



INTERSPEECH 2022

September 18 - 22 • Incheon Korea

EXHIBITION MANUAL

September 18 - 22, 2022
Incheon Songdo ConvensiA, Korea

INTERSPEECH

2022



CONFERENCE VENUE

Songdo Convensia
123, Central-ro, Yeonsu-gu,
Incheon 21998
Korea

Website: <http://songdoconvensia.visitincheon.or.kr>

Map: <https://goo.gl/maps/dtHf4qwhhAJZtN1a7>

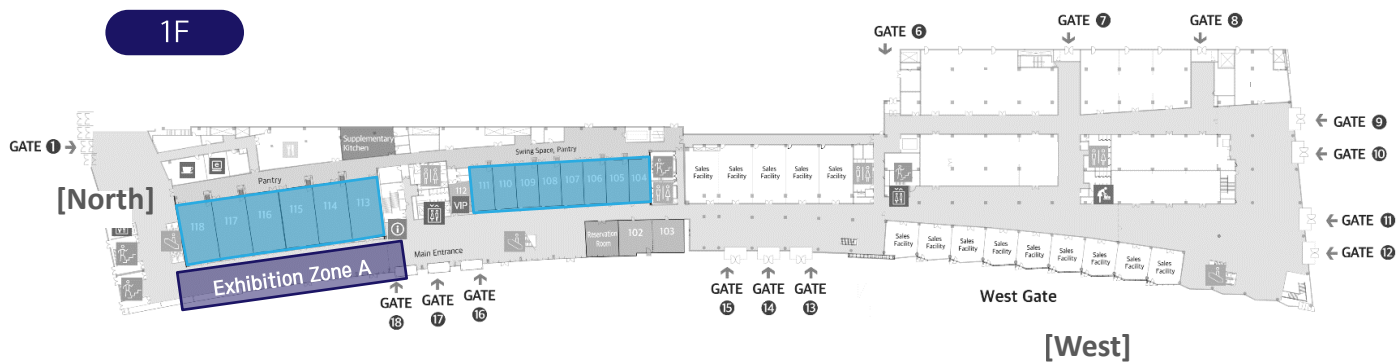
EXHIBITION AREA

First Floor	Sponsor Booths (Small, Medium, Large)
Second Floor	Sponsor Booths, Exhibitor Booths (Small, Medium, Large)

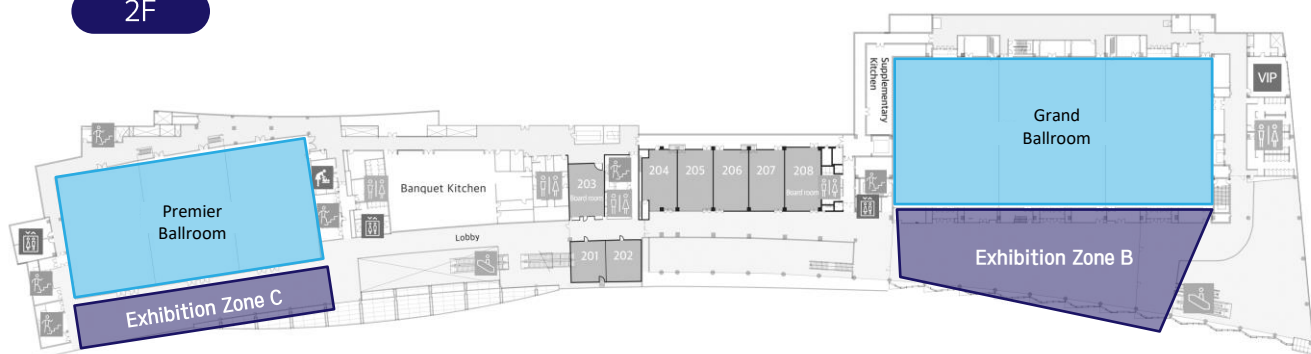
Exhibition Zone A	Tutorial Sessions, Technical Sessions, Survey Talks, Industry Talks
Exhibition Zone B	Opening & Closing Ceremony, Keynote Sessions, Welcome Reception, Gala Banquet
Exhibition Zone C	Poster Sessions, Show & Tell

*Coffee and refreshments will be served in all areas.

