



The 13th International Food
& Beverage Exhibition

coex



Food Week Korea 2018 Exhibitor's Manual

Nov. 28 ~ Dec. 1, 2018
Coex Halls A-D, Seoul, Korea

coex



1. Exhibition Overview

Title	Food Week Korea 2018
Period	Nov. 28(Wed) ~ Dec. 1 (Sat), 2018
Venue	Halls A, B (1 st Floor), Halls C, D (3 rd Floor), Coex, Seoul, Korea
Exhibit Profile	<p>Food & Beverages -Cultivated Food Products: Sustainable agricultural products, dairy and poultry products, processed agricultural products, fishery and forest sectors. -Prepared Food Products: Pickled and preserved food, food ingredients, beverages (teas, wine, and spirits), frozen and dried foods, ginseng products, noodles, kimchi. -Specific Food Categories: Health foods, traditional Korean food, fresh products, organic foods, health supplements, health drinks.</p> <p>Machinery -Food Preparation: Coffee machines, slush and ice cream machines, vegetable cutters, ovens, norimaki/sushi makers, mixers, peeling machines. -Food Processing: Cleaning and sanitation equipment, meat processing machinery, baking and confectionary machines, ice machines, sterilizers, refrigeration equipment. -Food Packaging: Wrapping and packing machines, packing materials, packaging process control systems and equipment.</p> <p>Kitchen Utensils -Tableware, airtight containers, ceramics, baking products, pots and pans, etc.</p> <p>Ingredients & Services -Natural yeasts, gum bases, sugars, salts, coloring agents, bleaching agents, emulsifiers, germicides, synthetic flavors, synthetic preservatives, sterilizing agents, antioxidants.</p>



2. Schedule Reference

→ APPLICATION & DOCUMENTS

CONTENTS	FORM	DEADLINE	NOTES
Utility Service	Form 1	Oct. 19th, 2018	Optional (Mandatory for Space-only)
Bonded Exhibits Application	Form 2		Mandatory
Badge Order	Form 3		Mandatory
Company Name Banner Order	Form 4		Mandatory
Space-Only Booth Contractor Declaration	Form 5		Mandatory (for Space-only)
Official Show Directory Advertisement	Form 6		Optional
Hazardous Materials Application	Form 7	Nov. 28th, 2018	Optional
Application for Overtime Work(On-site)	Form 8		Optional
Application for Exhibits Move-out(On-site)	Form 9		On-site

→ SCHEDULE FOR MOVE-IN & MOVE-OUT

CONTENTS	BOOTH TYPE	SCHEDULE
Stand Set-Up & Display	Space only	Nov. 26 (Mon) 8:00 a.m. ~ 8:00 p.m. Nov. 27 (Tue) 8:00 a.m. ~ 8:00 p.m.
	Shell scheme & Premium	Nov. 26 (Mon) 8:00 a.m. ~ 8:00 p.m. Nov. 27 (Tue) 8:00 a.m. ~ 12:00 p.m.
Exhibits Move-in	Space only	Nov. 26 (Mon) 8:00 a.m. ~ 8:00 p.m. Nov. 27 (Tue) 8:00 a.m. ~ 8:00 p.m.
	Shell scheme & Premium	Nov. 27 (Tue) 12:00p.m. ~ 8:00 p.m.
Exhibits Move-out		Dec. 1 (Sat) 5:00 p.m. ~ 8:00 p.m.
Stand Dismantling		Dec. 1 (Sat) 5:00 p.m. ~ 12:00 a.m.

→ EXHIBITION HOURS

Date	Time	Note
November 28th	10:00 – 18:00	
November 29th	10:00 – 18:00	
November 30th	10:00 – 18:00	
December 1st	10:00 – 17:00	



→ EXHIBITION BADGES

All exhibitors must fill out the application for badges (Form #3) and submit it to the Food Week Korea Secretariat by e-mail to jane@coex.co.kr no later than Oct. 19, 2018.

Please pick up your exhibition badges at the registration counter at the below time, and please note that badges will not be mailed prior to the show.

Date: November 27th, 2018

Time: 15:00 – 17:00

If more badges are needed during the show, please contact the Food Week Korea Secretariat.

→ THINGS TO DO BEFORE EXHIBITION

August	
Things To Do	Plan the outfitting of the stand Define the stand staff Check the validity of passports Prepare promotional materials
September	
Things To Do	Prepare visa application Finalize the stand preparation Send the freight instruction to the freight forwarder Forward your products to the freight forwarder Make final payment transfer Submit all required applications
November	
Things To Do	Make travel arrangements Send the booth design (for space only booth)



3. Frequently Asked Questions (FAQ)

Q. What is the difference between space-only booths and shell-stand booths?

While the exhibition organizer provides all of the materials and assembly needed for a shell-stand booth, only space will be provided for a space-only booth, meaning exhibitors will be expected to organize booth assembly themselves. For a shell-stand booth, the organizer will provide a three-sided divider, three spotlights, two fluorescent lamps, a company name sign, an information desk and chair, and a fiber-textile floor cover. (Refer to Section 2)

Q. What should exhibitors prepare besides booth spaces and stands?

Adequately prepared employees for the exhibition are strongly advised. In general, a salesperson or company agent should prepare a presentation associated with his or her own exhibits, meaning that employees or other presenters should also be sufficiently prepared for the presentation in terms of their attire, attitude, speech, bargaining and negotiating skills, etc.

Exhibitors should also prepare a display stand, materials for the booth interior, catalogs of their exhibits, and business cards. It is possible to rent tables and display stands for the duration of the exhibition. In the case of any damages to a shell-stand booth caused by hammering or the use of nails, exhibitors must provide reasonable compensation to any affected party affiliated with Food Week Korea.

Q. For a space-only booth, should assembly be conducted only by the subcontractors approved by Coex?

Yes. Please refer to the subcontractors' list (Section 6) and choose from the companies listed.

Q. What is the procedure for the move-out of exhibits?

The procedure for the move-out of exhibits is as follows:

Receive Application for Exhibits Move-out → Complete the Application → Receive Confirmation from the Organizer (Organizer's office) → Submit Move-out Confirmation to Security → Complete Exhibit Move-out

Exhibits cannot be moved out of the exhibition hall without the organizer's authorization. This is to prevent loss and/or theft. Exhibitors should list all of the exhibits that are to be carried out on the application for Exhibits Move-out, receive move-out authorization from the Food Week Korea Secretariat, submit the authorization to security, and then proceed to remove all exhibit materials from the venue.



Q. What should exhibitors do to prevent theft and loss?

The Food Week Korea Secretariat will provide a reliable security service during the set-up, presentation, show, and dismantling periods. However, given the large crowds that are present in the exhibition hall during the show, exhibitors nonetheless must take extra care of their own booth and exhibits.

Exhibitors are liable for the damage and/or loss of their exhibits during the set-up, show, and dismantling periods. Exhibitors should thus be insured for any unexpected accidents. Exhibitors should take special care of any valuable items (i.e. cameras), important notes, and small-sized exhibits.

Q. What should exhibitors do if they want to include a logo and trademark on the company name sign in addition to a company name? (Only for shell-stand booths)

Exhibitors should contact the booth set-up companies first and then confirm whether it is possible to include a logo and trademark on the company name sign. An additional fee will be charged.

Q. Can one side of a booth partition be closed or removed? (Only for shell-stand booths)

The exhibitors should contact the booth set-up companies to confirm whether closing or removing one side of a booth partition is allowed. An additional fee will be charged.

Q. When is electricity going to be supplied?

Electricity is going to be supplied from **5 p.m. on Nov. 27th (Tuesday)** to the last day of exhibition. Electricity will not be supplied if the electric company does not complete the necessary electrical work, so please cooperate with the company to complete any needed electrical work as soon as possible.

Q. When will the Internet be available?

Exhibitors who apply for LAN will have priority in regards to Internet service. Exhibitors who apply for LAN should install the Internet service program for their company at the pre-arranged location. Installation should take less than five minutes. IP addresses will be provided at the same time as installation. Please have in mind that only wired LAN is provided when for the exhibitors who applied for LAN.



