



Exhibitor's Manual



XXIII IUFRO WORLD CONGRESS
International Union of Forest Research Organizations · 2010 SEOUL

August 23-28, 2010, COEX, Seoul, Korea



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Forests for the Future: Sustaining Society and the Environment

XXIII IUFRO WORLD CONGRESS

23-28 August 2010 | COEX, Seoul, Republic of Korea



Part I

- 1) Congress Overview
- 2) Program Outline

1) Congress Overview

● IUFRO World Congress

The Korean Forest Research Institute is pleased to hold the XXIII International Union of Forest Research Organizations (IUFRO) World Congress in Seoul, Korea, in 2010. IUFRO is an international organization for forest science cooperation with a 120-year history. We believe that the 2010 IUFRO World Congress will offer an opportunity to enhance the people's understanding of forest and forest science.

● Title

Forests for the Future: Sustaining Society and the Environment

● Date

August 23 (Monday) - 28 (Saturday), 2010

● Venue

COEX is a prominent landmark in Seoul (<http://www.coex.co.kr>). Located in the central business area, COEX is a destination combining business, shopping and entertainment. Featuring a world-class convention and exhibition center, Asia's largest underground shopping mall, restaurants and entertainment facilities, COEX is a must-visit destination in Seoul.



● Destination



Seoul, Korea

Seoul is a flourishing metropolis of over 11 million people. The city has been the capital of Korea for over 600 years since the beginning of the Joseon Dynasty, serving as the center of the country's politics, economy, culture and education. Now the city is also the financial hub of the country and the gateway to the Northeast Asian region.

● Korea Host

Korea Forest Research Institute (KFRI)

● Official Language

English

● Congress Theme

- Forests and Climate Change
- Biodiversity Conservation and Sustainable Use of Forest Resource
- Forest Environmental Services
- Asia's Forests for the Future
- Forest Products and Production Processes for a Greener Future
- Emerging Technologies in the Forest Sector
- Frontiers in Forest and Tree Health
- Forests, Communities and Cultures
- Forests, Human Health and Environmental Security



2) Program Outline

	Aug 22 Sunday	Aug 23 Monday	Aug 24 Tuesday	Aug 25 Wednesday	Aug 26 Thursday	Aug 27 Friday	Aug 28 Saturday	
08:30 -		Registration						-08:30
09:00 -			Technical Sessions	Technical Sessions		Technical Sessions	Technical Sessions	-09:00
09:30 -								-09:30
10:00 -		Opening Ceremony						-10:00
10:30 -			Refreshment	Refreshment		Refreshment	Refreshment	-10:30
11:00 -		Plenary Session	Plenary Session	Plenary Session		Plenary Session	Plenary Session	-11:00
11:30 -								-11:30
12:00 -	Registration Opens	Lunch Break	Lunch Break & Poster Viewing	Lunch Break & Poster Viewing		IUFRO Business Sessions	IUFRO Business Sessions	-12:00
12:30 -						Lunch Break	Lunch Break	-12:30
13:00 -								-13:00
13:30 -		Trade & Exhibition	Trade & Exhibition	Trade & Exhibition	In-Congress Tours	Trade & Exhibition	Trade & Exhibition	-13:30
14:00 -		Sub-plenary Sessions	Sub-plenary Sessions	Sub-plenary Sessions		Sub-plenary Sessions	Sub-plenary Sessions	-14:00
14:30 -								-14:30
15:00 -	Tree Planting Ceremony and Other Special Events	IUFRO Business Sessions	IUFRO Business Sessions					-15:00
15:30 -		Refreshment	Refreshment	Refreshment		Refreshment	Refreshment	-15:30
16:00 -								-16:00
16:30 -		Technical Sessions	Technical Sessions	Technical Sessions		Technical Sessions		-16:30
17:00 -								-17:00
17:30 -							Closing Ceremony	-17:30
18:00 -						Dinner Break		-18:00
18:30 -								-18:30
19:00 -		Welcome Reception	Side Events	Side Events		IUFRO Division Meetings		-19:00
19:30 -								-19:30
20:00 -							Farewell Gala Event	-20:00
20:30 -								-20:30
21:00 -								-21:00



Part II

- 1) Exhibition Overview
- 2) Schedule



1) Exhibition Overview

● Venue

COEX, Hall C3-4 (5,148m²)

Address: COEX, World Trade Center Samseong-dong, Gangnam-gu, Seoul, 135-731, Korea

● Exhibition Schedule

	Date	Time
Exhibitor Move In	August 21-22	08:00-20:00
Exhibitor Registration	August 23	09:00-12:00
Exhibition Opening Ceremony	August 23	12:00-13:00
Exhibition Opening Hours	August 23	13:00-18:00
	August 24-27	10:00-18:00
	August 28	10:00-15:00
Exhibition Move Out	August 28	15:00-20:00
	August 29	08:00-20:00

* Please note this schedule is subject to change.

● Opening & Closing Time

	August 23	August 24	August 25	August 26	August 27	August 28
Opening Hour	13:00	10:00	10:00	10:00	10:00	10:00
Closing Hour	18:00	18:00	18:00	18:00	18:00	15:00

* Exhibitors are allowed to enter the exhibition hall from 09:00 a.m.

● Official booth & Exhibition Items of Lease Agency

A&Design

Contact Person: Jun-Pyo, Oh (Mr.)

- Tel: +82-2-518-5212

- Fax: +82-2-518-5213

- E-mail: anzion@dreamwiz.com

● Official Custom Clearance Agency

Agility Fairs & Events

Contact Person: Jerry You (Mr.)

