



5th World Congress of Minimally Invasive Spine Surgery & Techniques (WCMISSST 2016)

combining with
15th KOMISS & 5th Asia MISS

June 1 (Wed) - 4 (Sat), 2016
ICC Jeju · Jeju Island, Korea



Sponsorship & Exhibition Manual

List of Contacts

I. General Information	3
1. Key Facts	4
2. Contacts for Secretariat	5
3. Program at-a-Glance	5
4. Official Hotels	6
5. How to Get to the Venue	7
II. Exhibition Information	8
1. Floor Plan	9
2. Time Schedule for Exhibition	10
3. Exhibitor Registration	10
4. Booth Allocation	11
5. Shell Scheme Booth	12
6. Space Only Booth	14
7. General Rules And Regulations	15
III. Sponsoring Items	16
1. Luncheon Symposium	17
2. Final Program Print AD	18
IV. Common Benefits for Main Sponsors	19
1. Sponsors Logo	20
2. Main Sponsors' Profile in the Final Program	20
3. Insert Sponsors' Flyer AD in the Congress Kit	20
4. Complementary Registration	21
V. Shipping Instruction	22
1. Official Freight Forwarder	23
2. Shipping	23
3. Notice	24
VI. Check List for all Sponsors	25
VII. Official Company List at ICC Jeju	27
1. Exhibits Stand	28
2. Electricity	28
3. Furniture Rental	28
VIII. Application Form List (Attached files)	29

I. General Information

1. Key Facts
2. Contacts for Secretariat
3. Program at-a-Glance
4. Official Hotels
5. How to Get to the Venue

1. Key Facts

A. Title

- 5th World Congress of Minimally Invasive Spine Surgery & Techniques (WCMISSST 2016)
15th Annual meeting of Korean Minimally Invasive Spine Surgery Society
5th Asian Congress of MISS

B. The History of WCMISSST

- | | | |
|----------------------------|---------------------|----------------|
| ● 1 st WCMISSST | June 3-7, 2008 | Honolulu, USA |
| ● 2 nd WCMISSST | May 31-June 4, 2010 | Las Vegas, USA |
| ● 3 rd WCMISSST | August 16-18, 2012 | Bahia, Brazil |
| ● 4 th WCMISSST | June 11-14, 2014 | Paris, France |

C. Date

- June 1 (Wed) – 4 (Sat), 2016

D. Venue

- International Convention Center Jeju (ICC Jeju)

E. Hosted & Organized by

- WCMISSST 2016 Organizing Committee

F. Expected Participants


- About 600 attendees from 40 countries

G. Website

- www.wcmisst.org

2. Contacts for Secretariat

		The Plan Co. 3F Jung E&C Bldg., 31-5 Seocho-daero 58-gil, Seocho-gu, Seoul 06632 Korea T. +82-2-538-2042~3 F. +82-2-538-1540	
Project Manager Ms. Jung Hwang T. +82-2-538-2042~3 E. info@wcmisst.org		Sponsorship and Exhibition Mr. Sangwon Dennis Lee T. +82-2-538-2042~3 E. sponsor@wcmisst.org	
Registration Ms. Sunmin Minah Lee T. +82-2-538-2042~3 E. reg@wcmisst.org		Scientific Program Ms. Sunmi Sunny Kim T. +82-2-538-2042~3 E. paper@wcmisst.org	

		Operations and Logistics [SEUM EXPO Logistics] Ms. Victoria Song T. +82-2-538-6888 E. victoria@seumexpo.co.kr	
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3. Program at-a-Glance

Time	June 1 (Wed)	June 2 (Thu)		June 3 (Fri)		June 4 (Sat)		
09:00~10:00		NASS	Oral PT	NASS	Oral PT	KOMISS (08:00-10:00)	Main Topic	Oral PT
10:00~10:30		Coffee Break & E-poster Viewing						
10:30~11:00		Opening Ceremony Presidential Address		Plenary 2		KOMISS	Best Paper	
11:00~11:30		Plenary 1						
11:30~12:00				Sponsored Luncheon Symposium		KOMISS	Main Topic	
12:00~12:30								
12:30~13:00		Sponsored Luncheon Symposium		Closing Ceremony				
13:00~13:30								
13:30~14:00	Registration		Main Topic					
14:00~15:00			Main Topic					
15:00~15:30			Coffee Break & E-poster Viewing					
15:30~16:00			Coffee Break & E-poster Viewing	Main Topic				IITSS
16:00~16:30			Debate Session					
16:30~17:00								
17:00~17:30								
18:30~	Welcome Reception			Gala Dinner				

* No free lunch will be provided, except for the Sponsored Luncheon Symposium.

4. Official Hotels

The Organizing Committee has compiled a comprehensive list of hotels for the WCMISST 2016 participants, ranging from top-scale luxury hotels to more affordable alternatives. Please follow the below steps to reserve your room.

