THE WFC EXHIBITION
The XV World Forestry Congress (WFC 2021), co-organized by the Korea Forest Service (KFS) and the Food and Agriculture Organization of the United Nations (FAO), will take place at the Coex Convention and Exhibition Center in Seoul from 2 to 6 May 2022. An exhibition will be held as part of the Congress, offering organizations and companies the opportunity to showcase their work related to the contribution of forests to international processes including the 2030 Agenda, climate change, biodiversity, human health and well-being.

Since the first Congress in 1926, the WFC has been a highly influential global event, bringing together thousands of stakeholders from all over the world to tackle the issues impacting the future of forests. An exhibit during this important event provides a unique opportunity to effectively promote policies and projects, present innovative technologies and to build future partnerships.

EXHIBITION OVERVIEW
• Dates: 2–6 May 2022
• Venue: Coex, Seoul
• Hosted by: Republic of Korea
Organized by: Korea Forest Service (“Exhibition Organizer”)  

EXHIBITION APPLICATION
• Deadline: 31 December 2021
• Please submit FORM 1: EXHIBITION APPLICATION, found on page 2 below, by the stated deadline. The form should be submitted via email to exhibition@wfc2021korea.org.

SELECTION AND NOTIFICATION
Within one week of receiving FORM 1: EXHIBITION APPLICATION, the applicant will be notified, by e-mail, of exhibit approval or rejection. Entities that are not deemed relevant to the purpose of WFC 2021 may be eliminated.

EXHIBITION APPLICATION FEE
Please note that the payment of the exhibition application fee of USD 900 per unit (9 m²) should only be made after receiving the exhibition approval message. Payment should be via wire transfer to the bank account of the Korea Forest Service (Exhibition Organizer) and made within 7 days of receiving the exhibition approval message. Note that this payment is separate from the stand scheme package prices, listed below.

STAND PACKAGES
There are three standard packages and a premium package, details of which are provided in the chart below and you are encouraged to read these carefully.

<table>
<thead>
<tr>
<th>Stand Package 1 (9 m²)</th>
<th>Stand Package 2 (27 m²)</th>
<th>Stand Package 3 (27 m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure (wooden wall): 3x3x3(H)m</td>
<td>Structure (wood and Octanium): 3x3x3.5(H)</td>
<td>Structure (wood): 3x3x3(H)</td>
</tr>
<tr>
<td>• Signage: 1 for company name (lit) / 1 for booth number (unlit)</td>
<td>• Signage: 1 for company name (lit) / 1 for company name (for side, unlit)</td>
<td>• Signage: company name in dimensional letters</td>
</tr>
<tr>
<td>• Floor: PyTex (9 m²)</td>
<td>• Floor: PyTex (27 m²)</td>
<td>• Floor: Rockwool (19 m²)</td>
</tr>
<tr>
<td>• Lighting: 3 LED arm spotlights</td>
<td>• Lighting: LED arm spotlights (9W: 8 units, 30W: 3 units)</td>
<td>• Lighting: LED arm spotlights (9W: 8 units, 30W: 3 units)</td>
</tr>
<tr>
<td>• Information desk: 1 (including a chair)</td>
<td>• Information desk: 1 (including a chair)</td>
<td>• Information desk: 1 (including a chair)</td>
</tr>
<tr>
<td>• Furniture: 1 meeting table, 2 chairs</td>
<td>• Furniture: 2 meeting tables, 4 chairs</td>
<td>• Furniture: 2 meeting tables, 4 chairs</td>
</tr>
<tr>
<td>• Electricity: 1 outlet with 2 sockets (220V)</td>
<td>• Electricity: 1 outlet with 2 sockets (220V)</td>
<td>• Electricity: 1 outlet with 2 sockets (220V)</td>
</tr>
<tr>
<td>Note: The costs of graphic design and printing, other furniture, and supplies are not included.</td>
<td>Note: The costs of graphic design and printing, other furniture, and supplies are not included.</td>
<td>Note: The costs of graphic design and printing, other furniture, and supplies are not included.</td>
</tr>
</tbody>
</table>

Premium Stand (starting from 90 m²)
Premium stands can be designed and made upon request. The minimum size of a premium stand is 90 m². Please send an email (exhibition@wfc2021korea.org) for detailed information on installation and prices.

