



ICCV 2019
Seoul, Korea

ICCV 2019 EXPO

Manual

**International Conference on Computer Vision
2019 EXPO**

- | October 29 – November 1, 2019**
- | Coex Convention Center, Seoul, Korea**

ICCV 2019 Expo Secretariat(Coex)

513, Yeongdong-daero, Gangnam-gu, Seoul 06164, Korea

Tel: +82.2.6000.8189 | Fax: +82.2.6000.8190 | E-mail: exhibition@iccv2019.kr

Table of Contents

I. ICCV 2019 EXPO	2
1. Overview	2
2. How to Participate.....	3
3. Registration	4
4. Required Documents.....	4
II. EXPO Hall	6
1. Venue	6
2. Floor Plan	7
3. Space Only	8
4. Standard Booth(Paid Service)	9
III. Schedule	11
1. Installation	11
2. Expo Schedule.....	12
3. Dismantle	12
IV. Rules & Regulations	13
V. General Information	14
1. Shipping	14
2. Power Supply (for Lighting & Equipment)	17
3. Internet Access	17
4. Furnishings and Accessories.....	19
5. Waste Disposal.....	19
6. Noise	19
7. Booth Event Guideline	20
8. Obstacles	20
9. Smoking Policy.....	20

I. ICCV 2019 EXPO

1. Overview

ICCV 2019 Expo is the premier international computer vision expo. ICCV 2019 will be the largest gathering of students, academics, industry professionals, researchers from around the world and participants from every aspect of computer vision are expected to attend. ICCV 2019 attendees will create a one-of-a-kind opportunity for social networking, recruiting, inspiration, and motivation.

- Title: ICCV 2019 EXPO
- Date: October 29 (Tue.) - November 1 (Fri.), 2019
- Venue: Hall B, Coex Convention Center, Seoul, Korea
- Website: iccv2019.thecvf.com

This manual will provide you with the necessary application forms, guidelines and useful information to ensure that you have an enjoyable and successful expo experience.

The expo secretariat will have an office within the expo area during the booth installation and dismantling periods and throughout the Conference. Staff of the Expo Secretariat will be on hand to be of assistance to all participants. For inquiries or assistance, please contact:

ICCV 2019 Expo Secretariat (Coex)

Address: 513, Yeongdong-daero, Gangnam-gu, Seoul 06164, Korea

Phone: +82-2-6000-8189

Fax: +82-2-6000-8190

E-mail: exhibition@iccv2019.kr

2. How to participate

The location of booths will be allotted by first come, first served basis. The booth layout will be updated on the official website in real time. For more information about the application, please visit the official website (iccv2019.thecvf.com) or contact the ICCV 2019 Expo Secretariat (exhibition@iccv2019.kr).

STEP 1	Application for Participation	<p>Participating exhibitors should fill the application form first, after determining booth type, size, and location. You can also download the ICCV 2019 Expo's floor plan on the website.</p> <p>After filling in the application form, please send it to the ICCV 2019 Expo Sales management (iccv@heexpo.com).</p>
STEP 2	Confirmation of Booth Application	<p>ICCV 2019 Expo Secretariat(Coex) will send a confirmation letter and invoice after confirming the booth application you've sent. The invoice shows the deposit that you should pay. The deposit is 50% of your total cost. All exhibitors are required to make the payment of deposit within fifteen (15) days of receiving the invoice.</p>
STEP 3	Deposit Payment & Submission of Additional Mandatory Forms	<p>Upon receipt of the payment, ICCV 2019 Expo Secretariat will send you the invoice of the balance for the additional mandatory forms. The forms need your company's information, staff member names, required utilities and furniture, dangerous materials you will bring, and your plan to make an event in the booth if you have one.</p> <p>Please note that it would be hard to make any change during the expo, so write the forms with careful planning.</p>
STEP 4	Remaining Balance & Additional Charge Payment	<p>After making the payment of the balance (the remaining 50% of total cost) and the additional charge of your booth, your ICCV 2019 Expo application to the will be successfully finished.</p> <p>The payment deadline is August 31 (Sat.), 2019. Please make sure to meet the deadline according to plan.</p>

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3. Required Documents

Please ensure that all the documentations are submitted on time.

Section	Contents		Form		Note
			Space Only	Standard	
Application for Participation	Registration		Mandatory	Mandatory	
Documentation for Submission	Company's Information	Form 1	Mandatory	Mandatory	
	Exhibitor Entry Passes	Form 2	Mandatory	Mandatory	
	Utilities	Form 3	Optional	Optional	
	Application for Standard Booth and Other Services	Form 4	Optional	Mandatory	
	Construction Subcontractor for the Space Only	Form 5	Mandatory	-	
	Dangerous & Heavy Materials	Form 6	Mandatory	Mandatory	
	Booth Event	Form 7	Optional	Optional	
	Furniture & Fixtures Rental	Enclosure	Optional	Optional	

4. Registration

Booth space includes one exhibitor pass for each nine square meters reserved. An additional exhibitor pass may be purchased at KRW 400,000 per registration and includes coffee breaks.

