



International Green Energy Expo & Conference 2025

# GREEN ENERGY EXPO

*PV · ESS · Battery · WP · FC · Smart Grid · Renewables*

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**April 23<sup>rd</sup>** (Wed) ▶ **25<sup>th</sup>** (Fri), **2025** · **exco**, DAEGU, KOREA

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**Exhibitors**  
**Manual**

# **【Exhibitors Manual】**

[www.greenenergyexpo.co.kr/eng](http://www.greenenergyexpo.co.kr/eng)

First and foremost, your participation in the 22nd International Green Energy Expo & Conference is greatly appreciated.

This manual is a necessary guide for preparation and exhibition process, which includes various information and application forms.

Please make sure that all exhibitors of International Green Energy Expo & Conference understand important information and follow the schedule so that the event can go smoothly.

Thank you very much for your support.

**Green Energy Expo Korea 2025 Secretariat**

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# I . General Information

## 1. Event Outline

<b>Title</b>	International Green Energy Expo & Conference 2025
<b>Date &amp; Time</b>	Date: April 23rd(Wed.) ~ 25th(Fri.), 2025 / 3 days Time: 10:00 ~ 17:00 (The last day: 16:00)
<b>Venue</b>	EXCO East Wing Hall 4,5,6, West Wing Hall 2
<b>Hosted by</b>	Daegu Metropolitan City, Province of Gyeongsangbuk-Do
<b>Organized by</b>	EXCO (Daegu Exhibition & Convention Center) KNREA (Korea New & Renewable Energy Association) KOPIA (Korea Photovoltaic Industry Association) KWEIA (Korea Wind Energy Industry Association) KHIA(Korea Hydrogen Industry Association)
<b>Media Partners</b>	PV Magazine, ENF, AVING, Energy Trend, Photon-International, SOLAR JOURNAL, PV-tech, Solartech, SNEC, Renewable Energy Followers, Energy Economic News, The Electronic Times,
<b>Sponsors (2024)</b>	<div> <div>Platinum</div> <div>     </div> </div> <div> <div>Gold</div> <div>      </div> </div> <div> <div>Silver</div> <div>        </div> </div> <div> <div>Bronze</div> <div>      </div> </div> <div> <div>Special</div> <div>    </div> </div> <div> <div>Gaon E&amp;C logo" data-bbox="331 571 401 584"/&gt;  </div> </div>

## 1.4.Supporters

MOTIE (Ministry of Trade, Industry and Knowledge Energy), MCT(Ministry of Culture and Tourism), MEST (Ministry of Education, Science and Technology), MLTM (Ministry of Land, Transport and Maritime Affairs), MEST (Ministry of Education, Science and Technology), ME (Ministry of Environment), MIFAFF (Ministry for Food, Agriculture, Forestry and Fisheries), KFS (Korea Forest Service), KMA (Korea Meteorological Administration), KETEP (Korea Institute of Energy Technology Evaluation and Planning), KEMCO (Korea Energy Management Corporation), KEPKO (Korea Electric Power Corporation), KOGAS (Korea Gas Corporation), KDHC (Korea District Heating Corporation), KWRC (Korea Water Resources Corporation), KHNP (Korea Hydro & Nuclear Power Co., Ltd), KOMIPO (Korea Midland Power Co., Ltd.), KEEI (Korea Energy Economics Institute), KIER (Korea Institute of Energy Research), KNREA (Korea New & Renewable Energy Association), KDHA (Korea District Heating Association), ESCO (Energy Service Company Association), KEMEA (Korea Energy Management Engineering Association), KPX (Korea Power Exchange), KSNRE (The Korean Society for New and Renewable Energy), KRAAC (Korea Refrigeration & Air-conditioning Assessment Center), KBCSD (Korea Business Council for Sustainable Development), KSGI (Korea Smart Grid Institute), KSES (Korea Solar Energy Society), KSGEE (Korea Society of Geothermal Energy Engineers), SAREK (The Society of Air-conditioning and Refrigeration Engineers of Korea), KECA (Korea Electrical Contractors Association), KIRA (Korea Institute of Registered Architects), KEEA (Korea Electric Engineers Association), KSGA (Korea Smart Grid Association), KSNRE (The Korean Society for New and Renewable Energy), KSES (The Korean Solar Energy Society), KSGEE (Korea Society of Geothermal Energy Engineers), SAREK (The Society of Air-conditioning and Refrigerating Engineers of Korea), ISES (International Solar Energy Society), ENET (Korea NGO's Energy Network), KEF (Korea Energy Foundation) UNEP (United Nations Environment Program), ISCI (International Solar Cities Initiative), Green Korea United, Energy & Peace

## 2. Equipment Installation

Section			Period		Remarks	Note
Shell Booth	East wing Installation Construction (3 days)		April 20 <sup>th</sup> (Sun) (08:00~20:00) April 21 <sup>st</sup> (Mon) (08:00~20:00) April 22 <sup>nd</sup> (Tue) (08:00-12:00)		Carpet/Booth Installation	Booth maker
	West wing Installation Construction (2 days)		April 21 <sup>st</sup> (Mon) (08:00~20:00) April 22 <sup>nd</sup> (Tue) (08:00-12:00)			
	Booth Interior		April 22 <sup>nd</sup> (Tue) (12:00-22:00)		Interior Equipment Installation	Exhibitors
Customiz ed Booth	East wing Installation Construction (3 days)		April 20 <sup>th</sup> (Sun) ~ 22 <sup>nd</sup> (Tue) April 20 <sup>th</sup> (Sun) (08:00~20:00) April 21 <sup>st</sup> (Mon) (08:00~20:00) April 22 <sup>nd</sup> (Tue) (08:00-22:00)		Equipment Installation	Exhibitors Booth maker
	West wing Installation Construction (2 days)		April 21 <sup>st</sup> (Mon) ~ 22 <sup>nd</sup> (Tue) April 21 <sup>st</sup> (Mon) (08:00~20:00) April 22 <sup>nd</sup> (Tue) (08:00-22:00)		Equipment Installation	
Electricit y	Main Line Construction		April 20 <sup>th</sup> (Sun) ~ 22 <sup>nd</sup> (Tue) (08:00-16:00)		Main Line Installation to Booth	Booth maker
	Booth Construction	Shell Booth	April 20 <sup>th</sup> (Sun) ~ 22 <sup>nd</sup> (Tue) (08:00-16:00)		Installation of Internal Wiring & Lighting	Booth maker
		Customized Booth	April 22 <sup>nd</sup> (Tue) (08:00-22:00)			Exhibitors
	Power Supply		April 22 <sup>nd</sup> (Tue) (17:00 ~ )		After completion of Installation	Booth maker
Internet	Wiring Work		East Wing	April 20 <sup>th</sup> (Sun) ~22 <sup>nd</sup> (Tue) (08:00~18:00)	Line Construction	Booth maker
			West Wing	April 21 <sup>st</sup> (Mon) ~22 <sup>nd</sup> (Tue) (08:00~18:00)		
	Internet Connection		April 22 <sup>nd</sup> (Tue) (17:00 ~ )		After completion of Line Construction	
Plumbing / Compressor	Pipe Installation Construction		East Wing	April 20 <sup>th</sup> (Sun) ~22 <sup>nd</sup> (Tue) (08:00-18:00)		Booth maker
			West Wing	April 21 <sup>st</sup> (Mon) ~22 <sup>nd</sup> (Tue) (08:00-18:00)		
Carrying display product	Heavy Product (Shell booth/by vehicle)		April 22 <sup>nd</sup> (Tue) (08:00~14:00)		No vehicles are allowed into the hall from <b>14:00 on April 22<sup>nd</sup>(Tue)</b>	Exhibitors
	Heavy Product (Customized booth/by vehicle)		April 21 <sup>st</sup> (Mon) (08:00~20:00)	April 22 <sup>nd</sup> (Tue) (08:00~14:00)		
	Light Weight Product		April 22 <sup>nd</sup> (Tue) (08:00~20:00)			
Pass Distribution			April 22 <sup>nd</sup> (Tue) (13:30~18:00)		Pass for Entrance and Parking Space	Registration Desk (Lobby, West Wing 1F)

<b>Final Inspection</b>	April 22 <sup>nd</sup> (Tue) (17:00~18:00)	Inspection of Display Items, Cleaning of Booth	Exhibitors
		Cleaning of Hallway	Secretariat

※ The schedule above is subject to change slightly due to the circumstance.

### 3. Exhibition Schedule

Section		Time	Remarks	Note
<b>April 23rd(Wed)</b>	Opening Venue	08:00	Exhibitors, Booth maker Entry allowed	Secretariat
	Preparation for Exhibition	08:00~10:00	Booth Cleaning, Product Display	Exhibitors
	Opening Ceremony	11:00~13:00	Opening Ceremony & VIP Line Tour	Secretariat
	Exhibition	10:00~17:00	-	
	<b>Networking Party</b>	<b>17:30 ~19:30</b>	<b>Dinner &amp; Watching a performance</b>	<b>Exhibitors</b>
<b>April 24th(Thu)</b>	Preparation for Exhibition	09:00~10:00	Preparation	Exhibitors
	Exhibition	10:00~17:00	-	
<b>April 25th(Fri)</b>	Questionnaire Distribution	14:00	Exhibition Evaluation	Secretariat
	Closing	16:00	No teardown authorized before end	Exhibitors
	Carry-Out Permit	16:00~19:00	Submission/Confirmation of Carry-Out Report	Secretariat
	Carry Out		Carry-Out of Light Weight Products	Exhibitors

※ The schedule above is subject to change slightly due to the circumstance.

Please refer to the website: [www.greenenergyexpo.co.kr/eng](http://www.greenenergyexpo.co.kr/eng)

#### 4. Exhibits Carry-Out

Section	Time	Remarks	Note
<b>Packing &amp; Carry-Out of Light Goods</b>	<b>April 25th(Fri)</b> 16:00~19:00	Fill out Carry-Out Report ⇒ Confirmation from Secretariat	Exhibitors
<b>Carry-Out of Heavy Goods &amp; Dismantling</b>	<b>April 26th(Sat)</b> 09:00~18:00	⇒ Carry-Out	

#### 5. Document Submission Deadline

No	Application Form	Deadline	Submission Method	Remark
1	Signboard registration	April 2 <sup>nd</sup> (Wed)	Website or e-mail	Mandatory
2	Entry pass issuance & Invitation letter application form	April 2 <sup>nd</sup> (Wed)		Mandatory
3	International Buyer Recommendation Letter	March 31 <sup>st</sup> (Mon)		Optional
4	Banner Advertisement Application	April 2 <sup>nd</sup> (Wed)		Optional
5	Interpreter Service Application Form			Optional
6	ADDITIONAL UTILITY SERVICE application form (Including Barcode System)	April 11th (Fri)		Optional
7	Carry-out Report Form	On the Spot	On-site Submission	Mandatory (on-site submission)
8	Business Result Report Form			Mandatory (necessary)
9	Application for Overtime Work			

## II. Equipment Installation

### 1. Booth Installation

#### A. Basic Booth

##### ○ Aeroview



\* Since the image above is provided to help your understanding, it may be slightly different from the actual construction.