1F



2F



Booth Selection

Exhibition Zone A accommodates 15 booths, and Exhibition Zones B and C accommodate 10 booths each.

We are offering our Sponsors and Exhibitors an opportunity to select a booth location to best serve their exhibition purpose. Please refer to the zone description below and **send your top 3 preferred choices of zone and booth number** to the Secretariat by **6pm KST, Monday, July 18, 2022** at exhibition@interspeech2022.org

The booth will be assigned on a first-come first-served basis, but in addition, we will carefully consider your choices depending on the booth size and sponsorship level. The result of booth selection will be sent to your e-mail by no later than 6pm KST, Friday, July 22, 2022.

Exhibition Zone A

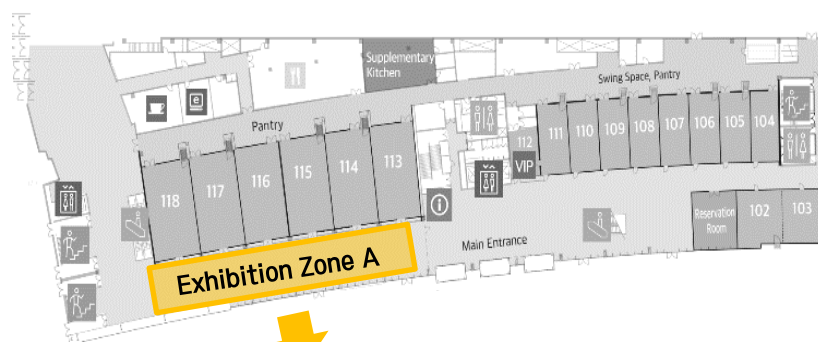
Location: First Floor Hallway

Programs: Tutorials (Sep 18, Sun)

Oral Sessions (Sep 19-22, Mon-Thu)

Survey Talks (Sep 19-22, Mon-Thu)

Industry Talks (Sep 19-22, Mon-Thu)



01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
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Exhibition Zone B

Location: Second Floor, Grand Ballroom Lobby

Programs: Opening Ceremony (Sep 19, Mon)

Welcome Reception (Sep 19, Mon)

Keynote Speech (Sep 19-22, Mon-Thu)

Gala Banquet (Sep 21, Wed)

Closing Ceremony (Sep 22, Thu)



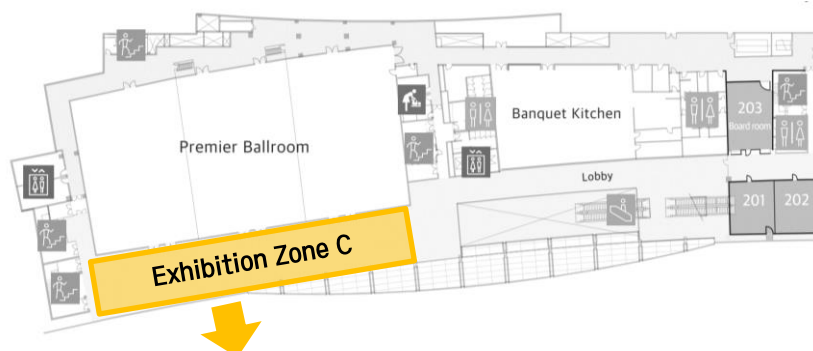
01	02	03	04	05
06	07	08	09	10

Exhibition Zone C

Location: Second Floor, Premier Ballroom Lobby

Programs: Poster Sessions (Sep 19-22, Mon-Thu)

Show & Tell (Sep 19-22, Mon-Thu)



01	02	03	04	05	06	07	08	09	10
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EXHIBITION TIMES

September 19, Monday	08:30-17:30
September 20, Tuesday	08:30-17:30
September 21, Wednesday	08:30-17:30
September 22, Thursday	08:30-17:30

*Access to the conference center is given from 07:00 each day.

