

HOSTED BY



ORGANIZED BY



SUPPORTED BY



19 ▶ 22

December 2024

Gia Lam Airport
Ha Noi - Viet Nam

EXHIBITOR MANUAL



VIET NAM INTERNATIONAL DEFENCE EXPO 2024

PEACE FRIENDSHIP
COOPERATION
FOR MUTUAL DEVELOPMENT



SCAN TO CONTACT US

VIETNAM Defence Expo 2024



Exhibitor Manual

Your Technical Manual contains comprehensive information to help you plan a successful exhibition, to avoid problems and to enjoy a smooth hassle free experience in the run-up to the event.

The deadline dates are important.

Please take time now to ensure that you meet all the deadlines. It will save you and could save your company the expense of late order surcharges.

The Manual is not designed to replace our personal service.

Our organizing team will be grateful to answer any questions, explain a rule, discuss a procedure or offer any special assistance you may require.

Please do not hesitate to contact us at the address below if you need help.

VIETNAM DEFENCE 2024 SECRETARIAT

Ms. Tran Huong Xuan (+84) 975 621 698 (available on Whatsapp, Viber, Telegram, Wechat and Zalo)

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Email: vietnamdefence@vdi.org.vn





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SECTION 1: GENERAL INFORMATION

1. The Exhibition

Hosted by:

MINISTRY OF NATIONAL DEFENCE OF VIETNAM

Organized by:

THE GENERAL STAFF

📍 No. 7 Nguyen Tri Phuong - Ba Dinh Dist. - Ha Noi, Viet Nam

GENERAL DEPARTMENT FOR DEFENCE INDUSTRY

📍 No. 28A Dien Bien Phu - Quan Ba Dinh Dist. - Ha Noi, Viet Nam

🌐 www.vdi.org.vn

Supported by:

DEFENSE ECONOMIC TECHNICAL INDUSTRY CORPORATION (GAET)

📍 No. 102 Kim Ma Thuong - Cong Vi - Ba Dinh Dist. - Ha Noi, Vietnam

☎ (+84-24) 3.8325.377 / 7626.774; (069) 832495

☎ (+84-24) 3.8327.710

✉ vndefence@gaet.com.vn

🌐 www.gaet.com.vn

GENERAL IMPORT AND EXPORT VAN XUAN CORPORATION (VAXUCO)

📍 No. 33B, Pham Ngu Lao Str. - Hoan Kiem Dist, - Ha Noi, Vietnam

☎ (+84-24) 37.335443 - 069.698770 – 555764

✉ vaxuco@vaxuco.vn

🌐 www.vaxuco.vn

EIFEC CO., LTD

📍 Suite 2401, Floor 24th, G3 Bldg, Vinhomes Green Bay, No.7, Thang Long Avenue, Nam Tu Liem Dist, Hanoi, Vietnam

☎ (+84-24) 73056788 / 3922 7489 / 3922 7498

☎ (+84-0) 90 409 9281

✉ info@eifec.com.vn / eifecvietnam@gmail.com

🌐 www.eifec.com.vn

Freight Supervisor:

DEFENSE ECONOMIC TECHNICAL INDUSTRY CORPORATION (GAET)

- 📍 No 102 Kim Ma Thuong - Cong Vi - Quan Ba Dinh Dist – Hanoi, Viet Nam
- ☎️ (84-24) 3.8325.377 / 7626.774; (069) 832495
- 📠 (84-24) 3.8327.710
- ✉️ vndefence@gaet.com.vn
- 🌐 www.gaet.com.vn

Official Booth Contractor:

1. REACTS CO.,LTD

- 📍 Hanoi City: No. 16, Alley 265, Bo De Ward, Long Bien District, Hanoi, Vietnam
- 📍 Ho Chi Minh City: 220/106/11 Nguyen Van Khoi, Ward 9, Go Vap District, Ho Chi Minh City, Vietnam
- ☎️ (+84-0) 90 119 5519
- ✉️ info@reactvietnam.vn / sale@reactvietnam.vn
- 🌐 www.reactvietnam.vn

2. SDRAGON CO., LTD

- 📍 Ba Dinh Building, No. 19 Le Thanh Nghi, Bach Mai Ward, Hai Ba Trung District, Hanoi, Vietnam
- ☎️ (+84-24) 6288 8396
- ☎️ (+84-0) 97 505 9989
- ✉️ maianh@sdragon.com.vn
- 🌐 www.sdragon.com.vn

3. EIFEC CO., LTD

- 📍 Suite 2401, Floor 24th, G3 Bldg, Vinhomes Green Bay, No.7, Thang Long Avenue, Nam Tu Liem Dist, Hanoi, Vietnam
- ☎️ (+84-24) 73056788 / 3922 7489 / 3922 7498
- ☎️ (+84-0) 94 581 5818
- ✉️ info@eifec.com.vn / ngocanh@eifec.com.vn
- 🌐 www.eifec.com.vn

4. AVICOM AD CO., LTD

- 📍 Hanoi City: General Department 5 Residential Area, Yen Xa, Tan Trieu, Thanh Tri District, Hanoi, Vietnam
- 📍 Ho Chi Minh City: Room 2610, Eratown Duc Khai Apartment, Phu My, District 7, Ho Chi Minh City, Vietnam
- ☎ (+84-0) 903 436 887 / 963 159 151
- ✉ harland.tran@avicom.vn / quangavicom@gmail.com
- 🌐 www.avicom.vn