EXHIBITOR'S MANUAL CONTENTS

General Information	1
1. Exhibition Overview	
2. Schedule References	
3. Frequently Asked Questions (FAQ)	
Section 1	7
1-1. Deadline Checklist and Schedule	
1-2. Booth Installation	
1-3. Official Announcement for Exhibitors	
1-4. Utilities Installation Guide	
Section 2	15
2-1. Rules and Regulations	
Section 3	19
3-1. Shipment/Freight/Customs Clearance of Exhibits	
Section 4	25
4-1. Official Directory	
4-2. Directory Advertisements	
Section 5	28s
5-1. Accommodation	
5-2. Transportation	
5-3. Parking	
5-4. Interpreters and Secretarial Services	
5-5. Convenient Facilities	
Section 6	35
6-1. Designated Contractor's List	
Section 7	38
7-1. Forms & Application	



Food Week Korea Secretariat
 TEL: +82-2-6000-8160
 FAX: +82-2-6944-8302
 E-MAIL: jane@coex.co.kr

SECTION 1

1-1. Deadline Checklist and Schedule **1-2. Booth Installation** **1-3. Official Announcement for Exhibitors** **1-4. Utilities Installation Guide**

1-1 A. Deadline Checklist

√	Form #	Order Forms	Deadline Date
		Balance payment	Oct. 19th, 2018
		Payment for official Directory Ad	Oct. 26th, 2018
	Form 1	Utility Service	
	Form 2	Bonded Exhibits Application	
	Form 3	Exhibitor Badge Order	
	Form 4	Company Name Banner Order	Oct. 19th, 2018
	Form 5	Space-Only Booth Contractor Declaration	
	Form 6	Official Show Directory Advertisement	
	Form 7	Hazardous Materials Application	
	Form 8	Application for Overtime Work	Nov. 28th, 2018
	Form 9	Application for Exhibits Move-out	On-site



1-1 B. Schedule

Classification	Contents		Schedule	Remarks
Stand Set-Up & Display	Floor Plan Marking		Nov. 26 (16:00 ~ 20:00)	
	Space-Only Booths		Nov. 26, Nov. 27 (8:00 ~ 20:00)	Exhibitors are to build their own stands
	Shell Stand Booths Premium Booths		Nov. 26 (8:00 ~ 20:00) Nov. 27 (8:00 ~ 12:00)	Organizers are to build the exhibitors' shell stands.
Exhibits Move-in	Space-Only Booths		Nov. 26, Nov. 27 (8:00 ~ 20:00)	Please report heavy exhibits over 1.5ton/m ² in advance
	Shell-Stand Booths Premium Booths		Nov. 27 (12:00 ~ 20:00)	
Utility Service Installation	Electric Power	Start	Nov. 26 (8:00)	Plan to supply electricity after completion of electrical work
		Complete	Nov. 27 (16:00)	
	Telephone Lines & Drainage/ Compressed Air	Start	Nov. 26 (8:00)	
		Complete	Nov. 27 (16:00)	
	LAN	Start	Nov. 26 (15:00)	Possible to set up LAN after setting up PC
		Complete	Nov. 27 (18:00)	
Exhibits Move-out			Dec. 1 (17:00 ~ 20:00)	
Stand Dismantling			Dec. 1 (17:00 ~ 24:00)	Heed warnings regarding exhibit theft
Free Parking During Set-up	Exhibits Move-in & Set-up period		Nov. 26, Nov. 27 (All day)	3 Hours of Free Parking per loading vehicle for working purposes only
	Exhibits Move-out & Dismantling Period		Nov. 27 (17:00 ~ 20:00)	

- ◇ Exhibitors who need extra time for booth set-up or dismantlement beyond the specified times should inform the Food Week Korea Secretariat. Approval is issued by the Secretariat and exhibitors are required to cover the necessary fees for additional work.



1-2. Booth Installation

1-2-1. Exhibition Hall Guide

Address	Coex, 513, Yeongdong-daero, Gangnam-gu, Seoul, 06164, Korea
Proof Load(or Safe Load)	Halls A, B, C,D: 1.5 ton/Sqm
Cargo Entrance	5m (Width) ~ 6m (Height)
Ceiling Limit Height	4, 5m depending on the booth location
Electricity Supply	220V/60Hz /Single phase, 220V/60Hz /Three phase 380V/60Hz /Three phase
Water supply & Drainage	2.9kg/cm ³ , 15~25mm(Ø)
Compressed air	5.8m ³ /min (Max), 9mm(Ø), 6~6.5kg/cm ³ (Max)

1-2-2. Regulations

Booths will be constructed with their overall harmony and view in mind. In order to ensure everyone's safety during the stand installation period, the following regulations must be observed. If any assembly work proceeds in violation of these regulations, the Secretariat may require companies to modify or suspend their booth construction. All exhibitors will be expected to comply with these demands.

- A. In order to assure the overall harmony and effective operation of the exhibition halls, exhibitors using independent stands should use official contractors designated by the secretariat and report their contractors to the secretariat by submitting the application for construction (form 6). Any exhibitors wanting to install a space-only booth using an unregistered company need to consult the Food Week Korea Secretariat in prior.
- B. Installation companies for space-only booths are required to submit a design plan to the Secretariat by Nov. 2, 2018. This requirement is needed to confirm whether the design violates the regulations of Food Week Korea. Any changes to registered booths should be confirmed by the Secretariat.
- C. Working hours during the period of booth construction or dismantling is usually 8:00 a.m. to 8:00 p.m. If overtime work is required, an application for overtime work should be submitted to the Secretariat by 3 p.m. on the day prior to the required overtime day during the construction period and 1 p.m. during the dismantling period so that overtime can be charged.
- D. Exhibitors must manufacture all exhibition materials beforehand. Only exhibit assembly will be allowed inside the facility. Use of welders, electrical saws, electrical grinders, and other



power tools is not permitted inside the hall. For fire prevention purposes, painting is also not allowed inside the hall.

E. Booth materials and installation

- ◇ All materials used for booth construction should be fireproof or be made of non-combustible materials. Fireproofing treatments cannot be carried out in the exhibition halls.
- ◇ Flammable materials (oil, gas, etc.) may not be used in the exhibition hall. If use of these materials is essential, prior approval from the Secretariat should be obtained and positive safety precautions must be taken i.e., work should be started only after the fire extinguishers have been arranged.
- ◇ Painting is prohibited in the exhibition hall during booth construction.
- ◇ If carpeting is used for flooring, any adhesives that are used must be easily removable. Floor conditions after exhibit removal will be confirmed by the Secretariat. Exhibitors cannot glue carpet to the floor using an industrial bond, but special glues that can be removed more easily are permitted.
- ◇ If the floor of the exhibition hall is damaged, exhibitors will be responsible for any repair expenses incurred.

F. The ceiling of all booths must generally be left open. Ceilings made of non-combustible materials for small offices or reception areas are permitted if approved by the Secretariat. Exhibitors will be charged a fee if any damage to the hall caused by nailing or bonding occurs. Because of the electrical components beneath the exhibition hall floor, washing or cleaning the hall with water is not permitted.

G. Exhibitors shall employ the contractors designated by the Secretariat for the construction and assembly of their booths. All waste and spare booth materials must be removed from the exhibition hall by 09:00 a.m. on Nov. 28. 2018, and booths must be completely dismantled and removed from the exhibition hall by 12:00 p.m. on Dec. 1. 2018.