PAYMENT FOR STANDS
Please refer to FORM 2: STAND APPLICATION for the stand packages price information. To book your stands, send the completed form to exhibition@wfc2021korea.org. (This form may be submitted at the same time as Form 1, or after the exhibition application has been approved. It is not required for the Premium Stand.)

Following the payment of the exhibition application fee, detailed above, approved exhibitors will receive a separate bill for their requested stand. Payment for the stand must be made within 7 days of receipt of the bill. Payment should be made via wire transfer to Coex, the Agent of the Exhibition Organizer.

※ Note: Additional fees will apply for all equipment (and services) not included in the packages.
FORM 1  EXHIBITION APPLICATION

EXHIBITOR INFORMATION

Organization/Company Name: ____________________________
Postal Address: ________________________________________
Postal Code: __________________________________________
Contact Point on-site: ________________________________
Phone Number: __________________________ Fax: ______
Email Address: ________________________ Mobile Phone Number: ______
Contact Name billing/payment: ______________________
Phone Number: __________________________ Fax: ______
Email Address: ________________________ Mobile Phone Number: ______

EXHIBITION APPLICATION FEE

*1 stand = 9 m² = 3x3m

<table>
<thead>
<tr>
<th>Category</th>
<th>Price per stand* (9 m²)</th>
<th>Quantity</th>
<th>Total Amount</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Application Fee</td>
<td>USD 900</td>
<td>stand(s)</td>
<td>USD</td>
<td>Space Only</td>
</tr>
</tbody>
</table>

PAYMENT INFORMATION

Exhibition application fee must be paid to the bank account of Exhibition Organizer (KFS). Tax invoices are not issued separately.

Beneficiary: KOREA FOREST SERVICE
Name of Bank: NONGHYUP BANK
Account Number: 452-0020-2959-11
Swift Code: NACFKRSEXXX
Branch: Government Complex Daejeon City
Branch Address: 189 CHEONG SA-RO, SEO-GU, GOVERNMENT COMPLEX DAE-JEON CITY, REPUBLIC OF KOREA

※ Note: All bank surcharges, such as transfer fee and foreign transaction fee, must be paid by the sender.

Date (mm/dd/yyyy): ________________ Applicant: ________________________________ Signature: ________________

Please submit application to:
E: exhibition@wfc2021korea.org  T: +82 2 6000 1089  W: www.wfc2021korea.org
FORM 2  STAND APPLICATION

EXHIBITOR INFORMATION
Organization/Company Name: 
Postal Address: 
Postal Code: 
Contact Point on-site: 
Phone Number: Fax: 
Email Address: Mobile Phone Number: 
Contact Name billing/payment: 
Phone Number: Fax: 
Email Address: Mobile Phone Number: 

STAND FEE
*1 stand = 9 m² = 3x3m

<table>
<thead>
<tr>
<th>Stand Types</th>
<th>Price per stand (9 m²)* (Excluding VAT)</th>
<th>Quantity</th>
<th>Total Amount (Excluding VAT)</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shell Scheme</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand Package 1 (9 m²)</td>
<td>USD 800</td>
<td>stand(s)</td>
<td>USD</td>
<td>Basic equipment cost included (see next pages)</td>
</tr>
<tr>
<td>Stand Package 2 (9 m²)</td>
<td>USD 2 000</td>
<td>stand(s)</td>
<td>USD</td>
<td>(Additional equipment can be ordered through ToolKit)</td>
</tr>
<tr>
<td>Stand Package 3 (27 m²)</td>
<td>USD 8 000</td>
<td>stand(s)</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Premium Stand (starting from 90 m²)</td>
<td></td>
<td></td>
<td></td>
<td>For further information contact <a href="mailto:exhibition@wfc2021korea.org">exhibition@wfc2021korea.org</a></td>
</tr>
</tbody>
</table>

PAYMENT INFORMATION
Stand fee must be paid to the bank account of Coex, the Agent of the Exhibition Organizer. The tax invoice issued will be based on the exhibitor’s information filled above.

