



**H<sub>2</sub> MEET 2022**  
**(H<sub>2</sub> MOBILITY+ENERGY SHOW)**  
**(Aug. 31 ~ Sep. 3)**

**Exhibitor's General Exhibition Guide**

※ Overview

- ▶ Exhibition period : Aug. 31(Wed) ~ Sep. 3(Sat), 2022 (10:00 ~ 17:00)
- ▶ Bringing in : Aug. 26 ~ Aug. 29, 2022 (Space only booth completion)
  - \* On Aug. 30. no heavy equipment machine (only hand carry)
  - \* Contact to Committee in advance if you need additional schedules
- ▶ Bringing out : Sep. 3 (15:30)~ Sep. 5, 2022 (20:00)

# Organizing Committee for H<sub>2</sub> MEET

## I . Basic Exhibition Installations Guide

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### 1. Management of the Exhibition Halls

- 1) Basic necessities for installations for the H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW), such as electricity, telephone and internet lines, water supply and drainage, compressed air, shell scheme, exhibition hall passageway carpeting and information signs, shall be installed by the organizer.
- 2) Precautions should be taken during the installation period to avoid damage or obstruction of any KINTEX fire equipment and only non-combustible, flame-retardant materials are to be used in construction.
- 3) Exhibitors may begin removing the displayed vehicles and high priced products 30 minutes after the closure of the show on Saturday, Sep. 3(Sat.) 2022. However, the booths may only be removed from 08:00 pm, on Sunday, Sep. 4(Sun.) 2022. Please note that no other work is allowed during the removal of carpets from the passageways by the organizer.

### 2. Submission of Booth Drawings

- 1) Exhibitors using independent booths should submit booth design drawings to the organizer for approval, providing sufficient time for amendments.
- 2) The organizer may request any exhibitor who submits drawings not conforming to the Exhibitor's Guide of H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW) and the KINTEX User Guide to modify them, and in this case, the exhibitor shall modify and submit them to the organizer. However, this is unnecessary for the exhibitors using the shell scheme.
- 3) Exhibitors that install multi-layer booths should submit two copies each of the structural analysis sheets confirmed by a licensed structural analyst, and the booth design drawings (Truss and 3D drawings, floor plans, elevations, on a scale of 1:100) by mail or email to the organizer by Jul. 31(Sun.), 2022. The drawings should indicate the requested installation locations of electrical systems, water supply, drainage systems, compressed air and other facilities.
- 4) Exhibitors who do not plan on installing multi-layer booths should submit two copies of drawings (Truss and 3D drawings, floor plans, elevations, on a scale of 1:100) by mail or email by Jul. 31(Sun.), 2022. The drawings should include floor plans indicating the installation locations of electrical systems, water supply and drainage systems, compressed air supply, and other relevant facilities.
- 5) The cover sheet of the design drawings to be submitted to the organizer shall bear the booth number, exhibitor's name and designing company.
- 6) If exhibitors request the organizer to change the location of electrical systems, water supply and drainage systems, compressed air and related wiring, the exhibitors may do so at their own expenses after obtaining the organizer's approval.

- 7) If exhibitors arbitrarily revise design drawings already approved by the organizer and perform construction work, the organizer reserves the right to take any necessary action that may halt the construction. In this case, the exhibitor shall pay all related expenses.

### **3. Installation and Management of the Bonded Area**

- 1) The organizer shall obtain special bonded area permission for KINTEX during the H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW) to allow foreign exhibits to be displayed without having to undergo any customs procedures.
- 2) Once brought into the bonded area, no products shall be moved to other locations unless prior approval has been obtained from the organizer or Korean customs officials.
- 3) If the exhibitor has his own preferred freight forwarder at the departure point, it may ship the specified exhibits to a Korean sea/airport under the exhibitor's own responsibility through that forwarder. After the arrival of the bonded freight, however, the exhibitor must cooperate for smooth handling of the freight by providing the Official Forwarder with all original shipping documents required to handle the freight in Korea.
- 4) The exhibitor shall be liable for any problems (e.g., loss, damage) that occur with the exhibits (including booth installations) that have not been forwarded through the Official Forwarder.
- 5) The exhibitors should arrange bonded transportation of the exhibits to the exhibition site after arrival at the airport or seaport and to the bonded warehouse after closure of the show, in accordance with customs procedures.

### **4. Bringing Exhibits In and Out**

※ Space only booth should be completed by 20:00 on Monday, Aug. 29, 2022.

- 1) Period of Bringing In and Out of the Exhibition Site
  - (1) Bringing in : Aug. 26 ~ Aug. 29, 2022 (Space only booth completion)
    - \* On Aug. 30. no heavy equipment machine(only hand carry)
    - \* Contact to Committee in advance if you need additional schedules
  - (2) Bringing out : Sep. 3 (15:30) ~ Sep. 5, 2022 (20:00)
- 2) In principle, exhibits shall be brought in or out between 08:00 to 20:00 (17:30 ~ 20:00 on Sep. 3).
- 3) In and Out of Trucks

During the period of installation and dismantling, cargo trucks (trucks, vans) carrying exhibits and equipment are allowed to enter the exhibition grounds free of charge. However, trucks should leave the exhibition ground immediately after the work is completed.
- 4) Foreign exhibits should arrive in Korea before the beginning of the installation period (Aug. 26, 2022).
- 5) In principle, no exhibits shall be brought in or out during the period of the H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW). If it becomes necessary to bring exhibits in or out for repairs, the organizer's prior permission must be obtained using the attached Form #6. The exhibits may be brought in and out between 08:00 and 09:00, and between 17:30 and 20:00.
- 6) It is recommended that the exhibitors ship exhibits (including booth construction materials) to Korea through local partners/agents of the Official Forwarder as appointed by the organizer to secure smooth and efficient inland handling. In particular, the incentives (transportation costs) the organizer pays for the new cars and new technologies exhibited at the H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW), can be provided only when they

are brought in and out by the Official Forwarder designated by the organizer.

- 7) The person responsible of the participating company must be present in the booth while exhibits are brought in and out to prevent theft or loss, and the organizer shall not be held liable for theft or loss of any exhibits.
- 8) During the exhibition period, no vehicles are allowed to enter the exhibition hall.

