



Aug.23-25, 2023

SECC, Ho Chi Minh City



Exhibitor Manual

全球领先的发泡材料展览会
The leading International Foams Exhibition

INTERFOAM VIETNAM 2023



Organizers





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WELCOME

Dear our valued customer,

INTERFOAM would like to thank you so much for your participation in INTERFOAM VIETNAM 2023 in SECC!

In order to assist you in preparing for this Fair, we have designed this Manual to simplify your arrangements, and we strongly recommend a careful study of its contents.

All **compulsory forms** and **optional forms** (if any) at **Section V** must be submitted to the Organizer on time as required.

Should you have any further query, please contact:

E-mail: info@interfoam.cn

Tel:+86 58677998 / Mob.: +8618518004177 (Ms. Bianca Huang)

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I. GENERAL INFORMATION

ORGANIZER –HJT Exhibition (Shanghai) Co., LTD.

Add.: Rm2003, Tower A, Timecourt, Chaoyang District, Beijing, China
 Tel.: +86 10 58677126
 Web.: www.interfoamvietnam.com
 E-mail : info@interfoam.cn

ORGANIZER - VINEXAD Vietnam National Trade Fair & Advertising JSC

Add.: No. 9 Đinh Le, Hoan Kiem Dist., Hanoi, Vietnam
 Tel.: +(84-24) 3825 5546 (ext. 446)
 Web.: https://vinexad.com.vn/
 E-mail : expo@vinexad.com.vn

Fair information	Construction & Services
Ms. Bianca Huang zitong.huang@hjtexpo.com +8618518004177	Ms. Kristina Pham kristina.pham@pico.com +84 28 38464 990 (ext. 202)
Floor plan	Media
Ms. Carrie He Yaning.he@hjtexpo.com +86 10 58677126	Ms. Bianca Huang zitong.huang@hjtexpo.com +8618518004177
Security & Stand Cleaning	Accommodation & Tourism Support
Ms. Kristina Pham kristina.pham@pico.com +84 28 38464 990 (ext. 202)	Ms. Yifan ZHANG yifan.zhang@hjtexpo.com +86 186 1190 1513

OFFICIAL FREIGHT FOWARDER - Tradelink Logistics & Service Co., Ltd

Add.: 1D Lane 165 / 8 Mai Dich Street, Cau Giay District, Ha Noi, Vietnam
 Contact Person: **Mr. David Linh - Fairs & Events Manager**
 Mob.: +84 903410309
 Tel.: +84 24 3386 2720



Email: info@tradelinkslogistics.com

A. Venue

SECC - Saigon Exhibition and Convention Center



TECHNICAL SPECIFICATIONS

Hall B1

Capacity	Exhibition Hall B1			
Surface (sq.m)	4440sqm			
Floor Loading (kg/m2)	5,000			
Ceiling Height (m)	12mH			
Loading Entrance Height/Weight (m)	6.0mH / 4.5mW			
Maximum Stand Construction Height (m)	5mH			
Power supply	Single phase: 220V 50Hz, Three Phase: 380V 50Hz			
Maximum Sound Volume (dB)	60	60	60	60
Ventilation	Air-conditioning			
Fire Protection	Fire detection & alarm system Water riser & hose reel, portable fire extinguisher			



II. RULES AND REGULATIONS

A. Construction

a) General rules and regulations

- Any setup is in accordance with the fair venue's technical specifications as mentioned above.
- Details about Performance Bond, Work Pass for Contractor, Management Fee, and Overtime working fee (if any) is in **Form 3**.
- Every employee or staff must wear valid work passes issued by the Organizer or SECC to enter the exhibition hall. Every employee or staff must wear proper uniforms or attires which are included: clothes, shoes (sport shoes) and safety helmet.
- 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 a sanding machine with vacuum function is compulsory. Contractors need to equip a vacuum cleaner when using saws, woodcutting tools.
- No drilling, cutting, nailing-up wall; floor; partitions of the exhibition hall and other SECC premises.
- No cutting or grinding anything to make a naked-spark inside the exhibition hall.
- Not pouring water; paint; or any liquid to the floor and technical trench.
- Scaffoldings must have wheels or foot of scaffolding must be covered by soft materials before construction.
- No sticking all kinds of tapes and glue (like 502; dog; and so on) in walls and on the 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).
- No leaning any build-up material against walls; partitions; or near doors; or fire extinguishers of SECC.
- Covering the floor with rubber or soft materials before putting any heavy exhibit on the floor.
- The exhibitor shall be responsible for any damages to the provided furniture, electrical item, booth structure, floor, walls and any part of the property that is rented. The exhibitor may impose a surcharge determined by the Organizer and the Official Contractor
- No using spaces that exhibitors have not registered yet without the Organizer's permission.



- No painting or sawing has been done on the Exhibition Hall fittings. The Exhibitors and/or contractors will be held responsible for any damages caused to the Exhibition Hall fittings by their staff, agents or contractor.
- Requirements for any decorative component hung from the exhibition hall roof (like lighting box; iron décor frame, and so on) as follows:
 - Its weight is less than 100 kilograms per component.
 - It must be hung up by strong cables.
 - SECC Technical Team will find available positions for the component as required by customers. They will be in charge of the installation.
 - Customers will be in charge of lifting up the component from the floor to the hanging cables.

b) Booth Construction

(1) Standard Booth

- No nailing, drilling or painting to these walls and aluminum frames.
- No sticking any kinds of tapes and glue to stick posters or banners on partitions and on the floor without the Organizer's permission. Except, the cloth tape (one side – two sides) is allowed to use (please refer in advance with the SECC Technical Team).
- Do not hang heavy items on the ceiling which can cause damages to booth structure.
- Do not stand, sit or put on item's weighing over 20kgs on tables.
- Do not stand on the chairs, if damages are caused by exhibitors, a penalty charge will be applied accordingly.
- Do not use a knife, hammer or machine which can cause damages to booth structure and furniture surface.
- Exhibitors with corner booths can choose to have partitions or one side opened towards the aisle.
- Unused furniture or fittings included in Standard Booth Package may be removed upon request by Exhibitors but the Organizer will give no financial refund for those items.

(2) Raw space / Booth construction by Exhibitors or Non-official Contractors

- No limits on the width, length and construction materials of booths. Self-constructed or specially designed booths which are located near the walls of the fair venue need to be 2m away from the walls and 4m height at maximum. Other booths at other locations are 5m height at maximum.
- Non-official or Outside Contractors (“Contractors”) are those who are not appointed in the Official Contractor list by SECC (including the exhibitors who arrange the booths themselves and have a responsibility to contact with SECC's Management Office to well understand all procedure and work in the exhibition hall.



