

EXHIBITOR MANUAL

VIETNAM FOODEXPO 2020

Foodexpo VIETNAM

Co-located with:

FoodtechVN

18-21 NOVEMBER 2020 | SAIGON EXHIBITION &
CONVENTION CENTER (SECC), HO CHI MINH CITY, VIETNAM

Organised by:



Vietnam Trade Promotion Agency (VIETRADE)

Address: 20 Ly Thuong Kiet St., Hoan Kiem Dist., Hanoi, Vietnam

Tel: + 84-24-3936 4792 ext 121; Fax: + 84-24-3936 9491



ADPEX Joint Stock Company

Head office: Rm. G3, FOSCO Bldg., No. 6, Phung Khac Khoan str., Da Kao ward, Dist.1, HCMC, Vietnam

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Tel: + 84-28-3823 9052 ; Fax: + 84-28-3823 9053

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EXHIBITION DATES & TIME

Opening time: 9:30 – 17:30 daily from 18 - 21/11/2020

18-20 November: For trade visitors only

21 November: For trade visitors and public visitors

Venue: Saigon Exhibition and Convention Center (SECC), HCMC, Vietnam

Date	Time	Programme	Venue
15 Nov.	12:00 – 20:00	Construction work and installation of exhibits	SECC
16 Nov.	08:00 – 17:00	Construction work and installation of exhibits	SECC
17 Nov.	08:00 – 20:00	Construction work and installation of exhibits	SECC
18 Nov.	09:30	Opening Ceremony	SECC
	10:00-17:00	VIETNAM FOOD FORUM 2020	SECC
	14:00	Business matching/meetings (Vietnam Food Forum 2020)	
	14:00	Food Show, Exhibitors' Seminars	SECC
19 Nov.	08:30 – 17:00	Seminar on investment promotion in the food industry	SECC
20 Nov.	09:00-17:00	Food Show, Exhibitors' Seminars	SECC
21 Nov.	09:00	Vietnam Foodexpo 2020 Impression Awards	SECC
	15:00	End of Exhibition	SECC
22 Nov.	8:00 – 12:00	Removal of all exhibits, stand fittings and other materials	SECC

- *Tentatively, updated on 11 February 2020*
- *The general program will be updated and sent to all exhibitors.*

GENERAL RULES AND REGULATIONS

1. ALLOCATION AND USE OF EXHIBITION SPACE

(i) Until the completed space application form has been received and accepted by the Organiser, the Organiser has the right without giving notice to the Exhibitor to reallocate the stand space to another exhibitor and the booking will be null and void.

(ii) Upon acceptance of the space application form by the Organiser there shall be a contract between the Organiser and the Exhibitor to which these terms & conditions shall apply.

(iii) No Exhibitor may assign his space, or sublet the whole or any part of the space contracted for. An Exhibitor has no right to occupy any particular space, although its requirements will be taken into account when it comes to allocating space.

2. COMPLIANCE

At all times during the period from the installation to the end of dismantling the Exhibition (the "Exhibit Period"), the Exhibitor must comply with the rules and regulations of the Exhibition, any and all Government, local authority or other regulatory body including, but not limited to any buildings regulations.

In the event of violation of these rules and regulations, the Organiser shall reserve the rights to refuse the Exhibitor and his related persons' admission to the exhibition venue. The Exhibitor shall be liable for all loss or damages and costs thereby occasioned.

3. CHANGE OF DATE AND VENUE

The Organiser reserves the right to change the venue or date of the exhibition, and will inform the Exhibitor the new date or new venue at least one month before the old date. The contract for exhibition space will remain effective for the new date or new venue.

4. PAYMENT SCHEDULE

Applications received on or after one month must be accompanied by full payment. Exhibit spaces contracted is subject to cancellation unless full payments are received by deadlines. To avoid cancellation, please pay in full by deadline.

The Exhibitor will not be allowed to occupy his space or stands if the payment terms specified on the Contract are not followed. These terms cannot be varied under any circumstances.

Interest at the rate of 2% per month will be charged on any amount outstanding for a period exceeding 14 days after the due date for payment is made.

5. CANCELLATION OF THE CONTRACT BY THE EXHIBITOR

Should an Exhibitor wish to cancel its application to attend the Exhibition he must give notice in writing, such notice shall not be deemed to be given until it is received by post or by fax at the offices of the Organiser as set out below (notice by e-mail will not be accepted).

If such notice is given:

- prior to the Final Payment Date, then the Organiser will be entitled to retain the entire Deposit or receive the balance of the Deposit should any monies remain owing; or
- at any time on or after the Final Payment Date, then the Organiser will be entitled to retain the entire Total Cost or receive the balance of the Total Cost not already paid.

6. FAILURE TO EXHIBIT

(i) Any organisation which, having signed a Contract for exhibition space, fails to exhibit whether or not any reason of the Exhibitor's own choosing and has not been released from the Contract by the Organiser shall be liable for the full amount stated in the Contract plus any additional costs incurred by the Organiser as a result of such failure to exhibit.

(ii) The Organiser will not be liable in any way in the event that Bodies of Authority such as immigration and customs prevent the attendance of personnel or exhibits at the Exhibition.

7. DEMONSTRATIONS

(i) All efforts to advertise, promote sales and operate exhibits must be conducted so as not to cause any danger, annoyance or inconvenience to other Exhibitors and visitors. Any practice resulting in a complaint from a fellow Exhibitor or visitor which, in the opinion of the Organiser exposes them to annoyance or danger will be prohibited.

(ii) No competitions or the like may be held without the written permission of the Organizer.

