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Exhibition Hall Operational Regulations



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(conferences, banquets, or a combination thereof)

Exhibition Hall Operational Regulations

Chapter 1. General Principles

Section 1. General

Article 1. Purpose

1. The purpose of these Exhibition Hall Operational Regulations is to regulate matters related to the operation and use of the exhibition halls and enable Coex Co., Ltd. to effectively manage the exhibition halls.
2. With respect to any matters not expressly set forth herein, Coex may take such measures and make such decisions as it may find necessary in light of the nature of the event and relevant circumstances, and the Exhibition Organizer shall comply therewith.

Article 2. Definitions

The capitalized terms below shall have the meanings ascribed to them below:

1. "Exhibition Hall" collectively refers to Coex Center Hall A, B, C, and D, Swing Space, and the lobby, which have been partitioned to be used to host exhibitions by attracting multiple participants.
2. "Exhibition Organizer" refers to the party that organizes and manages an exhibition at the Exhibition Hall by renting the space from Coex, and "Participant" refers to those who participate as exhibitors in the Exhibition organized and operated by the Exhibition Organizer.
3. "User" refers to the Exhibition Organizer and the Participants.

Section 2. Terms of Use; Limitation of Liability

Article 3. Terms of Use

1. The operation and management of the Exhibition shall be the responsibility of the User.
2. The User shall observe these Operational Regulations.
3. If “Hall D” is used for holding conferences, banquets, or a combination thereof, then the “Hall D Operational Regulations” shall be given priority over these Operational Regulations; provided, that these Operational Regulations shall govern with respect to matters not provided for in the Hall D Operational Regulations.

Article 4. Measures upon Violations of these Operational Regulations

1. If the User or a service provider violates these Operational Regulations, Coex may request that remedial action be taken. If such a request is not complied with, then Coex may terminate the Agreement, suspend its supporting services for the Exhibition (e.g., by cutting off the power supply), and close the Exhibition Hall.
2. If Coex takes the measures set forth in clause 1 above, the User may not seek any indemnification or compensation from Coex with respect to any damage, loss, or expense of any nature caused thereby.

Article 5. Liability of User

1. The User shall be liable for any damage incurred by Coex or any other party due to fire, theft, breakage, or other accident caused by the User’s negligence or willful misconduct.
2. Insurance for exhibits, etc. shall be the responsibility of the User.
3. The Exhibition Organizer shall subscribe to the commercial general liability insurance requested by Coex to cover accidents befalling the Participants and/or visitors during the term of the Exhibition.

Article 6. Force Majeure; Exemption from Liability

1. Coex shall not be liable for damage incurred by the User due to an Act of God, disaster, war, change in national policy, or any other cause beyond the reasonable control of Coex.
2. Coex shall not be liable for any damage incurred by the User due to fire, theft, breakage, or accident occurring at the Exhibition Hall.

Section 3. Period of Lease

Article 7. Hours of Use during the Period of Lease

1. The period of lease refers to the period stipulated in the Exhibition Hall Lease Agreement, and the Exhibition Hall operating hours may be from 8 a.m. to 8 p.m. each day during the period of the relevant lease.
2. If the Exhibition Organizer desires to use the Exhibition Hall outside the operating hours, then it shall pay a surcharge of an amount equivalent to 5% of the rent for each hour of extra-half-hour use). However, the daily surcharge may not exceed the amount of the daily rent.

Section 4. Access to Exhibition Hall

Article 8. Entrance Fee; Sale of Entrance Tickets

1. The Exhibition Organizer may issue invitations or sell entrance tickets for entering the Exhibition Hall to others at its own cost and responsibility. Any revenue from the sale of entrance tickets shall vest in the Exhibition Organizer.
2. The Exhibition Organizer may install and operate ticket booths for the efficient operation of the Exhibition. If the Exhibition Organizer installs its own ticket booths, then it shall pay rent for the space used for such ticket booths at the conclusion of the Exhibition. If the Exhibition Organizer uses ticket booths owned by Coex, then it shall pay use fees for the ticket booths at the conclusion of the Exhibition.

Article 9. Access to Exhibition Hall

1. The Exhibition Organizer shall grant persons holding passes issued by Coex free access to the Exhibition Hall. If the Exhibition Organizer has any reasonable reason to restrict such access, then may do so after obtaining the prior approval of Coex.
2. The Exhibition Organizer may not refuse government officials on official business (such as crime prevention, fire-fighting, and environmental hygiene) access to the Exhibition Hall. The Exhibition Organizer shall also grant visitors confirmed by Coex access to the Exhibition Hall, providing them with maximum convenience.
3. Coex may control visitor access to the Exhibition Hall if it determines that the number of persons in the Exhibition Hall has reached maximum capacity, in which case the Exhibition Organizer shall cooperate therewith.