When any issues arise, the Contractors must inform SECC in writing to find out the best resolution together.

To have permission to enter SECC's exhibition halls, the Contractors must have the ability to do their work and comply with all these regulations as follows:

2.1 The name list of all staff and supervisors under the command of Outside Contractors must be sent to SECC at least **seven (07) working days** before the first day of the Lease Term.

2.2 All foreign workers must have a valid work permit in accordance with Viet Nam's law.

2.3 Exhibitors or Outside Contractors need to give work passes issued by SECC for your staff to wear visibly during all working times on the Premises. These work passes are valid during the Lease Term.

2.4 Outside Contractors have to pay a **management fee (1)** to SECC which costs **120.000VND/m²**. The fees for work passes are as follows:

Standard pass: 110.000 VND / piece

Overdue pass: 220.000 VND / piece

Re-issued pass: 110.000 VND / piece

2.5 Contractors must deposit the amount of **1.100.000 dong /m²** in cash at least **7 working days** before the first day of the Lease Term. This amount will be refunded without interest after the Contractors has completed their work.

2.6 The workers of the contractors must wear proper uniforms or attires and put on work passes in front of their chest when moving in or out of the hall. Proper uniform or attire must be included: clothes, shoes (sport shoes, Bata shoes) and safety helmet.

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

2.8 The management fee subject to each service will be regulated by SECC. Payment 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 Party A's banks.

2.9 The drawings of the layout and electricity/ lights must be submitted to SECC at least **seven (07) working days** before the first day of the Lease Term (**before August 20th, 2023**).

2.10 Electricity connection fee must be paid in cash or by bank transfer before the Fair opens. Exhibitors are not permitted to connect their own electrical fittings. **(NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)**



2.11 If Exhibitors or the Outside Contractors need overtime work hour, please inform SECC to register before **16:00** on the same day and pay the fees imposed by SECC.

2.12 In the first dismantling day, all kinds of rubbish have to remove out of the Premises before **17:00** on the same day.

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

- Booths which are being built does not comply with the drawings submitted to and approved by SECC unless Organizer has informed and been consented by SECC
- The exhibits and main build-up work of the particular booths must be placed or done outside the hall before being brought into the Premises for assembly. Main or dangerous work such as sawing, oxyacetylene, and electric welding, spray painting or naked flame, and so on are strictly prohibited in the hall.
- Contractors must assure the structure of their construction acceptable and meet the standard safety at work and for fire fighting.
- Exhibits of an exhibitor which are not related to booth build-up are not allowed to be placed into other booths.
- The Outside Contractors have to compensate SECC and the third party immediately for any damages
- The staff of Contractors is not permitted to smoke in or make dirty or damage to any parts of the exhibition halls.
- The staff of Contractors is not permitted to make noise or misbehave or cause any troubles in the exhibition halls.
- Exhibits and special fixings, if any, must be registered with SECC's security team and will be controlled closely during move-in or move-out.

B. Exhibits - Freight & Move-in - Display - Maintenance

a) Freight & Move-in

- Exhibits are not allowed to be moved in the exhibition hall before **August 22nd, 2023** as known as the first setup day.

- Exhibitors, Agents or Contractors are responsible for informing the Organizer about delivering heavy or large exhibits into the exhibition hall in advance. Heavy exhibits refer to any exhibit and/or packing case exceeding 100kg. Large exhibits refer to any exhibit and/or packing case exceeding 3m(L) x 1.5m(W) x 1.8m(H).

- Official Freight Forwarders must be appointed for mechanical handling within the exhibition halls. Forklifts, cranes and pallet trucks from exhibitors and other forwarders will not be permitted into the exhibition halls.



- Exhibits arriving onsite without a pre-appointed official freight forwarder will be handed over and preserved by exhibitors. The Organizer is not responsible for preserving exhibits during the build-up period.
- The hand-carried exhibits or goods to be brought into the exhibition hall by each individual will not be charged by the official on-site handling contractors. These items or goods must be either less than 100 kilograms or less than 0.50 CBM and could be also brought by small hand trolley of SECC. Please contact The Organizer for small hand trolley rental form.
- Heavily weighted cars used as exhibits will not be charged. In addition, goods or machinery as exhibits, which are attached wheels and less than 100kg, will not be charged. The staff of exhibitors is responsible for bringing these exhibits into the fair venue. The exhibitors should bring along machine catalogs when moving in.

b) Exhibits Display and Maintenance

- The weight of exhibits must not exceed the permitted floor weight (refer to the **Technical Specifications** section for more details).
- The Organizer has its right to remove any exhibits, whether visible or not, which are considered dangerous and uncomfortable for visitors and the whole exhibition hall.
- Exhibitors only display the exhibits that have been officially registered with the Organizer.
- Exhibitors must give proper consideration to demonstrated machines. Precautions must be taken for the protection of the public. Legible signs saying « DO NOT TOUCH » must be placed on any working exhibits to warn people to keep a safe distance.
- Precautionary measures must be taken to prevent any emission of toxic or non-toxic fumes, leakage of the fluid lubricant, oil or any staining. The Organizer reserves the right to charge the cost of cleaning the stains or remedial work on the air quality to the Exhibitors.

C. Electricity - Water Supply - Air-conditioning

For safety reasons, any installation involved in electricity, electrical connection, water supply, and lighting must be done by the Official Contractor appointed by the Organizer. No Exhibitors or Non-Official Contractors is allowed to do these work.

- Electricity will be stopped supplying to booths after the fair closing hour every day, except the booths that were registered for 24/24 electricity supply.
- Electricity to run the machinery at booths will be available at 12:00 pm on the last setup day. Exhibitors or Non-official Contractors please take note on it for safety reasons.



- No electrical installation may be suspended from the roof of the exhibition hall or affixed to any part of the building structure.
- Electrical wires used on booths need double PVC coating with insulation and oversheath layer.
- Any electrical installation design or plan must be submitted to the Organizer for approval before the required deadline. No installation can be carried out without written permission from the Organizer. The Organizer reserves the right to disconnect electricity supplies to any exhibitor whose installations violate the Organizer's regulations or seems dangerous or possibly annoy visitors or other exhibitors.
- One socket is used for one electrical equipment only. No multi-plugs or extension are allowed to avoid power overload. All sockets are for machine operation with low electrical capacity only and not for lighting. Exhibitors will be charged an additional fee based on the practical situation if violating this rule.
- If any booth needs to use clean water and drainage, all requests have to be sent to the Organizer before **August 11th, 2023**.
- Total supplying water pressure for each booth from 2.5 bars to 6 bars. The temperature of waste water needs less than 60 Celsius degrees before into drainage system.
- The cool temperature inside the exhibition hall A was designed from 25 to 27 Celsius degree.

D. Security

- Exhibitors must wear badges when entering and leaving the exhibition hall. The Organizer has a security team to check out and remind exhibitors to wear badges as regulated.
- The Secretariat will be in charge of the general security arrangements 24 hours. However, exhibitors will be responsible for their own exhibits and personal belongings in their stands during: (1) the open time of the Fair from **9 am to 5 pm**, and (2) the setup and booth decoration time. The Secretariat is not liable for any loss or damage occurring those times.
- During three days of the Fair, exhibitors must show up at booths at **8.30 am** to protect exhibits and leave the booths after **5 pm** for security staff to check and seal the exhibition hall.

E. Cleaning

- The Organizer is in charge of the general daily cleaning in the whole exhibition hall.
- Exhibitors are requested to maintain their own stands in a tidy condition at all times.



- Cleaners appointed by the Organizer are not responsible for cleaning the area inside booths and any fittings belonging to the booth structure. If requested, cleaners will clean the inside area and fittings with the supervision of exhibitors.
- No washing paint buckets or any staining objects in the exhibition hall except the areas where the Organizer appoints.

F. Teardown and Move-out

- After the Fair finishes, exhibitors have to clean your own booths and return spaces to the Organizer **before 10 am on August 26th, 2023**.
- Exhibitors who want to move out exhibits before **5 pm on August 25th, 2023** need a written approval certificate from the Organizer.

G. Fire Precaution

- No smoking in the exhibition hall.
- No bringing the flammable substances such as gasoline, oil, alcohol, ethanol, or hydrogen balloon or other flammable gases into the exhibition hall.
- No running thermo-genetic machines, cutting or grinding without cover, or using machines or devices making loud noises such as welding machines, gas-welding machines, cutting machines, sawing machines, handheld sawing machines, grinding machines, etc. inside the exhibition hall.
- All pressurized devices and equipment, including gas tanks, gas cylinders, and liquefied natural gas tanks, if used inside the exhibition hall, must firstly get valid certificates issued by The Quality Assurance and Testing Center, then get stamps certified by the Organizer and put under the control of SECC Technical Team when running.

H. Promotional Activities

- Exhibitors need to inform the Organizer about promotional activities like quiz shows, competitions, and promotion campaigns with celebrity attendance in advance to receive proper instructions according to the local government's regulations where the Fair takes place.
- Exhibitors must not distribute leaflets, brochures, leaflets or other similar publications outside exhibitor's allocated premises.
- The Organizer reserves the right to disrupt and/or disallow the continuation of any performance or demonstration where sound levels exceed 50 decibels. In the case of any dispute, the Organizer decision is final.



III. ONSITE SCHEDULE

SETUP TIMES		
20 th Aug. 2023 (Sunday)	8 am – 5 pm	The Official Booth Contractor begins floor marking & booth construction
	12 pm – 5 pm	Non-official Contractors begin construction of special booth design
21 th Aug. 2023 (Monday)	8 am – 5 pm	Official and Non-official Contractors booth construction
22 nd Aug. 2023 (Tuesday)	8 am – 5 pm	Exhibitors begin to check in and receive badges
	8 am – 10 pm	Exhibitors display products & decorate booths
EVENT TIMES		
23 rd Aug. 2023(Wednesday)	8.30 am – 9 am	Exhibitors' last check at booths before the Opening Ceremony
	9 am – 10 am	Opening Ceremony
	9 am – 5 pm	Open time
24 th Aug. 2023 (Thursday)	9 am – 5 pm	Open time
25 th Aug. 2023 (Friday)	9 am – 5 pm	Open time
* Note: During three days of the show, exhibitors can enter the exhibition hall 30 minutes earlier than the open time and leave the hall 30 minutes later after the closing time.		
TEARDOWN TIMES		
25 th Aug. 2023 (Friday)	5 pm – 10 pm	Indoor and outdoor teardown
26 th Aug. 2023 (Saturday)	8 am – 10 am	Indoor and outdoor teardown
	10 am	Teardown ends



IV. IMPORTANT NOTES TO EXHIBITORS

A. Exhibitor Check-in

Time: 22nd Aug. 2023 (Tuesday) at 8 am – 5 pm

All exhibitors should check-in at the Exhibitor Check-In Counter at **Hall B1** upon arrival at the fair venue to collect badges and information packs.

B. Customs requirements

- The fair venue is designated as Customs Bonded Area. Temporarily imported exhibits will be tax exempted provided that they are fully re-exported immediately after the Fair finishes.

- All promotional materials such as printed matters, films, video-cassettes, slides to be shown to the public during the fair must be prior censored by the local authorities.

- Exhibits from domestic companies, including joint venture or branch offices in Vietnam, need listed, informed to the Organizer for approval before moving in and out the exhibition hall.

C. Visa Application

Most visitors to Vietnam need a visa to enter the country, except for:

- Citizens of Cambodia, Thailand, Malaysia, Singapore, Indonesia and Laos for visits of 30 days at the maximum.
- Citizens of Philippines for visits of 21 days at the maximum.
- Citizens of Denmark, Finland, France, Germany, Italy, Japan, Norway, Russia, South Korea, Spain, Sweden and United Kingdom for visits of 15 days at the maximum.
- Citizens of Brunei and Myanmar for visits of 14 days at the maximum.

Please refer to <http://www.vietnamtourism.com> for a list of Vietnamese embassies.

Alternatively, online visa application is available at www.vietnamvisa.govt.vn



V. SERVICE FORMS

Services Form Checklist at INTERFOAM VIETNAM 2023 in Ho Chi Minh City includes three main sections:

SERVICES FORM CHECKLIST

SERVICES (Compulsory)			
Form No.	Page	Submission Deadline	
		28 th Jul	04 th Aug
Form 1: Name Board Registration for Standard Booth	15~16		X
Form 2: Upgrade Services for Standard Booth	17~19		X
Form 3: Booth Construction by Exhibitors	20~22	X	

ADDITIONAL RENTAL SERVICES (Optional/ Charged)				
Form No.	Page	Submission Deadlines		
		11 th Aug	Overdue / Onsite Order	
Form 4: Additional Furniture Rental	24~29	X	30% surcharge	
Form 5: Electrical Equipment Rental	34~36	X	30% surcharge	
Form 6: Water Supply & Air Compressor	37	X	30% surcharge	
Form 7: Interpreter & Helper	38	X	30% surcharge	

Free Services

Form 1 to Form 3 is **COMPULSORY**, which help exhibitors introduce their companies and products exhibited at the Fair. Outside contractor is **COMPULSORY** to order electrical supply from official contractor please refer to **FORM 5**.



