



19th IALA Conference 2018 Industrial Exhibition

Manual

May 28(Mon) ~ June 1(Fri), 2018
Songdo ConvensiA, Incheon, Republic of Korea



Ministry of Oceans
and Fisheries



IALA



Incheon



KOREA ASSOCIATION OF
AIDS TO NAVIGATION

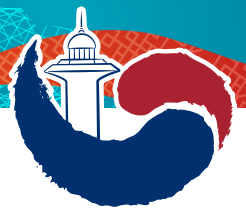
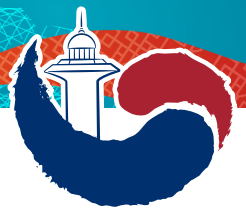


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I. 19th IALA Conference 2018

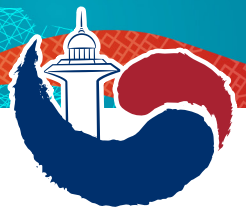
1. Overview

- Title: 19th IALA Conference 2018
- Theme: Successful voyages, Sustainable planet
– A New Era for Marine Aids to Navigation in a Connected World
- Date: May 27(Sun) – June 2(Sat), 2018
– Exhibition: May 28(Mon) – June 1(Fri), 2018
- Venue: Songdo ConvensiA, Incheon, Republic of Korea
- Hosted by: Ministry of Oceans and Fisheries
- Organized by: IALA, Incheon Metropolitan City, Korea Association of Aids to Navigation
- Website: www.iala2018korea.org

2. Program

May 26 (Sat)	May 27 (Sun)	May 28 (Mon)	May 29 (Tue)	May 30 (Wed)	May 31 (Thu)	June 1 (Fri)	June 2 (Sat)	
Registration	Registration Council	Registration	Technical Session 1.1	Technical Session 2.1	Technical Session 3.1	Technical Session 4.1	Conclusions & Incheon Declaration, Invitation to IALA 2022 and VTS 2020	
Pre-Conference Seminar (09:30–18:00)		Opening	Coffee Break(10:30–11:00)					
		Keynote Speech	Technical Session 1.2	Technical Session 2.2	Technical Session 3.2	Technical Session 4.2		Closing Ceremony
		IALA Activities	Lunch(12:30–14:00)					
		IALA Activities	Special Session (IMC Innovation)	Technical Session 2.3	Technical Session 3.3	Technical Session 4.3	Council	
		Coffee Break(15:30–16:00)						
		Opening of Industrial Exhibition & World Lighthouse Heritage Exhibition	General Assembly	Technical Session 2.4 (Lighthouse Heritage)	Special Session (Best Practices)	Technical Session 4.4	Closing of Industrial Exhibition (16:00)	
		Welcome Reception	Conference Dinner		Industrial Members Evening		Gala Dinner	

※ This Program will be subject to operational change.



II. Greetings from IMC President



Young K. Bang
IMC President

As the President of the IALA Industrial Members Committee(IMC), I am pleased to invite you to the 19th IALA Conference 2018 Industrial Exhibition.

The 19th IALA Conference 2018 Industrial Exhibition is going to be held from May 28 to June 1, 2018 at the Songdo ConvensiA in Incheon, Republic of Korea.

Songdo ConvensiA is a three-story convention center designed mainly for large-scale international conferences with exhibition halls and conference rooms.

On the 1st floor are Hall 1 and Hall 2 for exhibition. Hall 1 will be used for the Industrial Exhibition and Hall 2 will be used for the World Lighthouse Heritage Exhibition and Lunch.

Therefore, all participants will have easy access to the Exhibition Hall during the conference. This Manual offers all the information related to the exhibition, including reservation system.

I sincerely hope this Manual will be of great help for your exhibition preparations. All applications will be made through the official website(www.iala2018korea.org).

In order to reserve exhibition stands, you are kindly requested to log on to the abovementioned website where you will be informed of phased booking process.

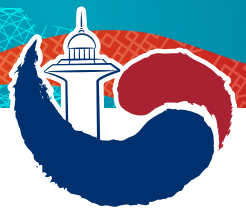
Your participation in the Industrial Exhibition will serve as an opportunity to showcase your products to those in aids to navigation field around the world.

And I am sure that this opportunity will help improve your company's business and recognition. It has been one of the big virtues in Korea to treat visitors well and to make them feel at home.

We will spare no effort in cooperation with the Ministry of Oceans and Fisheries and relevant organizations to make the Conference as memorable as possible for all participants.

I strongly believe that your attention and support will greatly contribute to the success of the 19th IALA Conference 2018 and the Industrial Exhibition.

I look forward to seeing all of you in Incheon, Republic of Korea.

