



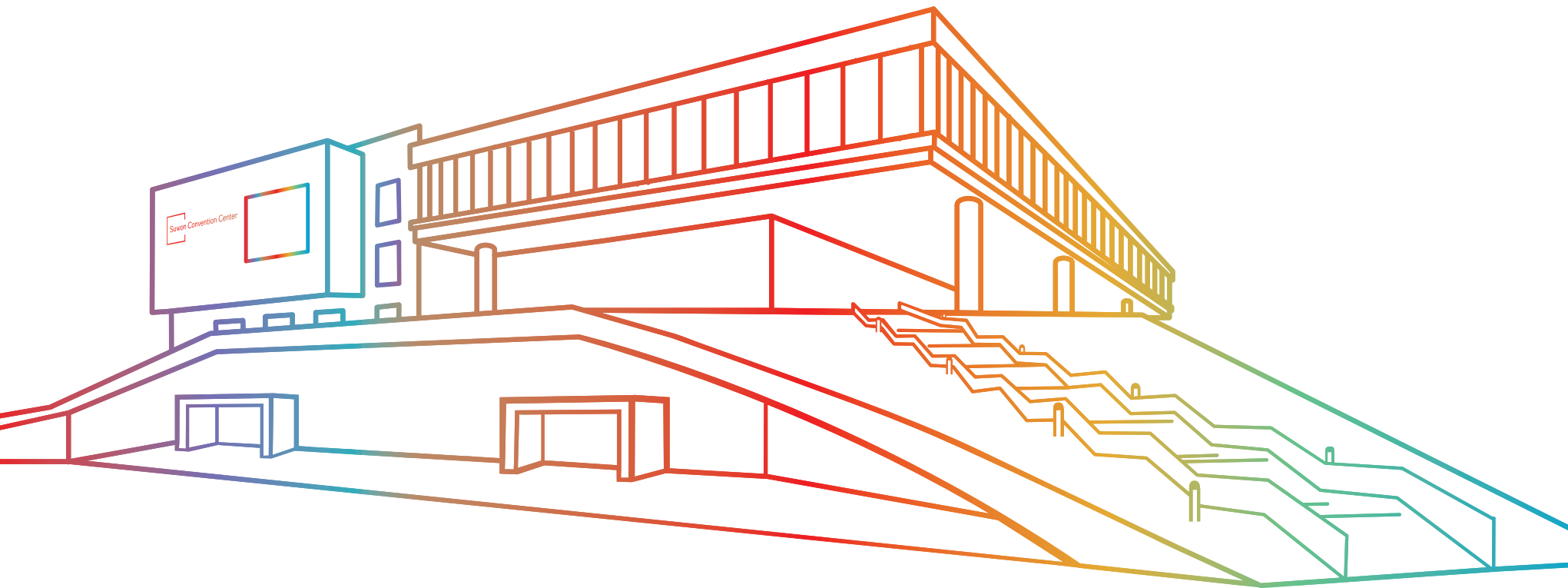
## Suwon Convention Center

140, Gwanggyojungang-ro, Yeongtong-gu, Suwon (Ha-dong), 16514

**Website** [www.scc.or.kr](http://www.scc.or.kr) **E-mail.** [info@scc.or.kr](mailto:info@scc.or.kr)

**Tel.** +82-31-303-6000

# Facility Guide





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Suwon  
Convention  
Center

This facility guide provides information on the center facilities, services, and other facilities nearby to help you successfully plan and operate an event at **the Suwon Convention Center**.

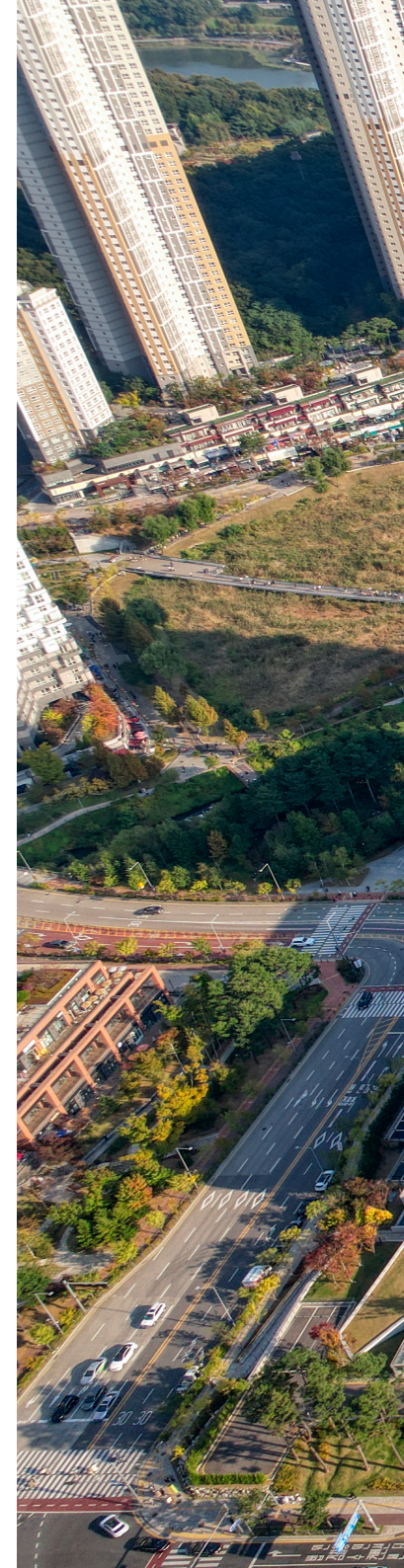
## Overview of the Suwon Convention Center

- ▶ **Location** 140, Gwanggyojungang-ro, Yeongtong-gu, Suwon (Ha-dong)
- ▶ **Area** Land Area 50,005m<sup>2</sup>, Gross Floor Are 97,616m<sup>2</sup>  
(5 Floors Aboveground, 2 Floors Underground)
- ▶ **Main Facilities** Exhibition Halls 7,877m<sup>2</sup>, Convention Hall 3,040m<sup>2</sup>, 28 Meeting Rooms
- ▶ **Parking Capacity** 1,070 Vehicles (1BL, 2BL)

## Overview of MICE Complex

- ▶ **Hotel** Courtyard by Marriott Suwon  
(288 Rooms, 21 Floors Aboveground, 5 Floors Underground)
- ▶ **Department Store** Galleria Department Store Gwanggyo  
(12 Floors Aboveground, 7 Floors Underground)
- ▶ **Aquarium** Hanwha Aquaplanet Gwanggyo

※ This facility guide was revised in August 2023.





An aerial photograph showing a large convention center with a green roof and a modern glass facade, situated next to a river and surrounded by high-rise apartment buildings. The convention center has a large outdoor area with a blue and white checkered pattern. A red dot on the roof indicates the location of the Suwon Convention Center. The surrounding area includes a river, a park, and several tall apartment buildings. One of the apartment buildings is labeled 'FORENA'. Another building is labeled 'Courtyard by Marriott Suwon'. A large building with a glass facade is labeled 'Galleria Department Store'. The building has a large outdoor area with a green roof and a modern glass facade. The building is situated next to a river and surrounded by high-rise apartment buildings. The building has a large outdoor area with a blue and white checkered pattern. A red dot on the roof indicates the location of the Suwon Convention Center. The surrounding area includes a river, a park, and several tall apartment buildings. One of the apartment buildings is labeled 'FORENA'. Another building is labeled 'Courtyard by Marriott Suwon'. A large building with a glass facade is labeled 'Galleria Department Store'.

Suwon Convention Center

Courtyard by  
Marriott Suwon

Galleria Department Store



# Floor Info

The Suwon Convention Center has five floors aboveground and two floors underground with meeting rooms facing the road and convenient facilities facing the lake.



**RF** Rooftop Terrace

**5F** VIP Dining Room

**4F** Meeting Rooms  
(401-408)

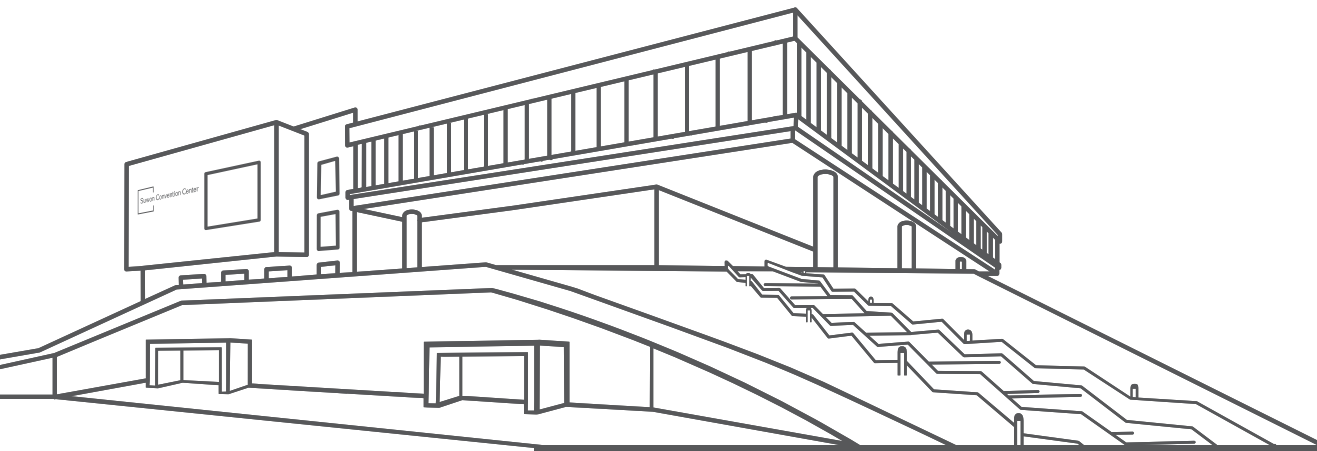
**3F** Convention Hall  
Meeting Rooms  
(301-306)

**2F** Meeting Rooms  
(201-207)

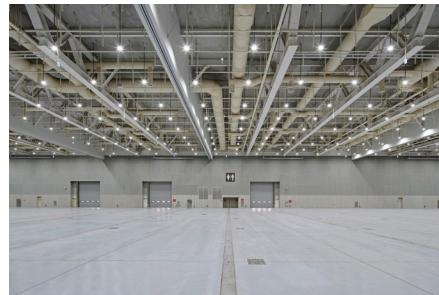
**1F** Exhibition Hall  
Meeting Rooms  
(101-107)

**B1** Event Hall  
Parking Lot

**B2** Parking Lot

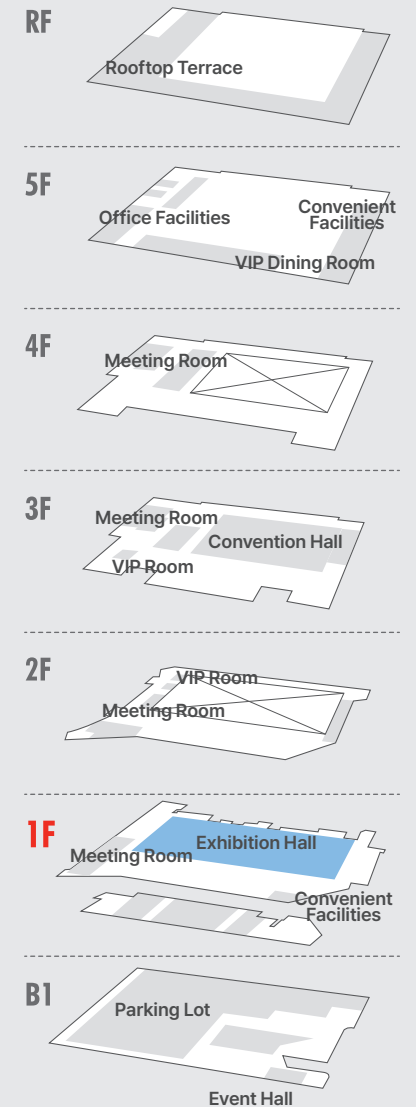
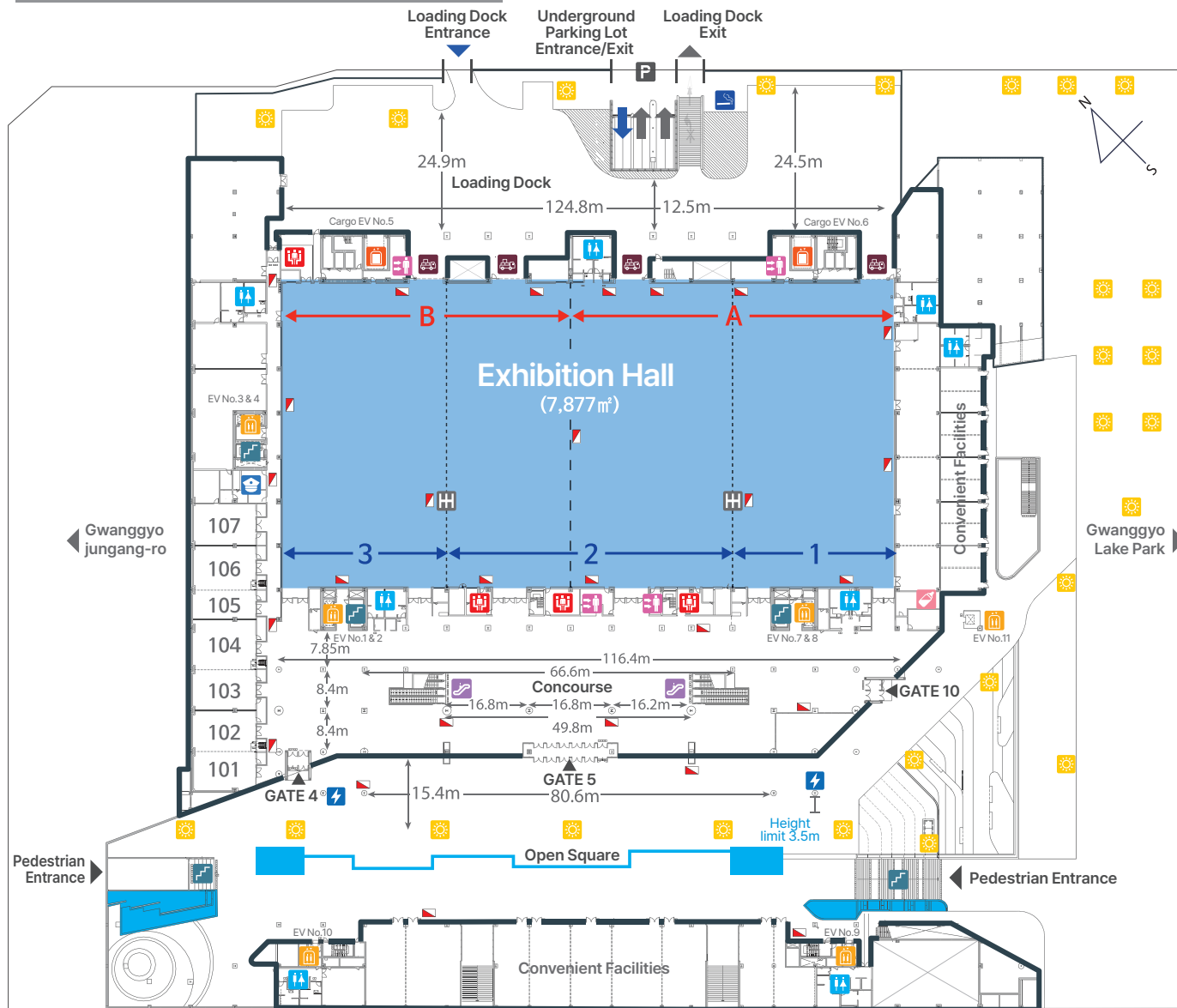


## Exhibition Hall



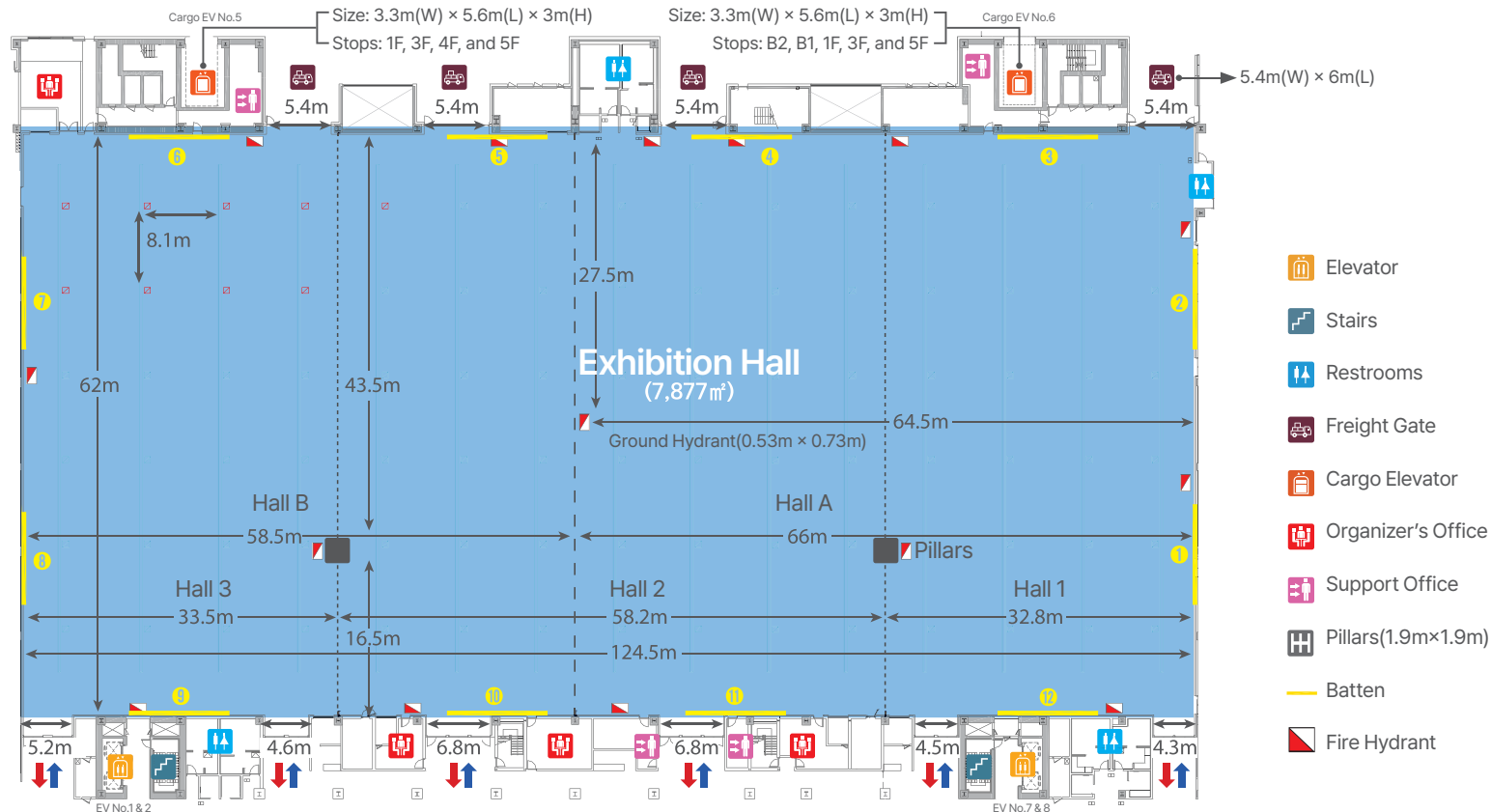


# 1F Exhibition Hall



- |                 |              |              |                    |                                     |   |
|-----------------|--------------|--------------|--------------------|-------------------------------------|---|
| Elevator        | Restrooms    | Nursing Room | Cargo Elevator     | Stairs                              | Smoking Area                            |
| Parking Lot     | Freight Gate | Escalator    | Organizer's Office | Switchboard (100(A)/3Ø 4W 380/220V) | Street Light (Banner Size: 0.6m X 1.5m) |
| Security Center | Pillar       | Fire Hydrant | Support Office     |                                     |   |

# 1F Exhibition Hall Details



Classification			
Description	Classification		Length×Width× Height(m)
	All		Area(m²)
	Divisible into 2 Halls	Hall A	124.5×62×12
		Hall B	7,877
	Divisible into 3 Halls	Hall 1	66.0×62×12
		Hall 2	4,177
		Hall 3	58.5×62×12
Equipment	Speakers: 32 Main Speakers(300w) Microphone: 3 Wired & 3 Wireless		
Capacity	415 Booths (3×3 booths, including the hallway) Floor Loading: 3t/m²		
Main Facilities	Electricity, Water Supply, Compressed air pipework, Telephone, Internet Polishing finish and concrete hardener		
Organizer's Facilities	Organizer's Office: 4 Offices on 1F & 2 Offices on 2F Support Office: 4		

Classification	Banner Size
①, ②	9m×No Limit
③, ④, ⑤, ⑥	9m×5.5m
⑦, ⑧	9m×No Limit
⑨, ⑩, ⑪, ⑫	9m×6.5m

## Electrical Installation

Total Electrical System Capacity of the Exhibition Hall: 750 (KVA)  
Electrical System Capacity per Hall: 250 (KVA)  
Electrical System Capacity per Electrical Control Panel: 100A/304W/380V/220V  
(3-Phase 220V cannot be used. Separate equipment is required.)

