**ISUOG World Congress 2023**

**33rd ISUOG World Congress on Ultrasound in Obstetrics and Gynecology**

**16-19 October 2023**

Order Forms

COEX (Hall B2)

Seoul, Korea

ISUOG WORLD CONGRESS 2023

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| Space Only floor plans and stand contractor information form |

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| **Company Name: Booth No.:** |
| **Contact Person:** |
| **Tel:** |
| **E-mail:** |

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| **All space only exhibitors must submit stand plans for approval to** : messewor@daum.net, [messeworld@messeworld.co.kr](mailto:messeworld@messeworld.co.kr)  **IMPORTANT**  Please note that the COEX has a list of designated stand contractors. As per the regulations of COEX please note that ONLY COEX approved contracts can build within the exhibition hall. Any external stand builders must hire/work with one of the approved COEX stand contractors.  **Please note guidelines below** |
| * Maximum height limit is 4.5 m (no double decker stands permitted) * Include elevations views of the proposed booth to be built * Plan for weight distribution (number of platforms, dimensions and weight resistance) * All materials must be fireproof * Glass should be tempered glass |
|  |
| **Stand Contractor Company Name:** |
| Address: |
| Tel: |
| Contact Person (Responsible for booth construction) : |
| Mobile inc Country Code : E-mail: |

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| **Return to :** [**messewor@daum.net**](mailto:messewor@daum.net)**,** [**messeworld@messeworld.co.kr**](mailto:messeworld@messeworld.co.kr)  **DEADLINE DATE : MONDAY 17 JULY 2023** |

Korea E & I International (Mr. Jae-Ho, Kim / Mrs. Eun-hee, Lee) – E: messewor@daum.net

**ISUOG WORLD CONGRESS 2023**

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| **Electric Power Supply form: compulsory for space only stand / optional for shell scheme stand** |

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| **Company Name: Booth No.:** |
| **Contact Person:** |
| **Tel:** |
| **E-mail:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Required** | | **Unit Price** | **Amount** | **Remarks** |
| **Day time** | **24hours** |
| **Single-Phase 220V** | **KW** | **KW** | **Exhibition Time: \70,000/1kw**    **24hours:**  **\90,000/1kw** | **\** | **Frequency: 60Hz** |
| **Three-Phase 220V** | **KW** | **KW** |
| **Three-Phase 380V** | **KW** | **KW** |
|  | | | **Total** | **\** | |
| **V.A.T (10%)** | **\** | |
| **G. Total** | **\** | |

**Electric power provision:**

Shell scheme stands inc 1kw, however, if you require additional power please complete and return the form

Please note that it is compulsory for space only stands to order power. No power will be supplied to space only stands unless ordered and paid for.

Orders received after Friday 15 September 2023 will be charged 15% additional charges and on-site orders may be charged an additional surcharge of 30% depending on the special circumstances.

Invoice will be issued after we receive the order form.

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| **Return to :** [**messewor@daum.net**](mailto:messewor@daum.net)**,** [**messeworld@messeworld.co.kr**](mailto:messeworld@messeworld.co.kr)  **DEADLINE DATE : FRIDAY 15 SEPTEMBER 2023** |

Korea E & I International (Mr. Jae-Ho, Kim / Mrs. Eun-hee, Lee)

Tel: +82-2-563-8670 Fax: +82-2-563-8772

**ISUOG WORLD CONGRESS 2023**

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| |  | | --- | | **Utilities form** |  |  | | --- | | **Company Name: Booth No.:** | | **Contact Person:** | | **Tel:** | | **E-mail:** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Required (Units)** | **Unit Price**  (Whole Exhibition Time) | **Amount** | **Remarks** |
| **LAN** | **Port** | **\130,000/1Port** | **\** |  |
| **Compressed Air** | **ea** | **\380,000/1ea** | **\** |  |
| **Water& Drainage** | **ea** | **\380,000/1ea** | **\** |  |
|  |  |  | **Total** | **\** |
|  |  |  | **V.A.T (10%)** | **\** |
| **G. Total** | **\** |

<Booth Layout>

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**Please attach the floor plan indicating the location of LAN, Air and Water.**

Orders after Friday, 15 September 2023 will be charged 15% additional charges and on-site orders may be charged an additional surcharge of 30% depending on the special circumstances.

