



CONEX KOREA 2024

October 24-27, KINTEX, KOREA

Exhibitor Service Manual



Organizer



Host



Ministry of Trade,
Industry and Energy

Sponsor



Ministry of Land,
Infrastructure and Transport



July 25, 2024

CONEX KOREA 2024

EXHIBITOR SERVICE MANUAL

We, Secretariat of CONEX KOREA 2024, sincerely thank you for your participation and support in CONEX KOREA 2024 organized by the Construction Equipment Manufacturers Association.

This Exhibitor Service Manual is a guide to the details required to prepare for the exhibition and proceed with the exhibition. Please understand the important points and schedules listed in this manual so that the exhibition will not be disrupted.

In addition, for the convenience and quick work support of the exhibitors, we are conducting various information and conducting applications related to the exhibition at the exhibition's official website(www.conexkorea.org), so please take use of it.

Various applications of exhibitors can be registered, checked, and modified on the official website; Log in → My Page → Additional Services(apply for)

※ This manual will be irregularly updated. When the new version is released, it will be notified at the official website(www.conexkorea.org). Please download it.

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I. Overview of Exhibition

1. Outline of Exhibition

2. Schedule of Exhibition

3. Timeline of Exhibition

4. Exhibitor FAQ

1. Outline of CONEX KOREA 2024

■ Name of Exhibition

CONEX KOREA 2024

[Korea International Construction Equipment Exhibition 2024]

■ Venue

KINTEX Exhibition Center 1, Hall 4 • 5

- Address: 217-60, Kintex-ro, Ilsanseo-gu, Goyang-si, Gyeonggi-do, 10390, Korea

■ Period

October 24 ~ October 27, 2024 (4days)

※ Opening hours : 10:00 ~ 17:00 (October 24, 25)

10:00 ~ 16:00 (October 26, 27)

■ Scale

Total 21,384m²

■ Host

Ministry of Trade Industry and Energy

■ Organizer

Korea Construction Equipment Manufacturers Association [KOCEMA]

■ Sponsor

Ministry of Land, Infrastructure and Transport

■ Partners

Korea Construction Equipment Association, Korea Construction Equipment Safety Institute, Korea Construction Trade Association, Korea Specialty Contractors Association, Korea Construction Equipment Maintenance Association, Korea Aggregates Association, Construction Machinery Individual Council, Korea Federation of Crane Council, Korea Federation of Bulldozer, Korea Concrete-Pump Association, Augerboring of Piledriver Equipment Council, Korea Remanufacturing Association of Construction & Industry Machinery, Korea Crane Association

■ Exhibit Category

- Earthmoving Equipment
 - Excavators, Loaders, Dozers, Scrapers, Graders, etc.
- Transportation/Cargo-Handling Equipment
 - Forklift Trucks, Cranes, Dump Trucks, Trailers, etc.
- Road Construction/ Asphalt Equipment
 - Rollers, Asphalt Mixing Plants, Asphalt Finishers, etc.
- Concrete Equipment
 - Concrete Pump Trucks, Concrete Batching Plants, Concrete Mixer Trucks, etc.
- Specialized Equipment
 - Snowplows, Gravel Excavation Equipment, Aerial Work Platforms, Washers, etc.
- Attachments and Parts
 - Hydraulic Breakers, Crushers, Grapples, Rippers, Compactors, etc.
- Others : Raw Materials, Construction Contractors & Firms

■ Co-hosting Exhibition & Event

- ROBOTWORLD 2024 (related events: International Robot Contest & R-biz Challenge 2024)

2. Operation Schedule

■ **Booth Installation/Carrying-in** : October 21(Mon)~23(Wed), 2024 / 08:00~20:00

■ **Exhibition** : October 24(Thu)~27(Sun), 2024

■ **Opening Hour** : 10:00~17:00 (October 26~27/10:00~16:00)

■ **Booth Demolition/Carrying-out** : October 27, 2024 / 16:30~20:00
October 28, 2024 / 08:00~18:00

■ Operation Schedule

No.	Contents	Deadline / Date / Time
1	Online Application	May 31, 2024 (first-come-first-reserved basis)
2	Down payment (50% of booth rental fee)	within 7 days after application
3	Payment of balance of booth rental fee (50%)	June 20, 2024
4	Registration for Utility Service	July 31, 2024 * for the more details, please find at MY PAGE menu of the website.
5	Registration for additional application	by each deadline(July 20 ~ August 31, 2024) * for the more details, please find at MY PAGE menu of the website.
6	Payment of additional application (utility service, advertisement, etc.)	August 20, 2024
7	Booth allocation/Hall planing (※)	April 2024
8	Orientation for exhibitors(on-line)	July 2024
9	Carrying-in	October 21 ~23 (08:00-20:00)
10	Exhibition	October 24 ~ 27, 2024
11	Carrying-out	October 27(16:30~20:00) October 28(08:00~18:00)

※ The Organizer shall allocate booths by the manners of the order of payment, size of booth, exhibitor's past career of participation in CONEX KOREA, etc.