FORM 1

NAME BOARD REGISTRATION FOR STANDARD BOOTH

Deadline: 04th August 2023

This FORM is only applied to **Standard Booth constructed by the Organizer**. For specially designed booth or raw space, please move to **FORM 3**

COMPANY NAME ON NAME BOARD (IN CAPITAL WORD)

The Standard Booth constructed by the Organizer with following characteristics:

Booth Type	Main Colors	
Standard	Word: White	Name Board: Blue Carpet: Blue

Each booth only has **01** name board. Booth over 18sqm may have more than 01 name board. Please send information to the Organizer: yaning.he@hjtexpo.com (Ms. Carrie)

* All standard booths have following specifications:

a/ Partitions: Three sets of panels 2.5m height, using 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: Blue background and white lettering in vinyl sticker cut-out (in English)

c/ Floor: Blue carpet

d/ Lighting and power supply: 02 fluorescent tube, 01 single-phase socket 05Amp (max 600W).

e/ Furniture: 01 information counter, 01 round table, 02 chairs folding chair (Black color), 01 wastepaper basket.

* Standard booth is equipped with as follows:

Stand Area in m2	9	12	15	18	21	24	27	30	33	36	39
Number of fluorescent tube	2	3	3	4	5	5	6	7	7	8	9
Number of 5amp sockets (max 600W)	1	1	1	2	2	2	3	3	3	4	4
Information Counter	1	1	1	2	2	2	3	3	3	4	4
Round Table	1	1	1	2	2	2	3	3	3	4	4
Folding chair (Black Color)	2	3	3	4	5	5	6	7	7	8	9
Wastepaper basket	1	1	1	2	2	2	3	3	3	4	4



Date:...../...../2023

Illustration

STANDARD BOOTH

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

a/ Three sets of panels using system with 3mm thick polykem and corner booths will have no panel wall at the end side but will have extra fascia board.

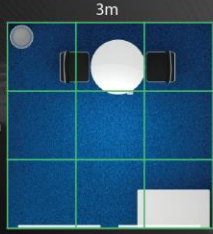
b/ Fascia board with blue background and white lettering in vinyl sticker cut-out.

c/ Supply and laying of 9sqm blue needle punch carpeting.

d/ Provision of:

- 1 no. of Reception Desk (1000L x 500W x 750H)
- 1 no. of round table
- 2 nos. of Folding Chair
- 2 nos. of 40W Flourescent tube
- 1 no. of 5amp power point
- 1 no. of Waste paper basket


Perspective view



3m

3m


TOP VIEW



3m

2.5m

FRONT VIEW



Fascia name print size (2950L x 250H)


COMPANY NAME Booth No

Poster Size (950L x 2350H)

970mmLx580mmH

470mmLx580mmH

Designer Sara



***Note: Additional Furniture Rental (charged)**

In addition to items available in the package of Standard Booth, please refer to **Form 8** to **Form 12** for details on additional furniture rental (**Additional Rental Services Section**).



FORM 2

UPGRADE SERVICES FOR STANDARD BOOTH

Deadline: 04th August 2023

Upgrade Services for Standard Booth is regarded as a time-saving and efficient solution to booth decoration and brand recognition for Exhibitors during the Show. The upgrade services are applied to **standard booth ONLY** that is constructed by the Official Contractor. Please tick (X) options that you are interested in:

Name of Company:

Booth No.:Booth scale:.....

Tel.....Fax:.....E-mail:.....

Representative.....Position :.....

Ref No.	Description	Dimension	Price (USD)	Qty.	Amount (USD)
1	Customized name board (hiflex printing with metal frame)	3000mmW x 1000mmH	99.00		
2	Customized name board (pp printing, foam / wooden board)	3000mmW x 1000mmH	182.00		
3	Poster on information counter (front side) (pp printing)	1000mmW x 750mmH	22.00		
4	Poster on information counter (left or right side) (pp printing)	500mmW x 750mmH	11.00		
5	Poster on panel wall	1000mmW x 2500mmH	69.00		
6	Full size poster on wall (Hiflex printing with metal frame)	3000mmW x 2500mmH	275.00		
7	Full size poster on wall (pp printing, foam / wooden board)	3000mmW x 2500mmH	295.00		
Sub-total					
8% VAT					
Total					

*** For further information, please contact:**

E-mail: vanessa.tran@pico.com / Tel: +84 28 38464990 (ext. 219) (Ms. Vanessa)



*** In case Exhibitors want to print posters and stick them up on booth partitions or furniture on your own, please note:**

