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1. **20th World Conference on Non-Destructive Testing Overview**

### 1.1. Overview

- **Title:** 20th World Conference on Non-Destructive Testing (20th WCNDT 2020)
- **Period**
  - Exhibition Operation: May 31 (Mon.) – June 4 (Fri.), 2021
  - Booth Set-up: May 29 (Sat.) – 30 (Sun.), 2021
  - Dismantling: June 4 (Fri.) 14:30-22:00, 2021
- **Venue:** Songdo Convensia (Exhibition Hall 1+2+3), Incheon, Korea
- **Hosted by:** International Committee for Non-Destructive Testing (ICNDT)
- **Organized by:** Korean Society for Nondestructive Testing (KSNT)
- **Official Language:** English
- **Website:** www.wcndt2020.com
- **Exhibition Secretariat**
  - Email: Exhibition@wcndt2020.com
  - Tel: +82.2.757.0981
  - Address: R1901, 15 Mugyo-ro, Joong-gu, Seoul, South Korea (SWEM)

### 1.2. Program

- **Program Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 29</td>
<td></td>
<td>Booth Building</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 30</td>
<td>Registration, Booth Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 31</td>
<td>Registration, Opening Ceremony</td>
<td>Parallel Sessions, Exhibition</td>
<td>Welcome Reception (Poster and Exhibition Evening)</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 1</td>
<td>Parallel Sessions, Exhibition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 2</td>
<td>Parallel Sessions, Exhibition</td>
<td></td>
<td>Gala Dinner</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 3</td>
<td>Parallel Sessions, Exhibition</td>
<td></td>
<td>Korean Night</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 4</td>
<td>Parallel Sessions, Exhibition</td>
<td>Closing Ceremony Booth Dismantling</td>
<td>Booth Dismantling</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The schedule above may change. The organizer will inform all exhibitors about changes.*
2. Exhibition Area

2.1. Songdo Convensia Exhibition (1F)

- Location: Songdo Convensia Exhibition Hall 1+2+3, Incheon, Korea
- Area: Hall 1+2+3, Total 12,581m²
- Height of ceiling: 32m / Height of maximum booth installation: 4m
- Floor load: 1.3 tons/m²
- Size of fire hydrant (Flush type): Width 60cm / Height 120cm
- Trench box: water, air, electricity, drainage and communication service outlet
- Floor has a hardened finish
- The entire exhibition hall has no columns
- Floor box: plumbing, air, power communication wires supplied
2.2. Exhibition Floor Plan
3. General Information

3.1. Manual Forms and Deadlines

- Order forms can be downloaded from the exhibitor menu on the WCNDT2020 website (exhibitor zone).
- Please complete all mandatory forms and submit them on the website by April 25 (Sun.).
- The organizing committee is not responsible for any penalty that occurs by not honoring the due date.

<table>
<thead>
<tr>
<th>Section</th>
<th>Contents</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Shell</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scheme</td>
</tr>
<tr>
<td>Application for participation</td>
<td>Registration (Entry Passes)</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>Exhibition booth plan</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Documents for Submission</td>
<td>Signboard Name</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>Facilities Application</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Raw space only Booth</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Dangerous Materials</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Heavy Materials</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Booth Event</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Furniture and Fixtures Rental</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Showcase</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Advertisement</td>
<td>Optional</td>
</tr>
<tr>
<td>Exhibition Operation</td>
<td>May 31 (Mon.) 12:00 ~ 18:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 1 (Tue.) ~ June 3 (Thur.) 09:00 ~ 17:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 4 (Fri.) 09:00 ~ 13:00</td>
<td></td>
</tr>
<tr>
<td>Set-up</td>
<td>May 29 (Sat.) ~ May 30 (Sun.) 08:00 ~ 20:00</td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td>May 4 (Fri.) 14:30 ~ 20:00</td>
<td></td>
</tr>
</tbody>
</table>

*Please ensure all applications are submitted on time.

3.2. Important Contact and Official Partner

<table>
<thead>
<tr>
<th>Field</th>
<th>Company name</th>
<th>Contact number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Secretariat</td>
<td></td>
<td>+82.2.757.0981</td>
<td><a href="mailto:exhibition@wcndt2020.com">exhibition@wcndt2020.com</a></td>
</tr>
<tr>
<td>Booth Installation</td>
<td>Korea E&amp;I</td>
<td>+82.2.563.8670</td>
<td><a href="mailto:messewor@hanmail.net">messewor@hanmail.net</a> <a href="mailto:messeworld@messeworld.co.kr">messeworld@messeworld.co.kr</a></td>
</tr>
<tr>
<td>Furniture Rental</td>
<td>Module in Space</td>
<td>+82.2.6000.7560</td>
<td><a href="mailto:modul82@naver.com">modul82@naver.com</a></td>
</tr>
<tr>
<td>Shipping</td>
<td>TOP PICK EXPO</td>
<td>+82.2.540.2230</td>
<td><a href="mailto:louis@tpexpo.co.kr">louis@tpexpo.co.kr</a> <a href="mailto:david@tpexpo.co.kr">david@tpexpo.co.kr</a></td>
</tr>
</tbody>
</table>
4. Schedule

4.1. Set-up and Exhibition Period

- Free parking will be provided to freight vehicles for only 3 hours for setup on May 29 (Sat.) and 30 (Sun.), and for move out on June 4 (Fri.) from 14:30 to 20:00.
- Smaller vehicles are not allowed to unload at the main gate. You must park your vehicle in the parking area.
- Power will be provided to each booth after the booths are assembled on May 30 (Sun.) from about 17:00.
- The Secretariat does not accept any liability for lost, stolen or damaged goods and equipment that the exhibitor brings to the exhibition.
- Exhibits should not be shipped to the exhibition hall before booth construction. Please mark the booth No. on the exhibit and ship it between 10:00 and 20:00 on May 30(Sun.), 2020.
- If consignment is needed to deliver it in advance, please contact ‘TOP PICK EXPO’, the official custom clearance and freight company of WCDNT2020.
- The exhibitor can be carry in exhibition items and interior displays on May 30(Sun.) after 14:00.