1-2-3. Shell-Stand Booths

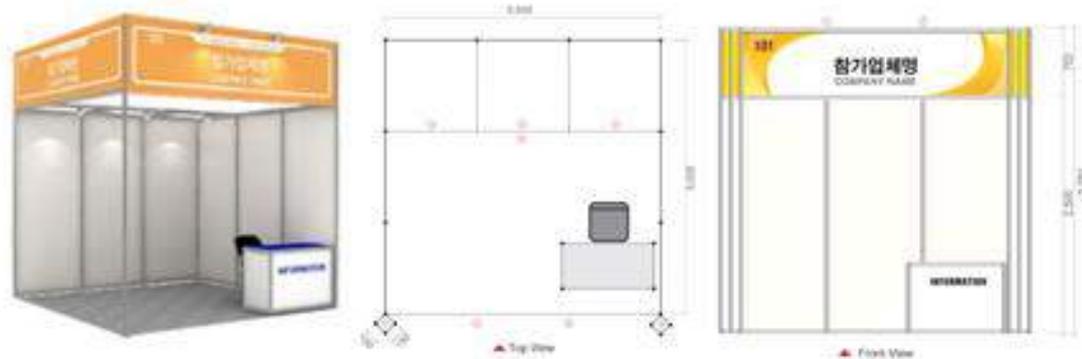
A. Exhibitors have the option of using booths constructed by the organizer.

This booth will be uniform and will consist of:

- a. White partitions (240cm high)
- b. 75cm wide banner inscribed with exhibitor's company name in standard letters
- c. Carpeted floor



- d. Stand number panel
- e. One information desk with a chair
- f. Three spot lights and two banner spot lights
- g. 220V electric socket



- ◇ Additional stand fitting materials and displays, electrical installations, electricity and other services are not included but are available at the exhibitor's expense.
- B. All additional construction work, including light fittings, must be contained within the shell-stand structure. It should be noted that shell-stand walls are contained within the site allocated, thereby reducing the effective floor area by approximately 50mm in each direction, and that the maximum clear headroom is 2.4m.
 - C. No fixings other than removable adhesives or special brackets and suspensions may be used or added to the walls of shell stands. The advice of the Secretariat should be sought if an exhibitor wants to fix any heavy items to the shell-stand wall.

1-2-4. Submission of Drawings for Booth Construction (Space-only booths)

- A. Exhibitors using independent stands must submit drawings for stand construction to the Secretariat for prior approval as early as possible to ensure that sufficient time is available for any potential revisions. The drawings shall include details and locations concerning electrical systems, telephone installations, water supplies and waste water drainage, compressed air supplies, and other related utilities. If requested by the Secretariat, exhibitors may also be required to submit structure calculations approved by a certified engineer.
- B. Should exhibitors revise their drawings and carry out alternate construction work without the Secretariat's approval, the concerned exhibitors shall take all responsibility for any damages or problems that occur. The Secretariat has the right to approve the removal of concerned exhibitors for expected damage or problems.



1-3. Official Announcement for Exhibitors

- 1-3-1.** Companies exhibiting heavy products or installing heavy facilities must submit written reports describing the weight of the load along with the structure calculations for the installed facilities to the Secretariat. Exhibitors must check their booths to verify that the weights of the exhibits can be effectively spread throughout their allocated spaces, taking the necessary measures for adequate load spreading.
- 1-3-2.** Exhibitors cannot fix machines or other items to the floor of the exhibition hall. If inevitable, exhibitors must obtain prior approval from the Secretariat. Exhibitors are not allowed to fix any equipment or attachments to the walls, columns, or ceilings of their booths.
- 1-3-3.** Exhibitors are banned from making any holes on the walls of the Coex building. Exhibitors are not allowed to use any glue except for the ones approved and recommended by the show organizer.
- 1-3-4.** Arbitrary use of multiple electricity plug-ins may cause fire due to a circuit overload. For safety, all electrical wiring work should be commissioned to officially-registered electrical equipment companies.
- 1-3-5.** Exhibitors are required to report their needed electric capacity, including electricity for lighting and power generators. If exhibitors fail to report the exact capacity of electricity needed, they will need to make an additional application in response to any electricity shortages. This is designed to prevent accidents and maintain the safety of the show. Any exhibitors found responsible for any fires caused by an electricity overload will have to adequately compensate the Food Week Korea Secretariat and/or victims for damages.
- 1-3-6.** Exhibitors are expected to take necessary security measures in order to prevent any loss or theft during the show.



1-4. Utilities Installation Guide

1-4-1. Utility Information

Utilities include **electricity, telephone lines, water and drainage, and compressed air**. Exhibitors are required to submit the application form for Utilities Service (Refer to Form #1) before Oct. 15, 2018.

1-4-2. Electrical Installation

- A. Electrical installation work involves the installation of wiring from existing facilities to individual booths. Such installation involves no-fuse breakers in individual booths, and this electrical work shall be carried out by the Secretariat. Exhibitors shall carry out additional electrical installation in their respective booths.
- B. Electrical power supplies are listed below. If exhibitors need power supplies other than those specified below to operate their exhibits, exhibitors must install transformers or transducers at their own expense.

For lighting 60(Hz)	Single-phase 2 wire AC(220V)
For power 60(Hz)	Single-phase 2 wire AC(220V)
	Three-phase 3 wire AC(220V)
	Three-phase 3 wire AC(380V)

- C. Electricity will be supplied between thirty minutes before opening time to thirty minutes after closing time every day over the course of the show. Exhibitors must install self-safety equipment when exhibiting sensitive equipment. Electricity for the booths will be automatically suspended thirty minutes after the official end of the show day. If a 24-hour supply is desired, exhibitors must submit the appropriate application form by Oct. 15, 2018. (Refer to Form #1).
- D. Installation work for electricity inside booths should be performed by one of the contractors confirmed by the Secretariat, and work should be completed during the installation period. If exhibitors wish to perform installations by themselves or to select their own service companies, the exhibitors should notify the Secretariat.
- E. Breakers will be installed at least 30cm from ground level and classified into those used for exhibit operations and those for lighting purposes.
- F. If electric heaters that cause surface temperatures to exceed 70 degrees Celsius are used, appropriate safety devices must be provided and such heaters must be installed on separate, non-combustible display stands taller than 20cm. No carpeting will be laid in the vicinity of such heaters.



G. All materials used in electrical installations, including power cables, will be new and KS-marked standard items approved by the Korean Government.

H. If exhibitors require temporary power supplies in order to assemble, adjust, or test machines or to install, disassemble, or remove display systems, prior application describing the electric capacity needed during the respective installation, exhibition, and dismantling periods is required. Exhibitors must submit the attached application form for additional installation to the Secretariat.

1-4-3. Telephone Installation

- A. Local or overseas telephone lines will be installed based on exhibitor applications.
- B. Extra payment beyond the basic price for telephone use will be not charged.

1-4-4. Water Supply and Drainage

- A. Upon application, the Secretariat will connect pipes from the fixed outlets in the under-floor ducts of the exhibition halls to individual booths. Dimensions are as follows:

Classification	Pressure	Diameter	Remarks
Supply	2.9kg/ cm ³	15mm	Ball valve
Drainage	-	25mm	Size: 15mm

- B. There should be no danger of machines causing damage during test-operations as a result of a water cutoff or a drop in water-pressure. Exhibitors must install the necessary protection devices, and the Secretariat is not responsible for any damage that may occur. Water will be supplied thirty minutes before the show and cut off thirty minutes after the show.

1-4-5. Compressed Air Supply

Compressed air is available for machine demonstrations. If exhibitors need a higher pressure or a larger supply, they may use their own compressor but are advised to contact the Secretariat's Technical Service no later than two weeks before the booth installation period. Dimensions are as follows:

Pressure (Max.): 6-6.5kg/ cm²

Diameter: 3/8"

Compressed air will be supplied from thirty minutes prior to the start of the show to thirty minutes after the show each day over the course of the exhibition.



SECTION 2

2-1. Rules and Regulations

2-1. Installation Requirements

2-1-1. Authorized Space

Every display item must be arranged in the designated space and must not hinder the sight or passage of visitors. No structures or display items can be placed on hallway flooring or carpet that has the same color as the main pathway. All display items and equipment should also be non-flammable.

2-1-2. Layout

Exhibitors are responsible for any of their display items that can be seen from the pathway or other exhibitors' booths. Decorative items, light fixtures, and audio equipment should not disturb other exhibitors or their booths.

2-1-3. Booth Plan Submission

Exhibitors applying for a space-only booth should submit the booth plan with details concerning booth height and building materials to the Food Week Secretariat by Nov. 2, 2018 in order to receive the Secretariat's approval in advance of the exhibition.

