

Welcome

Exhibitor's Manual

**KOAA**show 2007

**AUTO+**  
**TRONICS 2007**

Millions of New Technologies and Unlimited Potentials



**Sep.17(Mon)~20(Thu) KINTEX, KOREA**



AIN global International Exhibition Team

Tel:+82-31-433-0023 Fax:+82-31-433-0302

E-mail:[koaashow@koaashow.com](mailto:koaashow@koaashow.com)

## Show Schedule & Deadline

### Show Schedule

Sep. 15(Sat)	13:00-18:00	Set-up(Space only booth)
Sep. 16(Sun)	09:00-18:00	Set-up(Shell stand booth)
	By 14:00	Heavy exhibits move-in
	By 17:00	Display of exhibits
Sep. 17(Mon)	11:00	Opening Ceremony
	10:00-17:00	Exhibition Hours
	08:30-17:30	Hall is open
Sep. 18(Tue)	10:00-17:00	Exhibition Hours
	09:00-17:30	Hall is open
Sep. 19(Wed)	10:00-17:00	Exhibition Hours
	09:00-17:30	Hall is open
Sep. 20(Thu)	10:00-16:00	Exhibition Hours
	16:00-	Packing and removing of Exhibits
	By 18:00	Shell stand must be vacated <sup>1</sup>
Sep. 21(Fri)	08:00-11:00	Space only exhibitors must be vacated <sup>1</sup>
	By 14:00	Dismantling

<sup>1</sup> All exhibitor's materials and structures must be removed.

※ Badge distribution : Sep. 15(Sat)-16(Sun), at the storage room(right side of organizer's office in Hall4)

### Deadline

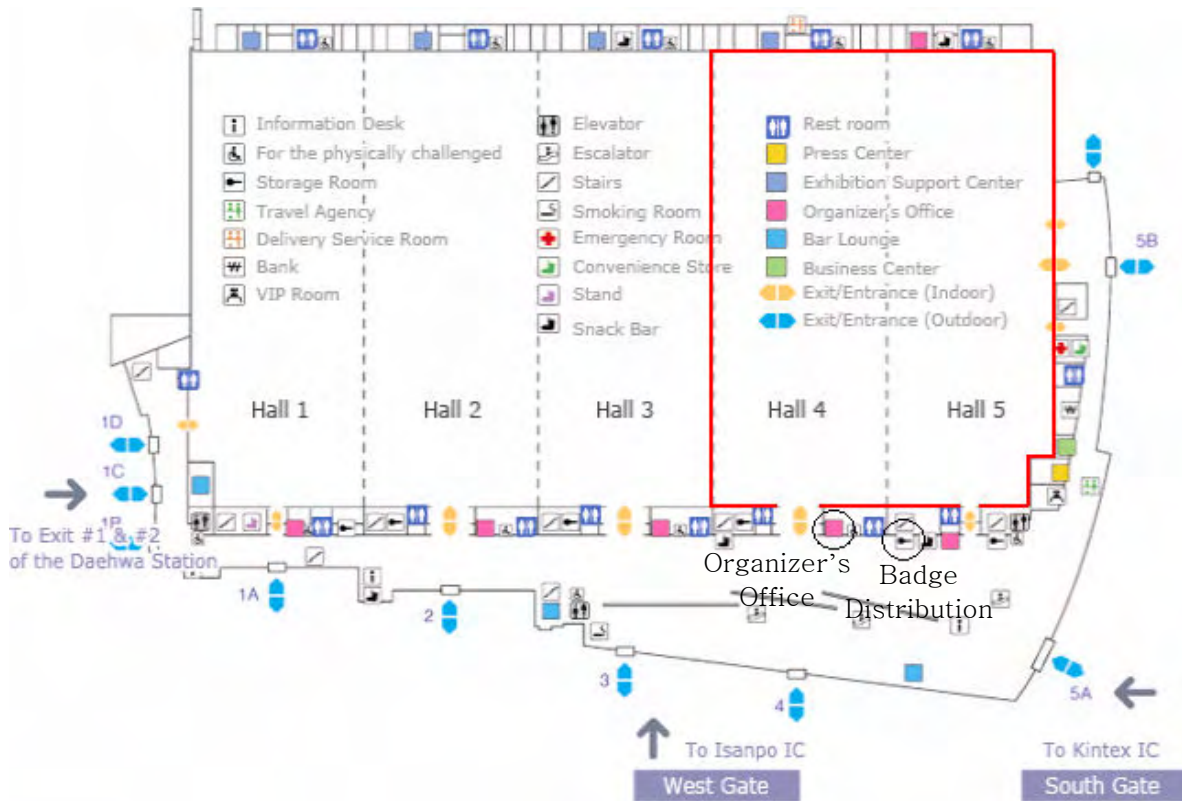
Aug. 06(Mon)	Application Directory Advertisement
Aug. 17(Fri)	Registration of Directory Info.(Newly or corrected)
Aug. 24(Fri)	Application for Carry-in/out of Hazardous material, Entrance Badge and Forklift Usage
Aug. 31(Fri)	Additional Application for Utility Services
Sep. 10(Mon)	Application for Furniture Rent

