

# Aeromart Sacheon 2018

April 17 - 19, 2018

KB INGENIUM SACHEON

## Exhibitor Service Manual

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## WELCOME

Dear Exhibitor,

Welcome to Aeromart Sacheon 2018.

We are pleased to present you with this exhibitor manual to assist in your preparation for this coming exhibition at INGENIUM SACHEON.

To ensure that all requests can be processed smoothly, exhibitors are strongly encouraged to read this manual in detail and note all deadlines.

To obtain the best service from us, simply complete and sign all order forms, and send them by email or fax to the official contacts shown below.

If you have any questions, please do not hesitate to contact us.

We want to make sure your experience is excellent.

We are looking forward to meeting you in INGENIUM SACHEON!

Yours sincerely,

Aeromart Sacheon 2018

For all Booth Set-Up enquiries, please contact our Official Stand Contractor:

Busan Office of TSM Co., Ltd.

Tel: +82-51-740-3500(rep.)

Fax: +82-51-740-3501

Contact: Lion Song(mob. +82-10-9209-7457)

Lyra Kang(mob. +82-10-6806-8596)

E-mail: [tsmmice1@gmail.com](mailto:tsmmice1@gmail.com) via [smw@tsm.asia](mailto:smw@tsm.asia) / [khj@tsm.asia](mailto:khj@tsm.asia) (carbon copy)

## GENERAL INFORMATION

### The Event

Name: Aeromart Sacheon 2018  
Date: April 17-19, 2018  
Venue: KB INGENIUM SACHEON  
Tel: +82-55-830-4300, 4400(rep.)

Booth SET-UP (set-up time can be changed by Ingenium Sacheon reservation schedule.)

Note: Exhibitors can enter the event hall 30 minutes prior to the opening time of the exhibition.

Date	Arrangement	Time
Sun., APRIL 15 18	Official Contractor Set-Up	09:00~18:00
Mon., APRIL 16 18	The Participant Set-up	13:00~18:00
Thu., APRIL 19 18	Dismantling/Tear Down of all booths	18:00~

### EXHIBITION

Date	Activity	Time
Tue., APRIL 17 18	Conference	13:30~17:00
Wed., APRIL 18 18	Official Exhibition Hours	09:00~18:00
Thu., APRIL 19 18	Official Exhibition Hours	09:00~18:00

### Official Stand Contractor

For assistance or services in Booth set-up, please contact our Official Contractor:

TSM Co., Ltd.

Tel: +82-51-740-3500(rep.)  
Fax: +82-51-740-3501  
Contact: Lion Song(mob. +82-10-9209-7457)  
Lyra Kang(mob. +82-10-6806-8596)  
E-mail: [tsmmice1@gmail.com](mailto:tsmmice1@gmail.com) via [smw@tsm.asia](mailto:smw@tsm.asia) / [khj@tsm.asia](mailto:khj@tsm.asia) (carbon copy)

## RULES AND REGULATIONS

### A. EXHIBITOR INFORMATION GUIDE.

1. Aeromart Sacheon 2018 will provide the service which is written on the Booking Form.
2. Aeromart Sacheon 2018 do not provide extension power strip. Exhibitors need to place an additional order about extension power strip, or bring it themselves.
3. No discounts will be made for items/services not utilized. Exhibitors may contract separately for other booth furnishings and additional services with the TSM. Each exhibitor will receive an Exhibitor Service Manual, which should be carefully read.
4. Exhibitors should note that neither Aeromart Sacheon 2018 nor TSM can accept delivery or store shipments of displays and related material.
5. BADGES. BADGES ARE FOR YOUR USE WHILE-WORKING IN THE BOOTH, and for your protection against unauthorized persons on the floor. Use by any other person can create serious security problems, and will result in forfeiture of the badge. Carrying your exhibitor badge in your hand defeats its purpose. Also, wearing other than the official exhibitor badge or defacing your badge only causes confusion. Therefore, we request that you WEAR YOUR BADGE AT ALL TIMES.
6. HIGH SPEED T1 INTERNET ACCESS /TELEPHONES. Aeromart Sacheon 2018 assumes no responsibility for the availability of high speed Internet access / telephone service for exhibitors. But, free WIFI will be available in all exhibition area. Inquiries for high speed Internet access should be directed to your own router. (Ex. Pocket WIFI, USIM, EGG etc.)
7. REGISTRATION. Exhibitors must fill out the Booking Form online for registration. Other officials concerned are asked to prepare the booth installation at a predetermined time.
8. Electricity.  
The use of electricity is limited less than 1kW for each booth. Exhibitors should control the use of electric appliance such as an electric coffee pot. If exhibitors have to process more than 1kW, contact TSM to inquire about the use of more electricity.

