

# Event Planner's Handbook



2014

**ICCJEJU**

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# 1 General Facility Information

## 1. Overview

Description	Content
Name	International Convention Center JEJU
Address	224 Jungmun Gwangwangro, Seogwipo City, Jeju Self-Governing Providence, Republic of Korea
Land Area	54,876㎡
Building Area	15,217㎡
Architectural Area	63,477㎡
Structure	Steel & Steel Concrete Structure
Level	7 Levels above ground
Height	34.94m
Parking Capacity	359 (indoor: 248, outdoor: 111), free parking
Air Conditioning & Heating	Central System (Tamna Hall, Event Hall, Public Area) Individual System (small and medium Size rooms)



## 2. Floor Plan

### Level 5

#### Conference Hall: Tamna Hall

- conventions and Banquets, sporting events, award ceremonies, theatrical productions
- Divided into 3 sections (A, B&C)
- auditorium (1,500 seats), addition (2,800seats)

#### Multi-purpose Hall: Oceanview

- Reception, dinner banquet

Waiting rooms : 501~507 (7 rooms)

### Level 4

#### Small meeting rooms : 400~402

- panel discussions, symposiums
- Maximum 5 sections

### Level 3

#### Small size meeting rooms : 300~304

- Panel discussions, VIP Suite, secretariat
- Maximum 7 sections

#### Medium size meeting rooms: Halla Hall, Samda Hall

- opening ceremony, panel discussion, and banquets

#### Restaurant Delizia

- Capacity of 280 seats, dinner and reception
- 4 private rooms

### 2F

#### Small size meeting rooms : 201~203

- panel discussions
- Maximum 5 sections
- direct access to indoor parking

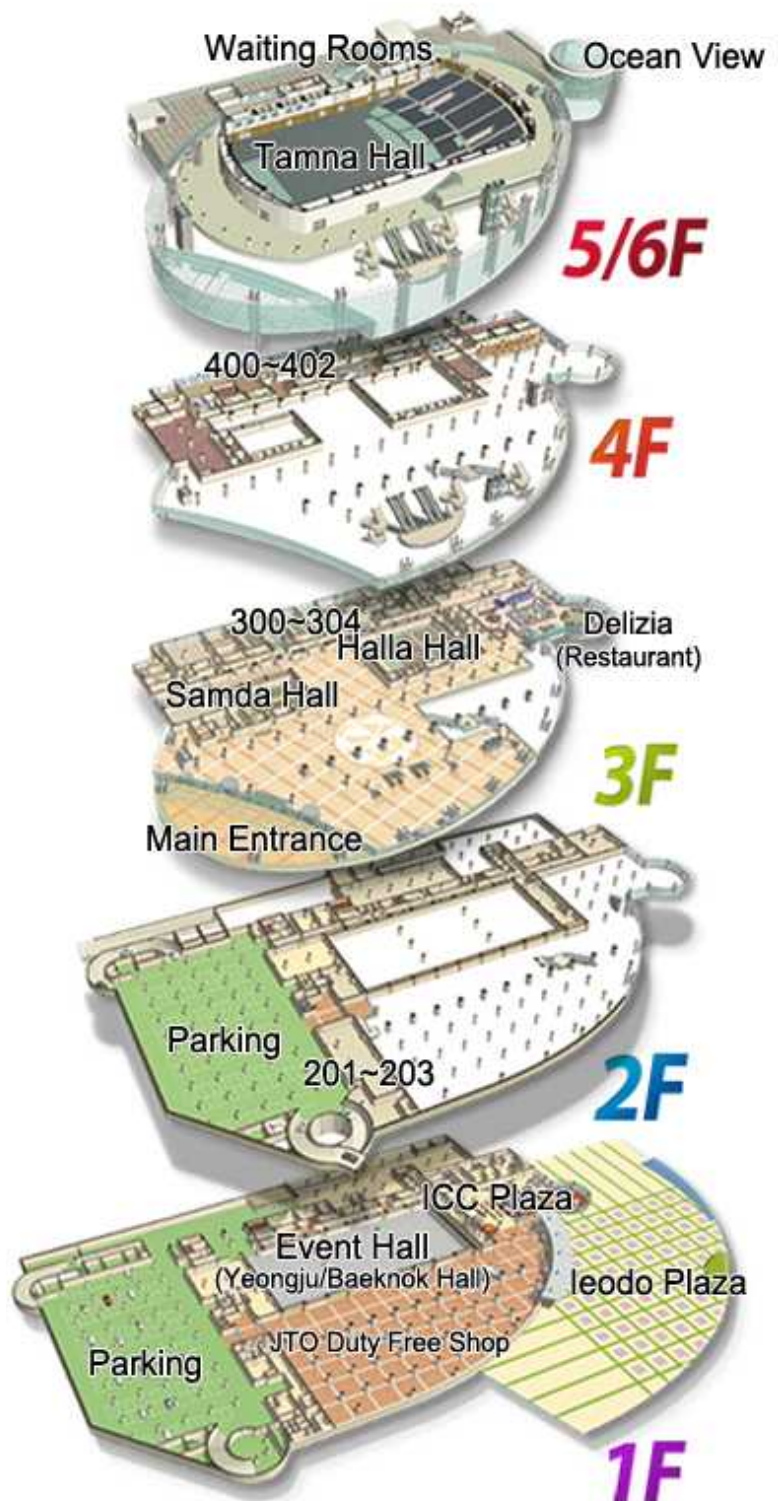
### 1F

#### Exhibition Hall : Event Hall

- exhibition, banquet
- meeting rooms (Yeongju, Baeknok)

#### Outlet Facility

- Domestic Duty Free Shop, ICC Plaza
- Outdoor venue (leodo Plaza)
- direct access to indoor parking



### 3. Meeting Room Information

Description		Area / Size (m)		Capacity (pax)		
		sq.m	length x width x height	theater	banquet	class
Tamna Hall	A+B	4,061	80.4 x 45.4 x 13.7	4,300	2,000	3,500
	A	2,294	45.2 x 47.0 x 13.7	1,500	N/A	1,500
	B	1,768	35.0 x 45.4 x 13.7	2,800	1,100	2,000
Halla Hall	A+B	643	29.9 x 21.5 x 4.95	660	350	500
	A	350	16.2 x 21.5 x 4.95	360	190	270
	B	293	13.5 x 21.5 x 4.95	300	160	230
Yeongju Hall	A+B	831	25.8 x 32.2 x 6.6	750	450	560
	A	403	25.8 x 15.6 x 6.6	360	220	320
	B	428	25.8 x 16.6 x 6.6	390	230	340
Beakrok Hall	A+B	596	18.5 x 32.2 x 6.6	500	300	420
	A	289	18.5 x 15.6 x 6.6	240	140	200
	B	307	18.5 x 16.6 x 6.6	260	160	220
Samda Hall	A+B	276	20.9 x 13.2 x 5.2	300	180	200
	A	136	10.5 x 13.2 x 5.2	150	90	100
	B	140	10.2 x 13.2 x 5.2	150	90	100
Small size rooms	201	234	8.7 x 26.9 x 3.3	200	100	150
	201A	120	8.7 x 13.8 x 3.3	100	50	75
	201B	114	8.7 x 13.1 x 3.3	100	50	75
	202	237	9.5 x 25.5 x 3.3	200	100	150
	202A	117	9.5 x 12.8 x 3.3	100	50	75
	202B	120	9.5 x 12.7 x 3.3	100	50	75
	203	174	9.5 x 18.5 x 3.3	150	80	100
	300	78	7.5 x 10.4 x 3.0	90	40	50
	301	109	7.5 x 14.5 x 2.7	110	70	80
	301A	55	7.5 x 7.2 x 2.7	55	35	40
	301B	54	7.5 x 7.1 x 2.7	55	35	40
	302	109	7.5 x 14.5 x 2.7	110	70	80
	303	125	16.1 x 7.8 x 3.0	130	80	100
	303A	62	7.9 x 7.8 x 3.0	65	40	50
	303B	63	7.9 x 7.8 x 3.0	65	40	50
	304	56	7.5 x 7.8 x 3.0	60	40	45
	Biz센터	141	17 x 9.0 x 3.0	135	-	105
	400	78	7.5 x 10.4 x 3.0	90	40	50
	401	128	16.2 x 7.9 x 3.0	130	80	100
	401A	64	8.0 x 7.9 x 3.0	65	40	50
	401B	64	8.0 x 7.9 x 3.0	65	40	50
	402	194	24.70 x 7.9 x 3.0	200	120	150
	402A	97	12.25 x 7.9 x 3.0	100	60	75
	402B	97	12.25 x 7.9 x 3.0	100	60	75
	500	136	16.8 x 8.1 x 3.0	130	60	80
	Event Hall	A+B+C	2,395	75.55 x 31.8 x 6.1	2,450	1,510
A		772	24.4 x 31.8 x 6.1	790	490	590
B		811	25.2 x 31.8 x 6.1	830	510	620
C		812	25.55 x 31.8 x 6.1	830	510	620

## 2 Meeting Rooms

### 1. Level 1 Event Hall (Exhibition Hall)

Event hall located on level 1 is approximately 2,600m<sup>2</sup> in size and can be divided into 3 sections facilitating small exhibition events and banquet functions.

○ **Function**

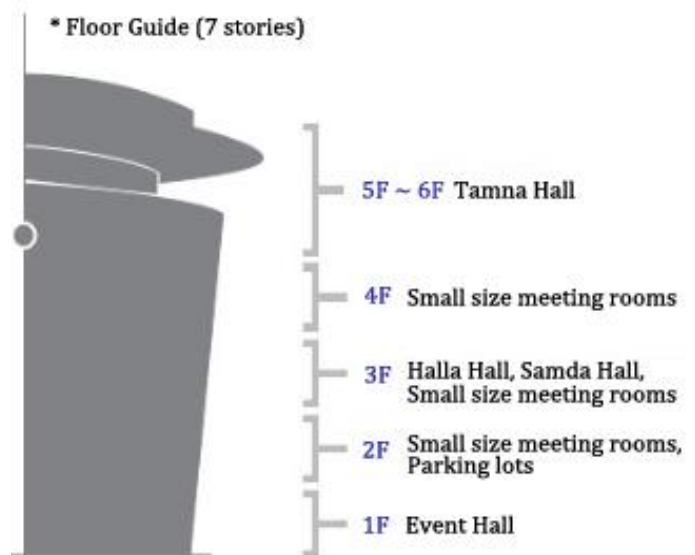
- Event Hall : Exhibition, concert, and banquet

○ **Capacity**

- 109 booths (3m\*3m)
- Maximum 3 sections

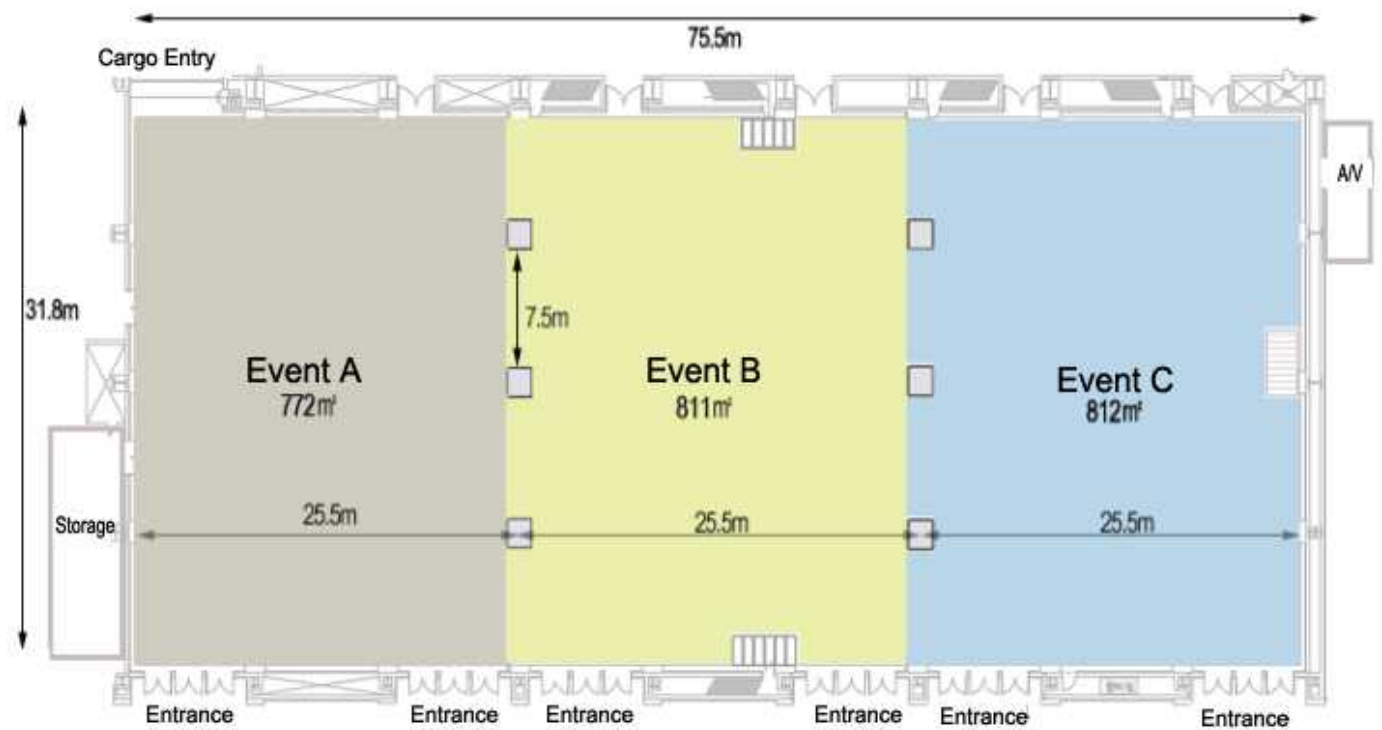
○ **Main facilities**

- Services : electricity, telecommunication
- Floor loading : 2.0 ton/m<sup>2</sup>
- Floor: concrete epoxy floor finish
- Height : 6m
- Clear height: 2.7m



## ■ Event Hall Services

Description		Area(sq.m)	Length × Width × Height (m)	Remarks
Event Hall (3 sections)	A+B+C	2,395	75.55 × 31.8 × 6.1	<ul style="list-style-type: none"> <li>- <u>Clear height 2.7m</u></li> <li>- Load limit 2,000kg/m<sup>2</sup></li> <li>- Electricity (2 outlets, max. 370kw)</li> <li>- Floor trench 60 outlets (30Kw)</li> <li>- Telecommunication (phone,LAN)</li> </ul>
	A	772	24.4 × 31.8 × 6.1	
	B	811	25.2 × 31.8 × 6.1	
	C	812	25.55 × 31.8 × 6.1	
Remarks				



## ■ Standard Booths

- Standard booths (3×3): Indoor (109 booths)/ Lobby (651sqm) 42 booths
- Operable walls (1.2m) in 3 places and pillars should be considered in floor plan.

## ■ Functions

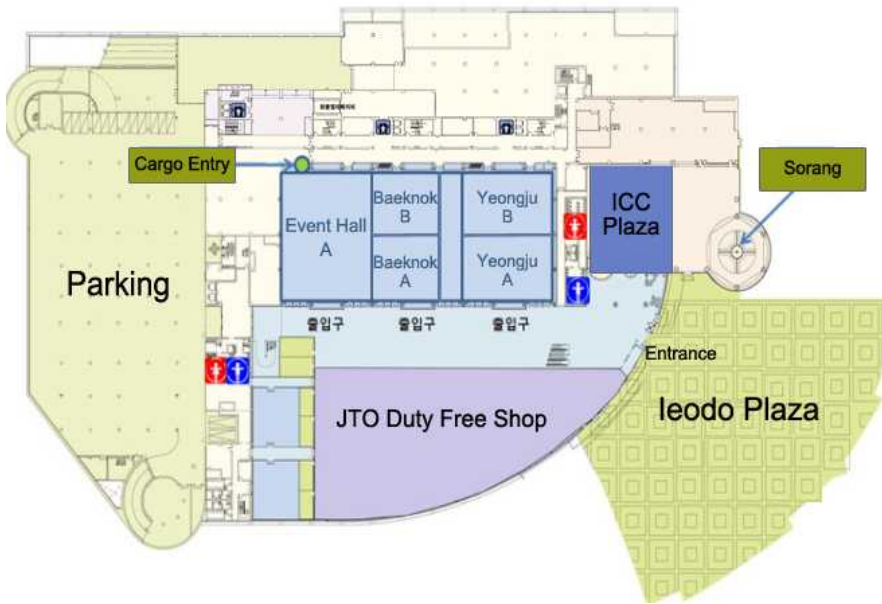
- Previous events : KCTA Exhibition&Conference, "Hallyu" Expo, Film Festival
- Main academic conference and exhibition events
- Previous exhibitions : Mystery of Body Exhibition, Leonardo Davinci Exhibition, Kids Theme Park

■ Photos





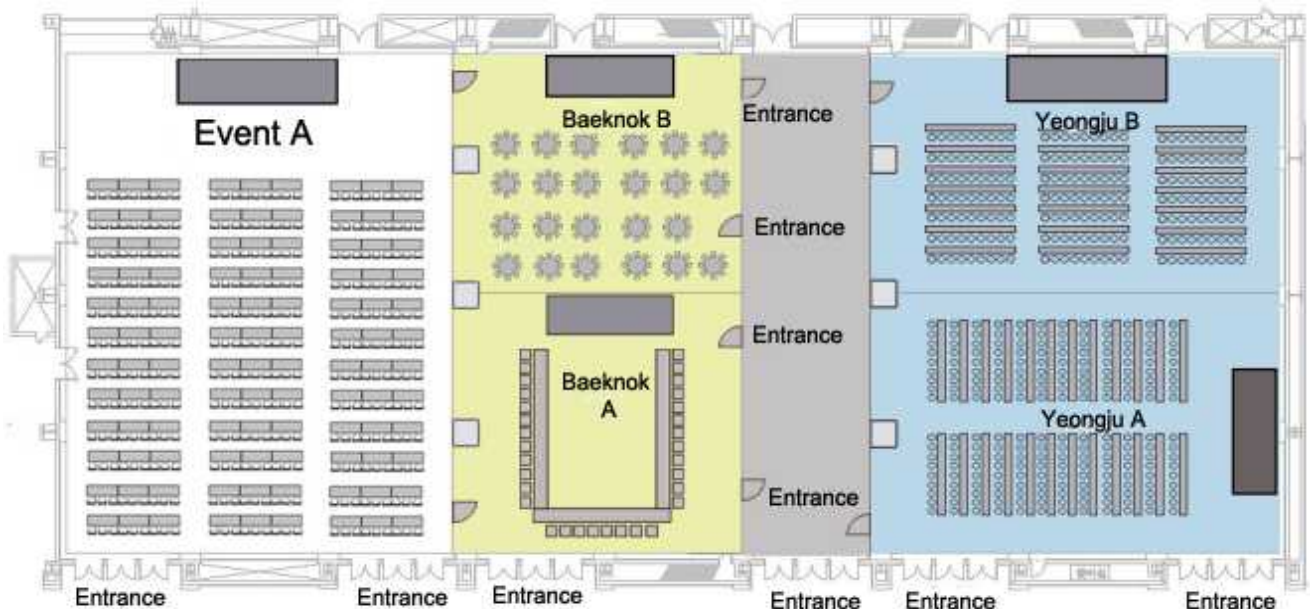
## 2. Yeongju Hall, Baeknok Hall, and Event A Hall



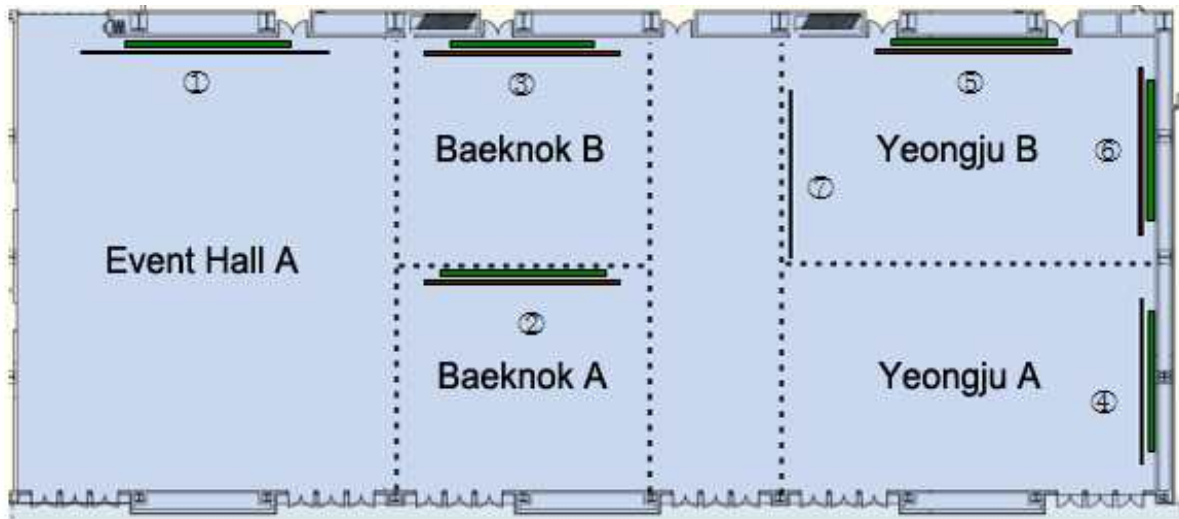
### ■ Services and Capacity

Description		Area(sq.m)	Length×Width×Height(m)	Theater	Banquet	Class
Yeongju Hall (2 sections)	A+B	830	25.8×32.2×6.6	830	500	620
	A	402	25.8×15.6×6.6	400	240	300
	B	428	25.8×16.6×6.6	430	260	320
	Services	-3 screens (Yeongju Hall Main 600x500, 2 sets of 500×400cm on the side) -audio system(installed in Yeongju B, portable in Yeongju A), track in 4 locations, movable stage (10.6×4.8m)				
Baeknok Hall (2 sections)	A+B	595	18.5×32.2×6.6	600	360	450
	A	288	18.5×15.6×6.6	290	170	220
	B	307	18.5×15.6×6.6	310	190	230
	Services	-2 Screens (600X500 in Main Baeknok, 500X400cm in Baeknok A) -audio system(installed in Baeknok B, portable in Baeknok A), track in 2 locations, movable stage (10.6×4.8m)				
이벤트A		772	24.4×31.8×6.1	790	490	590

※ Capacity may differ according to stage and additional fixtures. Pre-consultation with a marketing manager is required.



## ■ Location of screens and tracks



▲ Location of screens and tracks [ ■ : screen, ■ : banner track→batten? ]

Description	Room	Item	Length	Recommended size	Screen	Remarks
Event Hall	Event Hall A	banner(length)	7m	6.8m x 0.7m	370'	①Event Hall A(N)
	Baeknok Hall	banner(length)	7m	6.8m x 0.7m	251'	②Baeknok A(N)
		banner(length)	8m	7.8m x 0.7m	370'	③Baeknok B(N)
	Yeongju Hall	banner(length)	7m	6.8m x 0.7m	251'	④Yeongju A(E)
		banner(length)	8m	7.8m x 0.7m	370'	⑤Yeongju B(N)
		banner(length)	7m	6.8m x 0.7m	307'	⑥Yeongju B(E)
		banner(length)	7m	6.8m x 0.7m		⑦Yeongju B(W)
Entry to B,C	banner(length)		7m x 0.9m		Top of entry	

Description	Wireless M I C	Beam Projector	Remarks
Yeongju A, (A+B)	1(2) (600Mhz)	1 SHARP XG-PH70X(5,000 Ansi,XGA installed)	6m(main)
Yeongju B, (A+B)	1(2) (600Mhz)	1 SONY VPL-FH500L(7,000 Ansi,Full-HD,elevated)	
Baeknok A, (A+B)	1(2) (600Mhz)	1 SHARP XG-PH70X(5,000 Ansi,XGA, installed)	6m(main)
Baeknok B, (A+B)	1(2) (600Mhz)	1 SONY VPL-FH500L(7,000 Ansi,Full-HD,elevated)	
Event Hall A	2 (600Mhz)	1 SONY VPL-FH500L(7,000 Ansi,Full-HD,elevated)	6m(main)



### 3. Level 2 201~203



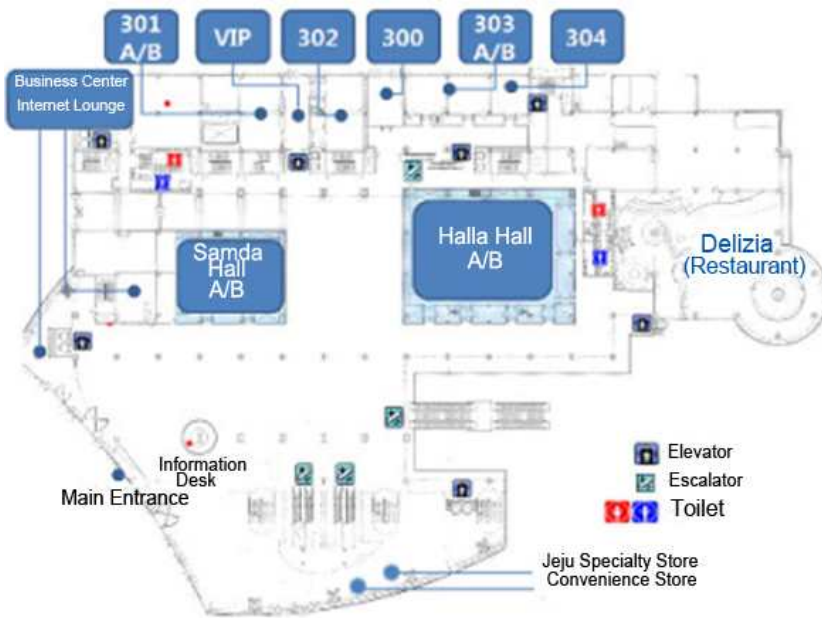
#### ■ Services

Description		Area (sq.m)	Length×Width×Height(m)	Theater	Banquet	Class
201 (2 sections)	A+B	234	8.7 × 26.9 × 3.3	210	100	135
	A	120	8.7 × 13.8 × 3.3	100	50	63
	B	114	8.7 × 13.1 × 3.3	100	50	63
	Features	- audio system, portable beam projector(4,500ANSI), screen: 200"(section A), 150"(section B) - banner : 7.2M*0.7M(magnetic adhesive)				
202 (2 sections)	A+B	237	9.5 × 25.5 × 3.3	190	80	117
	A	120	9.5 × 12.8 × 3.3	90	50	54
	B	117	9.5 × 12.7 × 3.3	90	50	54
	Features	- audio system, portable beam projector(4,500ANSI), screen:200"(section A), 150"(section B) - banner : 7.2M*0.7M(magnetic adhesive)				
203	203	175	9.5 × 18.5 × 3.3	130	80	81
	Features	- audio system, portable beam projector(4,500ANSI), screen:200"(section A), 150"(section B) - banner : 7.2M*0.7M(magnetic adhesive)				

※ Capacity may differ according to stage and additional fixtures. Pre-consultation with a marketing manager is required.



## 4. Level 3 Halla, Samda, 300~304, Booth Exhibition



**Halla Hall, Samda Hall**  
seminar, lecture, banquet

**Small meeting rooms (300-304)**  
session, secretariat

**Delizia Restaurant**  
reception, luncheon, dinner,  
wedding reception, etc.

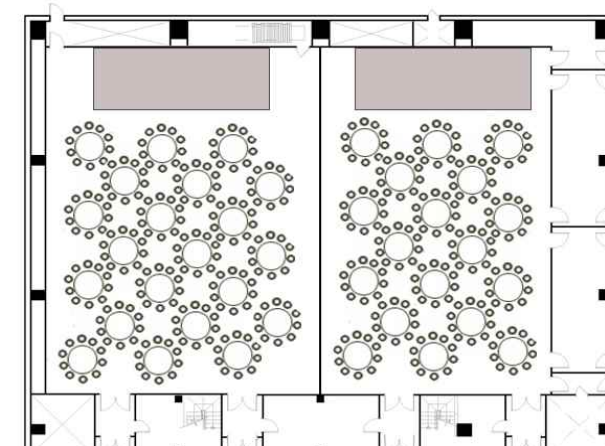
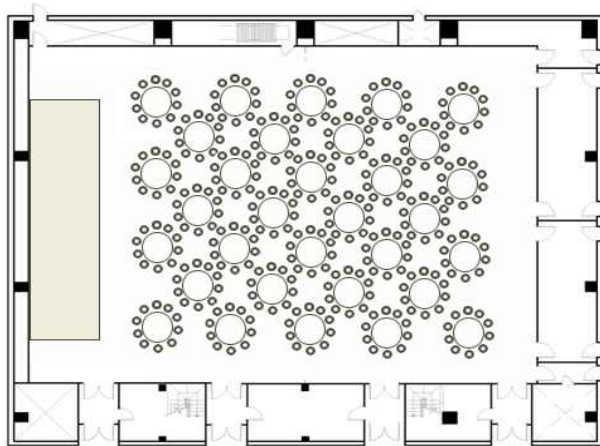
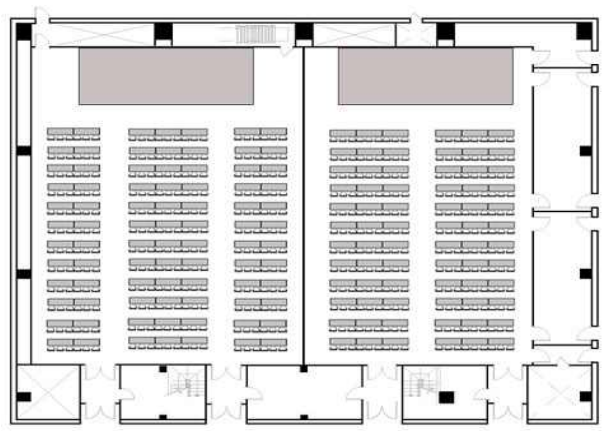
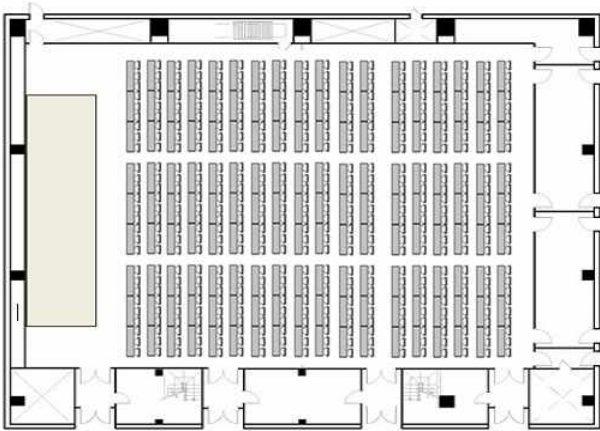
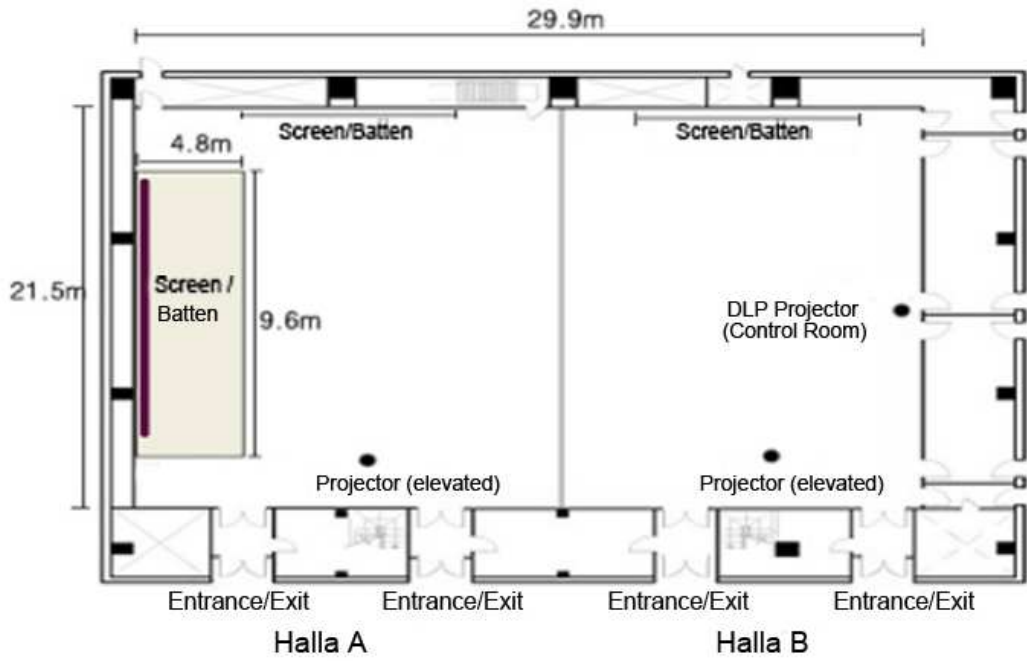
**Lobby**  
registration desk, booth exhibition,  
business center, internet lounge

**Outlet**  
convenience store, Jeju specialty store

### ■ Services

Description		Area(sq.m)	Length×Width×Height(m)	Theater	Banquet	Class
	A+B	642	29.9×21.5×4.9	660	250	450
	A	350	16.2×21.5×4.9	360	100	250
	B	292	13.5×21.5×4.9	300	100	210
Halla Hall	Features	- 4 simultaneous interpretation rooms (26㎡)/2 sections, 1 A/V control room (40㎡), preparation room (20㎡) - IR-ray wireless telecommunication interpretation system (4 languages) - 1 DLP Beam Projector (10,000Ansi CHRISTIE HD10K-M) (For A/B sections, elevated Beam Projector 70,000Ansi SONY VPL-fh500L) - 3 sets of roll screen : main 12×5(420"), Halla A(5×5, 280"), Halla B(5×5) - Movable stage (9.6×4.8m in the front/ For A/B sections, 7.2×3.6m on each side), - banner : vertical banner in the front for the main hall or horizontal banner on the side for section A/B is recommended				
Samda Hall	A+B	276	20.9×13.2×5.2	314	150	200
	A	136	10.5×13.2×5.2	120	80	100
	B	140	10.2×13.2×5.2	150	80	100
	Features	- 4 simultaneous interpretation rooms, 1 A/V control room (30㎡), preparation room (18㎡) - IR-ray wireless telecommunication interpretation system (4 languages) - 1 DLP Beam Projector(10,000Ansi), For A/B sections, installed 7,000Ansi projector) - movable stage (7.2m × 3.6m), 3 tracks for banner - screen : main (420"), sections A/B (280")				

■ Halla Hall

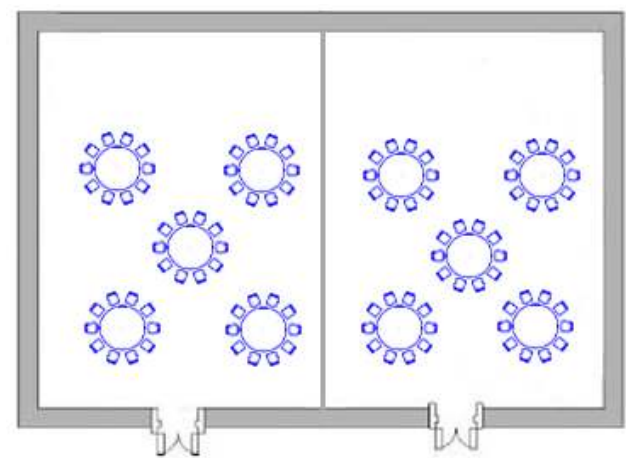
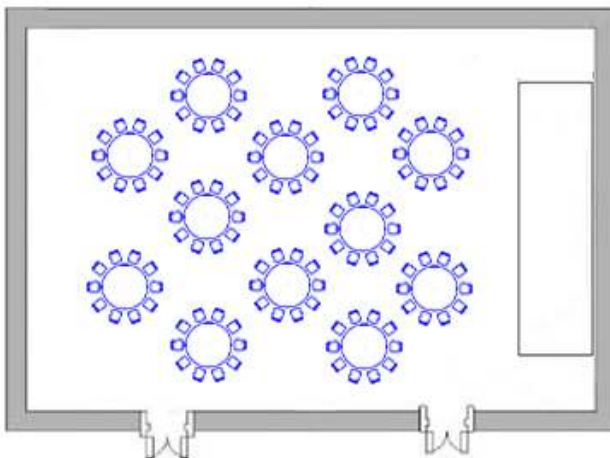
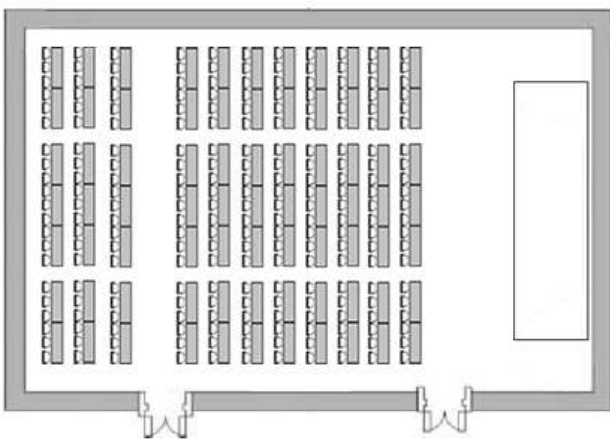
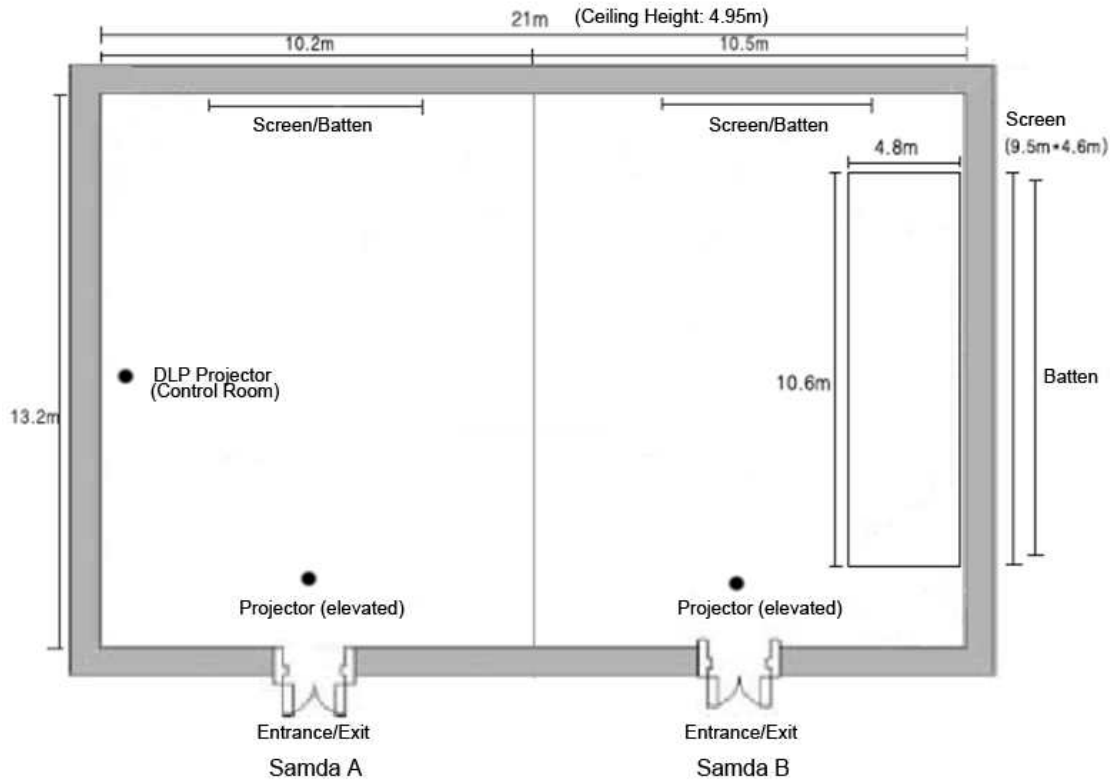


※The floor plan above is for reference. Pre-consultation with a manger is required for your event.

■ Photos of Halla Hall

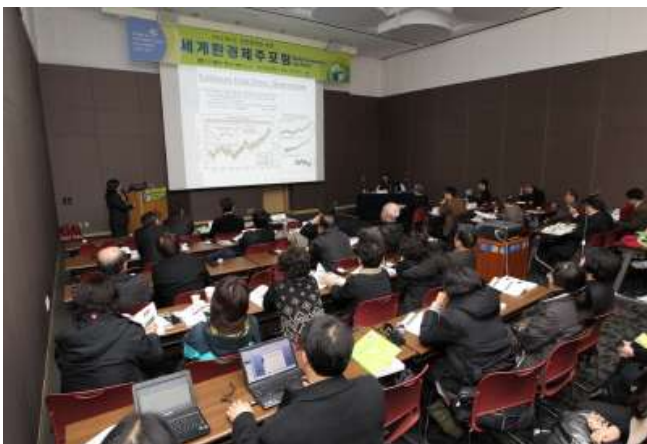


# ■ Samda Hall



※The floor plan above is for reference. Pre-consultation with a manger is required for your event.

■ Photos of Samda Hall





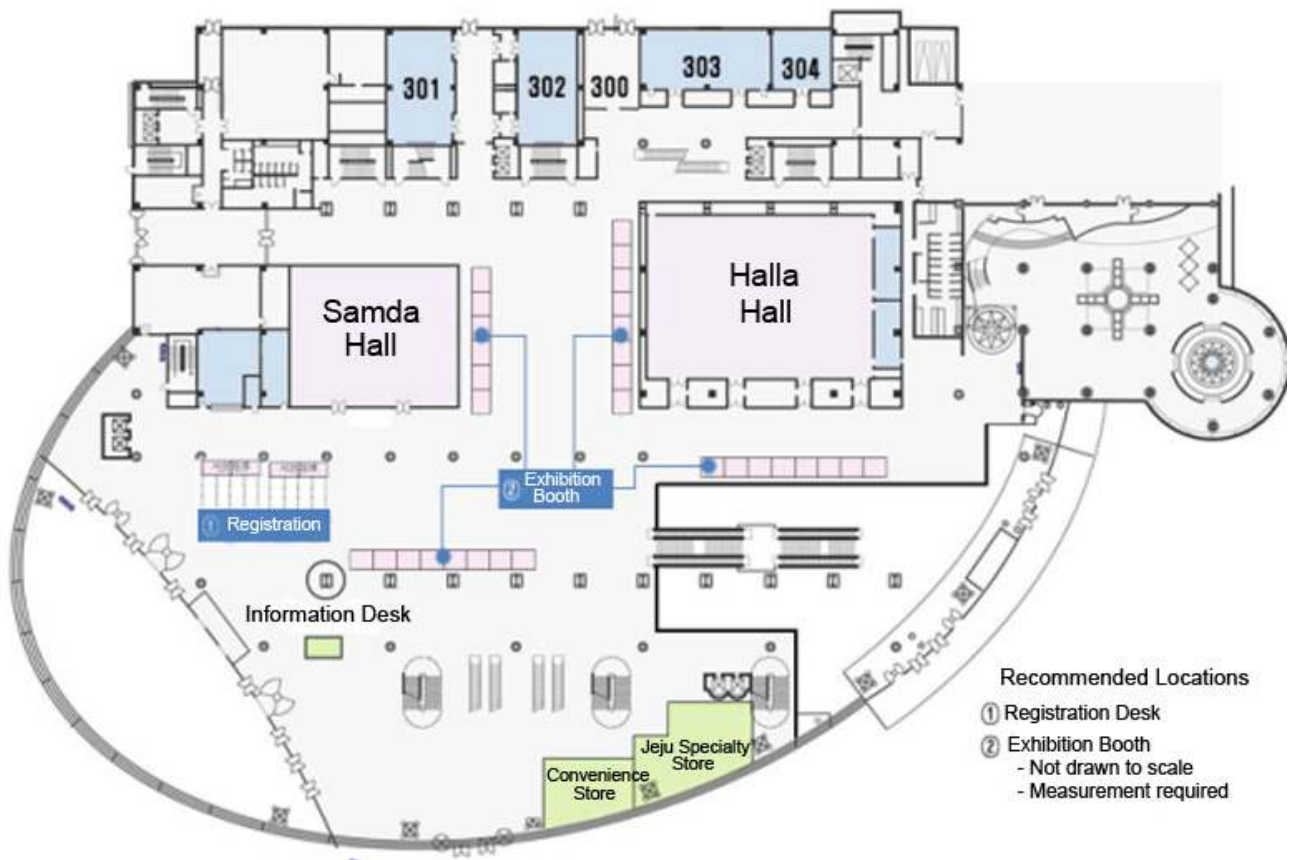
## ■300~304 Services

Description		Area(sq.m)	Length×Width×Height(m)	Theater	Banquet	Class
300	300	78	7.5 x 10.4 x 3.0	80	-	54
	Services	<ul style="list-style-type: none"> <li>- Screen : 150"</li> <li>- Beam Projector : 4,500Ansi(portable)</li> <li>- Function : seminar, secretariat, storage, waiting room</li> <li>- Banner : no track→batten available (measurement required)</li> <li>- individual air-conditioning and heating system</li> </ul>				
301 (2sections)	A+B	109	7.5 x 14.5 x 2.7	110	70	80
	A	55	7.5 x 7.2 x 2.7	55	35	36
	B	54	7.5 x 7.1 x 2.7	55	35	36
	Features	<ul style="list-style-type: none"> <li>- Screen : 180"(301A), 120"(301B)</li> <li>- Banner : 6.4M * 0.4M(magnetic adhesive)</li> <li>- Beam Projector : 4,500Ansi(portable)</li> <li>- Function : VIP room, seminar, U-shape discussion panel</li> <li>- individual air-conditioning and heating system</li> </ul>				
302	302	109	7.5 x 14.5 x 2.7	110	70	80
	Features	<ul style="list-style-type: none"> <li>- Screen : 180"</li> <li>- Banner : 6.4M * 0.4M(magnetic adhesive)</li> <li>- Beam Projector : 4,500Ansi(portable)</li> <li>- Function : VIP room, seminar, U-shape discussion panel</li> <li>- individual air-conditioning and heating system</li> </ul>				
303 (2sections)	A+B	125	16.1 x 7.8 x 3.0	130	80	105
	A	62	7.9 x 7.8 x 3.0	65	40	45
	B	62	7.9 x 7.8 x 3.0	65	40	45
	Features	<ul style="list-style-type: none"> <li>- Screen :180"(303A), 120"(303B)</li> <li>- Banner : 7.2M * 0.7M (magnetic adhesive, section A)</li> <li>- Beam Projector : 4,500Ansi (installed)</li> <li>- Function : seminar, U-shape discussion panel</li> <li>- individual air-conditioning and heating system</li> </ul>				
304	304	56	7.5 x 7.8 x 3.0	60	40	30
	Features	<ul style="list-style-type: none"> <li>- Screen : 120"</li> <li>- Beam Projector : 4,500Ansi (portable)</li> <li>- Function: seminar, secretariat, waiting room</li> <li>- individual air-conditioning and heating system</li> </ul>				

