

MANUAL FOR ENVEX2019

Exhibitors

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I. General Information

- 1. About ENVEX2019**
- 2. Exhibits Profile**
- 3. Application Process**

1. About ENVEX2019

- **Title : ENVEX2019**

- (The 41st International Exhibition on Environmental Technology and Green Energy)

- **Venue : Hall A, COEX (Convention & Exhibition Center)**

- **Exhibition Area : 10,368m²**

- **Scale**

- . Exhibitors : 250 companies from 20 countries
 - . Visitors: 40,000 from 190 countries

- **Exhibition Period**

- . Date: May 15(Wed)~May 17(Fri), 2019 (3 days)
 - . Time: 10:00~18:00 *(only 10:00~16:00 on May 17)
 - . Move In & Set up: 09:00~22:00, May 13(Mon)~14(Tue), 2019
 - . Opening Ceremony: 11:00, May 15(Wed), 2019
 - . Dismantle & Move Out: 16:00~22:00, May 17(Fri), 2019

- **Hosted by**

- . Korea Environmental Preservation Association (KEPA)
 - . Korea Environmental Industry & Technology Institute (KEITI)
 - . Korea Environment Corporation (KECO)
 - . SUDOKWON Landfill Site Management Corporation (SLC)
 - . Korea Environmental Industry Association (KEIA)

- **Organized by**

- Korea Environmental Preservation Association (KEPA)

- **Sponsored by**

- . Ministry of Environment
 - . Ministry of Trade, Industry and Energy
 - . Ministry of Land, Infrastructure, and Transport

- . Seoul Metropolitan Government
- . Korea Chamber of Commerce & Industry
- . Korea Trade-Investment Promotion Agency (KOTRA)
- . Korea Federation of Small and Medium Business
- . Commercialization Promotion Agency for R&D Outcomes
- . Korea Packaging Recycling Cooperative
- . Korea Resource Circulation Service
- . Gyeonggi Incheon Machinery Industry Cooperative
- . Korea Automobile Environmental Association
- . Korea Environmental Engineers Association
- . Korea Foods Processing Equipment Association
- . Korea Food waste Processing Equipment Cooperative

2. Exhibits Profile

▲ Environmental Technology

Water	Sewage & Waste water treatment, Membranes, River Purification, Refined water treatment, Livestock wastewater treatment, Microorganism, Water quality equipment, design & construction
Air	Harmful gas treatment, Flue-gas desulfurization(FGD), Denitrification treatment, TMS, Air monitoring equipment, Indoor air quality improving products
Waste	Foodwaste treatment, Waste disposal, Waste gas treatment and recycling system, Other related equipment
Measurement & Analysis Devices	Measurement & Analysis of emission gas, Measurement & Analysis of toxic substances, Measurement & Analysis of Noise/Vibration, Discharging measuring system, Monitoring facilities
Eco-friendly products	Green constructions, Green electronics,

	Products related to indoor air quality, Ecolabels, Appliances
Ecological Restoration in Watersides	Rivers/Lakes purification, Ecological restoration, Soil restoration
Seawater Desalination	Seawater desalination plant & system
Chemicals	Environmental chemistry, Fine chemistry, Biochemistry, Nanochemistry, Chemical additives
Government Policies & Projects	Government-affiliated organization PR, Climate change measures PR, Local government performance PR, Water environment PR, New growth engine technology development

▲ Energy Technology

Green Car Industry	Hybrid vehicles, Electric & Hydrogen cars, LPG, LPI, Battery & Other related equipment
Photovoltaic & Solar Energy	Solar energy module, Solar energy street lamps, Solar energy generation system and Solar heat system and other related products & technologies
Wind Power	Wind power generation system & equipment
Hydrogen & Fuel Cell	Hydrogen infrastructure for production, storage, transportation and charging, Fuel cell for power generation, Fuel cell for transportation, Portable fuel cell
Small hydro energy	Small hydro generation technology & system
Geothermal energy	Geothermal heating and cooling systems
Marine	Tidal power generation, Marine current power generation, Wave power generation, Ocean thermal energy conversion power generation
Gasification and Bio	Coal liquefaction, Biomass, Biodiesel, Bio gas

3. Application Process

- **How to apply for ENVEX2019**

- > ① Application (from November 9, first come first served basis)
- > ② Issue of Invoice: (from KEPA to Exhibitors)
- > ③ Payment: It must be 100% made within 2 weeks after the issue of invoice
- > ④ Assignment of Booths: KEPA will notify the location to each Exhibitor
- > ⑤ Participation in ENVEX

- **Payment**

- . **Deadline**

- 100% of the total participation fee should be paid within 2 weeks after issue of invoice.

