

DDP Organizer Guide





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Guide

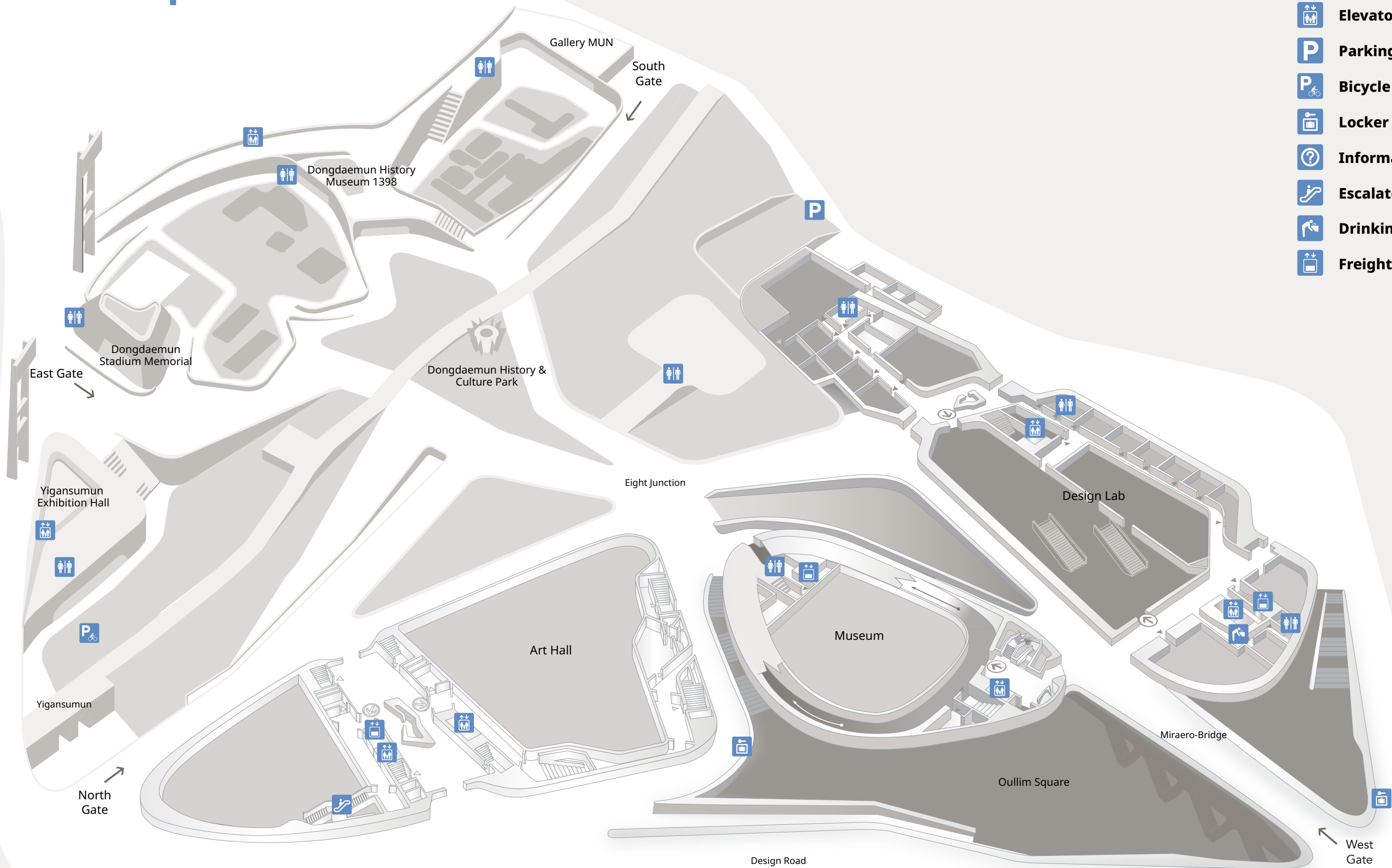
amazing tomorrow

This Guide will help you utilize DDP facilities and services more efficiently when you plan or hold an event or an exhibition. We wish you a successful event at DDP, a space of infinite possibilities.

DDP Sitemap
'Amazing! Tomorrow' DDP
Facility Manual

DDP Site Map

-  Restroom
-  Elevator
-  Parking lot
-  Bicycle rack
-  Locker
-  Information center
-  Escalator
-  Drinking fountain
-  Freight elevator



The Dongdaemun Design Plaza (DDP) is the world's largest three-dimensional atypical building designed by Zaha Hadid, the first female architect who won the Pritzker Prize. Hadid's DDP design includes a new landscape of Dongdaemun, which adds new future values and visions to the historical, cultural, social, and economic foundation of Dongdaemun. She created a seamless space for natural objects and artifacts with a unique architectural language consisting of curves, curved spaces, diagonal lines, and slopes, focusing on the dynamics of Dongdaemun, which offers diverse sceneries from early dawn to night. Based on this concept, DDP added a new landscape to the symbolism of Dongdaemun.



General Information

Please follow the Korean and English spelling when making PR material. You must consult the personnel in charge before utilizing any intellectual properties (IP) of DDP including photos, videos, and architecture illustrations, purchasing stock images, or using your own images or videos.

Korean	동대문디자인플라자(DDP)
English	Dongdaemun Design Plaza (DDP)
Address	281 Eulji-ro, Jung-gu, Seoul, Republic of Korea (Lot 20, Site of former Dongdaemun Stadium)
Scale	Total floor area: 86,574 m ²
	Building area: 25,104 m ²
	Land area: 62,108 m ²
	Four-story building with a three-level basement
Building structure	Max. height: 29 m
	Reinforced concrete, steel frame
Building coverage ratio	40.4%
Floor area ratio	45.9%
Construction period	Sep. 2006–Feb. 2014 (completed on Nov. 30, 2013)
Parking spaces	359
Elevators and escalators	16 elevators and 7 escalators



Barrier Free (BF) Certified Center

Barrier Free (BF) Certification, operated by the Korea Disabled People's Development Institute, refers to a system that evaluates how a facility is accessible for the socially weak, including persons with disabilities. BF-certified facilities are open to everyone without any discrimination.



Excellent Eco-friendly Architecture (Green Grade 1)

The building was planned to minimize environmental impact throughout its entire life cycle encompassing design, construction, operation, maintenance, and demolition for the purpose of saving and recycling energy and resources, protecting the natural environment, and creating a pleasant residential environment.



Facility Manual



DDP Rental Service

Scan the QR code to visit the DDP rental service website. Refer to Notice to check documents required for rental and other information.

This page shows how to rent or use DDP facilities. The contact numbers and rental procedure are provided below.

Scan the QR code or search for “DDP rental” to visit the DDP rental website.

Pictograms

- Restroom
- Escalator
- Staircase
- Media
- Elevator
- Sculpture
- Freight Elevator
- Flagstaff
- Organizer's Office
- Metro
- Information
- Emergency Exit
- Ticket
- Fire Hydrant
- Nursing Room
- Fire Extinguisher
- Loading Dock
- Electricity
- Warehouse
- Exhaustion
- Entrance
- Air Supply
- Exit
- HD Dome camera
- Main Speaker
- HD Main camera
- Parking
- Projector
- Parking Machine
- Main Array Speaker
- Food Court
- Ceiling Speaker
- Screen

Contact Numbers

Category	Department	Roles	Contact
Operation	Hotline	DDP facility rental (English available)	+82-1833-4321
	Event Management Team	Operation and field management	+82-2-2153-0157
	Parking Team	Parking	+82-2-2153-0141
General information	Safety Team	Safety, security, and access control	+82-2-2153-0301
	Electricity Team	Lighting and power supply	+82-2-2153-0395
	Machinery Team	Heating, ventilation, and air-conditioning system	+82-2-2153-0396
	Disaster Prevention Team	Fire safety	+82-2-2153-0397
	Construction Team	Facilities and structures	+82-2-2153-0170
	Audiovisual	Audio, video, and lighting	+82-2-2153-0132
Information center	Service Team	DDP information, lost and found	+82-2-2153-0308

Rental Procedure

Inquiry & visit

Application & review

Permission

Preparation for event/exhibition

Installation and operation of event/exhibition

Demolition & defect repair and inspection

Submitting an application for rental doesn't mean that your application is approved.

* The rental procedure varies by facility. Please contact the DDP Rental Office (+82-1833-4321) and check the schedule and procedure before submitting an application.

STEP 0		
Inquiry	Contact: +82-1833-4321 (Weekdays: 9 AM–5 PM, Lunch break: 12 PM–1 PM), Closed on weekends and public holidays Website: deep.ddp.or.kr E-mail: venue@seouldesign.or.kr	
STEP 1		
Rental application	Access the DDP rental service website (Scan the QR code on the left page) Required documents <ul style="list-style-type: none">• Event (exhibition) plan• Business registration• Applicant's profile (optional)	
STEP 2		
Review	Reviewed by the DDP Rental Deliberation Committee after receiving an application Takes approx. 1 month	
STEP 3		
Review result	The applicant receives the review result (approved / approved under conditions / rejected) The review results will be posted on the website and informed by e-mail	
STEP 4		
Rental permission & rental fee payment	The applicant receives rental permission and rental fee payment information (down payment, remainder, and balance)	
STEP 5		
Facility safety meeting	Preview meeting for inspecting the systems (sound equipment, lightings, stage, etc.) and safety issues <ul style="list-style-type: none">• The attendance of the safety officer and personnel in charge of the event/exhibition is mandatory• Required documents: Event (exhibition) plan, safety management plan, etc.	
STEP 6		
Deadline for submission of facility use documents (Min 10 days prior to the use of the facility)	E-mail the documents to personnel in charge of rental service	
	Required common documents <ul style="list-style-type: none">• Event (exhibition) application (DDP's format)• Final event (exhibition) plan• Copy of liability/property insurance policies	Additional documents upon situation <ul style="list-style-type: none">• Fire resistance certificate or fire resistance inspection report• Electricity usage plan (drawings)• Electrical contractor license and workers' qualifications• Structural assessment report• Safety personnel and staff management plan
STEP 7		
Installation for event/exhibition	Art Hall: 8 AM–8 PM (12 hours) Museum: 10 AM–9 PM (11 hours) Design Lab: 10 AM–9 PM (11 hours) Prior agreement is required, and pre-payment of additional fees is mandatory for work outside regular hours.	
STEP 8		
After event/exhibition	After the event ends, waste disposal through a designated company is recommended. The cleaning and restoration work should be completed within the rental hours.	
STEP 9		
Facility inspection	Facility damage/defect inspection The result will be notified after the inspection	
STEP 10		
Termination of agreement	Deposit will be returned (within 1 month after the termination of agreement)	

Art Hall, Museum, and Design Lab

In DDP, you can draw whatever you want. DDP consists of a variety of spaces including the multi-purpose launching pad, an Art Hall equipped with a conference hall, a Museum optimized for art fairs and exhibitions, a Design Lab where you can enjoy a wide range of cultures, and a park where you can take a rest in downtown Seoul.

Art Hall

Art Hall 1

Art Hall 2

Conference Hall

Museum

Exhibition Hall 1

Design Lab

Seoul-On Studio

Seoul-On Conference Room

Design Hall

Jandi-sarangbang

Art Hall



VIP Waiting Room

1F

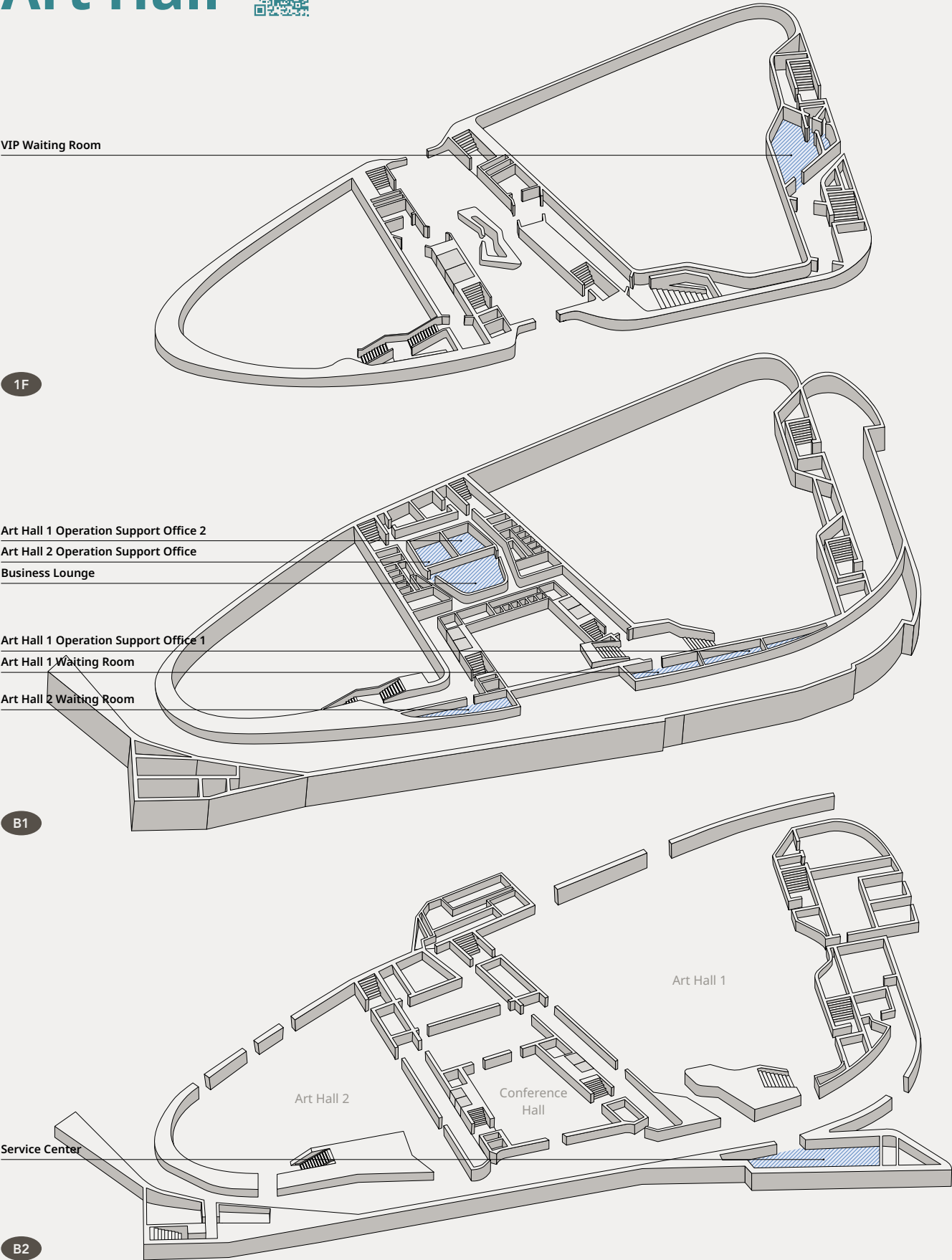
Art Hall 1 Operation Support Office 2
Art Hall 2 Operation Support Office
Business Lounge

Art Hall 1 Operation Support Office 1
Art Hall 1 Waiting Room
Art Hall 2 Waiting Room

B1

Service Center

B2



Art Hall is free of columns or thresholds, enabling you to plan the flows of human traffic and the stage freely. Realize your idea as you want in Art Hall. Art Hall consists of Art Hall 1, Art Hall 2, and Conference Hall. Art Hall 1 is suitable for presenting novel designs, concepts, and performances. Art Hall 2 is optimized for widely promoting your creative content, communicating with others, and presenting your ideas. Lastly, Conference Hall is a multi-purpose space for seminars, workshops, and other events.

Rental Facilities of Art Hall

Art Hall	Area	Size [m/WxL]	Height [m/H]	Floor load [kg/m²]
Art Hall 1	2,992 m²	55.9x65.6	9.6-16.2	1,632
Art Hall 2	1,547 m²	44.4x45.9	10-15.5	1,632
Conference Hall	414 m²	21.1x21.1	5.65	400
Total	4,953 m²	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.		

Category	Name	Area (m²)
Ancillary facility	VIP Waiting Room	102

Category	Name	Area (m²)
Ancillary facility	Business Lounge	86
	Art Hall 1 Waiting Room	45
	Art Hall 2 Waiting Room	56
	Art Hall 1 Operation Support Office 1	48
	Art Hall 1 Operation Support Office 2	58
	Art Hall 2 Operation Support Office	69

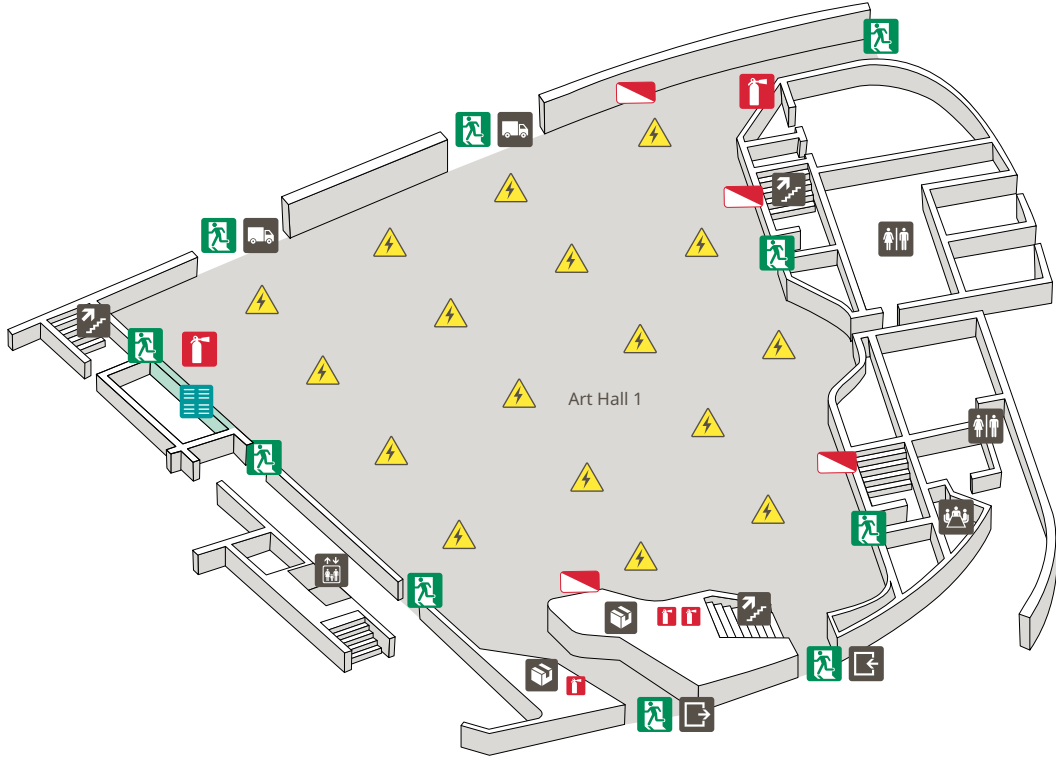
Type	Name	Area (m²)	Load	No. of hangings	
Art Hall	Lobby (hanging)	-	3 kg	No. of wall hangings	11 ea
				No. of ceiling hangings	14 ea
Ancillary facility	Service Center	289	-	-	-





