EXHIBITOR MANUAL
XXIV World Allergy Congress
14-17 October 2015
COEX, Seoul, Korea
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* Contents and schedule can be changed under conditions

Exhibitor’s Manual 1
Section I

Schedule and Checklist

- Exhibition Schedule
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- Useful Contact List
Exhibition Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 October(Tue)</td>
<td>07:00-24:00</td>
<td>Build-up(Shell Scheme &amp; Custom Booths)</td>
</tr>
<tr>
<td>14 October (Wed)</td>
<td>07:00-13:00</td>
<td>Build-up(Booths and Facility)</td>
</tr>
<tr>
<td></td>
<td>13:00-17:00</td>
<td>Exhibitors moving in(Non booth construction)</td>
</tr>
<tr>
<td>15 October (Thu)</td>
<td>09:00-17:00</td>
<td>Exhibition open</td>
</tr>
<tr>
<td>16 October (Fri)</td>
<td>09:00-17:00</td>
<td>Exhibition open</td>
</tr>
<tr>
<td>17 October (Sat)</td>
<td>09:00-15:00</td>
<td>Exhibition open</td>
</tr>
<tr>
<td></td>
<td>15:00-17:00</td>
<td>General breakdown(Exhibitors Moving out)</td>
</tr>
<tr>
<td></td>
<td>17:00-24:00</td>
<td>General breakdown(Booth and Facility)</td>
</tr>
</tbody>
</table>

** Please observe construction time of custom booth (13, 14 October)
If contractor has a problem of construction schedule, that is a matter for prior consultation.

1) **Free parking service for installation vehicles(only for truck and lorry)**
   - Exhibits move-in and installation period (13-14 October)
   - Exhibits move-out and dismantling period (17 October)
   - For entry and delivery of exhibits during the period of preparation of removal, the vehicle of less than 1.5tons shall be exempted from parking charge for (3) hour per day.
   - 3hours only per vehicle (over 3 H, exhibitors have to pay for the extra: 4,000 Korean won/1H)
   - Personal car shall not be allowed to access the inside of the exhibition hall and freight platform during, before and after the exhibition period in any event.

2) **Guideline on Freight Entry No-Entry of vehicle with the exhibition hall**
   - All equipments carry in using cargo truck shall be delivery through gate of COEX and 13 October (Tue) is recommended for delivery because many vehicles will be overcrowded for simultaneous access to the gate on 14 October (Wed), the last day of preparation period. In addition, vehicle’s access to the inside of exhibition Hall and freight platform shall be allowed.
   - Cargo truck shall not be allowed to access to the exhibition hall D after 09:00 on 13 October (Tue)

3) **Entrance of Freight Truck**
   - Hall D (3F): Enter the West gate and turn right after then going up to 3Floor.
Forms Check List

Please return the forms by the deadline so that the services that you require can be arranged properly. Please be sure to check that you have applied additional items and paid full payment before the Exhibition. If you want to apply any services after the form submission deadline, please contact the official agency: Rabbit Co., Ltd.

<table>
<thead>
<tr>
<th>FORMS</th>
<th>Deadline</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM1 Application for Company Information</td>
<td>Aug. 15</td>
<td>Essential</td>
</tr>
<tr>
<td>(Shell Scheme Booth)</td>
<td></td>
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</tr>
<tr>
<td>FORM2  Space Only Installation (Modification) Application</td>
<td>Aug. 15</td>
<td>Optional</td>
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<tr>
<td>FORM3  Application for Subsidiary Facilities</td>
<td>Aug. 15</td>
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<tr>
<td>FORM4  Application for Heavy or Hazardous Materials</td>
<td>Aug. 15</td>
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<td>FORM5  Application to Bring In (Remove) Exhibition Products</td>
<td>Aug. 15</td>
<td>Optional</td>
</tr>
<tr>
<td>FORM6  Bonded Exhibit Goods</td>
<td>Aug. 15</td>
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<td>FORM7  Application for Catering Service</td>
<td>Aug. 15</td>
<td>Optional</td>
</tr>
<tr>
<td>FORM8  Application for Furniture &amp; OA Rental</td>
<td>Aug. 15</td>
<td>Optional</td>
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<tr>
<td>FORM9  Lead Management Solutions-Order form</td>
<td>Aug. 15</td>
<td>Optional</td>
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<tr>
<td>FORM10 Additional Stand Cleaning</td>
<td>Aug. 15</td>
<td>Optional</td>
</tr>
<tr>
<td>FORM11  Audio/Visual forms</td>
<td>Aug. 15</td>
<td>Optional</td>
</tr>
<tr>
<td>FORM12  Additional Security Form</td>
<td>Aug. 15</td>
<td>Optional</td>
</tr>
<tr>
<td>FORM13  Hostess Services</td>
<td>Aug. 15</td>
<td>Optional</td>
</tr>
</tbody>
</table>
Useful Contact List

Organizer Information.
The World Allergy Organization (WAO)
Address: 555 East Wells Street, Milwaukee, WI, 53202, USA
T. +1 414 276 1791
Contact: Amanda Hegg Email: ahegg@worldallergy.org

■ Exhibition Management
Rabbit Co., Ltd.
Person in charge: Dong Hyun Yoon, CEM
T. +82-70-4034-4797 F. +82-31-744-2080 Mobile. +82-10-3398-4285
Email: hidedaka@naver.com
Address: 14, 457 Dunchon-Daero, Jungwon-gu, Seongnam-si, Gyeonggi-do, 462-806, Korea

■ Freight Forwarding
Agility – Fairs & Events
Person in charge: Jerry You
Tel: +82-2-2192-7422 Fax: +82-2-539-9420
Email: yjerry@agility.com
Website: www.agility.com

■ Customs
WooShin Customs Corp.
Tel: +82-2-518-4130 Fax: +82-2-3444-5446
Email: bskim@wscustoms.co.kr
Website: www.wscustoms.co.kr

■ Parking Service
COEX
Tel: +82-2-6002-7130
KRW1,000/15 min
- Double charge for trucks of 2.5 tons or more and buses of 25 seats or more.
- Maximum KRW 40,000 will be charged for whole-day parking of a passenger car.

■ Overall Venue Information
COEX
Tel: +82-2-6000-0114
Website: www.coex.co.kr
Section II

General Information

- Terms and Conditions for Exhibiting
- General Information
- Rules and Regulations
Terms and Conditions for Exhibiting

TERMS OF REFERENCE
In these terms and conditions for exhibiting, the term "Exhibitor" shall include all employees and agents of any company, partnership, firm or individual to whom space has been allocated for the purpose of exhibiting. The term "Exhibition" shall refer to "The XXIV World Allergy Congress".

ALLOCATION OF EXHIBIT SPACE
The Organizer shall allocate the space in accordance with the nature of the exhibit or in a manner the Organizer deems fit. The Organizer reserves the right to change the space allocated to the Exhibitor at any time prior to the commencement of the set-up of the exhibition should circumstances require a change. Such changes shall be at the discretion of the Organizer. The Exhibitor shall not claim for compensation as a result of the changes.

EXHIBIT SPACE APPLICATION
Applications should be sent to World Allergy Organization (WAO) located at 555 East Wells Street, Suite 1100 Milwaukee, WI, 53202, USA

CANCELLATION
Cancellation will only be accepted under unavoidable circumstances. In the case of canceling the exhibition, exhibitors should inform the organizer in writing.

INSTALLATION AND REMOVAL
The installation and removal of exhibits and booths must be completed by the date and time stipulated by the Organizer. Exhibitors shall indemnify the Organizer against any loss which may be caused by delay or damage to the Exhibition Hall.

COORDINATION OF EXHIBIT WITH ORGANIZER
Exhibitors shall provide descriptions of their exhibits before the construction of the exhibits and ensure compliance with regulations and restrictions on booth design and activity. Exhibitors shall also agree to provide the Organizer with the necessary information to facilitate the overall promotion.

INSURANCE, SECURITY AND SAFETY
Exhibitors are required to subscribe to all risks insurance policy on all equipment and products present during the Exhibition as well as during set-up and take-down. The Organizer shall not take responsibility for any loss, theft, or damage to any articles belonging to the Exhibitor. Materials used in stand and display construction must be properly fireproof in accordance with the local fire and safety regulations. The Organizer shall reserve the right to limit any constructions or demonstrations that considered to be potential safety hazards.

USE OF EXHIBIT SPACE
Exhibitors are bound to exhibit the announced products and to staff the stands with competent personnel during the open hours of the Exhibition. Activities of the Exhibitor shall be confined within the limits of the Exhibitor’s booth. The exhibit will be consistent with the theme of the Exhibition and the Organizer reserves the right to restrict exhibits which the organizer considers to detract from the general character of the Exhibition.

SUPPLEMENTARY
When necessary, the Organizer shall have the right to issue supplementary regulations in addition to those contained in the TERMS AND CONDITIONS FOR EXHIBITING. Those regulations and instructions shall be binding on the Exhibitors. The Exhibitor shall observe the Exhibitor Rules and Regulations.
ARBITRATION OF DISPUTES
Any dispute, difference or question arising hereafter between the Organizer and the Exhibitor concerning the true construction of these TERMS AND CONDITIONS FOR EXHIBITING or the rights and liabilities of the parties there to shall be settled in accordance with the Commercial Arbitration Rules of the USA Commercial Arbitration Board. The verdict of the above arbitration shall be final and binding upon both parties.

WAO Rules and Regulations
XXIV World Allergy Congress
14-17 October 2015

The following Rules and Regulations are part of the contract between the exhibitor and the World Allergy Organization (WAO). All matters not covered in these Rules and Regulations shall be referred to WAO for adjudication and the decision of WAO shall be final. These Rules and Regulations may be amended at any time by WAO and all amendments so made shall be binding upon the exhibitor equally with these Rules and Regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing before or during WISC 2014, and may be given to any authorized agent or representative of the exhibitor.

Advertising Materials
Canvassing or distribution of advertising materials by non-exhibiting, commercial companies is strictly prohibited. Exhibitor advertising will not be permitted outside of the exhibitor’s assigned space. Limited signage advertising industry supported sessions and events must be approved and displayed by the WAO Secretariat. Unauthorized signage will be removed.

