

**2014 World Molecular Imaging Congress**

**GENERAL TECHNICAL INFORMATION,  
REGULATIONS & APPLICATION FORMS**

**<For Exhibition>**

COEX (Hall D)

Seoul, Korea

# WMIC

September 17-20, 2014  
COEX - Hall D  
Seoul, Korea

## Event

WMIC

Sept. 17-20, 2014

## Facility

COEX  
Seoul, Korea  
Hall: D

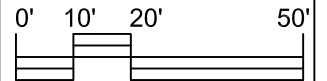
## Notes

Booth Size	10' x 10'
Booth Count	42
Booth Size	10' x 20'
Booth Count	9
Booth Size	20' x 20'
Booth Count	5
Booth Size	20' x 30'
Booth Count	3
Poster Board Count	458
Total Poster Sides	916
Aisle Width	10' unless noted
Ceiling Height	57'-5"

\*FLOOR PLAN IS SUBJECT TO CHANGE AND FIRE MARSHALL APPROVAL.

**DISCLAIMER:**  
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## Scale



## HERITAGE

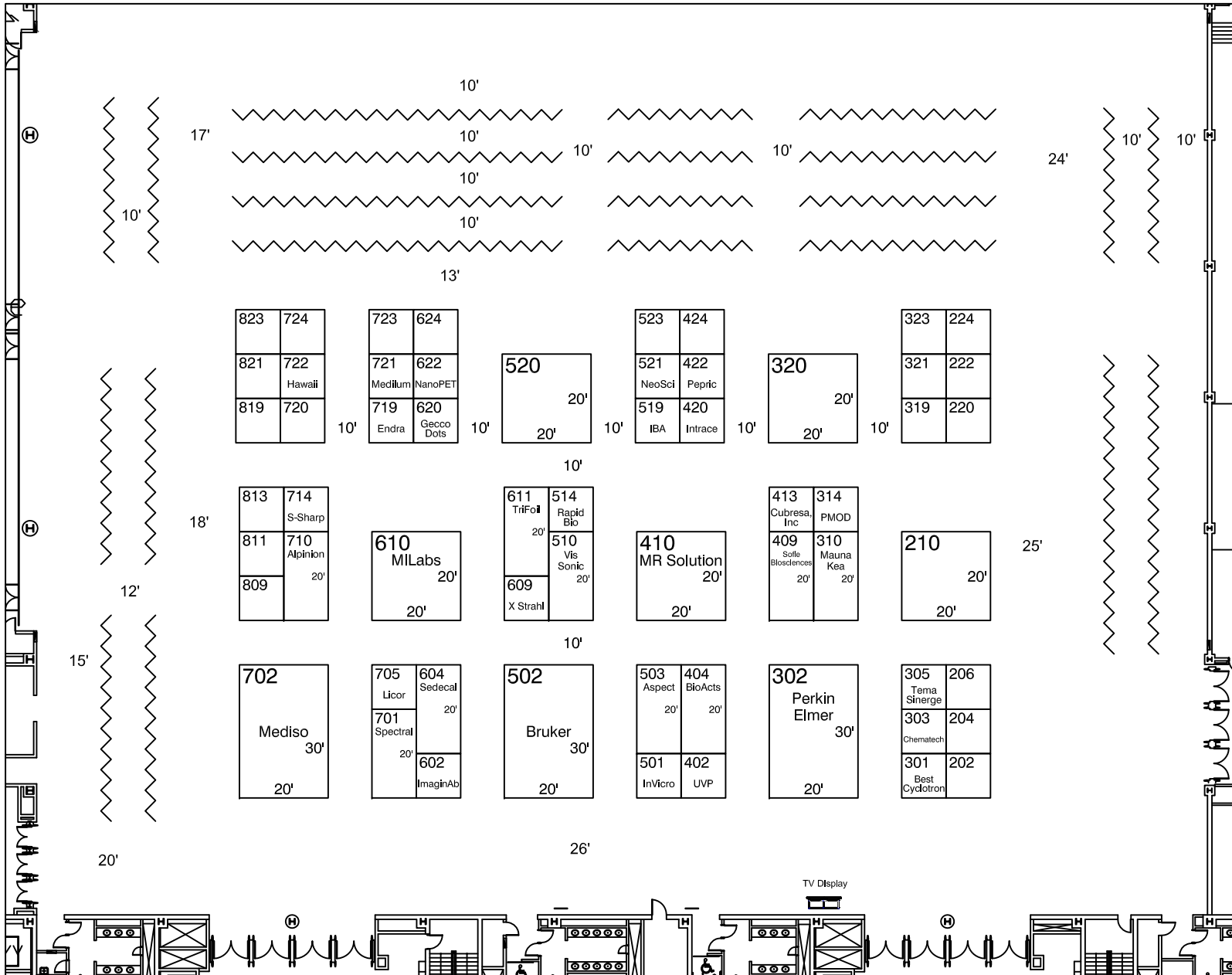
EXPOSITION SERVICES

620 Shenandoah Ave. St. Louis, MO 63104  
Phone (314) 534-8500 Fax (314) 533-0906

Sales Exec: Ryan Yemm

Job Number: XXXXXXXXXX0000

Drawing Created: Jun 18, 2014 - 9:41am  
Map - \\c:\users\show\2014\Shows\WMIC Seoul 11  
 14\FPCAD FPI\WMIC2014\_11.dwg  
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# 1. General Information

This Exhibition Manual provides useful information on the exhibition. Please be sure to submit the required forms according to the due dates, and keep copies for your reference.

## 1) STAND RENTAL

Exhibitors are required to rent or provide an approved stand for their exhibition space. The official stand fitting contractor, **Korea E&I** has made available a standard package booth which can be ordered by completing the order forms included in the Exhibitor Manual. **Space only booth must follow the height limit of 4m.**

Please select one of the following and submit the Form or Contact to Korea E&I :

### ① Standard Package booth rental

: If you wish to rent the Standard Package booth from Korea E&I, **“Standard Package Booth Rentals [Form 8]”** must be submitted to Korea E&I with Form 9 and Form 4.

### ② Space only booth

: If you have your own stand and will handle its set up according to the time schedule, **“Drawing & Stand Contractor Information [Form 1]”** must be submitted to Korea E & I with the booth drawing. And Space only booth is not provided electric power for free. Space Only booth company have to fill out **Electric Power Supply Application [Form 2]** and be submitted to Korea E & I.

