

Asia's Leading Smart Manufacturing Innovation Expo

AW 2026

2026. 3. 4 (Wed) - 6 (Fri)

Hall A, B, C, D, Lobby, THE PLATZ, Grand Ballroom

Exhibitor Manual



Greetings

Thank you for participating in AW 2026. We sincerely appreciate your warm interest and support.

This manual serves as an effective guide to help maximize your exhibition performance. To ensure a successful show, we kindly ask all participating companies to review this manual thoroughly so that you can prepare without any inconvenience.

AW 2026 is committed to leveraging the extensive experience and know-how accumulated through previous exhibitions, and we promise to make every effort to ensure a successful event from start to finish.

AW 2026 Secretariat

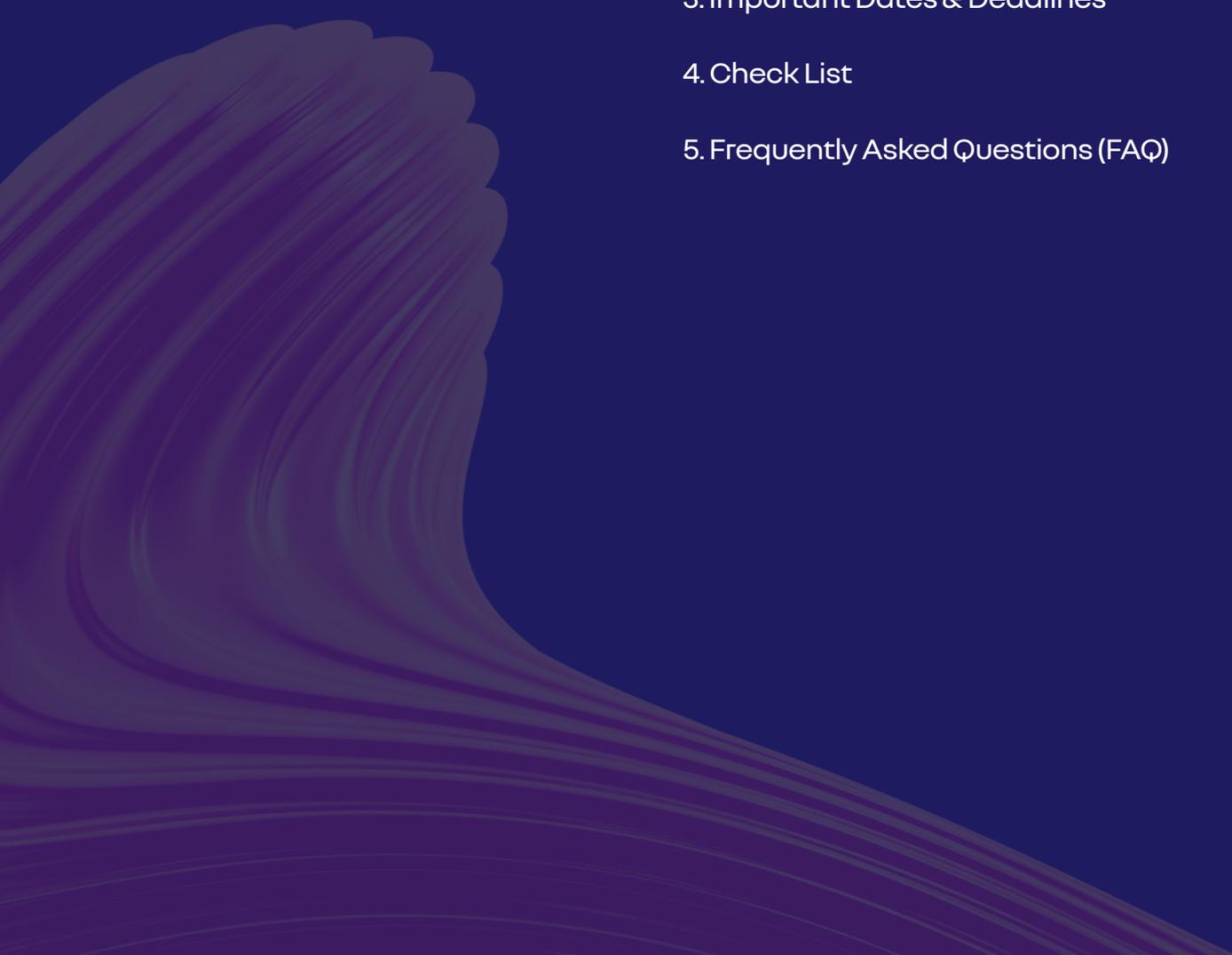
Contents



Section I	General Information	04
Section II	Document Application Guidelines	15
Section III	Stand Construction Schedule & Venue Facility Guide	20
Section IV	Rules and Regulations	29
Section V	Shipment/Freight/Customs Clearance of Exhibits	35
Section VI	ESG Campaign	43
Section VII	Services	45
Section VIII	Forms & Application	51
Appendix	Designated Contractor's List	57

Section I

General Information

1. Key Exhibition Information
 2. Exhibition Overview
 3. Important Dates & Deadlines
 4. Check List
 5. Frequently Asked Questions (FAQ)
- 

1. Key Exhibition Information

General Information

(1) Key Information

Category	Details
Exhibition Scale	Hall A, B, C, D, Lobby, THE PLATZ, Grand Ballroom
Use of Exhibition Hall Facilities	The side of columns equipped with a fire hydrant may not be used. ¹⁾
Online Exhibition	Product registration is required for all participating companies ²⁾
Application Submissions	Online application
Parking Passes	Support for only 1-day parking passes ³⁾
Food & Beverage Intake	Food and beverages may be brought into the exhibition area (however, alcohol is not permitted)

1) For safety reasons, the side of columns equipped with a fire hydrant is not permitted for use. Please refer to the venue guidelines when planning your booth installation.

2) Even if product registration for the online exhibition is completed, it will be displayed only after the full participation fee has been paid.

3) Parking passes provided to exhibitors are limited to daily parking passes only. Hourly parking passes or event parking passes (3-day parking passes) are not supported by the Secretariat.

(This is to prevent any issues with entry/exit caused by incorrect vehicle information.)

1. Key Exhibition Information

General Information

(2) Schedule

CATEGORY	DEADLINE	HOW TO SUBMIT	NOTES
Balance Fee Payment	Jan. 23 rd (Fri.)	Wire transfer	- Shinhan Bank 140-008-033399 - Beneficiary : Coex
Utility Service Fee Payment	Feb. 6 th (Fri.)		
Online Edition Product Registration (Mandatory)	Ongoing	Online submission Go to AW Homepage	- Click My page Home » Directory » Product Directory » Register products (up to 3 items)
Premium Booth Design Selection	Jan. 23 rd (Fri.)		- Click Participation Application » Extra » Premium Booth Type » Select A or B
Signboard Name Application (Mandatory)	Nov. 14 th (Fri.)		- Click My page Home » Extra » Signboard
Exhibitor Badge Application (Mandatory)	Feb. 13 th (Fri.)		- Click Participation Application » Extra » Passcards
Other Applications	Jan. 23 rd (Fri.)		- Refer to p.16 types of selection documents
Seminar Room Application	Jan. 23 rd (Fri.)		Google Form submission (link to be provided later)
On-site Interview Application	Dec. 31 st (Wed.)	Email Secretariat (sfawoverseas@gmail.com)	- First-come-first-served for 20 companies (free) - Eligibility limited to exhibitors without previous on-site interview experience
▲ Stand Set-Up	March 2 nd (Mon.) ~ March 3 rd (Tues.)	Hall A, B, C, D	- Construction period : 2 days - Working hours: 08:00 ~ 20:00 - Additional charges apply for work after 20:00
	March 2 nd (Mon.) 18:00 ~ March 3 rd (Tues.) 08:00	Lobby Booth (Hall B, D)	- Overnight construction
▲ Exhibition	March 4 th (Wed.)~March 6 th (Fri.)	-	- Exhibitors : Entry allowed from 08:00 - Visitors : Entry allowed from 10:00
▲ Stand Dismantlement	March 6 th (Fri.)~March 7 th (Sat.)	-	- Dismantling allowed after 16:00 on March 6th (Fri.)
Summary Report	March 23 rd (Mon.)	-	- Final report scheduled to be sent in early May

2. Exhibition Overview

General Information

(1) Title : AW 2026

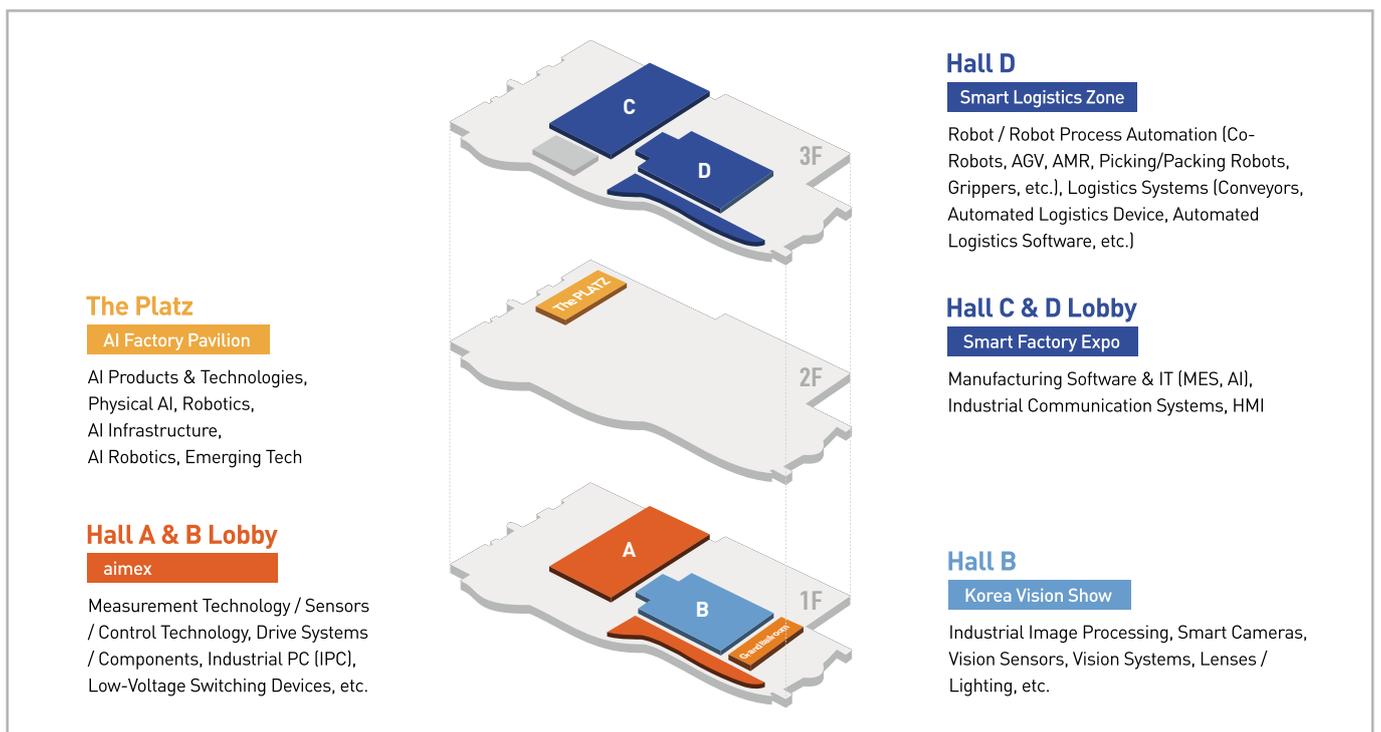
(2) Theme : AUTONOMY, THE DRIVER OF SUSTAINABILITY

(3) Organizer : Coex, Korea Industry Intelligentization Association, Korea Smart Manufacturing Office, Korea Machine Vision Industrial Association, Chomdan INC.

