

Application for Exhibition Booth



1. Company Profile

| | | | |
|----------------------------------|--|-----------------|--|
| Exhibitor | | | |
| Representative Name | | Company Website | |
| Company Phone Number | | Company E-mail | |
| Company Address | | | |
| Brief Description of the Product | | | |
| Partner Company in Korea *if any | | | |

2. Person in Charge

| | | | |
|--------------|--|----------|--|
| Name | | Position | |
| Phone Number | | E-mail | |

3. Booth and Equipment Requirements

(VAT included)

| Booth Type | Size | Price | | Quantity | Total | | |
|------------|---------|-------------------|--------------------|----------|-------|-----|--|
| | | Standard | Early Bird(~12.31) | | | | |
| Space Only | 3m x 3m | USD 2,000 / Booth | USD 1,900 / Booth | | ea | USD | |
| Standard | 3m x 3m | USD 2,500 / Booth | USD 2,375 / Booth | | ea | USD | |
| Premium | 3m x 3m | USD 3,400 / Booth | USD 3,230 / Booth | | ea | USD | |

※ Refer to the brochure for more details

| Category | Price | | | Quantity | Total | | |
|----------------------|----------------|------|--------------|----------|---------|-----|--|
| Electricity | Daytime | 220V | USD 70 / kw | | Kw | USD | |
| | | 380V | USD 80 / kw | | Kw | USD | |
| | 24 hours | 220V | USD 120 / kw | | Kw | USD | |
| | | 380V | USD 120 / kw | | Kw | USD | |
| Internet Line | USD 300 / line | | | | line(s) | USD | |
| Water Supply & Drain | USD 500 / line | | | | line(s) | USD | |
| Guest Data Service | USD 350 / line | | | | ea | USD | |

4. Promotional Materials

(VAT included)

| Type | Category | Detailed Option | Price | Apply |
|-----------------------------------------|-----------------------------------|-----------------------|-----------|----------------------------------------------------------|
| Promotion Plan I (Exhibition Hall) | Entrance | Entrance Arch | USD 7,000 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Exhibition Hall Inside/Outside | Name Badge String | USD 5,000 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Guide X-Banner (each) | USD 1,500 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Promotion Plan II (Printed Material) | Directory Book | Outside Back Cover | USD 5,000 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Inside Front Cover | USD 3,500 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Inside Back Cover | USD 3,500 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Inside Double Page | USD 2,000 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Inside Full Page | USD 1,500 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Exhibition Guide | 1 Page | USD 7,000 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

The undersigned is authorized to enter into agreements on behalf of the Exhibitor. The undersigned declares that this Application for Exhibition Booth, together with the Terms and Conditions, are an integral part of the agreement and the contractual relationship between Defense MICE Institution and the above-mentioned Exhibitor.

Date : _____ **Name :** _____ **Signature :** _____

Terms & Conditions



1. Definition of Terms

- A. "Exhibitor" refers to the person, company, institution or group, which has completed the payment under the stipulated contract for taking a stand at this Exhibition.
- B. "Exhibition" refers to Korea Innovative Logistics and Defense Conference & Exhibition 2025(InLEX KOREA 2025), scheduled to take place from June 17th (Tuesday) to June 19th (Thursday), 2025. The event schedule is subject to change based on military/governmental circumstances.
- C. "Organizer" refers to Defense MICE Institute.

2. Exhibition Participation

A. Application

- 1) All exhibitors must fill out the Application for exhibition Booth form (referred to as "Application Form") to participate in the Korea Innovative Logistics and Defense Conference & Exhibition 2025 (referred to as "InLEX KOREA 2025"). The Application Form must be submitted with your signature or your company's stamp to the organizer.
- 2) An invoice will be dispatched to the Exhibitor subsequent to the Organizer's verification of the Application Form. The Organizer reserves the right to cancel Exhibitors' participation within 15 days after the verification of the Application Form for the following reasons: Failure to remit payment by the invoice due date. / Non-arrival of exhibits at the exhibition site on time or stands not being ready for the exhibition by June 15th, 2025. / Unavailability of booth space. / Unsuitability of exhibits for the exhibition.