### B. RULES GOVERNING EXHIBITORS.

The principle by which the Aeromart Sacheon 2018 operates can be summed up as follows:

1. BOOTH HEIGHT & LINE OF SIGHT. No booth shall exceed Max height without prior written permission from Aeromart Sacheon 2018. Also each exhibitor agrees to abide by general line of sight rules, in that any items, outside of the shell scheme, must not block the sight lines of a neighboring booth, i.e, all tall signs and screens, etc. must be placed in the rear area of the booth.
2. SUBLET. An exhibitor shall not sublet any part of the space rented to another organization. (Booth space may be occupied by one company only, except in the case of value added retailers approved by Aeromart Sacheon 2018.)
3. COMPLIMENTARY ITEMS. Complimentary items not of the exhibitor's own manufacture but necessary for the demonstration of an exhibitor's products are permitted to be used when authorized by Aeromart Sacheon 2018.
4. NOISE. Any attention arousing devices, such as noisemakers, flashing lights, movies, music broadcasting, television, drawings, etc., are subject to Aeromart Sacheon 2018's approval.
5. DISTRIBUTION IN THE AISLES. Representatives of exhibiting companies are to remain in their assigned booth space when working i.e. performing demonstrations and passing out literature. In no case will use of the aisles or thoroughfares for this purpose be permitted.
6. NO SMOKING. No smoking in the event hall.
7. SAMPLES. Exhibitors may distribute samples directly related to their products without the organizer's approval.
8. ADVERTISING PIECES. Permission for the distribution of promotional advertising pieces and other items of this type, in hotel corridors, under room doors and in mail boxes of hotel guests must be obtained from Aeromart Sacheon 2018.  
Aeromart Sacheon 2018 and TSM don't provide any custom-made brochures or leaflets thus each exhibitor should prepare promotion materials.

9. ALCOHOLIC BEVERAGES. No alcoholic beverages in Ingenium Sacheon. Any infraction of this rule shall cause the Aeromart Sacheon 2018 to close the violator's activities for the remainder of the convention.

10. ANIMALS. No live animals will be permitted in the event hall.

11. CONFLICTS. In the event of conflicts regarding space requests or conditions beyond our control, Aeromart Sacheon 2018 reserves the right to rearrange the floor plan. Also, Aeromart Sacheon 2018 may, with prior notice to exhibitors, relocate any products.

12. SECURITY. Every precaution should be taken by exhibitors to protect their material. ANY EXHIBITS, EQUIPMENT OR PRODUCTS USED OR DISPLAYED ARE DONE SO AT THE EXHIBITORS' OWN RISK. Aeromart Sacheon 2018 DISCLAIMS ANY RESPONSIBILITY OR LIABILITY FOR DAMAGE TO OR LOSS OF ANY EXHIBITOR'S EQUIPMENT OR PRODUCTS.

13. PROGRAM CONFLICTS. The exhibitor agrees not to take part in sponsor group functions such as tours, film showings, speeches or other activities during exhibit hours or at a time which would conflict with any officially programmed event.