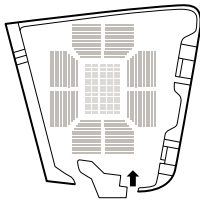
Art Hall 1

Location	B2-1F						
Area	2,992 m ² (use of partitions not allowed)						
Specification	W x L: 55.9 m x 65.6 m		H: 9.6 m-16.2 m		Floor load: 1,632 kgf/m ²		
	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.						
Capacity	900-1,800 persons (*varies by event type)						
Purpose of use	Conventions, fashion shows, concerts, new product presentations, forums, etc.						
Ancillary facility	Operation Support Office 3: 58 m ²		Operation Support Office 2: 48 m ²		Waiting Room 1: 45 m ²		
Capacitance	2,080 kW (380/220 V 4P, 100 A x 32 sites)						
Mechanical systems (HVAC)	Cooling capacity: 929,682 kcal/h		Heating capacity: 669.126 kcal/h				
	Central, single-duct, constant air volume system (18°C-28°C, constant temperature and humidity chamber not available)						
	· Air-conditioning and heating policies vary by season. Please inquire in advance for further details. · Air-conditioning and heating are not available when the entrance to the loading dock is open or during work that produces dust.						
Water supply and drainage	3-4 kg/㎡						
Telecommunications equipment	Voice (telephone): 192 ea		Data (internet): 192 ea		Optical cable: 64 ea		
					Wireless: N/A		
	· You may avail of the telecommunications service through a contract with LGU+ or KT. There is no default telecommunications service provided.						
Disaster prevention	Fire hydrants: 4 ea		Fire extinguishers: 5 ea				
	Photoelectric (detachable) fire detectors: 9 ea (5-13.5 m), Caught by the laser ceiling if 8.2 m or higher						
Video	Projector: 10,000 ANSI DLP x 2 (Panasonic PT-DZ110XE)			Screen: 300 in x 2			
Audio	Ceiling speaker (MEYER UPA-1P), Wireless microphone x 6						
House lighting	LED daylight, Luminous intensity of floor: 300 lux (Dimming and console connection not allowed, ON/OFF available)						
Lighting system (batten)	Purpose of use	Size	Power (kW x P)	Self-load	Available load	Total load	Drum type
	No.1 Placard Batten	15 m	2.2*4	150	100	250	Disc drum
	No.1 Suspension Light Batten	15 m	3.75*4	300	350	650	Disc drum
	No.2 Suspension Light Batten	15 m	3.75*4	300	350	650	Disc drum
	No.2 Placard Batten	15 m	2.2*4	150	100	250	Disc drum
	1. The upper (batten) and lower (wall) parts use the same power line. They cannot be used at the same time. 2. The upper power uses 30 A circuits, which can support 5 kW per circuit. 3. The lower power uses Socapex circuits, which can support 3 kW per circuit. 4. The total lighting power should not exceed 120 kW (preexisting facility: 56 kW).						

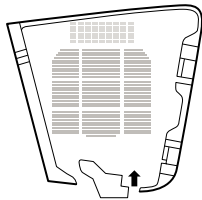


Examples

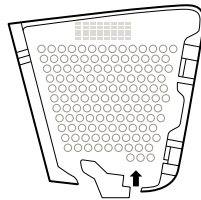
Central Stage Type 1556



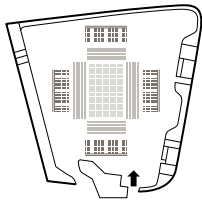
Conference Type 1500



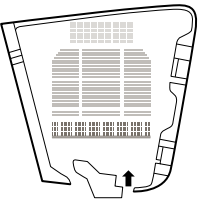
Banquet Type 1300



Central Stage Type 1022



Conference Type 1515



Art Hall 1 Stage/Seat/Arrangement Options

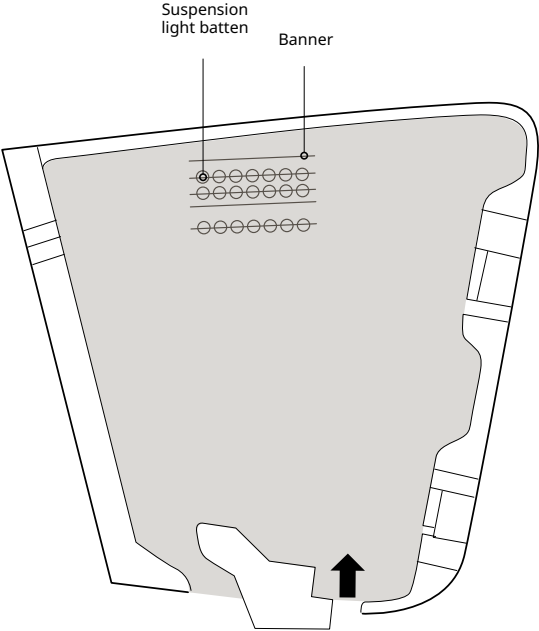
Purpose of use	Conferences, concerts, performances, launching shows, etc.
Seats	1,500 seats optimal (up to 1,800 seats)



Equipment Arrangement by Space

Art Hall 1

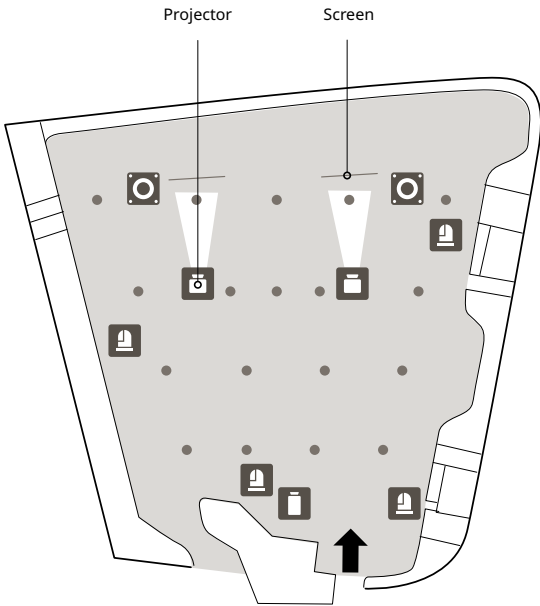
Stage Machinery/Lighting Arrangement



Stage Machinery and Lightings

Category	Name	Size	Qty	Notes
1	Banner batten	15,000 L (2.2 kW x 4P)	1	-
2	Suspension light batten	15,000 L (3.7 kW x 4P) C-TYPE 30Ax22OUTLET, 3-pin XLR x 3	1	-
3	Suspension light batten	15,000 L (3.7 kW x 4P) C-TYPE 30Ax22OUTLET, 3-pin XLR x 3	1	-
4	Banner batten	15,000 L (2.2 kW x 4P)	1	-
5	Ceiling light batten	15,000 L C-TYPE 30Ax22OUTLET, 3-pin XLR x 3	1	-

Audio/Video Equipment Arrangement



Video Equipment

Category	Name	Size	Qty	Notes
1	HD main camera	Sony (HDC-P1)	1	Wall-fixed AV control room remote control
2	HD dome camera	Panasonic (AW-HE50,60SE)	4	
3	Projector	10,000 ANSI DLP projector	2	Upper lift descending *Check for availability in advance
4	Screen	300 in	2	Electric

Audio Equipment

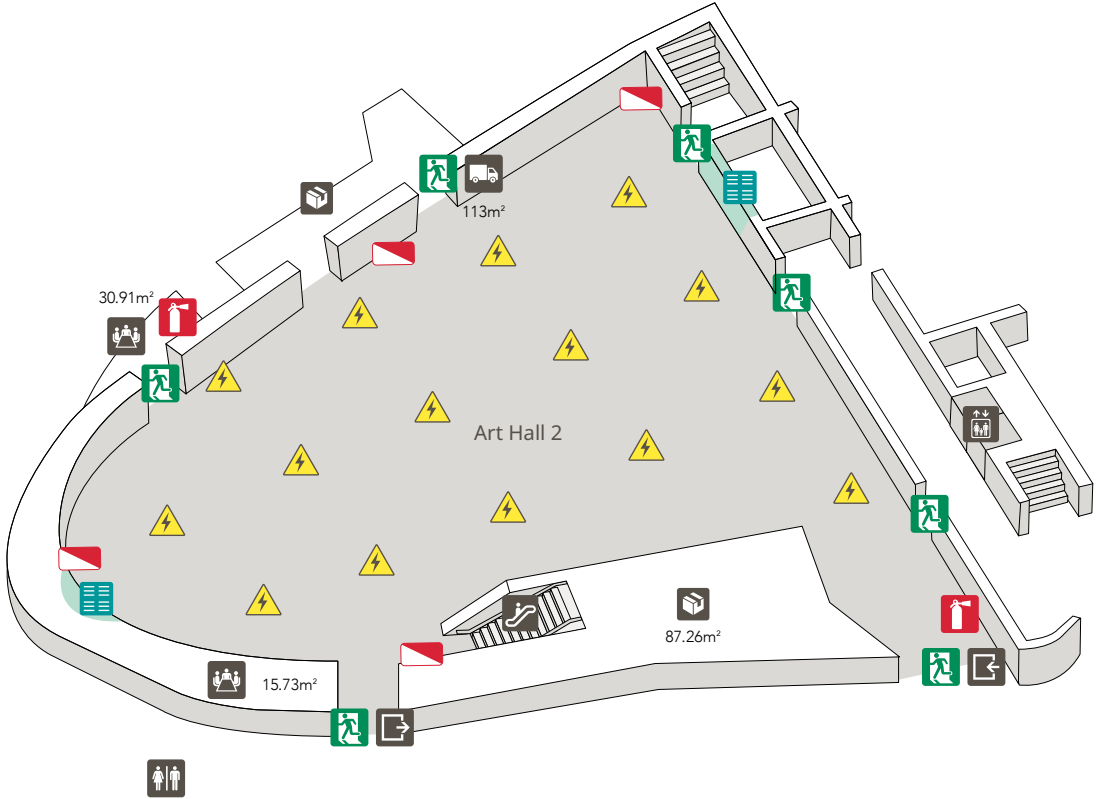
Category	Name	Size	Qty	Notes
1	Ceiling speaker	Speaker (1,275 W)	18	Ceiling-fixed





Art Hall 2

Location	B2~1F						
Area	1,547 m ² (use of partitions not allowed)						
Specification	W x L: 44.4 m x 45.9 m		H: 10 m~15.5 m		Floor load: 1,632 kgf/m ²		
	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.						
Capacity	600~1,000 persons						
Purpose of use	Conventions, fashion shows, concerts, new product presentations, forums, etc.						
Ancillary facility	Operation Support Office 1: 69 m ² Waiting Room 2: 50 m ²						
Capacitance	975 kW (380/220 V 4P, 100 A x 15 sites)						
Mechanical systems (HVAC)	Cooling capacity: 560,904 kcal/h		Heating capacity: 373,638 kcal/h				
	Central, single-duct, constant air volume system (18°C~28°C, constant temperature and humidity chamber not available)						
	· Air-conditioning and heating policies vary by season. Please inquire in advance for further details. · Air-conditioning and heating are not available when the entrance to the loading dock is open or during work that produces dust.						
Water supply and drainage	3~4 kg/cm ²						
Telecommunications equipment	Voice (telephone): 94 ea		Data (internet): 94 ea		Optical cable: 30 ea		Wireless: N/A
	· You may avail of the telecommunications service through a contract with LGU+ or KT. There is no default telecommunications service provided.						
Disaster prevention	Fire hydrants: 4 ea		Fire extinguishers: 2 ea				
	Photoelectric (detachable) fire detectors: 7 ea (8.4~8.5 m), Caught by the laser ceiling if 8.2 m or higher						
Video	Projector: 10,000 ANSI DLP x 2 (Panasonic PT-DZ110XE)				Screen: 300 in x 2		
Audio	Ceiling speaker (MEYER UPA-1P), Wireless microphone x 6						
House lighting	LED daylight, Luminous intensity of floor: 300 lux (Dimming and console connection not allowed, ON/OFF available)						
Lighting system (batten)	Purpose of use	Size	Power (kW x P)	Self-load	Available load	Total load	Drum type
	No.1 Placard Batten	12 m	2.2*4	100	100	200	Disc drum
	No.1 Suspension Light Batten	12 m	3.75*4	250	350	600	Disc drum
	No.2 Suspension Light Batten	12 m	3.75*4	250	350	600	Disc drum
	No.2 Placard Batten	12 m	2.2*4	100	100	200	Disc drum
	No.3 Suspension Light Batten	12 m	3.75*4	100	200	300	Disc drum
	1. The upper (batten) and lower (wall) parts use the same power line. They cannot be used at the same time. 2. The upper power uses 30 A circuits, which can support 5 kW per circuit. 3. The lower power uses Socapex circuits, which can support 3 kW per circuit. 4. The total lighting power should not exceed 80 kW. (preexisting facility: 56 kW).						



Examples

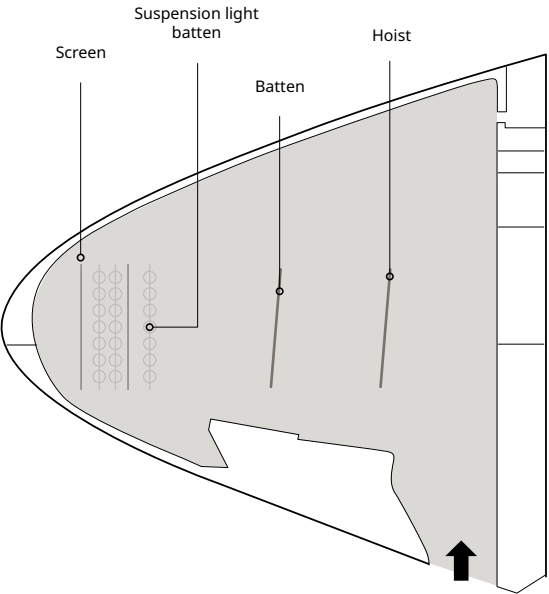
Banquet Type 610	Conference Type 1000	Conference Type 999
Purpose of use	Conferences, concerts, performances, presentations, etc.	
Seats	800 seats optimal (up to 1,000 seats)	



Equipment Arrangement by Space

Art Hall 2

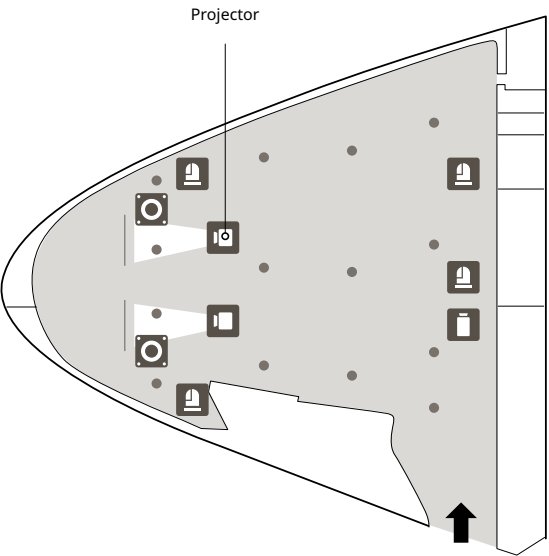
Stage Machinery/Lighting Arrangement



Stage Machinery and Lightings

Category	Name	Size	Qty	Notes
1	Banner batten	12,000 L (2.2 kW x 4P)	1	-
2	Suspension light batten (Stage side, 2 ea)	12,000 L (3.7 kW x 4P) C-TYPE 30Ax22OUTLET, 3-pin XLR x 3	2	-
3	Suspension light batten (Center, 1 ea)	12,000 L (3.7 kW x 4P) C-TYPE 30Ax22OUTLET, 3-pin XLR x 3	1	Changed to chain hoist suspension batten
4	Banner batten	12,000 L (2.2 kW x 4P)	1	-
5	Ceiling light batten	12,000 L C-TYPE 30Ax22OUTLET, 3-pin XLR x 3	1	-
6	Chain hoist	Lifting load 500 kg/set	3	Electric

Audio/Video Equipment Arrangement



Video Equipment

Category	Name	Size	Qty	Notes
1	HD main camera	Sony (HDC-P1)	1	Wall-fixed AV control room remote control
2	HD dome camera	Panasonic (AW-HE50,60SE)	4	
3	Projector	10,000 ANSI DLP projector	2	Upper lift descending
4	Screen	300 in	2	Electric

Audio Equipment

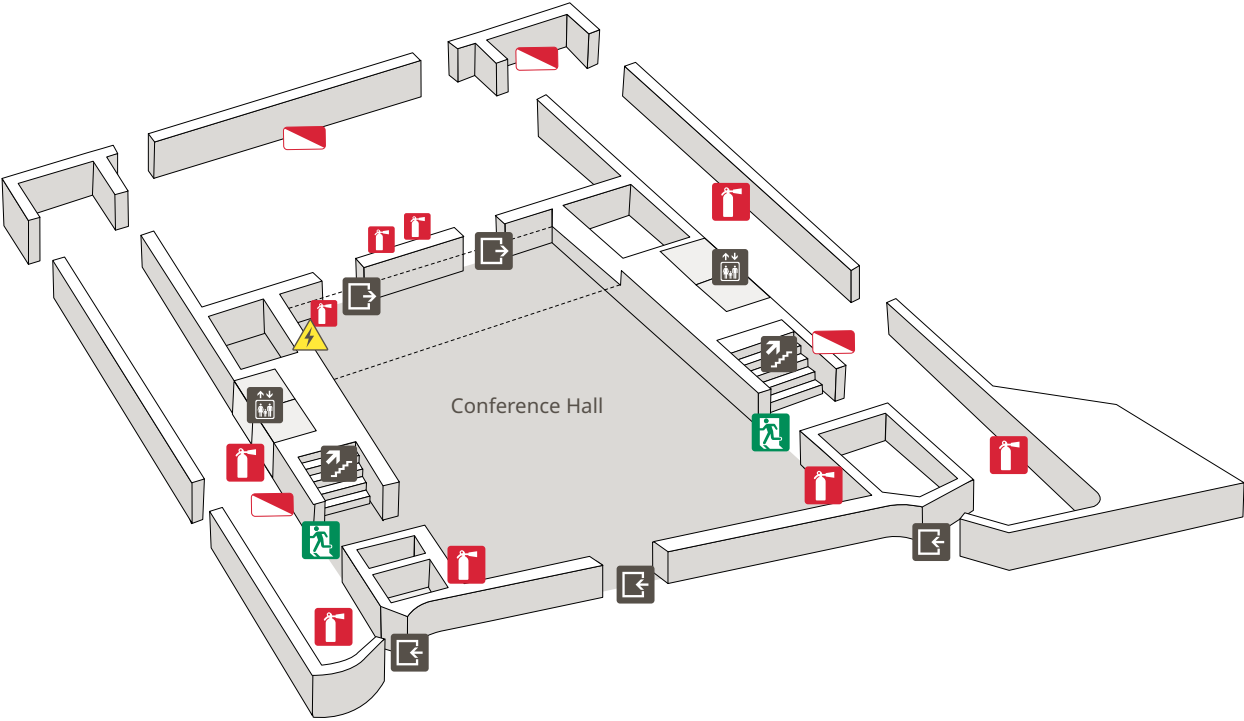
Category	Name	Size	Qty	Notes
1	Ceiling speaker	Speaker (1,275 W)	14	Ceiling-fixed