- Tel: +82-2-2192-7422

- Mob: +82-11-743-4061

- Fax: +82-2-539-9420

- Email: yjerry@agilitylogistics.com

2) Schedule

● Deadline Check List

Classification	Deadline Date	Booth Type		Order Form	Form No.	Note
		S	R			
Forms	July 9, Fir	✓	✓	Exhibition Directory Form	Form 2	
	July 23, Fri	✓	✓	Exhibitor's Badges Order Form	Form 3	
	July 23, Fri	✓	✓	List of Bonded Exhibits Application Form	Form 4	
	July 23, Fri	✓	✓	Optional Facilities Application Form	Form 5	
	July 30, Fri		✓	Booth Installation for Raw Space Application Form	Form 6	

* S: Standard Booth, R: Raw Space

● Schedule

Classification	Date	Time
Set-up	August 21, Sat	08:00 - 20:00
Exhibit Move-in	August 22, Sun	08:00 - 20:00
Exhibitor's Badge Distribution	August 23, Mon	09:00 - 11:00
Opening Ceremony	August 23, Mon	12:00 - 13:00
Exhibit Move-out	August 28, Sat	15:00 - 20:00
Dismantling	August 29, Sun	08:00 - 20:00

- ※ **All kinds of vehicles are not allowed to enter the exhibition hall after 2:00 p.m. on August 22, 2010 due to the construction of the hall, but the workers can work inside the hall.**
- ※ The electrical power is scheduled to be supplied from 4:00 p.m. on Sunday, August. 22, 2010. Exhibitors who need extra hours for setting up or dismantling the booth after the specified times should report it to the Trade & Exhibition Office (hereinafter referred to as 'Trade & Exhibition Office' unless otherwise noted).

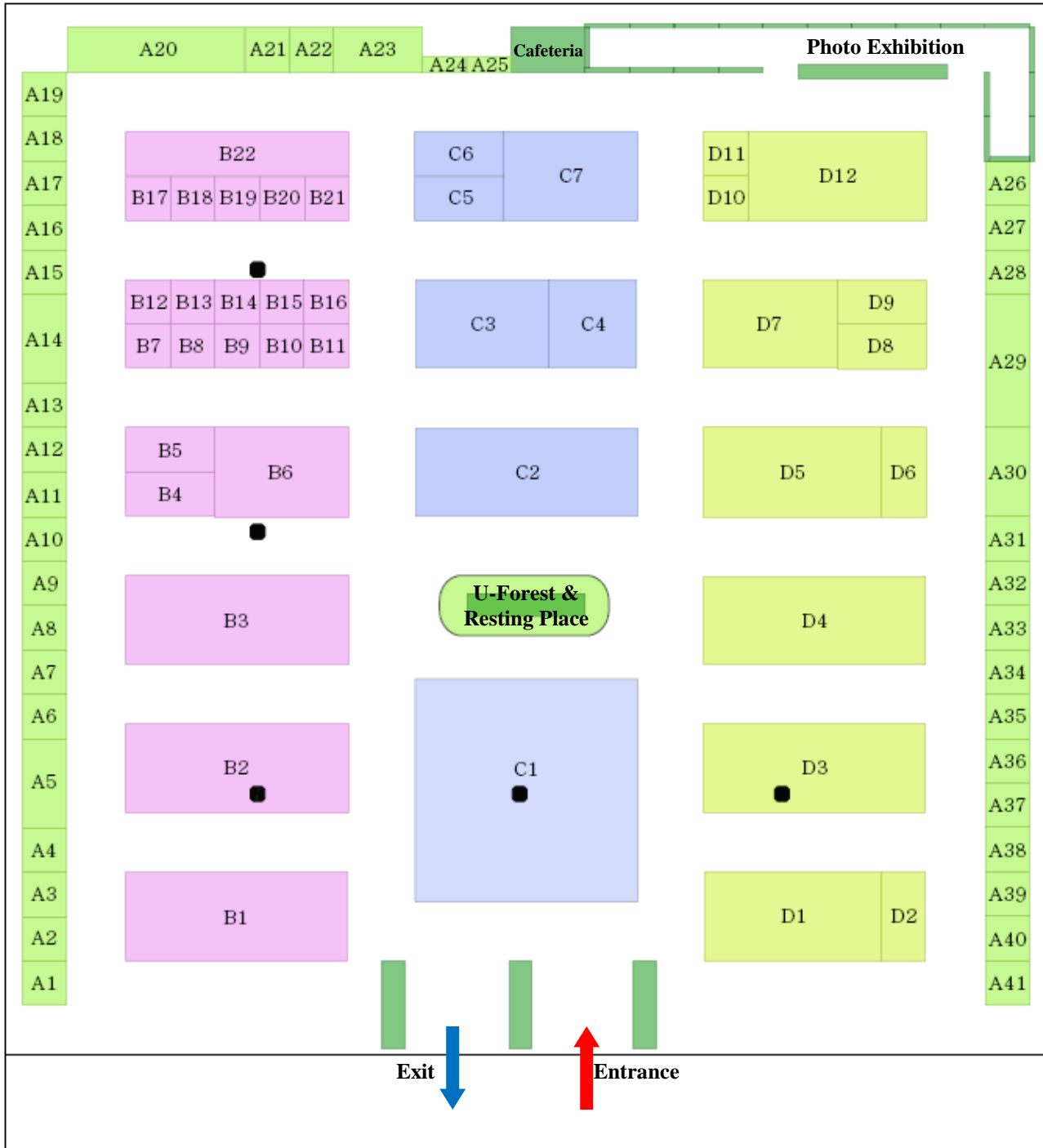


Part III

- 1) Booth Layout
- 2) Shipping Manual
- 3) Booth Installation Guide
- 4) Utility Installation Guide

1) Booth Layout

● Exhibition Venue: Convention Hall C, COEX



2) Shipping Manual

1. GENERAL INFORMATION

Agility – Fairs & Events is the sole official freight forwarder & on-site handling agent for IUFRO 2010. Please read our instruction carefully to avoid unnecessary delay in delivery, clearance & additional expenses, etc.

Agility – Fairs & Events (Korea)

4F, Yeollin Bldg, 1666-3 Seocho-dong, Seocho-Gu, Seoul, 137-070 Korea

Tel No. 82-(02)2192-7422

Fax No. 82-(02)539-9420

Contact : Jerry You

E-mail : YJerry@agilitylogistics.com

2. TIME SCHEDULE

- Deadline for exhibits
 - LCL freight must be arrived Busan port by Aug. 13, 2010.
 - FCL freight must be arrived Busan port by Aug. 16, 2010.
 - Airfreight must be arrived Incheon Airport by Aug. 18, 2010.
- Any shipment arriving after the above-mentioned deadlines, A 30 % late arrival surcharges will be added for each item of inward operation.

