

EXHIBITOR MANUAL

VIETNAM FOODEXPO 2019

Foodexpo VIETNAM

Co-located with:

FoodtechVN

13-16 NOVEMBER 2019 | 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

Representative office: Rm 405, 4th Floor, No. 20 Ly Thuong Kiet str., Hoan Kiem Dist., Hanoi, Vietnam

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 13 - 16/11/2019

13-15 November: For trade visitors only

16 November: For trade visitors and public visitors

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

Date	Time	Programme	Venue
10 Nov.	12:00 – 18:00	Construction work and installation of exhibits	SECC
11-12 Nov.	8:00 – 18:00	Construction work and installation of exhibits	SECC
13 Nov.	09:30	Opening Ceremony	SECC
	10:00-17:00	VIETNAM FOOD FORUM 2019	SECC
	14:00	Business matching/meetings (Vietnam Food Forum 2019)	
	14:00	Food Show, Exhibitors' Seminars	SECC
14 Nov.	08:30 – 17:00	Seminar on investment promotion in the food industry	SECC
15 Nov.	9:00-17:00	Food Show, Exhibitors' Seminars	SECC
16 Nov.	9:00	Vietnam Foodexpo 2019 Impression Awards	SECC
	17:00	End of Exhibition	SECC
17 Nov.	8:00 – 12:00	Removal of all exhibits, stand fittings and other materials	SECC

- *Tentatively, updated on 10 April 2019*
- *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 possession 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

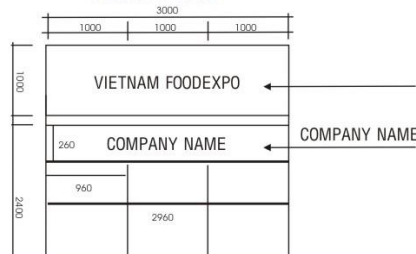
Standard booth:

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 (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 spot lights
- 2 shelves (100cm width x 30cm depth)
- 1 power socket (220V)
- 1 waste basket



FLOOR PLAN



INFORMATION DESK



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.

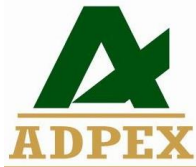
THE EXHIBITION HALL RULES & REGULATIONS

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 builders:



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 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**

VISA, IMMIGRATION AND ACCOMMODATION

The Organiser will issue invitation letters to the Exhibitor for the purpose of visa application and provide active assistance but is not responsible for obtaining a visa for entrance into Vietnam. Should an Exhibitor fail to obtain a visa, any monies payable in accordance with the Contract for exhibition space shall remain owing in full.

Visa on arrival

The Organiser could provide assistance to the exhibitor to get a visa on arrival by obtaining a Visa Approval Letter (Please refer to **Form 7 – Application for visa approval letter**).

Visa Approval Letter is a letter issued and confirmed by Vietnam Immigration Department. By showing the approval letter at Vietnam Airports upon arrival, travellers can pick up Visa and get visa stamped on their passports. At the airport, the corresponding authority will verify the details on the approval letter based on your passport and travel documents. As long as you make sure you input the correct details when applying, you will surely be granted entry upon arrival in Vietnam with the approval letter. Without the approval letter, travellers CAN NOT check in the international flights to Vietnam.

At the ARRIVAL HALL inside the airports, there is a Landing Visa Counter in front of the check-in point counter, you have to prepare required documents to get visa stamp: your original passport (valid for at least 6 months and left pages), 2 (4x6 cm) passport photos, entry/ exit form and cash in USD/VND:

1 month & 3 months single: 60 USD

1 month multiple: 80 USD,

3 months to less than 6 months: 120 USD

and 6 months is 180 USD.

Vietnam Customs Clearance Officers will arrange Visa Stamp at the arrival airport for clients enter Vietnam by plane. If you do NOT enter Vietnam by plane, you should contact the nearest Vietnam Embassy to get visa.

The most important thing is that you bring up the Vietnam Visa Approval Letter when you enter Vietnam. Without this letter you cannot aboard the airplane and get visa when you arrive Vietnam.