Conference Hall

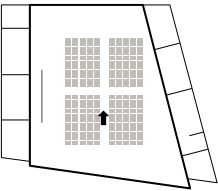
Location	Art Hall B2		
Area	414 m ² (use of partitions not allowed)		
Specification	W x L: 21.1 m x 21.1 m	Floor load: 400 kgf/m ²	
	H: 5.65 m	Bamboo access flooring (installation of floor protection sheet required for food and beverage events)	
	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.		
Capacity	50–150 persons		
Purpose of use	Conferences, forums, etc.		
Ancillary facility	N/A		
Capacitance	49 kW (380/220 V 4P, 75 A x 1 site)		
Mechanical systems (HVAC)	Cooling capacity: 113,402 kcal/h	Heating capacity: 92,002 kcal/h	
	Central, single-duct, constant air volume system (18°C–28°C, constant temperature and humidity chamber not available)		
	· Air-conditioning and heating policies vary by season. Please inquire in advance for further details. · Air-conditioning and heating are not available when the entrance to the loading dock is open or during work that produces dust.		
Water supply and drainage	N/A		
Telecommunications equipment	Voice (telephone): 12 ea	Data (internet): 56 ea	Optical cable: 12 ea
	Wireless: N/A · You may avail of the telecommunications service through a contract with LGU+ or KT. There is no default telecommunications service provided.		
Disaster prevention	Fire hydrants: 4 ea	Fire extinguishers: 9 ea	Photoelectric fire detectors: 6 ea
	Projector: 8,500 ANSI DLP x 1 (Panasonic PT-DZ870) *Check for availability in advance		Screen: 200 in x 1
Audio	Ceiling speaker (Quad Arena 15), Wireless microphone x 4		
House lighting	LED daylight, Luminous intensity of floor: 300 lux (Dimming and console connection not allowed, ON/OFF available)		
Lighting system (batten)	Purpose of use	Size	Available load
	No.1 Placard Batten	6 m	Smart board batten (0.1 ton)



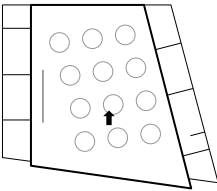
Examples

— Movable chair ○ Round table — Screen

Presentation Type 220



Banquet Type 120



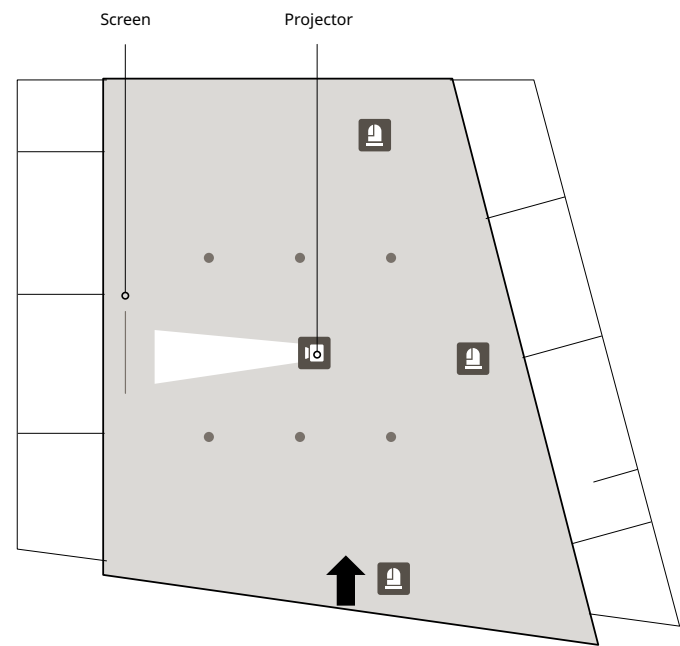
Conference Hall Stage/Seat/Arrangement Options

Purpose of use	Banquets, recitals, and presentations
Seats	50–150 seats

Equipment Arrangement by Space

Conference Hall

Audio/Video Equipment Arrangement

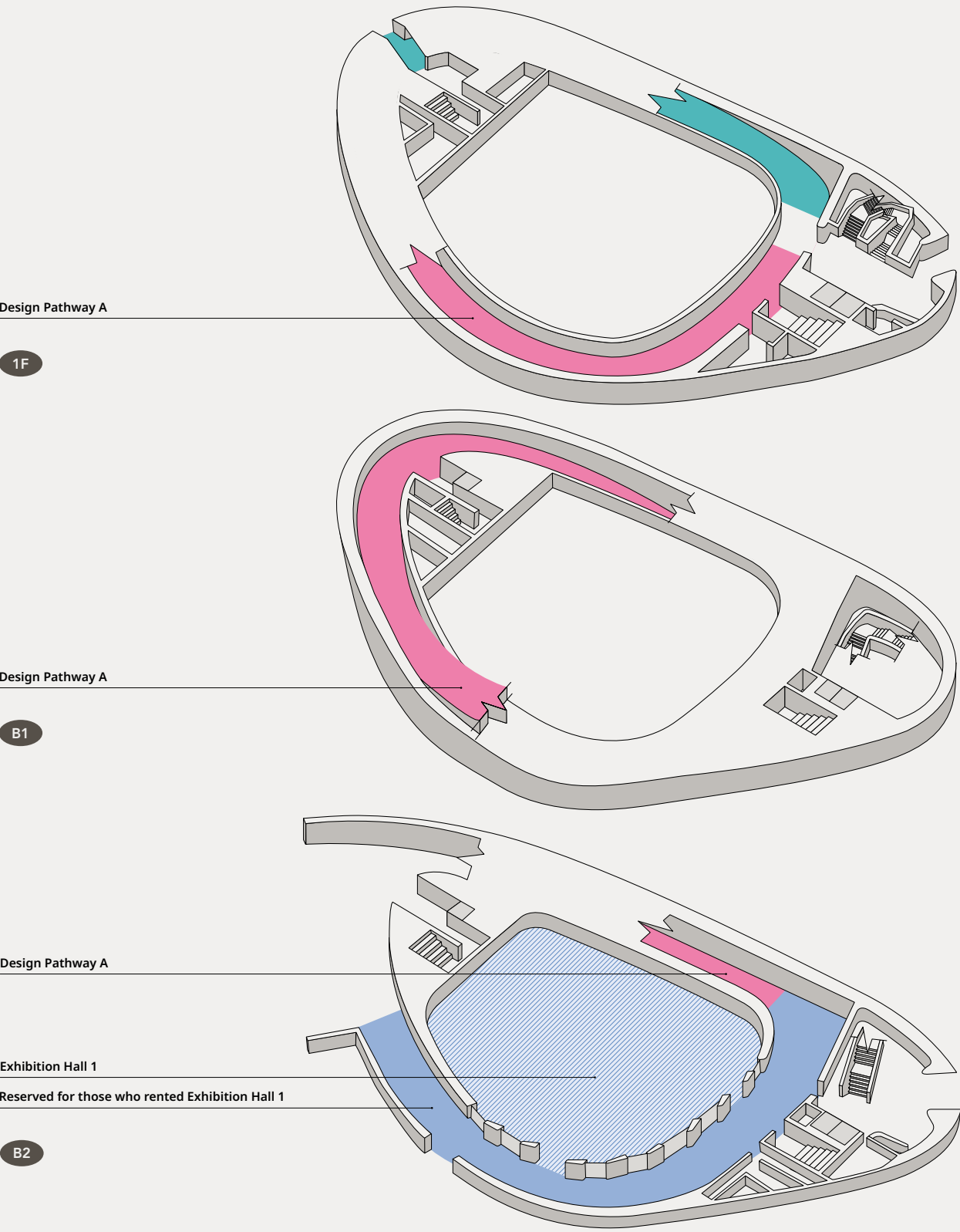


Audio/Video Equipment

Category	Name	Size	Qty	Notes
1	HD dome camera	Panasonic (AW-HE50,60SE)	3	AV control room remote control
2	Projector	8,500 ANSI DLP projector	1	Upper lift descending *Check for availability in advance
3	Screen	200 in	1	Electric
4	Ceiling speaker	Speaker (400 W)	6	Ceiling-fixed



Museum



Characterized by the aesthetic values of curves and diagonal lines, the Museum is optimized for exhibitions and art fairs. The Museum consists of Exhibition Hall 1, Storage, and Preparation Room.

Rental Facility of Museum

· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.

Museum	Area	Size [m/WxL]	Height [m/H]	Floor load [kg/m²]
Exhibition Hall 1	1,216 m²	39.7x35.4	8.8	1,632

*Max. weight of hanging wire: 20 kg if two wires are connected

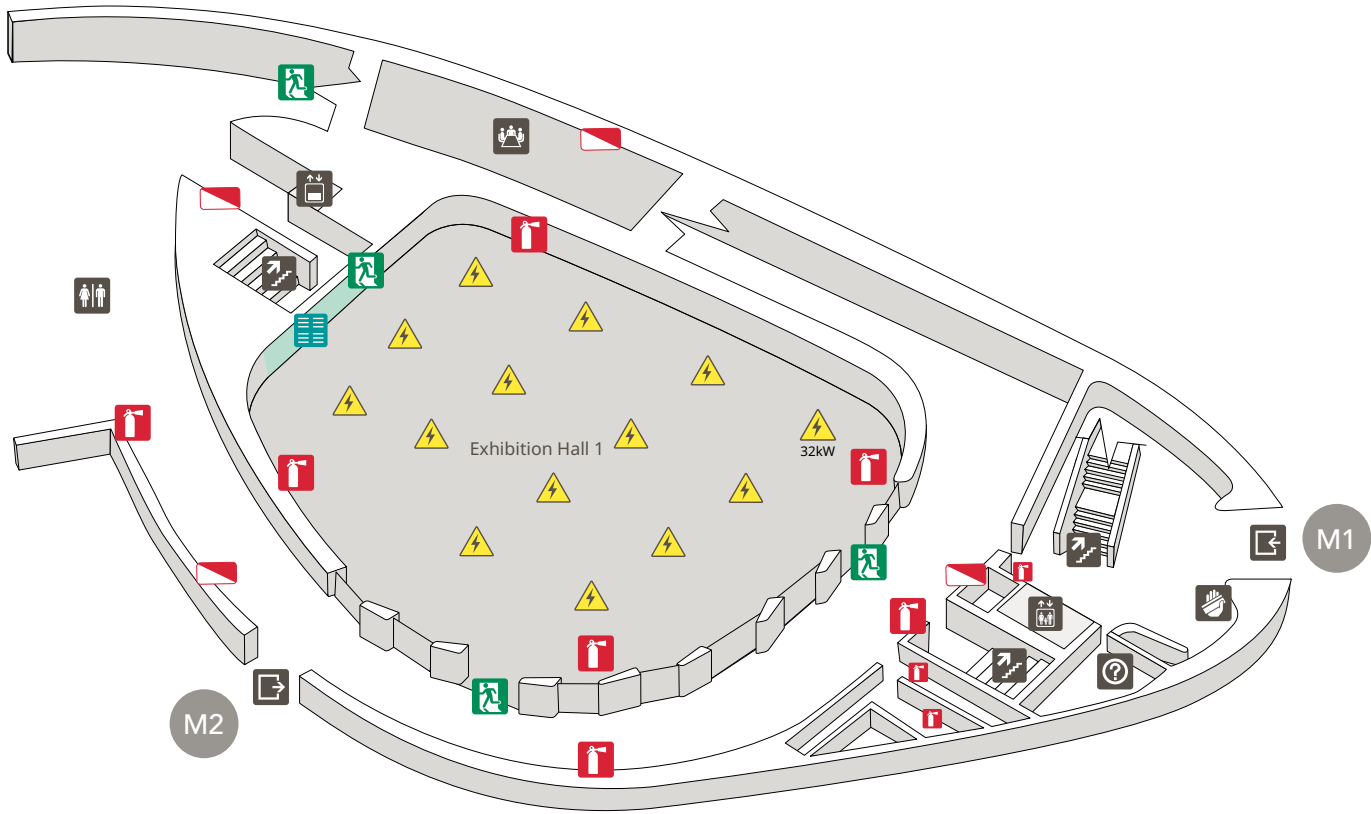
*Additional fees are incurred for renting Storage or Preparation Room.

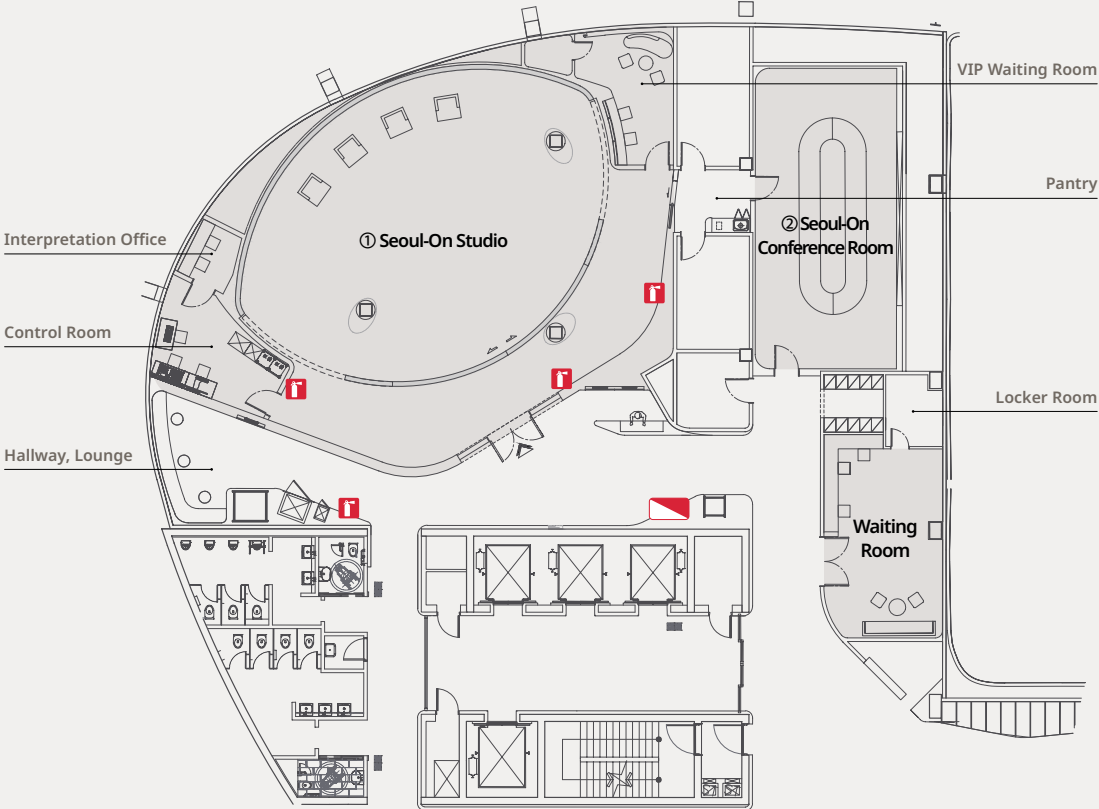


Exhibition Hall 1

Exhibition Hall 1 is reserved for exhibitions aimed at sharing global trends and cultures.

Location	Museum B2			
Area	1,216 m ² (use of partitions not allowed)			
Specification	W x L: 35.4 m x 39.7 m	H: 8.8 m	Floor load: 1,632–510 kgf/m ²	
	W: 5.8 m	L: 165 m		
	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.			
Capacity	100–500 persons			
Purpose of use	Exhibitions only			
Ancillary facility	Exhibition Hall 1 Operation Support Office 1			
Capacitance	910 kW (380/220 V 4P, 100 A x 14 sites)			
Mechanical systems (HVAC)	Cooling capacity: 699,827 kcal/h	Heating capacity: 339,893 kcal/h		
	Central, single-duct, constant air volume system (18°C–28°C)			
	· Air-conditioning and heating policies vary by season. Please inquire in advance for further details. · Air-conditioning and heating are not available when the entrance to the loading dock is open or during work that produces dust.			
Constant temperature and humidity chamber	Temperature: 21°C ± 2°C, Humidity: 50% ± 5%			
Water supply and drainage	N/A			
Telecommunications equipment	Voice (telephone): 85 ea	Data (internet): 85 ea	Optical cable: 28 ea	Wireless: N/A
	· You may avail of the telecommunications service through a contract with LGU+ or KT. There is no default telecommunications service provided.			
Disaster prevention	Fire hydrants: N/A	Fire extinguishers: 4 ea	Photoelectric (detachable) fire detectors: 3 ea (7.5 m)	
Projector	N/A		Screen: N/A	
Audio	Ceiling speaker (Quad Arena 15), Wireless microphone x 2			
House lighting	Rail lights: 3000 K, Luminous intensity of floor: 300–400 lux (Dimming and console connection not allowed, ON/OFF available)			
Other facility (batten)	Purpose of use	Size	Available load	
	N/A	N/A	N/A	





Seoul-On

Seoul-On is a space reserved for video conferences and offline events. The facility is equipped with super-large displays, high-resolution video equipment, and cutting-edge audio systems and light fixtures. It also offers a variety of ancillary facilities including the Waiting Room, VIP Waiting Room, Locker Room, Interpretation Office, Control Room, and Lounge. Seoul-On is optimized for a wide range of online and offline events such as video conferences, talk shows, forums, and lectures.

Rental facility		Area (m²)
The entire second floor		1,791
Seoul-On	Studio	378.22
	Conference Room	114.18

· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.

