**Rules & Regulations of KINTEX Exhibition Hall**

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**Chapter1. General**

**Article 1.** (Purpose)

The purpose of this guideline is to prescribe those matters delegated by the “Rules & Regulations of KINTEX Exhibition Hall” and those matters necessary for implementation thereof.

**Chapter2. Common Provisions for Exhibition Hall Operation**

**Article 2.** (Definitions)

In these Rules & Regulations, the following terms shall have the meanings attributed as follows:

1. “Exhibition Hall” refers to indoor and outdoor exhibition spaces sectioned for events held by organizers inviting companies to participate in or attend.
2. “Indoor Exhibition Hall” refers to Exhibition Halls 1 to 10. However, if Hall 6 (“Event Hall”) is used for international conferences, seminars or banquets, it shall be considered a conference room given the nature of its function.
3. “Outdoor Exhibition Hall” refers to areas sectioned for events to be held outside the building structure.
4. “Organizer” refers to the Exhibition Hall lessee organizing and operating the exhibition, and “Exhibitor” refers to a corporation or person participating in the Event. “Attendant” refers to attendees visiting the Exhibition Hall to see an event or use appurtenant facilities.
5. “User” refers to the Organizers and Attendants.

**Article 3.** (Limits on purpose of use)

1. The Organizer shall not lease the Exhibition Hall for any purpose against the accepted social order or public interest, and shall use the Exhibition Hall properly pursuant to its original purpose.
2. The Organizer shall not lease the Exhibition Hall for the purpose of selling various materials, or the preparation, cooking, or sales of foods and beverages.
3. The User shall not conduct any unethical behavior which goes against accepted social morality, encourages hazardous acts for youth, permits illegal sales or any other acts against accepted public morals.

**Article 4.** (Terms and Conditions)

1. The user shall comply at all times with the contents of these Rules & Regulations.
2. The Organizer shall be responsible for the operation and management of events held in the Exhibition Halls.
3. The Organizer shall be responsible for fire prevention and safety control.

**Article 5.** (Hours of Use)

1. The daily Exhibition Hall hours of use are 8:00 am to 8:00 pm daily, which may be adjusted upon approval by KINTEX.
2. If additional use is required above and beyond normal operating hours, the Organizer shall pay overtime rent to KINTEX, which shall be settled when the event ends.
3. For the Organizer’s convenience, KINTEX will provide free of charge overtime hours of use based on certain standards.

**Article 6.** (Entrance Fee and Tickets)

1. At its own discretion, responsibility and cost, the Organizer may issue invitation letters or sell entrance tickets, and revenue from the tickets shall revert to the Organizer.
2. The Organizer may install and operate a ticket office. In such case, the Organizer shall employ the ticket vendor designated by KINTEX unless any special reason exists to do otherwise.

**Article 7.** (Exhibition Hall Access)

1. The Organizer shall permit access to officers and employees of KINTEX and its vendors who wear KINTEX issued passes, provided however that the Organizer shall obtain prior approval from KINTEX, if there is any reason to limit such access.
2. The Organizer shall not deny any request for access from government officials for the purpose of, including but not limited to, crime prevention, fire-fighting, or environmental hygiene without due cause. Further, the Organizer shall afford access to every facility to visitors confirmed by KINTEX.

**Article 8.** (Rules & Regulations Violations)

1. KINTEX holds the right to request correction in the event a User and /or designated vendor violates any of these Rules & Regulations. If the Organizer fails or delays in taking measures to address such correction request, KINTEX may terminate the contract or suspend its support, or close the Exhibition Hall.
2. Where KINTEX takes action pursuant to the above clause 8.1, the User or designated vendor shall not bear any right to claim damages or compensation therefrom.

**Chapter3. Exhibition Hall Assignment**

**Article 9.** (Right to determine Size and Schedule)

The size and schedule for Organizer use of the Exhibition hall shall be determined by KINTEX.

