

G-STAR 2022

Global Game Exhibition

[BTC] 17-20 Nov. 2022

[BTB] 17-19 Nov. 2022

BEXCO, Busan, Korea

Exhibitors' Manual



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I . Summary

1. General Information

Show Title	Global Game Exhibition G-STAR 2022	
Period	BTC – November 17 th (Thu) ~ 20 th (Sun), 2022, 4 days BTB – November 17 th (Thu) ~ 19 th (Sat), 2022, 3 days	
Opening Hours	Nov. 17 th (Thu) ~ 20 th (Sun)	10:00 ~ 18:00(KST) ※ Ticketing closes one hour before the closing time
	※ BTB Offline: Nov. 17 th (Thu) 10:00(KST) Open / Nov. 19 th (Sat) 16:00 Close ※ BTB Online: Nov. 17 th (Thu) 10:00(KST) ~ Nov. 19 th (Sat) 24:00(KST)	
Venue	BEXCO, Busan, Korea	
Hosted by	Korea Association of Game Industry	
Managed by	G-STAR Organizing Committee, Busan IT Industry Promotion Agency	
Supported by	Ministry of Culture, Sports and Tourism(MCST)	
Host City	Busan Metropolitan City	
Official Website	http://www.gstar.or.kr/eng	

2. Review G-STAR 2021

- Show Title : Global Game Exhibition G-STAR 2021 (GAME SHOW & TRADE, ALL ROUND)

- Period
 - [BTC] November 17th ~ 21st, 2021 [5 days]
 - [BTB] November 17th ~ 19th, 2021 [3 days]

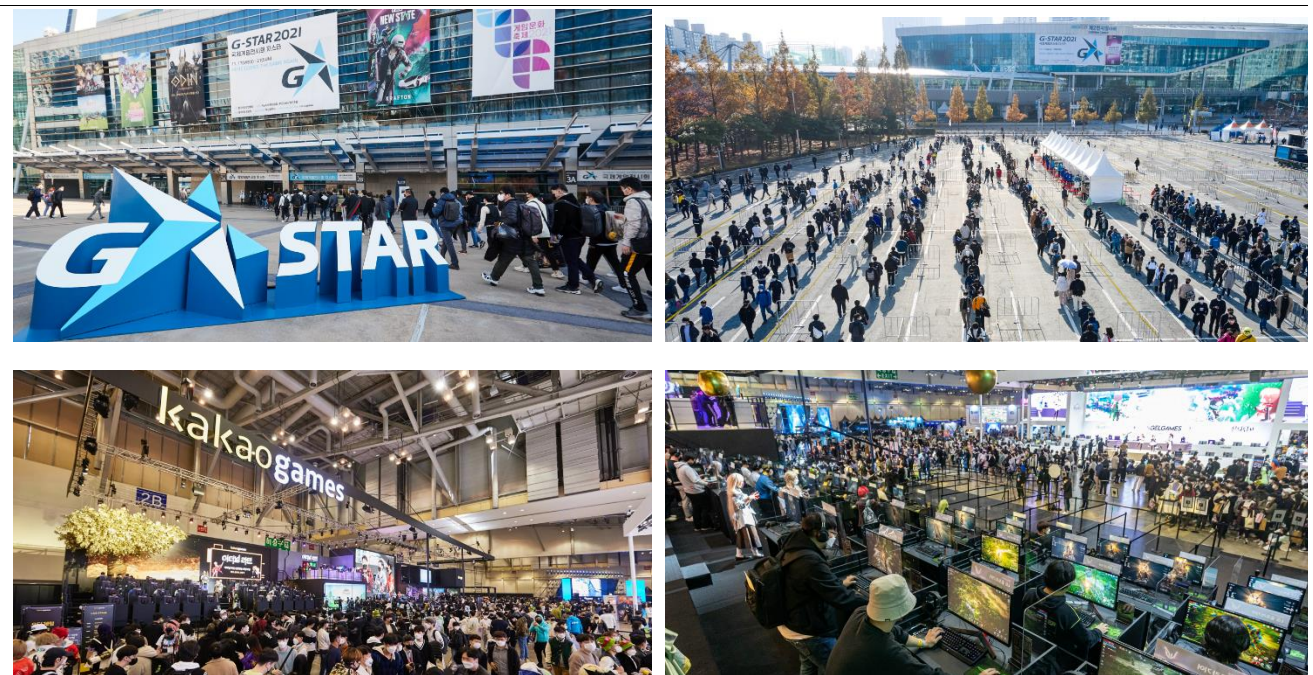
- Hosted by : Korea Association of Game Industry

- Managed by : G-STAR Organizing Committee, Busan IT Industry Promotion Agency

- Host City : Busan Metropolitan City

- Programs : Global Game Conference(G-Con & IGC), Korea Game Awards, Game Cosplay Awards etc.,

- Scope of the Event
 - [BTC] 13 countries / 90 companies
 - [BTB] 44 countries / 693 companies / 1,367 buyers



3. Exhibitor Check List

Classification	Contents				Submission period
	Service/Order		How to Apply		
Documents	Additional Utilities Order form	Form 1	Online	Mandatory	By Oct. 14th (Fri)
	Exhibitor Information Form	Form 2			
	Exhibitor Badge Application Form	Form 3			
	Raw Space Booth Contractor Notification Form	Form 4	E-mail & Online	Raw Space Exhibitors Mandatory	
	Seminar Room Booking Application Form	Form 5	E-mail	Optional	From Sep. 26th (Mon)
	In-booth Event Plan	Form 6			
	On-site Sales Plan	Form 7			
	Heavy Weight Exhibits Move-in and out Application Form	Form 8			
	Open Flames and Dangerous Materials Use Application Form	Form 9			
	Exhibits Delivery and Removal Notification Form	Form 10	On site	Mandatory	On site
	Overtime Work Application Form	Form 11		Optional	
Booth Construction Exhibition center 1 BTC	Raw Space Construction Nov. 13 th (Sun) ~ 16 th (Wed), 2022 (08:00~20:00)			Raw Space Booth constructors should be registered at BEXCO.	
	Shell Scheme Booth Construction Nov. 14 th (Mon) ~ 16 th (Wed), 2022 (08:00~20:00)				
Booth Construction Exhibition center 2 BTC/BTB	Raw Space Booth Construction Nov. 14 th (Mon) ~ 16 th (Wed), 2022 (08:00~20:00)				
	Shell Scheme Booth Construction Nov. 15 th (Tue) ~ 16 th (Wed), 2022 (08:00~20:00)				
Removal of Exhibits/ Booth Dismantlement	BTC	Nov. 20 th (Sun), 2022 (18:00~22:00) (Exhibits Removal)			All exhibits must be removed and booth dismantled within the designated deadline.
		Nov. 21 st (Mon), 2022 (08:00~20:00) (Booth Dismantlement)			
	BTB	Nov. 19 th (Sat), 2022 (18:00~24:00) (Removal & Dismantlement)			

※ You can fill out and submit the above-mentioned forms on www.gstar.or.kr/eng from **September 14th**.

