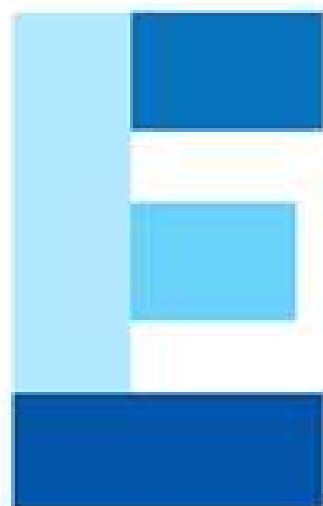




KOREA ELECTRONICS SHOW

한국전자전

2023.10.24 Tue - 27 Fri
COEX, SEOUL



Exhibitors Manual



주최  산업통상자원부

주관  KEA Korea Electronics Association
한국전자산업진흥회

KES 2023 Exhibitor Manual

All exhibitors and contractors are advised to abide by Rules & Regulations of KES. Under no circumstances shall KES be liable for any special, incidental or consequential damages sustained in connection with the exhibitors and contractors, if caused by violating Rules & Regulations.

KES 2023 Check List

》》》 Preparation

Check List		Deadline
Required	Approval of Booth Construction (space only)	Oct. 6 (Fri.)
	Register company members for exhibitor	September 23 (Friday)
	Pickup Exhibitor Badges	Oct. 22(Sun.)~ Oct. 23(Mon.)
	Approval of Move-In/Out of Dangerous Materials	Oct. 6 (Fri.)
	Approval of Carrying-In (Out) of Heavy Exhibition Item	Oct. 6 (Fri.)
	Apply for Technical Service	Oct. 6 (Fri.)
	Payment for Technical Service	Oct. 13 (Fri.)
Optional	Furniture/Equipment Rental	Contact COEX Official Contractors
	KES 2023 Sponsorship Program	September 16 (Fri.)

》》》 On-Site

Check List		Deadline
Optional	Approval of overtime working	~16:00 on the day
	Approval of exhibit Move-Out	~16:00 on the day

》》》 After the Show

Check List		Deadline
Optional	Apply for KES 2024	Oct. 24(Tues.)~ Oct. 27(Fri.)
	Certificate for KES 2023 participation	Oct. 11(Wed.)~

I . General Information & Regulations



1. About KES 2023

- ☐ **Title : KES 2023 (Korea Electronics Show 2023)**
- ☐ **Dates : October. 24(Tues.) ~ 27(Fri.), 2023 (4 days)**
 - Opening Hours
 - Exhibitors : 08:00 ~ 18:00
 - Visitors : (Oct.24~26) 10:00 ~ 17:00 ※ **(Oct.27) 10:00 ~ 16:00**
- ☐ **Venue : Hall A/B, COEX**
- ☐ **Hall Space : 18,378m² (Hall A : 10,368m², Hall B : 8,010m²)**
- ☐ **Events with KES**
 - SEDEX 2023
 - The 3rd METAVERSE KOREA
 - SMART BIZ EXPO
- ☐ **Registrasion**
 - On-site : KRW 10,000(/person)
 - Online Advance : Complementary
 - Sep. 4(Mon.), 2023 ~ October 20(Fri.), 2023
- ☐ **Organizer**
 - Host: Ministry of Trade, Industry & Energy(MOTIE)
 - Organzer: Korea Electronics Association (KEA)

2. Rules to follow for KES exhibitors

1) Rules to follow before & after the Show

A. Installation of Equipment and Exhibits

Any equipment or exhibits are not allowed to be hung and attached to existing installations such as ceiling and walls inside the exhibition hall. Papering, painting and spraying on the walls also are strictly prohibited.

Inside the exhibitions hall, use of electric or electric heating equipment is restricted as below. Exhibitors should use easy-to-remove flooring such as pytex carpet. (**Approval of Move-In/Move-Out of Dangerous Materials [Online Form3]** and get approval from organizer's office in advance