SET-UP and BREAKDOWN

Booths Set-up (by the Secretariat)

September 17, Saturday	08:00-22:00
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Exhibitor Move-in

September 18, Sunday	09:00-18:00
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Exhibitor Move-out and Breakdown of Booths

September 22, Thursday	17:00-22:00
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*Varies depending on the Exhibition Zone

BOOTH DETAILS

Each Booth includes:

- » Octanium System Structure Booth
 - Small: 3mx2m=6m², Medium: 3mx3m=9m², Large: 3mx4m=12m² with side wall and floor mat
- » Board Graphic Printouts (W x H = 970 x 2392mm)
 - Small, Medium, Large booth have 4, 5, 6 printouts respectively according to booth width
- » 1 Round Table (60cm in diameter, 75cm tall) for Medium and Large booth
- » 2 Table Chairs for Medium and Large booth
- » 1 Catalog Stand
- » 1 Lockable Information Desk (L x W x H = 100 x 50 x 100cm) with Chair and Printout on the Front
- » Spot Lights
 - Small, Medium, Large booth have 2, 3, 4 spot lights respectively
- » Wi-fi Internet and 1 Internet Cable (LAN)
- » 220v Power Outlet

Add-on Rental Equipment:

» 43 inch Monitor including Stand	KRW 550,000 / EUR 420
» Round Table (60cm in diameter, 75cm tall)	KRW 110,000 / EUR 84
» Chair	KRW 33,000 / EUR 25
» X-Banner Stand (excluding printouts)	KRW 110,000 / EUR 84

Booth Customization

» Foam Board Wall (Details on p.7)	990 x 2400 mm/Unit	KRW 220,000 / EUR 168
» Graphic Printouts on External Side Wall	970 x 2392 mm	KRW 110,000 / EUR 84
» X-Banner Poster Print including X-Banner Stand	600 x 1800 mm	KRW 220,000 / EUR 168
» X-Banner Custom Design including Print and Stand		KRW 330,000 / EUR 252

For booth customization and add-on options, please contact the Secretariat at exhibition@interspeech2022.org or Mr. Soonbin Hong from Hyundai Asan at sbhong@hdasan.com.

[Notice] Changing booth exterior such as nailing, painting or gluing the rented materials and/or furnishings are strictly prohibited. Using double-adhesive tape, adhesive stickers or non-removable wallpaper is not allowed. All exhibitors should remove all wallpaper and labels immediately after the end of the event. In the event of damage, the cost per running meter when new shall be charged.

BOOTH DESIGN

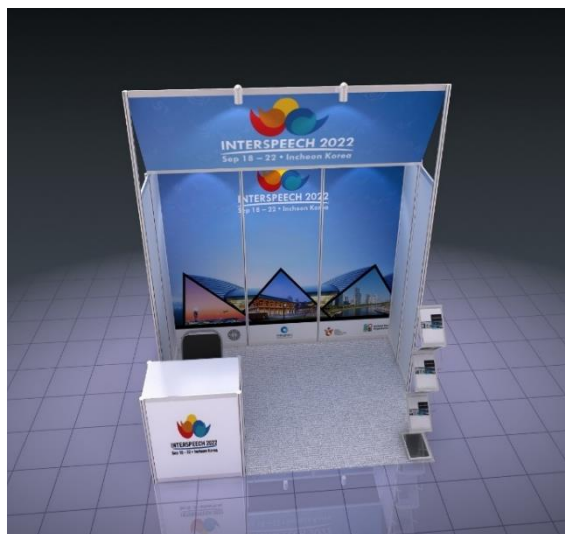
Small Booth includes:

- » Octanium System Structure Booth (6m²) with Floor Mat
- » 4 Board Graphic Printouts (970 x 2392mm/EA)
 - 2 Printouts on the Back, 2 Internal Side Walls
- » 1 Catalog Stand
- » 1 Lockable Information Desk with Chair and Front Print



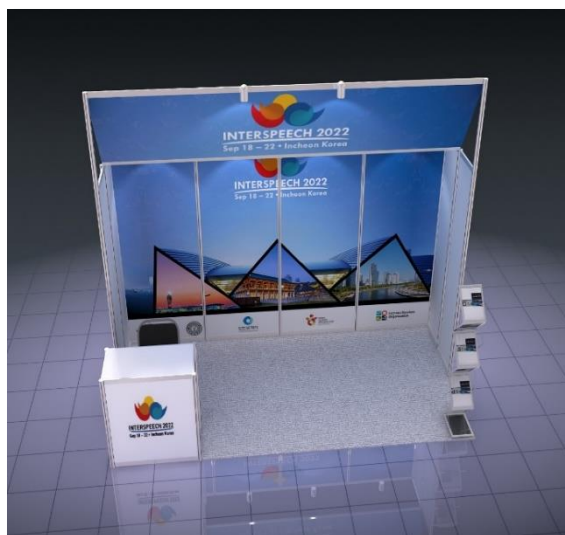
Medium Booth includes:

- » Octanium System Structure Booth (9m²) with Floor Mat
- » 5 Board Graphic Printouts (970 x 2392mm/EA)
 - 3 Printouts on the Back, 2 Internal Side Walls
- » 1 Catalog Stand
- » 1 Lockable Information Desk with Chair and Front Print
- » 1 Round Table and 2 Table Chairs



Large Booth includes:

- » Octanium System Structure Booth (12m²) with Floor Mat
- » 6 Board Graphic Printouts (970 x 2392mm/EA)
 - 4 Printouts on the Back, 2 Internal Side Walls
- » 1 Catalog Stand
- » 1 Lockable Information Desk with Chair and Front Print
- » 1 Round Table and 2 Table Chairs



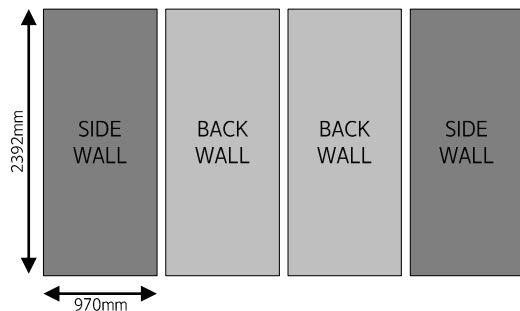
BOOTH GRAPHIC DESIGN GUIDE

All exhibitors should provide a **ready-for-print graphic file** in ai (illustrator), jpeg, pdf or eps format to the Exhibition Team at exhibition@interspeech2022.org by no later than **Friday, August 26, 2022**.

*If you submit your graphic file in jpeg or pdf format, please make sure the file resolution is 300 DPI or more.

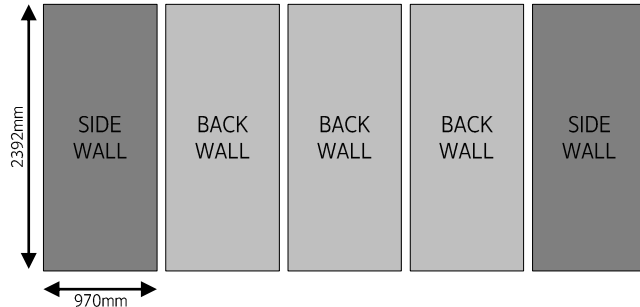
Small Booth

- » 4 Board Graphic Printouts (970 x 2392mm/EA)
 - 2 Printouts on the Back, 2 Internal Side Walls



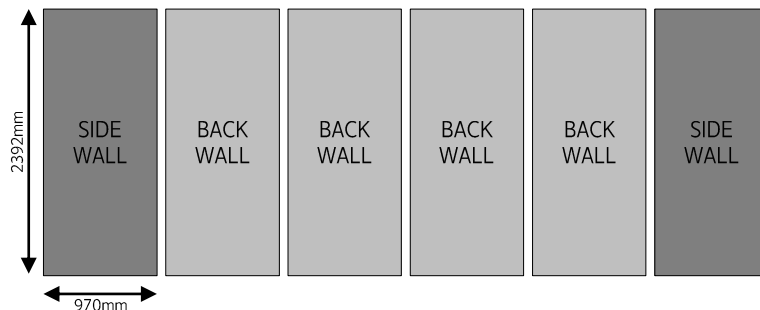
Medium Booth

- » 5 Board Graphic Printouts (970 x 2392mm/EA)
 - 3 Printouts on the Back, 2 Internal Side Walls



Large Booth

- » 6 Board Graphic Printouts (970 x 2392mm/EA)
 - 4 Printouts on the Back, 2 Internal Side Walls



BOOTH CUSTOMIZATION

We have received several requests for booth customization, especially for the backwall graphic printouts and additional equipment. While wanting to accommodate all the requests as much as possible, there were limits to the standard booth options as we wanted to keep the exhibition fee at a reasonable level. Accordingly, we would like to offer the below customization options for those sponsors and exhibitors who wish to add more character to their booth.

