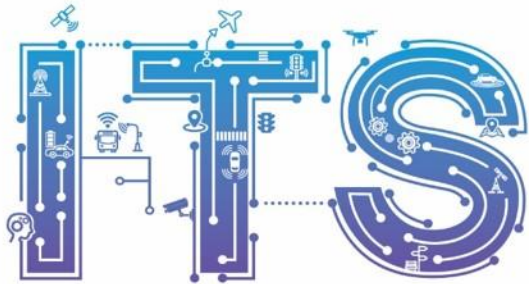




2025

May 28 – 30

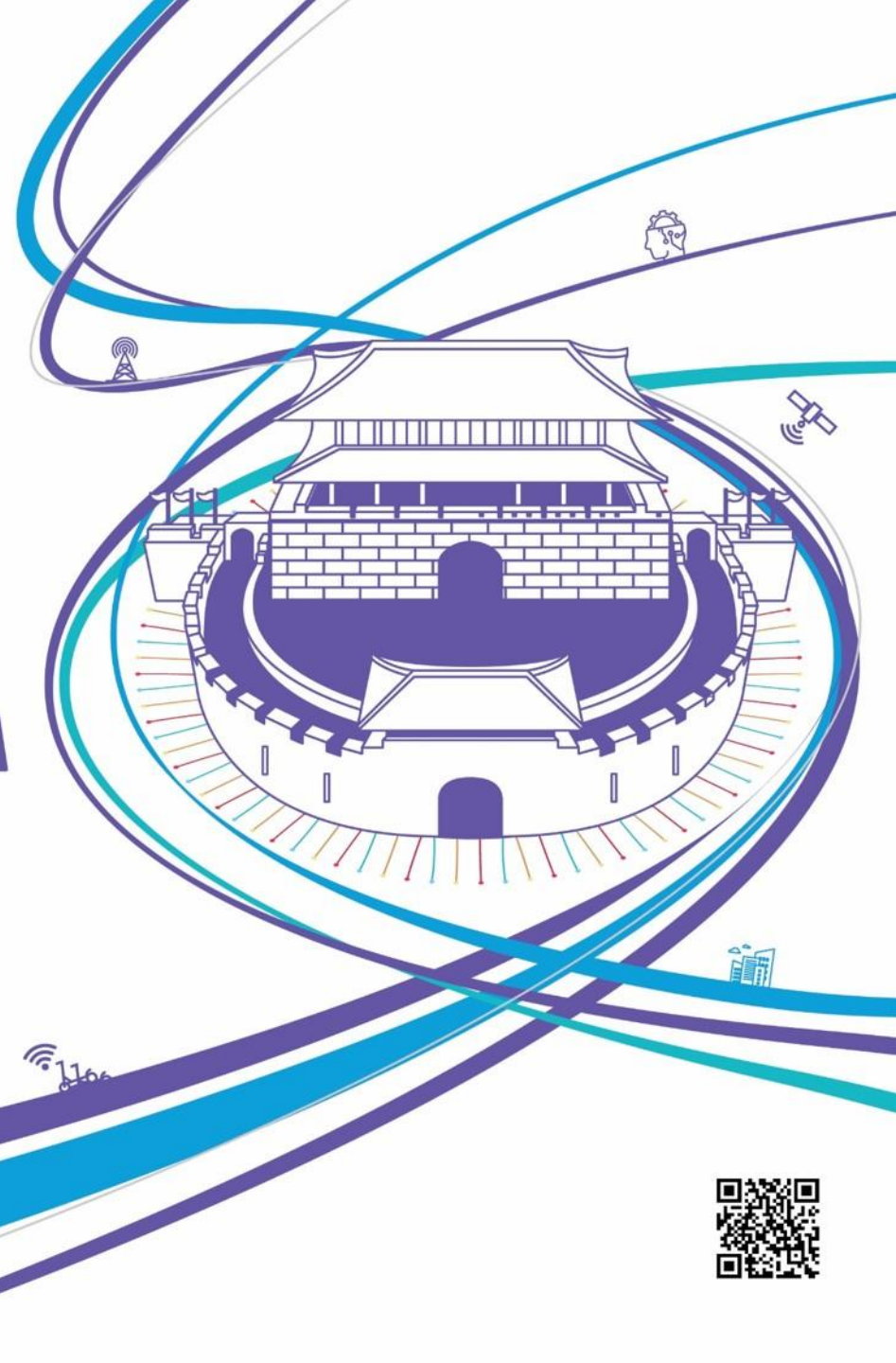
Suwon Convention Center

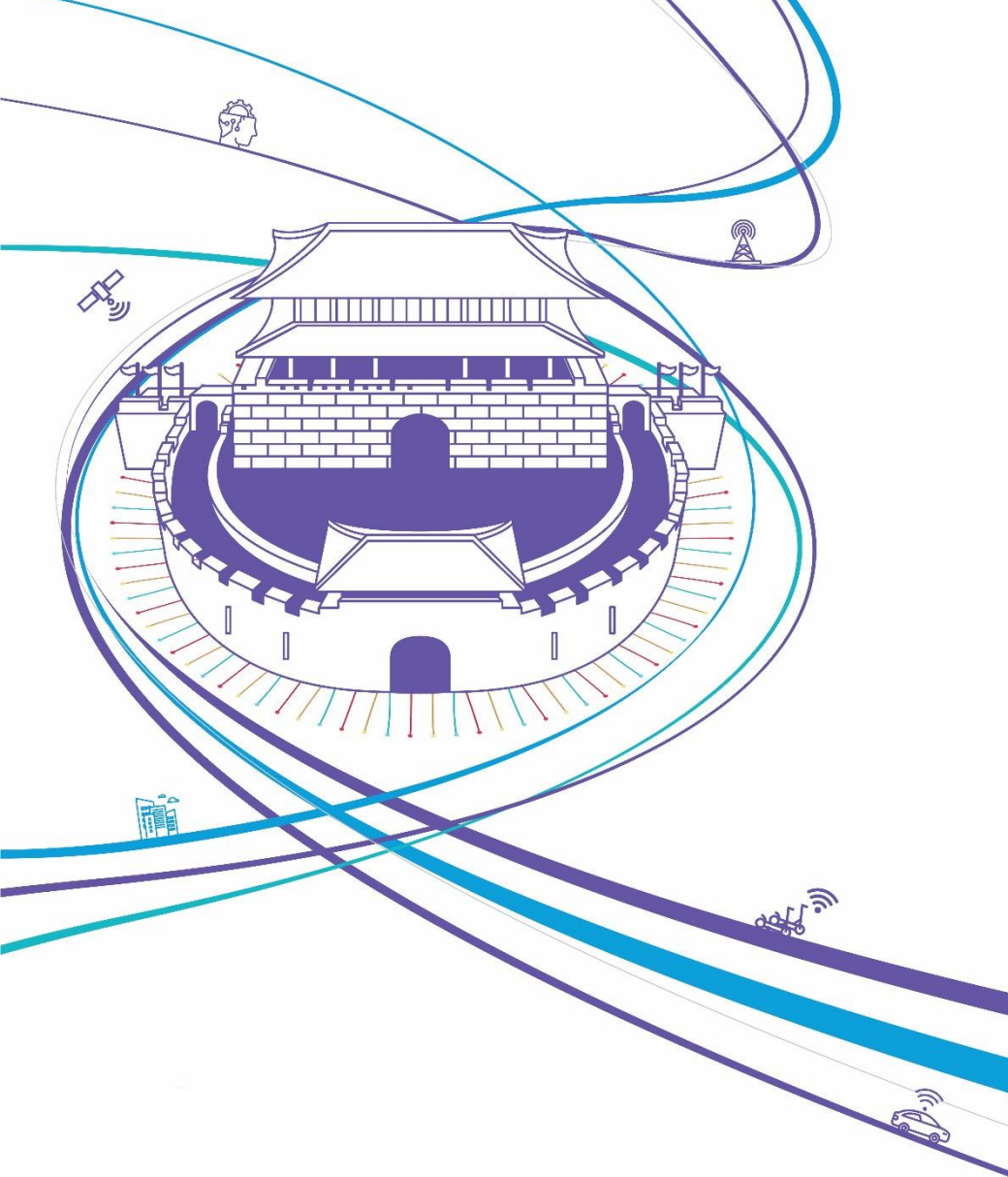


SUWON AP FORUM

2025 Suwon ITS AP Forum
Hyper-Connected Cities by ITS

Exhibitor Manual





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01. Exhibition Overview

✓ 2025 Suwon ITS AP Forum Overview

Title : 20th Suwon ITS Asia-Pacific Forum

Dates : May 28 (Wed) – May 30 (Fri), 2025

Venue : Suwon Convention Center

Theme : Hyper-Connected Cities by ITS

Scale : 10,000 attendees from 20 countries;
(exhibition) 196 booths
from approx. 50 Organizations

Hosted by : Ministry of Land, Infrastructure and Transport,
Suwon Special City

Organized by : ITS Korea, 20th Suwon ITS Asia-Pacific Forum
Organizing Committee

✓ ITS APF 2025 Exhibition Overview

Dates : May 28 (Wed) – May 30 (Fri), 2025

Venue : Exhibition Hall 1+2+3, Suwon Convention Center

Operation Schedule : May 28 (Wed), 09:00–19:00
May 29 (Thu), 09:00–18:00
May 30 (Fri), 09:00–14:00

Scale : 196 booths from approx. 50 Organizations

Main Events : Exhibition

Welcome Reception (18:00–20:00, May 28)

General Participants’ lunch & coffee break

Business Matching (May 28–30)

Technology Demonstration (May 28–30)

Public Day (May 30): Free admission for public



02. Key Schedule

Preparation	Feb. 28 (Fri)		Deadline for exhibition application
	Mar. 31 (Mon)		Deadline for promotion application submission (Including application for business matching) Upon completion of the promotion application, it will be advertised on the website.
	May 1 (Thu) – May 14 (Wed)		Application period for business matching
	Apr. 30 (Wed)		Deadline for document submission
Installation	May 26 (Mon)	08:00–09:00	Electrical works (Organizer)
		09:00–21:00	(Standard booth) Exhibition booth installation (Organizer)
		09:00–21:00	(Space Only) Exhibition booth installation (Exhibitor)
	May 27 (Tue)	09:00–21:00	(Space Only) Exhibition booth installation (Exhibitor)
		11:00–21:00	(Standard booth) Bringing in & displaying exhibits (Exhibitor)
Operation	May 28 (Wed)	TBD	VIP & Press preview
	May 28 (Wed)	11:00–19:00	Exhibition
	May 29 (Thu)	09:00–18:00	Exhibition
	May 30 (Fri)	09:00–14:00	Exhibition
Dismantling	May 30 (Fri)	14:00–20:00	Dismantling of booths

03. ITS APF 2025 Program at a glance

May 27 (Tue)		May 28 (Wed)						May 29 (Thu)							May 30 (Fri)					
	08:30																			
	09:00																			
Tech Visit	09:30	Opening Ceremony (09:30-10:20)						Plenary Session 2							PS-27 PS-28 PS-29 PS-30 PS-31 PS-32					
	10:00	Exhibition Opening Event (10:30-11:00)						Break							Break					
	10:30	Plenary Session 1						PS-11 PS-12 PS-13 PS-14 PS-15 ES-03							PS-33 PS-34 PS-35 PS-36 PS-37 PS-38					
	11:00	Lunch						Lunch							Lunch					
	11:30	High-Level Roundtable						PS-16 PS-17 PS-18 PS-19 PS-20 ES-04							Closing Ceremony					
	12:00	PS-01 PS-02 PS-03 PS-04 PS-05 ES-01						PS-21 PS-22 PS-23 PS-24 PS-25 PS-26												
	12:30	Break						Break												
	13:00	PS-06 PS-07 PS-08 PS-09 PS-10 ES-02						Gala Dinner												
	13:30	VIP Dinner						Welcome Reception												
	14:00																			
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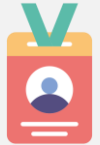
04. What is Provided for Exhibitors

✓ Participation in the Business Matching Program



- 1) Business Matching Opportunities
 - You can arrange meetings with potential business partners and clients in advance through the business matching platform and have a meeting on-site.
 - Please arrive at the business consultation hall at least 10 minutes before your scheduled meeting time.
- 2) Presentation on Conference Stage
 - A conference stage is provided where you can easily showcase your ITS technology and present business briefing to a variety of audience.
 - Companies wishing to book the conference stage should contact the Secretariat.
- 3) Brand Exposure
 - Your company's logo will be displayed in promotional materials and on-site banners of the 2025 Suwon ITS Asia-Pacific Forum, enhancing brand exposure.

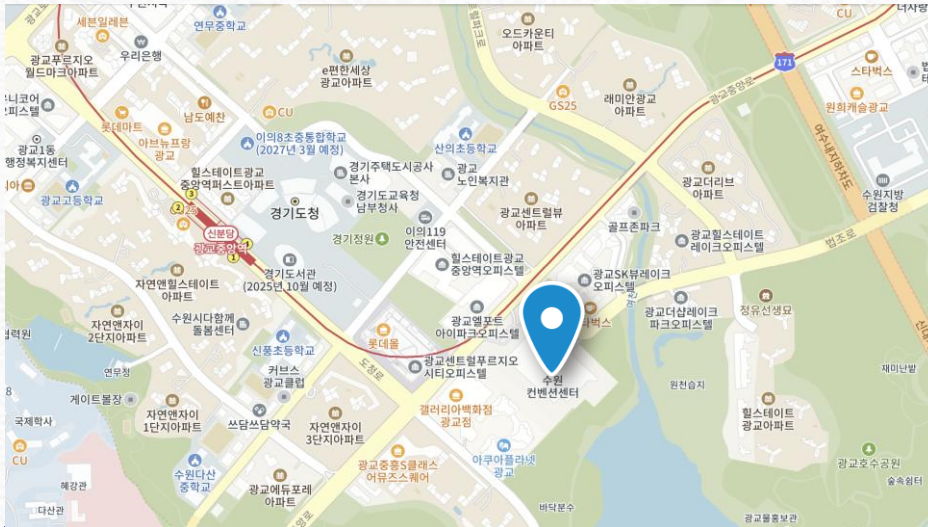
✓ Other Things to be Provided



- 4) Exhibition Badge
 - Each booth will be provided with 10 exhibition badges.
 - An exhibition badge grants access only to the exhibition hall, and you must always wear it when entering/leaving the venue.
 - Lost badges cannot be re-issued.
 - Please input your information and print your exhibition badge at the kiosk located in the exhibition hall lobby.
- 5) Lunch (Per Booth)
 - Two lunch coupons will be provided during the exhibition period.
 - Dining area: Networking Lounge inside the exhibition hall
 - Lunch hours: 12:30-14:00
- 6) Exhibition Hall Cleaning
 - During the exhibition period, the Secretariat will provide cleaning services only for the aisles and shared spaces. Each exhibitor is responsible for maintaining the cleanliness of their own booth.

05. Exhibition Hall Guide

☑ Suwon Convention Center



(Road Name Address) 16514, 140 Gwanggyojungang-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do (Ha-dong)
 (Street Address) 16514, 864-10, Ha-dong, Yeongtong-gu, Suwon-si, Gyeonggi-do
 Tel. +82 31 303 6000 Homepage. <https://www.scc.or.kr>

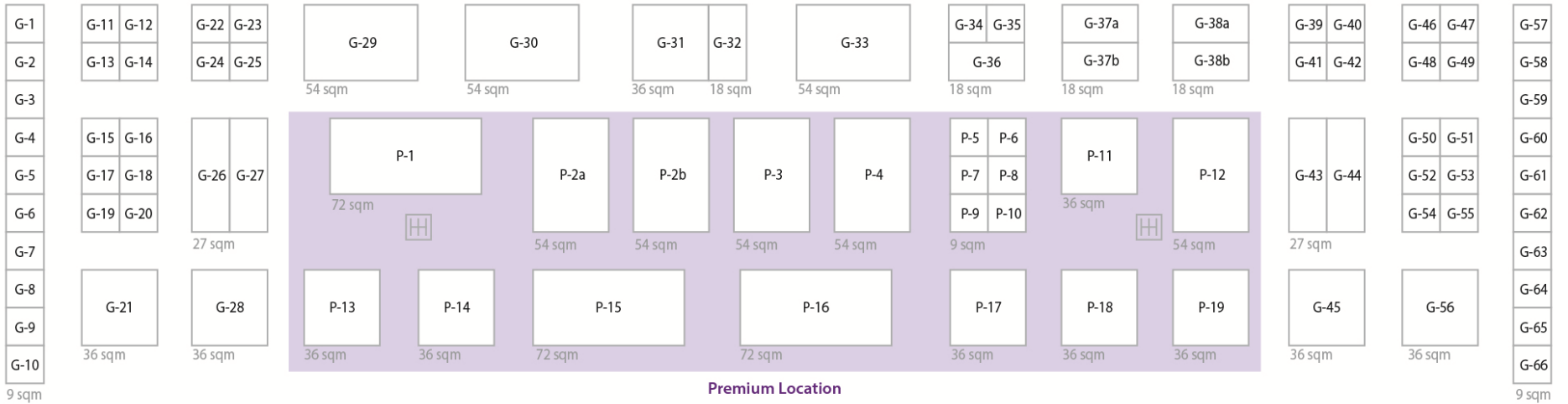


06. Exhibition Layout

Exhibition Layout (Suwon Convention Center, 1F, Exhibition Hall (7,800sqm))