(4) Hall Composition

Category	Location	Composition
Smart Factory Expo	Hall C, D, Lobby D	 Smart Factory Expo Manufacturing Software & IT (MES, AI), Industrial Communication Systems, HMI  Smart Logistics Zone Robot / Robot Process Automation (Co-Robots, AGV, AMR, Picking/Packing Robots, Grippers, etc.), Logistics Systems (Conveyors, Automated Logistics Device, Automated Logistics Software, etc.)
aimex	Hall A, B, Lobby B	 aimex Measurement Technology / Sensors / Control Technology, Drive Systems / Components, Industrial PC (IPC), Low-Voltage Switching Devices, etc.
Korea Vision Show	Hall B	 Korea Vision Show Industrial Image Processing, Smart Cameras, Vision Sensors, Vision Systems, Lenses / Lighting, etc.
AI Factory Pavilion	The PLATZ	 AI Factory Pavilion AI Products & Technologies, Physical AI, Robotics, AI Infrastructure, AI Robotics, Emerging Tech

(5) Venue : Hall A, B, C, D, Lobby, THE PLATZ, Grand Ballroom



2. Exhibition Overview

General Information

(6) Expected Scale

- Exhibitors : 500 Companies, 2,300 Booths
- Visitors: 80,000 Visitors

(7) Exhibition Visiting Hours

Date	Visiting Hours	Last Admission
March 4 th (Wed.) ~ March 5 th (Thurs.)	10:00 ~ 17:00	16:30
March 6 th (Fri.)	10:00 ~ 16:00	15:30

- Visitor admission closes 30 minutes before the exhibition ends.
- Admission fee : **20,000 KRW** (Free for pre-registered visitors and invitation holders)

(8) Exhibit Items

Exhibition	Category	Subcategory
Smart Factory Expo	Robot / RPA	Industrial robots, External device, Simple purpose machine, RPA, Rotary joints, etc.
	Logistics systems	Conveyors, Crane, Automatic door, Automated logistics device, Automated logistics software, etc.
	Software & IT in manufacturing	Planning and engineering software, Production/manufacturing software, Maintenance software, Cross-sectional technology, MES, etc.
	Industrial communication	Industrial ethernet, Field bus systems, Wireless communication and Telecommunication, Industrial security, Industrial Network System, Network Management System, etc.
	Human-machine-interface devices	Operator panels, Displays/monitors/screens, Keyboards, Control panels, HMI systems, Control and signal devices, etc.
aimex	Measurements	Meters, Gauges, Measuring Instruments, Indicators, Frequency meters, Inspection/testing equipment, etc.
	Sensor technology	Binary sensors, Rotary transducers, Identification sensors and systems, Measuring sensors and systems, Safety sensors and systems, Measuring transducers, Measuring instruments for electric signals, etc.
	Control technology	PLC systems, Computerized numerical controls(CNC), DCS, SCADA, Relays, Starters, etc.
	Drive systems and components	Power transmission motors, Control motors, Drives/systems/motion control, Drive components, etc.
	IPC	Box-PCs, Rack-PCs, Panel-PCs, etc.
	Low voltage-switching devices	Contactors, Motor protection devices, Circuit breakers, etc.
	Interface technology and power supplies	Power supplies/Converters, Monitoring and protection equipment, Safety devices and systems, Interface modules/technology, etc.
Korea Vision Show	Industrial image process / Vision	Vision sensors, Smart cameras, Vision systems, Lighting, Cameras, Lenses, etc.
AI Factory	Artificial Intelligence	AI Infrastructure, Physical AI, AI Agent, AI Applications, etc.

3. Important Dates & Deadlines

General Information

(1) Payment

CONTENTS	DEADLINE	PAYMENT ACCOUNT
Balance Fee Payment	2026. 1. 23(Fri.)	· Shinhan Bank · 140-008-033399 · Beneficiary : Coex
Utility Fee Payment	2026. 2. 6(Fri.)	

(2) Application & Documents

CONTENTS	Application	DEADLINE	HOW TO SUBMIT			
Mandatory	1. Exhibitor Badge Application	~ Feb. 13 th (Fri.)	Online Submission Go to AW Homepage			
	2. Signboard Name Application	~ Nov. 14 th (Fri.)				
Optional	3. Utility Service Application	~ Jan. 23 rd (Fri.)		Google Form (link to be provided later)		
	4. Premium Booth Design Selection					
	5. Bonded Items Declaration					
	6. Hazardous/Heavy Materials Declaration					
	7. Self-Installation Application (Mandatory for space-only exhibitors who construct the booth by themselves)					
	8. ESG Campaign Participation Pledge					
	9. Seminar Room Application			Google Form Go to Google Form		
	10. On-site interview (First-come-first served for 20 companies / Eligibility limited to exhibitors without previous on-site interview experience)				~ Dec. 31 st (Wed.)	
	11. Overtime Work Application				During the stand construction period	On-site submission
	12. Fee Refund Request				After the exhibition	sfawoverseas@gmail.com

3. Important Dates & Deadlines

(3) Exhibitor Badges (Entry Pass)

- » Exhibitors must register the personnel who will be working at the booth by **February 13th (Fri.)** through the online system.
- » Badges can be collected from **March 3rd (Tue.)** at 14:00 until the exhibition opening at the **1F Entrance (Hall A)**.
Badges will be issued upon identity verification (exhibitor name confirmation, business card check, etc.) for registered exhibitor personnel.

(4) Parking Pass Distribution for Exhibitors & Additional Purchase Guide

4-1. Free Parking Pass Distribution

- To provide convenience to exhibitors, the Secretariat will distribute free parking passes that can be used during the exhibition period (**March 2nd – 7th**). Only **daily parking passes** will be provided.
- **Important : Exhibitors will receive daily parking passes only.**
Hourly parking and event parking (vehicle pre-registration) are not supported by the Secretariat.
- The number of free parking passes provided varies by booth size, as shown below:

Booth Size	Booths					
No. of Passes	3	6	9	12	18	24

- » Distribution Method: Free parking pass access links will be individually provided to the exhibition manager by email.
- » Distribution Date: **February 25th (Wed.)**
- » Validity Period: **March 2nd (Mon.) ~ March 7th (Sat.)**
- » How to Use
: Enter the last four digits of the vehicle license plate number through the link provided → Verify vehicle
→ Apply parking pass
- » Notice
The parking pass applies only to vehicles that have successfully entered the Coex parking system.
(If the vehicle has not entered Coex parking lot, the pass cannot be applied.)

3. Important Dates & Deadlines

General Information

(5) Online/Offline Invitation Distribution for Exhibitors

- » To enhance convenience and support exhibitors in inviting more visitors, AW 2026 will distribute both offline invitation tickets and online invitation links to participating companies.
- » We kindly request exhibitors to actively distribute these invitations so that more visitors can attend AW 2026.

5-1. Offline Invitation Tickets

- » For exhibitors who require offline invitation tickets, the Secretariat will issue 100 tickets per company from early January to the second week of January. If additional tickets are needed, please submit a separate request to the Secretariat. (Korea only)
- » Offline Invitation Tickets can only be delivered to addresses within Korea.
If your company has a local office/branch in Korea, please contact the Secretariat separately by email.
- » Please note that offline tickets are general invitations and do not include exhibitor branding such as company logos or promotional text.

5-2. Online Invitation Tickets

- » Online invitations are categorized by the four exhibition sections : 1) Smart Factory Expo, 2) aimex, 3) Korea Vision Show, 4) AI Factory Pavilion. These will be customized with the exhibitor's company name and booth number.
- » Through this system, exhibitors can send online invitations to customers via emails, text messages, or messengers at no additional cost. Visitors may also present the online invitation on their mobile screen at the entrance for free admission. (Visitor registration required)

4. Check List

General Information

Deadline	Contents	Check
Priority Checklist	<ul style="list-style-type: none"> » Applications & Documents <ul style="list-style-type: none"> - Mandatory <ul style="list-style-type: none"> * Exhibitor Badge Application * Signboard Name Application - Optional <ul style="list-style-type: none"> * Utility Service Application * Bonded Items Declaration * Self-Installation Application * ESG Campaign Participation Pledge » Premium Booth Design Selection (for premium booth applicants) <ul style="list-style-type: none"> * Hazardous/Heavy Materials Declaration * Seminar Room Application 	<input type="checkbox"/>
	<ul style="list-style-type: none"> » Meal & Transportation Arrangements (Accommodation arrangement if traveling from outside the city) 	<input type="checkbox"/>
4 Weeks before Opening	<ul style="list-style-type: none"> » Establish PR & event planning » Produce promotional materials (banners, printouts, giveaways, etc.) » Prepare booth decorations & materials <ul style="list-style-type: none"> - Select space-only booth constructor and confirm details (for space-only exhibitors) - Coordinate interior setup (for premium and shell-scheme exhibitors) » Assign booth staff » Logistics Planning 	<input type="checkbox"/>
3 Weeks before Opening	<ul style="list-style-type: none"> » Finalize exhibition item composition » Begin sending invitations to buyers & set meeting schedules 	<input type="checkbox"/>
2 Weeks before Opening	<ul style="list-style-type: none"> » Finalize exhibition product preparations » Prepare booth setup materials <ul style="list-style-type: none"> - Displays, promotional items, panels, table covers, etc. 	<input type="checkbox"/>
1 Week before Opening	<ul style="list-style-type: none"> » Complete exhibitor training & staff briefing » Finalize consultation materials 	<input type="checkbox"/>
Exhibition Week	<ul style="list-style-type: none"> » Booth setup » Collect exhibitor badges » Purchase additional parking passes & materials needed 	<input type="checkbox"/>

5. Frequently Asked Questions (FAQ)

General Information

Q. What is the difference between Space-only booth / Shell-scheme booth / Premium booth?

- » While the Secretariat provides all of the materials and construction needed for a shell-scheme booth and premium booth, only the space will be provided to space-only booth, which means exhibitors should design, prepare and construct the whole stand from the start by themselves through the designated booth construction companies registered in Coex.
- » For a shell-scheme booth, the Secretariat will provide a 3-sided booth, 5 spotlights, a signboard, an information desk and chair, needle punch carpet (pytex/9sqm) and 1 electrical outlet(2 socket/220V).
- » Premium booth has a better equipment and design than shell-scheme booth. The height of booth is also taller than shell-scheme booth. The price is economical and it gives a similar effect as space-only booth.

Q. What should exhibitors do if they want to additionally mark a logo and trademark on the signboard besides a company name? (Only for shell-scheme booths)

- » The exhibitors should contact the booth constructor company and check if it's possible. An additional fee will be charged.

Q. Can one side of a booth partition be closed or removed? (Only for shell-scheme booths)

- » The exhibitors should contact the booth constructor company and the Secretariat and check if it's possible. An additional fee might be charged since it's an exceptional request of the exhibitor.

Q. For Space-only booth, should assembly be conducted only by the subcontractors approved by Coex?

- » Yes. Please refer to the subcontractors' list (Appendix) and choose from the companies listed. The companies are designated by Coex, not AW 2026 secretariat.
- » **The Self-Installation Declaration form should be submitted by January 23rd to be approved by the Secretariat. The electricity and carpet installation should also be conducted by Coex's designated subcontractors.**

Q. Will basic electricity be provided to exhibitors?

- » An electrical outlet will be provided to shell-scheme and premium booths and only 1KW electricity including the electricity used for lightings will be provided. If additional electricity is needed for your product demonstration or any other use, it should be applied separately. (Submit the utility service application form)

Q. When is electricity going to be supplied?

- » We expect that electricity is going to be supplied from 4 p.m. on March 3rd (Tue.) It might be delayed if the electricity construction of space-only booths is delayed.
Electricity will not be supplied if there's any booth that electricity construction isn't completed due to safety matters.
So please cooperate with the electricity company to complete every necessary electrical work as soon as possible.