## 5. Application for Auxiliary Facilities and After-hours Work

- 1) Application for Auxiliary Facilities (electricity, telephone, Internet line, compressed air, and water supply and drainage)

Those who intend to use auxiliary facilities must submit the application using the attached Form #2 and relevant extra charges must be paid by Jul. 31(Sun.), 2022.

- 2) After-hours work

Those who require overtime working hours before or after the official operating hours (08:00-20:00) during the exhibition period, including the period for installation and dismantling, must submit applications using the attached Form #7 and relevant extra charges shall be settled afterwards.

- 3) Booth Construction and Overtime working charge are as follows.

(VAT excluded)

Classification		Unit Price (won)	Remarks
Electricity (/kW)	Normal	70,000	220V Single-phase, 220V 3-phase and 380V 3-phase
	24 hours	90,000	
	Bring in period usage	70,000	380V 3-phase
Telephone (/unit)	Domestic call	100,000	
	International call	160,000	
Internet line		200,000	Wire, wireless
Compressed air and water supply & drainage (/place)		200,000	
Overtime working(/1hour)		600(/m <sup>2</sup> , hour)	Booth space of 500m <sup>2</sup> and over
		300,000/hour	Booth space of less than 500m <sup>2</sup>

## 6. Space only Booth

- 1) Exhibitors applying for an independent (space only) booth shall install all booth systems and installations including basic exhibition installations at their own expenses.
- 2) Working hours for installation and dismantling shall be from 8:00 am to 20:00 pm. When installation or dismantling work is delayed, the exhibitor shall obtain the organizer's approval for after-hour work and pay the related expenses incurred by the delay to the organizer.
- 3) Selection of Booth Construction Contractors

- (1) To ensure overall harmony of exhibition and smooth operation, exhibitors using independent booths are recommended to select Designated Service Contractors. Exhibitors wanting to use contractors not stated

on the Designated Service Contractors list shall obtain approval from KINTEX after consulting with the organizer.

- (2) Upon the selection of a contractor, exhibitors should fill out the attached Form #1 and submit it to the organizer by Jul. 31(Sun.), 2022.

#### 4) Selection of Electricity Contractors

- (1) Exhibitors using independent booths should select contractors from among those designated by the KINTEX (See [www.kintex.com](http://www.kintex.com)) to perform installation work and the organizer shall be informed of the selection.
- (2) Exhibitors wanting to use contractors not stated on the Designated Service Contractors list shall obtain approval from KINTEX after discussing the matter with the organizer.
- (3) Upon selection of contractors, exhibitors shall fill out the attached Form #1 and submit it to the organizer by Jul. 31(Sun.), 2022.

- 5) In consideration of the limits of exhibition space and installation period, the exhibitors are recommended to assemble prepared parts instead of on-site manufacturing of equipment within the booth.

#### 6) Facility Height

Classification	Height
Exhibitor with 200m <sup>2</sup> or more booth space	Max. 6.5m
Exhibitor with least 100m <sup>2</sup> to less than 200m <sup>2</sup>	Max. 5m
Exhibitor with less than 100m <sup>2</sup> booth space	Max. 4.5m

#### 7) Booth Materials and Installation

- (1) Flammable materials (oils, gases, etc.) should not be used in the Exhibition Hall. If deemed inevitable, prior approval must be obtained from the organizer. In this case, the work should be carried out under the supervision of a safety officer and fire extinguishers prepared.
- (2) Painting on any surface is strictly prohibited inside the Exhibition Hall.
- (3) Exhibitors shall use an easy to remove adhesives when installing pytex. The floor condition must be inspected and confirmed by the organizer after the pytex is removed.
- (4) If the floor of an exhibitor is damaged or the adhesives have not been removed properly, the exhibitor shall be liable for all expenses for removing the adhesives or repairing damage to the floor.

#### 8) Flooring Work

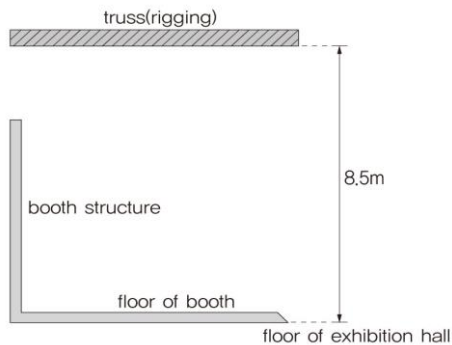
- (1) The floor load weight limit of the Exhibition Hall is 5ton/m<sup>2</sup>.
- (2) All materials used in flooring work shall be installed with full consideration of visitor safety.
- (3) The finishing material of the flooring may be selected at the exhibitor's discretion. However, such materials must pose no danger to visitors and shall not create any dust.
- (4) The booth floor shall not be more than 10cm higher than the floor of the Exhibition Hall passageway. In addition, the floor area leading to the passageway should be moderately sloped to ensure the safety of visitors.

## 7. Exhibits Display and Booth Construction

Booths should be constructed in consideration of the overall harmony of the exhibition. In order to assure safety during the installation period, exhibitors must comply with the Booth Construction Guide. If the above-mentioned requirements are not met, the organizer may request changes or suspension of the work, and the exhibitor shall follow the request and pay any expenses occurred from it.

### 7-1. Ceiling Structure

- 1) The height of a truss from the floor of the Exhibition Hall (not the booth) to the bottom of the truss shall be 8.5 meters.



