



KISS 2016

Korea Int'l Safety & Health Show

Exhibitor's Manual



KISS 2016 Management Office

Add. Rm. 501, Gumsan Bldg., 750, gukhoe-daero,
(17-1, Yoido-dong), Youngdeungpo-gu, Seoul, Korea

Tel. +82-2-785-4771 **Fax.** +82-2-785-6117

E-mail. safety@kyungyon.co.kr

www.safetyshow.co.kr

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I . General Information

Welcome to KISS 2016!

This Manual has been designed to simplify your preparation for the exhibition. Careful study of the contents will enable all relevant matters to be processed smoothly. You should retain the exhibitors' On-Line Registration to enable queries to be settled quickly and accurately checked.

Every endeavor will be made to maintain rates and prices quoted, but there is a possibility that there could be some changes in the cost of labor or materials.

If you have any inquiry, do not hesitate to phone or fax to the show management office. We will do our best to answer your questions as soon as possible. In the meantime, we are listing some of the most important matters, which you will find in greater detail within the body of this manual.

Do not forget that you may need to get a visa for entry into Korea. Your nearest Korean Embassy will confirm whether this is necessary or not.

Seoul is a modern city with many excellent hotels and restaurants. Apart from the exhibition, we are quite certain that you will enjoy the traditional Korean hospitality.

We look forward to seeing you at KISS 2016 in Seoul.

1. Overview

Title	KISS 2016 (Korea International Safety & Health Show)
Date	4(Mon) ~ 7(Thu) July 2016
Venue	Hall A, COEX, Seoul, KOREA
Organized by	Korea Occupational Safety & Health Agency (KOSHA)
Managed by	Korea Safety Equipment Association Kyungyon Exhibition Corp.
Concurrent Event	The 49 th Annual Occupational Safety and Health Convention

2. Time-Table

Operation	Date & Time (Y2016)
Preparation Period	
a) Booth Application Deadline	Due by April 29
b) 50% of booth fee Payment Balance Payment & 100% of Utility rental fee	- In a week after the Application - Due by June 10(Fri)
c) Utility Order Deadline	Due by June 3(Fri)
Build-Up Period July 2(Sat) ~ 3(Sun) / 08:00-20:00	
a) Registration Badge for Personnel (at Hall A Entrance)	July 3(Sun) / 10:00-18:00
b) Completion of 'Shell Scheme' Booth	July 3(Sun) / Due by 16:00
c) Completion of 'Raw Space' Booth	July 2(Sat) ~ 3(Sun) 08:00-20:00
d) Completion of Heavy Exhibits Move in	July 2(Sat) / Due by 16:00
e) Completion of General Exhibits Move in	July 3(Sun) / Due by 20:00
f) Electricity, Air, Water, Drainage Supply	July 3(Sun) 15:00-20:00
g) Completion of Furniture Supply	July 3(Sun) / Due by 18:00
h) Completion of Telephone & Internet Installation	July 3(Sun) / Due by 18:00
i) RFID (the electronic name care reader)	July 3(Sun) / Due by 18:00
Exhibition Period July 4(Mon) ~ 7(Thu)	
a) Opening Hours	July 4(Mon) ~ 6(Wed)/ 10:00-17:00 July 7(Thu) / 10:00-16:00
b) Disconnection of Electricity for Exhibits	In 15 minutes after closing
Break-Down Period July 7(Thu) ~ 8(Fri)	
a) Disconnection of All Utilities	July 7(Thu) / 16:15
b) Collection of Rental Items by Contractors	July 7(Thu) / 16:15-20:00
c) Move out	July 7(Thu) / 16:15-20:00
d) Stand Dismantlement & Booth Removal	July 7(Thu) / 16:15-20:00 July 8(Fri) / 08:00-16:00

- ★ Exhibitors must finish their preparation before July 3(Sun) 20:00
- ★ Please, be well-informed of this schedule for your perfect preparation.

3. Check List

Please study this check list carefully to make sure the preparation for the exhibition, and it will enable all relevant matters to be processed smoothly.

1 months before the exhibition [Application ~ June 2016]

- 1) Confirm the booth size, submit the application with the 50% of booth fee
 - Payment rule: 50% of booth fee with the application, and the balance due by June 10, 2016
- 2) Choose the Freight Forwarding Company
 - Exhibitors may engage the services of the freight forwarder of their choice up to COEX, but all In-Hall Handling must be carried out by the official in-hall handling contractors.
 - Mirim E&F Corp.
TEL. +82-2-569-7711 CP. +82-10-8860-8100 E-mail. sungwoo.oh@mirimenf.com
Contact. Mr. Sungwoo OH
- 3) On-Line Registration as an exhibitor
 - **Exhibitors receive the temporary ID / PASSWORD by e-mail.**
 - ☞ Log-in with your temporary ID & Password (Revise them if needed)
 - ☞ Register your Company Profile, and upload your exhibits' image including introduction
Register Badge for stand personnel and complementary invitation for visitors
Order Facilities to meet your needs
- 4) Utility Order considered by the booth type and the kind of exhibits through on-line registration

► Deadline; **June 3(Fri), 2016**

★ *not accepted to revise it after the deadline.*

	Services & Utilities	Check-Up by	
		Shell Scheme	Space Only
Step 1	Official Catalog(Directory Listing)	must	must
Step 2	Agent & Branch	choice	choice
Step 3	Utility(Electricity, Telephone, Compressed Air, and etc.)	choice	choice
Step 4	Furniture	choice	choice
Step 5	Exhibitor Badge	must	must
Step 6	Invitation Ticket	must	must
Step 7	Sponsorship	choice	choice
Step 8	Fascia Name & Logo	must	unnecessary
Step 9	Raw Space Constructor	unnecessary	must
Step 10	Forklift & Heavy Exhibits	choice	choice

- 5) Start the marketing campaign; make the buyer list, etc.
- 6) Apply for Korean VISA; contact your nearest Korean Embassy
The Show Management Office does not provide any support in obtaining a visa you may need.
- 7) Confirm the facilities you ordered, and pay the Utility Charge by **June 10, 2016**
- 8) Make the check list for PR
- 9) Send the invitations to the buyers; 100 complementary admission invitation cards will be sent to you for your own promotion attracting customers. This is free of charge.
- 10) Pay the balance of booth fee by **June 10, 2016**

10 days before the exhibition [June 24, 2016~]

- 1) Check out the stand temporary personnel, exhibits, PR copies, etc.
- 2) Check out the VISA and the air ticket to Korea

During the exhibition [July 2~ July 8, 2016]

- 1) Opening Hours

Build-up	July 2(Sat) ~ 3(Sun)	08:00-20:00
Exhibition Period	July 4(Mon) ~ 6(Wed)	10:00-17:00 (Exhibitor 09:00-17:30)
	July 7(Thu)	10:00-16:00 (Exhibitor 09:00-16:00)
Break-down	July 7(Thu)	16:15-20:00
	July 8(Fri)	08:00-16:00

- 2) Exhibitor's Badges will be prepared in front of the entrance of the hall. You can get the badges during the build-up period, **July 3 10:00-18:00**. Please note that these badges are meant for the staff manning your booth during the exhibition period.
- 3) Make up the booth and get the exhibits ready
- 4) Research market trends and competitors'

After the exhibition closes [July 11, 2016~]

- 1) Show Report
The Show Management Office sends the "Show Report" by e-mail
- 2) Reservation for the next year's participation

4. Terms & Conditions of Exhibition

1) Terms of Reference

Under these rules and regulations the term 'Exhibitor' shall include all employees, servants and agents of any company partnership, firm or individual to whom space has been allocated for the purpose of exhibiting.

