



CHI 2015

CROSSINGS

SEOUL • KOREA

Exhibitor Service Kit

COEX Convention & Exhibition Center

20-23 April 2015 Exhibit Show

(18-23 April 2015 CHI 2015 Conference)

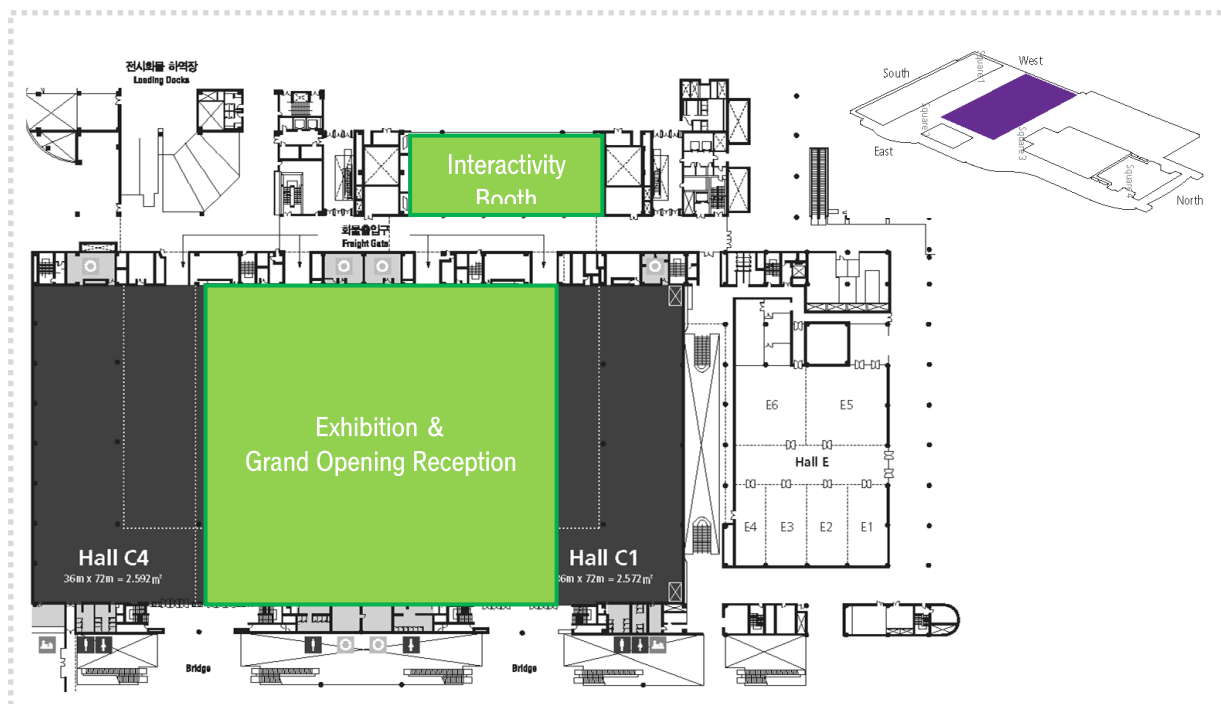
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1. Instructions for Ordering

We are pleased to welcome you as exhibitors at the ACM CHI 2015 Conference which will be held from April 18 to 23, 2015 at the COEX Convention Center in Seoul, Korea. Please note that the exhibition period is only from April 20 to 23, 2015. This page will explain how to order items for your booth.

- Exhibition Period: **April 20 to 23, 2015**
- Location: COEX Exhibition Hall C2/C3 3F (3rd Floor)



1) How to Place Your Order

Decide what you would like to order, and then complete the appropriate order forms found in the back of this Exhibitor Service Kit. Submit your completed, signed forms to Korea Convention Services, Ltd. (KOCONE) by e-mail exhibition_chi2015@koconex.com (preferred) or fax 82-2-3476-8800.

2) How to Pay

Upon completion of your order, you will receive an invoice by email with all the details listed. The invoice will have the total cost of all items ordered so you can make a single payment. All payments must be made by bank transfer in Korean won (KRW), and final payment is due on **March 31, 2015**. If payment is not received by the due date, services will not be provided. Below is the information you will need to pay Koconex by bank transfer:

Beneficiary	Korea Convention Service Co., Ltd
Bank Name	Korea Exchange Bank
Bank Address	181, Euljiro 2-ga, Jung-gu, Seoul 100-793 Korea
Account Number	630-005204-725
SWIFT Code	KOEXKRSE

All bank transfer fees must be paid by exhibitors.

3) Cancellation Policy

Any order cancellations must be submitted in writing. Orders may be cancelled or changes may be made to orders before **April 6, 2015** without incurring penalty charges. A 20% order cancellation fee will be applied to all cancellations received by **April 13, 2015**. No refunds will be given for cancellations received after April 13, 2015.

