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aT Center Exhibition Hall Use and Operational Regulations

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Amended on 2010. 6. 10
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Chapter 1. General Principles

Part 1. General

Article 1 (Purpose)

The purpose of these Regulations is to regulate matters necessary for the use and operations management of the aT Center ("Center") in order to enhance convenience of the Users and to achieve efficient management of the Exhibition Hall.

Article 2 (Definitions)

The capitalized terms below shall have the meanings ascribed to them below:

1. "Exhibition Hall" refers to either of the exhibition halls (Exhibition Hall 1, on the first floor, and Exhibition Hall 2, on the second floor) set aside by the Center for use by Exhibition Organizers to hold exhibitions involving multiple Participants.
2. "User" refers to the Exhibition Organizer and the Participants.
3. "Exhibition Organizer" refers to the party who leases the Exhibition Hall and organizes and manages an exhibition.
4. "Participants" refers to those who participate in exhibitions.
5. "Guests" refers to those who attend an exhibition for business purposes or simply for purposes of viewing the exhibition.
6. "Events" refers to exhibitions and other various events.
7. "Registered Service Provider" refers to those service providers designated and used by the Center for the purpose of facilitating the smooth provision of all services (such as exhibit apparatus, electrical facilities, etc.) necessary for holding exhibitions.

Part 2. Application for Use; Allocation

Article 3 (Application for Use)

Anyone who desires to use an Exhibition Hall must submit a summary of the relevant Event and an Application for Use of aT Exhibition Hall (Annex Form No. 1) to the Center.

Article 4 (Allocation)

1. The Center will allocate Exhibition Halls while taking into account the nature of the relevant Events, etc.
2. The allocation of an Exhibition Hall to an Exhibition Organizer shall be done by the Center, and the allocation of space to Participants shall be done by the Exhibition Organizer.

Article 5 (Allocation Standards)

If the period of use of an Exhibition Hall requested by an Exhibition Organizer overlaps with the period of use of an Exhibition Hall requested by other Exhibition Organizers, the Center will allocate the Exhibition Hall based on the following standards:

1. If the Exhibitions can be held at the same time at the Exhibition Hall, the Center will allocate separate parts of the Exhibition Hall to the Exhibitions.
2. If the Exhibitions cannot be held at the same time at the Exhibition Hall, the Center will allocate the Exhibition Hall by taking into account the order in which the relevant applications were received, the size of the proposed Exhibitions, the past results of Exhibitions by the applicants, and the expected results of the Exhibitions proposed by the applicants; provided, that the Center will give priority to certain Exhibitions, as follows:
 - (a) Exhibitions related to agriculture, forestry, animal husbandry or fishery will be given priority over Exhibitions related to other industries;
 - (b) Exhibitions focused on promoting exports and expanding industrial foundations will be given priority over Exhibitions focused on domestic demand and consumption; and
 - (c) Exhibitions by public institutions will be given priority over general Exhibitions.
3. The Center may restrict or deny allocation for the following Events:
 - (a) Events (other than Exhibitions related to agriculture, forestry, animal husbandry or fishery) requested to be held within 1 month before or after another Event of a similar nature for which space has already been allocated;
 - (b) Events which the Center deems may be problematic on a national or social level;
 - (c) Events using names identical to those used by past Events;
 - (d) Events which cannot be reasonably accommodated with the facilities available at the Exhibition Halls; and
 - (e) Events which may damage the image or reputation of the Center or lead to problems as a matter of safety management.

Article 6 (Prohibition on Transfers and Subleases)

A party which has been allocated all or a portion of an Exhibition Hall may not transfer or sublease the space so allocated to any other party without the Center's prior approval.

Part 3. Terms of Use; Liability

Article 7 (Terms of Use)

1. The User shall be responsible for the operation and management of facilities and equipment necessary for holding Exhibitions.
2. The User shall observe these Regulations.
3. If an Exhibition Hall is used to hold performance Events such as plays, film-showings, concerts, etc., for which fees are charged, then materials related to amounts collected for the Culture and Arts Promotion Fund must be submitted to the Center pursuant to the Culture and Arts Promotion Act.

Article 8 (Measures upon Violations of these Regulations)

1. If the User or a Registered Service Provider violates these Regulations, the Center may request (either once or twice, at the Center's discretion) that the User or the Registered Service Provider take remedial

action thereon, and the User or the Registered Service Provider shall immediately take such remedial action and inform the Center of the results thereof.

2. If the Center's request under clause 1 above is not complied with, then the Center may terminate the relevant agreement, suspend its supporting services for the Exhibition (e.g., by cutting off the power supply), and/or close the Exhibition Hall.
3. If the Center takes any or all of the measures set forth in clause 2 above, the User or the Registered Service Provider may not seek any indemnification or compensation from the Center with respect to any damage, loss or expense caused thereby, and must compensate the Center for any damage, loss or expense (e.g., dismantling costs, losses due to delay in operations and management) incurred by the Center.

Article 9 (Liability of User)

1. The User shall be liable for any damage incurred by the Center or any other party due to fire, theft, breakage or other accident caused by the User's negligence or willful misconduct.
2. The procurement of insurance covering the exhibits, etc., against theft, destruction, fire, etc., shall be the responsibility of the User.

Article 10 (Force Majeure; Exemption from Liability)

1. The Center shall not be liable for any damage incurred by the User due to an Act of God, disaster, war, change in national policy or any other cause beyond the reasonable control of the Center.
2. The Center shall not be liable for any property damage incurred by the User due to fire, theft, breakage or accident occurring at the Exhibition Halls.

