



SPACE BOOKING FORM

A. EXHIBITOR (Company Details)

Title: Prof Dr Mr Mrs Ms Rank

First Name: Last Name:

Position/ Job Title:

Company/ Organization:

Bank account:

Bank name:

Swift Code:

Tax Code (if any):

Postal Address:

Country:

Postal/ ZIP Code:

Telephone:

Fax:

Email:

Website:

B. BILLING ADDRESS (if Invoice to be directed to different Person for payment action)

First Name: Last Name:

Position / Job Title:

Company / Organization:

Postal Address:

Telephone:

Fax:

Email:

C. EXHIBITION SPACE BOOKING

We hereby apply for:

	Outdoor Space Only (minimum 100 sqm)	Unit Price (USD)	Space Required (sqm)	Amount (USD)
		\$250 per sqm		
	Indoor Space Only (minimum 24 sqm)	Unit Price (USD)	Space Required (sqm)	Amount (USD)
		\$500 per sqm		
	Standard Shell Scheme/ Walk-On Package (minimum 12 sqm)	Unit Price (USD)	Space Required (sqm)	Amount (USD)
		\$550 per sqm		

* Standard Shell Scheme / Walk-On Package includes: Space, Carpet, System walls, Fascia Board, Furniture, Lighting, Socket.

** Package entitlement will vary depend on booth size

D. STAND ALLOCATION

Desirable booth locations as it is shown in the Exhibition Layout:

	Stand Allocation	Area (sqm)	Dimension (LxW)

* Final allocation is given by Organiser subject to stand availability upon receipt of signed Agreement

Open Sides Allocation (According To Availability)

The following rates are chargeable depending on the number of open sides:

2 Open Sides (1 Corner) : US\$50

3 Open Sides (2 Corners) : US\$100

4 Open Sides (Island Booth) : US\$200

E. REGISTRATION FEE

A flat Registration Fee will apply per Exhibiting Company based on the size of Stand:

	12 - 24 sqm	US\$200
	25 - 48 sqm	US\$300
	above 48 sqm	US\$400

G. PAYMENT SCHEDULE

First Payment: - **50% of Contract Price due upon signing**

Final Payment: - **50% of Contract Price, due by 15 August 2024**

All Contracts signed **AFTER 15 August 2024**: - 100% of Contract Price due upon signing

Note: All rates and fees are subject to 10% Value Added Tax

Exhibitor's Declaration

As the duly authorized signatory, acting for and on behalf of the Exhibiting Company, I hereby acknowledge and accept the rates as set out above and declare that the information provided by me is true and complete.

Company stamp and legally binding signature:

Date:

Name of signature:

Designation:

Please return this Form to:

Viet Nam Defence Expo 2024 Secretariat

General Department for Defence Industry - Ministry of National Defence of the Socialist Republic of Viet Nam

28A Dien Bien Phu Street, Ba Dinh District, Hanoi, Viet Nam

Hotline: Mrs. Tran Huong Xuan (+84-975621698); Mrs. Lam Dieu Linh (+84-983609790)

Mr. Nguyen Ngoc Tuan (+84-926540265); Mrs. Nguyen Boi Ngoc (+84-904099281)

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