4) Inquiries about Exhibitor Services and Booth Questions

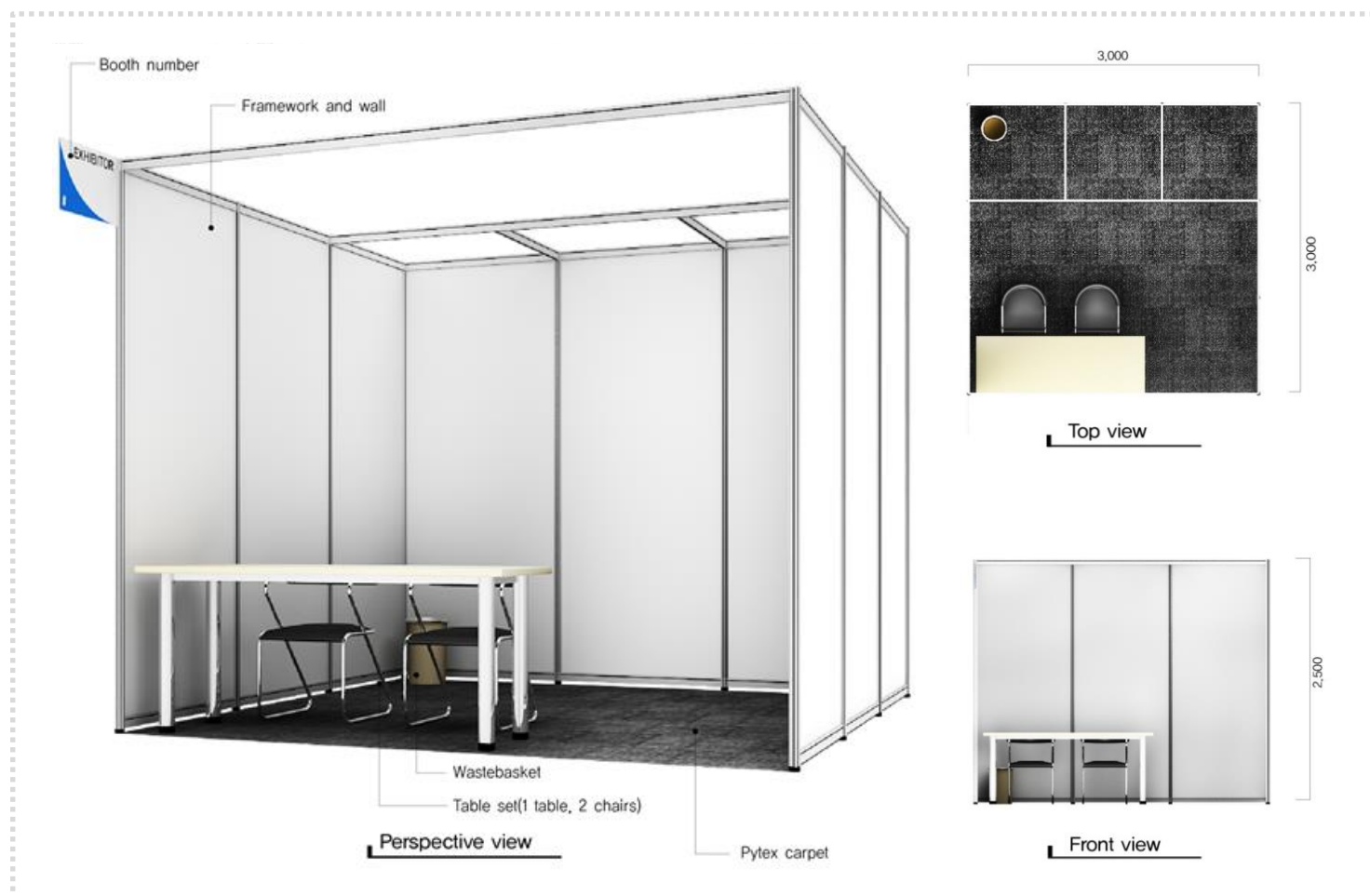
For any inquiries regarding the exhibit booth and other exhibitor services, please contact Korea Convention Services Ltd.

Korea Convention Services Ltd.