5. ATFA., JSC

- 📍 6th Floor, 88 Pham Ngoc Thach, Dong Da District, Hanoi, Vietnam
- ☎ (+84-24) 3573 6728 Ext 10
- ☎ (+84-0) 91 255 9198 / (+84-0) 91 236 9198
- ✉ project@atfaexpo.vn / info@atfaexpo.vn
- 🌐 www.atfaexpo.vn

6. RED EVENT., JSC

- 📍 T&T Building, No. 440 Vinh Hung Street, Hoang Mai District, Hanoi, Vietnam
- ☎ (+84-0) 943 68 3333
- ✉ admin@redevent.com.vn
- 🌐 www.redevent.vn

Note:

a) The exhibition is held at the Military Airport (Gia Lam Airport, Hanoi). For security reasons, the Organizer reserves the right to REJECT personnel from external contractors if they are not pre-approved.

b) The booth design and layout, including clear and detailed specifications about materials and electrical connections, must be APPROVED by the Organizer and submitted by **November 15th, 2024**, to the email: booth_design@vdi.org.vn

c) Any booth design that is NOT approved by the Organizer will NOT be permitted for construction at the exhibition.

Official Catering Service Provider:

LONG BIEN GOLF COURSE

- 📍 Regiment 918, Phuc Dong ward, Long Bien district, Hanoi city
- ☎ Ms. Yen – 0982 652 303
- ✉ yen.nth@longbiencorp.vn
- 🌐 <https://longbiengolf.vn>

2. The Venue

Gia Lam Airport, Hanoi, Vietnam

3. Date and Opening Hours

19 – 22 December 2024 - 09:00-17:00 Hrs. Daily

4. Hall Specifications:

FLOOR LOADING	5,000 Kgs. / sqm
FLOOR FINISH	Concrete
HALL CEILING HEIGHTS	Hall A: Height 8 meters x Width 48.4 meters
	Hall B: Height 8 meters x Width 48.4 meters
	Hall C: Height 8 meters x Width 40.6 meters
LOADING ENTRANCE	Main Entrance: Height 6 meters x Width 8 meters
BOOTH CONSTRUCTION HEIGHT	5.5 meters maximum
VENTILATION	Central air-conditioning system

5. Shell Scheme Booth Specification

- a. REAR AND DIVIDING WALLS - 2.50 m. height, comprising of one-meter panels painted white and set in an aluminum frame.
- b. GREY needle-punch carpet
- c. FASCIA BOARD - 30 cm. height and 4m. length to the outside, on each open frontage, comprising an aluminum frame. Fascia board and lettering will carry the exhibitor's name in English only.
- d. Electrical fitting and furniture will be provided as below table.

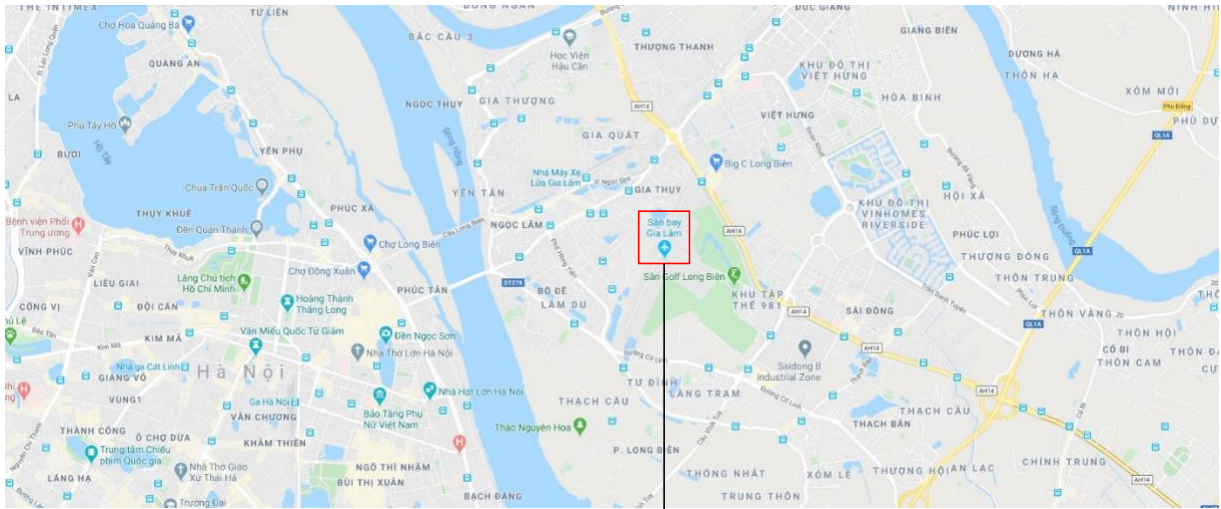


Standard Shell Scheme	12sqm	24sqm	36sqm
Fluorescent Tube	2	4	6
5Amp/220V/1P Socket	1	2	3
Chair	3	6	9
Round Table	1	2	3
Information Counter	1	2	3
Wastepaper Basket	1	2	3

6. Security

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment, the Organizer cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may be fall your personnel and/or their property.

7. Map of Gia Lam Airport



GIA LAM AIRPORT
Phuc Dong Ward, Long Bien District, Hanoi, Vietnam

8. How to get to Gia Lam Airport

Gia Lam airport is about 3.5km from the center of Hanoi and 28km from Noi Bai International Airport. Visitors can get there by car, taxi or grab. It takes about 20 minutes from the center of Hanoi and 40 minutes from Noi Bai International Airport to get to Gia Lam Airport in normal traffic.

