



EXHIBITOR MANUAL

IEEE ICC 2022

GENERAL INFORMATION

1. EXHIBITION. IEEE International Conference on Communications (IEEE ICC 2022) opens at Coex Convention Center, Seoul Korea from May 16 through 19, 2022.

2. EXHIBITION OFFICES. IEEE's Exhibition Director and the Official Contractors will staff onsite offices or desks during the move-in, exhibition days and move-out periods and will be available to answer questions, handle issues and to be of assistance to all Exhibitors. Any on-site issue affecting Exhibitors or contractors should be referred to the Exhibition Manager or MCI Korea immediately.

■ **Exhibition Secretariat(MCI Korea)**

- Contact Person: Ms. Gloria Hyun
- Email: icc2022exhibition@gmail.com
- Tel. +82 2 6263 2053 / +82 10 5895 8341

3. VENUE. COEX CONVENTION AND EXHIBITION CENTER, located at Samseong 1 dong, Gangnam-gu, Seoul, South Korea. To learn more about Coex's services, please visit:

http://www.Coex.co.kr/eng/services/it_services.asp

4. DATES AND EXHIBITION HOURS.

May 16 (Mon) 18:30 - 21:15	Welcome Reception & Exhibits Opening
May 17 (Tue) 10:00 - 16:00	Exhibit
May 18 (Wed) 10:00 - 16:00	Exhibit
May 19 (Thu) 10:00 - 16:00	Exhibit

5. ADMISSION AND REGISTRATION. All IEEE ICC 2022 Exhibitors and attendees must register and receive a badge prior to entry of Coex Hall. To register, please follow these steps.

- ① Go to the following link: <https://cvent.me/m72amD>
- ② For Registration Type, select "Staff / Press / Exhibitor"
- ③ At the bottom, enter the code **ICC-2022-STAFF**
- ④ Follow the registration process
- ⑤ Select "Exhibitor" under admission items at the end

Exhibitors will have access to the Exhibition Hall during the scheduled move-in, move-out periods and on Exhibition days. On Exhibition days, Exhibitors may enter one hour prior to Exhibition opening and stay one hour after closing in order to service their booths.

6. ELECTRICAL INSTALLATION AND SETUP. MCI Korea is the Official Electrical Contractor. Power is provided on a 24-hour basis as of 8:00 AM on Tuesday May 17, 2022. For all standard and Meeting Point shell schemes, MCIK will install a single outlet, 220v, 5-amp service. For additional standard booth electrical requirement and/or specifications, including transformers, plug adaptors, etc., please contact MCIK at: icc2022exhibition@gmail.com.

7. BOOTH CLEANING. During Exhibition period IEEE ICC will provide for the cleaning of aisle and public spaces only.

Cleaning of Exhibits is the responsibility of the Exhibitor. If you need a cleaning service, please go to icc2022exhibition@gmail.com for more information and to order services through MCIK.

Removal and Disposal of Construction Debris/Waste: During the move-in and move-out periods, material will be removed that can be broom swept. Any other material is deemed "bulk trash" and the removal of any/all such bulk trash, construction debris and waste is the responsibility of the exhibitor and/or their contractors.

8. INSURANCE GENERAL. Exhibitors should be aware that neither the Organizer, Coex, MCIK the security contractor nor any of their agents, officers or employees assumes any responsibility for Exhibitor's property. Therefore, each Exhibitor should have an insurance policy covering their property and shipment during the IEEE ICC 2022 move-in, Exhibition and move-out period.

Please note that the Organizer will not bear any liability for personal injuries, whether suffered by an Exhibitor or his/her employees, contractors or business invitees. Nor will they be liable for any loss or damage to the property of an Exhibitor or his/her employees, contractors or business invitees due to fire, robbery or accident or for any damage to the Coex caused by the Exhibitor, their staff and/or their Contractor. The Exhibitor will be liable for any and all such damage and/or claims.

9. LOSS OR DAMAGE OF PROPERTY. Safety and security are top priorities at the Coex. There is a Security Team operating 24 hours near the gate of Hall D where you may direct any inquiries regarding theft or lost and found. Exhibitors must be prudent to secure and store all valuables, materials, equipment and any other items that could be damaged or become lost throughout the IEEE ICC 2022 move-in, Exhibition and the move-out.

PLEASE NOTE THAT THE ORGANIZER, COEX AND MCIK WILL NOT BE HELD RESPONSIBLE OR LIABLE FOR ANY LOST OR DAMAGED ITEMS.

10. LABOR HIRED/TEMPORARY. Construction labor or stand staffing may be arranged through MCIK. To make arrangements for temporary labor or staff, please contact MCIK at: icc2022exhibition@gmail.com

11. SECURITY. Coex has security and will be responsible for the COEX building and campus. In addition, the Organizer has contracted for security services. Nevertheless, Exhibitors should carry their own insurance coverage throughout IEEE ICC 2022, not leave any valuables in their booths unattended, and because of the amount of activity, please be sure to pack all items at your booth. The Organizer will not accept responsibility for theft, loss or damage of exhibits, collateral materials, AV, stores or any other Exhibitor or Contractor equipment. If you require additional security, please contact the Exhibition Secretariat for a referral.

12. SMOKING. There is NO SMOKING allowed at the Coex.

13. STORAGE AND REMOVAL OF WASTE MATERIALS. The Organizer is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the exhibitor. The Fire Authority regulations prohibits surplus stores being placed behind perimeter booths and service access areas, other than the equipment needed to run the Exhibition, and those provided by the Official Contractor.