3. DOCUMENTARY REQUIREMENT

- Bill of Lading or AWB : Surrendered BL or AWB copy
- Proforma Invoice : 1 copy with MS excel electronic version
- Packing List : 1 copy with MS excel electronic version
- Insurance Policy : 1 copy if insured at origin

For Ocean Shipment, All original shipping documents must be received in Agility – Fairs & Events no later than 7 days prior to the vessels arrival.

For Air Shipments, A pre-alert must be sent to Agility by email Indicating the Air waybill number, flight number, carrier's name, Number of packing, weight, dimensions and name of the Exhibitor/booth Number.

OTHERS

- A. Documents must have full details such as description of commodity, quantity, and unit price in US dollars.
- B. The values on list of exhibits are CIF Busan port or CIF Incheon Airport. All goods must give a true value even if they are of no commercial value.

Please indicate whether the goods are for "① Returned goods ② sold goods ③ Consumable goods" on its invoice & packing list.

These enable us to process the most efficient import entry for your exhibition shipment.



- **CONSIGNEE:** Agility – Fairs & Events
4F Yeollin Bldg, Seocho-Dong, Seocho-Gu, Seoul, 137-070 Korea
Tel No. 82-(2) 2192-7422, Fax No. 82-(2) 539-9420
TN : Jerry You
- **NOTIFY PARTY:** Exhibitor name : X X X or Name of Agent, Korea
Hall / Booth No.: X X X
/O IUFRO 2010 at COEX

4. MARKS AND PACKING

All cases must be packed securely in order to withstand the handling by an international carrier. Wooden, reusable crates are recommended, especially for delicate equipment. Do not use hay or straw for packaging material inside any cases.

All cases, crates or cartons must be clearly marked on two sides as shown below.

For skidded or containerized cargo, it is recommended that each piece be individually labeled with these same marks.

Shipping labels should appear as follows:

- a. Exhibition goods for 'IUFRO 2010' at COEX
- b. Exhibitor Name: _____
Booth No.: _____
Case No.: _____ of _____
Dimensions: _____ X _____ X _____ cms
Gross Weight/Net Weight: _____ / _____

5. RANGE OF SERVICES

- Fully documentation, Handling at the airport/seaport
- Short-term storage in the bonded warehouse
- Bonded transportation from port / airport to fairsite
- Unloading with usual equipment & Delivery to booth
- Unpacking and Positioning, Handling of Empties Local transfer, storage during time of exhibition and returning to the booth after end of the fair, incl. necessary equipment/personnel.)
- Temporary or definitive customs clearance
- Return transport & Arrangements for return by Sea or/and Air-Freight
- Warehousing after Exhibition

6. DISPOSAL INSTRUCTION

At the end of the exhibition, Agility will arrange the return transport of your exhibits to a place to be stated by yourselves. At least, 48 hours before show closing, the representative at the booth should instruct the disposal instruction of the exhibits.

7. DESTROY

Items, which you wish to have destroyed, are required to be taken to officially designated area where they will be incinerated under supervision of customs officials. There is a charge for the transportation of goods to the incineration site.

8.INSURANCE

It is the exhibitor’s responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises.

In the event of loss or damage, please provide with your documents a copy of your insurance certificate or policy details together with the name and address of your insurance companies local representative in Korea.

9.PAYMENT

Our services are based on the official exhibition tariff published by Agility Logistics and this is payable upon the delivery of you goods or the opening day of the exhibition. Alternative arrangements can be made in advance by applying to us in writing.

- Inward: upon reception of goods, prior to delivery to stand
- Outward: upon presentation of invoice/prior to return of exhibits to sender Our bank details are as follows.

** Agility Ltd. Account no. : 454-85-000874 Swift : SCBLKRSE
 Standard Chartered First Bank, Yeoksamyeok-Corporation Branch, Seoul, Korea

10. IN CLOSING

Agility Logistics wishes you an extremely successful show and will be happy to help you in any way possible, If you have any questions that are not guided here, special arrangements with which you need assistance or if you require further information regarding to shipping, please give us a call at your convenience.

11. The Quarantine Requirements on Wood Packing Materials(WPM) of Imported Consignments.

All imported wood packaging materials should be treated by one of the following methods, and present the mark which certifies the approved treatment on two opposite sides of the WPM.

<Treatment methods>

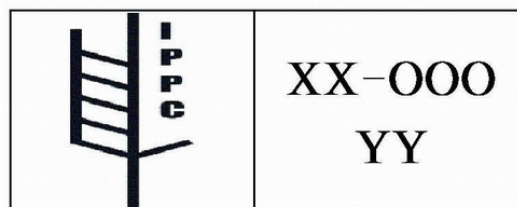
- 1) Heat Treatment (HT): WPM should be heat treated at a minimum wood core temperature of 56 °C for a minimum of 30 minutes.
- 2) Methyl Bromide (MB) fumigation
 WPM should be fumigated with methyl bromide as follows. The minimum temperature should not be less than 10°C and the minimum exposure time should be 16hrs.

Temperature	Dosage rate	Minimum concentration(g/ m³) at:			
		0.5hrs.	2hrs.	4hrs.	16hrs.
21°C or above	48	36	24	17	14
16°C or above	56	42	28	20	17
11°C or above	64	48	32	22	19

Provided, WPM made of *Pinus spp.*, *Larix spp.*, *Cedrus spp.* from Japan, China, Taiwan, US, Canada, Mexico, Portugal and WPM made of *Pinus spp.* from Vietnam should be fumigated with methyl bromide for 24hrs. The treatment standard is as follows. The minimum temperature should not be less than 10°C and the minimum exposure time should be 24hrs.