Normally, it takes around 15-30 minutes to get the visa stamped at Vietnam airports upon arrival. However, sometimes it may take longer than expected due to the large number of arrivals.

The Visa Counter at Vietnam airports are 24/7 open. So if you already have the approval letter, you can still pick up your visa at Vietnam airports at weekend.

Travel and Accommodation

Your travelling and accommodation would be easier with the services provided by the Organizer. Should you have any inquiries concerning your travelling and hotel booking within Ho Chi Minh City during the exhibition period, please refer to **Form 8 – Hotel & Transportation Reservation Form**. Simply fill it in and send it back to us for confirmation.

FREIGHT, HANDLING, CUSTOMS

Recommended freight forwarders

To deliver goods to the territory of the exhibition you may use services of other companies. Please contact them for further details about their tariffs, shipping deadlines and customs regulations. The following are some recommended freight forwarders.

SCHENKER VIETNAM CO., LTD

Unit 601 6th floor C.T Plaza, Ward 2, Tan Binh District, Ho Chi Minh City, Vietnam

Tel: +84-28 6297 1860

Fax: +84-28 6297 1862

Email: Peter.kim@dbschenker.com

Contact Person: Mr. Kim Trong Yen

HP: +84 908 448 689

APT SHOWFREIGHT VIETNAM CO., LTD

180 – 182 Ly Chinh Thang, P. 9, Q. 3, Ho Chi Minh City, Vietnam

Tel: 84-28 6290 5460 / 6684 3722 / 6290 5406

Fax: 84-28 6290 5406

Email: tram@aptshowfreight.com

Contact: Ms. Le Ngoc Tram

HP: +84-9-0390-1599

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

GENERAL SHIPPING INSTRUCTION (for reference only) – Please contact the Official Contractors or your freight forwarding agent for more information.

ALCOHOLIC DRINKS (except for beers) ARE NOT ALLOWED TO EXHIBIT due to Vietnamese laws.

A. Document Deadline

Shipment containing foodstuff/beverages - draft commercial invoice/packing list to be forwarded for checking **30 days from vessel/flight arrival date.**

General shipment - draft commercial invoice/packing list to be forwarded for checking two weeks before vessel/flight arrival date.

The following shipping documents are required for cargo clearance upon arrival in Vietnam.

- 3 Copies of Commercial Invoice & Packing List
- 1 Original Copy of Bill of Lading for sea cargo (alternatively, Original not required for Express Release/Surrendered Bill of Lading/Seaway Bill)
- Copy of Air Way Bill for air consignment
- Original Free Sale or health certificate for food and beverage
- Copy of Insurance Policy (if insured)

B. Consignment Deadline

1. Seafreight Consignment - LCL : 14 days from move in date
2. Seafreight Consignment – FCL : 10 days from move in date
3. Airfreight Consignment (normal) : 7 days from move in date
4. Air freight (perishable) : 3 working days from cargo requirement date
5. Courier Consignment : 21 days from move in (with brochures/catalogues)

C. Consignment Instructions

Consignee: Registered Show Name C/O official forwarder

All consignment, on description of the AWB or BL, to declare as “Exhibition Cargoes”.

Case Markings

All cases must be marked for easy identification as follows:

Show Name:

C/o Official Forwarder

Name of Exhibitor: _____

Hall Number: _____

Stand Number: _____

Case Number: _____

Dimensions: _____

Gross Weight: _____

D. Import taxes for consumed non re-export consignment

All items are temporary imported into Vietnam with no taxes when full consignment re-exported. For consumed non return items, import taxes and VAT are applicable.

Brochures and giveaway items/souvenirs/food items are taxable items with an import tax rate of 30%-50% + 10% VAT base on the value assessed by Vietnamese Customs. The Customs will evaluate the import taxes for those consumed items and official custom receipt will only be available estimate 1-3 months after the show ended.