5. Frequently Asked Questions (FAQ)

General Information

Q. When will the Internet be available?

- » Only the exhibitors who applied for wired LAN service will have access to the Internet. Exhibitors who applied for wired LAN shall install the computer in your booth using the provided Internet. IP address will be provided by the Internet installation company right after the installation.

Q. How will visitor database be provided to exhibitors?

- » The database of total visitors won't be provided to exhibitors. We'll only provide the database of booth visitors to the exhibitors who applied for Visitor Registration System. This database will be sent to the exhibitors by email after the show.

You can apply for Visitor Registration System through the Secretariat by submitting the utility service application form. It will be installed in your booth by the Secretariat before the show.

* The database will be only provided in Korean.

* What is "Visitor Registration System"?

: It's a system that records the data of booth visitors through the barcode reader. You can use it for your client management after the show.

Q. What should exhibitors do to prevent theft and loss?

- » The AW 2026 Secretariat will always provide a reliable security service not only during the show but also from the set-up to dismantlement. However, due to the overflow of crowds and unexpected accidents, exhibitors nonetheless must take extra care of their own booth and exhibits.

Exhibitors are liable for the any damage and/or loss of their exhibits during the set-up, show, and dismantling periods. Thus we recommend exhibitors to get any valuable items insured to prevent any loss during the show.

(e.g. cellphone, laptop, camera, important documents, small-sized items/exhibits)

Q. What should exhibitors prepare besides booth spaces and stands?

- » Adequately prepared staffs for the exhibition are strongly advised. In general, staffs from sales department or staffs from agency company should run the booth and do sales activities. This means that they need to be sufficiently prepared for the presentation in terms of their attire, attitude, speech, bargaining and negotiating skills, etc.

Exhibitors should also prepare a display stand, design materials for the booth interior, catalogs of their exhibits, and business cards, etc. You can either prepare and bring the tables, chairs or display stands by yourself or also can rent them through our designated equipment rental company.

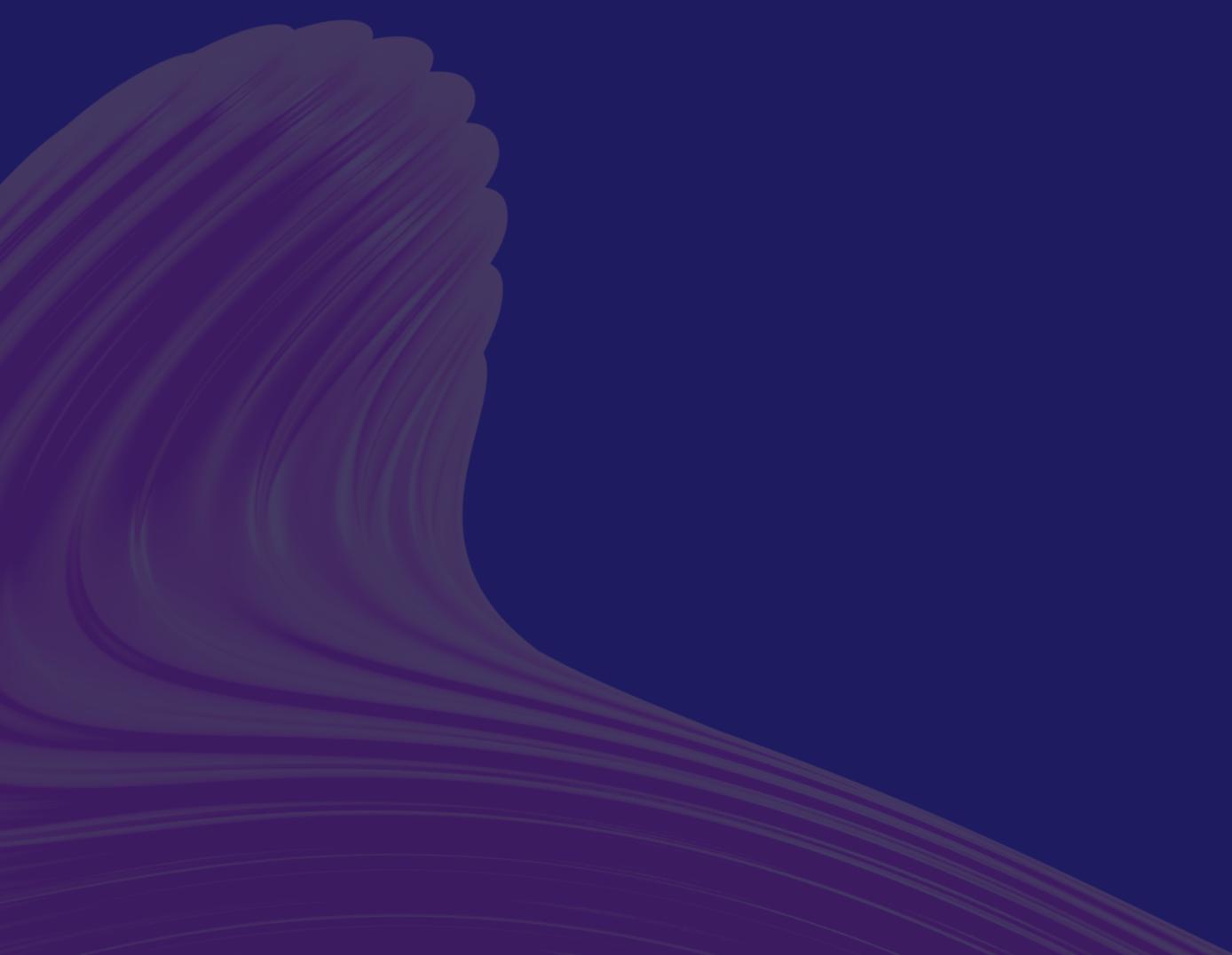
In case of any damages to a shell-scheme booth caused by use of screw, staple, tack, pins, or making a hole on the wall, the damage fee will be charged to the exhibitor from booth construction company or the exhibitor will need to compensate to the AW 2026 secretariat for the loss.

Section II

Document Application Guidelines

1. Mandatory Documents

2. Detailed Submission Instructions



1. Mandatory Documents

(1) List of Documents

Category	Document	Deadline	Submission Method	Notes		
Mandatory	1. Exhibitor Badge Application	Feb. 13 th (Fri.)	Online Go Now	Required for all exhibitors		
	2. Signboard Name Application	Nov. 14 th (Fri.)				
Optional	3. Utility Service Fee Application	Jan. 23 rd (Fri.)		Go Now	Required for electricity, wired LAN, Visitor Registration System, etc.	
	4. Premium Booth Design Selection				For premium booth applicants only	
	5. Bonded Items Declaration				Mandatory for exhibitors handling bonded goods	
	6. Hazardous/Heavy Materials Declaration				Required for compressed gases, inflammable materials, etc.	
	7. Self-Installation Application				Mandatory for exhibits over 1.5 ton/m ²	
	8. ESG Campaign Participation Pledge				Mandatory for space-only exhibitors who construct the booths by themselves	
	9. Seminar Room Application			Google Form	Free seminar room use (link to be provided later)	
	10. On-site Interview			Dec. 31 st (Wed.)	Google Form Go Now	- First-come-first-served for 20 companies(free) - Eligibility limited to exhibitors without previous on-site interview experience
	11. Overtime Work Application			During the stand construction period	On-site submission	Required for work after 20:00
	12. Fee Refund Request			After the exhibition	Inquiry : Secretariat	sfawoverseas@gmail.com

(2) Submission Contacts

Submission Type	Contact	Email
Online Submission	Go to AW Homepage	
Secretariat	+82-2-6000-8092	sfawoverseas@gmail.com

2. Detailed Submission Instructions

Document Application Guidelines

(1) Exhibitor Badge Application

- The AW 2026 Secretariat will issue exhibitor and related personnel entry badges for smooth access during the construction and exhibition periods. Individuals without an exhibitor badge (or official entry permit) will not be allowed to enter the hall. Therefore, all exhibiting companies must apply for badges in advance so that access is not restricted during the exhibition.
- Badge collection begins on **March 3rd (Tue.)** at the badge issuance counter located at the **1F entrance (Hall A)**. Badges will be distributed after 14:00.
- Application Deadline : Feb. 13th (Fri.)
- Badge Validity: **March 3rd (Tue.) ~ March 6th (Fri.), 4 days**
- Badge Collection: **March 3rd (Tue.) 14:00~, Badge Issuance Counter at the 1F Entrance (Hall A)**
- Identity Verification: Exhibitors must verify their identity before collecting badges. Please sign the form after confirming your company name.
- Badge Reissuance: In case of loss, badges can be reissued at the badge counter upon verifying exhibitor status and completing the required paperwork.

(2) Signboard Name Application

- To ensure accurate identification of company names displayed inside the booth, exhibitors must submit applications for signboard names. English names must be entered correctly, and the signboard will display the name exactly as submitted.
- Signboards for shell-scheme booths, premium booths, and space-only booths will display the company name in English (common format for all exhibitors).
- If the signboard name is not submitted, the Secretariat will reference the company name submitted on the exhibition application form.
- Application Deadline : November 14th (Fri.)

(3) Utility Application

- Exhibitors must apply for necessary utilities such as electricity, telephone lines, wired LAN, compressed air, water supply, Visitor Registration System, etc. For shell-scheme and premium booths, basic power (up to 1kW) is included. Space-only exhibitors must apply for electricity separately.
- Exhibitors are fully responsible for selecting and applying for the required items. If you use electric products or equipments, you must apply for sufficient power capacity in advance.
- For telephone service, usage charges may apply in addition to installation fees.
- All utility services are available for use during the 4-day period from March 3rd (Tue.) to March 6th (Fri.).

[AW Facility Items & Fees]

Item	Fee
Water & Drainage	250 USD
Compressed Air	250 USD
Single-phase 220V Electricity (Daytime Only)	100 USD
Three-phase 220V Electricity (Daytime Only)	100 USD
Three-phase 380V Electricity (Daytime Only)	100 USD
Single-phase 220V Electricity (24 hrs)	120 USD
Three-phase 220V Electricity (24 hrs)	120 USD
Three-phase 380V Electricity (24 hrs)	120 USD
Visitor Registration System	250 USD
Wired LAN (Wired Internet)	250 USD
Telephone (International + Domestic)	250 USD

※ Fees for electrical services are based on a per-kW rate.

(4) Bonded Items Declaration

- “Bonded items” refer to goods officially imported through customs procedures and allowed to enter the exhibition hall under bonded status. These items must be taken out of the country after the exhibition, or, if consumed or used during the event, must be declared through proper customs procedures. Exhibitors handling bonded items must submit detailed bonded-item information to the Secretariat before the exhibition, as bonded items are subject to customs verification.

(5) Hazardous/Heavy Materials Declaration

- Exhibitors intending to bring hazardous materials such as compressed gases, flammable substances, chemicals, or radiation-emitting equipment must complete the Hazardous Materials Declaration Form and register these items in advance. Items not registered will not be permitted into Coex in accordance with venue regulations.
- Based on Coex guidelines, the hall restricts entry of exhibition items exceeding 1.5 tons per m². Exhibitors bringing items that exceed this limit must submit the application form, after which the Secretariat will coordinate internal review and notify the exhibitor of approval status and any additional requirements.

(6) Self-Installation Application

- This applies to exhibitors with space-only booths who do not use Coex-registered official contractors and instead carry out booth construction on their own. Self construction is limited to setups that can be completed within four hours using the exhibitor's own equipment and fixtures, and is generally applicable to display-focused booth installations. Exhibitors must obtain approval from the Secretariat by submitting all required documents for independent construction. Even in such cases, electrical work (including wiring) and carpet installation must be carried out by Coex-designated contractors.

(7) Exhibitor Seminar Room Application **[Deadline: January 23rd (Fri.)]**

- AW 2026 supports exhibitors by providing free seminar rooms for product presentations, PR activities, and marketing sessions. Exhibitors who wish to host a seminar must apply via the designated form. Please note that applications may close early due to limited availability.