Restricted Electric Equipment	<p>Use of electric machine tools like compressors, electric saws, electric planes, electric grinders, etc. is prohibited.(<u>if the compressor used within the exhibition hall is single-phase and below 2kW, it is permissible. If it is single-phase and exceeds 2kW, separate approval for the power supply is required to use it.</u>)</p> <p>High-risk exhibits such as boilers, furnaces and stoves should not be operated. (If unavoidable, restricted use may be allowed, subject to prior KES approval.)</p>
Electric Heating Equipment	<p>When using electric heating equipment, safety screens must be installed if the surface temperature exceeds 70 °C.</p> <p>The heating equipment should not be installed on a wooden stand but on a fire-resistant stand at a height of more than 20cm above the floor.</p> <p>The walls adjacent to electric cooking equipment, irons, etc. should be protected with fireproof materials.</p> <p>Carpet should not be laid under exhibition stands where electric heating equipment is used.</p>
Limitation on Gas Consumption	<p>Junction of the gas piping should be done through the welding junction method. And, there should be a great amount of attention paid when in use so that the actual use of the gas equipment may not obstruct any traffic.</p> <p>Pipes should be laid in a way that they are strongly fixed to the floor and wall surfaces. Pipes should be equipped with the necessary protection devices and installed in a well-ventilated place.</p> <p>Gas equipment to be used or displayed are limited to those with certain types of approvals. Other detailed matters such as</p>

	capacity levels and power consumption rates of each piece of equipment expected to be should be negotiated in advance and receives the approvals of Coex by October 13(Fri.), 2023
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B. Restrictions on Inflammable and Explosive materials.

Inflammable and explosive materials are strictly prohibited to be brought in, that is to say, flammable or combustible liquids are prohibited inside of buildings, except as approved by KES. Flammable thinners, solvents and paints, including aerosol cans, are strictly prohibited within the building. Special permits are required by KES for the use or storage of flammable liquids, compressed gases or dangerous chemicals.

All hazardous materials brought into the facility must be accompanied by the applicable **Move-In/Move-Out of Dangerous Materials [Online Form3](~Oct.6(Fri.))** and must be produced upon request. The exhibitor is responsible for the handling and removal of hazardous materials used in the operation of the show.

Regarding any incidents or accidents caused by these items, the exhibitor takes full responsibility whether approved or not..

C. Restrictions on Ultra heavy Exhibition Items

If an exhibition item brought into the indoor exhibition hall has a load exceeding 1.5 tons, the exhibitor should fill the Application Form for **Carrying-In (Out) of Ultra Heavy Exhibition Item [Online Form 4]** and should submit it to the KES office by October 6(Fri.) for an approval before bringing the item actually into the center.

D. Hallways (Passage)

The width between exhibition booths shall be wider than 3 meters. There should be no equipment or exhibitions that could be an obstacle in case of emergency evacuation on the passage.

The exhibition booth or other facilities cannot be installed at the exit, EPS access door, fire hydrant and entrance to restroom. If the above matters become problem upon assignment of booth, exhibitor may discuss with secretariat and get approval from the secretariat 20 days(~Sept.27(Wed.)) before the use of exhibition hall and then install the booth.

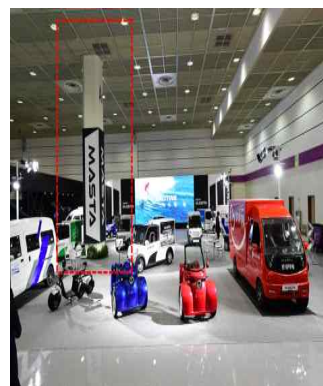
Upon the installation of exhibition booth, the booth shall be 30cm away from

existing facility walls or mobile cubicles and exhibition booth cannot be installed by fixing it with existing facilities.

E. Fire Precaution

All stand construction and displays must be made from fire-proofed materials. Access to fire hydrants should be free for immediate emergency use. Exhibitors should not install any equipment where a fire hydrant is already located within a booth. Exhibitors and stand contractors have full responsibility for the management of the interior and exterior of their booths for fire safety.

Exhibitors must confirm the locations of fire hydrants, emergency exits, gas valves, electric power switches, etc. and make through checks for potential fire sources at closing time each day.



F. Construction Materials

As a principle, construction materials must be flame-retardant or non-flammable. On-site painting of materials is not allowed. However, in unavoidable circumstances, painting with eco-friendly water-based paint is permitted only after obtaining approval from KES team.

G. Waste Disposal

Participating companies and equipment providers shall divide wastes generated from booth construction and removal into recycling waste and industrial waste (lumber, plastic bag, etc.) and industrial wastes shall be collected and taken out by participating companies and equipment providers. If the rule is not followed and the wastes are handled by the third party, the relevant cost shall be paid by participating companies or equipment provider

Cleaning of the inside of booth shall be done by the participating company and trash bin within exhibition hall shall be put on the passage after closing of exhibition (17:00).

H. Damage and Restoration

Exhibitors and stand contractors should take care not to damage any facility in the exhibition site. If there is any damage, they will assume all cost of restoration to original condition.

I. Management Regulations

At the time of booth set-up and dismantling, exhibitors and stand contractors should strictly observe management regulations. KES may suspend exhibition-support activities and take booth closing action against violators, according to relevant regulations.

