



Korea Auto Industry & Global TransporTech Show

Oct. 16(Wed) ~ 18(Fri), 2024 / KINTEX, Korea

Korea Auto Industry & Global TransporTech (KOAA · GTT SHOW)



# Exhibitor's Manual

Please refer to this manual while preparing for KOAA · GTT SHOW 2024 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. 20	Submission of Booth design (Space only booth) Pre-application for Rental Items	
Oct. 14	08:00 - 20:00	Booth Build up
Oct. 15	08:00 - 20:00	Set-up (Space only booth)
	12:00 - 18:00	Set-up (Shell scheme booth)
	By 16:00	Heavy exhibits move-in
	14:00 -	Electricity will be supplied
Oct. 16	10:00 - 17:00	Exhibition hours (Hall opens at 08:30)
Oct. 17	10:00 - 17:00	Exhibition hours (Hall opens at 09:00)
Oct. 18	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

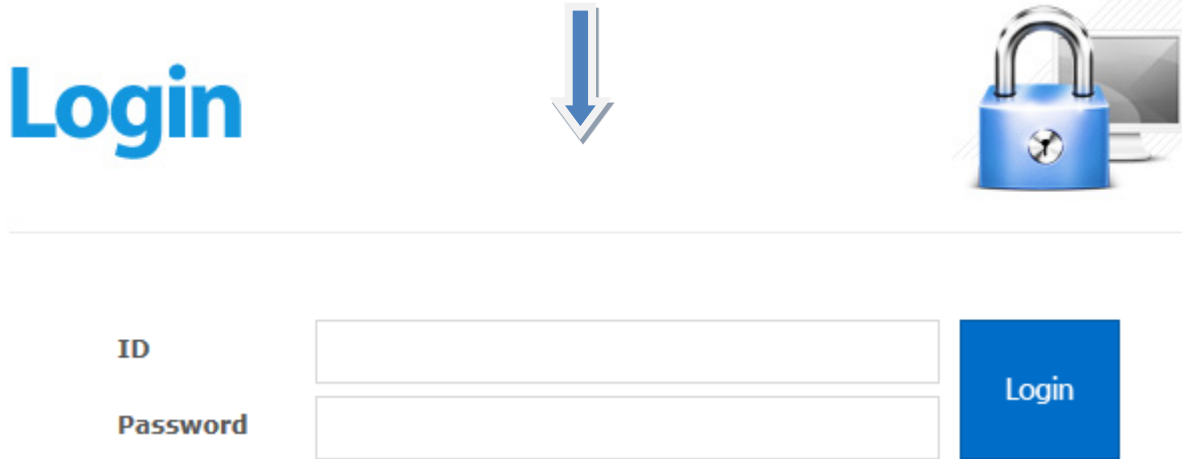
At the registration counter in front of KINTEX1, Hall 2 on October 15 & 16.

### Deadline Online application

Sept. 13 (Fri)	Online Product Registration
Sept. 20 (Fri)	Online Directory Entry Modification Marketing Package Application
Sept. 30(Mon)	Additional facilities such as internet, electricity, etc.
Oct. 04 (Fri)	Exhibitor Badge

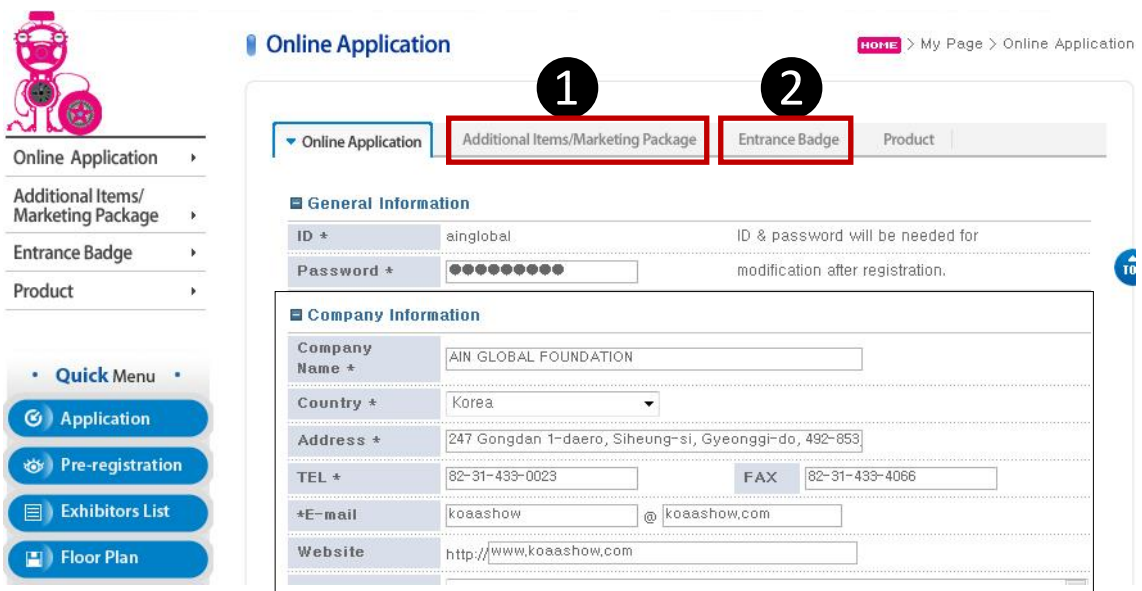
**\* How to fill out the ONLINE APPLICATION FORMS?**

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



2) Enter your ID and Password -> Inquiry to [koaashow@koaashow.com](mailto: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)



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 power supply
- Shell scheme booth: supply 1Kw of 220V per each booth

### INTERNET

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.