## Telecommunication Services (Capacity per Trench)

6-Port LAN, Wireless Internet (802.11a/b/g/n), TV

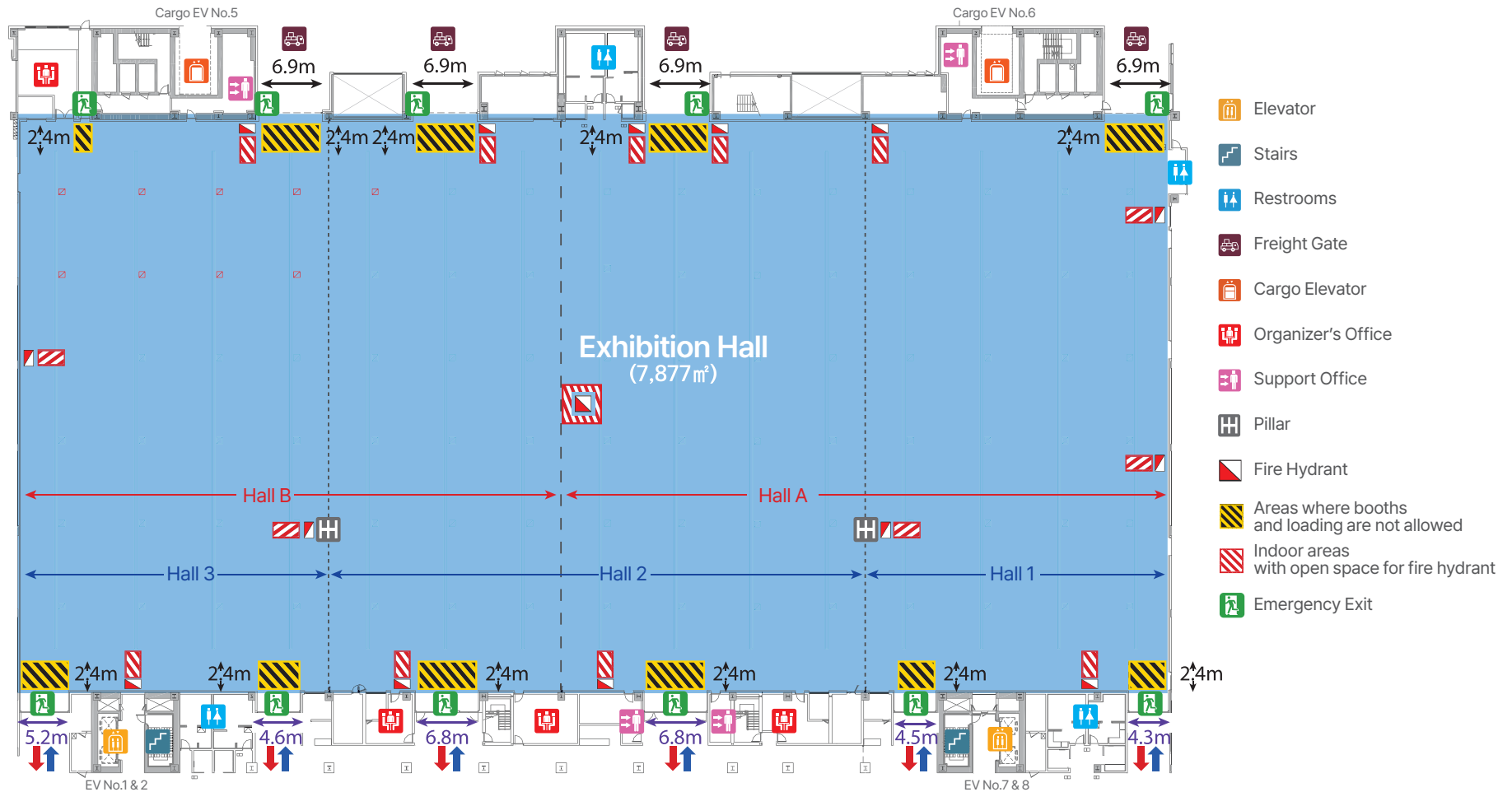
## Water Supply and Compressed Air pipework

The compressed pressure of the water supply is 5kg/cm²  
(Water supply is not available for ⑩)  
Maximum pressure: 9kg/cnf.

## Fire Safety Equipment

14 Fire Hydrants & 28 Fire Extinguishers

# 1F Exhibition Hall Fire Safety Zone



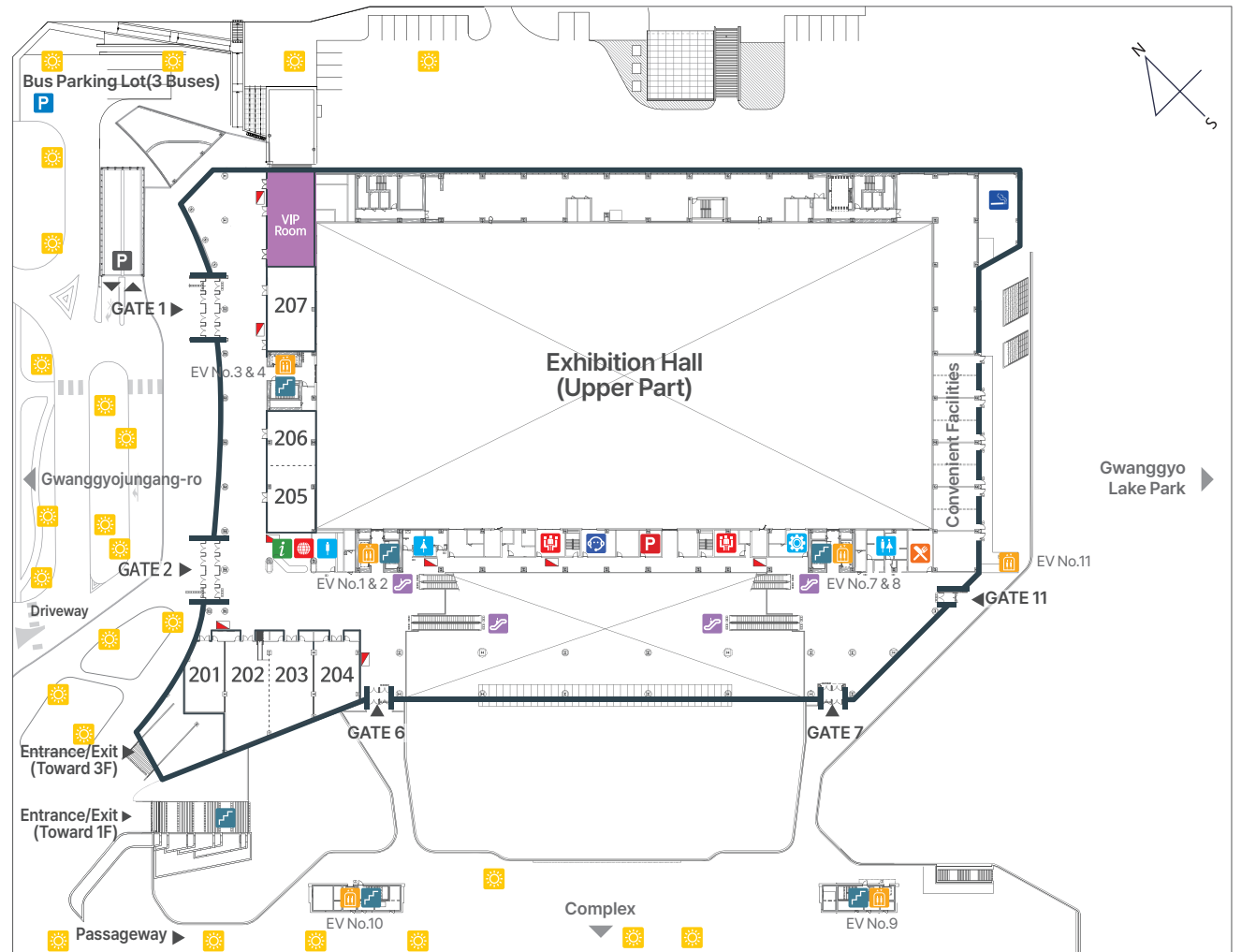
## Relevant Laws

### Regulations on the Standards for Evacuation, Fireproof Structure, etc. of Buildings

Article 15-2 (Hallway Width and Installation Standards) ②Notwithstanding the regulations in Article 1, the effective width of hallways connecting to an assembly facility such as cultural and assembly facilities (applicable only to performance halls, assembly hall, display rooms, and exhibition halls), religious assembly halls among religious facilities, children's facilities among facilities for the elderly and disabled, senior social services centers, training facilities in residential areas, bars among entertainment facilities, and seats at funeral homes must be as prescribed below.

3. 2.4 meters or wider if the total floor area of the respective floor is over 1,000 square meters.

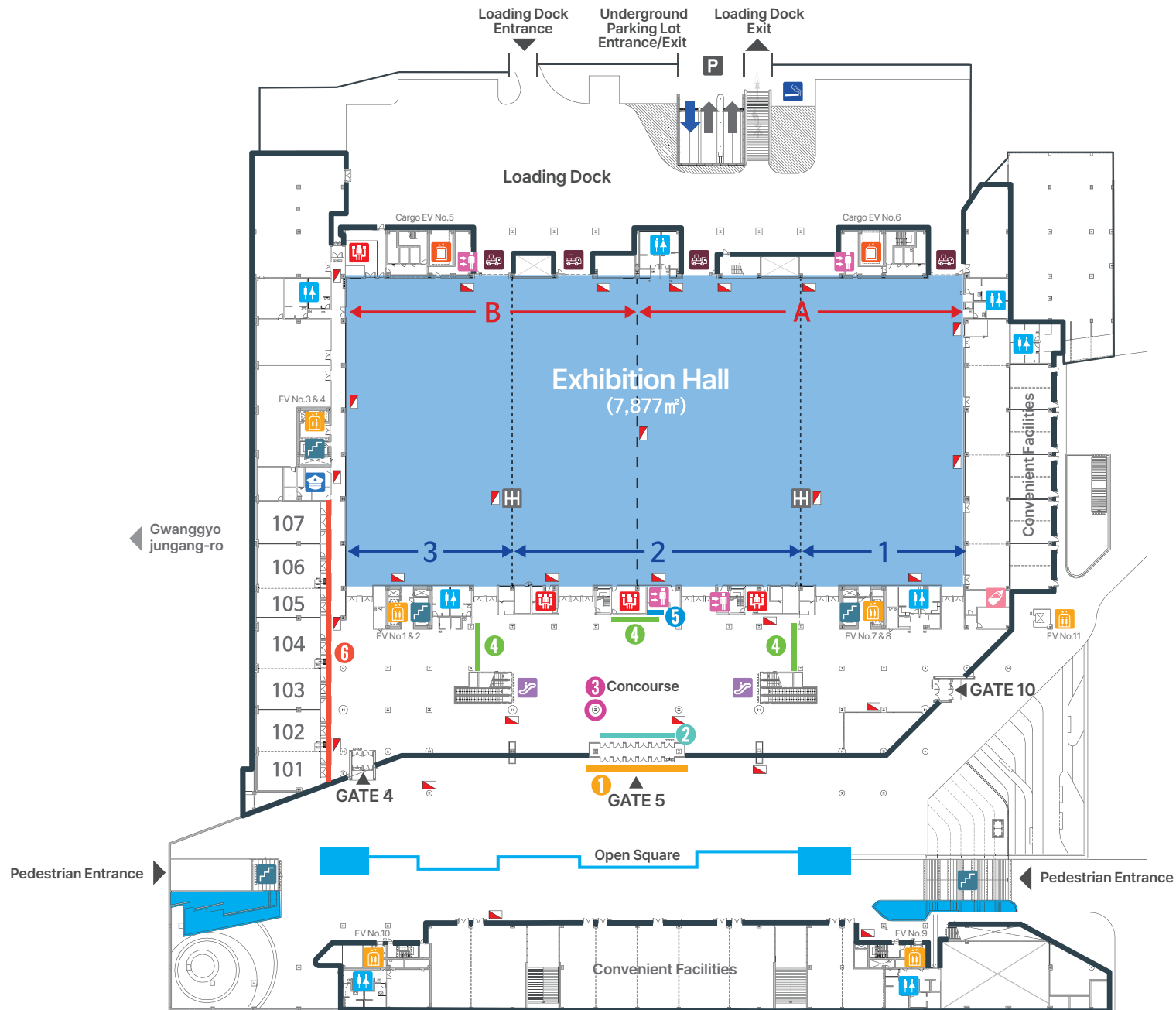
# Upper Part of Exhibition Hall



- |                     |                 |                  |                     |                       |                    |
|---------------------|-----------------|------------------|---------------------|-----------------------|--------------------|
| Elevator            | Restrooms       | Information Desk | Escalator           | Hall Manager's Office | Smoking Area       |
| Stairs              | Business Lounge | Control Room     | Banquet Reservation | Streetlight           | Organizer's Office |
| Parking Mgt. Office | Bus Parking Lot | Parking Lot      | Fire hydrant        |                       |                    |



# 1F Digital Signage



# 1F Digital Signage

Classification	No.	Location	Name	Examples of Application	Size (W x H) (m)	Type (Pixel)	Classification	No.	Location	Name	Examples of Application	Size (W x H) (m)	Type (Pixel)
1F	①	Open Square (Outdoor)	Large Digital Signage		14 × 7.68	Horizontal (1920 x 1080)	1F - 4F	⑥	Meeting Room Entrance	DID		47.5cm x 26.5cm	Horizontal (1920 x 1080)
	②	Exhibition Hall Lobby (Exit)	Horizontal Digital Signage		15 × 1.5	Horizontal (3840 x 384)	Others		Elevator	DID		30cm x 37cm	Vertical (546 x 978)
	③	Exhibition Hall Lobby	Media Pole		5.12 (Circumference) 11.26 (Height)	Cylindrical Column (1280 x 2816)	* File Format: Image files (JPG, AVI) less than 500MB						
	④	Exhibition Hall Entrance (3 Entrances)	Media Wall		3.66 × 1.39	Horizontal (2880 x 1080)	<div>Large Banner Outside the Building</div> 						
	⑤	Hall 2 Information	Media Wall		2.45 × 0.71	Horizontal (Integrated) (3840 x 1080)							

- Standard Size: 14.2m X 8m
- Construction Method: Stitched Perimeter

# Exhibition Hall Rental & Usage

## 1. Rental Process

- 1 Rental Inquiries (Phone, visit, email, etc.)
- 2 Consult on Event Schedule
- 3 Estimate Request and Confirmation
- 4 Submit a exhibition hall reservation form (Submit Event Plan, Company Introduction, Business Registration Certificate)
- 5 Exhibition Hall Assignment and Contract Signing

## 2. Sign the Contract and Pay the Rental Fee

Period	Payment Details	Payment Amount
1. At the time of signing the contract	Down Payment	20% of the rental fee
2. 120 days before the rental starts	Middle payment	30% of the rental fee
3. 14 days before the rental starts	Balance Payment	50% of the rental fee
	Maintenance Deposit	10% of the rental fee
4. After the Event	Pay the maintenance costs	Payment

## 3. Preparing for an Event

- 1 Consult with the hall manager in advance (2 weeks before the event)
  - Marking Schedule, Installation and Removal Schedule
  - Booth Layout, Plan for Using the Lobby
  - Security Staff Management Plan
  - Location and Number of Advertisements
  - Opening Ceremony Plan and VIP Schedule
- 2 Submit documents for using the exhibition hall
  - Parking Ticket Request Form, Advertisement Installation Request Form, etc.
  - Technical Support Request Form, Fire Safety Manager Report, etc.
  - List of security guards and staff members stationed at the site
- 3 Submit documents related to event operation
  - Opening ceremony scenario, VIP list, operation manual, etc.

## 4. Installation and Event Execution

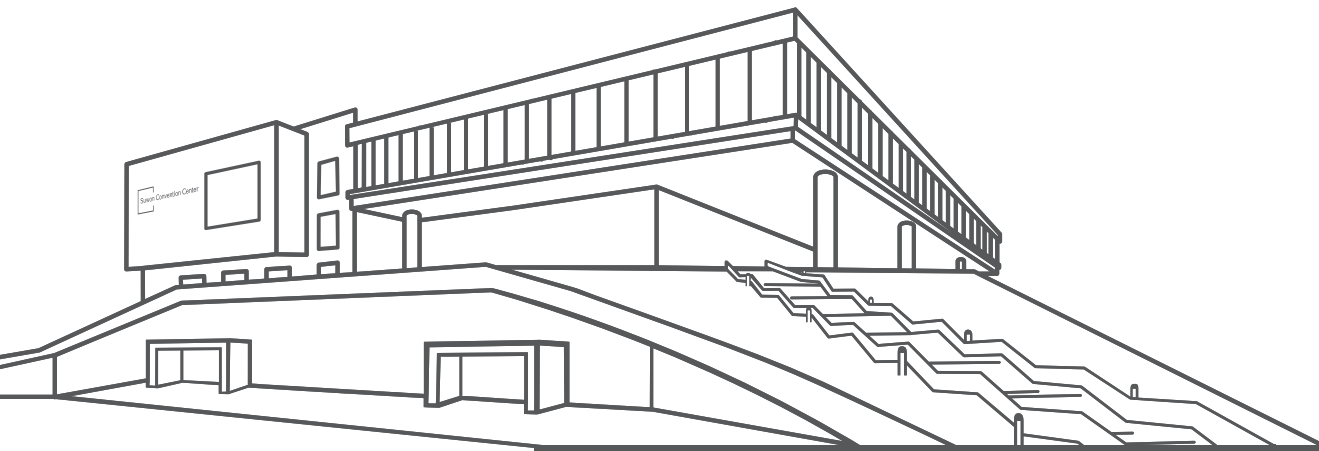
- 1 Booths installation, electrical equipment and water supply are carried out under the supervision of the Suwon Convention Center.
- 2 All installations must be carried out by vendors designated by the Suwon Convention Center.  
(www.scc.or.kr ▶ Rental Information ▶ Designated & Registered Vendors)
- 3 Service hours Access
  - Extra fee may be charged for using exhibition hall after hours. (outside 8:00 a.m. - 9:00 p.m.)
  - Free access time is provided by rental period.
- 4 Restrictions
  - No smoking in the exhibition hall.
  - No activities that have not been approved by the hall manager.
  - No outside food or drinks allowed in the exhibition hall.