During the move-in and move-out days of the Exhibition, the aisles of the hall must not be obstructed with packing and construction materials, debris or waste. Contractors building or removing a custom booth or booth interiors are responsible for removing their own building waste and trash from the site at the end of each day and at the conclusion of IEEE ICC 2022. Painting and sawing can only be carried out at certain designated areas. Please contact MCIK for services or the Exhibition Service Manager for more information.

At the end of the Exhibition, at 16:00 on Thursday, May 19, 2022, custom stand contractors must begin to pack valuables and loose materials, remove the stand, all waste materials and trash from their clients' booth and must be completed by 18:00 on Thursday, May 19, 2022. Should they fail to do so, or if the Organizer believes they will not be completed in time, the Organizer will instruct MCIK to remove the exhibit at the Exhibitor's expense. Be sure to stop by the Exhibition Director's office for a new badge.

The Organizer will charge the Exhibitor for the removal of bulk waste (booth construction debris, crates/pallets, cartons, packing materials or literature). Please see Paragraph 7 above.

EXHIBITOR CHECKLIST

- **Exhibition Secretariat (MCI Korea)**

Ms. Gloria Hyun

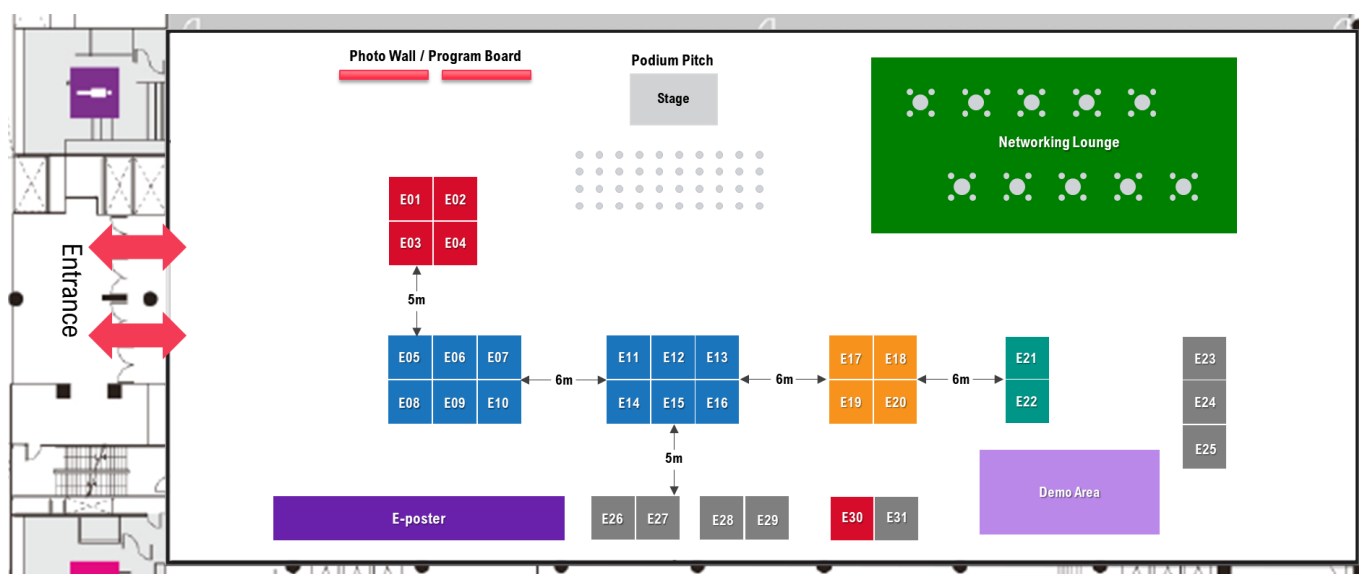
Email: icc2022exhibition@gmail.com

Tel : +82 10 5895 8341

- **Application form and deadline**

Form No.	Form Name	Booth Type		Deadline
		Space Only	Shell Scheme	
1.1	Fascia Name	X	Mandatory	May 5
2.1~2.3	Furniture and Equipment	Optional	Optional	May 5
3	Electricity	Optional	Optional	May 5
4	Service Location Plan	Mandatory	Mandatory	May 5
5	Temporary Labor	Optional	Optional	May 5
6	Stand Cleaning Service	Optional	Optional	May 5
7	Graphic Printing Service	Optional	Optional	May 5
8	Internet Service	Optional	Optional	May 5
9	Carpeting(Pytex)	Optional	Optional	May 5
10	Stand Contractor Registration Form	Mandatory	Optional	May 2
11	Carrying-In(Out) of Ultra Heavy Exhibition Item	Optional	Optional	May 2
12	Podium Pitch Application	Optional	Optional	May 5

- **Floor Plan(Exhibition Hall D2)**



*Location of exhibitor will be informed separately.

EXHIBIT HALL ACCESS AND HOURS

HOURS.

On move-in/build-up days, exhibitors and exhibit crews will have access to the exhibit hall during published move-in hours. Other hours of access to the hall requires a Late Work Pass. The Exhibitor Services Desk and Loading Dock will only be open for assistance during scheduled hours.

Booth staff and exhibit crews must have a badge in order to enter the exhibit hall BEGINNING Monday.

On move-in through move-out days, exhibitors will have access to the exhibit hall as follows:

Move-In	Shell Scheme Booth Setup	Monday, May 16	08:00 - 16:00
	Exhibitor Pass Pickup	Monday, May 16	09:00 ~
	Carrying in of Exhibition Items	Monday, May 16	13:00 - 16:00
	Electricity Supply	Monday, May 16	17:00 ~
	Completion of Installation	Monday, May 16	17:00
	Welcome Reception & Exhibits Opening	Monday, May 16	18:30 - 21:15
Exhibition Period	Exhibition Days	Tue-Thu, May 17-19	10:00 - 16:00
Move-Out	General Exhibitors Move-Out	Thursday, May 19	16:00 – 17:00
	Exhibit Teardown and Cleaning	Thursday, May 19	17:00 – 20:00

All Exhibitors must leave the Hall by 17:00 Thursday, May 19.