Temperature	Dosage rate	Minimum concentration(g/ m ³) at:
		24hrs.
21°C or above	48	24
16°C or above	56	28
11°C or above	64	32

The Mark should contain the valid symbol approved by IPPC, country code, unique number of the producer/treatment facility designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB)



□ **Non-compliance Measures**

- WPM without approved mark: Disposal or Return to the origin
- WPM with approved mark but with live regulated pests : Treatment or Disposal or Return to the origin

3) Booth Installation Guide

General Information

1. Exhibition Hall Guide

Address	Hall C, COEX, Seoul, Korea
Cargo Entrance	4m (Height)
Ceiling Limit Height	Exhibition Hall : 5m
Electricity Supply	220V/60Hz / Single-phase, 220V/60Hz / Three-phase 380V/60Hz / Three-phase

2. Regulation

Booth will be constructed taking into consideration their overall harmony and view. In order to assure safety during installation period, the following matters must be observed. If work is processed in disregard of these regulations, the Secretariat may demand construction to be changed or suspended and exhibitors must comply with the instructions.

- A. In order to assure overall harmony and effective operation of the exhibition halls, exhibitors using the raw space (Space Only) should select official contractors designated by the Trade & Exhibition Office and report their contractors to the Trade & Exhibition Office. Any exhibitors, who want to install the raw space booth outsourcing an unregistered company, need to have the consultation with the Trade & Exhibition Office.
- B. Installation companies using raw space booths are required to submit a plan of the design to the Trade & Exhibition Office by July 30, 2010. This is required to confirm whether the design violates the regulations of IUFRO 2010. Any kind of changes on the registered booth should be confirmed by the Trade & Exhibition Office.
- C. The formal time period of installation is from 8:00 a.m. to 8:00 p.m. and dismantling is from 3:00 p.m. to 10:00 p.m. And overtime work is prohibited
- D. You must manufacture the exhibition facility beforehand and only assembly of the facility is allowed inside. Electrical tools such as welder, electrical sawyer, electrical grinder, and electrical plane are not allowed to use inside the hall. And also painting besides furnishing is not allowed inside the hall (Fire Prevention Safety Rule).
- E. Stand materials and installation
 - All materials used in stand construction should be fireproof or non-combustible.
 - Flammable materials (oil, gas, etc.) may not be used in the exhibition hall. If deemed to be inevitable, prior approval from the Secretariat should be obtained and positive safety precautions must be taken i.e., work should be started only after the fire extinguishers have been arranged.
 - Painting is prohibited for the stand construction in the exhibition hall.
 - If carpeting is used on floor, adhesives must be one of such types that facilitate easy removal from the floor. Floor condition after the removal shall be confirmed by the Secretariat. You may not glue the carpet to the floor with the industrial bond, but you may use the special glue which can be taken off easily.
 - If floor is damaged, expenses incurred as a result of damaged floor will be defrayed by the exhibitor.

- F. The ceilings of all booths shall be left open. However, in the case of small offices or reception corners, ceilings may be constructed of non-combustible materials, if approved by the Trade & Exhibition Office. You will be charged reconstruction fee if you damage the hall by nailing or bonding. You may not wash or clean the hall with water because of the electrical facility under the cover of the floor. You may not drain or spill water onto the floor either.
- G. The exhibitors shall employ the contractors designated by Trade & Exhibition Office for the construction and erection of their stands. All waste and spare materials must be removed from the exhibition hall by 3:00 p.m. on August 28, 2010 and stand fitting materials must be completely dismantled and removed from the exhibition hall by 8:00 p.m. on August 29, 2010.

3. STANDARD BOOTH SPECIFICATIONS

- A. Exhibitors can avail themselves of the stands constructed by the organizer. This stand will be uniform and will consist of:



- **Sides (left & right) and Rear Wall:** A 3mm thick white wall paper or painted panels (3m in width x 3m in depth x 2.5m in height) fixed on an aluminum framework

- **Fascia:** The fascia will carry the exhibitor's name and booth number in a uniform style.

- **Information Desk and Chair Set:** One (1) information desk and one (1) folding chair will be provided for the exhibitor.

- **Lighting:** One (1) fluorescent light and three (3) spot lights will be provided.

- **Basic Electrical Outlet:** Single phase 220V, 1KW

- **Floor Finishing:** Pytex (Carpet)

※ Additional stand fitting materials, display and electrical installation, electricity, and other services are not included. If needed, it should be served at the exhibitor's expense.

- B. All additional construction work, including light fittings, must be contained within the Standard Booth structure.
- C. No fixings should be made to the walls of Standard Booth, unless those are fixed by removable adhesives or are special brackets and suspensions.

4. Raw Space Booth

- A. Exhibitors using independent standard booth **submit a design plan for the stand construction to the Trade & Exhibition Office** as early as possible for prior approval to have sufficient time to revise. The design plan shall include details and locations concerning electrical systems, telephone installations, water supplies and wasted water drainage, compressed air supplies, and other related facilities. If requested by the Secretariat, exhibitors shall also submit a structure calculation confirmed by a certified engineer of structure calculation.
- B. If exhibitors revise their design plans and carry out alternate construction works without the Secretariat's approval, the concerned exhibitors shall take all responsibilities for any occurred damages or problems. The Secretariat has the right to claim the exhibits' removal of concerned exhibitors for expected damages or problems.

4) Utility Installation Guide

● Utility Information

Utility includes **electricity, telephone line, water & drainage, compressed air, and LAN**. Exhibitors are required to submit the Optional facilities form for Utilities Service (**Refer to Form 5**) by July 23, 2010.

● Electrical Installation

- A. Electrical installation means the work of wiring between existing facilities and individual stands. Electrical works such as installing no-fuse-breakers in individual stands shall be carried out by the Trade & Exhibition office. Additional electrical installation in the stands shall be carried out by the exhibitors.
- B. Electrical power supplies are as follows; if exhibitors need power supplies other than those specified below to operate their exhibits, exhibitors shall install transformers or transducers at their own expense.
 - Ⓐ **For lighting 60Hz single-phase 2wire AC (220V)**
 - Ⓑ **For power 60Hz single-phase 2wire AC (220V)**
three-phase 3wire AC (220V)
three-phase 3wire AC (380V)
- C. Starting from August 23, 2010, power supplies will be constantly provided to exhibitors on a limited basis, from 30minutes before the opening time to 30minutes after the closing time everyday during the show. You must install self-safety equipment when you exhibit sensitive equipments. Each day, the electricity supply for the booths will automatically be cut off 30minutes after the show is over. If you want 24-hours of the supply, you must submit the application form by July 23, 2010 (**Refer to Form 5**).
- D. Installation work of electricity inside the stands should be performed by one of the contractors designated by the Trade & Exhibition office, and the work should be completed during the installation period. If exhibitors wish to perform installations by themselves or to select their own service companies, the exhibitors should report it to the Trade & Exhibition office.
- E. Breakers shall be classified into those for exhibits operation and those for lighting purposes, and must be installed at least 30cm from the ground level.
- F. If electric heaters, of which surface temperature exceeds 70°C, are used, then appropriate safety devices must be provided and such heaters must be installed on separate, non-combustible display stands taller than 20cm. At the same time, no carpeting must be laid in the vicinity of such heaters.
- G. All materials used in electrical works shall be new and KS-marked standard items approved by the Korean Government. Power cables must be approved items.

