

G-STAR 2016

Global Game Exhibition

[BTC] 17th-20th Nov., 2016

[BTB] 17th-19th Nov., 2016

BEXCO, Busan, Korea

Exhibitor Manual

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I . Summary

1. General Overview

Show Title	Global Game Exhibition G-STAR 2016 [Game Show & Trade, All-Round]	
Period	BTC – November 17 th (Thu) ~ 20 th (Sun), 4 days BTB – November 17 th (Thu) ~ 19 th (Sat), 3 days	
Opening Hours	Opening day, Nov. 17 th (Thu)	12:00 ~ 18:00 ※ Ticketing closes one hour before the closing time
	Nov. 18 th (Fri)~ 20 th (Sun)	10:00 ~ 18:00 ※ Ticketing closes one hour before the closing time
	※ BTB : Opening 10:00 on Nov. 17 th (Thu) / Closing 18:00 on Nov. 19 th (Sat)	
Venue	BEXCO, Busan, Korea	
Hosted by	Korea Internet & Digital Entertainment Association	
Managed by	G-STAR Organizing Committee, Busan IT Industry Promotion Agency	
Supported by	Ministry of Culture, Sports and Tourism, Korea Creative Content Agency	
Host City	Busan Metropolitan City	
Scale	55,300m ²	
Official Homepage	http://www.gstar.or.kr/eng	
Concurrent Events	Opening Ceremony, G-STAR Conference, G-STAR Welcome Party, Game Industry Job Fair, G-STAR Invest Market etc.	

2. Review G-STAR 2015

2.1 Period: November 12th ~ 15th, 2015 [4 days]

2.2 Venue: BEXCO, Busan, Korea (55,300 m²)

2.3 Major Exhibitors

- Domestic : 4:33 Creative Lab. / COM2US / GAMEVIL / HUNGRY APP / IGAWorks / Kakao Corp / LG Electronics / nasmedia / NCSOFT / NDOORS / NEOPLE / Nexon / Nexon GT / Nextmove / PLAYWITH / Samsung Electronics / Smilegate / Zepetto
- Overseas : Akamai Technologies / COG Publish Limited / efun company / EPIC GAMES / Google / GURUMCOMPANY / KUNLUN Games / Microsoft / NetEase Games / New Taipei City Computer Association / SEGAGAMES / Sony / TENCENT GAMES / Tipcat Interactive / Twitch / Unity

2.4 G-STAR 2015 Major Achievements

- Visitor: 209,617 visitors
- Participant: 35 countries, 633 companies, 2,636 booths
 - Domestic exhibitor : 443 companies, 2,121 booths
 - Overseas exhibitor : 34 countries, 190 companies, 515 booths



3. Exhibitor Check List

Classification	Content				Submission Due Date	
	Service/Order		How to Apply			
Documents	Additional Utilities Order form		Form 1	Online	Mandatory	Oct. 14th (Fri)
	Exhibitor Information Form		Form 2	Online	Mandatory	
	Exhibitor Badge Application Form		Form 3	Online	Mandatory	
	Raw Space Booth Contractor Notification Form		Form 4	Online	Raw Space Exhibitors Mandatory	
	Seminar Room Booking Application Form		Form 5	Online	Optional	
	In-booth Event Plan		Form 6	Online	Optional	
	On-site Sales Plan		Form 7	Online	Optional	
	Heavy Weight Exhibits Move-in and out Application Form		Form 8	Online	Optional	
	Open Flames and Dangerous Materials Use Application Form		Form 9	Online	Optional	
	Exhibits Delivery and Removal Notification Form		Form 10	On site	Optional	
	Overtime Work Application Form		Form 11	On site	Optional	
Booth Construction (BTC)	Raw Space Construction Nov. 13 th (Sun) ~ 16 th (Wed), 2016 (08:00~20:00)			- Raw Space Booth constructors should be registered at BEXCO		
	Shell Scheme Booth Construction Nov. 13 th (Sun) ~ 15 th (Tue), 2016 (08:00~20:00)					
Booth Construction (BTB)	Raw Space Booth Construction Nov. 14 th (Mon) ~ 16 th (Wed), 2016 (08:00~20:00)			- Shell Scheme Booth Construction will be carried out by the Secretariat		
	Shell Scheme Booth Construction Nov. 14 th (Mon) ~ 15 th (Tue), 2016 (08:00~20:00)					
Exhibits Move in (BTC & BTB)	Raw Space Booth Exhibitors Nov. 16 th (Wed), 2016 (08:00~20:00)			Depends on booth constructor's Schedule (Raw Space Only)		
	Shell Scheme Booth Exhibitors Nov. 16 th (Wed), 2016 (08:00~20:00)					
Removal of Exhibits/ Booth Dismantlement	BTC	Nov. 20 th (Sun), 2016 (18:00~22:00) (Exhibits Removal)			All exhibits must be removed and booth dismantled within the designated deadline.	
		Nov. 21 st (Mon), 2016 (08:00~20:00) (Booth Dismantlement)				
	BTB	Nov. 19 th (Sat), 2016 (18:00~24:00) (Removal & Dismantlement)				

※ You can fill out and submit the above-mentioned forms on www.gstar.or.kr/eng from **September 23rd**.

- Contact Point

Person in charge	Tel.	E-mail.	Website
Ms. Eunjin Kim (BTC)	+82-2-6000-6677	b2c@gstar.or.kr	www.gstar.or.kr/eng
Ms. Hazel Kim(BTB)	+82-2-6000-6676	b2b@gstar.or.kr	

II . Participation Information

1. Participation Fee

Classification		Contents	Unit (USD)	Remark
Raw Space		Exhibiting area offered only Exhibitors independently install and dismantle the booth	US\$1,000/ booth	-
Shell Scheme		Space and shell scheme Including basic Installation	US\$1,800/ booth	-
Package	6 Booths		US\$16,000/ 6 booths	BTB Only
	9 Booths		US\$23,500/ 9 booths	

※ 1 internet line & 1kW electric power is offered per booth.

※ Extra charge of USD 500 to be added to the closed type(per side / BTB, Shell Scheme Only)

○ Discount benefits

Type	Details	Discount	Note
Early Bird discount	Based on the date of application submission & payment	10%	~July 29 th
Scale discount	Under 20 BTC booths	10%	BTC Only
Continuous Participation	1 time or more participation during the last 2 years	10%	2014 or 2015
Membership discount	For members of any association or organization in Korea authorized by the Ministry of Culture, Sports and Tourism	10%	Confirmation from association/organization needed

※ Total discount rate is allowed up to 30%, and applied to 60 booths to the max

○ Payment Information (for overseas transfer, payment in USD)

Beneficiary	Korea Internet & Digital Entertainment Association
Bank	WOORIBANK
Bank Address	1585, Sangam-dong, Mapo-gu, Seoul, Korea
Account Number	1081-700-587351
Swift Code	HVBKCRSEXXX

※ Full payment within 2 weeks after invoice issuance

2. Shell Scheme Booth Details

Classification	BTC Shell Scheme	BTB Shell Scheme	Remark
Wall System	Open Type	Open type(Basic) / Closed Type(Optional)	USD 500(per side) added for Closed Type
Common facts	- Size : 3m x 3m x 2.5m(H) - Assembly System Wall - Company signboard - 1 Information desk with 1 chair - 1 Round table with 4 chairs - Lighting & Electric Power 1kW - 1 line for internet		

Single Shell Scheme - Opened Type	Single Shell Scheme – Closed Type (BTB Only)
	

※ Opened type booth design is same for BTC and BTB. Booth design is subject to change.

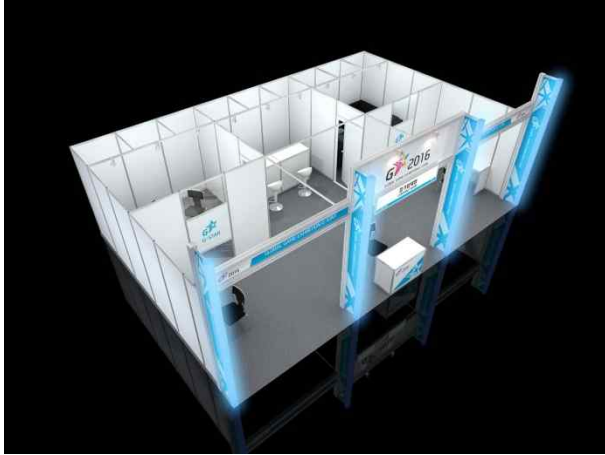
3. BTB Package Booth Details

Classification	BTB 6 Package Booth	BTB 9 Package Booth	Remark
Size	6m x 9m x 2.5m(H)	9m x 9m x 2.5m(H)	-
Internet	6 lines	9 lines	-
Electricity	Lighting and Power 6kW	Lighting and Power 9kW	-
Basic Equipment	- Assembly System Wall - Open type(Basic) /Closed Type(Optional) ※ \$500 extra charge(per side) added to the closed type - Company signboard & Partition - 1 Information desk with 1 chair - 2 PC tables with 2 chairs / 2 Bar tables with 2 chairs - 1 Meeting table with 4 chairs / 1 Sofa with 1 table		-
	-	1 Meeting Table with 8 Chairs	

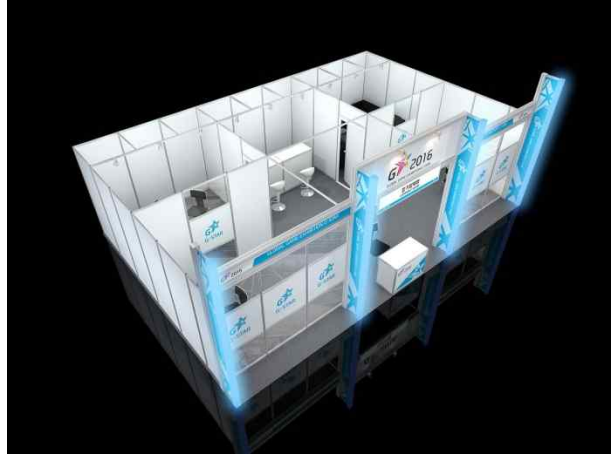
※ Double-coated tape, tacks, and other extraneous matters that can damage the walls of the basic booth are not allowed for Shell Scheme and Package Booth Installation.