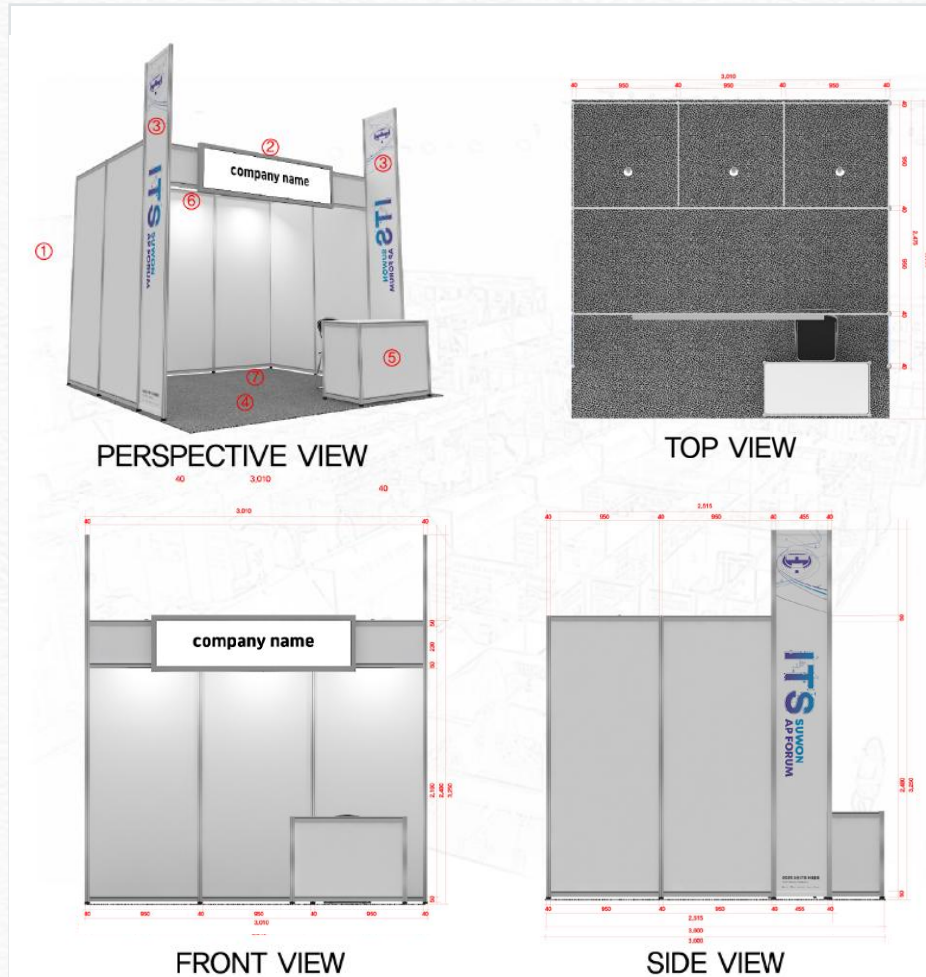


General Location



07. Standard Booth

✓ Bird's Eye View of Standard Booth



✓ Standard Booth Composition (3000 x 3000 x 3250mm)

Item	Details	Quantity
Aluminum structure	3000(w)x3000(d)x3250(h)	1 set
LED signboard	Backlit (Booth number / Company name)	1 unit
Event title on the side	Printed banner	1 unit
Pytex of designated color	Fire-resistant	9 m ²
Information Desk Set	1000(w)x550(d)x750(h)	1
LED Spotlights	8w	3 units
Power Socket	220V / Dual outlet	1 unit



✓ Note for Standard Booth Guidelines

- Each booth will be provided with 1kW of electrical power, including for lighting. If additional power is required, a separate application must be submitted.
- Company name signs will be printed in a standardized font.
- What exhibitors need to prepare: For exhibits, interior setup, consultation tables, and display shelves, etc., rental options are available through the exhibition equipment rental company of the Secretariat (additional costs incur).

✓ Precautions for Standard Booth

- Additional installation besides the standard booth is not allowed; drilling holes or nailing is prohibited.
- When displaying or hanging exhibits on modular panels, using S-hooks or wire hooks can prevent panel damage.
- In case of damage to modular walls, restoration costs will be charged.

07. Standard Booth

☑ Type of Design Materials

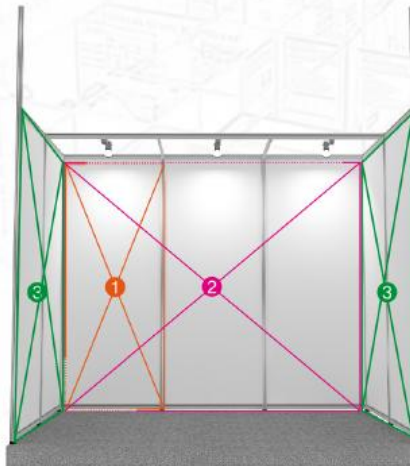
① UV banner scroll printing

ex.



A content installation method within a standard booth that uses fabric-based wide-format printing

- ① 900 x 2,200
Unit Price 90,000
- ② 2,900 x 2,200
Unit Price 270,000
- ③ 1,900 x 2,200
Unit Price 180,000



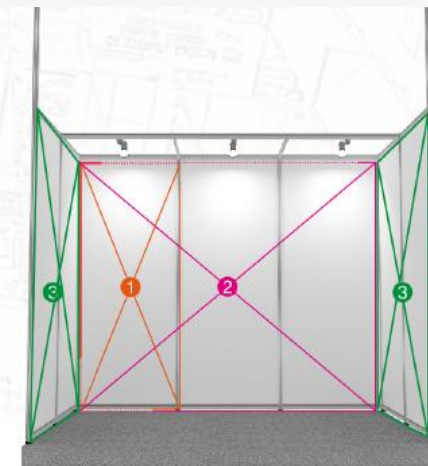
② Kelji printing

ex.



A content installation method where wide-format prints are attached to plywood within a standard booth. During installation, the booth frame structure is exposed.

- ① 970 x 2,392
Per Panel 120,000
- ② 2,970 x 2,380
3 Panels 360,000
- ③ 2,455 x 2,380
2 Panels 240,000



Please submit finalized Adobe Illustrator (AI) files for printing banner ; once submitted, no further modifications can be made to the design files.
Email: gmb72@naver.com

07. Standard Booth

☑ Exhibition Wall Display

③ Form board printing

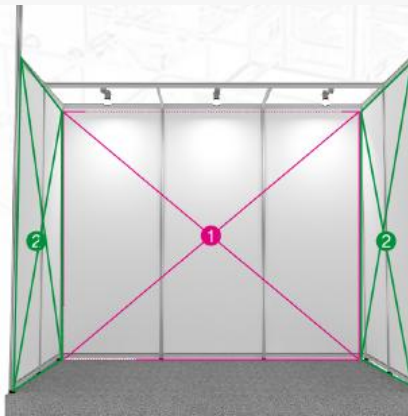
ex.



A content installation method where printed materials are attached to foam boards on the interior walls of a standard booth. During installation, the booth frame structure is not exposed.

1 2,970 x 2,400
660,000

2 2,000 x 2,400
440,000



④ Infor banner printing

ex.



A content installation method that uses fabric-based banner printing for the front panel of an information desk.

1 900 x 765
30,000



Please submit finalized Adobe Illustrator (AI) files for printing banner ; once submitted, no further modifications can be made to the design files.
Email: gnb72@naver.com

08. Space Only

✓ Space Only



✓ Space Only Guidelines

- The participating company itself hires a professional installation company to design and build a booth within the rented space.
- It is necessary to carry out individual booth installation and dismantling (for which a company registered for the exhibition hall must be employed) within the allocated space.
- All booth components should be prepared beforehand and fully installed within the setup period.
- During booth installation and dismantling, both exhibitors and contractors should comply with the regulations and work safety guidelines of the Suwon Convention Center.
- Each booth (3m × 3m) will be provided with 1 kw of electricity. Exhibitors wishing for additional power should file an application for additional electricity usage. (Height Restrictions for Booth Structure)
- Booth structures exceeding 5m in height should undergo a structural stability assessment, and the maximum allowable height for a booth structure is limited to less than 8m.
- Any hanging structures (e.g., banners) suspended from the ceiling truss of the exhibition hall should be positioned at least 6m above the exhibition floor.
- Space Only contractors must submit booth layout plans and contractor details.

