

2026 KOREA METAL WEEK 금속산업대전

Exhibitor's Manual

KINTEX Hall 3 (Center 1)

Oct. 28(Wed.) – 30(Fri.), 2026

OVERVIEW

1. EXHIBITION NAME	KOREA METAL WEEK 2026
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2. DATE & TIME □ Oct. 28(Wed.) – 30(Fri.), 2026 10:00AM - 5:00PM (The last day closes at 4:00PM)

3. VENUE KINTEX Hall 3 (Center 1)
(10390) 217-60, Kintex-Ro, Ilsanseo-Gu, Goyang-Si, Gyeonggi, KOREA
T. +82-31-810-8114 www.kintex.com

4. ADMISSION FEE

Online pre-registration & Complimentary ticket □ : Free

On-site registration □ : KRW 10,000

5. ORGANIZED BY

KOREA TRADE FAIRS LTD.
(07236) Suite 710, 750 Gukheo-Daero, Youngdeungpo-Gu, Seoul, KOREA
T. 82-2-783-8261 F. 82-2-784-6810
E. ktfairs@ktfairs.com www.ktfairs.com

5. Sponsored by (scheduled)	Korea Diecast Industry Cooperative	Korea Federation of Fasteners Industry Cooperatives
	Korea Forging Cooperative	Korea Foundry Cooperative Association
	Korea Foundry Society	Korea Nonferrous Metal Association
	The Korean Institute of Metals and Materials	Korea Master Technician Association
	Korea Measuring Instruments Research Association	Korea Metal Industry Cooperative
	Korea Surface Treatment Industry Cooperative	Korea Pump Industry Cooperatives
	3D Convergence Technology Center	

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1. General Information

1-1. Time table

► Move-in (Oct. 27(Mon.) – Oct. 28(Tue.), 2026)

Job details	Date	Time
<MOVE-IN>		
a) Heavy Exhibits (Over 1 ton)	Oct. 26 (Mon.), 2026	08:00 - 14:00
b) Booth Construction	Oct. 26 (Mon.) – 27 (Tue.), 2026	08:00 - 20:00
c) Exhibitor Entry & Completion of all booths	Oct. 27 (Tue.), 2026	08:00 - 20:00
	Oct. 28 (Wed.), 2026	08:00 - 10:00
<UTILITIES TURN-ON>		
a) Exhibitor Badge Pick-Up * Location : Lobby of the Hall 3	Oct. 27 (Tue.) – 28 (Wed.), 2026	09:00 - 17:00
b) Electrical, Compressed Air, Water Drainage, Internet Furniture Supplied Completion of Booth Interior	Oct. 27 (Tue.), 2026	08:00 - 20:00

* Organizer can arrange load/unload schedule for heavy machinery.

* Installation completion schedule for Shell Scheme booth.

- Completion of Shell Scheme Booth by Oct. 27, 2026.
- Move-in exhibit material and hand-carry items from 14:00 (Oct. 27).

* Completion of Raw space and Premium Booth by constructor's schedule.

- The organizer can arrange construction schedule for the exhibition.

* Exhibitors can enter the hall at 08:00.

* Badge Pickup

- Collect your badge at the registration desk near **the exhibition entrance**.
Insert your business card after receiving one badge per on-site staff

► Exhibition (Oct. 28 (Wed.) – Oct. 30 (Fri.), 2026)

Job details	Date	Time
a) Exhibitor Opening Hours	Oct. 28(Wed.) – 30(Fri.), 2026	08:00 - 17:00
b) Visitors Opening Hours		10:00 - 17:00
c) Booth Dismantle	Oct. 30(Fri.), 2026	16:00 - 20:00
	Oct. 31(Sat.), 2026	08:00 - 15:00

► Move-out (Oct. 30(Fri.) – Oct. 31(Sat.), 2026)