2-1-4. Structure

The height of one booth is limited to 4, 5m depending on the booth location. The arrangement of display items or structures should not disturb other booths or hinder the passage of visitors.

2-1-5. Arrangement of Exhibit Items

Items on display should not cause any inconvenience to visitors and should be kept at least 30cm behind the demarcated booth line. If exhibitors disregard this rule, the Secretariat may demand that certain display items be relocated. This rule is designed to give an equal opportunity to every exhibitor in regards to display space and sight.



2-1-6. Restriction on Sound Volume

Exhibitors may use audio equipment for promotion provided that the volume is maintained at an appropriate level to avoid disturbing other booths. The Secretariat's office may intervene to restrict the use of audio equipment if any complaints are filed. Exhibitors are required to register all audio equipment that will be used during the show. The sound level must be less than 80dbs, and if this volume level is exceeded, the Secretariat may ask exhibitors to stop using their audio equipment.

2-1-7. Safety

Exhibitors should take necessary safety measures prior to using any dangerous equipment or parts during the show in order to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their display items and equipment, especially containers of hazardous material, X-ray generating machines, flammable and explosive substances, high-voltage equipment, radioactive material, accelerators, liquid mercury, and other similar materials.

2-1-8. Lights

Strobe lights and revolving light equipment are banned from use during the exhibition. Individual lights from one booth should not disturb or damage other booths.

2-1-9. Booth Materials

Every exhibitor is obliged to keep his or her pathway clean at all times. All materials and items should be placed in the designated booth area and exhibitors need to be careful not to gather goods or other items in the middle of the main pathway.

2-1-10. Booth Design and Changes

Exhibitors applying for a space-only booth will be required to seek approval from the Food Week Korea Secretariat for any changes to their booth design plan.

2-1-11. Property Damages

Each exhibitor should take proper care of their exhibit items. Exhibitors are not allowed to drive nails or screws into the walls and floors, and the use of non-removable painting materials is prohibited to avoid spills on the floor, walls, or booth materials. Exhibitors who violate these regulations will be required to provide full compensation for damages.

2-1-12. Maintenance of Hazardous Materials

All potentially hazardous display items and equipment need to be reported to the Food Week 2015 organizers before being brought in to the exhibition hall. Exhibitors are also required to take necessary safety measures to maintain these items.



2-1-13. Sub-Leasing

Exhibitors are not allowed to sell or sub-let their booth to anyone without approval from the show organizers. Parent companies, affiliates, and subsidiaries are exceptions.

2-1-14. Cleaning

The Food Week Korea Secretariat will keep the hallways and shared space clean before and after the show and also take care of trash bins during the show. All waste produced during booth construction is to be removed by the exhibitors.

2-1-15. Wiring

Any work involving electrical wiring in booths or display items should be done in compliance with the relevant rules and regulations of Korea. The same applies to the construction of display facilities.

2-2. Miscellaneous

2-2-1. Avoiding Predicaments

Each exhibitor should refrain from any activities that may cause trouble at the show and should avoid disturbing other booths.

2-2-2. PR Activities

Exhibitors must have exclusive rights granted by the Food Week Korea Secretariat for marketing, holding conferences, or handing out of any samples and gifts outside of the designated booth area. That is, all demonstrations and promotional activities are only permitted in the designated booth area. Exhibitors should thus clear the pathways and areas around their booths.

2-2-3. Sales Promotion

Exhibitors may hand out samples and gifts only in the authorized booths. Only those with exclusive rights given by the Food Week Korea Secretariat will be allowed to hand out items in areas other than the designated booth space.

2-2-4. Recruitment

Exhibitors are not allowed to carry items, signboards, or brochures for recruitment purposes.



2-2-5. Odor

Any display items with an unpleasant smell are prohibited.

2-2-6. Special Exhibitions

Individual exhibitors are not allowed to display items after the show hours of the exhibition without the approval of the Food Week Korea Secretariat.

2-2-7. Show Hours

The Food Week Korea Secretariat has the authority to set the opening hours of the show and the days for booth installation and dismantlement. Exhibitors are not allowed to dismantle booths before the show officially ends.

2-2-8. Booth Occupant's Rights

All exhibitors are entitled to the use of the entire booth space according to the original rental contract once the full rental fee has been paid. For exhibitors that fail to meet the deadlines for displaying items, the Food Week Korea Secretariat has the right to use their reserved booths for other purposes. Furthermore, exhibitors who fail to submit the lease to the Food Week Korea Secretariat will lose their preferential rights to their booth.

2-2-9. Sales Regulations

The sale of items for cash during the exhibition will not be permitted. However, mail orders may be taken within the show period. Exhibitors should also be aware of the safety rules regarding exhibits and public sanitation prior to the opening date. Unauthorized ads and sales are prohibited.



SECTION 3

3-1. Shipment/Freight/ Customs Clearance of Exhibits

3-1. General Information

- A. The Special Act on the Safety Control of Imported Food, enacted on Feb. 4th. 2016, states that imported food products for the purpose of sales activities in Korea are all required to make an import declaration to Korea Food & Drug Administration.
- B. However, imported food products for sampling and tasting within a designated area of an exhibition hall, with the supervision of Customs which has jurisdiction over the location, are considered to be excluded from the Act since those products are only for specific people (buyers from food industry), are displayed in limited place for limited period, and will be moved back to their original countries after the exhibition.

An exhibiting company that takes imported products out of the designated area of the exhibition hall in an attempt to give sample products to many and unspecified persons will be punished by Customs for disobeying the Act.

✓ Participants may use designated service companies for international freight customs clearance and construction work inside the exhibition hall (Refer to Customs Clearance and Freight).

The official forwarder will be SEUM EXPOLOGISTICS CO., LTD.

COMPANY	REPRESENTATIVE	PHONE	EMAIL
Seum Expo Logistics Co., Ltd.	Victoria Song	82-2-538-6888 82-10-9030-1325	victoria@seumexpo.co.kr

3-1-1. Methods of Customs Clearance for Exhibits

A. Clearance of Bonded Goods

- ◇ Simplified clearing of the goods, without the official Import clearance, on condition that those goods return to an overseas country once the exhibition is over. Should there be a buyer for those goods, an official customs clearance is needed afterwards.
- ◇



- ◇ During the exhibition, the Food Week Korea Secretariat accounts for the clearance of bonded exhibition goods. Therefore, participating companies are required to report all the details of their bonded goods to the Secretariat. (Refer to Form #2)

B. No-Draft Clearance

- ◇ Designates goods that are less than US \$5 each and have a Total Invoice Value not exceeding US\$ 300.

