

[Form 5] Construction Subcontractor for the Space Only

※ Submit the application form by E-mail(exhibition@iala2018korea.org) until April 20(Fri), 2018

1. If you select 'Space Only', please fill out this form.
2. Exhibitors shall be required to submit to the Exhibition Secretariat **one copy of the floor plan, elevation and bird's eye view of the booth structure.**
3. If you are having difficulty in selecting a construction company, please contact the Exhibition Secretariat and you must select a designated company registered in Songdo ConvensiA.

Vendor Information					
Company Name					
Address					
Construction Manager Information					
Name		Department		Position	
Telephone		Cell phone		E-mail	

Pre-submit booth design drawings and draft files

(Submitted to Exhibition Secretariat until April 20, 2018)

- Each Space Only booth installer must apply in-advance for the declaration form of drawings and device to the Exhibition Secretariat.

※ **Submit the required attachments, including the floor plan, elevation and bird's eye view.**

- The height limit of the unit is 5m from the floor.
- Booths should be installed 30cm from the wall of the exhibition hall. If walls and floor are damaged, the installer and the exhibitor must compensate for the damage.
- If you have equipment and structures in your company, you must notify Songdo ConvensiA after consultation with the Exhibition Secretariat in advance. Particularly, even if you have electric engineers, you must consult with the official electric contractor beforehand.
- Please refer to the Exhibition Manual for more.

Exhibition Secretariat

Tel. +82 2 6000 7273 | Fax. +82 2 6000 8190 | E-mail. exhibition@iala2018korea.org | www.iala2018korea.org