Job details	Date	Time
<BOOTH DISMANTLE>		
a) Move-Out Hand-Carry Items	Oct. 30(Fri.), 2026	16:00 - 20:00
b) Move-Out Exhibit Material		
c) Move-Out Heavy-weight Exhibits	Oct. 31(Sat.), 2026	08:00 - 15:00
d) Booth Dismantling	Oct. 30(Fri.), 2026	17:00 - 20:00
	Oct. 31(Sat.), 2026	08:00 - 15:00
<SERVICE DISMANTLE>		
a) Electricity, Compressed Air, Water Drainage, Internet Terminated	Oct. 30(Fri.), 2026	17:00 - 20:00
b) Furniture, Additional Service Terminated		

1. General Information

1-2. Schedule

Deposit due (50%)	Balance due(50%)
7 days upon submitting the contract form	July 28, 2026

► Bank account remittance

- Remittance Bank	: KEB Hana Bank Yeouido Gwang Jang Branch
- Account Number	: 256-890009-04438
- Beneficiary□	: Korea Trade Fairs Ltd
- Swift Code□	: KOEXKRSE
- Bank Address	: CCMM Bldg.12 Yoeuido-dong, Youngdeungpo-Gu, Seoul, Korea

☐ May, 2026	e-Newsletter Advertisement
☐ 10 th July, 2026	Exhibitors' Booth Assignment Started
☐ 30 th July, 2026	Application for Subsidiary Facilities Started
☐ Aug., 2026	On/Offline, Radio Advertisement of the Exhibition
☐ Aug., 2026	Send VIP Invitation Ticket by E-Mail and Offline
☐ 26 th Oct., 2026	Move-In (Booth Construction)
☐ 27 th Oct., 2026	Visitor Online Pre-registration Closed
☐ 28 th Oct., 2026	KOREA METAL WEEK Grand Open

* The above dates are subject to change

1. General Information

1-3. Contacts

1-3-1) Organizer Contacts

- ☐ Address Suite 710 (Kumsan Bldg., Youido-Dong) 750 Gukheo-Daero, Youngdeungpo-Gu, Seoul, Korea 07236
- ☐ Contact T. +82-2-783-8261
F. +82-2-784-6810
E. ktfairs@ktfairs.com

Marketing

Jong Sik Yun / Managing Director
T. 02-783-8261 / 070-4699-5934(Dir.)
[E. master1@ktfairs.com](mailto:E_master1@ktfairs.com)

Kyle Choi / Team Leader
T 02-783-8261 / 070-4699-5938(Dir.)
[E. expo@ktfairs.com](mailto:E_expo@ktfairs.com)

Buyer Invitation

Jong Sik Yun / Managing Director
T. 02-783-8261 / 070-4699-5934(Dir.)
[E. master1@ktfairs.com](mailto:E_master1@ktfairs.com)

Subsidiary Facilities

Kyle Choi / Team Leader
T 02-783-8261 / 070-4699-5938(Dir.)
[E. expo@ktfairs.com](mailto:E_expo@ktfairs.com)

Accounting

Minah Kim / Team Leader
T 02-783-8261 / 070-4699-5940(Dir.)
[E. account@ktfairs.com](mailto:E_account@ktfairs.com)

1-3-2) Official Contractors

Service	Company's Name	Contact
BOOTH DECORATING	Kyoung Dong Design	02-2038-5911 kddesign@hotmail.co.kr
UTILITY SERVICES	Module	02-6000-7560 cws82@chol.com
ELECTRIC FACILITIES	Samjeon	031-750-9222 samjeon7@kornet.net
COMPRESSED AIR, WATER DRAINAGE	Koryo Gas	02-438-5166 krgasi@nate.com
INTERNET	Kintex Operation Room	031-995-8999 hsgu1324@naver.com
LOGISTICS, FORK-LIFT	KEMI-LEE Co., Ltd.	02-565-3400 brandon.kemilee@outlook.com
EXHIBITOR BADGE, VISITOR BADGE SCANNER	Seojin Infotec	daramgun@sjinfotec.com
INTERPRETER	DN Interactive Communication	02-325-8982 support@dnic.kr
BANNER	MIRACLE Design	02-325-1669 mdizain@naver.com

- ☐ All the shell scheme booth exhibitors must use an official booth decorator and service contractor appointed by Organizer.