2F, Oxford Bldg., 2335 Nambussonhwan-ro, Secho-gu, Seoul 137-850, Korea

Tel: +82-2-3476-7700 Fax: +82-2-3476-8800 E-mail: exhibition_chi2015@koconex.com

2. Standard Booth (supplied at no extra charge)

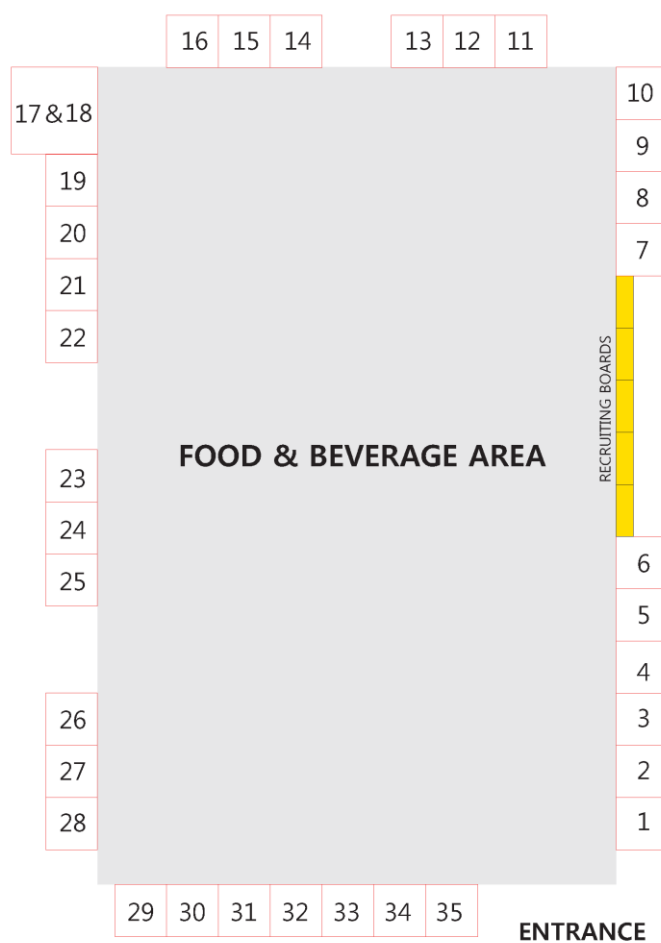


The following items are included with your stand/booth rental: walls for stand/booth

- Back and side system wall panels
- Gray Carpet (Pytex) 9 square meters
- 1 Table
- 2 Chairs
- 1 Wastebasket
- 1 Stand/booth identification sign

*Exhibitors who cause damage to the wall panels of a stand/booth by using nails or adhesives will be held fully responsible for the cost of returning panels to their original state. The cost is KRW 25,000 per wall panel.

3. Current Floor Plan



Timetable

Monday, 20 April	9:00 AM to 4:30 PM	Exhibitor Setup
	4:30 PM to 5:30 PM	Exhibit Management Walkthrough
	5:50 PM to 7:30 PM	Grand Opening of Exhibits and Conference Reception
Tuesday, 21 April	10:30 AM to 5:30 PM	Exhibits Open
	5:30 PM to 7:30 PM	Job Fair (optional for exhibitors)
Wednesday, 22 April	10:30 AM to 5:30 PM	Exhibits Open
	6:00 PM to 08:30 PM	Hospitality Events Off Site
Thursday, 23 April	10:30 AM to 01:30 PM	Exhibits Open
	01:30 PM to 06:00 PM	Exhibitor Dismantling

4. Shipping, Customs, and Set Up Instructions -IMPORTANT

Please read this entire text in order to make sure that your materials and equipment arrive in time to be transported to the conference for you.

OFFICIAL FORWARDING AGENT AND CUSTOMS CLEARANCE

ALPI Korea has been appointed as the official customs broker and transportation provider for CHI 2015. ALPI has offices all over the world to assist you with all customs and shipping needs. ALPI can advise on the best way to ship goods and can assist exhibitors in completing customs documents. ***We strongly encourage you to use ALPI to transport your materials to and from the conference, if possible.*** It is imperative that your goods clear customs through the local airport. Please take into consideration that goods sent by plane can take at least 2 weeks and by ship can take up to 8 weeks or more. **If you are sending hardware or other materials that will not stay in the country after the conference, please contact ALPI to discuss this.** It is also necessary to notify ALPI as soon as possible if you are bringing commercial goods with you on a plane. This will permit ALPI to supply you with the appropriate customs forms and prepare for your crossing.