(8) Overtime Work Application

- Exhibitors who wish to continue booth preparation or dismantling work after 20:00 inside the exhibition hall must apply for overtime work through the AW 2026 Secretariat (inside the exhibition venue).
- Additional fees will be charged for overtime work. The applicable hours and fees are as follows:
 - » Applicable Hours : 00:00–08:00, 20:00–24:00
 - » Calculation Unit: 1/20 of one-day hall rental fee (charged per 30 minutes)

Overtime Work Fee	(700 USD x hours) / per hall, divided by number of companies working overtime in that hour
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※ VAT Excluded / Fees may vary depending on venue conditions

(10) ESG Campaign Participation Pledge

* To promote an eco-friendly exhibition, AW requires exhibitors to submit an ESG Campaign Participation Pledge. Exhibitors who complete the pledge will be granted the Green Exhibitor certification mark, which will be displayed on the AW 2026 Online Directory, Show Guide, and Kiosk.

* How to Submit the ESG Campaign Participation Pledge:

▶ AW Homepage → Log in → [Extra]-[ESG Campaign Participation Pledge]

Deadline: **January 23rd (Fri.)**

Section III

Stand Construction Schedule & Venue Facility Guide

1. Stand Construction Schedule
 2. Construction Guidelines
 3. Booth Specifications & Facility Information
 4. General Preparation Guidelines
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1. Stand Construction Schedule

Stand Construction Schedule & Venue Facility Guide

◦ Venue : Hall A, B, C, D, Lobby, THE PLATZ

Category	Contents			Schedule	Note
Stand Set-Up	Space-Only Booth	Hall A, B, C, D	2 day construction	March 2 nd (Mon.) ~ March 3 rd (Tue.) 08:00~20:00	※ Exhibitors should build their own stands with designated constructors
	Shell-scheme / Premium Booth	Hall A, B, C, D		March 2 nd (Mon.) 08:00~20:00 March 3 rd (Tue.) 08:00~14:00	※ The Secretariat will build the stands for the exhibitors
	Lobby Booth	1F(Hall B) 3F(Hall D)		March 2 nd (Mon.) 18:00~ March 3 rd (Tue.) 08:00	※ Overnight construction
Exhibits Move-in	Space-Only Booth	Hall A, B, C, D	1 st , 2 nd Day	March 2 nd (Mon.) ~ March 3 rd (Tue.) 08:00~20:00	※ No vehicles allowed in the exhibition hall from March 3 rd (Tue.) 15:00 ※ Any exhibits over 1.5ton/ m ² should be reported and approved by the Secretariat in advance
	Shell-scheme / Premium / Lobby(Premium) Booth	Hall A, B, C, D	2 nd Day	March 3 rd (Tue.) 14:00~20:00 (No exhibits move-in on the 1 st day due to booth construction)	※ For lobby booths (Hall B and D), items must be brought in using the parking lot or loading dock. Vehicle access to the lobby is NOT allowed, and items should be directly carried from the loading dock (1F for Hall B, 3F for Hall D)
	Lobby(Space-Only) Booth	1F(Hall B) 3F(Hall D)	1 st , 2 nd Day	March 2 nd (Mon.) 18:00 ~ March 3 rd (Tue.) 20:00	※ Electricity will be supplied after all Space-Only booths electricity work has been completed
Utility Service Installation	Electricity	Hall A, B, C, D	Start	March 2 nd (Mon.) 08:00	※ For lobby booths, water/drainage/compressed air are not available ※ If needed, purchase wireless LAN card separately ※ Purchase Location : Coex 4F SK Broadband (02-6000-1588)
			End	March 3 rd (Tue.) 16:00	
	Water / Compressed Air	Hall A, B, C, D	Start	March 2 nd (Mon.) 08:00	
			End	March 3 rd (Tue.) 16:00	
Wired LAN	Hall A, B, C, D	Start	March 2 nd (Mon.) 08:00		
	Lobby (Hall B, D)	End	March 3 rd (Tue.) 16:00		
Exhibits Move-out				March 6 th (Fri.) 16:30~20:00	※ Freight trucks are allowed only after the show is over
Stand Dismantlement				March 6 th (Fri.) 18:00~24:00	※ Beware of theft/loss
				March 7 th (Sat.) 08:00~20:00	
Free Parking for Freight Trucks During Set-Up	During Stand Set-Up & Exhibits Move in: March 2 nd (Mon.) ~ March 3 rd (Tue.) During Exhibits Move-out & Stand Dismantlement: March 6 th (Fri.) ~ March 7 th (Sat.)			※ Each vehicle is eligible for 3 hours of free parking (once per day) ※ Only trucks/cargo vehicles with license plates beginning with 7, 8, or 9 are eligible. (All other vehicle types are not applicable.)	

* Exhibitors who need extra time for booth set-up or dismantlement over the specified time should inform it to the AW 2026 Secretariat. After getting approved by the Secretariat, exhibitors are required to pay the necessary fees for additional work.(Overtime work fee)

2. Construction Guidelines

(1) Exhibition Contractors(Booth/Electricity)

- Space-Only exhibitors must use a Coex-registered contractor. (Refer to Appendix for the list of registered and designated partner contractors.)

(2) Hazardous Materials

- Exhibitors handling hazardous materials—such as compressed gases, flammable or toxic substances, chemicals, or equipment generating heat—must complete the Hazardous Materials Declaration Form through the official AW 2026 website. Materials not registered in advance will not be permitted into the exhibition hall in accordance with Coex regulations.

(3) Dismantling

- After the exhibition, exhibitors must ensure that no personal or company items remain in the booth when the contractor collects furniture or equipment. The Secretariat is not responsible for any loss or damage resulting from uncollected items or abandoned materials.

(4) Additional Guidelines

- Exhibition materials must be prepared in advance outside the venue; only assembly is allowed inside the exhibition hall.
- The use of grinders, air compressors, welding equipment, electric saws, heat guns, or other power tools is strictly prohibited inside the exhibition hall.
- When installing carpet directly on the exhibition hall floor, only general-purpose double-sided tape or approved removable adhesives must be used to prevent floor damage.
- Exhibitors are responsible for restoring any damage caused by attaching or removing materials from the hall's wall or floor (ex. Paint marks, adhesive residue, ink stains, or scratches).
- Since the venue floor contains floor ducts and wiring, water that may spill, seep, or leak on the floor is strictly prohibited inside the exhibition hall (including from decorative elements or devices involving water).

3. Booth Specifications & Facility Information

(1) Standard (Shell-scheme) Booth: Installed & Dismantled by the Secretariat

◦ Installation Details

Item	Quantity	Notes
Main Fascia Board	1 unit	English
Spotlight	5 units	3 inside the booth
		2 on the main fascia board
Power Outlet (2 sockets / 220V)	1 unit	
Pytex Flooring (Carpet)	9m ²	
Information Desk & Folding Chair	1 set	1 set per exhibitor

※ For details on specifications and additional guidelines for shell-scheme booths, please refer to the **shell-scheme Booth Manual** below. Images of shell-scheme booths may vary depending on the organizer’s discretion.

◦ Electricity must be applied separately; only lighting is included by default.

◦ The information desk, chair, and electrical outlet are provided one set per exhibitor, regardless of the number of booths.

◦ The fascia board is produced in a standardized format. If you wish to include additional elements such as logos or CI on the board, you must confirm feasibility through the official booth contractor. Additional charges may apply.

◦ Exhibitor Preparation Checklist

- Prepare exhibition items, exhibitor nameplates, interior decorations, product catalogs, business cards, etc.

For furniture items such as meeting tables and chairs, please use a designated contractor.

◦ Important Notice

- Please review the detailed precautions for standard booths in the **Shell-Scheme Booth Manual**.

- Attaching objects to the panel using nails, screws, adhesives, or double-sided tape may cause damage, and exhibitors will be responsible for any repair costs.

- Do not scratch, puncture, or peel off the coating of the booth walls and basic panels.

If you need to install hanging items or displays on the booth panels, use “S-hooks,” wires, or clamps to minimize damage. If panels are damaged due to improper installation, restoration costs will be billed accordingly.

Shell-Scheme Booth Image



Shell-Scheme Booth Manual

3. Booth Specifications & Facility Information

Stand Construction Schedule & Venue Facility Guide

(2) Premium Booth : Installed & Dismantled by the Secretariat

- Exhibitors should select one of the two premium booth designs (Type A or Type B).
- For details on basic provisions and specifications by booth size, please refer to the **Premium Booth Manual** below.

Quantity	Type A	Type B
1 Booth		
2 Booths		
4 Booths		
6 Booths		

Premium Booth Manual(Type A) 

Premium Booth Manual(Type B) 

3. Booth Specifications & Facility Information

(3) Lobby Premium Booth : Installed & Dismantled by the Secretariat

Lobby Booth Sample Image



- The information desk, chair, and electrical outlet are provided one set per exhibitor, regardless of the number of booths.
- For details on basic provisions, please refer to the **Lobby Booth Manual** below.
- Additional lighting and electricity must be applied for separately. (Application via online)
- The fascia board is produced in a standardized format. If you wish to add any additional elements such as a logo or CI to the fascia, you must confirm feasibility through the designated lobby booth contractor. Additional charges may apply.
- Due to structural characteristics of the lobby area, compressed air and water supply are not available.

[Lobby Booth Manual](#) 

(4) Lobby Space-Only Booth (Space-Only booths located outside the exhibition hall)

- Only floor space will be provided.
- All construction must be carried out exclusively through designated exhibition contractors.
- Height Limit: 3m(Structures exceeding 3m require submission and approval of a structural safety calculation report.)

(5) Space-Only Booth: Exhibitor-Built (refer to the list of approved contractors)

- Only floor space will be provided.
- All construction must be carried out exclusively through designated exhibition contractors.
- Height Limit: 5m (However, for exhibitors assigned to the Swing Space — the passageway between Hall A-B or Hall C-D — the height limit is 4m).

3. Booth Specifications & Facility Information

(6) Exhibition Hall Information

- Location : (06164) Coex, 513 Yeongdong-daero, Gangnam-gu, Seoul, Halls A & B (1F), Halls C & D (3F)
- Floor Load Capacity: 1.5 ton/m² (Lobby 350kg/m²)
- Freight Entrance: 5M(W)× 4.3M(H); vehicles over 5 tons are not permitted to enter
- Electricity Supply : 220V / 60Hz / Single-phase, 220V / 60Hz / Three-phase, 380V / 60Hz/ Three-phase

(7) Utility Guide

Address		(06164) Coex, 513, Yeongdong-daero, Gangnam-gu, Seoul, Korea
Proof Load(or Safe Load)		1.5 ton/m ²
Cargo Entrance		- 5m (Width) ~ 4.3m (Height) - Vehicles over 5 ton are not allowed
Ceiling Height Limit		5m (Swing Space: 4m)
Electricity Supply		- 220V/60Hz /Single phase - 220V/60Hz /Three phase - 380V/60Hz /Three phase
Water Supply	Pressure	Hall A: 2kg/cm ³ (Max) / Hall B: 3kg/cm ³ (Max)
	Sub Piping Size	15mm(ψ)(Max)
Water Drainage	Sub Piping Size	25mm(ψ)(Max)
Compressed air	Capacity	5.8m ³ /min(max)
	Pressure	6kg/m ³ (max)
	Sub Piping Size	9mm(∅)(max)

(8) Electricity Installation & Usage

- Installation Details
 - Shell-Scheme Booths : Installation of main lighting, lighting fixtures, switches, and outlets will be provided by the Organizer.
(Approx. 1KW of lighting electricity is provided per booth. Any additional power requirements must be requested separately by submitting Utility Application Form.)
 - Space-only Booths : Installation of main power lines will be installed by the Organizer, while internal electrical work within the booth must be carried out directly by the exhibitor’s appointed contractor.
(All electrical work—including lighting—must be applied through the Organizer.)
- Only 220V can be provided inside the exhibition hall. Exhibitors using 110V equipment must prepare their own step-down transformers.