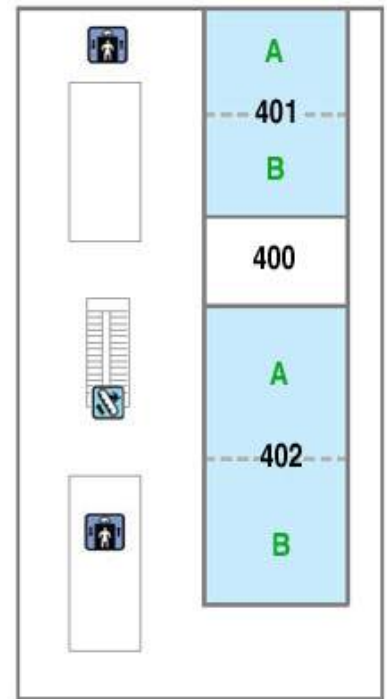
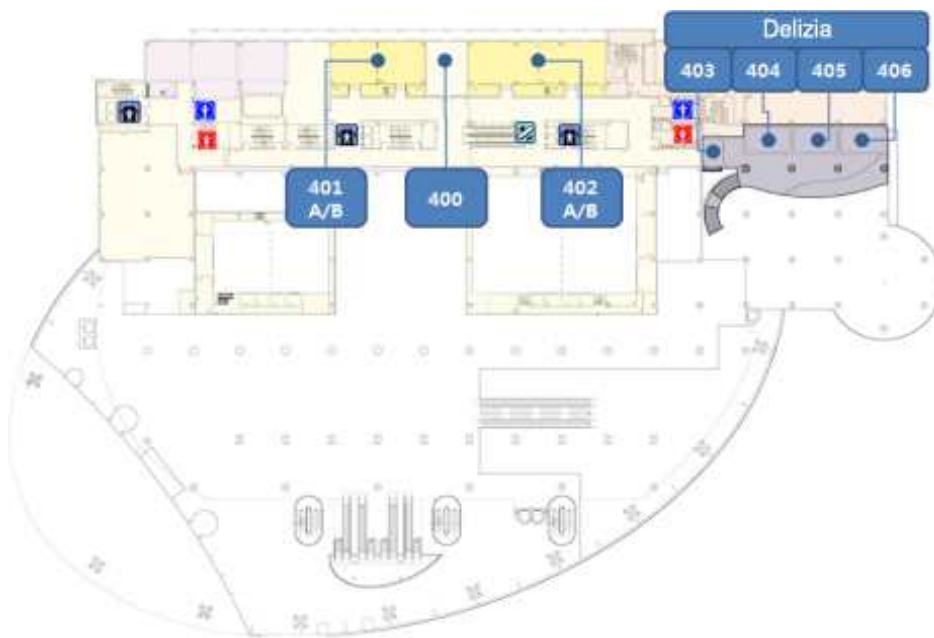
## ■ Level 3 Booth Exhibition

Level 3 lobby is the center lobby connecting to all meeting rooms and exhibition space. You may install reception booths and exhibition booths as well as an information desk.

- Location : Level 3
- Area : 5,545m<sup>2</sup>
- Capacity : 60 exhibition booths (3m\*3m/booth)
- Main Purpose : registration and information desk, exhibition booths, poster sessions, banquet
- Major Features : medium, small size meeting rooms, information desk, business center



## 4. Level 4 400~402



### ■ Services

Description		Area(sq.m)	Length × Width × Height (m)	Theater	Banquet	Class
400	400	78	7.5×7.8×3.0	60	40	50
	Services	– audio system (portable), built-in screen (180"), beam projector (portable) – Function: seminar, U-shape discussion panel, secretariat – individual air-condition/heating system				
401 (2sections)	A+B	128	16.2×7.9×3.0	130	80	100
	A	64	8.0×7.9×3.0	65	40	50
	B	64	8.0×7.9×3.0	65	40	50
	Services	– audio system, built-in screen(180'), beam projector (4,500 Ansi, installed) – Banner : 7.2M* 0.7M(magnetic adhesive) – Function: seminar, U-shape discussion panel, secretariat – individual air-condition/heating system				
402 (2sections)	A+B	194	24.7×7.9×3.0	200	120	150
	A	97	12.2×7.9×3.0	100	60	75
	B	97	12.2×7.9×3.0	100	60	75
	Services	– audio system, built-in screen(180'), beam projector (4,500 Ansi, installed) – Banner : 7.2M* 0.7M(magnetic adhesive) – Function: seminar, U-shape discussion panel, secretariat				

■ Photos of small meeting rooms



[301,302 VIP Room]



[classroom style]



[U-shape]



[classroom style]



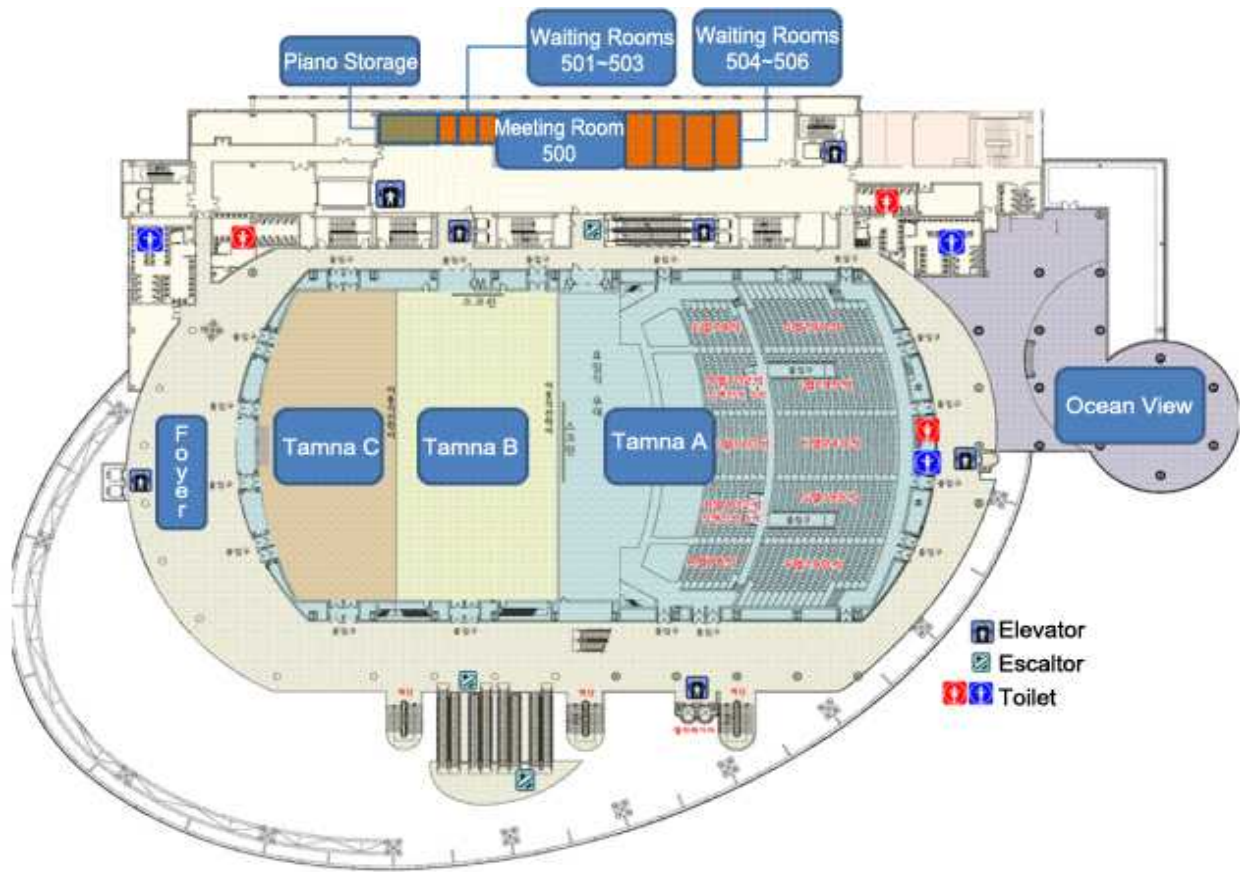
[seminar]



[board meeting]



## 5. Level 5 Tamna Hall A~C, Waiting rooms 501~507



### ■ Services

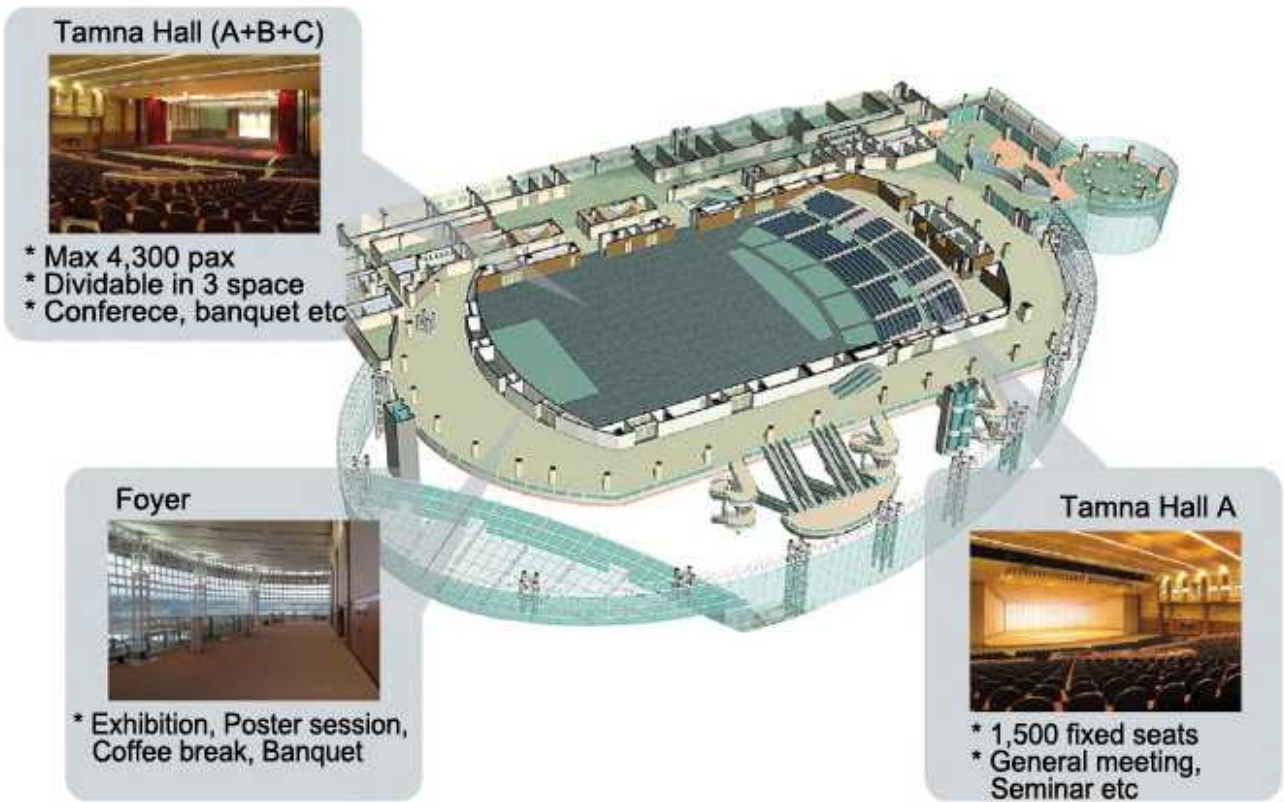
Function: international convention, banquet, concert, and various events

Consists of 3 levels from level 5 to 7 accomodating up to 4,300 seats including 1500 auditorium seats.

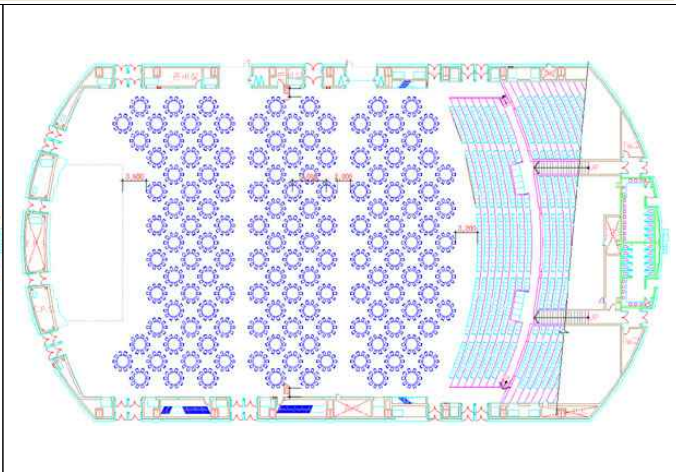
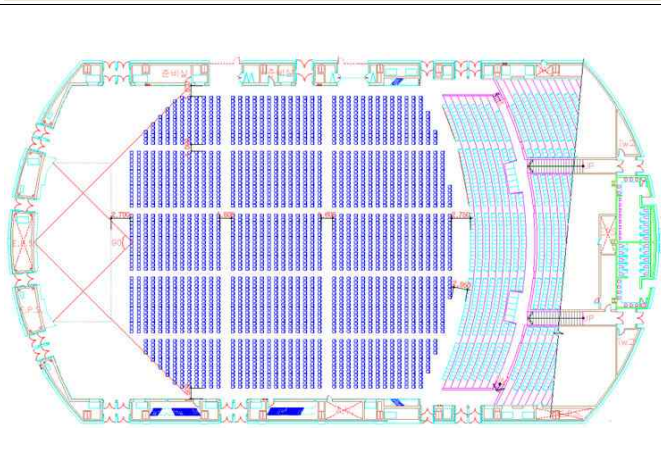
Can be divided into 3 sections.

Description	Area(sq.m)	Length×Width×Height(m)	Theater	Banquet	Class
A+B+C	4,504	80.4×45.4×13.7	4,300	2,000	3,500
B+C	1,768	35.0×45.4×13.7	2,800	1,400	2,000
A	2,294	45.2×45.4×13.7	1,500	N/A	1,500
Tamna Hall (3sections)	Features	<ul style="list-style-type: none"> <li>- Visual system: beam projector (Tamna A, 20,000Ansi), installed</li> <li>- Telecommunication system: LAN, phone</li> <li>- Power: 3Ø4W220/380V400A, 3Ø4W220/380V100A, 3Ø4W 200/380V 300A</li> <li>- Stage: Tamna hydraulic lift stage (45m(w)×1.8m(h)) Tamna C has movable stage: 1.22×2.44m</li> <li>- Cargo lift loading capacity (size): 2t (W3,7m * H2,7m * D7,4m)</li> <li>- Electric Roll Screen Front of Tamna A (Roll Screen) 678“(length11m*width10) Side of Tamna B (Roll Screen) (length6m*width6 ) Front of Tamna C (Roll Screen) 790“(length11m*width10)</li> <li>- simultaneous interpretation rooms (Tamna: 16 rooms)/ control room and lighting control room</li> <li>- IR-ray wireless 8 language interpretation system</li> </ul>			
Waiting rooms	501 ~ 507	<ul style="list-style-type: none"> <li>- 501(12㎡), 502(12㎡), 503(12㎡)</li> <li>- 504(30㎡), 505(30㎡), 506(30㎡), 507(30㎡)</li> </ul>			

## ■ Floor Plan



■ Floor Plan by setting types



■ Tamna A+B+C

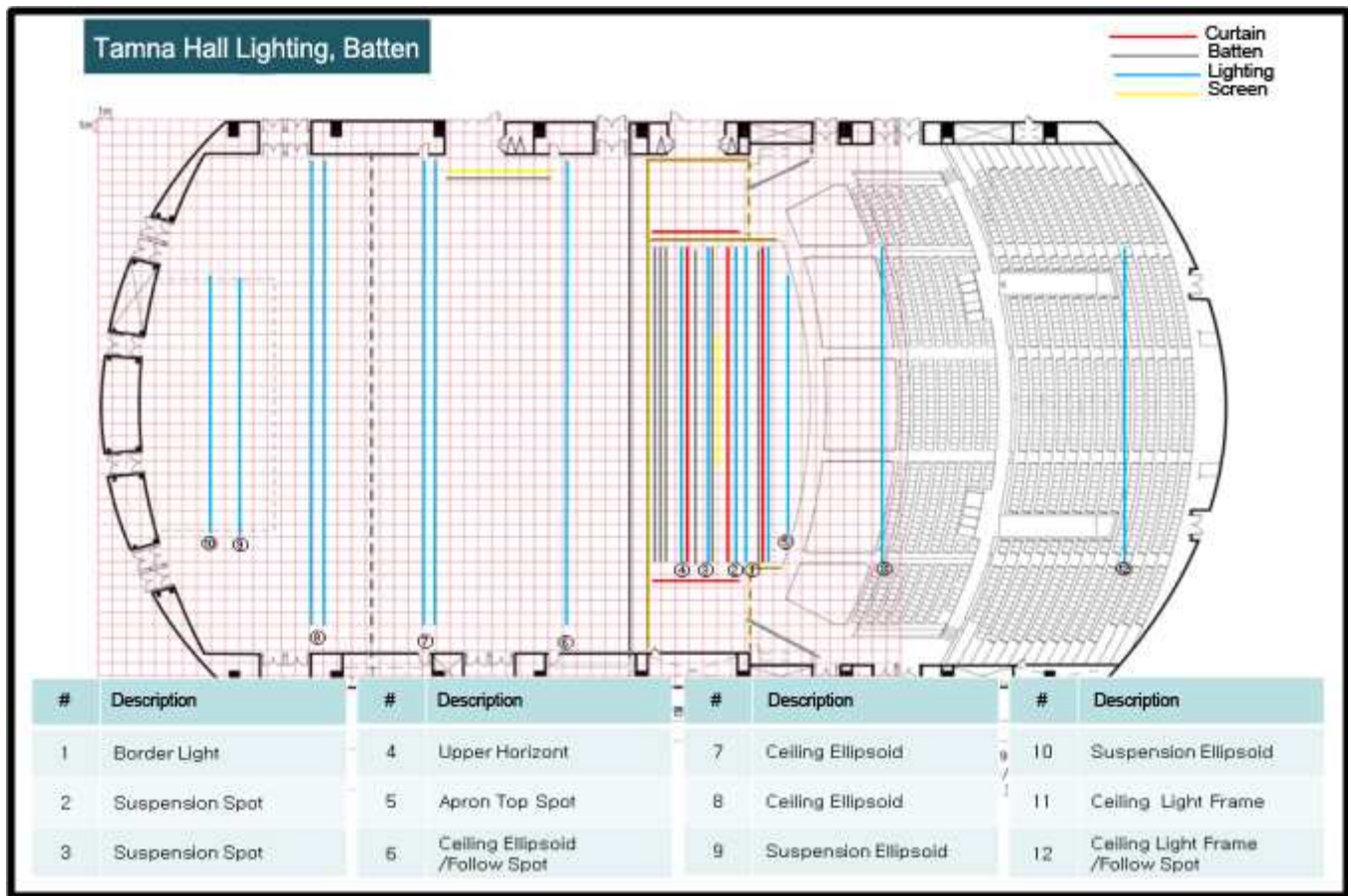




■ Tamna A (Conference Hall)



## ■ Tamna Hall Stage



## ■ Stage in Tamna C (Movable)

- Type : moveable stage
- Number of Platforms: 63 each
- Height : 600-800-1000mm(standard 800)
- Deck Size : 1,220×2,440mm (4×8ft)
- Standard Stage Size : 6m \* 12m

6.0				
4.8				
3.6				
2.4				
1.2*2.4	4.8	7.2	9.6	12

- Movable stage is strictly for seminar use. For concert and event use, you may hire a stage from service providers.