E. ATA Carnet

ATA Carnet is not acceptable in Vietnam for usage as documents for Temporary Importation.

F. Provision of Frozen Truck

Perishables requiring the use of cold truck in transporting frozen/chilled food products (such as ice-cream and chocolates) from HCMC Airport to the exhibition stand, additional frozen truck charge will be applied. Unless advised by the exhibitor, all frozen/chilled food products will be transported on cold truck.

As airlines and airport terminals will only store perishables according to written instructions, please ensure that **all storage requirements, including storage temperature, must be clearly stated on all packing lists and Airway Bills.**

G. Health Quarantine Certificate (Foodstuff, Fesh Fruits) / Safety Quarantine Animals Foods Certificate:

Foodstuffs (Fruit, vegetable, meat, seafood, beverages, alcohol liquid, etc) will require import license by relevant Ministries in Vietnam as follows:

- Original copy of manufacturer's HACCP Certificate (Hazard Analysis and Critical Control Point) / or phytosanitary Certificate authenticated by Origin Country and currently still valid.
- Original copy of manufacturer's Health Certificate or Free Sale Certificate authenticated by Origin Country and currently still valid.

COLD STORAGE FACILITIES ON SITE

For the exhibitors who would require common cold storage facilities on site for perishable items, it is required to provide the details such as the description of items, quantity (volume & weight) and temperature settings 3 weeks before the Exhibition's move-in period for the arrangement for such facilities. Please note that the availability of these facilities is subject to sufficient response from the exhibitors.

H. ON-SITE DELIVERY/REPLENISHMENT SCHEDULE

2 deliveries per day can be arranged respectively. Exhibitors who require delivery to be done on the following day must submit their requisition at least 1 hour before the exhibition closes.

I. Insurance

Exhibitors are reminded to ensure that there is adequate Marine Insurance for their exhibits. It is strongly recommended that an insurance cover is taken from the time the exhibits leave your premises till the time they are returned to origin inclusive the time they are handled your freight forwarder and during the exhibition period.

IMPORTANT NOTE:

***Processing and application of testing** for Foodstuffs/Frozen Foodstuffs (Foods/ Frozen Foods/ Seafood /Beverage/ Alcohol liquid) with above relevant certificate by appointed Vietnamese authority to get approved import license in order for consignment to be imported. It will take estimately 5-10 working days to process the items and subject to approval.

Regulations for hand-carried goods at exhibitions:

- Except the portable goods permitted to be brought in the main entrance, the other heavy goods must be transported through by the freight door at Nguyen Van Linh street.
- Portable goods to be brought into the SECC exhibition hall without fee charge including these portable items that under 100kg and can be carrying by hand or by SECC's small trolley.
- For the weight autos that are used as exhibition goods, there will be no charge for the official transport contractor. In addition, other goods / machines with wheels weighing under 500kg will not be charged (the structure of the wheel must be in the original design and accompanied by a catalogue when in transit), entered into the exhibition hall by the exhibitor's own personnel.

EXHIBITION APPLICATION FORMS

No.	Application Forms	Note	Deadlines
Form – 1	◦ Fascia name	Compulsory	05th October, 2019
<u>Attached FORM</u>	◦ Exhibition Catalogue Entry (Exhibitor Information) <u>Pls DOWNLOAD and FILL in the form here</u>	Compulsory	05th September, 2019
<u>Attached FORM</u>	◦ Exhibitor Badge Application <u>Pls DOWNLOAD and FILL in the form here</u>	Compulsory	05th October, 2019
Form – 2	◦ Outside Contractor	Optional	10th October, 2019
Form – 3	◦ Furniture Application	Optional	13 th October, 2019
Form – 4	◦ Electric Equipment & Utility Services	Optional	13 th October, 2019
Form – 5	◦ Freezer Application	Optional	13 th October, 2019
Form – 6	◦ Temporary staff	Optional	13 th October, 2019
Form – 7	◦ Visa approval letter application	Optional	05 th October, 2019
Form – 8	◦ Hotel and Transportation Reservation	Optional	13 th October, 2019

