

## 1. Stand Construction

The Organisers have appointed **PICO Ho Chi Minh City Ltd** as the Official Stand Contractor to carry out stand fittings, plumbing, electrical works and the construction of standard booths.

- 1.1 Registration after the deadline will be surcharged with late fee (at least 30%).
- 1.2 Work of any kind carried out at the exhibition venue must conform to the current local regulations enforced in Vietnam and those specified by the Organiser. This applies to the exhibitor, appointed agents, contractors and sub-contractors. The Organiser reserves the right to stop any work which intervenes with any of these regulations and the exhibitor shall have no claims against the Organiser or their agents for any losses or damages.
- 1.3 Stand assembling, installation and decoration must be carried out within the time limits specified by the Organiser and must in any case be completed by **21:00 on 13 Aug 2019**. The Organiser reserves the right to assemble and alternate any space, which is not completed by that time at the exhibitor's expense.
- 1.4 Pressurized devices and equipment (i.e. gas tanks or gas cylinders, liquefied natural gas tanks, etc.) – when having the need to use inside the exhibition hall – must have (1) valid certificates issued by The Quality Assurance and Testing Center (2) the stamp certified by the Organiser (3) control by the SECC Technical Team member when running.
- 1.5 No sticking all kinds of tapes and glues in walls and on floor of SECC premises. Except, the cloth tape (one side – two side) is allowed to use (please refer in advance at SECC Sales and Marketing Department).
- 1.6 No exhibitor is allowed to suspend objects from the ceiling of the exhibition hall unless prior written approval is obtained from the Organiser. Screwing, drilling, nailing or painting on the floors, walls, pillars or any part of the exhibition halls will not be allowed. Exhibitors and their contractors will be liable for any damage to the exhibition halls.
- 1.7 Admission of Contractors and Workmen  
Contractors must apply to the Saigon Exhibition and Convention Center for contractor badges at their own expenses, permitting their workmen to enter the exhibition halls for the purpose of doing construction and dismantling works. These contractor badges are valid only during the move-in and tear down periods. (Please refer to **Form 2 – Appointed Contractor Agreement** for details.)

### 1.8 Construction Deposit and Management Fee

Before approval is granted by the Saigon Exhibition and Convention Center for a contractor to work at the exhibition, exhibitor appointed stand contractors will be required to pay for the following charges directly to Saigon Exhibition and Convention Center one week before move-in as below:

- ★ - Construction deposit (refundable) VND 1,100,000 / sqm to the Venue
  - Management fee (non-refundable) of VND 120,000 / sqm to the Venue
  - Additional management fee (non-refundable) of VND 45,000 per square meter to the exhibition venue (changing from standard booth to special design)
  - Upgrade booth management fee (non-refundable) of VND 25,000 per square meter to the exhibition venue (The decoration using Hi-Flex exceeds the regulated space of standard booth).
- (Above price are inclusive of 10% VAT and subjected to change according to inevitable factors announced by the venue.)

## 2. Raw Space Booth

- 2.1 Only raw exhibition space will be provided to raw space exhibitors. No carpet, fascia board, wall partition, furniture or electrical items will be provided.

- ★ 2.2 Raw space exhibitors may appoint either the Official Stand Contractor or their own contractor to design and construct their booth. **The confirmed booth design must be submitted to the Organiser for approval before 12 July 2019.** The Organiser reserves the right to request the exhibitors alter their booth design if their booth structure causes obstruction to other exhibitors or violates the rules and regulations from the Organiser or the venue (Please refer to **Form 2 – Appointed Contractor Agreement** for details).

- 2.3 Fully dimensioned drawings showing the proposed design of the stand, together with **Form 2 – Appointed Contractor Agreement** with the contractor's information completed, must be submitted to the Organiser by **12 July 2019** by EMAIL / uploading files on the Online System for approval before any work is put on hand. Email confirmation of the drawings will be returned authorizing construction to proceed if the design is deemed acceptable and conforming to the rules and regulations from the Organiser. The drawings should then be submitted to the venue and subjected to the venue's final approval.

The Organiser will have the right to take down the stand, deduct the construction deposit and / or disallow participation without any compensation if designs have not been submitted for approval, designs have not been authorized or unauthorized alternation in design after approval.