■ 각종 신청 안내

○ Compulsory Registration

Application Item	Application Deadline	Remark
Directory Article Registration	June 20, 2024	All the exhibitors
Registration of Online Exhibition Article	June 20, 2024	All the exhibitors
Utility Service Application	July 31, 2024	Raw space(Custom booth)
Registration of Raw space / Custom booth construction	August 16, 2024	Application for electricity is essentially required to the exhibitor in Raw space/Custom booth
Company Name Registration for the name sign in shell-scheme booth	August 16, 2024	Shell-scheme booth
Exhibitors badge application	August 16, 2024	All the exhibitors
Registration of heavy-weight exhibits in indoor area	August 16, 2024	Exhibitors displaying heavy-weight exhibits

※ Application registration & application: www.conexkorea.com- Exhibitor Login – My page – Additional application

○ Optional Registration

Application Item	Application Deadline	Remark
Application for advertisement	July 28, 2024	
Application for seminar room	July 28, 2024	Limited quantity by booth size
Application for free invitation	July 28, 2024	
Application for after-hours use	August 30, 2024	
Application for furniture/equipment rental	August 30, 2024	Apply to the furniture/equipment rental company

※ Application registration & application: www.conexkorea.com- Exhibitor Login – My page – Additional application

3. Timeline

■ Preparation Period

Category		Date / Time	Details	Operator	
Shell Scheme Booth	Construction of booth	October 21~22 (08:00~20:00)	Installation of booth and Pytex	Official booth construction company	
	Interior Works	October 22~23 (08:00~20:00)	Equipment rental available	Exhibitor	
Booth/Raw Space		October 21~23 (08:00~20:00)	Exhibition Equipment Setup	Exhibitor	
Electricity	Mainline Installation		October 21~23 (09:00~18:00)	Mainline installation only	Electricity Operator
	Booth Interior	Shell	October 21~23 (09:00~18:00)	Booth lights and interior lines	Electricity Operator
		Space	October 21~23 (08:00~20:00)		Exhibitor
	Power Input		October 23 (available after 15:00)	Exhibits testing	Electricity Operator
Phone/Internet	Line Setup	October 21~23 (09:00~18:00)	Line Installation	Network Operator	
	Open Communication Line	October 23 (available after 16:00)	Domestic phone & internet	Network Operator	
Air Compression	Line Setup	October 21~23 (09:00~18:00)	Provided only for applicants	Air compression Operator	
Water/Drainage	Line Setup	October 21~23 (09:00~18:00)	Provided only for applicants	Water service Operator	
Visitor Data Management System		October 23 (available after 15:00)	Provided only for applicants	Registration Operator	
Entry Badge		October 23 (13:00~18:00)	Registration Desk (lobby)		
Final Inspection		October 23 (17:00~20:00)	Setting & Cleaning	Exhibitor	

* Official service company of each category will be announced at the website and updated service guide later.

■ Exhibition Period

Category		Date / Time	Details	Operator
Opening Day (October 24)	Entrance Open for Exhibitors	08:00	Exhibitors can enter the exhibition hall at 8:00 a.m.	Organizer
	Exhibition preparation	08:00 - 09:30	Each exhibitors should prepare cleaning tools	Exhibitor
	Opening Ceremony	11:00	Tape cutting and site tour	Organizer
	Visitors' Entry	10:00 - 17:00		-
	Directory Handouts	10:00 - 17:00	On-site support center	Organizer
Exhibition Day (October 24 ~27)	Exhibitor	October 24, 25: 09:00~17:30 October 26: 09:00~16:30 October 27: 09:00~20:00	On-site support center	-
	Visitor	October 24, 25: 10:00~17:00 October 26~27: 10:00~16:00		-
Closing Day (October 27)	End of Exhibition	16:00	Packing and exit of exhibits unavailable before the show ends	-
	"Certificate of Move-out" form	After 15:00	will be provided to every exhibitor	Organizer
	Getting Confirmation on "Certificate of Move-out" form	After 16:30	Please take a stamp from the organizer to move out the exhibits.	Organizer
	Packing and exit	16:30 - 20:00	Requires confirmation with security officer	Exhibitor

■ Moving-out/Closing

Category	Date / Time	Details	Operator
Packing & Move out	October 27 (16:30-20:00)	Requires certificate	Exhibitor
Move out	October 28 (08:00-18:00)	Requires certificate	Exhibitor

4. Booth Rental Fee

■ Booth rental fee by booth type

Type		Price(US\$)	Applicable quantity	Remark
Raw space		3,100/booth	2 booths	space only
Shell-scheme	Basic	3,600/booth	1 booth	space and device of basic system booth(octanium or mexima material)
	Premium A	4,000/booth	2, 3, 4, 6 booths only	space and device of premium system booth(block material)
	Premium B	4,300/booth		




※ 1 booth : 9m² (3m×3m)

※ Shell-Scheme booth includes the electricity of 1kW per booth, company name sign, information desk and chair.

※ The colors for premium type shell-scheme booth are available in blue, green and red.

※ Please see the details of the design and provisions by booth type and size at the website of CONEX KOREA.

< Design of Shell-scheme Booth >

Basic	Premium	
	A	B
		

II. Regulation of Booth Installation

1. Raw space/Custom Booth

2. Shell Scheme Booth

3. Common Compliance Requirements

4. Utility Services

1. Raw space (Custom booth)

- ※ Raw space is available for 2 or more booths.
- ※ The exhibitor applied for Raw space/Custom booth will be responsible for the overall cost of booth construction and interior including utility service, rental of equipment and furniture.

■ Appointment of Contractor

- The booth design and construction company should be selected one of the contractors officially designated by KINTEX.

■ Construction Period

- Exhibitors construct the Raw space/Custom Booth on 8:00 a.m. to 8:00 p.m. from October 21 to 23, 2024.
- All booth constructions will need to abide by the construction schedule informed by the organizer.
- The exhibitor can use the exhibition hall until midnight of the day during the period of carrying-in with a charge.
- The rate of after-hour use is US\$600 per hour. But the extra fee exceeding the rate can be charged according to the location of the booth.
- The exhibitor who wants to apply for after-hours use should notify it to the organizer and get permission from the organizer in advance.