Exhibitors also can buy additional exhibitor passes in advance. Exhibitors who want additional pass must fill out the [Form 2] and submit it to the Expo Secretariat. Please note that there will not be any additional onsite registrations available if we get max capacity and cannot accommodate additional registrations.

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4-1. Online Registration

Each exhibitor can register online via our official website (iccv2019.thecvf.com). Expo Secretariat will give additional exhibitors a code via email after checking [Form 2]. Exhibitors can purchase additional exhibitor passes online by using a special code for additional exhibitors.

4-2. Onsite Registration

Once again, please note that additional exhibitor passes cannot be purchased at onsite if we get max capacity.

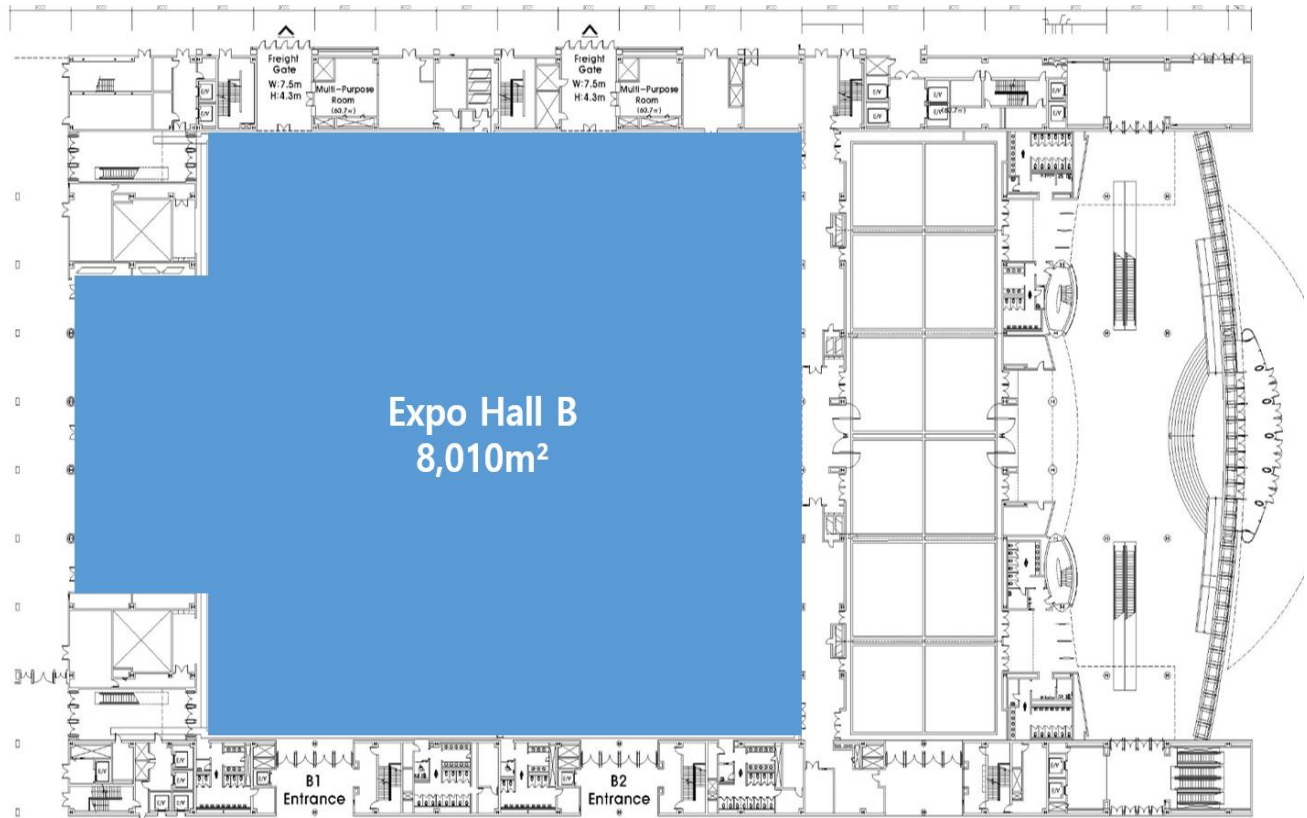
5. Additional Fees

It could add additional cost that in some cases additional staff, equipment or furnishings.

- Additional Staff: KRW 400,000 per person. The pass is valid for expo only.
- Standard booth: KRW 450,000 per one (1) booth (3m x 3m). Exhibitors who choose standard booth in application form should fill out the [Form 4], 'Application Form for Standard Booth and Other Services'.
- Other expenses will include drainage, wired internet connections, and electrical, etc. Please refer to [Form 3] in the required documents.
- Other furnishings will be available through Official Service Provider. Please refer to [Enclosures] in the required documents.

II. EXPO Hall

1. COEX Hall B (1F)



- Area: 8,010 m²
- Height of Ceiling: 9.5 m
- Floor Load: 1.5 tons/m²
- Floor is finished with polished concrete.
- Booth's floor should be finished with pytex.