14. ENFORCEMENT. The Organizer shall have full authority in interpreting and enforcing all the rules set forth herein. The Organizer reserves the right to close or refuse to accept the application for any event which does not conform to the general character of the show or where an exhibitor fails to comply with the rules set forth herein. The Organizer may also close an exhibit any time it is deemed necessary for the safety or comfort of its guests.

C. Insurance The Organizer is the sole legal responsible for the Event. However the Organizer's responsibility shall not be engaged for any damage caused to the Participant by a third party. The Place is the sole legal responsible for the facility and premises, permanent or temporary, used for the Event, as well as all companies and activities operating and running under their direct request. The Participant must hold an insurance policy that covers all damages caused by them, their staff or their belongings to a third party.

The Participant must hold an insurance policy that covers all damages caused to their equipment and materials brought to the Event.

#### D. BOOTH INSTALLATION AND DISMANTLING.

1. Aeromart Sacheon 2018 will provide the Booth Package which is written on the Booking Form.

2. All booth installations must be completed by Set-up completion date & time. Do not ship exhibit materials directly to show site to arrive prior to Exhibit material arrival start date & time, as the venue does not have the facilities for receiving and storing advance exhibit materials.

3. Installation and set-up of exhibition booths may begin as the plan (p.4) and set-up time can be changed by Ingenium Sacheon reservation schedule.

4. Dismantling of displays may begin at, but not before, Exhibit dismantling start date & time. All exhibitor materials must be packed and removed no later than Exhibit dismantling finish time. Any exhibitors' material left after this time will be removed and stored at the exhibitor's expense with no liability on the part of Aeromart Sacheon 2018 or the service contractor for removal, storage fees or damage to the materials.

#### E. INTERNATIONAL SHIPMENTS.

All international shipments must be sent early. All customs declarations, bills of lading and pertinent documentation must be written in English.

#### F. PAYMENT.

Space will not be held or reserved without the promise of payment and a signed Exhibit Space Application.

#### G. CANCELLATION/POSTPONEMENT OF SHOW.

In the event that any unforeseen occurrence makes it impossible to hold the Conference or the Industrial Exhibition, the exhibitor waives any claim against Aeromart Sacheon 2018 for damages or compensation. Aeromart Sacheon 2018 may return a portion of the amount paid for space after deduction of any amounts necessary to cover expenses incurred in connection with the exhibition. Aeromart Sacheon 2018 shall not be financially liable in the event the Conference or the Industrial

Exhibition is interrupted, cancelled, moved, or dates changed.

#### H. PLAYING OR REPRODUCTION OF MUSIC.

1. Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, by or on behalf of Exhibitor unless Exhibitor has previously obtained written permission from the copyright owner or the copyright owner's designee for such use.

information concerning facilities or regulations. City and State fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be approved by the local Bureau of Fire Prevention and the Ingenium Sacheon.

#### I. APPLICABLE LAW AND JURISDICTION.

1. In the event of any claim or dispute arising under this Agreement, the parties shall first attempt to resolve the matter over a period of at least thirty-one (31) days before resorting to arbitration or litigation, which shall only be commenced after the giving of at least five (5) days written notice of intent to file for arbitration or to bring suit.

2. Should either party resort to litigation or Alternative Dispute Resolution, the parties agree that the venue shall be city of Sacheon of event, KOREA Exhibitor hereby agrees that the laws of KOREA and enforceability of this Agreement and hereby consents to jurisdiction KOREA Courts

#### J. SPACE ASSIGNMENTS.

Aeromart Sacheon 2018's assignment of booth space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Assignments will be made only after receipt of the Exhibitor Agreement and the appropriate booth fees. Aeromart Sacheon 2018 shall use its best efforts to locate the Booth in one of the locations designated by Exhibitor on Space Application. After assignment, space location may not be changed, transferred, or canceled except upon written request and with the subsequent written approval of Aeromart Sacheon 2018. Notwithstanding the above, Aeromart Sacheon 2018 reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.