2) Rules to follow during the Show

A. Security and Exhibit Management

① Admission and Identification

Admission into the exhibition halls will be strictly controlled. All exhibitors, their representatives and visitors are required to wear their respective badges for admission into exhibition halls.

Opening Hours for Exhibitors (Move-in)	Oct. 21(Sat.)~23(Mon.)	08:00~20:00
Opening Hours for Exhibitors (Show)	Oct. 24(Tues.)~27(Fri.)	08:00~17:30
Opening Hours for Exhibitors (Move-out)	Oct. 27(Fri.)~28(Sat.)	08:00~20:00
Opening Hours for Visitors	Oct. 24(Tues.)~27(Fri.)	10:00~17:00
	Oct. 27(Fri.)	10:00~16:00

The exhibition site's entry and exit hours during the exhibition period will apply to all exhibitors as below in order to prevent theft and ensure the safety of exhibit items.

■ Preparation Period before Opening / Inspection Period after Closing

Exhibitors are permitted to enter the exhibition area an hour before opening time and remain not more than half an hour after closing time during the exhibition period.

Exhibitors are requested to be present at their stands at least 30 minutes before the exhibition opens each day.

The resident personnel of exhibitors should take all possible precautions in the management of exhibit items for the prevention of theft, not only during the exhibition hours (10 a.m. - 5 p.m.) but also during the 'Preparation Period before Opening' and the 'Inspection Period after Closing' as follows

■ Preparation Period before Opening / Inspection Period after Closing

Exhibitors are permitted to enter the exhibition area an hour before opening time and remain not more than half an hour after closing time during the exhibition period.

Exhibitors are requested to be present at their stands at least 30 minutes before the exhibition opens each day.

The resident personnel of exhibitors should take all possible precautions in the management of exhibit items for the prevention of theft, not only during the exhibition hours (10 a.m. - 5 p.m.) but also during the 'Preparation Period before Opening' and the 'Inspection Period after Closing' as follows

■ Exhibit Removal

If an exhibitor needs to remove exhibit items during the exhibition period, he should apply for **Approval of Exhibit Product Move-Out [Form 3]** at the organizer's office and receive prior approval.

② Security

In order to protect the booths and exhibit items, the organizer's office conducts 24-hour-a-day security activities during the build-up period and the breakdown period. For entrance and exit of the exhibition site, all related personnel of exhibitors and stand contractors should prominently display gate passes issued by organizer respectively.

③ Exhibit Product Management

The organizer will provide 24-hour security surveillance for the prevention of theft and damage of exhibit items and fire. However, exhibitors should take full precautions for the management of their exhibit items, since they have ultimate responsibility. Exhibitors are encouraged to insure high-value exhibits and equipment individually.

B. Overtime Work

An exhibitor, who needs to use the exhibition site unavoidably at a time other than specified above for the preparation of an exhibit item, including repair of stand and decoration during the show should apply for **Overtime Work [Form 2]** at the organizer's office for approval. If the desired time is before 08:00 or after 20:00, the exhibitor should pay the prescribed overtime utilization fee.

C. Sound Control

The noise level from performance of video / acoustic equipment should not hinder business discussions at neighboring booths.

If an excessive acoustic sound level (Maximum 75dB(Day) and 65dB(Night) measured at a distance of 1 meters) interferes with exhibition management, the organizer's office may take necessary steps, such as cut-off of electricity or closure of the booth, and the relevant exhibitor shall assume full responsibility for the loss incurred there from.

D. Restriction of Promotion on the passageways

Performances and events are prohibited in the passageways and aisles within the exhibition site. If the organizer's office judges that the stage of a performance or event may disturb business discussions at adjacent booths after reviewing the booth design drawings of respective exhibitors, it may not permit booth construction by the relevant exhibitor.

E. Prohibition of On-Site Sale

Sales activities cannot be conducted except for designated area in the exhibition hall and if exhibitors violate this rule, secretariat may remove the company's booth even during exhibition period and is not liable for the damage caused in this process (event discussed previously with leading organizations is allowed).

F. Protection of Intellectual Property Rights

During the exhibition period, exhibitors should not display any product or service that may infringe upon intellectual property rights such as copyrights, trademarks, designs, patent rights, etc.

In the event that exhibited products or services at KES 2019 are found to violate intellectual property rights and such practices are reported to the Secretariat, the related exhibitor will be required to remove such items immediately.

G. Prohibition of Smoking

Smoking is strictly prohibited in the exhibition hall.