2. Floor Plan



The EXPO Hall is divided into 5 areas by its using

- ❶ Expo
- ❷ Poster Presentation
- ❸ Coffee Break
- ❹ Coffee Break
- ❺ Lounge (640 Seats)

The EXPO Hall has 226 booths total (1 booth = 9m²).

- A (size of 9 booths): 5 EA (81m²/booth)
- B (size of 6 booths): 5 EA (54m²/booth)
- C (size of 4 booths): 16 EA (36m²/booth)
- D (size of 2 booths): 7 EA (18m²/booth)
- E (size of 1 booths): 74 EA (9m²/booth)

3. Space Only

3-1. General Policies

- Exhibitors applying for the Space Only booth will only be provided expo space, Power (1000W/220V), one (1) information desk and two (2) chairs. Other facilities such as water drainage, internet could cost extra.

3-2. Space Only Installation Regulation

- Space Only, which is decorated with wooden materials or similar ones, must be installed by official contractors designated by the ICCV 2019 Expo Secretariat.
- All electrical work must be carried out by official electrical suppliers of Coex. Non-designated suppliers by the ICCV 2019 Expo Secretariat are not allowed to conduct electrical work.
- Official contractors' information:

	SAMHO D & C	Design View
Email	exsamho@gmail.com	diana@thedesignview.com
Tel.	+82-2-335-3505	+82-2-511-1727
FAX	+82-2-335-3506	+82-2-454-1726

4-3. Space Only Installation and Design Restrictions

- The maximum height of a booth is 6m, and no ceiling-utilizing rigging is allowed for multi-layered floor and facilities and exhibits over 4m.
- Punching and nailing on floors and walls, painting in the expo hall are prohibited.
- No lighting, fixtures, lighting trusses or overhead lighting is allowed outside the boundaries of the expo space.
- All materials used in the booth must be non-flammable and flame-resistant.
- Booth floors must be carpeted with materials easy to remove and must be nonflammable. Latex glue may be used on carpet only.
- Banners or any display materials cannot be installed without permission from the ICCV 2019 Expo Secretariat.
- Loading heavy exhibits (1 ton/m² or heavier) are generally not allowed. However, heavy exhibits may be brought in with prior approval from the ICCV 2019 Expo Secretariat with necessary measures such as weight dispersion.
- Using power saws, electric planes, welding machines, electric grinders or Oxy-fuel cutting machines are not allowed in the hall.

3-4. Form for Company Applying to Space Only

- Exhibitors installing a space only booth must submit [Form 5] with the following information: contractor's name, contracted company name, address, phone number, E-mail, etc.
- Space only booth exhibitors must submit a copy of a 3D color perspective view, floor plan, and elevation plan to the ICCV 2019 Expo Secretariat for construction approval prior to installation.

3-5. Dismantling and Move-out

- Construction materials should not be moved out before electric power is shut off.
- When dismantling, exhibitors are required to consult with the ICCV 2019 Expo Secretariat if there is any damage to the existing facilities.

4. Standard Booth (Paid Service, KRW 450,000)

- NOTE: Apart from 'Space Only' rental fee, setting up standard booth will be charged KRW 450,000.
- Space: 3m x 3m (9m²)(Available in different sizes)
- Materials
 - Trade Fair carpet (Pytex)
 - Grid in matt black anodized aluminum
 - Black wall panels
 - Information desk (1) and chairs (2)
 - Power (1 double outlet rated 1,000W/220V)
 - Spotlight and company signage
 - Exhibitions, interior display, catalogue and business cards must be prepared by exhibitors
- Tables, chairs, display showcases, catalogue holders and electrical goods can be attained through a rental company (See Furniture Rental Catalogue).
- If you want to use different graphic work for furniture/equipment in the Standard Booth, you need to complete the Rental Application Form for Furniture and Equipment and submit to the Expo Secretariat.



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III. Schedule

1. Installation

- Date and time: 08:00 - 18:00, October 28 (Mon.), 2019.
- Free parking is provided for freight vehicles for three hours during the installation time at the loading dock.
- Unloading is allowed at the main gate for other vehicles. Vehicles must be moved to the parking lot as soon as the freight is unloaded.
- The Secretariat is not liable for any lost, stolen, or damaged goods and equipment.
- Exhibitors may choose to work later than 18:00, they should bear all the expenses and let the ICCV 2019 Expo Secretariat know in advance.
- If an exception must be made, contact Expo secretariat.
- Detailed Set-up Schedule (standard and space only)

Date	Time	Description	Note
28 Oct (Mon.)	08:00 - 09:00	- Construction materials carried in (Entry of Vehicles)	
	08:30 - 10:30	- Floor covering (Standard, Space Only)	
	10:00 - 13:00	- Installation of Standard Booth - Installation of Space Only	
	13:00 - 15:00	- Electrical installation	
	- 16:00	- Installation of Standard Booth, signboard, and information desk	
	- 17:00	- Final check and completion of Standard Booth and facilities installation	
	17:00 - 18:00	- Furnishing - Display	