- . **Method of payment**

- All payments should be payable to the following accounts
 - Bank name: Woori bank
 - Bank Address: WooriBank HWAYANGDONG BR. Seoul Seongdong-gu Seongsu2-ga 281-13
 - Swift Code: HVBKKRSEXXX
 - Account No.: 097-032594-01-601
 - Beneficiary: Korea Environmental Preservation Association

- **Booth Type & Rate**

Booth Type	Rate
Standard Shell Booth	USD 3,300
Raw Space Booth	USD 3,000

- ※ Exhibitors who apply for booths before December 27, 2018, can get 5% discount for booth rate.
- ※ In principle, booths will be allocated to Exhibitors in order of application. KEPA has the authority to make adjustments if necessary for efficient management. Exhibitors shall not raise any objection to the allocation of booth location. KEPA may change the locations of booths if necessary even after allocation is initially made, and Exhibitors shall not raise any objection, such as claim for compensation, etc.

○ **Contact Details of the Organizer**

KOREA ENVIRONMENTAL PRESERVATION ASSOCIATION(KEPA)

-ADDRESS: 8F, YD B/D, 320-2, Gwangnaru-ro, Seongdong-gu, Seoul, Korea

-PERSON IN CHARGE : Jane Park

-TEL : +82-2-3407-1542

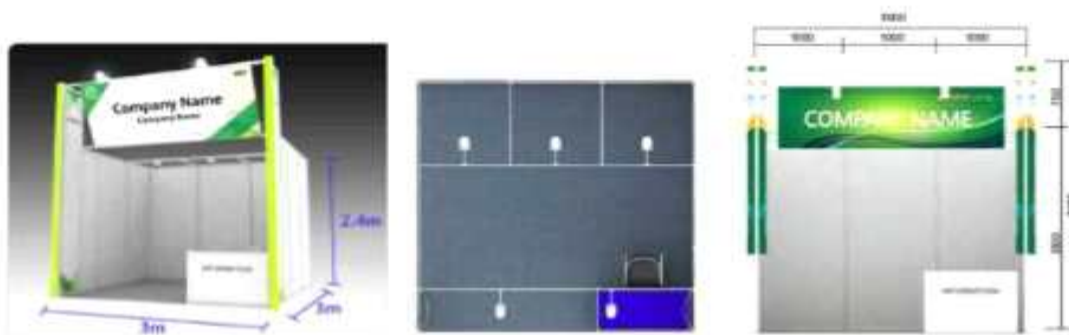
-FAX : +82-2-3407-8352

-E-MAIL : envex1542@epa.or.kr / envex@epa.or.kr

-Website : <http://www.envex.or.kr>

※ Any correspondence concerning the administration of the Exhibition should be addressed to Organizer, KEPA. Organizer's office will be established on the first floor in the Hall A, COEX for the duration of exhibition period (May 13(Mon) ~ 17(Fri)) in 2019. Any questions or any problem should be referred immediately to Organizer's office.

- **Standard Shell Booths**



This package includes following items

- 1) Fascia with Exhibitors ' name in Korean or English (Font : Gothic)
: Exhibitors can use another fonts by paying extra
- 2) Shell scheme booth (The back and side walls, 3m × 3m)
- 3) Carpeted booth floor
- 4) 40W-FI Lights (1 each per booth), 100W spot light (3 each per booth)
- 5) Electric outlet (1 each per company)
- 6) Information desk (1 each per company, regardless of the number of booths)
: 810mm(W) × 500mm(L) × 750mm(H)
- 7) Folding Chair (1 each per company, regardless of the number of booths)

Electricity is provided only for lighting. Exhibitors need to apply for electricity for power to use electronics such as PC, laptops, projectors, PDP or any other exhibits which needs extra electricity. Exhibitors shall contact service company separately to borrow furniture such as a shelf and other items. Exhibitors shall

be responsible for any damages caused by using nails, paints, aerosol spray and pay for booth restoration.

- Raw Space Booths (Space only booths)



Raw Space Booths are provided with only sites for booths. Exhibitors who apply for “Space Only” sites may use a contractor registered by COEX to construct booths.

Electricity is not provided for both lightings and power so application for electricity needs to be completed by Exhibitors who apply for “Space Only” sites.