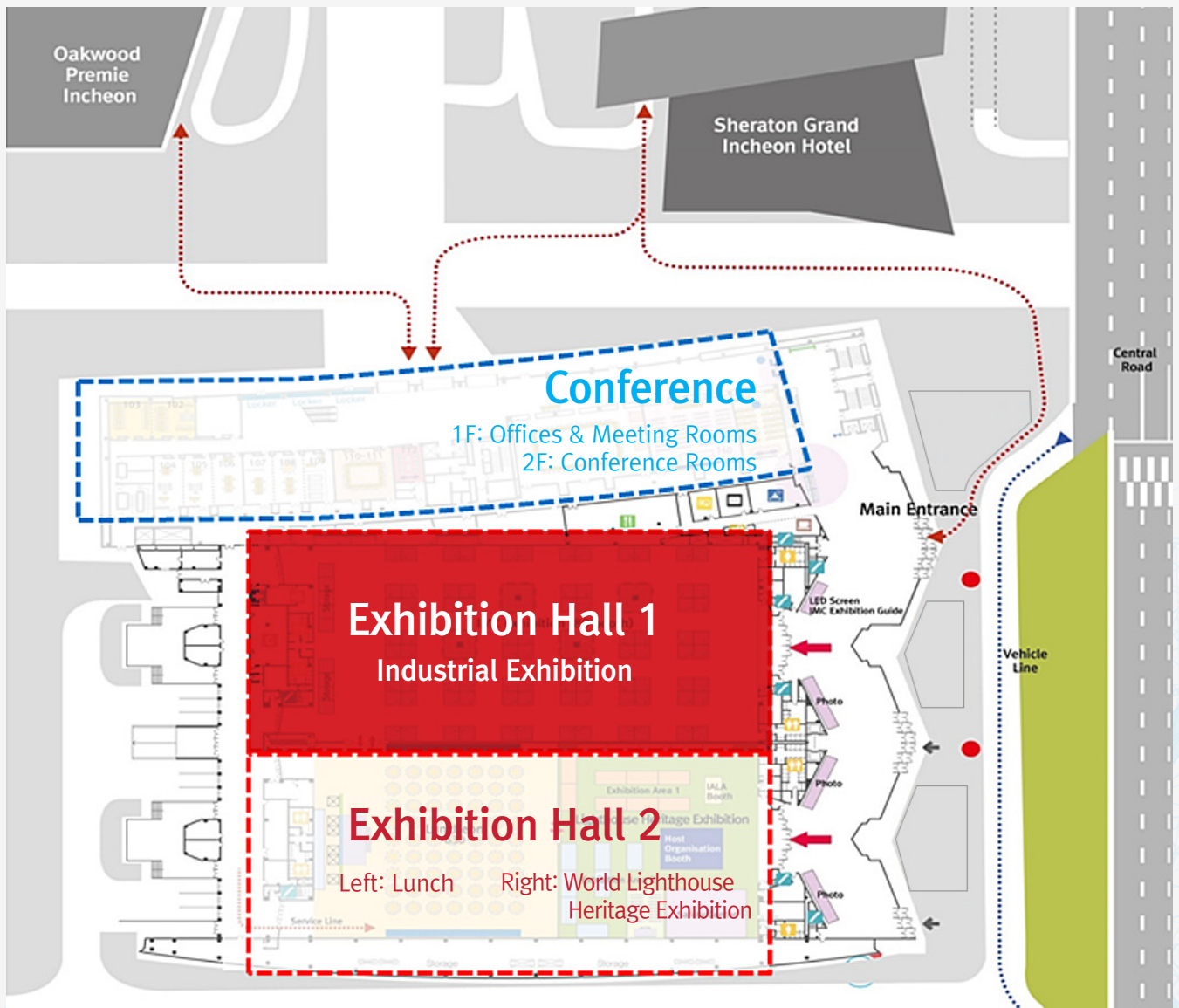


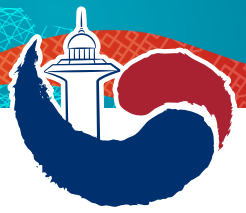
III. Industrial Exhibition

1. Industrial Exhibition Overview

The Industrial Exhibition will provide those interested in marine aids to navigation, including each country's marine aids to navigation service providers and manufacturers, with the best opportunity to effectively promote their products and technologies.

- Title: 19th IALA Conference 2018 Industrial Exhibition
- Date: May 28(Mon) ~ June 1(Fri), 2018
- Venue: Exhibition Hall 1, Songdo ConvensiA, Incheon, Republic of Korea
- Exhibition Scale: 70 booths
- Participation: Only IALA Industrial members who have paid the equivalent of the contributions for the two years immediately prior to the year of the Conference, plus the year of the Conference, will have the right to exhibit.
- Website: www.iala2018korea.org





This manual will provide you with the necessary application forms, guidelines and useful information to ensure that you have an enjoyable and successful exhibition experience.

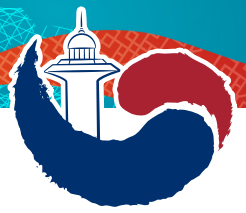
The application for an exhibition is accepted from 09:00(local time) on October 15 (Sun), 2017 on a first come, first served basis. You are kindly requested to submit the completed application as soon as possible in order to reserve the booth you desire.

The Exhibition Secretariat will have an office within the exhibition area during the booth installation and breakdown periods and throughout the Conference. Staff member of the exhibition secretariat will be on hand to be of assistance to all participants. For inquiries or assistance, please contact the below:

Exhibition Secretariat

- Address: 513, Yeongong-daero, Gangnam-gu, Seoul 06164, Republic of Korea
- Phone: +82 2 6000 7273
- Fax: +82 2 6000 8190
- E-mail: exhibition@iala2018korea.org





2. How to Participate

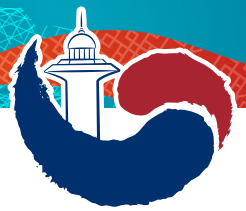
The application for Industrial Exhibition participation is accepted on a first come, first serve basis through the official website (www.iala2018korea.org) from 09:00(KST) on October 15, 2017.

STEP 1	Online Application for Participation	Participating exhibitors can make an online application by inserting exhibitors' information and choosing the number and location of booths needed. <i>* The online application system opens at 09:00(KST) on October 15(Sun), 2017 and closes at 18:00(KST) on November 10(Fri), 2017. * Please note that the application system can be closed earlier than expected.</i>
▼		
STEP 2	Confirmation of Booth Application	The Exhibition Secretariat will send an invoice after confirming the booth application. And exhibitors are required to make the payment within thirty(30) days of receiving the invoice. <i>* Applications for event facilities can be made until April 20, 2018. So exhibitors are kindly requested to apply first for the Exhibition. * Please note that exhibitors are requested to carefully apply as it would be hard to change the number and location of booths after an invoice is sent out.</i>
▼		
STEP 3	Exhibition Fee Payment	Exhibitors who have completed the Exhibition application are required to make a full Exhibition fee. <i>* Please note that the Exhibition fee is non-refundable.</i>

3. On-site Registration

Exhibitors can collect related documentations on May 27(Sun), 2018 from 14:00 to 18:00.

Since access to the conference and exhibition areas will be restricted to registered participants, it is strongly recommended that all exhibitors register on site on May 27(Sun), 2018.