- Contact Point

Person in charge	Tel.	E-mail.	Website
Mr. MinSung Lim (Exhibition center 1 BTC)	+82-51-740-7382	b2c@gstar.or.kr	www.gstar.or.kr/eng
Mr. SungGun Hong (Exhibition center 2 BTC)	+82-51-740-7345		
Ms. HyeWon Park(BTB)	+82-2-2262-7191	b2b@gstar.or.kr	

II . Participation Information

1. G-STAR Offline Participation

Classification	Contents	Note	Unit (USD)	Common
Raw Space	Exhibition center 1 BTC	More than 2 booths	US\$1,500/ booth	1 line(internet) & 1 kw(electricity) per 1 booth
	Exhibition center 2 BTC			
	BTB			
Shell Scheme	Space and shell scheme Including basic Installation		US\$2,500/ 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
Super Early Bird discount	Based on the date of application submission& payment	20%	By May 6 th
Early Bird discount	Based on the date of application submission& payment	10%	By June 22 nd
Continuous Participation	1 time or more participation during the last 3 years	10%	2019, 2020, 2021
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

※Max discount rate: Early bird period 20%, General 10%



※All discount will be applied up to 50 booths.

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

Beneficiary	Korea Association of Game Industry
Bank	SHINHAN BANK
Bank Address	20, Sejong-daero 9-gil, jung-gu, Seoul, Republic of Korea
Account Number	180-009-017008
Swift Code	SHBKKRSE

※ 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	<ul style="list-style-type: none"> - Size : 3m x 3m x 3m(H) - Company signboard & booth walls - 1 Information desk with 1 chair (Basic) - 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.

※ No damage on booth is allowed under any circumstance.

3. G-STAR TV Online Participation

○ Submission Due Date

Classification	Contents	Note
General Application	Submission Due Date	May. 25 th (Wed) ~ Sep. 23 rd (Fri)
	Payment Due Date	2 weeks after invoice issuance

※ When the streaming schedule is fully set, application may be closed early.

○ Participation Fee

Classification	Unit (USD)	Note
G-STAR TV Online Streaming (Streaming content produced by participants)	KRW 10 million/hour	1-hour unit application, maximum 4 hours

G-STAR On-site Performance Streaming (Supporting production & streaming)	KRW 30 million/hour	1-hour unit application, maximum 4 hours
G-STAR TV Commercials (Commercials between streaming contents.)	KRW 10 million/5% of total advertising time	5% per unit application

4. BTB Live Biz Matching

○ Biz Matching Period

Classification	Date	Operating Time
Application Due Date	Sep. 12 th (Mon) ~ Nov. 19 th (Sat)	-
Offline Meeting Period	Nov. 17 th (Thu) ~ Nov. 19 th (Sat)	10:00 ~ 18:00(KST) *Note. Nov. 19 th (Sat) (10:00 ~ 16:00)
Online Meeting Period	Nov. 17 th (Thu) ~ Nov. 19 th (Sat)	00:00 ~ 24:00(KST) *Note. Nov. 17 th (Thu) (10:00 ~ 24:00)

○ How to Use Biz Matching

- Become a member on the G-STAR website (gstar.or.kr/eng) and purchase a Live Biz Matching ticket to participate in Biz Matching.
(Participating companies can access with the account registered for the application on the G-STAR website)
- Biz Matching login information will be sent to the applicant through a separate email. Use that information to login to the G-STAR Live Biz Matching site (<https://app.meettomatch.com/gstar2022/>).
- Participating companies will have separate accounts according to the number of passes (please refer to p.27 of this manual) and will receive separate information about account creation in the future.
- When first logging into the Biz Matching site, the profile creation page appears. If you need to update it after the registration of your profile, you can update the information in the Profile menu.
- Biz Matching participants' information can be checked through the "Guest" or "Showcase" menu located at the top of the Biz Matching main page, and you can apply for a meeting after checking the showcase of a specific guest or company.
- You can search for a specific company and a specific participant through "Guest" and request a meeting.
- Through "Showcase," you can check the company profile and product information registered by each company attending Biz Matching. You can then send a meeting request to the person in charge of the company through the "Meeting Request" button located at the top of the showcase profile.

- When you request a meeting, you will select an online meeting or an offline meeting, and you can apply for the meeting according to the schedule of the other party.
- If the meeting is not possible on the date and time requested by another party, you can offer another possible date and time to the person requesting the meeting.
- If all parties in the meeting agree to the meeting schedule and time, they can check with the “confirmed schedule” function, and the online meeting URL will be released 30 minutes before the start of the meeting, and for offline meetings, the booth number will be released.

※ Biz Matching guide download: https://www.gstar.or.kr/eng/match/match_info.do

○ **Participation Fees for Separate Registration as a Buyer**

Classification		Contents	Note
Early Bird	Trade Visitor Pass	Application Due Date	Aug. 17 th (Wed) ~ Sep. 28 th (Wed) 16:00 (KST)
		Participation Fee	150,000 KRW
	Package Pass (Trade Visitor + G-CON)	Application Due Date	Aug. 17 th (Wed) ~ Sep. 28 th (Wed) 16:00 (KST)
		Participation Fee	200,000 KRW
General Application		Application Due Date	Sep. 29 th (Thu) ~ Nov. 19 th (Sat) 16:00 (KST)
		Participation Fee	250,000 KRW

○ **G-STAR Official App (TBA on the website)**

- The app supports the function to organize your own viewing schedule by bookmarking events and conference schedules and checking them on My Page. It is easy to manage the schedule because you can receive push notifications of the bookmarked schedule.
- You can check the list of BTC and BTB exhibitors, detailed info, booth locations, and major venue information.
- Mobile registration and payment options are available for BTB visitors.

Person in charge	Tel.	E-mail.	Website
Mr. Leo Yim	+82-2-6203-1997	b2b@gstar.or.kr	www.gstar.or.kr/eng

III. Operating Regulations and Compliance

1. Term

- 1.1 “Exhibition” is “Global Game Exhibition (G-STAR, Game Show & Trade, All-Round) 2022” hosted.
- 1.2 G-STAR 2022 is hosted by Korea Association of Game Industry and Managed by G-STAR Organizing Committee.
- 1.3 “Exhibitor” is an individual or a legal entity who has applied for this exhibition and paid the entire participation fee and entered into a “participant contract”.
- 1.4 G-STAR 2022 (“Exhibition” hereafter) will be held in BEXCO (“Venue” hereafter) which is located in Busan Metropolitan City from November 17th(Thu) ~ 20th(Sun), 2022.
* The Venue refers to BEXCO facilities itself and BEXCO Corporation at the same time.
- 1.5 G-STAR 2022 Secretariat is the organization for managing the exhibition (“Secretariat” hereafter).
- 1.6 All terms on the manual and applications for participants are hereinafter referred to as “Operating Regulations” and rules related to the BEXCO exhibition halls and meeting halls are hereinafter referred to as “Operating Regulations for Venues”.
- 1.7 From the location of BEXCO exhibition hall, Halls 1-3 of Exhibition center 1 and 3rd floor, Hall 5 of Exhibition center 2 are BTC Exhibitions, and 1st floor, Hall 4 of Exhibition center 2 is BTB exhibition.

2. Participant Contract

Participant contract is concluded by exhibitor submitting the application form and paying the participation fee in full to the account designated by the organizer.

3. Booth Assignment

The location of each exhibitor’s booth is determined as follows in consideration of the order of application, spatial harmony in the exhibition hall, viewing efficiency, and exhibition effect.

- 3.1 Exhibitor who have applied for 200 or more booths during Super Early Bird or Early Bird application period, will select the booth location from the pre-determined area by the organizer.
- 3.2 Exhibitor who have applied for more than 40 booths in BTC, 20 booths in BTB during the Super Early Bird application period, will select the booth location from the pre-determined area by the organizer by lottery among the exhibitors who applied for same booth sizes.
- 3.3 Exhibitors who have applied for more than 40 booths in BTC, 20 Booths in BTB during the Early Bird application period, will select the booth locations after the booth location selection in Paragraph 2 is completed.
- 3.4 Super Early Bird and Early Bird registration drawing for each booth location or lottery will be provided after the Early Bird application period is closed.
- 3.5 The rules for the booth location lottery can be changed under discussion and agreement between organizer and exhibitors who applied for more than BTC 40 booths and BTB 20 booths.
- 3.6 Exhibitors who have applied for less than BTC 40 booths, or less than BTB 20 booths, or applied during the regular application period, the organizer can arbitrarily allocate the booth location of the exhibitors.
- 3.7 The exhibitors may not lend part or all of the assigned area to a third party at a cost or free of charge, or exchange their areas with other exhibitors. If such a case occurs, the organizer may cancel the allocation of the relevant booth, and in this case, the exhibitor cannot request a refund of the previously paid participation fees.

3.8 Even after the area and location of an exhibitor's booth are determined, the organizer may change the assigned area and location.

4. Priority

Except for the policy about booth allocation, priority will be given to the agreements between exhibitors. However, if a smooth agreement cannot be reached, the secretariat may set priorities based on reasonable criteria such as the number of consecutive participations of the exhibitors, the size of the booth this year, and the history of compliance with previous exhibition regulations.

5. Intellectual Property Rights Protection

- 5.1 The exhibition identity of G-STAR has been registered with the Patent Administration. Unless prior approval has been obtained from the Secretariat, G-STAR exhibition identity may not be used by any other parties.
- 5.2 The exhibition identity of G-STAR refers to the symbol, poster design, the title of G-STAR and any other combination thereof.
- 5.3 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 participant or not.
- 5.4 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.

6. Exhibit Delivery and Removal

- 6.1 Secretariat can make inspection of exhibitor's delivery and removal upon the circumstances.
- 6.2 Exhibitors shall keep in mind the following exhibition hall specifications during the period of delivery and removal.

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

- 6.3 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), 2022**.
- 6.4 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.

- 6.5** 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.
- 6.6** During the period of the show, the delivery and removal of the exhibits are allowed during [09:00~10:00] and [19:00~20:00] with the prior permission of the Secretariat.
- 6.7** 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.

7. Insurance and Exhibition Control

- 7.1** The Secretariat shall insure any visitor's damages or accidents within the exhibition hall during exhibition period.
- 7.2** 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.
- 7.3** Exhibitor shall insure all exhibits, necessary equipment on display as required for the entire period of installation, duration of exhibition and dismantling.
- 7.4** If any damage to other exhibitor is deemed the fault of an exhibitor, the exhibitor is liable for the damage.
- 7.5** Exhibitors are primarily responsible for safe guarding their own properties, during set-up, exhibition days and dismantling.
- 7.6** 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.

8. Admission to Exhibition Hall

- 8.1** 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), 2022).
(TBU for any schedule change)
- 8.2** 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), 2022) and BTC hall on the 4th day (Nov. 20th (Sun), 2022)
- 8.3** 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. (May change to online registration, depending on the COVID-19 situation)
- 8.4** 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.
- ※ Detailed location of journalists' registration desk: TBA
- 8.5** 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.

9. Game Rating Regulation

- 9.1** The exhibitor's exhibition contents shall be the highest priority to comply with the statutory obligations of the final grades classified according the related laws.
- 9.2** The classification exception applies to games produced and distributed for exhibition purpose (Article 21 (1) 1 of the Game Industry Promotion Act). It can be confirmed in advance by the Game Rating and Administration Committee, which is in charge of the deliberation, whether or not the game falls under the classification exception game.
- Game Rating and Administration Committee Public Service Center: +82-51-720-6800
- 9.3** Even though the exhibition is in progress, if the secretariat determines that it is inappropriate for the exhibition, it is possible to take measures such as preventing external exposure, limiting the demonstration, and banning the booth.