III. Application Details

- 1. General Services**
- 2. Catalogue Contents**
- 3. Exhibits Report**
- 4. Exhibitor Badge Order**
- 5. Move in & out Hazardous Materials**
- 6. Advertisement in Catalogue**
- 7. Raw Space Booth Construction**

※ List of documents to submit

Document	Type	Deadline
Form #1. Application	Required	-
Form #2. General Service Order	Required	April 12, 2019
Form #3. Catalogue Contents	Required	April 12, 2019
Form #4. Exhibits Report	Required	April 12, 2019
Form #5. Exhibitor Badge Order	Required	May 1, 2019
Form #6. Move in & out Hazardous materials	Optional	April 12, 2019
Form #7. Advertisement in Catalogue	Optional	May 1, 2019
Form #8. Raw Space Booth Construction (Raw Space Booth only)	Optional	April 12, 2019

1. General Services (Form #2)

Service		Unit Price	
Electricity	Single Phase 220V	US\$ 60/ KW	US\$ 70/ KW (24hrs)
	Three Phase 220V		
	Three Phase 380V		
Telephone	Domestic call (Seoul and local areas)	US\$ 60/ EA	
	International call (Not including international telephone charge)	US\$ 60/ EA	
Water & Drainage	. Water size : 15mm(ø) . Drainage size : 25mm(ø) . Pressure : 2.0kg/cm ²	US\$ 150/ EA	
Compressed air	. Size : 9mm(ø) . Pressure : 6.5kg/cm ²	US\$ 150/ EA	
Internet Line (LAN)	. Unit : Lines . Speed :1.5M(T1)-2M(E1)	US\$ 150/ EA	

○ Electricity

- . Installation of Electricity in Standard Shell Booths is free of charge, 0.5 kw per booth, for 220V or 380V single-phase or three-phase supply, during the Show period. If Exhibitors require additional electricity, they shall apply for additional electric supply and pay in advance US\$60/KW or US\$70(for 24 hours)/KW to KEPA.
- . Exhibitors who apply for Raw Space Booths shall work with contractor companies registered by COEX.
(<http://www.coex.co.kr/facility-lease/exhibition/cooperative-firm-1>)
- . Electric Power shall be supplied from 09:00 until 18:30 during the show period (May 15 – May 17). If Exhibitors who need 24-hour uninterrupted power source for normal functioning of equipment must notify KEPA by April 12 in 2019.
- . Exhibitors requiring 110V might need install a transformer at their own expense. Exhibitors who apply for Raw Space Booths shall apply for all electricity use in advance.
- . To secure safety, electricity shall be constructed by official service partners

of ENVEX.

- . Exhibitors who during the exhibition period or preparation period, shall apply for extra use.

○ **Telephones**

- . Public telephones and international calls are located at various points in the Exhibition Center. Direct line telephones for installation on stands are also available.

* Telephone

- Domestic call (only Seoul) - US \$ 60 / 3 days
- Out of town call - US \$ 60 / 3 days
- International call - US\$60 plus the cost of international telephone call

○ **Water and Drainage**

- . Connections to the Exhibition Hall water and drainage system can be made available
 - Water size: $\varnothing 15\text{mm}$
 - Drainage size: $\varnothing 25\text{mm}$
 - Pressure: 2kg/cm^2

○ **Compressed Air**

- . For small requirements, Exhibitors are recommended to provide a portable electric compressor. For heavier requirements, it is possible to arrange a supply through the Exhibition Hall service ducts
 - Rent for compressed air is US \$ 150 per unit system and should be paid to KEPA
 - Compressed air will be available as follows:
 - size: $\varnothing 9\text{mm}$
 - pressure: 6.5 kg/cm^2

○ **Internet Line (LAN)**

- . Exhibitors who apply for Internet Line (LAN) shall be provided with LAN. In this case, Exhibitors can put their PC wherever they want. Wireless LAN are not available.

2. Catalogue Contents (Form #3)

- . Each Exhibitor will be entitled to an entry in ENVEX catalogue, free of charge, comprising:
 - Exhibitor's name
 - Exhibitor's head office address, telephone no., fax no., and website.
 - Products Description / Exhibit Details
 - Deadline: April 12, 2019 (Form #3)
 - Size : 188mm (W) X 257mm (L)
 - Volume of Distribution : 18,000 copies
- . Catalogue will be published by KEPA. It will be printed in both Korean and English. It will contain information in detail regarding lists of Exhibitors with their products and advertisements and will be distributed to all trade visitors to the event and to Government offices, buying and trade associations and Federations, related companies .