4. Exhibition Fee

4-1. Exhibition Fee

All Prices in EURO(€)

Category	Exhibition Fee
First 2 Standard Booths(per booth) Each booth is 3m X 3m	4,300 €
3 rd or 4 th Booth(per booth)	3,600 €
Special Exhibition Space(10m ²)	1,500 €
Additional Exhibitor Fee	450 €

- The cost for Standard Booth(9m²) includes:
 - A Full Conference Delegate(1): including full access to the conference sessions, coffee breaks and lunches on every day of the conference and access to all social events planned for the conference.
 - An Exhibitor(1): including coffee breaks and lunches throughout the conference.
- All Fees do not include taxes. A 10% VAT will apply.
- Companies hiring more than three(3) booths have a reduced rate for the third, fourth, etc. of 3,600 €, but these space includes the exhibition fee for one(1) exhibitor ONLY.
- Special space will be provided for the standard booth for hard-to-display exhibitions due to the exhibit's size. The total space for special exhibition is 100m² and it costs 1,500 € per 10m².

4-2. Payment

- After confirming the application for Exhibition participation, the Exhibition Secretariat will send out an invoice in PDF that specifies the payment to be paid.
- The Exhibition fee must be paid within thirty(30) days of receiving the invoice.
- **Payment can be made by bank transfer to:**
 - Beneficiary: COEX
 - Account No.: 140-007-364802
 - SWIFT CODE: SHBKRRSE
 - Name of Bank: Shinhan Bank
 - Branch: Trade Center Cooperation Business Banking Center
 - Branch address: 1F, 513 Yeongdong-daero, Gangnam-gu, Seoul 06164, Republic of Korea (Tel.+82-2-6000-2600)

4-3. Cancellation Policy

- The booking will be automatically cancelled if the payment is not made within thirty(30) days of receiving the invoice.
- Exhibitors can cancel the booking, without paying a cancellation fee, within thirty(30) days of receiving the invoice from the Exhibition Secretariat.
- The Exhibition fee is non-refundable.



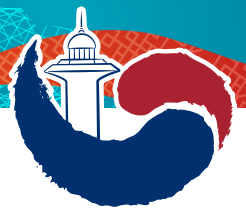
5. Required Documents

Order forms can be downloaded from the Exhibition menu at 19th IALA Conference 2018 website (www.iala2018korea.org).

Please complete all mandatory forms and submit them to the Exhibition Secretariat by April 20(Fri), 2018.

Please ensure that all applications are submitted on time.

Section	Contents		Form		Note
			Space Only	Standard Booth	
Application for Participation	On-line Registration		Mandatory	Mandatory	
Documentation for Submission	Exhibition Directory & Advertisement	Form 1	Mandatory	Mandatory	
	Exhibition Entry Passes	Form 2	Mandatory	Mandatory	
	Application for Utility Services	Form 3	Optional	Optional	
	Application for company banner & company name for status board	Form 4	Mandatory	Mandatory	
	Device Construction Application for Space Only Booth	Form 5	Mandatory	-	
	Dangerous & Heavy Materials	Form 6	Mandatory	Mandatory	
	Application for Events	Form 7	Optional	Optional	
	Furniture & Fixture Rental	Appendix	Optional	Optional	
Set-up	Standard Booth	※ Exhibition set-up for participating exhibitors		May 27(Sun), 2018, 09:00-21:00 May 28(Mon), 2018, 09:00-13:00	
	Space Only	※ Bringing in exhibits is allowed after Space Only booths are all set up.		May 26(Sat)-27(Sun), 2018, 09:00-21:00	
Dismantling	Standard Booth	※ Exhibition Dismantling		June 1(Fri), 2018, 16:00~	
	Space Only			June 2(Sat), 2018, 09:00~21:00	