Section 5. Usable Space; Schedule

Article 10. Right to Decide on Usable Space and Schedule

Coex shall determine the usable space and schedule for the Exhibition Organizer.

Article 11. Standards for Deciding on Usable Space and Schedule of the Exhibition Organizer

1. Coex, through its Exhibition Hall Leasing Operations Committee, shall determine the usable space and schedule for the Exhibition based on the following:
 - (a) The requested space size, requested period, an international conference equivalent to UJA
 - (b) Evaluation results
 - (c) Frequency of hosting events
 - (d) Use of meeting rooms and the size of meeting rooms to be used
 - (e) Nature of the event
2. With respect to other matters deemed necessary by Coex, Coex shall determine the usable space and schedule through its Exhibition Hall Leasing Operations Committee.

Article 12. Prohibition on Assignment or Sublease

1. After the usable space and schedule have been finalized under Article 10, the Exhibition Organizer may not assign or sublease all or part of such space to anyone other than the Participants.
2. Coex may terminate the Lease Agreement at any time in the event of a violation of clause 1 above.

Chapter 2. Operation of Exhibition Hall Facilities

Section 1. Service Provider

Article 13. Service Provider

1. Coex may select and operate the following service providers to perform the design (including construction supervision), facility setup, dismantling and restoration work and other work for the Exhibition in order to ensure safe management and efficient operation of the Exhibition Hall:
 - (a) Exhibition setting service provider
 - (b) Electrical facility service provider
 - (c) Furniture & fixtures leasing service provider
 - (d) Transportation & customs-clearing service provider
 - (e) Carpeting service provider
 - (f) Dismantling service provider
 - (g) Plumbing service provider
 - (h) Security service provider
 - (i) Forklift operating service provider
 - (j) Registration system service provider
 - (k) Ticketing service provider
 - (l) Advertisement and signage service provider
 - (m) Rigging service provider
 - (n) Assembly, woodwork, and panel-making service provider
 - (o) Structural analysis (add currently registered business)
 - (p) Other service providers considered necessary by Coex
2. The User shall use the service providers listed above for the services envisaged above. If the User desires to use another service provider instead, then it shall first obtain the consent of Coex thereto.
3. If a service provider violates these Operational Regulations or the Service Provider Operational Manual (Safety Management Rules), Coex may issue a confirmation of violation to the service provider, give a written or verbal warning, prohibit its access to the Exhibition Hall or cancel its registration.

Section 2. Installation of Management Facilities

Article 14. Electricity, Water & Compressed Air Facilities

Electrical work for operating exhibits and local lighting and the installation of plumbing facilities and compressed air pipes in the Exhibition Hall may be carried out by the Exhibition Organizer under the supervision of Coex through a relevant service provider, in all cases at the cost of the Exhibition Organizer.

Article 15. Air-Conditioning Facilities

1. Cooling and heating are not automatically provided and shall be provided only at the request of the Exhibition Organizer.
2. Cooling and heating shall be provided for 7 hours at a time or in units of 4 hours and shall be charged as part of the Management Fee at the end of the Exhibition. If cooling and heating are provided for more than the requested number of hours (7 or 4 hours), the excess shall be charged on the basis of actual use (in units of 1 hour).
3. If the Exhibition Organizer desires that cooling and heating be provided after 10 p.m., they shall be provided upon discussion with Coex.
4. The fee for cooling and heating provided during the preparation and dismantling stage shall be charged at 150% of the normal rate.

Article 16. Communications Facilities

Telephones and wired/wireless internet for the Exhibition shall be installed by a service provider designated by Coex and the costs thereof shall be borne by the Exhibition Organizer.

Section 3. Design and Erection of Exhibition Booths

Article 17. Submission of Design Documents

The Exhibition Organizer shall submit to Coex a request for technical support, 3 copies of the entire floor plan (scale of 1:200) in A3 size, and a list of Participants at least 14 days prior to the commencement of use of the Exhibition Hall. The Exhibition Organizer shall also enclose the specifications and process schedule at the request of Coex.

Article 18. Approval of Setup Works

1. Coex shall review the documents submitted by the constructor for reporting and approve the setup or request that revisions be made.
2. If the constructor receives a request for revision of the exhibition booths from Coex or desires to make revisions for its own reasons, it shall submit a revised document and receive Coex's approval thereon.
3. If the Exhibition Organizer desires to set up electrical facilities, it must submit the plans and drawings for such facilities to Coex at least 14 days prior to the commencement of use of the Exhibition Hall and receive Coex's approval thereon.
4. If Coex makes any request for change or grants conditional approval under clauses 1, 2 or 3 above upon reviewing the submitted documents, and the contractor performs its work without incorporating such changes or conditions, Coex may impose sanctions on the contractor, such as canceling its registration, and with respect to the Participants may suspend the power supply for the Exhibition.
5. The responsibility for all of the above works shall be borne by the User. Coex shall bear no responsibility therefor.