10. Dress Code of Operation Staff

- 10.1** 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
- 10.2** 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

11. Restrictions on Rated-R (adults only) Contents

***not available to youth (under the ages of 18)**

- 11.1** When demonstrating the visitors, booths should be constructed by installing walls so that the contents can be completely separated from the outside. Security guards must be present at the entrance and restricted ages for juvenile visitors.
- 11.2** In order to make it easy for visitors to see the demonstration information, the following image can be displayed in the size of 20~25cm within 1m on the left and right and 1.3 ~ 1.5m above the ground without changing the color and ratio. However, if the final classification is required by law, the corresponding grade marker is used.
- 11.3** Video content of the game, such as advertisements and demonstration videos, may be marked with following image. Excessively cruel or sensational expressions should be deleted.

11.4 The secretariat may take measures such as limiting, banning, or leaving the booth if the contents in the exhibition hall are considered inappropriate for use by young people in view of social notions such as raising a third party's problem.



12. Demonstration of Exhibits

- 12.1 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.
- 12.2 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.
- 12.3 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.

13. Audio and Visual System

- 13.1 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.)**
- 13.2 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.
- 13.3 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.
- 13.4 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.
- 13.5 Speaker that is higher than 3m should be towards the center of the booth or downward(floor).
- 13.6 Decibel readings will be conducted by the Secretariat from the closest aisle to the speaker source or speaker direction.
- 13.7 The Secretariat will conduct decibel meter readings one day before the exhibition opening on **Nov. 16th(Wed)** (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.
- 13.8 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)** 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.

- 13.9** 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.)

14. Internet Usage

- 14.1** Exhibitors wishing to use wireless internet should inform the Secretariat the amount of necessary Internet line by submitting [Form 1: Additional Utilities Order Form] either on G-STAR website or by e-mail. 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.
 - ※ Broadcasting Internet requires a separate leased line (general lines cause disruptions in connection) – please contact the Secretariat
- 14.2** Internet access via wired/wireless router installation is prohibited.
- 14.3** If using Internet access via wired/wireless router is found, the Secretariat may confiscate the router until the end of the exhibition.

15. In-booth Event Plan

- 15.1** 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)** as an accident prevention measure.
- 15.2** The Secretariat may adjust the event plan through the prior consultation with the Exhibitor based on the submitted plan.
- 15.3** Unauthorized events can be halted by the Secretariat onsite.
- ※ **The use of special effects such as smog and inflammables is prohibited.**

16. On-Site Sales Regulation

- 16.1** Exhibitors may freely enter into sales contracts for displayed exhibits; however, on-site sales of the displayed items are strictly prohibited.
- 16.2** Posting of any signs on the exhibits indicating the number of contracted sales, the names of purchasing or contracting parties are prohibited.
- 16.3** 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.
- 16.4** 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)**, along with a copy of business certificate in Korea.
- 16.5** 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.
- 16.6** Any exhibits that are unrelated to the show are prohibited on the show floor for display and sales.

17. Advertising Goods and Free Gifts

- 17.1** 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.
- 17.2** 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.

18. Smoking and Drinking

- 18.1** 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.
- 18.2** Drinking and liquor sales in the exhibition hall are prohibited during the exhibition period.

19. COVID-19 Prevention

- 19.1** Exhibitors are obligated to thoroughly comply with the disease prevention guidelines stipulated by the government and local governments such as the Central Disaster and Safety Countermeasure Headquarters and Korea Disease Control and Prevention Agency.
- 19.2** The Secretariat shall follow the government quarantine guidelines to prevent the spread of legal infectious diseases such as the COVID-19 and the participants must comply with them. (Apply social distancing measures enacted during the exhibition period)
- Masks must be worn at all times inside the exhibition hall.
 - Event assistants or stage casts/moderators in the booth must wear masks at all times. However, character models are allowed to take off their masks only when taking pictures, but guidelines must be set up to comply with 2m social distancing and prevent contact with visitors. (Measures mentioned above may be relaxed according to the quarantine measures during the exhibition period.)
- 19.3** Regarding the exhibitors who do not comply with the above, the secretariat may take necessary measures, such as suspension of demonstrations or forced exit of persons concerned, and the exhibitors may not object to this.
- 19.4** The secretariat may report an exhibitor for failing to comply with the disease prevention guidelines to the police.

20. Obligations and Responsibilities

- 20.1** 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.
- 20.2** Exhibitors are liable for all accidents occurring within their exhibition booths.
- 20.3** 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.
- 20.4** Exhibitors shall observe the management regulations set forth by the Secretariat and the exhibition hall operation regulations established by the Venue.
- 20.5** 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.
- 20.6** Any accident occurring inside the booth shall be reported to the Secretariat immediately and settlement shall be the responsibility of the exhibitor.
- 20.7** Exhibitors shall not bring any food into the exhibition hall except for.
- 20.8** Exhibitors shall always have qualified managers who can readily respond to the questions of buyers and customers.
- 20.9** Exhibit management and related materials displayed in the booth shall be the responsibility of the exhibitors.
- 20.10** All exhibits that can be operated shall be installed, taking all the necessary precautions to prevent injuries and accidents to visitors.
- 20.11** 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.
- 20.12** Exhibits shall not be stored or installed in the passageway.

21. Restricting Promotion

- 21.1** Distribution or sale of promotional items (limited figure, etc.) on a first-come, first-served basis is prohibited.
- 21.2** Activities that cause inconvenience such as traffic jams and safety threats to visitors (promotional vehicles, pickets, wind banners, etc.) are prohibited.
- 21.3** Unauthorized use of promotional and photographic drones and airships inside and outside of the exhibition area is prohibited.
- 21.4** In the event that it is considered dangerous or harmful to other exhibits and violates the above, the secretariat may dismiss the first oral warning, the second written warning, and the third voluntarily remove the exhibit.
- 21.5** The above regulation is applicable to all exhibitors that carry out promotional activities at G-Star including sponsorships as well as exhibition booths.

22. Cancellation or Change of the Exhibition

- 22.1** If the organizer cancels the event before the exhibition in accordance with the disease control authorities' COVID-19 guidelines or orders, or if the format of the event is limited to an online format, the participation fees already paid may be returned to the exhibitors.
- 22.2** Cases in which the organizer does not return the participation fees already paid are as follows:
 - 1) In the case of changing, reducing, or canceling the date and place of the exhibition for reasons such as a national crisis situation or natural disaster.
 - 2) In a case where the degree of disease prevention guidelines or orders in "a" is at a level that limits/reduces the number and targets of visitors, not the cancellation of the event or change into the online event.
- 22.3** The organizer shall not compensate for the exhibitors' losses arising from the reasons referred to in paragraphs 1 and 2 of "22.2"

23. 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.