Foam Board Wall including Installation

Standard booths have frames on the back and the graphics will be divided into 2, 3, or 4 pieces depending on the booth size. However, if you wish to have one whole printout instead of a divided printout, we recommend that you add the foam board wall to fit your booth size. The foam board wall will be installed on the frame. Foam Board Wall is KRW 220,000(EUR 168) per unit. Small, Medium, and Large booths require 2, 3, and 4 units, respectively.

<Standard>



<Foam Board Wall>



Add-on Rental Equipment



LISTING

(For Sponsors) Your organization will be noted in the conference proceedings including a half page to 2 pages of description, depending on your sponsorship level, and the website address, if this information is received by July 31, 2022 at sponsorship@interspeech2022.org. Please note that the description file should be pdf.

PRINT DEFINITIONS AND WEB APPEARANCE

Each booth includes a front panel where the logo and the company/organization name are printed.

Please note:

- The size of the printing area is 2m x 0.4 m (W x H).
- Logos for print are accepted in CMYK color space and in EPS, SVG or TIFF format of adequate size with resolution of 300 dpi for 1/10 size and 72 dpi for 1:1 size.

REGISTRATION OF STAFF

Three booth representative badges are included. Each booth representative badge includes the entrance to the exhibition area, refreshment breaks, and the welcome reception in the Grand Ballroom on Monday evening.

Registration of each representative has to be conducted via the conference registration site <https://www.interspeech2022.org/registration/> using the complimentary code sent by mail.

Additional representative badges are available for EUR 150 per representative on the same website. (Additional EUR 60 for ISCA Membership may be charged.)

DELIVERY

CARGO RUSH CO., LTD is able to handle all kinds of exhibition goods for INTERSPEECH 2022 in Korea. Its comprehensive range of services include customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and staffs.

DEADLINE FOR EXHIBITION GOODS (COURIER & SEA & AIR)

Courier Consignments	September 14, 2022
Documentation Deadline	7 working days prior to departure
Ocean freight arrival at Busan Port	September 12, 2022
Air freight arrival at Incheon Airport	September 14, 2022

DELIVERY ADDRESS

All freight should be shipped on "FREIGHT PREPAID", and consigned as follows:

CARGO RUSH CO., LTD
C/O INTERSPEECH 2022
Room 1502, Woolim Lions Valley 1 Cha B Dong, 168, Gasan Digital 1-ro,
Geumcheon-Gu, Seoul 08507, Korea

For details, please see enclosed Shipping Instruction or contact Cargo Rush.

CARGO RUSH CO., LTD

TEL: +82 2 889 0501

FAX: +82 2 889 0597

E-MAIL: expo@cargorush.com



CONTACT

Secretariat

Exhibition Team	exhibition@interspeech2022.org
General	info@interspeech2022.org

Exhibition Chairs

Jeff Holliday	holliday@korea.ac.kr
Eun Jong Kong	ekong@kau.ac.kr

Industry Liaison Chairs

Chanwoo Kim	chanw.com@samsung.com
Sunhee Kim	sunhkim@snu.ac.kr

Logistics Partner

CARGO RUSH CO., LTD
Room 1502, Woolim Lions Valley 1 Cha B Dong,
168, Gasan Digital 1-ro, Geumcheon-Gu, Seoul 08507, Korea
Tel: +82 2 889 0501
Fax: +82 2 889 0597
E-mail: expo@cargorush.com
<http://www.cargorush.com/>