## 5. Removal

- 1 Check the maintenance costs.
  - Check the utility costs (electricity, heating, etc...)
- 2 Restore to the Original State
  - Check for any damages that may have occurred during the rental period and restore to the original state
- 3 Return Equipment
- 4 Waste Disposal and Cleaning

## 6. Cleaning and Waste Management

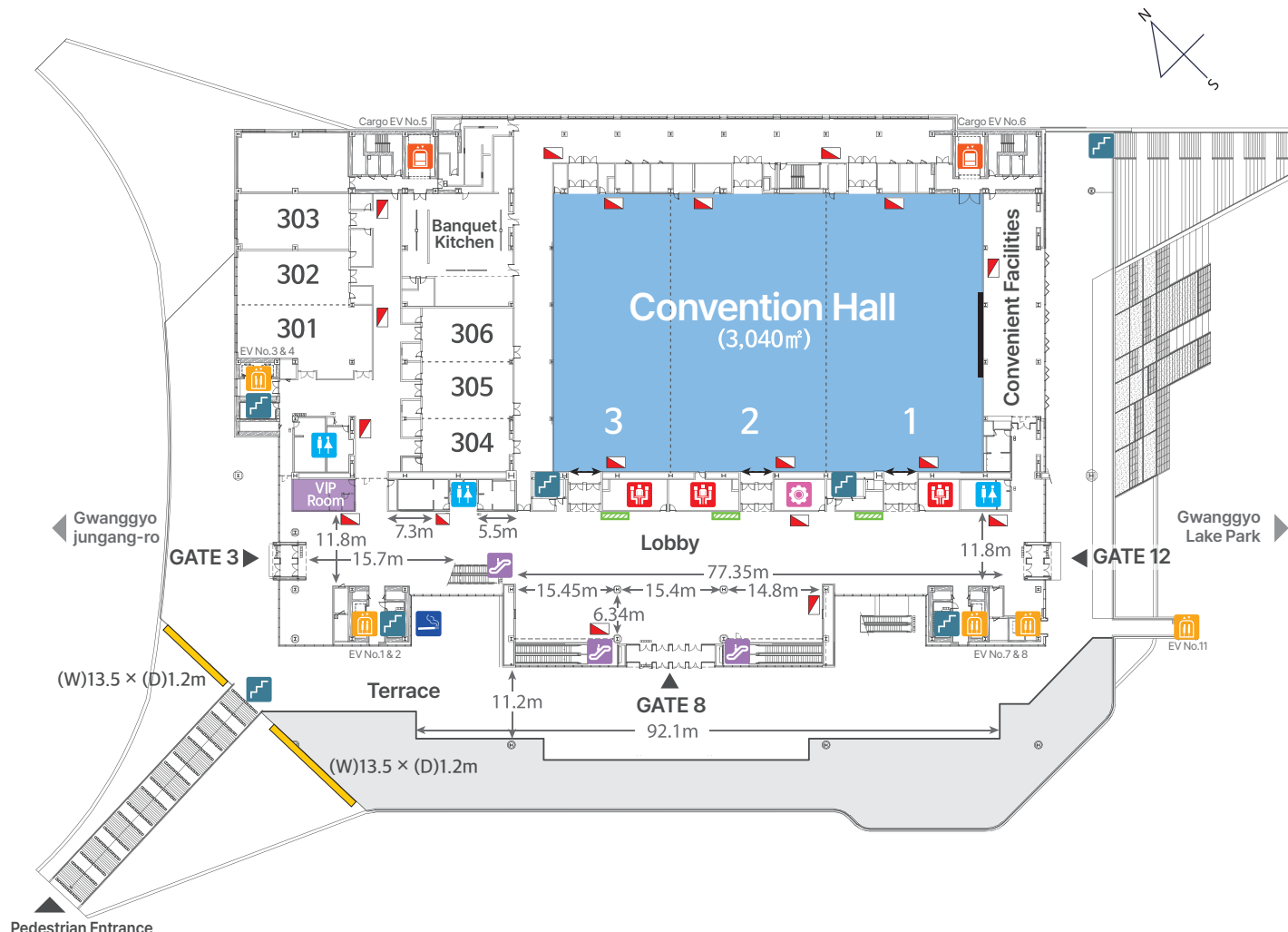
- 1 The cost of waste disposal is not included in the exhibition hall rental fee.
  - Hire a vendor designated by the Suwon Convention Center.
- 2 The cost of cleaning is free, but the cost of disposing of any waste from the event must be paid by the organizer of the event.
- 3 The Suwon Convention Center will clean only the public areas (booth hallway). Independent spaces (inside the booth) must be cleaned by each of the participating vendors.



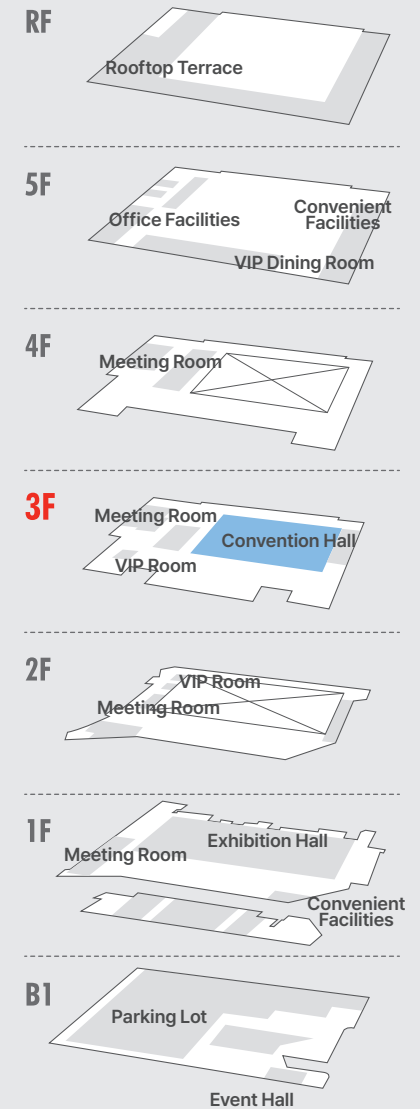
## Meeting Room



# 3F Convention Hall

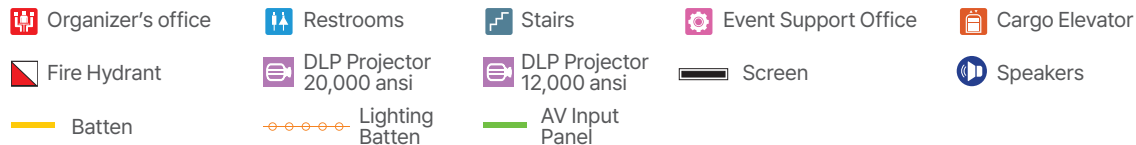
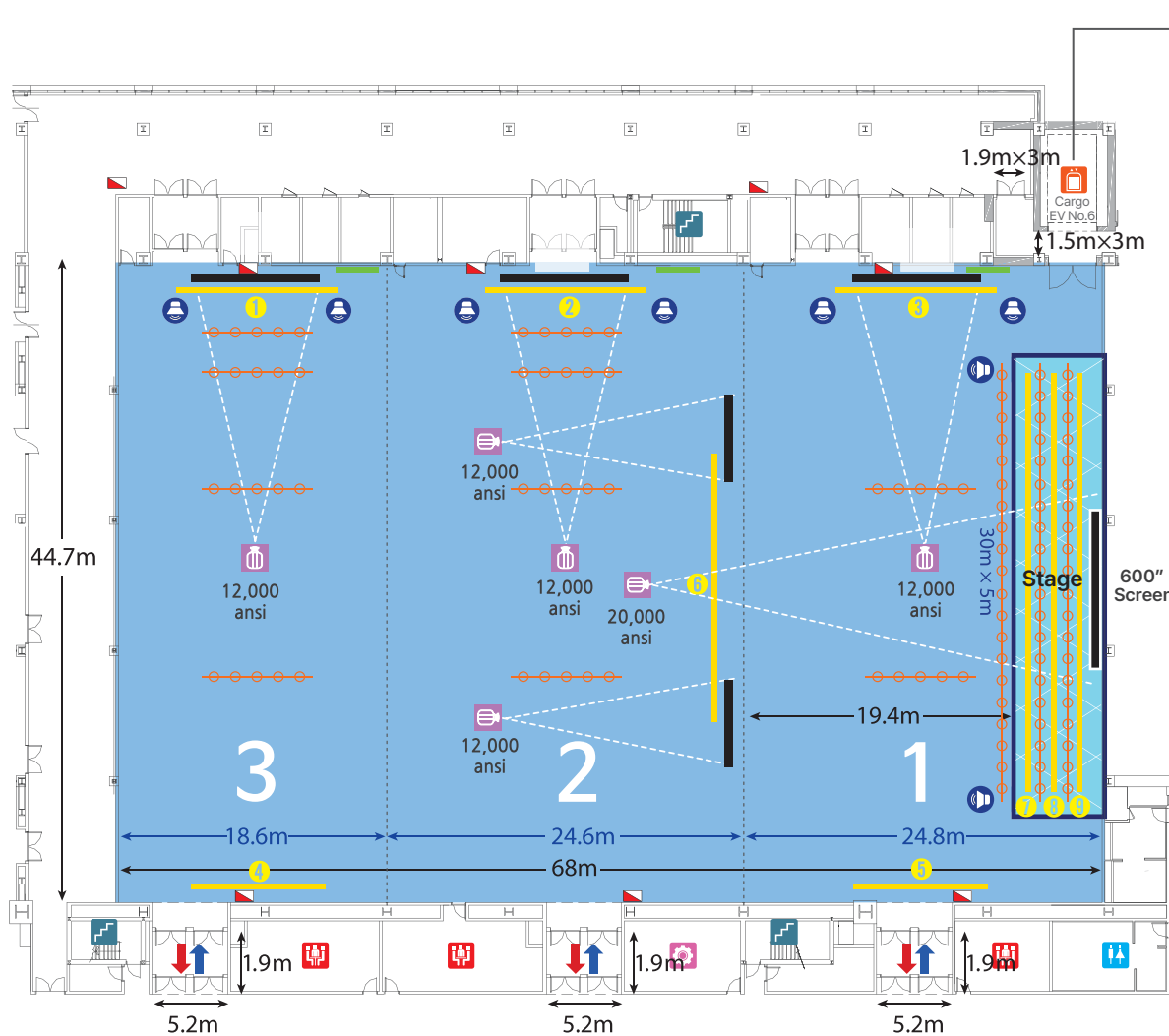


- Elevator
  Restrooms
  Stairs
  Escalator
  Cargo Elevator
  Outside Banner
  - Organizer's office
  Event Support Office
  Fire Hydrant
  Media Wall
  Smoking Area
- Size: (WxH) 1.39m x 2.45m  
Resolution(Pixel): 1080 x 1920





# 3F Convention Hall Details

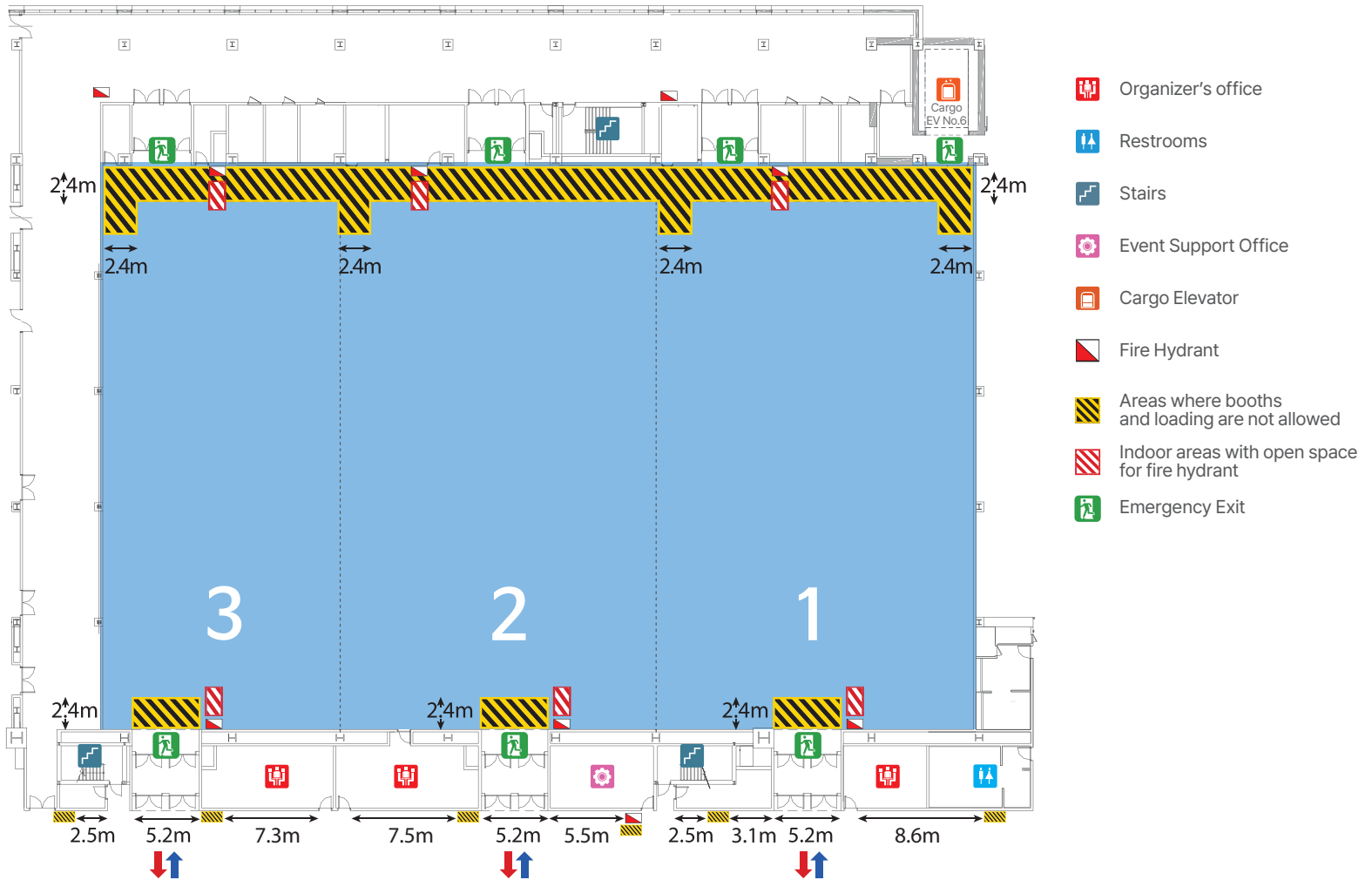


Classification	Divisibility	Width × Length × Height (m)	Area (m <sup>2</sup> )	Classroom Style		Theater Style	Banquet Style
				2 Persons	3 Persons		
Description Load 1.5t/m <sup>2</sup>	All	68.0 × 44.7 × 13.0	3,040	1,200	1,800	2,916	1,264
	Hall 1	24.8 × 44.7 × 13.0	1,108	432	648	1,088	480
	Hall 2	24.6 × 44.7 × 13.0	1,100	432	648	1,088	480
	Hall 3	18.6 × 44.7 × 13.0	832	336	576	832	400
	1+2 Hall	49.4 × 44.7 × 13.0	2,208	840	1,260	2,052	880
	2+3 Hall	43.2 × 44.7 × 13.0	1,932	816	1,932	1,920	880

Equipment	Lift Stage: 30m x 5m x 0.8 OR 1 m (1.4m Max) Stage Load - Static Load: 400kg/m <sup>2</sup> - Dynamic Load: 66.6kg/m <sup>2</sup> Screen: 600" Built-in 1 ea.-1 Hall (13.28m x 7.47m) 500" Motorized 3 ea.-For each hall (11 m x 6.2m) 300" Motorized 2 ea.-1.2 Hall (6.6m x 3.7m) Beam Projector: 20,000 ansi, 12,000 ansi Microphone: Each hall - 2 Wired & 1 Wireless All Halls - 6 Wired & 3 Wireless Speakers - Split: Main 700w x 4 ea., Sub 700w x 1 ea. (2 for each hall) - Integrated: Main 700w x 6 ea., Sub 1000w x 2 ea. (2 for each hall) 100W x 16 ea. on the ceiling
	Auxiliary Facilities
3 offices for the organizer, VIP room	

Banner Size		
Classification	Screen is used	Screen is not used
● ● ●	(W) 12m × (H) 2.5m (Horizontal)	(W) 12m × (H) 13m (Horizontal)
● ●	(W) 9m × (H) 9m	
●	Cannot be installed	(W) 18m × (H) 13m
● ● ● ●	(W) 14m × (H) 1.19m (Horizontal) (W) 3.57m × (H) 12.5m (Vertical)	(W) 25m × (H) 12.5m

## 3F Convention Hall Fire Safety Zone



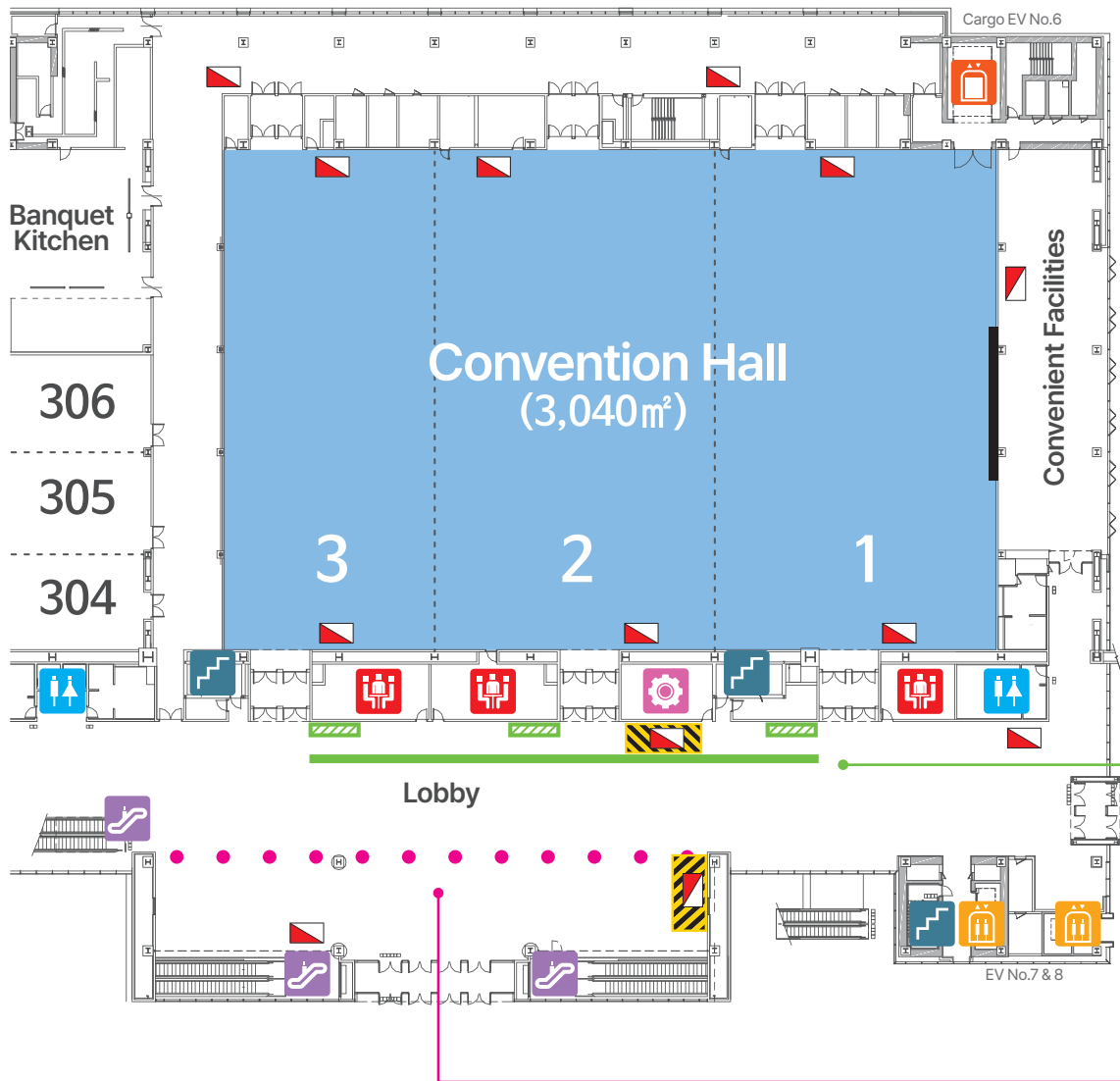
## Relevant Laws

## Regulations on the Standards for Evacuation, Fireproof Structure, etc. of Buildings

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3. 2.4 meters or wider if the total floor area of the respective floor is over 1,000 square meters.