The term 'Exhibition' shall mean the exhibition referred to on the application and contract form.

The term 'Contract' means the contract for exhibition space at the Exhibition entered into between the Management and the Exhibitor which incorporates the rules and regulations.

2) Application For Participation

All applications for participation shall be made on the prescribed application form. The application form shall be submitted to the Management or their authorized Representatives. The submission of the form shall deem to be confirmation of participation and acceptance by the Exhibitor of the Terms of Contract. The Management shall reserve the right to accept or refuse any application without disclosing to the Exhibitor any reasons thereof.

3) Allocation of Exhibition Space

The Management shall allocate the space in accordance with the nature of exhibits or in any manner they may deem fit. The Management shall reserve the right to change the space allocated to the Exhibitor at any time prior to commencement of the erection of the booth of the Exhibitor should exceptional circumstances demand and, to alter the space to transfer or close entrances and exits to the Exhibition facilities and to undertake other structural alterations as they may deem fit. Such changes shall be at the discretion of the Management, and the Exhibitor shall have no claim for compensation as a result of such changes.

4) Use of Exhibition Space

Exhibitors are only entitled to exhibit the announced products and all exhibitor employees are required to behave in a professional manner during the opening hours of the Exhibition. The Management reserves the right to refuse admittance to any visitor to the Exhibition or to have access to any stand. Exhibitors are not allowed to sublet or assign the stand/s allotted to them to other parties either wholly or in part without the written consent of the Management. Exhibitors will be liable for any damage to the walls or to any part of the Exhibition hall in which their exhibits are placed and shall not paint or otherwise alter the floors, ceilings, pillars, or walls without the prior consent of the Management.

5) Breach of Contract and Withdrawal by Exhibitor

Without prejudice to the rights and remedies of the Management in respect to any breach of Contract on the part of the Exhibitor, the Management may at their discretion allow the Exhibitor to withdraw from the Exhibition subject to the following conditions:-

- a. The Exhibitor must give written notice to the Management that he desires to withdraw, and if the Management allows such withdrawal, they will notify the Exhibitor of their decision in writing.
- b. Any payment to the Management will not be refunded.
- c. Should the exhibitor fail to observe or comply with any of the terms and conditions contained herein, or if the Exhibitor shall fail to pay any of the unit costs at the time and in the manner aforesaid, then the Management may, thereupon by written notice given to

the Exhibitor, rescind the contract.

- d. Upon the Management exercising their right to rescind the contract under sub-clause (c) of this clause, they may but are not obliged to relet or otherwise deal with the Exhibition space contracted by the Exhibitor in default on such conditions as the Management having elected to but notable to relet the said Exhibition space, the Exhibitor in default Shall be liable to pay the entire unit costs to the Management as liquidated damages for the loss of rental

6) Changes

The Management reserves the right to change the venue and duration of the Exhibition if exceptional circumstances so demand. In the event of change of venue and/or duration, the agreement to participate shall remain in force so long as the Exhibitor is informed of a change of venue and/or duration or cancellation of the Exhibition. The Exhibitors shall not be entitled to any claim for compensation in connection with their reservation for participation.

7) Construction and Decoration of Stands

Exhibitors will be allowed to decorate their units as per scheduled in Exhibitor's Manual. Any damages caused by the Exhibitors to common property shall be the responsibility of the Exhibitor. All Exhibitors must complete their construction and decoration by the date and time stipulated by the Management.

8) Movement of Exhibits

- a. Exhibitors shall bear the responsibility and expenses for the transport of exhibits to the Exhibition venue
- b. Exhibitors shall make their own arrangements for storage and warehousing of their exhibits.
- c. Exhibitors shall remove all exhibits from the Exhibition hall within the period stipulated by the Management and shall indemnify the Management against any loss by reason of the delay or damage to the Exhibition hall.

9) Failure of Services

The Management shall not be liable for any loss sustained by the Exhibitor directly or indirectly attributable to the cancellation. Suspension or reduction of duration of the scheduled Exhibition from the period advertised or specified due to:

- a. Natural Disasters.
- b. Acts of War, Military Activity, Municipal Statutory or Civil Authority requisition
- c. Fire, flood, typhoon, excessively inclement weather, earthquake, or a combination of the same
- d. Damage caused by an aerial object or aircraft
- e. Strikes or lockouts by workmen.

If the Exhibition is cancelled, reduced or postponed then and in such event the unit costs paid to the Management, or any part thereof may be refunded at the sole discretion of the Management to appropriate the entire sum or any part thereof for expenses they have already incurred for the Exhibition

10) Cancellations or Partial Cancellations

It is the responsibility of exhibitors to inform Exhibition Management in writing any cancellations or partial cancellations of their contracted exhibit space. In the case of a cancellation made 60 days before the opening day of the show, any payment to the organizer will not be refund and 50% of the total payment will be retained or due from the exhibitor, as a cancellation charge. In the case of a cancellation made less than 60 days before the opening day of the show, 100% of the total payment will be retained, or due from the exhibitor. Upon a cancellation, Exhibition Management shall resume the right of use of the cancelled area, and any parties wishing to use this exhibit space must make a new contract with Exhibition Management, and pay the full rental charge.

11) Security

The Management shall take all security precautions deemed necessary in the interest of the Exhibitors and visitors. However, the Management shall not be held responsible for any loss or theft or exhibits at the Exhibition hall during the build-up, exhibition and dismantling period. The Management shall also not be held responsible for any loss or damage to exhibits or any articles belonging to the Exhibitors.

12) Fire Regulations

All materials used in exhibition construction must be properly fire-proofed in accordance with local regulations. Fire marshals will patrol the Exhibition facilities and will be authorized to remedy any potential fire hazards.

13) Insurance, Liability and Risks

All Exhibitors shall insure, indemnify and hold the Management and the venue owners harmless in respect of all costs, claims, demands and expenses to which they may be subject to as a result of loss of or injury to any persons, howsoever caused, while the said persons are upon or examining or passing the Exhibition stands during the tenancy of the Exhibition. The liability or risks of the employees, agents or exhibits shall be the responsibilities of the Exhibitors.