8. INSURANCE

(i) It is the responsible of the Exhibitor to ensure that its takes out and maintains insurance to cover its losses or liabilities arising out of or in connection with the Exhibition including:

- Insurance of the Exhibitor's property'
- Liability for injury sustained by employees or third parties;
- Liability for loss or destruction of or damage to property of the Venue, the Organiser and any third party; and
- Insurance against losses arising out of the cancellation of the Exhibition due to causes beyond the control of the Organizer.

(ii) The Organiser has arranged for insurance to be made available to persons exhibiting at the Exhibition by the party named in the Application Form, such insurance to be at the request and cost of the person requiring insurance.

9. SECURITY

The Organiser arranges the general security for 24 hours/day during the exhibition period. However, the Exhibitor shall be responsible for the security of their own exhibits and stands during the opening hours. The Organiser is not liable for any loss, damage occurred during the opening time every day.

No other person or organization except the Organizer will be allowed to provide security services in the exhibition venue.

10. FIRE PRECAUTION

All exhibits, materials and fitting used or displayed in the stand must be properly fire-proofed and be in accordance with all applicable fire prevention and building regulations. The Exhibitor shall observe the following provisions:

(i) Fireproofing: All display material must be made from fireproofed materials to the satisfaction of the Authorities. Cloth materials used in the decoration of stands must be non- flammable and stretched against solid backing.

(ii) Flammable Goods: Explosives or highly flammable substances may not be exhibited or brought into the Exhibition unless agreed in writing by the Organizer beforehand, but celluloid or articles mainly consisting of

the material may be shown in glass showcases or otherwise protected from risk of fire in an approved manner.

(iii) Naked lights: No naked lights or lamps may be used during the period of the Exhibition or the periods of fitting up and dismantling, except when permission is given in writing by the Organizer after obtaining the approval of the Authorities and the Venue.

(iv) Fire Extinguishers: Fire Extinguishers are distributed throughout the Venue to meet statutory requirements. If required, Exhibitors must agree to have an Extinguisher in a prominent position on their stand. Exhibitors must acquaint themselves with the position of the nearest fire alarm station in the Exhibition building.

An Exhibitor committing a breach of any of the afore-mentioned provisions will be liable for all claims, loss and damage thereby caused and will indemnify the Company in respect thereof.

(v) No smoking is allowed in exhibition hall for the whole time, during the build-up/tear-down and exhibiting period.

11. REMOVAL OF EXHIBITS

All exhibitors and other property of the Exhibitor, his servants, agents, employees and contractors, must be removed from the Exhibition premises before the time and date specified in the Exhibitors Manual and the Organiser shall be entitled, if, in their reasonable opinion, the Exhibitor will be unable for any reason to comply with this condition, to remove and despatch such exhibits and property at the risk and expense of the Exhibitor to the address of the Exhibitor stated on the Contract.

Immediately after the Exhibition closes, Exhibitors will be permitted to remove portable exhibits and personal effects from their stands under the supervision of authorized members of their staff. Portable exhibits should be removed that evening to ensure their safety.

By midday after the closing day, all exhibits stand fittings and other materials must be moved out of exhibition venue.

The Exhibitor, his agents or contractors, are responsible for the complete removal from the Venue and outside areas of all goods and materials used by them, together with all rubbish. Should any Exhibitor, agent or contractor fail to remove any exhibit, stand, wires, ropes, or any rubbish within the time stipulated, then the Exhibitor shall indemnify the Organizer in respect of any claim thereby occasioned for failure to give procession of any part of the Venue on the due date, and the Organiser shall be entitled but not obliged to remove such materials as they consider necessary. The Exhibitor shall be liable for all loss and costs thereby occasioned. The Organiser reserves the right to specify the time at which individual stands and exhibits shall be removed. Notwithstanding instructions issued specifically for the closing night of the Exhibition, the security of exhibits, stands, furniture, etc during the remaining days of the demolition period is wholly the responsibility of the Exhibitor, agent or contractor and the Organiser will not be responsible for any loss or damage that occurs.

12. INDEMNITY AND LIMITATION OF LIABILITY

(i) Indemnity

The Exhibitor shall indemnify the Organiser against any loss, costs, damage, injury, expenses and liabilities whatsoever which the Organiser incurs in respect of loss, destruction or damage to property which arises

directly or indirectly out of the participation in the Exhibition by the Exhibitor or its agents, contractors, employees or any other person for whom the Exhibitor is responsible.

(ii) Limitation on Liability

The Organiser, its agents and employees shall not be liable for any loss, theft, damage or injury to any persons or any property during the course of the Exhibition howsoever arising. Information given by the Organiser is accurate to the best of its knowledge and any mistake or omission does not entitle the Exhibitor to cancel his booking.

13. FORCE MAJEURE

None of the Organizer, its subsidiaries, employees, agents, sponsors or the Exhibit Committee (its "Connected Persons") shall be liable for loss, damage or delay resulting from acts of war, civil commotion, strikes or lockouts, shortage of labour, default or failure of suppliers, government action, intervention, law or regulation, military activity, act of God, fire, flood or any other circumstances beyond the Organiser's reasonable control which shall make it impossible or inadvisable for the Exhibition to be held at the time and place provided, and the Organiser reserves the right to reschedule the Exhibition at another date and/or at any alternative site. The Exhibitor acknowledges that the Organizer will have sustained damages and losses as a result of the foregoing and shall and does hereby waive all claims for damages or compensation in respect of any act or omission of the Organiser or any of its Connected Persons as a result of any of the foregoing. The monies paid to the Organizer as fees or otherwise in connection with the Exhibition shall remain the property of the Organizer.