3. Booth Specifications & Facility Information

- Exhibition using sensitive equipment must install their own protection devices.
- Regular booth power supply operates daily from 09:00 to 17:30 during installation and exhibition periods. For 24-hour electricity, exhibitors must submit a separate online application in advance.
- To ensure safety, all electrical work must be performed by designated contractors. Overloading by connecting multiple devices to one socket/MULTI-PLUG may cause overheating and fire hazards. Exhibitors must calculate and apply for the total required electrical capacity including both lighting and machinery in advance. If insufficient power is applied for and an overload occurs, exhibitors must apply for additional electrical capacity immediately. This is essential to ensure overall safety within the venue.
- If equipment damage or fire occurs due to overload caused by unreported or underestimated power usage, the exhibitor responsible will be liable for all resulting damages to Coex or other companies.

(10) Telephone Installation

- A wired telephone will be installed inside the booth, and each booth will be assigned an individual telephone number.
- Telephone usage fees will be charged separately according to the amount indicated on the telephone service application form.

(11) Wired LAN Installation

- Wired LAN service will be provided only to companies that applied for “LAN” on the Utility Application Form.
- Exhibitors who applied for LAN service should connect their computers to the designated port inside the booth.
- A port with a public IP address will be provided. Additional IP addresses for multiple devices cannot be provided.
- Wireless LAN is not provided.
- Routers and HUBs are **not permitted**.

(12) Water Supply & Compressed Air

- For lobby booths, water supply and compressed air service cannot be provided due to facility constraints.
- Exhibitors applying for water supply must prepare their own sink and inform the Organizer in advance of the location where water will be used.
- Compressed air for blow molding or testing equipment will be supplied upon request.
- Compressed air will be turned on 30 minutes before the start of the exhibition each day and turned off 30 minutes after closing.

4. General Preparation Guidelines

Stand Construction Schedule & Venue Facility Guide

(1) Security

- Although Coex guards the show 24 hours per day, exhibitors are liable for the damage and loss of their exhibits during the show. Exhibitors should always be aware of customs inspection procedures, the crosschecking of their customs information, the state of their goods, and the quantity of goods that are accepted, returned, and transferred over the course of the exhibition.

(2) Visitor Admission Guide

◦ Registration & Admission Regulations

- All visitors must complete the registration process before entering the exhibition hall.

- Exhibitors should distribute invitation tickets received from the AW 2026 Secretariat to their clients in advance.

- Visitors with a pre-registration confirmation or invitation ticket may enter for free.

Those without these must purchase an admission ticket on-site(20,000 KRW).

- Admission is allowed between 10:00–17:00 during the exhibition period.(Last admission: 16:30)

* On the final day, March 6th (Fri.), last admission is at 15:30

◦ Pre-registration

- Visitors who completed pre-registration via the official website (www.automationworld.co.kr) before the opening day may enter the exhibition free of charge.

◦ On-site Registration

- Visitors who have not pre-registered must register on-site at the exhibition hall.

- Visitors with an invitation ticket may enter for free; otherwise, an admission ticket (20,000 KRW) must be purchased.

- After completing the registration card and submitting it at the registration desk along with an invitation ticket or business card, visitors will receive an admission badge and may enter.

(3) Cleaning

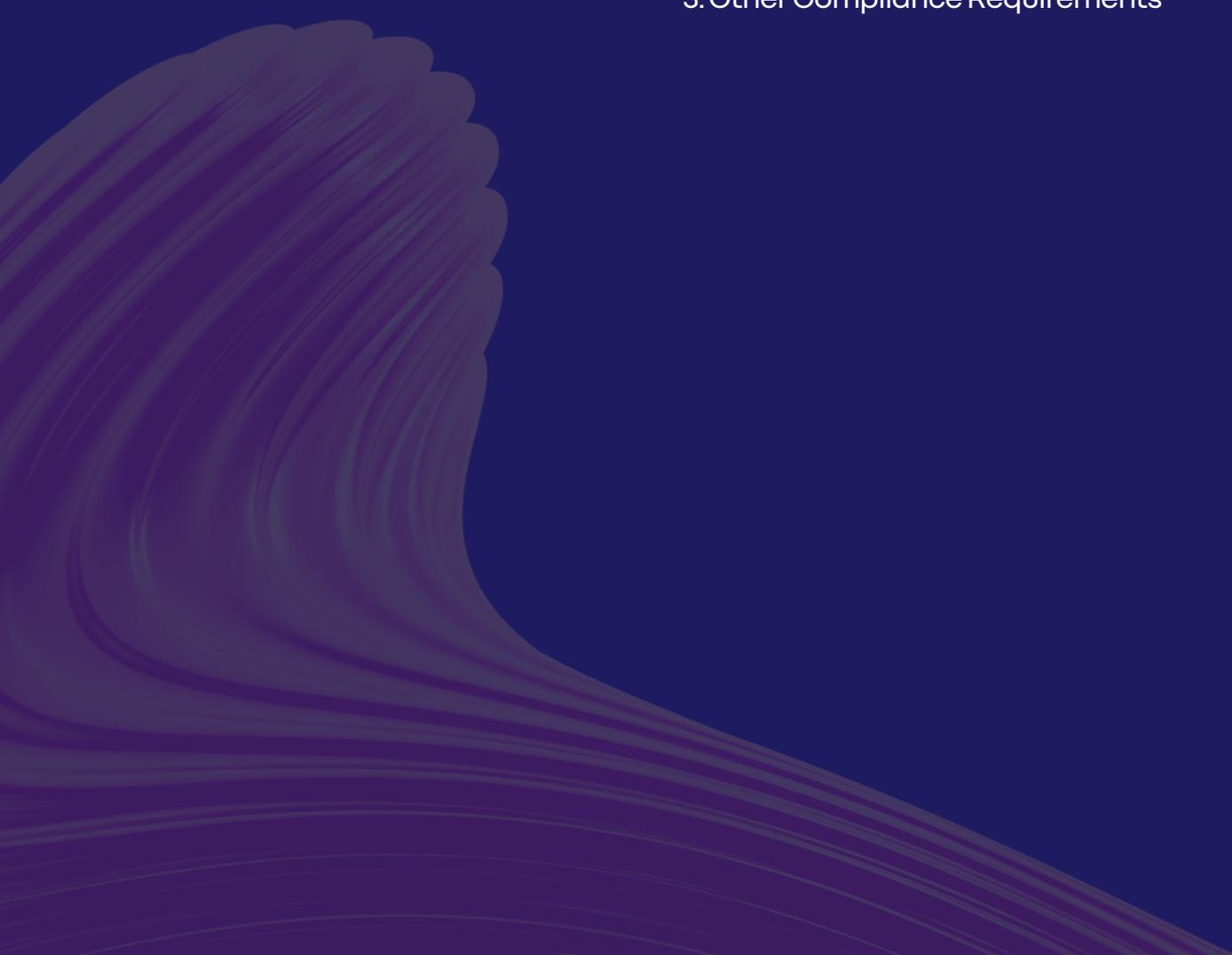
- Cleaning of aisles and common areas is the responsibility of the Organizer.
- Exhibitors are responsible for keeping their booths clean at all times to maintain a pleasant exhibition environment.
- Space-only exhibitors must clean their own booth area.
- If additional cleaning equipment is required, brooms and dustpans can be borrowed free of charge from the exhibition hall management office if needed.

(4) Emergency Response / Accidents

- Coex has an Emergency Room located at the West Gate entrance on the 1st floor(Tel: 02-6000-1119).
- In case of an emergency, please immediately notify the safety personnel located at the exhibition hall entrance or the freight entrance.

Section IV

Rules and Regulations

1. Booth Installation Guidelines
 2. Safety & Fire Regulations
 3. Other Compliance Requirements
- 

(1) Authorized Space

- Every display item must be arranged in the designated space and must not hinder the sight or passage of visitors. No structures or display items can be placed on hallway flooring or carpet that has the same color as the main pathway. All display items and equipment should also be non-flammable.

(2) Layout

- Exhibitors are responsible for any of their display items that can be seen from the pathway or other exhibitors' booths. Decorative items, light fixtures, and audio equipment should not disturb other exhibitors or their booths.

(3) Booth Plan Submission

- Exhibitors applying for a space-only booth should submit the booth plan with details concerning booth height and building materials to the AW 2026 Secretariat.

(4) Double-deck Structure

- Exhibitors installing a double-deck structure within a space-only booth must submit the "Stand Construction Application" and structural calculations to Coex. The double-deck floor area must not exceed one-third (1/3) of the total booth area (floor area).
- The double-deck structure must be open on at least half of its perimeter and must have a minimum stair width of 1.2m. In addition, a fire extinguisher must be placed every 10 meters on the second floor. If the ceiling on the first floor is closed, automatic fire extinguishers must be installed at a rate of at least one unit per 10m².
- The ceiling of the second floor must always remain open, and the exit width must be at least 0.9m, opening toward the evacuation route. Emergency lighting must also be installed at the second floor entry/exit point.

(5) Arrangement of Exhibit Items

- Items on display should not cause any inconvenience to visitors and should be kept at least 30cm behind the demarcated booth line. If exhibitors disregard this rule, the Secretariat may demand that certain display items to be relocated. This rule is designed to give an equal opportunity to every exhibitor in regards to display space and sight.

(6) Restriction on Sound Volume

- Exhibitors may use audio equipment for promotion provided that the volume is maintained at an appropriate level to avoid disturbing other booths. The Secretariat's office may intervene to restrict the use of audio equipment if any complaints are filed. Exhibitors are required to register all audio equipment that will be used during the show. The sound level must be less than 75dB, and if this volume level is exceeded, the Secretariat may ask exhibitors to stop using their audio equipment.

(7) Safety

- Exhibitors should take necessary safety measures prior to using any dangerous equipment or parts during the show in order to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their display items and equipment, especially containers of hazardous material, X-ray generating machines, flammable and explosive substances, high-voltage equipment, radioactive material, accelerators, liquid mercury, and other similar materials.

(8) Lights

- Strobe lights and revolving light equipment are banned from use during the exhibition. Individual lights from one booth should not disturb or damage other booths.

(9) Booth Materials

- Every exhibitor is obliged to keep his or her pathway clean at all times. All materials and items should be placed in the designated booth area and exhibitors need to be careful not to gather goods or other items in the middle of the main pathway.

(10) Booth Design and Changes

- Exhibitors applying for a space-only booth will be required to seek approval from the AW 2026 Secretariat for any changes to their booth design plan.

(11) Property Damages

- Each exhibitor should take proper care of their exhibit items. Exhibitors are not allowed to drive nails or screws into the walls and floors, and the use of non-removable painting materials is prohibited to avoid spills on the floor, walls, or booth materials. Exhibitors who violate these regulations will be required to provide full compensation for damages.

(12) Maintenance of Hazardous Materials

- All potentially hazardous display items and equipment need to be reported to the AW 2026 organizer before being brought in to the exhibition hall. Exhibitors are also required to take necessary safety measures to maintain these items.

(13) Sub-Leasing

- Exhibitors are not allowed to sell or sub-let their booth to anyone without approval from the show organizers. Parent companies, affiliates, and subsidiaries are exceptions.

(14) Cleaning

- The AW 2026 Secretariat will keep the hallways and shared space clean before and after the show and also take care of trash bins during the show. All waste produced during booth construction is to be removed by the exhibitors.

(15) Wiring

- Any work involving electrical wiring in booths or display items should be done in compliance with the relevant rules and regulations of Korea. The same applies to the construction of display facilities.

(1) Hazardous Materials

- You must obtain approval from the Coex Safety Management Officer for the following matters.
- For further details, please contact the Secretariat.
- **Use of naked flame**
 - The use of naked flame (except for equipment used in enclosed spaces such as heating ovens, boilers, electronic ranges, dryers, and cooking fans for food preparation) is prohibited without approval.
- **Handling, transport, and storage of hazardous materials**
 - Hazardous materials (as defined under the Fire Prevention and Safety Management Act, which cannot be used without approval from the Safety Management Officer) must not be used without prior authorization.