B. Payment

Full payment must be settled entirely within 5 days following the issuance of the invoice and shall be effected via bank transfer to Kookmin Bank account number 437601-01-471877 no later than the application deadline, which is May 9th, 2025. All Exhibitors shall transfer the participation fee to the bank account designated by the Organizer following the schedule below. All remittance charges must be paid by the Exhibitors.

C. Cancellation of Participation and Penalty

- 1) In the event that an Exhibitor cancels the use of all or part of the Exhibition space they have applied for, the Exhibitor must immediately notify the Organizer in writing of the cancellation or changes.
- 2) The cancellation penalty according to the timing of the notification in the preceding Clause 1 is as follows:
 - Cancellation:
Before February 28, 2025 : 20% of the participation fee. / From March 1, 2025, to April 30, 2025 : 50% of the participation fee. / After May 1, 2025 : 100% of the participation fee.
 - Reduction in space:
Before February 28, 2025 : Area reduction x Participation fee x 20% / From March 1, 2025, to April 30, 2025 : Area reduction x Participation fee x 50%
After May 1, 2025 : Area reduction x Participation fee x 100%
- 3) Participation fee must be paid within 5 days after receiving the invoice. Cancellation of participation and penalties shall comply with the exhibition participation regulations.
- 4) In the event that the Organizer cancels the exhibition, the Organizer shall refund the entire participation fee already paid to the Exhibitor. However, in cases where the cancellation or modification of the Exhibition occurs due to force majeure events such as national crises, pandemics, natural disasters, or other special circumstances not attributable to the Organizer's fault, the participation fee shall not be refunded. In such cases, the Exhibitor shall not be entitled to claim compensation from the Organizer.

3. Assignment of Exhibition Booth

- A. Organizer has all rights to the booth assignment and Exhibitor may not object to the decision made. According to application and payment order, booth will be assigned considering country, item, size, exhibition results and other reasonable matters.
- B. The Organizer may change the allocated booth location in case the organizer acknowledges the necessity considering spacing harmony, viewing efficiency and exhibition effectiveness. Such change is under discretion of the Organizer, and the Exhibitor shall not object on the decision.

4. General Regulation

A. Organizer

- 1) The Organizer, reserves the right to change any rules and regulations to run the exhibition smoothly. Any dispute over the build-up and dismantling period or any matter not set forth in the manual which occurs during the exhibition shall be resolved as determined by the Organizer. All Exhibitors must abide by the Organizer's decision.

B. Exhibitors

- 1) The Exhibitors shall comply with all the rules and instructions, including the InLEX KOREA 2025 Exhibitor Manual. Exhibitors shall also be responsible for any damage caused by their employees, contractors, or agents. During the build-up, dismantling or Exhibition period, in case facilities of the exhibition site are damaged by exhibitors, the damage will be compensated.
- 2) If the Exhibitor displays items not listed in the application or if displayed item does not fit the nature of the exhibition or conducts direct sales without approval from the Organizer, Organizer can request to stop, withdrawal or dismantle. This case, participation fee is not refundable, and Exhibitor may not ask for compensation.
- 3) Exhibitor cannot use other area for the exhibit without prior approval from Organizer.
- 4) Exhibitor cannot use speaker or amplifier without approval Organizer and sales, or loud activities are strictly prohibited.
- 5) The Organizer may, if necessary, restrict access to the Exhibition venue for specific individuals.
- 6) The Exhibitor may not transfer, sell, or exchange all or any part of the allocated exhibition space without prior written consent from the Organizer.
- 7) The Exhibitor must operate and manage their exhibits within the confines that do not cause harm to other Exhibitors or visitors. In the event of causing harm, the Organizer reserves the right to order the cessation of the Exhibition.