**Detailed Installation Schedule [Exhibition Hall 1+2+3]**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 29 (Sat.)</td>
<td>08:00-</td>
<td>Exhibition hall open and installation start</td>
</tr>
<tr>
<td></td>
<td>20:00</td>
<td>Exhibition hall closed</td>
</tr>
<tr>
<td>May 30 (Sun.)</td>
<td>08:00-</td>
<td>Exhibition hall open and installation start</td>
</tr>
<tr>
<td></td>
<td>14:00-22:00</td>
<td>Distribute the exhibitor entry passes (14:00-) at the registration desk.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carrying in of exhibition items and interior displays.</td>
</tr>
<tr>
<td></td>
<td>16:00-20:00</td>
<td>Furnishing and processing of any alteration requests.</td>
</tr>
<tr>
<td></td>
<td>17:00-</td>
<td>Electricity supply</td>
</tr>
<tr>
<td></td>
<td>22:00</td>
<td>Completion of installation</td>
</tr>
</tbody>
</table>

※The schedule above may change. The organizer will inform all exhibitors about changes.

- The above schedule is for installation. Shell Scheme and Raw Space Only booth exhibitors will be able to bring goods in and arrange their booths on May 30(Sun.) from 14:00 to 22:00.
- If additional work needs to be done after the exhibition hall is closed (after 22:00), you will be charged directly for the additional costs. If you need additional work, please notify the Secretariat in advance.
- Vehicles cannot enter the exhibition hall during the exhibition period.
- Installation of the booth during the exhibition period is prohibited.
- If additional work is required, it can only be done within the specified time after the end of the exhibition (after 18:00) after obtaining approval from the Secretariat.
### Exhibition Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May 31 (Mon.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08:00</td>
<td>Exhibition Hall Open (Entry of exhibitors)</td>
</tr>
<tr>
<td></td>
<td>08:30–11:30</td>
<td>Carry in of exhibitor items and interior display</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Furnishing and Process any alteration requests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Final confirmation of exhibition hall and preparation for opening</td>
</tr>
<tr>
<td></td>
<td>09:00–12:00</td>
<td>Opening Ceremony in Exhibition Hall</td>
</tr>
<tr>
<td></td>
<td>12:00</td>
<td>Exhibition Hall Open (Visitors)</td>
</tr>
<tr>
<td></td>
<td>12:00–18:30</td>
<td>Operation of Exhibition Hall</td>
</tr>
<tr>
<td></td>
<td>18:30–20:00</td>
<td>Welcome Reception in Exhibition hall</td>
</tr>
<tr>
<td><strong>June 1 (Tue.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08:30</td>
<td>Exhibition Hall Open (Exhibitors)</td>
</tr>
<tr>
<td></td>
<td>09:00–17:30</td>
<td>Operation of Exhibition Hall</td>
</tr>
<tr>
<td><strong>June 2 (Wed.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08:30</td>
<td>Exhibition Hall Open (Exhibitors)</td>
</tr>
<tr>
<td></td>
<td>09:00–17:30</td>
<td>Operation of Exhibition Hall</td>
</tr>
<tr>
<td><strong>June 3 (Thu.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08:30</td>
<td>Exhibition Hall Open (Exhibitors)</td>
</tr>
<tr>
<td></td>
<td>09:00–17:30</td>
<td>Operation of Exhibition Hall</td>
</tr>
<tr>
<td><strong>June 4 (Fri.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08:30</td>
<td>Exhibition Hall Open (Exhibitors)</td>
</tr>
<tr>
<td></td>
<td>09:00–13:00</td>
<td>Operation of Exhibition Hall</td>
</tr>
<tr>
<td></td>
<td>13:00–14:00</td>
<td>Closing Ceremony</td>
</tr>
<tr>
<td></td>
<td>14:30–20:00</td>
<td>Move-out and Dismantling</td>
</tr>
<tr>
<td></td>
<td>20:00</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*The schedule above may change. The organizer will inform all exhibitors about changes.*

### 4.2 Dismantling

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 12 (Fri.)</strong></td>
<td>13:00</td>
<td>End of Exhibition Visits</td>
</tr>
<tr>
<td></td>
<td>13:00–14:00</td>
<td>Closing Ceremony</td>
</tr>
<tr>
<td></td>
<td>14:00</td>
<td>Electricity Supply Cut-Off</td>
</tr>
<tr>
<td></td>
<td>14:30–20:00</td>
<td>Move-out &amp; Dismantling</td>
</tr>
<tr>
<td></td>
<td>20:00</td>
<td>Closed</td>
</tr>
</tbody>
</table>

- Move-out: Dismantling begins after the end of the exhibition on June 4 (Fri.) 14:30–22:00.
- No exhibit material may be taken out of the venue during the exhibition.
- Excessive booth materials left in the booth at the end of the published exhibitor move-out will be considered abandoned and deemed trash. The exhibitor will be charged for the removal and disposal of these items.
- The removal and disposal of these items begins after the end of the exhibition on June 4 (Fri.) from 14:30 to 22:00.
5. General Rules and Regulations

 дир Deliveries of exhibition materials in advance are not permitted. Songdo Convensia and the organizer will not accept any packages/deliveries. You can have your delivery sent to the official shipping partner, who will then deliver it to your stand, for a fee, and store any empty containers and packaging material.