Audio/Visual Equipment
Sound systems must be kept at a reasonable level and may not interfere with other exhibitors. WAO reserves the right to request the reduction in volume or cessation of use of any system that creates an interference with other exhibitors.

Contests, Raffles and Drawings
Approved contests, drawings or raffles must comply with local and federal laws governing such contest, raffles, or drawings and have prior approval of WAO. The rules must be posted at the booth and include: eligibility, date and time of drawing, the words “no purchase necessary to enter,” odds of winning, how winners are notified, how participants can find out who won, etc. The exhibitor must agree to indemnify WAO, its Board of Directors, employees, and vendors in the event of any claims arising from the operation of the event. WAO must be notified of the winners and when the prize is awarded. WAO reserves the right to restrict contests, drawings or raffles that it deems inappropriate or unprofessional.

Continuing Medical Education (CME) Activities
All activities offering CME credits occurring at or in conjunction with the XXIV WAC 2015 must be sponsored or jointly sponsored by the WAO and planned and executed following the ACCME’s guidelines for accredited CME activities, included the Standards for Commercial Support. Therefore:

(1) Exhibitors defined as commercial interests by the ACCME are prohibited from offering or distributing CME activities or access to CME activities.

(2) Exhibitors not defined as commercial interests by the ACCME may offer or distribute CME activities or access to CME activities, provided those activities are listed on the exhibition application and approved by the WAO.

Demonstrations
Exhibitor demonstrations should not interfere with normal traffic flow nor infringe on neighboring exhibits. No demonstrations will be permitted outside of the exhibitor’s assigned space.
Disclosure
It is the policy of the WAO that any exhibitor whose booth space, exhibit display or exhibit materials are provided through an educational grant from another organization prominently disclose that information to all attendees visiting or viewing that booth.

Facility Regulations
Exhibitors are required to abide by all facility regulations in the design, installation, operation and dismantlement of their exhibit stands. A complete description of electrical, fire, labor and property regulations will be listed in the technical manual.

Food and Beverage Distribution
Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must notify the Coex Convention Center.

Hospitality Suites and Special Events
Company-sponsored special events must be approved by the WAO Secretariat. WAC attendees, leadership and faculty members cannot be invited to an event that conflicts with WAC programs, including the Scientific Program, or WAC Social Events. Please contact the WAO Secretariat for more information.

Liability
The exhibitor shall be fully responsible to pay for any and all damages to property and its owners or managers, which result from any act or omission of the exhibitor. The Exhibitor agrees to defend, indemnify and hold harmless the World Allergy Organization, its owners, managers, officers or directors, agents, employees, and subsidiaries and affiliates, from any damages or charges resulting from the exhibitor’s use of the property. The exhibitor’s liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invitees which arise from or out of the exhibitor’s occupancy and use of the exhibition premises, or any part thereof.

In addition, the Exhibitor acknowledges that the World Allergy Organization and all other service providers do not maintain insurance covering the exhibitor’s property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Meetings
Exhibiting and non-exhibiting companies may not schedule meetings or events during the official dates of the WAC 2015 without the written consent of the WAO Secretariat. Requests for meeting space of company-sponsored sales meetings and WAO-approved activities should be submitted in writing to the WAO Secretariat.

Music/Music Licensing
Each exhibitor using music in conjunction with its exhibit is responsible for maintaining compliance with the appropriate music licensing organizations.

No Smoking
Smoking in the Exhibition Hall, scientific sessions, foyers and all public spaces is prohibited.

Photography/Videotaping
Videotaping and photographing within the Exhibition Hall is prohibited except by the official WAC photographer, unless approved in advance by the WAO Secretariat. Any exhibitor who wishes to employ an outside vendor to videotape or photograph their own exhibit, activities, personnel, etc., must submit a written request no later than 15 August 2015.

Food and Beverage
In order to provide more traffic throughout the exhibit hall, we give Exhibitors the opportunity to manage Coffee Station. And Coffee Service for participants will be served only in the Exhibit Hall.
Products and Services
Only those products and services detailed on the exhibit space application form or in writing prior to the World Allergy Congress and approved by the WAO Secretariat may be exhibited or advertised.

Promotional Items/Giveaways
Distribution of descriptive product literature, notepads, pens and pencils is permitted. Other items may be distributed from the exhibitor’s stand only with prior written approval. All items to be distributed must be useful to the attendees during the World Allergy Congress or in the professional activities of the exhibit visitor. For US-based companies, all items must be in compliance with the American Medical Association Guidelines on Gifts to Physicians from Industry. Any exhibitor found distributing materials which have not been officially accepted may be required to cease distribution immediately. Companies who comply with the PhRMA Code please refer to the Code with regards to promotional items. A promotional item approval form must be submitted to the WAO Secretariat, by 15 August 2015, along with a sample, photo, or written description of each item. Samples will not be returned.

Relocations
The WAO Secretariat reserves the right to adjust the floor plan at any time and relocate exhibitors should it become necessary or advisable in the best judgment of WAO. In the event that it is necessary to relocate an exhibitor after a specific space assignment has been made, the WAO Secretariat will contact the exhibitor. Every effort will be made to reassign the exhibitor to similar space. In any instance of exhibit stand relocation, the exhibitor has the option to cancel and receive a full refund of all payments made.

Restriction of Exhibits
The WAO Secretariat reserves the right to:
1. reject for any reason any exhibit application submitted for WAC 2015;
2. reject, prohibit, restrict or otherwise require modification of any exhibit for any reason; and
3. evict or bar any exhibitor whose exhibit, materials or conduct is determined to be objectionable for any reason.

Violation of any regulations on part of the exhibitor, their employees or agents shall annul the right to occupy space and the exhibitor will forfeit to the WAO Secretariat all monies which may have been paid. Upon evidence of violation, the WAO Secretariat may enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor’s risk. The exhibitor shall pay all expenses and damages which the WAO Secretariat may thereby incur.

Security
The venue’s in-house security guards will be in the general exhibit area 24 hours a day from set-up to breakdown. No permanent guard will be available for individual stands; therefore we recommend clients/exhibitors provide the appropriate control for their belongings. Neither the security service, WAO, decorator nor the Coex Convention Center is responsible for any loss or damage to exhibitor property.

Selling of Products or Services
Selling of any product and services is prohibited in the Exhibition Hall. Product order forms may be distributed, but no cash, checks, credit card information or other forms of payment may be accepted by the exhibitor.

Subletting Exhibit Space
Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company and approved by the WAO prior to the Congress.
The Exhibitor Floor Plan will be updated continuously. Please visit our Congress website for updates. http://www.worldallergy.org/wac2015

### Exhibit Hall Floor Plan

<table>
<thead>
<tr>
<th>Booth Number</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Uriach (33 sqm)</td>
</tr>
<tr>
<td>102</td>
<td>Mylan (36 sqm)</td>
</tr>
<tr>
<td>103</td>
<td>Mundipharma (36 sqm)</td>
</tr>
<tr>
<td>201</td>
<td>GSK (18 sqm)</td>
</tr>
<tr>
<td>202</td>
<td>Available (18 sqm)</td>
</tr>
<tr>
<td>203</td>
<td>Menardi (12 sqm)</td>
</tr>
<tr>
<td>204</td>
<td>Israel Association for Allergy and Clinical Immunology (IAACI)/Allergists for Israel (AIF) (6 sqm)</td>
</tr>
<tr>
<td>205</td>
<td>Kolon (18 sqm)</td>
</tr>
<tr>
<td>206</td>
<td>Nestle (18 sqm)</td>
</tr>
<tr>
<td>207</td>
<td>Maesil Dairies (18 sqm)</td>
</tr>
<tr>
<td>301</td>
<td>Hanok Inc (9 sqm)</td>
</tr>
<tr>
<td>302</td>
<td>Boehringer-Ingelheim (9 sqm)</td>
</tr>
<tr>
<td>303</td>
<td>Available (9 sqm)</td>
</tr>
<tr>
<td>304</td>
<td>Boryung Biopharma (9 sqm)</td>
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<tr>
<td>305</td>
<td>LoFarma-Shinyong (25 sqm)</td>
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<td>306</td>
<td>AstraZeneca (9 sqm)</td>
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<tr>
<td>307</td>
<td>Namyang Dairy (9 sqm)</td>
</tr>
<tr>
<td>308</td>
<td>Green Cross Corporation (9 sqm)</td>
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<tr>
<td>309</td>
<td>SK Chemicals (9 sqm)</td>
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<tr>
<td>401</td>
<td>Kuhnil Pharm (9 sqm)</td>
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<td>402</td>
<td>Allerpha International (9 sqm)</td>
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<td>403</td>
<td>Available (9 sqm)</td>
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<td>404</td>
<td>ThermoFisher (9 sqm)</td>
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<td>405</td>
<td>Abbott (9 sqm)</td>
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<td>406</td>
<td>Kunwha (9 sqm)</td>
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<tr>
<td>407</td>
<td>Ilwang (18 sqm)</td>
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<tr>
<td>408</td>
<td>Ahngook (9 sqm)</td>
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<tr>
<td>409</td>
<td>LG Life Sciences (9 sqm)</td>
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<tr>
<td>410</td>
<td>Omron Healthcare (9 sqm)</td>
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<tr>
<td>411</td>
<td>Available (9 sqm)</td>
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<tr>
<td>501</td>
<td>Available (9 sqm)</td>
</tr>
<tr>
<td>502</td>
<td>Nasaleze International Ltd (9 sqm)</td>
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<tr>
<td>503</td>
<td>Available (9 sqm)</td>
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<tr>
<td>504</td>
<td>R-Biopharm (9 sqm)</td>
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<td>505</td>
<td>HAL Allergy (12 sqm)</td>
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<td>506</td>
<td>Euroimmun (12 sqm)</td>
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<td>507</td>
<td>Hannmi (18 sqm)</td>
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<td>508</td>
<td>Indoor Biotechnologies (9 sqm)</td>
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<td>509</td>
<td>Available (9 sqm)</td>
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<tr>
<td><strong>Member Society Village (1x3m)</strong></td>
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<tr>
<td>601</td>
<td>Polish Society of Allergy</td>
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<tr>
<td>602</td>
<td>Asia Pacific Association of Allergy, Asthma and Clinical Immunology (APAAACI)</td>
</tr>
<tr>
<td>603</td>
<td>Hong Kong Institute of Allergy</td>
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<td>604</td>
<td>Global Allergy and Asthma European Network (GA²LEN)</td>
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<td>605</td>
<td>Japanese Society of Allergology (JSA)</td>
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<tr>
<td>606</td>
<td>Malaysian Society of Allergy and Immunology (MSAI)</td>
</tr>
<tr>
<td>607</td>
<td>The Iranian Society of Asthma &amp; Allergy (ISAA)</td>
</tr>
<tr>
<td>608</td>
<td>The American Academy of Allergy, Asthma and Immunology (AAAAI)</td>
</tr>
</tbody>
</table>
3. Build up and Dismantling Periods
   a) Build up
      - Booth stands will be finished 13:00 on 14 October 2015. Exhibitors can move in and set exhibit and interiors from 13:00-17:00 on 14 October.
      - Opening Ceremony will begin at 18:00 so all service will need to be suspended at 17:00 on 14 October 2015
   b) Dismantling
      - All exhibits, display materials must be removed from the exhibition hall by 17:00 on 17 October 2015.