- Space Only contractors must submit the design work notification document to the Suwon Convention Center and obtain approval, after which they begin booth installation.
- If any structure exceeding 100kg is rigged, the rigging attachment points must be allocated through structural analysis and safety review.

✓ Precautions for Space Only Installation

- Exhibitors should be familiarized with the exhibition hall conditions and check the applicable regulations in advance, and then have booth structures designed by a registered contractor to ensure that there will be no problem with installation.
- If an Space Only is installed without prior approval of the Secretariat or the exhibition hall, the Secretariat can halt installation or request removal on the site based on whether relevant regulations are complied with and safety management is put in place.
- When installing a space only, any drilling, nailing, gluing, or taping on the floors, walls, or ceiling of the exhibition hall that might damage the entire structure is prohibited; any damage to the hall should be avoided.
- If part of the booth ceiling needs to be covered, that is possible after obtaining prior approval of the Suwon Convention Center, and when the ceiling is covered, an automatic fire suppression system must be installed.
- All booth structure materials should be non-combustible or flame-retardant.
- A booth with exposed walls 2.4m or higher that is adjacent to another booth must be finished neatly by the installation company using white sheet or wallpaper.
- Exposed walls in aisles must be finished neatly.
- Carpets for the exhibition hall floor should be easy to remove, and no fixtures are allowed to be installed on the exhibition hall structure, like a wall, floor, or ceiling.

08. Space Only

✓ Space Only Design Template

4 Booth Type A



- Booth area: 6m x 6m
- Structure material: Block booth
- Electrical setup: HQI – 8 units, fluorescent lights (L-type) – 24 units, power outlets – 4 units
- Flooring: Pytex

Price: 9,300,000 KRW (VAT not included)

4 Booth Type B



- Booth area: 6m x 6m
- Structure material: Block booth
- Electrical setup: HQI – 8 units, fluorescent lights (L-type) – 24 units, power outlets – 4 units
- Flooring: Pytex

Price: 10,200,000 KRW (VAT not included)

4 Booth Type C



- Booth area: 6m x 6m
- Structure material: Block booth
- Electrical setup: HQI – 8 units, fluorescent lights (L-type) – 24 units, power outlets – 4 units
- Flooring: Pytex
- TV: 55 inch

Price: 11,000,000 KRW (VAT not included)

[The amounts above cover the booth installation costs, which do not include booth space fees. It applies when the exhibitor designs a booth on its own; if design work is requested, there will be additional charges depending on the difficulty of the work.]

08. Space Only

Space Only Design Template

6 Booth Type A



What's included

- Booth area: 9m x 6m
- Structure material: Block booth
- Electrical setup: HQI – 9 units, fluorescent lights (L-type) – 30 units, power outlets – 6 units
- Flooring: Pytex

Price: 11,100,000 KRW (VAT not included)

6 Booth Type B



What's included

- Booth area: 9m x 6m
- Structure material: Block booth
- Electrical setup: HQI – 10 units, fluorescent lights (L-type) – 30 units, power outlets – 6 units
- Flooring: Pytex

Price: 12,200,000 KRW (VAT not included)

6 Booth Type C



What's included

- Booth area: 9m x 6m
- Structure material: Block booth
- Electrical setup: HQI – 9 units, fluorescent lights (L-type) – 30 units, power outlets – 5 units
- Flooring: Pytex

Price: 14,500,000 KRW (VAT not included)

[The amounts above cover the booth installation costs, which do not include booth space fees. It applies when the exhibitor designs a booth on its own; if design work is requested, there will be additional charges depending on the difficulty of the work.]

09. Exhibition Hall Installation/Operation/Dismantling

✓ Installation Guidelines

- A safety helmet must be worn at all times during the installation period.
- The organizer is not responsible for theft during move-in/move-out.
- Vehicles are not allowed inside the exhibition hall.
- All exhibits should be unloaded at the unloading area and transported into the hall using a hand cart, etc.
- All electrical work for installing equipment inside the exhibition hall is performed by contractors registered with the Suwon Convention Center, and exhibitors are not allowed to perform the work on their own.
- The use of power tools (e.g., cutters, planers, saws, grinders) is prohibited inside the exhibition hall.
- Welding equipment (oxygen, electric), torches, and flammable materials cannot be used without approval from the Suwon Convention Center.
- Painting inside the exhibition hall is not allowed.
- Any minor touch-up with water-based paint is allowed after approval of the hall manager of Suwon Convention Center.
- Nails, anchors, double-sided tape, and strong adhesives are prohibited on any exhibition hall facilities.

✓ Installation Schedule

Date	Time (KST)	Details
	08:00-09:00	Electrical works (Organizer)
May 26 (Mon)	09:00-21:00	(Space Only) Booth installation
	09:00-21:00	(Standard booth) Booth installation
	09:00-21:00	(Space Only) Booth installation
May 27 (Tue)	09:00-11:00	(Standard booth) Booth installation
	11:00-18:00	(Standard booth) Bringing in and displaying exhibits

09. Exhibition Hall Installation/Operation/Dismantling

☑ Exhibition Hall Operation

- The exhibition will be held from 09:00 May 28 (Wed) until 14:00 May 30(Fri), 2025
- Exhibitors are allowed to stay inside the exhibition hall from 30 minutes before opening and until 20 minutes after closing. (Except on May 27 (Tue))

☑ Detailed Schedule of Exhibition Operation

Date	Time	Details
May 28 (Wed)	08:30-09:00	Exhibition hall opening (booth setup by exhibitors)
	TBD	Opening Ceremony (VIP/Press)
	11:00-19:00	Exhibition Open
	18:00-20:00	Welcome Reception
	19:00-19:30	Exhibition Close (exhibitor's booth cleanup and exit)
May 29 (Thu)	08:30-09:00	Exhibition Open (booth setup by exhibitors)
	09:00-17:40	Exhibition
	17:40-18:00	Exhibition Close (exhibitor's booth cleanup and exit)
May 30 (Fri)	08:30-09:00	Exhibition Open (booth setup by exhibitors)
	09:00-13:30	Exhibition
	13:30-14:00	End of exhibition and booth Dismantling preparation
	14:00-20:00	Booth Dismantling

09. Exhibition Hall Installation/Operation/Dismantling

Dismantling Guidelines

- Booth dismantling & exhibit move-out: 14:00 – 20:00 May 30 (Fri), 2025
- A safety Helmet must be worn at all times during dismantling.
- In the case of rental supplies, please make sure that all drawers and shelves are empty before the designated company collects them.
- Please collect and dispose of all waste generated in the booth on your own.
- Specifically, all vinyl sheets, packaging materials, wooden waste, etc. should be collected and disposed of by the applicable booth. Leaving waste in hallways or aisles is not allowed, so please be advised that independent booth exhibitors should inform their booth installation contractor thereof.
- For industrial waste that cannot be incinerated such as wood scraps, a contractor registered with the Suwon Convention Center that has a license in the area of industrial waste disposal should be selected for its disposal.
- In case of any damage to the floor or wall of the exhibition hall, the exhibitor should bear the restoration costs.

Dismantling Schedule

Date	Time	Details
May 30	14:00-20:00	Dismantling of booths

Waste disposal and cleaning contractor designated by Suwon Convention Center

No	Company Name	Contact Information
1	Saem Jawon	+82-010-8488-8234

10. Application Documents

[#1] Application Form for Auxiliary Facility

- Exhibitors can select facilities, such as electrical power, LAN (wired), etc., necessary during the exhibition, and request them.
- Each booth (3m × 3m) will be provided with 1kW of electricity, which is sufficient for operating a laptop and a TV. For any company that needs additional power, a separate application for additional electricity should be submitted.
- All auxiliary facilities are for use only during the exhibition period.

〈Electricity Installation Work & Usage〉

- If sensitive equipment is exhibited, exhibitors should install their own safety devices.
- Daily power supply to booths will be cut off 30 minutes after the exhibition closes each day. If 24-hour electricity is required, exhibitors should request it in advance.
- Exhibitors should make a request for the power capacity as needed, including lighting and operational power needs. If an exhibitor finds that the power capacity it requested is insufficient during the preparation or exhibition period, the exhibitor should file an application for additional electricity.
- This is to prevent accidents and maintain safety; if an exhibitor causes a fire or power outage inside the exhibition hall due to electrical overload, resulting in damage to other exhibitors, it should appropriately compensate the Secretariat, Suwon Convention Center, or any affected exhibitor.