Facilities and Equipment

Disaster prevention	Fire hydrants: available	Fire extinguishers: 5 ea
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Major Equipment and Facilities

Category	Features	Notes
Equipment	Studio <ul style="list-style-type: none">Video hardware: E2 Program and Lightway Matrix availableProduction and transmission of full HD/4K videos availableAvailable infrastructure for events: Optical cable panels for additional camera connection	<ul style="list-style-type: none">Check for availability in advanceExperts are required to change the default option
	Video Conference Hall <ul style="list-style-type: none">LED display and table HDMI ports availableCan be controlled at the Control Room	
	Display systems <ul style="list-style-type: none">Display size (W x L): 2.5 m x 21 m (fixed), 2.5 m x 14 m (movable)Type: Indoor LED (pitch: 2.6 mm)Resolution: Operation size 1,920 x 1,080 4K video source availableThe systems may change depending on the characteristics of the event (only the movable type is available in this case)	
	Audio systems <ul style="list-style-type: none">Studio<ul style="list-style-type: none">Individual microphones and monitors for the smooth operation of the eventThe Dante network realizes a clear audio environment with little staticStereophonic sounds delivers high-quality audio without howlingVideo Conference Hall<ul style="list-style-type: none">1 beamforming device and 2 speakers available	<ul style="list-style-type: none">Connection of additional devices allowedAn operator is required
	Lighting systems <ul style="list-style-type: none">Studio light controller for controlling brightness and colors (RGB)Stabilized high-quality color temperature like broadcasting studios and newsrooms	<ul style="list-style-type: none">Control depending on the characteristics of the event
	Integrated control system <ul style="list-style-type: none">Enables you to monitor and schedule your event more conveniently and stably by formulating a system operation scenario in advance	<ul style="list-style-type: none">Operational stability
	Video conference system <ul style="list-style-type: none">Host meetings in the conference room and studio through Zoom	<ul style="list-style-type: none">Universal applicability
	Architectural acoustics <ul style="list-style-type: none">Target: The walls and ceiling of the round hallReverberation goal: 0.8–1.0 seconds, Sound clarity: at least 55%Material used: Melamine foam (outstanding heat-resistance, fire retardancy, and sound absorption)	<ul style="list-style-type: none">Optimized for broadcasting
Spatial environment and facilities	Interpretation Office <ul style="list-style-type: none">An interpretation booth and system that can accommodate two interpreters	
	AV Control Room <ul style="list-style-type: none">Able to respond to unexpected situations through real-time monitoring	
	VIP Waiting Room <ul style="list-style-type: none">Can accommodate up to 4 persons / Can be used as a dressing room for the cast	
	Conference Room <ul style="list-style-type: none">A small video conference room that can accommodate up to 10 persons; equipped with a decent-sized screen, cameras, speakers, and microphones	
	Lounge <ul style="list-style-type: none">A waiting room for assistants, except persons directly involved in the event	
	Information desk <ul style="list-style-type: none">Reception and information desk equipped with event PR monitors	
	Furniture design <ul style="list-style-type: none">Reflects the design features of curves and diagonal lines, taking the beautiful architectural characteristics of DDP	<ul style="list-style-type: none">Available for various applications



1 Seoul-On Studio

Gather in a circle and share new inspirations.

Seoul-On Studio has a 35-meter-long LED display (35 m x 2.5 m) and high-resolution video, cutting-edge audio, lighting system, and relay systems like newsrooms. You can move a part of the screen (14 m) to optimize the layout for your event. Seoul-On Studio, which can accommodate up to 60 seats, is suitable for hosting talk shows, conferences, forums, lectures, etc.

Facilities and Equipment

LED display	Fixed in front 8,064 x 960 px (2.5 mm/pitch), 21 m x 2.5 m Horizontally movable 2,688 x 960 px (2.5 mm/pitch), 7 m x 2.5 m x 2 ea
Electrical outlets	12 outlets for audio, 28 for lighting, 8 for spares, and 6 general outlets
Laptop connection	HDMI (1,920 x 1,080)
LED screen connection	HDMI, E2 processor (8 layers)
Audio	Audio console, speaker, 6 wireless handheld microphones, and 2 wireless pin microphones
Camera	5 PTZ cameras, 1 general camera, and 1 switcher
Furniture	30 tables, 60 chairs, and 2 podiums

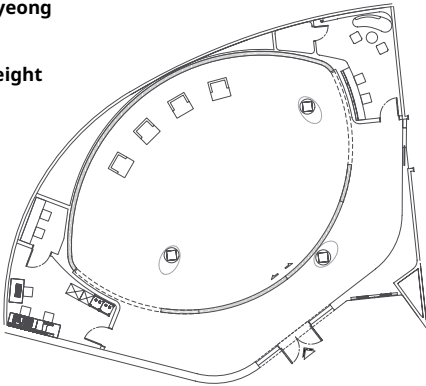
Floor Plan

Capacity
Up to 80 persons

Area
378.22 m²

Area in pyeong
115

Ceiling height
3,200 mm



2 Seoul-On Conference Room

Share media and communicate with each other.

Seoul-On Conference Room, equipped with a large-sized display (7.3 m x 2 m), is suitable for offline conferences and seminars attended by not more than 20 people. It also has a waiting room, dressing room, pantry, and lounge for you to prepare for and hold an event in one place.

Facilities and Equipment

LED display	Fixed in front 3,840 x 1,080 px (1.9 mm/pitch), 7 m x 2 m
Electrical outlets	8 outlets (2 outlets x 4)
Laptop connection	HDMI
LED screen connection	HDMI, PDS-4K processor
Audio	Ceiling microphone (for video conferences), speaker
Camera	2 PTZ cameras (for video conferences)
Furniture	1 fixed table, 19 chairs

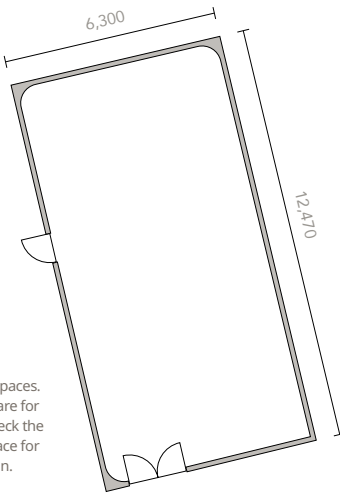
Floor Plan

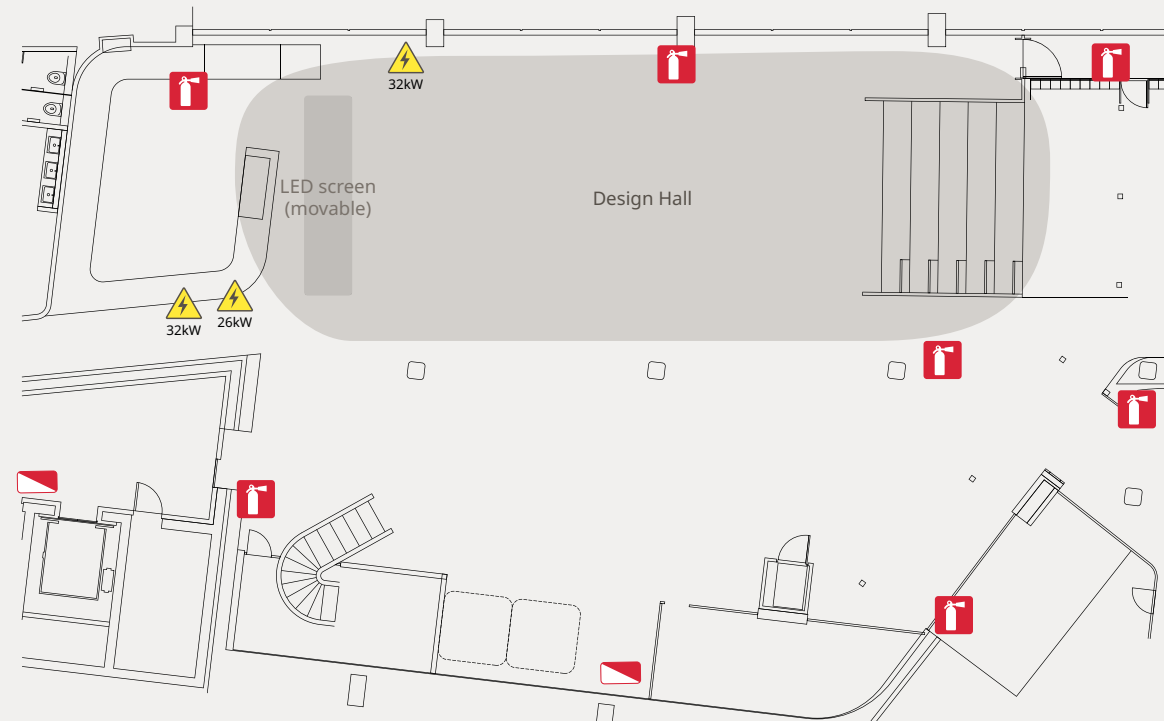
Capacity
Up to 20 persons

Area
114.18 m²

Area in pyeong
35

Ceiling height
3,200 mm





Design Hall

Design Hall, situated on the third-floor Design Lab, is a space for sharing new knowledge. It can be used for a variety of events such as lectures, presentations, and forums.

Rental Facilities of Design Hall

· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.

Facilities and Equipment

LED display 1,920 x 1,080 px (2.5 mm/pitch), 6.4 m x 4 m

LED scaler Korea Avics LED-W4000

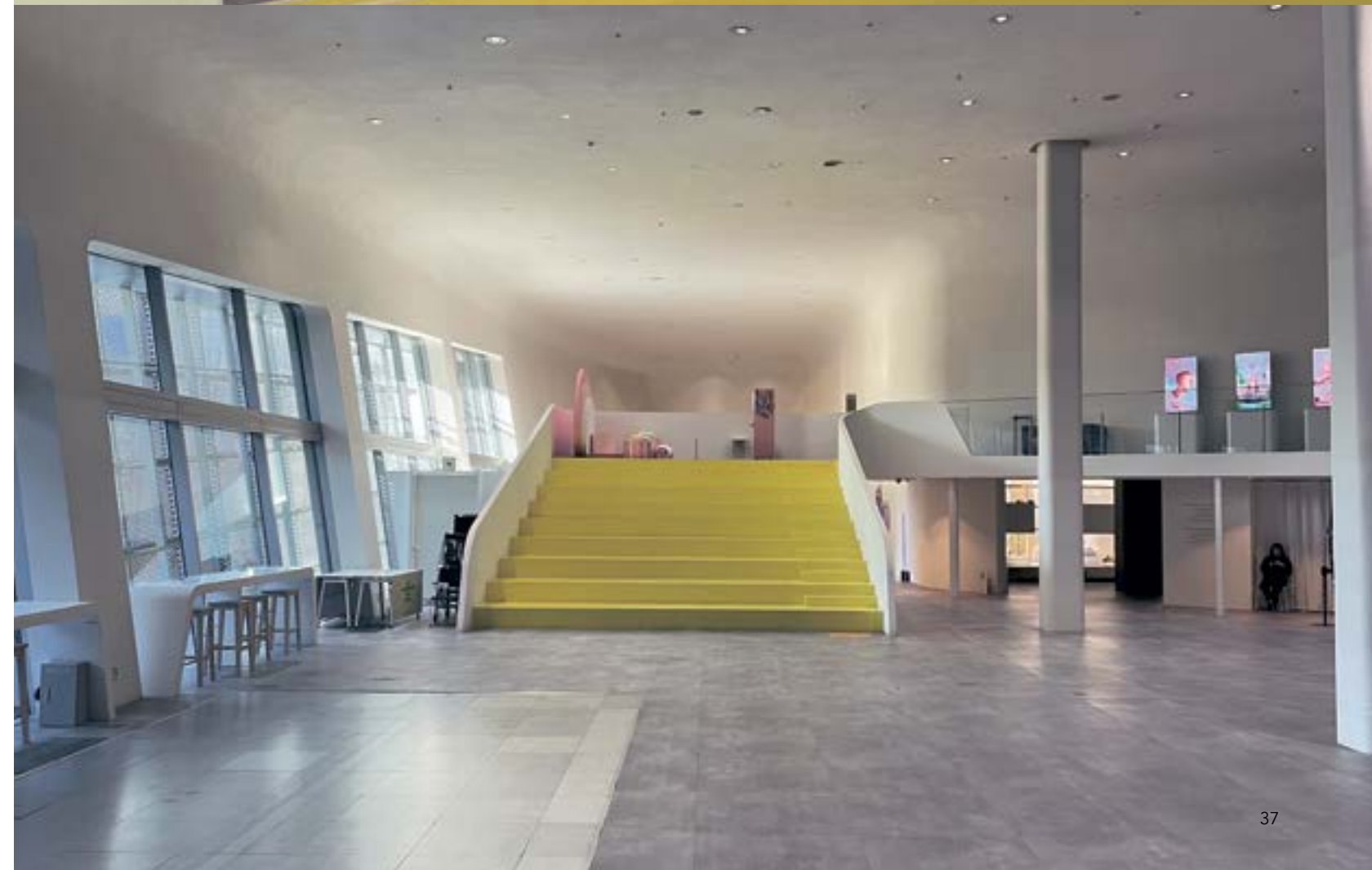
Audio Console: LS9
Speaker: d&b 12S
Wireless receiver: Sennheiser EW 100
Wireless microphones: Sennheiser SKM 100S (6 ea)
Wired microphones: SM58 (2 ea)

Laptop connection HDMI (video), 3.5 cable (audio)

Furniture Staircase seating (up to 30 persons), around 80 chairs
*Capacity: Approx. 110 persons

Disaster prevention Fire hydrants: 2 ea Fire hydrants: 8 ea + 2 ea (mezzanine)

Capacitance Inside Wall A: 380/220 V 4P, 50 A x 1 (32 kW)
Inside Wall B: 380/220 V 4P, 40 A x 1 (26 kW)
Electronic display: 380/220 V 4P, 50 A x 1 (32 kW, If the electronic display is not used)



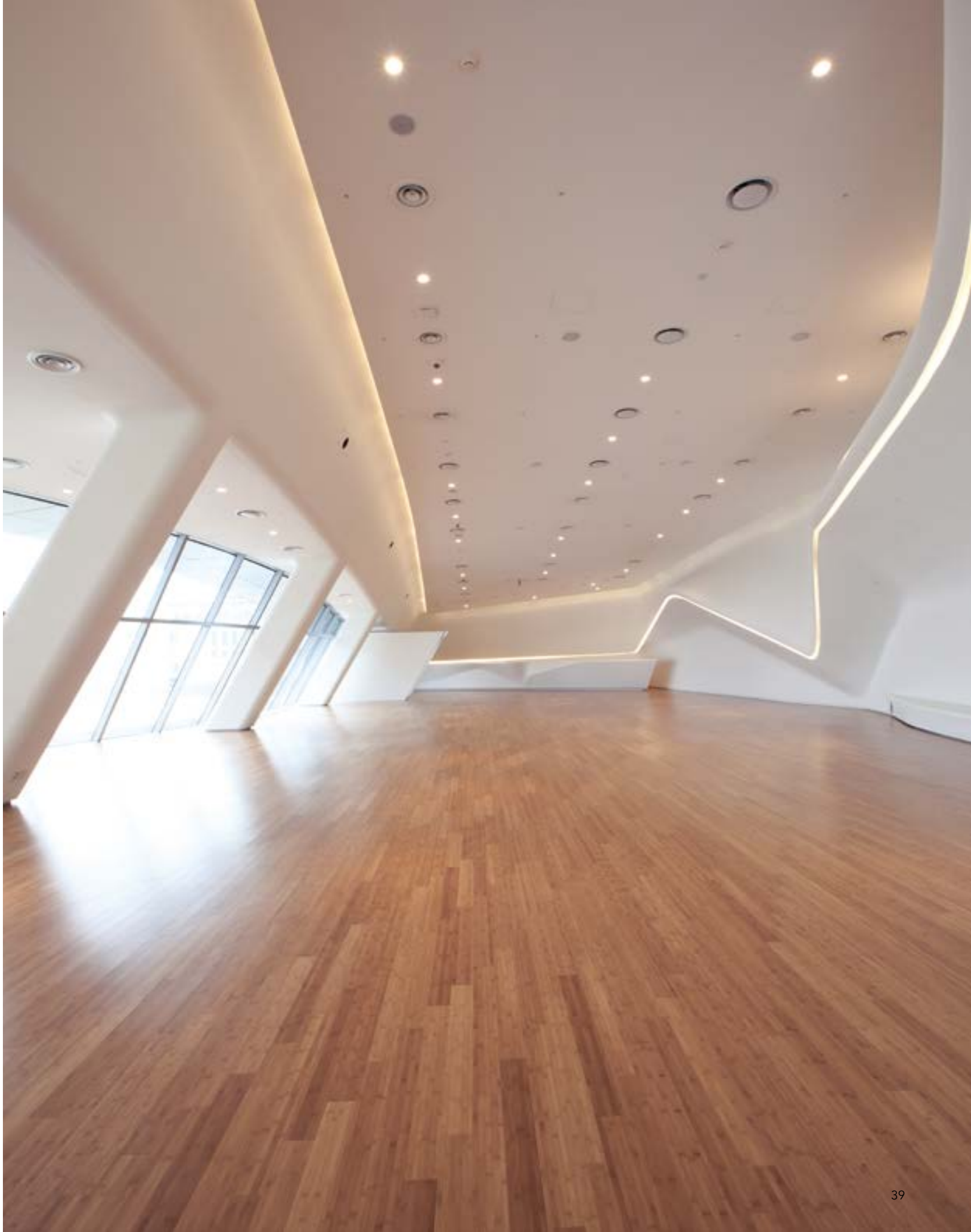


Jandi-sarangbang

Jandi-sarangbang is a well-lighted large platform (570 m²) exclusive for design business and presentations. Its ancillary facilities allow you to hold events requiring catering. Grass Hill, directly connected from Jandi-Sarangbang, is linked to Dongdaemun History & Culture Park, providing high accessibility.

