

1 Payment

Full payment is required within 30 days upon the invoice issued. If the contract is signed **between 1st and 19th July 2019**, the payment should be made by **19th July 2019**; contract signed **after 19th July 2019**, should be paid immediately upon the invoice issued. The Organiser reserves the right to cancel the reservation and application if exhibitor fails to make the payment as regulated in the contract.

If an applicant withdraws his application, for whatever reason, before he receives either a rejection or confirmation of his application, any participation fee paid will be forfeited.

If the exhibitor notifies the Organiser of his withdrawal **within 120 days** of the start date of the event, he is liable for the total participation fee.

Should the exhibitor under contract (i.e. in receipt of confirmation) inform the Organiser that he will not participate in the event **prior to 120 days** of the start date of the event, providing the Organiser is able to resell the stand without loss the payment to be made by the exhibitor will be collected to a handling fee of **50% of the contracted price** irrespective of the exhibitor's full liability for additional costs, catalogue fees etc.

2 Admissions to the Exhibition

a) Exhibitors

For security reasons, exhibitors must put on the exhibitor badges during the exhibition, build-up and tear down days. Exhibitor badges can be ordered via **Exhibitor Online System – Exhibitor Badge**. (Persons below the age of 16 will not be allowed entry into the Halls)

b) Non-official Stand Contractor Personnel

Contractor badges will be issued to non-official stand contractors and their workmen to enter the exhibition halls during the build-up and tear down periods only, for the purpose of booth construction and dismantling. Should the contractor have a need to be presented during the exhibition hours, please contact with the Organiser for further arrangements.

Contractor badges can be ordered at VND 110,000 per badge by completing **Form 2 – Appointed Contractor Agreement** and uploading booth design on Exhibitor Online System. Before being granted such passes, the non-official stand contractor will be required to pay up the following charges to SECC directly one week before the first move-in day as below :

- ★ • Hall management fee (non-refundable) of VND 120,000 per square meter to the exhibition venue
- Construction deposit (refundable) of VND 1,100,000 per square meter to the exhibition venue

(Above price are inclusive of 10% VAT and subjected to change according to inevitable factors announced by the venue.)

These are to ensure the completion of works, complete removal of any debris, cover of any damages done by the contractor to the halls and exhibits. Please refer to **Form 2 – Appointed Contractor Agreement** for details.

3 Security

a) The Organiser is responsible for the general security of the entire venue by arranging reputable security guards on duty day and night, but there is no guarantee against loss and will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitors, their personal belongings and exhibits. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but not limited to) their displays, exhibits, stand fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.

b) Exhibitors must be present and supervise all the activities inside the booth during the move-in, show period and tear down process.

c) Exhibitors are advised to be present at their booth **half hour** prior to the opening time and leave the Exhibition Hall no later than **half hour** after closing time.

d) Exhibitors are reminded to keep a close eye on their small exhibits & personnel property, valuable working models and other sophisticated items at their booths in the exhibition hall and beware of pickpockets. Small display items should not be displayed on table tops, but placed in glass display showcases or be securely chained up.

4 Photography, Video & Sound Recording

All photography, video and sound recording during the fair must be limited to not causing annoyance to visitors or other exhibitors. The Organiser reserves the right to terminate any recording at their own discretion.

5 Lifting and Handling Onsite

a) In view of operational safety reasons and regulations enforced by the exhibition venue, only the Official Freight Forwarder is allowed to work in-hall and operate lifting equipment. This regulation will be strictly enforced and is necessary for reasons of dilapidation and control.

- b) Exhibitors are permitted to "hand carry" items to their stands without the use of trolleys. Exhibits / cargos requiring the use of mechanical lifting aids must be handled by the Official Freight Forwarder.
- c) Exhibitors using their own transportation or shipping agent should provide details of their shipping agent by returning **Form 3 – Freight Forwarder**.

6 Delivery of Exhibits

Exhibits should only be delivered to the exhibition hall when their own storage facility is ready to be used. The exhibitor must arrange for an authorized representative to be present at the stand to receive the items as the Organiser will not accept delivery on his behalf, not be held responsible for the safekeeping of such items.

To avoid congestion in the hall, unpacking of exhibits at the stands should be restricted to small items less than 100 kilograms. The exhibitor should arrange with the Official Freight Forwarder or make their own arrangements to unpack bulky items away from the stands / hall so that they may be delivered later and immediately placed in position on the stands.

Heavily weighted cars, which are used as exhibits, will not be charged. Also, goods or machineries as exhibits, which are attached wheels and less than 100 kilogram, will not be charged, these exhibits must be brought into the exhibition hall by staffs of exhibitors.

The following items are NOT ALLOWED for temporary and permanent importation into Vietnam, separate import license is required:

- Cosmetics
- Telecommunication, Cameras, A.V equipment, etc.
- Medicines, pharmaceutical products
- Foods, foodstuff and beverage, alcohol, etc.
- Textile and footwear
- Household electronic products

These products are subject to specific import license in Vietnam. Commercial invoice and packing list, accompanied by item catalogues are to forward to us 3 weeks from flight /vessel arrival date. License is subject to approval. Application fee depends on product/commodity specifications. Please contact your regional forwarder for more details.