→ Use the S-shaped ring or plastic wire to hang on decorations on the booth walls.

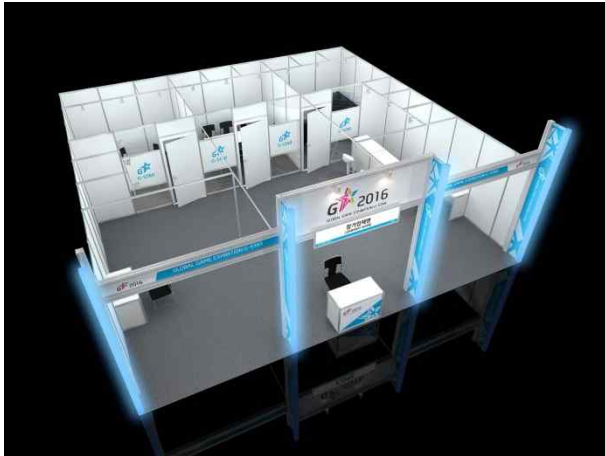
BTB 6 Package Booth – Open Type



BTB 6 Package Booth - Closed Type



BTB 9 Package Booth – Open Type



BTB 9 Package Booth – Closed Type



※ Booth design is subject to change.

III. Operating Regulations and Compliance

1. Term

1.1 G-STAR 2016 is hosted by Korea Internet Digital Entertainment Association and Managed by G-STAR Organizing Committee.

1.2 G-STAR 2016("Exhibition" here after) will be held in BEXCO("Venue" here after) which is located in Busan Metropolitan City from November 17th(Thu) ~ 20th(Sun), 2016.

* The Venue refers to BEXCO facilities itself and BEXCO Corporation at the same time.

1.3 G-STAR 2016 Secretariat is the organization for managing the exhibition ("Secretariat" here after).

2. Qualifications of Participants

Participants are companies, associations and groups that have submitted participation applications and paid relevant fees.

3. Booth Allocation

3.1 The Secretariat shall allocate the booth in consideration of 1) the order of applications received, 2) exhibitor's booth scale 3) type of products and other reasonable standards. Exhibitors may not object to the decision made by the Secretariat.

3.2 Exhibitors shall not rent, lend or transfer all or part of the booth space, nor shall they exchange booths with other exhibitors. If this provision is violated, the Secretariat may dismiss the exhibitor from the Exhibition.

3.3 The Secretariat has the right to change the assigned location and area even after allocation has been completed. In this event, exhibitors may not cancel or file claims against the Secretariat on the grounds of such changes.

4. Intellectual Property Rights Protection

4.1 The exhibition identity of G-STAR 2016 has been registered with the Patent Administration. Unless prior approval has been obtained from the Secretariat, G-STAR 2016 exhibition identity may not be used by any other parties.

4.2 The exhibition identity of G-STAR 2016 refers to the symbol, poster design, the title of G-STAR 2016 and any other combination thereof.

4.3 Parties using the exhibition identity without the approval of the Secretariat shall be liable for legal action and shall be punished in accordance with the provisions of Trademark Act, whether it is a G-STAR 2016 participant or not.

4.4 Exhibitors are not allowed to display items that may infringe on other's intellectual property rights such as copyright, trademark right or patent right. With critical proof of these infringements, the Secretariat may remove the infringing exhibitor's booths, and such exhibitor is responsible for the cost of any legal dispute.

5. Exhibit Delivery and Removal

5.1 Secretariat can make inspection of exhibitor's delivery and removal upon the circumstances.

5.2 Exhibitors shall keep in mind the following exhibition hall specifications during the period of delivery and removal;

BTC	<ul style="list-style-type: none"> ▪ Weight Limit : Exhibition Hall 1,2,3 (5 ton/m²), Outdoor Hall (1.2 ton/m²) ▪ Freight Entrance : 5.3m high, 4m wide / No entering of over 5-ton vehicle
BTB	<ul style="list-style-type: none"> ▪ Weight Limit : Exhibition Hall 4, 5 (3 ton/m²) ▪ Freight Entrance : 4.5m high, 4m wide / No entering of over 3-ton vehicle ▪ 3rd floor(hall 5) Entrance Ramp : Vehicles of total length 11m, height 3.8m or more cannot enter
Common	<ul style="list-style-type: none"> ▪ Limitation of Speed in the exhibition hall : 5 Km/H

5.3 Exhibitors delivering goods that exceed the Weight limit shall fill in [FORM 8: Heavy Weight Exhibits Move-in and out Application Form] and submit it by **Oct. 14th(Fri), 2016**.

5.4 During the period of delivery and removal, no restriction or limitation are made. However, the supervisor should always be present at the site to prevent theft or loss of exhibits. The Secretariat is not liable for any theft or loss in anyway.

5.5 In principle, no exhibits shall be brought in or out during the exhibition period. If inevitable, the Secretariat's prior permission should be obtained using [FORM 10: Exhibits Delivery and Removal Notification Form] and it shall be submitted to the guard.

5.6 During the period of the show, the delivery and removal of the exhibits are allowed during [09:00~10:00] and [18:00~19:00] with the prior permission of the Secretariat.

5.7 Extra waste disposal fees shall be charged when the exhibitor negligently leaves wastes (plastics, woods and glasses etc.) inside and outside of the exhibition hall.

6. Insurance and Exhibition Control

6.1 The Secretariat shall insure any visitor's damages or accidents within the exhibition hall during exhibition period.

6.2 Exhibitors should be responsible for the management of exhibits, and the Secretariat should not be liable for any loss or damage through theft, fire, war, natural disasters (typhoon, flood, etc.) or any other occurrences.

6.3 Exhibitor shall insure all exhibits, necessary equipment on display as required for the entire period of installation, duration of exhibition and dismantling.

6.4 If any damage to other exhibitor is deemed the fault of an exhibitor, the exhibitor is liable for the damage.

6.5 Exhibitors are primarily responsible for safe guarding their own properties, during set-up, exhibition days and dismantling.

6.6 Exhibitors needing security are recommended to hire the security appointed by the Venue. The Secretariat is not responsible for the loss or damage caused by the act of God.

7. Admission to Exhibition Hall

7.1 Exhibition opens from 10:00 to 18:00 and ticketing will be closed an hour before the closing time.

※ BTC exhibition will open at 12:00 on the opening date(Nov. 17th(Thu), 2016)

7.2 Visitors : Visitors refer to visitors who possess tickets/badges issued by the Secretariat.

- General Visitors : General Visitors(or Visitors briefly) refer to visitors who purchase tickets for G-STAR BTC exhibition. General Visitor's ticket can be used only for entering BTC exhibition hall during the day of purchase.
- Trade Visitors : Trade Visitors refer to visitors who purchase entrance badges for G-STAR BTB exhibition. Trade Visitor's badge can be used for entering both BTB & BTC exhibition hall throughout 3 days of BTB exhibition(Nov. 17th(Thu)~19th(Sat), 2016).

7.3 Invitees : Invitees refer to those possessing free tickets issued by the Secretariat. Invitation ticket can be exchanged to free BTC exhibition ticket and be used only for the day of exchange.

7.4 Journalists : Journalists wishing to enter the exhibition hall during the exhibition period for the purpose of reporting or producing broadcasting materials about exhibition shall present their ID cards proving their status and receive a Press Card at the Press Center. They should wear the Press Card when entering the exhibition hall.

* Press Center : 2nd Floor at Exhibition Center I.

7.5 Booth Attendants

- The booth attendants shall arrive at their booths before opening of the show to ensure they can open in time. Attendants shall leave the area after conducting a daily safety inspection within 30 minutes of closing time and cutting off the power.
- The Secretariat shall issue exhibitor's badges to the booth attendants in advance which are needed for entering the exhibition hall during installation, exhibition and removal period. The booth attendants shall always wear their badges inside the exhibition hall. No exhibitor or company representative will be allowed in the exhibit area without an exhibitor badge or work pass.
- If anyone found to steal or borrow the entrance badges and disguise as the exhibitor of certain company, such person should leave from the exhibition hall; and if the exhibitor is involved in such case, the Secretariat shall take down the exhibitor's booth without informing the exhibitor and without compensating the participation fee.

8. Dress Code of Operation Staff

8.1 Booth personnel (ushers or professional narrators) and character models should not be dressed provocatively and offend the public morals. Failure to comply will result in the removal of such personnel and taking down its booth.

※ Dress Code of Exhibition's Booth Personnel

- Prohibited to wear bikinis or underwear-type clothing
- Lower clothing should come above the pelvis
- Prohibited to wear lower clothing with side cut outs below the pelvis line

- Prohibited to show more than 2/3 of the top for the back area of the upper clothing

8.2 Exhibitors violated of the policy

- First Violation: a verbal warning to be given to the exhibitor
- Second Violation: A written violation notice to be issued by the Secretariat
- Third Violation: Removal of such personnel from the exhibition hall

9. Restrictions on Adult Content

9.1 If the exhibitor displays content for adults, there should be a person to prohibit the entrance of the booth at all times so that the visitors who are underage can be restricted from entering the booth (necessary to check the entrance pass); and also the necessary measures (installing walls, etc.) should be taken to ensure that the visitors outside the booth cannot see the content.