STAND CONSTRUCTION and SERVICES

1. Stand Construction

Standard booth:

A shell scheme of 9 sqms (3m (width) x 3m (depth) x 4m (height)) is equipped with:

- 2.5 meter high partitions, floor carpet, 1 fascia name board (in English)
- 1 information counter (50cm depth x 100cm wide x 75cm height)
- 1 round table (75cm dia x 76cm height)
- 4 chairs
- 2 neon tubes
- 2 long arm spot lights
- 2 shelves (100cm width x 30cm depth)
- 1 power socket (220V)
- 1 waste basket



The Exhibitor who has applied for the Standard Booth(s) must complete **Form 1 – Fascia name**.

Please fill in your company name, which will appear on the fascia. The Exhibitor's name must be in English.

Space only:

The name of your stand builder including contact details has to be advised to the Organizer upon receipt of this information.

For the exhibitor-appointed stand builder who is not the Organizer or an official contractor nominated by SECC, a management fee and other related fees shall be applied and should be made to the SECC Hall management office before actual construction is started (please refer to **Form 3 – Outside Contractor**). At least one week before the first day of the construction work, the exhibitor-appointed contractor is requested to register, pay the administrative fee and make the deposit in cash or by credit card or bank guarantee.

The technical stand layouts indicating all measurements including heights have to be presented to the Organizer for approval at least one month before set-up unless another date is advised. The position of entry points for ordered electricity, water, telephone connections, etc., must also be clearly marked on the stand layouts.

Before erecting your stand, the Organizer must be contacted to ensure that the correct space is being occupied. If a stand is built in the wrong space and the Organizer has not been contacted beforehand, you will be forced to dismantle your stand at your own expense and build it again in the correct space.

For space-only area close to the hall walls, it is noted that the constructed stands must be less than five (5) meters high. For other areas, customized design stands could be reached the height of eight (8) meters. Please consult the Organizer for more information.

A floor covering (carpet), electricity installing and also rear and side walls must be provided by the exhibitor or his stand builder. The reverse side of your wall/s must be of neat, plain white, appearance if it overlaps the height of those on neighbouring stands. No part of the stand at any height (incl. lights) may extend beyond the boundaries of the site allocated. In the event of failure to comply with these conditions, the Organizer reserves the right to suspend the construction of your stand.

The Organizer does not provide fascia panels for space only sites. The Exhibitor and/or his stand constructor have to ensure that the stand prominently displays the name of the Exhibitor as well as the stand number to the aisles.

The Exhibitor will be responsible for removal of empties, waste materials at least 12 hours before the Exhibition opening. The Organizer will have the right to levy penalty on any violation. The Exhibitor should take all necessary precautions to prevent any harm done to the exhibition venue property, and is liable to compensate any damages of venue property caused by his/her staffs.

Attention! There are also special rules and regulations in SECC for the approval of stands (not built by the Organizer) and for their set-up.

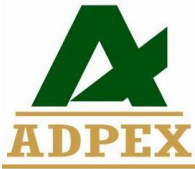
THE EXHIBITION HALL RULES & REGULATIONS

Applied to Non-official (Outside) Contractors

Non-official (Outside) Contractors ("Contractors") are the contractors were not appointed in the Official Contractor list issued by SECC (including the exhibitors who arrange the booths for themselves). To get the permission to enter the SECC exhibition halls, the Contractors must have ability to do their work and comply with all the below regulations:

1. All staffs and supervisors' names of the Contractors must be informed to SECC at least seven (07) days before the first day of the construction. All foreign workers must have the valid work permit in accordance with Viet Nam's laws.
2. The Contractors have to pay the related fee to SECC 7 days before the first day of the construction.
3. The Contractors must take fully legal responsibilities for insurance for all risks or damages to the hall premises, the booths and other services during the construction and dismantling period.
4. The management fee payments shall be made in cash or by bank transfer. If payment by bank transfer is used, the Contractors are permitted to enter the Premises to do their work after having a confirmation of the SECC's banks.
5. The drawings of the layout plans and electricity / lights must be submitted to SECC at least seven (07) days before the first day of the construction.
6. Electricity connection fee must be paid in cash or by bank transfer before the opening of the Exhibition. In case the standard booth is upgraded by the Exhibitor's staffs, the management fee will be charged at USD10 per square meter.
7. When overtime work is required, Contractors must register to SECC in writing from 16:00 to 17:00 at the same day with the fee of USD120/booth per hour.
8. In the first dismantling day, the removal of all exhibits, stand fittings and other materials has to be done before 17:00 of the same day. Otherwise, it will be assumed as overtime working, unless a prior approval of Organizer is available.

If you are interested in an individually designed innovative and original exhibition stand, please contact the following stand builder:



ADPEX JOINT STOCK COMPANY

Room G3 – Fosco Building - No. 6 Phung Khac Khoan – Dist. 1 – HCMC - Vietnam

Tel: (+84 28)38239052 * Fax: (+84 28)3823 9053

Hanoi Office

Room 405 – 20 Ly Thuong Kiet – Dist. Hoan Kiem – Hanoi – Vietnam

Tel: (+84 24) 3516 2063 * Fax: (+84 24) 3516 2065 E-mail: service@adpex.vn

Contact person: Mr. Hiep

Cell phone: +84912 862 230

2. Power and water

Except for the Organizer and SECC, no one is authorized to undertake the installation of water and electrical equipment in the exhibition hall. The Organizer will disconnect any electrical supply that may be dangerous to exhibitors and visitors an hour before and after the daily opening time. During the move-in and move-out periods, power will be supplied as requested.

