



Exhibitor's Manual

Please refer to this manual while preparing for KOAA · GTT SHOW 2022 and please meet the deadlines for submitting necessary applications for entrance badge(mandatory), additional order & furniture rental if needed, and etc.

Please be informed that terms and regulations written on this manual have the same validity as the terms and regulations written for participation.

I . Schedule & Deadline

Show Schedule

Sep. 16 (Fri)	Submission of Booth design (Space only booth)	
Oct. 03 (Mon)	08:00 - 20:00	Booth Build up
Oct. 04 (Tue)	08:00 - 20:00	Set-up (Space only booth)
	13:00 - 18:00	Set-up (Shell scheme booth)
	By 16:00	Heavy exhibits move-in
	14:00 -	Electricity will be supplied
Oct. 05 (Wed)	10:00 - 17:00	Exhibition hours (Hall opens at 08:30)
Oct. 06 (Tue)	10:00 - 17:00	Exhibition hours (Hall opens at 09:00)
Oct. 07 (Fri)	10:00 - 16:00	Exhibition hours (Hall opens at 09:00)
	16:00 -	Packing and removing of exhibits
	By 17:00	Shell stand must be vacated
	By 24:00	All exhibitor's materials and structures must be removed.

※ Badge Pick-up

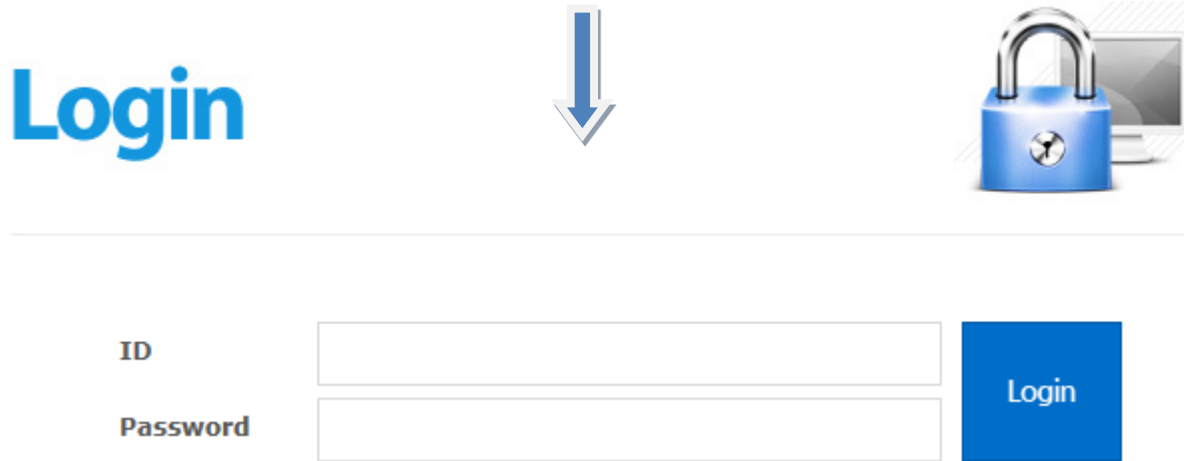
At the registration counter in front of KINTEX1, Hall 1 on October 4 & 5.

Deadline_Online application

Sept. 08 (Thu)	Directory Entry Modification Marketing Package(Directory Advertisement etc.)
Sept. 28 (Wed)	Additional facilities such as internet, electricity, etc. Entrance Badge

* How to fill out the ONLINE APPLICATION FORMS?

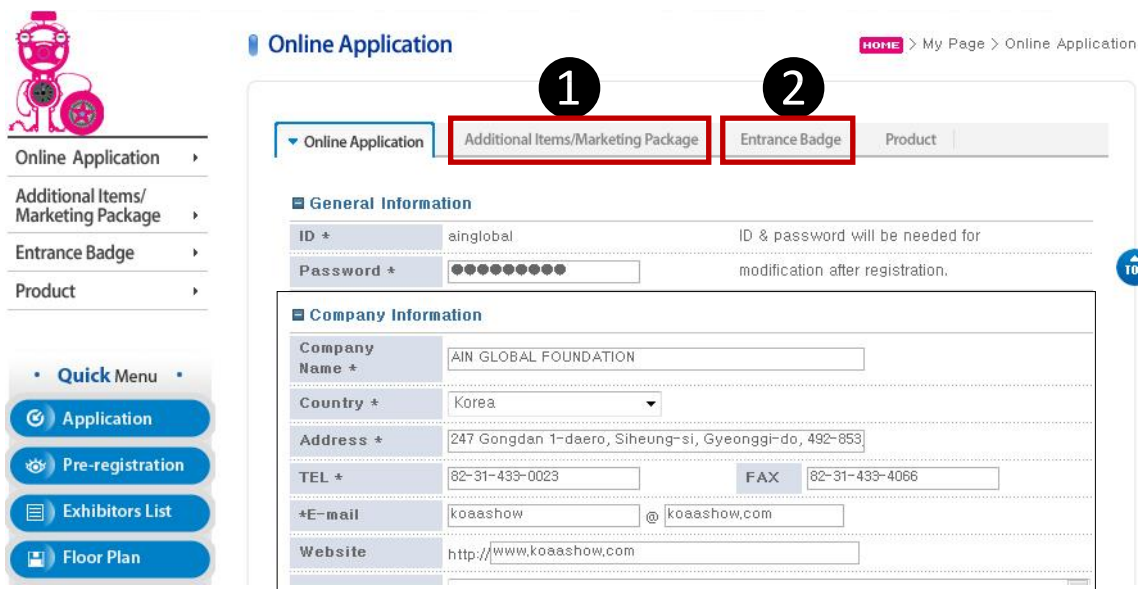
1) Exhibitor LOGIN (<http://www.koaashow.com/eng/mypage/login.asp>)