### ③ Customized booth and display

: If you need an information and estimate to design and build a customized stand, please contact to Korea E&I

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#### Official Stand Contractor – Korea E & I

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- Contact Person: Jae-Ho Kim (Mr.)
  - Address: 1203, 325-2, Seongsu 2-ga1-dong, Seongdong-gu, Seoul, Korea
  - Tel: 82-2-563-8669 / 82-2-538-6426 / Fax: 82-2-563-8772
  - E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)
- 

## 2) GENERAL INFORMATION

In general, orders for services, construction and stand fitting (incl. equipment/furniture rental) must be submitted to Korea E&I before the deadline stated on the order Form. Orders received after this time are subject to a **15%** surcharge on the basic rate, and on-site orders are subject to a **30%** surcharge. Korea E&I reserves the right to refuse any orders received after the deadline.

Deadlines for ordering services and equipment for exhibitions are as follows:

Form No	Title	Deadline
FORM 1	Drawing & Stand Contractor Information	Aug. 15(Fri), 2014
FORM 2	Electric Power Supply Application	Aug. 15(Fri), 2014
FORM 3	Utility Services Application	Aug. 15(Fri), 2014
FORM 4	Company Signboard Application	Aug. 15(Fri), 2014

FORM 5	Heavy Exhibits Move-in Application	Aug. 29(Fri), 2014
FORM 6	Hazardous Materials Handling Application	Aug. 29(Fri), 2014
FORM 7	Floor Carpet Application	Aug. 15(Fri), 2014
FORM 8	Standard Package Booth Rentals	Aug. 15(Fri), 2014
FORM 9	Stand Diagram	Aug. 15(Fri), 2014
FORM 10	Order Sheet for Rentals	Aug. 15(Fri), 2014

- ① Cancellation of orders will only be accepted in writing not less than **ten (10) days** before the Build-up Period begins with each cancelled order subject to a 30% cancellation charge..
- ② The exhibitor will be responsible for returning all equipment and related materials to Korea E&I on the last open day following the close of the event.
- ③ The exhibitor may not alter, modify or change the rental equipment/fixtures in any way or the exhibitor will reimburse Korea E&I for the total cost of making good, or replacement of **equipment lost or damaged arising from the exhibitor's negligence**, unintentional act, unauthorized maintenance or other cause within the reasonable control of the exhibitor, its representatives, employees, agents or invitees.
- ④ Invoice will be issued after we receive the order form.
- ⑤ All orders must be submitted with full payment in US **Dollars**. Korea E&I reserves the right not to entertain orders without payment.

### 3) Payment Information

**Please note that the bank transaction commission will be the sender's charge.**

<b>Beneficiary Name</b>	Korea Exhibition & Interior Co., LTD.
<b>Bank Name</b>	HANA BANK (Togok-Dong Branch)
<b>Swift Code</b>	HNBNKRSE
<b>Bank Account Number</b>	130-910002-98632
<b>Bank Address</b>	543, Togok-Dong, Kangnam-Gu, Seoul, 135-270, Korea
<b>Bank Telephone</b>	+82 2 3463 1111

## 2. Exhibition Booth Installation & Dismantling

### 1) Exhibition Dates & Times

Category	Date & Time
Exhibit Move-in & Display	Sept. 16 (Tue), 08:00 - 17:00 Sept. 17 (Wed), 08:00 - 15:00
Exhibition	Sept. 17 (Wed) 17:30 - 20:00 Sept. 18 (Thurs), 09:30 - 17:00 Sept. 19 (Fri), 09:30 - 17:00 Sept. 20 (Sat), 09:30 - 15:30
Exhibit Move-out & Dismantling	Sept. 20 (Sat), 15:30 - Midnight

## 2) Standard Package Booth (Pre-decorated)

### ① Booth Includes

: White coated panels (3m X 3m X 2.5m), 1 company name signboard (English), 1 desk and 1 folding chair, 2 fluorescent lights (40W), 3 spotlights (100W), 1 single phase socket (220V, 1KW), Py-tex carpet.

### ② Preparation by Exhibitor

: Any other items NOT listed above should be prepared by exhibitors or ordered directly to the official stand contractor. Please refer to the **"List of Rental Furniture."** If you would like to order items in the list of rental furniture please submit **"Order Sheet for Rentals [Form 10]"** to Korea E&I. In addition, **"Company Signboard Application [Form 4]"** should also be submitted for standard booth.

### ③ Note

: Please do not paint them or stick paper to them unless you use special double-sided tape which leaves no marks on the surface. The exhibitor will be invoiced for any damage to the booth. Some side walls may be omitted during initial construction. If you wish to have the sides open, you must order this on the order form.

## 3) Space Only Booth (Self-decorated)

### ① Booth Includes

: Space ONLY (Py-tex carpet is NOT included)

### ② Preparation by Exhibitor: Please submit **"Drawing & Stand Contractor Information [Form 1]"** with the booth drawing to Korea E&I by no later than Aug. 15 (Fri), 2014.

## 4) Booth Installation Regulations

- ① Facility installation can be conducted only within the booth(s). **The height limit of each individual booth (Space Only booth) is 4m.**
- ② Any type of installation may not be attached to or may not lean against the existing facilities (ceiling and walls). In addition, any products or installation may not be displayed around the passage.
- ③ Fire prevention treated and nonflammable materials should be used for all installation. All materials for screens, backdrop or blackout curtains should also be prepared for fire prevention. Any use of glass is not allowed, but tempered glass is available only if you contact the secretariat in advance and obtain permission from COEX.
- ④ Any installation without permission or exceeding the designated area is prohibited.
- ⑤ Anchor bolts cannot be used in the hall.
- ⑥ Needle Punch carpet is mandatory for floor protection. Painting work in the exhibition hall is not allowed.
- ⑧ Please use the COEX-designated firms for booth installation or decoration  
(COEX-designated firms: <http://www.coex.co.kr/eng/services/serviceproviders.asp>)

## **5) Use of Non COEX-designated Firms**

If the exhibitor wishes to use non COEX-designated firms for booth installation or decoration, please contact the Korea E & I to obtain permission by no later than Aug. 15 (Fri), 2014.

## **6) Exhibition Hall Aisle**

Based on the regulations for COEX exhibition halls, py-tex carpet will not be installed in the aisles.