C. Re-Export Clearance

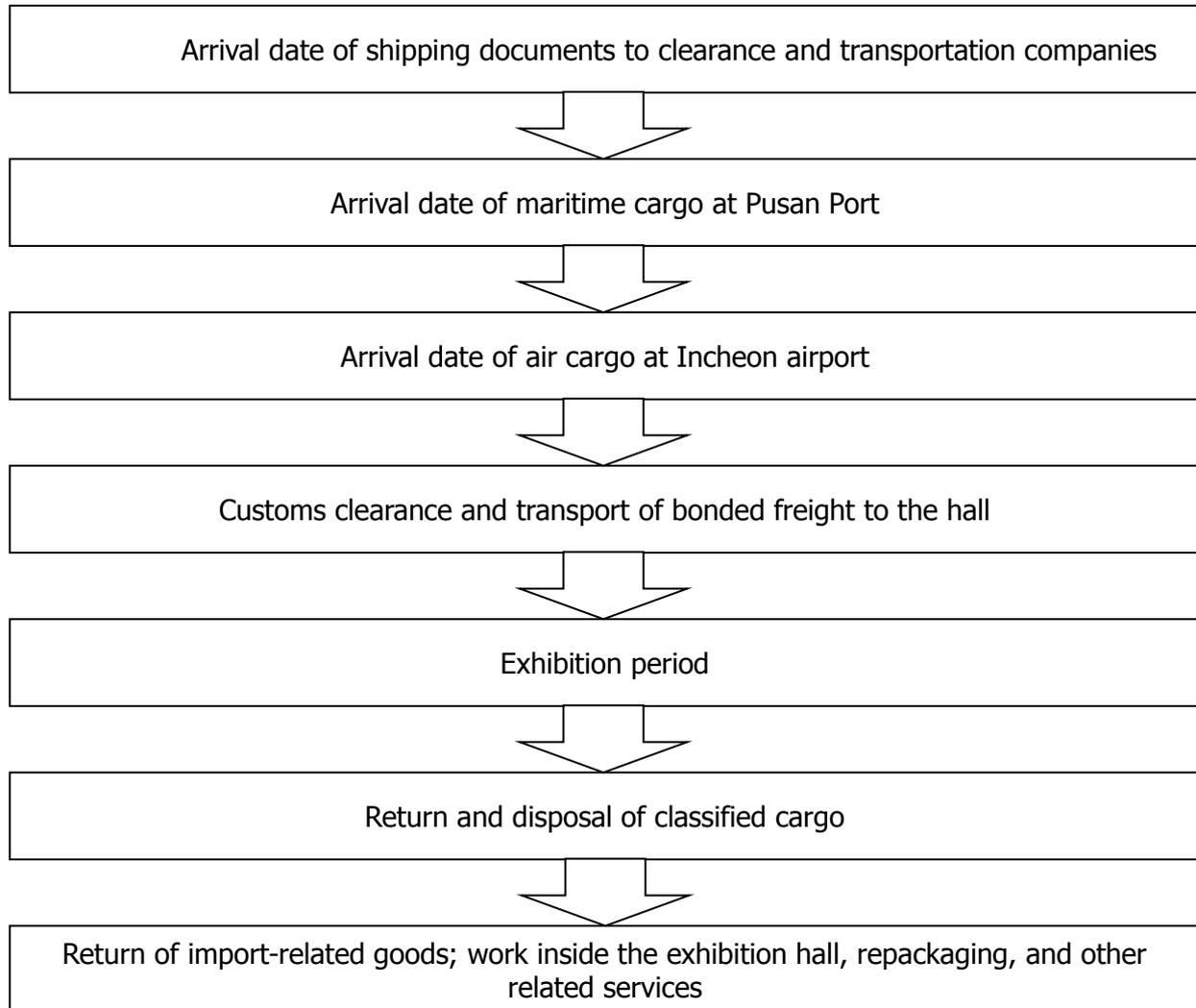
- ◇ A promise with the customs office that the importers shall re-export the goods within a given period.
- ◇ Note the following (Mortgage required):
 - Clearing of goods by re-exporting if they do not belong to the bonded industries (Hotel, general event, etc.)
 - When the exhibits are needed by the buyers or for demonstration purposes for a fixed period after the exhibition is over.
 - Then, the customs inspection is the arrival inspection (different from bonded clearance) and customs tax is exempt.
- ◇ Types of Mortgage
 - Cash Mortgage: based on taxes (only for those below US\$ 300)
 - Bank Guarantee: when the bank guarantees the payment.
 - Tax Payment Insurance: issuance of the payment guarantees insurance
- ◇ ATA CARNET: Certificate documents agreed upon by governments around the world
 - Clearance by re-exporting if the goods are not classified as the bonded area
 - In cases where the importer requires an extra setting of its exhibits in its subsidiary before the opening of the show.
 - The period generally lasts until the expiration date stated in the ATA CARNET document.

3-1-2. The main tasks of customs clearance and freight service companies are as follows:

- A. Payment for the cargo
- B. Bond forwarding from the harbor or airport to the exhibition hall
- C. Transporting to and storing items in the exhibition booth
- D. Collapsing and storing empty boxes
- E. Installation procedures
- F. Customs clearance
- G. Repackaging and indoor work for exhibit removal
- H. Loading exhibit materials into transport vehicles for removal from the exhibition facility
- I. Entering and storing of import-specified products in bond warehouses and the provision of other imported-related services.
- J. International carriage(sea and air) for returned items



3.2 Exhibit Operations Schedule



3-3. Shipping Documents

3-3-1. Requirements to acquire domestic bond freight licenses.

- ◇ Bill of lading or AWB(Original 1 Copy 4)
- ◇ Commercial Invoice(Original 1 Copy 4)
- ◇ Packing List(Original 1 Copy 4)



coex

Food Week Korea Secretariat
TEL: +82-2-6000-8160
FAX: +82-2-6944-8302
E-MAIL: jane@coex.co.kr

3-3-2. The exhibitors and the domestic agents must attend to the following items for a smooth exhibition operation:

A. Consignees

Exhibitor's Agent in Korea (if any) or Exhibitor C/O
Secretariat Office of Food Week Korea 2018
Booth No. _____ and _____ Hall

B. Notify party

(1) Destination

- ✧ Maritime cargo : Busan, Korea
- ✧ Air cargo : Incheon, Korea

Please record "INCHEON, Korea", and not "Seoul, Korea", for the "Final Destination" on AWB to avoid unnecessary operational delays and additional charges.

(2) You must write the item list and price in English and in USD respectively on all shipping documents.

(3) The price of the exhibits should be in CIF Pusan/Incheon port or INCHEON Airport on the invoice. Even if the products have no commercial value, they should still have the actual prices displayed.

(4) You must record "These Goods are intended only for display in Food Week Korea 2018 at Coex, SEOUL, KOREA DURING Nov. 28~ Dec. 1, 2018" on the B/L, Invoice, and the packing list of exhibits.

(5) You must make invoices and packing lists separately for: returned goods, sold goods or consumable goods, and giveaway goods.

(6) All shipping documents should be made in English

(7) All exhibitors must submit the shipping documents and schedules by fax once the exhibits are shipped. Especially when goods may arrive later than scheduled, exhibitors must inform their service companies in advance by fax.

3-4. Packing and Box Marking

3-4-1. Packing

Exhibitors must pack items firmly, even if they are carried in containers, to avoid any damage during transport or exhibit construction inside the exhibition hall. Special care is needed if items are to be re-used after the exhibits.



3-4-2. Box Marking: The packing surface of the exhibits must be marked as follows:

Exhibitors :

Booth No :

Package No :

Gross Wt : (kg)

Net Wt : (kg)

Dimensions : (L) × (W) × (H) in cm

"Exhibition Goods for Food Week Korea 2018"

Name of the company (*example: the Korea Express Co., Ltd.*)

3-5. Duty-Free Products

Korean customs law stipulates that the following items are exempt from customs tax:

3-5-1. Catalogues, pamphlets, pictures, ad materials, etc.

3-5-2. Samples (except for liquor, cigarettes, and food), souvenirs (badges, medals); items must be less than 5 USD each and the total quantity and price must be approved by the customs office.

3-5-3. The total price and the quantity of paint, varnish, and wall paper for booth construction must also be approved by the customs office.

3-5-4. Disposable products used for machine operations in the show needs to be approved by the customs office.

3-6. Other

3-6-1. Security

Although Coex guards the show 24 hours per day, exhibitors are liable for the damage and loss of their exhibits during the show. Exhibitors should always be aware of customs inspection procedures, the cross-checking of their customs information, the state of their goods, and the



coex

Food Week Korea Secretariat
TEL: +82-2-6000-8160
FAX: +82-2-6944-8302
E-MAIL: jane@coex.co.kr

quantity of goods that are accepted, returned, and transferred over the course of the exhibition.

3-6-2. Insurance

All exhibitors must be insured from the point of departure to the point of arrival to cover for potential accidents related to the exhibition.

3-6-3. Request for Cargo Return and Disposal

For a prompt and precise return process, exhibitors must fill out and submit a Disposal Instruction Form.



SECTION 4

4-1. Official Directory 4-2. Directory Advertisements

4-1. Official Directory

4-1-1. Content

The official exhibitor catalogue featuring exhibitor and exhibit information will be published by the Food Week Korea Secretariat. The show directory will be distributed to exhibitors and buyers on site. The directory can be requested by buyers after the show, and the show management will also send it to international buyers who are interested in but unable to attend to the show. Therefore, accurate information will undoubtedly benefit your business both during and after the exhibition.