#### 2) Load Conditions

- (1) Only one rigging point may be allowed per 9-9.9 m based on the interval of the vertical members of the main truss of KINTEX, with the load of a point not greater than 500kg. Two points may be allowed in the event that the load of one point is less than 300kg. However, the total load shall not exceed 500kg.
- (2) The rigging load is allowed up to 225kg/point without conducting a structural analysis only if the rigging is installed within 50cm of the joint of the vertical members of the main truss. (However, it must be verified that the rigging load is not greater than 225kg/point.)
- (3) If the point is installed as being inclined rather than hung vertically, a structural analysis for lateral forces must be conducted regardless of whether or not the rigging load is below 225kg/point.
- (4) If the position of the rigging load is 50cm or more off from the joint of the vertical members of the truss, additional local bending stress will occur even if the rigging load is 225kg/point or less, and thus it is necessary to conduct a structural analysis.
- (5) When rigging on any rigging truss or single section steel member other than the main truss of KINTEX, among the members which are marked in the structural plan, a structural analysis on the specific part shall be conducted, and the maximum load per 9-9.9m, which is the interval of the vertical members of the main truss, shall not exceed 500kg, and the load shall be included in the calculation of the total load.
- (6) Installing any object other than the ones reported in advance is prohibited. If a site inspection detects any difference between the actual load and the one reported in advance, the contractor shall submit documentation proving the specific load or modify the installations to meet the load reported in advance.

#### 3) Rigging Truss

- (1) Any truss to be installed in KINTEX shall be made of aluminum material.

- (2) A rigging truss shall measure 290mm x 290mm or larger, and be verified for the safety of the truss against the point interval and the load.
- (3) Any attachment to the rigging truss shall undergo structural review, and the contractor shall submit the safety review report and specified data with regard to the connection of attachments with the rigging truss. If a site inspection finds any difference between the submitted data and the actual state of attachments and connection, the contractor shall submit additional documentation to verify safety or follow any request to improve the status.
- (4) It is recommended that heavy attachments to be connected to the rigging truss should be limited to steel structures, and the structural analysis report regarding them must be submitted in advance.
- (5) If a wooden structure is connected to the rigging truss, the following must be complied with:
  - The wooden structure must be light-weight.
  - The detailed basis for the load of each rigging point, including wooden structures, must be submitted, and the load of each rigging point must follow the directions for permission, and there is no exception.
  - The wooden structure shop drawing (including the materials used for the wooden structure), the details of the connection, the structural review report and fire-prevention measures must be submitted to and approved by the organizer in advance. (The approval process must be completed 2 weeks in advance.)
  - The wooden structure connected to the rigging truss and the wooden structure at the bottom cannot be connected to each other.
  - The connectors for the rigging truss and the wooden structure must be steel connectors whose performance can be certified, and the use of thick wires or plastic ties is not allowed.
  - The wooden structure shop drawing (including the materials used for the wooden structure), the details of the connection, the structural review report and fire-prevention measures must be submitted to and approved by the organizer in advance. (The approval process must be completed 2 weeks in advance.) If prior approval is not obtained, the wooden structures cannot be installed without any exception.
- (6) The contractor shall inspect the status of the connection between the rigging trusses at every location.

#### 4) Rigging Motor and Connecting Materials

- (1) When rigging the ceiling truss and the lower construction structure, an exhibitor should use a 1 ton or over chain motor and a sling bar, which can be certified for over 3-ton performance, to connect them. When connecting a certain ceiling truss (the catwalk section. See the structural plan of KINTEX) and the lower construction structure, however, the exhibitor should use a mechanical device (clamp).
- (2) If wire ropes are used to connect the rigging truss and the lower construction structure, wire ropes (treated with lack), whose performance can be certified, thicker than 10mm, with a tensile strength of 500kg/ea or greater, must be used. (Rebars and cable ties should never be used.)
- (3) When fastening lights to the truss, the exhibitor should use safety pins as well as anchor bolts in order to double the level of safety (to prevent falling).
- (4) In rigging work, extra care must be paid to prevent connecting materials from damaging the steel members of the rooftop structure of the Exhibition Hall. If there is any possibility of such damage, the exhibitor shall install protection to protect the surface of the steel members.

- (5) Any rusty rigging motor may not be brought into the site, and using a towing belt with a partial loss of area is also prohibited. The exhibitor shall submit documents on the specifications of any towing belt used at the site to the organizer.
- (6) Double safety hooks must be installed at every connection point between the KINTEX roof truss and the lower construction structure. (This item is not related to the load, and it must be installed to prevent damages due to the load concentrated on the roof in case the connections of the lower construction structure are damaged.)

#### 5) Safety Conditions in Construction

During all rigging work no other work should be conducted underneath, and a safety officer must always be on duty on to ensure safety at all times.

#### 6) Other

- (1) Installation of additional connecting materials to the rigging truss to secure the safety of lower structures is prohibited. If the exhibitor wants to connect such materials additionally by consulting with the organizer and the person in charge from KINTEX, the exhibitor shall submit documentation that proves that lower structures are safe without rigging before installing them.
- (2) If any connecting material of a structure or upper structure installed without approval is found, the organizer and KINTEX may request the exhibitor to remove it.
- (3) If the organizer and KINTEX request any supplementary work in the site inspection, the contractor shall carry out the supplementary work or submit documentation that proves safety.

## 7-2. Revolving Stage

- 1) A revolving stage refers to a platform that moves vertically or horizontally, or in a circle, to increase product visibility.
- 2) The height of the revolving stage should not exceed 1.5 meters from the floor. If exhibitors want to install a vertically revolving stage, a structural calculation must be submitted for prior approval from the organizer.
- 3) The size of the revolving stage should not be more than 6 times the area of the exhibit. The maximum height, including vehicles displayed, should not exceed 4 meters.
- 4) Vehicles displayed on the revolving stage should have clearance over 1 meter in all directions when the vehicle doors are left open.
- 5) No facilities should be installed on the revolving stage except for a lighting system. Appropriate safety devices should also be installed if deemed necessary.

## 7-3. Multi-layer Booth Structure

- 1) Exhibitors who install multi-layer booths should submit a structural analysis (check the weight limit of each



exhibit room) confirmed by a licensed structural analyst and the booth design drawings (truss and 3D drawings, floor plans, elevations, on a scale of 1:100) by Jul. 31(Sun.), 2022 to the organizer to obtain the necessary approval from the organizer.