## **7) Hanging Signs**

Hanging signs will not be permitted at the COEX.

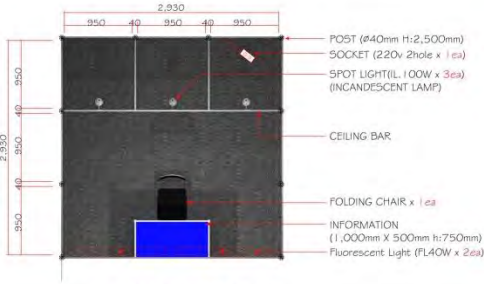
## **8) Booth Ceilings/ Two-storied Structures**

Booth ceilings and two-storied structures are strictly prohibited.

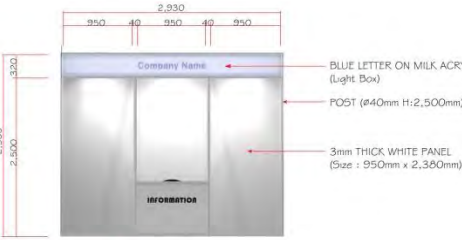
### 3. Standard Package Booth Display & Decoration

#### 1) One booth (9 m<sup>2</sup>)

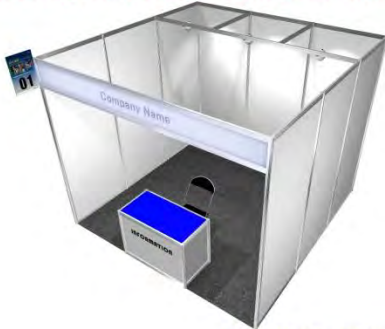
Standard Package Booth\_ [Shell Scheme Booth (3m x 3m)]



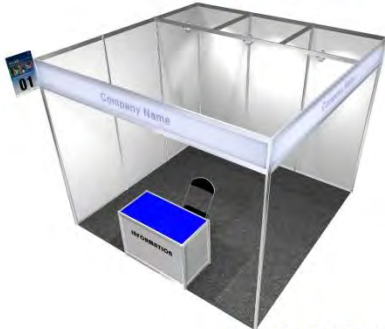
**BOOTH LAYOUT PLAN**  
SCALE : NONE



**FRONT VIEW**  
SCALE : NONE



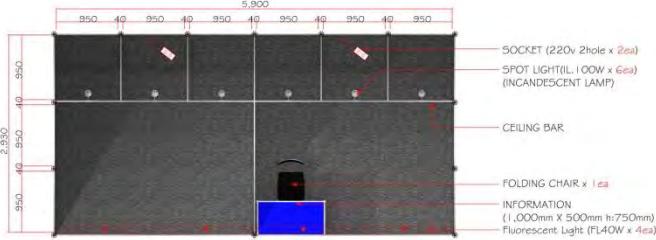
■ STANDARD BOOTH



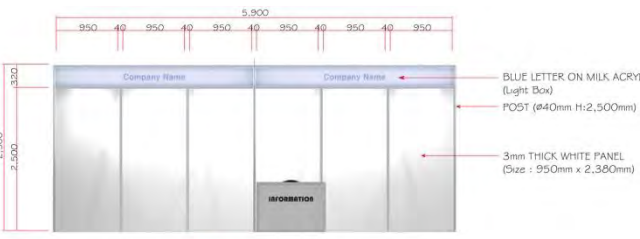
■ CORNER BOOTH

#### 1) Two booth (18 m<sup>2</sup>)

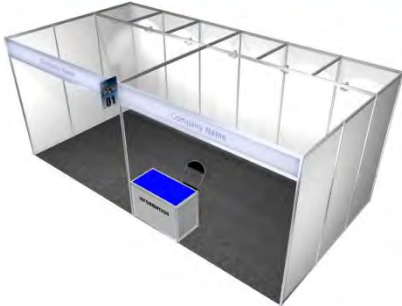
Standard Package Booth\_ [Shell Scheme Booth (6m x 3m)]



