



Asia Oceania Geosciences Society
www.asiaoceania.org



AOGS... In Asia for Asia and the World

AOGS 2024 21ST ANNUAL MEETING

Pyeongchang, Gangwon-do
Home to Winter Olympics

23 to 28 Jun 2024



www.asiaoceania.org/aogs2024

EXHIBITOR MANUAL

Organized by



AOGS... In Asia for Asia and the World

Supported by



AOGS Secretariat



Dear Exhibitor,

The Exhibitor Manual is designed to assist you in your preparation for the upcoming 21st Annual Meeting of the Asia Oceania Geosciences Society (hereby shall be called AOGS 2024). The annual meeting will be taking place in Pyeongchang, Gangwon-do, South Korea from 23 to 28 June 2024.

Please read the information below carefully. We look forward to having you join us at AOGS2024 in Pyeongchang, Gangwon-do.

USEFUL CONTACTS

OFFICIAL FREIGHT FORWARDER

Logistic The CBM Co., Ltd

Mr Joseph (Director)

Tel: +82 2 2138 1163

Mobile: +82 10 8956 4812

logis@thecbm.kr

Ms Alice (Team Manager)

Tel: +82 70 4334 8791

Mobile: +82 10 9355 9954

OFFICIAL BOOTH CONTRACTOR

Rabbit Co., Ltd.

Mr Roy JANG

Tel: +82 70 7707 6358

Mobile: +82 10 7308 1785

roy@rabbitspace.co.kr

AOGS SECRETARIAT

c/o Meeting Matters International

Ms Ee Sia TAN

Mobile: +65 9430 7820

Ms Cheng Hoon KHOO

Mobile: +65 9819 9462

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Ms Faith LEE

Mobile: +65 9457 0819

EXHIBITION SCHEDULE

Sunday, 23 June 2024

3:00pm to 5:00pm Registration

Monday, 24 June 2024

7:30am to 5:00pm Registration

8:30am to 10:00am Exhibition Booth Dressing

10:30am to 6:00pm Exhibition Day 1

4:00pm to 6:30pm AOGS Opening, Axford Lectures and General Assembly

6:30pm to 8:30pm Welcome Reception

Tuesday - Wednesday, 25 - 26 June 2024

7:30am to 5:00pm Registration

10:30am to 6:00pm Exhibition Day 2 & 3

3:30pm to 6:00pm AOGS Beer Hour

Thursday, 27 June 2024

7:30am to 5:00pm Registration

10:30am to 6:00pm Exhibition Day 4

3:30pm to 6:00pm AOGS Beer Hour

6:30pm Exhibition Ship-Out/Exhibition Tear Down

- 1) On the exhibition days, exhibitors are permitted to enter the exhibition hall half an hour before opening at 1030hrs. Exhibitors can remain for half an hour after the show closes each day at 1800hrs to service their booths. For security reasons, exhibitors required to go in earlier or stay later must obtain permission from the organizer.
- 2) It is a contractual requirement that your booth is not dismantled in any way or products removed and must remain manned until the show closes on 27 June 2024, Thursday. Exhibitors are advised not to leave their booth unattended at any time during the Exhibition Days.

It is the exhibitor's responsibility to remove all materials within the booth including packaging and waste from the Hall. Please note that charges will be levied for the removal of materials left behind.

EXHIBITION FLOOR PLAN

LOCATION OF EXHIBITS

The Forest Hall at Alpensia Convention Centre, Level 2, will be the co-location for the exhibition, poster sessions, and coffee/tea/beer stations. This is to bring ample traffic to your exhibition booth.

[See the Floor Plan Here](#)

** The Exhibition Hall Floorplan is subject to changes without prior notice, at the discretion of the AOGS 2024 Organizing Committee.*

STANDARD LINE BOOTH DESIGN INFORMATION

Line Booth



Entitlements

1. Logo recognition with a link to the company website
2. 50-word max company write-up in Sponsor & Exhibitor web page
3. Up to three (3) product showcase with product description and image upload
4. Logo placement in conference materials (Print and Digital)
5. One (1) conference pass that allows access to all sessions
6. Two (2) Exhibitor Passes (Must Not Be Author or Presenter)
7. 6 Sqm Line Booth – Includes:
 - Power Outlet (1Kw/220V)
 - 2 Spotlights
 - Pyrex Flooring
 - 2 Folding Chairs
 - 1 Info Counter
 - 1 Waste Paper Basket

The pictures shown are only the artist's impressions. The exact number of side walls and furniture will depend on the booth's size, location, and/or exhibitor's own indicated preference.

