon Rotary > entrance of Gwangsung Middle & High School > Gwangheungchang Station > Sangsu Dong Office > North Riverside Highway > Jayuro > KINTEX IC > KINTEX
	Gang seo	Mokdong Mokdong SBS > Mokdong Stadium > Ewha Univ. Mokdong Hospital > Yanghwa Bridge > south of Sungsan Bridge > north of Sungsan Bridge > North Riverside Highway > Jayuro > KINTEX IC > KINTEX
		Kimpo Airport Gonghangro > entrance of Gonghang high school > Gaewha IC > south of Haengju Bridge > Haengju IC > Jayuro > KINTEX IC > KINTEX
	GYEONG GI	Uijeongbu Uuijungbu > 39 National Road > Goyang Wondang > Ilsan > Daewha Dong > KINTEX
Suwon Suwon IC > Kyungbu Highway > Shingal JC > Youngdong Highway -> Ansan JC > Seohaean Highway > Chonam JC > Seoul Outer Circular Highway > Jayuro > KINTEX IC > KINTEX		
INCHEON AREA	Incheon Airport New Airport TG > Nooji JC > Seoul Outer Circular Highway > Jayuro JC > Jayuro > KINTEX IC > KINTEX	
DAEJEON AREA		Kyungbu Highway > Hannam IC > Olynpic Highway > south of Gayang Bridge > north of Gayang Bridge > North Riverside Highway > Jayuro > KINTEX IC > KINTEX
BUSAN AREA		Kyungbu Highway > Hannam IC > Olynpic Highway > south of Gayang Bridge > north of Gayang Bridge > North Riverside Highway > Jayuro > KINTEX IC > KINTEX

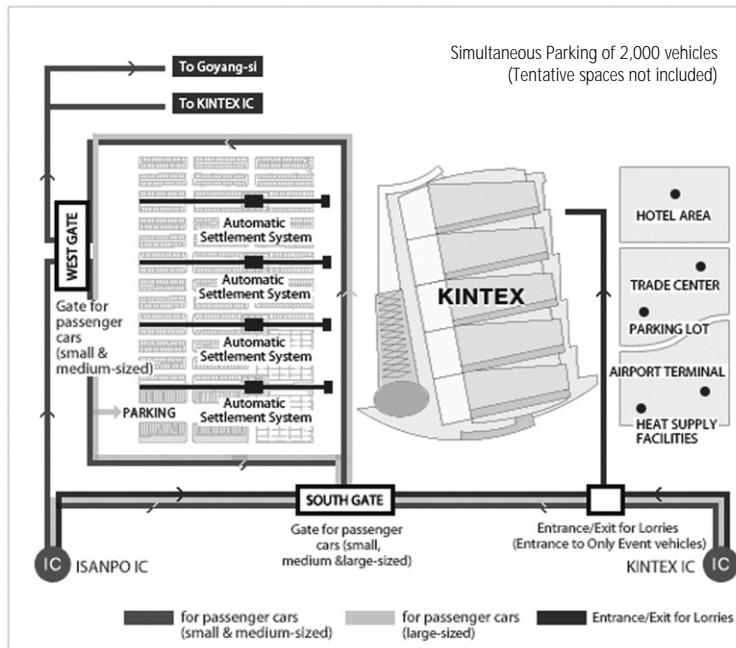
■ by Bus

Region	Bus NO.	Intervals	Travel Time	Transportation Cost	Embarkation Points	
The Incheon International Airport	3300	15~20min.	70~75min	7,000won	Incheon Int'l Airport {7A Bus Stop (1F)}, Neunggok Station{Railroad}	
	Airport Limousine	15~20min.	70~75min	8,000won	New Uijeongbu Terminal Crossroad, Uijeongbu Station, across ilsan New Core Department Store, KINTEX, Kimpo Airport, Incheon Int'l Airport, The kimpo International Airport	
The kimpo International Airport	150	10~20min.	70~85min	850won	[Now], Domestic Terminal {[Before], International Terminal 1}	
	Airport Limousine	15~20min.	70~75min.	Uijeongbu 11,000 won KINTEX 8,000 won	Incheon Int'l Airport Express Way, Kimpo Int'l Airport, KINTEX, Pung-dong, Uijeongbu Station	
Seoul	Gangnam	9700	10~20min.	80~100min.	1,500won	Exit#6 of Yangjae Station(LG23), Exit#7 of Gangnam Station, Exit #2 of Nonhyeon Station(Korea First Bank), Exit#3 of Sinsa Station
	Jongno, Gwanghwamun	707	30~40min.	100~110min.	900won	Seoul Train Station , Seoul City Hall, Gwanghwamun
		1000	7~8min.	50~55min.	1,500won	City Hall , Korea Telecom, Ewha Womans University
		9701	11~13min.	80~90min.	1,500won	Youngpoong Bookstore(Jongno 1-Ga), Midopo Department Store, Sejong Cultural Center Please click on the Region/Route No for a Road Guide with map and text.
		9704	12min.	60~65min.	1,300won	City Hall(Samsung Plaza), Gwanghwamun, Yonsei University
	Sinchon	76-1	20~25min.	80~85min.	1,400won	Hyundai Department Store(Across the road), Sinchon Train Station, Yonsei University
		77	6~7min.	60min.	1,400won	Sinchon Train Station, Yonsei University
		77-2	9~10min.	65~70min.	850won	Hyundai Department Store, Sinchon TTL Zone
		9708	12~15min.	70~75min.	1,500won	Hyundai Department Store(Across the road), Sinchon Train Station, Yonsei University
		9713	11~12min.	65~70min.	1,500won	Exit #1 of Ewha Womans Univ. Station, Main Gate of Yonsei University, Samsung Plaza , Sejong Cultural Center
	Yeongdeungpo	87	6~7min.	65~70min.	1,400won	Shinsegae Department Store/Kyungbang Phil Department Store(across the road), Exit#2 of Dongsan Station
		87-3	20~25min.	50~55min.	1,400won	Shinsegae Department Store/Kyungbang Phil Department Store(across the road), Exit#2 of Dongsan Station
		9707	7~8min.	80~85min.	1,500won	Shinsegae Department Store/Kyungbang Phil Department Store(across the road), Exit#2 of Dongsan Station , Yeongdeungpo Market Station
	Incheon Terminal	3000	40~45min.	90~100min.	The charge depends on the distance.	Incheon Terminal

■ by Subway



■ Parking



SECTION		PARKING RATE
General Rate	Passenger Cars	Standard(30 min) : KRW 500

■ IMID 2008 Affiliated Hotels

- Hotels and rates

The Organizing Committee of IMID/IDMC/ASIA DISPLAY 2008 is pleased to offer the following special rates :