C. Liability and Insurance

Exhibitors are liable for any damage caused to building floors, walls, or column to standard or rented booth equipment and to other any other exhibitor's property. Exhibitors also take the responsibility for the damage caused by their employees, contractor, or agents. If damages are caused by an Exhibitor, he/she will be responsible for compensation. The Organizer will check the amount of compensation and charge the Exhibitor accordingly. Although the Organizer will take all measures for the safety and security of Exhibition venue and surrounding area during the build-up, dismantling and exhibition periods, Exhibitors must ensure not only against physical injury, but also property loss, including fire loss and theft. Organizer recommends all Exhibitors to hire security to prevent theft of exhibits for day and night, during the build-up, dismantling, and exhibition periods. In addition, Organizer recommends Exhibitors obtain adequate insurance.

D. Censorship and Copyright of Audio-Visual Materials

All the audio-visual materials used in the Exhibition will be able to pass customs in Republic of Korea. However, Exhibitors will be fully responsible for any infringement of the copyrights occurring from the use of these materials. Therefore, it is strongly recommended that Exhibitors check the copyright before using any kind of audio-visual material to prevent problems.

E. Fire Precaution and Safety

Smoking is strictly prohibited to prevent fire during the entire build-up, dismantling, and exhibition periods. Fire extinguishers will be placed in the designated area to be used in case of fire. If the special type of extinguisher is needed, the Exhibitors must prepare the extinguisher at their own expense and place it around their exhibits. The Exhibitors who book raw space must build their booths with non-inflammable materials for the floor. Exhibitors are encouraged to place at least one fire extinguisher on the stand. No electric heating appliance is allowed in the exhibition hall for fire precaution. The Organizer may request corrective actions if necessary.

F. Sales within the Exhibition Hall

Sales activities are strictly prohibited in the Exhibition site. The Organizer can crack down the selling activities. Violation of this provision may result in a complete shut-down of the exhibitor's booth, even during the Exhibition. The Organizer will not take any responsibility of the loss inflicted by the shut-down.

G. Force Majeure

The Organizer may delay, shorten, or extend the number of Exhibition days for unforeseeable circumstances and inevitable reasons. When the schedule of the exhibition is rearranged due to inevitable reasons or orders by authorities concerned, Exhibitors may cancel the participation. This case, participation fee is not refundable, and Exhibitor may not ask for compensation.

H. Removal of Waste Material

Each Exhibitor is responsible for cleaning the stand and removing debris, wrappers, packing and waste of all types, and structures resulting from construction/dismantles. Dumping food waste is prohibited in the exhibition site. The materials stated above should not be of disturbance to the passengers on the aisle. The Exhibitors must cooperate with the officially contracted janitors to remove the waste materials generated at the booth daily. If Exhibitor fails to fulfill their obligation for waste disposal, the Organizer may invoice the Exhibitor for the cost of waste disposal incurred by the Organizer.

I. Prohibition of Wreath and Flowerpot

No wreath and flowerpot are allowed to be brought into the exhibition hall, chalet, and the outdoor Exhibition area as they interfere with the visitor traffic flow of the Exhibition.

J. Catering

Cooking and using of gas or inflammable liquid are not allowed in the Exhibition site for safety reasons.

K. Value Added Tax (VAT)

According to the domestic tax law, all domestic companies, local branch offices, and companies registered in the Korean tax office must pay a VAT of 10%. Foreign companies who will pay with US Dollars are exempted.

L. Dispute Resolution

Disputes arising between the Organizer and the Exhibitor regarding the interpretation of the Terms and Conditions or other disputes concerning the rights and obligations of both parties shall be resolved through arbitration by the Korean Commercial Arbitration Board, and the arbitration decision shall be final and binding. Parties agree not to bring such disputes before a court of law.

Defense MICE Institute Office

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