K. FIRE CODE COMPLIANCE. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the Exhibitor should contact the Organizer for

## ORDER FORM CHECKLIST

### Important Note :

Please make sure every order form is sent to the listed contact before the deadline (Friday, April 6<sup>th</sup> 2018) stated in the checklist. For late orders received after the given deadline, we cannot guarantee availability, and if accepted, may be subjected to a 30% surcharge. On-site orders may not be provided. Orders are only valid when accompanied by full remittance.

No refund will be made for on-site cancellation.

If you have a requirement which is not listed, please contact the Official Stand Contractor, TSM Co., Ltd., for a quotation.

Invoices will not be issued, as the order forms will be treated as an OFFICIAL INVOICE for overseas exhibitors.

### Note:

Basically, exhibitors should pay for booth costs to Aermart Sacheon 2018, TSM is in charge of orders about the exhibition equipment. TSM only receive the order of Form1, Form2. (refer to p.9-p.11)

Payment should be made payable to:

TSM Co., Ltd.  
INDUSTRIAL BANK OF KOREA, MA DEUL BR.  
651-8, SanggyeDong NowonGu, Seoul KOREA  
SWIFT Code : IBKOKRSE  
USD A/C No.: 236-048912-56-00015

Telegraphic transfer should be made payable to "TSM Co., Ltd."

Please indicate the show name in your remittance advice :  
Company Name / Booth Number

### Note:

Oversesas (non-Korean) Companies using T/T, please add in USD \$30 for bank charges.



# Aeromart Sacheon 2018

Form

1

Return Form to: **Busan Office of TSM Co., Ltd.**  
 Tel:+82-51-740-3500(rep.) Fax:+82-51-740-3501  
 Attn: Lion Song(mob.+82-10-9209-7457)  
 Lyra Kang(mob.+82-10-6806-8596)  
 E-mail: [tsmmice1@gmail.com](mailto:tsmmice1@gmail.com) via [smw@tsm.asia](mailto:smw@tsm.asia) / [khj@tsm.asia](mailto:khj@tsm.asia) (carbon copy)

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Deadline: 2018.04.06(Fri) 18:00

**FASCIA NAME / BOOTH GRAPHICS(Optional)**

THIS FORM MUST BE RETURNED BY ALL 'SHELL SCHEME' EXHIBITORS

Booth No. :

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Booth Size : Basic Booth (6sqm )   
 \_\_\_\_\_ Deluxe Booth(12sqm)

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

Fascia Company Name (inclusive)  
 Area A – W:3000mm x H:300mm

Please indicate on the table below the name of the exhibiting company and stand number to be reflected on the fascia board\*. This will be provided in upper case. (maximum 24 letters).

COMPANY NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Area B - Graphic print mount onto system panel: \$150.00 USD per panel  
Ordering optional Graphic panel, check the list below. (Basic Booth-B, Deluxe Both-B, C)

None	B-1	B-2	B-3	B-4	B-5	B-6	B-7	C-1	C-2	C-3

Booth Graphics (optional with additional charges)