BOOTHS, FURNITURE & AV EQUIPMENT

Rabbit Co., Ltd has been appointed as the official booths, poster boards, furniture, and AV Equipment provider for AOGS 2024. For additional booth requirements, please use the forms attached in this Manual which include furniture, lighting & electrical items, etc. It is therefore important that all the forms are returned by the given deadlines. The payment should be completed by no later than, **May 30, 2024**. If the payment is not confirmed, it will be considered as cancellation.

Please click [here](#) for the Order Forms.

Please click [here](#) for the Furniture Catalogue.

Submit the order form by **May 16, 2024**.

FREIGHT FORWARDING INFORMATION

Exhibitors and sponsors are advised to read through this section carefully and take note of the shipping requirements and deadlines.

Information includes details on unpacking, installation, and re-packing of exhibits, storage services, prohibited items, custom requirements, venue requirements, etc.

The contracted services provided by our Official Freight Forwarder include receiving exhibit goods, temporary storage, positioning, delivery confirmation, unpacking, empty container storage and transportation, outbound return formalities and operation, and other services required by Exhibitors. Exhibitors requiring such services are requested to return the respective service order form before the deadline with their item description, dimensions, weight, and date of arrival.

If you decide not to use our Official Freight Forwarder and their recommended agents (for non-local exhibitors only), please hand the shipping manual to your appointed freight forwarder for their compliance so that your exhibits can be correctly dispatched and consigned to the Official Freight Forwarder. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance and may lead to additional expenses being incurred and possible late delivery of your freight.

MATERIAL SHIPPING, RECEIVING, AND HANDLING

AOGS 2024 has contracted with **Logistic The CBM Co., Ltd** for the handling of all exhibit material. The conference highly recommends that you employ the use of a customs broker **for the shipping of your materials.**

Please click [here](#) for the freight shipping manual and tariff.

Please click [here](#) for CIPL and other labels

CONSIGNMENT DEADLINES

- 1) Exhibition goods arriving via courier must arrive in Seoul no later than **31 May 2024**.
- 2) Exhibition goods must arrive at Busan seaport no later than **31 May 2024**.
- 3) Exhibition goods must arrive at Incheon Airport no later than **7 Jun 2024**.

All exhibition goods dispatched either by sea freight or air freight must be consigned to the Official Freight Forwarder, regardless of the freight forwarder you may be using. They must be consigned "**Freight Prepaid**".

CONSIGNMENT INSTRUCTIONS

▪ Consignee

Exhibition Name: AOGS 2024 (21st Annual Meeting) –

Place: Alpensia Resort & Yongpyong Resort, Gangwon State, KOREA –

Date: 23 to 28 Jun 2024

Logistic The CBM Co., Ltd must be pre-advised before dispatch with the flight details/air waybill number/Bill of Lading.

▪ Notify

Logistic The CBM CO., LTD

1011, 10F Sejong N Camus Square Bldg,

#14 Yangpyeongro 30gil, Yeongdeungpo-Gu, Seoul, Korea

Tel: 82 2 2138 1163 / Fax: +82 70 4334 7972

Email: logis@thecbm.kr

Attn: Ms. Alice, Tel. +82 70 4334 8791, Mobile. +82 10 9355 9954

DO NOT CONSIGN YOUR CARGO TO MEETING MATTERS INTERNATIONAL OR THE VENUE/S.

CASE MARKINGS

For easy identification, all packages shall be marked as follows:

“AOGS 2024”

c/o Logistic The CBM Co., Ltd.

For: Exhibition & Fairs Department

Name of Exhibitor	:	_____
Stand Number	:	_____
Case Numbers	:	_____
Gross Weight/Net Weight	:	_____
Dimensions	:	_____

PACKING AND UNPACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repackaging operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

The Official Freight Forwarder will assist with the physical unpacking and installation of exhibits. However, exhibitors must be onsite to supervise and be responsible for these operations. Similarly, exhibitors must supervise the dismantling and re-packing of exhibits, especially for delicate and heavy equipment.

