

PARTICIPATION CONTRACT FORM

1. Classification

 VIETNAM RETAIL TECH 2018, 1st – 3rd Nov
 VIETNAM FRANCHISE 2018, 1st – 3rd Nov

-Please check the applicable box above based on your exhibit items. –Please specify your products in the “Exhibit Items” section below

2. Applicant Information

Company Name			
President / CEO			
Postal Address			
Contact Person		Department/Position	
Phone		Fax	
E-mail		Website	
Exhibit Items			

-If there are any changes to be made to the information provided above, please inform the VIETRF 2018 secretariat immediately.

3. Booth Type / Fee

Please check the box of your choice

Classification	Standard Booth			Space Only Booth			Sponsorship Booth	
	V	Unit Price	No. of Booth	V	Unit Price	No. of Booth	V	Unit Price
Early Bird Registration May.31 st .2018	<input type="checkbox"/>	\$2,600 / Booth	Booth	<input type="checkbox"/>	\$2,400 / Booth	Booth		\$3,000 /Booth
General Registration August.31 st .2018		\$2,800 / Booth	Booths	<input type="checkbox"/>	\$2,600 / Booth	Booth		
Total	\$							
Booth Location	(Pls write down your booth number)							

-Early bird registration application is due on May 31st 2018 –Booth size : 3m×3m=9m² & 3.5m Height -Maximum Space Only Booth height: 4.5m -Minimum exhibit space for Space Only Booth: 2 booths (18m²) -Surcharge for corner booth: 200USD/booth

PAYMENT POLICY

Down Payment (50% of the total booth cost) should be made at the time of the participation contract submission. The contract is not confirmed and the exhibit space is not reserved until the down payment has been received.

For foreign countries (Not in Vietnam) Please send us a copy of the bank transfer receipt by email

Account Name COEX
 Account No. 140 000 1132 17
 Bank Name SHINHAN BANK, WORLD TRADE CENTER BRANCH, Seoul, Korea
 Swift Code SHBKRRSE

It is your responsibility to pay all the additional charges that may occur when wire transfer the payment.

I fully comprehend the participation regulations and contract conditions, and have enclosed the down payment of US \$ (50% of the total booth cost) and a copy of my business registration certificate.

	_____ (MM/DD/YYYY)
* The signee is granted to the liability and rights to fulfill the contract conditions as representative of the exhibitor.	Applicant(Please print)
Attached : 1 copy of business license	Authorized Signature (Signature)

PARTICIPATION REGULATIONS & CONTRACT CONDITIONS

Article No. 1 Terms and Definitions

"Exhibition" refers to the Vietnam International Retail+Franchise Show 2018. "Exhibitor" refers to the companies, unions and organizations that submitted the participation contract form and paid the contract fee. "Organizer" refers to Korea International Trade Association (KITA), Coex and KOTRA.

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 September 15, 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 March 31, 2018: 50% of the Application fee X size of cancellation/size of application

-From May 31 to August 31, 2018: 80% of the Application fee X size of cancellation/size of application

-After August 31, 2018: 100% of the Application fee X size of cancellation/size of application

Article No. 6 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. 7 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. 8 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. 9 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. 10 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. 11 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. 12 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)