LATE WORK PASSES. The exhibit hall is closed to all personnel except for the hours listed above. If you need to get into the exhibit hall at any other time, you must show a Late Work Pass and substantiating identification to the security officer before access will be permitted. Late Work Passes are available at the Registration Desk during published registration hours only. Be sure to plan ahead and obtain the necessary Late Work Passes prior to the closing of the Registration Desk on the day you intend to work past normal published hours. **You may only work in your booth during Late Work Pass time** - the loading dock and exhibitor services areas will not be available, so please plan accordingly.

SHOW INFORMATION

IEEE ICC 2022

MCI KOREA Ms. Gloria Hyun

8F Geumcheok Tower, 460 Bongeunsa-ro, Gangnam-gu Seoul, Korea

Email to : icc2022exhibition@gmail.com

Tel : +82 10 5895 8341

To ensure availability of services and/or to take advantage of discounts, please contact **MCIK** directly for pricing, to place and order and to confirm deadlines, as they may vary by type of service and/or may change.

For more information regarding Exhibition Services, please contact icc2022exhibition@gmail.com

The online MCIK service desk is staffed 9 AM to 6 PM Korea, Seoul Time, Monday-Friday and may be contacted by email: icc2022exhibition@gmail.com and phone: **+82 10 5895 8341**

The OFFICIAL CONTRACTOR, MCI KOREA, will be responsible for all standard and shell schemes. Please contact MCIK to coordinate shell scheme booths or to inquire for additional furniture, other rentals, labor and etc.

■ SHELL SCHEME STAND INFORMATION

THE OFFICIAL CONTRACTOR, MCI Korea will provide all standard shell scheme set-up and removal :

Ms. Gloria Hyun

Tel : +82 10 5895 8341

E-mail : icc2022exhibition@gmail.com

As part of your exhibitor package, your booth will include the following:

STANDARD SHELL SCHEME PACKAGE



Octanorm (3Mx3Mx3.25Mh)	1 set
Facia Board (fabric)	1 ea
Side Wall Graphic	2 ea
Carpet (needle punch)	9 sqm
Spot Light	4 ea
Electric Outlet (220V, 15A)	1 ea
Counter	1 ea
Folding Chair	2 ea
Waste Bin (10L)	1 ea

*Optional : meeting table, chairs, brochure rack

PREMIUM SHELL SCHEME PACKAGE



Octanorm (6M(9M)x3Mx3.25Mh)	1 set
Facia Board (fabric)	2 ea
Side Wall Graphic	2 ea
Carpet (needle punch)	18 sqm
Spot Light	8 ea
Electric Outlet (220V, 15A)	2 ea
Counter	2 ea
Folding Chair	4 ea
Waste Bin (10L)	1 ea

*Optional : meeting table, chairs, brochure rack

* For patron booth, meeting table 1 set will be provided.

STANDARD STRUCTURE AND BOUNDARIES

- Changes to the standard shell stand structure will not be allowed.
- No additional stand fitting may be attached to the shell stand structure and no painting on the shell stand panels will be allowed unless approved by the Organizer.
- No free-standing fitment may exceed the height of 2.44m or extend beyond the boundaries of the site allocated. This includes towers, helium-filled balloons and logos/company names.
- Projections (including exhibits, signs, floral decorations and furnishings) into the gangway are not permitted.
- Not allowed to attaching any graphics individually or driving a nail on the walls.

<IMPORTANT> - EXHIBITORS “QUICK NOTES”

1. Facia Name

This is only for shell scheme stand for basic offer.

It needs to be CAPITAL LETTERS within 20 letters. If we do not receive the official order form from Exhibitor before the deadline, we will apply to the company's name submitted in exhibitor's space application form. Please refer to the following page Form No. 1 “Facia Name”.

Deadline: May 5, 2022

Should you have further inquiries, Please contact to

Ms. Gloria Hyun

Tel : +82 10 5895 8341

E-mail : icc2022exhibition@gmail.com

2. Furniture and Equipment

This is for both shell scheme and space only.

If you require additional furniture and equipment for your booth you should select the item in the attached list below the order form.

If you have specific wishes, please submit the order form (furniture catalogue is included), then the quotation will be provided accordingly. According to condition of stock and labor, on-site order might not be provided. So please order in advance.

Deadline: May 5, 2022

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
- Orders received after deadline, there will be subjected to surcharge of 30%.
- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.

Should you have further inquiries, Please contact to

Ms. Gloria Hyun

Tel : +82 10 5895 8341

E-mail : icc2022exhibition@gmail.com

3. Electricity

This is for both shell scheme and space only.

The standard voltage in type of supply: Single-phase power 220V.

However, if the exhibitors need additional electricity for their product or special lights, then before the order, please have a discussion with Exhibition Service Manager on this matter.

Please note:

All electrical installation at the stand must be carried out by the official supplier appointed by the venue, Coex. We encourage to all exhibitors to consider this chapter carefully before the ordering electricity.

Shell scheme: 1KW of electricity power is provided by organizer.
 (Electricity is for lights and power sockets included in shell scheme order. In case more electricity is needed for their product and other devices, the exhibitor must order in advance to the service manager)

Deadline: May 5, 2022

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
- Orders received after deadline, there will be subjected to surcharge of 30%.
- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.