9.2 If the Secretariat makes the decision that the contents exhibited are related to pornographic and gambling and can offend the public morals, the Secretariat shall prohibit the performance of the exhibitor and take down the applicable booth.

10. Demonstration of Exhibits

10.1 Exhibitors may carry out demonstrations in their booths only after obtaining prior approval from the Secretariat. Exhibitors shall take all necessary safety precautions to prevent injury, property damage, fire or interference with other people during the demonstration. Excessive noise, light, heat, dust, gas, foul odor or vibrations are not allowed.

10.2 If the Secretariat judges that a demonstration may hinder the proper maintenance of the exhibition hall, management, order and public safety, the Secretariat shall reserve the right to restrict or suspend the demonstration as a prevention measure even if said demonstration has been approved.

10.3 If not permitted by the Secretariat, anything that interrupts the exhibition such as balloons or flying objects, animals etc. cannot be carried into the exhibition hall or the Venue.

11. Audio and Visual System

11.1 The Secretariat may restrict noise within the BTC hall to create pleasant environment and promote visitor comfort. **(However, it is prohibited to use the Audio system inside the BTB Hall.)**

11.2 The sound level should not exceed 85dB(A) from a spot 1m away from the sound source. This sound value is equivalent to 75dB(A) generated from a spot 3m away from the source.

11.3 In any case, **the maximum sound level shall not exceed to 70dB(A) at booth borders.** Furthermore, sound generated from an exhibitor's system shall not exceed the neighboring sound system's level and shall not be loud enough to cause damage to neighboring booths.

11.4 The exhibitors wishing to use speaker system shall submit [FORM 6: In-booth Event Plan] to the Secretariat. This plan shall include the speaker position and sound source, and speaker power shall be indicated in Watts.

11.5 Speaker that is higher than 3m should be towards the center of the booth or downward.

- 11.6** Decibel readings will be conducted by the Secretariat from the closest aisle to the speaker source or speaker direction.
- 11.7** The Secretariat will conduct decibel meter readings one day before the exhibition opening on **Nov. 16th(Wed), 2016**(15:00~20:00). It is recommended that the exhibitor or their audio contractor have a decibel meter on hand so that the Secretariat's decibel meter and exhibitor's decibel meter can be synchronized during the sound testing.
- 11.8** Exhibitors should submit the booth floor plan including the locations of all AV systems along with [FORM 4: Raw Space Booth Contractor Notification Form] until **Oct. 14th(Fri), 2016** and acquire the installation approval from the Secretariat and Venue. In addition to the speaker placement, direction and audio output power should be indicated on the floor plan.
- 11.9** When exhibitors violated of the policy, the penalties shall be imposed as below.
- First violation occurs: a verbal warning to be given to the exhibitor
 - Second violation occurs: A written violation notice to be issued by the Secretariat
 - Third violation occurs: Violation warning sign and entrance restriction guard to be placed inside the booth (Once the violation is resolved, the sign and guard will be removed.)

12. Internet Usage

- 12.1** Exhibitors wishing to use wireless internet should inform the Secretariat the amount of necessary Internet line by filling out [Form 1: Additional Utilities Order Form]. Wireless internet shall be available by entering authorized ID/PW given to each exhibitor by the Secretariat.
- ※ BTB Exhibitors can apply for the wired internet connection only, since wireless internet facility is not built in BTB Hall.
- 12.2** Internet access via wired/wireless router installation is prohibited.
- 12.3** If using Internet access via wired/wireless router is found, the Secretariat may confiscate the router until the end of the exhibition.

13. In-booth Event Plan

- 13.1** Exhibitors may voluntarily hold events within their booths during the exhibition period. Exhibitors wishing to hold such events shall fill out [Form 6: In-booth Event Plan] and submit it by **Oct. 14th(Fri), 2016** as an accident prevention measure.
- 13.2** The Secretariat may adjust the event plan through the prior consultation with the Exhibitor based on the submitted plan.
- 13.3** Unauthorized events can be halted by the Secretariat onsite.
- ※ **The implementation of special effect such as smoke emission is prohibited in principal and needs a prior approval from the Secretariat.**

14. On-Site Sales Regulation

- 14.1** Exhibitors may freely enter into sales contracts for displayed exhibits; however, on-site sales of the displayed items are strictly prohibited.
- 14.2** Posting of any signs on the exhibits indicating the number of contracted sales, the names of purchasing or contracting parties are prohibited.
- 14.3** On-site sale shall be allowed in case the Exhibitor consults with the Secretariat and obtains sales approval from them. However, exhibitors are liable for any damage or defaults on all items and contracts even if the Secretariat approved the sales.
- 14.4** Exhibitors wishing on-site sales should submit [Form 7: On-site Sales Plan] describing details of products, seller's information, etc. in detail by **Oct. 14th(Fri), 2016**, along with a copy of business certificate in Korea.
- 14.5** In the event of illegal selling of exhibits, the Secretariat may order closure of the booth. In such cases, exhibitors cannot file any protest or request refund of the participation fee.
- 14.6** Any exhibits that are unrelated to the show are prohibited on the show floor for display and sales.

15. Advertising Goods and Free Gifts

- 15.1** Advertising goods and free gifts can be distributed only within exhibitor's booth. Lucky draw for visitors can be carried out in the exhibitor's booth as long as its speculation is customarily admitted.
- 15.2** Exhibits display and in-booth event should be carried out in each exhibitor's booth. It is mandatory for all exhibitors to manage the human traffic in and around their booths.

16. Smoking and Drinking

- 16.1** Smoking is strictly prohibited inside the Venue in accordance with the fire prevention regulations and law. When anyone violates the regulations, the penalty would be applied according to the exhibition management regulations and related laws.
- 16.2** During the exhibition period, drinking alcohol is not allowed in the exhibition hall.

17. Obligations and Responsibilities

- 17.1** Exhibitors shall take all legal responsibilities for all damages occurring as a result of their failure to observe the instructions of the Secretariat and other regulations.
- 17.2** Exhibitors are liable for all accidents occurring within their exhibition booths.
- 17.3** The Secretariat's responsibility is limited to damages occurring due to the fault of the Secretariat and related personnel in carrying out their duties. Therefore, the Secretariat shall not be held liable for theft and damage caused by the fault of exhibitors or other similar reasons.
- 17.4** Exhibitors shall observe the management regulations set forth by the Secretariat and the exhibition hall operation regulations established by the Venue.
- 17.5** Exhibitors are obligated to protect all facilities installed by the Secretariat, and any facilities damaged by the exhibitors shall immediately be restored to their original condition. If the exhibitor fails to comply with

this requirement, the Secretariat shall restore the facilities and the relevant expenses shall be covered by the exhibitors.

17.6 Any accident occurring inside the booth shall be reported to the Secretariat immediately and settlement shall be the responsibility of the exhibitor.

17.7 Exhibitors shall not bring any food into the exhibition hall except for,

- Food for booth personnel (but, must eat in a place where visitors cannot see)

17.8 Exhibitors shall always have qualified managers who can readily respond to the questions of buyers and customers.

17.9 Exhibit management and related materials displayed in the booth shall be the responsibility of the exhibitors.

17.10 All exhibits that can be operated shall be installed, taking all the necessary precautions to prevent injuries and accidents to visitors.

17.11 Maintenance or repair of exhibits is prohibited during the exhibition period. If it is necessary due to an unavoidable situation, exhibitors shall obtain approval from the Secretariat and perform such work after taking all required safety measures.

17.12 Exhibits shall not be stored or installed in the passageway.

18. Cancellation or Change of the Exhibition

The Secretariat may cancel or suspend the exhibition due to a natural disaster, calamities, war, change in government policies and other force majeure. In such cases, the Secretariat shall not compensate for any damage or loss.

19. Amendment of Regulations and Rules

If inevitable, the Secretariat may change, add or delete part or all of the regulations or establish separate by laws. In this event, exhibitors shall be notified on the amendment in writing.

20. Cancellation of Participation

The Secretariat can cancel contracts in any case that the exhibitors violate the regulations as outlined below. In such case, the Secretariat will not return any money already paid by the party.

20.1 Exhibitors who cancel participation or reject the exhibition space assigned unilaterally without prior approval.

20.2 Exhibitors who violate or do not comply with the regulations of both the Exhibition and BEXCO.

20.3 Exhibitors who do not pay the participation fee or other expenses within the deadlines.

20.4 Exhibitors who are considered to display unrelated materials on the exhibition hall.

20.5 When Secretariat concludes that it is difficult to operate the booth because there is no personnel at the booth.

21. Dispute Settlement

- 21.1** The Secretariat has the right to prescribe all matters not stipulated by the General Regulations, and the exhibitors shall follow the Secretariat's decision.
- 21.2** All disputes unsettled between the Secretariat and exhibitors shall be referred to the Korean Commercial Arbitration Board for final ruling. This decision shall be the final and cannot be presented to court for further ruling.

IV. Exhibition Regulations & Information

<< Exhibit Installation and Dismantlement Schedule >>

Date	Time	Schedule	Hall
Nov. 13 th (Sun) ~ 15 th (Tue)	08:00~20:00	Materials Move-in, Booth Installation ※ Booth Constructors and vehicles must leave the hall after 20:00.	BTC
Nov. 14 th (Mon)~15 th (Tue)			BTB
Nov. 16 th (Wed)	08:00 ~ 20:00	Booth Installation, Exhibits Move-in	BTC & BTB
	15:00~20:00	Electric Power Supply ※ Power supply hours may differ per location and construction progress.	
Nov. 17 th (Thu)~20 th (Sun)	08:00~18:00	Exhibition Opening Hours	
Nov.20 th (Sun)	18:00~22:00	Exhibits Removal ※ Vehicles are prohibited in the exhibition hall and Raw Space Booth should not be dismantled.	BTC
Nov.21 st (Mon)	08:00~20:00	Booth Dismantlement ※ Booth Constructors and vehicles must leave the hall after 20:00.	
Nov. 17 th (Thu)~ 19 th (Sat)	08:00~18:00	Exhibition Opening Hours ※ Exhibit Removal and Booth Dismantlement starts from 18:00, Nov. 19 th .	BTB
Nov.19 th (Sat)	18:00~24:00	Exhibit Removal and Booth Dismantlement	

※ Exhibitors shall submit [FORM 11:Overtime Work Application Form] if overtime work becomes necessary after 20:00.