The directory will be printed in English, the official international business language, as well as in Korean. It will contain introductory forewords (if any), general information about the event, complete information regarding services available at the exhibition, lists of exhibitors, their products and advertisements, maps, etc.

4-2. Directory Advertisements

In order to make the directory as comprehensive as possible, exhibitors are encouraged to take advantage of the advertisement page (please refer to Form #7). The official directory will be distributed to a special readership, many of whom will retain it as a reference guide long after the event.

4-2-1. Schedule: Deadline for ads: **Oct. 19, 2018**

4-2-2. Advertisement Rates

Classification	Full Color
Outside Back Cover	US\$ 10,000
Inside Front Cover & First Page	US\$ 5,000
Inside Back Cover & Last Page	US\$ 8,000
Single Inside Page	US\$ 2,000



coex

Food Week Korea Secretariat
TEL: +82-2-6000-8160
FAX: +82-2-6944-8302
E-MAIL: jane@coex.co.kr

A. Mechanical Details

Page Size: TBN
Film Requirements: 4 Colors separated
(AI format is preferred)

B. Payment

- a. Payment Due: **Oct. 26, 2018**
- b. By bank Transfer
- c. Currency: **U.S. Dollar**
- d. Beneficiary: Coex (Convention & Exhibition Center)
- e. Bank: Shin Han Bank, World Trade Center Branch, Seoul, Korea
- f. Account No.: 342-05-000470
- g. SWIFT Code: SHBKKRSE

C. Notice

- a. All ads should comply with international advertisement agreements, international trade laws, and related rules. They can be edited, rejected, or cancelled by the publisher.
- b. Separate consultations are needed for different ad sizes that are not on the table and for further additions.
- c. Color in the ads is multiple colors.
- d. Contracts for table ads and special page ads cannot be cancelled, and cancellation for regular ads should be done within two weeks after contracts are finalized.
- e. If ads cause social problems or do not follow commercial practices, the advertisers will be held responsible.



SECTION 5

5-1. Accommodation

5-2. Transportation

5-3. Parking

5-4. Interpreters and Secretarial Services

5-5. Convenient Facilities

5-1. Accommodation

5-1-1. Designated Partner Hotel

Food Week Korea's designated partner hotel, **Intercontinental Seoul COEX** will provide special discounted room rate for exhibitors and visitors. Any exhibitors or visitors of Coex's exhibition may contact the hotel directly for a reservation.

HOTEL	APPLICATION FORM
Hotel Riviera (Luxury Room)	Click to download application form
Hotel Riviera (Superior Room)	Click to download application form
ibis Styles Ambassador Seoul Gangnam	Click to download application form
Intercontinental Coex	Click to download application form
Uri N Hotel	Click to download application form

<Transportation Options>

(SEOUL AIRPORT LIMOUSINE BUS #6006)

Incheon International Airport -> Hotel Riviera (Interval : 15 minutes, Duration : 70 minutes) Take Airport Limousine #6006 at the airport terminal station 11B or 5A.

Hotel Riviera -> Incheon International Airport (Interval : 15 minutes, Duration : 70minutes) Take Airport Limousine #6006 across the street from the Hotel.

(CITY AIR TERMINAL LIMOUSINE BUS #6104)

Gimpo International Airport -> Hotel Riviera (Interval : 30 minutes, Duration : 50 minutes) Take City Air Limousine #6104 at the airport international terminal station 6 or domestic terminal station 3.

Hotel Riviera -> Gimpo International Airport (Interval : 30 minutes, Duration : 70 minutes) Take City Air Limousine #6104 from City Air Terminal(COEX) to the Airport.

FREE SHUTTLE SERVICE HOTEL RIVIERA -> COEX -> SAMSUNG STATION -> CITY AIR TERMINAL



* OPERATES THREE TIMES(08:00, 09:00, 10:00) EVERY MORNING

5-1-2. Nearby Hotels

Please refer to the following hotel list for accommodation. All hotels listed are within 30 minutes by car from Coex.

A. Special-Grade 1 Hotels

A	Intercontinental Hotel	Tel : +82-2-555-5656
		Fax : +82-2-559-7990
http://www.seoul.interconti.com/		
B	Coex-Intercontinental Hotel	Tel : +82-2-3452-2500
		Fax:+82-2-3430-8000/2
http://seoul-coex.intercontinental.com/		
C	Park Hyatt Seoul	Tel : +82-2-2016-1234
		Fax ; +82-2-2016-1200
http://www.parkhyattseoul.co.kr		
D	Novotel Hotel	Tel : +82-2-2222-8604
		Fax : +82-2-553-8118
http://www.ambatel.com/		
E	Ramada Renaissance Hotel	Tel : +82-2-419-7000
		Fax : +82-2-417-3655/6
www.renaissance.co.kr/		
F	Hotel Lotte World	Tel : +82-2-6282-6262
		Fax : +82-2-6282-6222
www.lottehotel.co.kr/		
G	JW Marriott Hotel	Tel : +82-2-3440-8000
		Fax : +82-2-3440-8025
http://www.ritz.co.kr/		
H	Imperial Palace Hotel	Tel : +82-2-3466-7705
		Fax : +82-2-3466-7710
http://www.imperialpalace.co.kr/		

B. Special-Grade 2 Hotels

A	Novotel Ambassador Hotel	Tel: +82-2-531-6660
		Fax: +82-2-562-0120
http://www.ambatel.com/		
B	Riviera Hotel	Tel : +82-2-541-3111
		Fax : +82-2-546-6111
http://www.hotelriviera.co.kr/		
C	Ellui Hotel	Tel : +82-2-514-3535
		Fax : +82-2-548-2500
http://www.ellui.com/		



D	Seoul Palace Hotel	Tel : +82-2-532-5000
		Fax : +82-2-532-0399
http://www.seoulpalace.co.kr/		
E	New World Hotel	Tel : +82-2-557-2020
		Fax : +82-2-557-0141
http://www.hotelnewworld.co.kr/		

C. Grade 1 Hotels

A	Samjung Tourist Hotel	Tel : +82-2-557-1221
		Fax : +82-2-556-1126
http://www.samjunghotel.co.kr/		
B	Youndong Hotel	Tel : +82-2-542-0112
		Fax : +82-2-546-8409
http://www.youngdonghotel.co.kr/		
C	Chamshil New Star Hotel	Tel : +82-2-420-0100/9
		Fax : +82-2-412-1932
D	Prima Tourist Hotel	Tel : +82-2-549-9011/8
		Fax : +82-2-544-8523
E	Hotel Sentro	Tel : +82-2-3486-6000
		Fax : +82-2-3486-6022
G	Ibis Hotel	Tel : +82-2-3454-1101
		Fax: +82-2-3454-1946

5-2. Transportation

A. From Airport:

- a. Limousine Bus Line: Incheon International Airport <—> Coex (non-stop)
 - Operating Time: 05:20 - 22:00/ Operating Interval: Every 5 - 10 minutes
 - Departing Point: Stop No. 3A, 11A on the 1st floor of Incheon International Airport
 - Single fare: 15,000 KRW/overseas passenger
 - Duration of Travel: approximately 80 - 90 minutes from Incheon International Airport

b. Airport Bus: No. 600

B. Subway: 5-minute walk from Samsung station on the No. 2 green line

C. Bus:

- a. Red : 9407
- b. Blue : 361, 362, 730, 301, 640



c. Green : 3417, 3414, 3217, 3218, 3412, 3415

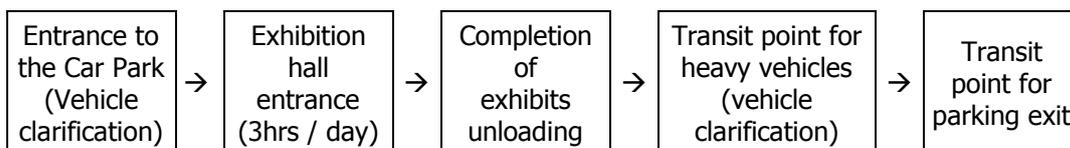


5-3. Parking Information

A. Free Parking

Free parking will be provided only for working purposes in order to avoid the inconvenience of parking during installation work.