##### ○ Provision

	Basic type(1 booth)
Including	<ul style="list-style-type: none"> <li>●9m<sup>2</sup>(3×3×3m)</li> <li>●2.4mH partition</li> <li>●Carpet(Pytex)</li> <li>●Company Signage(Name Board)</li> <li>●Booth Number Signage</li> <li>●Double socket(220v) 1 Unit</li> <li>●Basic light(Fluorescent tubes 2 units(40W), Spotlight 3 units(100W))</li> <li>●Power Supply 1Kw</li> <li>●1 Information Desk, 1Chair (<u>Exhibitor</u>)</li> </ul>



## B. Premium Booth

○ Aeroview



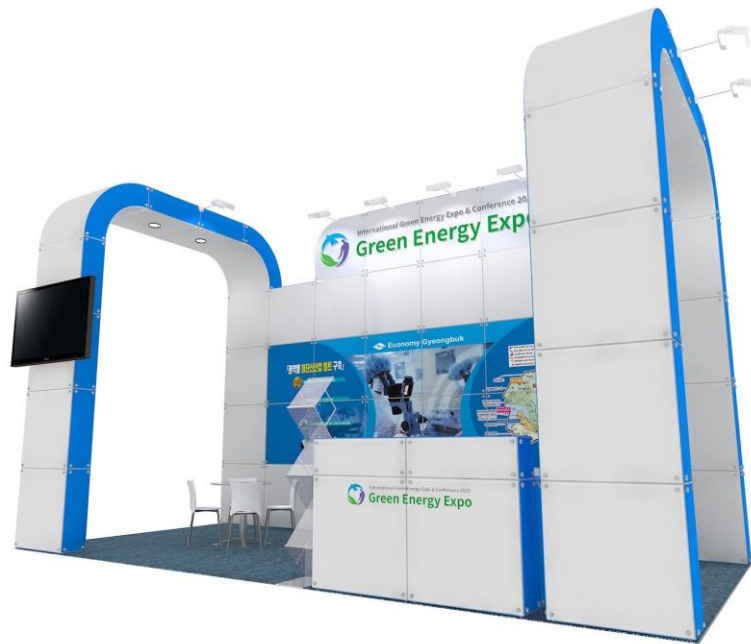
.\* Since the image above is provided to help your understanding, it may be slightly different from the actual construction.

○ Provision

	Premium type(1 booth)
Including	<ul style="list-style-type: none"> <li>●9m<sup>2</sup>(3×3×3.5m)</li> <li>●2.4mH partition</li> <li>●Carpet(Pytex)</li> <li>●Company Signage(Name Board)</li> <li>●Booth Number Signage</li> <li>●Double socket(220v) 1 Unit</li> <li>●Basic light(Fluorescent tubes 4 units(40W), Spotlight 6 units(100W))</li> <li>●Power Supply 1Kw</li> <li>●1 Information Desk, 1Chair (<u>Exhibitor</u>)</li> <li>●1 Consulting Table, 4Chairs (<u>Exhibitor</u>)</li> </ul>

## C. Block Booth Type A

○ Aeroview



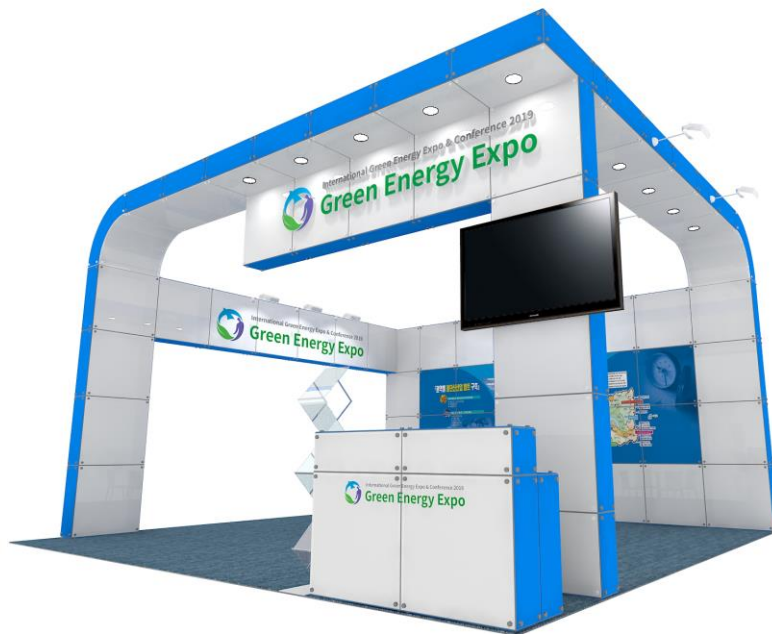
.\* Since the image above is provided to help your understanding, it may be slightly different from the actual construction.

○ Provision

	Block booth type A (2booths)
Including	<ul style="list-style-type: none"> <li>●18m<sup>2</sup>(6×3×3.75m)</li> <li>●Carpet(Pytex) (Designated color)</li> <li>●2 Scotch Signboards</li> <li>●Double socket(220v) 2 Units</li> <li>●Basic light(Fluorescent tubes 24 units(40W), 8 LED spots, 4 LED downlights)</li> <li>●Power Supply 1Kw</li> <li>●1 Information Desk, 1Stool (<u>Exhibitor</u>)</li> <li>●1 Consulting Table, 2Chairs (<u>Exhibitor</u>)</li> <li>●2 Actual Images</li> <li>●1 Wall-mounted TV</li> <li>●1 Catalogue stand</li> </ul>

## D. Block Booth Type B

○ Aeroview



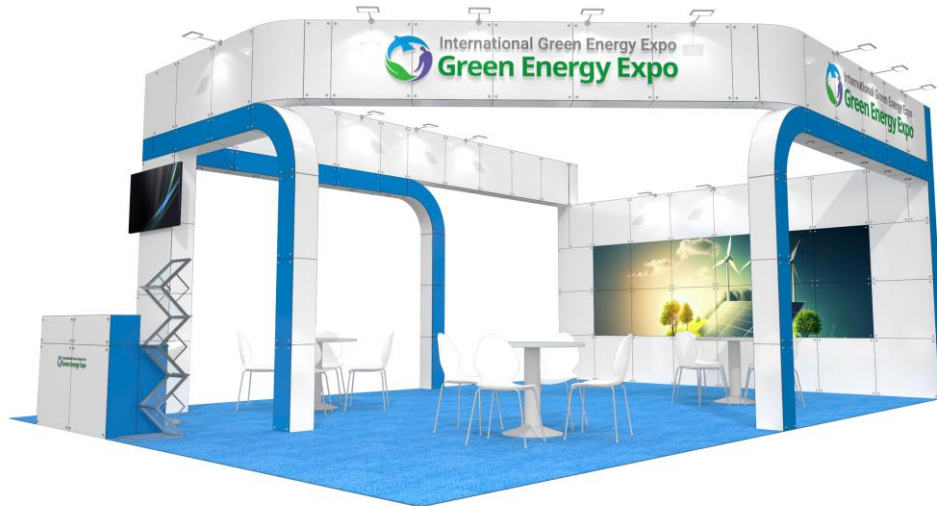
.\* Since the image above is provided to help your understanding, it may be slightly different from the actual construction.

○ Provision

	Block booth type B (4booths)
Including	<ul style="list-style-type: none"> <li>● 36m<sup>2</sup> (6 × 6 × 3.75m)</li> <li>● Carpet(Pytex) (<b>Designated color</b>)</li> <li>● 2 Scotch Signboards, 2 Sheet Signboards</li> <li>● Double socket(220v) 3 Units</li> <li>● Basic light(Fluorescent tubes 24 units(40W), 14 LED spots, 10 LED downlights)</li> <li>● Power Supply 1Kw</li> <li>● 1 Information Desk, 1Stool (<u>Exhibitor</u>)</li> <li>● 2 Consulting Tables, 4Chairs (<u>Exhibitor</u>)</li> <li>● 2 Actual Images</li> <li>● 1 Wall-mounted TV</li> <li>● 1 Catalogue stand</li> </ul>

## E. Block Booth Type C

○ Aeroview



\* Since the image above is provided to help your understanding, it may be slightly different from the actual construction.