※ Booth dismantlement should be completed by the designated closing time and exhibitors cannot request overtime work.

※ Above schedule is subject to change and will be informed to exhibitors respectively.

1. Cargo Trucks Parking and Vehicle Entrance to Exhibition Hall

1.1 Cargo Trucks Parking

- Applicable Vehicle : 9-passenger vans and over one ton trucks
- Permitted Area : Cargo trucks parking lot and inside the exhibition hall
- Period : Installation and dismantle period of the exhibition (all vehicles are prohibited from entering the exhibition hall during the exhibition period)
- Parking Fee : cargo loaded trucks and over one ton trucks can park free of charge for three hours during the installation and dismantle period (excluding the exhibition period). Parking fee will be charged after three hours.
 - ※ Sedans parking fee is charged after entering the parking lot.
 - ※ Parking fee is charged for the use of the outdoor and underground parking lots

1.2 General Parking

Type		General Parking			Short-term parking ticket
		First 30 min.	Every 30 min.	One day(24 hr)	
Compact	Sedan (Under 25 passengers/2.5t)	1,000 KRW	600 KRW	15,000 KRW	One day Fee X Day(s)
	Over 25 passengers or above 2.5t	1,400 KRW	1,000 KRW	20,000 KRW	

※ Contact the Secretariat if you need further information of parking lot use.

2. Regulations on Booth Installation & Dismantling

※ All exhibitors and their construction should observe the rules and regulations on this manual and of the Venue.

2.1 Shell Scheme Booth Installation

Exhibitors shall restore at their own expenses for any damages or destruction induced by nailing, bonding, and/or painting.

2.2 Raw Space Booth Installation

- Raw space booth exhibitors should select contractors among those designated by the Venue on [Annex I. The Registered Contractors' List] to perform installation work and the selection shall be reported to the Secretariat.
- Upon the selection of a contractor, exhibitors shall submit booth design drawings along with [FORM 4: Raw Space Booth Contractor Notification Form] to the Secretariat indicating the names of the exhibitor and the construction contractor for prior approval.
- The deadline for design drawing submission is **Oct. 14th(Fri), 2016**. The drawings shall include floor plans and elevations indicating the installation locations of electrical systems, telephone, water supplies and drainage systems, compressed air supply and other applicable facilities to obtain the prior approval from the Secretariat. If requested by the Secretariat, exhibitors will include structural analysis report, confirmed by a licensed structural analysis engineer.

- If the exhibitor install any following structures, they should attach the structure calculation sheet confirmed by structural engineer who acquired national license.
 - Rigging, stage, truss for stage, multi-layer structure, stand, heavy weight, wooden structure higher than 4.8m
- Booth approval and construction progress is a responsibility of the exhibitors not the constructors.
- Exhibitors shall observe the disability discrimination act when designing and installing the booth, for example the booth shall allow the entry of the wheelchair (any other walk-support equipment).
- If the exhibitor's booth does not comply with the regulation, it needs to be changed and rebuilt within the booth installment time and the expenses shall be covered by the exhibitors. If the exhibitor cannot change or rebuild their booth the penalty fee will be charged after deliberation from Secretariat.
- In consideration of the limits of exhibition area and installation period, on-site manufacturing process such as welding, operating power saw is strictly prohibited, and so the construction and installation plans shall be established to assemble the prepared parts within the booth.
- Limitation of the raw space booth heights
 - BTC : 9m for the booths neighboring the hall walls / 5m for the closed-type booth / 8m for the rest.
 - BTB : 4m in the first row and 5m for the rest.
 - Above height limit is applied to the highest point of each structure.
- Collaboration between exhibitor and non-exhibitor
 - Collaboration is allowed when the industry and products are relevant to G-STAR exhibition.
 - Joint exhibiting area between exhibitor and non-exhibitor cannot exceed 30% of whole booth area. It is prohibited to spare the area for non-exhibitor's sole promotion.
 - The size of non-exhibitor's logo cannot exceed 50% of the exhibitor's logo. Non-exhibitor's logo can be attached only inside the booth. It is prohibited to attach non-exhibitor's logo on the outer wall of the booth.
 - Detailed plan for collaboration shall be attached when submitting the booth design to the Secretariat.

2.3 Raw Space Stage Installation

- Stage is defined the place where the performance and event would be held and visitors gather.
- Stage installation regulation (40 or more booths)
 - The front side of the stage shall be at a distance of over 5m from the passageway.
 - The both sides of the stage shall be at a distance of over 3m from the passageway.
- Stage installation regulation (under 40 booths)
 - 20 booths ~ under 40 booths : The front side of the stage at a distance of over 3m from the passageway / the both sides of the stage at a distance of over 1m from the passageway
 - Under 20 booths : Prior consultation with the Secretariat shall be necessary.
- When setting a stage inside the booth, it should not hinder the proper maintenance of the exhibition hall, management, order and public safety. Failure to adhere to this policy, the Secretariat has the right to ask exhibitor to reset their booth as a prevention measure.

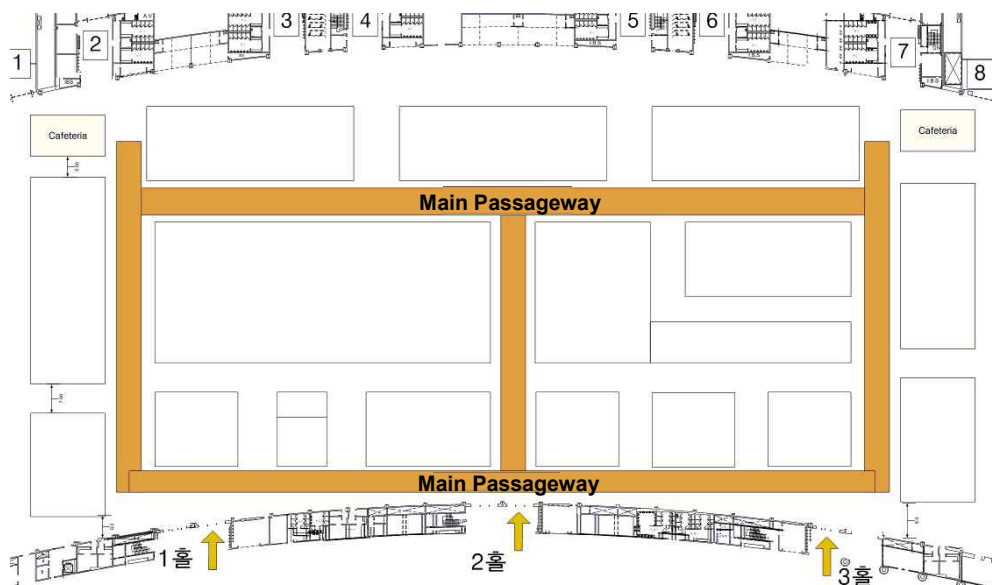
2.4 Raw Space Booth Compartment Limitation

Following 'opening regulation' which requires opening of certain percentage of booth compartment shall be applied to the 40 or more booths.

- The sides facing the main passageway should be open more than 1/2 from the floor.
- The sides facing the other passageway should be open more than 1/3 from the floor.

However, if any 40 or more booths wishes to open their booth below the 'opening regulation' standard above, they shall be classified as 'closed-type booth' and should observe the following regulation.

- The sides facing the other passageway can be closed. However, the exhibitor should consider visitors' emergency exit route and design the booth, and they should consult with the Secretariat in advance.
- The entrance should be open type(not the doorway type) and its minimum width shall be 3m. At least 2 entrances should be installed in the booth.
- Ceiling must be opened. It is mandatory to put an ABC type fire extinguisher(4.5kg) in every 90sqm area.
- If the ceiling is closed, the prior approval from the Secretariat must be acquired. All materials on ceiling should be nonflammable, and at least one fire sprinkler should be installed in every 10sqm.
- If the ceiling is closed with screen, it should be flame retardant, and the exhibitor should submit the documentary evidence for flame retardance.
- If the exhibitor constructs a closed-type booth, they have to calculate the optimal and maximum number of persons in the booth and submit 1) booth operation plan, 2) moving line management plan, 3) evacuation plan in the event of fire.
- Closed-type booth cannot be constructed into multi-layer structure and the maximum height is limited to 5m.
- Wall components of closed-type booth are subject to the structural safety evaluation regardless of its height.
- To prepare for emergency, emergency exit sign and guidance sign should be installed at every exit.
- Following is the reference image for the main passageway and other passageway :



2.5 Booth Materials and Installation

- All materials used in booth construction shall be flame-retardant or non-combustible materials. Flame retardant treatments should not be applied inside the exhibition hall.
- Flammable materials (oils, gases, etc.) shall not be used in the exhibition hall. If deemed inevitable, prior approval should be obtained from the Secretariat. In this event, construction should be carried out under the supervision of a safety officer after the appropriate fire control materials have been prepared.
- The carpeting for the floor should use adhesive that can be easily removed. The floor condition should be inspected and confirmed by the Secretariat after the carpeting has been removed.
- If the floor is damaged or the adhesives have not been removed properly, all expenses incurred in order to remove the adhesives or to repair the damaged floor shall be imposed on the exhibitor.
- **It is prohibited to use electric tools such as compressor, electric plane, power saw, electric grinder.**
- **Painting is strictly prohibited inside the exhibition hall.**
- **It is mandatory to wear safety shoes and safety helmet during the construction period to enter the exhibition hall.**

2.6 Flooring Work

- All materials used in flooring work shall be installed with full consideration of visitors' safety.
- The "finishing" material of the flooring may be selected at the exhibitor's discretion. However, such materials should pose no danger to visitors and shall not create dust and shall be flame-retardant or non-combustible.
- The booth floor shall not exceed 10cm than the floor of the exhibition hall passageway. In addition, the floor to the passageway shall be moderately sloped for visitors' safety as well as the entry of the wheelchairs.