ADVANCE FREIGHT RECEIVED IN KOREA DEADLINE – APRIL 12

Even if you decide not to use our recommended shipper, your materials must arrive at the Advance Warehouse address below by April 12, 2015, in order to make sure they are identified, located and cleared in time for delivery for the conference. This means that you must notify our Korean or North American contact that you are sending freight, and we strongly suggest that you confirm your freight has been received at the advance warehouse prior to **April 12, 2015.**

ADVANCE WAREHOUSE ADDRESS IN KOREA (NOTIFY OR USE OUR SHIPPER)

The address of the Advance Warehouse in Korea is:

ACM CHI 2015 – Exhibitor Freight for Stand (Booth) #
NOWTRANS
 215Ho 77-8, Gonghangdong-ro 295beon-gil, Jung-gu, Incheon, KOREA

Attn: Mark Yu Tel: +82-2-3662-8093

ADVANCE WAREHOUSE ADDRESS IN NORTH AMERICA (ONLY USE OUR SHIPPER)

If you wish to use our shipper and you wish to send materials from North America (by plane) to ensure they arrive on time, please make sure they are delivered to our shipper's Advance Warehouse in New York by March 20, 2015. Please also notify the Korean contact that you are sending materials, and please note that the charges for the air transport from New York to Seoul will be billed to your organization.

ACM CHI 2015 – Exhibitor Freight for Stand (Booth) #
 ALPI c/o Firebird Freight Services
 182-20 150th Road Jamaica, NY 11413
 Tel: +1-718-341-6687 Fax# +1 -718-481-8499

Attn: Jim or Justin

CONTACTS FOR SHIPPING, CUSTOMS, AND STORAGE (AND ASIA HELP)

Mark Yu (Korea)
(Can also provide referrals to other offices)
ALPI Korea
Email (preferred):
mark_yu@alpikorea.com
Tel: +82-2-3662-8093

Valentina Lotrecchiano
(Can also provide referrals to other offices)
ALPI New York
E-mail (preferred):
valentina.lotrecchiano@alpiusa.com
Tel: +1-718-949-6969

STORAGE OF PACKAGING ON SITE

Important – You must arrange with *the materials management company on site (Mirim)* to have your empty packaging stored after you unpack your materials. You also need to arrange to have your packaging returned to you Thursday afternoon for dismantling. This service may have a fee associated with it.

NO DIRECT SHIPMENT TO COEX CONFERENCE & EXHIBITION CENTER

No direct shipment to the COEX Conference and Exhibition Center is possible because we cannot sign for your shipment, and there is no service desk to accept shipments on your behalf. Avoid this problem by shipping early.

RETURN SHIPPING

Please discuss and make arrangements for any return shipping when you arrange your original shipping to the conference. If you use another transport company to send your return shipment, you must stay with your materials until your shipper picks them up. You may not leave any materials unattended for another shipper to pick up.

TRACKING AND LABELING RECOMMENDATIONS

In order to better track your freight, please take care to keep a record of the following information:

- Contents of your package(s)
- Number of boxes shipped ****EXTREMELY IMPORTANT****
Please label your boxes with an individual and total number (Box 1 of 5, Box 2 of 5, etc.) as well as your company name and stand/booth number
- Description of each box (for example, 'blue plastic container,' or '12 x 6 x 2" white box,' etc.):
- Total weight (of all boxes combined):
- Delivery method (conference shipper, UPS, Fedex, etc.)
- Tracking Number(s)
- Anticipated Delivery Date at ALPI Korea Warehouse
- Contact name and cell phone number in case the shipment does not arrive as specified

Without this information, you may not be able to locate your packages once you arrive in Seoul, and we may not be able to help you.

COMMERCIAL INVOICE ADDRESS

The correct address to use on any commercial invoice needed for materials you are importing to distribute at the conference, or eventually return to your organization is:

ACM - Association for Computing Machinery, Inc.
c/o Exhibitor Name + CHI 2015
COEX Convention & Exhibition Center
513 Yeongdong-daero Gangnam-gu, SEOUL - KOREA

Please give this commercial invoice address instruction to your vendors if any of your materials come directly from someone else. We can provide a sample commercial invoice form if you request it. Please contact the appropriate shipping people if you have questions regarding the commercial invoice.

EXHIBIT SET UP AND RECEPTION (MONDAY)

- The exhibit area will be available for set-up on Monday, 20 April, from 9:00 am to 4:30 pm. Please note that there is no Sunday set up this year.
- All exhibits must be ready for the management walkthrough at 4:30 pm on Monday (one hour prior to the Conference Reception and the Grand Opening of Exhibits and Interactivity).
- Conference Badges must be worn at all times during set up and dismantling.

EXHIBIT REMOVAL (LATE THURSDAY)

- Exhibits may not be dismantled or removed until the close of the show, after 1:30 pm Thursday.
- All materials must be cleared from the Hall by 6:00 pm, Thursday, 23 April.