H. Flowers and Flowerpots Not Allowed

Flowers and large flowerpots that may disturb the exhibition proceedings or view may not be brought into the exhibition site.

I. Keeping the Package Boxes of Exhibition Items

Every piece of packing material such as package (carriage) boxes for the exhibition items are not allowed to be left in disarranged order.

They should be kept (piled) at a certain place designated by KES 2023 or they should be reused after a separate self-deposit.

3) Preparation for opening KES

Work		Time	Remark
Construction	Hall A	Oct.21(Sat.)~Oct.23(Mon.) (08:00~20:00)	
	Hall B	Oct.22(Sun.)~Oct.23(Mon.) (08:00~20:00)	
	Display Exhibit Product	Oct.23(Mon.) (08:00~20:00)	
Electricity	Electricity Work	Oct.22(Sun.) (08:00~20:00)	
	Electricity Work for Exhibitors	Oct.21(Sat.)~Oct.23(Mon.) (08:00~20:00)	
	Electricity Power Supply	Oct.23(Mon.) (10:00~)	It is subject to the status of electricity work
Internet	Installation	Oct.22(Sun.)~Oct.23(Mon.) (08:00~20:00)	
	Service	Oct.23(Mon.) (16:00~)	
Water Compressed Air Work		Oct.23(Mon.) (08:00~20:00)	
Moving-in Exhibit Products		Oct.23(Mon.) (08:00~20:00)	
Pick Up Exhibitors Badges		Oct.22(Sun.)~Oct.23(Mon.) (10:00~18:00) * Hall B2 only Oct.23(Mon.)	Hall A1,2 and Hall B2
Final Check		Oct.23(Mon.) (14:00~20:00)	

4) During Show : Oct. 24(Tue.) ~ 27(Fri.), 4 days

Date		Time	Details
Opening (Oct.24)	Opening for Exhibitors	08:00	-
	Preparation	08:00~09:30	Cleaning inside the booth Preparation for the Show
	Opening Ceremoney	10:30~12:00	Opening Ceremony, KES TOUR Luncheon Reception
Show Dates (Oct.24~27)	Opening for Exhibitors	08:00~20:00	Cleaning inside the booth Preparation for the Show
	Opening Hours for Visitors	10:00~17:00	~16:00 on Oct. 27th(Fri.)
Closing (Oct.27)	Closing	16:00	Move-out is not allowed
	전시품 포장·반출	16:00~20:00	Move out Exhibits

5) After Show : Oct. 27(Fri.) 17:00 ~ Oct. 28(Sat.)

Section	Time	Remark
Pack & Move-out of Light weight Product	Oct.27(Fri.) 17:00~20:00	"Approval of Moving-out Exhibit Form" not needed
Move-Out & Dismantling	Oct.28(Sat.) 08:00~20:00	

3. KES 2023 Operation

1) Overtime work

Exhibitors should observe the time (08:00~20:00) set for using the exhibition site during stand build up and breakdown periods.

If overtime use of the site is unavoidable, exhibitors are requested to apply **for Overtime Working [Form2]** at the organizer's office and pay additional fees.

2) Parking

① Parking Fares

Cars	For first 30 minutes: 3,000 KRW/15 minutes: 1,500 KRW / maximum 60,000 KRW for full day
Trucks (2.5 tons or more)	For first 30 minutes: 6,000 KRW /15 minutes: 3,000 KRW
Buses	Prohibited from parking in Coex car park.
Handicapped persons and registered VIPs	50% discount
Grace Period	No parking fee for stays of less than 20 minutes. Normal parking fee applies to vehicles parked for more than 20 minutes.

Contact: +82-2-6002-7130

② Parking Pass for Sep-up Vehicles

Type of Vehicle	Details	Contact
Freight vehicles (general truck)	Vehicles involved in the event and work, 50% discount	Contact Security at the gate of each Hall
Van (with more than 9 seats)	Vehicles for event preparation and removal - Free for 3 hours (1 day/1 time/1 unit) ※ During preparation and removal work (issued by secretariat)	

③ Direction for Set-up Vehicles



3) Exhibitor Badge

① Exhibitor Badges

The Show Organizer will issue Exhibitor Badges to the resident personnel of the exhibitors during the exhibition period. Exhibitors should complete applying for Exhibitor Badge online by Oct. 13(Fri.)

Booth Space	The number of badges	Booth Space	The number of badges
1 - 3 booth	5	11 - 20 booth	25
4 - 7 booth	10	21 - 30 booth	35
8 - 10 booth	15	31 - 50 booth	45

»» Apply Online

[Online Form 2] Exhibitor Badge Form

Apply Online (www.kes.org)

KES login as exhibitor → Go to Tab "Additional Services"

② Badge Pickup

»» Dates & Place: Oct 22(Sun.)~Oct. 23(Mon.) 10:00~18:00 Hall A1,2
Oct. 23(Mon.) 10:00~18:00 Hall B2

» Contact.