○ Provision

	Block booth type C (6booths)
Including	<ul style="list-style-type: none"> <li>● 54m<sup>2</sup> (9 × 6 × 4m)</li> <li>● Carpet(Pytex) (<b>Designated color</b>)</li> <li>● 2 Scotch Signboards, 2 Sheet Signboards</li> <li>● Double socket(220v) 3 Units</li> <li>● Basic light(Fluorescent tubes 24 units(40W), 18 LED spots, 10 LED downlights)</li> <li>● Power Supply 1Kw</li> <li>● 1 Information Desk, 1Stool (<u>Exhibitor</u>)</li> <li>● 3 Consulting Tables, 6Chairs (<u>Exhibitor</u>)</li> <li>● 2 Actual Images</li> <li>● 1 Wall-mounted TV</li> <li>● 1 Catalogue stand</li> </ul>

## F. Block Booth Type D

○ Aeroview



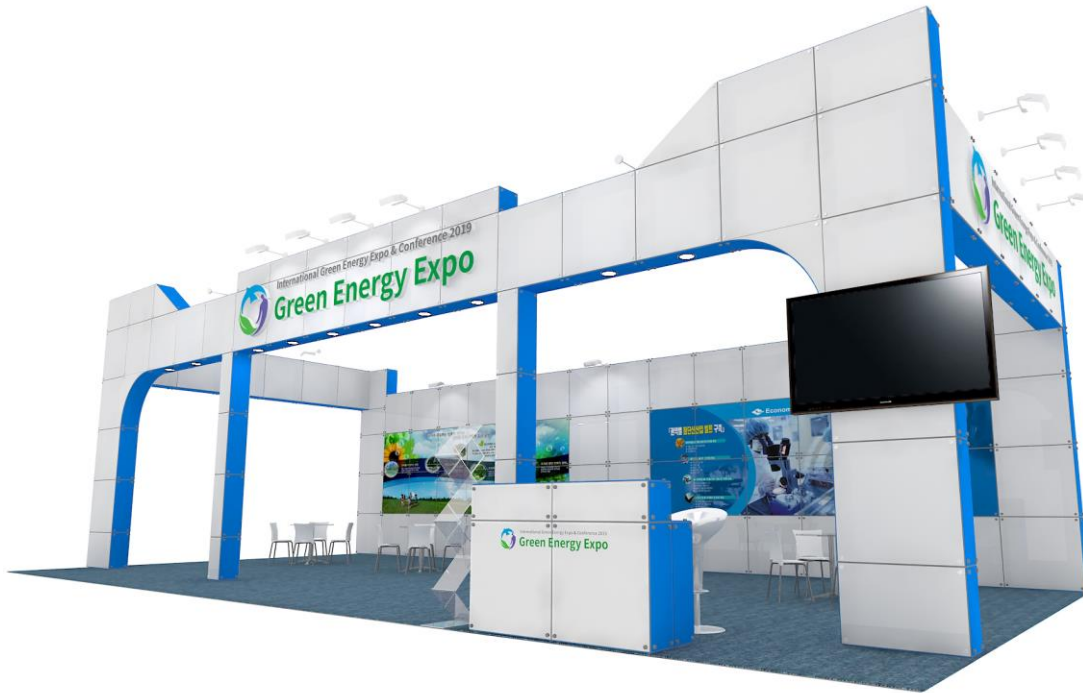
\* Since the image above is provided to help your understanding, it may be slightly different from the actual construction.

○ Provision

	Block booth type D (6booths)
Including	<ul style="list-style-type: none"> <li>● 54m<sup>2</sup> (9×6×4m)</li> <li>● Carpet(Pytex) (<b>Designated color</b>)</li> <li>● 2 Scotch Signboards, 2 Sheet Signboards</li> <li>● Double socket(220v) 3 Units</li> <li>● Basic light(Fluorescent tubes 24 units(40W), 18 LED spots, 10 LED downlights)</li> <li>● Power Supply 1Kw</li> <li>● 1 Information Desk, 1Stool (<u>Exhibitor</u>)</li> <li>● 3 Consulting Tables, 6Chairs (<u>Exhibitor</u>)</li> <li>● 2 Actual Images</li> <li>● 1 Wall-mounted TV</li> <li>● 1 Catalogue stand</li> <li>● LED Electronic Board (4.5m×2m)</li> </ul>

## G. Block Booth Type E

○ Aeroview



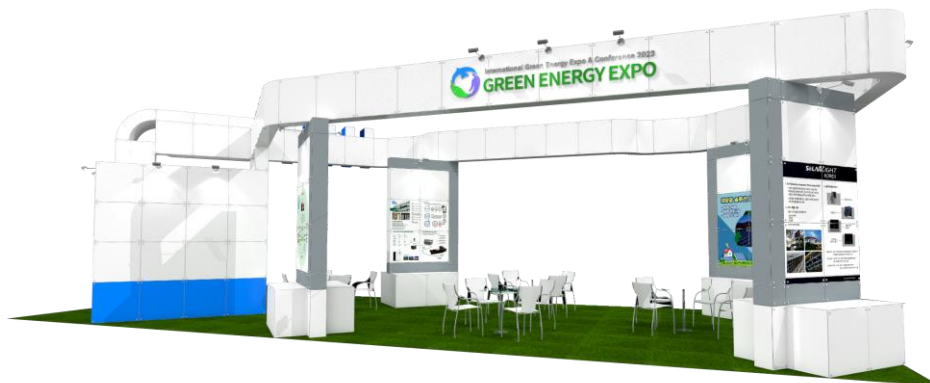
.\* Since the image above is added to help your understanding, it may be slightly different from the actual construction.

○ Provision

	Block booth type E (8booths)
Including	<ul style="list-style-type: none"> <li>●72m<sup>2</sup>(12×6×4m)</li> <li>●Carpet(Pytex) (<b>Designated color</b>)</li> <li>●2 Scotch Signboards, 2 Sheet Signboards</li> <li>●Double socket(220v) 4 Units</li> <li>●Basic light(Fluorescent tubes 48 units(40W), 22 LED spots, 10 LED downlights)</li> <li>●Power Supply 1Kw</li> <li>●1 Information Desk, 1Stool (<u>Exhibitor</u>)</li> <li>●4 Consulting Tables, 16Chairs (<u>Exhibitor</u>)</li> <li>●4 Actual Images</li> <li>●1 Wall-mounted TV</li> <li>●1 Catalogue stand</li> </ul>

## H. Block Booth Type F

○ Aeroview



\* Since the image above is added to help your understanding, it may be slightly different from the actual construction.

○ Provision

	Block booth type F (10booths)
Including	<ul style="list-style-type: none"> <li>●90m<sup>2</sup>(15×6×4m)</li> <li>●Carpet(Pytex) (<b>Designated color</b>)</li> <li>●2 Scotch Signboards, 2 Sheet Signboards</li> <li>●Double socket(220v) 4 Units</li> <li>●Basic light(Fluorescent tubes 64 units(40W), 22 LED spots, 3 LED downlights)</li> <li>●Power Supply 1Kw</li> <li>●1 Information Desk, 1Stool (<u>Exhibitor</u>)</li> <li>●4 Consulting Tables, 16Chairs (<u>Exhibitor</u>)</li> <li>●8 Actual Images</li> <li>●1 Wall-mounted TV</li> <li>●1 Catalogue stand</li> </ul>

## I. Block Booth Type G

○ Aeroview



.\* Since the image above is added to help your understanding, it may be slightly different from the actual construction.

○ Provision

	Block booth type G (10booths)
Including	<ul style="list-style-type: none"> <li>●108m<sup>2</sup>(18×6×4.25m)</li> <li>●Carpet(Pytex) (<b>Designated color</b>)</li> <li>●2 Scotch Signboards, 2 Sheet Signboards</li> <li>●Double socket(220v) 6 Units</li> <li>●Basic light(Fluorescent tubes 56 units(40W), 16 LED spots, 4 LED downlights)</li> <li>●Power Supply 1Kw</li> <li>●1 Information Desk, 1Stool (<u>Exhibitor</u>)</li> <li>●4 Consulting Tables, 16Chairs (<u>Exhibitor</u>)</li> <li>●6 Actual Images</li> <li>●1 Wall-mounted TV</li> <li>●1 Catalogue stand</li> </ul>



\* Exhibitors are not permitted to install any extra facilities, or nail and make holes on the walls. If assistance for hanging or displaying is required, please inquire the Secretariat.

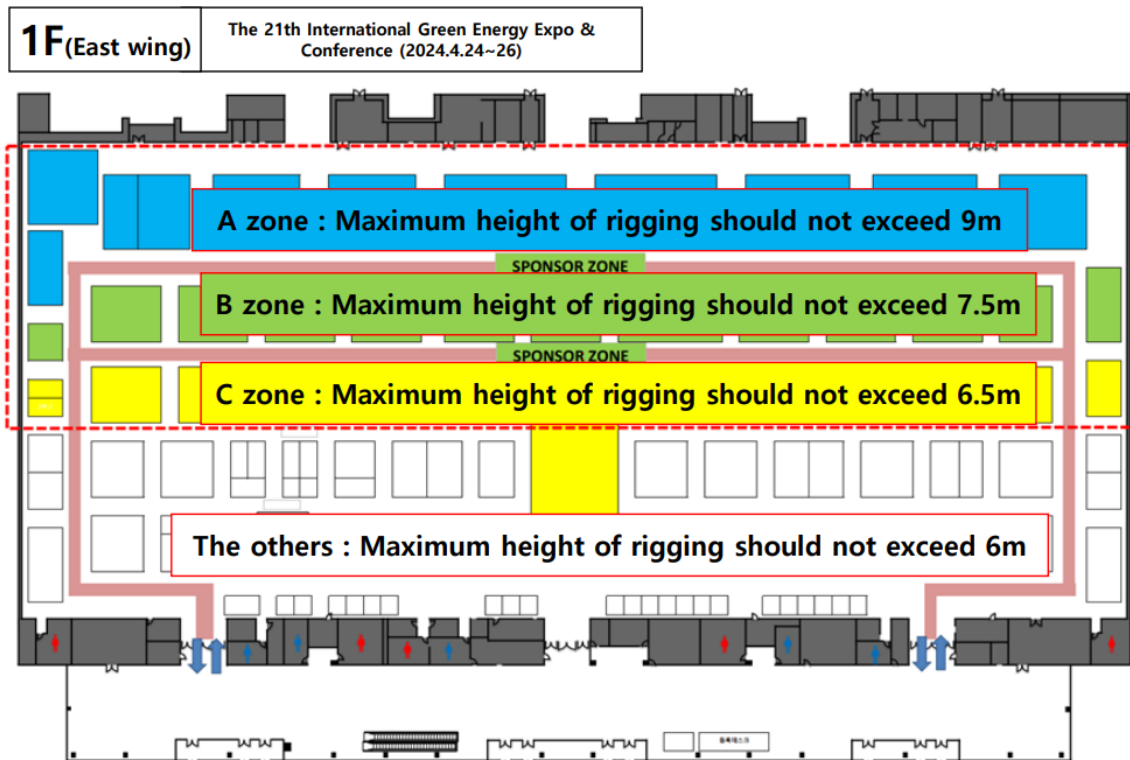
\* Regardless of the size of stand, included goods are as above.