2. EXPO Schedule

- Date: Oct 29 (Tue.) – Nov 1 (Fri.), 2019
- Time: 10:00 - 18:00
- Exhibits must be staffed during Expo hours.
- Identification badges can be picked up at the registration desk. Badge exchange between exhibitor representatives is not permissible.
- Detailed Expo Schedule

Date	Time	Description	Note
29 Oct (Tue.)	09:00 - 10:00	Entry of Exhibitors	
	10:00	Expo Hall Open	
31 Oct (Thu.)	10:00 - 18:00	Operation of Expo Hall	
	18:00	Closed	
1 Nov (Fri.)	09:00-10:00	Entry of Exhibitors	
	10:00	Expo Hall Open	
	10:00 - 16:00	Operation of Expo Hall	
	16:00 - 18:00	Move-Out	
	18:00 - 24:00	Dismantling	

3. Dismantling

- Moving Out: 16:00 - 18:00, November 1 (Fri.), 2019
- Booth Dismantling: 18:00-, November 1 (Sat.), 2019
- When moving out and dismantling exhibits and related items, you are required to remove waste such as plastic, wood and glass pieces.
- Three hours free parking for freight vehicles will be provided during the dismantling.

IV. Rules & Regulations

- 1. Organizer: Principal Purpose.** The word "Organizer" as used herein shall mean the International Conference on Computer Vision 2019 (ICCV 2019) and the Institute of Electrical and Electronics Engineering (IEEE) Computer Society. The word "Management" as used here in shall mean the representatives acting for it in the management of the Exhibition. The Organizer are educational, scientific and technical societies organized to provide a mechanism for promoting interchange between the various disciplines represented within the information processing community. As such, they Organizer Conferences and Exhibitions as one means of accomplishing this end. The main purpose of these Conferences and Exhibitions is educational and the Exhibition staged in conjunction with the Conference is a vital element of this educational process. No selling or order taking will be permitted on the Expo floor or other areas controlled by ICCV 2019. The Organizer and the Exhibitor agree that the purpose of the Exhibition is exclusively for the education of persons attending the Conference, and will conduct themselves accordingly.
- 2. Sub-Leasing.** Exhibitor may not sublet his/her space, nor any part thereof, nor exhibit, offer for sale, give as a premium, or advertise articles not manufactured or sold in his/her own name, except where such articles are required for the proper demonstration or operation of Exhibitor's display, in which case identification of such articles shall be limited to the regular nameplate or other identification which in standard practice appears normally on them. Exhibitor may not permit in the booth non-exhibiting companies' representatives. Rulings of the Management shall in all instances be final with regard to use of any exhibit space.
- 3. Eligible Exhibits.** Management has sole right to determine the eligibility of any company or product for inclusion in the Exhibition.
- 4. Limitation of Liability.** Neither the Organizer, nor the Exhibition Management (Coex) nor the Coex Expo floor nor the Exhibition agency nor any of their officers, agents, employees or other representatives, shall be held liable for, and they are hereby released from liability for, any damage, loss, harm or injury to the person or property of the Exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause. The Exhibitor shall indemnify, defend and protect Organizer, Management, Coex and the ICCV 2019 Exhibition Secretariat, and hold and save Organizer, Management harmless from, any and all claims, demands, suits, liability, damages, loss, attorney's fees and expenses of whatever kind or nature, which might result from or arise out of any action or failure to act on the part of the Exhibitor or any of its officers, agents, employees or other representatives. All Exhibitors are required to provide for their own floater insurance coverage, protecting against damage, loss or theft, and business auto coverage.
- 5. Installation - Showing - Dismantling.** Hours and dates for installation, showing, and dismantling shall be those specified by Management. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exhibition before conclusion of this dismantling period as specified by Management.
- 6. Damage to Property.** Exhibitor is liable for any damage caused to building floors, walls, or columns, or to standard booth equipment, or to other Exhibitor's property. Exhibitor may not apply paint, lacquer adhesive or other coating to building columns and floors or to standard booth equipment.
- 7. Beverages/Food Distribution.** Exhibitors should check with Show the Exhibition Officer if they plan on distributing beverages or food items during the ICCV 2019 Exhibits.
- 8. Attendance.** Management shall have sole control over admission policies at all times.
- 9. Booth Representatives.** Exhibitor's booth representatives shall be restricted to employees of exhibiting company who are actually working in Exhibitor's booth. Booth representatives shall wear "EXHIBITOR" badge identification, furnished by Management, at all times. Management may limit the number of booth representatives at any time. All Exhibitor's company personnel other than those working in booth are to register as attendees at the Exhibition.
- 10. Demonstration Equipment Placement.** All demonstration equipment including operator's position must be located at least 1(one) meter removed from the aisle line of the exhibit area. No display material and/or equipment can be placed in meeting rooms of the Convention Center or in conference hotels without written permission from Management. Exhibitor warrants and agrees that the Exhibitor is solely responsible for assuring that its exhibit, demonstration(s) and all related materials are accessible to persons with dis-abilities and complies with all applicable provisions of the Disabled person welfare law of Korea.
- 11. Decoration.** Management shall have full discretion and authority in the placing, arrangement, and appearance of all items displayed by Exhibitor, and may require the replacing, rearrangement, or redecorating of any item or of any booth which Management deems inconsistent with the Principal Purpose of the Exhibition or inappropriate for any other reason, and no liability shall attach to Management for costs that may evolve upon Exhibitor thereby. Exhibitors building special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner as not to be unsightly to Exhibitors in adjoining booths. If such surfaces remain unfinished at Noon on opening day of the Exhibition, Management shall authorize the official Booth Installer to effect the necessary finishing and Exhibitor must pay all charges involved thereby.