3. Exhibits Report (Form #4)

The exhibition venue, COEX, limits height and weight of exhibits for safety issues. Any exhibits weigh over 1.5 tons per 1m² and any vehicles for freight over 5 tons in weight shall not be permitted to get into the exhibition halls. Exhibitors shall report every exhibits which weigh over 1.5 tons in detailed regardless of area (Form #3).

- Limitations of Exhibits in the exhibition hall
 - . over 1.5 tons : Exhibitors all submit Form #3 to KEPA
 - . over 3 tons : Exhibitors shall submit specification and pictures of exhibits to KEPA
 - . over 5 tons : Measurement of structure shall be made.
 - Required documents : ①Floor plan (size included) ② Area that is under the exhibit ③ Weight of the exhibit ④ Location of the exhibit in the booth ⑤ Location of the exhibit ⑥Specification and weight of other related items
- ※ Measurement of structure may take approximately 2 weeks and it costs 2,000 dollars.

- Limitations of Freight Vehicles
 - . Any vehicles for freight over 5 tons in weight shall not be permitted to get into the exhibition halls.
 - Size of Hall A entrance for freight : 6m (W) × 5m (H)
 - Size of Hall A entrance : 5.9 (W) × 4.3m (H)

4. Exhibitors Badge Order (Form #5)

Exhibitors shall wear their own badges during the move in & out and exhibition period. Exhibitors Badge Order(Form #4) must be submitted to KEPA no later than May 1, 2019. The number of badges is unlimited so should Exhibitors apply for badges as many as they need. The badges are issued and distributed at Registration desk of Hall A entrance. Exhibitors shall write down their name or autograph to check their name and receive the badges. Badges are not transfereble to other exhibitors.

- Period of distribution
 - May 13 (Mon), 14:00 ~ / Registration desk of Hall A entrance A1. 2 Gate
 - May 15(Wed) ~ 17 (Fri) / Registration desk for Foreign/Press

5. Move in & out of Hazardous Materials (Form #6)

In principle, hazardous materials such as explosives, spark-producing apparatus, liquefied petroleum gas, or flammable gas shall not be permitted in the exhibition halls. If the above-stated materials are necessary for Exhibitors' demonstration at a minimum level, Exhibitors should obtain prior permission from KEPA and COEX.

6. Advertisement in Catalogue (Form #7)

In order to make the catalog as comprehensive as possible, Exhibitors are encouraged to take advertisement pages to stress and amplify their products. It

should be remembered that the catalog will be distributed to a specialist readership, many of whom will retain it long after the event as a book of reference. Consequently the prominence given to an Exhibitor through his advertisement may well result in subsequent business. Possible advertisements will be placed wherever close to the Exhibitor's free descriptive entry. Certain prime positions are also available. Exhibitors shall submit applications using Form #7 by May 1, 2019.

Page	Advertisement Rates
Back Cover	US\$ 2,000
Inside Front Cover or opposite side	US\$ 1,500
Inside Back Cover or opposite side	US\$ 1,000
Beside the table of contents	US\$ 700
Single Inside Page	US\$ 500

7. Raw Space Booth Construction (Form #8)

The contractor companies should be registered only by COEX subject to the following rules :

- 1) Exhibitors who apply for "Space Only" shall submit booth specification including height and materials of booths before the opening of the show to COEX hall managers' office.
- 2) Should Exhibitors request that KEPA revise locations of lead-in wires specified in the drawings originally submitted, the Exhibitors shall pay any and all additionally incurred, consequential expense. After drawings have been approved by KEPA, should Exhibitors revise their drawings and carry out construction work without prior approval, KEPA has the authority to remove the Exhibitors display, or otherwise take appropriate action for which the Exhibitors concerned shall pay all consequential expenses.
- 3) Detailed description of their appointed contractors and booth drawings need to be submitted to KEPA (Form #8) no later than April 12, 2019. Design drawings shall include details (including locations) concerning electrical systems, telephone installations, water supply & drainage,

compressed air supply, and other related facilities.

- 4) No part of any structure may extend beyond the boundaries of the site allocated.
- 5) No suspensions are to be from the ceiling of Exhibition Halls, nor may any fixing be to the floor, walls or any other part of the building.
- 6) A suitable floor covering such as a carpet must be provided for all stands.
- 7) The back and side walls will not be provided to the booth "SPACE ONLY".
- 8) A minimum back wall must be provided except island or peninsula stands.