How to Make Reservation

- Go to the Official Hotels of WCMISST website (<http://www.wcmisst.org/hotel/>).
- Download a reservation form and send it directly to the hotel.
- Your reservation will be confirmed by the hotel.

Jeju Booyoung Hotel & Resort (HQ)			
Address	222, Jungmunwangwang-ro, Seogwipo-si, Jeju-do, Korea		
Phone	+82-64-731-5500	Person in charge	Ms. Shea Park
Fax	+82-64-731-5514	E-mail	jejubymhotel@gmail.com
Distance from the Venue	About 100m (1 min on foot)	Website	www.booyoungjejuhotel.com
Free Shuttle bus	Not provided		

The Shilla Jeju			
Address	75, Jungmunwangwang-ro, 72 beon-gil, Seogwipo-si, Jeju-do, Korea		
Phone	+82-64-735-5114	Person in charge	Ms. Ally Kang
Fax	+82-64-735-5415	E-mail	jeju.reserve@samsung.com
Distance from the Venue	About 2.5Km (10 min by taxi)	Website	www.shilla.net/jeju
Free Shuttle bus (Airport to Hotel)	13:30 / 14:30 / 16:30	Free Shuttle bus (Hotel to Airport)	11:30 / 12:10 / 15:00

Hotel BAREVE			
Address	15, Gimjeongmunhwa-ro, Seogwipo-si, Jeju-do, Korea		
Phone	+82-64-735-8899	Person in charge	Ms. Saet Byul KIM
Fax	+82-64-735-8888	E-mail	starkim0811@nate.com
Distance from the Venue	About 10Km (20 min by taxi)	Website	www.barevehotel.com
Free Shuttle bus	TBA		

5. How to get to the Venue

WCMISST 2016 VENUE

- Venue: INTERNATIONAL CONVENTION CENTER JEJU (ICC jeju)
- Address: 224, Jungmungwangwang-ro, Seogwipo-si, Jeju-do, Korea
- Contact: +82-64-735-1000
- Website: www.iccjeju.co.kr

A. Guide to the Airport Limousines (Jeju International Airport ↔ ICC Jeju)

- Place: Limousine bus stop at the left side of the front gate (Samyoung Traffic No. 600)
- Fee: KRW 4,500
- Distance: 40km (about 1 hour)
- Time:

First departure	Last departure
06:20	22:00

- Service route:

Airport → T.H.E Hotel and Vegas Casino Jeju → Entrance to the Yeomiji Botanical Garden → Hyatt Hotel → Shilla Hotel → Lott e Hotel → Hankook Condominium → Jeju International Convention Center → New Gyeongnam Hotel → Seogwipo KAL Hotel

B. Taxi Guide (Jeju International Airport ↔ Jungmun)

- Select the distance (long-distance or short-distance) at the taxi stop.
- Since the taxi fare is fixed, please confirm the distance before taking a taxi
- Fare : About KRW30,000
- Distance: 40km (about 40-45 minutes)