Recommended taxi:

[Taxi Xanh](#): 1900 2088

[Taxi Group](#): 024 38 51 51 51

[Taxi Mailinh](#): 1055

[Taxi Airport](#): 024 38 86 66 66

Tech-based taxi service (available on Android or iOS applications):

[Grab Taxi](#)

[Xanh SM](#)

[Be Group](#)



9. Useful Information in Vietnam

Clothing

Comfortable lightweight clothing in natural fabrics such as cotton is most suitable for traveling in Vietnam. The dress code is fairly casual as in most parts of the tropics, but it is advisable to cover your arms and legs in the evenings against biting insects. A lightweight raincoat is a good idea in the rainy season. During the winter months, warm clothing is necessary for visiting the north of Vietnam. Visitors to Buddhist countries should not wear shorts, short skirts or other skimpy clothing when visiting religious buildings and shoes should be removed before entering a private home.

Electricity

Mainly 220V in Vietnam. You can use some devices to exchange electric source into 110V

Food

The cuisine of Vietnam comes as a pleasant surprise to many visitors and is definitely a part of the Vietnam experience not to be missed. One of the characteristics of Vietnamese food. That is always fresh being bought the same morning straight from the market. Food is usually prepared with a minimum of oil and served with the ubiquitous fish sauce. Typical Vietnamese dishes you can expect to try including, a type of rice noodle soup eaten for breakfast, deep-fried spring rolls and delicious salad made with lotus stems, shrimps and peanuts. Due to the strong Buddhist influence in Vietnam, vegetarian food is widely available.

Health

No vaccination is required except for yellow fever if you are coming from an area where the disease is present. However, visitors should be inoculated against typhoid, cholera, hepatitis A & B, tetanus and polio. Malaria is present in most of the region and it is advisable to take precautions, especially if traveling off the beaten track. Medical facilities are rather limited in all countries and it is essential to take out a good medical insurance policy before traveling in case evacuation is needed.

Hours of Business

Offices usually open from Monday to Friday from 08:00 a.m or 09:00 a.m until 05:00 p.m or 06:00 p.m and often close for lunch between 12:00 a.m and 01:00 p.m. Some offices also open Saturday morning. Shops open early and close any time between 06:00 p.m and 10:00 p.m. Most shops are open 7 days a week.



Language

Because Vietnamese has six different tones, it is a difficult language for most foreigners to speak even though the Roman alphabet is used in modern Vietnamese. The same word can have six different meanings depending on the tone used to pronounce it. In the cities and larger towns English is becoming popular and is now spoken by many younger people while some of the older generations still speak fluent French, Russian and Chinese are also spoken by some people.

Money

The currency in Vietnam is the Vietnamese Dong although US Dollars are accepted in many hotels, restaurants and shops. Banks are open Monday to Friday and some are open Saturday morning. In the major cities there are bureaux de changes and most hotels will change US Dollars although for other currencies it is usually necessary to visit a bank. Travelers' cheques can be exchanged at banks and some exchange bureaux but can be difficult to change outside of the major cities. Visa Card and MasterCard are now accepted in hotels, restaurants and shops but US Dollars cash is still the most reliable form of money to carry.

Religion

Buddhism is the dominant religion in Vietnam usually combined with elements of Confucianism and Taoism. About 10% of the country's population is Catholic and there are also communities of Protestants and Muslims.

Shopping

Souvenirs to look out for in Vietnam include lacquer ware, silk, conical hats, woodcarvings, hill tribe fabrics and handicrafts, embroidery, marble, ceramics, silver jewelry, antique watches and paintings. Hanoi and Ho Chi Minh City have the best choice when it comes to shopping but Hoi An in the centre of Vietnam is also a very good place to hunt for bargains.

Telecommunications

Communications in Vietnam include the use of telephones, radio, television and Internet. There are 3 main mobiles in Vietnam. They are Viettel, Vinaphone and Mobiphone. You can buy a sim card in the airport or any shop around the city when entering Vietnam. Moreover, Wifi connection now is available widely in Vietnam.

Besides, most hotels now have IDD phones in rooms and it is possible to send faxes from hotels and post offices although be warned these services are expensive in all four countries. Away from the major cities it may not always be possible to make international calls. Cyber cafes are becoming popular in the major cities in Vietnam and many travelers now prefer to keep in touch by email. Postcards can be bought at all the main tourist sites and stamps are available from post offices and some hotel reception desks.

Tipping

Tipping for good service is not expected but is always appreciated in these developing nations. It is customary, though not compulsory, to tip tour guides and drivers at the end of a tour. Hotel and station porters should also be tipped.

Visa Requirement

Foreigners are allowed to enter Vietnam under the following conditions:

- They must possess a valid passport or international travel document and visa, except for cases exempted from visa requirements as stipulated;
- They must not fall under the cases ineligible for entry as prescribed in Article 21 of the Law on Entry, Exit, Transit, and Residence of Foreigners in Vietnam 2014 (amended in 2019).

Vietnam exempts visas for citizens of the following countries with a temporary stay of up to 45 days from the date of entry, regardless of passport type or purpose of entry, based on meeting the entry requirements stipulated by Vietnamese law:

- Germany
- French
- Italia
- Spain
- United Kingdom of Great Britain and Northern Ireland
- Russian
- Japan
- Korea
- Denmark
- Sweden
- Norway
- Finland
- Belarus

Furthermore, Vietnam also permits foreigners to enter and exit using electronic visas with a validity period of up to 90 days, for single or multiple entries. International border gates allowing entry and exit with electronic visas include 13 airports, 16 land border crossings, and 13 seaports.

Vietnam Electronic Visa (e-Visa)

The Vietnam Electronic Visa (e-Visa) is a type of visa issued by the Vietnam Immigration Department to foreigners entering the country. Holders of an e-Visa can stay in Vietnam for up to 90 consecutive days from the date of first entry, for both single and multiple entries, and it is applicable to all countries and territories.