Grade	Hotel Name	Room Type		Block Number	Room Rate		Remark
					Normal Rate	Discount Rate	
Super Deluxe	Lotte Hotel Seoul	Deluxe (Main Bldg.)		70	480,000	210,000	Breakfast (inclu.)
		Deluxe (New Bldg.)		70	480,000	210,000	
		Junior Suite		10	650,000	330,000	
		Luxury Suite		3	1,000,000	450,000	
	Mayfield Hotel	Superior Single		40	320,000	180,000	Breakfast 20,000 (exclu.)
		Superio	Twin	40	354,000	180,000	
			Double	20	320,000	170,000	
		Suite		6	550,000	300,000	
	Grand Hilton Seoul	Deluxe	Double	10	300,000	190,000	Breakfast 24,090 (exclu.)
			Twin	10	300,000	190,000	
		Executive Floor		10	370,000	240,000	Breakfast (inclu.)
		Grand Suite	2 bed	9	260,000	190,000	Breakfast 24,090 (exclu.)
			3 bed	9	320,000	240,000	
			4 bed	4	380,000	280,000	
	Westin Chosun Hotel	Westin	Deluxe	10	400,000	200,000	Breakfast 25,000 (exclu.)
			Twin	20	430,000	230,000	
		Executive	Deluxe	10	460,000	250,000	Breakfast (inclu.)
			Twin	20	500,000	290,000	
	Grand Hyatt Seoul	Grand	Queen	50	336,000	190,000	Breakfast 22,000 (exclu.)
			Twin	20	356,000	210,000	
Club		King	20	386,000	240,000	Breakfast (inclu.)	
		Twin	10	416,000	270,000		

Grade	Hotel Name	Room Type		Block Number	Room Rate		Remark
					Normal Rate	Discount Rate	
Deluxe	Best Western Hotel	Normal	Double	21	200,000	100,000	Breakfast 12,100 (exclu.)
			Twin	19	220,000	110,000	
		Deluxe	Double	14	240,000	130,000	
			Suit	1	500,000	250,000	
	Lexington Hotel	Deluxe	Double	40	219,000	120,000	Breakfast 18,000 (exclu.)
			Twin	40	239,000	140,000	
	Ramada Hotel & Suites	Superior Room	Single	50	30,000	120,000	Breakfast 11,000 (exclu.)
			Double				
		Executive Double	Single	15	240,000	140,000	
			Deluxe				
		Executive Jr. Suite	Single	5	400,000	160,000	
			Double				
Executive King Suite	Single	1	440,000	180,000			
	Double						
Standard	Seokyo Hotel	Double		20	242,000	110,000	Breakfast 14,520(exclu.)
		Twin		20	242,000	110,000	
		Deluxe		7	302,500	137,500	
		Ondol		3	242,000	110,000	

- Shuttle Bus Service (KINTEX ↔ IMID2008 Hotels)

Shuttle buses will be making regularly scheduled pickups at the various hotels in the morning and return trips to the hotels at the end of each day's events.

- Business Hotel Information

Hotel	Tel	Address	Rooms	Distance (min) From KINTEX
New World Hotel	+82-31-917-7222 +82-31-917-6201	Daewha-dong 2208-3 Ilsan-seo-gu Gyungai-do	35	5
Luxury Hotel	+82-31-915-3399	Daewha-dong 2224-3 Ilsan-seo-gu Gyungai-do	18	5
Regent Inn Hotel	+82-31-913-2853~4	Daewha-dong 2208-4 Ilsan-seo-gu Gyungai-do	35	5
Rivera Hotel	+82-31-922-2052~4	Daewha-dong 2224-2 Ilsan-seo-gu Gyungai-do	54	5
Millennium Hotel	+82-31-922-5211	Daewha-dong 2208-4 Ilsan-seo-gu Gyungai-do	49	5
Kaiser Hotel	+82-31-917-1919	Daewha-dong 2199-1 Ilsan-seo-gu Gyungai-do	42	5
Home	+82-31-914-8871	Beobaot-dong 129-4 Ilsan-seo-gu Gyungai-do	32	3
Dream Castle Hotel	+82-31-918-8183	Tanhyeon-dong 1158-3 Ilsan-seo-gu Gyungai-do	42	10
Hotel Cleopatra & Rosenheim	+82-31-906-6136	1306-2 Baekseok-dong Ilsan-seo-gu Gyungai-do	54	10

- Hotels Reservation: <http://www.geni-pco.com/imid2008hotel/>
- Contact Point : Dexco Convention Services, Inc.
Tel : +82-53-746-9965 / Fax : +82-53-746-9007 or +82-53-742-9007
E-mail : imid2008@dexco.co.kr

2. STAND CONSTRUCTION

Booth Set-up & Dismantling must be completed within the specified period in order not to cause inconvenience to the show management.

Exhibitors shall be responsible if their delayed withdrawal hinders management or incurs additional booths dismantling expenses.

2.1 In-hall Operating Schedule

DATE/TIME	8:00	10:00	12:00	14:00	16:00	17:00	20:00	21:00	24:00
Oct. 11.				Booth set-up					
Oct. 12.				Booth set-up					
Oct. 13.				Complete set-up and Exhibit move-in					
Oct. 14.				IMID 2008					
Oct. 15.				IMID 2008					
Oct. 16.				IMID 2008					
Oct. 17.				IMID 2008	Exhibit Move out Booth Dismantling.				
Oct. 18.				Complete reboval of Exhibits and booth dismantling					

Regular hours
 Overtime hours(free)
 Overtime hours(charged)

2.2 Space - Only Stands

2.2-1 Stand Set-up & Dismantling

Schedule		
Work Details	Period	Remarks
Submission of Design Drawings	By September. 12	Two(2) copies each of floor plan and front-view plan to be submitted with Stand Contractor Registration [Form3]
Booth Set-up	October. 11~13	08:00 ~ 21:00
Move-In and Display of Exhibit Items	October. 13	08:00 ~ 21:00
Booth Dismantling / Removal of Exhibit Itmes	October. 17~18	October 17 : 16:00 ~ October 18 : 08:00~21:00

Set-up dismantling of the allocated booths will be made, in principle, individually by the exhibitors through the Stand Contractors registered with KINTEX according to the submitted floor plans.

All the equipment should be fabricated in advance, and assembled/installed within the given period.

In the set-up and dismantling of the booths, the exhibitors and the Stand Contractors should observe all the guidelines and KINTEX regulations stipulated in the “Exhibitor’s Manual for IMID 2008.”

- Prohibition of Booth Dismantling before Completion of Exhibition

Exhibitors should not dismantle booths or remove exhibit products before the official exhibition closing date and time (Oct. 17, 16:00) without prior approval of the organizer’s office.

2.2-2 Design Drawings for Space Only

Exhibitors or Stand Contractors should submit two (2) copies each of floor plan and front-view drawings for space-only sites, together with Stand Contractor Registration [Form 3] to the IMID 2008 Exhibition Team and should obtain prior approval.

When submitting stand design drawings, the exhibitors should notify the organizer’s office of the location of their event stage. If the desired event stage is adjacent to neighboring booths and judged likely to hinder business discussions, booth installation may not be approved.

