

(Draft) EVENT MANAGEMENT AGREEMENT

This Event Management Agreement ("Agreement") is made on this ____ day of _____ 2026 ("Effective Date")

BY AND BETWEEN:

KINEXIN Convention Management Pvt. Ltd.,

a company incorporated under the laws of India,

having its registered office at 5F, Yashobhoomi, Sector 25, Dwarka, New Delhi.

(hereinafter referred to as the "Client", which expression shall include its successors and permitted assigns)

AND

[Agency Name],

a company incorporated under the laws of [India],

having its registered office at [Insert Address],

(hereinafter referred to as the "Agency", which expression shall include its successors and permitted assigns)

The Client and the Agency shall collectively be referred to as the "Parties".

1. PURPOSE

The Client hereby appoints the Agency to plan, manage, and execute the event titled: **"Yashobhoomi Roadshow in Korea"** to be held on **13 October 2026 at Grand Ballroom, KINTEX, South Korea**, in accordance with the Request for Proposal dated _____ 2026 and the Agency's submitted proposal.

2. EVENT DETAILS

- Event Date: 13 October 2026
- Venue: Grand Ballroom, KINTEX, South Korea
- Expected Participants: Approx. 300 attendees

Venue Rental Requirement

The Agency shall coordinate the booking and rental of the Grand Ballroom with KINTEX for five (5) days and shall be responsible for all coordination relating to venue access, setup, rehearsal, event-day operations and dismantling:

- 10 & 11 October 2026 – Setup
- 12 October 2026 – Technical rehearsal & staging

- 13 October 2026 – Event Day
- 14 October 2026 – Dismantling

The Agency shall ensure smooth installation and dismantling without operational disruption.

3. SCOPE OF SERVICES

The Agency shall be responsible for the complete and successful execution of the event and shall coordinate all vendors, subcontractors, service providers and personnel engaged to the event, including but not limited to the following:

3.1 Pre-Event Planning

- Comprehensive event execution plan and master timeline
- Venue coordination with KINTEX
- Stage layout and technical drawings
- Audio-Visual planning (LED screen, sound system, lighting)
- AI-based Korean–English subtitle system
- Speaker coordination
- Invitation design and RSVP management (250–300 invitees)

3.2 SNS Influencer Engagement

The Agency shall:

- Coordinate invitation of one (1) India-based SNS influencer
- Arrange travel coordination (if required)
- Provide presentation setup and technical support
- Manage hospitality and transport logistics

The influencer shall deliver a formal “Korea–India Talk” presentation during the main program.

3.3 Catering

The Agency shall arrange an **a la carte luncheon** for approximately 300 attendees.

Catering standard shall be equivalent to:

KRW 100,000 per person, representing a premium corporate a la carte standard.

The Agency shall ensure:

- High-quality menu
- Multi-cuisine options

- Vegetarian & dietary alternatives
- Professional service staff
- Hygiene and safety compliance

3.4 Event Production

- Stage construction and backdrop production
- Branding and signage
- LED and AV setup
- AI subtitle integration
- Registration desk operation
- Guest protocol management
- Photography and videography

3.5 Post-Event Deliverables

Within fourteen (14) days from event completion:

- Event completion report
- Final attendance list
- Media summary (if any)
- High-resolution photo and video archive

4. CONTRACT VALUE

The total contract value shall be:

INR 12,000,000 (Indian Rupees Twelve Million Only)

Exclusive of GST

This amount shall be a **lump-sum fixed price**.

No additional payment shall be made unless prior written approval is granted by the Client.

5. PAYMENT TERMS

Payment shall be made as follows:

- 70% upon signing of Agreement
- 30% upon submission of post-event report

All payments shall be made within 30 days from receipt of valid tax invoice.

GST shall be payable as applicable under Indian law.

6. PERFORMANCE SECURITY

The Client may require submission of a Performance Security equal to 5% of the contract value, refundable after successful completion of services.

7. OBLIGATIONS OF THE AGENCY

The Agency shall:

- Perform services with due diligence and professional standards
- Comply with Korean venue regulations
- Ensure all permits and technical compliance
- Maintain adequate insurance coverage
- Ensure safety of all installations

8. CONFIDENTIALITY

The Agency shall not disclose any confidential information obtained during execution of this Agreement without prior written consent of the Client.

This clause shall survive termination.

9. INTELLECTUAL PROPERTY

All materials produced under this Agreement, including:

- Designs
- Branding
- Videos
- Photos
- Reports

shall become the exclusive property of the Client.

10. INDEMNITY

The Agency shall indemnify and hold harmless the Client against:

- Third-party intellectual property claims
- Defamation claims
- Negligence or misconduct
- Damage caused by improper installation

11. FORCE MAJEURE

Neither Party shall be liable for failure or delay due to events beyond reasonable control, including natural disasters, government restrictions, war, or public health emergencies.

12. TERMINATION

The Client may terminate this Agreement:

- For material breach
- For non-performance
- For convenience with 14 days written notice

In case of termination for convenience, payment shall be made proportionate to completed services.

13. LIMITATION OF LIABILITY

The Agency's total liability shall not exceed the total contract value, except in cases of fraud, gross negligence, or willful misconduct.

14. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Republic of India.

15. DISPUTE RESOLUTION

Any dispute arising out of this Agreement shall be resolved through arbitration under the Arbitration and Conciliation Act, 1996 (as amended).

- Seat of Arbitration: New Delhi, India
- Sole Arbitrator mutually appointed
- Language: English
- Award shall be final and binding

16. ENTIRE AGREEMENT

This Agreement, together with the RFP and the Agency's proposal, constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

For KINEXIN Convention Management Pvt. Ltd.

Signature: _____

Name: _____

Title: _____

For [Agency Name]

Signature: _____

Name: _____

Title: _____