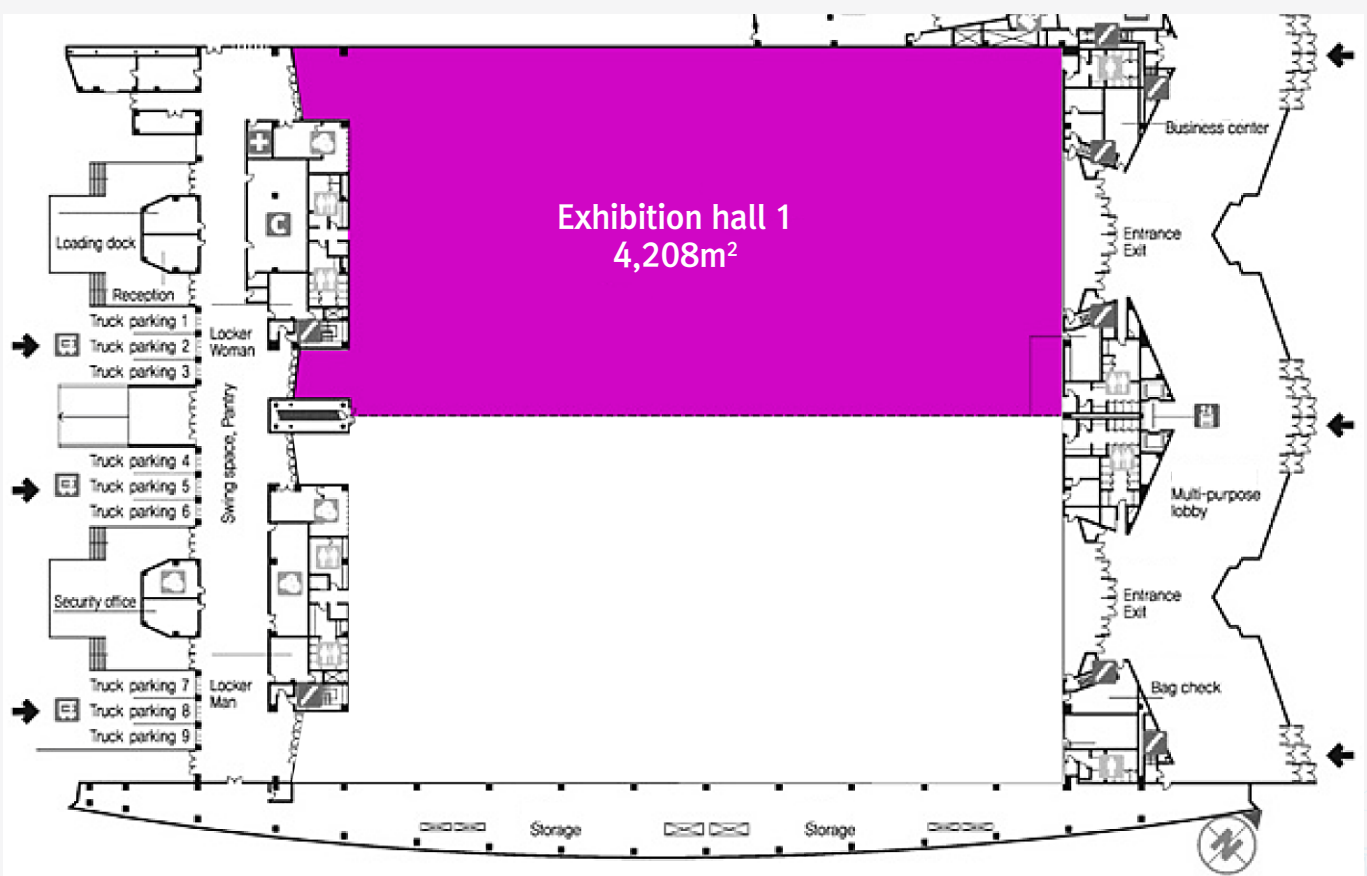
IV. Exhibition Hall

The 19th IALA Conference 2018 Industrial Exhibition will be held in Songdo ConvensiA, Incheon.

Songdo ConvensiA

- Address: 123 Central Street, Yeonsu-gu, Incheon 21998, Republic of Korea
- Phone: +82 32 210 1114
- Fax: +82 32 210 1005
- Website: www.songdoconvensia.com

1. Songdo ConvensiA Exhibition Hall 1(1F)

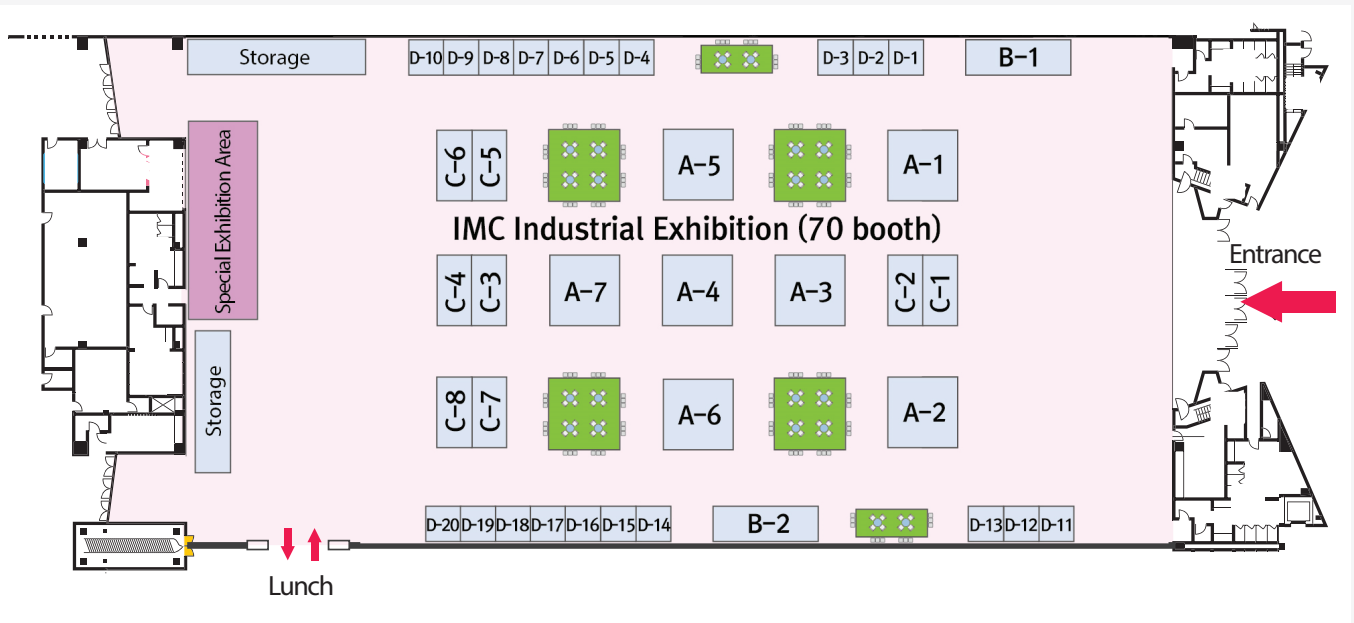


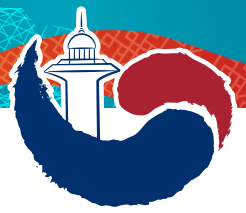
- Area: 4,208m²
- Height of ceiling: 32m / Height of maximum booth installation: 4~5m
- Loading load: 1.3 ton/m²
- Utility wall can divide space into two, while absorbing noises from the hallway.
- Floor has a hardened finish.
- The entire exhibition hall has no columns.
- Floor box: plumbing, air, power, communication wires supplied



2. Exhibition Floor Plan

- The Exhibition Hall is made up of a total of 70 booths.
 - A(made up of 4 booths): 7
 - B(made up of 3 booths): 2
 - C(made up of 2 booths): 8
 - D(made up of 1 booth): 20
- If B and C booths are fully booked or if you need 2 to 3 more booths in D booth area, you may apply for a combined set of D booths.

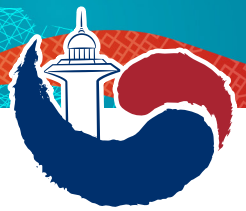




3. Standard Booth

- Space: 3m x 3m(9m²)
- Materials: Trade fair carpet(9m²)
Information desk(1) and chairs(2)
Grid in matt silver anodized aluminium
White melamine wall panels
Standard switchboard 15A
Power(One(1) double outlet rated 1,000W, 220V)
Spotlight
Free Wifi access
Company name signage(Maximum 25 characters)
- Exhibitions, interior display, catalogue and business cards must be separately prepared.
- Tables, chairs, display showcases, catalogue holders and electrical goods can be used through a rental company.(See Furniture Rental Catalogue)
- If you want to use different graphic work or furniture / equipment in the Standard Booth, you need to complete and submit the Rental Application Form for Furniture and Equipment to the Exhibition Secretariat.