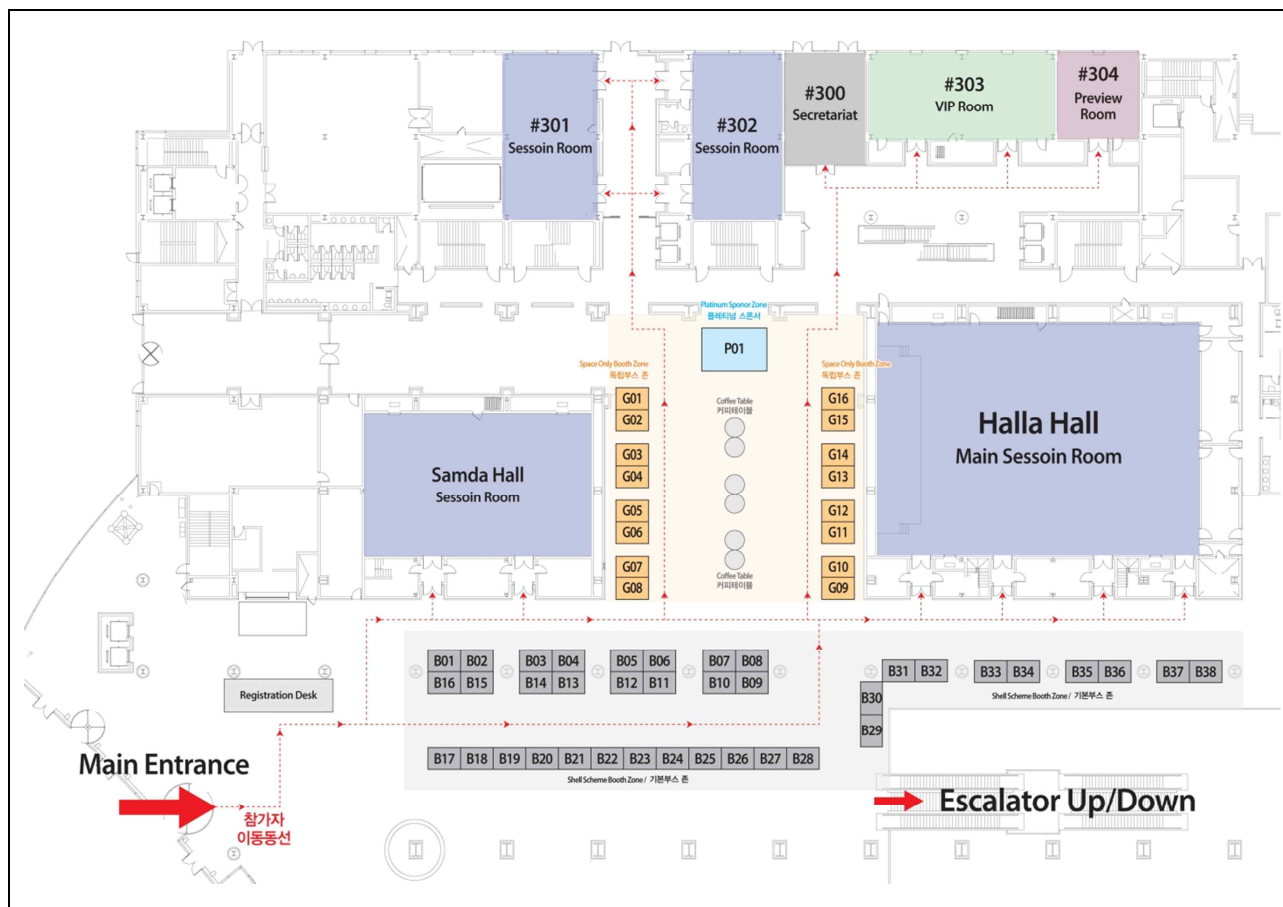
C. Rental Car Guide

- Advanced reservation is recommended if you plan to rent a car.
- Upon arrival, you can sign up for rental cars at the rent-a-car desk nearby airport exit.

II. Exhibition Information

1. Floor Plan
2. Time Schedule for Exhibition
3. Exhibitor Registration
4. Booth Allocation
5. Shell Scheme Booth
6. Space Only Booth
7. General Rules and Regulations

1. Floor Plan



Floor	Room	Function
3F	Halla Hall AB	Opening Ceremony, Plenary Sessions, Luncheon Symposium, KOMISS Sessions
	Samda AB	Parallel Sessions, Luncheon Symposium
	# 301	
	# 302	
	# 300	Secretariat
	# 303	VIP Room
	# 304	Speaker's Ready Room
	Foyer	Registration Desk, E-poster, Exhibition Booth & Coffee Break
5F	Ocean View	Welcome Reception
Outside	The Spirited Garden	Gala Dinner

2. Time Schedule for Exhibition

Category		Date & Time	Remarks
Installation	Shell Scheme Booth	09:00 ~ 18:00	Construction by Secretariat
	Space only booth	May 31 (Tue), 2016	Construction by Exhibitor's Contractor
Exhibits Move-in		16:00 ~ 20:00 May 31 (Tue), 2016	Exhibitors
Exhibitor Registration		14:00 ~ 17:00 June 1 (Wed), 2016	Registration Desk (3F)
Electric power supply		17:00 ~ May 31 (Tue), 2016	Electric will be supplied after the completion of all booths' construction
Exhibits Move-out		15:00 ~ 18:00 June 4 (Sat), 2016	Exhibitors
Dismantling	Shell Scheme Booth	15:00 ~ 20:00	Dismantling by Secretariat
	Space only booth	June 4 (Sat), 2016	Dismantling by Exhibitor Contractor
Exhibition Booth Operation Hours		09:00 ~ 17:00 June 2 (Thu) – 3 (Fri)	-
		09:00 ~ 12:00 June 4 (Sat), 2016	

3. Exhibitor Registration

- Each Exhibitor has 2 exhibitor badges per 1 booth (6m²).
- This badge is only allowed to access the exhibition area only.
- Please make sure the badge does NOT allowed to access the session room.
- Exhibitor registration schedule as below;

Date & Time	14:00 ~ 17:00 June 1 (Wed), 2016
Location	Registration Desk (3F)

- If you need extra badges, please fill out the **[Form 2]** and send to sponsor@wcmisst.org by **April 23, 2016**.
- The extra badge price is USD 50 per one.