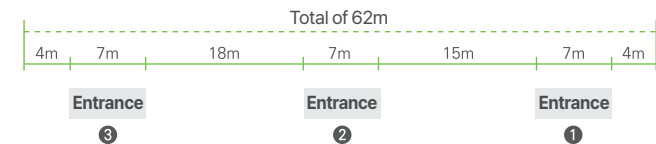
# 3F Convention Hall Fire Safety Zone



Location	Name	Examples of Application	Size (W x H) (m)	Type (Pixel)
Convention Hall Entrance (3 Entrances)	Media Wall		1.39 x 2.45	Vertical (1080 x 1920)

	Air conditioner is used	Air conditioner is not used
Integrated banner	(W) 62m x (H) 3.5m	(W) 62m x (H) 4.5m
Banner for each hall	(W) 7m x (H) 3.5m	(W) 7m x (H) 4.5m

\* Production Method: Cable Ties + Lower Pole

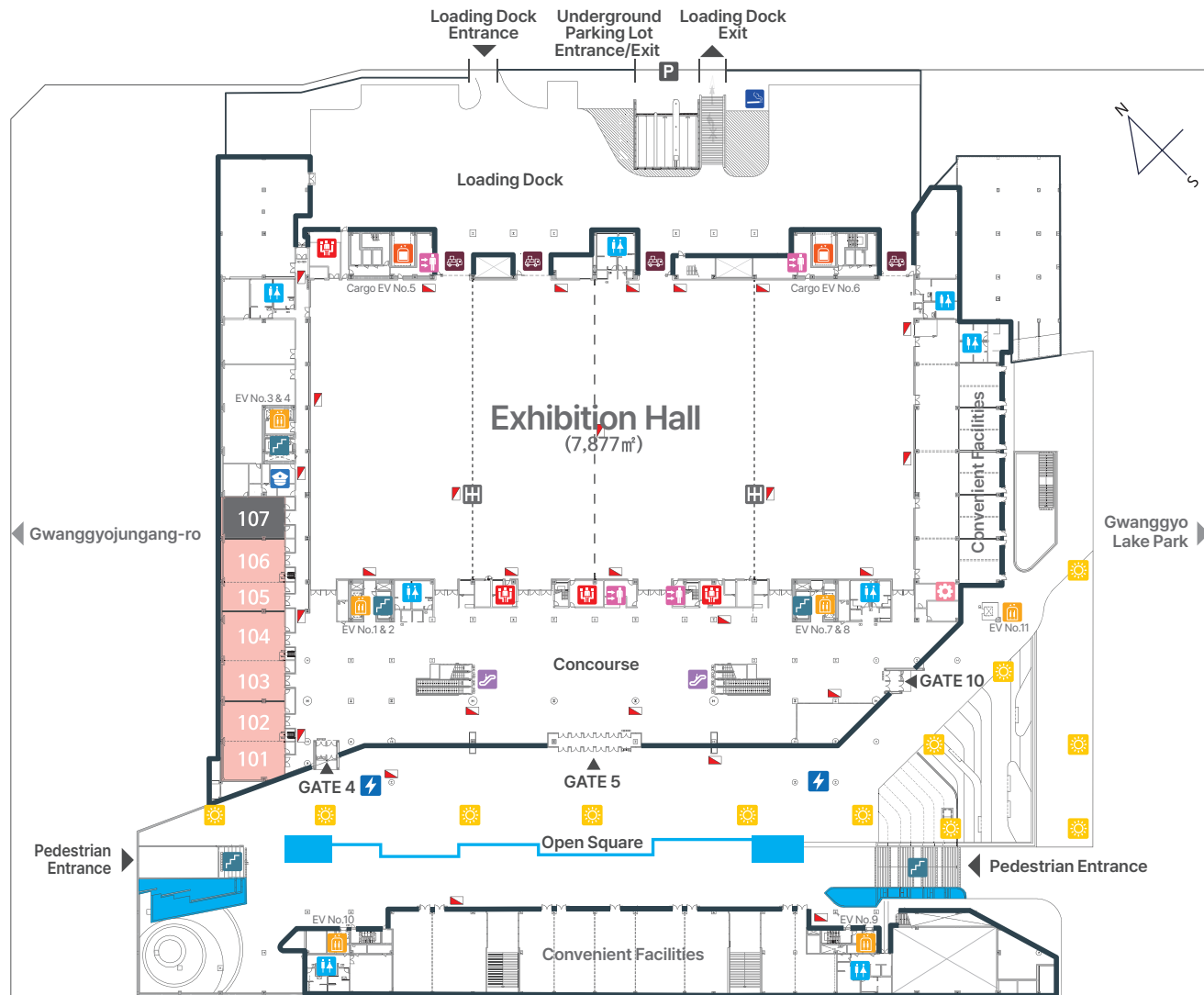


Lobby Fanfare Banner: 800mm (W) x 1,850mm (L) (12 ea.)

\*Production Method: Double-sided, Upper Pole (900mm) + Lower Pole (80mm)

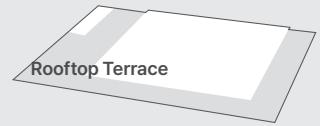


# 1F Meeting Room



- |                 |              |                               |                    |                                       |              |
|-----------------|--------------|-------------------------------|--------------------|---------------------------------------|--------------|
| Elevator        | Restrooms    | Nursing Room / medical office | Cargo Elevator     | Stairs                                | Smoking Area |
| Parking Lot     | Freight Gate | Escalator                     | Organizer's office | Switchboard (100(A)/3Ø 4W 380/ 220V)  |              |
| Security Center | Pillar       | Fire Hydrant                  | Support Office     | Streetlight (Banner Size: 06m X 1.5m) |              |

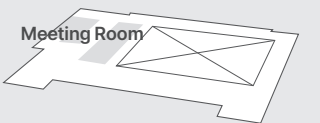
RF



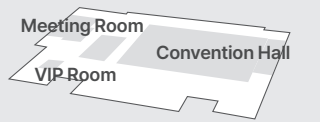
5F



4F



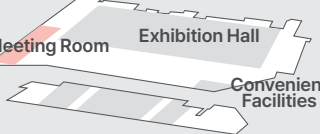
3F



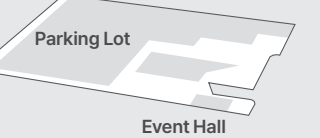
2F



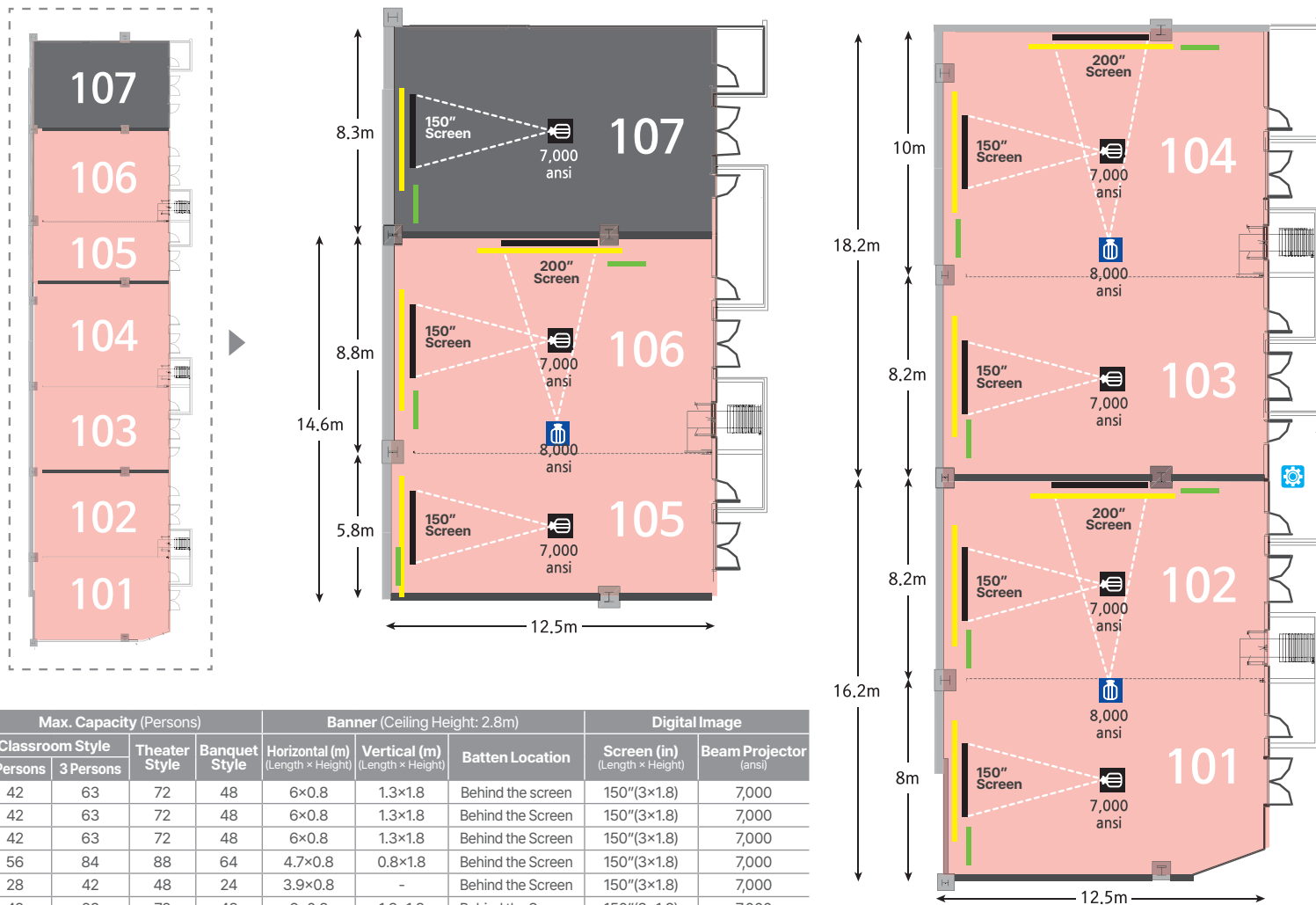
1F



B1



# 1F Meeting Room Facilities



Meeting Room	Area (m <sup>2</sup> )	Max. Capacity (Persons)				Banner (Ceiling Height: 2.8m)			Digital Image	
		Classroom Style		Theater Style	Banquet Style	Horizontal (m) (Length x Height)	Vertical (m) (Length x Height)	Batten Location	Screen (in) (Length x Height)	Beam Projector (ansi)
101	109	42	63	72	48	6x0.8	1.3x1.8	Behind the screen	150" (3x1.8)	7,000
102	114	42	63	72	48	6x0.8	1.3x1.8	Behind the Screen	150" (3x1.8)	7,000
103	114	42	63	72	48	6x0.8	1.3x1.8	Behind the Screen	150" (3x1.8)	7,000
104	138	56	84	88	64	4.7x0.8	0.8x1.8	Behind the Screen	150" (3x1.8)	7,000
105	82	28	42	48	24	3.9x0.8	-	Behind the Screen	150" (3x1.8)	7,000
106	122	42	63	72	48	6x0.8	1.3x1.8	Behind the Screen	150" (3x1.8)	7,000
107	116	17 seats in the Videoconference Room				6x0.8	1.3x1.8	Behind the screen	150" (3x1.8)	7,000
101+102	223	90	135	165	96	7x0.8	1.3x2.3	In front of the screen	200" (4x2.3)	8,000
103+104	252	100	150	195	96	7x0.8	1.3x2.3	In front of the screen	200" (4x2.3)	8,000
105+106	204	80	120	150	72	7x0.8	1.3x2.3	In front of the screen	200" (4x2.3)	8,000

\* In meeting rooms where the banner batten is behind the screen, the horizontal banner will be hidden behind the screen when the screen is used. (Vertical banner is recommended.)

\* The number of microphones is limited to 2 wired and 1 wireless, and no additional microphones can be brought in.

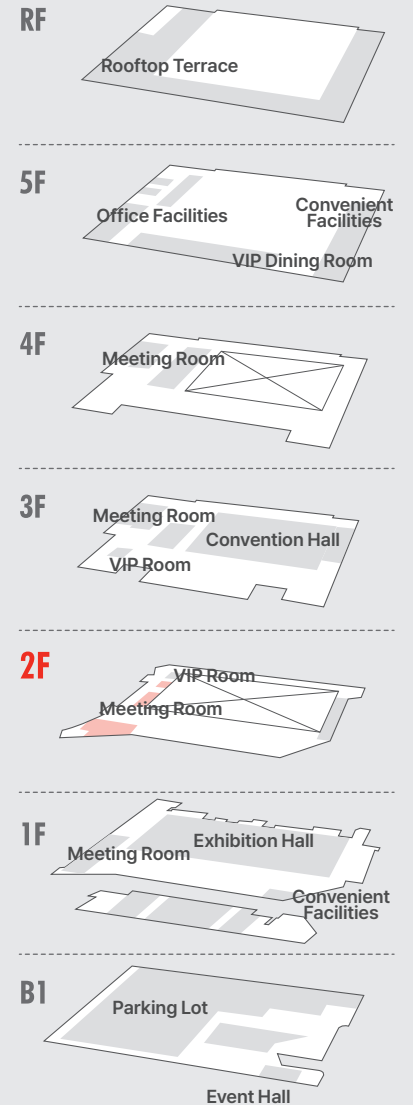
\* Room #107 is for videoconferences only and cannot be rented for face-to-face meetings. - Refer to the website for more details.



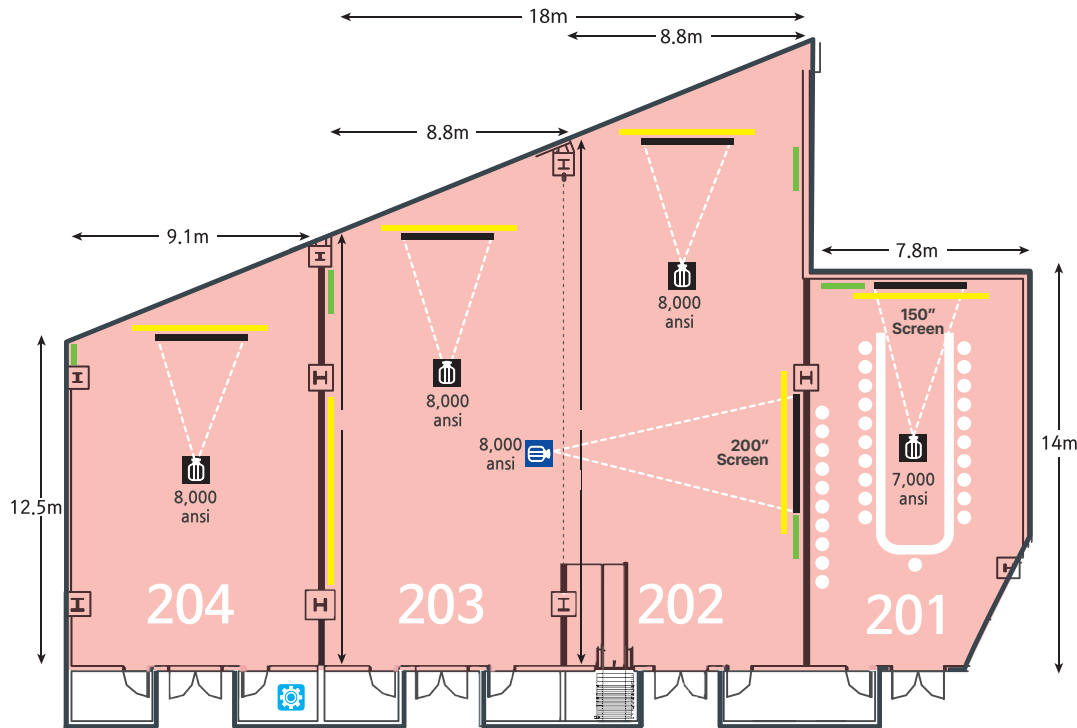
# 2F Meeting Room



- |                     |                 |                  |                            |                       |                    |
|---------------------|-----------------|------------------|----------------------------|-----------------------|--------------------|
| Elevator            | Restrooms       | Information Desk | Escalator                  | Hall Manager's Office | Smoking Area       |
| Stairs              | Business Lounge | Control Room     | Banquet Reservation Office | Streetlight           | Organizer's office |
| Parking Mgt. Office | Bus Parking Lot | Parking Lot      | Fire Hydrant               |                       |                    |



# 2F Meeting Room Facilities

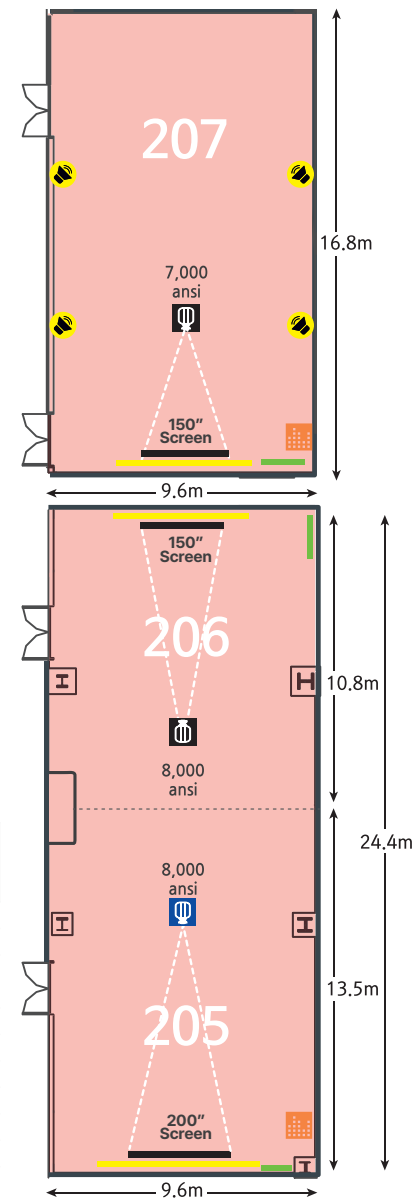


— Screen   
 — Batten   
 — AV Input Panel   
 Laser Projector   
 LCD Projector   
 Console   
 Control Room