2.2-3 Stand Height

Maximum height for space-only stands will be restricted in accordance with booth location and scale. For efficient composition of the exhibition site, however, the organizer’s Secretariat may designate the maximum heights at its discretion according to each case.

Booth Scale	Height	
	Center	Side
1 ~ 6 Booths(standard booth)	5m	8m
7 ~ 11 Booths	6m	
12 Booths	7m	

2.2-4 Overtime Work

Exhibitors should observe the time (08:00~21:00) set for using the exhibition site during stand build up and breakdown periods.

If overtime use of the site is unavoidable, exhibitors are requested to apply for Overtime Work [Form 6] at the organizer's office and pay associated fees.

2.3 Shell Scheme Stands

2.3-1 Stand Set-up & Dismantling

Schedule	
Work Detail	Period
Booth Set-up	October 11~13
Interior, Move-In / Display of Exhibit Products	October 13 (08:00~21:00)
Exhibition	October 14~17
Dismantling / Removal of Exhibit Products	October 17~18 (~21:00)

Stand Set-up and dismantling of standard shell scheme is to be executed on a package basis by the official stand contractors registered with the Organizer's Office.

2.3-2 Specification of Shell Scheme

	Items		Remarks
1	English Company Fascia	1	Acryl Plate to be used
2	Booth Number Plate	1	Lighted Acryl Plate to be used
3	Internal Floor Carpet	1	Dark Blue or Dark Red
4	Booth-to-Booth Partitions	-	
5	Electricity	-	To Provide Basic 1KW / Booth
6	Reception Desk	1	Size : 1,000mm × 500mm × 750mm
7	Folding Chair	1	-
8	Electricity Connection	1	-
9	40W Fluorescent Lamp	1	Per Booth (To Increase according to No. of Booths)
10	100W Spotlight	3	

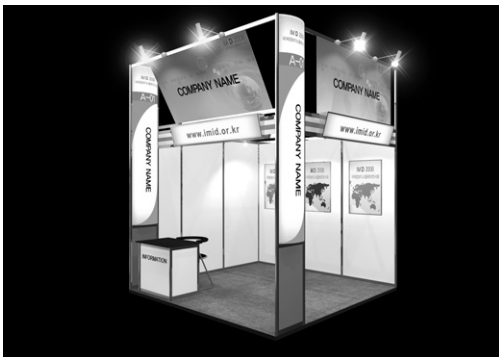
■ Additions & Modifications

When design changes are required, such as a meeting room, changes in color, etc. in addition to the aforementioned basic contents, the exhibitors should make request to the official stand contractors. If symbol mark or logo signage is needed, exhibitors should submit Technical Services [Form 2] together with Company Name for Stand Fascia [Form 8] to the official stand contractor for each exhibition hall.

The exhibitors must also pay for such extra services, and discuss the details with relevant official stand contractors.

2.3-3 Diagram of Shell Scheme by Size

- 1 BOOTH TYPE(3M × 3M)



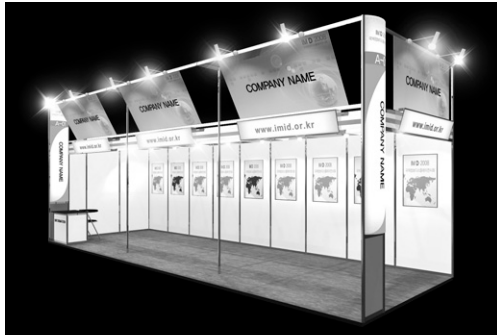
ITEM	No.	Remarks
Information Desk	1	
Folding Chair	1	
Pytex Carpet	9m ²	
Fluorescent Lamp	1	F.L 40W
Spot Light	3	100W
Electricity Connection	1	Power Outlet
Booth No. Panel	1	
Graphic Banner	1	
Company Name (Korean/English)	1	Milky White Acryl Plate

- 2 BOOTH TYPE(3M × 6M)



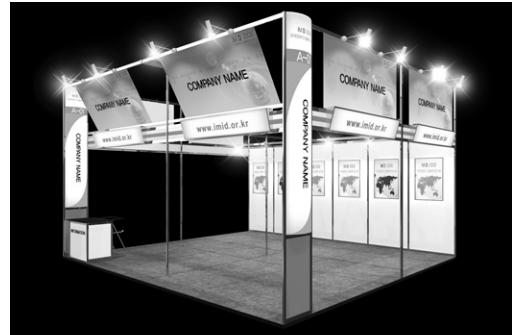
ITEM	No.	Remarks
Information Desk	1	
Folding Chair	1	
Pytex Carpet	18m ²	
Fluorescent Lamp	2	F.L 40W
Spot Light	6	100W
Electricity Connection	1	Power Outlet
Booth No. Panel	2	
Graphic Banner	2	
Company Name (Korean/English)	2	Milky White Acryl Plate

- 3 BOOTH TYPE(3M×9M)



ITEM	No.	Remarks
Information Desk	1	
Folding Chair	1	
Pytex Carpet	27m ²	
Fluorescent Lamp	3	F.L 40W
Spot Light	9	100W
Electricity Connection	1	Power Outlet
Booth No. Panel	2	
Graphic Banner	3	
Company Name (Korean/English)	3	Milky White Acryl Plate

- 4 BOOTH TYPE(6M×6M)



ITEM	No.	Remarks
Information Desk	1	
Folding Chair	1	
Pytex Carpet	36m ²	
Fluorescent Lamp	4	F.L 40W
Spot Light	12	100W
Electricity Connection	1	Power Outlet
Booth No. Panel	4	
Graphic Banner	4	
Company Name (Korean/English)	4	Milky White Acryl Plate

The above illustration is a tentative plan based on IMID 2008. Booth designs and construction details for the 2008 show can be changed depending on facilities installing companies.

2.3-4 Additional Furniture Rental

Exhibitors may fabricate their own interior materials and equipment such as display stands / bases for exhibits and furniture in advance or acquire items from furniture / equipment rental companies “approved cooperative firms for IMID 2008” and install them after competition of Standard Shell Scheme Booths.

2.3-5 Official Contrators of Furniture Rental



Gayadns Co., Ltd.

President : Jung Chang-Wook Contact Person : Hyeong-Chan, Ko
Seoul Kangnam Ku Samsung eastern 119-18 407 three building 4 layer


































TEL : 82-2-554-9584

FAX : 82-2-554-3655

E-mail : gayadns@hanmail.net

URL : www.gayadns.com

■ Gayadns Co., Ltd.