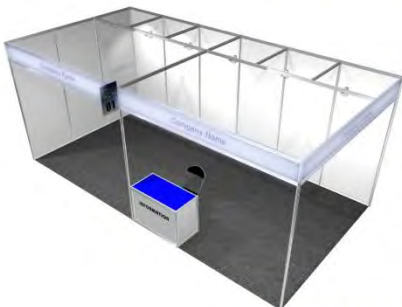
**BOOTH LAYOUT PLAN**  
SCALE : NONE



**FRONT VIEW**  
SCALE : NONE



■ STANDARD BOOTH



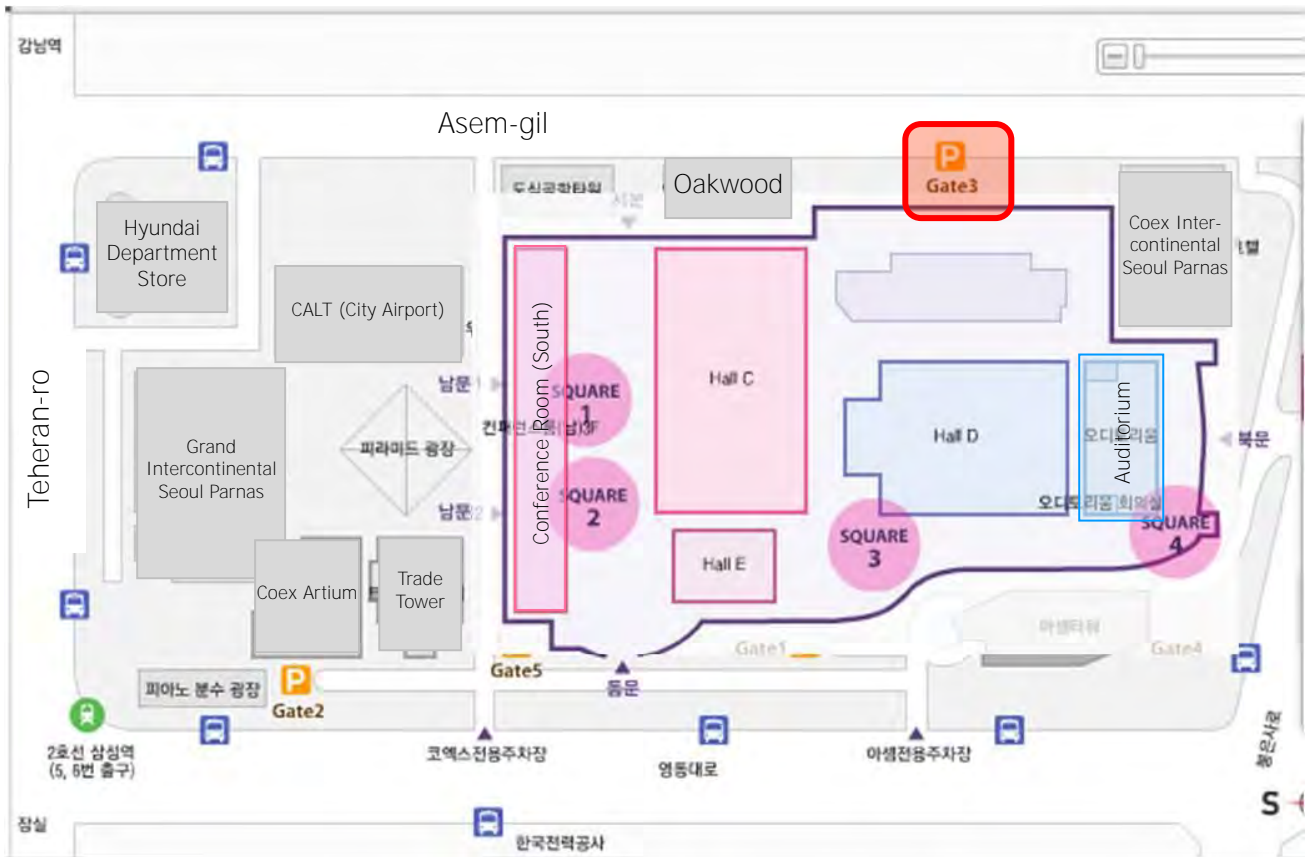
■ CORNER BOOTH

## 4. Exhibits Move-in & Out

### 1) Move-in & Out

- ① Vehicle access to the exhibition hall is available until Sept. 16 (Tue), 20:00.
- ② For heavy exhibits weighing more than 500kg, please submit **"Heavy Exhibits Move-in Application [Form 5]"** by no later than Aug. 29 (Fri), 2014.  
**Please note that heavy exhibits weighing more than 1.5 ton/m<sup>2</sup> are not allowed.**
- ③ Cargo Truck Parking During the Move-In & Out (Use of Cargo Parking Lot)
  - Applicable vehicles: Trucks and Cargo-Vans
  - Parking charge: Free for initial 3 hours (KRW 2,000 for every additional 15 minutes)
- ④ Vehicles for move-in & out should access the loading docks of the exhibition hall 3F(Hall D) through Gate 3.

### ※ Cargo Truck Parking Layout



## 5. Exhibition Regulations

### 1) Exhibitor Admission Passes

Exhibitors should wear admission passes during the exhibition period (including installation and dismantling period).

- ① The exhibitor pass will be distributed at the exhibition secretariat (located just outside the exhibition hall) on Sept. 16 (Tue) 08:00 – 17:00.
- ② The exhibitor pass is for the access to the exhibition hall & to sessions space permitting.

### 2) Installation and Dismantling Time

Basically, preparation and construction working hours Sept. 15 (Mon) ~ Sept. 16 (Tue), 08:00 – 20:00, and overtime work is prohibited unless overtime applying procedure is permitted by organizer in advance. Please take note that additional fees will be apply for overtime work.

**Dismantling must be done from Sept. 20 (Sat), 17:00 ~ 24:00.**

### 3) Cleaning

Exhibitors will be responsible for daily cleaning of stand carpets and corridor during the exhibition. During preparation, exhibition and dismantling exhibitors are responsible for the removal of their own materials and rubbish. Storage of empty boxes or packaging materials inside the hall is strictly prohibited at all times.

### 4) Security

The organizer has taken all possible security precautions in the interest of the exhibitions and visitors. However, any loss or theft of exhibition in the exhibition hall during preparation, exhibition, and dismantling period shall not be the responsibility of the organizer.

### 5) Disposal of Industrial Waste

Please dispose of all industrial waste after the exhibition such as, boxes, timber, printed materials, etc., or additional fees for disposal of the waste will be charged according to the related regulations of COEX.

**Charge for disposal of industrial waste : US\$ 100/m<sup>3</sup>**

### 6) Restriction on Sound Volume & Events

Maximum accepted sound level is 80dB within stand boundaries and the speakers should be directed facing the exhibitor's booth. Please keep in mind that after a verbal warning, if the sound level is not lowered, the organizer is authorized to shut off the audio source or power supply.

Any events conducted in the exhibition hall as well as in the booth must be reported to the secretariat.

### 7) Maintenance of Hazardous Materials

All dangerous exhibiting items need to be reported to the secretariat before being taken in. The exhibitors are also required to take necessary safety measures to maintain the items. Please submit **"Hazardous Materials Handling Application [Form 6]"** to Korea E&I by no later than Aug. 29 (Fri), 2014.

## **8) Parking**

① Normal Vehicle

Parking rate is KRW 2,000 for the initial 30 minutes, and KRW 1,000 for every additional 15 minutes based on the related regulations of COEX. Parking rate for 1 day (more than 10 hours) is KRW 40,000 (1-day parking tickets purchasable for only KRW 20,000 at the parking management office in the lobby near Hall A1, 1F, COEX).

② Cargo Truck or Van for Exhibits Move-in & Out

Free for initial 3 hours and KRW 2,000 for every additional 15 minutes

③ Gangnam Tancheon Parking Lot (10 minutes from COEX on foot / 5 minutes by bus No. 41)

KRW 200 for every 10 minutes

## **9) Smoking**

Smoking is not permitted in the entire exhibition hall.