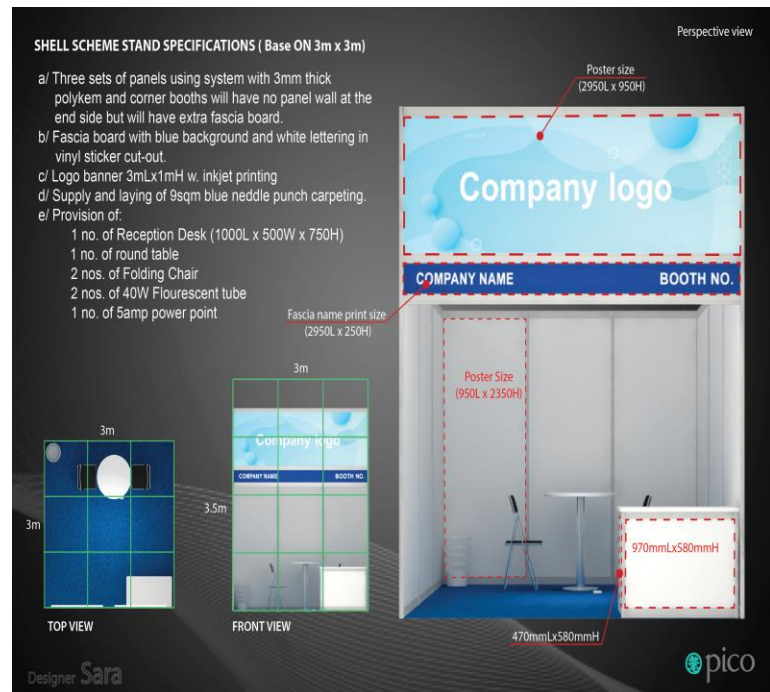
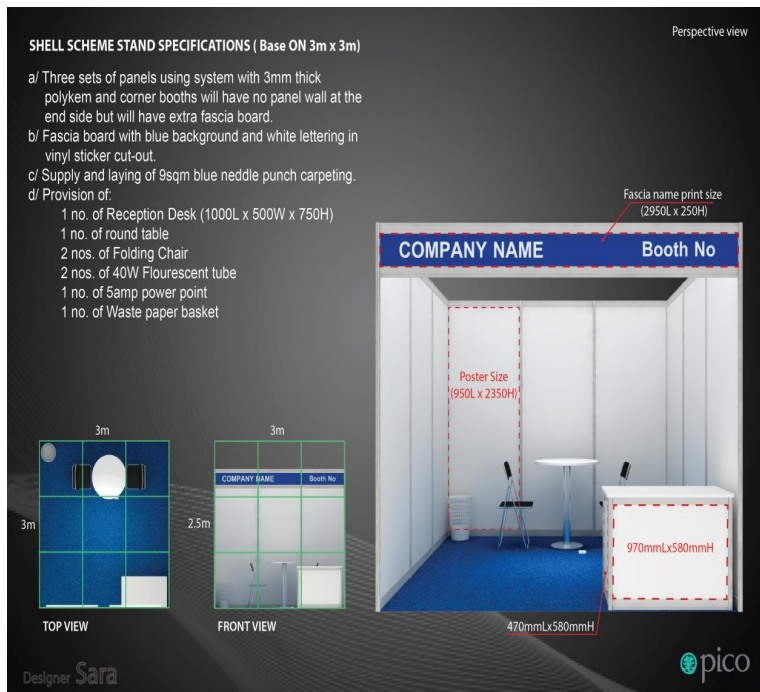
- Dimensions inside each small booth partitions: 2350mmH (height) x 950mmW (wide).
- Taking posters down and cleaning the booth partitions after the event ends.
- Deposit for construction: **500,000 VND per partition (1mW x 2.5mH)**. The cost will be refunded when the Exhibitors return the premises and the construction team takes over that there are no scratches or glue stains left on the partitions and the partitions are back to their original conditions.

Date:...../...../2023

*** Image is attached below for your better understanding.**

ILLUSTRATION

ONE-SIDE-OPEN BOOTH





ILLUSTRATION

CONNER BOOTH

SHELL SCHEME STAND SPECIFICATIONS (Base ON 3m x 3m) Perspective view

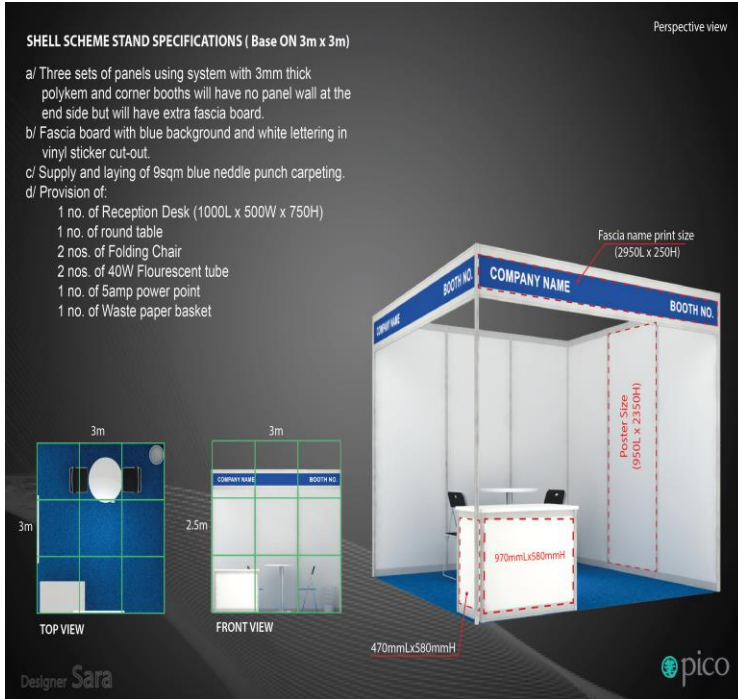
a/ Three sets of panels using system with 3mm thick polykem and corner booths will have no panel wall at the end side but will have extra fascia board.


b/ Fascia board with blue background and white lettering in vinyl sticker cut-out.

c/ Supply and laying of 9sqm blue needle punch carpeting.

d/ Provision of:

- 1 no. of Reception Desk (1000L x 500W x 750H)
- 1 no. of round table
- 2 nos. of Folding Chair
- 2 nos. of 40W Flourescent tube
- 1 no. of 5amp power point
- 1 no. of Waste paper basket



Designer Sara 

SHELL SCHEME STAND SPECIFICATIONS (Base ON 3m x 3m) Perspective view

a/ Three sets of panels using 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/ Logo banner 3mLx1mH w. inkjet printing

d/ Supply and laying of 9sqm blue needle punch carpeting.

e/ Provision of:

- 1 no. of Reception Desk (1000L x 500W x 750H)
- 1 no. of round table
- 2 nos. of Folding Chair
- 2 nos. of 40W Flourescent tube
- 1 no. of 5amp power point



Designer Sara 



FORM 3

BOOTH CONSTRUCTION BY EXHIBITORS

Deadline: 28th July 2023

This form is applied to **RAW SPACE** and booths that exhibitors construct themselves or appoint a Contractor to construct it.

