

EXHIBITOR MANUAL



HO CHI MINH CITY 2023

THE 13TH VIETNAM INTERNATIONAL ADVERTISING EQUIPMENT AND TECHNOLOGY EXHIBITION VIETAD 2023 - HO CHI MINH CITY

16-18
August . 2023



SAIGON EXHIBITION AND CONVENTION CENTER - SECC
799 Nguyen Van Linh Street, Tan Phu Ward, District 7, Ho Chi Minh City

Welcome to VIETAD 2023 - HO CHI MINH CITY

The VietAd Organizing Board (Organizer) would like to extend warm greetings and sincerely appreciate your company's/agency's participation in and support of **The 13th Vietnam International Advertising Equipment and Technology Exhibition - VietAd 2023 in Ho Chi Minh City**, which will be taking place from August 16 to 18, 2023 at SECC Exhibition and Convention Center, 799 Nguyen Van Linh, Tan Phu Ward, District 7, Ho Chi Minh City, Vietnam.

The Organizer has released the Exhibitor Manual in order to provide your business with detailed and comprehensive information regarding preparations, regulations, and necessary information during the exhibition.

Please read this manual thoroughly to grasp the exhibition information, the exhibition's schedule; SECC regulations; Contact information of partner units, contractors and other relevant regulations and conditions. Thereby assisting your business in preparing for the work of participating in the exhibition preparing registration procedures, how to perform contracts with suppliers, and other coordination work between your business and the Organizer of the exhibition and related units during the process of participating in the exhibition. Although we have made an effort to include key points in this Manual, you may occasionally receive additional regulations and notices from the Organizer when necessary.

For any questions and support requests during the exhibition, please contact the Organizer for prompt and timely assistance.

Wishing you a successful participation in **VietAd 2023 in Ho Chi Minh City!**

Best regards,

VietAd Organizing Board

MỤC LỤC



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SECTION I: USEFUL INFORMATION

I.1 VENUE

SAIGON EXHIBITION & CONVENTION JOINT VENTURE CO., LTD. (SECC)

799 Nguyen Van Linh Parkway, District 7, Ho Chi Minh City, Vietnam

Tel: 028.5413 5999 / 5416 0343/ 5416 0342 - Fax: 028.5416 0345

Email: secc@secc.com.vn - Website: www.secc.com.vn

I.2 OPENING HOURS TO VISITORS AND EXHIBITORS

	EXHIBITOR	VISITOR
Move-in		
Sunday, August 13, 2023	12:00 – 22:00	
Monday, August 14, 2023	8:00 – 17:00	
Tuesday, August , 2023	8:00 – 20:00	
Opening Ceremony		
Wednesday, August 16, 2023	8:30 – 11:30	
Shows day		
Wednesday, August 16, 2023	8:00 – 18:00	8:30 – 17:30
Thursday, August 17, 2023	8:30 – 18:00	9:00 – 17:30
Friday, August 18, 2023	8:30 – 18:00	9:00 – 17:30
Move-out		
From Friday, August 18, 2023	18:00 – 24:00	(move-out through the night)
Saturday , August 19, 2023	00:00 – 09:00	

Exhibitors who require working overtime ought to make advance requisition through the Organizer and pay **overtime Charges to the SECC (Form 4)**, **overtime Security service to Song Than Vietnam Security Co., Ltd. (Form 5)**.

The exhibitors must comply with the general regulations, finish the booth arrangement/ decoration 30 minutes before the opening ceremony and before the visitors are admitted.

I.3 VENUE SPECIFICATION

I.3.a. Hall A2, B1, B2 (Indoor area)

Electricity Supply

- Single phase: 220V, 50Hz
- Triple phase: 380V, 50Hz
- Voltage fluctuation can be expected of up to: + 10%

Specification

- Total area: 20,000m²
- Live load: (not for lobby & corridor area) 5,000kg/m²
- Height: 12m

I.3.b. Other service

- Restaurant: 2nd Floor

I.4 ADMISSION TO THE EXHIBITION

I.4.a. VISITORS

- ✓ All visitors are invited by the Organizer, Exhibitors, or Sponsors by invitation to visit.
- ✓ Visitors can register online at <http://www.vietad.com.vn/en/online-visitors-registration-> and pick up admission badges at the event or register on-site at the registration counter.
- ✓ The dress code is business attire. Visitors who are casually dressed (e.g., in shorts, singlet, etc.) will not be allowed to the exhibition halls.
- ✓ The exhibition is not open to children under the age of 12.
- ✓ The Organizer will provide exhibitors with a certain quantity of tickets (50 invitation cards) for sending to their own partners, and in case the exhibitor needs more, please contact the Organizer.

I.4.b. EXHIBITORS AND CONTRACTORS

Please refer to Section II: Rules and Regulations

I.5.a. THE ORGANIZER



DONG NAM ADVERTISING AND COMMERCIAL PROMOTION JSC

Address: 1st Floor, Hoang Viet Building, 34 Hoang Viet Street, Ward 4, Tan Binh District, Ho Chi Minh City

Tel: 028 39910954

Website: www.dongnam.com.vn

Email: info@dongnam.com.vn

Contact person:

+ **Mr. Chí Công** (Project Manager): +84 938 592 539 Email: chicong@dongnam.com.vn

+ **Ms. Kim Anh** (Marketing Manager): +84 983 558 338 Email: kimanh@dongnam.com.vn

- The following companies have been selected to provide exhibitors with various services that may be needed. Unless specified, exhibitors are free to decide on using their services or not. Any agreement between the contractors and the exhibitors are strictly between themselves, and the Organizers shall not be held liable for any of such arrangement.
- Matters concerning standard booth, fascia board, furniture and equipment rental should be contact with the Organizer.

I.5.b. OFFICIAL STAND-FITTING CONTRACTOR



DANG KHOA EXHIBITION AND INTERIOR SERVICE CO.,LTD

Address: 26 Nguyen Dinh Khoi Street, Ward 4, Tan Binh District, Ho Chi Minh City

Tel: +84 28 39916008

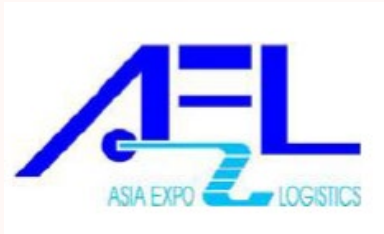
Website: www.dkdecor.com

Contact Person:

Ms. Khanh Vi (Director): +84 973 014 393

Email: info@dkdecor.com

I.5.c. OFFICIAL FREIGHT FORWARDER & ON-SITE LOGISTICS



ASIA EXPO LOGISTICS

(AEL Trading & Service Co., Ltd)

306/1 Dang Thuy Tram Street, Ward 13, Binh Thanh District, Ho Chi Minh City, Vietnam

Tel: 028 6258 1123 - Ext. 103

Contact Person:

- **Mr. Quang Truong**

Mobile: +84 909 88 55 45

Email: truongpq@aelvn.com or expo@aelvn.com

- **Ms. Hai Yen**

Mobile: +84 918 232 688

Email: yen@aelvn.com

- Exhibitors can choose their own forwarder or the official forwarder for transportation of exhibits up to Ho Chi Minh City.
- **However, on-site forwarding MUST be done by the Official Freight Forwarders appointed by The Organizer.**
- Please contact the Official Freight Forwarders for more details

I.5.d. CLEANING SERVICE



SAIGON EXHIBITION & CONVENTION CENTER SECC

Contact Person:

Mr. Truong Tan Duy – Sales Department

Mobile: +84 933 470 070

Email: duy.truong@secc.com.vn

Tel: (+84.28) 5413.5999 – Ext: 1116

I.5.e. SECURITY SERVICE



SONG THAN VIETNAM SECURITY CO.,LTD

131/9/4 Xom Chieu Str., Ward 16, Dist.4, HCMC, Vietnam

Tel: +84.28.3940 3498

Email: bvsongthanvn@gmail.com

Contact person:

Mr. Tran Van Hong – Vice Director

Mobile: +84.909 384 564

I.6 VISA APPLICATION – HOTELS & TRAVEL

I.6.a. HOTEL:

The Organizer will update list of some hotels for exhibitors of VIETAD HCMC 2023.

Please update information at:

<http://www.vietad.com.vn/vn/dich-vu>

I.6.b. INFORMATION ON PROCEDURES FOR GRANTING ENTRY VISAS:

Access: <https://visa.mofa.gov.vn/Homepage.aspx>

I.6.c. CASES OF VISA-FREE ENTRY:

Accesss: <http://mienthithucvk.mofa.gov.vn/>

I.6.d. TRAVEL:

Exhibitors wishing to contact the tour when participating in VietAd HCMC 2023, please contact:

TST TOURIST

Address: 10 Tu Xuong Street, Vo Thi Sau Ward, District 3, Ho Chi Minh City, Vietnam

Tel: +84 28 3932 8328

Email: info@tsttourist.com

Website: <https://www.tsttourist.com/vn>

I.7 ADVERTISING MATERIALS

- All advertising materials (including demonstration materials and samples), such as printed matters, films, video-cassettes, slides to be shown during the exhibition must be precensored by the Vietnamese authorities. Exhibitors may appoint the Official Freight Forwarder to arrange on their behalf.
- All advertising materials by the exhibitors must be relevant to theirs business and legal. Absolutely do not use materials with content that distort the map of Vietnam's territory, oppose the government, provoke, divide religions and ethnic groups, violate Vietnamese laws.

