Main Schedule and Submission of application

 **1. Main schedule**

|  |  |  |
| --- | --- | --- |
| **List** | **Schedule** | **Remarks** |
|  Booth marking  (Indicating the location of exhibitors' exhibition halls) | 2023. 3. 20 (08:00) |  |
|  Start of equipment  construction | Exhibitor with 100㎡or more booth space | 2023. 3. 20 (08:00) |  |
| Exhibitor with less than 100㎡ booth space | 2023. 3. 22 (08:00) |
|  Completion of equipment construction  (Independent booth construction completed) | 2023. 3. 29 (12:00) |  |
|  Completion of bringing in exhibits | 2023. 3. 29 (15:00) |  |
|  Issue of passes (On-site) | 2023. 3. 29 (12:00~18:00) |  |
|  Completion of installation of auxiliary facilities  (Electricity, Internet, Water & Drainage)  | 2023. 3. 29 (20:00) |  |
|  Demonstration of exhibits and equipment, and  rehearsal of events within the booth | 2023. 3. 29(15:00~21:00) | No entry of heavy equipment |
|  Removing of exhibits  (Limited to exhibition vehicles and expensive  exhibits) | 2023. 4. 9(19:00~21:00) |  |
|  Removing of exhibits  (Other exhibits and booth structures) | 2023. 4. 10 ~ 4. 12(08:00~21:00) |  |

 **2. Submission of application documents**

|  |  |  |
| --- | --- | --- |
| **List** | **Deadline** | **Remarks** |
|  Submission of Application for Press Briefing  | 2023. 2. 10\* Lucky Draw on 2. 13 | Form 1 |
|  Submission of Application for Brand-day Event | 2023. 2. 28 | Form 2 |
|  Submission of Application for Seminars | 2023. 2. 28 | Form 3 |
|  Submission of Application for Booth Contractors (Management / Construction / Electricity) \* Required for Independent booth | 2023. 2. 28 | Form 4 |
|  Submission of Application for Auxiliary Facilities (Electricity / Internet / Water & Drainage, etc.) \* Required for Independent booth \* Optional for Assembly booth | 2023. 2. 28 | Form 5 |
|  Submission of Booth Drawing (Duplex drawings included for Duplex installers)  \* Required for Independent booth | 2023. 2. 28 |  |
|  Submission of Application for Sign board  \* Required for Assembly booth | 2023. 2. 28 | To be separately informed  |
|  Upload of Directory data (for Web-site) | 2023. 2. 28 | On-line Submission |
|  Submission of application for publicity materials  (Press release/Live interview) | 2023. 2. 28 | To be separately informed  |
|  Submission of Application for Use of Naked  Flames and Dangerous Materials | 2023. 3. 10 | Form 6 |
|  Submission of Application for Delivery or Removal  of super-heavy items  | 2023. 3. 10 | Form 7 |
|  Submission of Entertainment Plan in Exhibition Booth | 2023. 3. 10 | Form 8 |
|  Submission of Application for Admission Tickets  (Discounted) | 2023. 3. 15 | Form 9 |
|  Submission of Application for Passes(Resident agent during the exhibition period) | 2023. 3. 22 | On-line Submission(To be separately informed)  |
|  Submission of Application for Delivery or  Removal of Exhibits (Vehicle/Mobility) \* Required for Automobile / Two-wheeled vehicle / UAM | Period of equipment, exhibition, and demolition | Form 10 |
|  Submission of Application for After-Hour Rental  and Usage fee payment | Period of equipment, exhibition, and demolition | Form 11 |

**Application Forms**

**1. Application for Press Briefing**

**2. Application for Brand-day Event**

**3. Application for Seminars**

**4. Application for Booth Contractors**

(Management / Construction / Electricity)

**5. Application for Auxiliary Facilities**

 (Electricity / Telephone / Internet / Water&Drainage etc.)

**6. Application for Use of Naked Flames**

**and Dangerous Materials**

**7. Application for Delivery or Removal of super-heavy items**

**8. Entertainment Plan in Exhibition Booth**

**9. Application for Admission Tickets** (Discounted)

**10. Application for Delivery or Removal of Exhibits**

(Vehicle/Mobility)

**11. Application for After-Hour Work Rental**

**and Usage fee payment**

|  |  |  |
| --- | --- | --- |
| **Form 1** | **Application for Press Briefing** | **Deadline** |
| **Feb. 10, 2023** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Application for Press Briefing**

|  |  |
| --- | --- |
| **Desired Date****and Time** |  |
| **Explainer** |  | **Position** |  |
|  **Mobile** |  |
| **Place** | **( )** | **Booth**  |
| **( )** | **Separate space within the exhibition hall, outside the exhibition hall, KINTEX conference room, etc.** |
| **Briefing Plan** |  |
| **Special Guests** |  |
| **Remarks** |  |