14) Supplementary Clauses

Whenever necessary, the Management shall have the right to issue supplementary regulations in addition to those in the Terms of Contract to ensure the smooth management of the Exhibition. Any additional written regulations and/or instructions shall form part of the Terms of Contract and they shall be binding on the Exhibitors.

15) The failure to object to any breach of any clause herein by the Management shall not constitute agreement to modification of this agreement or a waiver of any subsequent breach of such clause.

16) The contents of the Terms of Contract herein will be governed by the laws of Korea.

5. Rules & Regulations

1) Liabilities and Insurance

The Organizer will not accept liability for loss of, or damage neither to any exhibit, nor for injury to exhibitor personnel at any time. Exhibitors are strongly advised to insure their exhibits against theft, loss or damage, including the risk of fire and to cover themselves against third party liability for visitors on their stands.

2) Demonstrations and Working Exhibits

Exhibitor intending to demonstrate equipment on his stand must:

- a) Provide the Organizer with full details, in writing, of any working exhibits involving moving parts, lasers or other dangers and obtain approval prior to the Exhibition.
- b) Given proper consideration to the safety and conditions under which the exhibits will be demonstrated.
- c) Cause no annoyance to visitors or other exhibitors. Where a high level of noise or other objectionable factor is involved, demonstrations may only take place at the times stipulated by the Organizer, who reserves the right to terminate a demonstration at anytime.
- d) Ensure that no naked, unprotected flame is used in any demonstration in the exhibition premises.

★ In Case of Dispute, the Organizer's Ruling Will Be Final.

3) Fire Precautions

Every hall is provided with water and carbon dioxide extinguishers.

Exhibitors, who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements, at their own cost, for the provision of such equipment. The Organizer will assist and advise if required.

Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and endeavor to extinguish the outbreak or to confine it by the use of extinguishers. Goods in the vicinity of the fire should be moved away.

NO SMOKING IS PERMITTED other than on individual stands or in designated areas.

4) Stand Fitting Regulations (Shell Scheme)

The following regulations must be observed when preparing a stand presentation:

- 1) No additional stand fitting or display may be attached to the shell stand structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Stand Fitting Contractor.
- 2) No painting or wallpapering of the Shell Stand Panels will be allowed in the exhibition halls. Exhibitors who wish to have panels painted must inform the Official Stand Fitting Contractor who will provide a quotation for the requirement.
- 3) No freestanding fitment may exceed a height of 2.44m or extend beyond the boundaries of the site allocated. This includes company names, logos, towers, and balloons provided by the exhibitor.
- 4) Any change to the type or color of the standard floor covering provided must be by prior negotiation with the Official Stand Fitting Contractor. Costs incurred must be paid by the exhibitor.
- 5) An exhibitor occupying a corner booth has the choice to have either a wall or an additional open side on to the aisle.

5) Shell Scheme Specifications

Shell Scheme Booths will be built from modular extruded aluminum system to the following specifications.

- a) Back wall and 3,000mm deep sidewalls, 2,400mm high and 1,000mm wide white panels with aluminum frame supports
- b) 200mm wide banner fascia with company name and in English/Korean letters 10cm in height across the face of the booth and on all aisles (5cm letters will be used where necessary)
- c) The following items will come with the Shell Scheme Package;
 - 1(one) Information Table: 1000mm X 500mm X 750H
 - 1(one) Folding Chair
 - 1(one) Waste Basket(*per company)
 - 2(two) Spotlight
 - 1(one) 13-amp electrical outlet: Maximum capacity-1KW
 - Carpet

★ No financial credit will be given for any package items not utilized.

6) 'Space Only' Stands

Exhibitors who have booked 'spaced only' sites may use a contractor of their own choice from those companies registered in COEX, subject to the following rules;

- a) Stand layout plan and design in triplicate must be submitted to the organizer, no later than **June 3, 2016**, together with the name, address, and contract names of their selected contractor. This is to prevent costly alterations on site being required by COEX and the organizer. If for any reason, these are not received, the organizer reserves the right to make alterations to the structure on site at the exhibitor's cost.
- b) No structure may exceed a height of 5.0m. Please note that the 5.0m height limit includes towers, name boards, and advertising features including balloons.
- c) No part of any structure may extend beyond the boundaries of the site allocated. This includes exhibitor's name or logo.
- d) No suspensions are to be made from the ceiling of the exhibition halls, nor may any fixing be made to the floor, walls or any other part of the building.
- e) The name and stand number of the exhibitor's booth must be prominently displayed. If this rule is not observed, the organizer reserves the right to affix stand numbers as they consider fit, and to change the cost incurred to the exhibitor.
- f) A suitable floor covering such as carpet must be provided for all stands.
- g) Dividing walls between stands must be provided except in the case of an island or peninsula stand.
- h) Where 'space only' stands abut on to a shell scheme package stand, the 'space only' exhibitors may not utilize the walls of the shell scheme package.
- i) Where 'space only' stand walls exceed 2.44m in height and abut onto a shell scheme stand, the 'space only' exhibitor must decorate the rear surfaces above that level.
- j) All materials used in exhibition construction must be properly fireproofed in accordance with COEX regulations.

 It is recommended that work be placed in the hands of the Official Stand Fitting Contractor as this will not only facilitate installation, but will normally be financially advantageous to the exhibitor.

7) Use of Spreader Plates

Spreader plates will only be necessary if exhibits exceed 1.5tons/sqm in hall.

8) Removal of Exhibits

Removal or delivery of exhibits and other exhibition stores in or out of the exhibition hall during the opening hours of the exhibition is not permitted. Such removal, delivery or replenishment of stock may only be carried out before the opening hours in the morning or after 17:00 in the evening. If you wish to remove any item of your display from the hall during the exhibition period, the 'Goods Removal Pass' must be obtained from the secretariat.

9) Returning of Rental Furniture and Telephone Sets

Check that nothing is left inside drawers or cupboards when the contractor collects your furniture. COEX telephone authorities wish to make it clear to all exhibitors that telephones are hired only for the opening days of the exhibition. Instruments will be collected by the telephone engineers immediately after the exhibition closes. Telephones in the secretariat will remain for the first day of Break down and will be available to exhibitors for Local Calls in Seoul.

10) Safety & Behavior

No person present inside the exhibition halls is to behave or act in a manner that may cause any harm, injury, or damage to other persons or exhibits, nor to exhibition hall property or fixtures.

11) Manning of Stands

Your stand must be fully staffed and operational throughout the opening hours of the exhibition. Exhibitors must not participate in any activity, which causes or is likely to cause annoyance to visitors or other exhibitors. In particular, audio/visual display equipment must be positioned and sound level adjusted to avoid interference to neighbors. In the event of any disagreement, the organizer's decision in this field is final. All activities of the exhibitor and his staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition hall or at the registration counter outside the entrance to the exhibition. Exhibitors may not use the exhibition to advertise for staff other than to seek local agents for the sale of their products.

