

EXHIBITOR'S MANUAL

(This Exhibitor's Manual is a integral part of the Exhibition Contract)

The 22nd International Exhibition on Food & Beverage - Vietfood & Beverage 2018
The 22nd International Exhibition on Food Processing, Packaging Technology & Equipment - ProPack Vietnam 2018

Time : *From 8th ~11th August , 2018*

Venue: *Saigon Exhibition & Convention Center – SECC*

799 Nguyen Van Linh Parkway, Tan Phu Ward, 7 Dist., HCMC, Vietnam

Supports : The Ministry of Industry & Trade of Vietnam
Ministry of Agriculture and Rural Development of Vietnam
Hochiminh City's People Committee
Vietnam National Codex Committee

Organizers : Vinexad National Trade Fair and Advertising Company
(VINEXAD)
No. 9 Dinh Le Str., Hanoi, Vietnam
Tel. +84-4-3825 5546 (ext: 436)
Fax. +84-4-39363085
E-mail : vietfood@vinexad.com.vn ; `
[Http://www.foodexvietnam.com](http://www.foodexvietnam.com)

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I. Exhibition Guideline

1- General Information

Name: The 22nd International Exhibition on Food & Beverage
The 22nd International Exhibition on Food Processing, Packing Technology &

Equipment

Shorted Name: Vietfood & Beverage –ProPack 2018

Venue: Saigon Exhibition & Convention Center – SECC
799 Nguyen Van Linh Parkway, Tan Phu Ward, Dist 7, HCMC, Vietnam

** **Note:** the above is NOT a shipping address: DO NOT forward any exhibit to this address. Exhibitors must use freight forwarders.*

Date: 8th to 11th, August, 2018

Exhibition hours:

9:00 am – 5.00 pm

Supporters:

The Ministry of Industry & Trade of Vietnam
Ministry of Agriculture and Rural Development of Vietnam
Vietnam National Codex Committee

Related ministries / branches of Vietnam
Foreign Trade Promotion Organizations

Organizer:

VINEXAD National Trade Fair & Advertising JS Company - VINEXAD

No. 9 Dinh Le Str., Hanoi, Vietnam

Tel. +84-24-3825 5546 (ext: 436) Fax. +84-24-39363085

E-mail : vietfood@vinexad.com.vn;

Website: www.foodexvietnam.com; www.vinexad.com.vn;

Co-organizer: Food & Foodstuff Association of HCMC (FFA)

Vietnam Beer, Alcohol and Beverage Association (VBA)

Official Contractors :

Official Stand Constructor :

VINEXAD

No. 9 Dinh Le Str., Hoan Kiem Dist., Hanoi, Vietnam

Tel. : +84-24-3825 5546

Fax : +84-24-936 3085

E-mail : vietfood@vinexad.com.vn

Contact : Ms Kim Dung H.P: 84 (0)913597954

Official Freight Forwarder :

SCHEKER VIETNAM – HANOI BRANCH Scheker Vietnam - Hanoi Branch

8th - 11th August 2018 SAIGON EXHIBITION & CONVENTION CENTER (SECC) - 799 Nguyen Van Linh Parkway, Dist.7, HCMC, Vietnam

Add: 8th Floor, IPH Office Tower; 239 Xuan Thuy Str, Dich Vong Ward, Cau Giay District, Hanoi, Vietnam

Mr. Kim Trong Yen / Peter Kim

Hochiminh Fairs & Events Manager

Phone: + (848) 6297 1860 Ext. 208

Hand phone: +84 909 669 816

Email: peter.kim@dbschenker.com

Or

Ms. Ly To Phuong/ Cheryl Ly

Hochiminh Deputy Manager - Fairs & Events

Phone No.: + 84 8 6297 1860 Ext. 367

Fax No.: + 84 8 6297 1867

Mobile No.: + 84 903 996 821

Email: phuong-to.ly@dbschenker.com

VINEXAD

Add: No. 9 Dinh Le Str., Hanoi, Vietnam

Person in charge of Freight Forwarder: Mr. Bach Hoang Vu

H/P: + 84-988 97 6666 Tel: +84-4-38255546 ext: 499

Fax: +84-4-39363085 Email: vubh@vinexad.com.vn

Official Accommodation & Tourism

FAIRY DRAGON TRAVEL

Add : 8/2 Nguyen Trung Truc St , Ward 5, Binh Thanh District, Ho Chi Minh City, Viet Nam

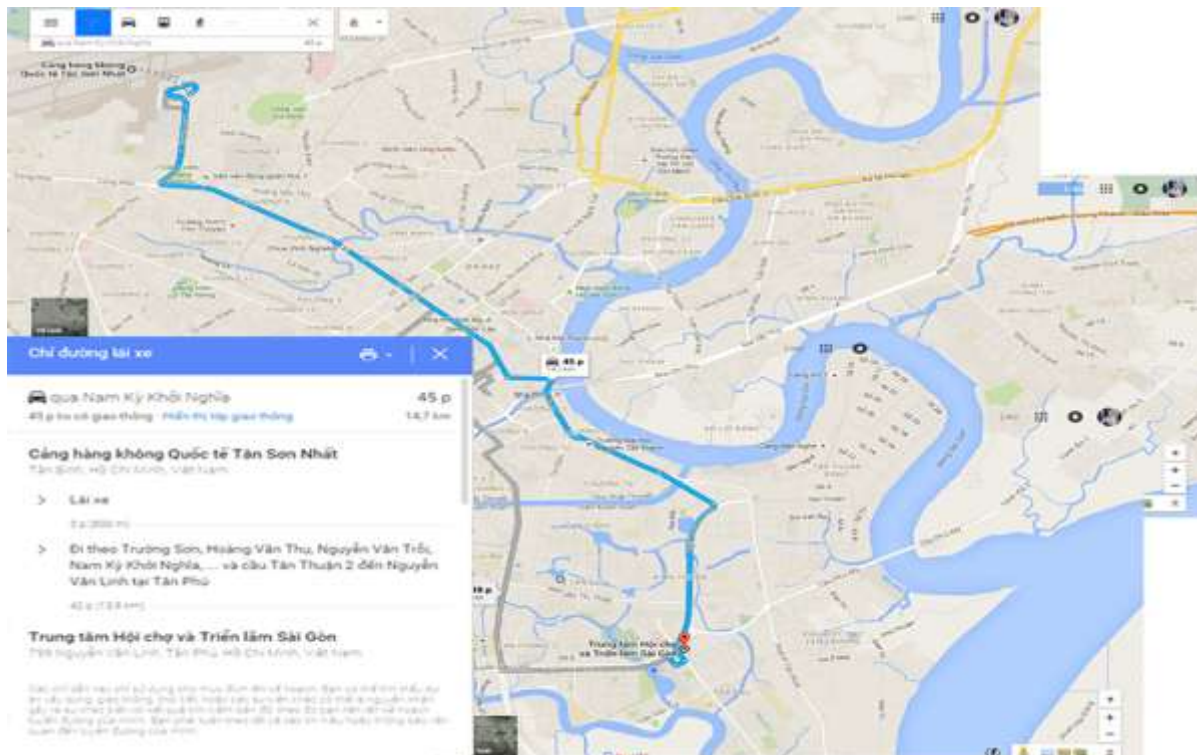
Tel: (84-8) 3 5500065-35500067 Fax: (84-8) 35.50007

E-mail: sales@rongtien.vn

Contact : Ms. Jolie Hanh HP: +84 906 347 999

Hotline : 0906 347 999, 0908010644

2 – SITE MAP



Note: Transportation

By taxi: Take a taxi from Airport to SECC (Take about 45 minutes, appx: 7 km)

3- Technical Specifications

Exhibition Hall Technical Specification

Capacity	Exhibition Hall A2			
Surface (sqm)	4,440			
Floor Loading (kg/m ²)	5,000			
Ceiling Height (m)	12			
Entrance Height (m)	4.3			
Maximum Stand Construction Height (m)	5.5 m			
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			

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4 - Operation schedule & overtime

BUILD-UP PERIOD	DATE	TIME
Official Booth Contractor begin floor marking & booth construction	5 th August 2018	1 pm – 6 pm
	6 th August 2018	8 am – 6 pm
	7 th August 2018	8 am – 9 pm
Non-official Contractors begin construction of special booth design	6 th August 2018	8 am – 6 pm
	7 th August 2018	8 am – 9 pm
Exhibitors begin to check in and collect badges display products & decorate their booths	7 th August 2018	8 am – 9 pm

EXHIBITION PERIOD	DATE	TIME
Opening Ceremony	8 th August 2018	9 am – 10am
Opening hours <i>* Note: On the show days, exhibitors will have access to the hall 30 minutes before the opening time and stay for 30 minutes after closing time</i>	8 th – 10 th August 2018	9 am – 5pm
	11 th August 2018	9 am – 3 pm

Move Out PERIOD	DATE	TIME
Indoor & Outdoor	11 th August 2018	3.00 pm – 0:00 am
	12 th August 2018	8.00am – 10.00 am
Dismantling ends	12 th August 2018	10.00 am

Overtime charges		
DATE	SCHEDULE	PRICE (per hour)
5,6,7 August 2018	Build- up period	USD 100
12 August 2018	Tear-down period	USD 100

Note :

- + Delivery and removal must not be done during the opening hours of the exhibition area.
- + The forwarding/transport contractor will assist exhibitors in delivery and removal the exhibit.
- + During the time of constructing/decorating the booth or delivery/removal, exhibitors are requested to protect exhibit by themselves. The Organizing Board will not take responsibilities for any stolen, lost, or damaged exhibits before the time of Opening Ceremony and while/after exhibitors removal exhibits, and during time of opening exhibition.

5- Rules & Regulations: (notified to all contractors, exhibitors and individual)

5.1. Space Application Form:

- Exhibitors must to accurately fill in the company's name and exhibits (in Vietnamese & English). Company's name will be printed on the fascia name, show directory and relevant promotion documents. Exhibitors have to pay the cost to modify due to errors caused by exhibitors.
- Space Application Form will be sent to Organiser via e-mail, fax or mail. Products to be displayed must be compatible with the products listed in the Sapce Application Form. The Organiser has the right to refuse the participation of the exhibitors with improperly registered products.
- Exhibitors must use the lesed area according to the Space Appliction Form and will have to pay for extra area.

5.2 . Exhibition space using:

- Package Stand:

Package stand 09sqm (3m x 3m) includes: partitions 2.5m tall, carpeted floor, 02 fluorescent lights, 01 information counter, 02 chairs, fascia name in English, 01 single phase socket 05A/220V, 01 waste paper basket.

- Except provided package facilities, exhibitors may require additional equipment rental through **below Forms**

- Exhibitors shall use exact contracted space and have to pay the Organizer for extended area (if any).
- Exhibitors renting from 2 booths and above must send requirement to the Organizer in writing on using or not using partitions. Changes in booth (fascia name, partitions...) will be charged if exhibitors do not inform those changes to the Organizer in writing before 24 July, 2018

- Raw Space:

- Management fees prescribed by the Exhibition Hall Owner for exhibitors renting indoor raw space (Please check and fill out the attached forms)
- Raw space is not included power supply or other equipment (Exhibitors must pay according fees, please fill out the attached forms).
- Design of special booths must be suited with the common space of the exhibition. The Design of Booth must be sent to the Organiser at least 20 days before the date of construction.
- If exhibiting area does not comply with contracted area or affect total appearance of the exhibition hall or nearby booths, the Organizer has the right to require changes or ban its operation.
- Exhibitors should contact with storage department to preserve their packing, materials and goods. Exhibitors may not place any display material or exhibit on the aisle or outside their stand.
- No naked or open flame equipment is to be used in the exhibition hall. In special cases, exhibitors should request for and be approved by the Organizer.

5.3. Booth construction, decoration and advertising:

- Special design by exhibitors will have to be within the architectural controls and getting approval by the organizing Board before construction is started. Outside contractor's information and contact must be submitted to the Organizer
- No stands will be allowed to neither exceed 4,5m height nor use passages inside the hall for construction, woodwork, and painting and for storage of exhibits. Exhibitors will be responsible to remove empties, waste materials at least 12 hours before the exhibition opens. Exhibitors should take all necessary precautions to prevent any harm done to the exhibition venue's property and is liable to compensate any damages of venue's property caused by his/ her staff.
- The Organizer will hand over stands to exhibitors for exhibit move-in and display 01 days before the Opening of the Exhibition. Handover of badges and related document will only be done upon receipt of full payment.
- Exhibitors requiring early electricity installment and early space handover or overtime working shall

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fill in related form and making payment to the Organizer.

- Exhibitors requiring extra decoration or advertising (banners, balloons, posters...) at the exhibition area should contact the Organizer before 7 July, 2018 and pay advertising fee.
- Exhibitors constructing special design may not paint or scrape that cause dirt and affect nearby booths.

Note: Exhibitors are advised to use the Official Constructor appointed by the Organizer for setting up special design. If they use outside constructors, fee of 8 USD/ pass and 5 USD/ sqm management fee will be levied. Outside contractors also have to pay deposit to the Hall's owner before they move into the hall. This serves as a performance bond as well as damage deposit. The Hall's owner will refund the deposit after deduction for damages (if any) within 14 days after the Exhibition finishes.

5.4- Exhibits

- Exhibits must satisfy the requirements and standards of the Law on Quality of goods, Advertising Law, Law on Publication and Intellectual Property Law of Vietnam.
- Exhibitors undertakes not to display exhibits which is banned to import/export, to display at the exhibition according to the Law of Vietnam.
- Exhibitors have the right to choose another freight forwarder (referred to the Article 2 – Exhibitors Manual). However, exhibitors are solely responsible for risks relating shipping procedures. In this case, The Organizer shall providing support and help as the Exhibition Organizer.
- After closing time, exhibitors shall move out goods and materials and return space to the Organizer before 12:00 next day.
- Exhibitors should get the Organizer's confirmation in the case of moving out exhibits before the Closing time of the Exhibition.
- For exhibits of Vietnam companies, including joint-ventures and foreign offices in Vietnam (not undergone customs formalities), then exhibit list and confirmation of the Organizer are required to move exhibits in and out.
- Small valuable exhibits should be locked during closing time.

5.5. Exhibits Transportation

For efficiency, ease of operation and co-ordination, all freight from overseas exhibitors must be handled by the Official Freight Forwarder within the exhibition hall. The Official Freight Forwarder is the only agent who has the right to collect the exhibits from the port.

Due to customs clearance problems, Exhibitors are strongly advised to contact the appointed official freight forwarder for all details before any exhibits being shipped to Vietnam. The Organizers would not be responsible for any loss and delay of exhibits during forwarding process.

The Organizer is unable to provide storage facilities on site for packing cases plus materials or other properties of the Exhibitor. Prior arrangements for the safe keeping of such items must be made with the Official Freight Forwarder.

5.6. Security, Cleaning & Fire Prevention:

- Exhibitors guaranteed that any actions and behavior performed in the Exhibition and for the exhibition purposes will not violate any laws of regulations, harm the third party or cause any danger or risks
- Customer are not permitted to use the amplified sound equipment, amplifiers, microphones,... during the Exhibition opening time; Do not use the audio equipments to influence the surrounding booths and common spaces of the exhibition. If violated, the Organizer has the right to interrupt the power to the violated exhibitor's booth.
- All exhibits and materials exhibited at the exhibition booth must be fireproof and be in accordance with the regulations on fire prevention of the Exhibition Hall. Exhibitors will comply with this regulation.
- Please wear badges during opening hours. Exhibitors' badges will be checked at the entrance and in booths.
- The Organizer will make security for total exhibition area during closing time. During opening time,

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security guards will patrol the exhibition hall in general, exhibitors will be responsible for the security of their own exhibits in their stand.

- Exhibitors of outdoor raw space booths shall contact Security Department of the *exhibition hall* to secure the booths yourself.
- The Organizer will be responsible for the general cleaning of standard booths and gangways daily.
- Booth cleaning is to be done by booth staffs. Please put trash into the waste baskets or on the aisle at closing time.
- Exhibitors are to make their own arrangements with the Official Freight Forwarder for removal of items not for display purpose and rubbish resulting from unpacking exhibits such as carton boxes, crates, plywood before the Exhibition opens, and clean out all exhibits and constructed items immediately after the close of Exhibition.
- Cleaning staffs are not allowed into stands and display areas. The Organizer only clean in stand area upon requirement and under stand representative's supervision.

Fire Prevention:

The Secretariat is authorized to limit demonstration of all materials that are in its sole discretion deemed to be potential fire hazards, and is entitled to remove them from exhibition halls in order to ensure the security. All expenses for the removal shall be born by exhibitor.