A) Oil (Class 1) : Gasoline, lacquer, thinner, alcohol, etc.

Oil (Class 2) : Kerosene, light oil, etc.

Oil (Class 3) : Heavy oil, machine oil, diesel, etc.

Oil (Class 4) : Lubricants, animal fats, and vegetable oils

B) High-pressure gases : Oxygen, hydrogen, nitrogen, carbon dioxide, and other compressed gases.

Note : If you need to use propane gas, you must submit a Hazardous Materials Application form in advance.

- **Clothing & easily combustible or flammable materials**
 - Only a limited quantity of hazardous materials may be brought into or stored inside the venue on a daily basis.
 - The use of energy sources with high consumption levels is restricted.
 - Fuel pipes must be non-combustible, and tanks or pipes must be securely fixed.
 - Products that use flames must install fire-retardant barriers between the hazardous materials and any surrounding areas.

(2) Booth Painting Work

- Painting work is strictly prohibited under fire-prevention regulations. However, if painting is required, exhibitors must obtain approval from the Coex Safety Management Officer. Since the approval process takes approximately three weeks, please submit detailed information regarding the intended painting work to the Secretariat as early as possible.

(3) Smoking

- Smoking is strictly prohibited inside the exhibition halls. Smoking is permitted only outside the building. We ask for your cooperation to ensure a safe exhibition environment.

(4) Safety Inspections

- If any exhibited items or booth structures are deemed to violate fire-safety regulations, the Coex Safety Management Officer may issue corrective orders. Please comply with the above guidelines to ensure a safe exhibition. If you have any questions regarding booth construction, displayed items, or safety requirements, please contact the Secretariat.

3. Other Compliance Requirements

Rules and Regulations

(1) Avoiding Predicaments

- Each exhibitor should refrain from any activities that may cause trouble at the show and should avoid disturbing other booths.

(2) PR Activities

- Exhibitors must have exclusive rights granted by the AW 2026 Secretariat for marketing, holding conferences, or handing out any samples and gifts outside of the designated booth area. That is, all demonstrations and promotional activities are only permitted in the designated booth area. Exhibitors should thus clear the pathways and areas around their booths.

(3) Sales Promotion

- Exhibitors may hand out samples and gifts only in the authorized booths. Only those with exclusive rights given by the AW 2026 Secretariat will be allowed to hand out items in areas other than the designated booth space.

(4) Recruitment

- Exhibitors are not allowed to carry items, signboards, or brochures for recruitment purposes.

(5) Special Exhibitions

- Individual exhibitors are not allowed to display items after the show hours of the exhibition without the approval of the AW 2026 Secretariat.

(6) Show Hours

- The AW 2026 Secretariat has the authority to set the opening hours of the show and the days for booth installation and dismantlement. Exhibitors are not allowed to dismantle booths before the show officially ends.

(7) Booth Occupant's Rights

- All exhibitors are entitled to the use of the entire booth space according to the original rental contract once the full rental fee has been paid. For exhibitors that fail to meet the deadlines for displaying items, the AW 2026 Secretariat has the right to use their reserved booths for other purposes. Furthermore, exhibitors who fail to submit the lease to the AW 2026 Secretariat will lose their preferential rights to their booth.

(8) Sales Regulations

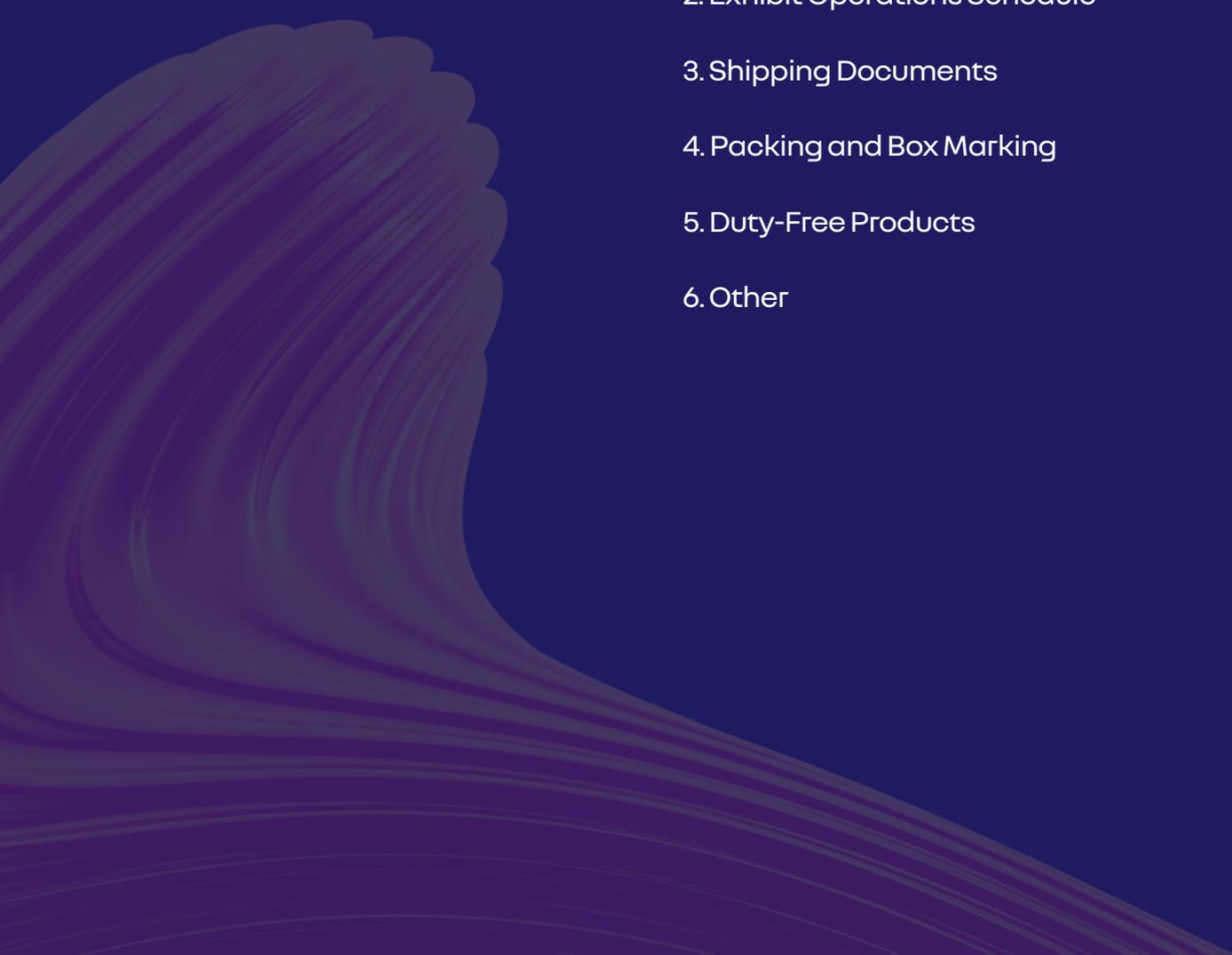
- The sale of items for cash during the exhibition will not be permitted. However, mail orders may be taken within the show period. Exhibitors should also be aware of the safety rules regarding exhibits and public sanitation prior to the opening date. Unauthorized ads and sales are prohibited.

(9) Odor

- Any display items with an unpleasant smell are prohibited.

Section V

Shipment/Freight/Customs Clearance of Exhibits

1. Customs Clearance
 2. Exhibit Operations Schedule
 3. Shipping Documents
 4. Packing and Box Marking
 5. Duty-Free Products
 6. Other
- 

1. Customs Clearance

Participants may use designated service companies for international freight customs clearance and construction work inside the exhibition hall (Refer to Appendix).

1. Methods of Customs Clearance for Exhibits

A. Clearance of Bonded Goods

- Simplified clearing of the goods without the official Import clearance, on condition that those goods return to an overseas country once the exhibition is over. Should there be a buyer for those goods, an official customs clearance is needed afterwards.
- During the exhibition, AW 2026 Secretariat accounts for the clearance of bonded exhibition goods. Therefore, participating companies are required to report all the details of their bonded goods to the Secretariat.

B. No-Draft Clearance

- Designates goods that are less than US \$5 each and have a Total Invoice Value not exceeding US\$ 300.

C. Re-Export Clearance

- A promise with the customs office that the importers shall re-export the goods within a given period.
- Note the following (Mortgage required):
 - Clearing of goods by re-exporting if they do not belong to the bonded industries (Hotel, general event, etc.)
 - When the exhibits are needed by the buyers or for demonstration purposes for a fixed period after the exhibition is over.
 - Then, the customs inspection is the arrival inspection (different from bonded clearance) and customs tax is exempt.
- Types of Mortgage
 - Cash Mortgage: based on taxes (only for those below US\$ 300)
 - Bank Guarantee: when the bank guarantees the payment.
 - Tax Payment Insurance: issuance of the payment guarantees insurance
- ATA CARNET: Certificate documents agreed upon by governments around the world
 - Clearance by re-exporting if the goods are not classified as the bonded area
 - In cases where the importer requires an extra setting of its exhibits in its subsidiary before the opening of the show.
 - The period generally lasts until the expiration date stated in the ATA CARNET document.

1. Customs Clearance

Shipment/Freight/Customs
Clearance of Exhibits

2. The main tasks of customs clearance and freight service companies are as follows:

- A. Payment for the cargo
- B. Bond forwarding from the harbor or airport to the exhibition hall
- C. Transporting to and storing items in the exhibition booth
- D. Collapsing and storing empty boxes
- E. Installation procedures
- F. Customs clearance
- G. Repackaging and indoor work for exhibit removal
- H. Loading exhibit materials into transport vehicles for removal from the exhibition facility
- I. Entering and storing of import-specified products in bond warehouses and the provision of other imported related services.
- J. International carriage(sea and air) for returned items

2. Exhibit Operations Schedule

Shipment/Freight/Customs
Clearance of Exhibits

Arrival date of shipping documents to clearance and transportation companies



Arrival date of maritime cargo at Busan Port



Arrival date of air cargo at Incheon airport



Customs clearance and transport of bonded freight to the hall



Exhibition period



Return and disposal of classified cargo



Return of import-related goods;
work inside the exhibition hall, repackaging, and other related services

3. Shipping Documents

Shipment/Freight/Customs
Clearance of Exhibits

1. Requirements to acquire domestic bond freight licenses.

- Bill of lading or AWB(Original 1 Copy 4)
- Commercial Invoice(Original 1 Copy 4)
- Packing List(Original 1 Copy 4)

2. The exhibitors and the domestic agents must attend to the following items for a smooth exhibition operation:

A. Consignees

- Exhibitor's Agent in Korea (if any) or Exhibitor C/O
- Secretariat Office of AW 2026
- Booth No. and Hall

B. Notify party

(1) Destination

- Maritime cargo : Busan, Korea
- Air cargo : Incheon, Korea

Please record "INCHEON, Korea", and not "Seoul, Korea", for the "Final Destination" on AWB to avoid unnecessary operational delays and additional charges.

(2) You must write the item list and price in English and in USD respectively on all shipping documents.

(3) The price of the exhibits should be in CIF Busan/Incheon port or INCHEON Airport on the invoice. Even if the products have no commercial value, they should still have the actual prices displayed.

(4) You must record "These Goods are intended only for display in AW 2026 at Coex, SEOUL, KOREA during March 4th ~ March 6th, 2026" on the B/L, Invoice, and the packing list of exhibits.

(5) You must make invoices and packing lists separately for: returned goods, sold goods or consumable goods, and giveaway goods.

(6) All shipping documents should be made in English.