Location	Design Lab 4F				
Area	570 m ²				
Specification	W x L:41.0 m × 25.5 m		H: 5.5 m (max.)	Floor load: 400 kgf/m ²	
	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.				
Capacity	150–200 persons				
Purpose of use	Design business platform				
Capacitance	Main: 380/220 V 4P, 200 A (132 kW), 380/220 V 4P, 100 A (65 kW)				
Mechanical systems (HVAC)	Cooling capacity: 247.474 kcal/h		Heating capacity: 166.518 kcal/h		
	· Air-conditioning and heating policies vary by season. Please inquire in advance for further details. · Air-conditioning and heating are not available when the entrance to the loading dock is open or during work that produces dust.				
Constant temperature and humidity chamber	N/A				
Water supply and drainage	5–5.5 kg/cm ²				
Telecommunications equipment	Voice (telephone): 7 ea		Data (internet): 7 ea	Optical cable: N/A	Wireless: 2 ea
	· You may avail of the telecommunications service through a contract with LGU+ or KT. There is no default telecommunications service provided.				
Disaster prevention	Fire hydrants: 2 ea		Fire extinguishers: 4 ea		Photoelectric fire detectors: 15 ea (smoke detectors: 11, heat detectors: 4)
Projector	N/A			Screen: N/A	
Audio	Mixer, digital signal processor, CD player, wireless microphone receiver, 2 wireless handheld microphones, wireless microphone antenna distributor, wireless microphone antenna, ceiling speaker, 1 speaker amp, sequence power switcher				
House lighting	Color temperature: 3,000 K, Luminous intensity of floor: 200–300 lux (Dimming allowed in some cases, ON/OFF available)				

*Necessary to secure the flows of human traffic



Outdoor Spaces & Others

Outdoor Spaces

Oullim Square

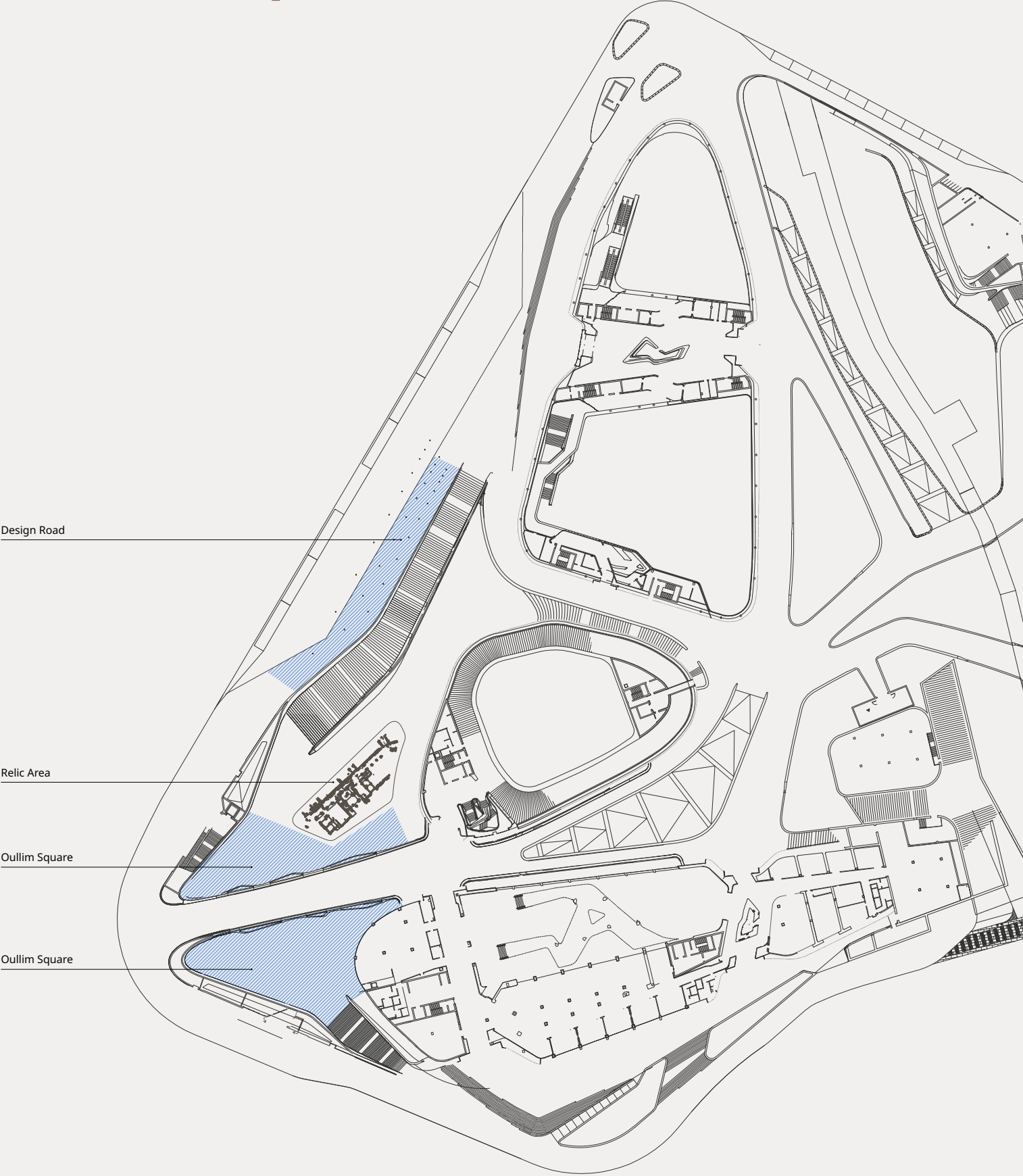
Design Road

Grass Hill

Others

Yigansumun Exhibition Hall

Outdoor Space



"Communication" is the word that best describes the outdoor spaces of DDP. Oullim Square, also known as an urban rest area for citizens, hosts a variety of cultural events and offers visitors information about DDP. Anyone can plan and hold concerts or markets freely on Design Road and enjoy nature in downtown Seoul in Grass Hill. The outdoor spaces are open to everyone.

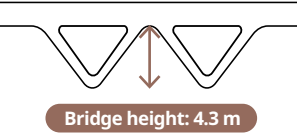
Overview of Outdoor Facilities

All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.

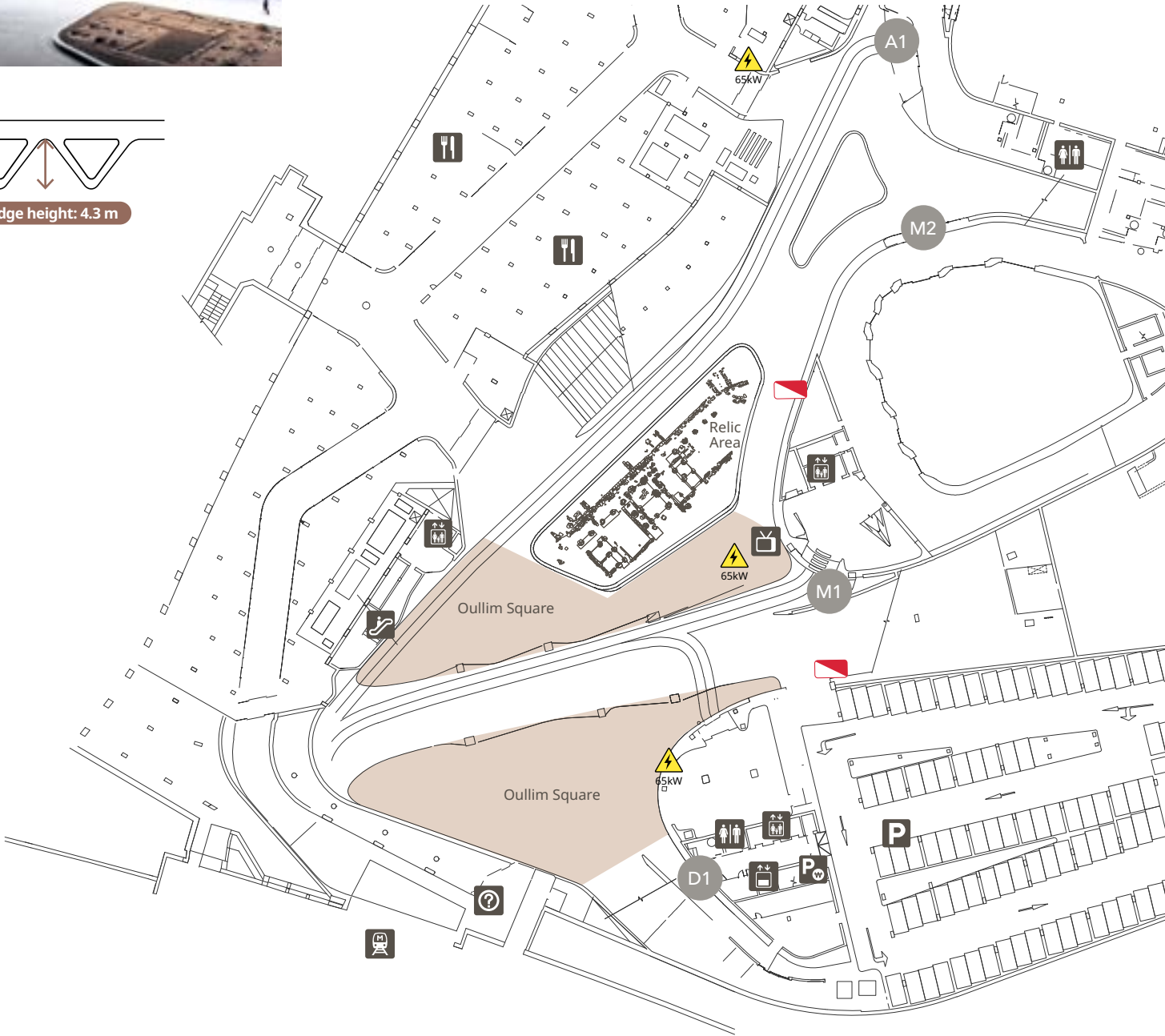
Outdoor space	Area	Size [m/WxL]	Height [m/H]	Floor load [kg/m²]
Oullim Square	2,351 m²	-	4.3	1,632
Design Road	617 m²	-	-	1,632
Grass Hill	1,919 m²	-	-	100



Oullim Square



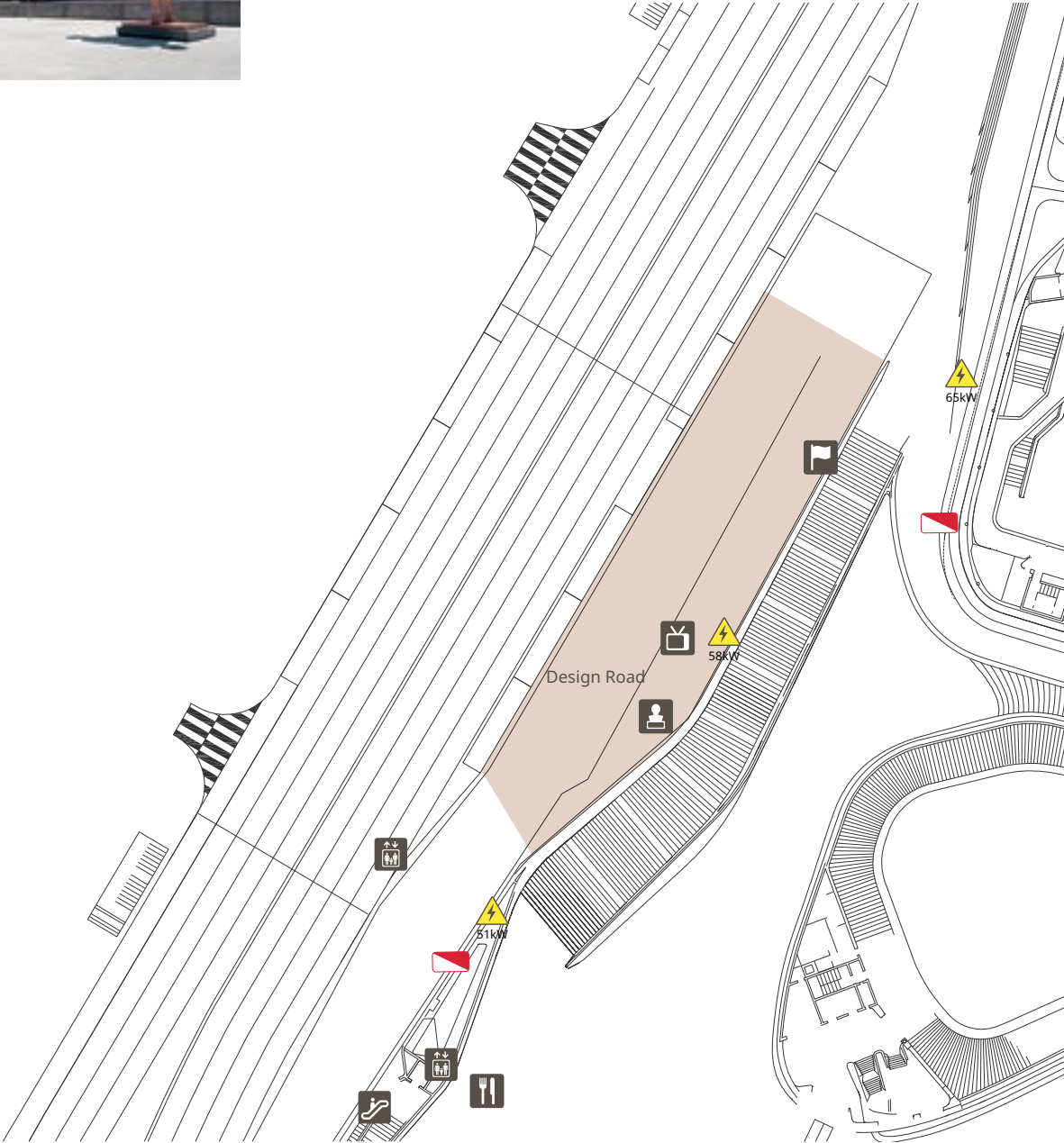
Location	Outdoor	
Area	2,351 m²	
Specification	H: 4.3 m	Floor load: 1,632 kgf/m²
	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.	
Purpose of use	Promotional campaigns, events, performances, etc.	
Ancillary facility	N/A	
Capacitance	Next to DDP Design Store: 380/220 V 4P, 50 A x 1 + 30 A x 2 (65 kW) Next to M1 entrance: 380/220 V 4P, 50 A x 1 + 30 A x 2 (65 kW) Inside the DDP Market on the left of Gate A1: 380/220 V 4P, 100 A x 1 (65 kW)	
Disaster prevention	Outdoor fire hydrants: 2 ea	Fire extinguishers: N/A



Design Road



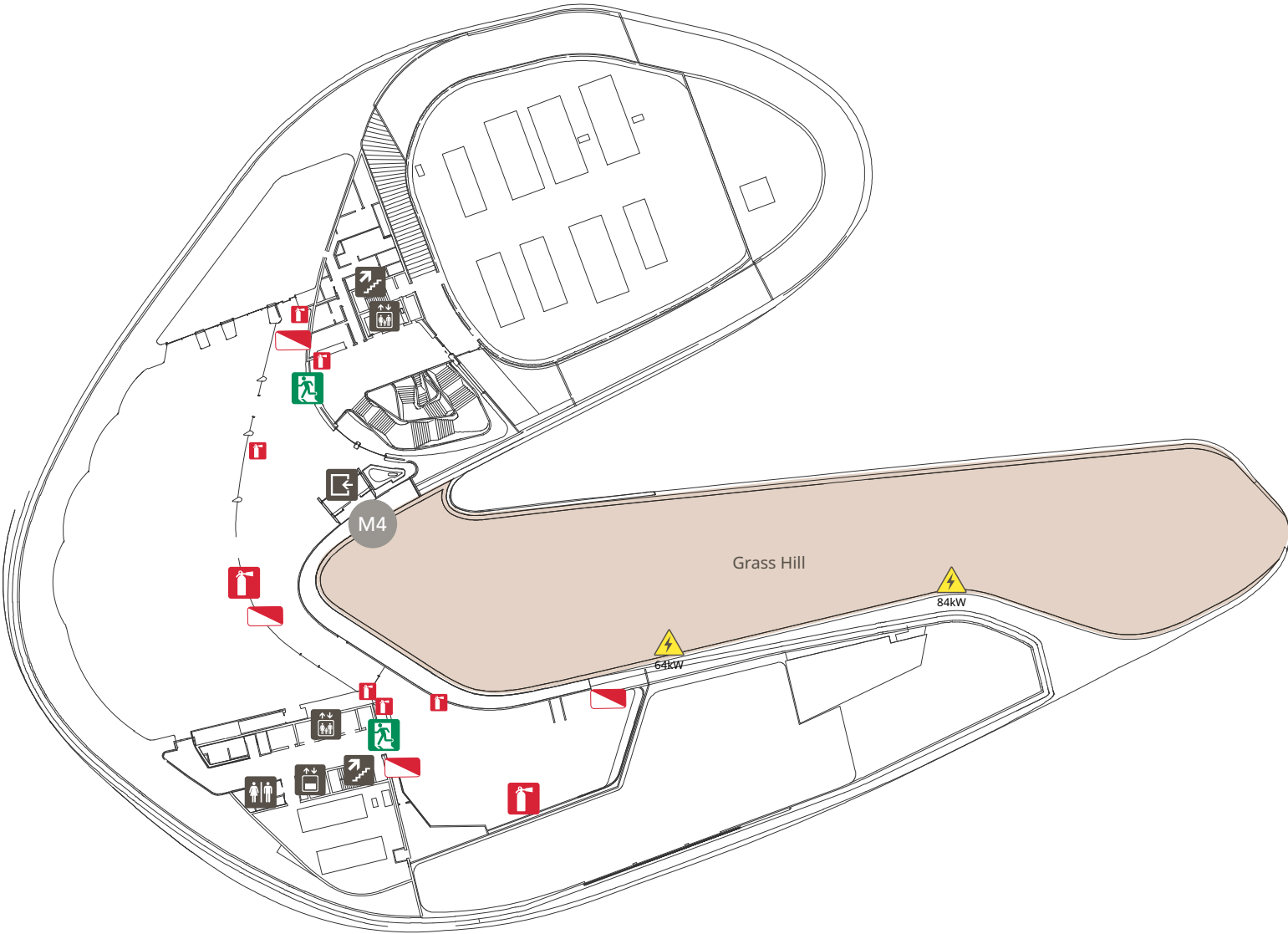
Location	Outdoor	
Area	617 m²	
Specification	Floor load: 1,632 kgf/m²	
	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.	
Purpose of use	Promotional campaigns, events, performances, etc.	
Ancillary facility	N/A	
Capacitance	Outside the 1st-floor elevator #13: 380/220 V 4P, 50 A x 1 + 30 A x 1 (51 kW) Back of the electronic display of the flag pole: 380/220 V 4P, 50 A x 1 + 40 A x 1 (58 kW) Inside the exterior panel next to A3: 380/220 V 4P, 100 A x 1 (65 kW)	
Disaster prevention	Outdoor fire hydrants: 2 ea	Fire extinguishers: N/A



Grass Hill



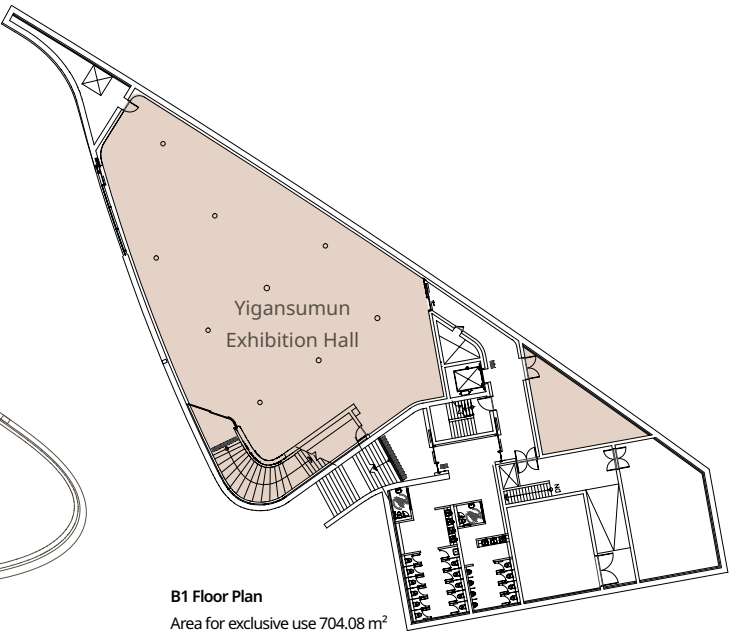
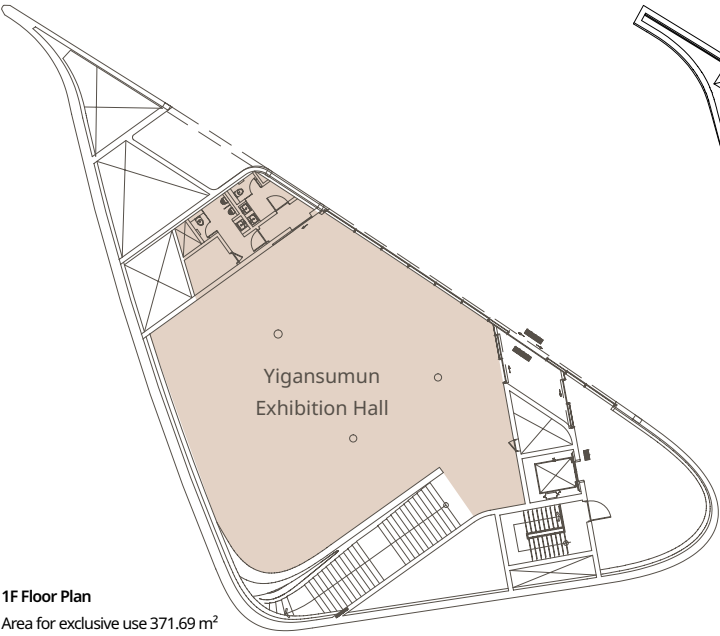
Location	Outdoor (Design Lab–Museum)	
Area	1,919 m²	
Specification	W x L: 19.1 m x 30.9 m	Floor load: 100 kgf/m²
	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.	
Capacity	100 persons	
Purpose of use	Promotional campaigns, events, performances, etc.	
Ancillary facility	N/A	
Capacitance	Bottom of Grass Hill: 380/220 V 4P, 100 A x 1 + 30 A x 2 (84 kW) Top of Grass Hill: 380/220 V 4P, 50 A x 2 (64 kW)	
	* The grass should be restored after the event	



Yigansumun Exhibition Hall

Yigansumun Exhibition Hall was named after Yigansumun Floodgate, which was a drainage facility built during the Joseon dynasty. Yigansumun Exhibition Hall is a multi-purpose space for hosting a variety of programs such as design exhibitions, performances, and events.