Absolutely forbidden moving inflammable or explosive into exhibition halls, using electricity to cook, heat, dry materials in exhibitor halls. No smoking is allowed in exhibition hall during the build-up/tear-down period.

When daily opening time is over, before leaving the stand, exhibitor must check all electrical equipment and switch electrical devices off. In case of fire hazards, exhibitors have to inform immediately the fire fighter team, keep calm, cut off electric interrupters, use fire extinguishers to put out the fire, show the way out to visitors. Exhibits must not obstruct passage, telephone connections, fire extinguishers and outlets of water

5.7. Exhibition Hall – Rules & Regulations on Using Stand.

For ensuring the benefits and fulfilling the responsibilities of all parties, Exhibition Hall requests all individuals, exhibitors and contractors to comply with following regulations:

- No drilling, nailing... on the floor, aluminum frame, wall and other equipment like table, chair, lighting, socket etc.
- No stapling on the wall of the booth.
- No sticking PP directly on the wall. Sticking PP on Foamex or foam is allowed (before sticking on the wall. Kindly refer to the sample of PP adhesive tape at Exhibition Hall or sample of pictures provided)
- No sticking of any kinds of adhesive tape on aluminum frame, wall, table, chair at Exhibition Booth except for special tape to be allowed for using (refer to sample of tape provided by the Exhibition Hall).
- No using of any kinds of glue, paint or other chemicals.
- No standing on the table, chair, cupboard.
- No moving of equipment from one booth to another or out of the exhibition area,
- For fire and explosion protection, no using of covering material for covering the exhibition booth.
- For standard booth, exhibitors are not allowed to change the electricity lines or socket inside the booth
- Exhibitors should use the socket provided by Exhibition Hall. The total consumption of power must not exceed **900W**. The use of lighting of other electric equipment brought to Exhibition by customers must be registered in advanced with the Organizing Board.

Form FS -1 : FREE CATALOGUE ENTRY

Deadline : 15th June , 2018

(Please **Complete** this Form by **Typing** and send to vietfood@vinexad.comvn in **Word File** ;
Not in Jpeg or Pdf file)

Exhibitor

Name of Company:
Address:
.....Country:
Tel.....Fax:.....
Email.....Website.....
Booth Number:.....

Agent/Representative/Branch/Joint-venture office in Vietnam

Name of Company:
Address:
.....Country:
Tel.....Fax:.....
Email.....Website.....

Products/services/exhibits description (less than 100 words)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

(Please enclose 3 Pictures/ Photos of your Products/ service for Free Entry Catalog of the Exhibition)

Person-in-charge:.....Title:

Date:

Note: This Form should be sent to Organizer by Email and in Word File (Not in Jpeg, pdf or other files)

To be addressed to: **VINEXAD**
Add: No. 9 Dinh Le, Hanoi, Vietnam
Tel: (844) 38255546 Fax: (844) 39363085
Email : vietfood@vinexad.com.vn

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Form FS - 2 : FREE EXHIBITOR BADGES REGISTRATION

Deadline : 09th July , 2018

Name of Company:.....		
Address:		
.....		
Tel: Fax:		
Booth Number:.....		
Full name	Position	Country/region
1.
2.
3.
4.
5.
Person-in-charge: Title:		
Date:		

Note:

1. The entrance permit will be supplied by the Organizer only to delegates registered in this form.
2. Please include name of your agent's personnel who will be present at your stand.
3. The badges will be issued in person at the Fair venue. All exhibitors are required to wear badges as their pass during the move-in, exhibition and move-out periods.
4. This is neither a visa application nor a travel and accommodation reservation procedure. For visa application, please send the personal particulars (No. of passport, date of birth, date of issue, date of expire...) to the Travel Service Section belonging to the Organizing Board.
5. Please make a copy for your record.

To be addressed to:

Vietnam National Trade Fair & Advertising Company
Add: No. 9 Dinh Le, Hanoi, Vietnam
Tel: (844) 38255546 Fax: (844) 39363085
Email : vietfood@vinexad.com.vn

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Form CS - 1 : CONSTRUCTION ENTRY FORM

(For outside contractors)

Deadline : 09th July , 2018

Company's Name : _____ Booth No: _____

Address : _____

Tel. : _____ Fax : _____

Company's Representative : _____ Position : _____

No	Description	Unit Price (USD)	Quantity	Amount (USD)
I.	Performance Bond	50.00/m2		
II.	Badges for Contractor	8.00/badge		
III.	Management Fee	6.00/m2		
1	<i>Lighting connection - 100W or below</i>	20.00		
2	<i>Lighting connection - 200W or below</i>	30.00		
3	<i>Lighting connection - 300W or below</i>	40.00		
4	<i>5Amp 220V (Max 600W)</i>	30.00		
5	<i>10Amp 220V (Max 1100W)</i>	45.00		
6	<i>15Amp 220V (Max 1800W)</i>	70.00		
7	<i>20 Amp power point 220V</i>	90.00		
8	<i>30Amp power point 220V</i>	120.00		
9	<i>60 Amp power point 220V</i>	200.00		
10	<i>15Amp power point 3 phase 380V</i>	200.00		
11	<i>30Amp power point 3 phase 380V</i>	320.00		

Total

VAT 10%

Grand total

1. The order must be accompanied with full payment to *The Organizer- VINEXAD*
2. 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.
3. 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.
4. The management fee is the payment which the contractor must pay for setting up, security and cleaning... This fee is non-refundable.
5. The payments are non-refundable except the Performance Bond when the entire obligation is terminated. The contractor can only get the refund after the dismantle day and completing the "Hand over report".
6. The exhibitors must order lighting source or machine power separately. Exhibitors are not permitted to connect their own electrical fittings. (NO INDIVIDUAL GENERATORS ARE ALLOWED TO BE USED)
7. **The prices are not included VAT 10%.**