- 2) Exhibitors shall rig members for finishing of a multi-layer structure only after their safety is verified and the work is confirmed by the organizer and the person in charge from KINTEX. If exhibitors do the work arbitrarily at the site, the organizer and the person in charge from KINTEX may request the removal of the installed items
- 3) The floor space for the multi-layer structure should not exceed one-third of the allotted ground floor space and the total height of the structure including fixtures, equipment and advertisements shall follow the I-7. Exhibits Display and Booth Construction hereof.
- 4) The width of the stairs for the multi-layer structure shall be at least 1.2 meters, and fire extinguishers shall be installed every 10 meters in the interior of the multi-layer structure.
- 5) In the finishing work for the ceiling, at least one automatic fire extinguishers should be installed every 10 m<sup>2</sup>.
- 6) The entrance/exit of the multi-layer structure should open 0.9 meter or wider towards the emergency exit and shall install rechargeable emergency lighting at the upper front of the entrance.
- 7) A safety management officer should be stationed as standing personne

## **7-4. Sound System**

### **1) Volume Restrictions**

Speaker volume must be no more than 80dB(A) at the center of the adjacent common passageways. Furthermore, sound generated from an exhibitor's system shall not be loud enough to cause damage to neighboring booths.

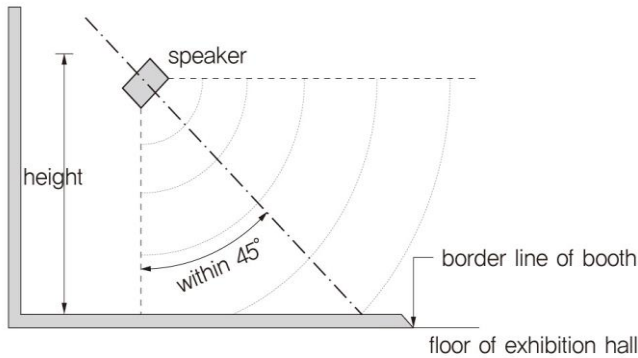
### **2) Discipline for the Violation of Sound Level**

- (1) During the H2 MEET 2022(H2 MOBILITY+ENERGY SHOW), the organizer may check the sound level at any time. If any neighboring booth files a complaint, the organizer may instruct the offending exhibitors to reduce the volume or may suspend use of speakers. If necessary, the organizer may shut off the power to the booth.
- (2) If the organizer warns an exhibitor about sound levels two times, the speaker power will be cut off. After more than three warnings, the exhibitor will be put at a disadvantage with regard to their exhibition space, site allocation, etc. at the next H2 MEET 2022(H2 MOBILITY+ENERGY SHOW).

### **3) Request for Use of Speakers**

Exhibitors wishing to use speakers should submit a speaker usage plan(Form #5) to the organizer by Jul. 31(Sun.), 2022. This plan shall include the speaker's position and sound source, and speaker output of power indicated in watts.

### **4) Speaker Height and Direction**



(1) In the case of installing on a truss (rigging)

When exhibitors install speakers in/on the truss (rigging), the speaker should be installed facing the bottom of the booth.

(2) In case of not installing on the truss (rigging)

The speaker must be positioned within 4 meters from the floor. Each speaker must be positioned in such a way that its center axis is directed downward within 45° of a vertical line from the speaker to the floor and does not extend beyond the booth borderline.

(3) The organizer may change the position of the sound source at any time to limit the sound range.

5) Usage of Wireless Microphones

If wireless microphones are to be used, exhibitors should submit the Application for Entertainment Plan in Exhibition Booth (Form #6) by Jul. 31(Sun.), 2022. Exhibitors should submit the frequency of the wireless microphones so that there is no signal interference, both with other exhibitors and with the seminar rooms in KINTEX. The recommended frequency is 900MHz and the usage of wireless microphones shall be controlled under discussion with KINTEX.

6) Sound Restriction during the Press Briefings

On Press Day, when an exhibitor makes a presentation at the time designated by the organizer, no other exhibitor may use sound to ensure the presentation is not hindered.

## 7-5. Electricity

- 1) The basic electrical installation of the independent booth to be carried out by the organizer includes wiring to the booths and installation of a switchboard inside the booths. All electrical work inside the booth shall be performed by the exhibitor. In the case of the shell scheme, the organizer shall install wiring and lighting.
- 2) If an exhibitor needs separate voltage or cycle to operate their exhibits, transformers or current converters may be installed at the exhibitor's own expense. The electrical capacities are as follows:

Classification	Frequency (Hz)	Type of Power and Voltage (V)
For lighting	60	Single-phase, 2-wire, AC (220)
For power	60	Single-phase, 2-wire, AC (220)

		3-phase, 3-wire, AC (220)
		3-phase, 3-wire, AC (380)

- 3) To prevent damage from a power outage, exhibitors should take appropriate preventative measures.
- 4) Power shall be available only to the exhibitors who have applied for Bring in period electric usage starting Aug. 29(Mon.), 2022, and will be supplied 30 minutes prior show opening hours and will shut off 30 minutes after closing time during the exhibition period. However, power for 24 hour usage shall be supplied all day long.
- 5) Breakers and electric outlets shall be installed at a height at least 30cm from the floor and shall be classified into those for exhibit operation and those for lighting. The exterior case of the motors used for the operation of exhibits shall be grounded with class-3 earthing.
- 6) If electric heaters with a surface temperature exceeding 70°C are to be used, appropriate safety barriers must be installed and the heaters must be installed on a separate display stand, over 20cm high, made of non-combustible material. Furthermore, no carpeting shall be laid around the electric heaters and the walls near the heaters shall be protected by non-combustible materials.
- 7) All materials used in electrical work shall be new and standard products bearing KS marks approved by the Korean government. Exhibitors shall use only approved power cables.
- 8) The local lighting power cannot exceed 100W/m<sup>2</sup>.
- 9) 600V EV cable shall be used to satisfy power supply capacity. 600V IV cable and PVC cords shall not be used.
- 10) Electric outlets designed for 220V shall be used for power lines that used the 220V standard.
- 11) Fire safety must be considered first when installing ornamental lighting, fluorescent lights, and/or incandescent lights. Non-combustible materials shall be used for the installation of these lights.
- 12) Electric lights, resistors and heat-producing equipment shall be installed away from flammable materials and firmly fastened to prevent detachment.
- 13) Power supply to booths  
Exhibitors wanting to use power temporarily to assemble, adjust, and/or test machines, or to install, dismantle or remove the display systems shall submit an application to the organizer.
- 14) Exhibitors wishing to repair booth electric systems during the exhibition period shall obtain prior approval from the organizer.
- 15) Electrical work shall be carried out in compliance with the Regulation of Occupational Safety and Health Standards. Electric power shall be used only after safety inspections have been conducted by the organizer.