**Article 10.** (Assignment standards)

1. KINTEX assigns the Exhibition Hall considering the purpose, character, strategic importance, size, order of application and previous achievements of the event.
2. KINTEX assigns the Exhibition Hall giving priority to the following events (in random order):
3. Industrial or consumer goods exhibitions held yearly or periodically
4. International events held directly by the foreign Organizer
5. Events promoted politically by government or other public institution
6. Other special shows (events, etc.).
7. KINTEX may restrict assigning the Exhibition Hall if the event is any of the following:
8. An event deemed difficult to achieve its original goals given that the character of the event (field) coincides with another event;
9. An event deemed difficult to be affordable with the Exhibition Hall facilities
10. An event deemed difficult to be accepted based on common sense.

**Article 11.** (Prohibition of Transfer or Sub-lease)

1. An Organizer who has acquired a space and confirmed a schedule for exhibition shall not transfer or sub-lease either whole or part of the space to another party than the Exhibitors.
2. The Organizer shall not transfer the contract, and further shall not assign a penalty or cancellation penalty arising from downsizing or cancellation of the Contract, after execution of the contract.

**Chapter 4. Contract and Rent**

**Section1. Application, Contract and Termination**

**Article 12.** (Application for Lease)

1. An Organizer who desires use of the Exhibition Hall shall prepare and submit an “Exhibition Hall Assignment Request” to KINTEX before execution of the Contract.
2. The contents of the Lease application are subject to change according to the status and circumstance of KINTEX assignment, and has no legal validity or priority.

**Article 13.** (Period of Contract)

The Contract shall be made 12 months prior to the commencement date of Exhibition Hall use in accordance with the Exhibition Hall Leasing Contract. However, such date may be changed if KINTEX reasonably determines it to be necessary.

**Article14.** (Entering into Contract and Payment for Rent)

The Organizer shall pay the rent, VAT on rent, and utility fee (deposit) in cash pursuant to the following schedule:

|  |  |
| --- | --- |
| Description | Due date |
| Rent | Down payment | 20% of Rent | Contract entry period |
| VAT |
| 1st Intermediate payment | 30% of Rent | 150 days prior to rent commencement |
| VAT |
| 2nd Intermediate payment | 20% of Retn | 60 days prior to rent commencement |
| VAT |
| Balance | 30% of Rent | 14 days prior to rent commencement |
| VAT |
| Other Expenses | Utility Fee (deposit) |

1. If execution of the contract is inevitably delayed due to the Organizer’s situation, etc., the due

date may be adjusted on mutual consultation.

1. For any events (including, but not limited to long-term culture exhibitions, corporate events, or

other events related performances), KINTEX may apply a different utility fee in accordance with the nature of the event.

1. If the rent written in the lease contract is not paid by the designated due date, the Organizer shall add and pay 12% of the annual overdue charge from the date of delay to the actual payment date. It shall not exceed the commencement date of use.

**Article 15.** (Termination, Cancellation, Period Change and Penalty)

1. **(Termination)** KINTEX may terminate the Contract in any of the following events where the Organizer:
2. Materially violates any provision of the Lease Contract or the Rules & Regulations.
3. Fails to pay rent within the period due.
4. Cancels 50% or more of the contracted exhibition space.
5. Is considered unable to perform the Contract due to liability, provisional attachment or disposition, or any other similar objective reason.
6. Is considered to have no intention to perform the Contract by expression of intent to terminate the Contract.
7. If the contract is terminated due to any of the above reasons, the Organizer shall pay a penalty as follows, provided however that any penalty for the events (including, but not limited to long-term culture exhibitions, corporate events, or other events related performances) shall be determined separately:

|  |  |
| --- | --- |
| Time of Termination | Penalty |
| From 14 days prior to lease commencement to 1st day of lease period | rent x 100% |
| 60 days to 14 days prior to lease commencement | rent × 70% |
| 150 days to 60 days prior to lease commencement | rent × 50% |
| From the contract date to 150 days prior to lease commencement | rent × 20% |