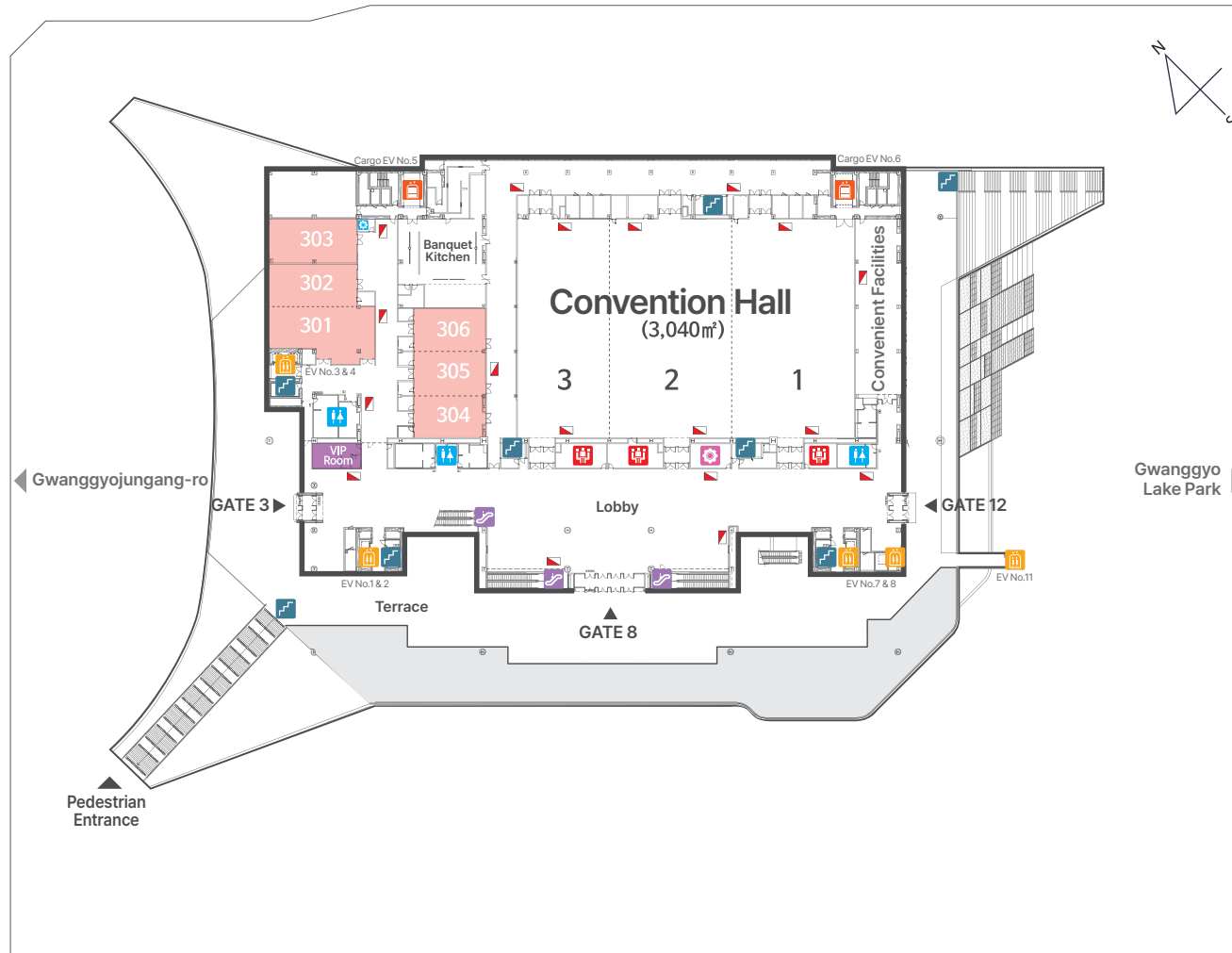
Meeting Room	Area	Max. Capacity (Persons)				Banner (Ceiling Height: 2.8m)			Digital Image	
	(m <sup>2</sup> )	Classroom Style		Theater Style	Banquet Style	Horizontal (m) (Length × Height)	Vertical (m) (Length × Height)	Batten Location	Screen (in) (Length × Height)	Beam Projector (ansi)
		2 Persons	3 Persons							
201	115	21 seats in Boardroom				6×0.8	1.3×1.8	In front of the screen	150″(3×1.8)	7,000
202	193	72	108	126	80	6×0.8	1.3×1.8	Behind the screen	150″(3×1.8)	8,000
203	162	54	81	99	64	6×0.8	1.3×1.8	Behind the screen	150″(3×1.8)	8,000
						7×0.8		Left wall		
204	130	42	63	72	48	7×0.8	1.3×1.8	Behind the screen	150″(3×1.8)	8,000
205	135	48	72	81	48	7×0.8	1.3×2.3	Behind the screen	200″(4×2.3)	8,000
206	110	36	54	63	32	6×0.8	1.3×1.8	Behind the screen	150″(3×1.8)	8,000
207	170	54	81	108	64	6×0.8	1.3×1.8	Behind the screen	150″(3×1.8)	7,000
202+203	355	120	180	234	128	7×0.8	1.3×2.3	In front of the screen	200″(4×2.3)	8,000
205+206	245	84	126	162	96	7×0.8	1.3×2.3	Behind the screen	200″(4×2.3)	8,000

\* In the meeting room where the banner batten is behind the screen, the horizontal banner is covered when using the screen. (Vertical banner is recommended.)

\* Max. of 2 wired/1 wireless microphones as the designated quantity. (Fixed panel and frequency used)

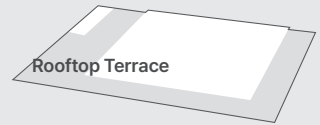


# 3F Meeting Room

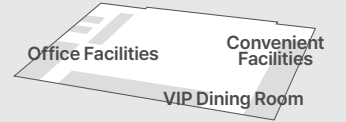


- Elevator
- Restroom
- Stairs
- Escalator
- Cargo Elevator
- Organizer's office
- Event Support Office
- Fire Hydrant

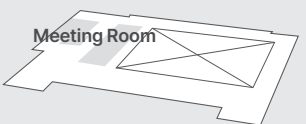
RF



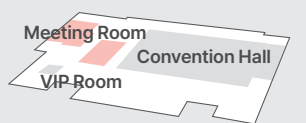
5F



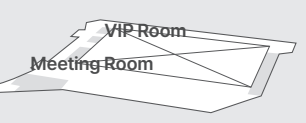
4F



3F



2F



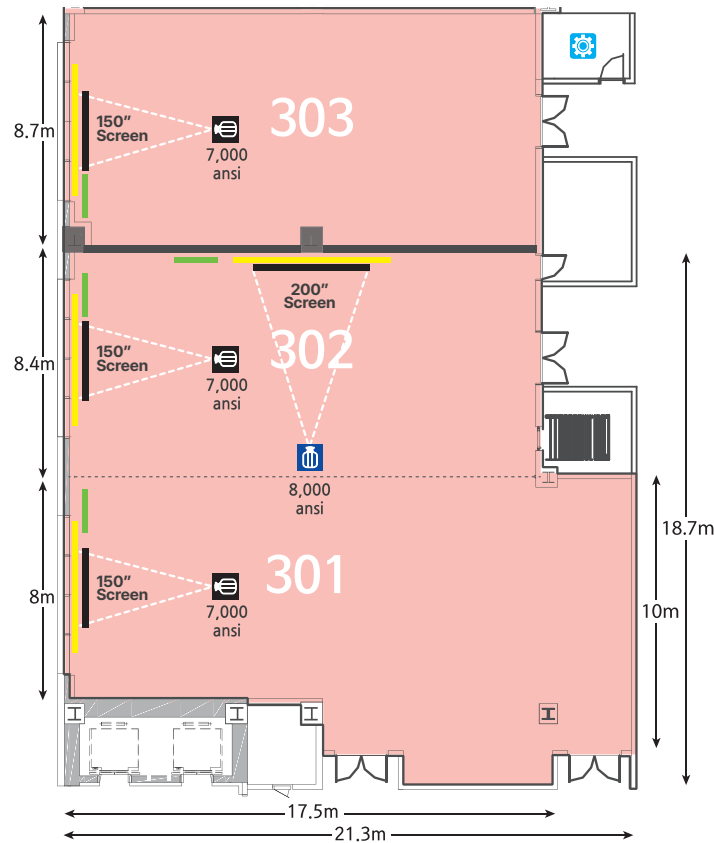
1F



B1



# 3F Meeting Room Facilities

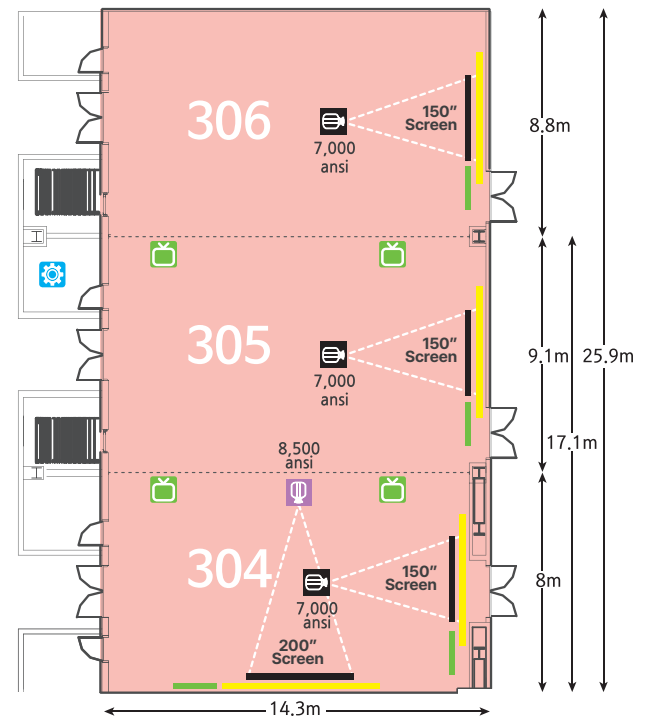


Meeting Room	Area (m <sup>2</sup> )	Max. Capacity (Persons)				Banner (Ceiling Height: 2.8m)			Digital Image	
		Classroom Style	Theater Style	Banquet Style		Horizontal (m)	Vertical (m)	Batten Location	Screen (in)	Beam Projector (ansi)
		2 Persons	3 Persons			(Length × Height)	(Length × Height)		(Length × Height)	
301	215	66	99	135	80	6×0.8	1.5×1.8	Behind the screen	150"(3×1.8)	7,000
302	156	54	81	108	64	6×0.8	1.5×1.8	Behind the screen	150"(3×1.8)	7,000
303	162	54	81	108	64	6×0.8	1.3×1.8	Behind the screen	150"(3×1.8)	7,000
304	130	42	63	81	48	6×0.8	1.3×1.8	Behind the screen	150"(3×1.8)	7,000
305	130	42	63	81	48	6×0.8	1.3×1.8	Behind the screen	150"(3×1.8)	7,000
306	126	42	63	81	48	6×0.8	1.3×1.8	Behind the screen	150"(3×1.8)	7,000
301+302	371	126	371	231	144	7×0.8	1.3×2.3	Behind the screen	200"(4×2.3)	8,000
304+305	260	108	260	216	96	7×0.8	1.3×2.3	Behind the screen	200"(4×2.3)	8,500
304+305+306	386	108	386	324	144	7×0.8	1.3×2.3	Behind the screen	200"(4×2.3)	8,500

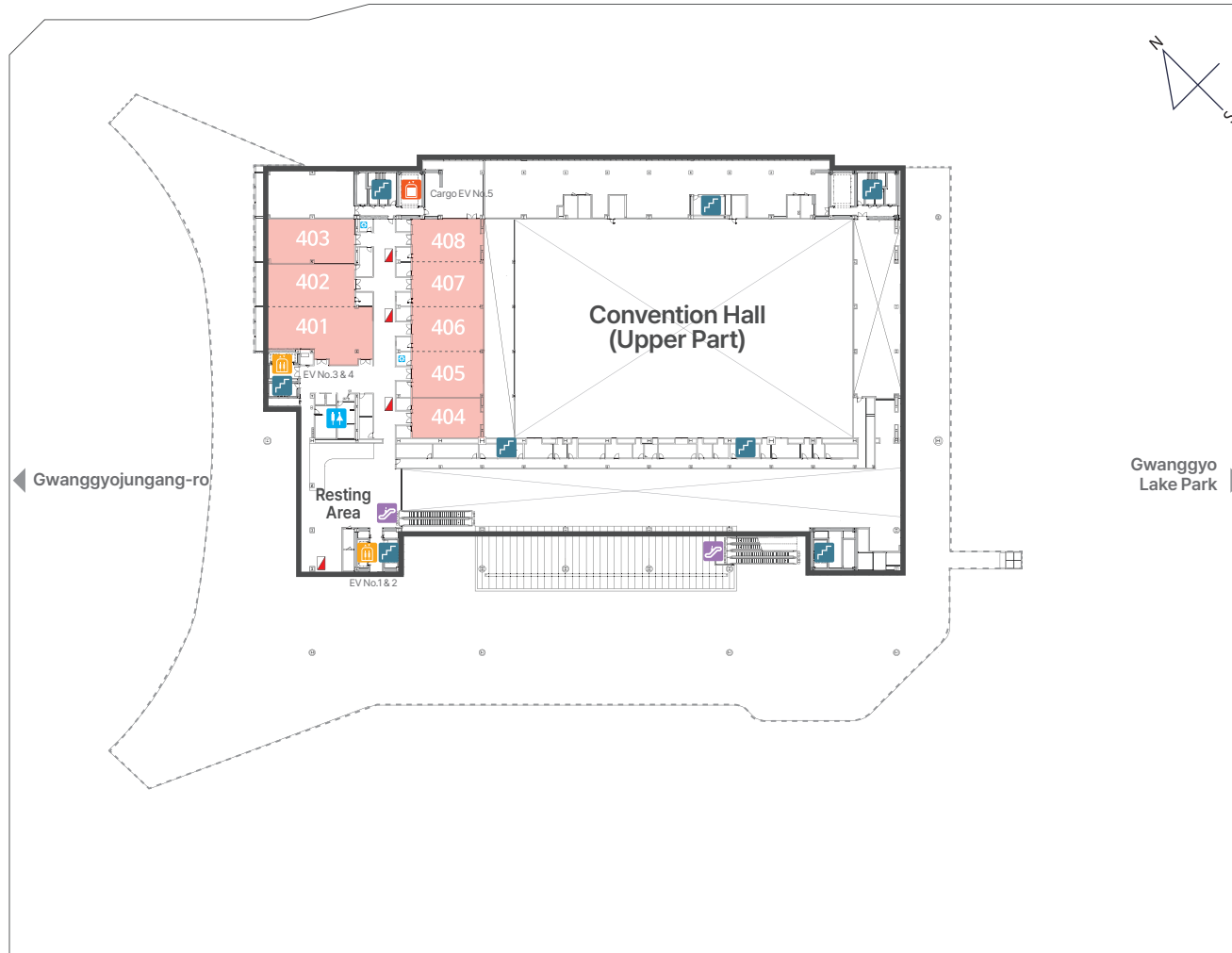
\* In the meeting room where the banner batten is behind the screen, the horizontal banner is covered when using the screen. (Vertical banner is recommended.)

\* Max. of 2 wired/1 wireless microphones as the designated quantity. (Fixed panel and frequency used)

- AV Input Panel
- Screen
- Batten
- DLP Projector
- Laser Projector
- LCD Projector
- Control Room
- TV(75")



# 4F Meeting Room



Elevator



Restroom



Stairs



Escalator

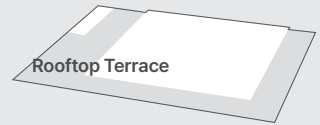


Cargo Elevator



Fire Hydrant

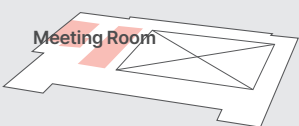
RF



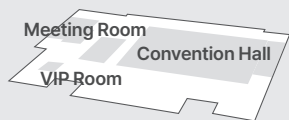
5F



4F



3F



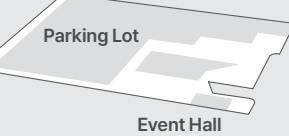
2F



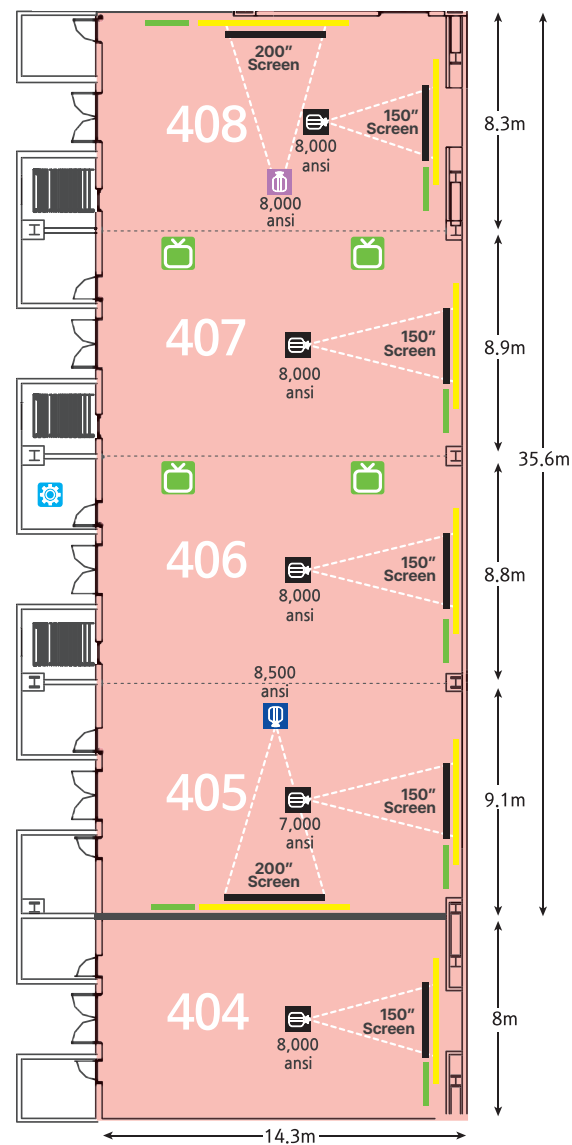
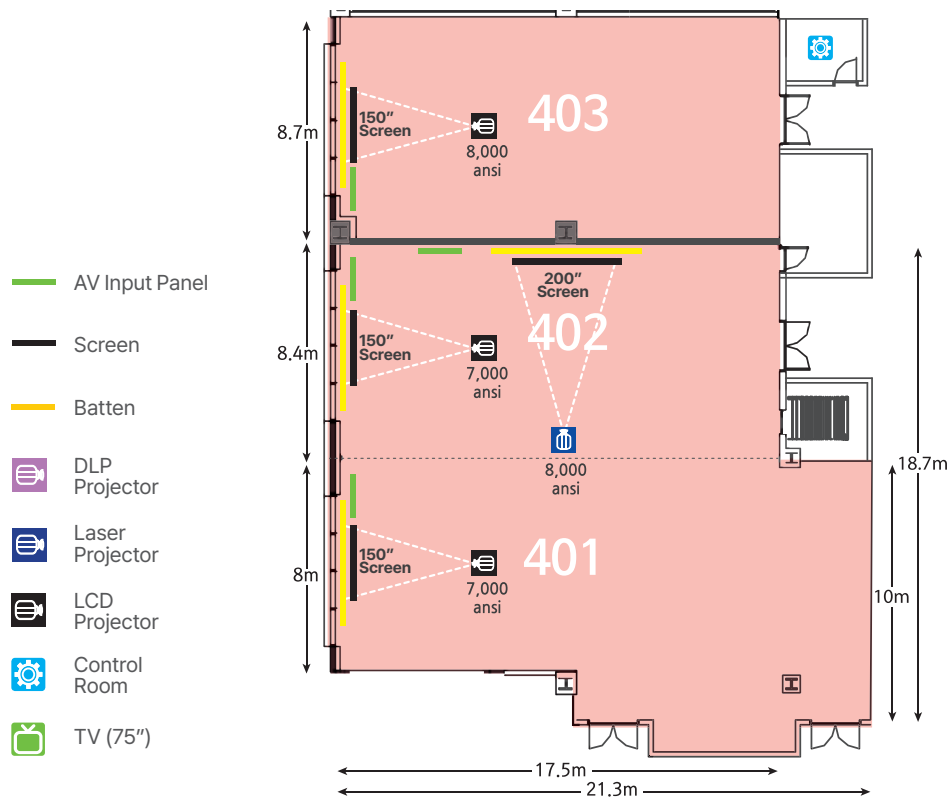
1F