## **J. Raw Space**

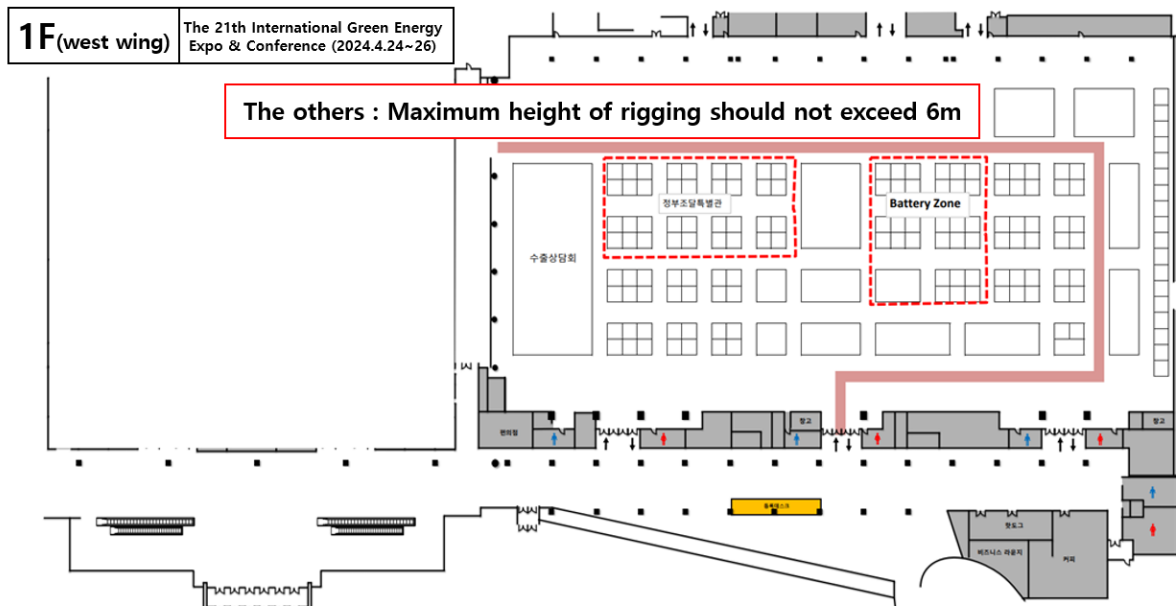
- When constructing a customized booth, you must select one of EXCO's designated registered companies (<https://www.exco.co.kr/eng/facility/sub0505.html>) and conduct the construction yourself.
- The construction contractor that you choose from the list below should submit the documents on VMS. Please choose the contractors on our website ([www.greenenergyexpo.co.kr/eng](http://www.greenenergyexpo.co.kr/eng)). Exhibitor > Contractors
- Raw Space Exhibitors should submit their booth plan (incl. rigging) to the Secretariat by April 16<sup>th</sup> (Wed), 2025. Even if one of the following documents as required is omitted before the construction, your booth construction may be prohibited.
- Raw Space Exhibitors are not allowed to change the location of incoming lines from electricity facilities and telephone location. The Secretariat may request to adjust or remove any materials and constructions that are not approved.
- The bordering wall that shares with next exhibitor' booth should be flat and 4m in height. Also, the other side of the wall fronting the next exhibitor's booth should be colored in white. If non-compliance with the regulation above causes complaints from another exhibitor, the Secretariat will request the exhibitor to take prompt action. In case of modification that cannot be done by exhibitor alone, the exhibitor must cover any and all additional expenses.
- The maximum height of the walls for independent booths cannot exceed 6 meters. Including rigging (hanging), the maximum height is 9 meters in Zone A and 7.5 meters in Zone B.

○ The height of raw space booths / rigging

※ Refer to the floor plan below



※ The others : (Max : 6m, incl rigging) Booth wall height should not exceed 5m.



※ Structure examination reference is necessarily submitted if the height of the booth exceeds 5m or duplex type.

- A zone : (Max : 9m, incl rigging) Booth wall height should not exceed 6m

- B zone : (Max : 7.5m, incl rigging)Booth wall height should not exceed 6m
- C zone : (Max : 6.5m, incl rigging)Booth wall height should not exceed 6m

※ If you wish to engage in rigging installation starting in 2024, you must apply separately. Moreover, fees based on the weight of the rigging materials listed below will be required for payment

Heavy weight Rigging (Over 100Kg): \$2,000

Light weight Rigging (Up to 100Kg): \$500

- Booth installation days and hours are as follows.

Booth Type	Installation Period	
Shell booth	April 21th (08:00-20:00)	April 22nd (08:00-12:00)
Customized Booth	April 20th (09:00-18:00_rigging only) April 20th (13:00~20:00) April 21st (08:00-20:00)\ April 22nd (08:00-22:00)	

- If allotted time for construction is not enough due to unavoidable circumstances, exhibitor must submit ‘Application for Overtime Work’(Application Form 5) and get prior approval. In that case, the Exhibitor must pay an additional fee.
- In case of rigging, exhibitor should obtain safe approval of weight loadings and truss specifications through structural analysis. In the situation that weight of rigging exceeds 100kg in total, exhibitor should submit safety pledge and reports of structure analysis to the secretariat.

#### ※ Inquiries

- Secretariat (Tel: +82-53-601-5054) (E-Mail: [jylee@exco.co.kr](mailto:jylee@exco.co.kr))

## **2. Utilities**

### **A. Electricity**

**(Additional electricity can be used after applying and paying for the service.)**

#### **a. Standard supplies of voltage available for use are:**

- **220 Volt Single Phase 60 Hz**
- **220 Volt Three Phase 60 Hz**
- **380 Volt Three Phase 60 Hz**
- **380 Volt Three Phase 60 Hz(for usage of rigging)**

#### **b. Precautions during construction**

- **The time during which electricity will be supplied is 09:00-18:30. In case 24-hour supply is needed, Exhibitors must apply in advance.**
- **In case an exhibitor exceeds allotted power supply, as this may cause damage to other exhibitors, please apply for enough electric power.**
- **Materials used in electricity construction MUST be new and international standard products.**
- **Circuit box MUST be placed at least 30 centimeters above the floor.**
- **Please notify the Organizer of any change or special installations occurring. The Organizer has appointed an official contractor to supply electric power connected from service lines to appropriate switch or junction box inside the individual booth.**
- **No other contractors are permitted to make connections to the electric power supply of the exhibition hall. It is each Exhibitor's responsibility of electric wiring within the stand area.**

#### **※ Independent booths are required to apply for electricity.**

- **For standard booths, the basic electrical work refers to the installation of power supply lines and a No-fuse breaker inside the booth, which will be carried out by the organizer.**
- **For independent booths, the basic electrical work refers to the placement of the power supply line at a designated location inside the booth.**
- **The power supply will be as described below. If the exhibitor needs to change the voltage or cycle for operating the exhibits, the exhibitor will be responsible for installing transformers or converters at their own cost.**

### **B. Water & Drains (Incur additional charge)**

#### **a. Water & Drains will be supplied to Exhibitors from floor box by official contractor.**

- b. In case shortage of water pressure may cause machinery malfunction, Exhibitors should equip protective device at Exhibitors' expense.
- Water Pressure: 1 kg/cm<sup>2</sup>
  - Water Supply Size: 15 mm(Ø)
  - Drainage pipe size: 50mm(Ø)

### **C. Compressed Air (Incur additional charge)**

- a. Upon request, compressed air will be supplied to the booth from floor Box.
- Volume: 10.2 m<sup>3</sup>/min (Max.)
  - Pipe Size: 20mm (Ø)
  - Air Pressure: 5-6Kg/m<sup>3</sup> (Max.)
- b. In case decreasing air pressure may cause machinery malfunction, Exhibitors are advised to equip protective device at Exhibitors' expense.

### **D. LAN (Incur additional charge)**

- a. Exhibitors should apply for LAN port to use Internet.
- b. LAN will be supplied to the booth with its own IP per 1 port.

**※ For independent booths, it is essential to inform the organizer of the specific location where the LAN cable will be used.**

### **E. Customer management barcode system**

- a. 'BAR-CODE SYSTEM' - visiting customer management by exhibitor
- We operate a computerized registration system that organizes the information of all visitors to this exhibition into a DB. In other words, information such as the visitor's company, name, department, position, address, telephone, fax, E-mail, field of business, occupation, field of interest and purpose of viewing, and customer consultation details for each participating company are computerized and provided as DATA.
- b. How to use (Incur additional charge)
- If you read the nametag of the booth visitor with the mobile laser hand-terminal, you can receive detailed information about the visitor approximately one week after the event ends.
  - The existing CCD-type hand-terminal had difficulties in reading barcodes, but the laser-type hand-terminal, which is provided this year, can read barcodes from a long distance at once, so you can use it easily.
  - Detailed visitor information can be downloaded as an Excel file.

### III. Exhibits & Exhibit Handling

#### 1. Shipping

##### A. Documents required

Bill of Lading	1 Original / 4 Copies
Commercial Invoice	1 Original / 4 Copies
Packing List	1 Original / 4 Copies

##### B. Exhibitors and their agents must be aware of the following information to ensure smooth handling of exhibits.

###### a. Consignee

- Exhibition Name:  
INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025
- Name of Exhibitor:
- Booth No.:

###### b. Notify Party

Refer to the designated service company (transportation and customs clearance)

###### c. Destination

- For Air Freight: Incheon Airport
- For Ocean Freight: Busan Port

###### d. You shall write the item list and price in English and USD on the shipping documents.

###### e. Price list of exhibits should be written in CIF Incheon Airport on the invoice. Although the products are of no commercial value, they should still have the actual price on them.

###### f. All exhibitors must inform of the shipping documents and shipping schedules by fax once the exhibiting goods are shipped, especially for those that may arrive later than the expected date. It must be informed in advance by fax.

**※ Ocean Freight: Before 10 days / Air Freight: Before 3 days**

##### C. Official Forwarder & Shipping Company

**For shipping instruction, please contact the official forwarder.**

###### \* Official forwarder

- Company Name : **Kemilee**
- Address : F2 -201, 37, Seongsui-ro 22-gil, Seongdong-gu, Seoul, Korea
- P.I.C 1 : Eric Jo / [ericjo@kemi-lee.co.kr](mailto:ericjo@kemi-lee.co.kr)
  - Mobile : +82-10-5480-0050
- P.I.C 2 : Lauren Jeong / [lauren@kemi-lee.co.kr](mailto:lauren@kemi-lee.co.kr)
  - Tel / Fax : +82-2-565-3588 / +82-2-533-8458
  - Mobile : +82-10-3396-1432
  - Wechat ID : xiaotuzi75

## **2. Insurance**

Exhibitors are highly recommended to carry ALL-RISK insurance policies of their goods from departure to final destination after the show.