Recommended Booth Decorator	Company's Name	Contact
	Kyoung Dong Design	+82-2-2038-5911 kddesign@hotmail.co.kr
	Design Steelers	+82-10-5227-1800 sims1973@nate.com
	Padium	+82-2-417-9455 lee6031@nate.com
	Big Pine Tree	+82-2-598-1346 colaryong@daum.net

- ☐ All space only exhibitors must use an official booth decorator and service contractor appointed by KINTEX. Please check the our recommended booth decorator and KINTEX's list (www.kintex.com)

2. Regulations & Rules

2-1. General Information

2-1-1)

Since 1989, KOREA TRADE FAIRS LTD., has organized KOREA METAL WEEK.

KOREA METAL WEEK is the largest metal industry based exhibition in Korea held every year.

All rules and regulations covered in the KOREA METAL WEEK Exhibit Space Application, Contract and Exhibitor Service Manual apply to all exhibitors.

All the rules and regulations are to ensure a safe and successful exhibition and all exhibitors must comply with them.

If you have any questions about the rules and regulations, please contact us.

2-1-2) Booth Drawing Approval for Space Only

All booth drawings must be submitted to the Online Service Registration and all exhibitors must use an official booth decorator and service contractor appointed by KINTEX. Please refer to Section 3 for set-up and dismantling rules and regulations.

2-1-3) Set-Up Regulations / Removal of Waste

- The booth structure should be built to be structurally sound, without causing any damage to the venue. Security measures must be taken with priority.
- An official booth decorator and service contractor appointed by the venue, KINTEX, must do the labor needed to set-up and dismantle your booth.
- All materials used in the construction and decoration of the exhibit must be flame retardant.
- All exhibitors must dismantle, remove their exhibit and restore the venue as it was prior to set-up. If an exhibitor violates the rules and regulations, the exhibitor will be liable for any charges needed to restore the venue.

During set-up and dismantle dates, hall aisles must not be obstructed with packing and construction materials or debris. Space Only exhibitors are responsible for removing their own building waste by KINTEX's appointed company, using the refuse sacks. In the hall (loading dock), KINTEX's appointed company sell the refuse sacks.

2-1-4) Use of Space

Exhibitors may not conduct demonstrations or activities that result in excessive obstruction of aisles or prevent ready access to neighboring exhibitor's booths. The booth must be designed to use contracted space only.

2-1-5) Heavy Exhibits

Every exhibitor who intends to take in heavy exhibits shall get prior approval from the organizer.

Exhibit that has weights over 5 ton/m² or that generate vibration shall be treated to spread weights on the floor.

Exhibitors shall comply with the demands of the organizer and KINTEX regarding such measures as reinforcement work and for the safety of the exhibition site.

2-1-6) Security

KOREA TRADE FAIRS LTD., will provide general perimeter exhibit security in the facility during set-up, exhibit and dismantling days; However, the primary responsibility for safeguarding your exhibit and merchandise is yours.

2. Regulations & Rules

2-2. Notice

2-2-1) Exhibitor Badges

All personnel on the premises must wear an exhibitor badge during set-up, exhibit and dismantling days. The primary exhibit contact is responsible for his workers and staff wearing the proper badge. Please refer to Section 4.

2-2-2) Recovery

Any exhibitor who damages the facility or fixture in the exhibition hall shall recover to its original conditions.

During the exhibition period, use of separate signs, such as attachment of stickers to the exhibition site floors and walls shall be prohibited.

Uses of various tapes (two-sided tape, blue tape, transparent tape, etc.) and latex and glues shall be prohibited. However, those tapes that do not leave any residue or traces when attached and detached may be used. And use of lacquers, paints and inks shall be prohibited.

When conducting working for erection of stands and interiors or papering, work shall be done after installation of protective facilities on the floors. Painting shall be prohibited.

Oil spills and leaks shall be prohibited inside the exhibition site.

When removing exhibit products, stands, etc., tapes that affix flooring materials shall be removed completely.

If floors are damaged, exhibitors shall report to the KINTEX. When they are requested to depute the restoration to the organizer, the organizer will restore them to the original state and charge the relevant costs to the exhibitors.