Should you have further inquiries, Please contact to

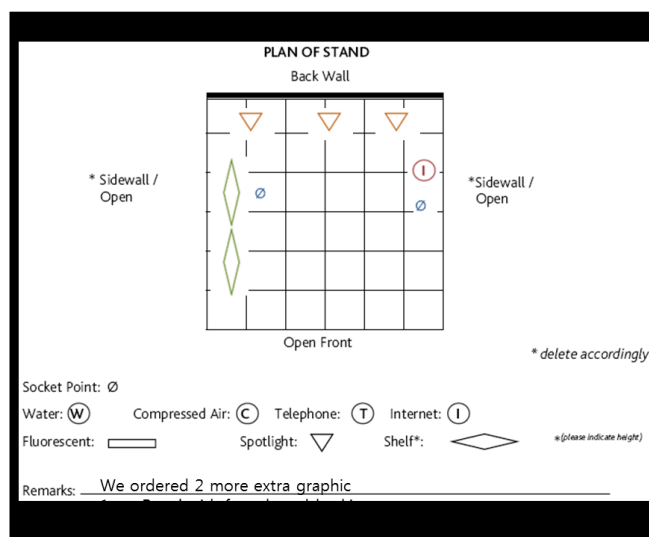
Ms. Gloria Hyun

Tel : +82 10 5895 8341

E-mail : icc2022exhibition@gmail.com

4. Service Location

Please provide us the simple sketch in regards to your service plan.
 We truly believe that helps us to double check not to miss any order.
 Please refer to sample below.



5. Temporary Labor

This is for both shell scheme and space only.

In the order form, only operator and interpreter is provided. However we have labor resources of build-up, dismantling and photographer and so on. So if in case of needed, please feel free to contact us for more information and quotation.

Should you have further inquiries, Please contact to

Ms. Gloria Hyun

Tel : +82 10 5895 8341

E-mail : icc2022exhibition@gmail.com

6. Stand Cleaning Service

This is for both shell scheme and space only.

We could provide the labor for cleaning exhibitor's stand. They visit your stand in the morning before the show open to cleaning. During the show, if anything need to be clean or remove the mess. Then they will visit again.

On-site order might NOT BE PROVIDED. So please order in advance. So please submit to us in advance by **May 5, 2022**.

Should you have further inquiries, Please contact to

Ms. Gloria Hyun

Tel : +82 10 5895 8341

E-mail : icc2022exhibition@gmail.com

7. Graphic Printing Service

We could offer graphic printing service to promoted exhibitor's branding. We have many types to fabricate shell scheme stand. Designing is not included. We need to be provided proper graphic file from exhibitors in ai (illustrator), jpeg, pdf, eps comes along with jpeg format. Please send us the file via email below. Please submit graphic file, if needed, no later than **May 5, 2022**.

Should you have further inquiries, Please contact to

Ms. Gloria Hyun

Tel : +82 10 5895 8341

E-mail : icc2022exhibition@gmail.com

8. Internet Service

For more information, please refer to <Form 8. Internet Service.>

Should you have further inquiries, Please contact to

Ms. Gloria Hyun

Tel : +82 10 5895 8341

E-mail : icc2022exhibition@gmail.com

9. Carpeting

For more information, please refer to <Form 9. Carpeting.>

Should you have further inquiries, Please contact to

Ms. Gloria Hyun

Tel : +82 10 5895 8341

E-mail : icc2022exhibition@gmail.com

FORM 1.1 Facia Name

Shell Scheme

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

Submission of Facia Name is applicable and compulsory for all shell scheme exhibitors.
Please fill in your exact company name in **BLOCK LETTERS**.

Should the space provided be insufficient, please use common abbreviations.

English / Korean (no more than 20 letters – including space and punctuations)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please note:

If we do not receive this form by **May 5, 2022**, we will use the company's name submitted in your space application form.

Should there be a request for change of name onsite, there will be a charge of KRW 100,000 per logo.

For all stands other than shell & premium scheme, the exhibitor is responsible for the lettering.

For standard shell scheme stands, a corporate logo may be added on the fascia board at additional cost.

Price : KRW100,000 per logo

Size : Approx. 120mm ht

If you wish to have your logo on the fascia, please send the logo in high resolution TIFF, JPG (at least 50cmH in 100dpi), AI or EPS together with your company name to the above Exhibition Service Manager **no later than May 5, 2022** and select the box below.

Yes! I would like to include a logo on my facia.

Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

FORM 2.1 Furniture and Equipment

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
- Orders received after deadline, there will be subjected to surcharge of 30%.
- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.

ITEM NO.	ITEM	UNIT PRICE (4 Days)	QTY	TOTAL COST (KRW)
CH-1	Folding Chair	11,000		
CH-2	Round Chair	19,800		
CH-3	Meeting Chair	24,200		
CH-4	Easy Chair	24,750		
CH-5	Easy Chair	13,200		
CH-6	Easy Arm Chair	27,500		
CH-7	Design Chair A	70,400		
CH-8	Design Chair B	59,400		
CH-9	Design Chair C	88,000		
CH-10	Design Chair D	88,000		
CH-11	Hi Chair (black, white)	66,000		
CH-12	Stool (white, black, red, blue, grey)	49,500		
TBL-1	Round Table (wood)	93,500		
TBL-2	Round Table (white)	93,500		
TBL-3	Square Table	93,500		
TBL-4	Glass Round Table	93,500		
TBL-5	Bar Table	99,000		
TBL-6	Modern Table	93,500		
TBL-7	Standing Table	93,500		
TBL-8	Event Table	66,000		
TBL-9	Event Table	55,000		
SET-1	Glass Round Table + 4 PU Chairs	165,000		
SET-2	Glass Round Table + 4 Chairs	132,000		
SET-3	Glass(Wood) Round Table + 4 Wood Chairs	143,000		
SET-4	Wood Round Table + 4 Chairs	165,000		
SET-5	Wood Square Table + 4 PU Chairs	143,000		