※ Apply to Module(official rental company) directly

# The Venue

## Address

KINTEX(Korea International Exhibition Center)  
 Daehwa-dong, Ilsan-seogu, Gyeonggi-do, Gyeonggi-do, Korea  
[www.kintex.com](http://www.kintex.com), +82-31-810-8114



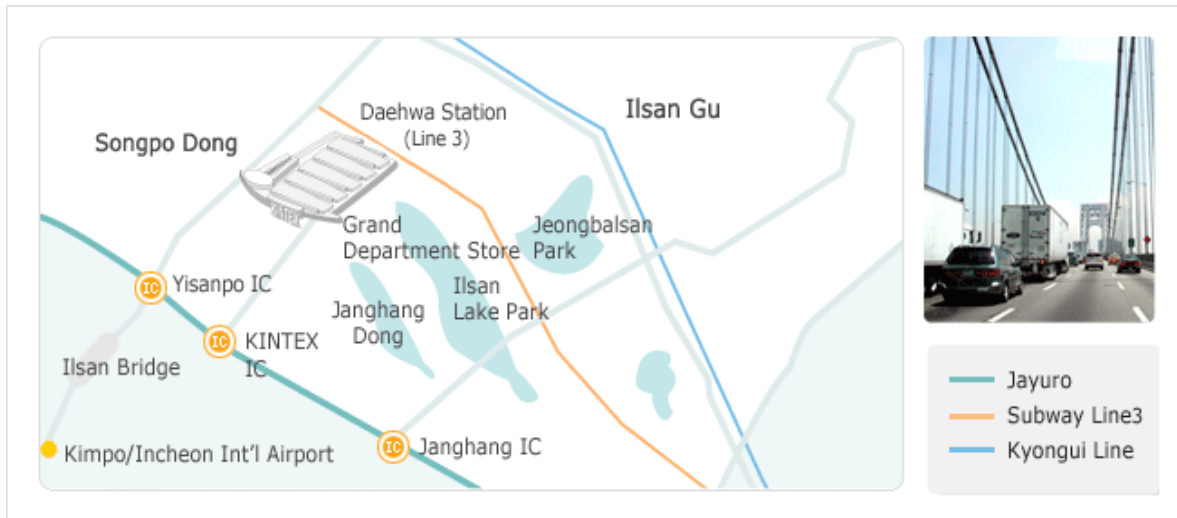
## Route to KINTEX

■ You can get this information at [www.kintex.com/english/location/incheon.jsp](http://www.kintex.com/english/location/incheon.jsp) as well

### 1. By Airport Limousine from Incheon Int'l Airport

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

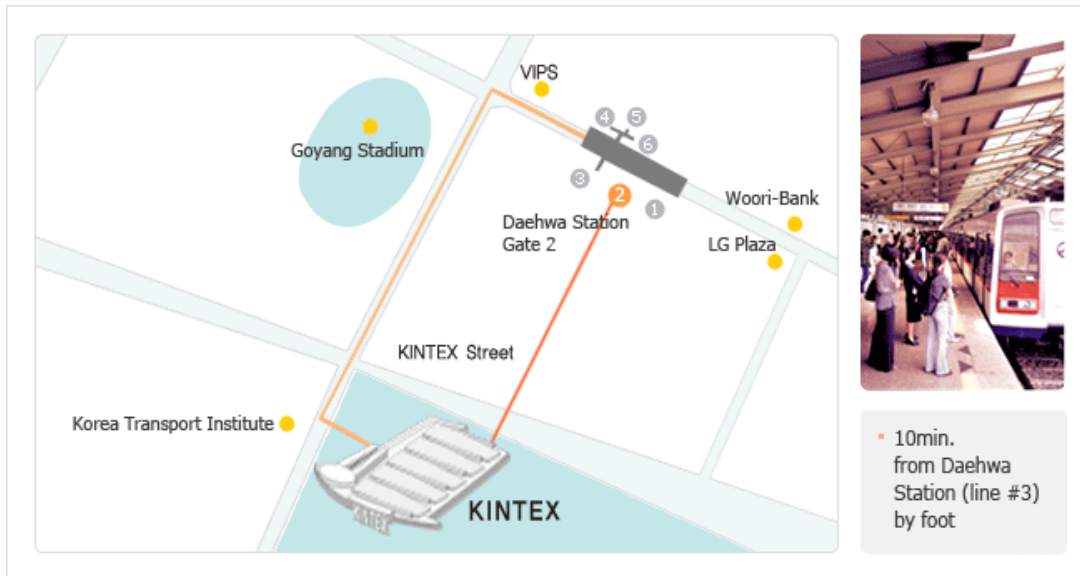
## 2. By Car from Incheon Int'l Airport



Area	Way	Route
Seoul	Using the Olympic Highway	Cross the Haeng-Ju Bridge and take Jayu-Ro. Exit Jayu-Ro at the KINTEX IC, and proceed straight for 3 minutes.
	Using the Gang-Byun Highway	Take Jayu-Ro(bound for 'Unification Observatory). Exit at KINTEX IC and proceed straight for 5 minutes.
Incheon	New Airport Highway	New Airport TG > Nooji JC > Seoul Outer Circular Highway > Jayu-Ro JC > Jayu-Ro > KINTEX IC