- Where mechanical handling within the exhibition hall or temporary import of goods under exhibition permit is required, only the Official Freight Forwarder be appointed by exhibitors and the Organizer must be informed of the appointment accordingly. No exhibitor or their appointed freight forwarder(s) will be permitted to bring or use forklift, crane, pump truck or other mechanical handling device within the exhibition area without prior written permission from the Organizer.
- Cargo which are consigned directly to the exhibition site should NOT arrive at the consigned address (exhibition hall) earlier than August 13, 2023 (the first day move-in of the exhibition)
- Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the move-in schedule provided by the Organiser. When stand structures are erected, it may not be permitted to move-in/install heavy and large exhibits that arrive late into exhibition site.
- Goods or machineries as exhibits which exhibitors could brought into the exhibition hall by themselves:
 - ❖ Hand-carried goods/ exhibits less than 100kg. Exhibitors may approach the Information counter of Official Freight Forwarder for Borrowing Trolley Request form to borrow trolley for their use.
 - ❖ Goods/ machines less than 500kg with original wheels attached (proved by their catalogues) to be moved into exhibition hall by exhibitors or their staffs. Exhibitors will take full responsibility to any damages to the floor caused by moving the machines.
- Exhibitors are requested for service from the Official Freight Forwarder if the exhibit is either heavier than 100 kilograms or more than 1CBM. For the on-site handling charges, please refer to the Official Freight Forwarder.
- All cartons should be clearly marked with the following:
 - ❖ Booth No.
 - ❖ Company name/Fascia name, c/o VIETAD HCM 2023
 - ❖ Saigon Exhibition & Convention Centre (SECC)
799 Nguyen Van Linh, Tan Phu Ward, District 7, Ho Chi Minh City, Vietnam.
- Please note that Official Freight Forwarders must be appointed for mechanical handling within the exhibition hall(s). Forklifts, cranes and pallet trucks from exhibitors and other forwarders will not be permitted into the exhibition hall(s).

I.9 CHECKLIST & DEADLINE

DESCRIPTION	FORM	SUBMIT TO	DEADLINE
BUILDING UP REGISTRATION (raw space)	2	SECC	August 3, 2023
UPGRADED STANDARD BOOTH REGISTRATION (standard booth)	3		
OVERTIME REGISTRATION Register with OVERTIME SECURITY REGISTRATION	4		5 p.m. on the day of registration to work overtime
OVERTIME SECURITY REGISTRATION	5	Song Than Vietnam Security Co.,Ltd	
SHOW DIRECTORY REGISTRATION	1	Organizer – Dong Nam Promotion	July 12, 2023
SUBMIT DESIGN & ELECTRICITY DRAWING (raw space)			July 29, 2023
SUBMIT FASCIA NAME (standard booth)			
ELECTRICAL RENTAL	6		August 3, 2023
FURNITURE RENTAL	7		
EQUIPMENT RENTAL	8		
REGISTER TO TRANSPORT GOODS AT THE EXHIBITION VENUE		AEL Trading & Service Co., Ltd	August 3, 2023
CONSTRUCTION & STAGING AIR SYSTEM SERVICE REGISTRATION FORM	9	Nghi Tin Machinery Co.,Ltd	August 11, 2023
EXHIBITION AIR SYSTEM SERVICE REGISTRATION FORM	10		

SECTION II: RULES AND REGULATIONS

II.1 SET- UP PERIOD

Sunday, August 13, 2023	12:00 to 22:00	Raw space
Monday, August 14, 2023	8:00 to 17:00	Standard booth and raw space
Tuesday, August 15, 2023	8:00 to 20:00	Standard booth and raw space

Notes: no air-conditioning during set-up & dismantling period

II.1.a. ADMISSION BADGES

❖ For exhibitors

- For security reason, exhibitor badges must be worn during build-up, exhibition and dismantling periods by exhibitors having access to the exhibition
- Exhibitor badges are strictly not transferable. In case of loss of badges, please inform the Organizer immediately
- Exhibitor badges: issued by the Organizer
- Exhibitor badges will be received at the Organizer counter at SECC during the move-in days. Quantity is as follows:

For a stand up to (sqm)	Quantity of badges	For a stand up to (sqm)	Quantity of badges
9sqm	4	101sqm – 120sqm	16
18sqm	6	121sqm – 150sqm	19
27sqm	8	151sqm – 180sqm	22
36sqm	10	181sqm – 200sqm	24
54sqm	12	201sqm – 250sqm	30
55sqm – 100sqm	15	Over 250sqm	35

❖ For contractors

- Worker badges: issued by SECC (110,000 VND/card) *If the exhibitors would like to pay in USD, it is calculated at the exchange rate on the date of payment.*
- Workers who set up the raw of the booth (frame, wall, paint, etc.) are required to carry a worker badge
- SECC Building Management will check the use of the worker badge
- In case the workers do not carry the badge or bring the wrong type of badge, they will be made a record of temporary suspension of construction and pay a penalty fee at the rate prescribed by SECC..

STAND DESIGN & CONSTRUCTION

II.1.b. STANDARD BOOTHS:

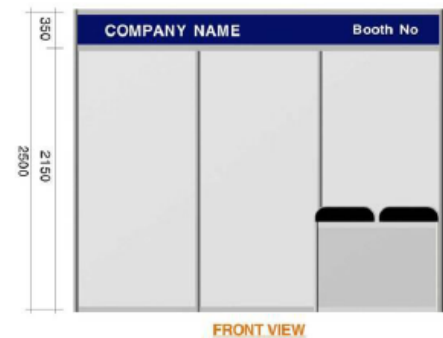
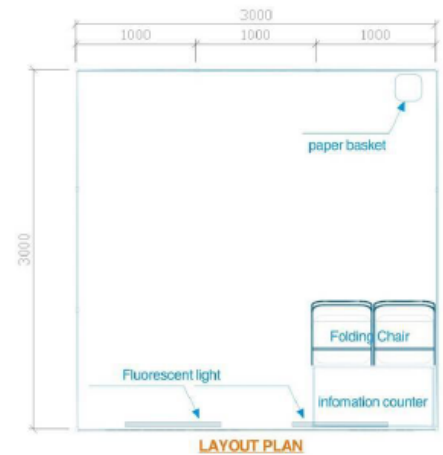
Specification: 9sqm (L3m x W3m x H2.5m) includes: Aluminum frame system; fascia name board; carpet; 01 information desk; 02 folding chairs; 01 1.2m fluorescent tube (40W) and 2 yellow spotlights; 01 power socket (220V-5A), 01 waste basket.

- Do not drill, cut, or alter the standard structure. If the shell stand is damaged, the exhibitor must compensate the Official Stand Fitting Contractor.
- Exhibitors contracting for Package Stand are requested to refer to the Official Stand Fitting Contractor's Manual for details of package provided.
- The Company Name in the Contract (article Fascia board) will be used to produce the booth's fascia board(s).
- Exhibitors occupying a corner booth (2 facades) will have one side wall removed and install one more fascia board.

SHELL SCHEME STAND SPECIFICATIONS (Base ON 3m X 3m)

- a/ Three sets of panels using PIFEX system with 3mm thick polykem and corner booths will have no panel wall at the end side but will have extra fascia board.
- b/ Fascia board with blue background and white lettering in vinyl sticker cut-out.
- c/ Supply and laying of 9 sqm needle punch carpeting.
- d/ Provision of:
 - 1 no. of information counter. (1000L x 500W x 750H)
 - 2 nos. of Folding Chair.
 - 2 nos. of 40w fluorescent light.
 - 1 no. of 5 amp power socket
 - 1 no. of paper basket

STANDARD BOOTH



II.1.c. RAW SPACE:

• Booth area:

- ❖ Your stand area is marked out on the floor. Your stand fitters should strictly follow these limits. In case of a problem, never install structure (flooring, partitions, etc) in the aisle or on neighbors' stands.
- ❖ No structure may extend beyond the boundaries of the contract area with the Organizer. Projections (including exhibits, signs, company name boards, floral decorations and furnishings) into the aisle will not be permitted. Please contact the Organizer Counter before starting assembly.

• Booth design:

- ❖ The Exhibitor can choose a contractor for the booth's construction. All staff's and supervisor's contact information (name, tel., contact person) of the outside contractors must be informed to The Organizer before **July 22, 2023**.
- ❖ The exhibitors using the Official Stand Fitting Contractor is Dang Khoa Exhibition and Interior Service Co., Ltd will be guaranteed by the Organizer for the construction deposit cost.