## **3. Security**

Although EXCO will provide around-the-clock security, Exhibitors are liable for any damages and/or losses of their exhibits during the show. Security enters the exhibition center for the purpose of customs inspection and cross-checking of information, state, and quantity of the goods in time of receiving, returning, and carrying.

## **4. Customs Clearance**

### **A. Bonded Goods**

- a. Simplified clearance of the goods, without the official import clearance, on condition those goods return to overseas country once the exhibition is over. Should there be a buyer for those goods, an official customs clearance is needed afterwards.
- b. During the exhibition, Secretariat accounts for the clearance of those bonded exhibition goods. Therefore, Exhibitors are required to report all the details of the bonded goods to the Secretariat.

### **B. Duty Free Goods**

Following items are NOT subject to customs duties.

- a. Catalogues, Pamphlets, AD materials, etc.
- b. Sample goods and souvenirs (badges, medals, etc. excluding liquor and cigarettes) valued at no more than US\$5 each. Price list must be approved by the customs office.
- c. Total price and the number of paint and wall paper for booth construction must be approved by the customs office.
- d. Disposable products used for the machine assembly in the show must be approved by the customs office.

### **C. Re-Export (Mortgage required)**

According to an agreement to the customs office, the importer shall re-export the goods within the given period.

\* Note: Clearing of goods by re-exporting if they do not belong to the bonded industries (ex. Hotel, general event)

- When the exhibits are needed by the buyers or for demonstration purpose for a fixed period after the exhibition is over.

- Customs inspection is the arrival inspection (difference from bonded clearance) and custom tax is exempt.

- Types of mortgage settlement

- a. Cash mortgage: Based on taxes (only for items valued at under US\$300)
- b. Bank Guarantee: When the bank guarantees the payment
- c. Tax Payment Insurance: Issuance of the payment guarantees insurance

### **D. ATA Carnet: Certificate documents agreed amongst the government**

- a. Clearing by re-reporting if the goods do not belong to the bonded industries
- b. In cases where the importer requires an extra setting of exhibits before the opening of the show.
- c. Period: 6 months in principle, with an allowance of extension.

## 5. Contact Information

### ○International Green Energy Expo & Conference 2025 Secretariat

Address: 10 Exco-ro, Buk-gu, Daegu, Korea (41515)

Website: [www.exco.co.kr](http://www.exco.co.kr) Tel: +82-53-601-5371 Fax: +82-53-601-5059

Part	Name	E-mail	Tel +82-53-601-####
Director	Taesik, Son	<a href="mailto:Son@exco.co.kr">Son@exco.co.kr</a>	5050
Project Manager (sponsorship & Exhibitor)	Ryan, Lee	<a href="mailto:Jylee@exco.co.kr">Jylee@exco.co.kr</a>	5054
	Kyunghoon Jeong	<a href="mailto:whiteppen@exco.co.kr">whiteppen@exco.co.kr</a>	5057
Manager (Booth installation)	Ryan, Lee	<a href="mailto:Jylee@exco.co.kr">Jylee@exco.co.kr</a>	5054
Manager (Side event and visitors management)	Yunseo-Ha	<a href="mailto:greenbd@exco.co.kr">greenbd@exco.co.kr</a>	5375
Manager (Conference)	Yeongyo-Jang	<a href="mailto:ykjang@exco.co.kr">ykjang@exco.co.kr</a>	5055
	Jaegyeong-Kim	<a href="mailto:greencon@exco.co.kr">greencon@exco.co.kr</a>	5380
	Wonbin-Kim	<a href="mailto:greencon2@exco.co.kr">greencon2@exco.co.kr</a>	5381
Manager (Domestic exhibitors management)	Hyejeong-Hwang	<a href="mailto:renew@exco.co.kr">renew@exco.co.kr</a>	5371
Manager (Public Relations management)	Yejin-Pak	<a href="mailto:greenad@exco.co.kr">greenad@exco.co.kr</a>	5377
Manager (Sponsor and Accommodation management)	Sumin-Jeon	<a href="mailto:greenkorea@exco.co.kr">greenkorea@exco.co.kr</a>	5374
Manager (Overseas exhibitors management)	Ryan, Lee	<a href="mailto:Jylee@exco.co.kr">Jylee@exco.co.kr</a>	5054



## 6. Transportation

### A. Location of departure from Dong-daegu station to EXCO

After you get off the train, find the Exit 6 and you can wait for where the banner is located (At that place, field agent will wait for you)

### B. Location of departure from Marriott to EXCO

You can wait a front of Marriott. Shuttle bus is in front of entrance.

### C. Location of departure from EXCO to Dong-daegu and Marriott

People who leave to the Dong-daegu station and Marriott wait for the bus at EXCO's North Road.

There are directions about departure on each bus. So, please take a close look before boarding. (When you get off, Field agent will wait for you)

## 7. General Terms & Regulations

### A. Terms of Reference

a. In the rules and regulations for participation in INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025, the term 'Exhibitor' shall include all employees, independent contractors and agents of any individual company, partner company or organization who have applied for space for the purpose of exhibiting.

b. The term 'Exhibition' shall mean the INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025.

c. The term 'Organizer' shall mean EXCO (Daegu Exhibition & Convention Center) which is authorized to organize the exhibition.

### B. Application for Participation

a. All applications for participation shall be made on the prescribed application form, which shall be submitted to the organizer.

b. The contract shall be established when the exhibitor submits the application form duly signed and pays the organizer 50% of the space and/or shell stand costs. The organizer, however, may defer or refuse acceptance of application if sufficient spaces are not available or if organizer considers the announced exhibit is not germane to the exhibition.

### C. Allocation of Exhibit Space

a. The organizer shall allocate the space in accordance with the order of application, size of the space applied for, the nature of the exhibits or in the manner the organizer deems fit.

b. The organizer shall reserve the right to change the location and/or the size of the space allocated to the exhibitor at any time prior to the commencement of the build-up of the exhibition, should exceptional circumstances demand, and the exhibitor shall have no claim for compensation as a result of changes.

### D. Use of Exhibit Space

a. Exhibitors are bound to exhibit the announced products and to staff the stand with competent personnel during the whole period of the exhibition.

b. All exhibits must accord with the description on the application form, and be related to the theme of the exhibition. Public auctions and retail sales without permission of the organizer are strictly prohibited. If the exhibitor violates the above-mentioned rules, the organizer can stop the exhibitor's activity, remove his/her exhibits or order the dismantling of his/her booth. In this case, the participation fee shall not be refunded and the exhibitor shall have no claim for compensation.

c. The organizer reserves the right to refuse admittance to the exhibition to any person.

d. Exhibitors are not allowed to sublet space allotted to them to other parties, either wholly or in part, without the written consent of the organizer.

- e. Modifications including decorations such as painting the floor, ceiling and pillars will not be permitted, and the exhibitor shall compensate consequent damage to the exhibition hall to the organizer.
  - f. The exhibitor shall conduct and operate its exhibit so as not to annoy, endanger or interfere with the rights of other exhibitors and visitors. Any practice resulting in complaints may be prohibited by the organizer.
  - g. The organizer shall reserve the right to remove exhibits if a complaint of infringement of Intellectual Property Right is filed.
- E. Terms of Payment**
- a. The exhibitor must pay the 50% deposit of the participation fee and/or relevant stand charges at the time of the application and the balance (50% of the total cost) shall be paid not later than **March, 7th (Fri), 2025**.
  - b. The participation fee shall be paid by the due date. Otherwise the organizer has the right to cancel the contract. And in case he does, the participation fee already paid will not be refunded.
- F. Breach of Contract and Withdrawal by Exhibitor**
- a. In the event of abandonment or rejection of all allocated space, the organizer has the right to cancel the exhibitor's application. In this case, the participation fee already paid will not be refunded, unless abandonment or rejection of allocated space as a result of force majeure.
  - b. In the event of partial abandonment or rejection of the allocated space, the exhibitor shall forfeit the application fee already paid for the abandoned or rejected space, unless the act of withdrawal was a result of force majeure. And if the participation fee has not been paid fully, the exhibitor shall pay the remaining amount of the participation fee by the due date for all the space initially applied for.
- G. Cancellation and Changes of The Exhibition**
- In the event of the cancellation of the exhibition by the organizer, the participation fee paid will be refunded. But if the cancellation was caused by force majeure, the fee will not be refunded. The organizer reserves the right to change the venue and duration of the exhibition if exceptional circumstances demand. In this case, the fee paid will not be refunded and the exhibitor shall have no claim for the compensation as a result of the changes. The balance of payment will be refunded when exhibitors notify their cancellation three months in advance of the exhibition. The deposit (50%) of the total payment will not be refunded.
- H. Construction and Decoration of Stand and Display**
- All exhibitors must complete their construction and/or decoration, and move-in and display of exhibits by the date and time stipulated by the organizer.
- I. Movement of Exhibits and Stand Fittings**
- Exhibitors shall remove all exhibits and stand fittings from the exhibition hall within the period stipulated by the organizer and indemnify the organizer against any cost incurred by reason of delay or damage to the exhibition hall.
- J. Securities, Risk and Insurance**
- a. The organizer shall reserve right to limit any constructions or demonstrations that pose potential safety hazards.
  - b. The exhibitors shall be held responsible for any loss or theft of, or damage to exhibits, stand fittings or any article belonging to the exhibitor during the construction, exhibition and dismantling periods.
  - c. In the event that the exhibitor intentionally or negligently causes a fire, theft, breakage or other accidents inflicting damages to the organizer or others, the exhibitor shall be responsible for damages. Exhibitors shall be responsible for insuring goods exhibited.
- K. Fire Regulations**
- a. Materials used in stand and display construction must be properly fireproofed in accordance with the regulations of Korea.

b. The organizer has the right, should circumstances necessitate, making changes in the exhibitors stand for fire control.

**L. Supplementary Clauses**

a. Whenever necessary, the organizer shall have the right to issue supplementary regulations in addition to those in the rules and regulations for the participation in INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 to ensure the smooth management of the exhibition.

b. Any additional written regulation instructions shall form part of the rules and regulations for the participation in INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 and they shall be binding on the exhibitors.

c. The exhibitor shall also observe the regulations for the management of the exhibition halls of the EXCO.

**M. Arbitration of Disputes**

Any dispute, difference, or question which may arise at any time hereafter between the organizer and the exhibitor touching on the true construction of these terms and conditions for participation or the rights and liabilities of the parties hereto shall be finally settled by arbitration in accordance with the Commercial Arbitration Rules of the Korean Commercial Arbitration Board in Seoul, Korea. The award of the above arbitration shall be final and binding upon both parties.