## 3. By Subway

Subway Line 3 Daehwa station Gate No.3 ; Shuttle bus available (every 15minutes)



• 10min.  
from Daehwa  
Station (line #3)  
by foot

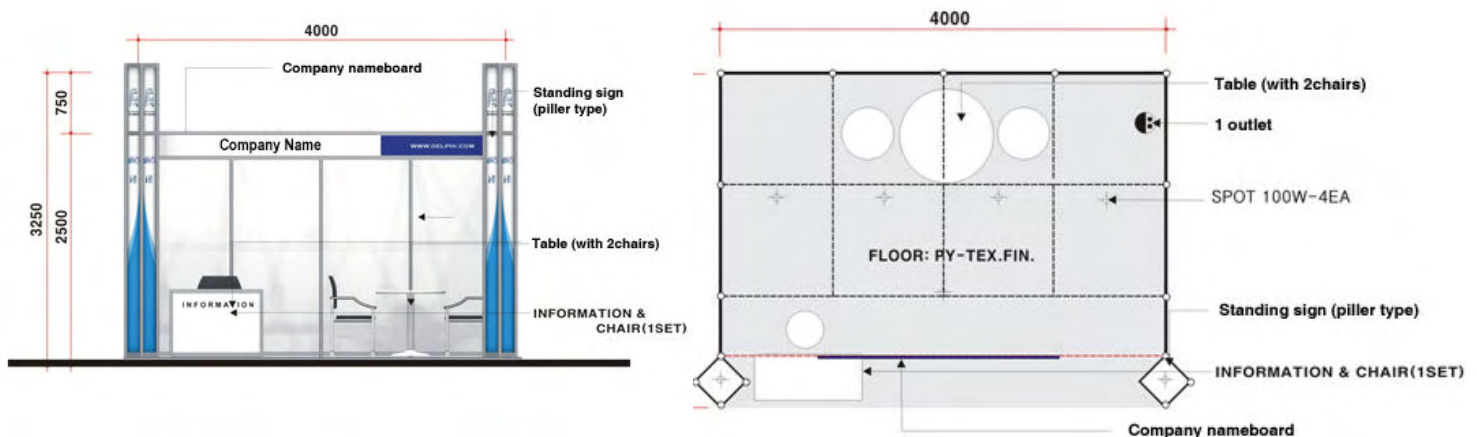
# Build-up

## Shell Stand Booth

Exhibitors will be provided with booths that are assembled and provided by AIN global as shown below. Of exhibitors who have applied for Shell Stand booths but need additional equipment or display furniture are permitted to use only designated booth installation contractors.

### Services Items and Code(Refer to Furniture Catalogue)

1. Fascia board
2. Pytex carpet
3. Lighting(4 Spot lights & 1 Fluorescent lamp)
4. 1 Information desk : DS-01, 1000x500x750(WxDxH)
5. 1 Round table : FT-01 A Type, 750x750(ØxH)
6. 3 Chairs : FC-02



### Fascia board

a height of 30cm will be installed on the top front, on which the name(written in the directory application form) of the company 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.

### Lighting

Four spotlights and one fluorescent lamp will be installed for each booth (4mX3m). For companies that have applied for more than 2 booths, lighting in proportion to the applied area space will be installed.

### **Information desk, Round table and Chair set**

Regardless of the number of booths, one information desk, one round table and 3 chairs will be provided. The cost of additional pieces of furniture shall be shouldered by the exhibitor, who must apply with furniture rent contractor.

### **Space Only Booth**

The build-up of space only booths can 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.

#### Application & Expenditure Process per Item

- 1) Booth installation contractor : Exhibitors should directly deal with contractor to handle application and cost to set up booth, electricity, lightening, carpet, other equipment(ex: display stand, table, chari, etc.)
- 2) Contact the organizer for electricity and other devices consumption application : Electricity consumption calculated by contractor should be applied to the organizer for payment. Fees for other items such as the internet, phone, BRS(Buyer Registration System), etc. should be also applied and paid, if necessary. Please use the application form for utility service.

### **Check Points for Booth Build-up**

- Advertisements cannot be put up or installed by using an adhesive on the walls, floor, and ceiling of the shell scheme.
- Utility services such as electricity, additional booth lighting as well as telephone, BRS (buyer registration system) and Internet are not part of the booth construction. Therefore, if such support is required, please fill out the application form for Utility Service and apply.
- Display podium, display shelves and other equipment shall be provided by the exhibitor or leased from furniture rent contractor.
- Compressors, electric planes, electric saws, electric grinders, welders and other electric tools cannot be used inside the exhibition hall.
- All material used in booth installation must be made of incombustible material or treated with flame-resistant.