■ Responsibilities

- Custom Booth Applicants must submit their Custom Booth Work Application, Booth Plan, and Pictorial Drawings to the Secretariat before August 16, 2024.
 - ※ The purpose of submission is for the Organizers to evaluate if the work is planned for the Contractor, and if the design is compliant with the regulations in regards to height, rigging, and others.
- All Custom Booths must follow the regulations set by the Organizers. Should there be any violations, the Organizer will be able to enforce certain measures.
 - Exhibitor could be penalized in future events in booth location.
 - The Organizer, Secretariat, or any other party acting under approved authority of the Organizers, could demand an alteration or demolition of the booth and/or equipment.
 - The Contractor responsible for the violation will be unable to join with any future events hosted by the Organizer.

■ Safety and Regulation

- This section is dedicated to a better view of the Exhibition Site, and for the comfort of visitors, safety of the exhibitors, and reduction of potential waste.
- Installation process of booth equipment must be carried out under an agreement between the Exhibitor and one of the Contractors of KINTEX. All equipments and installations must abide by local(Korean) laws, and the KINTEX standards regarding structural and fire safety.
- Booth construction must not, in any circumstances, damage or otherwise hamper the capabilities of the fire safety system and emergency exit. It should also be heat/fire resistant in order to prevent possible fire hazard.
- Contractors must prepare cleaning tools(brooms etc.) in order to dispose any waste in the process of construction. Failure to comply could result in cancellation of their construction process.
- After the closing of the event, Exhibitors should be responsible for the tear down and clean up of their respective booth, and return it to a state before the exhibition took place. Otherwise, the Secretariat will fine the Exhibitor for the additional fee for tear down.

■ Limits of Exhibits Height

- The maximum height of wall is 6.0m from the floor in the indoor Raw space/Custom booth.
- If the height of booth structure including wall of booth is higher than 5.0m, the exhibitor/contractor must get an structural analysis from KINTEX.
- In the case that the booth walls are tangent to each other, the exhibitor with the higher booth device shall finish the exposed wall of the adjacent exhibitor.
- If an exhibitor that owns a four-sided open booth designates a booth creating a wall, shall finish the wall on the walkway wall a using material or design(unable to finish in single color)
- If the display structure is raised to a double floor, the area of the double deck shall be within one-third of the area of use(floor area).

■ Booth Flooring

- When carrying out flooring work such as construction of pytex and carpet in a booth, the exhibitor must use a product treated with pyrotechnic protection and tape when attaching(adhesive and double-sided tape are not allowed). If the floor of the exhibition hall is damaged, the exhibitor shall restore it to its original condition.
- The floor in the booth facing the walkway must be finished.
- If the floor in the booth is decorated, the height shall be not less than 1.5m relative to the floor of the booth.

■ Display using Ceiling

- The height of the ceiling rigging structure is limited to 6.5m or more and 9.0m or less from the floor.
※ Ceiling Height of KINTEX Exhibition Center 1 : 12m
- Ceiling rigging structures are limited to promotional banners and lighting attached to truss structures, and do not allow the installation of banners coming down to the bottom of the truss structure.
- Rigging structures must be installed by one of the officially registered companies at KINTEX and must be got structural analysis from KINTEX.

■ Company name sign in the booth

- If a signboard in the booth is installed, its height shall comply with the height provisions of the clause of Limits of Exhibits Height above.
- The name of the participating company on the signboard within the booth must be the same as the name of the company in the application form, and in the case of a foreign company's Korean branch or trading agency, it may be used after obtaining approval from the Organizer by submitting materials to prove it.
- Do not use neon, colored light, flashing light, etc. in letters or logos on the signboard.

■ Decorative items on the aisle and lighting in the booth

- Safety devices, such as barrier walls of 100cm or less height, shall be installed to mask electrical wiring, perforation pressure, feed/drainage, etc. on the back of the display.
- Within the booth, general lighting related to the booth, such as the demonstration work, dustproof room, and display in the display case, is permitted, but coloured light at the company name, features, and other phrases in the signboard cannot be permitted. And, the lighting device should be as careful as possible to the safety of the visitors, such as installing a cover away from direct contact with body. In addition, when lighting exhibits, the distance between lights is less than 250cm from the floor, 50cm or less from the floor, and 100W or less.

2. Shell Scheme Booth

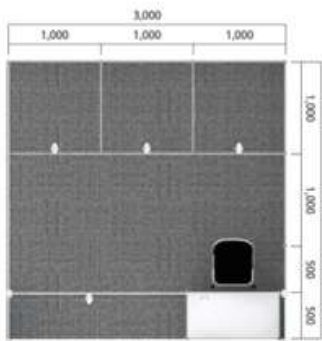
A. Basic Type

■ Booth Construction

- Basic specifications constructed by the official booth construction company designated by the organizer.
- ※ Applicable for 1 or more booth.



Item(per booth)	Quantity	Unit	Details
System Booth (octanium or macsymba)	1	booth	3 x 3 x (H)2.5m
Company name sign	1	EA	3 x 1m
Side banner	2	EA	0.5 x 3.5m
Slogan sign	1	EA	3 x 0.3m
Flooring (Pytex)	1	9m ²	3 x 3m
Spotlight	5	EA	daylight 16W
Power socket (2 holes)	1	EA	15A/220V(1kw)
Information desk	1	EA	1 x 0.5 x (H) 0.75m
Information Chair	1	EA	foldable



▲ Top View



▲ Front View



▲ Side View

- ※ All quantities in the above graph is set to one booth.
- ※ Any other equipment or modifications must be paid and prepared by the exhibitor.
- ※ Design above and offer details are examples, the final offer details will be informed after official booth construction company is decided.