## ■ Foyer



- Location : level 5 Tamna Hall Lobby
- Function :
  - cocktail party, exhibition, poster session, coffee break, etc.
  - Lobby area on level 5 where you can enjoy spectacular view of Mount Halla and the ocean through the giant glass wall

## ■ Tamna Hall waiting rooms



- Location : level 5 Tamna Hall corridor
- Number of Rooms : 7 rooms
  - Room 501~503(12㎡),
  - Room 504~507(35㎡)
- Function : waiting rooms for performers
- Furniture : mirror, desk, sofa set

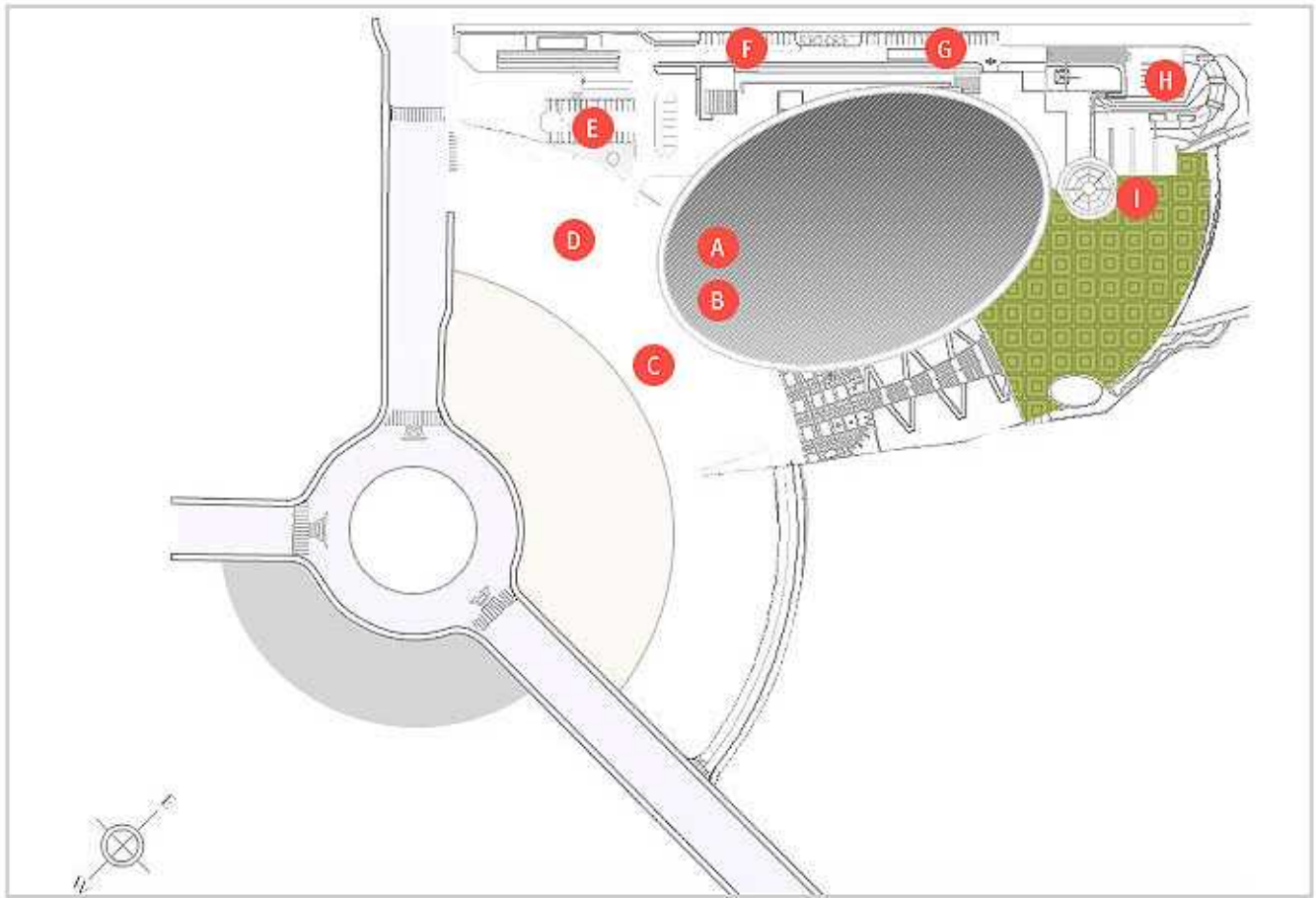
## ■ Terrace Garden



- Location : above Oceanview on level 6
- Function : garden
- Area : 728㎡
- cozy garden with indigenous plants
- Direction : through elevator nearby Delizia Restaurant on level 3

## 6. Auxiliary Facility

### ■ Parking facility



Area	Parking Facility	Bus	Car	Total Capacity
A	Level 1 indoor parking	–	124	124
B	Level 2 indoor parking	–	124	124
C	Front main entrance parking	–	7	
D	bus parking (outdoor)	15	–	30
	disabled parking	–	7	7
E	entry to indoor parking (outdoor)	–	25	25
	disabled parking	–	5	5
F	backside employee parking		18	18
G	entry to sunken garden parking	–	14	14
H	leodo Plaza Entry	–	12	12
I	leodo Plaza			
Total				359

※ Complimentary indoor & outdoor parking

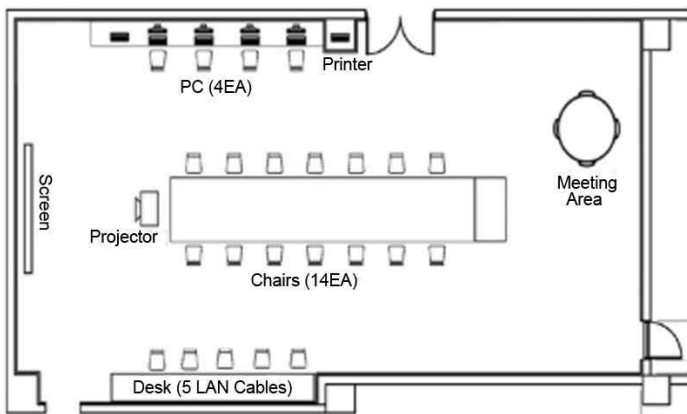
## ■ Service Facility

### 1) leodo Plaza



- Location : outdoor plaza
- Area : 5,115 m<sup>2</sup>
- Description:
  - close to Jusangjeolli Cliff. Available for outdoor events

### 2) Business Center



- Function : secretariat, meeting room
- Structure Area : 150.45 m<sup>2</sup> (Room Area : 141 m<sup>2</sup>)
- Feature : beam projector (installed), screen, printer each  
internet line 5 each, desktop computer (including internet) 4 each

Item	License Fee	Projector	Computer	Internet	Printer
Price	673,000	245,000	100,000	60,000	30/page
Offer	1 day (09:00~17:00)	1 day	* 1computer/day * ₩10,000/day from day 4	line/ week	1page(A4)
other	4,456KRW/m <sup>2</sup> round up by 1,000	3,500Ansi built-in screen	including internet		including paper & toner

## ■ Food and Beverage Outlet

### 1) Delizia Restaurant



- Location : level 3
  - Opening hours : 11:00 ~ 20:00(21:00 during summer)
  - Reservation & Inquiry : 822-(0)64-738-6400
  - Menu : Western, Korean, and Italian
  - Seating : buffet (300 pax), set menu (350 pax)  
standing buffet (500 pax)
  - Small Meeting Rooms
    - 403(20㎡,14pax), 404(40㎡,20pax)
    - 405(40㎡,20pax), 406(40㎡,20pax)
- Inquiry: Manager G J Oh at 822-(0)64-735-1055

### 2) Oceanview



- Location : Level 5 (Across from Tamna Hall)
  - Function: reception, dinner, banquet, wedding ceremony
  - Seating : buffet (220pax), set menu (250pax)  
standing buffet (500pax)
  - Remarks :
    - opens only for events
    - holds->hosts wedding ceremonies during weekends
    - exclusive use available
- Inquiry: Manager G J Oh at 822-(0)64-735-1055

### 3) Sorang



- Location : Level 1 (next to ICC Plaza)
- Function : luncheon and banquet
- Seating : buffet(220pax), set menu (250pax)  
standing buffet (500pax)
- Remarks :
  - opens only for events
  - exclusive use available

## ■ Outlet Store Information

### 1) JTO Domestic Duty Free Shop



- Opening Hours : 365 days/year 10am ~ 8 pm  
(until 9 pm during summer)
- Location : Level 1 facing Event Hall
- Inquiry : 822-(0)64-780-7600~2
- Website: <http://jtodutyfree.com>
- Purchase policy:
  - above 19 in age, 6 times/year, under \$600/time
  - 1 bottle of liquor, 10 packs of cigarette
- Pick-up Service : show identification card, voucher, and boarding ticket
  - pick-up place in Jeju International Airport and Jeju Port (pier 2 and 7)

### 2) Level 1 Food Court and Stores

Description	Store	Sales items
Ice-cream	Baskin Robbins	cake, ice cream
Fastfood/Snacks	Dunkin Donuts	donuts, fruit juice, coffee
	Kraze Burger	hamburger, fries
Snacks	Jinju Food	snacks / rice cake / oriental tea
Shoes	Crocs Jeju	rubber shoes
Fashion Items	ACOOA	print shirts and clothes
Accessories	Jeju Magma	stone artifacts
	Jiyoung Art	accessories
	Cordelia	gems and traditional handicrafts
Gifts & Souvenirs	GLASS ISLAND	glass work and toys
Household Goods	Yankee Candle	fragrant candles and herbal goods
Jeju specialty products	Jeju Tangerine Shop	Jeju tangerine

### 3) Level 3 stores

Description	Store	Sales items
Convenience Store	7-Eleven	general merchandise including snacks, drinks
Jeju specialty products	Jeju specialty shop	Jeju specialty goods, delivery service available

## 3 Event Operations

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### 1. Booking Process

- booking conference/exhibition
- license tariff (year 2013)
- air-conditioning and heating price list

### 2. Operations Planning

- license period
- preparation meeting
- telecommunication service
- deliveries and freights
- catering service
- rehearsal
- terms of security
- advertising and signage
- main entrance electronic signage
- meeting room PDP signage
- wall protection
- maintenance fee
- fire and safety management
- air-conditioning and heating
- move-in & move-out

### 3. Meeting Planning

- room set up

### 4. Exhibition Planning

- exhibition set up
- notice to service providers

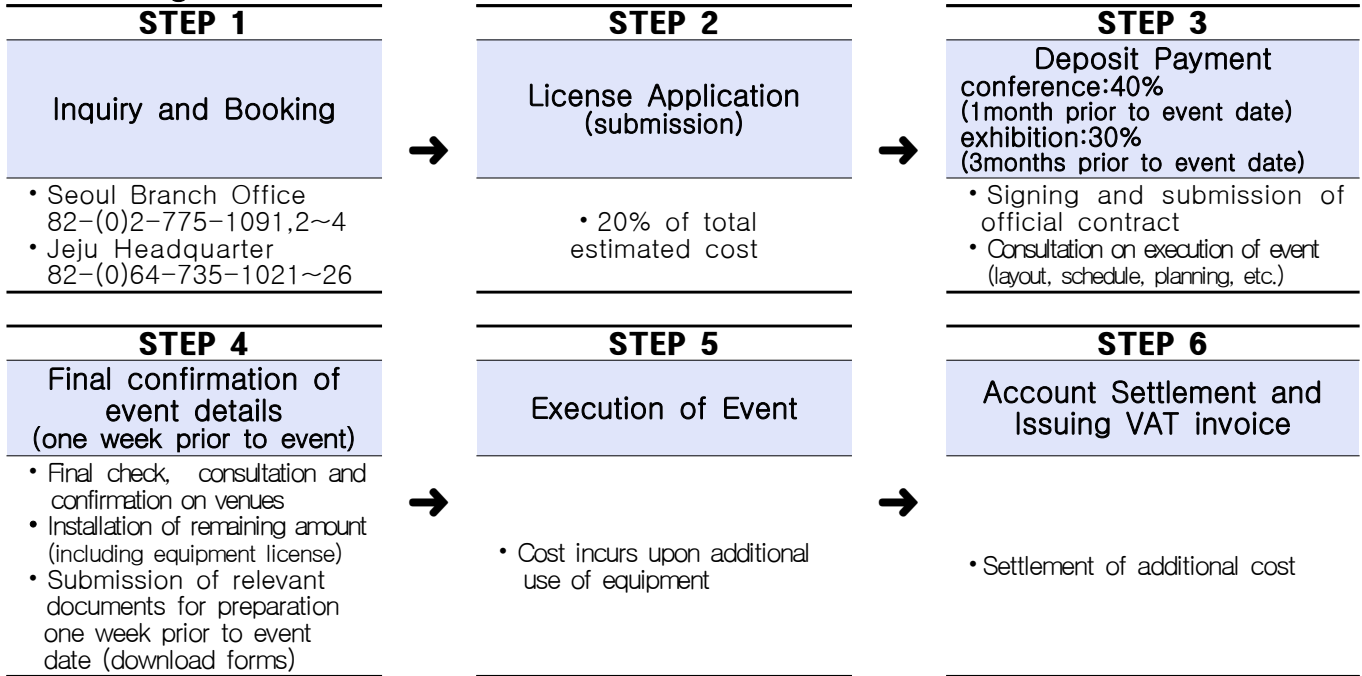
### 5. Additional Information

- contact information
- service providers
- ICC JEJU equipment license list
- power and telecommunication
- banner and sign information
- non-sales items (poster boards, signboard, sofa, etc.)
- application forms



# 1. Booking Process

## ■ Booking Conference & Exhibition



### Documents to submit prior to event

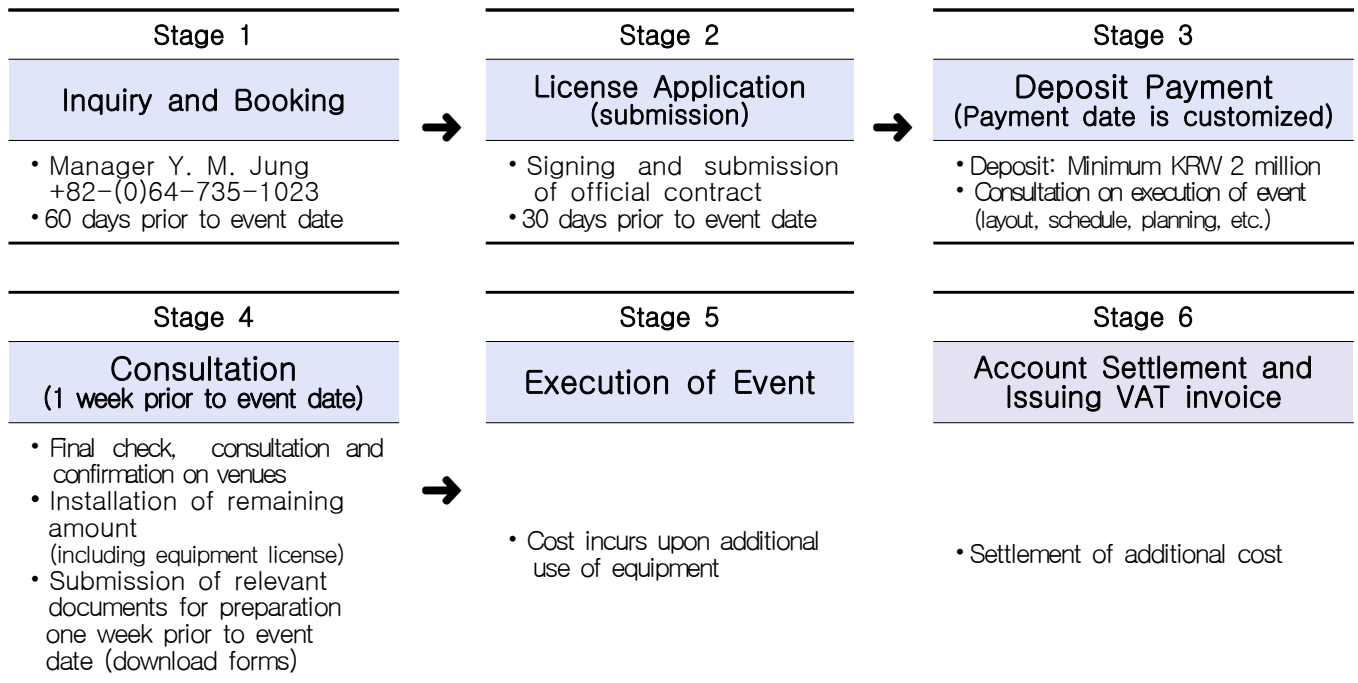
<b>standard contract and annex (postal mail accepted)</b>	<ul style="list-style-type: none"> <li>2 copies of license contract</li> <li>1 copy of business license</li> <li>seal (may substitute for signature)</li> </ul>
<b>operation related documents (to submit to ICC JEJU Operation Manager 7 days prior to license date)</b>	<ul style="list-style-type: none"> <li><b>conference related</b> <ul style="list-style-type: none"> <li>goods check-in and out card</li> <li>advertising signage installation application form</li> </ul> </li> <li><b>exhibition related</b> <ul style="list-style-type: none"> <li>work order form, work plan form</li> <li>technical support application form (including electricity, equipment layout)</li> <li>goods (including hazardous goods) check-in and out form</li> <li>booth installation (alteration) application</li> <li>layout of setting and equipment</li> </ul> </li> </ul>

\*Forms are available at ICC JEJU website ([www.iccjeju.co.kr](http://www.iccjeju.co.kr)) to download

### Deposit and Cancellation Fee

Deposit	deposit	upon signing the contract	20% of estimated license cost
	mid-installment	1 month prior to event	conference - 40% of estimated license cost exhibition - 30% of estimated license cost
	settlement	1 week prior to event	conference - 40% of estimated license cost exhibition - 50% of estimated license cost
	equipment license fee	1 week prior to event	100% of equipment license cost
Cancellation Fee	Any alteration of license term, made upon the Licensee's request after the contract is signed, will result in a penalty fee of 10% of the total license charge. If the event is canceled or annulled by the Licensee after signing the contract prior to event date, the paid deposit is not refundable.		
Alternation of License Term	If the alteration is requested within 1 year from the contract date, contract term and license charge shall remain. If there is any change in the license charge, the contract shall be renewed.		

## ■ Concert License



### Documents to submit prior to event

<b>standard contract and annex (postal mail accepted)</b>	<ul style="list-style-type: none"> <li>• 2 copies of license contract (conference room)</li> <li>• 2 copies of license contract (event)</li> <li>• 1 copy of business license</li> <li>• seal (may substitute for signature)</li> </ul>
<b>operation related documents (to submit to ICC JEJU Operation Manager 7 days prior to license date)</b>	<ul style="list-style-type: none"> <li>• technical support application form (including electricity, equipment layout)</li> <li>• advertising signage installation (alteration) application form</li> <li>• goods (including hazardous goods) check-in and out form</li> <li>• work plan form</li> <li>• work order form</li> </ul>
<b>emergency plan (3,000 pax and more/7 days prior to license date)</b>	<ul style="list-style-type: none"> <li>• Submission to Culture and Art Department in Seogwipo City Hall Building 1 (+82-(0)61-760-2493)</li> <li>• Non-submission results in penalty of KRW 10 million or less</li> </ul>

※Forms are available at ICC JEJU website ([www.iccjeju.co.kr](http://www.iccjeju.co.kr)) to download

### Deposit and Cancellation Fee

Deposit	deposit	within 48 hours of contract	minimum deposit KRW 2 million
	settlement	1 week prior to event date	settle the remaining amount
Cancellation Fee	Any alteration of license term, made upon the Licensee's request after the contract is signed, will result in a penalty fee of 10% of the total license charge. If the event is canceled or annulled by the Licensee after signing the contract prior to event date, the paid deposit shall be forfeited. -> not be refunded		
Alteration of License Term	If the alteration is requested within 1 year from the contract date, contract term and license charge shall remain. If there is any change in the license charge, the contract shall be renewed.		

## ■ License Tariff (Year 2014)

List		Area sq.m	License Tariff (KRW, VAT exclusive)							Additional Charge (by hour)	Night Shift (by hour)
			AM 09:00-12:00	PM 13:00-17:00	NIGHT 18:00-21:00	ALL DAY 09:00-17:00	HALF DAY 13:00-21:00	FULL DAY 09:00-21:00			
Tamna Hall	A+B	4,061	14,630,000	17,556,000	13,167,000	29,260,000	32,186,000	43,890,000	3,658,000	1,463,000	
	A	2,294	8,215,000	9,858,000	7,394,000	16,429,000	18,072,000	24,644,000	2,054,000	822,000	
	B	1,768	6,416,000	7,700,000	5,775,000	12,832,000	14,116,000	19,248,000	1,604,000	642,000	
Halla Hall	A+B	643	2,585,000	3,102,000	2,327,000	5,169,000	5,686,000	7,754,000	647,000	259,000	
	A	350	1,350,000	1,620,000	1,215,000	2,699,000	2,969,000	4,049,000	338,000	135,000	
	B	293	1,235,000	1,482,000	1,112,000	2,470,000	2,717,000	3,705,000	309,000	124,000	
Yeongju Hall	A+B	831	1,963,000	2,356,000	1,767,000	3,926,000	4,319,000	5,889,000	491,000	197,000	
	A	403	983,000	1,180,000	885,000	1,966,000	2,163,000	2,949,000	246,000	99,000	
	B	428	981,000	1,177,000	883,000	1,961,000	2,158,000	2,942,000	246,000	99,000	
Baeknok Hall	A+B	596	1,422,000	1,706,000	1,280,000	2,843,000	3,128,000	4,265,000	356,000	143,000	
	A	289	711,000	854,000	640,000	1,422,000	1,565,000	2,133,000	178,000	72,000	
	B	307	711,000	854,000	640,000	1,422,000	1,565,000	2,133,000	178,000	72,000	
Samda Hall	A+B	276	1,267,000	1,521,000	1,141,000	2,534,000	2,788,000	3,801,000	317,000	127,000	
	A	136	627,000	753,000	565,000	1,254,000	1,380,000	1,881,000	157,000	63,000	
	B	140	640,000	768,000	576,000	1,280,000	1,408,000	1,920,000	160,000	64,000	
Small Meeting Rooms	201	234	593,000	712,000	534,000	1,186,000	1,305,000	1,779,000	149,000	60,000	
	201A	120	308,000	369,000	277,000	615,000	677,000	923,000	77,000	31,000	
	201B	114	286,000	343,000	257,000	571,000	629,000	857,000	72,000	29,000	
	202	237	598,000	717,000	538,000	1,195,000	1,315,000	1,793,000	150,000	60,000	
	202A	117	299,000	359,000	270,000	598,000	658,000	897,000	75,000	30,000	
	202B	120	299,000	359,000	270,000	598,000	658,000	897,000	75,000	30,000	
	203	174	444,000	533,000	400,000	887,000	976,000	1,331,000	111,000	45,000	
	300	78	179,000	215,000	161,000	357,000	393,000	536,000	45,000	18,000	
	301	109	360,000	432,000	324,000	720,000	792,000	1,080,000	90,000	36,000	
	301A	55	182,000	218,000	164,000	363,000	400,000	545,000	46,000	19,000	
	301B	54	179,000	215,000	161,000	357,000	393,000	536,000	45,000	18,000	
	302	109	360,000	432,000	324,000	720,000	792,000	1,080,000	90,000	36,000	
	303	125	456,000	547,000	410,000	911,000	1,003,000	1,367,000	114,000	46,000	
	303A	62	220,000	264,000	198,000	440,000	484,000	660,000	55,000	22,000	
	303B	63	236,000	284,000	213,000	472,000	520,000	708,000	59,000	24,000	
	304	56	195,000	234,000	176,000	389,000	428,000	584,000	49,000	20,000	
	Bz Center	141	337,000	404,000	303,000	673,000	741,000	1,010,000	85,000	34,000	
	400	78	179,000	215,000	161,000	357,000	393,000	536,000	45,000	18,000	
	401	128	449,000	539,000	405,000	898,000	988,000	1,347,000	113,000	45,000	
	401A	64	226,000	272,000	204,000	452,000	498,000	678,000	57,000	23,000	
401B	64	223,000	268,000	201,000	446,000	491,000	669,000	56,000	23,000		
402	194	688,000	825,000	619,000	1,375,000	1,513,000	2,063,000	172,000	69,000		
402A	97	344,000	413,000	310,000	688,000	757,000	1,032,000	86,000	35,000		
402B	97	344,000	413,000	310,000	688,000	757,000	1,032,000	86,000	35,000		
500	136	304,000	365,000	274,000	607,000	668,000	911,000	76,000	31,000		
Public Space		2,306=1sq.m/day									
Event Hall	A+B+C	2,395	5,772,000							*standard maintenance fee included *heating and air-conditioning, electricity fee separate	
	A	772	1,866,000								
	B	811	1,954,000								
	C	812	1,956,000								

## ■ Heating and Air-Conditioning Rate

List		unit	KRW	note
maintenance deposit (maintenance&restoration fee etc. )		%	40% of estimated license fee	
Electricity Rate	Jan.~June, Sept.	KwH	125	
	July~August		145	
Water		m <sub>3</sub>	2,200	
Heating & Air-Conditioning	Jan. (heating)	m <sub>2</sub>	130	<ul style="list-style-type: none"> <li>• 8 hours/day</li> <li>• additional charge incurs for overtime use</li> </ul>
	Feb. (heating)	m <sub>2</sub>	130	
	Mar. (heating)	m <sub>2</sub>	110	
	April (AC)	m <sub>2</sub>	100	
	May (AC)	m <sub>2</sub>	145	
	June (AC)	m <sub>2</sub>	145	
	July (AC)	m <sub>2</sub>	170	
	Aug. (AC)	m <sub>2</sub>	190	
	Sept. (AC)	m <sub>2</sub>	145	
	Oct. (heating)	m <sub>2</sub>	100	
	Nov. (heating)	m <sub>2</sub>	100	
	Dec. (heating)	m <sub>2</sub>	110	

## 2. Operation Support

### ■ License Period

License period shall be as set forth in the License Agreement. The Period begins from move-in/set-up until move-out/tear down and restoration to original state.

