

# Korea Import Fair 2024

## Application Form

### 1 Participant's general information

Company Name			
Person in Charge		Country	
Address	(ZIP CODE:   -   )		
Phone		E-mail	
Exhibits' Item			

### 2 Booth space

Application Deadline	Type (check V)	Unit price		No. of Application	Applicable Price
April 30, 2024	Booth	Booth/per	\$3,000	(   ) Booth	USD
	Space Only	Space Only/36m <sup>2</sup>	\$10,000	(   ) Space	

### 3 Additional Utility Service

Classification	Details	Unit Price	Requirements	Charges Due
Electricity	Single-phase 220V	Daytime: USD 50/KW 24 hours: USD 100/KW	KW	USD ____
	Three-phase 220V		KW	USD
	Three-phase 380V		KW	USD
Telephone	Local Calls International Calls	USD 50 / EA USD 200 / EA	EA EA	USD USD
Wired Internet		USD 150 / EA	Port(s)	USD
Water & Drainage		USD 200 / EA	EA	USD
Compressed air		USD 150 / EA	EA	USD
Total amount (Booth + Ads + others)				USD

Name of bank: Shinhan Bank  
 Account No: 180-007-121524  
 Swift code: SHBKRRSE  
 Beneficiary: Korea Importers Association

We agree the "Terms and conditions for participation" and confirm that all above information provided by us is true and correct.

Name & Signature:

Date: 20   .   .

IGF Secretariat Phone: +82-2-6677-3664, Fax: +82-2-798-5461 / E-MAIL: [overseas@koima.or.kr](mailto:overseas@koima.or.kr)

**Korea Import Fair 2024**

## **1. TERMS OF REFERENCE**

- 1) The term "exhibition" shall mean "KOREA IMPORT FAIR 2024."
- 2) The term "organizer" shall mean "Korea Importers Association (KOIMA)", Seoul, Korea.
- 3) The term "exhibitor" shall mean the individual, company, or organization that has applied for the exhibition.

## **2. APPLICATION FOR PARTICIPATION**

- 1) All applications for participation shall be made on the prescribed application form, which shall be submitted to the organizer.
- 2) The "exhibitor" must submit the application form duly signed along with 10% of the participation fee including any additional utility service charge. The organizer, however, may defer or refuse the acceptance of an application if sufficient space is not available, or the announced exhibit is considered by the organizer not germane to the exhibition, and though the application form has already been submitted, the organizer will return the application form and the participation deposit money one month before the exhibition.
- 3) The "exhibitor" should inform the "organizer" about any changes made to the submitted documents including the application form and all the other forms, immediately. Any losses incurred by failure to report shall be covered by the exhibitor.

## **3. TERMS OF PAYMENT**

- 1) 10% of the deposit of the participation fee and/or relevant stand charges must be paid at the time of the application by the exhibitor and the balance shall be paid not later than April 30, 2024. (The exhibitor may pay the full participation fee at the time of application.)
- 2) The participation fee shall be paid by the due date. Otherwise, the organizer has the right to cancel the contract and to dispose of the space at their discretion. And in case they do the participation fee already paid shall not be refunded.
- 3) If the application fee and utility fee are not paid in full, the organizer shall reserve the right to seize the exhibit.

## **4. ALLOCATION OF EXHIBIT SPACE**

- 1) The organizer shall allocate the space in accordance with the order of application, the size of the space applied for, and the nature of the exhibits. The exhibitor cannot make a formal objection to the allocation.
- 2) The organizer shall reserve the right to change the location and/or the size of the space allocated to the exhibitor at any time prior to the commencement of the build-up of the exhibition, should exception circumstances demand, and the exhibitor shall have no claim for compensation as a result of any changes.
- 3) Under no circumstances may the exhibitor resell, transfer rights to, or enter into a mutual agreement to change assigned booth(s) with another party, without the prior approval of the organizer.