B1



# 4F Meeting Room Facilities



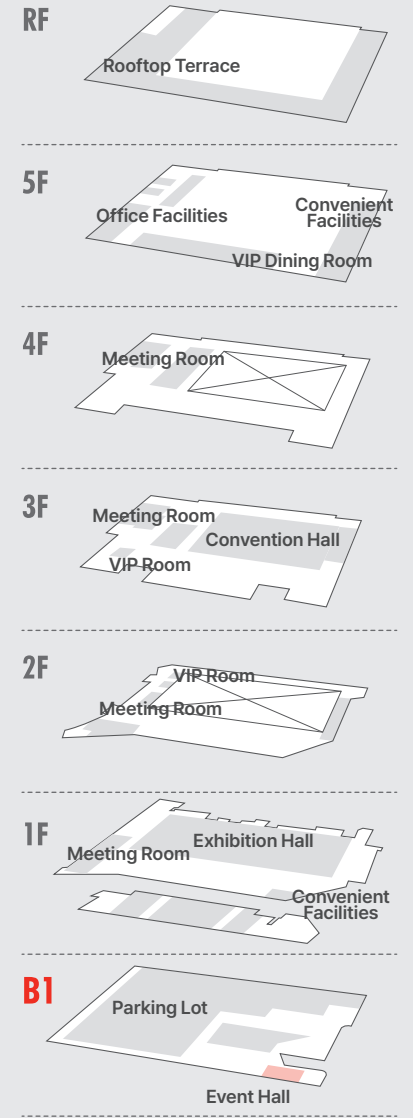
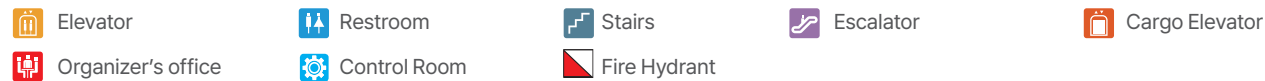
Meeting Room	Area (m <sup>2</sup> )	Max. Capacity (Persons)				Banner (Ceiling Height: 2.8m)			Digital Image	
		Classroom Style 2 Persons	3 Persons	Theater Style	Banquet Style	Horizontal (m) (Length x Height)	Vertical (m) (Length x Height)	Batten Location	Screen (in) (Length x Height)	Beam Projector (ANSI)
401	215	66	99	135	80	6x0.8	1.5x1.8	Behind the screen	150"(3x1.8)	7,000
402	156	54	81	108	64	6x0.8	1.5x1.8	Behind the screen	150"(3x1.8)	7,000
403	162	54	81	108	64	6x0.8	1.3x1.8	Behind the screen	150"(3x1.8)	8,000
404	126	42	63	81	48	6x0.8	1.3x1.8	Behind the screen	150"(3x1.8)	8,000
405	130	42	63	81	48	6x0.8	1.3x1.8	Behind the screen	150"(3x1.8)	7,000
406	130	42	63	81	48	6x0.8	1.3x1.8	Behind the screen	150"(3x1.8)	8,000
407	130	42	63	81	48	6x0.8	1.3x1.8	Behind the screen	150"(3x1.8)	8,000
408	126	42	63	81	48	6x0.8	1.3x1.8	Behind the screen	150"(3x1.8)	8,000
401+402	371	126	189	231	144	7x0.8	1.3x2.3	Behind the screen	200"(4x2.3)	8,000
405+406	260	108	162	216	96	7x0.8	1.3x2.3	Behind the screen	200"(4x2.3)	8,500
407+408	256	108	162	216	96	7x0.8	1.3x2.3	Behind the screen	200"(4x2.3)	8,000
405+406+407	390	168	252	342	144	7x0.8	1.3x2.3	Behind the screen	200"(4x2.3)	8,500
406+407+408	386	168	252	342	144	7x0.8	1.3x2.3	Behind the screen	200"(4x2.3)	8,000
405+406+407+408	516	228	342	450	216	7x0.8	1.3x2.3	Behind the screen	200"(4x2.3)	8,500

\* In the meeting room where the banner batten is behind the screen, the horizontal banner is covered when using the screen.  
(Vertical banner is recommended.)

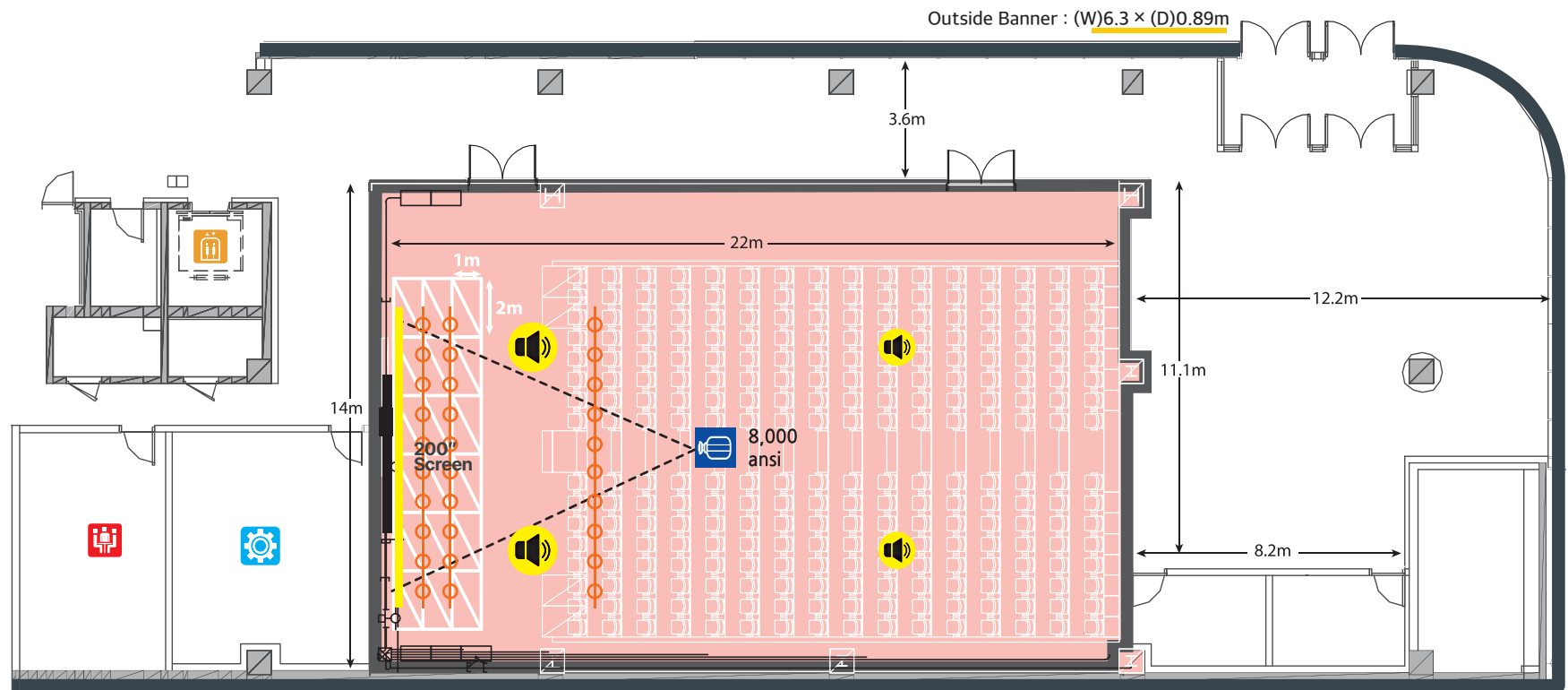
\* Max. of 2 wired/1 wireless microphones as the designated quantity. (Fixed panel and frequency used)



# B1F Event Hall

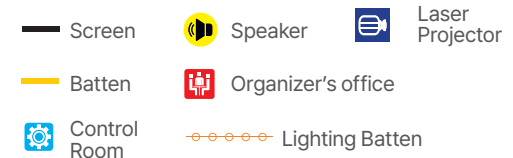


# B1F Event Hall Facilities



Classification			
Description	Length × Width × Height (m)	Area (m <sup>2</sup> )	Tiers of seats
	22 × 14 × 8	308	256
Equipment	Stage: 12m × 3m × 1m Screen: 200" (4m × 2.3m) Beam Projector: 8,000ansi Microphone: 2 Wired & 2 Wireless Speakers: 500w Main Speaker × 2, 300w Aux. Speaker × 2 Batten: 8m		
Auxiliary Facilities	Organizer's office × 1		

Banner Size		
Inside	Screen is used	Screen is not used
	(W) 7.5m x (H) 2.3m (Horizontal) (W) 2m x (H) 6m (Vertical)	(W) 7.5m x (H) 6m
Outside	(W)6.3m x (D)0.89m	



# Meeting Room Banner



## Separate Meeting Room

- **Vertical Banner:** Length 1300 \* Width 1800(mm)
- **Full-sized Banner:** Length 6000 \* Width 2300(mm)
- **Horizontal Banner:** Length 6000 \* Width 800(mm)

## Integrated Meeting Room

- **Vertical Banner:** Length 1300 \* Width 2300(mm)
- **Full-sized Banner:** Length 7000 \* Width 2300(mm)
- **Horizontal Banner:** Length 7000 \* Width 800(mm)
- ※ Need to check Rm. 104, 105, 301,302, 401,402 individually

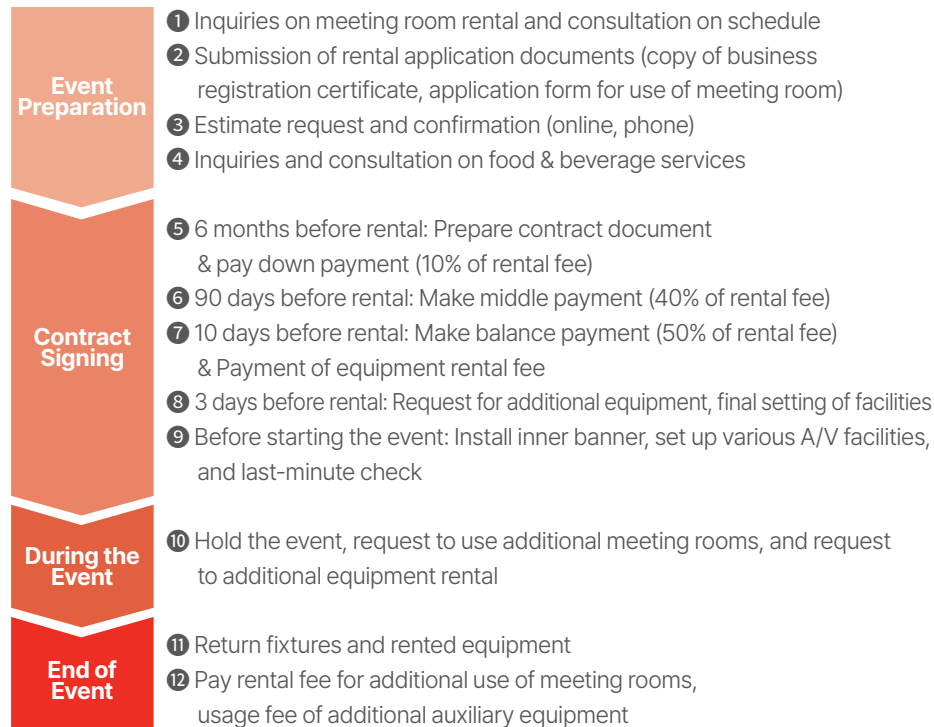
## Precautions

- Fixed with **electric batten pincer**
- Integrated meeting rooms can use side-banner batten
- Batten length varies by meeting room (prior confirmation required)
- **Be careful of the covering of the horizontal banner when used with a screen at the same time**
- Screen Size (Reference)  
150 inches: 3000 \* 1800(mm), 200 inches: 4000 \* 2300(mm)
- Attaching banners on the walls of the meeting room is prohibited
- Use a registered company designated by the Suwon Convention Center
- Consultation is essential when using external companies  
(Refer to 'Rental Information → Designated Registered Companies' on the website)



# Meeting Room Rental & Usage

## 1. Rental Application



## 2. Payment of Rental Fee

Period	Payment Details	Payment Amount
1. At the time of signing the contract	Down payment	10% of the rental fee
2. 90 days before the rental starts	Middle payment	40% of the rental fee
3. 10 days before the rental starts	Balance payment + equipment usage fee	50% of the rental fee
4. After the Event	Payment of additional rental fee	Excess usage fee for meeting room and additional equipment rental fee

## 3. Precautions

- ① Details of final settings must be submitted to and confirmed by the room manager 7 days before the event. When the setting changes afterward, the changes must be discussed with the room manager at least 3 days in advance.  
An additional setting fee will be charged for the use if additional auxiliary equipment and facilities not requested in advance.
- ② A separate fee will be charged for the use of additional auxiliary equipment and facilities not requested in advance.
- ③ The host must collect and dispose of any items brought in or installed, as well as any waste generated, personally after the event.
- ④ Selling items within the meeting room is prohibited as a general rule.
- ⑤ If you plan to hold banquet events such as tea parties or meals in the meeting room, please consult with the person in charge of meeting room rental in advance.
- ⑥ The use of drills, nails, and adhesives that may damage the floors, walls, and ceiling pillars of the meeting room is prohibited.
- ⑦ When the facilities of the Suwon Convention Center are damaged or lost during an event, a restoration fee will be charged according to the "Regulations on operating the meeting room of the Suwon Convention Center."
- ⑧ The exhibition halls and meeting rooms of the Suwon Convention Center are designated as non-smoking areas. Violators will be fined according to related regulations.

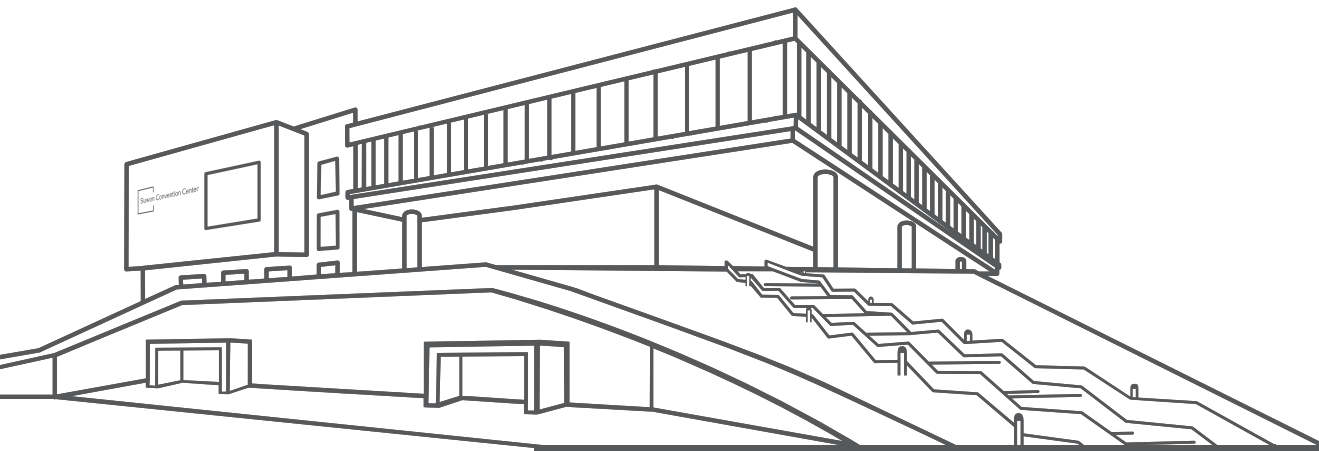
\* For details on the use of meeting rooms, please refer to the regulations on operating the exhibition halls/meeting rooms of the Suwon Convention Center.

# Meeting Room Equipment Rental Fee

Classification	Equipment name	Specifications	Rental fee (KRW) / 1 day		Quantity	Remarks
			Less than 4 hours	More than 4 hours		
(Free) Basic offerings	Screen	600" (13,280*7,470)	Free		1	Convention hall integrated
		500" (11,000*6,200)			1	Separate from Convention hall
		200" (4,000*2,300)			1	Integrated meeting room
		150" (3,000*1,800)			1	Separate meeting room
	Lecture podium	700*520*1,230			1	Front side: Acrylic (700*200)
	MC podium	600*470*1,140			1	Front side: Steel (600*200)
	Registration table	1,800*900*740			1	1 per room
	Rectangular table	1800*550*720			-	-
(Free) Provided when requested	Wired microphone	-	Free		2	Provided per room
	Wireless microphone	-			1	Provided per room
	White board	1,500*1,200			5	
	Korean flag	-			3	
(Paid) A/V equipment	Projector A	20,000 ansi	300,000	500,000	-	Convention hall integrated
	Projector B	12,000 ansi	200,000	300,000	-	Separate from Convention hall
	Projector C	7,000~8,500 ansi	100,000	200,000	-	Mid-small meeting room
	General Laptop	Samsung Core i5	50,000		14	
	Apple MAC	MacBook 12-inch	50,000		1	
(Paid) Furnishings	Round table	1,800*745	20,000			10 chairs included
	VIP chair	57*60*79	20,000		15	
	Lecture podium	700*520*1,230	20,000		30	When used additionally
	MC podium	600*470*1,140	20,000		30	When used additionally
	Movable stage	2,000*1,000 (basic height 800mm)	20,000		45	Cannot be installed on the 2nd, 4th floor
	Removable partitions	1,000*1,660	20,000		40	40 magnetic-type / 40 fabric-type

\* 10% VAT Not included

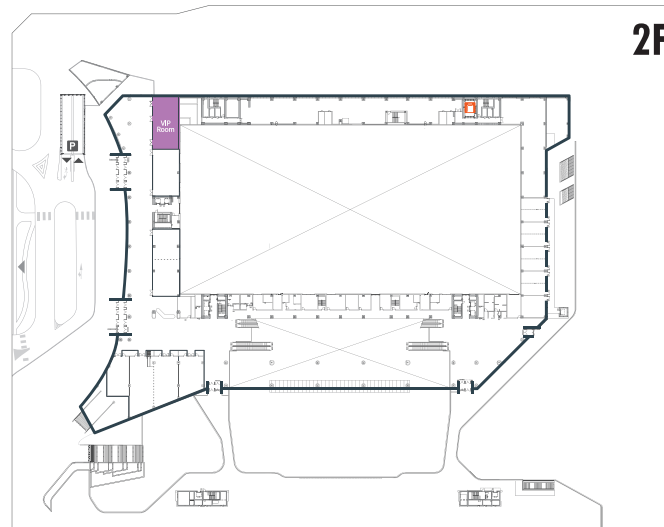
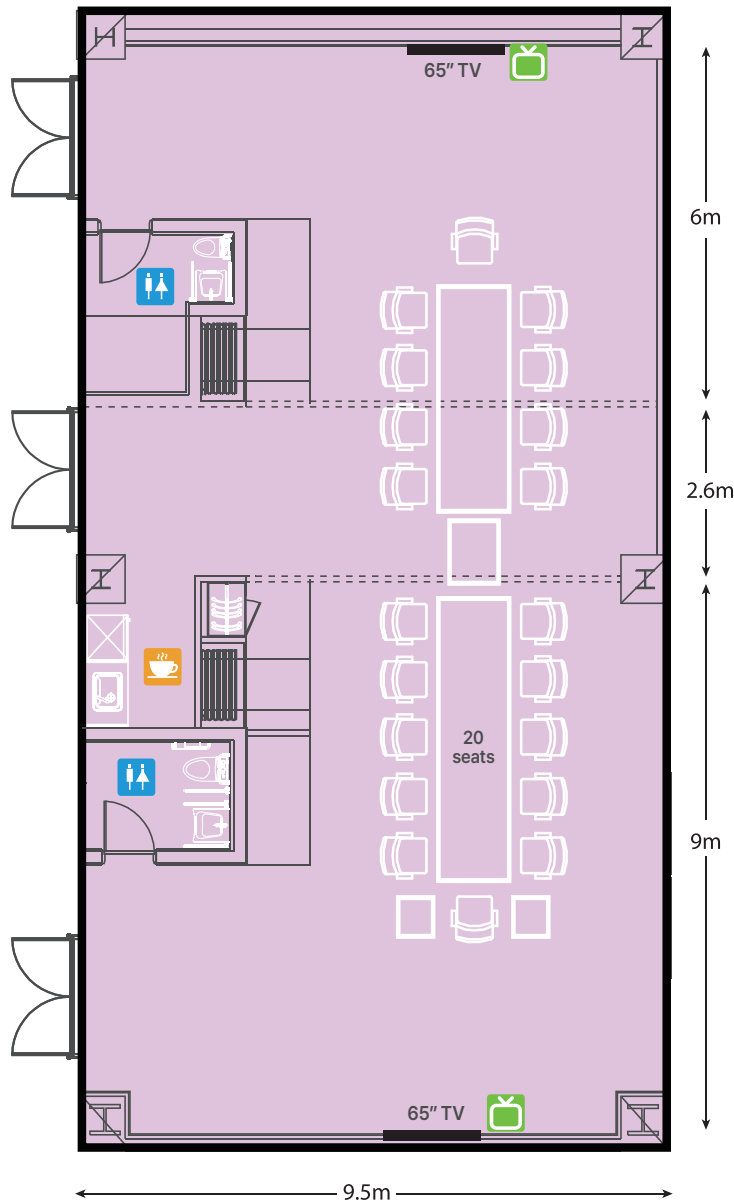