While regular visas may only be granted at certain international airports, e-Visas are accepted at 42 international checkpoints including international airports, land border crossings, and seaports. Those with an e-Visa do not need to wait at the VOA counter at Vietnamese airports to have their visa stamped.

Access the link below for guidance on how to apply for Vietnam's e-Visa: (<https://vietnam.travel/plan-your-trip/official-vietnam-evisa-application>)

Processing for the e-Visa takes 4-6 working days, with a fee of 25 USD, and it is a single-entry visa.

How to Apply for Vietnam's e-Visa:

Step 1: Prepare the required materials:

- One 4x6 passport photo in .jpg format with a white background, without glasses
- One photo in .jpg format of your passport data page
- Passport valid for at least six months
- Your temporary address in Vietnam and points of entry and exit
- Debit or credit card for payment

Step 2: Click [this link](#) or access www.immigration.gov.vn and go to 'E-visa Issuance' then click on the link for 'Outside Vietnam foreigners'.

Step 3: Upload your .jpg images (passport data page and passport photo) and fill out the required fields on the form completely. Submit your form.

Step 4: Pay the e-Visa fee. Copy down the document code provided.

Step 5: Within 4-6 working days you should receive news of your e-Visa application via email. If not, you can also run a search for your e-Visa at [this link](#).

Step 6: Use your document code to locate your e-Visa online. Download and print the e-Visa in two copies for extra safety.

Vietnam Visa on Arrival

If you are planning a multiple-entry visit or a stay of more than 30 days, you will want to apply for a visa on arrival. To do this you'll need:

1. A 4x6 passport photo with a white background and no glasses
2. A filled-out [visa application form](#)
3. A passport or substitute ID valid for six months the date you plan to enter Vietnam
4. Payment (25 USD to 50 USD) for visa fees
5. A Letter of Approval a Vietnamese embassy or consulate (if you are picking up your visa at the airport)

If you are near a Vietnamese embassy or consulate, you can submit your photo, application form, passport, and visa fee in person. [This website](#) will guide you through the process.

If you are unable to reach a Vietnamese embassy, or are short on time, there are trusted services online who can provide you a valid Letter of Approval for a fee. Bring this letter together with a visa application form and your other documents to the Visa on Arrival er at the airport when you land.

Water

It is not advisable to drink tap water in Vietnam, Cambodia, Laos or Myanmar but bottled mineral water is safe and available everywhere. Ice in drinks is generally OK in standard hotels and restaurants but it is best to avoid it on street stalls or in country areas.

Weather

Vietnam is located in the inner belt tropics with high temperatures and high humidity the whole year. The North of Vietnam is under the influence of the Chinese mainland so it is more or less mainland climate. SCS profound influence on the nature of the moist tropical monsoon mainland. Tropical monsoon climate inhomogeneous moisture throughout the territory of Vietnam, forming regions with markedly different climates. Vietnam climate changes seasonally and by region from low to high, north to south and east to west. Due to the strong impact of the bear northeast monsoon so the average temperature in Vietnam is lower than average temperatures in many other areas in Asia at the same latitude.



10. Recommended Hotels

Hotels	Contact
<p>Army Hotel</p> <p>★★★★★</p> 	<p>Army Hotel</p> <p>📍 No 1A Nguyen Tri Phuong, Ba Dinh District, Ha Noi, Viet Nam</p> <p>☎ (+84) 24 6299 3322</p> <p>🌐 www.armyhotel.com.vn</p>
<p>Foreign Relations Hotel</p> <p>★★★★★</p> 	<p>Foreign Relations Hotel</p> <p>📍 No 33 Pham Ngu Lao, Hoan Kiem District, Ha Noi, Viet Nam</p> <p>☎ +84 24 3826 1639</p> <p>🌐 www.fr-hotel.com.vn</p>
<p>Sofitel Legend Metropole Hanoi</p> <p>★★★★★</p> 	<p>Sofitel Legend Metropole Hanoi</p> <p>📍 15 Ngo Quyen Street, Hoan Kiem District, Hanoi, Viet Nam</p> <p>☎ (+84) 24 3826 6919</p> <p>🌐 www.sofitel-legend-metropole-hanoi.com</p>
<p>Lotte Hotel Hanoi</p> <p>★★★★★</p> 	<p>Lotte Hotel Hanoi</p> <p>📍 54 Lieu Giai Street, Cong Vi, Ba Dinh District, Hanoi, Vietnam</p> <p>☎ +84 24 3333 1000</p> <p>🌐 https://www.lottehotel.com</p>
<p>Meliá Hanoi</p> <p>★★★★★</p> 	<p>Meliá Hanoi</p> <p>📍 44B Ly Thuong Kiet Street, Hanoi</p> <p>☎ +84 24 3934 3343</p> <p>🌐 www.melia.com</p>



SECTION 2: IMPORTANT SCHEDULE

Move-in Period	10 December~17 December 2024	08.00 hrs – 18.00 hrs
Show-day Period	19~22 December 2024	09.00 hrs – 17.00 hrs
Move-out Period	22 December 2024 23~24 December 2024	18.00 hrs – 20.00 hrs 08.00 hrs – 18.00hrs
Exhibitor Registration	17~18 December 2024	08.00 hrs – 17.00 hrs
Visitor Registration	19~22 December 2024	09.00 hrs – 17.00 hrs