■ Basic Information

- Size: 3 x 3m(9sqm), 2.5m high
- Material : Coated Composite(white) with Aluminum framework.
- ※ If an Exhibitor wish to attach a banner to the back and sides of the booth, its should be set to 2.9m(width) x 2.3m(height) for the back side, and 2.4m(width) x 2.3m(height) for the side banners. Side Banners will be hung with a hook, and also feature a 50cm wide pillar.

■ Graphic Banner

- Size: Graphic Banner 3,000mm(width) x 1,000mm(height)
Lettering Banner 3,000mm(width) x 210mm(height)
- Only Ai (Adobe Illustrator) files will be accepted, and if a proper file has not been submitted, the Graphic Banner will be created as a text only banner.
- The company name for the Fascia will be identical to the one you have written in Form 5.
- All text will be written in Gothic font. Korean and English names will be displayed separately, and all Latin Alphabets will be capitalized.
- Logos will not be displayed on Fascia, and all punctuation marks must be provided precisely.

■ Flooring

- Designated Pytex(gray) flooring within booth.

■ Lighting

- Spotlights for Graphic Banner (2), Inner Booth Spotlight (3)

■ Electricity

- 1kW per booth provided by default (ie : 4 Shell Scheme booths = 4kW)
- We recommend reporting for any energy heavy equipments you wish to use at the exhibition site.
- 220V plug (2 outlets)

■ Furniture

- 1 Info Desk and 1 Portable Chair per company (regardless of booth number)

■ Prohibited Activities





- Damaging the booth walls(hammering nails, drilling, attaching sheets) are strictly forbidden. Should an exhibitor wish to make modification on the walls, they will have to make an arrangement with the contractor regarding this matter.
- If any damage is done without prior arrangement with the contractor, the exhibitor will be fined for the damage caused.
- Use of double-sided tapes on Shell Scheme walls are forbidden, and hanging canvases and panels should be done with canvas hooks.

B. Premium Type

■ Booth Construction

- Premium specifications constructed by the official booth construction company designated by the organizer.
- ※ Applicable for 2, 3, 4 and 6 booths with 3 sides open only.

a. Premium A

Category	2 booths	3 booths
Design		
Items	<ul style="list-style-type: none"> - Block System, Flooring Pytex - 8 Sticker Banner, Fascia Sheet, Sheet Construction(Designated Color) - 4 H.Q.I, 3 Recessed Lighting, 2 Power socket - 1 Catalogue Holder, 1 Roundtable set, 1 Barstool 	<ul style="list-style-type: none"> - Block System, Flooring Pytex - 16 Sticker Banner, Fascia Sheet, Sheet Construction(Designated Color) - 6 H.Q.I, 6 Recessed Lighting, 2 Power socket - 1 Catalogue Holder, 2 Roundtable set, 1 Barstool
Category	4 booths	6 booths
Design		
Items	<ul style="list-style-type: none"> - Block System, Flooring Pytex - 16 Sticker Banner, Fascia Sheet, Sheet Construction(Designated Color) - 4 H.Q.I, 8 Recessed Lighting, 2 Power socket - 1 Catalogue Holder, 2 Roundtable set, 1 Barstool 	<ul style="list-style-type: none"> - Block System, Flooring Pytex - 18 Sticker Banner, Fascia Sheet, Sheet Construction(Designated Color) - 5 H.Q.I, 12 Recessed Lighting, 4 Power socket - 1 Catalogue Holder, 3 Roundtable set, 2 Barstool

※ The colors for premium type shell-scheme booth are available in blue, green and red. Please see the details of the design and provisions by booth type and size at the website.

b. Premium B

Category	2 booths	3 booths
Design		
Items	<ul style="list-style-type: none"> - Block System, Flooring Pytex - 8 Sticker Banner, Fascia Sheet, Sheet Construction(Designated Color) - 12 H.Q.I, 2 Power socket - 1 Catalogue Holder, 1 Roundtable set, 1 Barstool 	<ul style="list-style-type: none"> - Block System, Flooring Pytex - 8 Sticker Banner, Fascia Sheet, Sheet Construction(Designated Color) - 12 H.Q.I, 2 Power socket - 1 Catalogue Holder, 1 Roundtable set, 1 Barstool
Category	4 booths	6 booths
Design		
Items	<ul style="list-style-type: none"> - Block System, Flooring Pytex - 12 Sticker Banner, Fascia Sheet, Sheet Construction(Designated Color) - 14 H.Q.I, 2 Power socket - 1 Catalogue Holder, 1 Roundtable set, 1 Barstool 	<ul style="list-style-type: none"> - Block System, Flooring Pytex - 8 Sticker Banner, Fascia Sheet 2, Sheet Construction(Designated Color) - 14 H.Q.I, 2 Power socket - 1 Catalogue Holder, 3 Roundtable set, 2 Barstool

※ The colors for premium type shell-scheme booth are available in blue, green and red. Please see the details of the design and provisions by booth type and size at the website.