EXHIBITION RULES AND REGULATIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Chairs and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition Chairs reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition space/booths/display tables will be allocated only on receipt of the signed Booking Form and Booking Terms & Conditions. Preferred booth allocation is subject to availability and change at the sole discretion of the Exhibition Chairs. A letter of confirmation will be provided to confirm the booking together with an invoice for the 100% of the fee. The fee is payable 14 days from the date of the invoice.
3. All monies are payable in Korean Won (KRW).
4. All monies due and payable must be received by the Exhibition Chairs prior to the event. No exhibitor will be allowed to commence move-in operations or be listed as an exhibitor in the on-site publications until full payment and the signed Booking Form and Terms & Conditions have been received by the Exhibition Chairs.
5. **CANCELLATION POLICY**
 - a. (Postponement) In the event of postponement by the INTERSPEECH 2022 Organizing Committee, all Exhibition bookings will be carried over to the revised Conference Dates.
 - b. (Cancellation by Organizers) In the event of cancellation by the INTERSPEECH 2022 Organizing Committee, all Exhibition payments will be fully refunded.
 - c. (Cancellation by Exhibitor) In the event of cancellation by the Exhibitor (other than as a consequence of any restrictions enforced by COVID-19 government regulations), the following cancellation fees will apply:
 - (i) More than 60 days prior to the Conference (July 20, 2022): 50% of the total payment due will be applicable
 - (ii) From 59 days prior to the Conference (July 21, 2022): 100% of the total payment due will be applicable Should a cancellation be made prior to payment, the appropriate cancellation fee will be applicable, and the Exhibition Chairs will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in exhibition space is considered a cancellation and will be governed by this cancellation policy. All communications regarding cancellation must be made in writing. Reduction in space may result in relocation of exhibit space at the sole discretion of the Exhibition Chairs. Any space not claimed or occupied before midnight on July 31, 2022 may be reassigned without notice or refund.
6. The Exhibition Chairs reserve the right to rearrange the floor plan and/or relocate any exhibit at their sole discretion and without notice. The Exhibition Chairs will not discount or refund for any facilities not used or required.
7. If the exhibitor intends to install a custom-built stand, the Exhibition Chairs must be advised, and such advice must include full details and stand dimensions. This information must be received no later than July 31, 2022. All display construction requires the approval of the Exhibition Chairs and venue management. A pro rata fee will apply if any construction occupies space outside the specified space as indicated on the floor plan.
8. In the use of the exhibition space/booth/display table allocated to you, and at all times in and around the Conference premises, you must: (a) exercise due care for the persons, property and premises of others and will be solely liable for any harm to any person, or loss of or damage to property or premises you or your personnel cause by any act or omission, whether or not found negligent; (b) not engage in any allegedly unlawful conduct; and (c) not use or display any material that is alleged to infringe the intellectual property (including any moral rights) of any other person. The Exhibition Chairs reserve the right to terminate your use of the exhibition space/booth/display table allocated to you, without liability to you, and you will be liable for any loss or damage suffered by the Exhibition Chairs, if any of these things occur or are threatened by you.
9. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Exhibition Chairs.
10. You will exercise due care in and around the Conference venue and in all matters related to your Exhibition of the Conference so that no harm is caused.
11. You agree that no promise, warranty or representation has been made to you by the Exhibition Chairs regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the exhibition package chosen by or allocated to you.
12. The Exhibition Chairs will have no liability to you of any kind if anything not of their doing occurs that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Conference, the Exhibition Chairs will have no liability to you other than any refund to which you may be entitled from the Conference venue
13. **Force Majeure Event:**
 - a. Subject to the following provisions of this clause, if a Party is or will be affected by Force Majeure:
 - (i) such Party will immediately notify the other Party of the Force Majeure event and its anticipated impact on the performance of this Agreement.
 - (ii) such Party will not be liable for any delay or failure to perform its obligations pursuant to this Agreement caused by such Force Majeure.
 - (iii) if a delay or failure by such Party to perform its obligations is caused or anticipated due to a Force Majeure, the performance of such obligations will be suspended. (iv) if a delay or failure by a Party to perform its obligations due to such Force Majeure exceeds thirty (30) days, the other Party may immediately terminate this Agreement by providing notice in writing to the other Party.
 - b. If the Conference is delayed, postponed, altered, or cancelled by a Force Majeure
 - (i) neither Party will exercise a right or remedy under this clause unless and until the Parties have endeavored to agree upon amendments to this Agreement for the delay, postponement, alteration or cancellation of the Conference.
 - (ii) Sponsorship Chairs will not be obliged to refund to the sponsor any part of payments already made under the Agreement