1. The time of termination shall be the date when an official cancellation request letter from the Organizer is received.
2. If there any rent has already been paid, such rent may be deducted from the penalty.
3. If the Organizer terminates the contract unilaterally on or after the lease commencement date, 100 % of the rent shall be charged as a termination penalty, and the Organizer has no right to claim a refund of the rent for the remaining period.
4. **(Cancellation)** If the Organizer cancels part of the use of the contracted exhibition space, it may proceed with the event on payment of a penalty to KINTEX, provided however that the cancelled space is less than 50% of the contracted space. If the Organizer cancels 50% or more of the contracted exhibition space, it shall be deemed a unilateral termination of the contract by the Organizer.
5. Penalties incurred due to cancellation of part of the exhibition space shall be applied pursuant to the time of cancellation as follows, provided however that any penalty for the events (including, but not limited to long-term culture exhibitions, corporate events, or other events related performances) shall be determined separately:

|  |  |
| --- | --- |
| Time of cancellation | Penalty |
| From 14 days prior to lease commencement to 1st day of lease period | (cancelled space/contracted space) × rent × 100% |
| 60 days to 14 days prior to lease commencement | (cancelled space/contracted space) × rent × 70% |
| 150 days to 60 days prior to lease commencement | (cancelled space/contracted space) × rent × 50% |
| From the contract date to 150 days prior to lease commencement | (cancelled space/contracted space) × rent × 20% |

1. The time of cancellation shall be the date when an official cancellation request letter from the Organizer is received.
2. The Organizer shall enter into a revised contract with KINTEX promptly after payment of the penalty, payment of rent, or other matters made under these Guidelines.
3. **(Period Change)** Penalty for changing the period of use of the exhibition hall shall be determined as follows.
4. If the Organizer intends to change the period of use of the exhibition hall due to the circumstances of the Organizer after entering into a lease contract, it shall be limited to the approval of the discretionary decision maker under KINTEX's mandate and shall be paid a penalty of 5% of the rent.
5. The period of use of the exhibition hall may be changed only within the relevant year from the date of initial use, and penalty fees shall be exempted when moving within the period of 14 days before and after the commencement date of use.

**Article 16.** (Penalty Adjustment)

1. Notwithstanding Article 15-(2), 15-(7) and 15-(10), KINTEX may adjust the penalty through mutual consultation with the Organizer and deliberation by the Management Committee.

**Section2. Rent and Utility Fees**

**Article 17.** (Rent)

1. Rent shall be determined separately.
2. Rent for long-term events of 50 days or more may be adjusted and executed by the president of KINTEX.

**Article 18.** (Utility Fee)

1. Utility fee refers to charges for heating and air-conditioning, electricity, water and drainage, compressed air, and restoration expenses.
2. The standard unit price of utility is set separately and not included in these Rules & Regulations

**Article 19.** (Utility Fee Deposit)

1. The Exhibition Organizer shall pay a sum equivalent to 10~15% of the rent as a management fee deposit. Such amount is calculated before applying equal differences, and an additional deposit may be requested if the deposit is expected to be deficient depending on the nature of the exhibition.
2. The Event Organizer shall pay an equivalent to between 10% and 60% of the rent as a utility fee deposit, which shall be settled afterwards or paid to cover the utility fee (including VAT). Such amount is calculated before applying equal differences.
3. A utility fee deposit will be appropriated to cover, including but not limited to, the utility fee or any over-time rental fee, at the end of Exhibition Hall use, and where any shortage occurs, such amount shall be paid immediately upon receipt of an assessment notice from KINTEX.
4. The utility fee deposit will not accrue any interest.

**Chapter5. Exhibition Facility Operation**

**Section1. Designated Vendors**

**Article 20.** (Designated Vendors)

1. KINTEX may designate the vendors for any of the following business for safety control and efficient Exhibition Hall operations, and the numbers or fields of business may be increased or decreased whenever deemed necessary.
2. Exhibition setting vendor
3. Electric facility vendor
4. Furniture & fixture Vendor
5. Transportation & customs clearance vendor
6. Carpeting & floor pytex vendor
7. Dismantling vendor
8. Security vendor
9. Water supply & drainage/ Compressed air vendor
10. Gas facility vendor
11. Fork lift operation vendor
12. Structural safety technology vendor
13. Advertisement vendor
14. Rigging vendor
15. Flameproof vendor
16. In the event that the User requires any of the services listed above, the User shall always use the KINTEX designated vendor, and shall submit an official letter detailing all reasons and evidence necessary to receive KINTEX approval not later than two weeks prior to lease commencement date, if it inevitably makes use of any other business.
17. KINTEX may designate the following service facilities for efficient exhibition support:
18. Restaurant & snack bars
19. Stall & vending machines
20. Advertisement services
21. Travel & tour guides
22. Banks
23. Other services related to exhibition and facility lease.
24. If any designated vendor violates any of the Rules & Regulations and/or Safety Control Rule provisions, KINTEX may take such actions as preparing an explanatory statement, caution, warning, suspension of access, or registration cancellation against that vendor.