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>Coex (Agent of the Exhibition Organizer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Bank</td>
<td>Shinhan Bank</td>
</tr>
<tr>
<td>Account Number</td>
<td>140-007-364802</td>
</tr>
<tr>
<td>Swift Code</td>
<td>SHBKKRSE</td>
</tr>
<tr>
<td>Branch</td>
<td>Trade Center Cooperation Business Banking Center</td>
</tr>
<tr>
<td>Branch Address</td>
<td>1F, 513 Yeongdong-daero, Gangnam-gu, Seoul 06164, Republic of Korea</td>
</tr>
</tbody>
</table>

※ Note: All bank surcharges, such as transfer fee and foreign transaction fee, must be paid by the sender.

Date (mm/dd/yyyy): ___________________ Applicant: ___________________ Signature: ___________________

Please submit application to:
E: exhibition@wfc2021korea.org  T: +82 2 6000 1089  W: www.wfc2021korea.org
THE POLICY AND THE TERMS AND CONDITIONS OF THE EXHIBITION

Article 1: Definition
"Exhibitor" shall mean a company, cooperative, group, or individual that has submitted an application form to participate in the Exhibition; the "Exhibition" shall refer to the exhibition that takes place within WFC 2021; the "WFC 2021 Exhibition Organizer" or the "Exhibition Organizer" shall refer to the Korea Forest Service (KFS) and its agents and representatives.

Article 2: Exhibition Space Allocation
The Organizers shall assign a space in the exhibition hall to each exhibitor based on such criteria as the size of space signed up for, participation history, composition of the pavilion, and the nature of exhibits. Before the period of exhibition preparations, the Organizers can change the space assigned to the Exhibitor at any time in unavoidable circumstances. Such changes fall within the discretionary power of the Organizers, and the Exhibitor cannot file for compensation for the outcome of such changes.

Article 3: Contract, Application, and Payment
The Exhibitor shall make the down payment for the registration fee within seven days of receiving the down payment bill. If the Exhibitor fails to do so by the deadline, this shall be deemed the cancelation of participation and penalties shall apply in accordance with Article 12.

Article 4: Installation and Dismantlement
Installation and dismantlement shall be completed by the deadline stipulated by the WFC 2021 Exhibition Organizer, and the Exhibitor shall compensate the Organizers for losses caused by any delay or damage to the exhibition hall.

Article 5: Insurance, Security, and Safety
The Exhibitor can insure all fixtures and exhibits for both the exhibition and installation/dismantlement periods. The WFC 2021 Exhibition Organizer shall take appropriate precautionary measures to protect the rights of the Exhibitor and visitors, but the Exhibitor shall be solely responsible for all of their own items. All stands and exhibition installations shall undergo fire retardant treatment in accordance with fire and safety laws, and the WFC 2021 Exhibition Organizer may place restrictions on installation and exhibition if necessary.

Article 6: Prohibited Items and Quarantine Inspection in Korea
Please refer to the following sites for prohibited and restricted items and animal/plant quarantine policies when entering and leaving Korea:
- Prohibited & Restricted Items: http://english.visitkorea.or.kr/en/TV ENG_2_3.jsp
- Animal/Plant Quarantines: http://english.visitkorea.or.kr/en/TV ENG_2_4.jsp

Article 7: Provision of Information to the Exhibition Organizer
The Exhibitor shall provide the Exhibition Organizer with the records of their exhibits and fixture installations so that the Exhibition Organizer can review whether the devices and activities in their stands comply with the relevant rules, as well as the information necessary to promote the Exhibition.

