



Exhibitor Manual

Korea Railways & Logistics Fair – RailLog Korea

14 – 17 June 2017

BEXCO – Busan Exhibition & Convention Center

Busan, Korea

- Important information enclosed.
- Please return the order forms by the deadlines stated.
- The Exhibitor Manual is also available online at www.raillogkorea.com/en.

Dear Exhibitor,

Thank you for your registration to exhibit at the Korea Railways & Logistics Fair 2017 – RailLog Korea 2017.

This manual is designed for your convenience, and to give you the necessary information for your participation in RailLog Korea 2017. It contains all the forms you need to order various related services and additional booth equipment.

We kindly ask you to return the forms **before the deadlines** in order to enable us to fulfill your requirements before the show commences. All forms should be filled clearly in block capitals.

If you have any further questions, please feel free to contact our RailLog Korea Team at Messe Frankfurt Korea Ltd.

Contact:

Messe Frankfurt Korea Ltd.

Fl. 8, Business Tower, Nuritkum Square,

396, Worldcupbuk-ro, Mapo-gu,

Seoul 03925, Korea

Tel. +82 2 775-2280

Fax. +82 2 776-5113

E-mail. info@korea.messefrankfurt.com

The Team:

Ms. Linda Kim, Project Manager ✉ Linda.Kim@korea.messefrankfurt.com

Ms. Esther Kim, Trade Fair Coordinator ✉ Esther.Kim@korea.messefrankfurt.com

Thank you for your registration and wish you a successful participation.

Yours sincerely,

RailLog Korea Team

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*** Compulsory forms that standard booth exhibitors should submit**

**** Compulsory form that raw space exhibitors should submit**

Organisers

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Fl. 8, Business Tower, Nuritkum Square,
396, Worldcupbuk-ro, Mapo-gu
Seoul 03925, Korea

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E-mail. info@korea.messefrankfurt.com

BEXCO –
Busan Exhibition & Convention Center
55, APEC-ro, Haeundae-gu
Busan 48060, Korea

Mr. Jeong-ho Park
Tel. +82 51 740-7517
Fax. +82 51 740-7360
E-mail. railkorea@bexco.co.kr

Co-organisers

The Korea Railway Association (KORASS)
Fl. 6, Cheongnyangni Station,
214, Wangsan-ro, Dongdaemun-gu,
Seoul 02555, Korea

Tel. +82 2 3487-7781
Fax. +82 2 3487-7783
E-mail. Korass58@daum.net
URL: www.korass.or.kr

Korea Rolling Stock Industries Association
(KORSIA)
Rm. 2-303, 176, Cheoldobangmulgwan-ro,
Uiwang, Gyeonggi-do 16105, Korea

Tel. +82 2 761-1766
Fax. +82 2 761-1768
E-mail. korsia@hanmail.net
URL. www.korsia.or.kr

Official Forwarding Agent

Schenker Korea Ltd.
Incheon International Airport, Free Trade Zone,
Airport Logistics Park G3 block,
97-49, Gonghangdong-ro 296 beon-gil, Jung-gu,
Incheon 22379, Korea

Mr. Sangick Park
Tel. +82 32 744-0429
Fax. +82 32 744-0601
E-mail. sangick.park@dbschenker.com
URL. www.dbschenker.kr

Furniture Rental

Erencom Service Co., Ltd.
Business Center, Fl. 1, BEXCO,
55, APEC-ro, Haeundae-gu
Busan 48060, Korea

Mr. Chan-uk Lee
Tel. +82 51 740-8119
Fax. +82 51 740-8282
E-mail. lcc2929@naver.com

Deadlines for Returning Forms

Deadline	Description	Form No.	Page No.
17 April 2017	Visa Application	Form 10	34
28 April 2017	Fascia Board	Form 1	21
	Catalogue Entry	Form 2	22-23
	Advertisement & Sponsorship	Form 3	24
	Exhibitor Pre-registration	Form 5	26
	Furniture Rental	Form 7	28-31
	Additional Facilities	Form 8	32
	Report on Event within Booth	Form 9	33
10 May 2017	Forwarding & Transport Order	Form 4	25
	Contractors for Raw Space & Drawings	Form 6	27

Show Schedule

Booth set-up & exhibits move-in	11 – 13 June 2017 (Sunday – Tuesday) 08:00 – 22:00
Exhibitors move-in & booth decoration	13 June 2017 (Tuesday) 12:00 – 22:00
Show days	14 – 17 June 2017 (Wednesday – Saturday) 10:00 – 17:00
Booth dismantling & exhibits move-out	17 June 2017 (Saturday) 17:00 – 20:00
	18 – 19 June 2017 (Sunday – Monday) 08:00 – 20:00

Please note:

1. Exhibitors are allowed to enter the exhibition hall one hour before the fair opens during the show days.
2. 08:00-20:00 is the normal working hours for move-in period. Exhibitors who need to work overtime should request in advance through the organiser before 15:00 on the date intended.

Governing Law

Exhibitors are required to observe and comply with all the laws of the Republic of Korea.

General Rules

1. All exhibitors must abide by the management regulations as well as the site regulations set forth by the organiser including the closing hours of the building.
2. No person under age 18 will be permitted to enter the hall during the show days except the final day (17 June 2017) of the exhibition. Please remind your buyers not to bring children or anybody of under age 18.
3. Generally, exhibitors are allowed to enter the exhibition hall one hour before the show opens, and must leave the exhibition hall by 18:00 during the show days. Electricity will be disconnected at this time.
4. The organiser is responsible for the general security of the entire venue, but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitors, their personal belongings and exhibits. Exhibitors are therefore responsible for taking out all necessary insurance, which should include (but is not limited to) their displays, exhibits, booth fittings and fixtures, and third parties against loss or damage by theft, fire, public (including occupier's) liability and other natural causes.
5. No photography, video shooting or sound recording is allowed in the exhibition hall, unless approved in advance by the organiser.

Booth Positioning and Hall Layout

1. The organiser shall allocate the space considering the floor space, the order of applications received, type of the products and other reasonable standards. Participants may not object to the decisions made by the organiser.
2. Participants shall not rent, lend or transfer all or any part of the booth space allocated to them; shall not exchange the booths with other participants. If this provision is violated, the organiser may dismiss the participants from the show.
3. The organiser has the right to change the assigned location and area even after allocation is completed. In this event, participants may not cancel or file claims against the organiser on the grounds of such changes.

Obligations and Responsibilities

1. Exhibitors shall take all legal responsibilities for all damages occurring as a result of their failure to observe the instructions of the organizer and other regulations.
2. Exhibitors shall be liable for all accidents occurring in their exhibition booths.
3. The organiser's responsibility is limited to damages occurring due to the fault of the organiser and related personnel in carrying out their duties. Therefore, the organiser shall not be liable for theft and damage caused by the fault of exhibitors or other similar reasons.