KES TEAM / Summer Kim Tel. : +82-2-6388-6065, E-mail : syoung@kes.org

4) Invitations

- Invitation for free pass shall be distributed by e-mail.
- Registration
 - Dates : Sept. 4(Mon.) ~ Oct. 23(Mon.)
 - Register online at www.kes.org

KES 2023

www.KES.org

III. Construction



1. Space-Only (Raw Space)

1) Set up & Dismantling

Section	Dates	비고
Submit Drawing Documents	~ Oct. 6(Fri.)	Floor Design plan and front-view plan shall be submitted to bonnie@gokea.org +82-2-6388-6064
Set-up	Hall A Oct. 21(Sat.) ~ Oct. 23(Mon.) Hall B Oct. 22(Sun.) ~ Oct. 23(Mon.)	08:00 ~ 20:00
Move-In and Display of Exhibit Items	Oct. 23(Mon.)	08:00 ~ 20:00

Set-up & dismantling of the allocated booths shall be made, in principle, individually by the exhibitors through the booth stand contractors (they shall be designated as the official contractors) according to the submitted floor plans.

All the equipment should be fabricated in advance, and assembled/installed within the given period.

In the set-up and dismantling of the booths, the exhibitors and the Stand Contractors should observe all the guidelines stipulated in the "KES 2023 Exhibitors Manual".

※ Prohibition of Booth Dismantling before Completion of Exhibition

Exhibitors should not dismantle booths or remove exhibit products before the official exhibition closing date and time (Oct. 27, 16:00) without prior approval of KES TEAM. Any exhibitors violate this regulation shall be fined 500 US dollars.

2) Guideline of Booth Construction

It is strongly required that you designate Coex official stand contractors in order to avoid inconvenience that may occur due to the fact that you work with non-official contractors. Regarding any incidents or inconvenience caused by no official stand contractors, the exhibitor takes full responsibility.

Approval for booth construction [Form1] along with booth design plan(floor plan and

front-view drawings) and elevation plan must be submitted with a reasonable statement by Oct. 6, 2023. Exhibitors or Stand Contractors should submit floor plan and front-view drawings for space-only sites, together with **Approval for booth construction [Form1]** to the KES TEAM by Oct. 6, 2023 via e-mail and should obtain prior approval.

When submitting stand design drawings, the exhibitors should notify KES TEAM of the location of their event stage. If the desired event stage is adjacent to neighboring booths and judged likely to hinder business discussions, booth installation may not be approved.

※ Submit to_ Bonnie Kang (bonnie@kes.org)/+82-2-6388-6064)

3) Height

Maximum height for space-only stands will be restricted in accordance with booth location and scale. For efficient composition of the exhibition site, however, the organizer's Secretariat may designate the maximum heights at its discretion according to each case.

	Type	Height Limit
Shell Stand	Basic	3.0m
	Premium	4.0m
Raw Space	under 50 booths	4.5m
	50 booths and Larger	5.0m
Swing Space (between Hall A and B)		4.0m
Lobby(Hall B) at COEX		3.0m

Note 1. The height may be adjusted after getting approval from secretariat.

Note 2. The structure calculation result shall be submitted in terms of structure safety at the request of KES TEAM

4) Rigging (Point Hoist) Guidelines

- During rigging operations, the weight limit per point must not be exceeded, and a pre-structural assessment and calculation report must be submitted to COEX in advance.
- The material for the truss used in rigging must be primarily of the aluminum material category.
- When attaching accessories such as lights and moving lights to the truss, in addition to the securing bolts, safety rings must be installed for double security.
- No other tasks should be carried out from the underside within the working radius

during rigging operations, and a safety supervisor (on-site representative) must be present at all times.

- Electrical work required for the operation of structures must be conducted through an electrical company registered with COEX.