* We would like to appoint this Contractor to construct our booth:				
Contractor Name: _____				
Add.: _____				
Tel.: _____		Fax: _____		E-mail: _____
Person in charge: _____			Handphone: _____	

NO	Description	Unit Price (USD)	Quantity	Amount (USD)
1.	Performance Bond	1.100.000VND/sqm (~50.00USD)		
2.	Work Pass for Sub-contractor	110.000VND/piece (~5.00USD)		
3.	Management Fee	120.000VND/sqm (~6.00USD)		
4.	Standard Shell Scheme Upgrade Fee	25.000VND/sqm (~1.10USD)		
			SUB-TOTAL	
			8% VAT	
			TOTAL	



No.	Working over time fee (if any) (Register with SECC before 16:00 at the same day during setup times)		
1.	Booth ≤ 36sqm	2.750.000VND/hour	
2.	Booth ≤ 72sqm	3.500.000VND/hour	
3.	Booth ≤ 108sqm	4.200.000VND/hour	
4.	Booth ≤ 144sqm	4.800.000VND/hour	
5.	Booth > 144sqm	5.500.000VND/hour	

Section I to IV: Exhibitors or Contractors make a full payment directly to SECC before move-in
Contact person: Ms. Thanh Thuy – Mob.: +84-907502716 – Email: thanhthuy@secc.com.vn

Sub-total	
8% VAT	
Total	

* Please attach here with detailed design (booth layout, 3D pictures) with full description and sizes of the booth. Relative positions of exhibits are also shown in layout.

* *Please refer to foam 5 for electrical rental.*

* Please pay construction fee issued by SECC as follows:

***Note:**

- The order must be accompanied with full payment to The Organizer- VINEXAD.
- The exhibitor confirming and signing in this form is committed to fully understand and comply with the rules and regulations given by the management board.
- Exhibitors or Non-official Contractors need to register **Work Pass** with SECC at least 7 working days before the first setup day (**20th August 2023**).
- A overdue work pass costs **220.000 VND/piece (~10.00 USD)**. A re-issued work pass costs **110.000 VND/piece (~5.00 USD)**.
- The management fee is the payment, which the contractor must pay for setting up, security, cleaning, and so on. This fee is non-refundable.



- The Performance bond paid by the contractor to the management board has a purpose to ensure the compliance the contractors with the rules and regulations. This is refundable once exhibitors or contractors complete their work.
- Exhibitors or Outside Contractors are responsible for electric safety and labor management for your own premises. Any violation will be handled according to the Vietnamese Law and the exhibition hall's regulations. Exhibitors are not permitted to connect their own electrical fittings. **(NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)**
- **The above quotation does not include 8% VAT.**

Date:...../...../2023

Company Name:.....Booth No.:

Tel.:.....Fax:..... E-mail:.....

Representative:.....Position:.....



Additional Rental Services (Optional/ Charged)

Form 4 to Form 7 is **optional** that helps facilitate the performance of exhibitors at the Fair. Should exhibitors have any requests for additional rental, please fill in the following forms and send them back to the Organizer on time.

ADDITIONAL RENTAL SERVICE CHECKLIST				
At VILOG 2023 In Ho Chi Minh City				
Form No.	Page	Submission Deadlines (2023)		
			11 th August	Overdue / Onsite Order
Form 4: Additional Furniture Rental	24~29		x	30% surcharge
Form 5: Electrical Equipment Rental	30~34		x	30% surcharge
Form 6: Water Supply & Air Compressor	35		x	30% surcharge
Form 7: Interpreter & Helper	36		x	30% surcharge



FORM 4

ADDITIONAL FURNITURE RENTAL

Deadline: 11th August 2023





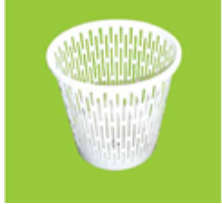
- * For furniture items available in a Standard Booth, please refer to **Form 1**.
- * **Form 4** is for additional requirements.
- * All items are on rental basis only. All orders must be accompanied with proof remittance. Orders without payment will not be entertained.
- * This form must be submitted to the Organizer before 11th August 2023. **A surcharge of 30%** will be imposed for overdue and onsite order.
- * The following quotation does not include 8% VAT.

Ref No.	Picture	Items	Unit Price (USD)	Quantity	Amount
1		Folding Chair	8.00		
2		Wooden Whitel Chair	28.00		
3		Barstool (0.75mH)	22.00		
4		Square Table (0.6mL x 0.6mW x 0.75mH)	33.00		



5		Round Table (0.8mD x 0.75mH)	35.00		
6		Information Desk (1mL x 0.5mW x 0.75mH)	31.00		
7		Lockable Cabinet (1mL x 0.5mW x 0.75mH)	39.00		
8		Bistro table (0.6mD x 1mH)	46.00		
9		Curved counter (1.6mL x 0.5mW x 1mH)	62.00		
10		Display Block (0.5mL x 0.5mW x 0.5mH)	22.00		
11		Display Block (0.5mL x 0.5mW x 0.75mH)	28.00		

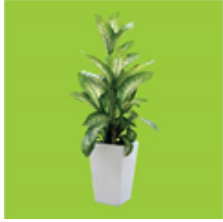





12		Display Block (0.5mL x 0.5mW x 1mH)	31.00		
13		Mesh Board (1mL x 1mW) with 20 units of S hooks	28.00		
14	 <p>Wall shelving (flat)</p> <p>Wall shelving (slope)</p>	Wall Shelving (Flat/Slope) (1mL x 0.3mW)	16.00		
15		Fabric rod 1mL	16.00		
16		Waste Basket	2.00		



17		Horizontal (Low) Showcase (w/o light) (1mL x 0.5mW x 1mH)	72.00		
18		Tower Showcase (w/ Downlight) (0.5mL x 0.5mW x 2mH)	132.00		
19		Vertical Showcase (w/ Downlight) (1mL x 0.5mW x 2mH)	154.00		
20		2-tier counter (1mL x 0.35mW x 0.75mH) & (1mL x 0.35mW x 1mH)	66.00		
21		3-tier counter (1mL x 0.35mW x 0.5mH) & (1mL x 0.35mW x 0.75mH) & (1mL x 0.35mW x 1mH)	88.00		
21		Refrigerator without power supply	132.00		
23		Metal Brochure Rack	10.00		



24		Potted Plant	11.00		
25		Zigzag Brochure Rack	55.00		
26		LCD 32" per show	297.00		
27		LCD 42" per show	330.00		
28		LCD 50" per show	429.00		
29		TV stand	55.00		
30		TV hanger	55.00		
			SUB – TOTAL		
			8% VAT		
			TOTAL		

❖ **All orders must be accompanied with full payment to:**

Pico Ho Chi Minh City Ltd, at HSBC Bank (Vietnam) Ltd. Ho Chi Minh City Branch

Bank account: 013-053707-101 (USD) Or 013-053707-001 (VND), Swift code: HSBCVNVX

Address: The Metropolitan, 235 Dong Khoi Street, Dist.1, Ho Chi Minh City.