Move-in and Move-out of Exhibits

1. The organiser will not accept or sign for any goods, exhibits or other materials on behalf of any exhibitor before or during the show. Please arrange a representative at your booth to receive goods. All exhibits sent directly to the stand should be clearly marked.
2. During the period for move-in and move-out, the supervisor must always be present at the site to prevent theft or loss of exhibits. The organiser shall not be liable for any theft or loss in any way.
3. During the period of the fair, the move-in & move-out of the exhibits are allowed during [08:00~09:30] and [18:00~19:30] with the prior permission of the organiser.
4. Removal of exhibits may commence only after 17:00 on 17 June 2017. The organiser shall not be liable for any damage to the exhibits or booth materials left behind at the exhibition venue. All such materials shall be deemed abandoned and disposed of by the organiser at the expense of the exhibitor concerned.

Fire & Safety Regulations

1. Smoking is prohibited in the exhibition hall.
2. No fire is allowed in the exhibition hall.
3. Any flammable and explosive material being brought into the fairground should be applied from and approved by the organiser beforehand.
4. The organiser may, upon instruction from the fire authority, issue additional guidelines.

Visa Application

According to the Korean Immigration Bureau, nationals of most foreign countries can visit Korea visa-free.

- For those who need to apply for a relevant visa to participate at the fair, they may submit their visa applications directly to the Korean Embassy at their country.
- The organiser will provide assistance by issuing invitation letter, but is not responsible for obtaining visas for exhibitors. Unsuccessful visa application will not constitute a basis for cancellation of exhibitor contract.

Location of BEXCO

BEXCO – Busan Exhibition & Convention Center

Add: 55, APEC-ro, Haeundae-gu,
Busan 48060, Korea

Tel: +82 51 740-7457

Fax: +82 51 740-7360

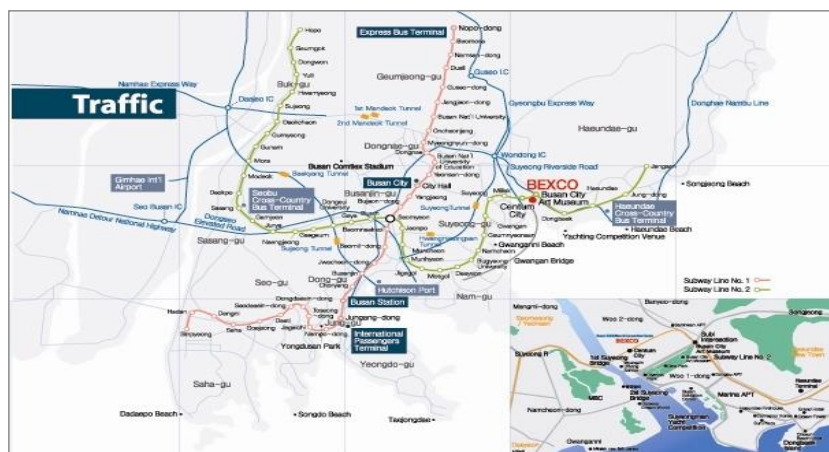
Website: www.bexco.co.kr



How to get there



Transportation in Busan



Gimhae International Airport → BEXCO: 27km
Approx. 40 minutes by Taxi/Airport Limousine Bus

Haeundae Station → BEXCO: 2km
5 minutes by Taxi

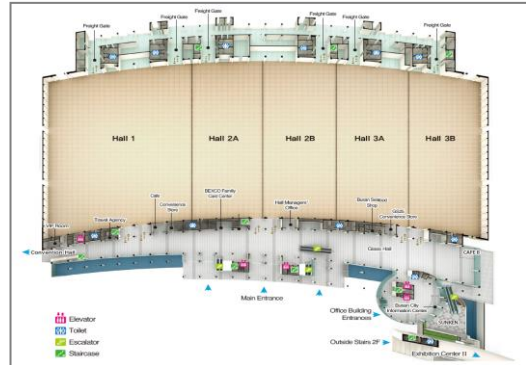
Busan Station → BEXCO: 20km
Approx. 40 minutes by Taxi/Bus

Busan Central Bus Terminal → BEXCO: 19km
Approx. 1 hour by Taxi or Subway

Exhibition Halls at BEXCO

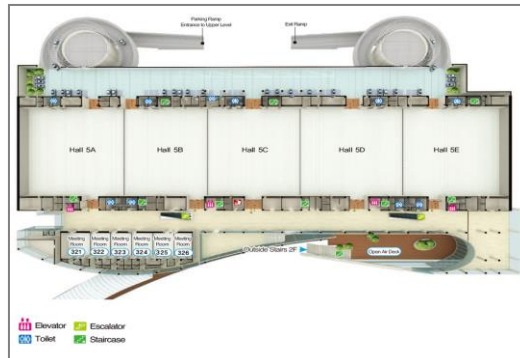
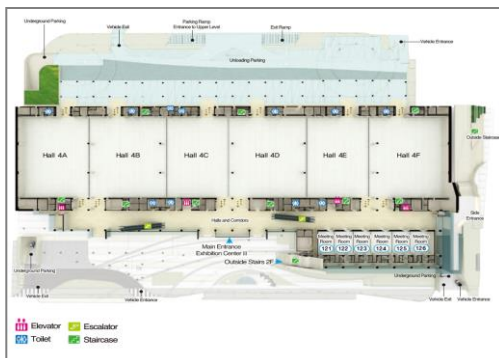
Exhibition Center I

- Pillar-free hall
- The exhibition hall covers 26,508sqm and can be divided into three halls by movable partition walls
- Floor load: max. 5 tons,
- Height of the ceiling: max. 22.5 meters
- Installation of trench boxes that are 9 meters in squares, with the newest equipment
- Main uses: exhibitions, large scale meetings, events, etc.