※ Ordered lottery: 2023. 2. 13 (Mon)

※ Press Day: Until 2023. 3. 30 (Thu) 08:30 ~ 14:00

**--------------------------------------------**

(MM/DD/YYYY)

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| --- | --- | --- | --- | --- |
| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 2** | **Application for Brand-day Event** | **Deadline** |
| **Feb. 28, 2023** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Application for Brand-day Event**

|  |  |
| --- | --- |
| **Desired Date / Time** |  |
| **Person in Charge** |  | **Position** |  |
|  **Mobile** |  |
| **Place** | **( )** | **Booth**  |
| **( )** | **Separate space within the exhibition hall,****outside the exhibition hall, KINTEX conference room, etc.** |
| **Event plan** |  |
| **Expected** **No. of attendees** |  | **people** |
| **Special Guests** |  |
| **Remarks** |  |

※ Week: 17:30~21:00, Weekend: 18:30~21:00

※ Depending on the reception situation, some schedules may be adjusted.

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(MM/DD/YYYY)

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| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 3** | **Application for Seminars** | **Deadline** |
| **Feb. 28, 2023** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Application for Seminars**

|  |  |
| --- | --- |
| **Desired Date / Time** |  |
| **Speaker** |  | **Position** |  |
| **Mobile** |  |
| **Place** | **(** **)** | **KINTEX conference room** |
| **(** **)** | **Others (inside the exhibition hall, etc.)** |
| **Seminar Topic and Summary** |  |
| **Expected****number of attendees** |  | **people** |
| **Special Guests** |  |
| **Remarks** |  |

 ※ Rental cost depends on the area used and schedule, and will be notified

 separately by the Organizing Committee depending on the application status

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(MM/DD/YYYY)

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| --- | --- | --- | --- | --- |
| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 4**\*Required forIndependent booth | **Application for Booth Contractors**(Management / Construction / Electricity) | **Deadline** |
| **Feb. 28, 2023** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |

**■ Booth Management Contractor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Represent-****ative** |  |
| **Address** |  |
| **Person in Charge** | **Name** |  | **Position** |  |
| **Mobile** |  | **E-mail** |  |

**■ Booth Construction Contractor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Represent-****ative** |  |
| **Address** |  |
| **Person in Charge** | **Name** |  | **Position** |  |
| **Mobile** |  | **E-mail** |  |
| **License No.** |  | **Designated by KINTEX** | **( )** | **Yes** |
| **( )** | **No** |

**■ Electricity Contractor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Represent-****ative** |  |
| **Address** |  |
| **Person in Charge** | **Name** |  | **Position** |  |
| **Mobile** |  | **E-mail** |  |
| **License No.** |  | **Designated by KINTEX** | **( )** | **Yes** |
| **( )** | **No** |

**※** Submission of Booth Drawing required (Duplex drawings included for Duplex installers)

**-----------------------------**(MM/DD/YYYY)

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| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 5**\*Required forIndependent booth | **Application for Auxiliary Facilities** (Electricity / Telephone / Internet / Water&Drainage etc.) | **Deadline** |
| **Feb. 28, 2023** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Application for Auxiliary Facilities** *(VAT excluded)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Unit Price** | **Unit** | **Amounts** |
|  **Electricity** | **Basic Electricity****(08:00~21:00)** | **Single Phase 220V** |  **￦110,000/kW** |  | **kW** | **￦** |  0 |  |
| **Three Phase 220V** |  | **kW** | **￦** | 0 |  |
| **Three Phase 380V** |  | **kW** | **￦** | 0 |  |
| **24 hours Electricity** | **Single Phase 220V** | **￦130,000/kW** |  | **kW** | **￦** | 0 |  |
| **Three Phase 220V** |  | **kW** | **￦** | 0 |  |
| **Three Phase 380V** |  | **kW** | **￦** | 0 |  |
| **Work electricity** | **Three Phase 380V** | **￦110,000/kW** |  | **kW** | **￦** | 0 |  |
|  **Phone** |  **Domestic Call** |  **￦100,000/unit** |  | **Unit(s)** | **￦** | 0 |  |
| **International Call** | **￦160,000/unit** |  | **Unit(s)** | **￦** | 0 |  |
| **Internet \*wired** | **￦220,000/unit** |  | **Unit(s)** | **￦** | 0 |  |
| **Water Supply and Drainage** |  **￦250,000/spot** |  | **Spot(s)** | **￦** | 0 |  |
|  **Compressed Air Supply** |  **￦250,000/spot** |  | **Spot(s)** | **￦** | 0 |  |
| **Customer Management System (RF) \*handy type** |  **￦300,000/unit** |  | **Unit(s)** | **￦** | 0 |  |
| **T o t a l** | **￦** | 0 |  |