## 6. Utility Service

### 1) Electricity - "Electric Power Supply Application [Form 2]" by Aug. 15 (Fri), 2014

- ① Mode of power supplied in exhibition hall (60Hz)
  - A.C. single phase: 220V
  - A.C. three phase: 220V, 380V
- ② **Electric power 1kw per Standard Package Booth 1booth (9sqm) is provided for free.**

Only Shell Standard Package Booth company who needs electricity more than free-provided fill out Electric Power Supply Application [Form 2] and be submitted to Korea E & I.
- ③ **Space only booth is not provided electric power for free.**

Space Only booth company have to fill out Electric Power Supply Application [Form 2] and be submitted to Korea E & I.
- ④ Rate: US\$ 60 per KW (220V, 380V) for exhibition hours only  
US\$ 80 per KW for 24 hours
- ⑤ Any exhibitors that require a neutral line (limited to 380 volts) should indicate this fact on the Utilities Application Form. Since 110V is not provided, any company that needs this voltage should install a down transformer or make other arrangements.
- ⑥ The electric current is provided by KEPCO → COEX substation → each booth. When the demonstrated products have been damaged by power cut off and abnormal voltage (under 200V), the secretariat shall not be responsible for any damage incurred. Therefore, exhibitors need to install safety devices (AVR, UPS, etc.).
- ⑦ Electrical power is scheduled to be supplied about 17:00 on Sept. 16 (Tue) and cut off 30 minutes after the exhibition closes daily in principle.
- ⑧ Any companies that need electricity supply after the exhibition closes should contact the secretariat in advance.

### 2) Communication Service - "Utility Services Application [Form 3]" by Aug. 15 (Fri), 2014

- ① In the exhibition space, temporary telephone and exclusive internet line can be installed.
- ② Usage expense (including rental, installation, and phone call charges)
  - Telephone: US\$ 70 per phone (domestic ONLY, contact the secretariat for international use / additional fees may be charged for phone call charges of more than US\$ 25)
  - Exclusive internet line: US\$ 110 per port
- ③ The line for the temporary telephone can be used as a fax line. However, exhibitors should make their own preparations for their own fax machine.

**3) Water & Drainage Service - "Utility Services Application [Form 3]" by Aug. 15 (Fri), 2014**

- ① Companies requiring water supply for a product demonstration should apply to the Korea E & I by filling out **"Utility Service Application [Form 3]"** after checking the precise estimated quantity to be used.
- ② Water supply and drainage construction will be conducted by the secretariat, and expenses shall be the responsibility of the concerned companies.
- ③ Rate
  - Feed Pipe (15mm) / Drain Pipe (25mm): US\$ 250 per unit.
- ④ When the inner diameter of the water supply and drainage is different from the basic specifications, additional expenses should be paid.
- ⑤ Water pressure is about 0.8kg/cm<sup>2</sup> (maximum).

**4) Compressed Air Service - "Utility Services Application [Form 3]" by Aug. 15 (Fri), 2014**

- ① The cost of compressed air facility construction will be borne by the concerned company. For the safety of the exhibition hall, Korea E & I will conduct blanket construction.
- ② Facility construction expense and usage expenses are US\$ 250 per unit.
- ③ The inner diameter of the compressed air pipe hose is 9mm. If requirements are different from basic specifications, extra construction expenses will be paid by the concerned company.
- ④ Air pressure is about 5kg/cm<sup>2</sup> (maximum).

**5) Furniture & Audio Visuals Equipment, Lighting Rental - "Order Sheet for Rentals [Form 10]" by Aug. 15 (Fri), 2014**

- ① Refer to the attached **List of Rental Furniture** and submit **"Order Sheet for Rentals [Form 10]"** to Korea E&I.

## **7. Terms & Regulations for Exhibition**

### **1. TERMS OF REFERENCES**

- 1.1. The term 'exhibitor' refers to all employees, servants, and agents of any company, partnership, or firm who have applied for exhibition at WMIC 2014.
- 1.2. The term 'exhibition' refers to WMIC 2014 exhibition.
- 1.3. The term 'organizer' refers to the Organizing Committee of WMIC 2014.

### **2. CONTRACT AND APPLICATION**

- 2.1. The exhibitor should fill out the exhibition application form and submit it to the organizer.
- 2.2. The contract is valid upon the application submission and completion of full payment by the exhibitor.

### **3. ALLOCATION OF EXHIBITION SPACE**

- 3.1. The organizer shall allocate the space in the order of full payment or exhibition scale.
- 3.2. The organizer shall reserve the right to change the space allocation of the exhibitor at any time prior to the build-up of the exhibition.
- 3.3. Such changes shall be at the discretion of the organizer and the exhibitor shall have no claim for compensation as a result of the changes. Exhibitors are not allowed to sublet the space allocated to them to other parties either wholly or in part without written consent of the organizer.

### **4. EXHIBITION ACTIVITIES**

- 4.1. The organizer shall prohibit the exhibiting of an item/items that go(es) against the purpose of the exhibition. Dangerous items must be consulted with the organizer prior to the exhibition.
- 4.2. The exhibitor shall not use the space other than the designated exhibition space in the contract. A written consent of organizer is needed for the additional space use.
- 4.3. The exhibitor shall not damage the exhibiting hall, including painting the floor or columns.
- 4.4. The exhibitor must follow the exhibit rules and regulations of COEX.
- 4.5. The organizer shall remove the booth if the exhibitor does not follow the exhibit rules and regulations referred herein.

### **5. TERMS OF PAYMENT**

- 5.1. The exhibitor should pay half of the exhibition fee by **Sept. 1, 2014**, and make the full payment by **Sept. 15, 2014**.
- 5.2. In the event of abandonment or rejection of the allocated space by the exhibitor, the organizer has **the right to cancel the exhibitor's application. In this case, the exhibition fee will not be refunded.**

## **6. INSTALLATION AND DISMANTLE**

- 6.1. The exhibitor shall remove exhibits from the exhibition hall within the period stipulated by the organizer.
- 6.2. The exhibitor shall indemnify the organizer against any loss by reason of delay or damage to the exhibition hall.
- 6.3. Standard package booths should be installed and dismantled by the company designated by the organizer.

## **7. INFORMATION OFFER TO THE ORGANIZER**

- 7.1. In order to help the organizer make sure that the exhibitor's activities comply with the rules and regulations, the exhibitor shall provide the organizer with the information on the exhibit and its installation, as well as the information requested for the advertising the WMIC 2014.

## **8. SECURITY**

- 8.1. The exhibitor is fully responsible for compensation of the intentional or unintentional damages caused by the exhibitor, and the exhibitor shall be responsible for the insurance of exhibiting items.
- 8.2. The exhibitor is fully responsible for any loss, theft, or damage to exhibits at the exhibition hall during the build-up, exhibition, and dismantling periods.

## **9. FIRE REGULATIONS**

- 9.1. Materials used in stand and display construction must be properly fire-proofed in accordance with the regulations of the Korea Fire Department. The organizer has the right to make changes in the exhibitor's booth in the interest of fire prevention.