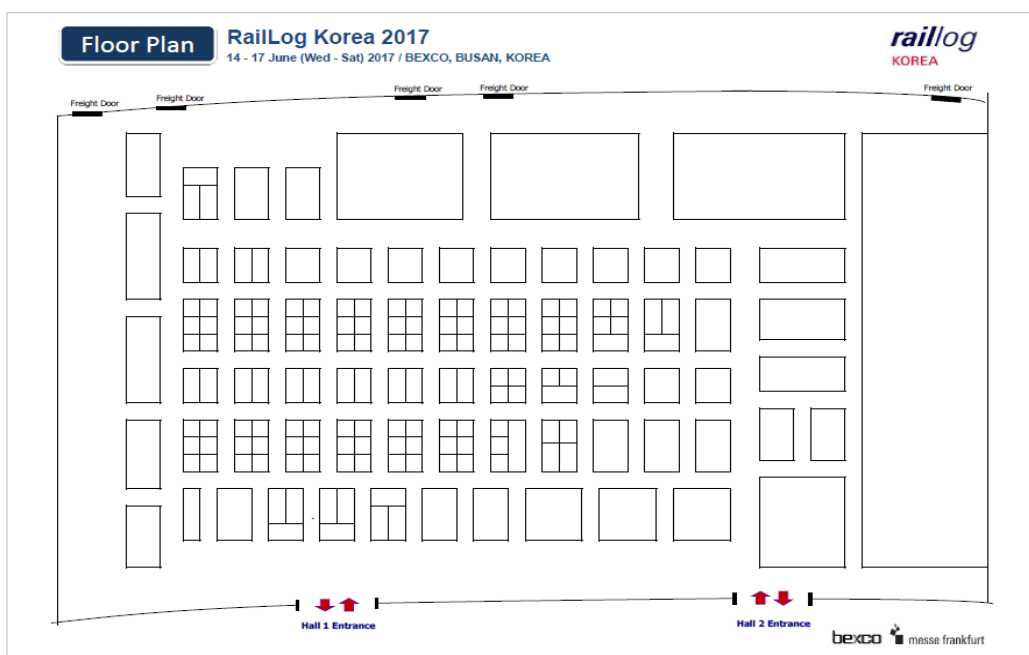


Exhibition Center II

- Exhibition area of 19,872sqm: 9,936sqm (1F), 9,936sqm (3F)



Venue for RailLog Korea 2017 – Halls 1 & 2 at Exhibition Center I



Hotels in Busan

The following hotels are recommended for your choice. The rates, quoted in local currency (KRW), are for RailLog Korea only. For reservation, please contact the charging person at each hotel and don't forget to admit your identity as exhibitor of RailLog Korea.

Hotel/Grade	Room Type	Contact	
Paradise Hotel Busan *****	Main Building	DELUXE City	Ms. Hyun Kim Tel. +82 51 749-2111 thkim@paradian.com www.paradisehotel.co.kr
		DELUXE Ocean Terrace	
		Executive City	
		Executive Ocean Terrace	
	New Building	DELUXE City	
		DELUXE Ocean	
		DELUXE Ocean Terrace	
		Executive City	
	Executive Ocean		
	Executive Ocean Terrace		
The Westin Chosun Busan *****	DELUXE (Park View)	Mr. Taehyun Kim Tel. +82 51 749-7410 taehyun.kim@westinchosun.co.kr www.chosunhotel.co.kr	
	DELUXE (Beach View)		
	Executive (Park View)		
	Executive (Beach View)		
Haeundae Grand Hotel *****	Deluxe City View (Double/Twin)	Mr. Daniel Kim Tel. +82 51 740-0590 danielkim@haeundaegrandhotel.com www.haeundaegrandhotel.com	
	Deluxe Ocean View (Double/Twin)		
	Executive City View (Double/Twin)		
	Executive Ocean View (Double/Twin)		
	Executive Ocean Suite (Family)		
Haeundae Centum / Residence	Deluxe	Ms. Joohyun Lee Tel. +82 51 720-9903 Jh1003@ecentumhotel.com www.ecentumhotel.com	
	Corner Suite		
	Centum Suite		
Kunoh SeaCloud / Residence	Superior	Mr. Jitaek Park Tel. +82 51 933-4393 jtpark@seacloudhotel.kr www.seacloudhotel.kr	
	Executive Suite		

※ For more information about accommodations in Busan, please refer to the website:
<http://etour.busan.go.kr/index.busan>

For transportation of overseas/domestic exhibits, the following company has been appointed as the official forwarder.

1. Contacts in Korea

Schenker Korea Ltd.

Incheon International Airport, Free Trade Zone, Airport Logistics Park G3 block,
97-49, Gonghangdong-ro 296 beon-gil, Jung-gu, Incheon 22379, Korea

Contact: Mr. Sangick Park / Head of Fairs & Exhibitions Dept.

Tel: +82 32 744-0429

Fax: +82 32 744-0601

E-mail: sangick.park@dbschenker.com

Detailed shipping guidelines will be available individually upon request.

2. Consignment Deadlines

Shipment should arrive into designated port/airport by following date.

Sea freight consignments to Busan port

- | | |
|---|---------------------|
| - FCL (full container load) | 02 June 2017 |
| - LCL (less than container load) | 31 May 2017 |

Air freight consignments to Incheon International Airport (ICN)	05 June 2017
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Move-in date for cargo	10 – 13 June 2017
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Move-out date for cargo	17 – 18 June 2017
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Above dates are set for on-time import process. Any shipment arriving after the arrival deadline is not guaranteed for on-time delivery. Therefore, the exhibitor must arrange shipping of the shipment to meet the deadlines.

3. Consignment Instructions & Consignee Address

All exhibition goods, either by sea freight or air freight, must be shipped as **Freight Prepaid**.

Bill of Lading or Air Waybills should be completed as follows:

CONSIGNEE	Schenker Korea Ltd. Incheon International Airport, Free Trade Zone, Airport Logistics Park G3 block, 97-49, Gonghangdong-ro 296 beon-gil, Jung-gu, Incheon 22379, Korea Tel: +82 32 744-0429 Attn: Mr. Sangick Park
NOTIFY PARTY	Name of exhibitor: c/o Korea Railways & Logistics Fair or RailLog Korea Hall / Stand No.:

4. Document Requirements

A. Each shipment has to be accompanied by a full set of documents specified as follows:

- Bill of Lading or Air Waybill 1 Original and 2 Copies
- Commercial / Pro forma Invoice 2 Copies
- Packing List 2 Copies
- Insurance Policy (if applicable) 1 Original and 2 Copies
- Drawing, Floor plan for heavy machine or display

B. Commercial / Pro forma Invoice and Packing list have to contain following details:

- Shipper / Consignee address and original signature or stamp
- Exhibitor's name / Stand number
- Name of exhibition
- Description of goods / HS Code / Unit price / Total price
- Quantity
- Weight and dimension

All documents should be issued in English language. Copy of document set and shipping schedule should be emailed to official forwarder by two days prior to the arrival for air shipment and seven days prior to the arrival for ocean shipment.

Please also advise the shipment instruction by document due date so that official forwarder can understand service requirements in details. When gross weight of exhibits exceeds 2,000kgs or when the total volume of exhibits is substantial, e.g. over 10cbm, the exhibitor should submit a drawn-to-scale to facilitate the transport and positioning of the exhibits. Case number and front side of the case must be clearly shown on the layout as well as the case.