<h2>Chair</h2>	 <p>Folding Chair GC-01</p>	 <p>Round Chair GC-02</p>	 <p>SA Chair GC-03</p>	 <p>Round Folding Chair GC-04</p>	
	 <p>Pinokio Chair GC-06</p>	 <p>Peanut Chair GC-07</p>	 <p>Excel Chair GC-08</p>	 <p>Parasol Chair GC-09</p>	 <p>Lobby Chair GC-10</p>
	 <p>Aluminum Chair GC-13</p>	 <p>Exoo Chair GC-14</p>	 <p>Leather Chair GC-15</p>	 <p>Bar Stool GC-17</p>	 <p>Bar Stool GC-18</p>
	 <p>Bar Stool GC-20</p>	 <p>Bar Stool GC-22</p>	 <p>Bar Stool GC-27</p>	 <p>Sofa GC-25</p>	 <p>Steel Pipe GC-26</p>
	<h2>Table</h2>	 <p>GT-01 Round Table φ750/φ900×730</p>	 <p>GT-02 Round Table φ500/φ600×730/φ1000</p>	 <p>GT-04 Aluminum Table φ800×730</p>	 <p>GT-05 Vision Table φ700×730</p>
 <p>GT-06 Tea Table 500×900×900</p>		 <p>GT-07 Gaya Table φ500/φ600×750/850</p>	 <p>GT-08 Grass Round Table φ800×730</p>	 <p>GT-10 Max Table φ600×750/900</p>	 <p>GT-11 Square Table 800×800×730</p>
 <p>GT-13 Square table 700×1000×730 700×1200×730 700×1500×730 750×7800×730</p>		 <p>GT-14 Square Table 450×1200×730 450×1500×730 450×1800×730</p>	 <p>GT-16 Round Table φ600×730</p>	 <p>GT-15 Parasol Table Table φ800×750 Pparasol φ7800×2200</p>	 <p>SET Parasol Set</p>

Display

 GB-01 Display Base 1000×600×750 1500×600×750 2000×600×750	 GB-02 Display Base 1000×600×1000 1500×600×1000 2000×600×1000	 GB-03 Display Base 1000×900(500+300+300) ×1000(750+250)	 GB-04 Display Base 560×560×1000(Center) 560×600×750(Side)	
 GB-07 Curve Display Base 500×500×300 500×500×500 500×500×750	 GB-08 Riviera Display Base 400×400×850+300(1/2)	 GB-09 Acryl Dome φ400/φ500×750/1000	 GB-10 Shelf 300×1000	 GB-12 Gaze Acryl Dome φ600×750/850
 GB-14 Show Case 500×500×2000 450×900×2000	 GB-15 Show Case 500×500×900	 GB-16 Show Case 900×500×900	 GB-17 Cub Board 900×450×750	 GB-18 Common Display Base 1000×300×1100 1200×300×1100
 GB-20 Jewel Display Base 1200×600×1200	 GB-23 Display Base 720×1000×450	 GB-25 Gaze Display Base 900×600×850	 GB-26 Display Base 500×550×750 550×550×1020	 GB-27 Display Base 550×550×950 550×550×1170
 GH/D-01 Information Desk *600×600×900 400×600×900	 GH/D-02 Information Desk 1500×500×900	 GH/D-03 Information Desk 1600×600×900 1400×600×900	 GH/D-04 Information Desk 1200×450×900	 GH/D-07 Round Display Base φ300/φ600×900
 GH/D-09 Main Pole φ500/φ600/φ800/900	 GH/D-13 Display Base 750×500×850	 GH/D-14 Display Base 760×500×850+250	 GH/D-18 Acryl Dome A Type:100×400×φ300, φ400 ×850 / B Type:φ300×900	 GH/D-20 Acryl Dome φ400/φ500×900+250
 GH/D-26 Display Base 1200×600×900	 GH/D-27 Display Base 550×350×900	 GD-01 Catalog Holder A Type:270×1400 B Type:270×1400	 GD-02 Catalog Holder 265×310×1470	 GD-04 Spec Stand 150×200×1000
 GD-19 Gift Lighthouse S:400×400×2100 B:200×200×2100	 GE-01 Water Dispenser 350×350×950	 GE-02 Refrigerator 80 / 450×450×730 120 / 450×540×870	 GE-07 LCD Monitor Desktop	 GE-17 POP 42" 52" 62"

3. GENERAL RULES & REGULATIONS

No.	Items to Observe	Page	Form
3.1	Installation of Equipment and Exhibits	21	No
3.2	Restrictions on Ultraheavy Exhibition Itmes	22	Form 4
3.3	Obstruction of Aisles or Nearby Booths	22	No
3.4	Fire Precautions	22	No
3.5	Disposal Waste	22	No
3.6	Damage	23	No
3.7	Move-In / Move-Out of Dangerous Materials	23	Form 5
3.8	KINTEX Management Regulations	23	No
3.9	Admission and Identification	24	No
3.1	Exhibit Removal	24	Form 7
3.11	Security	25	No
3.12	Overtime Work	25	Form 6
3.13	Sound Control	25	No
3.14	Promotion during the Show	25	No
3.15	On-Site Sale	26	No
3.16	Intellectual Property Rights	26	No
3.17	Smoking	26	No
3.18	Flowers and Flowerpots	26	No
3.19	Keeping the Package Boxes of Exhibition Items	26	No

3.1 Installation of Equipment and Exhibits

No equipment or exhibits should be hung and attached to existing installations (ceiling and walls) within the exhibition site. Papering, painting, spraying, etc. on the walls also is prohibited.

Within the exhibitions site, use of electric or electric heating equipment is restricted as below. Exhibitors should use easy-to-remove flooring such as Pytex carpet.

Restricted Electric Equipment	<ul style="list-style-type: none"> • Use of electric machine tools like compressors, electric saws, electric planes, electric grinders, etc. is prohibited. • High-risk exhibits such as boilers, furnaces and stoves should not be operated. (If unavoidable, restricted use may be allowed, subject to prior KINTEX approval.)
Electric Heating Equipment	<ul style="list-style-type: none"> • When using electric heating equipment, safety screens must be installed if the surface temperature exceeds 70°C. • The heating equipment should not be installed on a wooden stand but on a fire-resistant stand at a height of more than 20cm above the floor. • The walls adjacent to electric cooking equipment, irons, etc. should be protected with fireproof materials. • Carpet should not be laid under exhibition stands where electric heating equipment is used.
Limitation on Gas Consumption	<ul style="list-style-type: none"> • Junction of the gas piping should be done through the welding junction method. And, there should be a great amount of attention paid when in use so that the actual use of the gas equipment may not obstruct any traffic. • Pipes should be laid in a way that they are strongly fixed to the floor and wall surfaces. Pipes should be equipped with the necessary protection devices and installed in a well-ventilated place. • Gas equipment to be used or displayed are limited to those with certain types of approvals. Other detailed matters such as capacity levels and power consumption rates of each piece of equipment expected to be should be negotiated in advance and receives the approvals of KINTEX.

3.2 Restrictions on Ultraheavy Exhibition Items

If an exhibition item brought into the indoor exhibition site has a load exceeding 5 tons/m², the exhibitor should fill the Application Form for Carrying-In (Out) of Ultraheavy Exhibition Item [Form 4] and should submit it to the executive office and KINTEX for an approval before bringing the item actually into the center.