## **10. SUPPLEMENTARY CLAUSES**

- 10.1. Whenever necessary, the organizer shall have the right to issue supplementary regulation, in addition to those in the Terms and Regulation for Exhibition, and they shall be followed by the exhibitor.

## **11. ARBITRATION OF DISPUTES**

- 11.1. Any dispute, difference or question which may arise at any time hereafter between the organizer and the exhibitor touching on the true construction of these Terms and Regulations for Exhibition or the rights and liabilities of the parties hereto shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the Korean Commercial Arbitration Board in Seoul. The award of the above arbitration shall be final binding upon both parties..

**2014 World Molecular Imaging Congress**

# **Application Forms**

**COEX (Hall D)**

**Seoul, Korea**

<b>[Form 1]</b>	<b>Drawing &amp; Stand Contractor Information</b>	<b>Raw Space ONLY</b>
		No later than <b>Aug. 15 (Fri), 2014</b>

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

**All space only exhibitor must submit space only booth drawing by attaching file no later than Aug. 15 (Fri), 2014 to Korea E&I.**

All space only exhibitor have to follow the important guideline below.

- **You have to employ one of stand contractors by the COEX-approved.**
- Please inform the stand contractors of the move-in / out schedule and stand fitting regulations.
- **Space only booth must follow the height limit of 4m.**
- Space only booth charge does not include any decoration such as back and sidewalls.
- Please make sure that the space only booth must be furnished with the following as a bare minimum: Back & side walls, company name, carpet.

Please fill out following Stand Contractor information of your company

**Stand Contractor Company Name:**

Address:

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person (who in charge of your booth construction)

Mr./Ms. : \_\_\_\_\_ E-mail: \_\_\_\_\_

 **Please send this form to**

Official Stand Contractor

Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)

Tel: +82-2-563-8670 Fax: +82-2-563-8772

E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)

<b>[Form 2]</b>	<b>Electric Power Supply Application</b>	<b>Raw Space ONLY, Optional</b>
		No later than <b>Aug. 15 (Fri), 2014</b>

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

Description	Required		Unit Price	Price	Remarks
	Day time	24hours			
Single-Phase 220V	KW	KW	<b>Exhibition Time:</b> <b>US\$60/1kw</b>  <b>24hours:</b> <b>US\$80/1kw</b>	US\$	<b>Frequency:</b> <b>60Hz</b>
Three-Phase 220V	KW	KW			
Three-Phase 380V	KW	KW			
			<b>Total</b>	<b>US\$</b>	
			<b>V.A.T (10%)</b>	<b>US\$</b>	
			<b>G. Total</b>	<b>US\$</b>	

\*Electric power 1kw per Standard Package Booth 1booth (9sqm) is provided for free.

Only Shell Standard Package Booth company who needs electricity more than free-provided fill out this form and be submitted to Korea E & I.

\* Space only booth is not provided electric power for free.

Space only booth company have to fill this form and be submitted to Korea E & I.

Orders after Aug. 15(Fri) will be charged 15% additional charges and on-site orders may be charged an additional surcharge of 30% depending on the special circumstances.

Invoice will be issued after we receive the order form.

 **Please send this form to**

Official Stand Contractor

Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)

Tel: +82-2-563-8670 Fax: +82-2-563-8772

E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)

<b>[Form 3]</b>	<b>Utility Services Application</b>	<b>Optional</b>
		No later than <b>Aug. 15 (Fri), 2014</b>

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

Description	Required (Units)	Unit Price (Whole Exhibition Time)	Price	Remarks
Telephone(Local)	Line	US\$ 70/1Line	US\$	
LAN	Port	US\$ 110/1Port	US\$	
Compressed Air	Ea	US\$ 250/1ea	US\$	
Water& Drainage	Ea	US\$ 250/1ea	US\$	
			<b>Total</b>	<b>US\$</b>
			<b>V.A.T (10%)</b>	<b>US\$</b>
			<b>G. Total</b>	<b>US\$</b>

<Booth Layout>

**Please attach the floor plan indicating the location of telephone, LAN, Air and Water.**

Orders after Aug. 15(Fri) will be charged 15% additional charges and on-site orders may be charged an additional surcharge of 20% depending on the special circumstances. Invoice will be issued after we receive the order form.


**Please send this form to**

Official Stand Contractor  
 Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)  
 Tel: +82-2-563-8670 Fax: +82-2-563-8772  
 E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)

<b>[Form 4]</b>	<b>Company Signboard</b>	<b>Standard Booth ONLY</b>
		No later than <b>Aug. 15 (Fri), 2014</b>

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

## Company Signboard

- Company name will be marked by blue color lettering on specified white board of the shell stand booth and the show guide board at the hall entrance.
- The style of a letter is limited to Gothic style and firm name is CAPITALIZED and the lettering font is limited to Gothic style.
- Please type the exact letters including spaces and punctuation.
- If you do not submit this form by the due date, your company name on the application form will be used for the signboard.

< English name of the company >

<b>Company Name</b>														

**For extra lettering and logo type letter, additional payment is required:  
Please, contact Korea E & I. Price for putting extra logo is US\$66/1ea**

 **Please send this form to**

Official Stand Contractor

Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)

Tel: +82-2-563-8670 Fax: +82-2-563-8772

E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)

<b>[Form 5]</b>	<b>Heavy Exhibits Move-in Application</b>	<b>Optional</b>
		No later than <b>Aug. 29 (Fri), 2014</b>

Exhibitors should be inspected on their exhibit items as such.  
Please specify exhibits over 500Kg.

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

No.	Item	Extent	Quantity	Unit	Move-in Date
1					
2					
3					
4					
5					

\* If you require extra spaces, please make a copy of this form and attach it.

 **Please send this form to**

Official Stand Contractor  
Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)  
Tel: +82-2-563-8670 Fax: +82-2-563-8772  
E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)

<b>[Form 6]</b>	<b>Hazardous Materials Handling Application</b>	<b>Optional</b>
		No later than <b>Aug. 29 (Fri), 2014</b>

Exhibitors who handle hazardous materials (such as explosive gas, inflammable substance, high-voltage equipment, radio-active material) are required to fill out the form.

Under the regulation of exhibition hall, unregistered hazardous materials cannot be taken into the hall.