12) Security- Loss / Theft

While the organizer will maintain security surveillance at all times throughout the exhibition, exhibitors are reminded that goods will be most at risk immediately after the exhibition closes on the final day. Please be sure to see that your stand is not left unattended at this time. Particular care should be taken of small portable items, tools, and instruments including telephones.

13) Hand-Over of Halls / Removal of Exhibits

The halls must be handed back to the landlord promptly on the final day of breakdown, **July 8**, to make way for a subsequent event. Exhibitors must ensure that their exhibits and stand materials are removed by that time. Any items remaining will be disposed of by fastest means possible. The organizer cannot accept responsibility for any loss or damage and any costs involved must be paid by the exhibitors.

14) Storage and Waste Materials

The organizer is unable to provide storage facilities in-hall for packing cases, surplus materials or other property of the exhibitor. Arrangements for safekeeping of such items must be made with the Official Freight Forwarder. Goods may not be stored in service spaces behind or between stands.

During the move-in construction of booths and removal of exhibits, the passageways in the exhibition halls must not be obstructed with the packing materials, construction materials, or debris. [Contractors are Responsible for Removing Their Own Off-cuts and Waste during the Build-up and Breakdown days of the exhibition.](#)

When the exhibition opens, exhibitors are requested to place their waste in the aisle each evening, when cleaners will remove it. The organizer reserves the right to invoice exhibitors for the removal of excessive packing materials and discarded crates or cartons.

15) Dilapidations

Exhibitors are responsible for the cost of making good or replacing any damages or dilapidations to the exhibition premises, whether caused by themselves, their agents, contractors, or by any person/persons employed/engaged on their behalf by such agents or contractors. Exhibitors occupying shell scheme stands are also responsible for the cost of making good, restoring or renewing any damages or dilapidations to their shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents, contractors, or by any person/persons employed/engaged on their behalf by such agents or contractors. The cost for repairing any damage will be assessed by the Official Stand Fitting Contractor and charged to the exhibitor. The organizer, in conjunction with the landlord will inspect the halls before build-up and after break down of the exhibition.

16) Force Majeure

The exhibition may be postponed, shortened, or extended due to any cause whatsoever outside the control of the organizer. The organizer shall not be responsible for any loss sustained by the exhibitor directly or indirectly attributable to the elements of nature, force majeure, or orders and directives imposed by any governmental authority, or any event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the organizer.

17) Authority on the Premises

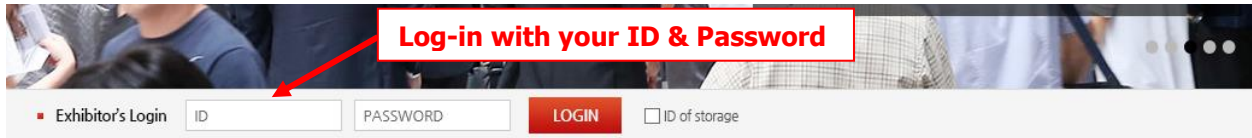
The organizer shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the organizer in any problem or dispute will be final.

Exhibition Hall Specification

◦ Location	: Hall A, COEX Convention Center, Seoul
◦ Floor Loading	: 1.5 tons per sqm in halls
◦ Floor finishes	: Concrete surfaced Under-floor service channels, at 6m intervals, are covered with steel plates
◦ Ceiling Entrance	: Overall Height 9.0m Note; Stands Must Not Exceed a Height of 5.0M
◦ Freight Entrance	: 6m Wide X 7m High
◦ Ventilation	: Air-conditioning in all Halls

II. On-line Registration & Utility

1. On-line Registration [~June 3, 2016]



1) There are free Services provided by the Show Management Office and the facilities you should order to meet your needs.

2) How to Register On-line

Receive website temporary ID & Password for login in.

The Show Management Office informs you ID & Password by e-mail



**Log-in on the official website of KISS 2016,
www.safetyshow.co.kr
and revise the ID and Password if needed**



After log-in

1. Register company profile and your exhibits items
2. Apply for additional utility, invitation ticket, badge and etc.



After the apply

Check the utilities you ordered

3) You haven't gotten any email for "Temporary ID & Password"?

The Show Management Office will send you the email again.

☎ Contact. +82-2-785-4771 / safety@kyungyon.co.kr

4) Utilities Order Deadline

Due by 17:00. June 3, 2016

Not available to modify after the deadline indicated.

2. Registration Site Guidance

Menu	Detail
Official Catalog	This information will be shown on website and Directory.
Agent & Branch	In case exhibitors have overseas agencies or Branch, the overseas company information will be registered on the website of KISS 2016
Utility	Electricity, Compressed Air, Water & Drainage, Internet, RFID, Furniture, etc.
Furniture	Furniture and Computer, Electricity,
Exhibitor Badge	The roster personnel who will be stationed in booth
Invitation Ticket	Show management office will give you as many invitation cards as you want.
Sponsorship	Apply to sponsorship program to promote your company effectively.
Fascia & Logo for Scheme	Shell Scheme Package applicants must upload
Raw Space Constructor	You must register constructor's contact information.
Forklift & Heavy Exhibits	If you need forklift on the spot, you must apply.