4. Exhibition Hall Specifications for Shell Scheme
   a) Location: Hall D (COEX 3rd floor)
   b) Floor Loading: 1.5 tons per sqm in hall
   c) Freight Entrance: 5.4m wide X 5m high
   d) Ventilation: Air-conditioning in all halls
   e) Electrical Supply: 220v-60Hz single phase
      - 220v-60Hz three phase ±5%
      - 380v-60Hz three phase neutral

5. Standard Booth Specification
   - Specification for booth; 3X3X2.5

   Booth Specification:
   1. Booth Size: width: 3m / depth: 3m / height: 2.5m
   2. Fascia (Only Company Name, Sticker)
   3. Booth Wall panels

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4. Floor Carpet (Grey color) 9sqm
5. Reception counter 1 pc.
6. Chair for reception
7. Meeting table (Round type) 1pc.
8. Meeting chair 2pcs.
9. Garbage bin 1pc.
10. Spot light 3pcs.
11. Power socket 1pc.
12. 1Kw (220V / Single phase) & cabling works

*Exhibitor who needs additional electricity can order it using FORM 3.
* Socket type - Two round parallel prongs

6. Graphics
Graphics can be ordered with Rabbit. There is a wide range of possibilities - from a simple logo print on your fascia to full color panel graphics on the booth wall.
It is not necessary but anyone who wants to make graphic materials through Rabbit can contact to exhibition manager. hidedaka@naver.com

7. Working Exhibits / Noise
The use or testing of any noise-generating equipment in any part or parts of the Licensed Area or elsewhere at the COEX Convention & Exhibition Center shall at all times not cause the maximum permitted noise level at 50dB (a) to be exceeded. Any exception to this shall be subject to prior approval from the organizers. This includes the use of public address and video/ audio reply system. The organizers reserve the right to terminate any working exhibit deemed to be dangerous or unsuitable for any reason.

8. Exhibit Safety
Operating of machinery or exhibits:
a) Moving machinery must be fitted with safety devices and these safety devices may only be removed when the machines are not in operation and not connected to the source of power.

b) No motors, engines, contrivance or power-driven machinery may be used without adequate protection against fire risk.

c) No moving machinery may be operated within 0.5m of the gangway.

d) Any fumes or exhaust deemed by the organizers to be excessive must be extracted or ducted away from other exhibitors and visitors.

9. Dangerous Materials
No naked lights and lamps, temporary gas or electrical fittings may be used in the exhibition building without the prior permission of the Organizers.

10. Power Supply and Lighting
The user shall comply with the following principles in performing electrical works.
- Electric power for spot lighting shall not exceed 100W per one square meter.
- For wiring, 600V EV cable shall be used, while 600V IV wires and PVC cord shall be used.
- Electrical installation works shall be performed as stipulated in the Electrical Installation Works Standard
Order.

11. Exhibit Heights and Weights
Heavy exhibits exceeding the weight as stipulated below shall not be brought into or displayed at the Exhibition Halls. (Hall D = 1.5 ton per m²). The maximum height of exhibition stand is 4.5m.

12. Stand Cleaning
The Organizers will be responsible for cleaning the carpets of organizers’ package stands and gangways each day of the exhibition free of charge. Exhibitors are responsible for cleaning their own exhibits and furniture.

13. Security
Security guards will patrol the exhibition site in general, but their duties will not include specific attention to individual stands.
It is a strict condition of the Contract that exhibitors agree to follow any security procedures deemed appropriate by the Organizers.

14. Furniture
Exhibitors may make their own arrangements to provide furniture for their stand or they may contact to Rabbit (hidedaka@naver.com).
Please use FORM 8 to order any furniture or OA.

15. Telephones/Fax
These may be ordered from Rabbit using FORM 3

16. Space only

1) Designating Contractors for Booth Installation
○ In the case of Space Only, the organizer only provides a space for exhibiting to exhibitors. Accordingly, there is no items for the organizer to provide. (Exhibitors need to apply for services and facilities separately)

○ Exhibitors who apply for Space Only need to prepare for all materials and items including booth and interior materials, and they should choose and use one of the designated contractors by COEX to install their booths.

○ In principle, it is prohibited for exhibitors to construct their booths themselves. However, exhibitors are allowed to install their booths themselves if they are approved by COEX in the case of the following conditions. The exhibitors should deal with all of the matters related to booth installation such as submitting a work plan as the same as designated contractors do.
- If an exhibitor has their own interior department in the company, and the company’s workers directly install their booth,(only when their certificate for business registration is categorized as Interior design, advertisement production and furniture manufacture)
- If an exhibitor has their own system for booth installation (required to submit documented evidence such as a contract and photos taken in other events)
- If an interior structure itself is an exhibit for the exhibition
  ※ Required to summit documents : an explanatory statement for their own booth installation, an application for installing(changing) a booth, a work plan and a drawing

2) Installing and dismantling booths
○ All booth equipment should be assembled and installed within the preparation period.
○ Exhibitors and contractors for booth installation should follow all instructions written in the manual and the COEX regulations when they install and dismantle booths.

3) The Matter to be Considered in Equipment Construction
○ Structures including lighting system should be installed within the assigned area (contracted area), and if they exceed the area, exhibitors will pay additional cost for that.
○ The height of a booth is limited in at 4 meters, and the height of each booth will be different according to the size of booths.
○ It is not allowed to use electric powered tools such as a compressor, an electric plane, an electric grinder and a welding machine.
○ A carpet installed inside a booth should be one that is easily removed.

16. Exhibitor’ Staff Entry Passes
For every booth, up to 2 passes are provided and passes will be available for collection from the Registration Desk in the lobby of the Coex.
Exhibitor who wants to additional passes can purchase it from WAO by $75 USD per pass until 31 August 2015 and 1 September – 17 October 2015 are $100 USD per pass
Please send application to AHegg@worldallergy.org

Exhibitors can access only Hall D1 and lobby. Entrance for session rooms is not admitted.

17. Distribution of Promotional Literature
Exhibitors are reminded that promotional literature may not be distributed or fixed to walls outside their exhibition stand.

18. Exhibitor Parking
Parking is available at the exhibition centre and nearby.

Rates
Build-up / Tear down: 3 hours free. Free parking only applicable to trucks, vans (9-seated) and other heavy-vehicles.
General vehicles: - KRW 2,000/for first 30min
    - KRW 4,000/hour,
    - KRW 40,000/a day (Over 3 days-20,000won/a day)
19. Transportation

From Incheon Int’l Airport

Seoul bus Limousine Bus (No. 6006)

<table>
<thead>
<tr>
<th>Time to destination</th>
<th>Approximately 65~80 minutes (approximately 70km)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single fare</td>
<td>9,000 won (adults)/7,000 won (Children, 6~12years)</td>
</tr>
<tr>
<td>Bus stops</td>
<td>Incheon International Airport (1F) 5A, 11B</td>
</tr>
<tr>
<td>Where to buy tickets</td>
<td>Seoulbus Limousine Bus Stops</td>
</tr>
<tr>
<td>Telephone</td>
<td>+82-2-577-1343~5</td>
</tr>
</tbody>
</table>

CALT Limousine Bus (City Airport, Logis & Travel, Korea)

<table>
<thead>
<tr>
<th>Time to destination</th>
<th>Approximately 65 ~ 80 minutes (approximately 70Km)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single fare</td>
<td>15,000 won (adults)/7,500 won (Child)</td>
</tr>
<tr>
<td>Bus stops</td>
<td>Incheon International Airport (1F) platform east 4A, west 10B</td>
</tr>
<tr>
<td>Where to buy tickets</td>
<td>CALT Limousine Bus stops</td>
</tr>
<tr>
<td>Telephone</td>
<td>+82-2-551-0790,2</td>
</tr>
</tbody>
</table>

KAL Limousine Bus

<table>
<thead>
<tr>
<th>Time to destination</th>
<th>Approximately 65 ~ 80 minutes (approximately 70Km)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single fare</td>
<td>15,000 won (adults)/10,000 won (Children, 6~12years)</td>
</tr>
<tr>
<td>Bus stops</td>
<td>Incheon International Airport (1F) N o. 4B, 11A</td>
</tr>
<tr>
<td>Where to buy tickets</td>
<td>Incheon International Airport KAL Limousine Counter(NO.22), KAL Limousine Bus stops</td>
</tr>
<tr>
<td>Telephone</td>
<td>+82-2-2667-0386</td>
</tr>
</tbody>
</table>

Via Taxi

<table>
<thead>
<tr>
<th>Time to destination</th>
<th>Approximately 60 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single fare</td>
<td>50,000 won (normal taxi), 90,000 won (luxury taxi)</td>
</tr>
</tbody>
</table>
## From Gimpo Int'l Airport