Article 19. Reporting

1. An online work report must be submitted in the contractor's name to Coex at least 14 days before the commencement of the Lease Term for all works carried out within the Exhibition Hall.
2. If work must be performed outside the operating hours under Article 7 above, the Exhibition Organizer must submit an Application for Extra-Hours Use to Coex in advance and receive Coex's approval thereon.
3. All workers (including for internally performed construction) shall comply with the Exhibition Hall Operational Regulations of Coex and the Service Provider Operational Manual.
4. In principle, a Participant may not perform setup work on its own. Coex may, however, allow a Participant to do so if:
 - (a) the Participant has its own interior work team and its employees directly perform the setup work (the Participant's business registration certificate lists interior design, construction, furniture manufacture, etc.) or has a contractor license (for interior construction, etc.) (the Participant must submit a copy of the contractor license);

- (b) the Participant possesses system materials (the Participant must submit supporting evidence, such as contracts or photographs of other exhibition places or previous exhibitions); or
- (c) the interior design itself is the Participant’s exhibit.

If Coex allows a Participant to perform its own setup work, then all provisions herein which are applicable to contractors for setup work shall apply to the Exhibitor as though it were a contractor.

Article 20. Work Schedule

The Exhibition Organizer shall comply with the working schedule and working hours approved by Coex.

Article 21. Ceiling

1. Only banners and other light-weight materials may be installed on the ceiling. The plans and drawings therefor must be submitted to Coex and be approved by Coex in advance before any such installation.
2. The following must be complied with in the case of point hoisting (rigging) work for Hall A and Hall C:
 - (a) The weight load per point must not be exceeded during point hoisting (rigging) work. If necessary, the structural calculations related to the point hoisting (rigging) installation must be submitted to Coex in advance.
 - (b) Truss materials suspended from a point hoist (rigging) in principle must be made from aluminum-type materials.
 - (c) When attaching lights, moving lights and other accessories to the truss, safety hooks must be installed in addition to fixed bolts to provide for double safety measures.
 - (d) When performing point hoisting (rigging) work, no other work may be performed in the area below, and safety guards (field representatives) must be stationed nearby to provide warnings and to take other safety measures as may be necessary.
 - (e) Electrical work necessary for operating the truss or other structures must be performed by a registered service provider unless otherwise approved by Coex.
 - (f) Point hoist (rigging) install quantity per hall

	Rigging Install Quantity	Weight Load per Unit
Hall A	12EA (4 points per unit)	400kg (100kg per point)
Hall C	12EA (4 points per unit)	400kg (100kg per point)

Article 22. Height Limit

The User may not set up exhibition booths or other structures in the Exhibition Hall exceeding the heights dictated below:

	1st Floor of Coex Center		3rd Floor of Coex Center	
Name of Hall	Hall A	Hall B	Hall C	Hall D
Height Limit	5m	5m	5m	5m

** The height limit may be adjusted with the prior approval of Coex.

** To secure the safety of the structures, structural calculations must be submitted upon Coex's request.

Article 23. Duplex Floor

The User may set up an exhibition booth with a duplex floor if each of the following conditions is satisfied:

1. An Application for Exhibition Booth Setup and the pertinent structural calculations are submitted at least 14 days before the commencement of use of the Exhibition Hall.
2. The floor area of the duplex floor does not exceed 50% of the floor area of the bottom floor of the exhibition booth.
3. At least 2 walls of the booth must allow for an unhindered line of sight.
4. The width of the stairs connected to the duplex floor must be at least 1.2 meters.
5. If the ceiling is completed, then at least 1 automatic diffusion fire extinguisher must be installed per 10m² of the ceiling.
6. The duplex floor must be ceiling-less.
7. The door to the duplex floor must be at least 0.9 meters wide and must open in the direction of escape. Rechargeable emergency lighting must be installed at the upper part of the front of the entrance to the duplex floor.
8. If the contents of the structural calculations and the actual construction are different, the structural calculations must be reexamined and approved by Coex before construction.
9. After construction is completed, a safety certificate from a structural engineer must be submitted.

Article 24. Pathways

1. In principle, all pathways between exhibition booths must be at least 3 meters wide.
2. Equipment or exhibits which may obstruct movement during emergencies may not be placed on pathways.
3. Exhibition booths or other facilities may not be set up near emergency exits, EPS doors, fire-fighting facilities, or restroom entrances. Provided, that exceptions may be made if necessary, subject to Coex's prior approval following mutual discussions thereon at least 14 days prior to the commencement of use of the Exhibition Hall.
4. Exhibition booths must be at least 30 centimeters away from existing facility walls and mobile partition panels, and may not be affixed to existing facilities.

Article 25. Materials

1. In principle, only flame-proof or nonflammable materials may be used.
2. On-site painting of materials is not permitted. Provided, that such painting may be permitted if eco-friendly water-based paint is used and Coex approves of such painting in advance.

Article 26. Installation of Advertisement and Information Facilities

1. If the User desires to set up facilities or structures (such as arches, banners, and guide billboards) for advertising the Exhibition, the User shall submit arrangement plans and design drawings to Coex and receive Coex's approval thereon at least 14 days prior to the commencement of use of the Exhibition Hall.
2. Advertisement and information facilities may not block emergency exits, EPS doors, fire-fighting facilities, or restroom entrances.

Section 4. Restrictions

Article 27. Restrictions on Electrical Work

The Exhibition Organizer shall observe the following when performing electrical work:

1. Electrical wiring work for lighting and heating equipment shall be performed using 2.5mm²X3C cables (KS products).
2. All equipment for operating exhibits must use C.V cables. Type 3 grounding work must be performed for equipment enclosures.
3. No fuse breaker must be used for the main power switch.
4. Separate S/Ws must be installed for exhibit equipment/lighting/heating when work is being performed for the main electrical cabling.
5. E.L.B must be used for the lighting and electrical outlet main circuit breaker.
6. When installing a 220V surface outlet, a non-grounded outlet cannot be used. Socket fixtures shall be installed on the floor while giving due consideration to the safety of guests.
7. The principal laws, decrees, rules, and standards applicable to electric works performed in the Exhibition Hall are as follows:
 - (a) the indoor wiring regulations and power distribution regulations issued by the Korea Electric Association;
 - (b) the standards for electric appliances issued by the Korea Electric Association; and
 - (c) the Electric Appliances Safety Control Act and the enforcement decree and rules thereunder.

Within the scope applicable to exhibition hall electrical work, it is considered to constitute part of the operation of electrical installation work.

8. Vinyl code electric wires may not be used within exhibition booths.
9. If the Exhibition Organizer intends to use a generator vehicle within the Exhibition Hall, it must obtain prior approval from Coex and conduct necessary construction such as track construction by requesting a service provider. In addition, the Exhibition Organizer must have a professional agent from the above service provider stationed at the Exhibition Hall during the Exhibition Period to have the above professional agent inspect the generator and related facilities every hour for any abnormality, and report it to Coex daily. The Exhibition Organizer must fully compensate for damages suffered by Coex or a third party due to the installation and use of generator vehicles.

Article 28. Restrictions on Water Supply Equipment and Compressed Air Equipment

1. All pipes for industrial water and compressed air shall be made of KS materials or materials of a higher level and withstand twice the working pressure. (#1 through 3 combined to match the Service Manual)
2. The minimum number of joints must be used.
3. In connecting the air and industrial water supply/drainage hose pipe to a hose, the joint shall be firmly fastened with a band.
4. One-touch connectors must be used when connecting air/water supply hoses to exhibition equipment.
5. The components of the water supply/drainage system and the exhibits must be sufficiently checked before the water supply/drainage system is used.
6. Any work on the air and water supply/drainage may not disturb the visitors' free movement in the Exhibition Hall.

Article 29. Restriction on Water Supply Work (Including the Cafeteria)

1. When performing water supply and drainage facility construction in the booths of a Participant or cafeteria, the floor must first be double-reinforced with tarps (sheets) and vinyl (0.2 mm or thicker) and finished with event carpet.
2. Drainage pipes of all equipment for which water supply and drainage facilities are installed must be connected one-to-one with the relevant equipment. It is prohibited to use pipe tees and pipe wyes to connect the drainage line. In addition, all water supply and drainage facility construction must be performed by a service partner designated by Coex, and the Exhibition Organizer shall be liable for water leakage or other accidents caused by facility construction performed by an external company. (pipe wyes added)
3. After completion of construction, have the service provider designated by Coex check the condition of the construction before starting the water supply.

Article 30. Restriction on Heavy Exhibits

1. Heavy exhibits exceeding the following surface load (stationary sustained load) shall not be transported into or exhibited at the Exhibition Hall. For any exhibits exceeding 1.5 tons or more, specifications shall be submitted to Coex before being brought into the Exhibition Hall.

Name of Hall	Hall A, B, C, D
Load Limit	1.5 ton / m ²

2. If an exhibit exceeding the stationary sustained load in clause 1 is sought to be brought in and exhibited, the Exhibition Organizer must submit the structural calculations and load dispersion methods to Coex and receive Coex's approval thereon at least 14 days prior to the commencement of use of the Exhibition Hall.

3. When bringing in, removing, or setting up heavy objects, load dispersion measures must be taken to avoid load concentration on the surface.
4. The structural calculation sheet shall be submitted as follows:
 - (a) The structural calculation sheet must show the setup location in exact terms or drawings.
 - (b) A separate working drawing must be prepared, together with specifications capable of on-site confirmation.
 - (c) The structural calculation sheet must show the moving load and impact load in connection with bringing in, removing, and setting up the relevant object.
 - (d) The specifications of the equipment for bringing in the relevant object must strictly conform to the structural calculations.
 - (e) The onsite supervisor and workers must submit proof of their competence in performing the relevant work.
5. Materials regarding exhibit equipment that generate vibrations must be submitted to Coex for Coex's approval at least 3 months in advance. Coex may prevent any such exhibit equipment not approved in advance from being brought in at the site, and any damages in connection therewith shall be borne by the Exhibition Organizer.
6. Upon a breach of any of the foregoing clauses 1 through 5, Coex may prevent exhibits from being brought in and/or may suspend power, and the responsibility therefor shall lie with the Exhibition Organizer and the Participants.

Article 31. Restriction on Entry and Exit and Handling of Hazardous Materials

1. If hazardous materials are sought to be brought into the Exhibition Hall or sought to be removed from the Exhibition Hall, an application therefor must be submitted to Coex for Coex's approval. Hazardous materials not approved by Coex may not be brought into the Exhibition Hall.
2. The User shall be responsible for any accident arising in connection with hazardous materials brought into the Exhibition Hall.
3. All matters related to the handling of hazardous materials shall be subject to all applicable laws, including without limitation the High-Pressure Gas Safety Control Act and all laws and regulations related to fire-fighting or fire-prevention.
4. Fire may not be used in the Exhibition Hall without Coex's prior approval.
5. The handling and storage of hazardous materials shall be subject to Coex's instructions.

Article 32. Restriction on the Use of Electric Equipment

1. Electric tools, such as electric saws, electric smoothing planes, welders, electric grinders, and oxygen cutters may not be used in the Exhibition Hall, except that single-phase compressors (2kw or less) may be used. Single-phase compressors (greater than 2kw) may be used only after a request is made for a special power source.
2. High-risk exhibits, such as boilers, furnaces, stoves, and outdoor air-conditioner units, may not be turned on.
3. The equipment with restrictions set forth in clauses 1 and 2 above may be used restrictively with the prior approval of Coex.

Article 33. Restrictions on the Use of Electric Heating Appliances

1. A safety guard rail must be installed for electric heating appliances which can reach a surface temperature of at least 70 degrees Celsius.
2. Exhibits that are electric heating appliances may not be placed on wooden display stands and must be placed on incombustible display stands at least 20 centimeters high. (Carpets may not be laid in exhibition booths for electric heating appliances.)
3. Any wall adjacent to electric heating appliances, including electric cookers and irons, shall be protected with incombustible material.

Electric cooking appliances (such as induction cookware) may be used in exhibition booths, but only if approved by Coex at least 14 days prior to the commencement of use of the Exhibition Hall.

4. All power cables for electric heating appliances must be heat-resistant.
5. All electric heating appliances must have a safety switch.

Article 34. Restrictions on the Use of Gas

Butane gas may not be brought into the Exhibition Hall. The Exhibition Organizer may use LPG gas in the Exhibition Hall, subject to the prior approval of Coex, only in designated areas by using Coex's facilities. Provided, the relevant facility construction is completed and installed by a professional contractor with the necessary license and qualifications, and the cost thereon must be borne by the User.

Article 35. No Smoking

Smoking is only allowed in designated areas and prohibited within Coex buildings, including the Exhibition Hall.

Article 36. No Animals

1. No animal may be brought into the Coex Center (including the Exhibition Hall), other than those used for guiding visually impaired persons or detecting dangerous materials.
2. If animals must be brought into the Exhibition Hall due to the nature of the Exhibition (relevant international or national events), the Exhibition Organizer may do so after discussing the matter with Coex and receiving Coex's written approval thereon.
3. The Exhibition Organizer shall be responsible for all sanitation and odor issues related thereto and the cost of recovery.

Article 37. Responsibility of User for Fire Prevention

The Exhibition Organizer shall check the location of hydrants, emergency exits, gas valves, power switches, etc., and shall diligently inspect all fire sources at closing time each day. The Exhibition Organizer shall be wholly responsible for managing the Leased Area against the risk of fire.

Section 5. Incidental Facilities

Article 38. Incidental Facilities

1. During the Lease Term, Coex shall provide the Exhibition Organizer with office space, a warehouse, and a resting room (inside Hall A and Hall C) free of charge.
2. The Exhibition Organizer shall be responsible for operating and managing the incidental facilities in clause 1 and shall return them to their original condition at the end of the Lease Term.

Article 39. Restrictions on the Use of Loading Docks

The loading docks on the first and third floors of the Exhibition Hall must be used only as a place to unload, bring in, and take out cargo such as exhibits. Vehicles such as sedans and vans (except for vehicles permitted for cargo use) other than trucks are not allowed to enter the loading docks. The docks cannot be used as a place for parking, loading, furniture storage, etc.