**Section2. Exhibition Booth Setup**

**Article 21.** (Design Document Submission)

The Organizer shall submit the entire floor plan, a Request for Technical Support and an Exhibitor List, by three (3) days prior to the Exhibition Hall use commencement date, and shall attach any specifications and a process schedule at the request of KINTEX.

**Article 22.** (Approval for Setup)

1. KINTEX may either approve the entire floor plan or request the Organizer make alterations for any matters in violation of the applicable laws after review of appropriateness.
2. KINTEX may either approve, or request alteration of the exhibition booth setup submitted by the Organizer after review of appropriateness.
3. An Organizer who has been requested to alter content or who intends to change such shall submit a modified document to obtain re-approval.
4. KINTEX may take actions such as cancellation of registration, or suspension of Exhibition operation electricity supply against the Exhibitor, if the contractor does not comply with the alterations requested by KINTEX.

**Article 23.** (Work Report of)

1. A work report for all work done in the Exhibition Hall shall be submitted on-line in the name of the designated vendor no later than three (3) days before work commencement (lease commencement date).
2. If additional work is required outside the operating hours provided in Article 9, the Organizer shall submit a request for approval in advance to KINTEX for over-time use.
3. All workers shall be subject to control by KINTEX, and shall wear KINTEX issued passes at all times.

**Article 24.** (Personal Construction Prohibition)

1. All work in the Exhibition Hall shall be carried out through a KINTEX designated vendor.
2. Any and all work carried out by employing a contractor other than KINTEX designated vendors shall be referred to as personal construction, and is not permitted.
3. Notwithstanding the provisions of clause 2 above, the Organizer may do work itself upon approval by KINTEX in any of the following situations:
4. If the Exhibitor has its own design team and the staff work directly (interior design, production of advertising material and furniture manufacture should be recorded in the business registration)
5. If the Exhibitor owns system materials used at other events, and submits documentary evidence thereof (including but not limited to the contract, photo of other event venues or previous events)
6. If the exhibition itself comprises interior work.
7. If any Exhibitor is applicable to any of the situations in clause 3 above, the Organizer shall determine on its own whether all the Exhibitors do construction and send a list thereof to KINTEX, and shall submit all forms requested by the hall manager no later than seven (7) days prior to lease commencement.
8. Personal construction shall be limited to setting up exhibition booths. Electrical work, water supply and drainage, compressed air, gas, pytex or dismantling should be carried out by employing the KINTEX designated vendor.

**Article 25.** (Work schedule)

1. The Organizer and Exhibitor shall comply with all work schedules and/or times approved by KINTEX.
2. Work schedules or content not approved by KINTEX may be suspended.

**Article 26.** (Ceiling)

No exhibits or advertising material shall be installed on the ceiling. However, provided that such is made from light materials, including banners, the Organizer may install such upon prior KINTEX approval.

**Article 27.** (Height limit)

1. The User shall not install any exhibit or exhibition facility exceeding each limit listed as follows:

|  |  |  |
| --- | --- | --- |
| Description | KINTEX 1  | KINTEX 2 |
| Hall  | Hall 1 to Hall 5 | Hall 6 | Halls 7 and 8 | Halls 9 and 10 |
| Height limit | 12m | 7m | 9m | 12m |
| Booth limit | 5m | 5m | 5m | 5m |

1. Notwithstanding clause1 above, the height limit may be adjusted upon KINTEX approval.

**Article 28.** (Duplex Floor)

The User may install a duplex floor exhibition booth meeting each of the following conditions:

1. Structural calculation in detail with respect to safety shall be submitted no later than one week before lease commencement, and after completion of construction, a construction supervision certificate shall also be submitted before the event commencement.
2. The duplex floor area shall be within a half (1/2) of the floor area
3. More than a half (1/2) of the exhibition booth partition shall be open except for transparent partitions
4. Stair width shall be 1.2 meters or wider
5. A Fire extinguisher shall be placed every 10 meters of walking distance within the duplex floor
6. For a closed ceiling, one or more automatic sprinklers shall be placed every 10㎡
7. The duplex floor ceiling shall be open
8. The duplex floor entrance shall be wider than 0.9m which shall be open towards an evacuation passage. Rechargeable emergency lights shall be placed on the upper part of the entrance
9. A safety controller shall be present to control public access to the duplex floor.