3. Rental services

For additional furniture and stand fittings, or temporary staffs (interpreters), you could make an order with the Organizer by filling in the Forms attached hereafter. Please refer to:

- **Form 3: Furniture rental**
- **Form 4: Electrical Equipment and Utility Services**
- **Form 5: Freezer Rental**
- **Form 6: Temporary staffs**

FREIGHT HANDLING & CUSTOMS

1 - DEADLINES

For documents :

- Sending DRAFT invoice & packing list in MICROSOFT FORMAT (Winword, Excel) 25 days before opening date of the show to email address of the Official Forwarder for checking prior to exportation. For machinery and equipment please indicate serial no., model no., brand name together with copy of catalogues with specs of machine / equipment.
- Sending COPY invoice, packing list and FREIGHT PREPAID Bill of Lading (Express Release / Surrendered Bill of Lading / Seaway Bill) / Copy of Air Way Bill for air consignment / Copy of Insurance Policy (if insured) to the Official Forwarder at least 7 days before shipment arrive port of discharge.

For consignments:

- Air cargo: must arrive HOCHIMINH airport (SGN) 7 days before required move in date
- Sea cargo: must arrive Ho Chi Minh City Ports 10 days before required move in date

In case of shipments arrive port / air port later than above mentioned deadlines, surcharges will be discussed case by case.

2 - CASE MARKING

Your cases, cartons, wooden crate, etc must be marked as follows:

“Show name”

- Exhibition Name: c/o “name of the Official Forwarder”
- Exhibitor:
- Booth No:
- Case No:
- Dimensions:
- Weight:

3 - SHIPPING DOCUMENTS

Please prepare full set of documents with details as follows:

1/ CONSIGNEE:

As the Official Forwarder(s) assigned by the Organizer of the Show.

2/ DESCRIPTION OF GOODS: EXHIBITION CARGO

Required Shipping documents are:

Proforma-Invoice & Packing list (Combined Invoice & Packing list is accepted)

Bill of lading or airway bill: (02 originals, 02 copies). For surrendered bill of lading, copy emailed is enough.

Paperworks must clearly show in English language contents of goods- quantity- unit and total CIF prices, country of origin.

4 - GOODS NEED IMPORT LICENCE (PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL)

Certain items such as telecommunication equipment, cosmetic, medical equipment, medicine, foodstuff, livestock, textile and footwear... are required special documentation and/or clearances prior to importation. Please consult the Official Forwarder before shipping. Please email following documents issued by appropriate government agency of exporting country 30 days before the opening date.

4.1 - Cosmetic, Medicine: Documents required: CPP/ FSC/ GMP, manual, C/A, pls send the Inv. P.List for checking prior shipping.

4.2 - Medical equipment:

Catalogues/ manual/ technical document of each equipment, pls send the Inv. P.List for checking prior shipping

- Copy of Legitimate and valid ISO 13485 or ISO 9001 certification
- Free sell certificate or FDA or EC

4.3 - Foodstuff: Pls send the Inv. P.List for checking prior shipping

4.3.1. Aseptic processed products: both of following documents are requested.

a - Certificate of Analysis (issued by manufacturer is acceptable) (1 original with seal & signature, 2 copies)

b - Certificate of Free sale or Health Certificate (1 original with seal & signature, 2 copies)

4.3.2. Live / frozen products of animal origin

Animal product sanitary inspection certificate (1 original with seal & signature, 3 copies)

4.3.3. Fresh vegetables, fruit, agricultural product pls send the Inv. P.List for checking prior shipping

Phytosanitary certificate or Certificate of Free sale (1 original with seal & signature, 3 copies)

4.4 - Telecommunication equipment: catalogues or manual.

4.5 - The implements made of textile fabric: must be inspected the content of AZO Dyes and Formaldehyde. Documents required:

- Certificate of quality (ISO)
- Certificate of analysis (C/A)

NOTE:

- None of products need import licences are sold, given away or consumed. All will be re-exported after show, except buyer or receiver have business registration for such kind of products.
- All above mentioned document must be in English.
- The list above is not exhaustive and subject to change at any time by operation of law. Therefore in the interest of safety, we would urge all exhibitors to contact the freight forwarders for specific instructions.

5 - CENSORSHIP

All video tapes, VCD, DVD, CD-rom (including softwares, laser discs), and books are subject to the censorship clearance of Media Department. It will take about 1 week for the approval. Therefore, the said items must be sent to the Forwarder at least 2 weeks before opening date of show.

6 - INSURANCE

An insurance full risk should be covered from the place of departure by shipper. Accordingly to the VIETNAM INTERNATIONAL FREIGHT FORWARDERS ASSOCIATION regulations, the liability of the forwarder is limited and not be sufficient in case of any difficulties.

7 - TAX REGULATION

All cargoes are under **temporary import basis** and totally re-exported after the show will be **taxed free**.

NOTE:

Deposit for import tax is required if exhibitor want to sell/ dispose the exhibits in Vietnam. After finishing permanent import for such goods, import tax & VAT notification will be sent to exhibitors. The exhibitor shall pay additionally if the tax is more than the deposit or shall be refunded if the tax amount is less than the deposit.

For further information, please contact the Official Forwarders:

Tradelinks Logistics & Service Co.,

1 D lane 165/8 Mai Dịch, Cau Giay District,
Ha Noi, Vietnam
Tel: +84 903 410 309
Email: info@tradelinkslogistics.com
Contact: Mr. Do Nhat Linh

Schenker Vietnam Co., Ltd

Unit 601 6th floor C.T Plaza, Ward 2, Tan Binh
District, Ho Chi Minh City, Vietnam
[Tel:84-2862971860](tel:84-2862971860)
Email:Peter.kim@dbschenker.com
Contact: Mr. Kim Trong Yen - HP: 84 908448689

A.E.L Trading & Service Co., Ltd

308/18 Binh Loi Ward 13,D. Binh Thanh ,
Ho Chi Minh City, Vietnam
Tel: +84 28 6258 1123
Email: expo@aelvn.com
Phone: +84 93 777 2688
Contact : Mr. Quang Truong