## 7-6. Lighting

- 1) The organizer shall provide, free of charge, basic lighting systems for the shell scheme booths to be constructed by the organizer.
- 2) General lights within the show area should be mercury arc lamps of average brightness of 400 Lux.
- 3) Lighting systems for the exhibits shall be installed according to the characteristics of each exhibit, and exhibitors shall be responsible for any safety accidents of visitors or for fire.

## 7-7. Phone and Internet

- 1) The organizer shall install telephone systems from the existing facilities to the exhibition booths and shall separately install telephone systems for domestic calls, international calls, and Internet lines at the request of the exhibitor.
- 2) Exhibitors using telephones must return them when dismantling. In the event that telephones or other facilities are lost, damaged or rendered defective, the exhibitor will be liable for repair or restoration.

## 7-8. Water Supply and Drainage

- 1) Upon an exhibitor's request, the organizer shall install water pipe lines from existing facilities to the exhibitor's booth according to the following specifications.

Classification	Water Pressure	Pipe Size	Remarks
Water supply	Initial pressure: 10kg/cm <sup>2</sup> End pressure: 9kg/cm <sup>2</sup>	ø 15mm	
Water drainage	-	ø 25mm	

- 2) If there is any danger of machines becoming damaged due to water being cut off or from a drop in water pressure, the exhibitor should install some protective devices. The organizer shall not be liable in any way for damages that may result.
- 3) Exhibitors must cut off their water supply upon closure of the exhibition.

## 7-9. Compressed Air Supply

- 1) Upon the exhibitor's request, the organizer shall install compressed air service from existing facilities to the exhibition booth with the following specs.

Maximum Pressure	Pipe Size	Remarks
Initial pressure: 8kg/cm <sup>2</sup> End pressure: 7.5kg/cm <sup>2</sup>	ø 9mm	

- 2) If there is any danger of machines becoming damaged during testing due to a pressure drop, the exhibitor should be responsible for the installation of protective devices. The organizer shall not be liable in any way for damage that may result therein.
- 3) Exhibitors must cut off their compressed air supply valve and check for safety upon closure of the exhibition.

## 8. Handling of Dangerous Materials

- 1) Explosives, flammable materials, and other dangerous materials may not be brought into the Exhibition Hall, and the list of dangerous materials is shown below. However, the use of such materials within a limited scope may be allowed if required for demonstration and consultation purposes.

- (1) Oils like gasoline, diesel and kerosene, flammable gases and high-pressure gases such as propane
  - (2) Boilers, furnaces and stoves
  - (3) Compressors, electric saws, electric planes, electric grinders and other electric tools
  - (4) Electrical heating device for cooking
  - (5) Explosives
  - (6) Other items which the organizer believes could cause fire, explosion and/or other accidents
- 2) The amount of fuel allowed to deliver and test exhibit cars and machines is less than 5L.
  - 3) Exhibitors who need to handle flames and other dangerous materials for unavoidable reasons during the period of the exhibition shall fill out the attached Form #4 and submit it to the organizer by Jul. 31(Sun.), 2022.
  - 4) The documents submitted shall be reviewed by KINTEX and the results of the review shall be forwarded to the exhibitor. Only exhibitors who have gained approval may handle the above materials, in which case they must comply with the instructions given by the organizer and KINTEX.
  - 5) Persons handling dangerous materials shall possess licenses issued by the Korean government.
  - 6) The exhibitors shall handle the approved dangerous materials in accordance with the Enforcement Decree of the Safety Control of Dangerous Substances Act.

## **9. Material Saving & Waste Disposal**

- 1) In order to conserve resources and energy, all exhibit materials used in the Exhibition Hall shall be designed and constructed with plans to recycle and save materials.
- 2) All exhibits shall be brought into the halls with all packing materials removed. If an exhibit is brought in with packing materials included due to unavoidable circumstances, such packing materials shall be stored in an appropriate place and reused when the exhibit is removed.
- 3) Exhibitors should make every effort to minimize the generation of waste. If an exhibitor does not collect the waste, the organizer shall collect these and request the expense incurred by the exhibitor.
- 4) Exhibitors using independent booths should supervise the constructor to minimize industrial waste such as styrofoam, vinyl, carpet and glasses. Also exhibitors should make a contract with constructors on the condition that the constructors collect the waste.
- 5) Recycled paper should be used for PR materials whenever possible and the use of coated paper should be avoided.

## **10. Obligations and Responsibilities**

- 1) Stage size (including revolving stage), lighting, and audio system standards, floor height and designation of exhibition materials, and all installation and removal shall be governed by the Exhibitor's Guide and the KINTEX User Guide.

- 2) During installation or dismantling, the exhibition materials, equipment and exhibits should not be stocked in the passageway and any waste or cleanliness of the booth shall be the responsibility of the exhibitors.
- 3) During the installation period, workers shall wear safety helmets, safety shoes, and safety ropes while working.

## II. General Exhibition Guide

### 1. Management of the Exhibition Halls

#### 1) Time for Entering and Leaving Exhibition Halls

The exhibitor staff should arrive at their booths at least 1 hour before the opening of the Show to ensure they can open on time. Staff should leave the area after conducting daily safety inspections and shutting off power within 30 minutes of the closing time.

2) Since many visitors are expected to come to the H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW) on the weekends, proper measures should be established to effectively guide visitors and manage traffic lines within the booths during these kinds of high volume days.

3) If deemed necessary to ensure visitor safety, the organizer may request exhibitors to take appropriate safety measures temporarily or for the entire period of the exhibition. In such case, exhibitors shall take immediate action accordingly.

4) Congratulatory potted plants or garlands are prohibited within the exhibition halls.

5) Exhibitors are prohibited to bring foods into the exhibition hall. However, snacks and fast foods are permitted on the press day, but any odorous snacks or fast foods that can negatively affect the atmosphere of the exhibition hall is strictly prohibited.

