

PARTICIPATION CONTRACT FORM

COFFEE EXPO VIETNAM

1. Applicant Information

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

* If any of the above details change after the submission of this application form, please immediately inform the COFFEE EXPO VIETNAM secretariat.

* Please note ALL contact details (phone, fax, e-mail) should be direct contact line to the person in charge of the application.

2. Booth Type / Scale

| Please check the box of your choice |

Classification	Shell Scheme Booth			Space Only Booth			Premium Booth		
	V	Unit Price	No. of Booth	V	Unit Price	No of Booth	V	Unit Price	No. of Booth
Early Bird Registration May. 31. 2018	<input type="checkbox"/>	\$2,700/Booth	Booth	<input type="checkbox"/>	\$2,400/Booth	Booth	<input type="checkbox"/>	\$3,600/Booth	Booth
General Registration September. 30. 2018	<input type="checkbox"/>	\$2,900/Booth	Booth	<input type="checkbox"/>	\$2,600/Booth	Booth	<input type="checkbox"/>	\$3,800/Booth	Booth
Total	\$								

* 1 Booth: 3m×3m=9m² / Minimum units for an a space only booth: 2 or more booths / Maximum booth height: 4.5m

PAYMENT POLICY

- 50% payment of the total booth fee should be submitted as a deposit within seven days of initial application.
- The contract will not be confirmed and the exhibit space not be reserved until the deposit is paid.
- Please send a copy of the bank transfer receipt by fax to Coex at +82-2-6944-8303.
- It is the sender's responsibility to pay any additional charges that may occur during the wire transfer process.
- Please transfer all payments in full to

Beneficiary **COEX**
Account No. **140-000-113217**
Bank **SHINHAN BANK, World Trade Center Branch, Seoul, Korea**
Swift Code **SHBKRRSE**

※ 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 Conditions on the back page, and hereby submit an application to exhibit at COFFEE EXPO VIETNAM.

Name of Applicant _____

Authorized Signature _____ (Signature)

Date _____

* The signee is granted to the liability and rights to fulfill the contract conditions as representative of the exhibitor.

PARTICIPATION REGULATIONS & CONTRACT CONDITIONS

COFFEE EXPO VIETNAM

Article No. 1 Terms and Definitions

“Exhibition” refers to the Coffee Expo VIETNAM 2018. “Exhibitor” refers to the companies, unions and organizations that submitted the participation contract form and paid the contract fee. “Organizer” refers to COEX

Article No. 2 Exhibition Booth Allocation

The Organizer shall allocate the booths of each enterprise by considering the order of application, the nature of the exhibits, the scale of participation and other appropriate criterions. The Organizer reserves the right to make changes to the exhibition booth allocated to the Exhibitor at any time prior to the commencement of the build-up of the exhibition under special circumstances. Such changes shall be at the discretion of the Organizer, and the Exhibitor may not claim for compensation concerning any results caused by the change.

Article No. 3 Participation Fee Payment Procedures

Participation application (contract) form must be submitted to COEX and 50% of the participation fee (the cost of setting up a booth) must be paid as contract fee. The balance (50% of the cost of setting up a booth) and the cost of applying for subsidiary facilities must be paid by Oct 14, 2018

Article No. 4 Participation Contract Cancellation

If the Exhibitor fails to submit the participation fee by the due date or in the case of breaking the regulations set by the Organizer, the Organizer shall reserve the right to terminate the Participation Application (contract), and in this case, the submitted participation fee will not be refunded.

Article No. 5 Cancellation Penalty and Scale Reduction

If an Exhibitor cancels a part or the whole of the exhibition booth after submitting the participation application (contract) form, the Exhibitor must pay the following penalty within 15 days after cancellation. The penalty will be paid out of the application fee which is already paid. If short, an extra payment shall be made, and if surplus, refund shall be made.

-Before Sep. 1, 2018: 50% of the Application fee X size of cancellation /size of application

-From Sep.1 to Sep. 30, 2018: 80% of the Application fee X size of cancellation/size of application

-After Oct 1, 2018: 100% of the Application fee X size of cancellation /size of application

Article No. 6 Customs

Each exhibitor shall be responsible for carrying out customs formalities in connection with equipment and products originating from abroad.

The Organizer shall not be held liable for any problems that may arise in connection with such formalities. Therefore, the exhibitor shall hold the Organizer harmless against any actions and/or claims in this respect and shall indemnify the Organizer for any damage sustained by the latter on account of a breach of the requisite customs formalities.

Article No. 7 Installation and Dismantling

Installation and Dismantling must be completed in the period stipulated by the Organizer and Exhibitors shall be charged for any loss or damage to the exhibition hall due to delay, if any.

Article No. 8 Providing Information about the Organizer

The Exhibitor shall provide the descriptions concerning the Exhibits and Exhibition installments to the Organizer to allow the Organizer to determine whether the installation and activities of the booth are appropriate for participating at the Exhibition. Exhibitors shall also provide the Organizer with the necessary information to facilitate the overall promotion of the Exhibition.

Article No. 9 Insurance, Security and Safety

The Exhibitor can subscribe to insurance on all exhibits during the exhibition period as well as the set-up and dismantling periods. The Exhibitor must subscribe to insurance the exhibits prone to theft, damage, loss etc. The Organizer uses the operation costs for the safety of the Exhibitors and guests and to protect the property. However, the Exhibitor shall take all responsibility for any theft, damage, loss of any articles belonging to the Exhibitor. All materials used in the installation of the Exhibition must be fireproof according to the Fire and Safety regulations. The Organizer reserves the right to restrict any construction or demonstration of a product that poses a potential safety hazard.

Article No. 10 Exhibit Booth Usage

The Exhibitor must display the exhibits stated in the participation application (contract) form and must provide adequate staff at the exhibition booth. The Exhibitor may not perform any activities outside the allocated space, and the Organizer reserves the right to restrict display of any exhibits that go against the character of the Exhibition. It is strictly forbidden to sell any products inside the Exhibition hall without special consent from the Organizer.

Article No. 11 Cancellation by Organizer

If the Organizer cancels the launch of the Exhibition, the Organizer shall make full refunds of the application fees to the Exhibitor. If the Exhibition launching date is changed or cancelled due to circumstances beyond the reasonable control of the Organizer, such as a natural calamity or a crisis, the Organizer shall not make the refund. In this case, the Exhibitor may not claim for compensation.

Article No. 12 Additional Terms

When necessary, the Organizer may issue supplementary regulations in addition to those in the Exhibition Participation Regulation and Conditions of Contract and those regulations shall be binding on the Exhibitor. The Exhibitor is obligated to observe the rules and regulations of the Exhibition hall.

Article No. 13 Arbitration of Disputes

Any dispute arising hereafter between the Organizer and the Exhibitor concerning the Exhibition Participation Regulation and Contract Conditions or the rights and liabilities of the parties thereto shall be settled in accordance with the Korean Commercial Arbitration Board. The verdict of the above arbitration shall be final and binding upon both parties.

Name of Applicant (Please print) _____

Authorized Signature

(Signature)