Depository maintenance fee including electricity, heating and air-conditioning, and cleaning may be requested according to the license fee and will be settled after the event.

### ■ Preparation Meeting

Preparation Meeting with organizer, PCO, contractors, and ICC JEJU is held 7 days prior to the event date in order to go over the check list.

Plans for the layout, equipment operation, advertising materials, brought-in items etc will be confirmed.

## ■ Telecommunication Service

### 1) Internet

- Please consult with the telecommunication service department of ICC JEJU for installing internet line in the conference and exhibition area.  
(Use of wifi router is prohibited due to wifi frequency intervention)
- Domestic telecommunication providers (SK, KT, LG) offer wifi and LTE service to mobile phone users at ICC JEJU.
- ICC JEJU offers internal wi-fi service for expedited internet line installation request. Pre-consultation with ICC JEJU Telecommunication Officer is required beforehand.

### 2) Land-line phone and card reader

- For landline, please call KT 100 or ICC JEJU's service provider.

## ■ Deliveries and Freights

- 1) Postal related service, before and after the event, shall be handled by the organizer and related business partners.
- 2) Delivery of goods shall be consulted with ICC JEJU Operation Manager at least 5 days prior to the event date. **Exhibition materials, fragile goods and valuables** are not accepted.
- 3) Booklets, brochures, and souvenirs packed and delivered in boxes are stored in the storage area at ICC JEJU.
- 4) For large volume delivery, please request inside delivery service to the freight service provider.
- 5) Package labels should be easily identifiable in order to prevent any mix-ups with other packages.

Prior Package Delivery	
Destination: ICC JEJU 224 Jungmun Gwangwangro Seoguipo City Jeju Self-Governing Providence Republic of Korea  Event's Name: _____ Final Destination : Storage Room Sender: (Sender's Name) _____	Number of Packages: # _____ of _____ PCs.  Undertaker's name _____ -
Forwarding Address: _____ Organization: _____ Address: _____ _____ _____  Sender: _____ Phone: _____	
Packages are under the Sender's responsibility and shall be delivered to the designated area. Post-event package delivery shall be booked with the freight service provider 1 day in advance.	

## ■ Catering Service

1) ICC JEJU offers customized catering service to clients for their successful events.

\*\* For further consultation, please call the F&B Department (TEL : +82-(0)64-735-1055 Manager G J Oh)

2) Clients are not allowed to sell food in and out of ICC JEJU.

3) Organizer's may offer food and beverage to participants only after consulting with ICC JEJU and approved by ICC JEJU. External catering service is prohibited.

### ICC JEJU Banquet Menu and Price

(unit: KRW, VAT exclusive)

Category	Menu	Price	Note
Western Course Menu	W/SM-(A)~(E)	50,000 ~90,000	minimum 50 pax
Fusion Course Menu	F/SM-(A)~(E)	50,000 ~90,000	
Vegetarian Course Menu	V/SM-(A)~(C)	50,000~70,000	
International Buffet	BUF-(A)~(E)	30,000~70,000	minimum 100 pax
Standing Buffet	S/BUF-(A)~(C)	30,000~50,000	"
Cocktail Reception Menu	Cocktail M-(A)~(D)	30,000~60,000	"
Wedding Buffet Menu	Wedding Buffet	starting from 30,000	"
Category	Menu	Price	Note
Korean Course Menu	K/SM-(A)~(E)	50,000~90,000	minimum 50 pax
Lunch Box	K/BOX-(A)~(B) W/BOX(A)~(B) V/BOX(A)~(B)	30,000~40,000	
Japanese Lunch Box	J/BOX-(A)~(B)	40,000~50,000	
Korean Lunch Menu	Bulgogi and Fried Squid and Vegetables	17,000	minimum 100 pax
	Bibimbap+Pork Bulgogi	17,000	"
	Ox bone soup+Chilled Jellyfish Salad	17,000	"
	Sea Urchin Seaweed Grilled Mackerel	17,000	"
	Cabbage and Shank Bone Soup+Pork Bulgogi	17,000	"
Western Lunch Menu	Fried Pork Cutlet Buffet	17,000	"
	Pasta Buffet	17,000	"
	Sandwich Buffet	17,000	"
	Hamburger Steak Buffet	20,000	"
Coffee Break	Coffee Break-(A)~(H)	4,000~20,000	minimum 50 pax

## ■ Rehearsal

Rehearsal is classified as system rehearsals for equipment and audio/visual system set up. Furthermore, rehearsals include event rehearsals which occur in the order of the actual ceremony or preparations before the actual event. The Licensee should make sure that rehearsal time is included in the License Period.

## ■ Security and Safety Control

For large events, security and safety personnel play a critical role. The Licensee shall closely work with related institutes for VIP escort and safety management.

## ■ Advertising and Signage

The application form for advertising goods and signage should be submitted 5 days prior to the event date.

Installation of any advertising goods and signage, in and out of ICC JEJU, shall be prohibited if necessary applications are not submitted on time.

- 1) The Licensee should consult with the ICC JEJU Operation Manager for installing any promotional arch, banner, standing signage, and etc.
- 2) In case multiple events are held during the same period, location and number of banners shall be adjusted.
- 3) Any damage that occurs to the facility during set-up or tear down, the Licensee shall bear the full responsibility for the damage caused. Use of staple machines and double-sided tape is strictly forbidden.
- 4) All advertising and promotion materials must be removed by the end of the License Period.

## ■ Main Entrance Electronic Signage

- 1) Electronic signage will display the Licensee's event 2 days prior to the event date until the end; it is a roll out electronic signage that will also display other events and advertising.
- 2) The Licensee shall submit the display material to Sales Manager in electronic file 3 days prior to the event day.
- 3) Electronic File Specification : 1440 x 96 Pixel in JPEG format only.
- 4) Font size of 18 and above is recommended.



## ■ Meeting Room PDP Signage

- 1) PDP Signage is available through 18 LED screens in front of 18 conference rooms which can display events and schedule.
- 2) File Specification: Power Point file, movie CD, desired wording on Microsoft Word file



## ■ Wall Protection

Any types of attachments on the conference room wall and lobby area wall is not allowed. Prior approval for attachments on lightings such as paper or cloth paper or cloth is viable. Use of strong adhesive and double-sided tape is strictly forbidden. Heavy objects are not allowed to lean against the wall.

Construction work using drills, nails, and others that may damage the flooring, wall, or ceiling of the facility is prohibited.

## ■ Maintenance Fee

Depository maintenance fee equivalent to 10% of total estimated license fee is requested to any exhibition events and other events that is recognized to induce further maintenance fee. The primary objective for the maintenance deposit is to cover additional cost, cleaning, and restoration fee which may occur during and after the event.

Conference maintenance fee is inclusive of the license fee. However, maintenance fee for exhibition events and theatrical productions is separate from the license fee.

## ■ Fire and Safety Management

- 1) The Licensee shall bear full responsibility over safety management of the facility.
- 2) The Licensee must identify the location of fire extinguishers, emergency exits, gas line, switches, and others. The Licensee is also responsible to check and shut down the source of gas line (if applicable) upon closing every day.
- 3) The Licensee is forbidden to smoke within the premise during the License Period.
- 4) The Licensee shall hire and manage staff members to keep the safety, security and public order of event participants. Managing and guiding participants for parking is also under the supervision of the hired staff members.

## ■ Non-Smoking Policy

- 1) ICC JEJU is a designated non-smoking building.
- 2) Smoking is only allowed outside the ICC JEJU building.
  - Designated Smoking Area: Outside the main entrance on level 3, outside the entrance of the duty free shop on level 1
- 3) If smoking is caught within the premise (bathroom, public area, balcony), penalty will be charged.

## ■ Heating and Air-Conditioning System

Individual heating and air-conditioning system operates in small meeting rooms. Room temperature control pad is on the wall of each conference room for individual control. Short introduction to use of control pad shall be given before the event for the Licensee to operate.

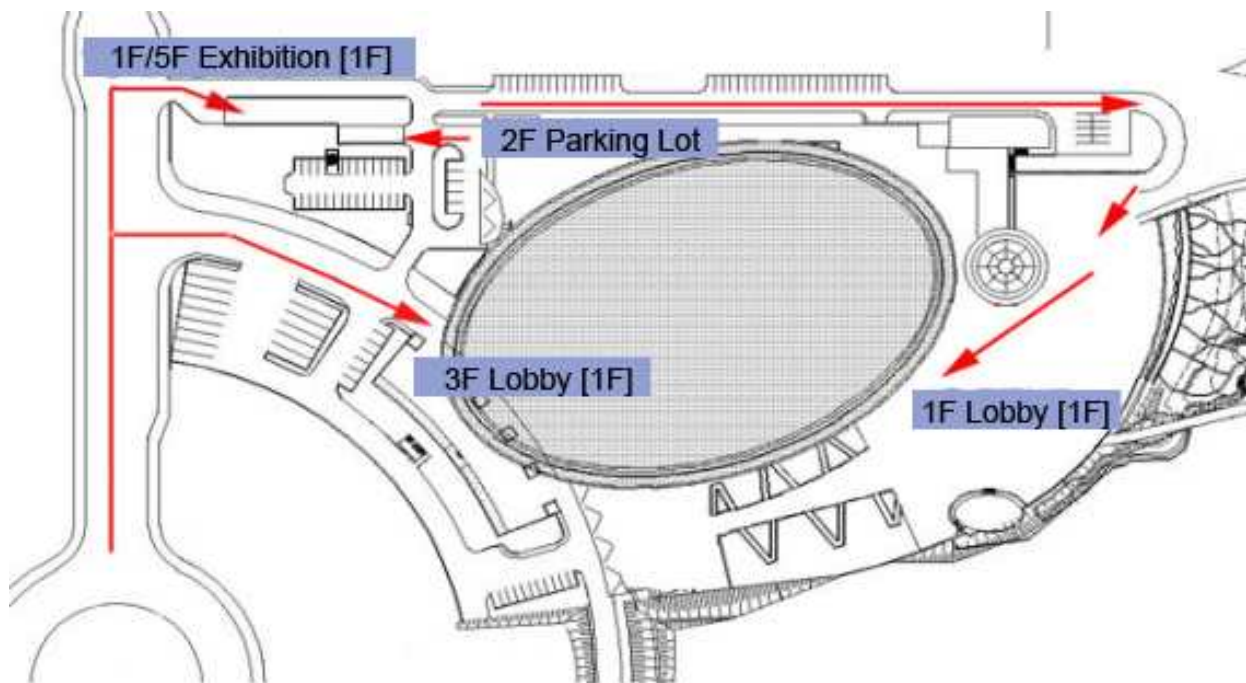
- 1) Appropriate room temperature
  - Summer : 26~28 °C
  - Winter : 18~20 °C
- 2) Central heating and air-condition system : Tamna Hall, Event Hall, Public area
  - Individual heating and air-conditioning system: Halla Hall, Samda Hall, small meeting rooms on level 2, 3, and 4
- 3) Separate heating and air-conditioning bill will be charged for exhibition events hosted in – Event Hall and level 3 public area.



## ■ Move-in and Move-out

Freight vehicles shall park by the side of the main entrance to deliver materials for exhibition events on level 3. Freight vehicle drivers must follow instructions given by ICC JEJU Operation Manager and Information Desk personnel to limit disturbance which may be caused to other clients.

For delivering exhibition materials to level 1, freight vehicles must use the level 1 parking lot. To deliver materials to level 5, freight vehicles must access level 1 parking lot and use the freight elevator to level 5.



## 3. Meeting Planning

### ■ Room Setting

Each room is set up according to the Licensee's requested style; class room, theater, banquet, etc.

Room set up should be consulted with a Sales Manager and **finalized 5 days prior** to the License Period.

Standard operating hours of the conference room is from 09:00 until 21:00. For any extensions or change needed, prior approval is required.

## **1) Set up**

Capacity may differ according to the desired set up. If stage and other fixtures are installed, available space may be reduced.

Complimentary service and equipment offered includes the following:

- Standard service offered : initial table set-up (class room, theater, banquet, etc.), registration desk, desk, chair, podium, (1) wired microphone, (1) wireless microphone, (1) audio line, built-in whiteboard, built-in screen, banner batten
- Individual wall : 4KW, system box 4KW
- Other than ICC JEJU's equipment, please consult with ICC JEJU's exclusive service providers for installation of other A/V system or rental service.
- Equipment list of ICC JEJU is on [p48](#) for your reference.

Before using the beam projector for the event, please check if it is compatible with the notebook computer.

## **2) Post-event**

The Licensee shall take care of rented materials and equipment on a daily basis. If the facility is damaged, the Licensee is responsible to restore it to its original state.

## **3) Electricity**

The Licensee is entitled to 4Kw electric usage in each conference rooms for seminar and conference.

For additional usage of electricity in the Conference Hall (Tamna Hall), Event Hall, and public areas for exhibition events, the Licensee shall submit the Technical Support Form and upgrade the electricity connection if necessary.

Only the standard usage of electricity (4Kw) is included in the License fee. Therefore, any additional use of electricity which exceeds 4Kw will result in an additional maintenance fee

## **4) Sales activity**

Selling of any items within the premises is prohibited.

## **5) A/V System**

Two sets of microphones, laptop audio line, built-in speaker, and (1) screen are provided for each conference room. Additional A/V equipment, is available with additional charge.

All A/V equipment is designed to be used for professional meetings hosted in ICC JEJU conference rooms. Use of such equipment for theatrical production may bring overload to the equipment and not only permanently damage the equipment but also negatively affect the event; it is best-> advisable to prepare or rent appropriate A/V equipment for theatrical productions.

Apart from the complimentary service and equipment offered, other equipments are available with additional charge and the list is available on the appendix for your reference.

#### - **Simultaneous Interpretation**

Tamna Hall, Halla Hall and Samda Hall are equipped with simultaneous interpretation rooms and system.

Further consultation is required for the number of receivers available and each conference room environment. If the condition does not meet your requirement, you may contact external interpretation service providers.

#### - **Recording**

Recording service is available at each conference room (even for two divided sections). It can be recorded on a USB or cassette tape.

## 4. Exhibition Planning

### ■ **Exhibition Installation**

Set-up and tear-down work schedule should be considered into the License Period. Licensed area is determined by the size and number of booths.

### ■ **Check list for contractors**

#### 1) **Booth Contractors**

- All booths shall be set up by ICC JEJU's Exclusive Service Providers. The list is found on the website, [www.iccjeju.co.kr](http://www.iccjeju.co.kr). **(not available yet)**

#### 2) **Work Plan**

- All applications related to booth installation require detailed information of contractors and workers. All forms should be filled out by the Licensee's designated contractors and submitted to the ICC JEJU Operation Manager.

#### 3) **Booth Installation**

- ICC JEJU's Exclusive Service Provider should install fixtures and work on electricity supply for exhibition and events in ICC JEJU.
- All booth stands and flooring materials should be made flame retardant or fire proof. (Environment friendly materials are recommended)
- Flooring is considered as a part of interior architectural work. Service Providers must possess an Interior Architect License.
- Paint work on site is prohibited. If there is a need, prior approval from ICC JEJU is required.
- There should be 3 meters or more width of aisle between exhibition stands.
- Aisles should be connected directly to all exits and emergency exits.
- Aisles and exits must be kept clear and free from obstruction.
- No booth or supporting facilities are allowed in obstruction of emergency exits, machinery room, storage room, move-in and move-out area, fire extinguishers, and bathroom.
- All booths shall be set up at least 30cm apart from permanent walls and portable panels. Booths are not allowed to get affixed to the permanent fixtures.
- No drilling or nailing is allowed on flooring work.
- All lights must be turned off after leaving the exhibition area.

#### 4) Electricity

- Electricity for spot lighting should not exceed 100VA/1m<sup>2</sup>.
- 600V FR-CV or more is required for power connections. DH 2.5mm<sup>2</sup> x 3C cable is required for lighting and heating purpose wiring work.
- For every booth, MCCB(Molded Case Circuit Breakers) is required for connecting with the main power cable. E.L.B is the only option for lighting and outlet circuit breakers.
- Earth-type two-pin 220V outlet should be installed 30 cm above ground level and place a yellow jacket for safety purpose.
- Separate switches should be added according to operational and spot lighting purpose.
- All electrical work should comply with the Electrical Equipment Regulations in design and construction.
- Temporary electrical input requires ICC JEJU's designated Safety Personnel safety inspection and approval before installation.
- Only Electricity Construction License holders can perform electricity related work.
- Use of power appliances including electric saw, power sander, welding machine, and oxy fuel torch is not allowed in the licensed area.
- Safety fence should be placed near heating appliances reaching over 70°C on the surface.

#### 5) Set-up and dismantlement of Exhibition Booths

- The Licensee and contractors generally set up booths 1 or 2 days prior to the event date and dismantle on the final event day. The Licensee must take protective measures [around](#) the booth area to keep the facility safe from potential damage.

#### 6) Load Capacity

The maximum load of move-in and exhibited equipment is as the following:

- Exhibition Area (Level 1 Event Hall) : 1.6 ton/1m<sup>2</sup>
- Level 3 lobby and Level 5 Foyer: 0.3 ton/1m<sup>2</sup>
- Conference Rooms (each level) : 0.5 ton/1m<sup>2</sup>

#### 7) Hazardous Goods

Operation of high-risk equipment or goods prone to explosion, fire, and gas accident is strictly forbidden in the licensed area.

Use and storage of hazardous goods requires additional safety precautions. The Licensee shall bear the full responsibility [in the case of](#) accidents [which occur](#) from handling hazardous goods.

#### 8) Waste Disposal

- It is the responsibility of the Licensee to ensure disposal and management of all kinds of waste from using the facility, [including](#) moving in and out the premise.
- ICC JEJU offers basic cleaning service for smooth operation of [the](#) event.
- Basic cleaning service [does not include removal of](#) industrial waste [such as](#) iron, wood, plastic, chemical materials, and explosive [materials that](#) may [arise](#) from exhibition and theatrical production.
- Such industrial waste should be handled by [a](#) professional waste management company. If the waste is not disposed on time, ICC JEJU may bill 10% of depository maintenance fee for providing [the](#) cleaning service.

## Additional Information

### 1) Contact Information

Department	Business	Contact No.	Note
Catering Service	ICC JEJU	Manager Gi-Jong Oh +82-(0)64-735-1055 +82-(0)10-7132-3069	
Group Lunch			
VIP Banquet			
Meal Voucher			
Wired/Wireless internet	NI Telecommunication	+82-(0)10-3408-9708	Wireless ₩15,000/day
			Wired ₩60,000/line
Telecommunication	KT	+82-100	
Signage/Banner	Yonhap Advertising	+82-(0)64-756-0350	
	Naite Advertising	+82-(0)64-716-2685	
	Orange Advertising	+82-(0)64-742-9910	
	Greemy Advertising	+82-(0)64-738-0049	Joongmoon area (banner, printing)
Removal Service	Jungmun Resources	+82-(0)10-4312-0074	
	Poongwon Resources	+82-(0)10-9898-7442	
Office Supplies	Bongsoo OA	+82-(0)64-733-6377	
Flower Shop	Joohee Lee Flower Shop	+82-(0)64-749-5500	
	Soomi Kim Flower Room	+82-(0)10-2696-3301	
Freight Vehicle	Myungjin Forklift	+82-(0)64-735-5857	1 day advance reservation required
Piano Tuning Service	Samda Music Instruments	+82-(0)64-735-6677	
Water Dispenser	Lotte Water	+82-(0)64-726-3027	Hot/cold water dispenser
Information Center	ICC JEJU Information Desk	+82-(0)64-735-1072	
Operation Manager	Sen. Manager MC Kang	+82-(0)64-735-1041	Event Preparation
	Sen. Manager HJ Ahn	+82-(0)64-735-1047	Event Preparation
	Manager KW Shin	+82-(0)64-735-1043	Event Preparation
	Manager DW Goh	+82-(0)64-735-1045	Event Preparation
	Manager HN Kim	+82-(0)64-735-1046	Event Preparation

Category	Name	Contact. No.	Note
Event Staff	Jeju Foreign Language Volunteer Group	+82-(0)10-9996-4095	
	Jeju Convention Bureau	+82-(0)64-739-1805	
Delivery Service (1 day advance reservation required)	Kyungdong Delivery	+82-(0)64-763-2442	+82-(0)10-5788-1240(Staff)
	Lozen Delivery Seogwipo Branch	0505-278-8802	Week days:09:00-18:00/Sat.-Sun.:09:00-15:00
	Dongbu Express	+82-(0)64-732-0666	Mon.-Sat.:09:00-18:00
	Hanex	+82-(0)64-762-6666	09:00-18:00(Except for holidays)
	CJ Express	+82-(0)64-767-3360	09:00-20:00(Except for holidays)
	KGB Express	+82-(0)64-733-3435	08:00-18:00(Except for holidays)
	FEDEX	080-023-8000	International Special Delivery and Freight Service
	DHL	1588-0001	International Special Delivery and Freight Service
	National Postal Service	1588-1300	Week days:09:00-18:00/Sat.:09:00-13:00
Weather Information		131	
Airline/Ferry Service	Jeju Airport Corporation	+82-(0)64-797-2114	
	Jeju Air	1599-1500	
	Jin Air	1600-6200	
	Eastar Jet	1544-0080	
	Korean Air	1588-2001	
	Asiana Airlines	1588-8000	
	Jeju Port	+82-(0)64-720-8520	
	Seongsan Port	+82-(0)64-782-5671	
	Moselpo Port	+82-(0)64-794-3500	
Traffic Information		+82-(0)64-710-6278	
Airport Limousine Bus		+82-(0)64-746-3036	Jeju City-Jungmun-Seogwipo Route (every 15 min.)
Call Taxi		+82-(0)64-738-1700	Jungmun Call Taxi
Emergency Rescue	119		
Hospital and Medical Clinic	Jungmun Clinic	+82-(0)64-738-8091	Week days:08:00-20:00 Sat.:08:00-17:00/Sun.:08:00-12:00
	Seogwipo Clinic	+82-(0)64-730-3109	Week days:09:00-17:00
	Yeolline Hospital	+82-(0)64-762-8001	Week days:09:00-18:00/Sat.:09:00-12:00
	Jeju Clinic	+82-(0)64-720-2222	Mon.-Sun.:08:30-17:30
	Jeju Nat'l University General Hospital	+82-(0)64-717-1114	Week days:08:30-18:00/Partially opens on Sat.
	Halla General Hospital	+82-(0)64-740-5000	

## 2) Designated Service Providers

- ICC JEJU may designate and operate Service Providers [listed below](#) to ensure safe and efficient management [of the event](#). The number and range of Service Providers may vary.
  1. Conference and Event Agencies
  2. Exhibition, Electricity and Telecommunication Service
  3. Furniture & Equipment Rental
  4. Freight & Custom Service
  5. Evacuation Service
  6. Security and Cleaning Service
  7. Stage and A/V Service
- The Client may choose his/her own selection of Service Providers for category 1 & 2.