## Other Facilities

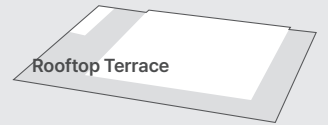


# 2F VIP Room



- \* Preferential allocation to event using exhibition hall (No usage fee)
- \* Change of furniture layout prohibited

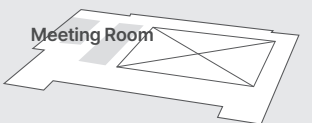
RF



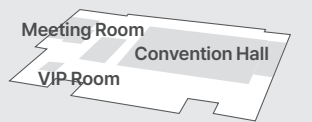
5F



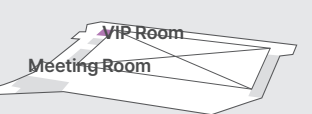
4F



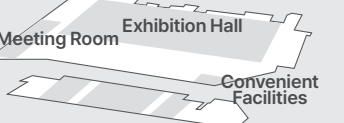
3F



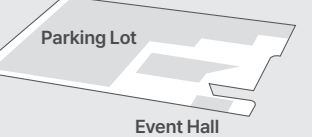
2F



1F

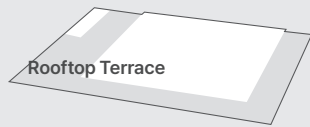


B1



# 3F VIP Room

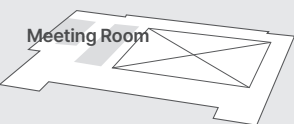
RF



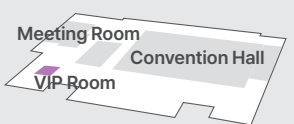
5F



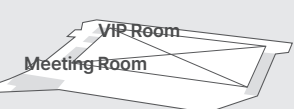
4F



3F



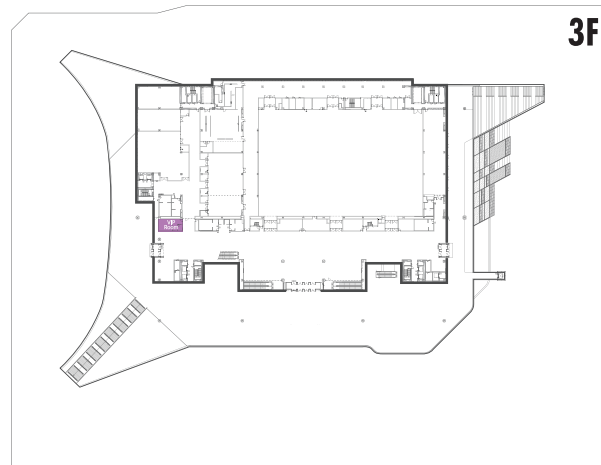
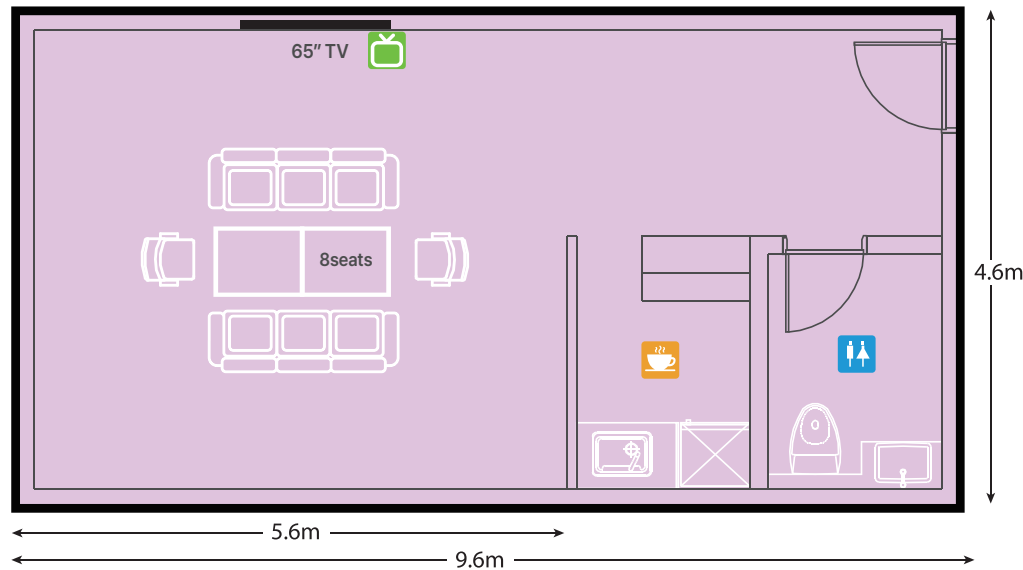
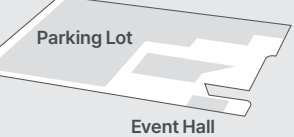
2F



1F



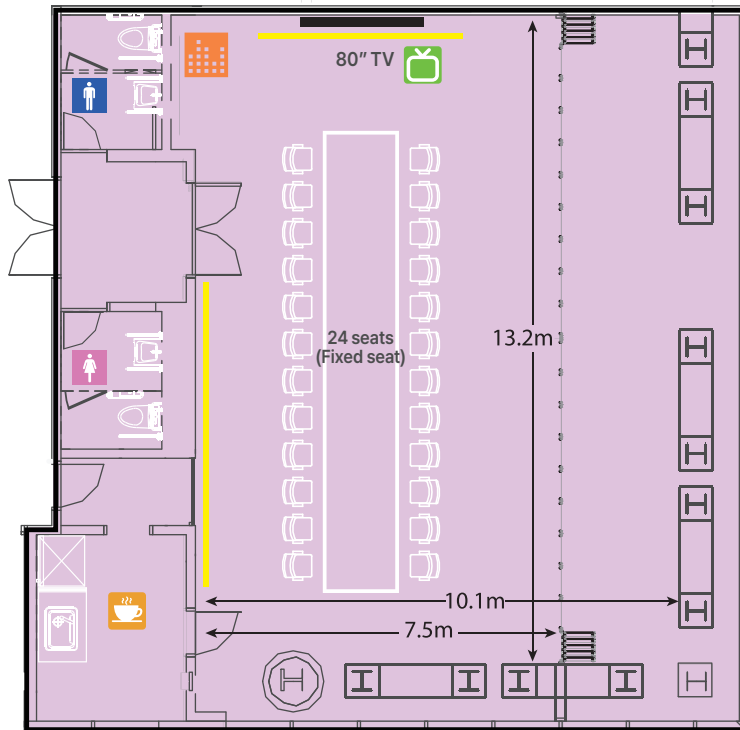
B1



- \* Preferential allocation to event using exhibition hall (No usage fee)
- \* Change of furniture layout prohibited



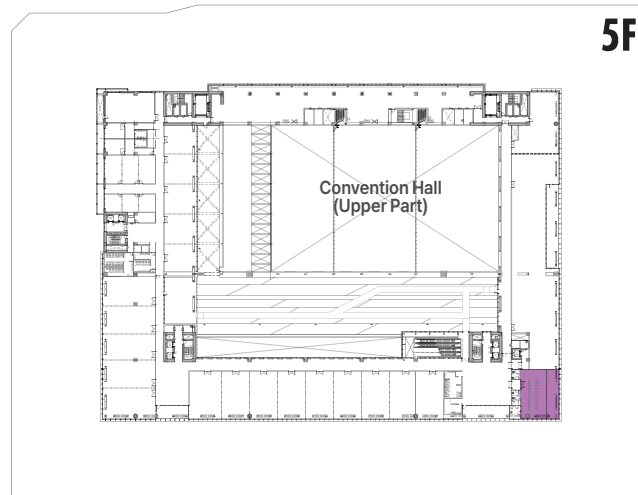
# 5F VIP Dining Room



- Batten
- ♂ Men's restroom
- ♀ Women's restroom
- Console
- 📺 TV
- ☕ Office pantry

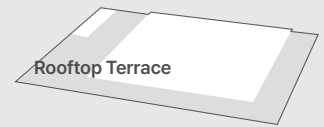
Description	Dimension
	10.1 × 13.2
Equipment	80" TV x 1 Microphone: 1 Wired & 2 Wireless Speaker: Ceiling 60W x 8 Electric batten (front side): 5.4m Fixed batten (side): 6.75m x 2.8m

\* Change of furniture layout prohibited



5F

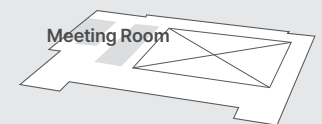
RF



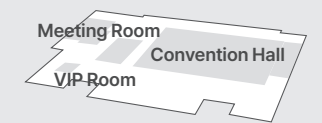
5F



4F



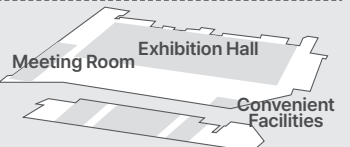
3F



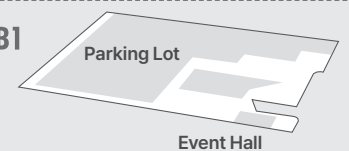
2F



1F

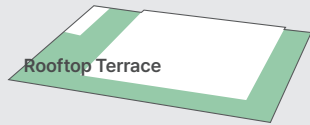


B1

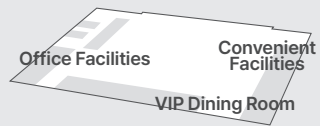


# RF Rooftop Terrace

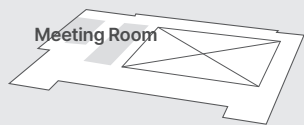
RF



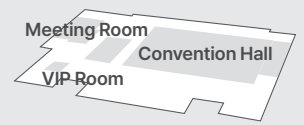
5F



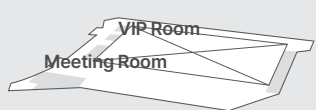
4F



3F



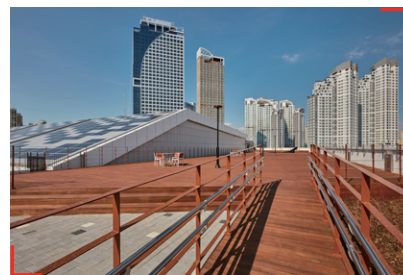
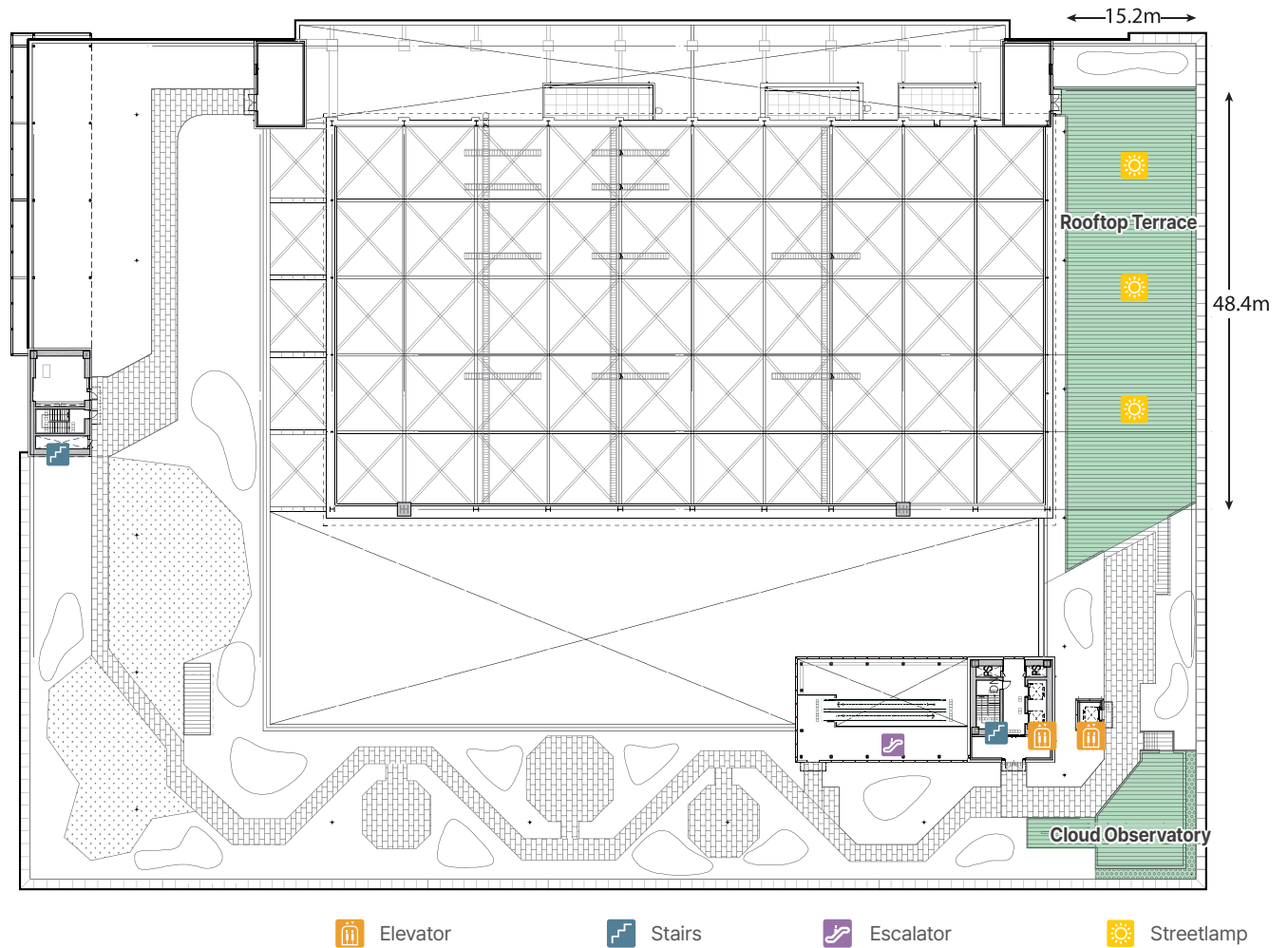
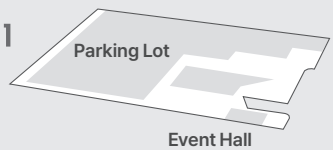
2F



1F



B1



# Safety Management & Precautions

## When bringing in/installing external equipment

### Installation of exhibition booth/stage

#### • Matters to report for work

Booth/Stage setting drawing (floor plan, elevation drawing, bird's-eye view, electrical drawing), field representative application, worker list declaration, certification of subscription to 4 major insurances or national pension

- The **booth floor must be maintained (Carpet / Pytex, Flameproof required)** when working on booth installation \*Work is prohibited if this requirement is not met.
- When exhibition and stage height is over 5m, **structural bill** must be submitted.
- Use of special effects such as CO2 and fog is only allowed with prior approval. (Explosives and inflammable gas strictly prohibited)
- Complete exposure of **fire hydrants and emergency exits** so that they can be identified inside the convention hall
- Restoration fee will be charged when center facilities are damaged

### Electrical wiring

#### • Matters to report for work

Electrical drawing (capacity by booth indicated), field representative application, worker list declaration, certification of subscription to 4 major insurances or national pension

- When power over 5 kw is required, prior consultation is required. (Power-generating vehicle may be required depending on the circumstances)

### Rental (furniture/furnishings)

#### • Matters to report for work

Schedule & quantity of incoming/outgoing furniture/furnishings by event, loaded location, field representative application, worker list declaration, furniture/furnishing incoming/outgoing report, certification of subscription to 4 major insurances or national pension

### Overhead expenses

#### • Matters to report for work

Field representative application, worker list declaration, security guard list declaration, security guard, assignment schedule, certification of subscription to 4 major insurances or national pension

- Incoming materials, construction & removal, residence of security guard on event date

#### [Standard for deploying security guards]

Exhibition hall / Convention hall	Use of entire hall	Split into 2 (Hall A, Hall B)	Split into 3 (Hall 1, Hall 2, Hall 3)
Main entrance	2 persons	2 persons	1 person
Secondary entrance	1 person (for every entrance)	-	-
Internal patrol	2 persons	1 person	1 person
Loading dock (cargo)	1 person	1 person	1 person
Total	6 persons	4 persons	3 persons

\* 1 security guard instructor added on the day of the event.

\* Manpower arrangement and tasks can be added through consultation depending on the nature of the event.

- Request security guards to visit the security center on the 1st floor, clock-in and out, and turn lights on & off
- **Cargo elevator:** Request emergency room on the 1st floor to unlock the cargo elevator

- Report for work on all areas shall be submitted 72 hours before setting the event.
- Drilling, nailing, and attaching items to wall, floor, and furnishings are prohibited as a general rule.
- Painting and sawing inside the facilities are prohibited.
- Wearing a safety helmet is required when installing booths and stages.

# | Safety Management & Precautions

## Other Precautions

### Flame-retardant Treatment

- All incoming installations must be flame-retardant.
- Flame-retardant treatment must be carried out first before installing materials such as stage setting, banners, Pytex, temporary sculptures, etc.
- An inspection by the fire station and Korea Fire Institute must be conducted, and a certificate must be submitted.

#### [ Items to be flame-retardant ]

##### 1. Indoor decoration (Article 2.4 of the Enforcement Decree)

- 1-1) Wood-Paper such as plywood, MDF, etc. (Thickness over 2mm)
  - \* Must be fully flame-retardant when brought in. (Both sides)
  - \* Basic booth, (Octagon) booth (Thickness 2.6mm), rectangular lumber (Supporting wood)
- 1-2) Items made of synthetic resins or textiles.
- 1-3) Sound-absorbing materials or soundproof materials installed for sound absorption or soundproofing

- Painting within the facility is prohibited (including water-based paint finish), and the use of grinder or sawing is also prohibited.
- When installing a glass booth, use tempered glass and laminated glass (Safety test required)

##### 2. Items to be flame-retardant (Article 20.1 of the Enforcement Decree)

- 2-1) Curtains installed on windows (including blinds)
- 2-2) Carpet, wallpaper less than 2mm thick (excluding paper wallpaper)
- 2-3) Plywood & fiberboard for exhibition, plywood & fiberboard for stage
- 2-4) Screen, stage curtain (including screen installed in movie theaters)

### Incoming (outgoing) dangerous articles/explosives/heavy items

- When using special effects on the stage (CO2, fog machine, reel tape, etc.), consult beforehand and submit an application for incoming/outgoing materials (Need for prior approval from the disaster prevention team)
- Approvable items
  - Air shot, air gun, dry ice, CO2, fog, bubbles, etc.
  - \* All special effects can be used after prior approval even if they are usable items.
- Items that may cause hazards such as ignitable or flammable items (pillar of fire, LPG, etc.) cannot be brought in.