Order Form only valid with complete company details

Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

FORM 2.2 Furniture and Equipment

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
- Orders received after deadline, there will be subjected to surcharge of 30%.
- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
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ITEM NO.	ITEM	UNIT PRICE (KRW)	QTY	TOTAL COST (KRW)
DIS-1	P- Display Base A(H730) / B(H1000)	55,000 / 77,000		
DIS-2	P- Display Base (double deck)	66,000		
DIS-3	Display Base (single deck)	44,000 / 55,000 / 66,000		
DIS-4	Display Base (double deck) W1000 / W1500 / W2000	66,000 / 77,000 / 88,000		
DIS-5	Display Base (triple deck) W1000 / W1500	88,000 / 99,000		
DIS-6	Showcase (single deck)	99,000		
DIS-7	Showcase (triple deck)	187,000		
DIS-8	LED Hi Showcase	165,000		
DIS-9	Hi Showcase	220,000		
DIS-10	Style Shelf	38,500		
DIS-11	Showcase A (black)	198,000		
DIS-12	Showcase B (black)	165,000		
DIS-13	LED Showcase (black)	176,000		
DIS-14	LED Display Base	88,000		
DIS-15	Wood/Steel Shelf	66,000		
DIS-16	Modern Display (triple deck)	44,000		
DIS-17	Display Cube (set)	55,000		
DIS-18	Display Cupboard	55,000		
DIS-19	Shelf	34,000		
DIS-20	Storage Unit	49,500		

Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

FORM 2.3 Furniture and Equipment

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
- Orders received after deadline, there will be subjected to surcharge of 30%.
- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.

ITEM NO.	ITEM	UNIT PRICE (4 Days)	QTY	TOTAL COST (KRW)
ETC-1	Refrigerator (80L / 150L / 240L)	99,000 / 132,000 / 220,000		
ETC-2	Drink Chest	220,000		
ETC-3	Cold/Hot Water Purifier (+water bottle)	55,000 (+10,000 per bottle)		
ETC-4	Catalogue Rack A	33,000		
ETC-5	Catalogue Rack B	44,000		
ETC-6	Coffee Maker	44,000		
ETC-7	Pop Corn Machine (+popcorn)	110,000 (+300 per person)		
AV-1	LED TV (43" / 50" / 60" / 75") *with no stand	330K / 440K / 550K / 605K		
AV-2	LED 4K TV + Hi Stand (40" / 50" / 55" / 65" / 75")	330K / 495K / 550K / 605K / 715K		
AV-3	TV Stand	55,000		
AV-4	Laptop (Core i5)	132,000		
AV-5	Laser Printer (Color)	44,000		

Order Form only valid with complete company details

Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

Notes.

1. Please refer to pictures in the following pages.
2. All prices are before local VAT (10%)
3. Cancellation of any orders must be submitted in writing. 30% cancellation fees will be charged for the confirmed order cancellation.
4. Orders cancelled between set-up days and show days, the exhibitor will be liable for full cost of rental items.

FORM 2.4 Furniture and Equipment

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
- Orders received after deadline, there will be subjected to surcharge of 30%.
- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.













Terms & Conditions:

1. Upon receipt of order form, invoice will be supplied. Orders are valid only when accompanied by full remittance.
2. If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, exhibitors will be responsible for reimbursing the relevant beneficiary. If needed for exchange currency rate KRW into other. Please ask an advice from PIC of your stand.
3. Late Orders (Due to the shortage of stock, received after the deadline, **May 5, 2022** may not be provided and if available, will be subject to a 30% surcharge. Onsite orders will maybe out of stocks.
4. All items ordered are on rental basis and exhibitors will have to be responsible for for any damages or loss.
5. Amendment or reproduction during set up or show day will be charged. The rate is on case by case basis.
6. Orders before the deadline are valid when accompanied by full remittance within 5 days. All payments regarding your order that you made must be paid by **May 10, 2022**. Unless the service may not be provided.
7. The 30% of total amount will be refundable if the order is cancelled before due date. No refunds will be made for any cancellation after due date.















Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature			Company Stamp		
Additional Note					

FURNITURE CATALOGUE

■ CHAIRS

Image			
Item No	CH-1	CH-2	CH-3
Item	Folding Chair	Round Chair	Meeting Chair
Price	11,000	19,800	24,200
Image			
Item No	CH-4	CH-5	CH-6
Item	Easy Chair	Easy Chair	Easy Arm Chair
Price	24,750	13,200	27,500
Image			
Item No	CH-7	CH-8	CH-9
Item	Design Chair A	Design Chair B (white, red)	Design Chair C (wood)
Price	70,400	59,400	88,000
Image			
Item No	CH-10	CH-11	CH-12
Item	Design Chair D	High Chair (black, white)	Stool (white red, blue, grey, black)
Price	88,000	66,000	49,500

■ TABLES

Image			
Item No	TBL-1	TBL-2	TBL-3
Item	Round Table(wood)	Round Table (White)	Square Table
Size	Ø750*H730	Ø600/Ø700*H730	W700*D700*H730
Price	93,500	93,500	93,500
Image			
Item No	TBL-4	TBL-5	TBL-6
Item	Glass Table	Bar Table (white, black)	Modern Table (white, black)
Size	Ø700*H730	Ø700*H700	W1200*D600*H750
Price	93,500	99,000	93,500
Image			
Item No	TBL-7	TBL-8	TBL-9
Item	Standing Table	Event Table	Event Table
Size	W1200*D600*H1000	W1800*D600(700, 900)*H750	W1200(1000)*D600(700)*H750
Price	93,500	66,000	55,000
Image			
Item No	SET-1	SET-2	SET-3
Item	Glass RT + 4 PU Chairs	Glass RT + 4 Chairs	Glass (Wood) RT + 4 Wood Chairs
Price	165,000	132,000	143,000
Image			
Item No	SET-4	SET-5	
Item	Wood RT + 4 Chairs	Wood SqT + 4 PU Chairs	
Price	165,000	143,000	