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

FORM 1: FASCIA NAME

Please return this form before Oct. 05th 2019

The Exhibitor who has applied for the 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 fascia name standard (length: 296cm x width: 26cm).
- Only one fascia name is allowed on each exhibiting stand unless the Organizers grant approval.
- If you use canvas frame, light box, LED name board as your fascia name, the Organizers and building manager grant approval.
- Please complete this form and send it back to dangthuy@adpex.vn

Signature of authorized person

Date:

FORM 2: OUTSIDE CONTRACTOR

Please return this form before Oct. 10th 2019

Exhibitor's name:.....

Booth Number:.....

Contact person:..... Position:

Telephone:Email:

Exhibitor's Appointed Contractor name:

Name of Person-In-Charge:

Mobile:

No	Details	Price (USD)	Quantity	Sub Total (USD)
1	Deposit fee	\$50 / sqm		
2	Management fee for rental raw space	\$6 / sqm		
3	Management fee for upgrade booth	\$1.5 / sqm		
4	Converting fee	\$2 / sqm		
5	Badge fee	\$5 / Badge		
TOTAL				

Remarks:










- A technical drawing must be enclosed herewith.
- Exhibitor maybe pay the above fees directly to the Exhibition Center or the Organizer.
- Please complete this form and send it back to service@adpex.vn











Signature of authorized person





Date:









FORM 3: FURNITURE APPLICATION


Please return this form by Oct. 13th 2019

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

F10	Bar Stool		12		
F11	Black Leather Arm Chair		15		
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		13		
F23	Zigzag Rack		12		
F24	Brochure Rack (Inox)		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		16		

F31	Potted plant		15		
F32	Storage (1sqm) with lockable folding door		70		
F33	Platform (FUVI)		5/m2		
F34	Metal mesh (1sqm)		16		
F35	Metal peg (10pcs)		12		
F36	Carpet (new 100%)		5 / m2		
F37	LCD Player 32" (Inox leg + Socket)		100		
F38	LCD Player 40" (Inox leg + Socket)		120		
F39	Induction LCD 42 inch (Inox leg + Socket)		200		
F40	LCD Player 50" (Inox leg + Socket)		150		
F41	Water dispencer (with water bottles) + Socket		110		
F42	Refrigerator 90 + Socket		110		

F43	Refrigerator 145 + Socket		150		
TOTAL					

Remarks:

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. 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.
3. All items listed above are 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
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Signature of authorized person

Date:

FORM 4: ELECTRICAL EQUIPMENT & UTILITY SERVICES

Please return this form by Oct. 13th 2019

Company Name :					
Booth No. :					
Code	Item	Image	Price (USD)	Quantity	Total Price (USD)
I. ELECTRICAL EQUIPMENT					
E1	HQI		65		
E2	Long arm (Yellow) 13W		28		
E3	Long arm (White) 13W		30		
E4	Spotlight (Yellow)13W		24		
E5	Spotlight (White) 13W		28		
E6	Downlight (Yellow) 9W		22		
E7	Downlight (White) 9W		24		
E8	Led floodlight		70		

E9	Floodlight 300W (Halogen)		50		
E10	Fluorescent Tube 20W		18		
E11	T4 for Low Glass showcase 13W		22		
E12	Socket 5A/220V (Max 600W)		28		
E13	Socket 5A/220V (Max 600W) - 24h		40		
E14	Socket 15A/220V/SP (Max 1800W)		80		
E15	Socket 15A/220V (Max 1800W) - 24h		105		
E16	Circuit Breaker 30A/220V/1P for machine only (Max 3600W)		153		
E17	Circuit Breaker 15A/380V/3P for machine only (Max 5Kw)		229		
E18	Circuit Breaker 30A/380V/3P for machine only (Max 10Kw)		458		
E19	Line connection 100W		15		
E20	Line connection 200W		30		
E21	Line connection 300W		40		
E22	LED line (5meters)		15		
E23	LED lightboard (1 sqms/ board)		15		
II. WATER SUPPLY					
E24	Sink with water connection		200		
E25	Water source machine operator		375		
III. ADSL					
E26	ADSL (6 - 8 MB)		260		
E27	Non-signal fiber cable		130		