2-2-3) Reselling

The exhibitor may not assign, sublet or resell; in whole or in part their contracted space.

2-2-4) Badge Control

False certification of an individual as an exhibitor's representative, misuse of an exhibitor's, visitor's badge or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and its representative or visitor from the exhibition, and/or banning them from future entrance on to the exhibition.

2-2-5) Prohibited Use of Firearms & Hazardous Materials

Move-in of hazardous materials, including explosives and inflammable substances, into the exhibition site is prohibited. However, if exhibitors intend to bring in such materials unavoidably for operation of exhibit products, they shall obtain the secretariat's approval. Exhibitors should install one fire extinguisher per every 100 m² for preparation in the event of fire outbreak.

2-2-6) Booth Demonstrations

Demonstrations are to be straightforward, professional and relative to the displayed product. The use of demonstrators, products, robots, etc. in the aisles is prohibited at all times. Demonstrations must take within the booth boundaries and must not result in aisles being blocked.

2-2-7) Staff (Booth Personnel)

Booths must be continually staffed during exhibit hours. With the exception of convenience help (such as receptionists or professional product demonstrators), all booth personnel must be employees of the company, or its representative, and must be fully capable of explaining products or processes on display.

2-2-8) Events / Giveaways / Handouts

Items must be distributed (sample, souvenirs, collateral, etc.) from within the confines of the contracted booth space. The use of gimmicks, mimes, magicians, etc. for events in the aisles is prohibited at all times.

2-2-9) Hall Access Restrictions

Review the Timetable of Operations in Section 1.1 for access hours. Exhibitors shall assume the expenses for additional work, including leveling of facilities, disassembly, assembly & storage of packing boxes or treatment of wastes.

2-2-10) Smoking

There are smoking areas outside the venue for your convenience.
No smoking inside the venue. Failure to do so may result in a fine up to 100,000 KRW.

2-2-11) Alcohol & Animals

Alcohol is prohibited in the venue at all times due to safety and insurance reasons.
With the exception of dogs for the disabled, animals will not be allowed in any exhibit or on exhibition grounds.

2-2-12) Emergency / First Aid

In case of emergency issues, please inform the organizer and/or security personnel immediately.
For first aid care, please visit the Emergency Center located nearby Hall 5, in front of Hall Manager's Room.

2-2-13) Lost & Found

Please return any lost articles to organizer's office or to security personnel on-site.

2-2-14) Floral Garland / Wreath

Floral garlands and/or wreaths prohibited in the lobby and venue at all times.

3. MOVE-IN / MOVE-OUT SCHEDULE

3-1. General Information

3-1-1) Booth Size

1 Booth = 3m x 3m (total 9m²)

Shell Scheme Booth	3m x 3m = 9m ²	min. 1Booth
Space Only	6m x 3m = 18m ²	min. 2Booths

3-1-2) Time Schedule & Overtime Use

□ Schedule

Move-in	: Oct. 26(Mon.) – Oct. 27(Tue.), 2026	08:00-20:00
Move-out	: Oct. 30(Fri.), 2026	16:00-20:00
	: Oct. 31(Sat.), 2026	08:00-15:00

□ Overtime Use

All exhibitors are required to be aware of timetable about move-in/out (1-1. Time Table).

If extended work is necessary, exhibitors shall submit the Application for Approval of Overtime Use to the organizer by 16:00 on the exhibition day and obtain approval. Overtime work is possible until 20:00 of the move-in/out date.

3-2. Booth Types

3-2-1) Shell Scheme Booth

금속산업대전
KOREA METAL WEEK 2025

Standard Booth (3000 x 3000 x H:3200 mm)

Standard Booth

- Construction work
- Fascia Name Board
- Pytex
- LED Spot Light 5ea
- Information desk(1), Folding Chair(1)
- Waste Basket
- 220V/1.3Kw-13amp Outlet

TOP VIEW

• Floor Carpeting

• LED spot lighting / 5ea

• Information Desk (1), Folding Chair(1)

• Waste Basket

• 220V/1.3Kw-13amp Outlet(1)

SIDE VIEW

□ UTILITIES for Shell scheme booth (per 1 Booth)

Item	No.	Item	No.
Signboard/Fascia name	1ea	Octanorm systems structure	1ea
Pytex	3m x 3m = 9m ²	LED Spotlight	4ea
Socket	1ea (220V/1P, 60Hz)	Info Desk	1ea
Chair	1ea	Waste Basket	1ea

☐ General Information for Shell Scheme booth

- Fascia name must be submitted to the official website.
- 1kw power will be provided for spotlight, refrigerator, water distributor etc.
- The Shell Scheme Booth design will be able to change.