(7) All exhibitors must submit the shipping documents and schedules by fax once the exhibits are shipped. Especially when goods may arrive later than scheduled, exhibitors must inform their service companies in advance by fax.

4. Packing and Box Marking

Shipment/Freight/Customs
Clearance of Exhibits

1. Packing

- Exhibitors must pack items firmly, even if they are carried in containers, to avoid any damage during transport or exhibit construction inside the exhibition hall. Special care is needed if items are to be re-used after the exhibits.

2. Box Marking: The packing surface of the exhibits must be marked as follows:

Exhibitors :

Booth No :

Package No :

Gross Wt : (kg)

Net Wt : (kg)

Dimensions : (L) × (W) × (H) in cm

“Exhibition Goods for AW 2026”

Name of the company (example: the Korea Express Co., Ltd.)

5. Duty-Free Products

Shipment/Freight/Customs
Clearance of Exhibits

Korean customs law stipulates that the following items are exempt from customs tax:

1. Catalogues, pamphlets, pictures, ad materials, etc.
2. Samples (except for liquor, cigarettes, and food), souvenirs (badges, medals); items must be less than 5 USD each and the total quantity and price must be approved by the customs office.
3. The total price and the quantity of paint, varnish, and wall paper for booth construction must also be approved by the customs office.
4. Disposable products used for machine operations in the show needs to be approved by the customs office.

6. Other

Shipment/Freight/Customs
Clearance of Exhibits

1. Security

Although Coex guards the show 24 hours per day, exhibitors are liable for the damage and loss of their exhibits during the show. Exhibitors should always be aware of customs inspection procedures, the crosschecking of their customs information, the state of their goods, and the quantity of goods that are accepted, returned, and transferred over the course of the exhibition.

2. Insurance

All exhibitors must be insured from the point of departure to the point of arrival to cover for potential accidents related to the exhibition.

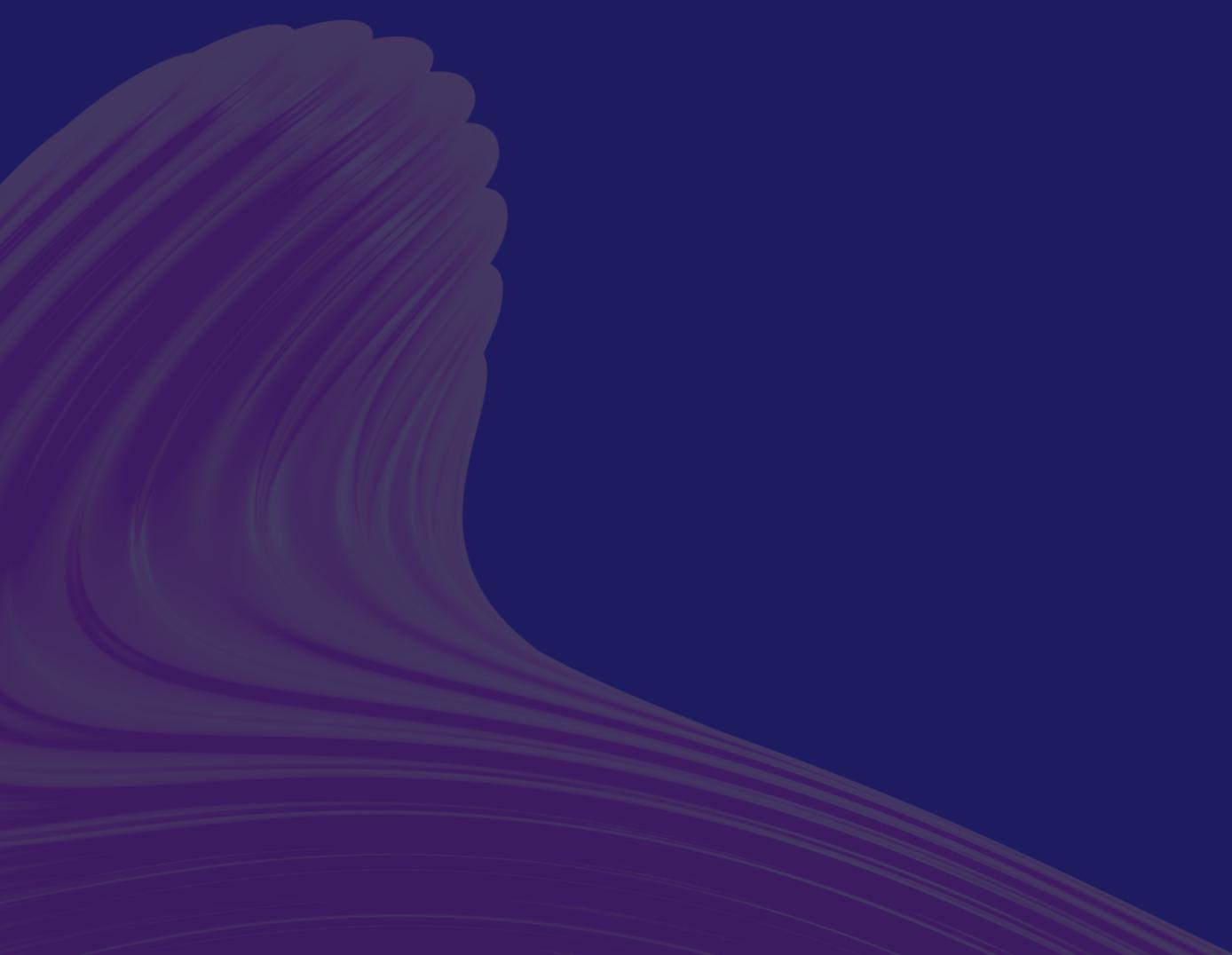
3. Request for Cargo Return and Disposal

For a prompt and precise return process, exhibitors must fill out and submit a Disposal Instruction Form

Section VI

ESG Campaign

1. Green Exhibitor



1. Green Exhibitor

ESG Campaign

- AW 2026 is committed to presenting a new paradigm for the exhibition industry across environmental, social, and community dimensions, and to setting a benchmark for sustainable exhibition trends. In line with this vision, we are conducting the Green Exhibitor Campaign to promote the creation of an eco-friendly exhibition.
- As part of AW 2026's efforts to encourage ESG practices among exhibitors, the Secretariat is collecting the "ESG Campaign Participation Pledge" from all exhibitors.
- Exhibitors who submit the pledge will be granted the Green Exhibitor Certification Mark, which will be displayed on the AW 2026 Online Directory, Show Guide, and Kiosk, officially recognizing your company's ESG efforts.
- How to submit : Go to AW homepage » Participation Application » Extra » ESG Campaign Participation Pledge

(1) Details about 'AW 2026 ESG Campaign Participation Pledges'

• Booth construction/management (details may vary depending on booth type)

Adoption of an open booth design to minimize material usage from the planning stage

Minimizing the use of disposable materials during booth construction and utilizing recyclable/eco-friendly materials

Using reusable displays such as roll-up banners and DID screens

Reducing printed materials (using digital displays and QR codes) / Using eco-friendly paper and plant-based inks

Minimizing unnecessary packaging for promotional items and producing them with recyclable, eco-friendly materials

Establishing an internal plan for waste collection and proper separation of recyclables

Reducing the use of disposable items (e.g., paper cups, single-use bottled water) and encouraging reusable tableware and tumblers

Expanding the use of QR-based digital materials for visitor information

Providing an accessible environment for persons with disabilities and mobility-impaired visitors

Ensuring ethical marketing practices and compliance with data protection standards

• Other

Staying at accommodations located near the event venue.

Using public transportation when moving to and from the exhibition hall.

Using energy-efficient products.

Practicing fair trade.

Section VII

Services

1. Accommodation

2. Transportation

3. Parking

4. Convenient Facilities

1. Accommodation

Services

1. Nearby Hotels

◦ Please refer to the following hotel list for accommodation.

A	THE WESTIN SEOUL PARNAS	Tel : +82-2-3430-8888
		Email : westinseoul@parnas.co.kr
B	GRAND INTERCONTINENTAL SEOUL PARNAS	Tel : +82-2-555-5656
		Email : grandic@parnas.co.kr
C	PARK HYATT SEOUL	Tel : +82-2-2016-1234
D	NOBOTEL AMBASSADOR GANGNAM	Tel : +82-2-1101
		Email : novotel.gangnam@ambatel.com
E	LOTTE HOTELS & RESORTS	Tel : +82-2-417-7000
F	JW MARRIOTT HOTEL SOUL	Tel : +82-2-6282-6262
G	GRAND MERCURE IMPERISL PALACE SEOUL GANGNAM	Tel : +82-2-3440-8000
		Email : contact@diphotel.co.kr
H	Hotel in 9	Tel : +82-2-311-9000
		Email : reservation@hotelin9.com
I	URI& HOTEL	Tel : +82-2-500-2300
		Email : rsvn@uri-nhotel.com
J	HOTEL PEYTO SAMSEONG	Tel : +82-2-6936-8100
		Email : reservations@peytohotel.com
K	SHILLA STAY SAMSUNG	Tel : +82-2-2230-0700

2. Transportation

Incheon International Airport Shuttle Bus

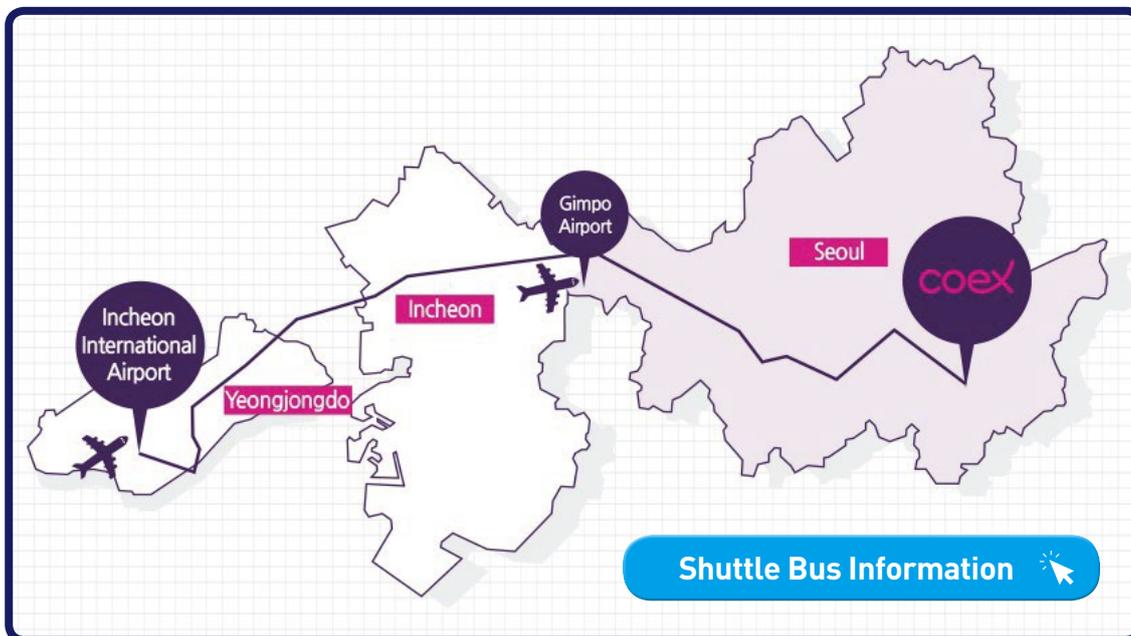
A. Incheon International Airport Shuttle Bus

a. Limousine Bus Line: Incheon International Airport <-> Coex City Airport (non-stop)

- Operating Time: 05:50 - 19:40 / Operating Interval: Every 30 minutes
- Airport Departing Point: No. 7A-3 of Terminal 1 / No.28 on B1 of Terminal 2
- Single fare: 18,000 KRW
- Duration of Travel: approximately 85 minutes

b. Airport Bus: No. 6103

From	To	Travel Time	Bus Number	Operating Time	Departing Point	Single Fare
Incheon International Airport T1	Coex City Airport	65 mins.	6103	06:00 - 23:30	1F 7A-3	18,000 KRW
Incheon International Airport T2		85 mins.		05:40 - 23:10	B1F No.21	
Coex City Airport	Incheon International Airport T1	65 mins.		04:10 - 21:00	Coex City Airport	
	Incheon International Airport T1	85 mins.				