4. Space Only

4-1. General Policies

- Exhibitors applying for the Space Only booth will only be provided with exhibition space. Other facilities such as electricity and the internet should be applied separately (a Standard Booth can be provided on request).

4-2. Space Only Installation Company Regulations

- Space Only booth, which is decorated with wooden materials or similar ones, must be installed by official contractors designated by the Exhibition Secretariat.
- All electrical work must be carried out by designated official electrical suppliers. Non-designated suppliers by the Exhibition Secretariat are not allowed to conduct electrical work.

4-3. Space Only Installation and Design Restrictions

- The maximum height of booth is 5m, and no ceiling-utilizing rigging is allowed for multi-layered floor and facilities and exhibits over 5m.
- Punching and nailing on floors and walls, painting in the exhibition hall, etc. is prohibited.
- The width of the aisles between booths should be 4m or more. Space only booth exhibitors are not allowed to use the wall of other exhibitors.
- The booth must be set up 30cm away from the hall wall, partitions or any other structures. Using other existing facilities for fixtures are not allowed. Walls of other exhibitors should not be used.
- No lighting, fixtures, lighting trusses or overhead lighting is allowed outside the boundaries of the exhibition space.
- All materials used in the booth must be nonflammable and flame-resistant.
- Booth floors must be carpeted with materials easy to remove and nonflammable. Latex glue may be used on carpet only.
- Banners or any display materials cannot be installed without permission from the Exhibition Secretariat.
- Loading heavy exhibits(1.3 ton/m² or heavier) are generally not allowed. However, heavy exhibits may be brought in with a prior approval from the Exhibition Secretariat with necessary measures such as weight dispersion.
- Using power saws, electric planes, welding machines, electric grinders or Oxy-fuel cutting machines are not allowed in the hall.

4-4. Space Only Installation Company Form

- Exhibitors installing space only booth must submit [Form 5] with the following information: contractors name, contracted company name, address, phone number, E-mail, etc.
- Space only booth exhibitors must submit a copy of 3D color perspective view, floor plan and elevation plan to the Exhibition Secretariat for construction approval prior to installation(Deadline: April 20(Fri), 2018).

4-5. Dismantling and Moving out

- At the end of exhibition, construction must not be carried out until electric power shuts off.
- All exhibitor structure and materials must be dismantled and removed from the exhibit facility by 21:00 June 2(Sat), 2018.
- When dismantling, exhibitors are required to consult the Exhibition Secretariat if there's any damage to the existing facilities.



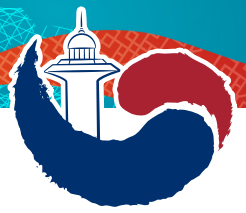
V. Schedule

1. Set-up Schedule

- Free parking is provided for freight vehicles only during the installation May 26(Sat)–27(Sun), 2018 and dismantling 18:00~20:00, June 1(Fri), 2018 at the loading dock.
- Unloading is allowed at the main gate for other vehicle. After unloading, vehicles must be moved to the parking lot immediately.
- Power will be supplied to each booth after Standard Booths are assembled after 16:00 on May 27(Sun), 2018.
- The Exhibition Secretariat is not liable for any lost, stolen and damaged goods and equipment.
- Detailed Set-up Schedules
 - Standard Booth: May 27(Sun), 2018, 09:00~21:00
May 28(Mon), 2018, 09:00~12:00
 - Space Only: May 26(Sat)–27(Sun), 2018, 09:00~21:00
 - On Monday, noiseless construction may be carried out(i.e. booth decoration, utility services installation etc.). And you are required to leave the Exhibition Hall by 12:00 after getting all related work done.

Date	Time	Description	Note	
May 26 (Sat)	09:00~	Opening of Exhibition hall, Marking, Installation of banner and others	※ Vehicles entry not permitted to the Hall after 18:00 ※ Electrical wiring test at 15:00	
	10:00~	Construction materials carried in(entry of vehicles)		
	12:00~16:00	Floor covering		Standard and Space Only booths
				Event venue
	13:00~20:00	Installation of Standard Booth		
		Installation of Space Only booth		
		Installation of event venue, lounge		
	15:00~21:00	Electrical installation		Electrical wiring
Basic package lighting and outlet				
18:00~19:00	No entry of vehicles to the hall			
21:00~	Closed			
May 27 (Sun)	09:00~	Exhibition hall opening and clean-up	※ Vehicles entry not permitted to the Hall ※ Electrical wiring test at 15:00	
	09:00~16:00	Floor Covering		
		Electrical installation		Electrical wiring
				Basic package lighting and outlet
				Event venue lighting and outlet
	Completion of Standard Booth & event venue			
	14:00~18:00	Installation of basic package signboard and information desk		
	14:00~18:00	* Distribute exhibitors' entry pass(Info desk, 14:00~) * Carry in exhibitors' items & interior display		
15:00~18:00	Furnishing			
15:00~20:00	Process alteration requests			
20:00~21:00	Final check-out and completion of exhibition hall installation			
May 28 (Mon)	09:00~	Exhibition hall opening(entry of exhibitors)	※ Noiseless construction only	
	09:00~12:00	Carry in exhibits and interior display		
	12:00~	Exhibition hall closed, check-out of event venues		

* The above schedule is an installation schedule only. Exhibitors will be able to bring in goods and arrange their booths on May 27(Sun), 14:00~18:00.