Location	Yigansumun Exhibition Hall			
Area	1,075.77 m ² (371.69 m ² (1F), 704.08 m ² (B1)) (Both floors should be rented)			
Specification	W x L: 21.2 m x 21.8 m (1F), 22.5 m x 37.0 m (B1)	H: 4.3–3.0 m (1F), 4.67 m (B1)	Floor load: 500 kgf/m ² (1F), 400 kgf/m ² (B1)	
	· All facilities are atypical spaces. The specifications above are for your reference. Please check the drawings and visit the space for more accurate information.			
Capacity	150–200 persons (may vary depending on the floor plan)			
Purpose of use	Exhibitions only			
Capacitance	33 kW (380/220 V 4P, 50 A x 1 site), Wall/Floor: 220 V 2P, 20 A x 5 circuits (1F) 132 kW (380/220 V 4P, 200 A x 1 site, 100 A x 2, 50 A x 1, 30 A x 1, can be separated) Wall/Floor: 220 V 2P, 20 A x 5 circuits (B1)			
Mechanical systems (HVAC)	Cooling capacity: 48,183 kcal/h x 5 ea (2 ea on 1F, 3 ea on B1)		Heating capacity: 56,099 kcal/h x 5 ea (2 ea on 1F, 3 ea on B1)	
	Geothermal indoor air-conditioners: 26 ea (duct connection type, 10 ea on 1F, 16 ea on B1) · Air-conditioning and heating policies vary by season. Please inquire in advance for further details.			
Constant temperature and humidity chamber	N/A			
Water supply and drainage	1 site (B1)			
Telecommunications equipment	Voice (telephone): 3 ea (1F), 7 ea (B1)	Data (internet): 3 ea, 7 ea (B1)	Optical cable: 1 ea (1F)	Wireless: N/A
	· You may avail of the telecommunications service through a contract with LGU+ or KT. There is no default telecommunications service provided.			
Disaster prevention	Fire hydrants: 2 ea (1F), 2 ea (B1)	Fire extinguishers: 3 ea (1F), 4 ea (B1)	Photoelectric (detachable) fire detectors: N/A	
Audio	Ceiling speaker: Quad Arena 15 (13 ea), Sennheiser wireless microphone (2 ea), CDP (B1) Mixer: Behringer Mix8 (1 ea), Passive speaker: WorxAudio PMD1.5 (2 ea) (B1) *Check for availability in advance			
House lighting	Rail lights: 4,000 K (LED), Luminous intensity of floor: 400 lux, except for the bottom of the glass ceiling (Dimming and console connection not allowed, ON/OFF available) (1F) Rail lights: 3,000 K (CDM/halogen), Luminous intensity of floor: 160 lux (Dimming and console connection not allowed, ON/OFF available) (B1)			
Other facility (batten)	Purpose of use	Size	Available load	
	N/A	N/A	N/A	



Restoration & Ancillary Facilities

All users are required to restore any damages made to the space and facilities of DDP for the convenience of other users.

Restoration Costs







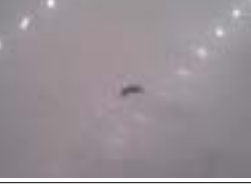

Freight Elevator

Fire Protection Systems

Parking Fee Reduction for Renters

Restoration Costs

The host of an event is accountable for restoring the space and facilities to the original or equivalent state after the event if any of them is damaged, deformed, or lost, except for typical wear. Please refer to the table below for restoration costs (VAT excluded).

1		<div>Finishing material</div> <div>Wall</div>	Damaged area	Cost
		<div>Restoration cost</div>	5 m² or below	Damaged area (m²) x KRW 800,000/m²
			Exceeding 5 m²	Separate quotation and immediate restoration
2		<div>Finishing material</div> <div>Perforated natural drywall (banister and wall)</div>	Damaged area	Cost
		<div>Restoration cost</div>	5 m² or below	Damaged area (m²) x KRW 500,000/m²
			Exceeding 5 m²	Separate quotation
3		<div>Finishing material</div> <div>Natural drywall (wall)</div>	Damaged area	Cost
		<div>Restoration cost</div>	5 m² or below	Damaged area (m²) x KRW 450,000/m²
			Exceeding 5 m²	Separate quotation
4		<div>Finishing material</div> <div>Bamboo OA floor</div>	Damaged area	Cost
		<div>Restoration cost</div>	5 m² or below	Damaged area (m²) x KRW 450,000/m²
			Exceeding 5 m²	Separate quotation
5		<div>Finishing material</div> <div>Bamboo floor</div>	Damaged area	Cost
		<div>Restoration cost</div>	5 m² or below	Damaged area (m²) x KRW 300,000/m²
			Exceeding 5 m²	Separate quotation
6		<div>Finishing material</div> <div>Glass fiber reinforced concrete</div>	Damaged area	Cost
		<div>Restoration cost</div>	5 m² or below	Damaged area (m²) x KRW 500,000/m²
			Exceeding 5 m²	Separate quotation
7		<div>Finishing material</div> <div>Epoxy lining (floor)</div>	Damaged area	Cost
		<div>Restoration cost</div>	30 m² or below	Damaged area (m²) x KRW 20,000 + KRW 200,000
			Exceeding 30 m²	Separate quotation
8		<div>Finishing material</div> <div>Urethane lining (floor)</div>	Damaged area	Cost
		<div>Restoration cost</div>	30 m² or below	Damaged area (m²) x KRW 20,000 + KRW 200,000
			Exceeding 30 m²	Separate quotation

9		<div>Finishing material</div> <div>Water-based paint (wall)</div>	Damaged area	Cost
		<div>Restoration cost</div>	30 m² or below	Damaged area (m²) x KRW 70,000 + KRW 200,000 (labor cost)
			Exceeding 30 m²	Separate quotation
10		<div>Finishing material</div> <div>Acrylic paint (wall)</div>	Damaged area	Cost
		<div>Restoration cost</div>	30 m² or below	Damaged area (m²) x KRW 70,000 + KRW 200,000
			Exceeding 30 m²	Separate quotation
11		<div>Finishing material</div> <div>Carpet tiles (floor)</div>	Damaged area	Cost
		<div>Restoration cost</div>	5 m² or below	Damaged area (m²) x KRW 100,000/m²
			Exceeding 5 m²	Separate quotation
12		<div>Finishing material</div> <div>Stone coat (floor)</div>	Damaged area	Cost
		<div>Restoration cost</div>	5 m² or below	Damaged area (m²) x KRW 200,000/m²
			Exceeding 5 m²	Separate quotation

Details of Restoration Costs

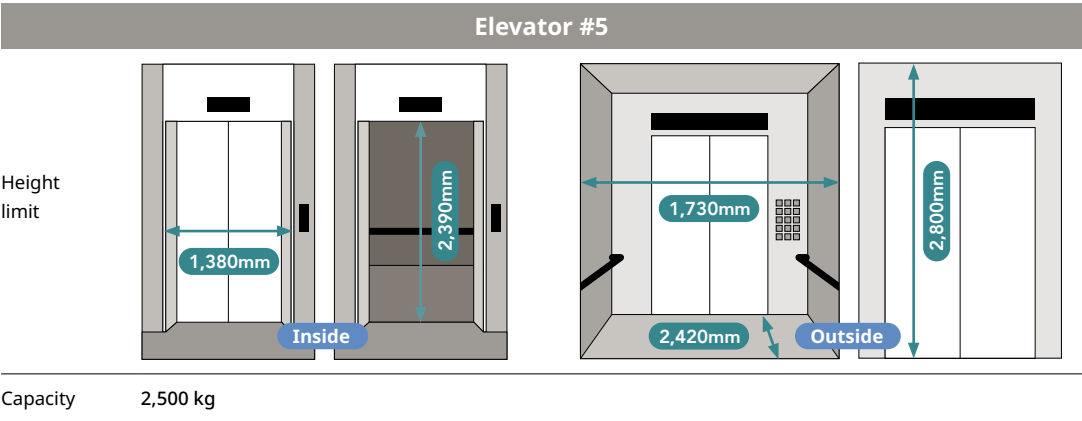
- Damaged parts are considered individual units.
- The restoration cost for 1 m² applies if the area of a damaged part is smaller than 1 m². A separate quotation will be issued for damage to materials not mentioned in the list.
- * Types of damage not mentioned above should be restored immediately after consultation.

Freight Elevator

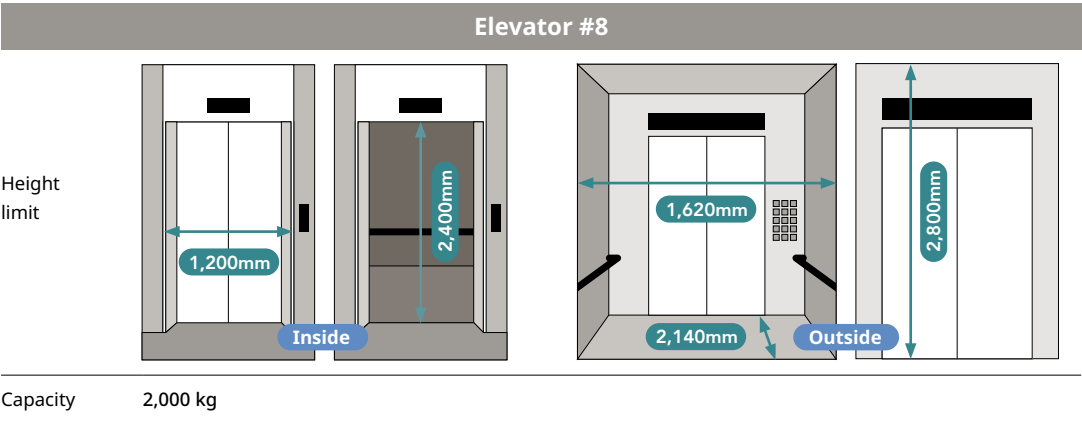
Please refer to the below for the specifications and size of freight elevators.
Please be careful not to damage the elevators while moving equipment and items for an event.

Elevator Specification

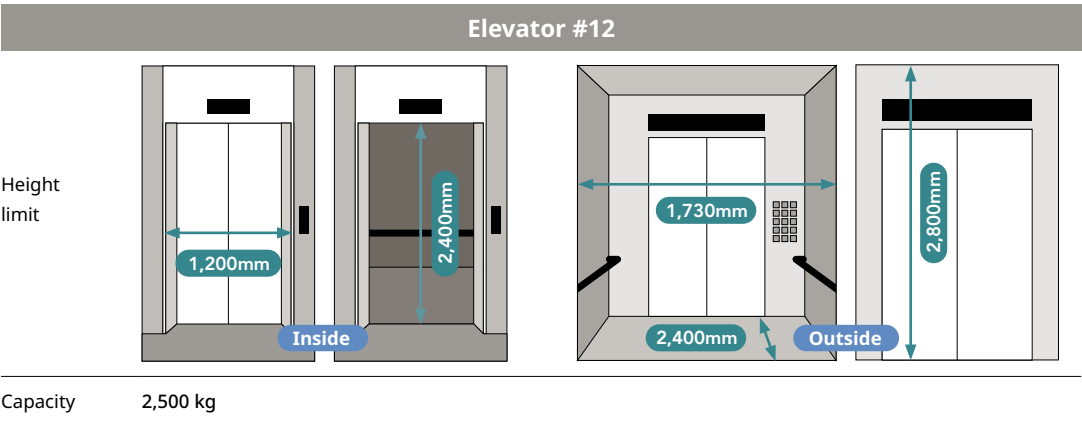
Specification of Elevator #5: Freight Elevator for the Museum



Specification of Elevator #8: Design Lab (connected to the Design Hall)



Specification of Elevator #12: Design Lab

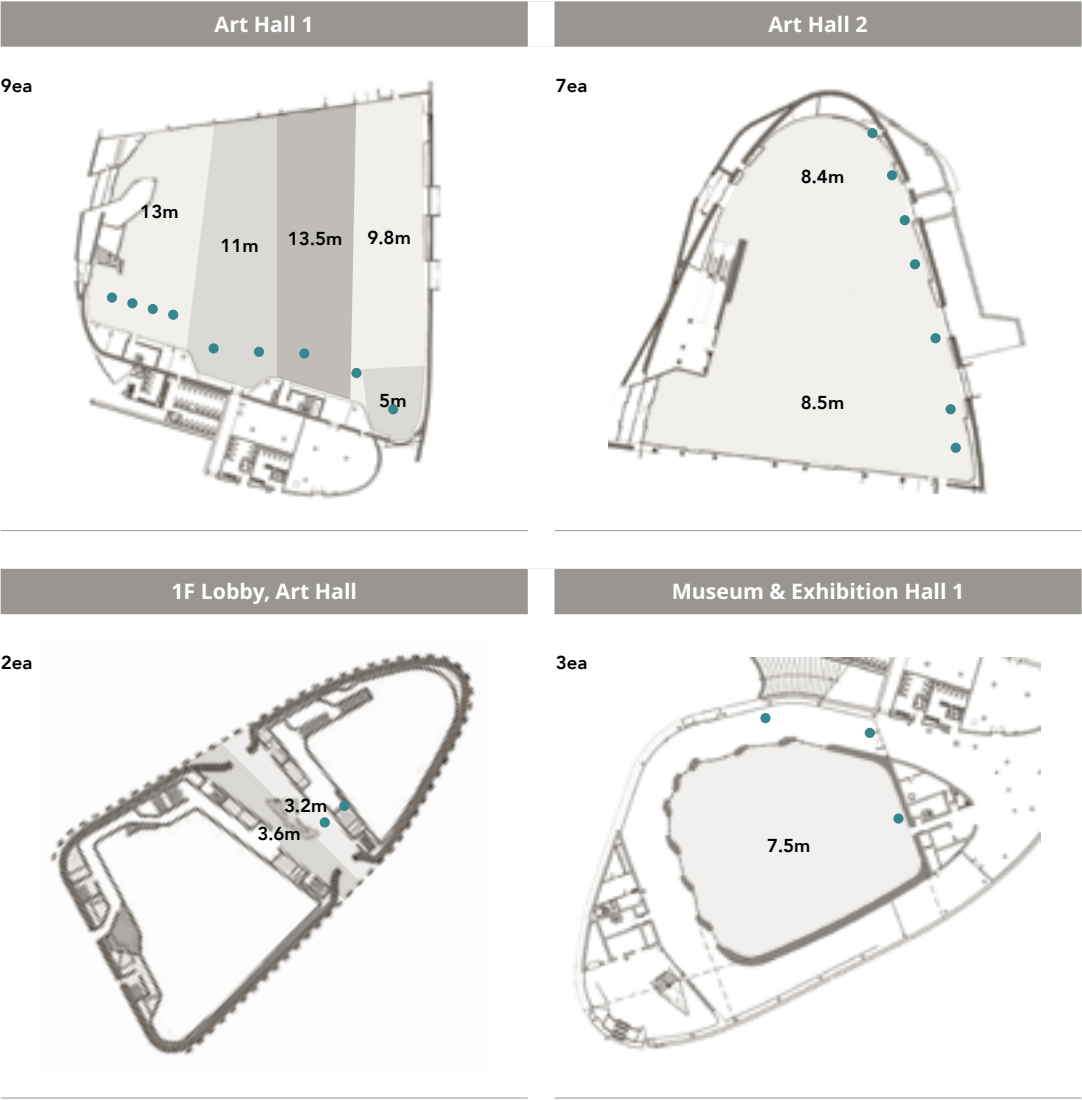


Fire Protection System

Please be well informed of the locations of the fire protection systems and firefighting supplies in order to respond to the situation calmly and minimize damage.

Detection Height of Photoelectric (Detachable) Fire Detectors

- Detachable fire detector



- Height limit for structures and installation: You should not reach the height limit while working or installing structures, as if may activate the photoelectric (detachable) fire detector.
- If a fire detector goes off, an alarm will sound throughout the DDP and fire trucks will be dispatched.

- Standards for structure installation near fire protection systems: Standards for preventing failures of the fire protection systems in case of emergency and evacuation.
- Consult the personnel in charge of fire safety in advance for details of the installation standards.

Emergency Exit, Evacuation Route

Secure at least 2-meter-wide evacuation routes for safe evacuation and do not put or install any items or structures in the evacuation routes.



Indoor Fire Hydrant

Do not install any items or structures within 2 m of the fire hydrants in order not to block them.



Exit Light

If exit lights are unrecognizable due to any structure, exit lights (15 x 15 cm) should be attached to the floor.
*No shape limitations



Fire Shutter

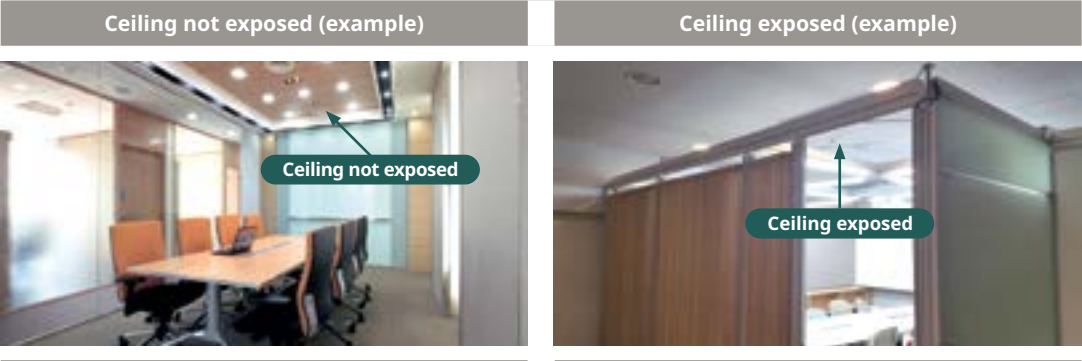
Do not install any items or structures near the fire shutters so as to prevent the spread of fire and secure evacuation routes.