**Article 29.** (Facility Installation)

1. The hallway between exhibition booths shall be 3m or wider and connected by straight lines to the entrance and emergency exit. No equipment, materials or exhibits which hinder emergency evacuation shall be placed in the hallway.
2. No exhibition facility or appurtenance shall be installed around the emergency exits, entrance doors, fire hydrants or toilets, and the location of conveniences (including vending machines or vendors) in the Exhibition Hall shall be at least 3m away from such facilities so as not to obstruct attendant traffic lines.
3. Exhibition facilities shall be installed at least 1m away from walls or mobile partitions and 3m or more away from the Exhibition Hall, and shall not be affixed to KINTEX facilities.

**Article 30.** (Materials)

1. Any and all materials used for exhibition booth installation or floor finishing shall be flame retardant treated or made from nonflammable materials, and a flame retardant certificate, documentation with respect to flame retardant qualities, or other confirmation thereof shall be submitted to KINTEX to obtain approval.
2. When install flooring materials such as carpet or pytex, special attention shall be paid so as not to damage the original floor, and no flooring materials shall be installed for the hallway.
3. Any and all kinds of adhesive glue, including, tape or bond may be used without limitation for exhibition facilities.
4. No surface material painting shall be done at the site.

**Section3. (Advertising material and Management facility setup)**

**Article 31.** (Advertising Facility Setup)

1. The Organizer may install advertising materials free of charge in accordance with the Advertising Materials Installation Guide.
2. The Organizer shall submit an Application for Advertising material setup (variation), and a location map with advertising draft to KINTEX for prior approval no later than seven (7) days before lease commencement.
3. The Organizer may, at its discretion, install advertising materials in the leased Exhibition Hall space, provided that it installs such advertising materials on the ceiling truss (H beam) only, and only KINTEX approved banners may be setup.
4. Locations not set forth in the Advertising Materials Installation Guide shall be operated for a fee and the rate shall be determined separately.
5. When two or more Organizers hold events simultaneously, each Organizer shall consult with the other concerning advertising material installation, and KINTEX will, at its discretion, designate and assign locations if there is any dispute between the Organizers.

**Article 32.** (Electricity, Water Supply and Drainage, Compressed Air and Gas Facilities)

Electricity, water supply and drainage, compressed air and gas facility work may be performed by the Organizer through the vendors designated under KINTEX supervision by connecting such facilities to common ducts, and the Organizer shall bear any expenses thereof.

**Article 33.** (Telecommunications Facilities)

1. Telephone and internet connections for the exhibition booth shall be installed by the KINTEX designated vendor, and the Organizer shall bear any installation costs and telephone charges.
2. If wireless microphones are used in the Exhibition Hall, such system may incur bad connections. KINTEX recommends a frequency of 900MHz.

**Article 34.** (Rigging)

1. Materials used for trusses installed in the KINTEX Exhibition Hall shall be made of aluminum series 60.
2. Materials of 720mm x 560mm shall be used for straight-line truss lengths over 18m, but if the total weight of affixed materials is less than 100 kg, then material of 400mm x 400mm may also be used. However, if safety is proven by performing a precise analysis with respect to truss safety, this requirement shall not be applied upon approval.
3. When a contractor hangs any structure in excess of 100 kg, it shall obtain a point through stability review via structure analysis, a structural calculation report for all joints of all structures with respect to safety. A construction supervision certificate shall also be submitted separately.
4. Hanging points shall be limited to one at every 9m based on the roof truss straight-line at KINTEX. Two points per 9m may be permitted, unless the weight per point is exceeds 300 kg, provided that the total weight shall not exceed 500 kg.
5. For hanging sub structures and KINTEX roof trusses, such shall be tied with a 1 ton chain motor and sling bar, with the use of wire prohibited. However, when tying a sub structure to the KINTEX roof truss (truss 2A), machine equipment shall be used.
6. When affix para-lights or mega-lights to trusses, safety shall be doubly secured by binding such twice with a safety ring pin in addition to a fixing bolt.
7. If the total electrical load exceeds 300 kw, a separate electrical safety inspection is required.
8. During all rigging work, all other set up work is prohibited and a full- time safety controller shall oversee safety.
9. When rigging, the structural calculation must be preceded and constructed after safety review, and the scope of structural calculation shall include the joint of the lowest part of the structure.