4. Booth Allocation

A. About Booth Section

- There are two sections; Shell scheme booth zone and Space only booth zone.
- If you applied **[Shell scheme booth]**, please choose in Shell scheme booth zone (B01 ~ B38).
- If you applied **[Space only booth]**, please choose in Space only booth zone (G01 ~ G 16).

B. Booth Allocation


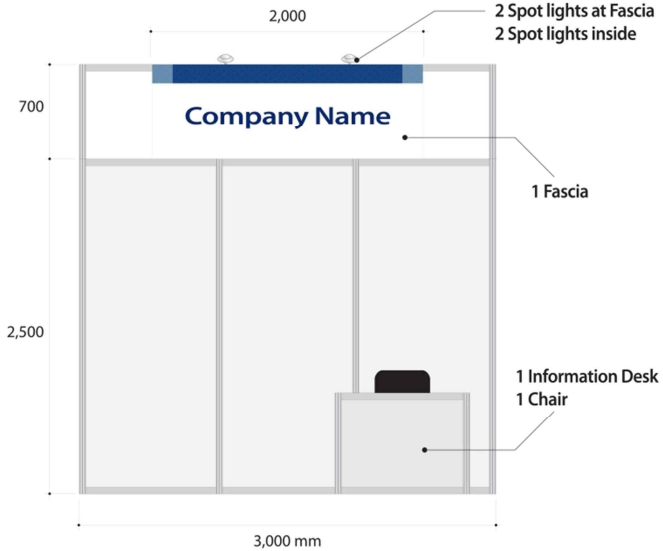
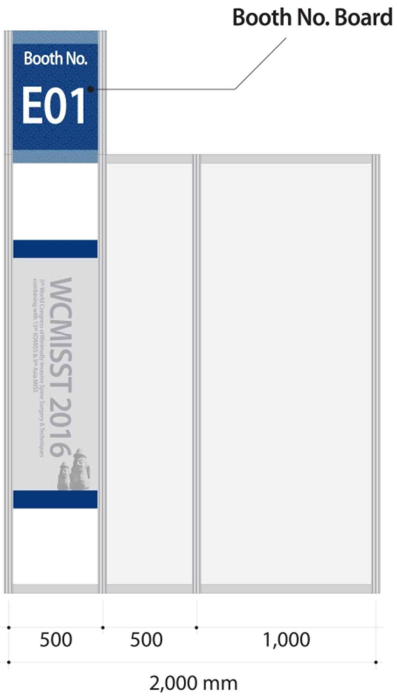
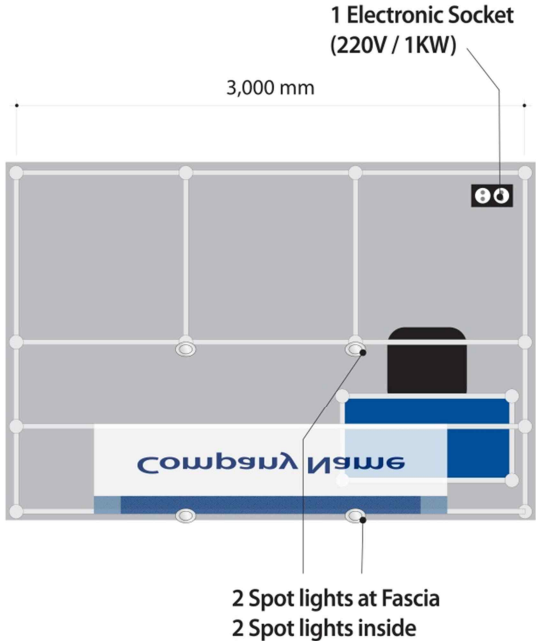
- Booth allocation priority is from Gold to Bronze sponsorship level.
- A company who paid earlier than others will have the priority to choose the booth location within the same level of sponsorship.
- Please choose from 1st to 3rd preference.
- Final booth allocation will be done by the organizing committee with full consideration of your application. Final Booth allocation will be informed by email on **April 30, 2016**.
- Please fill out the **[Form 1]** and send to sponsor@wcmisst.org by **April 23, 2016**.
- If do not apply until the deadline, secretariat will allocate your booth allocation.

C. Exhibition Booth Floor Plan



5. Shell Scheme Booth

A. Specification

Perspective View	Front View
	
Side View	Top View
	

WCMISST 2016 Sponsorship & Exhibition Manual

B. Offered Items are;

- A three-sided divider
- A fascia with company name
- A set of booth number board and sign board
- A gray pytex (carpet) floor finishing
- A set of information desk and folding chair
- Four spotlights (two on fascia / two on top of booth)
- An electronic socket 220V
- Two exhibitor badges per 1 booth (6m²)

C. Fascia

- Print only text of same font company name.
- Any logos, trademark or images are not allowed.