Date : _____/_____/2018

Form CS - 2 : APPLICATION FOR CONSTRUCTION OF RAW SPACE & WORKING OVERTIME

Deadline : 09th July , 2018

Booth No. : _____
 Company's Name : _____
 Address : _____
 Tel. : _____ Fax : _____
 E-mail : _____ Web-site : _____
 Company's Representative : _____ Position : _____

1. Registration of working time :

Contraction and special designed pavilion :

5 th August 2018	1 pm – 6 pm
6 th August 2018	8 am – 6 pm
7 th August 2018	8 am – 9 pm

Hand over package booth, move-in and displaying booth: 7th Aug, 2018 : from 8 am – 9 pm

Move out: 11th Aug, 2018: from 4 pm – 12 am and_ 12th Aug, 2018: from 8 am – 12 pm

2. Registration for early receiving exhibition space :

Please hand over us the exhibition space at _____:00h, date _____Aug, 2018

3. Registration for working overtime (Please return the application form before 19st July, 2018) :

Build-up period: _____ USD 100/hour x _____ hours = _____ USD

Tear-down period: _____ USD 100/hour x _____ hours = _____ USD

4. Registration for construction of special design pavilion

Date of sending design to Organizing Board for approval (before 19st July, 2018)

5. Registration for exchanging structure/fitting of package booth :

Date of sending the letter of exchanging structure/fitting of package booth (before 19 July, 2018) :

Please supply us the quotation, basing on the new design and/or installing extra fittings.

Total = USD _____

In writing: _____

6. Other requirements (if any) :

.....

Date : _____/_____/2018

Representative of Exhibitor,
 (Full Name and Position)

Accepted by Organizer,

Form CS - 3 : ELECTRICAL ITEM RENTAL

Deadline : 09th July, 2018

Exhibitor's Name: _____

Booth No: _____

Code	Items (Included instrument, connection fee and consumption fee)	Unit Cost (USD)	Quantity	Amount
1	Fluorescent Tube 1,2m	20.00		
2	Spotlight 100W	25.00		
3	Longarm Spotlight 100W	30.00		
4	Whitelight 150W (Metal)	70.00		
5	Yellowlight 300W (Halogen)	50.00		
6	Dowlight (Halogen yellowlight)	25.00		
7	T4 Light	20.00		
8	Raylight	40.00		
9	Lighting connection - 100W or below	20.00		
10	Lighting connection - 200W or below	30.00		
11	Lighting connection - 300W or below	40.00		
12	5Amp 220V (Max 600W)	30.00		
13	5Amp 220V (Max 600W) - 24h	45.00		
14	10Amp 220V (Max 1100W)	45.00		
15	10Amp 220V (Max 1100W) - 24h	70.00		
16	15Amp 220V (Max 1800W)	70.00		
17	15Amp 220V (Max 1800W) - 24h	90.00		
18	20 Amp power point 220V	90.00		
19	20 Amp power point 220V - 24h	120.00		
20	30Amp power point 220V	120.00		
21	30Amp power point 220V - 24h	150.00		
22	60 Amp power point 220V	200.00		
23	60 Amp power point 220V - 24h	250.00		
24	15Amp power point 3 phase 380V	200.00		
25	15Amp power point 3 phase 380V - 24h	280.00		
26	30Amp power point 3 phase 380V	320.00		
27	30Amp power point 3 phase 380V - 24h	430.00		
		TOTAL		

- All orders must be accompanied with full payment to VINEXAD.
- All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
- Exhibitors are not permitted to connect their own electrical fittings. (No individual generators are allowed to be used)
- Where it not otherwise stated, the listed prices are for the duration of the exhibition period days.
- The power point used can either be flat pin or round pin (13Amp/220V) but must be 2-pin only.

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6. One socket must be used for one exhibit only at a time. One lighting connection must be used for one light only at a time. Multipoint connection is not allowed to prevent the risk of power overload.
7. Sockets supplied are to be used for running equipment/exhibits only. If used for lighting purposes, lighting connections charges will be applied.
8. The above prices are excluded of 10% VAT.

Exhibitor's Name: _____

Booth No: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Person in charge of exhibition: _____

Title: _____

Signature: _____ Date _____

Send this form to:

The Organizer

VINEXAD

9 Dinh Le Str, Hoan Kiem Dist., Hanoi,
Vietnam

Tel: (84-24)3 8255546

Fax: (84-24)3 9363085

Email: vietfood@vinexad.com.vn

Website: www.vinexad.com.vn

(Please continue overleaf)

PLEASE KEEP A COPY FOR YOUR RECORD

Conditions Rental:

Order will only be processed when full payment is received

For furniture items not listed above, exhibitors are requested to provide full details below for quotation:

We need _____

Full payment must be submitted with this order. Enclosed is cheque no. _____ for US\$ _____

Payable to

VINEXAD

Vietcombank Hanoi, 11B Cat Linh st., Hanoi, Vietnam.

Account Number: US\$ 0021 370 020 067 VND 0021 000 000 172

The contractor has to responsibility about your job.

The official catalogue with the quantity of 10,000 copies will be published

We are interested in advertising in the official catalogue and would like to book a space in:
(please tick where appropriate)

	<i>Color</i>
• Outside back cover	USD 800
• Inside front cover	USD 900
• Inside back cover	USD 700
• Inside full page	USD 500

- Printed area of full page: **145 mm (width) x 205 mm (height)**

- Positive films, artworks, color separate films are requested to supply to Organizer.