**Section4. Restrictions**

**Article 35.** (Electrical Work Restrictions)

1. Electric wiring shall be carried out using 600v TFRCV cable, and in principle use of 600v IV wire or PVC code is prohibited.
2. Molded Case Circuit Breakers (MCCB) shall be used for every exhibition booth, and Earth Leakage Breakers (ELB) shall be used for lighting and electric heat switches.
3. 220v only shall be used in installations for 220v, which shall be installed at a height of 30cm or more from the exhibition hall floor.
4. Switches to operate exhibits or for local lighting shall be installed separately.
5. Class3 grounding shall be installed on Motors and equipment for operating exhibits
6. All work shall be designed and constructed in compliance with applicable laws with respect to electrical facilities technology.
7. Electricity may be used only after KINTEX safety inspection.
8. KINTEX and/or Exhibition Hall staff may inspect the electrical facilities and carry out test runs to prevent electrical hazards, and defects are found during such inspection, KINTEX may provide instruction on the proper corrections required, and suspend power transmission unless and until such correction is completed.
9. If electric wiring obstructs attendant traffic, hitches preventing bumps and safety tape shall be installed. Rubber material shall be used for electric wiring exposure finishing.

**Article 36.** (Electrical instrument Usage Restrictions)

1. Tools and equipment which require large electric capacities such as compressors, electric saws, electric planes or grinders, or dangerous appliances such as boilers, furnaces or stoves shall not be used in the Exhibition Hall.
2. If the surface temperature of electric heating appliances or equipment used in demonstrations reaches 70℃ or higher, such apparatus may be used after taking necessary safety measures including the use of safety guardrails or nonflammable materials, subject to prior KINTEX approval.
3. Demonstrations of such exhibits as boilers or vehicle idling which emit hazardous exhaust gases shall be prohibited.

**Article 37.** (Heavy Exhibit Installation Restrictions)

1. Heavy exhibits exceeding the following top weights (stationary weight) shall not be carried into, or exhibited in the Exhibition Hall.

|  |  |  |
| --- | --- | --- |
| Description | KINTEX 1  | KINTEX 2 |
| Hall | Hall 1 to Hall 5 | Outdoor Exhibition Hall | Hall 6 | Hall 7 to Hall 10 |
| Weight limit | 5 tons/㎡ | 5 tons/㎡ | 2 tons/㎡ | 5 tons/㎡ |

1. In the event that the Organizer desires to install and exhibit items exceeding the weight limits in clause1 above in the Exhibition Hall, such shall submit a structural calculation and measures to spread the exhibit weight to KINTEX for approval no later than seven (7) days before lease commencement.
2. During exhibition and transport in and out of heavy items, weight shall be properly spread so as to prevent it being concentrated directly under the item.
3. If the Organizer does not comply with any of the edicts of clauses 1 to 3 above, KINTEX may suspend the Exhibition Hall power supply, and the User shall be responsible for such.
4. The Organizer shall submit data with respect to exhibiting equipment causing vibrations three (3) months in advance. KINTEX may suspend use of equipment at the site without prior approval, and the Organizer shall be responsible for such.

**Article 38.** (Hazardous Item Restrictions)

1. In the event that the Organizer desires to transport hazardous items to the Exhibition Hall, it shall submit a Request for Heavy or Hazardous Item Transport in and out for approval, No items other than those approved shall be carried into the Exhibition Hall.
2. Any and all matters with respect to transport and handling of hazardous items shall comply with all applicable laws.
3. The User shall be responsible for any accidents arising out of transport of hazardous items
4. No fires or flammable items shall be handled without prior KINTEX approval. No explosive items may be transported into the Exhibition Hall under any circumstances.
5. Transport and handling of hazardous items shall comply with any KINTEX safety manager instructions.