### CALT Limousine Bus (City Airport, Logis & Travel, Korea)

<table>
<thead>
<tr>
<th>Time to destination</th>
<th>Approximately 45 ~ 55 minutes (approximately 35Km)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single fare</td>
<td>7,000 won (adults)/ 4,000 won (Child)</td>
</tr>
<tr>
<td>Bus stops</td>
<td><strong>Gimpo Airport (1F)</strong></td>
</tr>
<tr>
<td></td>
<td>* Domestic Arrivals: Platform 3</td>
</tr>
<tr>
<td></td>
<td>* International Arrivals: Platform 6</td>
</tr>
<tr>
<td>Where to buy tickets</td>
<td>CALT Limousine Bus stops</td>
</tr>
<tr>
<td>Telephone</td>
<td>+82-2-551-0790,2</td>
</tr>
</tbody>
</table>

**Via Taxi**

<table>
<thead>
<tr>
<th>Time to destination</th>
<th>Approximately 50 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single fare</td>
<td>40,000won (normal taxi), 80,000won (luxury taxi)</td>
</tr>
</tbody>
</table>

* For the further information, refer to the following website
→ [http://coex.co.kr/eng/visitors/directions_tab01.asp](http://coex.co.kr/eng/visitors/directions_tab01.asp)
Rules and Regulations

1. TERMS OF REFERENCE
   A. In the rules and regulations for participation in the XXIV World Allergy Congress (WAC 2015), the term “exhibitor” shall include all employees, servants and agents of any individual company, partnership firm or organization who have applied for space for the purpose of exhibiting.
   B. The term “exhibition” shall mean the WAC 2015 Exhibition.
   C. The term “organizer” shall mean World Allergy Organization (WAO) which is authorized to organize the exhibition.

2. ALLOCATION OF EXHIBIT SPACE
   A. The organizer shall allocate the space in accordance with the order of application, size of the space applied for, the nature of the exhibits or in the manner the organizer deems fit.
   B. The organizer shall reserve the right to change the location and/or the size of the space allocated to the exhibitor at any time prior to the commencement of the build-up of the exhibition, should exceptional circumstances demand, and the exhibitor shall have no claim for compensation as a result of changes.

3. USE OF EXHIBIT SPACE
   A. Exhibitors are bound to exhibit the announced products and to staff the stand with competent personnel during the whole period of the exhibition.
   B. All exhibits must accord with the description on the application form, and be related to the theme of the exhibition. Public auctions without permission of the organizer are strictly prohibited. If the exhibitor violates the aforementioned rules, the organizer can stop the exhibitor’s activity, remove his/her exhibits or order the dismantling of his/her booth. In this case, the participation fee shall not be refunded and the exhibitor shall have no claim for compensation.
   C. Exhibits cannot be removed from the stand until after the close of the exhibition.
   D. Exhibitors are not allowed to sublet space allotted to them to other parties, either wholly or in part, without the written consent of the organizer. Products or companies other than those specified on the application form and accepted by the organizer cannot be exhibited or advertised on the stand. The organizer has the right to remove all unapproved exhibits at the cost of the exhibitor.
   E. Promotional activities including the distribution of leaflets, materials and giveaways shall be confined to the exhibitor’s own stand.
   F. The exhibitor shall operate and demonstrate its exhibit so as not to annoy, endanger or interfere with the rights of other exhibitors and visitors.
   Any practice resulting in complaints may be prohibited by the organizer.
   G. The organizer shall reserve the right to remove exhibits if a complaint of infringement of Intellectual Property Right is filed.

4. TERMS OF PAYMENT
   A. The participation fee and/or relevant stand charges must be paid to WAO.
   B. Charges for other services or supplies ordered separately are payable to Rabbit Co., Ltd. within the time period specified at the invoice.
5. CONSTRUCTION AND DECORATION OF STAND AND DISPLAY
A. In the construction and decoration of the stand, all exhibitors and their stand contractors must comply with the technical regulations set forth by COEX.
B. Modifications including decorations such as painting the floor, ceiling and pillars will not be permitted. The exhibitor shall be responsible for compensating any damages to the exhibition hall.
C. Decorations should not heart booth facilities including panels, fascia, desk, carpet. Any loss caused by exhibitor will be charged after exhibition.
D. All exhibitors must complete their construction and/or decoration, and move-in and display of exhibits by the date and time stipulated by the organizer.

6. MOVEMENT OF EXHIBITS AND STAND FITTINGS
Exhibitors shall remove all exhibits and stand fittings from the exhibition hall within the period stipulated by the organizer and indemnify the organizer against any cost incurred by reason of delay or damage to the exhibition hall.

7. SECURITIES, RISK AND INSURANCE
A. The organizer shall reserve right to limit any constructions or demonstrations that pose potential safety hazards.
B. The exhibitors shall be held responsible for any loss or theft of, or damage to exhibits, stand fittings or any article belonging to the exhibitor during the construction, exhibition and dismantling periods.
C. In the event that the exhibitor intentionally or negligently causes a fire, theft, breakage or other accidents inflicting damages to the organizer or others, the exhibitor shall be responsible for damages.
D. Exhibitors shall be responsible for insuring goods exhibited. The organizer shall not be liable for any damage or loss to exhibits and stand fittings.

8. FIRE REGULATIONS
A. Materials used in stand and display construction must be properly fireproofed in accordance with the regulations of Korea.
B. The organizer has the right, should circumstances necessitate, to make changes in the exhibitor’s stand for fire control.

9. SUPPLEMENTARY CLAUSES
A. Whenever necessary, the organizer shall have the right to issue supplementary regulations in addition to those in the rules and regulations for the participation in WAC 2015 to ensure the smooth management of the exhibition.
B. Any additional written regulation instructions shall form part of the rules and regulations for the participation in WAC 2015 and they shall be binding on the exhibitors.
C. The exhibitor shall also observe the regulations for the management of the exhibition halls of the COEX.

10. ARBITRATION OF DISPUTES
Any dispute, difference, or question which may arise at any time hereafter between the organizer and the exhibitor touching on the true construction of these terms and conditions for participation or the rights and liabilities of the parties hereto shall be finally settled by arbitration in accordance with the Commercial Arbitration Rules of the Korean Commercial Arbitration Board in Seoul, Korea and The American Chamber of Commerce in Korea(Not confirmed). The award of the above arbitration shall be final and binding upon both parties.
Section III

Additional Information

○ Shipment / Transport / Clearance
○ Shipping Manual
Shipment / Transport / Clearance

1. GENERAL INFORMATION
Freight forwarding service supplier is not designated by organizer. Exhibitors can arrange any freight forwarding supplier including recommended company which stated in ‘Useful Contact List’.

If exhibitor uses freight forwarding service, please notify below.
Exhibition Name: WAC 2015 (XXIV World Allergy Congress)
Exhibition Venue: Hall D1, COEX, Seoul
Name of Exhibitor:
Booth Number:

2. Method of custom clearance of the exhibition goods
1) Clearance of Bonded Goods
   - Clearing of the goods indirectly, without the official import clearance, where those goods may be returned to the overseas country once the exhibition is over or may go through the official process should there be a buyer for those goods.
   - During the exhibition, the secretariat carries out an explanation on this clearance for those participant countries possessing bonded exhibition goods. The participant organizations are therefore required to report all these relevant goods in details to the secretariat until 15 Aug, 2015. (Refer to Form 6)
2) NO-DRAFT CLEARANCE
   - Refer to the goods that are not over US$5 each.
3) RE-EXPORT CLEARANCE
   - An agreement to the Customs house that the Importer shall re-export the goods within the given period.
   ① Note the following: (mortgage essential)
     - Clearing of goods by re-exporting if it does not indicate bonded area. (hotel, general event)
     - If buyers or demonstration of the goods are required within the fixed period after the exhibition is over
     - The customs inspection is the arrival inspection(difference with bonded clearance) and custom tax is not necessary
   ② Types of Mortgage settlement
     - Cash Mortgage: by the taxable income
     - Bank Transfer: where the bank guarantees the payment
     - Tax Payment Insurance: issuance of the payment guarantee insurance
   - Clearance by reporting if the goods are not classified as the bonded area
   - In cases where the Importer requires an extra setting operation in its company before the opening of the show
   - Period : 6 months in principle, with an allowance of extension

3. The main tasks of the transportation and custom clearance industries as following
   1) Payment for the cargo
   2) Bond forwarding from the harbor(airport) to the Exhibition hall
   3) Downloading and storing into the booth
4) Dispatching and keeping the empty boxes
5) Installation process
6) Custom clearance
7) Repacking and indoor work for the take-out
8) Unloading of the cars and carrying for the take-out
9) Agent for the bond-warehouse and storage of imported products, and import business
10) International carriage for returned items (maritime, flight)

4. Exhibition Operation Schedule
   1) Shipping documents for maritime cargo and the arriving date of each clearance and transportation industries
   2) Arrival date of maritime cargo at Busan port
   3) Arrival date of air cargo at Incheon airport
   4) Bonded freight, custom clearance and taking-in to the hall
   5) Exhibition period
   6) Classification of cargo acceptance and returns
   7) Returning of the internal output, repacking, and the operation of the domestic imported products

3. Shipping documents
   1) Requirements for acquiring Domestic Bond Freight license.
      - Bill of lading: Original 1 / Copy 4
      - Commercial Invoice: Original 1 / Copy 4
      - Packing List: Original 1 / Copy 4
   2) The participants and the domestic agencies must be aware of the following items for the smooth exhibition operation
      - Consignee
         - Exhibitor's agent in Korea (If any) or exhibitor C/O
         - Secretariat office of XXIV World Allergy Congress
         - Booth No. _______ and _______ Hall
      - Notify party
         - Refer to designated service company.
      - Destination
         - Maritime Cargo: Busan
         - Air Cargo: "Incheon, Korea"
         - Please record "Incheon, Korea" for the "Final Destination" on B/L to avoid unnecessary delay of the operation and additional charges.
      - You must write the item list and price in English and USD for the Shipping documents.
      - The price of exhibition items should be in CIF Busan Port or Incheon Airport on the invoice. Although the products are of no commercial value, they should still have the actual price on them.
      - You must record "These Goods are intended for display purpose only for XXIV World Allergy Congress at COEX, Seoul, Korea during 14 - 17 October, 2015 on the B/L, invoice and the packing list of exhibits.
      - You must make invoices and packing lists classifying: the returned goods, sold goods or consumable goods and giveaway goods.
- All records should be done in English.
- All exhibitors must inform of the shipping documents and shipping schedules by fax once the exhibiting goods are shipped, especially for those that may arrive later than the expected date. It must be informed in advance by fax.