5.1. Shipping Information

1) Official Logistics Partner
- Company Name: TOP PICK EXPO
- Address: RM. 202 GOOD LIFE B/D, 63 GANGNAM-DAERO 126-GIL, GANGNAM-GU, SEOUL 06113, KOREA
- Telephone: +82.2.540.2230
- Fax: +82.2.540.2232
- Contact: Mr. Louis Kim (louis@tpexpo.co.kr)/ Mr. David Hong (david@tpexpo.co.kr)

2) Consignment Arrival Deadlines
To ensure the timely delivery of exhibits to the exhibition site, any shipments must arrive in Korea by the following dates.

SEA FREIGHT(LCL,FCL)
- Arrive at BUSAN port: 23rd, MAY, 2021 (Latest: 5 working days prior to delivery)

AIR FREIGHT
- Arrive at INCHEON airport: 25th, MAY, 2021 (Latest: 3 working days prior to delivery)

Freight Terms
- C.I.F. BUSAN port or INCHIEON airport/ FREIGHT PREPAID

3) B/L or AWB ISSUING
○ CONSIGNEE
- Exhibitor Name & Address: _____________________
- Exhibition: 20th World Conference on Non-Destructive Testing (WCNDT2020)
- Date: MAY 31 – JUN. 04, 2021.
- Venue: Songdo Convensia, Incheon, Korea
- Hall & Booth No:___________________________

○ NOTIFY PARTY
- TOP PICK EXPO CORP.
- Telephone: +82.2.540.2230
- Fax: +82.2.540.2232
- Contact: Mr. Louis Kim (louis@tpexpo.co.kr)/ Mr. David Hong (david@tpexpo.co.kr)
4) DOCUMENT DEADLINES

In order to check customs matters about your exhibits and prepare customs declaration in advance, documents must be received at least 3 days before arrival of the carrier at Korea.

※ 1 copy of B/L(or AWB) and invoice & Parking List

5) PREPARATION of DOCUMENTS and CARGO

○ Invoice & Packing List

Please describe your exhibits as detailed as possible regarding item, quantity, unit price, total price, weight and volume further if there is any electric items such as TV, PC, Tablet etc, please kindly write model no. and serial no. also.

The Invoice & Packing List must be written in English, consigned to our company and each item must be valued individually and the value are must be reasonable.

Please issue separate Invoice & packing List for Temporary import items and another invoice & Packing List for permanent import items (e.g. catalogues, give-aways etc.)

○ Packing

The case must be strong enough to avoid damage during transportation and services at on-site such as unpacking, empty case handling, re-packing as well as for sale or return movement after the exhibition.

Consumable goods for the exhibition should be packed separately from other goods. If not possible due to any reason, we must know G.W of consumable goods at least to declare customs clearance.

All import wooden packing materials should be treated by Heat Treatment (HT) or Methyl Bromide(MB) fumigation under the supervision of the quarantine authority of the export country or territory according to the International Plant Protection Convention (IPPC), and the mark of IPPC in black color should be put(stuck) on two opposite side of the treated wooden package.

○ Case Marking

NAME OF EXHIBITION : 20th World Conference on Non-Destructive Testing(WCNDT2020)
NAME OF EXHIBITOR :
HALL / BOOTH NO :
PACKAGE NO :
DIMENSIONS : L(CM) X W(CM) X H(CM)
GROSS/NET WEIGHT : KGS/ KGS
Insurance

Please note that all works undertaken by our company is at owner's risk. Exhibitors should arrange proper insurance for their exhibits.
(All risk / Round-trip including exhibition period)

Closing of Exhibition

All exhibitors must give us instructions for return shipment before end of the show.
Our staff will visit exhibitor's booth during show period to check above information.
Exhibitors must not leave from the exhibition center before hand-over return exhibits to us.
Please kindly note that any SOLD/CONTRACTED exhibits under temporary import customs, should be moved to bonded W/H after the show to declare permanent import customs clearance with payment of import Duty & Tax.

6) TERMS OF PAYMENT

INWARD : Prior to delivery to Exhibitor’s stand
OUTWARD: Prior to arrive of return shipment at origin(or the 3rd country)

BANK ACCOUNT
Bank Name: KOREA EXCHANGE BANK, HAKDONG STATION BRANCH
Swift Code: KOEXKRSE Bank Address: 171 Hakdong-ro, Gangnam-gu, Seoul, 06046, Korea

Beneficiary : TOP PICK EXPO CORP.
Account: 650-010087-078(USD, EUR, GBP, JPY, CNY etc.)