On-site orders for air and water cannot be accepted.

Invoice will be issued after we receive the order form.

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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Company Signboard – SHELL SCHEME STANDS ONLY** |  |  | | --- | | **Company Name: Booth No.:** | | **Contact Person:** | | **Tel:** | | **E-mail:** | |
| **Company Signboard** | |
| * Company name will be black lettering on white board * The style of letter is Gothic style and company name is CAPITALIZED. * Please type the exact letters including spaces and punctuation. * If you do not submit this form by the due date, your company name on the application form will be used for the signboard.   < English name of the company>   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Company Name** |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

**For extra lettering and logo, additional payment is required:**

**Price for putting extra logo is \70,000/1ea**

**Exhibitors requiring additional logos should complete and return the Graphic order form to Korea E&I.**

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Heavy exhibits move-in form** |  |  | | --- | | **Company Name: Booth No.:** | | **Contact Person:** | | **Tel:** | | **E-mail:** | |

Exhibitors with any exhibits over 500kg are required to complete and return the form.

Any exhibits over 1500kg per 1m2 will not be allowed access into the exhibition hall.

In addition, exhibitors should be aware of floor loading and try to avoid direct concentrated loads during move-in, move-out, and installing heavy exhibits.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Size** | **kg** | **Unit** | **Move-in Date** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Hazardous materials handling form** |  |  | | --- | | **Company Name: Booth No.:** | | **Contact Person:** | | **Tel:** | | **E-mail:** | |

Exhibitors who handle hazardous materials (such as explosive gas, inflammable substance, high-voltage equipment, radio-active material) are required to fill out the form.

Under the regulation of exhibition hall, unregistered hazardous materials cannot be taken into the hall.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Product Name** | **Unit** | **Purpose** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |

**We hereby request the approval for handling hazardous materials.**

Date:

Assigned Officer: Signature:

|  |
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| **Return to :** [**messewor@daum.net**](mailto:messewor@daum.net)**,** [**messeworld@messeworld.co.kr**](mailto:messeworld@messeworld.co.kr)  **DEADLINE DATE : FRIDAY 15 SEPTEMBER 2023** |

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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Stand carpet form – SPACE ONLY STANDS** |  |  | | --- | | **Company Name: Booth No.:** | | **Contact Person:** | | **Tel:** | | **E-mail:** | |

**IMPORTANT**

All exhibitors must install a carpet in accordance with COEX regulations before constructing a stand.

Please select the Needle Punch carpet color of your choice as listed below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Color**  **(Please circle your choice)** | **Light Gray** | **Dark Gray** | **Sky Blue** | **Blue** | **Red** | **Green** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Needle Punch Carpet**  **<Pytex>** | **Color** | **Unit Price** | **Quantity** | **Amount** |
|  | **\110,000 / 1 Booth** |  | **\** |
|  | | **Total** | **\** | |
| **V.A.T (10%)** | **\** | |
| **G. Total** | **\** | |

Orders after Sept. 15(Fri) will be charged 15% additional charges and on-site orders may be charged an additional surcharge of 30% depending on the special circumstances.

Invoice will be issued after we receive the order form.