3. Common Compliance Requirements

■ Securing safety

- The installation location of the machine shall be within the exhibitor's booth, which is not less than 30cm apart from the side facing the walkway. In addition, the control panel and peripheral equipment other than the main body of the machine, such as electrical, air-pneumatic, and water/drainage related facilities, shall be installed as well.
- In the event of a demonstration of the machine, the security personnel should be stationed in the booth to ensure the safety of the visitors. In addition, if the parts of the machine protrude towards the walkway, the facility must be protected by attaching a cover.
- As a safety protection measure, stands with a height of less than 100cm and hook chains can be installed in the booth where the exhibition is performed.
- In addition to the use of non-combustible materials, special attention should be paid to fire and fire prevention, and compliance with the legislation prescribed by regulations, rules, etc.

■ Installation of video facilities

- Promotions such as slides, DVD players, projectors, and TV Camera Slides are available for specific visitors within the individual exhibitor's booth.
- Screen and TV receiver shall be installed in the individual exhibitor's booth at least 1m away from the walkway so that it does not interfere with the visitors' traffic and adjacent booths.

■ Safety management for installation and display of exhibits

- Exhibitor displaying heavy goods exhibits shall pre-register the resources of the exhibits on the exhibition website within the due date. In addition, measures should be taken to distribute the load by ensuring that the load can be distributed within the allocated area.
※ Load limit of indoor exhibition hall: 5 tons/m²
- The maximum height of exhibits shall be limited to 12m, the maximum allowable height of the structure of the exhibition hall, and if exhibits exceeding 5m are exhibited, the exhibitor shall register the resources of the exhibits on the exhibition website within the due date.
- If the height of the exhibits exceeds the wall of the booth or other high-altitude exhibits are displayed, the exhibits exposed to the height beyond the wall shall not be located beyond the floor area of the exhibitor.
- When displaying a high-altitude exhibits, the exhibitor shall use stiffeners, etc. to prevent the exhibits from being conducted or components of the display exposed to the air from falling to the floor. Exhibitor is responsible for safety accidents caused by insufficient safety management of the exhibits.
- In the case of equipment equipped with an engine, smoke cannot be generated by starting in the indoor exhibition hall and the equipment cannot be moved during exhibition. In the event of a violation, the exhibitor is responsible for compensation for safety accidents and indoor pollutant emissions required by the exhibition center.

■ Safety management for booth device and material use

- In the event of non-authorization and/or causing interference to other exhibitors outside the prescribed scope, the Organizer shall regulate it and, in the end, cut off the electricity supply in the name of all the exhibitors.
- Display items, devices, etc. cannot be displayed in the walkway to prevent inconvenience.
- All materials shall be flame-retardant or non-flammable. In particular, all materials, such as lighting screens, backdrops, or shading device should also be flame-retardant.

- Exhibitors that wish to bring dangerous goods such as gas, LPG, gasoline, etc. into the exhibition area must obtain permission from the Organizer in advance.
- Tools built into the motor, such as electric shields, electric saws, welders, and compressor, may only be used within the exhibition area under the approval of the organizer.
- Exhibitor displaying heavy items must pre-register their spec on website within a deadline. In addition, measures for load balancing shall be taken by verifying that the load distribution of its own exhibits can be borne within the allotted area.
※ Restriction of load on the indoor area : 5 tons/m²
- Exhibitors that want to secure displays with an anchor or nail at the bottom of the exhibiting area must obtain approval from the Organizer in advance and recover the bottom after the exhibition. The working is only available to the contractors officially designated by KINTEX and the costs must be treated by the exhibitors.

4. Utility Services

■ Electricity

a. Provided by booth type

Booth Type	Base Electricity	Misc.
Shell Scheme Booth	Single Phase 220V 1kW/booth Double plug socket	additional lights and electricity will require additional applications.
Raw Space/Custom Booth	none	Contact Contractors for electricity and installation

※ In case of Shell Scheme Booth, the exhibitors should prepare multi-taps in order to use multiple products.

b. Mode of Power and Fee

Classification	Voltage & Frequency	Unit Price
Single phrase [A.C]	220V [60Hz]	US\$60/kW
Three phrase [A.C]	220V [60Hz] 380V [60Hz]	
Single [A.C], [24hours]	220V [60Hz]	US\$70/kW

c. Change of Voltage and Frequency

If an exhibitor needs separate voltage or frequency to operate their exhibits, they may install transformers or current transformers at their own expense.

d. Power Supply and Installation

- Supply Time : Electricity shall be provided from 3:00 p.m. on October 23, 2024 gradually according to the situation of machinery installation and related construction under the authority of Organizer
- Electricity installation : According to the capacity applied by the exhibitors, wiring for power and lighting shall come from a pit built on the floor of the exhibition space and breakers installed in each booth. All electrical works inside the raw space/custom booth shall be performed by the exhibitor.

※ In case of shell scheme booth, the Organizer installs wiring and lighting.

e. Selection of Contractor

Exhibitors in the raw space/custom booth shall select contractors from among those designated by KINTEX to perform installation work and the selection shall be informed to the organizer.

f. Safety system for exhibits

- Electric current : KEPCO → KINTEX substation → each booth
- The operator shall not be responsible for damage to the demonstration products due to power failure, voltage abnormalities, etc. (200 volts or less) and the exhibitor must apply safety devices for the demonstration products like AVR, UPS, etc.

g. Other precautions

- Wiring should use 600V/EV cables regardless of their electrical capacity, and if an outlet for 220V is used, a dedicated part shall be used.

- Installation of wiring breakers and socket-outlets shall be installed at a height of at least 30cm from the floor separately for display operation and lighting, and third type of grounding shall be carried out for motor and other items.
- To prevent electrical accidents, the KINTEX manager can inspect electrical facilities and test operation conditions in the booth, and when defective materials are found during inspection, repair instructions can be ordered and power transmission can be stopped until repair is completed.
- All electrical works shall be designed and constructed as provided under the relevant laws for electrical equipment technology.

