

**Coex**

**Smart Factory + Automation World Secretariat**

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**Smart Factory + Automation World 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| President/CEO |  | | |
| Postal Address | Zip code ( )  \_- | | |
| Contact Person |  | Department/Position |  |
| Telephone |  | Fax |  |
| E-mail |  | Website |  |
| Key Exhibition Items |  | | |

\* If any of the above details change after the submission of this application form, please immediately inform the Smart Factory +Automation World 2024 Secretariat.   
\* Please note that ALL the contact details (telephone, fax, email) should be a direct contact line to the person in charge of the application.



**□ aimex □ Korea Vision Show □ Smart Factory Expo**

**(1F, Hall A) ( 1F, Hall B) ( 3F, Hall C,D)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Booth Type (a) | | General Price (b) | Total Fee (a x b) | Remarks (Booth details) |
| Space Only | ( ) Booth(s) | USD 3,400/Booth | USD | Only the space is provided |
| Shell Scheme | ( ) Booth(s) | USD 3,800/Booth | USD | Space + Assembled booth  with essentials |
| Premium | ( ) Booth(s) | USD 4,100/Booth | USD | Space + Assembled booth  with premium equipment |

\* 1Booth: 3m×3m=9m2 / Minimum units for a space only booth: 2 or more booths.

\* Discount for member company or 3-year consecutive participation will be applied when we claim the participation fee.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PAYMENT POLICY**  • 50% payment of the total booth fee should be paid as a deposit within 7 days of initial application.  • Remaining 50 % of the total booth fee should be paid by 31st Jan, 2024.  • Additional utilities fees should be paid until 28th February, 2024.  • Please send a copy of the bank transfer receipt by fax to Coex at +82-2-6944-8304 or e-mail sfawoverseas@gmail.com  • It is the sender’s responsibility to pay any additional charges that may occur during the wire transfer process.  • Please transfer all payments to   |  |  | | --- | --- | | **Beneficiary** | **Coex** | | **Account No.** | **140-008-033399** | | **Bank** | **SHINHAN BANK, World Trade Center Branch, Seoul, Korea** | | **Swift code** | **SHBKKRSE** | |

\* The Show organizer reserves the right to refuse exhibits inappropriate to the theme of the show.

I accept and agree to the Participation Regulations and Contract Condition on the back page, and hereby submit an application to exhibit at Smart Factory + Automation World 2024.

**(MM/DD/YYYY)**

513, Yeongdong-daero, Gangnam-gu, Seoul, Republic of Korea Coex Convention and Exhibition Center President & CEO

**Name of Applicant** (Please print)

**Authorized Signature (Signature)**

**Participation Regulations & Contract Condition**

**Article 1 Definitions of Terms**

“Exhibitor (Participating Company)" refers to the company, association, and entity submitting the application for participation in the exhibition. "Exhibition" refers to “Smart Factory + Automation World 2024 (aimex, Smart Factory Expo, Korea Vision Show)”. “Organizers” refers to “Coex”.

**Article 2 Allotment of Exhibition Space**

Smart Factory + Automation World Secretariat will allocate the booth location of exhibition halls to the participating companies based on the scale of participation, application date, order of down payment, performance of the past year. On special occasions, Smart Factory + Automation World Secretariat may change the space allocated to the exhibitors at any time before the exhibition preparation period. Such changes are at the discretion of the Smart Factory + Automation World Secretariat, and exhibitors cannot request compensation thereof.

**Article 3 Contract, Application, Participation Fee Payment Procedure**

Participation application and contract must be submitted through Smart Factory + Automation World Secretariat. 50% of total booth fee should be paid as a deposit within 7 days of initial application to the designated bank account below. Remaining 50% of the total booth cost should be paid by January 31st, 2024 to the designated bank account below. Additional utilities fees cost should be paid by February 28th, 2024 to the designated bank account below. The booths will be allocated to the participants who submitted the application form by January 31st, 2024. The participation fee covers the cost of using the exhibition venue, 24 hour security, hallway cleaning, provision of PR data, exhibition directory, and provision of other information etc. In addition, foreign exhibitors are required to pay VAT according to the Korean Value-Added Tax Act. The Principle of Reciprocity in Application of Zero Tax Rate shall apply only for the following countries: Greece, South Africa, Netherlands, Norway, New Zealand, Denmark, Lebanon, Liberia, Malaysia, USA, Venezuela, Belgium, Saudi Arabia, Germany, Sweden, Switzerland, Singapore, United Kingdom, Iran, Italy, India, Indonesia, Japan, Taiwan, Chile, Canada, Thailand, Panama, Finland, Pakistan, Australia, Hong Kong, France. (Bank account: Coex 140-008-033399, SHINHAN BANK)

**Article 4 Installation & Withdrawal**

Installation and dismantlement must be completed within the period stipulated by the Smart Factory + Automation World Secretariat. Exhibitors are liable for any loss caused by delay or damage and should compensate the Smart Factory + Automation World Secretariat.