**Subject to Customs changes at time of entry.*

7 Display of Exhibits

Exhibits must be displayed throughout the period of the exhibition. No exhibitor is allowed to remove exhibits from the exhibition hall without prior permission from the Organiser.

8 Removal of Exhibits

Removal of exhibits from the halls will commence at 16:30 on 16 Aug 2019. While general security is provided in the halls, exhibitors are reminded that goods will be exposed to maximum risk at this time as rented items and equipment are being collected by the respective suppliers.

- a) No mechanical lifting or handling equipment will be permitted to enter the exhibition halls for the removal of exhibits except those used by the Official Freight Forwarder.
- b) Dismantling hour is from 16:30, Aug 16 till 10:00 Aug 17.

- ★ c) To avoid congestion and to enable smooth exit clearance, for removal of exhibits, all exhibitors and contractors must fill up a "RELEASE FORM" that must be endorsed by the Organiser, to be handed over to the gate security officers before leaving the exhibition venue. Leaving the venue before 16:30, 16 Aug 2019 is not allowed. The blank "RELEASE FORM" can be obtained from the exhibitor service counter.

9 Stand Cleaning

During the exhibition period, the Organiser will only be cleaning the public areas within the exhibition halls such as hallways / aisle. Exhibitors may request individual booth to be cleaned by signing up at the Organiser office at exhibitor's expense. We will promptly comply with your request.

10 Manning of Stand, Demonstration of Exhibits

- a) Stands must be staffed and operational during exhibition hours. All activities of the exhibitor and his staff must be conducted within the allocated exhibit space under strictly control and safe conditions.
- b) Exhibitors must ensure that the exhibits are equipped with safety devices. Adequately safeguard all moving parts of your machinery to prevent injury to visitors. Exhibitors are advised to ensure that moving exhibits are kept out of the reach of visitors.
- c) Exhibitors are liable for the removal and disposal of waste materials generated by working demonstration of exhibits.

Exhibition Rules & Regulations

d) The exhibitor may not carry out any activity is likely to cause annoyance to visitors or other exhibitors. Where a high level of noise or other objectionable factors are involved, the Organiser reserves the right to impose limitation, such as limiting the demonstration at fixed times stipulated or terminate a demonstration at any time, at the Organiser's discretion.

e) Under no circumstance can any exhibits, display or materials be allowed to encroach into the aisle / gangways. Please keep entire exhibition materials inside the stand at all times.

11 Fire Precaution

The use of flammable materials is strictly prohibited. The materials used for lining, drapes or overhead structure or as part of the theme or display to the public must be rendered non-flammable as per the general regulations of SECC and local authorities.

The Organiser is authorized to limit demonstration of all materials, which 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 borne by the exhibitor.

Exhibitor is not permitted to use the fixings which can make naked fire (i.e. gas stove, electric oven, electric soldering, and so on) or make noise (like sawing machine, and soon), unless consented by SECC in writing.

To guarantee the security and fire safety, the Organiser has the rights:

- To refuse any person who wants to get into the hall.
- To remove any poster, panel, banner and so on which are inappropriate with the event at Party A's assessment.
- To remove anything which may obstruct the exit, emergency way, fire alarms, fire hydrants, extinguishers, and so on located in the hall.

12 Smoking Restriction

Smoking is strictly prohibited in the exhibition halls.

13 Intellectual Property Rights / Copyright

The Organiser has the right to request exhibitors to remove exhibits that are alleged of violating intellectual property rights. Any exhibitor found guilty of infringement of intellectual property rights will be banned from participating in Secutech in Vietnam in the future.

14 Force Majeure

The exhibition may be shortened, extended or postponed due to any cause whatsoever outside the control of the Organiser. The Organiser shall not be responsible for any loss sustained by the exhibitor, directly or indirectly, attributed to the elements of nature, force majeure or orders and directives imposed by any government authority. In the event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the Organiser.

15 Insurance, Liability and Risks

a) Exhibitors should ensure that the public liability (third party) insurance and accidents liability insurance are been covered while they insure the exhibits. Exhibitors are strongly advised to insure their exhibits and other valuable items taken, including the shipment process, to the exhibition venue.

b) The Organiser and sponsors will not be liable for any damage / injury / fire / flooding / claims / loss / theft of exhibits & personal properties. All exhibitors shall insure, indemnify and hold the Organiser, sponsors and the venue owner harmless in respect of all costs claimed by the exhibitor against any persons or items at the exhibition venue during the move-in, exhibition and tear down periods.

16 Animals

Live animals are not permitted in the exhibition venue.

★ 17 Noise Control

Equipment used in any part of the exhibition must not generate noise that exceeds a maximum permitted noise level of 80dB, except with the Organiser's prior approval.

The following noise level restrictions:

- a) General background noise may not exceed 60dB
- b) Entertainment features may reach 70dB for cumulative periods of no more than 10 minutes in any one given hour
- c) Noise levels will be metered from any edge of the booth or area boundary
- d) Loudspeakers must be mounted facing into the stand
- e) Wireless microphones may not be used without the Organiser's permission

Whenever it is found that the volume of the exhibitor's sound system exceeds 80dB, the inspection group will determine the penalty.