

Your Stand at the Fair

Terms and Conditions

1. Duration

- 1 Seoul International Book Fair 2019 takes place from 19 June to 23 June 2019 for 5 days.
- 2 Opening hours for Visitors: 10:00-19:00 on 19-21 June
10:00-20:00 on 22 June
10:00-17:00 on 23 June
- 3 Opening hours for Exhibitors: 09:00-19:30 on 19-21 June
09:00-20:30 on 22 June
09:00-24:00 on 23 June
- 4 The organizer may postpone the fair or change its duration and times of opening for good cause.

2. Registration and Payment Procedures

- 1 Deadline for the registration as an (Co-)Exhibitor for Seoul International Book Fair 2019 is 1 February 2019. The complete form must be returned to the organizer only by email at info@kpa21.or.kr.
- 2 Invoice will be issued after receipt of the registration.
- 3 Payment shall be made within 3 weeks of receipt of the invoice.
- 4 Payment shall be made in US dollars only via wire transfer to:
 - Account Name: Korean Publishers Association
 - Bank Name: Woori Bank
 - Branch Name: Susong-dong Branch
 - Bank Address: 17, Worldcupbuk-ro 60 gil, Mapo-gu, Seoul 03921, Korea
 - Account Number: 1005-601-972471
 - Swift Code: HVBKRXSEXXX
- 5 Any remittance charge, including intermediary bank charge, should be borne by remitter.
- 6 A copy of the bank transfer should be sent by fax at +82-2-738-5414 or by email at info@kpa21.or.kr after remittance to the assigned bank account.

3. Stand Allocation

- 1 The location of stands will be assigned according to the size of exhibit space, taking into account as far as possible, the Exhibitor's preference, the nature of the exhibits and/or services which he is presenting, if necessary, the date on which the application was registered.
- 2 Any claim regarding the location in the layout must be presented by the exhibitor within one week of receiving the floor plan.
- 3 The organizer cannot reserve or book a specific location for the next fair and the participation in previous fair shall not confer any right to a particular location or any priority in the allocation.

4. Stand Specifications

- 1 Stands shall not exceed the height limit of 5 meters.
- 2 Exhibitors who have registered for TYPE-A Space-Only Stands should work with an officially authorized stand builder of COEX for safety purposes.
- 3 Exhibitors shall keep the sound level down to well below 70dB.
- 4 Fascia Boards for TYPE-B and TYPE-C stands shall be decided by the organizer if the exhibitor has not informed about it in advance.

5. Exhibitor Directory

- 1 The organizer reserves the right to publish the Exhibitor directory and the responsibility for providing the information required for its publication rests solely upon the Exhibitors.
- 2 The information, to be added in the directory upon registering, should be submitted before deadline.
- 3 The organizer can publish the exhibitor's information on the Fair's website, in the official exhibitor directory and/or in any other media

linked to the Fair (SNS, visitor guide, etc.).

- 4 The organizer reserves the right to change, delete refuse to edit the text of any paid advertising that might be considered inappropriate.
- 5 The organizer accepts no responsibility for any omissions or errors in reproduction or composition or any other mistakes which may occur.
- 6 One Exhibitor Directory for each exhibitor.

6. Exhibitor Passes

- 1 Exhibitor passes allow permanent entry to the fair for Exhibitors. Exhibitors must wear the passes for installation and dismantling of stand.
- 2 Each exhibitor receives one pass per 3m² of space. Passes can be collected on-site free of charge at the Exhibitor Support Center.

7. Cancellation

- 1 Should the Exhibitor decide to cancel participation or reduce the total number of stands once the registration has been submitted, the following charge will be deducted from the payment made by the exhibitor and the rest of the total payment will be refunded to the exhibitor within 30 days of cancellation.
 - Before 12 April 2019: 50% of the total payment will be deducted
 - After 12 April 2019: 100% of the total payment will be deducted

8. Installation and Removal

- 1 The installation and removal of the exhibits and stands must be completed by the date and time stipulated by the organizer.
 - Stand installation can begin at 8:00 on 17 June and must be completed by 20:00 on 18 June 2019.
 - Dismantling of stands can begin at 17:00 on 23 June and must be completed by 24:00 on 23 June 2019.

9. Cleaning-Maintenance

- 1 Your space will be cleaned up on the first day before the opening ceremony for public opening. Exhibitors are fully responsible for keeping the stands clean during the fair.

10. Liability

- 1 It is mutually agreed that the organizer shall not be liable to the Exhibitors for any damages made to and/or loss of the exhibitor's property, or for injuries to persons under any circumstances.
- 2 It is the responsibility of the Exhibitor to insure his exhibits against damage or theft both during transit to and from the exhibition hall as well as for the duration of the fair.

11. Security and Safety

- 1 All materials of the displaying facilities should have prior anti-fire treatment or be nonflammable. Flammable materials are prohibited in the hall.
- 2 The organizer shall reserve the right to limit any constructions or demonstrations that pose as potential safety hazards.
- 3 Smoking is prohibited in the exhibition hall except at the places permitted by the organizer.

12. Changes

- 1 The organizer may alter the duration of the fair and opening hours when and if it is deemed to be necessary.
- 2 Any disturbance or loss resulted from such alteration will not be reimbursed, and the Exhibitors may not cancel their registration for exhibit. Exhibitors should open the stands during altered period and hours.

How to Participate

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| TYPE-A Space Only 9 m ² (3m x 3m) US \$ 1,400/Unit | No walling, stand fittings nor electrics provided. Space only exhibitors are responsible for providing all of this at their own cost. (minimum 18 sqm) |
| TYPE-B Shell Scheme Stand 9 m ² (3m x 3m) US \$ 1,800/Unit | <ol style="list-style-type: none"> 1. 2 side walls and 1 back wall 2. fascia board 3. 1 information desk 4. 1 folding chair 5. spotlights 6. carpeting 7. electric outlet: 220V (single phase, 60Hz) |
| TYPE-C Small Stand 2 m ² (1m x 2m) US \$ 600/Unit | <ol style="list-style-type: none"> 1. 1 back wall 2. fascia board 3. 1 round table 4. 1 folding chair 5. 4 sloping shelves 6. spotlights 7. carpeting 8. electric outlet: 220V (single phase, 60Hz) |



TYPE-B



TYPE-C

*Please Note: Shelves are not included in the TYPE-B Shell Scheme Stand.
 Please place an order for the number of shelves required for your stand.
 *Application for Utility Services will be done later in May.