3. Utility

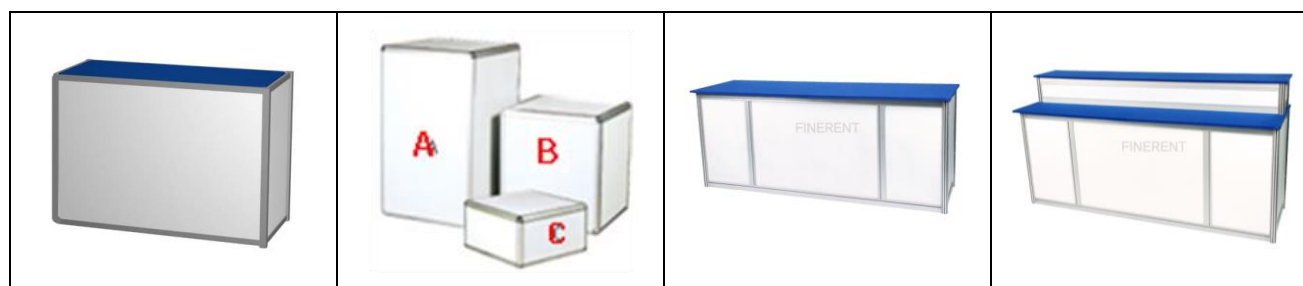
1) Items Detail

Utility	Detail	Price
Fascia & Logo for Shell Scheme Package	Online Register the Fascia Name	Free
	Logo (attach logo on fascia name)	US\$50
Booth Lighting / Electricity	100W Spotlight	US\$20 / 1ea
	300W Halogen Light	US\$40 / 1ea
	1.2M 40W Fluorescent Light	US\$25 / 1ea
	Socket-13AMP 220V (1ph per kW)	US\$30 / 1ea
	24-hour Supply Surcharge per kW	US\$40 / 1ea
Electrical Supply Only	1ph 220V/60HZ per kW or part thereof	US\$40 / 1kW
	3ph 220V/60HZ per kW or part thereof	US\$40 / 1kW
	3ph 380V/60HZ per kW or part thereof	US\$40 / 1kW
	3ph 220V 24-hour Supply Surcharge per kW	US\$40 / 1kW
Compressed Air	Standard Supply (specification  p.24)	US\$150 / 1ea
Water & Drainage	Standard Supply (specification  p.24)	US\$150 / 1ea
Telephone	International / Local	US\$60 / 1ea
Internet Line	Including Installation	US\$120 /1port
Lead-Retrieval System (Scanning the visitor's badge)	Lead Retrieval System + Visitor DB	US\$200 / 1ea
	Lead Retrieval System (Additional)	US\$50

 For the installation of each Utility, see the "Site-Operation & Official Contractors"

2) Furniture

			
Folding Chair 460X420X770 USD 10	Round Chair 420X420X700 USD 20	Arm Office Chair 440X550X800 USD 25	Cyber Chair 500X400X750 USD 25
			
Design Chair 440X430X830 USD 20	High Stool A: White B: Black USD 25	Sofa(single) 800X680X800 USD 70	Sofa 1,300X680X800 USD 120
			
Round Table A: Φ900X730 B: Φ750X730 A: USD 40 B: USD 35	Glass Coffee Table A: Φ700X730 B: Φ600X730 A: USD 45 B: USD 45	Cyber Table Φ800X730 USD 45	Rectangular Table A: 1,750X800X730 B: 1,450X800X730 C: 1,200X800X730 D: 1,200X600X730 A: USD 50 B: USD 45 C: USD 40 D: USD 35
			
Bar Table Φ600X1,000 USD 40	Sofa Table 1,150 X 600 X 500 USD 80		



Information Table

1,000X500X750

USD 30

Display Cube

A: 500X500X750
B: 500X500X500
C: 500X500X250

A: USD 40
B: USD 35
C: USD 30

Display Base

A: 1,900X600X762
B: 1,500X600X762
C: 1,050X600X762

A: USD 70
B: USD 60
C: USD 50

2-tiered Display Base

A: 1,900X600X974
B: 1,500X600X974
C: 1,050X600X974

A: USD 90
B: USD 80
C: USD 60



3-tiered Display Base

A: 1,900X900X974
B: 1,500X900X974
C: 1,050X900X974

A: USD 110
B: USD 90
C: USD 70

Display Showcase

900X500X1,000

USD 55

2-tiered Showcase

900X450X900

USD 70

2m Display Showcase

A: 900X450X2,000
B: 500X500X2,000

A: USD 180
B: USD 130



Acryl Table

Φ500X750

USD 55

TV STAND

700X500X1,000

USD 50

**Cupboard
(key included)**

900X450X750

USD 45

**Storage Unit
(key included)**

750X350X750

USD 45

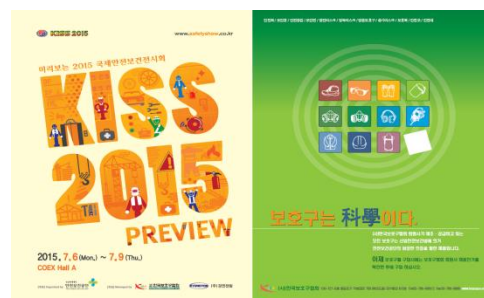
			
Catalogue Holder A: $\Phi 260 \times 1,560$ B: $255 \times 310 \times 1,470$ A: USD 20 B: USD 50	Hanger A: $\Phi 350 \times 1,800$ B: $450 \times 940 \sim 1,620$ A: USD 15 B: USD 20	Shelf A: sloped B: right-angled A: USD 35 B: USD 30	Guard-rail $\Phi 300 \times 2,000 \times 900$ USD 40
			
Spec-stand $500 \times 400 \sim 700$ USD 20	Table Cloth A: Navy B: White C: Blue USD 20	Water Dispenser (1 water included) A: Water Dispenser B: additional water A: USD 65 B: USD 7	Refrigerator A: 80ℓ B: 120ℓ C: 145ℓ A: USD 60 B: USD 80 C: USD 100
			LED(stand included) 24": USD 80 27": USD 150 32": USD 250 40": USD 300 55": USD 400 60": USD 450
			
PDP (stand included) 42": USD 280 51": USD 350	Bim Projector+Screen USD 400	Printer(Toner included) USD 80	Fax USD 50

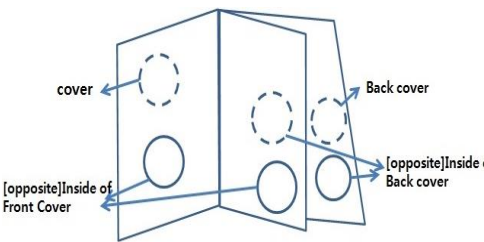
III. Sponsorship Program

Sponsorships for KISS 2016 are available and designed to offer a variety of opportunities and levels of exposure. They are a great way to leverage your participation and presence at the event.

1. Preview Advertisement

- Preview will be issued more than 10,000 copies and distributed to buyers in the related industries in advanced.
- AD size : 188(W) x 257(H) / 300dpi**
(Bleed 3mm : Top, Bottom, inside, outside)
- Application deadline : May 13(Fri.), 2016**



Contents	Description	Available Q'ty	Price	Specification
Table 2	Inside Front Cover	1	\$ 1,200	
Table 3	Inside Back Cover	1	\$ 1,000	
Table 4	Back Cover	1	\$ 1,500	
Page 1	Facing Inside Front Cover	1	\$ 1,200	
Elsewhere	In order of application	Unlimited	\$ 500	

2. Lanyard Logo

- Exhibition space requires an entry pass(badge) to put your company name/logo for promotion.
- Limited to 2 exhibitors**
- Price : \$ 5,000 (if solely, \$ 8,000)**
- Application deadline : May 27(Fri.), 2016**



3. Mobile Webpage Banner

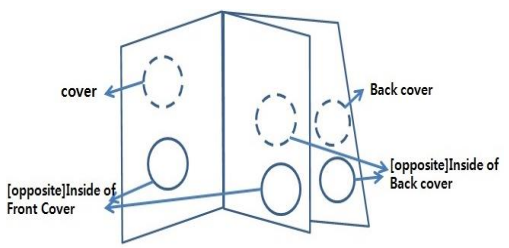
- Mobile Webpage including the exhibition's information of 2016 exhibitor list, booth layout and so on.
- AD Period : June 1(Wed.)-July 8(Fri.) 2016
- **Limited to 4 exhibitors**
- **AD size : 604(W) x 130(H) pixel**
- **Price : \$1,000**
- **Application deadline : May 27(Fri.), 2016**