- ◇ Period : during set-up and dismantlement
 ** Set-up: Nov. 26 ~ Nov. 27
 ** Dismantlement: Dec.1
- ◇ Quantity: unlimited number of loading vehicles
- ◇ Validity: 3 hours after entrance
- ◇ Vehicles: trucks, vans, and other heavy-loading vehicles
 **The Magnetic Card must be presented together when parking.





B. Parking Fee

An underground parking ramp provides a total of 4,000 parking spaces.

The exhibitors of Food Week Korea may buy the full-day parking lot ticket set with the special price.

Coex Parking Lot (General Price)

- ◇ Sedans: ₩1,200/15min (₩1000/US\$1)
- ◇ Full day parking: maximum ₩48,000 + VAT(10%)
- ◇ Trucks over 2.5tons or wagons with up to 25 people are charged double the rate of a sedan.

Coex Parking Lot (Special Price for Food Week Korea Exhibitors)

- ◇ Food Week Parking Set: ₩52,800 (\$ 50 USD) per set(4 full day parking tickets)
- ◇ One set of parking lot ticket includes 4 tickets for full day parking
- ◇ Exhibitors can buy the parking ticket onsite with 50% discount by showing the exhibitor's badge

To buy the special parking ticket set, please refer to the Form #1 (Utility Service)

5-4. Interpreters and Secretarial Services

Green service

Tel : +82-31-715-3110 Fax: +82-31-717-2242 Email:greentrans@hanmail.net

Maru

Tel : +82-10-3679-3944

5-5. Convenient Facilities

General Information for Coex	Bldg Guard status office
Tel : +82-2-6000-0114 https://www.coexcenter.com/	Tel : +82-2-6000-0112
Airport Information	Air lines
KoreaCity-Air Terminal(1st fl.) Tel:+82-2-551-0777/8 www.kcat.co.kr	Asian air line(1st fl.) Tel+82-2-551-0301 Korea air line(1st fl.) Tel : +82-2-551-3321
Post Office	Travel agency
Trade center branch(B1) Tel : +82-2-551-1607/8	Tel : +82-2-551-0744



Telephone Services Office	Bank
Hanaro telecommunication(1st fl.) Tel: +82-2-6000-1166 www.hanaro.com	Shinhan bank(1st fl.) Tel: +82-2-6000-2600 www.shinhan.com KEB Bank Tel: +82-2-2016-6000
Food, Shopping, Entertainment	Drug store
Coex MALL Customer Service Tel : +82-2-6002-5300 www.coexmall.com	Coex Drug store(B1) Tel: +82-2-6002-6430 ASEM Drug store(B1) Tel: +82-2-6002-6966
Cinema	Aquarium
Mega Box (Cineplex) Movie Theatre, Coex MALL, B1~B2 Tel: +82-2-6002-1200 www.magabox.co.kr	Coex Aquarium, Coex MALL, B1 Tel: +82-2-6002-6200
Hospital	Stationery
ASEM Clinic Tel: +82-2-6002-0022 Coex Dental Hospital Tel: +82-2-6000-2875	Linko, Coex MALL((1st fl.) +82-2-6002-6700



SECTION 6

6-1. Designated Contractor's List

■ EXHIBITION MANAGEMENT AGENT

COMPANY	TEL	FAX	EMAIL
GSC	82-2-6000-2515	82-2-6000-2501	

■ EXHIBIT STAND

	COMPANY	TEL	FAX	EMAIL
1	Kyoung Dong Design Ltd.	82-2-907-8896	82 2-991-9986	kd.cm@kddesign.co.kr
2	Excom International Co., Ltd.	82-2-6000-1721	82-2-6949-6170~1	excom@excom.co.kr
3	Kingsmen Korea Limited.	82-2-300 2600	82-2-300-2610	Jinbok.lee@kingsmen.co.kr
4	PISCO INTERNATIONAL CO.,LTD.	82-2-553-9834	82-2-553-9825	jnlee@pisco.com
5	FIART KOREA	82-2-564-6364	82-2-556-3512	james@fiart.co.kr
6	Pico North Asia Ltd.	82-2-558-3240	82-2-561-3005	vat@kr.pico.com

■ EXHIBIT RENTALS

	COMPANY	TEL	FAX	EMAIL
1	Modul in space Co.,Ltd.	82-2-6000-7560	82-2-6000-7566	modul82@naver.com
2	ERAERENTAL CO.,LTD	82-2-553-2648	82-2-551-6894	eraerent@paran.com
3	TRS(Total Rental Service)	82-2-551-6783	82-2-551-6784	trscs@naver.com
4	Fine Rent Co., Ltd.	82-2-6000-2660~1	82-2-6000-2662	finerent@finerent.co.kr



■ **CUSTOMS CLEARANCE & FREIGHT**

	COMPANY	TEL	FAX	EMAIL
1	SEUM Logistics	82-2-538-6888	82-2-538-6877	bret@seumexpo.co.kr

■ **ELECTRICITY**

	COMPANY	TEL	FAX	EMAIL
1	SAMJEON electric Co.,Ltd	82-31-750-9222~3	82-31-750-9224	samjeon7@hanmail.net

■ **FORKLIFT (1 개)**

	COMPANY	TEL	FAX	EMAIL
1	TOP NOORI ENG	82-31-319-1414	82-31-499-0402	optimize2002@naver.com
2	GOYANG RENTEC	82-31-982-1154	82-31-982-1154	liftcall@hanmail.net
3	LIFTCALL	82-31-997-3966	82-31-997-3967	liftcall@hanmail.net
4	YOOSHIM INDUSTRY	82-2-6000-7861		yooshimindus@naver.com

■ **SECURITY**

	COMPANY	TEL	FAX	EMAIL
1	MANJUNG SECURITY&PLANNING CO.,LTD	82-2-3442-6220	-	mjsm6220@dreamwiz.com

■ **SIGNS & BANNERS**

	COMPANY	TEL	FAX	EMAIL
1	Kkareutte Co.,Ltd	82-10-5387-2568		Yu4247@nate.com
2	ADES	82-2-504-8040	82-2-504-8050	adades@hanmail.net
3	DEISGN MOTIF	82-2-376-1411		dizainm@naver.com

■ **WATER & DRAINAGE**



coex

Food Week Korea Secretariat
TEL: +82-2-6000-8160
FAX: +82-2-6944-8302
E-MAIL: jane@coex.co.kr

	COMPANY	TEL	FAX	EMAIL
1	INNOVAS	82-2-6000-3003	82-2-6000-3099	rocky@innovas.co.kr

■ CARPET & PYTEX

	COMPANY	TEL	FAX	EMAIL
1	KYUNG DONG DECO	82-2-538-9370		5389370@hanmail.net



SECTION 7

7-1. Forms & Application

FORM	Application	DEADLINE	NOTES
Form 1	Utility Service		Optional (Mandatory for Space only)
Form 2	Bonded Exhibits Application		Mandatory
Form 3	Badge Order		Mandatory
Form 4	Company Name Banner Order	Oct. 30, 2018	Mandatory
Form 5	Space-Only Booth Contractor Declaration		Mandatory (for Space-only)
Form 6	Official Show Directory Advertisement		Optional
Form 7	Hazardous Materials Application		Optional
Form 8	Over time Work(On-site)	Nov. 28, 2018	Optional
Form90	Exhibits Move-out(On-site)	On-site	Optional



Food Week Korea Secretariat
 TEL: +82-2-6000-8160
 FAX: +82-2-6944-8302
 E-MAIL: jane@coex.co.kr

[Form 1] Utility Services Application

Due date: 30. Oct. 2018

1. Applicant

Exhibiting Company			
Contact person		Department & Title	
Tel		Fax	
E-mail		Homepage	