Category	Name	Location	Contact No.	Note
Conference and Event Agencies  (exhibition, interior decor, interior architecture, plastic panel, industrial design, and hardware building)	SR Design	Seoul	+82-(0)2-538-5454	www.srdesign.co.kr
	A-Space Marketing	Seoul	+82-(0)2-323-2090	www.a-space.co.kr
	Seoul adcom	Seoul	+82-(0)2-2165-8888	www.seouladcom.co.kr
	Wonil Design	Seoul	+82-(0)2-547-6415	www.원일디자인.kr
	Design Steelers Korea	Seoul	+82-(0)2-577-5936	www.designsk.kr
	MDT	Seoul	+82-(0)2-422-1888	www.m-d-t.co.kr
	KD Design	Seoul	+82-(0)2-907-8896	www.kddesign.co.kr
	Combilock	Seoul	+82-(0)2-596-2641	www.combilock.com
	Fiart Korea	Seoul	+82-(0)2-564-6364	www.fiart.co.kr
	CS Tech Plus	Seoul	+82-(0)2-3143-4056	
	E-Sang Networks	Seoul	+82-(0)2-3397-0153	www.e-sang.net
	Ino	Jeju	+82-(0)70-7882-7771	
	Mobil	Jeju	+82-(0)70-7882-7771	
	Design Youth	Jeju	+82-(0)64-755-2845	
	Trend Design	Seoul	+82-(0)2-421-1009	
	Bizmarcomm	Seoul	+82-(0)2-539-9782	www.bizmarcomm.com
	Rescomm	Seoul	+82-(0)2-2088-8762	
	JBcomm	Seoul	+82-(0)2-512-1214	
	Autumni	Seoul	+82-(0)2-6052-0800	www.autumni.com
	Meetdesign	Seoul	+82-(0)2-548-9878	
	Woori Communications	Daegu	+82-(0)53-384-6611	www.wooriad.co.kr
	Podium Design	Seoul	+82-(0)2-417-9475	
	Design Lab Associates	Seoul	+82-(0)2-3288-3514	
	SYP Associates	Seoul	+82-(0)2-6000-4960	
	Joong Ang Exhibition	Seoul	+82-(0)2-3445-7775	
	Hungseind	Seoul	+82-(0)2-508-1666	
	X-Comm International	Seoul	+82-(0)2-551-4900	
	Neosys Technology	Seoul	+82-(0)2-558-4415	
	Edcom	Jeju	+82-(0)64-712-7151	www.jejued.com
	Pisco International	Seoul	+82-(0)2-553-9822	www.piscoi.com
	1s3d	Seoul	+82-(0)2-882-9114	www.1s3d.com
	IM Expo	Daegu	+82-(0)53-383-1130	www.imexpo.co.kr

	Korea E&I	Seoul	+82-(0)2-563-8669	www.messeworld.co.kr
	Into On Design	Seoul	+82-(0)2-2285-2506	www.intodesign.co.kr
	Nexdesign Planning	Seoul	+82-(0)2-542-2001	
	Easy Tech International	Seoul	+82-(0)2-2082-1700	iztec.co.kr
	Pico North Asia	Seoul	+82-(0)2-558-3240	
	Nara Design	Gyeonggi	+82-(0)2-557-0481	www.inaradesign.co.kr
	Group MCO	Seoul	+82-(0)2-2117-0972	www.groupmco.kr
	Flanel Exhibition Booth	Seoul	+82-(0)2-718-9934	www.flanel.co.kr
Office Equipment Rental Service	Kwang Myung D&C	Jeju	+82-(0)64-751-2988	www.kmdnc.co.kr
	Bongsoo Com Net	Jeju	+82-(0)64-733-6377	
	Inkel Electricity Comm.	Jeju	+82-(0)64-745-4100	
	Kookje E&I	Jeju	+82-(0)64-748-1816	
	Jeju Rental	Jeju	+82-(0)64-712-1990	
	Han Seokyung Company	Jeju	+82-(0)64-732-5557	
Stage, lighting, sound, event equipment Rental Service	Woori Sound	Jeju	+82-(0)64-748-4255	
	Free Communication	Jeju	+82-(0)64-712-5997	
	Screen Light	Seoul	+82(0)2-2272-3424	
	A-tech	Daegu	+82-(0)53-794-2335	
	K-Lighting&Comm.	Jeju	+82-(0)64-713-8777	
	GO Com	Jeju	+82-(0)64-712-7157	
Telephone, network connection, CCTV, data communication cable	NI Data Communication	Jeju	+82-(0)64-748-0260	
	SMS Electricity	Seoul	+82-(0)2-552-3458	
	Samjeon Electricity	Gyeonggi	+82-(0)31-750-9222	
	SE System	Seoul	+82-(0)2-6001-1050	
	Wongwang Electricity	Gyeonggi	+82-(0)31-795-3365	
	Gwangmyung D&C	Jeju	+82-(0)64-751-2988	
	Inkel Electricity Comm.	Jeju	+82-(0)64-745-4100	
	Wonnam Corp.	Jeju	+82-(0)64-755-3351	
Banner and Signage	Yonhap Advertising	Jeju	+82-(0)64-756-0350	
	Naite Ad. Design	Jeju	+82-(0)64-726-2685	www.jejunaite.com
	Orange Ad. Design	Jeju	+82-(0)64-742-9910	
	Design Youth	Jeju	+82-(0)64-755-2845	
Security personnel	JS	Jeju	+82-(0)64-752-4112	
Piano tuning	Samda Instruments	Jeju	+82-(0)64-751-6677	
Furniture Rental	TSM	Seoul	+82-(0)2-455-3700	
	Edcom	Jeju	+82-(0)64-712-7151	www.jejued.com
	Jeju Rental	Jeju	+82-(0)64-712-1990	
Tour bus lease	Yuhan Express Bus	Jeju	+82-(0)64-724-9595	



### 3) Equipment List

Category	Name	Size (mm)	Qty	Price		Note
				Half-day (3 hours)	All day	
Furniture	Seminar Table	1820 X 460 X 720	500	₩10,000	₩10,000	Conference
	30"Table	1820 X 760 X 760	450	₩10,000	₩10,000	Conference
	18"Table	1820 X 460 X 760	700	₩10,000	₩10,000	Conference
	Round Table	1820 X 760	250	₩10,000	₩10,000	Banquet
	Seminar Chair	585 X 500 X 825	2,500	₩1,000	₩1,000	Conference
	Banquet Chair	410 X 480 X 860	3,000	₩3,000	₩3,000	Banquet
	Stand	available in various sizes	18	₩15,000	₩15,000	1 complimentary/room
	podium	available in various sizes	24	₩15,000	₩15,000	1 complimentary/room
	Poster Board	1200 X 1500 X 1800	150	₩5,000	₩5,000	Double-sided
		1200 X 1500 X 2100	30	₩5,000	₩5,000	one-sided
White Board	2400 X 1200	10	₩3,500	₩3,500	marker, eraser not included	
Stage	Portable Stage	2440 X 1220, Wenger	93	₩25,000	₩25,000	Height: 60:80:100 (adjustable)
		2440 X 1220, Wenger	37	₩25,000	₩25,000	Height: 60 fixed
		2440 X 1220, Korean	15	₩25,000	₩25,000	Height: 60:80:90
	Sound Reflecting Panel	above 350*710	12	₩50,000	₩50,000	Chorus, 3-step-stairs
Instrument	Piano	Steinway & Son	1	₩350,000	₩350,000	Tuning fee not included
		Yamaha. Grand C7	1	₩200,000	₩200,000	Tuning fee not included
		Yamaha. Upright U1F	1	₩28,000	₩50,000	Tuning fee not included

Category	Name	Size (mm)	Quantity	Price		Note
				Half-day (3 hours)	All day	
Beam Projector	DLP Projector	Christe HD20K-J	1	₩630,000	₩1,050,000	<b>Tamna A(20K Ansi, 2K)</b>
		Christe HD10K-M	2	₩315,000	₩525,000	Halla Hall, Samda Hall <b>(10K Ansi, Full-HD)</b>
	LCD Projector	SONY VPL-FH500L	2	₩200,000	₩350,000	Tamna B/C <b>(7K Ansi, Full-HD)</b>
		SONY VPL-FH500L	7	₩200,000	₩350,000	Halla A/B, Samda A/B, Yeongju/Baeknok, Event Hall A (fixed-elevation) <b>(7K Ansi, Full-HD)</b>
		SHARP XG-PH70X	2	₩140,000	₩245,000	Yeongju A, Baeknok A <b>(5K Ansi, XGA)</b>
		SONY VPL-FX30 <b>(4,300Ansi, XGA)</b>	15	₩140,000	₩245,000	(303A/B,401A/B,402A/B, 201A,202A,203, fixed) (301A/B,302,304,201B, 202B, portable)
		EIKI LC-XG300	2	₩140,000	₩245,000	Portable <b>(4,500Ansi)</b>
		SANYO PLC-XT35K	2	₩140,000	₩245,000	Portable <b>(5K Ansi)</b>
SHARP XG-PH70X	1	₩140,000	₩245,000	Business Center <b>(5K Ansi)</b>		
Audio Visual Equipment	Wired Microphone	Senheizer, AKG, crown, shure etc.	50	₩7,000	₩7,000	1 complimentary/room
	Wireless Microphone	SHURE, LINE6	44	₩21,000	₩21,000	1 complimentary/room
	Conference discussion system CU/MC	DIS. CDS4000 CU4010	4	₩150,000	₩250,000	microprocessor based unit for control & multi modes of operation
	Delegate/Chairman unit	DIS.CM/DM4420P	100	₩14,000	₩14,000	Gooseneck Mic. included
	Simultaneous Interpretation System	DIS.IRCIE9000	3	₩315,000	₩525,000	2 languages (located in Tamna, Halla, Samda)
	IR Receiver	DIS. IR 15-12B	300	₩3,500	₩3,500	Simultaneous Interpretation System
	Portable Sound System	portable	2	₩150,000	₩250,000	Mic. & Speaker included
	Portable Screen	3M(120")	4	₩28,000	₩28,000	2400X1800
Lighting Equipment	Pin Spotlight	X-ENON 2kw	4	₩70,000	₩140,000	(Tamna A2, Tamna B2)
	Ellipsoid Light (Tamna A/B)	HL 1kw	108	₩5,000	₩5,000	For theatrical productions only

#### 4) Electricity and Telecommunication

Hall	Electricity						Telecommunication			Note
	Voltage type	Voltage	Capacity of Breaker	Limited Power	Max. capacity	Locations (distance)	Voice	Data	CATV	
Event Hall	3Ø4W	380/220V	50/50A	13KW		60(6m)	144lines	144lines	36 locations	Trench
	1Ø2W	220V	50/30A	13KW		12(6m)				
Level1 Lobby	3Ø4W	380/220V	50/50A	3KW		30(17m)	246lines (6m)	123lines (6m)	57 locations (8m)	
	1Ø2W	220V	50/50A	3KW		121(6m)				
Tamna Hall	3Ø4W	380/220V	50/30A	13KW		44(6m)	132lines	44lines	22 locations	Trench
	3Ø4W	380/220V	225/125A	25KW		1				special event purpose
	3Ø4W	380/220V	/300A	100KW	200KW	2				special event purpose
	3Ø4W	380/220V	/400A	150KW	260KW	1				special event purpose
Halla Hall	1Ø2W	220V	30/20A	0.5KW		44(6m)	42 lines	21 lines	4locations	
	3Ø4W	380/220V	50/30A	12KW		1				special event purpose
Samda Hall	1Ø2W	220V	30/20A	0.5KW		44(6m)	34 lines	17 lines	4locations	
	3Ø4W	380/220V	50/30A	12KW		1				special event purpose
VIP Room	1Ø2W	220V	30/20A	0.5KW		10(3m)	20 lines	10 lines	2locations	
#303	1Ø2W	220V	30/20A	0.5KW		10(3m)	20 lines	10 lines	2locations	
#304	1Ø2W	220V	30/20A	0.5KW		5(2m)	10 lines	5 lines	2locations	
#401	1Ø2W	220V	30/20A	0.5KW		10(3m)	20 lines	10 lines	2locations	
#402	3Ø4W	380/220V	50/30A	13KW		44(6m)	132 lines	44 lines	22locations	
Level 3 Lobby	3Ø4W	380/220V	50/30A	12KW		4 locations				
Level 3 outside	3Ø4W	380/220V	/100A	60KW		1				o u t s i d e event
Sunken Garden	3Ø4W	380/220V	100/100A	60KW		3 locations				o u t s i d e event

## 5) A/V System Status

No.	Location	Wireless Mic.	Beam Projector	Screen
1	Tamna A	4 (600Mhz)	1 CHRISTIE HD20K-J(20K Ansi, <b>2K</b> , fixed)	11m(horizontal)
2	Tamna B, (B+C)	2(4) (600Mhz)	1 SONY VPL-FH500L(7K Ansi, <b>Full-HD</b> , installed)	
3	Tamna C	2 (600Mhz)	1 SONY VPL-FH500L(7K Ansi, Full-HD, installed)	11m(horizontal)
4	Halla Hall	4(3) (600Mhz)	1 CHRISTIE HD10K-M(10K Ansi, Full-HD, fixed)	12m*5m
5	Halla A	2(1) (600Mhz)	1 SONY VPL-FH500L(7K Ansi, Full-HD, elevated)	5m(horizontal)
6	Halla B	2(1) (600Mhz)	1 SONY VPL-FH500L(7K Ansi, Full-HD, elevated)	5m(horizontal)
7	Samda Hall	4(3) (600Mhz)	1 CHRISTIE HD10K-M(10K Ansi, Full-HD, fixed)	9.5m*4.5m
8	Samda A	2(1) (600Mhz)	1 SONY VPL-FH500L(7K Ansi, Full-HD, elevated)	5m(horizontal)
9	Samda B	2(1) (600Mhz)	1 SONY VPL-FH500L(7K Ansi, Full-HD, elevated)	5m(horizontal)
10	Yeongju A, (A+B)	1(2) (600Mhz)	1 SHARP XG-PH70X(5K Ansi, XGA, installed)	6m(horizontal, main)
11	Yeongju B, (A+B)	1(2) (600Mhz)	1 SONY VPL-FH500L(7K Ansi, Full-HD, elevated)	
12	Baeknok A, (A+B)	1(2) (600Mhz)	1 SHARP XG-PH70X(5K Ansi, XGA, installed)	6m(horizontal, main)
13	Beakrok B, (A+B)	1(2) (600Mhz)	1 SONY VPL-FH500L(7K Ansi, Full-HD, elevated)	
14	Event Hall A	2 (600Mhz)	1 SONY VPL-FH500L(7K Ansi, Full-HD, elevated)	6m(horizontal, main)
15	300	-	1 SONY VPL-FX30(4.5K Ansi, XGA, installed)	150"
16	301, (A/B)	2(1) (900Mhz)	2 SONY VPL-FX30(4.5K Ansi, XGA, installed)	150"
17	302	1(2) (900Mhz)	1 SONY VPL-FX30(4.5K Ansi, XGA, installed)	150"
18	303, (A/B)	2(1) (900Mhz)	2 SONY VPL-FX30(4.5K Ansi, XGA, fixed)	150"
19	304	-	1 SONY VPL-FX30(4.5K Ansi, XGA, fixed)	150"
20	400	1(2) (900Mhz)	1 SONY VPL-FX30(4.5K Ansi, XGA, installed)	150"
21	401, (A/B)	2(1) (900Mhz)	2 SONY VPL-FX30(4.5K Ansi, XGA, fixed)	A:200"/B:150"
22	402, (A/B)	2(1) (900Mhz)	2 SONY VPL-FX30(4.5K Ansi, XGA, fixed)	A:200"/B:150"
23	Oceanview	1(2) (900Mhz)	1 <b>SANYO</b> PLC-XT35(5K Ansi, XGA, installed)	
24	Delizia	1(2) (900Mhz)	1 <b>SANYO</b> PLC-XT35(5K Ansi, XGA, installed)	
25	201, (A/B)	2(1) (2.4Ghz)	1(A) SONY VPL-FX30(4.5K Ansi, XGA, fixed) 1(B) SONY VPL-FX30(4.5K Ansi, XGA, installed)	A:200"/B:120"
26	202, (A/B)	2(1) (2.4Ghz)	1(A) SONY VPL-FX30(4.5K Ansi, XGA, fixed) 1(B) SONY VPL-FX30(4.5K Ansi, XGA, installed)	A:200"/B:120"
27	203	2(1) (2.4Ghz)	1 SONY VPL-FX30(4.5K Ansi, XGA, fixed)	B:200"
Total		44 (50)	33 (operable beams)	



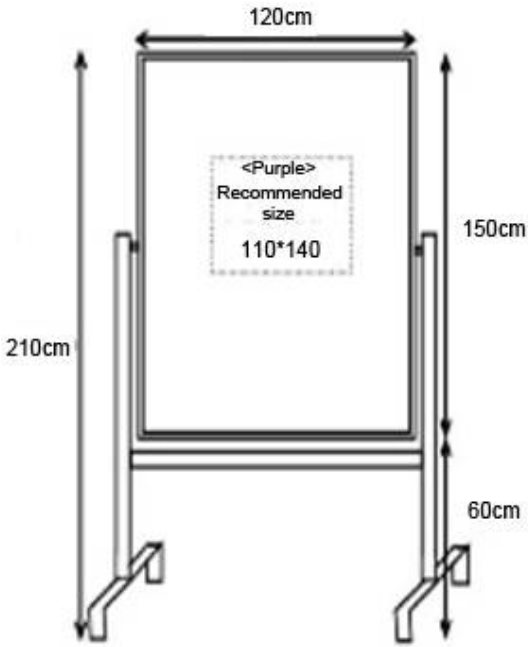
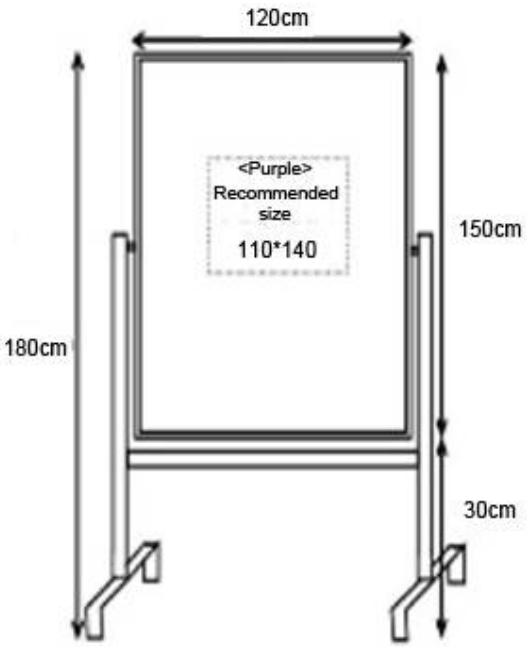
\* Full-HD : 1920\*1080

\* 2K : 1920\*1080\*2

## 6) Banner Size (Exclusive Service Provider)

Room	Location	Horizontal/ Vertical	Track	Recommended Size	Note
Tamna Hall	A	horizontal	33m	30m x 1.8m	with open curtains (standard)
				22m x 1.8m	with open curtains
		18m x 1.8m		with closed curtains	
	C	vertical		1.8m x 10m	both ends of track
		horizontal	22m	22m x 1.8m	standard 1
				18m x 1.5m	standard 2
	vertical		1.8m x 10m	both ends of track	
Halla Hall	whole hall	horizontal	13m	10m x 0.9m	stage height of 0.6m
		vertical		0.9m x 4.5m	
	A/B(side)	horizontal	9m	8.8m x 0.9m	
		vertical		0.9m x 4.5m	
Samda Hall	whole	horizontal	10m	10m x 0.9m	both ends of track
		vertical		0.9m x 4.5m	
	A(side)	horizontal		6.4m x 0.9m	
	B(side)	vertical		7m x 0.9m	
Level 2	201 A/B	horizontal		7.2m x 0.7m	magnetic adhesive
	202 A/B	horizontal		9.3m x 0.7m	magnetic adhesive
	203	horizontal		9.3m x 0.7m	magnetic adhesive
Level 3, 4 Room	301A	horizontal		4.7m x 0.6m	magnetic adhesive-obstructing screen
	302	horizontal		4.7m x 0.6m	magnetic adhesive-obstructing screen
	303 A/B	horizontal		7.6m x 0.6m	magnetic (subdivided: 5.4m x 0.6m) -obstructing screen
	304	horizontal		3.6m x 0.4m	magnetic adhesive-obstructing screen
	401 A/B	horizontal		7.7m x 0.55m	magnetic adhesive-obstructing screen
	402A	horizontal		7.7m x 0.55m	magnetic(subdivided: 4.4m x 0.6m) -obstructing screen
	402B	horizontal		7.2m x 0.55m	magnetic-obstructing screen
Event Hall	Event Hall A	horizontal	7m	6.8m x 0.7m	
	Baeknok Hall	horizontal	7m	6.8m x 0.7m	Baeknok A (North)
		horizontal	8m	7.8m x 0.7m	Baeknok B (North)
	Yeongju Hall	horizontal	7m	6.8m x 0.7m	Yeongju A (East)
		horizontal	8m	7.8m x 0.7m	Yeongju B (North)
		horizontal	7m	6.8m x 0.7m	Yeongju B (East)
		horizontal	7m	6.8m x 0.7m	Yeongju B (West)
Event Hall B,C Entrance	horizontal		7m x 0.9m	Above Event Hall B, C entrance	
Etc.	Level 3 Main Entrance	electronic		1440 x 96 pixel	Send to Operation Manager in JPEG file format
		horizontal		12.2m x 1.8m	
	Foyer Ceiling	vertical		3m x 13m	required to insert rails in the upper and lower parts
	Level 3 rectangle pillars (front)	vertical		1.6m x 5m	
	Level 3 rectangle pillars (side)	vertical		1.2m x 5m	
	Level 1 South entrance	horizontal		9.5m x 0.9m	
	Level 1 rectangle pillars (front)	vertical		1.6m x 7.1m	
	Level 1 rectangle pillars (side)	vertical		1.2m x 7.1m	
	Level 1 rectangle pillar			2.47m	height per block
	Level 5 Oceanview pillars	horizontal		8m x 0.9m	
Level 3 Delizia pillars	horizontal		12m x 0.9m		
Level 4 Delizia small meeting rooms	horizontal		3.8mx0.45m		


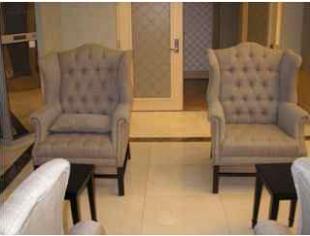



### 7) Poster board Size

Category	One-sided (B)	Double-sided
Quantity	25 each	150 each
Photo		
Size	 <p data-bbox="467 1935 679 1973"><b>110cm x 140cm</b></p>	 <p data-bbox="1043 1935 1272 1973"><b>110cm x 140 cm</b></p>

## 8) Movable Signage

Quantity	15 each	20 each	Note
Photo			Request for signage requires pre-consulting with the Operation Manager. The number of available signage may vary depending on the number of events hosted at ICC JEJU. If demand surpasses number available, X-banners are recommended.
	Sign Insert: 58cm x 88cm	Sign Insert: 51cm x 74cm	

## 8) Upholstered Chairs

Category	Chair (A)	Chair (B)	Chair (C)	Note
Quantity	12 each	4 each	8 each	
Photo				Except for VIP Room, rental fee is applied.
Category	Chair (D)	Chair (E)		Note
Quantity	12 each	24 each		
Photo				

## 9) Application Forms

### • Work Permit Application

The Work Permit Application Form allows the client and partners to install fixtures for theatrical productions, exhibitions and events according to the Work and Safety Regulations within the premise of ICC JEJU.