Coex address : 513, Yeongdong-daero, Gangnam-gu, Seoul

B. Subway

- 5-minute walk from Samseong station of No. 2 green line / Bongeunsa station of No. 9 brown line

C. Bus

- a. Red : 9407
- b. Blue : 361, 362, 730, 301, 640
- c. Green : 3417, 3414, 3217, 3218, 3412, 3415

(1) Free Parking Service for Freight Vehicles

- During the exhibition move-in/out period and booth construction/dismantling period, a free parking service is provided only for freight vehicles used for exhibition-related work, in order to minimize inconvenience to exhibitors and contractors.
- **Please note: All vehicles other than freight trucks are not permitted to enter the exhibition hall**

(2) Free Parking Eligibility (Once per Day, Up to 3 Hours)

- **Applicable Period:** Move-in and move-out period
- **Validity:** Only valid when entering the Coex parking lot within the designated working hours

Eligible Vehicles

Freight trucks (1 ton or larger) and cargo vans with license plate numbers starting with 7, 8, or 9

(All other passenger vehicles and vans are not allowed to enter the exhibition hall and are not eligible for free parking)

(3) Free Parking Procedure

- Exhibit staff must scan the QR code at the loading dock → receive a parking ticket → visit the parking office located near the loading dock for validation and discount processing

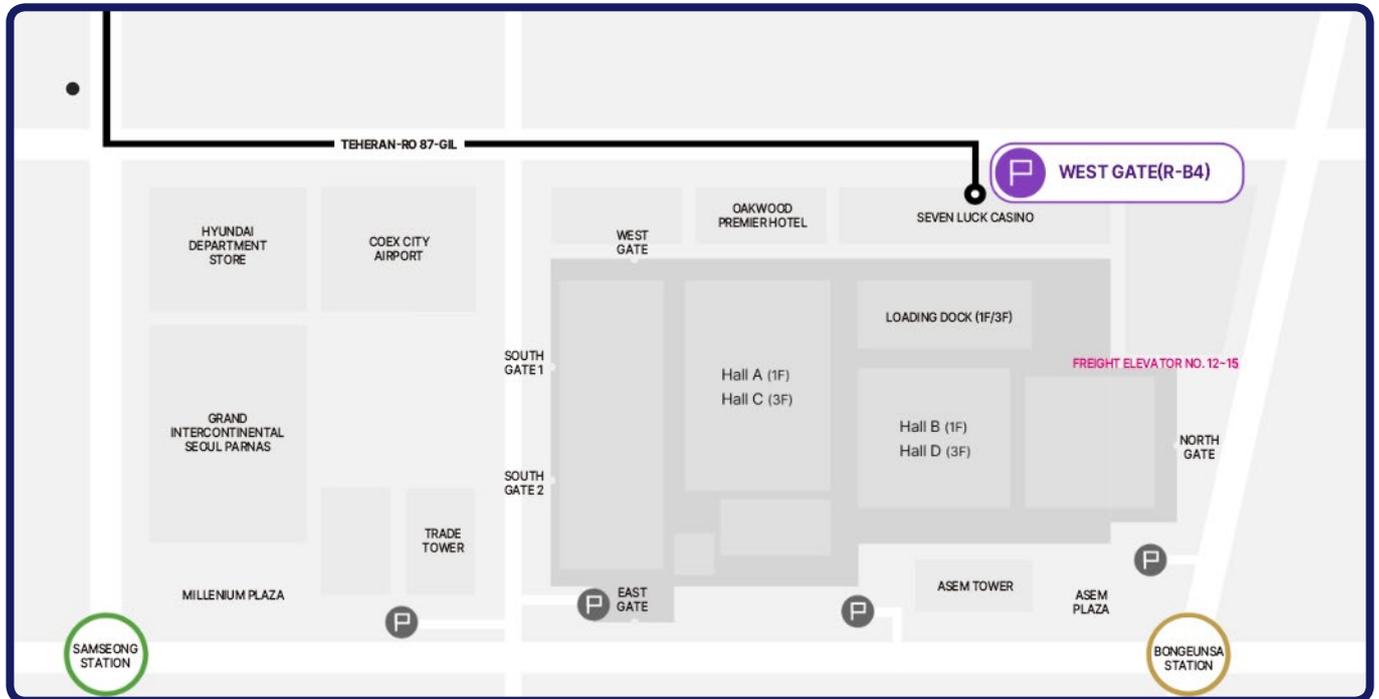


- ※ **When exiting the venue, exhibitors are required to present the vehicle operator's QR registration to the security staff stationed at the exhibition hall gate.**

3. Parking

Services

<Location of the Freight Entrance>



<Freight Vehicle Loading Dock Access Guide>

- From Teheran-ro, turn right at the Hyundai Department Sotre, then enter the West Gate located 200 meters ahead on the right. Go to 1st floor for Hall A and Hall B, and go to 3rd floor for Hall C and Hall D.

(4) Parking Information

Classification	Parking Lot Entrance	Parking Fee Discount
Stand Set-up	Coex West GATE	- A paper with QR code that shows the approval of 3 free parking hours should be attached to the vehicle - Inquiries to on-site security near Parking Lot Entrance
Exhibits Move-in		
Stand Dismantlement		
Exhibition Period	Coex Mall or Other Parking Lot Nearby	- 50% Discount QR Code near each entrance of the exhibition hall

4. Convenient Facilities

Services

General Information for Coex

Tel : +82-2-6000-0114
<https://www.coex.co.kr>

Bldg Guard status office

Tel : +82-2-6000-0112

Airport Information

City Airport Terminal
Tel:+82-2-551-0777/8
<https://www.calt.co.kr/EN/>

Travel agency

Tel : +82-2-551-0744

Post Office

Trade Center Post Office (B1)
Tel : +82-2-551-1607
Operation hours : 09:00 – 18:00

Bank

Shinhan bank(1st fl.)
Tel:+82-2-6000-2600
www.shinhan.com
KEB Bank
Tel:+82-2-2016-6000

Food, Shopping, Entertainment

Coex MALL Customer Service
Tel : +82-2-6002-5300
www.coexmall.com

Drug store

Coex Drug store(B1)
Tel: +82-2-6002-6430
ASEM Drug store(B1)
Tel: +82-2-6002-6966

Cinema

Mega Box (Cineplex) Movie Theatre, Coex MALL, B1~B2
Tel: +82-2-6002-1200
www.magabox.co.kr

Aquarium

Coex Aquarium, Coex MALL, B1
Tel: +82-2-6002-6200

Hospital

Cona ENT Clinic
Tel : +82-2-6002-3338
Open : 09:30 – 18:30

Stationery

Linko (1F)
+82-2-6002-6700

Section VIII

Forms & Application



1. Forms & Application

FORM	Application	DEADLINE	NOTES
Form 1.	Self-Installation Application	Jan.23 rd , 2026	Mandatory (for Space-only)
Form 2.	Bonded Items Declaration		Mandatory if bringing bonded items
Form 3.	Hazardous/Heavy Materials Declaration		Mandatory if bringing explosive gases, flammable substances etc. / any exhibit over 1.5ton/m ²
Form 4.	Overtime Work Application (On-Site)	On-Site	Optional

Asia's Leading Smart Factory & Automation Show
AW2026

coex

AW 2026 Secretariat
TEL : +82-2-6000-8092
EMAIL : sfawoverseas@gmail.com

[Form 1] Self-Installation Application

Due date : January 23rd, 2026

1. Applicant

Exhibiting Company			
Contact person		Department & Position	
Tel		Fax	
E-mail		Homepage	

2. Contractor

▪ Booth Contractor Company

Company Name		Contact person	
Tel		Mobile Phone	
E-mail		Homepage	

▪ Electricity Contractor Company

Company Name		Contact person	
Tel		Mobile Phone	
E-mail		Homepage	

Booth Height: _____ m (Must not exceed 5m)

- ※ Submitting the form is mandatory for space-only booth exhibitors who do not use Coex-registered official contractors and instead carry out booth construction on their own.
- ※ Name of both booth contractor company and electricity contractor company are required.
- ※ Installation of electricity and carpet must be performed by a Coex designated contractor.

_____ (MM/DD/YYYY)

_____ Signature

AW 2026 Secretariat
T. +82-2-6000-8092

E. sfawoverseas@gmail.com



AW 2026 Secretariat
 TEL : +82-2-6000-8092
 EMAIL : sfawoverseas@gmail.com

[Form 2] Bonded Items Declaration

Due date : January 23rd, 2026

(For All Exhibitors)

1. Applicant

Exhibiting Company			
Contact person		Department & Position	
Tel		Fax	
E-mail		Homepage	

2. Customs Clearance & Transportation Service Contractor

Company Name			
Address			
Contact person		Department & Position	
Tel		Fax	

**Participants must use Coex-designated service companies for international freight customs clearance and construction work inside the exhibition hall (Refer to Customs Clearance and Freight)

3. Bonded Exhibits list

No	Item	Quantity	Country of Origin

**Should you require extra space, please attach a separate piece of paper.

_____ (MM/DD/YYYY)

_____ Signature

AW 2026 Secretariat
 T. +82-2-6000-8092

E. sfawoverseas@gmail.com



AW 2026 Secretariat
 TEL : +82-2-6000-8092
 EMAIL : sfawoverseas@gmail.com

[Form 3] Hazardous/Heavy Materials Declaration

Due date : January 23rd, 2026

Exhibitors bringing in hazardous materials (such as explosive gases, flammable substances, high-voltage equipment, or radioactive materials) are required to fill out the following form and submit it to the AW Secretariat. Under Coex regulations, unregistered material cannot be taken into the exhibition hall.

1. Applicant

Exhibiting Company			
Contact person		Department & Position	
Tel		Fax	
E-mail		Homepage	

2. Hazardous Materials Details

No.	Hazardous Materials	Quantity	Purpose
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Should you require extra space, please attach a separate piece of paper.

_____ (MM/DD/YYYY)

_____ Signature

AW 2026 Secretariat
 T. +82-2-6000-8092

E. sfawoverseas@gmail.com

Asia's Leading Smart Factory & Automation Show
AW2026

coex

AW 2026 Secretariat
 TEL : +82-2-6000-8092
 EMAIL : sfawoverseas@gmail.com

[Form 4] Overtime Work Application

※ Please submit it on-site

1. Applicant

Exhibiting Company		Booth No.	
Contact person		Department & Position	
Tel		Mobile Phone	

2. Details

Period	March. . 2024, : - March. . 2024, : () hours
Venue	
Contents	
Charge	\$

- ※ Cost for overtime work: \$900 x hour / section (VAT excluded)
 (The fee above is total fee if only 1 exhibitor works overtime in 1 section. If there are other more exhibitors who work overtime in that section, the fee will be divided to 1/N.)
- ※ Exhibitors who work over 8pm during stand set-up and dismantlement should apply for overtime work application.
- ※ This form will be forwarded to the security of each hall.
- ※ Application cannot be retracted and charges are not refundable.
- ※ Please pay the fee by cash or credit card when submitting the application.
- ※ Please submit this form as soon as overtime work is expected.

_____ (MM/DD/YYYY)

_____ Signature

AW 2026 Secretariat
 T. +82-2-6000-8092

E. sfawoverseas@gmail.com

Appendix

Designated Contractor's List



Designated Contractor's List

Appendix

To check the total list of our designated contractors, please click the button below.

[Coex Designated Contractor List !\[\]\(5a2cc4eb4ea5950e5b686a7bc2081e37_img.jpg\)](#)

* The website is only provided in Korean.