III. Booth Construction

- 1. Move in & out**
- 2. Car parking**
- 3. Shipping Instructions**

1. Move in & out

○ Period

- . All exhibits must be moved in and out in accordance with the following schedule

Set up	May 13 ~ 14 (08:00 ~ 20:00)	
Move in	Standard Shell Booths	May 14
	Raw Space Booths	May 13 ~ 14
Move out	May 17 (16:00 ~ 22:00)	

- ※ Should Exhibitors require extra time, the Exhibitors shall obtain prior approval from KEPA, and shall pay any consequential expenses incurred.

○ Procedure for Move in / Move out

- . All stands must be completed, including the positioning of exhibits, construction, painting, display and electrical work by no later than 20:00 on May 14, 2019. If an extra time is needed, Exhibitors shall pay overtime fees in compliance with COEX regulations after obtaining prior permission from the secretariat.
- . Exhibitors shall submit applications (Form #4) for the purpose of exhibit move-in and move-out by April 12 in 2019. Exhibits shall be removed from exhibition halls only with advance approval of KEPA. In principle, no exhibits shall be removed from the exhibition halls during the show period, except when such action is required for the repair of exhibits or for other unavoidable reasons. In such cases, Exhibitors may remove exhibits after receiving advance approval from KEPA. All packing materials and packing containers shall be removed immediately by Exhibitors
- . Before move out, Exhibitors should submit an application form for Move out and present the form to KEPA on site. Exhibitors who move out another time shall submit separate form with CEO's autograph to KEPA.
- . Exhibitors shall set up their booth while they are moving in. All materials used in booth set up must be non-flammable in accordance with COEX regulations. If Exhibitors have to bring tools or materials that pose a fire danger into the exhibition halls for unavoidable reasons, Exhibitors shall

notify KEPA of specifications in advance and must get the prior approval of KEPA and COEX(Form #6).

- . Use of paint and electric tools such as electric saws, grinders and compressors is not permitted in the exhibition halls. Carpets, banners and curtains must be pre-fabricated while plywood, and lumbers are post-fabricated.
- . Exhibitors whose employees plan for self-construction of booths not using any contractor companies registered by COEX shall submit separate application form to KEPA including a list of employees.
- . For inquiries regarding exhibition on site, exhibitors should find Help Desk in the exhibition hall.

○ **Limitation of Height and Weight**

- . Considering the booth size and location, KEPA shall restrict the height of booths and exhibits for the purpose of effective booth lay-out and Exhibitors shall abide by the restriction.

Hall A Entrance	Height	4.3m
	Width	5.9m

○ **Move out & Booth Cleaning**

- . It is responsibility of Exhibitor to maintain their booths in a neat and tidy condition while the exhibition is open to visitors. KEPA will arrange for all parts of the Exhibition, including stands and gangways, to be thoroughly cleaned prior to the opening of the Exhibition and subsequently each day, out of Exhibition hours. This cleaning, for which no charge will be made, will comprise the sweeping of floors, dusting of furniture and the removal of normal domestic rubbish. It will not include the cleaning of exhibits, which remains the Exhibitors' responsibility, or the removal of excessive waste materials generated by an Exhibitors' demonstration. Any need for the clearance of such industrial waste must be indicated to the KEPA in advance of the event in order that arrangements may be made for its removal. A small charge may be made for this service.

2. Car parking

○ For booth construction and freight

- . During Move in & out, KEP A provides for those who use vehicles for booth construction and freight with free car parking service for 3 hours. Exhibitors shall present parking ticket when passing through the entrance of car park.
- . No limit for the number of vehicles.
- . Any vehicles not for booth construction and freight are not allowed to get into the exhibition hall.

○ For general public

Type	Fare
Passenger car	2 dollars for 30 minutes / 1 dollar for 15 minutes 24 dollars for 1 day
Coach bus	- (Not allowed to use)
Disabled	50% discount

3. Shipping Instructions

NY Logis Inc, as a contractor with COEX (Convention & Exhibition Center), has been officially authorized to control and coordinate all aspects of exhibits from abroad including transportation, shipment, customs-clearance and on-site handling, and to collect and process the relevant documents. All Exhibitors must work with either contractors with COEX or ENVEX.

V. Rules & Regulations

○ **Booth Installation**

- . Booth must be only assembled, not created in the exhibition hall.
- . Any electric power tools shall not be allowed in the exhibition hall.
- . Carpets must be spread out by using special glues which is easily removable.
- . Cleaning with water shall not allowed in the exhibition hall as electricity under the floor.
- . Exhibitors who need to redesign their booths or change the structure of booths shall obtain KEPA's approval.
- . Wiring of booths and exhibits shall be certified by Korea industrial Standard mark(KS mark).

○ **Booth Management**

- . The booth must be staffed, and all exhibits should be on display during the exhibition hours. In particular, in order that no discourtesy be shown to last minute visitors ; no dismantling of exhibits or displays may take place before the exhibition closing.
- . Any booths in the exhibition hall shall not be allowed to be subleased without approval of KEPA.
- . Exhibitors shall pay for the whole site of booths in spite of not using them all.

○ **General Security**

- . KEPA will take every reasonable precaution to ensure the safety of exhibits and Exhibitors' property, including the operation of closed circuit television, static guards and mobile patrols. However, the ultimate responsibility for the safe-keeping of all items rests with the Exhibitor and he should therefore take out adequate insurance cover against theft or damage and provide lock-up storage on his stand for small and valuable items. The most critical time for security is during the hours immediately following the final closing of the Exhibition. At that time stands should not be left unattended until all valuable or portable items have been secured or removed.
- . Exhibitors' staff shall prepare their display starting from 09:00 in each day

of the show, which will be open for visitors from 10:00. Exhibitors and their staff will not be permitted in the exhibition hall after the Show hours. To the best of its ability, KEP A will provide 24-hour security service for exhibits during the Show period and during the preparation/removal period by means of security guard patrols. However, since KEP A cannot assume responsibility for fire, theft, loss of property or other damage beyond its control, Exhibitors should take proper care of their property by taking out insurance.

- . Exhibitors shall obtain permission from COEX regarding followings
 - Use of electric heaters, stoves, microwave, hair dryers, cooking pans and other combustible substances and devices.
 - Oils and gas :

Grade	items
1 st Grade	Gasoline, Laquer, Thinner, Alcohol
2 nd Grade	Kerosene, Light oil
3 rd Grade	Heavy oil. Machinery, Diesel,
4 th Grade	Lubricating oil. Animal oil, High pressure gas

○ **Usage of the Space outside Exhibitors' Booth**

- . No events are permitted in the passageways in the vicinity of Exhibitors' booth nor shall any materials including exhibits be left outside Exhibitors' booth. Also, Exhibitors shall be prohibited from attaching materials to the walls and ceiling of the exhibition halls. Exhibitors shall care about their corridor area that it does not give any disturbance to surrounding exhibitors.

○ **Sound Restrictions**

- . Noise level shall not exceed 85dB (A) when measured at the stand borders adjacent to corridors. In case other Exhibitors or visitors complain of the excessive noise coming from a neighboring exhibitor, KEP A will control the sound level to keep the show site comfortable for Exhibitors and visitors regardless of the aforementioned limitation.

○ **Lighting Restrictions**

- . Use of flashlight and any other kind of lights including spinning lights in the exhibition is prohibited.

○ **Selling of Exhibits**

- . Selling of exhibits in the exhibition halls shall not be permitted under any circumstance during the show period.

○ **Patents and Copyrights**

- . KEPA can accept no responsibility for the security of designs of inventions displayed at the Exhibition. Exhibitors are, therefore, advised to take protective measures by registering designs and/or patenting inventions before the time of the event.

○ **Two-story Structures**

- . Exhibitors are not allowed to construct two-story structures.

○ **Restoration**

- . Exhibitors are responsible for removing their installation materials and restoring the exhibition area to its original condition during the removal period. Especially, trash caused by construction or removal of Exhibitors booth should be removed by the Exhibitors. If Exhibitors do not abide by to this rule, charges for trash removal will be imposed.

○ **Fire precaution and preservation**

- . Exhibitor must ensure that all his staffs are aware of the location of the nearest fire alarm and fire extinguisher and that they are conversant with their use. Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and subsequently use every endeavor to quench or contain the outbreak by use of fire extinguishers and removal of goods in the vicinity, while at all times doing nothing to cause panic or alarm. Exhibits can be forcefully removed if necessary.

○ **Rigging**

- . Exhibitors who need to install Ceiling Truss (Rigging) should obtain permission from COEX as it is different from place to place where Ceiling Truss (Rigging) can be install. Exhibitors should submit required documents including floor plan with side view, sectional view, and three dimensional view to KEPA within 1 month before the opening of the exhibition.

○ **Prohibition of Smoking**

- . Smoking is not allowed in the exhibition hall.

○ **Cancellation & Penalty Fees**

- . If Exhibitors violate any of the conditions above, KEPA may take such measures as termination of participation contracts, cancellation of booth allocation, rejection of exhibit products and/or removal of exhibit products, and will not refund participation fees. If the Secretariat change the opening date, venue, reduce or cancel ENVEX2019 due to force majeure, including national crisis or natural disaster, the participation fees shall not be refunded and no additional compensation shall be made.

VI. Information on Logistics

○ General Information

Item	Details	
Currency	1 USD = 1,100-1,200 KRW	
Climate	15°C - 25°C	
Electronic	220V, 60Hz	
Tip	Tipping is unnecessary in Korea.	
Internet	Service available with individual payment	
Bank	Open hours: 09:00 - 16:00	
Health	No Endemic	
Emergency	Foreign Language Translation Service 1588-5644	Fire Department 119
	Emergency Medical Support 119	Police National 112

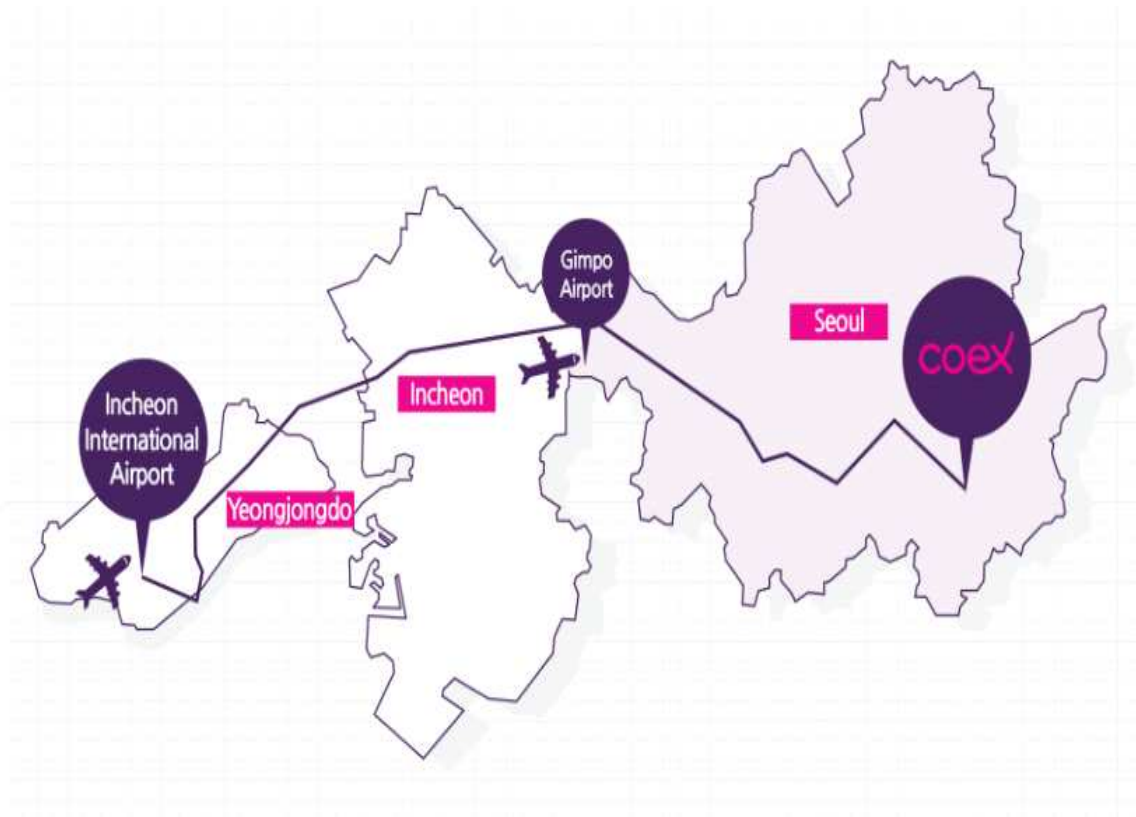
○ Host City, Seoul

- . Seoul is both the capital and heart of the Republic of Korea, hosting 11 million of the nation's population of 42.5 million. Seoul, one of the 10 largest cities in the world, is the financial, commercial, recreational, educational, and cultural center of Korea. Seoul was the site of the 1988 Olympics and is also the designated country to hold the Asia Europe Meeting in the year 2000 and the Korea-Japan World Cup in 2002. There are so many things to see and do in Korea that you are sure to find the attraction that perfectly fulfills your needs. Korea's rugged mountainous terrain and hundreds of miles of coastline provide unlimited scenic beauty and opportunities for outdoor activities all throughout the year. Every city and village in Korea also has its share of traditional festivals, which preserve the old ways of life, but has been updated to cater to the comforts of foreign. Leisure facilities and shopping opportunities are also available all around Korea. Whatever you are interested in doing; Korea will give you great satisfaction.