E28	Signal fiber cable (40 – 45 MB)	440		
TOTAL				

Remarks:

1. All banking charges, if any shall be borne by 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 SECC 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's. In case of damage and loss, exhibitors will be required to compensate the SECC.
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 take note on this matter to ensure safety.
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. For every 5 meter of wired LED light or 1m2 LED board will be calculated as 01 line < 100W. Exhibitors are required to sign up for 01 line Power for 1 light < 100W. If exhibitors would like to use electricity for LED screen, please contact Organizers for a detailed quotation.
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 to Organizers 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 Powe 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 Organizers's approval 15 days before the first build – up day. Organizers has 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, the cross – section have to be compatible with load and use only inside the booth, do not cross the main way.
15. Please note that exhibitor may NOT use power socket and electric power for any lights which bring outside into the hall.

Terms and conditions






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Signature of authorized person

Date:

FORM 5: FREEZER RENTAL

Please return this form before Oct. 13th 2019

NO.	Model	Images	Description	Unit	Price	Total
1	Freezer with sliding glass door		<ul style="list-style-type: none"> - Freezer with 3 sliding glass door 2,3m -Power 700W - Electric requirement: 30Amp(24h) 	01	480.00	
2	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	
3	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	
4	Exbihit 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	
5	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	

6	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		
7	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		
8	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		
9	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		
10	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 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 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 are 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
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Signature of authorized person

Date:

FORM 6: TEMPORARY STAFF

Please return this form before Oct. 13th 2019

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	55				
1.2	Vietnamese - Chinese	65				
1.3	Vietnamese - Others	120				
2	Technical Interpreter					
2.1	Vietnamese - English	210				
2.2	Vietnamese - Chinese	220				
2.3	Vietnamese - Others	270				
3	Receptionist					
	Vietnamese - English	45				
4	Worker	30				
TOTAL						

Remarks:

1. 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.
2. 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.

Terms and conditions

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

Signature of authorized person

Date:

FORM 7: APPLICATION FOR VISA APPROVAL LETTER

Please return this form before Oct. 05th 2019

*** 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 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 5 working days)

Orders without payment will not be entertained. Please make payment by Telegraphic Transfer (T/T) to the following address, then send us a fax or email 01 bank transfer:

Account Name: **ADPEX JOINT STOCK COMPANY**
Account (USD): 0371370397795 at VIETCOMBANK – Tan Dinh
Bank's add: 72 Pham Ngoc Thach str., Dist.3, Ho Chi Minh City, Vietnam
SWIFT code: B F T V V N V X 007

Signature of authorized person

Date:

FORM 8: HOTEL & TRANSPORTATION RESERVATION FORM

Please return this form before Oct. 13th 2019

Company Name:

Booth No.

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

Guest Name: Mr/Ms _____
Mr/Ms _____
Mr/Ms _____
Mr/Ms _____

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

Remarks:

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

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.

Best regards,

Confirmed by Organizer

Guest name (Mr./Ms.)

Staff name: (Mr./Ms.)

HOTEL REFERENCE

Official Hotels	Cost Per Room Per 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 90 nett	1 Min by walking to SECC	http://www.capribyfraser.com/
Studio Deluxe Twin	USD 100 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		
Bizu Boutique Hotel (***)	15-17 Cao Trieu Phat Str., Dist. 7, HCMC		
Single Superior	USD 70 nett	20 Min by walking to SECC	http://bizuhotel.com/district-7
Double Superior	USD 80 nett		
Paradise Saigon Boutique Hotel (***)	288 Le Thanh Ton Str., Dist. 1, HCMC		
Single Deluxe	USD 70++	In District 1: 15 Minutes by car to SECC	http://www.paradisesaigonhotel.com/
Double Deluxe	USD 80++		