❖ **The payments are non-refundable. All prices are exclusive of VAT 8%.**



❖ **Invoice Information:**

Company Name:
Company Address:
Telephone:
Tax Code (for Red Invoice):
Person-In-Charge:
Email:

Please return this form to:

Ms. Vanessa | Email: vanessa.tran@pico.com | Tell: +84 28 38464990 (ext: 219) / +84 349 192 995

Pico Ho Chi Minh City Ltd.

**FORM 5****ELECTRICAL EQUIPMENT RENTAL****Deadline: 11th August 2023**

- * For electrical items available in a Standard Booth, please refer to **Form 1**.
- * **Form 5** is for electrical additional order requirements.
- * **For Standard Package (Shell Scheme Stand):**

Lighting and Electric will be provided for the stands with Standard Package as indicated in Standard Booth Form. If you required for additional lighting order, please complete this form. Kindly note that standard electricity package cannot be kept should you change the structure of your booth.

- * **For Space Only (Bare Space Stand):**

Exhibitors occupying Space Only **MUST** order electrical and lighting requirements using this form. Only the Official Electrical Contractor will be permitted to undertake electrical work in the exhibition area.

Note:




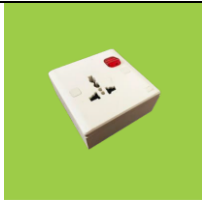
1. As stocks are limited, late orders cannot be guaranteed. If accepted, will be subjected to a **30%** surcharge on late orders received after the deadline **11th August 2023** and for orders received onsite.
2. All items are on rental basis only. All orders must be accompanied with proof remittance. Orders without payment will not be entertained.
3. Exhibitors and other contractors are not allowed to install any additional lighting devices for shell scheme booths without prior notification to the Organizer. Please also declare the number of lighting equipment, total electrical load that will be used during the show and order additional lighting connection.
4. Lighting connection: All lighting connection work must be done by Organizer's Official Electrician. Without any exception, exhibitors including those who provide their own lighting fixtures will be charged the lighting connection.
 - Lighting connections are charged according to the number of tubes and bulbs lighted on the stand.
 - Led strip are charged according to the length of line, each 3mL will be calculated as 1 lighting connection.
 - Light boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever is available. Exhibitors are encouraged to use tubes of higher voltage (maximum 100 watts) wherever possible.



5. Each individual power point is to be restricted for only 1 (one) piece of equipment and it cannot be used for lighting purpose. Using electrical extension or multi-plug is not allowed. Connectors or joints and wiring from the power point to their exhibits/ machinery are to be provided by exhibitors.
6. Power source are only use for one booth only. Exhibitors are not allowed to sub-supply for other booths or cross the gangway.
7. **Three-phase power supply** will only be available at noon from **the third move-in day** onward. Please order one-phase power supply if you need electricity for stand construction.
8. Facilities and services not indicated on the forms are subjected to quotation and availability. Please contact the Organizer for more information.

Ref No	Picture	Items	Unit Price (USD)	Quantity	Amount
Lighting Equipment					
1		Fluorescent Tube (white light)	11.00		
2		Spotlight (yellow light)	17.00		
3		Spotlight (white light)	20.00		
4		Long arm spotlight (yellow light)	20.00		




5		Long arm spotlight (white light)	23.00		
6		Downlight (yellow light)	17.00		
7		Downlight (white light)	20.00		
8		Floodlight (yellow light)	36.00		
9		Floodlight with arm (yellow light)	39.00		
10		LED Floodlight (white light)	46.00		
11		LED Floodlight with arm (white light)	50.00		
Power Supplying for Lighting Equipment (Equipment to be prepared and installed by exhibitors)					
12		Isolator 1000W/220V	231.00		
13		Isolator 2000W/220V	462.00		
14		Isolator 5000W/220V	902.00		
15		Isolator 3 x 2000W/220V	1,155.00		
16		Isolator 3 x 3000W/220V	1,348.00		
Power Supplying for Other Equipment, Machines					
17		Socket 5A/220V SP (Max 600W)	33.00		
18		Socket 5A/220V SP (24hr) (Max 600W)	50.00		



19		Socket 15A/220V SP (Max 1800W)	61.00		
20		Socket 15A/220V SP (24hr) (Max 1800W)	77.00		
21		Socket 30A/220V SP (Max 3600W)	121.00		
22		Socket 30A/220V SP (24hr) (Max 3600W)	157.00		
23		Socket 60A/220V SP (Max 7200W)	209.00		
24		Socket 60A/220V SP (24hr) (Max 7200W)	272.00		
25		Socket 15A/380V 3/P (Max 5KW)	178.00		
26		Socket 15A/380V 3/P (24hr) (Max 5KW)	272.00		
27		Socket 30A/380V 3/P (Max 10KW)	373.00		
28		Socket 30A/380V 3/P (24hr) (Max 10KW)	451.00		
29		Socket 60A/380V 3/P (Max 20KW)	540.00		
30		Socket 60A/380V 3/P (24hr) (Max 20KW)	649.00		



31		Socket 100A/380V 3/P (Max 30KW)	860.00		
32		Socket 100A/380V 3/P (24hr) (Max 30KW)	1,032.00		
33		Socket 150A/380V 3/P (Max 50KW)	1,173.00		
34		Socket 250A/380V 3/P (Max 80KW)	1,703.00		
			SUB-TOTAL		
			8% VAT		
			TOTAL		

❖ **All orders must be accompanied with full payment to:**

Pico Ho Chi Minh City Ltd, at HSBC Bank (Vietnam) Ltd. Ho Chi Minh City Branch

Bank account: 013-053707-101 (USD) Or 013-053707-001 (VND), Swift code: HSBCNVX

Address: The Metropolitan, 235 Dong Khoi Street, Dist.1, Ho Chi Minh City.

❖ **The payments are non-refundable. All prices are exclusive of VAT 8%.**

❖ **Invoice Information:**

Company Name:
Company Address:
Telephone:
Tax Code (for Red Invoice):
Person-In-Charge:
Email:

Please return this form to:

Ms. Vanessa | Email: vanessa.tran@pico.com | Tell: +84 28 38464990 (ext: 219) / +84 349 192 995

Pico Ho Chi Minh City Ltd.



FORM 6

WATER SUPPLY AND AIR COMPRESSOR RENTAL

Deadline: 11th August 2023

- * For furniture items available in a Standard Booth, please refer to **Form 1**.
- * **Form 6** is for additional requirements.
- * This form must be submitted to the Organizer on time. **A surcharge of 30%** will be imposed for order received after the deadline **11th August 2023** and onsite order.