3.3 Obstruction of Aisles or Nearby Booths

The width of passageways between exhibition stands should be maintained at more than 3m (aisle) and the passageways should lead directly to emergency exits.

Any facility or exhibited product that could impede emergency evacuation may not be installed near emergency exits. Exhibition stands should be installed at least 30cm away from the walls or movable partition panels of existing facilities, and should not be fixed to any existing facility.

3.4 Fire Precaution

All stand construction and displays must be made from fire-proofed materials. Access to fire hydrants should be free for immediate emergency use. Exhibitors should not install any equipment where a fire hydrant is already located within a booth. Exhibitors and stand contractors have full responsibility for the management of the interior and exterior of their booths for fire safety.

Exhibitors must confirm the locations of fire hydrants, emergency exits, gas valves, electric power switches, etc. and make through checks for potential fire sources at closing time each day.

3.5 Disposal Waste

Exhibitors and stand contractors should separate various kinds of wastes that occur during booth set-up and dismantling into recyclable wastes and industrial wastes, and dispose of industrial wastes properly by themselves.

If exhibitors or stand contractors fail to properly dispose of wastes, they will be liable for expenses incurred from a third party's collection.

3.6 Damage

Exhibitors and stand contractors should take care not to damage any facility in the exhibition site. If there is any damage, they will assume all cost of restoration to original condition.

3.7 Move-In / Move-Out of Dangerous Materials

Exhibitors may not bring into the exhibition site any materials dangerous to the facility or hazardous to persons, such as inflammable or explosive materials, radioactive materials, liquid mercury, etc. If exhibitors need to bring in or take out dangerous materials unavoidably for the preparation of their exhibition, they must

apply for Move-In / Move-Out of Dangerous Materials [Form 5] with the organizer's office and receive prior approval from Organizer and KINTEX.

Exhibitors may not bring in dangerous materials exceeding the approved quantities and should observe the rules and regulations related to the handling of dangerous materials in accordance with the fire prevention law and the high-pressure gas safety management law, while assuming all responsibility for any accident that may occur related to the dangerous materials.

3.8 KINTEX Management Regulations

At the time of booth set-up and dismantling, exhibitors and stand contractors should strictly observe KINTEX management regulations. KINTEX may suspend exhibition-support activities and take booth closing action against violators, according to relevant regulations.

In such a case, exhibitors and stand contractors need to pay particular attention to the fact that they may not file any claim against organizer and KINTEX for compensation of loser or damage incurred therefrom.

3.9 Admission and Identification

Admission into the exhibition halls will be strictly controlled. All exhibitors, their representatives and visitors are required to wear their respective badges for admission into exhibition halls.

The exhibition site's entry and exit hours during the exhibition period will apply to all exhibitors as below in order to prevent theft and ensure the safety of exhibit items.

■ Preparation Period before Opening / Inspection Period after Closing

Exhibitors are permitted to enter the exhibition area an hour before opening time and remain not more than half an hour after closing time during the exhibition period.

Exhibitors are requested to be present at their stands at least 30 minutes before the exhibition opens each day.

The resident personnel of exhibitors should take all possible precautions in the management of exhibit items for the prevention of theft, not only during the exhibition hours (10:00~17:00) but also during the 'Preparation Period before Opening' and the 'Inspection Period after Closing' as follows

Preparation Period before Opening	09:00~10:00
Stand Personnel's Arrival	09:00~09:30
Visitor's Exhibition-Viewing Hours	10:00~17:00
Inspection Period after Closing	17:00~17:30
Stand Personnel's Departure	17:30

3.10 Exhibit Removal

If an exhibitor needs to remove exhibit items during the exhibition period, he should apply for Exhibit Removal [Form 7] at the organizer's office and receive prior approval.

3.11 Security

In order to protect the booths and exhibit items, the organizer's office conducts 24-hour-a-day security activities during the build-up period and the breakdown period. For entrance and exit of the exhibition site, all related personnel of exhibitors and stand contractors should prominently display gate passes issued by organizer and by KINTEX, respectively.

The organizer will provide 24-hour security surveillance for the prevention of theft and damage of exhibit items and fire. However, exhibitors should take full precautions for the management of their exhibit items, since they have ultimate responsibility. Exhibitors are encouraged to insure high-value exhibits and equipment individually.

3.12 Overtime Work

An exhibitor, who needs to use the exhibition site unavoidably at a time other than specified above for the preparation of an exhibit item, including repair of stand and decoration during the show should apply for Overtime Work [Form 6] at the organizer's office for approval. If the desired time is before 08:00 or after 21:00, the exhibitor should pay the prescribed overtime utilization fee.

3.13 Sound Control

The noise level from performance of video / acoustic equipment should not hinder business discussions at neighboring booths.

If an excessive acoustic sound level (Maximum 80–90dB measured at a distance of 1 meters) interferes with exhibition management, the organizer's office may take necessary steps, such as cut-off of electricity or closure of the booth, and the relevant exhibitor shall assume full responsibility for the loss incurred therefrom.

3.14 Promotion during the Show

Performances and events are prohibited in the passageways and aisles within the exhibition site. If the organizer's office judges that the stage of a performance or event may disturb business discussions at

adjacent booths after reviewing the booth design drawings of respective exhibitors, it may not permit booth construction by the relevant exhibitor.

3.15 On-Site Sale

No sales activities are allowed within the exhibition site.

The organizer's office may order dismantlement at a violator's booth even during the exhibition period, and shall not be held responsible for any loss therefrom.

3.16 Intellectual Property Rights

During the exhibition period, exhibitors should not display any product or service that may infringe upon intellectual property rights such as copyrights, trademarks, designs, patent rights, etc.

In the event that exhibited products or services at IMID 2008 are found to violate intellectual property rights and such practices are reported to the Secretariat, the related exhibitor will be required to remove such items immediately.

3.17 Smoking

Smoking is strictly prohibited in the exhibition hall.

3.18 Flowers and Flowerpots

Flowers and large flowerpots that may disturb the exhibition proceedings or view may not be brought into the exhibition site.

3.19 Keeping the Package Boxes of Exhibition Items

Every piece of packing material such as package (carriage) boxes for the exhibition items are not allowed to be left in disarranged order.

They should be kept (piled) at a certain place designated by KINTEX, or they should be reused after a separate self-deposit.

4. SHIPPING & FORWARDING OF EXHIBITS

4.1 Bonded Area

Exhibits brought into the KINTEX exhibition site are to be regarded as bonded products from October 10~18 as the organizer's office will obtain designation of the site as a bonded area.

The items can be moved anywhere within the bonded without prior approval of a customs official.

4.2 Time Schedule (Deadline for Exhibition Goods)

Airfreight arrival at Incheon airport : October 7, 2008(7days before moving target date)

Seafreight arrival at Busan seaport : October 4, 2008(10days before moving target date)

4.3 Documents

1) Following document are needed for customs clearance in Korea.