5.2 Shell Scheme Booth Guideline

1) Shell Scheme Booth Component

Space: 3 m x 3 m (one shell scheme booth, Non-profit booth will be provided 2m x 2m)
Materials: Multiples of 9 square meters, Wall and Shell scheme system

<table>
<thead>
<tr>
<th>Details</th>
<th>1 Shell Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SIZE</td>
</tr>
<tr>
<td>System wall</td>
<td>3m*3m</td>
</tr>
<tr>
<td>Floor - Needle Punch Carpet</td>
<td>3m*3m</td>
</tr>
<tr>
<td>Electricity</td>
<td>Socket(220V 1kw, 2ways)</td>
</tr>
<tr>
<td>Lighting - Spotlight</td>
<td>8w</td>
</tr>
<tr>
<td>Booth Signboard (English Only)</td>
<td>2,900*1,000mm</td>
</tr>
<tr>
<td>Information Desk</td>
<td>1000<em>500</em>H.750mm</td>
</tr>
<tr>
<td>Folding Chair</td>
<td>500*500mm</td>
</tr>
</tbody>
</table>

※Please note that only 1 information desk will be provided even if exhibitors use more than one booth
※ Cautions

❍ Any additional installation or attachment of adhesive materials to the panels of the booth without permission is prohibited, and a compensation fee will be charged for any damages. For those who want to attach sheets inside a basic package, please discuss it with the official installation company: Korea E&I/+(82) 2.563.8670/messewor@hanmail.net, messworld@messeworld.co.kr

❍ Nailing, double-sided taping, and gluing on panels is not allowed. If you would like to display a promotional poster/printed advertisement, please prepare or order s-hooks or wire hooks. If a panel is damaged, a restoration fee will be charged (USD 28 per panel)

Package Booth (3m X 3m)

※ Shell scheme

❍ Front View

Shell Scheme Booth (3m x 3m h: 2.5m)
14

2) Shell Scheme Booth Signboard.

- Shell scheme booth exhibitors must submit [Form 2] for signboard.
- Logo inserts on signboards are charged separately for $66 each.
- If you want to include different names on each signboard, please submit the Page 2 of [Form 2] and contact with the our official partner Korea E&I.

5.3. Raw Space Only

1) General Policies

- Raw Space Only booth exhibitors must submit [Form 4] with a copy of a 3D color perspective view, floor plan and elevation plan to the Secretariat and Songdo Convensia prior to installation for construction. [Deadline: April 25 (Sun.), 2021]

If the required documents are not submitted, the organizer can restrict booth installation. Structures that do not comply with regulations or are not suitable for the exhibition will be asked to be removed or modified.
Exhibitors applying for a Raw Space Only booth will only be provided with exhibition space. Other utility services such as electricity must be applied for separately.

- The height limit of a Raw Space Only booth in Exhibition Hall is 4 m.
- A multiple layer booth structure is not possible.
- Raw Space Only booth exhibitors must submit a 3D color perspective view, floor plan and elevation plan to the Secretariat prior to installation, and the same documents should be submitted to Songdo Convensia after confirmation by the Secretariat.

**Cautions**

- A Raw Space Only booth does not include electricity, so you must apply for basic electricity.

2) **Raw Space Only Installation Company Regulations**

- A Raw Space Only booth must be installed by an official contractor designated by Songdo Convensia.
- All electrical work must be carried out by our official electrical supplier.

3) **Raw Space Only Installation and Design Restrictions**

- For divided exhibition stands, exhibitors are responsible for erecting and decorating side and back walls facing onto their stand areas to a minimum height of 2.5m. Walls above this height must be clad and decorated on both sides from 2.5m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in plain white color only. In the event that the exhibitor fails to erect, clad and decorate such walls to the organizers’ satisfaction, the organizer reserves the right to remedy such walls at the expense of the exhibitor.
- The Raw Space Only booth structure should not protrude into the aisle. If structures are installed outside of the booth, the organizer or Songdo Convensia can request the exhibitor to change the structure of the exhibit, and the cost will be borne by the exhibitor. All liabilities arising from this are the responsibility of the exhibitor.
- Exhibits, fixtures, components and identification can go as high as 4m if confirmed by Songdo Convensia and the Exhibition Secretariat 2 weeks prior to the exhibition.
- The width of the aisles between booths should be 3m or more. Raw Space Only booth exhibitors are not allowed to use the walls of other exhibitors.
- The booth must be set up 1.2m away from the hall walls, partitions or any other structures. Using other existing facilities for fixtures is not allowed.
- No lighting, fixtures, lighting trusses or overhead lighting is allowed outside the boundaries of the exhibit space.
- All materials used in the booth must be nonflammable and flame-resistant.
- Booth floors must be carpeted with materials that are easy to remove and nonflammable.
- Exhibitors who have fire hydrants inside a given space should ensure their smooth operation in an emergency.
Waste in the hall from booth construction should be duly disposed of on the same day. It is not allowed to dump waste in the disposal site of Songdo Convensia without permission. Exhibitors should cover all costs of any violations. 

No banners or display materials can be installed without permission from the Secretariat. 

Exhibits that weigh 1 ton or more need prior approval according to Songdo Convensia regulations. 

The use of power saws, electric planers, welding machines, electric grinders and oxy-fuel cutting machines is not allowed in the hall. 

In the case of obstructed ceilings, at least one automatic fire extinguishing system must be installed per 10m². 

Exhibitors and their contractors are obligated to follow the work timeline from construction to dismantling set by the Secretariat and Songdo Convensia. 

If the required documents are not submitted, the organizer can restrict booth installation. Structures that do not comply with regulations or are not suitable for the exhibition will be asked to be removed or modified.