Standards for the installation of fire protection systems when installing any space or structure within the workplace

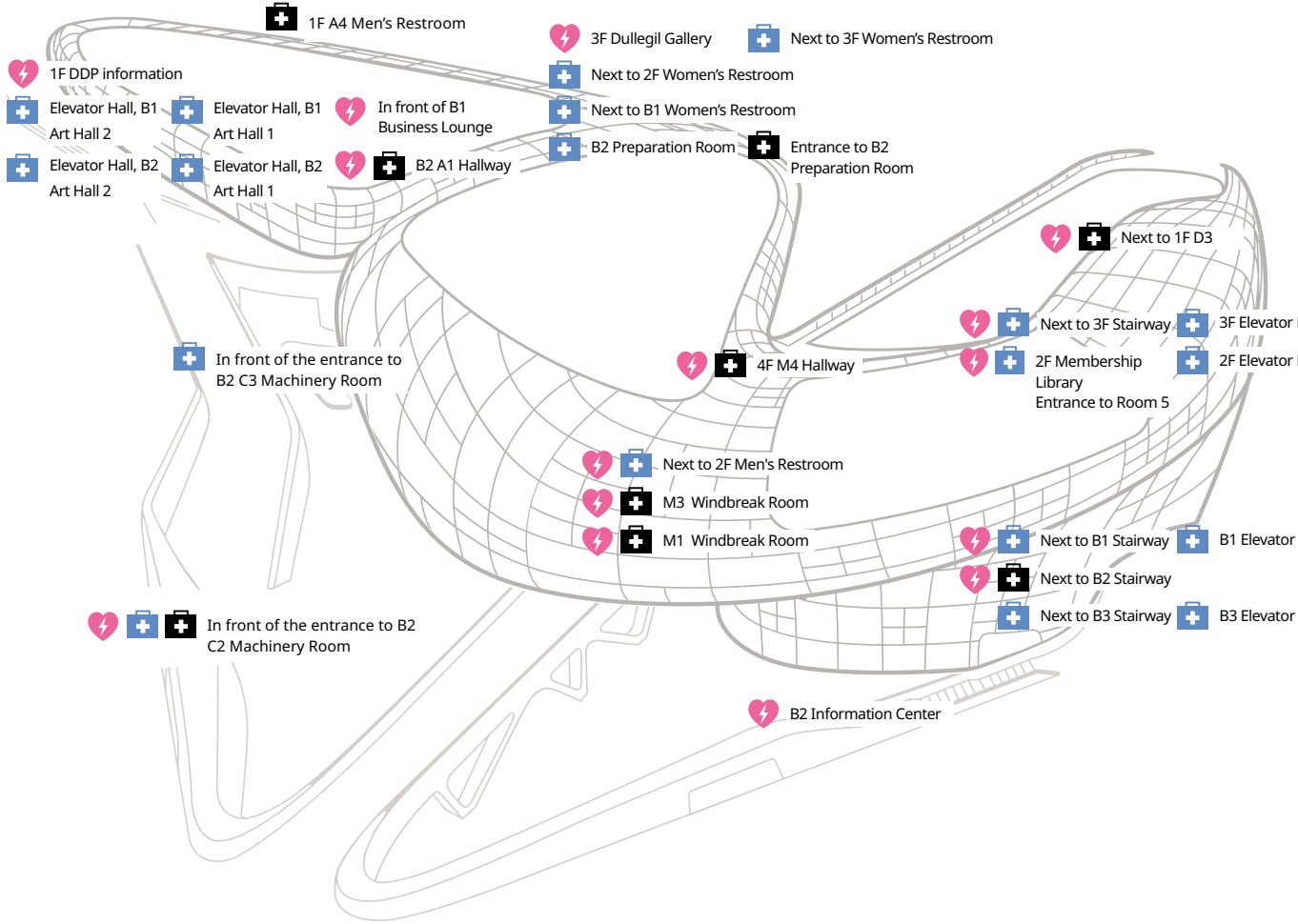
Consult the personnel in charge of fire safety in advance for the location and number of fire protection systems to be installed.

Structure	Fire protection system	Installation standard
If the ceiling is not exposed	Fire detector	Install fire detectors in each room regardless of the area
	Diffusion fire extinguisher	Install smoke detectors
	Exit light	In cases where it is not possible to recognize the exit (same for open and closed ceilings), maze-type structure
	Fire extinguisher	Install dry chemical fire extinguishers if the floor area is 33 m ² or above
If the ceiling is exposed	Fire detector	Not necessary
	Sprinkler	Not necessary
	Exit light	In cases where it is not possible to recognize the exit (same for open and closed ceilings)
	Fire extinguisher	Install a dry chemical fire extinguisher every 20 m of walking distance if the floor area of each room is 33 m ² or above
If wood is used	Flame retardancy	After flame-retardant treatment, submit a fire-retardant certificate issued by Jungbu Fire Station. In case of pre-treatment for flame retardancy, submit a certificate issued by the Korea Fire institute
If a curtain is used	Flame retardancy	Use curtains certified with flame retardancy



Location Map of Relief/Emergency Goods and AEDs

Legend	Name	Qty
	Automated external defibrillator (AED)	15
	Relief goods	9
	Emergency goods	19



Parking Fee Reduction for Renters

This page is about parking fee exemption and discounts for those who rent DDP facilities (those who host or organize an event at DDP). Please be well informed of the guide below. Consult us in advance if necessary and enjoy discount benefits.

General Information

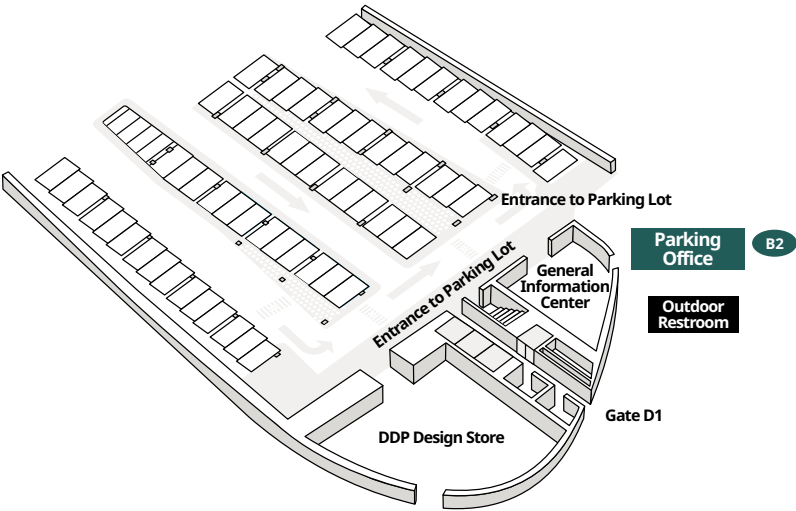
- The parking fee exemption or discount regulations may change without prior notice due to operational reasons (safety reasons, adjustment for events or exhibitions, and other reasons acknowledged by the foundation).
- You must consult the personnel in charge of DDP facility rental in advance.
- You may request staff for preparing the event or exhibition during the rental period.
- You are not allowed to use the parking lot without prior consultation, and consultation cannot be done on the day of the event or exhibition.
- The benefits may be withdrawn if the parking lot is not used for the intended purposes.

Exemption

Rented facility	Vehicles exempted	Notes
Art Hall 1, Art Hall 2, and Exhibition Hall 1	2 vehicles each per rental day	E.g. Free parking for 4 vehicles if you rent both Art Hall 1 and Art Hall 2
Other facilities	1 vehicle each per rental day	Free parking only for 1 vehicle per day if you rent a facility for more than 1 day

Prepaid Ticket

- Purchase prepaid tickets at discounted prices at DDP Parking Office.
 - Non-refundable
 - Individual purchase not available
 - Present the original copy of the rental permission
- Please contact Parking Office (+82-2-2153-0141) for further details.



Loading Dock Guide

Authorized vehicles (Only for trucks)	<ul style="list-style-type: none">· Authorized trucks for event preparation and demolition· Emergency vehicles (police cars, fire trucks, government cars, ambulances, emergency restoration vehicles, etc.)
Request permission to enter loading dock in advance	<ul style="list-style-type: none">· Fill out and submit a loading/unloading report· Fill out and submit a daily work report to the General Information Center
Loading dock access control	<ul style="list-style-type: none">· Authorized vehicles only (trucks): Passenger cars and vans should use the B2 general parking lot· Weight limit: 5-ton or lighter vehicles· Height limit: 3.7-meter-tall or smaller vehicles (2.1-meter-tall or smaller vehicles for the general parking lot)
Staff required for loading dock access depending on the event size	<ul style="list-style-type: none">· All vehicles should be attached with an event permit· Parking staff should stay in the event parking booth full-time· The General Information Center should be informed of the list of vehicles in advance
General guide to loading dock	<ul style="list-style-type: none">· Business hours: 6 AM–10 PM· Loading and unloading should be done within around 30 minutes in the loading dock· You cannot park the vehicle in the loading dock except during loading and unloading (must be supervised by one of your staff members)· Prior vehicle registration is required if the loading dock is expected to be full· Even registered vehicles may not be allowed to enter the loading lock by DDP parking staff depending on the situation· If it takes a longer time than expected for loading or unloading, registered vehicles will get a 50% discount at the general parking lot (present the event permit)

Height Limits of Parking Lot and Loading Dock



*The height limit of the inside of the loading dock is 3.5 m due to the fire shutters

Safety Management

Safety must be prioritized at all times, including when presenting new trends and creative content. Please comply with the following safety management regulations to make sure everything is in place during the event.

Precautions for Safety Management

Precautions for Safety Management

Please be well informed of and follow the DDP safety management regulations, safe work standards, and precautions for safety management.

Safe Work Standards

You may not be allowed to work in DDP for safety reasons if you fail to comply with any of the safety gear standards.

	Item	Management standard	Notes
Personal protective equipment	Safety helmet	· All workers are required to wear the personnel protective equipment in all places where any object may fall or fly or where they may fall	
	Chin strap		
	Safety harness	· Wear a safety harness when working at a height or depth of 2 m or above	
	Gloves	· All workers should wear gloves	
	Safety footwear	· Where any object may fall or a worker may be bumped into or get jammed in an object or get an electric shock	
Safety facilities	Construction sign	· A construction sign should be placed in all entrances to the workplace	A3 size
	Ladder	· Use ladders with outriggers	Work in pairs
	Lift and scaffold	· When working at a height of 5 m or higher from the ground	
Others	Identification sign	· The supervisor (safety manager) should wear a sign so anyone can recognize them	

Personal Protective Equipment

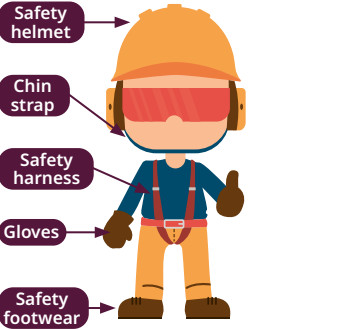
Safety helmet

Chin strap


Safety harness

Gloves


Safety footwear




Construction Sign




Ladder




Lift



Scaffold



Identification Sign



Precautions for Safety Management

Standards for Disciplinary Action in case of Violation of the Safety Management Regulations

	Violation	Disciplinary action	Notes
Documents	· If rental-related documents (e.g. work report) are not submitted to DDP	Work suspended	Allowed to resume work after submitting the documents
	· If a technical review approval is not signed by all the persons concerned		
	· If work commences without reporting to the General Information Center		
Workers	· If a worker drinks any alcoholic beverage or smokes within the DDP premises	Work suspended and worker expelled	Allowed to resume work after all workers complete safety training
	· If a worker causes physical or mental harm to any DDP staff member or visitor		
	· If a worker damages any DDP facility on purpose		
	· If a worker does not wear personnel protective equipment during work	Worker receives warning	Expelled after 3 warnings
	· If a worker uses any elevator for customers without obtaining DDP's permission		
	· If a worker wanders around outside the designated location		
Equipment and materials	· If a worker works outside the designated workplace		
	· If any equipment or materials not agreed upon by DDP are brought in	Work suspended	Allowed to resume work after consultation with DDP
	· If any equipment or materials are carried outside the designate route agreed upon by DDP		
Protective measures	· If any equipment or materials are brought in through a freight elevator not agreed upon by DDP		
	· If work commences without any protective measures on the floors and walls	Work suspended	Allowed to resume work after protective measures are completed
	· If any equipment or materials are moved without installing protective measures on the route		
Waste	· If waste (e.g. construction materials) generated during work is neglected	Work suspended	Allowed to resume work after disposing of waste
Others	· If any work commences without consultation with DDP	Work suspended	Allowed to resume work after consultation with DDP

DDP User Guide

All persons concerned are advised to abide by the rules in order to keep DDP a space open to those who dream, design, and play. Please be informed of the following guide to hold a successful and pleasant event.

[DDP Installation Safety Guidelines](#)[PR Media](#)[Food Regulations](#)[Guide for Art Hall OB Vans](#)[Outdoor Distribution Boxes](#)

The renter (host and organizer) assumes full responsibility for all issues that may arise as a result of failing to comply with this guide.

DDP Installation Safety Guidelines

The renter (host and organizer) assumes full responsibility for all issues that may arise as a result of failing to comply with these safety guidelines. Both the renter and on-site workers should be well informed of the safety guidelines and comply with all regulations concerning work safety and restrictions.

Preparation and Submission Deadline of Documents



DDP Rental Service

Scan the QR code to visit the DDP rental service website.

Refer to Notice to check documents required for rental and other information.

- Documents required for rental should be sent to the hall manager of personnel in charge of rental service no later than seven days prior to installation.
- Submission hours: 9 AM–4 PM (except weekends and public holidays)
- It is recommended to use services from DDP-designated companies (e.g. furniture and supplies, promotional signs, security service, electricity, cleaning, fire-resistance, carpet, exhibition design installation)

[Common] Required documents

- Event (exhibition) report and work report (DDP's format)
- Event (exhibition) plan (including an overview, final drawings, and manpower operation plan)
- Copy of event (exhibition or facility) insurance policies (including property and liability insurance policies)

[If applicable] Required documents

- Electrical wiring: Electric work business license (company) and national technical qualification certificate (workers)
- Wood, cloth, and banner: Flame retardancy inspection report or receipt (acknowledged by Seoul Jungbu Fire Station)
- Heavy objects weighing 230 kg per m², truss, duplex, and other cases deemed necessary to be reviewed by DDP: Structure calculation sheet
- Performances (festivals) with estimated visits of at least 1,000: Disaster response plan report (Inquiries: Jung-gu Office Cultural Administration Team or Life Safety Team)

Documents to be submitted on the day of installation/demolition

- Write a daily work report at the Parking Center (B2 Design Lab, +82-2-2153-0119)

Using the Loading Dock

- Height limit of loading dock: 3.7 m *Height of fire shutter: 3.5 m
- Arrangement of staff
- Equipment and materials should be brought in the event venue right after unloading (not allowed to load them in the loading dock)
- Only pre-registered vehicles (whose license plate numbers are on the list) are allowed to enter the loading dock
- If it is not possible to submit a vehicle list in advance, staff members should be present at the loading dock to check the vehicles
- Not allowed: Smoking, eating food, installation/demolition, and parking (expelled if violating any of the regulations)
- Not allowed to load anything including materials, rented items, audio/video/lighting system boxes, waste, and garbage

Protective Measures on the Floor of Rental Facilities (Required)

- Protective materials should be installed on the floor of the rental facility and the areas where facilities are installed (exhibition carpet, rubber, plywood, etc.)
- Protective materials should be installed on the surface of metal or fixture supporting weight
- Materials should be carried so as not to damage the buried exit signs
- Protective materials should be installed in the whole or part of the rented facility if catering is provided at the Conference Hall or Preparation Room
- Screws of electricity and communication patch boxes should be tightened or loosened manually. Round head screws that may cause patch lines should be kept in a patch
- Consultation about the scope of protective measures is required if necessary in case of catering
- Sill covers should be installed at the bottom of the automatic doors (plywood or iron plate)

Floor Protection (Heavy Objects)

- Live load: 860 kg/m², Dead load: 230 kg/m²
- Consultation is required for 4-ton or heavier vehicles or objects (not allowed to bring them in arbitrarily)
- Prior consultation is required for objects heavier than the weight limit (not allowed to bring them in arbitrarily)
- A structure calculation sheet must be submitted if the weight limit is exceeded. Plywood or iron plates should be installed as protective measures depending on the weight

Using the Common Area (Hallway)

- Although the common space is not rented, it may be used restrictively if necessary
- If it is necessary to use the common space (hallway), consult the personnel in charge in advance
- The hallway located within 2.4 m from the Art Hall can be used
- The common space of DDP is open for citizens and used as a DDP tour route. Make sure not to block the area during the event (exhibition)
- Do not hide the DDP information signs and media (kiosks and digital signage) arbitrarily
- Work should be done in the rented space and then moved for installation (demolition should also take place in the rented space)
- Consult in advance in order to use electric outlets on the walls (not exceeding 3 kW)
- Protective materials should be installed on the surface of metal or fixture supporting weight (plywood or rubber plate)


External PR Materials

- Do not distribute flyers or install advertisements outside
- Consult in advance to install advertising media (additional fees)
- Do not use external banners

Workplace Precautions

- Do not bring in inflammable or combustible materials
- It is recommended to use services from DDP-designated companies for electric wiring (with a construction license or certified with electricity craftsman or higher)
- Electricity should be used after the wiring is completed (Do not use electric outlets on the walls)
- Consult in advance to use electric outlets (including restrooms, hallways, etc.)
- For electricity, audio/lighting/video systems, etc. requiring lines, protective measures should be taken to ensure safety
- Welding, grinding, painting, using power saws, and work generating flames or sparks are prohibited on the site
- Work generating sawdust or dust, such as cutting, grinding, and sanding, is prohibited
- Consult in advance for simple painting and sawing required for final assembly
- Protective materials should be installed on the floor for simple painting required after wood assembly
- If simple sawing is required after wood assembly, it should be done in pairs in one place with a dust collector (industrial vacuum cleaner) and a fire extinguisher
- 1.5 m should be secured from the walls (for emergency evacuation routes; should not be changed arbitrarily)
- The front of fire hydrants and exits (entrances) must be open (Fences or any other structures should not be installed)
- If failing to comply with the above, secure emergency evacuation routes and open the front of fire hydrants and exits immediately
- If the layout of the event venue is in a maze structure, install exit signs and emergency maps
- Air shots, guns, and fire effects are not allowed indoors (To use dry ice or carbon dioxide, consult and inform the DDP General Information Center (+82-2-2153-0119) in advance)
- Before installation or demolition work in an outdoor event venue, install rope fences or safety fences to separate the workplace. Equipment and materials should not be loaded or work should not be done outside the workplace (rubber cones are not allowed)
- If a DDP employee deems that the work is dangerous or may cause any problems in facility maintenance, workers should take proper action upon their request
- Forklifts and garbage trucks are not allowed to enter the venue during installation and demolition