For the temporary clearance, please add following clause:

“These goods are intended for the display purpose only at “Korea Railways & Logistics Fair 2017, or RailLog Korea 2017.”

5. Marking / Packing

The following marking must be painted on two opposite sides of each case:

RailLog Korea 2017
Name of Exhibitor:
Hall / Stand No.:
Venue:
Case No.:
Size: Length x Width x Height cm
Gross weight / Net Weight: kg

The packing should be sturdy enough against outside force and shock on transportation. Wooden case tightened with bolts, screws and hinges is recommended for reusable purpose after the exhibition.

6. Heavy and Oversized Exhibits

An exhibitor with heavy or oversized exhibits must be on-site early and direct the operation of unpacking and positioning. If a mobile crane or forklift is required for installation of equipment, the exhibitor should send their requirements to the official forwarder in advance. A detailed layout should also be provided for better on-site operations.

Cases for heavy exhibits should be constructed that the sides are tightened by bolts rather than by nails or screws. This prevents damage on cases during unpacking. The exhibitor should ensure that he/she has adequate and appropriate packing materials for repacking after the exhibition.

7. Insurance

Exhibition goods are exposed to more risky situation than normal export/import goods. So it is important to have full coverage of insurance. It is the responsibility of the exhibitor to have transportation appropriate insurance, and the insurance should cover entire period of transportation, storage and exhibition period.

8. Customs Clearance in Korea

Korea Customs allows international exhibitors to import their merchandise on a temporary basis for the exhibition without payment for duties for certain exhibition period. Goods may be sold to Korean company or re-exported to another country after the exhibition. Sold goods are subject to Korean Customs duty and VAT and import license/regulation. Under trade fair entry, goods cannot be used for private demonstrations after the exhibition unless the goods are not filed as sold goods. If any of the above situations applies, the exhibitor should contact the official forwarder as soon as possible.

In detail, the following customs clearance possibilities are available for international participants;

- **Trade Fair Entry**
Temporary import into the Korea includes option to sell the exhibits during the exhibition or returning the goods to the country after the exhibition.
- **Formal Entry**
Sold goods to Korean companies before exhibition are cleared under a formal entry upon arrival into Korea. This form of customs clearance includes the payment of duty and V.A.T. to Korean Customs, and the applicable license/certificate should be submitted to customs if applicable. It is imperative that the official forwarder is informed of buyer's contact detail including name and telephone number. This information has to be available to the official forwarder by 5 days prior to the arrival of goods to Korean port or airport. This kind of shipment is cleared in the name of the Korean buyer.
- **ATA Carnet**
ATA Carnet is easiest solution for customs clearance of temporarily imported goods. ATA Carnet is internationally used customs documentation for temporary importation between member countries. Holder of ATA Carnet is allowed to import goods temporarily without paying duty and bond fee, and import license or certificate for certain product is also waived. However, ATA Carnet goods must be re-exported after its intended use within specified period by imported country's customs. Failure to re-exportation causes full amount of duty and related penalty.

- **Hand-Carried Exhibits**

An exhibitor with small exhibit items may hand-carry to the exhibition; however, the exhibitor should declare the items to Customs at the airport that the hand-carried items are for exhibition purpose. It is exhibitor's responsibility to check and consult with the airline and customs authorities for regulation of hand-carried items. In the case of hand-carry goods, limited support is available from the official forwarder.

9. Security Responsibility

Exhibition site authority provides normal surveillance by security guards on the fairground on 24-hour basis. However, every exhibitor should be responsible for the security of own exhibits, and other related materials during the exhibition periods, especially during move-in and move-out operations to avoid any possible disputes occurring from damage or loss of exhibits. All exhibitors should be present on-site during move-in/out operations and confirm whether goods are in good order with our staff on the fairground.

10. Disposal Instructions

During the exhibition, the official forwarder visits each exhibitor to discuss return shipping instructions for the handling of exhibits after the end of the show. For exhibition closing, exhibitors are requested to declare the disposal of exhibit to the official forwarder. Available disposals are as follows:

- Sold
- To bonded warehouse
- Returned (+ port of destination)
- Consumed / Given away

If the exhibitor fails to provide explicit instructions, no customs formalities can be carried out, and the exhibit is subject to customs' disposal. All charges are at exhibitor's own accounts. The exhibitor must pay special attention to the following Customs' regulations:

- Declaration of the contents in each package must be correct.
- Items other than those declared exhibits (e.g. personal effects, souvenir brought in Korea) are not allowed to return together with exhibits.

Violation of these regulations results in confiscation and penalty by the Korean Customs. The exhibitor must not leave the exhibition booth until handing over returned exhibits as well as exhibition documents to the official forwarder. After these documents are processed with Customs and relevant transportation departments, any further changes cannot be accepted. Once again the official forwarder and the organizer are not responsible for the cargos left in the booth by exhibitors without any instruction in advance.

Please contact with Schenker Korea Ltd. / Fairs & Exhibitions:

Mr. Sangick Park

Tel: +82 32 744-0429

Fax: +82 32 744-0601

E-mail: sangick.park@dbschenker.com

Standard Package Booth

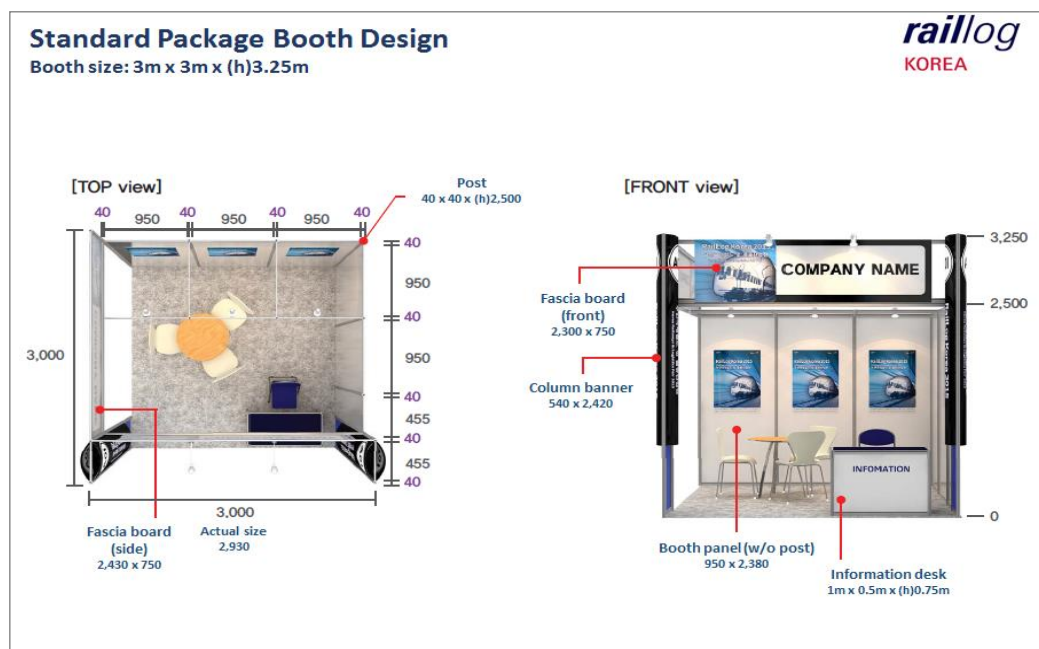
The following booth equipment and services are included in participation fee for a 9sqm (W:3m x D:3m x H:2.5m) standard package booth:

- Side and rear walls / wall-to-wall carpeting
- Fascia board with company name / booth number
- 1 round table / 3 chairs / 1 information desk set
- 3 spotlights / 1kw of electricity
- Security / catalogue entry / exhibitor passes / visitor invitation cards, etc.

Standard Items

Size (sqm)	9-15	18-24	27-35	36-56	60-64
Round table	1	2	3	4	5
Chair	3	6	9	12	15
Information desk set	1	2	3	4	5
Fluorescent tube	1	2	3	4	5
Spotlight	3	6	9	12	15

Standard Booth Design



※ Design of standard package booth is subject to change.

※ All items included in the standard package stand cannot be interchanged with other items.

If exhibitors do not require any of the items, no refund will be given.

1. Please refer to Page 14 for the basic facilities and booth design of the standard booth. All standard booths shall be erected by the official contractor.
2. Exhibitors are not permitted to make any alterations to the structures of the standard booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should indicate this clearly on the stand decoration form and should send it together with clear instructions to the official contractor **before 28 April 2017**. Notification of booth equipment alteration/deletion received after the deadline will not be accepted.
3. No additional booth fitting or display may be attached to the shell booth structure.
4. Overhead structures on stands are not permitted to encroach upon the common air space outside the area booked and should remain within the boundaries of the stand. The organiser has the right to authorise dismantling or rebuilding of any stand, which does not meet this regulation.
5. All decorative items must be placed inside the booth.
6. Signage opposite other stands, if any part of a stand is built above 2.5m, must not adversely affect adjacent exhibitors; and decoration including workings, logos, company names, etc. must be set back from adjacent stands.
7. No tapes, nails or fixtures of any kinds are allowed to be put on the partitions, floor or ceiling. Brackets are suggested for the hanging of things. Decorations must not project forward of the sidewalls.
8. The partition should remain predominantly white as the background color. Fascia Board and column banner are the properties of the organiser. As such, no decoration is allowed.

1. Installation for Raw Space Exhibitors

- 1.1 To ensure smooth operations during construction in the exhibition halls, participants using space-only booths shall select contractors from among those designated by the organiser to perform installation work as possible and the selection shall be reported to the organiser. Participants desiring to use contractors not designated by the organiser shall obtain approval from the organiser.
- 1.2 Upon the selection of a contractor, participants shall fill out **[Form 6]** and submit to the organiser by **10 May 2017**.
- 1.3 In consideration of the limits of exhibition area and installation period, the exhibitors shall avoid on-site manufacturing of equipment, and so the construction and installation plans shall be established to assemble the prepared parts within the booth.
- 1.4 All design proposals must be approved by the organiser and should confirm with all statutory requirements. Drawings to scale in A3 size (2 sets) should accompany **[Form 6]** and must show the plan and elevation of the stand and its fittings, state materials, and colors to be used, describe moving exhibits, projectors and displays and details of measurements, weights and loading of all exhibits (Including the location of electrical systems, telephone, water supply, drainage systems, compressed air supply).
 - For compressed air, water supply and drainage, please order them according to your machinery exhibit needs because they are not included in your participation fee and have to be handled by the official contractors.
 - Failure to provide this information will result in additional charges being levied by the official contractor and for safety reasons may result in the cancellation of your stand.
- 1.5 The contractor shall not nail or hole through wall, ceiling, floor and column to attach the ornaments and signboard.

2. Precautions during Construction

- 2.1 Site measures are given in metric units. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per the floor plan issued by the organiser, and to report any errors to the organiser immediately. The organiser will not be liable for any errors that are reported after construction begins.
- 2.2 No part of any structure may extend beyond the boundaries of the site allocated. This includes spotlights and exhibitor's name or logo. No stand decoration, stand fittings or exhibit shall not exceed 5m in height unless prior approval.
- 2.3 The name and booth number of the exhibitors should be prominently displayed and faced to the aisle. Any signage at the height over 5m facing to adjacent booth must be set back from 1m of booth boundary. If the rule is not observed, the organiser reserves the right to affix them as they consider fit and to charge the cost incurred to the exhibitor.

- 2.4 All surfaces of booth construction exposed to the public view shall be decorated to a finish approved by the organiser (inclusive of back side panels / parts of booth adjoining other booths or aisles).
- 2.5 Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.
- 2.6 Exhibitors must provide approved protection between carpet and any raised platform.
- 2.7 All materials used in the construction and decoration of exhibition stands or set-ups must be flame-retardant and be subject to inspection by the exhibition venue and/ or the organiser. They should also conform to the rules and regulations of the exhibition venue and those of any public authority or department of Korean government.
- 2.8 The transporting, assembling, dismantling and the removing of stands, of special design display and exhibits are the responsibilities of the exhibitor. All such work must be carried out according to the arrangements and within the time limits specified by the organiser.
- 2.9 Exhibitors are responsible for insurance, which indemnifies the organiser from all claims caused by on-site operatives working directly or indirectly for the exhibitors.
- 2.10 Construction waste and surplus materials must be cleared from the exhibition site by the exhibitor. The organiser reserves the right to charge exhibitors for such materials left unattended.

3. Electricity

- 3.1 The official contractor must carry out all electrical work at the exhibitor's expense.
- 3.2 Design plans or proposals for electrical installations must be submitted to the organiser for approval together with the booth design proposal.

Computerized Registration

Computerized registration employing RF (radio frequency) card system will be used in Korea Railways & Logistics Fair 2015. Every exhibitor and visitor will be issued with a printed badge stating their name, company and country using the RF card technology.

Exhibitor Badges

1. Please fill in the “Exhibitor Pre-registration” **[Form 5]** and send it back to us **no later than 28 April 2017** to order your badges which are free of charge.
2. Number of badges
 - 5 badges will be issued to 9 – 18 sqm.
 - 10 badges will be issued to 24 – 54 sqm.
 - 15 badges will be issued to any booth larger than 54sqm.
3. All exhibitors should collect their respective badges on-site during the move-in period from 11 – 13 June 2017 at the Exhibition Hall 2. Badges for your associated companies will be issued only if you have registered them with us as your co-exhibitors or agents/ representatives.