■ DISPLAY BASE & EQUIPMENT


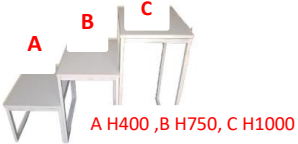
















Image	 H730 / H1000	 250 750	 W1000 / W1500 / W2000
Item No	DIS-1	DIS-2	DIS-3
Item	P- Display Base (H730 / H1000)	P- Display Base (double deck)	Display Base
Size	W1000*D530*H730 (H1000)	W1000*D530*H1000	(W1000)*D600*H750
Price	55,000 / 77,000	66,000	44,000 / 55,000 / 66,000
Image	 250 750 W1000 / 1500 / 2000	 250 250 500 /1000 / W1500	
Item No	DIS-4	DIS-5	DIS-6
Item	Display Base (double deck)	Display Base (triple deck)	Show Case
Size	(W1000)*D600*H750	(W1000)*D900*H1000	W900*D550*H1000
Price	66,000 / 77,000 / 88,000	88,000 / 99,000	99,000
Image			
Item No	DIS-7	DIS-8	DIS-9
Item	Show Case (triple deck)	LED Hi Showcase	Hi Showcase
Size	W900*D550*H990	W500*D500*H1850	W900*D450*H2000
Price	187,000	165,000	220,000
Image			
Item No	DIS-10	DIS-11	DIS-12
Item	Style Shelf	ShowCase E	ShowCase F
Size	W600*D350*H1480	W1200*D530*H1000	W500*D500*H1300
Price	38,500	198,000	165,000
Image			
Item No	DIS-13	DIS-14	DIS-15
Item	LED Showcase A	LED Display Base	Wood/Steel Shelf
Size	W700*D300*H1850	W400*D400*H950	W750*D350*H1500
Price	176,000	88,000	66,000

Image	 <p>A H400 ,B H750, C H1000</p>	 <p>H250 / H500 / H750</p>	
Item No	DIS-16	DIS-17	DIS-18
Item	Morden Display 3step	Display Cube (set)	Display Cupboard
Size	W600*D600*H400~	W500*D500*H250~	W950*D450*H745
Price	44,000	55,000	55,000
Image	 <p>A B</p>		
Item No	DIS-19	DIS-20	ETC-1
Item	Shelf	Storage Unit	Refrigerator
Size	A:Slope B:Flat	W750*D350*H800	80L / 150L / 240L
Price	34,000	49,500	99,000 / 132,000 / 220,000
Image			
Item No	ETC-2	ETC-3	ETC-4
Item	Drink Chest	Cold/Hot Water Purifier (+water bottle)	Catalogue Rack
Size	W645*D585*H1840 (420L)	W320*D320*H1370	W270*H1400
Price	220,000	55,000 (+10,000 per bottle)	33,000
Image			
Item No	ETC-5	ETC-6	ETC-7
Item	Catalogue Holder A	Coffee Maker	Pop Corn M/C
Size	W300*H1500		
Price	44,000	44,000	110,000 (+300 per person)
Image			
Item No	AV-1	AV-2	AV-3
Item	LED TV	LED 4K TV + High Stand	TV Stand
Size	43" / 50" / 60" / 75" (stand not incl)	40" / 50" / 55" / 65" / 75"	W90(80)*H200(150)
Price	330K / 440K / 550K / 605K	330K / 495K / 550K / 605K / 715K	55,000
Image			
Item No	AV-4	AV-5	
Item	Laptop (Core i5)	Laser Printer (Color)	
Price	132,000	44,000	

FORM 3. Electricity

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
- Orders received after deadline, there will be subjected to surcharge of 30%.
- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.

Electricity Service

NO.	ITEM	UNIT PRICE (KRW)	QTY (KW)	TOTAL COST (KRW)
1	220V Single Phase 50Hz	44,000		
2	220V Three Phase 50Hz	44,000		
3	380V Three Phase 50Hz	88,000		
4	Power Point (2 holes) / 220V	30,000	EA	

Notes.

1. Supply of cable terminating in a fuse switch or connector, inclusive of electricity consumption..
2. Electricity supply above is not for lighting use.
3. All electrical supply provided is for less than two equipment or machines on display. Please note that NO EXTENSION CORD shall be connected to any socket and no multi-adaptors is allowed to be used at exhibition booth to prevent overload, and thereby tripping the power supply.
4. Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor.

Please provide us with the location of electricity needed.

Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature		Company Stamp			
Additional Note					
Invoice Address					
Payment Method					

FORM 4. Service Location Plan

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the Official Stand Supplier. Any relocation after installation will be at the expense of the Exhibitor.

Please indicate the position of the connection(s) you have ordered:

PLAN OF STAND

Back Wall

* Sidewall /
Open




* Sidewall /
Open

Open Front

** delete accordingly*

Socket Point: ∅

Water: (W) Compressed Air: (C) Telephone: (T) Internet: (I)

Fluorescent:  Spotlight:  Shelf*:  *(please indicate height)

Remarks: _____

Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

FORM 5. Temporary Labor

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

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- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.