If exhibitors arrive on-site late or instruct the Official Freight Forwarder to arrange the positioning and/or Re-packing on their behalf, then it shall be done and handled at the exhibitors' own risk.

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by 'Logistic The CBM Co., Ltd.' and also ensure that Transport Insurance is arranged for exhibits sold locally

LATE ARRIVAL / URGENT RETURN SHIPMENT SURCHARGE

Late arrival surcharge (based on 30% of the basic handling rate) will apply for the shipment that arrives after the stipulated deadlines. This will also apply to shipments that need to be returned urgently within 2 working days after the show. In any such case, 'Logistic The CBM Co., Ltd.' will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of the delivery date to the show site.

Destination –

For Sea Freight: Busan port or Incheon port –

For Air Freight: Incheon port

◆ The special remark, “The exhibition goods for ‘AOGS 2024’ should be shown on the remark column or any other space available on each document

TERMS OF PAYMENT

- Inward: Upon uplift of goods, prior to delivery to the stand.

- Outward: Upon presentation of invoice/prior to the return of exhibits

* All payments must be made without any deduction or deferment on account of any claim, counterclaim or off-set

CUSTOMS REGULATIONS

The Korea Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

HEAVY FINES will be imposed on the exhibitor in cases of 'UNDERVALUATION', 'NON-DECLARATION', and 'ERRONEOUS DECLARATION'. In such cases, 'Logistic The CBM Co., Ltd.' shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of documents.

To assist Korea Customs in their examination, please attach 2 (two) copies of descriptive/illustrative brochures on the underside of the case lid. If possible, please indicate on these brochures, the model number and serial number of the exhibits.

► CONTROLLED ITEMS

Exhibitors are requested to note that all Foodstuff, Beverages, Communication equipment (such as radio, radar, etc.), Defense Equipment such as weapons, protection suits etc.), Electric Appliance (such as TV, lighting, etc.), Cosmetics, Beauty Product, Medicines & Medical equipment, Glass, Light & sound equipment, toy, Motorbikes, Used Cars, Weighting & Measuring equipment, & all dangerous goods, are subject to Import License prior to their importation into Korea for exhibition purpose.

* All communication equipment cannot be operated/tested/utilized. They can be imported for display purposes only.

* For Food & Drinks items, we do not recommend that you ship foodstuff or beverages to the exhibition if you are not exhibiting the food products. We would suggest you buy them in Korea. Shipment must not be effected until such license is obtained/approved, otherwise, a high customs penalty will be incurred by the exhibitor's account. Please ensure that all controlled items shall be packed, documented, and shipped on a separate HBL or HAWB from non-controlled items to avoid delays in customs clearance.

Exhibitors are to furnish us with the details of the items such as brand, serial number, ingredients, or materials made of for each item that you intend to import into Korea prior to the arrival of shipment.

COURIER

► CONSIGNMENT DEADLINES

Exhibition goods arriving via courier must arrive in Seoul no later than '31. MAY. 2024'

► HANDLING TARIFF FOR EXHIBITS VIA COURIER (DHL/FEDEX/UPS/TNT & etc.)

Please note that all shipments sent via Courier will be cleared on a permanent basis. To ensure no delay in delivery of your courier shipment to your exhibition stand we would recommend not sending courier shipments addressed to the exhibition hall or hotel since advance shipments may not be accepted and delivered on time to the venue. All courier shipments along with copies of documents should be sent to

Consignee:

- Exhibition Name: AOGS 2024 (21st Annual Meeting)

- Place: Alpensia Resort & Yongpyong Resort, Gangwon State, KOREA

- Date: 23 to 28 Jun 2024

For: "AOGS 2024"

Notify: For reference 'Consignment Instructions – on page 2'

Attend: Mr. Joseph, Ms. Alice

By this method, we will arrange to receive your shipment and deliver it to the venue. A charge will be levied for this service. Exhibits sent via courier are subject to the following charges:

* We only accept the consignment under DDP terms.