〈LAN Installation〉

- Free Wi-Fi is available at the Suwon Convention Center (Wi-Fi : convention_guest)
- If you want to install wired internet, please file a separate application.

[#2] Application Form for Standard Booth Name Sign

- This application is mandatory only for standard booth exhibitors.
- Once the application for company name sign is submitted, it will be difficult to make modifications; please check once again spacing and capitalization (only the first letter should be capitalized)

[#3] Application Form for Standard Booth Graphics

- If you want to add wall graphics or company signboard logo to the standard booth, please submit an application.

[#4] Independent Booth Layout & Booth Installation Company Information

- All exhibitors applying for an independent booth should provide details of their booth installation company to the Secretariat in compliance with the professional exhibition venue regulations.
- All exhibitors applying for an independent booth should build their booth by hiring a booth installation company registered with the Suwon Convention Center.

[#5] Event within Booth

- This is to gather information on any planned events within a booth.
- If you are going to hold an event within your booth, please note that booths that are going to hold events will be later advertised in notices or program books.

[#6] Application Form for Furniture and Equipment Rental

- For exhibitors who want to rent additional furniture or equipment for their booth, please submit the application.

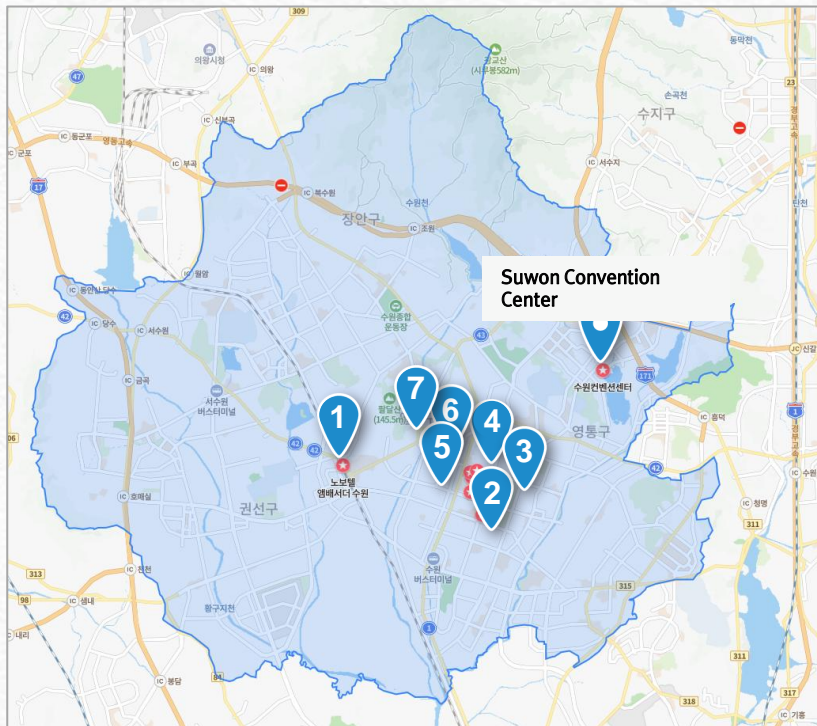
10. Application Documents

No	Document to be Submitted	Type of Booth	Where to Submit:
#1	Application Form for Auxiliary Facility	Standard/Space Only	Hyuk-seong Kwon, Director, Unimotto Co., Ltd. +82-(0)10-9931-4949 gnb72@naver.com
#2	Application Form for Standard Booth Name Sign	Standard	
#3	Application Form for Standard Booth Graphics	Standard	
#4	Space Only Layout Plan & Booth Installation Company Information	Space Only	Heeun Cho, Associated Director, MECI Co., Ltd. +82-(0)2-6288-6307 sponex@itsap2025.org
#5	Application Form for Event in Booth	Standard/Space Only	
#6	Application Form for Exhibition Entry Badge	Standard/Space Only	
#7	Application Form for Furniture and Equipment Rental	Standard/Space Only	








11. Designated Hotels by ITS APF

- Please be informed that the following are a selection of hotels offering reasonable rates for participants in the Suwon ITS APF.
- Officially designated hotels have been selected comprehensively considering various factors including security, pricing, and accessibility, and exclusive rates are available which are offered through the Suwon MICE Housing Bureau.

Location of Accommodation



Hotel Names / Room Rates

 <p>노보텔 앰배서더 수원 Novotel Ambassador Suwon 5.6km from the venue Connected to KTX at Suwon Station</p> <p>KRW 187,000 ~</p>	 <p>호텔 아르떼 HOTEL arte 3.4km from the venue</p> <p>KRW 90,000 ~</p>
 <p>이비스 앰배서더 수원 Ibis Ambassador Suwon hotel 3.8km from the venue</p> <p>KRW 104,500 ~</p>	 <p>르본 수원 실크로드 호텔 REBORN SUWON SILKROAD HOTEL 3.4km from the venue</p> <p>KRW 88,000 ~</p>
 <p>해든 호텔 하이엔드 수원 Haeden Hotel High end Suwon 3.7km from the venue</p> <p>KRW 100,000 ~</p>	 <p>홈스टे이 수원 HOMES STAY SUWON 3.3km from the venue</p> <p>KRW 82,800 ~</p>
 <p>벨라 스위트호텔 Hotel Vella Suite Suwon 3.4km from the venue</p> <p>KRW 80,000 ~</p>	

How to book a hotel: Official booking website

<https://2025itskorea.mice.link>

- When booking a hotel, payment can be split (personal card + corporate card).
- The names of guests who will actually stay in each room can be entered up to the maximum room capacity.
- After completing the booking, guests can access the **[Reservation Inquiry]** menu to print a Hotel Stay Confirmation and credit card receipts for verification.

12. Participation Regulations

Article 1 (Definitions)

- ① "Exhibitor" refers to a company, association, or organization that submits a participation application to participate in the exhibition.
- ② "Exhibition" refers to the 2025 Suwon ITS Asia-Pacific Forum (ITS APF 2025).
- ③ "Organizer" refers to the 2025 Suwon ITS APF Organizing Committee.

Article 2 (Participation Application and Fee Payment)

- ① Exhibitors should submit an application for participation to the Organizer and pay the full participation fee.
- ② Any modification to the participation fee due to changes in auxiliary equipment after the application for participation will be finalized 60 days before the exhibition opening, and additional payments or refunds will be processed accordingly.
- ③ The Organizer reserves the right to reject applications if exhibition space is fully booked or if the items to be exhibited are deemed unsuitable for the exhibition, and even after receipt of application, the Organizer may refund previously paid fees due to exhibition-related circumstances.

Article 3 (Booth Allocation)

- ① The Organizer coordinates and assigns booths based on the overall layout of the exhibition (space requested and exhibits), and the Exhibitor cannot file an opposition thereto.
- ② Under unavoidable circumstance, the Organizer may adjust the booth location or size allocated before the setup period in consultation with the Exhibitor, and the Exhibitor shall accept such adjustments except in cases of force majeure.
- ③ The Exhibitor cannot sublease, or exchange its allocated booth space, in part or in whole, without prior approval of the Organizer.

Article 4 (Exhibition Hall Management)

- ① In compliance with the venue's operational regulations, the Exhibitor should complete the installation of the booth and display of exhibits within the designated period.
- ② All the property of the Exhibitor should be under control, protection, and management of the company concerned while moving them into the exhibition hall; in principle, the Exhibitor shall be responsible for the management of exhibits, and the Organizer shall not be liable for any accident including theft or loss.
- ③ The Exhibitor should display the exhibits specified and have booth staff present at all times.
- ④ The Organizer shall not be liable for damage or loss caused by force majeure events, such as natural disasters, fire, or power outages.
- ⑤ The Exhibitor cannot alter the floor, ceiling, column, or wall of the exhibition hall, for example, by painting it, and in case of any damage, the Exhibitor should pay the compensation therefor upon request of the Organizer to restore to the original state.
- ⑥ All promotional activities by the Exhibitor shall be confined to its allocated booth space, and should not interfere with visitor traffic flow or cause audiovisual disturbances to adjacent exhibitors.

- ⑦ The Exhibitor are prohibited from engaging in any activities that disrupt order within the exhibition hall, hosting events that may cause discomfort to other exhibitors or visitors, and using sound equipment or performing sales transactions; upon request of the Organizer for suspension or correction, the Exhibitor should accept it.