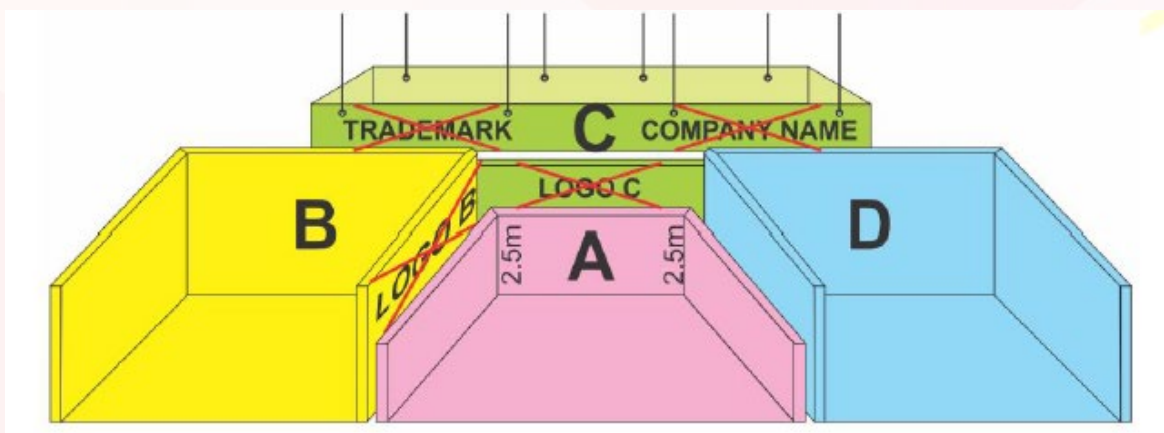
- ❖ Submit the design & electricity drawings to the Organizer **before July 22, 2023.**

Dong Nam Advertising and Commercial Promotion JSC

Address: 1st Floor, Hoang Viet Building, 34 Hoang Viet street, Ward 4, Tan Binh District, Ho Chi Minh City, Vietnam

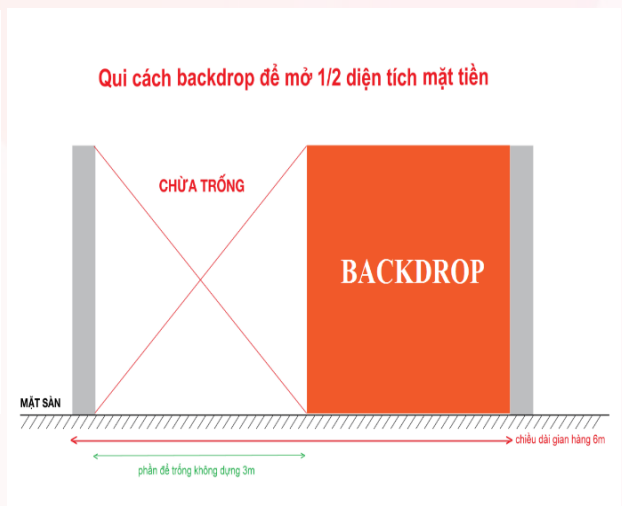
Email: marketing@dongnam.com.vn; Hotline: +84 932.650.717 (Ms. Duyên)

- ❖ The organizer reserves the right to request that the exhibitor change the booth's design if it may affect another exhibitor.
- **Multi level booth:** For safety reason, the multi-level booths are not allowed. If the Exhibitor really want to build the multi-level booths, the Exhibitor must obtain the Construction safety permit issued by the Department of Construction, and agreed by the Organizer and the SECC (in document) and the Exhibitor need to compose the Commitment that will compensate for any damage caused by the multi-level booths.
- **Fascia name (Independent Exhibitor):**
 - ❖ Must be displayed prominently and accurately with the registered company name or the name of the company whose directors represent the owner. The organizers have the authority to determine the number of booths and Exhibitors fees (if necessary).
 - ❖ The exhibitors are not allowed to show their logo, company name, trademark above the walls of the adjacent booths. If there's violation, the Organizer will stop the booth construction until logo, company name, trademark on these boards are removed..



- **Walls / Partitions:**

- ❖ The permitted stand height:
 - ✓ Indoor area (Hall A): maximum height is 4.5m (for upgraded shell scheme is 3.5m).
 - ✓ Lobby and Corridor area: maximum height is 3.2m
 - ✓ Any design for a structure exceeding the maximum height must be submitted to the Organizer for being considered on a case-by-case basis, and must be approved in writing by the Organizer.
- ❖ The height of common partitions between booths is 2.5m. This regulation is intended to prevent the exposure of the skeleton on the stalls rear wall from bading the adjacent stall. When the common wall is higher or lower than the above regulation, the exhibitor/contractor has responsibility to cover the wall uncovered (the exposed frame exceeding 2.5m).
- ❖ For stand located along the main aisles, a frontage of at least 1.5m must be left open.
- ❖ All booths must have their own walls / partitions instead of using the back walls of the adjacent Exhibitors. The pavilion walls overlooking the aisle must be decorated.
- ❖ For booths which are occupy central position (4 sides open) and sorrounded by public aisles, if exhibitors who want to decorate the walls must leave 1/2 blank for front walls or raise backdrops with the distance from floor is 2.5m.



- **Aisles:**

- ❖ Do not block the aisles: security requires free circulation in the case of an emergency. Please clear your goods when the aisle carpet is laid (evening before the opening day).
- ❖ The Exhibitors register the 2 areas (or more) that has the aisle in between: must not block the aisle or make the board above the aisle, to avoid the visit of the visitors.

- **Electrical, Water, Equipments :**

- ❖ Every requirement for electricity, rental items, water... needs to be previously registered (Form 6).

- **Glue / Drilling Nailing :**

- ❖ No glue (502-glue, dog-glue ...) used on the exhibition floor but specialized double- sided cloth tapes (refer to technique dept. of SECC).
- ❖ No nailing, drilling or installation of any equipment or objects on the walls, columns, ceilings, floors or any existing facilities of the exhibition hall. Exhibitors must take full responsibility for the damage caused by these actions.

- **Air Compressors:**

- ❖ Exhibitors and contractors are not allowed to bring pumps and Air Compressors into the exhibition area. Exhibitors and contractors may only use air compressors and compressed air lines of the units specified by SECC (Form 9, Form 10) :

Nghi Tin Machinery Co.,Ltd

Address: 61 Ta Uyen street, Ward 12, District 5, Ho Chi Minh City, Vietnam

Contact person: Ms. Luu Hue Tran – Phone: +84 909 902 283

- **Fire Safety :**

- ❖ Booth with private meeting room, storage and the area which using the heat-generated machines must be equipped with fire extinguishers in each place. The fire extinguishers need to be placed in a visible and easy to reach area.
- ❖ No flammable, explosive, radioactive, or toxic materials allowed bringing into the exhibition hall. Materials and spare parts used for setting up booths must be anti – fire materials.

- **Work Safety :**

- ❖ During the move-in & move-out days, all workers and people (constructing workers, supervisors, SECC staffs, cleaning and security team, official contractor, Organizer) in hall MUST:
 - ✓ Wear PROTECTING HELMET and SHOES (or SANDALS). No Slippers and Barefoot is allowed.
 - ✓ Wear company's uniform and Exhibitor badges get from The Organizer (for standard booth) or work badges buy from SECC (for Raw space). Refer to the Admission badges.

- **Trash Removal: The Contractor and Exhibitor :**

Must remove and clean up all the trash and materials from the booth construction out of the exhibition hall during the move-in & move-out days, or will be charged by sanitation service.

- **Air conditioning:** There is no air-conditioning during set-up & dismantling period.

II.1.d. ELECTRICAL SUPPLIES :

- SAIGON EXHIBITION & CONVENTION CENTER – SECC is the Official Electrical Contractor
- For safety reason, all electrical installation works at the exhibition venue must be carried out solely by the Official Electrical Contractor.
- The standard supply of electricity available for use in stand is single phase, alternating at 220 volts. Please check and turn off all the devices before leaving the booth. Supplies to stand will normally be switched off right after the exhibition closing time each evening. In case the exhibitor needs electric supply 24/24, please contact to order the Official Electrical Contractor.
- Exhibitors requiring special arrangement (e.g. different voltages and frequency or connection to equipment) must arrange for their own transformers, converters, etc. or order the Official Electrical Contractor.
- No more than one extension cord shall be connected to any one socket. It is not allowed to use multi-plug.
- No flashing/ blinking lights will be permitted
- The Organizer reserves the right to disconnect any electrical supply that is dangerous or is likely to be hazardous to visitors or to cause annoyance to other Exhibitors.
- Electrical supplies to run the machines will be provided at 12 noon on the last day of move-in period, exhibitors want to use this supplies earlier than the specified time have to contact the Organizer.

II.1.e. STAND SURVEILLANCE:

- During the staging and dismantling, the Organizer arranged security forces to ensure general security, but could not guarantee the safety of each individual booth.
- It is the Exhibitor's responsibilities to ensure that a responsible person or their own security guard is at their booth while equipment, supplies remains on it.

II.2.a. DISTRIBUTION ADVERTISING MATERIALS / ACTIVITIES:

- Advertising activities, the distribution of pamphlets, flyers, brochures, catalogs, and other forms of advertising are restricted to the booths for which the Exhibitor has signed a contract with the Organizer.
- Exceptional circumstances must be submitted to the Organizer for being considered on a case-by-case basis, and must be approved in writing by the Organizer.

II.2.b. OPERATION OF BOOTH:

- Exhibitors shall observe strictly the hours of the exhibition. No booth shall be left unattended at any time during these hours.
- No exhibit shall be allowed to be removed from the booth or the exhibition venue once the exhibition has been officially opened unless special permission has been given in writing by the Organizer. No exhibits shall be packed and no booth shall be dismantled before the official closing time on the last day of the exhibition.

II.2.c. INSURANCE:

- Exhibitors are strongly advised to insure their exhibits or other valuable properties against theft, loss or damage including the risk of fire. They should also provide an insurance coverage for their own staff against injury, and third party liability for visitors at their booths.

II.2.d. PURCHASES AND EXCHANGES BETWEEN EXHIBITORS:

- Our show is strictly trade only and for professionals coming to place orders. You are reminded that sales for immediate and on site delivery to the purchaser are prohibited.
- If, however, you sell samples or exchange items with another exhibitor, inform your customers that they may only take the goods from **16:00 on August 18, 2023**. Our security staff will be instructed to refuse to allow goods to be taken out during the show for any reason whatsoever.