RULES & REGULATIONS

Rules and regulations designed are for the protection of the exhibitors. Exhibitors are required to observe all rules and regulations listed in this Manual.

ADMISSION

All staff of exhibitors are required to wear Exhibitor Badges at all times during the exhibition days (including build-up and tear-down period). No one will be permitted into the Exhibition Hall without the Exhibition or Conference Badge.

Exhibitors must ensure that all staff on site have valid employment passes. Please note that the issuance of the Exhibitor Badges from the Organizer does not imply in any way that permission is granted for any person to work on-site without the necessary work permits or passes.

The Organizer reserves the right to refuse admission to Exhibitors in shorts, slippers, or inappropriate dressing into the Exhibition Hall and/or request any person who refuses to comply to leave without giving any reason.

EXHIBITOR BADGES

Every member of your staff, who will be manning the booth, requires an Exhibitor Badge. These badges must be worn on-site at all times during the open days of the exhibition.

You may collect the Exhibitor Badges on-site from 1500hrs - 1700hrs on Sunday 23 June and from 0730hrs onwards during the open days of the exhibition from the registration counters.

USE OF EXHIBITION SPACE

Exhibitors are not allowed to sub-let or assign their booth/s to other parties either wholly or in part without the written consent of the Organizer in writing.

LIGHTING AND ELECTRICAL WORK

All technical services work including additional electrical supplies must be ordered through **Rabbit Co., Ltd**, our Official Booth Contractor appointed by the Organizer.

The standard supply of electricity available for use in the booth is single phase, alternating at 220 volts. Supplies to booth will normally be switched off 30 minutes after the Exhibition closes each evening but 24-hour supplies can be provided by prior arrangement with the Official Booth Contractor. Exhibitors who require electrical supplies at times other than those stated must make an application to the Official Booth Contractor's office on-site. Any cost incurred will be borne by the Exhibitor.

The Organizer reserves the right to disconnect any electrical supply that is dangerous or is likely to be hazardous to visitors or to cause annoyance to other Exhibitors.

All electrical works must be carried out solely by the Official Booth Contractor.

CHARACTER OF EXHIBITS

The Organizer reserves the exclusive right to decline or prohibit any exhibit, part of an exhibit, person, advertisement, souvenir, or other feature or action deemed objectionable and/or potentially harmful to the high standards of the Annual Meetings of AOGS. All public space in the exhibit areas and throughout the conference venue is under the joint control of the Organizer and Alpensia Convention Centre and shall **not** be used for exhibit purposes without expressed written consent. If the operation of any equipment or apparatus produces noises or vibrations of sufficient volume, or odors found to be annoying to neighboring exhibitors or guests, it will be necessary to discontinue such operation. Booths must be manned at all times

during exhibit hours. Exhibits must NOT be disturbed, dismantled, or removed before 6 pm, Thursday, 27 June, 2024.

OFFICIAL CONTRACTORS

The Organizer has appointed an Official Booth Contractor for various services to ensure a more efficient and regulated build-up and tear-down. Please refer to CONTACT LIST for details. The services of the Official Booth Contractor are for the convenience of exhibitors, and the Organizer will accept NO liability in respect of any contract between exhibitors and the Official Booth Contractor for negligence or default of any such persons, their servants, and agents.

Only the Official Freight Forwarder can be employed whenever mechanical handling of exhibits (i.e. the use of a forklift or pallet truck) at the loading/unloading bay and within the Exhibition Hall is required.

INSURANCE

Exhibitors are advised to insure their exhibits, property, or articles of any kind against all risks and have third-party insurance taken out to cover their staff or representatives on duty. The Exhibitor shall insure against, indemnity, and hold the Conference Organizer harmless in respect of all costs, claims demand, and expenses to which the Conference Organizer may in any way be subject as a result of any loss or injury arising to any person (including members of the public, the organizer's staff, agents or contractors), or property howsoever caused as a result of any act or default of the Exhibitor, his servants, agents or contractors or invitees. If the Organizer demands, the Exhibitor shall provide proof to the Organizer that the exhibitor has adequate insurance coverage.