1. Admission to Exhibition Hall

1.1 Show Days 14 – 17 June 2017 (Wednesday-Saturday)
10:00 ~ 17:00

1.2 Invitees/ Journalists

- Invitees possessing free tickets issued by the organiser are allowed for one admission at any time during the exhibition period.
- Journalists wishing to enter the exhibition hall during the exhibition period for the purpose of reporting, or producing broadcasting material on the fair shall present their ID cards proving status, and receive a press card at the press center. They must wear the Press card when entering the exhibition hall.
- Exhibitors wishing to invite local or overseas journalists to the Press Day event must submit an application including the list of invitees to the organiser by **28 April 2017**.

1.3 Booth Attendants

- The booth attendants shall arrive at their booths 30 minutes before the opening of the show to ensure they will open on time. Attendants shall leave the area after conducting daily safety inspection and turning off the power.

2. Parking Ticket

The organiser is planning to issue free ticket for passenger car of exhibitors according to booth size applied. As the total number of free tickets is limited, the excessive quantity shall be purchased by the participants. The ticket for a full day is KRW 10,000.

3. Management of Exhibition Hall

- 3.1 Exhibitors are obligated to protect all facilities installed by the organiser, and any facilities damaged by the exhibitors shall immediately be restored to their original condition. If the exhibitor fails to comply with these requirements, the organiser shall restore the facilities and the relevant expenses shall be covered by the exhibitors.
- 3.2 Any accident occurring inside the booth shall be reported to the organiser immediately. Settlement shall be the responsibility of the exhibitor.
- 3.3 Exhibitors shall not bring any food into the exhibition hall.
- 3.4 Exhibitors shall always have qualified managers who can really respond to the questions of buyers and customers.

4. Exhibit Management

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

4.2 The organiser shall not be liable for any damage, theft and fire sustained by the exhibitors, including the exhibits. Exhibitors shall therefore take appropriate preventive measures.

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

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

5. Demonstration of Exhibits

5.1 Exhibitor may carry out demonstration of their exhibits in their booths only after obtaining approval from the organiser. 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 and foul odor are not allowed.

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

6. Events within Booth

6.1 Exhibitor wishing to hold events should submit an application by **28 April 2017** for approval of the organiser. Unauthorised events may not be held within the booths.

6.2 The event within booth must be in accordance with the intent of the exhibition and should not cause damage to adjacent booths by noise, light, heat or smoke.

6.3 Live TV or radio broadcasts and audio or video recordings intended for promotional purposes may be carried out only after approval has been obtained from the organiser.

6.4 Exhibitors may use audio equipment for promotional purposes, but the sound level must be minimized in order not to damage neighboring booths. Sound pressure level must not exceed 80dB from a spot 1m away from the sound source.

6.5 The organiser may stop the event if the event differs from reported.

7. On-Site Sale

Exhibitors may freely enter into sales contracts for displayed exhibits; however, on-site sales of the displayed items is strictly prohibited. In the fair of an exhibitor involved in the illegal selling of exhibits, the organiser may order closure of the booth. In such case, exhibitors cannot file any protest or request refund of the participation fees.

This form should be returned by

28 April 2017

Via e-mail to the organiser at **Linda.Kim@korea.messefrankfurt.com**

All exhibitors who have booked Standard Booth are required to complete this form to indicate the name to be shown on the fascia board.

Exhibitor

Company		Booth No.	
Tel		Fax	
Contact Person		E-mail	

Please type below exact exhibiting company name (Use block letters).

English

Korean

Date: _____

Authorized Signature: _____

This form should be returned by

28 April 2017

Via e-mail to the organiser at Linda.Kim@korea.messefrankfurt.com

Only text will be inserted in the official catalogue.

You can download these forms on our website, www.raillogkorea.com/en

1. Exhibitor

Company			
Country		Booth No.	
President			
Address		Post Code	
Tel		Fax	
Website		E-mail	
Introduction	(Text up to 150 words in length for the catalogue)		
Exhibit Items			

2. Agent/ Representative

Company			
Country			
President			
Address		Post Code	
Tel		Fax	
Website		E-mail	

This form should be returned by

28 April 2017

Via e-mail to the organiser at Linda.Kim@korea.messefrankfurt.com

To be completed and returned together with the Catalogue Entry Form

Product Classification (Please mark clearly with "V")

Product Groups

Railway Technology

Railway vehicles for passengers and freight transport, subassemblies and components, maintenance, traffic management systems, railway IT, etc.

Interiors

Interior fittings – seats, handles, fabrics, monitors, etc.

Infrastructure

Infrastructure, route system and technology, station facilities & equipment, tunnel construction & ventilation systems, etc.

Logistics

Cargo handling & transport, freight traffic logistics, plant automation systems, etc.

Others

Consulting, publications, associations, research institutions, railroad travel & services, etc.

In case of other item(s), please specify _____

Please note

- Listing in the catalogue is free of charge. If we do not receive this completed form by the deadline, you will be listed according to the submitted application form.
- Each co-exhibiting company must fill in a separate catalogue entry and product group form with details.
- The publisher reserves the right to make minor changes in grammar and spelling to maintain consistency within the publication.

Date: _____

Authorized Signature: _____

This form should be returned by

28 April 2017

Via e-mail to the organiser at Linda.Kim@korea.messefrankfurt.com

1. Applicant & Contractor

Name of Company			
Legal Representative		Country	
Postal Address			
Personal in charge		Title	
Tel		Fax	
E-mail		Website	

2. Application for Official Catalogue Advertisement (size: 148mm x 210mm)

Classification	Unit Price	Amount	Remark
Inside Front Cover/Opposite Inside Front	US\$2,500		
Inside Back Cover/Opposite Inside Back	US\$2,000		
Outside Back Cover	US\$3,500		
Inside Page	US\$1,500		
Total		US\$	

3. Application for Area Branding & Signage

Classification	Unit Price	Amount	Remark
Branding or Signage on registration desk (rectilinear;A) & writing desk (curved;B)	US\$2,000 (per desk)		
Hanging banner on the hall lobby	US\$2,000 (per piece)		
Total		US\$	

As above, I hereby apply for advertisement/sponsorship for RailLog Korea 2017, with this application form substituted for the contract.

Date _____

Country _____

Signature Contact person: _____

Legal Representative: _____

This form should be returned by

10 May 2017

Via e-mail to Schenker Korea at sangick.park@dbschenker.com

Please be advised that Schenker Korea Ltd. is the official freight forwarder permitted to handle your goods to booth at BEXCO.