4. Official Directory(Catalog) Advertisement

- Directory will be issued more than 10,000 copies and distributed to buyers in the related industries.
- **AD size : 188(W) x 257(H) / 300dpi**
(Bleed 3mm : Top, Bottom, inside, outside)
- **Application deadline : May 27(Fri.), 2016**



Contents	Description	Available Q'ty	Price	Specification
Table 2	Inside Front Cover	1	\$ 1,200	
Table 3	Inside Back Cover	1	\$ 1,000	
Table 4	Back Cover	1	\$ 1,500	
Page 1	Facing Inside Front Cover	1	\$ 1,200	
Elsewhere	In order of application	Unlimited	\$ 500	

IV. Site-Operation & Official Contractors

1. Official Freight Forwarding Contractors

Mirim E&F Corp.

Tel. +82-2-569-7711 **Fax.** +82-2-567-8460 **Cell.** +82-10-8860-8100

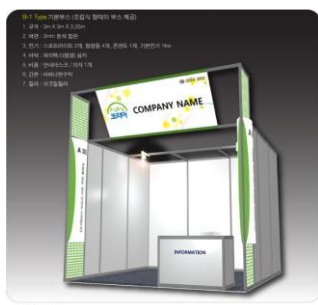
Contact. Mr. Sungsoo OH (sungwoo.oh@mirimenf.com)

- 1) Agents of the Official Freight Forwarding Contractor in various countries are shown in the freight forwarding instructions, which will be issued separately by the Official Freight Forwarding Contractor.
- 2) However, exhibitors may engage the services of the freight forwarder of their choice up to COEX, but all In-Hall Handling must be carried out by the official in-hall handling contractors.
- 3) To provide adequate security, safety, and protection against damage to the exhibition hall and in the interest of an efficient, coordinated move-in & move-out of goods, no exhibitor's trucks, cars, forklifts or handling equipment (trolleys, lift jacks, etc) will be allowed inside any of the exhibition halls. Such equipment will be provided and controlled by the Official Freight Forwarder.
- 4) Goods must arrive in Korea at latest as follows;
 - Sea Freight : Arrival in Busan - (June 22, 2016)
 - Air Freight : Arrival in Incheon - (June 27, 2016)

☞ For detailed information, please contact Mr. Sungwoo OH at Mirim E&F.

2. Shell Scheme Package Booth Constructor

To be announce



► Shell Scheme Package Booth includes;

- Dimension of 1 Booth : 3m(W) X 3m(D) X 2.4(H)
- Back & Walls : 1m X 2.4m, assemble paint panels with aluminum frames
- Fascia Board: Cut out letter in Gothic Script
- Needle Punch Carpet: Gray Color
- Furniture: Information Desk(1ea), Folding Chair(1ea),
Waste Basket*(1ea) (*) per company
- Electricity, Lighting : Outlet(220V 1kW), Spotlight(100W, 2ea)

* In case of any changes, the organizer will notice to you.

3. Electricity

Jeongsung Electricity

Tel. +82-2-544-5627 **Fax.** 82-2-544-6538 **Cell.** +82-10-5238-4557

Contact. Mr. Ho-ik Cho (jeongsung@korea.com)

1) Electrical Supplies

- The organizer will provide approximately 400 lux.

Hall lighting and normal stand lighting. The standard electrical voltage available for use on stands at the exhibition is 220V single/three phase alternating at 60Hz and 380V three-phase alternating at 60Hz. A fluctuation of 5% can be expected.

Exhibitors Whose Equipment Is Particularly Sensitive Should Arrange for Stabilizers.

Supplies to stands will normally be switched off at source 30 minutes after the exhibition closes each day. (15minutes on the final day)

Orders for 24-hour supplies must be placed on-line by June 3, 2016

- Exhibitors requiring electrical supply at times other than those stated should submit an application to the organizer's office on site at least 24-hour beforehand. Supplies cannot be arranged at short notice as COEX electrical staffs leave the premises at fixed times.

2) Electrical Installations

For safety reasons, all electrical installations on stands are **the Responsibility of the Official Electrical Contractor.**

3) Supply Schedule

Date	Hall Lighting	Electrical Supply for exhibit
July 2(Sat)	08:00-20:00	
July 3(Sun)	08:00-20:00	15:00-20:00 (Flexible)
July 4(Mon) ~ 6(Wed)	09:00-17:20	09:00-17:15
July 7(Thu)	09:00-16:20	09:00-16:15
July 8(Fri)	08:00-20:00	

4. Compressed Air / Water Supply and Drainage

Sukong Equipment Industry

Tel. +82-31-975-1146 **Fax.** +82-31-975-1149

E-mail. sukong112@naver.com

1) Compressed Air

◦ Specification of Standard Supply

Pressure: 6-6.5Kg/cm² / Hosepipe: External 15mm, Internal 9mm

- Supplied Air is not clean. Exhibitors must provide their own filters if 100% clean and dry is needed.
- If the Standard Supply is not suitable for your purpose, please list your requirements on this form and dispatch it to us. You must contact the Show Management Office in advance before On-line Registration closes.

2) Water Supply and Drainage

◦ Specification of Standard Supply

Water Inlet Pipe: Internal -15mm / Water Outlet Pipe: 25mm

Water Pressure: 2.9 kg/cm²

- Exhibitors having special plumbing requirements should detail them on this form for individual quotation to be provided. Any special fittings for the connection of inlet/outlet pipes to the exhibits must be provided by the exhibitor. You must contact the Show Management Office in advance before On-line Registration closes.

3) Supply Schedule

Date	Compressed Air	Water & Drainage
July 3(Sun)	15:00-20:00	17:00-20:00
July 4(Mon) ~ 6(Wed)	09:00-17:15	09:00-17:15
July 7(Thu)	09:00-16:15	09:00-16:15

* The Organizer is not responsible for any problem caused by unsuitable specification.

5. Telephone / Internet line

(Telephone) SK Broadband

Tel. +82-2-6000-1588

(Internet) KT net

Tel. +82-2-6000-2174

- 1) Temporary telephone connections to the COEX telephone system can be provided at US\$60 per connection, inclusive of cost of local calls. Your phone usage will be higher than the above cost. (A further invoice for over cost will be issued by Korea Telecommunication Authority)
- 2) Late orders and on-site orders cannot be accepted.