### Application for Utility Services

<table>
<thead>
<tr>
<th>Classification</th>
<th>Type</th>
<th>Price (VAT Incl.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td>Single-phase 220V (60HZ)</td>
<td>Daytime (US$60/1kw)</td>
</tr>
<tr>
<td></td>
<td>Three-phase 220V</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Three-phase 380V</td>
<td>24 Hours (US$80/1kw)</td>
</tr>
<tr>
<td>Telephone</td>
<td>For Domestic</td>
<td>US$80/1ea</td>
</tr>
<tr>
<td>Water Ø15mm</td>
<td>Water supply:15mm(Ø)</td>
<td>US$250/1ea</td>
</tr>
<tr>
<td>Drainage Ø25mm</td>
<td>Drainage:Ø25mm</td>
<td></td>
</tr>
<tr>
<td>Compressed Air</td>
<td>8mm(Ø) / Pressure: 5-6kg</td>
<td>US$250/1ea</td>
</tr>
<tr>
<td>Internet Line</td>
<td>Speed:1.5M(T1)-2M(E1)</td>
<td>US$130/1ea</td>
</tr>
</tbody>
</table>

### 5.4. Power Supply (for lighting and equipment)

1) **Specifications and Requirements for Electrical Installations**

- To order electrical power for lighting and equipment, please submit [Form 3] by April 25(Sun.), 2021. 
- Power of 1 kw per booth will be provided for Shell Scheme Booths. 
- Basic electricity will not be provided for Raw Space Only booths, so please make sure to apply for it. 
- Power supply starts 30 minutes before the exhibition, and ends 30 minutes after the exhibition (daytime user).
Electrical installations from the trench to the booth panel board will be provided by the organizer. However, installation beyond the panel board and inside the booth should be carried out by the exhibitor.

Power supply inside the exhibition hall consists of single-phase 220V and three-phase 220V electricity. For those who need 110V, exhibitors need to prepare an AVR or electric transformer separately.

Exhibitors must apply for enough electricity by considering total lighting and electric power usage. An additional application for increased electricity is required in the case of electricity shortages during the preparation period. In the case of any damage including outbreak of fire in the exhibition hall due to overload, the exhibitor should compensate the Secretariat, Songdo Convensia and neighboring exhibitors.

Electric work must be done by the official company designated by the organizer. Construction by a company not designated by the organizer is not allowed. If the exhibition proceedings or facilities are damaged, exhibitors shall be liable for all indemnities.

Power is supplied after a complete inspection of the exhibitor, and the power supply is completely connected to the exhibition equipment after a safety inspection by the organizer and contractor.

The power supply can be shut down by the Secretariat in case of emergency.

5.5. Compressed Air, Water and Drainage Supply

1) Compressed Air Installation and Supply

Exhibitors who want to order compressed air must submit [Form 3] on the WCNDT2020 website by April 25(Sun.), 2021.

Regarding compressed air installation, the host provides construction of a compression tube from trench to booth.

In the case of damage to machines due to pressure drop, exhibitors should install protective devices at their own risk and the host does not bear any liability regarding this issue.

After the exhibition ends, exhibitors must lock the valve of the compressed air and go over a safety check.

2) Water and Drainage Supply

Please Submit [Form 3] to the WCNDT2020 website by April 25(Sun.), 2021.

The contractor will install a service trench and other equipment to supply water.

Sinks will not be provided.
5.6. Telephone and Internet Access

1) Telephone Installation
☐ Please Submit [Form 3] to the WCNDT2020 website by April 25(Sun.), 2021.
☐ The phone bill will be charged at the domestic call rate.
☐ Telephones must be returned at the time of dismantling, and exhibitors will be responsible for any loss.

2) Internet Access
☐ Please Submit [Form 3] to the WCNDT2020 website by April 25(Sun.), 2021.
☐ Internet Specifications
  • An official fixed IP address is provided (1 address per port).
  • To prevent increased network traffic in the venue, the use of individual Internet sharing devices (NAT server, IP sharer) is prohibited. In case of violation, Internet access may be restricted.
☐ Wi-Fi
  • Songdo Convensia provides free Wi-Fi to all participants and exhibitors in all areas including the exhibition hall, but it is very weak.
    Speed: Maximum 4 Mbps (average 2M)
  • The connection and use of private Wi-Fi transmitters (routers, remote controls, Apple TV, etc.) is strictly prohibited. General inspections will be carried out during the entire conference week.
  • If Wi-Fi use is required, a license must be purchased. Please contact the Secretariat for further details.
  • Wireless internet (wifi) is available for 1 person. (KRW 11,000 per persons)

5.7. Furnishings and Accessories

Furnishings and accessories are available to rent from the designated service provider. Please submit [Form 8] in advance on the WCNDT2020 website by April 25(Sun.), 2021.

※ Please check the catalog with furnishings and accessories.
☐ WCNDT2020 Official Rental Company: Module in space Co., Ltd
☐ Telephone: +82.2.6000.7560
☐ Email: modul82@naver.com
  • All items will be delivered to the booth after 16:00 on May 30, 2021.
  • Several items may be rejected in accordance with the Songdo Convenience Regulations.
  • Depending on item, quantity may be insufficient. We’ll confirm the order after checking the application form. (Item supplies are available on a first-come, first-served basis).
5.8. Noise

Loud noise caused by promotion events may cause a disturbance during the exhibition. Sound should be kept at a low level, and the Secretariat reserves the right to determine when sound constitutes interference with others and if it must be discontinued:

- If the noise level is above 85db measured by device
- If the event is held in the aisle or outside the booth
- If neighboring exhibitors complain about the noise

5.9. Exhibitor Entry Passes

Exhibition Entry Passes

- Two people per booth (based on the 3 m x 3 m size) can apply for free entry passes.
  (Additional entry passes can be purchased on the website.)
  • One booth is based on the A size (A=2 tickets, B=4 tickets, C=8 tickets, D=12 tickets)
  • Application method: Exhibition → Exhibitors zone → Log in → Free Registration (Only the quantity granted can be registered free of charge)

- Exhibitor entry passes provide access to the conference area, social programs (welcome reception, gala dinner, Korean night), refreshments, lunch in the exhibition hall, and e-proceedings.