5. General Information Sheet for All Exhibitors

1) Furniture, Additional Supplies and Audio Visual Equipment Rental [\[FORM 1, 2\]](#)

Exhibitors may provide themselves with any furniture necessary for their booths. If you wish to rent furniture such as display cases, chairs, tables, or audio visual equipment for your stand/booth, please submit Form 1 and/or Form 2 to KOCONEX by March 23, 2015. Pre-payment in full is required no later than **March 31, 2015**. For available furniture, please see pages 11-16

2) Electricity [\[FORM 3\]](#)

CHI 2015 does not provide electricity in the stand/booth. If you wish to order electricity, you must submit a completed order form (found in the back of this service kit) along with payment no later than **March 31 2015**.

3) Internet Services [\[FORM 4\]](#)

CHI 2015 does not provide Internet services in the stand/booth. If you wish to order Internet services, you must submit a completed order form along with payment **no later than April 13, 2015**. Please note that your external modems may not be compatible with the system in Korea. Exhibitors are responsible for ensuring that any hardware which will be connected to the Internet service has been properly protected, contains anti-virus software and has had the latest patches and security updates installed.

4) Booth Cleaning [\[FORM 5\]](#)

CHI 2015 will provide cleaning for the common area and aisles before and after the exhibition show. If you would like daily booth cleaning, you must complete and submit FORM 5 to KOCOENX **by April 13, 2015** along with the full payment.

5) Materials Management [\[FORM 6\]](#)

Materials Management provides the service of moving incoming freight from the loading dock of the convention center to the exhibit booths. Materials Management is also responsible for moving freight from the exhibit booths to the loading dock to be shipped out. Materials Management also stores goods and empty cases for the duration of the conference.





















6. Catalogues

1. Furniture and Additional Supplies

- Prices listed are for the duration of the exhibit show. Product image may differ from actual product.
- Please contact the office if you would like to rent an item that is not listed here.

A. Chairs

VAT not included

				
FC-01 Arm Office Chair III W600xD550xH455 ₩35,000	FC-02 Round Chair W450xD580xH450 ₩25,000	FC-03 Folding Chair W450xD480xH430 ₩15,000	FC-04 Meeting Chair (Red/Blue/Green/Yellow) W585xD620xH420 ₩30,000	FC-05 Apple Chair (Red/Wine) \$ 520xH400 ₩30,000
				
FC-06 Office Chair W580xD510xH420 ₩20,000	FC-07 Arm Office Chair IV (Black/White) W580xD550xH450 ₩25,000	FC-08 Steel Wood Chair W530xD400xH440 ₩25,000	FC-09 Easy Chair I (Black/White) W580xD550xH450 ₩20,000	FC-10 Easy Chair II (Black/White/Wood) W450xD580xH450 ₩20,000
				
FC-11 Design Chair I (Black/White) W620xD470xH420 ₩35,000	FC-12 Design Chair II \$ 670xH450 ₩35,000	FC-13 Sofa VIII (1 Person) W530xD470xH750 ₩60,000	FC-14 Sofa II (1 Person) W760xD720xH770 ₩70,000	FC-15 Sofa III (3 Person) W1,800xD850xH820 ₩120,000
				
FC-16 Sofa IV (1 Person) W760xD720xH770 ₩70,000	FC-17 Sofa V (3 Person) W1,800xD850xH820 ₩120,000	FC-18 Sofa VII (1 Person) W730xD840xH900 ₩70,000	FC-19 Waiting Chair I W1,600xD470xH450 ₩80,000	FC-20 Waiting Chair II W1,600xD470xH450 ₩60,000



FC-21 High Stool I

φ 380xH700

₩25,000



FC-22 High Stool II

(Black/White)

W500xD500xH720

₩36,000



FC-23 Air Stool I

(White/Black/Red)

φ 420xH940

₩25,000



FC-24 Air Stool II

(White/Black/Red)

φ 440xH650~720

₩25,000

B. Tables

VAT not included



FT-01 Round Table

φ 700xH750

₩35,000



FT-02 Glass Table I

φ 700xH750

₩45,000



FT-03 Glass Table II

φ 600xH1,100

₩55,000



FT-04 Steel Table I

φ 700xH750

₩45,000



FT-05 Steel Table II

W700xD700xH750

₩45,000



FT-06 Mini Round Table
(adjustable height)

φ 600xH750

₩45,000



FT-07 Bar Table I (Wood)

φ 600xH1,100

₩45,000



FT-08 Bar Table II
(White/Red)