D. Divider

- In case that a shell scheme booth becomes damaged through the use of nails or other construction tools, the exhibitor is liable for compensation to the Secretariat of WCMISST 2016.

E. Electrical Power & Furniture Rental

- Please find the attached file the name is [WCMISST 2016_Electrical Power & Furniture Rental].
- 'EDCOM INC' is the official rental company of WCMISST 2016.

Official Company for Electrical Power / Furniture & Equipment Rental
SUBMISSION TO Mr. Bong Jun Oh Phone:+82-64-712-7151 / Fax:+82-64-712-7150 E-mail: curitel7308@hanmail.net Address: 1414-1 Dong Oedo, Jeju City, Jeju Province, Korea

6. Space Only Booth

A. Space Only Booth Construction Company

- In order to assure the overall smooth-running and effective operation of the exhibition halls, exhibitors using space only booths should select a construction contractor only from the list of those officially designated by the ICC Jeju.
- The contractors of space only booths are required to submit a booth design plan (elevation, ground plan, 3D) send to sponsor@wcmissst.org by **April 30, 2016**.
- This deadline must be adhered to in order to ensure that all booth designs fit with show regulations.
- Any changes made to the booth after submission of this design plan must also be confirmed by the Secretariat of WCMISSST 2016.
- Booth height should be limited 4m.
- Exhibitors are required to use the subcontractors that are designated by ICC Jeju.

B. Electrical Installation

- All electric supply is above single-phase 220V. In case of using 110V, exhibitor shall prepare AVR device or down transformer.
- Electricity supply begins after all exhibition goods are moved in, electric line is fully connected, and safety inspection by the Organizer, ICC Jeju Operation Manager and Installer is complete. In emergency, ICC Jeju shall disconnect electric supply without advance notice.
- The Organizer is in charge of main electric line and installer in charge of electric extension work within booth.
- All sorts of electric power consumption amount including lighting electricity should be applied to the Organizer in advance.
- Electric power extension service provider should be aware of total booth electric power capacity before construction.
- Local lighting power should not exceed 100VA /m².
- Every exhibition booth should use MCCB (Mold Case Current Breaker) for main power outlet and use E.L.B for lighting and power circuit breaker.
- Should 220V outlet be installed, it is required to use 220V appliance only and to install 30cm above the ground floor for safety purpose. (e.g. installation of YELLOW JACKET)
- All electrical work should comply with the Electrical Equipment Regulations in design and construction.
- Use of electricity is available only after ICC Jeju's safety inspection.
- Only Electricity Construction License holders are allowed to perform electricity related work.

C. Dismantlement

- Unless power supply is completely turned off after exhibition is over, no work should be performed.
- Exhibitor should take protective measures on flooring before disassembling wood construction.
- Exhibitor shall inspect for any damage on the permanent fixture after dismantling exhibition materials from site. If something unusual is found, Exhibitor shall discuss it with ICC Jeju Operation Manager without delay.
- Exhibitor should take protective measures on flooring before removing glass, sand, soil, fragments.
- Constructor and related exhibitor should take full responsibility for any residue left after dismantlement.
- Safety Manager should be on site to prevent accidents during dismantling period.

7. General Rules and Regulations

A. Provision of Food and Beverage

- Licensee is not allowed to perform food and beverage sales within the premise.
- Licensee is not allowed to carry food and beverage from outside.
- Licensee should have direct contract with designated food and beverage provider on the premise.
- Prior consultation is required if Licensee is to provide food and beverage tasting to participants as part of event program.

B. Congress and Exhibition Goods and Facility Management

- Licensee is responsible for managing goods within the facility and taking full measures to prevent facility damage according to instruction of ICC Jeju.
- Licensee is responsible for getting adequate insurance cover against theft, damage, fire.
- Licensee is to compensate for any damage to facility or harm to persons including spectators and participants for accidents including fire, theft, damage, etc. due to Licensee's intention or negligence.

C. Emergency Actions

- Accident: escort patient to the dispensary for light wound; call 119 or emergency service for serious injury and make accident report with accurate facts including date, time, specific location of incident, names, titles of people involved, events leading to accident, environmental conditions, etc. (All accidents should be immediately reported to the Operation Manager)
- Malfunction of elevator or escalator: minimize visitors' inconvenience by reporting malfunction to Central Control Center (T: +82-(0)64-735-1064)
- Fire: take swift action and report situation to Operation Manager (action in early stage of fire is a must)
- Make sure emergency exit stays clear and evacuate visitors safely

D. Security Staff Operation

- Security Staff is to prevent fire, accident and damage of the facility and control visitors during exhibition preparation period.
- Security Staff should make frequent patrols of the facility to identify smoker on site and report to the Organizer and the Operation Manager for unusual matters without delay.
- Arrival of vehicle delivering heavy goods over 5 tons or restricted use of electrical tools should be stopped and reported to the operation Manager for further action.
- Security staff should keep the public order of visitors and spectators with courteous attitude.