## **5. USE OF THE EXHIBIT SPACE**

- 1) The exhibitor shall exhibit their stated products and must have competent personnel in their booth(s) during the entire period of the exhibition.
- 2) All exhibits must accord with the statement on the application form and be related to the theme of the exhibition. Public auctions and sales without the permission of the organizer are strictly prohibited. If the exhibitor violates the above-mentioned rules, the organizer can stop the exhibitor's activity, remove his/her exhibits, or order the dismantling of his/her booth. In this case, the participation fee shall not be refunded, and the exhibitor shall have no claim for compensation.
- 3) The organizer shall have the right to prohibit certain persons from entering the exhibit.
- 4) The exhibitor shall operate and demonstrate its exhibit so as not to annoy, endanger, or interfere with the rights of other exhibitors or visitors. Any practice resulting in complaints may be prohibited by the organizer.

## **6. BREACH OF CONTRACT AND WITHDRAWAL BY EXHIBITOR**

- 1) In the event of abandonment or rejection of all the allocated space or the partial space, the exhibitor shall notify the organizer in writing immediately. In this case, the participation fee already paid will not be refunded.
- 2) If the notification is made before May 31, 2024, the participation fee except the deposit shall be refunded.
- 3) The refund fee shall not bear any interest.

## **7. CANCELLATION AND CHANGES OF THE EXHIBITION**

In the event of the cancellation of the exhibition by the organizer, the participation fee paid will be refunded fully. But if the cancellation was caused by force majeure such as an act of nature or war, the fee will not be refunded. In this case, the exhibitor shall have no claim for compensation from the organizer.

## **8. CONSTRUCTION AND DECORATION OF STAND, DISMANTLING, AND RESTORATION**

- 1) All exhibitors must complete their construction and/or decoration and move in and display their exhibits by the date and time stipulated by the organizer.
- 2) Modifications including decorations such as painting the floor, ceiling, and pillars will not be permitted. The exhibitor shall be responsible for compensating any damages to the facilities of the exhibition hall.
- 3) Exhibitors shall remove all exhibits and stand fittings from the exhibition hall within the period stipulated by the organizer and indemnify the organizer against any cost incurred by reason of delay or damages to the facilities of the exhibition hall.

#### **9. SECURITY, RISK, THEFT, AND INSURANCE**

- 1) The organizer shall protect the exhibits and visitors from potential safety hazards.
- 2) The exhibitors shall be held responsible for any loss or theft of, or damage to exhibits, stand fittings, or any articles belonging to the exhibitors during the construction, exhibition, and dismantling periods.
- 4) If the exhibitor intentionally or negligently causes a fire, theft, breakage, or other accidents inflicting damages to the organizer or others, the exhibitor shall be responsible for those damages. Another, the exhibitor shall also be responsible for insuring the exhibits.

#### **10. FIRE REGULATIONS**

- 1) Materials used in stand and display construction must be properly fireproofed in accordance with the pertinent regulations of Korea.
- 2) The organizer has the right, should circumstances necessitate, to make changes in the exhibitor's stand for fire control.

#### **11. SUPPLEMENTARY CLAUSES**

- 1) Whenever necessary, the organizer shall have the right to issue supplementary regulations in addition to the terms and conditions.
- 2) Any additional written regulations or instructions shall form part of the rules and regulations for participation in the KOREA IMPORT FAIR 2024 and they shall be binding on the exhibitors.
- 3) The exhibitor shall also observe the regulations stipulated by the management of the exhibition halls of COEX.

#### **12. ARBITRATION OF DISPUTES**

Any dispute, difference, or question that may arise at any time hereafter between the organizer and the exhibitor regarding these terms and conditions for participation or the rights and liabilities of the parties hereto shall be finally settled by arbitration in Seoul in accordance with the Commercial Arbitration Rules of the Korean Commercial Arbitration Board.

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

Agreed and Sign by \_\_\_\_\_

Signature \_\_\_\_\_