Please send this order to Schenker Korea Ltd.

Fax: +82 32 744-0601

Attn: Sangick Park (sangick.park@dbschenker.com)

1. Transport Order

Please mark the follows:

Inbound

Sea freight

Air freight

Outbound

Sea freight

Air freight

Number & description of packages	Gross weight per package	External measurement per package in CM L x W x H	Cubic measurement CBM

2. Delivery to Booth

Requested delivery date	
-------------------------	--

We hereby certify that **Schenker Korea** has been authorized as freight forwarder for our exhibits.

Booth No.			
Company Name			
Contact Person			
Tel		Fax	
Email			
Date		Signature	

This form should be returned by

28 April 2017

Via e-mail to the organiser at Linda.Kim@korea.messefrankfurt.com

Please provide details of all personnel from your company, co-exhibiting company and official agent/ representative who will be on-site during the exhibition. In general, 5 badges will be issued to booths 9 – 18sqm, 10 badges to booths 24 - 54sqm and 15 badges will be issued to booths larger than 54sqm.

If extra badges are needed, please inform the organiser in advance, or register at the Exhibitors' Registration Counter during the move-in period.

Exhibitor

Company			
Country		Booth No.	
Tel		Fax	
Contact Person		E-mail	

Please Print in English.

Booth Attendants & Guards

Company	Country	Name	Job title

Date: _____

Authorized Signature: _____

This form should be returned by

10 May 2017Via e-mail to the organiser at **Linda.Kim@korea.messefrankfurt.com**

Drawings to scale in A3 size (2 sets) should accompany this form and must show the plan and elevation of the stand and its fittings, state materials, and colors to be used, describe moving exhibits, projectors and displays and give details of measurements, weights and loading of all exhibits (Including the location of electrical systems, telephone, water supply, drainage systems, compressed air supply).

Please tick where appropriate

- We will appoint an outside contractor to build our own stand, as completed below.
- Our company will build our own stand and will act as an outside contractor during the move-in/-out period, as completed below.

Exhibitor

Company			
Country		Booth No.	
Tel		Fax	
Contact Person		E-mail	

Stand Contractor

Company		President	
Address			
Tel		Fax	
Contact Person		Mobile	
License No		Designated by BEXCO : <input type="checkbox"/> Yes <input type="checkbox"/> No	

Date: _____**Authorized Signature:** _____

This form should be returned by

28 April 2017

Via e-mail to Erencom Service Co., Ltd. at lcc2929@naver.com

For furniture rental, please contact **Mr. Lee Chan-uk** at Erencom Service Co., Ltd.

Tel: +82 51 740-8119 / Fax: +82 51 740-8282

E-mail: lcc2929@naver.com

Order Sheet

Exhibitor

Company		Event Name	
Contact Person		Booth No.	
Tel		Fax	
Email		Mobile No.	




























Rental Order

Item Code	Item / Specifications	Unit Price	Quantity	Amount
Amount	VAT NOT INCLUDED		US\$	
Total Amount	VAT INCLUDED		US\$	




























Date: _____

Authorized Signature: _____

PORTFOLIO **Display table / Showcase / Table**










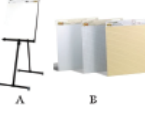
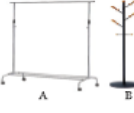

<p>Display table</p>  <p>DB-01 1M Display table 1000*600*750 \$35</p>	 <p>DB-02 1M Display table set 1000*600*750 1000*300*250 \$50</p>	 <p>DB-03 2M Display table 2000*600*750 \$70</p>
 <p>DB-04 2M Display table set 2000*600*750 2000*300*250 \$100</p>	 <p>DB-05 Acrylic dome φ 600*1000 \$50</p>	<p>Showcase</p>  <p>DS-01 Showcase 1 900*450*900 \$60</p>
 <p>DS-02 Showcase 3 900*450*900 \$80</p>	 <p>DS-03 Showcase 2M 900*450*2000 \$150</p>	 <p>DS-04 Display stand 1200*600*750 \$50</p>
 <p>DS-05 Cupboard 900*450*750 \$50</p>	<p>Table</p>  <p>T-01 Square table 1800*900*750(A) 1800*600*750(B) 1800*450*750(C) \$50</p>	 <p>T-02 Square table 1500*900*750(A) 1500*600*750(B) 1500*450*750(C) \$45</p>
 <p>T-03 Square table 1200*600*750(A) 1200*450*750(B) \$45</p>	 <p>T-04 Round table(Wood) φ 750*750 \$35</p>	 <p>T-05 Round table(Aluminum) φ 750*750 \$50</p>
 <p>T-06 Round table (Wood/Aluminum) φ 650*750 \$50</p>	 <p>T-07 Round table(Glass) φ 750*750 \$50</p>	 <p>T-08 High table(Glass) φ 600*1000 \$50</p>
 <p>T-09 High table(Air) (White, Black) φ 600*900 \$50</p>	 <p>T-10 Acrylic hydraulic table φ 600*900 \$50</p>	 <p>T-11 Aluminum table 750*750*750 \$50</p>
 <p>T-12 Square table(Aluminum) 1000*600*750 \$50</p>	 <p>T-13 Square table(Glass) 1200*700*750 \$70</p>	<p>Table set</p>  <p>TS-01 Peanut chair set table1+chair4 \$80</p>
 <p>TS-02 Glass table set table1+chair4 \$110</p>	 <p>TS-03 Leather chair set table1+chair4 \$110</p>	 <p>TS-04 Aluminum set table1+chair4 \$100</p>