- Full payment **MUST** be sent alongside with this order.

{ Please find enclosed herewith the printing documents consisting of:

.....

{ We have arranged a T/T of USD..... payable to:

VINEXAD)

Account No. 0021370020067 - Vietcombank Hanoi.

Company: _____ Stand No. _____

Person-in-charge: _____ Title: _____

Signature and Company stamp: _____ Date: _____

To be addressed to:

VINEXAD

Add.: No. 9 Dinh Le, Hanoi, Vietnam

Tel: (8424) 38255546 Fax: (8424) 39363085

Email : vietfood@vinexad.com.vn

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Form RS - 2 : ADDITIONAL FURNITURE RENTAL

Deadline : 09th July, 2018

Company Name:

Booth number:.....

Ref No.	Picture	Furniture Items	Unit Price (USD)	Quantity	Amount (USD)
F1		Information Counter (1000L x 500W x 750H mm)	35.00		
F2		Square Table (600L x 600W x 750H mm)	35.00		
F3		Round Table (Ø800 x 750H mm)	40.00		
F4		Display Cube (500L x 500W x 500H mm)	25.00		
F5		Display Cube (500L x 500W x 750H mm)	30.00		
F6		Display Cube (500L x 500W x 1000H mm)	35.00		


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F7		Low Show Case (1000L x 500W x 1000Hmm)	90.00		
F8		High Show Case with downlight (1000L x 500W x 2000Hmm)	120.00		
F9		Tower Show Case with downlight (500L x 500W x 2000H mm)	90.00		
F10		Lockable Cupboard (1000L x 500W x 750H mm)	50.00		
F11		Folding Chair	8.00		
F12		Easy arm chair	28.00		
F13		Barstool	25.00		

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F14		Shelf (Slope or Flat) 1000mmL x 300mmW	13.00		
F15		Catalogue holder	15.00		
F16		Potted plant	20.00		
F17		Folding Door with Lock / Convention lockable door	50.00		
F18		Used carpet/per square meter	8.00		
F19		Single wall panel (1000mmL x 24000mmH)	25.00		
F20		Pegboard (20 hooks)	35.00		
F21		Printing PP (poster): The maximum size for poster on the each Pattition: 2,4m x 0,96 m	25.00/ 1m ²		

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F22		2-tierCounter (1x0.35x0.75m)&(1x0.35x1m)	80.00		
F23		3-tierCounter (1x0.35x0.5m)&(1x0.35x0.75 m)	110.00		
F24		Net hanger (1m x 1m, including 20 hooks)	25.00		
F25		Hook (10)	15.00		

Total _____
VAT 10% _____
Grand total _____

1. All orders must be accompanied with full payment to VINEXAD.
2. All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
3. Where it not otherwise stated, the listed prices are for the duration of the exhibition period days.
4. All prices are excluded of VAT 10%

Exhibitor's Name: _____

Booth No: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Person in charge of exhibition: _____

Title: _____

Signature: _____ Date _____

Send this form to:

The Organizer

**Vietnam National Trade Fair
& Advertising company (VINEXAD)**

9 Dinh Le Str, Hoan Kiem Dist., Hanoi,
Vietnam

Tel: (84-24) 38255546

Fax: (84-24) 39363085

Email: vietfood@vinexad.com.vn

Website: www.vinexad.com.vn

(Please continue overleaf)
PLEASE KEEP A COPY FOR YOUR RECORD

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Conditions of Equipment Rental:

Order will only be processed when full payment is received

For furniture items not listed above, exhibitors are requested to provide full details below for quotation:

We need _____

Full payment must be submitted with this order. Enclosed is cheque no. _____ for US\$ _____

Payable to

VINEXAD

Vietcombank Hanoi, 11B Cat Linh st., Hanoi, Vietnam.

Account Number: US\$ 0021 370 020 067

VND 0021 000 000 172

The payments are non-refundable.

- 1 All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
- 2 Where it not otherwise stated, the listed prices are for the duration of the exhibition period days.
- 3 All the orders will need to be submitted before the expiry dates 25 July,2016. A surcharge of 30% will be enforced after the dateline and on site order.
- 4 All prices are exclusive of VAT 10%.

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Form RS – 3: WATER SUPPLY DRAINAGE/ AIR COMPRESSOR

Deadline: 15th July., 2018

Company Name:

Address:

AIR COMPRESSOR ON HIRE (per period)

<i>Motor (Hp)</i>	<i>Description</i>	<i>Unit Price USD</i>	<i>Quantity</i>	<i>Total Cost USD</i>
1/2 – 2 HP – 3 HP	<i>Air compressor with standard piping (not including 1 phase socket- 15Amp)</i>	250.00		
5-10 HP	<i>Air compressor with standard piping (not including 3 phase socket- 30 Amp)</i>	450.00		
TOTAL				

Note: The Fee for Electrical Items, pls refer the Form CS-3/ (Page 16)

WATER SUPPLY DRAINAGE (per period)

Water supply inlet and outlet for living (Not included sink)	\$ 250.00		
Water supply inlet and outletfor machine operation (Not included sink)	\$450.00		
Water supply inlet and outlet for living (included sink)	\$450.00		
Sink	\$200.00		

TOTAL

Conditions of Equipment Rental:

1. The payments are non-refundable.
2. Late orders may be accepted with surcharge levied as follows. On-site Order: 30%
3. The prices above are not included VAT 10%