- Fill out the range, time, number of workers and other information concerning the work.
- Work Supervisor and ICC JEJU Maintenance Manager sign on the permit.
- Submit the application to ICC JEJU 4 days prior to event date.

### • Work Plan

The Work Plan must be submitted to ICC JEJU before move-in date.

The Work Plan is required to oversee the location, content, and personnel of work. It must also recognize any possible problems that may arise from each work process.

- Sign the plan along with the applicant's information.
- Fill out the information of work personnel including name, responsible job description, date of birth, and contact number.
- Submit the plan to ICC JEJU 4 days prior to event date

### • Exhibition Installation Application

Exhibition Installation Application is required for installing fixtures for exhibitions (Event Hall, Lobby, and Foyer area). For any alteration to the plan, the client and partners should notify the change to ICC JEJU by submitting the Alteration Application.

- Fill out number of exhibitors and layout of exhibition booths.
- Submit together with the Work Permit Application form.

### • Technical Support Application

Technical Support Application is required for technical cooperation from ICC JEJU Technical Staff in audio, visual and lighting systems.

- After verifying power distribution panel with ICC JEJU Supervisor, submit the power application form

### • Application for Delivery of goods and hazardous goods

The Client or partners should obtain approval from ICC JEJU before delivering any types of materials including hazardous goods (gunpowder, paint, etc) into the premise.

### • Advertising Signage Application

Installing banners at ICC JEJU requires prior approval from ICC JEJU.

Installation is executed 1 day prior to event date and removed as soon as the event has ended.

- Main installation location is at the main entrance, Tamna Hall, Halla Hall, Samda Hall, Event Hall, and foyer area.



- Installing banners of inappropriate size is restricted.
- All banners are to be installed on designated locations only. If it is inevitable to install the banner on an undesignated location, please contact the Operation Manager for further information on banner locations and rigging requirements.

- **Equipment Lease Form**

The Equipment Lease Form should be filled out for using ICC JEJU's equipment. The form should contain specific information such as the name of leased equipment, lease period, quantity, price, delivery and turn-in date. At the time of delivery, both ICC JEJU personnel and the client should check the form and equipment.

If the equipment is delivered in advance, the form should be submitted for approval.

All forms can be downloaded from ICC JEJU's website [www.iccjeju.co.kr](http://www.iccjeju.co.kr). The form is to be filled out (including signature) and either be faxed through +82-(0)64-735-1099 or sent to Operation Manager via e-mail.

# ICC JEJU Management & Operation Regulation

This regulation is provided in order to efficiently manage and operate the conference & exhibition rooms as well as to mediate interests of involving parties based on the mutual trust of International Convention Center JEJU (hereinafter, "ICC JEJU") and "user". Principles in this regulation apply to all transactions related to conference and exhibition management and operation. The User is welcome to read and to request a copy at any time. [amendment: June 1, 2004]

## Article 1. Definitions

1. "Convention", "conference", "catering" are used as the general meaning of the industry.
2. "Exhibition Room" means→refer to the Event Hall and lobby area on Level 1. [revised as of June 1, 2004]
3. "Exhibition" means→refer to the event that is exclusively licensed to use exhibition room.
4. "Event Organizer" or "User" (hereinafter "Licensee") means→refers to a licensee who is to apply for using ICC JEJU's property. [revised as of April 1, 2008]
5. "Participants" mean→refer to people who participate in events organized by Licensee.
6. "Audience" means→refer to visitors who come to ICC JEJU to watch the theatrical production.
7. "Facility" means→refer to the conference room, exhibition room, and other attached space and equipment.
8. "Public space" means→refer to the restaurant and shopping area on Level 1, lobby area on Level 3, and foyer area on Level 5&6. [added as of 2008.4.1]

## Article 2. (Range of license)

1. "Licensee" is to act as a good manager in using the licensed rooms, facility, and other service (hereinafter, "service"), to fulfill his/her duty in following ICC JEJU's management and operation regulation, and to have his/her participants and audience to do the same.
2. "ICC JEJU" holds the right to refuse an event if it deems inappropriate to be held in licensed area for the following reasons:
  - 1) any event that disturbs public order and public good
  - 2) any event that shows unethical nature
  - 3) any event that has the potential to damage facility and equipment and others[revised June 1, 2004]
3. "Licensee" is responsible to make payment to public taxes, handling fee, etc that is related to licensing property during the license period. to gain financial security.
4. "Licensee" cannot sub-license the property or transfer it to a third party or offer the property to gain financial security.

## Article 3-1. Actions for damages from breach of Management and Operation Regulation

1. ICC JEJU will take actions against breach of the Management and Operation Regulation by "Licensee" and person who have been authorized by the Licensee (hereinafter "Offender").
2. In case of Article 3-1, the Offender should perform his/her obligations to ICC JEJU's

- demand in line with the Regulation and report the outcome to ICC JEJU.
3. If the Offender fails to perform or delays to perform his/her obligations, ICC JEJU has a right to terminate or nullify the Offender's license of facility use and take necessary actions including electric power shut down to [the](#) licensed area.
  4. The Offender should bear all responsibilities for [resulting](#) consequences from ICC JEJU's actions referred in Article 3; the Offender cannot claim indemnity or compensation for such consequences and should remedy ICC JEJU's damages.

#### **Article 4. Obligation for conference, exhibit goods and facility management**

1. Licensee bears the obligation for maintenance and management of facilities; he/she should take necessary measures to prevent damages of facilities and follow ICC JEJU's instructions. [revised: June 1, 2004]
2. Licensee shall obtain, [on](#) its [own](#) expense, liability insurance coverage that includes loss, theft, damage, fire and etc.
3. Licensee shall be liable for any [injury caused to participants or visitors/spectators and damage or loss of property resulting from negligence or misconduct during the license period.](#)

#### **Article 5. [Deleted April 1, 2008]**

#### **Article 6. Access to Licensed Area**

1. Licensee shall allow free access of ICC JEJU employees and its exclusive service providers with ICC JEJU's authorized name tags for performing their duty in licensed area. If there is a need to limit access, Licensee should consult with ICC JEJU in advance.
2. Licensee does not have [the](#) right to deny access of public officials performing their duty for security, fire safety, environment, sanitary, and other purpose without providing valid reasons. Licensee shall practice hospitality to ICC JEJU's recognized visitors.

#### **Article 7. Security Staff and Operational Staff**

1. Licensee shall assign security staff in the licensed area to ensure safety, security and public order during [the](#) licensed period.
2. Licensee shall hire and operate appropriate number of staff members (including security) for safety, security, public order and parking management during [the](#) licensed period. If the number of spectators reaches beyond expectation that makes additional manning of security staff and cleaning staff inevitable, [the](#) Licensee shall bear extra labor and maintenance cost delivered by ICC JEJU.
3. If security staff and guard of clause 1 and 2 of Article 7 are required for facility management, [the](#) Licensee shall follow ICC JEJU's instructions.
4. Licensee should submit a list of security and operation staff and work plan to ICC JEJU 1 day prior to event date.

#### **Article 8. Provision of Food [established: June 1, 2004]**

1. Food sales on-[>within](#) the premise by [the](#) Licensee is not allowed.
2. Delivery of outside food during [the](#) licensed period is forbidden.
3. Provision of food and beverage to event participants in and around licensed area during [the](#) event period shall be arranged by ICC JEJU's Exclusive Service Providers with a separate contract.
4. When food or beverage tasting is necessary during [the](#) event, Licensee shall consult with ICC JEJU in advance.

## Article 9. Move-in and Move-out of Goods and Equipment

Licensee shall submit Move-in/Move-out Inspection Form (form no. 6) to ICC JEJU on the same date of moving in or out of the event related goods and equipment for ICC JEJU's inspection. [revised: April 1, 2008]

## Article 10. Waste Management

1. Licensee has the obligation and responsibility to remove and dispose waste occurring from using the facility, removing event equipment, or other uses.
2. If Licensee neglects to dispose waste mentioned in Article 4-1 or fails to implement its duty on waste management by the due date, ICC JEJU shall take the liberty of removing the waste and charge the Licensee for the service. If ICC JEJU has received a depository maintenance fee from the Licensee, the derived waste disposal cost will be deducted from the fee->deposit.[revised: June 1, 2004]

## Article 11. Restoration

1. Upon the termination of the license period stated on the License Agreement, Licensee shall have ICC JEJU inspect the condition of ICC JEJU's facilities and equipment leased to Licensee and return them accordingly.
2. Except for normal wear and tear, the Licensee shall report the "Restoration Inspection (no. 4)" form to ICC JEJU for any damage, alteration, or loss; they shall be returned to its original condition or repaired as originally leased to the Licensee.
3. Should the Licensee fail to return the facility to its original condition by the licensed date, ICC JEJU shall act on behalf of the Licensee in evacuation and restoration process to accommodate for the next Licensee to use. ICC JEJU, in turn, shall charge the Licensee the actual cost and 10% of actual cost incurred as service fee. Licensee should make payment within 2 working days upon receiving the bill. ICC JEJU may deduct the total cost from Licensee's depository maintenance fee. [revised: June 1, 2004]

## Article 12. Sign and Advertising Objects

1. No signages or advertising objects are allowed to be hung on the ceiling except for lighting materials and banners. Prior approval of ICC JEJU is required.
2. Without prior approval, mounting or installation of signage and other exhibit facilities is limited to 6m in height. [revised: June 1, 2004]
3. Licensor? shall clearly indicate the emergency exit routes in preparation for emergencies.

## Article 13. Emergency exits

1. All aisles shall be a minimum width of three(3) meters.
2. Aisles must be accessible to exits or emergency exits.
3. Any materials or equipment shall not obstruct emergency exits.
4. No exhibit stand or facilities shall be installed near the emergency exit, machine room, storage exit, exhibit delivery route, fire extinguish facility, or bathroom.
5. Exhibit stand shall be installed minimum of 30 cm apart from present wall, movable wall and shall not be affixed to permanent facilities.
6. It is forbidden to use drilling or nailing on the exhibition floors.

## Article 14. Booth Stand Materials

Materials for booth stands and flooring should be flame-proofed or non-flammable.

## Article 15. Electric Facility

Licensee shall abide the following regulations for electrical work. [established: April 1, 2008]

1. Electricity for spot light shall not exceed 100VA/1 m<sup>2</sup>.
2. 600v CV cable or higher standard product is required for power connection. Use of 600v IV line or PVC is strictly forbidden.
3. Every booth stand is required to use MCCB(Molded Case Circuit Breakers) **when** connecting to the main power source.
4. Should 220V outlet be installed, it is required to use 220V appliance only and to install 30cm above ~~the~~ ground level.
5. Separate switches should be installed according to **operational** and spot lighting purposes.
6. All **exhibition** operation motors and equipment require 3 phase-to-ground work.
7. All electrical work should comply with the Electrical Equipment Regulations in design and construction.
8. Use of electricity is available after ICC JEJU's safety inspection.
9. Only Electricity Construction License holders are allowed to perform electricity related work.

#### **Article 16. Hazardous Goods**

1. For delivering hazardous goods in and out of **the** licensed area, **the Licensee** is required to submit **the** "Hazardous Goods Delivery Application" to ICC JEJU for approval; no additional quantity than approved is allowed on ~~the~~ premise.
2. All matters concerning handling hazardous goods should comply with fire legislations, high-pressure gas safety management legislation and other hazardous goods related legislation.
3. Any goods and equipment that have high risk of explosion, fire, and gas are strictly forbidden to operate **within** the licensed area.
4. Licensee should follow ICC JEJU's safety personnel's instruction in handling and storing hazardous goods.
5. Licensee bears sole responsibility over accidents that have occurred in the process of delivering and handing hazardous goods. [revised: April 1, 2008]

#### **Article 17. Heavy Load Goods**

1. **Exhibition** goods and equipment shall not exceed 1.6ton/1 m<sup>2</sup>.
2. For delivering heavy loads "Equipment and Hazardous Goods Delivery Report (no. 6 form)" should be filled and reported. Licensee should make sure that **the** load is spread out during move-in, move-out, and installation process.

#### **Article 18. Non-smoking**

Smoking **within the** licensed area is forbidden during **the** event period as well as move-in and tear-down period. Smoking is allowed only in the smoking area designated by ICC JEJU.

#### **Article 19. Fire Safety Management**

1. Licensee bears **the** full responsibility in fire prevention management **of internal and external** ICC JEJU facilities. [revised: April 1, 2008]
2. Licensee should be aware of fire extinguisher **locations**, emergency exits, gas lines, and switches; he/she should inspect and shut down main electric power source before closing on **a** daily basis. [revised: April 1, 2008]

#### **Article 20. Additional Cost** [established: June 1, 2004]

1. Initial arrangement of conference room is included in the rental fee; Licensee shall bear the cost for change to **the** initial arrangement.

2. Licensee should bear the cost for using equipment exceeding capacity of each conference room.
3. ICC JEJU may deduct the cost from Licensee's depository maintenance fee.

**Article 21. Advertising and Promotional Materials** [established: June 1, 2004]

1. For installation of event advertising materials, Licensee shall comply with ICC JEJU's [indicated](#) location and rigging method.
2. Without prior approval for Article 21-1, materials should be immediately removed. Should any damage to facilities occur in the process of dismantling [such materials](#), Licensee shall bear the sole responsibility.

**Article 22. Bonded Area**

ICC JEJU shall cooperate with Licensee in designating bonded area for facility operation. Licensee shall bear responsibility of all administrative works related to [the](#) bonded area. [revised: April 1, 2008]

**Article 23. Bonded Goods**

1. Licensee should follow instruction of Custom Officer or ICC JEJU personnel in displaying and management of bonded goods. [revised: April 1, 2008]
2. Licensee should be responsible for all administrative work related to delivery of bonded goods.

**Article 24. Sales of Goods**

Sales of goods inside and outside of ICC JEJU is forbidden in principle; there may be exceptions should sale deem inevitable and ICC JEJU and Licensee reach prior agreement.

**Article 25. Termination of Agreement**

ICC JEJU has a right to terminate [the](#) agreement due to the following reasons→ [under the following circumstances](#):

1. Licensee neglects payment for facility and service lease or fails to comply provisions of the lease agreement.
2. Licensee has been sentenced to provisional seizure, injunction, bankruptcy, receivership, forced auction due to liabilities.
3. Licensee is found to have an objective reason for his/her inability to use facilities after agreement.
4. Licensee fails to follow ICC JEJU's instruction for managing facilities.
5. Licensee unilaterally breaches the agreement.

**Article 26. Force Majeure**

1. ICC JEJU is not responsible for Licensee's property damage [caused by](#) force majeure such as natural disasters, war, abrupt national policy change. and etc.
2. ICC JEJU is not responsible for Licensee's property damage due to accidents [caused by](#) fire, theft, damage and others.

**Article 27. Applicable Law, Venue and Jurisdiction**

Regardless of Licensee's nationality, applicable law for all business transactions between ICC JEJU and Licensee prescribed in Article 2 is from where actual business transactions are occurred.

[Appendix 1]

### License Agreement

International Convention Center Jeju, Co. Ltd. (President Jungmi Sohn, hereby referred to as “the Licensor”) and \_\_\_\_\_ (Representative \_\_\_\_\_, hereby referred to as “the Licensee”) shall agree to the following terms and conditions:

Title of Event	Korean	
	English	
License Period		
Licensed Area and Services		

#### Article 1. Object of the Agreement

The Licensor shall lease the above premises and services to the Licensee during the license period aforementioned. The Licensee, in turn, agrees to be subject to ICC JEJU Rules and Regulations and shall use it solely for the event mentioned and pay license fee and service charges pertaining to the event. The object of this agreement is to establish terms and conditions of this arrangement.

#### Article 2. License fee and payment

1. Total amount of license fee for room and equipment is KRW\_\_\_\_\_ (tax inclusive) as of date\_\_\_\_\_20XX. Additional room and equipment will be subject to additional cost and payment.
2. Full payment of license fee of KRW \_\_\_\_\_(tax inclusive) for room and equipment is due prior to event starting date. However, payment date may differ upon agreement between two Parties.
3. Initial set-ups per room of the physical equipment are provided at no charge. **However**, room turnover charges will apply. Separate payment procedure for food and beverage shall be discussed with the Licensee.

#### Article 3. Use of Services

Services refer to telecommunication and data service, equipment rental, food and beverage service, floral service (including flowers, flower wreath and arrangement, potted plants, and etc.) and exhibition services by ICC JEJU’s designated service providers. It is the Licensee’s responsibility to ensure that all service contractors and service providers are approved to work at ICC JEJU and have received a copy of ICC JEJU General Rules and Regulations and submit the following documents at least 7 days prior to the first move-in day; Exhibition Floor Plan Application, Technical Support Application, Work Plan, Work Guideline, Advertising Set-up Application and others. However, submission date may differ upon discussing with a ICC JEJU Operation Manager.

#### Article 4. Alteration of license period and penalty fee

If alteration of license period is made after the contract is signed upon the Licensee's request, the Licensee shall pay 10% of the total license charge as the penalty fee. However, the alteration may not require the penalty fee if the following conditions are met:

1. Deposit after signing the agreement
2. Approval by the Licensor
3. Alteration of period within 1 year from the agreement date

Article 5-1. Cancellation Policy

1. If the event is canceled or annulled by the Licensee after signing the agreement prior to event date, paid deposit shall be forfeited.
2. If cancellation occurs during the event term by the Licensee, full payment of room and services shall not be reimbursed to the Licensee.

Article 5-2. Accident and Damage Responsibility

The Licensee is responsible and liable for any accident, damage, loss, theft caused in the course of event execution thus subject to reimbursement and compensation.

Article 6. Arbitration

Any dispute arising out of or relating to this Contract, or breach thereof shall, unless settled by mutual consultation in good faith, be finally settled by arbitration in the Republic of Korea.

In witness whereof, this present Agreement shall enter into force as soon as it is signed by both Parties. In order to confirm no-objection of this Agreement by both Parties, the Agreement is made in duplicate; each Party shall retain one copy of the Agreement.

For Licensor Ms. <u>Jeong Mi Son</u> President International Convention Center Jeju, Co., Ltd. 224 Jungmun Gwangwangro, Seogwipo-City Jeju Special Self-Governing Province Republic of Korea Date:	For Licensee
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### License Agreement (Special Event)

International Convention Center Jeju, Co. Ltd. (President Jeong Mi Son, hereby referred to as “the Licensor”) and \_\_\_\_\_ (Representative \_\_\_\_\_, hereby referred to as “the Licensee”) shall agree to the following terms and conditions for facilitating special event:

<b>Title of Event</b>	Korean	
	English	
<b>License Period</b>		
<b>Licensed Area and Services</b>		

#### Article 1. Object of the Agreement

The Licensor shall give License to the Licensee to use the above area and services during the license period aforementioned. The Licensee, in turn, agrees to be subject to ICC JEJU Rules and Regulations and shall use it solely for the event mentioned and pay license fee and service charges pertaining to the event. The object of this agreement is to establish terms and conditions of this arrangement.

#### Article 2. License fee and payment

1. Total amount of license fee for room and equipment (excluding service charges) is KRW\_\_\_\_\_ (tax inclusive) as of Date, 20XX. Within 48 hours that this agreement goes into effect, the Licensee shall deposit KRW\_\_\_\_\_. The remaining amount of KRW \_\_\_\_\_ (tax inclusive) shall be paid in full \_\_\_\_ days prior to the event starting date. The Licensor and the Licensee shall discuss and agree to pay additional room and equipment charge when it occurs.
2. If the Licensee defaults in payment of any amount due, the Licensee shall pay interest on the defaulted debt from the date of that default until the final payment at the annual interest of 16%, calculated on a daily basis and compounded monthly.
3. Initial set-ups per room of the physical equipment are provided at no charge. Room turnover charges will apply.
4. The Licensee shall consult and settle with the Licensor’s designated Food and Beverage Service Provider on payment procedure for food and beverage.

#### Article 3. Manning and Use of Services

1. The Licensee shall man the function rooms in order to ensure smooth operation and safety issues with the following job description:
  - a) Traffic control staff: minimum \_\_\_\_ pax
  - b) Escalator safety staff: minimum \_\_\_\_ pax
  - c) Ticketing, external and internal on-site staff: minimum \_\_\_\_\_ pax
2. Services refer to telecommunication and data service, equipment rental, food and beverage service, floral service (including flowers, flower wreath and arrangement, potted plants, and etc.) and exhibition services by ICC JEJU’s designated service providers. In case additional work is required to facilitate the exhibition and event, the Lessee shall abide by the Lessor’s Rules and Regulations and submit the following documents by date set by the Lessor; Work Approval Form, Work Plan, Technical Support Application, Move-in and Move-out Schedule, Advertising Set-up Application and others.

