

## Contract Form


Name of Exhibitor (Fascia Name)			
Address			
Tel		Fax	
E-mail		Website	
Contact name		Job Title	
Exhibit		Language Course	Country
		Study Abroad	
		Early Study Abroad / Camp	
		Services, Etc	
* More than 3 country will be printed "Multinational"			
● The information provided will appear in the official show guide and promotion materials.			
We Require:			
▶ SEOUL (3m X 3m = 1Booth) VAT excluded			
<input type="checkbox"/>	Space only Booth	: US\$ 2,600 / Booth x _____ Booth	Total US\$ _____
	(Min.2 Booths)		
<input type="checkbox"/>	Space & Shell Booth	: US\$ 3,000 / Booth x _____ Booth	Total US\$ _____
<input type="checkbox"/>	Corner Booth	: US\$ 3,300 / Booth - Please contact organizer first	
▶ GRAND TOTAL US\$ : _____			


- \* Deposit limited : 50% of the participation fee in 7days after submission
- \* Balance limited : 90 days before the opening date of the exhibition
- \* Bank : Hana Bank, Yeouido Gwang Jang Branch
- \* Bank Account No. : 256-890009-04438
- \* S.W.I.F.T Code : KOEXKRSE

Date : \_\_\_\_\_

Signature &amp; Company Chop/stamp : \_\_\_\_\_

## Organizer

KOREA TRADE FAIRS LTD.   
 Suite 710, Kumsan Building, Gukheo-Daero 750, Youido-Dong Youndeungpo-Ku, Seoul, Korea  
 Tel : +82-2- 783-8261 Fax : +82-2- 784-6810  
 E-mail : ktfaairs@ktfaairs.com

서울특별시영등포구 여의도동17-1  
 한국전람회   
 대표이사 이 홍

# Terms of Contract

## Article 1. Terminology

- a. "The Exhibitor" hereafter refers to company, association, organization or individual that has submitted "the Contract" and paid the contract deposit to participate in this exhibition.
- b. "The Exhibition" hereafter refers to the Exhibition on the application and contract form.
- c. "The Organizer" hereafter refers to Korea Trade Fairs Ltd..
- d. "The Contract" hereafter refers to the contract form for the exhibition space at the Exhibition between Organizer and Exhibitor which incorporates the rules and regulations.

## Article 2. Contractual, Application and Payment Procedure

- a. The Exhibitor should submit to the Organizer and the deposit [50% of the participation fee(booth cost, VAT excluded)] should be paid in 7 days after submission. The balance [50% of the participation fee(booth cost, VAT excluded) + application cost for additional utilities] should be paid not later than 90 days prior to the opening date of Exhibition.
- b. If the Exhibitor withdraws the participation after submitting the Contract within 30 days prior to the opening date of Exhibition, the payment paid already will not be refunded.
- c. If the Exhibitor fails to pay the balance within the specified period of time on the Contract, the Organizer may terminate the Contract and in this case, the payment paid already cannot be refunded.
- d. If the Exhibitor does not make the full payment of participation fee (booth cost) or application cost for additional utilities within 30 days prior to the opening date of Exhibition, the Organizer can selectively attract the Exhibitor's display till the full payment is made.

## Article 3. Allotment of Exhibition Booth Area

- a. The Organizer shall decide a booth position based on the nature of exhibits, capacity and history of participation in the Exhibition of the Exhibitor and who paid contract deposit first.
- b. It is allowed that the Organizer changes the booth area anytime prior to the commencement of the Exhibition for an effective organizing. The Exhibitor shall have NO right to make a claim against the said change.

## Article 4. Installation and Removal

- a. The installation and removal should be completed within the period set by the Organizer. The Exhibitor shall be responsible for the damage on the Exhibition caused by the delay of installation or removal.
- b. Height of all booth construction and decoration should not exceed the range specified by the Organizer considering the size and location of the Exhibition.
- c. All materials of booth construction(decoration) and exhibition hall must be properly fire proofed in accordance with local regulations. The Organizer may require correction regarding fire prevention as occasion demands.

## Article 5. Insurance, Security and Safety

- a. The Exhibitor shall buy an insurance policy to be prepared against theft, damage or loss of exhibition items and facilities during installation and removal period as well as exhibition period.
- b. The Organizer shall take a proper action to keep the Exhibitor and visitors safe and protect their properties. In principal, however, the Exhibitor shall be responsible for all exhibition items. Therefore, the Exhibitor shall NOT blame the Organizer for the theft, damage of loss of the exhibition items and facilities.

## Article 6. Exhibition Items Limited and Hall Management

- a. The Exhibitor shall exhibit exhibition items that have been stipulated on the application(contract). The Organizer shall be able to restrict

certain items that do NOT match the Exhibition's theme.

- b. The booth shall be managed by resident staffs of the Exhibitor.
- c. The Exhibitor's promotion activities shall be within the assigned area.
- d. The Exhibitor shall be responsible for loss or damage of exhibits, theft, etc.
- e. The Organizer may order the removal or export immediately when the Organizer or other exhibitors get damage by the act of the Exhibitor. In this case, the participation fee cannot be refunded and the Exhibitor shall NOT make a claim against the Organizer.

## Article 7. Heavy restrictions

- a. Depending on the structure of exhibition ground, the weight of exhibit items is limited.
- b. Consultation between the Exhibitor, the Organizer and the exhibition hall needs to be made before the Exhibition opens if 1 exhibit item weighs more than 1 ton/m<sup>2</sup> and total weight is more than 5 ton. If necessary, additional safety measures shall be taken.

## Article 8. Prohibition of transfer of booth

The Exhibitor cannot transfer all or part of the allocated exhibition area to others without the written consent of the Organizer.

## Article 9. Penalty on Withdrawal and Size Reduction

- a. If the Exhibitor wants to withdraw the participation after submitting the Contract or reduce the exhibition size, the Exhibitor shall give a written notice to the Organizer immediately.
- b. It shall pay the penalty as shown below within 15 days from the date of withdrawal/ reduction is decided. The penalty can be offset with the already paid participation fee. If the paid participation fee is insufficient, additional payment is required while the surplus shall be refunded.
- c. Submission day is within 90 days prior to the opening date of the Exhibition, it shall pay the penalty as shown below from that day

### \* Penalty

- ▲ Submission day ~ 91 days prior to the opening date of the Exhibition: 50%(No VAT) of the participation fee(booth cost) or the reduction
  - ▲ 31 days ~ 90 days prior to the opening date of the Exhibition: 70%(No VAT) of the participation fee(booth cost) in case of the withdrawal, 70% of the reduction in case of the reduction
  - ▲ Within 30 days prior to the opening date of the Exhibition: 100%(No VAT) of the participation fee(booth cost) or the reduction.
- d. Amount of refund shall not be paid for the interest.
  - e. Penalty shall not be issued for the tax bill.

## Article10. Cancellation or Reduction of the Exhibition due to Force Majeure

If the Organizer changes the Exhibition date or venue or cancels the Exhibition due to national crisis or natural disaster, it shall NOT be responsible for the damage caused by the change or cancellation.

## Article11. Supplementary Provisions

If necessary, the Organizer shall be able to set supplementary provisions and the Exhibitor shall comply with them. Details not specified in this Agreement set forth the relevant provisions of the Organizer and applicable laws and regulations.

## Article12. Arbitration

If a dispute arises between the Organizer and the Exhibitor with regard to their rights and duties, it shall be settled by arbitration under arbitration rules of the Korean Commercial Arbitration Board and Korean laws. The decision by the Korean Commercial Arbitration Board shall be final and binding upon both parties.