● Telephone Installation

- A. Local or overseas telephone line will be installed according to the application.
- B. Extra payment except the basic price will not be charged.

● Etc.

If you have any questions or inquiries, please feel free to contact the Trade & Exhibition office by e-mail (iufro2010@intercom.co.kr).

Forests for the Future: Sustaining Society and the Environment

XXIII IUFRO WORLD CONGRESS

23-28 August 2010 | COEX, Seoul, Republic of Korea




Part IV

1) Furniture Catalog



Chair

<p>FC-001 Design Chair</p>  <p>Black/white</p> <p>440X430X440mmH US\$ 22.00</p>	<p>FC-002 Cyber Chair</p>  <p>500X400X415mmH US\$ 22.00</p>	<p>FC-003 Folding Chair</p>  <p>450X420X430mmH US\$ 11.00</p>	<p>FC-004 Round Chair</p>  <p>420X420X420mmH US\$ 17.00</p>
<p>FC-005 Pinocchio Chair</p>  <p>580X510X760mmH US\$ 17.00</p>	<p>FC-006 F.R.P Chair</p>  <p>White</p> <p>480X450X450mmH US\$ 22.00</p>	<p>FC-007 Easy Chair</p>  <p>620X470X420mmH US\$ 39.00</p>	<p>FC-008 Arm Office Chair</p>  <p>440X550X450mmH US\$22.00</p>
<p>FC-009 Arm Office Chair</p>  <p>480X550X450mmH US\$ 22.00</p>	<p>FC-010 Parasol Chair</p>  <p>550X450X450mmH US\$ 9.00</p>	<p>FC-011 Meeting Chair</p>  <p>585X620X450mmH US\$ 33.00</p>	<p>FC-012 Round F.R.P Chair</p>  <p>WHITE</p> <p>640X450mmH US\$ 33.00</p>
<p>FC-013 High Stool</p>  <p>400X700mmH US\$ 17.00</p>	<p>FC-014 High Stool</p>  <p>400X570-770mmH US\$ 22.00</p>	<p>FC-015 High Stool</p>  <p>1350X700X430mmH US\$ 28.00</p>	<p>FC-016 Sofa</p>  <p>800X700X430mmH US\$ 55.00</p>
<p>FC-017 Sofa</p>  <p>1350X700X420mmH US\$ 110.00</p>	<p>FC-018 Apple Chair</p>  <p>800X500X400mmH US\$28.00</p>	<p>FC-019 Steel Pipe Chair</p>  <p>1500X4200mmH US\$ 55.00</p>	<p>FC-020 Steel Bench</p>  <p>1500x470x400mmH US\$ 55.00</p>

Electric

<p>FE-001 Color Printer</p>  <p>A4 US\$ 88.00</p>	<p>FE-002 Laser Printer</p>  <p>A4 US\$ 110.00</p>	<p>FE-003 LCD Monitor</p>  <p>17" US\$ 66.00 19" US\$ 88.00</p>	<p>FE-004 Computer</p>  <p>17" US\$ 110.00 19" US\$ 165.00</p>
<p>FE-005 Notebook</p>  <p>15"</p> <p>US\$ 132.00 (1day)</p>	<p>FE-006 Copy Machine</p>  <p>B4-A3 US\$ 220.00</p>	<p>FE-007 DVD</p>  <p>US\$ 55.00</p>	<p>FE-008 PDP/LCD</p>  <p>62" US\$330.00 (1 Day) 51" US\$220.00 (1 Day) 42" US\$165.00 (1 Day)</p>
<p>FE-009 Laser FAX</p>  <p>A4 US\$ 110.00</p>	<p>FE-010 Walkie-talkie</p>  <p>US\$ 7.00 (1day)</p>	<p>FE-011 Coffee Maker</p>  <p>1,000CC US\$ 33.00</p>	<p>FE-012 LCD Project</p>  <p>3000 Ansi US\$ 165.00 (1day)</p>
<p>FE-013 Water Dispenser</p>  <p>350x350x900mmH US\$ 39.00</p>	<p>FE-014 Refrigerator</p>  <p>A:1450-530x530x1300 US\$ 88.00 B:2300-580x600x1580 US\$110.00</p>	<p>FE-015 Refrigerator</p>  <p>A:1200-500x500x820 US\$ 66.00 B:800-450x450x730 US\$ 55.00</p>	