Article 40. First-Aid Room

1. The Exhibition Organizer shall provide first-aid to Participants and visitors in need of first-aid.
2. Coex may require the Exhibition Organizer to set up and operate a first-aid room if Coex deems such to be necessary in light of the nature of the Exhibition and the number of visitors, and the Exhibition Organizer must comply.

Chapter 3. Operation of Exhibition

Section 1. Operation and Management of the Exhibition

Article 41. Eco-Friendly Operation

1. The Exhibition Organizer shall actively utilize eco-friendly materials and recycled materials and shall actively participate in Coex's eco-friendly policies.
2. In principle, event carpets may not be laid on pathways in the Exhibition Hall. If such is necessary in light of the nature of the Exhibition, an exception may be made with the prior approval of Coex.

Article 42. Entry and Exit of Vehicles for Exhibition

The Exhibition Organizer shall submit an application for a vehicle with a license plate among the exhibits in advance.

Article 43. Security Guards

1. During the Lease Term, the Exhibition Organizer shall have security guards who shall open and close the Exhibition Hall and maintain security and order.
2. During the Lease Term, the Exhibition Organizer shall hire and maintain a sufficient number of security guards to prevent fire, theft, or accidents and for safety reasons.

In particular, the Exhibition Organizer shall hire additional security personnel and come up with plans for maintaining order and safety in the Exhibition Hall if:

- (a) the Exhibition has drawn a large number of visitors in the past
- (b) the Exhibition is expected to draw a large number of visitors due to its nature
- (c) the Exhibition operates an E/S connecting the inside of Hall B and Hall D; or
- (d) it is a large-scale event such as a concert.

3. The Exhibition Organizer shall place an appropriate number of security guards at the loading docks to facilitate the preparations for the Exhibition, the influx of dismantling vehicles, and the transportation and removal of exhibits.

(Refer to the Principles for placing security guards and onsite assistants in the Exhibition Hall.)

4. The security guards shall comply with Coex's instructions if necessary for the operations of the Exhibition.
5. In the case of Exhibitions expected to draw a large number of visitors, the Exhibition Organizer shall submit plans for maintaining safety to Coex (together with a list of security guards and their proposed locations) at least 14 days prior to the commencement of use of the Exhibition Hall.

Article 44. Provision of Food

1. The User may not sell any food in or around the Exhibition Hall.
2. If due to the nature of the Exhibition, food or drinks must be provided for tasting purposes, Coex must be informed thereof in advance and Coex's instructions must be complied with.

Article 45. No Product Sales

In principle, no products or goods may be sold in or around the Exhibition Hall. Provided, that an exception may be made with the prior approval of Coex if such sales are necessary in light of the nature of the Exhibition.

Article 46. Management of Exhibition Hall

1. The User shall exercise due care so as to prevent damage, destruction, or loss of the facilities, fixtures, and equipment in the Exhibition Hall.
2. The User shall remove all waste in the Exhibition Hall after the end of the Exhibition.
3. Any lost items of the User or visitors in the Exhibition Hall shall be treated in accordance with the Lost Articles Act.

Article 47. Restoration to the Original State

1. Upon the end of the Lease Term, the Exhibition Organizer shall immediately return to Coex all facilities, fixtures, and equipment provided by Coex (whether they were provided free of charge or not) after first presenting them to Coex for inspection. The Exhibition Organizer shall be responsible for restoring all such facilities, fixtures, and equipment to their original condition except for ordinary wear and tear.
2. If the Exhibition Organizer does not restore the facilities, fixtures, and equipment to their original condition within the term prescribed by Coex, Coex may perform such restoration to enable normal use by the next user and charge the Exhibition Organizer therefor, in which case the Exhibition Organizer shall immediately pay the amount so charged.

Article 48. Emergency

1. Upon the occurrence of an emergency such as a fire, earthquake, or act of terrorism in or around the Exhibition Hall, the Exhibition Organizer shall immediately call Coex's emergency center (02-6000-0112/3) and shall give first priority to taking all measures necessary for the safety of the Participants and visitors.
2. The Exhibition Organizer shall designate and place experienced safety experts so that appropriate measures may be taken upon the occurrence of such emergencies.

Section 2. Exhibition Hall Used For Bonded Goods

Article 49. Exhibition Hall as Bonded Area

The Exhibition Organizer may operate the Exhibition Hall as a bonded area after receiving approval from the competent authorities.

Article 50. Responsibility for Bonded Exhibits

1. If bonded exhibits are exhibited, the User must comply with the instructions of customs officers and/or Coex in connection with the management of such exhibits.
2. All administrative procedures and management regarding the bonded exhibits shall be the responsibility of the Exhibition Organizer.