Article 5 (Cancellation or Modification of Participation)

- ① If the Exhibitor fails to pay the participation fee or any penalties as specified in Article 2(1), the participation application will be rejected; the Organizer is not obligated to notify the Exhibitor thereof.
- ② If the Exhibitor cancels the exhibition space it requested, in whole or in part, the Exhibitor must notify the Organizer of the cancellation (or modification) with an official letter, and check whether the Organizer has received it in writing.
- ③ Cancellation penalty should be paid to the Organizer within 15 days of receiving the official letter from the Organizer acknowledging receipt of the cancellation letter. However, this penalty shall be deducted from previously paid participation fees; if the paid amount is insufficient, the Exhibitor should pay the difference, and if it exceeds the penalty, the difference shall be refunded.
- ④ If participation is canceled on or before July 25, 2024, the Exhibitor shall pay 70% of the paid amount as a cancellation penalty to the Organizer. (The amount paid to the Organizer shall be refunded to the Exhibitor except for 70% of the payment.)
- ⑤ If participation is canceled on or after September 25, 2024, the Exhibitor shall pay 100% of the total sponsorship as a cancellation penalty to the Organizer. In this case, the Organizer can use the exhibition space allocated to the Exhibitor during the event period.

Article 6 (Bringing in and Taking out Exhibits and Booth Installations)

- ① The Exhibitor should bring in and take out exhibits and booth installations within the period designated by the Organizer.
- ② If delay in bringing them in or taking them out incurs extra costs including additional venue rental fees, the Exhibitor should pay these incurred expenses to the Organizer.

Article 7 (Cancellation or Modification of Exhibition)

- ① If the Organizer cancels the exhibition, both parties shall determine the monetary value of benefits that have been qualitatively and quantitatively provided for the Exhibitor up to the point of cancellation, and the amount excluding such value amount should be refunded to the Exhibitor. However, in case of cancellation due to force majeure, this shall not apply.

Article 8 (Compliance with Regulations)

- ① All booth installations and exhibition operation shall comply with the installation and safety standards established by the Organizer.
- ② For any matters not specifically defined by the Organizer, the operational regulations of the exhibition venue shall apply.

13. Additional Information

✓ Additional Guidelines for Exhibition Booth Operations

- 1) **Acceptable Space**
All exhibits should be displayed within the booth space. Please make sure that neighboring exhibits, entrances, and exits remain unobstructed. All exhibits and installations must be non-combustible.
- 2) **Booth Structures**
Display of exhibits and booth structures should not cause damage to adjacent booths, or obstruct emergency exits, aisles, or visitor traffic flow. Any deviation of the actual booth installation from the approved plan will result in the Organizer imposing onsite restrictions, so please make sure that booth installation proceeds through prior consultation, adhering to the approved layout plan.
- 3) **Noise Restrictions**
The Exhibitor may use sound equipment for promotional purposes, but must keep the volume at a minimum to avoid disturbing other booths. If the noise level of the sound equipment the Exhibitor is using exceeds 80 dB, the Secretariat can request suspension of sound equipment usage.
- 4) **Safety**
Hazardous equipment and materials such as explosive, flammable, or gas-powered items are strictly prohibited inside the exhibition hall. Any handling or storage of hazardous materials should comply with the Suwon Convention Center regulations.
Any equipment or components containing vibrating or hazardous materials should be displayed after taking appropriate safety measures, and each exhibitor shall be responsible for managing them throughout the event.
- 5) **Lighting**
The use of flashlights or rotating lights is prohibited within the exhibition hall, and booth lighting should not cause damage to neighboring booths or the exhibition hall.
- 6) **Aisle Management**
Exhibitors are obligated to keep the aisles in front of their booths clean. All items should be placed in their designated locations before the exhibition begins. Exhibits should not be put in the aisles.
- 7) **Booth Design & Modifications**
Any modifications to booth structures within the exhibition hall must be approved by the official installation company.
- 8) **Subleasing**
The Exhibitor cannot sublease or assign its allocated booth space without prior approval of the Organizer except in certain cases involving parent companies, subsidiaries, or affiliated companies. If the Exhibitor leases or subleases booth space without approval, the Organizer can restrict their participation in the exhibition.
- 9) **Electrical Wiring**
Electrical wiring for booths and exhibits should comply with the fire safety rules. The same safety rules apply to both booth setup and exhibition equipment installation.
- 10) **Use of Hazardous Materials**
The use of hazardous materials (e.g., gasoline, compressed gas, mercury, flammable substances) is strictly prohibited within the exhibition hall. If the use of hazardous materials is necessary, the Exhibitor should bring them in after obtaining approval of the Secretariat following consultation with the Suwon Convention Center.
- 11) **No Smoking**
Smoking is strictly prohibited within the exhibition hall and throughout the convention center. Smoking is allowed only in the designated smoking area.
- 12) **Promotional Activities**
All promotional activities should be conducted only in the designated space within the exhibition hall. The Exhibitor shall be responsible for managing aisle space around its booth to prevent congestion caused by promotional activities. The Exhibitor cannot do marketing, promotional, or sales activities outside its exhibition area.
- 13) **Sales**
Direct sales of products for cash within the exhibition hall are not permitted. However, it is allowed to receive orders during the exhibition and arrange for post-event delivery. The Exhibitor shall be responsible for complying with the safety regulations on exhibits and public health standards. In addition, any unauthorized advertisements or sales that are not approved by the Secretariat are prohibited.

14. Contact Point

Classification	Affiliation/Assigned Duty	Name of Person in Charge/Title	Contact Information
2025 Suwon ITS APF Official Agency	MECI Co., Ltd.	Heeun Cho, Associated Director	+82-2-6288-6307 sponex@itsap2025.org
Suwon Convention Center	Exhibition hall management	Su-jin Hyun, Director	+82-31-303-6043 soojin417@scc.or.kr
	Exhibition hall entrance access, electricity, etc.	Disaster Prevention Team	+82-31-303-6300
	Exhibition hall audio systems	Exhibition Management Team	+82-31-303-6370
	Parking inquiries	Parking Team	+82-31-303-6080
	LAN (internet) / telephone	DataLex Co., Ltd. Gwang-hyun Lim, Manager	+82-010-3476-5150
	Wastes	SaemJawon	+82-010-8488-8234
Exhibition Booth Contractor	Booth Construction & Management UNIMOTTO Co., Ltd.	Hyuk-seong Kwon, Director	+82-010-9931-4949 gnb72@naver.com
Rental Services for Exhibition Equipment	Rental services for exhibition equipment FINE RENT Co., Ltd.	Jae-hwan Kim, Director	+82-010-2554-7772 finerent@naver.com
FREIGHT	Kemi-Lee Co., Ltd.	-	+82-2-565-3543 brandon@kemi-lee.co.kr
Hotel Reservation	Suwon MICE Housing Bureau	-	+82-2-6410-0246 / 0248 info@micelink.com

Application Form for Auxiliary Facility

- If you need additional facilities in the booth during the exhibition period, please submit this form.
- 1kw of electricity will be provided for a booth (3000(w)*3000(d)).

Applicant Information

Company Name		Booth No.	
Name of Person in Charge		Position	
Telephone		Cell Phone	
E-mail			

Application for Additional Electricity Usage

Type of Electricity	Application for Electricity		Unit Price (KRW)	Price (VAT included)
	Daytime supply	24-hr supply		
Single-phase 220 V	() kw	() kw	55,000 KRW	
Three-phase 220 V	() kw	() kw	55,000 KRW	
Three-phase 380 V	() kw	() kw	55,000 KRW	
Total				

(VAT included/To be provided by default: 1kw, 2 outlets * 2 sockets each)

Application for LAN

- Wi-Fi is available on-site, but the stability of connection may vary depending on the network conditions.

Classification	Unit Price	Quantity	Price
LAN Cable	() cable(s)	165,000 KRW	KRW

< Where to submit: 2025 Suwon ITS AP Forum Official Booth Installation Company >
 Unimotto Co., Ltd. (Person in charge: Hyuk-seong Kwon, Director)
 Tel.: +82-(0)10-9931-4949 Email: gnb72@naver.com

Application for Standard Booth Name Sign

- This form is applicable only to companies applying for a standard booth. Please make sure that the company name for the signboard is accurately written and submit it.
- Please use uppercase and lowercase letters correctly when filling out the form.
- Please carefully check for spacing and typographical errors when writing the company signboard.

Applicant Information

Company Name		Booth No.	
Name of Person in Charge		Position	
Telephone		Cell Phone	
E-mail			

Requirements

- Please use spacing and punctuation correctly when writing your company's name on the sign.
- Use the Gothic font style and capitalize only the first letter.

English	
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< Where to submit: 2025 Suwon ITS AP Forum Official Booth Installation Company >
Unimotto Co., Ltd. (Person in charge: Hyuk-seong Kwon, Director)
Tel.: +82-(0)10-9931-4949 Email: gnb72@naver.com

Application for Standard Booth Graphics

- Please submit this application form if you need additional graphics inside the standard booth.