3-2-2) Space Only Booth

- The Space Only exhibitor shall be installed independently by a cooperating contractor selected by exhibitors among the KINTEX's appointed contractors.
- Exhibitors shall submit an application for Construction Contractor to the Secretariat by online service registration.
- When doing flooring inside stands (pytex, flooring material, etc.), exhibitors shall use flame-retardant treated materials, and when attaching certain materials, they should be easy to remove. Particularly, adhesives, two-sided tape, blue tape and paper tape shall not be used.
- The electric power for lights should be applied separately.
- The maximum overall height of independent stands shall be limited to 5 meters. If the stands are located near the left or right-side walls or cargo entry & exit doors of the exhibition site, however, a maximum height up to 5 meters will be allowed.

3-3. Facilities

3-3-1) Electric Facilities

- Electric Facilities must be submitted to the website.
- Contact Samjeon(T : +82-31-750-9222) regarding use of electricity to connect equipment.
- Exhibitors are prohibited to use their own electrical materials.
- A fluctuation of $\pm 5\%$ can be expected inside the venue. Any sensitive equipment should be equipped with stabilizers.
- There are two types of electrical services: lighting and power. Please check before making orders.

3-3-2) Compressed air and Water drainage

- Compressed air and Water drainage must be submitted to the website.

Compressed air and Water drainage		
Items	Detail	Unit Price
Compressed air (6.5kg/㎥)	9mm	USD 190
	15mm	USD 320
	20mm	USD 480
Supply Pipe	Ø 15mm	USD 190
Drainage Pipe	Ø 25mm	

3-3-3) Furniture

- All exhibitors must apply for furniture on the website.

3-3-4) Rigging

- Please contact the organizer at least 90 days prior to the exhibition.

4. BADGE and INVITATION

4-1. Badge

4-1-1) Exhibitor Badges

Exhibitors entering halls during set-up, exhibit and dismantling dates and/or residing during exhibition period, must apply for exhibitor badges. All other personnel may apply for visitor badges by online pre-registration or on-site registration.

□ Method & Number Issued

- Method : Apply on the website.
- Number Issued : Booth Number x 4 (4 badges per 1 booth)
- Issue Date & Hours : Oct. 27(Tue.) – Oct. 28(Wed.), 2026 09:00-17:00
- Pick-Up Location : KINTEX1, Hall 3 Lobby

(Example)



4-1-2) Visitor Badge

Only visitors who wear a visitor badge may enter exhibit halls.

□ Online pre-registration

- Method : Apply on the website. (www.korea-metal.com)
- Pre-register online (free) : May. 15 (Fri.) – Oct. 27 (Tue.), 2026

□ On-site Registration

- Invitation Holder : Fill out a registration form at the registration desk, turn in form and invitation to receive visitor badge.
- All others : Purchase ticket, fill out registration form at the registration desk, turn in form and ticket to receive visitor badge.
- Admission fee : KRW 10,000
- Pick-Up Location : KINTEX1, Hall 3 Lobby



5. FREIGHT HANDLING

5-1. General Information

5-1-1) Dead line at Busan port, Incheon (ICN) airport for overseas exhibits

Please send shipping documents (BL/AWB, Invoice or ATA Carnet, Packing List) before the freight arrive at Busan port / Incheon (ICN) airport, Korea by email (robin@kemi-lee.co.kr) or fax (+82-2-553-0731).

5-1-2) Consignee & Notify on BL or AWB

Ocean or Air freight must be prepaid from origin port/airport. Please see the below consignee & notify instruction on BL or AWB.