### 2. Admission Tickets, Passes, and Parking Tickets

#### 1) Invitation Ticket

(1) The organizer shall issue Invitation Tickets in advance to exhibitors based on Table 1.

(2) An "Invitation Ticket" is valid for one admission during the exhibition period (including the Press Day).

(Table 1)

Booth Size (m <sup>2</sup> )	No. of Invitation Tickets	No. of Passes For Exhibition Period
9~25	25	10
26~50	50	15
51~75	75	20
75~100	100	30
101~250	200	50
251~400	300	80
401~550	400	100

#### 2) Entrance Passes

(1) The organizer provides journalists, exhibitors (booth contractors and Show models included) and special invitees (foreign buyers included) with passes.

## (2) Entrance Passes for exhibitors

### Passes for exhibition period

- The organizer will issue passes to the exhibitors valid during the exhibition period. (booth contractors and Show models included)
- The pass should be shown before entering the exhibition halls and the pass must not be handed over to other individual. If so, the organizer may restrict the entry.
- If an exhibitor loses passes or wants to buy extra ones, a pass can be additionally issued at the on-site pass Registration Desk.
- The organizer will install and operate the Registration Desk to allow for the changing of the pass from Aug. 31(Wed.) to Sep. 3(Sat.), 2022. The desk is open from 09:00am to 14:00pm.

## (3) Entrance passes for foreign buyers

- During the exhibition period, foreign buyers may obtain the pass after they present their ID and business card at the Registration Desk.
- To get passes for foreign buyers, exhibitors should fill out and submit the pass application form available at [www.h2meet.com](http://www.h2meet.com) to the Organizing Committee for H<sub>2</sub> MEET (H<sub>2</sub> MOBILITY+ENERGY SHOW) by Jul. 31(Sun.), 2022.

## 4) Parking Tickets

- (1) The organizer provides free parking tickets based on booth size according to the Table 1.
- (2) Additional parking tickets can be purchased at the KINTEX Parking Office (+82-31-995-7265).

## **3. In-booth Advertisements and Entertainment**

- 1) Exhibitors may distribute promotional materials for their exhibits only in their own booths with assigned staff present to maintain order.
- 2) Exhibitors are responsible for collecting discarded publications to maintain the cleanliness of the surrounding area and the following types of promotional activities are prohibited:
  - (1) Excessive distribution of gifts at the booth
  - (2) Attaching publicity materials and posters on the columns of passageways
  - (3) Floating ad-balloons, operating dirigible balloon (hydrogen, helium, air, etc.), and displaying flags
  - (4) Touting for credit card or insurance
  - (5) Advertising and publicity activities that hinder the operation of the H<sub>2</sub> MEET(H<sub>2</sub> MOBILITY+ENERGY SHOW) and/or violate the Exhibitor Guide.
- 3) Exhibitors may run questionnaires only in their own booth without hindering the operation of other exhibitors and should restrain from distributing gifts obstructing the operation of the exhibition, such as product samples or balloons, to attract visitors for the questionnaires.



- 4) Exhibitors may hold events within their booths during the exhibition period, provided that the event does not interfere with the H<sub>2</sub> MEET(H<sub>2</sub> MOBILITY+ENERGY SHOW) 2022's atmosphere or the activities of other booths. Exhibitors wishing to hold such events should fill out the attached Form #6 and submit it by Jul. 31(Sun.), 2022 for the prior approval of the organizer. Unauthorized events may not be held within the booths.
- 5) In-booth events shall meet the purpose of the H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW). These events shall not hinder the operation of other exhibitors with excessive noise, light or smoke, nor shall they induce competition with other exhibitors. If the event results in complaints from other exhibitors or creates any inconvenience to visitors, the organizer may suspend the events, even if prior approval has been obtained.
- 6) Live TV or radio broadcastings and audio or video recordings intended for promotional purposes may be carried out only after approval has been obtained from the organizer.
- 7) The organizer may stop an event if the event differs from that which was originally reported.

#### **4. Demonstration of Exhibits**

- 1) Exhibitors may carry out demonstrations of their exhibits in their booths only after obtaining prior approval from the organizer. Exhibitors shall take all necessary safety precautions to prevent injury, property damage, fire or interference with others during the demonstration. Excessive noise, light, heat, dust, gas, foul odors, and/or vibrations are not allowed.
- 2) If the organizer judges that a demonstration may hinder the proper maintenance, management and order of the Exhibition Hall and public safety, the organizer may restrict or suspend the demonstration as a preventive measure even if the demonstration had been approved.
- 3) Operating the engine and lamps of displayed vehicles is prohibited, except for the auxiliary lamps on cars that are placed on the display stage.
- 4) Managing the exhibits and related materials displayed in the booth is the responsibility of the exhibitors, while stacking exhibits in the passageway is prohibited.
- 5) The organizer shall not be held liable for any damage, theft and/or fire related to exhibits. To this end, exhibitors shall take all appropriate preventive measures in preventative preparation for safety accidents.
- 6) During the exhibition period, additional displays, installation and/or exchanges of exhibits are prohibited. But if an exchange of installed exhibits becomes inevitable due to unforeseen problems, such work can be allowed after the show operating hours in full consideration to hall situations with the organizer's prior approval.

#### **5. Management of Exhibitor Staff**

- 1) During the exhibition period, the exhibitor staff should always stay in their booth to provide proper services to visitors and to preserve and maintain their exhibits.
- 2) If exhibitor staff as reported to the organizer are to be changed, it should be informed to the organizer in advance. No person other than those reported on the list shall be allowed to work as management staff at the Exhibition Hall.

- 3) The management staff should always stay in the booths to prevent theft or other accidents and immediately report any accidents to the organizer.
- 4) Staff on duty in the Exhibition Hall should wear uniforms or other suitable outfits with name tags (passes issued by the organizer) clearly indicating that they are exhibitor staff members.

## **6. On-site Negotiations and Sales**

- 1) Exhibitors may freely enter into sales contracts for displayed exhibits. However, the posting of any signs on the exhibits indicating the number of contracted sales, the names of purchasing or contracting parties is strictly prohibited.
- 2) If exhibitors (except for accessories sales companies) are involved in the illegal selling of exhibits such as touting, they must obtain the approval of the organizer in advance, and if they violate this provision, the organizer may block those sales activities even during the exhibition period.