Timetable of On-Site Operations

BUILD-UP PERIOD	DATE	TIME	CONDUCTED BY
Registration of exhibitors	17~18 December 2024	09:00-17:00 hrs.	Exhibitor
"Space Only" Stand Build-up *Only carpet laying and flooring to receive machine can be commenced at 08:00 hrs. of 10 December 2024	10~17 December 2024	08:00-18:00 hrs.	Contractors
Delivery of Heavy exhibits by Official Freight Forwarder & On-Site handling Agent	10~17 December 2024	08:00-18:00 hrs.	Official Freight Forwarder
Delivery of hand-carried exhibits	16~17 December 2024	08:00-17:00 hrs.	Exhibitor
Booth interior dressing and positioning of exhibits by Exhibitors	16~17 December 2024	08:00-18:00 hrs.	Exhibitor
All booths and exhibits ready for organizer's inspection	17~18 December 2024	20:00 hrs.	Exhibitor
Hall Close for security seal	18 December 2024	20:00 hrs.	Organizer

Should exhibitors or contractors need to work exceeding the above mentioned times, please contact Customer Service Center for approval by no later than 15:00 of that day.

EXHIBITION PERIOD	DATE	TIME	CONDUCTED BY
Exhibition Hours	19~22 December 2024	09:00-17:00 hrs.	Exhibitors, Organizer
Opening Ceremony	19 December 2024	09:00-10:00 hrs.	Exhibitors, Organizer
Hall Open for exhibitor entry	19 December 2024	07:30-17:30 hrs.	Exhibitor, Organizer
	20~22 December 2024	08:30-17:30 hrs.	
Hall Close for security seal	19~22 December 2024	17:30 hrs.	Organizer
TEAR-DOWN PERIOD	DATE	TIME	CONDUCTED BY
Disconnection / Cut-off of all utilities	22 December 2024	17:15 hrs.	Official Contractor
Collection of rental items	22 December 2024	17:15 hrs.	Official Contractor
Packing of exhibit and removal of hand-carried exhibit	22~23 December 2024	17:00-20:00 hrs.	Exhibitor
Removal of booth construction	23 December 2024	18:00-20:00 hrs.	Official Contractor
	24 December 2024	8:00-18:00 hrs.	
Heavy goods removal from the exhibition hall will be carried out by the Official Freight Forwarder	23 December 2024	19:00-20:00 hrs.	Official Freight Forwarder
	24 December 2024	8:00-18:00 hrs.	

- *Tentatively, updated: 10/ 2024*
- *The general program will be updated and sent to all exhibitors*

MOVE - IN PERIOD (19~22 December 2024)

MOVE – IN PROCEDURE

1. Collect the Exhibitor Badges at the registration counter before accessing the hall.
2. Please wear Exhibitor Badges visibly at all time while in the exhibition hall.
3. For heavy exhibit/machine, please contact the official on-site handling agent as soon as arriving the hall.
4. Always provide the technician/cooperator name and contact number who is in charge of machinery set up in your booth.

EXHIBITOR BADGE COLLECTION

Pick up Exhibitor Badges

17 December 2024, 13.00 – 17.00 hrs.

18 December 2024, 08.00 – 17.00 hrs.

At Exhibitor Registration Counter

NOTE:

Exhibitor Badges

This badge allows exhibitors and their staff to access the exhibition hall throughout the build-up, show open days and tear-down period. The badge is issued free of charge before the booth setup date. For security reasons, exhibitors must wear their badges at all times during the exhibition. This badge is not to be used by contractors or personnel not assigned to the booth.

The Organizer reserves the right to APPROVE ALL REGISTRATIONS OF EXHIBITORS AND THEIR BOOTH STAFF. Exhibitors must provide the Organizer with a complete list of personnel present at the booth. Exhibitors are strongly advised to complete and submit order form by the specified deadline and inform us via EMAIL or FAX of any changes.

Contractor Badges

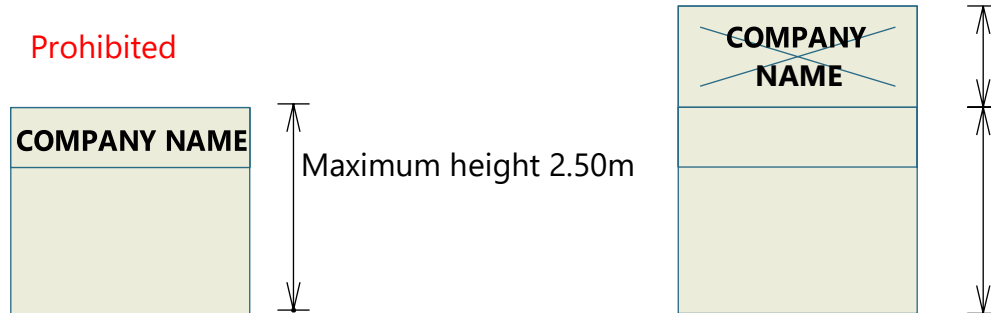
Only contractors who have submitted technical drawings with clear dimensions and have been approved by the Organizer are permitted to proceed with booth construction within the Exhibition Hall. Contractors will be required to pay a refundable deposit and a management fee in order to receive the contractor's badge.

The badge issued to contractors and their personnel is only valid during the build-up and tear-down periods for the purpose of booth setup. Contractors and their personnel must wear their badges at all times within the Exhibition Hall.

SECTION 3: RULES & REGULATIONS

3.1 The Exhibition

- **Additional construction on standard booths is NOT permitted.**



- **DO NOT paint, nail, screw, hammer, or hang anything on the standard booth.**

Sticky tape (2 sides)

Not Permitted



Permitted



- No suspensions from the ceiling of the Exhibition Hall.
- All light fitting and socket points must be ordered from the official electrical contractor. Change and modification on fascia and shell scheme structure are NOT permitted.