- Please apply for free entry passes on the official WCNDT2020 website before May 26, 2021.
- We will provide exhibitor entry passes at a registration desk in the entrance lobby of Songdo Convensia Exhibition Hall at 14:00 on May 30, 2021.
- Only exhibitors, visitors and authorized service companies are allowed to enter the exhibition hall, and must always wear a badge with a bar-code.

- Additional Booth Staff
  For additional booth staff, the organizer can provide exhibitor entry passes for US$450 for the entire duration of the conference. This includes the following services:
  • Participation in the opening ceremony
  • Participation in the poster and exhibition evening (welcome reception)
  • Access to all exhibition areas (including. catering, lunch)
  • Application method: Exhibition → Exhibitors zone → Log in → Additional Exhibition staff
  • Additional tickets for social events (Korean night, gala dinner) can be booked on the registration page.

- Issuance of entry passes
  • Period of Entry Passes: May 30(Sun.) – June 4(Fri.), 2021.
  • Entry Pass distribution: available after 10:00 on May 30 at the registration desk in front of the Exhibition hall.
  • Admission to the exhibition begins after 14:00 on May 30, 2021.
5.10. Showcase Guidelines (Presentation Room in Exhibition Hall)

1) Please Submit [Form 9] to the WCNDT2020 Exhibition Secretariat by April 25(Sun.), 2021.
2) The presentation room is located in the exhibition hall, with a space of approximately 7mX10m (only 50 seats are available.)
3) Priority is given to applicants on a first-come, first-served basis (*Note: It is necessary to consult with the Secretariat beforehand. After applying, please get a confirmation answer from the Secretariat office)
4) The fee is US$350 based on 30 minutes of use (presentation 25mins, 5-min break) Only bank transfers are allowed. Credit cards are not acceptable.
5) We provide screens and a beam, notebook and microphone. Please prepare other equipment directly from the company (rental service is available).
6) No hindrances to other exhibitors or offense against public morals regarding the contents of programs are allowed.
7) A maximum two showcases per company is possible, 30 minutes for each showcase.
8) Only exhibition booth participants can apply.

5.11. Booth Event Guidelines

1) For those who want to hold an event inside a booth, please submit [Form 7] to the exhibitor zone page on the official website by April 25(Sun.), 2021.
2) No hindrances to other exhibitors or offense against public morals regarding the contents of programs are allowed.
3) The Secretariat has the right to stop an event if it is held outside the stand or in the hall aisle or if the noise level is higher than 85 db.

5.12. Dangerous Materials

1) Please Submit [Form 5] to the WCNDT2020 website by April 25(Sun.), 2021.
   Two weeks' prior written permission is required from the organizer and Songdo Convensia to bring any dangerous materials into the exhibition hall.
2) Exhibitors must take full responsibility for any accidents related to the dangerous materials they have brought in.
3) All matters involving handling dangerous items or fire prevention must comply with related laws and ordinances. LPG (except butane gas containers) cannot be brought into the exhibition hall.
4) Exhibitors cannot handle firearms in the exhibition hall without the approval of Songdo Convensia.
5) Explosives require a permission certificate from the competent authority.
6) Dangerous items must be handled and stored in accordance with the instructions of the Secretariat’s safety officers.
7) Some dangerous materials may not be allowed in under Songdo Convensia regulations.

5.13. Heavy Materials

1) Please Submit [Form 6] to the WCNDT2020 website by April 25(Sun.), 2021.
2) Exhibits exceeding 1 ton per square meter must not be brought into or displayed at the exhibition. Prior written permission is required from the organizer to bring in any exhibits that weigh 1 ton or more.
3) Please bear in mind that heavy goods or bulky equipment should be carried into the exhibition hall earlier in comparison to other companies.
4) Measures must be taken during the loading, unloading and installation of heavy objects to avoid concentrated surface loads.
5) Exhibitors bringing in exhibits over the weight limit need to submit a structure calculation along with load balancing measures to the Secretariat

CAUTION: Transport routes and the respective permissible floor load must also be taken into consideration. The exhibitor shall bear any resulting costs.

5.14. Security and Insurance

1) The Secretariat will provide a security service with hired personnel to safeguard the exhibition hall, but each exhibitor must assume the risk of loss or damage of their exhibits.
2) It is strongly recommended that exhibitors take precautionary measures and obtain appropriate insurance coverage.
3) The Secretariat takes no responsibility for any damages to an exhibitor’s property caused by natural hazards, fire, theft, or any other reasons.