■ Internet

- The internet is available after 16:00 on October 23, 2024
- Pay attention to damages of facilities when transporting or transporting exhibits. In the event of failure, damage or loss due to carelessness of the participants, the participant shall pay the expenses.
- Service Fee

Item	Type	Unit price	Remark
Internet	Wire	US\$180/port	Fixed Charge

- The Internet is installed as a T1 internet-only line, one fixed IP is supplied per line, and a fee is charged for each IP on application over two lines.
- ※ The use of the sharing device is prohibited. This action is taken to avoid the reduction of internet speed and buffering caused by the use of the sharing device.

■ Compressed Air

- Upon the exhibitor's request, the Organizer shall install compressed air service from existing facilities to the exhibition booth with the following specifications. For safety reason, the organizer designates a constructor (among listed companies on KINTEX) of compressed air and all charges is imposed on the exhibitor.
- Compressed air shall be supplied in phases in the order of the contractors whose construction has been confirmed.
- Fee:

Standard pipe size	Maximum pressure	Unit price
Ø9mm	6.5kg/cm ²	US\$200/ea
Ø15mm	6.5kg/cm ²	US\$300/ea
Ø20mm	6.5kg/cm ²	US\$400/ea

- ※ The exhibitor may use a separate multiplug, but the Organizer is not responsible for any problems caused by the pressure reduction.
- In case of concern about damage to products under commissioning due to reduced pressure, the exhibitor shall install the protective device at the participant's expense, and the Organizer shall not be responsible for it at all.

■ Water/Drainage

- Only the Organizer shall install the water supply and drain pipes in batches by the host from the joint district to the exhibitor's booth.
- Water/Drainage shall be supplied in phases in the order of the contractors whose construction has been confirmed.
- The water pressure is 3kg/cm² with a 15mm water supply tube and φ25mm drain pipe connected underground.

- The service charge is US\$200/ea and separate construction costs should be borne if the specifications differ from the basic specifications.
- ※ Excluding equipment connection and other work

■ Bar Code System

1) System Overview

- Bar Code System is advanced system using freely mobile handi terminal type, detailed information of customers visiting the participant is available.

2) Fee

- The fee for this system is US\$250/ea for use during the exhibition.

3) System flow

- Step 1: Visitors must preregister on the Internet or fill out registration applications on site (all visitors).
- Step 2: Pre-registration visitors receive a badge after confirming themselves, and on-site registrations after submitting their registration application.
- Step 3: Visitors tag the badge on the terminal when visiting the exhibitor's booth of interest.
- Step 4: Information saved on the exhibitor's terminal is collected and delivered to each exhibitor, and the exhibitor is provided with a date-by-date analysis data.

4) Regulations for Management

- The full database of all visitors to CONEX KOREA not available to the exhibitors.
- If a guest book is required, it should be prepared by the participant and not provided by the organizer.

■ Rental of Furniture/Supplies

- One information table and one chair per booth are provided to the exhibitors applied for shell scheme booth. Other furniture and supplies may be requested and leased before the opening of the exhibition or at the site of the exhibition hall. The rental of furniture and supplies shall be chosen by the official subcontractor designated by the Organizer or by the provider designated by KINTEX.
- No separate built-in furniture and equipment are supplied to the exhibitors applied for raw space/custom booth, so the furniture and supplies shall be applied and leased by reference to the above description.

■ Use of Equipment

- The use of equipment for the transport and display of exhibits shall be applied through the official forwarder which will be notified in the future.
- The fee for use shall be paid directly to the official forwarder by the exhibitor based on the following price list.
- Equipment Usage Fee:

Equipment/Specification		Service Fee
Forklift Trucks	3 ton	KRW 80,000/40min (excl. VAT)
	5 ton	KRW 90,000/40min (excl. VAT)
	7 ton	KRW 110,000/40min (excl. VAT)
	8 ton	KRW 1,450,000/40min (excl. VAT)
	18 ton	KRW 1,300,000/4hour (excl. VAT)
	25 ton	KRW 3,250,000/day (excl. VAT)
	30 ton	KRW 3,500,000/day (excl. VAT)
Cranes	15 ton	KRW 700,000/4hour (excl. VAT)
	25 ton	KRW 900,000/4hour (excl. VAT)
	35 ton	KRW 1,000,000/4hour (excl. VAT)
	50 ton	KRW 1,200,000/4hour (excl. VAT)
	100 ton	KRW 2,500,000/day (excl. VAT)

※ The above price is the estimated price of the official forwarder, and if you apply for the use of the equipment, please apply to the official forwarder.

※ Please refer to the notice on the exhibition website for the shipping price of the exhibits.

III. Venue Management Rule

1. Carrying-in, Carrying-out and Management of Exhibit

2. Management Regulation

1. Carrying-in, Carrying-out and Management of Exhibit

■ Provided by booth type

Division	Period	Time
Division	Oct 21~23, 2024	08:00 ~ 20:00
Carry-out	Oct 27 (After the closing of the exhibition)	16:30 ~ 20:00
	Oct 28	08:00 ~ 18:00

■ Entry of Vehicles

- All the vehicles including cargo trucks can not enter the exhibition area during exhibition period.
- Exhibit loaded vehicles can enter exhibition area through cargo handling area during period of carrying in and out. Entry of the vehicles should be controlled by the official forwarder in order to avoid congestion.