NO.	POSITION	UNIT PRICE (KRW)	NO. STAFF	DATE (From)	DATE (To)	TOTAL COST (KRW)
1	Stand Assistant - Korean speaking	175,000				
2	Stand Assistant- Bilingual (English, Japanese, Chinese)	280,000				
3	Receptionist - Korean speaking	280,000				
4	Receptionist - English speaking	330,000				

Notes.

1. Role of Staff
 - Stand Assistant : basic assistance work for booth operation.
 - Receptionist : assistance work for guest reception and interpretation.
2. All the above manpower on daily basis unless otherwise specified.
 - Daily basis: 9am to 6pm, 9 hours basis including 1 hour of lunch time
 - After 6pm, overwork charges 40,000 per hour/ per a person
 - Not available for half day work.
3. All prices are before 10% local VAT.
4. Cancellation of any orders must be submitted in writing. 30% cancellation fees will be charged for the confirmed order cancellation.
5. Orders cancelled between set-up days and show days, the exhibitor will be liable for full cost of rental items.

Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

FORM 6. Stand Cleaning Service

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
- Orders received after deadline, there will be subjected to surcharge of 30%.
- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.

SERVICE DESCRIPTION	RATE PER CLEANING (KRW)	SERVICE (NO. DAYS)	TOTAL COST (KRW)
Booth Cleaning (per 9sqm)	55,000		

Terms & Conditions

1. Upon receipt of order form, invoice will be supplied. Orders are valid only when accompanied by full remittance.
2. If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, exhibitors will be responsible for reimbursing the relevant beneficiary. If needed for exchange currency rate KRW into other. Please ask an advice from PIC of your stand.
3. Late Orders (Due to the shortage of stock, received after the deadline, **May 5, 2022** may not be provided and if available, will be subject to a 30% surcharge. Onsite orders will maybe out of stocks.
4. All items ordered are on rental basis and exhibitors will have to be responsible for for any damages or loss..
5. Amendment or reproduction during set up or show day will be charged. The rate is on case by case basis.
6. Orders before the deadline are valid when accompanied by full remittance within 5 days. All payments regarding your order that you made must be paid by **May 10, 2022**. Unless the service may not be provided.
7. The 30% of total amount will be refundable if the order is cancelled before due date. No refunds will be made for any cancellation after due date.

Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

FORM 7. Graphic Printing Service

Shell Scheme

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
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- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.

NO.	SERVICE	SIZE	UNIT COST (KRW)	Q'TY	TOTAL COST (KRW)
1	Graphic w/ formboard backing	600*900	70,000 / piece		
2	Graphic w/ formboard backing on aluminum frame	600*900	165,000 / piece		
3	Graphic attached on shell scheme stand directly - Please contact us for exact quotation.	1000*2400	165,000 / panel		
4	Graphic for counter (front side only)	950*700	110,000		

* Please refer to sample image on next page / Above price does NOT include design fee. Only for printing service included.

* If design work service needed, please contact us before you order.

Terms & Conditions

1. Upon receipt of order form, invoice will be supplied. Orders are valid only when accompanied by full remittance.
2. If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, exhibitors will be responsible for reimbursing the relevant beneficiary. If needed for exchange currency rate KRW into other. Please ask an advice from PIC of your stand.
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4. All items ordered are on rental basis and exhibitors will have to be responsible for for any damages or loss..
5. Amendment or reproduction during set up or show day will be charged. The rate is on case by case basis.
6. Orders before the deadline are valid when accompanied by full remittance within 5 days. All payments regarding your order that you made must be paid by **May 10, 2022**. Unless the service may not be provided.
7. The 30% of total amount will be refundable if the order is cancelled before due date. No refunds will be made for any cancellation after due date.
8. When order to us with this form, please send us image file in ai, pdf, jpeg, eps(comes along with jpeg) format. Unless the service might not be provided.

Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

Reference

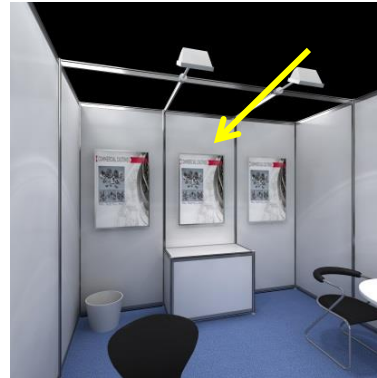
1. Graphic w/ form-board backing

- Size 600*900, per 1 piece



2. Graphic w/ form-board backing on aluminum frame

- Size 600*900, per 1 piece



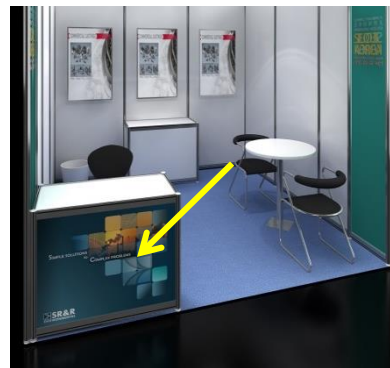
3. Graphic attached on shell scheme stand directly

- Size 1000*2500, per 1 panel



4. Graphic attached on shell scheme stand

- Size 950*900



FORM 8. Internet Service

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Payment Method: Wire Transfer and Credit card (only for On Site) are accepted.
- Orders received after deadline, there will be subjected to surcharge of 30%.
- Onsite orders will be subjected to surcharge of 100% plus transportation charge.
- Onsite orders could be out of stocks without any pre-notice.
- All the suggested prices are exclusive of 10% local tax and all orders will be charged 10% vat.