## **8. Terms & Regulations for Booth**

**A. Requirements in Regulation**

**a. Authorized Space**

Every display item must be arranged in the designated space, and must not hinder the sight or passage of visitors. Any structure that is placed on hallway and carpet in the same color as the pathway is banned. Every item and equipment should not be inflammable.

**b. Layout**

Any items that can be seen from the pathway or other exhibitor's booth should be installed upon exhibitor's payment. Decorative items, lighting fixtures and audio equipment should not disturb other exhibitors or their booths.

**c. Submission of Booth Plan**

Every exhibitor should submit the booth plan with an indication of height and building material to the hall manager of INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 Secretariat by [April 4th \(Fri\), 2025](#) in advance.

**d. Structure**

The limitation of height is depending on the booth location. The arrangement of display items or structures should not disturb other booths or hinder passage of visitors.

**e. Arrangement of Exhibiting Items and Viewing**

The displayed items should not create inconvenience to visitors and be kept at least 60 cm away from the booth line. Unless exhibitors conform to this rule, the Secretariat may demand those items to be relocated or removed. This rule is designed to give an equal opportunity to every exhibitor in terms of space and sight.

**(1). Restriction of Sound**

Exhibitors may use audio equipment for promotion provided that they keep the sound down to avoid disturbing other booths.

The secretariat office may intervene to restrict the use of audio equipment should there be any complaints made. Exhibitors are required to register any audio equipment, which they will use during the show. It must be less than 85 db sound level and if there is any equipment that makes a sound louder than 85 db, the secretariat of INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 may ask users to refrain from using it.

**(2). Safety**

Exhibitors should take necessary safety measures prior to using dangerous equipment.

ment or parts during the show in order to prevent accidents and each exhibitor is responsible for the maintenance and safety of that equipment. (Including containers of hazardous material, x-ray generating machines, inflammable and explosive substance, high-voltage equipment, radioactive material, accelerators, liquid mercury)

**f. Lights**

Flash lights and revolving light equipment are banned from using. The individual lights from one booth should not disturb or damage other booths.

**g. Package Materials (Leaflets and Brochures)**

Every exhibitor is obliged to keep their pathway clean at all times. All materials and items should be placed on designated area and exhibitors need to be careful not to pile goods up in the middle of the pathway.

**h. Changes To Booth Design**

All exhibitors will be required to seek the approval from the INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat for any changes to the booth design plan.

**j. Property Damage**

Each exhibitor should protect items on exhibit and are not allowed to drive nails and screws into the walls and floors. Furthermore, exhibitors are not allowed to use painting materials that are indelible in case of spilling on the floors, roofs and raw materials of the booth. Violators must compensate EXCO for damages.

**k. Maintenance of Hazardous Materials**

All dangerous items to be exhibited need to be reported to the organizers before bringing them into the event. Exhibitors are also required to take necessary safety measures to maintain the items.

**l. Sub-Leasing**

The exhibitors are not allowed to sell or sub-let the booth to anyone without an approval from the organizers. Parents companies, affiliates and subsidiaries are exceptions.

**m. Cleaning**

The INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat will keep the hallways and shared space clean before and after the show and the INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat also take care of trash bins during the show. All wastes produced during the construction of the booth are to be removed by the exhibitors in charge.

**n. Wiring**

The work of wiring in booths and displayed items should be done in compliance with the relevant rules and regulations of Korea. (Articles 3) The same applies to the construction of display facilities.

**B. Miscellaneous**

**a. To Avoid Predicaments**

Each exhibitor should refrain from any activities that may cause troubles at the show and should try not to disturb other booths.

**b. Practivities**

Exhibitors must have an exclusive right given by INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat for marketing, holding conferences and handing out of any samples and gifts outside the designated area. That is, all demonstrations and promotional activities are only permitted in the designated area. This is to avoid any disorders caused by these activities. Exhibitors should therefore clear the aisles and the surrounding area.

**c. Sales Promotion**

The exhibitors may hand out samples and gifts only in the authorized booths. But those with exclusive right given by the INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat will be able to hand them out at the areas other than the designated places.

**d. Recruitment**

If the exhibitors need to carry items, sign boards and brochures for recruitment purpose

se, allowed to INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat.

**e. Odor**

Anything emitting an unpleasant odor is prohibited.

**f. Special Exhibition**

Individual exhibitors are not allowed to display items without an approval from the INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat before and after the show hours of the exhibition.

**g. Show Hours**

The INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat has the authority to set the opening hours and the days for booth installation and dismantling. Exhibitors are not allowed to dismantle booths before the show officially ends.

**h. Occupier's Obligation**

Under any circumstances, all exhibitors are required to pay the full rental fee of the entire space as accorded in the original Contract. In the event that an exhibitor fails to meet the deadline for displaying items, INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat obtains the right to use the booth for other purposes. Furthermore, exhibitors who fail to submit the lease to the INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat will lose their preferential rights to the booth.

**i. Sales Regulation**

Sale of items for cash during the exhibition will not be permitted. However, mail orders may be taken within the show period. The exhibitors should also be aware of the safety rules of the exhibits and public sanitation prior to the opening date. Unauthorized ads and sales are prohibited.

## **9. Event Regulations for Exhibitor**

**A. Objective**

These regulations are designed to prevent events from getting overheated and to promote convenience for exhibitors and visitors. There are no restrictions for event programs and contents, as long as they are morally acceptable.

**B. Space**

Programs should take place within the assigned booths only and are not allowed in pathways or shared space.

**C. Scope of Events**

The format of the presentation is based on the visitors according to their item of interest, followed by a product explanation.

**D. Application**

Exhibitors should fill in forms related to events and submit them to INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat and receive a registration number. All equipment is to be reported, otherwise exhibitors will not be entitled to raise any complaints should it get rejected.

**E. Restriction**

Events should not disturb neighboring booths in principle.

- a. Sound equipment** will only be permitted if the sound is under 85 db, when tested 3 meters from the used area.

- b. Video equipment:** will only be allowed if they do not hinder exhibits of others.

**F. Penalty for Violation**

Any hindrance of the event or disturbance of other exhibitors will be penalized. Exhibitors

**should not submit compensation for any damages caused by INTERNATIONAL GREEN ENERGY EXPO & CONFERENCE 2025 secretariat's action in force to control the regulation. Since these regulations have been set to maintain the principles of operation and to promote an atmosphere for official business, they will be effective from the day of application to the closing day.**

## 10. Appendix

### Construction Contractor List

#### ○ Booth Design

No.	Company	Manager	Tel.	E-mail
1	GSE KOREA	woohyung shin	02-515-9692	jason@gsexhibit.com
2	KYOUNGDONG PLANNING CO.,LTD	Park Gyeongjin	02-2038-5903	kyoung-dong@daum.net
3	KWANGJIN F.A. ENGINEERING CO., LTD.	KIM, CHOONGMOOK	031-354-4026	nterplus@naver.com
4	Group Mco Co., Ltd.	PARK HEE JUN	02-2117-0973	groupmco@chol.com
5	Geumdong	Nojungsuk	010-4355-6443	geum3322@naver.com
6	NANAM COMMUNICATIONS	KIM JINKOOK	053-742-7371	nanamcom@naver.com
7	NARADESIGN. co. ltd.,	Park Chang Kyun	02-557-1083	counting0404@naver.com
8	NURIANENC	KIMEUNHEE	02-420-3850	nurian22@daum.net
9	NIZSPACEDESIGN	KU BON JUN	02-575-4337	boomia12@nizspace.com
10	DAWON SPACE Co., Ltd.	Shin Dong Jae	02-577-9660	dawons@dawons.com
11	DAUNBI	JANG SUN HEY	02-761-5898	daun-b@hanmail.net
12	DaHamint	KimKyungChun	02-567-3259	daham@dahamint.co.kr
13	Damdesign Co., Ltd.	park byung kyun	070-7122-0019	damstudio@daum.net
14	WJAD.CO.,LTD	Parkkyungsun,Kimdaeil	053-421-6530	kuktae@naver.com
15	thestage	Lee Kyung Tae	031-982-8336	info@thestage.co.kr
16	THE SCENIC DESIGN Co.,Ltd	ParkKeunWoo	02-703-5195	psw@thescenic.co.kr
17	THE WISE co.,Ltd	Shin Dong Ho	02-713-5505	wise@the-wise.co.kr
18	THEHAM_IDENTITY	Kim Man Sung	02-469-5586	wjddhks5589@naver.com
19	DECOREE	SOH BYUNG WAN	02-515-0001	sekim@decree.co.kr
20	DONGYANG COMBILOCK CO., LTD.	KIM,MANJUNG	02-596-2641	combilock@naver.com
21	DONGIN&COM	Park Deuksu	02-6111-8800	dongin88@donginexpo.com
22	DOHO	KIMHOCHEOL	02-834-2010	www1993@naver.com
23	D.MODS Co.,Ltd.	KONG GEUMCHAN	02-6925-3880	tax@d-mods.com
24	D'ART INTERACTIVE	KIM DONG HYUN	02-517-8857	dhkim@dart.co.kr
25	DOASSOCIATES	You Guen Hye	062-514-9652	doaso55@naver.com
26	design namu	LEE woo hyung	031-901-6604	hy2054@DAUM.NET
27	DESIGN NEED PLUS INC.	kwon tae woon	02 -413-0874	ktw000@nate.com
28	DESIGN LAB	CHANG CHONGKOOK	02-3288-3519	je@tsdl.co.kr
29	Design RIESE	So yang seop	02-6081-0062	eavan@designriese.com
30	DESIGN STEELERS KOREA	SIM MOON SEUB	02-577-5960	msmk2630@naver.com