Packing and Box marking

1. Packing
Exhibitors must pack the items sturdy to avoid any damages even during the carriage by containers, especially to be used again when returning.

2. Box marking: You must mark on the packing surface of the exhibits as following

<table>
<thead>
<tr>
<th>Exhibitor :</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth No :</td>
<td></td>
</tr>
<tr>
<td>Package No :</td>
<td></td>
</tr>
<tr>
<td>Gross Wt :</td>
<td>(KG)</td>
</tr>
<tr>
<td>Net Wt :</td>
<td>(KG)</td>
</tr>
<tr>
<td>Dimensions :</td>
<td>(L) × (W) × (H)CM</td>
</tr>
</tbody>
</table>

"Exhibition Goods for the XXIV World Allergy Congress, 14 – 17 October, Seoul, Korea"
Name of the organization

Duty Free products

The following items will be exempt from the custom tax,

1. Catalogues, Pamphlets, Ad materials & Etc.
2. Samples (Besides Liquor, Cigarettes), Souvenirs (Badges, medals) must be lower than $5 USD and the quantity and price must be approved by the custom office.
3. The total price and the number of paint, wall paper for booth construction must also be approved by the custom office.
4. Disposable products used for the machine assembly in the show must be approved by the custom office.

Others

1. Security
Although Hall D1 takes security for 24 hours of the show, the exhibitors are to be liable for the damage and loss of the exhibits during the show. They are to enter the exhibition center for the purpose of customs inspection, cross-checking of the information, state of the goods, quantity while accepting, returning and transferring.

2. Insurance
All exhibitors must be insured to cover all the accidents of the exhibition from the arrival point to the departing point after the show.
Shipping Manual

GENERAL INFORMATION
Please read our instruction carefully to avoid unnecessary delay in delivery, clearance & additional expenses, etc.
All Inquiries please address to
Agility – Fairs & Events (KOREA)
18F, Janggyo Bldg, 1 Janggyo-dong, Jung-gu,
Seoul, 100-760 Korea
Tel No. 82-(02) 2192-7422
Mob No. 82-(10) 3742-4061
Contact : Jerry You
E-mail : YJerry@agility.com

1. TIME SCHEDULE
- Deadline for exhibits
  . LCL freight must be arrived Busan port by Oct. 04
  . FCL freight must be arrived Busan port by Oct. 05
  . Airfreight must be arrived Incheon Airport by Oct. 06 (For high valued shipment, please inquire separately in order to save Incheon airport warehouse fee)

2. DOCUMENTARY REQUIREMENT
   - Bill of Lading or AWB : 1 copy
   - Combined Invoice and packing list : 1 copy (Only electronic Excel format by e-mail)
   - Power of Attorney in exhibitor’s own company form : 1 copy (Mandatory as of 2015)
   - Insurance Policy (All risks) : 1 copy
   - Drawing, floor plan for heavy machine : 1 copy

For Ocean Shipment, Copies of shipping documents must be received to us by email no later than 7 days prior to the vessels arrival.

For Air Shipments, An email pre-alert must be sent to us indicating the Air waybill number, flight number, carrier’s name, Number of packing, weight, dimensions and name of the Exhibitor/booth Number.

OTHERS
A. Documents must have full details such as description of commodity, quantity, and unit price in US dollars.
B. The value on list of exhibits is CIF Busan port or CIF Incheon Airport. All goods must give a true value even if they are of no commercial value.
C. On AWB, ‘Nature and Quantity of Goods’ must mention names of some main shipping items. Writing of ‘Exhibition Goods’ is not acceptable and results in customs delay and penalty.
D. On combined invoice and packing list, please indicate whether the goods are for “① Returned goods ②sold goods ③Consumable goods “

These enable us to process the most efficient import entry for your exhibition shipment.
CONSIGNEE: Agility – Fairs & Events (KOREA)
18F Janggyo Bldg, 1 Janggyo-dong, Jung-gu,
Seoul, 100-760 Korea
Tel No. 82-(2) 2192-7422
Email: YJERRY@AGILITY.COM

ATTN: Jerry You

NOTIFY PARTY: Exhibitor name: __________
Hall / Booth No.: __________
C/O WAC 2015 at COEX

3. ATA Carnet
ATA Carnet is acceptable in Korean Customs. When shipping with ATA carnet, return goods and consumable goods have to be packed separately and are shown individually as a package on AWB. Also it is required to issue a separate CIPL covering only consumable goods with weight.

4. MARKS AND PACKING
All cases must be packed securely in order to withstand the handling by an international carrier. Wooden, reusable crates are recommended, especially for delicate equipment. Do not use hay or straw for packaging material inside any cases.
All cases, crates or cartons must be clearly marked on two sides as shown below.
For skidded or containerized cargo, it is recommended that each piece be individually labeled with these same marks.

Shipping labels should appear as follows:
  a. Exhibition goods for WAC 2015 at COEX
  b. Exhibitor Name: ________________
     Booth No.: ___________________
     Case No.: _________ of _________
     Dimensions: _________ X _________ X _________ cms
     Gross Weight/Net Weight: /

5. RANGE OF SERVICES
- Fully documentation, Handling at the airport/seaport
- Short-term storage in the bonded warehouse
- Bonded transportation from port / airport to fairsite
- Unloading with usual equipment & Delivery to booth
  (Local transfer, storage during time of exhibition and returning to the booth after end of the fair. incl. necessary equipment / personnel.)
- Temporary or definitive customs clearance
- Return transport & Arrangements for return by Sea or/and Air-Freight
- Warehousing after Exhibition

6. DISPOSAL INSTRUCTION
At the end of the exhibition, Agility Logistics will arrange the return transport of your exhibits to a place to be stated by yourselves.
At least, 48 hours before show closing, the representative at the booth should instruct the disposal instruction of the exhibits.
7. DESTROY
Items, which you wish to have destroyed, are required to be taken to officially designated area where they will be incinerated under supervision of customs officials. There is a charge for the transportation of goods to the incineration site.

8. INSURANCE
It is the exhibitor’s responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises.
In the event of loss or damage, please provide with your documents a copy of your insurance certificate or policy details together with the name and address of your insurance company local representative in Korea.

9. PAYMENT
Our services are based on the official exhibition tariff published by Agility Logistics and this is payable upon the delivery of you goods or the opening day of the exhibition. Alternative arrangements can be made in advance by applying to us in writing.
- Inward : upon reception of goods, prior to delivery to stand
- Outward : upon presentation of invoice/prior to return of exhibits to sender

Our bank details are as follows.
** AGILITY LTD
Account no. : 454-85-000874         Swift : SCBLKRSE
Standard Chartered Bank, Myoungdong Branch, Seoul, Korea

10. The Quarantine Requirements on Wood Packaging Materials (WPM) of Imported Consignments.

All imported wood packaging materials should be treated by one of the following methods, and present the mark which certifies the approved treatment on two opposite sides of the WPM.

<Treatment methods>
1) Heat Treatment (HT): WPM should be heat treated at a minimum wood core temperature of 56℃ for a minimum of 30 minutes.

2) Methyl Bromide (MB) fumigation
WPM should be fumigated with methyl bromide as follows. The minimum temperature should not be less than 10℃ and the minimum exposure time should be 16hrs.

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Dosage rate</th>
<th>Minimum concentration(g/m³) at:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.5hrs.</td>
</tr>
<tr>
<td>21℃ or above</td>
<td>48</td>
<td>36</td>
</tr>
<tr>
<td>16℃ or above</td>
<td>56</td>
<td>42</td>
</tr>
<tr>
<td>11℃ or above</td>
<td>64</td>
<td>48</td>
</tr>
</tbody>
</table>

Provided, WPM made of *Pinus spp., Larix spp., Cedrus spp.* from Japan, China, Taiwan, US, Canada, Mexico, Portugal and WPM made of *Pinus spp.* from Vietnam should be fumigated with methyl
bromide for 24hrs. The treatment standard is as follows. The minimum temperature should not be less than 10°C and the minimum exposure time should be 24hrs.

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Dosage rate</th>
<th>Minimum concentration(g/m³) at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>21°C or above</td>
<td>48</td>
<td>24</td>
</tr>
<tr>
<td>16°C or above</td>
<td>56</td>
<td>28</td>
</tr>
<tr>
<td>11°C or above</td>
<td>64</td>
<td>32</td>
</tr>
</tbody>
</table>

The Mark should contain the valid symbol approved by IPPC, country code, unique number of the producer/treatment facility designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

**Non-compliance Measures**
- WPM without approved mark: Disposal or Return to the origin
- WPM with approved mark but with live regulated pests: Treatment or Disposal or Return to the origin.
(On company letter head)

Power of Attorney

DATE:

TO: Korea Customs Service

RE: Temporary importation

We/I herewith authorize Agility Fairs & Events Korea to act as a consignee for temporary importation for Event Name with full rights including customs formalities and to make all necessary statements on our/my behalf.

Company Name
Name of PIC
Company Stamp (if any)
Shipping Manual – Courier Shipment (DHL, FedEx, UPS and etc)

◆ TIME SCHEDULE
- Deadline for exhibits to Agility warehouse in Korea via courier service.
  - All courier shipments must be arrived at Agility advanced warehouse by 3 working days before booth delivery.