Part 4. Hours of Use; Opening Hours

Article 11 (Hours of Use)

1. An Exhibition Hall may be used from 8 a.m. to 8 p.m. The period of use may be adjusted with the prior approval of the Center.
2. If the Exhibition Organizer desires to use the Exhibition Hall outside the above hours, then the Exhibition Organizer must submit an application therefor (Annex Form No. 2) to the Center and concurrently pay the Center a surcharge therefor (said surcharge shall be an amount equivalent to 10% of the daily rent for each hour of extra-hours use; provided, that the total surcharge for extra-hours use from 8 p.m. of one day to 8 a.m. of the next day shall not exceed 100% of the daily rent).
3. If the relevant lease term is at least 3 days, then 1 hour of extra-hours use will be permitted free of charge each day, subject to a maximum of 8 hours. Unused hours cannot be carried over to the next day. Notwithstanding the foregoing, any extra-hours use occurring before 8 a.m. of the first day of the lease shall be subject to the surcharge under clause 2 above.

Article 12 (Opening Hours)

1. In principle, the opening hours of an Exhibition Hall will be from 10 a.m. to 5 p.m.
2. The above opening hours may be adjusted with the Center's prior approval.
3. The amount of any surcharge arising from the adjustment in clause 2 above shall be based on rates set by the Center.

Part 5. Access to Exhibition Hall

Article 13 (Entrance Fee; Sale of Entrance Tickets)

1. The Exhibition Organizer may issue invitations or sell tickets to the Exhibition to others at its own cost and responsibility. Any revenue from the sale of tickets shall vest in the Exhibition Organizer.
2. The Exhibition Organizer may, after obtaining the Center's prior approval, install and operate ticket booths for the sale of tickets to the Exhibition.

Article 14 (Access to Exhibition Hall)

1. The Exhibition Organizer shall grant persons holding passes issued by the Center free access to the Exhibition Hall. If the Exhibition Organizer has any reasonable reason to restrict such access, then the Exhibition Organizer may do so after obtaining the prior approval of the Center.
2. The Exhibition Organizer shall provide maximum accommodation to persons confirmed by the Center and government officials on official business (such as crime prevention, fire-fighting, and environmental hygiene) when they enter the Exhibition Hall.

Chapter 2. Contract Execution; Rent

Part 1. Contract Execution and Termination

Article 15 (Contract Execution)

1. A User who has been allocated all or part of an Exhibition Hall under Article 4 and Article 5 above must execute a lease agreement therefor (Annex Form No. 3) within 15 days from the date of such allocation; provided, that this 15-day requirement may be adjusted by the Center if it deems such adjustment to be necessary.

Article 16 (Security Deposits)

1. The User shall pay as security deposits the amounts set forth below, at the times set forth below (all payments must be made in cash):
 - (a) If the lease agreement is executed at least 6 months prior to the commencement of the lease: (i) an amount equivalent to 20% of the rent, upon execution of the lease agreement; (ii) an amount equivalent to 30% of the rent, 6 months prior to the commencement of the lease; and (iii) an amount equivalent to 50% of the rent, 7 days prior to the commencement of the lease (all amounts inclusive of VAT).
 - (b) If the lease agreement is executed less than 6 months prior to the commencement of the lease: (i) an amount equivalent to 50% of the rent, upon execution of the lease agreement; and (ii) an amount equivalent to 50% of the rent, 7 days prior to the commencement of the lease.
 - (c) If the lease agreement is executed less than 7 days prior to the commencement of the lease: an amount equivalent to 100% of the rent, upon execution of the lease agreement.
2. Upon the end of the use of the Exhibition Hall space, the security deposits paid under clause 1 above shall be treated and settled as rent payments.
3. The security deposits paid under clause 1 above shall not bear any interest.
4. If the User fails to pay the security deposits by the applicable due date under clause 1 above, the User shall pay the Center a late charge on the unpaid amount at the rate of 12% per annum for the period commencing on the date immediately following the due date and ending on the date of actual payment. An extension of a payment due date may be permitted for up to 2 months; provided, that in no case may a payment due date be extended past the date which is 7 days prior to the date of the commencement of the lease.
5. The Center may adjust the due date of payment of security deposits under clause 1 above only if the User is a public institution and a special cause exists to grant such adjustment.

Article 17 (Partial Cancellation; Cancellation Charge)

1. If the User desires to partially cancel the lease volume (lease area x lease term), it shall pay the Center a cancellation charge, as set forth below (provided, that if the User has paid any security deposits to the Center, then the cancellation charge shall first be deducted therefrom):

Date of Cancellation	Cancellation Charge
Between the period from the date of contract execution up to the date 151 days before commencement of the lease	Cancelled lease volume / total lease volume x rent x 50%
Between the period from the date 150 days before commencement of the lease up to the date 121 days before commencement of the lease	Cancelled lease volume / total lease volume x rent x 60%
Between the period from the date 120 days before commencement of the lease up to the date 91 days before commencement of the lease	Cancelled lease volume / total lease volume x rent x 70%
Between the period from the date 90 days before commencement of the lease up to the date 1 day before commencement of the lease	Cancelled lease volume / total lease volume x rent x 80%

2. If the User desires to move the lease term, then it may do so after obtaining the Center’s prior approval and paying a cancellation charge equal to 5% of the rent; provided, that the lease term may not be moved more than once in a year.
3. Upon payment of the cancellation charge, the User shall immediately re-execute the lease agreement with the Center, and the payment of security deposits and management fees and other matters thereunder will be amended in accordance with these Regulations.

Article 18. (Termination; Termination Charge)

1. If any of the following situations occur, the Center may send the User a notice requiring the User to remedy the situation within the period specified in the notice and, if the User fails to do so within that period, the Center may terminate the lease agreement (provided, that in the case of sub-clause (c) below, the Center may terminate the lease agreement immediately):
 - (a) the User materially breaches the lease agreement or these Regulations;
 - (b) the User fails to pay the security deposits by the applicable due date under clause 4 of Article 16 above;
 - (c) the Center determines that the User does not intend to perform under the lease agreement (e.g., the User unilaterally expresses an intent to terminate the lease agreement); or
 - (d) a dispute arises or is likely to arise which may interfere with the Center’s normal business activities or substantially damage the Center’s image and reputation.
2. If this Agreement is terminated under sub-clause (a), (b) or (c) of clause 1 above, the Center shall retain as a termination charge the security deposits paid by the User.
3. If the situations in sub-clause (a) to (d) of clause 1 above occur due to an act of God, natural disasters or other force majeure grounds, no termination charge shall be imposed on the User.

Part 2. Rent and Charges

Article 19 (Rent)

1. The rent shall be set separately by the head of the Center.

2. The lease term shall be from the date of commencement of use of the Exhibition Hall up to the date of confirmation of restoration under Article 49 below.
3. In order to attract long-term exhibitions, the Center may, for Exhibitions with a lease term of at least 30 days, apply an additional 30% discount to the amount of the rent set based on existing discount rates. If the head of the Center determines that attracting long-terms exhibitions will be difficult due to a downturn in economy or other factors, he/she may implement other measures (such as rent adjustments) to attract Users.

Article 20 (Management Charges)

1. The management charges mean charges for basic administrative costs and the costs of heating, air-conditioning, electricity, drainage, and the use of compressed air, etc.
2. The management charges will be separately prescribed.

Article 21 (Deposit of Management Charges)

1. The Exhibition Organizer shall pay as a deposit for management charges the amount set forth below at least 7 days prior to the date of commencement of use of the Exhibition Hall (payment must be made in cash):
 - (a) An amount equivalent to 60% of the rent (inclusive of VAT) (management charges: for costs of heating, air-conditioning, electricity, drainage, and the use of compressed air and other supplementary facilities).
 - (b) The rent in sub-clause (a) above refers to the rent prior to the application of any monthly discount, volume discount or any other discount or adjustment. Further, the Center may require the Exhibition Organizer to pay additional amounts as deposits for management charges if the Center believes that the amount under sub-clause (a) will be insufficient in light of the nature of the relevant Exhibition.
 - (c) Heating and air-conditioning may be used from 10 a.m. to 6 p.m. For heating and air-conditioning outside of this timeframe, additional charges will be imposed based on rates set by the Center.
2. Upon the end of the use of the Exhibition Hall space, the deposit for management charges paid under clause 1 above shall be treated and settled as a payment for management charges. If the amount deposited under clause 1 above is insufficient to cover the management charges, the Center will invoice the Exhibition Organizer for such shortage and the Exhibition Organizer shall pay the invoice promptly upon receipt thereof.
3. The amount paid as a deposit for management charges shall not bear interest.

Chapter 3. Operation of Exhibition Hall Facilities

Part 1. Designated Registered Service Providers

Article 22 (Designated Registered Service Providers)

1. The Center will designate and maintain the following service providers in order to provide all services necessary for holding Exhibitions and to achieve efficient operation of the Exhibition Hall:
 - (a) exhibition setting service provider;
 - (b) electrical facility service provider;
 - (c) transportation & customs-clearing service provider;
 - (d) furniture & fixtures leasing service provider;

- (e) carpeting & pytex service provider;
 - (f) plumbing service provider;
 - (g) security service provider; and
 - (h) other service providers considered to be necessary by the Center.
2. The User shall use the Center's designated registered service providers for the services described above.
 3. Matters related to the applications and registrations of designated registered service providers shall be prescribed separately by the head of the Center.
 4. The Center may designate and maintain the following facilities and services for the convenience of the Users and Guests:
 - (a) restaurants and snack corners;
 - (b) stores and vending machines;
 - (c) secretary and interpreter services;
 - (d) advertising services;
 - (e) travelling and tourism guides; and
 - (f) other facilities and services considered to be necessary by the Center.

Part 2. Installations

Article 23 (Electricity, Water, and Compressed Air Facilities)

Electrical works and pipe works for plumbing and compressed air which are necessary for operating Exhibits and local lighting shall be carried out by the User at its own cost, subject to the supervision of the Center. The User shall use the relevant designated registered service providers to perform the above works (including connecting them to the applicable pipe utility conduit within the Exhibition Hall).

Article 24 (Communications)

Telephones and LAN equipment for the Exhibition shall be installed by a service provider designated by a communications service provider approved by the Center. The costs thereof shall be borne by the User.

Part 3. Design and Erection of Exhibition Stands

Article 25 (Submission of Design Documents)

1. The User shall submit to the Center an application for the erection of exhibition stands (Annex Form No. 4), a request for technical support (Annex Form No. 5), an overall floor plan drawing (scale of 1:200), and a floor plan drawing and an elevation drawing for each exhibition stand (scale of 1:50). At the Center's request, the User shall submit a design explanation document.

Article 26 (Approval of Erection)

1. The Center shall review the design documents submitted to it, after which it shall grant its approval thereon or ask for revisions to be made thereto.
2. If the User receives a request for revisions under clause 1 above, or desires to make revisions for the User's own reasons, then it shall submit an amended application for the erection of exhibition stands (Annex Form No. 4), together with the revised design documents, and receive the Center's approval

thereon.

3. If the Exhibition Organizer desires to set up electrical facilities, it must submit the plans and drawings for such facilities to the Center at least 7 days prior to the commencement of use of the Exhibition Hall and receive the Center's approval thereon.
4. If the Center makes any request for revisions or grants conditional approval under clauses 1, 2 or 3 above, and the User carries out the works in a way different from that approved by the Center, then the Center may de-register the relevant service provider and suspend the power supply, etc., for the Exhibition.
5. All responsibility for clause 4 shall be held by the User, and the Center shall bear no responsibility therefor.

Article 27 (Work Declaration)

1. For the performance of all works within an Exhibition Hall, a statement of work declaration (Annex Form No. 6) in the name of the work contractor must be submitted at least 7 days prior to the commencement of use of the Exhibition Hall.
2. All workers must comply with these Regulations and the Center's instructions and guidelines.

Article 28 (Work Schedule)

The Exhibition Organizer must comply with the work schedule and work hours approved by the Center.

Article 29 (Restrictions on Use of Ceiling; Height Limit)

1. No exhibits or promotional materials may be attached to or installed on the ceiling, except that banners and other light-weight materials may be attached to or installed on the ceiling with the prior approval of the Center.
2. The User may not erect exhibition stands or other structures in the Exhibition Halls exceeding the height limits set forth below:

Exhibition Hall 1	Exhibition Hall 2
5 meters	5 meters

3. The User may not erect exhibition stands with duplex floors.

Article 30 (Pathways)

1. In principle, all pathways between exhibition stands must be at least 3 meters wide.
2. All pathways must be connected in a straight line to an emergency exit.
3. Equipment or exhibits which may hinder emergency evacuations may not be placed on pathways.
4. Exhibition stands and other structures may not be set up near emergency exits, EPS doors, fire-fighting facilities or restroom entrances.
5. Exhibition stands must be at least 50 centimeters away from existing facility walls and mobile partition panels, and may not be affixed to existing facilities.

Article 31 (Materials)

In principle, only flame-proof or noninflammable materials may be used as materials for setting up the Exhibition and the exhibition stands.

Article 32 (Promotional Facilities, Etc.)

If the User desires to set up facilities or structures (such as arches, banners, and guide billboards) for advertising the Exhibition, the User shall submit arrangement plans and design drawings therefor to the Center, together with an application for installation of advertisement / information facilities (Annex Form No. 7), and receive the Center’s approval thereon at least 7 days prior to the commencement of use of the Exhibition Hall.

Part 4. Restrictions

Article 33 (Restrictions on Electrical Works)

The User shall observe the following when performing electrical work:

1. The power for local lighting may not exceed 100W per square meter.
2. Electrical wiring work shall be performed by using 600 volt EV cables. IV electrical wiring or PVC cords may not be used.
3. A circuit breaker (no-fuse breaker) must be used for the main power switch for each exhibition stand.
4. Power outlets must be installed at least 30 centimeters off the floor.
5. Separate switches must be installed for exhibitions and local lighting.
6. Type 3 grounding work must be performed for exhibition motor enclosures.
7. Electrical works must be carried out in compliance with the Electrical Facilities Technical Standards.
8. The use of electricity shall be permitted only after a safety inspection by the Center.

Article 34 (Restrictions on Heavy Exhibits)

1. Heavy exhibits exceeding the following surface load (stationary sustained load) shall not be transported into or exhibited at an Exhibition Hall. For any exhibits weighing 1 ton or more, specifications shall be submitted to the Center at least 1 week prior to the commencement of the use of the Exhibition Hall and must be approved by the Center.

Exhibition Hall 1 (1st floor)	Exhibition Hall 2 (3rd floor)
1.5 ton / m ²	1 ton / m ²

2. If an exhibit exceeding the above stationary sustained load is sought to be brought in and exhibited, the User must submit the structural calculations and load dispersion methods to the Center and receive the Center’s approval thereon.
3. Upon a breach of clause 1 or 2 above, the Center may suspend power or take other measures, and all responsibility therefor shall lie with the User.

Article 35 (Restriction on Hazardous Materials)

1. If hazardous materials are sought to be brought into an Exhibition Hall or sought to be removed from an Exhibition Hall, an application therefor (Annex Form No. 8) must be submitted to the Center for the Center’s approval. Only hazardous materials approved by the Center may be brought into an Exhibition Hall, and then only in such quantity as was approved by the Center.
2. All matters related to the handling of hazardous materials shall be subject to the laws and regulations related to fire-fighting or fire-prevention, the High-Pressure Gas Safety Control Act, and instructions from

the safety management personnel of the Center.

3. Fire may not be used in the Exhibition Hall without the Center's prior approval.
4. The User shall be responsible for any accident due to bringing in hazardous materials into an Exhibition Hall.

Article 36 (Restriction on Use of Electric Equipment)

1. The following must be observed when using electric equipment in an Exhibition Hall:
 - (a) Electric tools, such as electric compressors, electric saws, electric smoothing planes, and electric grinders, may not be used in an Exhibition Hall.
 - (b) High-risk exhibits, such as boilers, furnaces, and stoves, may not be turned on.
2. Notwithstanding clause 1 above, if the use of electric tools or the turning on of high-risk exhibits is unavoidable, then limited use is possible with the prior approval of the Center.

Article 37 (Restrictions on Use of Electric Heating Appliances)

1. Safety guardrails must be installed for electric heating appliances which can reach a surface temperature of at least 70 degrees Celsius.
2. Electric heating appliances may not be placed on wooden display stands and must be placed on incombustible display stands at least 30 centimeters cm high.
3. Any wall adjacent to electric heating appliances, including electric cookers and irons, shall be protected with incombustible material.
4. Carpets or pytex may not be laid in exhibition booths which use electric heating appliances.

Article 38 (No Smoking)

Smoking inside the Exhibition Halls is prohibited.

Article 39 (Responsibility of User for Fire Prevention)

1. The User shall be wholly responsible for managing the areas inside and outside the Exhibition Hall against the risk of fire.
2. The User shall check the location of hydrants, emergency exits, gas valves, power switches, etc., and shall diligently inspect all fire sources at closing time each day.

Part 5. Parking and Other Supplementary Facilities

Article 40 (Free and Discounted Parking)

1. The Center shall provide free or discounted parking to the following vehicles:
 - (a) Cars used by Exhibition Organizer – free parking for 4 cars per Exhibition Hall (if the Exhibition Organizer has leased only part of an Exhibition Hall, free parking for 2 cars) from the date of commencement of use of the relevant Exhibition Hall up to the date of end of use of the relevant Exhibition Hall.
 - (b) Cars used by VIPs attending the opening ceremony of an Exhibition – free parking.
 - (c) Trucks and vans used for bringing in or removing exhibits and apparatus – free parking for 2 hours per day (only during the preparatory period for bringing in exhibits and apparatus and during the removal

period for dismantling and removing exhibits and apparatus; not available during exhibition period).

- (d) Cars used by the media or reporters visiting to cover Exhibitions – free parking.
 - (e) Cars used by Guests or Participants during exhibition period – 30% discounted parking (not available during preparatory and removal period).
 - (f) Other rules will apply to Exhibitions hosted by public corporations.
2. In order to receive the free parking benefits under sub-clause (a) and (b) of clause 1 above, the Exhibition Organizer must complete and submit the relevant application forms to the Center in advance (Annex Form No. 9 for cars used by Exhibition Organizer, and Annex Form No. 10 for cars used by VIPs).

Article 41 (Parking Guides)

- 1. The Exhibition Organizer must hire and place a sufficient number of parking guides around the Exhibition Hall during the exhibition preparatory period and removal period in order to enable exhibits and apparatus to be brought in and removed without problems and to prevent safety accidents.
- 2. The parking guides referred to in clause 1 above must comply with the Center's instructions when necessary for the operations of the Exhibition Hall.

Article 42 (Parking Fee)

Parking fees and other matters related to the parking lot operations shall be prescribed separately.

Article 43 (Supplemental Facilities)

- 1. "Supplemental facilities" refer to meeting rooms, warehouses (low-temperature, cold-storage), advertising boards, etc.
- 2. Matters related to the use and operations of the supplemental facilities referred to in clause 1 above shall be prescribed separately.

Chapter 4. Operation of Exhibition

Part 1. Operation and Management of Exhibition

Article 44 (Bringing in and Removing Exhibits)

- 1. The Exhibition Organizer must receive and verify declarations for bringing in and removing exhibits (Annex Form No. 11) from Participants 2 days before the relevant exhibits are brought in or removed.
- 2. At the Center's request, the Exhibition Organizer must submit the declarations received under clause 1 above to the Center.

Article 45 (Permanent Personnel; Security Guards)

- 1. The User must station permanent personnel during the period of use of the Exhibition Hall to provide consultation to buyers and to maintain security and order.
- 2. The User must hire and manage a sufficient number of security guards during the period of use of the Exhibition Hall to prevent fire, theft or other accidents and for safety management.
- 3. The permanent personnel and security guards referred to in clause 1 and clause 2 above must comply with the Center's instructions when necessary for the operations of the Exhibition Hall.
- 4. At the Center's request, the Exhibition Organizer must submit a list of permanent personnel and security guards (Annex Form No. 12) to the Center at least 7 days prior to the commencement of use of the

Exhibition Hall.

Article 46 (Provision of Food)

Food may not be sold or provided in or around an Exhibition Hall; provided, that the Center may make exceptions if it finds the sale or provision of food to be unavoidable due to the nature of the Exhibition, etc.

Article 47 (Prohibition on Sale of Goods)

In principle, no products or goods may be sold in or around the Exhibition Halls. Exceptions may be made with the prior approval of the Center if such sales are deemed by the Center to be unavoidable in light of the nature of the Exhibition.

Article 48 (Management of Exhibition Hall)

1. The User shall exercise due care so as to prevent damage, destruction or loss of the facilities, fixtures, equipment, etc., in the Exhibition Hall.
2. The User shall remove all waste generated from using the Exhibition Hall or from installing or removing exhibits, etc.

Article 49 (Restoration to Original State)

1. Upon the end of the period of use under the relevant lease agreement, the Exhibition Organizer shall immediately return to the Center all facilities, fixtures, and equipment provided by the Center (whether they were provided free of charge or not) after first presenting them to the Center for inspection. The Exhibition Organizer shall be responsible for restoring any damaged, changed or missing facilities, fixtures, and equipment to their original condition, except that this sentence shall not apply to damages, etc., attributable to ordinary wear and tear.
2. If the Exhibition Organizer does not restore the facilities, fixtures, and equipment to their original condition within the term prescribed by the Center, the Center may perform such restoration so that the next User may use them in a normal manner, and charge the Exhibition Organizer for the restoration costs actually incurred by the Center and a restoration service fee equal to up to 15% of such restoration costs, which amounts must be paid immediately by the Exhibition Organizer.

Part 2. Setup and Management of Bonded Exhibition Hall

Article 50 (Setting up and Operating a Bonded Exhibition Hall)

1. The Exhibition Organizer may set up and operate the Exhibition Hall as a bonded area if necessary.
2. The Center shall cooperate with the Exhibition Organizer for setting up and operating the Exhibition Hall as a temporary bonded area, and the Exhibition Organizer shall be responsible for all administrative processing and costs for setting up and operating the Exhibition Hall as a temporary bonded area.

Article 51 (Responsibility for Bonded Exhibits)

1. If bonded exhibits are exhibited, the User must comply with the instructions of customs officers and/or the Center in connection with the management of such exhibits.
2. All administrative processing and management regarding the bringing in and removal of bonded exhibits shall be the responsibility of the User.

Part 3. Management Agency

Article 52 (Appointment of Management Agency)

The Center may appoint a management agency and outsource the management of the Exhibition Halls to the

management agency in order to efficiently operate the Exhibition Halls.

Article 53 (Management Agency)

1. The management agency shall serve the role of the Center for purposes of these Regulations.
2. Matters related to the management of the above management agency shall be prescribed separately.

Supplementary Provisions

These regulations will be effective as of October 2, 2006.

Supplementary Provisions

These regulations will be effective as of June 10, 2010.

Supplementary Provisions

These regulations will be effective as of October 1, 2012.

Supplementary Provisions

These regulations will be effective as of January 1, 2013.

Standards for Installing Advertisement Banners, Etc.

Item	Type	Number of Units	Size	Location	Note
Exterior of exhibition hall	Exterior Banner	3	Left, Right Banner: 7m (width) x 12m (height)	The Banner Installation Structure located outside the outer wall of Special Exhibition Hall	One for each exhibition
	Street-lamp Banner	25 (16 at the front plaza)	0.7m (width) x 2.5m (height)	Outside Plaza	If two exhibitions are open, 8 for each exhibition at the front plaza
	Plaza Entrance Banner	1	18m (width) x 0.7m (height)	Exhibition hall entrance	If two exhibitions are open, 9m (width) x 0.7m (height) for each exhibition
Interior of exhibition hall	Internal Banner at the ceiling	No limit (The request of exhibition host will be approved after safety consideration)	Width: As requested by the exhibition host Height: Hall 1 – Less than 4m Hall 2 – Less than 5m	Steel frame at the ceiling of the exhibition hall	In principle, any banner at the ceiling shall be installed above each aisle If installed above a booth, the distance between the top of the booth and the bottom of the banner shall be more than 1m
	Fanfare Banner	If the whole of Hall 1 is used: 12 (the whole 1 st floor) If the whole of Hall 2 is used: 14 (the whole 3 rd floor)	1.2m (width) x 2.5m or 3m (height)	Standardized pole attached to the wall in front of Hall 1 and 2	If exhibition halls are divided, the number of banners for each exhibition shall be calculated prorated to the area in use
	Entrance sign-board	If the whole of Hall 1 is used: 2 If the whole of Hall 2 is used: 2	8m (width) x 0.7m (height)	Exhibition hall entrance	If exhibition halls are divided, 1 for each exhibition
	Sign leading to the exhibition	1 for each location	0.6m (width) x 1.8m (height) (1m x 1m at the bottom)	- Plaza in front of the eastern gate - In front of the southern gate - Lobby - Beside escalator (only in the 3 rd floor)	Advertising (or symbol) tower shall not be installed except the inside of the center
	3rd floor rail banner	1	8.4m (width) x 3.3m (height)	Rail in front of the 3 rd floor exhibition hall	Only available to exhibition using 3 rd floor exhibition hall

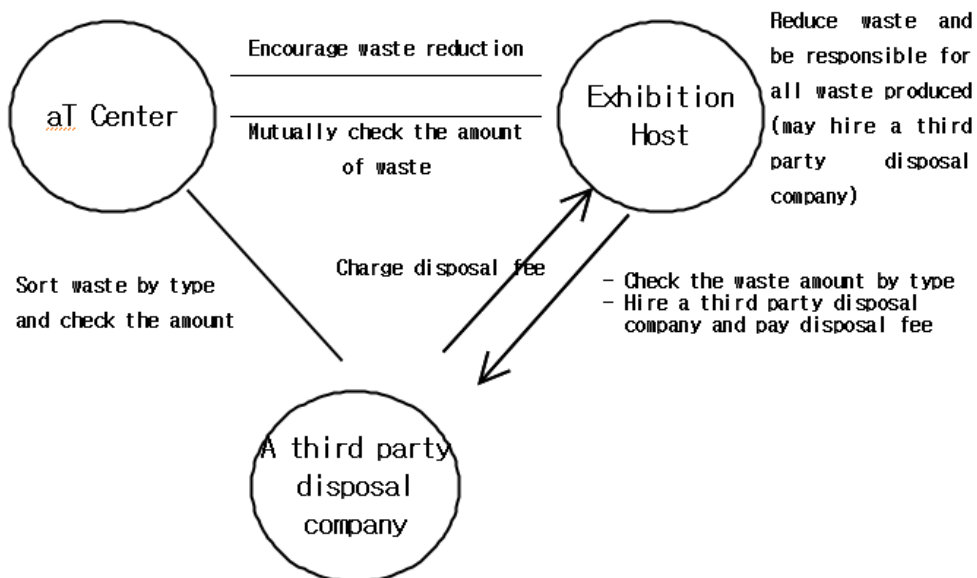
Waste Disposal

1. Waste Applicable

- A special waste produced from Special Exhibition Hall
(remnants arising upon exhibition preparation and removal such as styrofoam, vinyl waste, laminated paper)

2. Disposal Process

- In principle, all waste disposal is at the expense of the waste producer
- Special Waste : Disposed by a third party disposal company at the expense of the waste producer (exhibit host)
- Ordinary Waste : Disposed by aT Center
- Disposal Process



Application for Use of aT Center Exhibition Hall

Exhibition Name	
Korean	
English	
Abbreviation	
Homepage	

Lease Period		
Item	Date	Lease Period
Installation	. . 20 ~ . . 20	() days
Exhibition	. . 20 ~ . . 20	() days
Removal	. . 20 ~ . . 20	() days
Total	. . 20 ~ . . 20	() days

Lease Area (Please check the area you plans to use)			
	Item	Area	Note
<input type="checkbox"/>	Exhibition Hall 1	3,793m ²	1 st Floor
<input type="checkbox"/>	Exhibition Hall 2	4,254m ²	3 rd Floor
<input type="checkbox"/>	Exhibition Hall 1 and 2	8,047m ²	1 st Floor and 3 rd Floor

Lessee (Please check the box where applicable)			
Host	<input type="checkbox"/>	Agent	<input type="checkbox"/>
Name		Representative	
Address			
Person in charge		e-mail address	
Phone		Mobile	

Related Party (Please check the box where applicable)			
Host	<input type="checkbox"/>	Agent	<input type="checkbox"/>
Name		Representative	
Address			
Person in charge		e-mail address	
Phone		Mobile	

- 1) Please provide agent's information in the above Related Party table if lessee is the host and there is a separate agent.
- 2) Please provide host's information in the above Related Party table if lessee is an agent.

Application for Overtime Use of Exhibition Hall

Exhibition Name		In Charge	Team Leader
Lease Period	. . 20 ~ . . 20 (days)		
Exhibition Hall to be used	<input type="checkbox"/> Hall 1-A <input type="checkbox"/> Hall 1-B <input type="checkbox"/> Hall 2-A <input type="checkbox"/> Hall 2-B ※ Please check the box where applicable		

Date	Requested Use Hours (Host)			Actual Use Hours (Hall Manager)		Note
	Start	End	Total Hours	Finish Time	Total Hours	
	:	:		:		
	:	:		:		
	:	:		:		
	:	:		:		
	:	:		:		
	:	:		:		

Final Check : _____ (seal)

Please approve this application for overtime use as set forth above in compliance with your Regulations for the use and operation of the exhibition hall.

. . 20

Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone: 010-0000-0000

Exhibition Hall Lease Agreement

Lessor	Korea Agro-Fisheries and Food Trade Corporation, 27, Gangnam-daero, Seocho-gu, Seoul aT Center ○○○
Lessee	

Exhibition Name	
Space	(Area: m ²)
Lease Period	. . . 20 . . ~ . . . 20 . . . Days

This lease agreement with respect to an exhibition hall of aT Center was entered into by the parties mentioned above as follows:

1. Premises

1 st Exhibition Hall	m ²	1 st floor
2 nd Exhibition Hall	m ²	3 rd floor
Total	m ²	

2. Purpose

Lessee shall use the Premises for the purpose of

3. Period

The leasing period is from 201 till 201 (Days)

4. Rent and Maintenance Fee Deposit

① Total amount of rent, maintenance fee and deposit is Won (VAT inclusive)

Item	Amount (VAT inclusive)	Note
Rent	Won	-
Maintenance Fee Deposit	Won	* Rent amount before discount and increase × 60%

② Lessee shall be responsible for maintenance fee incurred during the leasing period (for basic maintenance, air-conditioning and heating, electricity, water and sewage, and compressed air) separately from the rent amount.

5. Security Deposit

① Lessee shall pay the security deposit in cash according to the terms and conditions as provided below:

Item	Timing	Amount	Due Date	Payment (VAT inclusive)
Down Payment	At the time of executing this lease agreement	20% of the rent	Until . . . 201	Won
Intermediate Payment	6 months prior to the beginning date of the lease period	30% of the rent	Until . . . 201	Won
Last Payment	7 days prior to the beginning date of the lease period	50% of the rent	Until . . . 201	Won

※ Maintenance Fee Deposit shall be paid at the date provided with the last payment.

Article 6 of this agreement

- 3. Lack of Lessee's intent to perform the duties and obligations under this agreement that may be reasonably judged by Lessor from relevant circumstances including but not limited to Lessee's unilateral expression of its intent to terminate this agreement
- 4. Occurrence of any dispute (or anticipation thereof) that may interfere Lessor's ordinary business or cause damage to Lessor's reputation
- ② If this agreement is terminated for the reason set forth in Section ① herein, Lessor will keep the total amount of the security deposit as a penalty from Lessee. Lessor will not keep the total amount of the security deposit if the agreement is terminated for the reason specified in Clause 4 of Section ① herein.

11. Interpretation

- ① If there is any dispute in the content or the meaning of any terms used in this agreement and the regulations for the use and operation of the exhibition hall, Lessor's interpretation shall prevail.
- ② The regulations for the use and operation of the exhibition hall, which is effective at the date of this agreement shall be incorporated into and deemed a part of this agreement.

12. Dispute Resolution

- ① Any disputes between Lessor and Lessee arising from this agreement shall be resolved by arbitration administered by the Korean Commercial Arbitration Board.
- ② The decision of the arbitration set forth above shall be final and binding on Lessor and Lessee.

Lessor and Lessee have no objection to the terms and conditions of this agreement.

IN WITNESS WHEREOF, both parties have executed two copies of this agreement and will keep one copy each.

. . 201

Lessor	aT Center, Korea Agro-Fisheries and Food Trade Corporation, 27, Gangnam-daero, Seocho-gu, Seoul (seal)
Lessee	(seal)

Application for Installation of Exhibition Stand

Exhibition Name		In Charge	Team Leader
Installer Name			
Booth Number			
Reason of Modification (if any)			
Construction Company	Exhibition Facility		
	Electricity		
	Floor		

Please approve this application for installation (or modification) of exhibition stand as provided in the schedule.

. . 20

Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone : 010-0000-0000

Schedule	Floor plan of exhibition stand placement (scale 1:200) One respective copy of floor plan and elevation of each exhibition stand (scale 1:50)	Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Approval of Application for Installation (or Modification) of Exhibition Stand

Exhibition Name		Booth Number	
Host Name		Installer Name	

Your application for installation (or modification) of exhibition stand has been approved.

. . 20

Application for Technology Support

Exhibition Name		In Charge	Team Leader
Lease Period	. . 20 ~ . . 20 (days)		
Exhibition Period	. . 20 ~ . . 20 (days)		
Leased Premise	(Area: m²)		

Subcontractor			
Basic Facility		Electricity	
Floor (Carpet)			
Advertising Sign		Security	

<input type="checkbox"/> Power Supply	Exhibit Lighting	<input type="checkbox"/> Single-Phase 220V 60Hz	kW
	Exhibit Activation	<input type="checkbox"/> Single-Phase 220V 60Hz	kW
		<input type="checkbox"/> Three-Phases 220V 60Hz	kW
		<input type="checkbox"/> Three-Phases 380V 60Hz	kW
	24-hour power supply	<input type="checkbox"/> Single Phase 220V <input type="checkbox"/> Three-Phases 220V <input type="checkbox"/> Three-Phases 380V <input type="checkbox"/> 60Hz()kW	
Total	kW		
<input type="checkbox"/> Phone	units (SK Broadband: 6300-3998/3999)		
<input type="checkbox"/> Wired Internet	Port Number	Ports	(SK Broadband: 6300-3998/3999)
<input type="checkbox"/> Water Supply	Locations		
<input type="checkbox"/> Sewage	Locations		
<input type="checkbox"/> Compressed Air	Locations		
<input type="checkbox"/> Air-Conditioning	<input type="checkbox"/> Exhibition Hall 1	Period :	. . 20 ~ . . (days)
	<input type="checkbox"/> Exhibition Hall 2	Hours :	
<input type="checkbox"/> Heating	<input type="checkbox"/> Exhibition Hall 1	Period :	. . 20 ~ . . (days)
	<input type="checkbox"/> Exhibition Hall 2	Hours :	

1. Check the box where applicable
2. Any request for air-conditioning and hearing shall be made by area
3. Schedule – 3 copies in A3 of the floor plan for Technology Support Service (Scale: 1/200)
4. Application for phone and wired internet shall be made by a separate application form

I hereby apply for technology support as set forth above in compliance with your regulations for the use and operation of the exhibition hall.

. . 20

Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone : 010-0000-0000

Construction Notice

Exhibition Name		In Charge	Team Leader
Booth Number			
Construction Details			

Construction Company

Electricity		Floor (Carpet)	
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Workers

	Name	Work Type	Contact Information	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

※ If this table is not sufficient, please use attachment.

I hereby give this construction notice in compliance with your regulations for the use and operation of the exhibition hall.

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Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone : 010-0000-0000

Application for installation (Modification) of Advertising Facility

Exhibition Name		In Charge	Team Leader
Installer Name			
Reason of Modification (if modification)			

Please approve this application for installation (or modification) of advertising facility as provided in the schedule.

. . . 20

Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone : 010-0000-0000

Schedule	2 copies of the floor plan of the advertising facility with its specification	Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Approval of Application for Installation (or Modification) of Advertising Facility

Exhibition Name			
Host Name		Installer Name	

Your application for installation (or modification) of advertising facility has been approved.

. . . 20

Application for Dangerous Materials Carry-in (out)

Exhibition Name		Booth Number	
Participants		Phone	
Purpose of Carry-in			
Carry-in Date		Carry-out Date	

List of Dangerous Materials

	Name	Unit	Number	Container and Wrapping Type	Storage Measure After Carry-in
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

※ If this table is not sufficient, please use attachment.

Please approve this application for dangerous materials carry-in (out) in compliance with your regulations for the use and operation of the exhibition hall.

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Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone : 010-0000-0000

Application for Issuance of Free Parking Ticket (Host)

Exhibition Name		In Charge	Team Leader
Exhibition Place			
Lease Period	. . 20 ~ . . 20 (days)		
Use of Car			

List of Cars				
	Plate Number	Model	Ticket Period	Issuance
1			~	
2			~	
3			~	
4			~	
5			~	
6			~	
7			~	
8			~	
Total			Total () days	

※ Ticket period shall be limited to the lease period and cannot be issued for more than 4 cars per exhibition hall (If the exhibition hall is shared with other exhibition, 2 cars per exhibition)

I hereby apply for issuance of free parking ticket (host) and promise to comply with the regulations of parking lot usage of aT Center.

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Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone : 010-0000-0000

Application for Issuance of Free Parking Ticket (VIP)

Exhibition Name		In Charge	Team Leader
I hereby apply for issuance of free parking ticket (host) and promise to comply with the regulations of parking lot usage of aT Center.			

Details of VIP Visit	
Date	. . 20 [Day] (: ~ :)
Place	
Exhibition Content	

VIP List					
	Affiliation	Title	Name	Plate Number	Model
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone : 010-0000-0000

Application for Exhibition Item Carry-in (out)

Exhibition Name		In Charge	Team Leader
Exhibition Place			
Lease Period	. . 20 ~ . . 20 (days)		
Carry-in (out) Date			

List of Items					
	Name	Type	Unit	Number	Note
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

※ If this table is not sufficient, please use attachment.

Please approve this application for exhibition item carry-in (out) in compliance with your regulations for the use and operation of the exhibition hall.

. . 20

Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone : 010-0000-0000

List of Security Guard and Resident Personnel

Exhibition List	
Lease Premise	
Lease Period	. . 20 ~ . . 20

Item	Name	Contact Information	Affiliation	Note
Resident Personnel				
Subtotal				
Security Guard				
Subtotal				
Total				

※ If this table is not sufficient, please use attachment.

I hereby submit the above listed personnel as exhibition support personnel in compliance with your regulations for the use and operation of the exhibition hall.

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Applicant	Company Name	
	Representative	(seal)
	Person in charge	(seal) / Phone : 010-0000-0000