The diagram shows the login process. On the left, the word "Login" is written in large blue letters. A blue arrow points downwards from the text to a login form. To the right of the arrow is an image of a blue padlock. The login form consists of two input fields: "ID" and "Password". To the right of these fields is a blue "Login" button.

2) Enter your ID and Password -> Inquiry to koaashow@koaashow.com if you miss your ID and/or Password!

3) Login and click 'Submit' button after filling out the application section (1~2)



The screenshot shows the "Online Application" form. The form is divided into several sections. The "General Information" section includes fields for "ID" (value: ainglobal) and "Password" (masked with dots). The "Company Information" section includes fields for "Company Name" (value: AIN GLOBAL FOUNDATION), "Country" (value: Korea), "Address" (value: 247 Gongdan 1-daero, Siheung-si, Gyeonggi-do, 492-853), "TEL" (value: 82-31-433-0023), "FAX" (value: 82-31-433-4066), "E-mail" (value: koaashow@koaashow.com), and "Website" (value: http://www.koaashow.com). The form is annotated with two red boxes and circled numbers: box 1 highlights the "Additional Items/Marketing Package" tab, and box 2 highlights the "Entrance Badge" tab.

Notice 1) Contents in the 'Company Information' will be used for producing an official directory of exhibition.

Notice 2) Company name and website will be applied to a company signboard of shell scheme booth.

① Additional Items / Marketing Package

Electricity

- Space only booth: no supply power
- Shell scheme booth: supply 1Kw of 220V per each booth

※ Exhibitors must adhere to the following points with regard to electricity

The exterior of an exhibit operation motor must be subject to a Type 3 grounding construction. When using electrical devices with surface temperature of 70°C or higher, a safety railing must be installed. Electrical devices to operate the exhibit cannot be installed on a wooden display stand. They must be installed on an incombustible stand that is at least 20cm from the floor.

Connection with the relevant trench for electricity supply within the exhibition halls must be undertaken by an official contractor after a safety inspection by KINTEX personnel. Exhibitors are required to apply for electricity in consideration of that required for lighting and motor operation. If the exhibitor finds that the initially applied amount of electricity falls short of the required amount during installation or exhibition, the exhibitor must submit an additional application for the shortfall.

This is to prevent accidents and maintain safety for the entire exhibition. In case of a fire due to an electricity overload or damage to other exhibitors, the exhibitor that caused the accident must make commensurate compensation to the organizers, KINTEX, and the damaged exhibitors.

Internet

For each internet connection application, one wired high-speed internet connection to one port will be provided. Make sure to use a computer with a LAN card. We do not accept applications for wireless Internet connection, as we have yet to provide a stable wireless connection.

Water Supply/Drainage & Compressed Air Supply

Connection to an air hose valve at the booth should be done by the exhibitor. A high-pressure hose must be used, and joint fittings, such as clips, must be strong and solid.

② Entrance Badge

Entrance Badge	
Name	Position
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- Application: maximum 5 badges
- Pickup: At the registration counter in front of Hall 1 on October 4 & 5.