- 12. Exhibitor's Representatives' Responsibility.** Exhibitor agrees to indemnify Management against and hold it harmless for any claims arising out of the acts or negligence of Exhibitor, his/her agents or employees.
- 13. Exhibitor's Withdrawal.** Fifty percent of total cost under contract will be retained by ICCV 2019 Exhibition Secretariat when written notice of intent to withdraw is received at the ICCV 2019 Exhibition Secretariat prior to 7-26-2019. No refunds will be issued for withdrawal notices received on or after 7-26-2019. Withdrawal notice does not eliminate financial liability of balance due when withdrawing.
- 14. Exhibit Space Reduction.** Exhibitors who reduce contracted exhibit space prior to 7-26-2019 will be charged 50% of originally purchased exhibit space plus an additional 10% penalty on originally blocked space. If request to reduce space is received after 7-26-2019, exhibitor shall remain liable for the total rental amount (including any balance due) of its original square footage, and ICCV 2019 Exhibition Secretariat will be entitled to retain all sums previously paid. Such replacement exhibit space(s), if any, shall be provided based on availability as determined at Management's sole discretion. Additional charges may apply, depending on final booth size.
- 15. Insurance Requirements.** If the Exhibitor causes fire, theft, or any other forms of deliberate or accidental damages to the Organizer or other parties, the Exhibitor is solely liable for the compensation to damages caused. The Exhibitor is also solely liable for the insurance of the items displayed.
- 16. Exhibitor's Discussions; Costumes; Promotion.** Exhibitor shall not engage in any activities in the aisles or in booths other than his/her own. Exhibitor's representatives wearing distinctive costumes, or carrying banners or signs separately or as part of their apparel must remain in their own booths.
- 17. Failure to Hold Expo.** Except as the Exhibitor's rental obligations may be reduced as set forth in paragraph 13, the Exhibitor is responsible for total booth rental irrespective of the reason for the cancellation by the Exhibitor because of the failure of an Exhibit to arrive for any reason, or cancellation by Organizer of the Exhibition, in whole or in part, as the result of riot, strike, civil disorder, act of war, act of God, or any other reason of any kind whatsoever not within Organizer' control.
- 18. Floor Load.** Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor load (1.5 ton/m²). Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the load of his/her exhibit material in conformity with the maximum floor load specifications.
- 19. Flammable Materials.** No flammable fluids or materials of any nature may be used in any booth and/or decorative materials, including any materials the use of which is prohibited by national, state or city fire regulations.
- 20. Lotteries; Contests.** The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only on written approval from Management.
- 21. Noise and Odors.** No noisy or obstructive work will be permitted during open hours of the Exhibition, nor will noisily operating displays, nor exhibits producing objectionable odors, be allowed.
- 22. Obstruction of Aisles or Booths.** Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby Exhibitor's booth shall be suspended for any periods specified by Management.
- 23. Regulations Governing Displays.** Regulations relating to maximum allowable heights of back wall and sidewall display panels are included with the Expo Service Manual to be distributed.
- 24. Rejected Displays.** Exhibitor agrees that his/her exhibit shall be admitted and shall remain from day to day solely in strict compliance with the rules herein laid down. Management reserves the right to reject, eject, or prohibit any exhibit in whole or part, or Exhibitor or his/her representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to Exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or Exhibitor is ejected for violation of these rules or for other stated reasons, no return shall be made.
- 25. Safety Devices.** Exhibitor agrees to accept full responsibility for compliance with national, city and province regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment.
- 26. Samples; Souvenirs.** Samples, souvenirs, publications, etc. may be distributed by Exhibitor only from within his/her booth. The distribution of any article that interferes with the activities in or obstructs access to neighboring booths, or that impedes aisles, is prohibited. Balloons (air or helium) are prohibited.
- 27. Signs; Sign Copy; Illumination.** No "sold" signs of any nature which designate prices or notices of "sales", etc., are permitted. Electric flashers are prohibited. Should the wording on any sign or area in an Exhibitor's booth be deemed by Management to be contrary in any way to the best interest of the Exhibition, Exhibitor shall make such changes or remove sign as requested by Management. Management's decision will be final in such matters.
- 28. Sound Amplifying Reproducing Equipment.** The use of sound systems is permissible, provided they are not audible more than 2 meters into the aisle or into neighboring booths, and that the sound is directed exclusively into the Exhibitor's booth. Noise levels must be held to an 80-decibel maximum at all times. Management shall have absolute control over this regulation, the intent of which is to ensure that sound systems shall not be audibly objectionable to neighboring Exhibitors. Sound amplification may be used by an Exhibitor only for the dissemination of information to the ICCV 2019 audience directly relating to products and/or services of the particular Company displaying such products and/or services at ICCV 2019.
- 29. Amendment to Rules.** Any matters not specifically covered by the preceding Rules shall be subject solely to the decision of Management. These Rules may be amended at any time by Management, and all amendments so made shall be binding on Exhibitor equally with the foregoing Rules and Regulations.
- 30. Agreement to Rules.** Exhibitor, self and employees, agrees to abide by the foregoing Rules and by any amendments that may be put into effect by Management.