	Items	Price (USD)	Qty.	Amount (USD)
AIR COMPRESSOR				
1	½ - 1HP with standard piping (per show)	369.00		
2	2HP with standard piping (per show)	569.00		
3	3HP with standard piping (per show)	805.00		
4	5HP with standard piping (per show)	1,293.00		
5	7.5HP with standard piping (per show)	1,840.00		
WATER SUPPLY & DRAINAGE				
6	Water supply inlet and outlet for normal use	105.00		
7	Water supply inlet and outlet for machine operation	424.00		
			Sub-total	
			VAT 8%	
			Total	

*** Notes:**

- Order will only be processed once payment is fully made.
- For furniture items not listed above, please contact the Organizer for quotation.
- The payments are non-refundable if exhibitors cancel your requests.
- Exhibitors will be responsible for any damages or loss caused.
- All prices are exclusive of 8% VAT.

Date:...../...../2023

Company Name:.....Booth No.:.....

Representative:Position.....



FORM 7 INTERPRETER & HELPER

Deadline: 11th August 2023

* This form must be submitted to the Organizer on time. **A surcharge of 30%** will be imposed for overdue and onsite order.

Category	Quantity	Cost (USD)	Amount (USD)
Booth Interpreter (English – Vietnamese)		70 USD/ day	USD
Booth Interpreter (Chinese – Vietnamese)		70 USD/ day	USD
Booth Interpreter (Korean – Vietnamese)		150 USD/ day	USD
Booth Interpreter (Russian – Vietnamese)		190 USD/ day	USD
Promotion Girl		100 USD/ day	USD
Staff handing out document, primary English		50 USD/ day	USD
Sub-total			USD
8%% VAT			USD
Total			USD

***Notes:**

- Order will only be processed when payment is fully made.
- The payments are non-refundable if exhibitors cancel your requests.
- Maximum working time/day is **from 8:30 until 17:30**.
- All prices are exclusive of VAT 8%.

*** Special request:**

Date:...../...../2023

Company Name:

Booth No.:

Tel.....Fax E-mail

RepresentativePosition.....



HOTEL LIST

LIBERTY CENTRAL SAIGON RIVERSIDE HOTEL		
Room type: Deluxe	17 Ton Duc Thang Street, District 1, HCMC Tel: +84 28 3827 1717 Fax: +84-2 38 27 18 18 Website: www.libertycentralhotel.com	USD 105 (The Price Is Included 8% VAT And 5% Service Charge)
Category: 4 star	Tan Son Nhat International Airport – 8.5 km. Saigon Exhibition and Convention Center - 6 Km.	
LIBERTY CENTRAL SAIGON CITYPOINT HOTEL		
Room type: Deluxe	59 Pasteur Street, District 1, HCMC Tel: +84 28 3822 5678 Website: www.libertycentralhotel.com	USD 115 (The Price Is Included 8% VAT And 5% Service Charge)
Category: 4 star	Tan Son Nhat International Airport – 9 km. Saigon Exhibition and Convention Center - 7 Km.	
LIBERTY CENTRAL SAIGON CENTRE HOTEL		
Room type: Deluxe	179 Le Thanh Ton Street, District 1, HCMC Tel: +84 28 3823 9269 Website: www.libertycentralhotel.com	USD 90 (The Price Is Included 8% VAT And 5% Service Charge)
Category: 4 star	Tan Son Nhat International Airport – 8 km. Saigon Exhibition and Convention Center - 8 Km.	
CAPRI BY FRASER HO CHI MINH CITY HOTEL		
Room type: Studio Deluxe	Lot C6B02-2, New South Urban City, Tan Phu Ward, District 7, Ho Chi Minh City, Vietnam, Tel: +84 28 5414 5555 Website: www.frasershospitality.com	USD 98 (Subject to 8% VAT & 5% service charge)
Category: 4 star	Tan Son Nhat International Airport - 14 Km. Saigon Exhibition and Convention Center - 500m.	



ONEWORLD HOTEL		
Room type: Deluxe	16-20 Cao Trieu Phat Street, Hung Gia 3 , PMH , Tan Phong Ward, 7 District, Ho Chi Minh City, Viet Nam Ms. Trang Tel: +84-906855198 Email: sale.oneworldhotel@gmail.com / trangmi79@gmail.com Website: http://www.oneworldhotelvn.com	Standard – USD 35 Standard Double bed – USD 48 Deluxe – USD 68 (The Price Is Included 8% Vat And 5% Service Charge Extra Fee 3% If Pay By Card)
Category: 3 star	Tan Son Nhat International Airport - 15 Km. Saigon Exhibition and Convention Center - 2 Km.	
OAKWOOD RESIDENCE SAIGON		
Room type: Studio One-Bedroom Two-Bedroom Three-Bedroom	1056A Nguyen Van Linh, Tan Phong Ward, District.7 , HCM City Tel: +84 28 3775 3999 Email: reservations.residence-saigon@oakwood.com Website: www.oakwoodasia.com	Studio - US\$85 One-Bedroom - US\$95 Two-Bedroom - US\$120 Three-Bedroom - US\$150 (Above rates are subject to 8% VAT & 5% service charge)
Category: 4 star	Tan Son Nhat International Airport - 15 Km. Saigon Exhibition and Convention Center - 1 Km.	



VI. EXHIBITS SHIPPING INFORMATION

**The following information is supplied for goods shipped from overseas to Vietnam to be displayed at the Fair.*

- Exhibitors are advised to read the detailed shipping manual of the Official Freight Forwarder carefully and observe the shipping requirements and deadlines. Failure to comply with the strict import requirements will cause unnecessary delays in clearance and may lead to confiscation and/or heavy surcharges.
- Consignments imported under exhibition “Temporary Import” basis must be handled by Official Freight Forwarder who has the exhibition permit to perform clearance for these consignments.
- Please contact the Official Freight Forwarder for a copy of the Shipping Manual, which provides shipping details and tariff.

* Official Freight Forwarder Information:

TRADELINK LOGISTICS & SERVICE CO.,LTD

Add.: 1D Lane 165 / 8 Mai Dich Street, Cau Giay District, Ha Noi, Vietnam

Tel: +84 24 3386 2720

Contact Person: Mr. David Linh - Fairs & Events Manager

Mob.: +84.903410309

Email: info@tradelinkslogistics.com



**THANK YOU VERY MUCH FOR
YOUR COOPERATION!**