PORTFOLIO Chair / Sofa / Office Furniture

 <p>TS-05 Wood aluminum set table1+chair4 \$110</p>	 <p>TS-06 Parasol set parasol1+table1+chair4 \$140</p>	<p>Chair</p>  <p>CH-01 Plastic chair 575*450*820 \$8</p>
 <p>CH-02 Folding chair 450*480*450 \$12</p>	 <p>CH-03 Multi chair(White,Black) 500*550*800 \$18</p>	 <p>CH-04 Peanut chair 510*405*450 \$18</p>
 <p>CH-05 Leather chair 530*460*470 \$18</p>	 <p>CH-06 Benz chair 530*460*470 \$25</p>	 <p>CH-07 Aluminum chair 510*405*450 \$18</p>
 <p>CH-08 Wood aluminum chair 510*405*450 \$25</p>	 <p>CH-09 High stool (White, Red, Black) \$ 380*700 \$25</p>	 <p>CH-10 Sandwich high stool (White, Black) 410*380*810 \$25</p>
 <p>CH-11 High stool(Matt) (White, Black) 490*550*310 \$30</p>	 <p>CH-12 Cushion high stool (White, Black) 490*550*310 \$30</p>	 <p>CH-13 Leather high stool 390*390*820 \$30</p>
 <p>CH-14 Pot chair (White, Black) \$ 360*510 \$25</p>	 <p>CH-15 Apple chair (White, Black) \$ 520*400 \$30</p>	 <p>CH-16 Capsule chair 650*540*450 \$30</p>
 <p>CH-17 Donut chair 750*660*790 \$35</p>	 <p>CH-18 Living chair (Red, Green) 700*600*460 \$35</p>	 <p>CH-19 Fabric chair(Brown,Navy) 710*690*800 \$45</p>
 <p>CH-20 Siscar chair 590*630*850 \$35</p>	 <p>CH-21 Long chair 1160*470*440 \$60</p>	<p>Sofa</p>  <p>SO-01 Exhibit sofa 1700*780*750(A) 760*780*750(B) \$120(A) \$60(B)</p>
 <p>SO-05 Round table(VIP) \$ 820*500 \$120</p>	 <p>SO-06 Sofa table 1200*600*550 Glass(A) Wood(B) \$60(A) \$35(B)</p>	<p>Office Furniture</p>  <p>DE-01 Desk 1200*800(A) 1400*800(B) 1600*800(C) \$35(A) \$50(B) \$60(C)</p>

KOREA

PORTFOLIO Office Furniture / The Others

 <p>DE-05 Director chair 620*710*1120 \$70</p>	 <p>DE-06 Two-door cabinet 800*410*1200(A) 800*410*1800(B) \$60(A) \$120(B)</p>	 <p>DE-07 Cabinet 800*400*1900(A) 850*350*1780(B) \$60(A) \$100(B)</p>
<p>The Others</p>  <p>FC-01 Catalogue stand Folding \$50</p>	 <p>FC-02 Magazine stand 480*380*1330 \$60</p>	 <p>FC-03 Magazine stand 560*440*1560 \$80</p>
 <p>FC-04 Sign stand A3(A) A1(B) \$30(A) \$60(B)</p>	 <p>FC-05 Sign stand(기타) A3 \$25</p>	 <p>FC-06 Easel Iron(A) Wood(B) \$18(A) \$25(B)</p>
 <p>FC-07 3M Easel stand 640*1760(A) 635*770(B) \$120(A) \$60(B)</p>	 <p>FC-08 Hanger Hanger(A) Fixed(B) \$12(A)(B)</p>	 <p>FC-09 Waste basket 30L(A) 70L(B) \$8(A) \$25(B)</p>

PORTFOLIO OA Equipment

 <p>E-16 Digital camcorder(1day) Tripod included \$120</p>	<p>OA Equipment</p>  <p>OA-01 Laptop Intel i7 (A) Intel i5 (B) \$150(A) \$120(B)</p>	 <p>OA-02 MACBOOK PRO \$350</p>
 <p>OA-18 Shredder Little/6 sheets(A) Medium/12 sheets(B) \$60(A) \$100(B)</p>	 <p>OA-19 DVD player(A) DVD Combo(B) Bluray(C) \$60(A) \$100(B) \$120(C)</p>	 <p>OA-20 Stand(PDP/LCD/LED) Fixed(A) Movable(B) \$60(A) \$120(B)</p>
 <p>OA-21 Triangle stand (PDP/LCD/LED) \$60</p>	 <p>OA-22 PDP TV(1day) 42"(A) 50"(B) 58"(C) \$120(A) \$180(B) \$250(C)</p>	 <p>OA-23 LCD TV(1day) 32"(A) 40"(B) 46"(C) \$100(A) \$150(B) \$200(C)</p>
 <p>OA-24 LED TV(1day) 32"(A) 40"(B) 56"(C) \$180(A) \$250(B) \$300(C)</p>	 <p>OA-25 LED TV(1day) 55"(A) 65"(B) 75"(C) \$400(A) \$600(B) \$800(C)</p>	 <p>OA-26 Projector(1day) Ansi : 4,000(A) 5,000(B) 6,000(C) \$180(A) \$350(B) \$500(C)</p>

※ For further details and/or other items, rental catalogue is available upon request.

This form should be returned by

28 April 2017

Via e-mail to the organiser at Linda.Kim@korea.messefrankfurt.com

Exhibitor

Company			
Country		Booth No.	
Tel		Fax	
Contact Person		E-mail	

Electrical Requirements

Item	Unit Price	Quantity	Amount (USD)	Remarks
Single Phase 220V (60Hz)	US\$ 50/kw			For the daytime (9:00–18:00)
Three Phase 220V (60Hz)				
Three Phase 380V (60Hz)				
Single Phase 220V (60Hz)	US\$ 70/kw			Around the clock
Three Phase 220V (60Hz)				
Three Phase 380V (60Hz)				
Total				

Other Utility Services

Classification		Unit Price	QTY
Telephone	Local Call	US\$ 80/unit	() unit
	Overseas Call	US\$ 200/unit	() unit
Internet Line (LAN)		US\$ 120/port	() port
Water Supply & Drainage		US\$ 200/place	() place
Compressed Air		US\$ 200/place	() place
Total		US\$	

- Payment details and notes for all additional booth equipment:
- All items are on rental basis only and no exchange, transfer or refund is accepted on ordered items.
- Orders are valid only when accompanied by full remittance.
- Any orders received after **28 April 2017** onwards are subject to a late surcharge of **20%** on the basic rates.
- Cancellation of any order must be submitted in writing. Cancellation after deadline is subject to 20% cancellation charge. **No cancellation** will be accepted after **15 May 2017**.

Date: _____

Authorized Signature: _____

This form should be returned by

28 April 2017

Via e-mail to the organiser at Linda.Kim@korea.messefrankfurt.com

Exhibitor

Company			
Country		Booth No.	
Tel		Fax	
Contact Person		E-mail	

- **Date & Time :**
- **Title of Event :**
- **Attachment : A copy of detailed plan for the event.**
Please attach the details on the use of audio/visual equipment.

Date : _____

Authorized Signature : _____

This form should be returned by

17 April 2017

Via e-mail to the organiser at Linda.Kim@korea.messefrankfurt.com

Exhibitor

Company			
Country		Booth No.	
Tel		Fax	
Contact Person		E-mail	

Please use block letters.

No invitation letter will be issued if application is submitted after the deadline.

We can provide you with an invitation letter in order to expedite **(but not guarantee)** your visa application through Korean authorities.

Please copy this form in case you need to apply for more than one person.

Sur name	
Given name	
Nationality	
Date of birth	
Passport no.	
Date of issue/expiry	
Company name	
Company address	
Job title	
In/out Korea date	

Date: _____

Authorized Signature: _____