#### Article 4. Alteration of license period and penalty fee

If alteration of license period is made after the agreement is signed upon the Licensee's request, the Licensee shall pay 10% of the total license fee as the penalty fee. However, the alteration may not require penalty fee if the following conditions **are met**:

1. Deposit after signing the agreement
2. Approval by the Lessor
3. Alteration of period within 1 year from the agreement date

#### Article 5. Cancellation Policy

1. If the event is canceled or annulled unilaterally by the Licensee after signing the contract prior to event date, paid deposit shall be forfeited.
2. If cancellation occurs during the event period unilaterally by the Licensee, full payment of room and services shall not be reimbursed to the Licensee.

#### Article 6. Arbitration

1. Any dispute arising out of or relating to this Agreement, or breach thereof shall be settled by mutual consultation in good faith. However if it is not the case, it shall be settled by the Board of Arbitration set up according to the related law of the Arbitral Institution.
2. If the dispute is not settled by Article 6-1, it shall be finally settled at the court located in the Republic of Korea.

#### Article 7. Licensee's Responsibility

1. The Licensee shall do his/her best as a good manager in using the Licensor's property and equipment during the license period.
2. If the Licensee fails to carry out responsibility stated in Article 7-1 that results in damage of the Licensor's property or equipment, he/she shall make a full reimbursement.
3. Without the Licensor's approval, the Licensee cannot transfer **the** right of the Licensor's property or sublet the Licensor's property use.

#### Article 8. Licensee's Safety Management

1. The Licensee shall use flame proof **goods** in accordance with the Fire Safety **Law Article 11** (Flame resistance in special place) in installing equipment and facilities for performance, event, or exhibition.
2. The Licensee shall submit proof certificate issued by the Korea Ministry of Security and Public Administration for any flame proof goods mentioned in Article 8-1 to the Licensor for approval before installing them in stage work or the Licensor's property.
3. The Licensor may limit the use of explosive goods such as fireworks, firearms, and special effect goods for fire precaution.
4. In case the Licensee moves in lighting and sound system of 20KW load of electricity which is beyond the Licensor's capacity, he/she needs to pass inspection by Electricity Safety Warden designated by the Licensor on site for electricity usage.
5. The Licensor reserves the right to limit the property use to the Licensee in case he/she violates regulations relating to matters mentioned above. The Licensor is not responsible for any compensation for the Licensee's loss in case(s) related to above matters. The Licensee cannot make an objection to Licensor's decision.

Article 9. Licensee's Installation

1. The Licensee should receive the Licensor's prior approval for moving in special device and equipment (herby referred to as "the Licensee's Installation") for installation paid by the Licensee during the license period.
2. The Licensee is responsible for removal of the Licensee's installation mentioned in Article 9-1 upon termination of the license period and restoration of the Licensor's property.
3. If the Licensee fails to execute his/her responsibility stated in Article 9-2, the Licensor shall carry out restoration, and associated costs shall be charged to the Licensee. The Licensor is not responsible for damage of the Licensee's installation in the course of removal.

Article 10. Attendance Capacity

The Licensor reserves the right to refuse or evict attendance of the Licensee in the following cases:

1. A person who has abhorrent deficiency to public or carries contagious disease
2. An intoxicated person or trespasser
3. A person who carries hazardous goods or obstacles
4. A person who owns an unauthorized entrance ticket
5. A person that the Licensor deems necessary to remove for public safety

Article 11. Liability for damages

1. The Licensor is not responsible for compensation of damage or loss when the Licensee cancels or terminates the agreement, and the Licensee cannot make objection.
2. The Licensee should comply with the contract and regulations set by the Licensor and manage as a good manager in using the facility and equipment.
3. The Licensee shall be responsible for all criminal and civil suits for accidents in association with the lease. For accidents involving work execution under command or prior approval of the Licensor, the Licensor and the Licensee shall consult and decide the scope of responsibility of each Party. If the agreement is not reached, both Parties shall follow procedure of Article 6.

In witness whereof, the present Agreement shall enter into force as soon as it is signed by both Parties. In order to confirm no-objection of this Agreement by both Parties, the Agreement is made in duplicate: each Party shall retain one copy of the Agreement.

For Licensor Ms. Jeong Mi Son President International Convention Center Jeju, Co., Ltd. 224 Jungmun Gwangwangro, Seogwipo-City Jeju Special Self-Governing Province Republic of Korea Date:	For Licensee

[Appendix 2-2]

## Addendum (Special Event)

Representative of International Convention Center JEJU, Mr./Ms.\_\_\_\_\_, (Hereinafter, "Licensor") and Representative of \_\_\_\_\_, Mr./Ms. \_\_\_\_\_ (Hereinafter, "Licensee") are to enter this agreement in order to clarify responsibility on the following matter.

Name of Special Event:

License Period :

License Details : Please refer to the below

- A. Licensee has sole responsibility to clean the waste occurring from the event management.
1. Waste from preparation and production in the licensed area
  2. Waste from **move-in and move-out** of the licensed area
- B. Licensee should man according **to** the following in order to ensure smooth and safe operation of the event.
1. The number of operation staff should be identical with the number on Article 3-1 of the Agreement.
  2. Licensee should man the same number of fully dedicated traffic control staff before and after the event hours.
  3. Licensee shall execute training and allocation of operation staff under the supervision of ICC JEJU. Licensee shall immediately meet the demand of ICC JEJU in replenishing staff.
- C. Licensee should be responsible in using ICC JEJU's facility as **in** the following **manner**;
1. Licensee should use necessary furniture (chair, table, etc.) for the event under the supervision of Food and Beverage Management and return **it** to their original location and state after use.
  2. Licensee should first report and use ICC JEJU's facility and fixtures under ICC JEJU's supervision and return to original state (including cleaning) after the event.
  3. Licensee should reimburse for the loss and damage **caused to** ICC JEJU due to licensee's carelessness after consulting with ICC JEJU.
  4. Licensee shall obtain ICC JEJU's approval in using hazardous goods (including gas, gunpowder) in the licensed area. Licensee shall bear all responsibility for civil and criminal cases arising from using **such** goods.
- D. If Licensee fails to adhere to the Agreement after signing it, Licensor reserves the right to close the licensed area and detain Licensee's equipment on the premise.
- E. In witness whereof, Licensee shall faithfully adhere to ICC JEJU's instruction as soon as it is made in duplicate, signed by ICC JEJU and Licensee and kept by each Party.

Month, day, 20

Licensor

ICC JEJU

Representative

224 Jungmun Gwangwangro, Seogwipo City,

Jeju Self-Governing Province

Licensee

[Appendix 2]

## Conference License Agreement

International Convention Center Jeju, Co. Ltd. (hereby referred to as “the Licensor”) and \_\_\_\_\_ (Representative \_\_\_\_\_, hereby referred to as “the Licensee”) shall agree to the following terms and conditions:

Title of Event	Korean	
	English	
License Period		
Licensed Area & Services		

### Article 1. Object of the Agreement

The Licensor shall lease the above premises and services to the Licensee during the license period aforementioned. The Licensee, in turn, agrees to be subject to ICC JEJU Rules and Regulations and shall use it solely for the event mentioned and pay license fee and service charges pertaining to the event. The object of this agreement is to establish terms and conditions of this arrangement.

### Article 2. License fee and payment

1. Total amount of license fee for room and equipment is KRW\_\_\_\_\_ (tax inclusive) as of date\_\_\_\_\_20XX. Additional room and equipment will be subject to additional cost and payment.
2. Full payment of license fee of KRW \_\_\_\_\_(tax inclusive) for room and equipment is due prior to event starting date. However, payment date may differ upon agreement between two Parties.
3. Initial set-ups per room of the physical equipment are provided at no charge. Room turnover charges will apply. Separate payment procedure for food and beverage shall be discussed with the Licensee.

### Article 3. Use of Services

Services refer to telecommunication and data service, equipment rental, food and beverage service, floral service (including flowers, flower wreath and arrangement, potted plants, and etc.) and exhibition services by ICC JEJU’s designated service providers. It is the Licensee’s responsibility to ensure that all service contractors and service providers are approved to work at ICC JEJU and have received a copy of ICC JEJU General Rules and Regulations and submit the following documents at least 7 days prior to the first move-in day; Exhibition Floor Plan Application, Technical Support Application, Work Plan, Work Guideline, Advertising Set-up Application and others. However, submission date may differ upon discussing with ICC JEJU Operation Manager.

### Article 4. Alteration of license period and penalty fee

If alteration of license period is made after the contract is signed upon the Licensee’s request, the

Licensee shall pay 10% of the total license charge as the penalty fee. If Licensee has already made payment for deposit at the time of request for alteration, the Licensee may change license period within 1 year from the date of signing this Agreement upon Licensor's approval.

Article 5-1. Cancellation Policy

1. If the event is canceled or annulled by the Licensee after signing the agreement prior to event date, paid deposit shall be forfeited.
2. If cancellation occurs during the event period, full payment of room and services shall not be reimbursed to the Licensee.

Article 5-2. Accident and Damage Responsibility

The Licensee is responsible and liable for any accident, damage, loss, theft caused in the course of event execution thus subject to reimbursement and compensation.

Article 6. Arbitration

Any dispute arising out of or relating to this Contract, or breach thereof shall, unless settled by mutual consultation in good faith, be finally settled by arbitration in the Republic of Korea.

In witness whereof, this present Agreement shall enter into force as soon as it is signed by both Parties. In order to confirm no-objection of this Agreement by both Parties, the Agreement is made in duplicate; each Party shall retain one copy of the Agreement.

For Licensor Ms. Jeong Mi Son President International Convention Center Jeju, Co., Ltd. 224 Jungmun Gwangwangro, Seogwipo-City Jeju Special Self-Governing Province Republic of Korea Date:	For Licensee
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## Exhibition License Agreement

This license agreement is made between Representative of ICC JEJU \_\_\_\_\_ ("ICC JEJU") and \_\_\_\_\_ ("Licensee") for the < \_\_\_\_\_ > ("event").

Title of Event	Korean	
	English	
License Period		
Licensed Area		

**Article 1 (Purpose of Agreement)** "ICC JEJU" grants Licensee to use Facility and Auxiliary Services during the license period. Licensee hereby accepts Licensee is subject to Management and Operation Regulation and makes payment for the license fee and service fee related to the event mentioned above.

**Article 2 (Payment of License fee)**

① Total license fee (except for equipment rental fee) for the event is KRW \_\_\_\_\_ (KRW \_\_\_\_\_/VAT inclusive). License fee shall be paid in accordance with the deposit schedule below.

Deposit	Due Date	Amount Due
1	Upon signing the agreement	20% of License Fee
2	3 months prior to the event date	30% of License Fee
3	7 days prior to the event date	50% of License Fee

Amount and payment date may vary according to the prior consultation.

② In case "Licensee" fails to make payment by due date stated on the Agreement, annual interest rate of 16% shall apply starting from the due date that will be added to the final payment.

**Article 3 (Deposit for additional fee)** In case "Licensee" shall submit "Application for Additional Service" for additional license space, time, or auxiliary service to the Agreement terms and make full payment before the event date. Payment date may vary according to the prior consultation.

**Article 4 (Maintenance fee and deposit of Maintenance Fee for "Exhibition Space")**

- ① "Licensee" is responsible for maintenance fee that has occurred in "Exhibition Space" during license period. Maintenance fee includes basic maintenance fee and additional fee such as electricity, air-conditioning, heating, water and pressed air, and etc.
- ② "Licensee" shall deposit maintenance fee which is equivalent to 10% of total license fee (before discount rate) of KRW \_\_\_\_\_ for the license period to "ICC JEJU" in cash. If "ICC JEJU" deems more deposit is required and request accordingly, "Licensee" shall immediately respond to the request.
- ③ Deposit shall be disposed after the license period. Should deposit exceed actual maintenance fee, "ICC JEJU" may choose to facilitate the remaining amount on restoration and overtime use.
- ④ Should deposit lack actual maintenance fee, "Licensee" shall make payment in cash to "ICC JEJU" immediately, and no interest charge is incurred upon deposit.

**Article 5. (Using Auxiliary Service of "Exhibition Space")**

- ① Auxiliary service includes electrical work, plumbing work, compressed air work, telecommunication service, equipment lease, food and beverage service, and etc. ("Auxiliary Service")
- ② "Licensee" shall submit application for auxiliary service for auxiliary service and make full payment

in cash prior to licenset date.

- ③ "Licensee" is not allowed to move out of designated area or to manipulate, damage, change original purpose of using auxiliary service without prior approval from "ICC JEJU".
- ④ "ICC JEJU" may operate designated service provider for construction work (including inspection), facility development, dismantlement and restoration, equipment lease, and other work for the sake of safe and effective management. Should "Licensee" require service, "Licensee" shall use exclusive service provider. Otherwise, "Licensee" shall obtain "ICC JEJU's approval for using non-exclusive designated operator.
- ⑤ "ICC JEJU" and its exclusive service provider reserves the right of food and beverage sales in "Exhibition Space". Food and beverage sales by Licensee in licensed area is not acceptable. Any food and beverage reservation and service are available only through "ICC JEJU" and its exclusive service providers.

**Article 6. (Alteration of Licensed Area and Penalty Fee)**

- ① Should "Licensee" unilaterally alter license period, Licensee shall make payment for 10% of total license fee as penalty fee. In case "Licensee" has already made payment for the deposit after signing the Agreement, Licensee may alter the date without penalty fee upon ICC JEJU's approval.
- ② Should "Licensee" alter over 50% of licensed area, it shall be considered as Licensee's unilateral cancellation of Agreement.

**Article 7. (Cancellation of "Exhibition Space" and Cancellation Fee)**

- ① Should "Licensee" unilaterally cancel or terminate this Agreement after signing the Agreement, ICC paid deposit shall be forfeited.
- ② Should "Licensee" unilaterally cancel this Agreement after license period, the "Licensee" shall not claim for already paid deposit and service charge.

**Article 7-2. (Reimbursement for Accident and Facility Damage)** "Licensee" shall bear full responsibility and reimbursement for possession, use, and management of ICC JEJU and accident, facility damage, loss, and theft that occurs during Licensee's event.

**Article 8. (Grievance Settlement)** Any dispute arising out of or relating to this Agreement shall be settled by mutual consultation. However, if it is not the case, it shall be finally settled at the court located on ICC JEJU's premise.

IN WITNESS WHEREOF, this Agreement shall enter into force as soon as it is signed by both Parties. In order to confirm no-objection of this Agreement, the Agreement is made in duplicate, each Party shall retain one copy of the Agreement.

. . 20XX

Licenser  
Representative  
ICC JEJU  
224 Jungmun Gwangwangro, Seogwipo City  
Jeju Self-Governing Province, Republic of Korea

Licensee

Signature



[Appendix 5-1]

## Additional Equipment Application

담당	팀장	전무	사장

Title of Event	
----------------	--

Date	Time	Area	Item	QTY.	Fee	Remarks
(1) Equipment Fee						
(2) Discount						
(1)-(2) Discounted Fee						
(3)10% VAT						
(2)+(3) Total Equipment Fee						

\* Please attach a separate sheet if necessary.

TO: International Convention Center JEJU

We hereby request to use additional equipment from ICC JEJU in accordance with ICC JEJU Meeting and Exhibition Management and Operation Rules and Regulation for your approval.

. . . 20XX

▶ Licensee

Name of Institute(Company) :

Representative :

Signature

(for                      TEL :                      )

Address :

[Appendix 5]

## Additional Room Application

담당	팀장	전무	사장

Title of Event	
----------------	--

Date	Time	Room	Purpose	Space (sq.m)	No. of participants	Fee	Remarks
(1) License Fee							
(2) Discount							
(1)-(2)Discounted Fee							
(3)10% VAT							
(2)+(3)Total Room Fee							

\* License Period : A(09:00-12:00), B(13:00-17:00), C(18:00-21:00),  
D(09:00-17:00),E(13:00-21:00), F(09:00-21:00), G(additional 1 hour)

\* Please attach a separate sheet if necessary.

TO: International Convention Center JEJU

We hereby request to use additional room from ICC JEJU in accordance with ICC JEJU Meeting and Exhibition Management and Operation Rules and Regulation for your approval.

. . 20XX

▶ Licensee

Name of Institute(Company) :

Representative :

Signature

(for                      TEL :                      )

Address :



[Appendix 7]

담당	팀장

## Operation and Security Staff Report

Title of Event	
----------------	--

### ○ List of Operation and Security Staff

Department	Name	Social Security No.	Address	Telephone
Operation				
Total	pax			
Security				
Total	pax			
Grand Total	pax			

\* Please attach a separate sheet if necessary.

\* Attachment (if necessary): 1 copy of patrol plan and security staff work plan in and out of ICC JEJU and work schedule.

TO: International Convention Center JEJU

We hereby request to move-in/move-out of products/hazardous goods at ICC JEJU in accordance with ICC JEJU Meeting and Exhibition Management and Operation Rules and Regulation for your approval.

. . . 20XX

▶ Licensee

Name of Institute(Company) :

Representative :

Signature

(for                      TEL :                      )

Address :

[Appendix 8]

담당	팀장

## Application for Booth Setup (Change)

Title of Event	
Room	
Stand no.	
Reason for Change	

### ○ Booths Layout Plan

Standard Booths	units	Independent Booths	units	TOTAL	units
	companies		companies		companies

TO: International Convention Center JEJU

We hereby request to set up/change booths as attached in accordance with ICC JEJU Meeting and Exhibition Management and Operation Rules and Regulation for your approval.

- Attachments
1. 2 Copies of Exhibition Layout
  2. 2 Copies of layout and elevation drawing of Independent Booths
  3. 2 Copies of Work Plan for Exhibition (Standard and Independent Booths)

. . 20XX

▶ Licensee

Name of Institute(Company) :

Representative :

Signature

(for TEL : )

Address :

[Appendix 9]



담당	팀장

## Technical Support Application (Exhibition)

Title of Event	
Room	
Booth Stand No.	

Spot Lighting	Single-Phase 220V 60HZ		KW
Exhibition Product	Single-Phase 220V 60HZ		KW
	Three-Phase 220V 60HZ		KW
	Three-Phase 380V 60HZ		KW
24 hour lighting	Single-Phase 220V 60HZ		KW
	Three-Phase 220V 60HZ		KW
	Three-Phase 380V 60HZ		KW
Total			KW
Telephone	Line(s)	Compressed Air	Line(s)
Water	Line(s)	Drainage	Line(s)
Air-conditioning		Heating	
	Period :		Period :

\* Attachment : Technical Support Service Layout (scale- 1:200)

TO: International Convention Center JEJU

We hereby request for technical support as attached in accordance with ICC JEJU Meeting and Exhibition Management and Operation Rules and Regulation for your approval.

. . 20XX

▶ Licensee

Name of Institute(Company) :

Representative :

Signature

(for                      TEL :                      )

Address :







담당	팀장

## Advertising Installation (Change) Application

Title of Event	
Installation Period	
Contractor	
Reason for Change	

○ Installation Location and Quantity

Installation Location	Quantity	Item	Size
Main Entrance			
Tamna Hall			
Halla Hall			
Samda Hall			
Event Hall			
Foyer			
Other (                    )			

TO: International Convention Center JEJU

We shall comply with the following guideline as ICC JEJU instructed in installing advertising materials in the building. If any problem arises from installation work, event organizer or user shall bear full responsibility. We hereby request your approval for installation (change) of advertising materials as attached.

1. After installation, Licensee shall clean up the work area.
2. If safety accident involving equipment or person occurs while engaged in installation work, Licensee shall full responsibility for criminal/civil cases related to accident.
3. In order to use ICC JEJU's hydraulic ladder, Licensee shall comply with ICC JEJU's Safety Manager.
4. Licensee shall remove advertising materials as soon as the event is completed.
5. Licensee shall not install advertising materials in other location without ICC JEJU's approval.
6. For installing arch and balloon types of advertising, Licensee shall submit "Work Guideline."

. . . 20XX

▶ Applicant Address:  
Company :  
Representative :

(Person in charge :

Print Name                    Signature  
Mobile:                                    )

Attachment : 2 Copies of Advertising Material Specification

Approved-Yes  No  Operation Manager :

Name                                    Signature

[Appendix 12]

담당	팀장

# Heavy Equipment Move-In Report

Title of Event	
Room	
Booth Stand No.	

## ○ Item

Item	Weight(ton)	Quantity	Purpose

- \* Please use a separate sheet if necessary.
- \* Attachment : 1 Copy of Heavy Equipment Layout Plan

TO: International Convention Center JEJU

We hereby report and request for moving in heavy equipment mentioned above in accordance with ICC JEJU Meeting and Exhibition Management; Operation Rules and Regulation for your approval.

. . 20XX

▶ Licensee

Name of Institute(Company) :

Representative :

(for TEL : )

Address :

Signature

## Application for Delivery of Hazardous Goods

담당	팀장

Title of Event			
Room			
Booth Stand No.			
Move-In Date		Move-Out Date	
Purpose of Delivery			

◇ Items ◇

No.	Name	Unit	Quantity	Package Condition	Storage Condition
1					
2					
3					
4					
5					
6					

\* Please use a separate sheet if necessary.

TO: International Convention Center JEJU

We hereby request for moving in(out) of the hazardous goods mentioned above in accordance with ICC JEJU Meeting and Exhibition Management and Operation Rules and Regulation for your approval.

. . 20XX

▶ Licensee

Name of Institute(Company) :

Representative :

Signature

(for                      TEL :                      )

Address :

[Appendix 15]

담당	팀장

## Application for Equipment and Fixtures

Title of Event	
License Period	

(Unit: KRW)

Item	License Period	Quantity	Price	License Fee	Release/Return Date	Remark
Sub-Total						
10% VAT						
Total						

\* Please use a separate sheet if necessary.

TO: International Convention Center JEJU

We hereby request for equipment and fixtures as above in accordance with ICC JEJU Meeting and Exhibition Management and Operation Rules and Regulation for your approval.

. . 20XX

▶ Licensee

Name of Institute(Company) :

Representative :

Signature

(for TEL : )

Address :

담당	팀장

## Restoration and Replacement Confirmation

Title of Event	
----------------	--

### 1. Room and Exhibition Space

Date	Room	Damage and Loss report	Restored Y/N	Restoration Fee	Remark

### 2. Equipment and Fixtures

Name of Product	Specification	License Period	Quantity	Remark

\* Please use a separate sheet if necessary.

TO: International Convention Center JEJU

We hereby confirm that room and exhibition space or equipment and fixtures belonging to ICC JEJU are damaged, disfigured, and lost as reported above during the license period will be restored to the original status or replaced by the same items.

. . 20XX

▶ Licensee

Name of Institute(Company) :

Representative :

(for                      TEL :                      )

Address :

Signature