31	Designexone	Kim jing gyun	02-6959-0424	office@designexone.com
32	Design OB co., Ltd.	KIM SUNG SU	02-421-3513	designob@designob.co.kr
33	designexciting	heung sam,kim	02-415-3855	designexciting@gmail.com
34	designgo	Kyunghee Seo	02-333-3611	mi@grandone.co.kr
35	designchuk	kwon joil	02-6925-1825	designchuk@hanmail.net
36	Design CODE CO.,LTD.	Lee Young Il	02-2038-2079	leekm0715@dscode.co.kr
37	PoongKyung	Kwon Ohkil	02-3412-3285	kok9081@naver.com
38	Design Plus Korea Co.,Ltd.	IN JAE JIN	02-562-7321	designpluskorea@gmail.com
39	DESIGNHUB KOREA CO.,LTD.	kim jin sung	02-555-3710	thinkkjs@korea.com
40	DEFE Co., Ltd.	SONG MIN SU	02-554-1210	david.song@defe.co.kr
41	leaderscm	kimjinha	053-657-8811	leaderscm@naver.com
42	MACDESIGN	KANG SEOK MAN	051-740-7561	25722362@hanmail.net
43	MesseBau Co.,Ltd.	Kim Mi Jeong	031-913-8077	mbau@daum.net
44	moon-chang.com	jo moon-sik	053-254-5674	cmsart@hanmail.net
45	MunhwaBank Co., Ltd	JEON Joong-Ha	053-384-7244	mice@munhwabank.com
46	Mirae YIO.CO.,LTD	YI SEUNGIL	02-462-4779	mirae@yio.co.kr
47	Mirae inc.	HyungMin-Park	070-8794-6953	iq4442@nate.com
48	MIRIM E & F CORP.	NAM SUN WOO	02-569-7711	herb@mirimenf.com
49	MIT DESIGN	LEE WON KEUN	02-548-9878	md0212@unitel.co.kr
50	BOIN C & I CO.,LTD	BAIK JUNG SOOK	02-556-9395	boin@boin-ubi.com
51	BOM COMMUNICATIONS	LEE HAE-BONG	053-421-0045	bongkhai@hanmail.net
52	BLUEMANGRUOP	Lee Sha-un,Park Kyung yeol	02-402-2076	blueman.eun@gmail.com
53	BizMarComm Ltd.	YOON, JI-HWAN	02-539-9782	janice@bizmarcomm.com
54	BigPineTree Co., Ltd.	Lee Reung	02-598-1348	kmswow@hanmail.net
55	BigFish Communications Co.,Ltd	LEE WAN HO	02-533-2580	yuha@bigfishcomm.com
56	SAMHO D&C	Jang Seh Won	02-335-3505	samho35@e-samho.com
57	sangsangyisang.co.,ltd	kim ki nam	02-413-6552	kodesi@hanmail.net
58	SEOULBOOTHADCOM	Kimhyunjung	02-6959-4488	manager@seouladcom.com
59	SUNGHODESIGN CO.LTD	lee kang sung	02-3442-5446	sunghodesign@daum.net
60	centumltd.co.kr	Duk Jin, Lee	051-704-2396	7042396@daum.net
61	Solution Plu Korea	Son Ho Jun	02-6959-5799	jackson@solutionpk.com
62	SOLIDWORKS ASSOCIATES	KIM SU HONG	02-516-1694	skkim@solidworks-hq.com
63	SOO & MEE Communication	KIM YOON-SU	02-586-7898	ys8114@nate.com
64	Smile Communication Co., Ltd.	JyungHyun SUNG	070-7555-3461	info@smilecomm.co.kr
65	Shin Woo D&C	Lee Joo Dong	031-932-6620	swdnc@daum.net



66	IDEUM Co.,Ltd	Sung Shin YOON	02-514-2404	shj2654@naver.com
67	ID1011	kim younghyo	02-6247-1011	plan@id1011.com
68	ISDESIGN	Gwanghyeon Ham	02-576-8560	isd2011@naver.com
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4	TaeSung T.SDeco	Ahn Sung il	02-545-4483	kts14141@hanmail.net
5	kyungdongdeco	kimodong	02-538-9370	kodong9370@naver.com
6	GOSU	jeong young suk	042-535-2621	je2621@naver.com
7	mountain display tech	Cho Gwhwan	02-422-1888	choneosys@naver.com
8	man jin deco	LEE SUNG MAN	031-793-4095	mj15640@naver.com
9	Mong's Deco	Jumyungsik	02-6212-3588	markju80@nate.com
10	SONAMU	YOUNGDON,AHN	053-383-9867	wipung@naver.com
11	SHIN WOO I.D	NAM KWANG IL	02-792-4013	shinwooid03@naver.com
12	CNC	CHOIJINYOUNG	010-5448-4885	ccjjyy74@gmail.com
13	ONEBESTINWORLD	eom young bun	031-919-5500	joowookkong@hanmail.net
14	UNION DECORATION	HONG,Seung-Pyo	02-465-1092	pds1094@hanmail.net
15	EQUAL	honghyojoon	206-31-8280	honghyojoon@gmail.com
16	JSDECO	leejaeshin	010-2972-1115	jui-hao@daum.net
17	JMDECO	PARK KYUNGMI	031--8041-9982	hjm8739@hanmail.net
18	JTDECO	Kimjuntae	051-740-8090	gody07@hanmail.net
19	Hanil Company Co., Ltd.	Kim Gyeongsu	02-554-6224	hanilptex@korea.com
20	SUN F.CO	Lee chaeon	031-574-8338	beam1365@naver.com
21	taehyundeco	Park Tae Bong	031-496-0939	heroyun9807@naver.com
22	hanadeco	PARKHYUNSIK	02-887-1418	hanadeco1418@hanmail.net
23	HANILDECO	Kyeong-Hyun, Min	051-740-7751	mkh7032@naver.com
24	WHANICO	CHO SUNG HO	02-909-5310	csh3432@naver.com

**Security**

No.	Company	Manager	Tel.	E-mail
1	Guard For You	Park min won	053-557-2112	hwan247@naver.com
2	TOPGUARD	chae kyu chil	02-3665-2332	topguard@hanmail.net
3	Kukjae system co.ltd.	Roh Hyeonkyeong	053-359-3795	kj6644@naver.com
4	ssguard	KimSeokjae	010-8514-3536	moss1004ki@hanmail.net
5	BSG	BAE WONHO	055-263-0539	bsg0593@hanmail.net
6	INTER ESCORTS BODYGUARD	Park Boksun,Kim	051-552-7713	nk0323@naver.com



		Hyeongjung		
7	AceGuard	Lee Hyun Seok	02-2298-0129	ssaura98@naver.com
8	K-company	Jung sungheon	070-5123-1290	jsh7718hi@daum.net
9	proone	Kim Oegyu	055-298-2113	pro1@hanmail.net
10	DASUNG Ltd.	park kyoung choul	053-766-9900	dss9900@naver.com
11	IZONES&A	choi young woo	051-502-9119	ssa5114@naver.com
12	vohosystem	lee sung jae	02-2249-9995	voho20160408@daum.net
13	Guard Way security Co., Ltd.	Choi Jongtae	02-2662-2611	jh-1515@hanmail.net
14	GMsystemCo.,Ltd	kimhyunmee	053-654-3400	sms2969@hanmail.net
15	escort	seung kwan baek	053-944-0112	escort1@nate.com
16	JIUMSYSTEM	CHAE SU AM	02-863-6600	jiums79@naver.com
17	protect	Yun mi suk	053-751-3112	ab113@daum.net
18	Plagonginternational	LeeSangOh	070-4348-1925	pginter0@hanmail.net
19	s-way korea	Cho kuhyeon	02-798-4211	ghks811119@hanmail.net

## ○ Furniture Rental

No.	Company	Manager	Tel.	E-mail
1	k-top rental	jang lil hyun	02-1577-6718	k-top@naver.com
2	DAEGURENTAL Co., Ltd.	KIM JEUN PYO	053-551-1160	daegurental@nate.com
3	THE FIRST CO.,LTD	Yun Gi Young	031-918-5320	thefirst@thefirstpro.co.kr
4	modul	choi won seok	02-6000-7560	modul82@naver.com
5	WONPROMOTION	Ha tae hyun	053-986-1122	wonpromotion@gmail.com
6	ERAER RENTAL CO., LTD.	Kim jong gyun	02-551-6890	eraerent@daum.net
7	Erencom service, Inc.	ByoungSoo,Koo	051-740-8119	lcc2929@naver.com
8	EVENTRENTAL CO.,LTD	oh sangin	031-793-1149	a1enc1@naver.com
9	JL COMPANY	cho teak youn	031-527-3119	jlds2017@daum.net
10	KD Rental Service Co., Ltd	LEE BYUNG JU	02-907-9270	kdrrs@kdrntal.com
11	gaguissue	pyun joon sung	02-595-9166	gaguissue@naver.com
12	naeunsystem	Park Suchan	053-601-5432	ns5432@naver.com
13	MICECOM	Sin Gyung Sook	053-382-2250	sonxbal@naver.com
14	SONAMU	An Young Don	053-383-9867	wipung@naver.com
15	ARAON	YOUNGDON,AHN	010-6726-5985	araon5985@naver.com
16	ssgonggam	LEE JAEKI	031-595-8300	sskm2017@naver.com
17	Exco Promotion Co., Ltd.	Kim dea ryun	051--740-7718	excopr7718@naver.com
18	Exco Promotion Daegu	Youn Gyeonggu	053-601-5320	yun017363@naver.com
19	MBIG Co.,Ltd.	YUN KYUNG GU	120-86-1545	rentalbank@naver.com

20	erencomthemice	CHOI Doo seong	02-466-7051	ddakkamusi@erencomtm.co.kr
21	EXRENTAL119	Roh Hyeonjin	031-528-3119	exrental119@hanmail.net
22	yeolrim	KIM TAE SANG	053-601-6800	6016800@naver.com
23	jinsung office	Hong sung hee	010-9488-4524	chan8819@naver.com
24	TRS	Lee Myungchan	02-6326-6872	cesfine@naver.com
25	Fine Rent CO.,Ltd.	choi eun sung	02-6000-2663	finerent@naver.com
26	Korea Exhibition Industry Institute Inc	Kwak Jong Won	053-601-5331	prokoex01@naver.com

### ○ Air, Water, Drains

No.	Company	Manager	Tel.	E-mail
1	Je Il	Byeongtak Nam	+82-10-3527-9150	0115279150@hanmail.net

### ○ Forklift

No.	Company	Manager	Tel.	E-mail
1	Daehan Construction Heavy Machinery Forklift Truck	Samcheol Kim	+82-53-383-3721	ksc6922@naver.com
2	Dongwoo General Electric	Jeongho Lee	+82-10-3526-8199	ehddn7799@naver.com