◆ DOCUMENTARY REQUIREMENT
The following document should be emailed to us once shipped out.
- Courier AWB copy
- Invoice & Packing List copy (Must show exhibitor name, hall and booth number)

◆ SHIPPING ADDRESS ON COURIER AIRBILL
Agility – Fairs & Events Advanced Warehouse
1039-2, Seongseok-dong, Ilsandong-gu
Goyang-si, Gyeonggi-go 410-570 Korea
Tel No. 82-(02) 2192-7422
Email : YJERRY@AGILITY.COM
CTC : Jerry You

◆ FREIGHT TERMS ON COURIER AIRBILL : DDP
Duty/vat have to be paid by shipper.

◆ CASE LABEL
All cases should be labeled as below.
Exhibition : ___________________
Exhibitor Name: ___________________
Hall / Booth No. : ___________________
Case No. : __________ of ________
Attn : Jerry You

◆ SPECIAL REQUEST
Only following materials can be serviced by a courier company
- Printed material
- Small/Light material lifted by manpower
- Consumable material

For other materials except for the above materials, you are required to use a general freight forwarding service via Agility local office worldwide. It will even enable temporary clearance under bond without duty.
For high value shipment, please be aware that a courier company does NOT provide with temporary clearance service in Korea. If you use them even if it is to return after the event, they will impose duty/tax which is generally CIF value x 20% appx (No refund)

◆ HANDLING CHARGE
Handling from Agility warehouse to booth: US$150 / Courier Air bill

- Each package should not exceed 20kg
- Total weight of all packages should not exceed 70kg
- Over 100kg in total, we recommend to use Agility forwarding service from pick up at origin. Contact of Agility local offices worldwide will be provided upon request.
Cargo arrived at Agility warehouse after deadline, a late arrival surcharge may occur.
Section IV

Forms

○ Application

P.35 - Form 1. Application for Company Information (Shell Scheme Booth)
P.36 - Form 2. Space Only Installation (Modification) Application
P.37 - Form 3. Application for Subsidiary Facilities
P.38 - Form 4. Application for Heavy or Hazardous Materials
P.39 - Form 5. Application to Bring In (Remove) Exhibition Products
P.40 - Form 6. Bonded Exhibit Goods
P.41 - Form 7. Application for Catering Service
P.44 - Form 8. Application for Furniture & OA Rental
P.51 - Form 9. Lead Management Solutions-Order form
P.53 - Form 10. Additional Stand Cleaning
P.54 - Form 11. Audio/Visual form
P.55 - Form 12. Additional Security Form
P.56 - Form 13. Hostess Services
Application for Company Information

Please Submit the application to:
Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797    F. +82-31-757-4285    M. +82-10-3398-4285
E-mail : hidedaka@naver.com

1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

2. Company Name Sign

- Please submit a company name which to be shown on fascia board.
- English company name will be all CAPITALIZED.
- No logo can be placed.
- Clearly indicate space, comma, period and other characters.

<table>
<thead>
<tr>
<th>Company name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth No.</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
**Space Only Installation (Modification) Application**

Please Submit the application to:

Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon  
T. +82-70-4034-4797  F. +82-31-757-4285  M. +82-10-3398-4285  
E-mail : hidedaka@naver.com

1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

※ Together with Space Only Installation (Modification) Application, two copies each of the ground plan and elevation plan must be submitted to receive pre-approval for booth construction.

※ Upon submitting booth design plans, positions of event stage must be accurately shown. Booth construction may not be approved if event stages are positioned too close to neighboring booths and determined to cause interference with operations of other booths.

2. Space Only Construction Company

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Manager Name</td>
<td>Team/ Position</td>
</tr>
<tr>
<td>Manager Telephone</td>
<td>(Office) FAX</td>
</tr>
<tr>
<td>Manager Telephone</td>
<td>(Mobile) Email</td>
</tr>
<tr>
<td>Cause of Design Modification</td>
<td>(Only upon design modification)</td>
</tr>
</tbody>
</table>

We submit the Space Only Installation (Modification) application along with the required appendix.

※ Appendix : Space Only ground plan and elevation plan, additional facility position indication (2 copies each)

<table>
<thead>
<tr>
<th>Company name</th>
<th>Booth No.</th>
<th>Authorized Person</th>
</tr>
</thead>
</table>
## Application for Subsidiary Facilities

Please Submit the application to:

Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon  
T. +82-70-4034-4797  F. +82-31-757-4285  M. +82-10-3398-4285  
E-mail: hidedaka@naver.com

### 1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. Application and Cost

<table>
<thead>
<tr>
<th>Category</th>
<th>Unit Cost</th>
<th>Units(A)</th>
<th>VAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity 220V (single-phase)</td>
<td>50 USD/Kw</td>
<td>( ) Kw =</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Electricity 380V (three-phase)</td>
<td>50 USD/Kw</td>
<td>( ) Kw =</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Electricity 220V (single-phase) 24 hours</td>
<td>80 USD/Kw</td>
<td>( ) Kw =</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Telephone Domestic</td>
<td>50 USD/</td>
<td>( ) units=</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Telephone International</td>
<td>150 USD/</td>
<td>( ) units=</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Plumbing</td>
<td>150 USD/</td>
<td>( ) units=</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Compressed Air</td>
<td>180 USD/</td>
<td>( ) units=</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Internet Lines</td>
<td>200 USD/</td>
<td>( ) ports=</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>USD</td>
<td>USD</td>
</tr>
</tbody>
</table>

- **Bank name**: Kook-Min Bank  
- **Account No**: 545668-11-001050 / **Swift code**: CZNBKRSEXXX / **Payable to**: Rabbit Co., Ltd.

※ The payment should be completed by no later than, 15 September, 2015. If the payment is not confirmed, it will be considered as cancellation.

---

Exhibitor’s Manual 33
Application for Heavy or Hazardous Materials

Please Submit the application to:

Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797  F. +82-31-757-4285  M. +82-10-3398-4285
E-mail: hidedaka@naver.com

1. List of Heavy Exhibits

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Weight (kg)</th>
<th>Width</th>
<th>Quantity</th>
<th>Checking-in Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>×</td>
<td>= m²</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>×</td>
<td>= m²</td>
<td></td>
</tr>
</tbody>
</table>

- 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 trucks up to 14.5tons could possibly result in excess weight at the loading entrance of the Exhibition hall. Hence, those that are unable to enter the exhibition hall would be required to use forklift trucks while parking the trucks outside the entrance.
- Only loading trucks of up to 2.5tons are allowed to enter the Hall.
- Please specify exhibits over 1.5tons regardless of those sizes.

2. List of Hazardous Materials

Exhibitors who handle hazardous materials (such as explosive gas, inflammable substance, high-voltage equipment, and radioactive materials) are required to fill out the following form and send it to Rabbit Co., Ltd. by Aug. 15, 2015. Under the regulation of COEX, unapproved or unregistered materials cannot be taken into the Hall

<table>
<thead>
<tr>
<th>No</th>
<th>Items</th>
<th>Quantity</th>
<th>Purpose</th>
<th>Checking-in date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE

※ Should you require extra space, please attach more paper.

Company name
Application to Bring In (Remove) Exhibition Products

Please Submit the application to:

Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797   F. +82-31-757-4285   M. +82-10-3398-4285
E-mail : hidedaka@naver.com

1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

2. Contents

<table>
<thead>
<tr>
<th>No.</th>
<th>Component Name</th>
<th>Type</th>
<th>Unit</th>
<th>Quantity</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Purpose of bringing-in (removal):
- Bring-in date: Hour : Min, Day Month, 20XX
- Removal date : Hour : Min, Day Month, 20XX

We request the bringing in (removal) of the above exhibits in compliance with COEX operating procedures and ask for your approval.

---

Company name

Booth No. Authorized Person
Optional

FORM 6
Deadline: Aug. 15

Bonded Exhibit Goods

Please Submit the application to:
Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797  F. +82-31-757-4285  M. +82-10-3398-4285
E-mail: hidedaka@naver.com

1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

2. Bonded Exhibit Goods Forwarding Organization

<table>
<thead>
<tr>
<th>No.</th>
<th>Exhibiting Items</th>
<th>Quantity</th>
<th>Manufacturing Co.</th>
<th>Manufacturing Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Refer to the exhibiting items being forwarded to the Exhibition Center by the indirect custom clearance. They may be re-exported to overseas or make a sale should there be a demand by a separate custom clearance process. During the exhibition, the secretariat carries out an explanation on this clearance for those participant countries possessing bonded exhibition goods. Thus all the relevant organizations must notify the details of the goods to the secretariat until 30 July, 2015.

Company name

Booth No.  Authorized Person

Exhibitor’s Manual 36
Application for Catering Service

Please Submit the application to:
Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797  F. +82-31-757-4285  M. +82-10-3398-4285
E-mail: hidedaka@naver.com

1. Purchased Item (Refer to the attached item list)

<table>
<thead>
<tr>
<th>Serving Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Amount</th>
<th>Serving Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>Assorted finger sandwiches</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assorted Danish Pastries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assorted cookies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seasonal fruits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canapés large tray</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beverage</td>
<td>T-1 (Coffee or Tea)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T-2 (Coffee or Tea, Cookies)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Soft Drinks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sparkling Water</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Juice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rates for use of Subsidiary facilities may change depending on circumstances.
For information about part name and Unit Cost, please refer to the guide page of application forms on web site.