Workwear Standards	<ul style="list-style-type: none">· Workwear standard: Workers working in a high place (including work on a ladder) must work in pairs and wear a safety helmet· A supervisor should be designated and present in each workspace and must wear a red vest· Supervisors should warn workers who fail to meet the workwear standards and recheck their outfits within 30 minutes (If a worker still fails to meet the standards, suspend the work and provide safety training)
Meals for Workers	<ul style="list-style-type: none">· No one is allowed to have meals indoors (including the Operation Support Office) or in the loading dock. All workers should go to a restaurant located outside· Consuming simple food such as bread and beverages is allowed, except food with strong smells with strong smells such as hamburgers and pizza
Cleaning and Tidying	<ul style="list-style-type: none">· Dispose of waste, waste materials, and garbage immediately· Such waste may be kept temporarily in an available space such as the venue warehouse and loading dock· Dispose of waste immediately if the event (exhibition) continues for a long period of time (at least 7 days) or it is necessary to remove waste· The renter is responsible for disposing of garbage and cleaning up the rented space (including the common space, if used)· If catering was provided, the venue should be waxed for cleaning (including other cases where it is deemed necessary by DDP)· Do not use water for cleaning since it may damage the floor distribution boxes (Use chemicals or wax depending on the locations)· Use the generally accepted cleaning method when cleaning spaces with carpet (Academy Hall) (Conduct steam cleaning in case of catering)· The renter should dispose of all types of waste, including recyclable items, through a DDP-designated company through a contract (recommended)
Expulsion of Workers	<ul style="list-style-type: none">· Anyone found smoking on DDP property (including outdoor spaces and the inside of a parked vehicle) will be expelled regardless of what the reason may be· Workers found smoking on DDP property will be expelled. Work will be resumed after the workers take anti-smoking education· Persons and workers involved in an event (exhibition) should not use violent language or violence against DDP employees. In case of violation, the violator will be reported to the relevant agency and undergo disciplinary action or be expelled
Precautions When Using Outdoor Spaces	<ul style="list-style-type: none">· Preexisting routes for human traffic should be secured· Braille blocks should be secured (If hidden inevitably, alternative braille blocks should be installed)· Banners with water base or X-stand banners are not allowed· Before installation, install retractable belt barriers to separate the workplace (Installation will be suspended unless retractable belt barriers are installed; cannot be replaced by security tapes or labels)· A construction sign must be installed before installation work· When bringing a vehicle into the square, use North Gate across Doosan Tower. The vehicle must be accompanied by safety personnel dispatched by the host (Not allowed to enter without safety personnel)· If electric wires and relay lines are exposed, they must be covered with rubber plates Yellow jacket ramps should be covered with rubber plates to allow the passage of wheelchairs and strollers· The signs or entrances of DDP facilities (DDP Market, Exhibition Hall 1, etc.) should not be hidden· Consuming food or beverages, cooking, and using fire are prohibited· Staff should not have a meal or smoke on the site (Violators will be expelled)· Observe caution not to damage any facilities, walls, and other structures. Do not attach any adhesives, such as tapes, on the walls· In case of an outdoor event, sound interference may occur due to sounds from other outdoor spaces such as Design Road· Provision and sampling of food or beverages are not allowed (to prevent conflict with the neighboring business districts)

Free	<ul style="list-style-type: none">· Digital media<ul style="list-style-type: none">- Options: Indoor and outdoor DDP digital media (images: 7 sec, videos: 20 sec)- Additional fee for using the media located in Exit 1 of the subway station· Pole banners<ul style="list-style-type: none">- Option: Pole banners in DDP (preferentially assigned to events held by the Seoul Metropolitan Government and the Seoul Design Foundation)- Obtain permission to use pole banners located outside DDP from the Jung-gu Office· DDP website and Instagram<ul style="list-style-type: none">- Details of the event or exhibition will be posted on the DDP official website or Instagram account if requested in advance- Find the attached file for application guidelines by channel (Scan the QR code below)
Charged	<ul style="list-style-type: none">· Digital media<ul style="list-style-type: none">- Option: Digital media located near Exit 1 of the subway station (images: 7 sec, videos: 20 sec)- A combination of multiple images and videos (including those from other hosts; preferentially assigned to events held by the Seoul Metropolitan Government and the Seoul Design Foundation)· Sheet wraps<ul style="list-style-type: none">- Option: Preexisting sheet wraps· Banner on the external wall of Art Hall<ul style="list-style-type: none">- Option: Preexisting banner on the external wall of Art Hall
<div><p>DDP Digital Media Application</p></div>	<ul style="list-style-type: none">· Scan the QR code to visit the DDP digital media application page.· The application must be submitted at least five business days prior to the desired day (requests for quick processing not accepted).· Programming may arbitrarily change depending on the situation.<ul style="list-style-type: none">* Please be well informed of the precautions and guidelines.

Food Regulations

Please comply with the following food regulations to keep DDP safe and pleasant.



Reason for prohibition	Prohibited items	Allowed items
① Customer safety	· Coffee and beverages without a lid (both hot and cold)	· Coffee and beverages with a lid (both hot and cold)
② Strong smells	· Hamburger, gimbap, braised pigs' feet, pizza, blood sausage, etc.	· Bread, rice cakes, fruits, and snacks · Except for events (exhibitions) hosted for a banquet
③ Liquors, etc.	· All kinds of liquors	· Light alcoholic beverages like welcome drinks · Liquor for toast (Prior consultation is required)

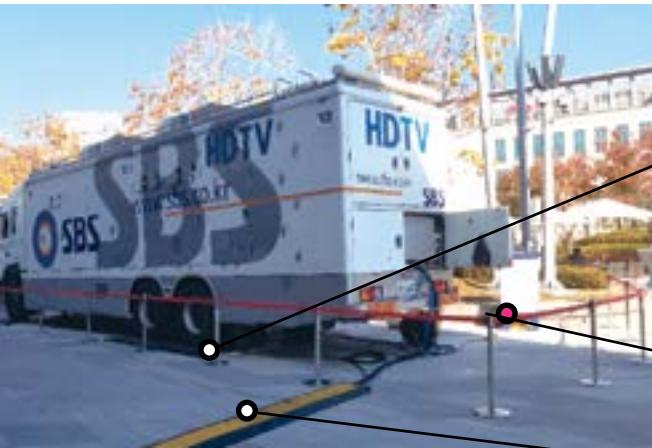
* You must obtain approval in advance from the personnel in charge of the rental service if you need to bring food into the venue.

Guide for Art Hall OB Vans

The renter (host and organizer) assumes full responsibility for all issues that may arise as a result of failing to comply with this guide for outside broadcasting (OB) vans. Both the renter and on-site workers should be well informed of this guide and comply with all regulations concerning work safety and restrictions.

- A daily work report must be prepared to allow the access of OB vans (OB vans are not allowed to enter without the report)
- Submit the daily work report in person to the Design Lab Parking Center (+82-2-2153-0119) located in B2 of DDP
- Submission hours: 9 AM–4 PM (except weekends and public holidays)
- The host (agency) should also be aware of the OB van access/entry schedules and requests made to DDP
- If a fire door is opened by force, the broadcast team and host are responsible for all damages. Any damaged facilities (including fire doors) should be restored (repaired) to their original state

	Parking space for OB vans (Plan A)	<ul style="list-style-type: none">· Vans heavier than 5 tons (or 5,000 kg) are not allowed· Exceptions apply if a structural diagnosis is obtained from a professional engineer architectural structures and the structure calculation sheet meets all the requirements· The parking space is quite a distance from the exhibition (event) venue· If additional lines need to be installed, fire doors may be opened by force (Pledge of liability required)
	Plan B (B2 loading dock)	<ul style="list-style-type: none">· Entry height limit: 3.7 m· Idling and power generation equipment are not allowed (Get electricity from the Art Hall)· The loading dock hatch (large gate) will be open



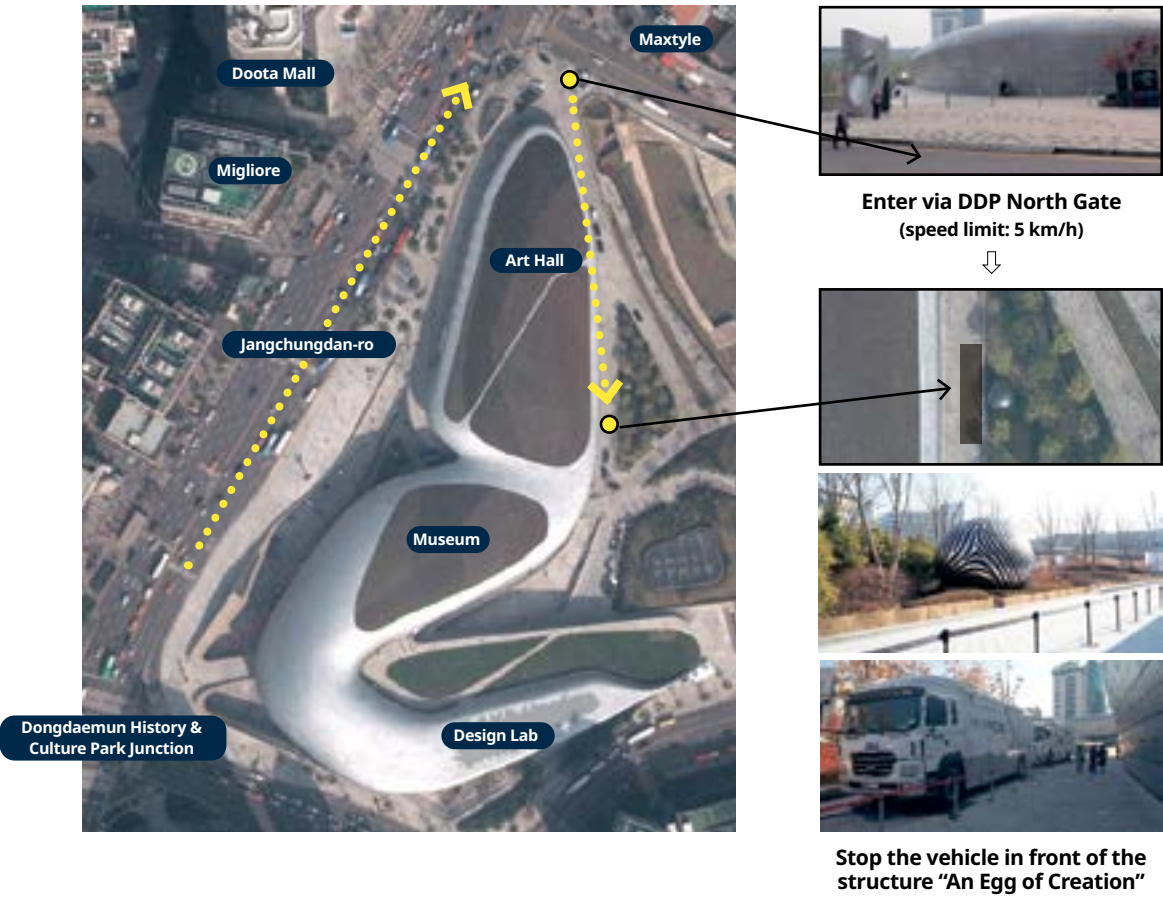
For vehicles with a total weight of 5 tons or heavier, submit a structure calculation sheet and take protective measures depending on the result (e.g. installation of iron plates for protection)

Install retractable belt barriers around OB vans and ancillary vehicles

Electric wires must be covered with yellow jacket ramps

* Be careful not to damage the floor lights (In case of damage, they must be restored to their original state)

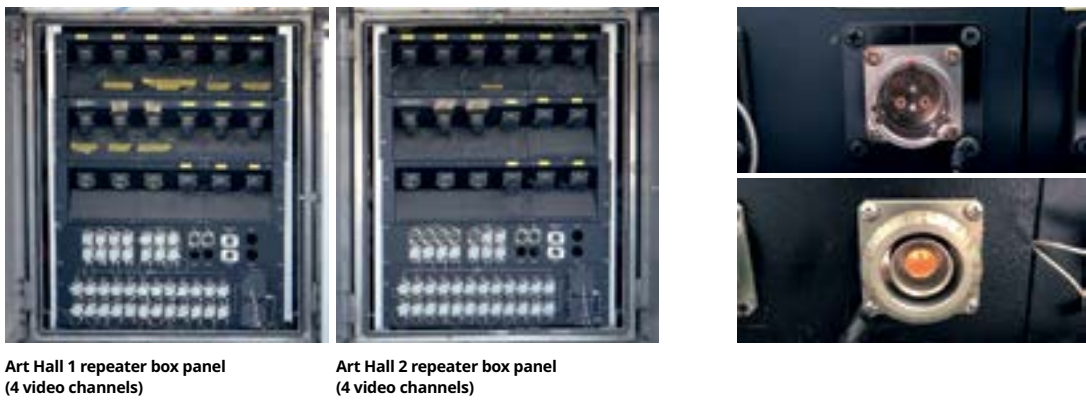
Entry and
Parking
of OB Vans (2)



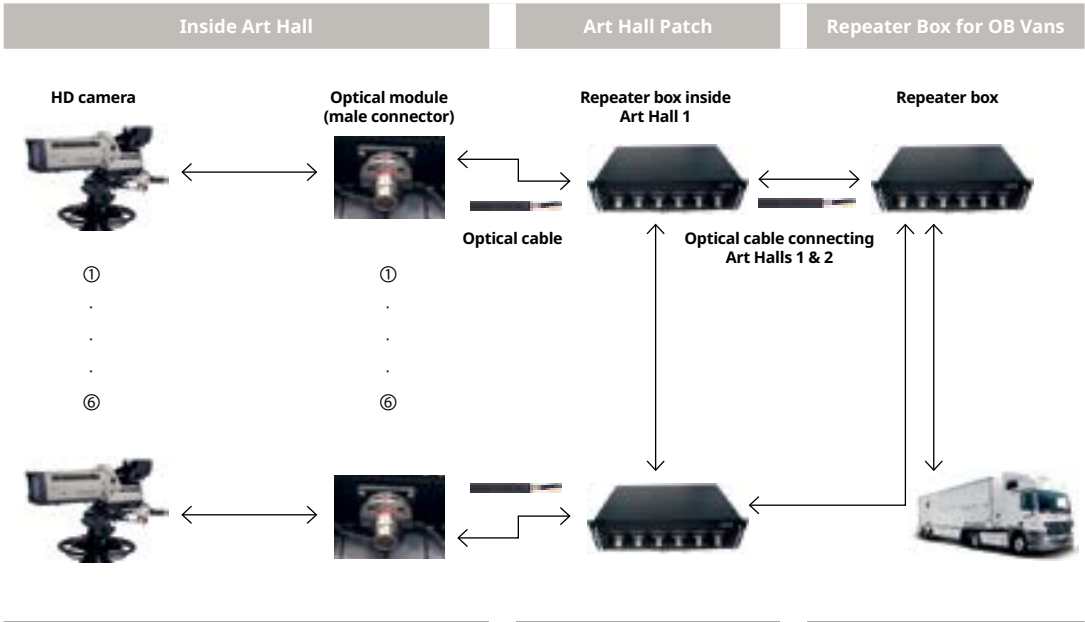
Repeater Box
for OB Vans (1)



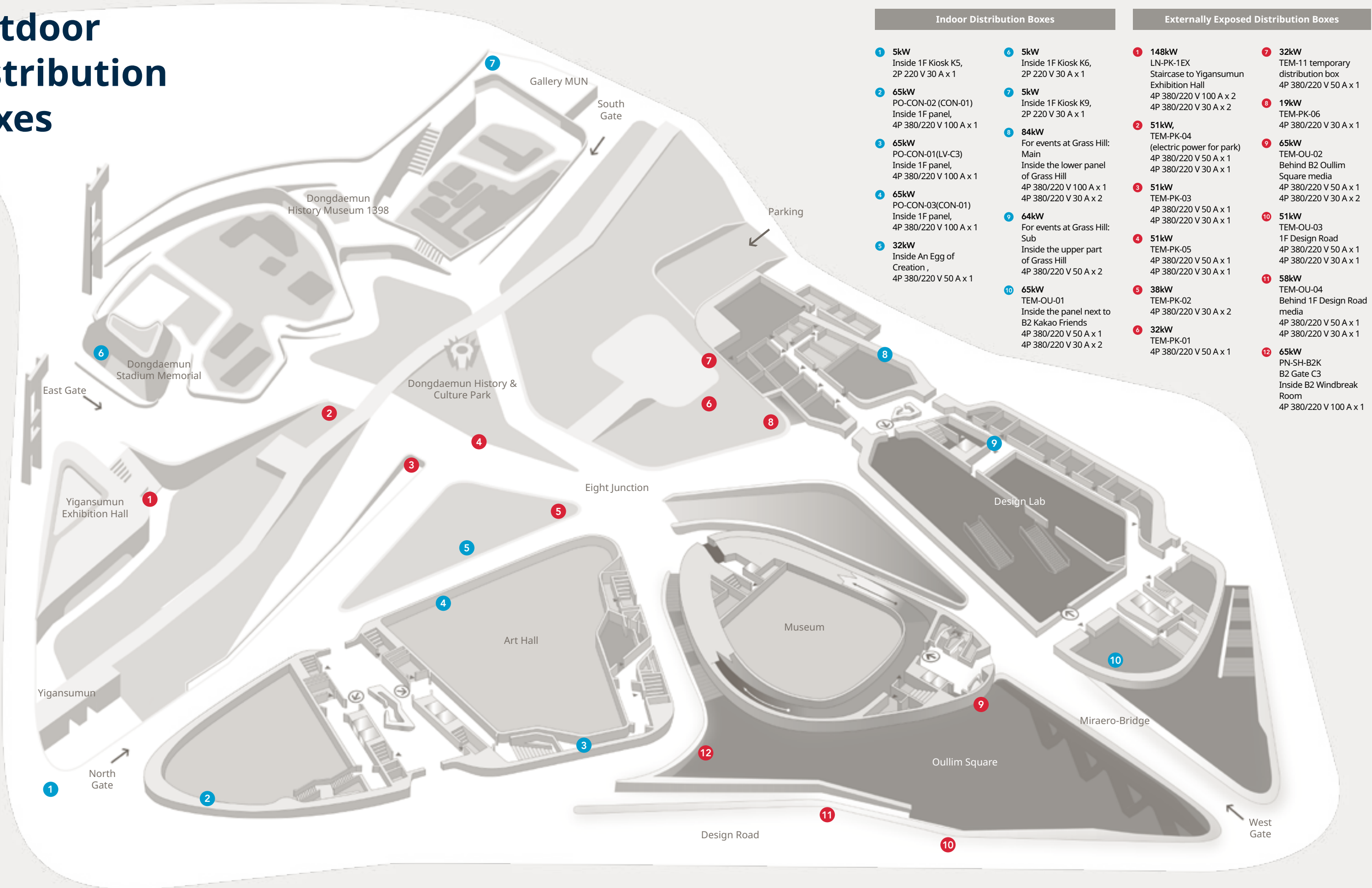
Repeater Box
for OB Vans (2)



(Plan A)
Broadcast
System Panel
(Art Halls 1 & 2)



Outdoor Distribution Boxes



DDP Organizer Guide

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