2.7 Multi-layer Booth Structure

- Exhibitors wishing to make multi-layer booth structure (**booth area exceeding 180m² and observing the 'opening regulation' only**) shall submit [FORM 4: Raw Space Booth Contractors Notification Form] for prior approval by **Oct. 14(Fri), 2016**.
- Multi-layer booth structures in the exhibition hall shall be allowed for installation and operation under the gamut of Fire Prevention Regulations and general safety standards on building structure. The structure must be examined by the BEXCO's subcontractors.
- The height of the multi-layer structures should follow the limited regulations including the structure, equipment, advertisement.
- The upper story area shall be less than 1/3 of the lower story area and the booth should be open more than 1/2 of the circumference (such as safety bar; no closed walls. The height of safety bar shall be over 1.2m).
- If the upper story exceeds 100m², a two-way stair shall be installed between the ground and the second floor. The width of two-storied stairs and safety bar shall be over 1.2m.

- In every 10m² more than one fire-extinguisher should be installed, and a smoke-detector shall be fitted and connected to the signal circuit of fire hydrant. If exit sign is not detectable due to the multi-layer structure, alternative emergency exit sign shall be fitted.
- The width of the stair entrance should be more than 0.9m and be open in the direction of evacuation. The rechargeable emergency lighting shall be installed at the top front of the stair entrance.
- The safety management personnel must be stationed.
- The multi-layer structure shall be a prefab so that no welding work is required inside the exhibition hall, and the materials shall be non-combustible or flame-retardant.
- The weight per square meter shall not exceed 5 tons including the structure, exhibits and people, and the contact points of the exhibition floor and multi-layer structure shall not be concentrated at any specific points so that no damages to the exhibition floor and surface occur.
- The design drawing which indicates materials and construction of the second story, the use of the ground and second floor, a plot plan, a floor plan, an elevation plan, installation plan of extinguishing equipment, etc. shall be attached with a structure calculation, which is confirmed by an expert authorized by the government. The Secretariat and the Venue will examine the drawings and structure calculations in 10 days after receipt, and inform approval (including conditional approval) to the participant so that the contractor can install a safe structure according to the drawing. If the structure is not constructed in compliance with the drawings or has some safety problems, the Secretariat and the Venue shall order a halt or supplementation of construction works.
- The exhibitors shall comply with the order of the Secretariat, and otherwise the Secretariat can take measures, such as electricity shut-off, cancellation of the exhibition. If any loss is caused by the disobedience of the exhibitor, they shall not file for compensation against the Secretariat, and all related accidents are subject to a joint responsibility of both the participant and the contractor.
- The above-stated regulation on multi-layer structure can be cancelled or amended by the Venue.

2.8 Other Regulations

- Exhibitors shall not fix any equipment or systems on the walls or ceilings.
- The ceilings of all booths should be left open. For small offices and reception area, however, ceilings may be constructed from using non-combustible materials, if approved by the Secretariat.
- The exhibition systems (electricity, telephone, water supply and drainage, compressed air, shell scheme booth, exhibition hall passageway carpeting and information signs, etc.) shall be installed by the Secretariat.
- Raw Space Booth exhibitors shall maintain an ABC type (4.5kg) fire extinguisher for every 90 m² (including the upper story).
- All materials and systems used for the exhibition booths shall comply with Fire Prevention Regulations, General Standards of Construction Safety and the exhibition regulations.
- Precautions shall be taken during installation period not to damage or obstruct the Venue's fire equipment, nor shall installation work block emergency exits. Only non-combustible, flame-retardant materials should be used in construction.

- No exhibitors are allowed to dismantle the booth before closing time without the Secretariat's prior approval.
- Exhibitors shall restore at their own expenses for any damages or destruction on the Venue equipments.
- Exhibitors shall restore the allocated area to its original state after the event and shall obtain confirmation from the Secretariat. If the exhibitor fails to comply with this requirement within the designated removal period, the Secretariat shall restore the area and request payment for expenses incurred.
- During installation or dismantling the exhibition materials, equipment and exhibits shall not be stocked on passageways, and any wastes or cleanliness of booth shall be the responsibility of the exhibitor.
- The construction workers shall be wearing the badge given by the Exhibition Office all the time.

3. Rigging (BTC Exhibitors Only)

3.1 Permissible Weight per Hole

	Permissible Weight per Point	Permissible Weight for Others
Unit (Ton)	0.4	0.18
Details	<ul style="list-style-type: none"> - 0.5ton would be allowed only on the Weight per point - Under 0.25ton would be allowed on the Weight for others but only 1 spot between the points - Not over total 1 ton would be allowed between the points. 	
Point distance	<ul style="list-style-type: none"> - 1~3 hall : 9m (excluded non-rigging point) - Non-rigging point should be asked to Bexco hall manager. 	

3.2 Rigging Construction

- Rigging is only allowed in the vertical direction and only to main truss (MT1, MT2) points.
(Y-Shape rigging prohibited)
- In cases where the weight of a point exceeds 180Kg, a structural safety review is required.
- Rigging shall be carried out only after a structure review has been completed by BEXCO's subcontractors.
- One ton chain motors and sling bars shall be used to connect the truss to the rigging structure. The connection shall be made within the range for supportable weight. Wire shall not be used to make any connections.
- When affixing light equipment to a truss, a dual fixture (i.e., a bolt and a safety hook) shall be used to ensure safety.
- In cases where the electric capacity of rigging structures is more than 100kw/h, an additional electrical safety check must be carried out by a member of BEXCO's electricity staff.
- All materials used in the rigging shall be nonflammable.

- No other construction equipment other than the rigging shall be present in the lower part of a truss. Also, a member of staff shall remain on-site to oversee safety,
- If any problem arises with the rigging structure, the appropriate safety measures shall be immediately taken in the lower part of a truss.
- A rigging structure shall not be operated and the point shall not be moved.

3.3 Rigging Procedures

The following procedures shall be complied with for rigging.

- Thirty days before construction begins submit rigging related materials (design drawings) to BEXCO to obtain approval for the construction. Receive a structural safety review by a structural safety review company designated by BEXCO.
 - ※ Specifications, weights and total weights of rigging structures shall be recorded in the design drawings.
- **Oct. 14th(Fri), 2016** : Submission deadline for structural safety review report (or approval request) and booth installation work notification form
- **Oct. 14th(Fri), 2016** : Submission deadline for safety management plan(including construction schedule and onsite safety control guidelines)
- Once construction has begun the hall manager must be determined whether or not any rigging material is stained or damaged, whether the workers are using the appropriate individual safety equipment and whether a safety zone has been designated.

3.4 Rigging Regulation

Rigging shall follow the structural safety review report issued by designated company. If the booth structural drawing or rigging point is changed, the installation plan shall be reassessed before beginning the construction.

- Construction schedule sheet shall be attached when submitting the installation work notification form.
- All workers onsite should wear safety helmet, protective suit, safety belt and shoes. Safety zone shall be set up on the ground to ban 3rd party's access.
- To prevent any damage on H-beam, protection materials shall be attached to the surface of beams.
- Rigging shall be done vertically above the points set on the structural safety review report.
- The supervisor should always be present at the site and check structures for defects.

3.5 Main Materials and Sub-materials for Rigging

Rusty or damaged materials (chain block, wire, motor, etc.) shall not be used for rigging.

- The materials for the truss shall be aluminum (6000 / T6 series).
- To install a straight line more than 18m, 720 x 560 (mm) truss shall be used. Meanwhile, when the total weight of the affixed objects is less than 100kg, 400 x 400 (mm), a truss may be used. However, in the event that the safety of a truss has been determined by precise analysis, this requirement will not be subject to a separate approval.
- Only chain blocks and motors that have had their safety verified may be used. Only when the necessary specifications have been met can they be used to salvage a rigging structure in a safe manner.

4. Electricity Installation

4.1 For raw space booth, the basic electrical installation to be carried out by the Secretariat includes wiring to the booths and installation of No-Fuse-Breaker inside the booths. All electrical work inside the booth shall be performed by the exhibitor. For shell scheme booth, the Secretariat carries out the wiring work, all electrical work inside the booth as well as the lighting installation.

4.2 Selection of the Contractor

- To ensure smooth operations in the exhibition hall, exhibitors using raw space booth shall select contractors from among those designated by the Venue to perform installation work and the selection shall be informed to the Secretariat.
- Upon selection of the contractors, exhibitors shall fill out [FORM 4: Raw Space Booth Contractors Notification Form] and submit it to the Secretariat by **Oct. 14th(Fri), 2016**. If an exhibitor needs separate voltage or cycle to operate their exhibit, they may install transformers and converters at their own expense.

4.3 The electrical capacities are as follows and exhibitors should be careful with the electricity power supply translation.

Classification	Frequency (Hz)	Type of Power and Voltage (V)
For Lighting	60	Single Phase 220V
For Power	60	Three Phase 220V
		Three Phase 380V

4.4 To prevent damage from a power outage, exhibitors shall take appropriate prevention measures.

- Power shall be made available to exhibitors on a limited bases starting **Nov. 16th(Wed), 2016** and will begin 30 minutes prior to the opening hour and shut off 30 minutes after the closing time during the exhibition period, however, the power for 24 hours usage shall be supplied with electricity.
- Breakers and electric outlets shall be installed at a height at least 30cm from the floor and shall be classified into those for exhibit operation or those for lighting. The exterior case of the motors used for the operation of exhibits shall be grounded with class-3 earthing works.
- The local lighting power cannot exceed 100W/m².
- All materials used in electrical work shall be new and standard products bearing KS (Korea Standard) marks approved by the Korean government. Exhibitors shall use only approved power cables.
- 600V EV cable shall be used to every power supply capacity. 600V IV cable and PVC cord should not be used.
- Electric outlets designed for 220V shall be used for power lines for which 220V are used.
- Fire safety should be considered first when installing ornamental lighting, fluorescent lights or incandescent lights. Non-combustible materials shall be used for the installation place of these lights.
- Electric lights, resistors and heat-producing equipment shall be installed away from Flammable materials and firmly fixed to prevent them from being detached.
- Electrical work shall be carried out in compliance with the suited standard of electrical equipment. Electric power shall be used only after safety inspections have been conducted by the Secretariat.

- Exhibitors wishing to use power temporarily to assemble, adjust and test machines, or to install, dismantle or remove display systems shall submit an application to the Secretariat. However, the use of compressors, electric planes, electric saws, electric grinders and other electric tools inside the exhibition halls are prohibited.
- Exhibitors wishing to repair the booth electric systems during the exhibition period shall obtain prior approval from the Secretariat.
- A member of the Secretariat's staffs shall frequently inspect the electrical systems inside the booths so they can be tested in an effort to prevent electrical accidents. If any defects or defective materials are found during these inspections, the Secretariat may order the exhibitor to repair such defects and shut off power until the repairs are completed.

5. Lighting Installation

- 5.1** The Secretariat shall provide, free of charge, basic lighting systems for the shell scheme booths to be constructed by the Secretariat.
- 5.2** General lights within the exhibition hall are metal / halogen lamps of average brightness of 500-600 lux.
- 5.3** Lighting systems for the exhibits shall be installed according to the characteristics of each exhibit, and visitor safety and fire prevention shall be considered.

6. Water Supply and Drainage Installation

- 6.1** Upon the request of exhibitor, the Secretariat shall install water pipe lines from existing facilities to the exhibitor's booth according to the following specifications;

Classification	Water Pressure	Pipe Size
Water Supply	4kg/cm ²	ø20
Water Drainage	-	ø80

- 6.2** If there is any danger of machines becoming damaged due to water being cut off or a drop in water pressure, the exhibitor shall install protective devices. The Secretariat shall not be responsible for any damage that may result.
- 6.3** Exhibitors should cut off their water supply upon closure of the exhibition.
- 6.4** No settlement shall be made for the usage of water supply and drainage after the closure of the exhibition.

7. Compressed Air Supply

- 7.1** Upon the request of the exhibitor, the Secretariat shall install compressed air service from existing facilities to the exhibition booth according to the following specs.

Pressure	Pipe Size
5kg/cm ²	ø20

7.2 If there is any danger of machines becoming damaged during testing due to a pressure drop, the exhibitor shall be responsible for the installation of protective devices. The Secretariat shall not be responsible for any damage that may result.

7.3 Exhibitors should cut off their compressed air supply valve and check for safety upon closure of the exhibition.

7.4 No settlement shall be made for the compressed air after the closure of the exhibition.

8. Material Saving & Waste Disposal

8.1 In order to conserve resources and energy, all exhibit materials used in the exhibition hall shall be designed and constructed with plans to recycle and save materials.

8.2 All exhibits shall be brought into the halls with all packing materials removed. If an exhibit is brought in with the packing materials included due to unavoidable circumstances, such packing materials shall be stored in an appropriate place and reused when the exhibit is removed.

8.3 Recycling paper shall be used for PR materials whenever possible and the use of coated paper should be prohibited.

8.4 In principle, exhibitors shall remove all wastes. If the exhibitor fails to comply with this requirement after dismantling, the Secretariat shall clean the area and request payment for expenses incurred.

8.5 Exhibitors shall make every effort to minimize the generation of wastes.

9. Safety Regulations

9.1 Exhibits and all other materials within exhibition hall should be incombustible according to the Fire Prevention Regulations.

9.2 The Secretariat may ask participants to take appropriate fire safety precautions and the participants should comply.

9.3 Smoking is not allowed inside the exhibition hall in accordance with the Fire Prevention Regulations.

9.4 Explosives, flammable materials and other dangerous materials may not be brought into the exhibition hall. The use of such materials within a limited scope may be allowed if required for demonstration.

9.5 The following type of dangerous materials shall not be brought into the exhibition hall;

- Oils like gasoline and kerosene, flammable gases and high-pressure gases such as propane
- Generators of flammable gases
- Electrical heating device for cooking
- Explosives
- Other items which the Secretariat believes could cause fire, explosion and other accidents.

9.6 If exhibitors fail to arrange fire extinguishers during exhibition, the Secretariat may install such equipment, in which case the exhibitors shall pay all expenses.

9.7 The amount of fuel allowed to deliver and test exhibit cars and machines is less than 5ℓ.

9.8 Exhibitors who need to handle flammable and other dangerous materials for unavoidable reasons during the exhibition period shall fill out [FORM 9: Open Flames and Dangerous Materials Use Application Form]

V. Exhibitors Service

1. Entrance Badges

1.1 Exhibitor Badges (same for both BTC, BTB exhibitors)

No. of Booth	3 ~ 100	2	1
No. of Pass	(No. of booth) x 2	5 ea	

o e.g. 3 booths = 6 badges / 12 booths = 24 badges / 100 booths = 200 badges

1.2 Application : Exhibitors should fill out [FORM 3 Exhibitor Badge Application form], and submit it by **Oct. 14th(Fri), 2016.**

※ **Please check your booth size and amount of free badges prior to applying for exhibitor's badge.**

1.3 Badges can be collected at the designated place from **Nov. 15th(Tue) ~ 16th(Wed), 2016.**

※ **BTC : Information Counter at Hall 2 / BTB : Registration Counter at Hall 4**

2. Free Invitation Tickets

2.1 Number of free invitation ticket (distributed only to BTC Exhibitors)

No. of Booth	100	80 and over	60 and over	40 and over	20 and over	10 and over	Under 10	1
No. of Ticket	1,500 ea	1,300 ea	800 ea	500 ea	150 ea	70 ea	20 ea	10 ea

2.2 Usage : Free admission to the public hall (BTC Hall) as a visitor (for 1 day use during the exhibition period)

Note: cannot enter BTB Hall with the free invitation ticket

2.3 Secretariat will send the tickets to the address written in your application form at the beginning of November.

2.4 It is strictly prohibited to sell or transfer free invitation ticket to non-exhibitors.

3. Hotel Reservation Information

- ※ The number of discounted rooms is limited and may be fully booked at an early date.
- ※ Exhibitors should contact with the hotel directly and make reservations from **26th September, 2016.**

○ **The Westin Chosun Busan (5-star hotel)**

- Tel: +82-51-749-7000
- Website: <http://twcb.echosunhotel.com>
- Special price for G-STAR Exhibitor is applied **from Nov. 16th(Wed) to Nov. 20th(Sun), 2016** only.

Room Type	Special Price	Original Price	Note
Deluxe Park	254,100 KRW	544,500 KRW	VAT included
Deluxe Beach	302,500 KRW	605,000 KRW	
Executive Park	326,700 KRW	665,000 KRW	
Executive Beach	363,000 KRW	726,000 KRW	
Executive Grand	726,000 KRW	1,210,000 KRW	
Ondol Suite	726,000 KRW	1,210,000 KRW	
Family Suite	847,000 KRW	2,420,000 KRW	
Executive Suite	968,000 KRW	3,025,000 KRW	

※ Breakfast : 31,460 KRW per person

○ **Paradise Hotel Busan (5-star hotel)**

- Tel: +82-51-749-2032
- Website: <http://www.busanparadisehotel.co.kr>
- Special price for G-STAR Exhibitor is applied **from Nov. 16th(Wed) to Nov. 20th(Sun), 2016** only.

Room Type	Special Price	Original Price	Note
Deluxe City	254,100 KRW	459,800 KRW	VAT included
Deluxe Ocean	290,400 KRW	556,600 KRW	
Deluxe Ocean Terrace	320,650 KRW	580,800 KRW	
Executive City	314,600 KRW	605,000 KRW	
Executive Ocean Terrace	375,100 KRW	701,800 KRW	
Premium Deluxe Ocean	423,500 KRW	847,000 KRW	
Junior Suite City	484,000 KRW	960,800 KRW	
Junior Suit Ocean Terrace	665,500 KRW	1,452,000 KRW	

※ Breakfast : 30,250 KRW per person

○ **Park Hyatt Busan (5-star hotel)**

- Tel: +82-51-990-1364

- Website: <http://busan.park.hyatt.kr>

- Special price for G-STAR Exhibitor is applied **from Nov. 16th(Wed) to Nov. 20th(Sun), 2016** only.

Room Type	Special Price	Original Price	Note
Park King	275,000 KRW	342,000 KRW	VAT included
Park Deluxe King/Twin	308,000 KRW	382,000 KRW	
Ocean View Park Deluxe King/Twin	341,000 KRW	462,000 KRW	
Park Family Suite	440,000 KRW	522,000 KRW	
Park Executive Suite	473,000 KRW	522,000 KRW	
Park Executive Marina Suite	506,000 KRW	602,000 KRW	

※ Breakfast : 33,000 KRW per person

○ **Lotte Hotel Busan (5-star hotel)**

- Tel: +82-51-810-1000

- Website: <http://www.lottehotel.com/busan>

- Special price for G-STAR Exhibitor is applied **from Nov. 16th(Wed) to Nov. 20th(Sun), 2016** only.

Room Type	Special Price	Original Price	Note
Deluxe	181,500 KRW	568,700 KRW	VAT included
Executive Deluxe	217,800 KRW	605,000 KRW	
Club Deluxe Double	270,830 KRW	689,700 KRW	
Club Deluxe Twin	314,600 KRW	689,700 KRW	
Superior Suite Double	423,500 KRW	847,000 KRW	

※ Breakfast : 30,250 KRW per person

○ **Homers Hotel (4-star hotel)**

- Tel: +82-51-750-8125

- Website: <http://www.homershotel.com>

- Special price for G-STAR Exhibitor is applied **from Nov. 16th(Wed) to Nov. 20th(Sun), 2016** only.

Room Type	Special Price	Original Price	Note
Business Double	76,000 KRW	190,000 KRW	VAT included
Business Double (Saturday)	120,000 KRW	190,000 KRW	
Business Twin	80,000 KRW	200,000 KRW	
Business Twin (Saturday)	130,000 KRW	200,000 KRW	
Deluxe Double	128,000 KRW	320,000 KRW	
Deluxe Double (Saturday)	200,000 KRW	320,000 KRW	
Deluxe Twin	132,000 KRW	330,000 KRW	
Deluxe Twin (Saturday)	210,000 KRW	330,000 KRW	

※ Breakfast : 16,500 KRW per person

○ **Ibis Ambassador Busan Haeundae (serviced residence)**

- Tel: +82-51-630-1100

- Website: <https://ibis.ambatel.com/haeundae>

- Special price for G-STAR Exhibitor is applied **from Nov. 16th(Wed) to Nov. 20th(Sun), 2016** only.

Room Type	Special Price	Original Price	Note
Standard Double	93,500 KRW	242,000 KRW	VAT included
Standard Twin	104,500 KRW	253,000 KRW	

※ Breakfast : 13,200 KRW per person

○ **Hotel Ciel de Mer Haeundae (serviced residence)**

- Tel: +82-51-750-1000

- Website: <http://www.cieldemer.com/>

- Special price for G-STAR Exhibitor is applied from Nov. 16th(Wed) to Nov. 20th(Sun), 2016 only.

Room Type	Special Price	Original Price	Note
Junior Suite Double	170,000 KRW	550,000 KRW	VAT included

※ Breakfast : 13,200 KRW per person

○ **Citadines Haeundae Busan (serviced residence/business hotel)**

- Tel: +82-10-2561-3191

- Website: <http://www2.citadines.com>

- Special price for G-STAR Exhibitor is applied from Nov. 16th(Wed) to Nov. 20th(Sun), 2016 only.

Room Type	Special Price	Original Price	Note
Studio	110,000 KRW	352,000 KRW	VAT included
Studio Deluxe	110,000 KRW	363,000 KRW	
Studio Executive	110,000 KRW	374,000 KRW	
One-bed Executive	154,000 KRW	396,000 KRW	
One-bed Premier	165,000 KRW	440,000 KRW	
One-bed Premier Suite	187,000 KRW	462,000 KRW	

※ Breakfast : 16,500 KRW per person

○ **Paledecz (condominium)**

- Tel: +82-70-4143-1298

- Website: <http://paledecz.co.kr>

- Special price for G-STAR Exhibitor is applied from Nov. 16th(Wed) to Nov. 20th(Sun), 2016 only.

Room Type	Special Price	Original Price	Note
15 PY (Double)	144,000 KRW	400,000 KRW	VAT included
50 PY	338,000 KRW	750,000 KRW	
67 PY	358,000 KRW	860,000 KRW	
70 PY	390,000 KRW	970,000 KRW	

※ Special price for 4 nights running stay; price may differ for single night stay.

○ **Busan Youth Hostel ARPINA (condominium)**

- Tel: +82-51-740-3214

- Website: <http://www.busan youth hostel.co.kr>

- Special price for G-STAR Exhibitor is applied from Nov. 16th(Wed) to Nov. 20th(Sun), 2016 only.

Room Type	Special Price	Original Price	Note
Superior Twin (Bedroom for 2 Guests)	96,250 KRW	175,000 KRW	VAT included
Superior Triple (Bedroom for 3 Guests)	96,250 KRW	175,000 KRW	
Youth Room 4 (Bedroom for 4 Guests)	96,250 KRW	175,000 KRW	
Korean Superior (Ondol Room for 4 Guests)	112,750 KRW	205,000 KRW	
Family Suite (Condo for 5 Guests)	184,250 KRW	335,000 KRW	

※ Breakfast : 12,500 KRW per person

○ **Kensington Resort (former 'Condominium Glory' / condominium)**

- Tel: +82-51-746-8181

- Website: <http://www.glory.co.kr>

- Special price for G-STAR Exhibitor is applied from Nov. 16th(Wed) to Nov. 20th(Sun), 2016 only.

Room Type	Special Price	Original Price	Note
Standard	70,000 KRW (Weekday)	170,000 KRW	VAT included
	90,000 KRW (Fri/Sat)		
Standard (Korean Ondol room)	70,000 KRW (Weekday)		
	90,000 KRW (Fri/Sat)		
Deluxe	90,000 KRW (Weekday)	230,000 KRW	
	120,000 KRW (Fri/Sat)		
Deluxe (1 living room, 1 Ondol room)	90,000 KRW (Weekday)		
	120,000 KRW (Fri/Sat)		
Suite (1 living room, 2 Ondol room)	170,000 KRW (Weekday)	360,000 KRW	
	200,000 KRW (Fri/Sat)		

※ Breakfast : 7,000 KRW per person

※ **Discounted room rates are subject to change by the Secretariat or hotel.**

Please check the price once again before making the reservation.

4. Other Hotels & Lodging Information

Classification	Accommodation	Location	Tel.	Homepage
Five Star Hotels	Novotel Ambassador Busan	Haeundae	+82-51-743-1234	http://novotel.ambatel.com/busan/main.amb
Five Star Hotels	Hotel Nongshim	Oncheonjang	+82-51-550-2100	http://www.hotelnongshim.com/html/main/
Four Star Hotels	Commodore Hotel Busan	Yeongjudong	+82-51-466-9101	http://www.commodore.co.kr/
Four Star Hotels	Hotel Paragon	Sasang	+82-51-328-2001	http://www.hotelparagon.com/
Four Star Hotels	BestWestern UL Busan Hotel		+82-51-801-9900	http://www.ulhotelbusan.com/
Three Star Hotels	Busan Tourist Hotel	Yeongjudong	+82-51-241-4301	http://www.pusanhotel.co.kr/
Three Star Hotels	Hotel Phoenix	Yeongjudong	+82-51-245-8061	http://www.hotelphoenix.net/
Three Star Hotels	Hotel Kukje Busan		+82-51-642-1330	http://www.hotelkukje.com/
Three Star Hotels	Hotel Arirang		+82-51-463-5001	http://www.ariranghotel.co.kr/
Three Star Hotels	Hotel Riviera Haeundae	Haeundae	+82-51-740-2111	http://www.rivierahotel.co.kr/
Three Star Hotels	Benikea Hotel Press	Gwangalli	+82-51-702-7766	http://www.songjunghotel.co.kr/
Three Star Hotels	The Hotel Illua	Haeundae	+82-51-744-1331	http://www.hotelillua.com/
Three Star Hotels	Hotel Mirabeau	Seomyeon	+82-51-866-7400	-
Three Star Hotels	Dawn Beach Hotel	Gwangalli	+82-51-752-3210	http://www.dawnbeach.co.kr/
Three Star Hotels	Hotel Castle Beach	Gwangalli	+82-51-757-2500	http://www.castlebeach.co.kr/
Three Star Hotels	Hotel Flamingo	Sasang	+82-51-310-8500	http://www.flamingohotel.co.kr/
Three Star Hotels	Dongbusan Tourist Hotel		+82-51-727-9991	http://www.dongbusanhotel.com/
Three Star Hotels	TOWERHILL HOTEL		+82-51-243-1001	http://www.towerhill.co.kr/
Three Star Hotels	Hotel Forêt	Haeundae	+82-51-743-2835	http://www.hotelforet.com/

Three Star Hotels	AVENTREE Hotel Busan		+82-51-260-5005	http://aventreehotelbusan.com/
Business Hotels	Toyoko Inn Busan Seo-myeon	Seomyeon	+82-51-638-1045	http://www.toyoko-inn.kr/k_hotel/00221/index.html
Business Hotels	Freezone Hotel	Haeundae	+82-51-701-7601	http://www.fzhotel.net/intro.htm
Business Hotels	New Continental Hotel	Seomyeon	+82-51-867-7979	-
Business Hotels	Toyoko Inn Busan Haeundae	Haeundae	+82-51-256-1045	http://www.toyoko-inn.kr/k_hotel/00242/index.html
Business Hotels	Sunset Business Hotel	Haeundae	+82-51-730-9900	http://www.sunsethotel.co.kr/
Business Hotels	Golden Beach Hotel	Haeundae	+82-51-742-1442	http://www.hotelgoldenbeach.co.kr/
Business Hotels	Lord Beach Hotel Haeundae	Haeundae	+82-51-747-9911	http://www.lordbeach.co.kr/
Business Hotels	Toyoko Inn Busan Station 1	Yeongjudong	+82-51-466-1045	http://www.toyoko-inn.kr/k_hotel/00178/index.html
Business Hotels	Toyoko Inn Busan Station 2	Yeongjudong	+82-51-7106-1045	http://www.toyoko-inn.kr/k_hotel/00178/map.html
Business Hotels	Kunoh seacloudhotel	Haeundae	+82-51-933-4300	http://www.seacloudhotel.kr/
Business Hotels	GLOBAL INN		+82-51-231-2300	http://www.globalinn.co.kr/
Business Hotels	CROWN HARBOR HOTEL BUSAN		+82-51-678-1000	http://www.crownharborhotel.com/
Business Hotels	ibis budget Ambassador Busan Haeundae		+82-51-901-1111	http://ibisbudget.ambatel.com/haeundae/main.amb
Business Hotels	hotel the MARK haeundae	Haeundae	+82-51-501-9440	http://www.hotelthemark.co.kr/
Youth hostel/Condo	Hanwha Resorts Haeundae	Haeundae	+82-51-749-5500	http://www.hanwharesort.co.kr/
Youth hostel/Condo	Daewoo Worldmark Haeundae	Haeundae	+82-51-744-7161	http://haeundae.worldmark.co.kr/
Youth hostel/Condo	Kumkang National Hotel	Oncheonjang	+82-51-554-3239	-
Youth hostel/Condo	HAEUNDAE RESORTEL		+82-51-731-1112	http://www.pol-a.com/