CONFIRMED & ACCEPTED BY

<p>Company Name:</p> <p>Address:</p> <p>Booth number:.....</p> <p>Contact Person:</p> <p>Tel: Fax:</p> <p>Signature with stamp.....</p> <p>Date:</p>	<p>Please make a copy & return this form to: National Trade Fair & Advertising Company (VINEXAD) Add: No. 9 Dinh Le, Hanoi, Vietnam Tel: (8424) 38255546 Fax: (8424) 39363085/ 38255556 Email : vietfood@vinexad.com.vn</p>
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Form RS - 4 : TELECOMMUNICATION RENTAL

Deadline : 19th July, 2018

Exhibitor's Name: _____

Booth No: _____

HIGH SPEED INTERNET LINE /TELEPHONE / FAX RENTAL DURING SHOW DAY

Item	Unit Cost per line per show	Refundable Deposit	Quantity of Line	Date		Sub- Total (USD)
				From	To	
Telephone Line with IDD	400 USD	1,500 USD				
Local Line	300 USD	500 USD				
Fax Line with facsimile machine	350 USD	300 USD				
Cable –1 user per line	400 USD					
Cable –2 – 5 users per line (includes port hub)	500 USD	100 USD				
Wireless – 1 user	150 USD					
Wireless – 1 user per day	50 USD					
		TOTAL				

Exhibitor's Name: _____

Booth No: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Person in charge of exhibition: _____

Title: _____

Signature: _____ Date _____

Send this form to:

The Organizer

**Vietnam National Trade Fair
& Advertising company (VINEXAD)**

9 Dinh Le Str, Hoan Kiem Dist., Hanoi,
Vietnam

Tel: (84-24) 38255546

Fax: (84-24) 39363085

Email: vietfood@vinexad.com.vn

Website: www.vinexad.com.vn

(Please continue overleaf)

PLEASE KEEP A COPY FOR YOUR RECORD

Conditions of Equipment Rental:

- Due to limited telephone lines available in HIECC (Ho Chi Minh City International Exhibition and Convention Centre), all exhibitors are encouraged to place orders at least 30 days prior to Exhibition opening. Late orders may be accepted with surcharge levied as follows:
After the deadline to Exhibition Opening: 30%
On-site Order : 50%
- Daily computerized summary of total billings incurred on call expenses will be printed for the Exhibitor. Daily usage shall be paid based on the daily computerized summary. Final outstanding payments after termination of all telephone service are deducted from the deposit made. Any excess expenses beyond the deposit paid must be settled before the end of the exhibition.
- All exhibitors are fully accountable for the instruments as well as total usage upon installation and activation of lines. The cost of equipment if loss or damaged, is US\$30 and US\$300 per telephone set and facsimile machine respectively.

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4. *SECC Business Center (1st Floor) also offers a comprehensive range of secretarial services to exhibitors. (Please see the SECC Business Center Services Price List*
5. Order will only be processed when full payment is received

For furniture items not listed above, exhibitors are requested to provide full details below for quotation:

We need _____

Full payment must be submitted with this order. Enclosed is cheque no. _____ for US\$ _____

Payable to

VINEXAD

Vietcombank Hanoi, 11B Cat Linh st., Hanoi, Vietnam.

Account Number: US\$ 0021 370 020 067

VND 0021 000 000 172

8th - 11th August 2018 SAIGON EXHIBITION & CONVENTION CENTER (SECC) - 799 Nguyen Van Linh Parkway, Dist.7, HCMC, Vietnam

FORM RS-5: AUDIOVISUAL AND OTHER EQUIPMENT

Deadline: 24th July., 2018

Company Name:

Address:

AUDIOVISUAL

Code	Items	Unit price USD (Exhibition period)	Quantity	Amount
A1	32" Plasma TV connect USB (C/W DVD)	150.00		
A2	42" Plasma TV connect USB (C/W DVD)	200.00		
A3	50" Plasma TV connect USB (C/W DVD)	230.00		
A4	Inox leg for Plasma TV	50.00		
A5	Projector D5500 Ansi Lumens + screen (227x305cm)	350.00		
A6	Projector D2000 Ansi Lumens + screen (180 x 180cm)	350.00		
		TOTAL		

OTHER EQUIPMENT

Code	Items	Unit price USD (Exhibition Period)	Quantity	Amount
A7	Refrigerator 150L	120.00		
A8	Refrigerator 90L	90.00		
A9	Electric Fan	40.00		
A10	Water dispenser	60.00		
A11	Ice Cube	5.00	Pag of 20kg	
		TOTAL		

1. All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
2. All the orders should to be submitted before the expiry date for best serving. A surcharge of 30% will be enforced after the dateline and on site.
3. The prices above are not included VAT 10%

CONFIRMED & ACCEPTED BY:

Company Name: Address: Booth number:..... Contact Person: Tel: Fax: Signature with stamp..... Date:	<p>Please make a copy & return this form to: National Trade Fair & Advertising Company (VINEXAD) Add: No. 9 Dinh Le, Hanoi, Vietnam Tel: (8424) 38255546 Fax: (8424) 39363085/ 38255556 Email : vietfood@vinexad.com.vn</p>
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8th - 11th August 2018 SAIGON EXHIBITION & CONVENTION CENTER (SECC) - 799 Nguyen Van Linh Parkway, Dist.7, HCMC, Vietnam

Form RS- 6 : BOOTH PERSONNEL (INTERPRETER & HOSTESS)

Deadline : 09th July, 2018

Exhibiting Company _____

Stand No. _____

Person-in-charge: _____ Title: _____

Note:

The interpreters are without any technical background and therefore can only perform usual general interpreting work.