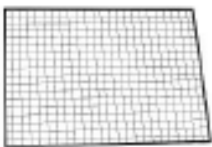











Table

<p>FT-001 Round Table</p>  <p>A: $\phi 900 \times 730$ US\$ 39.00 B: $\phi 750 \times 730$ US\$ 33.00 C: $\phi 600 \times 730$ US\$ 33.00</p>	<p>FT-002 Square Table</p>  <p>$600 \times 600 \times 750 \text{mmH}$ US\$ 33.00</p>	<p>FT-003 Cyber Table</p>  <p>$\phi 600 \times 730 \text{mmH}$ US\$ 44.00</p>	<p>FT-004 Rectangular Table</p>  <p>A: $1800 \times 900 \times 730 \text{mmH}$ US\$ 44.00 B: $1750 \times 900 \times 730 \text{mmH}$ US\$ 44.00 C: $1450 \times 800 \times 730 \text{mmH}$ US\$ 39.00 D: $1200 \times 800 \times 730 \text{mmH}$ US\$ 33.00 E: $1200 \times 600 \times 730 \text{mmH}$ US\$ 33.00</p>
<p>FT-005 Dura Table</p>  <p>$1800 \times 750 \text{mm}$ US\$ 44.00</p>	<p>FT-006 F.R.P Table</p>  <p>$\phi 600 \times 670 - 870 \text{mmH}$ US\$ 44.00</p>	<p>FT-007 Bar Table</p>  <p>$\phi 600 \times 1000$ US\$ 44.00 $\phi 600 \times 1000$ US\$ 39.00</p>	<p>FT-008 Sofa Table</p>  <p>$1150 \times 600 \times 600 \text{mmH}$ US\$ 66.00</p>
<p>FT-009 Glass Coffee Table</p>  <p>$\phi 600 \times 730 \text{mmH}$ US\$ 44.00</p>	<p>FT-010 Glass Coffee Table</p>  <p>$\phi 700 \times 750 \text{mmH}$ US\$ 44.00</p>	<p>FT-011 Square Table Glass</p>  <p>$800 \times 600 \text{mmH}$ US\$ 44.00</p>	<p>FT-012 Parasol & Table</p>  <p>Parasol: $\phi 1800 \times 2200 \text{mmH}$ US\$ 44.00 Table: $\phi 800 \times 760 \text{mmH}$ US\$ 17.00</p>
<p>FT-013 Steel Information</p>  <p>$1500 \times 1000 \text{mmH}$ US\$ 165.00</p>			

Display Stand

<p>FS-001 Display Cube</p>  <p>A: 500x500x750mmH US\$ 28.00 B: 500x500x500mmH US\$ 26.00 C: 500x500x250mmH US\$ 22.00</p>	<p>FS-002 Information Table</p>  <p>1000x500x750mmH US\$28.00</p>	<p>FS-003 Display Base</p>  <p>A: 1900x800x974mmH US\$ 88.00 B: 1050x800x974mmH US\$ 66.00</p>	<p>FS-004 Display Base</p>  <p>A: 1900x800x762mmH US\$ 66.00 B: 1050x800x762mmH US\$ 44.00</p>
<p>FS-005 Display Acryl Table</p>  <p>A: 500x750mmH US\$ 40.00 B: 400x750mmH US\$ 38.00</p>	<p>FS-006 Round Display Base</p>  <p>A: 600x600 US\$ 77.00 B: 600x1000 US\$ 88.00</p>	<p>FS-007 TV/VCR Stand</p>  <p>700x500x1000mmH US\$ 44.00</p>	<p>FS-008 Display Showcase</p>  <p>900x450x900mmH US\$ 55.00</p>
<p>FS-009 Display Showcase</p>  <p>900x450x900mmH US\$ 61.00</p>	<p>FS-010 Display Showcase</p>  <p>A: 900x450x2000mmH US\$132.00 B: 900x500x2000mmH US\$ 88.00</p>	<p>FS-011 Storage Unit</p>  <p>750x350x750mmH US\$ 44.00</p>	<p>FS-012 Cupboard</p>  <p>900x450x750mmH US\$ 44.00</p>
<p>FS-013 Shelf Unit</p>  <p>700x350x1850mmH US\$ 44.00</p>	<p>FS-014 Kitchen Unit</p>  <p>900x550x880mmH US\$ 55.00</p>	<p>FS-015 Acrylic Poly Display</p>  <p>400X400X1000mmH US\$ 77.00</p>	<p>FS-016 Poly Display</p>  <p>400X400X1000mmH US\$ 55.00</p>
<p>FS-017 Round Poly Display</p>  <p>400x400x1000mmH US\$ 77.00</p>			

The Others

<p>FD-001 Catalogue Holder</p>  <p>280x1550mmH US\$ 17.00</p>	<p>FD-002 Catalogue Holder</p>  <p>255x310x1470mmH US\$ 39.00</p>	<p>FD-003 Spec Stand</p>  <p>300x300x1000mmH US\$ 33.00</p>	<p>FD-004 Spec Stand</p>  <p>350x1300-1800mmH US\$ 22.00</p>
<p>FD-005 Cloth Hanger</p>  <p>450*940-1620mmH US\$ 22.00</p>	<p>FD-006 Spec Stand</p>  <p>500x400-700mmH US\$ 17.00</p>	<p>FD-007 Guard-rail</p>  <p>620X470X420mmH US\$ 44.00</p>	<p>FD-008 Guard-rail</p>  <p>300x500-1000x950mmH US\$ 17.00</p>
<p>FD-009 Steel Mesh</p>  <p>920x1200mmH US\$ 17.00</p>	<p>FD-010 Stand Hanger</p>  <p>350x1600mmH US\$ 22.00</p>	<p>FD-011 Stand Hanger</p>  <p>350x1600mmH US\$ 17.00</p>	<p>FD-012 Cloth Hanger</p>  <p>900x1000-1500mmH US\$ 17.00</p>
<p>FD-013 Acrylic Platform</p>  <p>600x400 mmH US\$ 165.00</p>	<p>FD-014 Platform</p>  <p>740x500x1200mmH US\$ 55.00</p>	<p>FD-015 White Board</p>  <p>470x500x480mmH US\$ 55.00</p>	<p>FD-016 Wastebasket</p>  <p>19t 20t US\$ 4.00</p>
<p>FD-017 Wastebasket</p>  <p>50t US\$ 6.00</p>	<p>FW-018 Water</p>  <p>18.9t US\$ 8.00</p>		



Part V

1) Terms & Regulations



1. TERMS AND REGULATIONS

In these Terms and Regulations for Participation,

- 1) The term "Exhibitor" shall include all employees, personnel and agents of any organization, company, partnership, firm or individual to whom space has been allocated for the purpose of exhibiting.
- 2) The term "Exhibition" shall mean the Trade & Exhibition of the XXIII IUFRO World Congress.
- 3) The term "Organizer" shall mean the Organizing Committee of the XXIII IUFRO World Congress.

2. APPLICATION FOR PARTICIPATION

- 1) All applications for participation shall be made on the enclosed reservation form, which shall be submitted to the Organizer or its representatives.
- 2) The contact shall be established when the Exhibitor submits the reservation form and pays to the organizer 50% of the participation fee. However, the Organizer has the right to reject the Exhibitor's application if all of the allocated booth spaces are full and/or if the exhibits do not accord with the theme of the Exhibition.