○ The Venue. COEX

- . At the forefront of globalization, COEX Center will provide a high-tech venue for international exhibition, meetings and culture in the 21st century. COEX's 198,000-square-meter trade show and convention facility is the nucleus of a 50-acre commercial and hotel complex. With four stories above ground and four basement levels, COEX offers the space, services, communications facilities and advanced systems and equipment to accommodate everything from large-scale international to the latest high-technology exhibitions. COEX Exhibition Center has three soccer field-sized exhibit halls, named, the Pacific Hall, the Atlantic Hall and the New Exhibition Hall located in the Convention Center. These halls are bonded and equipped with first-class facilities. With the halls having size-adjustable partitions, any kind of exhibition can be held regardless of its size and nature.

- . Access to the show venue [From Incheon International Airport to COEX]



- ♦ By Bus or Taxi

① Seoulbus Limousine (No. 6006)

Time to destination	Approximately 75 minutes
Single fare	14,000 won (adults)/ 11,000 won (children, 6~12years)
Bus stop	Incheon International Airport(1F) 4B, 11A
Where to buy tickets	Seoulbus Limousine Bus Stops
Telephone	+82-2-577-1343~5

② CALT Limousine Bus (No. 6103)

Time to destination	Approximately 65 minutes (non-stop)
Single fare	15,000 won (adults) 2,000 KRW discount if purchasing round-trip ticket
Bus stop	Incheon International Airport (1F) platform east 4A , west 10B
Where to buy tickets	CALT Limousine Bus stops
Telephone	+82-2-551-0790,2

③ KAL Limousine Bus (No. 6703)

Time to destination	Approximately 80 minutes
Single fare	16,000 won (adults)/ 10,000 won (children, 6~12years)
Bus stop	Incheon International Airport (1F) No. 4B, 11A
Where to buy tickets	Incheon International Airport KAL Limousine Counter(NO.22), KAL Limousine Bus stops
Telephone	+82-2-2667-0386

④ Taxi

Time to destination	Approximately 60 minutes
Single fare	60,000 won (standard), 90,000 won (deluxe)

- ♦ By Subway

Single fare	1,350 won (adults)	
Subway stop	Line No. 9	Incheon International Airport Station(Incheon Airport Railroad) > Gimpo Airport Station, transfer to subway (line No. 9) > Bongeunsa Station Take exit #7 and use the direct passage connected to Asem Plaza to enter Coex Mall.
	Time to destination	Approximately 111 minutes
	Line No. 2	Incheon International Airport Station(Incheon Airport Railroad) > Hongik Univ. Station, transfer to subway line 2 > Samseong Station Use the passage directly connected from exit 5 or 6 to Coex mall through the Millennium Plaza.
	Time to destination	Approximately 101 minutes

○ Hotel Information

. IBIS STYLES AMBASSADOR GANGNAM (DLX/50min-by car)

- The “ibis” brands of international hotel chain Accor group, ibis Styles Ambassador Seoul Gangnam is a new business hotel, providing not only “reasonable rates” but also “trendy lifestyle” to our customers. Located behind the POSCO building in Daechi-dong for easy access to the global business hub, ASEM Tower and COEX complex at Samseong subway station. You can also use KAL Limousine (#6704) from Incheon International Airport and Gimpo International Airport to the hotel
- Address: 737, Yeongdong-daero, Gangnam-gu, Seoul 135-952
- Tel: +82-2-3454-1101

. Grand InterContinental Seoul (SDL/5min-walking distance)

- Venue for the congress and adjacent to the Convention and Exhibition Center, World Trade Center and City Air Terminal. 268 rooms 273 suites, business center and 95 business rooms with PC plug in, fax, printer and copier telephone, e-mail and voice mail. Variety of international restaurants, health suite, gym and pool.

. COEX inter-Continental Seoul (SDL/5min-walking distance)

- 5 minutes from venue on foot, 654 rooms, business center, cosmopolitan fitness club with sauna, swimming pool, indoor golf driving range, complete arrange of executive support services.
- Address: 159, Samsung-dong, Gangnam-gu, Seoul 135-732
- Tel: +82-2-3452-2500 Fax: +82-2-3430-8000