24. 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.

- 24.1** Exhibitors who cancel participation or reject the exhibition space assigned unilaterally without prior approval.
- 24.2** Exhibitors who violate or do not comply with the regulations of both the Exhibition and BEXCO.
- 24.3** Exhibitors who do not pay the participation fee or other expenses within the deadlines.
- 24.4** Exhibitors who are considered to display unrelated materials on the exhibition hall.
- 24.5** When Secretariat concludes that it is difficult to operate the booth because there is no personnel at the booth.

25. Dispute Settlement

- 25.1** The Secretariat has the right to prescribe all matters not stipulated by the General Regulations, and the exhibitors shall follow the Secretariat's decision.
- 25.2** 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 (KST)	Schedule	Hall
Nov.13 th (Sun) ~16 th (Wed)	08:00~20:00	Materials Move-in, Booth Installation ※ Booth Constructors and vehicles must leave the hall after 20:00. ※ Electric power will be supplied sequentially at 15:00.	Exhibition center 1 BTC
Nov.14 th (Mon)~16 th (Wed)			Exhibition center 2 BTC, 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)	10:00~18:00	Exhibition Opening Hours	BTC
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.	
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)	10:00~18:00	Exhibition Opening Hours ※ Exhibit Removal and Booth Dismantlement starts from 16:00, 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 : the use is ‘Cargo’ on the car registration
- 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
		Every 10 min.	One day(24 hr)	
Compact	Sedan (Under 25 passengers / 2.5t)	400 KRW	15,000 KRW	One day Fee X Day(s)
Large	Over 25 passengers or above 2.5t	800 KRW	30,000 KRW	

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

2. Regulations on Booth Installation & Dismantling

2.1 Raw Space Booth Installation

- ※ All installations must comply with the regulations of this manual and BEXCO Exhibition Center’s rules and regulations.
- ※ The person in charge of the exhibitor should inform their agency and installation companies to check with the secretariat and BEXCO hall manager about compliance with the relevant regulations in advance when designing and installing their booth.
- ※ Application for technical support for installation companies (Required)
 - Join <http://ok.bexco.co.kr> membership → Manager’s approval → Log in to “Designated registered companies” → Attach construction report and required files
 - * Unregistered companies cannot report online: If an unregistered company performs construction, the host submits an official letter requesting approval for the use of the unregistered company, and the unregistered construction company submits separate documents.
 - * Submission of documents for unregistered companies: business registration certificate, construction license (including a copy of a technician’s certificate), proof of four major insurances, construction capability evaluation data, commercial general liability insurance policy (Period: Beginning of construction to the completion of demolition/Property: total construction cost for the booth or higher/Personal: KRW 200 million per accident), construction report and field representative application (BEXCO forms), and the construction industry basic safety and health education certificate (daily workers only).
- ※ Participants can be assigned three or four open booths depending on the location of the booth, and the booth device construction must be carried out according to the location.
 - Raw space booth exhibitors should select contractors among those designated by the Venue on [FORM 4. Raw Space Booth Contractor Notification Form] 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)**. 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 installs 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(Exhibition center 1) : 9m for the booths neighboring the hall walls / 5m for the closed-type booth / 8m for the rest.
 - BTC(Exhibition center 2) : 7m for the booths neighboring the hall walls / 4m for the closed-type booth / 6m for the rest(first row).
 - BTB : 4m in the first row and 5m for the rest.
 - Above height limit is applied to the highest point of each structure.
- Exhibition (exposure) of non-exhibitor in the exhibitor booth
 - Non-exhibitor exhibits (exposures) are available in exhibitors' booths (including outdoor booths) for contents, services, technologies, and products corresponding to G-STAR exhibition items.
 - The non-exhibitor's exhibition space should be 50% or less based on the floor area and volume of the entire booth.
 - The exhibition space of non-exhibitor cannot be made to be perceived as separated from the exhibitors. The connection between booths and exhibitors must be connected to one or more floors without walls, and walls cannot be installed near the ally.
 - Non-exhibitor CI/BI should be installed on the structure inside the booth with a size less than 30% (diagonal length) compared to the exhibitor CI/BI. CI/BI is based on the comparison between Cis and includes symbols, characters, figures, and three-dimensional shapes indicating brand names such as content names, service names, technical names, and product names. The size of CI / BI exposed to outdoor banners is also subject to this rule.

2.2 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.

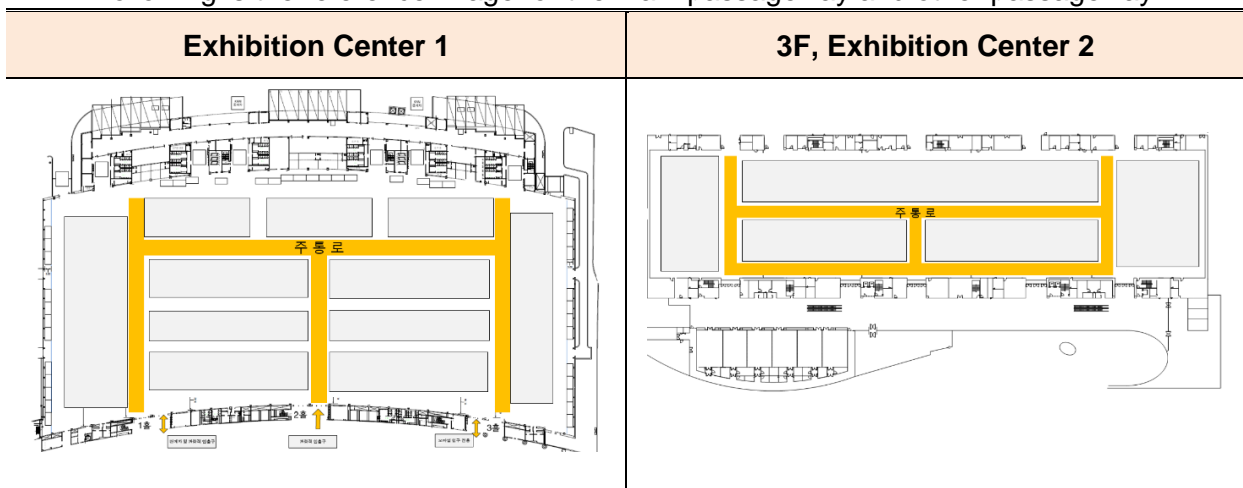
2.3 Raw Space Booth Compartment Limitation (BTC)

Following ‘opening regulation’ which requires opening of certain percentage of booth compartment shall be applied for more than 40 booths in exhibition center 1, 30 booths in exhibition center 2.