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| |  | | --- | | **Stand cleaning form** |  |  | | --- | | **Company Name: Booth No.:** | | **Contact Person:** | | **Tel:** | | **E-mail:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Booth Cleaning** | **Unit price** | **sqm** | **Amount** |
| **\**63,000 / per sqm |  | **\** |
|  | | **Total** | **\** |
| **V.A.T (10%)** | **\** |
| **G. Total** | **\** |

* **Orders after Sept. 15(Fri), 2023, will be charged 15% additional fees.**
* **On-site orders may NOT be accepted, and will be charged 30% additional fees if accepted.**
* The cost for Cleaning is for 4 days of the Exhibition period per booth. Requests for single-day service are not accepted.
* Booths will be cleaned prior to exhibition opening each
* **Cleaning includes vacuuming of floor only and trash removal.** Exhibits and display stands are not included in the above
* Requests for single-day service are not accepted.
* Waste materials left in the booth after the removal of exhibits and decorations must be cleared away by each exhibitor. Exhibitors who cannot dispose of waste and unused/undistributed items by themselves should contact Korea E&I.
* Cancellation will NOT be accepted after submission of the order form & refund will NOT be available once the payment is made.
* Invoice will be issued after we receive the order form.

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| **Return to :** [**messewor@daum.net**](mailto:messewor@daum.net)**,** [**messeworld@messeworld.co.kr**](mailto:messeworld@messeworld.co.kr)  **DEADLINE DATE : FRIDAY 15 SEPTEMBER 2023** |

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| |  | | --- | | **Graphics order form – SHELL SCHEME STANDS ONLY** |  |  | | --- | | **Company Name: Booth No.:** | | **Contact Person:** | | **Tel:** | | **E-mail:** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Size** | **Unit price** | **Quantity** | **Amount** |
| **1** | Digital printing / each 1m wall | 970\*2392 | ￦130,000/1ea |  |  |
| **2** | Fabric printing / 3m back wall | 2930\*2430 | ￦200,000/1ea |  |  |
| **3** | Fabric printing / 2m side wall | 1940\*2430 | ￦140,000/1ea |  |  |
| **4** | Scroll PET banner | 900\*1500 | ￦120,000/1ea |  |  |
| **5** | Digital printing / front of information desk | 970\*642 | ￦50,000/1ea |  |  |
| **6** | Digital printing / Logo for fascia board |  | ￦70,000/1ea |  |  |
|  | | | **Total** | **\** | |
| **V.A.T (10%)** | **\** | |
| **G. Total** | **\** | |

* Orders after Sept. 15 (Fri), 2023, will be charged 15% additional charges and on-site orders will not be accepted.
* Cancellation will NOT be accepted after submission of the order form.
* Invoice will be issued after we receive the order form.
* Refund will NOT be available once the payment is made.
* Only Illustrator file, PDF & eps format be accepted. Scale 1:1



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| **Furniture order form** |

**Each Shell scheme booth includes the following : -**

: white wall panels

: 1 x fascia header (black letter on white board)

: 2 x spotlights

: 1 x power outlet including mains supply 1kw

: 1 x information desk

: 2 x folding chairs

: 1 x waste basket.

**Please refer to the images and code numbers of items on the following pages.**

In order to use rental furniture, please make your choice and fill out the form below.

The actual color may be different than the color shown.

The cost for rental items is for 4 days of the Exhibition period.

|  |
| --- |
| **Company Name: Booth No.:** |
| **Contact Person:** |
| **Tel:** |
| **E-mail:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Code** | **Description** | **Unit price** | **Quantity** | **Amount** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
|  | | | **Total** | **\** | |
| **V.A.T (10%)** | **\** | |
| **G. Total** | **\** | |

Orders received after Sept. 15(Fri), 2023, will be charged 15% additional charges and on-site orders may be charged an additional surcharge of 30% depending on the special circumstances.

Invoice will be issued after we receive the order form.

**☞ Please send this form to**

Official Stand Contractor

Korea E & I International (Mr. Jae-Ho, Kim / Mrs. Eun-hee, Lee)

Tel: +82-2-563-8670 Fax: +82-2-563-8772

E-mail: messewor@hanmail.net, messeworld@messeworld.co.kr

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