

The 3rd Summit for Democracy

Guidelines for Individual Event Organizers (for booth exhibitions)

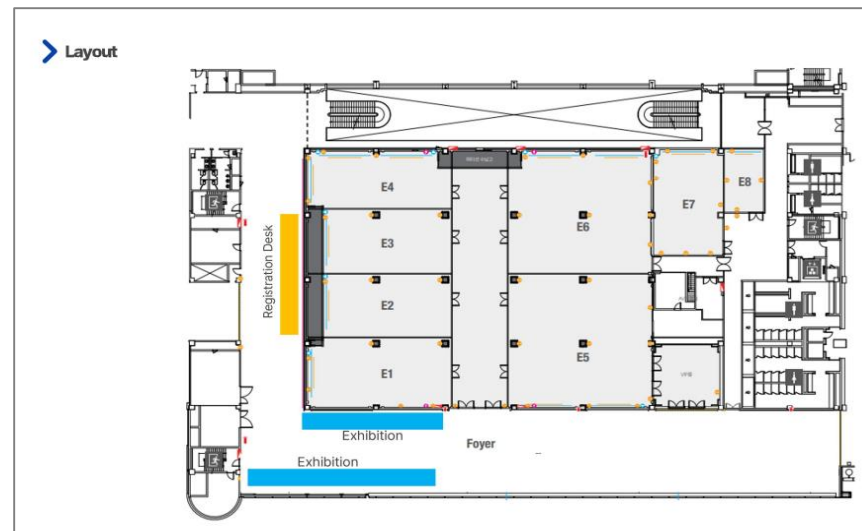
As of February 26, 2024

Overview

- Title:** Civil Society and Youth Event
- Date & Time:** March 19 (Tue.) 2024, 9:00-17:00
- Exhibition Schedule:** March 18 (Mon.) – 19 (Tue.) 2024, 9:00-17:00

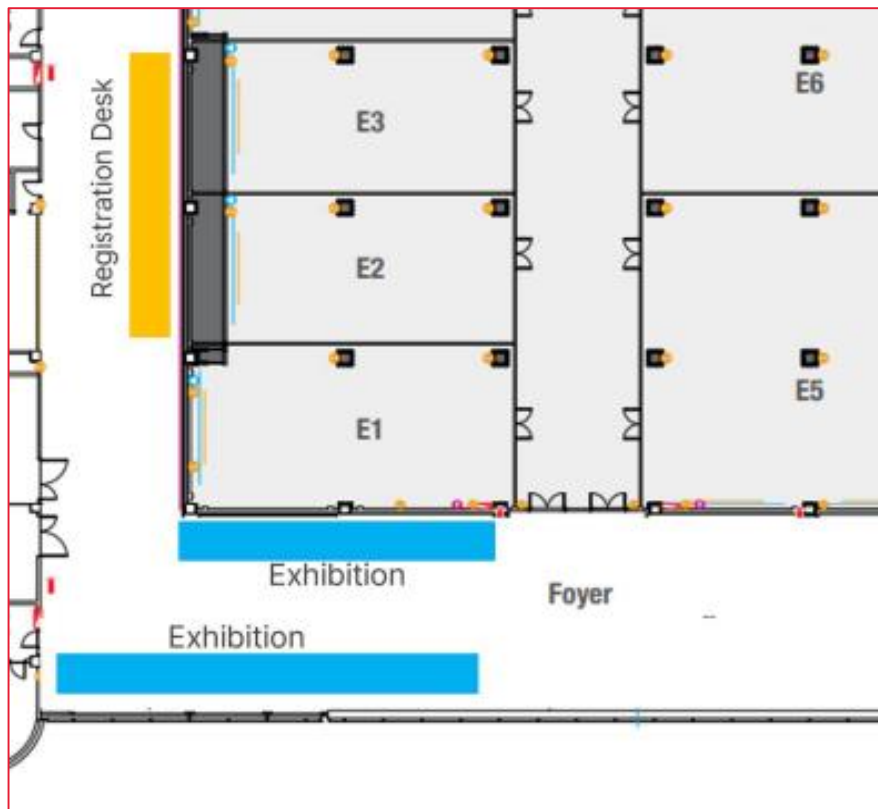
Detailed Schedule	Date	Time
Booths Assembling	March 18 (Mon)	19:00 – 00:00 (19 th)
Exhibitors Move-In	March 19 (Tue)	07:00 - 09:00
Exhibition	March 19 (Tue)	09:00 – 18:00
Exhibitors Move-Out	March 19 (Tue)	18:00 – 19:00