V. General Information

1. Shipping

1-1. Shipping Schedule & Deadline

Please comply with below schedule for a smooth shipping process.

- Documents deadline for sea freight: Oct 14 (Mon.), 2019
- Documents deadline for air freight: Oct 17 (Thu.), 2019
- Consignment arrival deadline to Busan Port (sea): Oct 17 (Thu.), 2019
- Consignment arrival deadline to Incheon Airport (air): Oct 21 (Mon.), 2019

1-2. Consignment Introductions

Please follow the consignment instruction below

- All cargo has to be consigned “FREIGHT PRE-PAID”
- CONSIGNEE
 - Company Name: Schenker Korea Ltd.
 - Address: Airport Logistics Park G3 block, 97-49, Gonghangdong-ro
296beon-gil, Jung-gu, Incheon 22379, Republic of Korea
 - PIC : Sion, Kim
 - TEL : +82-32-744-0432
 - FAX : +82-32-744-0600
 - E-MAIL : sion.kim@dbschenker.com
- NOTIFY PARTY
 - Expo: International Conference on Computer Vision 2019 / ICCV 2019
 - NAME OF EXHIBITOR:
 - BOOTH NO.:
- DESTINATION
 - Sea Freight: BUSAN PORT
 - Air Freight: INCHEON AIRPORT

Schenker Korea Ltd. is not responsible for exhibits directly sent to Expo Secretariat. You must send all of your exhibits to Schenker Korea and it will deliver the exhibits to each booth.

1-3. Documentation

To prevent any delays and expenses in customs clearance, please check all of your documents with Schenker Korea prior to shipping:

- Ocean Bill of Lading (Ocean B/L) or Air Waybill (AWB): 1 copy
- Commercial Invoice: 1 copy
- Packing List: 1 copy
- Insurance Policy: 1 copy (Upon request)
- Air Freight
 - AWB which contains the AWB number, flight number, carrier's name, number of package, weight (gross/volumetric), dimension, name of exhibitor, and booth number must be sent to Schenker Korea Ltd via fax or E-mail.
- Sea Freight
 - Suggest to issue Surrender B/L or Sea Waybill for the fastest procedure.
 - B/L which contains the B/L number, vessel/voyage name, number of package, weight (gross/volumetric), dimension, name of exhibitor, and booth number must be sent to Schenker Korea Ltd via fax or E-mail.
- General Information
 - Detailed information of products, HS Code, quantity, unit price (USD) must be indicated in commercial invoice and packing list.
- Please note that the value must be declared for each item for customs purposes regardless of the actual commercial value. This includes literature, giveaways, and the like.

1-4. Duty Free Goods

Consumable goods such as printed material, giveaways and other promotional items valued under \$5.00/unit are duty free. However, such items must be deemed reasonable in quantities and in price by customs authority. Otherwise, these goods shall be dutiable. The decision of "Duty Fee or Dutiable" will be advised at the time of customs inspection regardless of above mentioned provisions. In accordance with Korean Customs regulation, all items under temporary entry are exclusively under control of the Customs Authority. Therefore, exhibitors cannot distribute or consume any goods without the permission of Customs Authority.

1-5. Insurance

All Exhibitors are required to provide for their own floater insurance coverage, protecting against damage, loss or theft, and business auto coverage. In most cases, a rider can be added to your present policy for a nominal cost that will protect your property while it is out of your control.

Computer Vision Foundation (CVF), IEEE Computer Society, ICCV 2019 Expo Secretariat will not be responsible in any way for the safety of any exhibit or material against theft, fire, water, accident, or any cause, nor for the loss of damage to goods consigned to its care.

Please note that Schenker Korea Ltd. also does not insure the goods during transit from origin up to the delivered stand and return. It is the responsibility of the exhibitors to ensure that they have adequate insurance for their goods, while in transit to and from the exhibition in Korea and while there and /or in storage, and that the goods are held covered, if they are to be forwarded to another destination at the closure of the exhibition.