**Article 39.** (Gas Use Restrictions)

1. Any and all gas facility construction shall be carried out by the designated KINTEX vendor.
2. Plumbing shall be carried out in compliance with all applicable laws, be firmly fixed to the floor with the necessary protective devices, and shall not obstruct traffic. For any plumbing which passes through a passage so as to obstruct attendant traffic, reinforcement such as hitches to prevent bumps shall be made.
3. Any and all gas appliances used in construction shall be used with electric and gas model approval, and the detailed capacity and consumption quantity for each apparatus shall be approved by KINTEX in advance. Applicable permits, if any, shall be submitted to KINTEX.

**Article 40.** (No smoking)

Smoking is not permitted in the Exhibition Hall.

**Article 41.** (Fire Prevention Responsibility)

1. The User shall be responsible for fire prevention control in the Exhibition Hall.
2. The User shall submit a Pledge of responsibility for Event Operation Fire prevention control to elect a fire prevention controller.

**Article 42.** (Noise Cautions)

1. The User shall pay attention so as to prevent civil complaints arising due to noise.
2. The noise level in the Exhibition Hall, 1m away from a sound source shall be 75dB in the day time, 65dB at night, and shall not exceed 90dB maximum.
3. The noise level in the lobby and concourse, 1m away from a sound source shall not exceed 75dB in the day time, and 65dB at night.
4. Any noise level which may cause interference with another event shall be subject to prior KINTEX consultation, and approval.

**Section5. Appurtenant Facilities**

**Article 43.** (Appurtenant Facilities)

1. Appurtenant facilities refer to the conference room (including meeting equipment), Organizer offices, ancillary rooms and parking lots.
2. The User shall comply with KINTEX safety controller instructions with respect to safety control in using appurtenant facilities.
3. Use of the parking lot shall be subject to the “Parking Lot Operation and Management Guidelines”

**Chapter6. Exhibition Operation**

**Section1. Exhibition Operation and Management**

**Article 44.** (Full-time Personnel and Security Guard)

1. During the Exhibition Hall usage period, the User shall assign full-time personnel to consult with buyers and maintain safety and order of attendants.
2. During the Exhibition Hall usage period, the User shall employ enough security to manage safety and prevent accidents such as fire, theft, and the like. Particularly, for any exhibition in which many attendants are expected, the Organizer shall employ additional security guards and janitors to maintain attendant order and clean the hall. However, if the use of additional KINTEX security guards and janitors is inevitable, the Organizer shall pay an extra management fee prescribed by KINTEX.
3. Security guards employed by Organizer shall abide by ‘KINTEX security & operating staff management guideline’ and shall duly follow requests from KINTEX for additional hiring of necessary personnel.
4. For any exhibition in which many attendants are expected to participate, the Organizer shall submit a Security Plan (disaster relief plan) including a list of full-time personnel and security guards, and an assignment plan no later than seven (7) days prior to exhibition commencement.

**Article 45.** (Cooking and Beverage Facility Construction)

1. KINTEX will permit food and beverage cooking or preparation in the Exhibition Hall only to businesses who have obtained a cooking license in accordance with the applicable laws.
2. Food and beverage sales in the Exhibition Hall is prohibited in principle. However, if it is necessary for an event to boost its operation rate, the Organizer may proceed with such sales through prior consultation with KINTEX. In such case, food and beverage vendors in KINTEX shall have priority to operate, and may handle items not in conflict with such applicable laws as the Food Sanitation Act.

**Article 46.** (Sales Prohibitions)

Sales of goods in the Exhibition Hall shall be prohibited in principle. Exceptions shall be made where it is deemed inevitable to sell after prior consultation between KINTEX and the Organizer.

**Article 47.** (Exhibition Hall Management)

1. The Organizer shall be responsible for underwriting insurance related to theft of items, damage to facilities or fire in the Exhibition Hall.
2. The User shall make its best effort as a bona-fide manager so as to prevent damage, breakage or losses to any facility, equipment or furniture in the Exhibition Hall.