Applicant Information

Participating Company Name		Booth No.	
Name of Person in Charge		Position	
Telephone		Cell Phone	
E-mail			

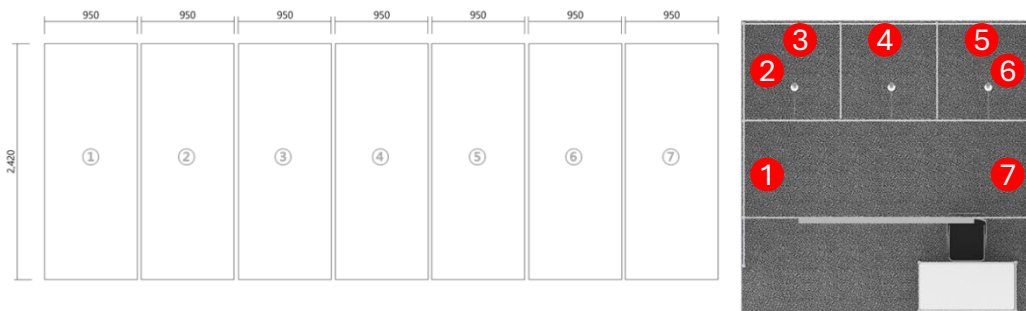
Request for Production of Standard Booth Graphics

Item	Dimension	Unit Price	Quantity	Price (VAT included)
(e.g.) UV banner	900 x 2,200	99,000 KRW	1	99,000 KRW
Total				

- You cannot apply for this service at the event site.
- The service requested will be provided after payment confirmation, which is non-refundable in case of cancellation.
- Please email us your business registration certificate and bank transfer receipt.
- Bank: Industrial Bank of Korea Account No.: 062-083939-01-011 Account Holder: Unimotto Co., Ltd.

<Note>

- The graphic output data files should be sent in an AI or EPS format, and should be created at a 1:1 scale on an IBM PC, not on a Macintosh.



< Where to submit: 2025 Suwon ITS AP Forum Official Booth Installation Company >

Unimotto Co., Ltd. (Person in charge: Hyuk-seong Kwon, Director)

Tel.: +82-(0)10-9931-4949

Email: gnb72@naver.com

Space only Layout Plan & Booth Installation Company Information

- For a space only, only partner companies designated by the Suwon Convention Center can install it.
- Please refer to the list of designated partners on the official website of the Suwon Convention Center (Rental Information → Designated Partners).
- All independent booth applicants must submit this application form along with the booth drawings and 3D designs (JPG format) by the specified submission deadline.

Applicant Information

Company Name		Booth No.	
Name of Person in Charge		Position	
Telephone		Cell Phone	
E-mail			

Booth Installation Company

Booth Installation Company Name			
Registered with Suwon Convention Center	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of Person in Charge			
Telephone		Cell Phone	
E-mail			

- Please provide the company information and the details of the person in charge for the booth installation company selected by your company.

< Where to submit: 2025 Suwon ITS AP Forum Official Event Agency >

Heeun Cho, Associated Director, MECI Co., Ltd.

Tel.: +82-(0)2-6288-6307

Email: sponex@itsap2025.org

Application for Event in Booth

- If you plan to host an event within your exhibition booth, please submit this form by the deadline.
- If you host the event, it will be advertised on the information sheet.

Applicant Information

Company Name		Booth No.	
Name of Person in Charge		Position	
Contact Information		E-mail	

Event Details

Will the event be hosted?	<input type="checkbox"/> O	<input type="checkbox"/> X
Will any souvenir be provided?	<input type="checkbox"/> O	<input type="checkbox"/> X
Event Description		

< Where to submit: 2025 Suwon ITS AP Forum Official Event Agency >

Heeun Cho, Associated Director, MECI Co., Ltd.

Tel.: +82-(0)2-6288-6307

Email: sponex@itsap2025.org

Application for Exhibition Entry Badge

- The badge is for access to the exhibition hall only; entry to the session areas is restricted.
- Each booth is provided with up to two lunch coupons.
- Each booth may request up to 10 badges.

Applicant Information

Company Name (Korean)		Company Name (English)	
Name and Position of Person in Charge		Booth No.	
Contact Information		E-mail	

List of Participants

No.	Last Name	First Name	Korean Name	Luncheon (2 persons)	Cell Phone	E-mail
1				<input type="checkbox"/>		
2				<input type="checkbox"/>		
3				<input type="checkbox"/>		
4				<input type="checkbox"/>		
5				<input type="checkbox"/>		
6				<input type="checkbox"/>		
7				<input type="checkbox"/>		
8				<input type="checkbox"/>		
9				<input type="checkbox"/>		
10				<input type="checkbox"/>		

< Where to submit: 2025 Suwon ITS AP Forum Official Event Agency >

Heeun Cho, Associated Director, MECI Co., Ltd.

Tel.: +82-(0)2-6288-6307

Email: sponex@itsap2025.org

Application for Furniture and Equipment Rental

- This form is to request the use of furniture and equipment needed within the booth during the exhibition period.
- For the standard booth, one information desk and two folding chairs are provided free of charge.
- Please refer to the images of furniture and AV equipment on the following pages.
- The prices listed are per item for the duration of the event, with VAT not included.

Applicant Information

Company Name		Booth No.	
Name of Person in Charge		Position	
Contact Information		E-mail	

Application for Use of Furniture Supplies

No.	Code	Item	Unit Price	Quantity	Price (VAT included)
1					
2					
3					
4					
5					
6					
7					
8					
Total					

- Companies that submit the application after April 30, 2025 will be charged an additional 10% fee, and those that apply on the site will be charged an additional 20% fee. The availability of furniture and AV rentals requested on-site will be determined according to the conditions on the site.
- Please make sure that the full cost of the equipment rental application (VAT included) is paid under the name of the applying company.
Bank: Industrial Bank of Korea Account No.: 062-083939-01-011 Account Holder: Unimotto Co., Ltd.
- If you need a tax invoice, please attach your business registration certificate.

< Where to submit: 2025 Suwon ITS AP Forum Official Booth Installation Company >

FINE RENT Co., Ltd. (Person in Charge: Jae-hwan Kim, Director)

Tel.: +82-(0)10-2554-7772

Email: finerent@naver.com

● Rental Item List

*The price of each item does not include VAT.

FC-01 Folding Chair

500X420X750 ₩10,000

FC-02 Round Chair

420X420X700 ₩15,000

FC-03 Designer Chair

A: Black B: White
A:440X430X830 ₩20,000
B:440X430X830 ₩20,000

FC-04 Cyber Chair

500X400X750 ₩20,000

FC-05 Wood Chair

500X400X750 ₩25,000

FC-06 Parasol Chair

550X450X800 ₩10,000

FC-07 Leather Chair

A: Black B: White
A:480X420X830 ₩20,000
B:480X420X830 ₩20,000

FC-08 Leather Armchair

A: Black B: White
A:450X550X800 ₩25,000
B:450X550X800 ₩25,000

FC-09 Rolling Chair

500X550X800 ₩30,000

FC-10 Conference Chair

A: Black B: White
A:580X660X1030 ₩80,000
B:580X660X1030 ₩80,000

FC-11 Soft Chair

550X550X780 ₩40,000

FC-12 Eiffel Chair 1

450X500X850 ₩40,000

● Rental Item List

*The price of each item does not include VAT.

FC-13 Eiffel Chair 2

490X560X810 ₩40,000

FC-14 OX Chair

430X450X820 ₩25,000

FC-15 Air Sofa

750X750X800 ₩80,000

FC-16 Muji Sofa

850X750X750 ₩90,000

FC-17 Sofa (Black)

A: 2-seater B: 1-seater

A: 1300X680X800 ₩150,000
B: 800X680X800 ₩80,000

FC-18 Sofa (White)

A: 2-seater B: 1-seater

A: 1300X680X680 ₩170,000
B: 800X680X680 ₩90,000

FC-19 Dice Stool

A: 400X400X670 ₩35,000
B: 430X430X460 ₩30,000
C: 430X430X460 ₩30,000

FC-20 Cube Sofa

A: 1600X400X400 ₩60,000
B: 1600X400X400 ₩60,000
C: 1600X400X400 ₩60,000

FC-21 Adjustable Hydraulic Stool

A: Black B: White

A: φ450X(665~880) ₩25,000
B: φ450X(665~880) ₩25,000

FC-22 Square Bar Stool

A: Black B: White

A: 400X(700~920) ₩25,000
B: 400X(700~920) ₩25,000

FC-23 Wood Bar Stool

A: Black B: White

A: 450X500X730 ₩25,000
B: 450X500X730 ₩25,000

FC-24 Mellow Chair

430X490X810 ₩40,000

● Rental Item List

*The price of each item does not include VAT.