5.15. Advertisement

1) Please Submit [Form 10] to the WCNDT2020 website by April 25(Sun.), 2021.
2) Please check the each advertising size and cost.
3) Storage or distribution of advertising materials outside of your own exhibition stand area is not permitted.
4) The exhibitor must explicitly guarantee that the content and method of displaying products/items and their associated advertising material do not violate the principles of political and religious neutrality, customs and decency, or bring the organizer into disrepute or hinder the statutory objectives and tasks of the organizer.
5.16. Booth Management

1) Rent and Structural Changes
- Exhibitors must obtain the consent of the organizer to change the booth structure in the exhibition hall.
- Participating companies must not transfer or allocate assigned exhibition spaces without prior approval from the organizer, except for special matters related to the parent, affiliate, and sister companies.
- The organizer may restrict companies from participating in the exhibition in the event of transferring or re-lending the exhibition space (in this case, the booth fee will not be refunded).
- The participating entity must pay for the contracted space even if it does not fully utilize the contracted area. The exhibition booth may not be installed in the time.
- Exhibitors are obliged to keep the aisles in front of their booths clean. All items must be placed in an assigned position before the start of the exhibition and no exhibits should be placed in the passageway.
- Please keep items (X banner, promotional materials, etc.) within the booth area. You cannot install in places other than booths.

2) Cleaning
- Exhibitors will be responsible for daily cleaning of stand carpets and corridors during the exhibition. Exhibitors are responsible for the removal of their own materials and rubbish during preparation, exhibition and dismantling. Storage of empty boxes or packaging materials inside the hall is strictly prohibited at all times.

3) Waste Handling
- The exhibition area must be cleared of all exhibits/stands/materials (wood, vinyl, air packs and construction waste) by the exhibitor after set-up and dismantling.
- If exhibitors fail to clear the area after dismantling, the official waste disposal service provider will charge the exhibitors the cost of the entire cleaning service. Thus, we encourage exhibitors to negotiate with the booth installation service providers prior to set-up in the case of the following installations.
- In the case of hazardous waste (waste that needs to be monitored), the Secretariat is to be informed immediately and a special disposal process is to be carried out.
- For reasons of environmental protection, the exhibitors are encouraged to keep their waste as minimal as possible.

4) Bringing in Food and Beverages (Exhibition Booth Plan)
- Those who wish to bring in food and beverages, please mark the corresponding category in [Form 1] "yes" and submit it by April 25(Sun.), 2021.
- Some foods and beverages may not be allowed under the Songdo Convensia Regulations.
- Cooking food is not allowed in the exhibition hall. Food and beverages distributed in the exhibition hall are only available in the form of finished products.
The Secretariat may request additional information from the submitted form.
Catering service and alcoholic beverages are difficult to bring in. Please check with the Secretariat in advance.

5) Distribution of Souvenirs
Those who wish to distribute souvenirs, please mark the corresponding Category in Form 1 "yes" and submit it by April 25(Sun.), 2021.
Distribution of some souvenirs may not be permitted by the Songdo Convensia Regulations.
Any hindrances to other exhibitors and offense against public morals regarding the contents of souvenirs are not allowed.

5.17. Terms and Conditions
Except as otherwise provided in this Contract, payments to the Organizer are non-refundable.
Should the Exhibitor fail to observe or comply with any of the terms and conditions contained herein or if the Exhibitor fails to pay any of the Charges at the time and in the manner as aforesaid, the organizer may rescind the Contract by written notice to the exhibitor.
Upon the Organizer exercising their right to rescind the Contract under sub-clause (3) of this clause, it may, but is not obliged to, license or otherwise deal with the Exhibition space contracted by the Exhibitor/Sponsor in default on such conditions as the Organizer shall deem fit. In the event that the Organizer, having elected to license the said space, is not able to do so, the Exhibitor/Sponsor in default shall be liable to pay the entire Charges to the Organizer as liquidated damages for the loss of revenue.

Changes
The Organizer reserves the right to change the venue, dates, and/or duration of the Exhibition if exceptional circumstances so demand. In the event of change of venue, dates, and/or duration, the agreement to participate shall remain in force so long as the Exhibitor is informed at least a month before such changes will take place. In the event of a change of venue, dates and/or duration of the Exhibition, the Exhibitor shall not be entitled to any refunds or claims for compensation in connection with their contract for participation.

Failure of Services
The Organizer shall not be liable for any loss sustained by the Exhibitor/Sponsor directly or indirectly attributable to the cancellation, suspension delay or reduction of duration of the scheduled Exhibition from the period advertised or specified due to:
1) Force majeure.
2) Acts of war, military activity, municipal statutory or civil authority requisition.
3) Fire, flood, typhoon, excessively inclement weather, earthquake, epidemic or a combination of the same.
4) Damage caused by an aerial object or aircraft.
5) Strike or lockouts by workmen
If the Exhibition is cancelled, the Charges paid to the Organizer, or any part thereof may be refunded to the Exhibitor/ Sponsor at the sole discretion of the Organizer after appropriating the entire Charges or any part thereof for expenses it has already incurred for the Exhibition, but in no case shall the amount of any refund to the Exhibitor/Sponsor exceed the amount paid by the Exhibitor/ Sponsor, nor shall the Exhibitor/Sponsor be entitled to review or audit any of the Organizer’s financial records.

5.18. Dismantling and Moving Out

If an exhibitor wants to move out an exhibit during the exhibition preparation period and exhibition operation period, they must have certification to do so. This is to prevent theft and loss of exhibits. After checking this certification filed with the Secretariat it is submitted to exhibition hall security.

- At the end of the exhibition, construction must not be carried out until electric power is shut off.
- All exhibition structures and materials must be dismantled and removed from the exhibit facility by 22:00, June 4, 2021.

5.19. Songdo Convensia Parking

Since parking tickets are not provided to participating companies during the event, do not use private cars as much as possible. Please use public transportation.