- 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 exhibitors who have more than 40 booths in exhibition center 1 or 30 booths in exhibition center 2 wish 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 subject to the “Limitation of the raw space booth height” stipulated in the Operating Regulations.
- Wall components of closed-type booth are subject to the structural safety evaluation regardless of its height.
- Booths with less than 3m adjacent to the side wall of exhibition hall shall be closed to prevent the entry of participants for safety. However, for booths adjacent to the toilet entrance must secure the moving line of participants before closing.
- 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:



2.4 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.
- 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.
- **The use of electric devices such as compressors, electric planes, electric saws, and electric grinders is prohibited in the exhibition hall.**
- **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.**

2.5 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.

2.6 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. 14th(Fri)**
- 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. (**Exception: Exhibition 2, Floor 3, 3 tons, common area 1.5 tons**)

- 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 Venues hall 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.

2.7 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 90m² (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 equipment.
- 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 Areas subject to Rigging Construction

- Areas Available for Rigging: BTC (Hall 1~3 in Exhibition center 1, Hall 5 in Exhibition center 2)
- Areas Not Available for Rigging: BTB (Hall 4 in Exhibition center 2)

3.2 Reporting and Procedure of Rigging Construction

- Submission of Construction Report
 - Submission Date: 2022.10.14.(Fri)
 - Submit at: <http://ok.bexco.co.kr> (report under the name of construction company)

- After being notified of structural review approval, the construction drawing has to be submitted to the company in charge of the structural review.
- Construction Report, Field Safety Management Plan, and Structural Safety Review have to be submitted within the submission period.
 - * Attach the construction schedule when submitting this report.
- Construction materials (truss, chain block, sling belt (double belt)), workers' safety equipment, installation of safety control line, etc. have to be inspected before conducting the construction work.
- Lifting of the rigging truss in its exact position must be inspected and approved by the BEXCO Hall Manager. If failed to follow, the power supply for the rigging truss and equipment supplies can be cut off.
- o Attachments for Construction Report Submission (If not submitted, construction approval will be denied)
 - Rigging truss layout plan arranged on the MT floor plan (Mark points and load by point)
 - Equipment layout plan (Mark locations of equipment installations such as lights installed on truss)
 - Load sum table (add premiums for moving lights, speakers, etc. that generate live loads)
 - Equipment specification table (truss, chain motor, sling belt)
 - Detailed drawings and samples of wooden structures installed on rigging trusses (W -L, 1*1M)
 - Proof of fire safety of combustible structures installed on rigging trusses

3.3 Rigging Regulation

	Exhibition Center 1 BTC	3F, Exhibition Center 2 BTC	
Structure Safety Inspection	More than 180Kg	More than 100Kg	Mandatory Requirements
Max. Permissible Load Per Company	20 tons		Disapproved, when exceeding the permissible load
Permissible Weight Per MT	5 tons	3 tons	
Permissible Weight Per Point	Point : 0.3 tons Others: Under 0.18 tons, only 1 site between panel points is possible		
Total Permissible Load and Distance between Points	<ul style="list-style-type: none"> o Total load between points: less than 1 ton o Distance between points: more than 9m (excluding the non-rigging parts) ※ Directly contact the Secretariat and BEXCO Hall Manager for non-rigging parts 		Follow the total load and distance between points
Measurement of Deflection	Measure the distance from the floor to the bottom of MT at every rigging point before rigging, three times during the event, and after the demolition (Only when the load per point exceeds 0.3 tons)		Developers and rigging construction companies should submit to the Hall Manager's Office.

→ Rigging other than the approved MT points is not allowed.

- o Permissible load per room (Please consult in advance, as permitted load may be reduced depending on the surrounding environment)
 - ※ Rigging is not allowed otherwise mentioned above.
 - ※ Panel points refer to the vertically lower part of the main truss.

○ Rigging Construction

- Common Requirements for Exhibition 1 (Hall 1-3) and Exhibition 3 (Hall 5)

- ▶ All points must be constructed to be vertical to the MT, and the MT and trusses must be double fastened with safety rings (sling belts)
- ▶ Structures installed on rigging trusses must be below permissible load.
- ▶ MT and rigging truss must be linked by chain motors and sling belts, when constructed. The chain motors' lifting capacity must be 1.5 times greater than the total sum weight of substructures. (Submit specification tables (Performance Certificate) of chain motors and sling belts' permissible load)
- ▶ All equipment installed in rigging truss must be double fixed in addition to the existing fixing device.
- ▶ If the power usage for equipment installed in the rigging truss exceeds 100kw/h, the equipment must be inspected for safety by a BEXCO electricity safety manager before use.
- ▶ Structure safety review must be conducted by a structure review company registered with the BEXCO.
- ▶ All materials used for rigging must be non-combustible (flame retardant) materials.
- ▶ No other equipment construction can be carried out in the lower part of the rigging construction site. A safety control officer should be stationed to prevent any safety accidents at all costs.
- ▶ After the lifting of the rigging truss at the exact location, demonstrations (operation) or changes in points are not possible.
- ▶ When there is rigging during the possible outbreak of natural disasters (typhoons), the permissible load must be discussed with managers (structure safety reviewer).
- ▶ Restrict rigging points in Hall 1, 2, 3 at horizontal/vertical 9m, rigging truss' maximum span horizontal 55m for hall 1, below 20m for Hall 2A, 2B, 3A, 3B, and below vertical 90m.
- ▶ Rigging can only be done within the booth. (If it exceeds the booth area, coordinate with the organizer)
- ▶ Trusses must be fastened by bolts and nuts.
- ▶ Spot (post) trusses linked to rigging truss must be operated automatically or manually.
- ▶ If the single structure on the rigging truss exceeds 300 kg or the total weight of structures exceeds 4 tons, proof documents (structure safety review report) about the structure safety of the truss must be submitted.
- ▶ Adding premiums that reflect live load: Subjects (moving equipment, speaker), Weight 30kg (2-fold), 31-45kg (3-fold), more than 45 kg (4-fold)
- ▶ Wire ropes must be double fastened with more than 5mm covers and clips for use.
- ▶ Turnbuckles should be used as something other than castings.
- ▶ If any abnormality is detected in the structure or if there are any visible dangers, safety measures such as reinforcing the post at the bottom must be taken immediately.
- ▶ Rigger structures can never be demonstrated (operated). Its points cannot be moved.