- 2.4 No stand decoration, stand fittings or exhibits may exceed the following height limit:

- For all the stands along the wall, the height limit is **3.5mH**.
- For the stands in the middle, the height limit will be **5mH**.

### Stand Construction Rules & Regulations

It is the obligation of the exhibitors and their appointed stand contractor to clarify the height limit with the Organiser if there is an uncertainty about the corresponding height limit of the booth.

Exhibitors having two or more booths have to get approval from the Organiser if they want to build partition between those booths. All the special design booths, two-story booths must get approval from the Organiser.

The ceiling of all stands must in all cases to be opened, in order not to impair protection by the sprinkler system.

- 2.5 Each exhibitor is responsible for providing its own walls. Where booths are adjacent, an exhibitor may not use the reverse of the neighboring booth's wall. No partition wall or structure directly facing adjacent booth(s) may contain any company name or company logo. Any construction containing company name or company logo directly facing adjacent booths have to have at least 0.5m set back from the adjacent booth(s).
- 2.6 The company name and booth number must be prominently displayed and faced to the aisle. The Organiser reserves the right to affix and to charge the cost incurred to the exhibitor if it is fail to comply.
- 2.7 All surfaces of booth construction exposed to the public view (inclusive of backside panels / parts of booth adjoining other booths or aisles) shall be decorated to a finish approved by the Organiser. Any naked wood structure or framework should be well furnished as a flat, clean surface in white color. No promotional materials or information are allowed to be displayed in this area. Organiser's justification shall be regarded as final for the quality acceptance.
- 2.8 Any booth side facing an aisle, 1/2 of its length must be kept opened using "see through" or open design. Alternatively, the booth open side can be arranged as entrance. The Organiser suggests exhibitors to adopt booth design keeping the frontage(s) facing an aisle open for attracting buyers.

Exhibitors or the appointed contractor who need to work over time will be charged for extra payment. If working over time comes necessary, make sure to inform the Organiser office before 15:00 on the same day.

### 3. Standard Booth Package

- 3.1 Every 9 sqm standard booth includes the following items:
  - 3 side partitions (2 side partitions for corner booths) and carpet
  - 1 fascia board with company name and booth number (logo excluded)
  - 1 information counter
  - 2 folding chairs
  - 1 waste basket
  - 2 fluorescent tube (40W)
  - 1 5A/220V single phase power socket

(All of the items above cannot be replaced, exchanged with any furniture nor refunded.)
- 3.2 Standard booths are provided by the Official Stand Contractor and are of a standard design. No variation of the fascia board, lettering and the fitting of the standard booths are allowed unless prior written approval is given by the Organiser. A corporate logo or trademark may be attached to the fascia (at exhibitor's expense) only after written approval from Organizer but may not be higher than 100mmH inside the 210mmH fascia in-fill panel.
- ★ 3.3 **No painting, screwing, nailing or drilling on the standard booth panels will be allowed.**
- 3.4 No decoration, booth fitting or exhibit shall exceed the height limit of **2.5mH** or place outside of the standard booth. Standard booth if want to upgrade to higher stand, exhibitor will be charged a management fee VND 45,000/sqm by the venue and extra construction fee from by official contractor.
- ★ 3.5 **Booth panel should remain intact and in no way is allowed to be damaged or spoiled. For sticking posters on booth panel, exhibitor is strongly suggested to apply the tape provided by official contractor, in order to prevent any damages to the panels (size and price refer to **Form 4 – Furniture Rental**). If applying exhibitor's own sticker, the official contractor will collect the deposit **USD 15 (per panel, size 1mW x 2.5mH)** at exhibitor's booth during move-in days to guarantee the panels remain intact after the show. The deposit shall be returned after the show.**
- 3.6 Corner booth will be built by default that the side panels are replaced by the fascia board with the company's name at no additional cost. Exhibitor should contact the Official Stand Contractor if there is any objection two weeks before the move-in.
- 3.7 Booths and other facilities rented from the Official Stand Contractor by the exhibitors should be returned in good condition. Exhibitors will be held responsible for any damage or lost incurred during the period of use.
- 3.8 Any booth side facing an aisle, 1/2 of its length must be kept opened using "see through" or open design.