## **7. Insurance**

- 1) The exhibitor shall be responsible for any accident at their booth during the Show including during the installation and dismantling periods (Aug. 26 - Sep. 5, 2022). Therefore, the exhibitor shall obtain insurance in preparation for possible accidents. In particular, exhibitors who install truss and multi-layer structures shall submit a certificate of insurance to the organizer.
- 2) If an exhibitor imposes any damage upon other exhibitors, the former is liable for the damage to the latter.

## **8. Intellectual Property Rights Protection**

- 1) The H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW) logo may not be used without the organizer's approval. The logo of the H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW) refers to the symbol, poster design, the title of H<sub>2</sub> MEET (H<sub>2</sub> MOBILITY+ENERGY SHOW), and/or any combination thereof.
- 2) Parties using the logo without the approval of the organizer shall be denounced to the relevant authorities and punished under the applicable laws, regardless of whether or not they are exhibitors of the H<sub>2</sub> MOBILITY+ENERGY SHOW.
- 3) Exhibitors wishing to use the logo of the H<sub>2</sub> MEET(H<sub>2</sub> MOBILITY+ENERGY SHOW) should submit an application to the organizer and if approval is granted, they may have the right to its use after payment of specified royalties.
- 4) The organizer will make every effort to protect the commercial rights of the exhibits. However, the organizer cannot legally protect the design of exhibits or inventions. Therefore, all exhibitors must submit an application for a patent or register with the Korea Intellectual Property Office to protect their rights in regards to their inventions, utility model, designs, and trademarks.

## **9. Obligations and Responsibilities**

- 1) Exhibitors shall engage in their utmost efforts to comply with the applicable laws to prevent fires or other safety accidents, including the Act on Installation and Maintenance of Fire-Fighting Systems and Safety Control and

the Regulation on the Standards for Evacuative and Fireproof Construction of Buildings.

- 2) The organizer's responsibility is limited to damages attributable to the organizer and its related personnel in the operation of the H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW). Therefore, the organizer shall not be held liable for any theft and damage caused by the fault of exhibitors or other similar reasons.
- 3) If any accident or incident occurs at its own booth, the exhibitor shall notify the organizer immediately, and resolve the problem or issue under its own responsibility.
- 4) The organizer may ask an exhibitor to take corrective action with regard to fire prevention, and the exhibitor shall take action immediately upon such a request.
- 5) If an exhibitor does not install one ABC-type (4.5kg) fire extinguisher per 100m<sup>2</sup>, the organizer may take necessary action at the exhibitor's expenses, including installation of fire extinguishers.
- 6) Exhibitors shall comply with the Exhibitor's Guide established by the organizer and the KINTEX User Guide, and be legally liable for any damage caused by any violation of them.

## **10. Supplementary Regulations**

- 1) The KINTEX User Guide is supplementary regulation to "H<sub>2</sub> MEET 2022(H<sub>2</sub> MOBILITY+ENERGY SHOW) Exhibitor's Guide", and thus the exhibitors agree to faithfully comply with outlined policies.
- 2) The organizer may add separate rules by rendering partial changes or corrections to the Guides, and in this case, the organizer shall notify all the parties concerned in writing.

## **11. Dispute Settlement**

- 1) The governing law for any dispute between the organizer and an exhibitor shall be the laws of the Republic of Korea. Disputes shall be resolved in good faith, and the competent court for unresolved disputes shall be the Seoul Central District Court.
- 2) The organizer has the right to prescribe all matters not stipulated in this Exhibitor's Guide and the exhibitors shall abide by the organizer's decision.

### **III. Important Dates**

List	Deadline	Remarks
Booth Drawing	Jul.31.2022	
Report on Booth Contractors	Jul.31.2022	Form 1
Application for Auxiliary Facilities	Jul.31.2022	Form 2
Application for Entrance Passes	Jul.31.2022	Form 3
Application for Use of Naked Flames and Dangerous Materials	Jul.31.2022	Form 4
Entertainment Plan in Exhibition Booth	Jul.31.2022	Form 5
Application for Directory	Jul.31.2022	Form 8 or Apply online
Report on Delivery or Removal of Exhibits	Move in period	Form 6
Application for After-Hour Work	When necessary	Form 7
Booth installation move in	Aug.26.2022(08:00)	
Auxiliary facilities set up complete	Aug.29.2022(20:00)	
Booth installation complete	Aug.29.2022(20:00)	
Exhibits set up complete	Aug.30.2022(15:00)	
Show case and Rehearsal	Aug.30.2022(15:00~20:00)	NO Heavy Equipment machine And Noise
Vehicles move out	Sep.3.~5.2022 * Sep.3.2022 (17:30~20:00) * Sep.4.~5.2022 (08:00~20:00)	

## **IV. Application Forms**

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**1. Report on Booth Contractors**

**2. Application for Auxiliary Facilities**

**3. Application for Entrance Passes**

**4. Application for Use of Naked Flames and Dangerous Materials**

**5. Entertainment Plan in Exhibition Booth**

**6. Report on Delivery or Removal of Exhibits**

**7. Application for After-Hour Work**

**(Apply Online)**

**8. Application for Directory**

<b>Exhibitor</b>		<b>Representative</b>	<b>Signature</b>	<b>Form #1</b>
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<b>Report on Booth Contractors</b>	<b>Deadline</b>
	<b>Jul. 31. 2022</b>

### ■ Applicant

Company Name		Booth No.	
Person in Charge	Signature	Position	Dept.