- Structures or displays including lightings may not be installed in excess of the allotted space.
- The total height of the booth structure cannot exceed 12m from the floor.

## Official Exhibition Directory

### Content of directory(Free of charge)

The company name, address, contact and exhibits of each exhibitor will be recorded in Korean and English.

If the submission of the directory manuscript is delayed, only the company name, address, phone number and fax number that are written on the application form will be contained in the directory.

- Directory publication and distribution

Size : 12cm X 21cm

20,000 copies of official exhibition directory will be distributed to domestic & overseas visitors, KOTRA overseas trade offices, domestic & overseas autoparts related companies and organizations, foreign agents.

### Directory advertisement(Charged)

An exhibitor registration booklet that is distributed to visitors throughout the exhibition period and is constantly requested by domestic and overseas buyers after the exhibition. It has a lasting advertisement effect to buyers.

Rates

(Unit : US\$, 1 page)

Pages	Rates	Color
Outside back cover	2,000	Color
Inside front cover & opposite side	1,500	Color
Inside back cover & opposite side	1,500	Color
Inside pages	1,000	Color
Inserts	500	Black/white

# Utility Services & General Information

## Electricity

The specification of electricity available in the exhibition hall is as follows:

- 7-hour (10am~5pm)
  - Single phase 220V : for lighting, computers and other electric devices
  - Three phase 220V : for operating small motors and exhibits
  - Three phase 380V : for operating medium to large motors and exhibits
  
- 24-hour
  - Single phase 220V : for equipment or exhibits for which sustained electricity supply is required

In case additional voltage(DC etc.) is required, the exhibitor shall install a transformer at its own cost.

Exhibitors who have applied for shell stand booth will be provided with 1Kw of single phase 220V, and if the exhibitor uses only the provided lamp light bulb, application of additional electricity is not required. However, if additional electricity is required to operate a VTR or exhibit aside from the booth lighting, the exhibitor must apply for additional electricity. Please fill out the Utility services application form and submit it by Aug. 31(Fri.) along with the cost. (However, one laptop will not require additional application.)

Exhibitors that have applied for space only booth must fill out the Utility services application form for lighting, operation of exhibits among other uses of electricity, and submit it by Aug. 31(Fri.) along with the cost.

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

- The outlet must be installed at least 30cm from the floor.
- The exterior of an exhibit operation motor must be subject to a Type 3 grounding construction.
- When using electric devices whose surface temperature is 70°C or higher, a safety railing must be installed.



- Electric 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 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 make 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 provided the cause of the accident must make commensurate compensation to the organizers and KINTEX or the damaged exhibitors.

## **Telephone & Internet**

### **Telephone**

- Telephones are divided into domestic phones for short and long distance calls and international phones for international calls.
- Telephones will be installed on the information desk in the booths. Each telephone will have its number attached to it. Press 9 before the phone number for external calls.
- Prices for domestic and international calls are a flat rate.

### **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 between air hose valve installed at the booth and exhibit should be done by exhibitor. A high-pressure hose must be employed, and joint fittings such as clips must be strong and solid.

### **Buyer Registration System(BRS)**

If a buyer tags the entrance badge that was given at registration to the BRS reader that is installed at the booths, buyer information is recorded, which is later compiled in an Excel file and provided to the exhibitor after the exhibition.

- **Characteristics**

There is no need for additional time and effort to organize the business cards of buyers who have visited the booth. Neither is there the danger of losing the business card.

Organizer will install the BRS reader at the information desk and exhibitor can simply return it to the organizer after the exhibition without any additional procedures.

### **Furniture & Equipment Rent**

If exhibitors rent from the below contractor, 20% discount will be served only before exhibition opening date. Please refer to furniture list which includes furniture image, code, price and application form.

※ Contractor : Modul in space, [cws82@chollian.net](mailto:cws82@chollian.net), +82-2-6000-7560

### **Intellectual Property Rights**

Organizers are not to be held responsible for the protection of intellectual property rights for designs and inventions exhibited. Exhibitors who wish to receive such protection are strongly urged to register or apply for a patent in advance.

# Other Plans for Exhibition Operation

## Invitation Letter

We are planning to send out 50 invitation letters per exhibitor until 24 July. If you need to receive more invitation letters, [please make a request by 23 July](#) before 24 July – the scheduled letter send-out date.

## Booth equipment reception desk

In front of the organizer's office in Hall 4, there will be Booth Equipment Reception Desk for each item(ex: rental items, booth equipment, electricity, etc.) which will handle exhibitor's issues regarding booth items.

## Exhibitors' packaging box handling

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

## Visa acquisition

Remember to give yourself enough time to obtain your visa; Visa should be obtained for nations which are not listed in the following table.

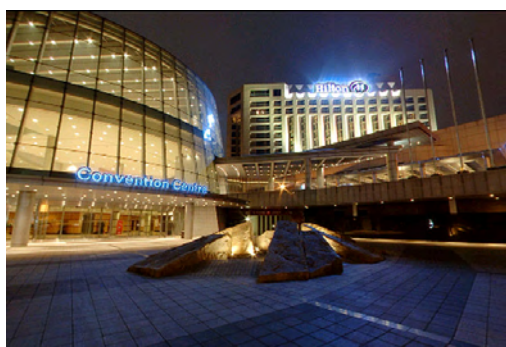
- |                     |                   |                    |                     |
|---------------------|-------------------|--------------------|---------------------|
| 1. ANTIGUA-BARBUDA  | 2. AUSTRIA        | 3. BAHAMAS         | 4. BANGLADESH       |
| 5. BARBADOS         | 6. BELGIUM        | 7. BRAZIL          | 8. BULGARIA         |
| 9. BULGARIA         | 10. CHILE         | 11. COLOMBIA       | 12. COSTARICA       |
| 13. CZECH           | 14. DENMARK       | 15. DOMINICA       | 16. EL SALVADOR     |
| 17. ESTONIA         | 18. FRANCE        | 19. FINLAND        | 20. GERMANY         |
| 21. GREECE          | 22. GRENADA       | 23. HAITI          | 24. HUNGARY         |
| 25. ICELAND         | 26. IRELAND       | 27. ISRAEL         | 28. ITALY           |
| 29. JAMAICA         | 30. JAPAN         | 31. LATVIA         | 32. LESOTHO         |
| 33. LIBERIA         | 34. LIECHTENSTEIN | 35. LITHUANIA      | 36. LUXEMBOURG      |
| 37. MALAYSIA        | 38. MALTA         | 39. MEXICO         | 40. MOROCCO         |
| 41. NETHERLAND      | 42. NEW ZEALAND   | 43. NICARAGUA      | 44. NORWAY          |
| 45. PANAMA          | 46. PERU          | 47. POLAND         | 48. PORTUGAL        |
| 49. RUMANIA         | 50. SINGAPORE     | 51. SLOVAK         | 52. SPAIN           |
| 53. ST. KITIS NEVIS | 54. ST. LUCIA     | 55. ST. VINCENT    | 56. SURINAM         |
| 57. SWEDEN          | 58. SWITZERLAND   | 59. THAILAND       | 60. TRINIDAD-TOBAGO |
| 61. TUNISIA         | 62. TURKEY        | 63. UNITED KINGDOM |                     |

## Official Hotels

### ※ Grand Hilton Seoul (Subway near to Line No.3 Hongje St.)

Room Type	Rates(Korean Won)	Remarks	Features
Deluxe Room	160,000Won	- Breakfast for 1 person included (additional 1 person : 20,000Won) - 11% service fee separately charged - Free shuttle bus from Hotel to KINTEX once a day	- Complimentary club lounge evening cocktail drink, snack, coffee and tea. - Free use of sauna, fitness center and indoor swimming pool
Executive Room	200,000Won		

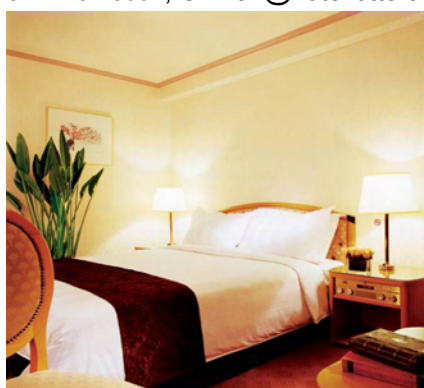
Contact : Mr. S.J Kim(T:+82-2-2287-8377, F:+82-2-2287-8097, sjkim@mail.grandhiltonseoul.com)



### ※ Lotte Hotel (Subway near to Line No.2 Euljiro 1-ga St.)

Room Type	Rates(Korean Won)	Remarks	Features
Standard Room	150,000Won	- Breakfast for 1 person included - 11% service fee separately charged - Free shuttle(only if more than 15people)	Located at the hub of Seoul's premier business and shopping districts
Deluxe Room	210,000Won		
Club for Single	240,000Won		

Contact : Albert, Chang(T:+82-2-759-7534, F:+82-2-752-8602, CTH87@hotellotte.co.kr)



- For room reservation, please complete the reservation form attached at the end of the manual.

# **Transportation & Management of Exhibits**

## **Move-in and Management of Foreign Exhibits**

Organizers and designated labor, packing and delivery contractors shall not be held responsible for exhibits delivered to the exhibition booths. The responsibility of managing the exhibits falls entirely on exhibitors, who shall pay special attention to prevent loss or damage.

## **Shipping, Labor, Packing and Delivery**

In accordance with the KINTEX exhibition hall regulations, none other than the designated forwarding contractors are permitted to handle exhibits. Therefore, please select and use the right shipping, labor, packing and delivery contractors for your company from the list of designated contractors. In particular, only designated contractors may handle your customs clearance, load/unloading, move-in of exhibits as well as move-out and customs clearance after the exhibition.

## **Exhibition hall as bonded area**

Organizers have designated the exhibition hall as a bonded area for foreign exhibits under bondage. Unless foreign exhibits brought into Korea under bondage are left behind in Korea after the exhibition, no tariffs will be imposed on such exhibits.

## **Customs clearance of exhibits**

Regardless of whether exhibits are brought in under bondage or with tariffs, this process requires much time for customs clearance. A change in related regulations (unexpected additional procedures or form submission) may also be a source of more delays. Therefore, please make sure that you make such preparations well in advance of the exhibition so that the exhibits are moved in during the preparation period and exhibited in a timely fashion. (Please consign the exhibits from the place of departure about 2 months in advance.)

## **Filling out the shipment documents**

Write a KINTEX designated transportation contractor as the notify party on the shipment form and the name of the exhibitor as the consignee. The destination of the exhibits is KINTEX, and it must be marked that the exhibit is an exhibit for the

KOAAshow 2007 or Autotronics 2007.

### **Heavy Exhibits**

If the weight of the exhibit exceeds 5 tons/sqm, make sure to discuss with the organizers.

Exhibitors that wish to use forklifts provided by the AIN global for transporting heavy exhibits during the installation and dismantling period shall fill out the forklift usage application form and submit the form by Aug. 24(Fri.).

### **Hazardous Material Management**

Hazardous material refers to all devices that use electricity, gas and other high temperature or voltage. When moving in exhibits or products that require protection from fires and explosions, please fill out the application form for carrying in(out) hazardous material and submit it to the AIN global by Aug. 24(Fri.). Without such pre-approval, hazardous material will not be permitted to be carried into the exhibition hall.

All affairs relating to the handling of hazardous material must be in accord with related regulations and laws. All possible measures including stationing a personnel with a hazardous material handling certificate at the exhibition site and purchasing insurance products must be carried out in order to prevent safety accidents. All responsibility with regard to accidents that arise from hazardous material carried into the exhibition hall shall lie with the relevant exhibitor.

### **Fixation of Exhibit Structures**

Exhibitors who wish to fix machinery or other structures on the hall floor with an anchor must receive a pre-approval from the organizers. All related costs including that required for restoring the floor after the exhibition shall be undertaken by the exhibitor. No structures or adhesives may be fixed to the side walls or the ceiling.

### **Scope of Exhibits**

All exhibits are restricted to products or services related to the exhibition. Organizers hold the right to exclude, move in or out any exhibit that is deemed not to conform to the nature of the exhibition, in which case the exhibitor must take responsibility for accompanying costs. Moreover, display is limited to exhibits that

were recorded on the exhibitor application form. For any changes to the exhibits, please contact AIN global by Aug. 17, 2007.

### **Operation of Exhibits**

Exhibitors that wish to operate or demonstrate exhibits at their booths must take measures to prevent fire or other safety accidents and to avoid hindering the activities of visitors or other exhibitors. Organizers may restrain or restrict such operations if deemed to violate the objective or goal of the exhibition.

### **Maintenance and Repair of Exhibits**

Repair or maintenance work of exhibits is forbidden during exhibition viewing hours. If repair or maintenance is required, please notify the organizers and set up some preliminary measures. All costs related to such repair or maintenance shall be undertaken by the relevant exhibitor.

### **On-site Sales of Exhibits**

Unless explicitly permitted, exhibitors are prohibited from selling their exhibits on the exhibition floor.

### **Security of Exhibits**

The ultimate responsibility for the security of all exhibits belongs to 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.

### **Fire Prevention**

A staff member from each exhibitor who is stationed at the exhibition floor must be knowledgeable of a nearby fire alarm system and the instructions and location of a fire extinguisher. Any witness to a fire, however small it may be, must operate the fire alarm system immediately and do her best to extinguish the fire either by using a fire extinguisher or by removing nearby 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.

**Exhibition Area Restoration**

Exhibitors hold responsibility of restoring the allotted floor area after usage and must respond immediately to the demand of restoration from organizers. Organizers may charge restoration fees to exhibitors that do not respond to the restoration demand from the organizers.



# Dismantling

**Period** : Sep. 20(Thu.) 16:00 ~ Sep. 21(Fri) 12:00

\* The schedule is subject to change, in which case the change will be notified.

## **Dismantling of Exhibit Structures**

All exhibit structures and remaining material must be dismantled and removed during the dismantling period. If there are remaining materials (in particular, vinyl, Styrofoam, cardboard, etc.) in the exhibition hall, organizers will dismantle and remove them at will and charge the cost to the exhibitor afterwards.

## **Exhibit Move-out Procedures**

The move-out of exhibits will be possible from the closing date (Sep. 20) 16:00.

## **Anti-theft Measures during Dismantling & Move-out**

All exhibitors must station at least one staff during the dismantling period in order to prevent thefts. The organizers will not to be held responsible for thefts and losses occurred after the start of dismantlement.

# Entrances to Exhibition Hall

## **Visitor Entrance**

Visitors who have invitations produced and distributed by the organizers can enter free of charge. Such visitors must register at the visitor registration desk upon entrance.

## **Exhibitor Entrance**

Fill out the entrance application form and submit it to the AIN global.

Each exhibitor can apply maximum 15 badges. For more badges, please discuss with the AIN global.

Distribution of badges : at the storage room(the right side of the organizer office in Hall 4 on Sep. 15~16)

## Official Contractors

### Forwarding

Company	Person	Telephone	E-mail
EXPO LOGIS INC.	PARK SEUNGGIL	82-2-6000-0080	skpack@expologis.com
THE KOREA EXPRESS	LEE DONG HEE	82-2-716-0413	dhlee@korex.co.kr
SUNJIN EXPRESS	LIM JAEMUN	82-2-2225-9541	expo@sunjinsa.co.kr

### Booth Installation

Company	Person	Telephone	E-mail
SAMHO CORP.	KWAK JINKI	82-2-2055-3588	alufile@kornet.net

### Furniture Rents

Company	Person	Telephone	E-mail
MODUL IN SPACE	LEE SANG MIN	82-2-6000-7560	cws82@chol.com

### Water & Drainage Air

Company	Person	Telephone	E-mail
YUCHANG	SONG JAEHWAN	82-2-2232-0715	ychang03@hanmail.net
G&B SYSTEM	SONG HOGIL	82-2-6000-1261	ghrlf0501@hanmail.net

### Carpet & Pytex

Company	Person	Telephone	E-mail
BOKWANG INDUSTRY	LEE MISUK	82-54-383-6090	Bokwang21@bokwang21.net

### Forklift

Company	Person	Telephone	E-mail
YUSIM INDUSTRY	KIM SUNGKWANG	82-2-6000-7861	yooshimindus@naver.com

<Form 1> Application Directory Advertisement(Charged) By Aug. 06

**Sep. 17 ~ 20, 2007 (KINTEX)**

Advertisement

Category	Contents		Unit Price	Amount
Pages	Special page	( )	Negotiable	US\$
	Back Cover	( )	US\$2,000/Page	US\$
	Inside/Facing Inside Front Cover	( )	US\$1,500/Page	US\$
	Inside/Facing Inside Back Cover	( )	US\$1,500/Page	US\$
	Inside Page(Color)	( )	US\$1,000/Page	US\$
	Inside Spot	( )	US\$500/Page	US\$
Total	US\$			

**We apply for the directory advertisement as above.**

Date :

Company :

Representative :

※ Submission : [koaashow@koaashow.com](mailto:koaashow@koaashow.com) Fax : +82-31-433-0302

※ Bank Account : Shinhan Bank 180-002-922360 (Swift Code : SHBKRRSE)



<Form 3> Application for Carry-in/out of Hazardous material By Aug. 24

**Sep. 17 ~ 20, 2007 (KINTEX)**

**Application for Carry-in/out of Hazardous Material**

Company				
TEL		FAX		
Person in Charge				
List	Name of Items	Unit	Q'ty	Note
1				
2				
3				
4				
5				

※ Please use additional paper if more space is necessary.

The State of Container and/or Package	
Storage Method after Bringing in Dangerous Items	

**We apply for the application for Carry-in/out of Hazardous material as above.**

Date :

Company :

Representative :

※ Submission : [koaashow@koaashow.com](mailto:koaashow@koaashow.com) Fax : +82-31-433-0302

<Form 4> Entrance Badge By Aug. 24

**Sep. 17 ~ 20, 2007 (KINTEX)**

**Application for Entrance Badge**

Company				
TEL		FAX		
Person in Charge				
List	Name	Department	Title	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**We apply for the application for Entrance badge as above.**

Date :

Company :

Representative :

※ Submission : [koaashow@koaashow.com](mailto:koaashow@koaashow.com) Fax : +82-31-433-0302

<Form 5> Forklift Usage By Aug. 24

**Sep. 17 ~ 20, 2007 (KINTEX)**

**Application for Forklift Usage**

Period	Date	Usage Time	Note
Installation	Sep. 16(Sun)	~	During 09:00 ~ 14:00
Dismantlement	Sep. 20(Thu)	~	During 17:30~20:00

\* It's not possible to use more than 20minutes.

**We apply for the application for Forklift usage as above.**

Date :

Company :

Representative :

※ Submission : [koaashow@koaashow.com](mailto:koaashow@koaashow.com) Fax : +82-31-433-0302

<Form 6> Additional Application for Utility Service By Aug. 31

**Sep. 17 ~ 20, 2007 (KINTEX)**

Technical Support

Category	Contents		Quantity	Unit Price	Amount
Electricity	Sept. 17~20 10:00~17:00 (Installation & Usage)	220V 1-phase	KW	US\$40 / Kw	US\$
		220V 3-phase	KW	US\$40 / Kw	US\$
		380V 3-phase	KW	US\$40 / Kw	US\$
	Sept. 17~20 24hours (Installation & Usage)	220V 1-phase	KW	US\$50 / Kw	US\$
Telephone	Local, Long Distance Calls (Installation & Usage)		Set	US\$60 / Set	US\$
	Local, Long Distance Calls & Overseas Calls (Installation & Usage)		Set	US\$150 / Set	US\$
Internet Line	Installation & Usage		Port	US\$150 / Port	US\$
Water Supply	Installation & Usage		Site	US\$180 / Site	US\$
Compressed Air	Installation & Usage		Site	US\$180 / Site	US\$
Sub-Total	US\$				