II.2.e. SECURITY:

- General security services will be provided within the exhibition venue, but it is important for all the Exhibitors to take utmost care of their exhibits and belongings. To prevent any cases of theft, participating Exhibitors must appoint someone to look after and protect their booth's goods and assets.
- Exhibitors are recommended to incorporate a lockable cupboard in their booth for souvenirs, consumable & important items; or to hire security guard for their own booth.
- The stand-by security guards have the right to check all goods move-in or out of the exhibition hall.
- While the Organizer takes up the necessary security precautions in the interest of the exhibition as a whole, the Organizer shall not be liable for any loss or damage to exhibits or other properties of the exhibitor or any injury to persons in anytime before, during and after the exhibition.

II.2.f. CLEANING STAND:

- The Organizer is responsible for the general cleaning for the exhibition area, but keeping the booth and surrounding area clean is the responsibility of each exhibitor.
- Every day before the closing time of the exhibition, exhibitors need to move garbage to the outside of the aisle so that the cleaning staff of the Organizer can clean it up. The exhibitors must clean in their booth area.

II.2.g. PERFORMANCE OF SOUND RECORDING:

- To maintain an orderly and civilized environment, it is suggested that the sound bars in the booths be set to a level of 80 dB so as not to disturb the surrounding area or visitors. In case of violation, the Organizing Committee reserves the right to request that the Exhibitors cease its use of audio devices.

II.2.h. FIRE & SAFETY:

- Smoking is prohibited in the exhibition hall
- No fire is allowed in the exhibition hall
- Do not store or keep cartons and packages in the booth
- The Organizers may upon instruction from the the Fire Protection Department, issue other guidelines.

II.3 DISMANTLING PERIOD

II.3.a. DISMANTLING AND MOVE-OUT TIME

From 17:00 on August 18, 2023 until 09:00 on August 19, 2023. (move-out through the night)

- All equipment, materials and decorations must have left the exhibition **before 09:00 on August 19, 2023**. Goods and fittings not removed by this time will be stored at the exhibitor's warehouse, and the participating Exhibitor should bear its own expense and risk.
- Security staff will have orders to allow only person wearing an exhibitor badge to leave the premises with goods or equipment.
- We strongly advise exhibitors to remove their goods within the evening of the last day of the show to prevent loss/ thievery during dismantling. Exhibitors are asked to ensure that a responsible person from their company is present while the doors are open to provide surveillance of their stand until the removers arrive.
- Exhibitors are responsible for the complete and proper disposal of waste (construction materials/ unpacking materials, etc.,) produced during the construction, exhibition- dismantling period. The raw space occupied by the stand must be restored to its condition as found. All waste (carpeting, rubbish, adhesive, etc.,) must be removed.
- Any damage to the Exhibition Center properties and installations will be charged to the exhibitors involved. The exhibitor will also be responsible for all his own service providers.

SECTION III: EXHIBITION HALL RULES & REGULATIONS

III.1 SAIGON EXHIBITION & CONVENTION CENTER (SECC)



The SECC is an international standard facility capable of satisfying the requirements of national and international conventions, large scale public and trade exhibitions, corporate meetings and specialized events.

SECC will comprise four indoor exhibition halls totaling to 40,000 square meters, additional outdoor exhibition space of 15,000 - 20,000 square meters, one 2,000-seat convention center, one high-rise office tower, and two international standard hotels (a 4-star one with 400 rooms and a 5-star one with 600 rooms). Underground parking is adopted.

In the first phase, we offer a column-free exhibition hall with 20.000 square meters, 30.000 square meters of outdoor exhibition areas, conference hall, meeting rooms, cafeteria and restaurant.

SAIGON EXHIBITION & CONVENTION JOINT VENTURE CO., LTD. (SECC)

799 Nguyen Van Linh Street, District 7, Ho Chi Minh City, Vietnam

Tel: +84 28.5413 5999 / 5416 0343/ 5416 0342 - Fax: +84 28.5416 0345

Email: secc@secc.com.vn - Website: www.secc.com.vn

III.2 RULES FOR USE OF THE SECC EXHIBITION EYES (ANNEX 4C)

Apply to Outside Contractors

-----oOo-----

1. Outside Contractors (“Contractors”) are the contractors were not appointed in the Official Contractor list issued by Saigon Exhibition & Convention Center (SECC) (including the exhibitors who arrange the booths for themselves) have responsibility to contact with Management Office of SECC to have a throughout understanding of all the procedures and work in the exhibition hall. When having any issues, the Contractors must inform SECC in writing to find out together the best resolution.

2. To have the permission to enter the SECC exhibition halls, the Contractors must have ability to do their work and comply with all these regulations:

2.1 All staff’s and supervisor’s names of the outside contractors must be informed to SECC before 14 days prior to the first day of the lease term.

2.2 All foreign workers must have the valid work permit in accordance with Vietnam’s law.

2.3 Workers under the Outside Contractor's employ must have approved worker badges by the first day of the lease term. This badge is issued by SECC and is valid for the duration of the exhibition staging period.

2.4 The Outside Contractors have to pay the management fee for the staging at SECC of 120.000VND/sqm and the fee for the issuance of badged for all the staff of the Contractors allowed to enter the premises during the exhibition period as follows:

❖ **Working badged: 110.000VND/badge**

❖ In case the worker does not carry the badge or carries the wrong type of badge, a record of temporary suspension of construction will be made and a penalty fee will be paid at the rate prescribed by SECC.

- ❖ If the standard booth is upgraded by the exhibitor, a management fee of 25,000 VND per square meter will be charged. This charge will be reported using Form 3: Service registration - Upgraded standard booth.

2.5 Contractors must deposit the amount of 1.100.000 VND/m² (If the exhibitors would like to pay in USD, it is calculated at the exchange rate on the date of payment) in cash before 10 days prior to the first day of the lease term. This amount will be refunded without interest and after deduction of the prescribed amounts, if any, after the Contractors has completed their work.

2.6 Contractors must take fully legal responsibility for insurance for all risks or damages in the Premises, for the booths and other services during the Lease Term.

2.7 The management fee for renting raw space is: 120.000 VND/sqm (If the exhibitors would like to pay in USD, it is calculated at the exchange rate on the date of payment.). 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.

2.8 The drawings of the layout plans and electricity / lights must be submitted to SECC at least 18 days prior to the first day of the lease term.

2.9 Electricity connection fee will be paid by bank transfer or cash before the opening date of the exhibition.

2.10 When overtime is required, Outside Contractors must register with SECC using Form 4 by 16:00 to 17:00 each day.

2.11 In the dismantling day, all kinds of rubbish have to remove out of the Premises before 09:00 on August 19, 2023. Otherwise, it will be counted as overtime working, unless it has a prior approval of SECC.

3. Other provisions: Please pay the attention to The SECC Exhibition Hall Rule & Regulations.

SECC has the right to refuse any Contractor getting inside the hall if one of these following conditions is not complied with:

3.1. Building-up booths does not comply with the drawings submitted to and approved by SECC, unless Contractor has informed and been consented by SECC.

3.2. The exhibits and main building-up work of the particular booths must be placed or done outside the hall before being brought into the Premises for assembly. Main work or dangerous work included sawing, oxyacetylene and electric welding, spray painting or naked flame, and so on are strictly prohibited in the hall.

3.3. Contractors must assure the structure of their construction acceptable and meet the standard safety at work and firefighting.

3.4. Exhibits of an exhibitor which are not related to the building – up booth are not allowed to be placed into other booths.

3.5. The outside contractors have to compensate SECC and the third party immediately for any damages.

3.6. The staffs of Contractors are not permitted to smoke in or make dirty or damage to any parts of the exhibition halls.

3.7. The staffs of Contractors are not permitted to make noise or disorder or trouble in the exhibition halls.

3.8. Exhibits and special fixings, if any, must be registered with SECC's security team and will be controlled every time moving - in or out.

These regulations are issued by SECC. Request that relevant partners adhere to the aforementioned regulations in the spirit of cooperation, mutual respect, and understanding.

ANNEX 4: THE OPERATIONAL PROCEDURES FOR OUTSIDE CONTRACTOR

No.	Contents	Deadline
Annex 4B	<ul style="list-style-type: none"> - Submitting the drawings of particular booths (Include height, width, length...) - Submitting electrical drawings, SECC will approve the construction work in the halls 	3 weeks before move-in date
	- Supplying the information of the authorized of the outside contractors	10 days before move-in date
	- Registration the badge of employees	
	Administration fee for Working badges + Regular badges: 110,000VND/badge + In case the worker does not carry the badge or carries the wrong type of badge, a record of temporary suspension of construction will be made and a penalty fee will be paid at the rate prescribed by SECC	
	- Deposit: 1.100.000VND/sqm	
	- Management fee: 120.000VND/sqm	
	- Event license & performance license (If any)	3 weeks before move-in date

SAIGON EXHIBITION AND
CONVENTION JOINT VENTURE
COMPANY LIMITED
SECC

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

No: Q44B/CV-SECC-2018
(Ref: New regulations at SECC)

Hochiminh City, March 19th, 2018

Attention To: **Organizers of Fairs – Exhibitions – Events at SECC
Contractors at SECC**

To ensure the safety, hygiene and to be more professional in the constructing process of contractors during an event. From April 01st, 2018, all contractors have to follow these following regulations while supplying services at SECC:

1. On move-in/ move-out days: All workers and people in hall need to wear protecting helmet (constructing workers, supervisors, SECC staffs, cleaning and security team, Organizer) during working time. SECC will provide 05 helmets with SECC's logo at Organizer Office (these will be written in the room handling form) for the convenience of the Organizer while travelling inside the hall.
2. To minimize the impact of dust on environment and health. During construction, when sanding wood, plastering, build-up contractors are not allowed to use sandpaper to rub by hand, the use of sanding machine with vacuum function is compulsory. Contractors need to equip a vacuum cleaner when using saw, woodcutting tools.
3. Build-up contractors have to use wheeled-scaffolding (lockable) for easily transport and safety, avoid direct contact between the iron legs and the floor. In addition, it will be more flexible in moving and help to release the congestion in hall.
4. Build-up contractors should minimize the use of plaster because it will become solid waste after dismantling which affect the environment and will be difficult to clean up. Contractors who use plaster have to clean up everything after dismantling, SECC will apply sanction to contractors violate this regulation, the penalty fine is equivalent to the violation: chemical drops on the floor (paint, viscous, solvent...).
5. Build-up contractors need to have the information of manager/ supervisor at the booth in order to contact when needed.
6. Booth with private meeting room, storage and the area which using the heat-generated machines must be equipped with fire extinguishers. The fire extinguishers need to be placed in a visible and easy to reach area.