Hall Info.	No. of Rigging	Weight Capacity
Hall A	12EA (4 point)	600kg(150kg / 1 point)

» COEX Official Contractors

Company	E-mail	Telephone
ITTC	ittcorp@hanmail.net	82-31-908-7202
GLOBALTRUSS	globaltruss21@hanmail.net	82-31-949-8845
Thestage	info@thestage.co.kr	82-10-3701-1102
Megasteel	hanjumin1@naver.com	82-31-977-1246
Moria	moria15@daum.net	82-31-527-5304
SONAMU	wipung@naver.com	82-53-383-9867
SPIDER	yeong3605@naver.com	82-2-421-9225
ANSWER Co.,Ltd	answercorp1@gmail.com	82-70-4109-1111
SNT Co.,Ltd	hime2000@naver.com	82-70-7677-3327
Wooilsystem	wooiloffice@hanmail.net	82-31-793-8020
(ISB)International Service Business	ymj@e-isb.com	82-2-525-3711
G4 lighting	g4lighting@hanmail.net	82-2-479-4383
Koreatruss Co., Ltd.	fizgig1004@naver.com	82-2-3158-1717
TK TRUSS	julyriver@hanmail.net	82-10-2532-1690
FRAME COMPANY	frtax@frame.kr	82-2-418-6870
Hankook Layer System.CO.Ltd	hklayer9@hanmail.net	82-10-3303-8188
Hansol AD	chch5545@hanmail.net	82-53-322-5545

8) Furniture/Equipment Rental

Exhibitors may fabricate their own interior materials and equipment such as display stands / bases for exhibits and furniture in advance or acquire items from furniture / equipment rental companies registered as COEX official contractors.

»» COEX Official Contractors

Company	E-mail	Telephone
Gaguissue, LTD	gaguissue@naver.com	82-2-595-9166
GAYADNA	gayadns@hanmail.net	82-31-559-9756
THE FIRST CO., Ltd	thefirst@thefirstpro.co.kr	82-31-918-5320
DESIGN FACTORY	order@defactory.co.kr	82-31-913-1159
LAFLAMME	nakyung9003@gmail.com	82-31-791-5178
RentalServe	cjh9875@rentalservice.co.kr	82-2-409-4747
Rentalsolution	rsolution@naver.com	82-10-9209-5404
Rental city	eventopen@naver.com	82-31-792-9986
MODUL	modul82@naver.com	82-2-6000-7560
Mediajockey.co., Ltd	mediajockey@daum.net	82-2-464-3877
Borncompany	leebh832@naver.com	82-31-234-4696
VIPRENTAL	lisa_redsun@naver.com	82-31-795-2763
SUNGHEUNG T.S.	pk44299@gmail.com	82-31-620-5881
SEJONGENR	info@sejongenr.com	82-31-916-3330
Artzone	artzonestaff@gmail.com	82-2-858-1880
Ssgongam	sskm2017@naver.com	82-31-595-8300
STRENTAL	4006677@daum.net	82-2-400-6677
Exco promotion	excopr7718@naver.com	82-51-740-7718
Eliterental Inc.	elite1@eliterental.co.kr	82-2-867-9007
M Big	mbig@mbig1998.com	82-2-553-3552
Mpro	mprook@naver.com	82-2-556-6019
Wonpromotion	wonpromotion@gmail.com	82-53-986-1122
UMAY INC	yes@umayz.com	82-2-6394-1004
Erae Rental CO, Ltd.	eraerent@daum.net	82-2-551-6890

Company	E-mail	Telephone
Erencom the mice co.,ltd	erenwewxxx@daum.net	82-2-466-7051
Erencom service, Inc	esvbs@naver.com	82-51-740-8119
Eloomrental Inc.	eloom1@e-loom.co.kr	82-2-867-8674
Eventrental co ltd	a1enc1@naver.com	82-31-793-1149
EXRENT	exrent@naver.com	82-31-985-1112
2haelifestyle	mk1012@2hae.net	82-2-2135-1580
Exrental119	exrenal119@hanmail.net	82-31-528-3119
JL company Co., Ltd.	rental119@hanmail.net	82-31-528-1190
JoongAngRenral	jrso1@naver.com	82-31-595-5825
kdrs Co.,Ltd	kdrs2@daum.net	82-2-2038-5903
Korearental	hanjangh@naver.com	82-10-5459-0808
TRS	cesfine@naver.com	82-2-6326-6872
TRS RENTAL INC	trscs@naver.com	82-2-551-6783
TSM Co.,Ltd.	em890@tsm.asia	82-2-455-3700
FINE RENT	finerent@naver.com	82-2-6000-2660
KOREA RENTAL-ALL	krs@krsmall.com	82-51-782-0001
KTOPRENTAL	k-top@naver.com	82-10-9978-4657

2. Shell Stand Construction

1) Set up Schedule

Construction	Hall A	Oct. 22(Sun.) ~ 23(Mon.) 08:00~20:00
	Hall B	Oct. 22(Sun.) ~ 23(Mon.) 08:00~20:00
	Lobby	Oct. 21(Sat.) ~ 23(Mon.) 18:00~24:00
Interior, Move-In / Display of Exhibit Products	Hall A	Oct. 23(Mon.) 08:00~20:00
	Hall B	Oct. 23(Mon.) 13:00~20:00

※ Stand Set-up and dismantling of standard shell scheme is to be executed on a package basis by the KES official contractor.