BRS(Buyer Registration System)

Category	Contents	Quantity	Unit Price	Amount
BRS	Registration is in English and Buyer Information is in Excel format	Set	US\$170/Set	US\$

**We apply for the utility service as above.**

Date :

Company :

Representative :

※ Submission : [koaashow@koaashow.com](mailto:koaashow@koaashow.com) Fax : +82-31-433-0302

※ Bank Account : Shinhan Bank 180-002-922360 (Swift Code : SHBKCRSE)





**KOAAshow 2007  
Hotel Reservation Form**

\*Please complete this form with all requested information and send it to the hotel directly by e-mail or fax by September 10, 2007.

E-mail: [sjkim@mail.grandhiltonseoul.com](mailto:sjkim@mail.grandhiltonseoul.com) Fax: 82-2-2287-8097, Phone: 82-2-2287-8377

**Participant Information**

First Name:	Last Name:	Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Company Name :		Position:
Sharing Room with	First Name:	Last Name:
Phone:	Fax:	E-mail:
Arrival Date :	No. of Nights:	Departure Date:
Special request and comments ;		
<input type="checkbox"/> Smoking <input type="checkbox"/> Non smoking		

**Accommodation Information**

Room Type		KOAA Special Rate	No. of Rooms
Deluxe	<input type="checkbox"/> King <input type="checkbox"/> Twin	<input type="checkbox"/> Single KRW160,000	
		<input type="checkbox"/> Double KRW180,000	
Executive	<input type="checkbox"/> King	<input type="checkbox"/> Single KRW200,000	
		<input type="checkbox"/> Double KRW220,000	

\* Deluxe Room includes complimentary breakfast

\*Executive Room includes complimentary breakfast, evening cocktails, all day refreshments and snacks served at the CLUB lounge, Free entrance to the Fitness Club and Sauna, Express check-in/out

\*Subject to 11% Service charge & Tax (Foreigner), Subject to 21% Service charge & Tax (Korean)

**Payment Information**

In order to guarantee your reservation, your credit card information must be accompanied.

<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> Master	<input type="checkbox"/> Dinners	<input type="checkbox"/> JCB
Card No.:		Expiration Date(mm/yy)		
Cardholder's Name:		Date:	Signature:	

**Cancellation Policy**

-Any change or cancellation should be informed to the reservation department 5 days prior to arrival date.

-No-shows or late cancellation within 5 days of arrivals will be charged for 1 night reserved room rate

-Check-in time 2 PM, Check-out time is 12:00 noon

Confirmation No.:

Reservation:



## “KOAAshow 2007”

### HOTEL RESERVATION FORM

<b>Contact to :</b>	<b>Mr. Albert, Chang</b> <b>Manager, Sales &amp; Marketing Team, Hotel Lotte Seoul</b> <b>Tel: +82-2-759-7534                      Fax: +82-2-752-8602</b> <b>E-mail: <a href="mailto:CTH87@hotellotte.co.kr">CTH87@hotellotte.co.kr</a></b>
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Please confirm the following room reservation:

<b>Ms.</b>	<b>Mr.</b>	<b>Last name:</b>	<b>First Name:</b>
<b>Ms.</b>	<b>Mr.</b>	<b>Last name:</b>	<b>First Name:</b>
<b>Title/Company</b>			
<b>Address</b>			
<b>Passport No.</b>			
<b>TEL</b>		<b>Country :</b>	
<b>FAX</b>		<b>e-mail</b>	
<b>Arrival Date</b>		<b>Departure Date</b>	
<b>Flight Number</b>		<b>Flight Number</b>	
<b>Room Type &amp; Rate</b>		<input type="checkbox"/> <b>Standard Single : KRW 150,000</b> <input type="checkbox"/> <b>Deluxe Single : KRW 210,000</b>	
		<input type="checkbox"/> <b>Club Deluxe Single : KRW 240,000</b> <input type="checkbox"/> <b>Club Deluxe Double/Twin : KRW270,000</b>	
		<input type="checkbox"/> <b>Junior Suite : KRW 300,000</b> <input type="checkbox"/> <b>Deluxe Suite : KRW 500,000</b>	

\* All rates are including **1 person's breakfast** and subject to a **10%** Service charge and an **1%** VAT per room per night.  
 \* One night room rate will be charged in case of cancellation made three days prior to check in date or No Show.

**Limousine Transfer:** Transfer can be arranged at KRW 120,000 from airport to hotel, and KRW 100,000 from hotel to airport. A surcharge of KRW 20,000 is applicable for transfers arranged between 11 pm-7am.

**Airport-Hotel ( )**                       **Hotel-Airport ( )**                       **Round Trip ( )**

**Booking Guaranteed:**

<b>Card Type:</b>		<b>Card No. :</b>	
<b>Name on Card :</b>			
<b>Signature :</b>		<b>Exp. Date :</b>	(   /   /   )