3. ALLOCATION OF EXHIBIT SPACE

- 1) The Organizer shall allocate space in accordance with the nature of the exhibits, in the order of receipt of application, number of booth applied, or in the manner the Organizer deems fit.
- 2) The Organizer shall reserve the right to change the space allocation for the Exhibitor at any time prior to the build-up of the Exhibition. If any exceptional circumstances demand, such changes shall be at the discretion of the Organizer and the Exhibitor shall have no claim for compensation as a result of the changes.

4. USE OF EXHIBIT SPACE

- 1) Exhibitors are bound to exhibit the announced products and to manage the exhibits with competent personnel during the opening hours of the Exhibition.
- 2) Exhibitors may not sub-let the space allocated to them to third parties either wholly or in part without the written consent of the Organizer.
- 3) Modifications including decoration such as painting, cutting, piercing the floor, ceiling and pillars will not be permitted, and the Exhibitor shall compensate for any consequent damage to the Exhibition.
- 4) Exhibitors and their suppliers are not allowed to paint, attach notes or banners outside their booth limits, on corridors, columns, and around the exhibition area. The stand can contain only material from the Exhibitor, with exception of the exhibition space set up in predetermined places.

5. TERMS OF PAYMENT

- 1) Exhibitors must pay a 50% deposit of the participation fee and/or relevant booth charges at the time of the reservation. The balance shall be paid no later than June 30, 2010.
- 2) The participation fee shall be paid by the due date. Otherwise the Organizer has the right to cancel the contract, and in this case, the Exhibition deposit will not be refunded.

6. BREACH OF CONTRACT AND WITHDRAWAL BY EXHIBITOR

In the event of abandonment or rejection of all the allocated space, the Organizer has the right to cancel the Exhibitor's application. In this case, the Exhibition deposit will not be refunded.

7. CHANGES

In the event of cancellation of the Exhibition by the Organizer, all the Exhibition deposit will be refunded to the Exhibitors. However, the deposit will not be refunded if a change of date or cancellation of the Exhibition is caused by force majeure. In this case, the Exhibitor shall not be entitled to make any claim for compensation in connection with the booking for participation.

8. CONSTRUCTION AND DECORATION OF STAND

All Exhibitors must complete their construction and/or decoration by the date and time stipulated by the Organizer.



9. DISTRIBUTION OF SOUVENIRS AND SAMPLES

The distribution of leaflets, souvenirs, free samples or any other kind of advertisements must be conducted within the Exhibitor's designated booth space.

10. ACCESS OF PERSONS

The Organizer reserves the right to refuse entry to the Exhibition for the following reasons.

- 1) Only persons wearing an official badge will be allowed in the Exhibition venue. Badges will be issued by the Trade & Exhibition Office.
- 2) The Exhibitor understands that all the attendees and set-up personnel must register officially by June 30, 2010.
- 3) Persons deemed unfit due to the influence of drugs or alcohol will not be allowed in the Exhibition venue.

11. REMOVAL OF EXHIBITS

Exhibitors shall remove all exhibits from the Exhibition hall within the period stipulated by the Organizer and shall indemnify the Organizer against any loss by reason of delay or damage to the Exhibition hall.

12. SECURITY AND INSURANCE

- 1) The Organizer shall take all reasonable security precautions in the interests of Exhibitors and visitors.
- 2) The Organizer shall not be held responsible for any loss or theft of or damage to exhibits at the Exhibition hall during the build-up, exhibition and dismantling periods.
- 3) The Organizer shall not be held responsible for any loss of or damage to exhibits or articles belonging to the Exhibitor. Exhibitors are responsible for acquiring all the necessary insurance policies.

13. FIRE REGULATIONS

- 1) Materials used in booth and display construction must be properly fireproofed in accordance with regulations of the Organizing Committee.
- 2) The organizer has the right, should circumstances so require, of making changes in the Exhibitor's booth in the interest of the control of exhibits.

14. SUPPLEMENTARY CLAUSES

- 1) Whenever necessary, the Organizer shall have the right to issue supplementary regulations in addition to those in the Terms and Regulations for Participation to ensure the smooth management of the Exhibition.
- 2) Any additional written regulatory instruction shall form part of the Terms and Regulations for Participation and they shall be binding on the Exhibitors.

15. ARBITRATION OF DISPUTES

Any dispute, difference or question which may arise at any time hereafter between the Organizer and the Exhibitor touching on the true construction of these Terms and Regulations for Participation or the rights and liabilities of the parties hereto shall be finally settled by arbitration in accordance with the Commercial Arbitration Rules of the Korean Commercial Arbitration Board in Seoul. The award of the above arbitration shall be final and binding upon both parties.



Part VI

1) Official Application Form and Order Forms



Form 2 Exhibitor Directory Form

All participating companies are entitled to free listing of their exhibits in the Exhibition Directory.

1. Please print or type all information requested.
2. Fill out this form and return it to the Trade & Exhibition Office by e-mail with your company logo attached.
 Please Note: Your company logo should be JPG file with the image size of 21 cm in width and resolution over 300 dpi and this form should be submitted to the Trade & Exhibition Office no later than **July 9, 2010.

Main Contact Details

Company Name			
Address			
City		State	
Country		Postal Code	
Person in Charge		Division in Charge	
Telephone		Fax	
E-mail		Website	

Company Name on Fascia Board

Company Name On Fascia Board	*Required wording (Company Name) on Fascia board.
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Exhibition Directory

Exhibit Item	
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(Please describe the main features of your exhibit within 150 words.)

Exhibition Directory Form Submission Deadline: July 9, 2010

Please fill out this form and return to:

XXIII IUFRO Trade & Exhibition Office

INTERCOM Convention Services, Inc.

9Fl. Samick Laviéd'or Bldg., 720-2 Yeoksam 2-dong, Gangnam-gu, Seoul 135-920, Korea

Tel: +82-2-566-3810, 566-3877

Fax: +82-2-6254-8049

E-mail: iufro2010@intercom.co.kr



Form 3 Exhibitor's Badges Order Form

This Form is for the application of Exhibitor's Badges Order at IUFRO 2010 Trade & Exhibition. Please fill in below form out accurately.