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

No.	Product Name	Unit	Purpose
1			
2			
3			
4			
5			

**We hereby request the approval for handling hazardous materials.**

Date: \_\_\_\_\_

Assigned Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

 **Please send this form to**

Official Stand Contractor

Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)

Tel: +82-2-563-8670 Fax: +82-2-563-8772

E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)

<b>[Form 7]</b>	<b>Floor Carpet Application</b>	<b>Raw Space ONLY</b>
		No later than <b>Aug. 15 (Fri), 2014</b>

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

Please select the Needle Punch carpet color of your choice as listed below.

Please contact Korea E&I if you should have any special requests or would like to inquire about the cost and availability of other carpet colors not listed above.

<b>Color (Please circle your choice)</b>	<b>Light Gray</b>	<b>Dark Gray</b>	<b>Sky Blue</b>	<b>Blue</b>	<b>Red</b>	<b>Green</b>
--	-------------------	------------------	-----------------	-------------	------------	--------------

<b>Needle Punch Carpet &lt;Pytex&gt;</b>	<b>Color</b>	<b>Unit Price</b>	<b>Unit</b>	<b>Price</b>
		<b>US\$70 / 1 Booth(9m<sup>2</sup>)</b>	Booth	<b>US\$</b>
		<b>Total</b>		<b>US\$</b>
		<b>V.A.T (10%)</b>		<b>US\$</b>
		<b>G. Total</b>		<b>US\$</b>

Orders after Aug. 15(Fri) will be charged 15% additional charges and on-site orders may be charged an additional surcharge of 30% depending on the special circumstances.  
Invoice will be issued after we receive the order form.

 **Please send this form to**

Official Stand Contractor

Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)

Tel: +82-2-563-8670 Fax: +82-2-563-8772

E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)

<b>[Form 8]</b>	<b>Standard Package Booth Rentals</b>	<b>Standard Booth ONLY</b>
		No later than <b>Aug. 15 (Fri), 2014</b>

Exhibitors who wish to use a rental package booth should submit this Form 7 and Form 3[Company Signboard] to Korea E&I.

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

Package Booth (One booth)	Unit price	Quantity	Amount
3.0mx3.0m, incl., wall panels, company name board	<b>US\$500/1booth(9m<sup>2</sup>)</b>		<b>US\$</b>
		<b>Total</b>	<b>US\$</b>
		<b>V.A.T (10%)</b>	<b>US\$</b>
		<b>G. Total</b>	<b>US\$</b>

< Please refer to the Booth image.>

Booth image

Orders after Aug. 15(Fri) will be charged 15% additional charges and on-site orders may be charged an additional surcharge of 30% depending on the special circumstances.  
Invoice will be issued after we receive the order form.

**✉ Please send this form to**

Official Stand Contractor

Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)

Tel: +82-2-563-8670 Fax: +82-2-563-8772

E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)

<b>[Form 9]</b>	<b>Stand Diagram</b>	<b>Optional</b>
		No later than <b>Aug. 15 (Fri), 2014</b>

On this diagram, please indicate the walls of your stand, aisles, pillars (if applicable) and location Related to neighboring booths, and indicate where the required fittings should be installed, such as;

- Partition walls, furniture....
- Electrical, Internet line.....
- Sockets (plugs), spotlights, etc....

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

<Booth Layout>




**Please send this form to**  
 Official Stand Contractor  
 Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)  
 Tel: +82-2-563-8670 Fax: +82-2-563-8772  
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<b>[Form 10]</b>	<b>Order Sheet for Rentals</b>	<b>Optional</b>
		No later than <b>Aug. 15 (Fri), 2014</b>

Standard Package booth includes this furniture free of charge: 1 Information desk, 1 folding chair.

**Please refer to the images and code numbers of items on the following pages.**

In order to use rental furniture, please make your choice and fill out the form below.

The actual color may be different than the color shown.

The cost for rental items is for 4 days of the Exhibition period.

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

No.	Code	Description	Unit price	Quantity	Amount
1					
2					
3					
4					
5					
6					
7					
<b>Total</b>				<b>US\$</b>	
<b>V.A.T (10%)</b>				<b>US\$</b>	
<b>G. Total</b>				<b>US\$</b>	

Orders after Aug. 15(Fri) will be charged 15% additional charges and on-site orders may be charged an additional surcharge of 30% depending on the special circumstances.

Invoice will be issued after we receive the order form.

 **Please send this form to**

Official Stand Contractor


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# Rental Catalog

## <Chair & Table>

<p><b>FC-01 Conference Chair</b></p>  <p>W450*D550*H450 US\$ 15</p>	<p><b>FC-02 Folding Chair</b></p>  <p>W450*D480*H760 US\$ 10</p>	<p><b>FC-03 Arm Office Chair</b></p>  <p>W580*D550*H450 US\$ 25</p>	<p><b>FC-04 Steel Chair</b></p>  <p>W560*D490*H460 US\$ 25</p>
<p><b>FC-05 Design Chair</b></p>  <p>W400*D470*H450 US\$ 25</p>	<p><b>FC-06 High Stool</b></p>  <p>φ440*H650 US\$ 25</p>		<p><b>FT-01 Round Table</b></p>  <p>φ750*H750 US\$ 35</p>
<p><b>FT-02 Glass Table</b></p>  <p>φ750*H750 US\$ 50</p>	<p><b>FT-03 Square Table</b></p>  <p>W700*D700*H720 US\$ 50</p>	<p><b>FT-04 Rectangular Table</b></p>  <p>W1200*D700*H750 US\$ 35 W1500*D700*H750 US\$ 40</p>	<p><b>DS-01 Display Base</b></p>  <p>W1000*D500*H750 US\$ 40</p>
<p><b>DS-02 Display Base</b></p>  <p>W2000*D500*H750 US\$ 80</p>	<p><b>DS-03 Display Base</b></p>  <p>W1000*D500*H750 US\$ 70 W1000*D300*H250</p>	<p><b>DS-04 Display Base</b></p>  <p>W2000*D500*H750 US\$ 100 W2000*D300*H250</p>	<p><b>DS-06 Display Base</b></p>  <p>A: W500*D500*H1000 US\$ 50 B: W500*D750*H1000</p>