APT Showfreight Vietnam Co., Ltd

180 – 182 Ly Chinh Thang, W. 9, D. 3,
Ho Chi Minh City, Vietnam
Tel: 84-28 6290 5460
Email: tram@aptshowfreight.com
HP: 84 903 90 15 99
Contact: Ms. Le Ngoc Tram

VIETRANS INTERNATIONAL

15 Bis, Ly Nam De Str., Hanoi, Vietnam
Tel: +84-24 3747 1250 / 3747 1249
Fax: +84-24 3845 5829
E-mail: hoangsonvietrans@fpt.vn
Contact Person: Mr. Hoang Son
Cell phone: +84-903 411 961

EXHIBITION APPLICATION FORMS

No.	FORMS	NOTE	DEADLINES
<u>Attached FORM</u>	◦ Exhibition Catalogue Entry (Exhibitor Information) <u>Pls DOWNLOAD and FILL in the form here</u>	Compulsory	5 th September, 2020
<u>Attached FORM</u>	◦ Exhibitor Badge Application <u>Pls DOWNLOAD and FILL in the form here</u>	Compulsory	5 th October, 2020
Form – 1	◦ Fascia name	For Standard booth only	5 th October, 2020
Form – 2	◦ Outside Contractor	Optional	5 th October, 2020
Form – 3	◦ Furniture Application	Optional	5 th October, 2020
Form – 4	◦ Electric Equipment & Utility Services	Optional	5 th October, 2020
Form – 5	◦ Freezer Application	Optional	5 th October, 2020
Form – 6	◦ Temporary staff	Optional	5 th October, 2020
Form – 7	◦ Visa approval letter application	Optional	1 st October, 2020
Form – 8	◦ Hotel Reservation	Optional	5 th October, 2020

All the forms should be submitted by the above-mentioned dates, unless otherwise instructed.

FORM 1: FASCIA NAME

Please return this form before Oct. 5th 2020

The Exhibitor who has booked a Standard Booth(s) must complete this form.

Please fill in the boxes below your company name, which will appear on the fascia. The Exhibitor's name must be in English. Please use CAPITAL LETTERS.

Remarks:

- If your fascia name details are not received by the above deadline, the company name and details in the application form will be used. In all cases, abbreviations will be used, e.g. Limited = Ltd.
- Logo may be attached onto the fascia at the Exhibitor's expense. If you wish to have your logo on the fascia, please send us your design, together with this form, for quotation.
- The size of standard fascia name (length: 296cm x width: 26cm).
- Only one fascia name is allowed on each stand unless the Organizers grant approval.
- Canvas frame, light box, LED name board on your fascia name are only allowed upon the Organizers' approval.
- Please complete this form and send it back to service@adpex.vn

Signature of authorized person

Date:

FORM 2: OUTSIDE CONTRACTOR

Please return this form before Oct. 5th 2020

Company Name:				
Booth No:				
Constructor name:				
Person-in-charge:			Mobile:	
No	Details	Price (USD)	Quantity	Total Price (USD)
	Fee for SECC			
1	Deposit amount	\$50 / sqm		
2	Management Fee	\$6 / sqm		
3	Converting Fee	\$2 / sqm		
4	Upgrade Booth Management Fee	\$1.5 / sqm		
5	Working Badge	\$5 / Badge		
TOTAL				

Note:

For Exhibitor who has an outside constructor, please fill in Outside Constructor Name, Contact person and pay the above fees directly to the Exhibition Center (SECC) .

For further inquiries regarding stand decoration, poster/backdrop printing, please contact:

Mr. Hiep Le

Head of Service Management

Mobile No.: +84 912 862 230










Email: service@adpex.vn / hieple@adpex.vn

Signature of authorized person



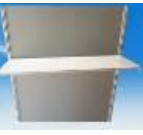









Date:






FORM 3: FURNITURE APPLICATION

Please return this form before Oct. 5th 2020

Company name:					
Booth No.:					
Code	Description	Ref Image	Unit Price (USD)	Quantity	Total (USD)
F1	Information Counter (500W x 1000L x 750H mm)		15		
F2	Information Counter + Shelf (500W x 1000L x 750H mm)		20		
F3	Tall Information Counter + Shelf (500W x 1000L x 1000H mm)		25		
F4	Curve Information Counter		50		
F5	Lockable Cabinet (500W x 1000L x 750H mm)		26		
F6	Lockable Cabinet & Shelf (500W x 1000 x 1000H mm)		32		
F7	White Wooden Chair		8		
F8	Blue cushion chair		5		
F9	Folding chair		4		

F10	Bar Stool		12		
F11	Black Leather Arm Chair		18		
F12A	Display Cube (500W x 500L x 500H mm)		10		
F12B	Display Cube (500W x 500L x 750H mm)		13		
F12C	Display Cube (500W x 500L x 1000H mm)		16		
F13	Round Glass Table (p700L x 760H mm)		20		
F14	Round Wood Table (p750L x 760H mm)		16		
F15	Square glass table (W680 x L680 x 760H mm)		20		
F16	Square wood table (W680 x L680 x 760H mm)		16		
F17	Square glass table + shelf (W680 x L680 x 760H mm)		27		
F18	Low Showcase (500W x 1000L x 1000H mm) without light		62		

F19	Tower Showcase (500W x 500L x 2000H mm) without light		62		
F20	Tall Showcase (500W x 1000L x 2000H mm) without light		95		
F21	Flat shelf (300W x 1000L mm)		10		
F22	Slope shelf (300W x 1000L mm)		13		
F23	Zigzag brochure rack		12		
F24	Stainless steel brochure rack		12		
F25	3-tier counter (1000W x 1000L x 1000/750/500H mm)		45		
F26	3-tier counter (1500W x 1000L x 1000/750/500H mm)		50		
F27	2-tier counter (700W x 1000L x 1000/750H mm)		30		
F28	2-tier counter (1000W x 1000L x 1000/750H mm)		32		
F29	S - shaped hook (10pcs)		10		
F30	Leather rack (300W x 1000L mm)		18		

F31	Potted plant		18		
F32	Storage (1sqm) with lockable folding door		70		
F33	Platform (FUVI) (1sqm)		5/m ²		
F34	Metal mesh (1sqm)		16		
F35	Metal peg (10pcs)		12		
F36	Carpet (new 100%) (1sqm)		5		
F37	LCD Playew 32" (Inox stand + Socket)		100		
F38	LCD Playew 40" (Inox stand + Socket)		120		
F39	Induction LCD 42 inch (Inox stand + Socket)		200		
F40	LCD Playew 50" (Inox stand + Socket)		150		
F41	Water dispencer with 2 bottles of pure water + Socket		110		
F42	Refrigerator 90 + Socket		110		
F43	Refrigerator 145 + Socket		150		
TOTAL					

Note:

1. The bank transfer fee will be born by the payer. If your payment amount is less than the amount stated in this form, we will collect the balance on-site.
2. All the above prices are included 10% VAT
3. Surcharge:
 - + A surcharge of 30% shall be applied in case of late registration after deadline.
 - + A surcharge of 50% shall be applied to registration on move-in days and show-days.
4. All items listed above are on rental basis and exhibitors shall be liable for any damages or loss occurred.
5. Organizing Committee is responsible for only equipment provided by us to exhibitor booth. All items are finish set up, exhibitors want to change or do not use anymore, we still charge for those services.

Terms and conditions

- Please email all orders and enquiries to service@adpex.vn and ngoc.adpex@gmail.com
- Please note that orders are confirmed only when payment is received and an official invoice is issued.
- All confirmed orders are non-refundable and non-returnable.
- All orders must be accompanied with a full payment by TT to the following account unless a written approval is confirmed by the Organizer at the time of application for a payment in cash on-site.















Signature of authorized person

Date:

FORM 4: ELECTRICAL EQUIPMENT & UTILITY SERVICES

Please return this form before Oct. 5th 2020

Company Name:					
Booth No.:					
Code	Item	Image	Price (USD)	Quantity	Total Price (USD)
I. Lights					
E1	Fluorescent Tube 20W		18		
E2	T4 for Low Glass showcase 13W		22		
E3	Long arm (Yellow) 13W		28		
E4	Long arm (White) 13W		30		
E5	Spotlight (Yellow)13W		24		
E6	Spotlight (White) 13W		28		
E7	Downlight (Yellow) 9W		22		
E8	Downlight (White) 9W		24		
E9	Led floodlight White (50W)		70		

E10	Led floodlight with arm		74		
E11	Floodlight (yellow)		50		
E12	Floodlight With arm		55		
II. Power supply for exhibit (Not for exhibition services equipment)					
E13	Socket 5A/220V (Max 600W)		28		
E14	Socket 5A/220V (Max 600W) - 24h		40		
E15	Socket 10A/220V (Max 110W)		39		
E16	Socket 15A/220V (Max 1800W)		80		
E17	Socket 15A/220V (Max 1800W) - 24h		105		
E18	Power supply 20A/220V (Max 2000W)		110		
E19	Power supply 30A/220V/1P for machine only (Max 3600W)		153		
E20	Power supply 30A/220V/1P for machine only (Max 3600W) - 24h		208		
E21	Power supply 60A/220V/1P (Max 7200W)		458		
E22	Power supply 15A/380V/3P for machine only (Max 5Kw)		229		
E23	Power supply 30A/380V/3P for machine only (Max 10Kw)		458		

III. Power for light				
E24	Power for 1 light < 100W		15	
E25	Power for 1 light < 200W		30	
E26	Power for 1 light < 300W		40	
E27	LED line (3 meters)		15	
IV. ELECTRICITY FOR BOOTH CONSTRUCTION				
E28	Socket 5A/220V (Max 600W)		28	
E29	Socket 10A/220V (Max 110W)		39	
E30	Socket 15A/220V (Max 1800W)		80	
E31	Power supply 20A/220V (Max 2000W)		110	
E32	Power supply 30A/220V/1P (Max 3600W)		153	
V. WATER SUPPLY				
1.	Sink with water connection		200	
2	Water source machine operator		380	
VI. ADSL				
3	ADSL (6 - 8 MB)		260	
4	Non-signal fiber cable		130	
5	Signal fiber cable (40 - 45 MB)		440	
6	Signal fiber cable (75 MB)		700	
TOTAL				

*** NOTE:**

1. All banking charges, if any shall be borne by the sender. The final price will be calculated in the application form, all missing transaction fee will be charged the exhibitor invoice during the show time
2. The above price includes the cost of electricity installation, consumption and VAT
3. Surcharge:
 - + A surcharge of 30% shall be applied in case of late registration after deadline.
 - + A surcharge of 50% shall be applied to registration on move-in days and show-days.
4. Installation of electrical accessories without permission of the Organisers is prohibited and self-equipped electric generator is not allowed to be used in the premises.
5. Exhibitors are responsible for maintaining the rented equipment. In case of damage and loss, exhibitors will be required to compensate the the Organisers.
6. In case of using electricity 24/24, exhibitors are required to register before the first move-in day.
7. After closing, Organizers will stop supplying electricity to booths, except the booths that were registered for the electricity 24/24.
8. Electrical power for machines will be supplied to booths at 12:00 PM on the last move - in day, exhibitors must pay attention on this matter to ensure safety. If exhibitors want to use electricity before this time, they have to inform the Organisers at least 1 week in advance and will be charged all additional fees such as power consumption, labors and other expenses (if any).
9. Electrical power for lighting: exhibitors have to self - connect their lights at the power point:
 - Circumstance 1: light at booths, power point will be provided at booth.
 - Circumstance 2: light at truss ceiling, power point will be at the floor.
10. Every 3m of wired LED light will be caculated as 01 Power for 01 light < 100W. Exhibitors are required to sign up for 01 Power for 1 light < 100W.

11. Electrical power supply is: Single-phase: 220V/ 50Hz ±10%; Three-phase: 380V/ 50Hz ±10%. In case exhibitors need to use other ranges of electrical power supply, please inform the Organisers at least 15 days before the move – in day. Exhibitors are responsible for making payment of additional fee due to transferring electrical power supply.
12. Each individual socket or power point for machine is to be restricted for the use of only 01 device, 01 equipment. Each Power point for lighting is applied for only 01 light. Overuse is not permitted to avoid risk of power overload. In case any illegal connection is found, the exhibitors will be charged an additional fee based on practical situation.
13. The electrical equipment distribution layout needs to be submitted for the Organisers' approval 15 days before the first build – up day. the Organisers have the right to prohibit any contractor from constructing the booth if the layout is not reaching the safety standard. The electrical equipment distribution layout must be drawn in single line, detailed, sealed with the red stamp from the build – up contractor and those responsible for the work.
14. The electrical wire used on the booth have to be double PVC coated, with both insulation and oversheath layer, with earthing wire and the cross – section have to be compatible with load and use only inside the booth, do not cross the gang way.
15. The shell scheme electrical equipment Package is only applied for Shell scheme booth (Shell scheme booth is: 3m x 3m; height not over 2.5m; staged material is aluminum frame, octanom or maxima). When this shell scheme booth upgrade or change structure, the shell scheme electrical equipment package will not be used anymore. The shell scheme electrical equipment package is only supplied and installed within booths and these items are not converted into other electrical equipment categories.
16. The Organisers are responsible for only equipment provided by them to the exhibitors' stands. If the exhibitors want to change or do not use any furniture provided, the Organisers will charge for those services.
17. The Organisers will provide isolator on floor of the booth base on the exhibitor order. One isolator just use for 1 booth, exhibitors cannot sub-supply for another booths or cross the gang way. Exhibitors can connect from the end-point of isolator and branches of base load (lights and sockets).
18. Exhibitors have to check (tool, machine, electrical equipment) before installation to minimize the risks of short circuit, exploding, ... for human and properties of themselves, other booths as well as the whole exhibition.
19. The Organisers will provide the isolator on the booth 's floor, based on the exhibitor order. If exhibitors want to move it to other location:
 - Exhibitors should have the safety plan and this plan must be approved by the Organisers.
 - Exhibitors are solely responsibilities during installation and usage.
 - Exhibitors will be self-charge all fee about this required (if any).
20. Exhibitors are not allowed to short-cut connect, remove and bypass the protective devices. If found, the Organisers will make a record and further penalties to ensure general safety for the whole exhibition.
21. For items: power supply and isolator, the Organisers will provide Industrial socket with IEC standard. Exhibitor should take a look to the attach picture for well prepare to the exhibition.
22. A surcharge of 40% unit price shall be applied to the power supply, if exhibitors want to use the exhibition services equipment (air compressor, air condition, etc.).
23. Please note that exhibitors may NOT use power socket and electric power for any lights which bring outside into the hall.

Terms and conditions






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- Please note that orders are confirmed only when payment is received and an official invoice is issued.
- All confirmed orders are non-refundable and non-returnable.
- All orders must be accompanied with a full payment by TT to the following account unless a written approval is confirmed by the Organizers at the time of application for a payment in cash on-site.





Signature of authorized person

Date:

FORM 5: FREEZER RENTAL

Please return this form before Oct. 5th 2020

Company name:						
Booth No.:						
NO.	Model	Images	Description	Unit	Price	Total
1	Freezer with curved sliding glass door 300L - 400L		<ul style="list-style-type: none"> - Capacity : 400L - Power: 1,5 - 2,4 (KW/24h) - Temperature: 00C -> (-180C) - 2 curved sliding glass door - Voltage: 220-240V/50Hz - Size (mm) : 1383*620*869 - Electric requirement 15Amp(24h) 	01	280.00	
2	Freezer Sanaky 800L		<ul style="list-style-type: none"> - Model:VH-8099K - Voltage (V/Hz):220/50 - Size: 1883 x 823 x 880 (mm) - Temperature: ≤-18°C - Net weight: 49 (Kg) - Power: 560 W - Electric requirement 15Amp(24h) 	01	415.00	
3	Exhibit Cooler Rueyshing 1000L		<ul style="list-style-type: none"> - Size: 1260 x 800 x 2070 - Temperature: 2 - 8°C - Power: 400W - Voltage: 220V/50Hz - Electric requirement 10Amp(24h) 	01	345.00	
4	Cooler 300L		<ul style="list-style-type: none"> - Model : VH-258K - 01 door - Capacity 250 LIT - Power150W/ 24h - Temperature 0 - 10 độ C - Size(RxSxC) 650x620x1910cm - Electric requirement 10Amp(24h) 	01	250.00	
5	Cooler 400L		<ul style="list-style-type: none"> - Size: 615×590×1985 - Temperature: 0 ~10 oC - Power 3.0Kw/24h - Electric requirement 10Amp(24h) 	01	275.00	