Description	Quantity	Cost (USD)	Amount
Booth Assistant (<input type="checkbox"/> Male <input type="checkbox"/> Female)		40 USD/ day	USD
Booth Interpreter (<input type="checkbox"/> Male <input type="checkbox"/> Female) English - Vietnamese		60 USD/ day	USD
Booth Interpreter (<input type="checkbox"/> Male <input type="checkbox"/> Female) Korean or other Language– Vietnamese		130 USD/ day	USD
Temporary Worker		20 USD/ days	USD
Security Service		5 USD /person/ hour	USD
Carpet vacuuming		5 USD /sq.m (5 days)	USD
Subtotal:			USD
10% VAT:			USD
Total:			USD

Please note:

1. Before renting, Interpreter and Professional Interpreter would be checked their language skill by Exhibitor.
2. Order is valid only when accompanied with full remittance. Cheque /bank draft should be paid in favor of:
VINEXAD
Vietcombank Hanoi, 11B Cat Linh st., Hanoi, Vietnam
Account in USD No. 0021 370 020067
Account in VND No. 0021 000 000 172
3. The surcharge of 10% will apply for the order after July 10, 2018 and 30% surcharge will be applied for order on site.
4. The Exhibitors will receive 30% refund for their cancellation during set up time. There will be no refund for cancellation during show day.
5. Payments on site must be paid in Cash Only.

To be addressed to:

VINEXAD

Add: No. 9 Dinh Le, Hanoi, Vietnam

Tel: (8424) 38255546 Fax: (8424) 39363085

Email : vietfood@vinexad.com.vn

Signature with Company's stamp :

8th - 11th August 2018

SAIGON EXHIBITION & CONVENTION CENTER (SECC) - 799 Nguyen Van Linh Parkway, Dist.7, HCMC, Vietnam

Form RS - 7

: **HOTEL ACCOMODATION & TOUR RESERVATION**

Deadline : 09th July, 2018

Exhibiting Company _____

Stand No. _____

Person-in-charge: _____ Title: _____

Signature and Company stamp: _____ Date: _____

(R) HOTEL INFORMATION

(Please see attached file of the Hotel Rate)

Note:

1. *Pls visit website of each hotel for further information.*

2. *Kindly send us your specific requirements; we will give you advice on which hotel to stay and further information.*

() *Pls reserve for us:*

.....double room x days

.....single room x days

at..... Hotel

To be addressed to:

VINEXAD

Add: No. 9 Dinh Le, Hanoi, Vietnam

Tel: (8424) 38255546 Fax: (8424) 39363085/

Email : vietfood@vinexad.com.vn

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Form RS - 8 : SEMINAR SERVICE

Deadline : 09th July, 2018

Name of Company :

Booth No:

Ref No.	Items	Unit Cost /per day	Unit Cost /per show	Quantity	Amount
K1	Slide Projector	US\$ 50.00	US\$ 200.00		
K2	Overhead Projector (Vertex D40301)	US\$ 150.00	US\$ 600.00		
K3	LCD Projector (1250 Ansi Lumen)	US\$ 150.00	US\$ 600.00		
K4	LCD Projector (1600 Ansi Lumen)	US\$ 180.00	US\$ 700.00		
K5	LCD Projector (3000 Ansi Lumen)	US\$ 300.00	US\$ 1,200.00		
K6	Projector, Front Screen (1.6mH x 1.6mL)	US\$ 50.00	US\$ 200.00		
K7	Mini PA System (Speakers, Microphone, Amplifier)	US\$ 150.00	US\$ 600.00		
TOTAL					

REMARKS:

1. PA system: 1 rostrum micro, 2 table micros, 2 wireless micros.
2. Style: Theater style 80 seats; class style: 40 seats
3. Sticker or HIFLEX backdrop (follows customer's design). The customer will select the kind of backdrop.
4. The above quote includes 10% VAT
5. The above quote is exclusive of any item that is not stated here.
6. The final payment will be recalculated based on delivery notes and job completion.

EXHIBITOR'S AUTHORISATION

Name of Company : _____		Booth No.: _____	
Contact Number: _____	Fax : _____		
Contact person _____	Email: _____		
Signature : _____	Date: _____		

Please return this form to:

VINEXAD

9 Dinh Le, Hanoi, Vietnam

Tel: (84 24) 38255546 Fax: (84 24)3 9363085

E-mail: vietfood@vinexad.com.vn

Form RS - 9 : VISA APPLICATION FORM

Deadline : 09th July, 2018

I. A Copy of your Passport

II. Fill into the form as followings:

1. Name in full:.....

2. Sex:.....

3. Date of Birth:.....

4. Place of birth:.....

5. Nationality :.....

6. Passport No:.....Issued by:.....Valid Until:.....

7. Address of residence:.....

.....Country:.....Tel:.....Fax:.....

8. Name and address of your company:.....

.....Country:.....Tel:.....Fax:.....

9. Occupation and position:

10.Purpose of your Visit: *to participate in Vietfood & Beverage – ProPack Vietnam 2018 from 9-12 August, 2018 at SECC*

.....

11. Length of your stay:.....Entry Date:.....Exit date:.....

12. The place (The Country) where do you want to get VISA:.....

Note: Please Fax the above documents at least 15 days before your arrival to:

VINEXAD

9 Dinh Le, Hanoi, Vietnam

Tel: (84 24) 8255546 Fax: (84 24) 8255556

E-mail: vietfood@vinexad.com.vn

Upon receiving the above documents, VINEXAD will apply for entry VISA at the Ministry of Interior of Vietnam for you. The Ministry of Interior of Vietnam will ask the Vietnam Embassy in your country or in other countries (The country where you want to get your VISA) to issue VISA for you.

FEE FOR VISA SERVICES: 25 USD/ Person (VINEXAD will collect this fee in cash in Vietnam upon your arrival).

25 USD/ person X Persons = USD
(Above rate is exclusive of visa fee of Vietnam immigration office)

Signature and Company' Stamp