- Requirements for Exhibition 2

- ▶ Rigging is permissible for any structure below 0.1 ton regardless of the location of MT.
- ▶ The number of rigging points per MT line of 8m must be limited to 2 places and the maximum load must be below 1 ton.
- ▶ Load per hall in 5A-E must be below 5 tons. The total permissible load for all 5 Halls must be below 25 tons.
- ▶ Distance between panel points of rigging points in Hall 5 should be 8.1-10.2m vertically and 8.4m horizontally. The maximum span for rigging truss is below 24m horizontally for Hall 5A, C, E, below 20m for Hall 5B, below 28m for Hall 5D, and below 40m vertically.
- ▶ Rigging is not possible when there are no X braces around the hall dividing partitions.

- Materials for Rigging Truss
 - Corroded and significantly rusty materials are never to be used. (apply to all materials including chains, motor, truss, etc.)
 - Materials for truss must be aluminum material series (6000 series/T6) or higher.
 - Truss must be more than 18m long and more than 720mm/720mm in length/width.

(If the total load for attachments is below 100kg and 400mm in length/width, the truss may be used after being approved for its safety)

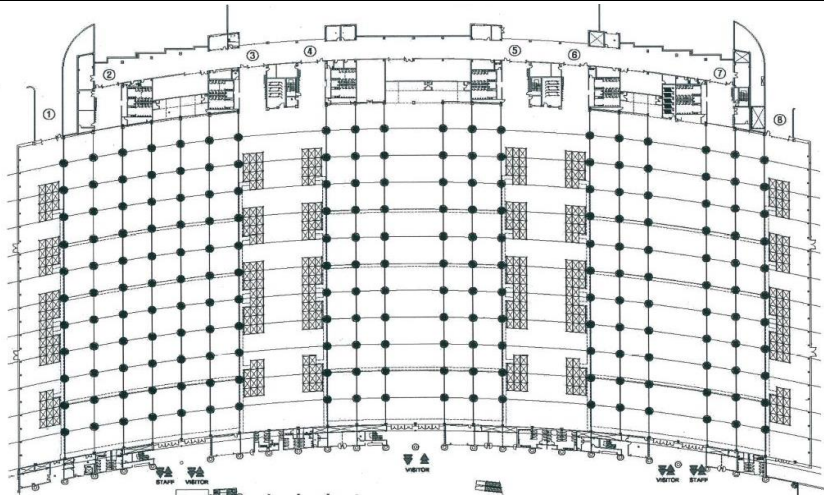
 - Chain blocks, sling bars, and chain motors must be approved for safety and should have the capacity (1.5 times) to safely lift structures for rigging.
 - H-beam must be covered with protective materials to prevent any damage to its surface.
- Other requirements
 - Construction should be conducted according to the approved Structure Safety Review Report. If rigging points and structures have to be additionally constructed, the construction should be stopped for a re-examination of the structure's safety and resume the construction after its safety is approved.
 - All workers must wear safety caps and safety shoes during the rigging construction. The lower part of the construction should be restricted and controlled by third personnel.
 - The rigging truss must be installed as an independent structure and should not be connected to substructures.
 - Rigging must be vertical only to the approved point.
 - The on-site representative must regularly inspect the structure for any abnormality.
 - The construction party bears full responsibility about the equipment installed on the rigging truss. The rigging (truss) company must oversee whether the construction is carried out according to the Structure Safety Review Report.
 - If the design (drawing) changes are approved or approved conditionally but are not reflected in the actual construction, power usage may be blocked on the constructed equipment.
 - Please refer to the Construction Report Website for application forms, etc. (Contact BEXCO Hall Manager's Office)

3.4 Structure Review

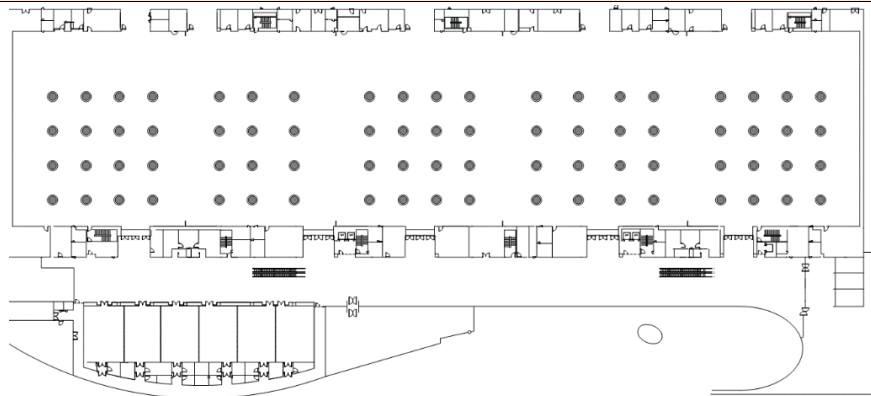
- Requirements when conducting a review
 - Structure Review must review and approve drawings according to the procedures of work operation and rules stipulated in relevant laws about rigging.
 - Any drawing that has not been approved by the BEXCO Hall Manager or that does not meet the requirements cannot be reviewed for structure review.
 - The operation of rigging construction must be reviewed by on-site inspection to confirm whether or not they follow the Structure Safety Review guidelines. The result should be reported to the BEXCO (Manager's Office). If reinforcement work is necessary, reinforcement work plan should be submitted for approval.
- Approval Procedure of Rigging Construction
 - Rigging company submits construction report to OK site → Review by manager (submit additional documents, when failed to all documents) → Approval by manager (Notify rigging company about the structure review approval)
 - Rigging company submits the drawing to Structure Review company → Conduct structural review (For any changes, coordinate with the manager and report the change to the construction company) → Approval of structure safety
 - Rigging company submits the structure computation and delivery completion confirmation letter and structure safety review report to the OK site.

