

Fire Expo Korea 2019

- Exhibitor Online Manual -



1 Show Information

I Show Date : 24 April till 26 April

- Opening hours for exhibitors : 23 April 4pm ~ 8pm
24 April till 25 April 9am - 5pm
26 April 9am - 8pm
- Opening hours for Visitors : 24 April till 25 April 10am - 5pm
26 April 10am - 4pm

※ Last admission is 30 minutes before closing time

I Venue : Exhibition Hall(1F, 3F) / EXCO

- Address : Exco-ro 10, Bukgu, Daegu, Korea

I Registration & Badge Pickup

- Location : Registration Desk, Exhibition Hall 1
- Time : 23 April, 2pm ~
- Visitor Admission : Free Entry

I Show Schedule

Date	Time	Description
4/24	8:00~10:00	Preparation
	10:00~17:00	Show Hours
	11:00~12:00	Opening ceremony & VIP Tour
4/25	9:00~10:00	Preparation
	10:00~17:00	Show Hours
	16:00-17:00	Exhibition Survey
4/26	9:00~10:00	Preparation
	10:00~16:00	Show Hours
	16:00~20:00	Light exhibits Move-out, Dismantling

2 Build Up & Teardown Schedule

I Build Up Days(22 – 23 April 2019)

Description	Date	Time
Shell Stand Booth Installation	April 22 ~ 23	8:00 ~ 20:00
Shell Stand Booth Interior	April 23	16:00 ~ 20:00
Raw Space Booth Installation	April 22 ~ 23	8:00 ~ 20:00
Electricity(Main Line, internal wiring & lighting)	April 22 ~ 23	8:00 ~ 20:00
Electricity supply	April 23	17:00 ~
Telephone/Internet(Wiring work)	April 22 ~ 23	8:00 ~ 20:00
Telephone/Internet(Distribution of Telephone)	April 23	16:00 ~
Telephone/Internet(Connection)	April 24	9:00 ~
Plumbing/Compressor(Pipe Installation)	April 22 ~ 23	8:00 ~ 20:00
Contractor Move-in	22 April	8:00 ~
Freight Forwarder Move-in	22 April	8:00 ~
Exhibitor Registration / Badge Pick-up	23 April	14:00 ~
Exhibitor Move-in	23 April	16:00 ~

※ Above information is subject to change due to circumstances.

Note : Vehicle(Forklift) is accessible into the exhibition hall till 4pm 23 April.

I Teardown Days(26 – 27 April 2019)

Description	Date	Time
Exhibitor Move-out	26 April	16:00~
Dismantle of Booth Structure by contractors	26 April	16:00~

Note : Move-in/move-out of exhibits during the show hours is prohibited.

3 Exhibitor Move-in / Move-out

I Exhibitor Move-In After 4pm , 23 April, 2019

- Exhibitors are advised to appoint their staff to look after their own exhibits to deliver their products.
- All booths must be properly manned, displayed and furnished with exhibits at all times during exhibition.

Note : Cargo which are consigned directly to the exhibition site should not arrive at the consigned address (exhibition hall) earlier than 22 April 2019.

I Exhibitor Move-out After 4 pm, 26 April, 2019

- Any exhibits, booth equipment, hazardous materials, fixtures and fitting left after 6pm, 27 April, 2019 by exhibitors will be discarded and any removal/cleaning costs will be passed on to the relevant exhibitors.

Note : Only exhibits which can be hand-carried by one person may deliver to/removed from the exhibition hall by the exhibitor. Exhibitor requiring mechanical assistance must be handled by one of the official forwarders.

Note : For the handling charges, please refer to one of the approved freight forwarders by EXCO.