φ 550xH750

₩55,000



FT-09 Square Table I

W700xD700xH750

₩40,000



FT-10 Square Table II

A W800xD800xH750

B W800xD1,800xH750

A ₩55,000

B ₩120,000



FT-11 Square Glass Table

A W1,000xD700xH750

B W1,500xD700xH750

C W1,200xD700xH750

D W1,800xD700xH750

A, B ₩35,000

C ₩40,000

D ₩45,000



FT-12 Sofa Table II

W1,100xD700xH450

₩55,000



FT-13 Sofa Table III

W1,500xD600xH490

₩55,000

C. Counters / Showcases / Accessories

VAT not included



DS-01 Display Base I
(Blue/Red)
A W1,000xD500xH750
B W1,500xD500xH750

A ₩35,000
B ₩50,000



DS-02 Display Base II
(Blue/Red)
W2,000xD500xH750

₩65,000



DS-03 Display Base III
(Blue/Red)
A W1,000xD500xH750
B W1,500xD500xH750

A ₩45,000
B ₩65,000



DS-04 Display Base IV
1F W2,000xD300xH250
2F W2,000xD500xH750

₩85,000



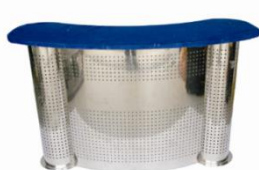
DS-05 Display Base V
(Blue/Red)
L1 D500xH750
L2 D250xH500 W1000
L3 D250xH250

₩65,000



DS-06 TV Stand
A W500xD500xH1,000
B W500xD650xH1,000

A ₩45,000
B ₩55,000



DS-07 Steel Information
W1,500xD530xH930

₩130,000



DS-08 Round Display
A ∅ 600xH850
B ∅ 600xH1,000

A ₩55,000
B ₩75,000



DS-09 Display Showcase I
W1,000xD500xH1,000

₩55,000



DS-10 Display Showcase II
W1,000xD500xH1,000

₩55,000



DS-11 Display Showcase III
W1,000xD500xH2,000

₩130,000



DS-12 Display Cube
A W500xD500xH300
B W500xD500xH500
C W500xD500xH750

A, B ₩25,000
C ₩30,000



DS-13 Tall Showcase
W500xD500xH2,200

₩110,000



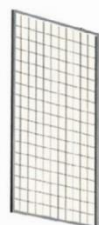
DS-14 Wood Cupboard
W1,000xD500xH750

₩55,000



DS-15 Shelf Unit
W900xD300xH1,500

₩45,000



DF-01 Mesh W900xH1,200

₩20,000



DF-02 Catalogue Holder I
W300xH1,500

₩45,000



DF-03 Catalogue Holder II
W270xH1,400

₩20,000



E-01 Refrigerator
A 80L
B 150L

A ₩55,000
B ₩85,000



E-02 Water Dispenser
W350xD350xH900

₩50,000



E-03 Air Cleaner

₩55,000



E-04 Coffee Maker

₩35,000



FD-01 Stand Hanger
φ 380xH1,600

₩15,000



FD-02 Spec Stand A3 Size

₩55,000



FD-03 Hanger
W1,000xH750~1,200

₩20,000



FD-04 Guard Rail I
φ 380xW1,000xH950

₩20,000



FD-05 Guard Rail II
W1,200~2,000xH950

₩30,000



FD-06 Waste Basket

₩8,000



FD-07 Acrylic Platform

₩200,000



FD-08 Tall Cabinet
W900xD600xH750

₩130,000



FD-09 Mirror I
W350xH1,600

₩20,000



FD-10 Sink Unit
W900xD550xH880

₩55,000

2. Audio Visual Equipment

- Prices listed are for the duration of the exhibit show. Product image may differ from actual product.
- Please contact the office if you would like to rent an item that is not listed here.

A. Projectors & Screens

VAT not included



AVP-01 LCD Projector (1 day)
4,000 ANSI, 1,024 x 768 pixels
Dimension(W X H X D): 350x97x277mm
Weight 3.5kg

₩190,000



AVP-02 LCD Projector (1 day)
5,000 ANSI, 1,024 x 768 pixels
Dimension(W X H X D): 489x164x435mm
Weight 9.7kg

₩230,000



AVS-01 Screen 60"x80"
152x203cm
Front Screen Only

₩50,000

B. Flat Screen Monitor / Stand



AVM-01 24 Inch
1920 x 1200, 16:10

₩100,000



AVM-02 32 Inch
Full HD
16:9
730X493.4X206.1mm

₩300,000



AVM-03 40 Inch
Full HD
16:9
914.2X547.9X90.9mm

₩400,000



AVM-04 46 Inch
1,500cd/m²
Full HD
16:9
16.8kg
1,092x253x26mm

₩450,000



AVM-05 55 Inch
1,500cd/m²
Full HD
16:9
22.2kg
1,282x772x23mm

₩600,000



AVM-06 65 Inch
Full HD
16:9
1,493x887x89mm

₩1,000,000



AVTS-01 TV Stand
Height: 180cm

₩50,000

C. PCs

VAT not included



AVPC-01 Desktop P400-i3
19" LCD 4G 3.26G

₩150,000



AVPC-02 Laptop
HP i7 4G 15" 2.66 G

₩120,000



AVPC-03 Laptop
Mac 2.5 G i7 16G 15"

₩250,000

7. Order Forms for Exhibition Services

Furniture and Additional Supplies Order Form

[FORM 1]

Submit this form via email (exhibition_chi2015@koconex.com) or fax (+82-2-3476-8800) by **March 23, 2015**.