- CONSIGNEE

KEMI-LEE Co.,Ltd.
#201 Arcvalley, 37 Seongsuiro 22-gil, Seongdong-gu,
Seoul 04798 S. Korea
Contact : Brandon Kang
Phone / Fax : +82-2-565-3543 / +82-2-553-0731

- Destination

- Sea Freight : Busan Port
- Air Freight : Incheon Airport

- NOTIFY

- Exhibition Name : KOREA METAL WEEK 2026
- Exhibitor Name :
- Booth No. :

5-1-3) Courier Shipment

Please contact official freight forwarder before the shipping to Korea. They will provide all necessary information for courier shipment

5-1-4) Shipping Docs

All original shipping docs must be reached to Freight Forwarding Contractor. By courier (DHL, TNT, Fedex or any other) 3 working days before the freight arrive at Busan port, Korea or Incheon(ICN) airport, Korea.

- Ocean B/L(Express BL) or AWB: Original 2ea, Scan Copy 1ea
- Commercial Invoice: Scan Copy 1ea
- Packing list: Scan Copy 1ea
- Marine Insurance: Scan Copy 1ea
- ATA Carnet (If Any): Original 1ea, Scan Copy 1ea
- Air Shipment: Shipper or their forwarder have to send all pre-alert to Freight Forwarding Contractor by email or fax.
Pre-alert must be contained the MAWB No., Flight No., Pkgs, Gross Weight, Chargeable Weight, Size(cm), Exhibitor Name, Stand No.
- Ocean Shipment: Shipper or their forwarder have to send all pre-alert to Freight Forwarding Contractor by email or fax.
Pre-alert must be contained the BL No., Vessel Name, Pkgs, Gross Weight, Chargeable Weight, Size(cm), Exhibitor Name, Stand No.
Kemi-Lee accept Surrender BL or Seaway BL instead of original BL.
- Commercial Invoice & Packing List must be shown exact description of goods, quantity, unit value and total value.
Korea customs accept currency of value USD, EUR, JPY or KRW. All items must have their value.
Korea customs doesn't accept free of charge. (Catalog, give away item or advertise items also have their value).

5-1-5) Duty Free Item

All printed materials or give away items such as advertise and souvenir items have no duty if the unit value under USD 5.00. But a large quantify can be subjected to impose duty & taxes. Regardless of the above-mentioned provisions, the Korean customs officer will do inspection at show site and they will notify you of taxable / non-taxable items. According to Korean custom regulations, you cannot consume or sell the goods that you have entered without final customs approval.

5-1-6) Insurance

All exhibitors should arrange a comprehensive cover for their exhibits, which covers shipment to the exhibition, the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition.

5-1-7) Packing Cases & Marking

Durable crates with screw-down lids to prevent damage is recommended when packing. It is imperative that materials are crated/palletized to enable multiple handling, stacking and handling via forklift or pallet truck.

- Exhibitors' Name :
- Booth No. :
- Package No. :
- Net Weight :
- Dimensions :

"Exhibition goods for KOREA METAL WEEK 2026"

5-1-8) Selling of Goods

If any of the goods are sold in Korea and/or Freight Forwarding Contractor is to file a consumption entry (duty paid), a copy of the new invoice should be provided (in case purchase price has changed). In addition, buyer details must be provided before the exhibition closes.

6. HOTEL

6-1. General Information

6-1-1) Official Hotels

KOREA METAL WEEK 2026 has reserved sufficient number of rooms at hotels near the venue.

6-1-2) Contact

Sono Calm Goyang

20 Taegeuk-ro, Ilsandong-gu, Goyang-si, Gyeonggi-do, S. Korea

www.mvlhotel.com/goyang

Mr. Martin Yoo

T: +82-31-927-7718 / E: martin.yoo@daemyungsono.com

Gloucester Hotel KINTEX

255-3, Kintex-ro, Ilsanseo-gu, Goyang-si, Gyeonggi-do

<http://ilsan-gloucester.co.kr/index.php>

T: +82-31-540-2400 / E: rsvn_kintex@gloucester.co.kr