### ○ Rigging

No.	Company	Manager	Tel.	E-mail
1	moria	kangseongho	031-527-5304	moria15@hanmail.net
2	SPIDER CO LTD	HONG JIN KAB	02-421-9225	spyder9225@gmail.com
3	E-LIGHTING	SI WOO LEE	031-794-3038	chamata@hanmail.net
4	(ISB)International Service Business	AHN SANG YOUNG	02-525-3711	ymj@e-isb.com
5	G4LIGHTING	G4LIGHTING	02-479-4383	g4lighting@hanmail.net
6	Korea Truss Co., Ltd.	Bae Nam Seok	02-3158-1717	koreatruss@naver.com
7	Total Korea Co.,Ltd.	SHIN JAE	031-977-7200	tklight@tklite.com
8	Hankook layer system co.Ltd	Lee/youngduk	070-8834-4224	hklayer09@hanmail.net

9	ITTC	LEE KI MUNG	031-908-7202	ittcorp@hanmail.net
10	SONAMU	YOUNGDON,AHN	053-383-9867	wipung@naver.com
11	FRAMECOMPANY	Lee youngchan	02-418-6870	chjin0924@naver.com
12	150, Jojeong-daero, Hanam-si, Gyeonggi-do, Korea	Jeong Yong Hyun	031-529-5881	mecha-john@hanmail.net
13	SNT Co.,Ltd	KIM SUNG KWAN	070-7677-3327	snt07@naver.com
14	wooiloffice	kimjunsung	031-793-8020	wooiloffice@daum.net
15	hansolad	Choi Yeongdo	053-322-5545	chch5545@hanmail.net

## ○ Structural Analysis

No.	Company	Manager	Tel.	E-mail
1	Dawon Rescue Safety Engineer Office	Jinhee Choi	+82-70-8677-8800	dawonse@dawonse.com
2	TS Structural safety diagnosis	Lee Jong Won	+82-70-7771-1340	tsengin@hanmail.net
3	Garam Structural Engineering	Jinhee Choi	+82-31-360-0941	garamstr2@gmail.com

## ○ Advertisement & Sign Banner

No.	Company	Manager	Tel.	E-mail
1	Royal Advertising Inc.	Park Jong Hak	053-351-5880	1972@royalad.co.kr
2	SIGN MANIA	KIM SUN KYUNG	053-951-5058	ddakku98@naver.com
3	imsky CO.,Ltd.	Choi Kyoung Keun	053-383-1128	imsky2007@naver.com
4	PR LIVE	KIM IN CHUL	031-979-6291	prlive1@naver.com
5	harang plan inc.	sung jung nyeon	051-782-0893	harang2018@naver.com
6	happyvirus co.ltd	jeon kwang soon	031-995-8830	kintexhappy@naver.com
7	gaondesign	park jin tae	051-507-2326	gaond11@naver.com
8	DareunCommunication	yimwooyong	02-532-9688	gostja02@gmail.com
9	LIVE PR	KIM IN CHUL	031-979-6291	livepr@naver.com
10	MiracleDesign,Co.	YoonSungHo	070-8671-0749	mdizain@naver.com
11	vinesystem	Jeon insub	010-3308-7515	vinesystem@naver.com
12	SEOKGYENOG ART CENTER	cho dong suk	053-253-0250	barosign@hanmail.net
13	SONAMU	YOUNGDON,AHN	053-383-9867	wipung@naver.com
14	C I A	kang yeon soo	053-744-1992	kysine@naver.com
15	CM?蟲辰	seungwon-oh	053-652-0220	053cm@naver.com
16	ILPOOM	Oh Sung won	053-765-9931	ip3634@naver.com
17	jonead	kim nam hyun	031-971-2671	jjunyda79@nate.com

18	yeoulad	Lee youngshin	02-702--2137	ys@yeoulad.com
19	yeolrim	Hong sung hee	053-601-6800	6016800@naver.com
20	Top color	Imyoungmok	053-761-5223	top5223@naver.com
21	hansolad	Choi Yeongdo	053-322-5545	chch5545@hanmail.net


## IV. Application Form

\* Directory Registration is ONLY available on the homepage.

No	Application	Deadline	Note	Remark
1	Interpreter Service	April 2nd(Wed)	Email (renew@exco.co.kr)	Optional
2	Additional Utility Service	April 11th(Fri)	Email (renew@exco.co.kr)	Optional
3	Carry-out Report	On the Spot	Mandatory	On the Spot
4	Business Result Report			
5	Application for Overtime Work			

※ The schedule above is subject to change

INTERPRETER SERVICE				FORM 1	
<b>Return to: Secretariat of Green Energy Expo 2025</b> EXCO (Daegu Exhibition & Convention Center) 10, Exco-ro, Buk-gu, Daegu, Korea 41515				<b>OPTIONAL</b>	
				DEADLINE	<b>April. 2nd</b>
TEL	+82-53-601-5055	FAX	+82-53-601-5059		
E-MAIL	renew@exco.co.kr				
COMPANY NAME		TEL		Booth Number	
ADDRESS		FAX			
PERSON IN CHARGE		E-MAIL			

DETAILS FOR INTERPRETATION REQUEST					
Company Type					
Contact Person		Number of Interpreter			
TEL		E-MAIL			
Language	Classification	Period	Amount		
English	USD 200 x days x person(s)	April ~	USD		
Japanese	USD 200 x days x person(s)	April ~	USD		
Chinese	USD 200 x days x person(s)	April ~	USD		
TOTAL AMOUNT			USD		
<b>■Additional Requests</b> - <b>Business Hours : 10:00~18:00</b> - <b>If you need the interpreter to work overtime, you must pay an overtime pay (USD 20 per hour).</b> - <b>For efficient interpretation service, please submit a brief introduction of your company and information of exhibited products in advance.</b>					
PAYMENT					
 Please complete your payment on site directly to your interpreter.					
<b>Note</b>					

The undersigned hereby applies for interpretation service as above.


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**Company Name:**

**Applicant:**

**Signature:** \_\_\_\_\_

ADDITIONAL UTILITY SERVICE				FORM 2	
Return to: Secretariat of Green Energy Expo 2025 EXCO (Daegu Exhibition & Convention Center) 10, Exco-ro, Buk-gu, Daegu, Korea 41515				OPTIONAL	
				DEADLINE	April. 11th
TEL	+82-53-601-5371	FAX	+82-53-601-5059		
E-MAIL	renew@exco.co.kr				
COMPANY NAME		TEL		Booth Number	
ADDRESS		FAX			
PERSON IN CHARGE		E-MAIL			

ELECTRICITY					
 Please mark on <input type="checkbox"/> , if you require using electricity for 24 hours.					
Classification	Unit Price (per KW)		Quantity		Total
	Daytime	24 hours	Daytime	24 hours	
Single Phase 220V(60Hz)	USD 80	USD 100		<input type="checkbox"/>	USD
Three Phase 220V(60Hz)				<input type="checkbox"/>	USD
Three Phase 380V(60Hz)				<input type="checkbox"/>	USD
Three Phase 380V(60Hz) (for usage of rigging)				<input type="checkbox"/>	USD
TOTAL					USD

OTHERS			
Classification	Unit Price	Quantity	Total
Water Supply & Drainage	USD 200/EA	EA	USD
Compressed Air	USD 200/EA	EA	USD
LAN	USD 200/PORT	PORT	USD
Barcode System	USD 200/EA	EA	USD
Heavyweight Rigging (Over 100Kg)	USD 2000/EA	EA	USD
Lightweight Rigging (Up to 100Kg)	USD 500/EA	EA	USD
TOTAL			USD

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Company Name:

Applicant:

Signature: \_\_\_\_\_

CARRY OUT REPORT			FORM 3	
Return to: Secretariat of Green Energy Expo 2025 EXCO (Daegu Exhibition & Convention Center) 10, Exco-ro, Buk-gu, Daegu, Korea 41515			MANDATORY	
			On the Spot	
COMPANY NAME		TEL		Booth Number
ADDRESS		FAX		
PERSON IN CHARGE		E-MAIL		

CARRY OUT REPORT		
Title : Green Energy Expo & Conference 2025		
Booth No. :		
Date of Carry Out :		
ITEM LIST		
Item	Quantity	Remark

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Company Name:  
Applicant:  
Signature: \_\_\_\_\_

BUSINESS RESULT REPORT			FORM 4	
Return to: Secretariat of Green Energy EXPO 2025 EXCO (Daegu Exhibition & Convention Center) 10 Exco-ro, Buk-gu, Daegu, Korea 41515			MANDATORY	
			On the Spot	
COMPANY NAME		TEL		Booth Number
ADDRESS		FAX		
PERSON IN CHARGE		E-MAIL		

SUMMARY SHEET OF BUSINESS TALK					
Section		Overseas (US \$)		Domestic (US \$)	
		Business Talk	Achieved Contract	Business Talk	Achieved Contract
April 24	Number of Cases				
	Amount	US \$	US \$	US \$	US \$
April 25	Number of Cases				
	Amount	US \$	US \$	US \$	US \$
April 26	Number of Cases				
	Amount	US \$	US \$	US \$	US \$

BUSINESS TALK RECORD						
No	Buyer		Details of the Business Talk			
	Nationality	Company	Item	Quantity	Amount	Estimated Contract Amount
					US \$	US \$
					US \$	US \$
					US \$	US \$
					US \$	US \$
Note						



Application For Overtime Work				FORM 5	
<b>Return to: Secretariat of Green Energy Expo 2025</b> EXCO (Daegu Exhibition & Convention Center) 10, Exco-ro, Buk-gu, Daegu, Korea 41515				<b>OPTIONAL</b>	
				<b>On the Spot</b>	
<b>TEL</b>	+82-53-601-5371	<b>FAX</b>	+82-53-601-5059		
<b>E-MAIL</b>	renew@exco.co.kr				
<b>COMPANY NAME</b>			<b>TEL</b>		
<b>ADDRESS</b>			<b>FAX</b>		
<b>PERSON IN CHARGE</b>			<b>E-MAIL</b>		
					<b>Booth Number</b>

DETAILS FOR APPLICATION				
Date	Applying time for use			Remark (Please write a short statement of reason)
	Start	End	Total	
	:	:	:	
	:	:	:	
	:	:	:	

The undersigned follows the regulations of operating exhibition hall at EXCO and hereby applies for using exhibition hall for extra hours as above.

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**Company Name:**  
**Applicant:**  
**Signature:** \_\_\_\_\_