2. Exhibition Schedule

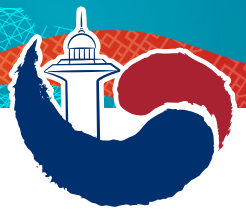
- The Industrial Exhibition is scheduled from 16:00 on May 28(Mon) to 16:00 on June 1(Fri), 2018.
 - Exhibition opening: May 29(Mon), 2018, 16:00~
 - Exhibition closing: June 1(Fri), 2018, ~16:00
- Detailed Exhibition Schedule

Date	Time	Description	Note
May 28 (Mon)	09:00~	Exhibition hall open(entry of exhibitors)	
	09:00~12:00	Carry-in of exhibits and interior display	
	12:00~13:00	Lunch and clean-up	
	13:00~16:00	Clean-up and preparation for opening ceremony	
	16:00~	Opening ceremony and exhibition hall tour	
	16:30~18:00	Exhibition hall open	
	18:00~18:30	Closed	
May 29 (Tue)	08:30~09:00	Exhibition hall open	
	09:00~18:00	Operation of exhibition hall	
	18:00~18:30	Closed	
May 30 (Wed)	08:30~09:00	Exhibition hall open	
	09:00~18:00	Operation of exhibition hall	
	18:00~18:30	Closed	
May 31 (Thu)	08:30~09:00	Exhibition hall open	
	09:00~18:00	Operation of exhibition hall	
	18:00~18:30	Closed	
June 1 (Fri)	08:30~09:00	Exhibition hall open	※ Vehicle entry permitted after 18:00
	09:00~16:00	Operation of exhibition hall	
	16:00~	Exhibition hall dismantling (dismantling of booths & event venues)	

- Exhibitors are allowed to enter the Exhibition Hall 30 minutes before and after the Exhibition during the Exhibition period for preparations and clean-up.

3. Dismantling

- Move-out: Start at 16:00, June 1(Fri), 2018
 - Standard booth: June 1(Fri), 2018, 16:00~21:00
June 2(Sat), 2018, 09:00~21:00
 - Space Only: June 2(Sat), 2018, 09:00~21:00
- When moving out and dismantling exhibits and related items, you are required to remove remaining wastes such as plastic, wooden and glass pieces.



VI. Industrial Exhibition Regulation

The following rules serve to regulate and ensure the smooth running of the 19th IALA Conference 2018. Participating exhibitors must agree to comply with the rules and regulations detailed below.

1. Advertising

Common areas in the exhibition hall, corridors and lounges may not be used for exhibition or distribution of advertising products.

The Exhibition Secretariat has the right to impose certain standards of behaviour and to refuse admission, as well as the right to prohibit the distribution of documents or brochures which, in its judgment, do not reflect the main purpose of the exhibition.

2. Exhibition Materials

Decorations, signs, banners, flags, streamers or other articles may not be taped, nailed, tacked, stapled or otherwise fastened to walls, floors, escalators, ceilings, columns, partitions or trim of the exterior or interior walls of the exhibition hall. Exhibitors may not apply paint, lacquer, adhesive or any other coating to exhibition hall floors, walls, columns or to the standard booth.

In the work of assembly, dismantling and decoration, it is expressly forbidden:

- 1) To use construction materials (cement, gypsum, sand, plaster, tiles, bricks or any other like material) either for the construction of posts or for the placement of decor, installations, equipment, furniture, etc.
- 2) To do the following: painting, installing plugs, boring holes, grooving, hanging signages, frames, drawings and any other object on the floor, ceiling and columns.
- 3) To continually, intermittently or periodically produce dangerous concentrations of flammable gases or vapours.
- 4) To use or transport flammable material (petrol, acetylene, petroleum, etc.), as well as individual heaters.
- 5) To introduce materials or objects that block or obstruct evacuation routes and exits from ConvensiA, as well as to bring in vehicles.
- 6) To continually, intermittently or periodically produce noises that annoy the other users of ConvensiA, or reproduce sound at volumes that annoy other users, being obliged to follow the instructions indicated by the Exhibition Secretariat in such cases.

3. Food and Beverage

Catering services must be provided by the official caterer of the conference venue. To order any food or beverage service, please contact directly with the Exhibition Secretariat.



4. Liability

The exhibitor is solely responsible for any damage caused to the exhibitor's booth. Neither the exhibition organizer nor any of the service contractors may be held responsible for the loss of or damage to any property in storage.

Exhibitors will ensure that their own materials and products on display, are not dangerous for the visiting public, or produce a nuisance to other exhibitors or users.

The exposed materials, components and packaging materials that are in ConvensiA will be under the exhibitors responsibility.

During the Exhibition period, the Exhibition Secretariat will do its best to control the entrance and exit of the general public to the exhibition area and prevent safety accidents.

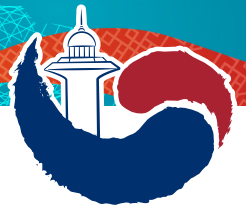
5. Assembly and Dismounting of Stands

The exhibitor shall additionally be obliged to comply with the following:

- 1) With a period of not less than 45 days to the official start of Conference, the exhibitor submitted to the Exhibition Secretariat, the plan of the stand build, specifying the general distribution, the decorative elements and electrical needs, for approval of technical and safety department.
- 2) Exhibition Secretariat shall approve the projects, plans or lists mentioned, to which it may introduce the modifications that may be necessary in view of all the characteristics of equipment, decor and furniture.
- 3) If, according to the criteria of the Exhibition Secretariat it is necessary to introduce some kind of modification, the above amendments will be binding on the Exhibitor.
- 4) Assembly and disassembly of the stands shall be carried out within the specified period.
- 5) During the work of assembly and disassembly and, in general, during the days that the exhibit is held, it is forbidden to obstruct, interfere or disrupt the activities of other users, as well as to place materials in the areas belonging to other exhibitors, and in the common areas, which must always be kept free for the circulation of persons and material.

6. Exhibitors' Other Obligations

- 1) Each exhibitor must keep his stand perfectly clean.
- 2) Once the exhibit is finished:
 - The exhibitor is obliged to clean up all useless materials and objects off the stand.
 - Each exhibitor must turn over equipment, decor and furniture, and any other property unscathed that it may have received from the Exhibition Secretariat.
 - The Exhibition Secretariat shall charge the exhibitor for damage to rented objects and materials when withdrawing them.
- 3) With respect to such machines, the exhibitor guarantees that these do not present any danger for the visiting public or do not annoy other exhibitors or users.
- 4) Every exhibitor shall respond personally and directly for the products exhibited.