3) Supply Schedule

Date	Telephone	Internet
July 3(Sun)	18:00-20:00	18:00-20:00
July 4(Mon) ~ 6(Wed)	09:00-17:15	09:00-17:15
July 7(Thu)	09:00-16:15	09:00-16:15

6. Furniture

Fine Rent

Tel. +82-2-6000-2660

Cell. +82-10-5090-2186

Contact. Ms. Yeon-hwa Kim (finerent@naver.com)

- 1) Standard Shell Scheme includes 1 chair, 1 information table(per booth), and 1 wastebasket(per company)
- 2) Staffs will deliver the items you ordered and you should decorate them yourself.
- 3) Supply Schedule

Deliver	Return
July 3(Sun) / 18:00	July 7(Thu) / 16:15-20:00

7. Computer & Electronics

RS Rental

Tel. +82-2-409-4746

Cell. +82-10-3750-9026

Contact. Mr. Seung-hyun Jung (jsh@rentalservice.co.kr)

- 1) Staffs will deliver the items you ordered and you should decorate them yourself.
- 2) Participants can bring their own electronics.
- 3) Supply Schedule

Deliver	Return
July 3(Sun) / 18:00	July 7(Thu) / 16:15~20:00

8. Lead-Retrieval System(Scanning the visitor's badge)

Sys for u

Tel. +82-2-539-3313

Cell. +82-10-8226-8465

Contact. Mr. Dae-han Kim (kdh@sysforu.co.kr)

What is Lead-Retrieval System?

Visitors get issued the electronic name cards that have their information stored inside at the entrance of the hall. Then the visitors tag the card to "the electronic name card reader" set at each booth in the hall. The reader stores the data transmitted from the card and provide it to exhibitors in a very precise and speedy way.

V. Support Programs for Exhibitors

1. Directory Service

As part of public relations for exhibitor's marketing, Show management office offers every exhibitor one page of the Directory issued by the organizer. The contents will be introduction of exhibitor and exhibits.

- 1) Introduction of Directory
 - Size : 188mm(W) X 257mm(H)
 - Contents : Information of exhibitor company, Booth number and etc.

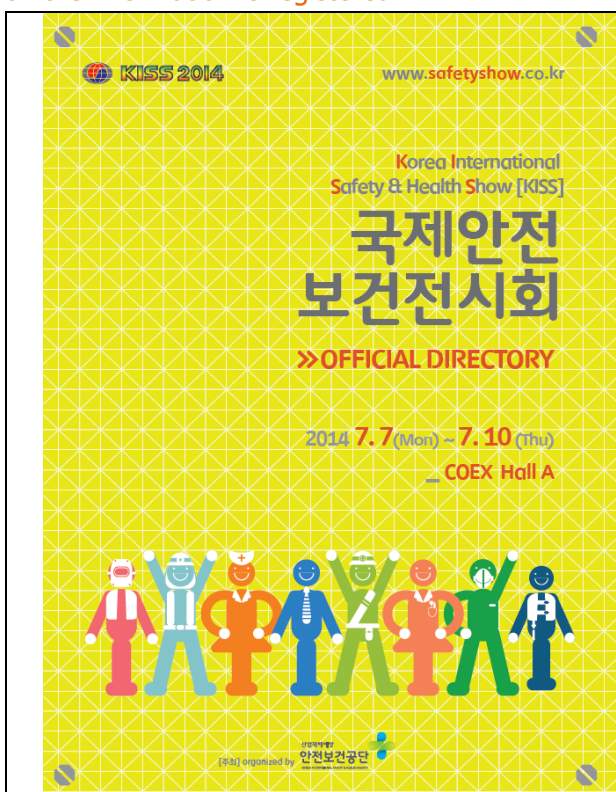
2) How to register this service

① The Official Website	② Exhibitor Log-in	③ Click the "Official Catalog"	⑤ Fill in the company information, Exhibits, and etc.
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3) Notice

- The form of Directory publication is fixed and applied to all Exhibitors. Alteration of the form will not be accepted.
- Directory will be published according to the data registered by Exhibitors. The Organizer is not responsible for typographical and information error.
- For those who don't register by the time appointed, the corresponding Directory pages will be empty except for basic information of company. Please keep the deadline.

※ Directory will be published as below according to the information you registered. Please make sure all the information is registered.



The image shows the cover of the 'KISS 2014 Official Directory'. It features a yellow background with a grid pattern. At the top, it says 'KISS 2014' and 'www.safetyshow.co.kr'. The main title is 'Korea International Safety & Health Show [KISS] 국제안전보건전시회'. Below that, it says '» OFFICIAL DIRECTORY'. The dates '2014 7.7 (Mon) ~ 7.10 (Thu)' and the location 'COEX Hall A' are listed. At the bottom, there are colorful cartoon figures of people in safety gear.



This section shows four examples of exhibitor booth layouts from the directory. Each booth has a header with its number and name, contact information, and a description of its products.

- Booth No. 417 한영**: Specializes in high-voltage safety equipment like arc flash suits and face shields.
- Booth No. N102 호리코리아**: Offers a complete line of safety products including helmets, gloves, and boots.
- Booth No. 0111 General Safety Labor Protection Products Industry and Trade Co., Ltd.**: Focuses on PVC labor protection gloves.
- Booth No. B205 Master Lock**: Displays various Master Lock products like padlocks and combination locks.

2. Invitation Ticket

The show management office sends the invitation ticket by mail. This mailing service is free of charge. Please register this service on the official website if you want to send the invitation tickets for the exhibition to your clients.

1) How to register this service

① The Official Website

② Exhibitor Log-in

③ Click the "Invitation Ticket"

⑤ Fill in the Quantity of tickets

2) Notice

- Deadline : May 27, 2016
- Distribution period : in the beginning of June

3. Exhibitors Badges

The show management office offers badges for the exhibitors to enter exhibition conveniently. Those who don't process badge may be restricted to enter exhibition.

(During the build-up and break-down period, you can enter without badge.)

1) How to register this service

① The Official Website

② Exhibitor Log-in

③ Click the "Exhibitor Badge"

2) Receive badge

- Date & Time : July 3(Sun) / 10:00-18:00
- Site : Hall A Entrance

※ When you receive badges, you can modify the badges and register additionally.