Article 8: Restrictions on Exhibits and Stand Management
The Exhibitor shall display the listed exhibits and have a permanent staff member in the stand, and the activities of the Exhibitor shall be conducted within their allotted space. The Exhibitor shall be solely responsible for all matters related to the loss, damage, and theft of their exhibits. The Exhibition Organizer may place restrictions on exhibits that run counter to the nature of the Exhibition and activities that cause any inconvenience to other exhibitors such as excessive noise.

Article 9: Ban on the Transfer of Stands
The Exhibitor shall not transfer all or part of their allotted exhibition space to a third party without the Organizers’ consent.

Article 10: Ban on On-site Sales
The Exhibitor shall not engage in on-site sales activities because the purpose of participation in the Exhibition is to demonstrate and showcase relevant items and services to visitors. Exceptions apply to sales activities in spaces within the exhibition hall which are designated by the Exhibition Organizer, and the Exhibitor shall pay all taxes arising from such activities and shall be responsible for all matters related to such activities.

Article 11: Cancellation of Application
If the Exhibitor refuses to use all or part of the exhibition stands they have signed up for, fails to pay the registration fee by the deadline, or violates the rules stipulated by the Exhibition Organizer, the Exhibition Organizer can unilaterally cancel the application of the Exhibitor, in which case the registration fee paid shall not be returned.

Article 12: Cancellation of Participation and Penalties
If the Exhibitor cancels their participation after submitting the application form, the Exhibitor shall pay penalties separately to Exhibition Organizer (KFS) and Agent of the Exhibition Organizer (Coex) as stated below within 15 days of cancelling their participation. The registration fee that has already been paid shall be offset with the penalties. If the fee is insufficient to cover the penalties, the Exhibitor shall pay the difference. If the fee is greater than the penalties, the Organizers shall return the surplus to the Exhibitor.
 Penalty Fee:
- Cancellation by 22 February 2022: 15% of the application fee and stand fee
- Cancellation between 23 February 2022 and 2 April 2022: 50% of the application fee and stand fee
- Cancellation after 2 April 2022: 100% of the application fee and stand fee

If the Exhibitor refuses to use all or part of the exhibition stands they have signed up for, fails to pay the registration fee by the deadline, or violates the rules stipulated by the Exhibition Organizer, the Exhibitor shall pay penalties separately to Exhibition Organizer (KFS) and Agent of the Exhibition Organizer (Coex) as stated below within 15 days of cancelling their participation. The registration fee that has already been paid shall be offset with the penalties. If the fee is insufficient to cover the penalties, the Exhibitor shall pay the difference. If the fee is greater than the penalties, the Organizers shall return the surplus to the Exhibitor.
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- Cancellation by 22 February 2022: 15% of the application fee and stand fee
- Cancellation between 23 February 2022 and 2 April 2022: 50% of the application fee and stand fee
- Cancellation after 2 April 2022: 100% of the application fee and stand fee

Article 13: Disclaimer
- Participants shall enter the correct information during registration. The Organizers shall not compensate participants for the exhibition registration fee charged due to any errors entered by the participant during the registration process.
- The Organizers reserve the right to change programs or cancel or postpone meetings due to internal and external circumstances such as natural disasters, acts of God, and COVID-19 outbreaks. In such instances of cancellation or postponement, the Organizers' responsibility is limited to the refunding of exhibition registration fees and assembled stand fees paid, and they shall not compensate participants for any personal damage, expenses, or losses.
- The Exhibition Organizer shall notify all registrants of any such cancellation or postponement via the email accounts specified on their application forms.