3.5 EXCO Main Truss Point Floor Plan

Exhibition Center 1



3F, Exhibition Center 2



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. 14st(Fri)**. 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)** 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.

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.
- 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

V. Exhibitors Service

1. Entrance Badges

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

Booth size	3 ~ 100 booths	2 booths	1 booth
Passes	(Booth size) x 2	5	

○ 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. 14st(Fri)**.

※ **Please check your booth size and amount of free badges prior to submit the form.**

※ **Please contact the Secretariat for extra passes (additional costs for extra passes)**

1.3 Badges can be collected at the designated place by **Nov. 16th(Wed)**

※ **Exhibition center 1 BTC: Registration Counter at Exhibition Center 1**

Exhibition center 2 BTC: Registration Counter at Exhibition Center 2 (5A Hall)

BTB: Registration Counter at Exhibition Center 2 (4A Hall)

1.4 The above may change due to changes in the government's disease prevention guidelines, including social distancing levels, and if so, the changes will be re-announced.

2. Free Invitation Tickets

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

Booth size	100 and over	80 and over	60 and over	40 and over	20 and over	10 and over	Under 10	1
Tickets	1,500	1,300	800	500	150	70	20	10

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 Cautions

1) Selling free invitations or re-transferring them to non-exhibitors is strictly prohibited.

2) Free invitation tickets have to be exchanged for entry wristbands at the on-site ticket area. (can be replaced by an online registration method depending on the covid-19 situation)

3. Hotel Reservation Information

- ※ The number of discounted rooms is limited and may be fully booked at an early date.
- ※ Room types and prices for G-STAR will be announced in the future.

- **Paradise Busan**

- Tel : +82-10-5238-2025
- Website : <http://www.busanparadisehotel.co.kr>

- **Grand Josun Busan**

- Tel : +82-10-2005-0416
- Website : <https://gjb.josunhotel.com/main.do>

- **The Westin Josun Busan**

- Tel : +82-10-3537-9650
- Website : <https://www.josunhotel.com/hotel/westinBusan.do>

- **Park Hyatt Busan**

- Tel : +82-10-5210-3958
- Website : <http://busan.park.hyatt.kr>

- **Signiel Busan**

- Tel : +82-10-3047-0056
- Website : <https://www.lottehotel.com/busan-signiel/ko.html>

- **Ananti Hilton Busan**

- Tel : +82-10-4347-4943
- Website : <https://anantihilton.co.kr>

- **Shilla Stay Haeundae**

- Tel : +82-10-3180-4004
- Website : <http://www.shillastay.com/haeundae>

- **Grand LCT Residence**

- Tel : +82-10-9076-5778
- Website : <https://www.grandlct.com>

- **Felix by STX**

- Tel : +82-10-5057-6852
- Website : <https://www.felixbystx.com>

- **Kolon SeaCloud Hotel (Business)**
 - Tel : +82-10-9182-6700
 - Website : <http://www.seacloudhotel.com>

- **Hanwha Resort Busan**
 - Tel : +82-10-3555-0600
 - Website : <https://www.hanwharesort.co.kr>

- **Baymond Hotel**
 - Tel : +82-10-5555-8585
 - Website : www.baymond.co.kr

- **Asti Hotel**
 - Tel : +82-10-3568-8158
 - Website : <https://astihotel.co.kr>

※ Discounted room rates are subject to change by the Secretariat or hotel.
Please check the price once again before making the reservation.

4. Transportation Information

4.1 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	+82-1577-9956
	Busan Western Bus Terminal	+82-1577-8301

4.2 Train(KTX)Schedule

KTX	Time	Note
Seoul ⇒ Busan	5:15~22:50 Runs every 10-60min.	Different each day
Busan ⇒ Seoul	5:10~22:50 Runs every 10-60min.	Different each day

4.3 Domestic Flight Schedule (Air Busan)

GIMPO Airport → GIMHAE Airport (Busan)										
Airline	Flight No.	Day							Time	
		11/14 (Mon)	11/15 (Tue)	11/16 (Wed)	11/17 (Thu)	11/18 (Fri)	11/19 (Sat)	11/20 (Sun)	Dep.	Arr.
Air BUSAN	BX8803	○	○	○	○	○	○	○	07:30	08:25
	BX8805	○	○	○	○	○	○		08:30	09:25
	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
	BX8819	○	○	○	○	○	○	○	15:30	16:25
	BX8821	○	○	○	○	○	○	○	16:30	17:25
	BX8823	○	○	○	○	○	○	○	17:30	18:25
	BX8825	○	○	○	○	○	○	○	18:30	19:25
	BX8827	○	○	○	○	○	○	○	19:30	20:25
	BX8829	○	○	○	○	○	○	○	20:30	21:35
	BX8831				○	○		○	21:30	22:25

GIMHAE Airport (Busan) → GIMPO Airport

Airline	Flight No.	Day							Time	
		11/14 (Mon)	11/15 (Tue)	11/16 (Wed)	11/17 (Thu)	11/18 (Fri)	11/19 (Sat)	11/20 (Sun)	Dep.	Arr.
Air BUSAN	BX8800	○	○	○	○	○	○		07:00	07:55
	BX8802	○	○	○	○	○	○	○	08:00	08:55
	BX8804	○	○	○	○	○	○	○	09:00	09:55
	BX8806	○	○	○	○	○	○	○	10:00	10:55
	BX8808	○	○	○	○	○	○	○	11:00	11:55
	BX8812	○	○	○	○	○	○	○	13:00	13:55
	BX8814	○	○	○	○	○	○	○	14:00	14:55
	BX8816	○	○	○	○	○	○	○	15:00	15:55
	BX8818	○	○	○	○	○	○	○	16:00	16:55
	BX8820	○	○	○	○	○	○	○	17:00	17:55
	BX8822	○	○	○	○	○	○	○	18:00	18:55
	BX8824	○	○	○	○	○	○	○	19:00	19:55
	BX8826	○	○	○	○	○	○	○	20:00	20:55
	BX8828	○	○	○	○	○	○	○	21:00	21:55
	BX8830				○	○		○	21:30	22:25

* Flight schedule is subject to change due to circumstances. Please check the latest schedule and reservation details on Air Busan website(www.airbusan.com) before you book a ticket.