- Bill of Landing(B/L) or Airway Bill
- Commercial Invoice & Packing List
- Insurance Policy

- ▶ For Ocean shipment, all original(copy) shipping documents should be sent to Official Freight Forwarders no later than 3days prior to the vessel arrival.
- ▶ For Air shipment, a telex / telefax pre-alert must be sent to Official Freight Forwarders indicating the AWB, Flight No, Carrier's name, Number of packing, Weight, Dimension and Name of exhibitor / Booth number.
- ▶ Each invoice packing list should indicate as possible regarding Description, Quantities, Unit price, Total amount, Gross weight and Measurements.
- ▶ Exhibitors are cautioned to note that price indicated on the shipping documents must be reasonable. Also, customs will not accept "No Value" or "Free of Charge" invoice. Price must be mentioned for all items including consumable items.
- ▶ Separate invoice / packing list should be made for Given-away, Consumable, Literature and other promotional materials in one separate invoice from those of exhibits.

4.4 Consignee Instruction

1) CONSIGNEE

- Exhibition Name : IMID 2008
- Name of Exhibitor :
- Booth No :

2) NOTIFY PARTY

Official Freight Forwarders

3) DESTINATION

For SEA Freight : BUSAN PORT

For AIR Freight : INCHEON PORT

4.5 Packing

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

- Return Goods
- Sold Goods
- Consumable Goods
- Giveaway Goods

※ PLEASE NOTE !!

It is strongly recommended that items should be packed in separate cases per exhibits and consumables.

▶ CASE MARKING

Exhibition Goods for IMID 2008 at KINTEX

Name of Exhibitor :

Booth No. :

Case Number :

Dimensions : cm × cm × cm

4.6 Insurance

Exhibitors are highly recommended to carry an ALL-RISK insurance policy on their goods from departure through to final destination after the show.

4.7 Import Customs Clearance

1) TEMPORARY IMPORT (BONDED) - In case of exhibition site is allowed as “BONDED AREA” by Customs Authorities.

- SOLD Item during the show : To be removed to bonded W/H after exhibition and then buyer can clear customs for permanent import with payment Duty & Tax.
- RETURN Item : To be transported Busan port or Incheon airport after show.

2) PERMANENT IMPORT (for FREE-Distribution)

- Consumable goods such as leaflet (100% Duty Free), Give away and other Promotional items valued less than US\$5.00 (C.I.F value) per piece are Duty Free.
However, such items must be reasonable in quantity and in price in the option of Customs. Otherwise, such items shall be dutiable.
- Decision of “Dutiable or Duty Free” will be advised at the time of Customs Inspection at exhibition site regardless of the afore mentioned provision.

※ 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.
Exhibitor can not distribute or consume any goods unless customs duties & taxes have been paid.
- At the time of entry and removal of exhibit items, a responsible person who can explain who can explain the content in detail should be present and comply with the customs agent’s inspection and instruction.

4.8 Official Freight Forwarders



Expo Logis Inc.

President : Kim Jong-Woon Contact Person : Won-Sang, Cho
 D-08, 2F, Coex, #159, Samsung-dong, Gangnam-gu, Seoul, Korea
 TEL : 82-2-6000-0086 FAX : 82-2-6000-0070
 E-mail : biojoe@expologis.com URL : www.expologis.com

5. TECHNICAL SERVICES

5.1 Electricity

All exhibitors are provided with basic electricity (single phase or 3 phase, 220V/60Hz, 3 Phase 380V/60Hz) of 1KW/booth free of charge.

For additionally required electricity, exhibitors must pay relevant fees as below.

Category		Unit Price
Electricity	220V (Single Phase)	US \$45/KW
	220V (Three Phase)	
	380V (Three Phase)	

Application Method

Deadline	October 7, 2008
Required Documents	Technical Services [Form 2] Copy of Bank Transfer Slip (Printout of related web page when utilizing Internet banking)
Banks	CITI BANK KOREA INC. (Yeoksam Branch, Swift Code: CITIKRSX) Account No. : 186-00199-254-01, Beneficiary: KDIA
Apply to	Exhibition Team / IMID 2008 Tel : 822 - 3014-5707 Fax : 822 - 556-2234 E-mail : popo@kdia.org

If the additional electricity is required temporarily during the build-up period (Oct. 14~17) and / or breakdown period, exhibitors or stand contractors should make the request to the organizer's office one day in advance and pay the aforementioned fee.

Electricity Supply Schedule	Oct. 13	After 14:00
		Supply time may differ according to exhibition preparation status by hall.
	Oct. 14 ~ 17	09:00 ~ 17:30
Precautions	<ul style="list-style-type: none"> • When 24-hr. supply is required in view of exhibit equipment's characteristics, prior application should be submitted to the organizer's office. • For 110V utilization transformers should be installed at exhibitor's expense. 	

5.2 Telephone

Fees for domestic phones, which can be used for intra-city and domestic long-distance, and international phones are as below

Category	Unit Price
Domestic Telephone	US\$50
International Telephone	US\$200

Application Method

Deadline	October 7, 2008
Required Documents	Technical Services [Form 2] Copy of bank Transfer Slip (Print of related web page when utilizing Internet banking)
Banks	CITI BANK KOREA INC. (Yeoksam Branch, Swift Code : CITIKRSX) Account No. : 186-00199-254-01, Beneficiary: KDIA
Apply to	Exhibition Team / IMID 2008 Tel : 822 - 3014-5707 Fax : 822 - 556-2234 E-mail : popo@kdia.org

- Communication will be available from the afternoon of Oct. 13 but time may differ according to the exhibition preparation status of respective exhibition halls.

5.3 Visitor Data Management System

Category	Unit Price
Visitor Data Management System	US\$250

Application Method	
Deadline	October 7, 2008
Required Documents	Technical Services [Form 2] Copy of Bank Transfer Slip (Printout of related web page when utilizing Internet banking)
Banks	CITI BANK KOREA INC. (Yeoksam Branch, Swift Code : CITIKRSX) Account No. : 186-00199-254-01, Beneficiary: KDIA
Apply to	Exhibition Team / IMID 2008 Tel : 822 - 3014-5707 Fax : 822 - 556-2234 E-mail : popo@kdia.org

5.4 Compressed Air / Water

Category	Unit Price
Compressed Air	US\$160
Water	US\$160

Application Method	
Deadline	October 7, 2008
Required Documents	Technical Services [Form 2] Copy of Bank Transfer Slip (Printout of related web page when utilizing Internet banking)
Banks	CITI BANK KOREA INC. (Yeoksam Branch, Swift Code: CITIKRSX) Account No. : 186-00199-254-01, Beneficiary: KDIA