SPACE ONLY STAND CONSTRUCTION

- a) Contractors must submit a 3D booth design and a detailed technical breakdown, including clear specifications of materials and electrical connections, to the Organizer for approval BEFORE **November 15th, 2024**, via email at booth_design@vdi.org.vn
- b) Exhibitors are responsible for any damages caused by their appointed contractors and must supervise construction personnel to ensure they comply with all Exhibition Hall and Organizer Rules and Regulations.
- c) Electrical installation for “Space Only” stands can be carried out either by the Official Contractor or by the exhibitor's own contractor, but it must be inspected and approved by the Official Electrical Contractor.
- d) Exhibitors are strictly prohibited from installing lighting and sockets in the standard booth without permission.
- e) Any display or booth after installation must not exceed 5.5 meters in height. The back of all walls must be neatly finished with wooden or white formex panels. The Organizer reserves the right to request exhibitors to modify, adjust, or lower the back walls if, in the Organizer's opinion, they obstruct the view of other booths.
- f) In the case of “Space Only” stands adjacent to other booths, exhibitors with “Space Only” stands are not allowed to use the back walls of neighboring booths. All exhibitors must build their own back walls. No logos or graphics are allowed on the back side of the walls.
- g) The maximum height for the back walls is 3 meters. If the back wall of the “Space Only” booth exceeds the height of the neighboring booth, exhibitors with taller back walls must finish the rear side of the walls using white materials such as wood or white formex. No logos or graphics are allowed on the back side of the walls.
- h) **Hanging systems are NOT permitted.**
- i) Air conditioner systems are not allowed to be used in the “Space only” stand.

VENUE RULES AND REGULATIONS (Important)

Before staffs, workers, exhibits, equipment, etc. move into the Exhibition Hall; exhibitors and contractors should read carefully and comply fully with the “Rules and Regulations” issued by the Organizer

Article 1: Registration Procedures

- 1.1 To be granted access to the Exhibition Hall, contractors must register with the Organizer.
- 1.2 Depending on specific requirements, exhibitors and contractors can refer to registration forms for: electrical equipment and lighting rental; booth equipment rental registration, etc. These forms will be updated on the Exhibitor Portal and will soon be sent to exhibitors via their registered email.

Article 2: Booth Construction

2.1 When entering and during the working hours at the Exhibition Hall, all workers and staff must wear "Contractor Badge"

2.2 Any kind of super adhesive tape is not allowed to be used for attaching floor carpets.

2.3 All preparatory work (cutting, sawing, chiseling, or spray painting, etc.) for booth materials must be completed before transporting them into the Exhibition Hall for installation.

2.4 Equipment/materials with hard contact surfaces at the base must be protected by wrapping them in rubber or soft materials before being moved and placed on the exhibition floor.

2.5 During the installation, construction, and decoration of the booth, contractors are responsible for compensating the Exhibition Hall in the following cases:

2.5.1 Intentional Errors

- Intentionally drilling, making holes in the floor, on the wall, pillar or other facilities of the exhibition hall. Intentionally disposing glue, paint or other chemicals in the exhibition area. Intentionally connecting electrical equipment to the power source without notifying the Venue Supervisor.
- Disposing waste, materials, additives etc. which can cause damage to the common passages or to the operation of other contractors.
- Displaying exhibits beyond the limit of the exhibition booth, hanging or sticking advertisement posters, banners without the permission of the Organizer.
- Incompliance with regulations regarding teardown schedule, cleaning, power safety, fire prevention etc.

The fine ranges between VND 2,000,000 – VND 5,000,000 plus the cost of correction

2.5.2 Thoughtless errors

- Causing damage to the floor, walls, pillars, glass doors and windows etc. of the exhibition hall by using hard, sharp, sharp-pointed objects.
- Disposing waste, materials etc. during the Construction period which can cause damage to the common passages or other booths (the act of correction, however, has been taken)
- Operation of sound system, loudspeakers etc. which can cause noise to other booths or the public
- Being late in dismantling of booth or doing cleaning works

The fine ranges between VND 1,000,000 – VND 2,000,000 plus the cost of correction

2.5.3 Technical errors

Technical errors are identified as errors committed during the booth Construction period. However, these technical errors shall unlikely cause serious damage and be corrected in due time by contractors (technical errors do not include those mentioned above)

The fine ranges between VND 300,000 – VND 1,000,000 plus the cost of correction

After being warned by the Venue Supervisor, if contractors will take no action of correction, the Venue Supervisor reserves the right to terminate the booth Construction work.

Article 3: Return of rental space

The users of booked space must return it to the Venue Supervisor in the status as it was when the "Hand over Report" was made. Otherwise, the user will be responsible according to Article 2.

3.2 Electrical Regulations

All electrical connections must be carried out by the Official Contractor of the exhibition. Exhibitors are not allowed to connect to the common electrical sources of the exhibition on their own. Electrical equipment used during the build-up and tear-down periods must be registered using the forms provided by the Organizer to the participating units.

3.3 Booth Display and Sound Emission in Booth

3.3.1 In-booth Stages

Exhibitors planning to set up a stage in their booths must ensure that the stage layout makes it possible to attract all visitors inside the boundaries of the booth. If any problems occur in line with in-booth stages, the Organizer Office requests immediate countermeasures.

In the case of an inappropriate layout, the Organizer reserves the rights to adjust the layout for maximum convenience of the visitors.