### COMPRESSED AIR

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 must be strong and solid.

### MARKETING PACKAGE

Description		Unit Price
e-Directory	Inside Front Cover, Inside pages, etc.	USD1,000 ~ 3,000/Page
Website Banner		USD300/Month
		USD3,000/Year

## 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 per booth

## II. Venue

### KINTEX 1, Hall 2

- 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](https://kintex.com/web/en/html/service/parking_share_car.do)

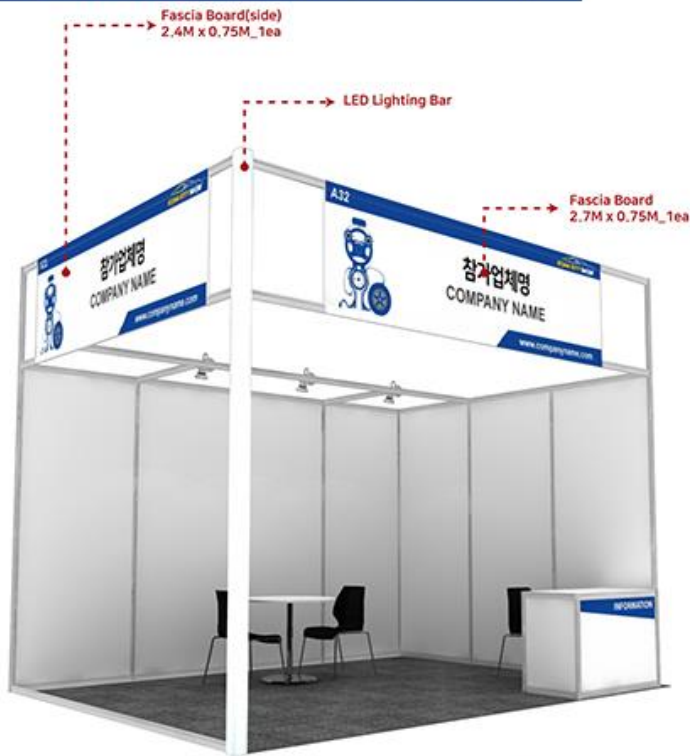


## III. Booth Build-up

### 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)



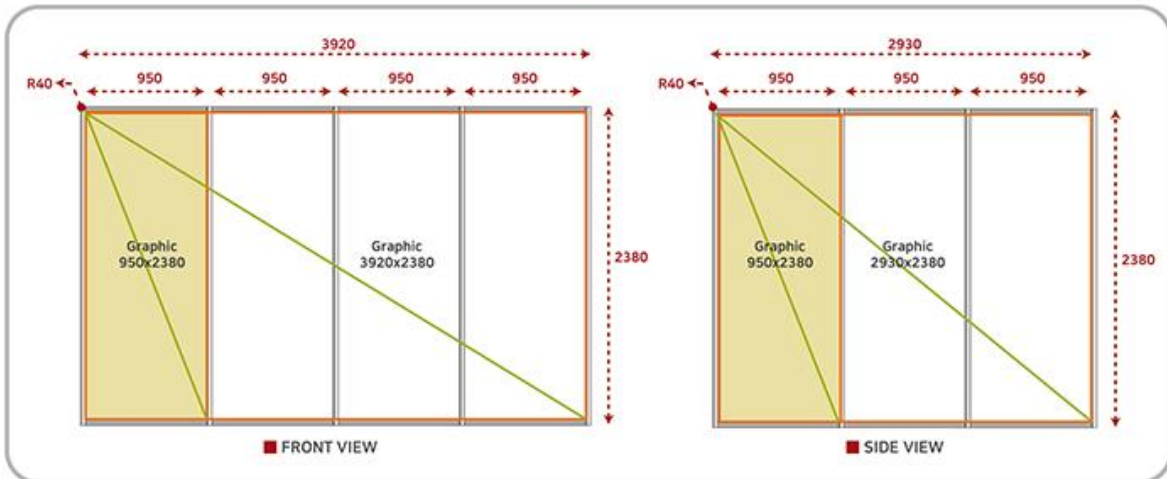
■ Perspective View



■ Bird's Eye View

### 기본제공내역

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



■ FRONT VIEW

■ SIDE VIEW

### 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	Size
Round table	1	2	3	4	0.75x0.73m(ØxH)
Information desk	1	2	3	4	1x0.5x0.75m(WxDxH)
Chairs	3	6	9	12	
Electricity (Kw)	1	2	3	4	
Socket	1	2	3	4	
Lightings	3	6	9	12	

**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 rental list, which includes image, code and price.

※ Rental list and order form: click on the link below to download them

<http://www.koaashow.com/eng/download/download.asp> > No .4 & 5

※ Contractor: Sejong E&R, [ace@sejongenr.com](mailto:ace@sejongenr.com), T) +82-31-916-3330

## **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.