### Securing a moving route around fire hydrant and fire extinguisher

- Be careful not to cover the fire hydrant or fire extinguisher when bringing in equipment and furniture.
- When installing booths and loading items, make sure it is 2.4m away from the emergency exit.
- Fully expose indoor fire hydrants.

### Wear a safety helmet

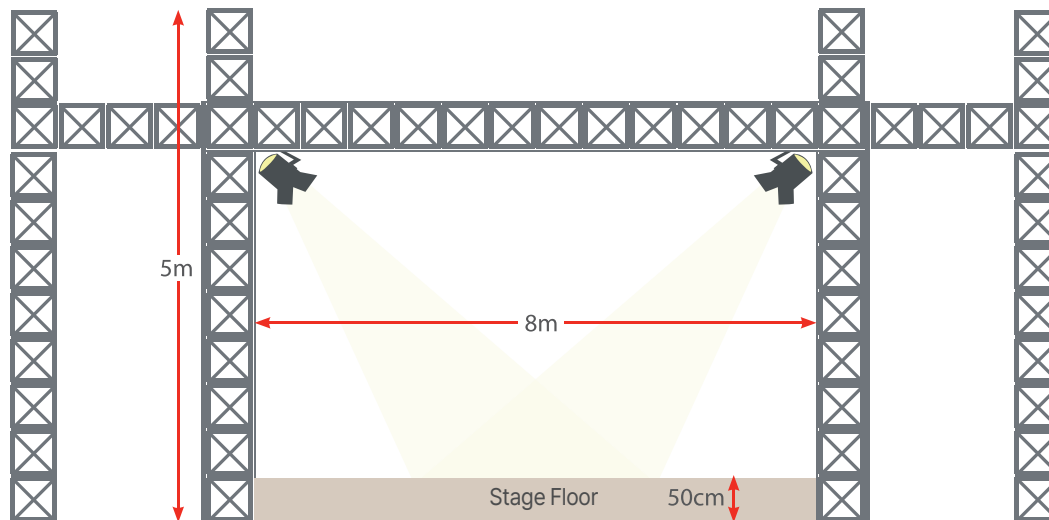
- Safety helmets must be worn during the installation and demolition period.
  - Access prohibited when safety helmet is not worn.
  - Installation vendors such as participating vendors and organizers must independently prepare and wear safety helmets

# | Safety Management & Precautions

## Other Precautions

### Structural Calculation

- \* Structural bill must be submitted 7 days prior to the event.
- \* Use a registered vendor designated by the Suwon Convention Center.



- **Structural calculation is required if any of the following conditions apply during stage installation.**
  - Width between pillars: Over 8 m
  - Height (from the ground): Over 5 m
  - Stage (from the ground): Over 500 mm
- **When rigging structure weighing more than 100kg is hanging**
  - Structural calculation scope: Connecting section of the bottommost part of the aerial installation
- **When installing a multi-story structure**
  - Furnish fire extinguishers inside the multi-story (Every 10m walking distance)
  - Multi-story entrance must be opened to the direction of evacuation with width of over 0.9 m. (Install emergency lights in front of the entrance)
  - Assign 1 security guard at all times
  - Area of multi-story can be within 1/2 of the floor area.
  - The ceiling of the upper floor of the multi-story must be opened.

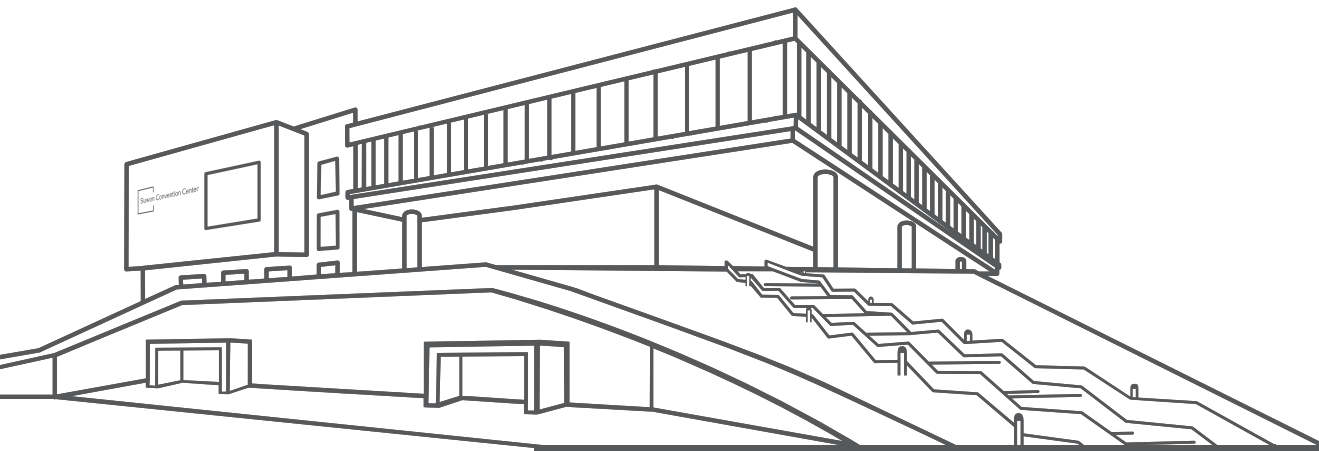
### Facility Installation

- Spacing between booths (passageway): Over 3 m
- Attach indication of evacuation path on the floor at interval of at least 30 m.
  - Size: 500mm x 500mm or 500ø
- **The fire hydrants and emergency exit within the facility must be fully exposed so that they can be visually identified.**
- The booth and existing installations must be separated by more than 1 m, and the front and rear of the exhibition hall/convention hall, by more than 3 m.
- Simultaneous use of electricity/plumbing from the same utility box is prohibited.

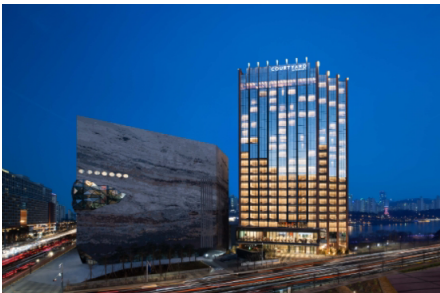
### Acceptable Standard of Independent Installation

- **If there is an installation team within the company**
  - However, personnel must have a license for each field as well as related certificate.
- **If it has the form of a structure, but the participating item is an exhibit**
- **If the vendor obtained a patent for the design and another vendor cannot install it.**
  - If exceeding the height is inevitable due to the distinct characteristic of the event, however, it can be installed through structural calculation after prior consultation.





## Other Services



# Other Services for an Event

## Information & Precautions on Using the Lobby

- Since a separate rental fee is charged for the lobby, in case of installing structures other than event-related structures (registration desk, reception desk, information desk, status board), such must be discussed with the person in charge of contracts in the MICE operating team and hall/room manager.
- Electricity, phone, and Internet can be used in the lobby, but not gas, water supply, and compressed air.
- The height of a structure cannot exceed 3m, and its weight cannot exceed 500kg/m<sup>2</sup>; noise above 70 db is not allowed.
- When installing a structure in the lobby, it must maintain spacing of over 5 m from the front side of the rental vendor business site at the Suwon Convention Center.
- Installation of sales facility for profit, advertisement of a specific vendor, and recruitment of credit card members is prohibited.

## Wired/Wireless Internet, Phone

Free		Name of the WiFi : Convention_guest				
		Supplied speed	2 Mbps (The convention center cannot be involved in some gap areas.)			
Paid	Wired Internet	Event hall	Within 2 days: 50,000 KRW (per line)		Within 3 days: 80,000 KRW (per line)	
	Wireless Internet	SK Broadband Giga WiFi Premium provided.				
		Supplied speed	70~80 Mbps			
		Event hall	1 day: 9,000 KRW	2 days: 15,000 KRW	3 days: 20,000 KRW	Make a separate inquiry in case of exceeding 3 days.
	Phone	Installation fee	15,000 KRW per line			
		Basic rate	5,000 KRW (Fees charged separately)			

\* Contact : 031-303-6350 / khlim@datarex.co.kr

## Cleaning & Waste Disposal

- For the convenience of the organizers, cleaning services are provided for the inside of the halls, lobby, cargo handling area, restrooms, and offices.
- The booth space must be cleaned by the participating vendor. The Suwon Convention Center provides cleaning services for the passageway of the exhibition halls.
- The waste disposal vendor checks the daily amount of disposal during the event period and charges the corresponding fee when the event ends.
- Waste disposal fee

Classification	Amount	Price	Remarks
General wastes	100L	5,000 KRW	Size: 75 × 110 Type: Broomstick
	1,100L	50,000 KRW	Outdoor waste collection bin

## Catering Services

Courtyard Marriott Suwon	☎ 031-267-6760
	anna.lee@courtyard.com
Novotel Ambassador Hotel	☎ 010-6388-0996
	SM12@accor.com
Ramada Plaza Suwon	☎ 031-230-0028
	bqrs0028@ramadasuwon.com
Ibis Ambassador Suwon	☎ 010-5088-5441
	ibiswsm2@encorehotel.co.kr
SRDE Gwanggyo	☎ 010-8712-0369
	srdpceo@naver.com
Aquaplanet	☎ 070-5227-3655
	yhy13@hanwha.com

- If you want to proceed with catering in the venue, please contact relevant companies. (menus, prices, availability, etc.)

# Directions & Transportations

## Suwon Convention Center

### Road name address

140, Gwanggyojungang-ro, Yeongtong-gu,  
Suwon (Ha-dong), 16514

### Lot number address

864-10, Ha-dong, Yeongtong-gu,  
Suwon, 16514



### Subway

Get off at "Gwanggyo Jungang Station" of Shinbundang line  
→ (Exit no.4, 10-minute walk) → Suwon Convention Center



### Airport Limousine

**Incheon** Limousine Bus 8877 (60~80 mins.) → Get off at 'Suwon Convention Center, Gwanggyo Galleria Dept. Store, Jungheung S Class' → Suwon Convention Center



**Gimpo** Intercity Bus A4300 (80 mins.) → Get off at 'Suwon Convention Center, Gwanggyo Galleria Dept. Store, Jungheung S Class' → Suwon Convention Center



### Bus

**Express Bus** Get off at 'Gwanggyo Jungang-Ajou Univ. Transfer Center' → (Exit no.4, 10-minute walk) → Suwon Convention Center  
M5115 (Seoul Station), M5121 (Seoul Station), M5422 (Gangnam Station/Yangjae Station), 3900 Jeon (Gangnam Station/Yangjae Station)



**City Bus** Get off at 'Suwon Convention Center•Lotte Outlet' → (3-minute walk) → Suwon Convention Center  
5-4, 19, 20, 32, 32-3, 32-4, 670, 720-3, 999



### Car

Gangnam Station: Approx. 30 km, Approx. 45~50 mins.

Route 1) Gyeongbu Expressway → Anyang Pangyo-ro → Yongin-Seoul Expressway → Suwon Convention Center (48 mins. 32km)

Route 2) Umyeonsanro → Gwacheon Bongdam Urban Expressway → Yeongdong Expressway → Suwon Convention Center (44 mins. 24km)

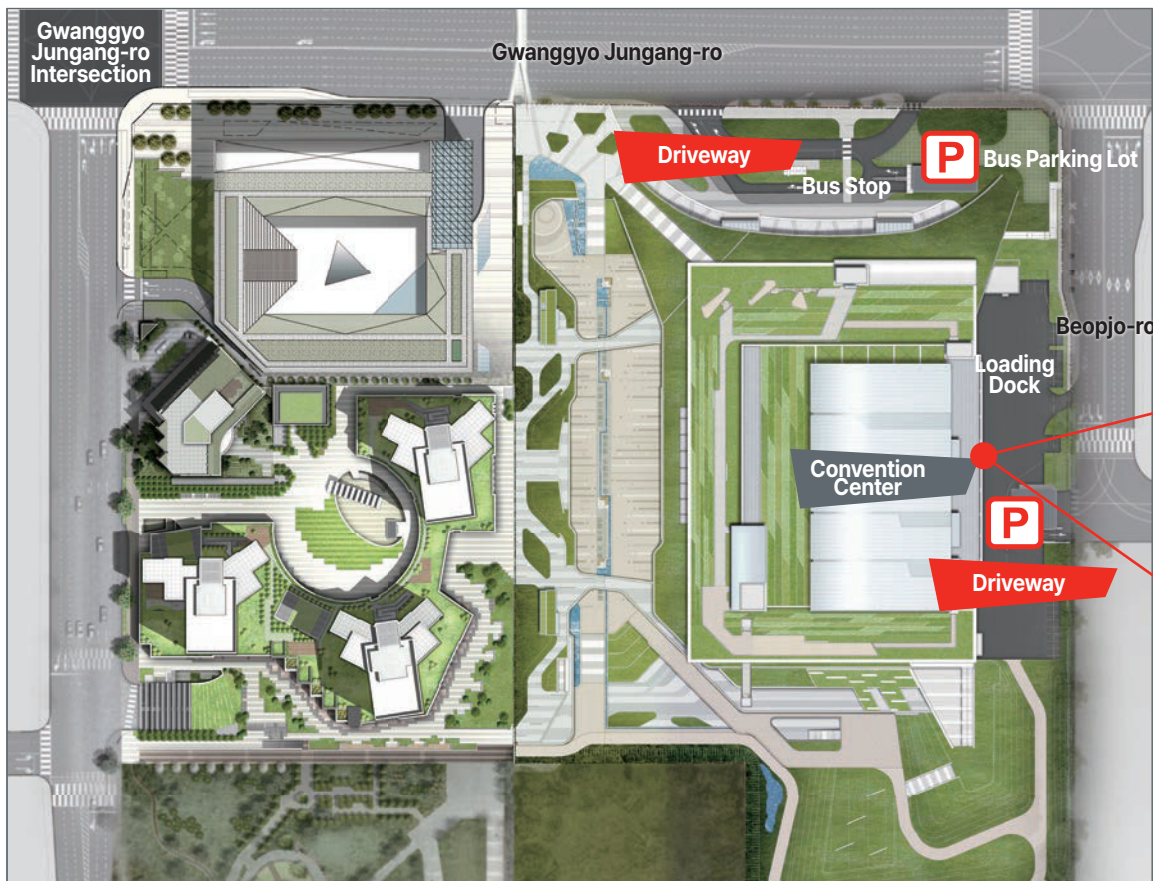
Seoul Station: 40km, Approx. 60~70 mins.

Route 1) Banpodae-ro → Umyeonsan-ro → Gwacheon Bongdam Urban Expressway → Yeongdong Expressway → Suwon Convention Center (60 mins. 40km)

Route 2) Gyeongbu Expressway → Anyang Pangyo-ro → Yongin-Seoul Expressway → Suwon Convention Center (70 mins. 41km)

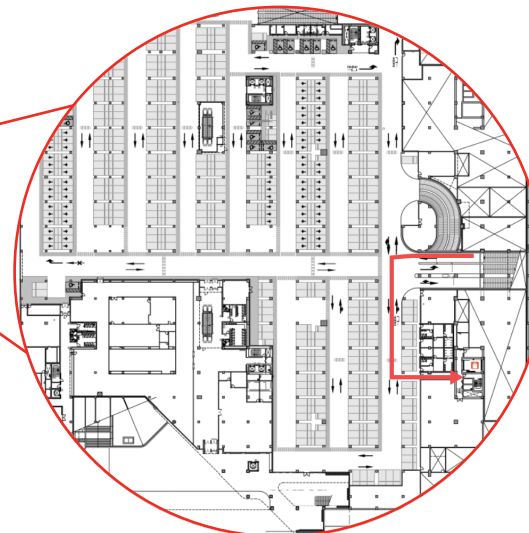


# Parking



Passenger vehicles can access the parking lot from Gwanggyo Jungang-ro, and freight trucks can access the parking lot via the loading dock on the 1st floor only from Beopjo-ro.

※ Parking ticket purchase & parking management:  
Suwon Convention Center Parking Team  
- Inquiries: 031-303-6080~1



## Parking Fee

Classification	One-time parking fee ※ 30% off purchases over 30 sheets				
	First 30 minutes	1 Hour	2 Hours	3 Hours	1 day
Passenger Car & Van	900 KRW	2,100 KRW	4,500 KRW	6,900 KRW	9,500 KRW

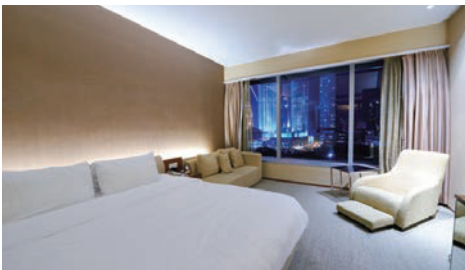
- Parking capacity: 1099 cars, Underground: 1070 cars, Eco Friendly : 33  
(General vehicles: 998, Compact Car: 37, Handicapped: 35 / Ground: 29 cars (Bus: 3, Loading dock: 26 trucks))
- 15- to 25-seater Van, 2.5- to 4.5-ton freight truck or equivalent vehicles cannot use the underground parking lot  
(Vehicle height limit: 2m)
- ※Only passenger cars for bringing in exhibition items use cargo elevator unit 6 → Entering the underground parking lot on the 1st floor
- Vehicles that can access the loading dock: No.80~90 freight vehicles. If the call button is pressed upon payment,  
2 hours free of charge, free parking for 2 hours not applied to general vehicles.
- Electric car charging station: Total of 11 chargers (Fast: 10, Normal: 12)

## Information on Free Parking Ticket

Exhibition Hall	Total 10 tickets (3 tickets per 3 segmentations, 5 tickets per 2 segmentation)
Convention Hall	4 tickets per hall
Meeting Room	2 tickets per meeting room

\* Parking ticket is for one-time use only.

# Lodging



Grade	Hotel Name	No. of Guest Rooms	Contact Info.	Address
4-Star Hotel	Courtyard Marriott Suwon	288	+82-31-267-5600	320, Gwanggyohosugongwon-ro, Yeongtong-gu, Suwon-si
	Ramada Plaza Suwon	287	+82-31-230-0001	150, Jungbu-daero, Paldal-gu, Suwon-si
	Novotel Ambassador Hotel Suwon	287	+82-31-547-6600	902, Deogyong-daero, Paldal-gu, Suwon-si
	Four Points by Sheraton Suwon	221	+82-31-784-9300	27, Hyowon-ro, 307 beon-gil, Paldal-gu, Suwon-si
	GRAVITY Seoul Pangyo	306	+82-31-539-4800	2, Pangyoyeok-ro, 146 beon-gil, Bundang-gu, Seongnam-si
	NINE TREE Seoul Pangyo	315	+82-31-5178-5099	18, Changeop-ro, Sujeong-gu, Seongnam-si
	Somerset Central Bundang	206	+82-2-1877-8006	36, Hwangsaek-ro, 311 beon-gil, Bundang-gu, Seongnam-si
3-Star Hotel	Ibis Ambassador Suwon	215	+82-31-230-5000	132, Gwongwang-ro, Paldal-gu, Suwon-si
	Value High End Hotel Suwon	300	+82-31-230-6000	299, Hyowon-ro, Paldal-gu, Suwon-si
	Hotel Vella Suite	99	+82-31-231-2121	18-15, Gwongwang-ro 180 beon-gil, Paldal-gu, Suwon-si
	Hotel Arte	54	+82-31-8067-6600	37, Ingye-ro 108 beon-gil, Paldal-gu, Suwon-si
	La Casa Hotel Gwangmyeong	191	+82-2-6711-9000	22, Iljik-ro 12 beon-gil, Gwangmyeong-si

※ The hotel list was prepared based on Suwon MICE Alliance.