■ **Bank name :** Kook-Min Bank

**Account No :** 545668-11-001050 / **Swift code :** CZNBKRSEXXX / **Payable to :** Rabbit Co., Ltd.

※ The payment should be completed by no later than, 15 September, 2015. If the payment is not confirmed, it will be considered as cancellation.
Booth No. | Authorized Person
---|---
Date | Signature

### Coffees or Teas

*T-1*
- Coffee or Tea
- 4 USD / pax

*T-2*
- Coffee or Tea
- Cookies
- 6 USD / pax

*The minimum order number is 20 pax.*
*Coffee or Tea will be served by a recycled cup.*
*The coffee flask that we offer will be returned to our facility after 1 ½ hours.*

### Beverages (Non-Alcohol)

*Soft Drinks*
- Coke, Cider, Sprite, Light Coke
- 6 USD / can

*Water*
- Mineral water
- 3 USD / bottle

*Sparkling Water*
- Perrier, Perrier Lime
- 6 USD / bottle

*Juice*
- Orange, Grape, Tomato, Grapefruit
- 7 USD / bottle

*Except for the finished products, it is prohibited by law from selling any beverages and foods inside the exhibition area.*
*For this reason above, you should preorder all the items in menu including coffees, teas and finger foods through our special booth in the exhibition hall.*
*If all the materials that we prepare are out of stock, our services will be immediately closed on the spot.*
*In case of items which are ordered in the booth, you should only make a payment using credit cards or cash.*
Finger foods

*Assorted Cookies
- Large Tray: 130 USD (160 pieces)
- Small Tray: 88 USD (100 pieces)
- Prior order before at least 3 hours is needed.
- The picture on the left shows a sample of Large Tray

*Assorted Danish Pastries
- Large Tray: 130 USD (50 pieces)
- Small Tray: 88 USD (30 pieces)
- Prior order before at least 3 hours is needed.
- The picture on the left shows a sample of Large Tray

*Assorted Finger Sandwiches
- Large Tray: 130 USD (50 pieces)
- Small Tray: 88 USD (30 pieces)
- Prior order before at least 1 day is needed.
- The picture on the left shows a sample of Large Tray

*Canapes
- Large Tray: 130 USD (50 pieces)
- Small Tray: 88 USD (30 pieces)
- Prior order before at least 1 day is needed.
- The picture on the left shows a sample of Large Tray

*Seasonal Fruits
- Large Tray: 130 USD
- Small Tray: 88 USD
- Prior order before at least 4 hours is needed.
- The picture on the left shows a sample of Large Tray
# Application for Furniture & OA Rental

Please Submit the application to:

Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797  F. +82-31-757-4285  M. +82-10-3398-4285
E-mail : hidedaka@naver.com

## 1. Renting Item (Refer to the attached item list)

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex) EC-01</td>
<td>Round Chair</td>
<td>1</td>
<td>20 USD</td>
<td>20 USD</td>
</tr>
</tbody>
</table>

Grand Total USD

Rates for use of Subsidiary facilities may change depending on circumstances.
For information about part name and Unit Cost, please refer to the guide page of application forms on web site.
Above rental price is inclusive 10% VAT.

- **Bank name**: Kook-Min Bank  
  **Account No**: 545668-11-001050 / **Swift code**: CZNBKRSEXXX / **Payable to**: Rabbit Co., Ltd.

  The payment should be completed by no later than, 15 September, 2015. If the payment is not confirmed, it will be considered as cancellation.

---

**Company name**  

**Booth No.**  
**Authorized Person**  

**Date**  
**Signature**

Exhibitor’s Manual 40
### Furniture and OA List

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC-01</td>
<td>Round Chair</td>
<td>20 USD</td>
</tr>
<tr>
<td>EC-02</td>
<td>Folding Chair</td>
<td>18 USD</td>
</tr>
<tr>
<td>EC-03</td>
<td>PB Chair (Ivory &amp; Black)</td>
<td>22 USD</td>
</tr>
<tr>
<td>EC-04</td>
<td>Peanut Chair (White &amp; Black)</td>
<td>25 USD</td>
</tr>
<tr>
<td>EC-05</td>
<td>Leather Chair</td>
<td>32 USD</td>
</tr>
<tr>
<td>EC-06</td>
<td>Silver Chair</td>
<td>22 USD</td>
</tr>
<tr>
<td>EC-07</td>
<td>VIP Chair</td>
<td>30 USD</td>
</tr>
<tr>
<td>EC-08</td>
<td>Plastic Chair (White)</td>
<td>10 USD</td>
</tr>
<tr>
<td>EC-09</td>
<td>Folding Chair (Orange)</td>
<td>18 USD</td>
</tr>
<tr>
<td>EC-10</td>
<td>Expo Chair</td>
<td>25 USD</td>
</tr>
<tr>
<td>EC-11</td>
<td>Office Chair</td>
<td>65 USD</td>
</tr>
<tr>
<td>EC-11-1</td>
<td>Leather Chair (Office)</td>
<td>32 USD</td>
</tr>
<tr>
<td>EC-12</td>
<td>Grey Chair</td>
<td>24 USD</td>
</tr>
</tbody>
</table>

All items are included VAT 10%.

Exhibitor’s Manual 41
XXIV World Allergy Congress, 14 – 17 October, Seoul, Korea

A sample page from the Exhibitor’s Manual showing various furniture items with their prices and VAT. The items listed include:

- EC-13: Stool (Black) 25 USD
- EC-15: Bar Stool (Black) 25 USD
- EC-13-1: Square Stool 35 USD
- EC-16: Air Bar Stool 35 USD
- EC-14: Bar Stool (Black) 25 USD
- EC-17: BQ Chair 20 USD
- EC-18: BQ Chair full set 25 USD
- EC-20: Sausage Chair 75 USD
- EC-21: Sofa for 1PAX 75 USD
- EC-22: Sofa for 2PAX 95 USD
- EC-23: Sofa set 300 USD

All items include VAT 10%.
EC-24
Power Chair A 25 USD

EC-24-1
Power Chair B (Ivory & Black) 25 USD

EC-24-2
Power Chair C 30 USD

EC-25
Office Chair 35 USD

EC-26
Sisca Chair 35 USD

EC-27
Wing Chair 35 USD

EC-29
Bench Chair A 70 USD

EC-29-1
Bench Chair B 75 USD

EC-30
KT Chair 30 USD

EC-31
Wood Chair 30 USD

EC-32
VIP Chair B 40 USD

EC-32-1
VIP Chair C 45 USD

All item is included VAT 10%
<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Dimensions</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET-01</td>
<td>R table (Grey)</td>
<td>Φ750*H730</td>
<td>40 USD</td>
</tr>
<tr>
<td>ET-02</td>
<td>R table</td>
<td>Φ750,900*H730</td>
<td>50 USD</td>
</tr>
<tr>
<td>ET-03</td>
<td>R table</td>
<td>Φ500,600*H1000</td>
<td>45 USD</td>
</tr>
<tr>
<td>ET-04</td>
<td>V table</td>
<td>Φ600, Φ700*H730</td>
<td>55 USD</td>
</tr>
<tr>
<td>ET-05</td>
<td>Square Table</td>
<td>700<em>700</em>H750</td>
<td>55 USD</td>
</tr>
<tr>
<td>ET-06</td>
<td>Aluminum Table</td>
<td>Φ700*H730</td>
<td>60 USD</td>
</tr>
<tr>
<td>ET-07</td>
<td>Air Table</td>
<td>Φ600*H730~930</td>
<td>55 USD</td>
</tr>
<tr>
<td>ET-09</td>
<td>Square Table</td>
<td>700*1200</td>
<td>35 USD</td>
</tr>
<tr>
<td></td>
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<td>700*1500</td>
<td>40 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700*1800</td>
<td>55 USD</td>
</tr>
<tr>
<td>ET-10</td>
<td>Square Table</td>
<td>700*1200</td>
<td>35 USD</td>
</tr>
<tr>
<td></td>
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<td>700*1500</td>
<td>40 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700*1800</td>
<td>55 USD</td>
</tr>
<tr>
<td>ET-11</td>
<td>Square Table 750*750</td>
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<td>55 USD</td>
</tr>
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<td></td>
<td>600*600</td>
<td></td>
<td>50 USD</td>
</tr>
<tr>
<td>ET-12</td>
<td>Tea Table</td>
<td>1200<em>600</em>H400</td>
<td>55 USD</td>
</tr>
<tr>
<td>ET-13</td>
<td>Wood Table</td>
<td>Φ700*H730</td>
<td>55 USD</td>
</tr>
</tbody>
</table>

All item is included VAT 10%

Exhibitor's Manual 44
XXIV World Allergy Congress, 14 – 17 October, Seoul, Korea

**Exhibitor’s Manual 45**

All item is included VAT 10%

---

**ED-01** DP Desk A
1000*600*750 40 USD
1200*600*750 50 USD
1500*600*750 55 USD
1950*600*750 75 USD

**ED-02** DP Desk B
1000*600*1000 50 USD
1200*600*1000 65 USD
1500*600*1000 85 USD
1950*600*1000 95 USD

**ED-03** DP Desk C
1000*900*1000 80 USD
1200*900*1000 100 USD
1500*900*1000 130 USD
1950*900*1000 150 USD

**ED-04**
Olympic Desk set 100 USD
560*560*1000 (Center)
560*560*750 (Right, Left)

**ED-05** DP Desk D
560*560*500 35 USD
560*560*750 40 USD
560*560*1000 50 USD
900*900*1000 60 USD

**ED-06**
TV/VTR Desk
560*560*750 40 USD
560*560*1000 50 USD

**ED-07**
Cube
500*500*350 30 USD
500*500*550 35 USD
500*500*750 40 USD

**ED-08**
Earth Desk
Ø500*750 70 USD
Ø500*1000 90 USD

**ED-09**
Shelf
300*1000 30 USD

**ED-10**
Show case A
900*500*900 60 USD

**ED-11**
Show case B
900*500*900 70 USD

**ED-12**
Show case C
500*500*2000 100 USD

All item is included VAT 10%
EE-01 Water dispenser 70 USD

EE-01-1 Water 18.9ℓ 10 USD

EE-02 Fridge
80ℓ 55 USD
120ℓ 70 USD

EE-03 Fridge
150ℓ 80 USD
220ℓ 110 USD
420ℓ 200 USD

All item is included VAT 10%
Lead Management Solutions – Order Form
Event Code: WAC1510L

EXHIBITOR CONTACT DETAILS
COMPANY: 
CONTACT NAME: 
ADDRESS: 
CITY: _______ STATE: _______ ZIP: _______ PHONE: _______ BOOTH NO. _______ EMAIL: _______

FORM 9
Deadline: Aug. 15

4 EASY WAYS TO ORDER
1. ONLINE:
(Receive instant confirmation)
http://www.showlead.com/orders/
2. EMAIL: lead@showcare.com
3. FAX: (903) 479-9743
4. MAIL: Showcare Event Solutions
1209 G Street NW, Suite 800
Washington, DC 20005-6705 USA
CUSTOMER SERVICE: 1-866-267-2107