2) Modification/Additional Orders

When design changes are required, such as a meeting room, changes in color, etc. in addition to the aforementioned basic contents, the exhibitors should request to KES official contractor by **September 27(Wed.), 2023.**

The exhibitor should pay additional charges for extra services, and discuss the details with KES official contractor.

≫≫ KES 2023 official Contractor

Company Name	Name	Tel.	E-mail
NARA DESIGN	Venessa Min	+82-2-557-0481	mkc@inaradesign.co.kr

3. Logistics

1) Bonded Area

Exhibits brought into the Coex exhibition site are to be regarded as bonded products from Oct. 21(Sat.) to 28(Sat.) as the organizer's office will obtain designation of the site as a bonded area.

The Exhibit items can be moved anywhere within the bonded without prior approval of a customs official.

2) Time Schedule (Deadline for Exhibit Products)

A. **SEA Freight** : Vessel must arrive at Busan or Incheon port by following dates.

- LCL shipment: Oct. 11, 2023
- FCL shipment: Oct. 11, 2023
-

B. **AIR Freight** : To arrive at Incheon airport by Oct 13, 2023

To avoid operational delays and surcharges, please indicate "INCHEON, KOREA" instead of "SEOUL KOREA" as the final destination on the AWB (Air Waybill).

3) Documents

- Invoice & packing list should be as precise as possible regarding item, quantity, unit price, total price, weight and volume
- The exhibitor is cautioned to note that priced indicated on the shipping documents must be reasonable
- Problems in customs clearance may occur if customs officer judges the declared price to be unreasonably low, also, customs will not accept "no commercial value" or "free of charge" invoice. Price must be mentioned for all items including consumable items.

4) How to make an Entry of Documents

CONSIGNEE	EXHIBITOR'S AGENT IN KOREA (IF ANY) OR EXHIBITOR C/O BOOTH No. AND HALL A/B, KES 2023 COEX, 513, YEONGDONG-DAERO, GANGNAM-GU SEOUL, 06164, KOREA
NOTIFY	Designated official forwarder(logistics) Information -Person in charge & Contacts

5) Reference

- Indicate the name of Exhibition in documents: KES 2023 at Coex

- Indicate the remark of either "Returned Goods" or "Consumable Goods" in the Invoice & Packing List
- Indicate weight and bulk by the way of "Kg" & "Cm" and also indicate the price of items
- Insurance on cargo with regard to shipping should be carried from the point of departure

6) Insurance

Exhibitors are highly recommended to carry an ALL-RISK insurance (inc. Exhibition Clause) policy on their goods from departure through to final destination after the show.

7) Packing

All exhibit items should be packed with materials which are made of Heat-treated wood (IPPC no. required on the Wooden Packing Material for customs clearance in Korean port or airport) in consideration of damage through shipping and forwarding. (Carbon Packing is also allowed according to types & condition of shipment) Official Freight Forwarder and Insurance Company don't take the responsibility for any damage caused by poor packing.

8) Settlement for shipping and forwarding

Expenses will be charged after the exhibit items are brought into the facility.
 Expenses have to be paid before the exhibits get into the stand.

9) Shipment label marking

KES 2023
 NAME OF EXHIBITOR
 BOOTH No.:
 CASE No. / Dimension (L x W x H)

10) Consumable Goods

Please pack consumable items up in consideration of the proper weight and quantity, and indicate them in the Invoice & Packing List separately.

4. Technical Service

1-1) Electricity

- Standard Booth comes with basic electricity (single phase or 3 phases, 220V/60Hz, 3 Phase 380V/60Hz) of 1KW/company free of charge.
- Space-only Booth does not contain any electricity; therefore, exhibitors are responsible to apply electricity in individual. For additionally required electricity, exhibitors must pay relevant fees as below.