### ■ Booth Management Contractor

Company Name		Representative	
Address			
Person in Charge		Position	Mobile

### ■ Booth Construction Contractor

Company Name		Representative	
Address		Tel.	
		Fax.	
Person in Charge		Position	Mobile
License No.		Designated by KINTEX	<input type="checkbox"/> Yes <input type="checkbox"/> No

### ■ Electricity Contractor

Company Name		Representative	
Address		Tel.	
		Fax.	
Person in Charge		Position	Mobile
License No.		Designated by KINTEX	<input type="checkbox"/> Yes <input type="checkbox"/> No

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(MM/DD/YYYY)

<b>Exhibitor</b>		<b>Representative</b>	<b>Signature</b>	<b>Form #2</b>
<b>Application for Auxiliary Facilities</b>				<b>Deadline</b>
				<b>Jul. 31. 2022</b>

■ **Applicant**

Company Name			Booth No.	
Address			Representative	
Person in Charge	Name		Position	
	Dept.		Tel.	
	Mobile		Fax.	
	E-mail		Website	

■ **Application for Auxiliary Facilities**

(VAT excluded)

Classification			Unit Price	Unit	Amounts
Electricity	Basic Electricity (08:00~21:00)	Single Phase 220V	₩70,000/kW	kW	
		Three Phase 220V	₩70,000/kW	kW	
		Three Phase 380V	₩70,000/kW	kW	
	24 hours Electricity	Single Phase 220V	₩90,000/kW	kW	
		Three Phase 220V	₩90,000/kW	kW	
		Three Phase 380V	₩90,000/kW	kW	
	Bring in period usage	Three Phase 380V	₩70,000/kW	kW	
Phone	Domestic Call		₩100,000/unit	Unit(s)	
	International Call		₩160,000/unit	Unit(s)	
Internet Line			₩200,000/unit	Unit(s)	
Compressed Air Supply			₩200,000/spot	Spot(s)	
Water Supply and Drainage			₩200,000/spot	Spot(s)	
Customer Management System (RF)			₩250,000/unit	Unit(s)	
Total					

■ **Send Payment To: Shinhan Bank 100-024-396374 (Account holder: KAMA)**

※ Please submit a copy of the payment receipt with your application.

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(MM/DD/YYYY)

<b>Exhibitor</b>		<b>Representative</b>	<b>Signature</b>	<b>Form #3</b>
<b>Application for Entrance Passes</b>				<b>Deadline</b>
				<b>Jul. 31. 2022</b>

■ **Applicant**

Company Name			Booth No.	
Address			Representative	
Person in Charge	Name		Position	
	Dept.		Tel.	
	Mobile		Fax.	
	E-mail		Website	

■ **Company Name**

Korean	
English	

NO.	Name	Position
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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(MM/DD/YYYY)



<b>Exhibitor</b>		<b>Representative</b>	<b>Signature</b>	<b>Form #4</b>
<b>Application for Use of Naked Flames and Dangerous Materials</b>				<b>Deadline</b>
				<b>Jul. 31. 2022</b>

■ **Applicant**

Company Name			Booth No.	
Address			Representative	
Person in Charge	Name		Position	
	Dept.		Tel.	
	Mobile		Fax.	
	E-mail		Website	

■ **Application for Use**

Dangerous Items	
Capacity	
Purpose of Usage	
Measures for Fire Safety and Security	

※ Please attach 2 pieces each of specifications and catalog of the items

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(MM/DD/YYYY)

<b>Exhibitor</b>		<b>Representative</b>	<b>Signature</b>	<b>Form #5</b>
<b>Entertainment Plan in Exhibition Booth</b>				<b>Deadline</b>
				<b>Jul. 31. 2022</b>

### ■ Applicant

Company Name			Booth No.	
Address			Representative	
Person in Charge	Name		Position	
	Dept.		Tel.	
	Mobile		Fax.	
	E-mail		Website	

### ■ Specific Entertainment Plan

Name of Entertainment		
Entertainment Schedule		
Hours Needed		
Entertainment Contents (Including plan for speaker usage)		
(Use of wireless microphone)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Special Entertainer		

※ Please continue on separate sheet if necessary.

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(MM/DD/YYYY)

<b>Exhibitor</b>		<b>Representative</b>	<b>Signature</b>	<b>Form #6</b>
<b>Report on Delivery or Removal of Exhibits</b>			<b>Deadline</b>	
			<b>Installation and dismantling period</b>	

■ **Applicant**

Company Name			Booth No.	
Address			Representative	
Person in Charge	Name		Position	
	Dept.		Tel.	
	Mobile		Fax.	
	E-mail		Website	

■ **Report**

<b>Date</b>		<b>Name of Goods</b>	<b>Units</b>	<b>Remarks</b>
<b>Delivery</b>	<b>Removal</b>			

※ Please continue on separate sheet if necessary.

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(MM/DD/YYYY)

<b>Exhibitor</b>		<b>Representative</b>	<b>Signature</b>	<b>Form #7</b>
<b>Application for After-Hour Works</b>			<b>Deadline</b>	
			<b>When necessary</b>	

### ■ Applicant

Company Name			Booth No.	
Address			Representative	
Person in Charge	Name		Position	
	Dept.		Tel.	
	Mobile		Fax.	
	E-mail		Website	

### ■ Application for Work

(VAT included)

Date & Time	20 . . . ( : ) ~ 20 . . . ( : ) _____ Hours
Reasons	
Booth size	

### ■ After-hours Charge

Exhibitor Category	Unit Price	After-hour Duration	Total Amount
Booth space of 500m <sup>2</sup> and over	600won/m <sup>2</sup> (1 hour)	_____ Hours	
Booth space of less than 500m <sup>2</sup>	300,000 won/h	_____ Hours	

※ If the time exceeds more than 30 minutes, it shall be calculated as one hour. If the time exceeds less than 30 minutes, the user shall be charged with the 30minute fee.

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(MM/DD/YYYY)

<b>Exhibitor</b>		<b>Representative</b>	<b>Signature</b>	<b>Apply Online (Form #8)</b>
<b>Application for Directory</b>				<b>Deadline</b>
				<b>Jul. 31. 2022</b>

## ■ Applicant

Company Name			Booth No.	
Address			Representative	
Person in Charge	Name		Position	
	Dept.		Tel.	
	Mobile		Fax.	
	E-mail		Website	

## ■ Application for Directory

Company Overview	CEO	
	Address	
	E-mail	
	Website	
Company Introduction		
Business		
Product & Technical Introduction		

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(MM/DD/YYYY)

Please submit logo files and product images (jpg or png, 1:1, 500\*500px over)