Apply to	Exhibition Team / IMID 2008 Tel : 822 - 3014-5707 Fax : 822 - 556-2234 E-mail : popo@kdia.org	
Supply Schedule of Compressed Air/ Water into Booth	Oct. 13	After 13:00 Supply time may differ according to exhibition preparation status by hall.
	Oct. 14 ~ 17	09:00 ~ 17:30
Specifications	Compressed Air	Pressure : 8kg/cm ² (end point : 7kg/cm ²) Diameter of Air Pipe : 20mm
	Water Supply	Pressure : 6kg/cm ² Diameter of Air Pipe : 20mm
	Water Drainage	Diameter of Air Pipe : 75mm

5.5 Internet Access Service

Category	Unit Price
Internet Line	US\$90

Application Method

Deadline	October 7, 2008
Required Documents	Technical Services [Form 2] Copy of bank Transfer Slip (Print of related web page when utilizing Internet banking)
Banks	CITI BANK KOREA INC. (Yeoksam Branch, Swift Code : CITIKRSX) Account No. : 186-00199-254-01, Beneficiary: KDIA
Apply to	Exhibition Team / IMID 2008 Tel : 822 - 3014-5707 Fax : 822 - 556-2234 E-mail : popo@kdia.org

※ Since fees may vary according to the speed of wireless and wired LAN service, please proceed after consultation with contractor.

6. PROMOTION & MARKETING

6.1 Show Directory Advertising

To support business discussions and publicity, the organizer's office will introduce the company and product information of all exhibitors in an English-version "IMID 2008 Directory" in text form free of charge for distribution to related firms, including IMID 2008 visitors.

Exhibitors who desire to place advertisements in the IMID 2008 Directory to enhance the publicity effect must apply for Show Directory Advertising [Form 1]

Media Name	MID 2008 Directory	
Date of Issue (Scheduled)	October 14, 2008	
Content	Listing of Firm, Address, Tel/Fax, E-mail, URL, Exhibited Products, Brand Names, etc.	
Number of Publications	20,000 copies (English)	
Directory Size	15cm (width) × 21cm (length)	
Required Materials	Show Directory Advertising [Form 1] Original-Color Separated Film or File	
Specifications of Film	Film	File
	<ul style="list-style-type: none"> • Right Reading • Emulsion Side Down • Screen Lines : 150-175 • Film Size : 15cm × 21cm 	<ul style="list-style-type: none"> • Size : 15.6cm × 21.6cm • Trimming Size : 15cm × 21cm • Program : Photoshop (300dpi) illustration, QuarkXpress
Deadline	Application	September 12, 2008
	Film	September 19, 2008

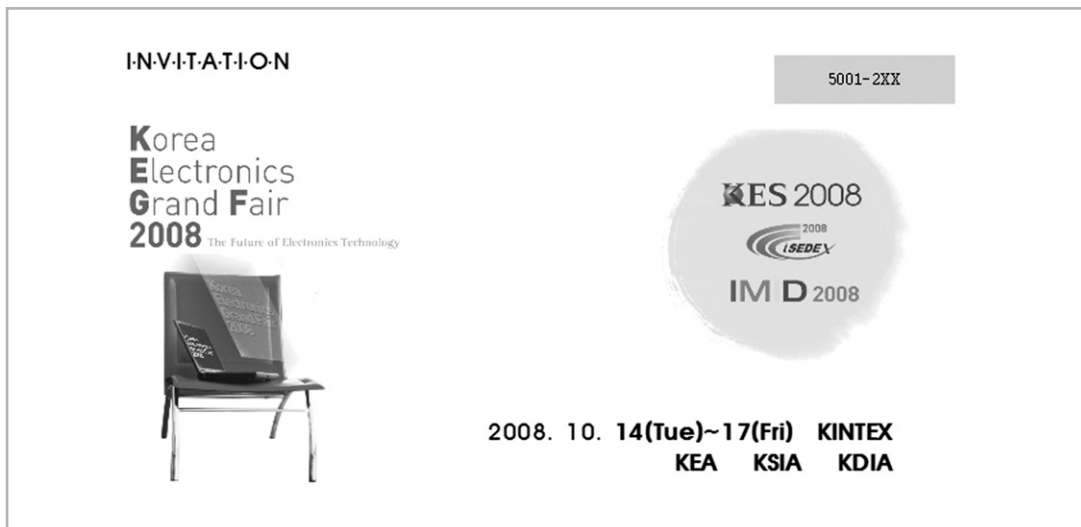
7. TICKETS, BADGES AND PASSES

7.1 Free Invitation Tickets

Free invitation tickets are issued to exhibitor firms only, not to any other company. 100 tickets will be provided to each exhibitor basically, with issue of additional tickets at the rate of 20 tickets / booths (9sqm) for exhibitions exceeding one booth.

Distribution Period	From August 27, 2008
Place of Issue	KINTEX 5Hall

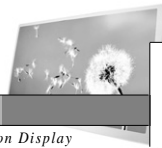
■ Sample of Free Invitation Ticket



7.2 Exhibitor Badges

The Show Organizer will issue Exhibitor Badges to the resident personnel of the exhibitors during the exhibition period.

The number of Passes will be five, in principle, for each booth, with additional badges at the rate of one per every additional 9 sqm (one booth unit).



- Distribution : October 11, 2008
- Place : Entrance to Exhibition 5Hall, KINTEX

7.3 Stand contractor passes

The Show Organizer issues contractor passes separately.

All workers / contractors are subject to organizer and KINTEX control in the exhibition area for safety management and fire prevention.

- Place : Entrance to Exhibition 5Hall, KINTEX

8. ORDER FORMS

Form	Form Name	Deadline	Page
1	Show Directory Asvertising	~9. 12	
2	Technical Services	~10. 7	
3	Stand Contractor Registration(rawspace only)	~9. 12	
4	Carrying-in(out) Ultraheavy Exhibition Item	~10. 7	
5	Move-in/Move-out of Dangerous Materials	~ 10. 7	
6	Overtime Work	Show Period	
7	Exhibit Removal	Show Period	
8	Company Name for Stand Fascia(Standard shell scheme only)	~ 9. 19	

FORM 1**Show Directory Advertising**

September. 12

Company Name			
Person In Charge			
Tel.		Fax.	
E.mail		Booth No.	

A low cost advertisement in the Exhibition Directory will increase the number of visitors to your stand. You will make more contacts and more sales by calling visitors' attention to the products you are displaying. It is a productive investment because visitors refer to the Exhibition Directory for Exhibitor listings, stand location, technical programs and other data during the Conference/Exhibition. In addition, the directory is used after the Exhibition as a Product Source Guide. Approximately 20,000 copies will be printed. Copies of the Exhibition Directory will be distributed to every Exhibitor and visitor to the Exhibition and Conference. Please select the desired location for your advertisement (Mark 'V')

V	Advertisement Location	Price
	Inside Front Cover	US\$ 1,650
	Facing inside front cover	US\$ 1,650
	Inside back cover	US\$ 1,100
	Facing inside back cover	US\$ 1,100
	Whole page elsewhere (Inside front or Inside back)	US\$ 770
	Back cover	US\$ 2,200
TOTAL		
Banks	CITI BANK KOREA INC. (Yeoksam Branch, Swift Code : CITIKRSX) Account No. : 186-00199-254-01, Beneficiary : KDIA	

Maximum Page Size : 19(W)X26(H)cm, Send color separated films or file(300dpi/.jpg, illustrator, mackintosh)

Deadline : September. 12

Color-Separated Film: September. 19

2008.