Thank you for your corporation.

Sincerely,

MANAGING DIRECTOR ✓

Thượng Mỹ An

III.3 WORK REGULATION (ANNEX 8)

(For all contractors)

-----oOo-----

1. Without the valid work badges in front of chest, every employee or staff cannot enter inside the SECC premises to work. The valid work pass is issued by the organizer or SECC.
2. No smoking inside the exhibition halls.
3. No bringing inside the exhibition halls the flammable substances like: gasoline; oil; alcohol; ethanol; and so on; or balloon with hydrogen or other flammable gas.
4. No bringing inside the exhibition halls to run the thermo genetic or having naked-spark or making noise devices and equipment like: welding machines; gas welding machines; cutting machines; sawing machines; handheld sawing machines and grinding machines; and so on.
5. No sticking all kinds of tapes and glue (like 502; dog; and so on) in walls and on floor of SECC premises. Except, the cloth tape (one side – two side) is allowed to use (please refer in advance with the SECC Technical Team).
6. No drilling, cutting, nailing-up wall; floor; partitions of the exhibition hall and other SECC premises.
7. No cutting or grinding anything to make a naked-spark inside the exhibition hall.
8. Not pouring water; paint; or any liquid to the floor and technical trench.
9. Scaffoldings must have wheels or foot of scaffolding must be chocked up by soft materials before starting work.
10. All building materials must been had a raw construction outside the exhibition hall first. To complete the booth work must cover the floor, wall and partitions in the exhibition hall when painting, sawing, cutting or waxing.
11. To minimize the dust that can impact to the environment and people's health, contractors have to use sanding machines with a vacuuming function in the process of sanding wood or plaster. Moreover, contractors must equip with a vacuum cleaner when sawing or cutting.

12. All contractors need to limit the use of gypsum because it will turn into solid waste when dismantling, causing environmental impacts and difficult for cleaning. If any contractors use gypsum, they have to ensure the cleanup after dismantling, SECC will apply the sanctions (equivalent to the sanctions of spilling chemicals on the floor: paint, oil, solvents ...).

13. No putting every build-up material on walls; partition; or near doors; or fire extinguishers of SECC.

14. Must have plans to safe the floor when carrying devices and equipment into the exhibition hall, example cover by rubber or soft materials before putting on the floor.

15. Do not transport goods with forklifts, trailers or homemade vehicles into the exhibition hall except the official on-site freight forwarder.

16. Build-up contractors must have manager information right at the booth for easy communication when necessary.

17. Regarding to the electricity regulations in the exhibition halls:

17.1. Installation of self-equipped electric generator is not allowed to be used in the premises.

17.2. Exhibitors are responsible for maintaining the rented equipment. In case of damage and loss, exhibitors will be required to compensate the SEC.

17.3. After closing, SECC will stop supplying electricity to booths, except the booths that were registered for the electricity 24/24.

17.4. 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 to SECC at least 1 week in advance and will be charged all additional fees such as power consumption, labors and other expenses (if any).

17.5. Electrical power supply is: Single-phase: 220V/ 50Hz $\pm 10\%$; Three-phase: 380V/ 50Hz $\pm 10\%$. In case exhibitors need to use other ranges of electrical power supply, please inform to SECC at least 15 days before the move – in day. Exhibitors are responsible for making payment of additional fee due to transferring electrical power supply.

17.6. Each individual socket or power point for machine is to be restricted for the use of only 01 devices, 01 equipment. 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.

17.7. The electrical equipment distribution layout needs to be submitted for SECC's approval 15 days before the first build – up day. SECC 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.

17.8. 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..

17.9. 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.

17.10. Exhibitors are not allowed to short-cut connect, remove and bypass the protective devices. If SECC found, we will make a record and further penalties to ensure general safety for the whole exhibition.

17.11. For items: power supply (for exhibit only) and isolator, SECC will provide Industrial sock with IEC standard. Exhibitor should take a look to the attach picture for well prepare to the exhibition.

18. Electric system:

- Indoor the SECC exhibition hall (hall A), there have eight electric distribution panels – 3 phases, the power capacity 200 ampere per panel.
- Outdoor exhibition area (the temporary parking), there have one electric transformer station 2,000KVA and six electric distribution panels – 3 phases (Notice: the clients have to connect themselves from the transformer station to the distribution panels).

19. If any booth needs to use clean water and drainage or high speed internet in Hall A and Hall B, please send a request to the SECC Sales team at least five days in advance and an attachment of installation diagram.

- Supplying water pipe has a shut-off valve and the diameter of head shut-off valve is Ø21.
- Inner diameter of the drainage pipe is Ø34.

Note: Outer exhibition hall areas, supplying water; high speed internet have to be researched before construction.

Total supplying water pressure for each booth from 2.5 bar to 5 bar. The temperature of waste water needs less than 60 Celsius degree before into drainage system.

20. The cool temperature inside the SECC exhibition hall A was designed from 25 to 27 Celsius degree.

21. Booth designing standards:

- Between two booth rows (as the requirements of the authority on the safety and firefighting regulations), the straight path width is three meters (3 meters).
- From the East gate to the West gate; and the South gate to the North gate, the straight main passageway width is five meters (3 meters).
- Booth blocks cannot be designed to obstruct the exits, emergency ways, fire alarms, fire hydrants, extinguishers, and so on located in the hall.
- Booth blocks being near walls must have one-meter distance from walls.

22. To standard booths: the dimension of 3m x 3m; the height of 2.5 meters; to be made by aluminum octagon tube.

23. To upgrade booths: the dimension; height and material are as the same as the standard booth, but having additional décor (like banners).

24. To special booths: having unlimited dimensions and material in construction. However, special booths – to be near walls – need have at least two-meter distance from walls and their height must be less than five (5) meters. Other special booths in other positions could be reached the height of eight (8) meters.

25. Any component would be hung from the exhibition hall roof (like lighting box; iron décor frame, and so on):

- If its weight is less than 100 kilogram per component, it must be hung up by strengthen cable.
- If its weight exceeds 100 kilogram per component, it must be hung up by winches. Each winch endures less than 200 kilograms. Customers will have to provide a diagram with full details on position, size and weight of the component.

This above Regulation issued by SECC, all related partners undertake to perform all terms and conditions with goodwill and mutual understanding.

This regulation must be ensured to perform strictly to any individual involved in working in SECC premises. If any term is broken, SECC Technical Team will co-operate with the organizer to make the statements and to have sanctions based on SECC current policies.



NOTICE

1. Onsite-forwarding::

According to SECC rules, the exhibitors can use Trolley in moving the materials (under 30kg) during the move-in and move-out days.

Size: platform 500mm (W) x 700mm (H)

The Exhibitor can use their own trolley. SECC don't provide the trolley.

If the Exhibitor have the demand to rent the trolley, please contact the Official On-site Logistics: AEL

2. Air compressors :

- ❖ Exhibitors and contractors are not allowed to bring pumps and Air Compressors into the exhibition area. Exhibitors and contractors may only use air compressors and compressed air lines of the units specified by SECC (Form 9, Form 10) :

Nghi Tin Machinery Co.,Ltd

Address: 61 Ta Uyen street, Ward 12, District 5, Ho Chi Minh City, Vietnam

Contact person: Ms. Luu Hue Tran – Phone: +84 909 902 283

III.4 OFFICIAL ONSITE HANDLING TARIFF VIETAD HCM 2023 (16-18/8/2023)

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ASIA EXPO LOGISTICS

(AEL Trading & Service Co., Ltd)

306/1 Dang Thuy Tram Street, Ward 13, Binh Thanh District, Ho Chi Minh City, Vietnam

Tel: 028 6258 1123 - Ext. 103

Contact Person:

• **Mr. Quang Truong**

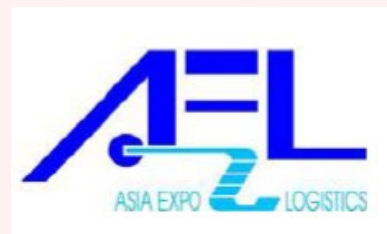
Mobile: +84 909 88 55 45

Email: truongpq@aelvn.com or expo@aelvn.com

• **Ms. Hai Yen**

Mobile: +84 918 232 688

Email: yen@aelvn.com



MEMBER OF
INTERNATIONAL
EXHIBITION
LOGISTICS
ASSOCIATION



I. BASIC HANDLING CHARGES:

From free on truck arrival at exhibition ground up to delivery to Stand and vice versa included:

- Manpower & forklift to deliver cargos to the stand for exhibits below 3.000kgs/package.
- 1 time position at the stand
- Onsite supervisor

BARE CARGO: USD 27/CBM/ 1WAY (Equipment/Products – no bales/pallets)

PACKED/ PALLET CARGO: USD 31/CBM/WAY.
(Equipment/Products have bales/pallets)

Min charges :

- For truck : 2cbm/truck
- For container : FCL 20'/40'DC/40'HC: 20/40/45cbm
- For OT / FR container: will have additional charges: 10% on basic handling charges.