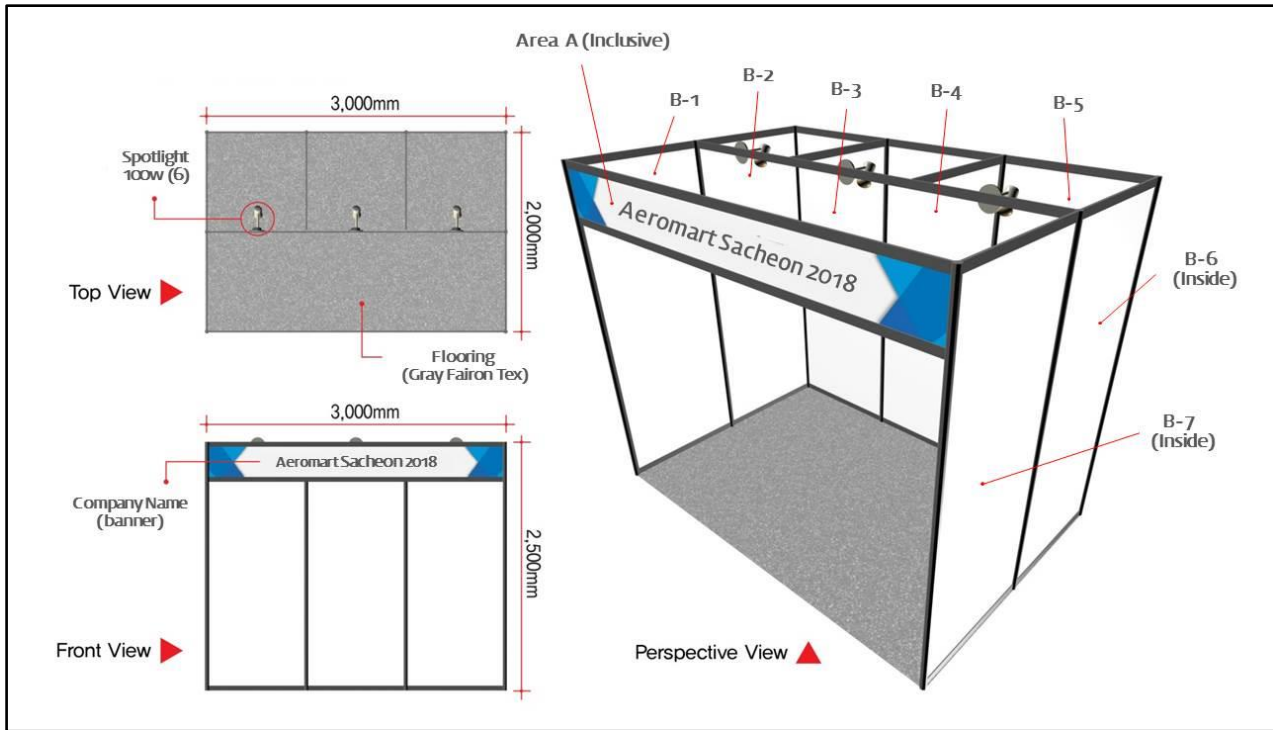
When ordering graphics for Areas B,

- Please submit high resolution graphics files in .ai or .eps format also attach jpeg for printing. (W: 1000mm x H: 2500mm)
- Please refer to the image below (p.10)when filling out the form.
- Please send all artwork to [tsmmice1@gmail.com](mailto:tsmmice1@gmail.com) via [smw@tsm.asia](mailto:smw@tsm.asia) / [khj@tsm.asia](mailto:khj@tsm.asia) (carbon copy)