**Article 5 Insurance, Security and Safety**

Exhibitors must insure all the equipment and exhibits during not only the exhibition period but also the installation and dismantlement period. The Smart Factory + Automation World Secretariat will take appropriate actions to protect the rights of exhibitors and visitors. However, the exhibitors are ultimately responsible for all the items which belong to exhibitors. All the equipment such as stands must be incombustible according to fire safety acts. The Smart Factory + Automation World Secretariat may limit a construction work and performance if needed.

**Article 6 Provision of Information to the Smart Factory + Automation World Secretariat**

Exhibitors must provide data of exhibits and construction so that the Smart Factory + Automation World Secretariat can determine whether the equipment and activities undertaken in the booth comply with the exhibition regulations. Exhibitors must also provide necessary information of related marketing and PR to Smart Factory + Automation World 2024.

**Article 7 Exhibit Limits & Hall Management**

Exhibitors must display exhibits stated in their original application and locate resident staffs in the booths, otherwise the Smart Factory + Automation World Secretariat can limit the performance. Activities of exhibitors are limited to within the allocated space. Also, the responsibility of loss, damage, robbery, and all other related matters regarding the exhibits resides with the exhibitors (participating companies). The Smart Factory + Automation World Secretariat has a right to limit activities deemed potentially harmful to other exhibitors, including excessive noise, the joint use of one booth by multiple companies, and exhibits incompatible with the characteristic of the exhibition.

**Article 8 Prohibition of Exhibition Booth Assignment**

Exhibitors may not assign all or part of the already allocated exhibition area to a third party without the approval of the Smart Factory + Automation World Secretariat.

**Article 9 Prohibition of on-site sales**

The purpose of a trade show is to show products and services, and therefore on-site sales activities are strictly prohibited. Sales activities are permitted only at the specially allocated spaces that Smart Factory + Automation World Secretariat has set aside for that purpose. Taxes and other technicalities entailed by such activities are sole responsibility of exhibitors.

**Article 10 Cancellation of Application**

In the events that the exhibitor declines to use the allocated booth, fails to pay the participation fee by due date or violates the regulations set by the organizers, the organizers have the right to void the application unilaterally. The participation fee will not be refunded.

**Article 11 Space Downsize and Penalty**

In the event of the exhibitor deciding downsize the exhibition floor space already reserved, the following penalty must be paid to the organizer within 15 days of the change. If the exhibitor has already fully paid the participation fee, the penalty will be deducted from the total amount. The difference should be paid additionally and the excess payment will be refunded.

A. Floor space downsizing till December 31st, 2023: cancelled size/applied size × participation fee(including shell scheme booth fee) × 50%

B. Floor space downsizing from January 1st, 2024: cancelled size/applied size × participation fee(including shell scheme booth fee) × 100%

**Article 12 Cancellation and Penalty**

In the event of the exhibitor deciding to cancel or renounce the participation after submitting the application form, the following penalty must be paid to the organizer within 15 days of the change. If the exhibitor has already fully paid the participation fee, the penalty will be deducted from the total amount. The difference should be paid additionally and the excess payment will be refunded.

A. Cancellation till December 31st, 2023: participation fee(including shell scheme booth fee) × 50%

B. Cancellation from January 1st, 2024: participation fee(including shell scheme booth fee) × 100%

**Article 13 Act of God**

The Smart Factory + Automation World Secretariat is not liable for the event such as change of venue or date which is inevitable due to an act of God. ‘act of God' shall be defined as all reasons beyond the control of the organizer including natural disaster, war, rioting, rebellion, terrorism, fire, explosion, flood, theft, deliberate damage, strike, curfew, climate, prohibition by third parties, defense, epidemic, etc.

**Article 14 Application & Interpretation of Related Regulation**

When necessary, the Smart Factory + Automation World Secretariat may enact a supplementary regulation not mentioned in this participation regulation. Exhibitors must comply with the supplementary regulation and that of Coex.

Matters not mentioned in this contract follow the related regulations and laws designated by the Smart Factory + Automation World Secretariat.

In case of different interpretations between the Smart Factory + Automation World Secretariat and exhibitors of the contract and other documents, those of the Smart Factory + Automation World Secretariat must be followed.

**Article 15 Resolution of Disputes**

Disputes between exhibitors and Smart Factory + Automation World Secretariat will be arbitrated by the Korea Commercial Arbitration Board, and their resolution will be applied to both parties.

**Article 16 Integrity Agreement**

Regarding this contract, the Smart Factory + Automation World Secretariat and exhibitors must not directly / indirectly request or provide any sort of inappropriate granting such as bribable services and money. Both parties must mutually strive to maintain a clean and transparent trading environment and fair trade orders.

I have read and agree to all of the above Participation Rules and Terms and Conditions.

( / / )(MM/DD/YYYY)

Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature)