



Application Form  
Submission

## Terms and Conditions

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### 1. Definitions

- a. “Participants” refers to companies, associations and/or organizations that submit the application to participate in “Sponsorship & Exhibition” at the 2025 Suwon ITS Asia Pacific Forum.
- b. “Host Organization” refers to the 2025 Suwon ITS Asia Pacific Forum Organizing Committee.
- c. “Forum” refers to the 2025 Suwon ITS Asia Pacific Forum.

### 2. Application

- a. Participants must prepare and submit the application to the Host Organization. An invoice will be sent to the applicant via email within one week.
- b. The application form can be downloaded from the website and, once completed, submitted via Google Forms or email ([sponex@itsap2025.org](mailto:sponex@itsap2025.org)).  
※ Deadline for applications: February 28, 2025

### 3. Application and Contract Agreement

- a. Submission of the sponsorship or exhibition application constitutes a legally binding contract between the Participants and the Host Organization.
- b. By submitting the application, the Participant agrees to all terms, conditions, and guidelines outlined in this document, as well as any additional regulations specified by the Host Organization before, during, or after the Forum.
- c. Participants that do not align with the purpose of the event may be rejected or canceled.

### 4. Assignment of Booths

- a. The Host Organization will assign a space in accordance with the level of sponsorship, order of application submission and payment completion status.
- b. The Host Organization may change the assigned location of the booth at any time prior to the opening of the Exhibition if deemed necessary for the smooth operation of the Exhibition. Such changes will be made at the sole discretion of the Host Organization and Participants may not claim compensation for the result of any changes.

### 5. Payment Terms

- a. Full payment for sponsorship or exhibition participation must be made according to the payment schedule advised in the invoice.
- b. If payment is not completed by the due date, the Host Organization reserves the right to cancel the Participant’s application and offer the opportunity to other companies.

#### Account Information

- Swift Code: HVBKCRSEXXX
- Bank Name: WOORI BANK
- Account Holder: ITS KOREA
- Account Number: 1081-301-121413
- Bank Address: 17, WORLD CUP BUK-RO 60-GIL, MAPO-GU, SEOUL, 03921, SOUTH KOREA



## 6. Cancellation Policy

- a. In the event that Participants cancel their participation after submission of the application form, the Participants shall pay cancellation fees specified below.
  - Until December 31, 2024: 80% refund (20% cancellation fee)
  - Until February 28, 2025: 50% refund (50% cancellation fee)
  - After February 28, 2025: No refund (100% cancellation fee)
- b. Participants must immediately inform the Host Organization if they wish to cancel or reduce their allocated exhibition space. Any cancellation must be submitted in writing.

## 7. Sponsorship Benefits and Fulfillment

- a. Sponsorship benefits are provided as specified in the prospectus, and no additional benefits will be offered unless otherwise agreed upon in writing.
- b. Participants are obligated to submit all necessary materials, such as logos and promotional contents, to the Host Organization by the deadline.
- c. If Participants fail to meet the deadline or do not submit the materials, the Host Organization shall not be responsible for any unfulfilled sponsorship benefits.

## 8. Use of Exhibition Hall

- a. Participants must complete booth setup and dismantle exhibits within the timeframe provided in advance by the Host Organization, and if this is not adhered to, they are required to compensate the Host Organization for any delays or financial losses incurred.
- b. All displays must be confined to the assigned space, without obstructing the view or interfering with adjacent booths.
- c. Participants must ensure that all exhibits comply with relevant fire and safety regulations.
- d. The organizing institution is not responsible for any loss, damage, or theft of exhibits or materials.

## 9. Safety Measures

- a. Participants will be responsible for safety management, including preventive action, maintenance, or repair of any risks in booth structures or exhibits, for visitors' and other Participants' safety. The Host Organization will not be liable for any accidents or personal injury occurring in the exhibit booth caused by the Participants' non-performance of safety management duties.
- b. Participants must not violate the rules of the Suwon Convention Center during the period of installation or dismantling of booth structures and/or exhibits. If there is evidence supporting serious violation of rules, the Host Organization has the authority to dismantle the booth or other structures of the relevant Participants for the smooth operation of the Exhibition, and any costs and expenses shall be borne by the applicable Participants.

## 10. Management of Exhibition Hall

- a. In the event that Participants exhibit any items different from the exhibits specified in advance or any items that are not appropriate to the nature of the Exhibition, the Host Organization may order immediate suspension or removal of the items.
- b. Unless permitted by the Host Organization, the Participants shall not use a microphone or a loudspeaker within the booth, nor cause annoyance to other Participants and visitors. In such cases, appropriate measures may be taken by the Host Organization.



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### 11. Force Majeure

- a. In the event that this event is canceled or rescheduled due to force majeure (such as natural disasters, pandemics, or war), the Host Organization will not be responsible for any damages, costs, or losses incurred by exhibitors.
- b. If the schedule is adjusted, the Host Organization reserves the right to either retain the full sponsorship and exhibition fees or to refund the Participants after deducting management and administrative fees.
- c. If the event is canceled due to force majeure, Participants may cancel their participation and request a refund. In such cases, the Host Organization will refund the amount to the Participants after deducting management and administrative fees.

### 12. Others

When necessary, the Host Organization may issue supplementary regulations in addition to the above terms and conditions, and those regulations must be respected by all Participants.



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# SPONSORSHIP APPLICATION FORM

Please submit the completed application form by either scanning the QR code located at the top right or sending it to the Secretariat via email at [sponex@itsap2025.org](mailto:sponex@itsap2025.org).

## Details of Applicant

| Company Information        |            |
|----------------------------|------------|
| Name                       |            |
| Address                    |            |
| Representative             |            |
| Website                    |            |
| Contact Person Information |            |
| Name                       | Department |
| Position                   | Tel.       |
| Fax                        | E-mail     |

## Sponsorship Packages

Please select your desired options.

| Category   | Unit Price |
|--|------------|
| <input type="checkbox"/> DIAMOND   | USD100,000 |
| <input type="checkbox"/> GOLD  | USD70,000  |
| <input type="checkbox"/> SILVER  | USD50,000  |
| <input type="checkbox"/> BRONZE  | USD30,000  |
| <input type="checkbox"/> VIP Dinner <input type="checkbox"/> Gala Dinner <input type="checkbox"/> Welcome Reception <input type="checkbox"/> Luncheon  | USD20,000  |
| <input type="checkbox"/> Special Session (SIS) <input type="checkbox"/> Coffee Break <input type="checkbox"/> VIP Lounge<br><input type="checkbox"/> Speaker's Lounge <input type="checkbox"/> Press Room <input type="checkbox"/> Shuttle Bus | USD15,000  |
| <input type="checkbox"/> KIT(Bag) <input type="checkbox"/> Lanyard <input type="checkbox"/> Souvenirs <input type="checkbox"/> Mineral Water   | USD10,000  |
| <b>Grand Total</b>   |            |

※ For detailed descriptions of the benefits listed above, please refer to the Sponsorship & Exhibition Prospectus before making your selections.

## Preferred Booth Location

Please indicate your preferred booth numbers. Depending on sponsorship level and application order, you may be assigned a different booth location than your desired one.

|            |  |
|------------|--|
| 1st Choice |  |
| 2nd Choice |  |
| 3rd Choice |  |

I have read and agree to the terms and conditions,  
and hereby apply for sponsorship at the 2025 Suwon ITS Asia Pacific Forum.

Date \_\_\_\_\_

Signature \_\_\_\_\_



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# EXHIBITION APPLICATION FORM

Please submit the completed application form by either scanning the QR code located at the top right or sending it to the Secretariat via email at [sponex@itsap2025.org](mailto:sponex@itsap2025.org).

※ For detailed information regarding booth layouts and packages, please refer to the Sponsorship & Exhibition Prospectus.

## Details of Applicant

| Company Information        |  |            |  |
|----------------------------|--|------------|--|
| Name                       |  |            |  |
| Address                    |  |            |  |
| Representative             |  |            |  |
| Website                    |  |            |  |
| Contact Person Information |  |            |  |
| Name                       |  | Department |  |
| Position                   |  | Tel.       |  |
| Fax                        |  | E-mail     |  |

## Booth Package

Please select your desired option.

\*The Price is per a booth (9sqm)

| Category                 | QTY                      | Unit Price<br>(Early Application) | Unit Price<br>(Regular Application) |
|--------------------------|--------------------------|-----------------------------------|-------------------------------------|
| Standard Booth (General) | <input type="checkbox"/> | USD4,500                          | <input type="checkbox"/> USD5,000   |
| Space Only (General)     | <input type="checkbox"/> | USD4,000                          | <input type="checkbox"/> USD4,500   |
| Space Only (Premium)     | <input type="checkbox"/> | USD5,000                          | <input type="checkbox"/> USD5,500   |
| <b>Grand Total</b>       |                          |                                   |                                     |

## Preferred Booth Location

Please indicate your preferred booth numbers. Depending on the order of application or internal circumstances, you may be assigned a different booth location than your desired one.

|            |  |
|------------|--|
| 1st Choice |  |
| 2nd Choice |  |
| 3rd Choice |  |

I have read and agree to the terms and conditions,  
and hereby apply to exhibit at the 2025 Suwon ITS Asia Pacific Forum.

Date \_\_\_\_\_

Signature \_\_\_\_\_