VI. Directions & Accommodation

1. Directions

1) From Airport



- **Incheon International Airport** (www.airport.kr/eng)

① Shuttle Bus(Limousine)

#6006(Standard)		#6103(Deluxe)		#6704(Deluxe)	
Duration	60min	Duration	65min	Duration	80min
Fare	KRW 10,000 (Adult, one-way) KRW8,000 (Children, one-way)	Fare	KRW 16,000 (Adult, one-way) ★KRW4,000 discount for round-trip tickets	Fare	KRW16,000 (Adult, one-way)
Bus stop	Samseong Station exit 7	Bus stop	City Airport	Bus stop	Coex Intercontinental Hotel

② Taxi, Subway

Taxi		Subway
Duration	60min	Incheon International Airport Station(Incheon Airport Railroad) > Gimpo Airport Station, transfer to subway line 9 > Bongeunsa Station (Duration-Approx. 111min)
Fare	KRW50,000(standard) KRW90,000(deluxe)	Incheon International Airport Station(Incheon Airport Railroad) > Hongik Univ. Station, transfer to subway line2 > Samseong Station (Duration-Approx. 101min)

- **Gimpo Airport** (www.airport.co.kr/gimpoeng/index.do)

Limousine(Deluxe) #6104		Taxi		Subway	
Duration	45min	Duration	60min	Gimpo International Airport Station(line 9) > Bongeunsa Station	
Fare	KRW7,500 (Adult, one-way)	Fare	KRW50,000(standard) KRW90,000(deluxe)	Duration	53min
Bus stop	City Airport			Fare	KRW1,650

2) By Subway

Line no.2 Samseong Station	Use the passage directly connected from exit 5 or 6 to Coex Mall through Millennium Plaza.
Line no.9 Bongeunsa Station	Take exit 7 and use the direct passage connected to Asem Plaza to enter Coex Mall
Line no.7 Cheongdam Station	Take exit 2 and walk straight for 20 minutes on foot. Access Coex Mall through the ASEM Square

★ For more information, visit website, <http://www.seoulmetro.co.kr/eng/index.jsp>

3) By Bus

Station : In front of Grand Intercontinental Hotel(Samseong Station Exit 5)	
 Blue Bus – 146, 341, 360, 333, 740, N13(Late-night), N61 (Late-night)	 Green Bus – 6411
 Airport Bus – 6000	 Yellow Bus – 41
 Express Bus – 1100, 1700, 2000, 2000-1, 7007, 8001, 9414	 District Bus – Gangnam07, Gangnam05
Station : In front of Coex Artium(Trade Center)	
 Express Bus – 143	 Green Bus – 2413, 4419
 Yellow Bus	 Airport Bus – City Airport
 District Bus – Gangnam01, Gangnam06, Gangnam08	 Express Bus – 9407, 9414, 9507, 9607

Station : In front of Coex East Gate

 Blue Bus – 146, 301, 401, 351, 352, N61(Late-night)	 Green Bus – 2415, 3217, 3411, 3412, 3414, 4318
 Yellow Bus	 Airport Bus – 6006
 District Bus – Gangnam08	 Express Bus – 9407, 9414, 9507, 9607

Station : From the other side of Bongeunsa Temple

 Blue Bus – 351	 Green Bus – 3411, 3412
 Yellow Bus	 Airport Bus – Gangnam Late-night Route
 District Bus	 Express Bus

Station : In front of KEPCO

 Blue Bus – 143, 146, 301, 401, 351, 352, N61(Late-night)	 Green Bus – 2413, 2415, 3217, 3412, 3414, 3417, 4419, 4318
 Yellow Bus	 Airport Bus – City Airport, City Airport2
 District Bus	 Express Bus

★ If you want to know more information about the subway or other transportation, click here (<http://www.visitseoul.net/english> or <http://www.coex.co.kr/english>)

2. Accommodation

1) 5 Star

Hotels	Contact	Website
Grand Intercontinental Seoul Parnas	82-2-555-5656	www.grandicparnas.com
Intercontinental Seoul Coex	82-2-3452-2500	www.iccoex.com
JW Marriot Seoul	82-2-6282-6262	www.jw-marriott.co.kr
Renaissance Seoul Hotel	82-2-555-0501	www.renaissanceseoul.com
Imperial Palace Seoul	82-2-3440-8000	www.imperialpalace.co.kr
Ritz-Carlton Seoul Hotel	82-2-3451-8000	www.ritzcarltonseoul.com
Jamsil Lotte Hotel	82-2-419-7000	www.lottehotelworld.com/index.asp
Park Hyatt Seoul	82-2-2016-1234	www.parkhyattseoul.co.kr
Novotel Ambassador Gangnam	82-2-567-1101	www.ambatel.com/gangnam/
The Palace Hotel Seoul	82-2-532-5000	www.thepalaceseoul.co.kr/

2) 4 Star

Hotels	Contact	Website
Ellui Hotel	82-2-514-3535	www.ellui.com
Ramada Seoul Hotel	82-2-6202-2000	www.ramadaseoul.co.kr
Hotel Riviera	82-2-541-3111	www.hotelriviera.co.kr
Best Western Premier Gangnam	82-2-6474-2000	www.bestwesterngangnam.com
Hotel Prima	82-2-6006-9114	www.prima.co.kr
Seoul Olympic Parktel	82-2-410-2114	www.parktel.co.kr
Mercure Seoul	82-2-2050-6000	www.mercureseoul.com

The Class 300	82-2-2018-0000	www.theclass300kn.com/main/
Aloft Seoul Gangnam	82-2-510-9700	www.aloftseoulgangnam.com
Shilla Stay	82-2-2230-3000	www.shillastay.com/yeoksam/index.do

3) 3 Star

Hotels	Contact	Website
Hotel Samjung	82-2-557-1221	www.samjunghotel.co.kr
Hotel Sunshine Seoul	82-2-541-1818	www.hotelsunshine.co.kr
Youngdong Hotel	82-2-542-0112	www.youngdonghotel.co.kr
IBIS Ambassador Gangnam	82-2-3454-1101	ibis.ambatel.com/seoul/main.amb
Hotel The Designers	82-2-568-8377	www.hotelthedesigners.com
Pharos Hotel	82-2-417-2700	www.hotelpharos.co.kr

4) 2 Star

Hotels	Contact	Website
New Hilltop Hotel	82-2-540-1121	www.newhilltop.co.kr
Dynasty Hotel	82-2-540-3041	www.hoteldynasty.co.kr

5) Business

Hotels	Contact	Website
Ocloud Hotel	82-2-3480-8621	www.ocloudhotel.com/html/main.asp
Eastern I Hotel	82-2-300-7000	www.hoteleasterni.com

6) Residence

Hotels	Contact	Website
Lexvill	82-2-2240-5400	lexvill.com
Oakwood Premier	82-2-3466-7000	www.oakwoodpremier.co.kr
ETIS	82-2-539-9080	www.etis.co.kr
Blooming House	82-70-7204-2500	www.bloominghouse.co.kr
ArtNouveau City (Gangnam)	82-2-580-7300	www.gnanhotel.com/artcity2/
ArtNouveau City (Seocho)	82-2-560-7100~1	www.artnewcity.com
Coatel	82-2-6288-3333	www.coatel.co.kr
Provista	82-2-597-1140	www.provista.co.kr
Seoul Residence	82-2-6202-3100	www.seoulresidence.co.kr
ArtNouveau City (Yeoksam)	82-2-5577-100	www.hotelarv.com
Gangnam Family Hotel	82-2-6474-1515	hwww.gangnamresidence.com/eng