[Supplementary Provisions]

1. Effective Date

These regulations will be effective as of Aug. 3, 1988.
These regulations will be effective as of Feb. 5, 1989.
These regulations will be effective as of Feb. 13, 1990.
These regulations will be effective as of Jan. 1, 1992.
These regulations will be effective as of Dec. 31, 1993.
These regulations will be effective as of Jan. 1, 1996.
These regulations will be effective as of Jan. 1, 1997.
These regulations will be effective as of Mar. 12, 1998.
These regulations will be effective as of Nov. 12, 1998.
These regulations will be effective as of Mar. 1, 2001.
These regulations will be effective as of Jan. 1, 2003.
These regulations will be effective as of Jan. 1, 2004.
These regulations will be effective as of Jan. 1, 2005.
These regulations will be effective as of May 27, 2009.
These regulations will be effective as of Feb. 4, 2014.
These regulations will be effective as of May 23, 2017.
These regulations will be effective as of Feb. 1, 2023.

2. Interim Measures

All matters related to the use of the Exhibition Hall as of Jan. 1, 1988, shall be subject to these regulations. All matters related to the use of the Exhibition Hall prior to Jan. 1, 1988, shall be subject to the rules of use of the Exhibition Hall of Korea Trade Promotion Corp.

2-1. Interim Measures

All matters related to the use of the Exhibition Hall as of Jan. 1, 1992, shall be subject to these regulations. Provided, that with respect to the use of the Exhibition Hall pursuant to contracts executed prior to Jan. 1, 1992, clause 6 of Article 15 and clause 2 of Article 16 shall not apply.

2-2. Interim Measures

All matters related to contracts for use in 1996 shall be effective as of Apr. 1, 1995.

2-3. Interim Measures

All matters related to the use of the Exhibition Hall as of Jan. 1, 2001, shall be subject to these regulations.

2-4. Interim Measures

All matters related to the use of the Exhibition Hall as of Jan. 1, 2003, shall be subject to these regulations.

2-5. Interim Measures

All matters related to the use of the Exhibition Hall as of Jan. 1, 2004, shall be subject to these regulations.

2-6. Interim Measures

All matters related to the use of the Exhibition Hall as of Jan. 1, 2005, shall be subject to these regulations.

2-7. Interim Measures

All matters related to the use of the Exhibition Hall as of May 27, 2009, shall be subject to these regulations.

2-8. Interim Measures

All matters related to the use of the Exhibition Hall as of Feb. 14, 2014, shall be subject to these regulations.

2-9. Interim Measures

All matters related to the use of the Exhibition Hall as of May 23, 2017, shall be subject to these regulations.

2-10. Interim Measures

All matters related to the use of the Exhibition Hall as of Feb. 1, 2023, shall be subject to these regulations.

Exhibition Hall Operating Principles

Principles for placing security guards and onsite assistants in the Exhibition Hall

1. Purpose

The purpose of these Principles is to prescribe standards for placing security guards and onsite assistants in order to prevent accidents when the Exhibition Hall is open and to ensure the efficient and systematic operation of the Exhibition Hall.

2. Security Guard Placement Standards

The number of security guards and their placements shall be in accordance with the following, taking into account the scale and nature of the Exhibition :

	Room No.	Security Guards				Loading Dock	Total
		Entrance	Interior Patrol	Cargo Entrance/Exit	Exit		
Preparing and Dismantling Stage	1	1	1	1	-	1	4
	2	1	2	1	-	1	5
	3	1	3	1	-	2	7
	4	1	4	2	-	2	9
	5	2	5	3	-	3	13
	6	2	6	3	-	3	14
	7	2	7	3	-	4	16
	8	2	8	4	-	4	18
	9	3	9	5	-	4	21
	10	3	10	5	-	4	22
	11	4	11	6	-	6	27
	12	4	12	6	-	6	28
During Exhibition	1	1	1	1	-	-	3
	2	2	1	1	1	-	5
	3	2	2	1	1	-	6
	4	2	2	1	1	-	6
	5	3	3	2	1	-	9
	6	4	3	2	2	-	11
	7	4	4	2	2	-	12
	8	4	4	2	2	-	12
	9	5	5	3	3	-	16
	10	6	6	3	3	-	18
	11	7	7	4	4	-	22
	12	8	8	4	4	-	24

3. Onsite Assistants Placement Standards

The number of onsite assistants, their placements, and other related matters shall be determined based on discussions thereon with Coex, taking into account the scale and nature of the Exhibition.

※ Hire additional security personnel if the Exhibition operates an E/S connecting the inside of Hall B and Hall D.