FT-01 Round Table



A: φ900X730	₩40,000
B: φ750X730	₩35,000
C: φ600X730	₩30,000

FT-02 Cyber Table



φ800X730	₩45,000
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FT-03 Glass Table



φ700X730	₩50,000
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FT-04 Space Table



φ600X750	₩40,000
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FT-05 Eiffel Table



φ700X730	₩55,000
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FT-06 Square Table 1



A: 700X700X730	₩35,000
B: 600X600X730	₩30,000

FT-07 Square Table 2



A: 700X700X730	₩45,000
B: 600X600X730	₩40,000

FT-08 Glass Square Table



700X700X730	₩50,000
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FT-09 Folding Table



A: 1820X750X740	₩35,000
B: 1530X760X740	₩33,000
C: 1200X600X740	₩30,000

FT-10 Foam Square Table 1



A: 1750X800X730	₩50,000
B: 1450X800X730	₩45,000
C: 1200X800X730	₩40,000

FT-11 Foam Square Table 2



A: 1750X600X730	₩40,000
B: 1200X600X730	₩35,000

FT-12 Event Table



A: 1800X600X730	₩40,000
B: 1200X450X730	₩35,000

● Rental Item List

*The price of each item does not include VAT.

FT-13 High Glossy Table



A: 1800X600X750 **₩150,000**
 B: 1400X600X750 **₩100,000**

FT-14 Bar Table



φ600X1000 **₩45,000**

FT-15 Space Bar Table



φ600X935 **₩50,000**

FT-16 Glass Bar Table



φ600X1000 **₩50,000**

FT-17 F.R.P Table



φ600X(670~870) **₩50,000**

FT-18 Conference Table



A: 2100X900X740 **₩300,000**
 B: 1800X900X740 **₩250,000**

FT-19 Sofa Table



1200X600X500 **₩70,000**

FT-20 Standing Table



1500X400X950 **₩80,000**

FT-21 Parasol & Round Table



φ2700X3100 **₩140,000**

FT-22 Table Cloth



A: Indigo Blue B: Wood
 A: Navy / 2400X1400 **₩20,000**
 B: White / 2400X1450 **₩20,000**

● Rental Item List

*The price of each item does not include VAT.

FB-01 Information Desk



955X530X750 ₩30,000

FB-02 Wood Information



1050X560X770 ₩40,000

FB-03 Premium Desk



1000X420X1005 ₩100,000

FB-04 TV Mount



700X500X1000 ₩45,000

FB-05 3-tier Shelf



A: 1480X810X1040 ₩80,000
B: 1000X810X1040 ₩65,000

FB-06 2-tier Shelf



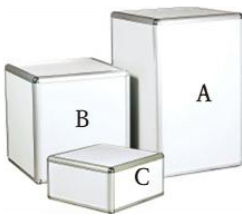
A: 1480X540X1040 ₩65,000
B: 1000X540X1040 ₩50,000

FB-07 1-unit Shelf



A: 1480X600X770 ₩50,000
B: 1000X600X770 ₩35,000

FB-08 Display Cube



A: 500X500X750 ₩40,000
B: 500X500X500 ₩35,000
C: 500X500X250 ₩30,000

FB-09 Cupboard



900X450X750 ₩50,000

FB-10 1-unit Showcase



A: 900X500X1000 ₩70,000
B: 900X450X900 ₩65,000

FB-11 2-tier Showcase



900X450X900 ₩90,000

FB-12 Tower Showcase



A: 900X450X2000 ₩220,000
B: 500X500X2000 ₩150,000

● Rental Item List

*The price of each item does not include VAT.

FB-13 Black Tower Showcase

900X450X2000 ₩250,000

FB-14 Jewel Showcase

960X535X1000 ₩150,000

FB-15 Storage Cabinet

A: Black B: Wood

A: 750X350X800 ₩60,000
B: 700X350X750 ₩50,000

FB-16 Acrylic Hemisphere Table

φ500X750 ₩60,000

FB-17 Lighting Hemisphere Table

φ600X1000 ₩80,000

FB-18 Shelf

A: Inclined/1000*300 ₩30,000
B: Flat/1000*300 ₩25,000

FB-19 Multi-layered Rack

750X350X1850 ₩50,000

FB-20 Slotted Angle Rack

800X400X1800 ₩50,000

FB-21 Stand

1500X750X850 ₩60,000

FP-01 Brochure Rack 1

260X1560 ₩20,000

FP-02 Brochure Rack 2

255X310X1470 ₩40,000

FP-0 Pole Hanger

φ300X1700 ₩20,000

● Rental Item List

*The price of each item does not include VAT.

FP-04 Hanger



1200X(960~1620) ₩20,000

FP-05 Bag Hanger



450X400X(880~1690) ₩20,000

FP-06 Stee Mesh



900X1200 ₩30,000

FP-07 Retractable Barrier



※ Order at least 2

1EA(0~1800mm) ₩20,000

FP-08 POP Hanger



350X(1300~1800) ₩25,000

FP-09 Information Panel



H:800~1200 ₩25,000

FP-10 A3 Information Panel



A3' H:800~1200 ₩40,000

FP-11 Easel



H:620~1200 ₩20,000

FP-12 Podium



A:800X510X1200 ₩120,000
B:450X450X1160 ₩90,000

FP-13 Acrylic Podium



A:800X1180 ₩200,000
B:600X1180 ₩150,000

FP-14 White Board



1800X900 ₩70,000

FP-15 Sink



900X550X880 ₩100,000

● Rental Item List

*The price of each item does not include VAT.

FP-16 **Trash Bin**



A (△): 10ℓ **₩ 5,000**
B (□): 20ℓ **₩10,000**

FP-17 **Fire Extinguisher**



₩30,000

FP-18 **Cabinet**



900X510X1780 ₩150,000

FP-19 **Acrylic Partition**



600X480 ₩20,000

FE-01 **Hot/Cool Water Dispenser**



1 water jug included


350X350X980 ₩50,000

FE-02 **Pure Water**



18.9ℓ ₩15,000

FE-03 **Refrigerator**



A:80ℓ
B:120ℓ

A:460X420X730 ₩60,000
B:500X500X820 ₩80,000

FE-04 **Refrigerator**



A:145ℓ
B:230ℓ

A: 530X530X1300 ₩150,000
B: 580X600X1680 ₩200,000

FE-05 **300W Beverage Refrigerator**



650X590X1850 ₩300,000

FE-06 **Coffee Maker**



₩40,000

● Rental Item List

*The price of each item does not include VAT.

FE-08 All-in-on Printer



B4 ~A3 **₩500,000**

FE-09 LED Monitor



A:32[inch]" **₩150,000**

FE-09 LED Monitor



B:27[inch]" **₩120,000**
C:24[inch]" **₩100,000**

FE-10 Desktop PC



Monitor included


A:32[inch]" **₩160,000**
B:27[inch]" **₩150,000**

FE-11 Laptop PC




17[inch]" **₩150,000**

FE-12 LED TV



A:82[inch]" **₩1,000,000**
B:75[inch]" **₩800,000**

FE-12 LED TV



C:65[inch]" **₩550,000**
D:50[inch]" **₩400,000**
E:43[inch]" **₩300,000**

FE-13 LED TV Stand



600X400X1630 **₩70,000**

FE-14 Electronic Signboard



1EA (500X500) **₩150,000**

FE-15 Beam Projector



5000 Ansi **₩600,000**

FE-16 Screen



A:200[inch]" **₩300,000**
B:120[inch]" **₩150,000**
C:100[inch]" **₩80,000**

FE-17 AMP Set



A:500W **₩750,000**
B:300W **₩450,000**
C:150W **₩250,000**

● Rental Item List

*The price of each item does not include VAT.

FE-18 Wireless Set



1DAY **₩10,000**

SET-01 Folding Chairs



One round table + 4 folding chairs **₩70,000**

SET-02 Round Chairs



One round table + 4 round chairs **₩90,000**

SET-03 Designers Chairs



A: Black / B: White

One round table + 4 designers chairs **₩110,000**

SET-04 Designers Glass



A: Black / B: White

One glass table + 4 designers chairs **₩120,000**

SET-05 Cyber Chairs



One cyber table + 4 cyber chairs **₩120,000**

SET-06 Leather Chairs



A: Black / B: White

One glass table + 4 leather arm chairs **₩130,000**

SET-07 Parasols



A: Black / B: Red

One parasol table + 4 parasol chairs **₩150,000**

This above amount is the unit price during the exhibition period, and value-added tax is not included.