II. Venue

KINTEX 1, Hall 1

- Address : 217-60, Kintex-ro, Ilsanseo-gu, Goyang-si, Gyeonggi-do, Korea
- Phone : +82 (0)31-995-8114

Route to Venue: https://kintex.com/web/en/html/service/parking_share_car.do



III. Booth Build-up

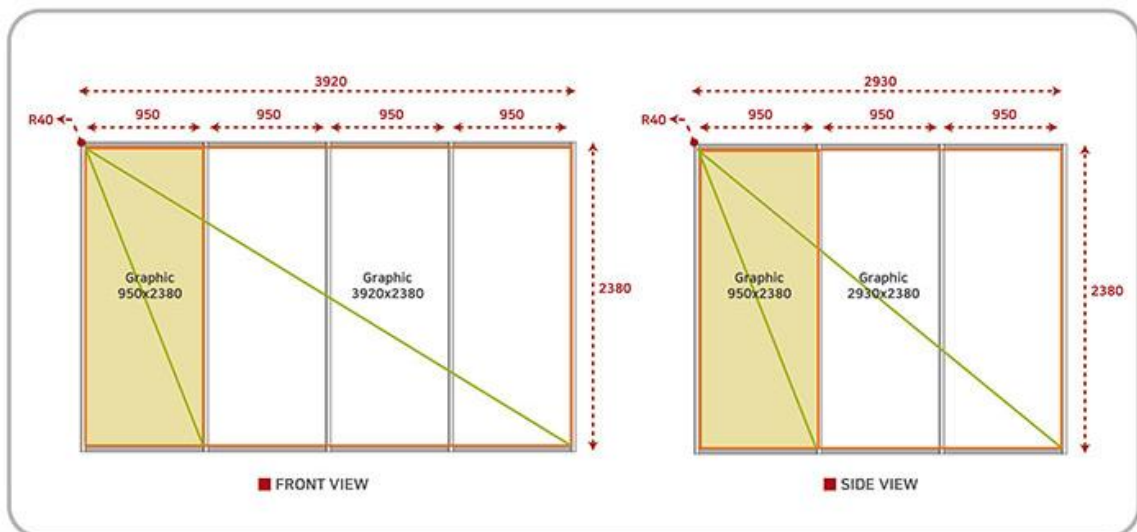
Shell Stand Booth

Exhibitors will be provided with assembled booths provided by AIN Global, as shown below.

Shell Stand 1 Booth (4m X 3m = 12sqm / (H)3.25m)



INCLUDING	
Name	ea
Information + Chair	1set
Round Table	1ea
Chair	2ea
Wastebasket	1ea
Concent	1ea
Spot Lighting	3ea
LED Lighting Bar	2ea



a. Fascia Board

Company name and website (written in the application form) will be printed in a unified font. Foreign exhibitors' names will be printed in English alphabet only. The name board will not include any advertising clauses or trademarks.

b. Lighting and Electricity

3 spotlights and 1Kw electricity will be installed for each booth. For companies that have applied for more than 2 booths, lighting and electricity in proportion to the applied area space will be installed.

c. Information Desk, Round table, & Chair Set

One information desk, one round table, 3 chairs and 1 wastebasket will be provided. The exhibitor is responsible for the cost of additional equipment or pieces of furniture, which can be provided by a designated rental contractor.

No. of Booth	1Booth	2Booth	3Booth	4Booth	Code and size
Round table	1	2	3	4	ST-03, 0.75x0.73m(ØxH)
Information desk	1	2	3	4	SD-01, 1x0.6x0.75m(WxDxH)
Chairs	3	6	9	12	SC-02
Electricity (Kw)	1	2	3	4	
Socket	1	2	3	4	
Lightings	3	6	9	12	

* Code and size are the information of the official rental company.

Notice) Advertisements cannot be put up or installed by using an adhesive on the walls, floor, and ceiling of the shell scheme.

Space Only Booth

The build-up of 'space only booth' can only be undertaken by designated booth installation contractors, and the list of contractor shall be submitted to the organizer. If the organizers conclude that the blueprint violates exhibition regulations or is not desirable for other reasons, they could request for a modification of the design.

Electricity consumption calculated by contractor should be applied to the organizer for payment. Fees for other items, such as the internet, phone, etc., should be also applied and paid, if necessary.

IV. Furniture Rental

Furniture & Equipment Rental

Please refer to the furniture list, which includes furniture image, code, price, and application form.

Please be sure to order by September 20th.

- ※ Contractor: Sejong E&R, ace@sejongenr.com, T) +82-31-916-3330
- ※ Catalog Download: <http://www.koaashow.com/eng/download/download.asp>

V. Exhibition Operation

Exhibitors' Packaging Box Handling

Please note that there will be no separate place set aside to temporarily store exhibitors' packaging boxes.

Security of Exhibits

The ultimate responsibility for the security of all exhibits belongs to the exhibitors. Exhibitors shall subscribe to insurance against theft and damage, as well as install locks and keys for storage of small or high-cost exhibits. The most vulnerable hours, in terms of security, are those immediately before the opening and immediately after the closing of the exhibition. Security measures must be sought for all high-cost exhibits and theft-vulnerable products, and a staff member shall be stationed at the booth until the move-out of all exhibits.

Move-out of Exhibits

Exhibits shall be moved out simultaneously with the closing of the exhibition. No exhibit may be carried out before the designated move-out time nor can it be neglected in the booth.