III. Sponsoring Items

1. Luncheon Symposium
2. Final Program Print AD

1. Luncheon Symposium

A. Luncheon Symposium Fee includes

- Room rental, standard audio/visual equipment, tables and chairs.
- Sponsors should prepare for additional items by themselves.
- Symposium Program will be published in the Final Program alongside the sponsor company's name.

B. In addition to the sponsorship fee

- Sponsor must cover all speakers' expenses including registration fees, accommodation and travel expenses if necessary.
- Food & beverage cost is also funded by the sponsoring company in addition to the sponsorship fee.

C. Luncheon Symposium Approval

- Please fill out the **[Luncheon Symposium form]** and send to sponsor@wcmisst.org by **April 23, 2016**, for approve at by the organizing committee.
- Final confirmation which includes the session room and date will be informed you on early May.

D. Food & Beverage

- ICC Jeju does not allow to bring the food through outside vendors.
- Please contact the below person in charge for Food & Beverage in ICC Jeju.





MICE Business Dept. of ICC Jeju	
Person in charge	Ms. Hyeji Kim / Assistant Manager
E-mail	hjkim@iccjeju.co.kr
Telephone	T. +82-64-735-1026 F. +82-64-735-1098

E. Notice

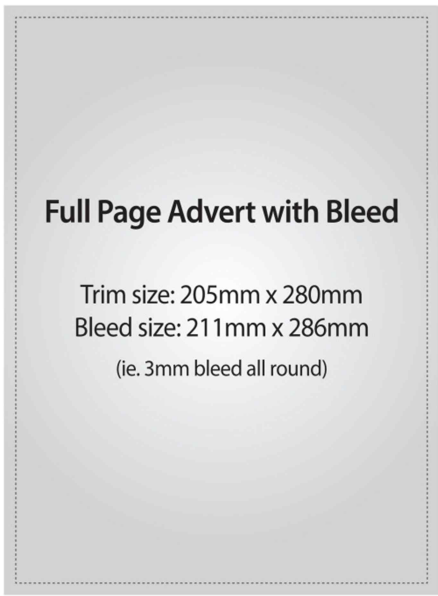

- Move in and Move out must complete in your session time (90 min.), because the next session will start in an instant.
- Standing banner and/or POP is allowed at the entrance at your session room at 30 minutes before your sponsored session.
- Any personal hanging banners are not allowed in the session room.
- All your stuff must move out on your session time.
- **DO NOT take away or move** the banners or standing signs of WCMISST 2016 conference.

2. Final Program Print AD

A. File Format for Print AD

Format details	
	Illustrator (*.ai) <ul style="list-style-type: none"> - The version must be under CS5 - Convert all text to outlines with color set as CMYK - Include all embedded images
	Photoshop (*.psd / *.eps) <ul style="list-style-type: none"> - Convert all text to outlines color set as CMYK - Resolution set to 300dpi (or over) - All layers must be merged
	PDF Files (*.pdf) <ul style="list-style-type: none"> - Convert all text to outlines with color set as CMYK - Resolution set to 300dpi (or over)
Identification file for your print File	
	JPG Files (*.jpg) <ul style="list-style-type: none"> - Resolution set to 300dpi (or over)

B. File size for Print AD

Full Page (Platinum)	Half Page (Gold)
 <p>Full Page Advert with Bleed</p> <p>Trim size: 205mm x 280mm Bleed size: 211mm x 286mm (ie. 3mm bleed all round)</p>	 <p>Half Page Advert with Bleed</p> <p>Trim size: 205mm x 140mm Bleed size: 211mm x 146mm (ie. 3mm bleed all round)</p>
<p>Trim Size: 205mm x 280mm Bleed Size: 211mm x 286mm</p>	<p>Trim Size: 205mm x 140mm Bleed Size: 211mm x 146mm</p>

C. Application & Deadline

- Email: sponsor@wcmissst.org
- Deadline: **April 30, 2016.**

IV. Common Benefits for Main Sponsors

1. Sponsors Logo
2. Main Sponsors' Profile in the Final Program
3. Insert Sponsors' Flyer AD in the Congress Kit
4. Complementary Registration

1. Sponsors Logo

- Sponsor's Logo with Hyperlink on Conference Website
- Sponsor's Logo in the Final Program
- Sponsor's Logo on Conference Information Board on-site

2. Main Sponsors' Profile in the Final Program

A. Sponsors' Profile

- All sponsors' profiles are in the Final Program.
- Profile word's limits are under 100 words.

B. Application & Deadline

- Please fill out the **[Form 1]** and send to sponsor@wcmisst.org by **April 23, 2016**.