■ Prohibition of Carrying-In and Exhibition for Equipment Handled by Non-Participating Brands (Newly added clause on November 13, 2023)

- If an exhibitor exhibiting attachments, parts, etc. wants to display equipment for the purpose of mounting its exhibit, the equipment must be the product handled by the exhibitor participating in the exhibition.
- The organizer defines a display of equipment of non-participating brands as the mounting equipment as an act of halving the exhibition marketing effect of the exhibitor handling the same product and providing non-participating companies with a free ride opportunity to the participation of the exhibition, and prohibits the exhibitor from carrying in the equipment.
- The organizer operates a system that provides free support for equipment from the exhibitor handling the product to the exhibitor needs equipment for the purpose of mounting its exhibit, and announces the detail plans.

■ General Guide of Carrying-In/Out

- The exhibit shall be insured for loss and damage and managed by exhibitor in preparation for any unexpected accident.
- Exhibitor shall observe the timeline regulation of carrying-in and remove the packing container.
- If an exhibitor wants carry-in heavy-weight exhibits for display or replacing purpose during exhibition period, the exhibitor shall discuss it with the organizer. Under approval of the organizer, the additional entry can be allowed after opening hour.
- Charged person from exhibitors shall stay at the booth and supervise the works of carrying-in of the exhibits. The organizer do not accept liability for loss of exhibits.
- Exhibitor shall transport small and light-weight exhibit.

■ Carrying-In/Out of Foreign Exhibit

- Exhibitor is responsible for the customs clearance and cost.
- Exhibitor who intends to transport foreign exhibit to exhibition area shall submit 3 copies of invoices(packing breakdown) to the official forwarder until October 4, 2024.
- The exhibitor shall prepare for bill of lading(B/L) and packing list for exhibit, sample for display and test during exhibition and consumables(catalog and souvenir) for prompt customs clearance.
- Consignee shall be the official forwarder or the exhibitor. Notify party shall be the specified the exhibitor. ※ In case exhibitor intends directly clear the customs, the ultimate consignee shall be the exhibitor.
 - ※ If the consignee shall be the official forwarder, the exhibitor should notify it to the forwarder beforehand.
 - Foreign exhibit shall arrive Pusan Port no later than October 10, 2024 and Incheon International Airport no later than October 14, 2024.
 - The bonded goods shall be investigated for carrying-in and carrying-out in the presence of the exhibitor's representative who can describe the content in detail.
- All exhibits taken out of the bonded exhibition hall shall not be moved without prior approval from the show host and customs authorities.

< Marking of Destination of Foreign Exhibits >

Consignee: Company Name of the of the official forwarder designated by the Organizer(to be notified)
or Company Name of Exhibitor(direct customs clearance) (*in English)
Post Address(postal code), Telephone number, Fax number (*in English)

Notify Party: Company name of exhibitor / Number of Booth (* in English)

<Shipping Labeling>

Case Marking : Exhibition Goods for CONEX KOREA 2024

Case No :

Gross Weight :

Net Weight :

Dimension: L W H (cm)

Shipping Mark :

■ Demolition of Booth

- Raw space/Custom Booth Booth and relative facilities shall be demolished and removed during the period of moving/carrying out. If not, the organizer shall removed it arbitrarily and charge the cost the exhibitor.
- Shell-scheme Booth Additional facilities and interior item installed by the exhibitor shall be carried-out during the period of moving/carrying out.

■ Process of Carrying-out exhibits

- Receiving Carrying-out Form and Exhibitor Questionnaire(Secretariat office) → Filling out and submitting them → Getting organizer's authorization(stamp an official seal) on carrying-out form → Submitting the form to the security guard and checking/confirming the exhibits → Carrying out the exhibits ※ Exhibitor must submit Carrying-out Form confirmed by secretariat office to the security guard at the exit. If the exhibitor does not submit the form, exhibits will not be allowed to be carried out.
- ※ It is prohibited for the exhibitor to carry out exhibits during exhibition. For the special cases, it can be allowed by the organizer's approval.

■ Reinstatement

- If the floor in the exhibition area have damage by scratch, crack and discolor by oil leak, the exhibitor is responsible for restoration. The organizer or KINTEX shall charge the exhibitor for restoration according to the official quotation by each item. The same applies to the other facilities damage in KINTEX.

2. Management Regulation

■ Events in a booth

- The volume should be enough to be heard within its booth (70 dB or less), should not interfere with nearby competitors' PR activities, the Organizer may regulate the player's sound and, if not cooperated with the exhibitor, shut down the competitor's power.
- The event in the booth shall be carried out to the extent that it does not cause any damage to adjacent booths, such as light or smoke.
- A suspension of the event may be required if the exhibitor's exercise causes damage to other booths.
- When installing an acoustic device such as a speaker, install it at least 1.5 meters from the ground, and the direction should be directed inside the booth.

■ Cleaning and garbage disposal

- During the exhibition period, the Organizer shall clean the passages or surroundings in the exhibition hall, but the disposal of large volume of waste and industrial waste materials (e.g. wood, vinyl, styrofoam, boxes, etc.) shall be handled by the exhibitor.
 - ※ The inside of the booth must be cleaned by the exhibitor.
- If general waste is discharged during the exhibition period, the cleaning company should collect it when it is closed by sealing it with a trash bin or plastic installed outside the exhibition hall and placing it in the exhibition hall's
- Food waste in the showroom should be contained, and standard waste bags should be used to treat it.
- If the exhibitor does not dispose of the waste, the Organizer can dispose it and charge the cost of disposal to the exhibitor.

■ Managing exhibits and exhibition halls

- Exhibitors shall be fully responsible for theft, damage, or personal injury of any kind to the exhibition stand or display, and shall not seek compensation from the organizer.
- In order to prepare and organize exhibitions of participating companies, the exhibition hall shall be opened to the exhibitors as followings:
 - ※ October 24~25: 09:00~17:30
 - ※ October 26: 09:00~16:30
 - ※ October 27: 09:00~20:00

IV. Facilities & Service

1. Parking

2. Traffic Guide

3. Accomodation

4. Official Service Partners

1. Parking

■ Free parking service for working cargo vehicles

- During the period of bringing in, exporting, and carrying out the equipment and ironing work, free parking may be made only on work vehicles to resolve the failure of parking by exhibitors and contractors.
 - The reason for limiting such vehicles to cargo vehicles is that allowing passenger cars increases congestion around cargo exits, and the process of identifying work vehicles at the entrance to the loading and unloading parking lot, which causes inconvenience to businesses entering for actual work.
 - Free parking standard
 - Application period: Preparation period and demolition period (October 21~23, October 27~28)
 - Application quantity: No limit on number of vehicles applied.
 - Valid time: Work vehicles are only valid for two hours after entering the KINTEX (Load Arrivals).
 - Free vehicles: cargo vehicles
- ※ Free parking is free only if the vehicles enter the loading dock.

■ Free parking for exhibitors

- During the exhibition period, exhibitors will be able to use a parking lot exclusively for CONEX KOREA, which is licensed by the Goyang-si near KINTEX Exhibition Center 2, for free.
- Parking in the KINTEX facility requires settlement of the parking fee according to the rate set by KINTEX.

■ Parking Information of KINTEX

- As the existing KINTEX 1 parking lot will be included in the site of the expansion of KINTEX, information of the paid parking lot in the KINTEX facility should be checked on KINTEX's website later.

2. Traffic Guide

■ Further Information : Click here https://www.kintex.com/web/en/html/service/parking_transportation.do

- You can get the further information to get KINTEX by car, bus, subway and KTX.



3. Accommodation

■ Official Hotel Information

- The official Hotel information will be notified later. You can book a hotel with a group corporate rate and take use of free shuttle bus between the official hotel and KINTEX.

■ Hotels near KINTEX

- Information of Hotels in business agreement with KINTEX

<https://www.kintex.com/web/en/service/etcHotel.do>

4. Official Service Partners

Item	Official Partner	Charged person		Remark
		Name	Phone Number	
On-site support center	PLAN-EX	Terry Park	T. +82-6952-3785 F. +82-6442-9834 E. conex24@plan-ex.co.kr	-
Forwarder	ROSETTE EXPO	Amy Lee	T. +82-10-9282-6879 E. amy.lee@rstexpo.co.kr	
Booth construction company for shell-scheme booth	PRO DESIGN GROUP	Sunyoung(SUN) SEO	T. +82-2-6956-4725 F. +82-2-6956-4725 E. ffisk01@naver.com	-
Electrical equipment and lighting works supplier for shell-scheme booth	PRO DESIGN GROUP	Sunyoung(SUN) SEO	T. +82-2-6956-4725 F. +82-2-6956-4725 E. ffisk01@naver.com	-
Furniture supplier	SEJONG E&R	Lina Juyoung CHOI	T. +82-2-6956-4725 F. +82-2-6956-4725 E. ffisk01@naver.com	-
Bar-Code system Supplier	GOVENT	Minkyu YOU	T. +82-2-2038-3354 E. mk@govent.kr	-
Electricity supplier	PLAN-EX	Terry Park	T. +82-2-2038-3354 E. mk@govent.kr	-
Compressed air supplier	PLAN-EX	Terry Park	T. +82-6952-3785 F. +82-6442-9834 E. conex24@plan-ex.co.kr	-
Drainage supplier	PLAN-EX	Terry Park	T. +82-6952-3785 F. +82-6442-9834 E. conex24@plan-ex.co.kr	-
Internet supplier	PLAN-EX	Terry Park	T. +82-6952-3785 F. +82-6442-9834 E. conex24@plan-ex.co.kr	

* Please apply for all utility service on the exhibition website in advance; <MY PAGE> - <Utility Service Application>

V. Various Application Forms

1. Compulsory Application

2. Optional Application

1. Compulsory Application

■ Further information and application : official website of CONEX KOREA 2024(www.conexkorea.org)

☞ Exhibitor LOGIN → MY PAGE → Additional Application

Contents	Deadline	Remark
Directory article online registration	June 21, 2024	All exhibitors
Utility Service application	July 31, 2024	Raw space / Custom booth
Registration of Raw space / Custom booth construction	August 16, 2024	Raw space / Custom booth
Company Name Registration for the name sign in shell-scheme booth	August 16, 2024	Shell-scheme booth
Exhibitors badge application	August 16, 2024	All exhibitors
Registration of heavy-weight exhibits in indoor area	August 16, 2024	Exhibitors in indoor area

2. Optional Application

■ Further information and application : official website of CONEX KOREA 2024(www.conexkorea.org)

☞ Exhibitor LOGIN → MY PAGE → Additional Application

Contents	Deadline	Remark
Application for advertisement	June 28, 2024	
Application for free invitation	June 28, 2024	limited quantity by each booth size (*please refer to the MY PAGE at the website)
Application for seminar room	June 28, 2024	
Application for after-hours use	October 30, 2024	
Application for furniture/equipment rental	October 30, 2024	furniture/supplies rental company

3. Business Meeting Application

■ Further information and application : official website of CONEX KOREA 2024(www.conexkorea.org)

☞ Exhibitor LOGIN → MY PAGE → Additional Application