Main Contact Details

Company Name			
Address			
City		State	
Country		Postal Code	
Person in Charge		Division in Charge	
Telephone		Fax	
E-mail		Website	

Name of Exhibitors * Four exhibitor's badges will be provided per Booth.

No.	Company Name	Name	Title	Department
1				
2				
3				
4				

(Should you require extra space, please attach a paper.)

Submission Deadline: July 23, 2010

Please fill out this form and return to:

XXIII IUFRO Trade & Exhibition Office

INTERCOM Convention Services, Inc.

9Fl. Samick Lavied'or Bldg., 720-2 Yeoksam 2-dong, Gangnam-gu, Seoul 135-920, Korea

Tel: +82-2-566-3810, 566-3877

Fax: +82-2-6254-8049

E-mail: iufro2010@intercom.co.kr



Form 4 List of Bonded Exhibits Application Form

This Form is for the application of List of Bonded Exhibits at IUFRO 2010 Trade & Exhibition. Please fill in below form out accurately.

Main Contact Details

<i>Company Name</i>			
<i>Address</i>			
<i>City</i>		<i>State</i>	
<i>Country</i>		<i>Postal Code</i>	
<i>Person in Charge</i>		<i>Telephone</i>	
<i>Fax</i>		<i>E-mail</i>	
<i>Bonded Exhibit Goods Forwarding Company</i>			
<i>Person in Charge</i>		<i>Tel</i>	

List of Bonded Exhibits (Should you require extra space, please attach a paper.)

No.	Exhibiting Items	Quantity	Manufacturing Co.	Mfg. Country
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Submission Deadline: August 13, 2010

Please fill out this form and return to:
XXIII IUFRO Trade & Exhibition Office
 INTERCOM Convention Services, Inc.
 9Fl. Samick Lavied'or Bldg., 720-2 Yeoksam 2-dong, Gangnam-gu, Seoul 135-920, Korea
 Tel: +82-2-566-3810, 566-3877 Fax: +82-2-6254-8049 E-mail: iufro2010@intercom.co.kr

Form 5 Optional Facilities Application Form

This Form is for the application of Optional Facilities at IUFRO 2010 Trade & Exhibition. Please fill below form out accurately.

Main Contact Details

Company Name			
Address			
City		State	
Country		Postal Code	
Person in Charge		Division in Charge	
Telephone		Fax	
E-mail		Website	

Optional Facilities Application

Classification		Unit Price(USD)		Required(Units)	Amount
ELECTRICITY SUPPLY DETAILS	Day Time	Single-Phase 220V	USD 35 /kw	kw	USD
		Three-Phase 220V		kw	USD
		Three-Phase 380V		kw	USD
	24 Hours	Single-Phase 220V	USD 70 /kw	kw	USD
		Three-Phase 220V		kw	USD
		Three-Phase 380V		kw	USD
Telephone		Local calls only	USD 60 /each	Line(s)	USD
		Overseas calls	USD 200 /each	Line(s)	USD
LAN		USD 110	Port(s)	Port(s)	USD
Water & Drainage		USD 160	/each	Line(s)	USD
Compressed Air		USD 160	/each	Line(s)	USD
		USD	/ea(s)	Ea(s)	USD
		USD	/ea(s)	Ea(s)	USD
		USD	/ea(s)	Ea(s)	USD
Total					USD

* Above amount is including Rental, Installation, Dismantlement's fee and VAT within period of Exhibition.

Payment Method

* Please complete this form and return with your All charges to the Trade & Exhibition Office.

Bank Transfer

Account Holder	INTERCOM	Name of Bank	Woori Bank
SWIFT Code	HVBKKRSEXXX	Account Number	1005-101-635448

Submission Deadline: July 23, 2010

Please fill out this form and return to:

XXIII IUFRO Trade & Exhibition Office
 INTERCOM Convention Services, Inc.
 9Fl. Samick Laved'or Bldg., 720-2 Yeoksam 2-dong, Gangnam-gu, Seoul 135-920, Korea
 Tel: +82-2-566-3810, 566-3877 Fax: +82-2-6254-8049 E-mail: iufro2010@intercom.co.kr



Form 6 Booth Installation for Raw Space Application Form

This Form is for the application of Booth Installation for Raw Space at IUFRO 2010 Trade & Exhibition. Please fill below form out accurately.

Main Contact Details

Company Name			
Address			
City		State	
Country		Postal Code	
Person in Charge		Division in Charge	
Telephone		Fax	
E-mail		Website	

Booth Installation for Raw Space

Subcontractor Information	Company Name			
	Address			
	Contact Person		Tel	
	Cell Phone		Fax	

Regulation

- 1) In order to assure overall harmony and effective operation of the exhibition halls, exhibitors using the raw space (Space Only) should select official contractors designated by the Trade & Exhibition Office and report their contractors to the Secretariat. Any exhibitors, who want to install the raw space booth outsourcing an unregistered company, need to have the consultation with the Trade & Exhibition Office.
- 2) Installation companies using raw space booths are required to submit a plan of the design to the Trade & Exhibition Office by **July 23, 2010**. This is required to confirm whether the design violates the regulations of IUFRO 2010. Any kind of changes on the registered booth should be confirmed by the Trade & Exhibition Office.
- 3) Exhibitors using independent stands shall submit a design plan for the stand construction to the Trade & Exhibition Office as early as possible for prior approval to have sufficient time to revise. The design plan shall include details and locations concerning electrical systems, telephone installations, water supplies and wasted water drainage, compressed air supplies, and other related facilities. If requested by the Trade & Exhibition Office, exhibitors shall also submit a structure calculation confirmed by a certified engineer of structure calculation

Submission Deadline: July 23, 2010

Please fill out this form and return to:

XXIII IUFRO Trade & Exhibition Office

INTERCOM Convention Services, Inc.

9Fl. Samick Laviéd'or Bldg., 720-2 Yeoksam 2-dong, Gangnam-gu, Seoul 135-920, Korea

Tel: +82-2-566-3810, 566-3877

Fax: +82-2-6254-8049

E-mail: iufro2010@intercom.co.kr