VII. General Information

1. Shipping

To assist with the international transport of all exhibits, we have appointed Schenker Korea Ltd. as an sole official freight forwarder for 19th IALA Conference 2018 Industrial Exhibition.

Schenker Korea Ltd. is an international transport company with a dedicated division for the trade fair and they will provide following services:

- International transport
- Customs clearance
- Warehousing
- On-site handling
- Delivery of international parcels by DHL, Fedex, etc. to each booth
- Storage of empty boxes used for delivery
- Rent of forklift and equipment

For any inquiries or assistance, please contact the below:

Attn: Mr. Sion Kim

Schenker Korea Ltd.
 Airport Logistics Park G3 block, 97-49 Gonghangdong-ro,
 296beon-gil, Jung-gu, Incheon 22379, Republic of Korea
 Tel: +82 32 744 0300; Direct: +82 32 744 0432
 Fax: +82 32 744 0600
 Mobile: +82 10 7255 7893
 E-mail: sion.kim@dbschenker.com, sel_fex@dbschenker.com

1-1. Shipping schedule & deadlines

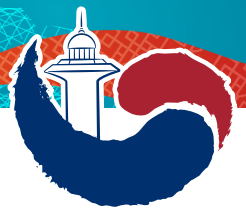
Please comply with below schedule for smooth shipping process.

- Documents deadline for Sea freight: May 10(Thu), 2018
- Documents deadline for Air freight: May 14(Mon), 2018
- Consignment arrival deadline to Busan port(SEA): May 16(Wed), 2018
- Consignment arrival deadline to Incheon airport(AIR): May 18(Fri), 2018

1-2. Consignment Instructions

Please follow the consignment instruction below: All cargo has to be consigned "FREIGHT PRE-PAID."

- CONSIGNEE
 - Company Name: Schenker Korea Ltd.
 - Address: Airport Logistics Park G3 block, 97-49, Gonghangdong-ro,
296beon-gil, Jung-gu, Incheon 22379, Republic of Korea
 - TEL: +82 32 744 0432
 - FAX: +82 32 744 0600
- NOTIFY PARTY:
 - EXHIBITION: 19th IALA Conference 2018 Industrial Exhibition
 - NAME OF EXHIBITOR:
 - BOOTH NO.:



- DESTINATION
 - Sea Freight: BUSAN PORT
 - Air Freight: INCHEON AIRPORT

We are not responsible for exhibits sent to Songdo ConvensiA Exhibition Hall or Exhibition Secretariat directly. You must send all of your exhibits to Schenker Korea and they will deliver the exhibits to each booth.

1-3. Documentation

To prevent any delays and expenses in customs clearance, please check all of your documents with Schenker Korea prior to shipping:

- Ocean Bill of Lading(Ocean B/L) or Air Waybill(AWB): 1 copy
- Commercial Invoice: 1 copy
- Packing List: 1 copy
- Insurance Policy: 1 copy(Upon request)
- Air Freight
 - AWB which contains the AWB number, flight number, carrier's name, number of package, weight (gross/chargeable), dimension, name of exhibitor and booth number must be sent to Schenker Korea Ltd via fax or E-mail address.
- Sea Freight
 - Suggest to issue Surrender B/L or Sea Waybill for the fast procedure.
 - B/L which contains the B/L number, vessel/voyage name, number of package, weight (gross/chargeable), dimension, name of exhibitor and booth number must be sent to Schenker Korea Ltd via fax or E-mail address.
- General Information
 - Detailed information of products, HS Code, quantity, unit price(USD) must be indicated in commercial invoice and packing list.
 - Please note that, value must be declared for each item for customs purpose regardless of the actual commercial value. This includes literature, giveaways and alike.

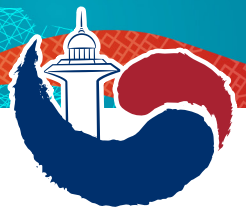
1-4. Duty Free Goods

Consumable goods such as printed material, giveaways and other promotional items valued under \$5.00/unit are duty free. However, such items must be reasonable in quantities and in price by customs authority. Otherwise these goods shall be dutiable. Decision of "Duty Fee or Dutiable" will be advised at the time of customs inspection regardless of above mentioned provisions. In accordance with Korean Customs regulation, all items under temporary entry are exclusively under control of the Customs Authority. Therefore, exhibitors cannot distribute or consume any goods without the permission of Customs Authority.

1-5. Insurance

All exhibitors have to sign up for All-Risk insurance for their exhibits which covers from the beginning of shipping arrangement until return back to each country after the exhibition.

[Note] Schenker Korea Ltd does not insure the goods during transit from origin up to delivered stand and return.



1-6. Packing Cases & Case Marking

All cases should be clearly marked as follows:

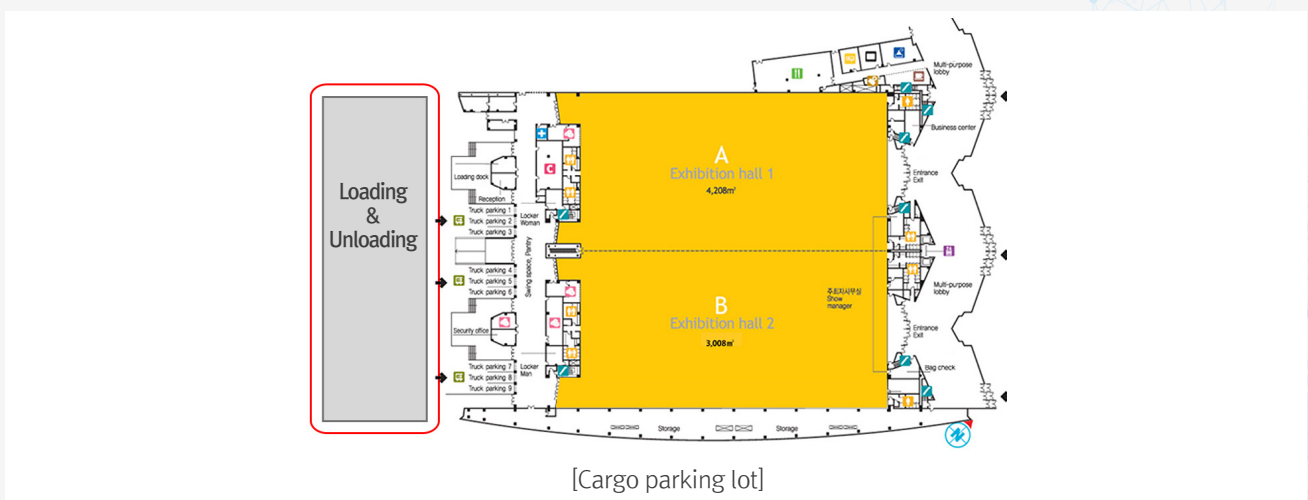
- “Exhibition goods for 19th IALA Conference 2018 Industrial Exhibition”
- Exhibitors’ Name:
- Booth No.:
- Package No.:
- Gross Weight:
- Dimensions:

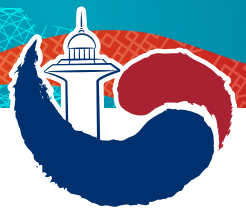
1-7. Delivery

- Deliveries must be pre-arranged prior to set-up date, to meet each requested delivery schedule. The official operation time for move-in is from May 26(Sat) to May 27(Sun) at 09:00AM to 19:00PM.
- For heavy and large equipment, please consult with the Exhibition Secretariat and Schenker Korea to set the delivery schedule.
- Delivery of any international courier services direct to the Exhibition Hall or the Exhibition Secretariat office is prohibited. If you want to send your exhibits using courier service, you must consult with the Schenker Korea Ltd. in advance.
- Only potted plants, not garlands, are allowed to enter the exhibition hall.

1-8. Freight Vehicle Parking

- For those trucks smaller than 4 tons are only allowed to enter the exhibition hall.
- Freight vehicles must enter the venue through the freight entrance.
- The freight entrance is located at the Songdo ConvensiA back of the exhibition hall of parking.





2. Power Supply(for lighting & equipment)

2-1. Specifications and Requirements for Electrical Installations

- Please submit [Form 3] by April 20(Fri), 2018 to order electrical power for lighting and equipment.
- Electrical Installations from the trench to the booth panel board will be provided. However, beyond the panel board should be carried out by the exhibitor.
- Power supply inside exhibition hall consists of electricity over single-phase 220V and three-phase 220V. For those who need 110V, exhibitors need to prepare AVR or electric transformer separately.
- Exhibitors must apply for enough electricity by considering total lighting and electric power usages. Additional application of capacity of electricity is required in case of shortage of capacity of electricity during preparation period. In case of any damage including outbreak of fire in exhibition hall due to overload, the exhibitor should compensate the Exhibition Secretariat, Songdo ConvenisA and neighboring exhibitor.
- In addition to the built-in power of 1kW provided within each booth, additional applications must be submitted separately in advance.
- For electricity construction, you must work with the official electric company designated by the Exhibition Secretariat. Any electric company not designated by the Exhibition Secretariat will not be allowed. Exhibitors shall be liable for all idemnities if the exhibition proceedings or facilities are damaged.
- The power is supplied after the complete inspection of the exhibitor and the power supply is completely connected to the exhibition equipment and the safety inspection of the Exhibition Secretariat, Songdo ConvenisA staff members and contractor is completed.
- In case of emergency, power can be shut down by the Secretariat.

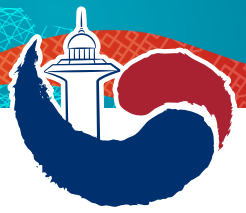
3. Telephone and Internet Access

3-1. Telephone Installation

- Please submit [Form 3] by Friday, April 20, 2018 to other telephone installation.
- The phone bill will be charged at domestic call rate and local calls will be provided free of charge.
- International calls will be charged in addition to the minimum rate.
- Exhibitor who has ordered telephone installation must indicate the installation location in [Form 3].
- Telephones must be returned at the time of dismantling and exhibitors should be responsible for any loss.

3-2. Internet Access

- Please mark the location of Internet installation on [Form 3]
- Internet Specification
 - Official fixed IP Address provided.(1IP address per 1 port)
 - To prevent network traffic increase within the venue, the use of individual internet sharer device (NAT Server, IP sharer) is prohibited. In case of violation, internet access may be restricted.



4. Furnishings and Accessories

Furnishings and accessories are available to hire via designated service provider. Please submit the Order [enclosure] directly to the Exhibition Organizing Company by April 20(Fri), 2018.

※ please check the catalog for furnishings and accessories.

5. Waste Disposal

The exhibition area must be cleared of all exhibits / stands / materials(wood, vinyl, air packs, and construction wastes) by the exhibitor after the set-up and dismantling. If exhibitors fail to clean up the area after the dismantling, the official waste disposing service provider will charge the exhibitors the cost of entire cleaning service. Thus, we encourage exhibitors to negotiate with the booth installation service providers to include clean up service in case of the following:

- Space Only booth and structure made of wood
- Exhibition materials and supporting materials carried into the exhibition hall
- Materials brought in by the exhibitor to be installed in the booth
- Packing materials(paper, vinyl, bubble wraps, wood)

6. Noise

During the exhibition hours, loud noise caused by promotion events may cause hindrance. The sound should be held at a low level and the Exhibition Secretariat reserve the right to determine at what point sound constitutes interference with others and if it must be discontinued:

- If the noise level is above 85dB measured by device
- If the event held in the aisle or outside the booth
- If neighboring exhibitors complain about the noise

7. Booth Event Guideline

- The Exhibition Secretariat has the right to stop the event if it is held outside the stand or at the hall aisle or the noise level is higher than 85dB.
- Any hindrance to other exhibitors and offense against public morals regarding contents of program are not allowed.
- For those who want to proceed event inside booth, please submit [Form 7] to the Exhibition Secretariat in advance.