NO.	SERVICE	UNIT COST (KRW)	Q'TY	TOTAL COST (KRW)
1	Wired Internet Access	160,000	per port	
2	Wireless Internet Access (Activation Card)	130,000	per 3 days	

- * Using router or any similar equipment is highly prohibited by Coex. We are not responsible for your disadvantages due to withdrawal of internet service.
- * Wire Internet - Please draw of place for internet line should be attached (Refer to Order Form 6. Service location plan)
- * Wireless Internet - Sharing internet with other people or devices is not permitted by the policy of Coex.

Terms & Conditions

1. Upon receipt of order form, invoice will be supplied. Orders are valid only when accompanied by full remittance.
2. If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, exhibitors will be responsible for reimbursing the relevant beneficiary. If needed for exchange currency rate KRW into other. Please ask an advice from PIC of your stand.
3. Late Orders (Due to the shortage of stock, received after the deadline, **May 5, 2022** may not be provided and if available, will be subject to a 30% surcharge. Onsite orders will maybe out of stocks.
4. All items ordered are on rental basis and exhibitors will have to be responsible for for any damages or loss..
5. Amendment or reproduction during set up or show day will be charged. The rate is on case by case basis.
6. Orders before the deadline are valid when accompanied by full remittance within 5 days. All payments regarding your order that you made must be paid by **May 10, 2022**. Unless the service may not be provided.
7. The 30% of total amount will be refundable if the order is cancelled before due date. No refunds will be made for any cancellation after due date.

Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

FORM 9. Carpeting(Pytex)

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 5, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

*** 1 unit = 9 sqm**

NO.	OPTIONS	UNIT COST (KRW)	Q'TY (UNIT)	TOTAL COST (KRW)
1	RED	85,000		
2	DARK RED	85,000		
3	GREEN	85,000		
4	BLACK	85,000		
5	BLUE	85,000		
6	SKY BLUE	85,000		
7	GRAY	85,000		
8	DARK GRAY	85,000		

Terms & Conditions

1. Upon receipt of order form, invoice will be supplied. Orders are valid only when accompanied by full remittance.
2. If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoiced amount due to exchange rate variance, exhibitors will be responsible for reimbursing the relevant beneficiary. If needed for exchange currency rate KRW into other. Please ask an advice from PIC of your stand.
3. Late Orders (Due to the shortage of stock, received after the deadline, **May 5, 2022** may not be provided and if available, will be subject to a 30% surcharge. Onsite orders will maybe out of stocks.
4. All items ordered are on rental basis and exhibitors will have to be responsible for any damages or loss..
5. Amendment or reproduction during set up or show day will be charged. The rate is on case by case basis.
6. Orders before the deadline are valid when accompanied by full remittance within 5 days. All payments regarding your order that you made must be paid by **May 10, 2022**. Unless the service may not be provided.
7. The 30% of total amount will be refundable if the order is cancelled before due date. No refunds will be made for any cancellation after due date.

Order Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature			Company Stamp		
Additional Note					

CARPET(Pytex) CATALOGUE



* Needle Punch

FORM 10. Stand Contractor Form

Space Only

IEEE ICC 2022

To be returned by : **May 2, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Exhibitors who have registered “Space Only” may only hire the contractor companies registered only by COEX.
- Exhibitors should submit two copies each of the floor plan and front-view plan, along with this application and obtain approval for booth installation.
- When submitting booth design drawings, exhibitors must indicate the location of the event stage. If the event stage is adjacent to passageways and judged to hinder the exhibition management of neighboring booths, booth installation may not be permitted.

Registration Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature			Company Stamp		
Additional Note					

Booth Installation Form Information		
Stand Contractor Name		
Address		
Tel		
Fax		
Person in charge	Name	
	Mobile	

► Attachment: Floor Plan and Front-view plan

FORM 11. Carrying-In(Out) of Ultra Heavy Exhibition Item

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 2, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

- Exhibitors with heavy and oversized exhibits must pre-register through this registration form. A detailed layout should also be provided to better assist our onsite operations.
- The Exhibition Hall limits the loading of weight to 1.5ton/ m². Exhibits over this limit may not be permitted to be set up in the exhibition hall. In addition, the loading of

Registration Form only valid with complete company details					
Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature			Company Stamp		
Additional Note					

Item List				
No.	Item	Qty	Weight(Tons)	Dimension
1				
2				
3				
4				
5				

FORM 12. Podium Pitch Application

Shell Scheme/ Space Only

IEEE ICC 2022

To be returned by : **May 2, 2022**

Please complete and return to :

Ms. Gloria Hyun

Email to : icc2022exhibition@gmail.com

IEEE ICC 2022 Podium Pitch

- Time: May 17 ~ May 19 10:30 - 11:00 / 15:40 - 16:00
- Place: Podium Pitch Stage at Exhibition Hall

- IEEE ICC 2022 plans to hold a number of industry podium pitches. A podium pitch is a 10-minutes talk during a coffee break in the exhibition hall, which emphasizes the booth exhibit and the recent product of each exhibitor.
- Podium pitch schedule will be assigned on a first come first served basis. Stage, screen, laptop, mic will be provided.

Registration Form only valid with complete company details

Company Name				Stand No.	
Address					
Contact Person		Email		Tel/Mobile	
Signature	Company Stamp				
Additional Note					

Podium Pitch Application

Company Name		
Presenter Information	Name	
	Tel/Mobile	
	Email	
Podium Pitch Topic (Presentation Title)		
Podium Pitch Schedule		
Podium Pitch Schedule (Rank 1~3 by your priority)	May 17(Tue) 10:30 - 11:00	
	May 17(Tue) 15:40 - 16:00	
	May 18(Wed) 10:30 - 11:00	
	May 18(Wed) 15:40 - 16:00	
	May 19(Thu) 10:30 - 11:00	X (Another program will be proceed)
	May 19(Thu) 15:40 - 16:00	