Section	Electricity Power by Phase	Unit Price	
Electricity	220V (Single Phase)	Day	US\$ 55/KW
		24hr.	US\$ 77/KW
	220V (Three Phase)	Day	US\$ 55/KW
		24hr.	US\$ 77/KW
	380V (Three Phase)	Day	US\$ 55/KW
		24hr.	US\$ 77/KW
Deadline	Oct. 6(Fri.), 2023		
How to	[Online Form 1] Extra Technical Service Form(Electricity, Internet, Water) Apply Online (www.kes.org) KES login as exhibitor → Go to Tab "Additional Services"		

1-2) Compressed Air / Water

Section	Details	Unit Price
Compressed Air	Pressure : 6kg/㎠ Size : 8mm	US \$220
Water	Pressure : 3~4kg/㎠, Size(Supply) : 13mm(endure internal pressure of 20kg and more) Size(Drainage) : 20mm(endure internal pressure of 5kg)	US \$220
Deadline	Oct. 6(Fri.), 2023	
How to	[Online Form 1] Extra Technical Service Form(Electricity, Internet, Water) Apply Online (www.kes.org) KES login as exhibitor → Go to Tab "Additional Services"	

》》Power Supply (Electricity, Compressed Air, Water)

Electricity Power Supply	Oct. 23(Mon.)	After 14:00 It is subject to change due to on-site status
	Oct. 24(Tues.)~28(Sat.)	09:00 ~ 17:00 ※ 09:00~16:00 on Oct. 27(Fri.)
Remark	When 24 hr. Supply is required, prior application should be submitted. 110V utilization transformers should be installed at exhibitor's expense.	

2) Internet (Wired)

Section	Details
Unit Price (per Line)	US \$110
Deadline	Oct. 6(Fri.), 2023
How to	[Online Form 1] Extra Technical Service Form(Electricity, Internet, Water) Apply Online (www.kes.org) KES login as exhibitor → Go to Tab "Additional Services"

- Wireless internet cannot be connected by contractors. If there is a need to use wireless internet access, application for wired internet service should be made first and wireless router shall be installed and used by participating company.
- In principle, wired router cannot be used
- COEX Free WiFi is provided (however, if there are many users, access would be disrupted).

3) Visitor Data Management System

Computerize information such as company, name, department, position, address, telephone, fax, e-mail, interest field etc and provide exhibitors with data. (in Korean only)

4) wireless Internet

Internet and telecommunications services at Coex are provided by verified outside contractors. Wireless internet service providers can be contacted directly via the contact information below.

INQUIRIES TO SK BROADBAND: +82-2-6000-1588

Time	Fee	Remarks
4hrs	10,000 KRW	<ul style="list-style-type: none"> • In case of purchasing ID cards, rate should be additionally discussed. • Serviced area includes the entire exhibition halls and meeting rooms. • Provider : SK Broadband • Maximum 20% discount for more than 2 days
1 day	16,500 KRW	
2 day	30,800 KRW (6.7% discount)	
3 day	44,000 KRW (12% discount)	
4 day	55,000 KRW (17% discount)	
5 day	66,000 KRW (20% discount)	

KES 2023

www.KES.org

VI. Forms



Form 1 Required	Deadline Oct. 6(Fri.)	Approval Booth(Space Only) Construction
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Company Name			Booth No.	
Person in Charge	Name		Dept./Position	
	Tel.	(office)	Email	
		(Mobile)		

Booth Construction Contractor Information		
Company Name		
Tel.		
E-mail		
Person in charge	Name	
	Mobile	

※ e-mail(bonnie@kes.org) Design Plan (Front View, Floor Plan, 3D)

We hereby submit this application for approval.

2023. . .

Contractor Name :

Representative : (sign)

KES TEAM

제출처	KES TEAM Tel. +82-2-6388-6064 E-mail. bonnie@kes.org
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Form 2 Required	ON-SITE KES TEAM OFFICE	Overtime Working
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Company Name			Booth No.	
Person in Charge	Name		Dept./Position	
	Tel.	(office)	Email	
		(Mobile)		

■ Hall Info. for Overtime working

Hall A []	Hall B []
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■ Detail of Overtime working

Date	Start	End	Total Hours	Remark
	:	:		

We hereby submit this application complying with KES 2023 regulations.

2023. . .

Company Name :

Person Charge : (sign)

KES TEAM

■ Verify Actual Usage Time

Date	Start	End	Total Hours	Remark
	:	:		

We verify the actual usage time as stated above.

2023. . .

Company Name :

KES TEAM : (sign)

Form 3 Required	ON-SITE KES TEAM OFFICE	Moving Out Exhibit Product
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Company Name			Booth No.	
Person in Charge	Name		Dept./Position	
	Tel.	(office)	Email	
		(Mobile)		

- > Purpos of moving out products :
- > Date/Time :
- > Item list to be moved out

No.	Item Info.	units	Remark
1			
2			
3			
4			
5			

KES TEAM : _____ (sign)

We hereby submit this application complying with KES 2023 regulations.

2023. . .

Company Name :

Person Charge : _____ (sign)

KES TEAM