If the actual volume is higher, will charge on actual volume.

II. ADDITIONAL CHARGES – IF ANY

OVERWEIGHT (Apply for machine weight from 3.000 Kgs)	From 3.000 Kgs to 5.000 Kgs: USD45/1.000Kgs From 5.001 Kgs to 8.000 Kgs: USD 55/ 1.000Kgs From 8.001 Kgs to 10.000 Kgs: USD65/1.000Kgs Over 10.000 Kgs: Will be quoted case by case
Unloading/ Loading + Grounding Container	USD 200/20" Container/ Operation USD 300/ 40" Container / Operation
Empty Handling at Venue Site	USD 7/CBM/Show
Storage of Empties At Secc	USD 15/CBM/Show
CRANE CHARGES FOR POSITION/ INSTALLATION	USD 300/lift /Operation Min usd 500 per day.
FORKLIFT SERVICES FOR ASSEMBLY OR DISMANTLING (As request)	3 ton USD60/Forklift/operation/ hour. 5 ton USD90/Forklift/operation/ hour. 7 ton USD120/Forklift/operation/ hour. 10 ton USD160/Forklift/operation/ hour. 12 ton USD200/Forklift/operation/ hour. 15 ton USD500/Forklift/operation/ hour.
NEW PACKING SERVICES	Carton/PE packing/ Plastics Belt USD 15/CBM Wooden packing USD 35-70/CBM Vacuum Packing (Min 5CBM) USD 45/CBM
Disposal of any unwanted item/packing material (Min 2CBM)	USD 15/CBM
Management surcharges from SECC for some special inquiry the truck/crane must go inside the hall: at cost as SECC rate.	

NOTES:

- All the above rates are not included VAT 10%.
- - The above rate is not included any additional service not mentioned above: new packing material, special packing request.
- - Any empty package/ disposal exhibits, materials should be removed by the exhibitors before the closing of the show. If any items left on the show will be removed & sent for disposal by AEL and will have arising charges: usd15/cbm.
- - Payment will be paid in USD or VND with the exchange rate of VCB at the date VAT invoice issued & Payments must be paid to AEL before the show closed or as agreement.
- - All the service inquiry please send to us at least 14 working days before moving in date.

- Please choose should you have any large/ tall or heavy exhibits as specified below:
 - ☐ Heavy Exhibit - Any exhibit and / or packing case exceeding 3000kg
 - ☐ Large Exhibit - Any exhibit and / or packing case exceeding 3.0m (length) x 2m (width) x 2m (height)
 - ☐ Tall Exhibit - Any exhibit and / or packing case exceeding 2.5m (height)
- If yes, please provide the information below:
 - ❖ Product Exhibits
 - ❖ Dimensions in m (LxWxH)
 - ❖ Weight (in kg)
 - ❖ Date of Arrival in HCMC
- Any large/ tall or heavy exhibits must arrive in good time for port clearance and reach the exhibition site on the first day of the build-up period. If such exhibits arrive later than the scheduled move-in dates, they may not be permitted entry into the exhibition site. Relative location of tall exhibits (over 2.5mH) must be submitted for approval.
- Exhibitors with heavy exhibits are referred to the floor loading capacity (see Rules & Regulations' section), and to provide steel plates for loading spread at their own cost.
- Do not expect any availability of storage for empty cartons / parking on site.
- Only exhibits which can be hand-carried by one person may delivered to / removed from the exhibition hall by the Exhibitor. Exhibits requiring mechanical assistance must be handled by the Official Freight Forwarders on site. For the on-site handling charges, please refer to the Official Freight Forwarders.

SECTION VI: ESSENTIAL FORMS

DONG NAM ADVERTISING AND COMMERCIAL PROMOTION JSC

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FORM 1: SHOW DIRECTORY REGISTRATION

Deadline: July 12, 2023

- **Company name:**
- **Address:**
- **Tel. :**
- **Email:**
- **Website:**
- **Booth No.:**
- **Brief introduction of the business (maximum 120 words)**
.....
.....
- Please fill this form **in English or Vietnamese**
- Please attach **your company logo file**, 3MB, jpeg format.
- Please list some **EXHIBITING PRODUCTS** at the exhibition

No.	Name of exhibiting products	Image of products (1920x1080 pxl) Attach the image in email and clearly note on the file name	The brand of exhibiting products	Logo of the brand
1				
2				
...				

Notes: The images need to be attached at email for high quality, and please clearly note on the file name, do not attach the images to word files

- **New technologies/outstanding products that will be displayed at the exhibition:**

.....

.....

Notes:

- ❖ Please fill out all information, then send to The Organizer by email before July 12, 2023. If the exhibitor miss the deadline, their information will not be published on the show directory.
- ❖ Company logo and distribution brand logo are different (in case you are a distributor or agent), please provide full details.
- ❖ If there is any information exhibitors do not provide, the information will be left blank.
- ❖ The organizer have the right to use or not use product images/brand logos/business logos to promote the exhibition without having to notify the exhibitors in advance and without incurring any costs.
- ❖ Exhibitors sending logos/brand logos/product images must commit and be responsible for the copyright of all these documents. The organizer do not accept the use of information and images not under the copyright of the business to promote at the exhibition.
- ❖ - If there are copyright lawsuits about the information, the Organizer will stop and remove this disputed documents. Exhibitors are solely responsible for all disputes, complaints, lawsuits, claims related to copyright, ownership of promotional information/documents provided by them to the Organizer.
- ❖ All issues related to the promotion of the Exhibition will be final decided by the Organizer.

Contact person:

- **Mr. Trọng: 094 4182 094**
- **Email: marketing@dongnam.com.vn**

FORM 2: BOOTH BUILDING UP SERVICE REGISTRATION For Outside Contractor

Deadline to submit and payment: August 3, 2023

Exhibition: **VietAd HCM 2023**

Date of exhibition: **16-18/08/2023**

Outside contractor name : _____

Name of person in charge : _____

Tel: _____

Exhibitor name: _____

Booth No.: _____

Description	Quantity	Unit price	Amount (VND)
Deposit	_____sqm	1.100.000 VNĐ/sqm	
Building up service (management fee)	_____sqm	120.000 VNĐ/sqm	
Working badge 100% surcharge for contractors using fraudulent badge	_____person	110.000 VNĐ/badge	
Total			

Notes:

- Registration after August 3, 2023: incur a 5% surcharge.
- Registration after August 6, 2023: incur a 20% surcharge.
- Registration from August 13 to 19, 2023: incur a 50% surcharge.

Company's name to be issued the Red Invoice : _____

Address (registered at Tax Office): _____

Tax code: _____

Payer

Approved by SECC

Receiver

Full name
Date:.....

Sales Dep.
Date:.....

Accounting Dep.
Date:.....

Note:

- If the exhibitors would like to pay in USD, it is calculated at the exchange rate on the date of payment.
- Please read the EXHIBITION HALL REGULATION and WORK REGULATION carefully.
- The deposit will be refunded around 7 days after the event if the outside contractor has not violated any SECC's regulations hands over the premises back at the original status.
- For further information, please contact:

Mr. Nguyễn Kim Hùng: +84 908 793 444 - kimhung.nguyen@secc.com.vn

**FORM 3: SERVICES REGISTRATION –
UPGRADED STANDARD BOOTH****Deadline to submit and payment: August 3, 2023**Exhibition: **VietAd HCM 2023**Date of exhibition: **16-18/08/2023**

Company name : _____

Name of person in charge : _____

Tel: _____

Service area: _____

Description	Area (sqm)	Unit price (VND/sqm)	Amount (VND)
The decoration (Hi-flex) exceeds the regulated space of standard		25.000	
Changing from standard booth to special booth or raw space.		45.000	
Total			

Notes:

- Registration after August 3, 2023: incur a 5% surcharge.
- Registration after August 6, 2023: incur a 20% surcharge.
- Registration from August 13 to 19, 2023: incur a 50% surcharge.

Payer**Approved by SECC****Receiver**Full name
Date...Sales Dep.
Date.....Accounting Dep.
Date.....***Notes:**

- If the exhibitors would like to pay in USD, it is calculated at the exchange rate on the date of payment.
- For further information, please contact:

Mr. Nguyễn Kim Hùng: +84 908 793 444 - kimhung.nguyen@secc.com.vn

FORM 4: SERVICES REGISTRATION – WORKING OVERTIME

(Requested to register with Overtime Security Service – Form 5)

Deadline: 17:00 on the day of registration to work overtime

Exhibition: **VietAd HCM 2023**

Date of exhibition: **16-18/08/2023**

Service area: _____

Company name: _____

Name of person in charge: _____

Tel: _____

Booth No.: _____

	Description	Unit price(VND)	Quantity (hour)	Amount (VND)
Working Over-time (1hour/Booth)	Booth ≤ 36sqm	2.750.000		
	Booth ≤ 72sqm	3.500.000		
	Booth ≤ 108sqm	4.200.000		
	Booth ≤ 144sqm	4.800.000		
	Booth > 144sqm	5.500.000		

(+ 10% VAT)

Payer

Confirmed by Organizer

Approved by SECC

Receiver

Full name

Date.....

Pertion in charge

Date.....

Sales Dep.

Date.....

Accounting Dep.

Date.....