5. Banquet Hall Information

- Purpose : Press Conference, New Game Showcase, Business Briefing Session and any other events for exhibiting companies
- List of the banquet halls and seminar rooms near BEXCO

Type	Room	Seating Capacity	Note	Contact
Paradise	Grandball	400 ~ 450	4 halls can be split	051-749-2223
	Capri	150 ~ 200	Sea view	
	Sisley	100 ~ 120	Outdoor Garden view	
	Panorama	100	Sea view	
	Sidney	80 ~ 100	3 halls can be split	
	Miami	40	-	
	Venice	40		
	Napoli	40		
Westin Chosun	Grandball	400 ~ 450	2 halls can be split	051-749-7210 02-2079-7204
	Juniorball	150 ~200	-	
	Peoni	60	-	
	Violet	40	-	
	Rose	40	4 halls can be split	
	Lilac	40		
	Tulip	40		
	Cosmos	40		
Centum	Banquet Hall	180	-	051-720-8000
	Mid size Seminar room	80	-	
	Small size seminar room	10 ~ 20	-	
Novotel	Grandball (A +B)	280	-	051-743-1234
	Ball A	120	-	
	Ball B	80	-	
	Ball C	110	-	
	Iris	110	-	
	Rose	25	-	
	Azalea	20	-	
	Lilac	15	-	
	Azalea / Lilac	40	-	
	Board	20	-	
	Camelia A&B	40	-	
Exhibition Venue	Seminar Room	40	Refer to [FORM 5]	

6. Transportation Information

6.1 Air Busan Special Discount rates for G-STAR 2016 Exhibitors will be announced later on.

6.2 Contact Information

Type	Agency	Tel.
Flight	Air Busan	+82-1666-3060
	Korean Air	+82-1588-2001
	Asiana Airlines	+82-1588-8000
Train	Korail	+82-1544-7788
Express Bus	Busan Central Bus Terminal	+82-51-508-9955
	Busan Western Bus Terminal	+82-51-322-8301

6.3 Domestic Flight Schedule

GIMPO Airport → GIMHAE Airport (Busan)										
Airline	Flight No.	Day							Time	
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dep.	Arr.
Air BUSAN	BX8803	○	○	○	○	○	○	○	07:30	08:25
	BX8805	○	○	○	○	○	○		08:30	09:25
	BX8833	○				○		○	09:10	10:05
	BX8807	○	○	○	○	○	○	○	09:30	10:25
	BX8809	○	○	○	○	○	○	○	10:30	11:25
	BX8811	○	○	○	○	○	○	○	11:30	12:25
	BX8813	○	○	○	○	○	○	○	12:30	13:25
	BX8817		○	○	○			○	14:30	15:25
	BX8821	○			○			○	16:30	17:25
	BX8823	○	○	○	○	○	○	○	17:30	18:25
	BX8825	○	○	○	○	○	○	○	18:30	19:25
	BX8835	○	○	○	○	○		○	19:10	20:05
	BX8827	○	○	○	○	○	○	○	19:30	20:25
	BX8829	○	○	○	○	○	○	○	20:30	21:35

GIMHAE Airport (Busan) → GIMPO Airport										
Airline	Flight No.	Day							Time	
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dep.	Arr.
Air BUSAN	BX8800	○	○	○	○	○	○		07:00	07:55
	BX8832	○				○		○	07:40	08:35
	BX8802	○	○	○	○	○	○	○	08:00	08:55
	BX8804	○	○	○	○	○	○	○	09:00	09:55
	BX8806	○	○	○	○	○	○	○	10:00	10:55
	BX8808	○	○	○	○	○	○	○	11:00	11:55
	BX8816	○			○			○	15:00	15:55
	BX8818	○	○	○	○	○	○	○	16:00	16:55
	BX8820	○	○	○	○	○	○	○	17:00	17:55
	BX8834	○	○	○	○	○		○	17:35	18:30
	BX8822	○	○	○	○	○	○	○	18:00	18:55
	BX8824	○	○	○	○	○	○	○	19:00	19:55
	BX8826	○	○	○	○	○	○	○	20:00	20:55
BX8828	○	○	○	○	○	○	○	21:00	21:55	

6.4 Train (KTX) Schedule

KTX	Time	Note
Seoul ⇒ Busan	5:15 ~ 23:00 runs every 10-30 min.	Different each day
Busan ⇒ Seoul	5:00 ~ 22:20 runs every 10-30 min.	Different each day

Annex I : Registered Contractors List

Booth Construction				
Company	Contact	Homepage	Tel.	Email
KYOUNG DONG DESIGN	Ms. Jina Han	http://www.kddesign.co.kr	+82-70-8858-5485	kddesign@hotmail.co.kr
KOREA E & I	Mr. William Kim	http://www.messeworld.co.kr	+82-2-563-8669	messewor@hanmail.net
EXCOM INTERNATIONAL	Mr. Soo Keun Lee	http://www.excom.co.kr	+82-2-6000-1741	planning@excom.co.kr
RAPOAD	Mr. Namjin Seo	http://www.excompr.co.kr	+82-10-3776-6046	Nj0907@rapoad.com
GENCOS	Yu-na, Lee		+82-2-6939-7778 +82-10-7121-2883	leo@gencos.co.kr, susan@gencos.co.kr
WID.DESIGN	Son-young,Kook	www.widcom.co.kr	+82-51-759-5255 +82-10-4618-5101	pyc6857@naver.com
Electricity				
Company	Contact	Homepage	Tel.	Email
DONG YONG CO. ,LTD		http://www.dyene.com	+82-31-675-0577	spsdec@hanmail.net
JeongSung Composite Electrical Co. ,Ltd			+82-2-544-5627	jeongsung@korea.com
Carpeting				
Company	Contact	Homepage	Tel.	Email
KYOUNG DONG DESIGN	Ms. Jina Han	http://www.kddesign.co.kr	+82-70-8858-5485	kddesign@hotmail.co.kr
HANADECO			+82-2-887-1418	hanadeco1418@hanmail.net
HANIL DECO			+82-51-740-7751	hanildecomin@yahoo.co.kr
Security Service				
Company	Contact	Homepage	Tel.	Email
INTER ESCORTS BODYGUARDS		http://www.interescorts.com/	+82-51-552-7713	proguard@naver.com
BNA SERVICE CO. LTD			+82-51-558-3707	bnas1999@hanmail.net

Freight Forwarding

Company	Contact	Homepage	Tel.	Email.
Agility Logistics		www.agility.com	+82-2-2192-7429	asj@agility.com
KEMI LEE		http://www.kemi-lee.co.kr	+82- 2-565-3485	robin@kemi-lee.co.kr
CJ KOREA EXPRESS CORPORATION		http://www.korex.co.kr	+82- 2-6919-6755	dhlee@korex.co.kr

Booth Dismantlement

Company	Contact	Homepage	Tel.	Email
Dongnam			+82-51-314-5451	dnr551@naver.com
Hana recycling			+82-51-704-7284	ing7282@naver.com

Water, Compressed Air

Company	Contact	Homepage	Tel.	Email
DaeYoo Industry			+82-51-861-3143	deayou22@hanmail.net

IT

Company	Contact	Homepage	Tel.	Email
TSM Co. ,Ltd		http://www.tsm.asia	+82-2-455-3700	chm@tsm.asia
erencom		http://www.erencom.co.kr/	+82-51-740-4020	lcc2929@naver.com
Korea Total Rental Co. ,Ltd		http://www.ktrmall.com	+82-51-782-0001	8000s@hanmail.net

Advertisement

Company	Contact	Homepage	Tel.	Email
Maco		http://www.macodesign.co.kr	+82-51-417-8969	hamadream@naver.com

Gas

Company	Contact	Homepage	Tel.	Email
DAE YOUNG GAS			+82-51-516-1472	eodudrktm11@hanmail.net

Structural Concerns

Company	Contact	Homepage	Tel.	Email
DAWON STRUCTURAL ENGINEERING		http://www.dawonse.com	+82-70-8677-8803	jikang@dawonse.com
TS engineering			+82-2-3462-1330	tsengin@hanmail.net

Rigging

Company	Contact	Homepage	Tel.	Email
Korea truss			+82- 2-3158-1717	koreatruss@naver.com
Wooil System			+82-031-793-8020	wooilsystem@hanmail.net
International Service Business		http://www.e-isb.com	+82-2-525-3711	ymj@e-isb.com

Translation, Booth Personnel Assistance Service

Company	Homepage	Tel.
Manpower Korea	www.manpower.co.kr	+82-51-624-1240
Lexington Consulting	http://www.lexingtonkorea.com/	+82-51-740-7400