3. Insert sponsors' flyer AD in the Congress Kit

A. Insert your flyer AD in Congress kit

- All main sponsors (Gold, Bronze) can insert their AD flyer in congress kit, if they want to.
- Only less than 4pages of one kind flyer AD allows per a sponsors.
- The Flyer must be delivered only the below date and time at the location.

Location	ICC Jeju 224, Jungmungwangwang-ro, Seogwipo-si, Jeju-do, Korea
Receiver	Sangwon Dennis Lee [WCMISST 2016 Secretariat]
Date & Time	09:00 – 18:00, May 31 (Tue), 2016

B. Application & Deadline

- Please fill out the **[Form 2]** and send to sponsor@wcmisst.org by **April 30, 2016**.

4. Complementary Registration

A. What is the Complementary Registration?

- Complementary Registration badge is separately badge from the exhibitor badge.
- The Complementary Registration badge includes;

- Admission to all congress sessions
- Admission to Welcome Reception on June 1, 2016.
- Admission to Sponsored Luncheon Symposium and Coffee Breaks
- Access to Exhibition Area and Internet Lounge
- Congress Materials (Final Program & USB Abstract)
- Certificate of Attendance

- The Complementary Registration is differential pax as below;

Sponsors Level	Diamond	Platinum	Gold	Bronze
Complementary Registration	8 pax	6 pax	4 pax	2 pax

B. The Complementary Registration Process

- Please follow the below steps.
- The application due for Complementary Registration is by **April 30, 2016**.
- The Registration System will be closed after the deadline.

[Step 1] Sign-up	<ol style="list-style-type: none"> 1. Access at WCMISST 2016 Website (www.wcmisst.org) 2. Click the [SIGN UP] button on the right top of the website. 3. Create your e-mail ID and password. ※ It is highly recommended to use the most frequently used e-mail address of yours as registered e-mail ID for the congress. 4. Fill out the required personal information. 5. Receive the acknowledgement letter which will be automatically sent to your registered e-mail ID.
[Step 2] On-line Registration	<ol style="list-style-type: none"> 1. Click the [LOGIN] button on the right top of the website. 2. Input your registered e-mail ID & password. 3. Click the [On-line Registration] button. 4. Select the [Physicians] at registration category 5. Choose you will [attend] or [not attend] the Welcome Reception. 6. Choose you will [not attend] the Gala dinner, because that is ticketed event with extra cost. ※ Complementary Registration cannot buy the Gala Dinner ticket 7. Fill out the Special Dietary information if necessary. 8. Click the [Next] button and check your information. 9. Choose Payment method by [bank transfer]. 10. <u>Must write down [Exhibition WAIVED] at the [Sender's Name].</u> 11. Receive the acknowledgement of On-line Registration which will be automatically sent to your registered e-mail ID.
Step 3 Application	<ol style="list-style-type: none"> 1. Please fill out the [Form 2] with your Complementary Registration list and send to sponsor@wcmisst.org by April 30, 2016. 2. Receive the Approve email from WCMISST 2016 secretariat.

V. Shipping Instruction

1. Official Freight Forwarder
2. Shipping
3. Notice

1. Official Freight Forwarder

A. General Information

- **SEUM EXPO LOGISTICS CO., LTD.** has duly been nominated for an official freight contractor and we will provide you our comprehensive range of service for the customs clearance, transport, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executive supervisors for WCMISST 2016.
- For more information of AACNS 2015, please feel free to contact;

SEUM EXPO LOGISTICS CO., LTD.			
Person in Charge	Ms. Victoria Song	E-mail	victoria@seumexpo.co.kr
Phone	+82-2-538-6888	Fax	+82-2-538-6877

2. Shipping

A. Deadline

- Please destine all the exhibits to Incheon airport for airfreight and to Busan seaport for sea freight as there will not be any storage or the customs clearance arrangement at Jeju seaport or Airport.

Sea Freight Arrival at Busan Seaport	May 23 (Mon), 2016
Air Freight Arrival at Incheon Airport	May 25 (Wed), 2016

B. Consignment Details

(A) Consignee SEUM Expo Logistics Co., Ltd. KINTEX Exhibition Center II Office Bldg. #501, Hanryu World-ro, Ilsan Seo-gu, Goyang city, Gyeonggi province, Korea 10390 Tel +82-2-538-6888 Fax +82-2-538-6877 Attn. To : Mr. Bret SONG / Mr. Ih CHOI	(B) Notify - Exhibition Name: WCMISST 2016 - Exhibitor (Company) Name: - Booth Number:
	(C) Description Main Exhibition Item Name and "Exhibition Goods for WCMISST 2016 "

C. Documents

- Sea freight bill of Lading 1 surrender copy
- Airway Bill (AWB)
- Commercial Invoice & Packing List 1 copy
- Courier shipments will be required as same documents as sea freight and airfreight