Principles for Equipment Installation

1. General

- 1) All registered or entry-authorized third-party service providers (“Service Providers”) must comply with the Operational Regulations designated and implemented by Coex in performing their work.
- 2) A non-Service Provider may not perform equipment installation and other work in the Service Providers may not cause non-Service Providers to perform such work under the name of the Service Providers.
- 3) All workers in the Exhibition Hall shall be subject to Coex’s control for purposes of safety management and fire prevention and may be removed if they fail to comply with Coex’s instructions.
- 4) Each Service Provider must submit a Declaration of Work in its name, together with exhibition booth drawings, at least 14 days prior to commencing its work in the Exhibition Hall.
- 5) If a power source for work or technical support is necessary regarding work in the Exhibition Hall, such may be provided after prior consultation with and approval by Coex.
- 6) The installation and dismantling of exhibition booths must be completed by the applicable due date. If, due to a delay in the dismantling of exhibition booths, the next exhibition is delayed or additional dismantling costs are incurred, the Exhibition Organizer shall be wholly liable for all damages and costs arising in connection therewith.
- 7) Coex must be consulted in advance before any exhibits or advertising materials may be affixed in the Exhibition Hall.
- 8) If the noise level in the Exhibition Hall exceeds 65dB at night or 75dB during the day, the consent of adjacent exhibition booths will be required. In no case may the noise level exceed 80dB.

2. Restrictions

- 1) Exhibition apparatuses shall be constructed in the workshop of the constructor. Only finishing work, such as assembling the exhibition apparatuses, may be performed in the Exhibition Hall.
- 2) All work must be performed in the Exhibitor's area at the Exhibition Hall. No work (including the loading and unloading of materials) may be performed in public areas such as corridors in the Exhibition Hall, outside the Exhibition Hall, around the parking entrance/exit, or in the outside entry corridors.
- 3) Attaching objects to the walls or fixtures of the Exhibition Hall by using nails, wires, etc., and papering, painting, or spraying the walls is prohibited.
- 4) The Exhibition Organizer shall be responsible for any damage to facilities or fixtures of the Exhibition Hall.
- 5) Upon the end of the Exhibition, all exhibition booths and exhibition apparatuses must be promptly and completely removed without any residue.

- 6) Installation work and other work-related or incidental thereto must be performed in such a manner as to avoid causing damage to or impeding the accessibility of the fire-fighting equipment in the Exhibition Hall or interfering with movement during emergencies. Incombustible or flame-resistant materials must be used for such installation and other work.

3. Principles for Equipment Installation in Lobby

- 1) Only finishing work, such as assembling the exhibition apparatuses, may be performed in the lobby.
- 2) Event carpet must be laid to protect the floor when installing exhibition apparatuses and exhibits and, at the request of Coex, further measures for protecting the floor, such as laying plywood, must also be taken.
- 3) Exhibition apparatuses must be at least 30 centimeters and at most 1 meter away from existing facility walls, and may not be affixed to existing facilities.
- 4) Exhibition booths shall use basic assembly-type materials. Wooden booths may be set up with Coex's approval.
- 5) Work must be performed in such a manner as to avoid causing damage to or impeding the accessibility of fire-fighting equipment.
- 6) Materials that are incombustible or flame-resistant must be used.
- 7) The Operational Regulations shall apply to all other matters.
- 8) Before commencing construction work in preparation for the Exhibition, safety measures must be taken so as to control public access.
- 9) The noise level may not exceed 65dB at night or 75dB during the day.
- 10) Constructions shall be subject to a height limitation of 3 meters.
- 11) In principle, all work in the lobby must be carried out after 6 p.m. (after 8 p.m. for dismantling work), construction-in-progress and safety warnings must be posted, and the field representative must stay on site to supervise.
- 12) When being used, security guards must be placed for purposes of maintaining order and safety in accordance with Coex's instructions, similar to the Exhibition Hall.

Waste Disposal

1. Applicable Waste

Waste from the Exhibition Hall (all non-recyclable waste, such as event carpet, coated paper, and wooden scrap, and hazardous waste requiring special treatment under applicable law).

2. Waste Disposal Process

- 1) In principle, the waste shall be disposed of by a waste-disposal service provider. The costs therefor shall be borne by the party producing the waste (the Exhibition Organizer), in accordance with the polluter-pay principle.
- 2) Disposal process
 - (a) Waste is generated by a service provider or a Participant.
 - (b) Recyclable waste is collected and removed by a cleaning company.
 - (c) All remaining waste is collected and removed after approval by Coex.
 - (d) The waste collected and removed is divided into recyclable and non-recyclable waste by the waste-disposal company.
 - (e) The non-recyclable waste is weighed.
 - (f) The waste is confirmed by the Exhibition Organizer and the Hall Manager.
 - (g) The non-recyclable waste is placed in standard garbage bags and transported to the final waste disposal site.
 - (h) The expense is billed.

3. Miscellaneous

The residue of non-recyclable waste may not be left or piled on the loading dock.