3.3.2 Speakers and Sound Emission in the Booth

Speakers:

- Exhibitors can use only portable loudspeakers to perform the company's presentation, product demonstration or entertaining activities within the booth area.

- The portable loudspeaker cannot be installed with other loudspeaker systems.

Sound Emission:

When using AV equipment for a demonstration or explanation in a booth, the volume must be less than 65 decibels in the exhibition area, when measured at the distance of 3 meters away from the border line of the booth. Every booth must strictly comply with this rule. If complaints are received from neighboring exhibitors or noise is noticeable in other areas of the site, the Organizer Office will require the exhibitor in question to lower noise levels to ensure a pleasant environment for all visitors and exhibitors.

During the exhibition period, the Organizer Office will regularly measure the sound levels. Exhibitors are also asked to voluntarily measure the sound levels used in their booths before and during the exhibition. Please contact the on-site Organizer Office to borrow measuring equipment.

Breach of noise-level regulations:

Any exhibit that emits sound volume that exceeds 65 decibels or any other AV equipment apart from mentioned Portable Speaker must be modified to conform to the regulations. Failure to conform may result in the loss of sound system privileges.

3.4 Exhibitor Access To The Halls

Exhibitor badges allowing exhibitors and bond fide members of their staff to enter the Exhibition Hall throughout the build-up, tear-down and show days will be issued free of charge if registering before build-up day. The number of badges required and the name of persons for whom they will be issued must be completed on Order Form and returned to the Organizer by the deadline.

Exhibitors should wear their badges at all times during the build-up, tear-down and show days, while they are on the Exhibition premises.

3.5 Contractor Access to Halls

Except for official contractors, all other contractors are required to sign a commitment to ensure compliance with the regulations set by the Organizer before being issued a construction badge.

The construction badge is only valid during the build-up and tear-down periods for the purpose of booth construction. In cases where a contractor has a valid reason to be present during the exhibition period (e.g., for maintenance purposes), the Organizer will issue a special badge for the contractor. For repair purposes, the contractor must apply for a badge from the Exhibition Hall Management. Exhibitors are requested not to apply for this badge on behalf of the contractor.

3.6 Samples and Souvenirs

Samples, souvenirs, publications, etc., may be distributed by the exhibitor only from within their booth. The distribution of any article that interferes with the activities in or obstructs access to neighboring booths or that impedes the aisle is prohibited. No article other than the product or material made or processed used by the exhibitor may be distributed except with the written permission of the Organizer.

3.7 Damages/ Dilapidation

The Organizer, in conjunction with the Hall Owner will inspect the Hall before build-up and after teardown of the exhibition. Exhibitors are responsible for the cost of replacing any damage to the exhibition premises, whether caused by themselves, their agents, contractors or any person or persons employed or engaged on their behalf by such agents or contractors. Exhibitors occupying Shell Scheme stands are also responsible for the cost of making well, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making goods any damage will be assessed by the official contractor and charged to the exhibitor or subtracted from the Performance Bond posted by nominated contractors.

3.8 Authority on the Premises

The Organizer shall be responsible for and be entitled to act as the owners of the premises throughout the tenancy period. The decision of the Organizer in any problem or dispute will be final.

3.8.1 Eligible Exhibits

Exhibits will be limited to those companies or other entities offering materials, products, or services of specific interest to registrants. The organizer reserves the right to determine the eligibility of any product for display. Exhibiting manufacturers' representatives and /or distributors must list their participating principals as the exhibitors of record. Only the sign of the Exhibitor whose name appears upon the face of the contract may be placed on the booth or in the printed list of Exhibitors of the Exhibition. No exhibits or advertising will be allowed to extend beyond the space allocated to the Exhibitor, or above the back and side partitions.

Exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. The organizer reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or Exhibitor or his representatives, upon the management's good faith determination that the same is not in accordance with these Rules and Regulations.

3.8.2 *"Space only" stand*

If the exhibitor has not completed the setup and display of their booth by the specified deadline, the Organizer may repurpose the booth area for suitable uses.

3.8.3 Sub-leasing

Exhibitor shall not sublet his space, or any part thereof, or the exhibition of anything not specified in the contract. Exhibitor may not exhibit, offer for sale, give as a premium, or advertise articles not manufactured or sold in his own name, except where such articles are required for the proper demonstration or operation of Exhibitor's display, in which case identification of such articles shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them. Exhibitor may not permit in his booth non-exhibiting companies or representatives. Rulings of the organizer shall in all instances be final with regard to use of any exhibit space.

3.8.4 Damage to Property

The exhibitor is responsible for any damage caused to the floor, walls, columns, or equipment in standard booths, or to the property of other exhibitors. The exhibitor is not permitted to use paint, adhesives, or other coatings on the building columns and floors or on standard booth equipment.

3.8.5 Special Services

Electricity and other utilities, as well as any additional special services, will be provided to the exhibitor upon request and upon agreement to pay the authorized service providers for these services.

3.8.6 Booth Representatives

Booth representatives are limited to the exhibitor's employees and authorized representatives of the exhibitor. Booth representatives must wear badges issued by the Organizer at all times during the exhibition. The Organizer may limit the number of booth representatives at any time. All booths must have staff present during the entire opening hours of the exhibition.

3.8.7 Decoration

The Organizer has full authority to determine, arrange, and decorate all display items of the exhibitor and reserves the right to request the replacement, rearrangement, or redecoration of any items or booths. The Organizer will not be responsible for any costs incurred by the exhibitor in this regard.