3. Notice

A. Case Marking – Packing and Unpacking

- Please ensure that your equipment is packed in a strong, waterproof packing case, which lends itself to be repacked after the exhibition. Bolted returnable types of cases are suggested for main exhibits. All packing cases, cartons, etc., to be sent to the exhibition must display the following information

Exhibition Goods for WCMISST 2016	
Exhibitor (Company) Name	
Booth Number	
Event Name	WCMISST 2016
Weight / Dims	(Width) x (Length) x (Height) cm
Category	

- The Congress Freight Forwarder will assist with the site handling & crating/un-crating of wooden cases (if required). However, exhibitors must supervise and are responsible for these operations. Similarly, exhibitors must supervise the dismantling and re-packing of exhibits, especially for delicate or heavy equipment.

B. Sold Exhibits

- Any of exhibits sold in Korea will be delivered to a bond warehouse after the show and it has to file a consumption entry (Duty paid) to clear permanently under the name of buyer in Korea which is qualified a medical license.

C. Customs Clearance

- The Show site is not covered by trade fair bond for the temporary shipments but it will be cleared under T.I.B (Temporary Import Bond) or under ATA Carnet. Any permanent importation will be levied its duties and taxes under the control of the customs authority but promotional products such as catalogue, brochure or paper materials will have duty free.

D. Insurance

- All exhibitors should arrange a comprehensive cover for their exhibits which cover to the exhibition, the period of display and which allows either return to the country of origin or appropriate disposal period at the conclusion of the exhibition.

E. Courier Shipment

- Please note that the convention center and the organizer will not accept or take responsibility for any international courier shipments (Fedex, DHL, TNT... etc.) consigned to yourself at the venue or the organizer. All courier shipments must be shipped as noted under Consignee address / Direct to Korea.

F. Hand Carried Items

- Exhibitors or their appointed forwarder can move in the exhibits if the exhibits are small enough to be hand carried by one person, to be moved in by an office trolley or exhibits with wheels.

G. In closing

- We wish you a successful show and we are happy to assist you in any way possible. If you have questions that are not answered here, special arrangements with which you need assistance, or if you require further information, please contact to Ms. Victoria Song form SEUM EXPO Logistics (victoria@seumexpo.co.kr) at your convenience.

VI. Check List for all Sponsors

WCMISST 2016 Sponsorship & Exhibition Manual**Check List**

No.	Category	Application	Sponsors Level	Deadline	Page	Form
1	Payment for Sponsorship	Compulsory	All Sponsors	May 1 (Sun), 2016	-	-
2	Invoice	Compulsory		-	-	-
3	Sponsors' Logo	Compulsory	Platinum, Gold, Bronze	April 23 (Sat), 2016	22 p.	Form 1 (Compulsory)
4	Sponsors' Profile	Compulsory	Platinum, Gold, Bronze		22 p.	
5	Exhibitor Registration	Compulsory	Platinum, Gold, Bronze		10 p.	
6	Booth Allocation	Compulsory	Platinum, Gold, Bronze		11 p.	
7	Luncheon Symposium	Compulsory	Luncheon Symposium Company		18 p.	Luncheon Symposium form
9	Final Program Print AD	Optional	Platinum, Gold	April 30 (Sat), 2016	19 p.	Form 2 (Optional)
10	Complementary Registration	Optional	Platinum, Gold, Bronze		23 p.	
11	Insert Sponsors' flyer AD in the Congress Kit	Optional	Platinum, Gold, Bronze		22 p.	
12	Electricity	Optional	All Sponsors	-	13 p.	Electrical Power & Furniture Rental Form
13	Furniture Rental	Optional	All Sponsors		13 p.	
14	Official Freight Forwarder	Optional	All Sponsors		25 p.	Shipping Instruction Form

* Please all sponsors and exhibitors should double check by this List.

VII. Official Company List at ICC Jeju

1. Exhibit Stand
2. Electricity
3. Furniture Rental

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1. Exhibit Stand

No.	Company Name	Phone	Website
1	EDCOM Inc.	+82-64-712-7151	www.jejued.com
2	INO Co.	+82-70-7882-7771~3	www.inojeju.co.kr
3	Naite Co.	+82-64-726-2685	www.jejunaite.com

2. Electricity

No.	Company Name	Phone	Website
1	EDCOM Inc.	+82-64-712-7151	www.jejued.com

3. Furniture Rental

No.	Company Name	Phone	Website
1	EDCOM Inc.	+82-64-712-7151	www.jejued.com

VIII. Application Form List

1. Form 1 (Compulsory)
2. Form 2 (Optional)
3. Luncheon Symposium form
4. Shipping Instruction form
5. Electrical Power & Furniture Rental form