






Company Information

Company Name			
Business Registration No		Name of CEO	
Company Address			
Person in Charge		Department / Position	/
Phone (office)		FAX	
Mobile		E-mail	
Webpage		Exhibition items	

Booth Detail & Price

Type		Price (VAT excluded)	Number of Booth	Remarks
Booth	<input type="checkbox"/> Space Only	USD 3,000 / booth	()	Minimum 2 booths should be ordered.
	<input type="checkbox"/> Assembly Type Booth	USD 3,300 / booth	()	

-  The above amount is the price for 1 booth, VAT not included.
-  Space Only: Exhibitor should hire a contractor for booth construction and the contractor should be one among the approved contractors by KINTEX. Contractor list is on KINTEX website.
-  Please send the registration form to **smartcity@kintex.com**
-  The deposit should be paid **within 15 days** after receiving the invoice from the secretariat, and the remaining balance should be paid **within 30 days**.
-  I have read and agree to abide by the rules and guidelines of World Smart City Expo 2023 submitting the application form described above.

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Date Month Year
 Person in charge _____ (Sign)

Article 1. (DEFINITIONS)

1. "Exhibitor" means any person, firm, company or organization who is identified on the front application.
2. Exhibition means 'World Smart City Expo'.
3. Host means Ministry of Land, Infrastructure and Transport and Ministry of Science and ICT. "Organizer" means KINTEX, LH and K-water.

Article 2. (REGISTRATION & CONTRACT)

1. Upon acceptance of the Online Registration form by Organizer, there shall be a contract subject to these Terms and Conditions.

Article 3. (BOOTH ALLOCATION)

1. Organizer shall allocate the booth under the consideration of order of online registration and payment received, products and services to be displayed and any other reasonable standards.
2. Organizer reserves the right to amend the floor plan or alter the exact location of the booths allocated to Exhibitor without incurring any liability to Exhibitor thereby.

Article 4. (OCCUPATION OF BOOTH AND STAFFING)

1. Exhibitors must exhibit products specified on the registration form and must staff their booth during Exhibition hour.
2. Organizer reserves the right to decline, prohibit or expel an inappropriate exhibit item or service which is inappropriate.
3. Organizer may restrict access specific person when necessary.
4. Transfer part of or all booths to other location without prior written consent of Organizer are strictly prohibited.
5. In the event of a violation, Organizer has the right without written notice to terminate its contract with Exhibitor to evict Exhibitor at Exhibitor's own risk and expense.

Article 5. (REGISTRATION FEE PAYMENT)

1. Exhibitor must register by submitting online registration form or sending a filled-out registration form.
2. A 50% deposit of the total fee must be processed with the registration form within 15 days from the date of submitting and the remaining balance must be processed within 30 days.
3. Exhibition Registration contract may be terminated by Organizer when Exhibitor fails to meet any of the payment obligations on the registration contract, then Organizer reserves the right to cancel the contract and the previous deposit is not refundable.

Article 6. (CANCELLATION BY EXHIBITOR)

1. Exhibition participation contract may be terminated by Organizer when Exhibitor either wishes to cancel his/her booth booking or fails to meet any of the payment obligations on the participation contract. Then Organizer reserves the right to cancel the contract and the previous deposit is not refundable.
2. If Exhibitor wishes to cancel the participation, request for reduction of booths, a written notice of such wish must be forwarded to Organizer. Otherwise the registration fee paid is not refundable.

Article 7. (CANCELLATION & REDUCTION OF BOOTH FEE PAYMENT)

After the online application for registration is submitted, the Fee of Cancellation of registration to Exhibition or Reduction of booths must be paid to Organizer within 15 days. If booth space is cancelled or reduced, the previous registration fee paid will be treated as cancellation of that booth space. Exhibitor may pay an additional amount to cover the difference.

If the cancellation or reduction of booth is requested

- 1) 183 days before the opening date of the exhibition: total payment will be fully refunded.
- 2) 182 days - 122 days before the opening date of the exhibition: 50% of registration fee will be charged as penalty.
- 3) 121 days - 61 days before the opening date of the exhibition: 80% of registration fee will be charged as penalty.
- 4) 60 days - 1 day before the opening date of the exhibition: 100% of registration fee will be charged as penalty.

Article 8. (CANCELLATION BY ORGANIZER)

Organizer may cancel all or any part of Exhibition for any reason beyond its reasonable control, in which case Organizer will refund to Exhibitor a proper portion of any participation fees already paid to Organizer. However, in case of compelling reasons in particular force majeure, Organizer is entitled to postpone, shorten, partially or completely close or to cancel Exhibition, if and as far as the reasons are not in Organizer's responsibility. In this case, Exhibitor is not entitled to receive any reimbursement, and Exhibitor shall not have any claim against Organizer in respect of any loss or damage.

Article 9. (CARRY-IN & INSTALLATION)

Carry-in and installation of exhibit products or exhibition facilities shall be completed within the designated period.

Article 10. (CARRY-OUT & REMOVAL)

Carry-out and removal of Exhibit products/Exhibition facilities be completed within the designated period. Exhibitor shall pay Organizer for any loss incurred due to delay in any removal damage to Exhibition Hall made by Exhibitor.

Article 11. (LIABILITY)

1. Organizer will arrange a general site security during Exhibition
2. Exhibitor Will be responsible for all damage to property and for any loss or injury caused by them, their employees, theft or other cause whatsoever, which will indemnify to Organizer against all claims and expenses arising from them.
3. Exhibitor must affect at his/her own cost full indemnity insurance against comprehensive general liability and all other usual risks in respect of loss, damage or accident. Organizer may restrict booth construction or displays when necessary.

Article 12. (SAFETY)

1. Exhibitors shall confirm exhibition booth conditions including exhibit items, prior to the opening time of the exhibition site in order not to cause any problem or safety issue in opening of the halls, and shall check safety issue daily before leaving the site.
2. To provide the safe exhibition environment during the exhibition period including preparation & dismantling periods, the Secretariat will provide security service. Exhibitors and service providers must follow the instruction of security guards.
3. Exhibitors shall take actions including taking out insurances to prepare for human casualties and property loss or damage in case of necessity.
4. Exhibitors shall be responsible for the final protection of all their exhibit products and related equipment&facilities and other accidents within the exhibition site. When the case occur, exhibitors shall notify the Secretariat immediately and give Secretariat immunity.
5. Exhibitors shall be obliged to protect all the facilities installed by the Secretariat and shall restore them if lost or damaged caused by Exhibitors including their cooperating companies.
6. Exhibitors shall notify their designated cooperating companies of the rules and regulations of KINTEX in advance and take all the responsibilities that may occur due to non-compliance by their cooperating companies. Exhibitors shall collect the signed 'Site Representative Safety Guide' from each of the designated cooperating company and submit the documents to the Secretariat by August 30th 2023. Exhibitors are responsible for the cooperating companies and all responsibilities arising from non-compliance by their cooperating companies.
7. Appropriate safety protection facilities should be installed around the place where demonstrations of exhibits are held. Exhibitors' safety personnel shall be stationed appropriately in order to secure safety.
8. Carrying hazardous materials, including explosives and inflammable substances, into the exhibition site is prohibited. However, if exhibitors intend to bring in such materials unavoidably for operation of exhibit products, they shall submit 'Application for Approval of Use of Hazardous Materials' to the Secretariat by August 30th 2023.
9. When using electricity · gas · compressed air · water supply and drainage, each of those responsible persons of the service company shall check facilities inside booths and commissioning conditions for prevention of safety accidents. After opening hours of the exhibition end each day, exhibitors shall make sure to check if proper safety measures are done. If substandard materials are found, exhibitors shall instruct repair work and notify the Secretariat immediately.

Article 13. (USE OF LOADING DECK)

1. During the Move-In & Move-Out period, no vehicles, except for vehicles for loading & unloading work, may park or stop in the loading & unloading and Move-In & Move-Out areas. After unloading exhibit products and equipment, exhibitors shall move the vehicles immediately to do not interrupt the flow of traffic. All vehicles entering the exhibition site shall observe the speed limit. (Speed limit : less than 5km/h)
2. During the Move-In & Move-Out period, no vehicles, such as passenger cars or shared-ride vehicles (inclusive of SUVs) may enter the cargo parking lot.

Article 14. (FIRE PROTECTION REGULATIONS)

1. Exhibits, fabrics and other decorative materials must have proven flame resistance in accordance with Fire and Safety Regulations of KINTEX.
2. Additional requirements to fire protection for an event may be corrected when necessary.

Article 15. (OTHER SAFETY REGULATIONS)

1. Exhibitors shall comply with the rules and regulations of KINTEX including this regulation and be responsible for any problems resulting from non-compliance.

Article 16. (SUPPLEMENTARY REGULATION)

1. Organizer reserves the right to add or amend the terms and conditions when necessary.
2. Exhibitors shall accept the additions, amendments and the regulation of KINTEX, and consider them as part of this "Terms and Conditions".

Article 17. (SETTLEMENT OF DISPUTES)

Any disputes that might occur between Organizer and Exhibitor concerning this "Terms and Conditions" or mutual rights and obligations shall follow the decision of the Korean Commercial Arbitration Board.