

EXHIBITION SHIPPING GUIDELINES

ICEC 30 / ICMC 2026

1. CONTACT INFORMATION

GE Logistics Co., Ltd.
 3^F, 149 Gasandigital 1-ro, Geumcheon-gu, Seoul 08506 Korea
 Tel. +82-(0)2-2611-1311 / Mob No. 82-(0)10-3743-4061
 Contact : Jerry You / E-mail : jerry@gelogistics.co.kr



2. SHIPPING & DOCUMENTION DEADLINES

- Deadline for shipping documents

- CIPL (Combined Invoice and Packing List) : Please provide as soon as possible. This allows us to verify customs regulations in advance.
- Sea Freight Bill of Lading : Must be provided by the on-board date at the port of origin.
- Air Waybill (AWB) : 1 business day prior to departure from the origin airport (Please email us a draft AWB for pre-checking at least 2 business days before departure)

- Cargo Arrival Deadline

- LCL Cargo (Busan Port, Korea) : **No later than June 11, 2026.**
- FCL Cargo (Busan Port, Korea) : **No later than June 12, 2026.**
- Air Freight (Incheon Int'l Airport (ICN), Korea) : **No later than June 14, 2026.**

3. DOCUMENTARY REQUIREMENTS

- Bill of Lading (Surrendered B/L) or AWB : 1 copy
- Combined Invoice and Packing List (CIPL) : 1 copy (Electronic Excel format via e-mail only)
- Power of Attorney (POA) : 1 copy (Must be issued on the exhibitor's company letterhead)

	Invoice for Temporary Entry	Carnet & Invoice for Permanent Entry
CONSIGNEE on BL/AWB (Master direct AWB only, no HAWB)	Exhibitor name : Hall No.: Booth No.: C/O Exhibition Name @ KINTEX, Korea	GE Logistics Co., Ltd. 3 ^F , 149 Gasandigital 1-ro Geumcheon-gu, Seoul 08506 Korea Tel No.+ 82-(0)2-2611-1311 Email : JERRY@GELOGISTICS.CO.KR ATTN : Jerry You
NOTIFY PARTY on BL/AWB (Master direct AWB only, no HAWB)	GE Logistics Co., Ltd. 3 ^F , 149 Gasandigital 1-ro Geumcheon-gu, Seoul 08506 Korea Tel No.+ 82-(0)2-2611-1311 Email : JERRY@GELOGISTICS.CO.KR ATTN : Jerry You	Exhibitor name : Hall No.: Booth No.: C/O Exhibition Name
Nature & Quantity of Goods (on AWB)	At least 3 (three) primary items of the shipment must be declared on the B/L or AWB. If there are fewer than 3 items in total, declare all of them.	

OTHERS

- A. Documents must have full details, such as clear description of the commodity (including model & serial numbers, if applicable), quantity, and unit price.
- B. The value stated on list of exhibits must be based on CIF Busan port or CIF Incheon Airport. All goods must be declared with their true commercial value, even if they hold no commercial value (e.g., free samples).
- C. On the AWB, the 'Nature and Quantity of Goods' section must list the primary items and their respective HS codes. Simply writing of 'Exhibition Goods' is unacceptable and will result in customs clearance delays and additional charges.
- D. On the CIPL (Combined invoice and packing list), please clearly indicate whether the goods are : ① Return goods ② sold goods, or ③ Consumable goods.

4. ATA Carnet

ATA Carnets are accepted by Korean Customs. When shipping via ATA carnet, return goods and consumable goods must be packed separately and listed as individual packages on the AWB. Additionally, a separate CIPL must be issued exclusively for consumable goods, including their respective weights.

5. MARKS AND PACKING

All goods must be packed securely to withstand extensive handling by international carriers. Wooden, reusable crates are highly recommended, especially for delicate equipment. Do not use hay or straw as packaging material inside any cases.

All cases, crates or cartons must be clearly marked on two opposite sides as shown below.

Exhibition goods for <u>exhibition name</u> . Exhibitor Name: _____ Booth No. : _____ Case No. : _____ of _____ Dimension : Length X Width X Height (CM) Net Weight / Gross Weight : _____ Kg. / _____ Kg.

6. SCOPE OF SERVICES

- Full documentation, handling and storage at the airport/seaport/warehouse
- Bonded transportation from the port / airport to exhibition site
- Unloading with usual equipment & delivery to the booth (including necessary equipment / labor)
- Temporary or permanent customs clearance
- Return transport & arrangements for return by Sea or Air Freight
- Warehousing after the exhibition

7. SHIPPING BY COURIER (FEDEX, DHL, UPS, ETC.)

Instructions for shipping via courier will be provided upon request.

8. RETURN & DISPOSAL INSTRUCTIONS

At the end of the exhibition, GE Logistics Co., Ltd will arrange the return transport of your exhibits to a destination designated by you. The representative at the booth must provide final return or disposal instructions for the exhibits at least 48 hours prior to the close of the show.

9. DESTRUCTION OF GOODS

Items slated for destruction must be transported to an officially designated area where they will be incinerated under the supervision of customs officials. Please note that a transportation fee to the incineration facility will apply.

10. INSURANCE

It is the exhibitor's responsibility to ensure that their goods are fully covered by a comprehensive marine insurance policy. The policy should cover the goods at all times : from the point of origin to the exhibition booth for the duration of the exhibition, and during the return transit.

In the event of loss or damage, please submit a copy of your insurance certificate or policy details, along with the name and address of your insurance company's local representative in Korea.

11. PAYMENT TERMS

Our services are billed based on the official exhibition tariff published by GE Logistics Co., Ltd. Payments are due upon the delivery of you goods or by the opening day of the exhibition. Alternative payment arrangements may be made in advance by applying to us in writing.

- Inward : Payable upon receipt of goods, prior to delivery to the booth
- Outward ; Payable upon presentation of the invoice, prior to the return of exhibits to the sender

GE Logistics Co., Ltd.

Account no. : 1081-300-691817

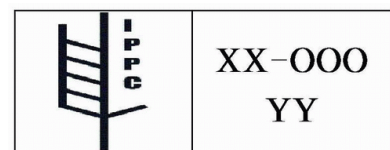
Swift : HVBKCRSEXXX

WOORI BANK GASAN IT BANKING CENTER

12. The Quarantine Requirements on Wood Packaging Materials (WPM) of Imported Consignments.

All imported wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation and present the mark which certifies the approved treatment on two opposite sides of the WPM.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of the producer/treatment facility designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB)



POA is required for temporary customs clearance.
It is not required for permanent clearance.
Scanned copy is acceptable.

(on company letter head)

Power of Attorney

DATE :

TO : Korea Customs Service

RE : Temporary importation

We/I herewith authorize GE Logistics Co., Ltd to act as the consignee for the temporary importation of goods for Event Name granting them rights to handle all customs formalities and make any necessary statements on our/my behalf.

*Company Name
Name of PIC
Company Stamp (if any)
Signature*