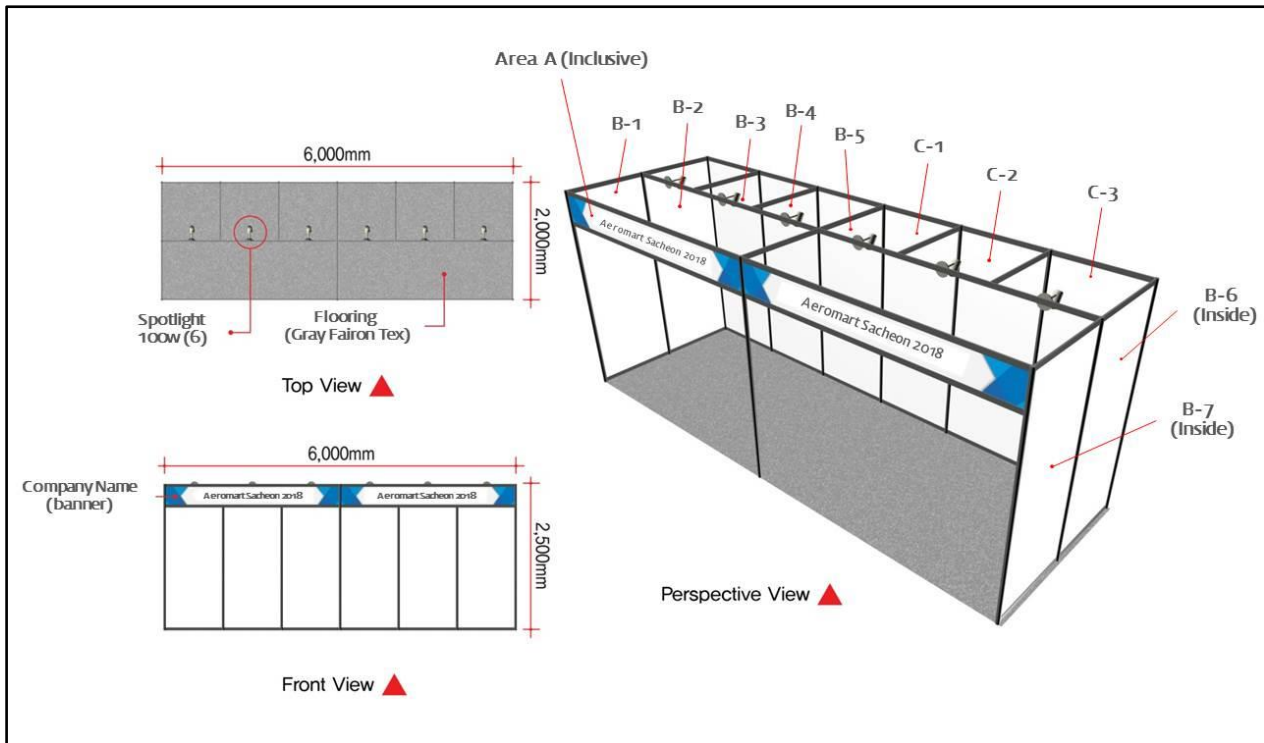
## Reference:

The perspective and elevation views of the Shell Scheme stand are shown as below. Chairs and table which is included in Booth are shown as Exhibition Catalog.

Basic Booth (R - table) 3m × 2m × 2.5m(h)



Deluxe Booth (R - table) 6m × 2m × 2.5m(h)



## Note:

This image above can be changed depending on the situation.

# Aeromart Sacheon 2018

**Form**

**2**

Return Form to: **Busan Office of TSM Co., Ltd.**  
 Tel:+82-51-740-3500(rep.) Fax:+82-51-740-3501  
 Attn : Lion Song(mob.+82-10-9209-7457)  
 Lyra kang(mob.+82-10-6806-8596)  
 E-mail: tmmice1@gmail.com via smw@tsm.asia / khj@tsm.asia (carbon copy)

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Deadline: 2018.04.06(Fri) 18:00

**ADDITIONAL Exhibition Equipment RENTAL**

Booth NO:

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

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Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

Code	Item	Unit Cost (USD\$)	Quantity	Amount (USD\$)
Note: A 30% surcharge is applicable for orders received after deadline. You may not order on spot.		<b>Subtotal</b>	<b>USD\$</b>	
		<b>10% V.A.T</b>	<b>USD\$</b>	
		<b>Bank Charges</b>	<b>USD\$30</b>	
		<b>Grand total</b>	<b>USD\$</b>	

**IMPORTANT NOTES:**

- Please refer to the attached file Exhibition Catalog.
- Ordering items after deadline, it would occur surcharge.
- If you have a requirement which is not listed above, please feel free to contact TSM for a quotation as listed above.
- Note : Overseas (non-Korean) Companies using T/T, please add in USD\$30 for bank charges.

**PAYMENT DETAILS:**

Orders are valid only when accompanied with full remittance. Payment should be made payable to:

TSM Co., Ltd.  
 INDUSTRIAL BANK OF KOREA, MA DEUL BR.  
 651-8, Sanggye-dong, Nowon-gu, Seoul KOREA  
 SWIFT Code: IBKOKRSE  
 USD A/C No.: 236-048912-56-00015