***Notes:**

- If the exhibitors would like to pay in USD, it is calculated at the exchange rate on the date of payment.
- For futher information, please contact:

Mr. Nguyễn Kim Hùng: +84 908 793 444 - kimhung.nguyen@secc.com.vn

FORM 5: OVERTIME SECURITY SERVICE**Deadline: 17:00 on the day of registration to work overtime**

Attn to the Song Than Vietnam Security Co., Ltd.

For completion of booth construction paper work to the Organizer and SECC, we rent the overtime security service Song Than Vietnam Security Co., Ltd. as following:

Company name: _____
Address: _____ Tax code: _____
Person in charge: _____ Position: _____
Tel: _____
Booth No.: _____ Hall: _____

Booth Area	Unit price (excluding VAT)	Quantity (hour)	Amount (VNĐ)
Under 100 sqm	300.000 VND/hour	... hour(s) (From to)	
From 100 sqm to 500 sqm	500.000 VND/hour	... hour(s) (From..... to)	
Above 500 sqm	700.000 VND/hour	... hour(s) (From to)	
Tổng cộng			

Confirmation of the Exhibitor

Date:

Signature and company stamp

Certified by Song Than Vietnam Security

Date:

Signature and company stamp

SONG THAN VIETNAM SECURITY CO.,LTD

131/9/4 Xom Chieu Str., Ward 16, Dist.4, HCMC, Vietnam

Tel: +84.28.3940 3498

Email: bvsongthanvn@gmail.com

Contact person:

Mr. Tran Van Hong – Vice Director

Mobile: +84.909 384 564

Notes: If the exhibitors would like to pay in USD, it is calculated at the exchange rate on the date of payment.

FORM 6: ELECTRICAL RENTAL REGISTRATION**Deadline: August 3, 2023**

Please send to THE ORGANIZER (Dong Nam Advertising and Commercial Promotion JSC) before the deadline

Ref.No	Items	Unit price (USD) including VAT		Quantity	Amount
Lights					
1	Tube light/ Neon light 1.2m	12			
2	Spotlight (yellow)	16			
3	Spotlight (white)	17			
4	Long arm spotlight (yellow)	17			
5	Long arm spotlight (white)	20			
6	Downlight (yellow)	16			
7	Downlight (white)	17			
8	Floodlight (yellow)	33			
9	Floodlight with arm	38			
10	Led floodlight (white)	53			
11	Led floodlight with arm	58			



Ref No.	Items	Unit Price (USD) including VAT		Quantity	Amount
Power supply for exhibit (not for exhibition services equipment)		24H			
12	Socket 5A/220V (Max 600W))	32	47		
13	Socket 15A/220V (Max 1800W)	72	87		
14	Power supply 30A/220V (Max 3600W)	132	156		
15	Power supply 60A/220V (Max 7200W)	250	312		
16	Power supply 15A/380V (Max 5Kw)	202	312		
17	Power supply 30A/380V (Max 10Kw)	410	530		
18	Power supply 60A/380V (Max 20Kw)	565	720		
19	Power supply 100A/380V (Max 30Kw)	935	1125		
20	Power supply 150A/380V (Max 50Kw)	1275			
21	Power supply 250A/380V (Max 80Kw)	1868			



Ref No.	Items	Unit Price (USD) Including VAT		Quantity	Amount
Isolator for lights and sockets					
22	Isolator 1000W/220V	156			
23	Isolator 2000W/220V	315			
24	Isolator 5000W/220V	592			
25	Isolator 3 x 2000W/220V	780			
26	Isolator 3 x 3000W/220V	935			
Standard electrical equipment package					
Package of 02 tube lights + 01 5A/220V socket			27		
Package of 02 spotlight (yellow) + 01 tube light + 01 5A/220V socket			38		
Package of 03 spotlight (yellow) + 01 5A/220V socket			40		
Total					

1. Please submit your registration form and make payment to The Organizer (Dong Nam Advertising and Commercial Promotion JSC)



Address: 1st Floor, Hoang Viet Building, 34 Hoang Viet Street, Ward 4, Tan Binh District, Ho Chi Minh City, Vietnam

Email: marketing@dongnam.com.vn - Hotline: +84 932.650.717 (Ms. Duyên)

Exhibitor

Company: Booth No.:

Contact Person: Position:

Tel: Date:

Please sign and write full name:

2. The above prices are including VAT.

3. The above prices include the electricity use during the event.

4. Surcharge:

- **A 20% surcharge will be applied to the price per unit according to the price list for registrations received after August 3, 2023.**
- **A 30% surcharge will be applied to the price per unit according to the price list for registrations received on days from August 13 to 18, 2023.**

5. Installation of electrical accessories without permission of the Organizer is prohibited and self-equipped electric generator is not allowed to be used in the premises.

6. Exhibitors are responsible for maintaining the rented equipment. In case of damage and loss, exhibitors will be required to compensate.

7. In case of using electricity 24/24, exhibitors are required to register with the Organizer before the first move-in day.

8. After closing, SECC will stop supplying electricity to booths, except the booths that were registered with The Organizer for the electricity 24/24.

9. 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.

10. Electrical power supply is: Single-phase: 220V/ 50Hz $\pm 10\%$; Three-phase: 380V/ 50Hz $\pm 10\%$. In case exhibitors need to use other ranges of electrical power supply, please inform to SECC at least 15 days before the move – in day. Exhibitors are responsible for making payment of additional fee due to transferring electrical power supply.

11. Each individual socket or power point for machine is to be restricted for the use of only 01 device, 01 equipment. Each Power 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 by the Organizer/SECC, the exhibitors will be charged an additional fee based on practical situation.

12. The electrical equipment distribution layout needs to be submitted for SECC's approval 15 days before the first build – up day. SECC has the right to prohibit any contractor from constructing the booth if not submit the layout, or 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.

13. 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 gang way.

14. The Organizer is responsible for only equipment provided by us to exhibitor booth. All item are finish set up, exhibitors want to change or do not use anymore, we still charge for those services.

15. The Organizer will provide isolator on the floor of the booth base on the exhibitor order. One isolator just use for 1 booth. Exhibitor cannot sub-supply for another booths or cross the gang way. Exhibitors can connect from the end-point of isolator and braches of base load (lights and sockets).

16. Exhibitors have to check (tool, machines, 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.

17. The Organizer will provide the isolator on the booth's floor, based on the exhibitor order. If exhibitors want to move it to other location::

- Exhibitor should have the safety plan and this plan must be approved by The Organizer and SECC
- Exhibitors are solely responsibilities during installation and usage
- Exhibitors will be self-charge all fee about this required (if any)

18. Exhibitors are not allowed to short-cut connect, remove and bypass the protective devices. If The Organizer/SECC found, we will make a record and further penalties to ensure general safety for the whole exhibition.

19. For items: power supply (for exhibit only) and isolator, The Organizer will provide Industrial sock with IEC standard. Exhibitor should take a look to the attach picture for well prepare to the exhibition.

20. A surcharge of 40% unite price shall be applied to the power supply, if exhibitor want to use the exhibition services equipment (air compressor, air condition, etc.).

FORM 7: FURNITURE RENTAL REGISTRATION**Deadline: August 3, 2023**

Please send to THE ORGANIZER (Dong Nam Advertising and Commercial Promotion JSC) before the deadline

Ref No.	Items	Unit Price USD (including VAT)	Quantity	Amount
F1	Information Counter (W:50cm x L:100cm x H:75cm)	16		
F2	Information Counter + Shelf (W:50cm x L:100cm x H:75cm)	20		
F3	Tall Information Counter + Shelf (W:50cm x L:100cm x H:100cm)	25		
F4	Curve Information Counter	38		
F5	Lockable Cabinet (W:50cm x L:100cm x H:75cm)	30		
F6	Lockable Cabinet & Shelf (W:50cm x L:100cm x H:100cm)	32		
F7	White Wooden Chair	7		
F8	Cushion chair	4		
F9	Folding chair	4		
F10	Bar Stool	12		
F11	VIP Chair	20		
F12A	Display Cube (W:50cm x L:50cm x H:50cm)	10		
F12B	Display Cube (W:50cm x L:50cm x H:75cm)	13		
F12C	Display Cube (W:50cm x L:50cm x H:100cm)	16		

Ref No.	Items	Unit Price USD (including VAT)	Quantity	Amount
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)	25		
F18	Low Showcase (500W x 1000L x 1000H mm) without light	65		
F19	Tower Showcase (500W x 500L x 2000H mm) without light	65		
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)	15		
F23	Zigzag Rack	15		
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)	52		
F27	2-tier counter (700W x 1000L x 1000/750H mm)	42		
F28	2-tier counter (1000W x 1000L x 1000/750H mm)	48		

Ref No.	Items	Unit price USD (including VAT)	Quantity	Amount
F29	S – shaped hook (10pcs)	13		
F30	Leather rack (300W x 1000L mm)	20		
F31	Potted plant	20		
F32	Storage (1sqm) with lockable folding door	65		
F33	Platform (FUVI) (1sqm)	5		
F34	Metal mesh (1sqm)	20		
F35	Metal peg (10pcs)	13		
F36	Carpet (new 100%)	5		
Total				

1. Please submit your registration form and make payment to The Organizer
(Dong Nam Advertising and Commercial Promotion JSC)
 Address: 1st Floor, Hoang Viet Building, 34 Hoang Viet Street, Ward 4, Tan Binh District, Ho Chi Minh City, Vietnam
 Email: marketing@dongnam.com.vn - Hotline: +84 932.650.717 (Ms. Duyên)

Exhibitor

Company: Booth No.:

Contact Person: Position:

Tel: Date:

Please sign and write full name:

2. The above prices are including VAT.
3. All items ordered are on rental basis and exhibitors will be helped responsible for any damages or losses.
4. Surcharge:
- **A 20% surcharge will be applied to the price per unit according to the price list for registrations received after August 3, 2023.**
 - **A 30% surcharge will be applied to the price per unit according to the price list for registrations received on days from August 13 to 18, 2023.**

FORM 8: EQUIPMENT RENTAL REGISTRATION**Deadline: August 3, 2023**

Please send to THE ORGANIZER (Dong Nam Advertising and Commercial Promotion JSC) before the deadline

Ref No.	Items	Unit Price USD (including VAT)	Quantity	Amount
E1	Television LCD 32" with a stand or mounts on the wall	95		
E2	Television LCD 42" with a stand or mounts on the wall	125		
E3	Television LCD 50" with a stand or mounts on the wall	220		
E4	Television LCD 58" with a stand or mounts on the wall	280		
E5	Television LCD 60" with a stand or mounts on the wall	300		
E6	Television LCD 70" with a stand or mounts on the wall	440		
E7	Fridge 90l	95		
E8	Fridge 150l	125		
E9	Fridge 220l	156		
E10	Fridge 350l	220		
E11	Water dispenser with two bottles of pure water	77		
E12	Color printer with 1 set of A4 paper (500)	156		
E13	Speaker	125		
Total				

**1. Please submit your registration form and make payment to The Organizer
(Dong Nam Advertising and Commercial Promotion JSC)**

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Email: marketing@dongnam.com.vn - Hotline: +84 932.650.717 (Ms. Duyên)

Exhibitor

Company: Booth No.:

Contact Person: Position:

Tel: Date:

Please sign and write full name:

2. The above prices are including VAT.

3. All items ordered are on rental basis and exhibitors will be helped responsible for any damages or losses.

4. Surcharge:

- **A 20% surcharge will be applied to the price per unit according to the price list for registrations received after August 3, 2023.**
- **A 30% surcharge will be applied to the price per unit according to the price list for registrations received on days from August 13 to 18, 2023.**

FURNITURE RENTAL



F1 - Information counter
F1 - Bàn thông tin



F2 - Information counter & shelf
F2 - Bàn thông tin có ngăn



F3 - Tall information counter & shelf
F3 - Bàn thông tin cao có ngăn



F4 - Curve information counter +shelf
F4 - Quầy thông tin cong có ngăn



F5 - Lockable Cabinet
F5 - Tủ có khóa



F6 - Lockable Cabinet & shelf
F6 - Tủ cao có khóa



F7 - White Wooden Chair
F7 - Ghế gỗ trắng



F8 - Cushion Chair
F8 - Ghế chân quỳ



F9 - Folding Chair
F9 - Ghế xếp inox



F10 - Bar Stool
F10 - Ghế Bar Stool



F11 - Black Leather Arm Chair
F11 - Ghế V.I.P



F12 - Display Cube
F12 - Bục trưng bày

FURNITURE RENTAL



F13 - Round Glass Table
F13 - Bàn kính tròn



F14 - Round Wood Table
F14 - Bàn gỗ tròn



F15 - Square Glass Table
F15 - Bàn kính vuông



F16 - Square Wood Table
F16 - Bàn gỗ vuông



F17 - Square glass table + shelf
F17 - Bàn kính vuông có kệ



F18 - Low Showcase
F18 - Tủ kính thấp



F19 - Tower Showcase
F19 - Tủ kính vuông



F20 - Tall Showcase
F20 - Tủ kính lớn



F21 - Flat Shelf
F21 - Kệ trưng bày thẳng



F22 - Slope Shelf
F22 - Kệ trưng bày nghiêng



F23 - Zigzag Rack
F23 - Kệ Zigzag



F24 - Brochure Rack
F24 - Kệ Brochure inox

FURNITURE RENTAL



F25 - 3-tier counter
F25 - Kệ 3 tầng nhỏ



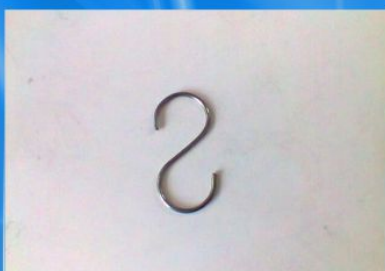
F26 - 3-tier counter
F26 - Kệ 3 tầng lớn



F27 - 2-tier counter
F27 - Kệ 2 tầng nhỏ



F28 - 2-tier counter
F28 - Kệ 2 tầng lớn



F29 - S - shaped hook
F29 - Móc chữ S



F30 - Leather Rack
F30 - Giá treo da



F31 - Potted Plant
F31 - Cây kiểng



F32 - Storage (1sqm) with folding door
F32 - Phòng kho với cửa lùa nhựa có khóa



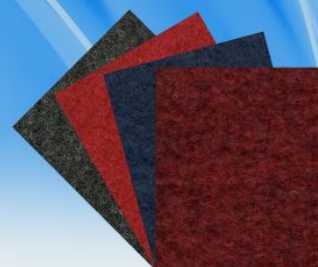
F33 - Platform (Fuvi)
F33 - Pallet nhựa



F34 - Metal Mesh
F34 - Lưới thép trưng bày



F35 - Metal Hook
F35 - Móc sắt cho lưới thép



F36 - Carpet
F36 - Thảm trải sàn

FORM 9: CONSTRUCTION AND STAGING AIR SYSTEM SERVICE REGISTRATION

Deadline: August 11, 2023

Please send to Nghi Tin Machinery Co.,Ltd before the deadline

Ref No.	Items	Unit	Unit cost USD (including VAT)	Quantity	Amount
1	Pneumatic pipeline(0.10m ³ /min with 8kg/cm ²)(price applies from 01 to 03 points)	Point	101		
2	Pneumatic pipeline(0.10m ³ /min with 8kg/cm ²)(price applies from 04 to 06 points)	Point	91		
3	Pneumatic pipeline(0.10m ³ /min with 8kg/cm ²)(prices apply from 07 points and above)	Point	87		
Total					

1. The above price is including VAT
2. The above price does not include connection to the machine
3. A surcharge of 10% will be applied to equipment and services registered during construction and exhibition
4. Customers who have registered to avoid surcharges, please pay 100% immediately after registering the service
5. If there are special requirements other than the above flow, please notify 10 days in advance
6. Customers wishing to be supplied air earlier than the specified time will be charged an additional 10% on the above price.

7. An air line is only used for 01 booth, not blocking the aisle and the booth next to it.
8. Do not bring air vessel (air tank) into the booth in exhibition halls A and B.
9. Customers need to self-equipped the male quick connector and air tube with a pressure of 8kg/cm² (the system's use pressure is 8kg/cm²), please make sure it suits the pressure and safe to use.
10. Customer only uses compressed air for exhibition staging equipment and does not supply air for exhibit equipment.
11. If we detect non-compliance with the above regulations, we will report it to SECC management and make a record. The customer will be fined twice the original price.
12. Please return this Form to: NGHI TIN MACHINERY CO.,LTD
 - ❖ Contact person: Ms. Huệ Trân
 - ❖ Tel: +84 909 902 283
 - ❖ Email: huetran@nghitin.vn

FORM 10: EXHIBITION AIR SYSTEM SERVICE REGISTRATION

Deadline: August 11, 2023

Please send to Nghi Tin Machinery Co.,Ltd before the deadline

Ref No.	Items	Unit	Unit price USD (including VAT)	Quantity	Amount
1	Pneumatic pipeline / Capacity 1 HP (0.10m3/min with 8kg/cm2)	Pipe	330		
2	Pneumatic pipeline / Capacity 2 HP (0.17m3/min with 8kg/cm2)	Pipe	510		
3	Pneumatic pipeline / Capacity 3 HP (0.25m3/min with 8kg/cm2)	Pipe	722		
4	Pneumatic pipeline / Capacity 5 HP (0.50m3/min with 8kg/cm2)	Pipe	1160		
5	Pneumatic pipeline / Capacity 7.5 HP (0.75m3/min with 8kg/cm2)	Pipe	1650		
6	Pneumatic pipeline / Capacity 10 HP (1m3/min with 8kg/cm2)	Pipe	2145		
7	Pneumatic pipeline / Capacity 15 HP (1.6m3/min with 8kg/cm2)	Pipe	2267		
Total					

1. The above price is including VAT
 2. The above price does not include connection to the machine
 3. The above unit price includes the power source of the air compressor, dryer, air tank, pipeline and installation labor from vessel to the booth.
 4. An surcharge of 30% will be applied to equipment and services registered during construction and exhibition.
 5. Advance 50% of the quote value 03 (Three) days before the first construction day of the event, the rest is paid immediately after the service has been completed within 03 (Three) days.
 6. The above unit price applies to the total capacity of the air compressor system under 150HP.
 7. If there is a special request, it must be notified 30 days in advance.
 8. Compressed air will be provided at 12 noon before the exhibit opening day.
 9. Customers wishing to supply earlier than the specified time will be charged an additional 35% / day on the registered customer's unit price.
 10. An air line is only used for 01 booth, not blocking the aisle and the booth next to it.
 11. Do not bring air vessel (air tank) into the booth.
 12. If we detect non-compliance with the above regulations, we will report it to SECC management and make a record. The customer will be fined twice the original amount.
 13. Customers need to self-equipped the male quick connector and air tube with a pressure of 8kg/cm² (the system's use pressure is 8kg/cm²), please make sure it suits the pressure and safe to use .
7. Please return this Form to: NGHI TIN MACHINERY CO.,LTD
- ❖ Contact person: Ms. Huệ Trân
 - ❖ Tel: +84 909 902 283
 - ❖ Email: huetran@nghitin.vn