# Rental Catalog

## <Showcase & Others>

<p><b>DF-10 Display Showcase</b></p>  <p>W1000*D500*H1000 US\$ 60</p>	<p><b>DF-11 Display Showcase</b></p>  <p>W1000*D500*H1000 US\$ 70</p>	<p><b>DF-12 Display Cube</b></p>  <p>A: W500*D500*H300 US\$ 25            B: W500*D500*H500 US\$ 35            C: W500*D500*H750 US\$ 40</p>	<p><b>DF-13 Display Cupboard</b></p>  <p>W1000*D500*H750 US\$ 45</p>
<p><b>DF-14 Catalogue Holder</b></p>  <p>W300*D1500 US\$ 50</p>	<p><b>DF-15 Catalogue Holder</b></p>  <p>W260*D1350 US\$ 25</p>	<p><b>DF-16 Shelf</b></p>  <p>W950*D300 (1ea)US\$ 30</p>	<p><b>FD-01 Stand Hanger</b></p>  <p>φ380*H1600 US\$ 20</p>
<p><b>FD-02 Guard Rail</b></p>  <p>W1200-2000*H950 US\$ 40</p>	<p><b>FD-03 Waste Basket</b></p>  <p>US\$ 3</p>	<p><b>FD-04 Water</b></p>  <p>18.9 ℓ US\$ 7</p>	<p><b>SH-01 Wire Hook</b></p>  <p>US\$ 4</p>
<p><b>SH-02 S Hook</b></p>  <p>US\$ 1</p>			

# Rental Catalog

## <Electronic & Lighting>

<p><b>E-01 PDP</b></p>  <p>A: 42 inch US\$ 420 B: 50 inch US\$ 540</p>	<p><b>E-02 VCR</b></p>  <p>A: NTSC US\$ 50 B: NTSC &amp; Pal US\$ 100</p>	<p><b>E-03 DVD</b></p>  <p>US\$ 50</p>	<p><b>E-04 Refrigerator</b></p>  <p>A: 80L US\$ 60</p>
<p><b>E-05 Water Dispenser</b></p>  <p>W350*D350*H900 US\$ 65</p>	<p><b>E-06 Computer(pentium4)</b></p>  <p>19"LCD Monitor US\$ 160</p>	<p><b>E-07 Laptop (15")</b></p>  <p>US\$ 130</p>	<p><b>ES-01 Halogen Spot Light</b></p>  <p>220V/300W US\$ 30</p>
<p><b>ES-02 Arm Halogen Light</b></p>  <p>220V/300W US\$ 35</p>	<p><b>ES-03 Spot Light</b></p>  <p>220V/100W US\$ 15</p>	<p><b>ES-04 Arm Spot Light</b></p>  <p>220V/100W US\$ 20</p>	<p><b>ES-05 H.Q.I</b></p>  <p>220V/150W US\$ 50</p>
<p><b>ES-06 Plug</b></p>  <p>220V/2Plugs US\$ 15</p>	<p><b>ES-07 Fluorescent</b></p>  <p>40W US\$ 15</p>		

<b>[Form 11]</b>	<b>Booth Cleaning</b>	<b>Optional</b>
		No later than <b>Aug. 29 (Fri), 2014</b>

<b>Company Name:</b>	<b>Booth No.:</b>
<b>Contact Person:</b>	<b>Sign:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Date:</b>

Booth Cleaning	Unit price	Quantity	Amount
	US\$200 / 1 Booth(9m <sup>2</sup> )		US\$
		<b>Total</b>	US\$
		<b>V.A.T (10%)</b>	US\$
		<b>G. Total</b>	US\$

- **Orders after Aug. 29 (Fri), 2014, will be charged 15% additional fees.**
- **On-site orders may NOT be accepted, and it will be charged 30% additional fees if accepted.**
- The cost for Cleaning is for 4 days of the Exhibition period per one booth.
- Cleaning work on your company's booth will be done **only one time in the morning during the exhibition.** Booth cleaning is limited
- **Cleaning works include only the floor surface with a vacuum cleaner and trash removal.** Exhibits and display stands are not included in the above
- Requests for single-day service are not accepted.
- Waste materials left in the booth after the removal of exhibits and decorations must be carted away by each exhibitor. Exhibitors who cannot dispose of waste and unused/undistributed items by themselves should contact Korea E&I.
- Cancellation will NOT be accepted after submission of the order form.
- Refund will NOT be available once the payment is made.

 **Please send this form to**

Official Stand Contractor

Korea E & I International (Mr. Jae-Ho Kim, Mr. Kwon Dae-Won)

Tel: +82-2-563-8670 Fax: +82-2-563-8772

E-mail: [messewor@hanmail.net](mailto:messewor@hanmail.net), [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)

**Bank Name:** HANA BANK (Togok-Dong Branch)      **Swift Code:** HNBKRS

**Beneficiary Name:** Korea Exhibition & Interior Co., LTD

**Bank Account No.:** 215-220717-00104



**World Molecular Imaging Congress 2014**  
**September 17-20, 2014**  
**COEX Convention Center – Seoul, Korea**  
**Exhibitor Lead Retrieval Order Form**

Questions: [orders@expobadge.com](mailto:orders@expobadge.com)

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions attached to page 2</i>	Ordered by Aug 15, 2014	Ordered after Aug 15, 2014	Qty	Total
<b>Handheld Scanners:</b> <i>(Battery operated scanners; no electricity required)</i>				
ExpoBadge Mobile e-Lead+	\$286	\$319		
ExpoBadge Elite	\$330	\$363		
ExpoBadge Exceed	\$352	\$374		
ExpoBadge Add on Printer to Elite or Exceed	\$170	\$192		
<b>ExpoBadge Extras:</b>				
ExpoBadge Live Literature Link	\$250	\$280		
Delivery, Setup, and Training	\$95	\$125		
Personalized Action Codes: <i>(Up to 20 action codes specific to your needs)</i>	\$65	\$95		
USB Flash Drive	\$100	\$125		
Federal Tax ID # 20-8676699		<b>Grand Total:</b>		

**Company Information**

COMPANY	CONTACT	BOOTH #
BILLING ADDRESS	CITY STATE	ZIP
EMAIL	PHONE	ONSITE PHONE

**Payment Information** \*Billing Zip Code Required

PAYMENT	AMERICAN EXPRESS	MASTERCARD	VISA	CHECK (Make payable to ExpoBadge)
CREDIT CARD #	EXPIRATION DATE			
NAME ON CARD	*BILLING ZIP CODE			

**Terms and Conditions:**

**I have read and agreed to the following terms and conditions.**

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.