1) Only cargo trucks for the construction and dismantling of exhibitions will be provided with free parking for the initial 3 hours (KRW 1,200/per 30 min, 12,000/per day).

※ Cargo truck parking area information

Songdo Covensia cargo parking lot can be accessed by moving as shown below due to the internal construction.

▶ Songdo Convensia cargo parking lot

▶ Entrance of Cargo Parking lot Address: Songdo Convensia, 123 Central Street, Yeonsu-gu, Incheon
It is possible to use the parking lot of Songdo Convensia at the work vehicle (trucks and vans) only during the period of carrying out and dismantling the exhibition and the equipment construction period, but it is impossible to park for a long time due to the narrow space of the cargo loading area. Please move your car quickly after unloading (Up to 3 hours available.)

Please purchase a parking ticket at the parking control center (Tel: +82.32.210.1170)

**Songdo Convensia Parking lot Price**

<table>
<thead>
<tr>
<th>General Parking</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>Cars, vans, small trucks</td>
<td>KRW 600</td>
</tr>
<tr>
<td>Trucks (over 2.5 tons)</td>
<td>KRW 1,200</td>
</tr>
<tr>
<td>Buses (over 25 passengers)</td>
<td></td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td></td>
</tr>
<tr>
<td>Cars of disabled people and people of national merit, and small vehicles</td>
<td>50% discount for fees</td>
</tr>
</tbody>
</table>

Contact information for Songdo Convensia parking lot office: +82.32.210.1170

### 5.20. Accommodation

You can book a hotel accommodation on the official WCNDT2020 website. Promotional rates only apply to WCNDT2020 participants.

- Official WCNDT2020 Website → Venue → Accommodation → Online Accommodation
- Reservation Housing Bureau: Sungwon Travel Agency
- Inquiries about accommodation: sungwontravel@gmail.com
6. Frequently Asked Questions from participating exhibitors (FAQs)

Q. What is the job of the Secretariat Office?
☞ The Secretariat office performs operational and Secretariat functions during the exhibition preparation and operation period (May 30~June 4, 2021).
☞ All technical support services from Shell scheme booth to electricity, telephone, compressed air/water supply, and wired LAN, as well as all basic services that facilitate the convenience of the participating companies, such as the distribution of application forms, are provided at once.

Q. What else should exhibitors prepare besides the booth construction?
☞ Prepare display exhibition items, interior design of booth, catalog of exhibition items, business card etc.
☞ A furniture supply rental company is also available if you need any displays
Note that in the case of a Shell scheme booth company, if damage occurs due to nails and bond attachment to the installed assembled panel, the company must bear the cost of restoration.

Q. When and where can we get the Entry Passes?
☞ You can pick up your Entry Pass at the registration desk in front of Exhibition Hall after 14:00 on May 30.
   (You can't enter the exhibition hall before 14:00 on the May 30, because the booth is under construction.)

Q. In the case of Raw Space Only booth, can only the official contractor designated by Songdo Convensia do the installation?
☞ A Raw Space Only booth must be installed by an official contractor designated by Songdo Convensia.
☞ Also, electricity is not included in the booth space, so you must apply for basic electricity.

Q. What can I do about the loss of my exhibit and theft?
☞ The Secretariat has a security guard for the exhibition hall during the preparation, exhibition, and demolition period. If a loss or theft occurs, CCTVs in the exhibition hall can be checked by the safety manager.
   We strongly recommended that exhibitors take precautionary measures and obtain appropriate insurance coverage.

Q. Can we block or remove one side of the Shell scheme booth?
☞ It depends on the location of the booth. Please contact the official booth construction company
to check the availability of construction. [Korea E&I / +82.2.563.8670 / messor@hanmail.net, messorworld@messeworld.co.kr]

**Q. Where can I check the required documents?**

☞ The ‘Exhibitor zone’ ID and password were shared with the company’s contact email. Please log into the “exhibitor zone” on the WCNDT2020 website, where you can download and submit the appropriate form.

Page address: Exhibition → Exhibitor zone [https://www.wcndt2020.com:8443/03/0306.do].

**Q. Will we have basic electricity for each booth?**

☞ Power of 1 kw per booth will be provided for shell scheme booths (approximately the minimum amount of power for laptops and lights). If you consume a lot of electrical power such as TVs, exhibition items, etc. You must apply for additional facilities in advance.

☞ Raw Space Only booths do not include electricity, so you must apply for basic electricity.

☞ Application method: Please log into the “exhibitor zone” on the WCNDT2020 website, and submit [Form 3] by April 25(Sun.), 2021.

Page address: Exhibition → Exhibitor zone [https://www.wcndt2020.com:8443/03/0306.do].

**Q. When do you start supplying electricity?**

☞ Usually after about 17:00 on the last day of booth construction [May 30(Sun.), 2021], when all electrical wiring work in the exhibition hall is completed.

For the safety of all workers in the hall, no company can supply electricity unless the electricity-related construction is completed.

☞ Power will be supplied from 8:00 until 18:00 for daytime. If you need power after 6 pm, you should apply for 24-hour power supply. [Exception: May 31(Mon.), 2021 from 8:00 to 19:00 supplied].

**Q. When do you start supplying Internet service?**

☞ The service is only available to companies who apply for wired LAN construction.

If a computer is installed in the planned location, the entire LAN is built and supplied in batches after about 17:00 on May 30(Sun.), 2021.