Article 14: Application of Relevant Policy and Interpretation
- If necessary, the Organizers can establish a supplementary policy that is not stipulated in the existing policy for the Exhibition and the Exhibitor shall comply with such supplementary policy.
- The Exhibitor shall observe the policies of the Exhibition Organizer.
- Any matters that are not stipulated in these terms and conditions shall be governed by the relevant policy of the Exhibition Organizer and relevant laws.
- If any dispute arises between the Organizers and the Exhibitor over the interpretation of these terms and conditions or other contracts, the interpretation of the Exhibition Organizer shall take precedence.

I have read, and hereby agree to, all of the above policy and terms and conditions.

Date (mm/dd/yyyy): _____________________Applicant: _____________________Signature: _____________________

Please submit application to the WFC 2021 Exhibition Organizer.
E: exhibition@wfc2021korea.org T: +82 2 6000 1089 W: www.wfc2021korea.org
EXHIBITION STAND OPTIONS _ Stand Package 1

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Booth structure</td>
<td>1 SET</td>
<td>3000x3000 x3000(H)</td>
</tr>
<tr>
<td>2. Block information desk</td>
<td>1 EA</td>
<td>900x400x900(H)</td>
</tr>
<tr>
<td>3. Signage</td>
<td>1 SET</td>
<td>1800x400(LED box)/booth number signage</td>
</tr>
<tr>
<td>4. Spot light</td>
<td>1 SET</td>
<td>Spot light</td>
</tr>
<tr>
<td>5. Flooring(Pytex)</td>
<td>9 ref</td>
<td>3000x3000</td>
</tr>
<tr>
<td>6. Furniture</td>
<td>1 EA</td>
<td>Tool chair</td>
</tr>
</tbody>
</table>

- All the graphics can be changed depending on circumstances.
- 500w of electricity power will be supplied per 9sqm.

(Measure : mm)

Perspective

Top View

Front View

Right View
EXHIBITION STAND OPTIONS

Stand Package 2

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth structure</td>
<td>1SET</td>
<td>3000x2500x3500(H)</td>
</tr>
<tr>
<td>Information desk</td>
<td>1(Per company)</td>
<td>900x500x900(H)</td>
</tr>
<tr>
<td>Spot light</td>
<td>5EA</td>
<td></td>
</tr>
<tr>
<td>Power socket</td>
<td>1EA</td>
<td>220V / 2holes</td>
</tr>
<tr>
<td>Flooring (Pytex)</td>
<td>9m²</td>
<td>3000x3000</td>
</tr>
<tr>
<td>Signage</td>
<td>1EA</td>
<td>1800x400</td>
</tr>
<tr>
<td>Meeting Table</td>
<td>1SET*</td>
<td></td>
</tr>
</tbody>
</table>

* All the graphics can be changed depending on circumstances. * 500w of electricity power will be supplied per 9sqm.

(Measure : mm)

Perspective

Top View

Left View

Front View
EXHIBITION STAND OPTIONS

Stand Package 3

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Size (mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth structure</td>
<td>1 SET</td>
<td>9,000x3,000x4,000(H)</td>
</tr>
<tr>
<td>Information desk</td>
<td>1(per company)</td>
<td>1,200x450x900(H)</td>
</tr>
<tr>
<td>Spot light</td>
<td>8EA</td>
<td></td>
</tr>
<tr>
<td>Spot light (H,Q,L)</td>
<td>3EA</td>
<td></td>
</tr>
<tr>
<td>Power socket</td>
<td>2EA</td>
<td>220V / 2Holes</td>
</tr>
<tr>
<td>Flooring(Pytex)</td>
<td>27 m²</td>
<td>9,000x3,000</td>
</tr>
<tr>
<td>Meeting Table</td>
<td>2 SET</td>
<td>* per Booth</td>
</tr>
</tbody>
</table>

*All the graphics can be changed depending on circumstances.*

*500w of electricity power will be supplied per 9sqm.*

(Measure : mm)