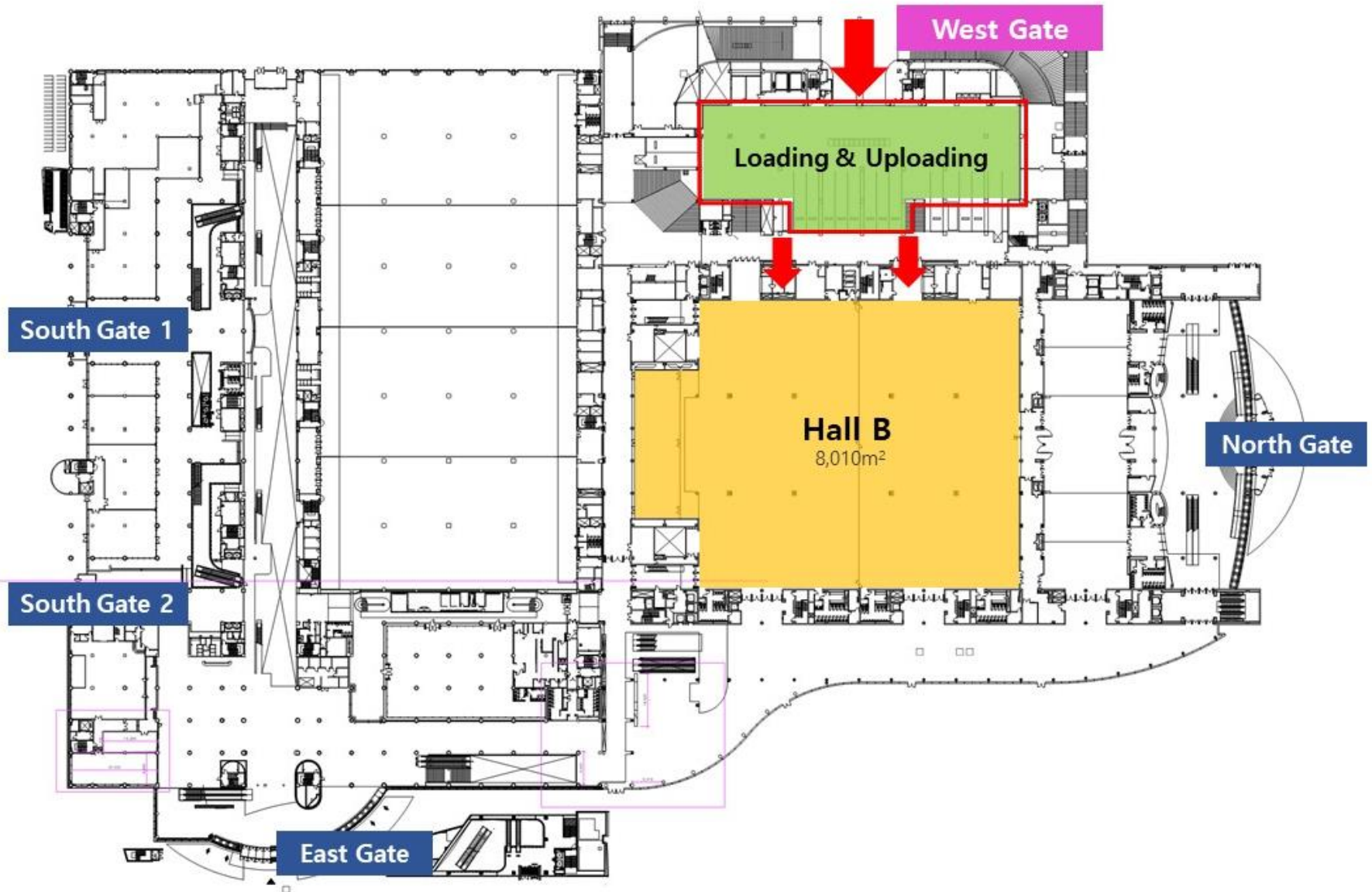
1-6. Packing Cases & Case Marking

All cases should be clearly marked as follows:

- “Expo goods for International Conference on Computer Vision 2019 / ICCV 2019”
- Exhibitors’ Name:
- Booth No.:
- Package No.:
- Gross Weight:
- Dimensions:

1-7. Freight Vehicle Parking

- Free parking is provided for freight vehicles only during the installation day for three hours, October 28 (Mon.), 2019 and November 1 (Fri.), 2019 at the loading dock.
- Sedans, SUVs, and vans cannot obtain free parking.
- For other vehicles, unloading is allowed at the main gate. Vehicles must be moved to the parking lot as soon as the freight is unloaded.



ICCV 2019 Expo Secretariat (Coex)

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2. Power Supply (for lighting & equipment)

- Please submit [Form 3] by September 20 (Fri.), 2019 to order electrical power for lighting and equipment.
- Electrical Installations from the trench to the booth panel board will be provided. However, anything beyond the panel board should be provided by the exhibitor.
- Power supply inside expo hall consists of electricity over single-phase 220V and three-phase 220V. For using 110V, exhibitors need to prepare AVR or a separate electric transformer.
- Exhibitors must apply for enough electricity by considering total lighting and electric power usage. Additional application of capacity of electricity is required in case of shortage of capacity of electricity during preparation period. In case of any damages, including outbreak of fire in the expo hall due to overload, the exhibitor must compensate the Secretariat, Coex and neighboring exhibitor.
- In addition to the built-in power of 1kW provided to each booth, additional applications must be submitted in advance.
- For electricity construction, you must work with the official electric company designated by the Secretariat. Any electric company not designated by the Secretariat will not be allowed. Exhibitors shall be liable for all indemnities if the expo or facilities are damaged.
- Power will be supplied only after the safety inspection of the Secretariat, Coex electricity staff, and the electricity installation contractor with the entire exhibits brought in the booth and the power connected to the exhibit equipment.
- In case of emergency, power can be shut down by the Secretariat.