Exhibitors with space-only booths or booths with back walls adjacent to other booths must ensure that the surface of their booth's back wall is finished appropriately to avoid affecting the appearance of the neighboring booth (no logos, no graphic decorations). If the wall surface is not finished by the designated decoration completion time, the Organizer will authorize the official contractor to complete the remaining work, and the exhibitor will bear all related costs.

Additionally, if the booth decoration has not begun by 15:00 hrs. on December 17th, 2024, the Organizer reserves the right to set up the exhibition booth themselves,

with costs borne by the exhibitor. All booths must be ready before the exhibition opens. The Organizer will not permit any noise or movement of displays after the opening time. Display items must not exceed the height limit specified in the Exhibitor Manual. Exhibitors with booths exceeding the height limit will be required to modify their booths at their own expense to comply with the exhibition regulations.

3.8.8 Sound level

Electrical or mechanical equipment that generates noise must be operated in a way that ensures it does not disturb other exhibitors. The maximum allowable noise level is 65 dB. The Organizer reserves the right to determine the acceptable level of noise in all cases.

3.8.9 Personnel and Attire

The Organizer reserves the right to determine whether the personnel and/or attire of the exhibitor's booth staff are acceptable, based on the interests of both the exhibitor and the exhibition.

3.8.10 Exhibitor Conduct

Exhibitors are only permitted to distribute samples, souvenirs, and publications within their booth area. It is strictly prohibited to distribute such items in a manner that disrupts activities or obstructs access to neighboring booths or common walkways. Exhibitors are not allowed to distribute items that are not their own products or materials unless written consent is obtained from the Organizer.

Exhibitors must ensure that their product operations do not affect, endanger, or hinder other exhibitors or visitors. Any violations that result in complaints from other exhibitors or visitors, and are deemed by the Organizer to interfere with the rights of others or cause them inconvenience or danger, may be strictly prohibited by the Organizer.

3.8.11 Obstruction of Aisles or Booths

The Organizer will suspend any demonstrations or activities that obstruct walkways or block access to the surrounding exhibitors' booths.

3.9 Liabilities

3.9.1 Liabilities

All exhibitors MUST purchase an "all-risk" insurance package, with coverage from the country of origin to the exhibition booth, including the exhibition period and the return to the country. Exhibitors should pack and transport valuable, attractive, and easily movable items out of the Exhibition Hall at the end of each exhibition day, as this is the time of highest risk for loss and theft. These items MUST NOT be displayed unsupervised at any time. The Organizer will not be responsible for the safety of any

exhibits brought into the exhibition by exhibitors, agents, contractors, visitors, or anyone else.

Exhibitors must ensure they are fully insured, with public liability insurance and comprehensive coverage. The exhibitor's liability period must begin from the moment the exhibitor, or any agent or contractor, enters the Exhibition Hall and extend until all exhibits and property have been removed from the Exhibition Hall.

Exhibitors must ensure and indemnify the Organizer/Exhibition Manager, staff, and partners against costs, claims, demands, and expenses that the Organizer/Exhibition Manager may incur due to loss or injury caused by the actions of the exhibitor, agents, contractors, or guests.

Exhibitors are also responsible for rectifying any loss or damage to any items they have rented from official contractors, agents, or service providers. They must take necessary precautions to avoid damage to equipment, exhibits, and booths before connecting with the electrical contractor of the official contractor.

Exhibitors must provide relevant insurance documentation to the Organizer upon request.

3.9.2 Claims

In the event that a compensation claim is necessary, the exhibitor must prepare a report within 24 hours for the relevant parties to review, verify, and record the associated damages. WITHOUT THIS REPORT, ALL CLAIMS WILL NOT BE COMPENSATED.

Please note that the Organizer and the appointed contractors, agents, and related parties would like exhibitors to understand that they do not intend to cause any unnecessary complications or difficulties, but rather to provide the necessary support in case of any incidents.

3.10 Health and Safety

3.10.1 Exhibitor's Responsibility

- a) A designated person must be appointed to oversee health and safety matters in the booth.
- b) Ensure that your employees and any other persons affected by your actions and omissions remain safe and unharmed.
- c) Ensure that risks related to your booth are assessed during the build-up and tear-down periods.
- d) Cooperate and work in coordination with the Organizer and contractors at the exhibition.
- e) Help relevant parties become aware of potential hazards during the build-up and tear-down periods through the Risk Assessment.

- f) Ensure that your appointed staff/contractors understand and follow the safety system.
- g) Seek advice from the Organizer when necessary before the exhibition. This will help you better adapt to local regulations.
- h) Exhibitors must bring copies of their health, safety policy documents, and risk assessments, as well as copies of the health, safety policies, and risk assessments of their contractors/agents.

3.10.2 Contractors' Responsibilities

- a) Ensure the health, safety, and welfare of any workers, including subcontractors, at the exhibition during the build-up and tear-down periods of the booth.
- b) In cases of high-risk work, ensure that a detailed Risk Assessment and Method Statement are prepared.
- c) Ensure the competency of employees and subcontractors to carry out the work.
- d) Cooperate and coordinate actions, informing relevant parties of the risk assessment results.

3.10.3 Stand Designers' Responsibilities

- a) Must be competent in the necessary understanding, skills, knowledge, and experience related to booth design.
- b) Ensure that the installation and maintenance of the design can be carried out safely and in compliance with the law.

3.11 Hand-Over of Hall

The exhibition hall must be handed over promptly on **December 24th, 2024 (12:00 hrs.)** to ensure the operations of Gia Lam Airport. The Official Contractor and Official Freight Forwarder must clean up the hall before this deadline. Any remaining items will be handled by the fastest means possible. The organizer is not responsible for any loss, damage, or any related costs that the exhibitor may incur in relation to the items left behind.