Company Name :

Representative : (Signature)

To : IMID 2008 Exhibition Office

Apply to : KDIA Tel. 02-3014-5700/5718, Fax. 02-556-2234 Email. popo@kdia.org

FORM 2**Technical Services**

October. 7

Company Name			
Person In Charge			
Tel.		Fax.	
E.mail		Booth No.	

We hereby apply for "Additional Arrangement" at IMID 2008 as Follows.

Arrangement		Unit Price	Requirement	Total Price	Remarks
Electricity	220V (Single Phase)	US\$ 45	Kw		- Free supply of 1Kw for each booth - Application for additional Electricity required
	220V (Three Phase)	US\$ 45	Kw		
	380V (Three Phase)	US\$ 45	Kw		
Telephone	Domestic	US\$ 50	Line(s)		- Excess use fee will be collected after the show
	International	IUS\$ 250	Line(s)		
Water		US\$ 160	Set(s)		- Installation charge Included
Compressed		US\$ 160	Set(s)		
Internet Line		US\$ 90	Port(s)		
Visitor Data Management System		US\$ 250	Line(s)		

Banks	CITI BANK KOREA INC.(Yeoksam Branch, Swift Code : CITIKRSX) Account No. : 186-00199-254-01, Beneficiary : KDIA
--------------	---

2008. 10 . .

Company Name :

Representative :

(Signature)

To : IMID 2008 Exhibition Office

Apply to : KDIA Tel. 02-3014-5700/5718, Fax. 02-556-2234 Email. popo@kdia.org

FORM 3**Stand Contractor Registration
(rawspace only)**

September. 12

Company Name			
Person In Charge			
Tel.		Fax.	
E.mail		Booth No.	

- Exhibitors should submit two copies each of the floor plan and front-view plan, along with this application and obtain approval for booth installation.

Booth Installation Information			
Company Name(Exhibitor)			
Person in Charge(Exhibitor)			
Person in Charge(Installer)			
Address			
Tel		Fax	
E-mai			
Reason for Design Change (if necessary)			

We apply for installation(Change) of Block Booth as shown in the attached documents.

※ Attachment: Floor Plan and Front-View Plan(2 copies each)

2008. 10 . .

Company Name :

Representative : (Signature)

To : IMID 2008 Exhibition Office

Apply to : KDIA Tel. 02-3014-5700/5718, Fax. 02-556-2234 Email. popo@kdia.org

FORM 4**Carrying-In(out) of
Ultraheavy Exhibition Item**

October. 7

Company Name			
Person In Charge			
Tel.		Fax.	
E.mail		Booth No.	

■ Ultraheavy Exhibition Item

No.	Item	Qty	Weight(tons)	Dimension(W) × (L) × (H)
1				
2				
3				
4				
5				

* If additional space is needed, please attach a separate paper

We apply for approval of bringing in ultraheavy items specified above.

2008. 10 . .

Company Name :

Representative :

(Signature)

To : IMID 2008 Exhibition Office

Apply to : KDIA Tel. 02-3014-5700/5718, Fax. 02-556-2234 Email. popo@kdia.org

FORM 5**Move-In/Move-out of
Dangerous Materials**

October. 7

Company Name			
Person In Charge			
Tel.		Fax.	
E.mail		Booth No.	

No.	Item	Unit	Qty.	Container/Packing Details	Storage Method after Move-In
1					
2					
3					
4					
5					

* If additional space is needed, please attach a separate paper

■ Purpose of Entry :

■ Date of Entry : (Date). (Month). 2008. (Time)

■ Date of Exit : (Date). (Month). 2008. (Time)

We apply for approval of the Move-In and Move-out of the dangerous materials specified above, while assuring you that we will duly observe KINTEX operating regulations.

2008. 10 . .

Company Name :

Representative :

(Signature)

To : IMID 2008 Exhibition Office

Apply to : KDIA Tel. 02-3014-5700/5718, Fax. 02-556-2234 Email. popo@kdia.org

FORM 6**Overtime Work**

Show period

Company Name			
Person In Charge			
Tel.		Fax.	
E.mail		Booth No.	

■ Utilization Time

Date	Starting Time	Ending Time	Total Time	Fee	Payment status
October. 11	:	:	:		
October. 12	:	:	:		
October. 13	:	:	:		
October. 14	:	:	:		
October. 15	:	:	:		
October. 16	:	:	:		
October. 17	:	:	:		
October. 18	:	:	:		

2008. 10 . .

Company Name :

Representative :

(Signature)

To : IMID 2008 Exhibition Office

Apply to : KDIA Tel. 02-3014-5700/5718, Fax. 02-556-2234 Email. popo@kdia.org

FORM 7**Exhibit Removal**

Show period

Company Name			
Person In Charge			
Tel.		Fax.	
E.mail		Booth No.	

No.	Item	Type	Unit	Qty.	Remarks
1					
2					
3					
4					
5					

* If additional space is needed, please attach a separate paper

사무국 확인 : _____ (인)

■ Reason for Removal :

■ Date of Removal : (Date). (Month). 2008. (Time)

We apply for approval of the removal of the products specified above.

2008. 10 . .

Company Name :

Representative : _____ (Signature)

To : IMID 2008 Exhibition Office

Apply to : KDIA Tel. 02-3014-5700/5718, Fax. 02-556-2234 Email. popo@kdia.org

FORM 8**Company Name for Stand Fascia
(Standard shell scheme only)**

september. 19

Company Name			
Person In Charge			
Tel.		Fax.	
E.mail		Booth No.	

The company fascia will be made in accordance with the company name(Korean/English) stated in the "Exhibitor details." If an exhibitor has a unique company name, he should prepare and submit an application directly to the relevant standard shell scheme booth installer.

When preparing fascia, please make sure spellings are correct to include spaces as well as distinguishing capital or small letters.

■ Standard Shell Scheme Booth Fascia

■ LOGO

- A logo should be attached onto the Fascia at the exhibitor's expense, but MUST NOT be wider than the 250mm Fascia nor thicker than 10mm.
- If you wish to have your logo on the Fascia, please send sample with this Form for quotation by the Official Stand-Fitting Contractor.

▶ Please see attached logo (standard size as per above dimensions) and payment of US\$50

And remit logo fee by September 19 to GAYA D&S Co., Ltd.(www.gayadns.co.kr)

Contact : Mr. Ko Hyung-Chan

E.mail : gayadns@hanmail.net

Tel. +82-32-792-8201~4

Fax. +82-31-792-7289

2008. 10 . .

Company Name :

Representative :

(Signature)

To : GAYA D&S