3. Internet Access

- Please mark the location of Internet installation on [Form 3]
- Internet Specification
 - Official fixed IP Address is provided (One IP address per port).
 - To prevent network traffic increase within the venue, the use of individual internet sharer devices (NAT Server, IP sharer) are prohibited. In case of violation, internet access may be restricted.
 - Wireless internet access will be available onsite, but the conference cannot be responsible for signal strength or other aspects of the wireless connection.

4. Furnishings and Accessories

- Furnishings and accessories are available for hire via designated service provider. Please submit the Order [Enclosure] to the Expo Secretariat by September 20 (Fri.), 2019.
- Official Service Provider Information

ICCV 2019 Expo Secretariat	
E-mail	exhibition@iccv2019.kr
Tel.	+82-2-6000-8189
Fax	+82-2-6000-8190

5. Waste Disposal

The Expo area must be cleared of all exhibits / stands / materials (wood, vinyl, air packs and construction wastes) by the exhibitors right after the set-up and dismantling. If exhibitors fail to clean up the area after the dismantling, the official waste disposal service provider will charge to the exhibitors the cost of entire cleaning service. Thus, we encourage exhibitors to negotiate with the booth installation service providers to include clean up services in the following cases:

- Space Only Booth and structure made of wood
- Expo materials and supporting materials carried into the expo hall
- Materials brought in by the exhibitor must be installed in the Standard Booth
- Packing materials for exhibits (paper, vinyl, bubble wraps, wood)

6. Noise

During the expo hours, loud noise caused by promotional events may cause hindrance. The sound should be held at a low level and the Secretariat reserves the right to determine at what point sound constitutes interference with others. It must be discontinued if:

- the noise level is above 75dB measured by device 3m away from the source;
- the event is held in the aisle or outside the booth
- the neighboring exhibitors complain about the noise

7. Booth Event Guideline

- The ICCV 2019 Expo Secretariat has the right to stop the event if it is held outside the stand or at the hall aisle or the noise level is higher than 75dB
- Any hindrance to other exhibitors and offense against public morals regarding contents of program are not allowed.
- For those who want to proceed event inside booth, please submit [Form 7] to the ICCV 2019 Expo Secretariat in advance.

8. Obstructions

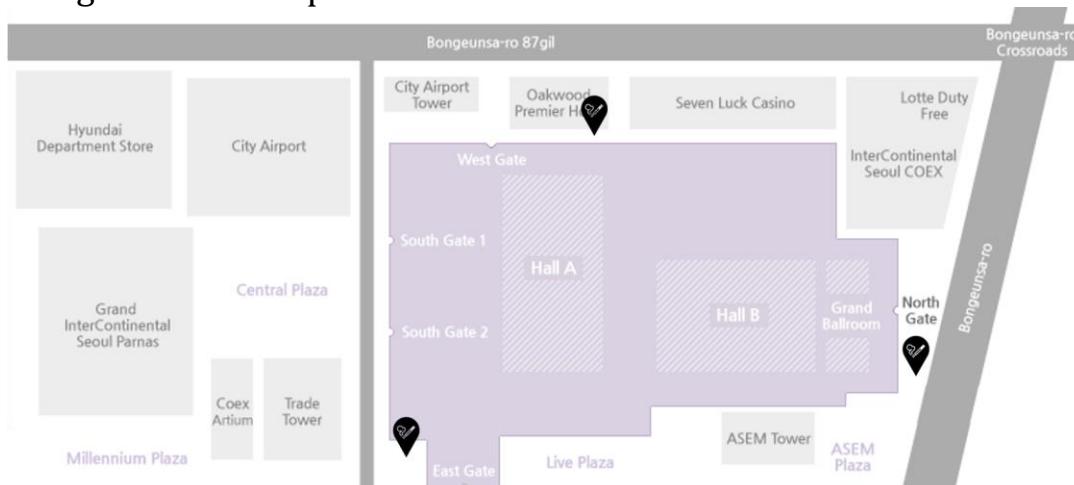
Aisles designated on approved expo floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into positions in specified areas for the duration of the expo. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles.

All fire prevention and firefighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

9. Smoking Policy

In Republic of Korea, smoking is banned at the Bus stops, parks, plazas, within a 50—radius of Schools and within 10m of subway exits. Smoking may be allowed only in designated area.

- Smoking Area near Expo Hall



ICCV 2019 Expo Secretariat (Coex)

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