



# Asia-Pacific Forestry Week 2019

Forests for Peace and Well-being

17-21 June 2019 | Incheon, Republic of Korea

## GUIDELINES FOR EXHIBITORS

Join us at the Asia-Pacific Forestry Week 2019 exhibition where you can:

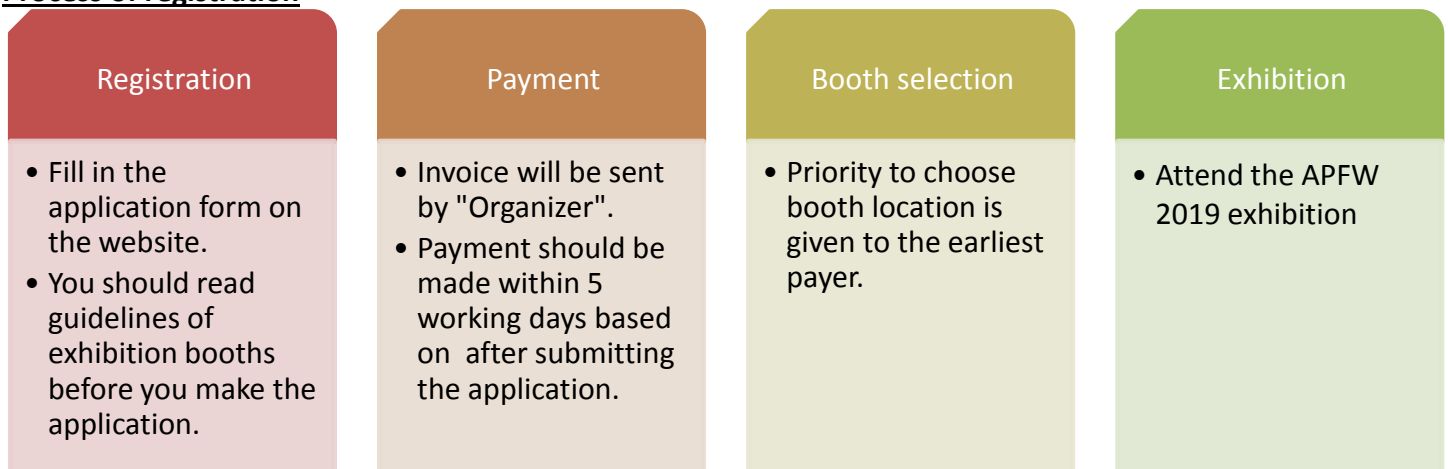
- Showcase your organization, programs and projects
- Launch new products and latest technologies
- Network and develop new relationships with nearly 1,000 forestry practitioners

This document contains information for interested exhibitors. If your organization is interested in an exhibition booth, please complete the form below.

### Exhibition overview

- **Venue**  
Exhibition Hall Floor 1, Songdo ConvensiA Convention Center, Incheon, Republic of Korea
- **Schedule**  
Deadline for registration: 15 April 2019  
Payment: due within 5 working days after registration  
Booth Set-up/Ingress: 16 June 2019 Sunday, 14:00-18:00 / 17 June 2019 Monday, 08:00-12:00  
Exhibition Opening: 17 June 2019 Monday  
Exhibition Duration: 17-21 June 2019 Monday-Friday  
Exhibition Egress: 21 June 2019, Friday, 17:00

### Process of registration



### Booth information

- **Standard provisions and booth dimensions**  
Each booth will be equipped with the following basic inclusions. Booth dimensions are also provided in the table below.

|  | <u>1 Shell Scheme</u>             |                     | <u>2 Shell Schemes</u>            |                     |
|--|-----------------------------------|---------------------|-----------------------------------|---------------------|
|  | <u>Specifications</u>             | <u>No.</u>          | <u>Specifications</u>             | <u>No.</u>          |
| Lighting (including spotlight)   | 60W~100W                          | 3 lights            | 60W~100W                          | 6 lights            |
| Shell schemes size   | 3 x 3 x 2.5 (height) m            |                     | 6 x 3 x 2.5 (height) m            |                     |
| Walls  | -                                 | 24.5 m <sup>2</sup> | -                                 | 32.4 m <sup>2</sup> |
| Electricity<br><i>Note: The organizers will not provide power transformer/adapter.</i> | 220V<br><b>(two 220v sockets)</b> | 1kW                 | 220V<br><b>(two 220v sockets)</b> | 2kW                 |
| Fascia name board (in English) with organizational logo                                | 2.9 x 1 m                         | 1                   | 2.9 x 1 m                         | 2                   |
| Desk   | 1 x 0.5 x 0.75 m                  | 1                   | 1 x 0.5 x 0.75 m (mm)             | 1                   |
| Chair  |                                   | 1                   |                                   | 1                   |



**Exhibition booth**

- **Costs**
  - The cost per **3x3 m booth** is **700 USD**.
- **Payment mechanism**
  - An invoice will be sent to the exhibitor after registration.
  - Exhibitors should transfer the booth registration fee to the bank account [in the invoice](#) within five working days after registration, [based on time in Seoul](#).
  - All transaction fees should be paid by exhibitors. (**Details of Charge: OUR**)
  - **We will only process your application once we receive your payment.**
- **Refund / Cancellation fee**
  - In the event that the cancellation is caused by the organizer, the participation fee will be fully-refunded to the exhibitor.
  - If the exhibitor wishes to withdraw its booth registration on or before 17 May 2019, a cancellation charge of 30% of the total fee will be retained. The registration fee will not be refunded if the cancellation is done after 17 May 2019.
- **Optional inclusions / Additional services**
  - Exhibitors can rent extra furniture and fixtures (e.g. TV, bookshelf, couch, desk, chairs, etc.).
  - Kindly refer to the furniture and fixture list and indicate the reference code in the application form.
  - The deadline to order additional items is 17 May 2019.
  - Services beyond the standard provisions may entail additional costs.
- **Layout and booth assignments**
  - Booth assignments are provided on a first come/paid, first served basis once the payment has been made.

### Contact person

- Any further inquiries related to the exhibition, please contact Mr. Taekyun KIM.  
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