2. Incidental Services

Classification		Unit Price	Quantity	Total Amount
Electricity Supply (Daytime)	Single Phase 220V	US \$ 80/kW	kW	US \$
	Three Phase 220V	US \$ 80/kW	kW	US \$
	Three Phase 380V	US \$ 80/kW	kW	US \$
Electricity Supply (24 hours)	Single Phase 220V	US \$ 90/kW	kW	US \$
	Three Phase 220V	US \$ 90/kW	kW	US \$
	Three Phase 380V	US \$ 90/kW	kW	US \$
Telephone	Local Only	US \$ 80/Ea.	Connection(s)	US \$
	Overseas and Local	US \$ 210/Ea.	Connection(s)	US \$
LAN (Wired Internet)		US \$ 210/port	Port(s)	US \$
Water & Drainage		US \$ 210/Ea.	Connection(s)	US \$
Parking Ticket Set		US \$ 50/set(4ea)	Set(4ea.)	US \$
Total Amount Due				US \$

** Please fill this form out and send by e-mail (jane@coex.co.kr) or fax (82-2-6944-8302).

_____ (MM/DD/YYYY)

_____ Signature

Food Week Korea 2018 Secretariat

T. 82-2-6000-8160

F. 82-2-6944-8302

E. jane@coex.co.kr



Food Week Korea Secretariat
 TEL: +82-2-6000-8160
 FAX: +82-2-6944-8302
 E-MAIL:jane@coex.co.kr

[Form 2] Bonded Exhibits Application

Due date: 30. Oct. 2018

1. Applicant

Exhibiting Company			
Contact person		Department & Title	
Tel		Fax	
E-mail		Homepage	

2. Customs Clearance & Transportation Service Contractor

Company Name			
Address			
Contact person		Department & Title	
Tel		Fax	

**Participants must use Coex-designated service companies for international freight customs clearance and construction work inside the exhibition hall (Refer to Customs Clearance and Freight).

3. Bonded Exhibits list

No.	Item	Quantity	Country of Origin

**Should you require extra space, please attach a separate piece of paper

**Please fill this form out and send by e-mail (jane@coex.co.kr) or fax (82-2-6944-8302).

_____ (MM/DD/YYYY)

_____ Signature

Food Week Korea 2018 Secretariat

T. 82-2-6000-8160

F. 82-2-6944-8302

E. jane@coex.co.kr



Food Week Korea Secretariat
TEL: +82-2-6000-8160
FAX: +82-2-6944-8302
E-MAIL: jane@coex.co.kr

[Form 3] Exhibitor Badge Order Form

Due date: 30. Oct. 2018

1. Applicant

Exhibiting Company			
Contact person		Department & Title	
Tel		Fax	
E-mail		Homepage	

2. Badge Information

No.	Name(as on badge)	Department	Job Title
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Please submit typed application form in word file using email only to jane@coex.co.kr

- ※ Exhibitor badges are required for entry into and exit from the exhibition hall.
- ※ Exhibitor badges are mandatory throughout the show and throughout installation and dismantlement of booths and displays.
- ※ Every member of staff from every exhibiting company at the show must carry a valid exhibitors badge. Badges must be returned to the secretariat for recycling at the end of Food Week Korea 2018.

_____ (MM/DD/YYYY)

_____ Signature

Food Week Korea 2018 Secretariat
T. 82-2-6000-8160

F. 82-2-6944-8302

E. jane@coex.co.kr



Food Week Korea Secretariat
TEL: +82-2-6000-8160
FAX: +82-2-6944-8302
E-MAIL: jane@coex.co.kr

[Form 5] Space- Only Booth Contractor Declaration

Due date: 30. Oct. 2018

1. Applicant

Exhibiting Company			
Contact person		Department & Title	
Tel		Fax	
E-mail		Homepage	

2. Contractor

▪ Booth Contractor Company

Company Name		Contact person	
Tel		Mobile Phone	
E-mail		Fax	

▪ Electricity Contractor Company

Company Name		Contact person	
Tel		Mobile Phone	
E-mail		Fax	

Booth Height: _____ m (Must not exceed 5m)

- ※ Submission of this form is mandatory for all Space Only Booth exhibitors.
- ※ Names of both the booth Contracting Company and electrical Contracting Company are required.
- ※ Installation of electricity and booths must be performed by a Coex designated contractor.

_____ (MM/DD/YYYY)

_____ Signature



Food Week Korea Secretariat
TEL: +82-2-6000-8160
FAX: +82-2-6944-8302
E-MAIL:jane@coex.co.kr

[Form 6] Application to Advertise in the Official Show Directory

Due date: 30. Oct. 2018

1. Applicant

Exhibiting Company			
Contact person		Department & Title	
Tel		Fax	
E-mail		Homepage	

2. Advertisement Rate

If you wish to advertise in the official show directory, please specify the location of your preferred advertisement.

Location	Rate	Preferred advertising option
Outside Back Cover	\$ 10,000 / page	
Inside Back Cover or Last Page	\$ 8,000 / page	
Inside Front Cover or First Page	\$ 5,000 / page	
Single Inside Page	\$ 2,000 / page	

**Advertising space is allocated on a first come first served basis and application deadlines are subject to change.

3. Mechanical Details

Page Size: TBN

Film Requirements: 4 colors separated

Ad File: PDF 300dpi or higher OR AI file recommended

4. Payment

▪ Payment Due	30. Oct. 2018
▪ Method	Bank Transfer
▪ Bank	Shinhan Bank, World Trade Center, Seoul, Korea
▪ Beneficiary	Coex
▪ Account No.	342-05-000470
▪ SWIFT Code	SHBKKRSE

※ If your artwork is not received by the specified deadline, we cannot guarantee the insertion of your advertisement in the official show directory. There can be no refunds or cancellations.

※ Artwork submission deadline is November 31, 2018

_____ (MM/DD/YYYY)

_____ Signature

Food Week Korea 2018 Secretariat

T. 82-2-6000-8160

F. 82-2-6944-8302

E. jane@coex.co.kr



[Form 7] Hazardous Materials Application

Due date: 30. Oct. 2018

Exhibitors bringing in hazardous materials (such as explosive gases, flammable substances, high-voltage equipment, or radioactive materials) are required to fill out the following form and submit it to the Food Week Korea Secretariat. Under Coex regulations, unregistered material cannot be taken into the exhibition hall.

1. Applicant

Exhibiting Company			
Contact person		Department & Title	
Tel		Fax	
E-mail		Homepage	

2. Hazardous Materials Details

No.	Hazardous Materials	Quantity	Purpose
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Should you require extra space, please attach a separate piece of paper

_____ (MM/DD/YYYY)

_____ Signature



coex

Food Week Korea Secretariat
TEL: +82-2-6000-8160
FAX: +82-2-6944-8302
E-MAIL: jane@coex.co.kr

[Form 8] Application for Overtime Work

Due date: 30. Oct. 2018

1. Applicant

Exhibiting Company		Booth No.	
Contact person		Department & Title	
Tel		Mobile Phone	

2. Details

Period	November. . 2018 , : - December. . 2018 , : () hours
Venue	
Contents	
Charge	\$

- ※ Cost for overtime work permit: \$500/hour
- ※ Application deadline is 13:00 on the day prior to the day on which overtime work will be done.
- ※ Application cannot be retracted and charges are not refundable.
- ※ Please pay the fee by cash or credit card when submitting the application.
- ※ Please submit this form as soon as overtime hours are expected.

_____ (MM/DD/YYYY)

_____ Signature



coex

Food Week Korea Secretariat
TEL: +82-2-6000-8160
FAX: +82-2-6944-8302
E-MAIL: jane@coex.co.kr

[Form 9] Application for Exhibits Move-out
Due date: Onsite

1. Applicant

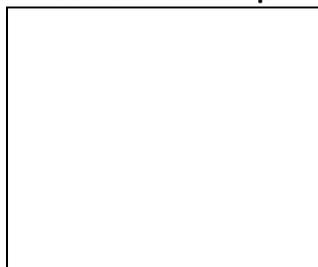
Exhibiting Company		Booth No.	
Contact person		Department & Title	
Tel		Mobile Phone	

2. Item to be removed from the exhibition hall

No.	Names of Article	Product Type	Unit	Quantity	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Should you require extra space, please attach a separate piece of paper

Secretariat Stamp



_____ (MM/DD/YYYY)

_____ Signature