6	Freezer 500L		<ul style="list-style-type: none"> - Voltage (V/Hz):220/50 - Temperature: ≤-18°C - Details: 02 doors open up - Easily to moving - Electric requirement 10Amp(24h) 	01	280.00	
7	Freezer 250-350L		<ul style="list-style-type: none"> - Voltage (V/Hz):220/50 - Temperature: ≤-18°C - Power: 123W - Details: 02 doors open up - Easily to moving - Electric requirement 10Amp(24h) 	01	250.00	
8	Curved cover exhibit freezer Alaska		<ul style="list-style-type: none"> - Temperature: 2 – 8°C - Power: 11.5kW.h/24h - Electric current: 220V/50Hz - Size: (WxDxH) 2m: 1950x1230x1180 - Net weight: 390 Kg - Gas: R404a - Electric requirement 30Amp(24h) 	01	818.00	
9	Fridge Cooler		<ul style="list-style-type: none"> - Temperature: +2 +8°C - Power: 450W/ 24h - Electric current: 220V/50Hz - Size: (WxLxH) : 1200x650x1200 	01	720.00	
Total (USD)						

Remarks:

1. The bank transfer fee will be borne by the payer. If your payment amount is less than the amount stated in this form, we will collect the balance on-site.
2. All orders must be submitted before the deadline stated above. A surcharge of 30% will be applied for the orders after the deadline and 50% for on-site orders.
3. All items listed above on rental basis and exhibitors shall be liable for any damages or loss occurred

Terms and conditions

- Please email all orders and enquiries to service@adpex.vn and ngoc.adpex@gmail.com
- Please note that orders are confirmed only when payment is received and an official invoice is issued.
- All confirmed orders are non-refundable and non-returnable.

Signature of authorized person

Date:

FORM 6: TEMPORARY STAFF

Please return this form before Oct. 5th 2020

Company Name:						
Booth No.:						
No	Language	Rate / Day (USD)	Date		No of Staff	Total Price (USD)
			From	To		
1	General Interpreter					
1.1	Vietnamese - English	60				
1.2	Vietnamese - Chinese	70				
1.3	Vietnamese - Others	150				
2	Technical Interpreter					
2.1	Vietnamese - English	220				
2.2	Vietnamese - Chinese	230				
2.3	Vietnamese - Others	270				
3	Receptionist					
	Vietnamese - English	50				
TOTAL						

Note:

- The assigned staff will report directly to the exhibitor at least 1 hour before the show. Working hours are at least 8 hours per day.
- Temporary staff should NOT be entrusted with the handling of cash or other valuables. Exhibitors will be responsible for the safety of temporary staff whilst at their exhibition booths and the Organiser will not be responsible for any losses or damages caused by such personnel.
- All orders must be accompanied with full payment by at least 15 days before the opening day of each show. Payment to be made either by cash or bank transfer.

Signature of authorized person

Date:

FORM 7: APPLICATION FOR VISA APPROVAL LETTER

Please return this form before Oct. 1st 2020

COMPANY NAME:

BOOTH NO.:

*** PLEASE TYPE CLEARLY, IN BLOCK LETTERS, ONE COPY FOR EACH APPLICANT.**

First Name:.....Given Name:.....

Date and place of birth:

Nationality:..... Sex (Males/ Female).....

Passport number: Issued at

Date of Issued..... Date of expiry:

Location and date for visa pick-up.....

Remarks:

- Please attach a copy of your passport, air ticket, hotel booking with this application form.
- Please note your type of business visa is One-month single entry.
- The visa arrangement fee DOES NOT include the visa stamping fee charged by Vietnamese immigration offices upon arrival (*the fee you are required to pay at the Vietnamese airport in order to get the official visa stamped in your passport.*)
- The visa approval and reference number will be informed via email. If you would like to receive your visa details by fax, there will be US\$5 surcharge for sending cost.
- Please send this form to service@adpex.vn

Service fee:

VISA APPLICATION FEE: 120 USD/ Person (for arrival after 20 working days)

VISA APPLICATION FEE: 150 USD/ Person (for arrival after 10 working days)

Signature of authorized person

Date:

FORM 8: HOTEL RESERVATION FORM

Please return this form before Oct. 5th 2020

Company Name: _____

Booth No.: _____

We would like to book accommodation at (name of hotel) as the below details:

Guest Name: _____

Room Type: Double Room Twin Room

No. of Room: _____

Arrival Date: _____ **No. of Guest:** _____

Departure Date: _____ **Flight No.:** _____

Special Request: _____ **Flight No.:** _____

TOTAL BOOKING: rooms x nights x USD / night = USD

PAYMENT: In cash onsite or Banking transfer

HOTEL REFERENCE

Official Hotels	Cost Per Room/Night	Details	Website
Capri by Fraser Hotel Residence (****)	No. 2, Street C, Tan Phu Ward, Dist 7- Lot A, New Urban South City, HCMC		
Studio Deluxe Double	USD 95 nett	1 Min by walking to SECC	www.capribyfraser.com/
Studio Deluxe Twin	USD 105 nett		
Ibis Saigon Hotel (***)	73 Hoang Van Thai, Tan Phu Ward, Dist. 7, HCMC		
Standard Double	USD 85 nett	5 Min by walking to SECC	www.ibishotel.com
Standard Twin	USD 95 nett		
La Cigale Hotel Residence (***)	37-39 Khu pho Hung Gia 1, Phu My Hung, Dist.7, HCMC, Vietnam		
Single Superior	USD 80 nett	15 Min by walking to SECC	
Double Superior	USD 90 nett		

Note:

- Hotel check in time is 14:00 and check out time is 12:00 noon.
- Please confirm the booking by returning this Form with your signature.

Terms and conditions

- Please email all orders and enquiries to service@adpex.vn
- Please note that orders are confirmed only when payment is received and an official invoice is issued.
- All confirmed orders are non-refundable and non-returnable.

Best regards,

Confirmed by Organizer

Guest name (Mr./Ms.)

Staff name: (Mr./Ms.)