**※** Send Payment To: Shinhan Bank 140-005-228472 (Account holder: KAMA)

**※** Please submit a copy of the payment receipt with your application

**-----------------------------**(MM/DD/YYYY)

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| --- | --- | --- | --- | --- |
| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 6** | **Application for Use of Naked Flames****and Dangerous Materials** | **Deadline** |
| **Mar. 10, 2023** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Application for Use**

|  |  |
| --- | --- |
| **Dangerous Items** |  |
| **Capacity** |  |
| **Purpose of Usage** |  |
| **Measures for Fire Safety and Security** |  |
| **Remarks** |  |

※ Please attach Specification and Catalog of the items

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(MM/DD/YYYY)

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| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 7** | **Application for Delivery****or Removal of super-heavy items** | **Deadline** |
| **Mar. 10, 2023** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Name of Goods** | **Weight (ton)** | **Units** | **Standard** | **Remarks** |
| **Delivery** | **Removal** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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※ Applicable to ultra-heavy items over 5 ton/㎡

※ Submission of super-heavy load layout, load distribution plan, etc required

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(MM/DD/YYYY)

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| --- | --- | --- | --- | --- |
| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 8** | **Entertainment Plan in Exhibition Booth** | **Deadline** |
| **Mar. 10, 2023** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Specific Entertainment Plan**

|  |  |
| --- | --- |
| **Name of Entertainment** |  |
| **Entertainment Schedule** |  |
| **Hours Needed** |  |
| **Entertainment Contents** |  |
| **Use of speaker** | **( )** | **Yes** | **( )** | **No** |
| **Use of****wireless microphone** | **( )** | **Yes** | **( )** | **No** |
| **Special Entertainer** |  |
| **Remarks** |  |

※ Some adjustments may be made depending on site conditions

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(MM/DD/YYYY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 9** | **Application for Admission ticket**(50% discount) | **Deadline** |
| **Mar. 15, 2023** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Application for Admission Tickets**

*(VAT included)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Unit Price**  | **Units** | **Total amount** |
| **Admission ticket****(For 50% discount)** | **￦7,500 won / ticket** |  | **ticket** | **￦** | 0 |  |

※ Apart from the number of invitations provided by default,

 it is applicable to the additional application quantity

※ Deposit account and payment method will be notified separately

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(MM/DD/YYYY)

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| --- | --- | --- | --- | --- |
| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 10**\*Required forAutomobile | **Application for Delivery****or Removal of Exhibits**(Vehicle/Mobility) | **Deadline** |
| **Any time during installation, exhibition, and demolition** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name of Goods** | **Units** | **Standard** | **Remarks** |
| **Delivery** | **Removal** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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(MM/DD/YYYY)

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| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |
| **Form 11** | **Application for After-Hour Work Rental and Usage fee payment** | **Deadline** |
| **Any time during installation, exhibition, and demolition** |

**■ Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **Booth No.** |  |
| **Address** |  | **Represent-****ative** |  |
| **Person in Charge** | **Name** |  |
| **Dept.** |  | **Position** |  |
| **Mobile** |  | **Tel.** |  |
| **E-mail** |  | **Website** |  |

**■ Application for Work**

|  |  |
| --- | --- |
| **Date & Time** | **2023. . . ( : ) ~ 2023. . . ( : )** |
|  | **Hours** |
| **Reasons** |  |
| **Booth size** |  | **㎡** |

**■ After-hours Charge** *(VAT excluded)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibitor Category** | **Unit Price** | **After-hour Duration**  | **Total Amount** |
| **Booth space of 500㎡ and over** | **￦900/㎡ (1 hour)** |  | **Hours** | **￦** |  |  |
| **Booth space of less than 500㎡** | **￦400,000 (1 hour)** |  | **Hours** | **￦** |  |  |

**※** If the time exceeds more than 30 minutes, it shall be calculated as one hour.

 If the time exceeds less than 30 minutes, the user shall be charged with the 30minute fee.

**※** Send Payment To: Shinhan Bank 140-005-228472 (Account holder: KAMA)

**※** Please submit a copy of the payment receipt with your application.

**--------------------------**(MM/DD/YYYY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exhibitor** |  | **Representative** | **Signature** | **EMB00005254093a** |