**Article 48.** (Restoration to Original Condition)

1. The User shall immediately return any and all facilities and leased or free of charge fixtures and furniture in the Exhibition Hall to KINTEX after having such checked by KINTEX, upon the end of the terms of use.
2. The User shall submit a Restoration Certificate as to damages, deformations or losses to facilities during use, and shall restore such facilities so as to prevent hindrance of subsequent events.
3. If the User fails to restore such facilities within the period designated by KINTEX, or upon request of the User, KINTEX may restore such for the User, and has the right to charge costs plus fees or agency fees.
4. Detailed matters concerning the restoration of the original condition due to pollution, etc. written in clause (2) of this Article shall be governed by the operation guidelines for restoring the original condition of the exhibition hall.

**Article 49.** (Waste Disposal and Dismantlement)

1. The Organizer shall enter into a contract for waste disposal with the KINTEX designated vendor, at its own cost.
2. The User shall remove any and all waste arising from Exhibition Hall use and the dismantling of exhibition facilities.
3. KINTEX may, at its discretion, dispose of waste if treatment or removal of such is not made within the period of use and the User has no right to object to losses arising out of such disposal.

**Article 50.** (Parking Pass)

1. The Organizer is permitted to use 10 free parking passes per hall. (5 free parking passes if leasing half a Hall)
2. For the 10 free parking passes per hall, automobiles (passenger cars only) registered in advance may access the parking lot from time to time.
3. Requests for parking shall be made by preparing and submitting to KINTEX a free parking pass request, seven (7) days prior to lease commencement , and such may be changed into a daily pass if necessary (except on the very day of the request).
4. As to VIP automobiles, parking for not more than 20 vehicles is permitted free of charge for the opening day only, Request for VIP Room use and free parking passes shall be prepared correctly and submitted to KINTEX, seven (7) days prior to lease commencement .
5. Matters not set forth in the clauses above shall comply with the KINTEX parking Lot management and Operation Guidelines.

**Article 51.** (Operating a Bonded Exhibition Hall)

1. The Organizer may use the Exhibition Hall for the operation of a bonded exhibition hall.
2. If bonded goods are exhibited, the User shall comply with the instructions of the customs officer or KINTEX staff to manage such bonded exhibits.
3. The Organizer shall be responsible for any administrative procedures, management and costs with respect to transport and display of bonded exhibits.

**Chapter7. Construction and Disputes**

**Article 52.** (Construction of Terms)

1. In the event of any inconsistencies in the construction of the terms in this Guideline or in the contracts executed hereunder, the construction by KINTEX shall prevail.
2. Any disputes arising outside of the provisions set forth in this Guideline shall be settled primarily by the decision of KINTEX, and secondly through mutual consultation based on the common Guidelines of other Korean Exhibition Centers.

**Article 53.** (User Indemnification)

1. The User shall be the official of the competent agency for the legitimate management and safe operation of all installations related to the event. Where permission is necessary, it shall be obtained under the responsibility of the User. The User shall be fully responsible for any legal issues that conflict with the above authorization if it occurs.
2. KINTEX shall not be liable for any accident that occurs directly or indirectly due to the event being conducted by the User, and the User shall take full responsibility for all human, physical and legal damages and compensate for any loss to KINTEX.
3. The Organizer shall be responsible for underwriting insurance relating to the exhibition facilities and exhibits during the term of the lease.

**Article 54.** (Forces majeure and indemnification)

1. KINTEX shall not be liable for any User property losses caused by Acts of God, disaster, war, changes in governmental policies or other forces majeure.
2. KINTEX shall not be liable for any User losses caused by fire, theft, loss or other accidents in the Exhibition Hall.

**Article 55.** (Dispute settlement)

1. These Guidelines shall be construed and governed by the laws of the Republic of Korea.
2. Any dispute between KINTEX and the User arising out of these Guidelines shall be settled by arbitration through the Korean Commercial Arbitration Board in Seoul. Any award rendered by the arbitrators shall be final and binding upon both KINTEX and the User.

**Addendum**

1. (Relevant Forms) All application forms or related documents set forth in these Rules & Regulations may be downloaded from the KINTEX website (http://www.KINTEX.com).

2. (Effective Date) These Rules & Regulations shall enter into force as of Jul. 21st, 2021.