Payments must be completed no later than **March 31, 2015**. If payment is not received by the due date, services will not be provided.

Company Information

■ Company Name

■ Tel

■ FAX

■ Contact ☐ Mr. ☐ Ms. ☐ Mrs. (Name)

■ E-mail

All listed prices are in Korean Won (KRW). Fees are for the duration of the conference.

Code	Description	Quantity	Unit Price	Amount	Remarks
Example FC-07	Arm Office Chair IV	1	25,000	25,000	Black

Subtotal

10% VAT

Total amount (Subtotal + 10% VAT)

Payment Method: Bank Transfer (Only KRW)

Beneficiary	Korea Convention Service Co., Ltd
Bank Name	Korea Exchange Bank
Bank Address	181, Euljiro 2-ga, Jung-gu, Seoul 100-793 Korea
Account Number	630-005204-725
SWIFT Code	KOEXKRSE

All bank transfer fees should be paid by the exhibitors.

- Changes may be made up until **April 6, 2015** without incurring penalty charges.
- Cancellation Policy: All cancellations must be submitted in writing.
 - A 20% cancellation fee will be applied to all cancellations received by **April 13, 2015**.
 - No refunds will be given for cancellations received after **April 13, 2015**.

Name (please print)

Date (mm/dd/yy)

Signature

Audio Visual Equipment Order Form

[FORM 2]

Submit this form via email (exhibition_chi2015@koconex.com) or fax (+82-2-3476-8800) by **March 23, 2015**.

Payments must be completed no later than **March 31, 2015**. If payment is not received by the due date, services will not be provided.

Company Information

■ Company Name

■ Tel

■ FAX

■ Contact ☐ Mr. ☐ Ms. ☐ Mrs. (Name)

■ E-mail

All listed prices are in Korean Won (KRW). Fees are for the duration of the conference.

Code	Description	Quantity	Unit Price	Amount	Remarks
Example AVP-01	LCD Projector	2	19,000	38,000	

Subtotal

10% VAT

Total amount (Subtotal + 10% VAT)

Payment Method: Bank Transfer (Only KRW)

Beneficiary	Korea Convention Service Co., Ltd
Bank Name	Korea Exchange Bank
Bank Address	181, Euljiro 2-ga, Jung-gu, Seoul 100-793 Korea
Account Number	630-005204-725
SWIFT Code	KOEXKRSE

All bank transfer fees should be paid by the exhibitors.

- Changes may be made by **April 6, 2015** without incurring penalty charges.
- Cancellation Policy: All cancellations must be submitted in writing.
 - A 20% cancellation fee will be applied to all cancellations received by **April 13, 2015**.
 - No refunds will be given for cancellations received after **April 13, 2015**.

Name (please print)

Date (mm/dd/yy)

Signature

Electricity Supply Order Form

[FORM 3]

Submit this form via email (exhibition_chi2015@koconex.com) or fax (+82-2-3476-8800) by **March 23, 2015**.

Payments must be completed no later than **March 31, 2015**. If payment is not received by the due date, services will not be provided

Company Information

■ Company Name

■ Tel

■ FAX

■ Contact ☐ Mr. ☐ Ms. ☐ Mrs. (Name)

■ E-mail

All listed prices are in Korean Won (KRW). Fees are for the duration of the conference.

Description	Daytime Only		24 Hours		Subtotal	10% VAT	Total (Subtotal+10% VAT)
	Quantity	Unit Price	Quantity	Unit Price			
Single-Phase 220V	Kw	80,000	Kw	120,000			
Three-Phase 220V	Kw	80,000	Kw	120,000			
Three-Phase 380V	Kw	80,000	Kw	120,000			

Payment Method: Bank Transfer (Only KRW)

Beneficiary	Korea Convention Service Co., Ltd
Bank Name	Korea Exchange Bank
Bank Address	181, Euljiro 2-ga, Jung-gu, Seoul 100-793 Korea
Account Number	630-005204-725
SWIFT Code	KOEXKRSE

All bank transfer fees should be paid by the exhibitors.

- Compressed air will be supplied 30 minutes prior to the exhibition and cut off 30 minutes after the exhibition each day.
- Services will not be provided if payment is not received by the due dates.
- Orders will not be accepted after **March 31, 2015**.

Name (please print)

Date (mm/dd/yy)

Signature

Internet Order Form

[FORM 4]

Submit this form via email (exhibition_chi2015@koconex.com) or fax (+82-2-3476-8800) by **April 13, 2015**.

Payments must be completed no later than **April 13, 2015**. If payment is not received by the due date, services will not be provided

Company Information

■ Company Name

■ Tel

■ FAX

■ Contact ☐ Mr. ☐ Ms. ☐ Mrs. (Name)

■ E-mail

All listed prices are in Korean Won (KRW). Fees are for the duration of the conference.

Description	Quantity	Unit Price	Amount
Internet Connection (LAN)		80,000	
Internet Connection (WiFi)		100,000	
Subtotal			
10% VAT			
Total (Subtotal + 10% VAT)			

Payment Method: Bank Transfer (Only KRW)

Beneficiary	Korea Convention Service Co., Ltd
Bank Name	Korea Exchange Bank
Bank Address	181, Euljiro 2-ga, Jung-gu, Seoul 100-793 Korea
Account Number	630-005204-725
SWIFT Code	KOEXKRSE

All bank transfer fees should be paid by the exhibitors.

- Services will not be provided if payment is not received by the due dates.
- Exhibitors are responsible for making sure their computers are equipped with the appropriate hardware for internet usage.
- Additional fees may be charged in cases.
- To ensure delivery, payments must be completed **by April 13, 2015**.
- Orders will not be accepted after **April 13, 2015**.

Name (please print)

Date (mm/dd/yy)

Signature

Booth Cleaning Order Form

[FORM 5]

Submit this form via email (exhibition_chi2015@koconex.com) or fax (+82-2-3476-8800) by **April 13, 2015**.

Payments must be completed no later than **April 13, 2015**. If payment is not received by the due date, services will not be provided

Company Information

■ Company Name

■ Tel

■ FAX

■ Contact ☐ Mr. ☐ Ms. ☐ Mrs. (Name)

■ E-mail

We would like to have our booth cleaned on the following days (choose all that apply):

☐ Monday, April 20

☐ Tuesday, April 21

☐ Wednesday, April 22

All listed prices are in Korean Won (KRW). Fees are for the duration of the conference.

Daily Cleaning Rate	Booth Size	Amount
45,000 per 9m ²	m ²	
Subtotal		
10% VAT		
Total (Subtotal + 10% VAT)		

Payment Method: Bank Transfer (Only KRW)

Beneficiary	Korea Convention Service Co., Ltd
Bank Name	Korea Exchange Bank
Bank Address	181, Euljiro 2-ga, Jung-gu, Seoul 100-793 Korea
Account Number	630-005204-725
SWIFT Code	KOEXKRSE

All bank transfer fees should be paid by the exhibitors.

- CHI 2015 will keep the hallways and shared space clean before and after the exhibition, and take care of public trash bins during the exhibition.
- All waste produced during booth construction is to be removed by exhibitors.
- Exhibitors may leave their small trash bins in front of their booth to be emptied by CHI 2015 during exhibition dismantling.

Name (please print)

Date (mm/dd/yy)

Signature

Materials Management Order Form

[FORM 6]

Only exhibitors who need Materials Management service for CHI 2015, please fill out this form.
Submit this form via email (exhibition_chi2015@koconex.com) or fax (+82-2-3476-8800) by **March 23, 2015**.

Materials Management service rate

Incoming shipment transfer to booth: KRW 66,000 per CBM (**Minimum KRW 165,000**)

- Unloading, unpacking, booth delivery, empty case handling services are included.
- Outgoing shipment transfer to loading dock rate will be the same as the incoming shipment rate.
- 10% VAT will be added.

Company Information

■ Company Name

■ Tel

■ FAX

■ Contact ☐ Mr. ☐ Ms. ☐ Mrs. (Name)

■ E-mail

■ Date Required on Booth

Please circle the services below which you require from the official logistics contractor.

1. Transporting materials to or from booth at COEX ☐
2. Removal, storage and re-delivery of empty cases ☐
3. Storage of full goods (i.e. products / brochures with access and delivery during exhibition) : If any, KRW 42,500 (VAT not included) per CBM (Min. KRW 42,500) ☐
4. Equipment and operator for set-up exhibits at booth:
If you need, how heavy is the heaviest item?
5. Timed deliveries/collections to/from symposium/hospitality suites (Including service to COEX and Grand InterContinental Hotels) : If any, KRW 77,000 (VAT Not included) per delivery:
If you need, please write required date & delivery/collection place
6. Vacuum packing to protect exhibits for return shipment.: If any, KRW 44,000 (VAT Not included) per CBM (Min. KRW 180,000) ☐

Description of Exhibits (needed Final packing size & weight of the incoming shipments)

No.	Product Name	Length	Width	Height	Weight
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Name

Date(mm/dd/yy)

Signature