4 Furniture Rental and Freight Forwarder

I Approved Furniture Rental :

Sonamu

Tel : +82-53-383-9867

Contact Person : Yeongdon An / wipung@naver.com

I Approved Freight Forwarder :

Kemi-lee

Tel : +82-10-5765-1845

Contact Person : Lee Seong Jun / <http://www.kemi-lee.co.kr/>

5 Booth Specifications

I RAW SPACE - *not built by the Organizer*

Exhibitors with space only sites must comply with the following rules and regulations with regards to their stand designing, building up and decorating;

1. Raw Space Exhibitors should choose a designated construction contractor by EXCO submit all the construction document online, VMS which is the EXCO online construction registration system.
2. Raw Space Exhibitors shall submit their booth plan(incl.rigging) to the Secretariat by April 12. In case of the following requirements are omitted prior to the show, your booth construction may be prohibited.
3. Raw Space Exhibitors are not allowed to change the location of incoming lines from electricity facilities and telephone location. The Secretariat may request to adjust or remove any materials and constructions that are not approved.
4. The wall bordering another exhibitor's booth shall be flat, 4m in height and have the backside that wall finished (in color: white). If failure to adhere to this requirement causes complaints from other exhibitors, the Secretariat may request the exhibitor to take prompt action. In case of modifications cannot be made by the exhibitor alone, the exhibitor must cover any and all additional expenses.
5. The height of raw space booths on the 1st floor of the old wing is not allowed to exceed the standard(4.5m) or the maximum(6m incl. rigging), 3.8m(3C Hall)

6. The height of raw space booths on the 1st floor of the new wing is not allowed to exceed the standard(5.5m) or the maximum(7.5m incl. rigging)
6. If time required is greater than that allotted for construction owing to unavoidable circumstances, Exhibitor must submit 'Application for Overtime Work' and receive prior approval. In that case, it is extended till 21:00(during preparation period), 19:00(during exhibition) and the Exhibitor must pay an additional fee.
7. In case of rigging, no additional fee will be incurred, although Exhibitors must submit weight loadings and truss specifications, and receive approval of the secretariat through structural analysis. In case rigging exceeds 100kg in total, exhibitors must ask the companies appointed by EXCO for construction; if rigging is less than 100kg, exhibitors can ask other companies for construction after approval of the secretariat.
8. All materials used in stand and display construction must be properly fire-proofed in accordance with the regulations of Korea. *※ Certification of flame resistance is necessary*



■ Shell Stand, Premium Booth - *built by the Organizer*

① Shell Stand Booth



- ① 9㎡ (3m× 3m)
- ② A system panel and side walls
- ③ 1 booth signage
- ④ 1 booth number signage
- ⑤ 1 information desk set
- ⑥ 3 Spotlights (100W)
- ⑦ 2 Fluorescent Bulbs(40W)
- ⑧ Complimentary Electricity (1KW)
- ⑨ Carpet(Pytex)
- ⑩ 1 Power socket

② Premium Booth

Premium Booth A	Premium Booth B
	
<ul style="list-style-type: none"> ① 18㎡(3m× 6m× 2.4m) ② Side Walls ③ Carpet(Pytex) ④ 1 booth signage ⑤ 1 booth number signage ⑥ 2 Power socket ⑦ 4 Fluorescent Bulbs(40W) ⑧ 6 Spotlights(100W) ⑨ 1 Information desk set ⑩ Complimentary Electricity (1KW) ⑪ 1 Consulting Table, 4 chairs 	<ul style="list-style-type: none"> ① 36㎡ ② Side Walls ③ Carpet(Pytex) ④ 1 booth signage ⑤ 1 booth number signage ⑥ 3 Power socket ⑦ 8 Fluorescent Bulbs(40W) ⑧ 12 Spotlights (100W) ⑨ 1 information desk set ⑩ Complimentary Electricity(1KW) ⑪ 2 Consulting Table, 8 chairs

Note : Information desk set(1 desk + 1 chair), complimentary electricity 1kw 220V(60HZ) are provided per business.

Note : Since the image above is added to help your understanding, it may be different slightly from the actual construction.