CHOOSE YOUR LEAD SCANNER SOLUTION

<table>
<thead>
<tr>
<th>Showlead Mobile Essential – Smartphone/Tablet</th>
<th>Until Sep 18, 2015</th>
<th>Begin Sep 19, 2015</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showlead Mobile - 1 License for Single Smartphone/Tablet Device</td>
<td>$265</td>
<td>$315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showlead Mobile - 3 Licenses for Multiple Smartphone/Tablet Devices</td>
<td>$450</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showlead Mobile - 5 Licenses for Multiple Smartphone/Tablet Devices</td>
<td>$750</td>
<td>$950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showlead Mobile - 10 Licenses for Multiple Smartphone/Tablet Devices</td>
<td>$990</td>
<td>$1190</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PROCESSING FEE: $10.00

ORDER TOTAL:
(Prices are in US Dollars and are inclusive of taxes)

MAKE PAYMENT
PAYMENT METHOD: 
CREDIT CARD: 
NAME ON CARD: 
CARD NUMBER: 
CARD EXPIRATION DATE: 
AUTHORIZATION: (Your signature denotes acceptance of all of the Terms & Conditions on both pages of this order)

SIGNATURE: 
DATE: 

TERMS & CONDITIONS

Exhibitor’s Manual 47
All orders and usage of Showlead equipment provided by Showcare are/is subject to the following terms and conditions:

A) Orders and Order Deadlines
1. All orders must be paid for in full prior to unit pick-up.
2. Orders received after the stated deadline will be charged at AFTER DEADLINE RATES without exception. The date payment is received shall determine the applicable rate.
3. All items ordered after the order deadlines are subject to availability.

B) Payment Terms and Cancellations
1. Service will be rendered after receipt of full payment by credit card or check.
2. Showcare will correct any miscalculations in the “Order Total” column if different than total amount on the order form.
3. All cancellations made more than 30 days prior to the event will be subject to a $50 processing fee per unit. No refunds will be considered for cancellations made beginning 3 days prior to the event start date.
4. Unclaimed units or unused orders are not refundable once paid for.

C) On-Site Services and Terms
1. All orders which include rental hardware must be picked up from the Showcare counter on-site. It is highly recommended that your company representative(s) pick up your ordered units to avoid delays.
2. A minimum of one hour for processing time will be required to fulfill on-site orders, subject to availability.

D) User Terms
1. At all times Showcare remains sole owner of each Showlead unit including all the software and hardware.
2. If the rented unit(s) are not returned to the Lead Retrieval Desk at the on-site Exhibitor Service The Renter agrees to pay an additional late fee of $150.00 (one hundred fifty U.S dollars) per day, up to a maximum of the unit cost as well as any additional fees incurred by Showcare to retrieve said unit (i.e shipping charges). Replacement Costs:

   Mini Ipad $450 USD

3. If any Showlead unit is misplaced, stolen or damaged while in the user’s care, the user shall be responsible for said repair costs or replacement fees as indicated in item 2.

Increased visibility
1. Showcare does not guarantee and shall not be held liable should the user not achieve overall success of the exhibit with respect to the expected revenue, expected number of leads, booth traffic, return on investment (ROI), profits and attendance by using Showcare’s equipment, software or know how.
2. The user and Showcare each agree to indemnify, defend and hold harmless the other party and its respective successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action, and liabilities including damages and expenses (including court costs and attorney fees and other fees of professionals) which may be asserted by third parties arising out of the performance of either party’s obligations pursuant to the services rendered by Showcare to the user, except for the willful misconduct or gross negligence of the other party.
3. “Force Majeure” shall refer to any cause or event(s) that is beyond the reasonable control of Showcare or the organizer of the meeting, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either canceled or postponed “sine die” and this term shall include but shall not be restricted to acts of God, civil unrest or of the public enemy, acts of the Government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In any such event of Force Majeure, the obligations of Showcare for services not yet rendered shall become automatically terminated and Showcare shall be entitled to retain all the payments already received.

Your order and usage implies that you have read, understood and agreed to be subject to the terms and conditions stipulated herein.
Additional Stand Cleaning

Please Submit the application to:

Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797  F. +82-31-757-4285   M. +82-10-3398-4285
E-mail: hidedaka@naver.com

1. Applicant Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

2. TYPE OF CLEANING

<table>
<thead>
<tr>
<th>No.</th>
<th>ITEM</th>
<th>UNIT VALUE</th>
<th>QUANTITY (Day)</th>
<th>Quote</th>
<th>TOTAL (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Daily cleaning service</td>
<td>Stand up to 50 m². 120 USD / Per day</td>
<td></td>
<td>120 USD</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Stands of 50 to 100 m²</td>
<td>250 USD / Per day</td>
<td></td>
<td>250 USD</td>
<td></td>
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<tr>
<td>3</td>
<td>Stands up to 150 m²</td>
<td>300 USD / Per day</td>
<td></td>
<td>300 USD</td>
<td></td>
</tr>
</tbody>
</table>

- **Bank name**: Kook-Min Bank
  **Account No**: 545668-11-001050 / **Swift code**: CZNBKRSEXXX / **Payable to**: Rabbit Co., Ltd.

※ The payment should be completed by no later than, 15 September, 2015. If the payment is not confirmed, it will be considered as cancellation.

Company name

Booth No. Authorized Person

Date Signature

Exhibitor’s Manual 49
Audio/Visual forms

Please Submit the application to:
Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797  F. +82-31-757-4285  M. +82-10-3398-4285
E-mail : hidedaka@naver.com

1. Renting Item

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projector</td>
<td>10,000ansi</td>
<td>5</td>
<td>800 USD</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td>5,000ansi</td>
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<td>500 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4,000ansi</td>
<td></td>
<td>300 USD</td>
<td></td>
</tr>
<tr>
<td>LED TV (Full HD)</td>
<td>65”</td>
<td>1</td>
<td>1500 USD</td>
<td>1,500</td>
</tr>
<tr>
<td></td>
<td>60”</td>
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<td>1300 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>55”</td>
<td></td>
<td>1200 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50”</td>
<td>1</td>
<td>1000 USD</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td>46”</td>
<td></td>
<td>800 USD</td>
<td></td>
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<td></td>
<td>40”</td>
<td></td>
<td>600 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32”</td>
<td>1</td>
<td>500 USD</td>
<td>500</td>
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<tr>
<td>LED TV Stand</td>
<td></td>
<td></td>
<td>150 USD</td>
<td></td>
</tr>
<tr>
<td>Speaker/Amp set</td>
<td>Amp, Speaker, mic.</td>
<td></td>
<td>700 USD</td>
<td></td>
</tr>
<tr>
<td>Lap top computer</td>
<td>Core i7</td>
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<td>250 USD</td>
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</tr>
<tr>
<td>Desk top PC</td>
<td>19” Monitor</td>
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<td></td>
<td>19”</td>
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<td>80 USD</td>
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<td>21”</td>
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<td>150 USD</td>
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<td></td>
<td>24”</td>
<td>1</td>
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<td>Grand Total</td>
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Rates for use of Subsidiary facilities may change depending on circumstances.
For information about part name and Unit Cost, please refer to the guide page of application forms on web site.
Above rental price is inclusive 10% VAT.

- Bank name : Kook-Min Bank
  Account No : 545668-11-001050 / Swift code : CZNBRSEXXX / Payable to : Rabbit Co., Ltd.

- The payment should be completed by no later than, 15 September, 2015. If the payment is not confirmed, it will be considered as cancellation.

Company name

Booth No.  Authorized Person

Date  Signature

Exhibitor’s Manual 50
Additional Security Form

Please Submit the application to:

Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797  F. +82-31-757-4285  M. +82-10-3398-4285
E-mail : hidedaka@naver.com

1. Applicant Information

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<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

2. Security service time

<table>
<thead>
<tr>
<th>BEGIN</th>
<th>END</th>
<th>TOTAL MEN</th>
<th>TOTAL HOUR</th>
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<tbody>
<tr>
<td>DAY</td>
<td>HOUR</td>
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<tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Security service charge**, 25 USD / Per hour.
- **Bank name**: Kook-Min Bank
  
  Account No : 545668-11-001050 / Swift code : CZNBKRSEXXX / Payable to: Rabbit Co., Ltd.

※ The payment should be completed by no later than, 15 September, 2015. If the payment is not confirmed, it will be considered as cancellation.

<table>
<thead>
<tr>
<th>Company name</th>
<th>Booth No.</th>
<th>Authorized Person</th>
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<tbody>
<tr>
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</table>

Date | Signature
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exhibitor's Manual 51
Hostess Services

Please Submit the application to:
Rabbit Co., Ltd. / Contact. Dong Hyun, Yoon
T. +82-70-4034-4797  F. +82-31-757-4285  M. +82-10-3398-4285
E-mail: hidedaka@naver.com

1. Applicant Information

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<th>Booth No.</th>
</tr>
</thead>
<tbody>
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<td>Address</td>
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<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Mobile</td>
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</tbody>
</table>

2. Security service time

<table>
<thead>
<tr>
<th>ITEM</th>
<th>GENDER</th>
<th>LANGUAGE</th>
<th>DAY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>HOSTESS</td>
<td>FEMALE</td>
<td>KOREAN</td>
<td>200 USD</td>
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</tr>
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<td></td>
<td>FEMALE</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FEMALE</td>
<td>CHINESE</td>
<td>250 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FEMALE</td>
<td>JAPANESE</td>
<td>250 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **HOSTESS Dress code is Black jacket with skirt. 45 minutes for working stand, 15 minutes for break time.**
- **Bank name : Kook-Min Bank**
  
  Account No : 545668-11-001050 / Swift code : CZNBKRSEXXX / Payable to : Rabbit Co., Ltd.

※ The payment should be completed by no later than, 15 September, 2015. If the payment is not confirmed, it will be considered as cancellation.

Company name

Booth No. Authorized Person

Date Signature

Exhibitor’s Manual 52