- Location:** Conference Room E Hall Lobby, Coex
(513 Yeongdong-daero, Gangnam-gu, Seoul, 06164, Republic of Korea)



Layout

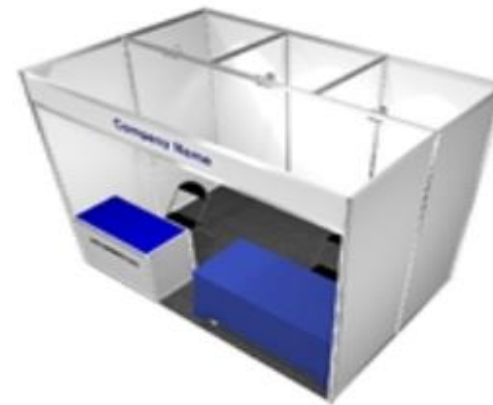
Can accommodate up to 11 exhibition booths



1. Organization Name
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Booth Information

- ◆ Shell Scheme (3m x 2m)
- ◆ Flooring: Pytex
- ◆ Signage Displaying the Organization's Name in Korean and English
- ◆ Lighting System
- ◆ 1 Table (1000mm x 500mm x 750mm)
- ◆ 2 Chairs
- ◆ 1 Electrical Extension Cord with 2 Outlets (1kW, 220V)
- ◆ If you need wired Internet, please contact the Operations Team.



[Precautions]

- **Wall Damage:** Participants are kindly requested to avoid using perforation tools, adhesive materials (including tacks, double-sided tape, and sheets) on the booth walls. Any damages incurred from such actions will lead to a compensation claim.
- **Exhibition Materials:** Exhibitors are responsible for preparing all display materials, including but not limited to display shelves, booth interior decorations, promotional leaflets, and business cards.
- **Rental Services:** For those in need of consultation tables, display shelves, electronic equipment, and other booth-related furnishings, rental services are available through a designated furniture and equipment rental company. Individual booth organizers are expected to cover the extra charge should they choose to use this service. Please reach out to the Operations Team for further details (see slide 5 for contact information).

Advance Shipment of Exhibition Items

- 1. Deadline for Shipment:** If you plan to send exhibition items in advance, please ensure they are shipped to the address provided below to arrive by March 15th (Friday).
- 2. Notification of Shipment:** Once shipped, kindly email the Operations Team the shipping details.
- 3. Alternative Arrangement:** If you cannot ensure arrival by March 15th, please arrange to bring the items directly to Coex on the move-in date, March 18th.
- 4. Operations Team Address (Please write in both English and Korean:**
 - **English:** Operations Team of the 3rd Summit for Democracy, 5th Floor, Daemyung Building, 205 Bangbae-ro, Seocho-gu, Seoul
 - **Korean:** 서울특별시 서초구 방배로 205, 대명빌딩 5층 제3차 민주주의 정상회의 행사 운영팀 앞
- 5. Labeling for Shipment:** To prevent loss or misplacement, please clearly label each box with the organization's name and the responsible person's contact information.
- 6. Import and Export of Exhibition Items:** The organizers of the Third Summit for Democracy will not be responsible for theft or loss of items during import/export. Please take appropriate precautions.
- 7. Requests for Additional Supplies:** For additional exhibition supplies, furniture, electrical, or LAN connections, requests must be submitted through the operations team. Separate catalogs for supplies and furniture are available upon request.

Contact Information

If you have any inquiries please contact the Operations Team as below.

Contact Person	Tel.	E-mail
Hayley (Hyerin Im)	+82-10-6232-4613	hrim@ezpmp.co.kr