LIABILITY INSURANCE

Neither the Asia Oceania Geosciences Society (AOGS), Meeting Matters International and/or Alpensia Convention Centre nor any of their employees or representatives shall be liable for any injury, loss, or damage to the Exhibitor's personnel or property or their visitors attending the exhibition. Additionally, neither the AOGS, Meeting Matters International nor Alpensia Convention Centre shall be held liable for the effects of unforeseeable events that may deleteriously affect the quality of the Exhibitors' display or the number of people attending the meeting. Neither AOGS, Meeting Matters International nor Alpensia Convention Centre accepts any responsibility for an Exhibitor's products. Liability insurance shall be at the Exhibitor's own expense.

SECURITY

The Organizer will arrange for general security in the Hall during the build-up, teardown, and Exhibition hours. The Exhibition Hall will be locked after Exhibition hours. Exhibitors are requested to leave the hall within 30 minutes of the closing time.

The Organizer will provide minimal overnight security. The Exhibit areas will be secured at night. It shall be agreed by the Exhibitors and any riggers, haulers, or other contractors engaged for the purpose of moving exhibits and equipment into and out of Alpensia Convention Centre that Alpensia Convention Centre shall be compensated for any expense incurred in repairing damages or injuries to the physical property of Alpensia Convention Centre from the handling or movement of such exhibits and equipment on the premises. Nothing shall be posted, tacked on, nailed or screwed into, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Any expenses incurred in properly protecting the building, equipment, or furniture therein will be the responsibility of the Exhibitor. The Organizer shall not be held responsible for any loss or theft of exhibits at the Exhibition areas or associated premises during the build-up, Exhibition days, and tear-down periods.

BOOTH CLEANING

During the build-up and teardown periods, Exhibitors will be responsible for the removal of booth debris (i.e. empty carton boxes, etc.) and rubbish. Failure to do so will result in the Exhibitors being liable for the service fees involved in removing the debris and rubbish. All aisles must be left clear at all times.

During the Exhibition days, the Organizer will provide general cleaning of the aisles and Hall daily. It is the Exhibitors' responsibility to maintain the cleanliness of their booths at all times.

TERMS AND CONDITIONS OF PAYMENT FOR EXHIBITING AND SPONSORSHIPS

Unless otherwise specified in writing, all payments must be made within 21 days from the date of the issue of invoice online or otherwise. Nonpayment of participation by 16 April 2024 entitles the Organizer to remove the Exhibitor's booth from the Exhibition floor plan. All materials for printing/publishing must arrive by 30 April 2024.

BREACH OF CONTRACT AND/OR WITHDRAWAL BY EXHIBITOR /SPONSOR

If an Exhibitor/Sponsor withdraws from participation this must be confirmed in writing to AOGS 2024 Secretariat. The Exhibitor/Sponsor will incur the following charges:

- **Cancellation within 30 days of signature on order/booking form: No charge unless booking is made after 24 April 2024 in which case, full cost of participation is payable.**
- **Cancellation between 30 days after signature and before 24 April 2024: 50% of cancelled participation costs apply.**
- **Cancellation on or after 24 April 2024: Full cost of cancelled participation payable.**

CHANGES IN VENUE AND/OR DURATION OF THE EXHIBITION

The Organizer reserves the right to change the venue and duration of the Exhibition. In the event of change of venue and/or duration, the agreement to participate shall remain in force as long as the Exhibitor/Sponsor is informed at least one month prior to such change taking place.

FAILURE OF SERVICES

The Organizer shall not be liable for any loss sustained by the Exhibitor/Sponsor directly or indirectly attributable to cancellation, suspension or reduction of duration of the scheduled Exhibition/Sponsorship activities due to:

1. Force Majeure
2. Acts of war, military activity, and municipal statutory or civil authority requisition
3. Fire or excessively inclement weather eg earthquake, flood, typhoon etc
4. Acts of terrorism
5. Strikes or Lockouts
6. Or any other cause beyond the Organizer's control

If an exhibition is cancelled, reduced or postponed then in such event, payments made to the Organizer, or any part thereof, may be refunded at the sole discretion of the Organizer to the Exhibitors/Sponsors without prejudice to the Organizer's right to appropriate the entire sum or any part thereof for expenses they have already incurred for the Exhibition.